Searches and Commitments –
Order, Receive, Amend/Datedown/Update in RamQuest

Learn how to order, receive, and update Searches and Commitments in RamQuest/Closing Market using the AgentNet® Integration.
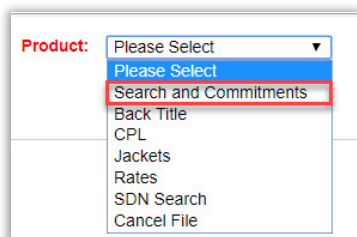
Contents

Ordering Search and Commitment

1. Access **Closing Market**
   NOTE: See [Get Started in Closing Market](#) job aid.

2. In the **Closing Market** window, from the **Product** dropdown list, click **Search and Commitments**

3. Select a **Transaction Type** option
4. Select the **Business Segment** option
5. Click **Get Products** to populate the **Product** and **Property Type** fields
   NOTE: You can select a different **Product** and **Product Type**, if needed.

6. Enter your **Email** address
7. Enter **Notes** in the **Order**
   NOTE: 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.

8. Select the document from the **Order Documents** list to send it with the **Order**
   NOTE: The document must be published in **File Scan** in order to appear in the **Order Documents** list.

9. Click **Search and Commitments** to send the **Order** to AgentNet

10. Click **Continue** to acknowledge the message that the **Order** successfully processed
    NOTE: The **Order** is added to the **Submitted Orders** area, which also displays previously submitted **Orders**.

11. Click the desired **Service Order Number** to view **Order** details

    NOTE: **Order** details display in a separate window and include the **Service Order Number**, **Product/Status**, **Order Date**, **Contact** information, **Progress**, any attached **Documents**, and a log of current **Notes**.
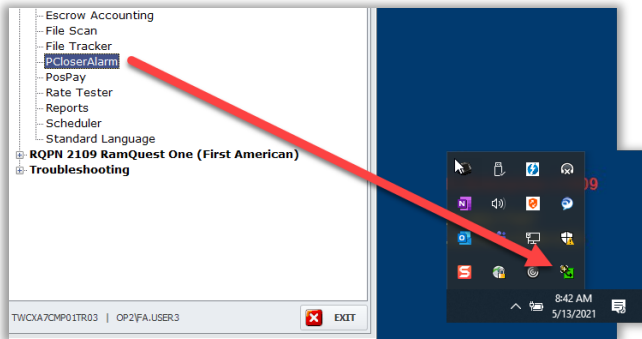
Importing Search and Commitment

Open PCloserAlarm

Upon receipt of Email notification that the search is complete:

1. Double-click on the **PaperlessCloser Alarm** icon in the **Taskbar Notification Area**

   NOTE: We recommend creating a shortcut on your computer to bypass this process in the future.

Process the Order

1. In the **PaperlessCloser Alarms** window, select the **Orders Only** option
   NOTE: Ready orders display with a red background.

2. Double-click on the order you want to process

3. In the **WebAlarms** window, click [Select All] to import the items to **Complete Closing Enterprise (CCE)** on the **Property** tab

   NOTE: You can select individual lines and click **Replace** for each.

4. Select [Yes] to respond to the confirmation message to overwrite the existing **Property** Information

5. Click the **Commitment/Policy** tab

6. Click the **Select All** button to import the items to **CCE** on the **Commitment/Policy** tab
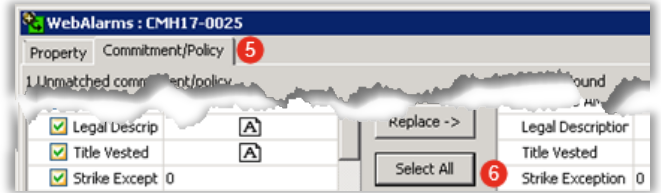
7. Select [Yes] to respond to the confirmation message to overwrite the existing **Commitment/Policy** Information

   NOTE: Click [A] in the **Pending Data** column to view an item too large to display in the column.

8. Click **Yes** to confirm marking the **Order** as "**Processed**"
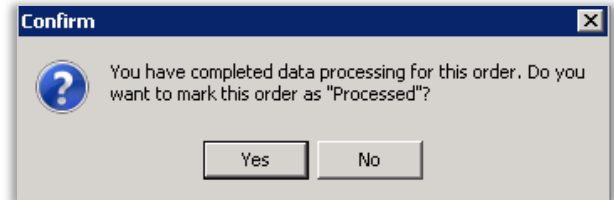
   NOTE: All Documents in the Title Complete email will be automatically saved in **File Scan**.

For more information on Paperless Closer, contact RamQuest at **support@ramquest.com**.

Request Amend/DateDown/Update Process

1. Launch **Closing Market**
2. Login to AgentNet
3. Select **Searches and Commitments** in the **Product** dropdown
4. In the **Orders** section, locate your completed order and select the **Update** Action

Orders

Service Order Number	Status	Created Date	Actions
5164303		5/18/2021	Update

5. Select the Update Type: **Amend/DateDown/Update**

   Product Guide: Results could be a document to FileScan and/or new data in an XML
   - ✓ **Amend**: Additional search parameters for changes to the original order, such as extra parcels or new parties.
   - ✓ **DateDown**: Post-Closing update prior to recording documents.
   - ✓ **Update**: Search the gap from completed search effective date to current.

6. Enter the contact email address
7. Enter any additional instructions

Order Details

Update Type: Please Select ▼

Email:

Instructions:

[Search and Commitments]

8. Click **Search and Commitments** button to submit the request

Amend Results: Documents to FileScan and Data Through XML

NOTE: Use the import instructions on page 2.

Datedown Results: Documents to FileScan and Data Through XML

Update Results: Documents to FileScan and Data Through XML

Non-Prod : First American Update Complete - 1740

chasrinivas@firstam.com
To ● Christine Heffner
Retention Policy Inbox (90 days)

📄 DeedofTrust_2019011445.pdf
1 MB

First American Title™

Thank you for selecting First American to place your order. Your **Update** is complete a

Name	Date ...	User ID	Published Date	Allow A
Title Reports / Qualia JSON-AgentNet Search Product 2016...			05/18/2021 3:16:47 PM	False
Title Reports / FL ALTA Owner Policy-AgentNet Search Pro...			05/18/2021 3:16:48 PM	False
Title Reports / FA Standard XML-AgentNet Search Product ...			05/18/2021 3:16:48 PM	False
Title Reports-AgentNet Search Product 2016 - FL_1740.doc			05/18/2021 3:16:49 PM	False
Title Reports / AgentNet Standard XML-AgentNet Search Pr...			05/18/2021 3:16:49 PM	False
Title Reports / FL ALTA Loan Policy-AgentNet Search Prod...			05/18/2021 3:16:49 PM	False
Title Reports-AgentNet Search Product 2016 - FL_1740.pdf			05/18/2021 3:16:50 PM	False
Title Reports / SoftPro PXT-AgentNet Search Product 2016 ...			05/18/2021 3:16:50 PM	False
Miscellaneous-Document - Book_Page-3055_193_1740.docx			05/18/2021 3:51:58 PM	False
Title Reports / Qualia JSON-AgentNet Search 051821 15:51...			05/18/2021 3:55:02 PM	False
Title Reports-AgentNet Search Product 2016 051821 15:51...			05/18/2021 3:55:03 PM	False
Title Reports / SoftPro PXT-AgentNet Search 051821 15:51...			05/18/2021 3:55:03 PM	False
Title Reports / FA Standard XML-AgentNet Se 051821 15:5...			05/18/2021 3:55:03 PM	False
Title Reports / AgentNet Standard XML-Agent 051821 15:5...			05/18/2021 3:55:04 PM	False
Title Reports / FL ALTA Owner Policy-AgentN 051821 15:52...			05/18/2021 3:55:04 PM	False
Title Reports / FL ALTA Loan Policy-AgentNe 051821 15:52...			05/18/2021 3:55:04 PM	False
Miscellaneous-DeedofTrust_2019011445_1740.pdf			05/18/2021 3:58:56 PM	False