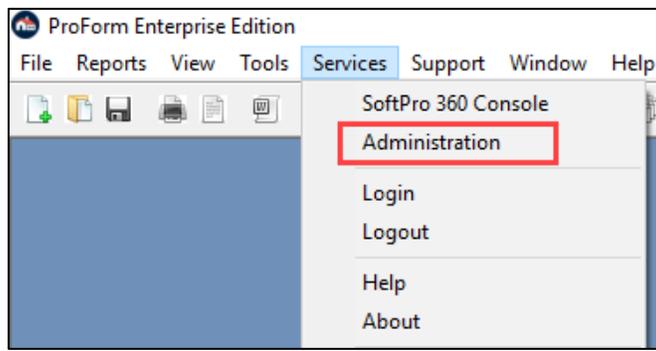


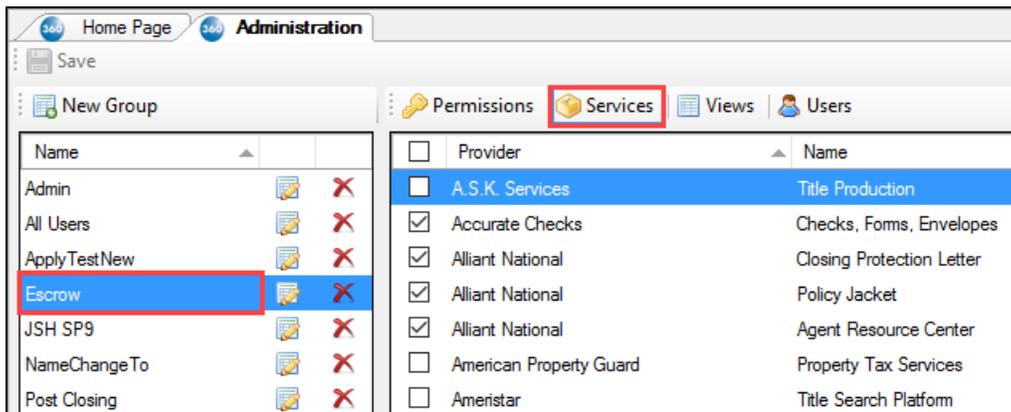
## Modifying the Services List

**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**.



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.

<input type="checkbox"/>	Provider	Name
<input type="checkbox"/>	FAPRES	TrustLink Accounting Services
<input checked="" type="checkbox"/>	FasTrax	Release Tracking
<input checked="" type="checkbox"/>	FATIC	Policy Image Upload
<input type="checkbox"/>	FATIC	Back Title
<input checked="" type="checkbox"/>	FATIC	AgentNet
<input checked="" type="checkbox"/>	FATIC	Policy Jacket
<input checked="" type="checkbox"/>	FATIC	Rates and Fees
<input checked="" type="checkbox"/>	FATIC	SDN Search
<input type="checkbox"/>	FATIC	Searches and Commitments
<input type="checkbox"/>	FATIC	Closing Protection Letter
<input checked="" type="checkbox"/>	FedEx	Shipping
<input checked="" type="checkbox"/>	FedEx	Shipping
<input type="checkbox"/>	FICC	FICC

Click **Save** to save your changes.

