

How to View a Report in Original Format Within Encompass (Xactus360)

1. Start by logging in and opening the borrowers loan file.

ncompass View Loan Forms Verifs Tools Services Help	
Indes Contacts Dashboard Réports	
Borrowers Kevin Testcase	
9614 ORIOLE LANE 1st Loan #: 1807000100 LTV: //	Rate: Est Closing Date: //
ANTHILL, MO 65488 Loan Amount: DII: 7	Not Locked S: William Disbrow
	19 Alerts & Messages Log
	File Started 08/22/22
	Credit Report received 08/22/22
	Closing Checklist Complete 08/25/22
	USPS Address Verification 08/25/22
	🖃 🔳 Send to processing
	Obtain Income/Asset docs 08/27/22
Click on the Log tab in the upper left-hand corner	Obtain Flood Cert and Life 08/27/22
Then double click the report to view	Order Appraisal expected 08/27/22
	Submit MI Application expe 08/29/22
	4506T expected 09/01/22
	Order Hazard Insurance e 09/01/22
	Submittal
	🗉 🔳 Cond. Approval
	Resubmittal
	Approval
	E Ready for Docs
	Docs Out
	Funding
	E Shipping
	Durchesing

3. The Document Details screen will open showing the report. Click View in Original Format to see the report in the web version.

Details Files									è 🚰	🖹 🔩 💮 📕	
Name Credit Report		Name		Date	Size	Current Version					
Name		🔏 Credit Report		07/18/23 08:28 AM	2376 KB						
Description	~										
	~										
For Borrower	Nickie Green and Alan Brown 🗸	Pages 2 🗄 🗙 📓 🗁 🗢 🛛 💭 View in Original Format									
Pair											
For Milestone	Processing V	xactus #									^
Access	AC. CL. FN. LD. LO. LP. OP. Others. PC. SH. UW										
			X	actus	370 Reed 800-243-0	Rd., Suite 100 Broomail, PA 1900 120	8 CR	Credit Report	<		
Conditions											
		and the second se	XACT 370 R	TUS TEST ACCOUNT Reed Road, Suite 100	Client Code: Requested By:	X0330 Kactus Demo	Ordered: Released:	07/18/2023 07/18/2023	Report ID: Repositories:	48988066 TUC/EXP/EQX	
			Broom	mall, PA 19008	Loan Number:	2208000129	Reissued:		Price:		

4. The report will open in a new screen allowing the links to function properly.

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.