

RAPID REFERENCE GUIDE: TURN TIME



USE: To obtain time service information on a particular product or from a certain Service Provider.

Step 1. Press the **TURN TIME** button on the top of the main page.



Step 2. Enter **Beginning & Ending Dates** of requested time period to evaluate.

Step 3. Select **Service Type, Service** and **Service Provider**. If a particular service is not selected, the **Service** and **Service Provider** options are not displayed.

Step 4. Press **VIEW REPORT** button.

Turn Time

Build your report

Note: ♦ indicates a required field.

Select date ordered Beginning Date: 03/15/2001 ♦ (mm/dd/yyyy)
Ending Date: 04/10/2001 ♦ (mm/dd/yyyy)

Select Service Information Service Type: Title ♦
Service: <- Service ->
Service Provider: <- Service Provider ->

SEARCH DATA UPLOAD ORDER PRODUCTS DOCUMENTS ADMINISTRATION

LOGOUT

Turn Time Results

for Customer Vendor Test Site
as of 2/7/01 6:10:35 PM

Service Provider	Service Type	Service	Number of Orders	Average Turn Time			
				Days	Hours	Minutes	Seconds
Vendor Site Test	Title	Commitment/Preliminary Report	9	38.00	15.00	46.00	17.00
Vendor Site Test	Title	Foreclosure Search	8	46.00	11.00	3.00	35.00

The **TURN TIME RESULTS** screen provides a response to the input entries from the previous page. The following items are clearly displayed:

- **Service Provider** – Name of the organization that delivered the product.
- **Service Type** – Lists the “major” service types (e.g., Title, Flood, Appraisal) included on this report.
- **Service** – Shows the specific product types, such as Basic Certification, BPO, and Limited Coverage Product, ordered by the User.
- **Number of Orders** – Displays how many reports (of each specific type) were delivered in the selected time frame.
- **Average Turn Time** – Displays the “average” time it took for the Service Provider to return the product.