# DT DOUBLETIME®

DoubleTime® 7.0.4
Rework Order

Rework Order Requests in DoubleTime® 7.0.4

Now available to all DoubleTime® 7.0.4 users is the ability to place Rework (Product 37) orders electronically through DoubleTime®'s Branch Product Order Wizard for Residential, Commercial and Foreclosure order transactions, eliminating the need to call or email the branch for assistance. Rework orders are used to request changes to existing branch product orders. The following guide will assist you in submitting a Rework order request and checking the Rework order status in DoubleTime®.

SUBMIT A REWORK REQUEST

Access the Branch Product Order Wizard by clicking on the "OE" button from the primary toolbar or select '*eSolutions*' from the main menu and click 'Branch Product Order' | 'Order Branch Product'.
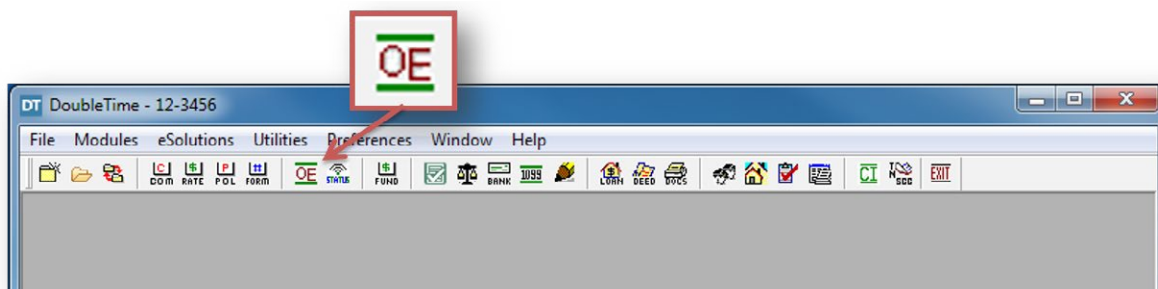
Browse and select the Closing File used to place the original order and then click 'OK'.

NOTE: *If the Branch Product Order option is initiated while the Closing File module is open, it will associate the order with the active file.*

When the Branch Product Order Wizard opens, enter your Fundnet ID and password and click 'Next' to continue through the wizard.

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On the '*Select a Branch Product*' window, specify the appropriate Transaction Type and then select "**Rework (37)**" from the list of products. Click 'Next' to continue.

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The following screen will display a list of previously ordered Branch Products from the selected Closing File. Select the order you would like to have modified and click 'Next'.

The Branch Product Order Wizard will automatically populate Buyer, Seller, Property and Lender information from the Closing File into the order form.

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On the last screen of the Branch Products Order Wizard, use the 'Special Instructions' field to request any changes you would like made to the original Branch Product Order. You may also attach supporting documents if necessary.

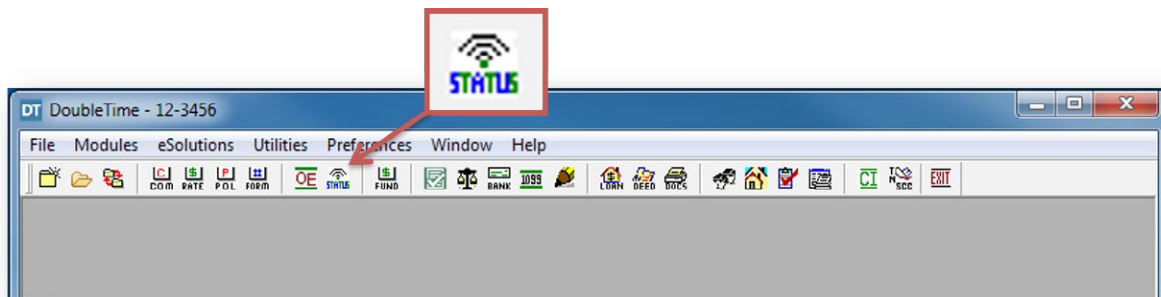Click 'Submit Order' to complete the request.
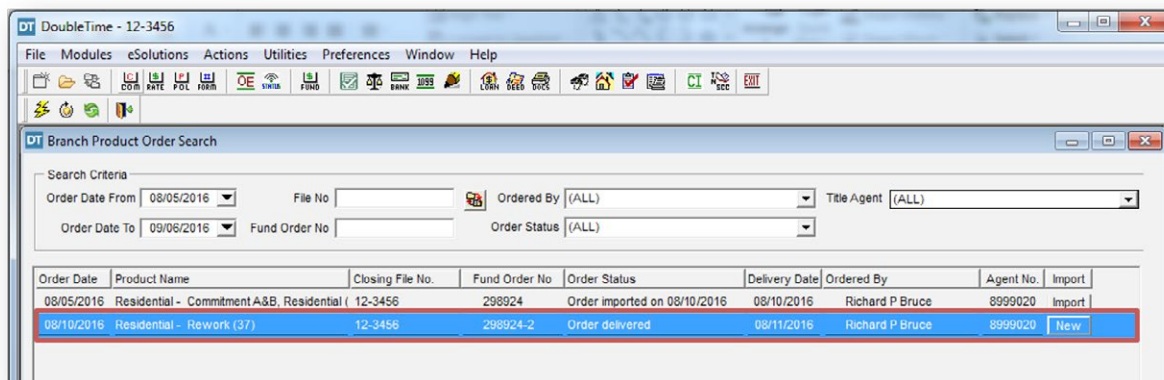
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SUBMIT A REWORK REQUEST

After submitting a Rework Order request, access the View Branch Product Orders Status module by clicking on the "Status" button from the primary toolbar or select '*eSolutions*' from the main menu and click 'Branch Product Order' | 'View Branch Product Orders'.

A row showing the Rework order will be listed with a hyphenated order number that resembles the original request. If the Rework order request was for a Commitment product, an updated Fund Data File will be sent to DoubleTime, allowing you to import the changes.

For additional assistance, please visit thefund.com/dt or contact The Fund's Help Desk at 1-800-421-9378.

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please visit thefund.com/dt

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