

## Loan ENERGIZER – Interface:

For your ONE TIME ONLY import setup, simply follow these easy steps:

- In DocMagic
  1. From the DocMagic toolbar select the “Setup” menu and click on “Select ASCII Import/Export.”
  2. The “Import Definition to use” is “ENERGIZER.” Click on the drop arrow and select it from the current list.
  3. In the “Directory to Import files from” field, click on the open folder button to locate the specified directory your Loan ENERGIZER borrower files will be exported to. (i.e. C:\ENERGIZF\OUTBOX.)
  4. Click on “Save.”

## Steps to export from ENERGIZER:

1. From within a loan file, click on “Export/Email Loan.”
2. The only option selected should be “Export to File,” and then click on “OK Continue.”
3. Click on the down arrow in “Format,” select “DOCUMENT SYSTEMS INC.,” and click on “Save As.”
4. Type in the “LAST NAME” of the borrower in “File Name” and click on “Save.”
5. Click on “OK Export.”

## Steps to import into DocMagic:

1. Click on the “Worksheet” menu and select “Enter Worksheet.”
2. Click on the “File” menu and select “Import.” You will be prompted to “Import new loans now?” Click on “Yes.” Choose the proper file then click on “OK.”

## Tips for the Title-One Energizer interface:

To find the export files from your Energizer system, click on “Start”, “Find”, “Files or Folders”, and in “Named” field, type in “OUTBOX.” For the “Look in” field, choose your C: (or whatever letter drive your Energizer program is in), click on “Find Now.” This will find your “OUTBOX” folder in which your export files can be found in.

Note: Import instructions only support the current version of this LOS system.

**Import/Export Setup** [X]

Import Definition to use: ENERGIZER

Directory to Import files from: \energizer\outbox

Export Definition to use:

Directory to Export files to:

DocMagic needs to know where your processing package puts its Ascii Export files in order to import them.  
The complete path name is necessary.

Save Cancel