

# Using AFW Search Utility

## Working with Documents

The AFW Search Utility gives you the ability to view a list of documents produced for a selected order and send selected documents to the AFW Print Server to be reproduced.

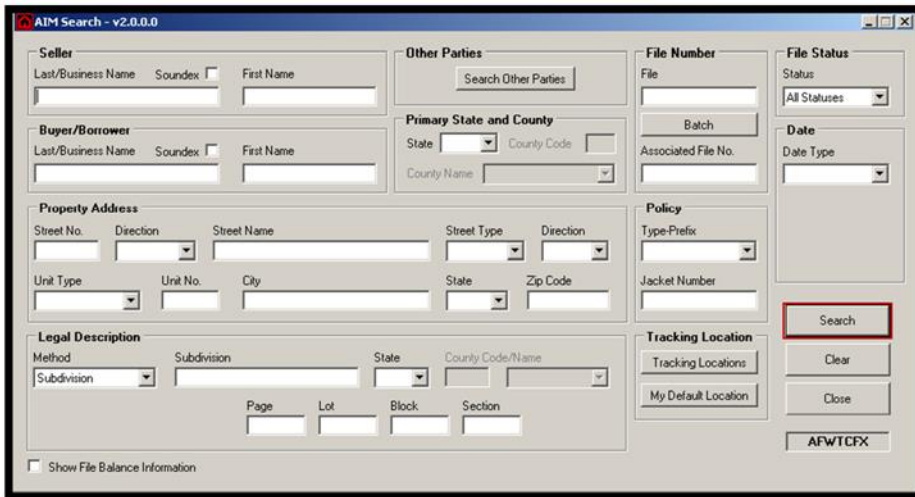
**Note:** This feature is limited to AFW 6.x databases that have been configured to use the AFW Print Server

### Steps

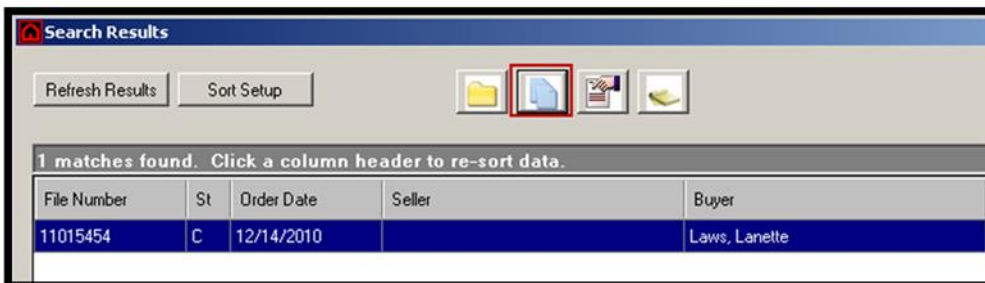
1. Click the **AFW Search** icon located in the AIM+ Desktop.



2. From the **AIM Search** screen, enter specific search criteria in the provided fields, and then click **Search**.



3. Select the desired **File Number** and then click the **Order Documents** icon.

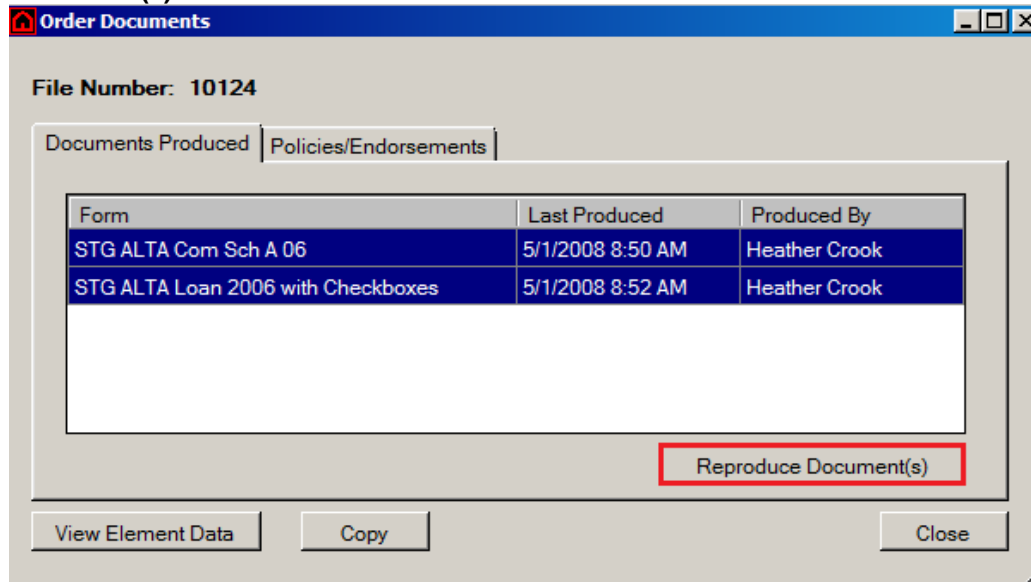


1 matches found. Click a column header to re-sort data.

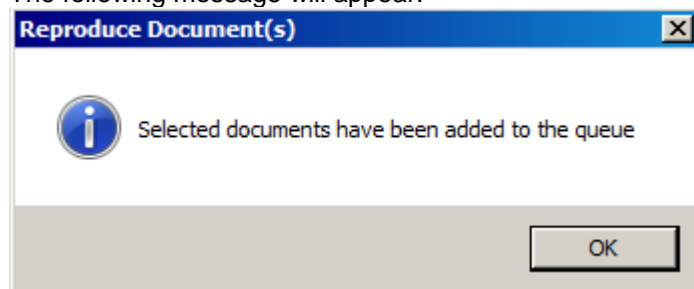
File Number	St	Order Date	Seller	Buyer
11015454	C	12/14/2010		Laws, Lanette

## Using AFW Search Utility

- The **Order Documents** window displays. Select the document(s) to reproduce and click the **Reproduce Document(s)** button.



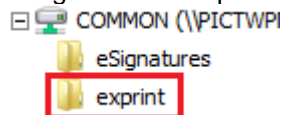
- The following message will appear:



- Inside the AIM+ Desktop, open the **Libraries** window by clicking the folder icon next to the Start button.



- Navigate to the Exprint folder on the Common drive (N:\Exprint).



- The documents may take a few minutes to appear in this folder as they are being processed.