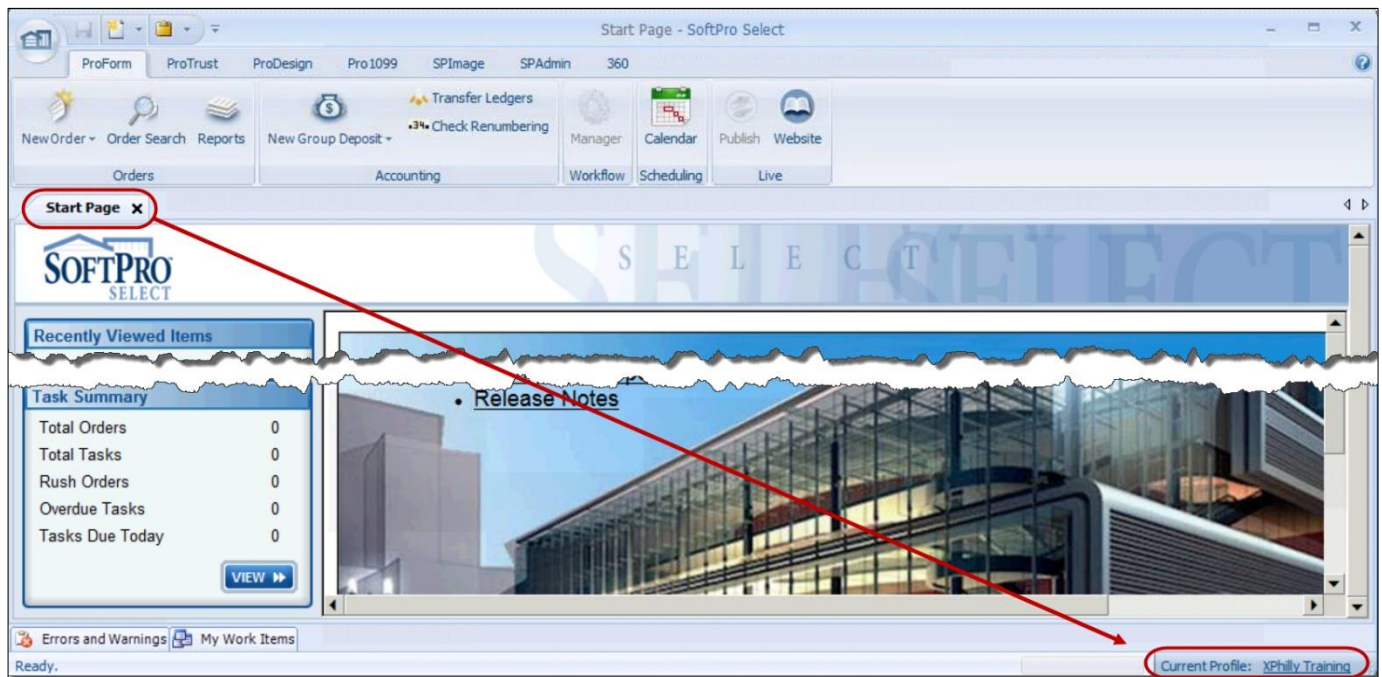When you need to take an existing order from Ramquest and re-open it in SoftPro Select, use this checklist along with the appropriate Open Order checklist making the following adjustments while completing the items.

> REMINDER: If you use an Operation-specific Open Order checklist, remember to refer to your Operation's page on the FNF UserDocumentation website.
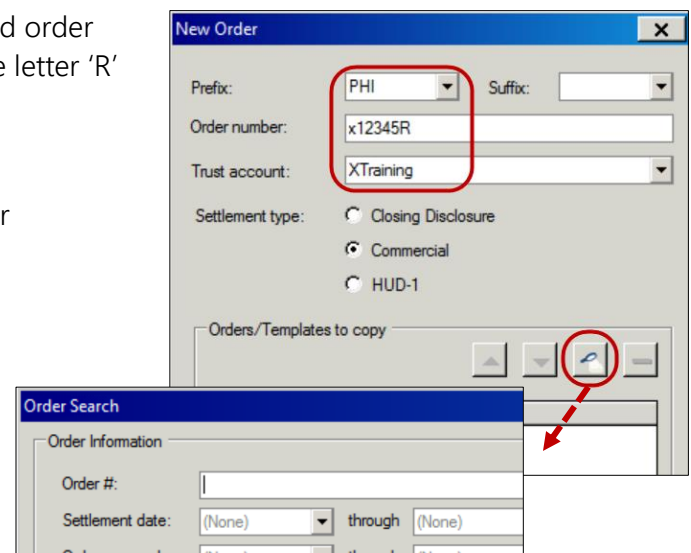
Start Page tab

☐ Current Profile: Verify the profile corresponds to the correct Office – Harrisburg, Philly, Pittsburgh; change if needed

New Order window

☐ In the Order number field, overwrite the system-generated order number with the Ramquest order number followed by the letter 'R' (i.e., *12345R*)

☐ Select the correct Prefix for the order

☐ Select the Trust account corresponding to the Underwriter

☐ Click the Search 🖉 icon

☐ At the Order Search window, press the Enter key

☐ Double-click the applicable template to select
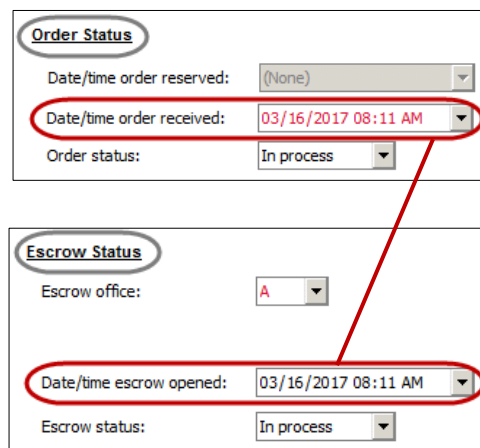
☐ Click the OK button to generate the order

Express Order Entry screen

❑ From Order Type drop-down , select Escrow Only

❑ Complete fields on the Express Order Entry screen as needed for your transaction

Status screen

❑ Under Order Status in the Date/time order received field, back date the order to

    〉 **date original order was opened**, if opened more than one month prior to today

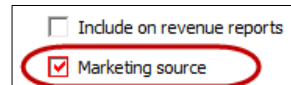   〉 **date one month prior**, if the order was opened in the current month

This date is then written to the Escrow Status > Date/time escrow opened field.
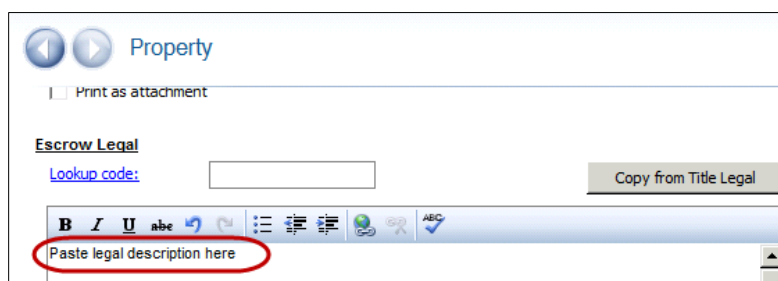

Order Contacts screen

❑ Enter Office Speed Code to populate the A-, A2-, A3-, T-, T2- and U-Contacts

❑ Enter remaining Contacts using placeholders in the grid first; use the Add Contacts ➕ icon to add additional Contacts

❑ Double-click the Contact who gave you the order; check the Marketing source check box (aka source of business); there can be only **one** marketing source per order

Property screen

❑ If the legal description is needed is SoftPro, update the legal description

1. From Ramquest, copy the legal description

2. Paste into Notepad to remove hard returns, odd characters

3. In SoftPro Select, paste the legal description in the Escrow Legal field

☐ **Handle Funds from Ramquest Order (if necessary):** If you have funds in the Ramquest order, create separate outgoing wires to SoftPro Select. Include the SoftPro Select order number and property address on the outgoing wire forms.

    a) Create ONE outgoing wire for each Lender's funds

    b) Create ONE outgoing wire for the Buyer(s)' earnest money funds

    c) Create ONE outgoing wire for the Buyer(s)' funds to close
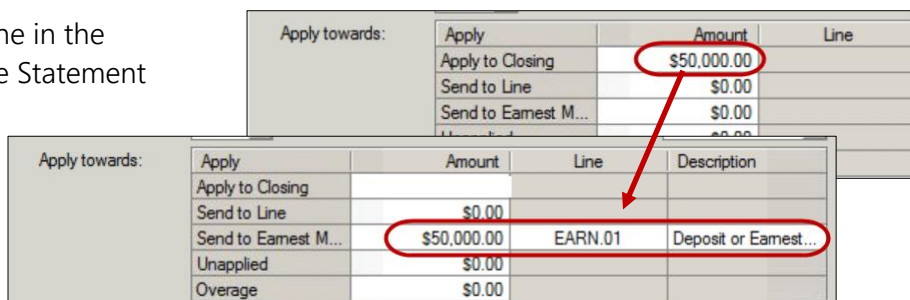
☐ **SoftPro Select Register: Handle Incoming Funds**

    a) Lender's funds – WMA auto-posts the incoming wire for Lender's funds as long as the amount in the Register matches the amount of the incoming wire. If the amount does not match, enter an anticipated wire for the Lender's funds and balance your order to the Lender's wire.

    b) Buyer(s)' funds – you must enter an anticipated wire for Buyer(s)' funds for WMA to auto-post the matched wire

        i. Use an individual Buyer code (i.e., B, B2, B3, etc.) to anticipate earnest money

        ii. Use the All Buyers code, BA, to anticipate funds to close

    IMPORTANT: Do **not** use the A-Settlement Agent or T-Title Company codes for these wires.

Once the incoming funds are receipted in the Register, you may have to adjust the amounts on the receipt.

    c) If the Buyer(s)' earnest money shows on the Apply to Closing line,

        i. Verify there is a blank line in the applicable section of the Statement Charges screen

        ii. On the Receipt, move the amount to the Send to Earnest Money line

☐ **Document Selection Screen (if necessary):** If the Lender or Buyer(s) have not yet wired funds, send them updated wiring instructions; preview and distribute the WireSafe Fraud Alert document

☐ **Notes screen:** Add a note in SoftPro Select that the title work was completed in Ramquest. If applicable, also enter a note in Ramquest that the order was re-opened in SoftPro Select

☐ **DO NOT CANCEL THE RAMQUEST ORDER.** Title issues the policies from the Ramquest order