

# Reports Widget

V20



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# **Report Widget**



# Glossary

Views – A View is a way to look at information in the database. A view is a compilation of multiple files. McCracken has selected files pertinent to a particular reporting topic, joined the files and provided decoded versions of fields derived from predefined codes (e.g provided the field in three forms: the code value, the short description, and the long description). The View allows users to obtain real time information from the database by selecting the View that pertains to their report topic. The user does not need to have any report writer experience or understand the structure of the underlying information to create the report.

Field Selection panel – This panel appears once a View is selected from the Select View listing or a Saved Report is chosen from the Saved Reports listing. The Field Selection panel displays all fields available from the View. Users will select the fields that are to be displayed in the report and assign the order that the fields will display.

Report Definition panel – The Reports widget opens to a panel that displays available Views in the Select Views listing and predefined reports in the Saved Reports listings. Once the View or Saved Report is selected, the Field Selection Panel displays a brief description of the View and the fields available in the View or Report.

Report Display – Once the option to run the report is selected from below the Field Selection panel, the Result Set is displayed on-screen based on the selections made in the Field Selection panel.

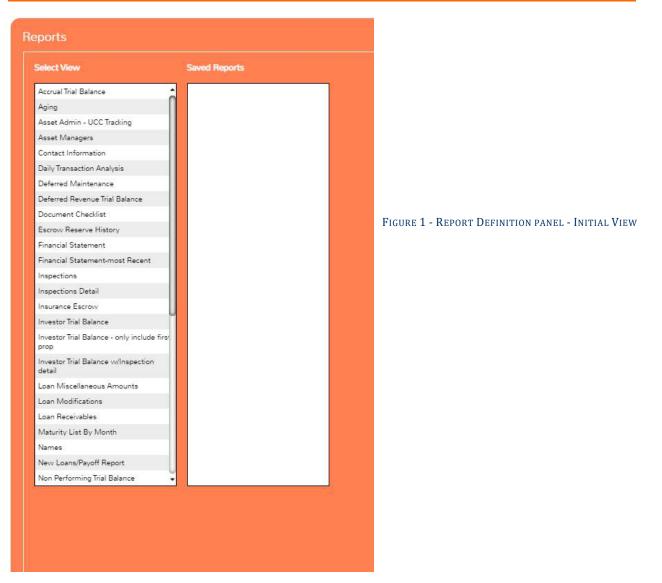
Saved Report – A report is the result set based on the field selection, order specified, and filter criteria made in the Field Selection panel. When the report is saved, it will appear in the Saved Reports listing and can be run without going through process to setup the report again.

## **Additional Information:**

See the manual entitled Strategy Ad Hoc Report View Definitions for a listing of all Report views, and the files and joins used to create the view.

www.mccrackenfs.com/documentation

Tools>Strategy Ad Hoc Report View Definitions - Release 20/



# **Overview**

The purpose of the Reports Widget is to allow users to create ad hoc reports from McCracken provided Views, or predefined sets of data. The Reports widget provides the user full control over their reports as well as the option to export them as Excel and/or PDF files.

# **Report Definition Panel**

The Report Definition panel opens with a Select View listing and a Saved Report listing. Users can select one option from either listing.

If a View is selected the User will be given the option to select the fields from a predefined list of fields in the Field Selection panel. Users can define the order that they wish the items to appear in the result set.

If a Saved Report is selected, the Field Selection panel will display the fields selected in the sequence order defined when the report was last saved.

# **Report Definition Panel Expanded to show the Field Selection Panel**

ielect View	Saved Reports	Process j					
Accrual Trial Balance	test coche	Process yo					
Aping	test done time						
Defended Revenue This Balance	AH New LoanPublic	Select Res	ta to be include	d. Hover over rows for information on calculat	tors and FINED web	100 A	
Escron Reserve History	AH Report for letter	1000000	eese waard			89 - C	Show Overrales
Investor Trial Belance	AH TB 1st prop public						Share Overlags
investor Trial Balance - prily include first	CH-Process test	Include	Sequerce	Description	System Name	From Date	To-Date
prop	Jhb Deterred Revenue - Public	1	4	LOAN NUMBER	CULF		
Maturity List By Month		2	6	LOAN HUNDER	Chile.		
Narrias		(a)	1	LOAN NUMBER	CIVER		
New Loans/Payoff Report Non Performing Trail Balance		10 ·		AM PROCESS MASTER FILE	PPMP +		
On Demand Remittance		63		AM PROCESS/TASK LINKS	PPML +		
Process job Functions and roles		63		ORG CHART - JOB FUNCTIONS	PROLEM +		
CH-Process test		-		AVAILABLE AM LINK STRATEGY USERS TO JOB	PROLEUSER .		
Trial Balance - only include first property		02		FUNCTIONS USER INFORMATION	PUSERINFO +		
Tria: Balance Information - all properties		63		CS-STRATEGY - LOG/N INFORMATION	PLOGIN +		
		13		NAME FILE	PNAME +		
		63		CUSTOMER MASTER FILE	PMASTR +		
		61		MASTER #2 FILE	PMAST2 +		
				INVESTOR INFORMATION FILE	PIMST +		
		E8 .		INVESTOR PROFILE FILE	PINVES +		
		6		ADDITIONAL NAMES FILE	PANAME +		
		13		LINKED NAME AND ADDRESS FILE	PNAMADO +		

FIGURE 3 - SELECTING A VIEW OR SAVED REPORT OPENS THE FIELD SELECTION PANEL

When a View or Saved Report is selected from the listings, the right half of the Reports Definition displays the Field Selection panel. The panel displays the files available in the View or Saved Report.

Files defined in the View show in Bold and can be expanded by clicking the triangle to the right of the file to display all fields in the file. Files can be collapsed in the same way.

To select the fields to display in your report:

- Click the Include check box next to a field you wish to include in the report.
- Enter a numeric value in the Sequence column to define the order of the fields in the report.
- Users can select up to 200 fields for each report.

					Hide Overrides	Edit Overrides
Include	Sequence	Description	System Name	From Date	To Date	Override Text
1	4	LOAN NUMBER	CML#			
1	6	LOAN NUMBER	CML#			
	1	LOAN NUMBER	CML#			
		AM PROCESS MASTER FILE	PPMP +			
	3	PROCESS NUMBER	TKNO			
- 10	7	PROCESS TYPE UNIQUE ID	TKTYPE			



The Search Box at the top of the Field Selection panel allows you to locate fields in the View that carry a string, e.g. searching for all fields regarding Frequency, you only need to type 'Freq' in the Search Box and hit Enter. The field listing is returned showing all fields that match the criteria grouped by their respective Files. Clearing the Search Box and hitting Enter redisplays all available fields.

When fields in the View involve calculations or represent fields that have been decoded, hovering over the field will provide more information such as the PINFO Table ID, and whether it is the code, short, or full description.

req						Show Overrides
Inclu	ıde	Sequence	Description	System Name	From Date	To Date
			AM PROCESS MASTER FILE	PPMP 👻		
		13	FREQUENCY CODE	TKFREQ		ox allows users to limit fields
		15	ROLLOVER FREQUENCY DESCRIPTION	TKROLL_DES	based on	string
		16	ROLLOVER FREQUENCY SHORT DESC	TKROLL_SHO		
		17	ROLLOVER FREQUENCY	TKROLLFREQ		
		18	ODD-MONTHS FREQUENCY	TKSKOM		
		51	FREQUENCY DAYS CODE	TKFREQDAYS		
			CUSTOMER MASTER FILE	PMASTR -		
		138	BILLING/PAYMENT FREQUENCY	CMBPF		
		234	DIAL CAPITALIZATION FREQ	CMCFRQ		
		273	SUBSERVICER FEE RATE FREQ	CMSFR		
		320	PAYMENT FREQUENCY INDICATOR	CMMORD		
		331	INTEREST COMPOUNDING FREQ	CMICFQ		Text describes any calculation
		332	INTEREST COMPOUNDING FREQ DESCRIPTION	CMICFQ_DES	or deco field.	oding performed on a particula
		333	INTEREST COMPOUNDING FREQ SHORT DESC PINFO=CF Short Descrip	CMICED_SHO	Tielu.	
			MASTER #2 FILE	PMAST2 -		
		516	STMT RPT FREQ	o5rptfrq		
		517	STMT RPT FREQ DESCRIPTION	o5rptf_des		
		518	STMT RPT FREQ SHORT DESC	o5rptf_sho		
			INVESTOR INFORMATION FILE	PIMST 🚽		
		589	FREQUENCY	IMFREQ		
			INVESTOR PROFILE FILE	PINVES +		Ŭ
		723	REMIT FREQUENCY 1ST DAY	IVTOR1		

FIGURE 5 - FIELD SELECTION PANEL LIMITED BY SEARCH CRITERIA. SHOWS SAMPLE HOVER TEXT.

## Override Text

When McCracken field descriptions do not meet your needs, the system allows users to define text to override the column headings used in the report display. The *Show Overrides* button displays an additional column showing any Override Text defined and displays the *Edit Overrides* button. The *Edit Overrides* button opens an additional window to define the Override Text to be used in reports created from the underlying View.



Select fields to be included. Hover over rows for information on calculations and PINFO values.	
Freq	Show Overrides

FIGURE 6 - Show Overrides button appears to the right of the Search box. Will toggle to Hide Overrides when override text is displayed. Selecting **Hide Overrides**, removes the Override text column from the display.

			PS			Photo
ude	Sequence	Description	System Name	From Date	To Date	Override Text
	1	LOAN NUMBER	CML#			
		CUSTOMER MASTER FILE	PMASTR +			
1	2	CUSTOMER SHORT NAME	CMSNAM			
1	3	NEXT PAYMENT DUE	CMINPD			Due Date
	4	LOAN CLASS CODE	CMCLAS			Classification
8	5	INVESTOR CODE	CMINV			Sold
	6	WAREHOUSED	CMWARH			Owned
-	7	LOAN IN PROCESS	CMLIP			test 7
0	8	BALLOON LOAN	CMDMD			Balloon Demand
	9	MATURITY DATE	CMMAATD			
0	10	PRINCIPAL BALANCE	CMPBAL			
1	11	INTEREST RATE	CMRATE			
	12	HOLD CODE 1	CMHC1			
00	13	HOLD CODE 2	CMHC2			
117	14	HOLD CODE 3	СМНСЭ			
1	15	ACTIVE STATUS	CMASC			
10	16	PAYMENT STATUS CODE	CMPSTA			

Figure 7- When Show Overrides has been selected the Field Selection panel expands to display the Override Text

VVPROCESSO	TKFREQ		
VVPROCESSO	TKROLLOVER		
VVPROCESSO	TKROLL_DES		
		Ok Cencel	

#### Date Filters for Report Creation

Date fields selected for your report can be filtered via the From Date To Date fields in the Field Selection panel.



nclude	Sequence	Description	System Name	From	Dat	e		To D	)ate			Override Text
	25	PROCESS ACTUAL START DATE	TKACTST				*				*	
	26	SYNCHRONIZE WITH LAST TASK COMPLETE DATE	TKSYNC									
	27	PROCESS COMPLETION DATE	TKESTCMP				*				*	
	28	PROCESS ACTUAL COMPLETION DATE	TKACTCMP				Ŧ				*	
	29	PROCESS EXPECTED DURATION IN DAYS	TKEXPDUR	4 5	M	M T	larch w	T	F	s		
	30	PROCESS ACTUAL DURATION IN DAYS	TKACTDUR	28 6	29 7	1	2	3 10	4	5		
	31	PROCESS COMPLETED BEFORE ROLLOVER	TKCMPB4RO	13	1000	15	16	17	100	100		
	32	PREVIOUS PROCESS NUMBER	TKPREVNO		28	29	-	31	1	20		
	33	PROCESS ID	TKPRID	3	4	5	8	7	8	9		
	34	PROCESS CLOSED	TKCLOSED	2	2015		201	6	201	17	1	

Figure  ${\bf 8}$  - Date fields can be filtered on a range prior to running a report.

#### Delete, Save, and Run

There are three buttons at the bottom of the Field Selection panel: *Delete Report*, *Save Report As*, and *Run Report*.

*Delete Report* – Selecting an item from the Select View pane or the Saved Report pane and clicking the *Delete Report* button, the selected report is removed from the widget.

Save Report As...- When the Save Report As...button is clicked, a dialogue box appears.

• If you are working with an existing report from the Saved Reports listing, the dialogue box asks if you want to modify the existing report or save it as a new report. Select *Modify Existing* to modify the saved report settings, or *Create New* to save the current setting as a new report. *Modify Existing* saves the current settings under the current report name. *Cancel* returns the user to the Field Selection panel.



• If you select the *Create New* button or are creating a report from a View the Save New Report dialogue box appears requesting a *Report Name*. (*Report Name* can be up to 50 characters long). The *Make Available to Other Users* checkbox determines if the report will be available to other users. If left blank, only the user who created the report will see the report in the report listing. When checked the report can be used by other users. *Ok* saves the report as defined, *Cancel* returns the user to the Field Selection panel.

Save New Report		х
New Report Name		
Make Available to Other Users		
OkCancel		

*Run Report* – Generates the result set based on the fields and sequence selected.

## **Report Display**

When *Run Report* is selected from the Field Selection panel, the widget displays the result set on screen based on the selections made in the Field Selection panel.

Process job Fur	ctions and roles - Proc	ess Report			
88				še se	iearch
LOAN NUMBER	PROCESS ASSIGNED TO	FIRST NAME	PROCESS SHORT DESCRIPTION	SUB PROCESS TYPE CODE	SUB PROCESS TYPE SHORT D
107329	TRIGGEROOT		DSCR FALLS BELOW TARGET RO2	1652	802
107329	TRIGGEROOT		DSCR FALLS BELOW TARGET BO2	902	802
107329	BORROWERDA	Joan	LOAN BOARDING ASSET MANAGEMENT	CHEF	
107329	BORHOWEOD4	Joen	LOAN BOARDIND ASSET MANAGEMENT	CHEF	
107329	TASH 003	Shari	COMPLETION REPAIR		
107329	TASK 000	Shiwi	COMPLETION REPAIR		
107329	TASK 007	Jate	New Lasse to Issued		
107329	TASK 007	date	New Loans to inspect		
20000001	TASK 003	Sheri	LOAN BOARDING ASSET MANAGEMENT		
200000001	TASK 003	Shiri	LOAN BOARDING ASSET MANAGEMENT		
20000001	LASK 003	Sheri	LOAN BOARDING ASSET MANAGEMENT	) CHEF	
200000001	TASH 003	Swi	LOAN BOARDING ASSET MANAGEMENT	CHEF	
20000001	THISGENOOL		DSCR FALLS BELOW TARGET BO2	102	603
200000001	THISGEROOT		DISCR FALLS BELOW TARGET BOD	163	802
200000001	CONFERENCE	User 4	LT DOCUMENT CHECKLIST		
20000001	CONFERENT	User A	LT DOCUMENT CHECKUST		
20000001	1ASK 001	Shari	COMPLETION REPAIR		
20000001	LASK ODD	Sheri	COMPLETION REPAIR		
200000001	TASK 007	Jane	LOAN BOARDING ASSET MANAGEMENT		
20000001	TASK 007	Jave	LOAN BOARDING ASSET MANAGEMENT		
20000001	TA5K 003	Siei	BOHROWER RECIJEST		
200000001	TASK 003	Sherr	BOHROWER REQUEST		
200000001	LASK 000	Sheri	LEASE REVIEW TARGET		
20000001	TASK 000	Sheri	LEASE REVIEW TARGET		
200000001	TASK 007	Jate	BORROWER REQUEST LEASE REVIEW		
200000001	TASK 007	Jane	BORROWER REQUEST LEASE REVIEW		
20000001	TASK 607	Jane	UCC RENEWAL PROCESS		
20000001	TASK 007	Jane	UCC RENEWAL PROCESS		
200000001	TASK 007	- Jane -	TAX WONFORING NON ESCHOWED	101	101
200000001	1A5K 007	Jane	TAX MONITORING NON-ESCROWED	101	101
20000001	TASK 007	Jane	ANNUAL REPECTION		
20000001	TASK 007	Jave	ANNUAL INSPECTION		
200000001	TASK 007	date	FINANCIAL DOCUMENTS COLLECTION		
20000001	TASK 007	Jave	FINANCIAL DOCUMENTS COLLECTION	and the second se	
20000001	TASK 007	Jane	Sprnad Operating Statement		
200000001	TA5K 007	Jana	Spead Operating Statement		
110481	THIGGEHOOT		DSCR FALLS HELOW TARGET BOZ	907	002

FIGURE 10- RUN REPORT DISPLAYS THE RESULT SET

The Report Definition panel will hide to display the Result Set. Clicking the file tab at the top left of the Report display will open/close the Report Definition panel. The Result Set will display the first 500 records, scrolling down will advance the next 500 records. Scroll bars are available if the report definition exceeds the window. The scroll bar at the bottom allows users to view columns to the right. Scrolling to the far right will display a scroll bar to view additional records, if necessary. Note: Widget colors may make the scroll bars difficult to see.

LOAN NUMBER	LOAN NUMBER	CURRENT LTV	TASK S
107329	00-0107329	3.4063	0
107329 107329	00-0107329 00-0107329	3.4063 3.4063	0 0

FIGURE 11-REPORT DISPLAY FEATURES.

1) – When Run Reports is selected the View Name appears at the top of the Report Display. If a Saved Report is selected the View Name will be followed by the Saved Report name. If the report has not been saved, only the View name used to create the result set will display.

2) – File tab used to open and close the Report Definition panel.

3) – *XLS* and *PDF* buttons to export the report set.

## Changing the Display after the report is generated

After clicking the Run Report button are a number of features within the widget to assist with refining your report.

- Sorting
- Filtering
- Search
- Exporting

#### Sorting

After a report generates, columns can be sorted by clicking on the heading of the column. When a column heading is clicked, the column is sorted in either ascending or descending order. A carat to the right of the Column name indicates the direction of the sort.

Reports	
Accrual Trial Balance	
BORROWER NAME -	
YEARWOOD AND BROOKS	
YEARWOOD AND BROOKS	
YEARWOOD AND BROOKS	The Borrower Name column was in
WWW HOLDINGS	ascending order, clicking a second time will
WINTER INVESTORS	reverse the order.
WINTER INVESTORS	
WINTER INVESTORS	

FIGURE 12 - SORTING FEATURE, ASCENDING AND DESCENDING SORTS.

### Filtering

#### Filtering with Numeric or Date Fields

Once generated, the result set is available for filtering options as well. Right clicking on a column heading for a numeric or date field displays a From / To filtering option. This allows users the ability to limit the records that display based on a range of values in a column. Filters can be applied to up to five columns within a report.

- *Reset Filter* removes any previously selected filter options.
- *Ok* rebuilds the report displaying only the items that meet the filter criteria. The Column Name will be followed by a Filter Icon to indicate that filtering is active on the specified column.
- *Cancel* will close the filter options disregard any selections.

	ORIGINAL LOAN DATE	TERM OF LOAN (YRS
00	From 🗾 👻 To	
00	Reset Filter Ok	Cancel
.00	1995-06-21	1000
.00	1998-12-10	1000

Figure 13 - Filter feature for a numeric or date field in a report



FIGURE 14- THE FILTER ICON APPEARS AFTER A COLUMN HEADING TO INDICATE THAT THE RESULT SET HAS BEEN FILTERED BY THIS FIELD.

#### Filtering Character Fields

If the selected field is a character field, other than loan number, the filtering option will return a response window that allows the users to apply filters based on the values in the column. This option is only available on character fields less than 50 characters in length.

Available Filters	Selected Filters	
AERO REALTY C Brown CALENDAR roll GREEN ROPERTI PMC PROPERTIE ROCKFORD HOUS STRATEGIC PRO Split comp ro THE MUNROES C calendar roll		
Add	Remove	

Figure 15 – Filter Selection on a report column that is a character field

#### REPORTS WIDGET

To begin filtering type a character or string of characters in the text box at the top of the response window.

Hitting Enter will return the values in that report column that match the value entered. In the example,'ro' was entered to filter the Customer Short Name field. This returned filters where the letters 'ro' were found together anywhere in the field. Using your mouse and the Shift/Ctrl keys, you can select one or multiple values you would like to filter on. Much like in Microsoft Office, the holding down the Shift key and selecting two fields will select all fields between the two selected fields, and the holding the Ctrl key allows you to click to select multiple non-consecutive items. Users can select up to 50 filtering values at one time.



Available Filters	
AERO REALTY C	
Brown	
CALENDAR roll	ш
GREEN ROPERTI	U
PMC PROPERTIE	
ROCKFORD HOUS	
STRATEGIC PRO	
Split comp ro	
THE MUNROES C	
calendar roll	U

FIGURE 16 – HOLD SHIFT AND CLICK TO SELECT CONSECUTIVE ITEMS

FIGURE 17 – HOLD CTRL AND CLICK TO SELECT MULTIPLE NON-CONSECUTIVE ITEMS

Click the *Add* button to move your selected values to the Selected Filters listing. Select the items in the Selected Filters listing and click the *Remove* button to remove filters from the report.

ro		
Available Filters		Selected Filters
AERO REALTY C Brown CALENDAR roll GREEN ROPERTI PMC PROPERTIE ROCKFORD HOUS STRATEGIC PRO Split comp ro THE MUNROES C calendar roll		AERO REALTY C GREEN ROPERTI ROCKFORD HOUS THE MUNROES C
Add		Remove
	Reset Filter	Ok Cancel

FIGURE 18 - ADD AND REMOVE -SELECT AND DE-SELECT FILTER VALUES

- *Reset Filter* removes all previously selected filter options.
- *Ok* rebuilds the report displaying only the items that meet the filter criteria. The Column Name will be followed by a Filter Icon to indicate that filtering is active on the specified column.
- *Cancel* will close the filter options disregarding any selections.



#### REPORTS WIDGET

			Annate New Process/Task	WriteTrash	
OAN NUMBER	CUSTOMER SHORT NAME	Due Date	MATURITY DATE 👻	INTEREST RATE	ACTIVE STATUS
10511033	AERO REALTY C	2008-02-01	2018-07-01	6.250000000000	Y
110209	AERO REALTY C	2008-02-01	2017-10-01	8.3750000000000	¥
13010962	THE MUNROES C	2008-02-01	2013-06-01	7.1800000000000	Y
10510998	ROCKFORD HOUS	2008-02-01	2013-03-01	6.1250000000000	Y
610585	GREEN ROPERTI	2008-01-01	2006-06-01	7.500000000000	Y

#### Search

The Search feature, located in the upper right hand corner of the Report display, provides the ability to enter a value and limit the rows in the result set to only those which contain the value entered.

The user enters the value in the Search box, clicks enter, and the report rebuilds using only the rows containing the value entered. If Search criteria has been applied to the report when Save is selected, the Search box will be prefilled when the report is rerun.

		Θ	
	Search Opal		
Repo	orts		
	Accrual Trial Balance		
	XLS P00		<b>1</b> Create New P
	BORROWER NAME		
	Opal Management Company		

Figure 20- Search limits reports to only rows that contain the value entered.

#### Exporting

The widget contains Export capabilities to either an .xls format or a .pdf format. When the user selects one of the export buttons, the appropriate file is created with the appropriate fields, filters, sort, and search criteria applied when the Export selection is made.

# Interacting with Other Strategy Tools

# **Creating Processes and Tasks Using the Reports widget**

Using the Reports widget you can now create an ad hoc report to capture a population of loans, and start a task or a process from a process or task template defined in your system. For example, you need to identify loans that will mature in a certain date range, and assign them for review. You could create an ad hoc report that pulls all active loans and include their Maturity Date, filter the Maturity Date field for the appropriate date range, and then create the process or task from the report by selecting clicking the records you wish to have reviewed (shift and click selects consecutive records) and click the *Create New Process/Task* icon at the top of the report.

laturity List By Month - Maturity Report				
<b>1</b> 79	oreate New Proc	ess/Task		
LOAN NUMBER	MATURITY DATE	PRINCIPAL BALANCE		
15	2020-05-01	925,000.00		
30	2020-05-01	592,297.18		
35	2022-05-01	668,182.34		
40	2025-05-01	719,644.66		

• A pop-up box asks for additional information to assist in the creation of the process.

Create New Process/Tas	k	х
A new process will b	e created for each of the loans selected.	
Process/Task:	Process	•
Process/Task Name:	PENDING MATURITY	•
Description:		
Start Date:	4/6/2016	•
Assigned To:	JANE DOE, ASSET MANAGER 4 (TASK)	•
Role:	Asset Manager	•
	Apply	y

- Process/Task select whether you are implementing a Task, or a Process.
- Process /Task Name Select from the list of defined templates
- Description You can add a description that will be applied to all the items created
- Start Date Enter a Start Date.
- Assigned To Select who the task or process will be assigned to
- Or select a Role to assign the work.
- Clicking Apply creates the Processes or Tasks.

## **Creating General Letters from a Report**

When using the General Letter options with Strategy CS, there are approximately 90 fields available for inclusion in a Microsoft Word template to be used with WriteTrack. In addition, WriteTrack lets you include up to 30 more fields by using a query or data file you create. With this release, you can also use the Report widget to create an ad hoc report to supplement information available for your general letter.

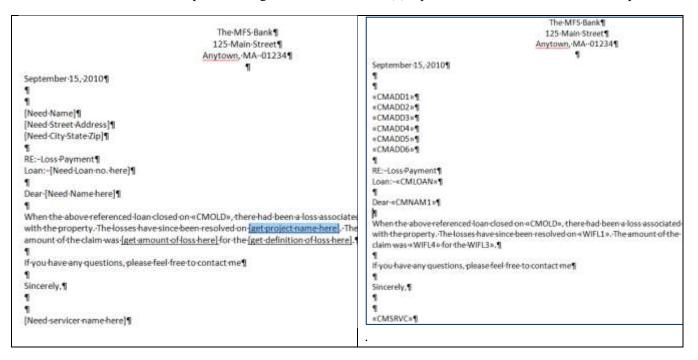
General letters can easily be created from the Report widget if the following setup activities have been performed for the data library by a System Administrator, and or a user responsible for setting up the general letter template.

- A PC on your network has been designated as the WriteTrack server and the WTServer setup has been run (see the Web Release 17 Update 5, V3 installation instructions for setup of the WTServer).
- The ad hoc report has been created to query the database for the records and fields needed to feed the letter merge performed by WriteTrack.
- The WriteTrack General Letter setup has been completed in StrategyCS.

#### Creating the Ad Hoc Report for use with a General Letter

Creating the report and creating the template go hand in hand. Just like creating a template for use with StrategyCS, a General Letter has certain fields that are available to create any General Letter; the listing of fields is available from the On Demand Reports, List of fields for WriteTrack documents. The ad hoc report only needs the fields not available in the listing for General Letter, and the Loan Number field. The ad hoc report can contain up to 29 other fields, and must display the columns of the report in the order that they will appear in the letter. The Loan Number field in the ad hoc report needs to appear in a field/column that is not used in the report. Drafting a version of the letter as the first step to creating the template will assist with the identification of the fields needed in your ad hoc report.

In the following examples, the letter on the left is your draft. The underlined fields in this example need to be obtained using an ad hoc report; the other fields are available in the General Letter template. These fields are noted as <<<WIFL#>>> in the letter example on the right, where the number (#) represents the column number in the report.



#### Setup in Strategy CS

General Letters are setup in StrategyCS using WriteTrack Module available from the Main Toolbar or Tools menu.

nteTrack			WriteTrack	Module	
Generate Docume	nts 🔮 Se	ect/Print Documents	History	e U	de Setup
tour Walker pro-					
cond					
Nany.	@ General	atters -	C Document Tracking N	otices	
s Insuity Processing + 1	oan Selection				
ada a	Document Type	e	<b>v</b> 1		
Antan Taxang	Language Indicator	and the second sec	*		
-	Selection Options	1000000000	- Line		
liek Rading san bihamatian	Selection Onteria	C Run a Query	Use an Existing DB File		
Additions *	- Selection Criteria				
	Account # (blank for all):	Select	Officer (blank for all):		
	Acct. Prefix (blank for all).		Servicer (blank for all)		
An Semp	Investor No. (biank for all);		State (blank for all):		
м. ма					
Datarens Direit					
alter Dox, Triacheng, Rancocks					

The General Letter template should be saved to the Doc Directory defined on the Select/Print Documents tab of the WriteTrack module in StrategyCS. This directory should be accessible by those creating WriteTrack documents and to the PC designated as the WTServer.

🖉 WriteTrack	:		
E	Generate Documents	Select/Print Documents	ŧ
	- Write Track	Doc Directory: \\Mapped Network Location\Letter Directory	

Click the Setup tab and the new icon in or CTRL+N to define a new General Letter for use with the Reports widget. Define a two character code to identify the Document Type, add a description, and click the browse icon is to select the Document Name and Reprint Doc. Name from the Doc Directory defined on the Select/Print Documents tab.

When creating a General Letter for use with the Reports widget, the Loan Selection and Field Selection areas of the screen are not applicable.



#### REPORTS WIDGET

Document Inform	nation	
Document Type:	A3	# Days to Save Reprint Info:
Document Desc.:	mature	Save Merged PC Doc.: NO (N)
Document Name:	matletlife.doc	Language: ENGLISH (E)
Reprint Doc. Name:	matletlife.doc	
Query Name DB File Name	Name:	Query or DB File Library Name:
DB File Name	Not applicable for Web	
DB File Name		
DB File Name Field Selection (	Not applicable for Web	Letters)
DB File Name Field Selection (	Not applicable for Web	Letters)

#### Creating a WriteTrack letter from the Reports widget.

Once the letter and report have been created. You can create letters from the Reports widget in the Strategy Portal.

The following steps assume that the following has been completed:

- WTServer has been setup on a PC on the network;
- The WTServer PC is on and signed in;
- WriteTrack General Letter template has been setup and saved in the designated Doc directory; and
- The ad hoc report has been defined in the Reports widget.

Select and run the report that will support the General Letter. The report should contain the fields needed by the template, and contain the Loan Number field in a column that is not used in the report.

Remember, the field entered in the General Letter template will contain a field name that identifies the column number where that data is found in the report, Collateral Description = <<WIFL2>>, Rehab Property = <<WIFL3>>, ....

Balance - or	nly include first property	A Create New Process/Task	/ WiteTrick
LOAN NUMBER	COLLATERAL DESCRIPTION	REHAB PROPERTY	FULL INSURABLE VALUE
00000015	COMMERCIAL REAL ESTATE		
00000030	RESIDENTIAL REAL ESTATE	a	b
00000035	RESIDENTIAL REAL ESTATE		
000000040	RESIDENTIAL REAL ESTATE		
000000444	COMMERCIAL REAL ESTATE		
000000445	COMMERCIAL REAL ESTATE		
000000447	COMMERCIAL REAL ESTATE		
000107329	COMMERCIAL REAL ESTATE		
000109534	COMMERCIAL REAL ESTATE		

Once you have verified the correct information is available and correctly identified in the template, select the record or records you need to create letters for, and click the *WriteTrack* icon above the report.

#### REPORTS WIDGET



Balance - or	nly include first property	A Create New Process/Task	/ WriteTrack
LOAN NUMBER	COLLATERAL DESCRIPTION	REHAB PROPERTY	FULL INSURABLE VALUE
00000015	COMMERCIAL REAL ESTATE		
00000030	RESIDENTIAL REAL ESTATE	a	b b
00000035	RESIDENTIAL REAL ESTATE		
000000040	RESIDENTIAL REAL ESTATE		
000000444	COMMERCIAL REAL ESTATE		
000000445	COMMERCIAL REAL ESTATE		
000000447	COMMERCIAL REAL ESTATE		
000107329	COMMERCIAL REAL ESTATE		
000109534	COMMERCIAL REAL ESTATE		

This will open the WriteTrack dialogue box. Select the appropriate values from the drop downs and click Apply to create the letters.

WriteTrack		х	• Document Type: Document
A new general letter will be generated for each of the loans selected. The fields on the document will be filled in using the order of the fields on this report.			<ul><li>Type and Description defined for the General Letter template being used.</li><li>Language Indicator: Select the</li></ul>
Document Type: GENERA	LO (L1)	-	<ul><li>appropriate selection.</li><li>Printer: Select the Printer where</li></ul>
Language Indicator: ENGLISH	(E)	-	you want the letter to go. Using
Printer: Microsof	XPS Document Writer	<b>v</b>	Microsoft XPS Document Writer causes the letter to appear on screen and you can
		Apply	save the document.

After clicking *Apply*, the WriteTrack programs will print the document as specified. You will receive notification that the letter has successfully generated as well as notification if WriteTrack was unable to generate for any loans.

WriteTrack ×
The general letter(s) have been successfully generated.
Ok

WriteTrack	х
WriteTrack was unable to generate letters for these	e loans:
	Ok

# System Administration - Reports

## **Security**

Security to use the Report widget is found under Web Portal in the Tasks and Rights window. Security is implemented at the widget level, meaning that users without "Execute" security a user will receive an error message when they click on the widget from the portal.

Security Setup					
Tasks		Task Information	· · · ·	$\sim$	
<ul> <li>Mapping Tool</li> <li>Other Collateral Module</li> <li>Periodic Processing</li> </ul>		Task Name :	Web Portal		
<ul> <li>Process Management Application</li> <li>Process Workflow</li> <li>Relationship Tracking</li> <li>System Wide</li> </ul>		Task Rights :	☐ Read	System Defaults	5-
Transaction Processing Module     Web Portal     E-Section	=		Delete	l ŝ	
· ∰ · ∰ Master2 Maintenance ⊕ · ∰ Org Chart ⊕ · ∰ Org Chart All Managers			Execute	✓	
। के 🥵 Report Widget । के 🚰 Watchlist Web Module	Ŧ	ОК	Cancel	Apply	Help
Ready					

## **Files**

Five new files are used to maintain the Saved Reports.

PREPUSRMST – Stores the master information for the report. It states the View used to create the report, the report name, who created the report and whether the report is available for use by others. There is a single record for each Saved Report. (Originally released in Web Release 17 Update 5, v2)

PREPUSRMST – Master saved report information				
Field Description	Field Name	Comments	Field Size	
RECORD ID	RURECID	Corresponds to the View selected to create	DECIMAL (9,0)	
		the report.		
SEQUENCE	RUSEQ	Auto-increment sequence number	DECIMAL (9,0)	
SAVED NAME	RUNAME	Name of saved report	CHAR (50)	
REPORT	RUDESC	Report Description	CHAR (500)	
DESCRIPTION				
CREATED BY	RUUSER	User ID of creator	CHAR (10)	
ACCESS PARM	RUACCESS	Determines if access is permitted for all	CHAR (1)	
		users (Y, N, or M)		

PREPUSRFLD – Stores detailed characteristics of each Saved Report. There is one record for each field in each Saved Report. (Originally released in Web Release 17 Update 5, v2)

PREPUSRFLD – Saved report fields				
Field Description	Field Name	Comments	Field Size	
RECORD ID	RFRECID	Corresponds to Record ID in PREPMSTR	DECIMAL (9,0)	
MSTR SEQ	RFSEQ	Corresponds to sequence number in	DECIMAL (9,0)	
		PREPUSRMST		
ORIGINAL	RFOORDER	Original order of rows to be generated	DECIMAL (3,0)	
ORDER				
NEW ORDER	RFNORDER	Order of rows after resequencing	DECIMAL (3,0)	
INCLUDE Y/N	RFINCLUDE	Determines whether or not to include a	CHAR (1)	
		certain row (Y or N)		

PREPUSRPRP - Stores any sort, filter, or search criteria applied to a defined report.

PREPUSRPRP – Specified filters for created reports				
Field Description	Field Name	Comments	Field Size	
RECORD ID	R2REPID	Corresponds to the View selected to create	DECIMAL (9,0)	
		the report.		
MASTER SEQ#	R2MSTRSEQ	Corresponds to the field sequence defined	DECIMAL (9,0)	
		for the report		
FILTER	R2FLTRSEQ	Auto-increment sequence number	DECIMAL (9,0)	
SEQUENCE				



PREPUSRPRP – S	PREPUSRPRP – Specified filters for created reports				
Field Description	Field Name	Comments	Field Size		
PROPERTY TYPE	R2TYPE	Values A-Sort Ascending D-Sort Descending S-Search F-Filter	CHAR (1)		
PROPERTY COLUMN	R2COL		VARCHAR (12)		
PROPERTY DATA TYPE	R2COLTYPE	Identifies type of data in field	CHAR (1)1		
DB2 DATA TYPE	R2DB2TYPE		VARCHAR (10)		
PROPERTY VALUE LOW RANGE	R2VALLOW		VARCHAR (102)		
PROPERTY VALUE HIGH RANGE	R2VALHIGH		VARCHAR (102)		
PROPERTY VALUE	R2VAL		VARCHAR(1002)		
DATE/TIME CREATED	SYSCRT		DATETIM(26)		
DATE/TIME UPDATED	SYSUPD		DATETIM(26)		
CREATED BY USER	SYSCRTBY		CHAR (10)		
UPDATED BY USER	SYSUPDBY		CHAR (10)		
CREATED BY PROGRAM	PGMCRTBY		CHAR (10)		
UPDATED BY PROGRAM	PGMUPDBY		CHAR (10)		

PREPUSRPRV – Used in conjunction with the file PREPUSRPRP to filter report information.

PREPUSRPRV – Stores values selected if values are specified for given filter.				
Field Description	Field Name	Comments	Field Type	
REPORT ID (KEY)	R3REPID	Foreign Key to PREPUSRPRP	DECIMAL(9,0)	
MASTER SEQUENCE (KEY)	R3MSTRSEQ	Foreign Key to PREPUSRPRP	DECIMAL(9,0)	
FILTER SEQ# (KEY)	R3FLTRSEQ	Foreign Key to PREPUSRPRP	DECIMAL(9,0)	
VALUE SEQ# (KEY)	R3VALSEQ		DECIMAL(9,0)	

PREPUSRPRV – Stores values selected if values are specified for given filter.				
Field Description	Field Name	Comments	Field Type	
SPECIFIED VALUE	R3VALUE		VARCHAR(31000)	
DATE/TIME CREATED	SYSCRT		DATETIM(26)	
DATE/TIME UPDATED	SYSUPD		DATETIM(26)	
CREATED BY USER	SYSCRTBY		CHAR (10)	
UPDATED BY USER	SYSUPDBY		CHAR (10)	
CREATED BY	PGMCRTBY		CHAR (10)	
PROGRAM				
UPDATED BY	PGMUPDBY		CHAR (10)	
PROGRAM				

PREPOVRD – Stores any Override text defined for fields in a View. All reports created from the view subsequent to the definition of the Override, will display the Override text as column headings.

PREPOVRD – Stores Override values for fields in a view.				
Field Description	Field Name	Comments	Field Type	
VIEW NAME	ROVIEW		VARCHAR(128)	
FIELD NAME	ROFIELD		VARCHAR(128)	
OVERRIDE TEXT	ROTEXT		VARCHAR(50)	