

Ameristar User Guide

October 18, 2018

Copyright and Licensing Information

Copyright © 1987–2018 by SoftPro, Raleigh, North Carolina.

No part of this publication may be reproduced in any form without prior written permission of SoftPro. For additional information, contact SoftPro, 4800 Falls of Neuse Road, Raleigh, NC 27609, or contact your authorized dealer.

Microsoft, Windows, and MS-DOS are registered trademarks of Microsoft Corporation in the United States and/or other countries. WordPerfect is a registered trademark of Corel Corporation. Crystal Reports is a registered trademark of SAP AG. HP LaserJet is a registered trademark of Hewlett Packard Development Company, L.P. GreatDocs is a registered trademark of Harland Financial Solutions Incorporated. RealEC Technologies, Inc. is majority owned by Lender Processing Services. All other brand and product names are trademarks or registered trademarks of their respective companies.

IMPORTANT NOTICE – READ CAREFULLY

Use of this software and related materials is provided under the terms of the SoftPro Software License Agreement. By accepting the License, you acknowledge that the materials and programs furnished are the exclusive property of SoftPro. You do not become the owner of the program, but have the right to use it only as outlined in the SoftPro Software License Agreement.

All SoftPro software products are designed to ASSIST in maintaining data and/or producing documents and reports based upon information provided by the user and logic, rules, and principles that are incorporated within the program(s). Accordingly, the documents and/or reports produced may or may not be valid, adequate, or sufficient under various circumstances at the time of production. UNDER NO CIRCUMSTANCES SHOULD ANY DOCUMENTS AND/OR REPORTS PRODUCED BE USED FOR ANY PURPOSE UNTIL THEY HAVE BEEN REVIEWED FOR VALIDITY, ADEQUACY AND SUFFICIENCY, AND REVISED WHERE APPROPRIATE, BY A COMPETENT PROFESSIONAL.

Table of Contents

- Introduction 4**
 - Features..... 4
- Launching Ameristar..... 5**
 - Access From The 360 Services Menu 5
 - Select a ProForm Order for Your Search 6
 - Welcome Screen 7
 - Login Screen 8
- Property & Product Selection Screen 9**
 - File Information **Error! Bookmark not defined.**
- Adding Document(s).....Error! Bookmark not defined.**
- Accepting Document(s).....12**
- Review Screen 13**

Introduction

Ameristar offers uninsured title research products with a nationwide footprint, fast turnaround time at a competitive price. The Ameristar integration with SoftPro 360 provides users with the ability to seamlessly place orders for Ameristar's products & services and receive the results of those orders within SoftPro 360. Users will be able to submit an order, track the status of their requests and receive reports from Ameristar all from within SoftPro 360.

Features

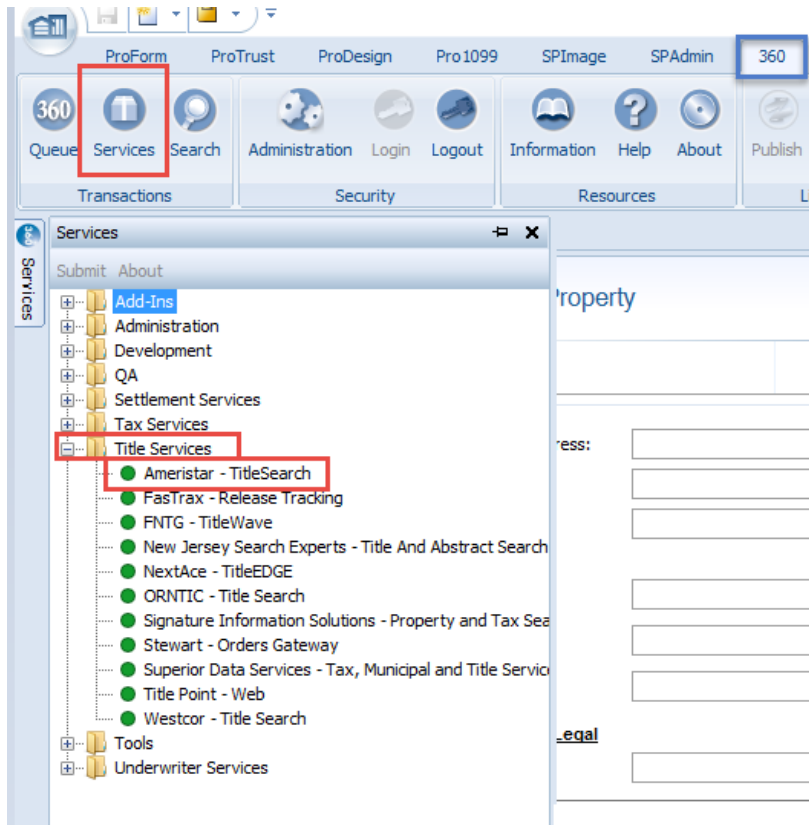
Ameristar users can:

- Request Ameristar products.
- Track the status of their requests.
- Preview documents returned from Ameristar.
- Accept and attach documents to an order.

Launching Ameristar

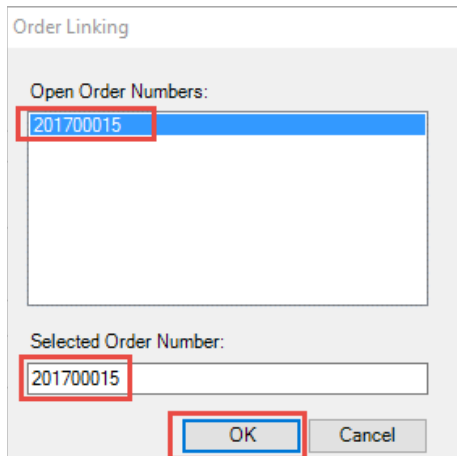
Access From The 360 Services Menu

From the **360 → Services** menu, double-click **Ameristar – TitleSearch** located under the **Title Services** folder. This will open the **Order Linking** screen:



Select a ProForm Order for Your Search

You must link each transaction to a ProForm Order. If you already have ProForm order(s) open, they will be listed in the **Order Linking** dialog. The **current active order** will be selected & appear in the **Selected Order Number** field. Once you have confirmed the order, click **OK**:



Order Linking

Open Order Numbers:

201700015

Selected Order Number:

201700015

OK Cancel

1. **Select an order** from the list to populate the **Selected Order Number** field or manually enter an order number.
2. Click **OK** to navigate to the **Welcome screen**.

Welcome Screen

The **Welcome** screen provides a summary of the product & Ameristar's contact information:

Ameristar - 2017090001

Welcome

Ameristar Information Network, LLC, is a customer-centric, technology-driven, innovative provider of property reports and other title alternative products and services, which includes document retrieval services, residential property reports, commercial property reports, customized reports and document recording services, in all fifty states and U.S. Territories. Our professional staff and elite, nationwide network of thousands of professional abstractors and research specialists supports the needs and promotes the success of our diverse clientele from a variety of industries, including lending and servicing, title companies, vendor management companies, building and construction, land development, real estate brokers and agents, engineering, attorneys and legal professionals, telecommunications, insurance and risk management, accounting and financial services, consumers, government, surveying, appraisers and other real estate professionals. A comprehensive menu of products and services, combined with our world-class customer service and support, ensures that clients will get the answers they need, when they need them.

Key Benefits of Service(s):

- Data Security
- Nationwide Coverage
- Experienced Staff
- Huge Vendor Network
- Competitive Pricing
- Fast Turnaround Time

For additional information or support:
Phone : 800-920-9270
Fax : 800-920-9271

Website: www.ameristarusa.com
Email: sales@ameristarusa.com

☒ Skip Welcome Page

Next Cancel

- Click **Next** to navigate to the **Login** screen. You may click the **Skip Welcome Screen** checkbox to bypass this screen in future sessions.

Login Screen

The **Login** screen requires you to enter the **User ID** and **Password** provided to you by Ameristar. The **Remember me** checkbox will allow you to automatically log in the next time you launch this product:

Ameristar - 2017090001

Login

AMERISTAR

Please provide your Ameristar credentials

User ID: Ameristar

Password: *****

Client ID: 12030

Contact ID: 5479

☒ Remember Me

Back Next Cancel

- Click **Next** to continue to the **Property & Product Selection** screen.

Property & Product Selection Screen

The **Property & Product Selection** screen allows the user to select a **Property** (if multiple properties exist on the order) and then select a Product based on the **state** and **county** information entered for an order.

Ameristar - 2017090001

Property & Product Selection

Property: 12345 West Avenue, Raleigh, NC 27609

Address1: 12345 West Avenue

Address2:

City: Raleigh State: NC Zip: 27609-

County: Wake

Product: 1 OWNER

Notes:

[File Information](#) Back Next Cancel

- **Property Address:** If only one property is added to the order in ProForm, the property address will default to the address fields. If there are multiple properties in the order, the user can select a property from the dropdown. The user can submit a transaction for one (1) property at a time. A new transaction will need to be created for each property.
- **State & County:** The state and county fields are required. The user cannot select a product without the state or the county information.
- **Notes:** Ability to add a note to include in the transaction. The notes do not pull from the ProForm order and are not written back to the order.
- **File Information:** Click this link to view property information from your order that will be included in your request to Ameristar. See the [file Information](#) section of this guide for more detail.

File Information

The **File Information** screen is Read-only and displays the additional order information that will be sent to Ameristar. After reviewing, click the **Close** button:

Ameristar - 2017090001

Ameristar - 2017090001

Pr

File Information

AMERISTAR

The following information will be sent with your order

Parties:

Party Type	Name	SSN or Tax ID
Buyer	Brandon Buyer	XXX-XX-6789
Seller	Stan Seller	XXX-XX-4321

Additional Property Information:

Lot	2
Block	4
Section	6
Tract	
Book	
Page	
Brief Legal	Lot 2, Block 4, Section 6, Sunnyside Estates
Unit	

Close

File Information

Back

Next

Cancel

Adding Document(s)

The **Add Document(s)** screen allows the user to attach documents before submitting to Ameristar. After selecting documents, click **Submit**:

Ameristar - 201700015

Add Document(s)

Documents

Name

Browse

Attachments

Ready Docs

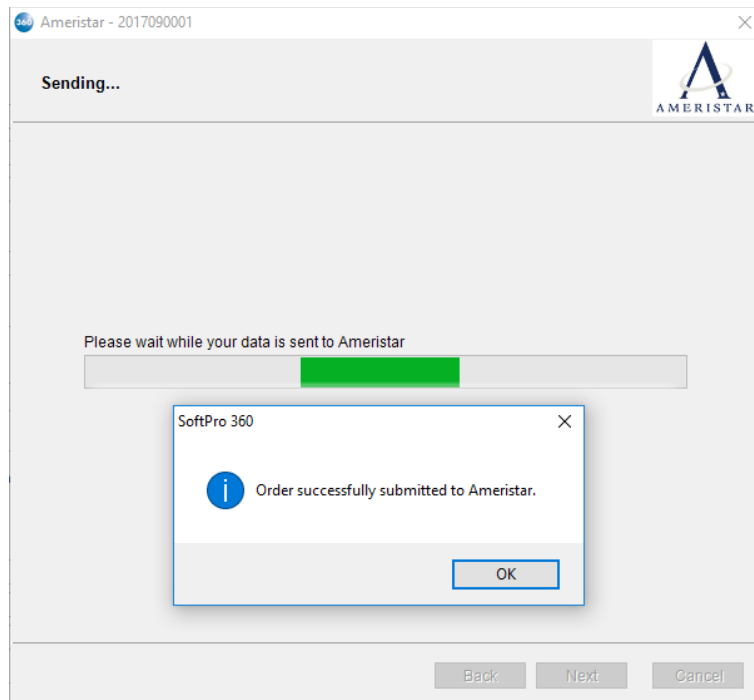
Rename

Delete

Back Submit Cancel

- **Browse:** Browse to find documents to submit.
- **Attachments:** Attach documents from the ProForm order.
- **ReadyDocs:** This button is not applicable to Ameristar transactions at this time.
- **Rename:** Rename the documents before submitting.
- **Delete:** Delete documents from the list of documents before submitting.

Message received when documents have been submitted successfully.



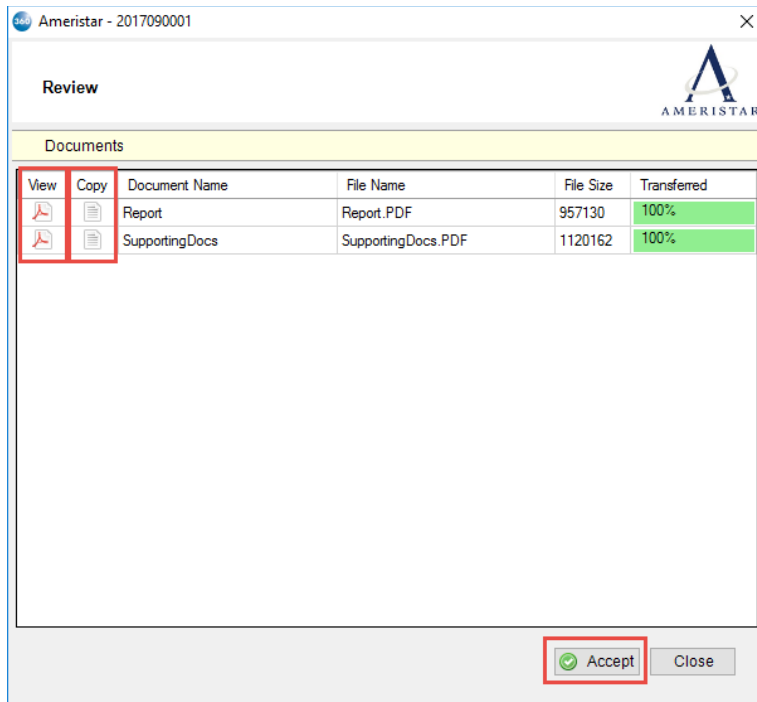
Accepting Document(s)

In the 360 queue the transaction status will show as 'ready' when documents have been sent from Ameristar. The user will click **next step** to review the documents.

Next Step	Views: Active Order	Filter: Ameristar					
	Provider	Service	Product	Status	Linked Order	Linked Profile	Created By
	Ameristar	TitleSearch		Ready	2017090001	Default	Melissa Taylor

Review Screen

The **Review** screen allows the user to view, copy, and accept documents from Ameristar into the Select order.



- **View:** View documents sent from Ameristar.
- **Copy:** Save a copy of the document to the clipboard.
- **Accept:** Attach the document(s) to the Select order.

The accepted documents will be saved as attachments section of the ProForm order.