

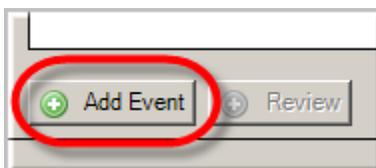
# RealEC Reminders for: Adding Events



**REMINDER:** some lender customers have adopted the Closing Insight Common Workflow for purchase and refinance transactions. Refer to the Closing Insight Common Workflow diagrams for the specific RealEC events to use for those lenders.

## ❖ CHOOSE "Add Event" FROM THE SUMMARY SCREEN WINDOW

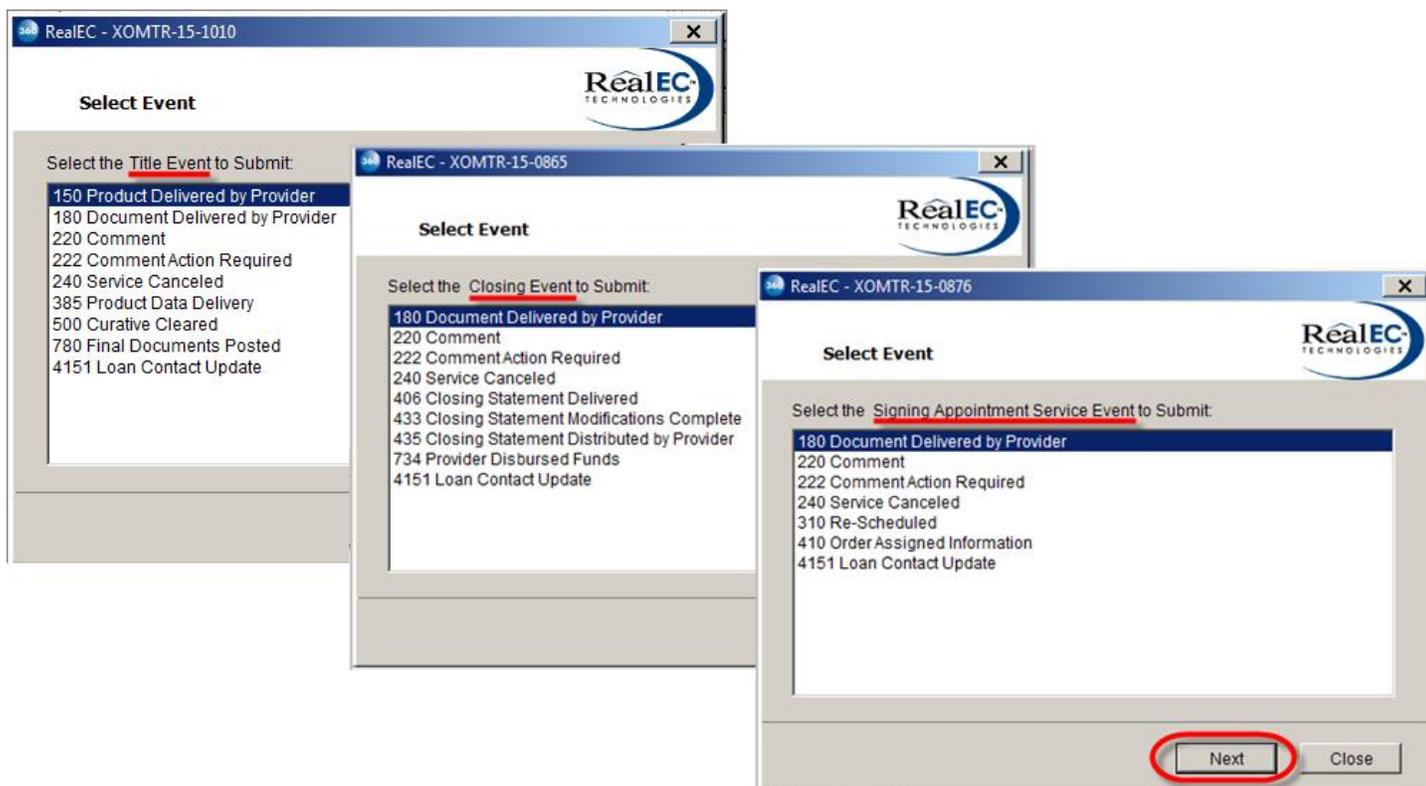
**Reminder:** access the Summary Screen from the 360 Queue by double-clicking an order in the 360 Queue, or highlighting the order and selecting "Next Step" from the 360 Queue toolbar



## ❖ HIGHLIGHT THE EVENT TO SUBMIT AND CHOOSE "Next"

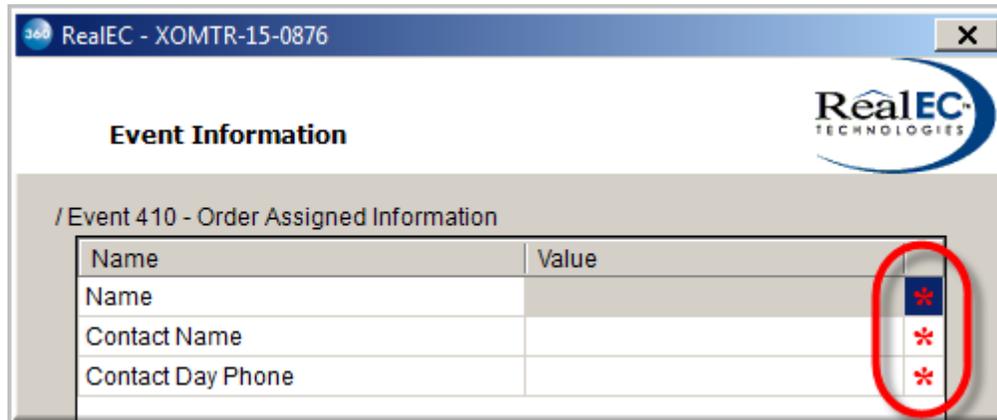
**Reminder:** available events to submit will change based on the type of RealEC product order selected (Title, Closing or Signing Appointment) and the type of settlement (CDF or HUD)

**Reminder:** comments added to events can also be added to the order notes by checking the "Add to ProForm order" checkbox on the comment screen.



## RealEC Reminders for: Adding Events (continued)

- ❖ **DEPENDING ON THE EVENT, ADDITIONAL SCREENS WILL DISPLAY; ANY REQUIRED FIELDS ON THOSE ADDITIONAL SCREENS ARE INDICATED WITH AN ASTERISK**



RealEC - XOMTR-15-0876

Event Information

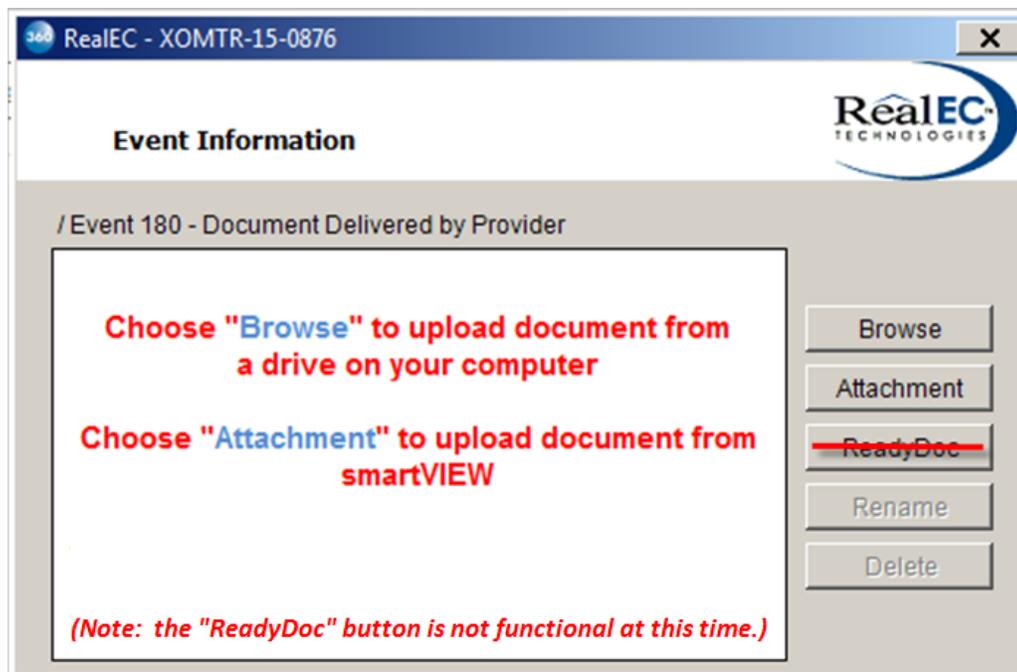
RealEC TECHNOLOGIES

/ Event 410 - Order Assigned Information

Name	Value
Name	*
Contact Name	*
Contact Day Phone	*

- ❖ **EVENTS FOR DELIVERING DOCUMENTS ALLOW YOU TO CHOOSE THE DOCUMENT LOCATION**

*Reminder: document delivery events may require you to select a document type or other document properties*



RealEC - XOMTR-15-0876

Event Information

RealEC TECHNOLOGIES

/ Event 180 - Document Delivered by Provider

Choose "Browse" to upload document from a drive on your computer

Choose "Attachment" to upload document from smartVIEW

(Note: the "ReadyDoc" button is not functional at this time.)

Browse

Attachment

~~ReadyDoc~~

Rename

Delete