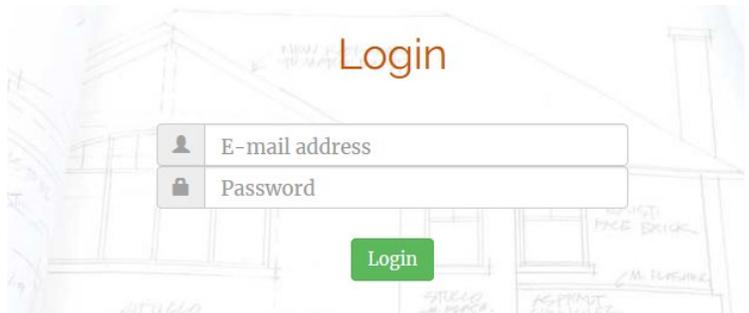


# BANKLABS – INSPECTION/DRAW REQUEST ON MOBILE DEVICE

**\*\* Please make sure your location services under your privacy settings on your phone is turned on for your camera, photos & Safari Websites (or whatever internet search engine you use) \*\***

1. Log into BankLabs using the link <https://www.radiusloantrak.com/login.php>

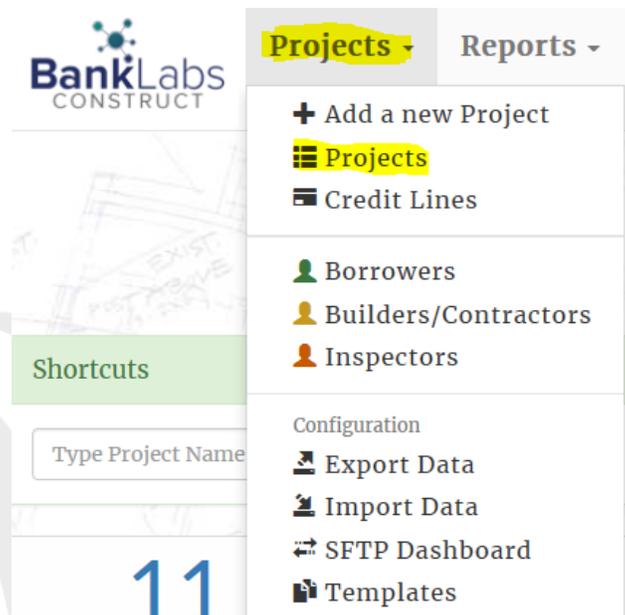


2. Input your e-mail address and Password for secure login

3. Once logged in, click on PROJECTS

4. If more than one project, click on the desired project based on the Project Name.

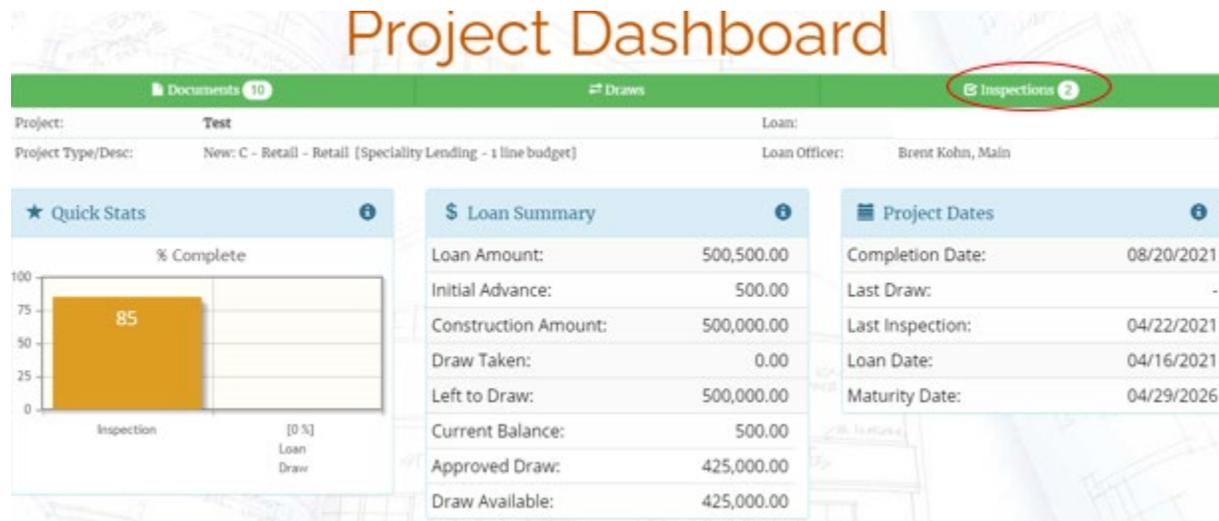
5. Once you click on your project, you will enter the **Project Dashboard** which will host an overall snapshot of the loan and draws.



## Step 1: Complete an Inspection

You will **FIRST** have to complete the **INSPECTION** before you can request a DRAW.

1. Click on inspection icon.



2. Once you are in the **Inspection Dashboard**, click on + New Inspection

## Inspection Dashboard

+ New Inspection

⊙ Schedule Inspection

📅 Inspection Planner

ⓘ No inspections have been recorded for this Project.

3. You will now be directed to **Add Inspection**. Once in this area, please move the green bars back and forth for your desired percentage to represent work completed.

- To support each completed item, click on the photo icon to upload your photo.

## Add Inspection

Loan #: 123456 (Active, Construction Only-Remodel)  
 Project: Test, 124 Anywhere Street, Minster, OH 45865  
 Project Type: New: C - Retail - Retail [Specialty Loan AIA ]  
 Lat/Lon:

Inspection Date: 04/12/2019

Inspection Note:

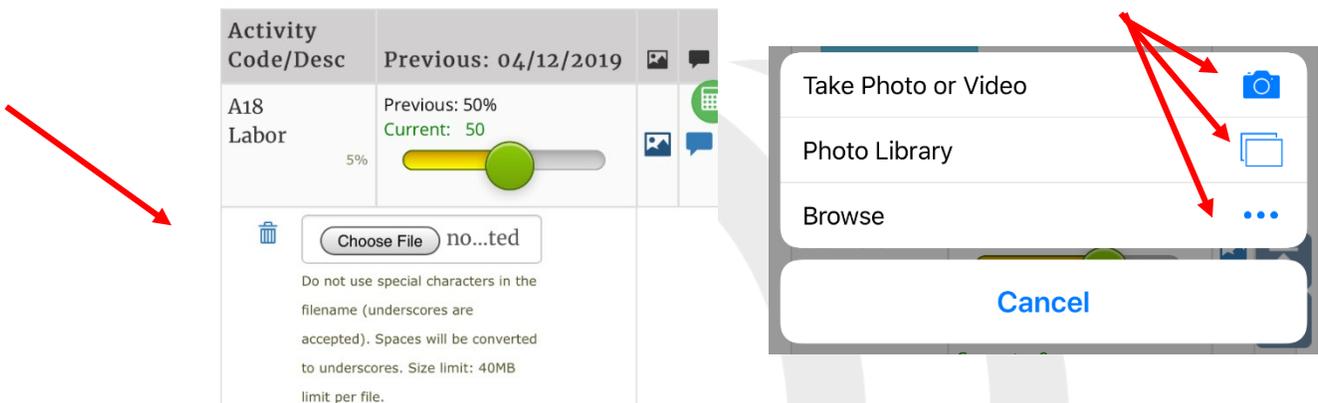
Highlighted items: When an item is highlighted, it is indicating that a recent draw was requested for this item.  
 Easily review slider changes: when a slider has changed from the previous value, the row will be highlighted in green.

Completed Items are hidden.

Activity Code/Desc	Previous:			
A18 Labor	Previous: 0% Current: 50			
C2 Concrete	Previous: 0% Current: 100			

**Photo Icon to upload pictures to attach to each completed item.**

- Once you click on the photo icon a Choose File window will open and you can take/upload your pictures from your device. Choose one of the following options to upload your photos:



The screenshot shows a 'Choose File' dialog box with a 'no...ted' filename. A 'Take Photo or Video' menu is open, showing options: 'Take Photo or Video', 'Photo Library', 'Browse', and 'Cancel'. Red arrows point from the menu options to the photo icon in the table above.

6. After you have finished the inspection and uploaded all your photos for this draw Submit/Save Inspection

Overall % Complete: 11% (rounded)

Resize all photos before uploading (max: 1400px).

[Save Inspection](#)

7. After the inspection has been saved, do not leave this page until ALL photos have been uploaded and processing is complete, click **Return to Project Dashboard**

✓ Your inspection has been saved.

⚠ If you are uploading photos, please wait for them to finish.

Upload Status:  
Cottage\_2.jpg (106 k: resized to 91 k) -  
✓ Processing complete.

100%

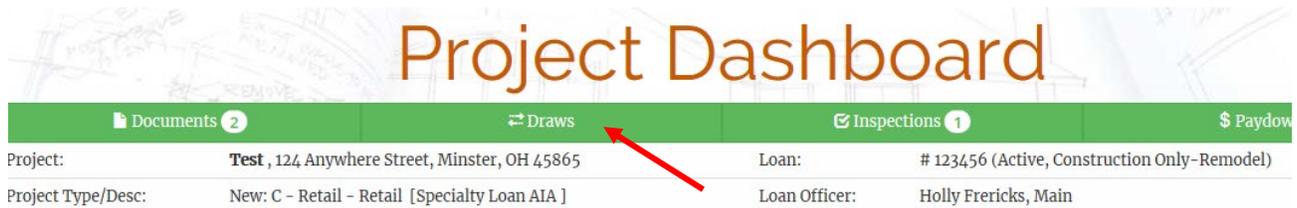
« [Return to Inspection Dashboard](#)

« [Return to Project Dashboard](#)

## Step 2: Request a Draw

After submitting an inspection, you are now ready to request your draw.

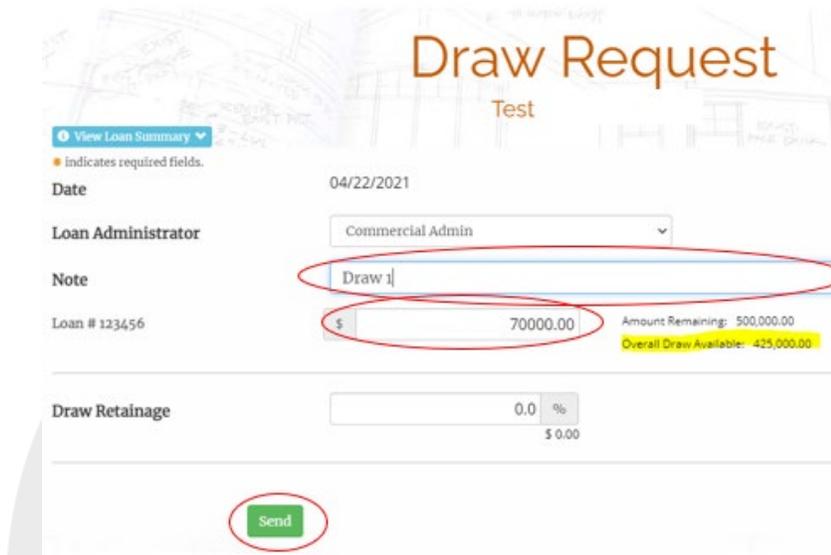
1. Once you are back into Project Dashboard, click on the Draw icon



2. Once you are in **Draw History**, click on Request Draw



3. Once you are in **Draw Request**, Input the amount you are requesting next to the Loan #. You can also add a note to yourself and the loan officer and processor if you desire. To the Right of the amount you are requesting, it will show the available amount of the draw based on the percentage you completed in the Inspection area.  
**NOTE:** You can request at or less than the amount available shown.



### Draw Request

Test

View Loan Summary

indicates required fields.

Date: 04/22/2021

Loan Administrator: Commercial Admin

Note: Draw 1

Loan # 123456: \$ 70000.00

Amount Remaining: 500,000.00  
Overall Draw Available: 425,000.00

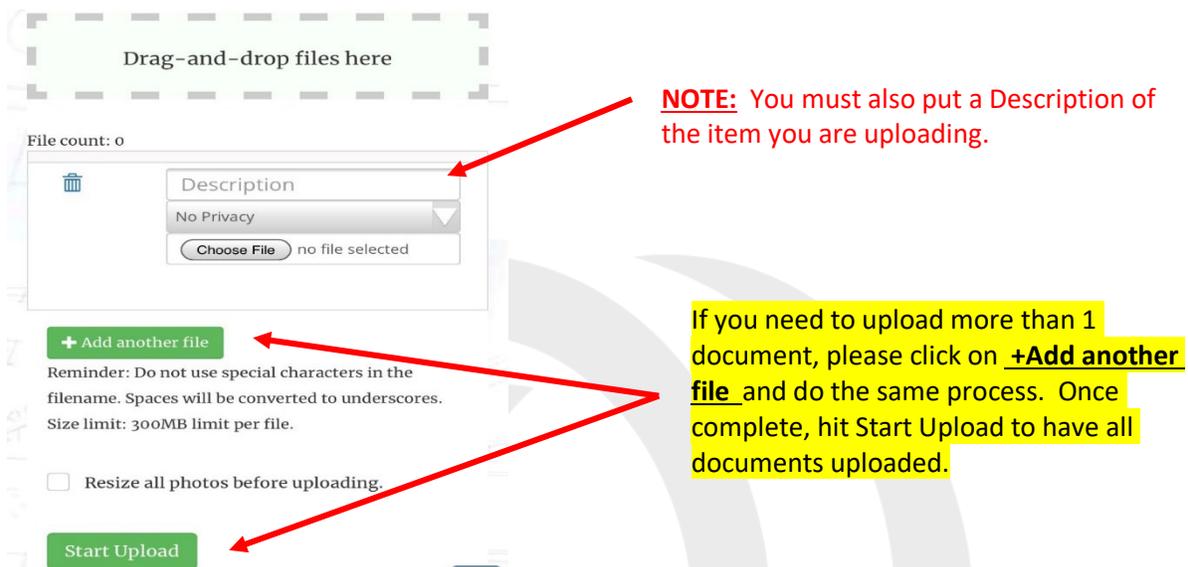
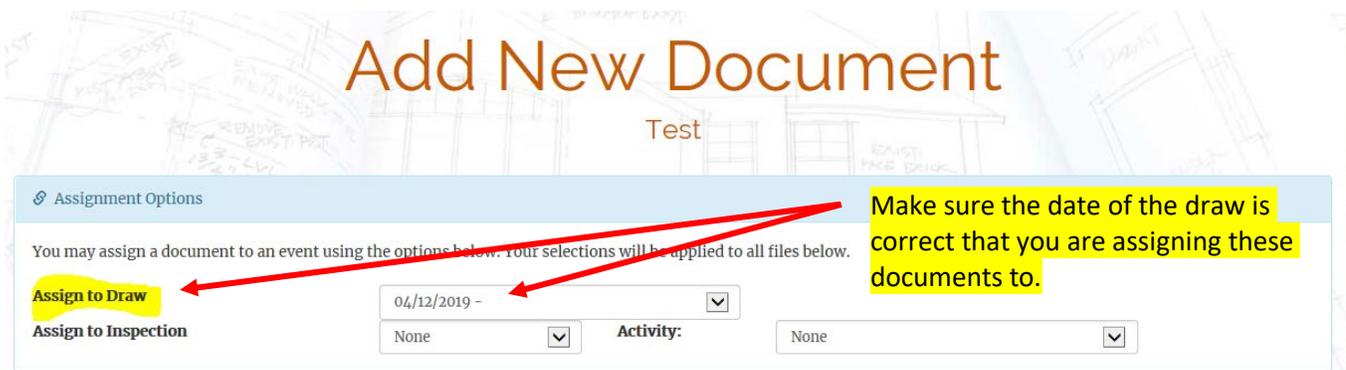
Draw Retainage: 0.0 %  
\$ 0.00

Send

- Once you have inputted the amount you are requesting, hit **SEND**
- Any invoices, Lien Waivers, Wire Instructions or W-9's that need to be included with the DRAW can now be submitted by clicking on Assign a document to this Draw



- You are now in Add New Document. You can drop and drag documents (or) upload using the Browse feature. NOTE: make sure you assign the documents to the correct draw date.





7. You have completed your Inspection & Draw Request. It now has been submitted to Osgood Bank for review and approval. You will be able to see what you uploaded and that the process is complete after you have finished.

**Upload Status**

Ahms\_Signed\_Credit.jpg (139 k) -  
⌚ Please wait - creating thumbnails...

✓ Processing complete.

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⚠ If you are uploading photos, please wait for them to finish.