

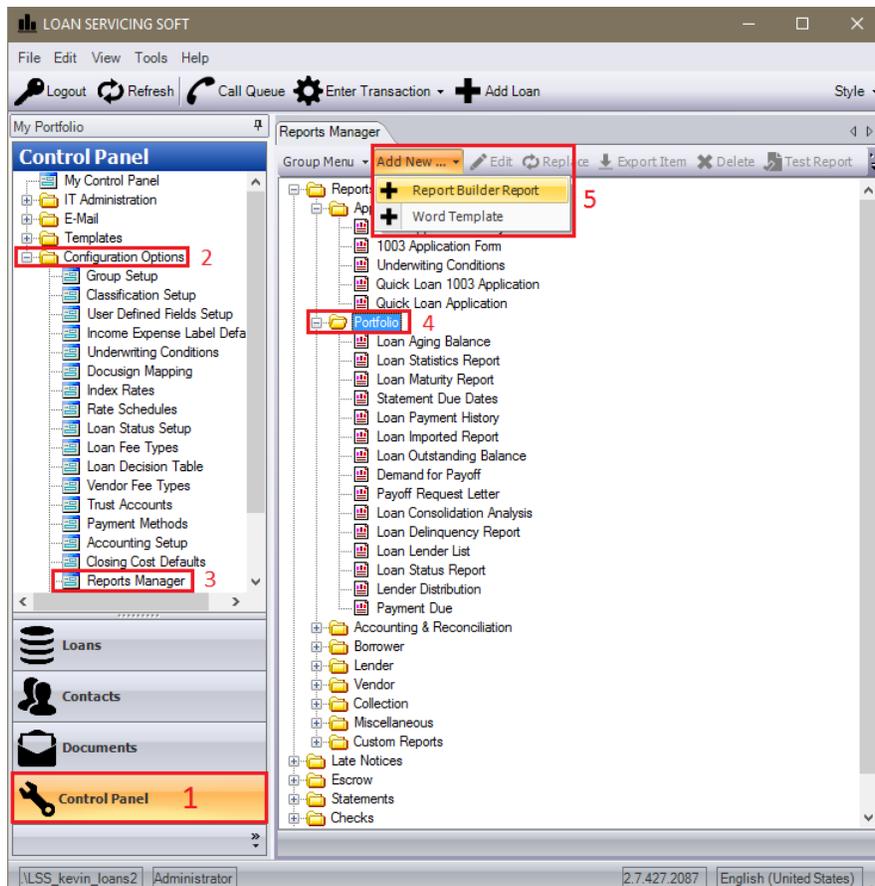
LOAN SERVICING SOFT Adding a Report:

This document will guide you through the process of adding a report in LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

Adding a Report

1. Click the Control Panel button/tab
2. Open the Configuration Options by clicking on the [+]
3. Now select the Reports Manager option
4. Navigate to the folder that you want to add a report to
5. Click Add New at the top of the screen and select Report Builder Report



6. In the new window, click Browse and select the report that you would like to add
7. Enter in a name and unique code for the report (for example: Loan Status Report, LSR. You can use any code you like as long as it is unique)
8. Now click OK and the report will be added to your reports list

The screenshot shows the 'Add report' dialog box with the following elements and annotations:

- 6**: A red box highlights the 'Browse...' button in the top right corner.
- 7**: A red box highlights the text input field for the report name, which contains 'Loan Status Report'.
- 8**: A red box highlights the 'OK' button at the bottom right.

The dialog box includes a 'Properties' tab, a 'Select source file:' label, a file selection area, a 'Name' field with 'Loan Status Report', a 'Code' field with 'LSR', an 'Add to Favorites' checkbox, an 'Is Public' checkbox, a 'Visible only to' field, a 'Change' button, a 'Sort Order' dropdown, 'Show on' checkboxes for 'Loan Screen', 'Payment Screen', and 'Call Queue Screen', a 'Type' dropdown, and an 'Export CSV Source' button.

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