

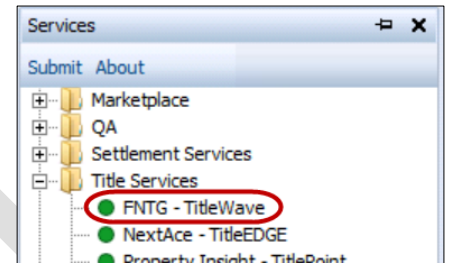
Follow these steps to order a bringdown from TitleWave.

With the applicable order open,

1. From the 360 ribbon, click the Services button



2. Expand the Title Services folder
3. Double-click the FNTG - TitleWave menu option



4. Click the 360 Queue button (or 360 tab at the bottom of the screen if the Queue is already opened)



5. Highlight the entry where Status = Accepted

6. 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	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

7. From the Bringdown Type drop-down, select the type being requested

8. Verify the Due Date; defaults to the Settlement Date minus one day (e.g., if the Settlement Date in your order is 12/14/2018, the Due Date populates 12/13/2018)

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

9. Verify the Alert Email address(es); this is used for notifications from TitleWave and is required
10. Check, uncheck or add an email address as needed

- In the Bringdown Instructions/Notes box, enter comments you wish to include with your request
- Check the Add to ProForm Notes check box if you wish the comment added to the Notes screen in SoftPro Select
- Click the Submit button
- 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	TW113018-04	Default	11/30/2018 12:5...	5916559	Title Services
SmartView	Order	Completed	TW113018-04	Default	11/30/2018 12:5...		Development

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%