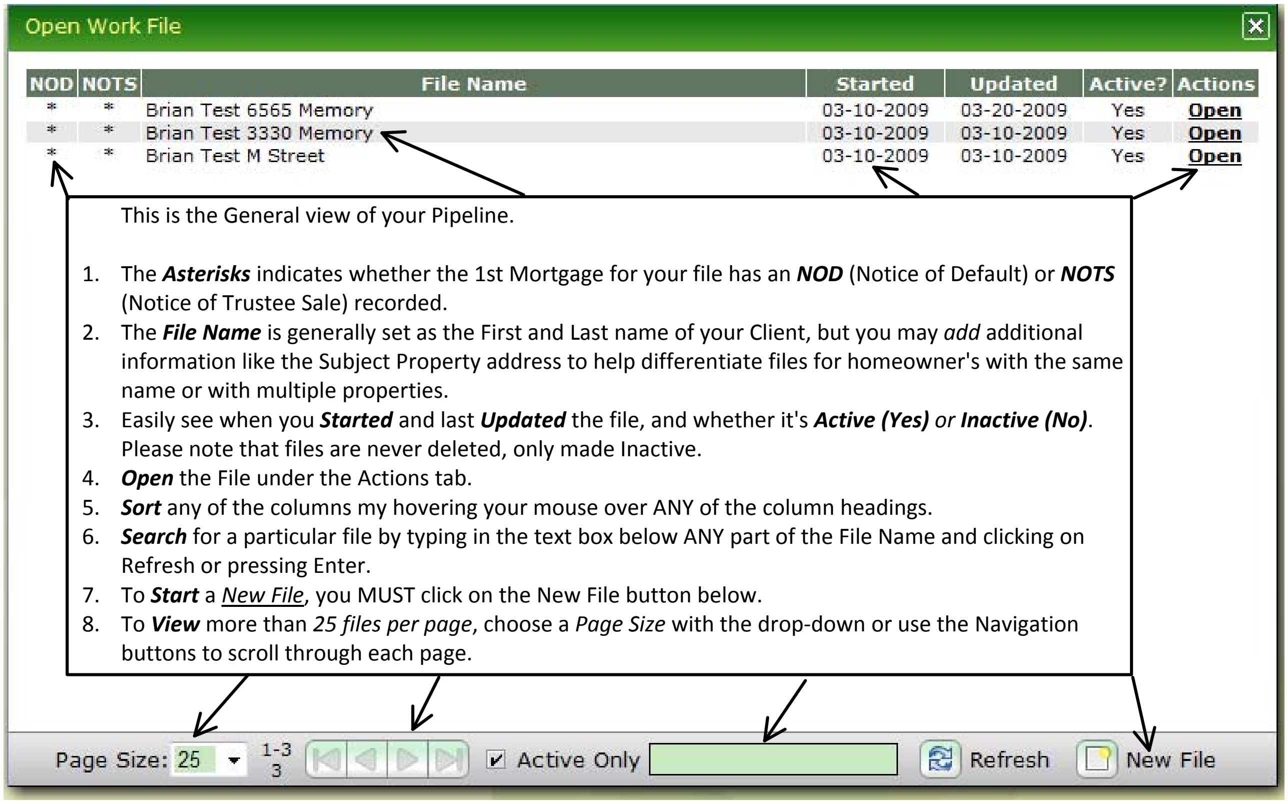
Pipeline



This is the General view of your Pipeline.

1. The ***Asterisks*** indicates whether the 1st Mortgage for your file has an ***NOD*** (Notice of Default) or ***NOTS*** (Notice of Trustee Sale) recorded.
2. The ***File Name*** is generally set as the First and Last name of your Client, but you may *add* additional information like the Subject Property address to help differentiate files for homeowner's with the same name or with multiple properties.
3. Easily see when you ***Started*** and last ***Updated*** the file, and whether it's ***Active (Yes)*** *or* ***Inactive (No)***. Please note that files are never deleted, only made Inactive.
4. ***Open*** the File under the Actions tab.
5. ***Sort*** any of the columns my hovering your mouse over ANY of the column headings.
6. ***Search*** for a particular file by typing in the text box below ANY part of the File Name and clicking on Refresh or pressing Enter.
7. To ***Start*** a *New File*, you MUST click on the New File button below.
8. To ***View*** more than *25 files per page*, choose a *Page Size* with the drop-down or use the Navigation buttons to scroll through each page.