



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.



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.

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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.

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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 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.

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

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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.

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

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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.

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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 <u>TitleWorkplace Citrix</u> <u>Desktop environment</u>: Click Open.



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

SECTION 2: Retrieving Completed Orders

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.

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

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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.

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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.

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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 Mutli-line Element header. When you are done with all of the items you are ready to print your commitment.

