

Ordering a Bringdown from TitleWave

Follow these steps to order a bringdown from TitleWave.

With the applicable order open,

1. Click the **360 Queue** button (or **360** tab at the bottom of the screen if the **Queue** is already opened; verify your **View = Active Order**)



2. Locate/select the original TitleWave transaction where **Status = Accepted**

3. Click the **Next Step** button to open the **Request Bringdown** window

Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
FNTG	TitleWave	Accepted	TW 113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW 113018-04	Default	11/30/2018 12:5...		Development

4. From the **Bringdown Type** drop-down, select the type being requested (required)
5. Verify the **Due Date**; defaults to the **Settlement Date/time** minus one day (e.g., if the **Settlement Date/time** in your order is 01/25/2019 12:00 AM , the **Due Date** populates 01/25/2019 12:00 AM)

NOTE: **Due Date** is **required**. If no **Settlement Date** is entered in the order, you must enter/select to continue.

6. Verify the **Alert Email** address(es); this is used for notifications from TitleWave and is required
7. Check, uncheck or add an email address as needed
8. In the **Bringdown Instructions/Notes** box, enter comments you wish to include with your request
9. Check the **Add to ProForm Notes** check box if you wish the comment added to the **Notes** screen in SoftPro Select
10. Click the **Submit** button
11. Click **OK** button to confirm successful submission

The **Status** is updated to **In Progress** in the **360 Queue**.

Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
FNTG	TitleWave	In Progress	TW 113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW 113018-04	Default	11/30/2018 12:5...		Development

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When the bringdown document(s) is/are available, a notification is sent to the **Alert Email** noted above and the **Status** is set to **Ready** in the **360 Queue**.

- Click the **Next Step** button; this opens the **Review** window

Provider	Service	Status	Linked Order	Linked Profile	Created On	Provider Reference	Category
FNTG	TitleWave	Ready	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

The **Review** window shows the available documents from TitleWave; all documents are selected by default

- Click **Accept**

Documents are populated to the corresponding smartVIEW order.

View	Copy	Document Name	File Name	File Size	Transferred
<input checked="" type="checkbox"/>		Title Search Report - 111918 - 4.20181119161111	Title Search Report - 111918 - 4.20181119161111.pdf	7.68 KB	100%