

Batch Reporting

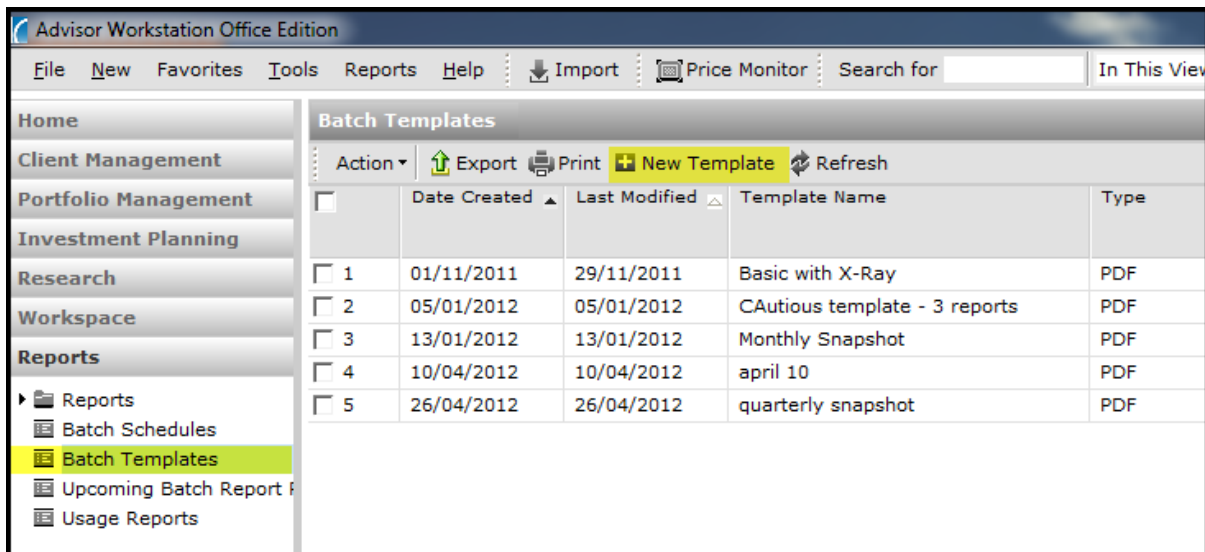
The batch reporting feature is designed to make your regular client reporting easier. With this feature you can define which reports you want to run for a client or group of clients (see Setting up a group above) and the frequency which those reports will be generated.

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

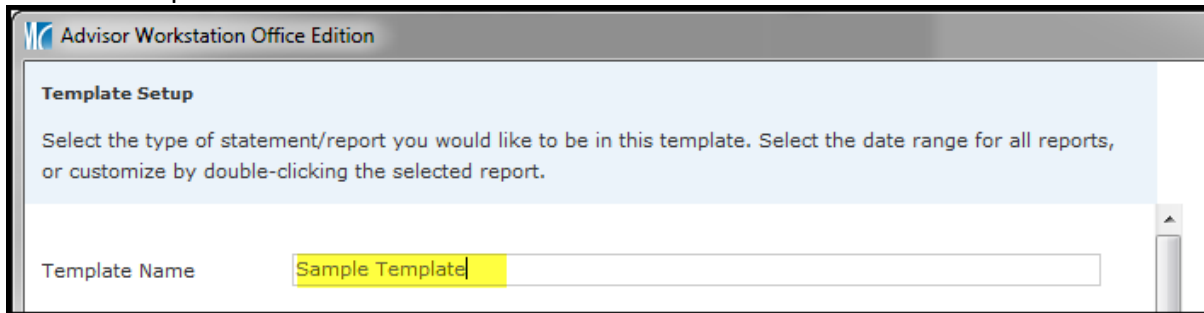


The screenshot shows the 'Advisor Workstation Office Edition' interface. The left sidebar contains a navigation menu with the following items: Home, Client Management, Portfolio Management, Investment Planning, Research, Workspace, and Reports. The 'Reports' item is expanded, showing sub-items: Reports, Batch Schedules, Batch Templates (highlighted), Upcoming Batch Report, and Usage Reports. The main window displays the 'Batch Templates' section. At the top, there is a toolbar with buttons for Action, Export, Print, New Template (highlighted), and Refresh. Below the toolbar is a table with the following columns: Action, Date Created, Last Modified, Template Name, and Type. The table contains five rows of data:

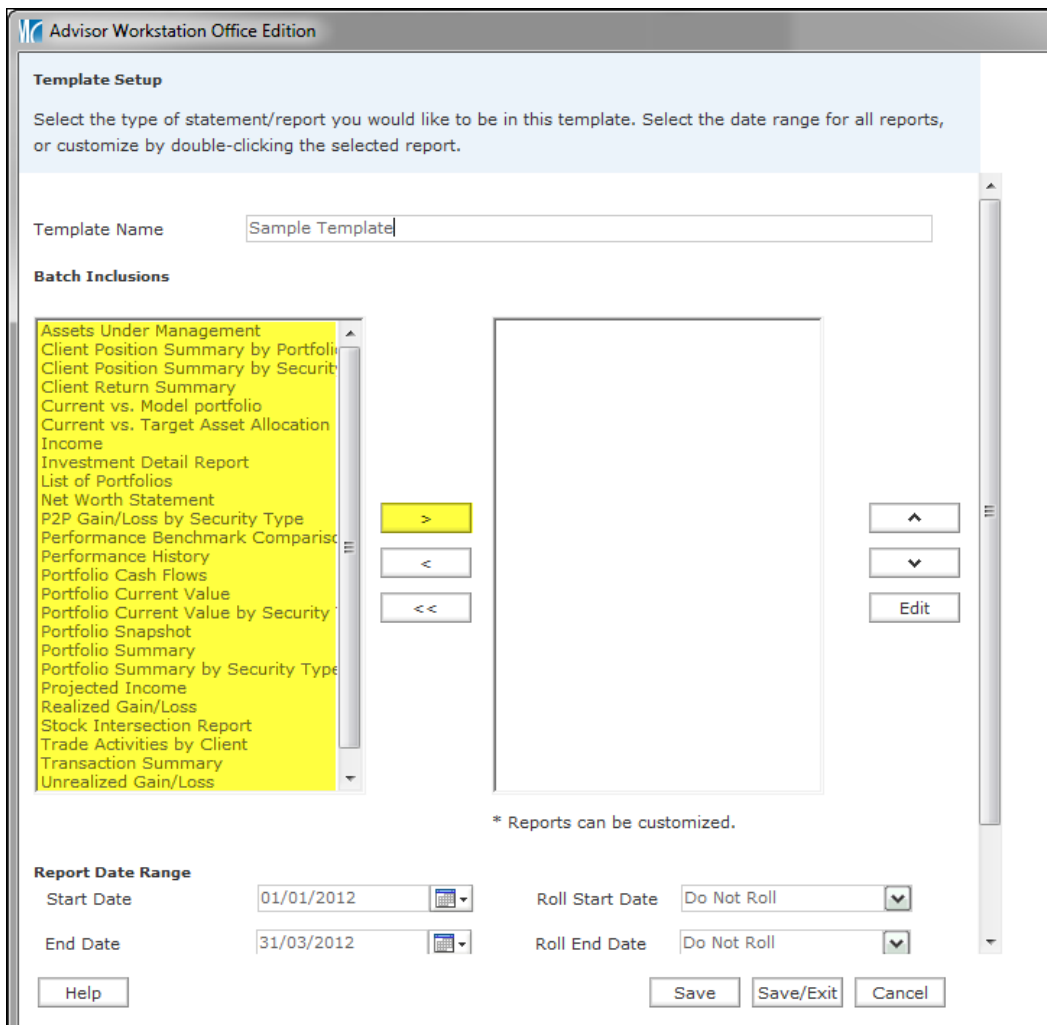
Action	Date Created	Last Modified	Template Name	Type
<input type="checkbox"/> 1	01/11/2011	29/11/2011	Basic with X-Ray	PDF
<input type="checkbox"/> 2	05/01/2012	05/01/2012	CAutious template - 3 reports	PDF
<input type="checkbox"/> 3	13/01/2012	13/01/2012	Monthly Snapshot	PDF
<input type="checkbox"/>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

2. Define the Reports to Generate

Give the template a name



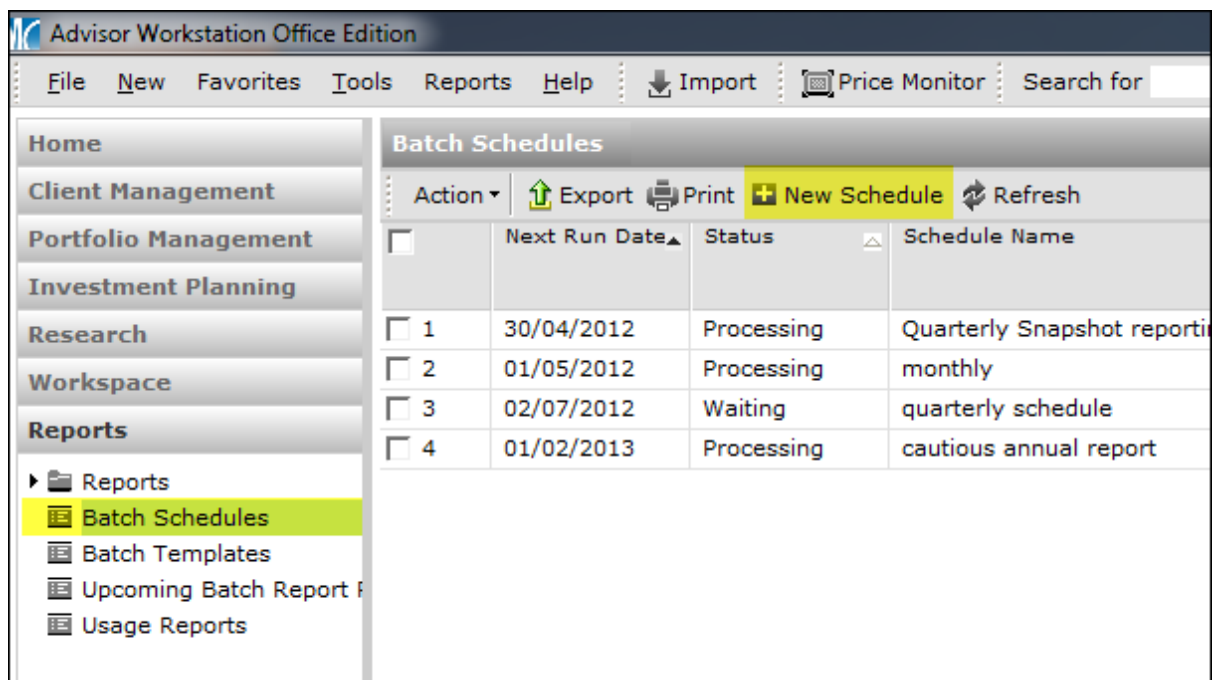
Available reports are listed in the left hand box. Click a report then click the > arrow to move it to the right hand box. Double click reports on the right with an asterisk (*) to adjust their settings:



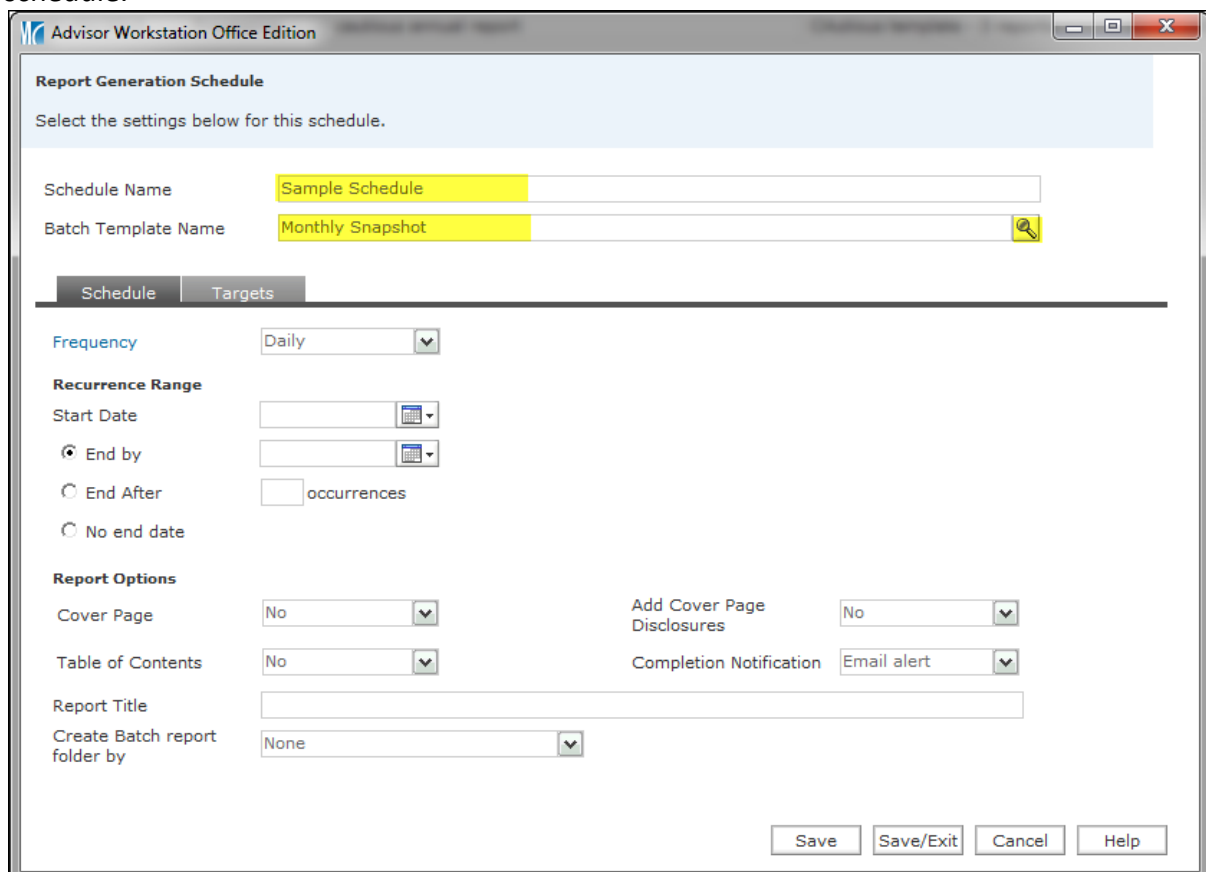
Once done, click Save/Exit to save the Batch Template

3. Create a Schedule

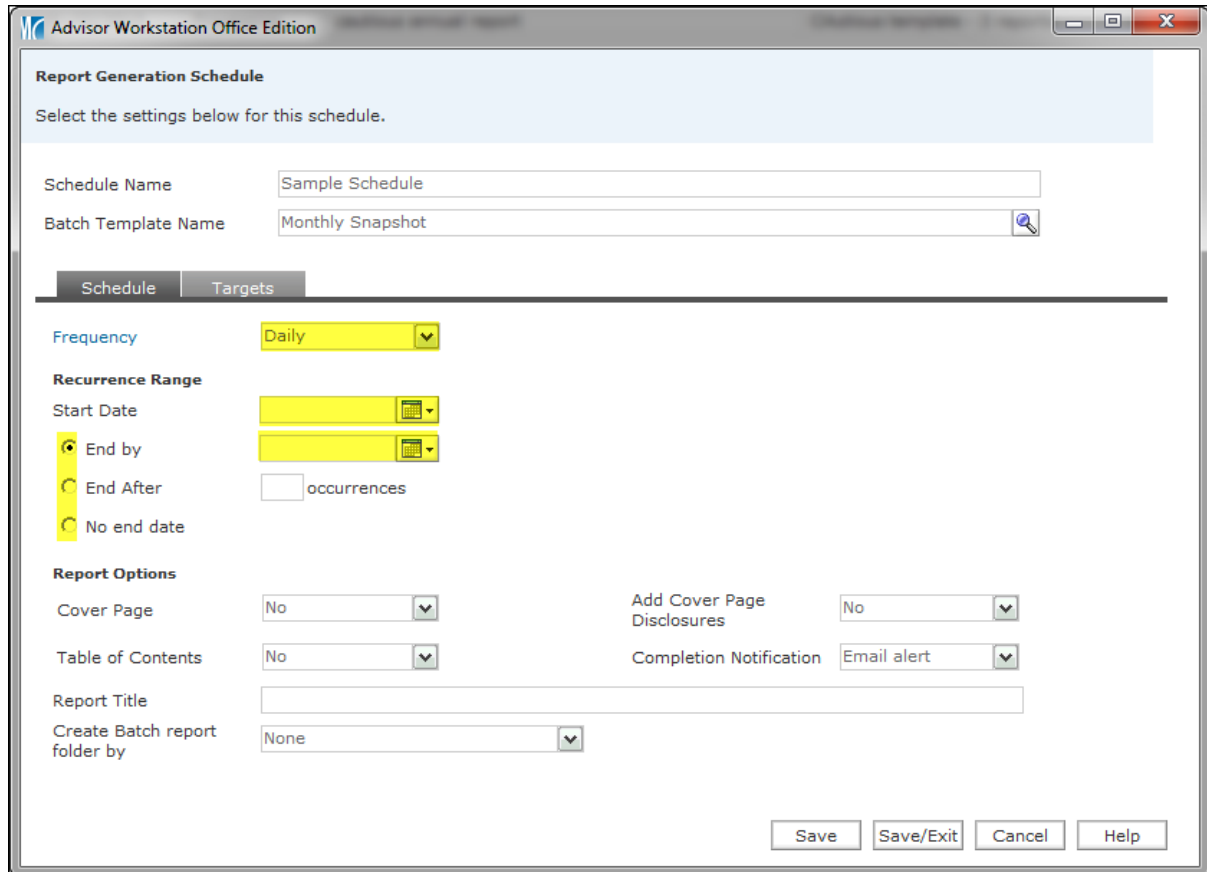
In Reports, Select Batch Schedules:



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



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:



Report Generation Schedule

Select the settings below for this schedule.

Schedule Name: Sample Schedule

Batch Template Name: Monthly Snapshot

Schedule | Targets

Frequency: Daily

Recurrence Range

Start Date: [Date Picker]

☒ End by: [Date Picker]

☐ End After: [Text Field] occurrences

☐ No end date

Report Options

Cover Page: No

Add Cover Page Disclosures: No

Table of Contents: No

Completion Notification: Email alert

Report Title: [Text Field]

Create Batch report folder by: None

Save Save/Exit Cancel Help

The start date you select 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:

Advisor Workstation Office Edition

Report Generation Schedule

Select the settings below for this schedule.

Schedule Name

Sample Schedule

Batch Template Name

Monthly Snapshot

🔍

Schedule

Targets

☐ Aggregate Portfolios
 ☐ Segregate Portfolios

Specify Target Pool

Entire Practice (All Clients) ▼

Select Clients/Groups

🔍

Specify Targets

<input type="checkbox"/>	Client/Group Name	Portfolio Name	Report Recipient	Report Address 1

Save

Save/Exit

Cancel

Help

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