Submit Closing Protection Letter Orders in SoftPro 360® using Automation
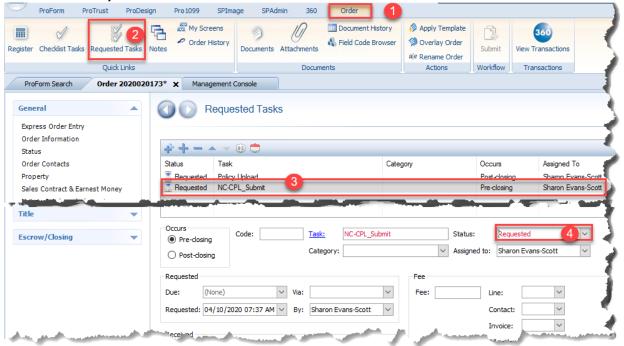
Learn how to create Closing Protection Letter (CPL) orders using the AgentNet Automation feature in Softpro 360®. Use the optional Monitoring feature in SoftPro.

Initiate Submit Automation Process

The Submit process created in the automation wizard activates based on the status specified in the task created in the SoftPro order. Follow these steps to initiate the Submit Automation process.

Beginning from the SoftPro main screen:

1. Click **Order tab**
2. Click **Requested Tasks tab**
3. Select the applicable Task
4. Select **Status**: '*Requested*'

5. Save and close your SoftPro order

   NOTE: The automation will be initiated and can be monitored from the Monitoring Console. See Monitoring Automation Progress below.
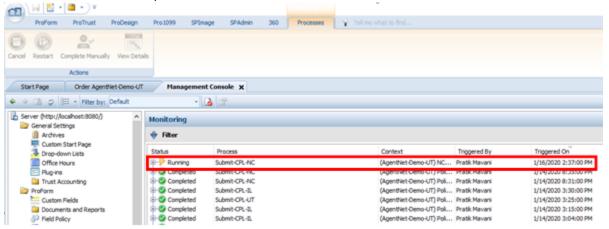
Optional
Monitor Automation Progress

1. Navigate to **SP Admin** tab

2. Click Configuration

3. In **Management Console** screen, double-click Automation

4. In the **Automation** folder, double-click Monitoring

NOTE: The status will reflect as 'Completed' if the process is finished successfully without errors.