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General Notes:

The purpose of this exercise is to exactly replicate the steps taken in the product demo, such that any "surprises" may be prevented. "Surprises" include, but are not limited to:

- Bugs
- Changes in layout
- Changes in nomenclature
- Changes in workflow
- Changes in loaded data
- Changes in product speed
- Or anything else you might find. Basically, the person doing the demo in front of a prospective client should know EXACTLY what to expect at every step in the process.

Use notes, Snagit, or whatever means you feel necessary or most apt to describe and document any bugs or anomalies you might find.

General Rules:

The demo data set must be used.

- The purpose of this script is to test the demo. To that end, please be certain that you are using a current version of the Demo data set, but that you are not working on the live version of the data. The data should be tested, but not altered in any way. Best way to do that is to work on a separate copy of the demo.

The demo data set must be kept clean.

- Don't work directly in the demo build. Work in a mirror copy, such that the demo data will be exactly the same at the start of the demo, as it was at the start of your test sequence.

Usernames and clients used in the demo must also be used.

- To comply with the "test exactly what will be shown in the demo" idea, please be certain to login with the username used in the current demo, and to select the same clients' names used in the current demo. Different advisors have different rights and clients assigned to them; and different clients have different accounts and trade parameters assigned to them.
- Hexxagon data set: login as **bbancroft**, and use client **John Peters** for performance data.

Launch the Laptop and Demo

Turn on the laptop, and login.

First, complete the remote login sequence:

- At the prompt, click **Ctrl + Alt + Delete**.
- Wait for the Cisco splash screen to launch in front of the Windows splash.
- In the Cisco VPN Client pane in the lower left corner of the window, click **Connect**.
- For the VPN Client User Authentication that is launched, enter YOUR Finaplex Username and Password for the Domain: CORP, and click OK.
- Watch the VPN Client load.
- When the VPN Client / Banner pane launches, click **Continue**.
- You are now logged into the Finaplex wireless network.

Then, log into the local machine:

The Welcome to Windows pane will be reopened.

- Press Ctrl-Alt-Delete to begin.

In the Log On to Windows pane, login using the demo username and password provided:

- Enter **Username: FWMLTD**
- Enter **Password** given to you on the sly by someone in the know.
- Make certain **Log On to: this computer/local machine** is selected, and click **OK**.
- The machine should launch, and open the standard desktop.

Then, launch the demo:

- If the Security Setup Wizard launches, click **Cancel**.
- Click the **Start FOND** shortcut in the middle of the desktop, and watch the command line window scroll... (this could take several minutes)
- When you get a blinking cursor at the bottom of the scrolled lines, it means it's ready for the next step.
- Click the **FOND Local** shortcut.
- Login to the product with the username and password provided.
- (For the current demo database, use username: bbancroft, and password: bbancroft.)

To access the shared folder, where the demo test script lives:

- Go to **Start > My Network Places > Share on File**.
- When prompted, login as you.
- Then go to **FOND > FOND Public > DemoTutorial**.
- Or just click the DemoTutorial shortcut in the upper right corner of your desktop, and login with your Finaplex username and password when prompted.

When you have completed the Demo, logout of FOND, close the browser window, click the **Stop FOND** shortcut on the desktop.

Shut Down the laptop, lock it up, and walk away.

Login page



Welcome to Finaplex OnDemand BETA

Finaplex OnDemand is a powerful web application for wealth advisors. It was built from the ground up using secure web technology.

Scalable

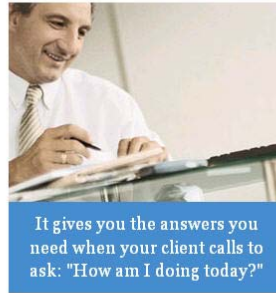
Finaplex OnDemand can scale to the most demanding account volumes. We process hundreds of thousands of accounts, every day. No matter how big your business grows, we have the power to support you. [more...](#)

Comprehensive

Finaplex OnDemand supports the full cycle of wealth management services - identifying needs and goals, generating proposals, building and managing portfolios, and reporting. [more...](#)

Integrated

Finaplex OnDemand reports and tools are integrated not only with each other, but also with your custodial back-office. Automatic nightly updates keep everything current, and daily reconciliation keeps everything synchronized.



Affordable

Finaplex OnDemand can give you a powerful wealth management desktop at a surprisingly low cost. And it's economical to use. [more...](#)

Sign In

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="LOGIN"/>	

Use the fields above to sign in to our system. If you are having trouble with your username or password, please contact customer service.

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Enter **Username: 1_babbot**; **Password: 1_babbot**; and click **Login** to launch the Advisor Summary page.

(Depending on the data set in use on the demo build, choice of username and password might change. Please check with Marketing before any new testing round to make certain that the username listed above is still in use.)

Advisor Summary page

FINAPLEX OnDemand™

-Select a page- GO Barry Abbott LOGOUT

HOME CONTACT MANAGEMENT REPORTING PORTFOLIO MANAGEMENT TRADING SETUP ABOUT

Advisor Summary

Advisor: Barry Abbott

Total Assets:	\$3,779,255.55
Total Liabilities:	\$0.00
Total Net Assets:	\$3,779,255.55

Quick Links:
Clients
Prospects
Order Status

Alerts View All Alerts

Date	Alert
No Alerts Found	

Clients Prospects Top 25 Positions Filter

Client	# of Accounts	Assets Held(\$)	Liabilities Held(\$)	Assets Held Away(\$)	Liabilities Held Away(\$)	Total Market Value(\$)	Open Orders	Plans	Alert
Addison, Isabel	9	986,400.00	0.00	2,341,408.05	0.00	3,327,808.05	0	2 / 0	
Andronowski, Melinda	3	451,447.50	0.00	0.00	0.00	451,447.50	0	0 / 0	

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Click through all available links to make certain that appropriate page launches:

- Click **Clients**.
- Click **Prospects**.
- Click **Order Status**.
- Click **View All Alerts**.
- Click **Filter** and filter the list by a Client Name.

Click through all available panes to check for functionality:

- Click **Prospects**.
- Click **Top 25 Positions**.
- Click the **Clients** tab to return to the main screen.
 - Click **Filter**, enter a client's name, and click **Search**.
 - Click the client's name to launch the **Client Summary** window.
 - Click **View Balance Sheet Detail** to drill down to the balance sheet.
 - Click the Finaplex OnDemand graphic (top left of window) to return to the **Advisor Summary** page.
- On each page, make certain that all tabs and links are clickable, that the data looks right, and that everything seems to work properly
- Make note of any moved links, changed layout, new functionality, or any other differences between the previous demo build and this.

Select a client:

- Click a name in the Client column (John Peters for Hexxagon data) to launch the **Client Summary** page.

Client Summary page

FINAPLEX OnDemand™

-Select a page- GO Barry Abbott LOGOUT

HOME CONTACT MANAGEMENT REPORTING PORTFOLIO MANAGEMENT TRADING SETUP ABOUT

Client Summary

Barry Abbott: Isabel Addison

Client Name: Isabel Addison
Phone: 92345671453
Spouse/Partner: Gwen Angus
Dependents: Sydney
Client Since: Nov 10, 2006

[Dashboard Configuration Layout](#)

Asset Allocation [View Asset Allocation Detail](#)

Total(Firm Holdings Only)

	% Assets	Market Value(\$)
US Large Cap	30.19%	1,004,737.60
US Small Cap	16.71%	555,964.00
Emerging Markets	5.12%	170,518.40
International	0.45%	15,030.00
Fixed Income	16.95%	564,003.05
Cash	5.03%	167,555.00
Other	25.54%	850,000.00

Balance Sheet [View Balance Sheet Detail](#)

Total Assets:	\$3,327,808.05
Total Liabilities:	\$0.00
Total Market Value:	\$3,327,808.05

Alert [View All Alerts](#)

Date	Alert
No Alerts Found	

Holdings Summary [View All Holdings](#)

Account	Custodian	Market Value(\$)
1_jaddison_1616	Generic Bank	246,600.00
1_jaddison_1618	Generic Bank	246,600.00
1_jaddison_1620	Generic Bank	246,600.00
1_jaddison_1622	Generic Bank	246,600.00
1_jaddison_1624	N/A	850,000.00
1_sabosh_1634	N/A	1,324,853.05
387177655	Bank of America	124,555.00
9870-88867	Bank of Hawaii	42,000.00
Total:		3,327,808.05

Performance [View Performance Summary](#)

	Month-to-Date	Quarter-to-Date	Year-to-Date	Since Inception
Account Returns				
S&P 500 Returns				

Plans

Plan Name	Strategy	Status	Last Rebalance	Market Value(\$)
10509	Capital Growth	PROPOSED	-	739,800.00
Isabel Addison Growth Plan	Capital Growth	PROPOSED	-	3,285,808.05

Recent Transactions [View All Transactions](#)

Transaction Date	Account Number	Type	Symbol
Apr 27, 2007	9870-88867		USD
Nov 5, 2006	1_jaddison_1616		BLD
Nov 5, 2006	1_jaddison_1616		IBM

YTD Gain/Loss [View Realized/Unrealized Gain Reports](#)

	Gain/Loss(%)	Gain/Loss(\$)
Realized	0.00	NA
Unrealized	51.71	1,720,920.16

- Click through every link on the page to make certain that they all work.
 - Click **Dashboard Configuration Layout**.
 - Click a **Plan Name** to launch the **Plan Overview** page for that plan.
 - Click **View Asset Allocation Detail**.
 - Click **View All Transactions**.
 - Click a symbol to launch the **Transaction History** page for that symbol.
 - Click **View Realized Gain Reports**.
 - Click **View Unrealized Gain Reports**.
 - Click **View Balance Sheet Detail**.
 - Click **View All Alerts**.
 - Click **View All Holdings**.
 - Click **View Performance Summary**.
- Click **View Balance Sheet Detail**.
 - Make certain data is accurate.
- Click **Dashboard Configuration Layout**.

- Add a module to the right side of the page, and click the back button to show it.
- (Check to see whether deleting panes, or moving them up and down in the list, works properly. When it does work, make a note to notify the person giving the demo.)
- **(NOTE you can add 'nuggets,' but you cannot remove them with this build.)**
- Click **Save** to return to the **Client Summary** page.

From here, walk through each of the available wizards, in sequence:

NOPE – wizards are no longer available.

- Profile Wizard
- Goal Wizard
- Portfolio Wizard

Plan Creation sequence

Click the **Portfolio Management** tab

- In the Proposal Generation: Plan Login page that opens, select client **John Peters**, and click **Select**.
- Click **Open** under **Plan: Plan 6754**.
- Click the back button to return to the Plan Login page.

Create New Plan

In the **Create New Plan** pane, enter **Plan Name:** "Sarah's College Tuition," and click **Create**.

The screenshot shows the FINAPLEX OnDemand interface. At the top, there's a navigation menu with tabs: HOME, CONTACT MANAGEMENT, REPORTING, PORTFOLIO MANAGEMENT (selected), TRADING, SETUP, and ABOUT. Below the menu, the page title is "Proposal Generation: Plan Login".

On the left, there's a "Search for Client:" field with a "SEARCH" button and a "CREATE PROSPECT" button. Below that is a "Select Client" section with a list of client names: Abosh, Sarah; Addison, Isabel; Andronowski, Melinda; Ellis, Ryan; Hanni, Karin. A "SELECT" button is at the bottom of this list.

On the right, there are two main sections:

- Open Existing Plan:** Includes a "Plan:" dropdown menu currently showing "Isabel Addison Growth Plan", and "OPEN" and "DELETE" buttons.
- Create New Plan:** Includes a "Plan Name:" text input field containing "Sarah's College Tuition" and a "CREATE" button. Below it is an "Import Information From:" dropdown menu set to "-Select One-".

- The **Plan Overview** page will open with the warning:
 - Warning: This plan does not have an investment strategy. Please go to the [Investment Strategy](#) page and select an investment strategy or fill out a questionnaire.

Investment Strategy

- Click the **Investment Strategy** link.

The screenshot shows the FINAPLEX OnDemand™ web application interface. At the top, there is a navigation menu with options: HOME, CONTACT MANAGEMENT, REPORTING, PORTFOLIO MANAGEMENT, TRADING, SETUP, and ABOUT. Below this is a sub-menu with options: Home, Profile, Funding, Goal Planning, Portfolio, Analysis, and Proposal. The main content area is titled "Investment Strategy".

At the top right, there is a search bar with the text "-Select a page-" and a "GO" button. To the right of the search bar, the user's name "Barry Abbott" and a "LOGOUT" button are visible.

The client profile section displays the following information:

Client Name	- Select a Plan -	GO
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED
Email: No email found	Plan Number: 81	Strategy:
Phone: 92345671453 (home)		

Quick Links:

- > Plan Overview
- > Funding Accounts
- > Goals
- > Savings
- > Asset Allocation

Fill Out a Questionnaire

Select and fill out a questionnaire to determine your client's investment strategy.

Questionnaire: -- Select One --

SUBMIT

Select an Investment Strategy

Select an investment strategy directly. If you already have filled out a questionnaire, also provide your reason for overriding the system recommendation.

Investment Strategy: --Select One--

Override Reason:

SUBMIT

- Select a Questionnaire, and click **Submit**
- Click radio buttons for each question, and click **Save**.
- (Please read the questionnaire as you pass through it for error messages, gross grammatical or spelling errors, or anything else that might jump off the page at you.)
- An **Investment Strategy** will be loaded in the **Select An Investment Strategy** pane.
- Change it, don't enter a reason, and click **Submit**. Notice that it issues a warning, asking you to enter an **Override Reason** for the change.
- Change the **Investment Strategy**, enter a reason, and click **Submit**.

Investment Strategy

Client Name	- Select a Plan -	GO	Quick Links
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED	> Plan Overview
Email: No email found	Plan Number: 81	Strategy: Maximum Growth	> Funding Accounts
Phone: 92345671453 (home)			> Goals
			> Savings
			> Asset Allocation

The investment strategy has been successfully saved.

Fill Out a Questionnaire

Select and fill out a questionnaire to determine your client's investment strategy.

Questionnaire: Investment Strategy Questionnaire

SUBMIT

Select an Investment Strategy

Select an investment strategy directly. If you already have filled out a questionnaire, also provide your reason for overriding the system recommendation.

Investment Strategy: Maximum Growth

Override Reason:

SUBMIT

Calculated Investment Strategy: Capital Growth **SAVE**

Total Score: 52

Investment Knowledge **Score: 8**

Which statement best describes your level of investment knowledge?

- Minimal - I am an inexperienced investor.
- Limited - I have had some experience in investing and understand most basic investing strategies.
- Good - I am an experienced, knowledgeable investor.
- Extensive - I am a highly sophisticated investor with considerable experience on a wide variety of investments.

Investment Objective **Score: 6**

What is the primary investment objective of your portfolio?

- I want to preserve my capital while minimizing investment risk.
- I want to generate a consistent cash flow from my investments while limiting investment risk.
- I want a balanced mix of income and growth opportunities. I am willing to take on some risk for better returns.
- I want to grow the value of my portfolio. I am willing to take on moderate to high risk in order to pursue superior potential returns.
- I am speculating in the market, seeking the highest possible returns, even if this means taking on substantial investment risk.

Investment Withdrawals **Score: 16**

When will you begin withdrawing money from your investment accounts?

- Less Than 1 Year
- 1-3 Years
- 3-5 Years
- 5-10 Years
- More than 10 Years.

Risk Tolerance **Score: 22**

Most investments involve some risk. Generally, the greater the risk of loss, the higher the potential return of a portfolio. Imagine you have a \$100,000 portfolio. Review the ranges of upside and downside potential shown below and select the range with which you are most comfortable after one year.

- Returns of \$96,000 to \$115,000 (-4% to 15%)
- Returns of \$91,000 to \$121,000 (-9% to 21%)
- Returns of \$86,000 to \$127,000 (-14% to 27%)
- Returns of \$82,000 to \$132,000 (-18% to 32%)
- Returns of \$76,000 to \$139,000 (-24% to 39%)

If your portfolio fell in value by 25% you would be most likely to do which of the following.

- Sell all positions, move money to safer investments.
- Sell specific securities and rebalance my portfolio to create less risk.
- Hold all positions and wait for the market to recover.
- Look for stocks that are now cheap and buy more. Average down my cost basis on select securities.

Because foreign markets may not move in tandem with domestic markets, investing in some international securities may help reduce the volatility of your portfolio. Please indicate if you are willing to invest some of your money in foreign markets to help diversify your portfolio.

- Yes
- No

Please evaluate the following. "It is important to me to invest in a tax efficient manner. I am interested in maximizing my after-tax rate of return even if this means that I make a lower pre-tax rate of return or take on some additional investment risk in the process."

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

What is your marginal Federal tax rate?

- 10%
- 15%
- 25%
- 28%
- 33%
- 35%

You should receive the pane with a checkmark reading: The investment strategy has been successfully saved.



Service Requirements

- Select **Profile > Service Requirements** from the Portfolio Management menu.

FINAPLEX OnDemand™

-Select a page- GO Barry Abbott LOGOUT

> HOME > CONTACT MANAGEMENT > REPORTING > PORTFOLIO MANAGEMENT > TRADING > SETUP > ABOUT

Home Profile Funding Goal Planning Portfolio Analysis Proposal

Service Requirements

Client Name	- Select a Plan -	GO
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED
Email: No email found	Plan Number: 81	Strategy: Maximum Growth
Phone: 92345671453 (home)		

Quick Links

- > Plan Overview
- > Restrictions
- > Funding Accounts
- > Investment Strategy

A. Contact

From time to time there may be items ranging from administrative issues to investment opportunities that need to be discussed.

How often would you prefer to be contacted? Monthly

Where would you prefer to be contacted? Home phone

B. Information

In order to make informed investment decisions you need quality information. We are able to provide you with valuable financial and research reports written by our analysts and from external sources. These reports range from general economic forecasts to specific company reports.

What type of financial information would you prefer? _____

Where and how would you like to receive the reports? _____

C. Periodic Review

A good investment plan always includes a regular review of your investment portfolio and financial position to ensure that your objectives are being met.

How often would you like to meet in order to review your financial situation? Monthly

Where would you like to meet in order to review your financial situation? Our Offices

D. Advisors

Depending on their situation, some investors want their advisors or family members to be consulted before making any financial decisions. These discussions may involve on-going contact or periodic meetings.

Is there someone that you would like us to consult with in regard to your financial situation? If yes, please provide the following information:

Advisor Name: _____

Advisor Title: _____

Co. Name: _____

Address: _____

Phone No. 1: _____

Phone No. 2: _____

E. Likes/Dislikes

Past events, both positive and negative often influence later professional relationships.

What was it that you liked and disliked about your experience with previous financial advisors? _____

F. Personal Comments

Are there any other personal observations that you think might be helpful as we work together to achieve your objectives and expectations? _____

G. Auto Rebalancing

You can select for automatically rebalancing your portfolio here.

Auto rebalance the Portfolio

SAVE RESET

- Scroll down the page, looking for obvious errors or changes.
- Enter some data in some fields, and click **Save**.

Restrictions

Select **Profile > Restrictions** from the Portfolio Management menu.

(or, from the **Quick Links** box, click **Restrictions**.)

The screenshot shows the FINAPLEX OnDemand web application interface. At the top, there is a navigation menu with options: HOME, CONTACT MANAGEMENT, REPORTING, PORTFOLIO MANAGEMENT, TRADING, SETUP, and ABOUT. Below this is a sub-menu with options: Home, Profile, Funding, Goal Planning, Portfolio, Analysis, and Proposal. The main content area is titled "Restrictions".

Client Name: Isabel Addison
Plan Name: Sarah's College Tuition
Status: PROPOSED
Email: No email found
Plan Number: 81
Strategy: Maximum Growth
Phone: 92345671453 (home)

Quick Links

- > Plan Overview
- > Service Requirements
- > Funding Accounts
- > Investment Strategy

The following information allows us to accommodate specific restrictions you have around investments.

A. Please indicate any individual security restrictions. Enter the symbol, CUSIP or SEDOL, then the restriction criteria.
[Add Restriction](#)

B. Please indicate any individual security sale restrictions. Enter the symbol, CUSIP or SEDOL.
[Add Restriction](#)

C. Please indicate any individual security buy restrictions. Enter the symbol, CUSIP or SEDOL.
[Add Restriction](#)

D. Please indicate any asset class restrictions.
[Add Restriction](#)

E. Please indicate any sector restrictions.
[Add Restriction](#)

F. Please indicate any concentrated position restrictions.
 Portfolio target percentages may not be greater than %

SAVE **RESET**

- Check the page for obvious errors.
- Add a restriction, such as do not buy MSFT, or no less than 2% of the portfolio in cash.
- Click **Save**.

In the **Quick Links** box, click **Funding Accounts**.

Funding Accounts

FINAPLEX OnDemand™

-Select a page- GO Barry Abbott LOGOUT

> HOME > CONTACT MANAGEMENT > REPORTING > PORTFOLIO MANAGEMENT > TRADING > SETUP > ABOUT

Home Profile **Funding** Goal Planning Portfolio Analysis Proposal

Funding Accounts

Client Name: [dropdown] - Select a Plan: [dropdown] GO

Client: Isabel Addison Plan Name: Sarah's College Tuition Status: PROPOSED
 Email: No email found Plan Number: 81 Strategy: Maximum Growth
 Phone: 92345671453 (home)

Quick Links
 > Plan Overview
 > Investment Strategy
 > Goals
 > Savings
 > Asset Allocation

Account Number: [input] ADD

Available Accounts Add New Account | Allocate in \$

Account Name	Account Number	Custodian	Program	Manager	Market Value(\$)	Account Type	Source	Currently Funds	Fund This Plan	Portion Used(%)
Isabel Addison 1616	1_jaddison_1616	Generic Bank			246,600.00	Brokerage	Auto		<input checked="" type="checkbox"/>	100.0
Isabel Addison 1618	1_jaddison_1618	Generic Bank		Engemann Asset Management Balanced Growth	246,600.00	Brokerage	Auto		<input checked="" type="checkbox"/>	100.0
Isabel Addison 1620	1_jaddison_1620	Generic Bank			246,600.00	Other - Taxable	Auto		<input checked="" type="checkbox"/>	100.0
Isabel Addison 1622	1_jaddison_1622	Generic Bank		Ashfield and Co., Inc. Balanced Delaware Mgmt Large Cap Value A	246,600.00	Other - Taxable	Auto		<input checked="" type="checkbox"/>	100.0
Isabel Addison 1624	1_jaddison_1624				850,000.00	Other - Taxable	Manual		<input checked="" type="checkbox"/>	100.0
Sarah Abosh 1634	1_sabosh_1634				1,324,853.05	Brokerage	Manual		<input checked="" type="checkbox"/>	100.0
Primary Checking	387177655	Bank of America			124,555.00	Checking	Manual		<input checked="" type="checkbox"/>	100.0
Billy's college acct	9870-88867	Bank of Hawaii			42,000.00	Money Market	Manual		<input checked="" type="checkbox"/>	100.0

SAVE

(Note that, by default, all available accounts are used to fund the plan at 100%)

- Click through all the links to make certain that all pages work.
 - Click **Add New Account**.
 - Click **Allocate in \$**.
- Deselect and select funding accounts using the **Fund This Plan** check boxes, to assign only one account to the plan. (Either assign simply a brokerage account to the plan, or a cash and a brokerage account. Without a Brokerage account, the Portfolio Management graphics will not have any data to fill the Current portion of the displays.)
- Change the number in the **Portion Used** column to assign less than 100% of the account to the plan.

Click **Save** to fund the plan.

Goal sequence

From the **Quick Links** box, click **Goals**.

The screenshot shows the FINAPLEX OnDemand interface. At the top, there is a navigation bar with links: HOME, CONTACT MANAGEMENT, REPORTING, PORTFOLIO MANAGEMENT, TRADING, SETUP, and ABOUT. Below this is a sub-menu with links: Home, Profile, Funding, Goal Planning, Portfolio, Analysis, and Proposal. The main content area is titled "Goals".

Client information box:

Client Name	- Select a Plan -	GO
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED
Email: No email found	Plan Number: 81	Strategy: Maximum Growth
Phone: 92345671453 (home)		

Quick Links box:

- Plan Overview
- Savings
- Funding Accounts
- Cash Flow
- Goal Analysis
- Asset Allocation

Goal Type selection box:

Goal Type: Retirement Goal [v] [ADD]

Current Goals table:

Name	Goal Type	Start Date	End Date	Withdrawal Amount(\$)	Frequency	Annual Adjustment(%)	Actions
There are no goals for this plan. Please use the selection above to add goals.							

- o Select a goal type, and click **Add**.
- o Enter information as requested, and click **Save**.

Please run through the sequence, adding one of each of the available goal types:

- o Retirement
- o College
- o House Purchase
- o Estate, and
- o Custom

Check that each goal type launches the appropriate page, and that each type may be successfully entered.

After you have entered the goal, click the **Savings** link in the **Quick Links** box.

Client Name: Isabel Addison | Plan Name: Sarah's College Tuition | Status: PROPOSED
 Email: No email found | Plan Number: 81 | Strategy: Maximum Growth
 Phone: 92345671453 (home)

Account Name	Amount	Start Date	End Date	Frequency	Annual Adjustment(%)	Actions
Billy's college acct	0.00			Annually	3.000	delete

Quick Links: Plan Overview, Goals, Funding Accounts, Cash Flows, Goal Analysis, Asset Allocation

- In the row that opens under the Account name, enter an initial deposit by selecting an account, entering the amount, the start date (today), **Frequency: One-Time**, and clicking **Save**.
- In the second row that opens under Account name, enter a monthly contribution by selecting an account, entering the monthly amount, the start date (today), the end date (some time before the goal occurs), **Frequency: Monthly**, and clicking **Save**.

To see a bar chart of the Plan's cash flow, click **Cash Flow** in the **Quick Links** box.

Goal Analysis

- Click the **Goal Analysis** link in the Quick Links pane.

Client Name: Isabel Addison | Plan Name: Sarah's College Tuition | Status: PROPOSED
 Email: No email found | Plan Number: 81 | Strategy: Maximum Growth
 Phone: 92345671453 (home)

Quick Links: Plan Overview, Goals, Savings, Funding Accounts, Cash Flows, Asset Allocation

Likelihood of Achieving Portfolio Goals						
Description	Amount	Frequency	Start Date	End Date	Current	Constructed
Sarah Uva Tuition	4,421.00	Annually	Dec 31, 2015	Dec 31, 2019	99.99	99.99

Portfolio Sequence

Click the **Asset Allocation** link in the **Quick Links** pane.

FINAPLEX OnDemand™

-Select a page- Barry Abbott

> HOME > CONTACT MANAGEMENT > REPORTING > **PORTFOLIO MANAGEMENT** > TRADING > SETUP > ABOUT

Home Profile Funding Goal Planning **Portfolio** Analysis Proposal

Asset Allocation

Client Name: Isabel Addison | Plan Name: Sarah's College Tuition | Status: PROPOSED
 Email: No email found | Plan Number: 81 | Strategy: Maximum Growth
 Phone: 92345671453 (home)

Quick Links

- > Plan Overview
- > Investment Strategy
- > Portfolio Construction
- > Efficient Frontier
- > Historic Returns
- > Risk

Favorites

Favorite Allocation: --Select One--

Save As:

Allocation Optimization

Asset Allocation

Investment Strategy: Maximum Growth

	Current (%)	Target (%)	Min (%)	Max (%)
Equity	58.80	90.00	45.00	100.00
US Large Cap	40.73	54.00	35.00	70.00
US Small Cap	18.07	18.00	10.00	30.00
Emerging Markets	0.00	4.50	0.00	15.00
International	0.00	13.50	0.00	30.00
Fixed Income Securities	11.34	10.00	0.00	20.00
Fixed Income	11.34	10.00	0.00	20.00
Other	29.86	0.00	0.00	5.00
Cash	29.86	0.00	0.00	0.00
Other	0.00	0.00	0.00	5.00
Total:		100.00%		

- Click Show Detail, then Show Summary.
- Click the expand and contract buttons to the left of the asset classes.
- Change a few of the Target Allocation percentages, and click **Save Allocation**.
- Click the **Allocation Optimization** link.

Allocation Optimization

< [Back to Asset Allocation](#)

Client Name	- Select a Plan -	<input type="button" value="GO"/>
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED
Email: No email found	Plan Number: 81	Strategy: Maximum Growth
Phone: 92345671453 (home)		

Risk (%):
 Return (%):

Optimization Constraints

Asset Class	Minimum (%)	Maximum (%)	Allowable Range (%)
US Large Cap	<input type="text" value="35.00"/>	<input type="text" value="70.00"/>	35.00 - 70.00
US Small Cap	<input type="text" value="10.00"/>	<input type="text" value="30.00"/>	10.00 - 30.00
Emerging Markets	<input type="text" value="0.00"/>	<input type="text" value="15.00"/>	0.00 - 15.00
International	<input type="text" value="0.00"/>	<input type="text" value="30.00"/>	0.00 - 30.00
Fixed Income	<input type="text" value="0.00"/>	<input type="text" value="20.00"/>	0.00 - 20.00
Cash	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00 - 0.00
Other	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	0.00 - 5.00

- Change the **Risk (%)** or **Return (%)**, and click **Optimize**.
- Adjust minimum and maximum percentage fields, and click **Optimize**.
- Make certain that the numbers make sense, and remain within the defined Allowable Range.
- Click **Save Allocation**.
- Click **Portfolio Construction** in the **Quick Links** box.

Portfolio Construction

Client Name	- Select a Plan -	GO	Quick Links
Client: Isabel Addison	Plan Name: Sarah's College Tuition	Status: PROPOSED	> Plan Overview
Email: No email found	Plan Number: 81	Strategy: Maximum Growth	> Asset Allocation
Phone: 92245671453 (home)			> Account Allocation
			> Analysis Dashboard
			> Transition Summary

Target Portfolio: --Select One-- LOAD

Favourite Portfolio: --Select One-- LOAD

Save As: SAVE FAVORITE

Symbol: ADD Look up



US Large Cap

Symbol	Description	Price	Quantity	Current MV(\$)	Unrealized Gain/Loss	Current(%)	Target(%)	Target MV(\$)
BUD	US Large Cap (60.0%), Fixed Income (40.0%) *	52.26	200.00	6,271.20	5,071.20 Short	8.92	8.52	6,271.20
DELL	US Large Cap (60.0%), Fixed Income (40.0%) *	32.90	200.00	3,948.00	2,748.00 Short	5.61	5.51	3,948.00
IBM	International Bus Ma	92.11	200.00	18,422.00	16,422.00 Short	26.20	26.20	18,422.00
Totals:				\$20,641.20		40.73%	40.73%	\$20,641.20
						US Large Cap Target:	41.39%	
						Over/Under:	-0.66%	

US Small Cap

Symbol	Description	Price	Quantity	Current MV(\$)	Unrealized Gain/Loss	Current(%)	Target(%)	Target MV(\$)
MIGCX	Oppenheimer Main St Growth Y& Income C	30.60	200.00	6,120.00	4,120.00 Short	8.70	8.70	6,120.00
MIGYX	Oppenheimer Main St Growth Y& Income Y	32.94	200.00	6,588.00	4,588.00 Short	9.37	9.37	6,588.00
Totals:				\$12,708.00		18.07%	18.07%	\$12,708.00
						US Small Cap Target:	30.00%	
						Over/Under:	-11.93%	

Fixed Income

Symbol	Description	Price	Quantity	Current MV(\$)	Unrealized Gain/Loss	Current(%)	Target(%)	Target MV(\$)
03462HAA	ANGN7 1/2 04/15/03	100.00	200.00	200.00	(1,800.00) Short	0.28	0.28	200.00
05957PAC	BANBRA 9 3/8 06/07	100.00	200.00	200.00	(1,800.00) Short	0.28	0.28	200.00
BUD	US Large Cap (60.0%), Fixed Income (40.0%) *	52.26	200.00	4,180.80	3,380.80 Short	5.95	5.25	4,180.80
DELL	US Large Cap (60.0%), Fixed Income (40.0%) *	32.90	200.00	2,632.00	1,832.00 Short	3.74	3.74	2,632.00
OSIYX	Oppenheimer Strat Income Y	3.79	200.00	756.00	(1,242.00) Short	1.08	1.08	756.00
Totals:				\$7,970.80		11.34%	11.34%	\$7,970.80
						Fixed Income Target:	4.07%	
						Over/Under:	+7.27%	

Cash

Symbol	Description	Price	Quantity	Current MV(\$)	Unrealized Gain/Loss	Current(%)	Target(%)	Target MV(\$)
=USD	US Cash Instrument	1.00	21,000.00	21,000.00	0.00 Short	29.86	29.86	21,000.00
Totals:				\$21,000.00		29.86%	29.86%	\$21,000.00
						Cash Target:	0.00%	
						Over/Under:	+29.86%	

CLEAR TARGET % SAVE PORTFOLIO

now, here, I run out of information. Will need to have the data set up such that we can load a Favorite Portfolio with securities in each of these categories, such that the Portfolio can, indeed, be constructed. For now, simply click through the page to make certain that everything works.

When the Portfolio has been constructed, click **Go Forward To: Action Plan**.

(NOTE: all the following may be subject to change. Can only get one build to work from here...)

The screenshot displays the FINAPLEX OnDemand web application interface. At the top right, there is a user profile for Barry Abbott with a LOGOUT button. A navigation menu includes HOME, CONTACT MANAGEMENT, REPORTING, PORTFOLIO MANAGEMENT (selected), TRADING, SETUP, and ABOUT. Below this, a secondary menu shows Home, Profile, Funding, Goal Planning, Portfolio (selected), Analysis, and Proposal. The main content area is titled "Action Plan" and contains a form with the following details:

Client Name	- Select a Plan -	GO
Client: Isabel Addison	Plan Name: Plan_Drift	Status: PROPOSED
Email: No email found	Plan Number: 23	Strategy: Capital Growth
Phone: 234-556-6456 (home)		

To the right of the form is a green box titled "Portfolio Wizard - Complete" with a checkmark icon and the text: "Portfolio Wizard is complete. Go to [Plan Overview](#)".

Below the form is a blue button labeled "GO TO PORTFOLIO CONSTRUCTION".

At the bottom of the page, there is a disclaimer: "All financial data is intended to be used for demonstration purposes only and is not intended to be used for making recommendations or providing investment advice. Finaplex, Inc. disclaims any liability that may arise from any party's use of the financial data for any purposes other than demonstration purposes." and a copyright notice: "Copyright © 2001-2007, Finaplex, Inc. All rights reserved." along with links for Home, Privacy Statement, and Site Map.

Click **Go To: Plan Overview**.

Portfolio Management > Analysis pages

NOTE: let's get a list of the analysis pages you want to use.

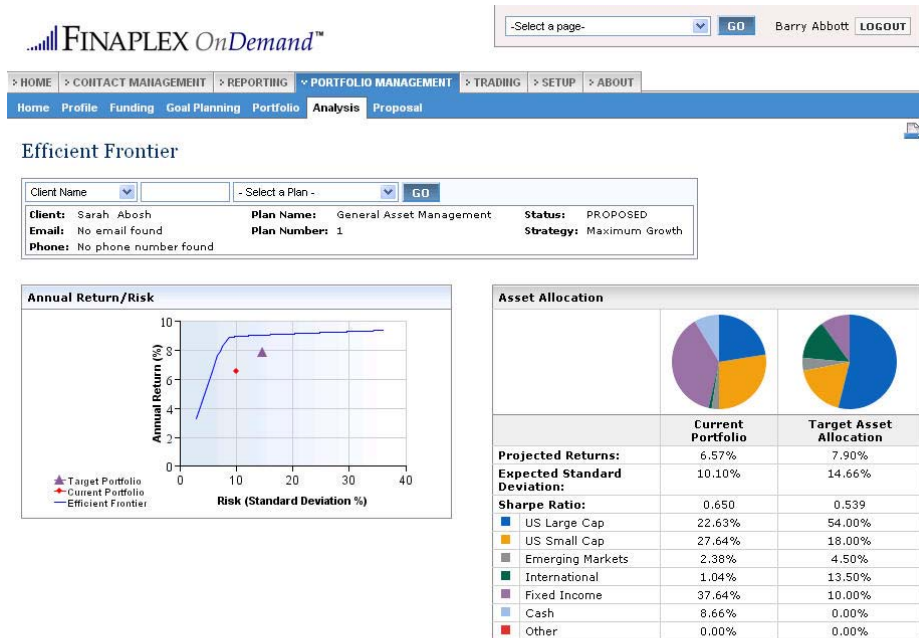
Click **Portfolio Management > Analysis > Analysis Dashboard**.

Scroll down to make certain that all fields/graphs seem correct.

Analyze your plan

Note: Do not select Analysis Dashboard, as there are no Sector Weightings loaded. The page will load correctly, but there is a blank graph contained within it.

- Select **Portfolio Management > Analysis > Efficient Frontier**.



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Reporting Pages

Same NOTE: let's get a list of the reports you would like to use. Also note: these aren't working for me on this data set.

Go to

Generate a Performance Report

I can't fix this until I have a data load on a hexxagon build that includes performance data - beth

- Click the **Reporting** tab.

Holdings Summary Report

Search for:

Group Name: All JPeters Acct Group Group Type: ALL

Account Group: All JPeters Acct Group Source: All

Tax Status: Taxable and Non-Taxable Types: --Select One--

Group By: Asset Class Symbol:

Quotes: Custodian (End of Day) Excludes: None

Currency: USD-United States of America, Dollar



Cash

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Chg
JPETERS405	01K452301	Default	Investment	Brokerage	US03Q	US Cash Instrument	Cash	10,728,440.000	1.00 Jun 2002	10,728,440.00	
JPETERS405	01K452301	Default	Investment	Brokerage	131005A06	CALLABLE TREAS RCPINT PMT 2009/03/30-PRIN 12%TREAS BOND 0.000% 06/15/13 REGOED 09/16/08 CLB	Cash	2,000,000.000	84.96 Jun 2004	1,699,240.00	3,62
Totals:										12,427,680.00	3,628

Fixed Income

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Chg
JPETERS405	01K452301	Default	Investment	Brokerage	912010CY2	UNITED STATES TREASBONDS14.000% 11/15/11 B/EOTD 12/14/08 CLB	Fixed Income	2,000,000.000	125.16 Jun 2004	2,503,120.00	3,04
JPETERS405	01K452381	Default	Investment	Brokerage	00037ECJ3	ABAC FIN AUTH FORTNPROFIT CORP CALIFTEX PARTN STANFORDUNIV HOSP IBC 5.250% 11/01/07OTD 02/01/93 CLB	Fixed Income	2,000,000.000	102.01 Jun 2004	2,040,280.00	(18C)
JPETERS405	01K452381	Default	Investment	Brokerage	5916899C0	ESC GCB METROCORE/FIBER NETWORK10.000% 12/15/09 REGOED 11/17/99 CLB	Fixed Income	2,000,000.000	101.00 Jun 2004	2,020,000.00	
JPETERS411	02C407417	Default	Investment	Brokerage	617446A05	MORGAN STANLEY GROUPINC DEB10.000% 06/15/08 REGOED 06/15/08	Fixed Income	200.000	119.50 Jun 2004	238.59	
Totals:										6,563,638.59	1,068

Other

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Chg
JPETERS405	01K452301	Default	Investment	Brokerage	312000AE9	FEDERAL HOME LN MFG C099 MEDIUM TERM NTS STEP CPN 4.250% 10/10/17 B/EOTD 10/10/02 CLB	Other	2,000,000.000	97.56 May 2004	1,951,260.00	
JPETERS405	01K452381	Default	Investment	Brokerage	103049E72	CLAYMORE SECSDDEFINED PORTFOLIOSUNIT 158 EQUITYDIVID INCOME PORT2-VS QTLY REINVEST	Other	98,500.000	10.89 Jun 2004	1,072,665.00	(1,97C)
JPETERS405	01K452381	Default	Investment	Brokerage	CHH	CHINA TELECOM CORPLTD SPONSORED ADDRREPSTG H SHS	Other	16,600.000	34.40 Jun 2004	571,040.00	5,97
JPETERS405	01K452301	Default	Investment	Brokerage	600919502	CA MUNI CASH TRUST CAPITAL SHARES	Other	98,500.000	1.00 Jan 2002	98,500.00	
JPETERS405	01K452301	Default	Investment	Brokerage	103049E72	CLAYMORE SECSDDEFINED PORTFOLIOSUNIT 158 EQUITYDIVID INCOME PORT2-VS QTLY REINVEST	Other	2,000.000	10.89 Jun 2004	21,780.00	(4C)
JPETERS405	01K452301	Default	Investment	Brokerage	08729Y101	TELECOM MEDIATECHNOLOGY PRIVATEEQUITY OFFSHORE FUND-GRAND UNITSLIMITED PARTNERSHIP	Other	16,600.000	1.00 Dec 2003	16,600.00	
JPETERS405	01K452381	Default	Investment	Brokerage	567025130	RAND LEASES PROPERTIES LTD UNITSCONS OF 1 SH + 1 UNSEC OEB ISIN#ZAE000028254	Other	98,500.000	0.16 Feb 2004	15,740.00	(28B)
JPETERS405	01K452381	Default	Investment	Brokerage	600919502	CA MUNI CASH TRUST CAPITAL SHARES	Other	2,000.000	1.00 Jan 2002	2,000.00	
JPETERS405	01K452381	Default	Investment	Brokerage	567025130	RAND LEASES PROPERTIES LTD UNITSCONS OF 1 SH + 1 UNSEC OEB ISIN#ZAE000028254	Other	2,000.000	0.16 Feb 2004	320.00	(1E)
JPETERS405	01K452301	Default	Investment	Brokerage	34540P264	FORD MTR CR CO INTEREST BEARING COMMERCIAL PAPER 1.960% 11/08/04 B/EOTD 10/08/04	Other	0.000	100.00 Nov 2004	0.00	
Totals:										3,749,925.00	3,162

US Large Cap

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Chg
JPETERS411	02C407417	Default	Investment	Brokerage	MSFT	MICROSOFT CORPCOM	US Large Cap	10,000.000	28.47 Jun 2004	284,700.00	1,90
JPETERS411	02C407417	Default	Investment	Brokerage	CSCO	CISCO SYSTEMS INC	US Large Cap	5,100.000	23.71 Jun 2004	120,921.00	2,04
Totals:										405,621.00	3,948

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By default, the Holdings Summary Report is launched.

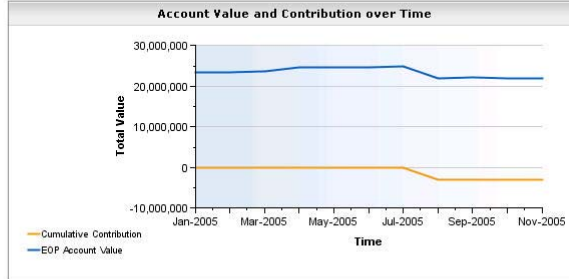
- Click **Performance > Account Value History**.

The screenshot shows the FINAPLEX OnDemand web application interface. At the top, there is a navigation bar with the following menu items: HOME, REPORTING, CONTACT MANAGEMENT, TRADING, PORTFOLIO MANAGEMENT, and ABOUT. Below this is a secondary navigation bar with the following menu items: Summary Report, Activity, Performance, Analysis, Gain/Loss, Fixed Income, and Packager. The main content area is titled "Account Value History". It contains a search form with the following fields: "Search for:" (Acct Group Name), "All JPeters Acct Group", and a "GO" button. Below this is a "Group Name:" field (All JPeters Acct Group) and a "Group Type:" field (ALL). The "Account Group:" is set to "All JPeters Acct Group". The "Interval:" is set to "Monthly". The "Date Range:" is set to "Current Month". Below this is a "Date Range:" section with radio buttons for "Current Month" and "Date Range". The "Date Range:" section has "January" selected for the start month, "2005" for the start year, "November" for the end month, and "2005" for the end year. There is a "SUBMIT" button. Below the search form is a message box that says "No results. Please refine your search criteria and try again." At the bottom of the page, there is a disclaimer: "All financial data is intended to be used for demonstration purposes only and is not intended to be used for making recommendations or providing investment advice. Finaplex, Inc. disclaims any liability that may arise from any party's use of the financial data for any purposes other than demonstration purposes." and a footer: "Copyright © 2006, Finaplex, Inc. All rights reserved. Home - Privacy Statement - Site Map".

- Select **John Peters**. (By default, JP account group is still selected. Let's check it again on the run through, and make changes to this script, if necessary. – beth)
- **Note:** *Make certain that popups are enabled.*
- Select **Interval: Monthly**.
Note: *Selecting Daily here limits the date range selection to Current Month or Past Two Months, and Performance Data is **only** loaded for 2005.*
- And **Date Range: January 2005 – November 2005**.
Note: *Performance data is only loaded for 2005. Selecting dates other than these will result in an empty chart. Please note also that the chart generated will only support 60 data points, therefore, generating a daily chart for more than 2 months is not possible.*
- Click **Submit**.

Account Value History

Search for: Acct Group Name
 All JPeters Acct Group GO
 Group Name: All JPeters Acct Group Group Type: ALL
 Account Group: All JPeters Acct Group
 Interval: Monthly
 Date Range: Current Month
 January 2005 To: November 2005
 SUBMIT



Account	Total Return						
	Time Period	BOP Value	Contribution	Cumulative	EOP Value	Periodic	Cumulative
Jan-2005		0.00	0.00	0.00	23,424,066.04	0.00	0.00
Feb-2005		23,424,066.04	(39,350.00)	(39,350.00)	23,372,070.92	(12,645.12)	(12,645.12)
Mar-2005		23,372,070.92	0.00	(39,350.00)	23,723,675.91	351,604.99	338,959.87
Apr-2005		23,723,675.91	0.00	(39,350.00)	24,662,081.21	938,405.30	1,277,365.17
May-2005		24,662,081.21	0.00	(39,350.00)	24,654,079.90	(8,001.31)	1,269,363.86
Jun-2005		24,654,079.90	0.00	(39,350.00)	24,699,154.67	45,074.77	1,314,438.63
Jul-2005		24,699,154.67	0.00	(39,350.00)	25,059,639.86	360,485.20	1,674,923.82
Aug-2005		25,059,639.86	(3,020,924.00)	(3,060,274.00)	22,095,019.64	56,303.77	1,731,227.60
Sep-2005		22,095,019.64	26,364.00	(3,033,910.00)	22,122,252.76	869.12	1,732,096.72
Oct-2005		22,122,252.76	34,680.00	(2,999,230.00)	22,054,656.17	(102,276.59)	1,629,820.13
Nov-2005		22,054,656.17	(53,610.00)	(3,052,840.00)	21,891,600.45	(109,445.73)	1,520,374.41

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Generate a Report Package

- Click **Grouped Reports > Your Account Report Groups**.
- (Add Your Plan Report Groups not working at this time – beth)

Your Account Report Groups

Your Current Account Report Groups Add Your Account Report Group

<input type="checkbox"/>	Name	Description	Action
No report groups found			

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This page lists all previously saved Report Packages, and includes both those packages created by the company, and those created by Advisors.

- Click **2006 Tax Report > Edit** to review the saved Report Package.

Note: I've selected this one because it does not contain the Holdings Report Summary report, which DOES NOT WORK. All other reports seem to work just fine. – beth

Note also: The Order of Reports list is not populated for predefined Packages except changes that are made to the list of included reports. That is, if you click on a report, it will appear in the Order list. – beth

- Click **Add Your Account Report Group**.

FINAPLEX OnDemand™

> HOME > CONTACT MANAGEMENT > REPORTING > PORTFOLIO MANAGEMENT > TRADING > SETUP > ABOUT

Summary Activity Performance Analysis Gain/Loss Fixed Income Grouped Reports

Add/Edit Account Report Group

< Back to Report Groups

Account Report Group Details

Name: * 2006 Account Overview

Description: * Account based year-end summary

Import Report Group: --Select One--

Select a firm package to view its description

Order of Contents: * Account Value History
(Select at least one report from the list on the right)
Unrealized Gain/Loss Lot Report By Account
Balance Sheet group by Account

UP DOWN

SAVE

Available Reports

- Account Summary Lot Report By Account Type
- Account Summary Lot Report By Taxability
- Account Value History
- Instrument Class Returns
- Balance Sheet group by Account
- Balance Sheet group by Asset Class
- Bank Transactions
- Cash Balance Report
- Composite Asset Lot Report
- Concentrated Positions
- Cumulative Return
- Fixed Income Appraisal
- Fixed Income Holdings
- Fixed Income Maturity
- Fixed Income Summary
- Fragmented Positions
- Holdings Summary Lot Report By Account
- Holdings Summary Lot Report By Asset Class
- Holdings Summary Lot Report By Sleeves
- Periodic Return
- Realized Gain/Loss By Account
- Realized Gain/Loss By Asset Class
- Restricted Stock Summary
- Stock Options Summary
- Transaction History
- Unrealized Gain/Loss Lot Report By Account
- Unrealized Gain/Loss Lot Report By Asset Class

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Note: No firm-defined packages were included in this dataset, so you may not select a firm-defined package as the basis of yours.

Please also not that you must NOT select Holdings Summary Reports as part of the package, because they are broken in this build. – beth

Please also note that the list of available reports has changed SIGNIFICANTLY since frogger – may want to take a pass through these and select the ones you want to use for the demo - beth

- Enter a **Name: 2005 Account Overview** and **Description** for the package you are about to create.
- Use the checkboxes to select **Reports** to be included in the package.
 - Account Value History
 - Unrealized Gain / Loss Report by Account
 - Balance Sheet group by Account
- Use the **Up** and **Down** arrows to reorder the reports in the package, if desired.
- Click **Save**.

Your Account Report Groups

Your Current Account Report Groups Add Your Account Report Group

<input type="checkbox"/>	Name	Description	Action
<input type="checkbox"/>	2006 Account Overview	Account based year-end summary	Edit Run

[DELETE](#)

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In the Account Report Groups page that is launched, click **Run** in the 2006 Account Overview row to generate your report package.

In the Run Report Group page that is launched,

- Enter a **Subject** for the email that will be sent with the package.
- Enter a **Body** for the email.
- Select **Client: John Peters**, for whom the package will be generated. (Select Frank Adams, Paul Jones, or John Peters. We select John Peters here because there is a Performance report included in this package.)
- Select **Date Range: January 2005 – December 2005**, and **Period: Monthly** for the report.

Run Report Group

Generate Reports

Report Package: 2006 Account Overview
 Account based year-end summary

Client: Isabel Addison

Account: All MCagney Accounts

Quotes: Custodian (End of Day)

Style: All

Account Type: All

Symbol:

Exclude: None

Tax Status: Taxable and Non-Taxable

Date Range: Current Month January 2005 To: December 2005

Period: Monthly

Subject and Body for EMail

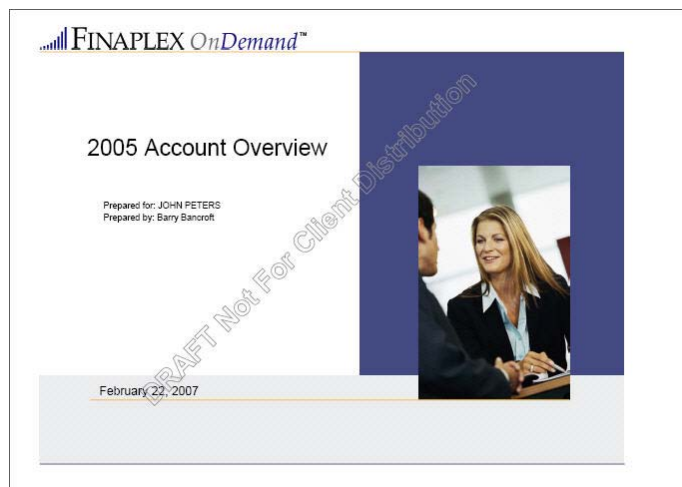
Subject: 2006 Account Overview

Body: Hey Belle, As requested, here's the set. Talk to you soon - Barry

[GENERATE AND EMAIL PDF](#) [GENERATE PDF](#) [SET DEFAULT VALUES](#)

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- Click **Generate PDF**. (hanging in Hexxagon...)



When the PDF launches in your browser, click **File > Save Page As** to save the PDF to your desktop.

(Again, make certain that popups are enabled. Also, please note that the packager is a little finicky. Please generate the package shown exactly as described for predictable results. – beth)

Portfolio Management tab

Click **Portfolio Management > Home > Plan Overview**.

NOTE: this link is also hanging. I may be done writing this for a while. Let me try another build...

1) Plan Overview

In Port Overview, click Allocation Optimization

- Adjust highs and lows, and click optimize
- Save allocation

Portfolio Construction

- Add a saved favorites portfolio

Go down the portfolio tab items

- Action plan
- Account allocation
- Allocate instruments to accounts – and assign programs to accounts
- Account models

NOTE: could we put an appendix in this thing, please, one page of which might be a list of "valid" securities for each of the different asset classes.