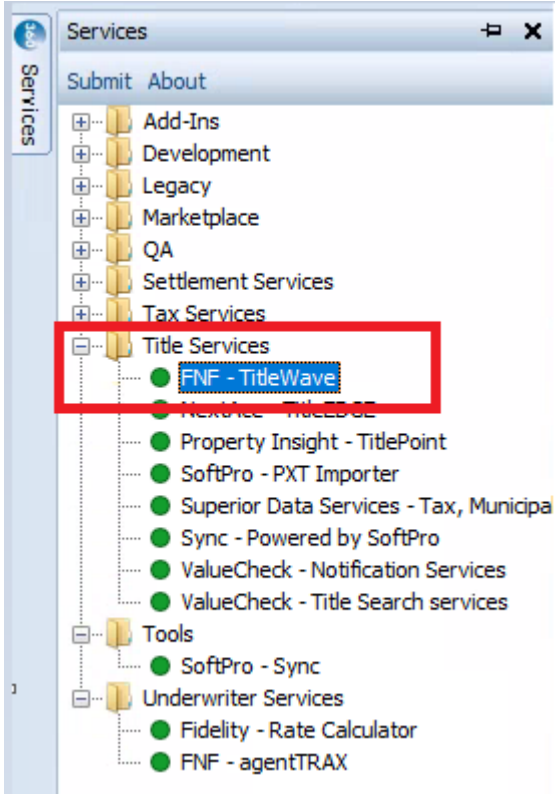


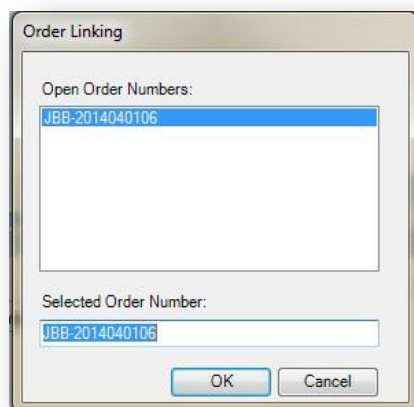
## Managing TitleWave Transactions in SoftPro 360

### How to Submit a Transaction

TitleWave can be found in the SoftPro360 Products menu under Title Services.



If a ProForm order(s) is already open, it will be listed in the Order Linking dialog. The active order will be highlighted and entered in the Selected Order Number field. Any of the order listed can be selected or the Selected Order Number can be overwritten with an order that is not currently open. Click OK to continue.



The Welcome screen provides a brief description about TitleWave along with TitleWave’s support contact information. This screen may be skipped in the future by clicking on the Skip Welcome Page option. Click Next to continue.



The Data Selection Screen allows the Company, Underwriter, County and Order Type to be selected. The County field will attempt to validate the County from the ProForm Order. If a match cannot be made then a County will need to be selected from the drop down. The Company and Underwriter selections will be based on the permissions of the linked TitleWave account. Once all information is selected click Next to continue.

**Data Selection Screen**

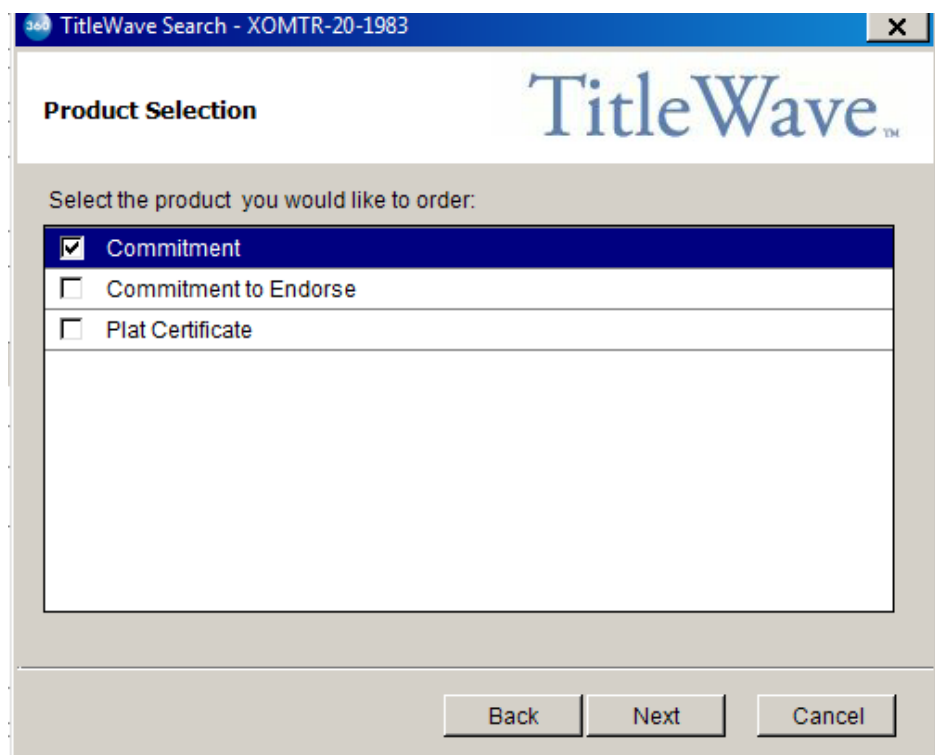
**TitleWave**

Select the data to submit:

Name	Value
Company	Abstract Thought Corp. ZZZ (SoftPro)
Underwriter	Fidelity National Title Insurance Company
County	Broward
Order Type	Commercial Buy/Sell

**Back**      **Next**      **Cancel**

The Product Selection screen will display the available products based upon the values selected on the Data Selection screen above. Once a product has been selected click Next to continue.



**TitleWave Search - XOMTR-20-1983**

## TitleWave™

**Product Selection**

Select the product you would like to order:

- ☒ Commitment
- ☐ Commitment to Endorse
- ☐ Plat Certificate

Back Next Cancel

The first Data Submitted screen will show the Buyer's and Seller's name. Once the information has been verified click Next to continue.



**TitleWave Search - XOMTR-20-1983**

## TitleWave™

**Data Submitted**

Verify the below data is correct:

Type	First Name	Middle Name	Last Name	Suffix
Buyer's Name	Baron		Buyer	
Buyer's Name	Betty Jo		Buyer	

Type	Name
Seller's Name	Sandpiper Partners Group, LLC

Back Next Cancel

The second Data Submitted screen will show the order information from the linked ProForm order. Information can be added or modified on this screen before submitting. The changes made will not change data in the linked ProForm order. The Due Date is a required field and the Next button will not be active until filled in. Click Next to continue.

**Order Information**

**TitleWave™**

Sales Price

Due Date  \*

Address	County	State	Zip	Details
▶ 16500 Clambake Lane	Broward	FL		More...

Loan 1

Loan Amount

Lender

The Add Document(s) screen allows for a document to be attached and submitted. Once the document(s) is attached click Next to continue.

**Add Document(s)**

**TitleWave™**

Documents:

Name	Status
------	--------

The Add Note(s) screen will allow for notes to be included in the order request. The Show ProForm Notes option will show any notes that are in the linked ProForm Order. Click New to add a new note, the Add to ProForm Notes option is selected by default and will add the note to the ProForm Order. Click Submit to submit the request.

TitleWave Search - XOMTR-20-1983

## TitleWave™

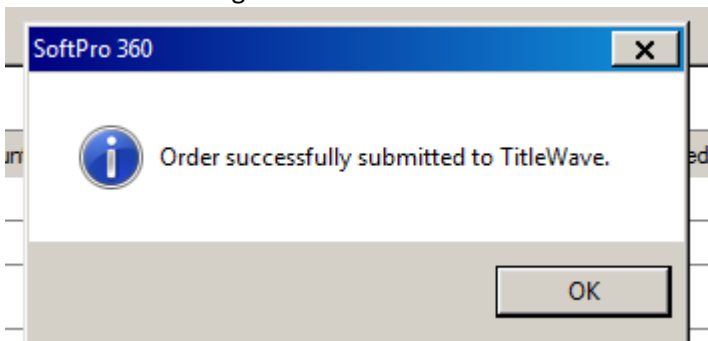
**Add Note(s)**

Notes: ☒ Show ProForm Notes

Status	Text	Send
Pending	New Note Added	<input checked="" type="checkbox"/>

Note Text: ☒ Add to ProForm Notes

A Successful message will be received once the transaction is submitted. Click OK to close.



The transaction will appear in the SoftPro 360 Queue with a status of In Progress. The TitleWave order number will be reflected in the SoftPro 360 log.

This TitleWave order number can be added to the display view for quick reference. Select Columns and place a checkmark in the Provider Reference Number. The TitleWave order number will display for easy reference.

Queue

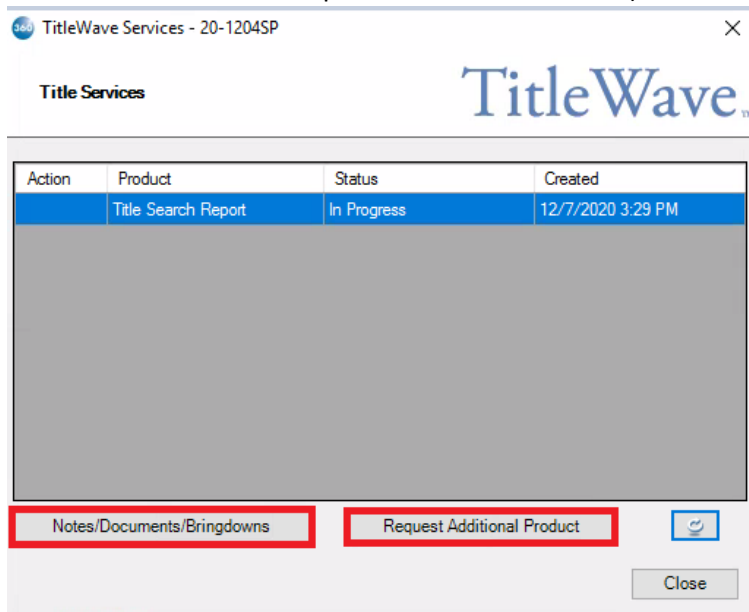
Next Step: [Next] [Previous] [Refresh] [Filter: All Providers] (250) New Transactions

Provider	Service	Status	Linked Order	Linked Profile	Created By	Columns	Provider Reference Number	Description	Transaction Number
PNTG	TitleWave	In Progress	XOMTR-20-1983	Default(TFLV)Escrow-Training	Kim Kelly	16	5920066	<a href="https://theustomertransfuture.titlewave.net/Content/Pages/CaseFolder.aspx?ordid=5920066&amp;showLogPopUp=true">https://theustomertransfuture.titlewave.net/Content/Pages/CaseFolder.aspx?ordid=5920066&amp;showLogPopUp=true</a>	910019-60-200106-227211
Smartview	Order	Completed	XOMTR-20-1983	Default(TFLV)Escrow-Training	Kim Kelly	18		<SMARTORDER> <RESPONSE REACTION="OK" MESSAGE="" ORDER_ID="98483006" /> </SMARTORDER>	910019-60-200106-227210
PNTG	TitleWave	Ready	XOMTR-19-1982	Default(TFLV)Escrow-Training	Kim Kelly	12	5919885	<a href="https://theustomertransfuture.titlewave.net/Content/Pages/CaseFolder.aspx?ordid=5919885&amp;showLogPopUp=true">https://theustomertransfuture.titlewave.net/Content/Pages/CaseFolder.aspx?ordid=5919885&amp;showLogPopUp=true</a>	910019-60-191213-226445

Queue Columns

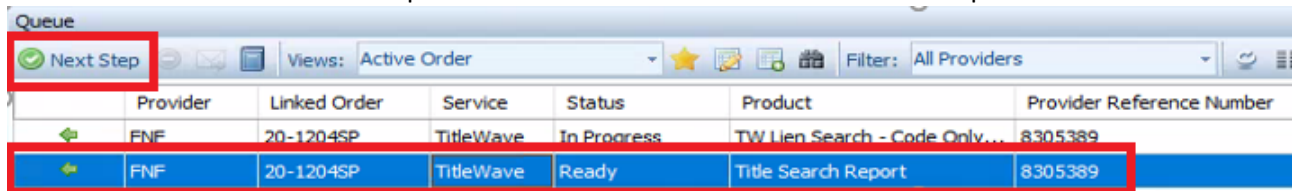
<input checked="" type="checkbox"/> Provider	<input type="checkbox"/> Category
<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Status	<input type="checkbox"/> Provider Reference Name
<input checked="" type="checkbox"/> Linked Order	<input type="checkbox"/> Event
<input checked="" type="checkbox"/> Linked Profile	<input type="checkbox"/> Contact
<input checked="" type="checkbox"/> Created By	<input type="checkbox"/> Product
<input checked="" type="checkbox"/> Created On	<input type="checkbox"/> Sub Product
<input checked="" type="checkbox"/> Completed On	<input checked="" type="checkbox"/> Transaction Number
<input checked="" type="checkbox"/> Provider Reference Number	
<input type="checkbox"/> Sent To	

To update the transaction to attach documents, add notes or request additional products. (Please skip to Page 8 for instructions on how to Request Additional Products.)

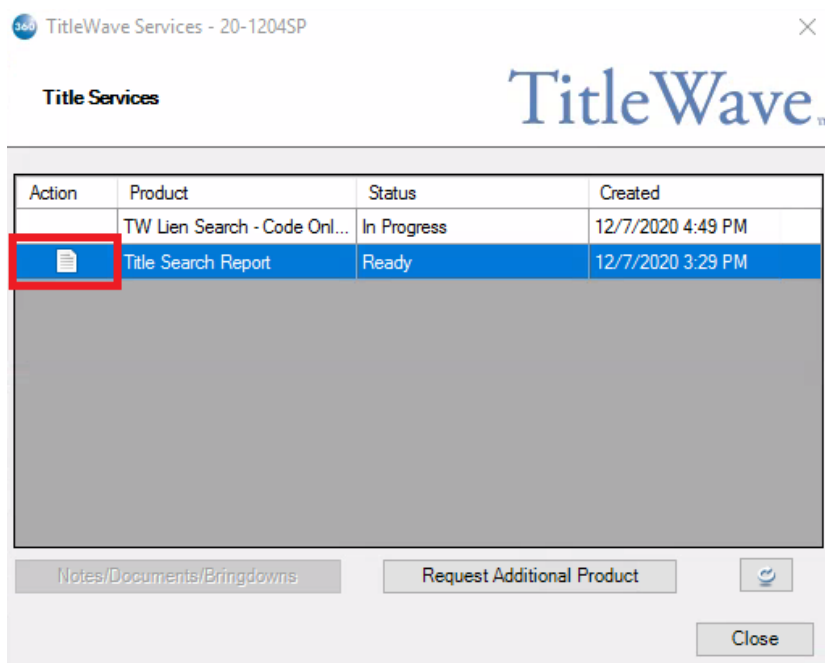


## How to Review a Transaction

Once TitleWave has completed the transaction the status will change to Ready in the SoftPro 360 Queue. Highlight the transaction and click the Next Step Button or double click on the transaction to open the Title Services screen.



You will want to click on the paper icon under Action to access the Review Screen.



TitleWave will return data and document(s) which will be visible on the Review Screen. The Review Transaction screen includes order information, search information and documents. The Review Transaction screen allows document(s) to be viewed by clicking the View icon.

Review - XOMTR-20-1983

Groups

Current Value

Title Only

Groups

All

Title

Buyers

Sellers

Property

Legal Description

Address1

City

State

Estate Type

Condo

Unit P2000 of Clambake Vill...

16500 Clambake Lane

Fort Lauderdale

FL

Fee Simple

Clambake Villas

Unit P2000 of Clambake Vill...

16500 Clambake Lane

Fort Lauderdale

FL

Fee Simple

Clambake Villas

Documents

View	Copy	Document Name	File Name	File Size	Transferred
		96-J page 71 (1)	96-J page 71 (1).pdf	317.64 KB	100%
		Abstract of Judgment1	Abstract of Judgment1.docx	11.15 KB	100%
		Property Sheet 4	Property Sheet 4.pdf	196.11 KB	100%
		Sheriffs Deed DCC 1016 Pg 537	Sheriffs Deed DCC 1016 Pg 537.pdf	148.86 KB	100%
		ALTA 2006 Commitment.20200110005312	ALTA 2006 Commitment.20200110005312.pdf	58.07 KB	100%

Folder : 98483006

Overwrite Requirements/Exceptions

Accept

Cancel

The document(s) will be available from within the linked ProForm order via the SPImage icon located on the ProForm Menu bar, or via SmartView. or, for Select users, the document(s) will be available by clicking on the Attachments & Documents History link located in the documents tab.

If the data and documents should not be accepted, the Cancel button closes the Review screen and no data or documents will be accepted.

You may choose to view only Title Information by selecting the Title only radial button

Review - XOMTR-20-1983

Groups

Current Value

Title Only

Groups

All

Title

Buyers

Sellers

Property

Estate Type

Exceptions [1]/ Description

Exceptions [2]/ Description

Exceptions [3]/ Description

Exceptions [4]/ Description

Exceptions [5]/ Description

Fee Simple

Defects, liens, encumbrance...

Taxes and assessments for t...

Standard Exceptions:

Any encroachment, encumb...

Rights or claims of parties in ...

Fee Simple

Defects, liens, encumbrance...

Taxes and assessments for t...

Standard Exceptions:

Any encroachment, encumb...

Rights or claims of parties in ...

Documents

View	Copy	Document Name	File Name	File Size	Transferred
		96-J page 71 (1)	96-J page 71 (1).pdf	317.64 KB	100%
		Abstract of Judgment1	Abstract of Judgment1.docx	11.15 KB	100%
		Property Sheet 4	Property Sheet 4.pdf	196.11 KB	100%
		Sheriffs Deed DCC 1016 Pg 537	Sheriffs Deed DCC 1016 Pg 537.pdf	148.86 KB	100%
		ALTA 2006 Commitment.20200110005312	ALTA 2006 Commitment.20200110005312.pdf	58.07 KB	100%

Folder : 98483006

Overwrite Requirements/Exceptions

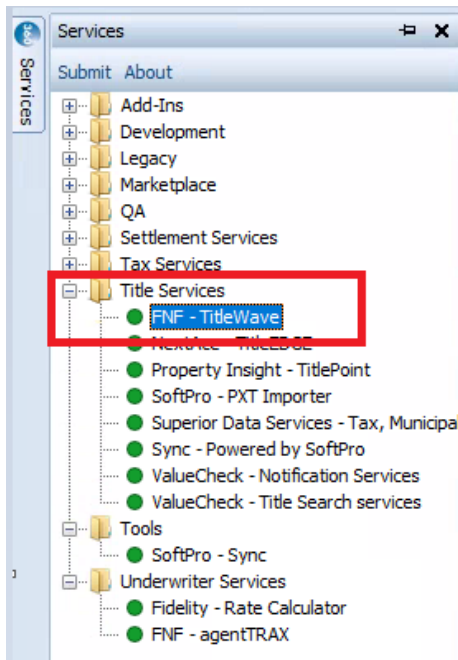
Accept

Cancel

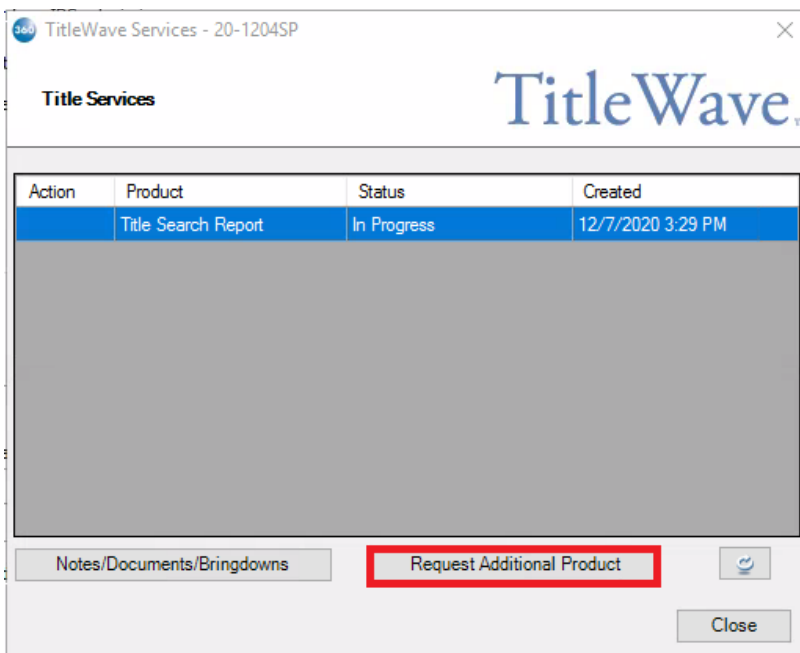
The transaction will update to an Accepted status after clicking Accept. Although the transaction is in an Accepted status updates can still be sent and received by highlighting the transaction and either double clicking or clicking the Next Step icon. Incoming updates will change the status of the transaction to 'Ready' then back to 'Accepted' after the updates have been accepted.

## Requesting Additional Products

When requesting additional Products, you will want to have that ProForm file open, and access FNF- TitleWave under the Title Services menu within SoftPro 360.

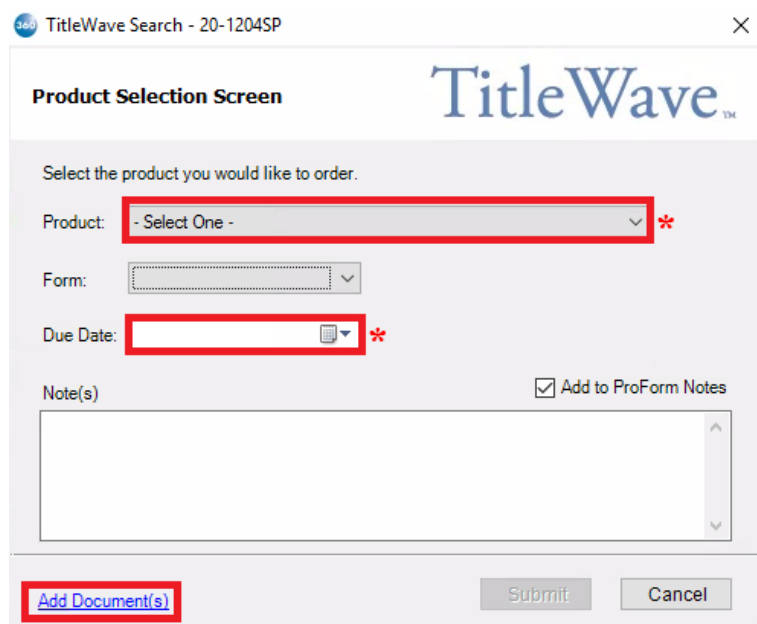


The Title Services screen will open and allows you to choose Request Additional Products.



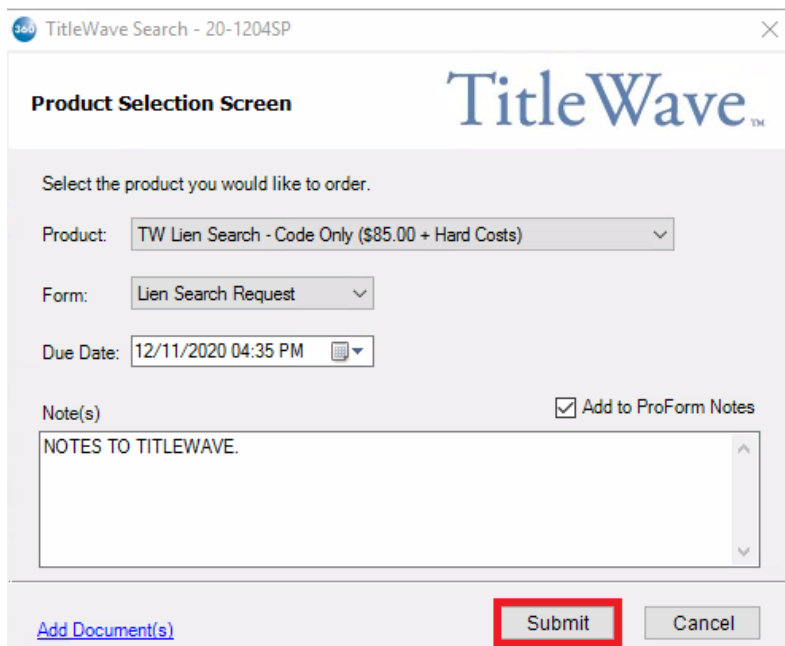


You will need to choose a Product, Form (if applicable) and Due Date prior to submitting. You have the ability to attach documents and enter in any notes you want to relay to the Production Office.



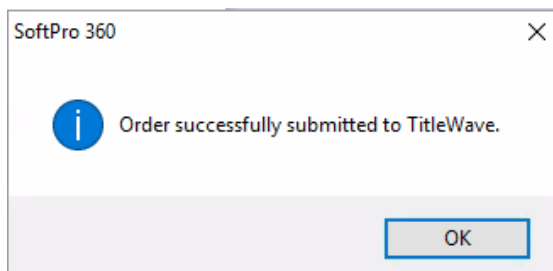
The screenshot shows the 'Product Selection Screen' in the TitleWave application. The window title is 'TitleWave Search - 20-1204SP'. The screen has a header with the TitleWave logo. Below the header, it says 'Select the product you would like to order.' There are three main input fields: 'Product:' with a dropdown menu showing '- Select One -', 'Form:' with a dropdown menu, and 'Due Date:' with a date picker showing a calendar icon. The 'Product' and 'Due Date' fields are highlighted with red rectangles and have a red asterisk next to them, indicating they are required. Below these fields is a 'Note(s)' section with a checkbox labeled 'Add to ProForm Notes' and a text area. At the bottom, there are three buttons: 'Add Document(s)' (highlighted with a red rectangle), 'Submit', and 'Cancel'.

Once that information is completed, you will see the option to Submit.



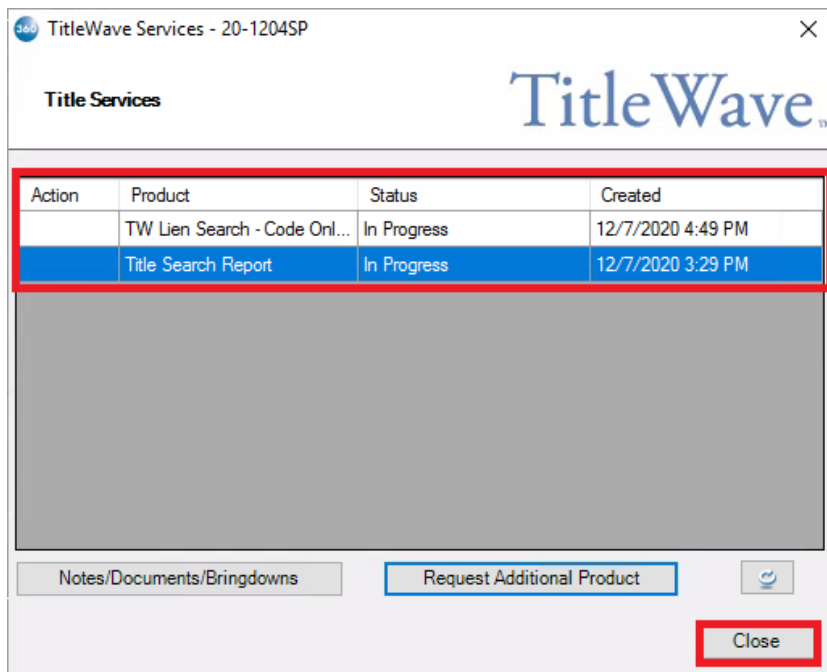
This screenshot shows the same 'Product Selection Screen' but with data entered. The 'Product' dropdown now shows 'TW Lien Search - Code Only (\$85.00 + Hard Costs)'. The 'Form' dropdown shows 'Lien Search Request'. The 'Due Date' date picker shows '12/11/2020 04:35 PM'. The 'Note(s)' text area now contains the text 'NOTES TO TITLEWAVE.'. The 'Add to ProForm Notes' checkbox is checked. The 'Submit' button at the bottom is now highlighted with a red rectangle, indicating it is the next step.

You will receive a confirmation message once the transaction is submitted. Click OK to close.



The screenshot shows a confirmation message box from 'SoftPro 360'. It has a title bar with 'SoftPro 360' and a close button. The message is displayed next to an information icon (a blue circle with a white 'i'). The text reads 'Order successfully submitted to TitleWave.' At the bottom, there is an 'OK' button.

All requested Products will appear in the Title Services screen along with the Status.



The 360 Queue will also show all Requested Products and the Status. The Requested Products are linked to the same TitleWave file.

Queue									
<div> <span>Next Step</span> <span>Views: Active Order</span> <span>Filter: All Providers</span> </div>									
	Provider	Linked Order	Service	Status	Product	Provider Reference Number	Linked Profile	Created On	Completed On
➡	FNF	20-1204SP	TitleWave	In Progress	TW Lien Search - Code Only...	8305389	Default\T\F\F...	12/7/2020 4:...	
➡	FNF	20-1204SP	TitleWave	In Progress	Title Search Report	8305389	Default\T\F\F...	12/7/2020 3:...	

Once TitleWave has completed the transaction the status will change to Ready in the SoftPro 360 Queue. Highlight the transaction and click the Next Step Button or double click on the transaction to open the Title Services screen.


Queue									
<div> <span>Next Step</span> <span>Views: Active Order</span> <span>Filter: All Providers</span> </div>									
	Provider	Linked Order	Service	Status	Product	Provider Reference Number	Linked Profile	Created On	Completed On
➡	FNF	20-1204SP	TitleWave	In Progress	TW Lien Search - Code Only...	8305389	Default\T\F\F...	12/7/2020 4:...	
➡	FNF	20-1204SP	TitleWave	Ready	Title Search Report	8305389	Default\T\F\F...	12/7/2020 3:...	

You will want to double-click on the paper icon under Action to access the Review Screen.

TitleWave Services - 20-1204SP

**Title Services**

TitleWave™

Action	Product	Status	Created
	TW Lien Search - Code Onl...	In Progress	12/7/2020 4:49 PM
	Title Search Report	Ready	12/7/2020 3:29 PM

Notes/Documents/Bringdowns Request Additional Product







Close

The Review Transaction screen includes order information, search information and documents. The Review Transaction screen allows document(s) to be viewed by clicking the View icon.









Review - 20-1130SP

Groups Current Value Title Only

Groups Data

	Name	Current Value	New Value	
<input checked="" type="checkbox"/>	Legal Description		LegalLegalLegalLegalLegal...	
<input checked="" type="checkbox"/>	Address1	1875 La Grande Drive	1875 La Grande Drive	
<input checked="" type="checkbox"/>	City	Palm Harbor	Palm Harbor	
<input checked="" type="checkbox"/>	State	FL	FL	
<input checked="" type="checkbox"/>	Zip	34683	34683	
<input checked="" type="checkbox"/>	Estate Type	Fee Simple	Fee Simple	

Documents

<input checked="" type="checkbox"/>	View	Copy	Document Name	File Name	File Size	Transferred
<input checked="" type="checkbox"/>			Title Search Report.20201130190457	Title Search Report.20201130190457.pdf	52.55 KB	100%
<input checked="" type="checkbox"/>			Invoice_20201130_140520	Invoice_20201130_140520.pdf	21.98 KB	100%
<input checked="" type="checkbox"/>			OFACSeller-113020-190539	OFACSeller-113020-190539.pdf	36.33 KB	100%
<input checked="" type="checkbox"/>			OFACBuyer-113020-190539	OFACBuyer-113020-190539.pdf	36.33 KB	100%

Folder: Title Documents ☒ Overwrite Requirements/Exceptions

The transaction will update to an Accepted status after clicking Accept. Although the transaction is in an Accepted status updates can still be sent and received by highlighting the transaction and either double clicking or clicking the Next Step icon. Incoming updates will change the status of the transaction to 'Ready' then back to 'Accepted' after the updates have been accepted.

The User will repeat the same steps to retrieve data or documents on the Additional Requested Products. Once everything has been Accepted, the statuses will change and appear in the Title Services screen and the 360 Queue.

