

Customer - Enter Order

Pre-Conditions

- ✓ The Company the user wishes to open an order for must be active.
- ✓ The Company the user wishes to open an order has the "allow orders" parameter.
- ✓ The Contact User must have an active login.
- ✓ The state, county, order type, and product type combination the user wishes to open an order for must exist.

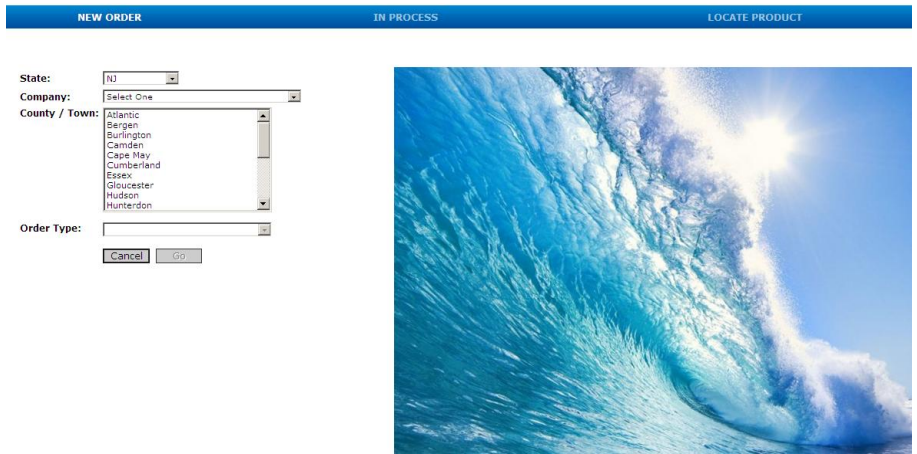
Action

Result

1. Choose the **New Order** Tab.



The TitleWave order entry screen will appear.



Action

2. Select the primary order information from each drop down box, and click on the **GO** button at the bottom.

The screenshot shows the 'Enter Order' window with the following fields and values:

- State: MT
- Company: <Select One>
- County(s) / Town(s): Deer Lodge (selected from a list including Chouteau, Custer, Daniels, Dawson, and Fallon)
- Order Type: MT Purchase
- Order For (Contact User): Alderfer, Lisa

Buttons for 'Go' and 'Cancel' are visible at the bottom.

Result

The Enter Order Screen will appear.

The screenshot shows the 'Enter Order' window with the following 'Primary Order Information' summary:

- State: MT
- County / Town: Deer Lodge
- Order Type: MT Purchase
- Application No.: 2145
- Application Date / Time: 6/29/2006 3:44:53 PM
- Contact User Name: Alderfer, Lisa
- Company Name: Alderfer Closing Services
- Associated Company: <Select One>
- Sales Rep: Oscar Wilde

NOTE: This is a portion of the actual screen that will appear.

3. If the Primary Order information is incorrect click on the cancel button.

The image shows two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Cancel' button.

A pop-up will appear.

The screenshot shows a 'TitleWave' dialog box with the following text:

Are you sure you want to cancel your changes?

Buttons: Yes, No

4. Click on the **Yes** button.

The image shows the 'TitleWave' dialog box with the 'Yes' button highlighted by a red arrow.

The Order Entry Screen will reappear.

State:

Company:

County / Town:

Order Type:



Action	Result												
<p>5. Enter the seller/buyer information.</p> <p>Seller/Owner</p> <p>Buyer/Borrower</p>	<p>The information will appear in the text boxes.</p> <p>Seller/Owner</p> <p>Individual</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Norman</td> <td></td> <td></td> <td><Select One></td> </tr> <tr> <td></td> <td></td> <td></td> <td><Select One></td> </tr> </tbody> </table>	First Name	Middle Name	Last Name	Status	Norman			<Select One>				<Select One>
First Name	Middle Name	Last Name	Status										
Norman			<Select One>										
			<Select One>										
<p>6. If there are more than two (2) sellers/buyers click on the Add Button for each line needed.</p> <p>Add</p>	<p>Additional name lines will appear.</p> <table border="1"> <tbody> <tr> <td></td> <td></td> <td></td> <td><Select One></td> </tr> <tr> <td></td> <td></td> <td></td> <td><Select One></td> </tr> <tr> <td></td> <td></td> <td></td> <td><Select One></td> </tr> </tbody> </table>				<Select One>				<Select One>				<Select One>
			<Select One>										
			<Select One>										
			<Select One>										
<p>7. If the seller/buyer is an Estate, Trust, or Business Entity the entire name(s) should be entered in the Entity/Estate/Trust Box.</p> <p>Entity / Estate / Trust</p>	<p>The name(s) will appear.</p> <p>Norman Reegus, Executor of the Estate of Darren E. Burrows, deceased</p>												
<p>8. If there is more that one type of Estate, Trust, or Business Entity click on the Add Entity/Estate/Trust Button for each box needed.</p> <p>Add Entity / Estate / Trust</p>	<p>Additional box(es) will appear.</p> <p>Norman Reegus, Executor of the Estate of Darren E. Burrows, deceased</p> <p></p>												

Action	Result
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9. Enter the Sales Price and Loan Information.

Sale Price / Loan Information	
Sale Price 1:\$	<input type="text"/>
Sale Price 2:\$	<input type="text"/>
Lender 1:	<input type="text"/>
Lender 1 Clause:	Select One Loan No. 1: <input type="text"/>
Loan Amount 1:\$	<input type="text"/>
Lender 2:	<input type="text"/>
Lender 2 Clause:	Select One Loan No. 2: <input type="text"/>
Loan Amount 2:\$	<input type="text"/>

If you would like to add a lender clause, you may use the drop down selection to choose one or add a new one under "other"

10. Enter the Property Information.

The Property Information will appear.

Property Information	
Street No. <input type="text"/> City <input type="text"/> Municipality <input type="text"/>	Street Name <input type="text"/> State SD Zip Code <input type="text"/>
Condominium Name <input type="text"/> Subdivision / Development <input type="text"/> Lot <input type="text"/> Section <input type="text"/> Tax ID/Parcel No. <input type="text"/>	Unit No. <input type="text"/> Building <input type="text"/> Phase <input type="text"/> Block <input type="text"/> Township <input type="text"/> Range <input type="text"/> Map No. <input type="text"/>

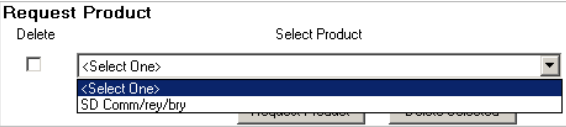
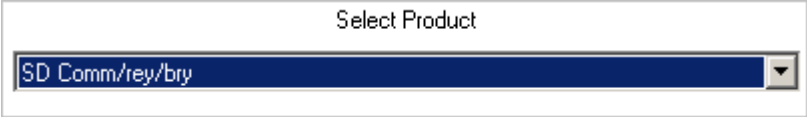
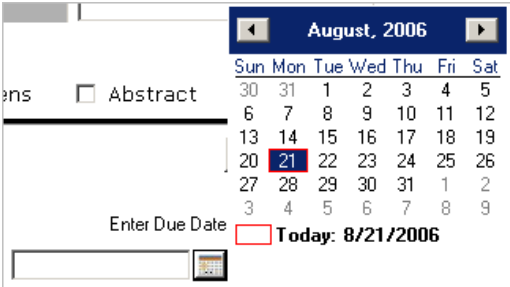
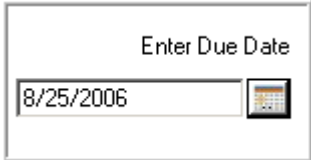

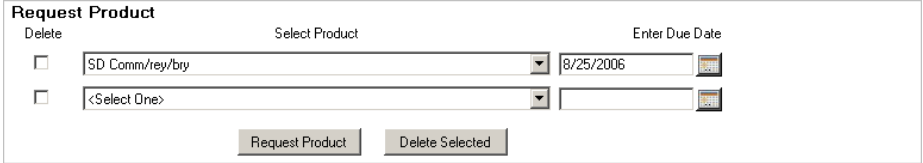
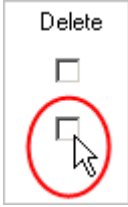

Property Information	
Street No. <input type="text" value="421"/> City <input type="text"/> Municipality <input type="text"/>	Street Name <input type="text" value="Beachwood"/> State SD Zip Code <input type="text"/>
Condominium Name <input type="text"/> Subdivision / Development <input type="text"/> Lot <input type="text"/> Section <input type="text"/> Tax ID/Parcel No. <input type="text"/>	Unit No. <input type="text"/> Building <input type="text"/> Phase <input type="text"/> Block <input type="text"/> Township <input type="text"/> Range <input type="text"/> Map No. <input type="text"/>


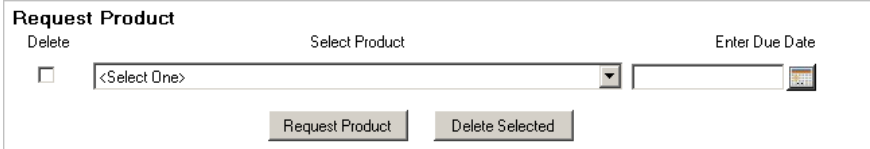
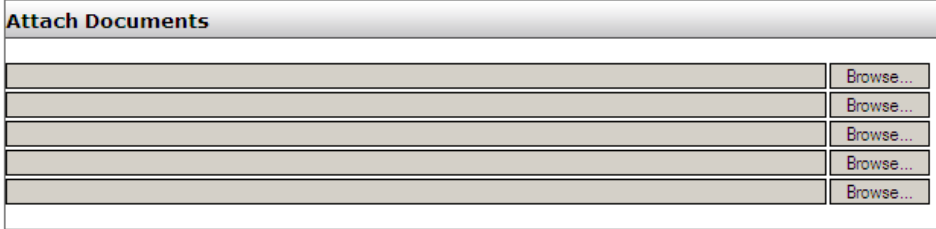


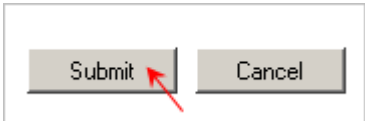
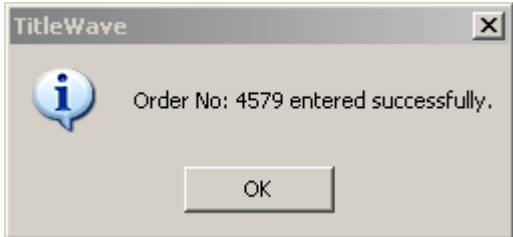
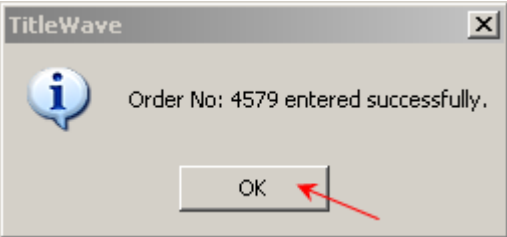
11. If more than one property is needed to be searched for the same order click on the **Add Property** Button for each extra property.

An additional Property Information box will appear.



Property Information	
Street No. <input type="text" value="421"/> City <input type="text"/> Municipality <input type="text"/>	Street Name <input type="text" value="Beachwood"/> State SD Zip Code <input type="text"/>
Condominium Name <input type="text"/> Subdivision / Development <input type="text"/> Lot <input type="text"/> Section <input type="text"/> Tax ID/Parcel No. <input type="text"/>	Unit No. <input type="text"/> Building <input type="text"/> Phase <input type="text"/> Block <input type="text"/> Township <input type="text"/> Range <input type="text"/> Map No. <input type="text"/>
<input type="checkbox"/> New Construction <input type="checkbox"/> New Plat <input type="checkbox"/> Vacant Land	
1/4 Section <input type="text"/> Last Deed Book <input type="text"/> Plat / Condo Book <input type="text"/> Recorded Lot <input type="text"/> Plat Instrument Number <input type="text"/> Certificate No. <input type="text"/>	1/4 1/4 Section <input type="text"/> Page <input type="text"/> Page <input type="text"/> Recorded Plat <input type="text"/>
<input type="checkbox"/> Torrens <input type="checkbox"/> Abstract	
Property Information	
Street No. <input type="text"/> City <input type="text"/> Municipality <input type="text"/>	Street Name <input type="text"/> State SD Zip Code <input type="text"/>
Condominium Name <input type="text"/> Subdivision / Development <input type="text"/> Lot <input type="text"/> Section <input type="text"/> Tax ID/Parcel No. <input type="text"/>	Unit No. <input type="text"/> Building <input type="text"/> Phase <input type="text"/> Block <input type="text"/> Township <input type="text"/> Range <input type="text"/> Map No. <input type="text"/>

Action	Result
<p>12. Select the desired product from the drop down box.</p> 	<p>The Product Type will appear.</p> 
<p>13. Select the Due Date from the Calendar to the right of the Product Type.</p> 	<p>The date will appear.</p> 
<p>14. If additional Product Types are needed for the same order click on the Request Product Button.</p> 	<p>An additional drop-down box will appear.</p> 
<p>15. If the additional Product Type is not desired click on the box to the left of the unwanted Product Type.</p> 	<p>A black check mark will appear in the selected box.</p> 

Action	Result
<p>16. Click on the Delete Selected Box.</p> 	<p>The items checked as delete will disappear.</p> 
<p>17. To attach any documents with your order you may click on the "browse" button to search your computer and add them to the order. If you have additional documents, you can add them through your Case Folder once the order is open.</p>	
<p>18. If any additional comments need to go with the order enter the comments in the Comments Box.</p> 	<p>The comments will appear in the text box.</p> 
<p>19. Once all information is entered click on the Submit button.</p> 	<p>A pop-up will appear.</p> 
<p>20. Click on the OK Button.</p> 	<p>The Order Entry Screen will appear.</p>

State:

Company:

County / Town:
Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hudson
Huntdon

Order Type:

