

USE: To locate documents on the system.

Step 1. Press the **Docs** button available on the top of the most pages.



Step 2. A list of all new documents that have not been viewed or printed in the last 7 days will display on the next screen. PDF and PCL files can be viewed and printed, either individually or as a group.

* **TIP:** To locate a document at a later date or after it has been viewed from the **Docs** page, go to **Search** and select the **Documents** tab.

Step 3. To view the document complete one of the following:

- Select the **Transaction Number**.
- Check the **Select** box next to the appropriate document(s) and then select **View/Print**.
- Select **View/Print All** to batch print all the documents meeting the search criteria.

3 Documents have been found using your search criteria.

PDF - 3 documents found

The following 3 documents are available for batch printing.

Select	Transaction Number	Name	Date	Property	Buyer Borrower	Seller Owner	Loan Number	Size (Kb)	Product	User Name	test1
<input type="checkbox"/>	13389876-12600	Full - FHA	6/15/2005 2:22:12 PM	123 Oasis	Memoan		976963	466	Appraisal / eValuations	cindycust	
<input type="checkbox"/>	13389876-13025	Drive-By Report	6/15/2005 2:23:25 PM	123 Main Street	Jane Smith		9170371705	466	Appraisal / eValuations	cindycust	
<input type="checkbox"/>	13389876-13255	Title Report	6/15/2005 2:25:43 PM	123 South Street	Jenny Hope		87644	251	Title	cindycust	

Step 4. A **VIEW/PRINT DOCUMENTS** page displays providing download information timeframes. Press **Continue**.

Step 5. After the completed report is displayed, it can be printed by pressing the print icon.

