

Adding Order Notes from PaperlessCloser

You can also add order notes from within PaperlessCloser. Log on to PaperlessCloser, choose a file, and then click the **File Status** option from the top menu. The following screen displays:

File Status

- [Current Location](#)
- [Notes](#)
- [History](#)
- [File Status Items](#)

Current Location

Department: Order Entry
Person: Penne

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Notes

Note Date	Note Body
6/16/2004	note

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History

Department	Person	Received	Departed	Total Time(D:H:M)
Order Entry	Penne	6/2/2002 12:34:48 PM		

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File Status Items

Task	Due Date	Complete	Notes
Tax Certificates	6/4/2002		
Item	6/10/2002		
Title Work	6/10/2002		
Commitment	6/4/2002		
Closing Confirmed			
Policy	6/17/2002		

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Use this option to add new order notes.

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PaperlessCloser Conference Room (File Status)