

RAPID REFERENCE GUIDE: SEARCH SCREEN



USE: To locate orders on the **RAPID** system.

Step 1 Input applicable search criteria, such as **Status**, **Transaction Number** and/or **Loan Number**, into appropriate fields.

Step 2 If applicable, select sort order. This determines how the data will be displayed on the **RESULTS** page.

Step 3. Press **VIEW REPORT**. The applicable files will be shown on the **SERVICE SEARCH RESULTS** page (below).

Service Search

Build your report

Select service status	← Service Status →
Select filter on service type <small>(leave blank for all)</small>	Transaction Number: <input type="text"/>
	Loan Number: <input type="text"/>
	Buyer/Borrower's Name: <input type="text"/>
	Seller/Owner's Name: <input type="text"/>
	Street Address: <input type="text"/>
	Service Type: ← Service Type →
	Provider Name: <input type="text"/>
	User Name: <input type="text"/>
	Has Documents: <input type="checkbox"/>
Select date ordered <small>(leave blank for all)</small>	Beginning Date: <input type="text"/> (mm/dd/yyyy)
	Ending Date: <input type="text"/> (mm/dd/yyyy)
Select activity date <small>(leave blank for all)</small>	Beginning Date: <input type="text"/> (mm/dd/yyyy)
	Ending Date: <input type="text"/> (mm/dd/yyyy)
Select sort order	Sort By: None
	Then By: None
	Then By: None
No. of rows returned per page	2

Service Search Results

as of 8/24/00 10:13:03 AM

Click on [Transaction Number](#) for detailed information when available. (*Italicized* column header indicates sorted column)

Click on icon within the row to see the list of documents associated with the transaction.

Transaction Number	Doc	Date Ordered	Service Type	Current Status	Property	Buyer/Borrower	Seller/Owner	Loan Number	Service Provider	User Name	Ordered By
39825-4693		8/22/00 7:09:23 PM	Credit	Closed	.				Solution Provider	mikebuilder	Toker Enterprises
39825-4699		8/23/00 3:38:59 PM	Appraisal	Received	123 W Main ST Brea, CA 90909			123	Associates Inc.	mikebuilder	Toker Enterprises
39825-4700		8/23/00 3:47:26 PM	Appraisal	Closed	123 Main ST Brea, CA 90909			12345	Solution Provider	mikebuilder	Toker Enterprises

|< FIRST < PREV NEXT > LAST >|

Step 4. If the icon is located in the Doc column on the **SERVICE SEARCH RESULTS** page, the completed report can be viewed/printed by clicking on it. The **DOCUMENT REPORT** screen will be displayed. Documents are usually returned to the User in PDF or PCL formats, whose viewers can be downloaded at no charge. To view or print the report, click on the **Product Type** name on the appropriate item.

Document Report

for Vendor Site Customer

as of 9/14/00 5:05:34 PM

Click on [Product Type](#) to see the document.

Product Type	Type	Description	Create Date	Expiration Size Date	UserName Password
Title	Portable Document Format	Preliminary Title Report	8/23/00 1:45:33 PM	362K	DOC124721 523621

Many of the documents posted here are in PDF or PCL format.

Click here to download the [Adobe Acrobat™ PDF Viewer](#) free of charge.

Click here to download the [SwiftView PCL document viewer](#) free of charge.