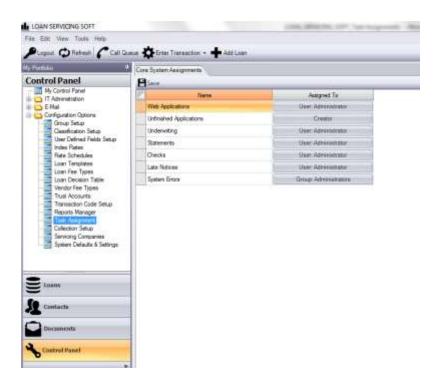# LOAN SERVICING SOFT Task Assignments

This document will guide you through the process of setting up and using task assignments in LOAN SERVICING SOFT.
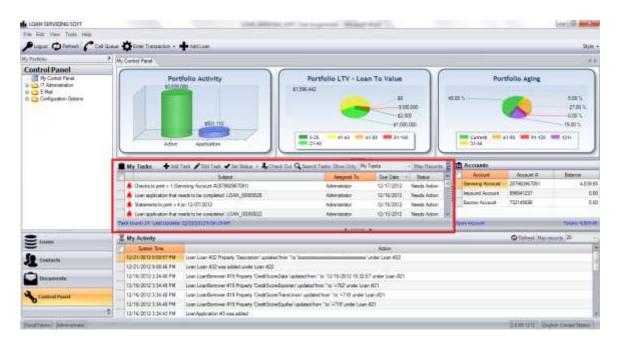
For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

The LOAN SERVICING SOFT system manages all important tasks and to do items and tracks their progress until completion. Tasks can either be assigned to individuals or groups of individuals. Set up and configuration for who receives what task notifications is done on the Task Assignment screen in the Control Panel area under Configuration Options.

When a user or group of users receives a task it shows up on their My Control Panel in the My Tasks area. To open a task simply double click on the task line of the task that you would like.

And the task screen pops up.

From the Task screen users may complete the task, modify and save the task, reassign the task to a different user or group of users, make notes, etc... Tasks can be for portfolio to do items like printing checks, statements, and late notices. To perform these to do's click the Execute button in the bottom left corner of the screen.

Tasks can also be attached to loans, borrowers, lenders, and vendors. For example, when a new loan application is started but not completed a task is created and sent to one of the users. This way you don't need to worry about unfinished applications falling through the cracks.

**LOAN SERVICING
S O F T**