

Adding Order Notes from PaperlessCloser

You can also add order notes from within PaperlessCloser. Log on to PaperlessCloser, choose a file, and then click the **File Status** option from the top menu. The following screen displays:

Use this option to add new order notes.

File Status

File No.	Date	Note
6/16/2004		note

File Log

Department	Person	Received	Reported	Total Time (Daily)
Order Entry	Penne	6/2/2003 12:34:48 PM		

Files Summary

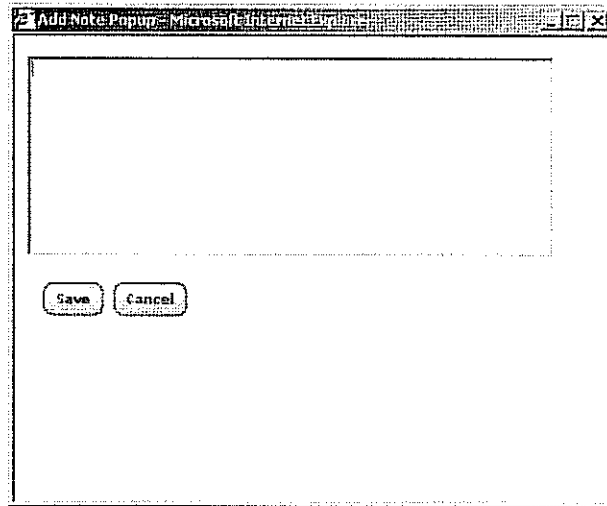
Task	Due Date	Complete	Note
Tax Certificates	6/4/2002		
Item	6/10/2002		
Title Work	6/10/2002		
Commitment	6/4/2002		
Escrow Agreement			
Policy	6/17/2002		

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The site is powered by PaperlessCloser, a product of RamQuest Software, Inc.

PaperlessCloser Conference Room (File Status) screen

Click **Add Note** to continue, and the following screen displays:



PaperlessCloser Order Note Entry screen

Enter a note in the text box, and click **<Save>** when finished, or click **<Cancel>** to return to the "PaperlessCloser Conference Room" screen.

The note now displays on the "PaperlessCloser Conference Room" screen and on the "Order Entry" screen within CCE.

Note: If you do not have access to view order notes, your note after submission is not viewable.