Exporting Reports in Loan Collateral Advisor®

Loan Collateral Advisor[®] provides a report for each property that meets search criteria entered. The report contains Loan Collateral Advisor's analysis of the valuation (appraisal) report submitted via the Uniform Collateral Data Portal[®] (UCDP[®]) for a specific property. The Export function in Loan Collateral Advisor allows you to download and save reports that are returned on the Advanced Search Results page to a comma-separated value (CSV) file format.

Steps to Export Reports

- @freddlemac.com 2 **Freddie Mac** Quick Search 🕞 Loan Collateral Advisor® Search ᠵ Clear Capital / Advanced Search / **Unsaved Search** SAVE AS Ø EDIT VALUATION COLLATERAL R&W ELIGIBLE ADDRESS VALUATION APPRAISAL QUALITY SUBMISSION V FORM DATE/TIME 02/29/2016 8:43 AM 1004 01/30/2016 8 1 8.2 Y Daytona Beach, FL 32117 02/29/2016 8:24 AM 1004 01/30/2016 6 5.6 Ν 2116 Chaine Daytona Beach, FL 32117 Daytona Beach, FL 32117 02/23/2016 11:58 AM 1004 01/30/2016 7.7 8.2 Υ
- 1. From the Advanced Search page, click Export.

2. After you click Export, Loan Collateral Advisor displays a pop-up box prompting you to open or save the export file. Click one of the options: **Open**, **Save** or **Cancel**.

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SINGLE-FAMILY

Learning



	Export Pop-up Box Options								
Option	Description								
Open	Automatically launches Microsoft Excel (Excel) to view report results for each property listed on the Advanced Search Results page in a plain text tabular format.								
Save	Allows you to download the file to your computer or a LAN drive. After selecting "Save", the pop-up box notifies you that the download is completed, and the file is saved to your computer.								
	The 381904517533794335 (1).csv download has completed. Open 👻 Open folder View downloads X								
	You then have the option to select:								
	1. "Open" to view the downloaded file in Excel directly from the saved location on your computer								
	2. "Open folder" to go to the location of the file on your computer, and open the file directly from there								
	3. "View downloads" to view all the recent downloads on your computer								
Cancel	Exits the export function and returns you to the Advanced Search Results page.								

Viewing Exported Results in Excel

Excel's sort, filter and formatting features can be used to refine and present information that meets your organization's needs. Keep the following information in mind as you view the exported results:

- Columns:
 - Over 300 columns of data may display depending on the number of messages returned across the individual reports. You will need to scroll to the right to see all of the columns of data.
 - Column headings may be collapsed and need to be expanded to see all of the information in those columns.

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 Rows: Each row represents a report for an individual property listed on the Advanced Search Results page.

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Messages:

Messages appear when applicable to the report for an individual property. A blank cell means the message was not returned for the applicable report.

Message codes include a version number. For example, FRE1037V3. The message version may help explain any differences seen in previous results.

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 This information is not a replacement or substitute for the requirements in the Freddie Mac Single-Family

 Seller/Servicer Guide and your other Purchase Documents.

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