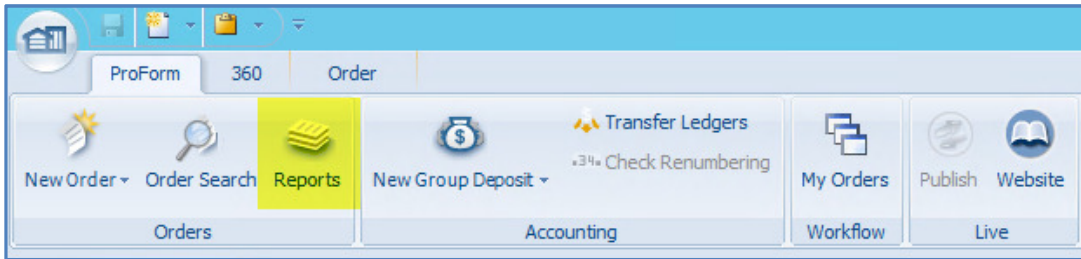
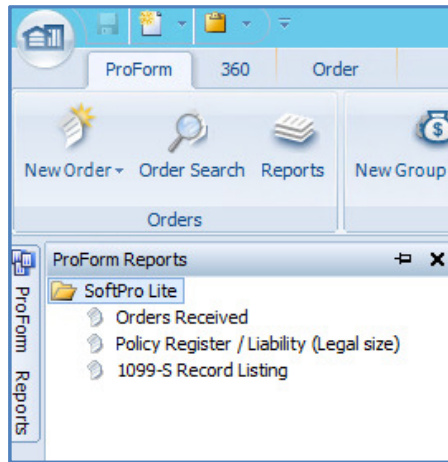


Generating Reports

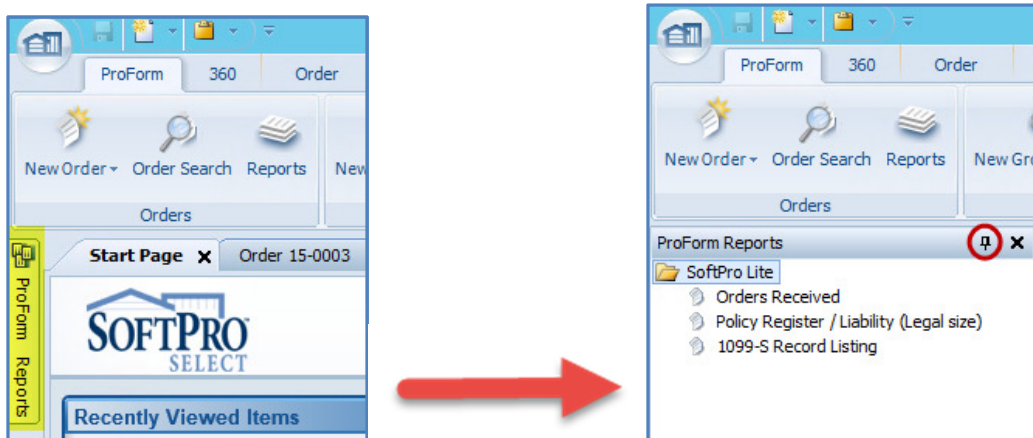
From the ProForm ribbon select the Reports icon.



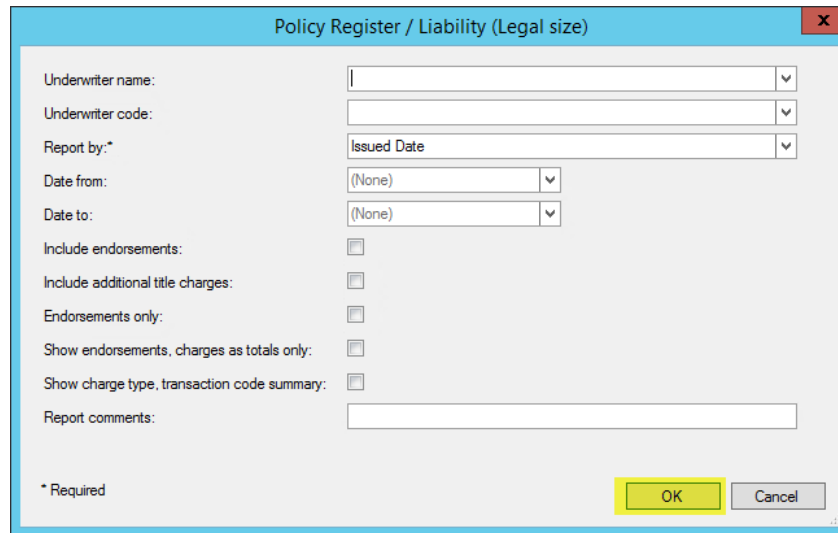
A list of available reports will populate on the left side of the screen.



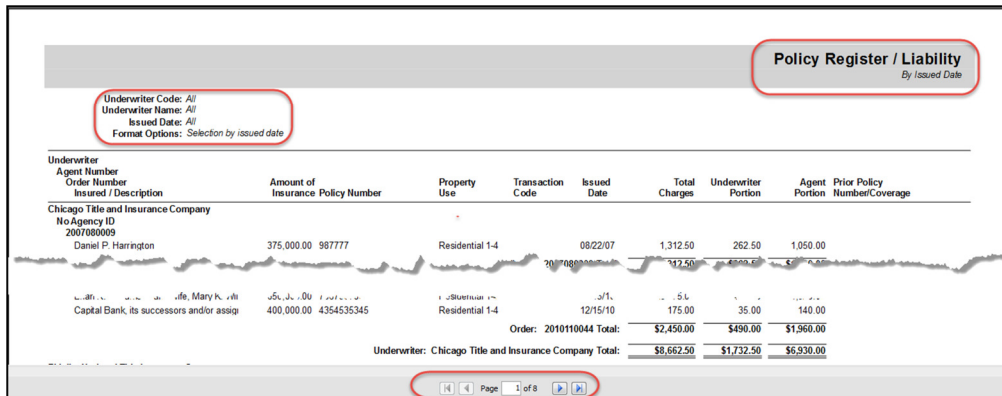
The Report list will auto-hide when you click elsewhere in application. When it does so, you can open the report list by floating the mouse over the **ProForm Report** tab to the left of the screen. By selecting the push-pin icon, you can pin the reports list in an open position and prevent the list from auto hiding.



Select the report needed from the Reports list and double click to start the report. Many reports in Select have customizable parameters. The user has the ability to capture all available data by not limiting the report in any way and just selecting **OK**.

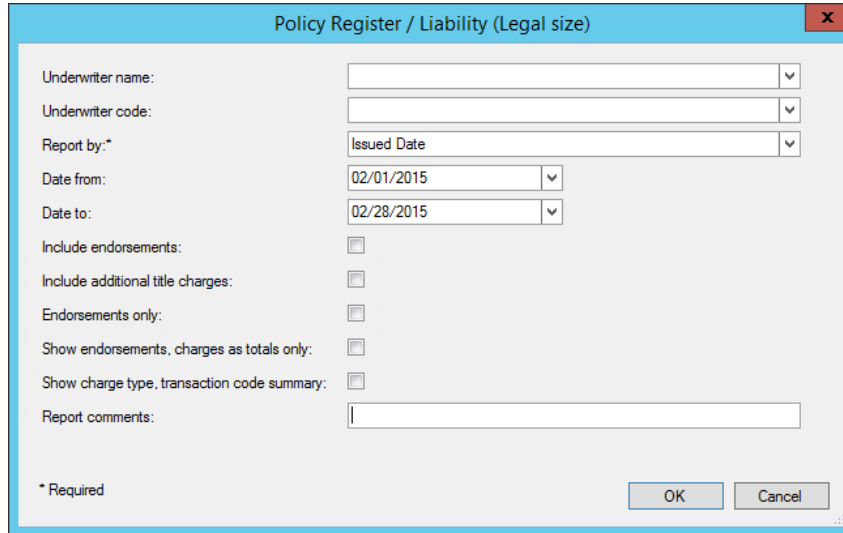


When the report is generated, any limitations on the report will list at the top left of the report heading. In this example, the report was generated by Issue Date. Based on these reporting criteria, a report of 8 pages was produced.

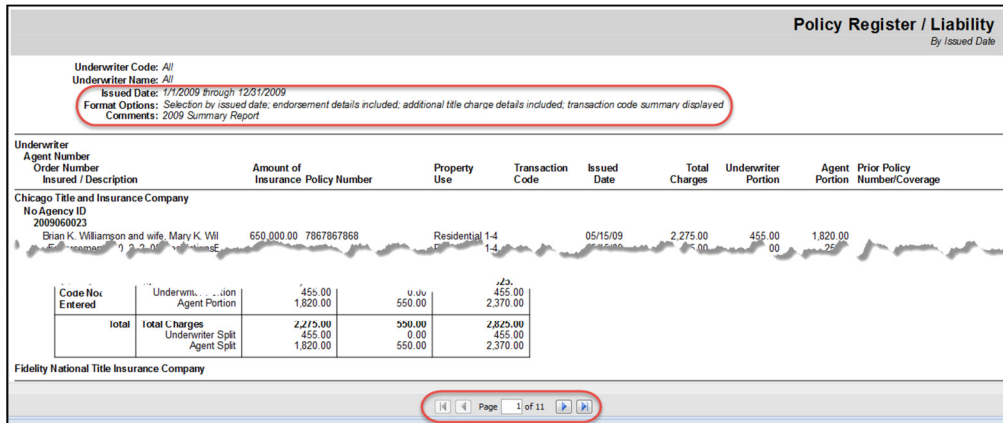


Underwriter	Agent Number	Order Number	Insured / Description	Amount of Insurance	Policy Number	Property Use	Transaction Code	Issued Date	Total Charges	Underwriter Portion	Agent Portion	Prior Policy Number/Coverage
Chicago Title and Insurance Company	No Agency ID	2007080009	Daniel P. Harrington	375,000.00	987777	Residential 1-4		08/22/07	1,312.50	262.50	1,050.00	
			Capital Bank, its successors and/or assign	400,000.00	4354535345	Residential 1-4		12/15/10	175.00	35.00	140.00	
Order: 2010110044 Total:									\$2,450.00	\$490.00	\$1,960.00	
Underwriter: Chicago Title and Insurance Company Total:									\$6,662.50	\$1,732.50	\$5,930.00	

The same report can be run with different criteria.

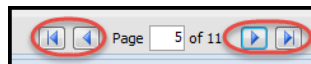


Based on these reporting criteria, a report of 11 pages was produced.



Underwriter	Agent Number	Order Number	Insured / Description	Amount of Insurance	Policy Number	Property Use	Transaction Code	Issued Date	Total Charges	Underwriter Portion	Agent Portion	Prior Policy Number/Coverage
Chicago Title and Insurance Company												
No Agency ID	2009960023		Frank K. Williamson and wife, Mary K. Williamson	650,000.00	7867867868	Residential 1-4		05/15/09	2,275.00	455.00	1,820.00	
Code No. Entered			Underwriter Portion	455.00		Agent Portion			455.00		2,370.00	
			total	2,275.00		0.00			2,825.00		455.00	
			Underwriter Split	455.00		0.00			455.00		2,370.00	
			Agent Split	1,820.00		550.00			2,370.00			

You can view the pages of the reports by utilizing the forward and back button located at the bottom of the report.



To print the report, utilize the print function under the Application button, also known as the SoftPro button. 

You can also find Save As options here.

