

## Creating a Digital Opening Package View in the 360 Queue

Follow these steps to create a saved **View** of Digital Opening Package (or DOP) entries.

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

NOTE: If you do not have a 360 account, refer to the job aid, [SoftPro 360 – Registering for a New Account](#) to complete the one-time registration

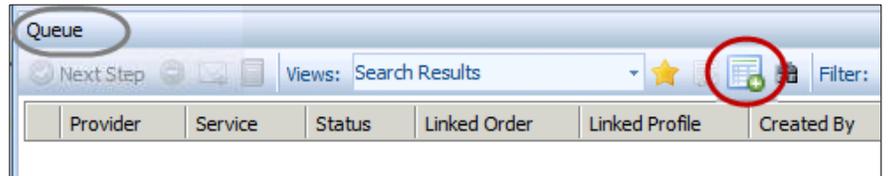


2. Once logged in, click the **360 Queue** button

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

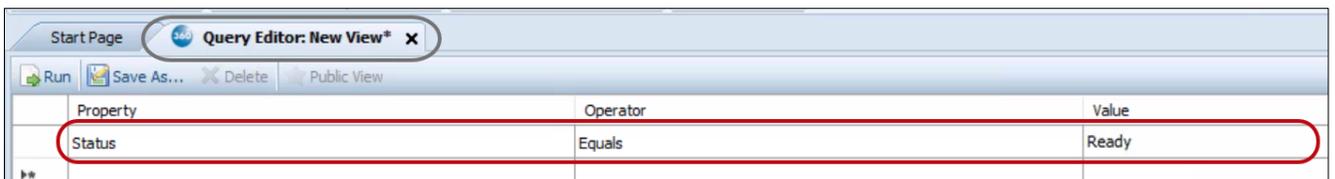


3. Click the **New View**  icon to open the **Query Editor: New View** tab



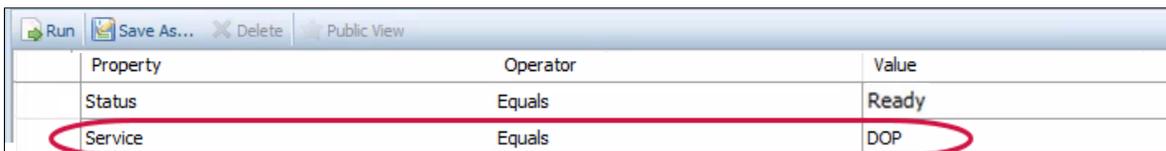
4. Adding the **Status**

- a) **Property**, select **Status**
- b) **Operator**, select **Equals**
- c) **Value**, enter **Ready**



5. Adding the **Service**

- a) **Property**, select **Service**
- b) **Operator**, select **Equals**
- c) **Value**, enter **DOP**



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6. Adding the **Linked Profile**

- a) **Property**, select **Linked Profile**
- b) **Operator**, select **Equals**
- c) **Value**, enter your Branch Profile name (e.g., *Default\P\CA\NOC\EPU – Bay\Solano\FT\FSOL\404 Green Valley*)

Property	Operator	Value
Status	Equals	Ready
Service	Equals	DOP
Linked Profile	Equals	Default\P\CA\NOC\EPU – Bay\Solano\FT\FSOL\404 Green Valley

NOTE: Your branch profile is located on the **Order Information** screen > **Ownership** profile.

Order Information

Order Status: InProcess  
Buyer: TBD

AG Exemption reason:

Borrower signing date: (None)

Actual recording charge:

Notes (0)

Ownership profile:

- 7. Click the **Save As** button (or press **Ctrl + S** keyboard shortcut)
- 8. Enter your **View Name** when prompted
- 9. Click **Save**

Start Page | 360 Query Editor: New View\* x

Run | Save As... | Delete

Property

Service

Status

Linked Profile

Save View

View Name: DOP

Save | Cancel