

QUICK START GUIDE

GETTING STARTED

1

Create Order

Tap the **Plus Sign** to start a new order. When you have completed an order it will be displayed on the home screen.

2

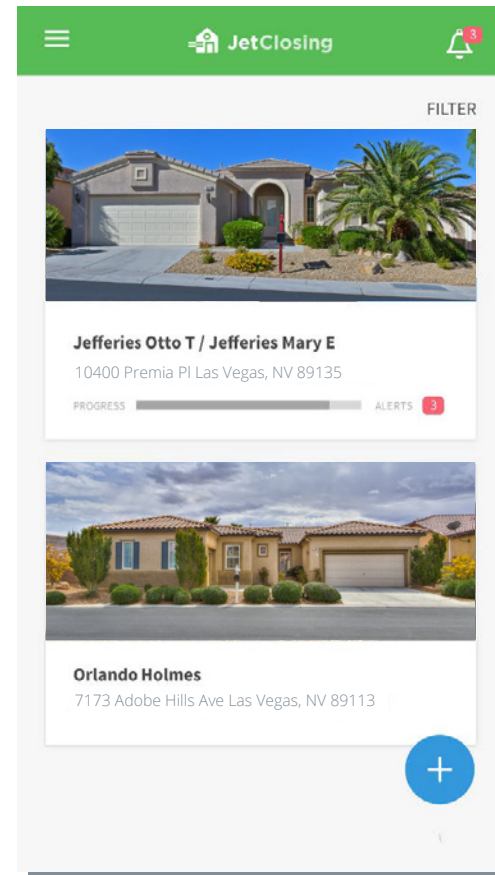
View Order

Tap the **Property Card** to view order details including progress, snapshot, documents and contacts.

3

View Notifications

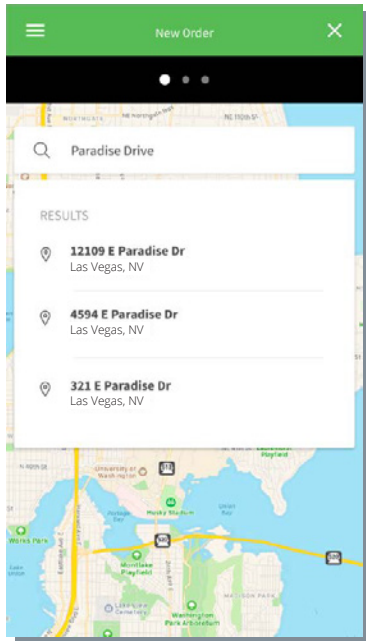
Tap the **Bell Icon** to view new status updates for all current orders.



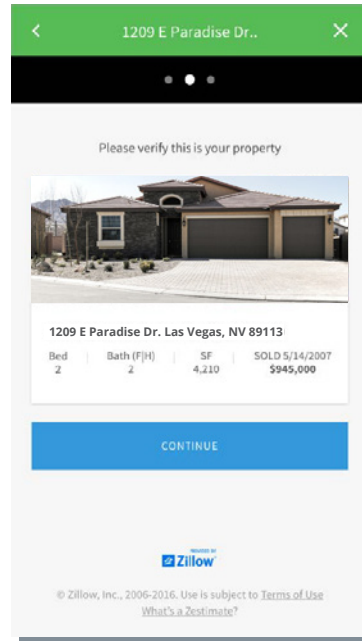
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+ CREATING A NEW ORDER IS SIMPLE AND FAST.

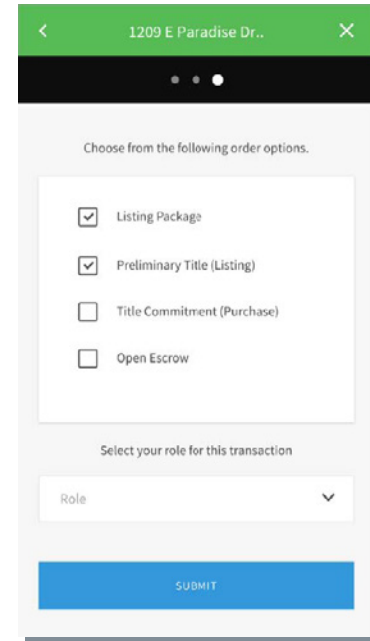
Search for the property.



Verify the property.



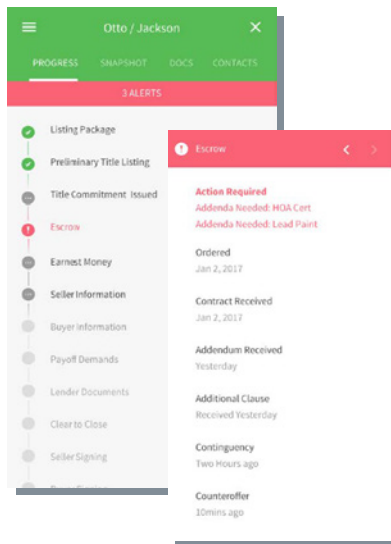
Select order options.



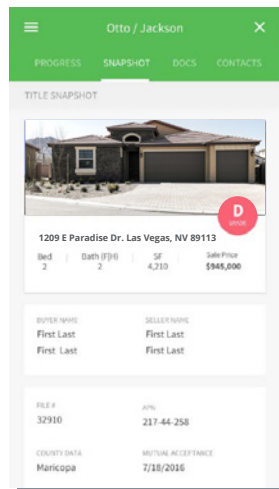
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VIEW ORDER DETAILS. EVERYTHING ALL IN ONE PLACE.

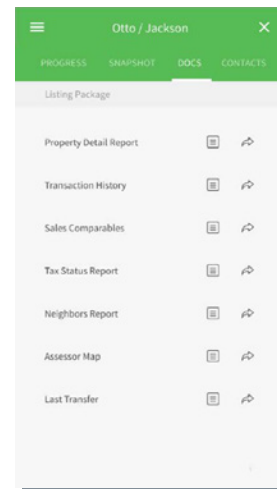
Tap **Progress** to see status at a glance.



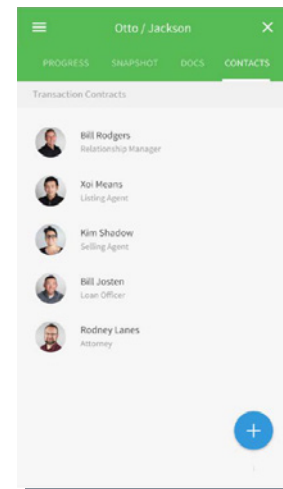
Tap **Snapshot** for title grade and issues.



Tap **Documents** to view associated files.



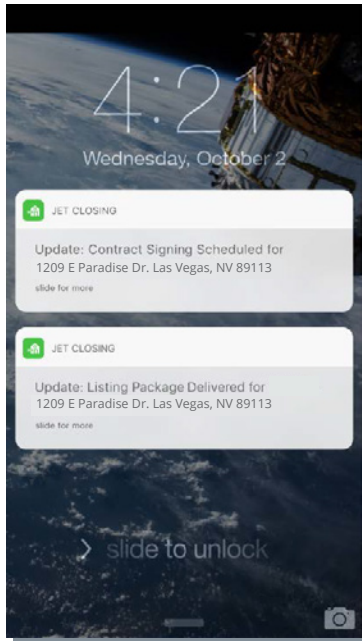
Tap **Contacts** to call, text or email.



QUICK START GUIDE

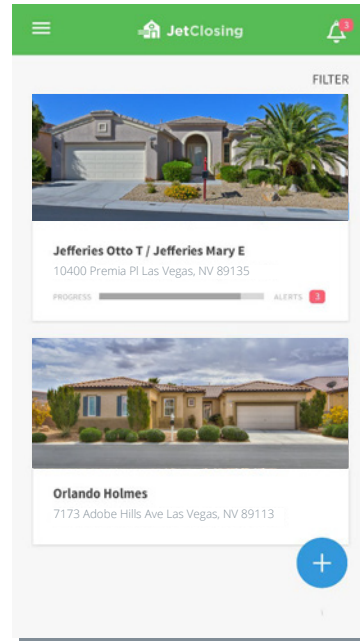
NOTIFICATIONS KEEP YOU INFORMED AND ON TRACK.

Timely updates are sent as **Push Notifications**.



May be enabled/disabled in settings menu.

Red badge within the app indicates **New Notifications**.



Notification Screen displays order **Alerts** and **Updates**.

