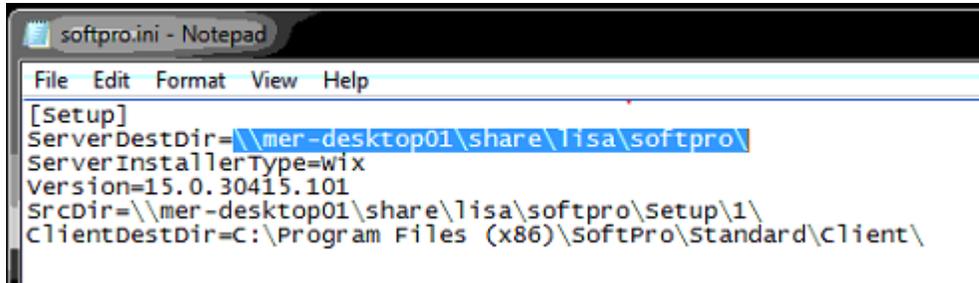


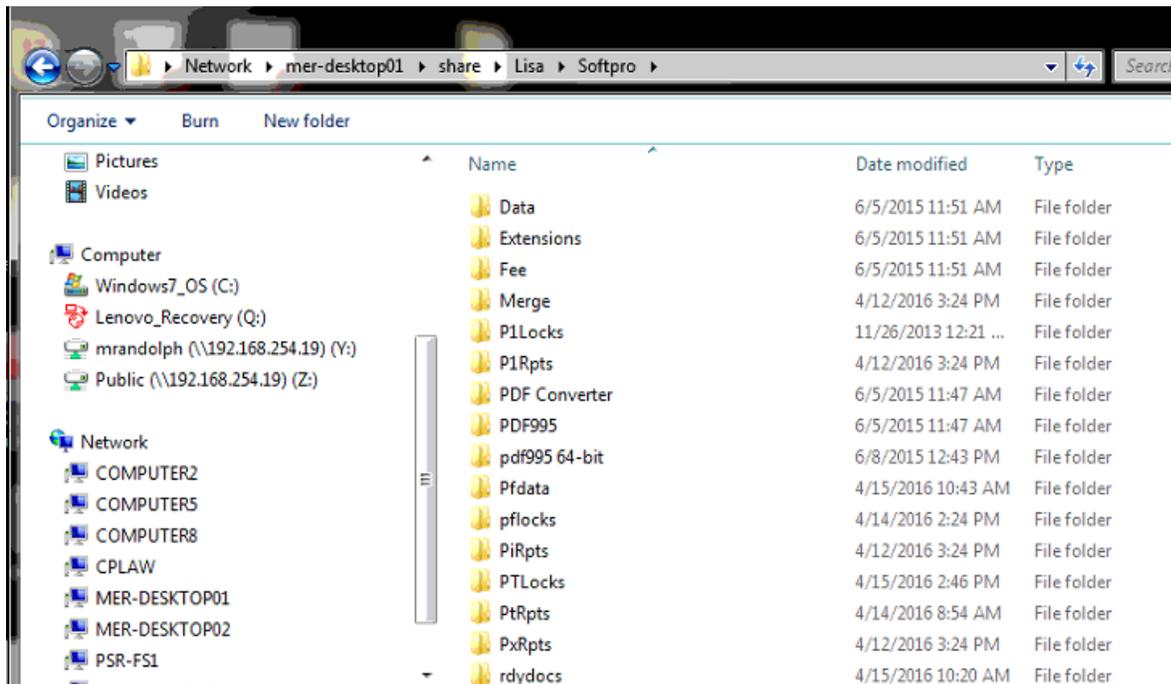
Investors Title Report Install

1. Locate the SoftPro folder on the server by click on **Start** and in the **Run** box type softpro.ini. The SrcDir= is the location of the SoftPro folder on the server.

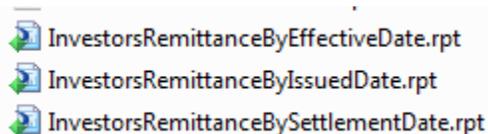


```
[Setup]
ServerDestDir=\\mer-desktop01\share\lisa\softpro
ServerInstallerType=wix
Version=15.0.30415.101
SrcDir=\\mer-desktop01\share\lisa\softpro\Setup\1
ClientDestDir=C:\Program Files (x86)\SoftPro\Standard\Client\
```

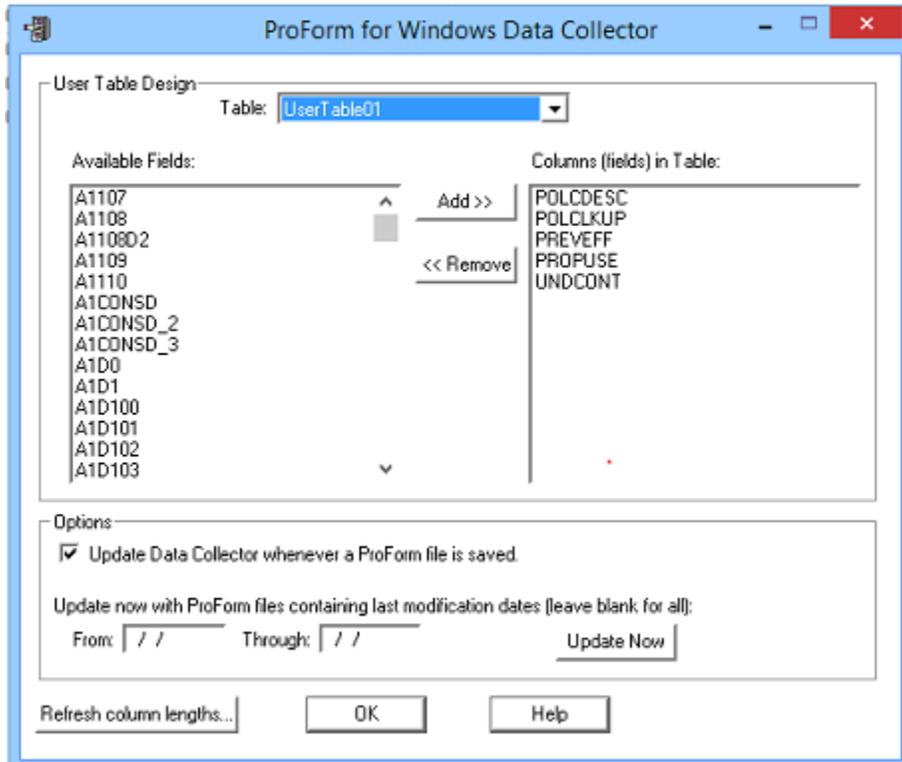
2. Copy the path. Click on **My Computer** icon on the desktop or open **File Explorer** and paste the server path in the address bar.



3. Open the **PxRpts** folder and paste the 3 remittance reports.



- If you have never had the remittance reports installed you will need to go update the **Data Collector**. The **Data Collector** is located in the **Tools/PFDataCol** folder. Right click on the **Data Collector** and **Run as Administrator**.
- You need to make sure that the following fields are added to the **USERTABLE01**. Make sure under **Options** that the box is checked to **Update Data Collector whenever a ProForm file is saved**. Select date range per customer and **Update Now**. **NOTE: With version 20 everyone has to be out of ProForm. There is a pop-up stating that people are still in if not everyone is out. You don't have to get users out for Std 15 or Ent 15.**



- Once Data Collector has started updating. Open ProForm and go to **Reports/Reports Manager** and add the new remittance reports. Click on the **User Reports Tree** then **Insert Document**, click on the report and ok. Once this screen opens make sure that the **Document Type** is **Unrestrictive**. Then click **Ok** then **Ok** again.

