



Job Aid: Receive a Service Order

The purpose of this document is to show you how to receive a service order. Once the Order is processed in FAST, the system sends a completion Email with links to the documents.

Upload the Order

1. Point to **Maintain File** from within your file
2. Click **Property Information**
3. Click **File Summary**
4. Click **Upload Results**
5. Click **OK** to the message asking if you want to load the results of the order

NOTE: After the **Order** is loaded, a message provides you with **the Order** number.



Order: 3636313 has been loaded

6. Click **OK** to close the message

Generate Documents

1. Point to **Documents**
2. Click **Document Management**
3. Click **Title Package**
4. Select the desired options

NOTE: You only need to select the **Title Commitment** and **View on Screen** checkboxes.

5. Click **Generate Documents**

NOTE: The document displays in a preview window.

6. Click **X** to close the preview window
7. Click **X** to close the **Generate Title Package** dialog box

Change Document Text

NOTE: You can use a Text Editor to make changes to the document text.

1. Point to **Maintain File**
2. Click **Text Description**

NOTE: Document names display in either a **Green** or **Red** color. **Green** indicates **Documents** that did pass over and **Red** indicates **Document** that did not.

Exhibit A - Property Description
Schedule A - Insured Lender Name

3. Select the desired document
4. Click in the area of the document where you want to edit the text.
5. Enter the desired edits into the document.
6. Click **Update All Descriptions**

Confirm the Edits

1. Point to **Documents**
2. Click **Generate Documents**
3. Click **Title Package**
4. Select the desired options
5. Click **Generate Documents**

NOTE: The **System Notes** section reflects the **Date** and **Time** of the file updates.

6. Click **Title Reports (.pdf)**
7. Verify the edits you made in the document preview window,
8. Click **X** to close the preview window