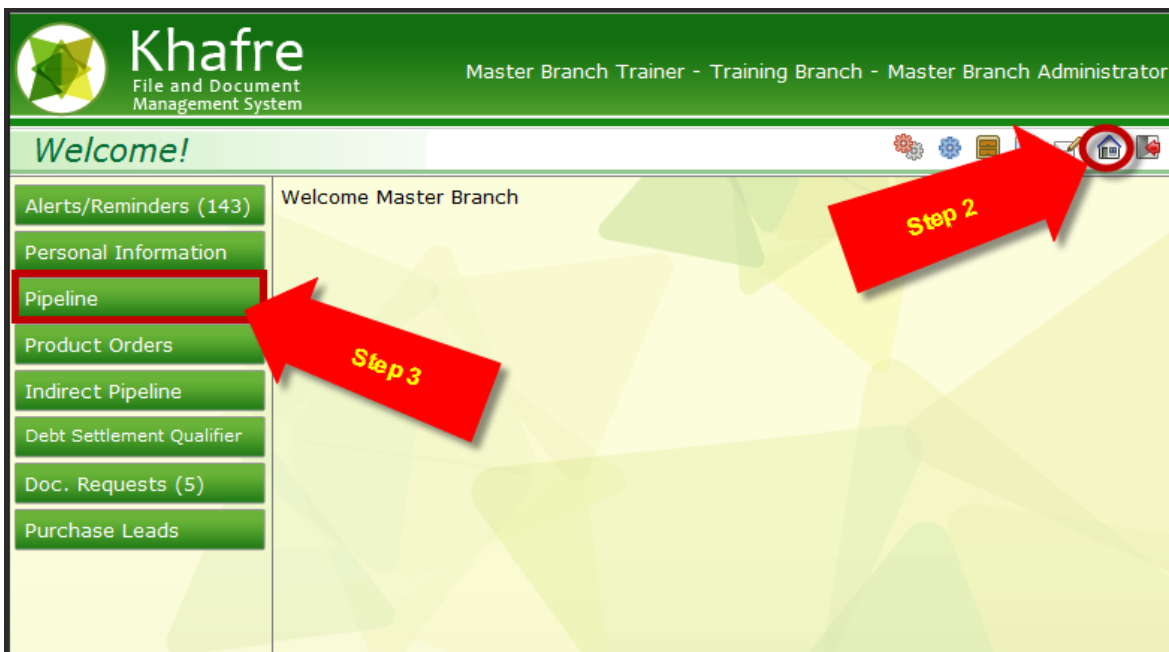


How To View All Alerts & Reminders on a Single File

1. Log in to Khafre at <http://www.khafreonline.com/app>

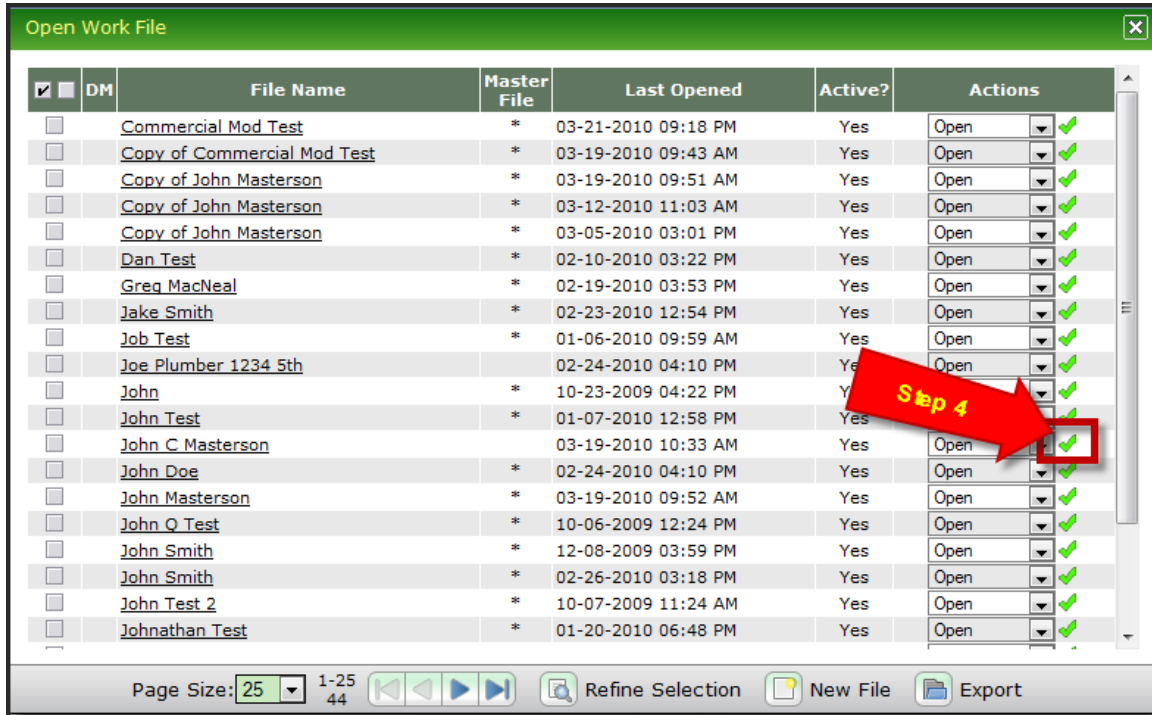


2. Click the home icon in the upper right corner of the screen
 - The Welcome! screen displays



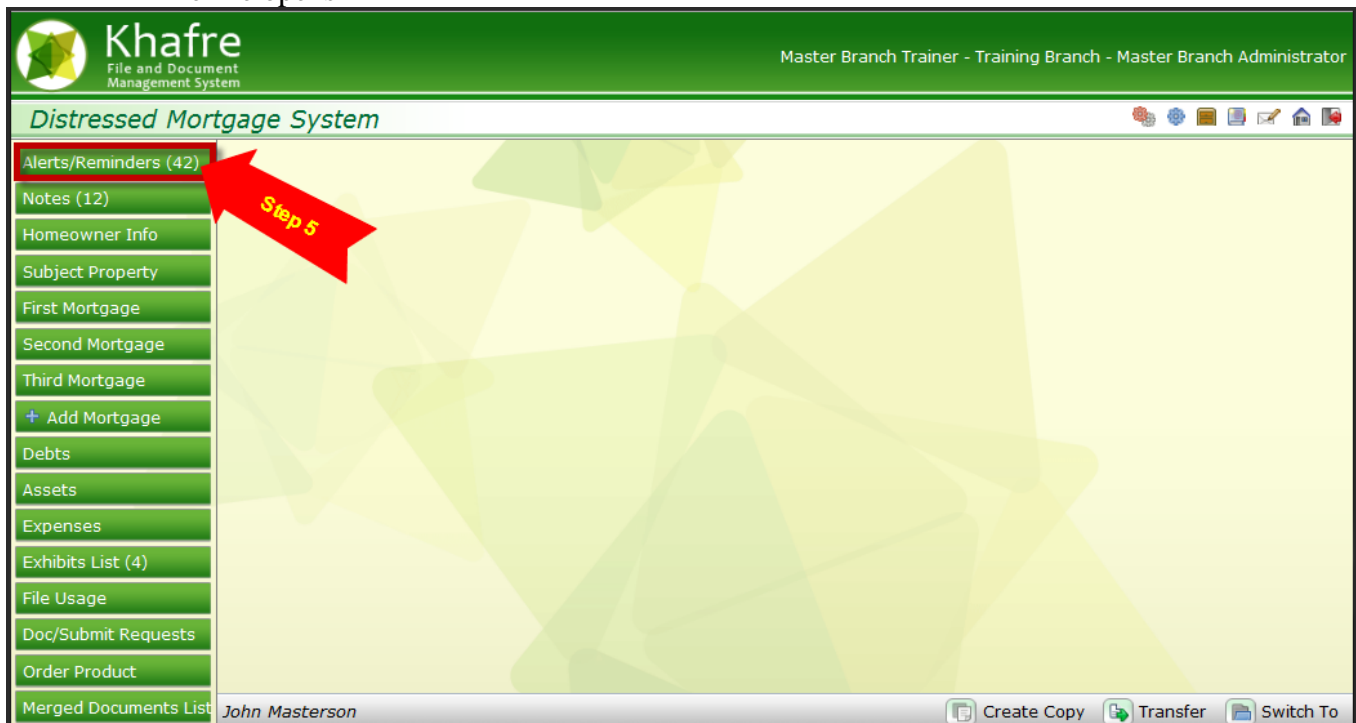
3. Click the Pipeline tab in the left-hand navigation menu

- The Open Work File dialog box displays



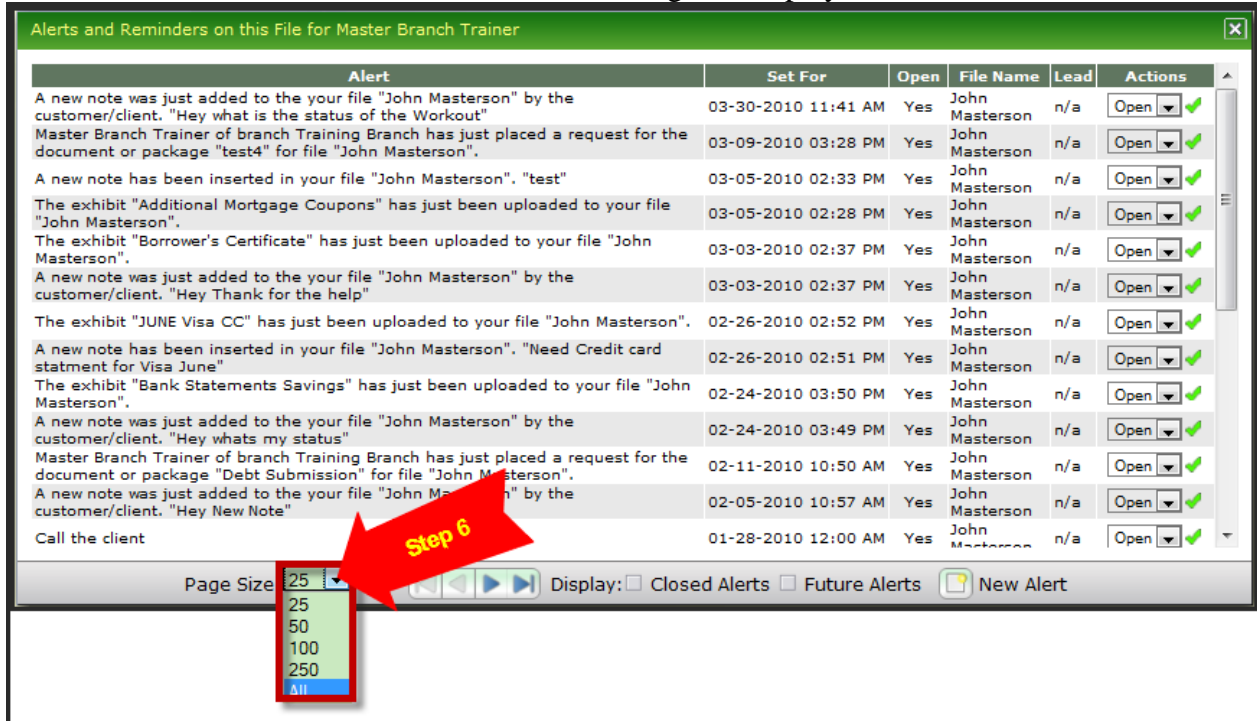
4. Click the green check to the right of the file you wish to open

- The file opens



5. Click the Alerts/Reminders tab in the left hand navigation menu

- The Alerts and Reminders on this File dialog box displays



Alert	Set For	Open	File Name	Lead	Actions
A new note was just added to the your file "John Masterson" by the customer/client. "Hey what is the status of the Workout"	03-30-2010 11:41 AM	Yes	John Masterson	n/a	Open [v] ✓
Master Branch Trainer of branch Training Branch has just placed a request for the document or package "test4" for file "John Masterson".	03-09-2010 03:28 PM	Yes	John Masterson	n/a	Open [v] ✓
A new note has been inserted in your file "John Masterson". "test"	03-05-2010 02:33 PM	Yes	John Masterson	n/a	Open [v] ✓
The exhibit "Additional Mortgage Coupons" has just been uploaded to your file "John Masterson".	03-05-2010 02:28 PM	Yes	John Masterson	n/a	Open [v] ✓
The exhibit "Borrower's Certificate" has just been uploaded to your file "John Masterson".	03-03-2010 02:37 PM	Yes	John Masterson	n/a	Open [v] ✓
A new note was just added to the your file "John Masterson" by the customer/client. "Hey Thank for the help"	03-03-2010 02:37 PM	Yes	John Masterson	n/a	Open [v] ✓
The exhibit "JUNE Visa CC" has just been uploaded to your file "John Masterson".	02-26-2010 02:52 PM	Yes	John Masterson	n/a	Open [v] ✓
A new note has been inserted in your file "John Masterson". "Need Credit card statment for Visa June"	02-26-2010 02:51 PM	Yes	John Masterson	n/a	Open [v] ✓
The exhibit "Bank Statements Savings" has just been uploaded to your file "John Masterson".	02-24-2010 03:50 PM	Yes	John Masterson	n/a	Open [v] ✓
A new note was just added to the your file "John Masterson" by the customer/client. "Hey whats my status"	02-24-2010 03:49 PM	Yes	John Masterson	n/a	Open [v] ✓
Master Branch Trainer of branch Training Branch has just placed a request for the document or package "Debt Submission" for file "John Masterson".	02-11-2010 10:50 AM	Yes	John Masterson	n/a	Open [v] ✓
A new note was just added to the your file "John Masterson" by the customer/client. "Hey New Note"	02-05-2010 10:57 AM	Yes	John Masterson	n/a	Open [v] ✓
Call the client	01-28-2010 12:00 AM	Yes	John Masterson	n/a	Open [v] ✓

Page Size: 25 (dropdown menu open showing 25, 50, 100, 250, All)

Display: Closed Alerts Future Alerts New Alert

6. Select All from the Page Size pull-down menu
 - The screen will refresh and show you all your alerts and reminders for that file