



Activity Log

The Activity Log tracks each activity occurring in the order in real time.

To access the Activity Log for an order, select the **Notifications** tab.

Digital Close Enterprise

146 Technology Center, Phoenix, AZ 85257

Release Order | Invite Borrowers to Pre-Closing

Pre-Closing

Documents

	Reviewed	Accepted	Date Due
Title Documents			
Loan Documents	4506-T		01/30/2018

Choose **Activity Log** to view. The log contains information for the User, Action, Platform, IP Address, and Date for each entry.

Digital Close Enterprise

146 Technology Center, Phoenix, AZ 85257

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Activity Log

User	Action	Platform	IP Address	Date
Ellie Buyer	Completed Pre-Closing Review	Digital Close Consumer	71.223.209.32	10/07/2019 12:35 PM
Ellie Buyer	Accepted Document: "Right to Appraisal"	Digital Close Consumer	71.223.209.32	10/07/2019 12:35 PM
Ellie Buyer	Accepted Document: "NAME AFFIDAVIT"	Digital Close Consumer	71.223.209.32	10/07/2019 12:35 PM
Ellie Buyer	Accepted Document: "4506-T"	Digital Close Consumer	71.223.209.32	10/07/2019 12:34 PM
Ellie Buyer	Accepted eSign Consent	Digital Close Consumer	71.223.209.32	10/07/2019 12:34 PM
Lauren Lender	Complete Configuring	Digital Close Enterprise	71.223.209.32	10/07/2019 12:32 PM
Lauren Lender	Import Order Manually	Digital Close Enterprise	47.190.44.74	01/30/2018 07:42 AM



Audit Log

The Audit Log can be accessed from the Post-Closing screen once the order status is set to Closed. The log can be downloaded or printed from the Post-Closing screen.


The screenshot shows the 'Digital Close Enterprise' interface. On the left, there is a sidebar with the address '146 Technology Center, Phoenix, AZ 85257', order details (TO_8_01302018), and buttons for 'View', 'eVault', and 'Archive'. Below this are fields for 'Order Number', 'Buyer' (Ellie Buyer), 'Seller', 'Sales Price' (\$ 0.00), 'Closing Date' (01/30/2019 04:00 PM), and 'Actual Closing Completed' (10/07/2019 12:45 PM). At the bottom of the sidebar are buttons for 'Early Disclosures' and 'Post Closing'.

The main content area is titled 'Documents' and contains the text: 'The documents listed below are the signed copies of your closing package.' Below this is a table with the following structure:

	Date Completed	
Audit Log		
This Audit Log contains all of the activity from this Digital Closing up to the completion of the closing process.		
AuditReport	N/A	
Complete Package		
Bundle of all Documents	N/A	
Order Documents		
4506-T	10/07/2019	
NAME AFFIDAVIT	10/07/2019	
Notice Concerning PMI	10/07/2019	
Right to Appraisal	10/07/2019	
Additional Order Documents		



The Audit Log is composed of all entries from the Activity Log.



Order Audit Log

Digital Close Order #: TO_8_01302018
Property Address: 146 Technology Center Phoenix, AZ 85257
Lender: Lauren Lender
Settlement Agent: BH Title - Cindy Closer
Borrower(s): Ellie Buyer
Report Generated Date: October 07, 2019 02:45:04 PM
Central Daylight Time

User	Action	Platform	IP Address	Date
Lauren Lender	Closed Order	Digital Close Enterprise	12.345.678.90	10/07/2019 02:44 PM
Lauren Lender	Viewed document: "4506-T"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:44 PM
Lauren Lender	Configure Document: "NAME AFFIDAVIT"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Delete eSign Tag	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Delete SignedDate Tag	Digital Close Enterprise	12.345.678.90	10/07/2019 02:43 PM
Lauren Lender	Closing Agent Lauren Lender Sign in document NAME AFFIDAVIT	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Viewed document: "NAME AFFIDAVIT"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Viewed document: "4506-T"	Digital Close Enterprise	12.345.678.90	10/07/2019 02:42 PM
Lauren Lender	Complete order as Ellie Buyer	Digital Close Enterprise	12.345.678.90	10/07/2019 02:41 PM

Pavaso Support

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

Email: 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.