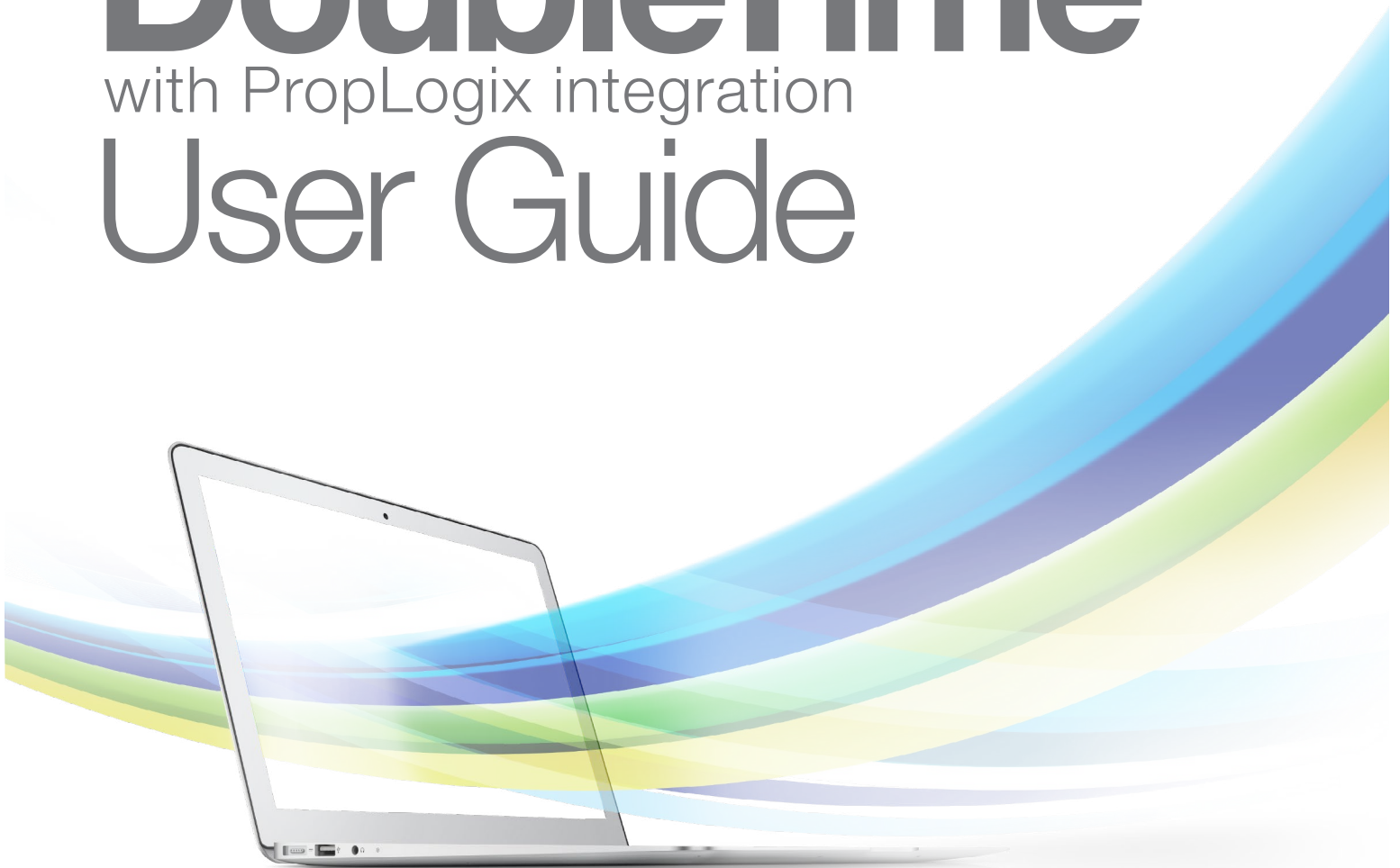




# DoubleTime<sup>®</sup>

with PropLogix integration

## User Guide



# Table of Contents

<b>Purpose</b> .....	3
<b>Prerequisites</b> .....	3
<b>PropLogix Order Types</b> .....	4
<b>Creating a PropLogix Order</b> .....	4
DoubleTime Closing File Data .....	4
PropLogix Order Wizard .....	5
PropLogix Login Information .....	6
<b>PropLogix Product Order Process</b> .....	7
Choose Closing File Number .....	7
Product and Options .....	7
Municipal Lien Search .....	7
Association Estoppel .....	11
Survey .....	16
Payoff Tracking .....	20
<b>View Existing Orders</b> .....	24
Order Status .....	26
Search Criteria .....	26
Refresh Order Status .....	27
Order Detail .....	28
PropLogix Order Detail Actions .....	29
<b>PropLogix User Security</b> .....	34

## 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

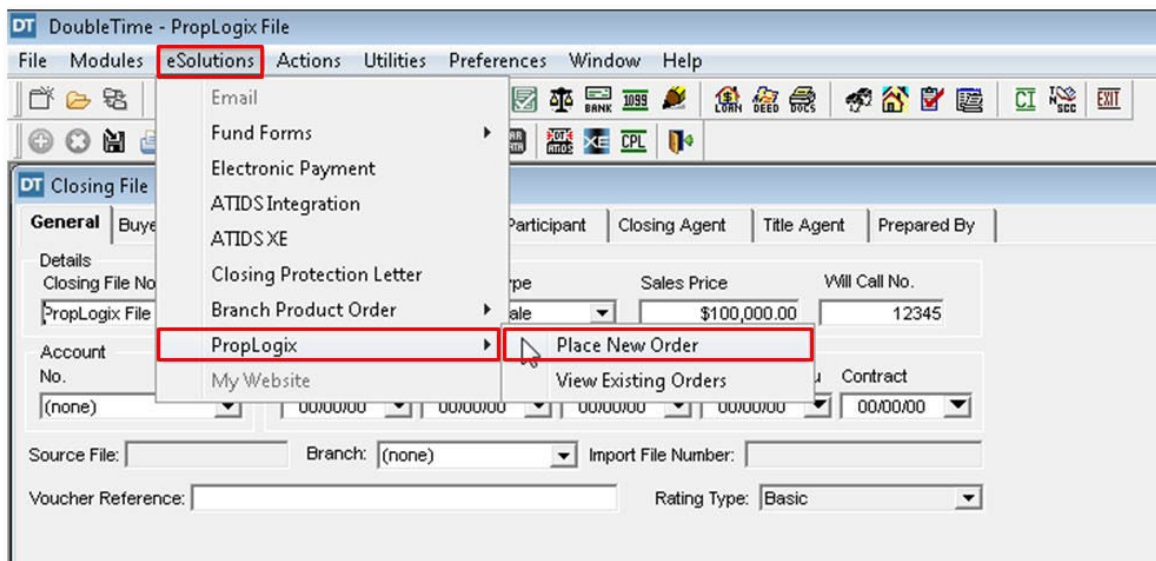
DoubleTime has implemented a seamless process to create a PropLogix order by not having to rekey necessary data. The data that is used for ordering a product from PropLogix is automatically entered from your DoubleTime closing file such as the Buyer, Owner, and Property information.

DT Closing File - PropLogix 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**

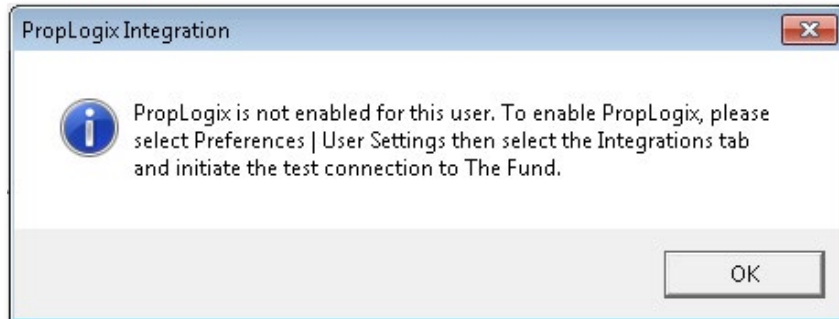


You can also click on the shortcut icon in the tool bar to access the View Existing Orders module as seen below.

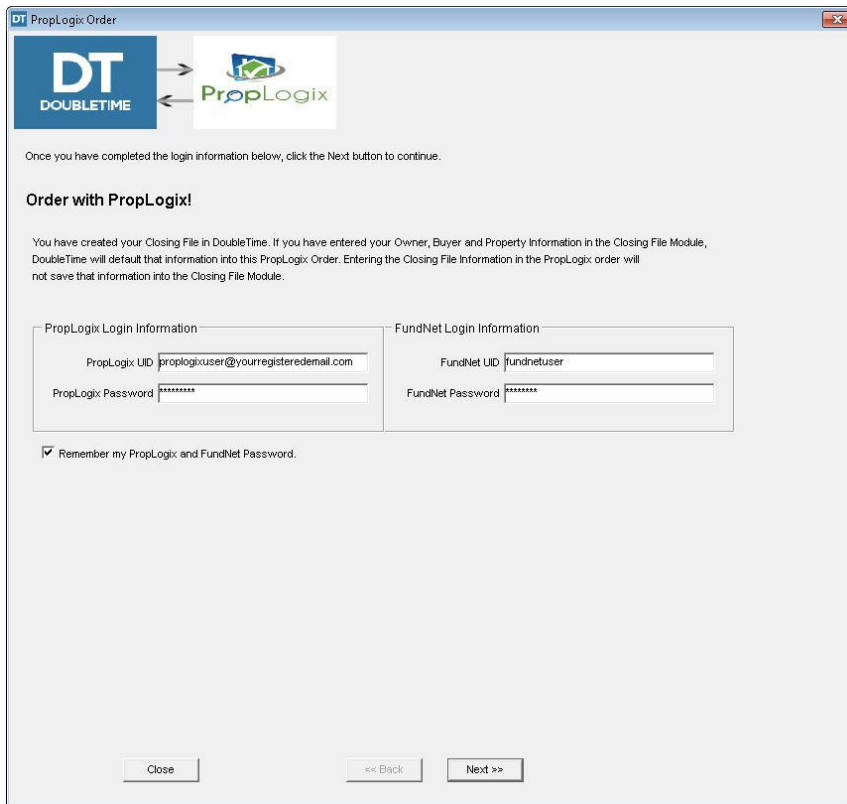


## PropLogix Login Information

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.



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



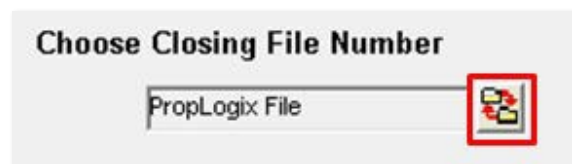
A screenshot of the "PropLogix Order" login screen. At the top left, there are logos for "DT DOUBLETIME" and "PropLogix" connected by double-headed arrows. Below the logos, a message states: "Once you have completed the login information below, click the Next button to continue." The main heading is "Order with PropLogix!". A paragraph explains: "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." The login section is divided into two columns: "PropLogix Login Information" and "FundNet Login Information". Each column has two input fields: "PropLogix UID" (with the example "proplogixuser@yourregisteredemail.com"), "PropLogix Password", "FundNet UID" (with the example "fundnetuser"), and "FundNet Password". Below these fields is a checkbox labeled "Remember my PropLogix and FundNet Password." which is checked. At the bottom, there are three buttons: "Close", "<< Back", and "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

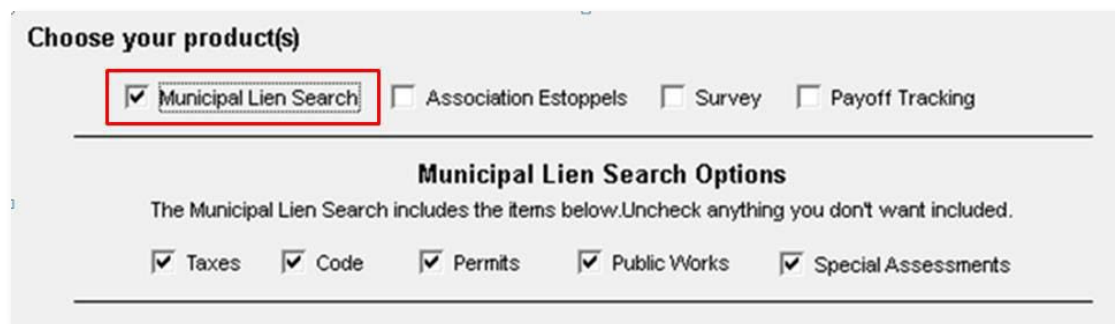
To order any product from PropLogix using DoubleTime Integration, a DoubleTime Closing File is required. By default, the closing file that is active at the time of launching the PropLogix Order wizard will appear in the Product Selection window. To select a different file, click on the rotating folder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



### 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.



**Choose your product(s)**

☒ Municipal Lien Search ☐ Association Estoppels ☐ Survey ☐ Payoff Tracking

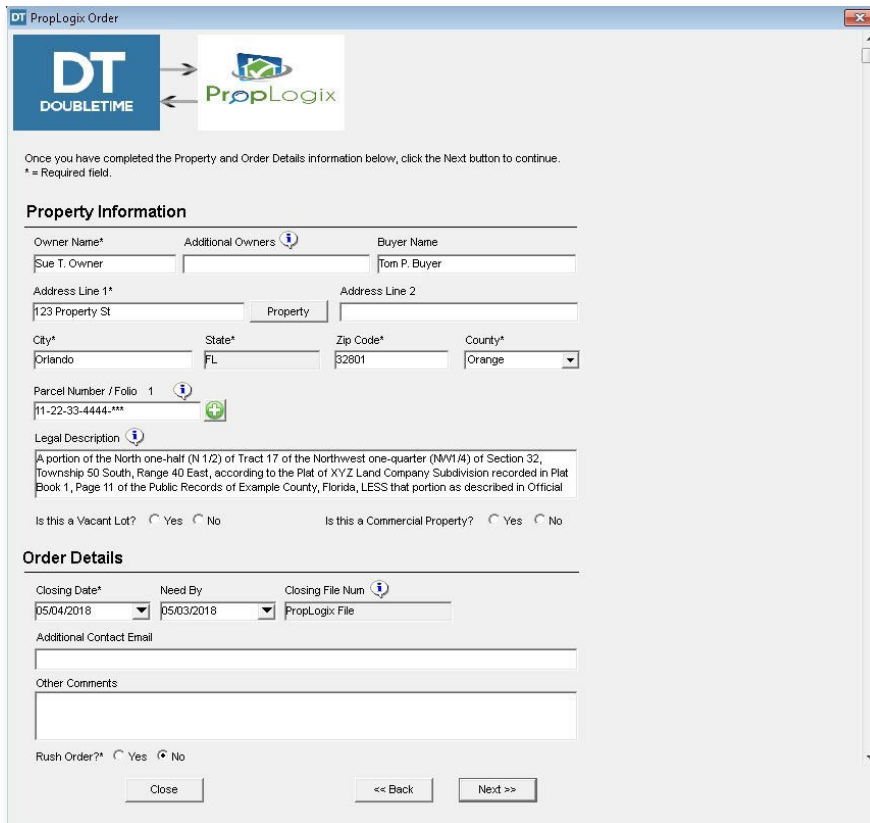
---

**Municipal Lien Search Options**

The Municipal Lien Search includes the items below. Uncheck anything you don't want included.

☒ Taxes ☒ Code ☒ Permits ☒ Public Works ☒ Special Assessments

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.



DT PropLogix Order

DT DoubleTime PropLogix

Once you have completed the Property and Order Details information below, click the Next button to continue.  
\* = Required field.

### Property Information

Owner Name\* Additional Owners Buyer Name  
Sue T. Owner Tom P. Buyer

Address Line 1\* Address Line 2  
123 Property St Property

City\* State\* Zip Code\* County\*  
Orlando FL 32801 Orange

Parcel Number / Folio 1  
11-22-33-444-\*\*\*

Legal Description  
A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW 1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official

Is this a Vacant Lot? ☐ Yes ☒ No Is this a Commercial Property? ☐ Yes ☒ No

### Order Details

Closing Date\* Need By Closing File Num\*  
05/04/2018 05/03/2018 PropLogix File

Additional Contact Email

Other Comments

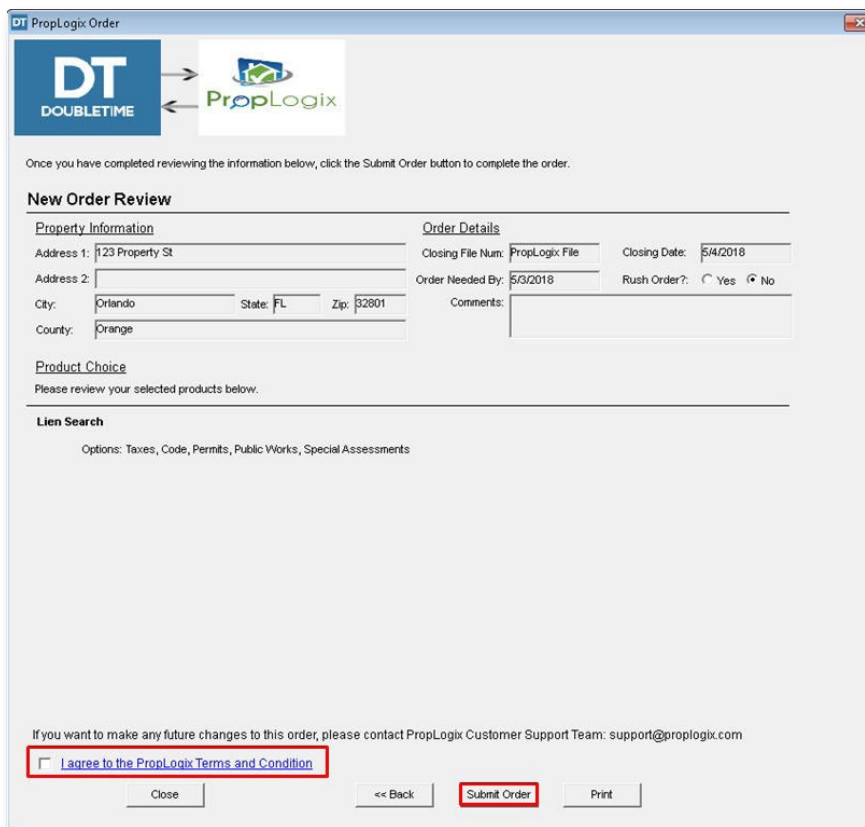
Rush Order?\* ☐ Yes ☒ No

Close << Back Next >>



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](mailto:support@proplogix.com).



DT PropLogix Order

Once you have completed reviewing the information below, click the Submit Order button to complete the order.

### New Order Review

Property Information		Order Details	
Address 1:	123 Property St	Closing File Num:	PropLogix File
Address 2:		Closing Date:	5/4/2018
City:	Orlando	Order Needed By:	5/3/2018
State:	FL	Rush Order?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Zip:	32801	Comments:	
County:	Orange		

**Product Choice**  
Please review your selected products below.

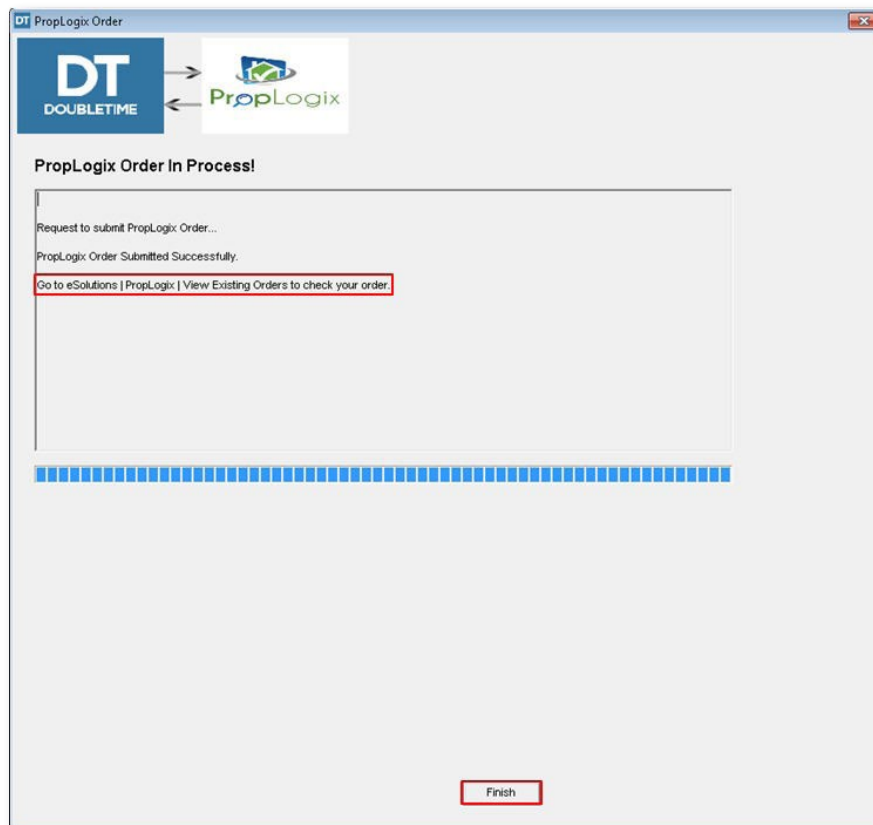
**Lien Search**  
Options: Taxes, Code, Permits, Public Works, Special Assessments

If you want to make any future changes to this order, please contact PropLogix Customer Support Team: [support@proplogix.com](mailto:support@proplogix.com)

☐ I agree to the PropLogix Terms and Condition

Close << Back **Submit Order** Print

**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.



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



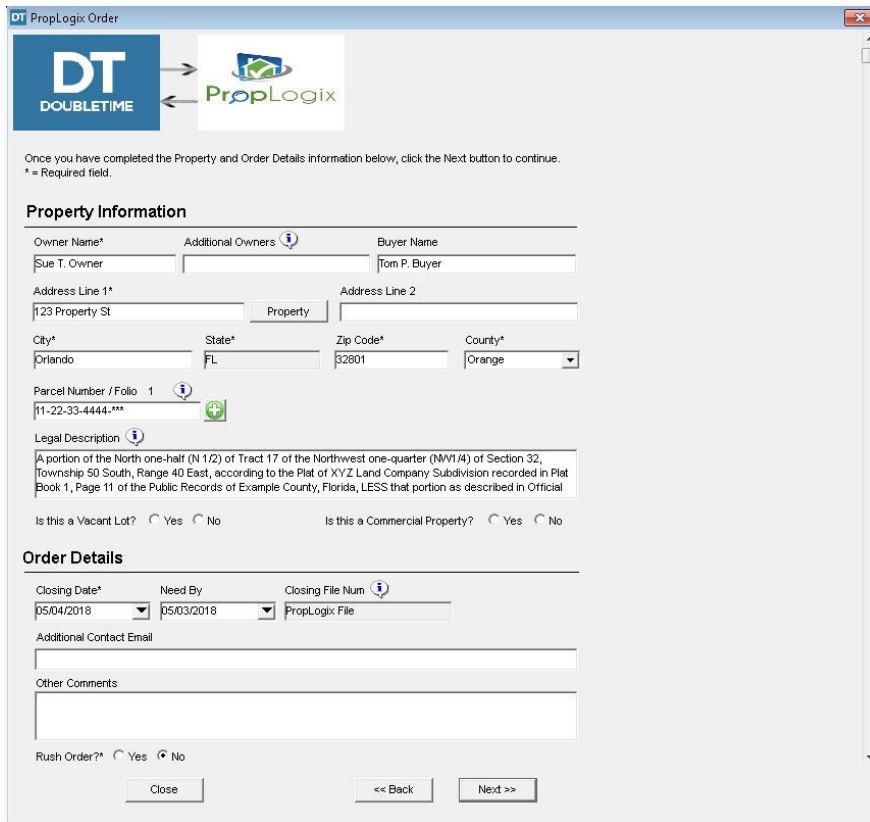
## Association Estoppel

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

### Choose your product(s)

☐ Municipal Lien Search ☒ Association 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.



DT PropLogix Order

DT DoubleTime PropLogix

Once you have completed the Property and Order Details information below, click the Next button to continue.  
\* = Required field.

### Property Information

Owner Name\* Sue T. Owner Additional Owners Buyer Name Tom P. Buyer

Address Line 1\* 123 Property St Address Line 2

City\* Orlando State\* FL Zip Code\* 32801 County\* Orange

Parcel Number / Folio 1 11-22-33-4444-\*\*\*

Legal Description  
A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW 1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official

Is this a Vacant Lot? ☐ Yes ☒ No Is this a Commercial Property? ☐ Yes ☒ No

### Order Details

Closing Date\* 05/04/2018 Need By 05/03/2018 Closing File Num PropLogix File

Additional Contact Email

Other Comments

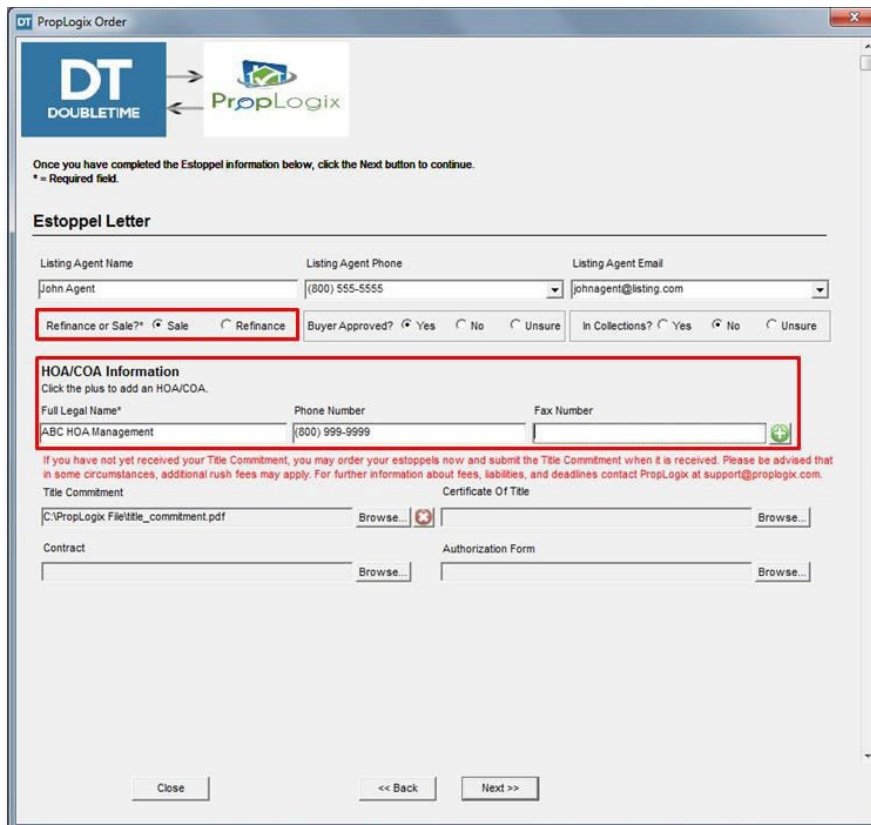
Rush Order?\* ☐ Yes ☒ No

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.



**DT PropLogix Order**

Once you have completed the Estoppel information below, click the Next button to continue.  
\* = Required field.

**Estoppel Letter**

Listing Agent Name: John Agent  
Listing Agent Phone: (800) 555-5555  
Listing Agent Email: johnagent@listing.com

Refinance or Sale? ☒ Sale ☐ Refinance  
Buyer Approved? ☒ Yes ☐ No ☐ Unsure  
In Collections? ☐ Yes ☒ No ☐ Unsure

**HOA/COA Information**  
Click the plus to add an HOA/COA.

Full Legal Name\*: ABC HOA Management  
Phone Number: (800) 999-9999  
Fax Number: [Empty field with a green plus icon]

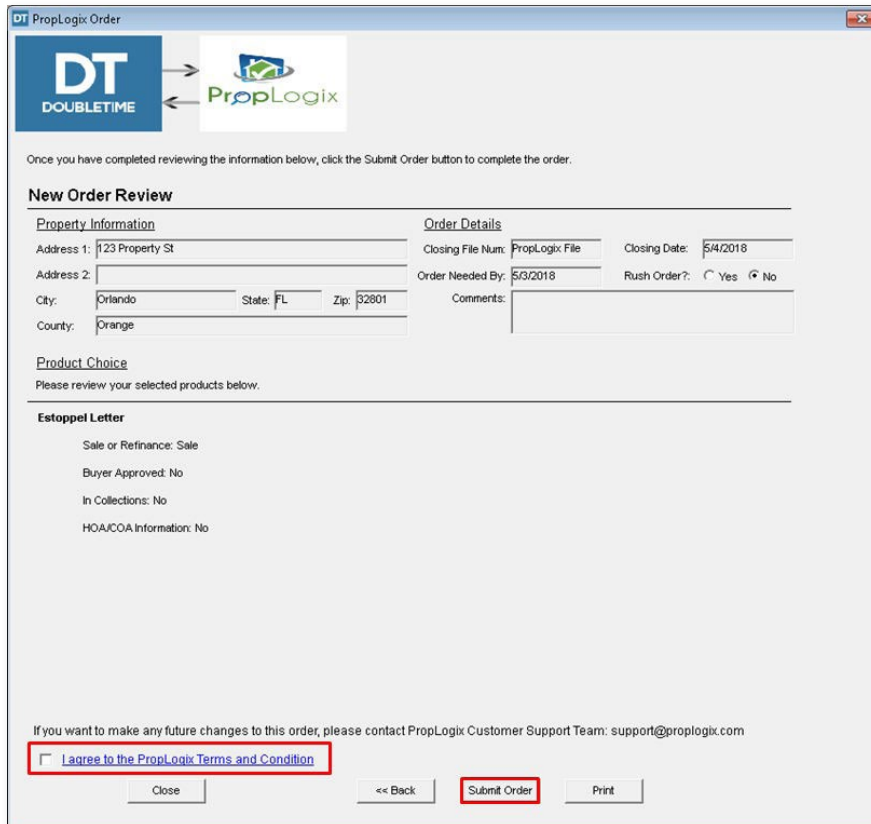
If you have not yet received your Title Commitment, you may order your estoppels now and submit the Title Commitment when it is received. Please be advised that in some circumstances, additional rush fees may apply. For further information about fees, liabilities, and deadlines contact PropLogix at support@proplogix.com.

Title Commitment: C:\PropLogix File\title\_commitment.pdf [Browse...]  
Certificate Of Title: [Empty field with a green plus icon] [Browse...]  
Contract: [Empty field] [Browse...]  
Authorization Form: [Empty field] [Browse...]

Close << Back Next >>

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](mailto:support@proplogix.com).



DT PropLogix Order

DT DOUBLETIME ↔ PropLogix

Once you have completed reviewing the information below, click the Submit Order button to complete the order.

### New Order Review

Property Information		Order Details	
Address 1:	123 Property St	Closing File Num:	PropLogix File
Address 2:		Closing Date:	5/4/2018
City:	Orlando	Order Needed By:	5/3/2018
State:	FL	Rush Order?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Zip:	32801	Comments:	
County:	Orange		

### Product Choice

Please review your selected products below.

### Estoppel Letter

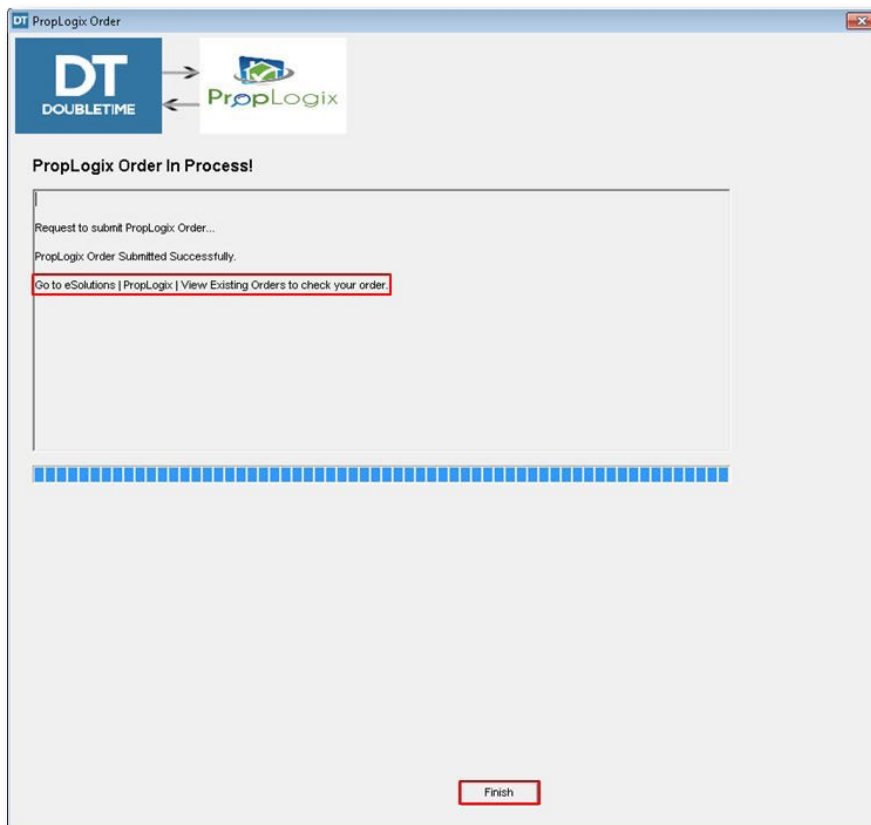
Sale or Refinance: Sale  
 Buyer Approved: No  
 In Collections: No  
 HOA/COA Information: No

If you want to make any future changes to this order, please contact PropLogix Customer Support Team: [support@proplogix.com](mailto:support@proplogix.com)

☐ I agree to the PropLogix Terms and Condition

Close << Back Submit Order Print

**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.



**\*\*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
 ☐ Association 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. The Vacant Lot and Commercial Property selections are also required. Click Next.

### Property Information

Owner Name*	Additional Owners	Buyer Name	
Sue T. Owner		Tom P. Buyer	
Address Line 1*		Address Line 2	
123 Property St <span>Property</span>			
City*	State*	Zip Code*	County*
Orlando	FL	32801	Orange
Parcel Number / Folio 1			
11-22-33-4444-***			
Legal Description			
A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official			
Is this a Vacant Lot?* <input type="radio"/> Yes <input checked="" type="radio"/> No		Is this a Commercial Property?* <input type="radio"/> Yes <input checked="" type="radio"/> No	

### Order Details

Closing Date*	Need By	Closing File Num
05/04/2018	05/03/2018	PropLogix File
Additional Contact Email		
Other Comments		
Rush Order?* <input type="radio"/> Yes <input checked="" type="radio"/> No		

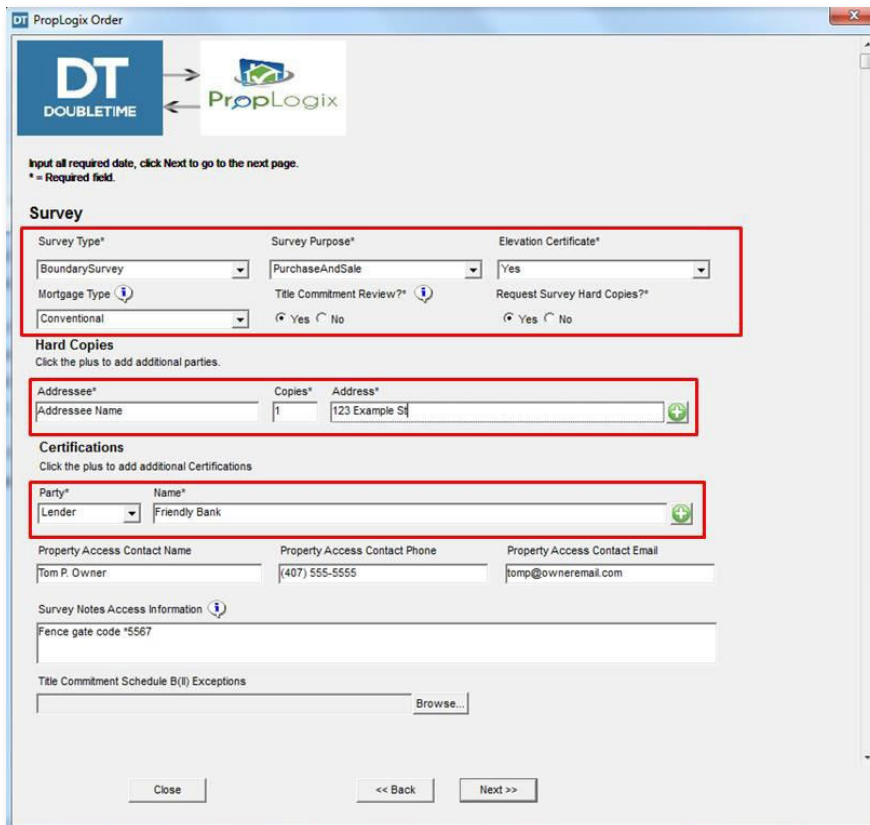
Close
<< Back
Next >>



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.



**DT PropLogix Order**

**DT DOUBLETIME** ↔ **PropLogix**

Input all required data, click Next to go to the next page.  
\* = Required field.

**Survey**

Survey Type* BoundarySurvey	Survey Purpose* PurchaseAndSale	Elevation Certificate* Yes
Mortgage Type ⓘ Conventional	Title Commitment Review? ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No	Request Survey Hard Copies? ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No

**Hard Copies**  
Click the plus to add additional parties.

Addressee* Addressee Name	Copies* 1	Address* 123 Example St
------------------------------	--------------	----------------------------

**Certifications**  
Click the plus to add additional Certifications

Party* Lender	Name* Friendly Bank
------------------	------------------------

Property Access Contact Name: Tom P. Owner  
Property Access Contact Phone: (407) 555-5555  
Property Access Contact Email: tomp@owneremail.com

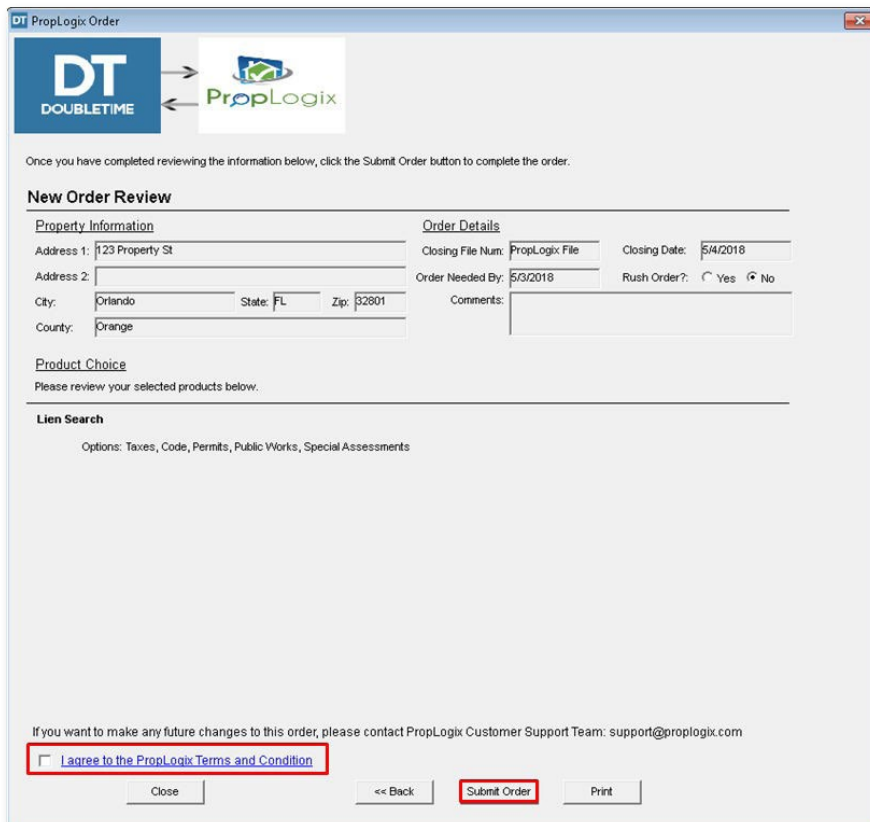
Survey Notes Access Information ⓘ  
Fence gate code \*5567

Title Commitment Schedule B(1) Exceptions  
Browse...

Close << Back Next >>

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](mailto:support@proplogix.com).



DT PropLogix Order

DT DOUBLETIME ↔ PropLogix

Once you have completed reviewing the information below, click the Submit Order button to complete the order.

### New Order Review

Property Information				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?: <input type="radio"/> Yes <input checked="" type="radio"/> No
City: Orlando	State: FL	Zip: 32801	Comments:		
County: Orange					

### Product Choice

Please review your selected products below.

### Lien Search

Options: Taxes, Code, Permits, Public Works, Special Assessments

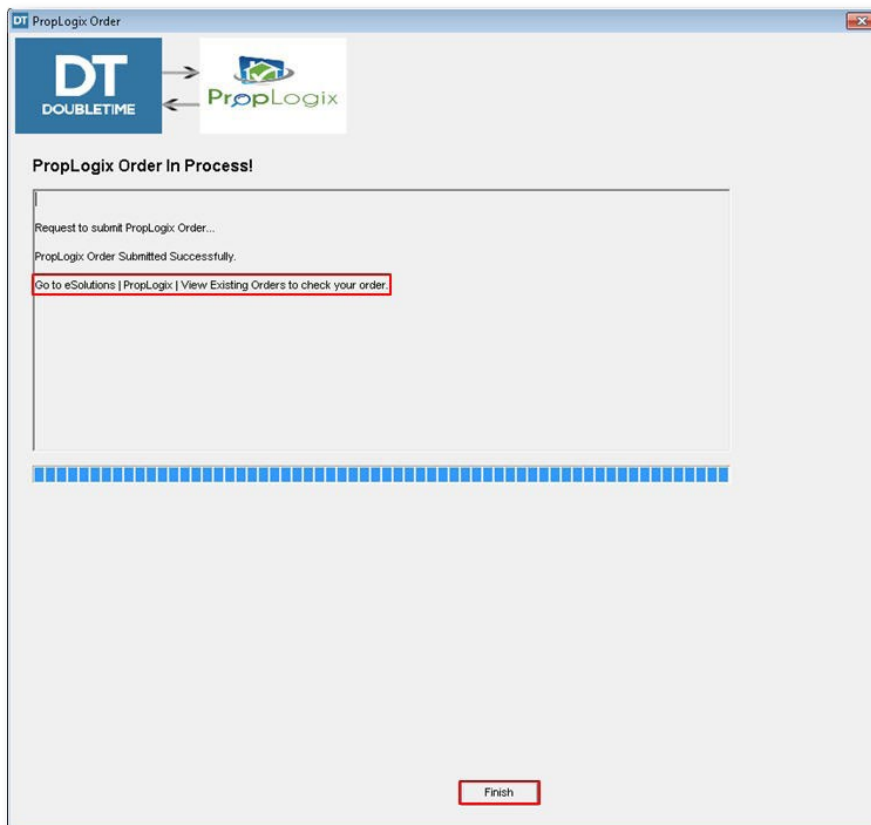
If you want to make any future changes to this order, please contact PropLogix Customer Support Team: [support@proplogix.com](mailto:support@proplogix.com)

☐ [I agree to the PropLogix Terms and Condition](#)

Close << Back **Submit Order** Print



**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.



**\*\*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.

**Choose your product(s)**

☐ Municipal Lien Search
 ☐ Association 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.

DT PropLogix Order

DT DoubleTime ↔ PropLogix

Once you have completed the Property and Order Details information below, click the Next button to continue.  
\* = Required field.

**Property Information**

Owner Name\* Additional Owners ⓘ Buyer Name  
 Sue T. Owner Tom P. Buyer

Address Line 1\* Address Line 2  
 123 Property St Property

City\* State\* Zip Code\* County\*  
 Orlando FL 32801 Orange

Parcel Number / Folio ⓘ  
 11-22-33-4444.\*\*\*

Legal Description ⓘ  
 A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW 1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official

Is this a Vacant Lot? ☐ Yes ☒ No Is this a Commercial Property? ☐ Yes ☒ No

**Order Details**

Closing Date\* Need By Closing File Num ⓘ  
 05/04/2018 05/03/2018 PropLogix File

Additional Contact Email

Other Comments

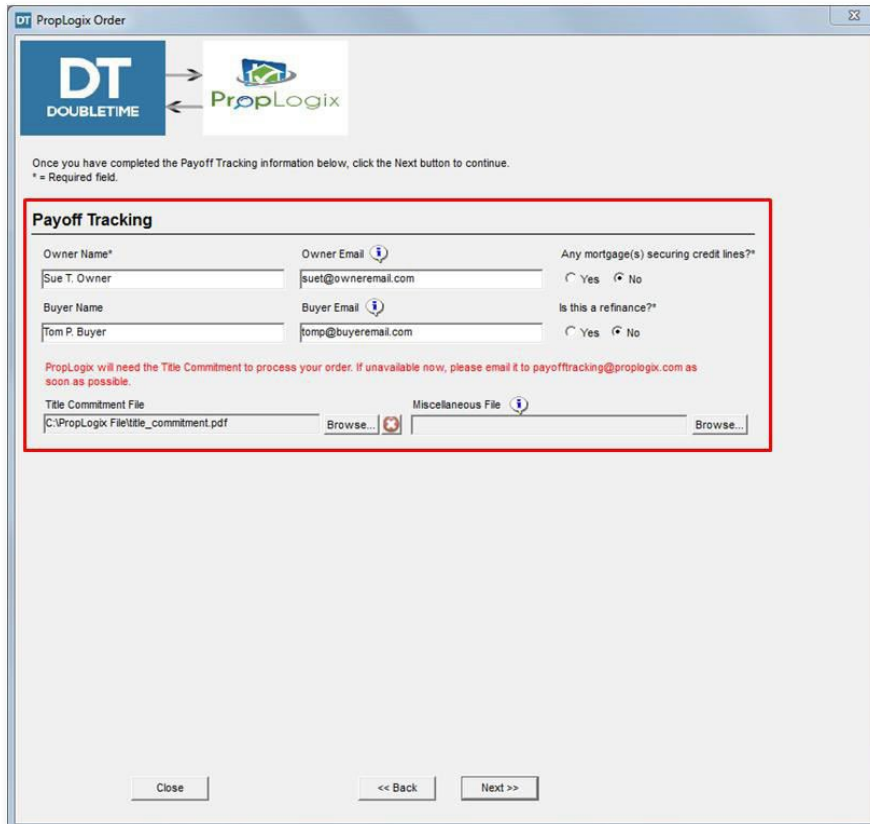
Rush Order?\* ☐ Yes ☒ No

Close << 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](mailto:payofftracking@proplogix.com) as soon as possible.



DT PropLogix Order

Once you have completed the Payoff Tracking information below, click the Next button to continue.  
\* = Required field.

**Payoff Tracking**

Owner Name*	Owner Email ⓘ	Any mortgage(s) securing credit lines?*
Sue T. Owner	suet@owneremail.com	<input type="radio"/> Yes <input checked="" type="radio"/> No
Buyer Name	Buyer Email ⓘ	Is this a refinance?*
Tom P. Buyer	tomp@buyeremail.com	<input type="radio"/> Yes <input checked="" type="radio"/> No

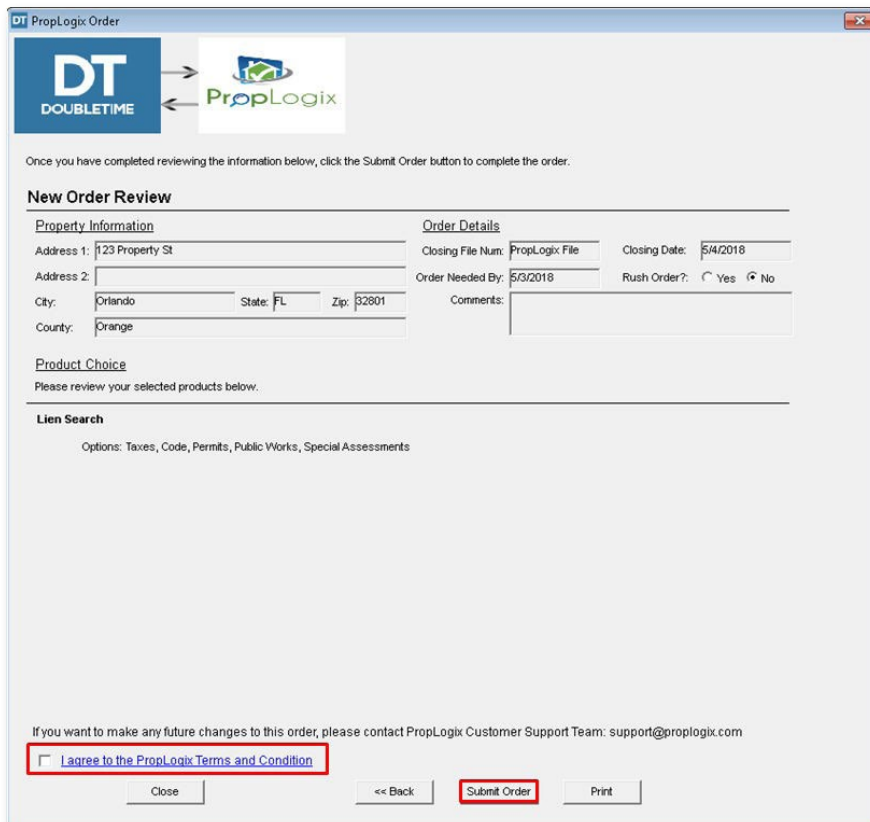
PropLogix will need the Title Commitment to process your order. If unavailable now, please email it to [payofftracking@proplogix.com](mailto:payofftracking@proplogix.com) as soon as possible.

Title Commitment File	Miscellaneous File ⓘ
C:\PropLogix File\title_commitment.pdf	
Browse...	Browse...

Close << Back Next >>

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](mailto:support@proplogix.com).



DT PropLogix Order

DT DOUBLETIME ↔ PropLogix

Once you have completed reviewing the information below, click the Submit Order button to complete the order.

### New Order Review

Property Information				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?: <input type="radio"/> Yes <input checked="" type="radio"/> No
City: Orlando	State: FL	Zip: 32801	Comments:		
County: Orange					

### Product Choice

Please review your selected products below.

### Lien Search

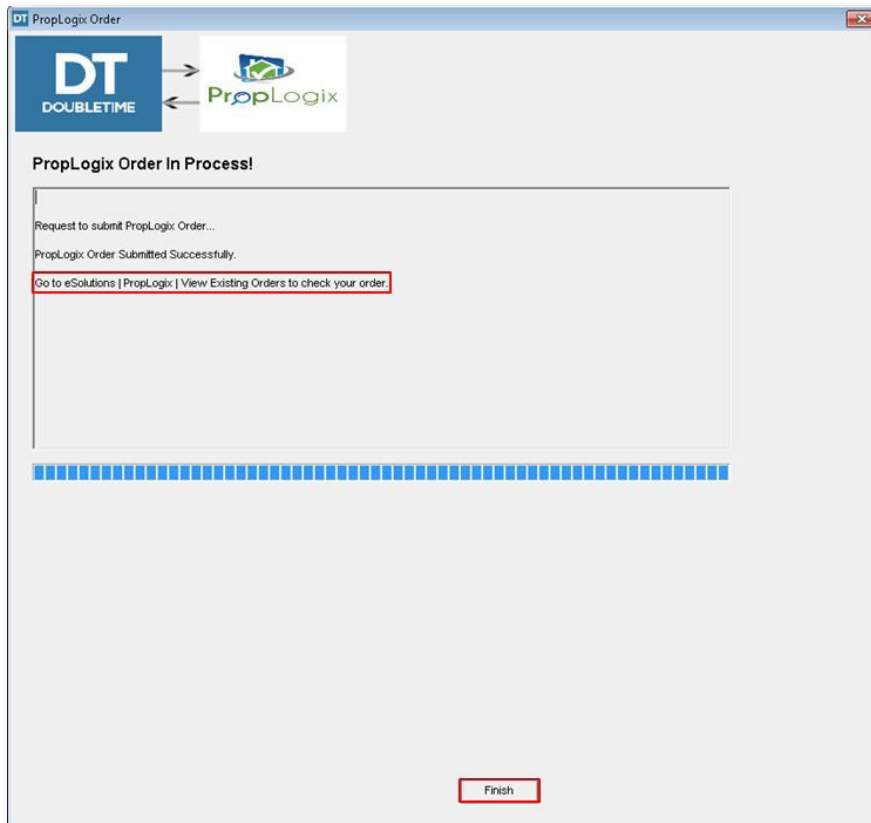
Options: Taxes, Code, Permits, Public Works, Special Assessments

If you want to make any future changes to this order, please contact PropLogix Customer Support Team: [support@proplogix.com](mailto:support@proplogix.com)

☐ [I agree to the PropLogix Terms and Condition](#)

Close << Back **Submit Order** Print

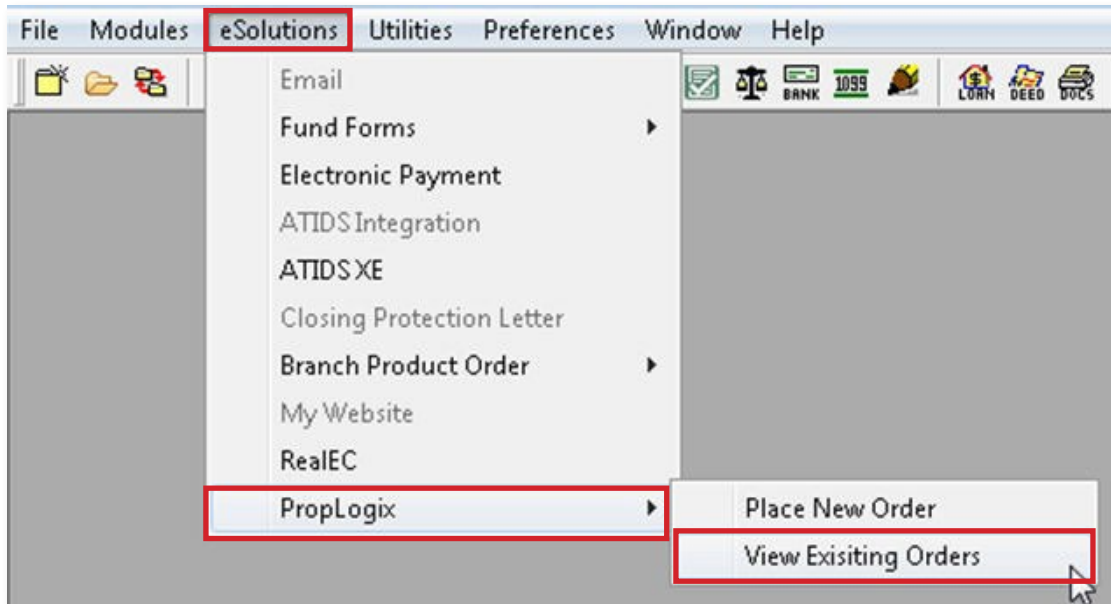
**Congratulations!** The order has been sent to PropLogix. You will receive an email from PropLogix that the order was submitted. See page 24 for the steps to view, cancel, and update an existing order(s). Click Finish.



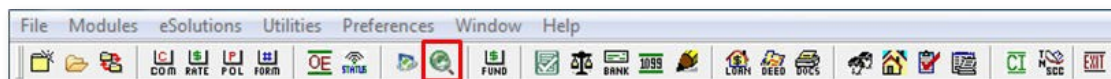
**\*\*NOTE:** You will receive the finished product(s) and all supporting information via email from PropLogix.

## View Existing Orders

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



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







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

The screenshot shows a 'Login' window with a light blue header. Below the header, there are two logos: the DoubleTime logo (DT in a blue square) and the PropLogix logo (a house icon with a checkmark). Arrows point from each logo to the other. Below the logos, there are two login sections. The 'PropLogix Login Information' section has fields for 'PropLogix UID' (containing 'proplogixuser@yourregisteredemail.com') and 'PropLogix Password' (containing '\*\*\*\*\*'). The 'FundNet Login Information' section has fields for 'FundNet UID' (containing 'fundnetuser') and 'FundNet Password' (containing '\*\*\*\*\*'). Below these sections is a checkbox labeled 'Remember my PropLogix and FundNet Password.' which is checked. At the bottom of the window are two buttons: 'Login' and '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.

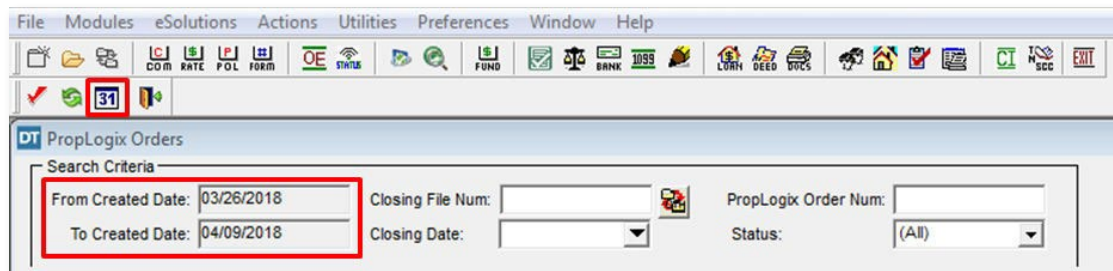
## Order Status

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.

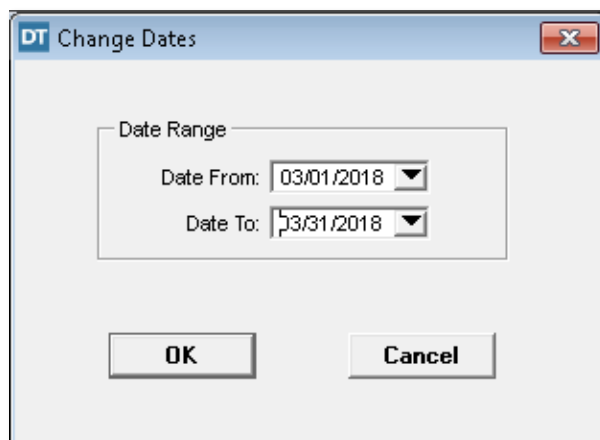
**\*\*NOTE:** See page 34 for PropLogix user security when viewing order details.

## Search Criteria

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



Select the date range desired and click OK



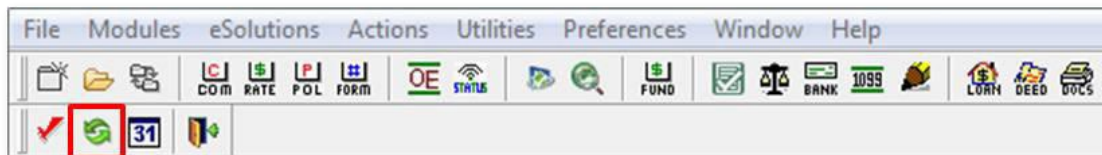
To search by the Closing File Number, enter the number in the field or click on the 'rotating folder' icon to Browse for the file. To search using the Closing Date, click on the drop-down arrow to show the calendar and select the desired closing date. You can also locate an order using the PropLogix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



Search Criteria					
From Created Date:	03/23/2018	Closing File Num:	<input type="text"/>		PropLogix Order Num:
To Created Date:	04/06/2018	Closing Date:	<input type="text"/>		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.



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.

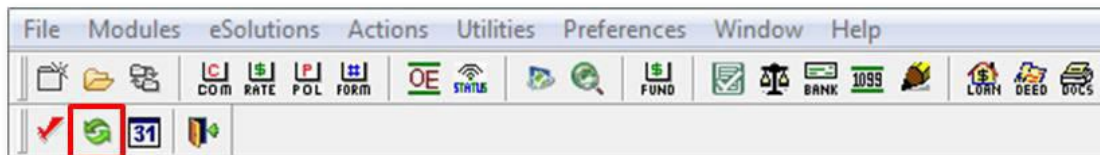


Search Criteria

From Created Date: 03/23/2018	Closing File Num: <input type="text"/>		PropLogix Order Num: <input type="text"/>
To Created Date: 04/06/2018	Closing Date: <input type="text"/>		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.



## 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 Utilities Preferences Window Help

DT PropLogix Orders

Search Criteria

From Created Date: 03/27/2018 Closing File Num: PropLogix Order Num: Status: (All)

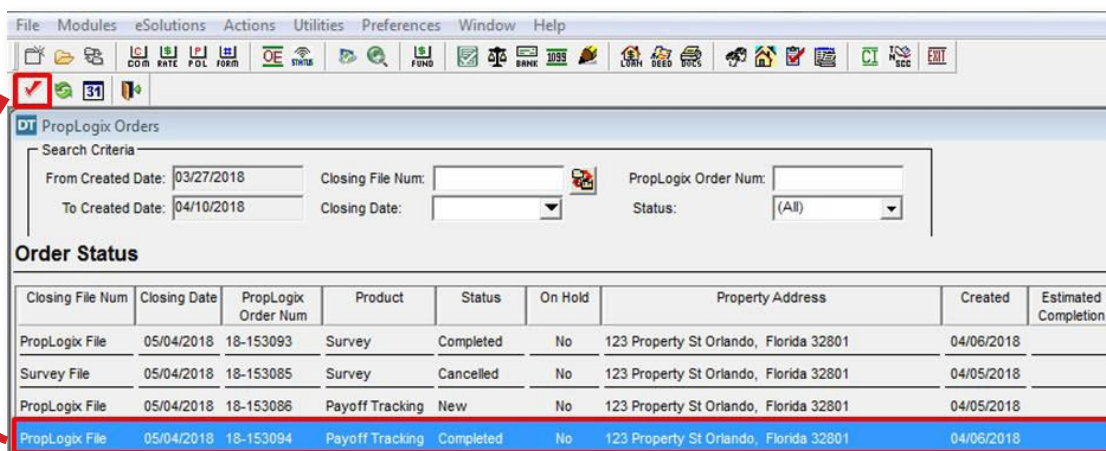
To Created Date: 04/10/2018 Closing Date:

**Order Status**

Closing File Num	Closing Date	PropLogix Order Num	Product	Status	On Hold	Property Address	Created	Estimated Completion
PropLogix File	05/04/2018	18-153093	Survey	Completed	No	123 Property St Orlando, Florida 32801	04/06/2018	
Survey File	05/04/2018	18-153085	Survey	Cancelled	No	123 Property St Orlando, Florida 32801	04/05/2018	
PropLogix File	05/04/2018	18-153086	Payoff Tracking	New	No	123 Property St Orlando, Florida 32801	04/05/2018	
PropLogix File	05/04/2018	18-153094	Payoff Tracking	Completed	No	123 Property St Orlando, Florida 32801	04/06/2018	

## 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\*\*.



DT PropLogix Orders

Search Criteria

From Created Date: 03/27/2018 Closing File Num: PropLogix Order Num: Status: (All)

To Created Date: 04/10/2018 Closing Date:

**Order Status**

Closing File Num	Closing Date	PropLogix Order Num	Product	Status	On Hold	Property Address	Created	Estimated Completion
PropLogix File	05/04/2018	18-153093	Survey	Completed	No	123 Property St Orlando, Florida 32801	04/06/2018	
Survey File	05/04/2018	18-153085	Survey	Cancelled	No	123 Property St Orlando, Florida 32801	04/05/2018	
PropLogix File	05/04/2018	18-153086	Payoff Tracking	New	No	123 Property St Orlando, Florida 32801	04/05/2018	
PropLogix File	05/04/2018	18-153094	Payoff Tracking	Completed	No	123 Property St Orlando, Florida 32801	04/06/2018	

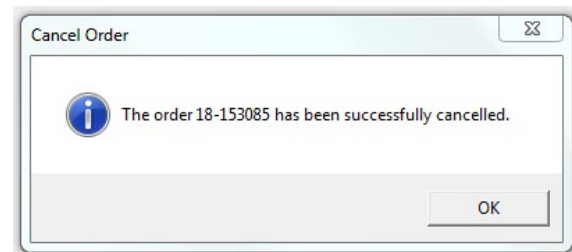
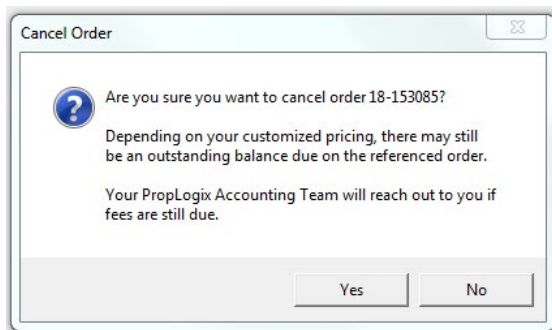
**\*\*NOTE:** The Update Order option will only be available when the Order Status has been set to Completed by PropLogix.

## 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.



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.

DT PropLogix Order Detail - 18-153095

Property Information	Order Information	
123 Property St	PropLogix Order Num:	18-153095
	Closing File Num:	PropLogix File Closing Date: 05/04/2018
Orlando, Florida 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 Description:	Assigned Res. Email:	forrest.miller@proplogix.com
A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official Records Book 6432, Page 365 Example County Records. Beginning at the Northwest corner of the above described Tract; thence along the North boundary of said Tract 17, North 89° 43' 21" East, a dis	Product(s):	Lien Search
	Buyer(s):	Tom P. Buyer
	Additional Contact Email:	
	Comments:	

Municipal Lien Search Options

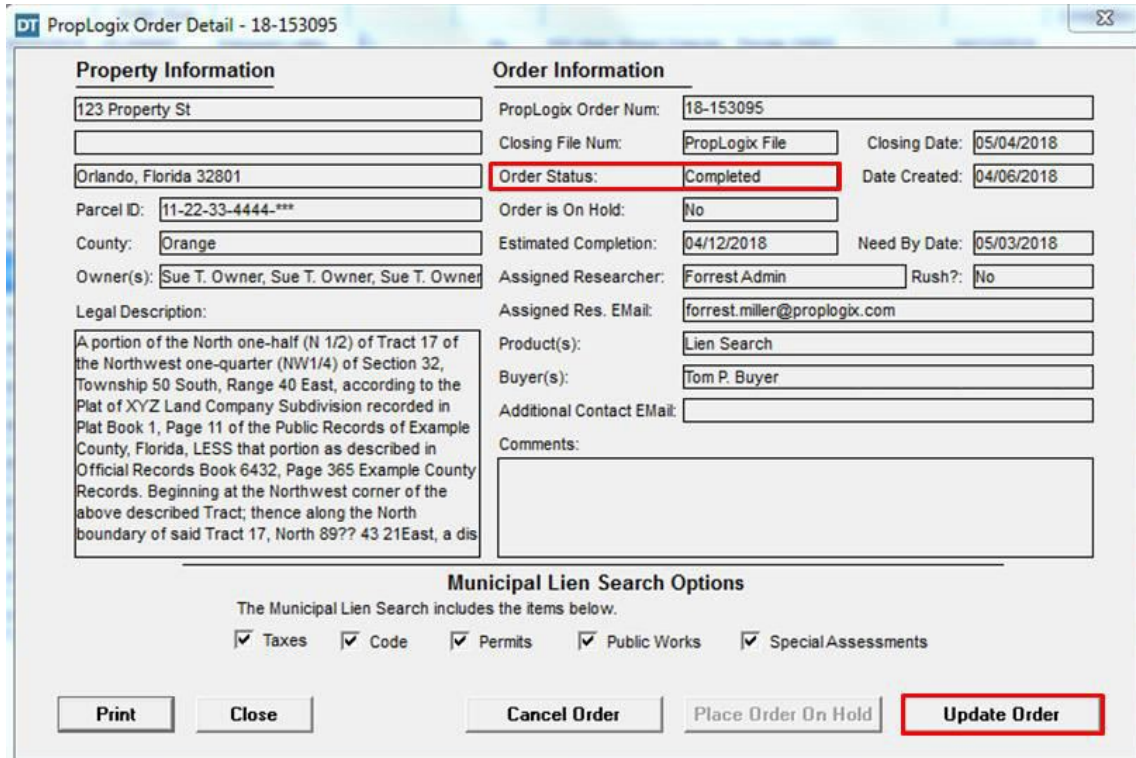
The Municipal Lien Search includes the items below.

☒ Taxes
☒ Code
☒ Permits
☒ Public Works
☒ Special Assessments

Print
Close
Cancel Order
Place Order On Hold
Update Order



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.



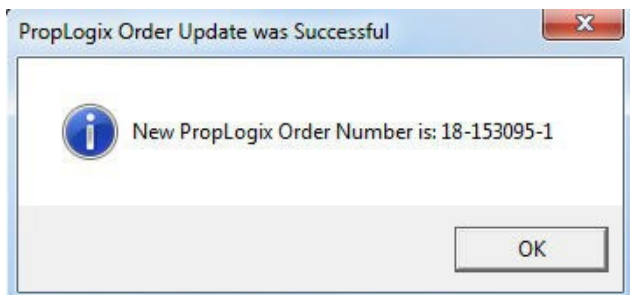
Property Information	Order Information
123 Property St	PropLogix Order Num: 18-153095
	Closing File Num: PropLogix File Closing Date: 05/04/2018
Orlando, Florida 32801	Order Status: <b>Completed</b> Date Created: 04/06/2018
Parcel ID: 11-22-33-4444-***	Order is On Hold: No
County: Orange	Estimated Completion: 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 Description: A portion of the North one-half (N 1/2) of Tract 17 of the Northwest one-quarter (NW1/4) of Section 32, Township 50 South, Range 40 East, according to the Plat of XYZ Land Company Subdivision recorded in Plat Book 1, Page 11 of the Public Records of Example County, Florida, LESS that portion as described in Official Records Book 6432, Page 365 Example County Records. Beginning at the Northwest corner of the above described Tract; thence along the North boundary of said Tract 17, North 89?? 43 21East, a dis	Assigned Res. Email: forrest.miller@proplogix.com
	Product(s): Lien Search
	Buyer(s): Tom P. Buyer
	Additional Contact Email:
	Comments:

**Municipal Lien Search Options**  
The Municipal Lien Search includes the items below.


☒ Taxes ☒ Code ☒ Permits ☒ Public Works ☒ Special Assessments

Print Close Cancel Order Place Order On Hold **Update Order**

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.



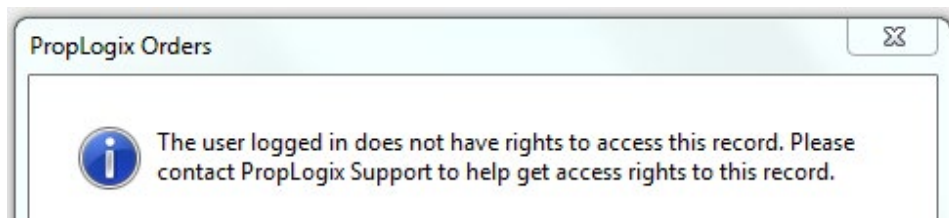
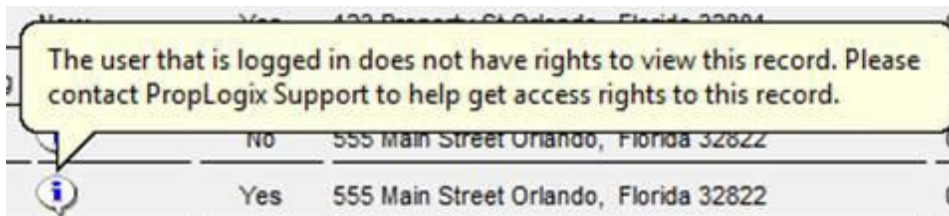
**PropLogix Order Update was Successful**

 New PropLogix Order Number is: 18-153095-1

OK

## 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.



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

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



## DoubleTime<sup>®</sup> 8.1

For additional assistance with DoubleTime<sup>®</sup>  
please visit [www.thefund.com](http://www.thefund.com)