



Instructions for Exporting from TitleWave to DisplaySoft

The following items are required before you can export:

- ✓ You have been set up with a TitleWave User ID
- ✓ Order has been Completed by Production (only application data will export if order not completed)
- ✓ The appropriate Internet Explorer settings have been applied to your computer

Exporting from TitleWave:

Step 1:

Log into TitleWave with your User ID

User ID: twuser
Password:
Login

Step 2:

From the Locate Product screen, find your completed order by entering the file number (TitleWave Number or Your File Number) into the Order/Ref/Loan Number Field and clicking "Submit".

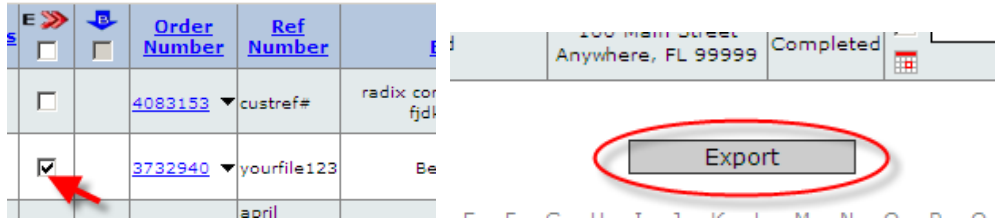
Production Status: ALL Days: ALL
Order#/Ref./Loan#: 123456
Order Type: ALL
Product Type: ALL
Policy Number:
Order Date From: To:
Completed Date From: To:
Policy Completed Date From: To:
Submit

Your order will appear in the Search Results area of the screen.

Note: You may use the Criteria Search to locate one file to export or use Multiple Order Search to locate more than one file to export.

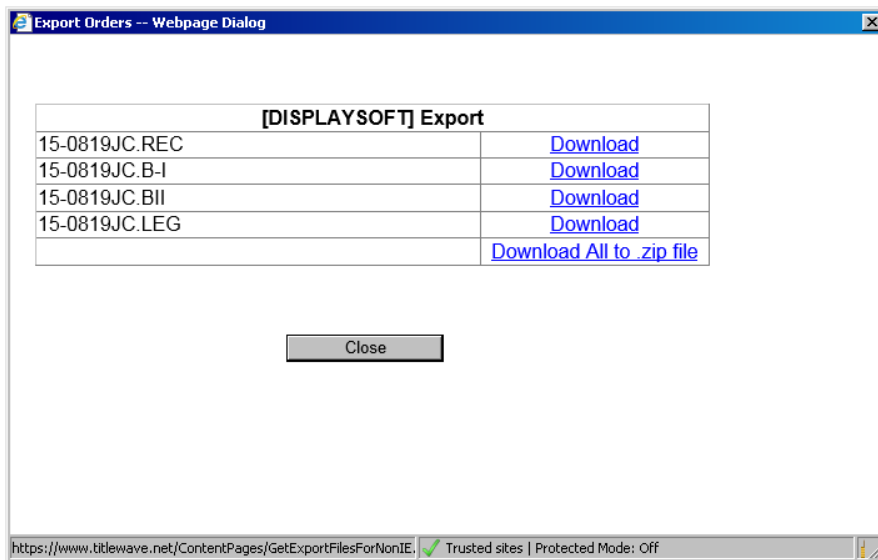
Step 3:

Check the Export box to select the file (s) you would like to export, then click “Export”



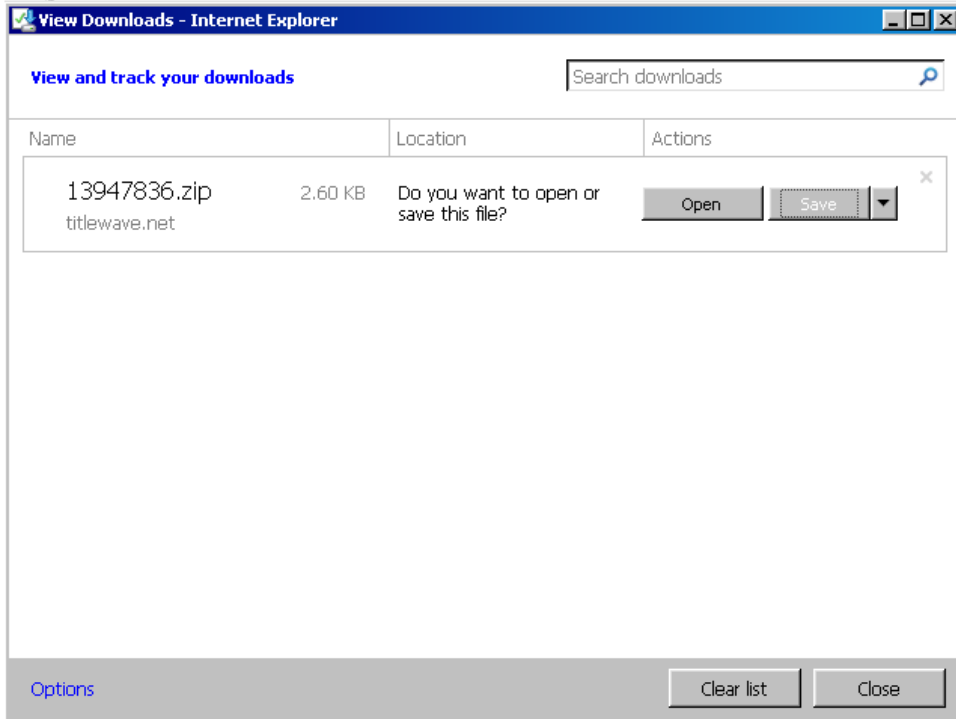
Step 4:

Download All to .zip file.



Step 5:

Save As

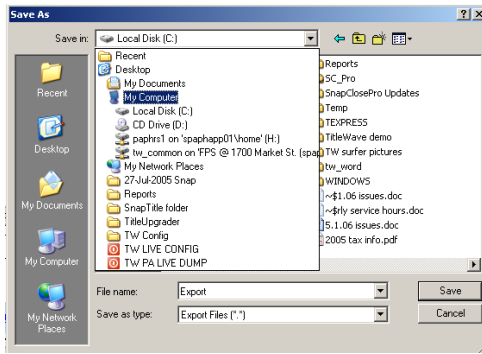


Locate the DSI Folder. If the DSI Folder is in the dropdown list click on the DSI Folder and move to Step 8. If the DSI Folder is not visible it may be on another server.

Step 6:

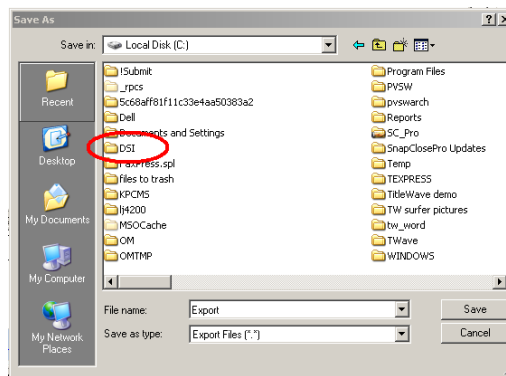
To locate the DSI Folder click My Computer on the desktop.





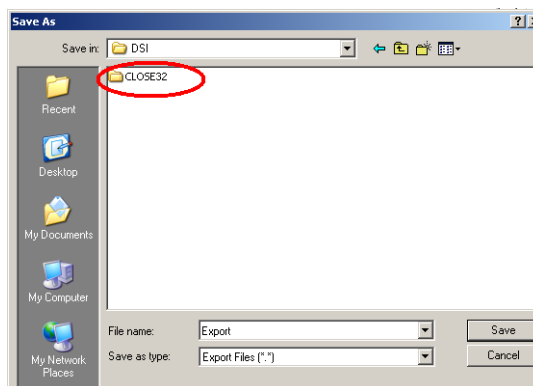
Step 7:

Click on the Network Drive where the DSI Folder is located.



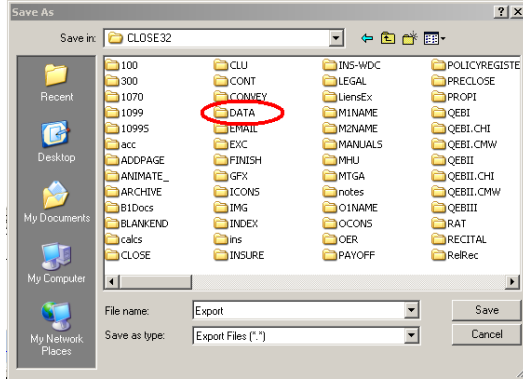
Step 8:

Click on the DSI Folder.



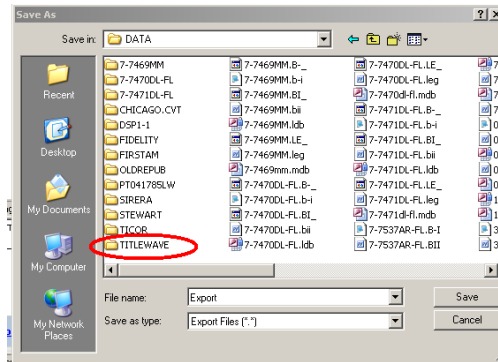
Step 9:

Click on Close 32 Folder.



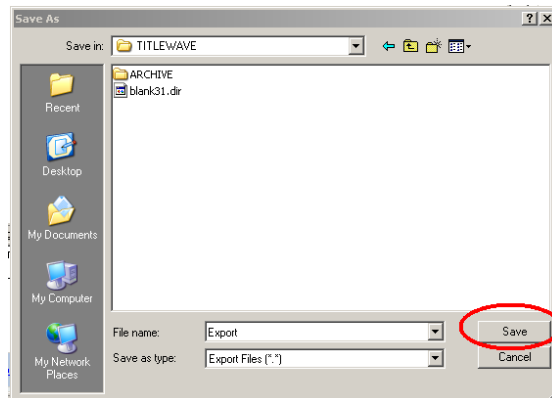
Step 10:

Click on Data Folder.



Step 11:

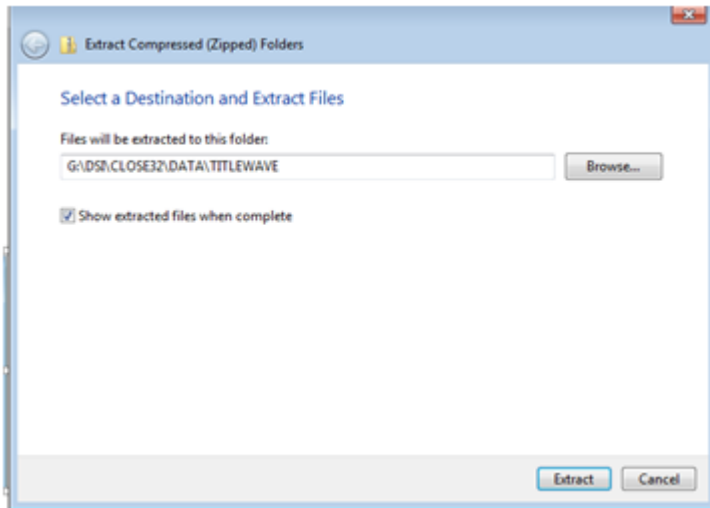
Click on the TitleWave Folder and click "Save".



Step 12:

Right click on the zip file and "Extract All".

Delete the file number listed after "TitleWave" in the path. Then Click on Extract.



Importing your file into DisplaySoft:

Step 13:

Open DisplaySoft Production Software.

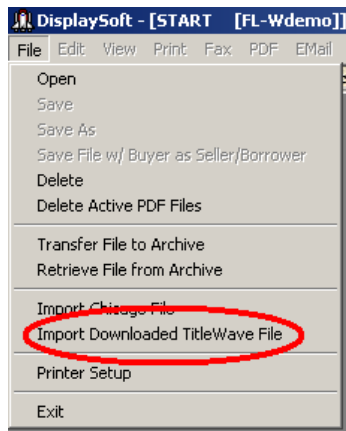
Step 14:

Click "File"



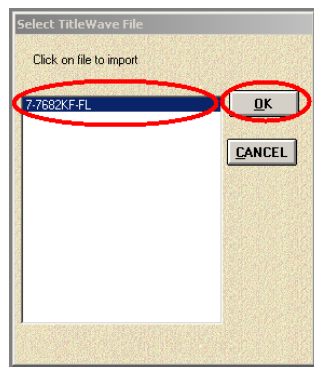
Step 15:

Click “Import Downloaded TitleWave File”



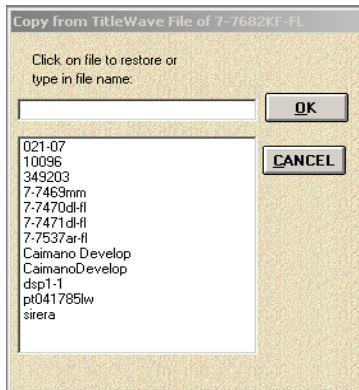
Step 16:

The file(s) you exported from TitleWave will now appear in your list. Click on the file you wish to import and click “OK”.

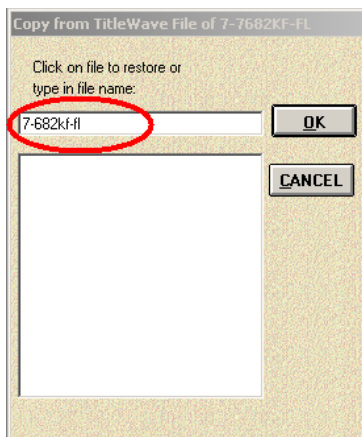


Step 17:

Choose the file from the list or manually enter it in the field.

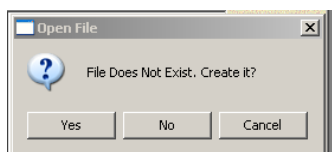


Note: A list of your files will appear. If your file is not listed it you will be required to manually enter it.



Step 18:

Click “OK”. If you manually entered a new file number you will be required to create a new file. If not move to step 21.



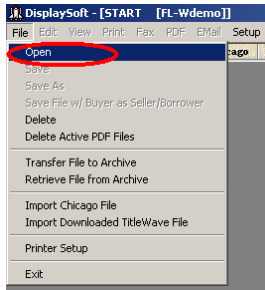
Step 19:

Click “File” to open file.



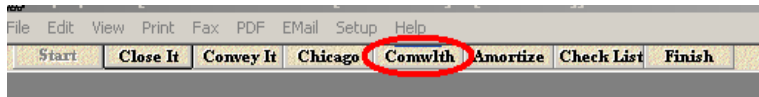
Step 20:

Click “Open”



Step 21:

Select a Fidelity Underwriter brand:



Step 22:

Choose and click Commitment Schedule A:

