

DoubleTime® with PropLogix integration User Guide



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Purpose

PropLogix offers complete and comprehensive reports that provide all necessary and important data on a property to ensure buyers are protected from issues prior to closing. Being integrated with DoubleTime offers an intuitive way to order the most popular PropLogix products without rekeying necessary data. Maintaining PropLogix orders such as checking the status of an order, placing an order on hold, updating an order, and canceling an order are easily done directly through DoubleTime.

Prerequisites

Prior to using the DoubleTime® PropLogix integration interface, the proper credentials will need to be entered into the User Settings. Using this feature in DoubleTime requires that you are registered with PropLogix. If you are not registered with PropLogix, please do so online at: https://dashboard.proplogix.com/Account/Register

The following steps can be used to enter the required data for a successful connection with PropLogix integration.

PropLogix Integration Connection Steps:

- Open DoubleTime and choose Preferences | User Settings and select the Integrations tab
- Under Integration Name, select PropLogix
- Check the box for *Enable Integration?*
- If the HTTP Host Name and HTTP The Fund API are not prefilled, click on the **Default** button to auto-populate the HTTP information.
- Enter your PropLogix User ID
- Enter your PropLogix Password
- Enter your FundNet User ID
- Enter your FundNet Password
- Check the box for 'Remember my PropLogix and FundNet Password...'
- Click on the Test Connection button and choose 'Yes' to make connection

**NOTE: Links have been added to the bottom of the User Setting | Integrations page to assist with PropLogix password or registration.

After a successful test connection, you are ready to use the DoubleTime® PropLogix Integration. If you have not registered with PropLogix or have forgotten your PropLogix password, please contact PropLogix Support at **(941) 444-7142**. If you are having problems with your FundNet user ID or password, please contact The Fund's HelpDesk at **(800) 421-9378**.



PropLogix Order Types

There are 4 order types that can be ordered through DoubleTime PropLogix Integration. The following is the list and description of each type.

- **Municipal Lien Searches** checks for unrecorded debt such as to code violations, special assessments, unpaid utilities, taxes, and expired building permits.
- Association Estoppels tracks the governing association(s) and requests a letter or certification that
 outlines the current financial standing, past due balances, current fees, and all future assessments due
 on the property.
- Land Surveys service that locates and coordinates with the most qualified, licensed survey professionals with competitive pricing.
- **Payoff Tracking** tracks satisfactions, releases, conveyance for commitments that require recorded documents to have subsequent recordings. This also includes tracking of HELOCs, judgments, liens, and Lis Pendens.

Creating a PropLogix Order

DoubleTime Closing File Data

DoubleTime has implemented a seamless process to create a PropLogix order by not having to rekey necessary data. The data that is used for ordering a product from PropLogix is automatically entered from your DoubleTime closing file such as the Buyer, Owner, and Property information.

DT Closing	g File - Pi	ropLogi»	File							
General	Buyer	Seller	Property	Deposit	Loan	Participant	Closing Agent	Title Agent	Prepared By	



PropLogix Order Wizard

Once you have created a DoubleTime closing file and entered the pertinent data, you are ready to create an order for PropLogix. The following steps will show how to launch the PropLogix Order wizard.

From the Menu bar, choose eSolutions | PropLogix | Place New Order

Closing File	Fund Forms Electronic Payment	÷	
Closing File No	ATIDS Integration ATIDS XE Closing Protection Letter		Participant Closing Agent Title Agent Prepared By
PropLogix File	PropLogix	•	ale\$100,000.00 12345
No.	My Website	00000	View Existing Orders
Source File:	Branch: (none)		▼ Import File Number:

You can also click on the shortcut icon in the tool bar to access the View Existing Orders module as seen below.

File	Modules	eSolutions	Utilities	Prefere	ences	Window	Help					
	6 88	COM RATE POL	FORM OE	STATUS	Ð	FUND	1	 2	(A) deed deed	n 🖓	*	EXIT



PropLogix Login Information

The Login Information will be required to create a PropLogix Order. It is important to enter these credentials into User Settings prior to starting the order process. Please see the steps on page 3 if you receive the following message to enter the PropLogix Integration Connection information.

PropLogix	Integration	×
1	PropLogix is not enabled for this user. To enable Pr select Preferences User Settings then select the Int and initiate the test connection to The Fund.	ropLogix, please tegrations tab
		ОК

If you have enabled the PropLogix Integration in User Settings, the following Login screen will appear. Click Next.

PropLogix Order	×
Once you have completed the login information below, click the Next button to continue.	
Order with PropLogix!	
You have created your Closing File in DoubleTime. If you have entered your Owner, Buyer and Property Information in the Closing File Module, DoubleTime will default that information into this PropLogix Order, Entering the Closing File Information in the PropLogix order will not save that information into the Closing File Module.	
- PropLogix Login Information	T.
PropLogix UID proplogixuser@yourregisteredemail.com FundNet UID fundnetuser	
PropLogix Password	
Remember my PropLogix and FundNet Password.	
Close << Back Next >>	



PropLogix Product Order Process

During the order process, it is possible to order a single product or multiple products the same time. The following steps will show how to order each of the four products separately. If you are ordering multiple products, select the desired product checkboxes and each product will appear in the order wizard.

Choose Closing File Number

To order any product from PropLogix using DoubleTime Integration, a DoubleTime Closing File is required. By default, the closing file that is active at the time of launching the PropLogix Order wizard will appear in the Product Selection window. To select a different file, click on the rotating folder icon and choose the desired file.

Choose	Closing File Number	
	PropLogix File	8

Product and Options Municipal Lien Search

To order a Municipal Lien Search, check the box next to the product. Once selected, the options will be enabled and appear below the product. Please deselect any options not desired. Click Next.

Municip	al Lien Search	Association Es	toppels 🔲 Surve	ey 🥅 Payoff Tracking
		Municipal Li	ien Search Opti	ons
The Mun	icipal Lien Searc	h includes the items	below.Uncheck any	thing you don't want included
THE MOI	1227 • COURTED AND ADDRESS OF			





In the Property Information and Order Details window, all required information, denoted by an asterisk, will need to be entered. If you have entered this information into the DoubleTime Closing File, it will default in the corresponding fields in this window. Click Next.

course completed the Property and Order Details information below, click the Next button to continue. representation: course where Name* Additional Owners Buyer Name ue To Owner ue To Owner Property SI property SI Property Information by* ty* 23 Property SI property SI <td< th=""><th>PropLogix Order</th><th></th></td<>	PropLogix Order	
ce you have completed the Property and Order Details information below, click the Next button to continue. Required field. roperty Information wrine Name* Additional Owners ① Buyer Name Numer Name* Additional Owners ② Buyer Name Owner Additess Line 2 Sproperty St Property Sy Property State* Zip Code* County* Title State* Viando FL State* Zip Code* County* Name viando FL State Zip Code* County* Orange viando FL State* Zip Code* County* Name Visitional Control rot-half (N 1/2) of Tract 17 of the Northwest one-quarter (NM/I/A) of Section 32, ownership 65 Owner Noth Paulo Records of Example County, Florida, LESS that portion as described in Official		
www.men* Additional Owners Due T. Owner Tom P. Buyer ddress Line 1* Address Line 1* Address Line 2 By* State* Zp Code* County* Writendo FL 32801 Orange egal Description ① yportion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW1/A) of Section 32, worship 65 Oxink, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat look 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official ethis a Vacant Lot? Cres No Is this a Commercial Property? Cres No der Details table week By Closing File Num ② Sold/2018 ② poplogix File udditional Contract Email there comments week Order?* Yes No Close e< Back Next >>	ce you have completed the Property and Order Details information below, click the Next button to continue. Required field. roperty Information	
tue T. Owner for P. Buyer ddress Line 1* Address Line 2 23 Property St Property St Property ty* State* Zip Code* County* prindio FL 32801 Orange arcel Number / Folio 1 ③ t_22-33-4444.*** egal Description ④ uportion of the North ore-half (N 1/2) of Tract 17 of the Northwest one-quarter (NM/IA) of Section 32, worship 50 South, Range 40 East, according to the Northwest one-quarter (NM/IA) of Section 32, worship 50 South, Range 40 East, according to the Northwest one-quarter (NM/IA) of Section 32, worship 50 South, Range 40 East, according to the Northwest one-quarter (NM/IA) of Section 32, worship 50 South, Range 40 East, according to the North west one-quarter (NM/IA) of Section 32, worship 50 South, Range 40 East, according to the Nort orpany. Subdivision recorded in Plat took 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official st his a Vacant Lot? Yes No is this a Commercial Property? Yes No der Details ther Consing Fle Num ④ st his a Commercial Property? Yes No useh Order?* Yes No Close	Dwner Name* Additional Owners 🤍 Buyer Name	
address Line 1* Address Line 2 23 Property St Property by* State* Zip Code* by* State* Zip Code* whando FL 32801 Orange arcel Number / Folio 1 Image: State* Image: State* arcel Number / Folio Image: State* Image: State* Image: State* arcel Number / Folio Image: State* Image: State* Image: State* arcel Number / Folio Image: State* Image: State* Image: State* segal Description Image: State* Image: State* Image: State* Image: State* voorship 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Image: State* Image: State* Image: State* voorship 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Image: State* Image: State* <t< td=""><td>Sue T. Owner Tom P. Buyer</td><td></td></t<>	Sue T. Owner Tom P. Buyer	
23 Property St Property St Property File County* by* State* Zp Code* County* item County* pt State* Zp Code* County* item County* pt Cool 1 @	ddress Line 1* Address Line 2	
ty* State* Zip Code* County* Vrlando FL 32801 Orrange arcel Number / Folio 1 Image: County* Image: County* 1-22-33-4444-*** Image: County* Image: County* egal Description Image: County* Image: County* uportion of the North one-half (N1/2) of Tract 17 of the Northwest one-quarter (NM1A) of Section 32, countyring 50 South, Range 40 East, according to the Plat of XYZ Land Company Suddivision recorded in Plat look 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official st his a Vacant Lot? Yes No der Details Is this a Commercial Property? Yes itosing Date* Need By Closing File Num Vaditional Contact Email Image: County File value Order?* Yes No ush Order?* Yes No	23 Property St Property	
Vitando FL 32801 Orange arcel Number / Folio 1 1 1 1:22:33:4444.** ••••••••••••••••••••••••••••••••••••	ity* State* Zip Code* County*	
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der Details ibising Date* Need By Closing File Num () 5/04/2018 ps:03/2018 PropLogix File viditional Contact Email Xher Continents Xher Comments ush Order?* C Yes No Close Next >>	look 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official sthis a Vacant Lot?	
losing Date* Need By Closing File Num € 5504/2018 ▼ PropLogix File valifional Contact Email Xther Comments ush Order?* [©] Yes [©] No Close ≪Back Next >>	der Details	
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Additional Contact Email Xher Comments Tush Order?* Ves No Close	05/04/2018 🔽 05/03/2018 💌 PropLogix File	
tush Order?*	Additional Contact Email	
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tush Order?* C Yes C No Close << Back Next >>		
Close << Back		
Close << Back Next >>	Rush Order?* C Yes 🕫 No	
S DOOR INCAL AS	Close cc Bank Next	
	S DOOR NEXT 22	



In the New Order Review window, a synopsis of the Property Information and Product Choice selections will be shown. Please review the PropLogix Terms and Conditions page and check the box to agree. Click Submit Order.

****NOTE:** If you want to make any future changes to this order, please contact PropLogix Customer Support Team: support@proplogix.com.

lew Ord	er Review				
Property I	formation	Order Details			
Address 1:	123 Property St	Closing File Num:	PropLogix File	Closing Date:	5/4/2018
Address 2:		Order Needed By:	5/3/2018	Rush Order?:	C Yes @ No
City:	Orlando State: FL Zip: 32801	Comments:			
Lien Searc	h tions: Taxes, Code, Permits, Public Works, Special Assessmen	ts			
Lien Seard Of	h tions: Taxes, Code, Permits, Public Works, Special Assessmen	ts			
Lien Seard	h lions: Taxes, Code, Permits, Public Works, Special Assessmen	ts			



Congratulations! The order has been sent to PropLogix. You will receive an email from PropLogix that the order was submitted. See page 24 for the steps to view, cancel, and update an existing order(s). Click Finish.

PropLogix Order In Process! tequest to submit PropLogix Order ropLogix Order Submitted Successfully.		
to to eSolutions PropLogix View Existing Orders to check your order,	ļ	
	Finish	

**NOTE: You will receive the finished product(s) and all supporting information via email from PropLogix.



Association Estoppel

To order an Association Estoppel, check the box next to the product. Click Next.

Choose your product(s)				
Municipal Lien Search	Section Estoppels	Survey	Payoff Tracking	



In the Property Information and Order Details window, all required information, denoted by an asterisk, will need to be entered. If you have entered this information into the DoubleTime Closing File, it will default in the corresponding fields in this window. Click Next.

ropLogix Order				×
	-> 🐼 Proplog	ix		(
ice you have complete Required field. roperty Inform	d the Property and Order Details in ation	formation below, click	he Next button to continue.	
Owner Name*	Additional Owners 🌻	Buyer Na	ie	
Sue T. Owner		Tom P. Bu	ver	
ddress Line 1*		Address Line 2		
23 Property St	Property			
ity*	State*	Zip Code*	County*	
Orlando	FL	32801	Orange 👻	
s this a Vacant Lot?	Yes CNo	, Florida, LESS that po	Property? C Yes C No	
rder Details	Need By Closin	a File Num		
05/04/2018 🗸	05/03/2018 V PropL	ogix File		
Soundrial Contact Effia				
Other Comments				
Rush Order?* C Yes				
100				
	1			
	Close	<< Back	Next >>	



In the Estoppel Letter window, enter the Listing Agent information (if applicable). It is required to select Sale or Refinance. This will default to your closing file type chosen in your DoubleTime closing file.

In the HOA/COA Information, the full Legal Name of the management company is required. Multiple associations can be added by clicking on the green plus sign. Additionally, you may want to upload the Title Commitment, Certificate of Title, Contract, and/or the Authorization Form by clicking on the Browse button next to each designated field. Most common file formats can be uploaded.

**NOTE: If you do not provide the Title Commitment, PropLogix is not liable for any missed associations.

Listing Agent Name	Listing Agent Phone		Listing Agent Email	
John Agent	(800) 555-5555	•	johnagent@listing.com	•
Refinance or Sale?* . Sale C Refinance	Buyer Approved? (* Yes	C No C Unsure	In Collections? C Yes	• No C Unsure
If you have not yet received your Title Commitme in some circumstances, additional rush fees ma	ent, you may order your estoppels n y apply. For further information about	ut fees, liabilities, and de	adlines contact PropLogix at s	d. Please be advised that upport@proplogix.com.
If you have not yet received your Title Commitme in some circumstances, additional rush fees ma Title Commitment	nt, you may order your estoppels n y apply. For further information about	tow and submit the little ut fees, liabilities, and de Certificate Of Title	adlines contact PropLogix at s	d. Please be advised that upport@proplogix.com.
If you have not yet received your Title Commitme in some circumstances, additional rush fees ma Title Commitment C:\PropLogix FileItitle_commitment.pdf	nt, you may order your estoppes n y apply. For further information abou C Browse	ow and submit the rise i ut fees, liabilities, and de Certificate Of Title	adlines contact PropLogix at s	d. Please be advised that upport@proplogix.com. Browse
If you have not yet received your Tile Commitme in some circumstances, additional rush fees ma Tile Commitment C:\PropLogix File\tile_commitment.pdf Contract	apply. For further information about the second sec	tow and submit the rise ut fees, labilities, and de Certificate Of Title	adlines contact PropLogix at s	d. Please be advised that upport@proplogix.com. Browse



In the New Order Review window, a synopsis of the Property Information and Product Choice selections made, will be shown. Please review the PropLogix Terms and Conditions page and check the box to agree. Click Submit Order.

****NOTE:** If you want to make any future changes to this order, please contact PropLogix Customer Support Team: support@proplogix.com.

DOUBL					
nce you hav	re completed reviewing the information below, click the Submit C	rder button to compl	lete the order.		
Property I	nformation	Order Details			
Address 1:	123 Property St	Closing File Num:	PropLogix File	Closing Date:	5/4/2018
Address 2:		Order Needed By:	5/3/2018	Rush Order?:	C Yes € No
City:	Orlando State: FL Zip: 32801	Comments:			
Please revie Estoppel I Si Bi	Innue, and a selected products below. .etter le or Refinance: Sale ayer Approved: No Collections: No				
н	DA/COA Information: No				
f you want	to make any future changes to this order, please contact	PropLogix Custon	ner Support Tearr	i: support@propl	ogix.com



Congratulations! The order has been sent to PropLogix. You will receive an email from PropLogix that the order was submitted. See page 24 for the steps to view, cancel, and update an existing order(s). Click Finish.

PropLogix Order In Process! tequest to submit PropLogix Order ropLogix Order Submitted Successfully.		
to to eSolutions PropLogix View Existing Orders to check your order,	ļ	
	Finish	

**NOTE: You will receive the finished product(s) and all supporting information via email from PropLogix.



Survey

To order a Survey, check the box next to the product. Click Next.

Choose your product(s)			
🦳 Municipal Lien Search	C Association Estoppels	Survey	

In the Property Information and Order Details window, all required information, denoted by an asterisk, will need to be entered. If you have entered this information into the DoubleTime Closing File, it will default in the corresponding fields in this window. The Vacant Lot and Commercial Property selections are also required. Click Next.

Owner Name*	Additional C	owners 🤨	Buyer Nar	ne	
Sue T. Owner			Tom P. Bu	yer	
Address Line 1*			Address Line 2		
123 Property St		Property			
City*	State*		Zip Code*	County*	
Orlando	FL		32801	Orange	-
Parcel Number / Foli	o 1 🛈				
11-22-33-4444-***	O				
Legal Description	D				
Book 1, Page 11 of	the Public Records of ?* ⊂ Yes ⓒ No	Example County, F	lorida, LESS that por	Property?* C Yes	fficial
Book 1, Page 11 of Is this a Vacant Lot rder Details	The Public Records of 74 C Yes No	Closing I County, F	Iorida, LESS that por	Property?* C Yes	€ No
Book 1, Page 11 of Is this a Vacant Lot rder Details Closing Date* 05/04/2018	Need By	Closing f	iorida, LESS that por is this a Commercial I file Num	Property?* C Yes	• No
Book 1, Page 11 of Is this a Vacant Lot rder Details Closing Date* 05/04/2018 Additional Contact F	Need By	Closing I	iorida, LESS that por is this a Commercial I file Num	Property?* C Yes	• No
Book 1, Page 11 of 1 Is this a Vacant Lot rder Details Closing Date* 05/04/2018 Additional Contact E	Need By Need By Need By Need By	Closing f	iorida, LESS that por is this a Commercial I file Num	Property?* C Yes	No
Book 1, Page 11 of Is this a Vacant Lot Inder Details Closing Date* 05/04/2018 Additional Contact E Other Comments	Need By	Closing I	ile Num	Property?* C Yes	• No
Book 1, Page 11 of Is this a Vacant Lot Inder Details Closing Date* 05/04/2018 Additional Contact B Other Comments	Need By Need By > 05/03/2018	Closing I	iorida, LESS that por is this a Commercial I file Num (1) ix File	Property?* C Yes	No
Book 1, Page 11 of 1 Is this a Vacant Lot rder Details Closing Date* 05/04/2018 Additional Contact B Other Comments	Need By Image 40 East, accords of	Closing f	ivrida, LESS that por is this a Commercial I ile Num () ix File	Property?* C Yes	No
Book 1, Page 11 of 1 Is this a Vacant Lot Inder Details Closing Date* 05/04/2018 Additional Contact E Other Comments Rush Order?*	Need By Need By Standard Constraints Need By Standard Constraints Need By Need By Ne	Closing f	ivrida, LESS that por is this a Commercial I file Num () ix File	Property?* C Yes	 No
Book 1, Page 11 of 1 Is this a Vacant Lot rder Details Closing Date* 05/04/2018 Additional Contact B Other Comments Rush Order?*	Need By Need By State of No Need By State of No Need By Need By Ne	Closing f	iorida, LESS that por is this a Commercial I file Num () ix File	Property?* C Yes	• No



In the Survey Details window, it is required to select the Survey Type, Survey Purpose, and if an Elevation Certificate is needed. It is recommended to select the proper Mortgage Type, so that the surveyor includes the proper requirements. It is also required to make selections for Title Commitment Review and Request Survey Hard Copies.

In the Hard Copies section, parties may be entered into the Addressee field, the number of copies requested, and the address in which they are to be sent. It is possible to add multiple parties by clicking on the green plus sign. If information is entered into this section, it is required to enter data in all three fields.

In the Certifications section, if a Party is selected, it is required to enter the name of the party in the Name field. All other fields are optional.

PropLogix Order	2		
DOUBLETIME Prop	nt page.		
= Required neta. Survey			
Survey Type*	Survey Purpose*	Elevation Certificate*	
BoundarySurvey	PurchaseAndSale 💌	Yes	•
Mortgage Type ()	Title Commitment Review?*	Request Survey Hard Copies?*	
Conventional			
Click the plus to add additional parties. Addressee*	Copies* Address*		-
Addressee Name Certifications	1 123 Example St		
Click the plus to add additional Certifications			
Lender Friendly Bank			0
Property Access Contact Name	Property Access Contact Phone	Property Access Contact Email	
Tom P. Owner	(407) 555-5555	tomp@owneremail.com	
Survey Notes Access Information			
Fence gate code *5567			
Title Commitment Schedule B(II) Exceptions			
	Browse		
Close	<< Back	ext >>	



In the New Order Review window, a synopsis of the Property Information and Product Choice selections will be shown. Please review the PropLogix Terms and Conditions page and check the box to agree. Click Submit Order.

****NOTE:** If you want to make any future changes to this order, please contact PropLogix Customer Support Team: support@proplogix.com.

nce you hav	e completed reviewing the information below, click the Submit	Order button to compl	lete the order.			
lew Ord	er Review	Order Details				
Address 1:	123 Property St	Closing File Num:	PropLogix File	Closing Date:	5/4/2018	
Address 2:		Order Needed By:	5/3/2018	Rush Order?:	C Yes @ No	
City:	Orlando State: FL Zip: 32801	Comments:	;			
	, -		4			
Product C	hoice					
Product C Please revie Lien Searc	hoice w your selected products below. h tions: Taxes, Code, Permits, Public Works, Special Assessmen	ts				
Product C Please revie Lien Seard Op	<u>hoice</u> w your selected products below. h tions: Taxes, Code, Permits, Public Works, Special Assessmen	đ5				



Congratulations! The order has been sent to PropLogix. You will receive an email from PropLogix that the order was submitted. See page 24 for the steps to view, cancel, and update an existing order(s). Click Finish.

PropLogix Order		
Request to submit PropLogix Order PropLogix Order Submitted Successfully.		
Go to eSolutions PropLogix View Existing Orders to check your order		
	Finish	

**NOTE: You will receive the finished product(s) and all supporting information via email from PropLogix.



Payoff Tracking

To order a Payoff Tracking, check the box next to the product. Click Next.

roduct(s)			
cipal Lien Search	Association Estoppels	Survey	✓ Payoff Tracking
	roduct(s) cipal Lien Search	roduct(s)	roduct(s) cipal Lien Search 🦳 Association Estoppels 🦳 Survey

In the Property Information and Order Details window, all required information, denoted by an asterisk, will need to be entered. If you have entered this information into the DoubleTime Closing File, it will default in the corresponding fields in this window. Click Next.

ropLogix Order	-		
DOUBLETIME DOUBLETIME required field.	Propetty and Order I	Details information below, click th	ie Next button to continue.
Owner Name*	Additional Owners	(i) Buver Nam	
Sue T. Owner	-	Tom P. Buy	er
	5	Joint . Buy	
Address Line 1*		Address Line 2	
123 Property St	Pi	roperty	
City*	State*	Zip Code*	County*
Orlando	FL	32801	Orange 💌
Legal Description () A portion of the North one Township 50 South, Rang Book 1, Page 11 of the Pu Is this a Vacant Lot?	-haif (N 1/2) of Tract 1; e 40 East, according to blic Records of Example Yes ⊂ No	7 of the Northwest one-quarter the Plat of XYZ Land Company 6 County, Florida, LESS that port Is this a Commercial P	NW1/4) of Section 32, Subdivision recorded in Plat ion as described in Official roperty? C Yes C No
Closing Date*	Need By	Closing File Num 🤨	
05/04/2018 💌	05/03/2018 💌	PropLogix File	
Additional Contact Email			
Other Comments			
Rush Order?* C Yes C	• No	<< Back	Next >>



In the Payoff Tracking window, the Owner Name is required. If you have entered an email address for the Owner in the DoubleTime closing file, it will default into the Owner Email field. It is also required to make selections for *Any mortgage(s) securing credit lines? and Is this a refinance?*. The Buyer Name and Buyer Email fields are optional.

PropLogix will need the Title Commitment to process the Payoff Tracking order but is not required to complete the order wizard.

****NOTE:** PropLogix will need the Title Commitment to process your order. If unavailable now, please email it to payofftracking@proplogix.com as soon as possible.

= Required field.	In tracking information below, click the vext button to cont	
ayoff Tracking		
Owner Name*	Owner Email 😲	Any mortgage(s) securing credit lines?*
Sue T. Owner	suet@owneremail.com	C Yes 🗭 No
Buyer Name	Buyer Email 🤢	Is this a refinance?*
Tom P. Buyer	tomp@buyeremail.com	C Yes (No



In the New Order Review window, a synopsis of the Property Information and Product Choice selections will be shown. Please review the PropLogix Terms and Conditions page and check the box to agree. Click Submit Order.

****NOTE:** If you want to make any future changes to this order, please contact PropLogix Customer Support Team: support@proplogix.com.

nce you hav	e completed reviewing the information below, click the Submit	Order button to compl	lete the order.			
lew Ord	er Review	Order Details				
Address 1:	123 Property St	Closing File Num:	PropLogix File	Closing Date:	5/4/2018	
Address 2:		Order Needed By:	5/3/2018	Rush Order?:	C Yes @ No	
City:	Orlando State: FL Zip: 32801	Comments:	;			
	, -		A			
Product C	hoice					
Product C Please revie Lien Searc	hoice w your selected products below. h tions: Taxes, Code, Permits, Public Works, Special Assessmen	ts				
Product C Please revie Lien Seard Op	<u>hoice</u> w your selected products below. h tions: Taxes, Code, Permits, Public Works, Special Assessmen	đ5				



Congratulations! The order has been sent to PropLogix. You will receive an email from PropLogix that the order was submitted. See page 24 for the steps to view, cancel, and update an existing order(s). Click Finish.

PropLogix Order In Process! Request to submit PropLogix Order PropLogix Order Submitted Successfully.		
Go to eSolutions PropLogix View Existing Orders to check your order.		

	Finish	

**NOTE: You will receive the finished product(s) and all supporting information via email from PropLogix.



View Existing Orders

To view your existing PropLogix orders, click on eSolutions | PropLogix | View Existing Orders.

File Modules	eSolutions Utilities Preferences	Window Help
🗳 🗁 😵	Email	📝 🏧 🖼 1099 🍂 🏦 🔐
	Fund Forms	•
	Electronic Payment	
	ATIDS Integration	
	ATIDS XE	
	Closing Protection Letter	
	Branch Product Order	•
	My Website	
	RealEC	
	PropLogix	Place New Order
		View Exisiting Orders
		S.

You can also click on the shortcut icon in the tool bar to access the View Existing Orders module as seen below.

File	Modules	eSolutions Uti	ilities Pr	references	Window	Help
Ď	🕞 🔁 💧	COM RATE POL FORM	OE 🚮	ns 🖻 🕑	FUND	📝 🏟 🔜 🎽 🎎 🎎 🌧 🛷 🟠 📴 🖸 👯 😡



If you have enabled the PropLogix Integration settings in User Settings, the following screen will appear. Click Login.

PropLogix Login Information PropLogix UID proplogixuser@yourregisteredemail.com PropLogix Password	FundNet Login Information FundNet UID fundnetuser FundNet Password
Remember my PropLogix and FundNet Password.	Cancel

****NOTE:** The Login Information will be required to view an existing PropLogix Order. Please see page 3 for the PropLogix Integration Connection Steps if you are unable to login.



Order Status

This module will show the status of all PropLogix Orders ordered from all users setup for the integration. At the top of the window, the Search Criteria assists you in finding a specific or desired range of orders. Double-clicking on an order will show the Order Details about that specific order. Within the Order Details window, specific functions can be requested such as: Cancel Order, Place Order On Hold, or Update Order. The following sections will go over the steps and processes to accomplish these tasks.

**NOTE: See page 34 for PropLogix user security when viewing order details.

Search Criteria

To search for orders within a certain date range, click on the calendar icon in the toolbar.

File Modules eSolutions Actions	Utilities Preferences	Window Help	
	STHILE DO CON EURO	🐼 🏧 🔜 1099 🍂 🕅 🚱 🗧	🗟 🛷 🛣 🗑 🗱 🛛 🖾 🕷
🖌 🗞 🛐 🕪			
DT PropLogix Orders			
Search Criteria			
From Created Date: 03/26/2018	Closing File Num:	PropLogi	x Order Num:
To Created Date: 04/09/2018	Closing Date:	Status:	(All)

Select the date range desired and click OK

DT Cha	inge Dates		×
	Date Range Date From: Date To:	03/01/2018 ▼ }3/31/2018 ▼	
	ОК	Cancel	



To search by the Closing File Number, enter the number in the field or click on the 'rotating folder' icon to Browse for the file. To search using the Closing Date, click on the drop-down arrow to show the calendar and select the desired closing date. You can also locate an order using the PropLogix Order Number by entering it in the field. To filter by the PropLogix Order Status, click on the drop-down arrow in the field and select the desired status.

Closing File Num:	2	PropLogix Order Num:		
Closing Date:	_	Status:	(All)	-
	Closing File Num: Closing Date:	Closing File Num: 2010	Closing File Num: PropLogix Order Num: Closing Date: Status:	Closing File Num: PropLogix Order Num: Closing Date: Status: (All)

Refresh Order Status

To get the latest statuses of PropLogix orders from the Order Status screen, click on the green recycle arrows in the toolbar as shown.

File	Modules	eSolution	ns Act	ions Uti	lities	Prefe	rences	Window	w Help		
ľř	🕞 🔁	COM RATE P	P #	OE 🕋		Ø,	5 FUND	A	EANK 1099	2	LOAN DEED DES
	S 31	1									



To search by the Closing File Number, enter the number in the field or click on the 'rotating folder' icon to Browse for the file. To search using the Closing Date, click on the drop-down arrow to show the calendar and select the desired closing date. You can also locate an order using the PropLogix Order Number by entering it in the field. To filter by the PropLogix Order Status, click on the drop-down arrow in the field and select the desired status.

Closing File Num:	2	PropLogix Order Num:		
Closing Date:	_	Status:	(All)	-
	Closing File Num: Closing Date:	Closing File Num: 2010	Closing File Num: PropLogix Order Num: Closing Date: Status:	Closing File Num: PropLogix Order Num: Closing Date: Status: (All)

Refresh Order Status

To get the latest statuses of PropLogix orders from the Order Status screen, click on the green recycle arrows in the toolbar as shown.

File	Modules	eSoluti	ons	Actions	Utilit	ies	Prefer	rences	Win	dow	Help		
	2 🔁	COM RATE			STATUS	۲	Ø,	FUND		ata (EANK 1099	2	7 e
	S 31	•											



Order Detail

To see the detail of an order that you have submitted to PropLogix, simply double-click on the order from the Order Status list or highlight the order and click on the red checkmark in the toolbar.

File Modules	eSolutions	Actions Util	ities Preference	es window	neip					
1 2 6 1			B Q S	. 🛛 🗗 🖁	INK 1099 🍂	*	8 🖉 📴		EXIT	
1 🔊 🕅 🚺	4									
DT PropLogix Or	ders									
From Created	Date: 03/27/20	018	Closing File Num:		<u></u>	PropLogix Order Num]	
Order Status	Date: 104/10/2	010	closing bate.	1	<u> </u>	Status.	10-17	-		
Order Status	Closing Date	PropLogix Order Num	Product	Status	On Hold	Proper	ty Address		Created	Estimater
Order Status Closing File Num PropLogix File	Closing Date 05/04/2018	PropLogix Order Num 18-153093	Product Survey	Status	On Hold No	Propert 123 Property St Orlando,	ty Address		Created 04/06/2018	Estimated Completio
Order Status Closing File Num PropLogix File Survey File	Closing Date 05/04/2018 05/04/2018	PropLogix Order Num 18-153093 18-153085	Product Survey Survey	Status Completed Cancelled	On Hold No No	Propert 123 Property St Orlando, 123 Property St Orlando,	ty Address Florida 32801 Florida 32801		Created 04/06/2018 04/05/2018	Estimated
Order Status Closing File Num PropLogix File Survey File PropLogix File	Date: 04/10/2 S Closing Date 05/04/2018 05/04/2018 05/04/2018	PropLogix Order Num 18-153093 18-153085 18-153086	Product Survey Payoff Tracking	Status Completed Cancelled New	On Hold No No No	Propert 123 Property St Orlando, 123 Property St Orlando, 123 Property St Orlando,	ty Address Florida 32801 Florida 32801 Florida 32801		Created 04/06/2018 04/05/2018 04/05/2018	Estimater Completio



PropLogix Order Detail Actions

When the Order Detail window is open for a specific order, the details about that order will be listed and you will have the ability to Print the order details, Cancel Order, Place Order On Hold, and Update Order^{**}.

File Modules	eSolutions	ACTIONS OTH	ines ricicience							
1 6 6 S			D C S		INK 1099	a a a 🕫	8 🖉 📴		EXIT	
🖌 🗐 🛐 🚺	•									
DT PropLogix Or	ders									
From Created	Date: 03/27/2	018	Closing File Num:	[<u>8</u>	PropLogix Order Num	E			
Order Status	Date: 104/10/2	018	Closing Date:			Status:	(All)	<u> </u>		
Order Status	Closing Date	PropLogix Order Num	Product	Status	On Hold	Status: Propert	(All) ty Address	_	Created	Estimated
Order Status Closing File Num PropLogix File	Closing Date 05/04/2018	PropLogix Order Num 18-153093	Product Survey	Status	On Hold No	Status: Propert 123 Property St Orlando,	(All) ty Address Florida 32801	_	Created 04/06/2018	Estimated Completion
Order Status Closing File Num PropLogix File Survey File	Closing Date 05/04/2018 05/04/2018	PropLogix Order Num 18-153093 18-153085	Product Survey Survey	Status Completed Cancelled	On Hold No No	Status: Propert 123 Property St Orlando, 123 Property St Orlando,	(All) ty Address Florida 32801 Florida 32801		Created 04/06/2018 04/05/2018	Estimated Completion
Order Status Closing File Num PropLogix File Survey File PropLogix File	Date: 04/10/2 Closing Date 05/04/2018 05/04/2018 05/04/2018	PropLogix Order Num 18-153093 18-153085 18-153086	Product Product Survey Payoff Tracking	Status Completed Cancelled New	On Hold No No No	Status: Propert 123 Property St Orlando, 123 Property St Orlando, 123 Property St Orlando,	(All) ty Address Florida 32801 Florida 32801 Florida 32801		Created 04/06/2018 04/05/2018 04/05/2018	Estimated Completion

****NOTE:** The Update Order option will only be available when the Order Status has been set to Completed by PropLogix.



Print Order Details

To print the details for a specific order, open the Order Details for that order and click on the Print button in the lower left hand corner. The default printer for your computer will be listed. If a different printer is desired, click on the Properties button, and select the printer from the list. Select the OK button to send the job to the printer.

Cancel Order

To cancel an order, go into the Order Details for that specific order and click on the Cancel Order button. The following message will appear, click Yes to complete the action. A confirmation pop-up message that the order has been successfully cancelled will appear.

ncel Or	der
\bigcirc	Are you sure you want to cancel order 18-153085?
•	^y Depending on your customized pricing, there may still be an outstanding balance due on the referenced order.
	Your PropLogix Accounting Team will reach out to you if fees are still due.
	Ves No

Cancel Order	X
The order 18-153085 has	s been successfully cancelled.
	ОК

From the Order Status list, the status for the order will now reflect Cancelled.

Order Status								
Closing File Num	Closing Date	PropLogix Order Num	Product	Status	On Hold	Property Address	Created	
PropLogix File	05/04/2018	18-153092	Estoppel Letter	New	No	123 Property St Orlando, Florida 32801	04/06/2018	
PropLogix File	05/04/2018	18-153095	Lien Search	New	No	123 Property St Orlando, Florida 32801	04/06/2018	
PropLogix File	05/04/2018	18-153086	Payoff Tracking	New	No	123 Property St Orlando, Florida 32801	04/05/2018	
Survey File	05/04/2018	18-153085	Survey	Cancelled	No	123 Property St Orlando, Florida 32801	04/05/2018	



Update Order

To update an order that has been submitted to PropLogix, the order status must first be set to Complete by PropLogix. Open the Order Details for that specific order and click on the Update Order button.

Property	Information	Order Information			
123 Prope	ty St	PropLogix Order Num: Closing File Num:	18-153095 PropLogix File	Closing Date:	05/04/2018
Orlando, F	lorida 32801	Order Status:	Completed	Date Created:	04/06/2018
Parcel ID:	11-22-33-4444-***	Order is On Hold:	No		0.57.
County:	Orange	Estimated Completion:	04/12/2018	Need By Date:	05/03/2018
Owner(s):	Sue T. Owner, Sue T. Owner, Sue T. Owne	Assigned Researcher:	Forrest Admin	Rush?:	No
Legal Desc	cription:	Assigned Res. EMail:	forrest.miller@prop	ologix.com	
Township Plat of XY2 Plat Book 1 County, Flo Official Re Records. E above des boundary	50 South, Range 40 East, according to the Z Land Company Subdivision recorded in I, Page 11 of the Public Records of Example orida, LESS that portion as described in cords Book 6432, Page 365 Example County Beginning at the Northwest corner of the cribed Tract; thence along the North of said Tract 17, North 89?? 43 21East, a dis	Buyer(s): Additional Contact EMail Comments:	Tom P. Buyer		
1	Mu The Municipal Lien Search includ I Taxes I Code I	nicipal Lien Search (es the items below. Permits V Public Wo	Options orks 🔽 Specia	Assessments	



The Order Update screen will appear with all of the information that can be edited. Make the necessary changes and click on the Update button.

Property	Information	Order Information			
123 Proper	ty St	PropLogix Order Num: Closing File Num:	18-153095 PropLogix File	Closing Date:	05/04/2018
Orlando, F	lorida 32801	Order Status:	Completed	Date Created:	04/06/2018
Parcel ID:	11-22-33-4444-***	Order is On Hold:	No		
County:	Orange	Estimated Completion:	04/12/2018	Need By Date:	05/03/2018
Owner(s):	Sue T. Owner, Sue T. Owner, Sue T. Owner	Assigned Researcher:	Forrest Admin	Rush?:	No
Legal Desc	cription	Assigned Res. EMail:	forrest.miller@proplogix.com		
ne Northw Township Plat of XY2 Plat Book 1 County, Flo Official Re Records. E above des boundary of	vest one-quarter (NW1/4) of Section 32, 50 South, Range 40 East, according to the Z Land Company Subdivision recorded in I, Page 11 of the Public Records of Example rrida, LESS that portion as described in cords Book 6432, Page 365 Example County Beginning at the Northwest corner of the cribed Tract; thence along the North of said Tract 17, North 89?? 43 21East, a dis	Buyer(s): Additional Contact EMail: Comments:	Tom P. Buyer		
£	Municipal Lien Search include	nicipal Lien Search (es the items below. Permits V Public Wo	Options	Assessments	

A new PropLogix Order number will be assigned and a message will appear stating that the PropLogix Order Update was Successful. In the PropLogix Order Status module, the update order will be reflected in a new row in the Order Status screen and contain all changes made.

👔 New PropLogix	Order Number is: 18-153095-1



PropLogix User Security

The visibility of an order will depend on how your users within your company are setup with PropLogix. There are multiple tiers of security rights that can affect whether a specific user can see an order submitted by other users. From the Order Status module, you will see an information bubble and a warning message if there is a discrepancy when trying to view an order.

A	Man	400 Descents Ch Oxforde - Elevide 00004	-9
The user f	that is logge ropLogix Su	d in does not have rights to view this record. Please pport to help get access rights to this record.	
7	NO	555 Main Street Urlando, Fiorida 32822	-6
			_



**NOTE: If you have any questions or concerns about PropLogix User Security, please contact PropLogix Support at (941) 444.7142

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DoubleTime[®]8.1

For additional assistance with DoubleTime® please visit www.thefund.com

