

Bayview Non-Agency Portal

Correspondent Lender Reference Guide

Report Center



Silver Hill Capital



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Proprietary and Confidential
Orig: June 24, 2026

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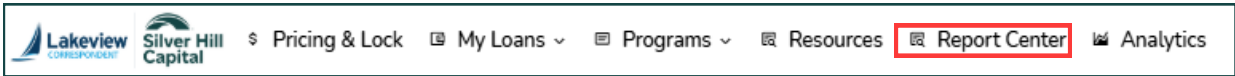
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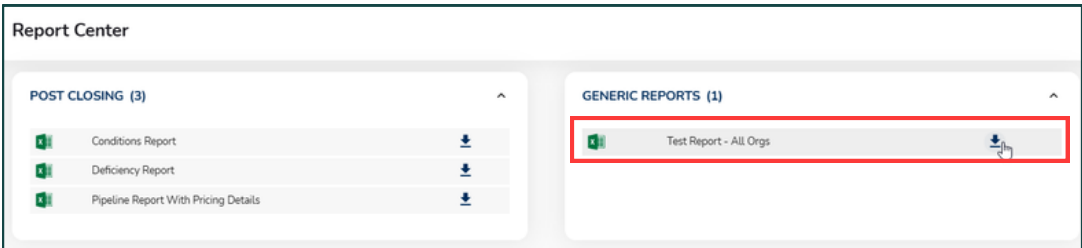
Report Center

Using the Report Center

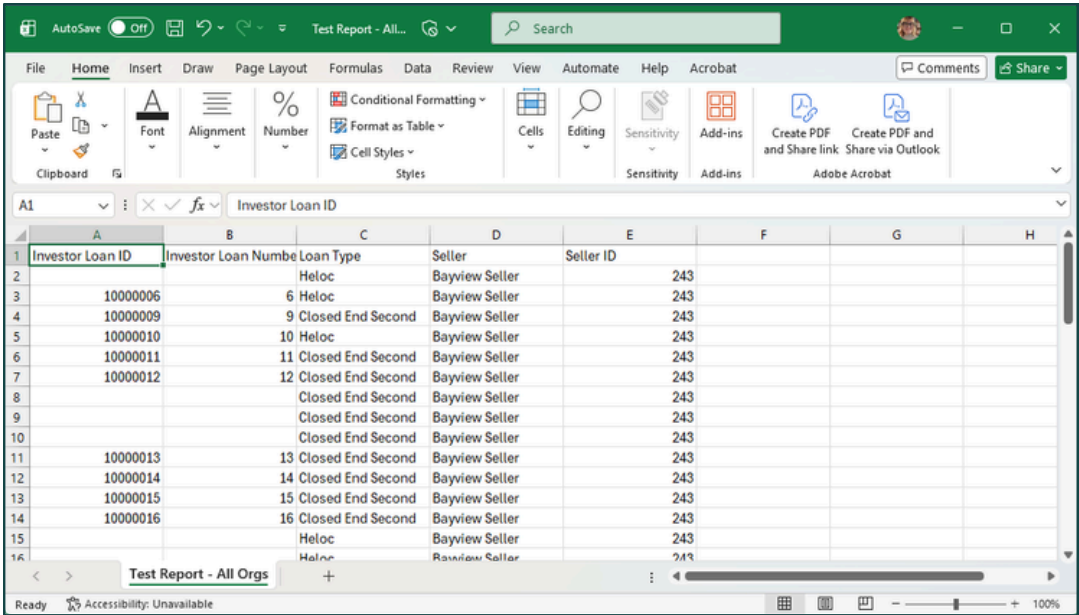
- 1. Click on **Report Center**



- 2. Select applicable report to review

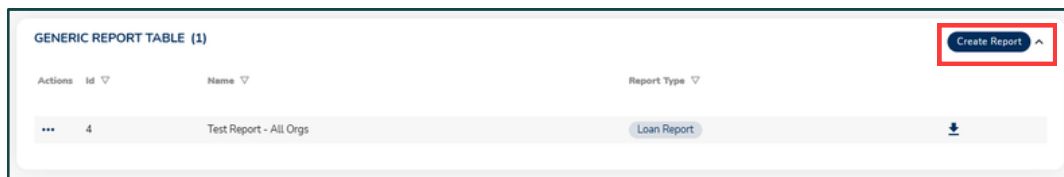


Outcome: Report downloads as a csv file for review

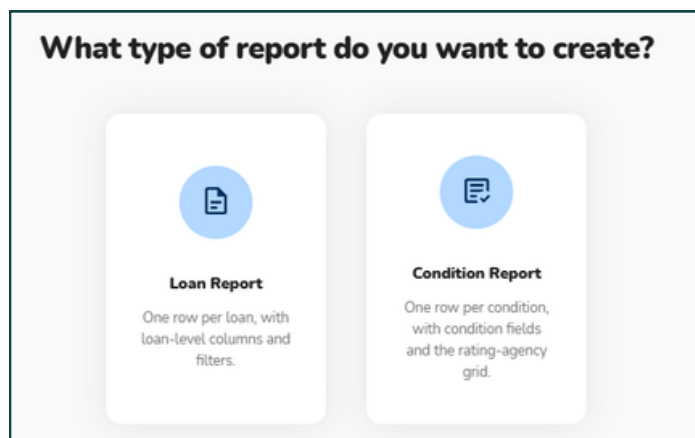


Create Report

1. Click **Create Report**



2. Choose **Loan Report** or **Condition Report**

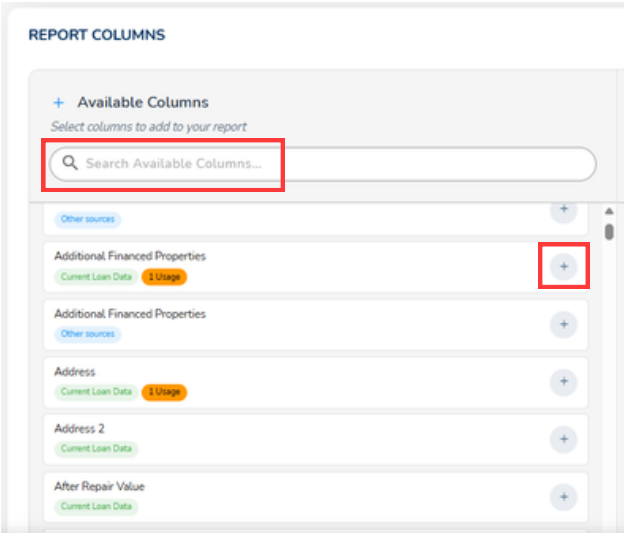


3. Enter Report Name

4. Select Yes or No for **Only I can view this report**

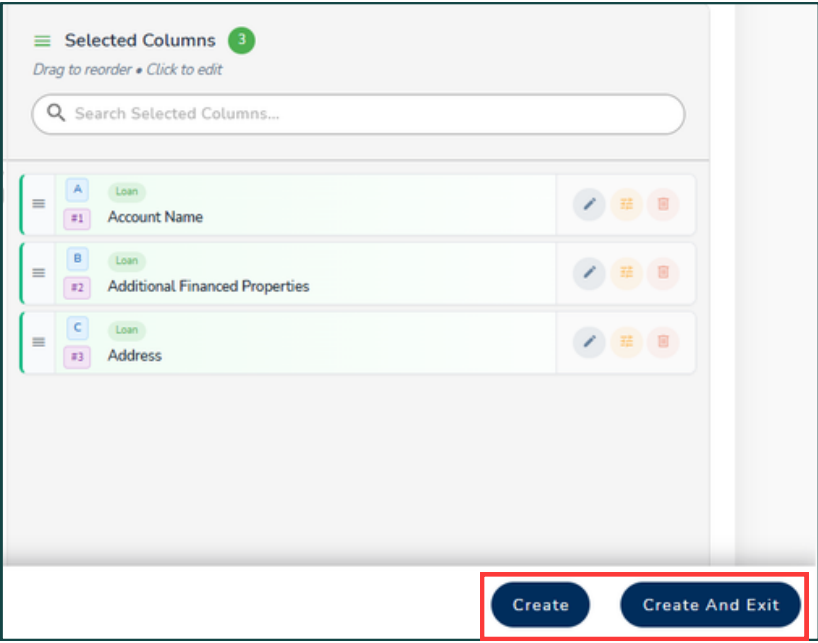
5. Select Yes or No for **Include report for individual loans within the documents**

6. Select or Search **Available Columns**



Outcome: Selected columns will move to the Selected Columns list

7. Click **Create** or **Create and Exit** to finalize the report



Outcome: Report is created and Edit Loan Report screen displays

Edit Loan Report | Test Report (#11) Add Report Scheduler

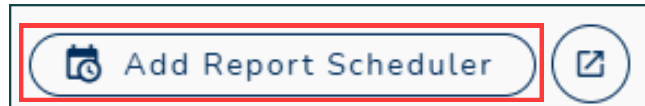
REPORT SETTINGS

Creator Name
Private

Report Name*
Test Report

Include report for individual loans within the documents
No Yes

8. To schedule the report for regular runs, click **Add Report Scheduler**



9. Complete the required fields

- a. Days of Week
- b. Time of Day
- c. Enabled
- d. Folder Path

10. Click **Save**

Add Scheduled Report ×

Report*
Test Report

Days of Week* ← Wednesday ▼ Time of Day* ← 08:00 🕒

Enabled* ← No Yes

Folder Path* ← reports
Sub-folder under the SFTP root (e.g. to_client/report)

Cancel **Save**

11. Additional steps available can be found at the bottom tool bar

- a. Click **All Reports** to return to Report Center
- b. Click the **Trash Can** to delete the report
- c. Click **Save and Download** to access a current report
- d. Click **Copy & Reuse** to store the report template
- e. Click **Save** to confirm report settings
- f. Click **Save and Exit** to return to the Dashboard

