





## Submit Search and Commitment Orders in SoftPro 360® using Automation

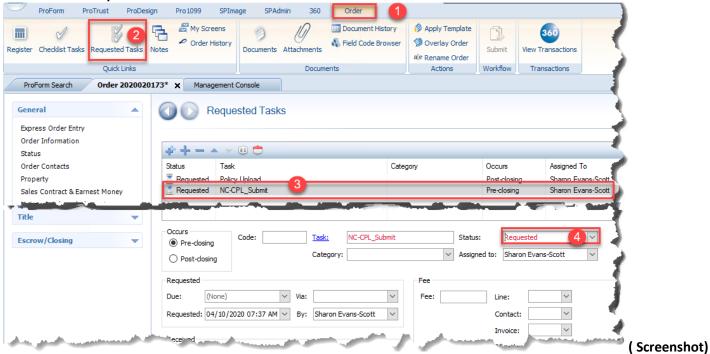
Learn how to create Search and Commitment orders using the AgentNet Automation feature in Softpro 360®. Use the optional Monitoring feature in SoftPro.

## **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 <u>Monitoring Automation</u> <u>Progress</u> below.







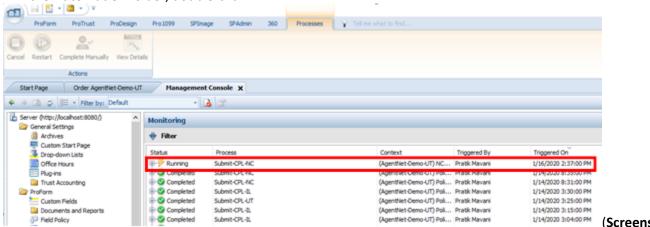
## **Optional**

## **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



(Screenshot needed)

**NOTE**: You can click **F5** to refresh the status of the process. The applicable process will display status as "**Completed**", if executed successfully without any issues.