

Follow these steps to reserve a sequential group of order numbers for future use.

1. Click the **New Order** drop-down arrow > **Reserve Order Numbers**



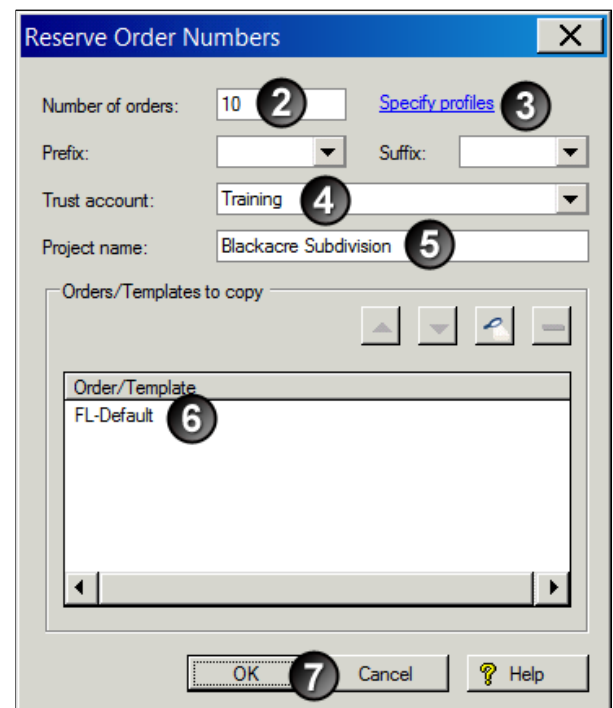
2. In the **Number of orders** field, enter the number of orders you wish to reserve
3. If applicable, click the **Specify profiles** link to designate more than one profile (multiple offices/departments)
4. Verify the **Trust** account
5. If applicable, in the **Project Name** field, enter a reference for all orders being reserved

NOTE: You can search by this reference.

6. Search for and/or remove the appropriate template(s) to apply to this group of orders

NOTE: Orders/templates can also be applied later when the reserved order is selected for use.

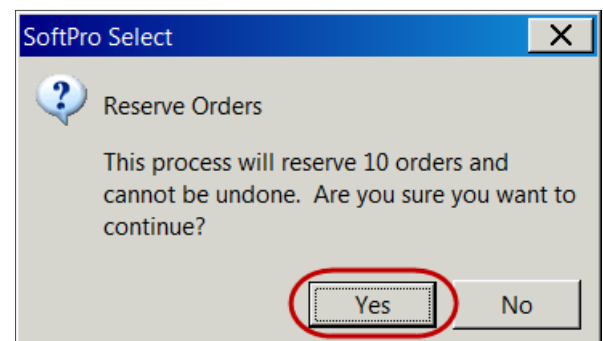
7. Click **OK**



The 'Reserve Order Numbers' dialog box contains the following fields and controls:

- Number of orders:** A text field with the value '10' (callout 2).
- Specify profiles:** A link (callout 3).
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu.
- Trust account:** A dropdown menu with the value 'Training' (callout 4).
- Project name:** A text field with the value 'Blackacre Subdivision' (callout 5).
- Orders/Templates to copy:** A section with a list box containing 'FL-Default' (callout 6) and buttons for adding, removing, and searching.
- Buttons:** 'OK' (callout 7), 'Cancel', and 'Help'.

8. Click **Yes** to confirm reserving these order numbers



The 'SoftPro Select' dialog box displays the following information:

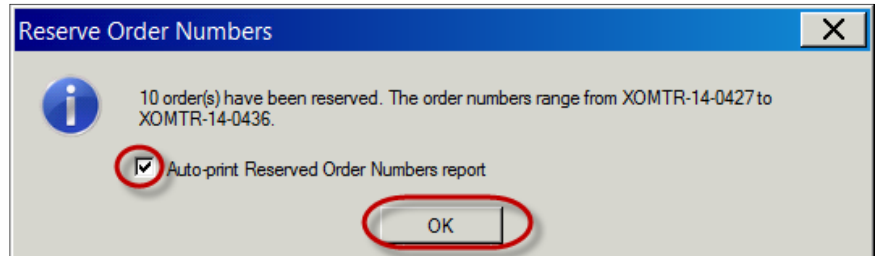
- Title:** Reserve Orders
- Message:** This process will reserve 10 orders and cannot be undone. Are you sure you want to continue?
- Buttons:** 'Yes' (highlighted with a red circle) and 'No'.

You have the option of printing the Reserved Order Numbers report as a quick reference of the range of order numbers.

SAMPLE

Reserved Order Numbers		
Grouped By Profile		
Project Name: Blackacre Subdivision		
Reserved Order Number	Date Reserved	Reserved By
Profile: Default\TFL\FT\Escrow-Training		
XOMTR-14-0427	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0428	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0429	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0430	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0431	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0432	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0433	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0434	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0435	08/29/14	FNFGLOBAL\marilyn.sibblie
XOMTR-14-0436	08/29/14	FNFGLOBAL\marilyn.sibblie
Reserved order count for Profile: Default\TFL\FT\Escrow-Training: 10		
Total reserved order count for Project: Blackacre Subdivision: 10		

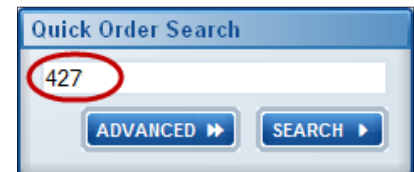
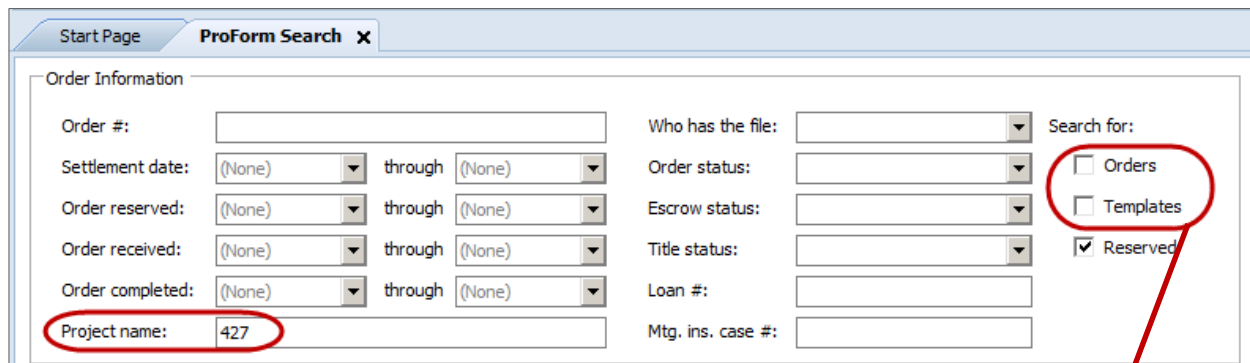
9. If you don't want the report, uncheck **Auto-print Reserved Order Numbers report**; click **OK**



Searching for Reserved Orders

There are two ways to search for Reserved Order Numbers.

- › (Using the numbers from the Reserved Order Numbers report) in the **Quick Order Search**, enter a portion of an order number
- › In the **Advanced Search**, enter a portion of the **Project name**

Uncheck **Orders** and **Templates** so that the results yield only reserved order numbers.