Loan Information Management System

Document Management Tab

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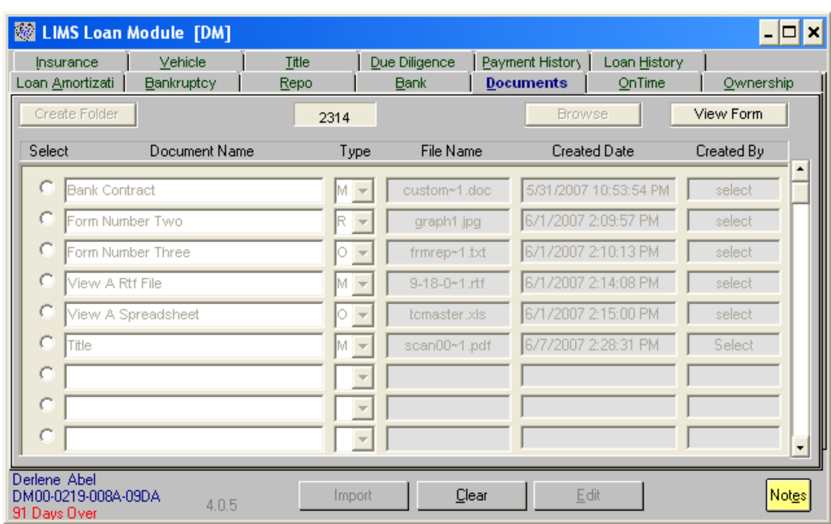
Summary

LIMS has the capability of storing and retrieving documents, images, or other information associated with a loan. This is done through the Loan Module, Documents Tab.

This is where you enter information on the dealers with which you do business. You will manage this area in the exact same way you manage your Bank window.



Installation

You will be provided with, or will have installed for you, an executable file which will contain three files:

1. LIMSDMGuide.exe - a self extracting copy of this PDF guide instructing in the use of this option
2. LIMSDOCS.exe - a self extracting file containing the database file for storing your document management data
3. LIMSDMRpts.exe - a self extracting file containing the report file.

The executable file will be stored in the LIMS Updates folder. You install the various components by double-clicking on:

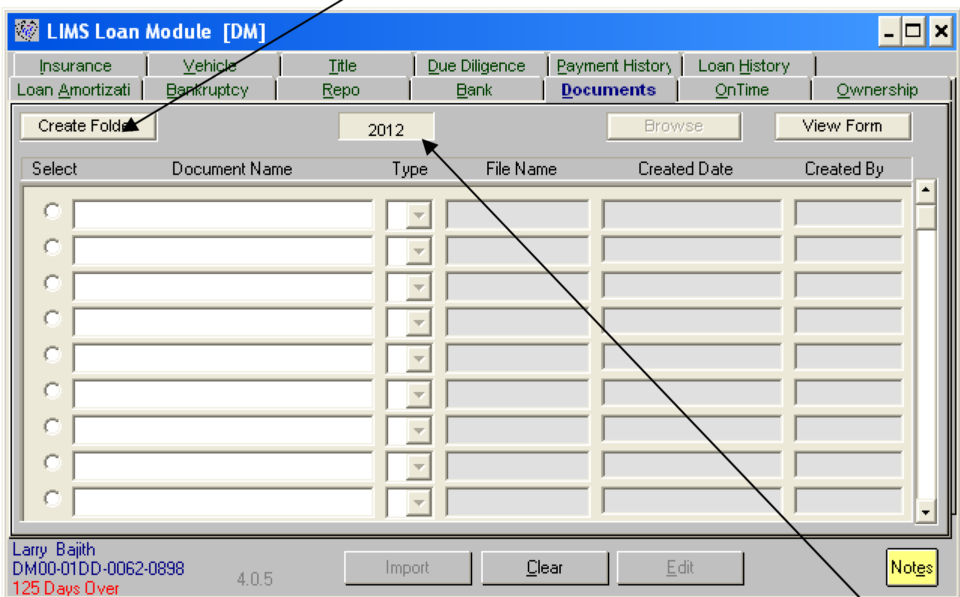
- **LIMSDOC.exe** and place the associated database file in each and every portfolio (X:\LIMS\Portfolio name) in which you wish to use the Document Management feature
- **LIMSDMRpts.exe** and place the associated report file on every desktop Licensed for LIMS in the C:\LIMS\Reports\LIMSOPTS\Docmgmt folder
- You are now ready to use the LIMS Document Management feature.

Operational Process

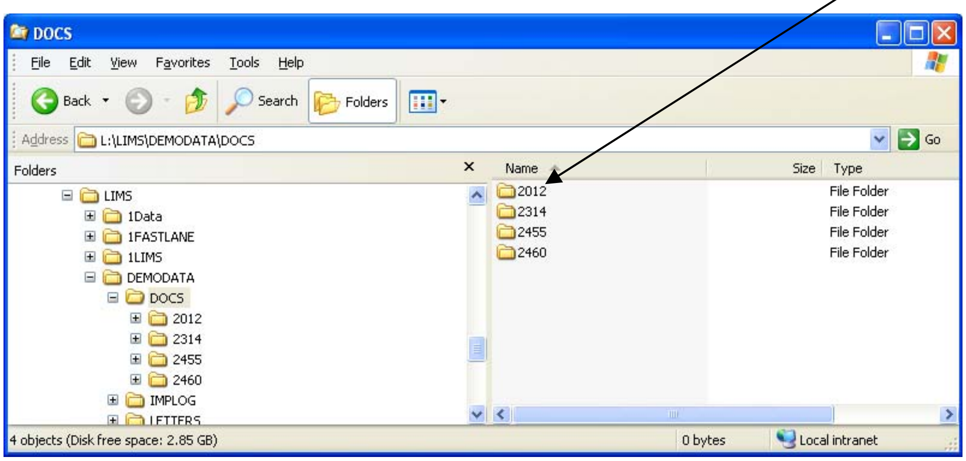
Before you can use the document management feature, you must first tell the system where you are going to store the documents and images.

Folder Setup

If the CREATE FOLDER button is accessible, it is an indication that a folder under the DOCS folder in your portfolio has not been created.



Click the CREATE FOLDER button, and a folder with the number shown to the right of the button will be created. This is where you will store you associated documents.



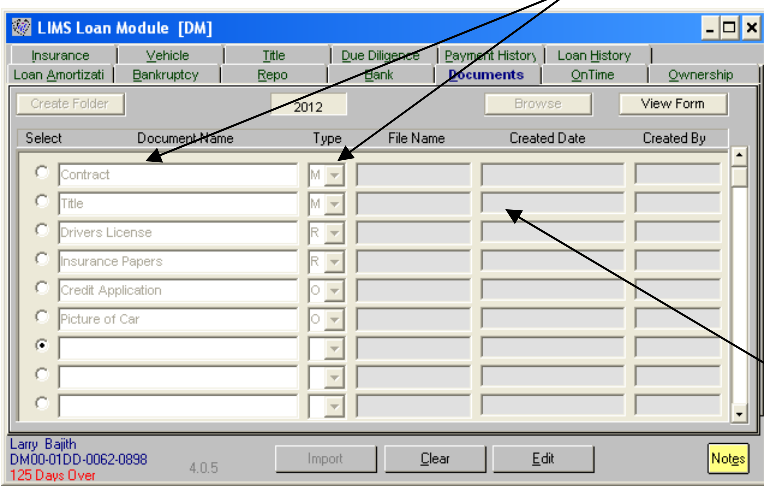
Document Identification

Once the storage folder has been created, you can begin to identify for recall the documents you have or will be storing.

Select the RADIO button of the first row and click the EDIT button. You can now add a descriptor for this first document.

The TYPE column allows you to define three levels of importance to the document. For example: M = Mandatory - for legally required documents, R = Required - for company required documents, and O = Optional or Other - for documents which have importance, are associated, but do not fall into the other two categories.

You can use these, along with the associated reports, to identify what documents are suppose to be available, which ones are actually available, and, just as important, a way to manage the overall process to insure this activity is being performed.

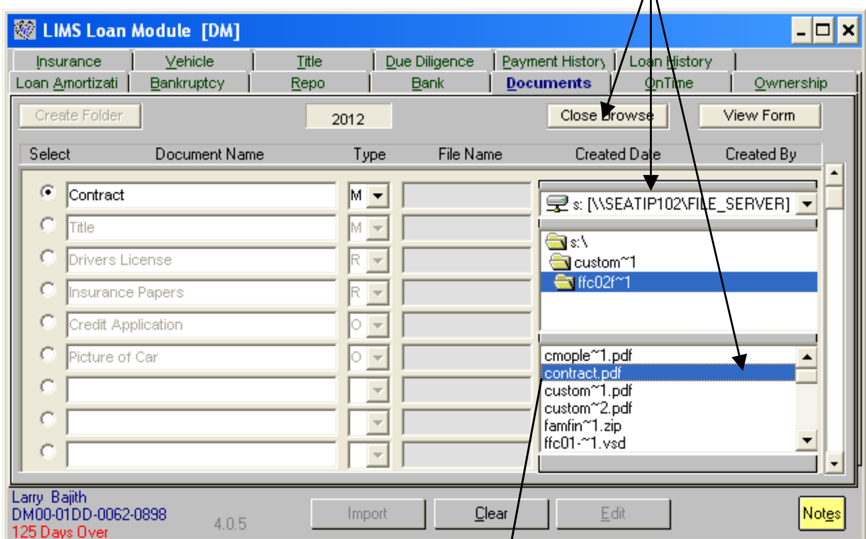


You can continue to enter the standard set of documents as shown above, or do them as they become available. Until you actually link the descriptions with a valid file name, the fields to the right will not be filled in.

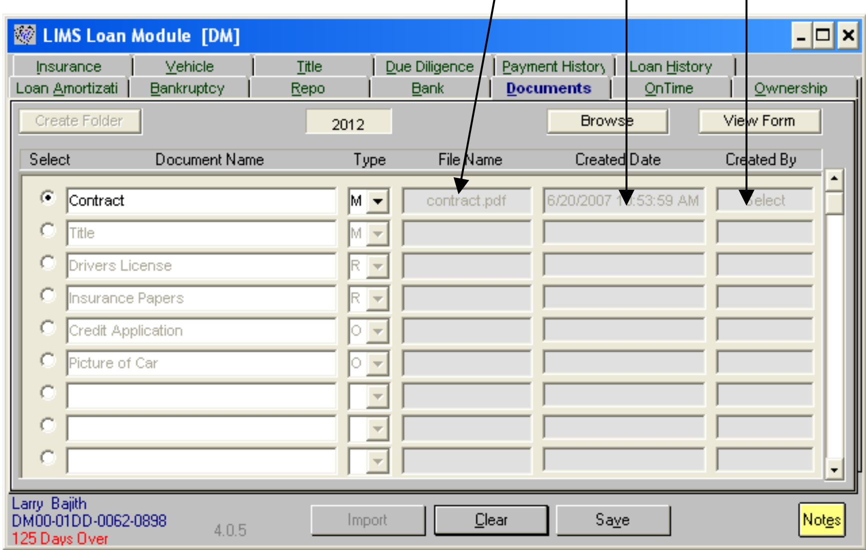
Document File Identification

Once you have the documents identified, you can tell the system where to find the files associated with these documents.

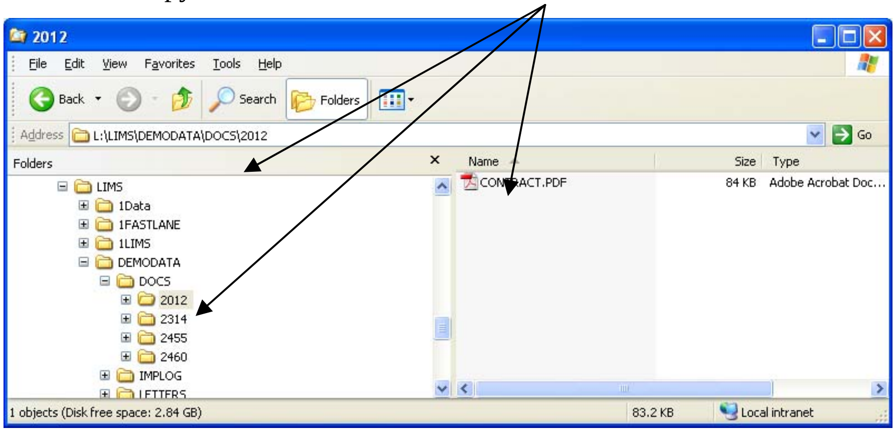
- Select the RADIO button of the row you wish to work with
- Click the EDIT button, which will also make available the BROWSE Button
    - The BROWSE Button launches a Windows Explorer window, which allows you to locate the file you are interested in.



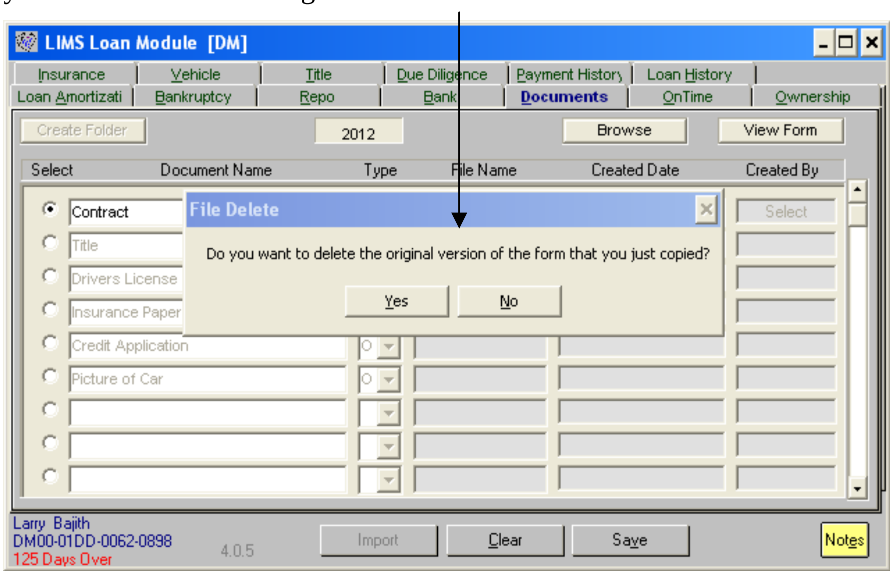
- Double click on the file wanted and it will populate the FILE NAME field and enter the date, time, and user performing the activity.



- Click the SAVE button to store your selections. **You must save each row individually**. This will save a copy of the selected file in the folder associated with this account.



- If you click the SAVE button, the system will present you with a dialogue window asking if you wish to delete the original file.

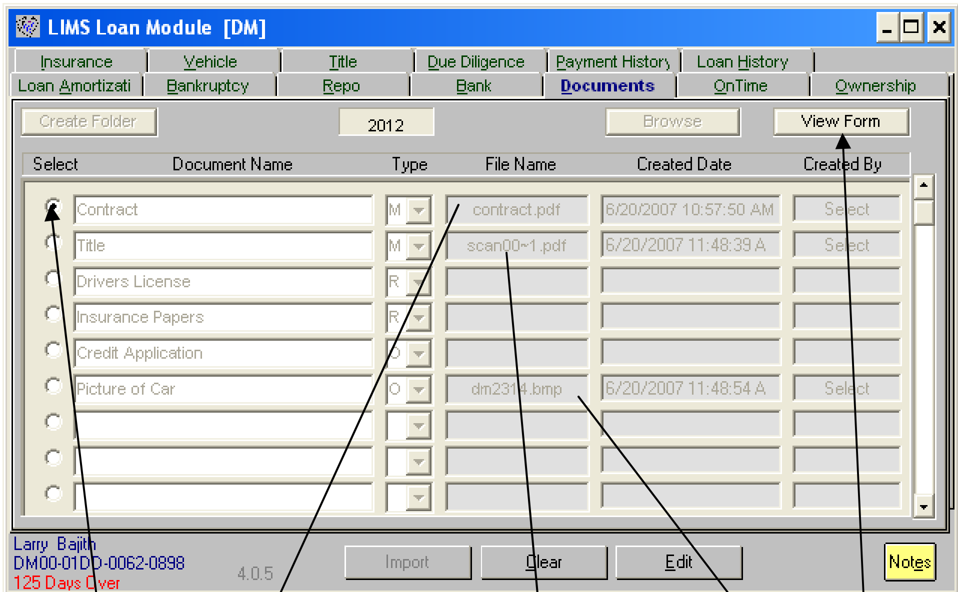


- If you click YES, the original file will be deleted. If NO, you will have a duplicate file in two locations. Unless necessary, YES should be selected so as to eliminate redundancies.

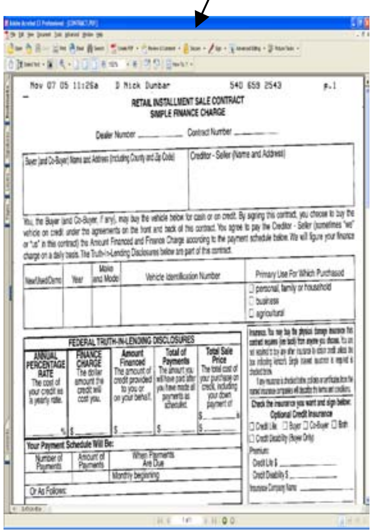
- Continue the process for all documents identified.

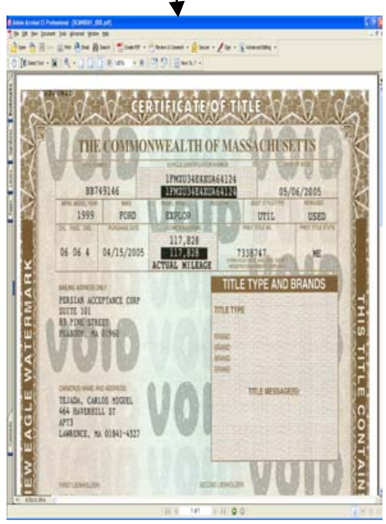
Document Viewing

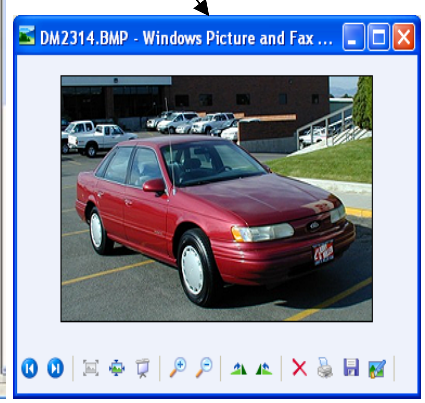
Once a document description is entered and the associated file identified, you can retrieve the file for viewing.



- Select the row of the document you wish to view
- Click the VIEW FORM button. Windows will launch the associated program.
- Once you are finished viewing the document you can close the associated viewing program.







Report

An associated management report is available in the LIMS Reports Module under OPTIONS. This report allows the user to view the overall document management process. It provides various levels of filtering allowing the user to fine tune the report and drill down to the exact details of the management process.