Follow these steps to create a saved View of TitlePort orders using the ALTA ID for your office. If needed, locate your office ALTA ID on the office registry found at FNTG Office Registry Search Page.

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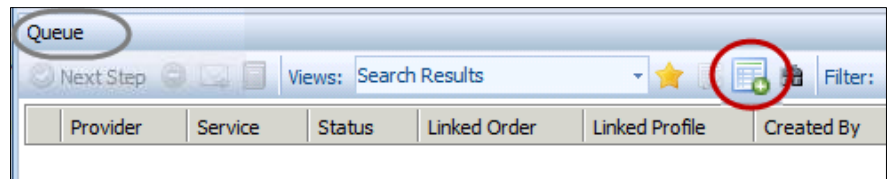
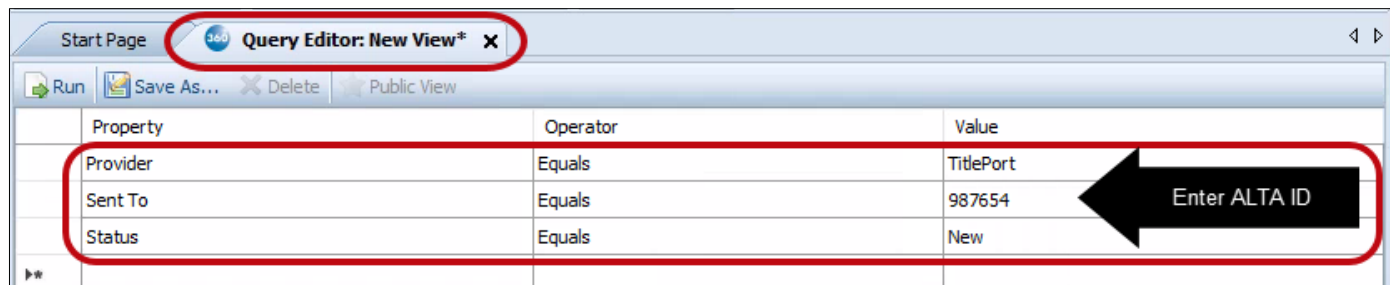2. Once logged in, click the **360 Queue** button

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

3. Click the **New View** icon to open the **Query Editor: New View** tab
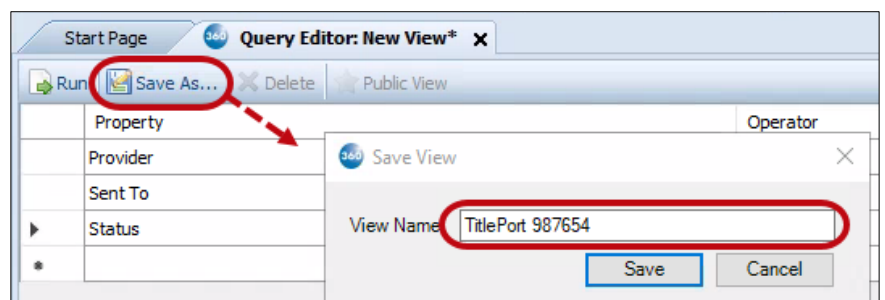
4. Set your query parameters

   NOTE: The **Value** selected for the **Status** entry depends upon your operation's preference. In our example, we want to see only new TitlePort orders.

5. Click the **Save As** button (or press the **CTRL + S** keyboard shortcut)

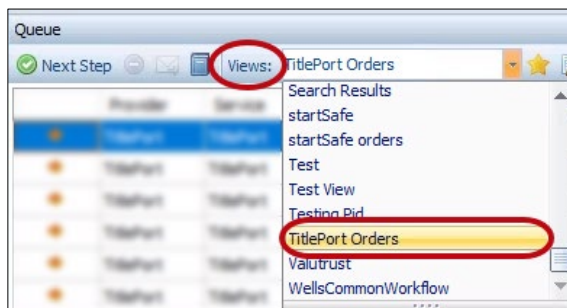6. Enter your **View Name** when prompted, click the **Save** button
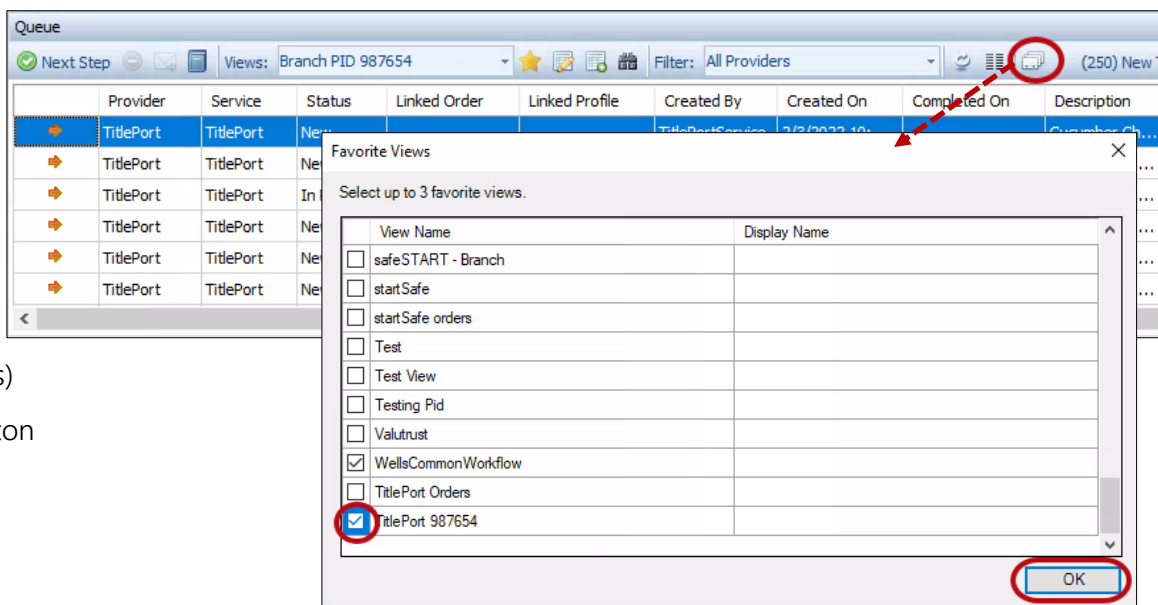
Your new view then appears in the **Views** drop-down.

You can then add views to your Favorites on the 360 Queue toolbar.

1. Click the **Favorite Views** icon

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

3. Click the **OK** button

Your **Favorites** now appear on the toolbar preceded by the number of transactions in each view. Click the **View** name to see the list of corresponding transactions.