



## DUS DocWay 2.2 Release Notes – Release 2.2

Fannie Mae implemented DUS DocWay™ Release 2.2 on April 16, 2018. This release delivers several business process system enhancements, implements required loan document types for Green Mortgage Loans, updates the workspace layout to improve usability and system performance, and integrates DUS DocWay with the Multifamily Structured Facility Management System (MSFMS).

### Key release highlights impacting Lenders:

- New document types for Green Mortgage Loans are available in DUS DocWay
- MSFMS data is now updated in DUS DocWay in real time when updates occur in the MSFMS application, following the same process in place with Committing and Delivery (C&D™) data today
- Emails are automatically distributed to the Fannie Mae Certification team when a Lender imports a new 4662 document (or a new version)
- Email notifications for Loan Documents rejected by Fannie Mae now include Commitment Number, Deal name, and Property Name
- The comment field character limit has increased from a 255 character cap to a 1024 character cap
- Enhanced search function allows Lenders to search for either Documents or Loan Packages

### Additional details on the new Release 2.2 new functionality:

#### Green Documents

Additional Green Document types have been added under two categories.

- In the *PCA/Engineer or Architect Report & Termite Inspection* Document Category, the following newly added document types should be selected when importing the respective documents:
  - *Form 4099.H – High Performance Building (HPB) Report*; and
  - *Narrative – High Performance Building (HPB) Report*.
- In the *Compliance/Certification* Document Category, *Green Building Certification* has been added and should be used to import Green Building Certification documents.

Document Category: \* PNA/Engineer or Architect Report & Termite Inspection

Document Type: \* [Dropdown menu open showing: Form 4099.H - High Performance Building (HPB) Report, Narrative - High Performance Building (HPB) Report, Property Condition Assessment, Termite Inspection Report, Threshold Evaluation]

Import Document By: Engineer's or Architect's report

Number / ID: \* MBA Master Inspection Form

Commitment Number: \* [Input field]

Commitment Amount: [Input field]

Commitment Expiration Date: [Dropdown menu]

Document Category: \* Compliance/Certification

Document Type: \* [Dropdown menu open showing: Green Building Certification, Inc., Occ., Rent Restr. Compliance]

Import Document By: [Input field]

Number / ID: \* [Input field]



## Structured Facilities Transactions / MSFMS System

1. When data is created or updated in MSFMS, it becomes available in DUS DocWay in real time (similar to C&D).

### *Email Notifications*

2. Email notifications for the following scenarios have been updated to include *Commitment Number* and *Deal Name* in the subject line and *Commitment Number*, *Property Name*, and *Deal Name* in the message text:
  - (a) Notifications to Lender\_Admin users when a Fannie Mae user returns a loan package, and
  - (b) Notifications to Lender\_Admin users when a Lender\_User submits a loan package for review internally.
3. When a new 4662 document, or new version of the 4662 document, is uploaded to a loan package that has been submitted to Fannie Mae, an email notification is distributed to all members of the certification team.

**From:** Docway (ACPT A2) [[mailto:Docway\\_NonProd@acptfanniemae.com](mailto:Docway_NonProd@acptfanniemae.com)]  
**Sent:** Wednesday, March 28, 2018 3:01 PM  
**To:** DocWay Developers <[DocWay\\_Developers@fanniemae.com](mailto:DocWay_Developers@fanniemae.com)>  
**Subject:** Collateral: [REDACTED] Deal: [REDACTED] Property Name: [REDACTED] - Returned by FNM

**From:** Test SPOT Contributor

[Click here](#) to view

**Reason for Return:** Rejecting document by FNM. Resubmit correct newFile2.

Please review all documents with a status of "Returned by FNM".  
Once they have been addressed,  
please click "**Complete Task**" to resubmit the package to Fannie Mae.

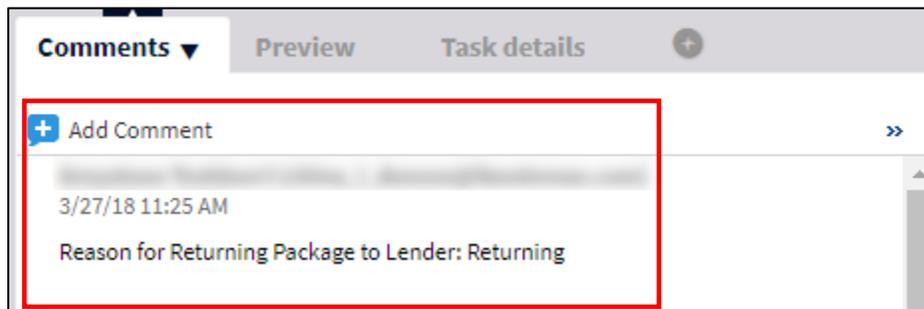
**Collateral:** [REDACTED]  
**Deal Name:** Docway [REDACTED]

**Properties:**  
[REDACTED]



## Comments

4. A Fannie Mae user rejecting a loan package can add a comment to be displayed in the *Comment* widget. The comment and Fannie Mae user name will be displayed.
5. Additional changes to the comments fields include:
  - (a) Lenders now have the option of entering comments when submitting a “Draft” loan package to Fannie Mae (bypassing workflow).
  - (b) The comment field character limit will increase from a 255 character cap to a 1024 character cap.



## Removing Single Person Dependencies

6. All Lender users, regardless of their system role, can now submit a loan package to Fannie Mae regardless of whether it has been submitted for internal review and acquired by another user, or if the package contains checked out documents.

## Workspace

7. The following workspace layout enhancements will make DUS DocWay easier to use:
  - (a) New lock icons in the left hand margin prevent the need to scroll to the right in the *Content (Document) List* to identify whether a loan package has a checked out document in it.
    - (i) A green icon indicates that the user checked out the document, a red icon indicates that another user checked it out.
    - (ii) Lenders can cancel the checkout regardless of who checked out the document by right clicking on it and selecting the *Cancel Checkout* option from the dropdown.
  - (b) *Document List* is now *Contents List*, and column headings have been revised and standardized.
  - (c) The *Comments List* is displayed on the right side of the screen instead of *Preview*; *Preview* is still available.
  - (d) Loan packages submitted to Fannie Mae are no longer displayed in the *Loan Packages* widget, making the listing easier to navigate. To find a submitted loan package, use the *Query* widget to search for it.



## Streamlining

8. The *Return Task – send back to Draft* action has been simplified. When conducting an internal review of a loan package and sending a loan package back to the user who created it, choosing the document(s) to be rejected and entering comments are now completed on one screen, in one step.

**Rejecting - Task properties of Commitment:** [blurred] - You have a loan package to review

---

**Return Document(s)**

Reason for Returning Package:

Send back all documents?:

Select one or more documents:\*

- Document A26.docx
- Document X3.docx
- Form 4662.docx
- Narrative\_HPB Report.docx



## Search

- Search functionality has been revised to enable users to search for both *Documents* and *Loan Packages*. Previously, DUS DocWay only provided search functionality for Loan Packages. The *Query* widget now includes two radio buttons to refine the search to either *Documents* or *Loan Packages*. If a user selects *Loan Packages*, the results of the query are displayed in the *Contents* list; double click on a Loan Package in the *Contents List* and the documents in the loan package will be displayed.

A screenshot of a web application's search interface. At the top, there is a grey header with the word "Search" and a downward-pointing triangle. Below this is a white box with a magnifying glass icon and the text "Run query". Underneath is a text input field labeled "Number / ID:". Below the input field is a "Search By:" section with six radio button options: "Commitment Number" (selected), "Deal ID", "Fannie Mae Loan Number", "Collateral Reference Number", "Property Name", and "Deal Name". At the bottom of the search options is an "Include Types:" section with two radio buttons: "Documents" (selected) and "Packages". This "Include Types:" section is highlighted with a red rectangular border. At the bottom of the entire widget is a grey bar with the text "Loan Packages" and a small upward-pointing triangle icon.