

## Creating a MyOrders View in SoftPro Select

Follow these steps to create a saved View of your Encompass orders using a contact name.

1. From the **360** ribbon, click the **Login** button

**NOTE:** If you do not have a 360 account, refer to [SoftPro 360 – Registering for a New Account](#) to complete the one-time registration process.

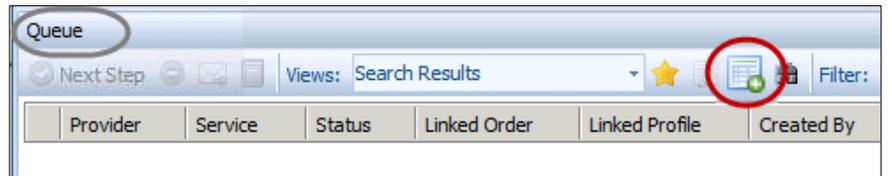


2. Once logged in, click the **360 Queue** button

This opens the **Queue** at the bottom of the screen.



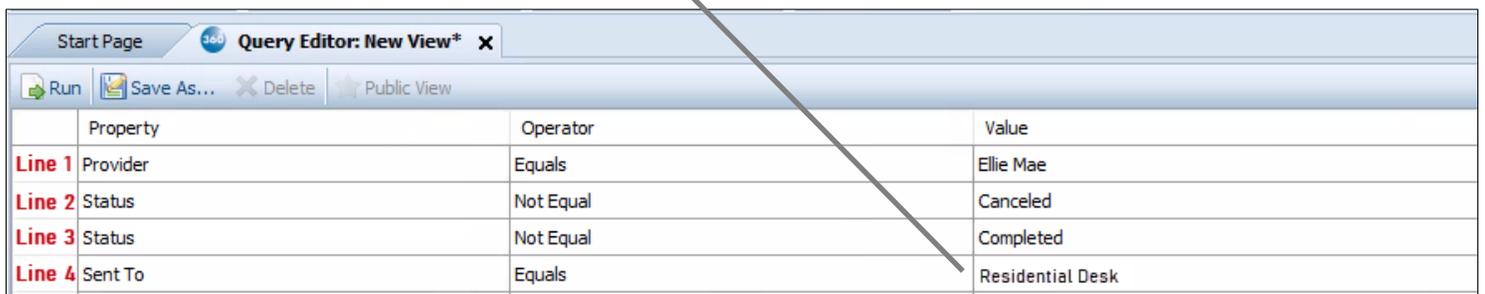
3. Click the **New View**  icon to open the **Query Editor: New View** tab



4. Select/Enter your query parameters:

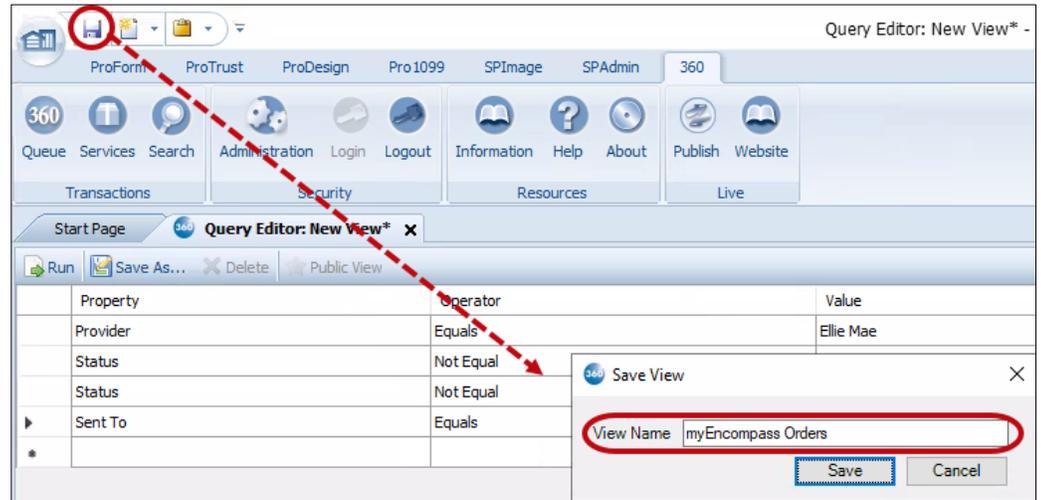
Line	Property	Operator	Value
1	Provider	Equals	Ellie Mae
2	Status	Not Equal	Canceled
3	Status	Not Equal	Completed
4	Sent To	Equals	Contact name

**NOTE:** The **Sent To** entry is the name of the contact the lender selected when submitting the order (i.e., *Emily Escrow*, or *Residential Desk*).

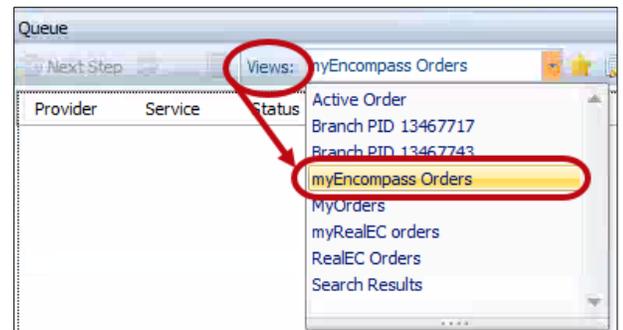


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5. Click the **Save** button (or press **Ctrl + S** keyboard shortcut)
6. Enter your **View Name** when prompted, click the **Save** button

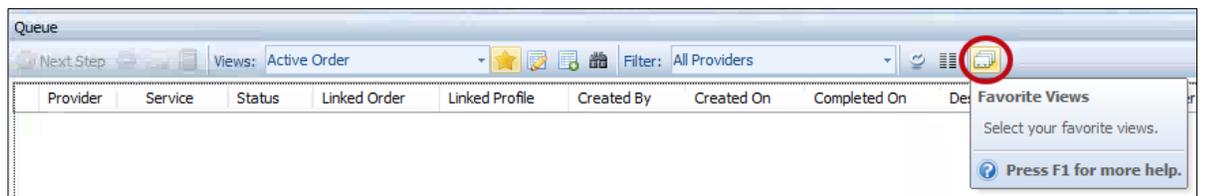


Your view then appears in the **Views** drop-down.

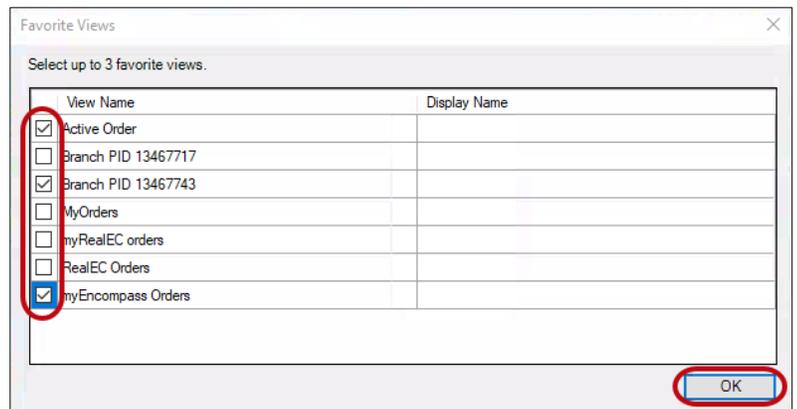


Once you've setup your Views, you can then add them to your Favorite Views on the **360 Queue** toolbar.

1. Click the **Favorite Views** icon

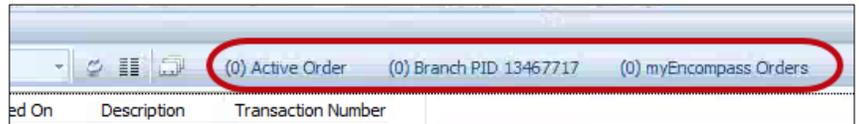


2. Check the check box of the view you wish to add (you can add up to three views)
3. Click the **OK** button



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Your three **Favorite Views** now appear on the toolbar preceded by the number of transactions in each view.



Click a **View** name to see the list of corresponding transactions.