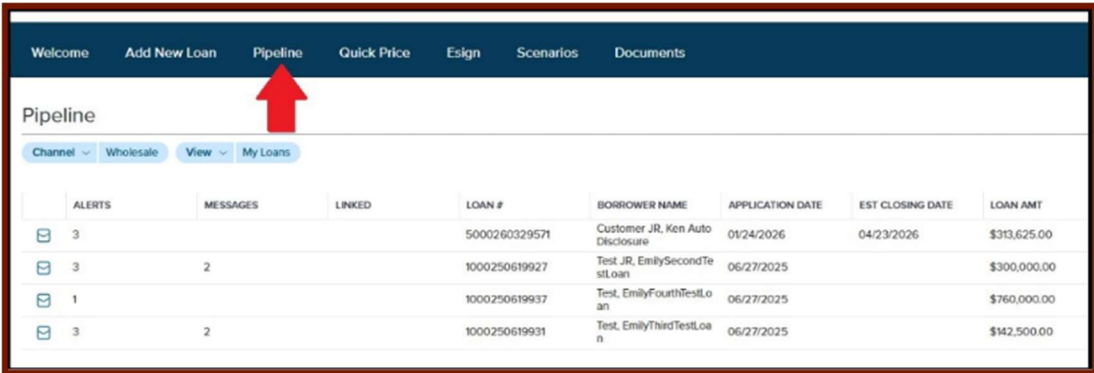


Purpose: This job aid explains how to access and use the Pipeline to view your loans in the Arena Portal. It shows how to see loan status, lock status, and key loan details at a glance.

DESCRIPTION	STEP / ACTION
VIEW THE PIPELINE	<ol style="list-style-type: none"> From the Welcome page, click the Pipeline link to open your pipeline of loans. View all loans you have created, which are automatically added to the Pipeline. Review key details such as loan status, lock status, and basic loan information. If your role and permissions allow, view loans entered by other members of your team. Use the Pipeline Grid view to see all loans listed with important information at a glance. 
CUSTOMIZE YOUR PIPELINE VIEW	<ol style="list-style-type: none"> From the Pipeline page, Click All Loans to view all loans that you have access to view or click My Loans to view only the loans you have originated. Click Current to view loans in the Current Pipeline or click Archived to view loans in the Archived Pipeline.
TO FILTER YOUR PIPELINE VIEW	<ol style="list-style-type: none"> From the Pipeline page, Click Advanced Filter. Choose one or more filters to apply to your pipeline view, and then click Apply Filters. To clear any applied filters, click Clear Filters.