

Batch Reporting

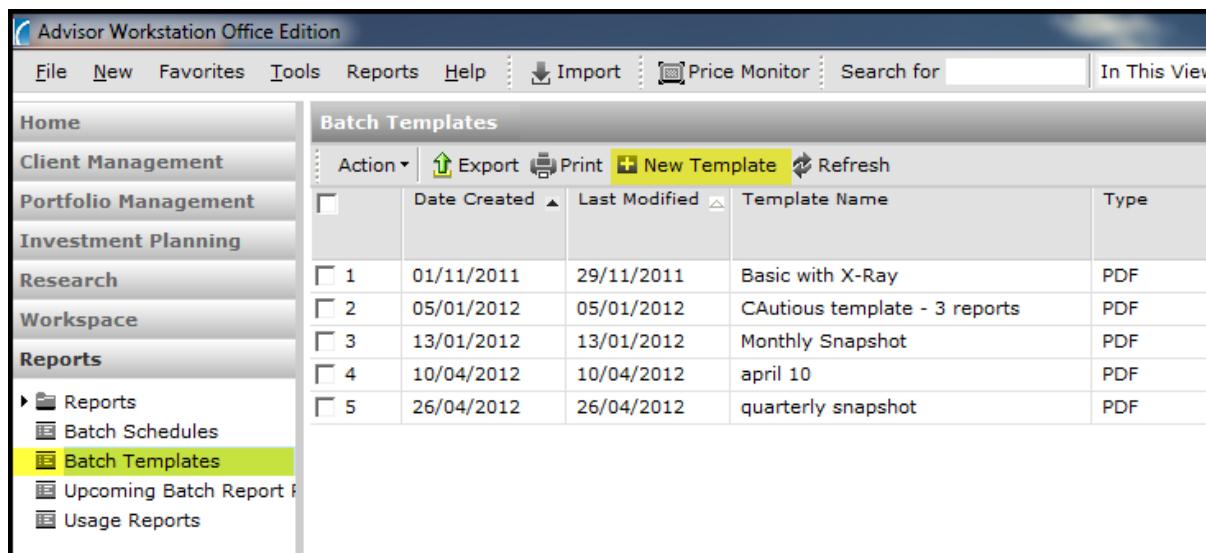
The batch reporting feature is designed to make your regular client reporting easier. With this feature you can define which reports you want to run for a client or group of clients (see Setting up a group above) and the frequency which those reports will be generated.

When coupled with the Client Web Portal (see Web portal recap below), this group of features (Groups function, Batch reporting, Client Web Portal), enables an adviser to deliver secure, auditable, paper free client communications at a frequency suitable for the specific client.

1. Define a Batch Template

The report template allows you to define which reports you want to generate in a specific batch.

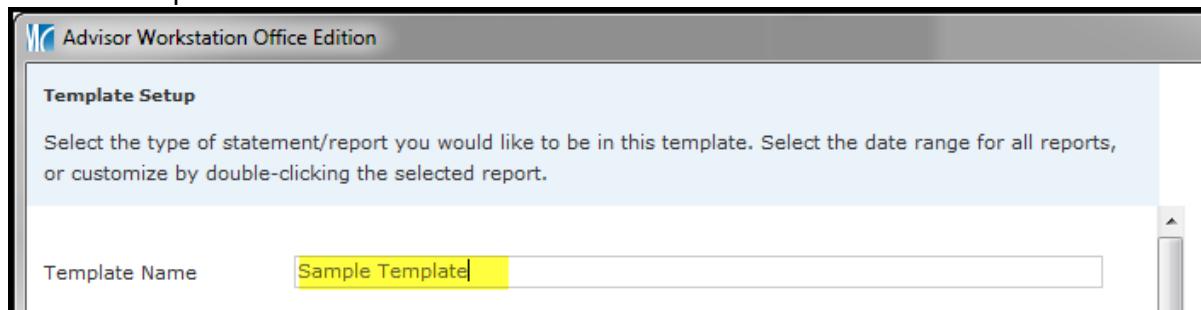
Go to Reports> Batch Templates, then click New Template



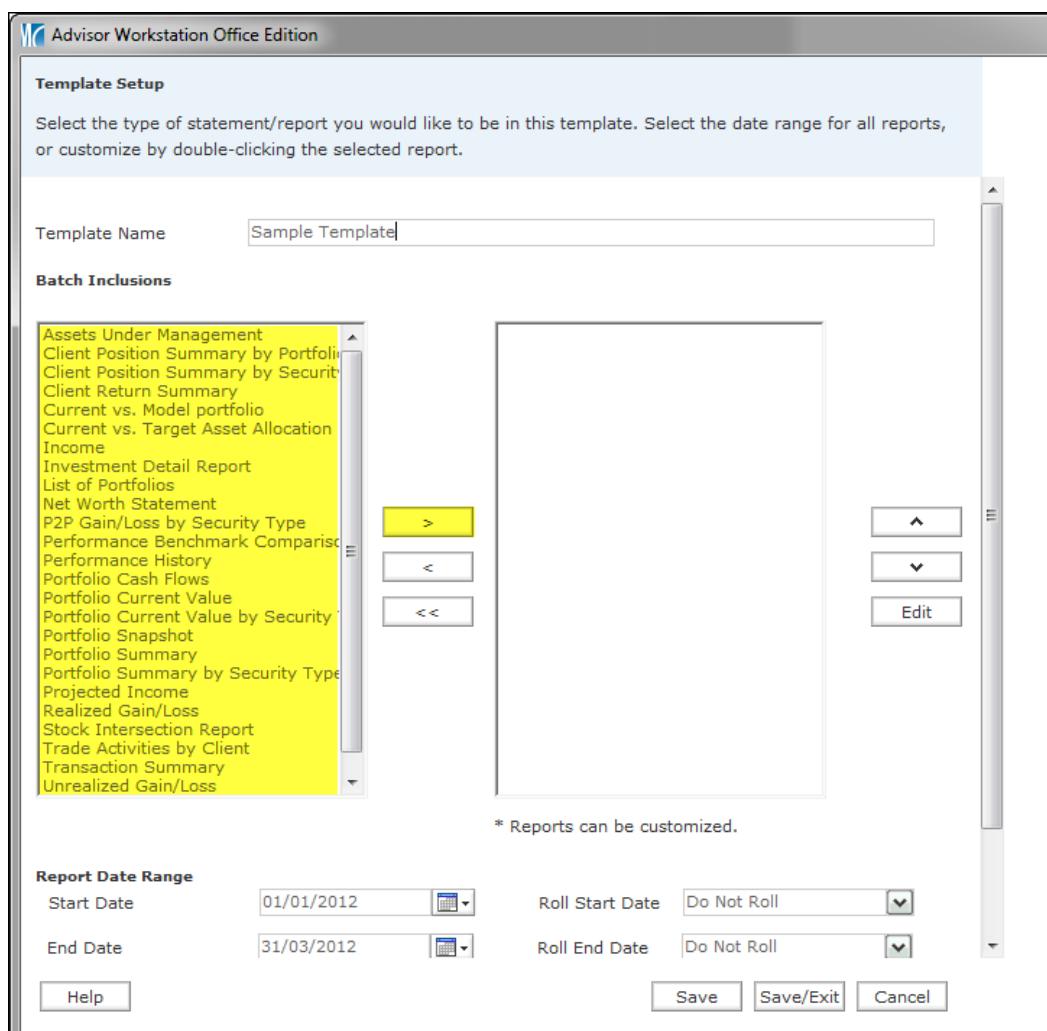
	Date Created	Last Modified	Template Name	Type
1	01/11/2011	29/11/2011	Basic with X-Ray	PDF
2	05/01/2012	05/01/2012	CAutious template - 3 reports	PDF
3	13/01/2012	13/01/2012	Monthly Snapshot	PDF
4	10/04/2012	10/04/2012	april 10	PDF
5	26/04/2012	26/04/2012	quarterly snapshot	PDF

2. Define the Reports to Generate

Give the template a name



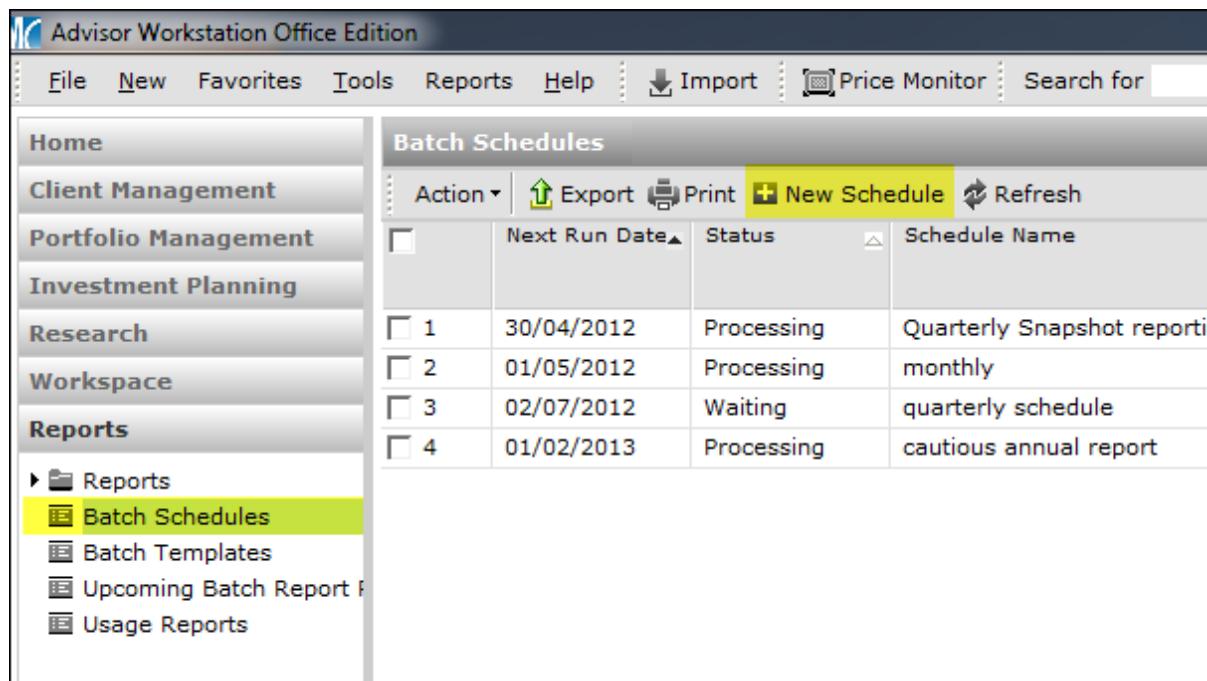
Available reports are listed in the left hand box. Click a report then click the > arrow to move it to the right hand box. Double click reports on the right with an asterisk (*) to adjust their settings:



Once done, click Save/Exit to save the Batch Template

3. Create a Schedule

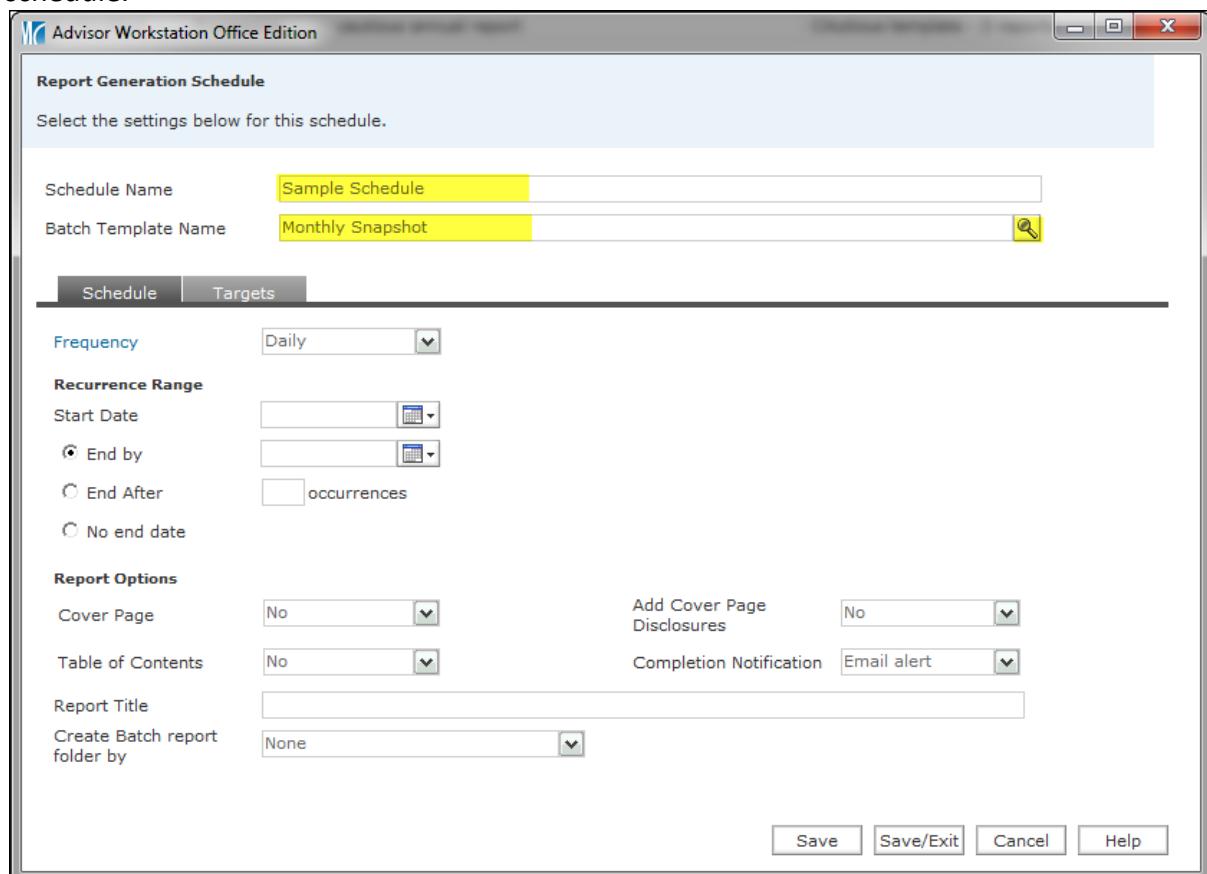
In Reports, Select Batch Schedules:



The screenshot shows the 'Batch Schedules' list in the 'Reports' section of the Advisor Workstation Office Edition. The 'New Schedule' button is highlighted in yellow.

	Next Run Date	Status	Schedule Name
1	30/04/2012	Processing	Quarterly Snapshot report
2	01/05/2012	Processing	monthly
3	02/07/2012	Waiting	quarterly schedule
4	01/02/2013	Processing	cautious annual report

On the Schedule tab, enter a name and select which report template you want to run on this schedule.

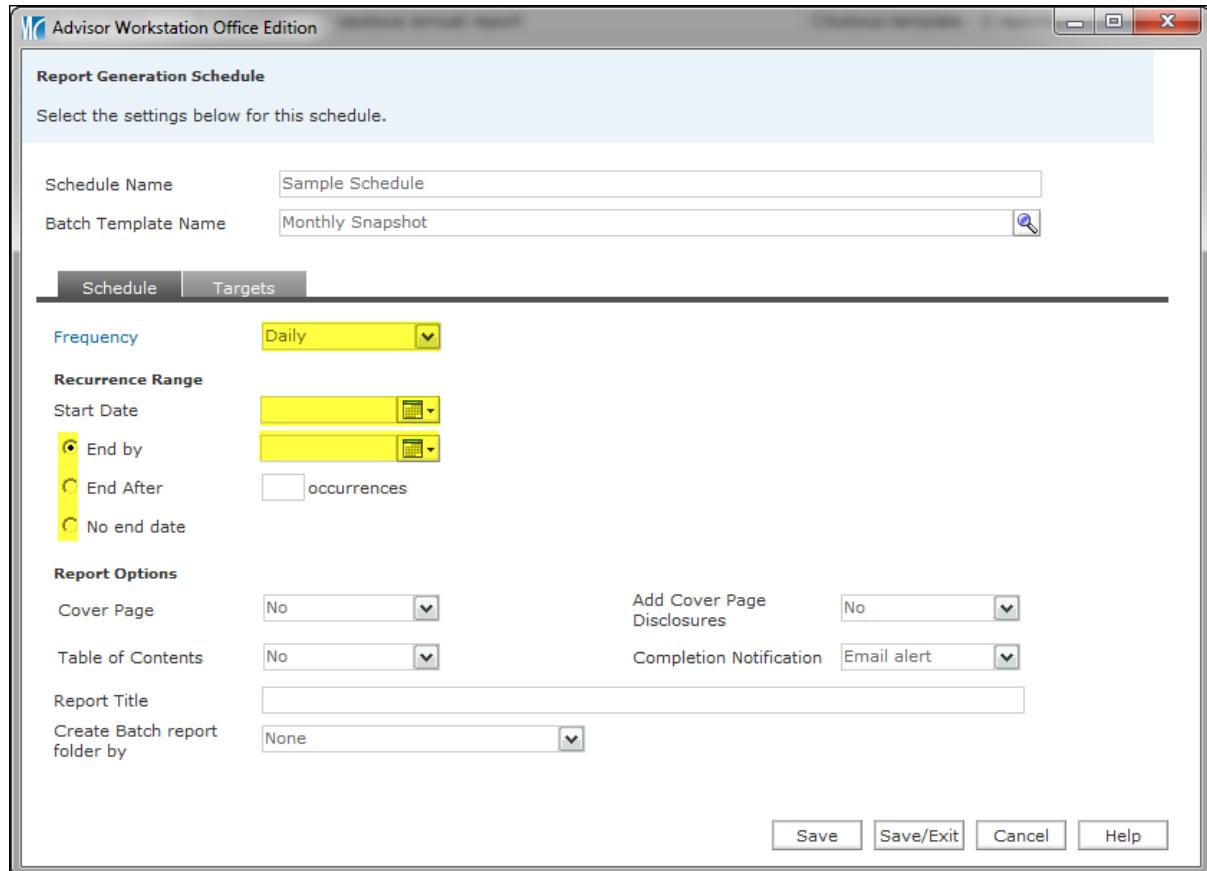


The screenshot shows the 'Report Generation Schedule' dialog box. The 'Schedule Name' field is set to 'Sample Schedule' and the 'Batch Template Name' field is set to 'Monthly Snapshot'.

Schedule Tab Options:

- Frequency: Daily
- Recurrence Range:
 - Start Date: [empty]
 - End by: [empty]
 - End After: [empty] occurrences
 - No end date
- Report Options:
 - Cover Page: No
 - Table of Contents: No
 - Report Title: [empty]
 - Create Batch report folder by: None
 - Add Cover Page Disclosures: No
 - Completion Notification: Email alert

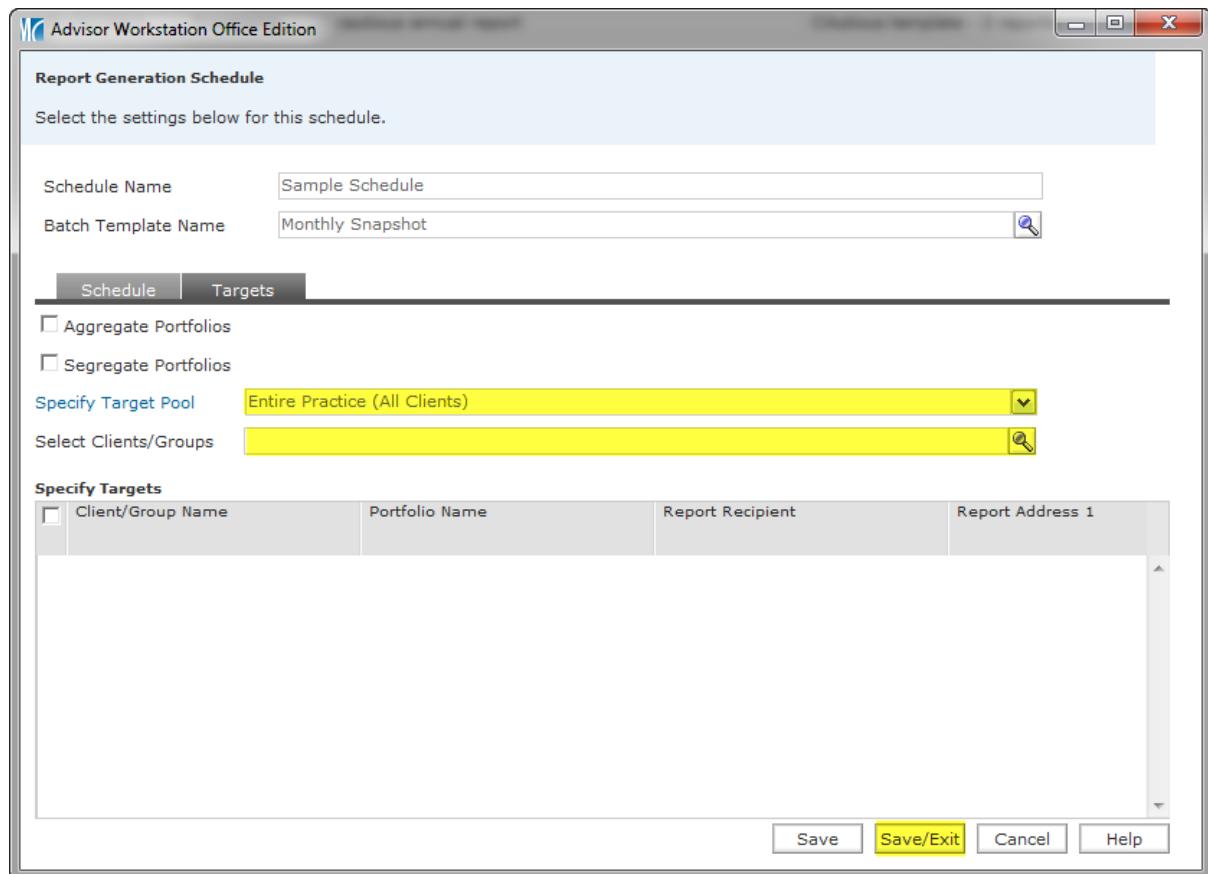
Set the Frequency of reporting the start date and whether you want the schedule to stop running at a certain date, after a number of runs or never:



The start date you select is the date the schedule is run on a regular basis. For example if you select a frequency of monthly and a start date of 8/10/2010, then the schedule will be run on the 8th of every month until the end by date or number of occurrences is reached.

You can also select whether to include the standard cover and disclosures pages in the reports on this screen.

On the targets tab you can select which clients or groups you want to run the batch for. You can also specify to run the batch for individual accounts from this dialog:



Lastly click Save/Exit. The batch is now complete.