

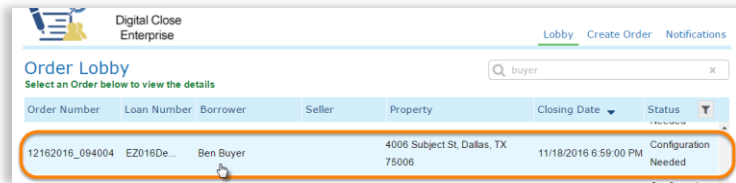
Rearranging the Document List



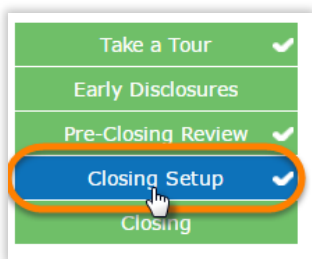
Uploading an Order's documents in order is not necessary as Digital Close Enterprise allows you to rearrange the Document List in its Closing Setup phase.

Note: To rearrange documents, the Order can be in any status except closed.

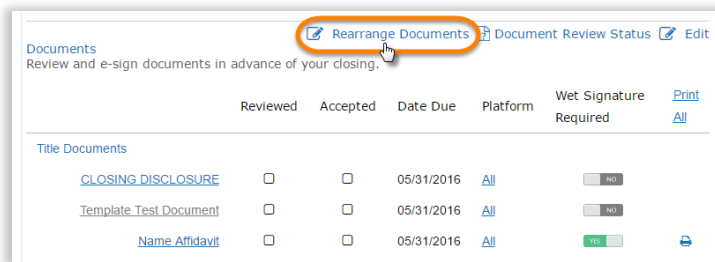
1. In the Digital Close Enterprise Lobby, click on the Order to open.



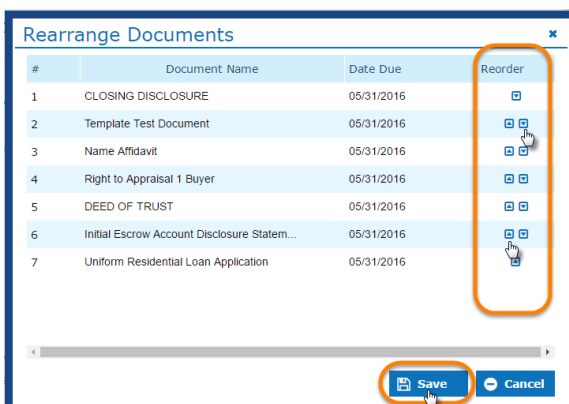
2. Click on the green "Closing Setup" button on the bottom left of your screen.



3. Click on the "Rearrange Documents" link under the "Documents" section.



4. In the "Rearrange Documents" pop-up, move the documents by using the up and down arrows or by clicking and dragging.



5. Click on the "Save" button when finished.

Contact Pavaso

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Hours: 7 AM – 8 PM CST, Monday-Friday