

# Redraws in the PPDocs System

Go into your Casefile Manager and choose the file that you need to make the adjustment on. Instead of *Open Order Form* you will see a *Request Redraw* option. Once you click this button you will have two options: *Reopen the Case* or *Tell Us What Changed*.

- Reopen the Case – Will have you go back through the order form to make the changes. You must go all the way through and click Submit on the last page. This will send your adjustments back to our docprep group to be reviewed. Once we approve the changes we will send you an updated package
- Tell Us What Change – Give you an area to explain your changes and our docprep group will make the adjustments for you and send you an updated package.

The screenshot displays the PPDocs system interface with the following sections:

- Loan Information**

Borrower:	John Doe
Property:	1234 Main Street, TX
Lender:	ABC Bank
Loan Number:	123456789
Last Modified:	8/1/2013 2:09:11 PM
Profile:	Texas Bank, Correspondent
Template:	Purchase
Import:	Clone of John Doe [201307290070]
- Selected Product**

Residential Mortgage  
Conventional, FHA, or VA Mortgage documents. Secondary market mortgage forms and support documents provided. Please see Residential Non Consumer Bank Loan order, if purpose is investment property not being sold in secondary market.

Service type: Full  
Fee: \$175.00

**Request Redraw** > Export Data > View Data > Compliance Cert > Clone Order >  
Create Template > Send Copy > Archive Order > Fax Cover Sheet > Register Min # >
- Order Status**

Order Number:	201307290099 (Cancel Order...)
Time Received:	7/29/2013 11:16:35 AM
Time Needed:	7/29/2013 11:16:35 AM
Status:	Released
Operator:	<input type="radio"/> merlin
- Packages**

Package	Size	Deliveries	Pages	Date
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