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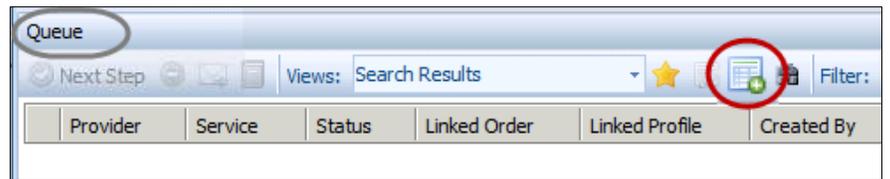
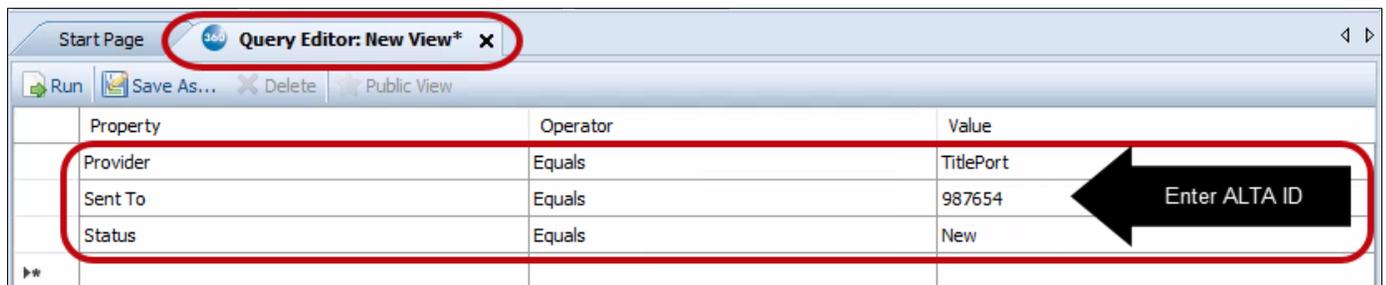2. Once logged in, click the **360 Queue** button

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

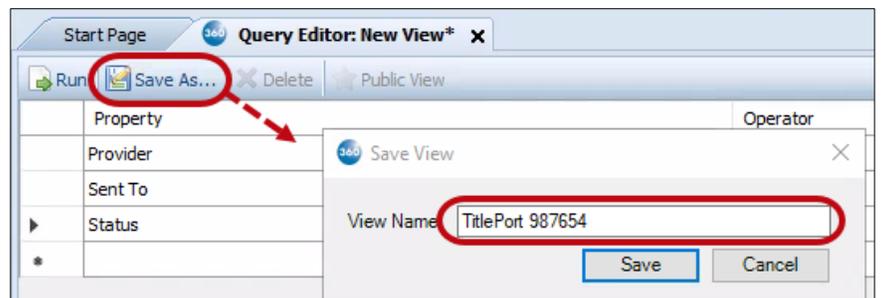3. Click the **New View** 🔲 icon to open the **Query Editor: New View** tab
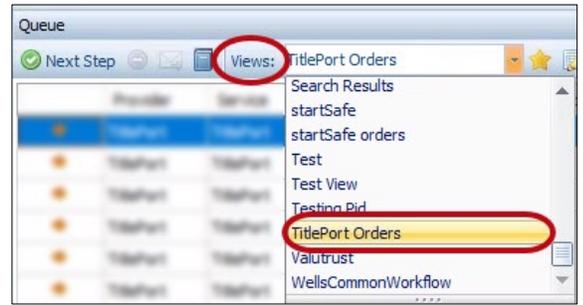
4. Set your query parameters

   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)

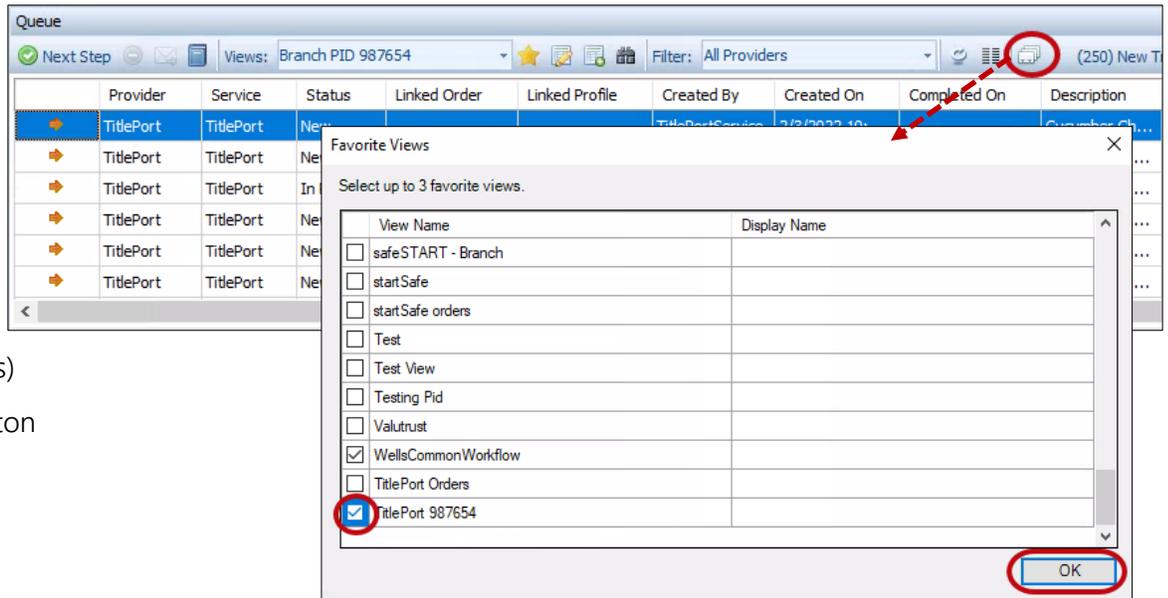6. Enter your **View Name** when prompted, click the **Save** button

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.