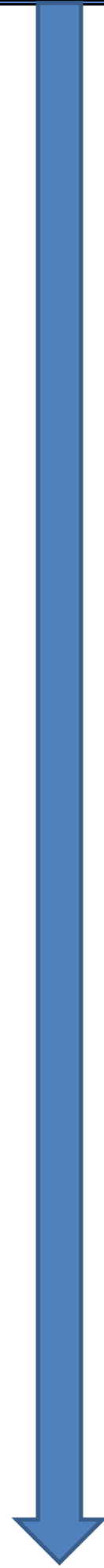


JOB TASKS	TITLE COMPANY	Centrealtech, Inc. IntelliSense™ - "Intelligent Processing"	
	PERFORMED BY		
Your customer opens Order with you..		At Order Opening....	
Open in Escrow and Title System			
PART I (Create and Save Search Package)	Searcher or Offshore Contractor		
Open Order in Title Plant (DataTrace)	✓		
- you personally	✓		
- or you send off-shore (authorize 3rd party access)	✓		
Manually Enter Order in DataTrace (plant)	✓		
Manually Enter pertinent information for searching	✓		
Manually Retrieve Tax Report	✓		
Manually Retrieve Property Index	✓		
Retrieve Name Indices (run multiple names/trusts etc.)	✓		
Manually Retrieve Assessor's Plat	✓		
Manually Retrieve Title Plant Documents	✓		
Mentally apply underwriting criteria	✓		
Package up all the above	✓		
- When creating your search package	✓		
Manually Book mark each document and chain	✓		
- Create PDF package	✓		
Send to Client or upload to Title System File	✓		
PART II (Search and Examine)	Searcher/ Off-Shore/Examiner-TO		
Notification that Search package is uploaded	✓		
Pull up Search Package, review Property Chain and Taxes (Examine file)	✓		
Create Write-up sheet	✓		
Mentally using underwriting criteria, review and check if proper documents were retrieved, if not retrieve additional documents (need to add back to search package as well)	✓		
Review each chain	✓		
Review each document	✓		
Set up applicable exception code(s), for documents retrieved, for underwriting requirements (i.e. TRUSTS, TAXES(supplementals, defaults), corporation, no deeds of trust etc.)	✓		
Notate where legal description is derived from	✓		
Notate where vesting is derived from	✓		
Assign your company write-up codes to documents retrieved	✓		
Assign your company write-up codes to other exceptions needed	✓		
PART III Data Entry and Packaging	Off-Shore/ Data Entry		
Send/Notify that order is ready for Part III, employee or Off-shore contractors	✓		
Open up write-up sheet from Examiner	✓		
Login to Company System	✓		
Start Preliminary report process. For dataentry	✓		
- call up write-ups to insert	✓		
- type each field in each write-up	✓		
- type legal description	✓		
- type vesting	✓		
Validate and Verify	✓		
- Save Documents in special area for Hyperlinking	✓		
- Manually hyperlink each document to perspective write-ups.	✓		
Review MS Word Prelim	✓		
PDF MS Word Prelim	✓		
-Email to Escrow or Title, package up and send to Customer on approval	✓		
			Total Elapse Time: 3-5 minutes