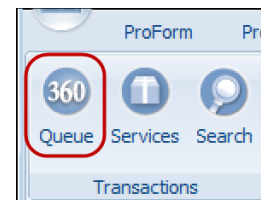


Follow these steps to order a bringdown from TitleWave on orders **opened on/after January 10, 2019**.

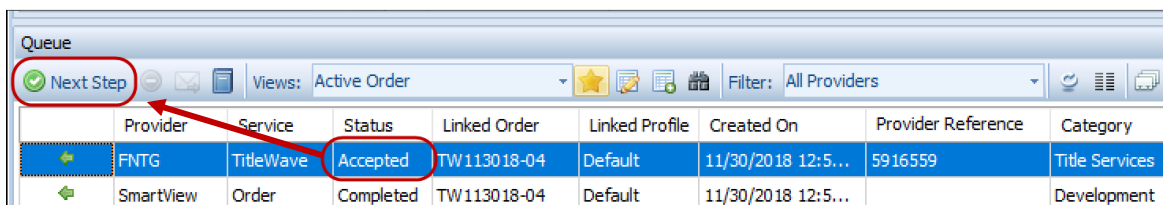
With the applicable order open,

1. Click the **360 Queue** button (or **360** tab at the bottom of the screen if the **Queue** is already opened; verify your **View = Active Order**)



2. Locate/select the original TitleWave transaction where **Status = Accepted**

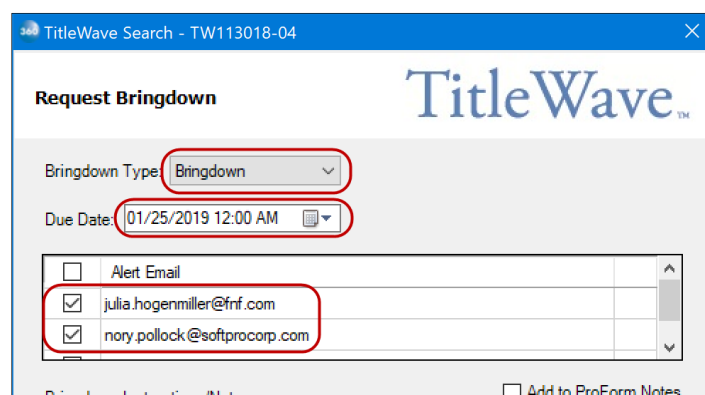
3. Click the **Next Step** button to open the **Request Bringdown** window



Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
FNTG	TitleWave	Accepted	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

4. From the **Bringdown Type** drop-down, select the type being requested (required)
5. Verify the **Due Date**; defaults to the **Settlement Date/time** minus one day (e.g., if the **Settlement Date/time** in your order is 01/25/2019 12:00 AM, the **Due Date** populates 01/25/2019 12:00 AM)

**NOTE:** **Due Date** is **required**. If no **Settlement Date** is entered in the order, you must enter/select to continue.



**Request Bringdown**

Bringdown Type: **Bringdown**

Due Date: **01/25/2019 12:00 AM**

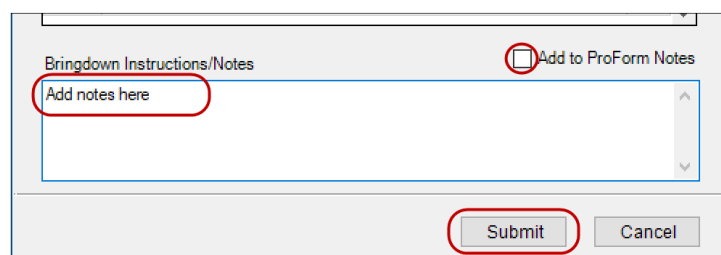
☐ Alert Email

☒ julia.hogenmiller@fnf.com

☒ nory.pollock@softprocorp.com

Bringdown Instructions/Notes: ☐ Add to ProForm Notes

6. Verify the **Alert Email** address(es); this is used for notifications from TitleWave and is required
7. Check, uncheck or add an email address as needed
8. In the **Bringdown Instructions/Notes** box, enter comments you wish to include with your request
9. Check the **Add to ProForm Notes** check box if you wish the comment added to the **Notes** screen in SoftPro Select
10. Click the **Submit** button
11. Click **OK** button to confirm successful submission

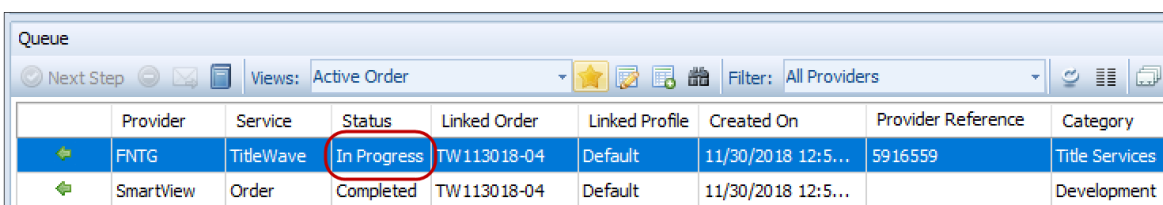


Bringdown Instructions/Notes ☐ Add to ProForm Notes

Add notes here

**Submit** **Cancel**

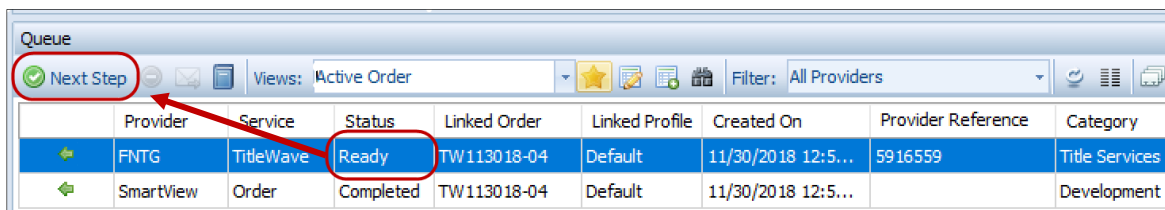
The **Status** is updated to **In Progress** in the **360 Queue**.

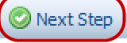


Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
FNTG	TitleWave	In Progress	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

When the bringdown document(s) is/are available, a notification is sent to the **Alert Email** noted above and the **Status** is set to **Ready** in the **360 Queue**.

12. Click the **Next Step** button; this opens the **Review** window

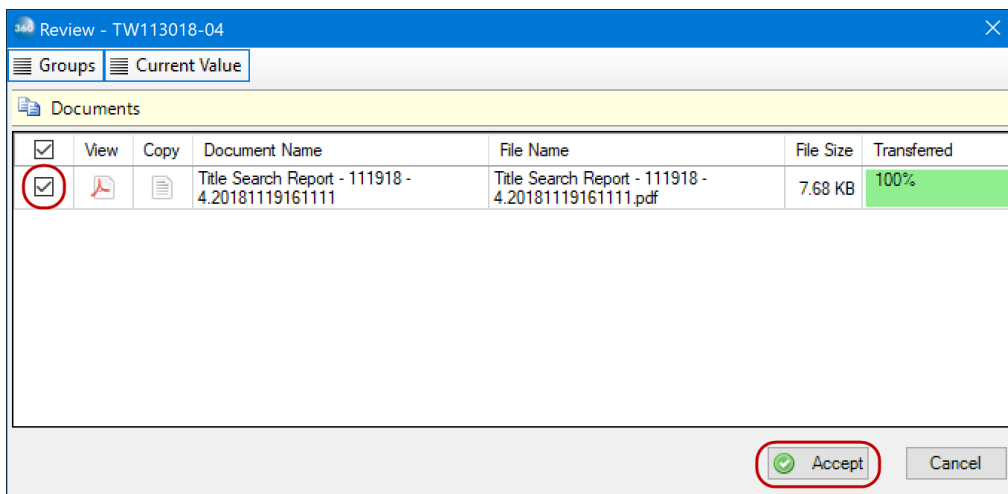




Queue	Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
	FNTG	TitleWave	Ready	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
	SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

The **Review** window shows the available documents from TitleWave; all documents are selected by default

13. Click **Accept**

Documents are populated to the corresponding smartVIEW order.



Review - TW113018-04						
Groups		Current Value				
Documents						
<input checked="" type="checkbox"/>	View	Copy	Document Name	File Name	File Size	Transferred
<input checked="" type="checkbox"/>			Title Search Report - 111918 - 4.20181119161111	Title Search Report - 111918 - 4.20181119161111.pdf	7.68 KB	100%

