

RAPID REFERENCE GUIDE: MODIFY PRODUCTS/PROVIDERS



USE: To Modify Products/Providers available on the User's **RAPID** account.

Step 1. Enter the Administration page by pressing the **ADMINISTRATION** button.

Step 2. Press the **PRODUCTS/PROVIDERS** button at the top of the Administration page.

EDIT COMPANY	EDIT USERS	PRODUCTS / PROVIDERS	EXIT ADMIN
Current Information			
Main Address		Billing Address	
Customer Test Mortgage			
Company ID: 18934		456 Parsons St South	
456 Parsons St South		Suite 150	
Suite 150		Houston, TX 77077	
Houston, TX 77077		Houston, TX 77077	
Contact: John J King Jr.		Contact: John J King Jr.	
Contact Phone: (456) 789-4568		Contact Phone: (456) 789-4568	
Contact Fax: (564) 567-8950		Contact Fax: (564) 567-8950	
Contact Email: jking@yahoo.com		Contact Email: jking@yahoo.com	

Step 3. Press the **UPDATE** button next to the product category to be changed.

Title	<input type="radio"/> UPDATE
ALTA Jr Title Policy	A1 Test Provider Vendor Site Test Vendor
Commitment/Preliminary Report	A1 Test Provider Dev Test Vendor HB Test Vendor Vendor Site Test Vendor

Step 4. Select the Product type(s) to be changed and press **CONTINUE**. Products currently available appear in italics.

Product Administration - Title	
Note: Currently selected products are displayed in <i>Italics</i> .	
Update	Product
<input type="checkbox"/>	<i>ALTA Jr Title Policy</i>
<input type="checkbox"/>	<i>Commitment/Preliminary Report</i>
<input type="checkbox"/>	Copies of Documents
<input type="checkbox"/>	Deed Information Report Update
<input type="checkbox"/>	<i>Foreclosure Search</i>

Available Vendors - Commitment/Preliminary Report

Make this the default product.

Display	Default Vendor	Vendor Names
<input checked="" type="checkbox"/>	<input type="radio"/>	A1 Test Provider
<input checked="" type="checkbox"/>	<input type="radio"/>	Dev Test Vendor
<input checked="" type="checkbox"/>	<input type="radio"/>	HB Test Vendor
<input checked="" type="checkbox"/>	<input type="radio"/>	Vendor Site Test Vendor
<input type="checkbox"/>	<input type="radio"/>	Advanta Test Provider
<input type="checkbox"/>	<input type="radio"/>	Chicago Title Vendor (Test)
<input type="checkbox"/>	<input type="radio"/>	Contemporary Realty Solutions Demo (SP)

Step 5. Many options are available from this page:

- Select this product as the default
- Allow user to select vendor from Order page
- Select vendor as default
- Remove the product from being offered

Press **CONTINUE** when complete. You will be returned to the main product information page. Review the currently selected Products/Providers and press **EXIT ADMIN** if complete.