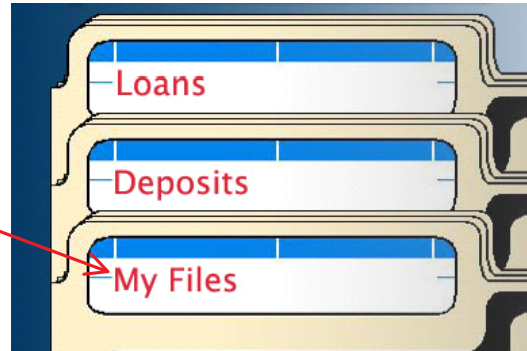


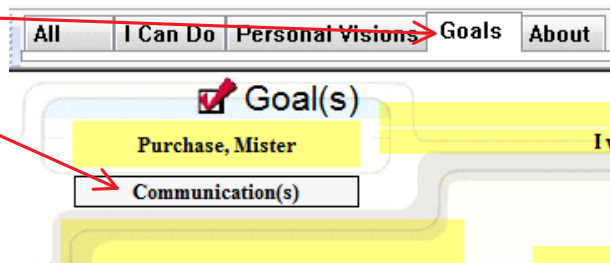
How can I add a loan file to someone's *My Files*?

When a new file is started it is automatically added to the creators "My Files" list.

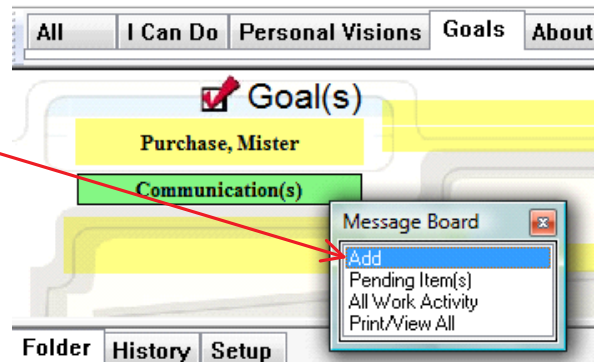


A file can also be added to another users "My Files" by creating a communication:

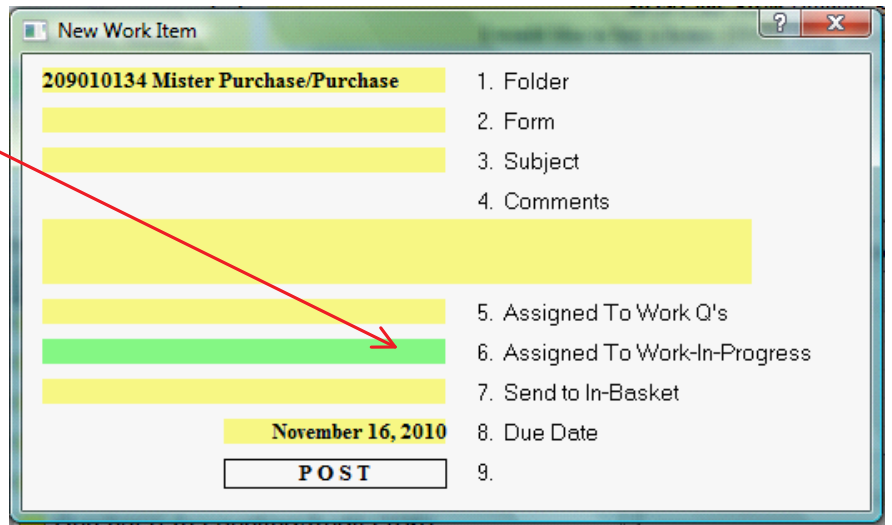
Select the *Communication(s)* button on the *Goals* tab.



Double-click to select *Add* from the Message Board.



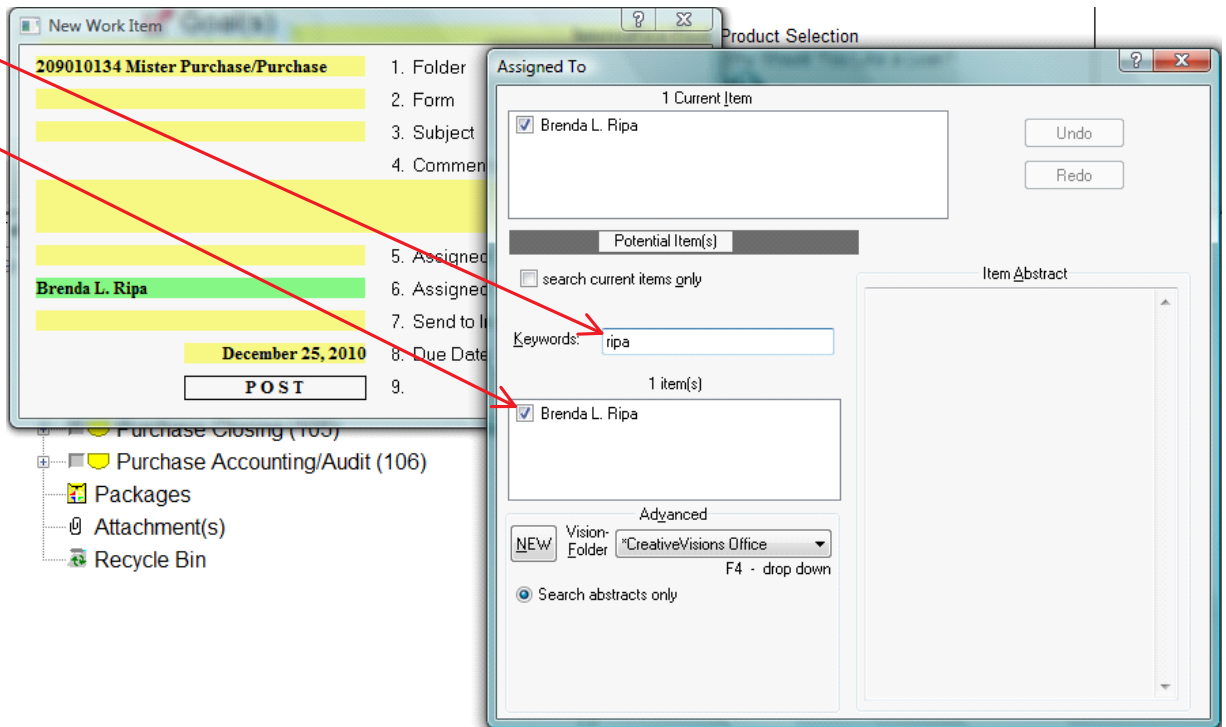
Select Assigned To Work-In-Progress...



...and tag the CreativeVisions user(s) a to add the file to their "My Files".

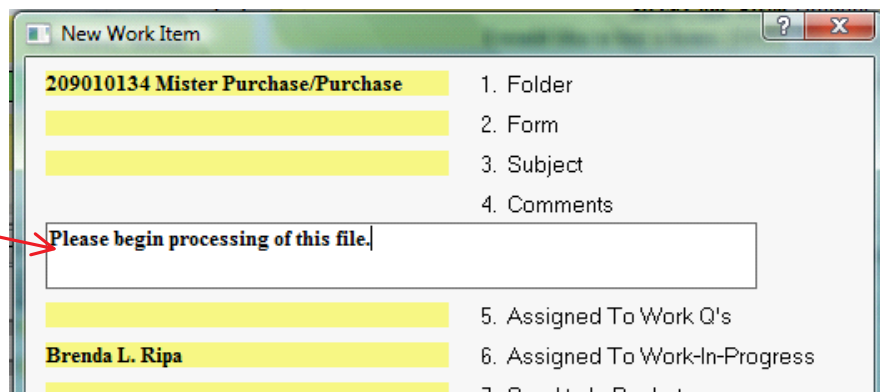
Search

Select



Add comments, if desired,

before selecting *Post* to send the communication to the users "My Files".



before clicking POST to send the communication to the users "My Files".

| | |
|--------------------------|---------------------------------|
| [Redacted] | 5. Assigned To Work Q's |
| Brenda L. Ripa | 6. Assigned To Work-In-Progress |
| [Redacted] | 7. Send to In-Basket |
| November 16, 2010 | 8. Due Date |
| POST | 9. |

| | | |
|------------------------------------|--|---------------------------------------|
| Refinance Man | | |
| 209010134 Mister Purchase/Purchase | | Please begin processing of this file. |