# How to use Image Flow

Image flow is very useful and in it you can:

- ✓ See what the underwriter sees
- ✓ Know what docs we have and what we do not have
- ✓ Have access to docs later, after the file closes
- ✓ Turn pages to face all the same direction
- ✓ Email a document – go into image flow and click on the email ICON or the print icon to save it in a PDF

To view image flow:

- ✓ Click Imaging on left side of screen
- ✓ Select Image flow
- ✓ You will then be able to view the entire file and how it is broken down by our JR Underwriters. If there is a document that we don't need, we never delete it we move it to the "recycle bin" so everything you upload is always there.
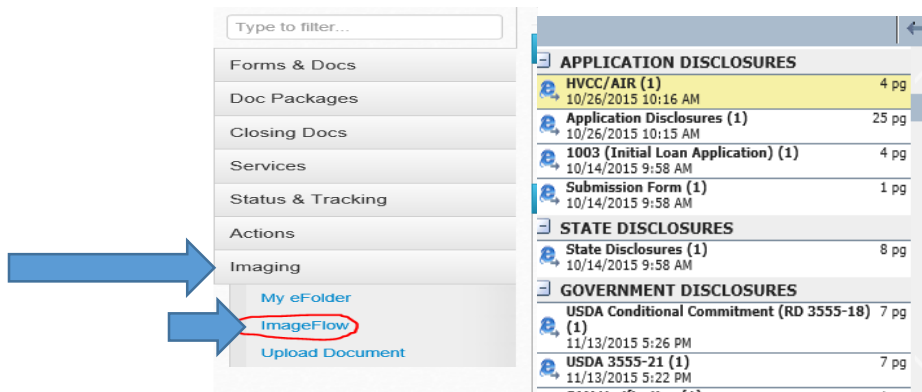
You will always have access to your file and Image Flow. If your file has been archived due to being sold, simply search for your file name or loan number and then include as a secondary search feature Archived loans. This will pull up the archived loan for you