

## Job Aid: Change a Pending Order Search Request

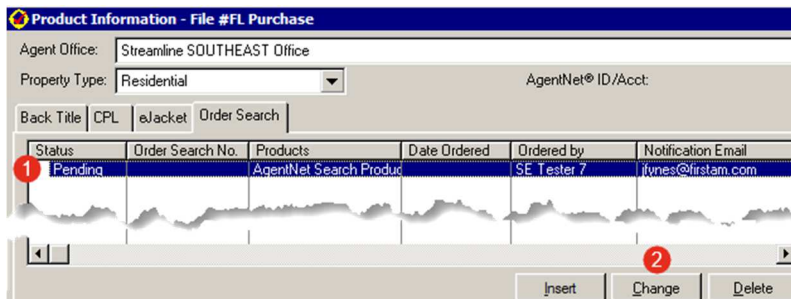
The purpose of this document is to show you how to change a Pending Order Search Request in StreamLine ASP.

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.

1. Select the **Order Search Product** you want to change in the **Product Information** window

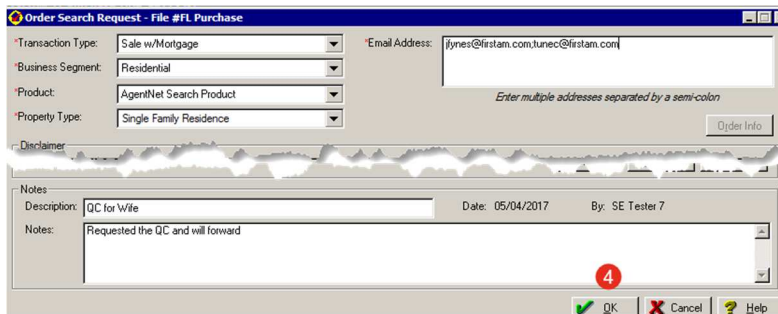
2. Click 



The screenshot shows the 'Product Information - File #FL Purchase' window. It has tabs for 'Back Title', 'CPL', 'eJacket', and 'Order Search'. The 'Order Search' tab is active, displaying a table with columns: Status, Order Search No., Products, Date Ordered, Ordered by, and Notification Email. The first row is highlighted with a red circle '1' and contains the values: Pending, [blank], AgentNet Search Product, [blank], SE Tester 7, and jlynes@firstam.com. At the bottom right, there are buttons for 'Insert', 'Change' (circled with a red '2'), and 'Delete'.

3. Make the desired change to the **Order Search Product** in the **Order Search Request** window

4. Click **OK**



The screenshot shows the 'Order Search Request - File #FL Purchase' window. It contains fields for Transaction Type (Sale w/Mortgage), Business Segment (Residential), Product (AgentNet Search Product), and Property Type (Single Family Residence). There is an Email Address field with jlynes@firstam.com,tunec@firstam.com. Below these is a 'Notes' section with a description 'QC for Wife', a date '05/04/2017', and a by 'SE Tester 7'. The notes text area contains 'Requested the QC and will forward'. At the bottom right, there are buttons for 'OK' (circled with a red '4'), 'Cancel', and 'Help'.

**NOTE:** The **Product Information** window displays and the change to the **Order Search Product** is saved. You may change information for the **Order Search Request** prior to submitting to **AgentNet®**.