DUS Navigate™ August 2020 Job Aid

August 17, 2020

We have added features to enrich the DUS Navigate™ user experience based on lender feedback. The following are improvements to the DUS Navigate application as of August 17, 2020.

Custom Filters

Custom Filters

DUS Navigate now includes custom filters for improved search results. You can search for a word or combination of words within one or more **Parts** or **Chapters** of the Guide.

1. Type the term that you want to Search in the Search box:

Custom Filters

2. Click **Enter** or select the suggested term to see the results. If multiple words are entered without quotation marks, the Search will show results for all terms.

Custom Filters

3. On the search results page, if you select a specific Part, it will expand to show you all of the Chapters within that Part.

Custom Filters

4. Based on your search term (typed in Step #1), you can:

- Select **one** or **multiple Chapters** within **the same Part**; and/or
- Select **one** or **multiple Chapters** within **another Part**.

5. If you only select the **Part**, all Chapters within that Part will automatically be searched.

Custom Filters

6. After selecting the Parts and Chapters, scroll down to the Advanced Search filters:

Custom Filters

NOTE: Select one of the radio buttons to refine your search. For example, if you enter the words Multiple Parcel and:

- Select "Includes any of these words (OR)", the results will display all pages that contain either the word Multiple or the word Parcel.
    - Example: "Multiple" **OR** "Parcel" **(Logical OR)**
- Select "Includes all of these words (AND)", the results will display all pages that contain both the word Multiple and the word Parcel.
    - Example: Multiple" **AND** "Parcel" **(Logical AND**)
- Select "Excludes all of these words (NOT)", the results will display all pages that contain neither the word Multiple nor the word Parcel.
    - Example: **NOT** "Multiple" **NOT** "Parcel" (**Logical NOT).**
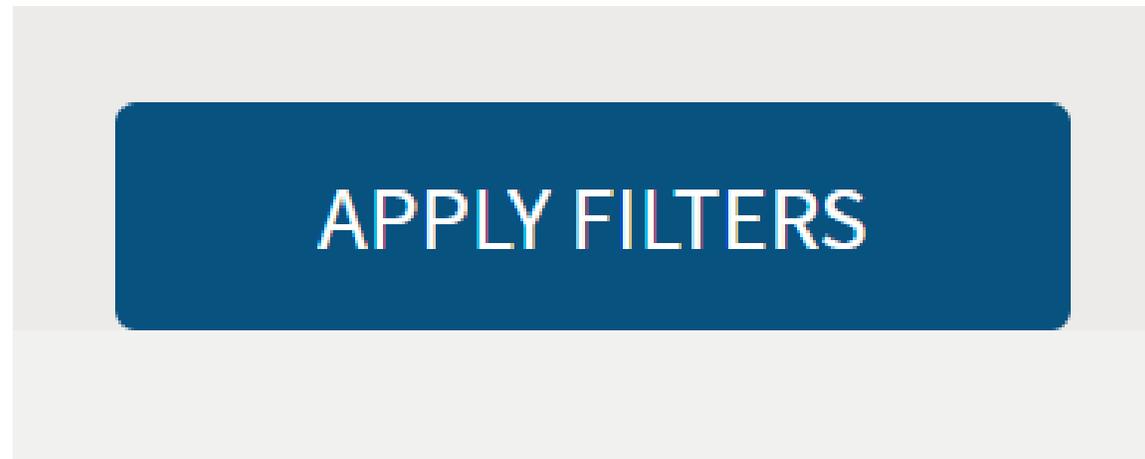
See example on next page

Custom Filters

Custom Filters

7. After making your selections, select the "**Apply Filters**" button to view the search results based on your chosen criteria.
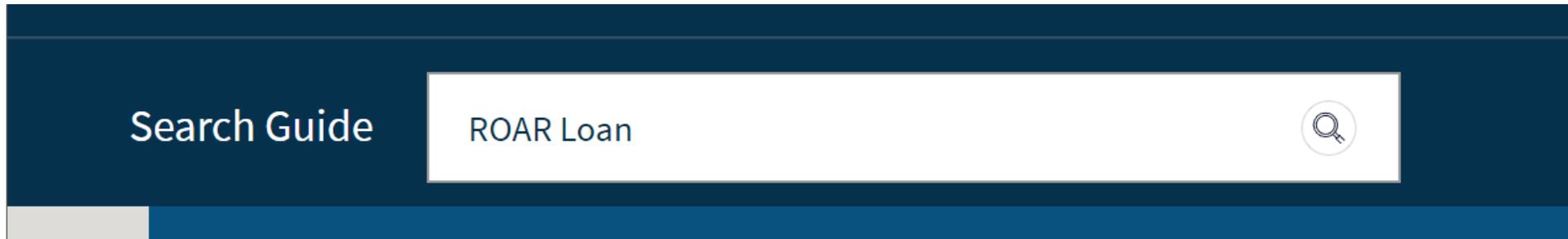

Note: To search for the same term within different parts and chapters than initially selected, simply check/uncheck the relevant Parts/Chapters and select "**Apply Filters**" again to see additional search results.

Custom Filters

8. To search for a different term, type a new term in the search box, and Select **Enter**.

Custom Filters

9. Once the search results appear, you can select additional filters and select the "**Apply Filters**" button.
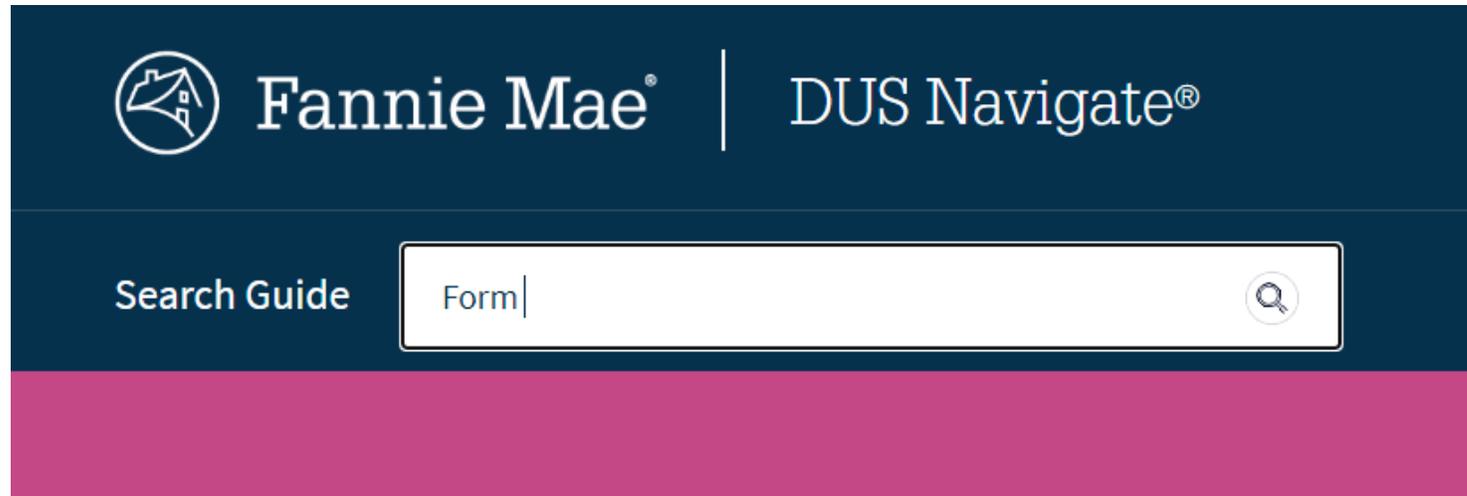
"Favorite" Forms and Glossary Terms

"Favorite" Forms and Glossary Terms

DUS Navigate also provides you with the ability to "favorite" Forms and Glossary Terms from the search results page to reduce the need to continuously search for frequently used forms and terms.

To save a form:

1. Type the "Form Number" or "Form" in the Search box:

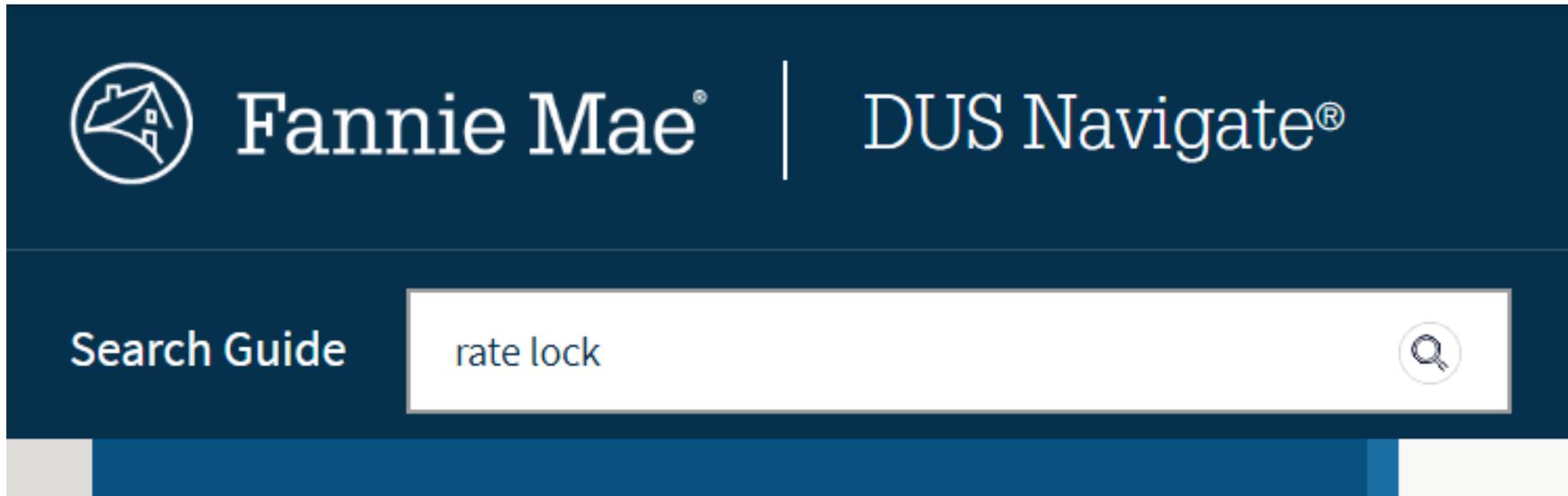# "Favorite" Forms and Glossary Terms

2. Select the favorite icon from the search result to save the selected form:

"Favorite" Forms and Glossary Terms

To save a Glossary Term:

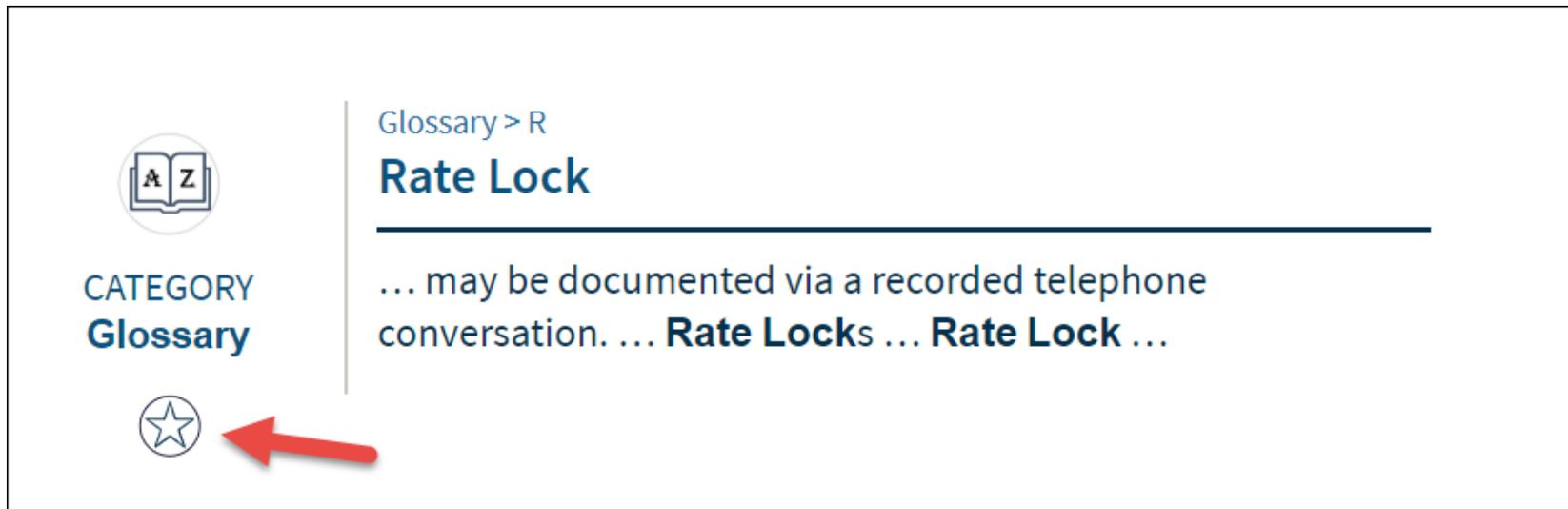1. Type the Glossary Term in the Search box

"Favorite" Forms and Glossary Terms

2. You can select the favorite icon from the search result to save the selected term:

"Favorite" Forms and Glossary Terms

3. You can also open the Glossary Term and select the favorite icon from term definition page:

My Profile Customization

My Profile Customization

We have also enhanced the My Profile section (accessed after log-in). Content is separated into categories such as: Guide Pages, Glossary Terms, Forms & Related Docs, Last 10 Searches, and Search Preferences.

 The list is based on your frequently searched terms, search preferences, and selected/bookmarked favorites within the Guide.

My Favorite - Guide Pages ▲	My Favorite - Glossary Terms ▲
Alternative Assumptions	Qualified Occupant
Catastrophic Risk Insurance	
Co-Tenant Borrowers	
Evidence of Insurance	
Generally	
Page 1 Next ››	

My Profile Customization

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