

# Fannie Mae Connect ASAP Sale Confirm Report

September 2024





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## **Fannie Mae Connect Report Center**

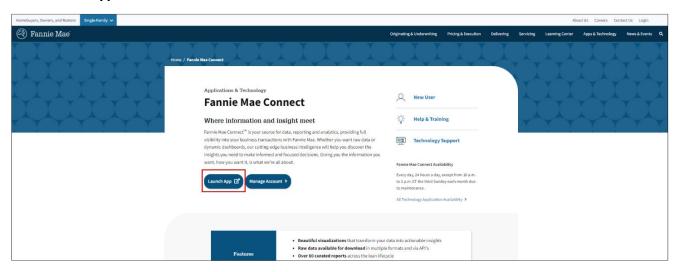
The Fannie Mae Connect Report Center is where you can access all Fannie Mae Connect reports.

**NOTE:** To register for Fannie Mae Connect access, contact your company's Technology Manager Administrator. The administrator has the ability to set up and manage application access for users. Once registered, you can set up your password and update your personal profile via Technology Manager. Contact your company's Fannie Mae Connect Report Administrator for access to your specific reports. Visit the Technology Manager page or access the Help Guide for Administrators, and the Access Management eLearning course for more information.

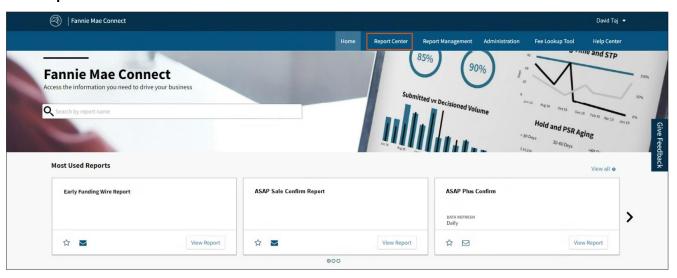
#### **Connecting to Reports**

Follow these steps to view the Fannie Mae Connect ASAP Sale Confirm Report:

- 1. Go to the Fannie Mae Connect page to access the Fannie Mae Connect application.
- Select Launch app.

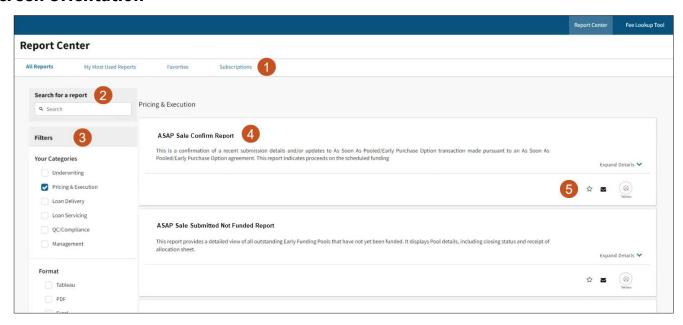


- 3. Log in to Fannie Mae Connect using your Fannie Mae Connect user ID and password.
- 4. Select Report Center.





#### **Screen Orientation**



Screen Number	Definition
1	Navigations Tabs – Allows users to view specific information.
2	Search Field – Type in specific report name for quick results – optional.
3	Filters: Your Categories – Click the check box to the left of the desired category. Format – Report format.
4	Reports appear per the category selected.
5	Various Icons –



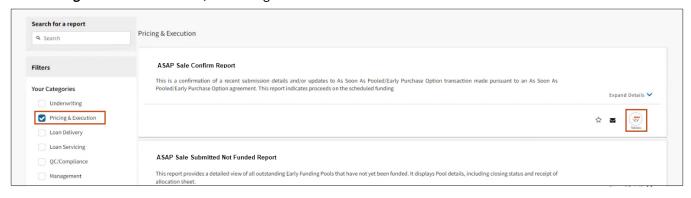
#### **Opening Report**

Follow these steps to open the Fannie Mae Connect ASAP Sale Confirm Report.

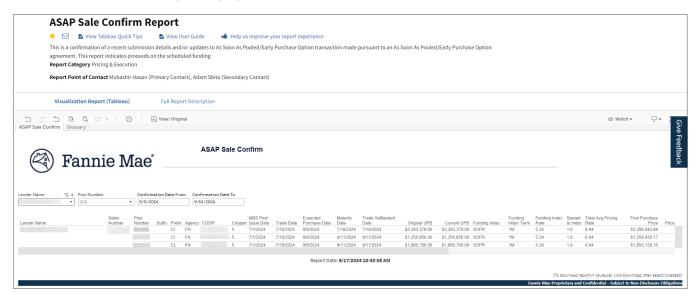
1. Click Report Center tab.



2. Click **Pricing & Execution** in Filters, Your Categories section and click **Tableau®** icon.

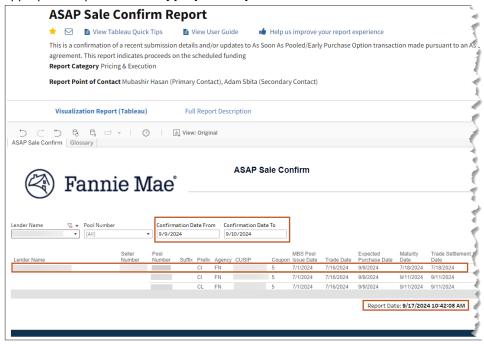


#### **Result:** ASAP Sale Confirm Report displays.





Enter appropriate Confirmation Date From and Confirmation Date To fields and then use the search boxes to find appropriate reports or click appropriate report listed.

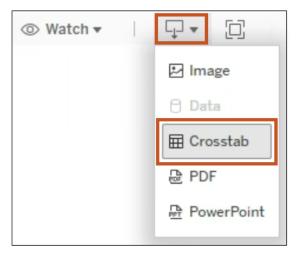


**NOTE:** The report date and time stamp is displayed at the bottom of the report for reference.

#### **Converting Report to Excel or CSV Format**

Follow these steps to convert Tableau into an Excel or CSV format.

1. In the upper right corner of the report click the **drop-down** icon and **Crosstab**.

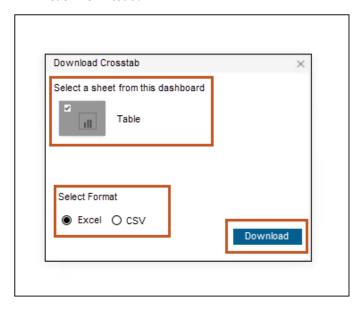




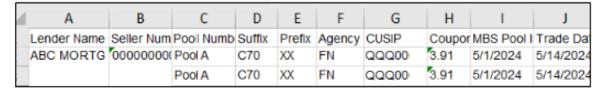
- 2. From pop up box:
  - Select all appropriate sheets.

**NOTE:** In this example only one sheet is displayed.

- Select **Exce**l or **CSV**.
- Click Download.



Result: Excel or CSV format displays.



3. Use standard Excel or CSV functionality to sort and save file.



## Sign Out

Follow the steps below to sign out.

- 1. Click **Dropdown arrow** by Username.
- 2. Click **Sign Out.**

