



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.

The screenshot displays the Pavaso Digital Close Enterprise interface. At the top, there is a navigation bar with options: Home, My Messages, My Team, My Company, Support Center, and the user profile Jean-Luc Picard. The current date/time is 11/15/2023 08:28:56 AM. Below the navigation bar, the interface is divided into sections. On the left, there is a sidebar with the address 1123 Street, City, TX 55185 and a list of actions: Edit, Replicate Order, and a progress indicator for 'Pre-Closing Review' which is checked. The main content area shows a notification: 'You have invited all participants to review their documents.' Below this, the 'Pre-Closing' section provides instructions on reviewing documents. The 'Documents' section includes a table of title documents with columns for Reviewed, Accepted, Date Due, and Added By. The 'Loan Documents' and 'Education' sections are also visible.

1123 Street, City, TX 55185

EDIT Replicate Order

ORDER NUMBER: pushtopendingclosing1234

COMPANY: Stargazer Title

BUYER: Wil Riker

SELLER:

SALES PRICE: \$ 0.00

CLOSING DATE: 08/17/2023 05:00 PM Mountain

COUNT DOWN TO CLOSING:

0 0 0 0
DAYS HOURS MINUTES SECONDS

Take a Tour ✓

Pre-Closing Review ✓

Closing Setup ✓

Closing

Current date/time: 11/15/2023 08:28:56 AM

Lobby View/Edit Notes **Notifications** Edit Signature

✓ You have invited all participants to review their documents.

Pre-Closing Edit

During this phase, you will be able to review your closing documents, get educated about your upcoming closing, and ask any questions you may have to your closing team using the Notifications tab above. Click on any of the document links below to begin your pre-closing review!

Documents Tag Assignments Deleted Documents Document Review Status Upload Edit

Review, accept and if necessary, eSign your documents in advance of your closing.

	Reviewed	Accepted	Date Due	Added By	
Title Documents					
4506-T	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2023	Stargazer Title	Edit Unlink Delete
Compliance Agreement	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2023	Stargazer Title	Edit Unlink Delete
NAME AFFIDAVIT - Riker	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2023	Stargazer Title	Edit Unlink Delete
Right to Rescind - Riker	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2023	Stargazer Title	Edit Unlink Delete
Survey	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2023	Stargazer Title	Edit Unlink Delete
Loan Documents					
Education Edit					
Interactive media to help you through the closing process.					



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

Home | My Messages | My Team | My Company | Support Center | Jean-Luc Picard

Digital Close Enterprise

Current date/time: 11/15/2023 08:29:56 AM

Lobby | View/Edit Notes | Notifications | Edit Signature

1123 Street, City, TX 55185

Edit | Replicate Order

ORDER NUMBER: pushtopendingclosing1234

COMPANY: Stargazer Title

BUYER: Wil Riker

SELLER:

SALES PRICE: \$ 0.00

CLOSING DATE: 08/17/2023 05:00 PM Mountain

COUNT DOWN TO CLOSING:

0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Take a Tour ✓

Pre-Closing Review ✓

Closing Setup ✓

Closing

Back | New

Inbox

Chat History

Sent

Trash

Activity Log

Available for chat

Wil Riker

Jean

Tom Paris

Jadzia Dax

User	Action	Platform	IP Address	Date
Tom Paris	Adopted Signature and Initials for Tom Paris	Digital Close Enterprise	63.226.52.76	08/17/2023 09:40 AM
Tom Paris	Accepted eSign Consent for Tom Paris	Digital Close Enterprise	63.226.52.76	08/17/2023 09:40 AM
Tom Paris	Verification Code validated for Tom Paris	Digital Close Enterprise	63.226.52.76	08/17/2023 09:40 AM
Tom Paris	Verification Code sent to Tom Paris via Email	Digital Close Enterprise	63.226.52.76	08/17/2023 09:40 AM
Wil Riker	Adopted Signature and Initials for Wil Riker	Digital Close Enterprise	63.226.52.76	08/17/2023 09:39 AM
Wil Riker	Accepted eSign Consent for Wil Riker	Digital Close Enterprise	63.226.52.76	08/17/2023 09:39 AM
Wil Riker	Verification Code validated for Wil Riker	Digital Close Enterprise	63.226.52.76	08/17/2023 09:39 AM
Wil Riker	Verification Code sent to Wil Riker via Email	Digital Close Enterprise	63.226.52.76	08/17/2023 09:39 AM
Jadzia Dax	Adopted Signature and Initials for Jadzia Dax	Digital Close Enterprise	63.226.52.76	08/17/2023 09:14 AM
Jean-Luc Picard	Security Code Validated for Jadzia Dax	Digital Close Enterprise	63.226.52.76	08/17/2023 09:10 AM

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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 Pavaso Digital Close Enterprise interface. The top navigation bar includes Home, My Messages, My Team, My Company, Support Center, and the user name Jean-Luc Picard. The current date/time is 11/15/2023 08:40:02 AM. The interface is for a closing at 1123 Street, City, TX 55185. The left sidebar contains order details: ORDER NUMBER: pushtopending2, COMPANY: Stargazer Title, BUYER: Wil Riker, SELLER: (blank), SALES PRICE: \$ 0.00, CLOSING DATE: 11/13/2023 08:00 PM Mountain, ACTUAL CLOSING COMPLETED: 11/15/2023 08:39 AM Mountain, and SIGNING SESSION: IPEN — 11/15/2023 08:35 AM Mountain - 11/15/2023 08:38 AM Mountain. 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 columns for document name, Date Completed, and Added By. The 'Audit Log' document is highlighted with a red box, and its download and print icons are also highlighted with a red box. Other documents include 'Complete Package', 'Order Documents' (with sub-items like 4506-T, Compliance Agreement, NAME AFFIDAVIT - Riker, and Right to Rescind - Riker), and 'Additional Order Documents'.

	Date Completed	Added By	
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	N/A	Download Print
Complete Package			
Bundle of all Documents	N/A	N/A	Download Print
Order Documents			
4506-T	08/15/2023	Stargazer Title	Download Print
Compliance Agreement	08/15/2023	Stargazer Title	Download Print
NAME AFFIDAVIT - Riker	08/15/2023	Stargazer Title	Download Print
Right to Rescind - Riker	08/15/2023	Stargazer Title	Download Print
Additional Order Documents			Add Documents

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](#)