

Khafre Branch Admin - Basic Training

Welcome to the KhafreOnline Back Office System. Please login with your username and password.

Login

Username:

Password:

Logging in:
Step 1 : Input your "Username" - This is your email address by default
Step 2 : Input your "Password" - The default password is [loan12](#)
Step 3 : Click "OK"

Understanding the "Welcome!" Screen

Khafre
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

Welcome!

Alerts/Reminders (1) Welcome Branch Manager

Personal Information

Pipeline

Loan Mod Files Status

Forensic Audit Status

Doc. Requests (0)

Left panel menus from top to bottom:
These will change depending on what screen you are viewing in the Khafre system.

- 1.) Alerts and Reminders - A global view all alerts on all files
- 2.) Personal Information - Where your contact info, password, email etc. is stored
- 3.) Pipeline - A Global view of all of your active and inactive* files.
- 4.) Loan Mod Files Status - Basic "Status" information of your files submitted for "Loan Modification"
- 5.) Forensic Audit Status - Basic "Status" information of your files submitted for "Forensic Audit"
- 6.) Doc. Requests - This will be covered in the advanced training

*you must deactivate files for them to no longer appear in your pipeline

Top Navigation from left to right:
This remains the same no matter where you are in the Khafre system

- 1.) Branch Admin - This will be covered in the advanced training
- 2.) Resources - Contains product releases, training manuals etc.
- 3.) Home - Will always bring you back to this "WELCOME!" Screen
- 4.) Logout - Will bring you back to the Log In screen above.