

Using AFW File Search- Import AFW Order Data

Overview

This document introduces you to Importing AFW Order Data through AFW File Search.

Import AFW Order Data

The **AFW File Search** feature gives you the ability to search for an AIM for Windows® (AFW) file within AIM+. Additionally, you have the ability to import limited order data and, if desired, multi-line element data from an AFW file to create a new AIM+ file.

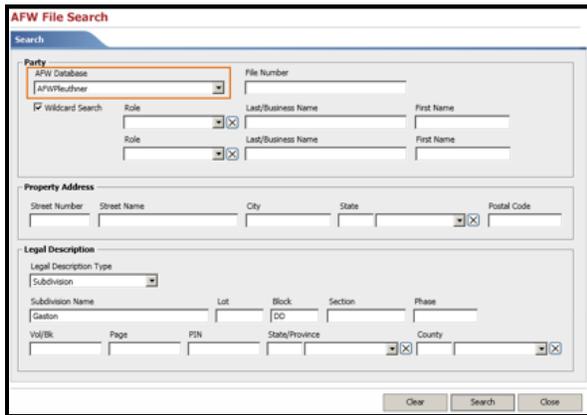
Note: This feature currently only allows you to import one AFW file at a time. AIM+ will always create a new file when importing AFW order data. When importing an AFW file, AIM+ cannot already contain a file with the same file number. This feature only supports a one-time import. See the **Effects of Importing AFW Order Data** section below for more details on specific items that import.

To perform the AFW order data import, follow the steps below.

Steps

1. From the AIM+ menu bar, select **Module** and then **AFW File Search** or press **Ctrl + F11**.
2. From the **AFW File Search** screen, confirm the correct **AFW Database** is selected, enter specific search criteria in the provided fields, and then click **Search**.

Note: If searching by **PIN**, be sure to select the applicable **Legal Description Type** from the selection list.



3. From the **AFW Search Results** screen, select the AFW file you want to work with and then click **AFW Import Order**.



File Number	Property Address	Buyer	Seller	Legal Description	Tracking Location
72299	1205 Seltburg Trail	Bunger, Bernard	Seller, Sarmaur	Lot 12 (Block DD, Gaston S	DO NOT USE - CRG
72299	325 Sells Linn Way	PTB, Brad	Amstutz, Jennifer	Lot 22 Block DD, Gaston S	17C - Order Complete
72299	1202 Tudor House Road	Clements, Glenn	Morris, Mark	Lot 8 Block DD, Gaston Sh	CRG

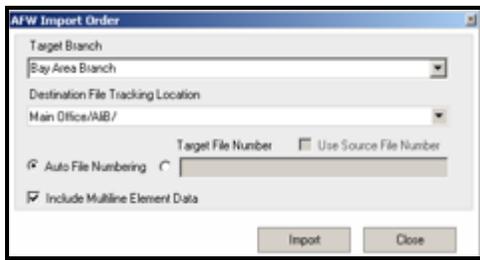
Using AFW File Search- Import AFW Order Data

4. From the **AFW Import Order** pop-up, perform the following steps:
 - **Target Branch:** Select the branch that you would like to assign the new AIM+ file.
 - **Destination File Tracking Location:** Select the tracking location you wish for the AIM+ file to be located.
 - **File Number Format:** Select the option for how you wish AIM+ to assign a file number to the imported file.

Note: AIM+ will validate that the database does not already have a file created with the selected file number.

- If you wish your AIM+ file to be assigned the next sequential file number, select **Auto File Numbering**.
- If you wish to enter your own AIM+ file number, select **Target File Number** and enter the file number.
- If you wish your AIM+ file to have the same file number as the AFW file you are importing from, select **Use Source File Number**.
- If desired, select the **Include Multiline Element Data** option to import the AFW file's multi-line elements into the AIM+ file in addition to the order data.

5. Click **Import**.



6. A message displays with your new AIM+ file number and confirmation the import process is complete. Click **OK** to continue.



7. Click **Close** to close out of the **AFW Import Order** pop-up.
8. Click **Close** to close out of the **AFW Search Results** screen.

A new AIM+ file is created and the AFW order data and, if selected, multi-line element data will now be imported into that file.

Effects of Importing AFW Order Data

Once you import the AFW order data into an AIM+ file, AIM+ will create a new file; import the limited AFW order data; and apply the settings you specified while importing (which includes assigning it the selected Branch, tracking the file to the selected Tracking Location, assigning it a file number based on your selection, and, if selected, importing the AFW multi-line element data).

Note: The fields below marked with an (*) will only import if the selection in AFW exactly matches a selection available in AIM+.

Order

In the **Order** Data Entry Group, the following fields will import from the AFW file:

- **File Information tab:** Order Type*, Transaction Type*, Associated File Number, Property Location (Country and State/Province), Underwriter*, and Agent*.

Using AFW File Search- Import AFW Order Data

- **Additional Instructions tab:** All Additional Instructions entered on the AFW file will be entered in this tab.

Properties

In the **Properties** Data Entry Group, the following fields will import from the AFW file:

Note: Only the first property address and legal description record listed on the AFW file will import.

- **Property Information tab:** Property Type*, Property Address (Street Number From, Direction*, Street Name, Street Type*, Direction*, Unit Type*, Unit Number, City, Postal Code, State/Province)
- **PIN/Tax Parcel tab:** PIN (defaults from PIN entered on the AFW Abstract, Subdivision, Condominium, or Township tabs)
- **Abstract tab:** Abstract Name, Abstract Number, Tract, Split, Country, State/Province, and County.
- **Subdivision tab:** Subdivision Name, Section, Phase, Block, From Lot (*defaults from Lot field in AFW*), Volume (*defaults from Vol/Bk field in AFW*), Book (*defaults from Vol/Bk field in AFW*), Page, Country, State/Province, and County.
- **Condominium tab:** Condominium Name, Section, Phase, Building, From Unit (*defaults from Unit field in AFW*), Volume (*defaults from Vol/Bk field in AFW*), Book (*defaults from Vol/Bk field in AFW*), Page, Country, State/Province, and County.
- **Township tab:** Section, Q1, Q2, Q3, Q4, Township, Range, Country, State/Province, and County.

Parties

In the **Parties** Data Entry Group, all buyers and sellers entered in AFW will import into AIM+. The following fields will import from the AFW file:

- **Party Information tab:** Role, Business Name, First Name, Middle Name, Last Name, Suffix, Vesting Text, Address, City, Postal Code, Country, State/Province, Business Fax Number 1, Business Phone Number 1/Extension, E-mail Address 1, Home Fax Number 1, Home Phone Number 1, Mobile Phone Number 1, and Pager Phone Number 1/Extension.
- **Party Instructions tab:** Any instruction text entered in the Instructions window for the party.

File Notes

In the **File Notes** Data Entry Group, any file notes entered on the AFW file.

Documents

If you selected to **Include Multiline Element Data** on the **AFW Import Order** screen, all multi-line element data entered for the file in AFW will import into the applicable document(s) in the **Documents** Data Entry Group.

Note: For more information on working with the imported AFW multi-line element data, please refer to the **AFW File Search – Import AFW Multi-Line Elements** Quick Reference Card.