PRESETTING – INSTRUCTIONS

What are Presets?

Specific answers to questions can be set to always answer based on certain conditions such as when a loan is created or when certain guides are selected. There may be presets that are considered 'corporate' presets that load for all loans, or presets that can be set for certain types of loans such as Conventional, FHA, VA, USDA, or there may be presets for certain Investors.

Presets are usually pre-determined and preset by your CreativeVisions Supervisor. Each firm should designate one person to be responsible for their firm's settings in CreativeVisions.

Questions available for presetting are provided in 'Visions'. Visions are lists of questions. There are Preset Visions that contain questions that can be preset with answers, and there are Data Entry Visions that contain questions to answer in the data entry questions. These instructions will pertain to Preset Visions.

To access the Preset Visions - load a Test loan, click on the Set-Up tab, then click on the Presets tab.
The Preset Visions will be listed under the 'Guide' that loads the visions such as 'I would like to buy a home', or 'Conventional Fixed', or other Guides.

Load the Preset Vision full screen by double clicking on the icon to the left of the vision number.
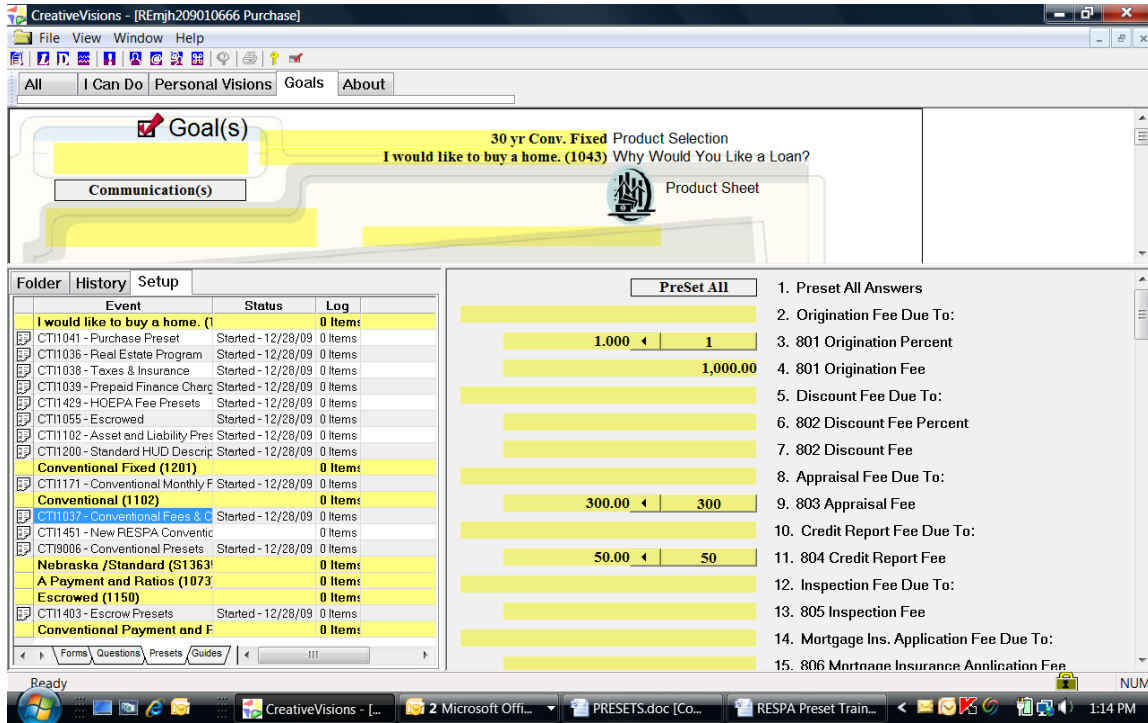
The example below shows CTI1037 - Conventional Fees & Charges Presets.
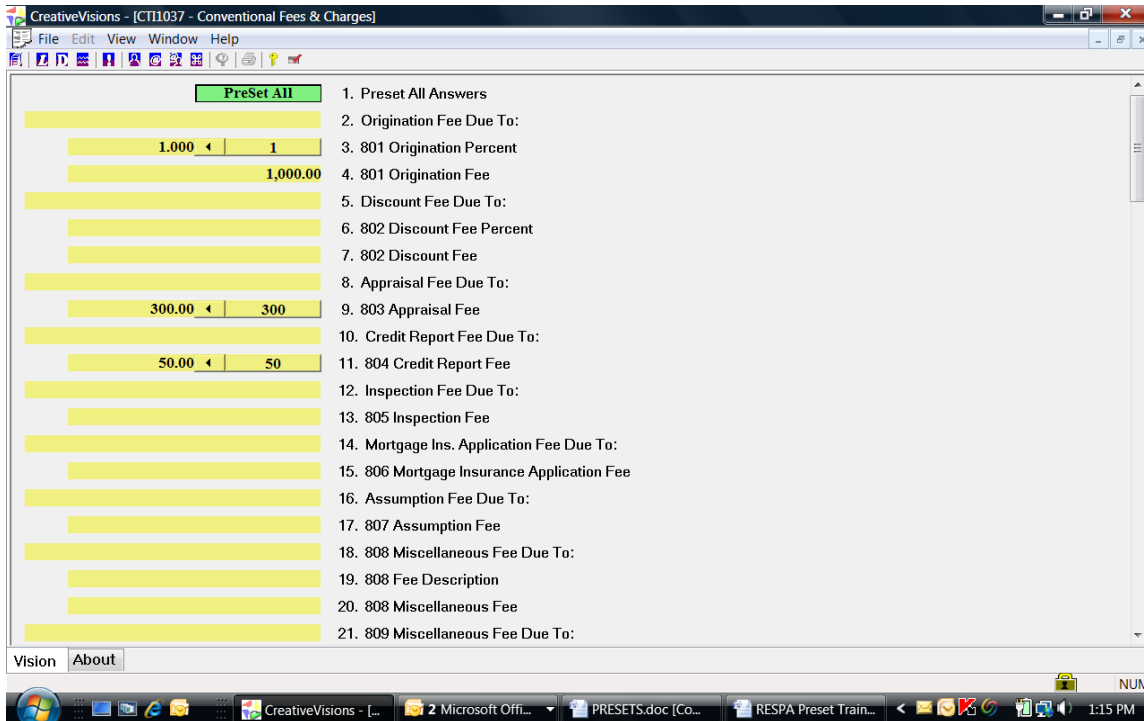
To turn a Preset on, position your cursor on the control which displays the answer you would like to preset. Right click on the control to display a list of choices, then click on 'Preset ON' to set the Preset.
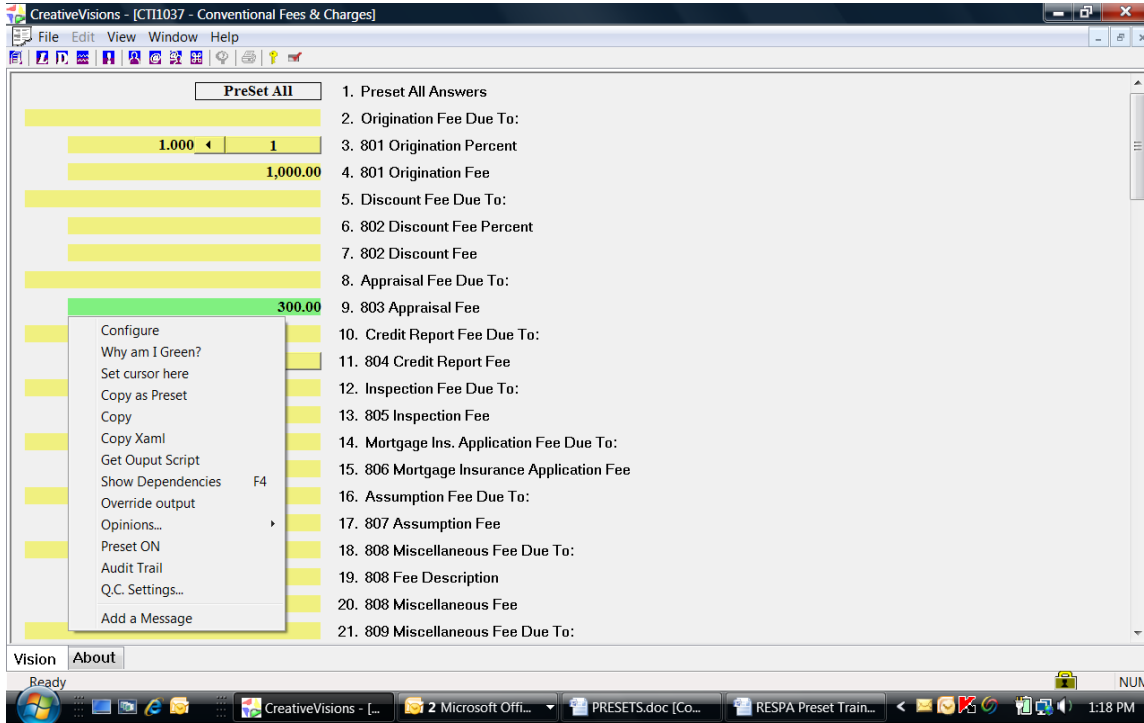
The Preset displays as a preset bar with the answer, and an arrow points left to the answer in your Test Loan.
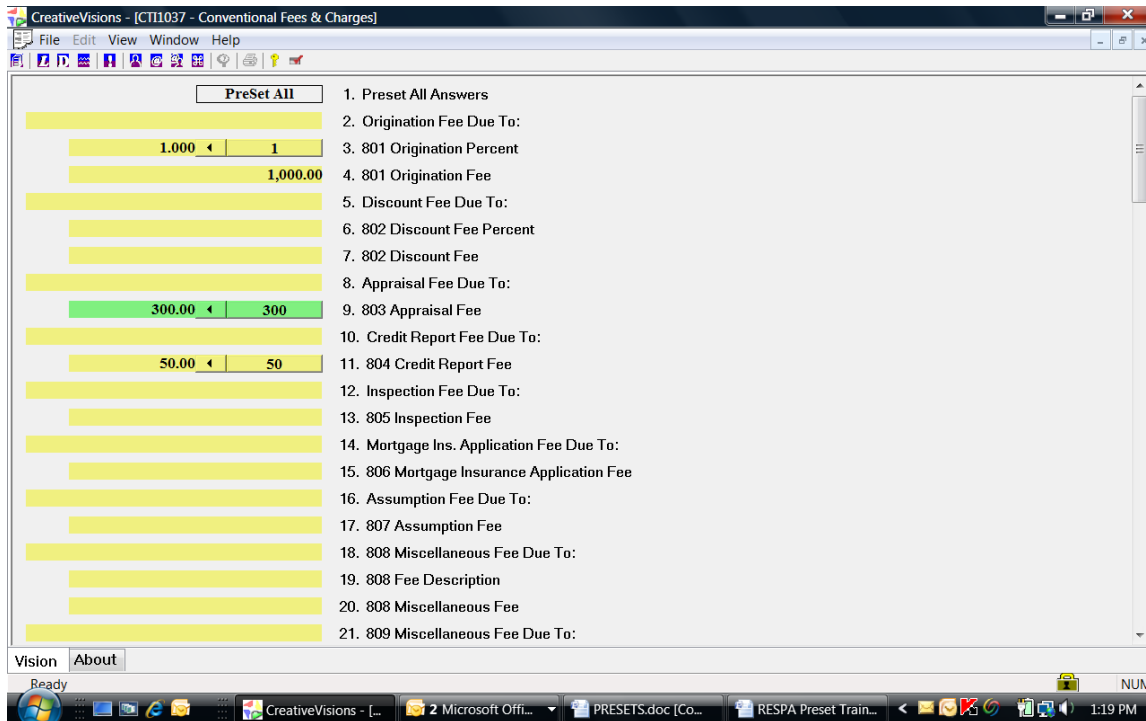
To turn a Preset off, right click on a control to display a list of choices, then click on 'Preset OFF' to turn the Preset off.
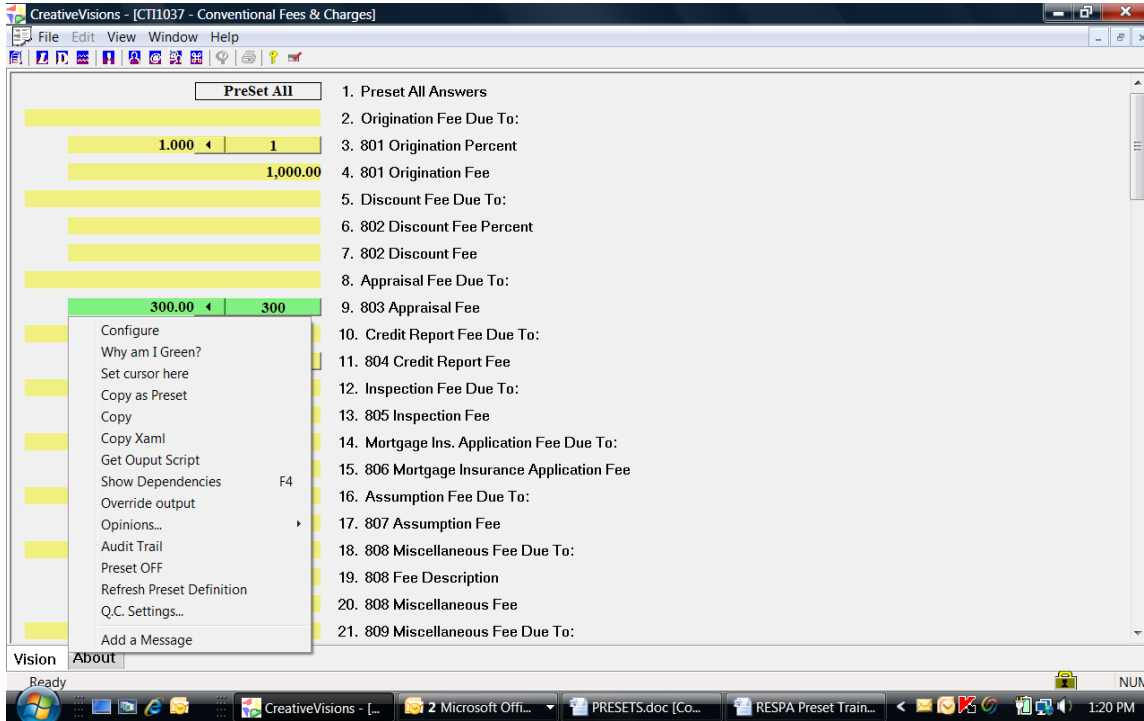
To change a Preset answer to a different answer, click on the field to the left of the arrow to change the answer of the question in your loan. After tabbing to the next question, right click on the control to see the list of choices and click on 'Refresh Preset Definition'.
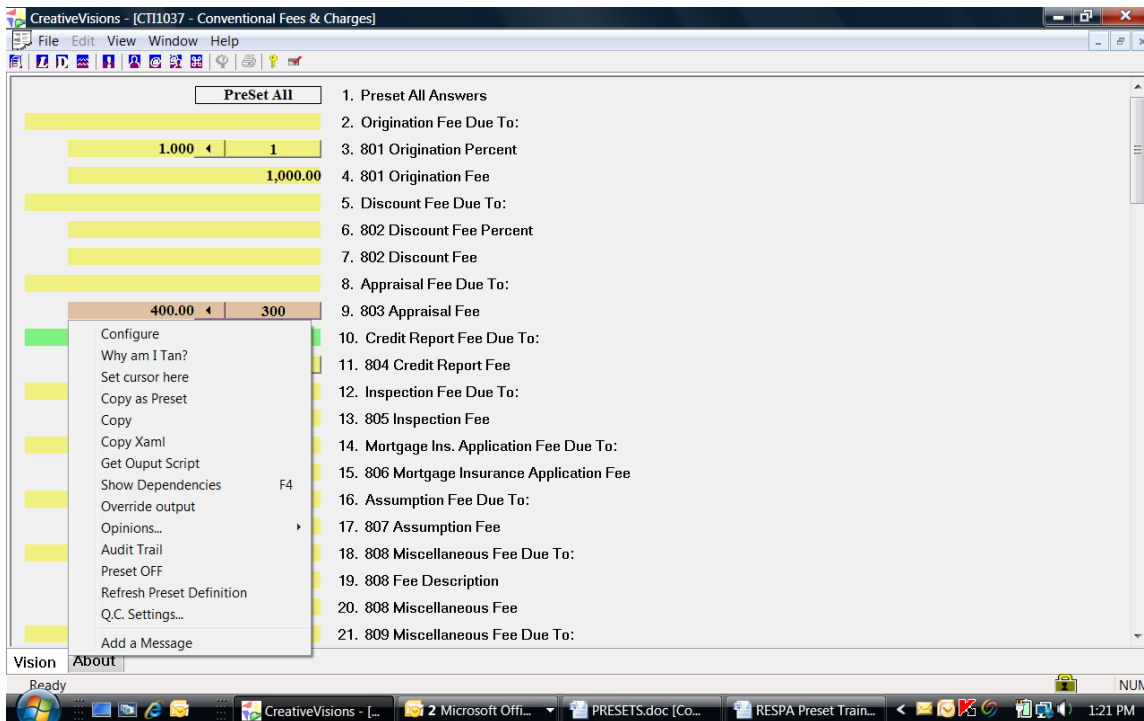
PRESET VISIONS - HOW THEY ARE ORGANIZED

Understanding where to Preset an answer is very important. Presetting basic answers such as Fees and Descriptions are simple but each situation is different and you may come across a situation that is more complicated and may need the advice or assistance from your Service Representative.

Preset Visions load for specific conditions and will not be in the list of Preset Visions unless those conditions are met. That is why it is suggested that training loans be created for each type of loan and used for doing Presets. You can then change the loan to meet the conditions you need to access the appropriate Preset Visions.

For example you must be in a Conventional loan to see the 'Conventional Presets' and 'Conventional Fee Presets', or be in an FHA loan to see the 'FHA Presets' and 'FHA Fee Presets'. To modify Investor Presets, the training loan will need to have the Investor selected in ''Final Ownership' to see that Investor's Presets and Investor's Fee Presets.

Program Presets:

Program Presets contains main or 'corporate' questions that are needed or used for specific types of loans.

CTI1036 Real Estate Program -

The Real Estate Program Preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, and Bridge loans.

CTI1063 Assumption Program -

The Assumption Program Preset loads for Assumption loans.

CTI1070 Construction Only Program -

The Construction Only Program Preset loads for Construction Only loans.

Other Presets:

CTI1038 Taxes & Insurance -

This contains the questions regarding taxes and insurance.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, Bridge, and Assumption loans.

CTI1039 Prepaid Finance Charges -

This contains Yes/No questions that can be preset for all the HUD lines to set them as Prepaid Finance Charges to effect the Amount Financed and APR on the TIL.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, Bridge, and Construction Only loans.

CTI1429 HOEPA Fee Presets -

This contains options that can be preset for all the HUD lines to set them as HOEPA Fees.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, and Bridge loans.

CTI1055 Escrowed –

This presets the 'Escrowed?' Yes/No question.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, Bridge, and Assumption loans.

CTI1022 Asset & Liability Presets –

This contains our standard presets to allow for Asset & Liability data entry visions to load.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, Bridge, Assumption, and Construction Only loans.

CTI1200 Standard HUD Description Presets –

This contains our standard presets for HUD Fee Descriptions.

This preset loads for Purchase, Refinance, Construction-Perm, Second Mortgage, Bridge, Assumption, and Construction Only loans.

Payment Presets:

Payment Presets load for specific Mortgage Types.

CTI1037 Conv Fees & Charges Presets

CTI9006 Conv Presets

These presets load for Conventional loans that are Fixed or Adjustable.

CTI1044 FHA Fees & Charges Presets

CTI1046 FHA Presets

These presets load for FHA loans that are Fixed or Adjustable.

CTI1052 VA Fees & Charges Presets

CTI1051 VA Presets

These presets load for VA loans that are Fixed or Adjustable.

CTI1061 USDA Fees & Charges Presets

CTI1060 USDA Presets

These presets load for USDA loans that are Fixed or Adjustable.