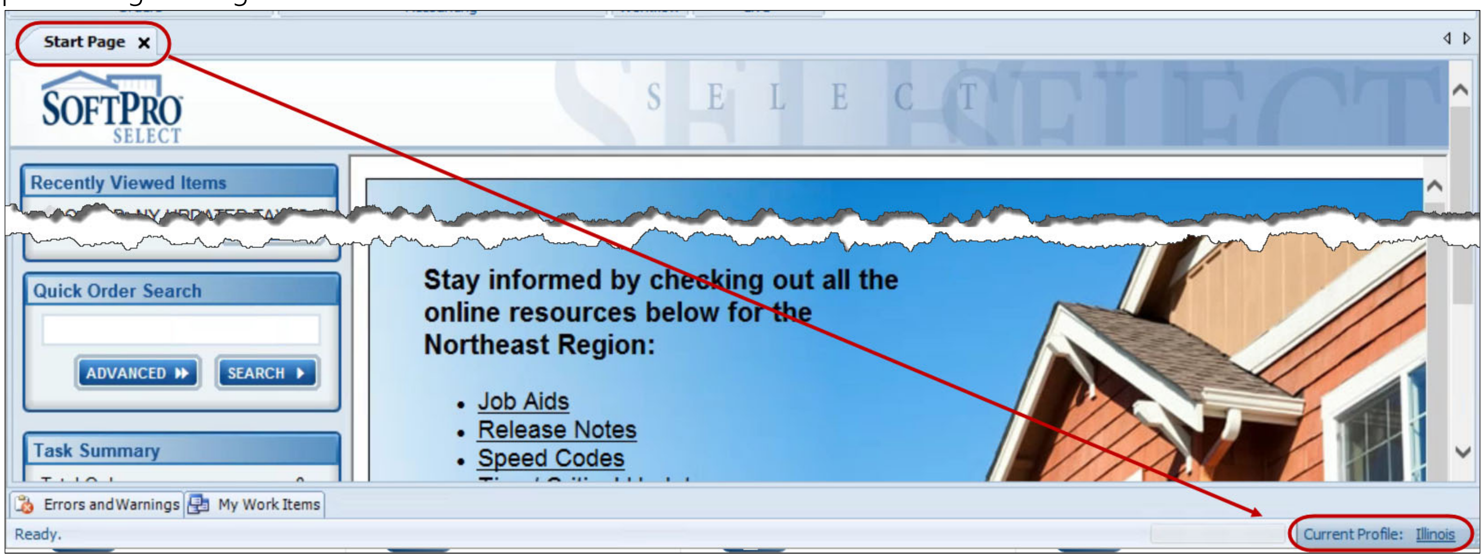
Re-Opening a Ramquest Order in SoftPro Select

When you need to take an existing order in 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.

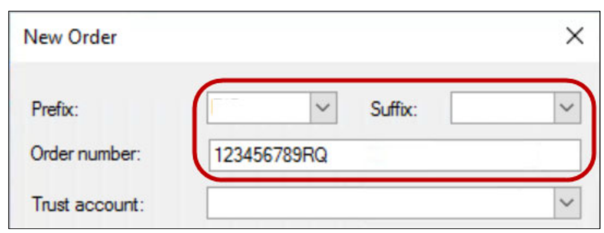
REMINDER: If you use an Operation-specific Open Order checklist, remember to refer to your Operation's page on www.FNFUserDocs.com.

IMPORTANT: If you are re-opening a RI HQ Order, verify your **Current Profile** is the originating Branch before proceeding. Change if needed.



New Order window

- ❑ Create a new order
- ❑ From the **New Order** window, enter or select based on your order type



Order Type	Prefix	Suffix	Order number (cannot be more than 15 characters)
RI Order	Yes	No	- Enter Ramquest Order number without the leading letters - Add '**RQ**' to the end of the order number (i.e., 123456789**RQ**)
RI HQ Order	No	Yes (select HQ)	- Enter Ramquest Order number - Add '**RQ**' to the end of the order number (i.e., 123456789**RQ**)
Branch Order	No	No	- Enter Ramquest Order number - Add '**RQ**' to the end of the order number (i.e., 123456789**RQ**)

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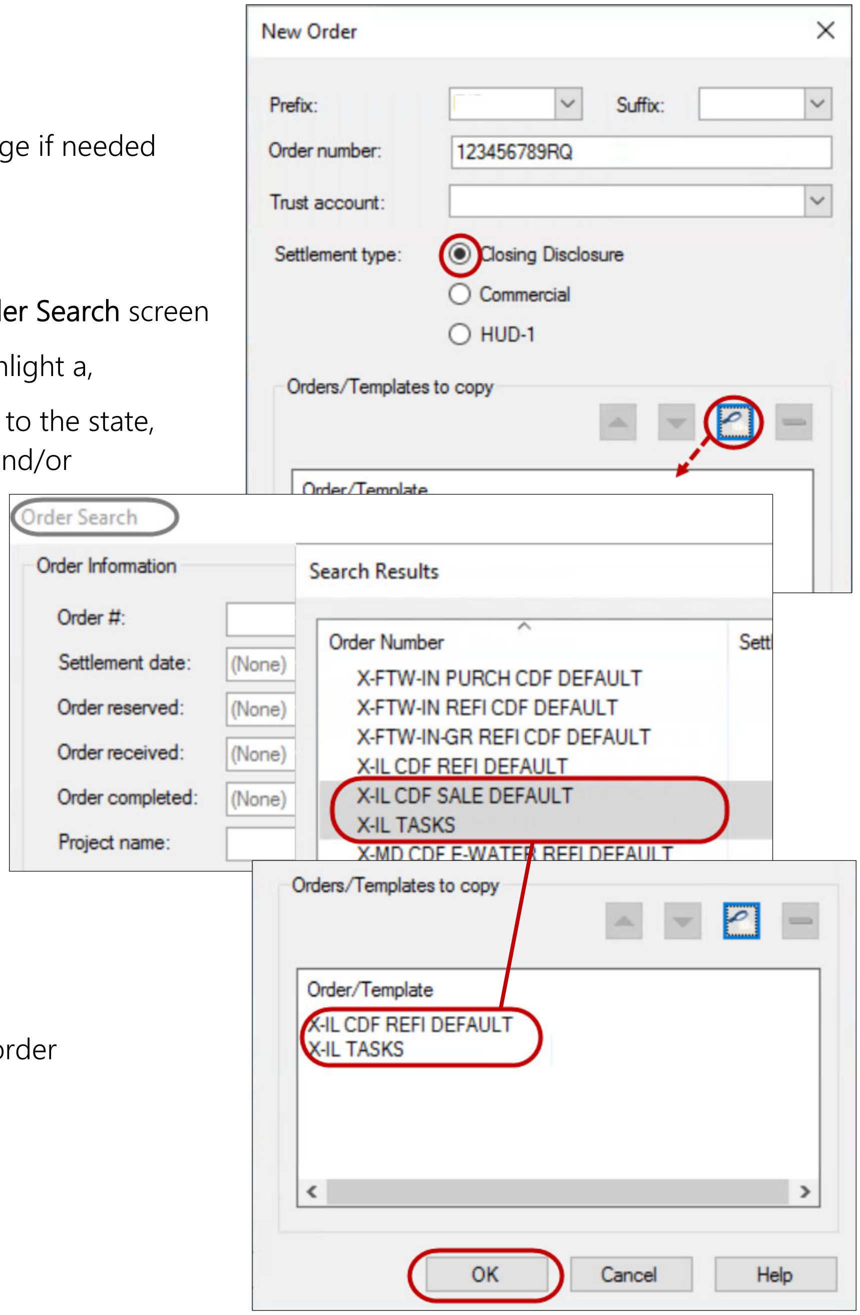
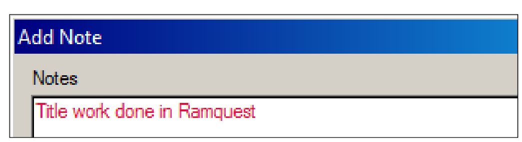
- ❑ **Settlement type** = **Closing Disclosure**; change if needed
- ❑ Add your template(s)
  - a) Click the **Search** icon
  - b) Press the **Enter** key to bypass the **Order Search** screen
  - c) From the **Search Results** window, highlight a,
    - » **Default** template applicable to the state, settlement type, customer and/or transaction type
    - » **Task** template
  - d) Click the **OK** button



  - e) Click the **OK** button to generate the order

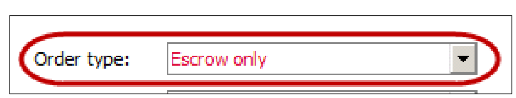
Notes screen

- ❑ Enter an order note specifying that "*Title work done in Ramquest.*"



Order Entry screen

- ❑ From the **Order type** drop-down, select **Escrow only**
- ❑ Continue entering order information (i.e., contacts, property, etc.)



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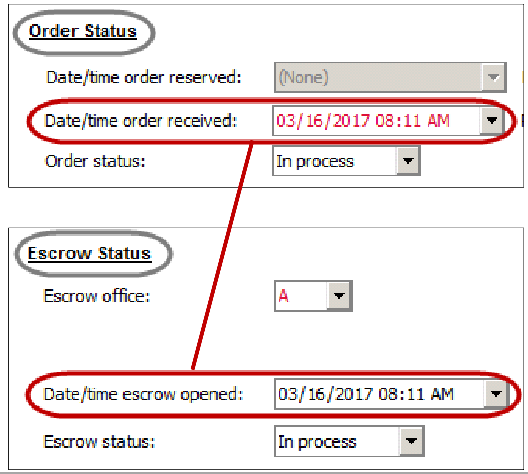
Order Status screen

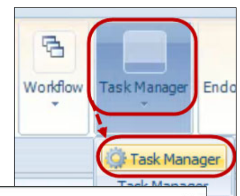
- ❑ Update **Order Status** in the **Date/time order received** field, back date the order to
  - 〉 **Date original order was opened**, if opened more than one month prior to today
  - 〉 **Date one month prior**, if the order was opened in the current month

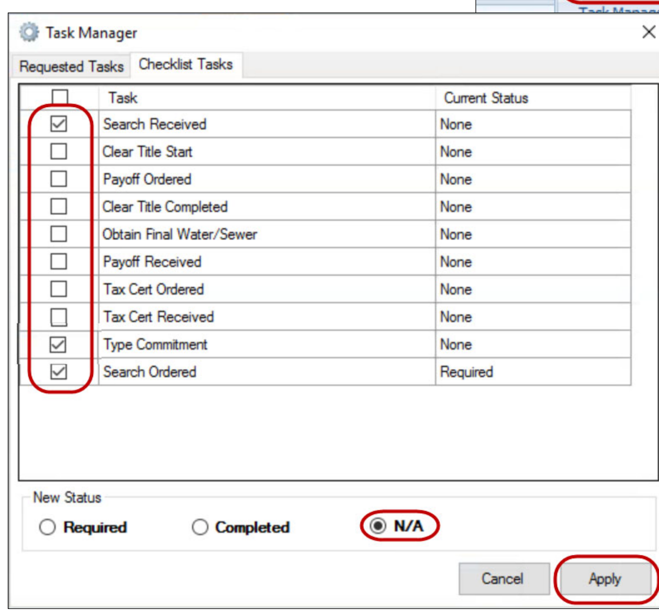
This date is then written to the **Escrow Status > Date/time escrow opened** field



Task Manager

- ❑ Update completed Tasks to N/A
  1. Click the **Task Manager** button; select **Task Manager**
  2. Check the check box for each completed task
  3. Check the radio button for **N/A**
  4. Click **Apply** to update the tasks
  5. Click **Cancel** to close the window





- ❑ **Handle Ramquest Funds (if necessary):** If you have funds in the Ramquest order, complete the *Funds – File-to-File Form* and submit to Accounting

- ❑ **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 **Wire Information/Wiring Instructions** document

- ❑ **smartVIEW:** Copy over all Filescan documents to smartVIEW; use smartPrint or drag and drop

- ❑ **DO NOT CANCEL THE RAMQUEST ORDER.** Enter a note in Ramquest specifying the *"File was transferred to Select."*