Batch Reporting

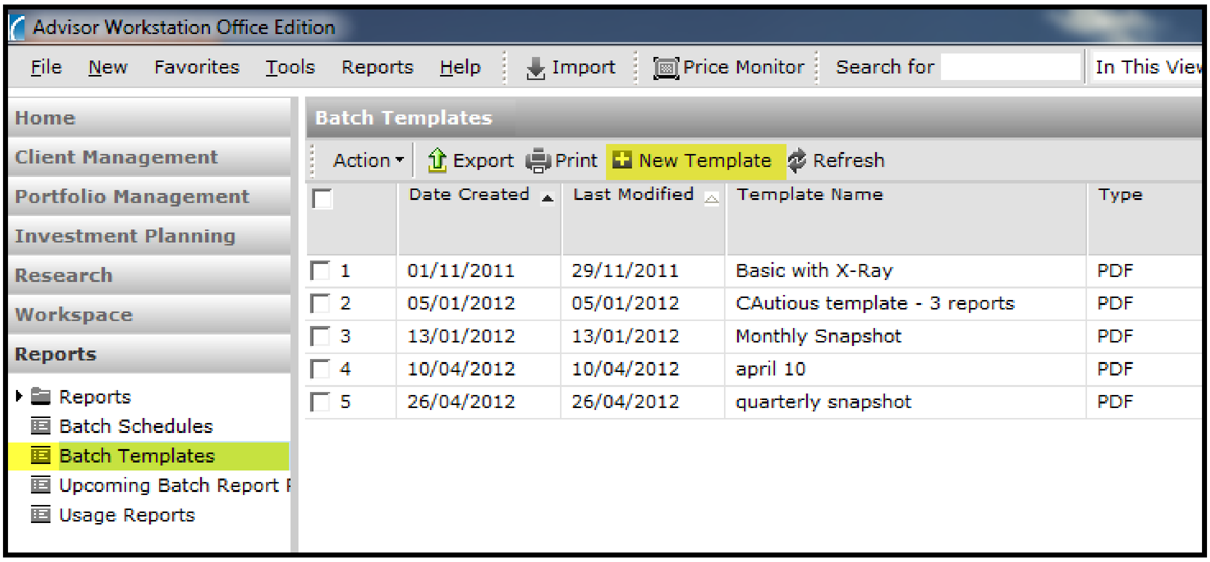
The batch reporting feature is designed to make your regular client reporting easier. With this feature you can define which reports you want to run for a client or group of clients (see Setting up a group above) and the frequency which those reports will be generated.

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

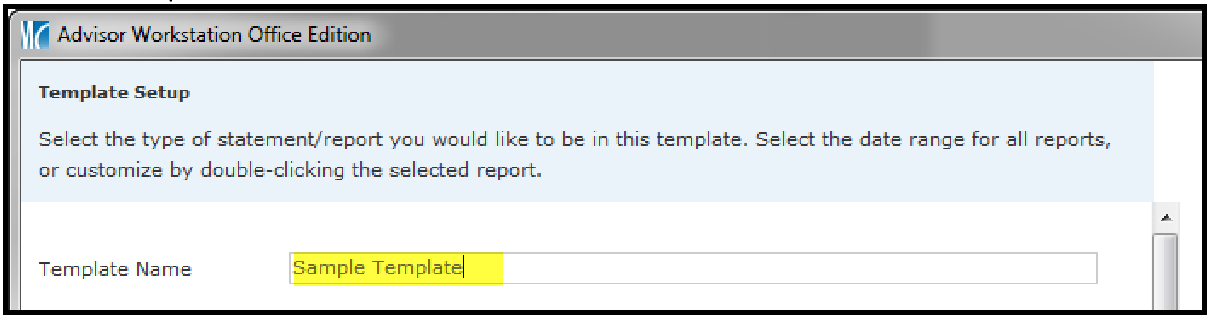
The report template allows you to define which reports you want to generate in a specific batch.

Go to Reports> Batch Templates, then click New Template

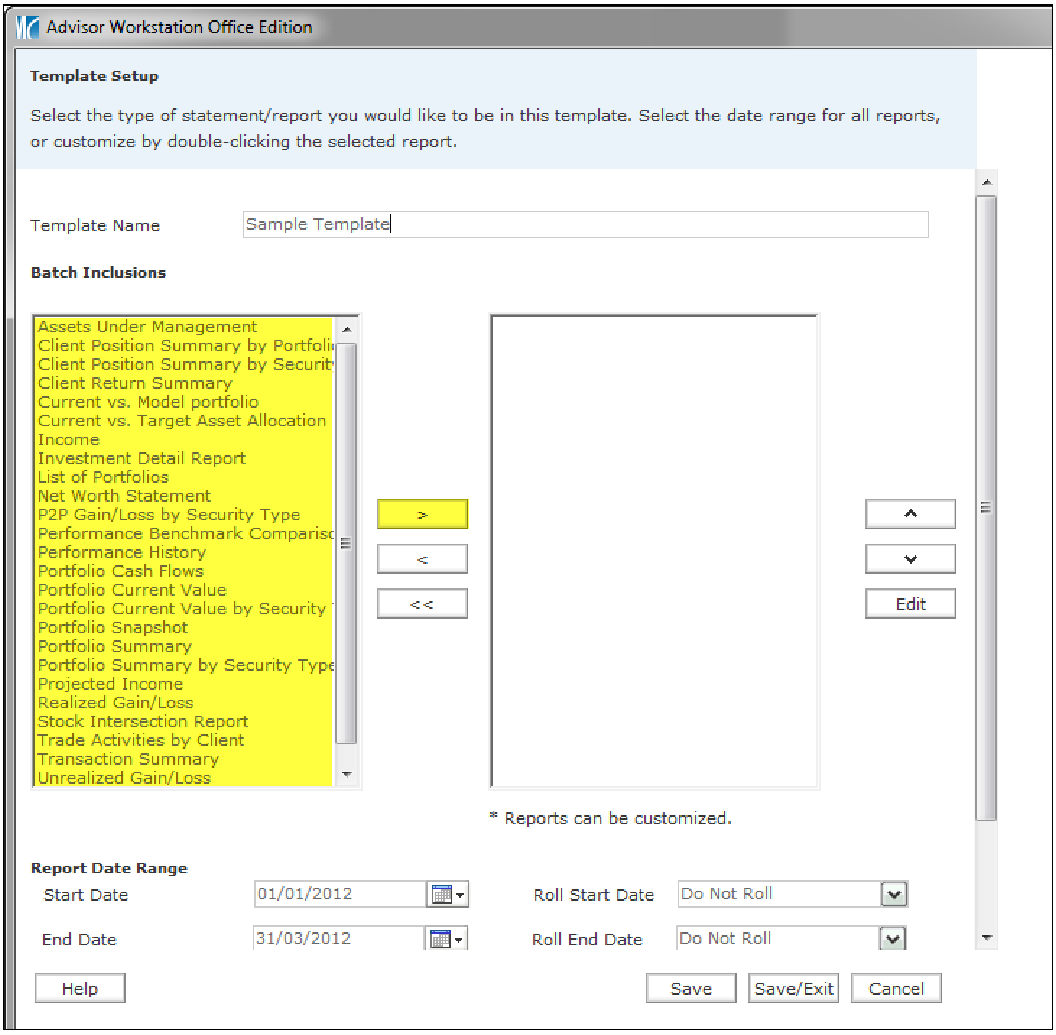


2. Define the Reports to Generate

Give the template a name



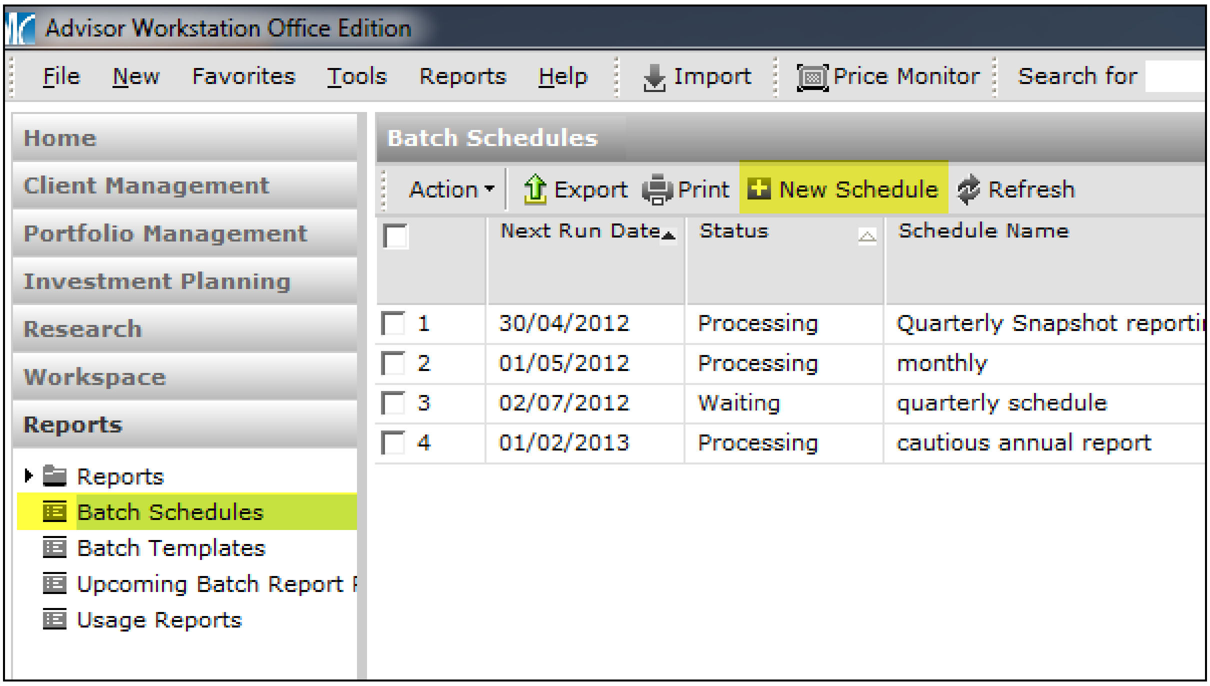
Available reports are listed in the left hand box. Click a report then click the > arrow to move it to the right hand box. Double click reports on the right with an asterisk (*) to adjust their settings:



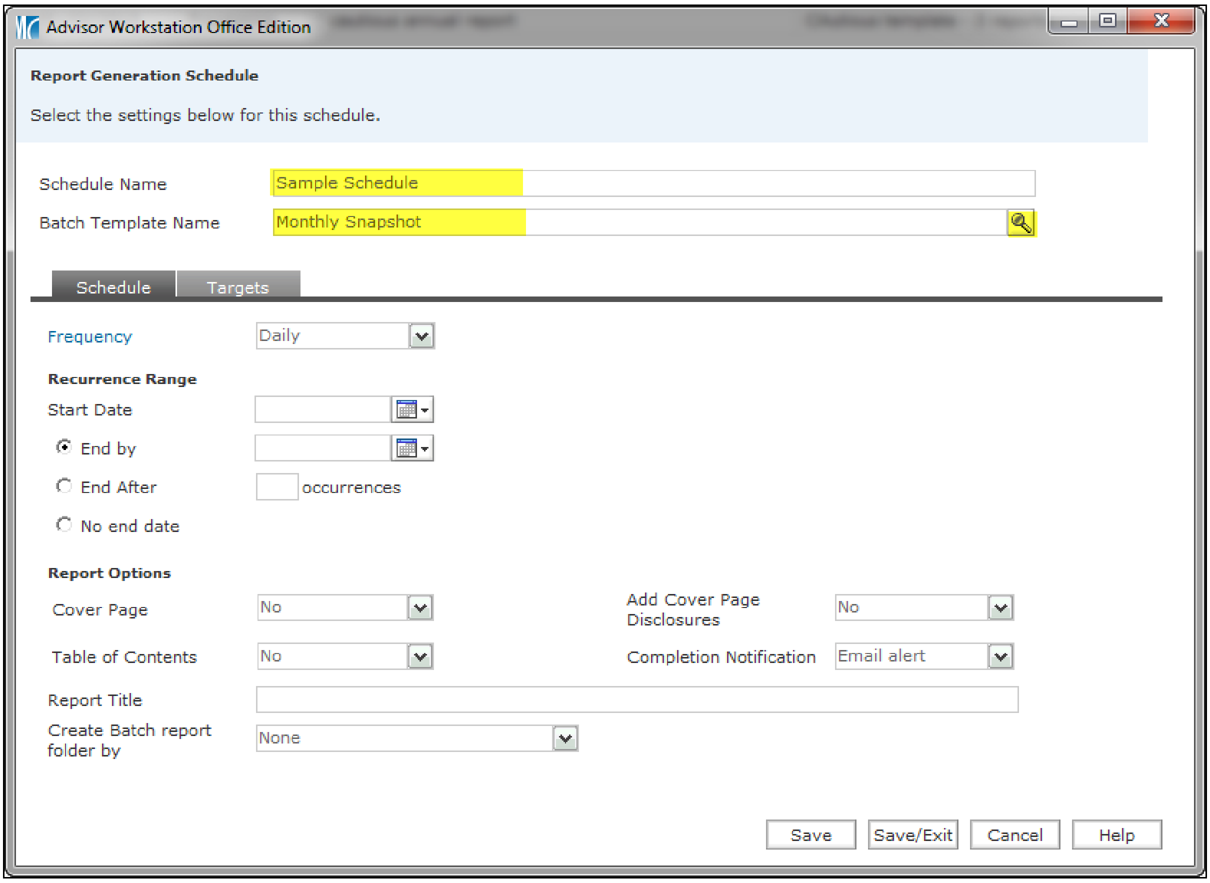
Once done, click Save/Exit to save the Batch Template

3. Create a Schedule

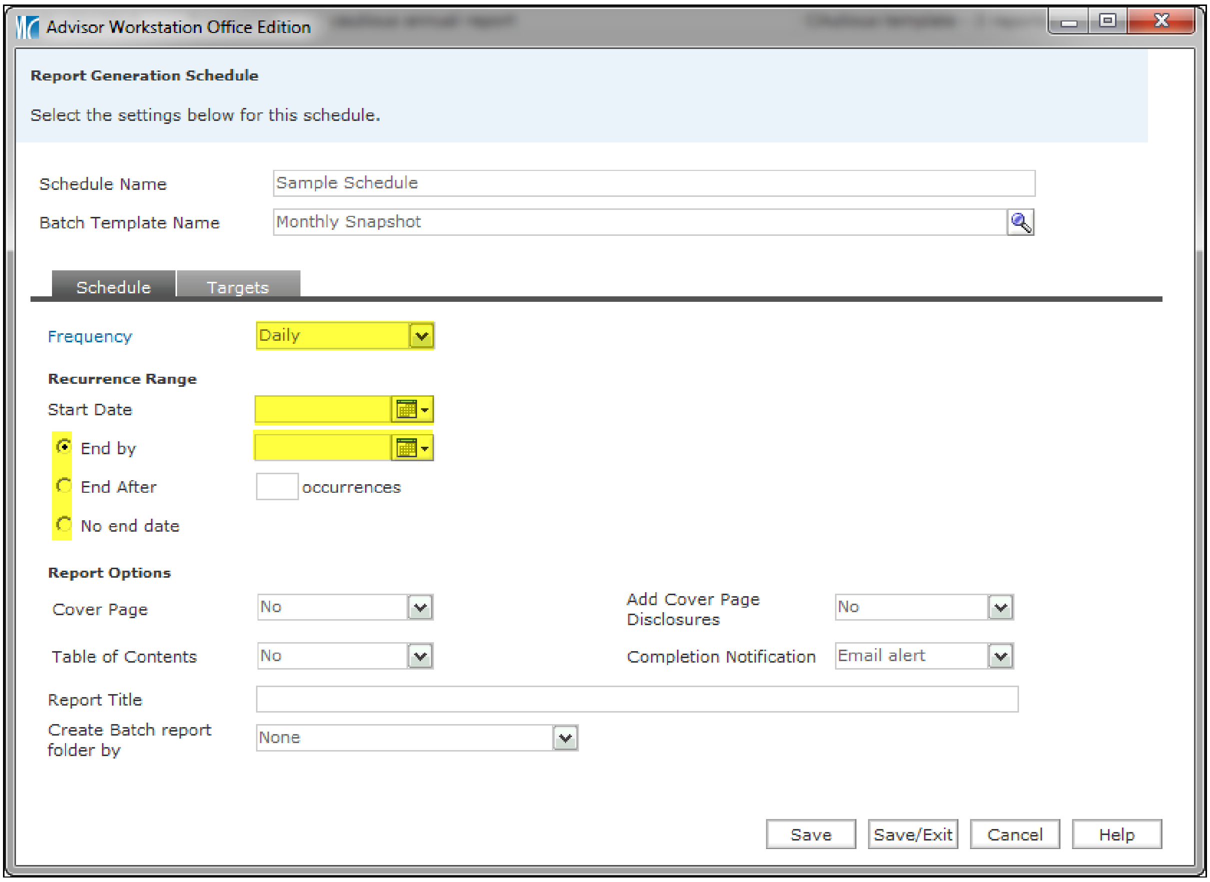
In Reports, Select Batch Schedules:



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



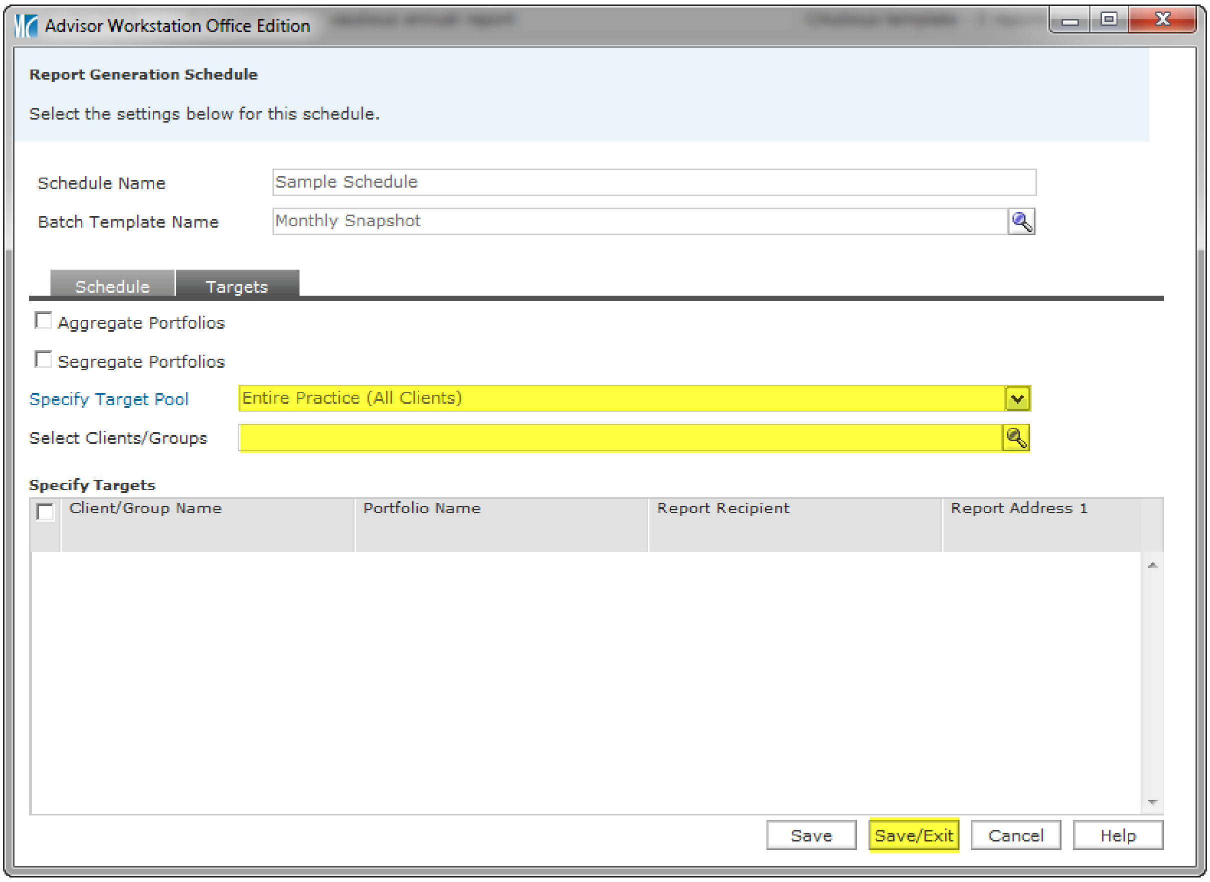
Set the Frequency of reporting the start date and whether you want the schedule to stop running at a certain date, after a number or runs or never:



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:



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