

# RAPID REFERENCE GUIDE: DOCUMENT SCREEN



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

**Step 1.** Press the **DOCUMENTS** button on the top of the main page.



**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) |
|--------------------------|--------------------|----------------------|---------------------|-----------------|----------------|--------------|-------------|-----------|
| <input type="checkbox"/> | 17104              | test                 | 9/6/00 3:54:52 PM   | 123 main street | Jones, Jon     |              | 1234        | 4         |
| <input type="checkbox"/> | 36416              | Broker Price Opinion | 9/25/00 1:27:56 PM  | 555 First AVE   | chasedemo,     |              | 55400       | 21        |
| <input type="checkbox"/> | 40362              | Appraisal Report     | 10/16/00 5:52:27 PM | 555 Main ST     | Smith, Bob     |              | 00-12345    | 751       |

VIEW / PRINT  
  VIEW / PRINT ALL  
  CLEAR SECTION

**PCL Documents** *0 Documents*

**Other Documents** *0 Documents*

**Step 2.** All Documents that have not been viewed or printed will be displayed on this screen. PDF and PCL files can be viewed and printed, while “other” documents can be downloaded, either individually or as a group.

**Step 3.** A **VIEW/PRINT DOCUMENTS** page displays providing download information timeframes. Press **CONTINUE**.

**Step 4.** 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: