



StewartOrders Training Guide

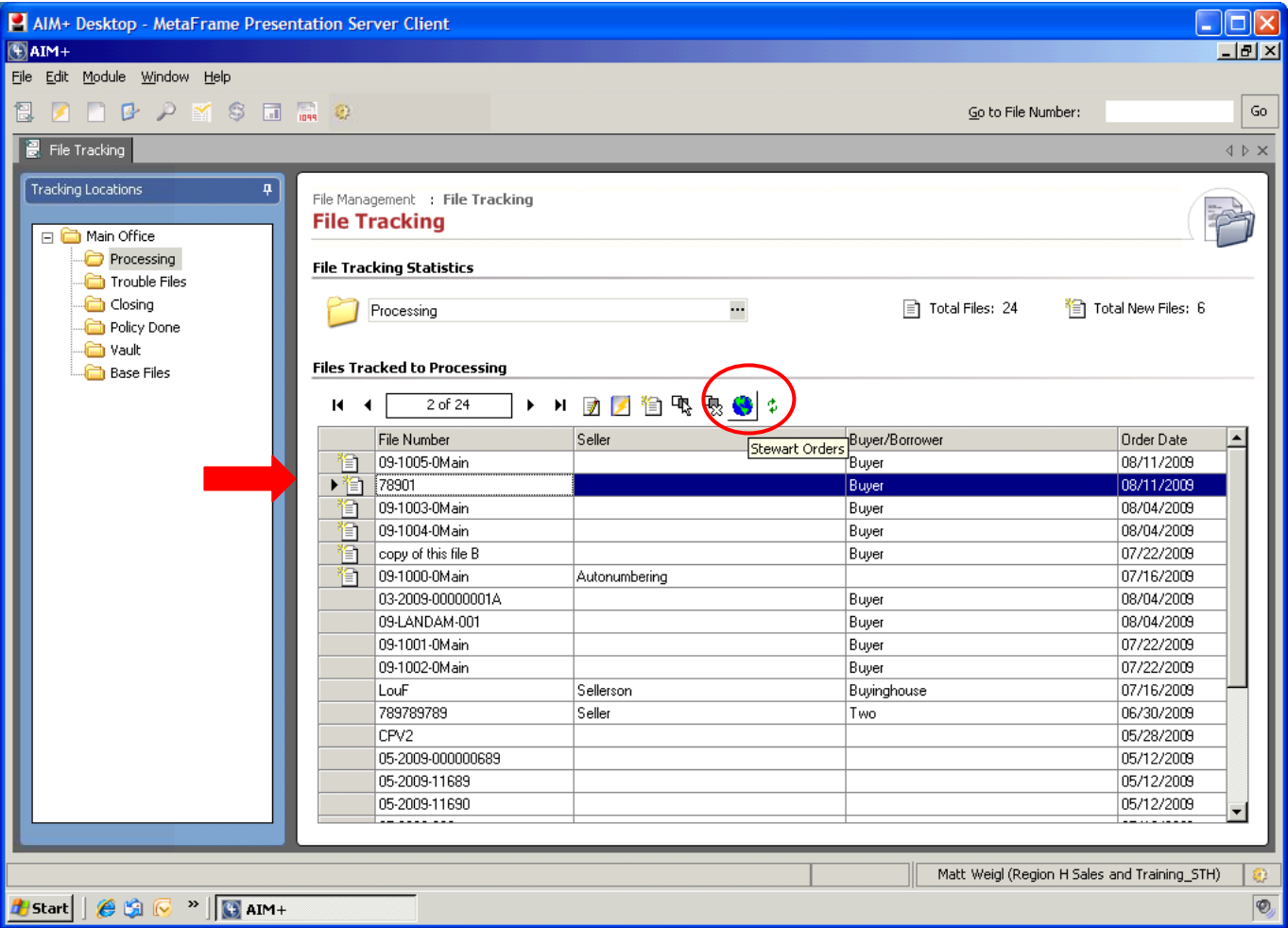
w/

AIM+ Integration

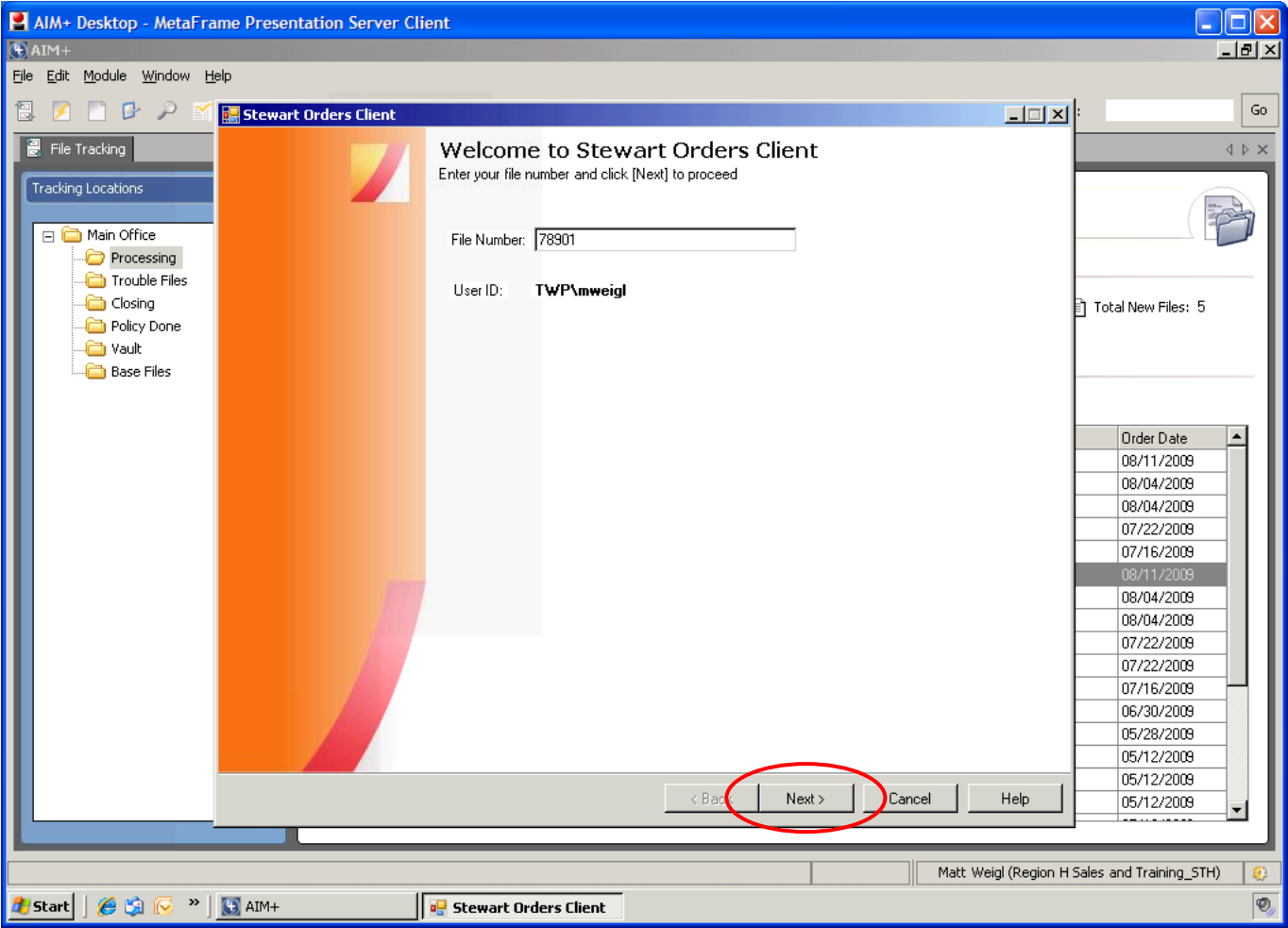
Thank you for choosing PropertyInfo National Services Corporation, a Stewart Company, and StewartOrders. This guide is intended to give you an overview of the product, and the integration features with AIM+. If you have any questions please feel free to call us at 410-335-2744.

Placing an Order with the StewartOrders Button in AIM+

Login in to your AIM+ account in TitleWorkPlace and select (highlight) the file you would like to place a title search request for. Then click on the StewartOrders button (the world) in your toolbar, circled in red below. You may also choose to select (highlight) the file and right click and select StewartOrders from the menu to place your order.



Your StewartOrders file will launch asking you to confirm the file number and your AIM+ username. Click Next.



You will next see a screen that allows you to confirm your property address. If there are changes to be made please cancel out of this screen and make any necessary changes in the Order Entry Module of AIM+. You may also add any Legal Description details you have if you would like at this point. Then click Next.

AIM+ Desktop - MetaFrame Presentation Server Client

AIM+

File Edit Module Window Help

Stewart Orders Client

File Tracking

Tracking Locations

Main Office

Processing

Trouble Files

Closing

Policy Done

Vault

Base Files

Property Information
Enter the address and legal description of the property

Address

Street #: 123 To: Direction Prefix: South

Street Name: Main

Street Type: Street Direction Suffix:

Unit Type: Unit #:

City: Bel Air

State: Maryland Zip: 21014 [Set County](#)

County: Harford [Verify Address](#)

Legal Description

Property Type: Loan Type:

Lot: Loan Amount:

Block: Liber:

Section: Folio:

Subdivision: Acreage:

Tax Parcel #: Book:

Square: Town/Tax Authority:

< Back Next > Cancel Help

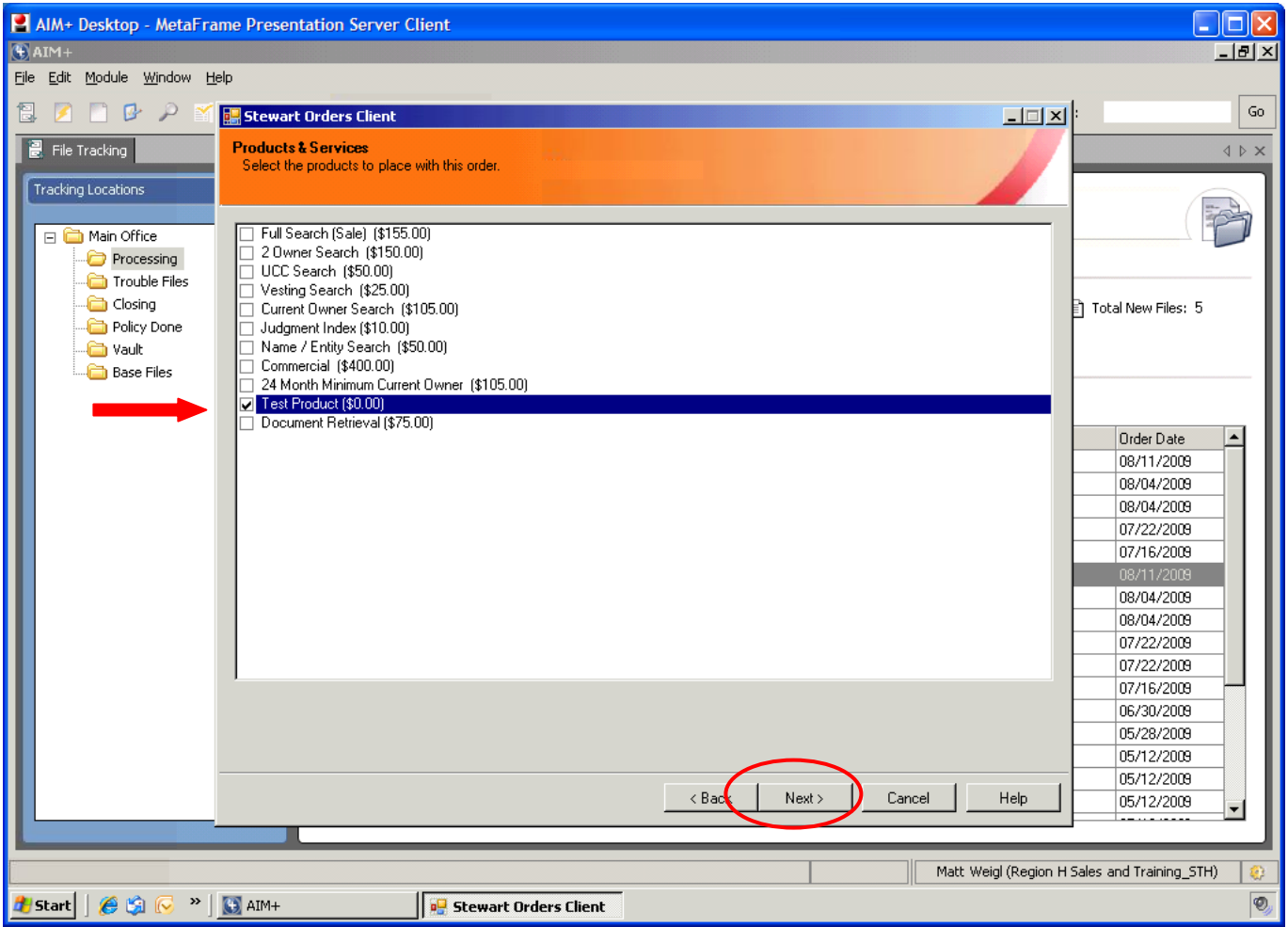
Total New Files: 5

Order Date
08/11/2009
08/04/2009
08/04/2009
07/22/2009
07/16/2009
08/11/2009
08/04/2009
08/04/2009
07/22/2009
07/22/2009
07/16/2009
06/30/2009
05/28/2009
05/12/2009
05/12/2009
05/12/2009

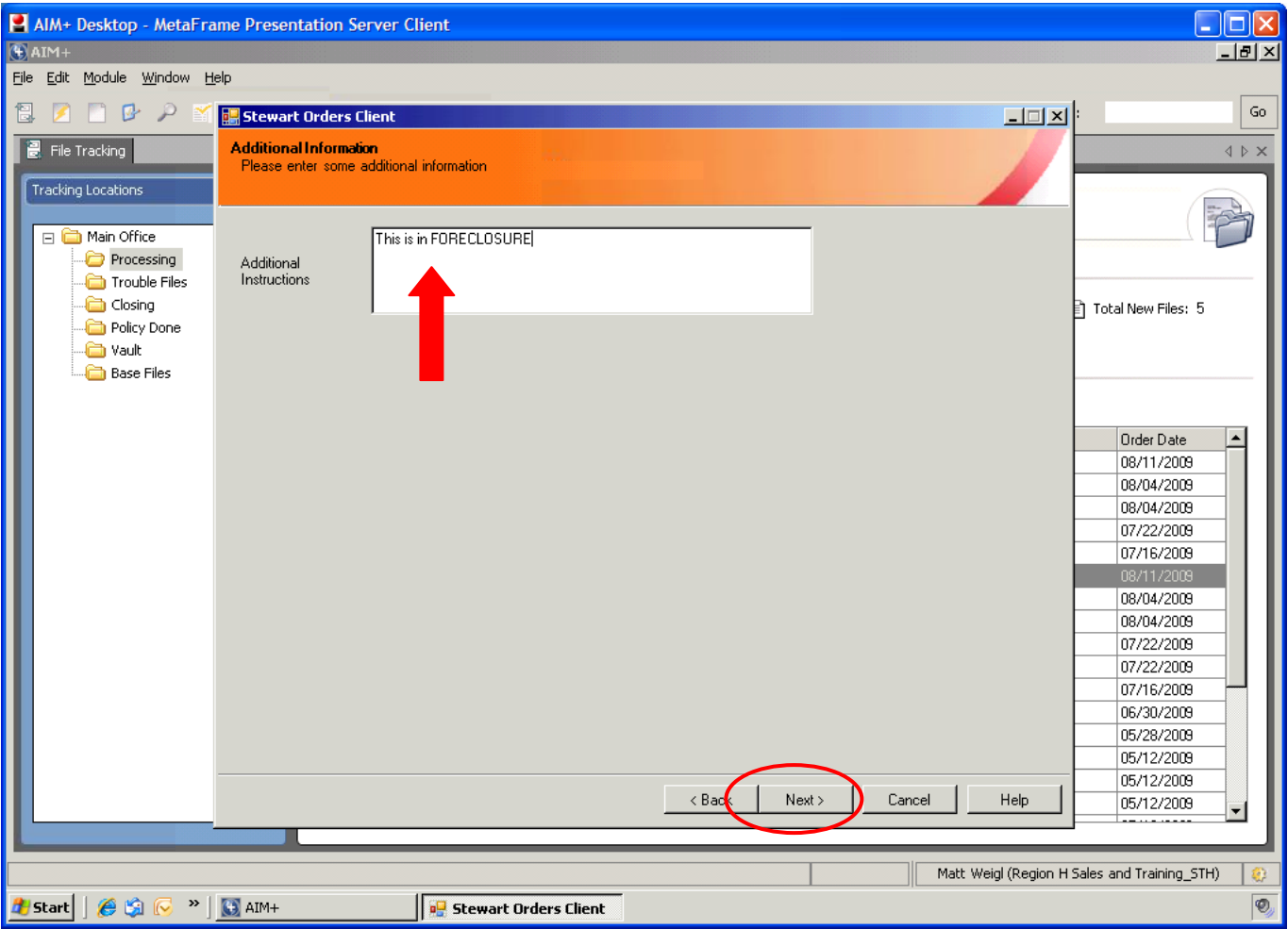
Start AIM+ Stewart Orders Client

Matt Weigl (Region H Sales and Training_STH)

The product screen will appear and will allow you to check off the type of search you are ordering. You will see a price next to each product; these prices are based on the state and county where the property is located. Then click Next.



The Additional Instructions screen allows you to add any comments for this file that may help us quickly and accurately complete your order. When you are finished adding instructions click Next.



The Seller/Property Owner screen will allow you to view your sellers and add/delete any if necessary. Again, if you need to make changes you would want to go back to your AIM+ file and make any needed changes there. Any changes made on this screen will not flow back into AIM+. After confirming your Sellers names click Next.

AIM+ Desktop - MetaFrame Presentation Server Client

AIM+ File Edit Module Window Help

Stewart Orders Client

File Tracking

Tracking Locations

- Main Office
 - Processing
 - Trouble Files
 - Closing
 - Policy Done
 - Vault
 - Base Files

Seller/Property Owner(s)
Enter the property owners. You may click the (+/-) labels to expand in order to add more information

+Seller:	Sammy	T	Seller		<input type="checkbox"/> Is Business
+Seller:	Sally	F	Seller		<input type="checkbox"/> Is Business
+Seller:	First name	middle	Last name		<input type="checkbox"/> Is Business
+Seller:	First name	middle	Last name		<input type="checkbox"/> Is Business

Add Seller Delete Last

< Back Next > Cancel Help

Order Date

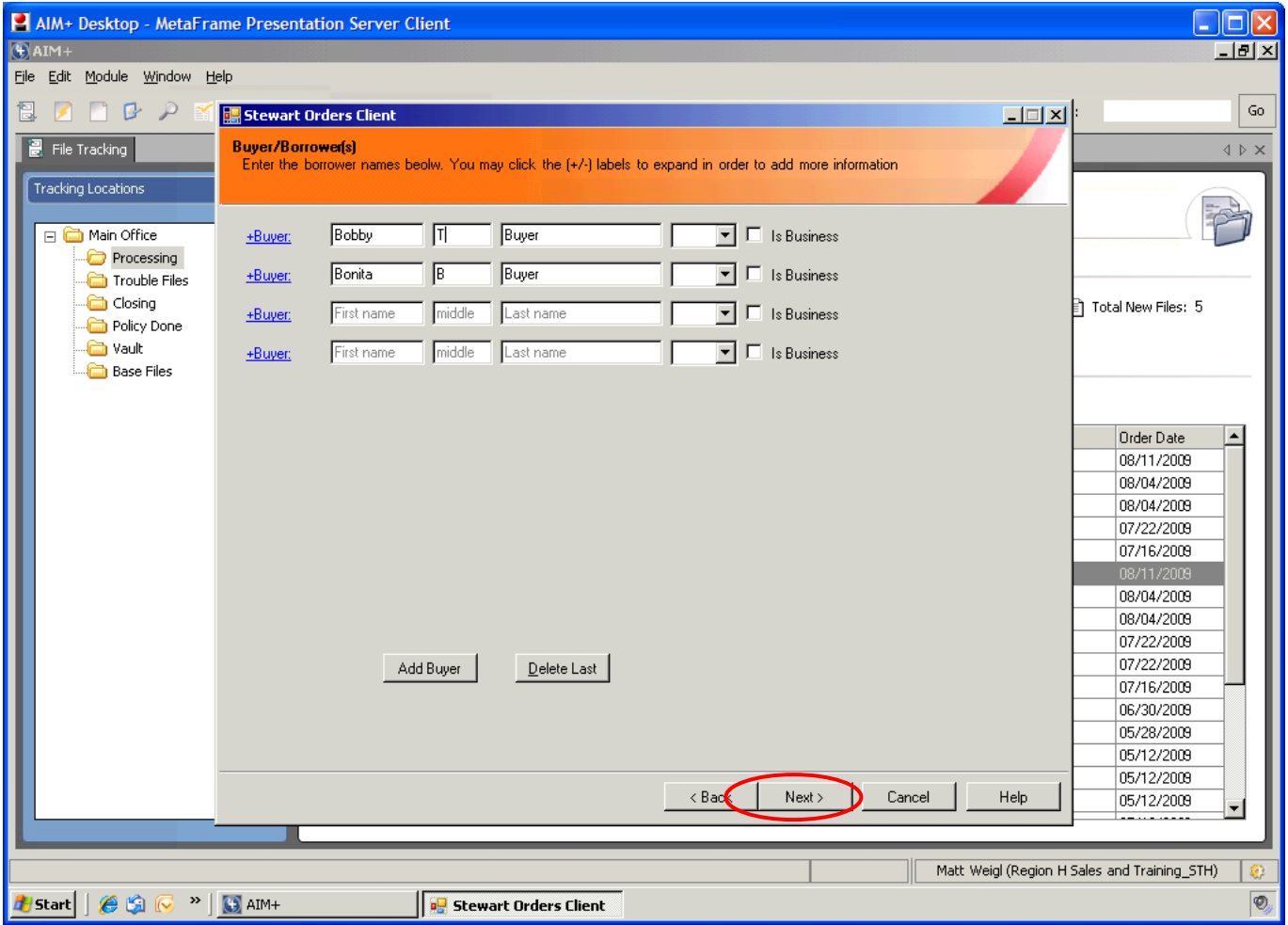
08/11/2009
08/04/2009
08/04/2009
07/22/2009
07/16/2009
08/11/2009
08/04/2009
08/04/2009
07/22/2009
07/22/2009
07/16/2009
06/30/2009
05/28/2009
05/12/2009
05/12/2009
05/12/2009

Total New Files: 5

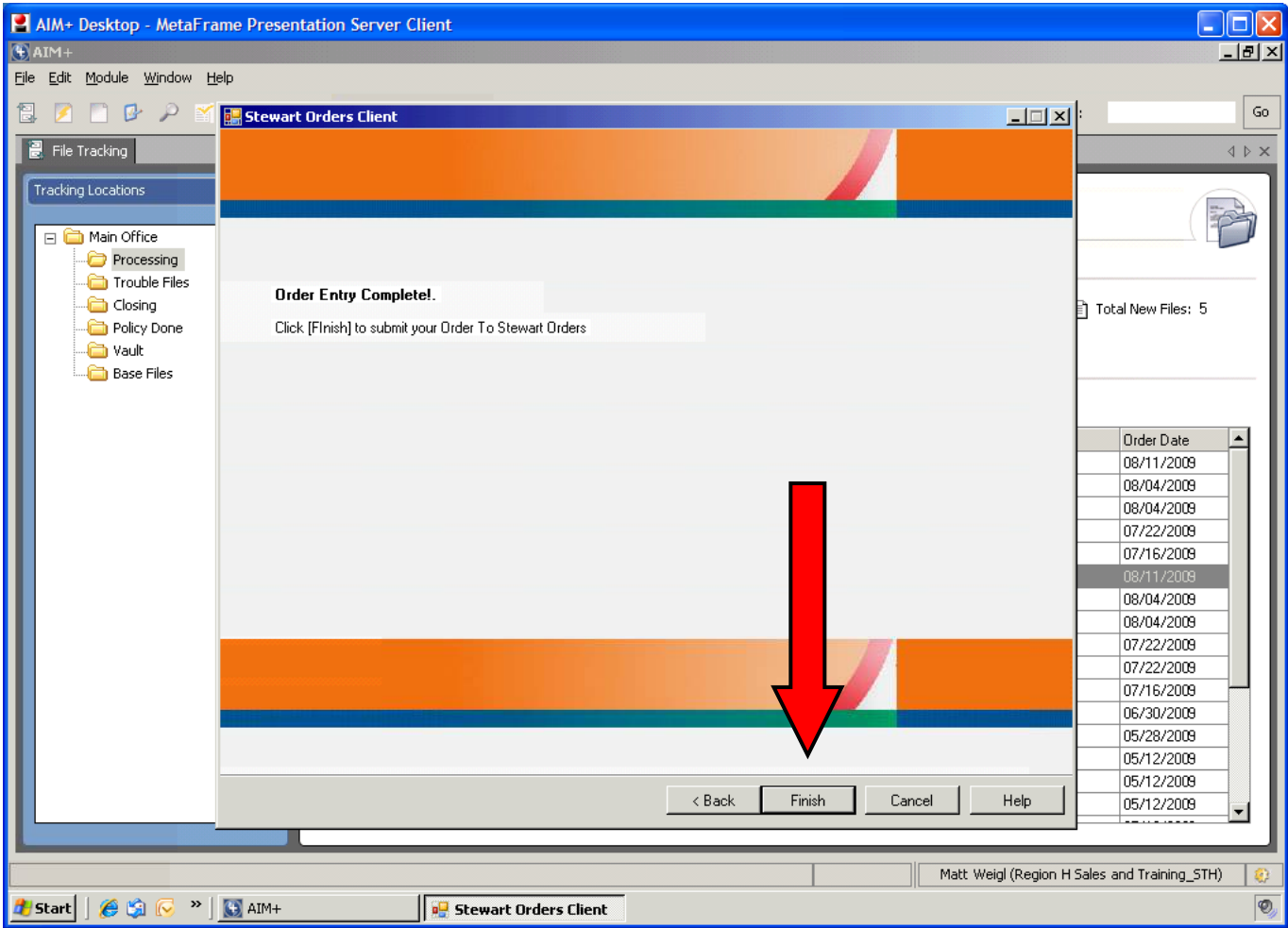
Matt Weigl (Region H Sales and Training_STH)

Start AIM+ Stewart Orders Client

The Buyer Screen works exactly as the Seller screen does and has all of the same features. After confirming your Buyers names click Next.



The order confirmation screen will appear. To send the order click Finish causing a small window to appear confirming we have received your order, click OK.



When your title search is complete. You will receive an email notification with a link to your completed file. The email will come from titlesearch@stewart.com and will look similar to the message below:

Search Completed

File Number: 78901
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 web page. After logging in you will be taken to your completed order.

The screenshot displays the 'Order Details' page in a Windows Internet Explorer browser. The address bar shows the URL <http://www.stewartorders.com/so/order/View.aspx?id=31884>. The page features the 'PROPERTY INFO A STEWART COMPANY' logo and a navigation menu with 'Home', 'Orders', and 'Users' buttons. A user greeting 'Hello, Matt Weigl | Help | Logout' is visible in the top right. Below the navigation, there are links for 'Return to Orders', 'Archive', 'Request Update', and 'Request Copies'. The main content area is divided into several sections: 'Transaction Details' (File Number: 78901, Order Date: 8/11/2009 11:36:44 AM, Last Modified: 8/11/2009 12:00:00 PM, Order Status: Complete, Sales Amount: \$0.00, Identifier: 9151af33-a5b1-4f4a-b2cc-1acff456364), 'Product' (Test Product, Order Date: 8/11/2009 12:00:00 AM, Status: Complete), 'Property Address' (Street Address: 123 S Main ST, City: Bel Air, MD 21014, County: Harford), 'Loan Information' (Loan Type: , Loan Number: , Loan Amount: \$0.00), and 'Order Parties'. On the right side, there is a list of links for 'Upload Document' (Order Invoice, Title Search Report, AIM/ATS, StewartDocs, SoftPro/PXT, LandTech, AIM+ FileData, Load AIM+ Data, Title Express) and a 'Documents' section showing 'Original' and 'Original.xml'.

Your Order Details page will display. Under the documents section you will see a Title Search Report and a Raw Title Search. Click the PDF icon next to the Title Search Report to display all the data that is returned from the title search. The Raw Title Search will show you any scanned documents in accordance with this file. You must perform an examination before importing data into AIM+ from our website. To import the information into AIM+ click the "Load AIM+ Data" link.

The screenshot shows the 'Order Details' page in a Windows Internet Explorer browser. The address bar displays the URL: <http://www.stewartorders.com/so/order/View.aspx?id=31884>. The page header includes the 'PROPERTY INFO' logo and a user greeting: 'Hello, Matt Weigl | Help | Logout'. Below the header are navigation tabs for 'Home', 'Orders', and 'Users'. The main content area is divided into several sections:

- Transaction Details:** A box containing order information.

File Number:	78901	Customer:	Demo Title
Order Date:	8/11/2009 11:36:44 AM	405 Williams Court, Middle River MD	
Last Modified:	8/11/2009 12:00:00 PM	Phone:	
Order Status:	Complete		
Sales Amount:			

Identifier: 9151af33-a5b1-4f4a-b2cc-1accff456364
- Product:** A box containing product information.

Product:	Test Product
Order Date:	8/11/2009 12:00:00 AM
Status:	Complete
- Property Address:** A box containing address information.

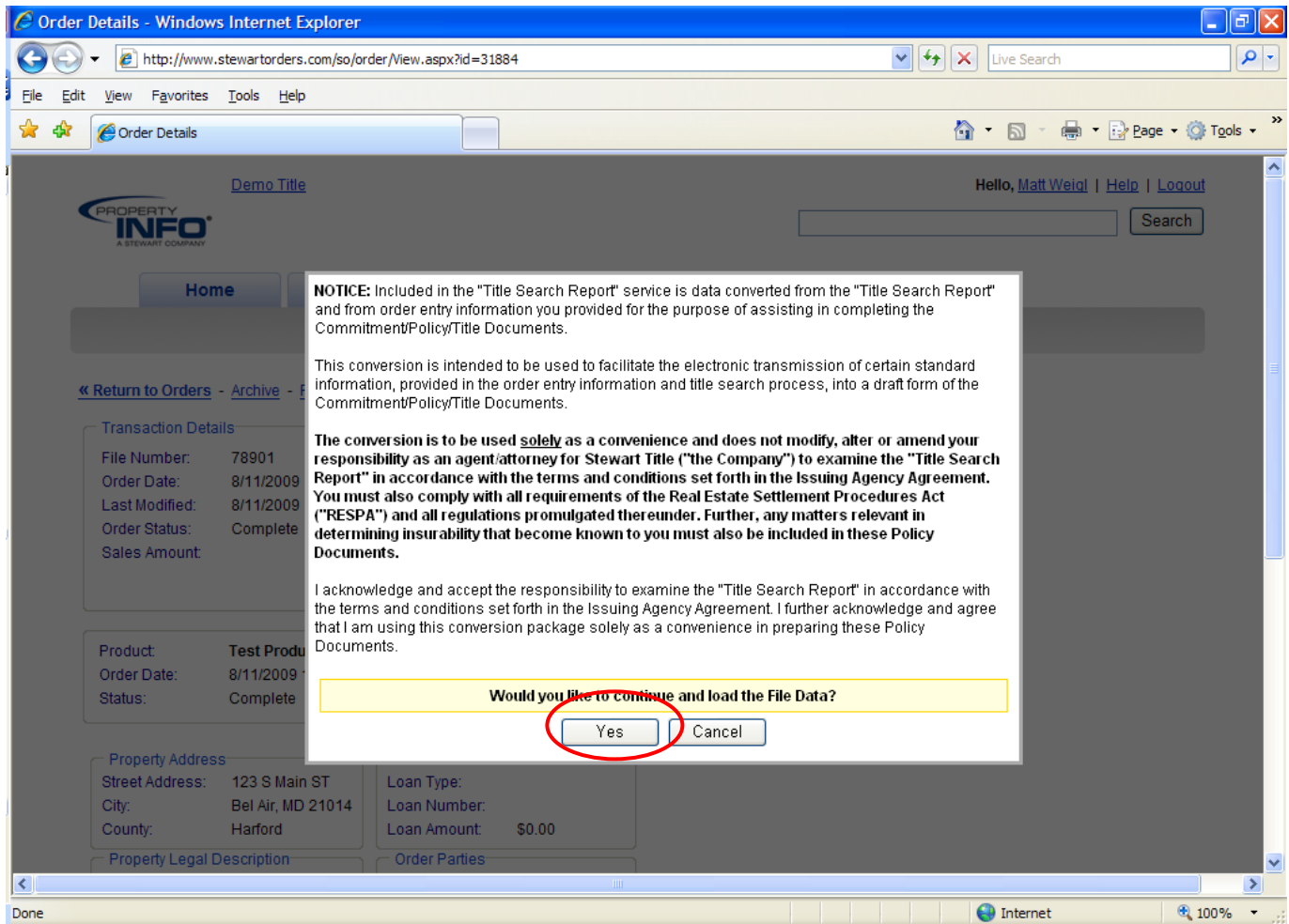
Street Address:	123 S Main ST
City:	Bel Air, MD 21014
County:	Harford
- Loan Information:** A box containing loan details.

Loan Type:	
Loan Number:	
Loan Amount:	\$0.00
- Documents:** A section on the right with a list of links: 'Upload Document', 'Order Invoice', 'Title Search Report', 'AIM+ FileData', and 'Load AIM+ Data'. A red arrow points to the 'Load AIM+ Data' link. Below the links is a table with the heading 'Add Documents':

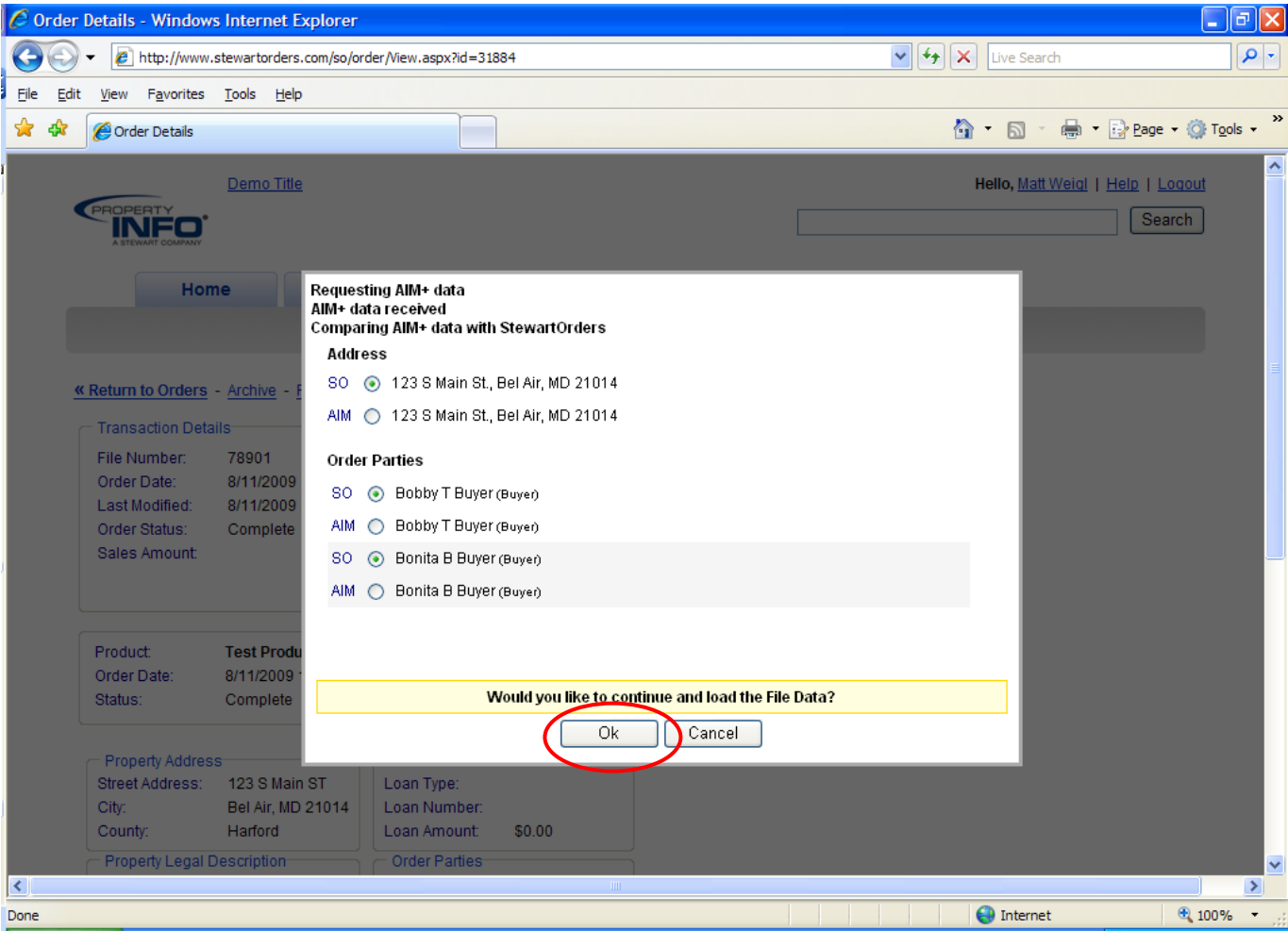
Add	Documents
	Original
	Original.xml

The browser's status bar at the bottom shows 'Internet' and a zoom level of '100%'.

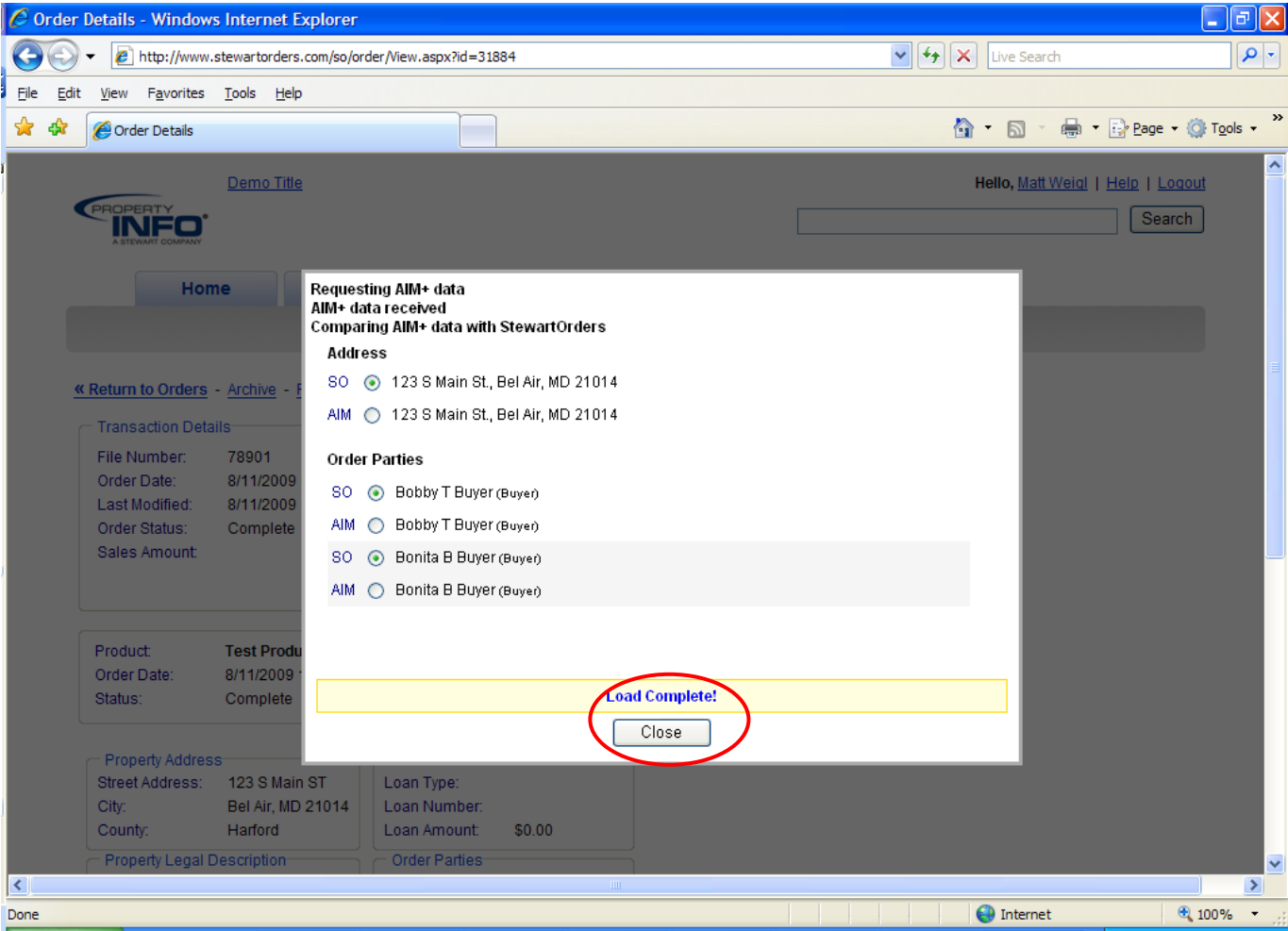
The acknowledgment screen appears which states that the title agent is still responsible for the core service of examining the title. Click YES only if you have examined the title work.



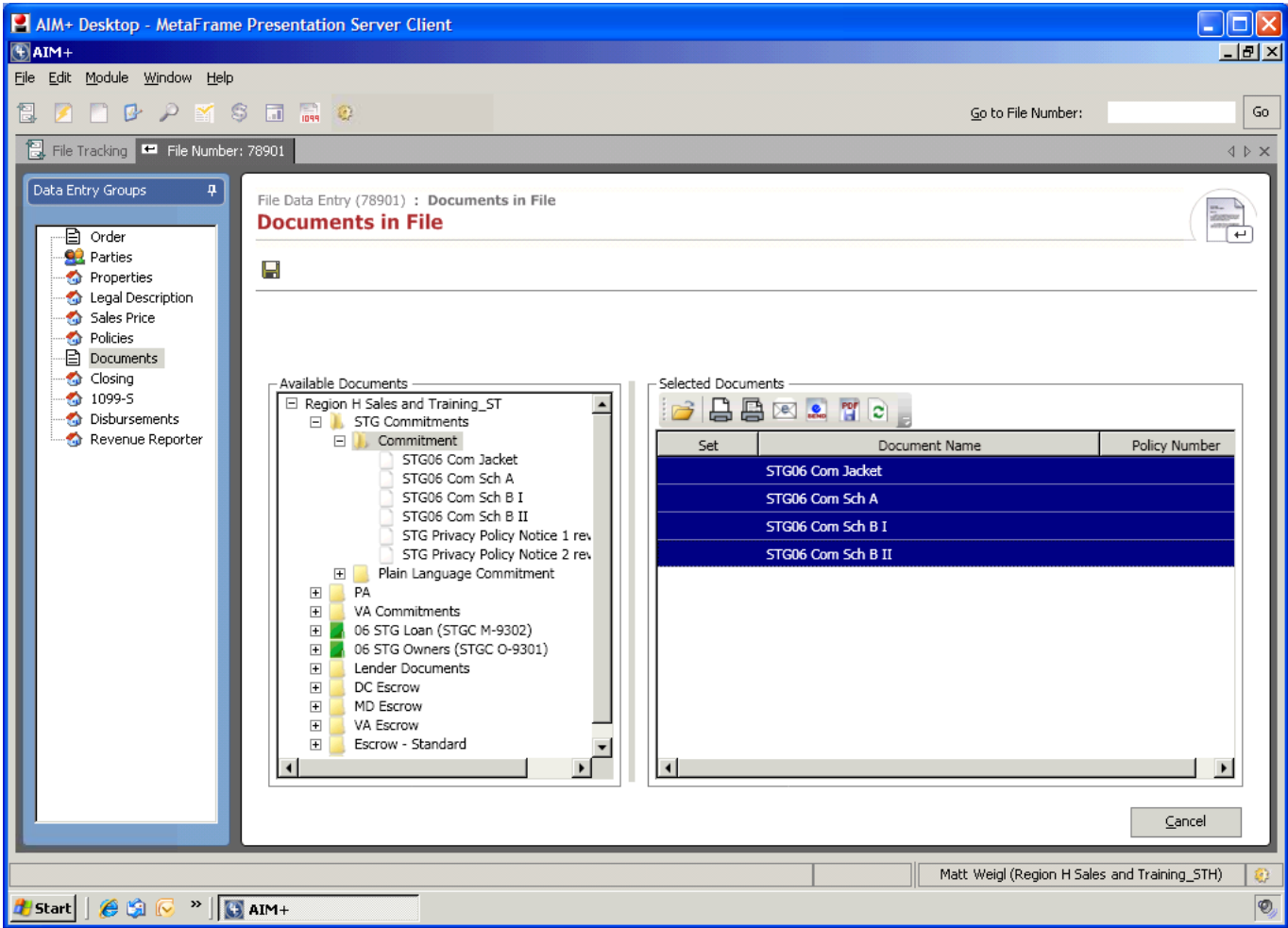
If there are any discrepancies between your application (of who the 'owner/seller' is or what the property address is), accept or reject any changes we offer here. Then click OK.



Once your data loads back into AIM+, you will get a confirmation message ‘Load Complete!’ Click Close.



Go back into AIM+ and go into your file and documents module. Open the documents you need to produce, for example your commitment.



All of the keyed Title Search Report information such as Legal Description, Mortgages, Judgments, Exceptions are now all in the document placeholders for you to do one final review before emailing or printing the document for your customer.

AIM+ Desktop - MetaFrame Presentation Server Client

AIM+ Document Editor

File View Insert Format

Document View: Prepare

STG06 Com Jacket STG06 Com Sch A STG06 Com Sch B I STG06 Com Sch B II

2006 (Standard)

✓ Proposed Insured:

MCT Lending Corporation its successors and/or assigns, as their interests may appear.

✓

3. The estate or interest in the land described or referred to in this Commitment and covered herein is:

✓ Fee Simple

4. Title to the ✓ Fee Simple estate or interest in said land is at the effective date hereof vested in:

i

5. The land referred to in this Commitment is described as follows:

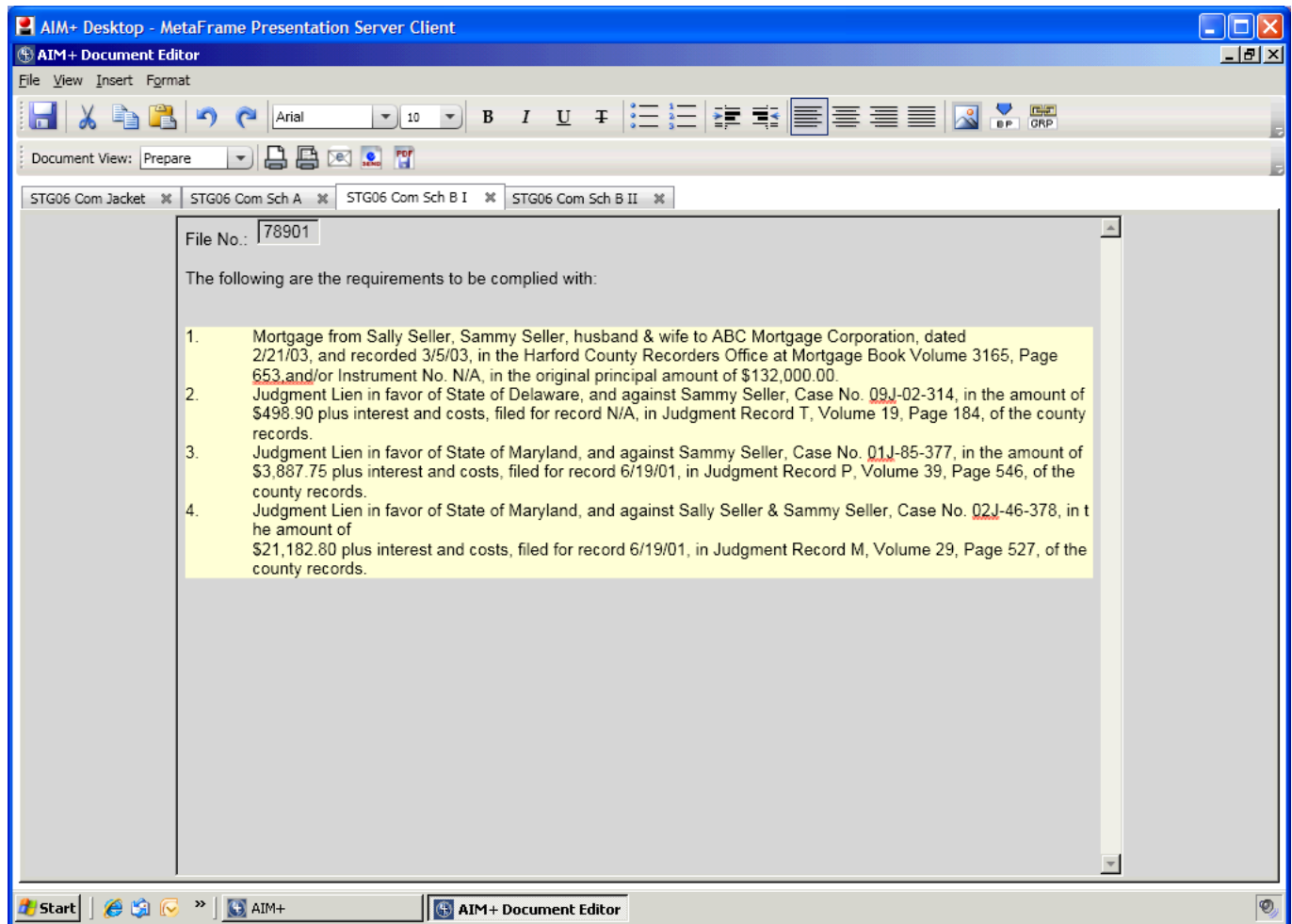
✓

ALL that certain lot, piece or parcel of land, with the building thereon erected, known as 123 Main Street, situate in the city of Bel Air, Harford County and State of Maryland, and being more particularly bounded and described, as follows, to wit:

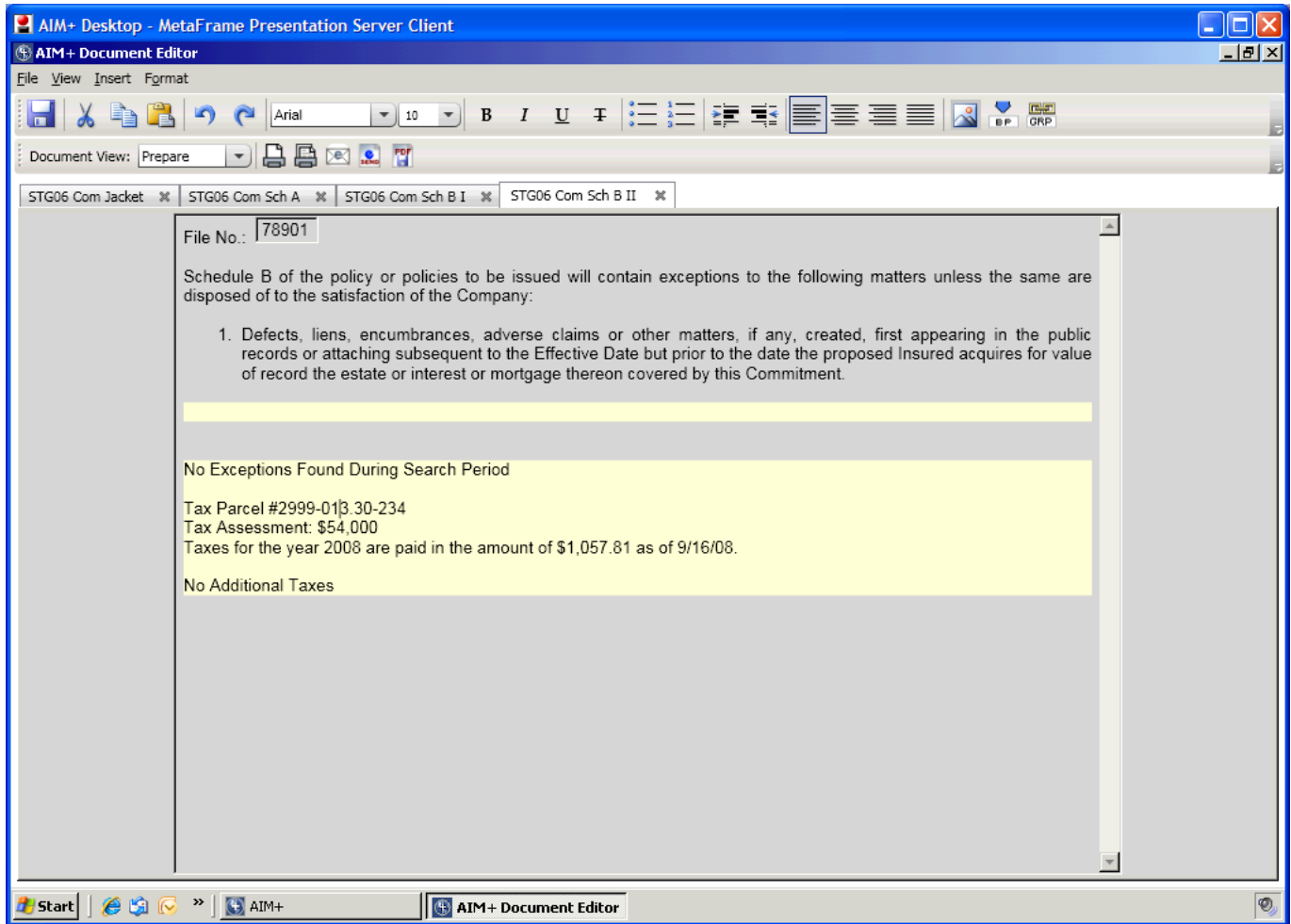
BEGINNING at a point on the Northerly side of Sixteenth Street at the distance of sixty (60) feet and three (3) inches Easterly from the Easterly side of Lincoln Street; thence, Northerly parallel with Lincoln Street and passing through the middle of the division wall of the house on this lot and the house adjoining on the West, eighty (80) feet to a point in the Southerly side of a three feet wide alley; thence, Easterly by said side of said alley and parallel with Sixteenth Street, fourteen (14) feet and six (6) inches to a corner; thence, Southerly parallel with Lincoln Street and passing through the center of the party wall between the house on this lot and a house adjoining on the East, eighty (80) feet

Start AIM+ AIM+ Document Editor

More information that downloaded directly from our website!



More information that downloaded directly from our website!



We hope this guide has been helpful for you!