



# **StewartOrders Training Guide**

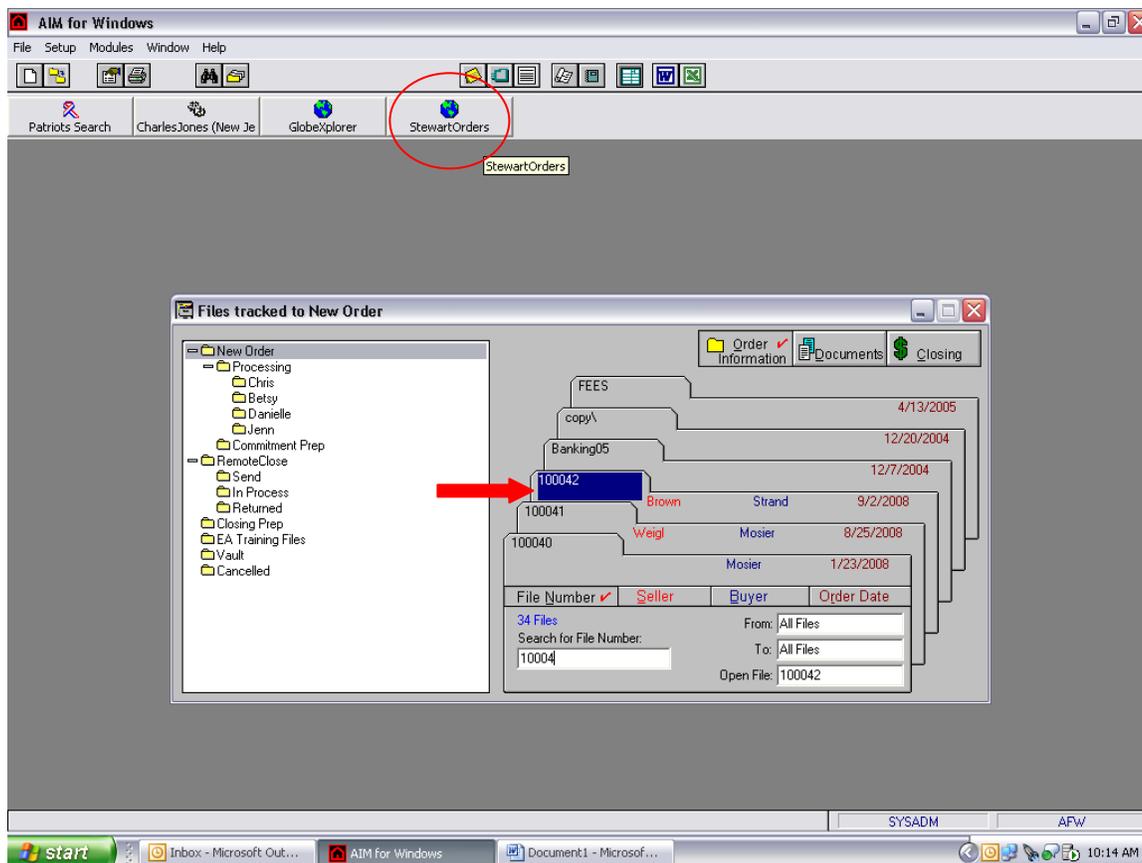
## **AFW Integration**



Thank you for choosing PropertyInfo National Services Corporation, a Stewart Company, and StewartOrders. This guide is intended to give you an overview of the product, and the integration features with AIM for Windows. If you have any questions please feel free to call us at 410-335-2744.

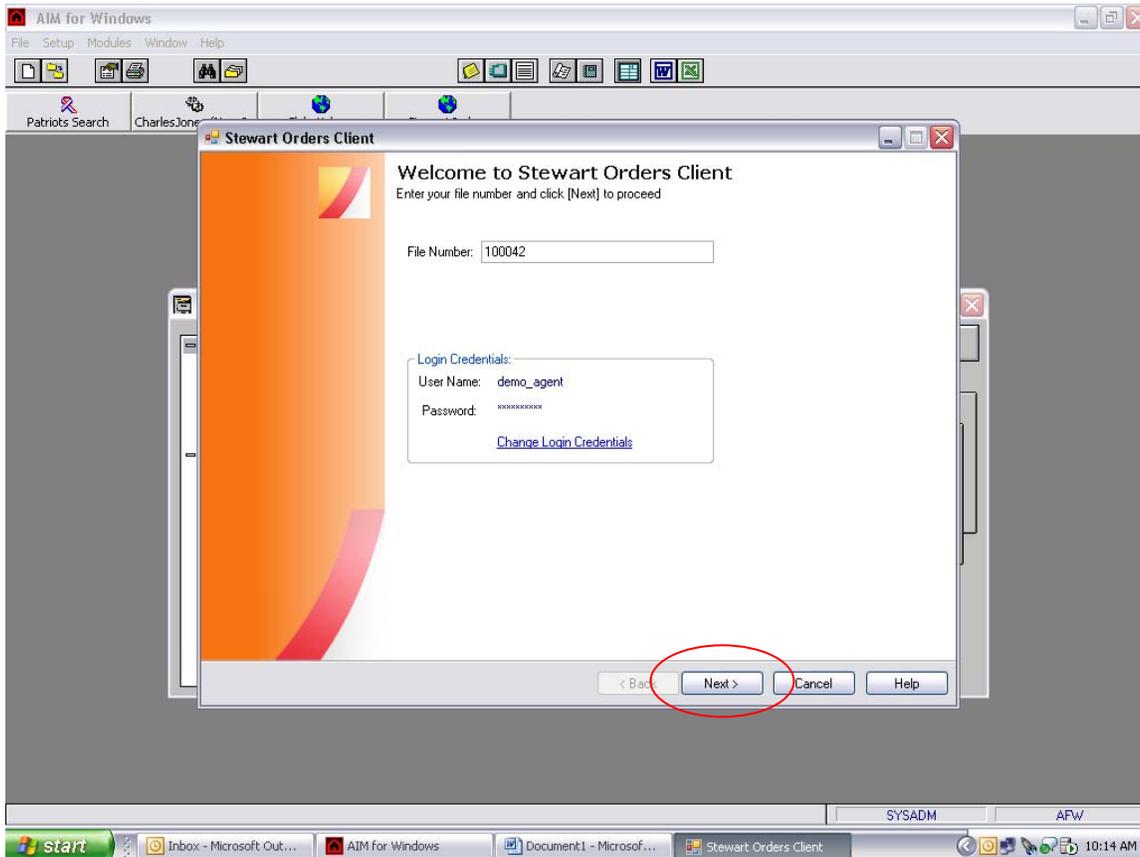
## SECTION 1: Placing an Order with the StewartOrders Button in AIM for Windows

Login in to your AFW database and highlight the file you would like to place a title search request for in the file cabinet. Then click on the StewartOrders button in your toolbar.



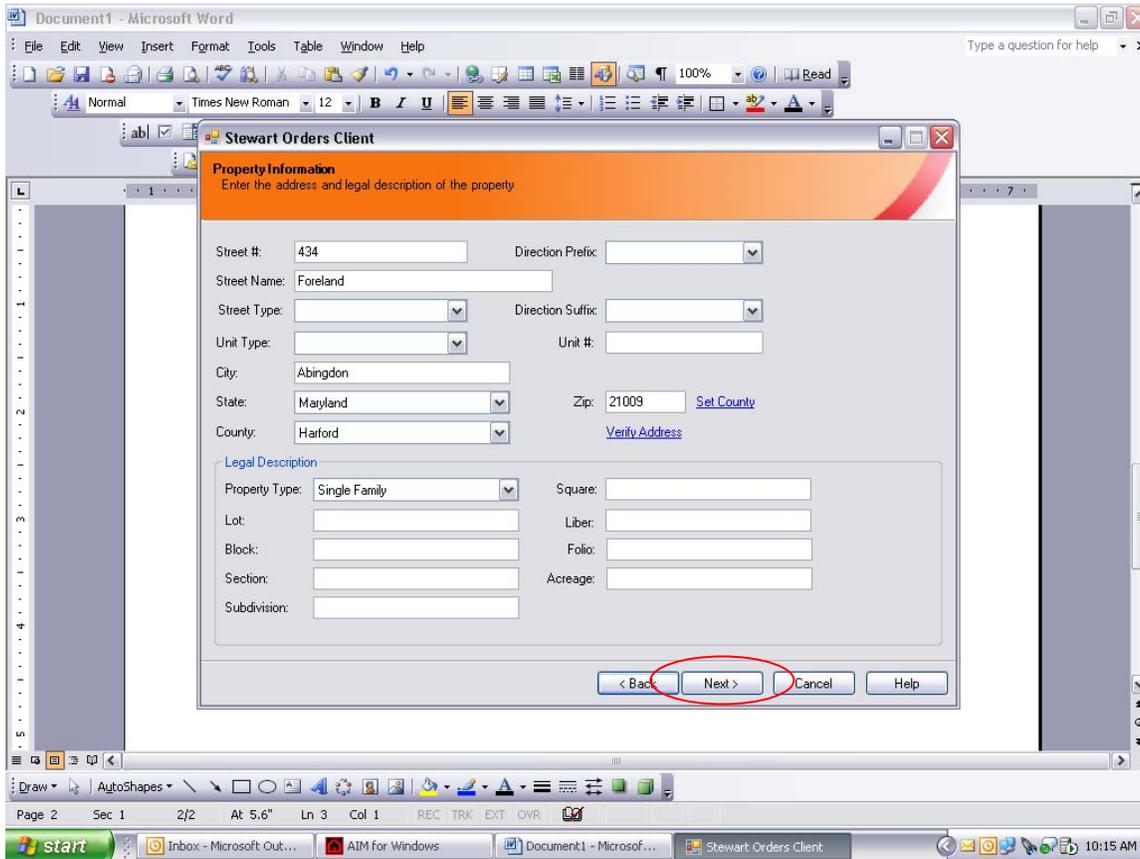
SECTION 1: Placing an Order with the StewartOrders Button in AIM for Windows

Your StewartOrders file will launch asking you to confirm the file number and your StewartOrders login information. Your StewartOrders User Name is always your full email address; this is different than your AFW login credentials. Click Next.



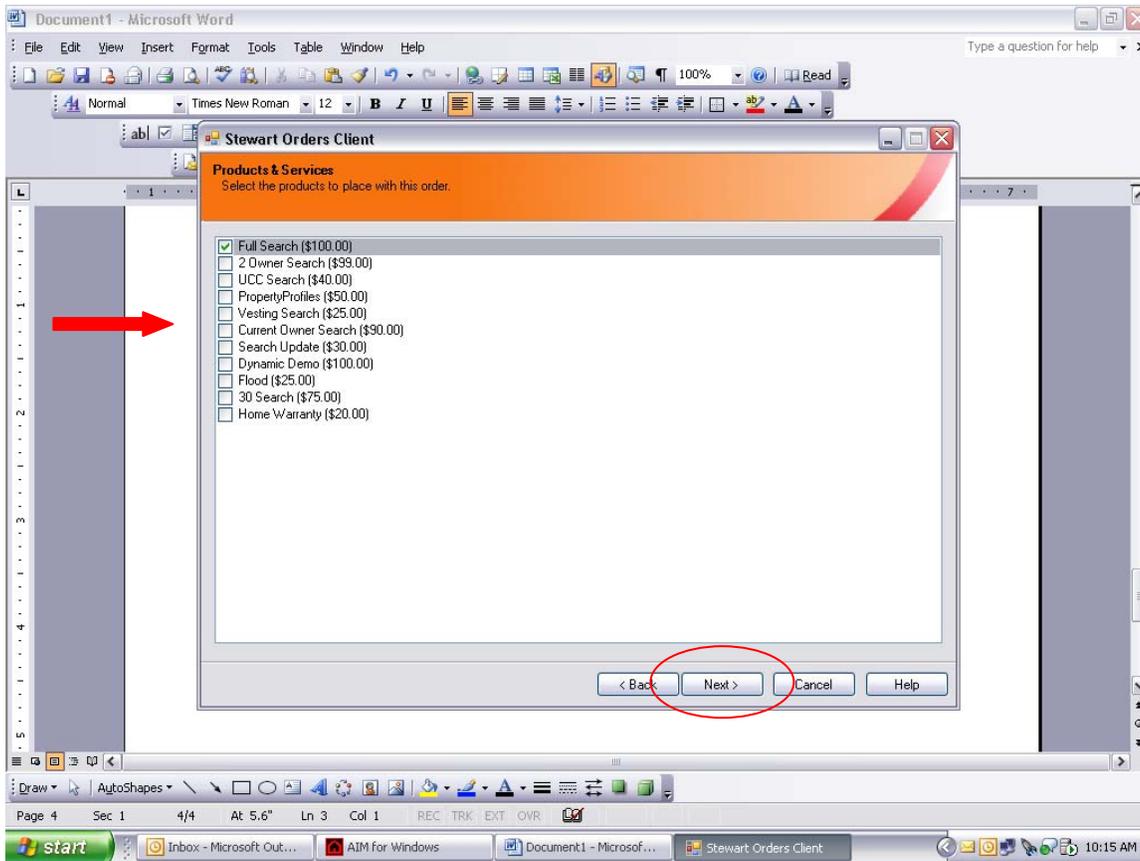
SECTION 1: Placing an Order with the StewartOrders Button in AIM for Windows

You will then get a screen that allows you to confirm your property address. If there are changes to be made please cancel out of this screen and make any necessary changes in the Order Entry Module of AFW. You may also add any Legal Description details you have if you would like at this point. Then click Next.

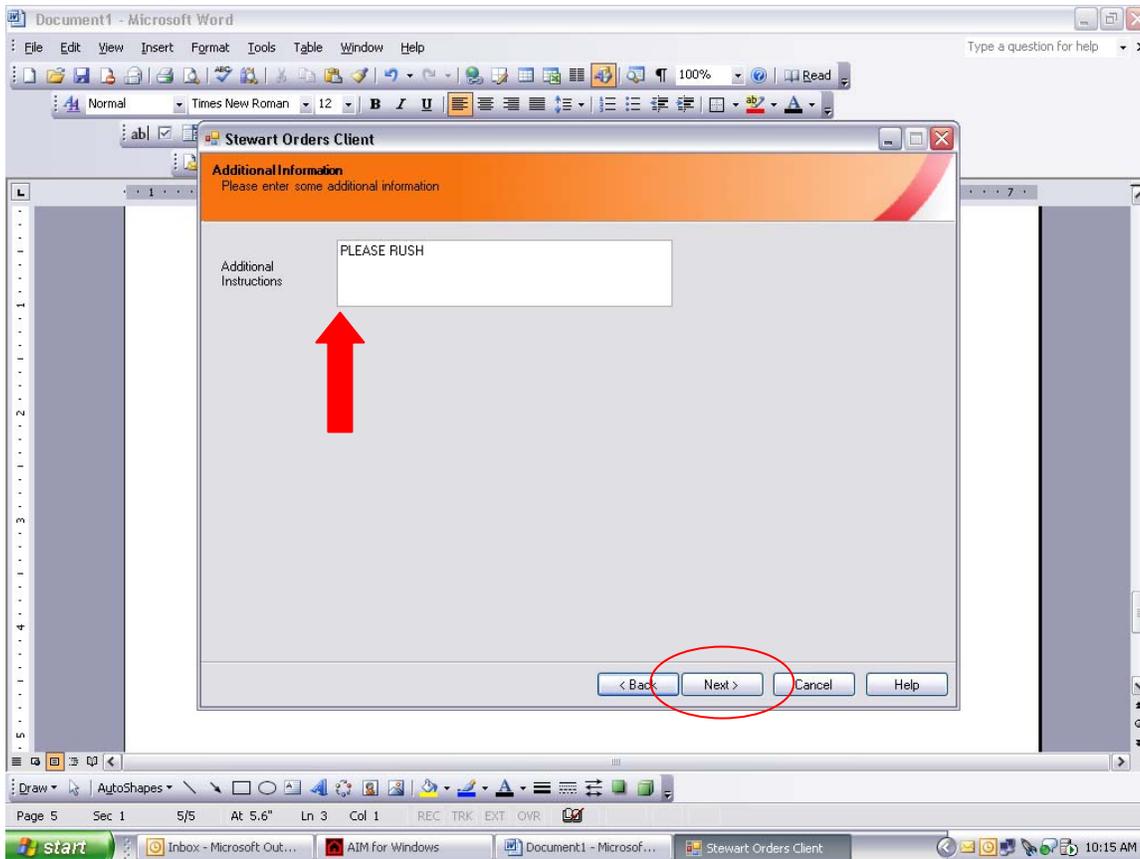


SECTION 1: Placing an Order with the StewartOrders Button in AIM for Windows

The product screen will appear and will allow you to check off the type of search you are ordering. You will see a price next to each product; these prices are based on the state and county where the property is located. Then click Next.

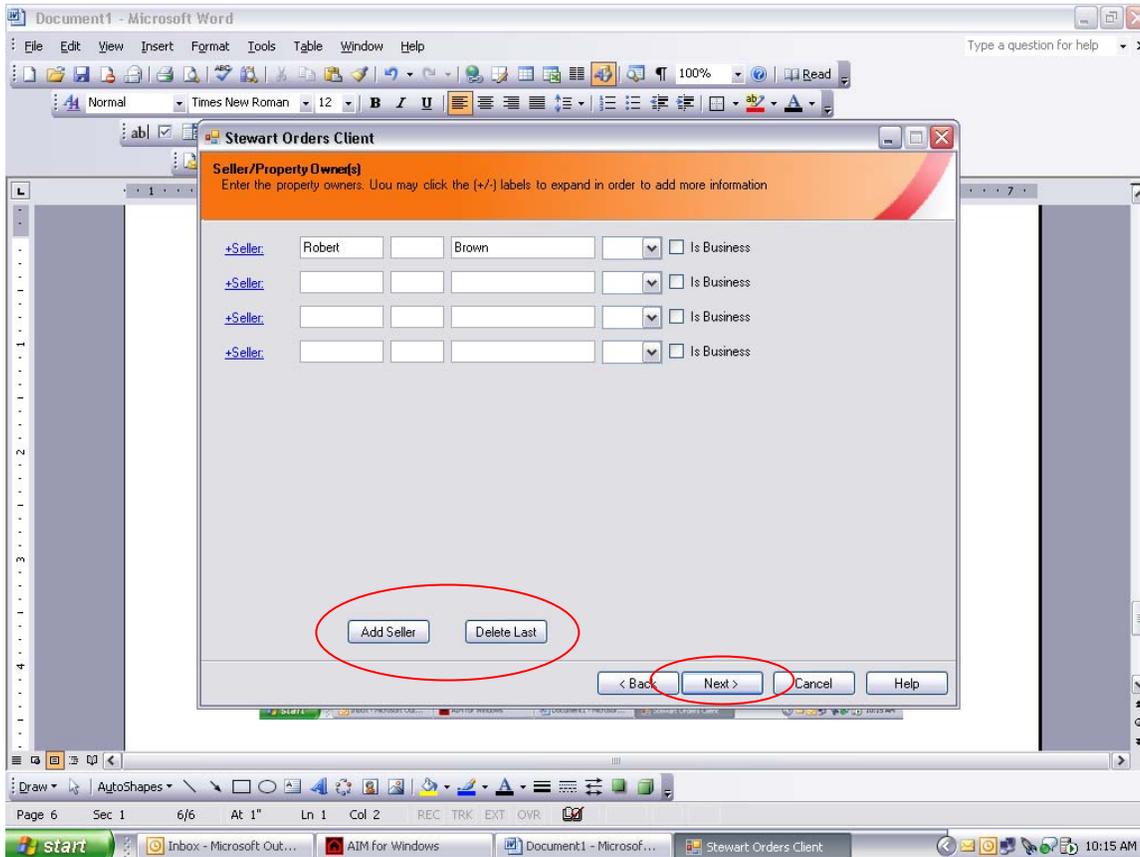


The Additional Instructions screen allows you to add any comments for this file such as Please Rush. (Please call our office at 410-335-2744 x308 or email us at [titlesearch@stewart.com](mailto:titlesearch@stewart.com) if this is an actual RUSH). When you are finished adding instructions click Next.

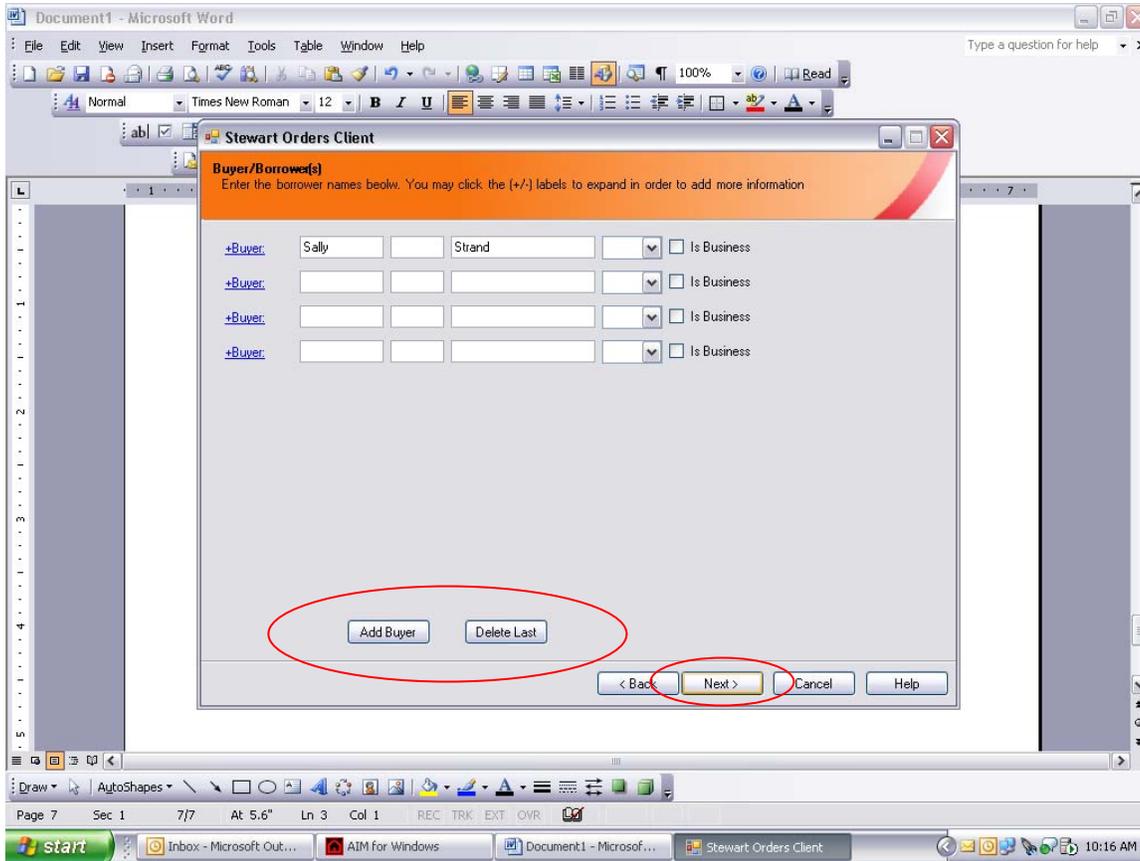


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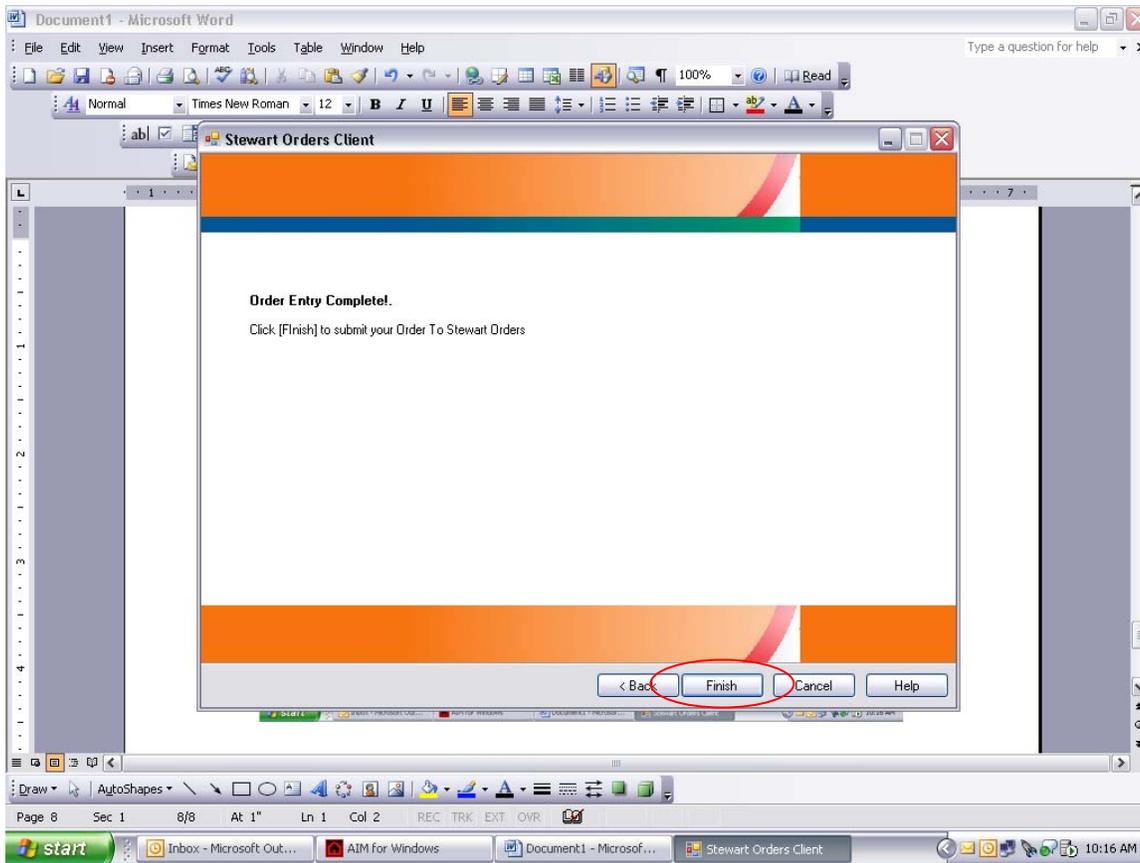
The Seller/Property Owner screen will allow you to view your sellers and add/delete any if necessary. Again, if you need to make changes you would want to go back to your AFW file and make any needed changes there. Any changes made on this screen will not flow back into AFW. After confirming your Sellers names click Next.



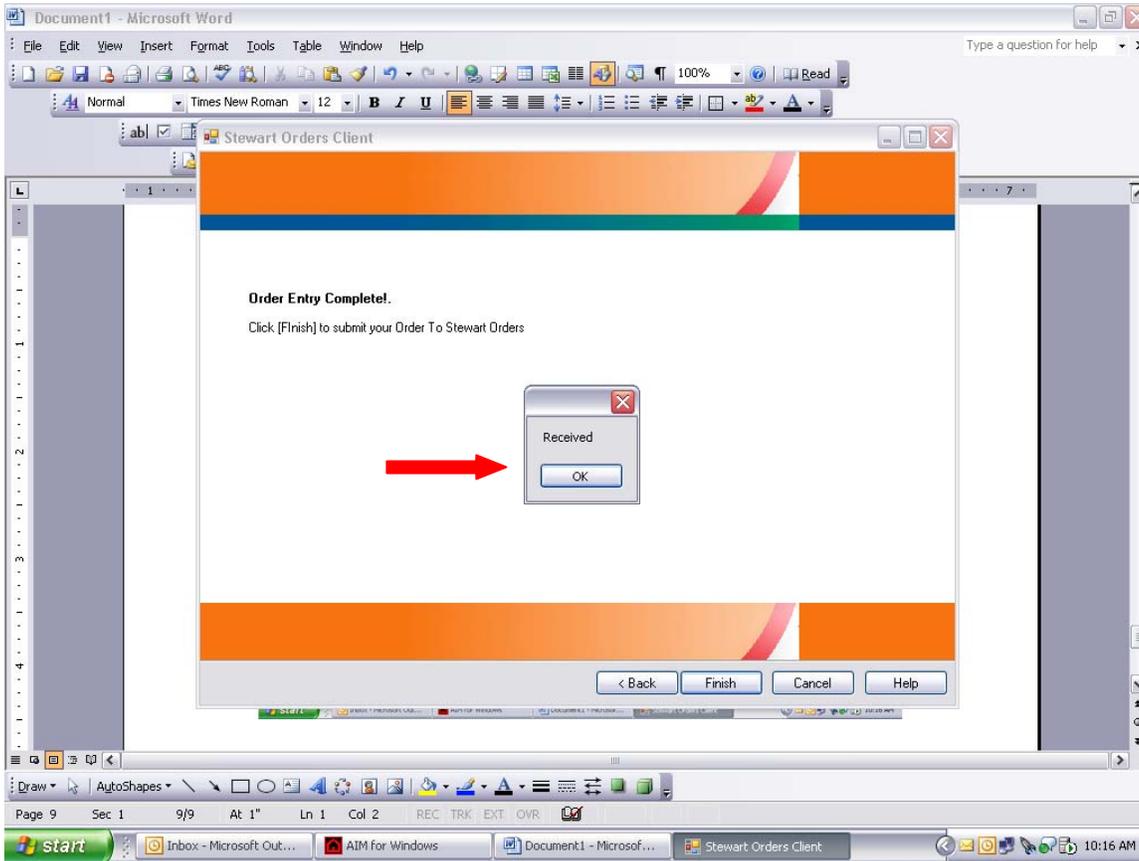
The Buyer Screen works exactly as the Seller screen does and has all of the same features. After confirming your Buyers names click Next.



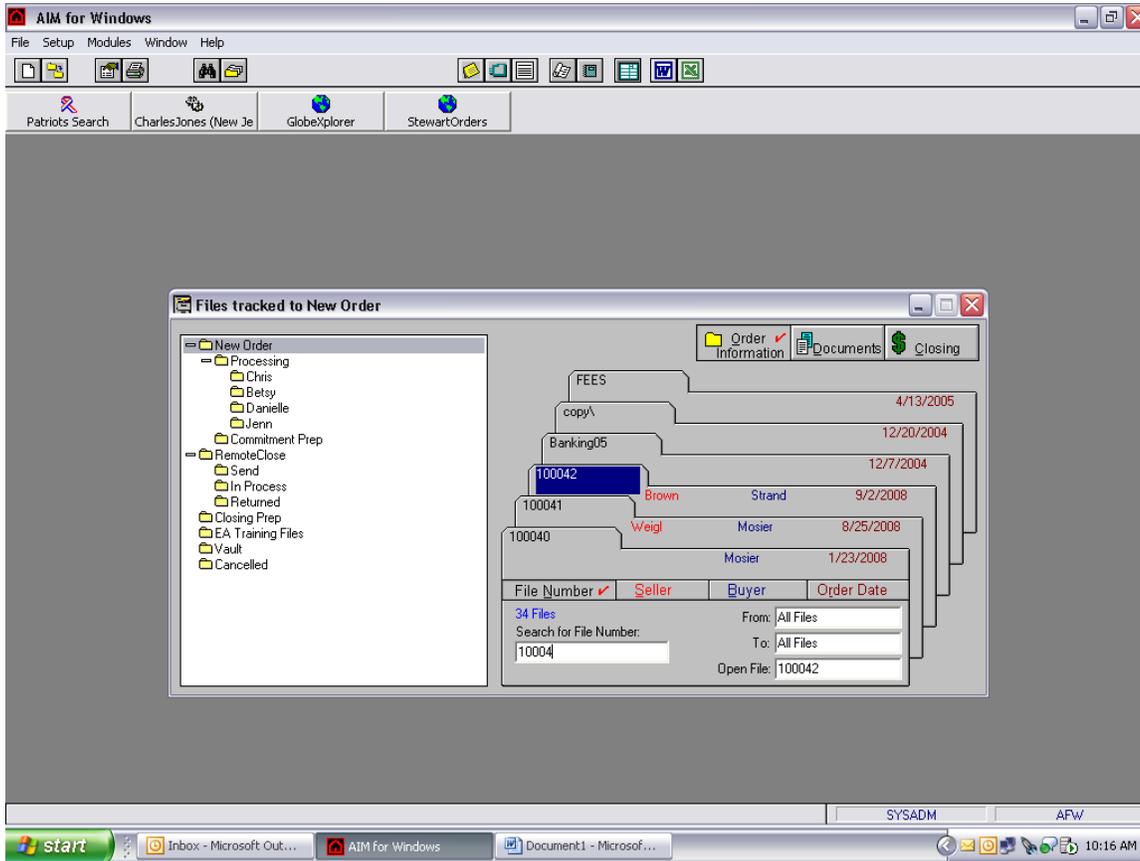
The order confirmation screen will appear. To send the order click Finish.



A message will appear confirming that your order has been received. Click OK.



This will take you back to your File Cabinet in AFW.



## SECTION 2: Retrieving Completed Orders

When your title search is complete you will receive an email to your inbox with a link to your completed file. It will look similar to the message below:

### Search Completed

File Number:	T08068DM
Search:	Full Search
Status:	Search Completed

You can view the order details by clicking on the link below:

<http://www.stewartorders.com/so/orders.aspx?id=117>

You will click directly on the link this will take you to the StewartOrders login page. After logging in you will be taken to your completed order.

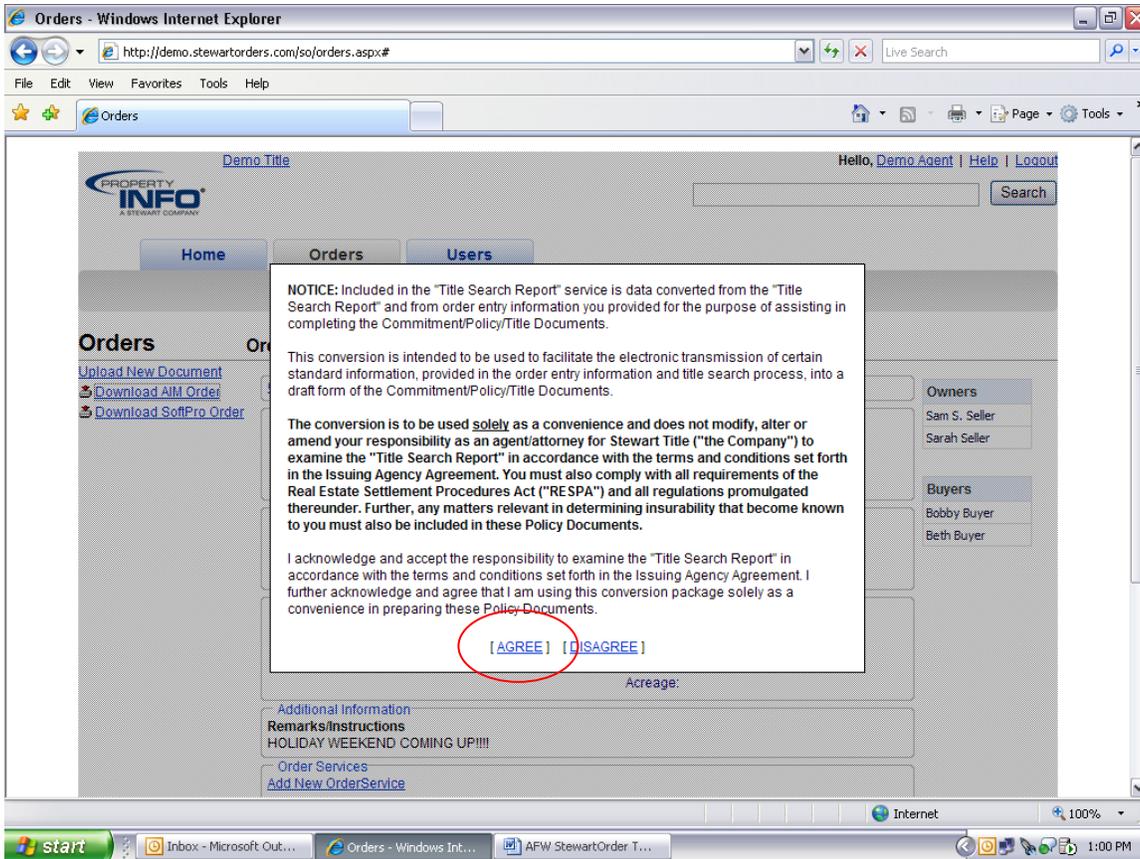
Your Order Details page will display. Under the documents section you will see a Title Search Report and a Raw Title Search. Click the PDF icon next to the Title Search Report to display all the data that is returned from the title search. The Raw Title Search will show you any scanned documents in accordance with this file. To import the information into AFW click the “Download AIM Order” link.

The screenshot shows a web browser window titled "Orders - Microsoft Internet Explorer" with the address <http://www.stewartorders.com/so/orders.aspx?id=117>. The page content includes:

- Orders** section with links: [Upload New Document](#), [Edit Title Search Report](#), and [Download AIM Order](#) (highlighted by a red arrow).
- Open Orders** section with a sub-link: [Close - Cancel - Archive - Edit - Request Update](#).
- Transaction Details** section:
  - Customer: US Settlements Network
  - Abstractor: Joseph Standish
  - File Number: T08068DM
  - Order Status: Order Complete
  - Order Date: 2/29/2008
  - Products: 1. Full Search
- Property Address** section:
  - Street Address: 4103 Murray AVE
  - City: Pittsburgh PA 15217
  - County: Allegheny
- Legal Description** section:
  - Property Type: 1-FAMILY
  - Subdivision: 0087-P-00061-0000-00
  - Tax Parcel #: 0087-P-00061-0000-00
  - Lot, Block, Square, Map Book, Map Page, Liber, Section, Phase, Folio, Acreage fields are present but empty.
- Additional Information** section:
  - Remarks/Instructions**: \*\*\*\*\*Full Search 60 yr include tax map, recorded plan, copy of current deed and copy of all mortgages. \*\*\*\*\* Process and return no later than 3-7-08 Please use Dan Diesel or Jeff Fisher. Thank you
- Documents** table:
 

Add	Document	Description	Uploaded By	Uploaded
	<a href="#">Title Search Report</a> 	Online Doc	Wilczynski	3/4/08 9:43
<a href="#">Edit</a>	<a href="#">Raw Title Search</a>	Rokhkind Full Search	Standish	3/4/08 4:30

The acknowledgment screen appears which states that the title agent is still responsible for the core service of examining the title. Click AGREE.



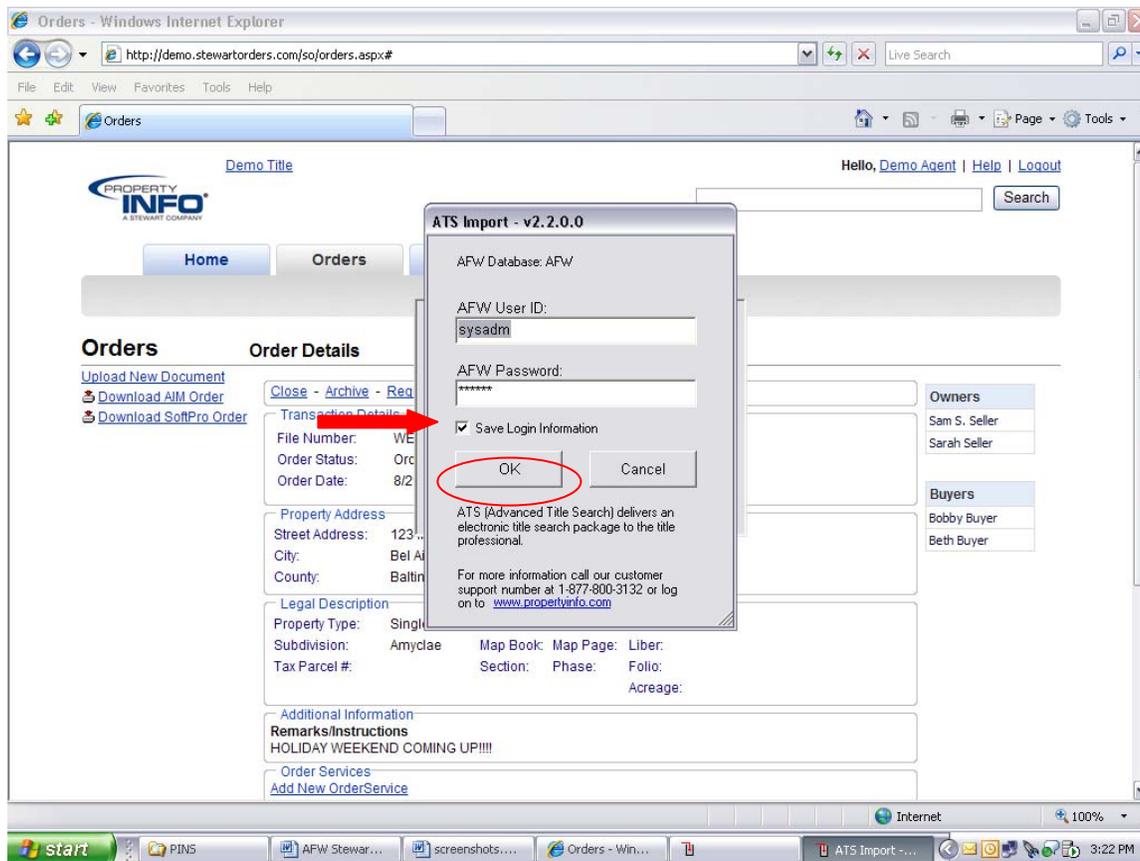
You will receive a message asking if you want to Open/Save/Cancel this file.

**Download Method:** If you are Logged into the website from your **TitleWorkplace Citrix Desktop environment: Click Open.**

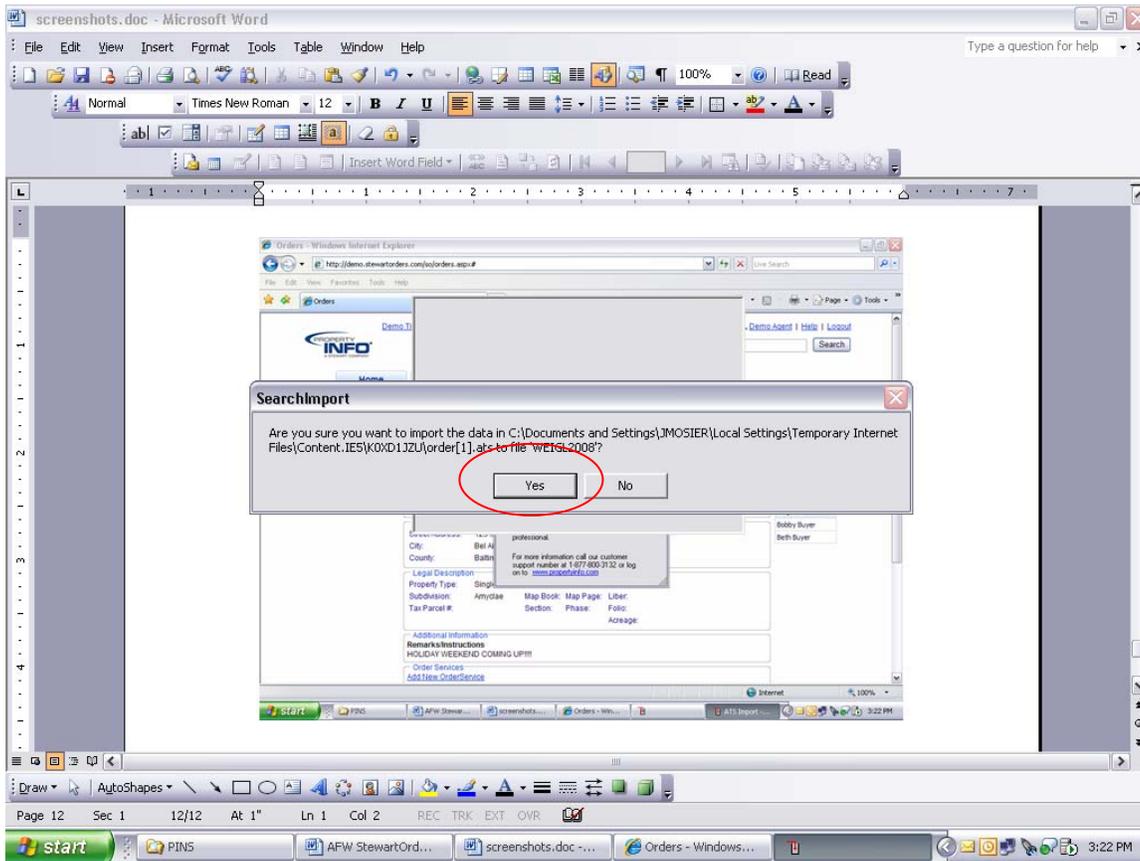


Since the TitleWorkplace/StewartWorkplace environments automatically recognize the file type .ATS, choosing 'Open' here will automatically start the importer.

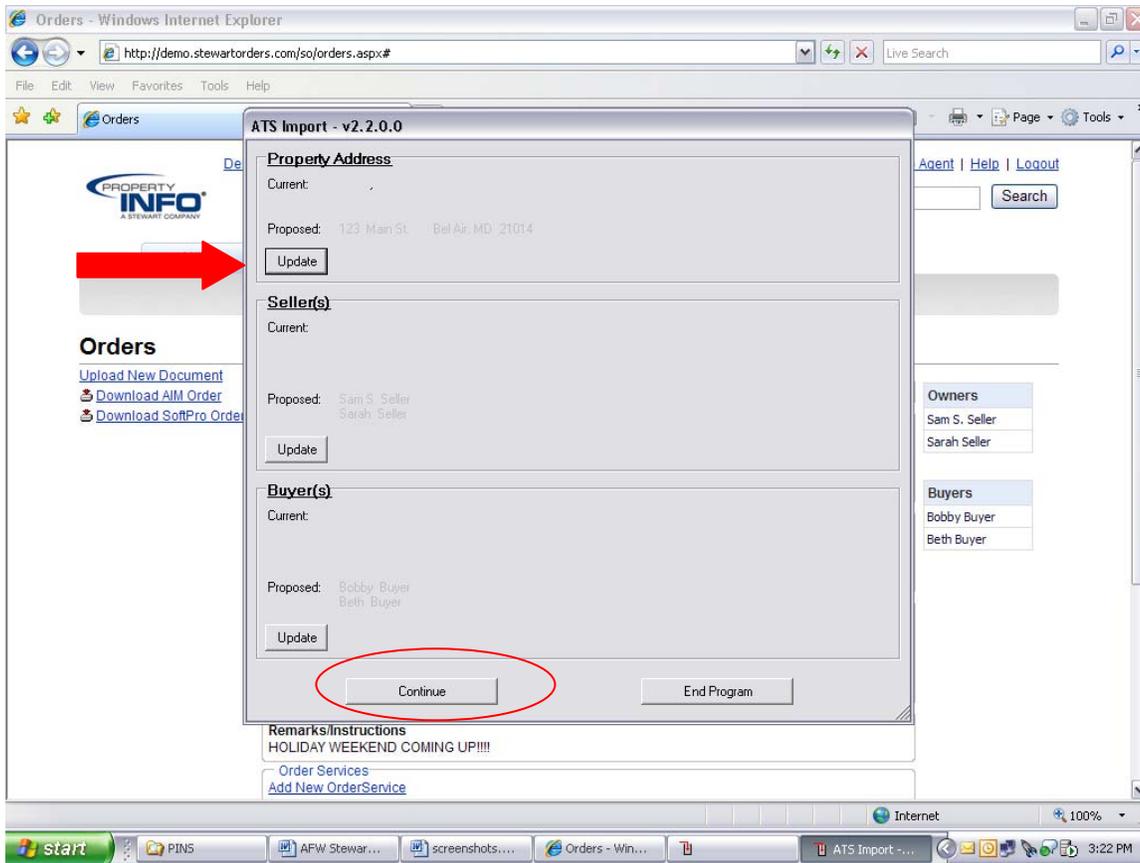
The ATS Import/AFW Login screen will appear. Login using your AFW login credentials. Choose "Save Login Information" if you routinely login on this computer, then click OK.



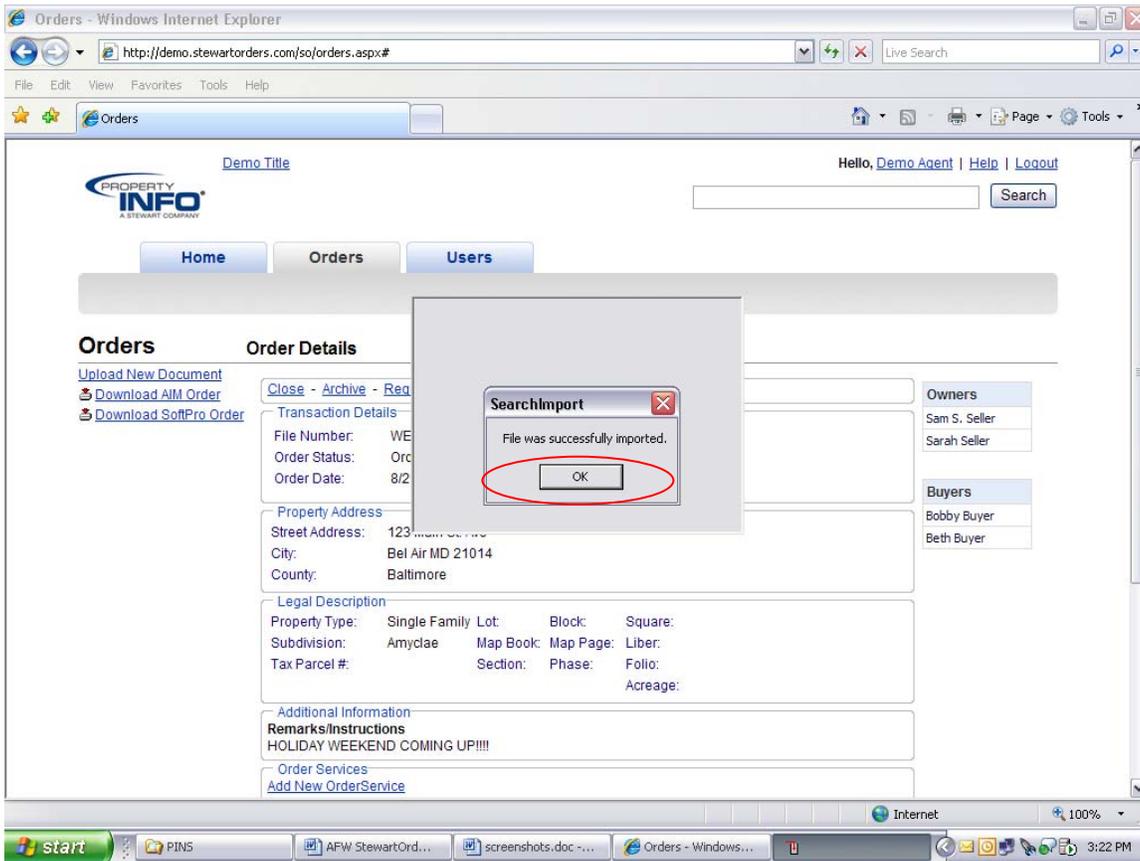
A message will appear asking if you would like to import data into the file, click Yes.



If the search has returned a change in the address or the names you can update the information in AFW but clicking Update for that field. You will confirm the property address, Buyer(s) and Seller(s), then click Continue.



You will receive a message that the file was successfully imported. Click OK.

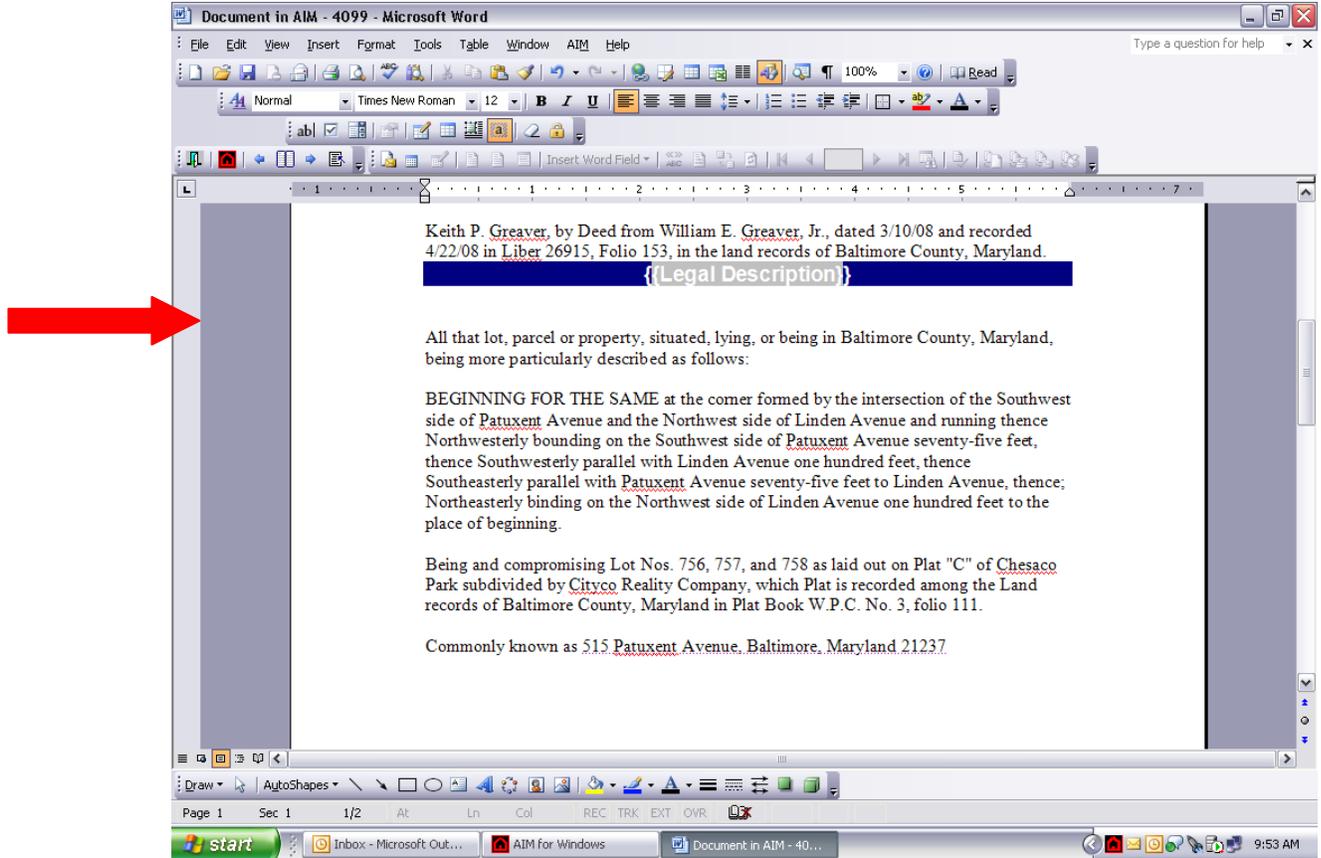


In Single-line Elements the Commitment Date will pull through from the search, this is the date the search is good through.

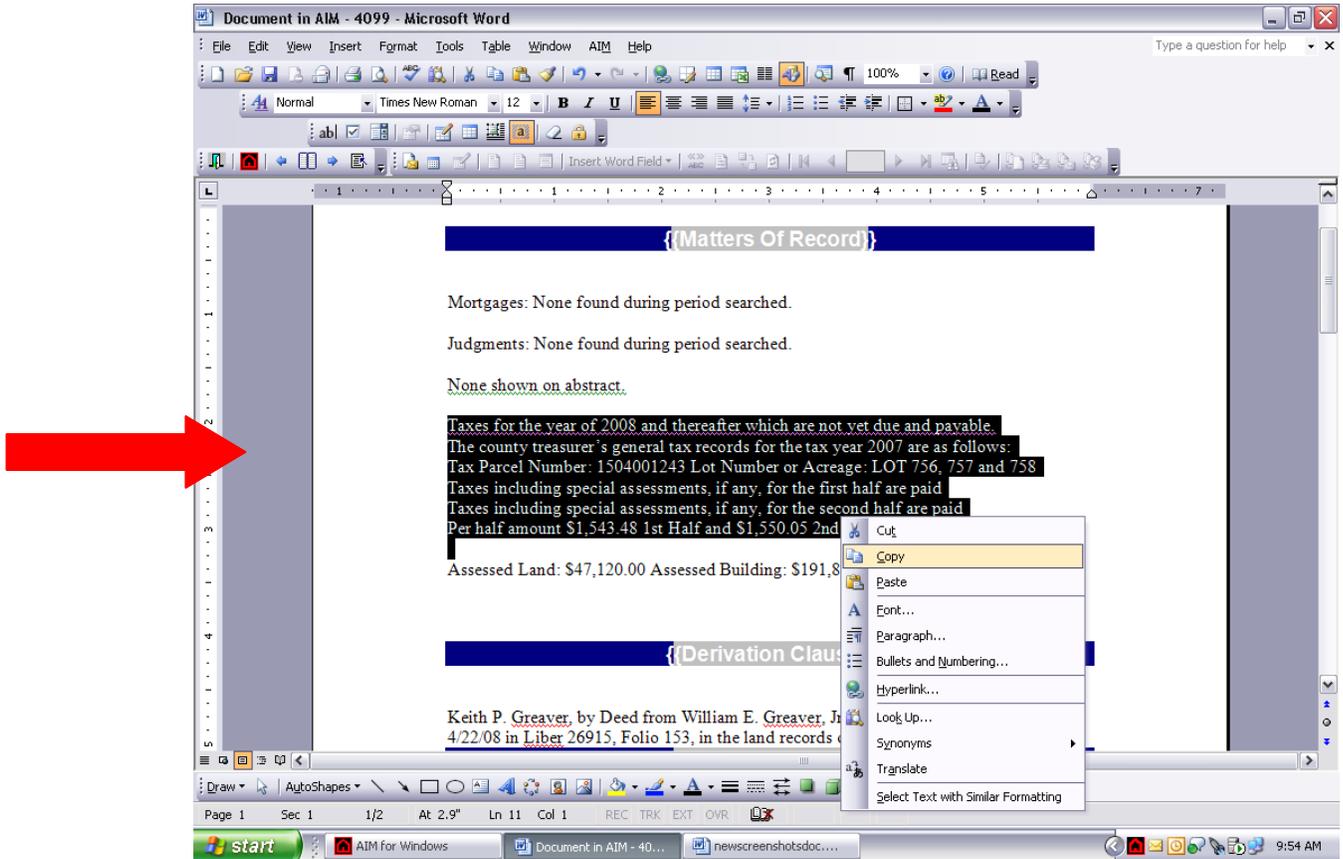
The screenshot shows the AIM for Windows application interface. A window titled 'File 2008WEIGL - Documents' is open, displaying a table of document elements. The table has two columns: 'Single-Line Element' and 'Element Data'. The 'Commitment Date' row is highlighted with a red box, showing the date '8/29/2008 7:00:00 AM'. Other rows include 'Office Address 1', 'Office Address 2', 'Office City', 'Office Name', 'Office State Code', 'Office Zip Code', 'Buyer Names', 'Seller Names', 'File Number', 'Property Address - City 1', 'Property Address - State Name 1', 'Leasehold Interest', 'Revised Commitment', and 'Commitment Revised Date'.

Single-Line Element	Element Data
Office Address 1	123 Main Street
Office Address 2	
Office City	Baltimore
Office Name	Mosiers Title & Escrow
Office State Code	MD
Office Zip Code	21221
Buyer Names	Bobby Buyer and Beth Buyer
Seller Names	Sam S. Seller and Sarah Seller
File Number	2008WEIGL
Property Address - City 1	Bel Air
Property Address - State Name 1	Maryland
Leasehold Interest	<input type="checkbox"/> No
Commitment Date	8/29/2008 7:00:00 AM
Revised Commitment	<input type="checkbox"/> No
Commitment Revised Date	

In Multi-line Elements the Legal Description will automatically pull under the Header “Legal Description”.



The rest of the search return will appear under “Matters of Record”. As the title agent it is your responsibility to examine these items and move them to their proper place in Multi-line Elements. You can do this by highlighting the item and copying and pasting.



You will then paste that item under the appropriate Multi-line Element header. When you are done with all of the items you are ready to print your commitment.

