

Case Hub User Guide

Case Management System
Buy-to-Let 1st Charge Applications



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What is Case Hub?

Case Hub is a case management system from West One, which is accessed via our online portal.

What does it do?

Case Hub removes the need for using email, as it allows you to both message your Underwriter and upload documentation – from the start of the process right through to the finish.

How does it work?

Case Hub works by providing a clear, straightforward platform for an instant record of conversations on all of your cases, and all of your document uploads – set against a needs list from your Underwriter.

When/how do I use it?

Although Case Hub is available as soon as you create an application, the main functionality really begins once your case is ready to be submitted for Underwriting.

What is this document?

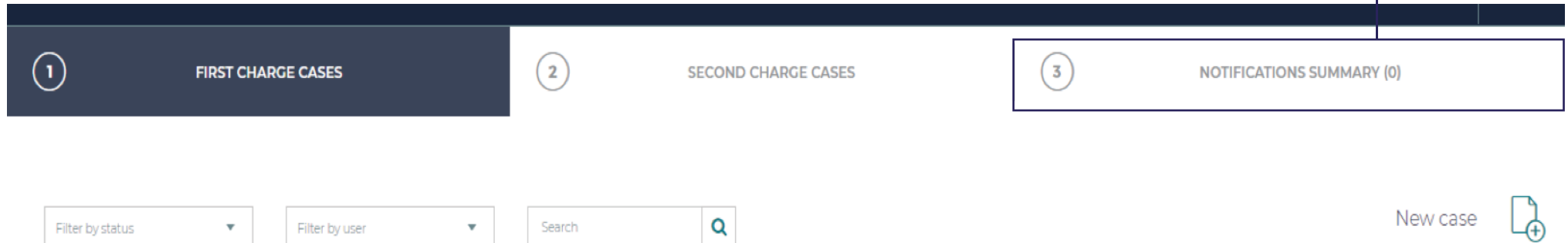
Case Hub is very simple to use, however even the most straightforward system can be confusing the first time you come across it. This user guide is designed to enable you to hit the ground running.

Contents

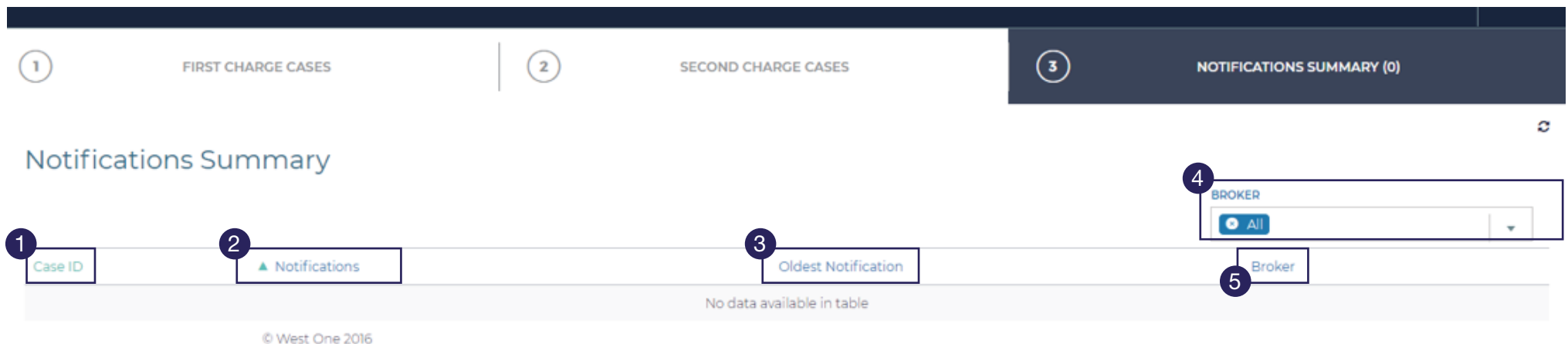
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What does Case Hub look like? – Home Screen

Depending on the type of business you submit to us, your home screen will have 2 or 3 tabs at the top of the screen, as shown below. The [Notifications Summary](#) tab highlights how many cases you have received updates for.



Clicking on this section will take you to the below screen



1

Case ID: This will show you the application number for the case you have a notification on – clicking this will take you directly to the case.

2

Notifications: This will show you the number of notifications pending on this case. Clicking on this will take you directly to the case and provide a breakdown of what they are.

3

Oldest Notification: As it sounds, it will show you the date of the oldest pending notification for that case.

4

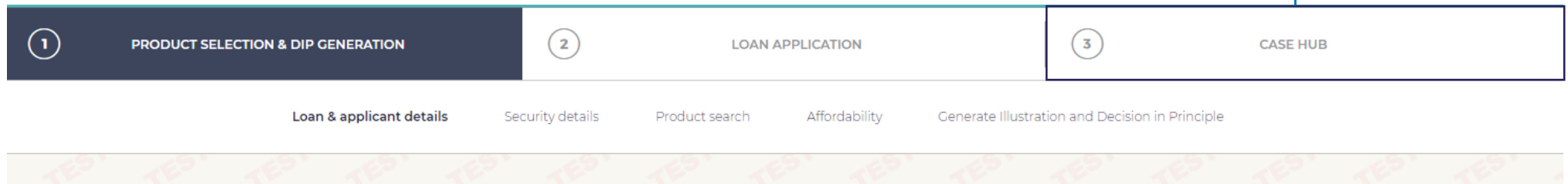
Broker Dropdown: This enables you to filter the cases you see – either just you, or everybody in your company.

5

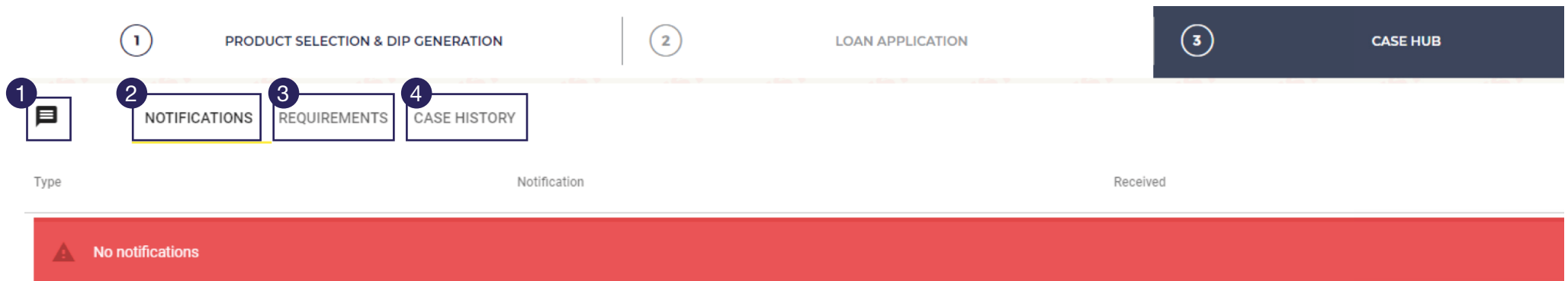
Broker: This will indicate the name of the person in your company allocated to each application.

What does Case Hub look like? – In Case

Once an application has been created, you will see 3 tabs at the top of the screen - [Product Selection & DIP Generation](#), [Loan Application](#) and [Case Hub](#).



Clicking on the Case Hub tab will bring up the below. A bold red banner showing [No Notifications](#) is normal for a new application, that has not yet been submitted to us.



1 Messaging – Click on this icon to both send and receive messages relating to the application.

2 Notifications – This section is where you will get a breakdown of the notifications on your home page.

3 Requirements – This section is where you will see a list of our Underwriting requirements, and where you can upload documents.

4 Case History – This section is a breakdown of every interaction on the case.

Case Submission

When you are ready to submit an application, the Case Hub section is where you need to go to upload the initial documentation requirements.

Uploading Documents

The screenshot shows the Case Hub interface. At the top, there are three tabs: NOTIFICATIONS, REQUIREMENTS (highlighted with a red box and a red circle with the number 1), and CASE HISTORY. Below the tabs, there is a filter dropdown set to 'All' and a red box with a red circle with the number 2 highlighting the 'ADD NEW FILE' button. To the right of the button is a print icon. Further right, there are settings for 'Rows per page: 40' and '1-10 of 10'. Below these elements is a table with three columns: Requirement, View, and Approved. The table lists various requirements, each with a 'VIEW FILES' button in the View column and an 'APPROVED' checkbox in the Approved column. A 'COMMENTS' button is located at the end of each row.

Requirement	View	Approved	Comments
AST; fully completed, currently valid and correctly executed	VIEW FILES	<input type="checkbox"/>	COMMENTS
Application Form; must be fully completed and signed	VIEW FILES	<input type="checkbox"/>	COMMENTS
£150 Application Fee; evidence that fee has been paid	VIEW FILES	<input type="checkbox"/>	COMMENTS
24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	VIEW FILES	<input type="checkbox"/>	COMMENTS
Valuation Fee and Report; valuation to be instructed by West One	VIEW FILES	<input type="checkbox"/>	COMMENTS
Certified KYC; required for all applicant's, director's and qualifying shareholders (20%+)	VIEW FILES	<input type="checkbox"/>	COMMENTS
Full Organisation Chart; needed for all Limited Company Applications	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of Income; if applicable	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of deposit & Stamp Duty; for Purchase applications only	VIEW FILES	<input type="checkbox"/>	COMMENTS
Any Additional Documents	VIEW FILES	<input type="checkbox"/>	COMMENTS

1

Click on the **Requirements** tab of **Case Hub**

2

Click on **Add New File**

3

- ☒ Application Form; must be fully completed and signed
- ☒ £150 Application Fee; evidence that fee has been paid
- ☐ 24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)
- ☐ Valuation Fee and Report; valuation to be instructed by West One
- ☐ Certified KYC; required for all applicant's, director's and qualifying shareholders (20%+)
- ☐ Full Organisation Chart; needed for all Limited Company Applications
- ☐ Proof of Income; if applicable
- ☐ Proof of deposit & Stamp Duty; for Purchase applications only
- ☐ Any Additional Documents

4

Choose file No file chosen

Allowed document types: Excel, Word, PDF, JPG, PNG, TIF, MSG. Maximum file size: 10MB

5

UPLOAD

6

CLOSE

3

Tick the requirements your upload relates to.

4

Click on **Choose File** before searching for the files you wish to upload.

5

Once you have selected your file, click on **Upload**.

6

When you are finished, click on **Close**.

NOTIFICATIONS

REQUIREMENTS

CASE HISTORY

Filter

All

ADD NEW FILE

Rows per page: 40

1-10 of 10

<

>

Requirement	View	Approved	Comments
AST; fully completed, currently valid and correctly executed	VIEW FILES(2)	<input type="checkbox"/>	COMMENTS
Application Form; must be fully completed and signed	VIEW FILES(1)	<input type="checkbox"/>	COMMENTS
£150 Application Fee; evidence that fee has been paid	VIEW FILES(1)	<input type="checkbox"/>	COMMENTS
24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	VIEW FILES	<input type="checkbox"/>	COMMENTS
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Proof of Income; if applicable	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of deposit & Stamp Duty; for Purchase applications only	VIEW FILES	<input type="checkbox"/>	COMMENTS
Any Additional Documents	VIEW FILES	<input type="checkbox"/>	COMMENTS

Uploaded Files(1)

382_Test Doc 1.docx
just now - by A.N.Underwriter

9

10

CLOSE

7

Once you have uploaded your documents, the requirements screen will now look something like this - with a (1) in brackets next to each item you have uploaded something for - and its colour will have changed from **grey** to **blue**. If you have uploaded multiple documents to a requirement, then the number will increase accordingly as noted below as a (2)

8

If you wish, you can view your uploads at any time, simply by clicking on the relevant **View Files** box.



9

Then clicking on the **Download** icon.

10



Then **Close** once finished.

Adding a comment to a requirement

<div>  NOTIFICATIONS REQUIREMENTS CASE HISTORY </div>			
Filter All		ADD NEW FILE 	Rows per page: 40 1-10 of 10
Requirement	View	Approved	Comments
AST; fully completed, currently valid and correctly executed	VIEW FILES(2)	<input type="checkbox"/>	COMMENTS
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£150 Application Fee; evidence that fee has been paid	VIEW FILES(1)	<input type="checkbox"/>	COMMENTS
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Proof of Income; if applicable	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of deposit & Stamp Duty; for Purchase applications only	VIEW FILES	<input type="checkbox"/>	COMMENTS
Any Additional Documents	VIEW FILES	<input type="checkbox"/>	COMMENTS

Comments

Comment
Please can you let me know if upload 2 is okay?

47 / 250

CLOSE

11

If you would like to let us know of anything particular with regards to one of the uploads, you can do this by clicking on the **Comments** box next to the item concerned.

12

This will bring up the below box, type the comment before clicking on the **Paper Aeroplane** to send your comment to us.

13

Then click on **Close**. Any replies to your comment will subsequently be shown here too.



NOTIFICATIONS

REQUIREMENTS

CASE HISTORY

Filter

All

ADD NEW FILE



Rows per page:

40

1-10 of 10



Requirement

View

Approved

Comments

AST; fully completed, currently valid and correctly executed

VIEW FILES(2)

☐

COMMENTS(1)

Application Form; must be fully completed and signed

VIEW FILES(1)

☐

COMMENTS

£150 Application Fee; evidence that fee has been paid

VIEW FILES(1)

☐

COMMENTS

24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)

VIEW FILES

☐

COMMENTS

Valuation Fee and Report; valuation to be instructed by West One

VIEW FILES

☐

COMMENTS

Certified KYC; required for all applicant's, director's and qualifying shareholders (20%+)

VIEW FILES

☐

COMMENTS

Full Organisation Chart; needed for all Limited Company Applications

VIEW FILES

☐

COMMENTS

Proof of Income; if applicable

VIEW FILES

☐

COMMENTS

Proof of deposit & Stamp Duty; for Purchase applications only

VIEW FILES

☐

COMMENTS

Any Additional Documents

VIEW FILES

☐

COMMENTS

Comments (1)

Comment

0 / 250

**A.N.Underwriter** (3 minutes ago)

Please can you let me know if upload 2 is okay?

15

CLOSE

14

The field will now show with a (1) against it. To view your comment, simply click on it.

15

This will bring up the comment box, click on **Close** to go back to the main screen. Any conversation history on this comment will now show here.

Messaging

16

NOTIFICATIONS **REQUIREMENTS** CASE HISTORY

Filter
All

ADD NEW FILE

Rows per page: 40 1-10 of 10

Requirement	View	Approved	Comments
AST; fully completed, currently valid and correctly executed	VIEW FILES(2)	<input type="checkbox"/>	COMMENTS(1)
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Proof of deposit & Stamp Duty; for Purchase applications only	VIEW FILES	<input type="checkbox"/>	COMMENTS
Any Additional Documents	VIEW FILES	<input type="checkbox"/>	COMMENTS

Messages

No Messages

Message
Please find attached a new case for submission

46 / 1000

17

18

NOTIFICATIONS **REQUIREMENTS**

Filter
All

Requirement

Application Form; must be fully completed and signed

16

You can also message us about the case as a whole by clicking on the **Message** icon in the top left of the screen.

This opens up a new field, which is where the majority of the correspondence relating to the case will happen - replacing the need to use email.

17

As with commenting on a particular item, enter your message text and then click on the **Paper Aeroplane** to send the message to us.

18

Then click on the **Message** icon to close this section. Your generic case conversation history will now be carried out in here, rather than by email.

1 PRODUCT SELECTION & DIP GENERATION 2 LOAN APPLICATION 3 CASE HUB

Applicant further details Property details Further Information Download application

PRODUCT	CURRENT LTV	NET LOAN AMOUNT	FEES ADDED TO LOAN	GROSS LOAN VALUE	MONTHLY PAYMENT	INITIAL PAY RATE	APRC	RATE TYPE	TERM
BTLL Standard 65% 5yr fixd	40.80%	£ 200,000.00	£ 4,000.00	£ 204,000.00	£ 1,531.80	6.59%	9.58%	Fixed	20 years

Not the product you were looking for? Go back to Product selection

Case Notes

Created Date	Created By	Note
No data available in table		

ADD CASE NOTE

Add Case Note

+ ADD NEW CASE NOTE

19

BACK SUBMIT CASE

Once you have uploaded your documents, and made any necessary comments on requirements/sent a message, you will then need to submit the case in The Portal.

19 Click on the **Submit Case** button, which can be found in the **Download Application** tab of the Section 2 - **Loan Application**.

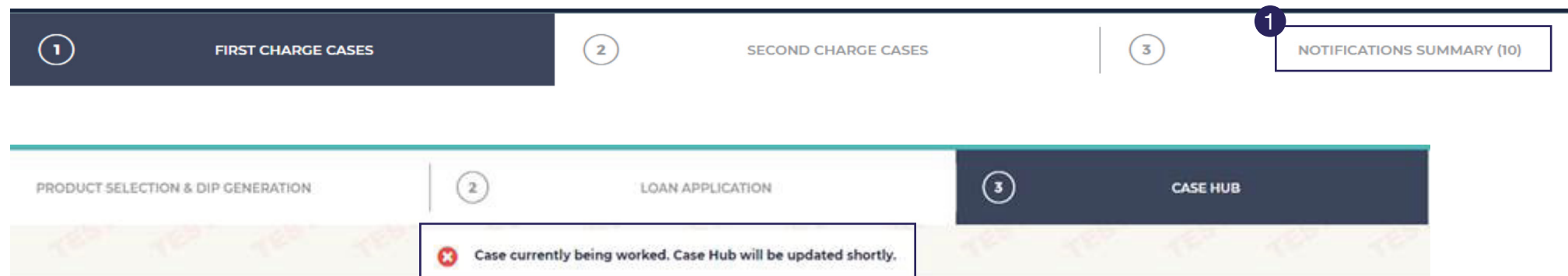
This will also lock down the information in the portal.

Once this has been done, the next step is to pay the application fee of £150 – the valuation fee can be paid at the same time if applicable. We need to be in receipt of cleared funds before processing the application, and fees can be sent by one of two ways:

- 1) **Bank transfer** – payment can be sent to:
Account name: 1st charge expense account
Sort code: 60-00-01
Account number: 48643599
Reference: quote West One Application ID number (found in the top left corner of the screen)
- 2) **Card payment** – you/the client can call us and we can arrange payment over the phone on 0333 123 4556, option 2, option 1

Case Hub - Post Submission

The Notification Summary Screen



Notifications Summary

				BROKER	
				All	
Case ID	Notifications	Oldest Notification		Broker	
383	4	2019-10-10 09:32:26		A.N Underwriter	
384	6	2019-10-10 09:31:39		A.N Underwriter	

1

When the Underwriter has started to assess the application, you will see numbers in the Notifications Summary of your home page as below - this number is based on the number of cases where updates are being prepared. i.e (1) means 1 case, (2) would mean 2 cases.

Once your case has been fully underwritten you will receive an email to let you know that an update is available for review. Prior to this email being sent, if the case is being worked you will see the below message when you go in to the CaseHub section of your application:

If there are no new notification for your case, and no message, then it will mean that the case is yet to be reviewed.

2

Whilst the home screen shows the number of cases there are notifications for, clicking on the Notifications Summary tab itself will break this down into the cases there are notifications.

Clicking on the **Case ID** number on the **Notifications** number will take you straight to the application's notifications screen so you can see what your update is.

Your Update

When you receive an email notifying you that an update is available, in Case Hub you will see that the notifications screen now shows you what has been worked on the case.

1

NOTIFICATIONS

REQUIREMENTS

CASE HISTORY

MARK AS READ

MARK AS UNREAD

<input type="checkbox"/>	Read/Unread	Type	Notification	Received
<input type="checkbox"/>	<div></div>	attachment	Attachment added to requirement: 24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	2020-01-08 16:17:45
<input type="checkbox"/>	<div></div>	requirement	Requirement has been approved: AST; fully completed, currently valid and correctly executed	2020-01-08 16:16:44
<input type="checkbox"/>	<div></div>	comment	New Comment added: £150 Application Fee; evidence that fee has been paid	2020-01-08 16:16:34
<input type="checkbox"/>	<div></div>	requirement	Requirement has been approved: Application Form; must be fully completed and signed	2020-01-08 16:15:58
<input type="checkbox"/>	<div></div>	requirement	Requirement no longer required: £150 Application Fee; evidence that fee has been paid	2020-01-08 16:15:55
<input type="checkbox"/>	<div></div>	message	New message received	2020-01-08 16:13:01
<input type="checkbox"/>	<div></div>	comment	New Comment added: AST; fully completed, currently valid and correctly executed	2020-01-08 16:12:47

Likewise, the requirements screen will have a new look too.

1					NOTIFICATIONS REQUIREMENTS CASE HISTORY	
Filter All					ADD NEW FILE	
					Rows per page: 40	1-10 of 10
Requirement	View		Approved	Comments		
AST; fully completed, currently valid and correctly executed	VIEW FILES(2)			COMMENTS(2)		
Application Form; must be fully completed and signed	VIEW FILES(1)			COMMENTS		
£150 Application Fee; evidence that fee has been paid	VIEW FILES		<input type="checkbox"/>	COMMENTS(1)		
24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	VIEW FILES(1)		<input type="checkbox"/>	COMMENTS		
Valuation Fee and Report; valuation to be instructed by West One	VIEW FILES		<input type="checkbox"/>	COMMENTS		

The next two pages will go into what this means in more detail.

The Notification Screen

Once a case has been underwritten, a notification will show on this screen for every action that has taken place in regards to your comments/messages/uploads.

A number in a blue circle indicates a new message has been received – click on it to read and reply

1

NOTIFICATIONS

REQUIREMENTS

CASE HISTORY

MARK AS READ

MARK AS UNREAD

Read/Unread	Type	Notification	Received
<input type="checkbox"/>	attachment	Attachment added to requirement: 24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	2020-01-08 16:17:45
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<input type="checkbox"/>	requirement	Requirement no longer required: £150 Application Fee; evidence that fee has been paid	2020-01-08 16:15:55
<input type="checkbox"/>	message	New message received	2020-01-08 16:13:01
<input type="checkbox"/>	comment	New Comment added: AST; fully completed, currently valid and correctly executed	2020-01-08 16:12:47

1

This section functions exactly how it looks – you can either click on the envelope to mark an item as read/unread, or you can tick the boxes and

mark them as read/unread by clicking “mark as read/mark as unread”. When unread, items are also not in bold and the envelope appears as open.

2

This section will give you detail on what has been approved, commented on or added as a new requirement.

The Requirements Screen

All of the notifications on the last screen will relate to the changes you can see on this screen.

A number in a blue circle indicates a new message has been received – click on it to read and reply.

<div> <div>1</div> <div>NOTIFICATIONS</div> <div>REQUIREMENTS</div> <div>CASE HISTORY</div> </div>			
<div> <div>3</div> <div>Filter</div> <div>All</div> </div>		<div> <div>4</div> <div>ADD NEW FILE</div> <div>Print</div> </div>	
		Rows per page: 40	1-10 of 10
Requirement	View	Approved	Comments
1 <div>i</div> AST; fully completed, currently valid and correctly executed	VIEW FILES(2)	1 <div>✓</div> <div>i</div>	COMMENTS(2)
<div>i</div> Application Form; must be fully completed and signed	VIEW FILES(1)	<div>✓</div> <div>i</div>	COMMENTS
2 <div>i</div> £150 Application Fee; evidence that fee has been paid	VIEW FILES	<input type="checkbox"/>	5 COMMENTS(1)
24 months mortgage history / rental reference from a professional letting agent; needed for the residential and security addresses (see criteria guide for portfolio requirements)	VIEW FILES(1)	<input type="checkbox"/>	COMMENTS
Valuation Fee and Report; valuation to be instructed by West One	VIEW FILES	<input type="checkbox"/>	COMMENTS
Certified KYC; required for all applicant's, director's and qualifying shareholders (20%+)	VIEW FILES	<input type="checkbox"/>	COMMENTS
Full Organisation Chart; needed for all Limited Company Applications	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of Income; if applicable	VIEW FILES	<input type="checkbox"/>	COMMENTS
Proof of deposit & Stamp Duty; for Purchase applications only	VIEW FILES	<input type="checkbox"/>	COMMENTS
Any Additional Documents	VIEW FILES	<input type="checkbox"/>	COMMENTS

1

Any Approved (satisfied) items show with a tick in the approved column, and a **green marker** alongside the requirement name.

2

Any item deemed not required, or **Non-applicable** will show with a **red marker** next to the requirement name, and will have a line through it.

3

The **Filter** option allows you to see either just your outstanding needs, satisfied needs, or all, satisfied or outstanding.

4

The **Print** icon allows you to print your requirements, along with any comments that have been made on them.

5

Any new documents or comments you have been sent will flag up with an increased number in brackets, and also the item will be **marked in red** (not to be confused with unread!).

Any new requirements that the Underwriters have in addition to the standard ones on the CaseHub submission list will also be shown here. This will be the main screen that is used, as it will allow you to make comments, upload documents and also send generic case messages (although the message function works in any of the CaseHub screens).

CaseHub has been built in a way that any document can be viewed, any comment can be read and any message can be read – but they will all show as unsatisfied items until they are marked as read in the Notifications screen. If an item is marked as read in error, then you can simply mark it as unread and it will show as an outstanding item for attention once more.

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Hertfordshire, WD6 1JH

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loans for business purposes or certain buy-to-lets.
West One Secured Loans Ltd is registered in England
and Wales. Company Number: 09425230.
Registered Office address as above.

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