

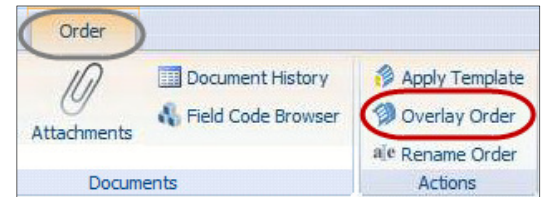
## Overlaying Contacts from One Order to Another

Follow these steps to overlay Contacts from one Order to another. When overlaying Contacts, information from the Source Order Contact screen, including signatures and custom fields, is pulled into the Destination Order.

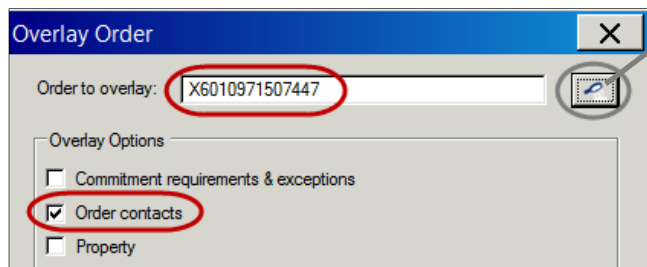
**IMPORTANT:** **NEVER** overlay **A**-Settlement Agent, **T**-Title Company or **U**-Underwriter Contacts. Always select these from the appropriate Contact lookup table in your "destination" order.

From the Destination Order (the Order you are copying into),


1. From the **Order** ribbon, click the **Overlay Order** button



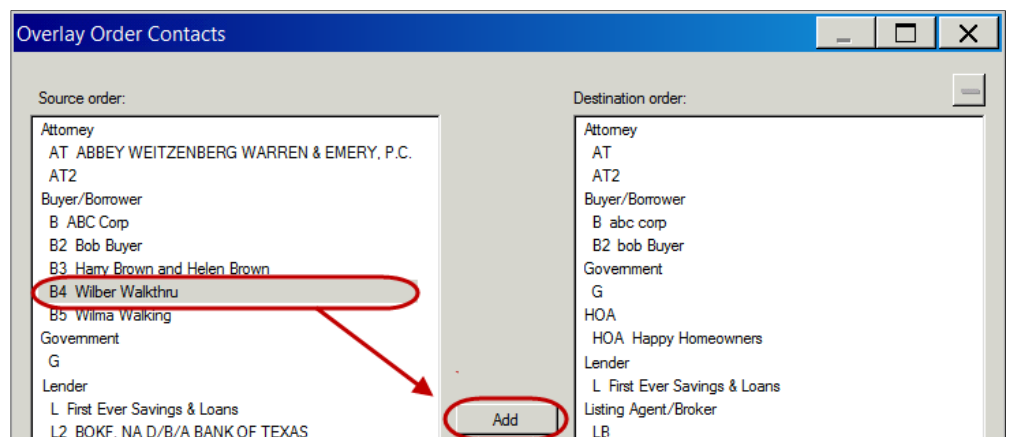
2. In the **Order to overlay** field, enter the Source Order number, press the **Tab** key
3. Check the **Order contacts** check box



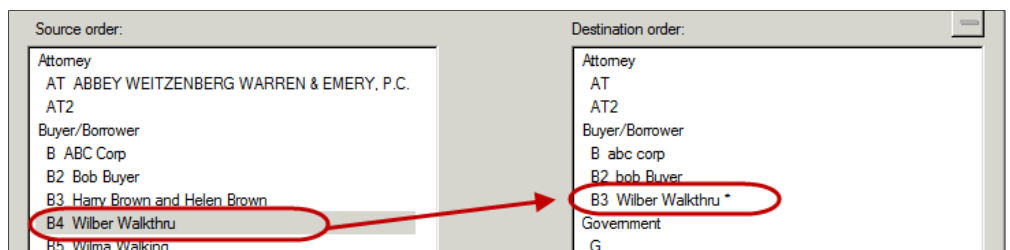
**REMINDER:** You can use the **Project name** field to search for your Order.

1. Click the **Search**  icon
2. In the **Project name** field, enter the applicable project
3. Check the **Orders** check box, press **Enter**
4. From the **Search results** window, double-click the applicable Order

4. Add Contact(s) from the Source Order
  - a. Select the Contact from the **Source order** column on the left
  - b. Click the **Add** button



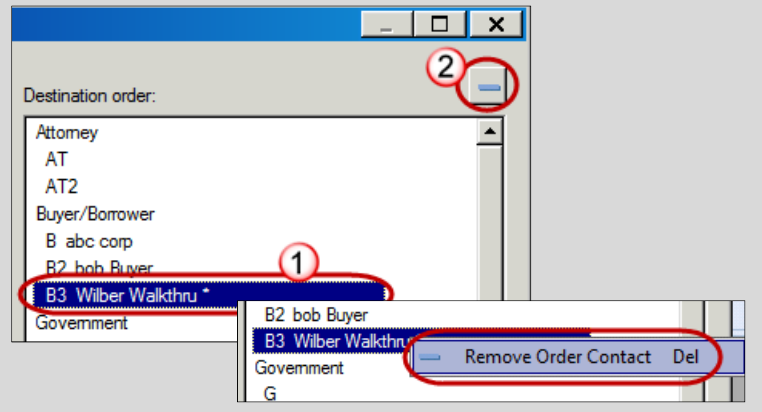
In our example, we added an additional Buyer/Borrower from the **Source order** resulting in a third Buyer/Borrower in our **Destination order**.



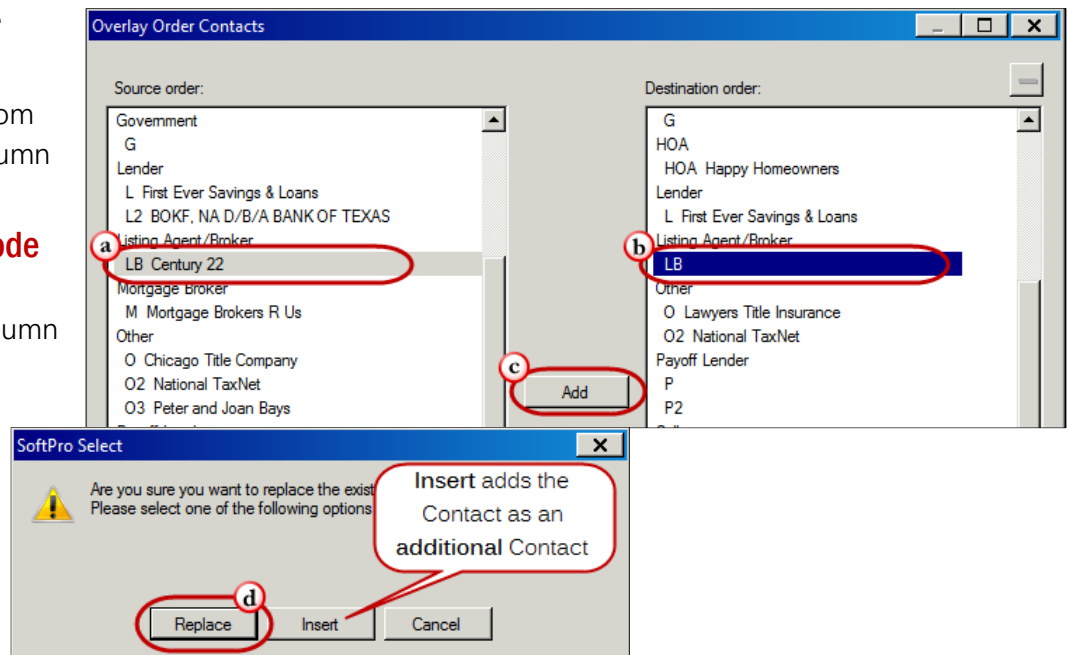
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NOTE: A Contact with an asterisk can be deleted

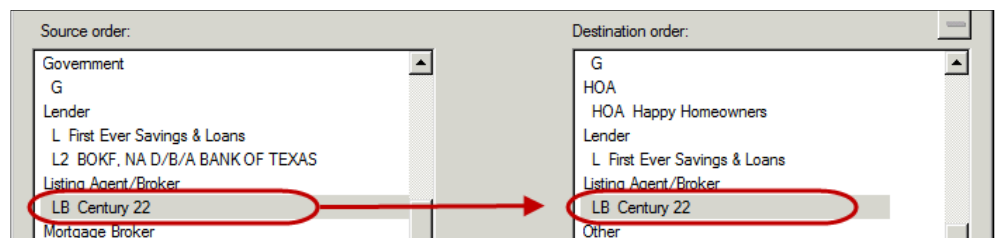
1. Highlight the Contact
2. Click the **Remove Contact** icon
- OR-
- Press your right mouse key and select **Remove Order Contact**



5. Replace Contact(s) in the Destination Order
  - a. Select the Contact from the **Source order** column on the left
  - b. Select the Contact **code** to be replaced in the **Destination order** column on the right
  - c. Click the **Add** button
  - d. Select **Replace**



In our example, we replaced the existing Listing Agent/Broker in our **Destination order** with the Listing Agent/Broker from our Source order.



6. When all Contacts have been added or replaced, click the **OK** button at each prompt to return to your Order