
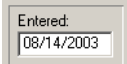


IDM Farm Manager Ordering Farms

Ordering a Farm from Chicago Title

1. Contact your local Chicago Title Customer Service Department
2. Let them know you need a Farm for IDM Farm Manager
3. Give specific information for the area you need:
 - N-S-E-W Street Boundaries (Recommended)
 - Tract Name or Number (Be careful to include sub tracts when necessary i.e. 12345-01 or 12345-02 etc.)
 - Thomas Guide or Zip Code (Not recommended because of size and not very specific)
4. Give specific criteria:
 - Single Family, Condo, Etc.
 - Owner Occupied or Absentee Owner or both (If ordering both consider breaking it up into 2 separate farms to easily target each independently)
 - Phone Number (Don't forget to cross reference the "Do Not Call" list)
5. Let them know the media you need
 - Floppy Disk (Recommended)
 - E-mail
 - CD-Rom (Only when you do not have a floppy drive)
6. Keep notes on how the Farm was ordered and let the Customer Service Rep know that you would like them to keep the Farm on file for updates.

Ordering an Update for your Farm

1. Open you IDM Farm Manager Program
2. Open the "Contact" module screen (Click "Go"; "Contact" or the  button on the toolbar)
3. Filter the Farm Name to be updated using the "Group" feature
4. Look at the field labeled "Entered" in the middle right of the screen ()
5. Order a new Farm from Chicago Title Customer Service exactly the way the Farm was originally ordered as set out above "Ordering a Farm from Chicago Title")
6. Specify that you only need records that have transferred Title from the date that your farm was originally entered and give them the "Entered" date from your program (After you receive your farm see the help sheet titled "IDM Farm Manager Importing a Farm Update")

Tip: All software programs have different data fields so it is very important that you identify your program as IDM Farm Manager when ordering your farm

Tip: It is recommended to order a farm of around 50-500 records to more efficiently manage your database

Tip: If you have a large amount of records in your farm, break it up into smaller segments to help make the farm more manageable

Tip: If you are unsure of how many records are in a specific area have the customer service rep call you back with a record count before sending the farm to you.

Tip: Farms can be easily e-mailed to you if you prefer

Tip: When importing your farm be sure to have the import template installed first. (Contact Rick Westergart @ 909.384.7960 for more information)



CHICAGO TITLE