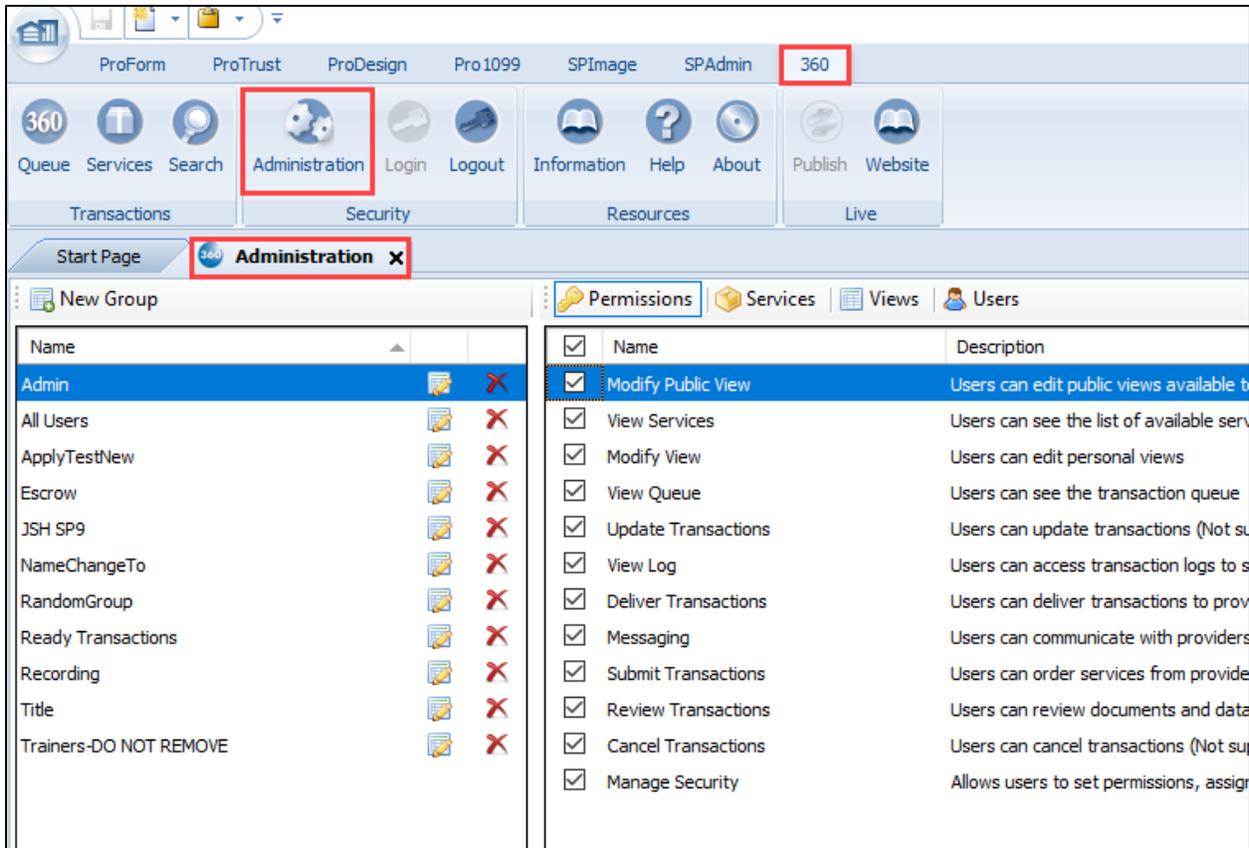


Modifying the Vendor List

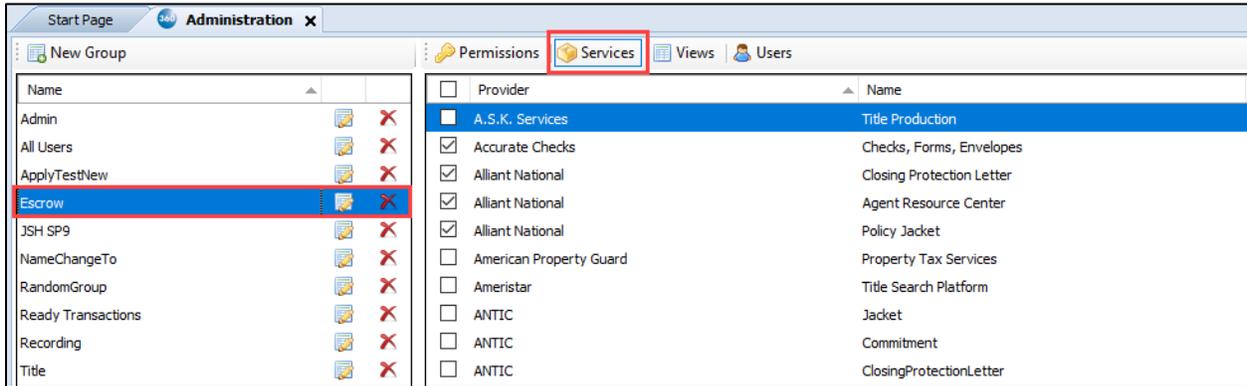
NOTE:
These instructions are to assist in modifying the vendor list that users are able to see.

Navigate to the **360** module tab. Click on the **Administration** button on the **360** ribbon. If you are already logged in the **Administration** screen will open. 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.



Name			Name	Description
Admin			<input checked="" type="checkbox"/>	Modify Public View Users can edit public views available t
All Users			<input checked="" type="checkbox"/>	View Services Users can see the list of available serv
ApplyTestNew			<input checked="" type="checkbox"/>	Modify View Users can edit personal views
Escrow			<input checked="" type="checkbox"/>	View Queue Users can see the transaction queue
JSH SP9			<input checked="" type="checkbox"/>	Update Transactions Users can update transactions (Not su
NameChangeTo			<input checked="" type="checkbox"/>	View Log Users can access transaction logs to s
RandomGroup			<input checked="" type="checkbox"/>	Deliver Transactions Users can deliver transactions to prov
Ready Transactions			<input checked="" type="checkbox"/>	Messaging Users can communicate with providers
Recording			<input checked="" type="checkbox"/>	Submit Transactions Users can order services from provide
Title			<input checked="" type="checkbox"/>	Review Transactions Users can review documents and data
Trainers-DO NOT REMOVE			<input checked="" type="checkbox"/>	Cancel Transactions Users can cancel transactions (Not sup
			<input checked="" type="checkbox"/>	Manage Security Allows users to set permissions, assign

Highlight the **Group Name** that you would like to modify and then click on the **Services** button. By highlighting the **Group Name** and clicking **Services** this allows you to select the services that you would like that group to have access to when they access SoftPro 360 Services.



Next, Check the boxes for **Vendors** that you would like the Group to have access to or **Uncheck** the boxes for the Vendors that you do not want the users to have access to. Scroll and complete this process for all vendors listed.

