

Pipeline

The screenshot shows a software interface titled "Open Work File". At the top, there is a table with the following columns: NOD, NOTS, File Name, Started, Updated, Active?, and Actions. The table contains three rows of data:

NOD	NOTS	File Name	Started	Updated	Active?	Actions
*	*	Brian Test 6565 Memory	03-10-2009	03-20-2009	Yes	Open
*	*	Brian Test 3330 Memory	03-10-2009	03-10-2009	Yes	Open
*	*	Brian Test M Street	03-10-2009	03-10-2009	Yes	Open

Below the table is a large text box containing the following text:

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 by 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.

At the bottom of the window is a control bar with the following elements from left to right: "Page Size: 25" (with a dropdown arrow), a small "1-3" over "3" indicator, four navigation buttons (back, forward, home, end), a checked "Active Only" checkbox, a search text box, a "Refresh" button with a circular arrow icon, and a "New File" button with a document icon.