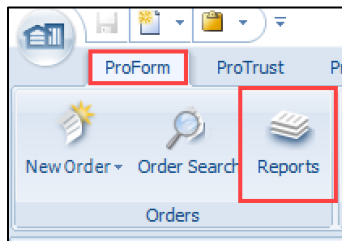


ORDERS BY STATUS REPORTS

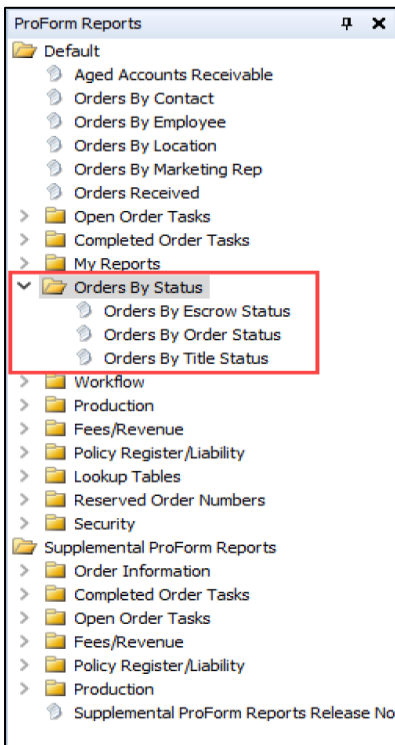
NOTE:

These instructions are to assist the user in rendering the **Orders by Status Report**. The **Orders By Status Report** can be found under the **ProForm Default Reports Tree**

Within the **ProForm** tab, click on the **Reports** button in the ribbon.



Either double click the folder or single click on the arrow to the left of the folder to open. There are three types of **Orders By Status** reports within the folder.

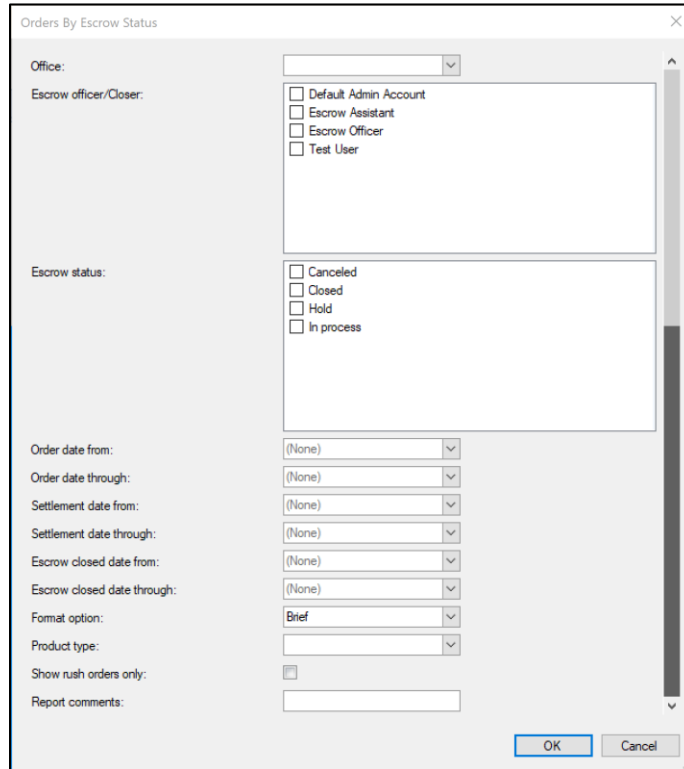


Double click on the report that you would like to render and select the criteria on which you would like your report to generate and click OK

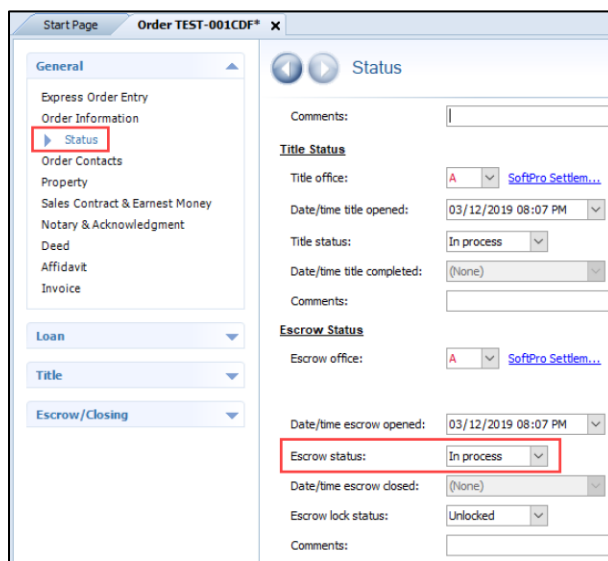
- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Support: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

Below are the criteria for each of the three types of reports.

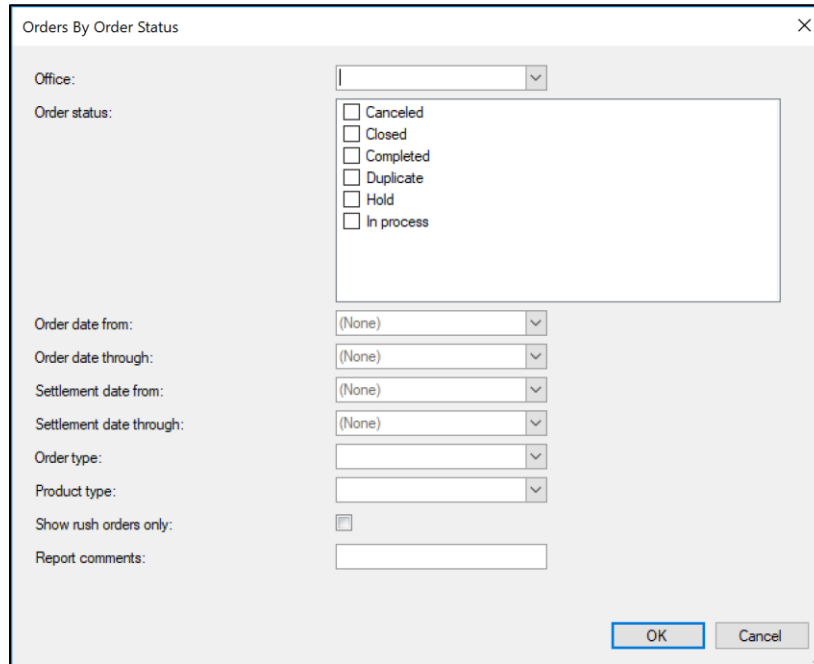
Orders by Escrow Status: Reports the number of orders with the following criteria: Office, Escrow Officer/Closer, Escrow Status, Order Date, Settlement Date, Escrow Closed Date, Format Option, Product Type, and Show Rush Orders Only.



The **Escrow Status** field in the **Status** screen of the orders must not be empty for it to return results.



Orders by Order Status: Reports the number of orders with the following criteria: Office, Order Status, Order Date, Settlement Date, Order Type, Product Type, and Show Rush Orders Only.



Orders By Order Status

Office: [Dropdown]

Order status:

- Canceled
- Closed
- Completed
- Duplicate
- Hold
- In process

Order date from: [None] [Dropdown]

Order date through: [None] [Dropdown]

Settlement date from: [None] [Dropdown]

Settlement date through: [None] [Dropdown]

Order type: [Dropdown]

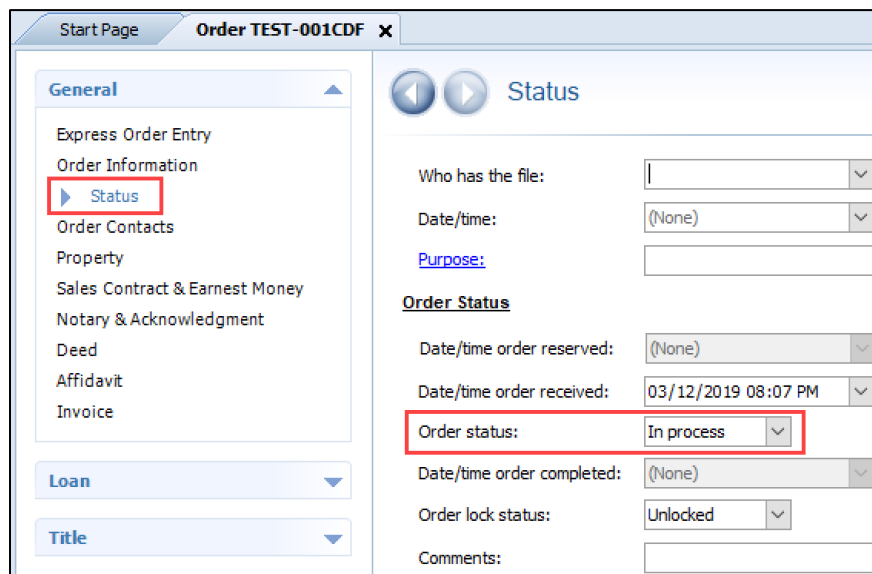
Product type: [Dropdown]

Show rush orders only:

Report comments: [Text Box]

OK Cancel

The **Order Status** field in the **Status** screen of the orders must not be empty for it to return results.



Start Page Order TEST-001CDF x

General

- Express Order Entry
- Order Information
- Status**
- Order Contacts
- Property
- Sales Contract & Earnest Money
- Notary & Acknowledgment
- Deed
- Affidavit
- Invoice

Loan [Dropdown]

Title [Dropdown]

Status

Who has the file: [Dropdown]

Date/time: [None] [Dropdown]

Purpose: [Text Box]

Order Status

Date/time order reserved: [None] [Dropdown]

Date/time order received: 03/12/2019 08:07 PM [Dropdown]

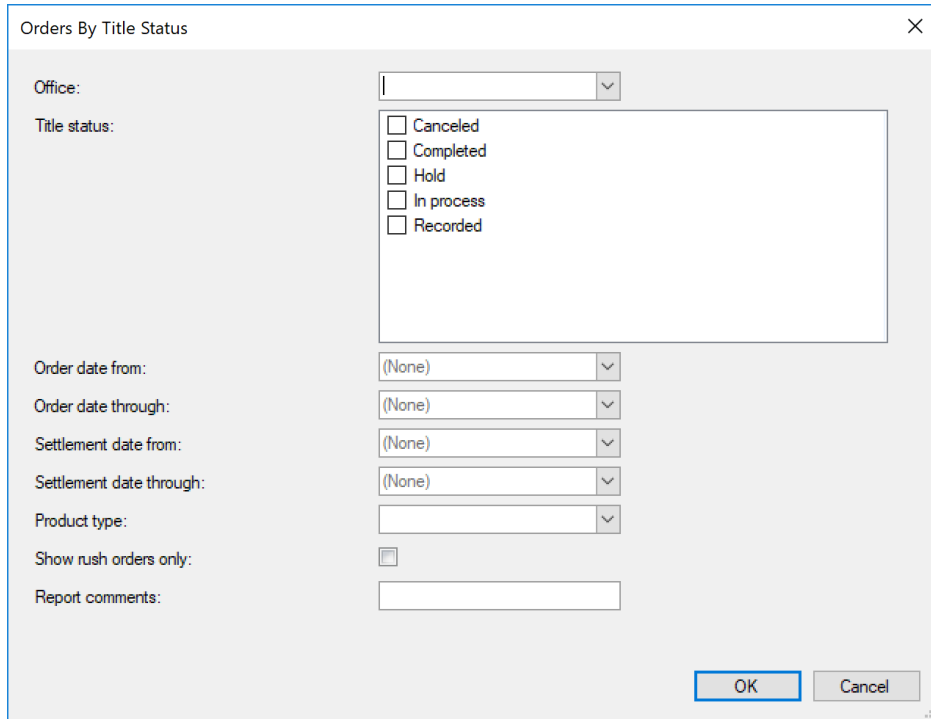
Order status: In process [Dropdown]

Date/time order completed: [None] [Dropdown]

Order lock status: Unlocked [Dropdown]

Comments: [Text Box]

Orders by Title Status: Reports the number of orders with the following criteria: Office, Title Status, Order Date, Settlement Date, Product Type, and Show Rush Orders Only.



The **Title Status** field in the **Status** screen must not be empty for it to return results.

