

TransAccess Imaging
User Manual



Document Management Imaging System

User Manual

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Version 3.0

TransAccess Imaging

User Manual

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1.0 GENERAL INFORMATION

1.1 System Overview

Welcome to TransAccess Imaging! This is a web-based tool used to convert **JPEG, TIFF, Word and EXCEL** files to **PDF** files and store, catalog, and locate PDF files. The files are stored and retrieved by either a company or an organization. The storing process consists of scanning, indexing and adding documents to the database. Once added, the files are easily located, retrieved and viewed using the built in image viewer.

This data repository was designed for the Federal Housing Administration (FHA) – Department of Housing and Urban Development (HUD) to be utilized as a document management and imaging system. Users will find that navigation, document scanning/querying, project linking, and document retrieval is easy to accomplish.

This manual will serve as a guide to help you effectively upload, index and locate the documents and take full advantage of the features offered by **TransAccess Imaging** website.

Let's get started with an overview of the general functions of the tool for first time TransAccess Imaging Users.

To access the TransAccess Imaging Database via your web browser, use the following URL: www.transaccessimaging.com.

Existing User Login

Please Enter Your User Login and Password

User Login ID:

Password:

Remember My User Login ID

Click To Reset Your Password

... Or Contact Your Company Administrator

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Exhibit.1.1 TransAccess Imaging Home Page

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1.2 Authorized Use Permission

AUTHORIZED USERS: Any individual who has registered an account through www.transaccessimaging.com.

AUTHORIZED USE:

1. This database is available for **business and research purposes**.
 2. You may **search** this database and **view** the results of your searches on screen.
 3. You may **print** a copy of any record retrieved as a result of your search.
 4. Generally, you may **store** on floppy disk or hard drive any record/image retrieved as part of your search, and later display it on screen or print it on paper.

Examples of prohibited uses:

1. You may not systematically transmit (either on paper or electronically) content from this database to unauthorized users. This includes but is not limited to mounting images on web servers that allow access to un-authorized users.
 2. You may not use a spider or crawler program to capture data from this database.
 3. You may not use the database for commercial purposes.

This database is provided by purchase or lease through the Peniel Solutions LLC (PSL). Use of this database is governed by the terms and conditions of the license agreement between PSL and the content provider (which may be a private commercial company, professional association, government agency, or academic institution, or non-profit organization). The points above offer general guidelines for acceptable use of licensed content. Individual license agreements between PSL and the content provider take precedence over these general guidelines. **If you have questions about permitted uses for any content in this database, please contact garthur@penielsolutions.com.**

1.3 Points of Contact

1.3.1 Help Desk

Name	Organization	Telephone	Email
Arthur, Gregory A	PSL	202-402-2783	garthur@penielsolutions.com

All questions related to TransAccess Imaging application should be referred to the Helpdesk at 202-402-2783 or by email at: garthur@penielsolutions.com

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2.0 GETTING STARTED

2.1 System Log On

- Upon initially launching 'TransAccess Imaging' (www.transaccessimaging.com), the login screen is presented to prompt the user to enter his/her login credentials.
 - Your 'User Login ID' is provided via the System Administrator.
 - It is usually a company name followed by "/" and your **User Name**, e.g. FHA232/USERNAME
- Once a valid **User ID** and **Password** is received:
 - Enter the **User Login ID** in the appropriate field
 - Enter the **Password** in the appropriate field
 - Select the '**Submit**' button to proceed

Please Enter Your User Login and Password

User Login ID:

Password:

Remember My User Login ID

Click To Reset Your Password

... Or Contact Your Company Administrator

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Exhibit.2.1 Logging On

After completing the login process as a 'User' role, you can begin navigating through the application. The 'Search' page is initially presented to allow you to begin your search.

If you want to retain your User ID upon each successive entry into the application, select the '**Remember My User Login ID**' checkbox. This will allow you to bypass the entry of your User Login ID.

NOTE: TransAccess Imaging automatically Logout Users who are idle for TEN minutes. If you are Logged-Out of the system, return to the Log-In screen, enter your credentials to gain access.

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2.2 Resetting Password

If you forget your password and need to reset it, select the ‘Forgot Password?’ button.

The ‘Forgot Password’ page is presented to allow you to enter your ‘User Login ID’. After the information has been entered, select ‘Go’ button. The system will send notification to the Administrator who will in turn forward an email to you with the instructions on how to reset your password.

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Forgot Password

Enter your User Log In ID. Once your user log in information has been validated, an email will be sent to the address on file with further instructions on how to reset your password. If you need further assistance, please contact your system administrator.

User Log In ID: Go

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

WPSL

Exhibit.2.2 Resetting Password

2.3 Password Requirements

- Be different from your user sign in ID and email address.
- Have minimum length of 8 characters and maximum of 32 characters.
- Contain characters from all of the following three categories:
- English uppercase characters (A....Z)
- English lowercase characters (a....z)
- Numeric characters (0, 1, 2...9) or Non-alphanumeric (For Example \$, #, %, !)\
- Passwords are case sensitive.

2.4 Exit System

To protect your work and settings exit the system gracefully by clicking on the ‘Logout’ menu option.

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3.0 DOCUMENT SEARCH

The screenshot shows a web-based search interface. At the top, there's a header with the TransAccess logo on the left and the word 'Imaging' on the right. Below the header, a navigation bar includes links for 'MY PROFILE', 'SEARCH', 'USER MANUAL', and 'LOGOUT'. The main area is titled 'SEARCH' and contains a form for 'Select Search Criteria'. The form includes three dropdown menus: 'Document Type' (set to 'All'), 'Index Type' (set to 'PROJECT NUMBER'), and 'Value' (empty). There are also checkboxes for 'Fuzzy Search' and 'Search', and a green '+' button. A 'Submit' button is located at the bottom right of the form. The URL 'FHA232/H' is visible at the top left, and 'FHA232' is at the top right.

Exhibit 3.0 Document Search

Let's begin by searching for documents in the database. The search criterion consists of three (3) data elements used independently or in combination to retrieve and display desired results:

- Document Type
- Index Type
- Value

Search Criteria	Description
Document Type	Indicates the type of document being searched within the value identified. The drop down menu option lists the options available for selection.
Index Type	Indicates how particular document is indexed. This list is uniquely defined by the organization. The list could consist of names, numbers or any attribute used to index documents in the database. The drop down menu option lists the options available for selection
Value	Indicates the corresponding 'value' of the 'Index Type' associated with the document being retrieved.

Table 1: Search Criteria

3.1 Document Search Example

- The '**Document Type**' defaults to "All", meaning the User would like to see 'All' document types indexed for the defaulted 'Project Number'. If no value is entered, all documents with the 'Index Type' of 'Project Number' are presented in the search results.
- 'Project Number' is the default value for the field 'Index type'; therefore, a corresponding 'Project Number' should be entered in the '**Value**' field.

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The screenshot shows the TransAccess Imaging search interface. At the top, there are navigation links: MY PROFILE, SEARCH, USER MANUAL, and LOGOUT. Below the header, the text "FHA232/H" is on the left and "FHA232" is on the right. The main area is titled "SEARCH". It has a callout box pointing to the "Value" field with the text: "Use Project Numbers for Value. Examples : 105-22021, 105..". Below this, there are dropdown menus for "Document Type" (set to "All") and "Index Type" (set to "PROJECT NUMBER"). There is also a text input field for "Value" containing "123", a checkbox for "Fuzzy Search", and a "Search" button. A green "+" button and a "Submit" button are also present.

Exhibit.3.1 Document Search Example

Once the **Search Criteria** has been entered, click the '**Submit**' button to initiate the search and present matching results.

The screenshot shows the search results page. The title is "SEARCH". Below it, the "Your Search Results" section displays a table with 15 rows of data. The columns are: Document Type, Index Type, Value, Version, and PDF Viewer. The data includes various document types like Approved Paper, Management Improvement of Operating Plan, and Cover Sheet, each with a corresponding project number and version. The "PDF Viewer" column contains a "View" link for each row. Navigation controls at the top of the results table allow for page selection (15) and sorting.

Document Type	Index Type	Value	Version	PDF Viewer
Approved Paper	PROJECT NUMBER	123-00010	1	View
Approved Paper	PROJECT NUMBER	123-00011	1	View
Approved Paper	PROJECT NUMBER	123-1231	1	View
Management Improvement of Operating Plan	PROJECT NUMBER	123-1234	1	View
Cover Sheet	PROJECT NUMBER	123-22007	0	View
Regulatory Agreement-Owner	PROJECT NUMBER	123-22007	0	View
Operating License	PROJECT NUMBER	123-22007	0	View

Exhibit.3.2 Search Results

NOTE: Upon scrolling over the Blue '?' callout is presented with an example of how the values can be entered to narrow down the search result.

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4.0 VIEW DOCUMENTS

To **View Documents** resulting from the **Search**, select the '**View**' link displayed under PDF Viewer column.

SEARCH

Select Search Criteria

Document Type	Index Type	Value	<input type="checkbox"/> Fuzzy
All	PROJECT NUMBER	123	Search
			Submit

Your Search Results

Results 1 - 15 of 306.

Document Type	Index Type	Value	Version	PDF Viewer
Approved Paper	PROJECT NUMBER	123-00010	1	View
Approved Paper	PROJECT NUMBER	123-00011	1	View
Approved Paper	PROJECT NUMBER	123-1231	1	View
Management Improvement of Operating Plan	PROJECT NUMBER	123-1234	1	View
Cover Sheet	PROJECT NUMBER	123-22007	0	View
Regulatory Agreement-Owner	PROJECT NUMBER	123-22007	0	View

Exhibit 4.1 View Documents

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After the ‘View’ link is clicked, the document image is presented in a new browser window.

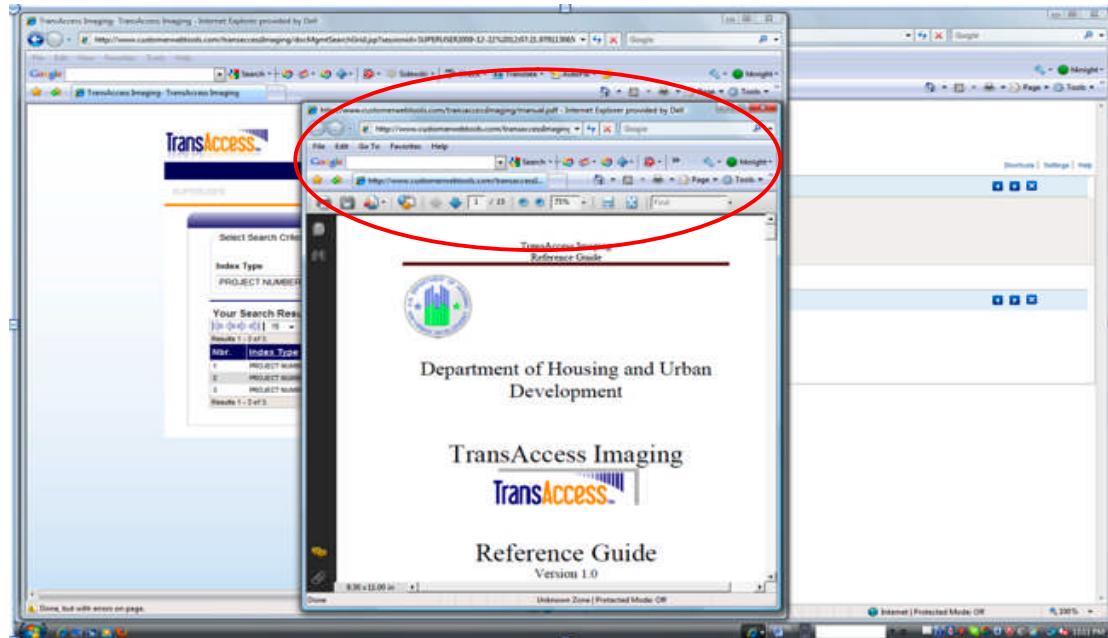


Exhibit.4.2 Document Image

There are several features within the browser menu that the user can perform:

- Multiple documents can be viewed simultaneously.
- Documents can be **Printed**, **Saved**, and **Size Adjusted** using the top tool bar.
- The tool bar also indicates the **Total Number of Pages** in the document.
- To **Scroll** through the document, use the up or down arrows or mouse wheel.
- To **Exit** the document, click the “X” at the top right of the view document screen

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5.0 FUZZY SEARCH

Fuzzy Search is a feature within TransAccess Imaging which returns results based on likely relevance even though search criteria values many not exactly match. Exact and highly relevant matches appear on the top of the list. This feature is appropriate for **Users** that may not know the exact '**Value**' associated with the '**Document**' and '**Index Types**'.

To perform a **Fuzzy Search**:

- Enter the partial **Value** into the **Value** field.
- Select the '**Fuzzy Search**' checkbox at the top right section of the screen.
- Click the **Submit** button to perform the **Fuzzy Search**.

The '**Fuzzy Search**' feature allows you to enter a partial value, returning the result set of every qualifying record.

The screenshot shows the TransAccess Imaging search interface. At the top, there is a navigation bar with the TransAccess logo, a search bar, and links for MY PROFILE, SEARCH, USER MANUAL, and LOGOUT. Below the navigation bar, the page title is 'SEARCH'. A sub-header says 'Select Search Criteria'. There are dropdown menus for 'Document Type' (set to 'All') and 'Index Type' (set to 'PROJECT NUMBER'), a text input field for 'Value' (empty), and a checkbox labeled 'Fuzzy Search' which is checked and circled in red. To the right of the 'Value' field is a green plus sign icon. At the bottom right of the search area is a 'Submit' button.

Exhibit.5.0 Fuzzy Search

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6.0 MULTIPLE SEARCHES

The (+) **Add Row** feature should be utilized to search using multiple criteria. To utilize this feature, click the (+) sign prior to executing the search. The (+) sign is located to the right side the input fields. When clicked, a new row is presented up to a maximum of five rows.

The screenshot shows a 'SEARCH' interface titled 'Select Search Criteria'. It contains three rows of search fields. Each row has a 'Document Type' dropdown (set to 'Approved Paper', 'Approved Paper APPS MA/O', and 'Cover Sheet' respectively), an 'Index Type' dropdown ('PROJECT NUMBER'), a 'Value' input field ('123'), and a 'Fuzzy Search' checkbox. To the right of the third row is a red circle highlighting a green '+' icon, which is used to add new search rows. A 'Submit' button is located at the bottom right.

Exhibit.6.0 Multiple Search Criteria

To execute the multiple search feature enter the search criteria in the subsequent row(s). Click the '**Submit**' button to retrieve the desired search results.

To eliminate a row, click on the corresponding trashcan icon.

The screenshot shows the 'SEARCH' interface with the same three search rows as before. Below it, under the heading 'Your Search Results', is a table with two rows of results. The table has columns for 'Document Type' (both 'Approved Paper'), 'Index Type' ('PROJECT NUMBER'), 'Value' ('123-00010' and '123-00011'), 'Version' (both '1'), and 'PDF Viewer' (both with a 'View' link). Navigation buttons for 'Results 1 - 15 of 88.' are shown above the table.

Document Type	Index Type	Value	Version	PDF Viewer
Approved Paper	PROJECT NUMBER	123-00010	1	View
Approved Paper	PROJECT NUMBER	123-00011	1	View

Exhibit.6.1 Search Results

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7.0 ADJUSTING QUANTITY SEARCH RESULTS DISPLAY

The user can adjust the number of rows in search results that are presented per page under ‘Your Search Results’ Section. The default value is “15”. This can be changed to view **50 or 100** files per page depending on the User’s preference.

To change number of rows per page, select the drop down menu under ‘Your Search Results’. Click the desired value (**15, 50, or 100**). Once the selection is made, number of rows presented per page will change to accommodate the selection.

The screenshot shows the 'SEARCH' interface. At the top, there's a search bar labeled 'Select Search Criteria'. Below it, a search form includes fields for 'Document Type' (set to 'Approved Paper'), 'Index Type' (set to 'PROJECT NUMBER'), 'Value' (set to '123'), and a 'Fuzzy Search' checkbox. A green '+' button and a 'Submit' button are also present. Below the search form, the 'Your Search Results' section is displayed. It shows a dropdown menu with options '15', '50', and '100', where '15' is selected. The results table has columns: Document Type, Index Type, Value, Version, and PDF Viewer. The first row of results is visible, showing 'Results 1 - 15'. A red circle highlights the dropdown menu in the 'Your Search Results' section.

Exhibit.7.0 Adjusting Search Results Display

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8.0 TransAccess Imaging MENU OPTIONS

The menu option will appear at the top right corner of the search page. There are five (5) links in the menu option for navigation and administration – [My Profile](#), [Search](#), [Admin \(Admin Users Only\)](#), [User Manual](#), and [Log-out](#).

The functions of each menu option are described in the table below:



A screenshot of the TransAccess Imaging User Manual interface. At the top, there's a header bar with the TransAccess logo on the left and the word "Imaging" on the right. Below the header is a dark blue navigation bar containing links for "MY PROFILE", "SEARCH", "ADMIN", "USER MANUAL", and "LOGOUT". The main content area has a white background. On the left, there's a vertical sidebar with the word "SUPERUSER" at the top and "FHA232" at the bottom. The main content area contains a table titled "Table 2: Menu Options".

Menu Options	Description
My Profile	By selecting this menu, your User Profile page appears. The User can view and edit his profile. All information can be edited associated with the User's profile, with the exception of the User Log in ID, Username, and Role. The User can also reset their password on this screen.
Search	This link takes you back to a blank 'Search' page
Administrative Features	This tab provides following major functionalities: <ul style="list-style-type: none">Allows Administrators and Powerusers to access User Management capabilitiesA Document Management module where the User can add new PDF files to the database directly from their desktop, edit or remove existing PDF files from the database.Manages the company profile.Presents audit reports illustrating document creation and modification activities, getting list of active users in the system.Includes a Document Wizard which provides Users the ability to download selected set of documents, add the list of required documents and add new document type. Document Wizard also provides adding new index type functionality exclusively for Administrators. Presents a wizard to send emails to all registered users
User Manual	Access this link to view the User Manual for the application
Logout	Select this link to logout of the system.

Table 2: Menu Options

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9.0 MY PROFILE

The ‘**My Profile**’ link allows to edit your user profile features with the exception of **User Name**, **User Login ID** and **Role**.

Click ‘**My Profile**’ menu option. As the result the ‘**My Profile**’ page is presented.

The **User Password** can also be updated / reset. **Active** and **Disabled** status for the password indicates whether the **User** has an active password, or has been disabled by the System Administrator. If a **User** has forgotten a password and uses the password reset feature, the profile will appear as disabled until a new password has been registered.

‘**Accept Emails**’ feature allows **only Administrators and Powerusers** to turn the automated email notification On\Off by selecting\deselecting the checkbox.

Once all data has been updated, select the **Save** push button to commit changes to the database. To **Exit ‘My Profile’** window without saving changes, click **Cancel**.

The screenshot shows the 'MY PROFILE' user interface. It is divided into two main sections: 'ACCOUNT INFORMATION' and 'GEOGRAPHIC INFORMATION'. The 'ACCOUNT INFORMATION' section contains fields for User Name, Email, Alternate Email, First Name, Status, User Login ID, Role, Job Title, Last Name, and Password Status. The 'GEOGRAPHIC INFORMATION' section contains fields for Street Address, ZIP, City, Phone, State, and Mobile Phone. At the bottom right are 'Save' and 'Cancel' buttons.

ACCOUNT INFORMATION	
User Name *	H
Email *	hchitalwala@penielsolutions.co
Alternate Email	
First Name *	Huz
Status	Active
Accept Emails	<input type="checkbox"/>
User Login ID *	FHA232/H
Role	USER
Job Title	
Last Name *	Chitalwala
Password Status	Active

GEOGRAPHIC INFORMATION	
Street Address	
City	
State	
ZIP	
Phone	
Mobile Phone	

Save **Cancel**

Exhibit.9.0 My Profile

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10.0 ADMINISTRATIVE FEATURES

ADMIN HOME	
USER MANAGEMENT	DOCUMENT MANAGEMENT
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE	AUDIT REPORTS
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD	SEND E-MAILS
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.10.0 Administrative Features

The Admin link provides access to several features to assist authorized users with tools to manage data:

- **User Management & Access Control** feature allows secure, efficient management of user status, privileged access and passwords.
- **Document Management**
 - **Add New Document** is for adding a new document to the database.
 - **Manage Documents** is for editing, removing and replacing existing documents from the database.
- **Company Profile** module is for managing configuration settings pertaining to the company's preferences.
- **Audit Reports** is for obtaining the reports representing document modification and document creation activities within specified timeframe.
- **User Reports** is for listing all active users in the system.
- **Document Wizard** is for downloading selected sets of documents, adding required documents and adding new document types.
 - **Download Document Selector** - Allows the download of a select set of documents from TransAccess Imaging.
 - **Add Required Documents** - Presents a wizard to add list of required documents.
 - **Add Document Type** – Allows the Administrator and Poweruser to add a new 'Document Type'.
- **Send Emails** facility allows Administrators and Powerusers to create emails within TransAccess Imaging and simultaneously send it to registered users.

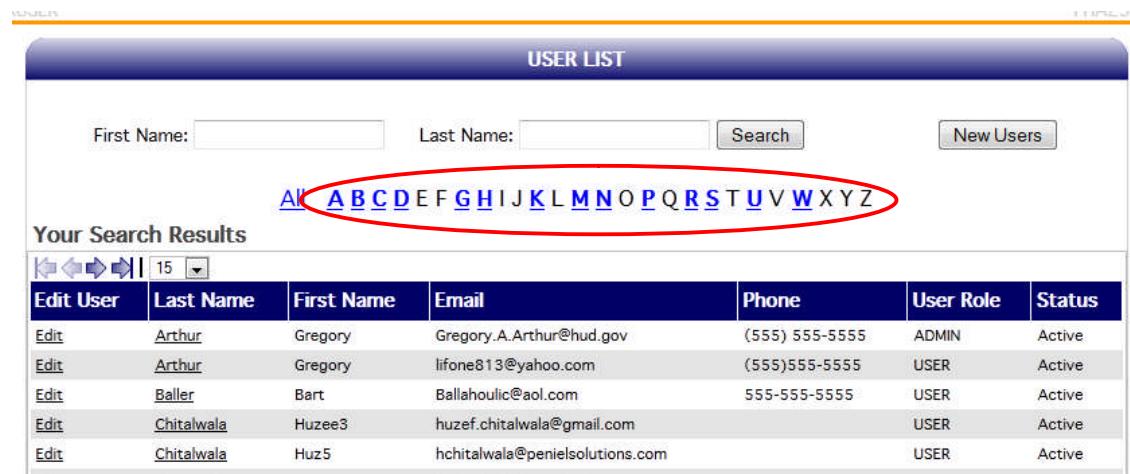
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11.0 USER MANAGEMENT

11.1 User Management and Access Control

Only the users having the role ‘Administrator’ or ‘Poweruser’ can view, create or edit users Profiles.

Searching for Users: Specific user searches can be conducted from the ‘User List’ page. A user can be located by entering the user’s First Name and/or Last Name. To narrow down the user list, select the first letter of the Users’ last name on the alphabet bar. The results will present a list of all users whose last name begins with the selected alphabet.



USER LIST										
First Name: <input type="text"/>		Last Name: <input type="text"/>		Search	New Users					
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z										
Your Search Results										
										
Edit	Arthur	Gregory	Gregory.A.Arthur@hud.gov	(555) 555-5555	ADMIN	Active				
Edit	Arthur	Gregory	lifone813@yahoo.com	(555)555-5555	USER	Active				
Edit	Baller	Bart	Ballahoulic@aol.com	555-555-5555	USER	Active				
Edit	Chitalwala	Huzee3	huzef.chitalwala@gmail.com		USER	Active				
Edit	Chitalwala	Huz5	hcchitalwala@penielsolutions.com		USER	Active				

Exhibit.11.0 User List

11.1.1 Creating New User

To Create a New User, select the ‘New Users’ button on ‘User List’ page.



USER LIST										
First Name: <input type="text"/>		Last Name: <input type="text"/>		Search	New Users					
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z										
Exhibit.11.1 Creating New User										

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Upon selection the ‘**NEW USER PROFILE**’ page is presented.

The screenshot shows a web-based user profile creation form. At the top, a blue header bar contains the title "NEW USER PROFILE | BACK TO USER LIST". Below this is a dark blue horizontal bar labeled "ACCOUNT INFORMATION". Under "ACCOUNT INFORMATION", there are several input fields: "User Name *", "Email *", "Alternate Email", "First Name *", and a checkbox for "Accept Emails". To the right of these are fields for "User Login ID" (containing placeholder text "Enter User Name") and "Role" (a dropdown menu set to "SUPERVISOR"). Further down are "Job Title" and "Last Name *". Below the "ACCOUNT INFORMATION" section is another dark blue horizontal bar labeled "GEOGRAPHIC INFORMATION". This section contains fields for "Street Address", "ZIP", "Phone", "City", "Mobile Phone", and "State" (a dropdown menu). At the bottom right of the form are two buttons: "Save" and "Cancel".

Exhibit.11.2 New User Profile

A “red asterisk (*)” next to the field name indicates that it is a required field.

- **User Name** – Upon entering information, the ‘**User Login ID**’ will be populated, if the User Name is available for registration. The User Login ID will be prefixed with company name followed by a “/” and then the User Name.
If the user name is not available for registration, ‘**User Login ID**’ will display a message, “**Username Taken**” indicating that user name is not available and the user must choose a different user name.
- **E-Mail** – E-mail address of the User.
- **Role** – Role relates to the functionalities the user has access to within the system. A user will be defined one of four (5) predefined Roles:
 1. **Administrator:** This user is responsible for managing company accounts. Administrators have ability to register and administrator Company site.
 2. **Poweruser:** This user is responsible for managing user accounts at his or her site. Powerusers have capability to manage documents, view reports, perform queries, manage company profile and lock\unlock user accounts.
 3. **Manager:** This user performs queries and adds documents to the system. This user has the capability to update his or her personal user profile.
 4. **Supervisor:** This user performs queries and has capability to update his or her personal user profile.
 5. **User:** This user performs queries and has capability to update his or her personal user profile.

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11.1.2 User Roles

The user roles and their accessibility and privileges are described in the table below:

User Role \ Permission	Administrator	Poweruser	Manager	Supervisor	User
<i>Perform document search queries</i>	✓	✓	✓	✓	✓
<i>Update personal user profile</i>	✓	✓	✓	✓	✓
<i>Add Documents</i>	✓	✓	✓		
<i>Manage Documents</i>	✓	✓			
<i>Create accounts for new users</i>	✓	✓			
<i>Manage Users</i>	✓	✓			
<i>View Reports</i>	✓	✓			
<i>Add Document Types</i>	✓	✓			
<i>Add Index Types</i>	✓				
<i>Send Emails Through System</i>	✓	✓			

Table 3: User Roles

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- First Name, Last Name of the User

The following fields are optional for User input:

- Alternate E-mail
- Job Title
- Accept Email
- Geographic Information
 - Street Address
 - City
 - State (select using the drop down menu)
 - ZIP Code
 - Phone Numbers – Main Phone and Mobile Phone

Once the information is entered, select '**Save**' button to add the user to the database.

After the User has been added, an email notification with the initial Password for system access is distributed. The email provides the User instructions on how to reset their password in order to proceed with system access. The User has five (5) days to use the link and reset their password before the account is dissolved.

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11.1.3 Editing User's Profile

To **Edit a User's Profile**, click the 'Edit' link next to the appropriate user's name.

USER LIST													
First Name:		Last Name:		Search		New Users							
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z													
Your Search Results													
Edit User	Last Name	First Name	Email	Phone	User Role	Status							
Edit	Arthur	Gregory	lifone813@yahoo.com	(555)555-5555	USER	Active							
Edit	Arthur	Gregory	Gregory.A.Arthur@hud.gov	(555) 555-5555	ADMIN	Active							
Edit	Baller	Bart	Ballahoulic@aol.com	555-555-5555	USER	Active							
Edit	Chitalwala	Huzefa	hchitalwala@penielsolutions.com		USER	Active							

Exhibit.11.3 User List

As a result, the '**Edit Use Profile**' page is presented with editable fields defaulting to previously keyed information. To make changes, simply key over the existing data and click 'Save'. To cancel changes without saving click 'Cancel'.

EDIT USER PROFILE | BACK TO USER PROFILE

ACCOUNT INFORMATION:

User Name *	GREG	User Login ID *	FHA232/GREG
Email *	lifone813@yahoo.com	Role	USER
Alternate Email		Job Title	
First Name *	Gregory	Last Name *	Arthur
Status	Active	Password Status	Active

* Required

GEOGRAPHIC INFORMATION:

Street Address	yeah	State	Georgia
		Phone	(555)555-5555
City	DC	Mobile Phone	(666)666-6666
Zip			

Exhibit.11.4 Editing User's Profile

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12.0 DOCUMENT MANAGEMENT

12.1 Add New Document

To create new document types click on the '**Add Document Type**' on Admin Home page.

ADMIN HOME	
USER MANAGEMENT User Management & Access Control - Manage users and their data visibility	DOCUMENT MANAGEMENT Add New Document - Allows the creation of a new document for TransAccess Imaging
COMPANY PROFILE Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	AUDIT REPORTS Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	SEND E-MAILS Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.12.0 Admin Home: Document Manage

The '**Document Management**' feature allows Administrators and Powerusers to add new documents to the database directly from their desktop. To launch the **New Document Wizard**, the User must select '**Add New Document**' from within the '**Document Management**' section.

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As a result of selecting the '**Add New Document**' link, the appropriate page is presented. To add a new document, the user must index the document by selecting and keying variables to associate to the file for easy document retrieval.

- Assign a Document Type
 - Assign an Index Type
 - Enter corresponding Index Type value

ADD NEW DOCUMENT

KEY DOCUMENT INFORMATION:

Document Type	Index Type	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
Document Status	Active	<input type="text"/>
	<input type="text"/>	<input type="text"/>

UPLOAD DOCUMENT:

To add a document, click the Add File button after downloading the document.

no file selected

AUDIT TRAIL:

Date	User Id	Last Name	First Name
2012-01-19 14:52:44.982	SUPERUSER	Nancy	Super

Exhibit.12.1 Add New Document

Instructions: Select the **Document Type** from the drop down menu option and enter the corresponding **Value(s)** to associate to the document.

Select the '**Choose File**' to upload the document of choice. The user is prompted to locate the file on his Computer (either hard drive, CD-ROM, Jump Drive, etc.). After the appropriate file(s) is located, select the '**Add New File**' button in the **Upload Document** section. '**Add New File**' must be clicked for every document that requires uploading. **As a new feature, TransAccess Imaging users can now upload WORD, EXCEL, JPEG & TIFF files directly and have them seamlessly converted into PDF files, ready to be archived in the database.**

To save the addition, click on '**Save**' for an upload document occurrence. For multiple occurrences, click on '**Save & Add New**'. A confirmation message is presented upon successfully completing the '**Add New Document**' process.

To cancel the '**Add New Document**' process or to exit '**Document Wizard**' click '**Cancel**' and the User will return to the '**Admin Home**' screen.

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User Manual

ADD NEW DOCUMENT

Document has been saved successfully.

KEY DOCUMENT INFORMATION:

Document Type Approved Paper	Index Type PROJECT NUMBER	Value 0111
Document Status Active		
View Document 		

DOCUMENT DETAIL INFORMATION:

System Creation Date: 2012-01-25 12:10:56.123	Previous Versions? N	Version Numbers: 0
---	--------------------------------	------------------------------

AUDIT TRAIL:

Date 2012-01-25 12:10:56.123	UserId SUPERUSER	Last Name Nancy	First Name Super
--	----------------------------	---------------------------	----------------------------

Exhibit.12.2 Document Saved Acknowledgement

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User Manual

12.2 Manage Documents

The Document Management feature allows Users to replace existing files and/or edit corresponding indexed data associated with the file. To launch this feature, click the '**Manage Documents**' link under '**Document management**' section on '**Admin Home**' page.

ADMIN HOME			
USER MANAGEMENT	DOCUMENT MANAGEMENT	COMPANY PROFILE	AUDIT REPORTS
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.	Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD	SEND E-MAILS		
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.		

Exhibit.12.3 Admin Home: Manage Document

Prior to performing an edit or replacing a document(s), the user must locate the document that requires **Editing** or **Replacement**. As a result of selecting '**Manage Documents**' the **Search** page is presented to initiate a search for the document requiring maintenance.

Once the search criterion is entered, and after selecting the '**Submit**' button, the search results are presented.

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DOCUMENT MANAGEMENT SEARCH

Select Search Criteria

Document Type	Index Type	Value	Status
Approved Paper	PROJECT NUMBER	000-10011	Active

Fuzzy Search 

Your Search Results

Results 1 - 1 of 1.

Document Type	Index Type	Value	Status	Version	PDF Viewer	Document
Approved Paper	PROJECT NUMBER	000-10011	Active	0	View	Details

Results 1 - 1 of 1.

Exhibit 12.4 Document Management Search

To launch the **Edit or Replace Document** feature, select **Details** next to the document requiring an update(s). The document 'Status' defaults to 'Active'; however, if you are interested in viewing 'Inactive' documents, change the dropdown option to 'Inactive', and the result set will return only those documents with an Inactive status.

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12.2.1 Edit Document

The screenshot shows a web-based document management system interface. At the top, there's a header bar with the title "DOCUMENT DETAILS" and a link "BACK TO DOCUMENT MANAGEMENT SEARCH RESULTS". Below this, there are two buttons: "Edit Document" (which is circled in red) and "Replace Document". A section titled "KEY DOCUMENT INFORMATION:" contains fields for "Document Type" (Cover Sheet), "Index Type" (PROJECT NUMBER), and "Value" (000-10010). It also shows "Document Status" as Active. Below this, there are three "View Version No." links (2, 1, 0) each followed by a small document icon. A section titled "DOCUMENT DETAIL INFORMATION:" includes "System Creation Date" (2009-06-10 20:58:47.0), "Previous Versions?" (Y), and "Version Numbers" (2). It also lists "Document Last Updated" (2011-11-07). A "AUDIT TRAIL:" section shows a single entry: Date (2011-11-07), Last Name (Nancy), First Name (Super), Field Modified (Project Number), Old Value (000-10009), and New Value (000-10010). The entire screenshot is framed by a thick black border.

To perform edits to the associated data, click the '**Edit Document**' button to place the page in update mode.

As a result the fields qualifying for edits are enabled for updating.

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EDIT DOCUMENT DETAILS | BACK TO DOCUMENT MANAGEMENT SEARCH RESULTS

Edit Document Replace Document Save Cancel

KEY DOCUMENT INFORMATION:

Document Type	Index Type	Value
Cover Sheet	PROJECT NUMBER	000-10010
Document Status	Active	
View	+	

DOCUMENT DETAIL INFORMATION:

System Creation Date 2009-06-10 20:58:47.0 Previous Versions? Y Version Numbers: 2
Document Last Updated 2011-11-07

AUDIT TRAIL: +

Date	Last Name	First Name	Field Modified	Old Value	New Value
2011-11-07	Nancy	Super	Project Number	000-10009	000-10010

Exhibit.12.6 Edit Document Details

The following attributes can **be edited**:

- **Document Type** - There are several Document Types to select from using the drop down menu
- **Document Status** – Active or Inactive document
- **Index Type**
- **Value**

After the updates are applied to the document, click the **Save** push button to retain the changes.

To exit, and cancel changes, click the **Cancel** button to return to the **Document Management Search Results** page.

To **view the associated document**, click the **red Adobe symbol** and the document will be presented.

To view an audit trail of updates associated to the document, **click the “+”** next to **Audit Trail** to expand the view. The Date, Last and First Names, File Modified, Old and New Value data will be populated when applicable.

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12.2.2 Replace Document

To **Replace a Document**, click the **Replace Document** push button presented on the **Document Details** page.

The screenshot shows a web-based document management interface. At the top, there's a blue header bar with the text "DOCUMENT DETAILS | BACK TO DOCUMENT MANAGEMENT SEARCH RESULTS". Below this, there are two buttons: "Edit Document" and "Replace Document", with "Replace Document" circled in red. The main content area has a dark blue header "KEY DOCUMENT INFORMATION:" containing document details: "Document Type: Approved Paper", "Index Type: PROJECT NUMBER", and "Value: 000-10011". It also shows "Document Status: Active" and a link "View Version No. 0" next to a small document icon. Another dark blue header "DOCUMENT DETAIL INFORMATION:" follows, displaying "System Creation Date: 2009-06-10 20:58:47.0", "Previous Versions? N", and "Version Numbers: 0". A final dark blue header "AUDIT TRAIL:" is shown with a plus sign icon. The overall layout is clean with white background and standard web fonts.

Exhibit.12.7 Replacing a Document

As a result, a separate browser opens with an embedded image of the selected document presented on the left side of the page. The right side of the page requests the user to **Browse** and locate a document to replace the existing document.

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To upload the new document, select Browse, and locate the PDF to replace the current image.

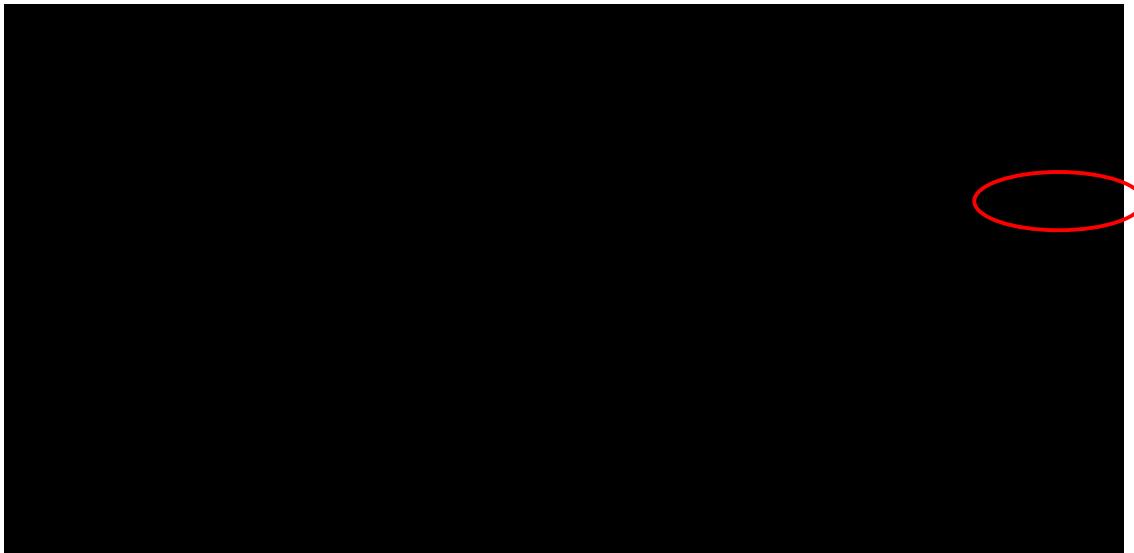


Exhibit.12.8 Uploading New Document

After a document has been **Uploaded and Saved**, the image of the new document is presented along with a confirmation message to confirm changes.

“File has been successfully replaced”

A confirmation message displays at the top of the page. Select ‘YES’ to move forward and confirm document replacement. To ignore the change, select “no, and return back to Document Details.

An additional confirmation is presented upon selecting “yes”. To return to Document Details, from within the “blue title bar” on the Replace Document page, click the “Back to Document Details” page.

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After the document has been replaced, the Document Details page reflects the document replacement by advancing the 'Version Number' field by one, and by indicating with a 'Y' in the 'Previous Versions?' field that a previous version existed.

DOCUMENT DETAILS | BACK TO DOCUMENT MANAGEMENT SEARCH RESULTS

[Edit Document](#) [Replace Document](#)

KEY DOCUMENT INFORMATION:

Document Type: Mortgage	Index Type: PROJECT NUMBER	Value: 888-8888
Document Status: Active		
View		

DOCUMENT DETAIL INFORMATION:

System Creation Date: 2009-12-15 16:41:47.0	Previous Versions? Y	Version Numbers: 2
Document Last Updated: 2009-12-15 16:43:07.0		

AUDIT TRAIL: +

Date	Last Name	First Name	Field Modified	Old Value	New Value
2009-12-22 21:38:55.0	Nanny	Super	DOCUMENT TYPE	Firm Commitment	Mortgage

Exhibit.12.9 Document Details

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13.0 VERSION CONTROL

The version number of each document is displayed in the search result window.

To view previous versions of the document click on the ‘Details’ link on the search results window under the Document

DOCUMENT MANAGEMENT SEARCH

Select Search Criteria

Fuzzy Search 

Document Type	Index Type	Value 	Status
Cover Sheet	PROJECT NUMBER	123	Active

Your Search Results

Results 1 - 15 of 24.

Document Type	Index Type	Value	Status	Version	PDF Viewer 	Document
Cover Sheet	PROJECT NUMBER	12345	Active	1	View	Details
Cover Sheet	PROJECT NUMBER	123-43058	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43056	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43055	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43047	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43046	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43043	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-43023	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22035	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22034	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22031	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22030	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22029	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22028	Active	0	View	Details
Cover Sheet	PROJECT NUMBER	123-22026	Active	0	View	Details

Results 1 - 15 of 24.

Exhibit 13.0 Document Management Search with Version Numbers

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To retrieve the previous version of the document, click on the Adobe icon in front of the version number.

DOCUMENT DETAILS | BACK TO DOCUMENT MANAGEMENT SEARCH RESULTS

Edit Document Replace Document

KEY DOCUMENT INFORMATION:

Document Type: Cover Sheet Index Type: PROJECT NUMBER Value: 12345
Document Status: Active

View Version No. 1  http://www.customerwebtools.com/transaccessIm...2012-01-19%2016:42:20.111481223353&userName=

View

DOC

System

Docu

MENT OF HUMAN SERVICES
Seniors & People with Disabilities #1085430323 Residential Care Facility License

AUDONY Guest Home (50M049)
E Fifth St
Datbo, OR 97123

Management Co: Harmony Guest Home, Inc.
r: Harmony Guest Home, Inc.



Mary McLean

Bldg Licensed Since: 05/01/1990
Management Since: 05/24/2000
Owner Since: 05/24/2000
Expiration Date: 05/31/2011
Capacity: 50

Occupancy: SR-11
Alzheimer's Beds: 20
Medicaid Contract: Yes

S LICENSE IS NON-TRANSFERABLE ORIGINAL

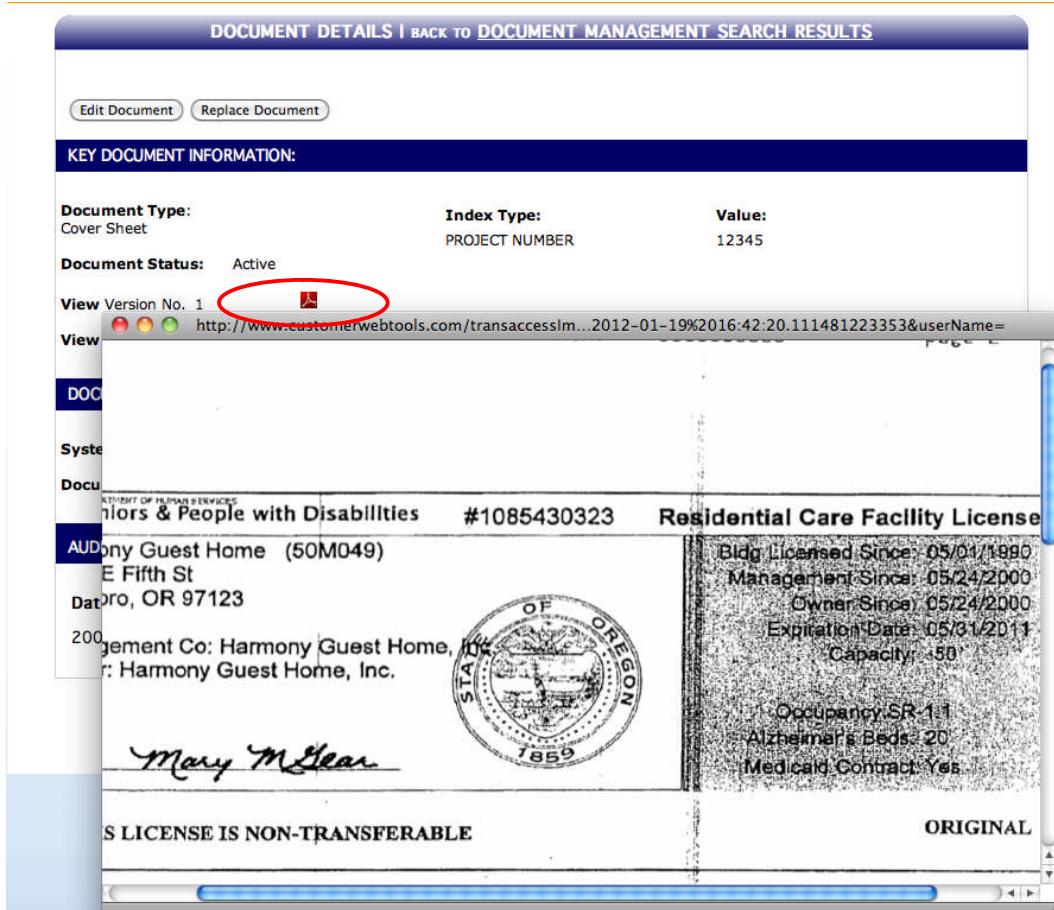


Exhibit.13.1 View Previous Version

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14.0 COMPANY PROFILE

As the result of selecting the Company Profile link from the Admin Home page, the Company Profile page is presented.

ADMIN HOME			
USER MANAGEMENT	DOCUMENT MANAGEMENT		
COMPANY PROFILE	AUDIT REPORTS		
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.		
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.		
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.		

Exhibit.14.0 Admin Home: Company Profile

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14.1 Edit Company Profile

The '**Company Profile**' allows the Administrator to update information pertaining to the Company such as Street Address, City, etc.

COMPANY PROFILE

COMPANY INFORMATION

* Required

Company Name *	<input type="text" value="FHA232"/>	City	<input type="text" value="Atlanta"/>
Street Address	<input type="text" value="222 Peniel Solutions"/>	State	<input type="text" value="Georgia"/>
	<input type="text" value="Crestwood parkway"/>	ZIP	<input type="text" value="30096"/>

INDEXING INFORMATION

Default Index Type	<input type="text" value="PROJECT NUMBER"/>
--------------------	---

Exhibit.14.1 Edit Company Profile

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15.0 REPORTING

15.1 Audit Reports

ADMIN HOME	
USER MANAGEMENT	DOCUMENT MANAGEMENT
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE	AUDIT REPORTS
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD	SEND E-MAILS
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.15.0 Admin Home: Reporting

As a result of selecting the ‘Audit Reports’ link, ‘User Audit Trail’ page is presented.

Select the desired time frame by selecting the ‘Start Date’ and ‘End Date’. Select ‘Update Records’ from the dropdown list and click on ‘Search Audit Records’.

USER AUDIT TRAIL
Start Date: <input type="text" value="Dec"/> <input type="text" value="1"/> <input type="text" value="2011"/> <input type="button" value=""/>
End Date: <input type="text" value="Jan"/> <input type="text" value="17"/> <input type="text" value="2012"/> <input type="button" value=""/>
Type <input type="button" value="Updated Records"/>
<input type="button" value="Search Audit Records"/>

Exhibit.15.1 User Audit Trail: Updated Records

The reports can either be viewed online while logged into TransAccess Imaging or downloaded as a PDF for offline usage.

TransAccess Imaging User Manual

USER AUDIT TRAIL

Start Date: Dec 1 2011 End Date: Jan 17 2012

Type Updated Records

Search Audit Records

Download PDF File

Your Search Results

Results 1 - 11 of 11.

Date	Name	Doc Id	Doc Type	Field Name	Old Value	New Value
2012-01-10	Nancy, Super	444-44443	Cover Sheet	Document Type	Lessee Security Agreement	Cover Sheet
2011-12-29	Nancy, Super	010-10010	Deed of Trust	Project Number	000-10010	010-10010
2011-12-20	Nancy, Super	000-10010	Escrow Agreements	Document Type	Regulatory Agreement-Owner	Escrow Agreements
2011-12-21	Nancy, Super	001-10010	Closing Memorandum	Project Number	000-10010	001-10010
2011-12-21	Nancy, Super	1234-10010	Security Agreement	Project Number	000-10010	1234-10010
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	000-10011	100-10011
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	100-10011	110-10011
2012-01-10	Nancy, Super	111-10011	Foo	Document Type	Security Agreement	Deed of Trust
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	110-10011	111-10011
2012-01-10	Nancy, Super	111-10011	Foo	Document Type	Deed of Trust	Foo
2011-12-29	Nancy, Super	000-00001	Greg test doc	Document Type	Cover Sheet	Greg test doc

Results 1 - 11 of 11.

Exhibit.15.2 Updated Records Audit Report

To download the PDF version of the report click on the '**Download PDF file**' button and save the file for offline usage.

USER AUDIT TRAIL

Start Date: Dec 1 2011 End Date: Jan 17 2012

Type Updated Records

Search Audit Records

Download PDF File

Your Search Results

Results 1 - 11 of 11.

Date	Name	Doc Id
2012-01-10	Nancy, Super	444-44443
2011-12-29	Nancy, Super	010-10010
2011-12-20	Nancy, Super	000-10010
2011-12-21	Nancy, Super	001-10010
2011-12-21	Nancy, Super	1234-10010
2012-01-10	Nancy, Super	111-10011
2011-12-29	Nancy, Super	000-00001

Opening audit_list.pdf

You have chosen to open **audit_list.pdf** which is a: Adobe Acrobat Document from: http://www.customerwebtools.com

What should Firefox do with this file?

Open with **Adobe Acrobat (default)**

Save File

Do this automatically for files like this from now on.

OK **Cancel**

New Value
Cover Sheet
010-10010
Escrow Agreements
001-10010
1234-10010
100-10011
110-10011
Deed of Trust
111-10011
Foo
Greg test doc

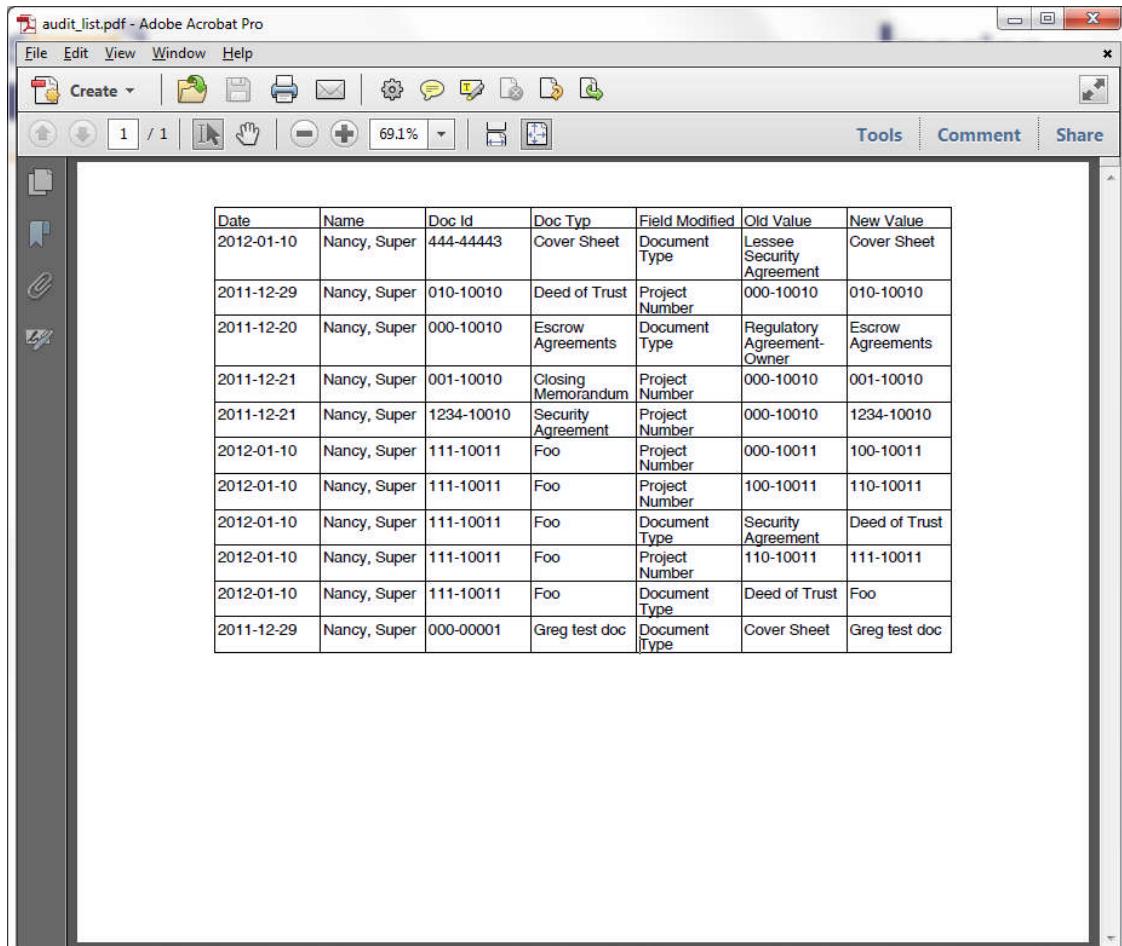
Results 1 - 11 of 11.

Exhibit.15.3 Downloading Report

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Sample Update Records Report



The screenshot shows a Adobe Acrobat Pro window displaying a PDF document named "audit_list.pdf". The PDF contains a table with the following data:

Date	Name	Doc Id	Doc Typ	Field Modified	Old Value	New Value
2012-01-10	Nancy, Super	444-44443	Cover Sheet	Document Type	Lessee Security Agreement	Cover Sheet
2011-12-29	Nancy, Super	010-10010	Deed of Trust	Project Number	000-10010	010-10010
2011-12-20	Nancy, Super	000-10010	Escrow Agreements	Document Type	Regulatory Agreement-Owner	Escrow Agreements
2011-12-21	Nancy, Super	001-10010	Closing Memorandum	Project Number	000-10010	001-10010
2011-12-21	Nancy, Super	1234-10010	Security Agreement	Project Number	000-10010	1234-10010
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	000-10011	100-10011
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	100-10011	110-10011
2012-01-10	Nancy, Super	111-10011	Foo	Document Type	Security Agreement	Deed of Trust
2012-01-10	Nancy, Super	111-10011	Foo	Project Number	110-10011	111-10011
2012-01-10	Nancy, Super	111-10011	Foo	Document Type	Deed of Trust	Foo
2011-12-29	Nancy, Super	000-00001	Greg test doc	Document Type	Cover Sheet	Greg test doc

Exhibit.15.4 Updated Records Report in PDF Format

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To view new documents added to TransAccess select the desired time frame then select ‘**New Records**’ from the dropdown list and click on ‘**Search Audit Records**’.

The screenshot shows a search interface titled 'USER AUDIT TRAIL'. It includes fields for 'Start Date' (set to Dec 1, 2011), 'End Date' (set to Jan 17, 2012), 'Type' (set to 'New Records'), and a 'Search Audit Records' button. The interface has a blue header and a white body with a light gray border.

Exhibit.15.5 User Audit Trail: New Records

As a result all newly added documents are displayed in the search result window. These records can be saved in PDF format by clicking on ‘**Download PDF File**’ button and saving the file.

The screenshot shows the same 'USER AUDIT TRAIL' interface as Exhibit 15.5, but with an additional 'Download PDF File' button below the search controls. Below the interface is a table titled 'Your Search Results' with 9 rows of data. The table columns are 'Date', 'Name', 'Doc Id', 'Doc Type', and 'Field Name'. The data shows various document entries, mostly 'Approved Paper' type, with dates ranging from December 2011 to January 2012. The table has a dark blue header and alternating row colors.

Date	Name	Doc Id	Doc Type	Field Name
2011-12-12	Nancy, Super	023-43317	Approved Paper	New Doc.V-1
2011-12-20	Nancy, Super	123-00010	Approved Paper	New Doc.V-1
2011-12-20	Nancy, Super	123-00011	Approved Paper	New Doc.V-1
2011-12-20	Nancy, Super	000-0001	Approved Paper	New Doc.V-1
2011-12-29	Nancy, Super	07121978	Approved Paper	New Doc.V-1
2011-12-29	Nancy, Super	2482	Approved Paper APPS MA/O	New Doc.V-1
2012-01-10	Nancy, Super	444-44443	Cover Sheet	New Doc.V-1
2012-01-13	Nancy, Super	000	Cover Sheet	New Doc.V-1
2012-01-13	Nancy, Super	987-65432	Approved Paper	New Doc.V-1

Exhibit.15.6 New Records Audit Report

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15.2 User Report

To list active users in the system click on the 'User Report' link on 'Admin Home' page.

ADMIN HOME	
USER MANAGEMENT User Management & Access Control - Manage users and their data visibility	DOCUMENT MANAGEMENT Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	AUDIT REPORTS Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	SEND E-MAILS Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.15.7 Admin Home: User Report

Sample User Report

Last Name	First Name	Email Address	Phone	User Id	Role	Status
Arthur	Gregory	liphone813@yahoo.com	(555) 555-5555	FHA232/GREG	USER	Active
Arthur	Gregory	Gregory.A.Art@fhaid.gov	(555) 555-5555	FHA232/GREG.TUR	ADMIN	Active
Baller	Bart	Ballahtastic@aol.com	555-555-5555	FHA232/BALLAHOLIC	USER	Active
Chitalwala	Huzefa	hchitalwala@penielolutions.com		FHA232/HUZEE	USER	Active
Chitalwala	Huz6	hchitalwala@penielolutions.com		FHA232/HUZ6	USER	Active
Chitalwala	Huz	hchitalwala@penielolutions.com		FHA232/HUZH	USER	Active
Chitalwala	huz6	hchitalwala@penielolutions.com		FHA232/HUZ6	USER	Active
Chitalwala	Huzefa	huzef.chitalwala@gmail.com		FHA232/HUZ2	USER	Active
Chitalwala	Huzeef3	huzef.chitalwala@gmail.com		FHA232/HUZ3	USER	Active
Chitalwala1	Huzefa1	hchitalwala@penielolutions.com	23223232	FHA232/HUZEI	USER	Active
Chitalwala2	Huzefa2	hchitalwala@penielolutions.com	54445	FHA232/HUZE2	USER	Active
Chitalwala3	Huzefa3	hchitalwala@penielolutions.com	3344	FHA232/HUZE3	USER	Active
Chitalwala5	Huzefa5	hchitalwala@gmail.com	6444	FHA232/HUZE4	USER	Active
Chitalwala6	Huzefa6	hchitalwala@penielolutions.com	34343	FHA232/HUZE6	USER	Active

Exhibit.15.8 Sample User Report in PDF Format

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16.0 DOCUMENT WIZARD

16.1 Download Document Selector

To organize and deliver the documents as a single zip file launch the ‘Document Download Wizard’ by clicking on the ‘**Document Download Selector**’ link under ‘**Document Wizard**’ on the ‘**Admin Home**’ page.

ADMIN HOME	
USER MANAGEMENT	DOCUMENT MANAGEMENT
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE	AUDIT REPORTS
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD	SEND E-MAILS
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.16.0 Admin Home: Download Document Selector

TransAccess Imaging User Manual

Search for documents uploaded in the system. Provide the search criterion consisting of three (3) data elements that are used independently or in combination to retrieve and display desired results.

In the search result window select the documents of choice by checking the box for the respective document and click on 'Submit'. A confirmation box indicating a notification of email gets displayed.

SELECT DOCUMENTS FOR DOWNLOAD

Select Search Criteria

Document Type Index Type Value Status

Cover Sheet PROJECT NUMBER 000 Active

Fuzzy Search + Submit

Your Search Results

Results 1 - 15 of 20.

Download	Document Type	Index Type	Value	Status	Version	PDF Viewer	Document
<input checked="" type="checkbox"/>	Cover Sheet	PROJECT NUMBER	000	Active	1	View	Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet						Details
<input checked="" type="checkbox"/>	Cover Sheet	PROJECT NUMBER	000-22007	Active	0	View	Details

You will receive an email when the files are ready to download.

OK

Submit

Exhibit.16.1 Selecting Documents for Download

TransAccess Imaging User Manual

A system generated email notification will be sent to the user, which will contain a link to download the zip file containing compressed documents. Once unzipped, the documents can be stored on the storage media.

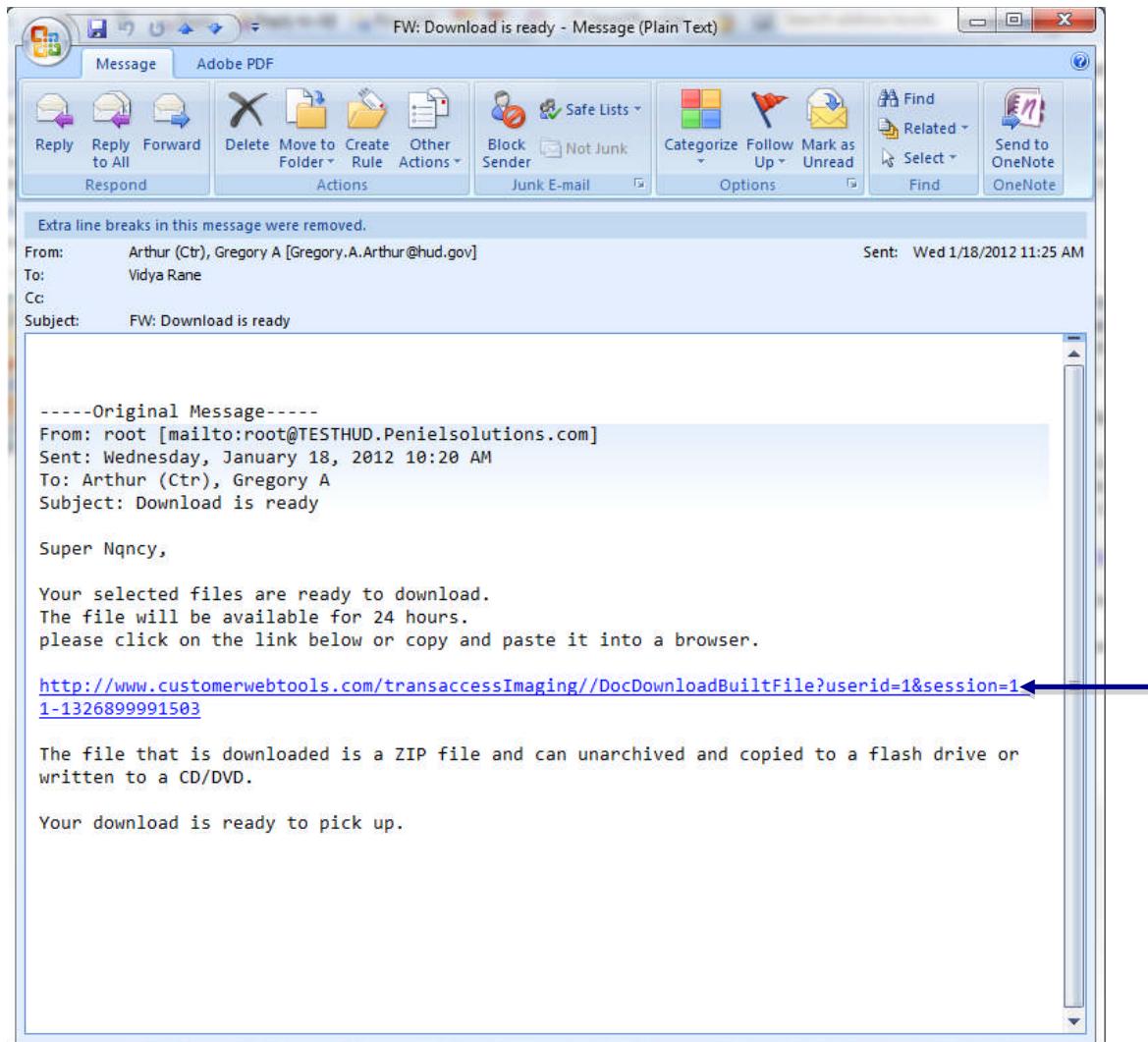


Exhibit.16.2 Email Notification with Link for Download

TransAccess Imaging

User Manual

16.2 Add Required Documents

To enter the required documents click on '**Add Required Documents**' link under '**Document Wizard**' on '**Admin Home**' page.

ADMIN HOME			
USER MANAGEMENT	DOCUMENT MANAGEMENT		
COMPANY PROFILE	AUDIT REPORTS		
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.		
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.		
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.		

Exhibit.16.3 Admin Home: Add Required Documents

TransAccess Imaging User Manual

16.2.1 Add New Required Document

As a result of selecting the '**Add Required Documents**' link, the appropriate page is presented. The users are required to input the following information for all the projects that are to be imaged within that calendar month (ex. Dec 1st – Dec 31st)

- Project Number (FHA Number)
 - Current Date
 - Due Date
 - Responsible party's email address

To add the project, click on '**Save & Add New**'.

Projects can be added to the pending project list at any time during the month but the due date must be 6 weeks (42 days) after the first of said month.

ADD REQUIRED DOCUMENTS					
* Projects entered in past 6 Weeks NO. PROJECT NUMBER ENTRY DATE DUE DATE EMAIL					
<input type="checkbox"/>	1	000-00000	2012-01-18	2012-02-29	[+] Expand
<input type="checkbox"/>	2	000-1000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	3	000-2000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	4	000-3000	2012-01-02	2012-01-25	[+] Expand
					<input type="button" value="Edit"/> <input type="button" value="Delete"/>
REQUIRED DOCUMENTS:					
PROJECT NUMBER	Current Date:	Due Date:	Responsible Party Emails:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save & Add New"/> <input type="button" value="Cancel"/>					

Exhibit.16.4 Add New Required Document

TransAccess Imaging

User Manual

16.2.2 Edit Required Document

To edit the project, select the desired project by checking the box against the project number.

The ‘Edit’ and ‘Delete’ buttons will become enabled whenever there is project selected for editing/deleting. Click on ‘Edit’ to make the project entry available for editing.

ADD REQUIRED DOCUMENTS

* Projects entered in past 6 Weeks.

NO.	PROJECT NUMBER	ENTRY DATE	DUe DATE	EMAIL
<input checked="" type="checkbox"/>	1 000-00000	2012-01-18	2012-02-29	[+] Expand
<input type="checkbox"/>	2 000-1000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	3 000-2000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	4 000-3000	2012-01-02	2012-01-25	[+] Collapse testemail@yahoo.com

Edit **Delete**

REQUIRED DOCUMENTS:

PROJECT NUMBER	Current Date:	Due Date:	Responsible Party Emails:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
Save & Add New Cancel			

PRIOR ENTRIES:

Select Year:	Select Date:
<input type="button" value="---- Select Year ----"/>	<input type="button" value="---- Select Date ----"/>
View	

AUDIT TRAIL:

Date	UserId	Last Name	First Name
2012-01-25 13:04:29.061	SUPERUSER	Nancy	Super

Exhibit.16.5 Edit Required Documents

NOTE: Only one project entry can be edited or deleted at once.

TransAccess Imaging User Manual

The '**Current Date**' has to be within the 6 weeks time frame starting from the 1st day of the current month. To save changes click on '**Save & Add New**'.

As a result, the edited project entry will get displayed in the 'Required Documents List'.

ADD REQUIRED DOCUMENTS																																															
* Projects entered in past 6 Weeks																																															
No.	Project Number	Entry Date	Due Date	Email																																											
<input type="checkbox"/>	1 000-00000	2012-01-18	2012-02-29	[+] Expand																																											
<input type="checkbox"/>	2 000-1000	2012-01-01	2012-01-31	[+] Expand																																											
<input type="checkbox"/>	3 000-2000	2012-01-01	2012-01-31	[+] Expand																																											
<input checked="" type="checkbox"/>	4 000-3000	2012-01-02	2012-01-25	[-] Collapse testemail@yahoo.com																																											
				Edit	Delete																																										
REQUIRED DOCUMENTS:																																															
PROJECT NUMBER	Current Date:	Due Date:	Responsible Party Emails:																																												
000-3000	2012-01-02	2012-01-25	testemail@yahoo.com																																												
<input type="text"/> January <input type="button" value="▼"/> 2012 <input type="button" value="▼"/> <table border="1"> <tr> <td>SU</td> <td>MO</td> <td>TU</td> <td>WE</td> <td>TH</td> <td>FR</td> <td>SA</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Add New Cancel						SU	MO	TU	WE	TH	FR	SA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
SU	MO	TU	WE	TH	FR	SA																																									
1	2	3	4	5	6	7																																									
8	9	10	11	12	13	14																																									
15	16	17	18	19	20	21																																									
22	23	24	25	26	27	28																																									
29	30	31																																													
PRIOR ENTRIES:																																															
Select Year:	Select Date:																																														
<input type="button" value="---- Select Year ----"/>	<input type="button" value="---- Select Date ----"/> View																																														
AUDIT TRAIL:																																															
Date	UserId	Last Name	First Name																																												
2012-01-25 13:04:29,061	SUPERUSER	Nancy	Super																																												

Exhibit 16.6 Saving Updated Required Documents

NOTE: The 'Project Number' field is not available for editing

TransAccess Imaging User Manual

16.2.3 View Previous Required Document

To view the prior entries made select the year and the desired time frame and click on ‘View’. Click on the ‘Expand’ link to view all the email addresses of the responsible parties. Note that the prior entries are not editable.

ADD REQUIRED DOCUMENTS					
* Projects entered in past 6 Weeks.					
	NO.	PROJECT NUMBER	ENTRY DATE	DU ^E DATE	EMAIL
<input type="checkbox"/>	1	000-00000	2012-01-18	2012-02-29	[+] Expand
<input type="checkbox"/>	2	000-1000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	3	000-2000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	4	000-3000	2012-01-02	2012-01-25	[+] Collapse testemail@yahoo.com
<input type="button" value="Edit"/> <input type="button" value="Delete"/>					
REQUIRED DOCUMENTS:					
PROJECT NUMBER	Current Date:	Due Date:	Responsible Party Emails:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save & Add New"/> <input type="button" value="Cancel"/>					
PRIOR ENTRIES:					
Select Year:	Select Date:				
<input type="button" value="2011"/>	<input type="button" value="2011-12-1 To 2011-12-31"/>	<input style="border: 2px solid red; border-radius: 10px; padding: 2px 10px;" type="button" value="View"/>			
AUDIT TRAIL:					
Date	Userid	Last Name	First Name		
2012-01-25 13:04:29.061	SUPERUSER	Nancy	Super		

Exhibit.16.7 View Previous Required Documents

VIEW REQUIRED DOCUMENTS BACK TO ADD REQUIRED DOCUMENTS					
	NO.	PROJECT NUMBER	ENTRY DATE	DU ^E DATE	EMAIL
<input type="checkbox"/>	1	000-0001	2011-12-01	2011-12-22	[+] Expand
<input type="checkbox"/>	2	000-002	2011-12-01	2011-12-22	[+] Expand
<input type="checkbox"/>	3	000-100	2011-12-01	2011-12-30	[+] Expand
<input type="checkbox"/>	4	000-200	2011-12-01	2011-12-29	[+] Expand
<input type="checkbox"/>	5	000-300	2011-12-01	2011-12-30	[+] Expand
<input type="checkbox"/>	6	000-400	2011-12-01	2012-01-02	[+] Expand
<input type="checkbox"/>	7	000-500	2011-12-01	2011-12-22	[+] Expand
<input type="checkbox"/>	8	000-900	2011-12-01	2011-12-22	[+] Expand
<input type="checkbox"/>	9	07121978	2011-12-29	2011-12-31	[+] Expand
<input type="checkbox"/>	10	12240	2011-12-29	2011-12-31	[+] Expand
<input type="checkbox"/>	11	123-00010	2011-12-20	2012-01-31	[+] Expand
<input type="checkbox"/>	12	123-00011	2011-12-20	2012-01-31	[+] Expand
<input type="checkbox"/>	13	123-00012	2011-12-20	2011-12-31	[+] Expand
<input type="checkbox"/>	14	2482	2011-12-29	2011-12-31	[+] Expand
PRIOR ENTRIES:					
Select Year:	Select Date:				
<input type="button" value="---- Select Year ----"/>	<input type="button" value="---- Select Date ----"/>	<input type="button" value="View"/>			

Exhibit.16.8 Previous Required Documents

TransAccess Imaging User Manual

16.2.4 Delete Required Document

To delete a project entry from ‘**Required Documents List**’, select the entry by checking the box against the entry and click on ‘**Delete**’.

A confirmation message gets displayed to prevent accidental deletion of the record. Click OK to delete the record. Click 'Cancel' to retain the entry.

ADD REQUIRED DOCUMENTS

* Projects entered in past 6 Weeks.

No.	Project Number	Entry Date	Due Date	Email
<input type="checkbox"/>	1 000-00000	2012-01-18	2012-02-29	[+] Expand
<input type="checkbox"/>	2 000-1000	2012-01-01	2012-01-31	[+] Expand
<input type="checkbox"/>	3 000-2000	2012-01-01	2012-01-31	[+] Expand
<input checked="" type="checkbox"/>	4 000-3000	2012-01-02	2012-01-25	[+] Expand

Edit Delete

REQUIRED DOCUMENTS:

Project Number	Current Date:	Due Date:	Responsible Party Emails:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Are you sure you want to delete the entry?</p> <div style="text-align: center; margin-top: 10px;"> OK Cancel </div> </div>			

Save & Add New Cancel

PRIOR ENTRIES:

Select Year:	Select Date:
<input type="button" value="---- Select Year ----"/>	<input type="button" value="---- Select Date ----"/> View

AUDIT TRAIL:

Date	User Id	Last Name	First Name
2012-01-25 13:04:29.061	SUPERUSER	Nancy	Super

Exhibit.16.9 Delete Required Documents

TransAccess Imaging User Manual

16.3 Add Document Type

To create new document types click on the '**Add Document Type**' under '**Document Wizard**' on '**Admin Home**' page.

ADMIN HOME	
USER MANAGEMENT	DOCUMENT MANAGEMENT
User Management & Access Control - Manage users and their data visibility	Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE	AUDIT REPORTS
Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD	SEND E-MAILS
Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.16.10 Admin Home: Add Document Type

TransAccess Imaging User Manual

As a result of selecting the '**Add Document Type**' link, the appropriate page is presented.

The users are required to enter new document type in the box labeled '**Add New Document Type**' and click on '**Add Document Type**'.

ADD DOCUMENT TYPE

ADD DOCUMENT TYPE:

Add New Document Type

CURRENT DOCUMENT TYPES:

- Cover Sheet
- Mortgage Note
- Mortgage
- Regulatory Agreement-Owner
- Security Agreement
- Closing Memorandum
- Secondary Financing Documents
- Operating License
- Management Agent Certification
- Management Entity Profile
- Lease to Operator
- Approved Paper APPS MA/O
- Project Capital Needs Assessment
- Firm Commitment
- Deed of Trust
- Regulatory Agreement-Lessee
- Foo

Exhibit.16.11 Add Document Type

NOTE: The new document type must be unique. Only 'Administrators' and 'Powerusers' can add new document types.

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User Manual

16.4 Add Index Type

To create new index types click on the ‘Add Index Type’ under ‘Document Wizard’ on ‘Admin Home’ page.

ADMIN HOME	
USER MANAGEMENT User Management & Access Control - Manage users and their data visibility	DOCUMENT MANAGEMENT Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	AUDIT REPORTS Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Index Document Type	SEND E-MAILS Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.16.12 Admin Home: Add Index Type

As a result of selecting the ‘Add Index Type’ link, the appropriate page is presented. The users are required to enter new index type in the box labeled ‘Add New Index Type’ and click on ‘Save & Add New’ to save the changes. Click ‘Cancel’ to exit without saving the changes.



ADD INDEX TYPE	
INDEX NO.	INDEX TYPE
1	PROJECT NUMBER
INDEX TYPE:	
Index Type	Date
<input type="button" value="Save & Add New"/> <input type="button" value="Cancel"/>	

Exhibit.16.13 Add Index Type

NOTE: The new index type must be unique. Only ‘Administrator’ can add new index types.

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User Manual

17.0 SEND E-MAILS

ADMIN HOME	
USER MANAGEMENT User Management & Access Control - Manage users and their data visibility	DOCUMENT MANAGEMENT Add New Document - Allows the creation of a new document for TransAccess Imaging Manage Documents - Manages information pertaining to existing documents, Edit Profile, Remove Document From View, and Replace Existing Document.
COMPANY PROFILE Company Profile - Manage configuration settings pertaining to the company's preferences and best-practices	AUDIT REPORTS Audit Reports - Presents an audit report illustrating document modifications, document creation activity. User Report - List of all active users on the platform.
DOCUMENT WIZARD Download Document Selector - Allows the download of a select set of documents from TransAccess Imaging Add Required Documents - Presents a wizard to add list of required documents. Add Document Type	SEND E-MAILS Send E-Mails - Presents a wizard to send mails to all registered users.

Exhibit.17.0 Admin Home: Send Emails

Administrators and Powerusers will have the ability to create emails within TransAccess to be sent to all registered users at once. As a result of selecting '**'Send E-mails'** link on '**'Admin Home'** page appropriate page gets displayed. To select the recipients click on the button labeled '+' after TO:

SEND MAIL
<p>TO: <input type="text"/> <input type="button" value="+"/></p> <p>CC: <input type="text"/> <input type="button" value="+"/> <input type="button" value="Add BCC"/></p> <p>SUBJECT: <input type="text"/></p> <p>PRIORITY: <input type="button" value="Normal"/></p> <p></p> <p><input type="button" value="Send"/></p>

Exhibit.17.1 Send Emails

TransAccess Imaging

User Manual

17.1 Send Emails to Multiple Recipients

Check 'Select All' to send the mail to all recipients listed or selects desired recipients by checking the boxes in front of the recipient email address. Click 'OK' when you are done. The selected email addresses will appear in the box. If needed add additional email address after "To:" and separate them with semicolon."

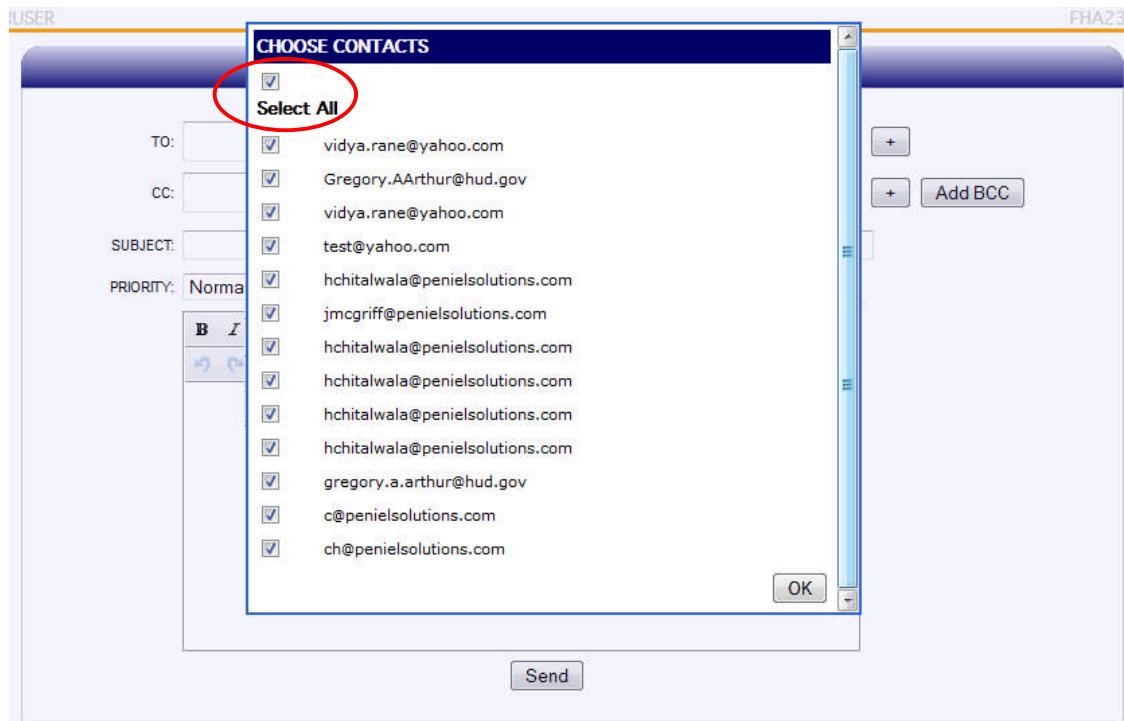


Exhibit.17.2 Send Emails to Multiple Recipients

17.2 Send Emails: CC and BCC

To send a replicated copy of the message to the recipients, select the email address by clicking on the '+' sign labeled in front of CC.

To send the message hiding the recipient, click the 'Add BCC' button and select the additional recipients. To correctly compose a message, information must always exist in the "To:", "Subject" and "Message" content fields.

You can also send richly formatted emails with stationery, custom fonts, and inline images.

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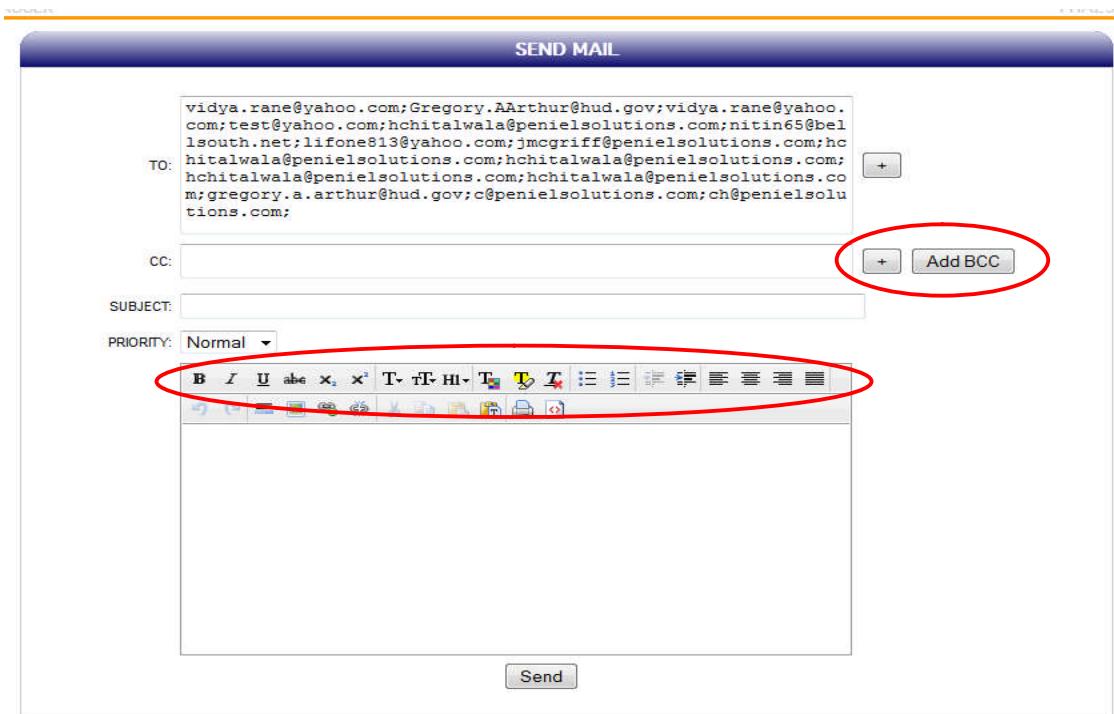


Exhibit.17.3 Format Email

A confirmation message gets displayed at the top of the page after successful delivery of the message.

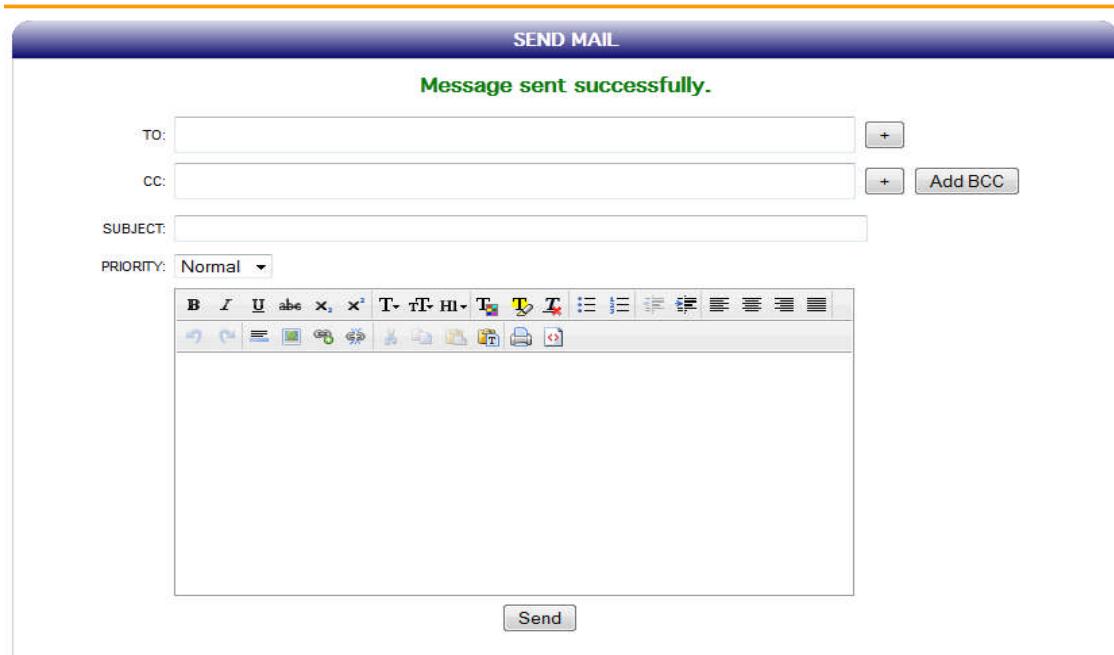


Exhibit.17.4 Email Sent Acknowledgement

TransAccess Imaging User Manual

18.0 AUTOMATED E-MAIL NOTIFICATIONS

TransAccess Imaging automatically audits the required project list and prepares a ‘Pending Project List’. The system automatically sends out monthly email notifications to inform the Administrators of pending documents that have been designated as required but yet to be uploaded

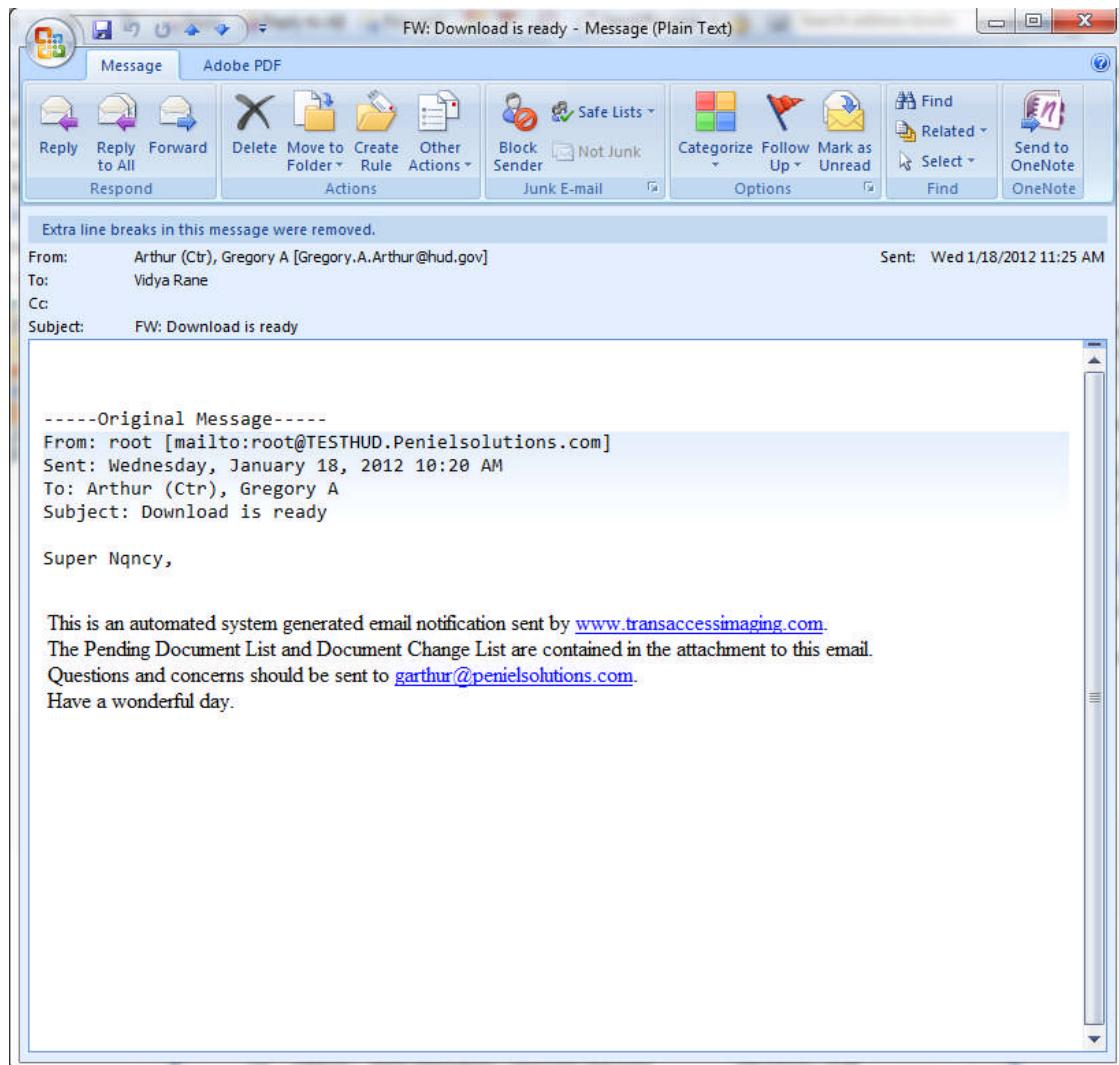
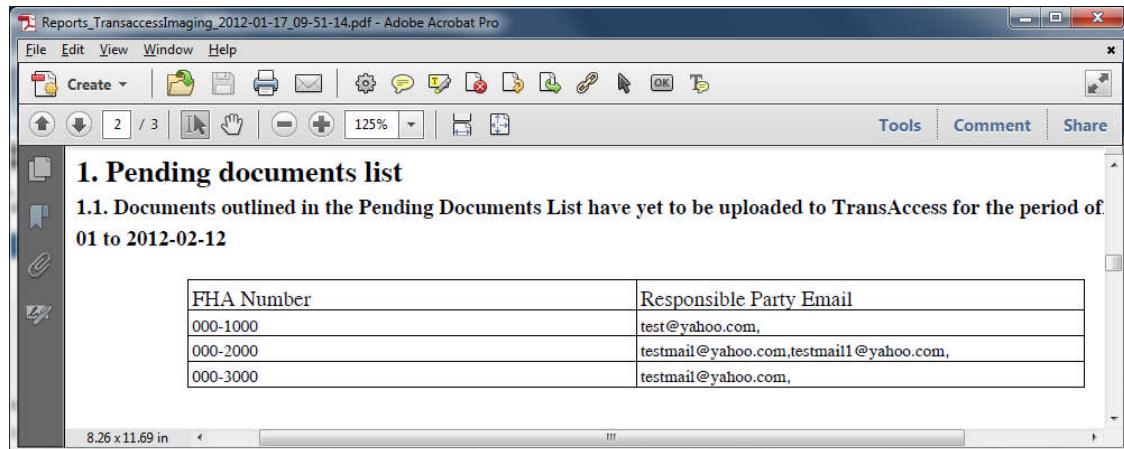


Exhibit.18.0 Automated Email Notification

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Downloading the attachment sent with an email can retrieve the monthly audit report.

18.1 Pending Document List



The screenshot shows a PDF document titled "Reports_TransaccessImaging_2012-01-17_09-51-14.pdf" in Adobe Acrobat Pro. The document contains a section titled "1. Pending documents list" with a sub-section "1.1. Documents outlined in the Pending Documents List have yet to be uploaded to TransAccess for the period of 01 to 2012-02-12". Below this is a table:

FHA Number	Responsible Party Email
000-1000	test@yahoo.com,
000-2000	testmail@yahoo.com,testmail1@yahoo.com,
000-3000	testmail@yahoo.com,

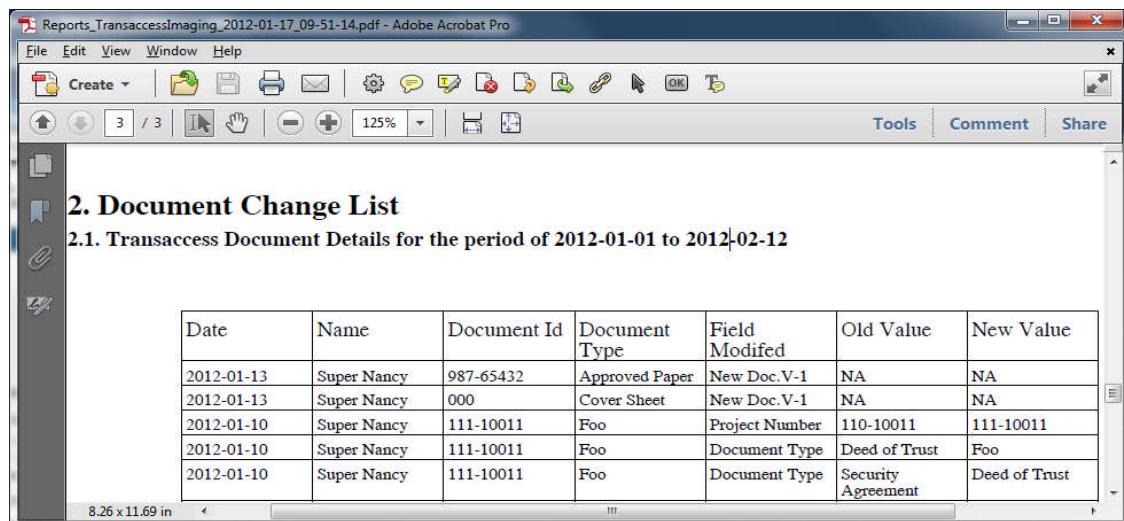
Exhibit.18.1 Pending Document List Report

Monthly audit report will also contain the summary of the changes made by the users.

The report will list the following changes:

- New documents added to the system.
- The documents that have changed metadata e.g. version number, document type, project number.
- New users added to the system.

18.2 Document Change List



The screenshot shows a PDF document titled "Reports_TransaccessImaging_2012-01-17_09-51-14.pdf" in Adobe Acrobat Pro. The document contains a section titled "2. Document Change List" with a sub-section "2.1. Transaccess Document Details for the period of 2012-01-01 to 2012-02-12". Below this is a table:

Date	Name	Document Id	Document Type	Field Modified	Old Value	New Value
2012-01-13	Super Nancy	987-65432	Approved Paper	New Doc.V-1	NA	NA
2012-01-13	Super Nancy	000	Cover Sheet	New Doc.V-1	NA	NA
2012-01-10	Super Nancy	111-10011	Foo	Project Number	110-10011	111-10011
2012-01-10	Super Nancy	111-10011	Foo	Document Type	Deed of Trust	Foo
2012-01-10	Super Nancy	111-10011	Foo	Document Type	Security Agreement	Deed of Trust

Exhibit.18.2 Document Change List Report