

## Job Aid: Insert a New Order Search Request

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

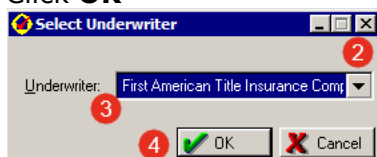
Prior to selecting the Order Search tab, you must complete the steps to **Create a New File**, as this information will populate to the Order Search tab in StreamLine ASP.

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

1. Click **Insert** in the **Product Information** window

**NOTE:** The **Select Underwriter** window opens.

2. Click the dropdown arrow
3. Select **First American Title Insurance Company**
4. Click **OK**



**NOTE:** If a red asterisk (\*) precedes the label, it indicates that data is required before an **Order Search Request** can be saved.

5. Select the desired **Transaction Type** in the **Order Search Request** window
6. Select the desired **Business Segment**
7. Select the desired **Product**
8. Select the desired **Property Type**



**NOTE:** The **Disclaimer** is populated based on the **Product** selected and may require you to accept terms and conditions by marking the check box located under the **Disclaimer** message.

9. Enter the desired **Email Address**



**NOTE:** The **Email Address** field populates with the notification **Email** setup in **AgentNet**® for your firm. You may revise the email address and enter additional email addresses separated by semi-colons.

**NOTE:** if your **Property** is located in the State of Connecticut the **Order Info** button is enabled.

10. Click **Insert**

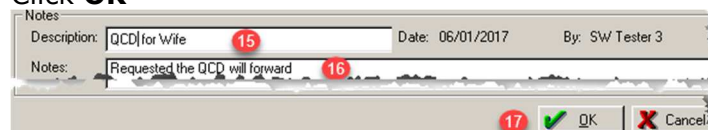
**NOTE:** The **Select a Document** window opens displaying a list of documents from the **Print Statement History Browse, Escrow/Title Document History Browse, Escrow/Title Document Browse and Attachments**.

11. Highlight your desired document
12. Click **Tag**
13. Click **View**
14. Click **OK**



**NOTE:** Any documents you tagged now display in the **Documents** section.

15. Enter the desired **Description**, if applicable
16. Enter the desired **Notes**, if applicable
17. Click **OK**



**NOTE:** The **Request** is saved to the **Order Search** browse with a **Status** of **Pending**.