

Restoring Deleted Phrases in SoftPro Select


When a phrase (i.e., requirement, exception, or subordinate matter) is deleted, it is possible to restore it as long as you have not saved or closed the order.

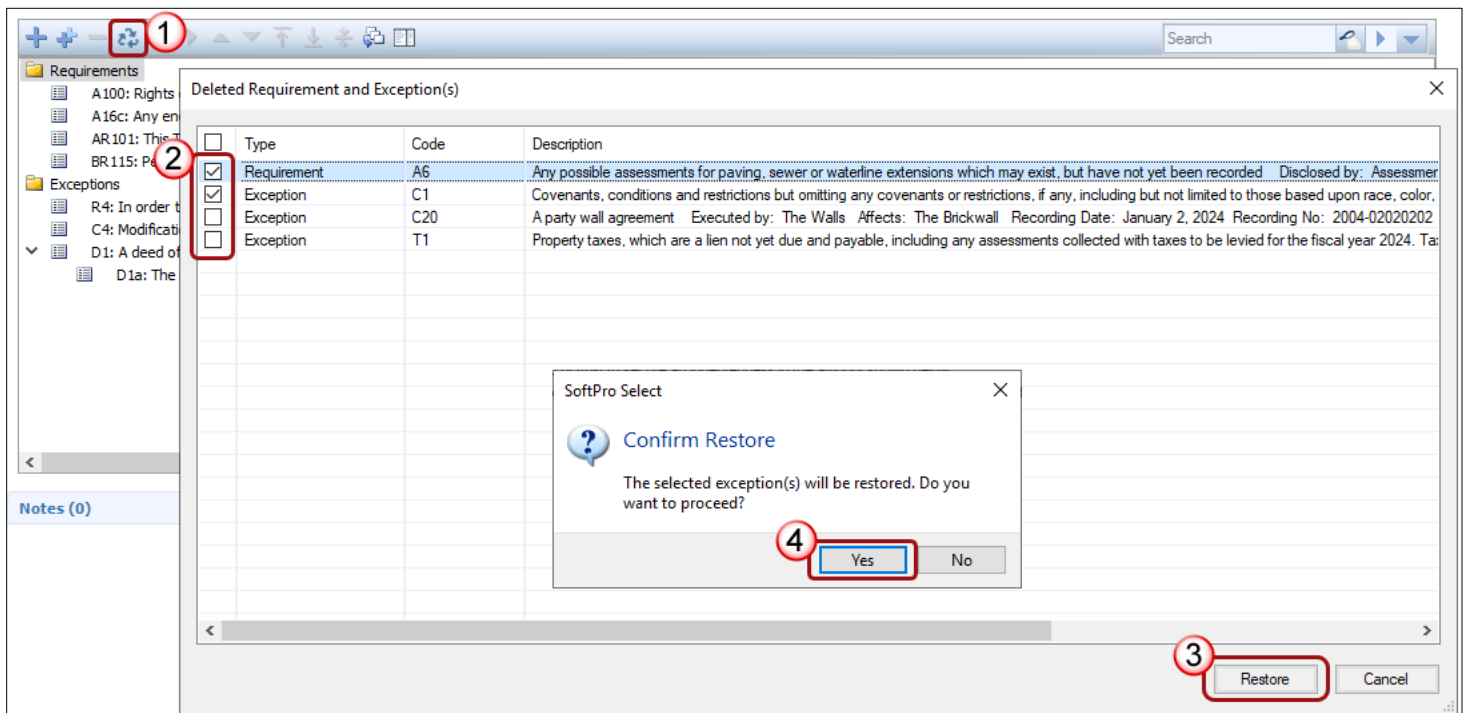
The ability to restore deleted phrases is available on the following screens:

- › **Commitment – Schedules B1, B2** (Requirements and Exceptions)
- › **Policy – Schedules B1, B2** (Exceptions and Subordinate Matters)
- › **Endorsements** (Requirements, Exceptions and Subordinate Matters)

IMPORTANT: If you've deleted phrases and then saved the order, the **Restore** functionality is **no longer available**.

To add a deleted phrase(s) back to your order,

1. Click the **Restore**  icon
2. Select the phrase by,
 - › double-clicking a single phrase
 - › checking the corresponding check box for each phrase
3. Click the **Restore** button
4. Click **Yes** to confirm you wish to restore



The screenshot shows the SoftPro Select interface with a 'Deleted Requirement and Exception(s)' window open. The window contains a table with columns: Type, Code, and Description. The table lists three items: Requirement A6, Exception C1, and Exception T1. The 'Requirement' checkbox is checked. A 'Confirm Restore' dialog box is displayed in the foreground, asking 'The selected exception(s) will be restored. Do you want to proceed?'. The 'Yes' button is highlighted. The 'Restore' button in the bottom right corner of the main window is also highlighted.

| Type | Code | Description |
|---|------|---|
| <input checked="" type="checkbox"/> Requirement | A6 | Any possible assessments for paving, sewer or waterline extensions which may exist, but have not yet been recorded Disclosed by: Assessmer |
| <input type="checkbox"/> Exception | C1 | Covenants, conditions and restrictions but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, |
| <input type="checkbox"/> Exception | T1 | A party wall agreement Executed by: The Walls Affects: The Brickwall Recording Date: January 2, 2024 Recording No: 2004-02020202 Property taxes, which are a lien not yet due and payable, including any assessments collected with taxes to be levied for the fiscal year 2024. Ta |

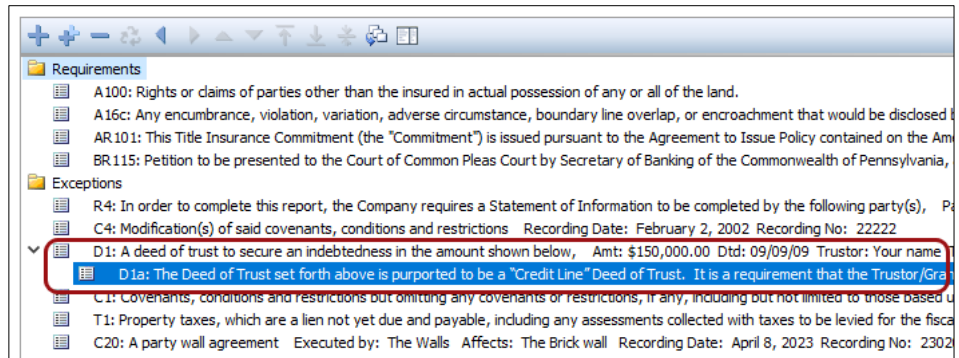
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When deleted phrases are originally entered as parent/child, how they are restored depends upon which Phrases were deleted, and which are to be restored.


Parent and Child Phrases Deleted\Restored Together

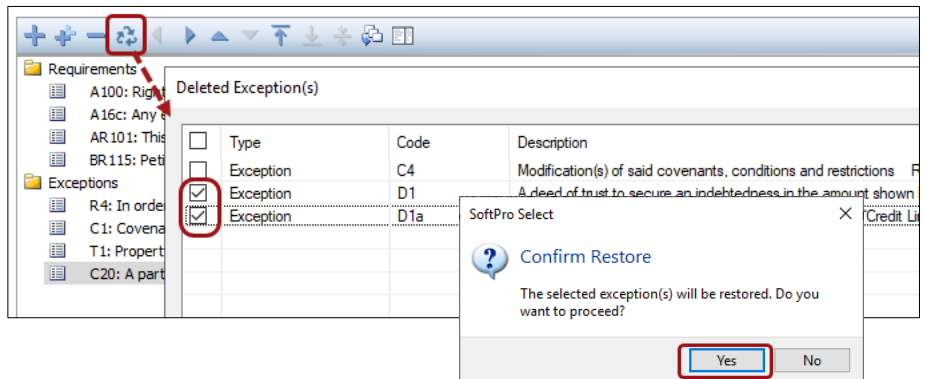
- › If both the parent and child phrases are deleted and restored together, the child phrase will be parented.

In this example, the **Exceptions** contain the phrases **D1** and **D1a**.

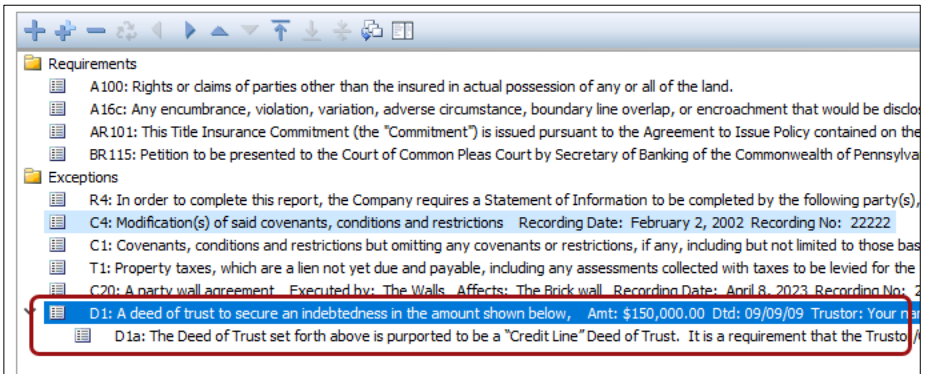


Both phrases are deleted, and we now wish to restore both of them.

1. Click the **Restore**  icon
2. Check the corresponding check box for each Exception
3. Click the **Restore** button
4. Click **Yes**, to confirm you wish to restore



Once restored, both phrases are shown as parent/child phrases as originally entered.

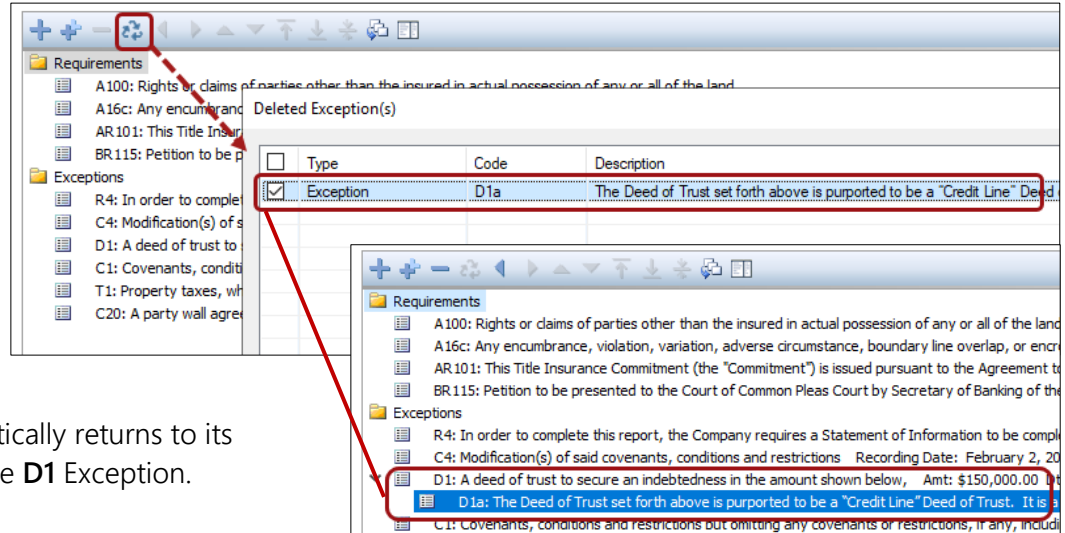


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Only Child Phrase Deleted\Restored

- › If a child phrase is deleted and the parent of the deleted phrase is not, when restoring the child phrase it is restored to its original position.

As in our prior example, the **Exceptions** contain the phrases **D1** and **D1a** but only **D1a** (child) was deleted, and we now wish to restore it.

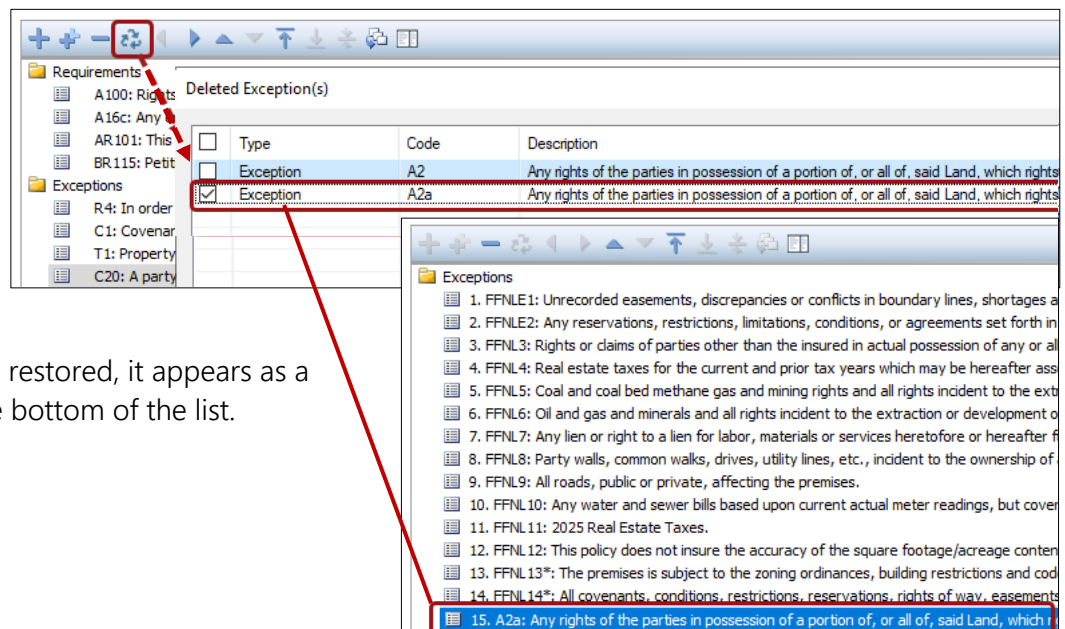


Once restored, it automatically returns to its original position under the **D1** Exception.

Parent and Child Phrases Deleted\ Only Child Phrase Restored

- › If a parent and child phrase are deleted together, when restoring only the child phrase, the child phrase is restored to the end of the respective list and loses all indent information (e.g., a restored Exception appears at the bottom of the Exception list).

In this example, both Exceptions **A2** (parent) and **A2a** (child) were deleted but we only wish to restore the **A2a** (child) Exception.



When the phrase (**A2a**) is restored, it appears as a first level exception at the bottom of the list.