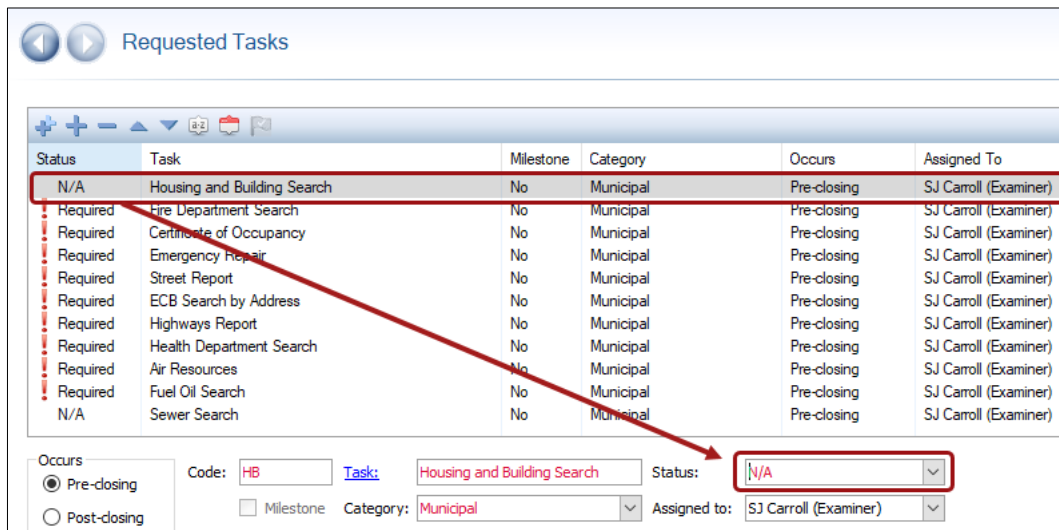Follow the steps when it is necessary to order municipal search(es).

Once the order is opened, from the **Order** ribbon,

1. Click the **Requested Task** button to view the possible municipal searches

2. If a Municipal search,

   〉 is not needed for this transaction,

   a) Select the entry in the grid

   b) From the **Status** drop-down, select **N/A**

   〉 is requested by SJ Carroll follow your normal process of emailing the request

   〉 is requested by Municipal Data Services continue to the next section

From the **360** tab,

1. Click the **Services** button

2. Locate and expand the **Title Services** folder

3. Double-click the **Municipal Data Services – Tax, Municipal and Title Services** entry

4. Place your order for the applicable searches

> **NOTE**: Refer to the job aid, SoftPro 360 - Municipal Data Services User Guide, if detailed steps are needed for placing an order with Municipal Data Services.
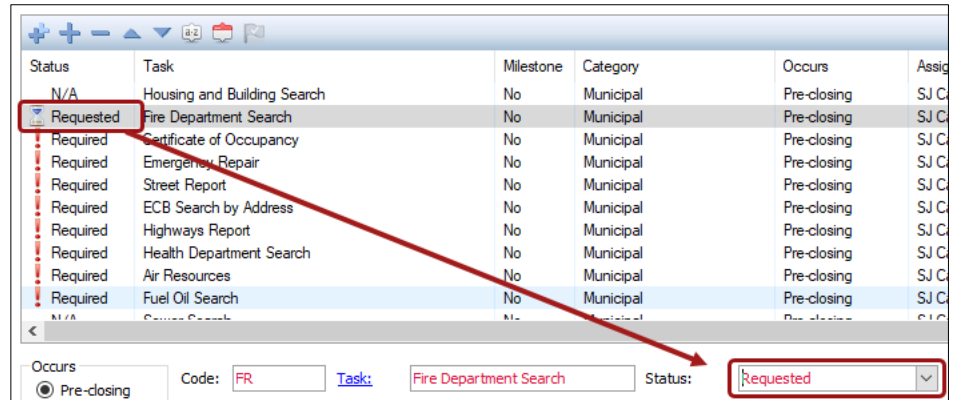
Once the search orders are placed,

5. Select the corresponding Task in the grid

6. From the **Status** drop-down, select **Requested**

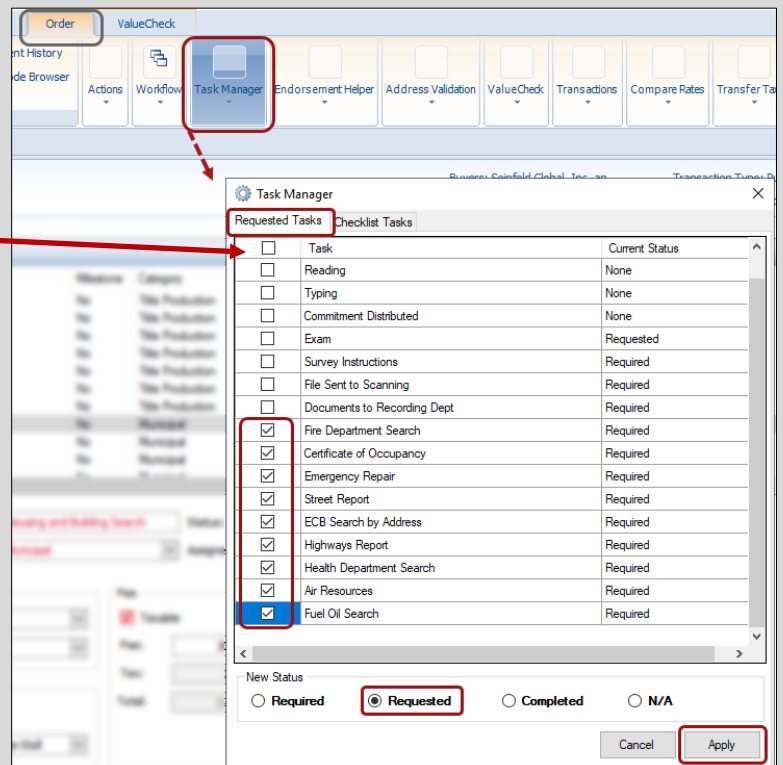7. Repeat **steps 5-6** for each search ordered

SOFTPRO SHORTCUT: When you have multiple tasks to update, you can use the **Task Manager Wizard**.

1. From the **Order** ribbon, click the **Task Manager** button

2. Select the **Requested Tasks** tab

3. Check the corresponding check box for each Task to update; if all of the tasks are to be updated, click the check box in the header row

4. Check the applicable **New Status** radio button

5. Click **Apply** button

6. When prompted, click the **OK** button to confirm updates have been applied

7. Click the **x** (upper right) to close the **Task Manager wizard**

Now all of the tasks are updated at once.

When the Municipal searches are received,
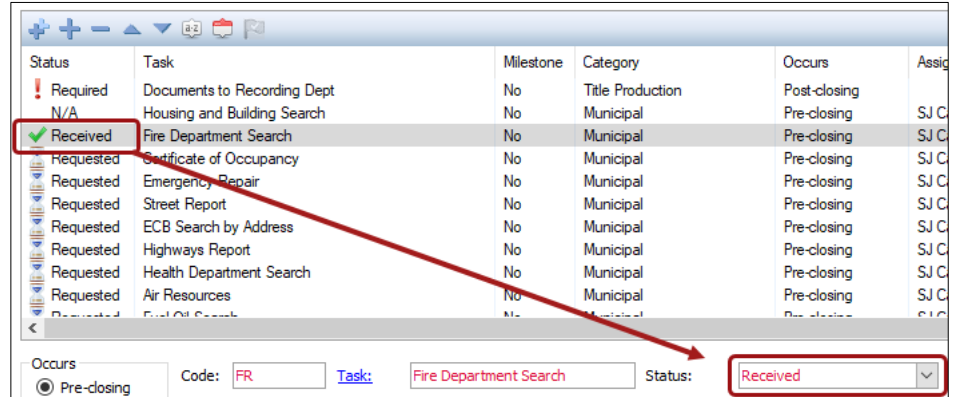
8. Navigate to the **Requested Tasks** screen

9. Update the task status; if updating,

    ⟩ individual tasks

        a) Highlight the corresponding task in the grid

        b) Set **Status** to **Received**
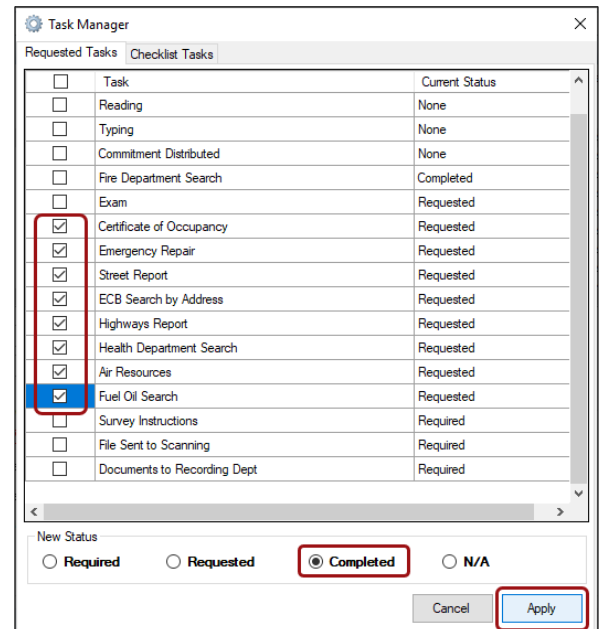

    ⟩ multiple tasks using the **Task Manager Wizard**

        a) click the **Task Manager** button

        b) check the corresponding tasks

        c) check the **Completed** radio button
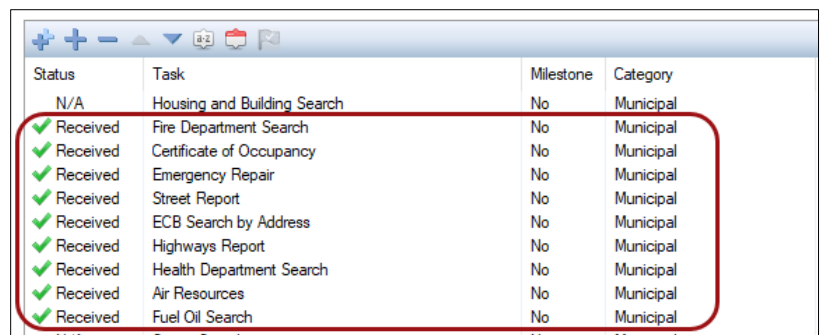
        d) Click **Apply** and close the wizard

The updated Tasks now show as **Received**.