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The Digital Close Enterprise Order Lobby displays a list of any Orders associated with the user signed in.

Select the Digital Close Enterprise icon and enter your six-digit PIN.

## Navigating the Order Lobby

### Create Order

The **Create Order** link directs you to the Order Details screen to manually create an order.

### Notifications

The **Notifications** link accesses the internal messaging system on Pavaso.

### Searching for an Order

To search for an Order, select a search option from the drop down:

- Buyer's Name
- Seller's Name
- Order Number
- Loan Number
- Property Address

Orders can also be searched by date range.



Digital Close Enterprise

Current date/time: 02/14/2020 10:18:08 AM System

Lobby Create Order Notifications Admin

Order Lobby  
Select an Order below to view the details

Display orders from: 11/16/2019 to: 2/14/2020

Search Criteria

Search Order Search

Order Number	Loan Number	Borrower	Seller	Property	Actual Closing Date	Status
BH_02132020_1	N/A (Cash)	Fiona Buyer		542 Block Blvd, Plano, TX 12345		Configuration Needed
BH_02132020	BH_02132020	Superior Buyer		842 Evolution Avenue, Plano, TX 12345	2/13/2020 10:14:00 AM	Pending Review
BH_01082020	BH_01082020	Stanley Buyer		215 Ready Road, Plano, TX 12354	1/9/2020 8:30:00 AM	Pending Review
		Stanlev		546 Pumpkin		

Display 8 of 8 items

[View Archived Orders](#)

Orders can also be filtered by Order Status.

- New
- Configuration Needed
- Pending Review
- Under Review
- Pending Closing
- Closed

Select **View Archived Orders** to view orders which have been move to the Archived status.

Select the desired order to open it.



Digital Close Enterprise

Current date/time: 02/14/2020 10:50:05 AM System

Lobby Create Order Notifications Admin

Order Lobby  
Select an Order below to view the details

Display orders from: 11/16/2019 to: 2/14/2020

Search Criteria: Loan Number Search Order Search

Order Number	Loan Number	Borrower	Seller	Property	Scheduled Closing Date	Actual Closing Date	Status
BH_02132020_1	N/A (Cash)	Fiona Buyer		542 Block Blvd, Plano, TX 12345	2/13/2020 10:22:00 AM		Configuration Needed
BH_02132020	BH_02132020	Superior Buyer		842 Evolution Avenue, Plano, TX 12345	2/13/2020 10:14:00 AM		Pending Review
BH_01082020	BH_01082020	Stanley Buyer		215 Ready Road, Plano, TX 12354	1/9/2020 8:30:00 AM		Pending Review
		Stanlev		546 Pumpkin			

Display 8 of 8 items

View Archived Orders

Check all Uncheck all

- New
- Configuration Needed
- Pending Review
- Under Review
- Revision Requested
- Under Broker/Title Review
- Pending Closing
- Reviewed/Approved
- Closed

## Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST

Email: [support@pavaso.com](mailto:support@pavaso.com)

Phone/ Closing Hotline: (866) 288-7051, Option 3

24/7 Online Help Library: Log into your Pavaso account and click on “Help” next to your name.