

RAPID REFERENCE GUIDE: DOCUMENT SEARCH



USE: To locate documents on the **RAPID** system.

Step 1. Press the **DOC SEARCH** button on the top of the **DOCUMENT** page.



Step 2. Input applicable search criteria, such as **Transaction Number**, **Loan Number** or **Product** type into appropriate fields.

Step 3. If applicable, enter **Document / Product Date**. This provides a range of dates to perform the search.

Documents Search

Build Your Documents List

Select Filter on Transaction Information
(leave blank for all)

Transaction Number:

Loan Number:

Buyer/Borrower's Name:

Seller/Owner's Name:

Street Address:

Product Type:

Provider Name:

User Name:

Documents:

Select Document / Product Date
(leave blank for all)

Beginning Date:
(mm/dd/yyyy)

Ending Date:
(mm/dd/yyyy)

VIEW / PRINT
 CLEAR FORM
 BACK

Step 4. After pressing **VIEW/PRINT**, the applicable documents will be shown on the **DOCUMENTS** page.

Step 5. Documents meeting input criteria are displayed on this screen. PDF, PCL and "other" documents are shown in different sections.

Documents

3 Documents have not been viewed or printed

PDF Documents

3 Documents

Select	Transaction Number	Name	Date	Property	Buyer Borrower	Seller Owner	Loan Number	Size (Kb)	Product
<input type="checkbox"/>	17104	test	9/6/00 3:54:52 PM	123 main street	Jones, Jon		1234	4	Title
<input type="checkbox"/>	36416	Broker Price Opinion	9/25/00 1:27:56 PM	555 First AVE	chasedemo,		55400	21	Appraisal
<input type="checkbox"/>	40362	Appraisal Report	10/16/00 5:52:27 PM	555 Main ST	Smith, Bob		00-12345	751	Title

VIEW / PRINT
 VIEW / PRINT ALL
 CLEAR SECTION

PCL Documents

0 Documents

Step 6. After selecting the **VIEW/PRINT** option, the completed report is displayed and can be printed by pressing the following:



- For PDF files: ←
- For PCL files: →

