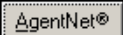# Job Aid: Access the AgentNet® Order Search Feature

The purpose of this document is to show you how to access the AgentNet® Order Search feature in StreamLine ASP.
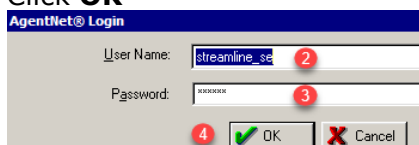
Prior to selecting the Order Search tab, you must complete the steps to **Create a New File**, as this information will populate to the Order Search tab in StreamLine ASP.

NOTE: Only one AgentNet Search Product® can be inserted in a file.

You may access the **Order Search** tab by clicking the **AgentNet®** button in the **Worksheet** or **Documents** window or by using the **Features** menu.
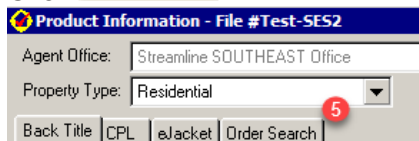
Using the AgentNet® Button

1. Click [AgentNet®] in the **Worksheet** or **Documents** window
2. Enter your **User Name** in the **AgentNet® Login** dialog box
3. Enter your **Password**
4. Click **OK**
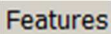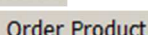
NOTE: The **Product Information** window opens

5. Click [Order Search]

Using the Features Menu

1. Click [Features]
2. Click [Order Product]
3. Click **Service** ▼ in the **Online Service Provider** window
4. Click [AgentNet®]
5. Enter your **User Name** in the **AgentNet® Login** dialog box
6. Enter your **Password**
7. Click **OK**

8. Click **Order Search**
9. Click **Tag**
10. Click **Order**