

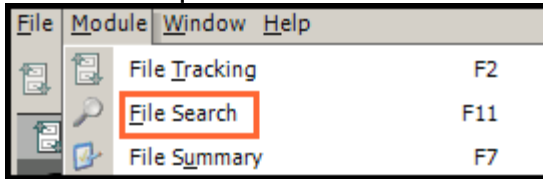
File Searching in AIM+

Using File Search in AIM+, you can search for files based on specific criteria, then open the file from the search results.

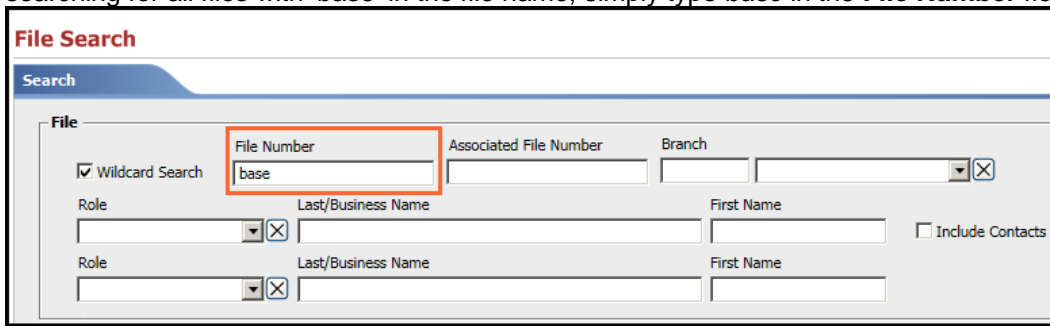
Using File Search

Steps

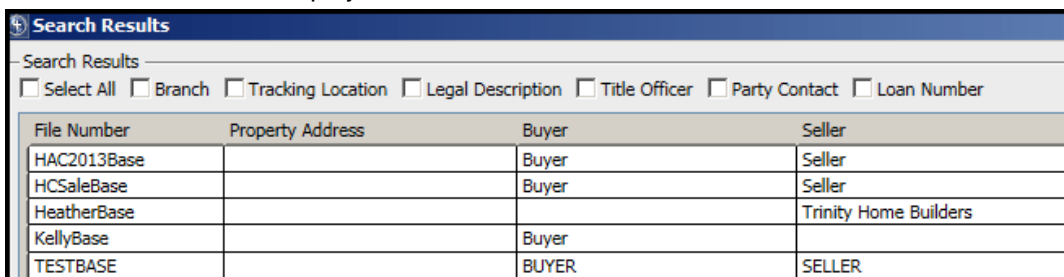
1. Go to **Module | File Search**.



2. Input the criteria to search, such as a file number, a buyer's last name or a street name. Leave the *Wildcard Search* checkbox checked to search for all files containing the text input into a specified field. For example, if searching for all files with 'base' in the file name, simply type *base* in the **File Number** field and click **Search**.



The search results will display all files where the file number contains the word 'base'.



File Number	Property Address	Buyer	Seller
HAC2013Base		Buyer	Seller
HCSaleBase		Buyer	Seller
HeatherBase			Trinity Home Builders
KellyBase		Buyer	
TESTBASE		BUYER	SELLER

3. From the *Search Results* screen, select a specific file and click **Details** to view the order details of the file. Click **Order Entry** to open the file or click **File Summary** to view the file summary details. You can also click the **Preview/Print** button to preview or print the search results.
4. If searching for a file with a specific policy number, select the appropriate **Underwriter** under *Advanced Search* and input the exact policy number in the **Policy Number** field, including the prefix, any dashes and any leading zeros.