



DoubleTime[®] 7.0.4

Rework Order





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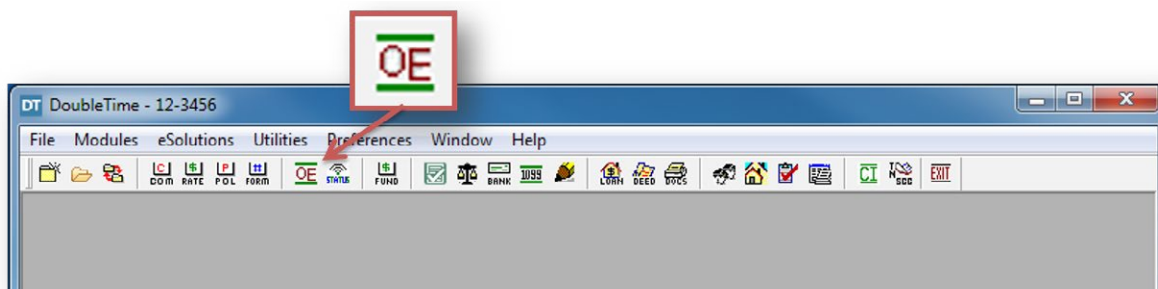
Rework Order

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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DT eSolutions Branch Product Order - 12-3456

DT
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Order a Branch Product!

You have created your Closing File in DoubleTime. If you have entered your Owner, Buyer, Lender and Property Information in the Closing File Module, DoubleTime will default that information into this Branch Product Order. Entering your Closing File information in the Branch Product Order wizard will not enter that information into the Closing File module. If you are ordering a product that will deliver a DoubleTime data file (.FPX), you will be able to import the data file into DoubleTime.

Please select Property County

Once you have completed the login below, click the Next button.

FundNet User ID

FundNet Password

Remember my Password so that I don't have to type it each time.

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.

DT eSolutions Branch Product Order - 12-3456

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Select a Branch Product!

Branch Servicing the Order

Branch County State

Product Names

Transaction Type

Residential - Commitment & Policy A&B, Residential (R24)
 Residential - Commitment A&B, Residential (R20)

Residential - Rework (37)
 Residential - Title Assumption Certificate (TAC) ATIDS only, Residential (R31)

Residential - Title Search Report, Policy Intent: No (R07N)
 Residential - Title Search Report, Policy Intent: Yes (R07Y)

Residential - Update Branch Product (39B)



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Rework Order

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'.

DT eSolutions Branch Product Order - 12-3456

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Select a Branch Product to Rework!

Product Name	Fund Order Number	Ordered By Name	Responsible Party Name	Date Ordered
<input checked="" type="radio"/> Residential - Commitment A&B, Residential (R20)	298924	Richard P Bruce		08/05/2016 04:04 PM

Select one product to update.

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.

DT eSolutions: Branch Product Order - 12-3456

Enter and Attach Branch Order Supporting Information!

DT

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Recording Reference

Document Type	Book	Page
▼		

Policy(s)

Form Type	Form Number	Amount
▼		\$180,000.00
▼		\$100,000.00

Other Base Title Instructions

Prior Policy

Underwriter Name ▼

Owner Mortgagee

Form Number Amount \$.00

Special Instructions

The legal description has changed to include the boatslip. Attached is an updated Exhibit A.

Document Attachments

Document Path	Document Name	
C:\Users\Richard\Desktop	Exhibit A.pdf	Remove

Close
<< Back
Submit Order
Attach Documents

Click 'Submit Order' to complete the request.

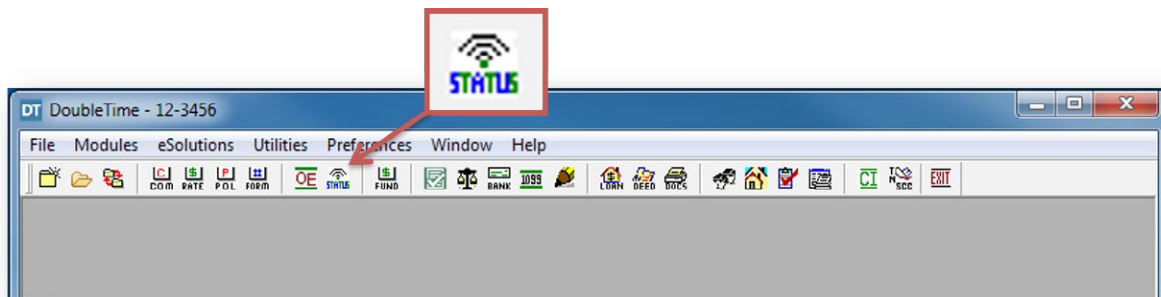


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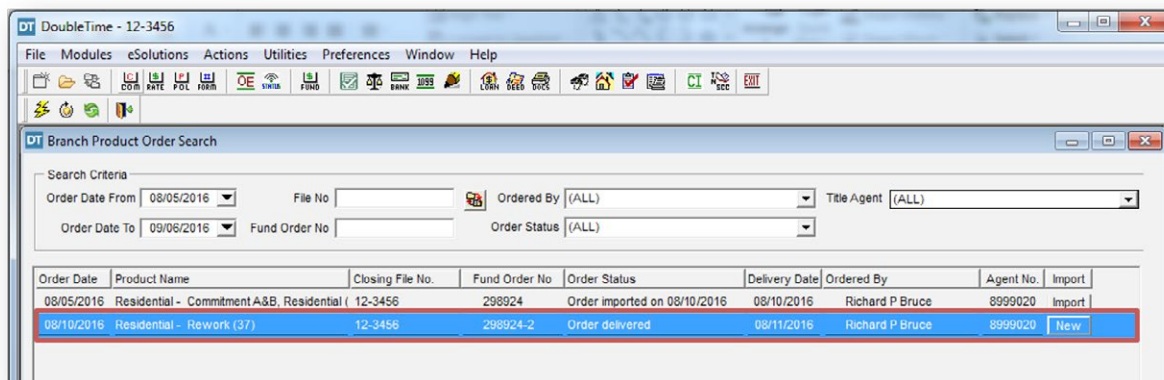
Rework Order

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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