

Uploading Exhibits

Khafre
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

Distressed Mortgage System

Alerts/Reminders
Notes
Homeowner Info
Subject Property
First Mortgage
+ Add Mortgage
Debts
Assets
Expenses
Branch-Level Tags
Exhibits List
File Usage
Doc/Submit Requests
Merged Documents List

Exhibit List

Description	Uploaded On	Size	Actions
Hardship Letter	03-31-2009	15.84 KB	Open Delete
Notice Of Default (NOD) for First Mortgage	03-31-2009	15.84 KB	Open Delete
Mortgage Coupon for First Mortgage	03-31-2009	15.84 KB	Open Delete

Upload Exhibit

WARNING: uploaded exhibit files must not be larger than 35MB in size.

What are you Uploading?: Other - Please Type Description Below

Brief Description:

File to Upload:

Close

Page Size: 25 1-3 3

Step 1: Click the "Exhibits List" Left Panel Menu button

Step 2: Click "Upload New Exhibit" at the bottom of the "Exhibit List" Window

Step 3: Choose the type of documents you are uploading from the drop down list or Manually input a brief description.

Step 4: Click "Browse" and select the document on your computer and click "Upload". You will see the white progress bar turn green.

Maximum Document size is 35 MB

Step 5: To view a document that has been uploaded simply click the "Open" link under "Actions"

Khafre can upload any document type including .doc, .xls, .pdf to name a few.