

USE: To locate documents from the **SEARCH** Page.

Step 1. Select the **SEARCH** button at the top of most pages, then select the **DOCUMENTS** tab from the **SEARCH** page.

Step 2. Input applicable document search criteria, such as **Loan Number**, **Borrower Name** and/or **Date Ordered**, into appropriate fields.

Step 3. Select **View / Print** to submit the document search criteria.

Step 4. The **DOCUMENTS** page (below) displays the document(s) that met the input criteria. PDF and PCL documents are shown in different sections. To view the document complete one of the following:

- Click on 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 5. After the report is displayed, it can be printed by pressing the print icon.

