



Searches and Commitments – Order in TitleExpress®

Learn how to request, import and update Search and Commitment orders in TitleExpress using the AgentNet Integration.

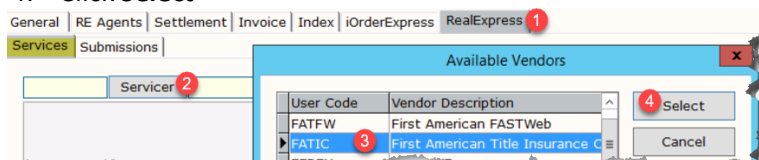
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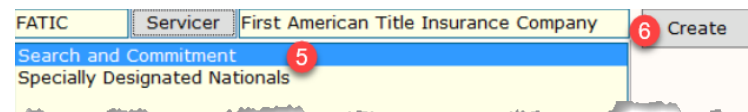
Access Integration

Beginning from an existing order on the TitleExpress home page:

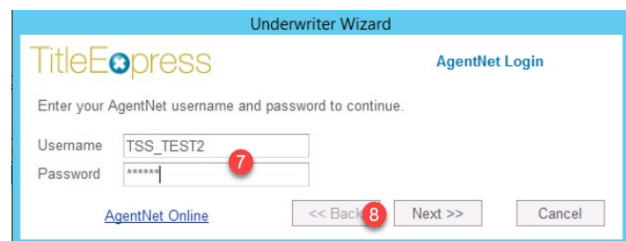
1. Select **RealExpress** tab
2. From Services tab, click **Services**
3. Select **FATIC**
4. Click **Select**



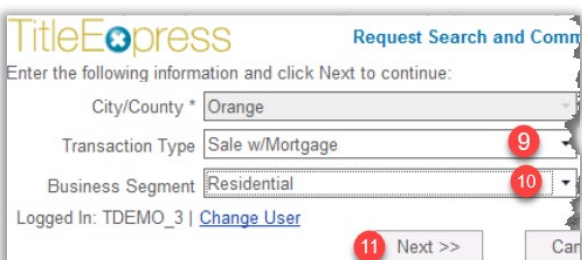
5. Select **Search and Commitment**
6. Click **Create**



7. Enter **Username and Password** (Required for first use)
8. Click **Next**



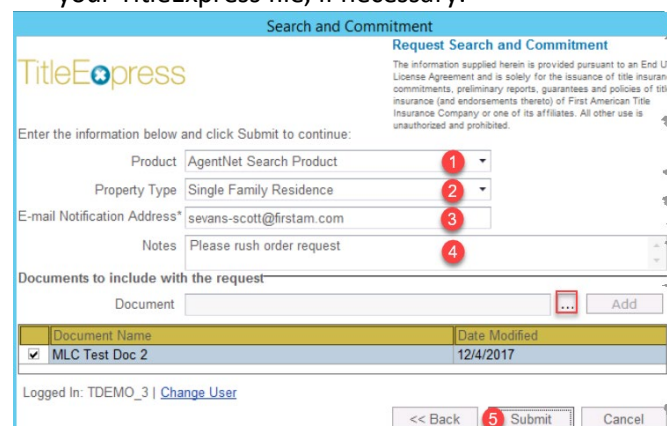
9. Select **Transaction Type**
10. Select **Business Segment**
11. Click **Next**



Order a Search and Commitment

1. In the Search and Commitment screen, select a **Product**
2. Select **Property Type**
3. Enter **E-mail Notification Address**
4. Enter **Notes**, if applicable

NOTE: You can click **Add** additional documents from your TitleExpress file, if necessary.



5. Click **Submit**
- NOTE:** A completion notification is displayed on screen, and an email confirmation will be sent to the email notification address.

Verify Order Submission

After ordering a service, it displays on the RealExpress **Submissions** tab with one of the following statuses.

Status	Description
Processed	The request has been submitted.
Imported	The completed Search results have been imported into TitleExpress.
Closed	The service order is complete.
Cancelled	The service order has been cancelled.

NOTE: Once the request is completed, an email notification is sent with a link to retrieve the requested files.



Import Results

TitleExpress Version 8.6 or greater

Upon receipt of Email notification that the search is complete:

1. Select **RealExpress** tab
2. Click **Submissions** tab
3. Highlight the **Search and Commitment** request
4. Click **Order Details**

NOTE: The **AgentNet – Search and Commitment Import** window opens with the **Request Information** tab displayed on screen. **Order Data, Legal Description, Requirements and Exceptions** tabs are also available. Clicking the **Import** button imports selected values in **ALL** tabs. Verify data in each tab prior to clicking **Import**.

5. In the **Documents available to save** section, select the applicable checkbox(es)

NOTE: All Import value sections in the **AgentNet – Search and Commitment Import** window are editable.

NOTE: Each selected file will be saved to the TitleExpress order. Documents saved will be visible in the **Document Manager**. You can also add notes and browse for documents to send to AgentNet.

NOTE: Documents can be downloaded from AgentNet and saved to the Document Manager through TitleExpress.

6. Click **Order Data** tab

NOTE: The Import checkbox(es) is selected by default and the row will be highlighted if the '**Current TitleExpress Value**' is different from the '**Value to be Imported**'. Current TitleExpress values cannot be edited within the Import window. They should be edited in the order.

7. Select the appropriate **Import** checkbox(es)

NOTE: Selecting the Import checkbox will overwrite the Current Value data in the TitleExpress Order. If no data is returned from AgentNet ('Value to be Imported' is blank), you must uncheck the Import box for that row, unless you want the current 'TitleExpress' value to be removed.

8. Verify data in the **Legal Description** tab

NOTE: Top section of the Legal Description tab displays the values available to import from AgentNet. The bottom section displays the current value from the existing Title Document in the order. The Current TitleExpress value will be blank if the Title Document has not yet been created in DPS for the order.

9. Click the **Requirements** tab

10. Select the appropriate **Import** checkboxes

NOTE: Top Section of the Requirements and Exceptions tabs contain multiple fields, which display each individual clause received from AgentNet.



11. Click the **Exceptions** tab
12. Select the appropriate **Import** checkboxes
13. Click **Import**

NOTE: The **Cancel** button can be clicked at any time to cancel the import and not make any changes to the order.

14. In the confirmation window, click **'Yes'** to finalize import
15. From the **Order** screen, **Submissions** tab, verify the status of the Search and Commitment has changed from **'Processed'** to **'Imported'**

NOTE: Values to be imported selected on the Order Data tab will now be visible in the TitleExpress order.

16. At the bottom of the screen, click **Document Preparation**

17. In the **Word** document window, click
- NOTE:** The **Title Document Import** window opens with options to Append, Create/Replace.

18. Select the appropriate option(s)
19. Checkmark **Open updated title documents**
20. Click **Update selected title documents**

NOTE: The selected data is populated to the Word document and displayed on screen.

21. Click
22. Click
23. Click

Request Update

1. From the **Submissions** tab, select the Search and Commitment to be updated
2. Click **Update**

3. In the **Request Update Form**, enter **Instructions**
4. Click **Submit**

5. In the confirmation window, click **'Yes'** to submit update request
 6. Click **OK** to confirmation message displayed on screen
- NOTE:** An email notification will be sent with a link to retrieve the requested files after the request is completed.