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  - Raleigh, NC 27609
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## Modifying the Services List

NOTE: These instructions are to assist in modifying the Services list Users will see in the Softpro 360 Console.

## Navigate to the Administration part of the Softpro 360 Console by selecting Services >

Administration in ProForm. If you are not logged in, it will prompt you to enter your email address and password and then click **Sign In**, once logged in the **Administration** screen will open.



Select the **Group** you wish to modify, then click **Services**.

	💿 Home Page 🚳	Administr	ation					
	E Save							
	New Group			I	P 🂫	ermissions 🔇 Services	Views 🛛	S Users
I	Name					Provider		Name
I	Admin		X			A.S.K. Services		Title Production
I	All Users	<b>P</b>	X		$\checkmark$	Accurate Checks		Checks, Forms, Envelopes
I	ApplyTestNew		X		$\checkmark$	Alliant National		Closing Protection Letter
I	Escrow		X		$\checkmark$	Alliant National		Policy Jacket
I	JSH SP9		X		$\checkmark$	Alliant National		Agent Resource Center
I	NameChangeTo		X			American Property Guard		Property Tax Services
l	Post Closing		X			Ameristar		Title Search Platform

Check the boxes for the **Services** that you would like the **Group** to have access to or uncheck the boxes for the **Services** that you do not want the users to have access to. Under the **Provider** heading is a list the Names of the **Providers** and under the **Name** heading is a list of the **Products** that are available from that **Provider**. Scroll and complete this process for all **Services** listed.

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🔑 Permissions 🛛 🎯 Services 🗍 📰 Views 🗍 🚨 Users									
	Provider 🔺	Name							
	FAPRES	TrustLink Accounting Services							
$\checkmark$	FasTrax	Release Tracking							
$\checkmark$	FATIC	Policy Image Upload							
	FATIC	Back Title							
$\checkmark$	FATIC	AgentNet							
$\checkmark$	FATIC	Policy Jacket							
$\checkmark$	FATIC	Rates and Fees							
$\checkmark$	FATIC	SDN Search							
	FATIC	Searches and Commitments							
	FATIC	Closing Protection Letter							
$\checkmark$	FedEx	Shipping							
$\checkmark$	FedEx	Shipping							
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Click Save to save your changes.

🛛 💩 Home Page 💩 Administration*	
E Save	
🗄 🔂 New Group	🖗 Permissions   🎯 Services   🥅 Views   🕭 Users



Services List

