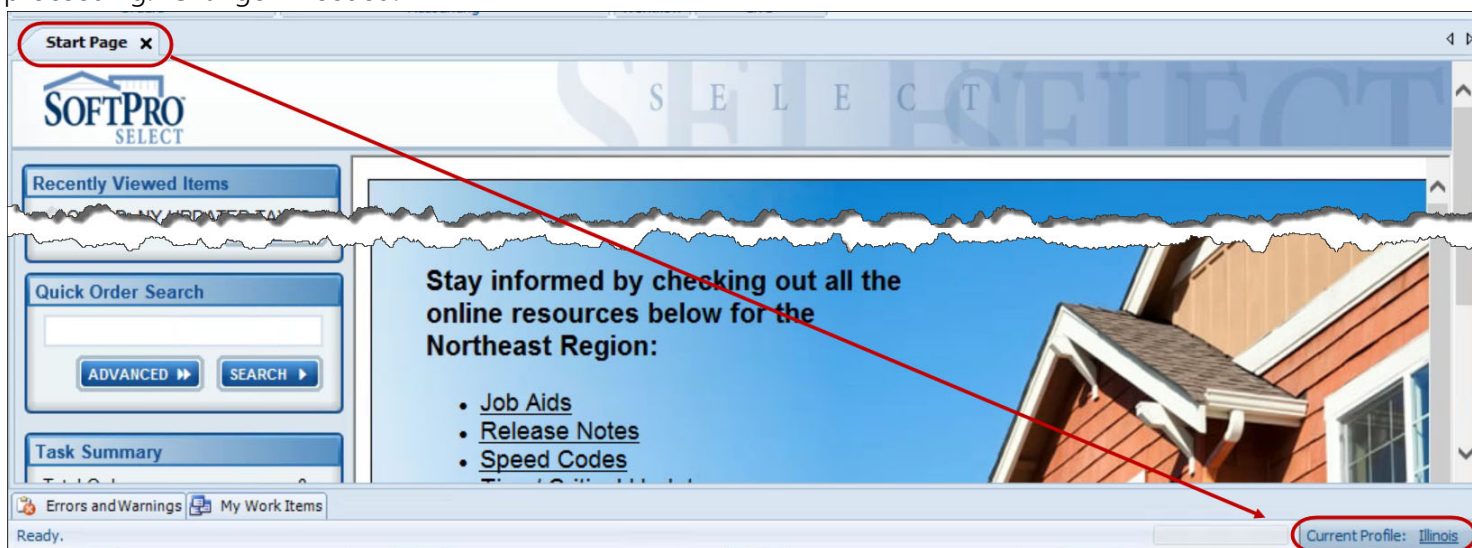


## Re-Opening a Ramquest Order in SoftPro Select

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.

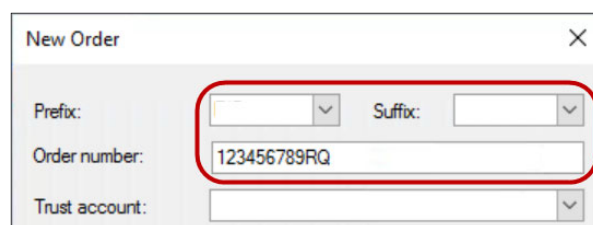
REMINDER: If you use an Operation-specific Open Order checklist, remember to refer to your Operation's page on [www.FNFUserDocs.com](http://www.FNFUserDocs.com).

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



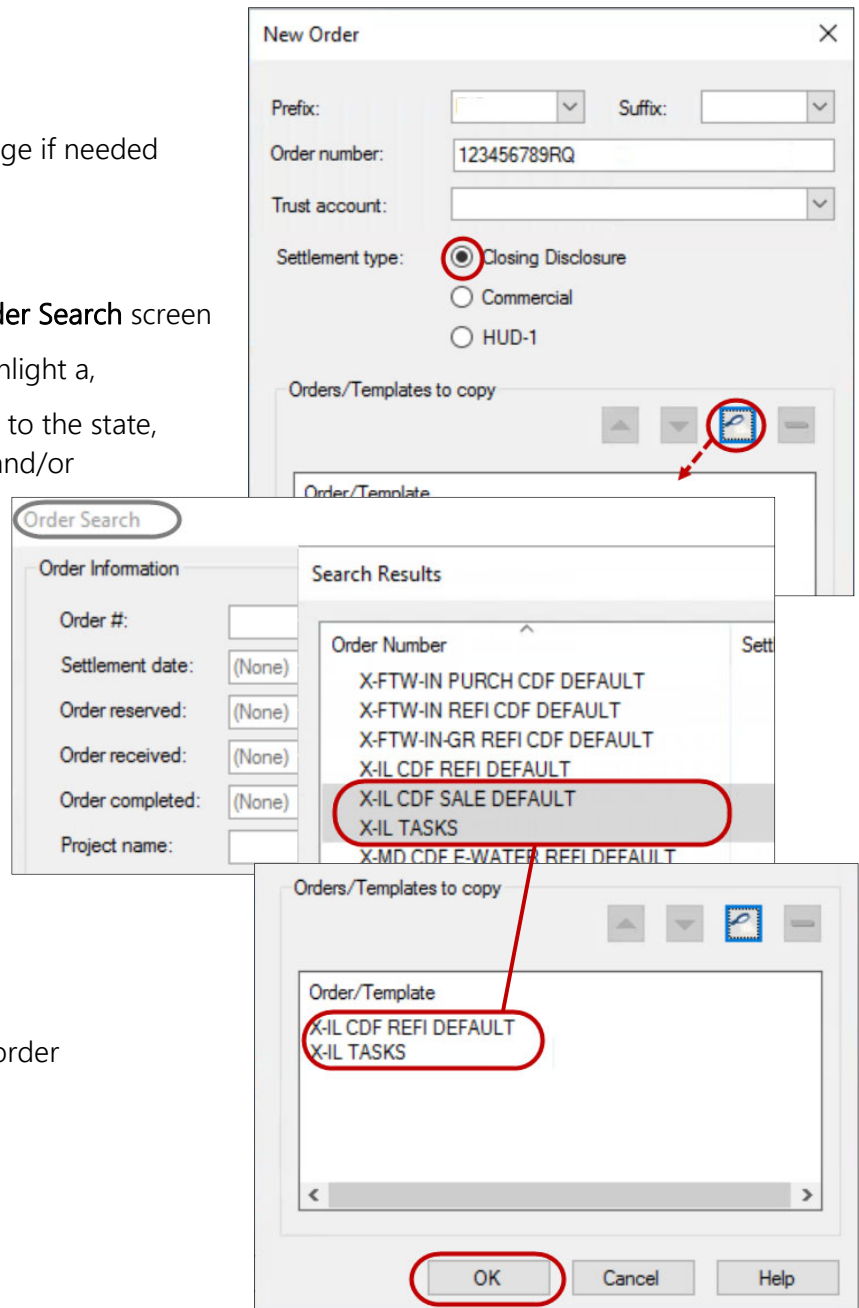
### New Order window

- ☐ 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	<ul style="list-style-type: none"> <li>- Enter Ramquest Order number without the leading letters</li> <li>- Add 'RQ' to the end of the order number (i.e., 123456789RQ)</li> </ul>
RI HQ Order	No	Yes (select HQ)	<ul style="list-style-type: none"> <li>- Enter Ramquest Order number</li> <li>- Add 'RQ' to the end of the order number (i.e., 123456789RQ)</li> </ul>
Branch Order	No	No	<ul style="list-style-type: none"> <li>- Enter Ramquest Order number</li> <li>- Add 'RQ' to the end of the order number (i.e., 123456789RQ)</li> </ul>

- ☐ 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

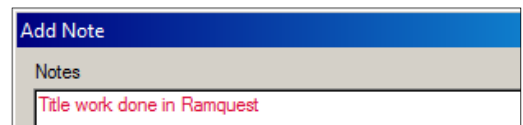


The image shows three overlapping windows from the SoftPro Select application:

- New Order** window: Shows fields for Prefix, Suffix, Order number (123456789RQ), Trust account, and Settlement type. The **Closing Disclosure** radio button is selected. A red circle highlights the **Search** icon in the **Orders/Templates to copy** section.
- Order Search** window: Shows fields for Order #, Settlement date, Order reserved, Order received, Order completed, and Project name. The **Search Results** list includes:
  - X-FTW-IN PURCH CDF DEFAULT
  - X-FTW-IN REFI CDF DEFAULT
  - X-FTW-IN-GR REFI CDF DEFAULT
  - X-IL CDF REFI DEFAULT
  - X-IL CDF SALE DEFAULT** (highlighted with a red circle)
  - X-IL TASKS** (highlighted with a red circle)
  - X-MD CDF E-WATER REFI DEFAULT
- Search Results** window: Shows the same list of templates as the Order Search window. The **X-IL CDF SALE DEFAULT** and **X-IL TASKS** items are highlighted with a red circle. The **OK** button is also highlighted with a red circle.

### Notes screen

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



The **Add Note** screen shows a text box with the note **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.)

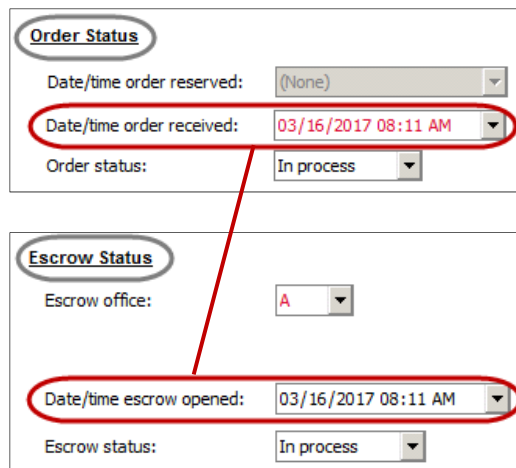


The **Order type** drop-down menu is shown with **Escrow only** selected and highlighted with a red circle.

### Order Status screen

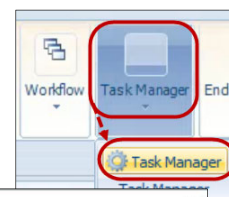
- ☐ Update **Order Status** in the **Date/time order received** field, back date the order to
  - > **Date original order was opened**, if opened more than one month prior to today
  - > **Date one month prior**, if the order was opened in the current month

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

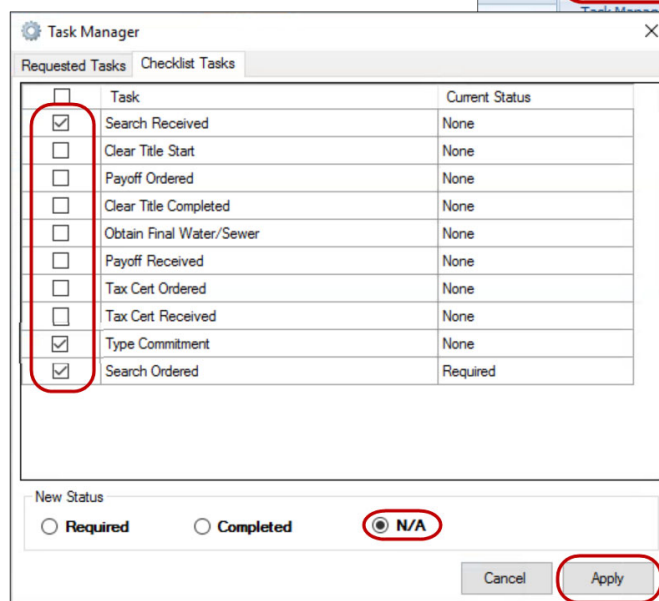


### Task Manager

- ☐ 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



Task	Current Status
<input checked="" type="checkbox"/> Search Received	None
<input type="checkbox"/> Clear Title Start	None
<input type="checkbox"/> Payoff Ordered	None
<input type="checkbox"/> Clear Title Completed	None
<input type="checkbox"/> Obtain Final Water/Sewer	None
<input type="checkbox"/> Payoff Received	None
<input type="checkbox"/> Tax Cert Ordered	None
<input type="checkbox"/> Tax Cert Received	None
<input type="checkbox"/> Type Commitment	None
<input checked="" type="checkbox"/> Search Ordered	Required

New Status  
☐ Required   ☐ Completed   ☒ N/A

Cancel   Apply

- ☐ **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."*