



Audience

The Audience setting allows the user to select who can view a document within an order.

To change the Audience on a document, select the order from the Order Lobby.

Order Lobby

Select an Order below to view the details

Display orders from: 8/15/2023 to: 11/13/2023

Show deleted orders ☐

Search Criteria: Order Number Search Order

Open Closed

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
pushtop...		Wil Riker		N/A	Stargazer Title	1123 Street, City, TX 55185	11/13/2023 08:00 PM Mountain		Under Review

Select the document that needs the change and choose **Edit**. Or, select the pencil icon.

	Reviewed	Accepted	Date Due	Added By	
Title Documents					
4506-T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023	Stargazer Title	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Compliance Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023	Stargazer Title	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
NAME AFFIDAVIT - Riker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2023	Stargazer Title	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Right to Rescind - Riker	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2023	Stargazer Title	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Under the **Document Details** section on the left, use the **Audience** drop-down to make a selection, and select **Save**.

Note: If you cannot see a certain party, it is because that party is not listed on the Order. Ex: Seller would not be an option if the Seller isn't listed on the Order.

- **Lender:** Only the Lender on the order will be able view the document.
- **Title:** Both the Lender and Title users will be able to view the document.
- **Buyer:** Buyer(s), Lender, and Title users will be able to view the document.
- **Seller:** Seller(s), Lender, and Title users will be able to view the document.

Document Details

Name: [Edit](#)

Compliance Agreement

Audience:
All ▼

Date Due:
08/15/2023

☐ Additional Action Required at Closing

☐ Wet Signature Required (Hybrid Closing Only)

Document Templates:
Please select a template ▼

Update Template

Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

[View Our 24/7 Online Help Library](#)