

**USE:** To locate orders from the **SEARCH** Page.

**Step 1.** Press the **SEARCH** button at the top of most pages. The **ORDERS** search page displays.

**Step 2** Enter the applicable search criteria, such as **Status**, or **Loan Number**, into the appropriate fields.

**TIP:** Select the **ADVANCED SEARCH** button if additional search options are needed. The Advanced Search page includes fields for Provider Name, Quick Dates, Street Address and more.

The screenshot shows the 'SEARCH' interface with tabs for 'ORDERS' and 'DOCUMENTS'. An 'ADVANCED SEARCH' button is in the top right. The 'SEARCH' section contains input fields for Loan Number, Provider Confirmation Number, Transaction Number, Summary Status, Product Type, Buyer/Borrower/Applicant Name, Service Status, and Product. The 'DATE' section includes Date Category, Quick Dates, Beginning Date, and Ending Date. The 'SORT BY' section has dropdowns for sorting by Transaction Number and Then By, with Asc/Desc radio buttons. A 'Number of rows returned per page' dropdown is set to 10. At the bottom are 'CLEAR FORM' and 'VIEW REPORT' buttons.

**Step 3.** Press **View Report**. The applicable files will be shown on the **SEARCH RESULTS** page (below).

Transaction Number	Due	Doc	Date Ordered	Date Completed	Product	Current Status
18934-2051301			3/8/2004 11:46:24 AM		Title Commitment/Preliminary Report	Not Accepted
18934-2051359			3/8/2004 11:54:56 AM	4/20/2004 2:02:54 PM	Flood Life of Loan Cert	Complete
18934-2054504	•		3/9/2004 9:31:58 AM		Appraisal / eValuations Full (1004)	Routed
18934-2058416	•		3/10/2004 9:25:05 AM		Title Commitment/Preliminary Report	Confirmed
18934-2058416			3/10/2004 9:25:07 AM		Closing/Escrow Closing and Escrow Services	Confirmed
18934-2058546			3/10/2004 9:51:25 AM		Closing/Escrow Closing and Escrow Services	Cancelled

**Step 4.** From the **SEARCH RESULTS** page, many options are available including:

- Select the **Transaction Number** to view the **TRANSACTION DETAILS** page. From this page, the Event History for the order is displayed and the ability to add additional products, documents and events can be accessed.
- Check the due status of an order using the color-coded dots in the **Due** column. The red dot indicates orders that are overdue, the yellow dot indicates orders that are due today or tomorrow and the green dot indicates orders that are not close to the due date.
- Select the document icon () in the **Doc** column to view or print the completed report.
- Check the progress of an order using the **Current Status** column.
- Select any column heading to resort results based on that column.