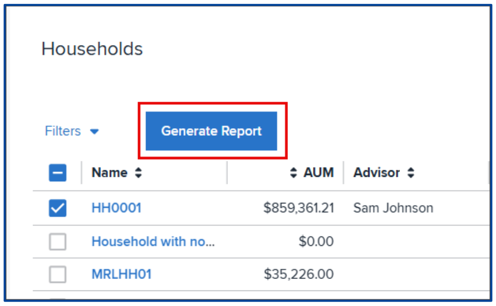
Reporting

Quick Start Guide

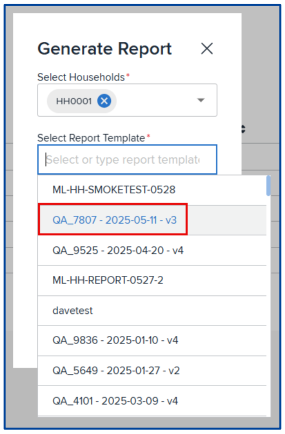
Advisors can monitor client portfolios via a dashboard, with in-depth data views on household and account pages. Reporting is easy with the module's drag-and-drop interface and library of charts, graphs, and templates.

Generate a Single Report for a Household:

Step 1: Click **Clients > Households**. Select a household, then click **Generate Report**.



Step 2: Choose a report template:



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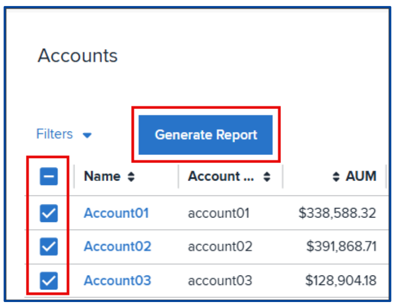
Step 3: Choose an As-Of Date (most recent, end of prior month, end of quarter) and click Run Report. You are taken to the Documents page. Your report is listed at the top. Its status will change from Queued to In Progress to Completed. When completed, click its Download link.

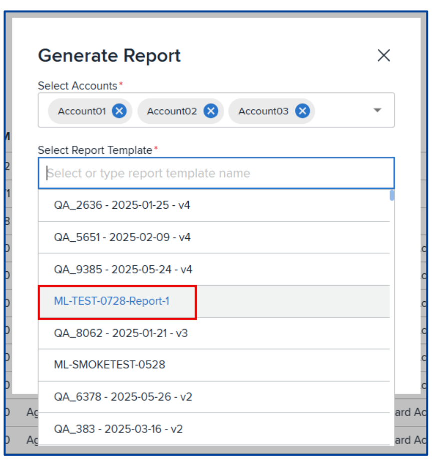
Generate a Batch Report for Several Accounts:

To generate a batch report for multiple accounts:

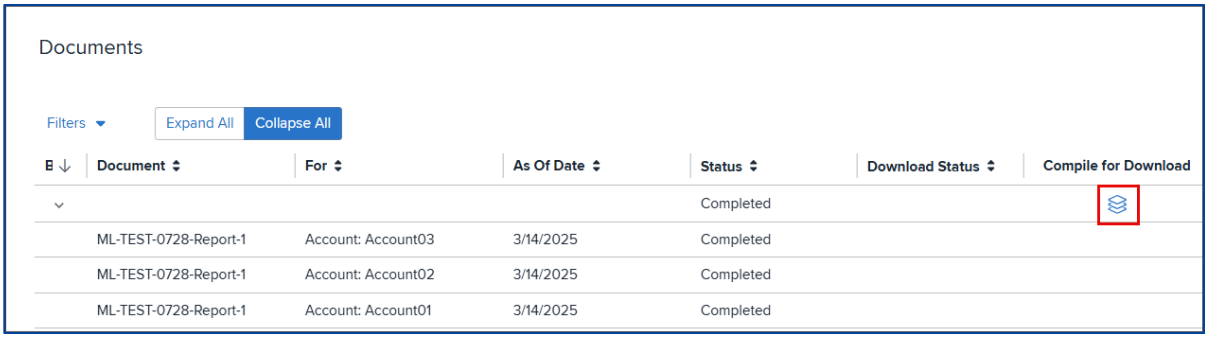
Step 1: Go to **Clients > Accounts**. Select multiple accounts and click **Generate Report**:



Step 2: Choose a report template:



Step 3: Choose an as-of date (most recent, end of prior month, end of prior year and click **Run Report.** You are taken to the Documents page. Your batch report is listed, with underlying individual reports for each account. Its status will change from Queued to In Progress to Completed. When completed, click the **Compile for Download** link. Download status moves from New to Download. When finished, click **Download:**

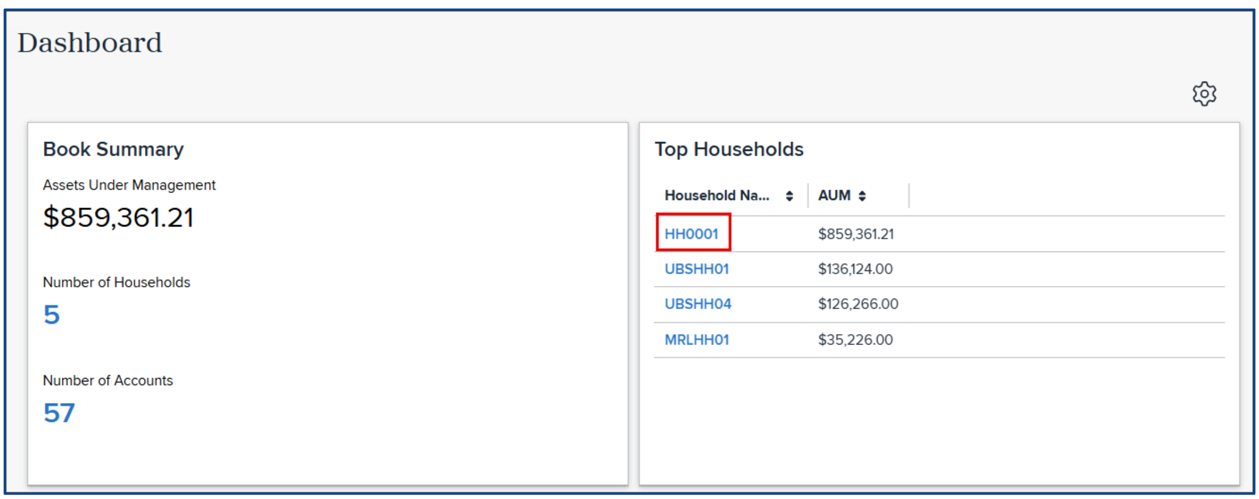


Step 4: In your computer's file system's Download folder, click to open the zip file.

Inside the zip view, click into the batch folder. Click to open the PDF and view the individual PDF reports.

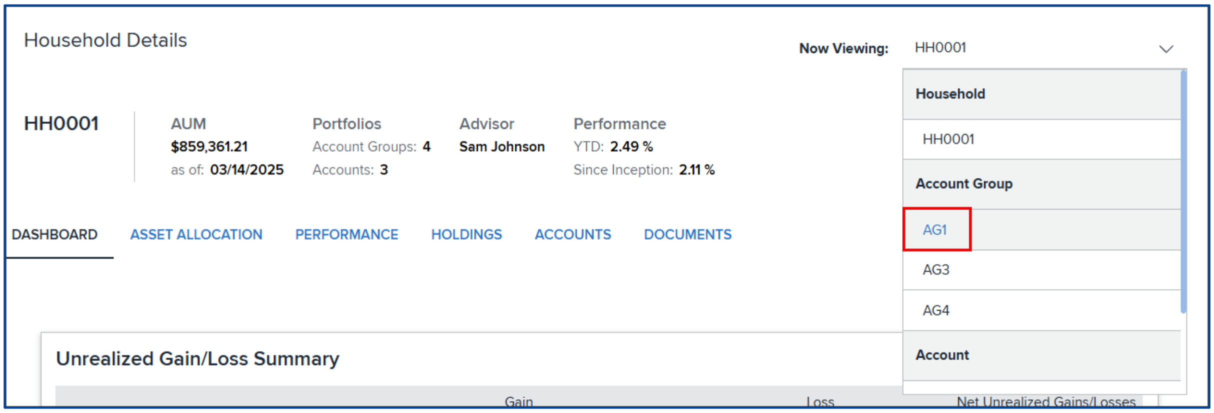
View Portfolio Information

Step 1: In the top menu, click **Dashboard.** Click a household link under Top Households to drill down into that household:

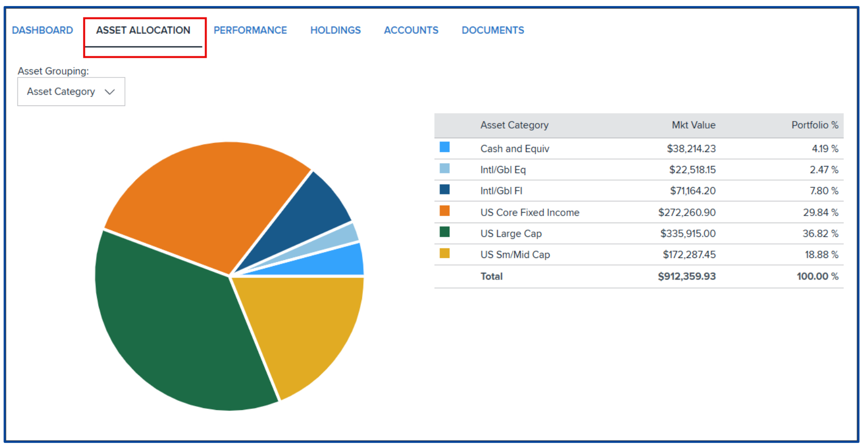


Step 2: Scroll to view calendar year performance, risk/return, top 10 investment vehicles, etc., for this household.

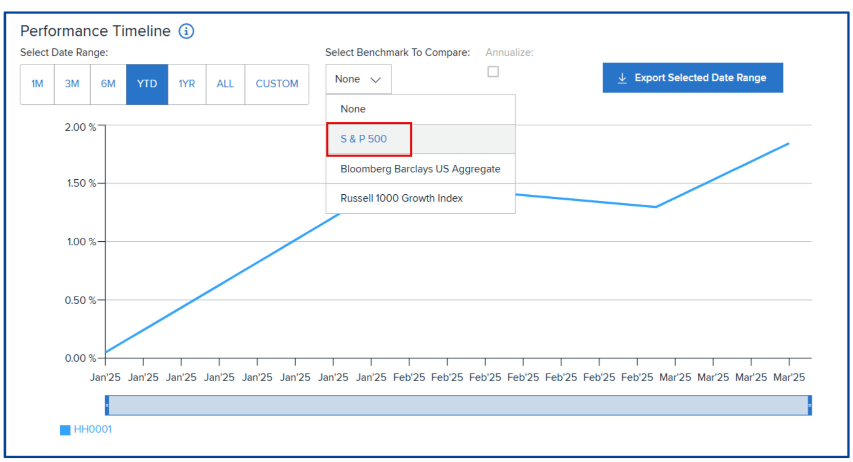
Step 3: In the top right drop-down, click to view the account groups in that household.



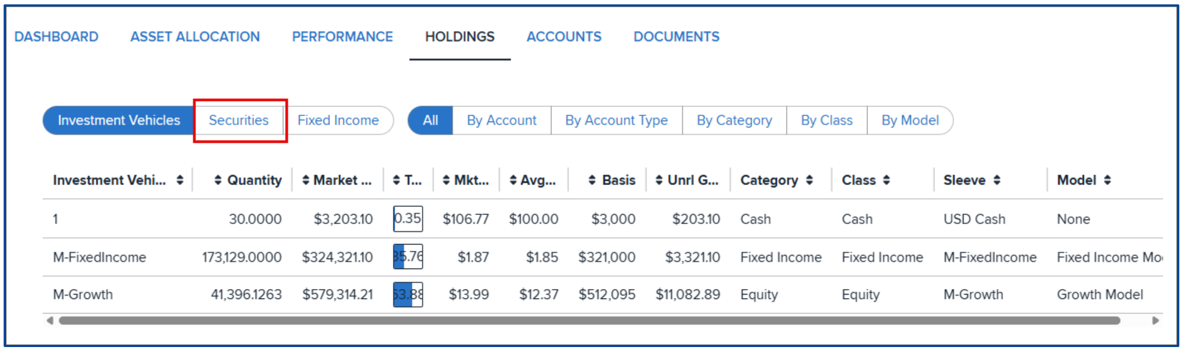
Step 4: Click the Asset Allocation tab and view the asset allocation:



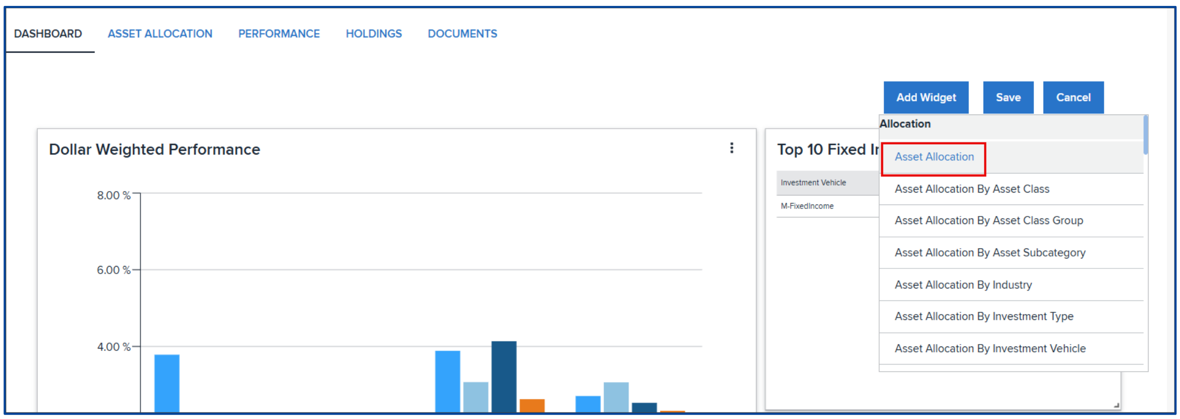
Step 5: Click the Performance tab. Change the performance timeline from All to YTD. Next, select a Benchmark from the drop-down to add it to the performance timeline:



Step 6: Click the Holdings tab. Change the focus from Investment Vehicles to Securities:



Step 7: Click the Accounts tab, then click **Account01** and view the account Dashboard. Click the gear widget to the right. Click **Add Widget** and choose Asset Allocation:



Click **Save**. Scroll down to view the Asset Allocation widget you added.