

Creating a Branch View in SoftPro Select

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.

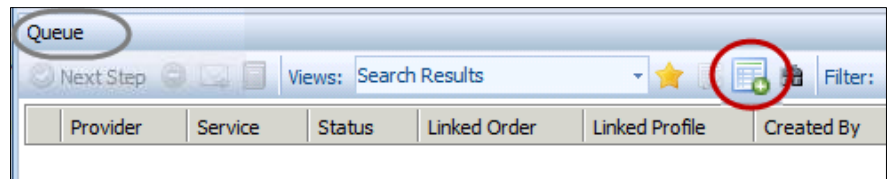


2. Once logged in, click the **360 Queue** button

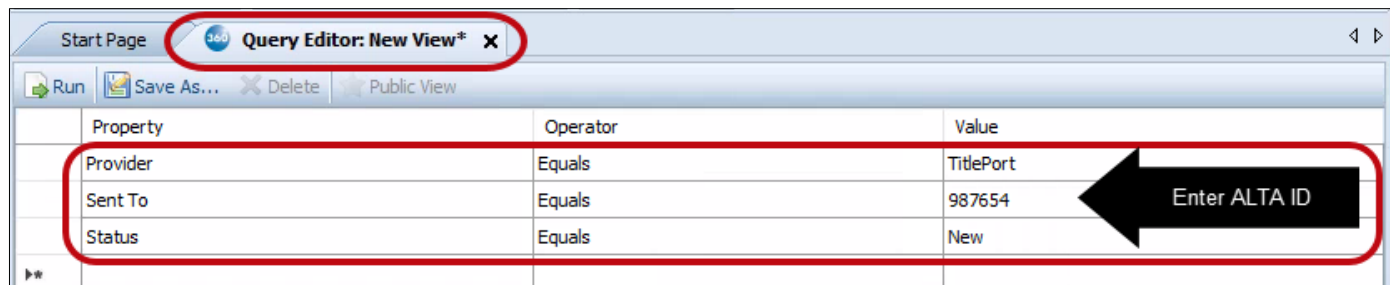
This opens the **Queue** at the bottom of the screen.



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



4. Set your query parameters

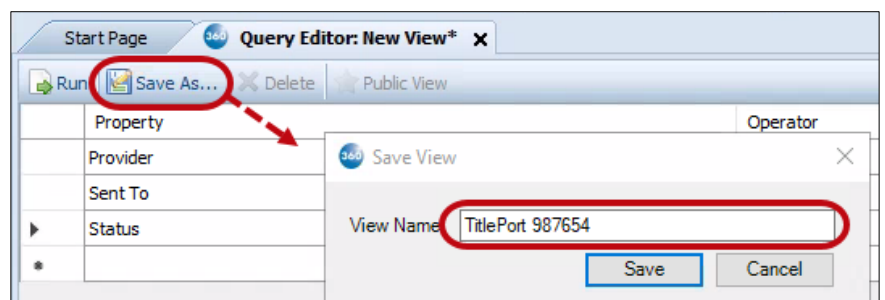


| Property | Operator | Value |
|----------|----------|-----------|
| Provider | Equals | TitlePort |
| Sent To | Equals | 987654 |
| Status | Equals | New |

Enter ALTA ID

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



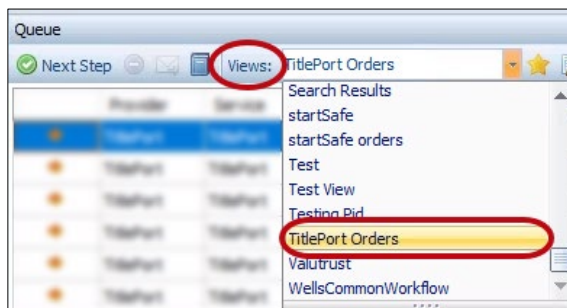
Save View

View Name: TitlePort 987654

Save Cancel

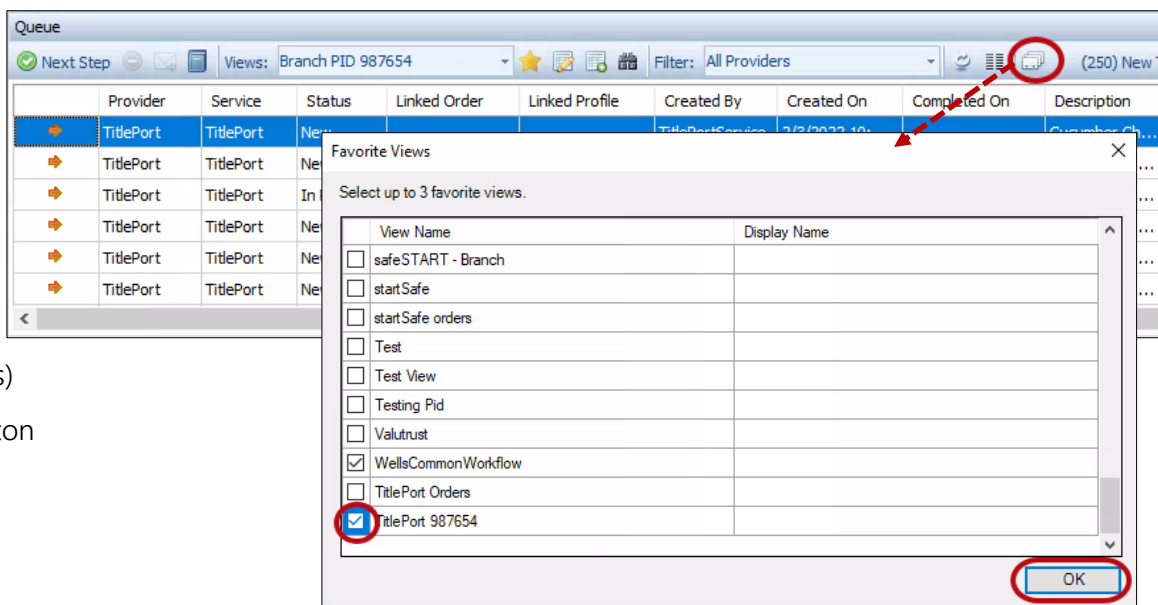
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Your new view then appears in the **Views** drop-down.



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.

| Queue | | | | | | | | | | | | | |
|-----------|-----------|-------------------------|--------------|-----------------------|------------------|---------------------|--------------|-------------------------|-------------------------|------------------------|---------|------------------------|--|
| Next Step | | Views: TitlePort 987654 | | Filter: All Providers | | (0) Mobile Deposits | | (0) WellsCommonWorkflow | | (194) TitlePort 987654 | | | |
| Provider | Service | Status | Linked Order | Linked Profile | Created By | Created On | Completed On | Description | Provider Reference Name | Event | Contact | Transaction Number | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/10/2022 9:... | | BORROWER ... | | New Titl... | | 910019-60-220210-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/9/2022 10:... | | BORROWER ... | | New Titl... | | 910019-60-220209-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/9/2022 10:... | | BORROWER ... | | New Titl... | | 910019-60-220209-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/8/2022 9:2... | | Cucumber Gh... | | New Titl... | | 910019-60-220208-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/8/2022 9:2... | | BORROWER ... | | New Titl... | | 910019-60-220208-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/8/2022 9:2... | | BORROWER ... | | New Titl... | | 910019-60-220208-36... | |
| TitlePort | TitlePort | New | | | TitlePortService | 2/8/2022 9:2... | | Johnathan S... | | New Titl... | | 910019-60-220208-36... | |