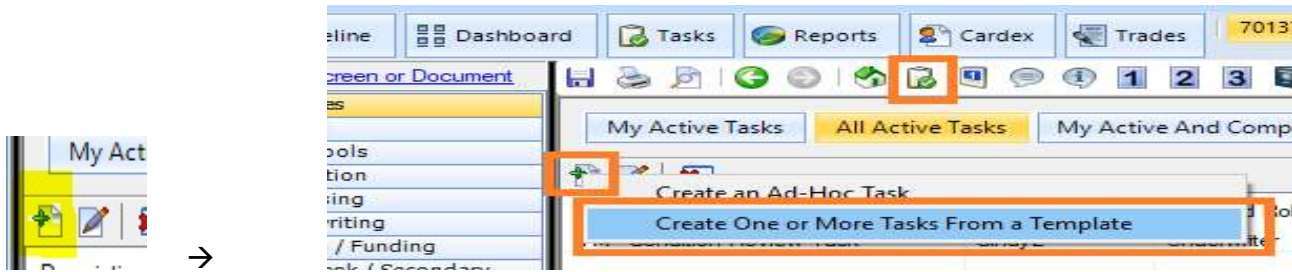


Create and Complete Task in BytePro



Task Icon:

Click on the plus + icon and click on Create One or More Tasks From Template:



Below is the list of Task you would click/create base on the status/milestone of each file.

New Submission / Initial Underwrite

UW - Decline UW Supervisor Review
UW - Suspense UW Supervisor Review
UW - Second Signature

Task to TM after Conditions Review/Rework

UW – TM conditions Reviewed – Revised Approval

Valuation Review

UW - Valuation Condition Review Task

Re-disclosure Task whenever a valid COC occurred [very top of the list]

Re – Disclosure Draw Task (Changed Circumstances)

Clear for Docs [at the bottom of the list]

UW - PTD Conditions Cleared to Close

Task to Funder – In Funding

UW – Funding Conditions Reviewed – Revised Approval

Complete Task to get credit. Click on Task → Mark Complete → Close out the popup email → Status show Complete

STEP 1. Click on Task

STEP 2. Click the box and popup window below and select MARK AS COMPLETE

STEP 3. After select Mark as Complete. An email window pop up. Just go ahead and close it.

The task will change the status from Due Today to Complete

Description	Assigned To	Assigned Role	Status	Due	Completed	Completed By	Created	Visible To
TM - Condition Review Task	CindyL	Underwriter	Due Today	06/12/2018 11:59 PM				Condition Manager, Underwriter, T

Ohtaka, Kenichi;

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Paste Copy Format Painter Clipboard Basic Text Address Book Names Attach File Attach Si Item Include

Trudy Barton: Automatic reply: " I am currently in the office however, I will be conducting training today. I will

To...

Cc...

Send

Subject: Ohtaka, Kenichi; Task Completed: TM - Condition Review Task

Status	Due	Completed
Complete	06/12/2018 11:59 PM	06/12/2018