Follow these steps to create a saved View of RealEC orders using the Branch PID (this is provided by your management).

1. From the **360** ribbon, click the **Login** button

   NOTE: If you do not have a 360 account, refer to *SoftPro 360 – Registering for a New Account* to complete the one-time registration process.
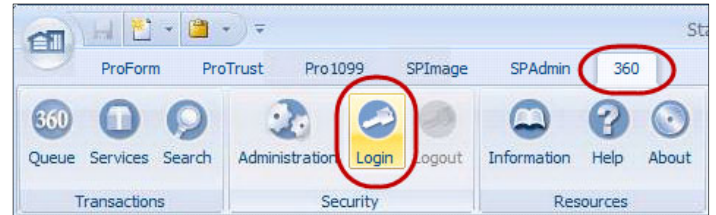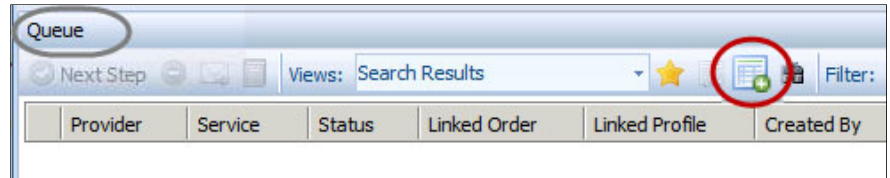
2. Once logged in, click the **360 Queue** button

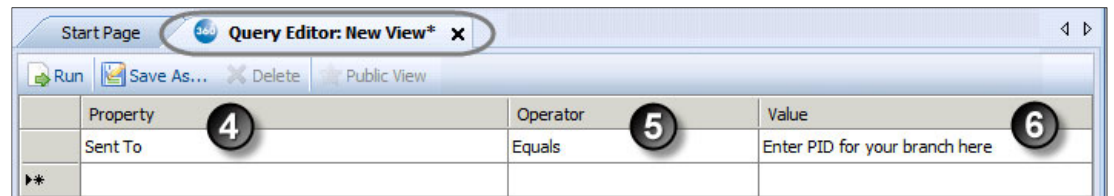This opens the **Queue** at the bottom of the screen.

3. Click the **New View** icon to open the **Query Editor: New View** tab

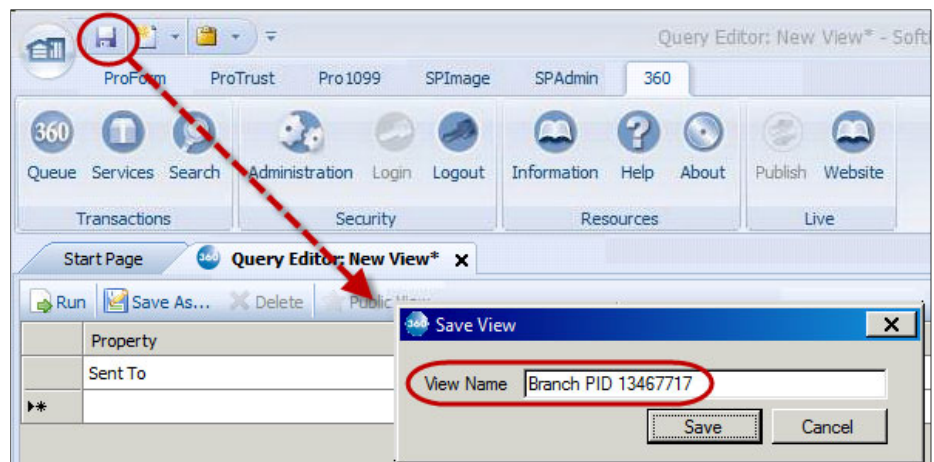4. From the **Property** drop-down, select **Sent to**

5. From the **Operator** drop-down, select **Equals**

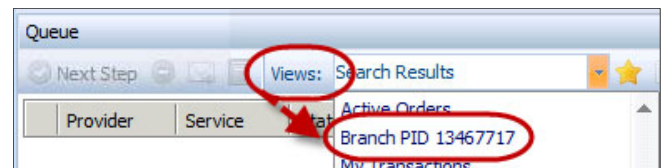6. In the **Value** field, enter your Branch **PID number**

7. Click the **Save** button (or press the **Ctl + S** keyboard shortcut)

8. Enter your Branch **View Name** when prompted, click the **Save** button

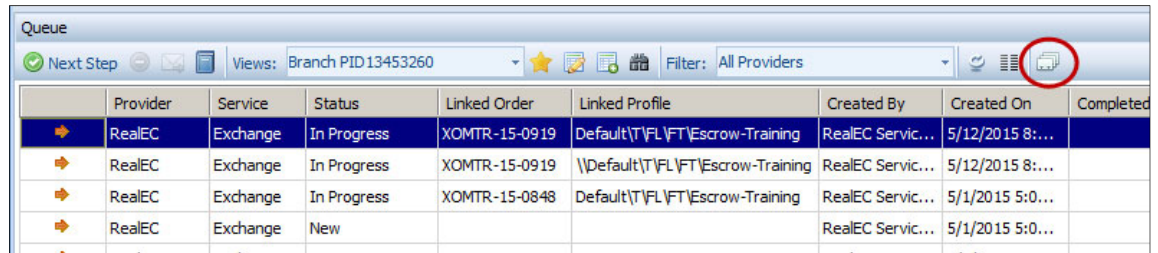The Branch view then appears in the **Views** drop-down.

Once you've setup your Views, you can then add them to your Favorite Views on the 360 Queue toolbar.
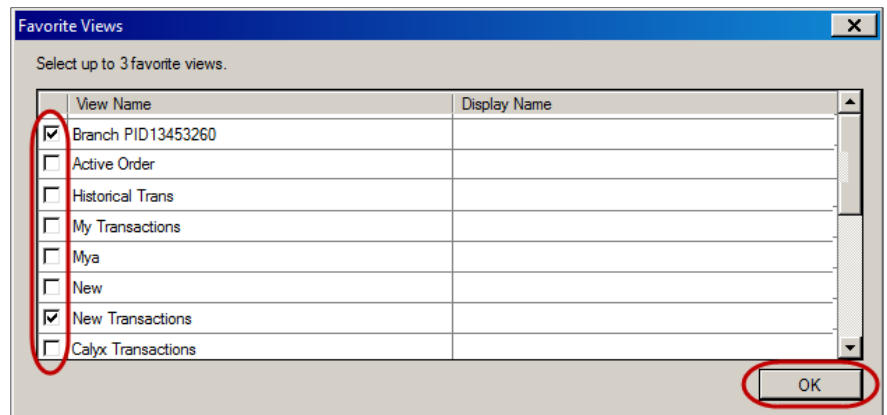
1. Click the **Favorite Views** icon

2. Check the check box of the view you wish to add (you can add up to three views)

3. Click the **OK** button

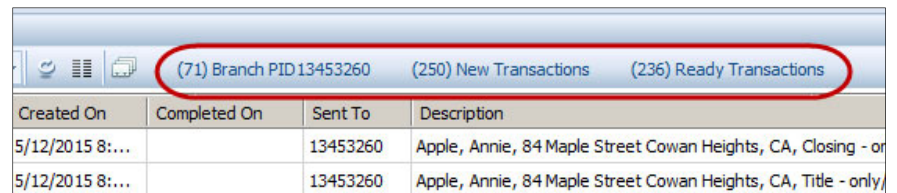Your three **Favorite Views** now appear on the toolbar preceded by the number of transactions in each view.

Click on the View name to see the list of corresponding transactions.