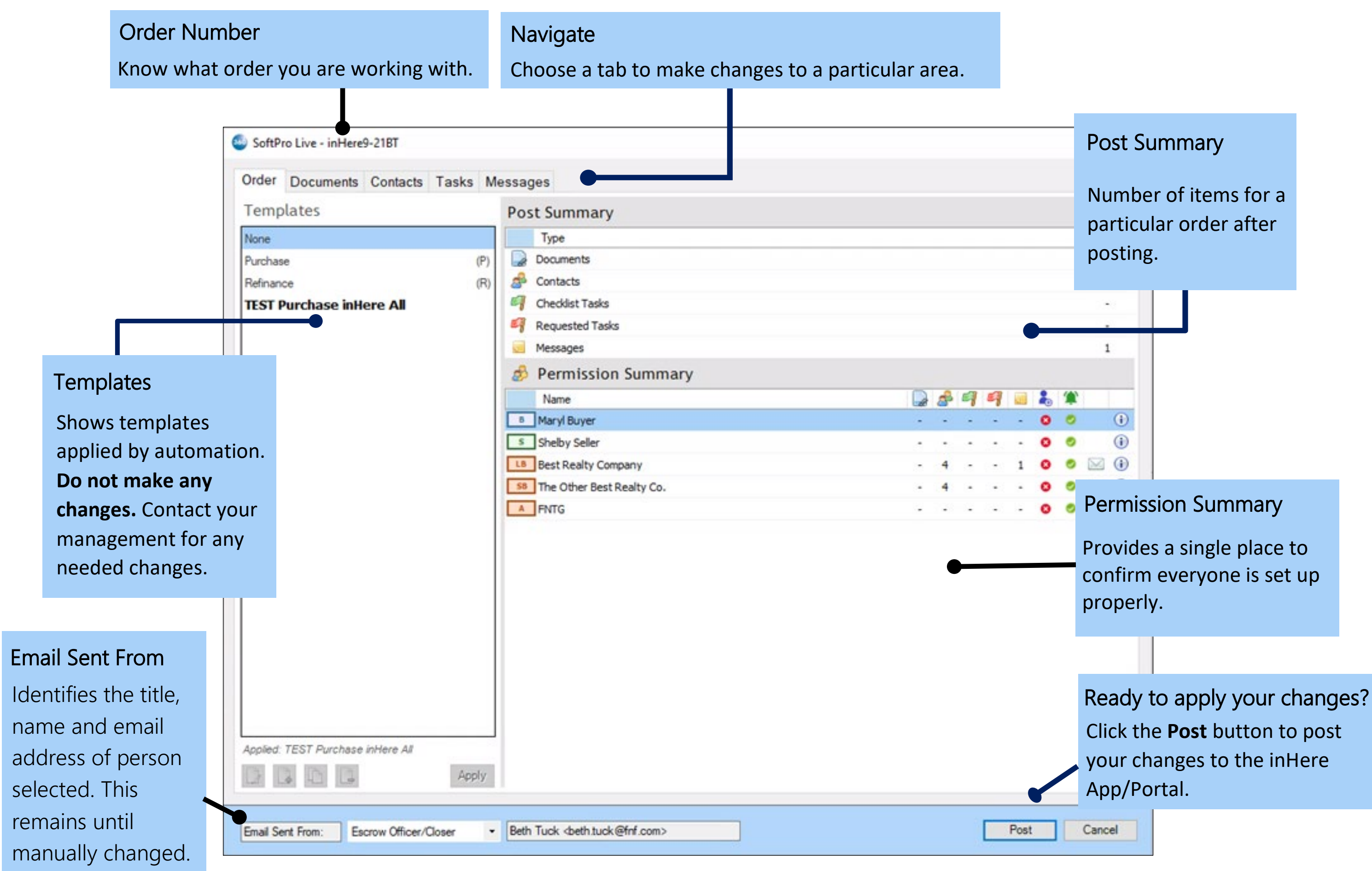
Live/Track is an integrated product used to push milestones, documents, and messages to the inHere application and portal.

**NOTE**: Live/Track inHere is currently configured only for Listing Brokers/Agents, Selling Brokers/Agents, and in some markets, Attorneys.

- Order ribbon – identifies the active linked order
- **Order** tab provides a single place to view your order information (i.e., contacts, templates, permissions, documents, etc.)
  - **Templates** section lists the templates; the applied template is bolded. Templates are applied via the automation process and should **never be accessed manually**. Contact your management for template updates.
  - **Post Summary** shows the number of documents, contacts, tasks and messages available after posting.
  - **Permission Summary** combines all the permissions set on each tab in one place.

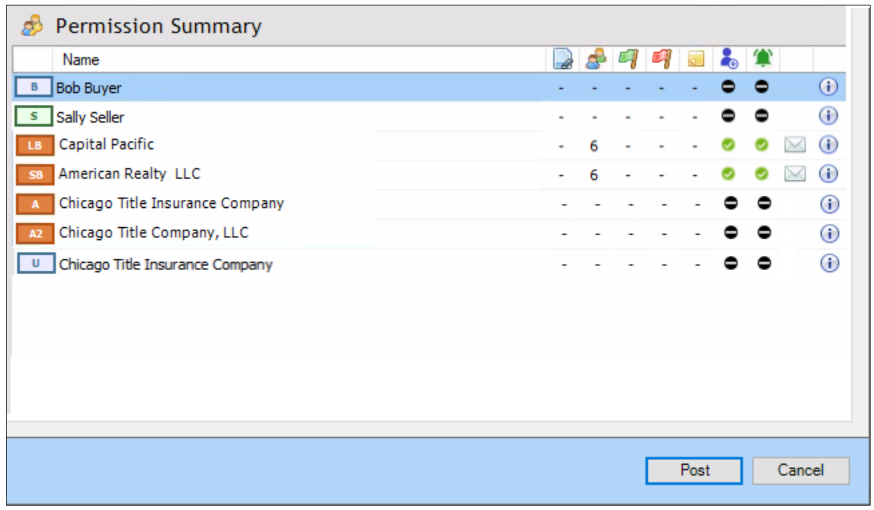
**NOTE**: Use the **Documents**, **Contacts**, and **Messages** tabs to set specific **View** and **Notify** permissions for each. The **Tasks** option is currently not configured.



**NOTE**: The **Email Sent From** selection only applies to documents and messages **manually** sent from SoftPro Live. Automated milestone update emails display the **Escrow Officer/Closer** or the email contact selected by your operation's management.

Reach out to your manager with questions on your operation's automated **Email Sent From** contact.

The **Permission Summary** provides permissions in once place for each contact shown.




**Documents** column shows the number of documents each contact can view.

**Users** column shows the number of contacts each contact can view.

**Checklist Tasks** column (**Not applicable**) shows the number of checklist tasks each contact can view.

**Requested Tasks** column (**Not applicable**) shows the number of requested tasks each contact can view.

**Messages** column shows the number of messages each contact can view.

**Registration** column shows the view and registration status of all people associated with the contact. Do they have View permissions for inHere® app & portal? Have they registered for inHere®?

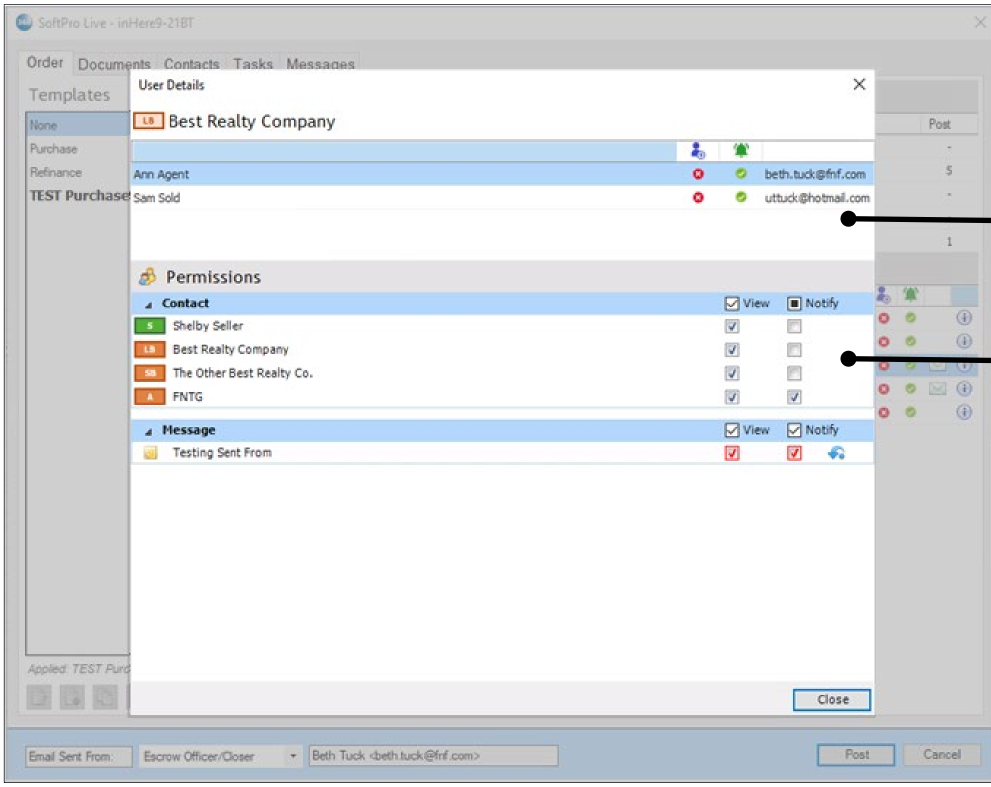
- Contact has been granted View permission to at least one item and all people associated with this contact have registered.
- Contact has been granted View permission to at least one item but no people associated with this contact have registered. Click the Information icon to view details.
- Contact has been granted View permission to at least one item but at least one person associated with this contact has not registered. Click the Information icon to view details.
- View permission has not been granted for this contact.

**Notification** column shows the notify and receiving notification status of all people associated with this contact. Do they have Notify permissions (enabled notifications) for the inHere® app & portal? Have they opted out?

- All people associated with this contact will receive notifications when the notify checkbox is checked.
- All people associated with this contact have opted out of receiving notifications in their Preferences settings.
- Some people associated with this contact have opted out of receiving notifications in their Preferences settings.
- Notify permission has not been granted for this contact.

 The **Envelope** icon indicates the contact has been granted at least one permission to receive email updates.

 The **Information** icon allows you to view the specific User Details including, documents, contacts, tasks (not applicable), and messages for a contact. It also includes the Registration and Notification status.




Registration and notification status shown here.

The **View** and **Notify** permissions for each contact shown here.