

Creating a MyOrders View in SoftPro Select

Follow these steps to create a saved View of your RealEC orders using your email address.

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.

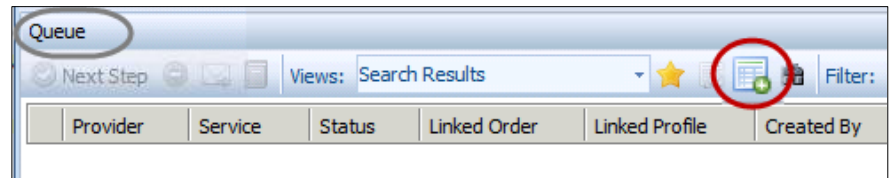


2. Once logged in, click the **360 Queue** button

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



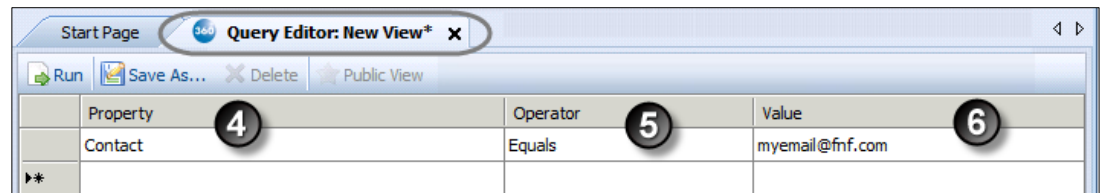
3. Click the **New View**  icon to open the **Query Editor: New View** tab



4. From the **Property** drop-down, select **Contact**

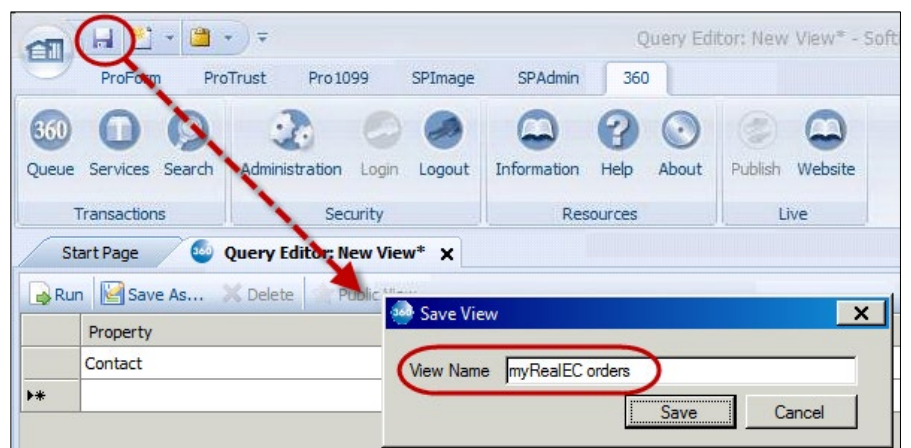
5. From the **Operator** drop-down, select **Equals**

6. In the **Value** field, enter your email address

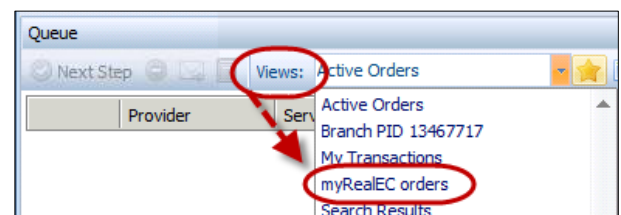


7. Click the **Save** button (or press **Ctrl + S** keyboard shortcut)

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



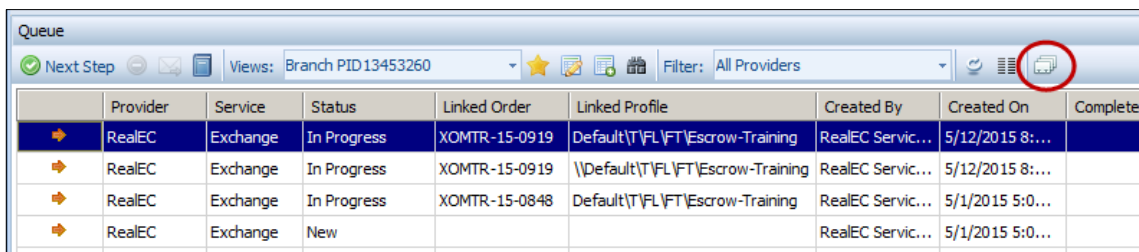
Your view then appears in the **Views** drop-down.



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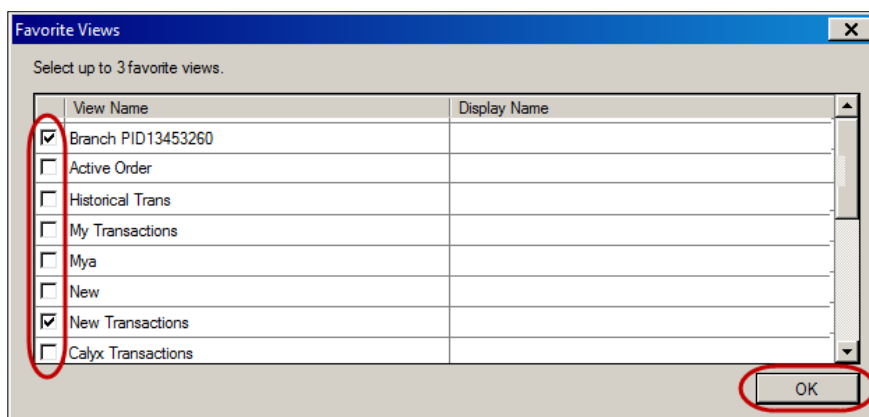
Once you've setup your Views, you can then add them to your Favorite Views on the 360 Queue toolbar.

1. Click the **Favorite Views** icon



	Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed
➔	RealEC	Exchange	In Progress	XOMTR-15-0919	Default\T\FL\FT\Escrow-Training	RealEC Servic...	5/12/2015 8:...	
➔	RealEC	Exchange	In Progress	XOMTR-15-0919	\\Default\T\FL\FT\Escrow-Training	RealEC Servic...	5/12/2015 8:...	
➔	RealEC	Exchange	In Progress	XOMTR-15-0848	Default\T\FL\FT\Escrow-Training	RealEC Servic...	5/1/2015 5:0...	
➔	RealEC	Exchange	New			RealEC Servic...	5/1/2015 5:0...	

2. Check the check box of the view you wish to add (you can add up to three views)
3. Click the **OK** button



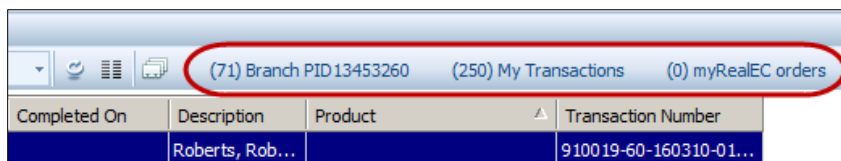
Select up to 3 favorite views.

View Name	Display Name
<input checked="" type="checkbox"/> Branch PID13453260	
<input type="checkbox"/> Active Order	
<input type="checkbox"/> Historical Trans	
<input type="checkbox"/> My Transactions	
<input type="checkbox"/> Mya	
<input type="checkbox"/> New	
<input checked="" type="checkbox"/> New Transactions	
<input type="checkbox"/> Calyx Transactions	

OK

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.



Completed On	Description	Product	Transaction Number
	Roberts, Rob...		910019-60-160310-01...