



Instructions for Exporting from TitleWave to StreamLine

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: [masked]
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".

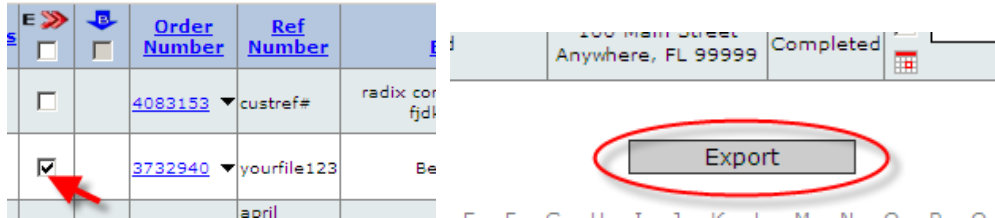
Production Status: ALL Days: ALL
Order#/Ref./Loan#: 123456
Order Type: ALL
Product Type: ALL
Policy Number: [empty]
Order Date From: [calendar] To: [calendar]
Completed Date From: [calendar] To: [calendar]
Policy Completed Date From: [calendar] To: [calendar]
Submit

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:

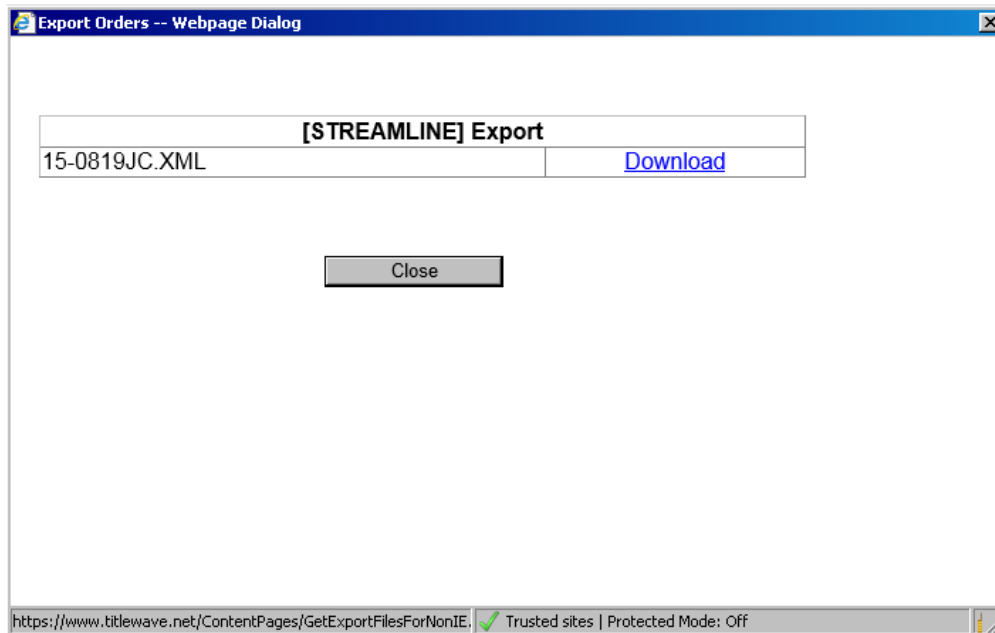
Check the Export box to select the file (s) you would like to export, then click "Export"



Your StreamLine Folder is: (x:/streamline/titlewave).

Step 4:

Export Orders will open and you will click to "Download".



Step 5:

View Downloads will open, Click "Save As" to x:/streamline/titlewave.

View and track your downloads

Search downloads

Name	Location	Actions
15-0819JC.XML titlewave.net	8.83 KB	Do you want to open or save this file? <input type="button" value="Open"/> <input type="button" value="Save"/> ▾

Options

Clear list

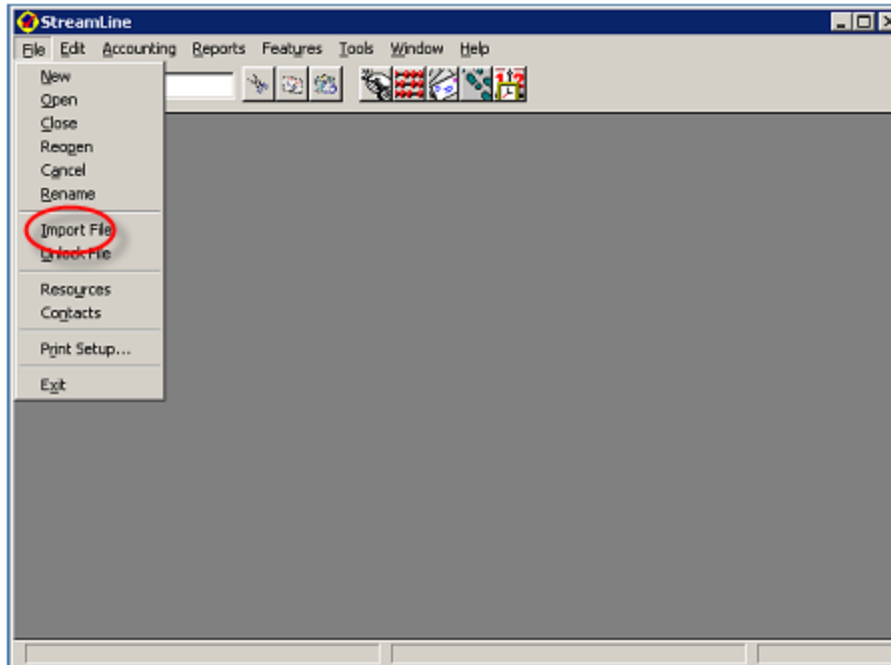
Close

Importing your file into StreamLine:

Step 6:

In StreamLine, go to File > Import File to import the search information for one, some or all files.

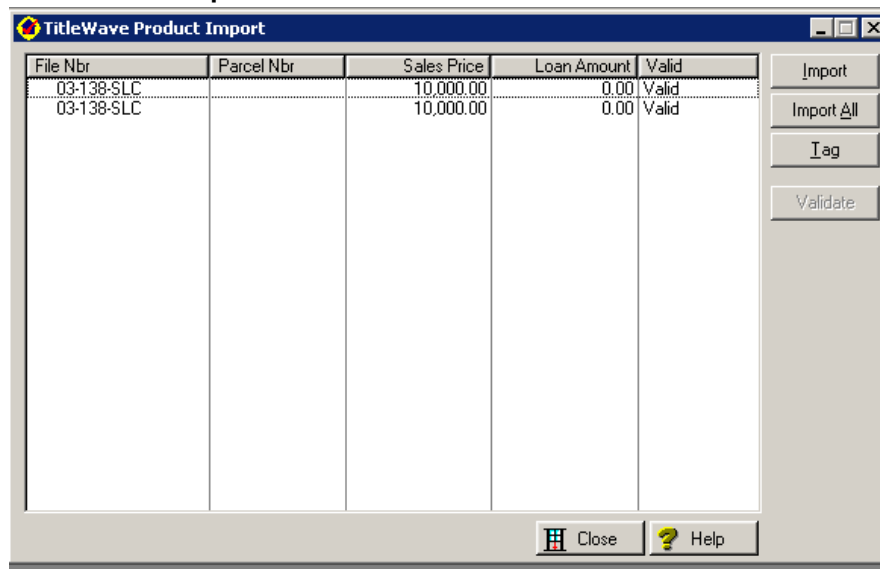
(Note: A setup option will turn this menu option on and off)



Step 7:

The downloaded Title Wave search files will display in the import screen shown.

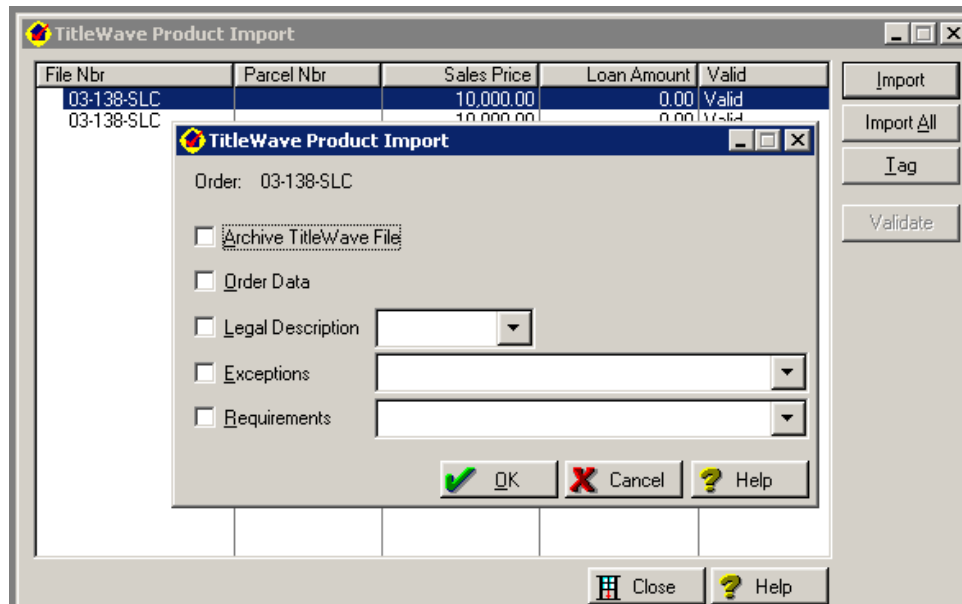
- a. Users have the ability to import the search information for one, some or all files displayed.
- b. The 'valid' column indicates whether a search has a valid SL file number. If not, the "validate" button is available which will allow a user to assign a search file to a StreamLine file. This would be used in cases where the user did not provide the StreamLine file number or an exact match cannot be found.



Step 8:

After selecting Import or Import All the following import screen will display:

- a. Archive TitleWave File - will remove the file from the import list after the file has been imported;
- b. Order Data - will update the StreamLine data entry screens. This will overwrite any changes previously made in SL (see below for a list of what is included in the order data);
- c. Legal Description - This will copy the legal description to the SL legal based on the user's selection from the list box. List box selections:
Detailed or Abbreviated.
- d. Exceptions - This will copy the exceptions to the SL exception block based on the user's selection from the list box. List box selections: ?
- e. Requirements - This will copy the exceptions to the SL requirement block based on the user's selection from the list box. List box selections: ?



Order Data:

- **General Info:** Commitment Promised, Est Closing Date, Sale Amount, Loan Amount, Commitment Effective Date
- **Property Info:** Property Address, City, State, Zip, County, Parcel No., Township, Subdivision, Lot, Phase?, Plan
- **No?**
- **Buyer:** Buyer Name(s), Vesting
- **Seller:** Seller Name(s), Vesting
- **Lender/New:** Lender Name, Vesting