



## **StewartOrders Training Guide Title Express 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, if you have any questions please feel free to call us at 410-335-2744.**

When your order is complete you will receive an email that looks like the one 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.

Your Order Details page will display. On the right hand side of the page you will see a link to **Title Express**, click this link.

The screenshot shows a web browser window titled "Order Details - Windows Internet Explorer". The address bar displays "http://demo.stewartorders.com/so/order/View.aspx?id=834". The page content includes the "PROPERTY INFO" logo, a search bar, and navigation tabs for "Home", "Orders", "Accounting", "CRM", and "Tools". Below these are links for "Return to Orders", "Cancel", "Archive", "Request Update", and "Edit Title Search Report".

**Transaction Details:**

File Number:	MTW1000	Customer:	Demo Title
Order Date:	4/2/2009 1:56:33 PM		509 Washington Avenue, Towson MD
Last Modified:	4/2/2009 1:58:31 PM	Phone:	
Order Status:	Product Complete		
Sales Amount:	\$600,000.00		

**Product:** Full Search    **Abstractor:** Demo Searchers  
**Order Date:** 4/2/2009 12:00:00 AM    **Keyer:** Demo Searchers  
**Status:** Product Complete    **Reviewer:** PropertyInfo

**Property Address:** Street Address: 650 Apollo Dr, City: Freedom, PA 15042, County: Beaver  
**Loan Information:** Loan Type: , Loan Number: 1006830348, Loan Amount: \$500,000.00  
**Property Legal Description:** Property Type: , Tax Parcel: 4444444444  
**Order Parties:** Seller(s): Sammy Seller, Sally Seller

**Right Side Links:** Upload Document, Print View, Order Invoice, Title Search Report, AIMATS, StewartDocs, SoftPro/PXT, Order XML, LandTech, Title Express (circled in red), Add Documents, Title Search Report Online Doc.

The Windows taskbar at the bottom shows the Start button, several open applications (Retrospect, Internet Explorer, XMLIN, TitleInf, Landtech for W..., Document1 - Mi...), and the system clock showing 1:50 PM.

When the file download prompt appears click **Open**.

The screenshot shows a web browser window displaying the 'Axiom Title & Escrow LLC' website. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The file details are: Name: TSS\_09N-1279.zip, Type: Compressed (zipped) Folder, 1.89 KB, and From: www.stewartorders.com. The 'Open' button is circled in red. A warning message at the bottom of the dialog states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

Transaction Details

File Number:	09N-1279
Order Date:	3/27/2009 1:30:24 PM
Last Modified:	3/31/2009 2:23:48 PM
Order Status:	Complete
Sales Amount:	\$0.00

Product: **24 Month Minimum Current Owner**

Order Date:	3/27/2009 12:00:00 AM
Status:	Complete

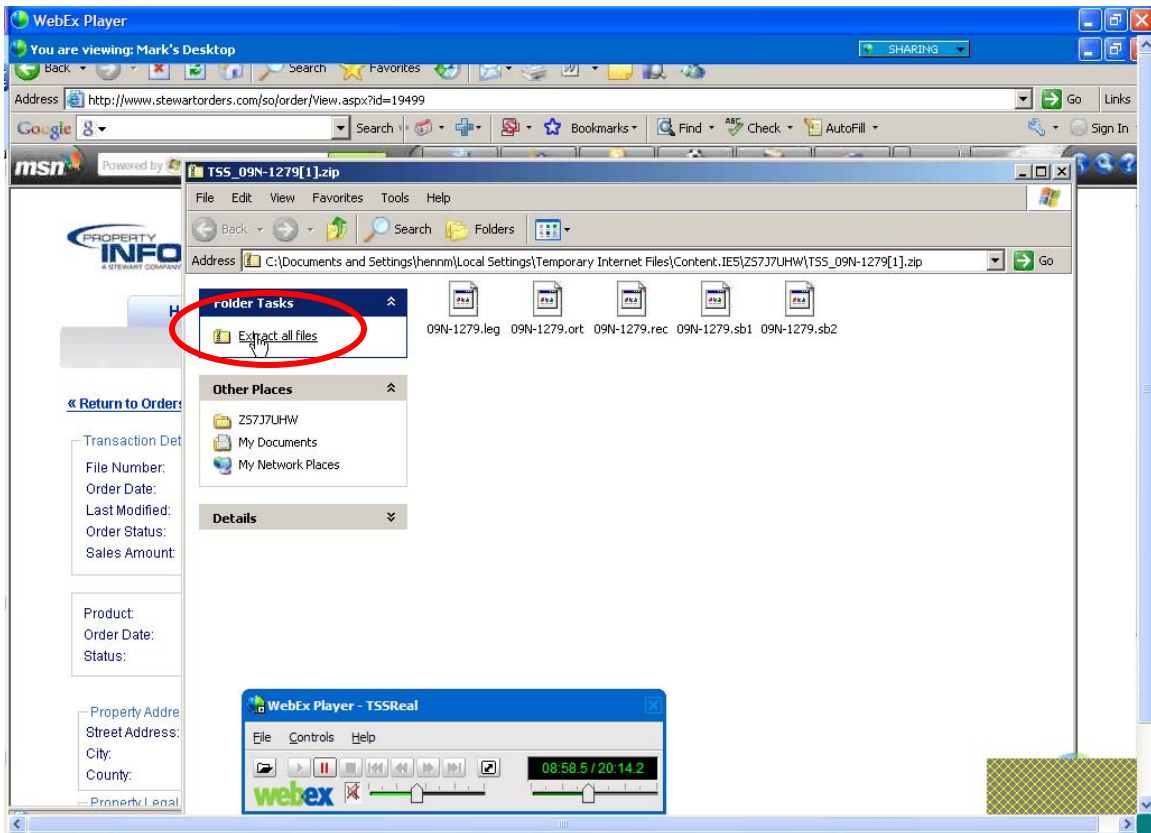
Property Address

Street Address:	24885 Woods Dr
City:	Denton, MD 21629
County:	Caroline

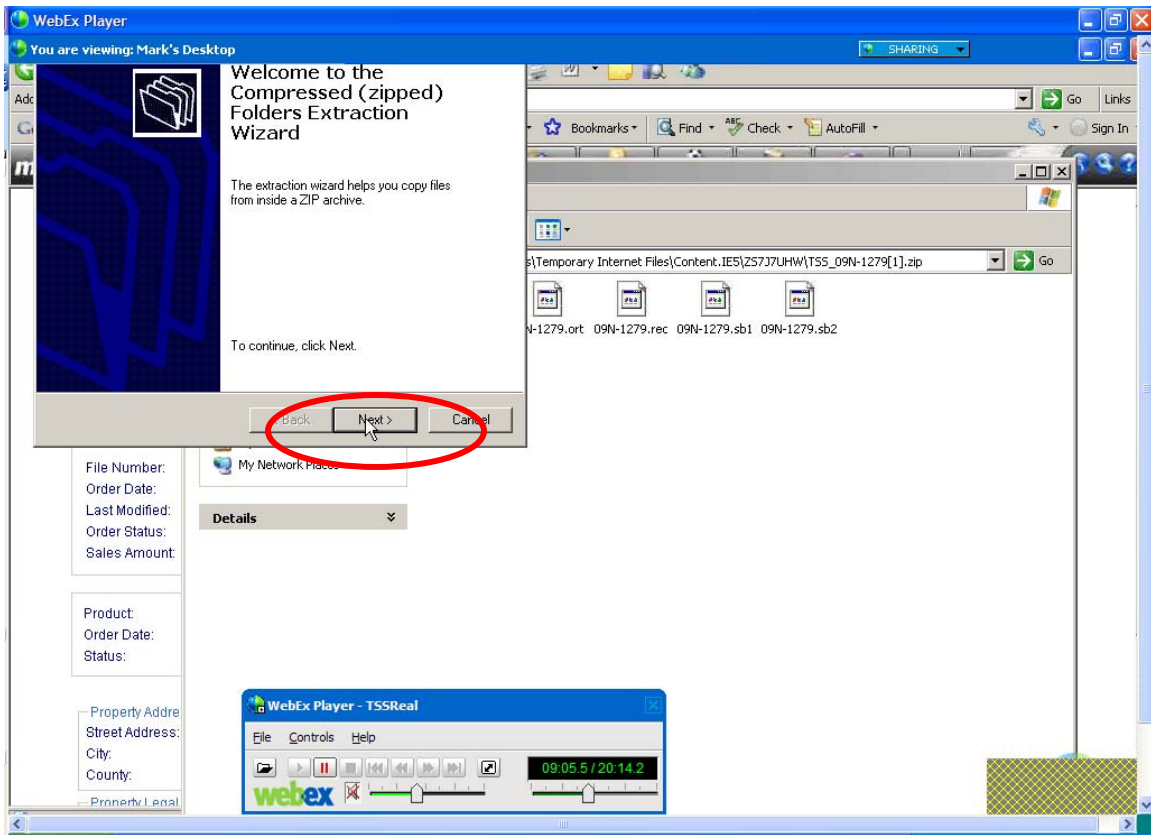
Loan Information

Loan Type:	Conv. Uninsured
Loan Number:	3000070228
Loan Amount:	\$213,000.00

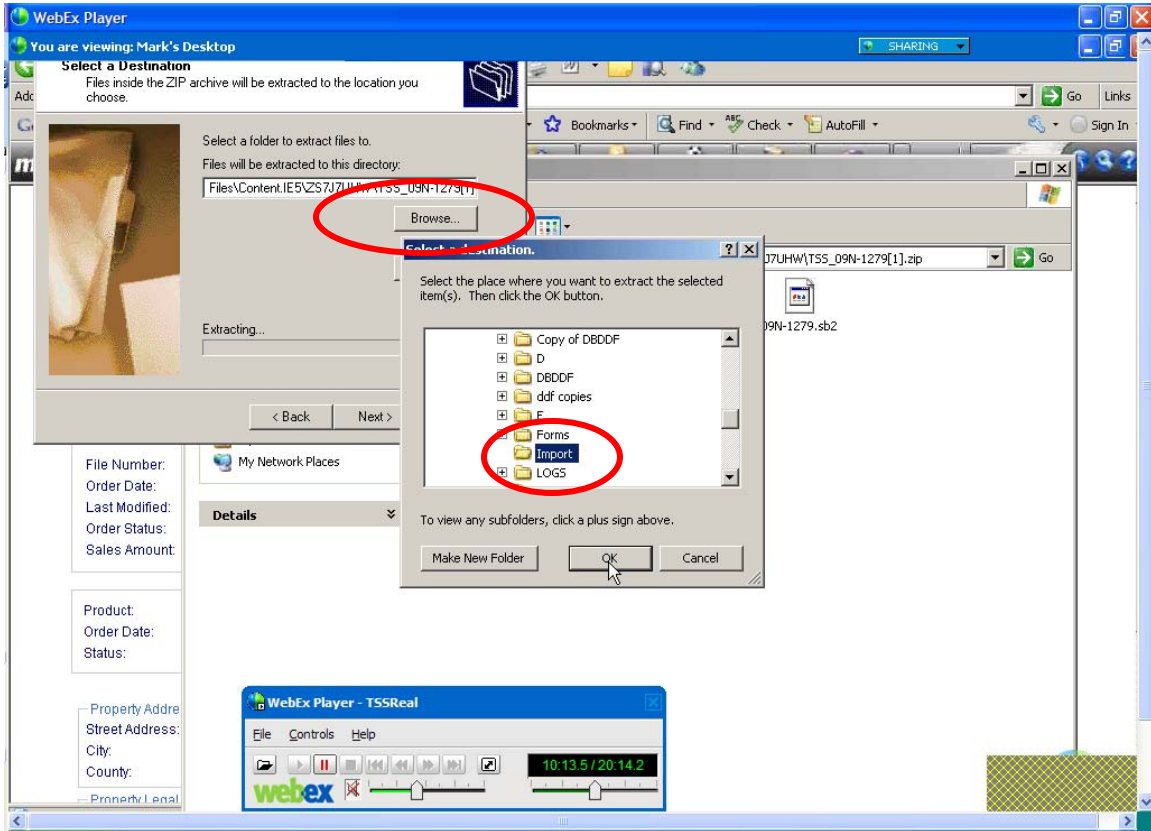
Your default un-zip program will automatically open, click **Extract All Files** link

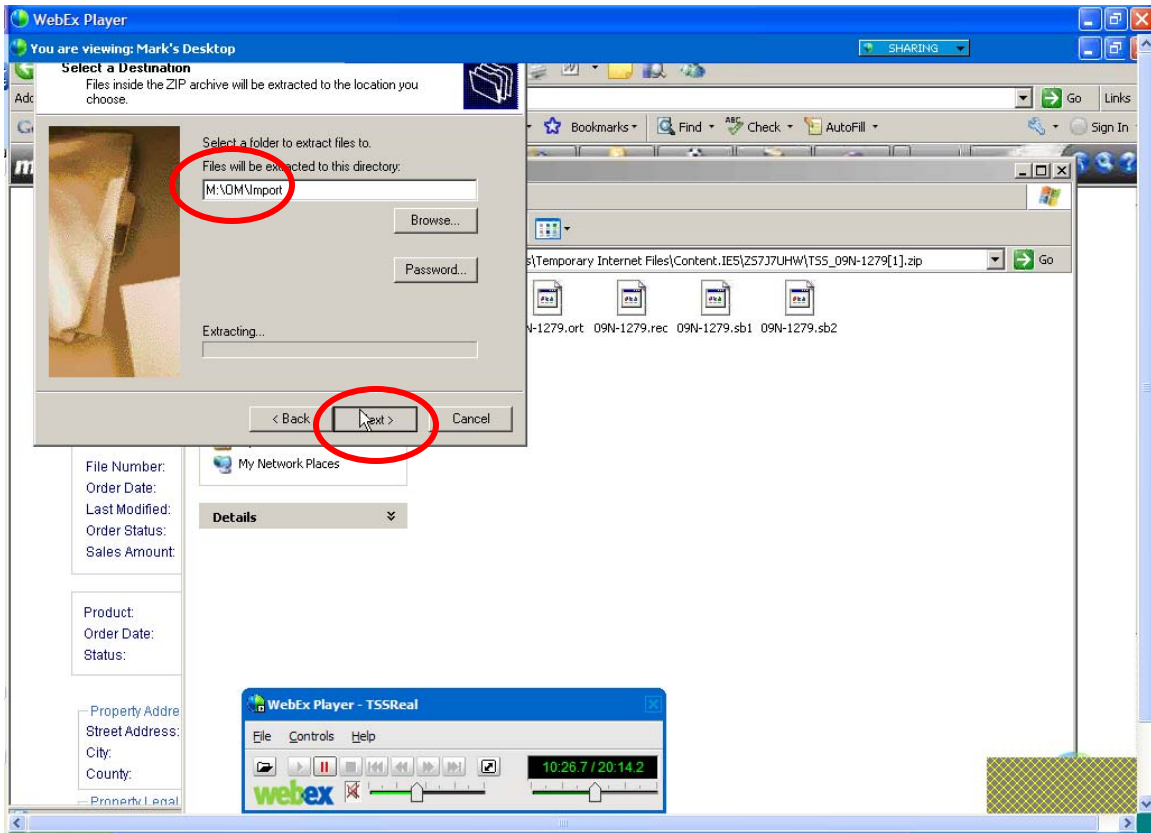


Your Compressed (zipped) Folders Extraction Wizard opens next, click **Next**

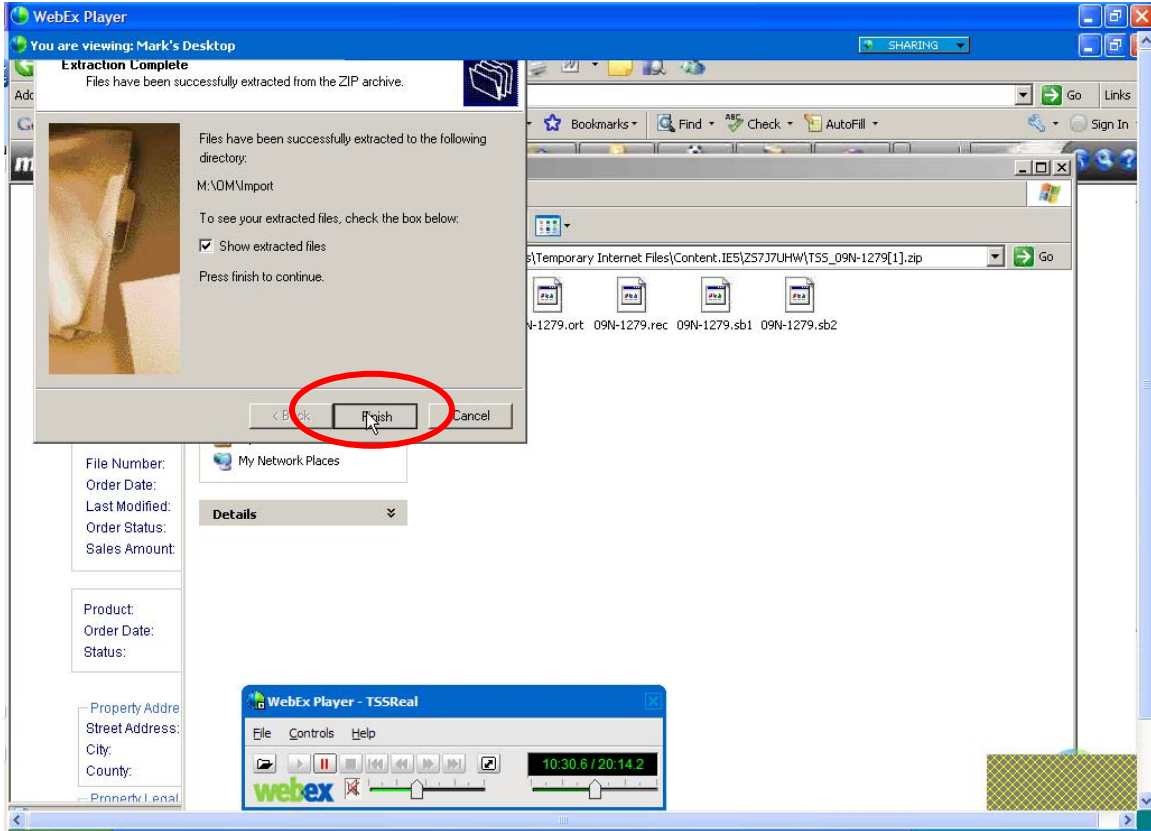


Click Browse to select the directory (file path location) that you want to put the extracted files. (which is in your **OMImport** folder. Click **OK** and **Next**).



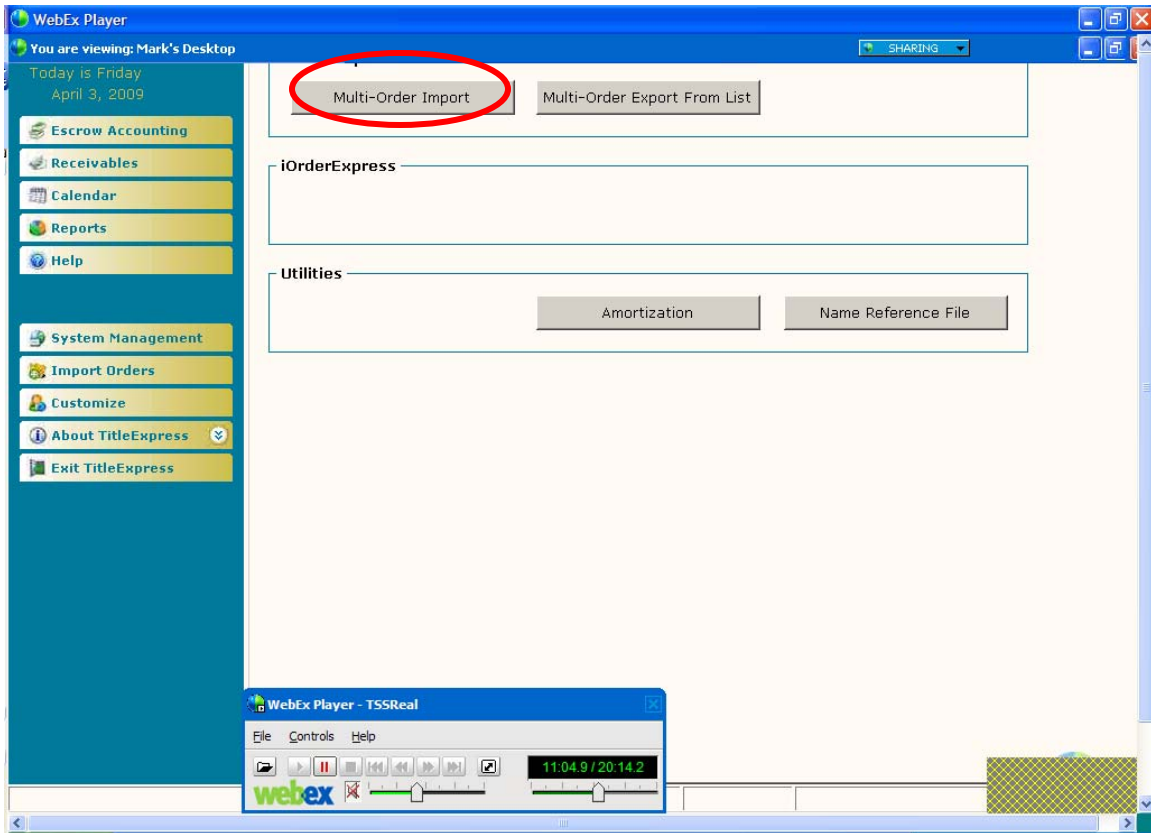


## Click Finish Button

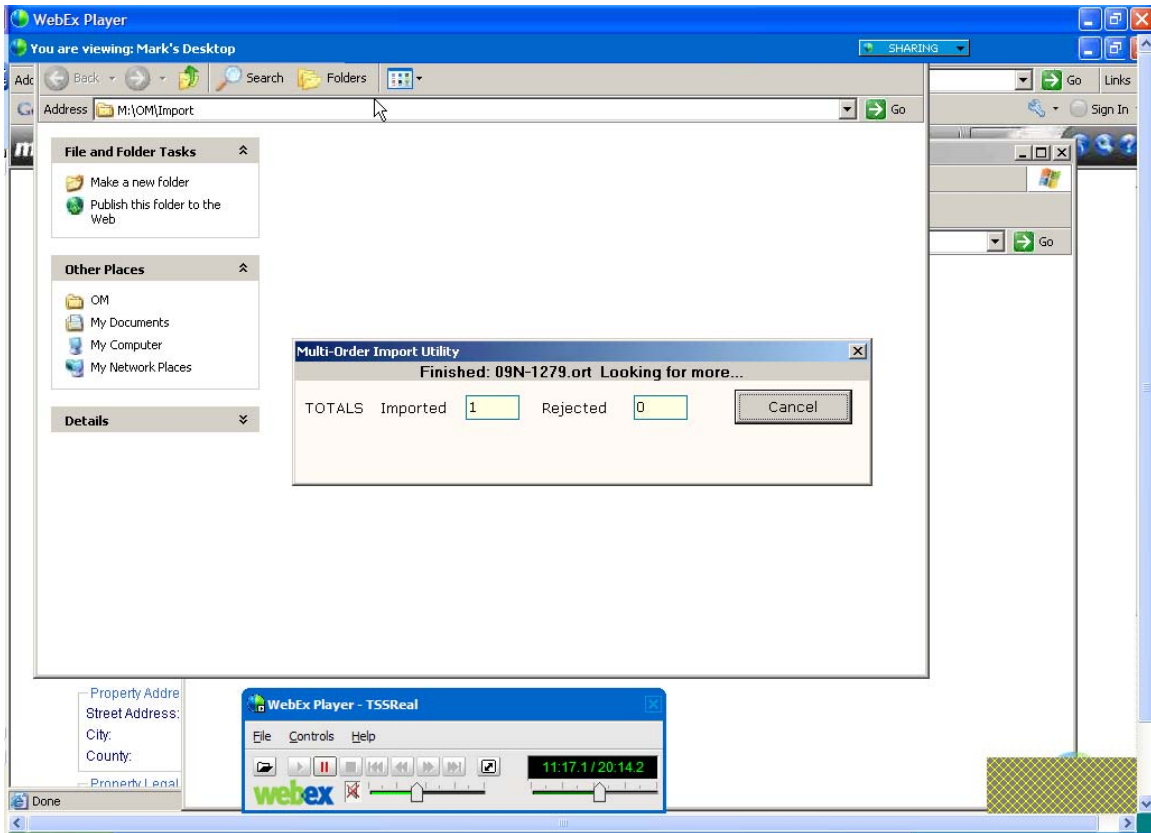


Open TSS, from the Main Screen click the Utilities Tab and click Multi-Order Import button.





You should receive a confirmation that 1 file imported successfully and 0 were rejected. Click Cancel to leave this screen. Go into your order and see all the data for your search from our website that we imported for you!



We hope that this is helpful. Thank you for your orders!

Contact us:  
PropertyInfo National Services  
410-335-2744 x4  
[titlesearch@stewart.com](mailto:titlesearch@stewart.com)