Job Aid: Submit a Pending Order Search Request

The purpose of this document is to show you how to submit 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.
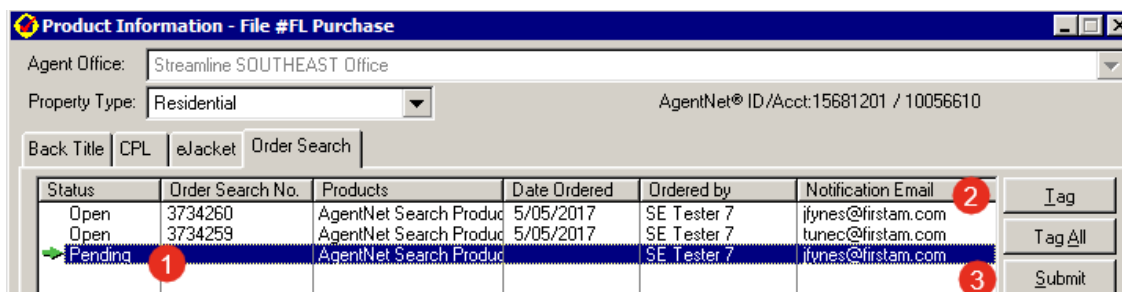
NOTE: Only one AgentNet Search Product® can be inserted in a file.

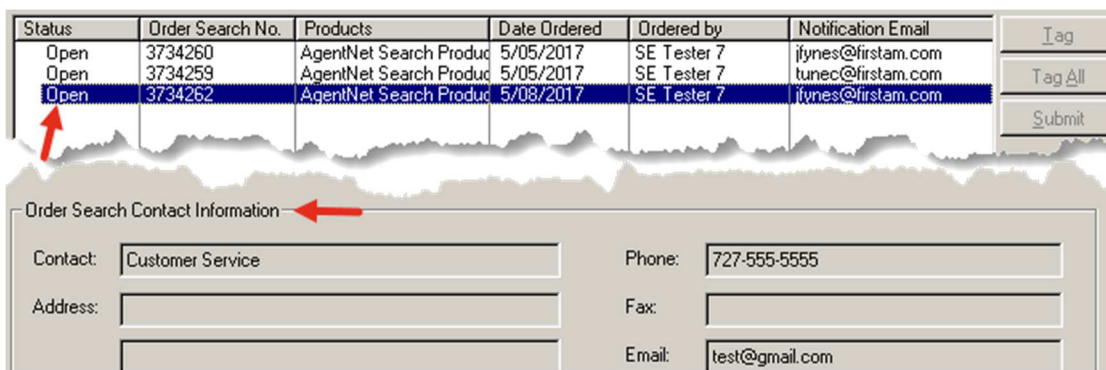1. Select your **Pending Order Search Request** to submit in the **Product Information** window
2. Click ‎ Tag ‎

   NOTE: You may click the **Tag All** button to tag all **Pending Requests**.

3. Click ‎ Submit ‎

NOTE: The **Order Search Request** is sent to **AgentNet®**. An **Order Confirmation Email** is returned from **AgentNet®** to the email address (es) shown in the **Order Search Request** window. The **Status** of the **Request** is updated to **Open**.

NOTE: The **Order Search Contact Information** is returned from **AgentNet** for the submitted product.