Follow these steps to move a single or multiple Exceptions, Requirements, or Subordinate Matters while in SoftPro Select.
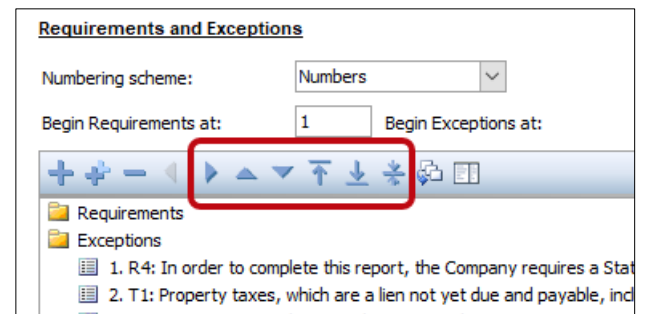
The ability to move single or multiple phrases has been added for the following screens:

- 〉 **Commitment – Schedules B1, B2** (Requirements and Exceptions)
- 〉 **Policy – Schedules B1, B2** (Exceptions and Subordinate Matters)
- 〉 **Endorsements** (Requirements, Exceptions and Subordinate Matters)
- 〉 **Escrow Instructions**
- 〉 **Deed** (Restrictions/Easements/Exceptions)

Three new icons have been added to the grid toolbar and the existing **Up/Down** icons have been updated to accommodate the moving multiple entries.

The newly added options (with updated/new icons) are:

- 〉 **Move Up/Down** – move one level up/down
- 〉 **Move to Top/Bottom** – move to the top/bottom
- 〉 **Group Together** – group multiple selections together (after the first phrase)
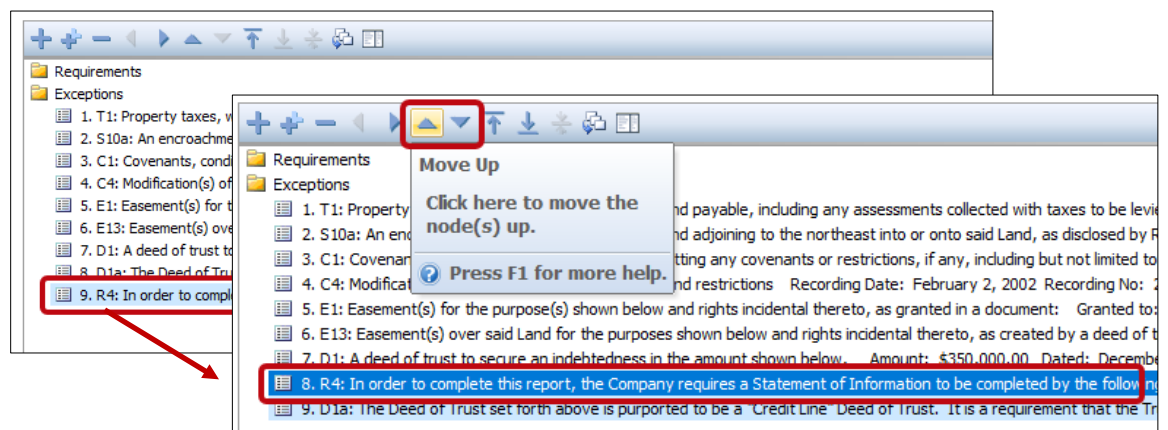- 〉 **Drag and Drop** – drag and drop a single or multiple selections after a current phrase

Moving Phrases One Level

The current functionality of moving a single phrase up/down one level at a time still exists but now you can move multiple phrases (in succession) up/down one level at a time.
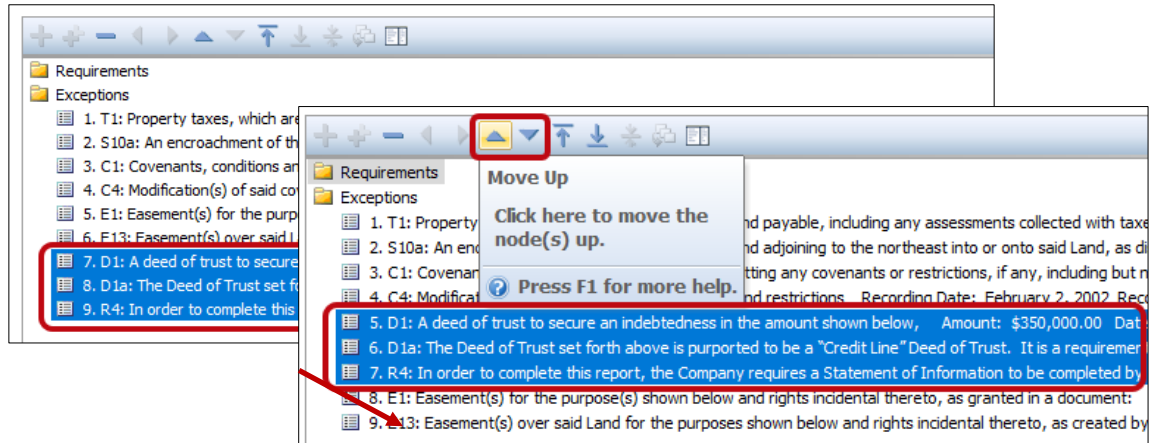
1. Select a single phrase or multiple phrases grouped together

2. Click the **Move Up** or **Move Down** icon to move the phrase(s) up/down one level at a time

Exception **R4** moved from #9 to #8.

NOTE: When moving multiple selected phrases, the selections must all be at the same level.

Exceptions **D1, D1a**, and **R4** moved from #7, 8, and 9 to #5, 6, and 7.
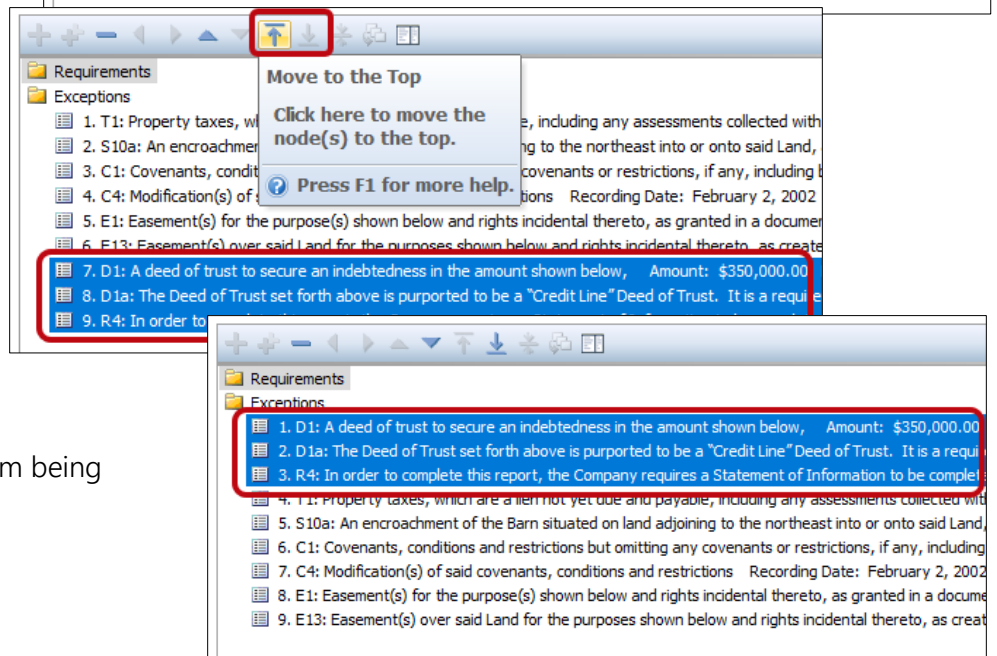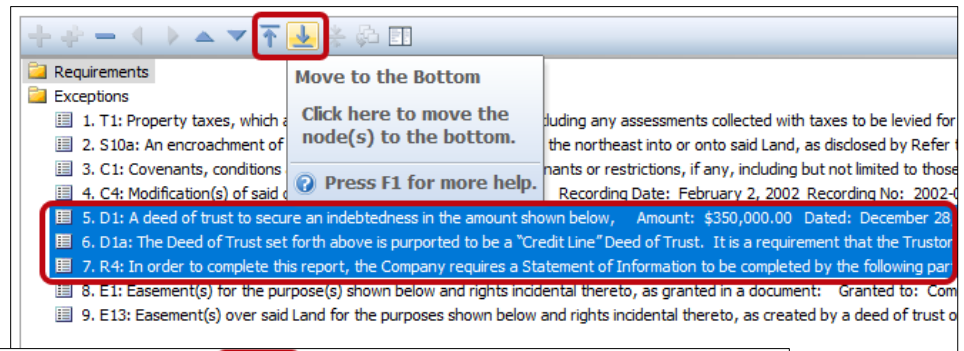

Moving Phrases to the First/Last Position

1. Select a phrase or multiple phrases grouped together (if multiple hold the **SHIFT** key once the first phrase is selected to select the next phrase)

NOTE: When moving multiple phrases, the selections must all be at the same level.

2. Click the **Move to the Top** icon or **Move to the Bottom** icon

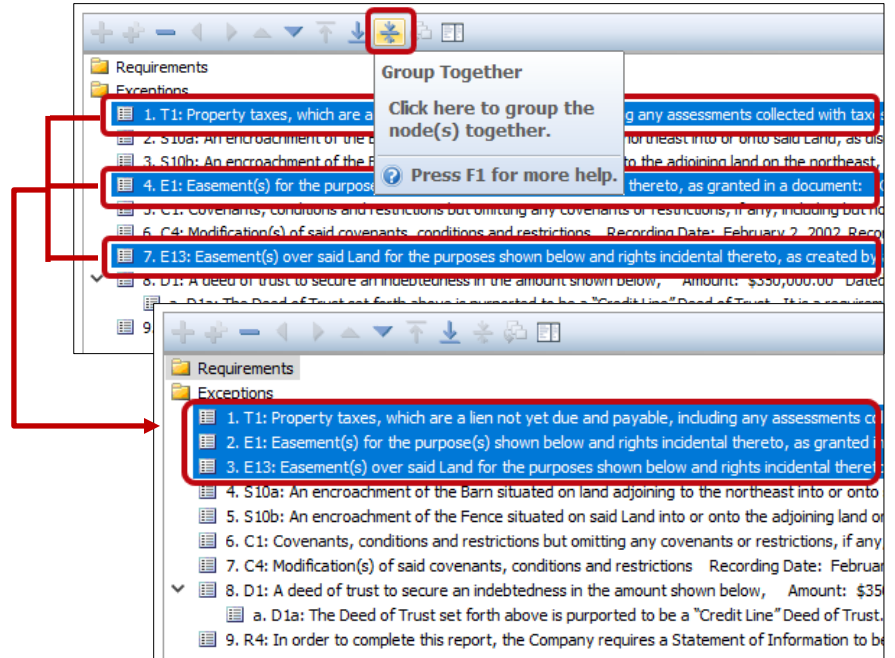Exceptions **D1, D1a**, and **R4** moved from being #5, 6, and 7 to #7, 8, and 9.

Exceptions **D1, D1a**, and **R4** moved from being #7, 8, and 9 to #1, 2, and 3.

Grouping Multiple Phrases Together

1. Click on the first phrase

2. Holding the **CTRL** key click each additional phrase you wish to group together

3. Click the **Group Together** ✳ icon

Exceptions **T1, E1** and **E13** moved from being #1, 4 and 6 to #1, 2, and 3.

When grouping phrases, they move to the position of the first selection.

Other toolbar functions can be used to move the grouped phrases up/down one level or to the top/bottom position.

Drag and Drop Phrases

1. Select a single phrase or multiple phrases (multiple phrases must be grouped together)

2. Holding the **SHIFT** key drag and drop the selections on the phrase you wish them to appear after