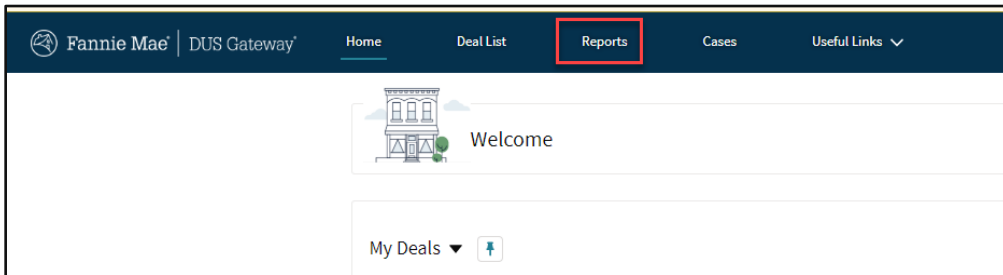


Lender Self-Service Reporting

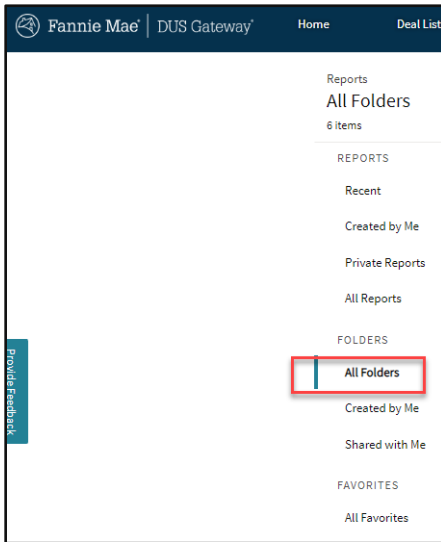
Summary: **Lender Self-Service Reporting** provides Lenders the ability to create their own reports - that have been set up. The report templates include information on Deals, Properties, Pre-Review and/or Waivers, Deal Participants, and Loan Options

Navigating through Self-Service Reporting:

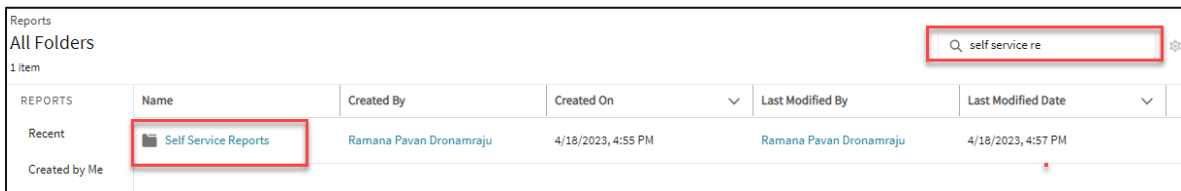
- Once Logging in Fannie Mae DUS Gateway, on the **Reports** tab



- On the left side, select **All Folders**



- Search and select **Self Service Reporting** Report Folder




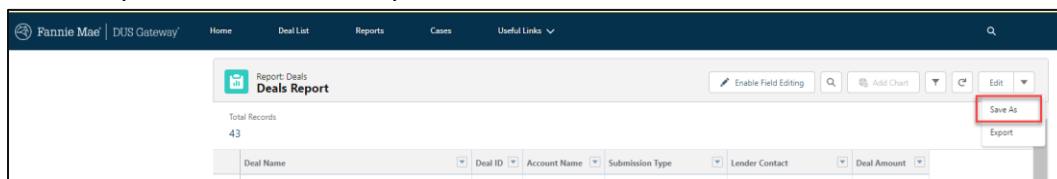


- Once you have selected the folder, you will have five different report template options
 - Deal Reports
 - Deals with Deal Participants Report
 - Loan Options and Deals Report
 - Waivers and Deals Report
 - Properties with Deals Report

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Deals Report		Self Service Reports	Ramana Pavan Dronamraju	4/18/2023, 5:02 PM	
Created by Me	Deals with Deal Participants R		Self Service Reports	Ramana Pavan Dronamraju	4/19/2023, 10:17 AM	
Private Reports	Loan Options with Deal Repor		Self Service Reports	Ramana Pavan Dronamraju	4/19/2023, 10:21 AM	
All Reports	Waivers with Deals Report		Self Service Reports	Ramana Pavan Dronamraju	4/19/2023, 10:24 AM	
FOLDERS						
All Folders	Properties with Deals Report		Self Service Reports	Ramana Pavan Dronamraju	4/19/2023, 10:31 AM	

Creating Your Own Report Based Off the Templates:

- Navigate into one of the Report Templates
- Once in Report, click on the drop down  and select **Save As**



- Create a copy of your report, give it a **Report Name**, and place it a **Folder** of Preference by clicking on **Select Folder**

Save Report As

* Report Name
Copy of Deals Report

Report Unique Name
Copy_of_Deals_Report_XoF

Report Description

Folder
Self Service Reports

Select Folder

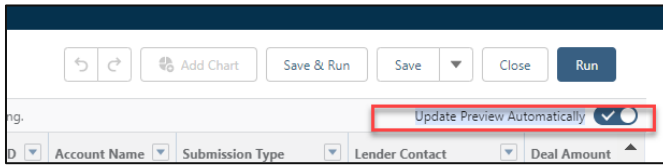
Cancel Save

- Once a copy has been creating, click on **Edit** to adjust your personal Report



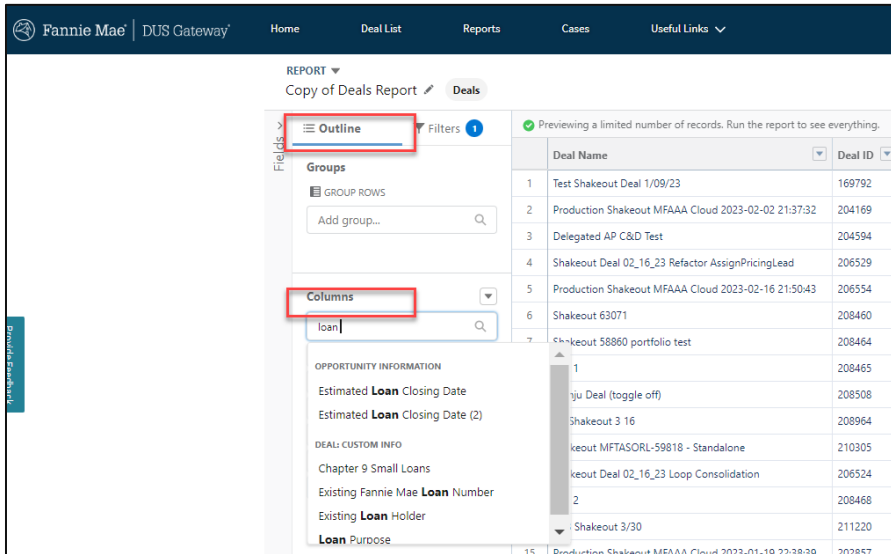


Rule of Thumb: Check Update Preview Automatically



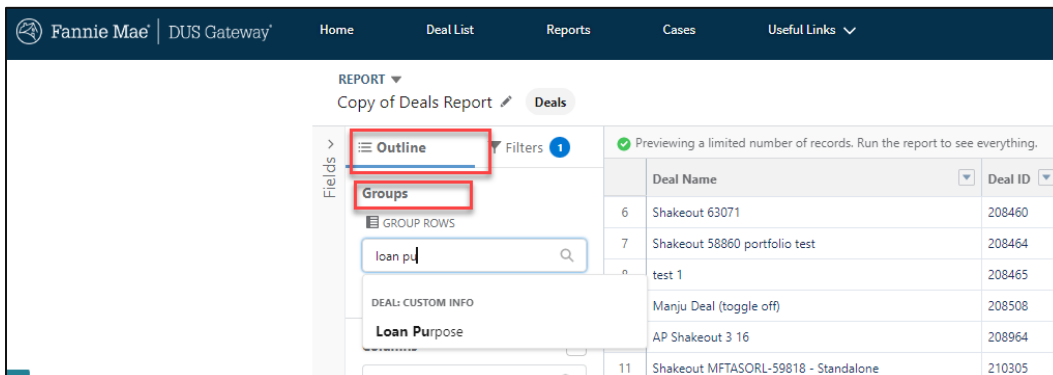
- **To Add More Fields:**

- Underneath the **Outline** tab, go to the **Column** section and search and select fields you would like to add to your report



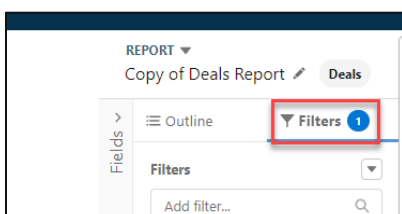
- **Group by a Field**

- Underneath the **Outline** tab, go to the **Groups** section and search and select field you would like to group by



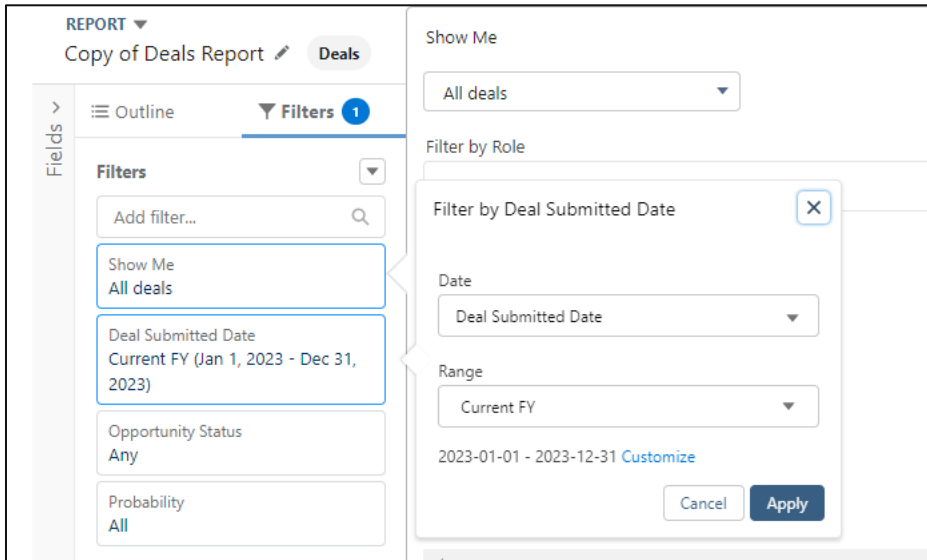
- **Adjusting Filters**

- Go to the Filter Tab



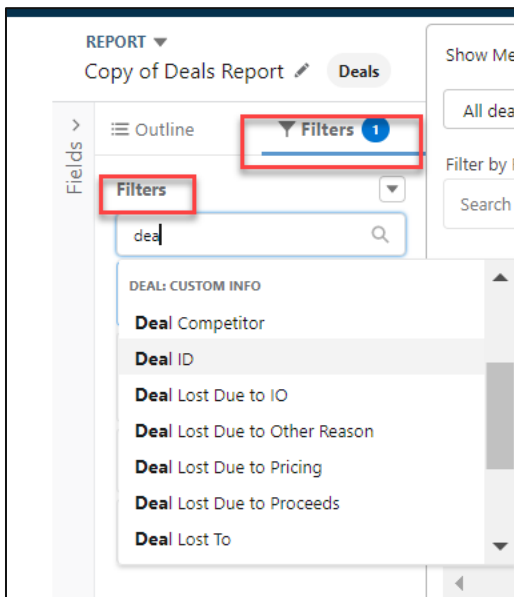


- By default, you have the four filters below, that can be adjusted by clicking into the filter and selecting the appropriate value



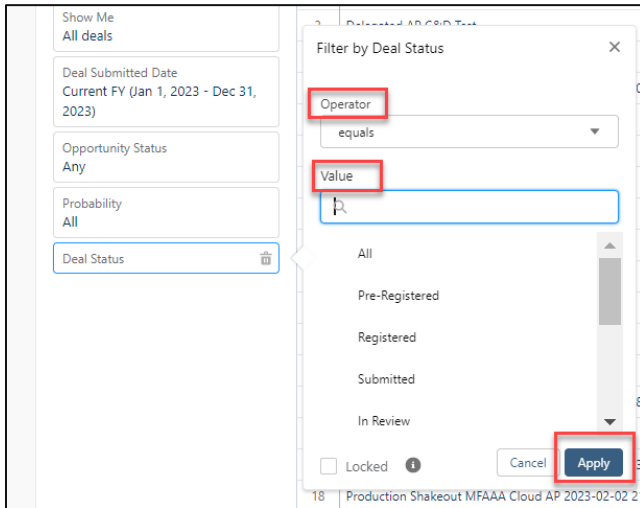
- **Adding a New Filter:**

- Underneath the **Filters** tab, search and select field you would like to add a filter on

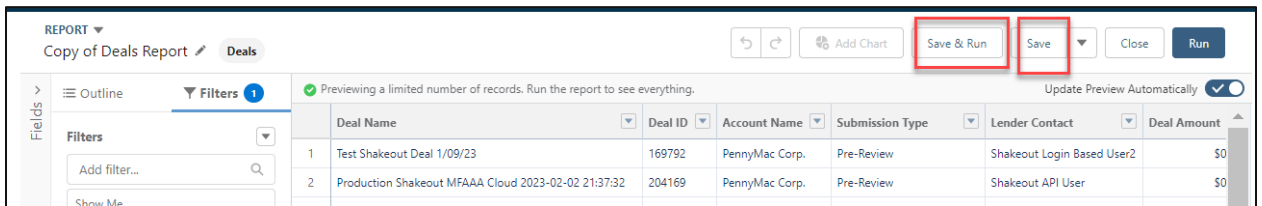




- The **operator** can be adjusted, type or select the appropriate value for the filter and click **Apply**



- Once Adjustments have been made, click on **Save** or **Save and Run**
 - **Save:** Changes to report will be saved, you will remain on the Edit Report Screen
 - **Save and Run:** Changes to report will be saved and you will be taken to the final report view



For any questions or additional help, please submit a case to **DUS Gateway Support** or email dusgateway_support@fanniemae.com