



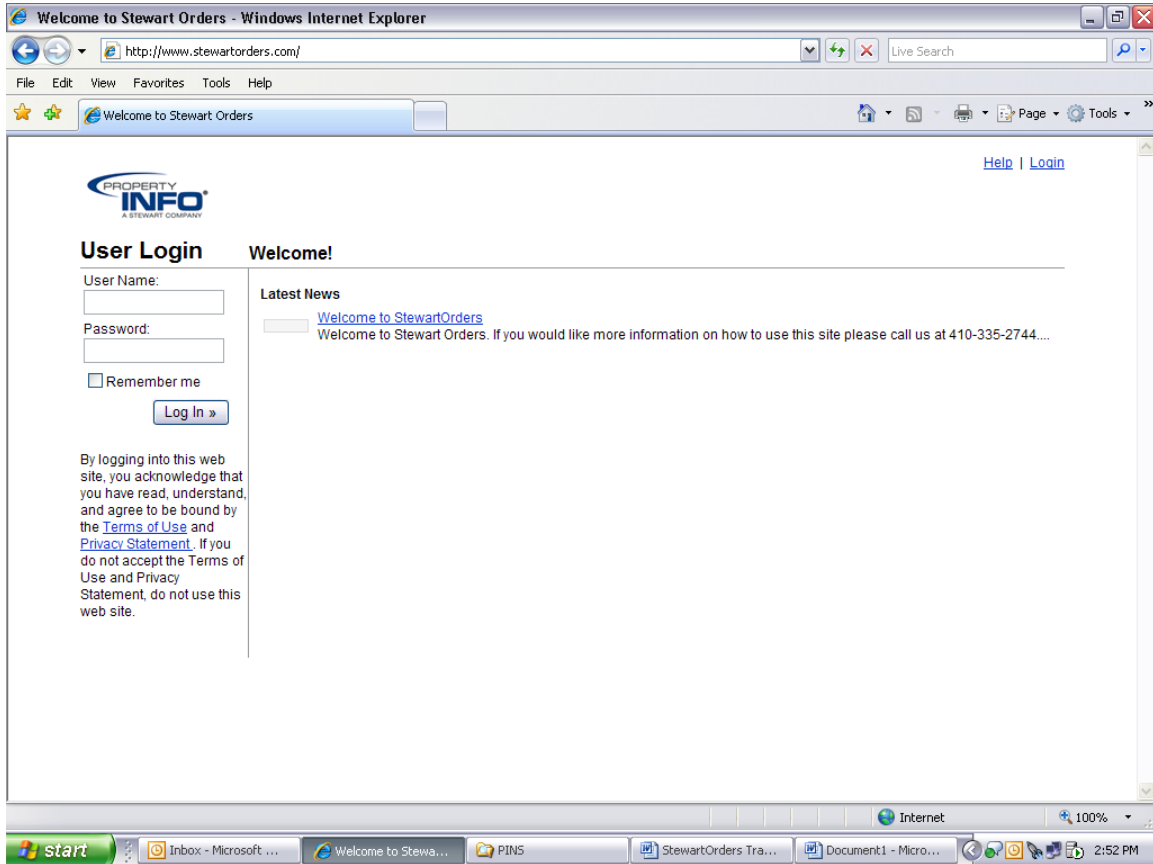
StewartOrders Training Guide

SoftPro Integration



Thank you for choosing PropertyInfo National Services Corporation, a Stewart Company and StewartOrders. This guide is intended to give you an overview of the product, and the integration features with SoftPro. If you have any questions please feel free to call us at 410-335-2744.

Go to www.stewartorders.com and you will receive the login page below. Your user name is your email address, your password will be emailed to you, if you are unsure of your password please call us at the number above.



After logging in you will be brought to your Home page.

This screen gives you an overview of your file statuses. The graph in the middle will tell you how many files you have in the system and their current status.

On this page you will also have access to our Latest News section. We will use this area to post information about product updates and changes, underwriting contacts and pertinent search forms.

Click on the Orders Tab.

The screenshot shows the Stewart Orders website interface. At the top, there is a navigation bar with tabs for 'Home', 'Orders', and 'Users'. The 'Orders' tab is highlighted with a red circle. Below the navigation bar, there is a 'Welcome!' message and a search bar. The main content area features a large green circular progress indicator with a '1 Processing' status. To the right of the progress indicator, there is a section titled 'Open Orders' with a sub-item 'Processing(1)'. Below this, there is a 'Latest News' section with two news items: 'Welcome to StewartOrders' and 'Underwriting Support Contacts'. A red arrow points to the 'Latest News' section. The browser's address bar shows the URL 'http://www.stewartorders.com/so/orders.aspx?st=OO_SC_KE_RR_RE'.

From the Orders Tab, click the "Upload SoftPro Order" link

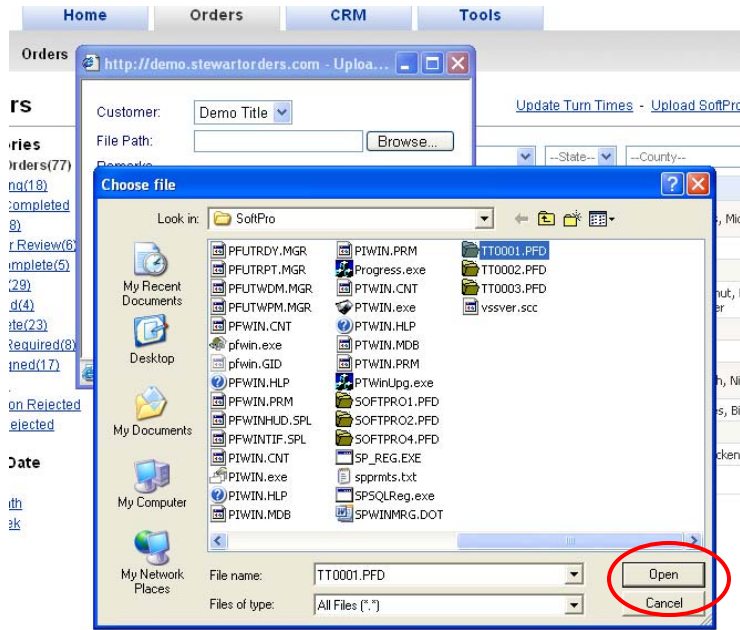
The screenshot shows a web application interface for managing orders. At the top, there are navigation tabs: Home, Orders, CRM, and Tools. Below these, a secondary set of tabs includes Orders, Queries, Invoicing, and Reports. The main content area is titled "Orders" and "Open Orders". On the right side of this area, there are links for "Update Turn Times", "Upload SoftPro Order" (circled in red), and "Create a new order". Below the links, there are several dropdown menus for "Customer", "Abstractor", "State", and "County", along with a "Go" button. A table of orders is displayed below the filters. The table has columns for File Number, Search, Ordered, Street, State, County, Party, and Customer. Two rows of data are visible.

	File Number	Search	Ordered	Street	State	County	Party	Customer
Select	1047	COS	07/15/08	909 Hunters Run Court	NJ	Bergen	Harry Hayes, Michael Rakowski	Demo Title
Select	1234		07/22/08	123 Main STR	AR	White		Title Agent

Choose your company name from the Customer picklist. Then Click "Browse" to select the SoftPro file that you will be uploading.

The screenshot shows a browser window titled "http://demo.stewartorders.com - Uploa...". The main content is a form for uploading a SoftPro order. It includes a "Customer:" dropdown menu with "Demo Title" selected, a "File Path:" text input field, and a "Browse..." button (circled in red). Below the File Path field is a "Remarks:" text area. At the bottom of the form, there are "Cancel", "Submit", and "Override" (checked) buttons. The browser's status bar at the bottom shows "Done" and "Internet".

Locate your file on your system and click on the file number, then click Open.



This screen will appear that allows you to add any additional instructions or remarks in the "Remarks" section then click Submit. **PLEASE NOTE: If this file is a RUSH, you must also call our office at 410-335-2744.**

The screenshot shows a web browser window with the address bar displaying "http://demo.stewartorders.com - Uploa...". The main content area contains a form with the following elements:

- Customer:** A dropdown menu with "Demo Title" selected.
- File Path:** A text input field containing "C:\Program Files\SoftPro\" and a "Browse..." button to its right.
- Remarks:** A text area containing the text "Please Rush!".
- Buttons:** A "Cancel" button, a checked "Override" checkbox, and a "Submit" button. The "Submit" button is circled in red.

The browser's status bar at the bottom shows "Done" and "Internet".

The "Order Details" screen is displayed. You must click "Edit" to select the product you are ordering and verify that the rest of the order information has uploaded correctly.

PROPERTY **INFO** Home
A STEWART COMPANY

Search

Home Orders CRM Tools

Orders [Queries](#) [Invoicing](#) [Reports](#)

Orders Order Details [\[Print\]](#)

[Upload New Document](#)
[Edit Title Search Report](#)
[Download AIM Order](#)
[Download SoftPro Order](#)
[Download Order XML](#)

[Close](#) - [Delete](#) - [Edit](#) - [Submit](#)

Transaction Details

Customer:	Demo Title	Products
Abstractor:	UNASSIGNED	
File Number:	TT0001	
Order Status:	Incomplete	
Order Date:	PENDING	

Property Address

Street Address: 123 Main Str
City: Westerville OH 43081
County: Franklin

Legal Description

Property Type:	Single Family	Lot:	Block:	Square:
Subdivision:		Map Book:	Map Page:	Liber:
Tax Parcel #:		Section:	Phase:	Folio:
				Acreage:

Additional Information

No products have been selected

Remarks/Instructions
Please Rush!This is a rush

Order Services
[Add New OrderService](#)

Documents

Comments

Owners
George Bush
Laura Bush
Buyers
John McCain
Cindy McCain

The product screen will allow you to view the description of each product as well as the pricing, select the search you are ordering by checking the appropriate box. Continue reviewing each screen for accuracy and then click Finish.

PROPERTY INFO
A STEWART COMPANY

Search

Home Orders CRM Tools

Orders [Queries](#) [Invoicing](#) [Reports](#)

Orders Edit Order

Required Products

<input checked="" type="checkbox"/> 30 Search(\$75.00)	30 Search
<input type="checkbox"/> 2 Owner Search(\$150.00)	
<input type="checkbox"/> UCC Search(\$40.00)	
<input type="checkbox"/> Property Profiles(\$50.00)	
<input type="checkbox"/> Vesting Search(\$30.00)	
<input type="checkbox"/> Current Owner Search(\$105.00)	
<input type="checkbox"/> Search Update(\$30.00)	
<input type="checkbox"/> Home Warranty(\$200.00)	
<input type="checkbox"/> Flood(\$25.00)	
<input type="checkbox"/> Dynamic Demo(\$100.00)	

Transaction Info
Address
Legal Desc.
» **Products**
Seller
Buyer
Remarks

Cancel < Prev Next > **Finish**

Save and continue later

Click "Submit" to submit the order into the Stewart Orders system.



- Home
- Orders
- CRM
- Tools

- Orders
- Queries
- Invoicing
- Reports

Orders

Order Details

[!]

- [Upload New Document](#)
- [Edit Title Search Report](#)
- [Download AIM Order](#)
- [Download SoftPro Order](#)
- [Download Order XML](#)

[Close](#) - [Delete](#) - [Edit](#) - [Submit](#)

Transaction Details

Customer:	Demo Title	Products
Abstractor:	UNASSIGNED	1. 30 Search
File Number:	TT0001	
Order Status:	Incomplete	
Order Date:	PENDING	

Owners

George Bush
Laura Bush

Buyers

John McCain
Cindy McCain

Property Address

Street Address: 123 Main Str
City: Westerville OH 43081
County: Franklin

Legal Description

Property Type:	Single Family	Lot:	Block:	Square:
Subdivision:		Map Book:	Map Page:	Liber:
Tax Parcel #:		Section:	Phase:	Folio:
				Acreage:

Additional Information

Remarks/Instructions

Please Rush! This is a rush

Order Services

[Add New OrderService](#)

When your order is complete you will receive an email in your inbox that contains a link, it will look like the example below:

Search Completed

File Number:	T08068DM
Search:	Full Search
Status:	Search Completed

You can view the order details by clicking on the link below:

<http://www.stewartorders.com/so/orders.aspx?id=117>

You will click directly on the link, this will take you to the StewartOrders login page. After logging in you will be taken to your completed order.

Click the "Download SoftPro Order" link



- Home
 - Orders
 - CRM
 - Tools
- Orders [Queries](#) [Invoicing](#) [Reports](#)

Orders

Order Details

[\[Print\]](#)

- [Upload New Document](#)
- [Edit Title Search Report](#)
- [Download AIM Order](#)
- [Download SoftPro Order](#)
- [Download Order XML](#)



[Close](#) - [Cancel](#) - [Archive](#) - [Request Update](#)

Transaction Details

Customer:	Demo Title	Products
Abstractor:	Demo Searchers	1. 30 Search
File Number:	TT0001	
Order Status:	Order Complete	
Order Date:	9/3/2008	

Owners
George Bush
Laura Bush

Buyers
John McCain
Cindy McCain

Property Address

Street Address:	123 Main Str
City:	Westerville OH 43081
County:	Franklin

Legal Description

Property Type:	Single Family	Lot:	15	Block:	Square:
Subdivision:	J. McKelvey's Subdivision	Map Book:	Map Page:	Liber:	
Tax Parcel #:	69-00245-000	Section:	Phase:	Folio:	Acreage:

Additional Information

Remarks/Instructions

The acknowledgment screen appears which states that the title agent is still responsible for the core service of examining the title. Click AGREE.

NOTICE: Included in the "Title Search Report" service is data converted from the "Title Search Report" and from order entry information you provided for the purpose of assisting in completing the Commitment/Policy/Title Documents.

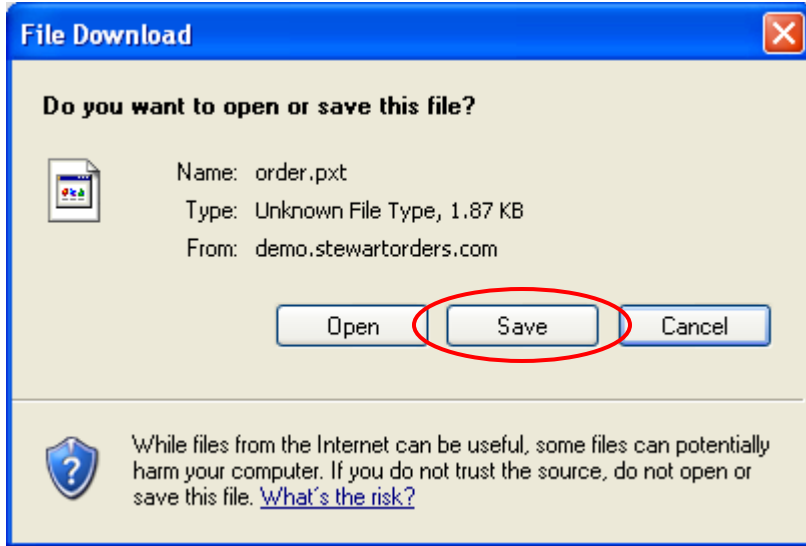
This conversion is intended to be used to facilitate the electronic transmission of certain standard information, provided in the order entry information and title search process, into a draft form of the Commitment/Policy/Title Documents.

The conversion is to be used solely as a convenience and does not modify, alter or amend your responsibility as an agent/attorney for Stewart Title ("the Company") to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. You must also comply with all requirements of the Real Estate Settlement Procedures Act ("RESPA") and all regulations promulgated thereunder. Further, any matters relevant in determining insurability that become known to you must also be included in these Policy Documents.

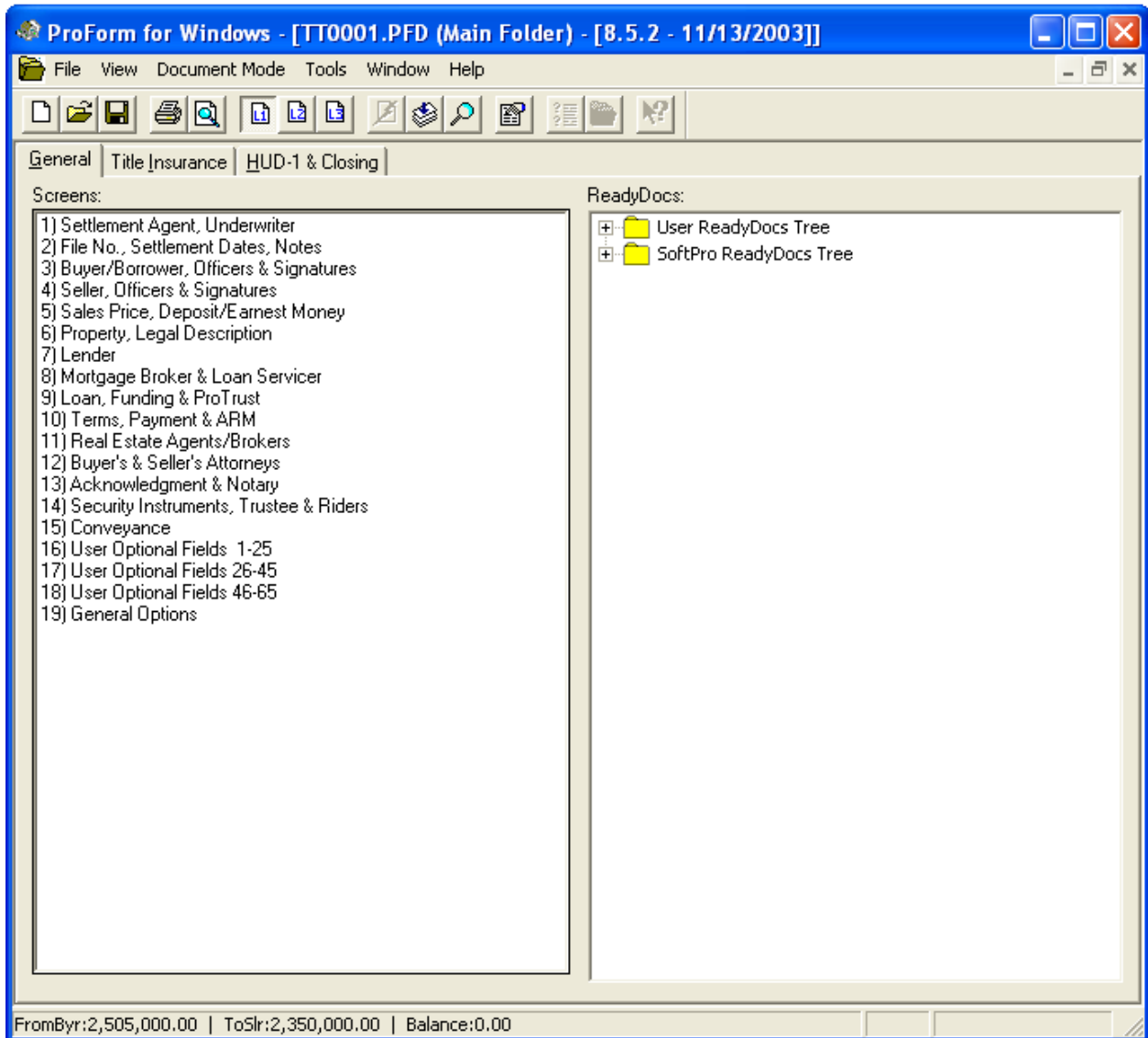
I acknowledge and accept the responsibility to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. I further acknowledge and agree that I am using this conversion package solely as a convenience in preparing these Policy Documents.

[AGREE] [DISAGREE]

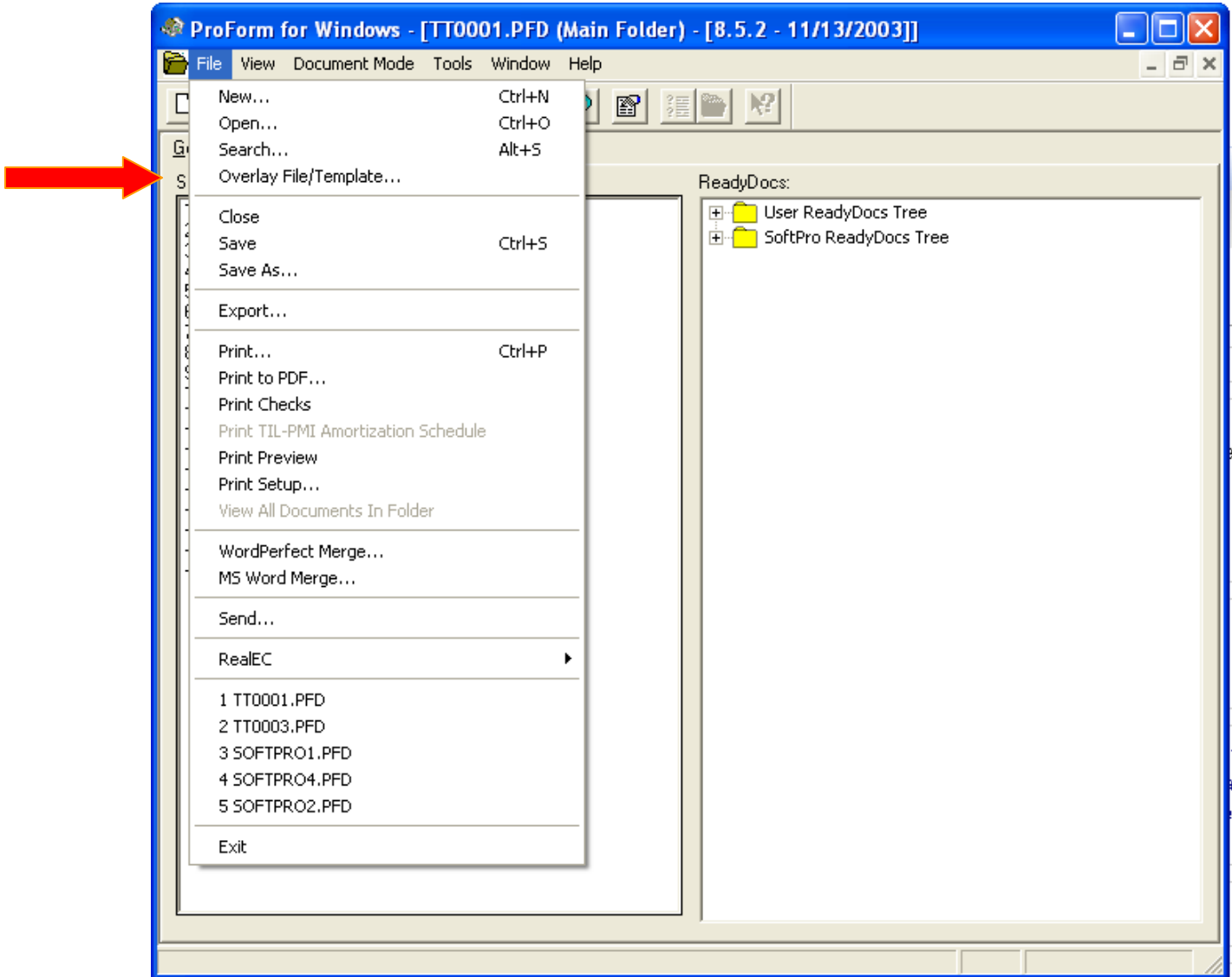
Click "Save" to save the SoftPro overlay file "order.pxt" to your local hard drive.



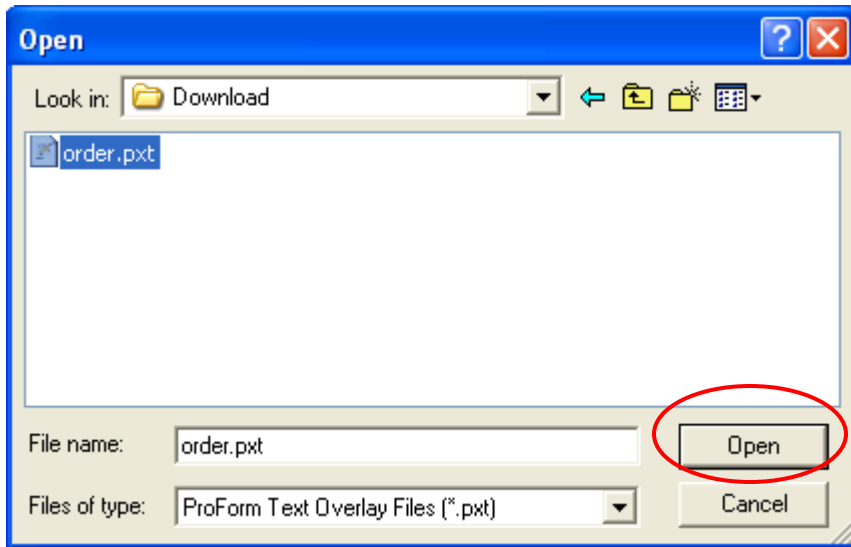
From within the SoftPro application, open the file you want to update with the search information. In the example below, we have opened the TT0001.PFD file.



To overlay the search information into the existing file, select File, Overlay File/Template from the menu.



Browse to the folder where you saved the downloaded “order.pxt” file from Stewart Orders. Change the file type to “Proform Text Overlay Files”. Select the “order.pxt” file and click open



The search information is then merged into your SoftPro file. The following information is updated:

- Property Information
- Legal Description
- Derivation
- Buyers
- Sellers
- Matters of Record (Exception and Requirements)