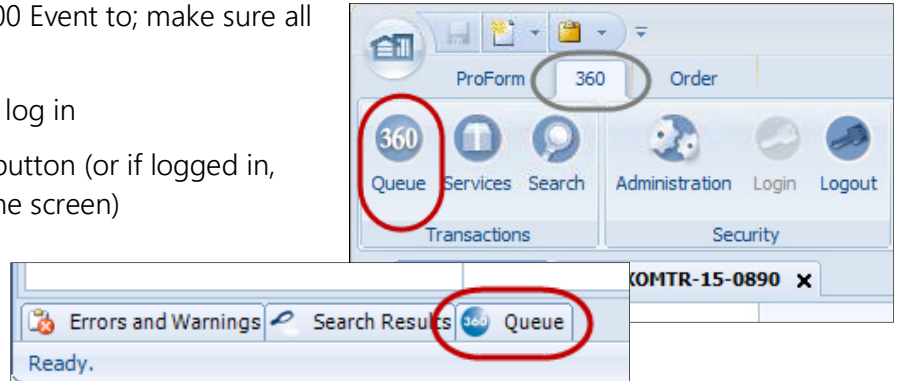


Adding a 500 Event to an Existing Order

Once the Prelim/Commitment has been reviewed for payoffs, judgments, tax liens, etc., and the file is cleared to close, add a 500 Event to notify the Lender. Follow these steps to add the 500 Event.

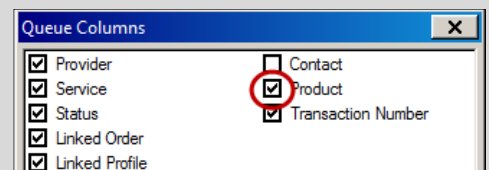
1. Open the order you wish to add the 500 Event to; make sure all other orders are closed
2. If you are not already logged into **360**, log in
3. From the **360** ribbon, click the **Queue** button (or if logged in, click the **Queue** tab at the bottom of the screen)



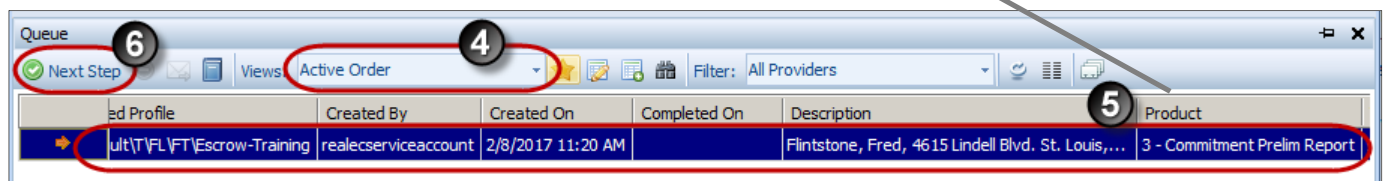
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event
5. Highlight the **Product** entry to which you are adding the event; this event is only available for **3 - Commitment Prelim Report**

NOTE: If you don't have the **Product** column displayed,

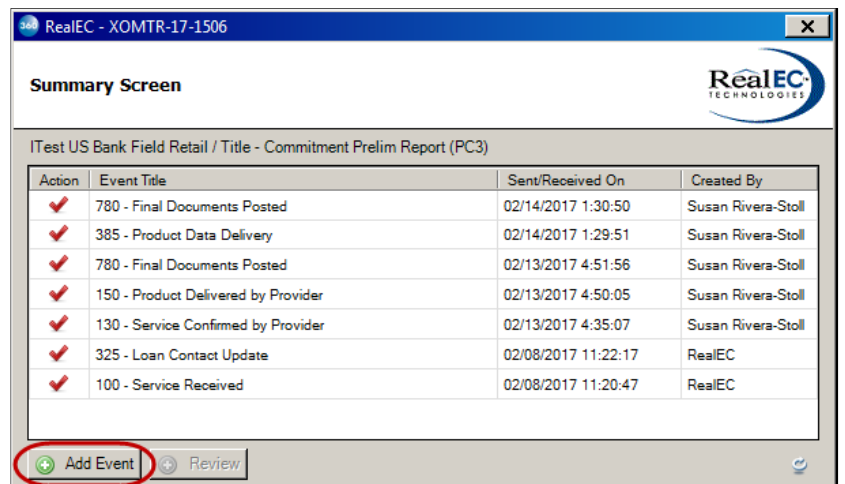
- › From the **Queue** toolbar, click the **Columns** icon
- › Check the **Product** check box, click OK



6. Click the **Next Steps** button



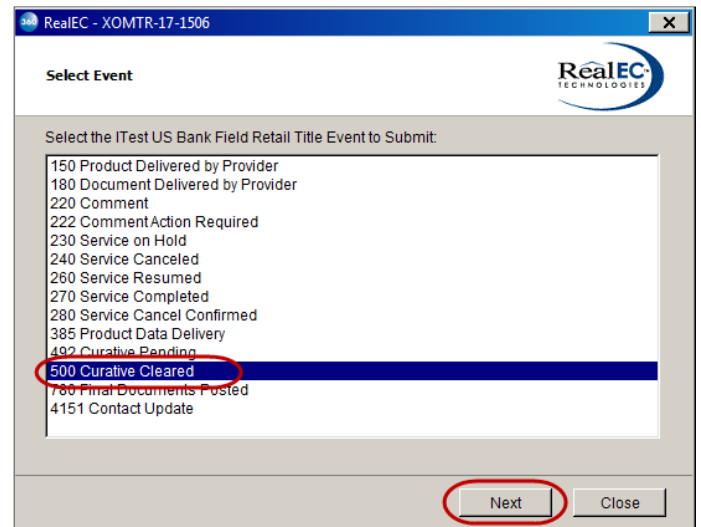
7. Click the **Add Event** button



Adding a 500 Event to an Existing Order

8. From the **Select Event** window, highlight **500 Curative Cleared**, click the **Next** button

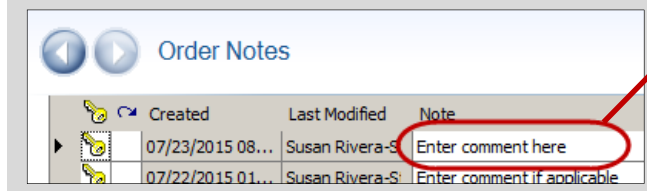
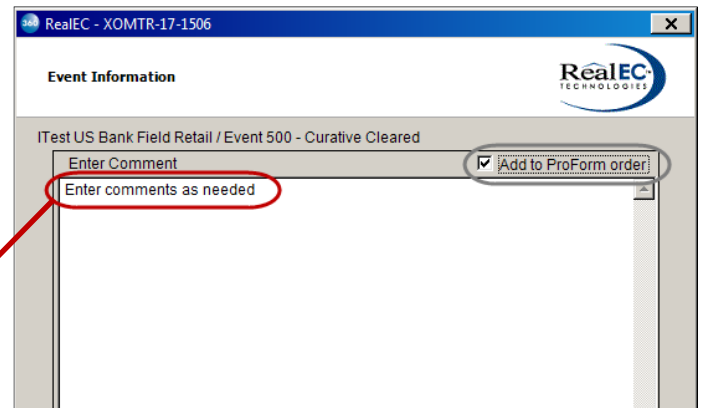
9. Click the **Next** button



10. Enter a comment, if applicable

11. Click the **Next** button

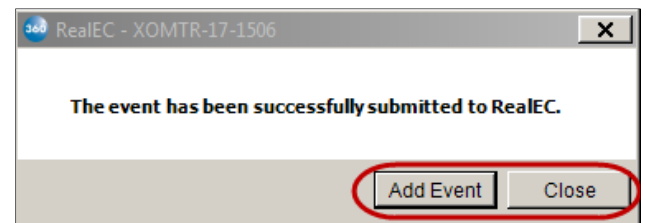
NOTE: The **Add to ProForm order** check box is checked by default. Comments entered here may then be viewed on the **Order Notes** screen.

12. Click the,

› **Close** button – to return to the **Summary Screen**
or,

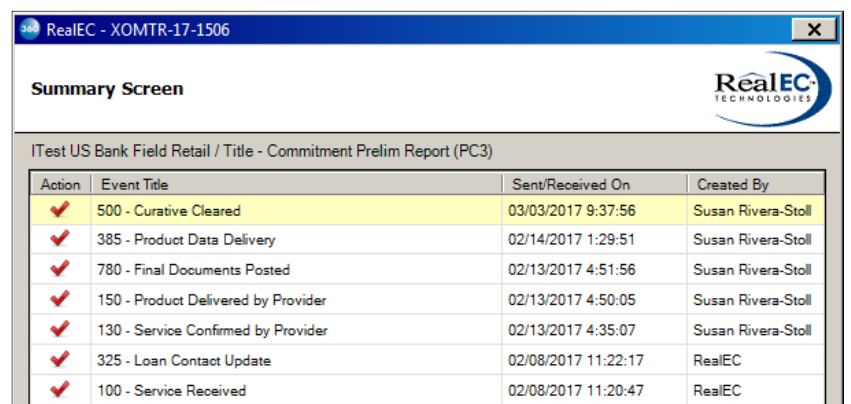
› **Add Event** button – to continue adding events



The **Summary Screen** provides a list of the added events.

Once all events have been added,

13. Click the **Close** button to return to your order



Action	Event Title	Sent/Received On	Created By
✓	500 - Curative Cleared	03/03/2017 9:37:56	Susan Rivera-Stoll
✓	385 - Product Data Delivery	02/14/2017 1:29:51	Susan Rivera-Stoll
✓	780 - Final Documents Posted	02/13/2017 4:51:56	Susan Rivera-Stoll
✓	150 - Product Delivered by Provider	02/13/2017 4:50:05	Susan Rivera-Stoll
✓	130 - Service Confirmed by Provider	02/13/2017 4:35:07	Susan Rivera-Stoll
✓	325 - Loan Contact Update	02/08/2017 11:22:17	RealEC
✓	100 - Service Received	02/08/2017 11:20:47	RealEC