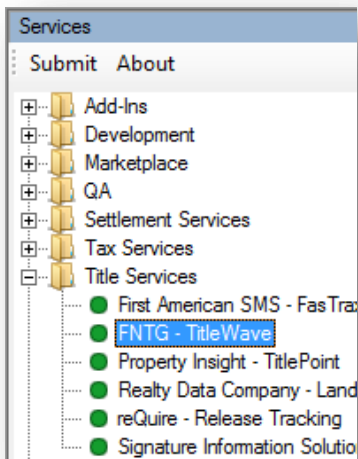


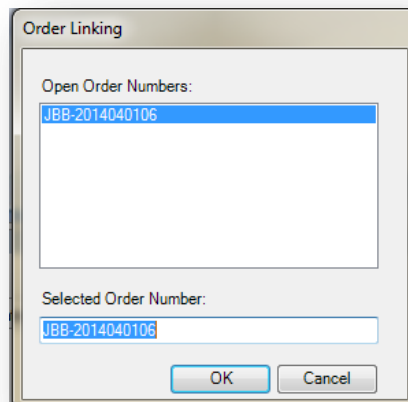
## Managing TitleWave Transactions in SoftPro 360

### How to Submit a Transaction

TitleWave can be found in the SoftPro360 Products menu under Title Services.



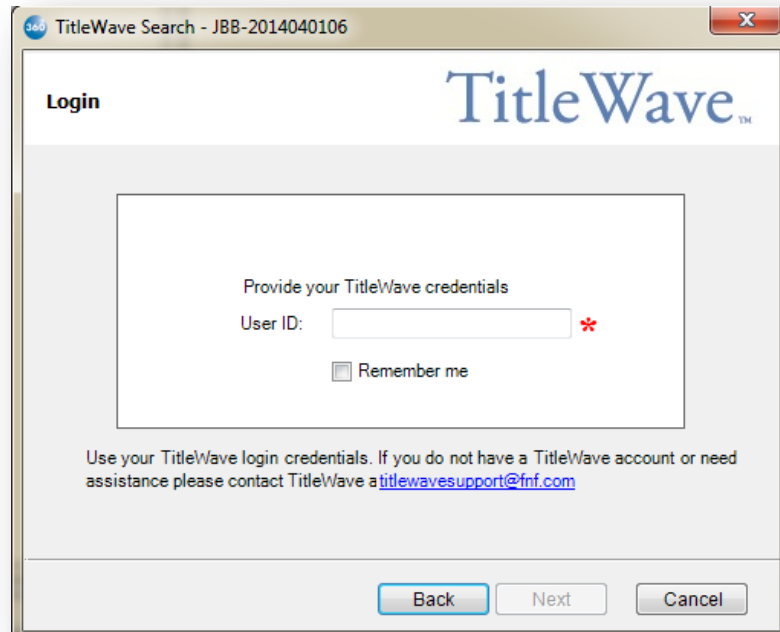
If a ProForm order(s) is already open, it will be listed in the Order Linking dialog. The active order will be highlighted and entered in the Selected Order Number field. Any of the order listed can be selected or the Selected Order Number can be overwritten with an order that is not currently open. Click OK to continue.



The Welcome screen provides a brief description about TitleWave along with TitleWave's support contact information. This screen may be skipped in the future by clicking on the Skip Welcome Page option. Click Next to continue.

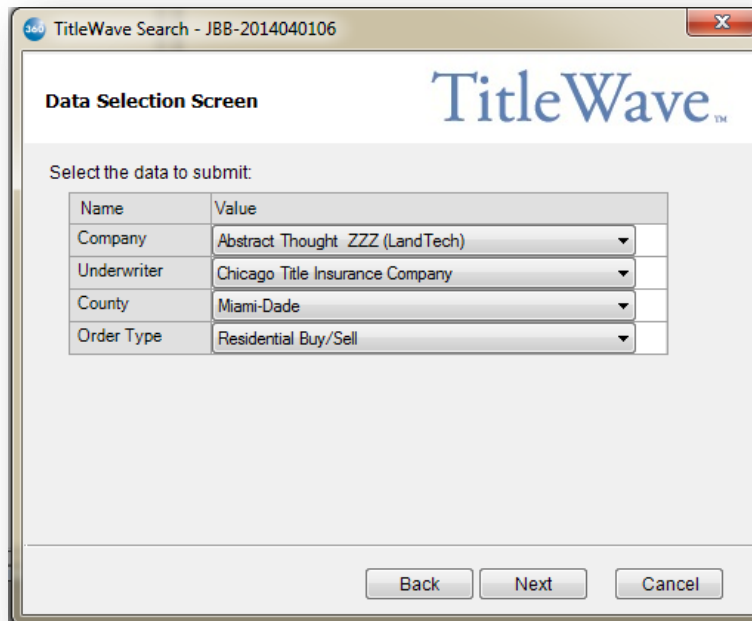


The Login screen requires a User ID provided by TitleWave. If the Remember me check box is selected the User ID will be saved and login will be automatic the next time the product is launched. Click Next to continue.



The image shows a Windows-style application window titled "TitleWave Search - JBB-2014040106". The window has a standard title bar with a close button. The main content area is titled "Login" in the top left and features the "TitleWave" logo in the top right. Below the logo, there is a white rectangular box containing the text "Provide your TitleWave credentials". Inside this box, the label "User ID:" is followed by a text input field and a red asterisk icon. Below the input field is a checkbox labeled "Remember me". Below the white box, there is a line of text: "Use your TitleWave login credentials. If you do not have a TitleWave account or need assistance please contact TitleWave a [titlewavesupport@fnf.com](mailto:titlewavesupport@fnf.com)". At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel". The "Back" button is highlighted with a blue border.

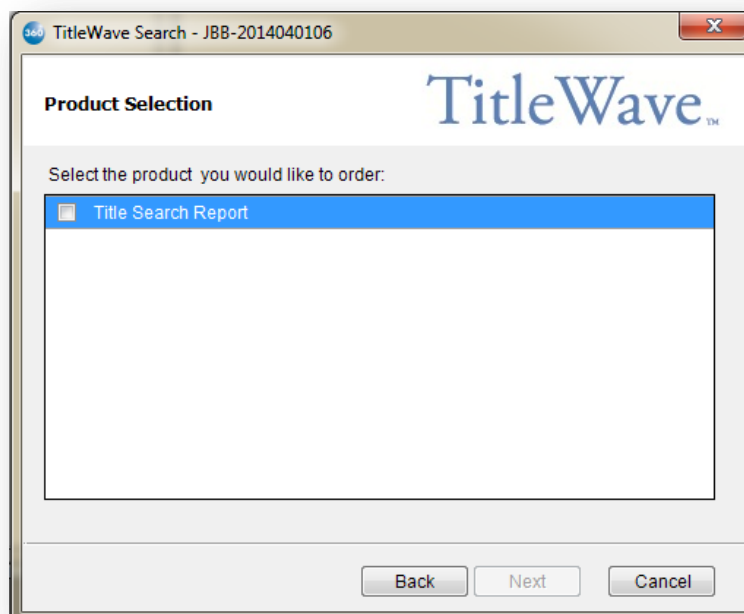
The Data Selection Screen allows the Company, Underwriter, County and Order Type to be selected. The County field will attempt to validate the County from the ProForm Order. If a match can not be made then a County will need to be selected from the drop down. Once all information is selected click Next to continue.



The screenshot shows a window titled "TitleWave Search - J8B-2014040106". The main heading is "Data Selection Screen" with the "TitleWave" logo. Below the heading, it says "Select the data to submit:". There is a table with two columns: "Name" and "Value". The rows are: Company (Abstract Thought ZZZ (LandTech)), Underwriter (Chicago Title Insurance Company), County (Miami-Dade), and Order Type (Residential Buy/Sell). At the bottom, there are three buttons: "Back", "Next", and "Cancel".

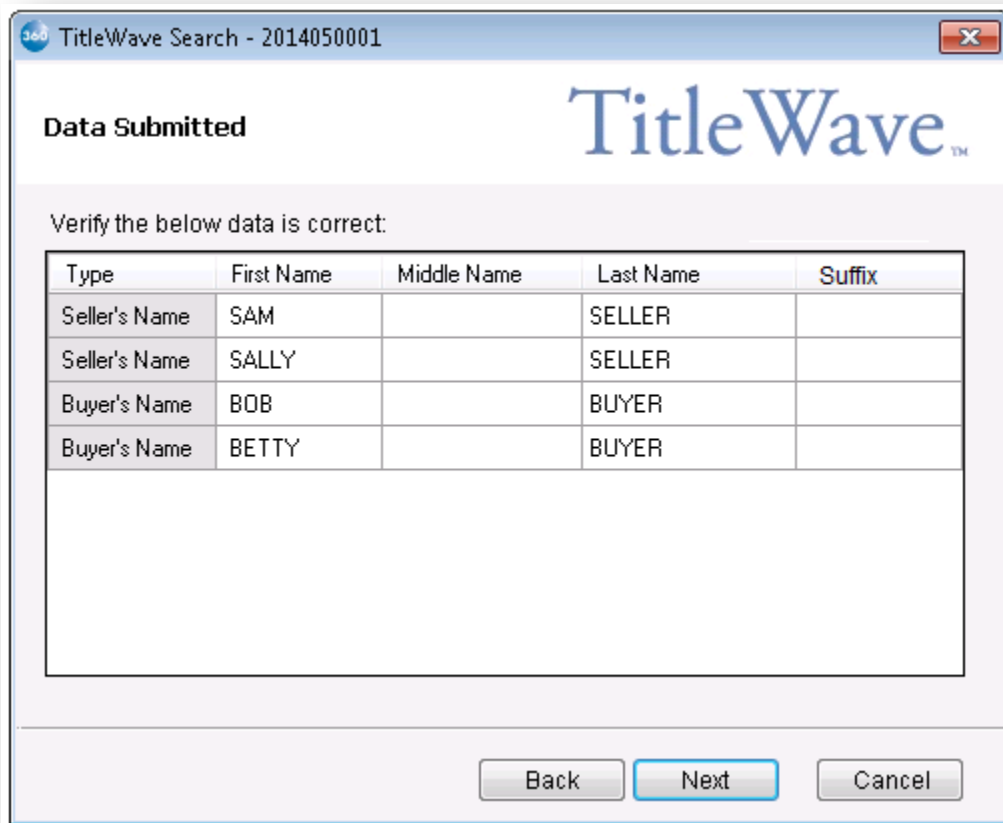
Name	Value
Company	Abstract Thought ZZZ (LandTech)
Underwriter	Chicago Title Insurance Company
County	Miami-Dade
Order Type	Residential Buy/Sell

The Product Selection screen will display the available products based upon the values selected on the Data Selection screen above. Once a product has been selected click Next to continue.



The screenshot shows a window titled "TitleWave Search - J8B-2014040106". The main heading is "Product Selection" with the "TitleWave" logo. Below the heading, it says "Select the product you would like to order:". There is a list box containing one item: "Title Search Report". At the bottom, there are three buttons: "Back", "Next", and "Cancel".

The first Data Submitted screen will show the Buyer's and Seller's name. Once the information has been verified click Next to continue.



**Data Submitted**

Verify the below data is correct:

Type	First Name	Middle Name	Last Name	Suffix
Seller's Name	SAM		SELLER	
Seller's Name	SALLY		SELLER	
Buyer's Name	BOB		BUYER	
Buyer's Name	BETTY		BUYER	

Back Next Cancel

The second Data Submitted screen will show the order information from the linked ProForm order. Information can be added or modified on this screen before submitting. The changes made will not change data in the linked ProForm order. Click Next to continue.

**TitleWave Search - 2014060105**

**Data Submitted**

**TitleWave™**

Verify the below data is correct:

Sales Price	<input type="text"/>		
Loan Amount	<input type="text" value="157000.00"/>	<input type="text" value="Loan 1"/>	
Loan Number	<input type="text" value="21212"/>		
Lender Name	<input type="text"/>		
Due Date	<input type="text"/>		
Address	<input type="text" value="333"/>	<input type="text" value="Water Way"/>	
City/ State/ Zip	<input type="text" value="Tampa"/>	<input type="text" value="FL"/>	<input type="text" value="27612"/>
APN/ Parcel ID	<input type="text"/>		
Subdivision	<input type="text"/>		
Lot	<input type="text"/>		
Condo Name	<input type="text"/>		

The Add Document(s) screen allows for a document to be attached and submitted. Once the document(s) is attached click Next to continue.

**Add Document(s)**

**TitleWave™**

Documents:

Name	Status
------	--------

**Browse**

**Attachment**

**ReadyDoc**

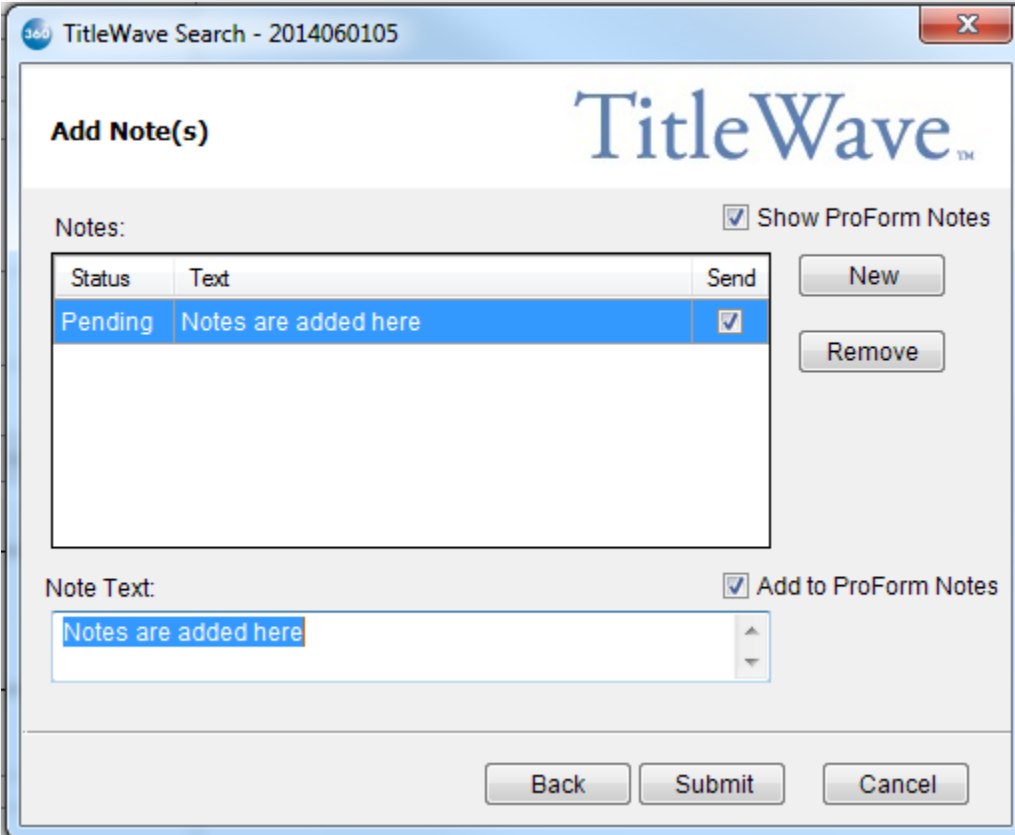
**Rename**

**Delete**

**Back** **Next** **Cancel**

The Add Note(s) screen will allow for notes to be included in the order request. The Show ProForm Notes option will show any notes that are in the linked ProForm Order. Click New to add a new note the

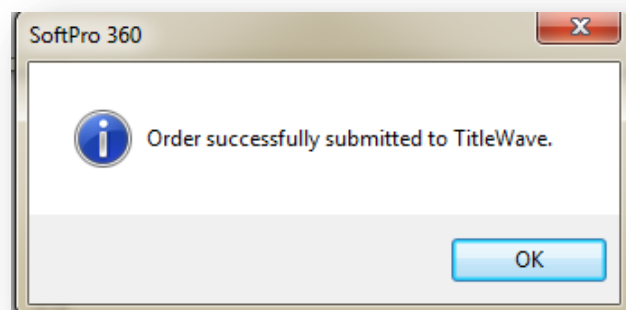
Add to ProForm Notes option is selected by default and will add the note to the ProForm Order. Click Submit to submit the request.



The window is titled "TitleWave Search - 2014060105". It features the "TitleWave" logo in the top right. The main section is titled "Add Note(s)". Below this, there is a "Notes:" section with a checkbox labeled "Show ProForm Notes" which is checked. A table with three columns: "Status", "Text", and "Send" is displayed. The first row has "Pending" in the Status column, "Notes are added here" in the Text column, and a checked checkbox in the Send column. To the right of the table are "New" and "Remove" buttons. Below the table is a "Note Text:" section with a text input field containing "Notes are added here" and a checkbox labeled "Add to ProForm Notes" which is checked. At the bottom of the window are "Back", "Submit", and "Cancel" buttons.

Status	Text	Send
Pending	Notes are added here	<input checked="" type="checkbox"/>

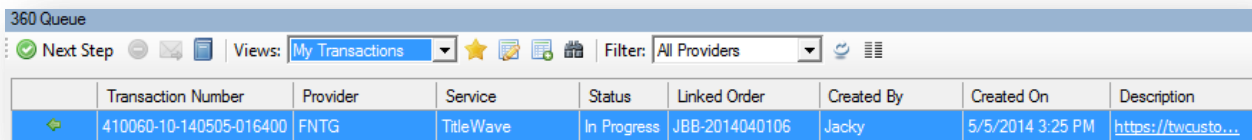
A Successful message will be received once the transaction is submitted. Click OK to close.



The transaction will appear in the SoftPro 360 Queue with a status of In Progress. The TitleWave order number will be reflected in the SoftPro 360 log. To update the transaction click Next Step to be taken to



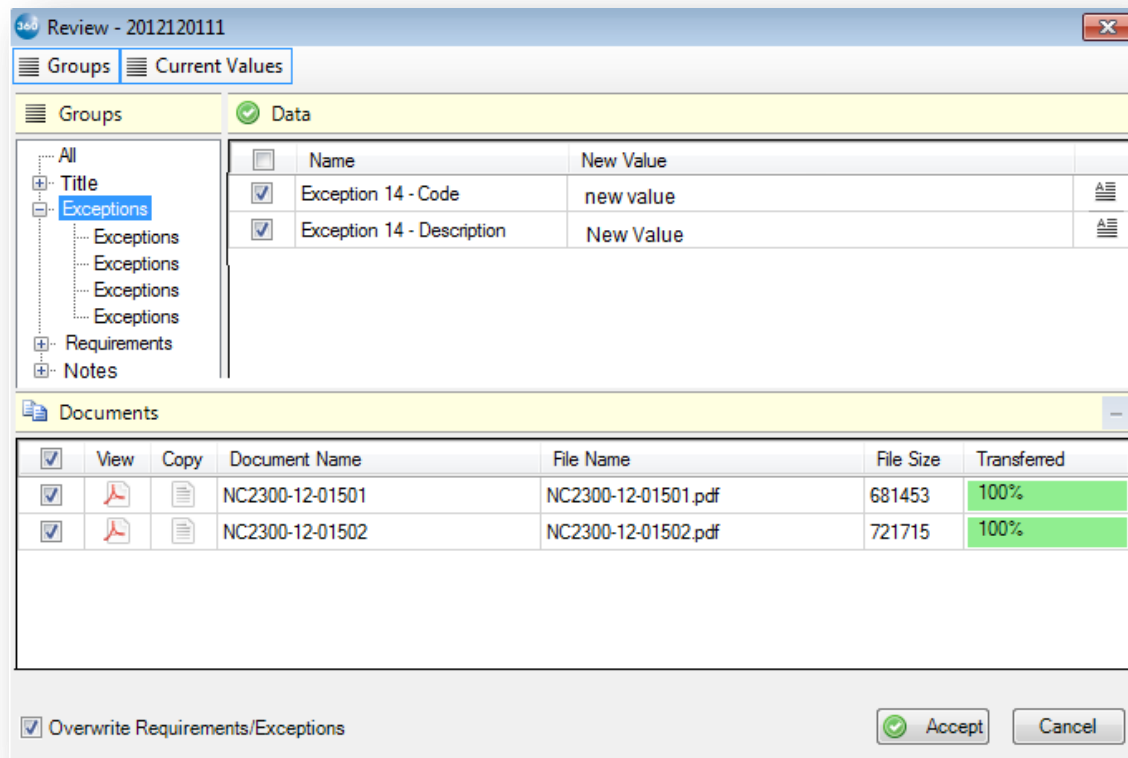
the document attachment screen to attach documents or add notes to the transaction. **\*\* This TitleWave order number can also be added to the display view\*\***



	Transaction Number	Provider	Service	Status	Linked Order	Created By	Created On	Description
Next Step	410060-10-140505-016400	FNTG	TitleWave	In Progress	JBB-2014040106	Jacky	5/5/2014 3:25 PM	<a href="https://twcusto...">https://twcusto...</a>

## How to Review a Transaction

Once TitleWave has completed the transaction the status will change to Ready in the SoftPro 360 Queue. Highlight the transaction and click the Next Step Button or double click on the transaction to open the review screen.



Groups		Current Values	
Groups		Data	
All		<input type="checkbox"/>	Name
Title		<input checked="" type="checkbox"/>	Exception 14 - Code
Exceptions		<input checked="" type="checkbox"/>	Exception 14 - Description
Exceptions			
Exceptions			
Exceptions			
Requirements			
Notes			

View	Copy	Document Name	File Name	File Size	Transferred
<input checked="" type="checkbox"/>		NC2300-12-01501	NC2300-12-01501.pdf	681453	100%
<input checked="" type="checkbox"/>		NC2300-12-01502	NC2300-12-01502.pdf	721715	100%

☒ Overwrite Requirements/Exceptions

TitleWave will return data and document(s) which will be visible on the Review Screen. The Review Transaction screen allows document(s) to be viewed by clicking the View icon. Click Accept to add the data and document(s) to the linked ProForm order. The document(s) will be available from within the linked ProForm order via the SPIImage icon located on the ProForm Menu bar, or via SmartView. Or, for Select users, the document(s) will be available by clicking on the Attachments & Documents History link located in the documents tab. If the data and documents should not be accepted, the Cancel button closes the Review screen and no data or documents will be accepted.

The transaction will update to an Accepted status after clicking Accept. Although the transaction is in an Accepted status updates can still be sent and received by highlighting the transaction and either double clicking or clicking the Next Step icon. Incoming updates will change the status of the transaction to 'Ready' then back to 'Accepted' after the updates have been accepted. Updates are allowed up to one year from the order date.