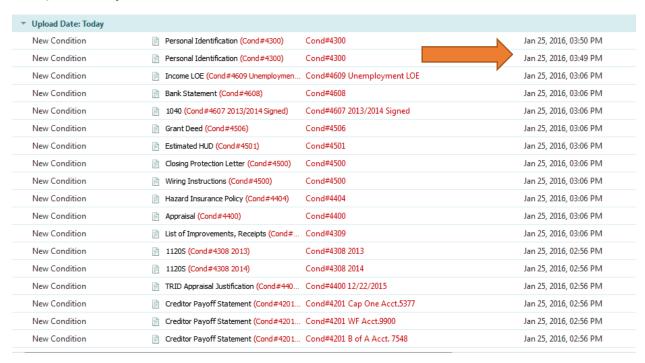
CONDITION REVIEW

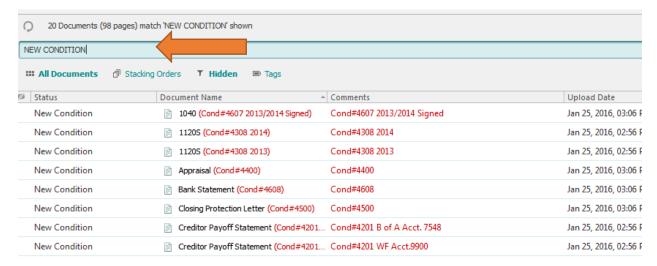
To help improve condition review efficiencies, please view/sort using all three options within Doc Velocity: UPLOAD DATE, NEW CONDITION status and CONDITION #.

1) View by UPLOAD DATE



Underwriters should view all documents uploaded AFTER the last approval issued to confirm that any/all new documents are being reviewed. The issue with using the UPLOAD DATE feature is that the documents that have been "edited/sorted" while already in DV, will not include an upload date and might be overlooked.

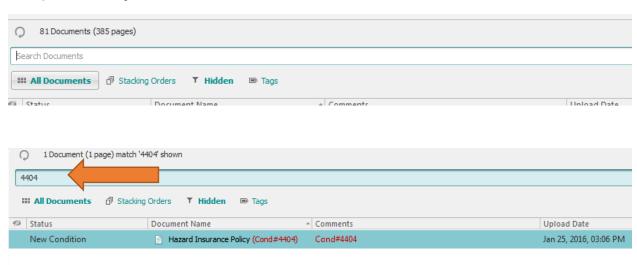
2) Type in NEW CONDITION in the search documents field



Some users VIEW documents in ALPHABETICAL ORDER. If working on condition reviews, the UW can TYPE IN "NEW CONDITION" in the "search documents field" to pull up items that have been flagged by the TM as "NEW CONDITION" for underwriting review.

This will then pull up all documents with a status of NEW CONDITION. The benefit of using this feature is that this will include documents uploaded on different dates.

3) Search by actual CONDITION



The underwriter can enter the four digit condition number within the search documents field to help locate a condition for review. This is helpful when reviewing a file for final PTD clearance as there are times that an item may be in DV but may have been uploaded at an earlier date but perhaps did not include a condition number as it was part of the initial submission.

IMPORTANT:

Underwriters should STATUS the documents being reviewed:

Approved, Rejected, Further Review Required, etc.

(Documents that do not have a status change will be considered as not reviewed)