Hexxagon Demo Test Script

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.)

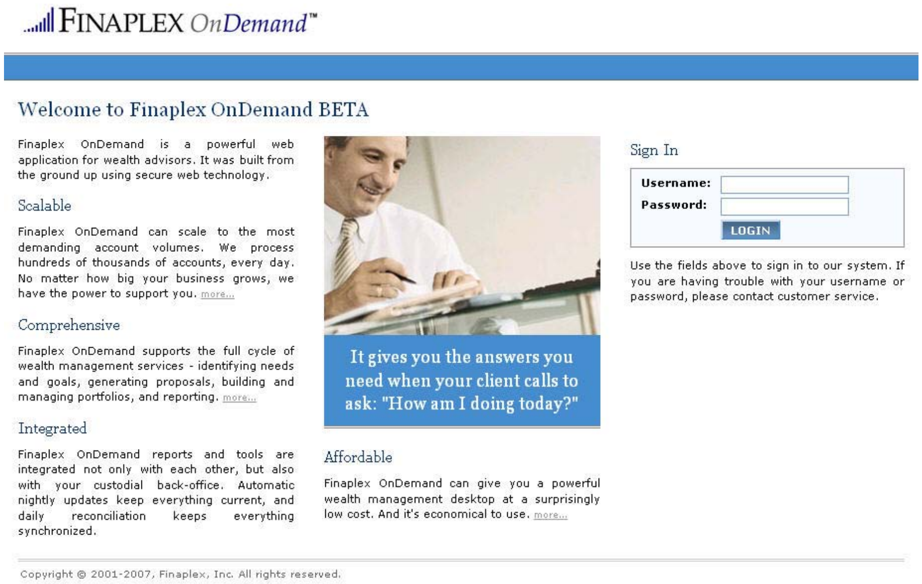
To access the shared folder, where the demo test script lives:

- 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.

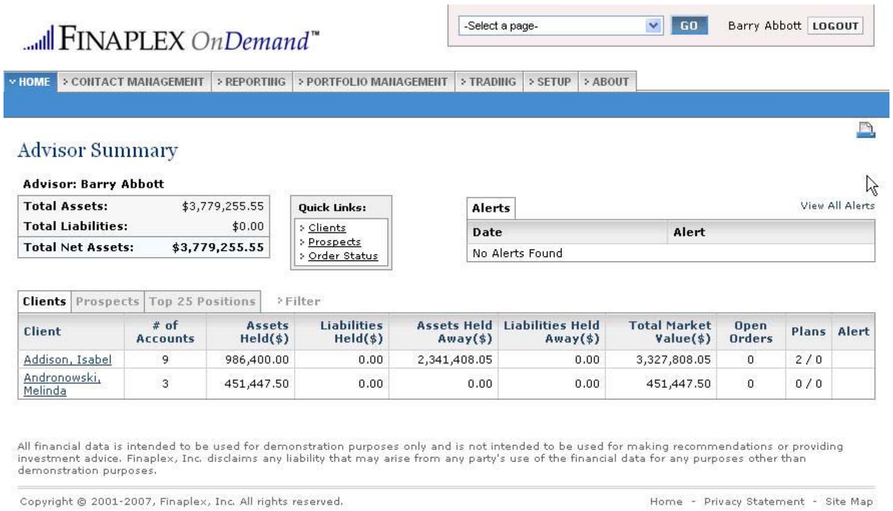
Login page



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



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**.

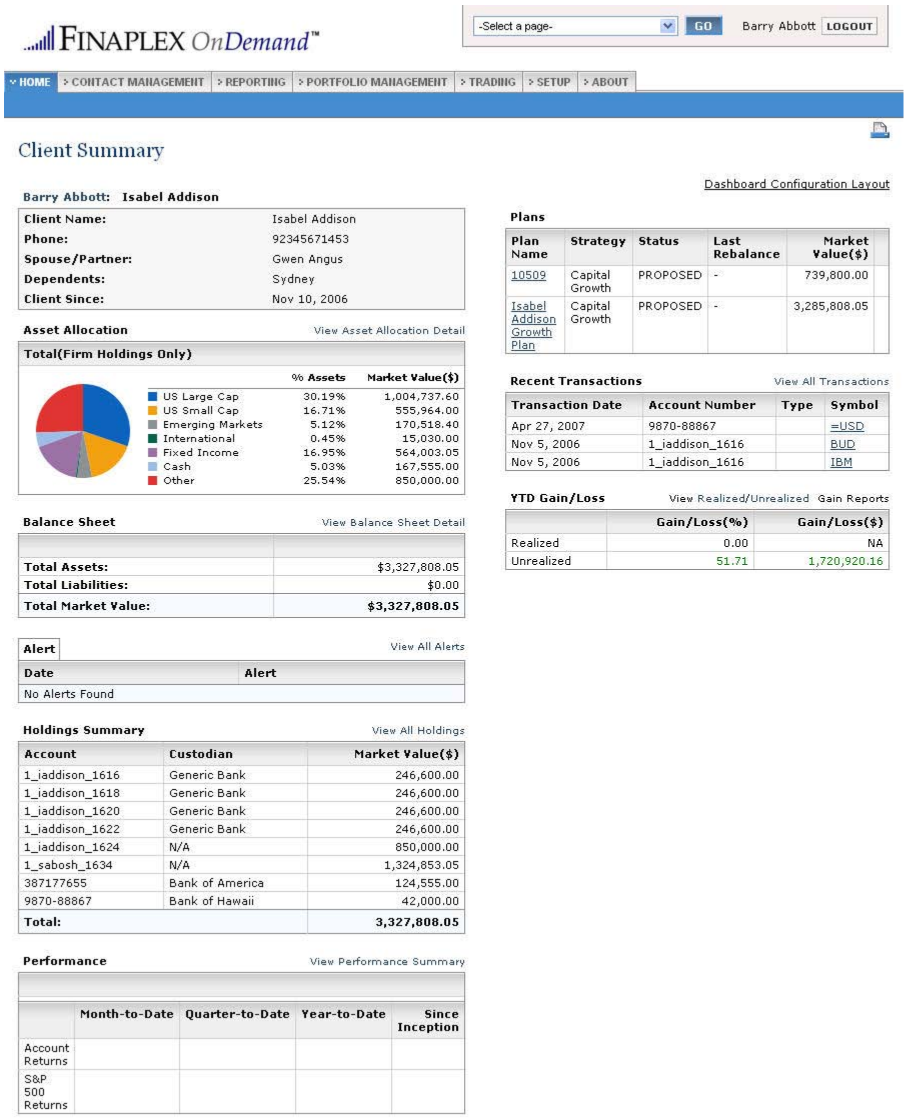
- Click the **Clients** tab to return to the main screen.
  - Click **Filter,** enter a client's name, and click **Search**.
  - Click the client's name to launch the **Client Summary** window.
  - Click **View Balance Sheet Detail** to drill down to the balance sheet.
  - Click the Finaplex OnDemand 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



- 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

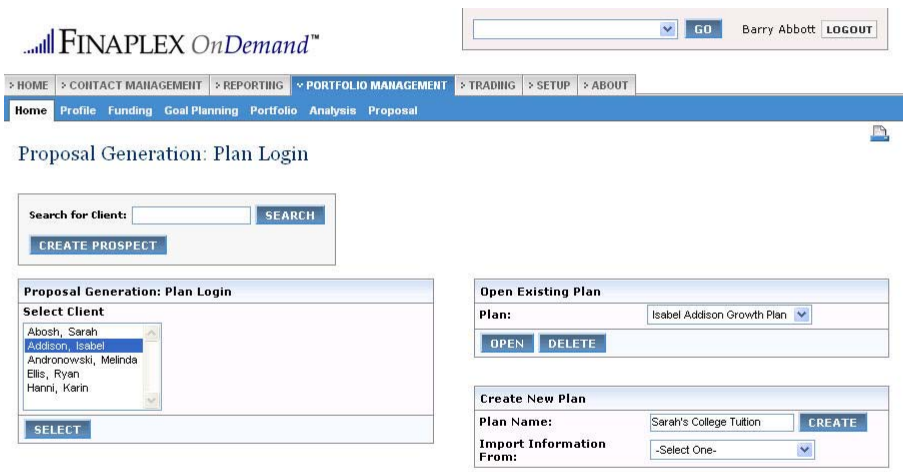
Plan Creation sequence

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

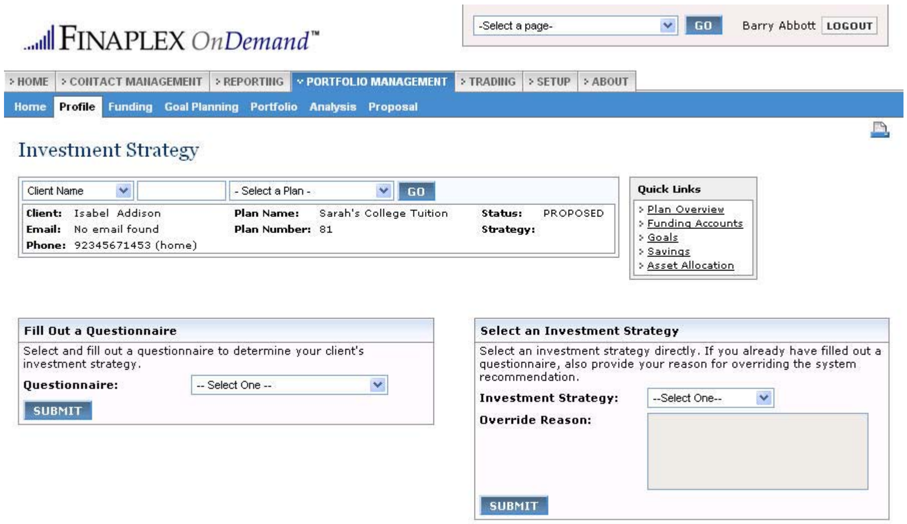
In the **Create New Plan** pane, enter **Plan Name**: "Sarah's College Tuition," and click **Create**.



- The **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.



- 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**.

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

Investment Strategy

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
- Funding Accounts
- 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

Total Score: 52

SAVE

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

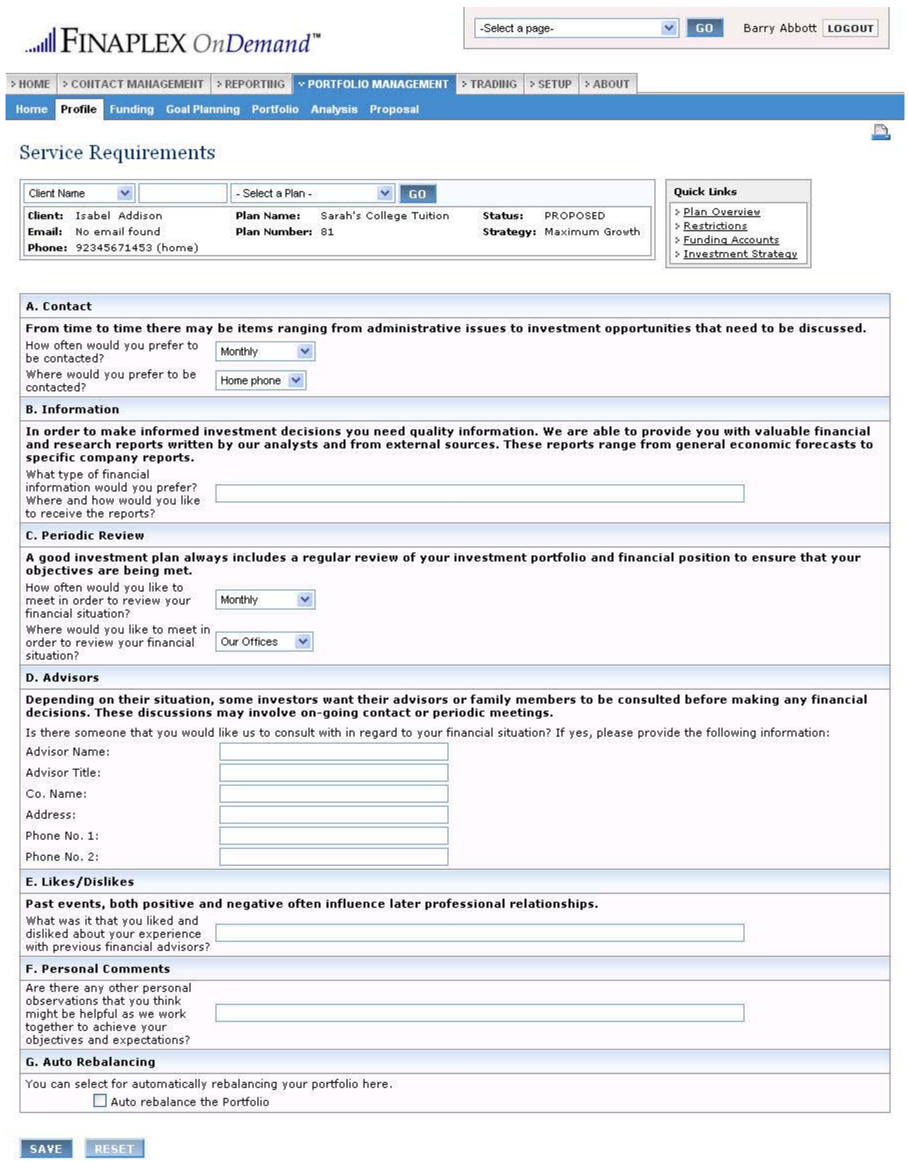
Please evaluate the following. "It is important to me to invest in a tax efficient manner. I am interested in maximizing my after-tax rate of return even if this means that I make a lower pre-tax rate of return or take on some additional investment risk in the process."
- ( ) Strongly Disagree
- ( )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

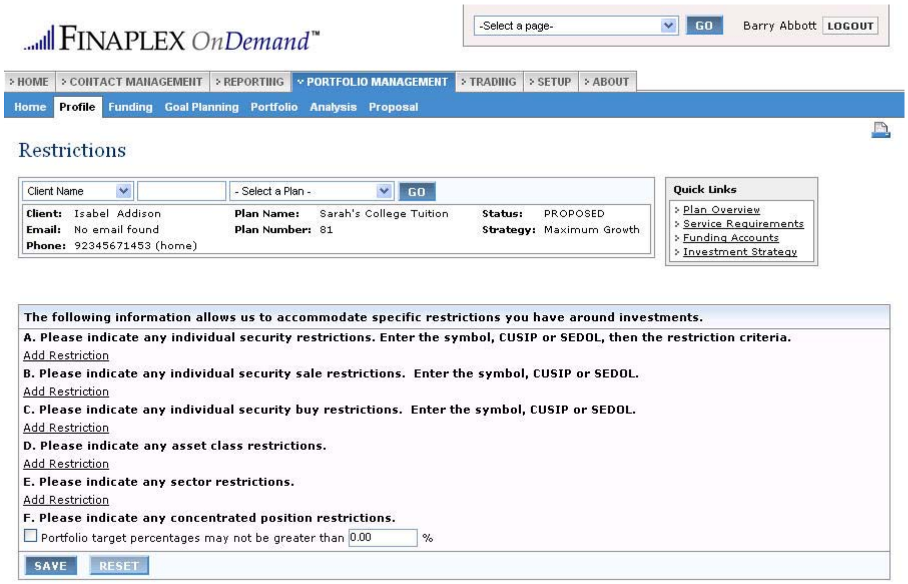


- Scroll down the page, looking for obvious errors or changes.
- Enter some data in some fields, and click **Save**.

Restrictions

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

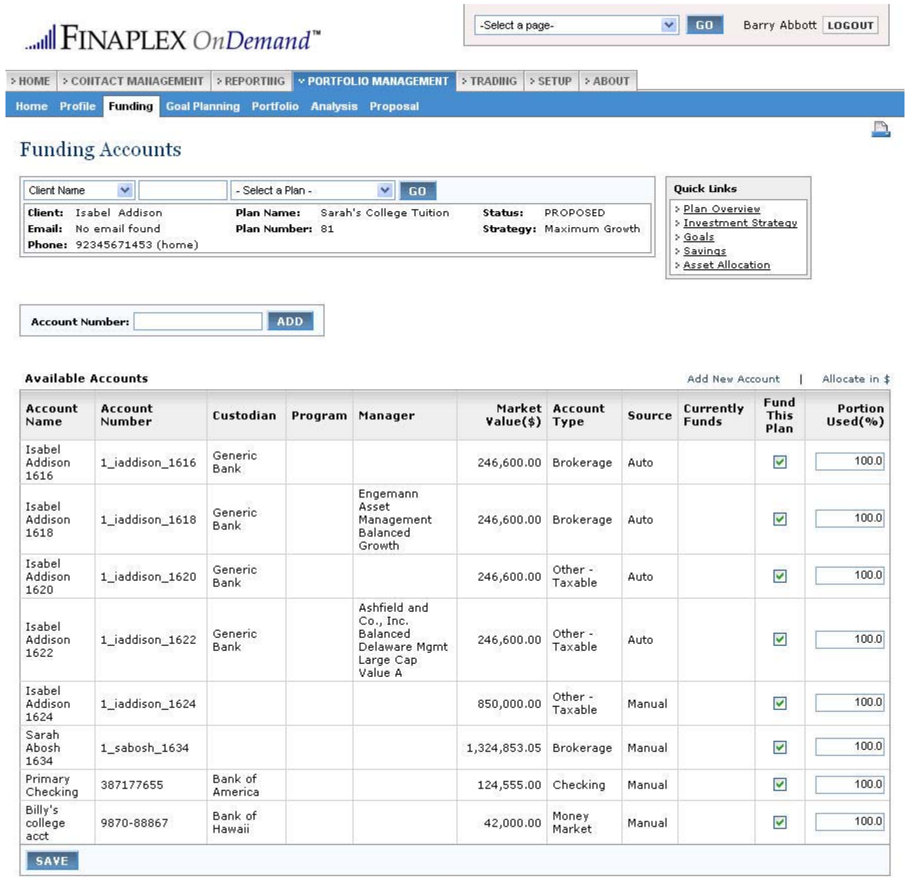
(or, from the **Quick Links** box, click **Restrictions**.)



- 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



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Home Profile Funding Goal Planning Portfolio Analysis Proposal

Funding Accounts

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
- Investment Strategy
- Goals
- Savings
- Asset Allocation

Account Number: 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_iaddison_1616	Generic Bank			246,600.00	Brokerage	Auto		☑	100.0
Isabel Addison 1618	1_iaddison_1618	Generic Bank		Engemann Asset Management Balanced Growth	246,600.00	Brokerage	Auto		☑	100.0
Isabel Addison 1620	1_iaddison_1620	Generic Bank			246,600.00	Other - Taxable	Auto		☑	100.0
Isabel Addison 1622	1_iaddison_1622	Generic Bank		Ashfield and Co., Inc. Balanced Delaware Mgmt Large Cap Value A	246,600.00	Other - Taxable	Auto		☑	100.0
Isabel Addison 1624	1_iaddison_1624				850,000.00	Other - Taxable	Manual		☑	100.0
Sarah Abosh 1634	1_sabosh_1634				1,324,853.05	Brokerage	Manual		☑	100.0
Primary Checking	387177655	Bank of America			124,555.00	Checking	Manual		☑	100.0
Billy's college acct	9870-88867	Bank of Hawaii			42,000.00	Money Market	Manual		☑	100.0

SAVE

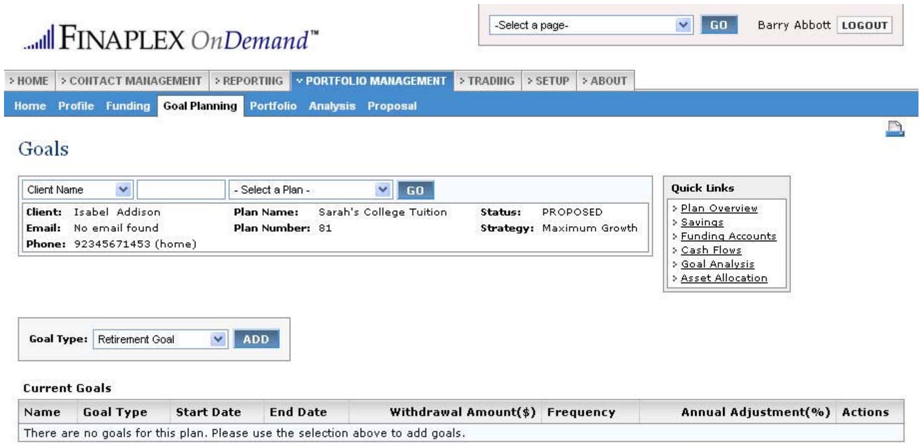
(Note that, by default, all available accounts are used to fund the plan at 100%)

- o Click through all the links to make certain that all pages work.
  - o Click **Add New Account**.
  - o Click **Allocate in $.**
- o 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.)
- o 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**.



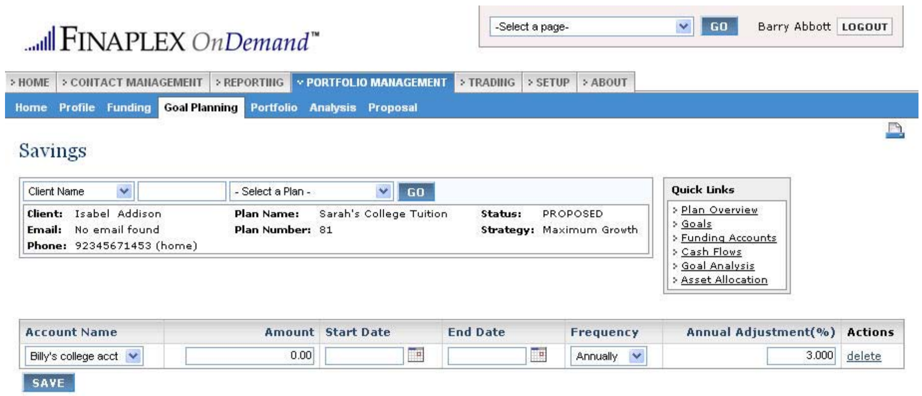
- Select a goal type, and click **Add**.
- Enter information as requested, and click **Save**.

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

- Retirement
- College
- House Purchase
- Estate, and
- 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.

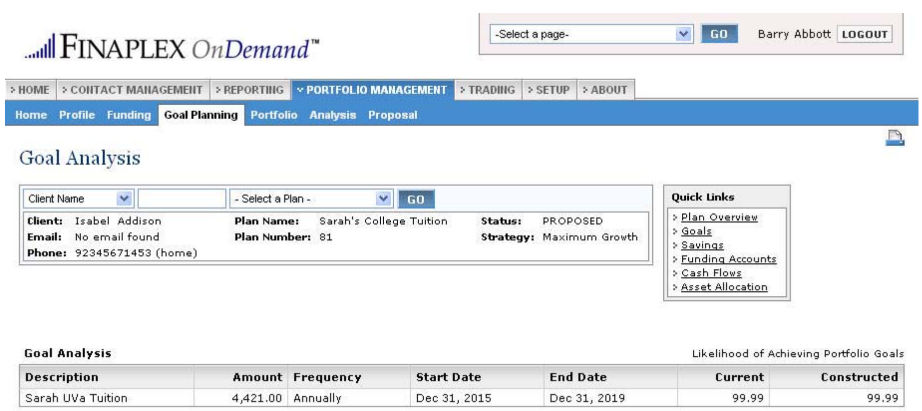


- In the row that opens under the Account name, enter an initial deposit by selecting an account, entering the amount, the start date (today), **Frequency: One-Time**, and clicking **Save**.
- In the second row that opens under Account name, enter a monthly contribution by selecting an account, entering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

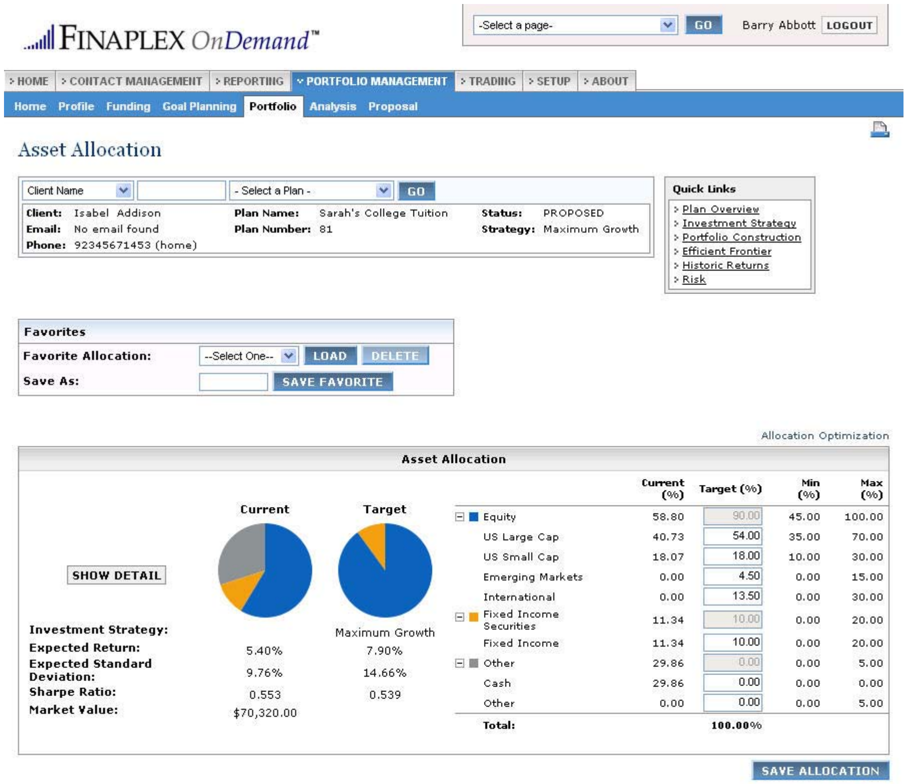
Goal Analysis

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

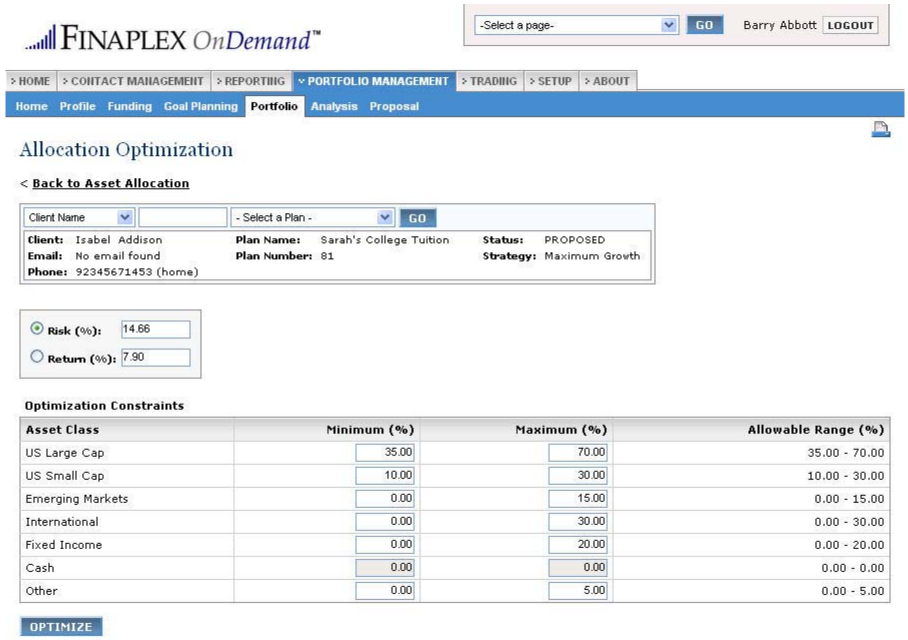


Portfolio Sequence

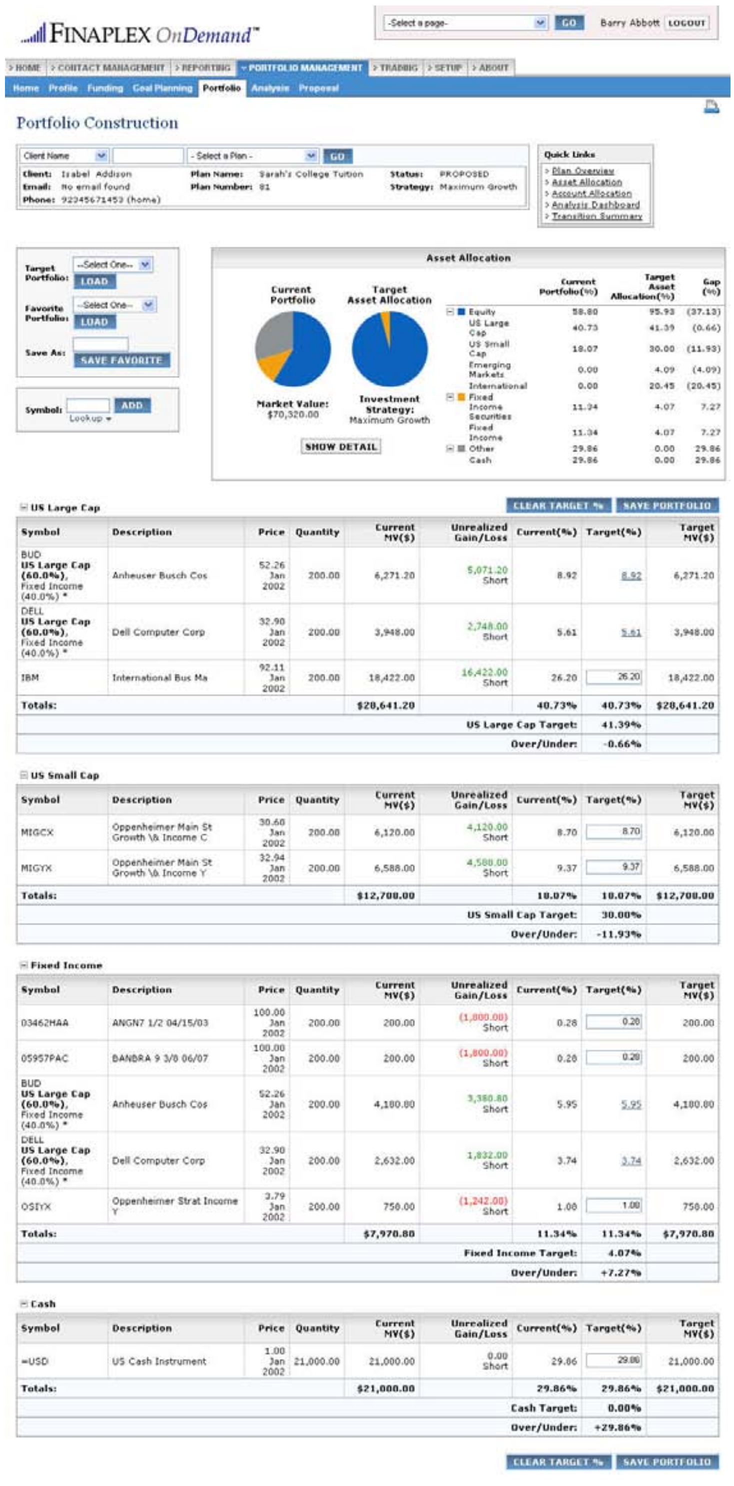
Click the **Asset Allocation** link in the **Quick Links** pane.



- 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.



- 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.



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…)

Click **Go To: Plan Overview**.

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

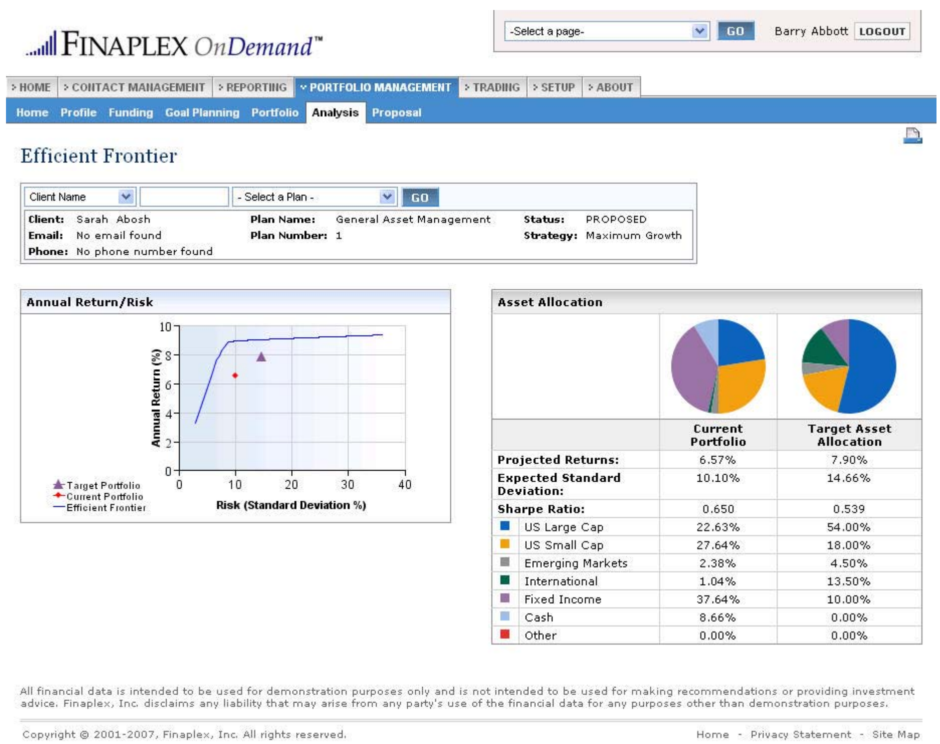
Click **Portfolio Management >Analysis > Analysis Dashboard**.

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**.



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.

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

Summary Report | Activity | Performance | Analysis | Gains Loss | Fixed Income | Packager

Holdings Summary Report

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	Source:	All
Tax Status:	Taxable and Non-Taxable	Type:	--Select One--
Group By:	Asset Class	Symbol:	
Quotes:	Custodian (End of Day)	Exclude:	None
Currency:	USD United States of America, Dollar		

SUBMIT

Asset Allocations

	% Assets	Market Value
Cash	53.69%	12,427,680.00
Fixed Income	28.36%	6,563,638.59
Other	16.20%	3,749,925.00
US Large Cap	1.75%	405,621.00

Total Market Value: 23,146,864.59   Total Daily Change: 11,782.38

Cash

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Cha
JPETERS405	01K452381	Default	Investment	Brokerage	=USD	US Cash Instrument	Cash	10,728,440.000	1.00 Jan 2002	10,728,440.00	
JPETERS405	01K452381	Default	Investment	Brokerage	131005AB6	CALLABLE TREAS RCPTINT PMT 2008/2013& PRIN 12%TREAS BOND 0.000% 08/15/13 REGDTD 09/16/86 CLB	Cash	2,000,000.000	84.96 Jun 2004	1,699,240.00	3,62
Totals:										**12,427,680.00**	**3,62**

Fixed Income

Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Cha
JPETERS405	01K452381	Default	Investment	Brokerage	912810CY2	UNITED STATES TREASBONDS14.000% 11/15/11 B/EDTD 11/16/81 CLB	Fixed Income	2,000,000.000	125.16 Jun 2004	2,503,120.00	1,24
JPETERS405	01K452381	Default	Investment	Brokerage	00037EC33	ABAG FIN AUTH FORNONPROFIT CORP CALIFCTFS PARTN STANFORDUNIV HOSP IBC 5.250% 11/01/07DTD 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 METROMEDIAFIBER NETWORK10.000% 12/15/09 REGDTD 11/17/99 CLB	Fixed Income	2,000,000.000	101.00 Jun 2004	2,020,000.00	
JPETERS411	02C407417	Default	Investment	Brokerage	617446AB5	MORGAN STANLEY GROUPINC DEB10.000% 06/15/08 REGDTD 06/15/88	Fixed Income	200.000	119.30 Jun 2004	238.59	
Totals:										**6,563,638.59**	**1,06**

Other

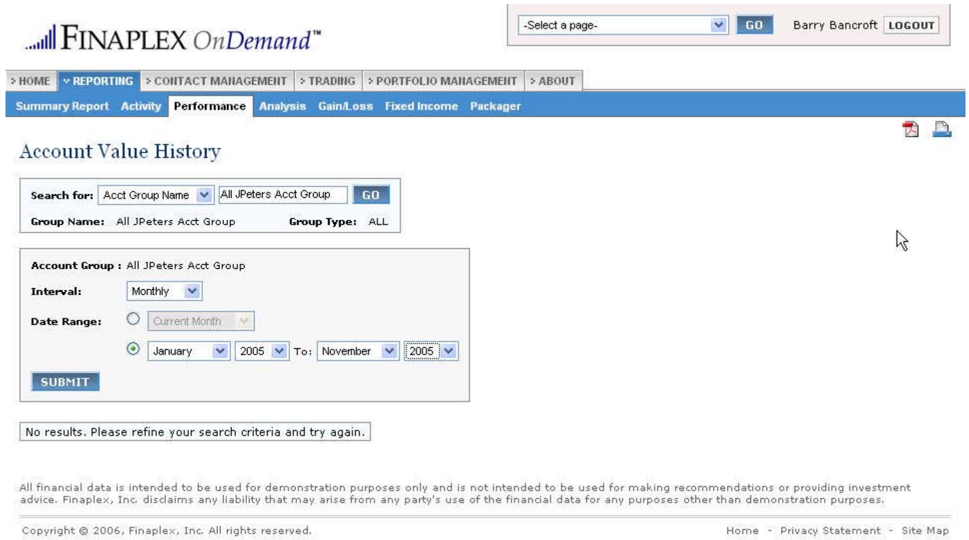
Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Cha
JPETERS405	01K452381	Default	Investment	Brokerage	3128X0AE9	FEDERAL HOME LN MTG CORP MEDIUM TERM NTS STEP CPN 4.350% 10/10/17 B/EDTD 10/10/02 CLB	Other	2,000,000.000	97.56 May 2004	1,951,260.00	
JPETERS405	01K452381	Default	Investment	Brokerage	18384P672	CLAYMORE SECSDEFINED PORTFOLIOSUNIT 158 EQUITYDIVID INCOME PORT2-YR QTLY REINVEST	Other	98,500.000	10.89 Jun 2004	1,072,665.00	(1,97C
JPETERS405	01K452381	Default	Investment	Brokerage	CHA	CHINA TELECOM CORPLTD SPONSORED ADRREPSTG H SHS	Other	16,600.000	34.40 Jun 2004	571,040.00	5,97
JPETERS405	01K452381	Default	Investment	Brokerage	608919502	CA MUNI CASH TRUST CAPITAL SHARES	Other	98,500.000	1.00 Jan 2002	98,500.00	
JPETERS405	01K452381	Default	Investment	Brokerage	18384P672	CLAYMORE SECSDEFINED PORTFOLIOSUNIT 158 EQUITYDIVID INCOME PORT2-YR QTLY REINVEST	Other	2,000.000	10.89 Jun 2004	21,780.00	(4C
JPETERS405	01K452381	Default	Investment	Brokerage	G8729Y101	TELECOM MEDIATECHNOLOGY PRIVATEEQUITY OFFSHORE FUNDGRAND UNITSLIMITED PARTNERSHIP	Other	16,600.000	1.00 Dec 2003	16,600.00	
JPETERS405	01K452381	Default	Investment	Brokerage	S67025130	RAND LEASES PROPERTIES LTD UNITSCONS OF 1 SH + 1 UNSEC DEB ISIN#ZAE000028254	Other	98,500.000	0.16 Feb 2004	15,760.00	(78
JPETERS405	01K452381	Default	Investment	Brokerage	608919502	CA MUNI CASH TRUST CAPITAL SHARES	Other	2,000.000	1.00 Jan 2002	2,000.00	
JPETERS405	01K452381	Default	Investment	Brokerage	S67025130	RAND LEASES PROPERTIES LTD UNITSCONS OF 1 SH + 1 UNSEC DEB ISIN#ZAE000028254	Other	2,000.000	0.16 Feb 2004	320.00	(16
JPETERS405	01K452381	Default	Investment	Brokerage	3454DP3E4	FORD MTR CR CO INTEREST BEARING COMMECIAL PAPER 1.960% 11/08/04 B/EDTD 10/08/04	Other	0.000	100.00 Nov 2004	0.00	
Totals:										**3,749,925.00**	**3,16**

US Large Cap

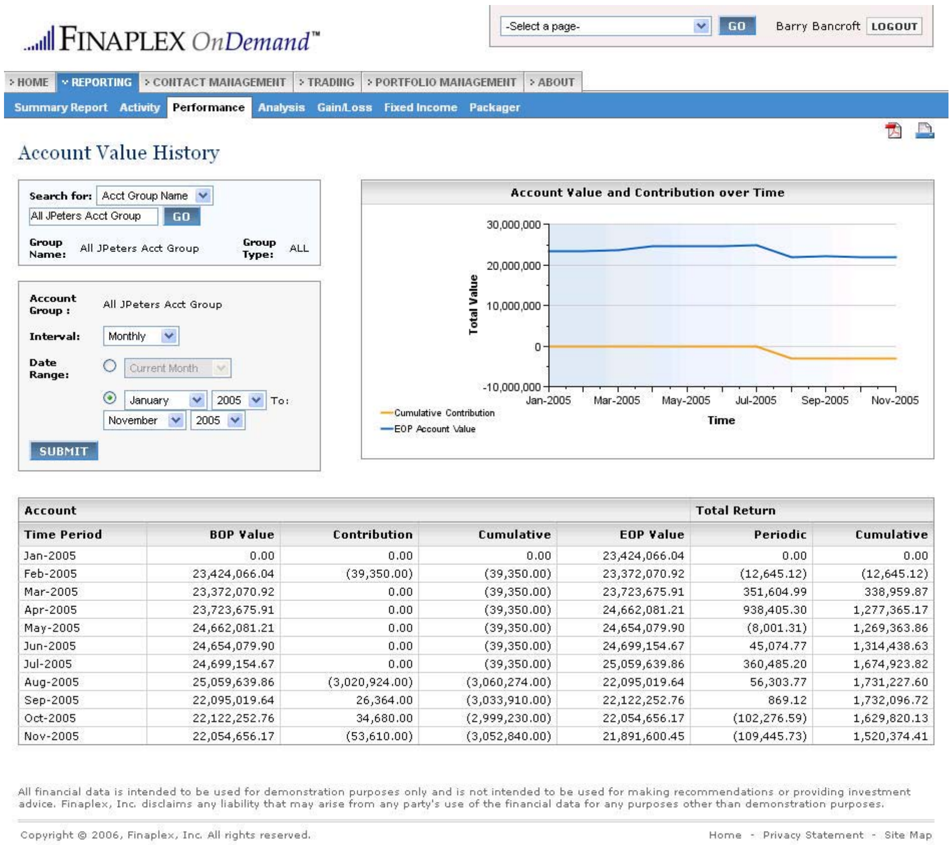
Account	Account Number	Sleeve	Account Type	Account Sub Type	Symbol	Description	Asset Class	Quantity	Price	Market Value	D Cha
JPETERS411	02C407417	Default	Investment	Brokerage	MSFT	MICROSOFT CORPCOM	US Large Cap	10,000.000	28.47 Jun 2004	284,700.00	1,90
JPETERS411	02C407417	Default	Investment	Brokerage	CSCO	CISCO SYSTEMS INC	US Large Cap	5,100.000	23.71 Jun 2004	120,921.00	2,04
Totals:										**405,621.00**	**3,94**

By default, the Holdings Summary Report is launched.

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



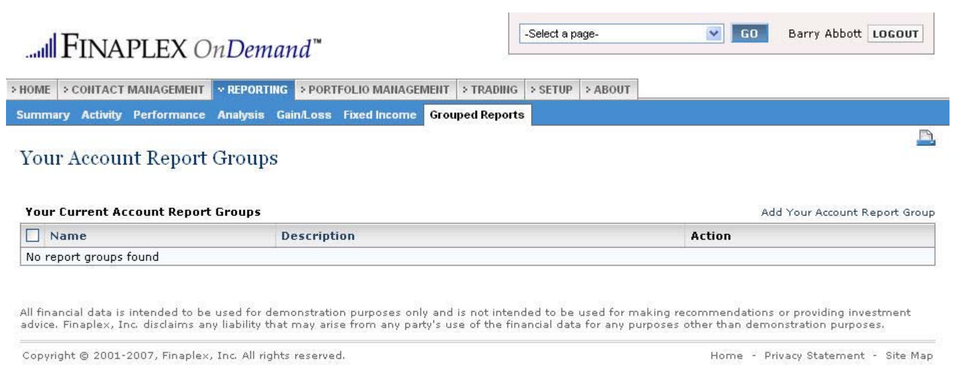
- Select **John Peters**. (By default, JP account group is still selected. Let's check it again on the run through, and make changes to this script, if necessary. – beth)
- **Note:** *Make certain that popups are enabled.*
- Select **Interval: Monthly**.
  Note: *Selecting Daily here limits the date 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					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

Generate a Report Package

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



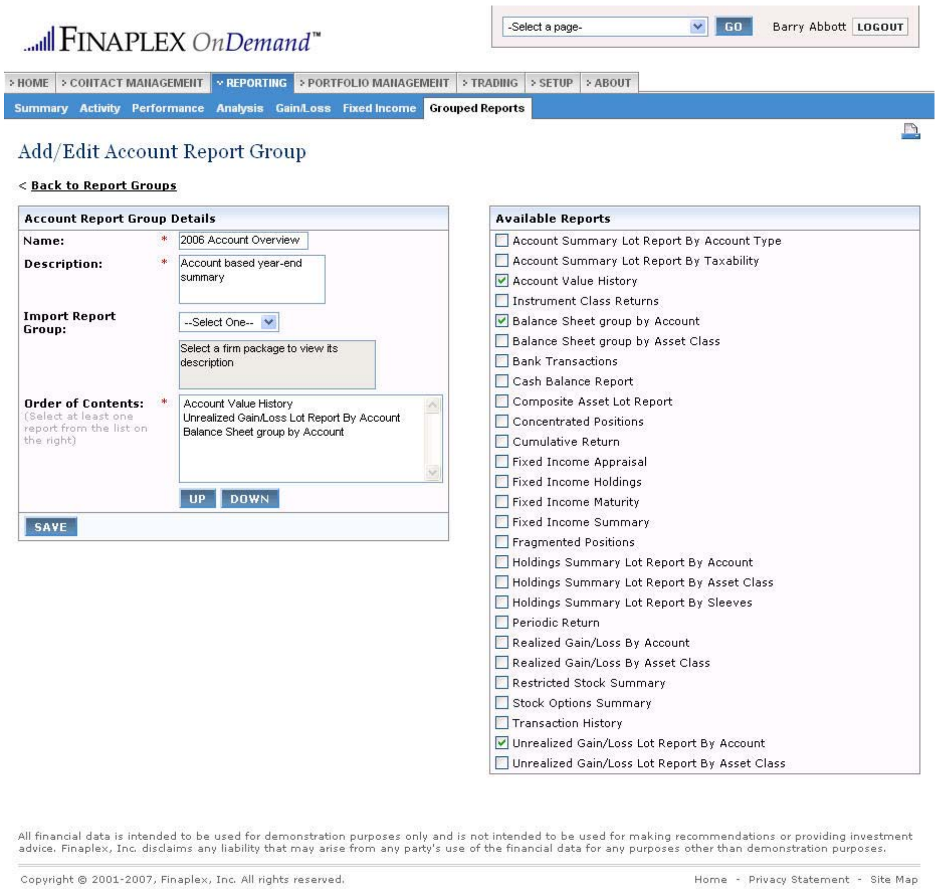
This page lists all previously saved Report Packages, and includes both those packages created by the company, and those created by Advisors.

- 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**.

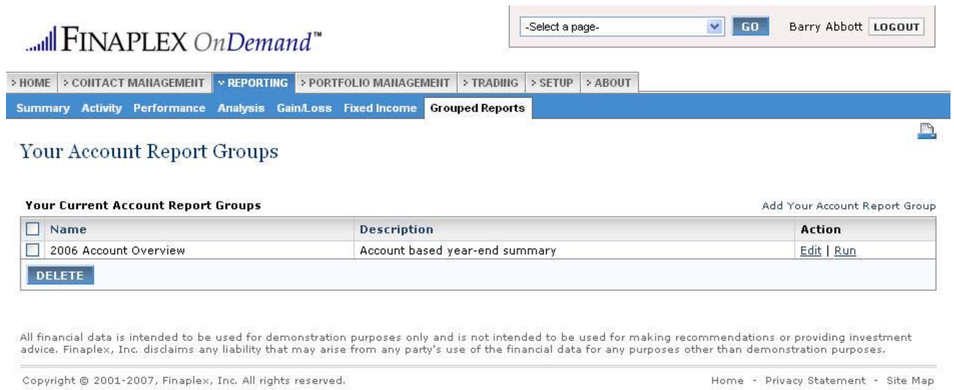


Note: *No firm-defined packages were included in this dataset, so you may not select a firm-defined package as the basis of yours.*

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

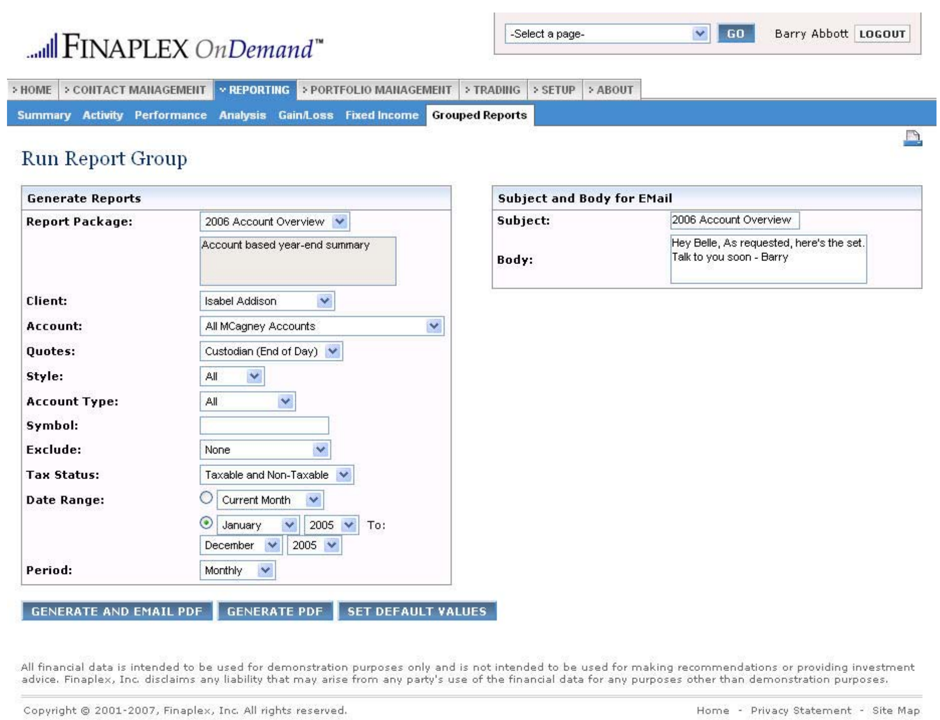
- Enter a **Name: 2005 Account Overview** and **Description** for the package you are about to create.
- Use the checkboxes to select **Reports** to be included in the package.
  - Account Value History
  - Unrealized Gain / Loss Report by Account
  - Balance Sheet group by Account
- Use the **Up** and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



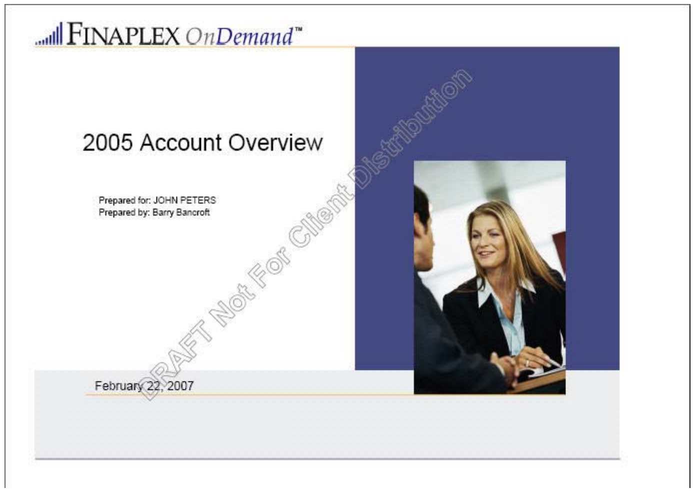
In the Account Report Groups page that is launched, click **Run** in the 2006 Account Overview row to generate your report package.

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.



- 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.