## Local to Global

• When one of your local clients decides to become a global client user of RDN, if they have cases open with you, you will need to switch the classification of those existing cases from a "local client" to a "global client." By doing this, the lender will be able to access the cases that they had with you prior to their switch to a global RDN license. Any orders that they send to you after their switch to global client will be automatically established as global client cases.

## Multisearch

- You may find it easier to accomplish this process by first creating a list in Multisearch of all the open cases you have with your client.
- Just click on the case# in each line item of the report to access the case and make the change.
- Follow the directions in the following slides to make the change to the case from local to global













