



## 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.

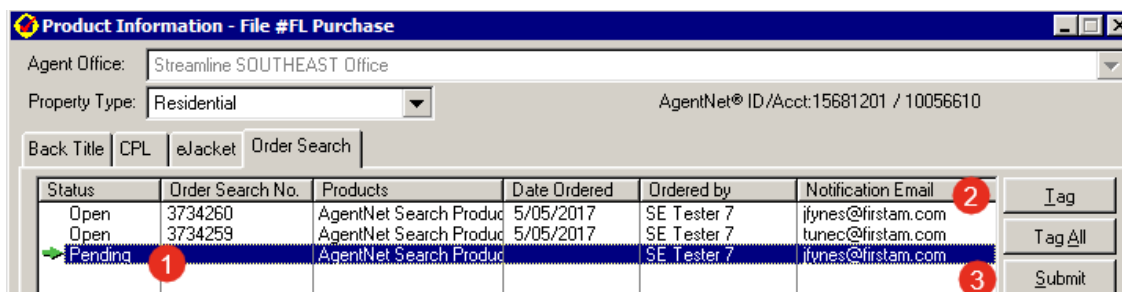
**NOTE:** Only one AgentNet Search Product® can be inserted in a file.

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

2. Click 

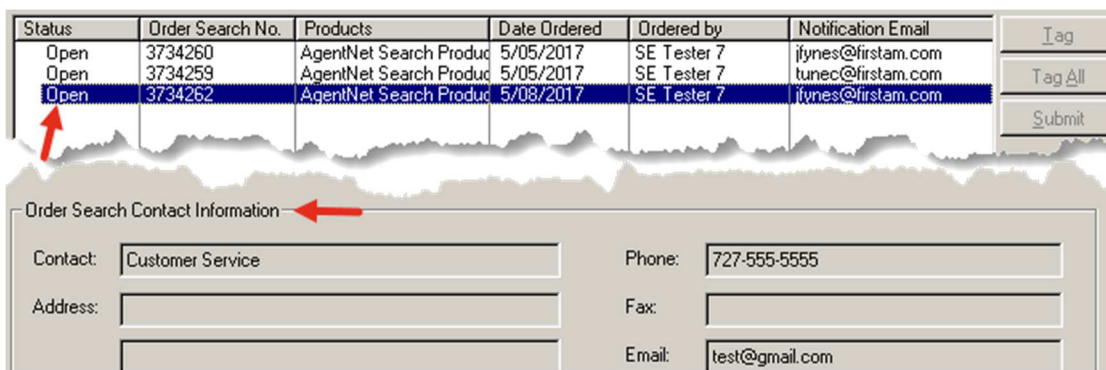
**NOTE:** You may click the **Tag All** button to tag all **Pending Requests**.

3. Click 



Status	Order Search No.	Products	Date Ordered	Ordered by	Notification Email
Open	3734260	AgentNet Search Product	5/05/2017	SE Tester 7	ifynes@firstam.com
Open	3734259	AgentNet Search Product	5/05/2017	SE Tester 7	tunec@firstam.com
Pending	3734259	AgentNet Search Product	5/05/2017	SE Tester 7	ifynes@firstam.com

**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**.



Status	Order Search No.	Products	Date Ordered	Ordered by	Notification Email
Open	3734260	AgentNet Search Product	5/05/2017	SE Tester 7	ifynes@firstam.com
Open	3734259	AgentNet Search Product	5/05/2017	SE Tester 7	tunec@firstam.com
Open	3734262	AgentNet Search Product	5/08/2017	SE Tester 7	ifynes@firstam.com

Order Search Contact Information

Contact:  Phone:

Address:  Fax:

Email:

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