Search and Commitment Order – Process in RamQuest One

Learn how to request and import an AgentNet Search and Commitment order in RamQuest One (RQ One) using the Closing Market™ Integration.

Place an AgentNet® Order

These steps begin in a file within the **Order Entry** screen with the following Order Entry details completed in **RQ One**: **Title Company**, **Underwriter**, **Buyer**, **Seller**, **Sale/Loan** and **Property**.

1. Click [icon] to launch **Closing Market**
2. Click **Submit**

   NOTE: Closing Market navigates you to the **First American Title AgentNet** section. Below the disclaimer, you see your **File #**, **Loan #, Mortgage Amount**, and fields to enter your **AgentNet®** login credentials.

3. Enter your **AgentNet Login Credentials**
4. Click **Login**

   NOTE: Closing Market logs you into **AgentNet** and you see the file information to be imported from Closing Market into AgentNet.

5. Click **Create File**
6. Click **Continue**
7. Select **Search and Commitment** in the **Product** dropdown list

   NOTE: The **Order Details** are displayed with the **Transaction Type** and **Business Segment** populated from your file.

8. Click **Get Products**
9. Select **Product** from the dropdown list
10. Select **Property Type** from the dropdown list
11. Enter your **Email** address

    NOTES:
    - You may add **Notes** if applicable. Multiple email addresses can be entered separated by a semi-colon.
    - Additional land parcels can be added to the search order by including the details in the **Notes** section prior to submitting your order to AgentNet.

12. Click **Search and Commitments** to submit order

13. Click **Select** in the **Order Documents** section to upload documents attached to your **RQ One** file, if required

    NOTE: Only documents published in **FileScan** will be available for selection.

14. Click **Continue**

    NOTE: The system processes the search order request. An **Order Confirmation** notification will be sent to you via email.

Import an AgentNet® Search and Commitment in RamQuest One (RQ One)

Once you receive the completion email notification, follow the steps below to import the information and documents directly into **RQ One.**

NOTE: For other products (**Commitment** or **O&E Report**, etc.) the supporting documents and product will automatically populate to the **FileScan** upon completion.

1. Click **Internet Alarms**
2. Double click on the order you wish to review/import

3. Click ![Next >] in the **Internet Alarms Data Mapping Wizard** window

   NOTE: The wizard will present the **Pending Data** from **AgentNet** compared to the **Current Data** from **RQ One**. You can select each element individually if you chose.

4. In the next screen, check ☐ Ignore this data. Do not process it.

   NOTE: When importing the AgentNet Search Product import, you should always ignore the **Order Data** and **Loan Information** screens, and only import the **Property** and **Title Production** data.

5. Click ![Next >] to move to **Property Information** screen

6. Click ☐ Accept All Pending Updates

7. Click ![Next >] to move to the **Title Production and Policy** screen and repeat step 6

8. Click ![Next >] to move to the **Title Production Policy Date** screen for the **Requirements & Exceptions**

9. Double click on the row to view each **Requirement** or **Exception** in **Rich Text Preview**

10. Click the arrows **(>> or <<)** to move the **Requirements** and **Exceptions** to the order for import by clicking on the header

11. Click **Accept All Pending Updates**

12. Click ![Finish] import the document

13. Navigate to the **Title Production** screen and verify the information imported properly

NOTE: You may adjust any formatting as necessary.

Generate a Commitment

1. Click **Print Documents**

2. Click ➕ to **Add More Documents**

3. Select the appropriate **Commitment** template (**Jacket and Schedule**) for your state

4. Click the arrow/arrows to move your selection(s) to **Selected Documents**

5. Click **OK**

6. Select **Print Documents w/Preview** to view the Commitment

NOTE: If there are any additional data input fields on the **Commitment**, the system will prompt you with a text box for those fields.

7. Verify information populated correctly

8. Review **Document Viewer** review the **Commitment** to ensure all data elements populate

9. Click on each tab to see the **Jacket** and/or **Schedules**