ENVESTNET®
Empower your practice

Reports

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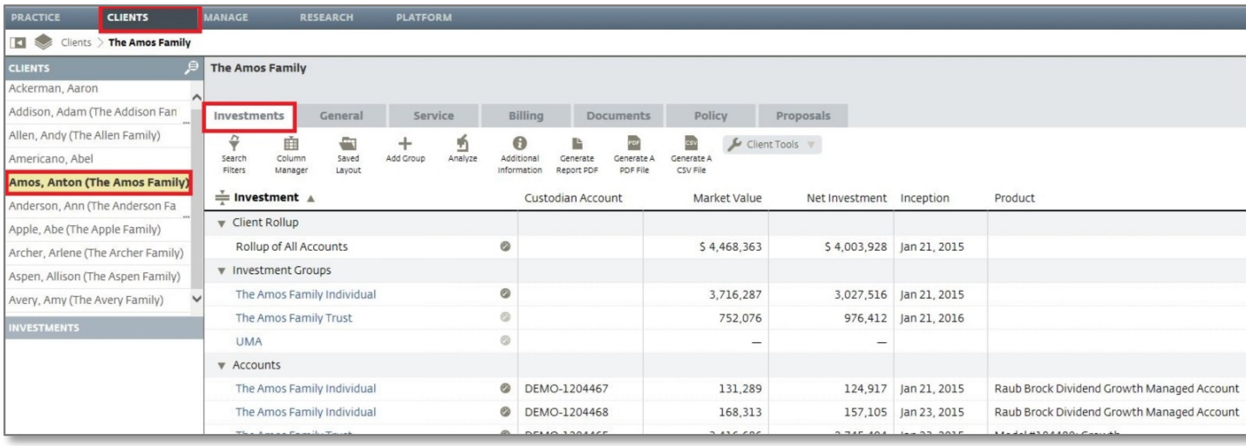
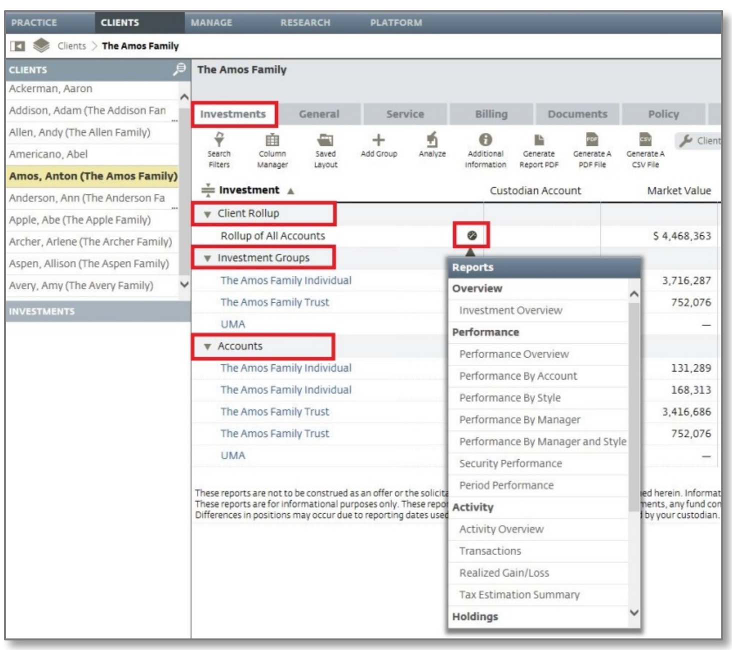
1 Levels of Reporting

1.1 CLIENT, GROUP, AND ACCOUNT LEVEL

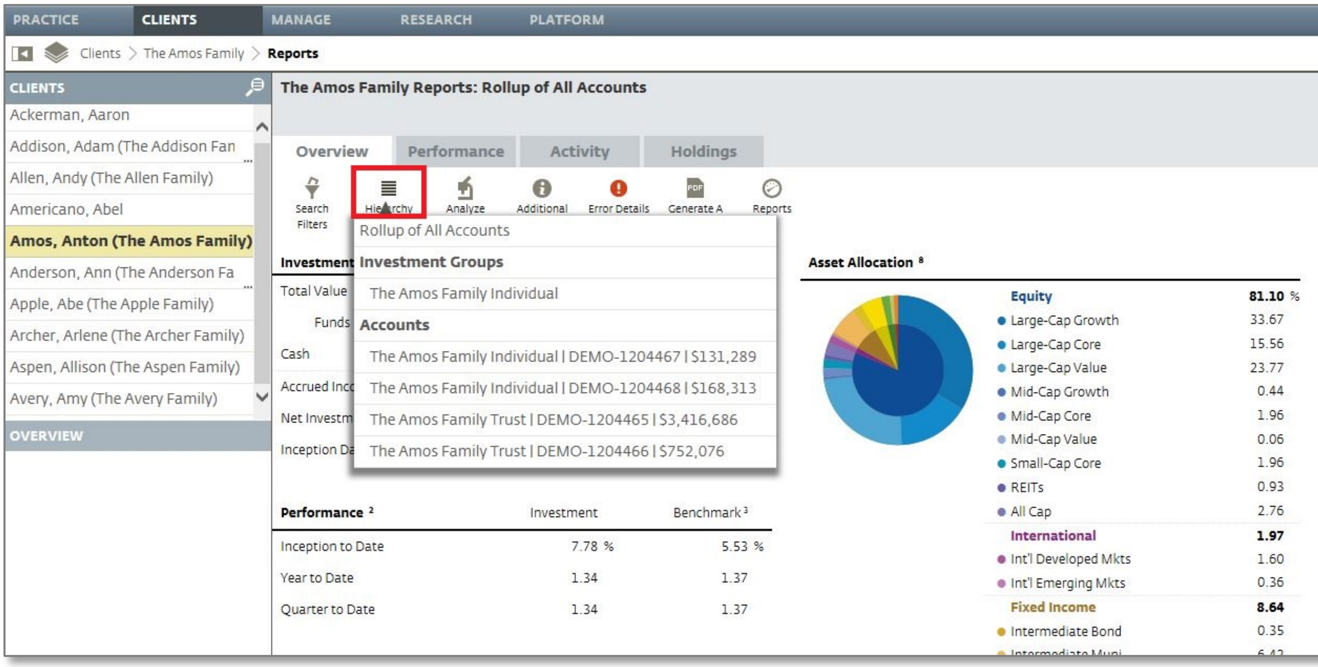
Select a client from the client list that's displayed under the **Clients** tab in the global toolbar. Various levels of reports can be accessed from the **Investments** tab of the client profile page.



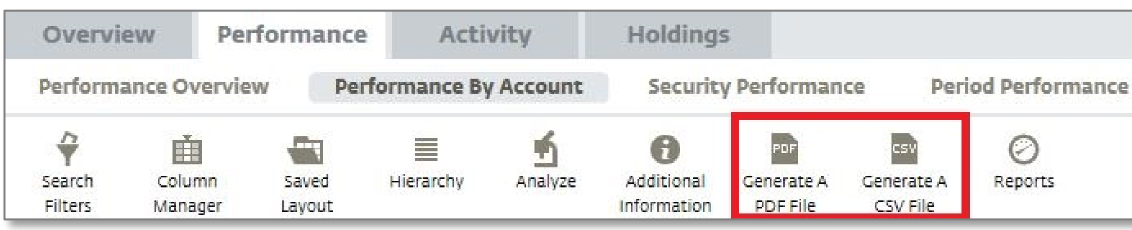
View client level, account level, or group level reports by clicking the **Gauge** icon, and selecting a report from the available menu.



When viewing a report, use the **Stripe** icon to adjust your level of reporting.



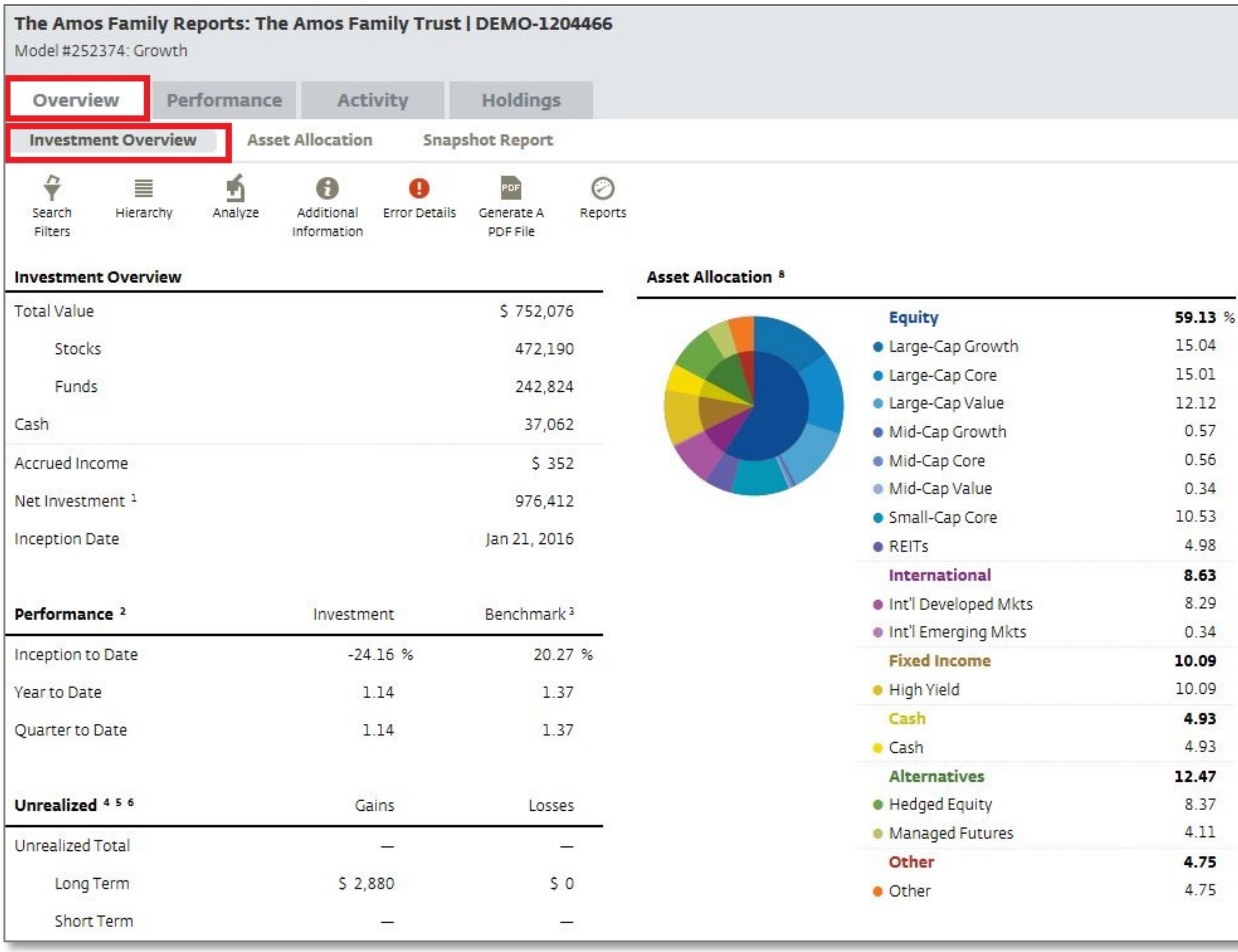
All reports are printable to a **PDF** document and many can be exported to a **CSV** spreadsheet.



1.2 OVERVIEW TAB

1.2.1 INVESTMENT OVERVIEW

View an **Investment Overview** at the client, account, and group level. This report will show summary level information such as market value, performance, and unrealized gains/losses. An asset allocation Chart will be displayed for advisor models, UMA models, and fund strategist portfolios.



1.2.2 TARGET ALLOCATION

At the group level, this report will show each target asset allocation in comparison to its actual allocation. The risk assessment chart and the drift percentages of each asset class will also be viewable in this report.

The Amos Family Reports: The Amos Family Individual

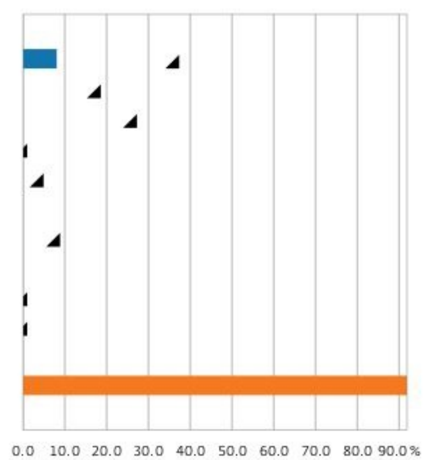
Overview | Performance | Activity | Holdings

Investment Overview | Target Allocation

Search Filters | Hierarchy | Analyze | Additional Information | Error Details | Generate A PDF File | Reports

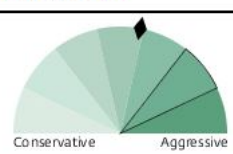
Target vs Actual Allocation [1 2]

	Target	Actual
Equity	89.13 %	8.06 %
Lg Cap Gwth	37.38	8.06
Lg Cap Core	18.60	0.00
Lg Cap Val	27.26	0.00
Mid Cap Core	0.99	0.00
All Cap	4.90	0.00
Fixed Income	8.85	0.00
Interm. Muni	8.85	0.00
Alternatives	2.01	0.00
Hedged Equity	1.00	0.00
Mngd Futures	1.00	0.00
Other	0.00	91.94
Other	0.00	91.94
Total	99.99	100.00



Asset Class	Target [1]	Target %	IPS min	IPS max	Actual	Actual %	Drift	Drift %
Equity	$ 3,312,281	89.1 %	—	—	$ 299,602	8.1 %	$ -3,012,679	-81.1 %
Fixed Income	328,990	8.9	—	—	0	0.0	-328,990	-8.9
Alternatives	74,645	2.0	—	—	0	0.0	-74,645	-2.0
Other	0	0.0	—	—	3,416,686	91.9	3,416,686	91.9
Total	3,715,916	100.0	—	—	3,716,287	100.0	372	0.0

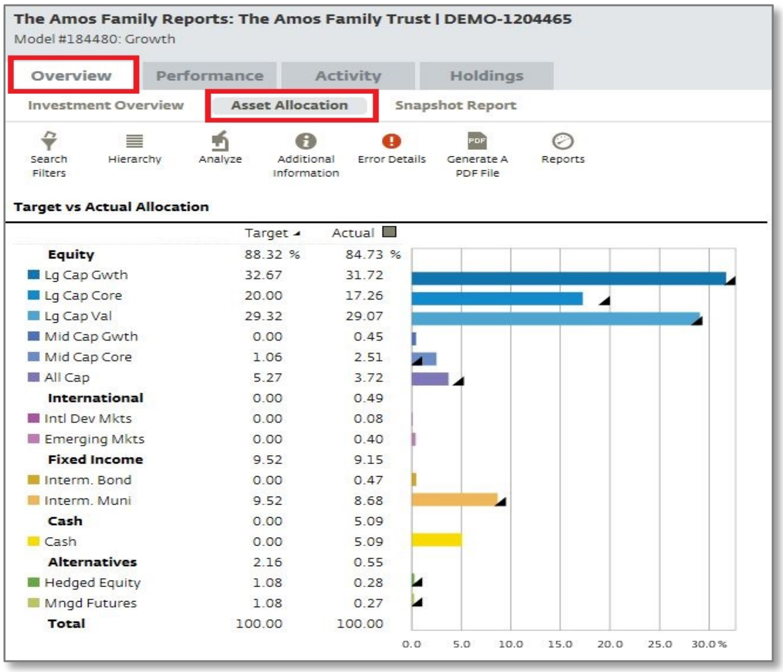
Risk Assessment



	Risk class	Std Dev.	Exp. Return
Target [1]	Growth	13.94 %	5.93 %
Actual	Moderate	10.06	4.96

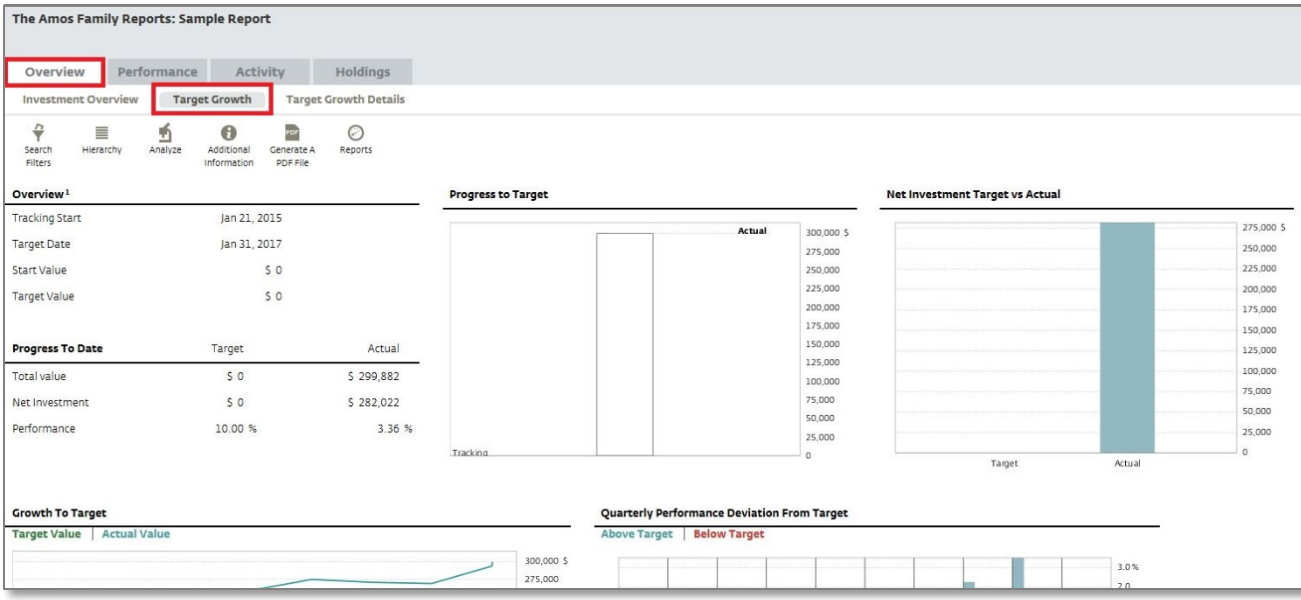
1.2.3 ASSET ALLOCATION REPORT

At the account and group levels, this report provides an analysis of the target allocation vs. the actual allocation of a client account.



1.2.4 TARGET GROWTH

This report shows how the reporting/investment group has performed in relation to the growth target that's been set within numerous charts and graphs. This report is available at the group level.



1.2.5 TARGET GROWTH DETAILS

This report shows a detailed breakdown of each contribution and withdrawal date. The **Target Growth Details Report** utilizes past performance and current market account holdings on the platform to track over time, how the group is performing against the proposed target. It does not indicate hypothetical future performance, or take into account the past performance results of holdings outside of the platform. This report is intended for informational purposes only. Past performance is not a guarantee of future returns.

The Amos Family Reports: Sample Report

Overview | Performance | Activity | Holdings

Investment Overview | Target Growth | Target Growth Details

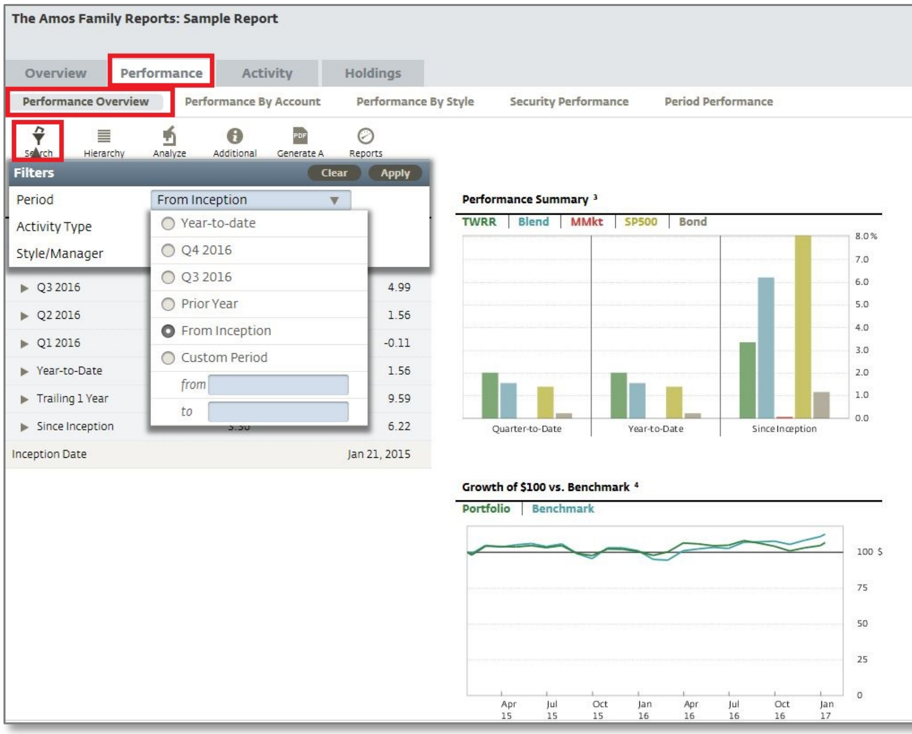
Search Filters | Column Manager | Saved Layout | Hierarchy | Analyze | Additional Information | Generate A PDF File | Generate A CSV File | Reports

Transactions	Target Value	Actual Value	Target Net Investment	Actual Net Investment	Target Perf To Date	Target Perf Period	Actual Perf To Date	Actual Perf Period
Jan 21, 2015	$ 0	$ 115,417	$ 0	$ 115,417	0.00 %	-0.03 %	0.00 %	0.00 %
Mar 31, 2015	0	246,528	0	236,522	1.82	1.79	4.05	4.05
Jun 30, 2015	0	244,554	0	236,522	4.26	2.38	3.21	-0.80
Sep 30, 2015	0	245,648	0	251,022	6.80	2.40	-2.32	-5.36
Dec 31, 2015	0	259,643	0	258,022	9.39	2.40	0.52	2.91
Mar 31, 2016	0	274,984	0	258,022	12.02	2.38	6.46	5.91
Jun 30, 2016	0	270,949	0	258,022	14.71	2.38	4.90	-1.47
Sep 30, 2016	0	269,191	0	258,022	17.50	2.40	4.22	-0.65
Dec 31, 2016	0	293,941	0	282,022	20.35	2.40	4.62	0.39
Jan 10, 2017	0	299,882	0	282,022	20.67	0.24	6.73	2.02

1.3 Performance Tab

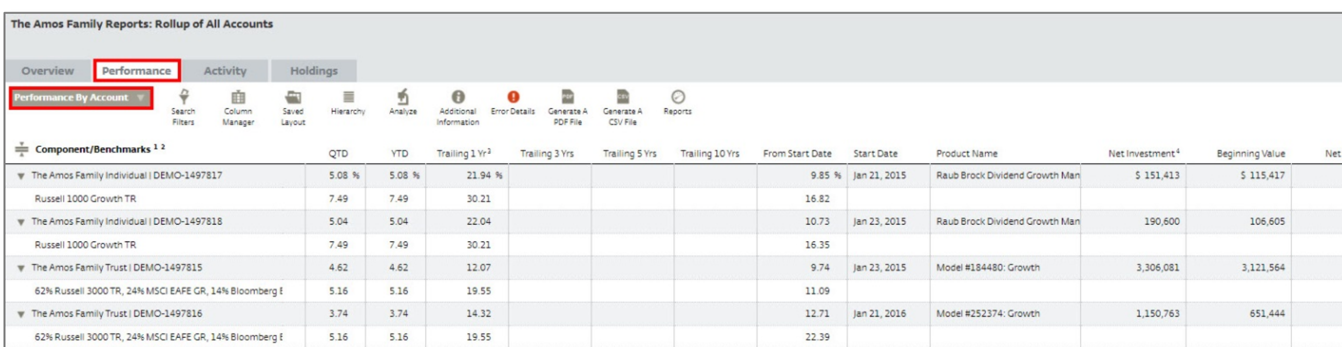
1.3.1 Performance Overview

View an overview of returns by performance periods at the client, group, and account level. Use the **Funnel** icon to filter the data to display point to point performance, while providing benchmark returns during the selected period, along with a summary of account activity.



1.3.2 Performance by Account

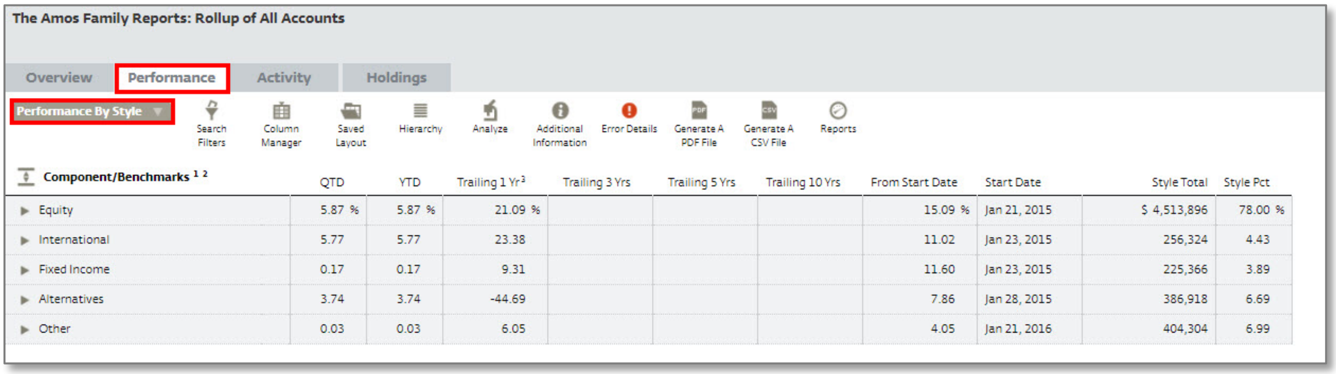
This report provides a consolidated view of client accounts that are available at the client, group, and account levels. This report can be grouped by account, styles of the underlying holdings, or manager for UMA/ MMA accounts. It includes inception-to-date performance, year-to-date performance, net investment, and current market value.



Component/Benchmarks [1 2]	QTD	YTD	Trailing 1 Yr[3]	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs	From Start Date	Start Date	Product Name	Net Investment[4]	Beginning Value
The Amos Family Individual | DEMO-1497817	5.08 %	5.08 %	21.94 %				9.85 %	Jan 21, 2015	Raub Brock Dividend Growth Man	$ 151,413	$ 115,417
Russell 1000 Growth TR	7.49	7.49	30.21				16.82				
The Amos Family Individual | DEMO-1497818	5.04	5.04	22.04				10.73	Jan 23, 2015	Raub Brock Dividend Growth Man	190,600	106,605
Russell 1000 Growth TR	7.49	7.49	30.21				16.35				
The Amos Family Trust | DEMO-1497815	4.62	4.62	12.07				9.74	Jan 23, 2015	Model #184480: Growth	3,306,081	3,121,564
62% Russell 3000 TR, 24% MSCI EAFE GR, 14% Bloomberg E	5.16	5.16	19.55				11.09				
The Amos Family Trust | DEMO-1497816	3.74	3.74	14.32				12.71	Jan 21, 2016	Model #252374: Growth	1,150,763	651,444
62% Russell 3000 TR, 24% MSCI EAFE GR, 14% Bloomberg E	5.16	5.16	19.55				22.39				

1.3.3 Performance by Style

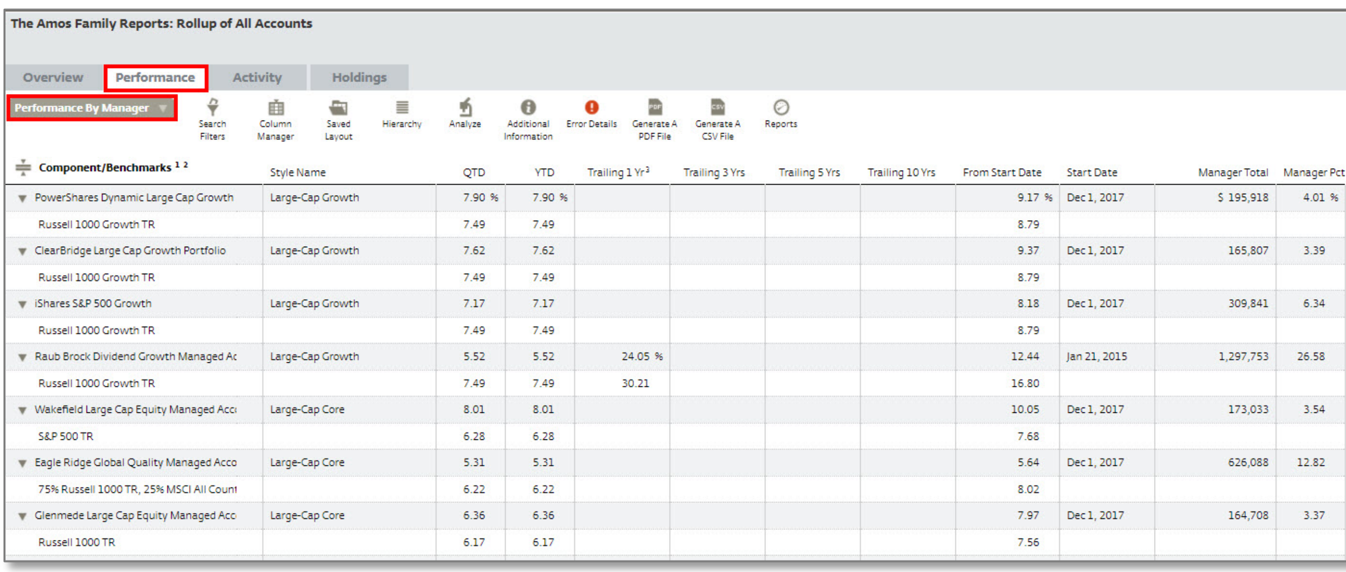
This report shows performance data broken down by style type. The report is available at the rollup, investment group and account levels, and will show Style Totals and Style Pct. (%).



Component/Benchmarks [1 2]	QTD	YTD	Trailing 1 Yr [3]	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs	From Start Date	Start Date	Style Total	Style Pct
Equity	5.87 %	5.87 %	21.09 %				15.09 %	Jan 21, 2015	$ 4,513,896	78.00 %
International	5.77	5.77	23.38				11.02	Jan 23, 2015	256,324	4.43
Fixed Income	0.17	0.17	9.31				11.60	Jan 23, 2015	225,366	3.89
Alternatives	3.74	3.74	-44.69				7.86	Jan 28, 2015	386,918	6.69
Other	0.03	0.03	6.05				4.05	Jan 21, 2016	404,304	6.99

1.3.4 Performance by Manager

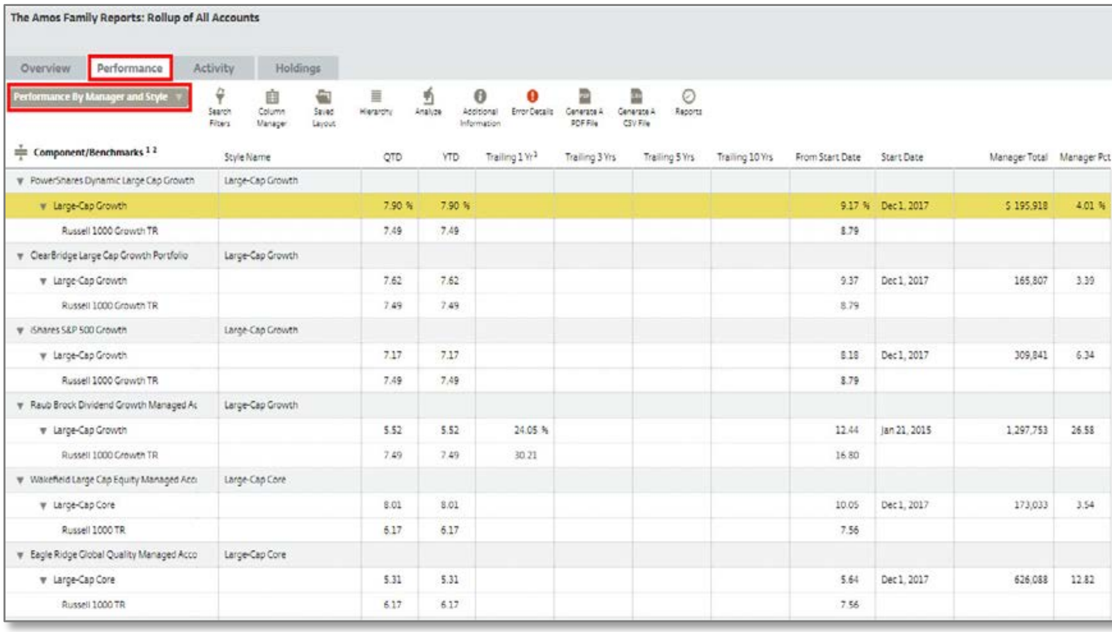
This Report shows performance information by selected Manager. Filter capabilities allow to the performance report to be filtered by Style or Manager Sleeve. Performance information shown will be from inception to date to 10Yr. The manager totals and manager percentage will also be shown.



Component/Benchmarks [1 2]	Style Name	QTD	YTD	Trailing 1 Yr [3]	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs	From Start Date	Start Date	Manager Total	Manager Pct
PowerShares Dynamic Large Cap Growth	Large-Cap Growth	7.90 %	7.90 %					9.17 %	Dec 1, 2017	$ 195,918	4.01 %
Russell 1000 Growth TR		7.49	7.49					8.79			
ClearBridge Large Cap Growth Portfolio	Large-Cap Growth	7.62	7.62					9.37	Dec 1, 2017	165,807	3.39
Russell 1000 Growth TR		7.49	7.49					8.79			
iShares S&P 500 Growth	Large-Cap Growth	7.17	7.17					8.18	Dec 1, 2017	309,841	6.34
Russell 1000 Growth TR		7.49	7.49					8.79			
Raub Brock Dividend Growth Managed Ac	Large-Cap Growth	5.52	5.52	24.05 %				12.44	Jan 21, 2015	1,297,753	26.58
Russell 1000 Growth TR		7.49	7.49	30.21				16.80			
Wakefield Large Cap Equity Managed Acc	Large-Cap Core	8.01	8.01					10.05	Dec 1, 2017	173,033	3.54
S&P 500 TR		6.28	6.28					7.68			
Eagle Ridge Global Quality Managed Acco	Large-Cap Core	5.31	5.31					5.64	Dec 1, 2017	626,088	12.82
75% Russell 1000 TR, 25% MSCI All Count		6.22	6.22					8.02			
Glenmede Large Cap Equity Managed Acc	Large-Cap Core	6.36	6.36					7.97	Dec 1, 2017	164,708	3.37
Russell 1000 TR		6.17	6.17					7.56			

1.3.5 Performance by Manager and Style

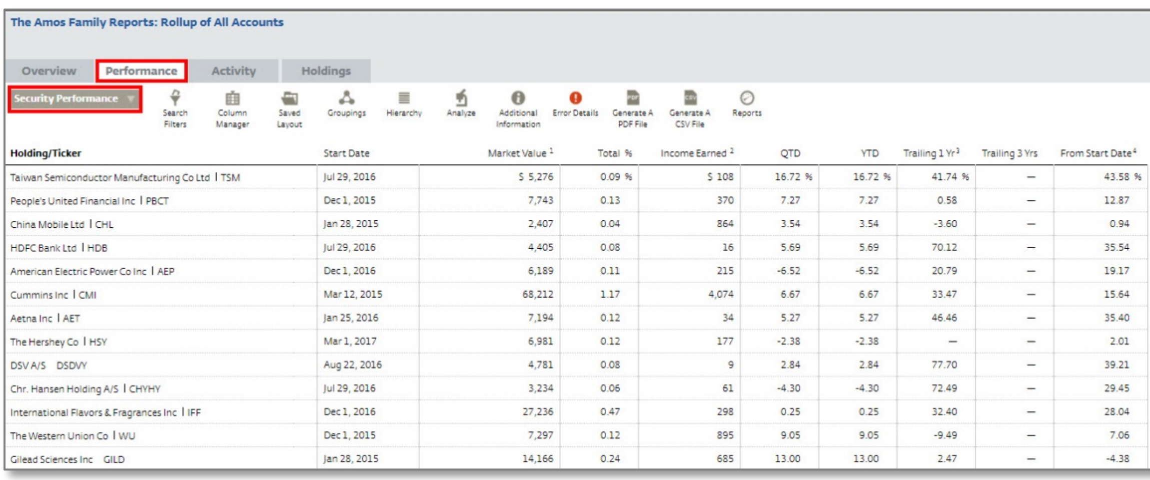
This report will show both the manager and style performance under one report. Each managed product will be broken down by style and corresponding benchmark. This report is available at the rollup, investment group, and account levels.



Component/Benchmarks [1 2]	Style Name	QTD	YTD	Trailing 1 Yr [3]	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs	From Start Date	Start Date	Manager Total	Manager Pct
PowerShares Dynamic Large Cap Growth	Large-Cap Growth										
Large-Cap Growth		7.90 %	7.90 %					9.17 %	Dec 1, 2017	$ 195,918	4.01 %
Russell 1000 Growth TR		7.49	7.49					8.79			
ClearBridge Large Cap Growth Portfolio	Large-Cap Growth										
Large-Cap Growth		7.62	7.62					9.37	Dec 1, 2017	165,807	3.39
Russell 1000 Growth TR		7.49	7.49					8.79			
iShares S&P 500 Growth	Large-Cap Growth										
Large-Cap Growth		7.17	7.17					8.18	Dec 1, 2017	309,841	6.34
Russell 1000 Growth TR		7.49	7.49					8.79			
Raub Brock Dividend Growth Managed Ac	Large-Cap Growth										
Large-Cap Growth		5.52	5.52	24.05 %				12.44	Jan 21, 2015	1,297,753	26.58
Russell 1000 Growth TR		7.49	7.49	30.21				16.80			
Wakefield Large Cap Equity Managed Acc	Large-Cap Core										
Large-Cap Core		8.01	8.01					10.05	Dec 1, 2017	173,033	3.54
Russell 1000 TR		6.17	6.17					7.56			
Eagle Ridge Global Quality Managed Acco	Large-Cap Core										
Large-Cap Core		5.31	5.31					5.64	Dec 1, 2017	626,088	12.82
Russell 1000 TR		6.17	6.17					7.56			

1.3.6 SECURITY PERFORMANCE

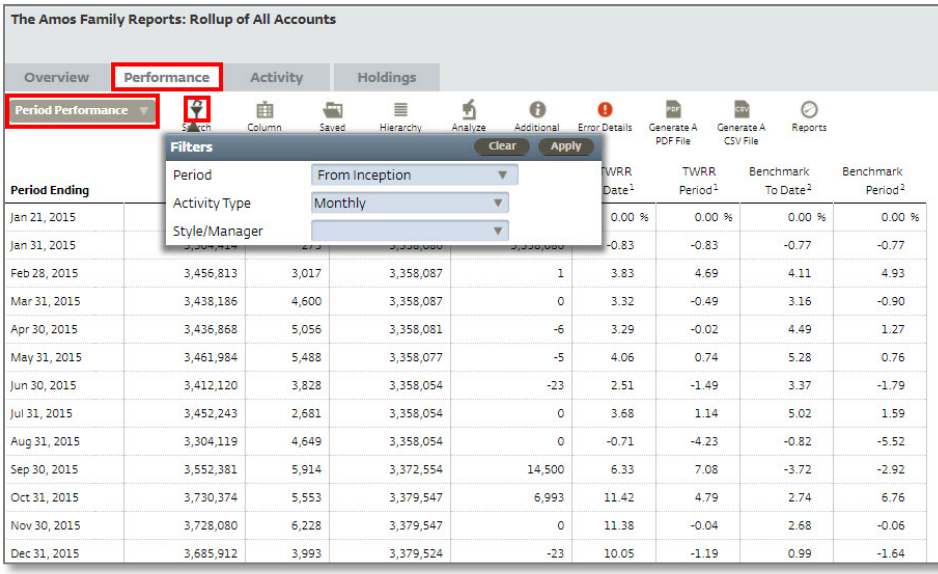
This report provides performance information for a specific holding in an account. View this report at the client, group, or account level, and adjust the performance periods using the **Funnel** icon.



Holding/Ticker	Start Date	Market Value [1]	Total %	Income Earned [2]	QTD	YTD	Trailing 1 Yr [3]	Trailing 3 Yrs	From Start Date [4]
Taiwan Semiconductor Manufacturing Co Ltd | TSM	Jul 29, 2016	$ 5,276	0.09 %	$ 108	16.72 %	16.72 %	41.74 %	—	43.58 %
People's United Financial Inc | PBCT	Dec 1, 2015	7,743	0.13	370	7.27	7.27	0.58	—	12.87
China Mobile Ltd | CHL	Jan 28, 2015	2,407	0.04	864	3.54	3.54	-3.60	—	0.94
HDFC Bank Ltd | HDB	Jul 29, 2016	4,405	0.08	16	5.69	5.69	70.12	—	35.54
American Electric Power Co Inc | AEP	Dec 1, 2016	6,189	0.11	215	-6.52	-6.52	20.79	—	19.17
Cummins Inc | CMI	Mar 12, 2015	68,212	1.17	4,074	6.67	6.67	33.47	—	15.64
Aetna Inc | AET	Jan 25, 2016	7,194	0.12	34	5.27	5.27	46.46	—	35.40
The Hershey Co | HSY	Mar 1, 2017	6,981	0.12	177	-2.38	-2.38	—	—	2.01
DSV A/S DSDVY	Aug 22, 2016	4,781	0.08	9	2.84	2.84	77.70	—	39.21
Chr. Hansen Holding A/S | CHYHY	Jul 29, 2016	3,234	0.06	61	-4.30	-4.30	72.49	—	29.45
International Flavors & Fragrances Inc | IFF	Dec 1, 2016	27,236	0.47	298	0.25	0.25	32.40	—	28.04
The Western Union Co | WU	Dec 1, 2015	7,297	0.12	895	9.05	9.05	-9.49	—	7.06
Gilead Sciences Inc GILD	Jan 28, 2015	14,166	0.24	685	13.00	13.00	2.47	—	-4.38

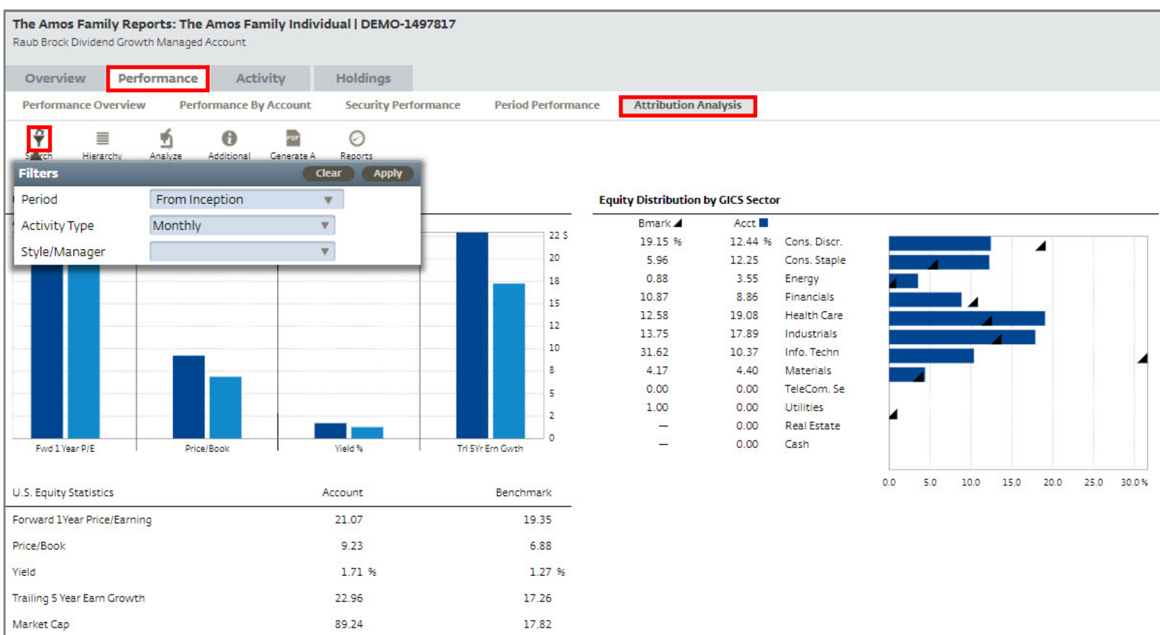
1.3.7 PERIOD PERFORMANCE

Use this report to view Monthly, Quarterly, or Annual performance on any account during a specified start and end date. This is available at the client, group, and account level.



1.3.8 Attribution Analysis

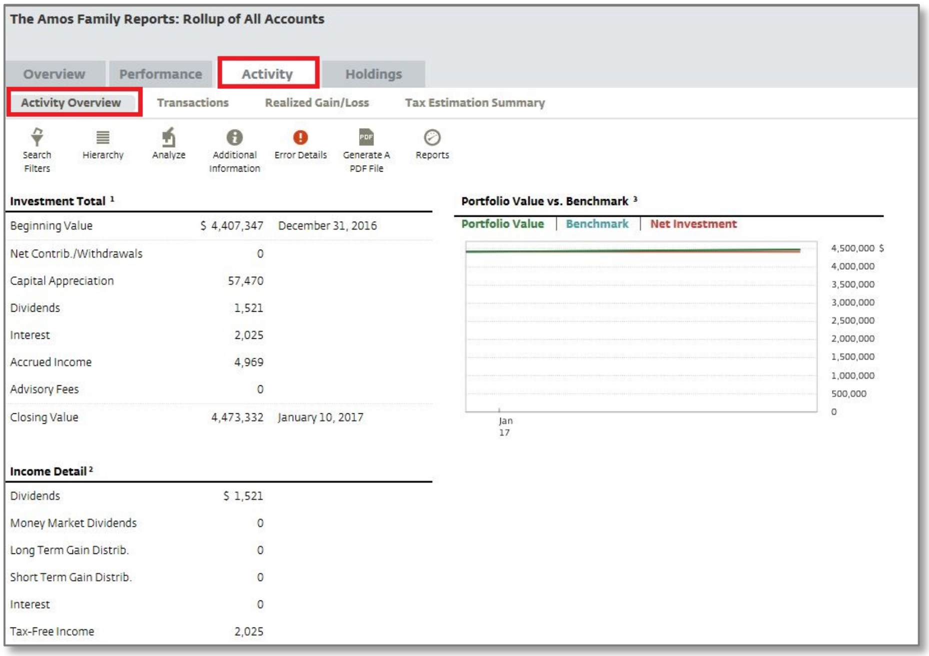
The **Attribution Analysis** is available for separately managed accounts (SMAs) invested via the Envestnet Platform. This report provides an analysis of the securities held in the SMA while detailing the largest holdings and best and worst performers in the SMA. The report also provides details for forward 1Y price/earnings, price/book, yield %, market cap ($Billion), and country against the appropriate benchmark for any given period.



1.4 Activity Tab

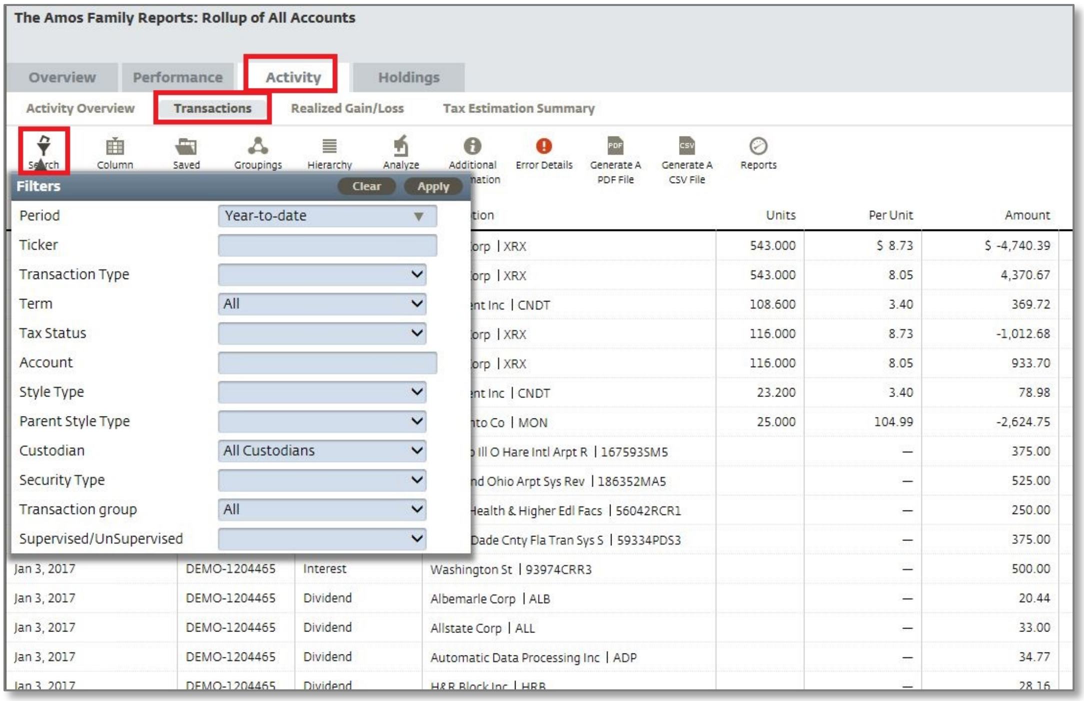
1.4.1 Activity Overview

This report gives a summary level view of all transactional information including market value movement, advisory fees, and income detail. This is available at the client, group, and account levels.



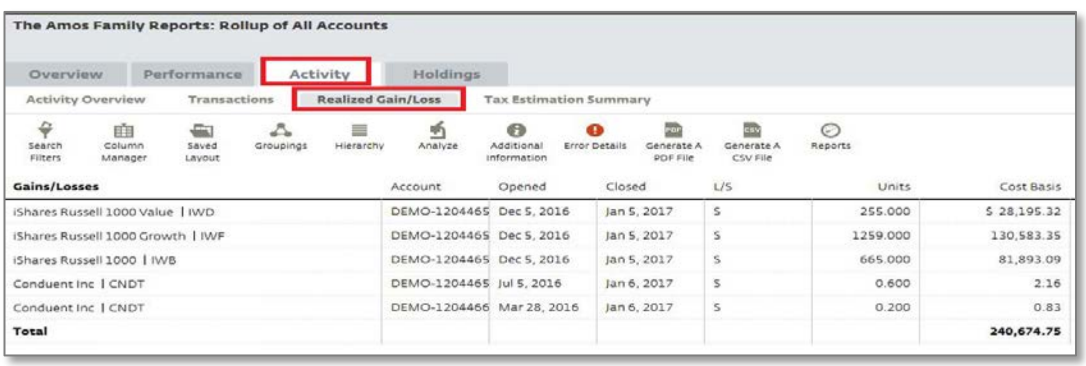
1.4.2 Transactions Report

The **Transactions Report** will include a detailed report of all transactions for an account(s) on the platform. Use the **Funnel** icons to filter by period, symbol, and/or transaction. Use the **Groupings** icon to group the data by asset class, transaction type, fund family, income type, or registration. This report is available at the client, group, and account level.



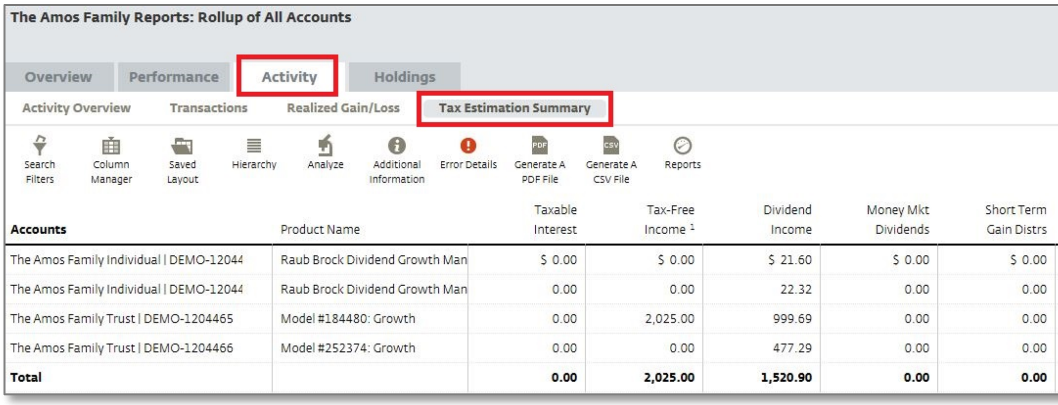
1.4.3 Realized Gain/Loss

The **Realized Gain/Loss** report gives a detailed snapshot of the realized gains and losses for the securities held within a client's portfolio. This report can assist an advisor in managing taxes. The report breaks the gains/losses into short- and long-term categories and reports quantity, cost basis, proceeds, and realized gain/loss for each tax lot. This is available at the client, group, and account level.



1.4.4 Tax Estimation Summary

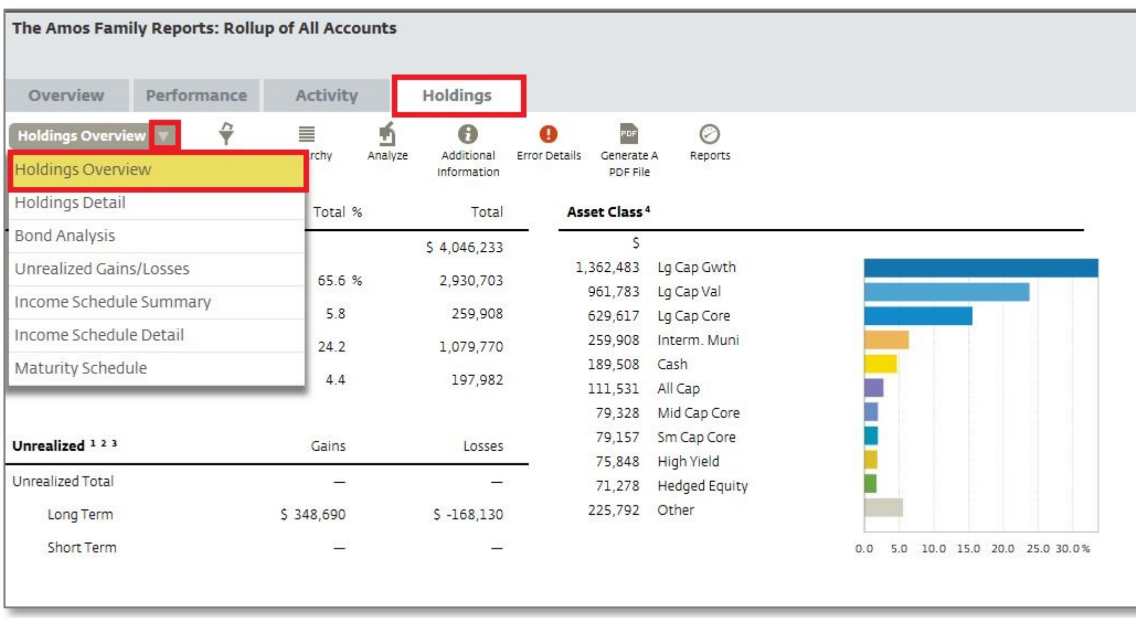
The **Tax Estimation Summary Report** provides dividend income, tax-exempt income, short-term gain/loss, and long-term gain/loss for each account in a client registration. This report is only available at the client and group level.



1.5 HOLDINGS TAB

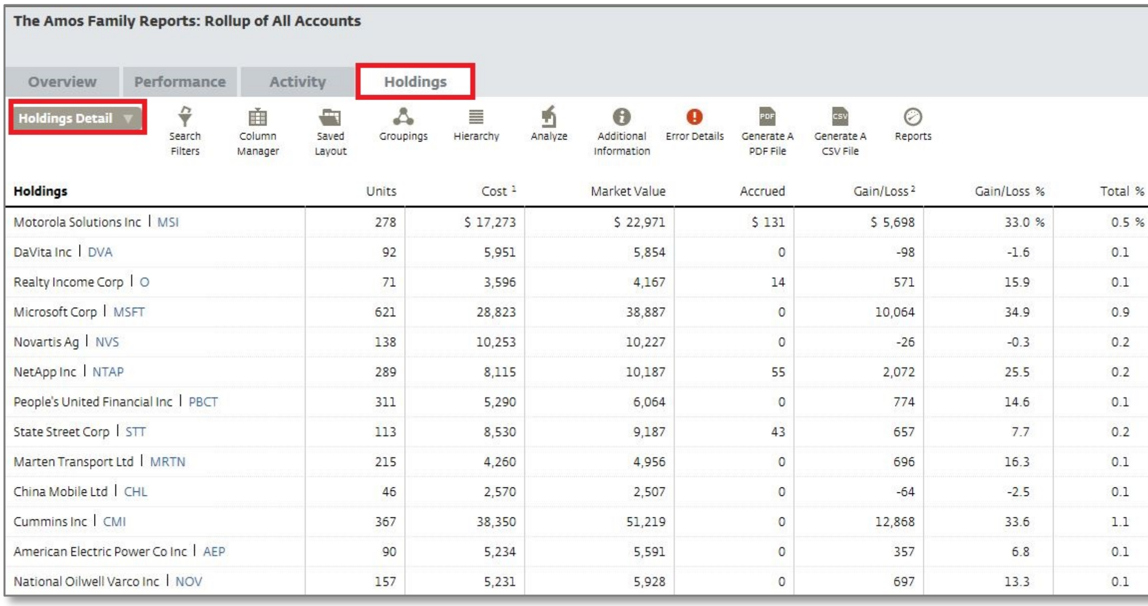
1.5.1 HOLDINGS OVERVIEW

This report provides summary level information for holdings in a portfolio at any given point. An overview of holdings can be viewed at the client, group, and account levels.



1.5.2 HOLDINGS DETAIL

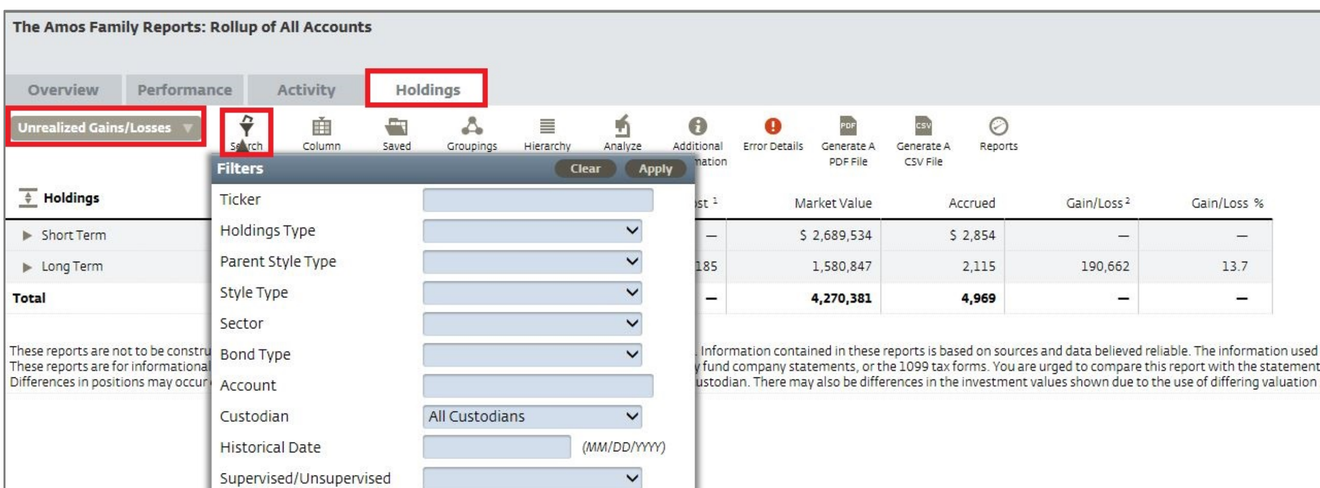
This report gives a detailed snapshot of the securities held within an account or group of accounts including symbol, quantity, sector/asset class, cost basis, gain/loss, bond maturity and coupon, percent of total, and market value.



Holdings	Units	Cost [1]	Market Value	Accrued	Gain/Loss [2]	Gain/Loss %	Total %
Motorola Solutions Inc | MSI	278	$ 17,273	$ 22,971	$ 131	$ 5,698	33.0 %	0.5 %
DaVita Inc | DVA	92	5,951	5,854	0	-98	-1.6	0.1
Realty Income Corp | O	71	3,596	4,167	14	571	15.9	0.1
Microsoft Corp | MSFT	621	28,823	38,887	0	10,064	34.9	0.9
Novartis Ag | NVS	138	10,253	10,227	0	-26	-0.3	0.2
NetApp Inc | NTAP	289	8,115	10,187	55	2,072	25.5	0.2
People's United Financial Inc | PBCT	311	5,290	6,064	0	774	14.6	0.1
State Street Corp | STT	113	8,530	9,187	43	657	7.7	0.2
Marten Transport Ltd | MRTN	215	4,260	4,956	0	696	16.3	0.1
China Mobile Ltd | CHL	46	2,570	2,507	0	-64	-2.5	0.1
Cummins Inc | CMI	367	38,350	51,219	0	12,868	33.6	1.1
American Electric Power Co Inc | AEP	90	5,234	5,591	0	357	6.8	0.1
National Oilwell Varco Inc | NOV	157	5,231	5,928	0	697	13.3	0.1

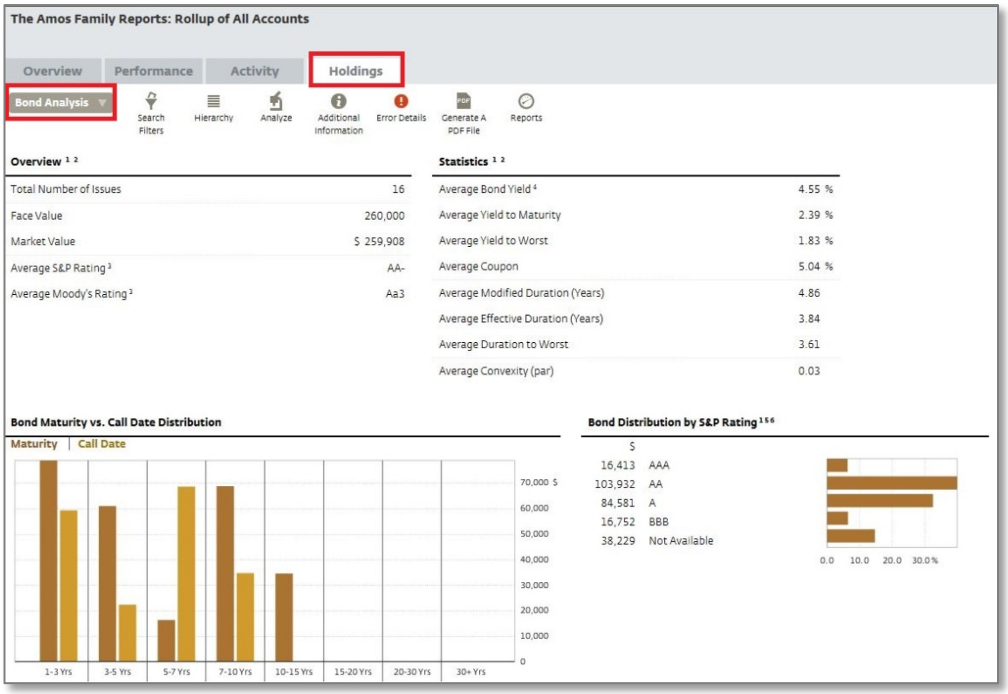
1.5.3 Unrealized Gains/Losses

The report gives a detailed snapshot of the short term and long term gains/losses for the securities held within a client's portfolio. This report can assist an advisor in managing taxes. The report displays cost, units and the unrealized gain/loss for each tax lot. The advisor can also generate an unrealized gain/loss report for a specific historical date.



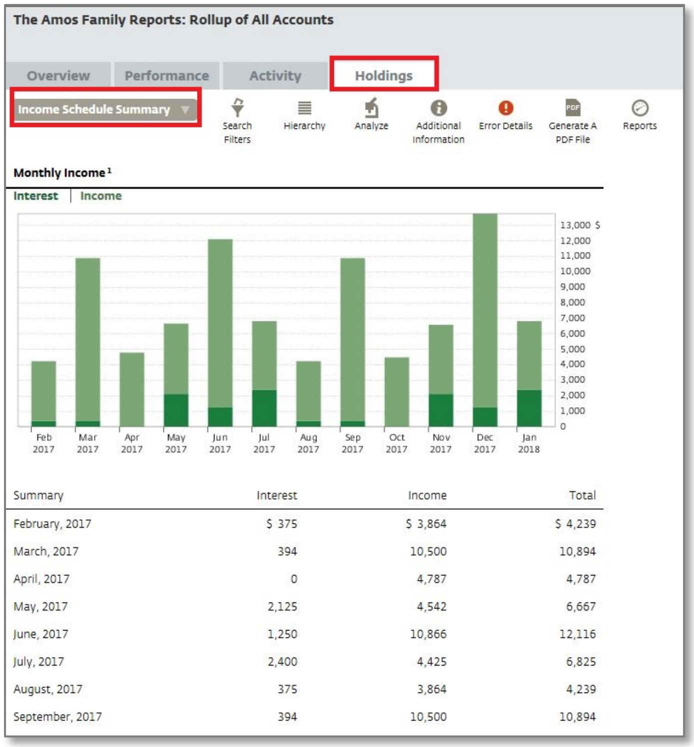
1.5.4 Bond Analysis

This report provides an in-depth view of the bonds within a client's accounts. The statistics, credit quality, periods, and coupon rates are available at the client, group, and account level.



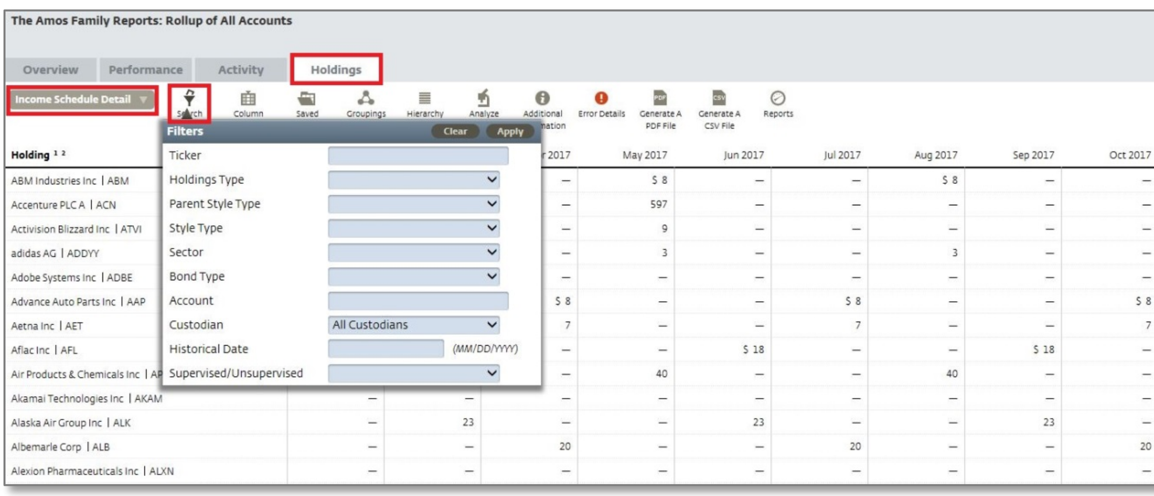
1.5.5 Income Schedule Summary

This report shows the projected interest and income that's been accumulated every month for all client accounts, a group of accounts, or an individual account to help plan for expected income.



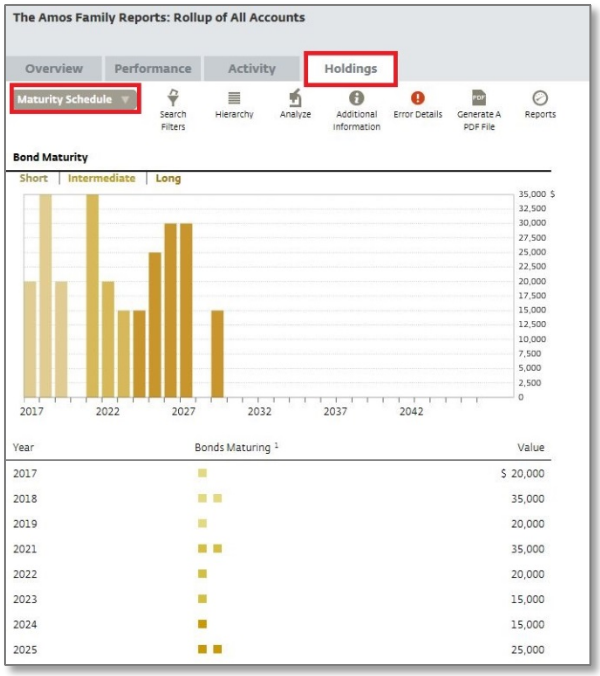
1.5.6 Income Schedule Detail

This report provides expected income from equities, funds, and fixed income securities for the coming 12 months. This helps an advisor plan for the client's income needs or reinvestment alternatives in the near future. View this report at the client, group, and account levels.



1.5.7 MATURITY SCHEDULE

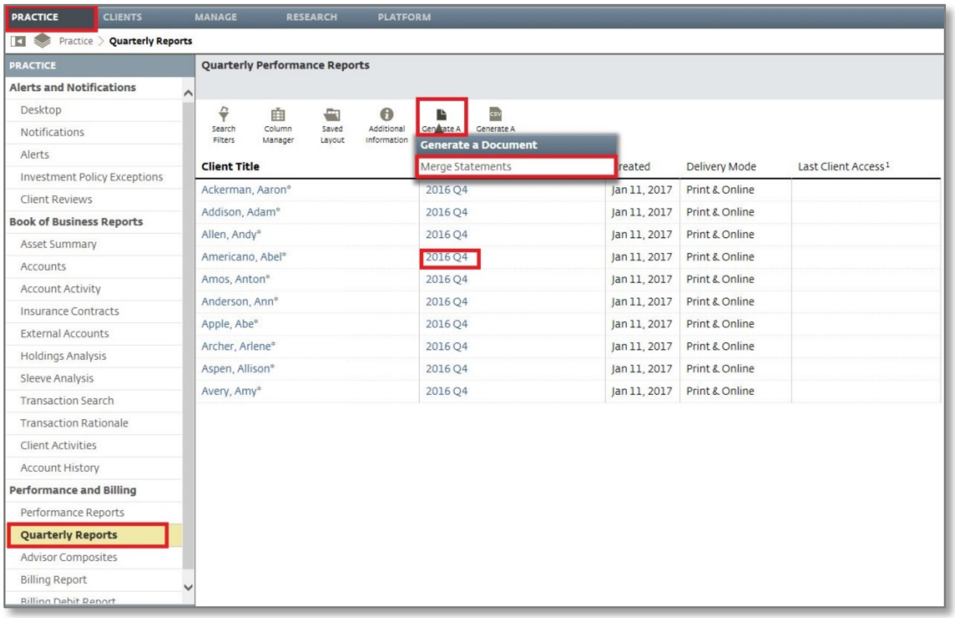
This report classifies the holdings within a fixed income account by year of maturity, as well as summing the redemption value of the bonds for each year. This helps an advisor plan for future investments or redemptions. View this report at the client, group, or account level.



2 BOOK OF BUSINESS REPORTS

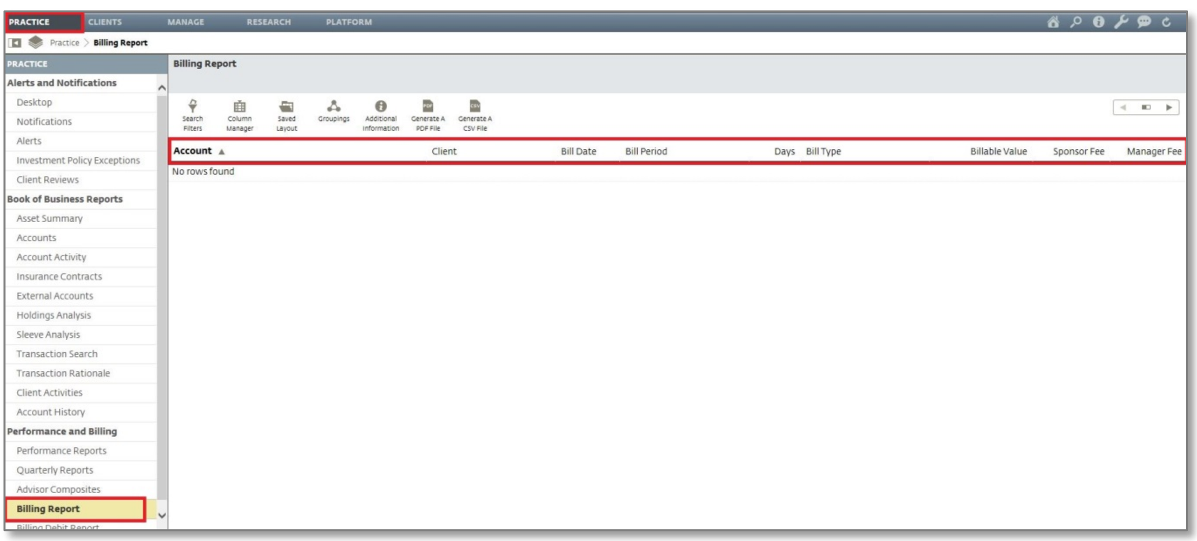
2.1 QUARTERLY PERFORMANCE REPORTS

QPR's can be found under the **Practice** tab within the global toolbar. This will then populate a list of **Quarterly Performance Reports** that are available for all your clients. Here you can merge statements, filter for specific QPRs, and even export the QPR to a PDF document.



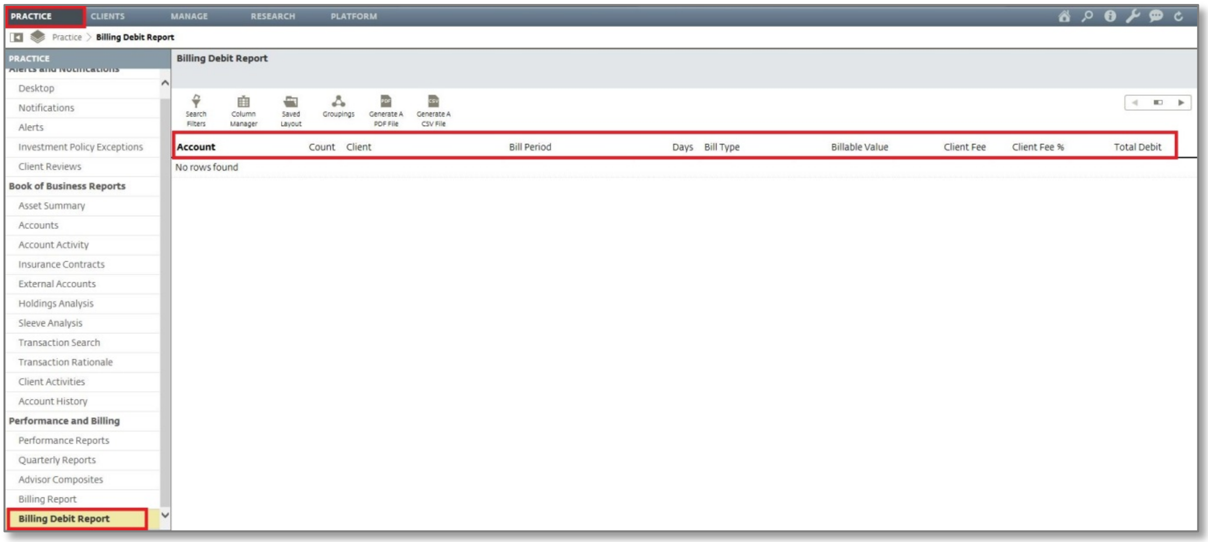
2.2 BILLING REPORT

The **Billing Report** helps track when clients are billed, as well as provides a breakdown of the Program, Manager, and Advisor billing components of the total client fee. Use the **Funnel** icon to filter up data by account, bill date, or even bill type.



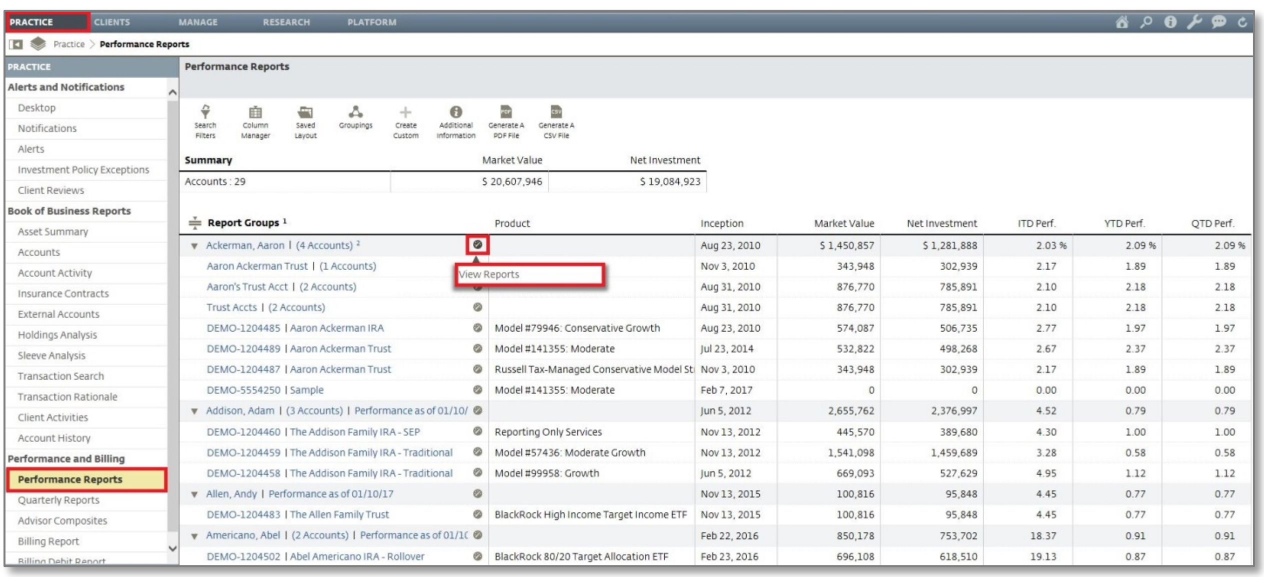
2.3 BILLING DEBIT REPORT

This report shows current cash levels in an accounts debit account and helps show if there is enough cash available to cover fees.



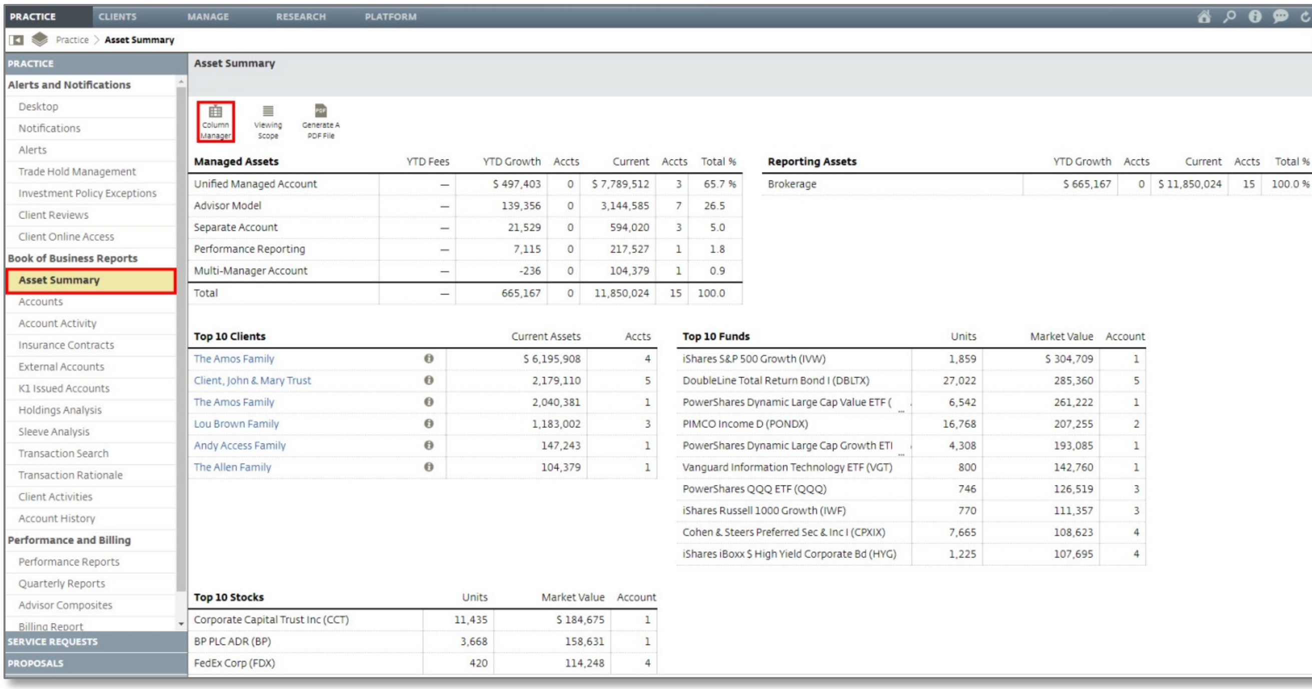
2.4 PERFORMANCE REPORTS

The **Performance Report** is a rollup view of client accounts with a performance summary. You have the option to view reports, and the ability to create custom grouping across clients, accounts, and products.



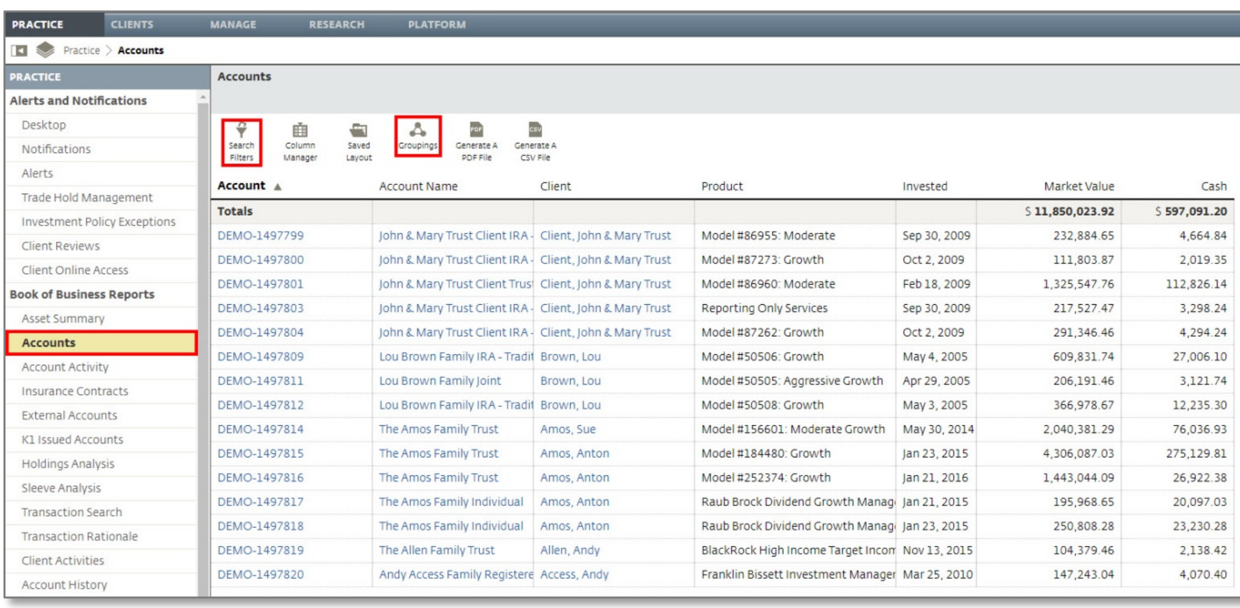
2.5 ASSET SUMMARY

This provides a summary of managed assets broken down by program, along with a summary of reporting only assets. Top 10 clients, funds, and stocks can also be added to this report by using the **Desktop Manager** icon.



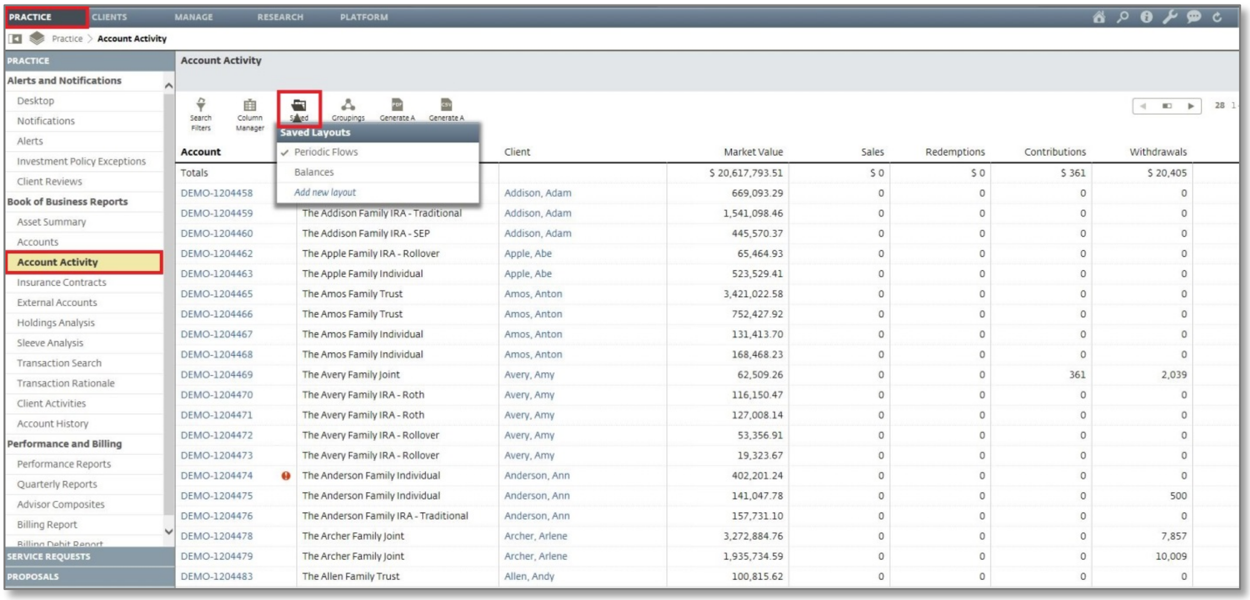
2.6 ACCOUNTS

This report lists out each account in an advisor's book of business while providing a breakdown of market value, cash value, protected cash, and supervised/unsupervised assets. This report can be customized by using the **Funnel** icon to filter up specific information and/or using the **Groupings** icon to group data.



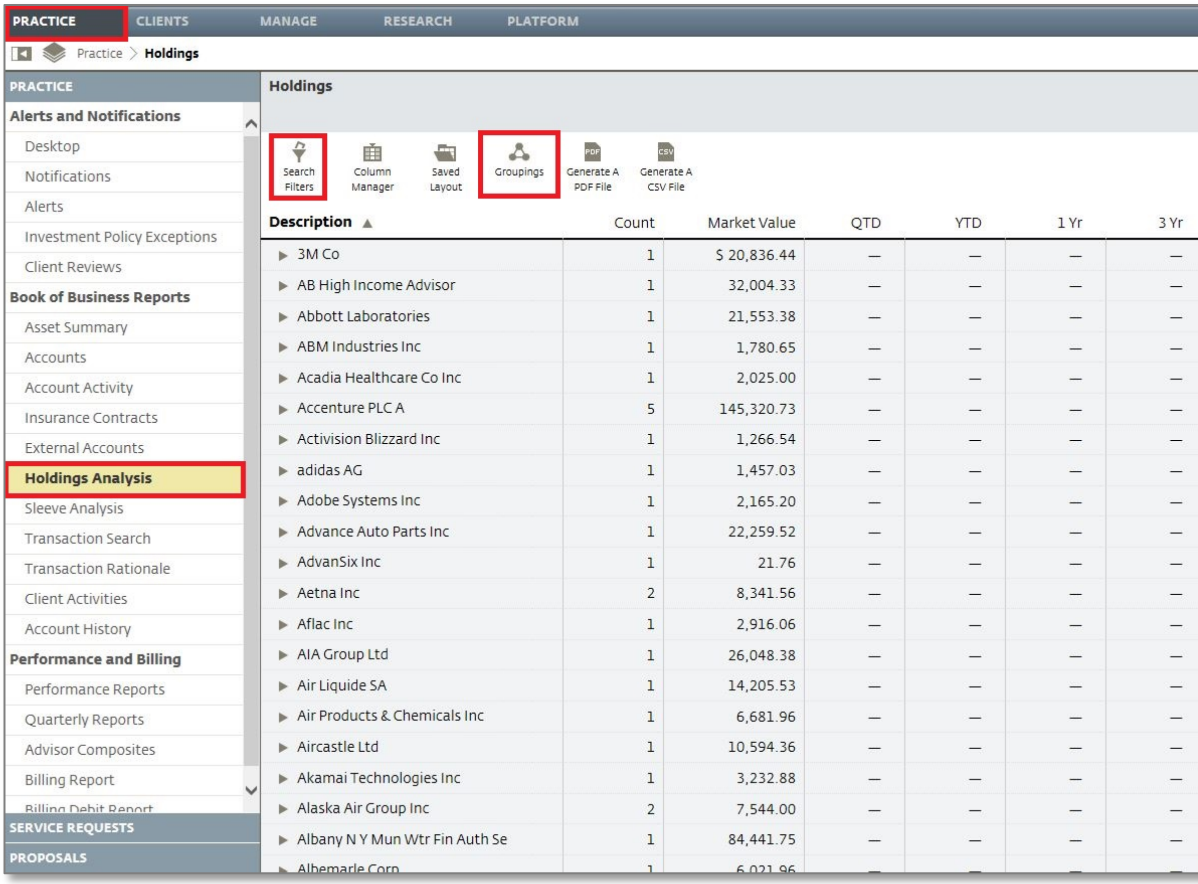
2.7 ACCOUNT ACTIVITY

The **Account Activity** will display a full account list, while providing the ability to filter up specific information, group data, adjust columns, and view saved layouts such as **Periodic Flows** and **Balances.**



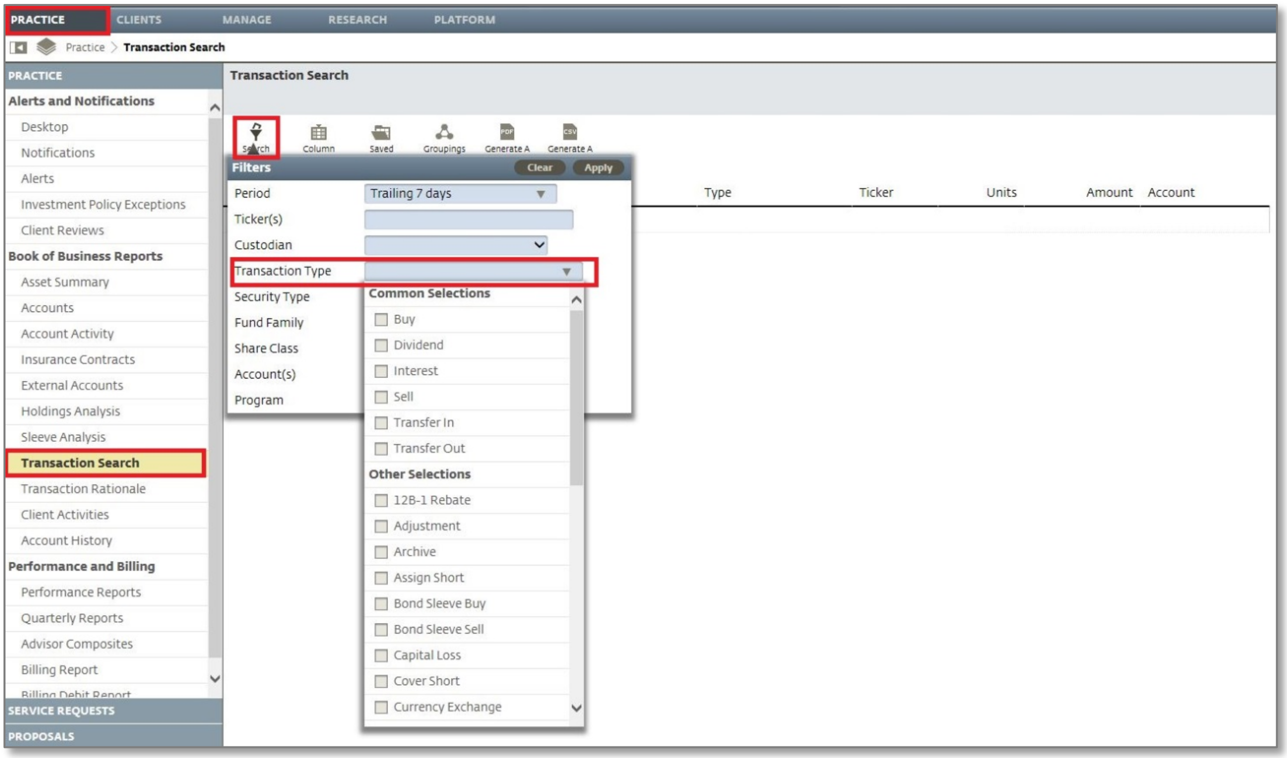
2.8 HOLDINGS ANALYSIS

This report displays all securities held by each client along with their market value and performance summary for a given period. Use the **Funnel** icon to filter up specific securities, or the **Groupings** icon to group by client, account, or even security type.



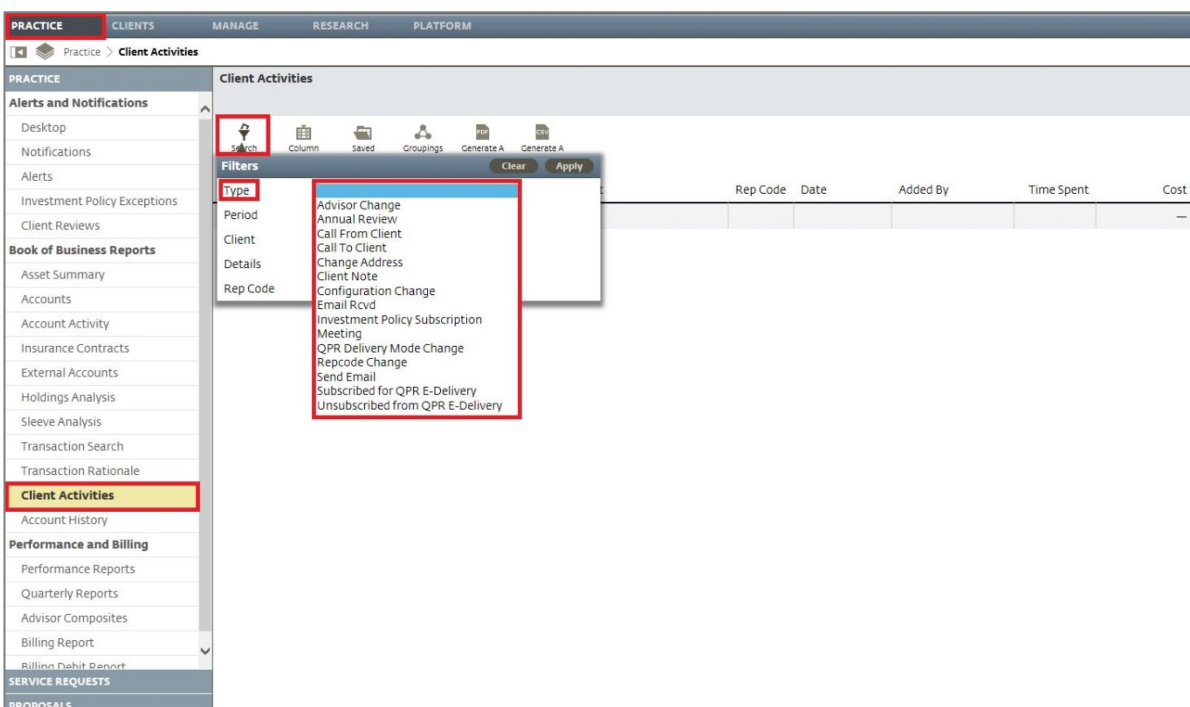
2.9 TRANSACTION SEARCH

The **Transaction Search** lists out all transactions that have occurred in a client account during a specified period. Use this report to filter by transaction type, such as buys or sells.



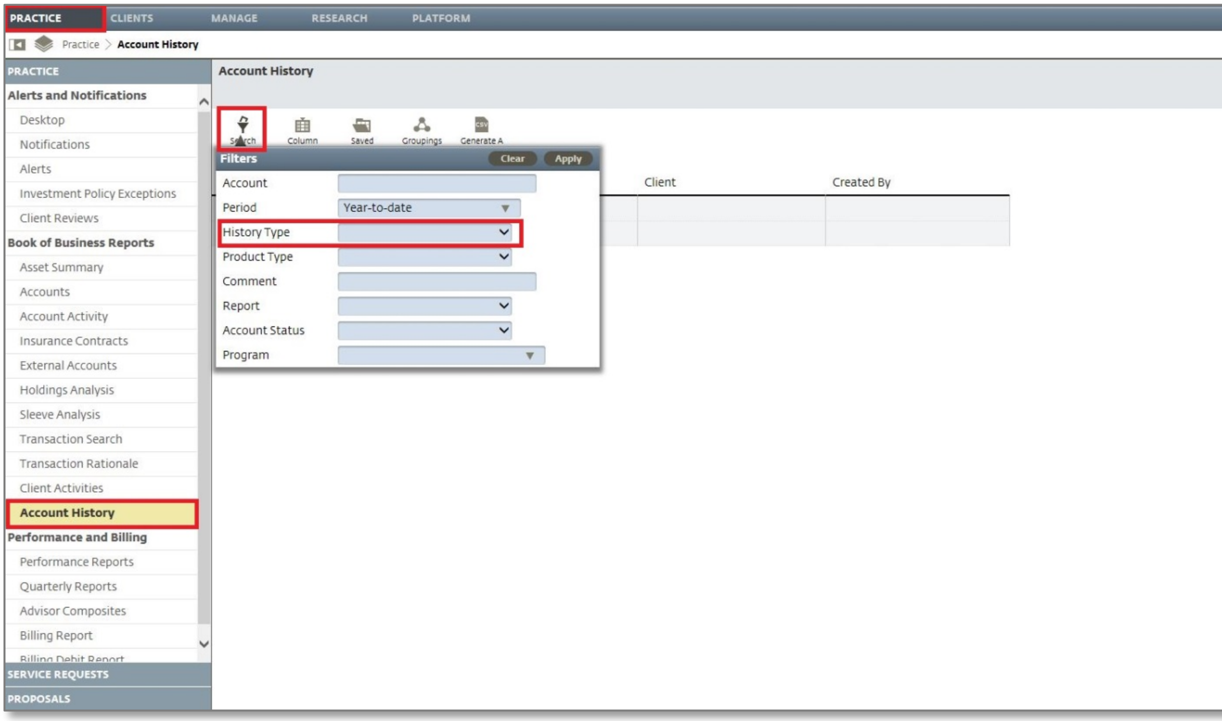
2.10 Client Activities

This report can be used to view various activities an advisor has logged through the client detail page. Use the **Funnel** icon to filter up client activities such as change of address or advisor change.



2.11 Account History

The **Account History** will provide a full report on the activity of advisors accounts on the platform. Use the **Funnel** icon to filter for accounts closed, accounts rebalanced, recently promoted to IGO, etc.



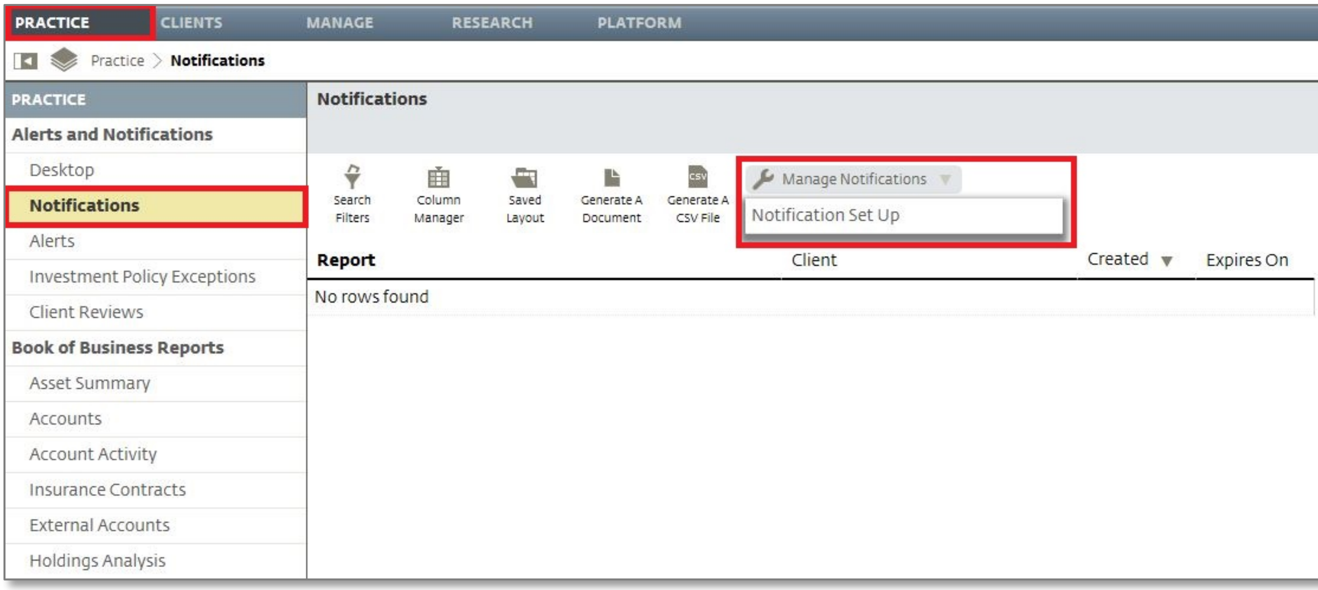
3 Customization Reports

3.1 Notification Reports

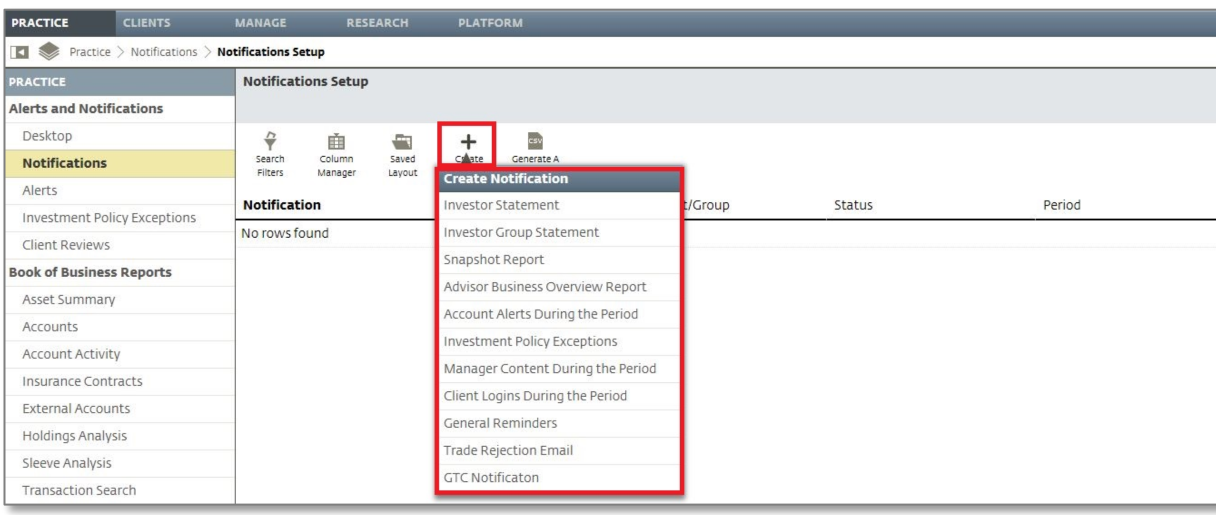
The notification feature allows an advisor to set up report or email notifications in order to serve the client in a more efficient way. Notifications can be scheduled for an automated delivery for a specified date or a time period.

3.1.1 Creating

Various notifications can be setup from the **Notifications** link under the **Practice** tab. Use the **Manage Notifications** dropdown menu to setup a new notification.



Use the **"+"** icon to select the type of notification you are interested in creating.



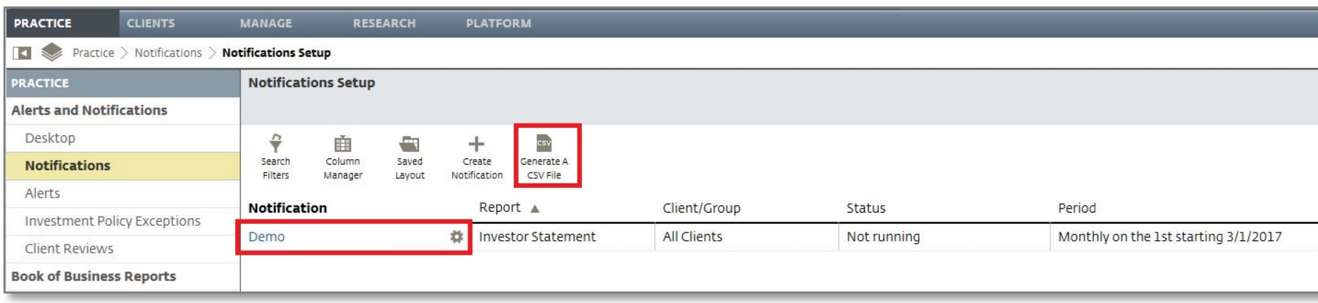
3.1.2 NOTIFICATION TYPES:

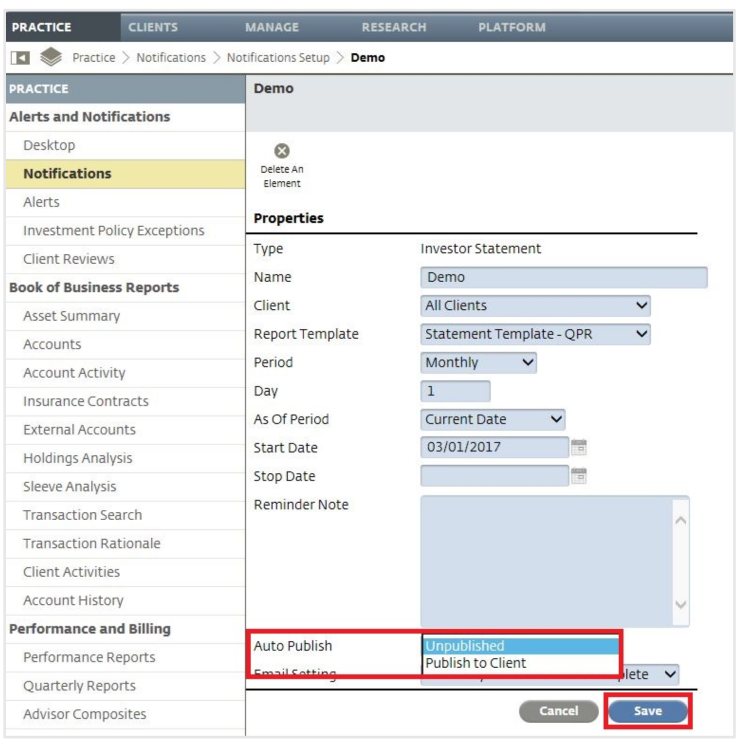
- **Investor Statement:** An advisor can set this notification to automate publishing of statements to the client's site.
- **Investor Group Statement**: Performance statement for a group of accounts that can be published automatically to the client's site.
- **Snapshot Report**: A report that can be created for a client or group of clients either monthly or quarterly, showing an account overview, performance summary, and list of holdings.
- **Advisor Business Overview Report**: Captures the dashboard activity of advisors' clients with updates on total assets, account growth, top clients, and top holdings. This can also be emailed to the advisor for the set frequency and time period.

- **Account Alerts During the Period:** Will schedule an email notification to the advisor including all the open alerts for the advisor during a set time period.
- **Manager Content during the Period:** Advisors can receive notification by mail whenever new content is available for a group of managers.
- **Client Logins during the Period:** This notification will update an advisor via email regarding the frequency of client logins during a set period.
- **General Reminders:** This type of notification will schedule an email notifying the advisor of an event or activity for a specific time.
- **Trade Rejection Email:** Email notification of any rejected trades within the advisor directed program.
- **GTC Exception Report:** An email notification will be sent if unfilled or partially-filled GTC orders are 10 calendar days from expiration.

3.1.3 Managing Notification Reports

Under the **Practice** tab, an advisor can view a list of all **Notification Reports** that are currently setup, while having the option to view a CSV spreadsheet, merge reports, and/or delete a report. You can also click on the report title to publish the report to the client's site.



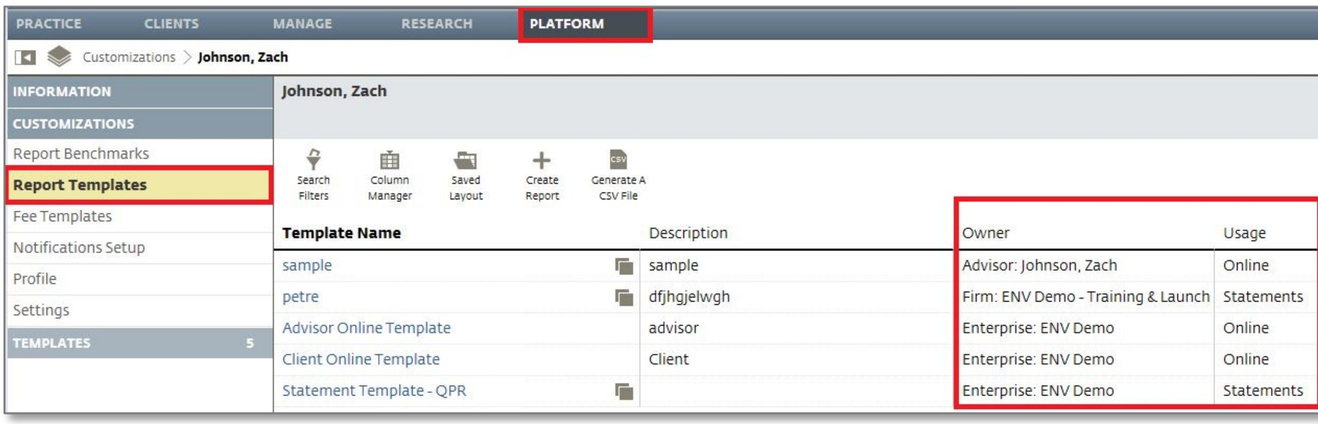


3.2 Report Templates

Report Templates provide the ability to customize the reports that are available online for an advisor, in the quarterly performance report, and online for the clients view.

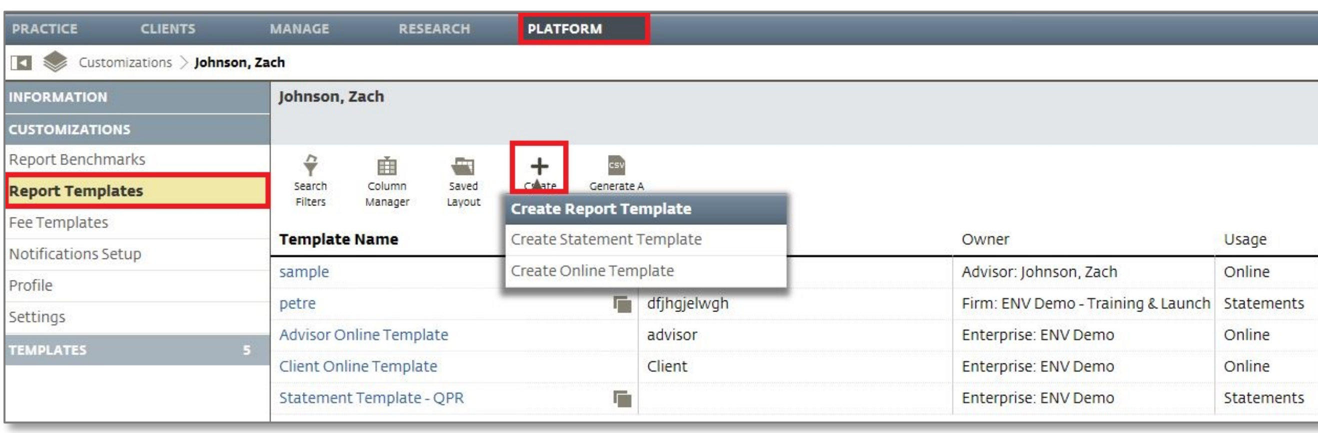
The **Owner** column represents the user that created the template. Advisors can only edit templates that they created and not the default templates created by the Enterprise, Branch, or Firm.

The **Usage** column refers to how the template can be used. **Statement** templates are for Quarterly Performance Reports as well as printed statements. **Online** refers to templates that can be used to customize advisor and client online report views.



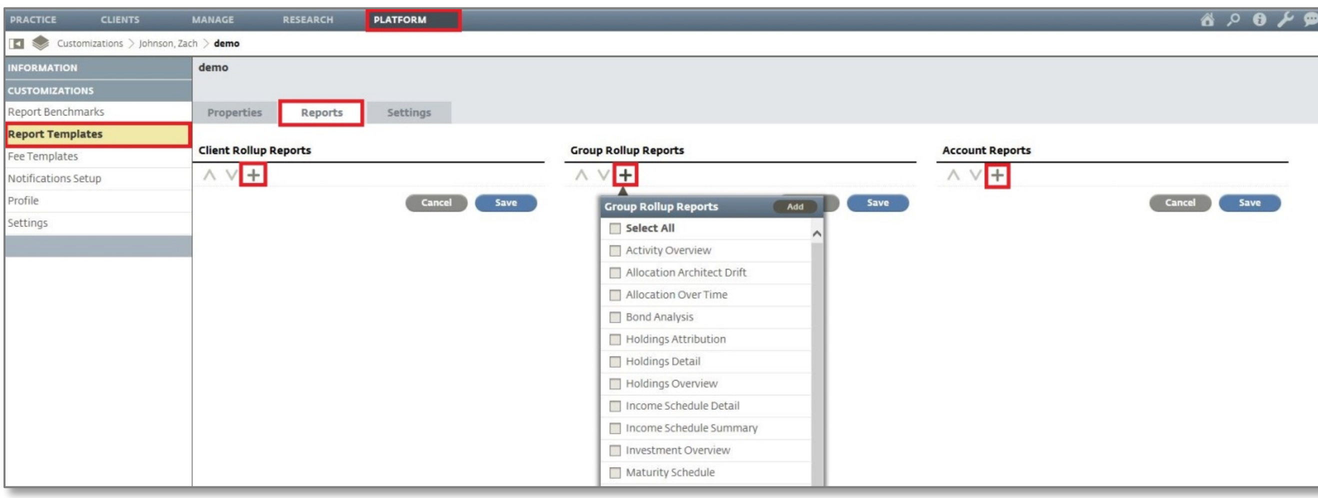
3.2.1 Creating New Templates

To create a new template, click on the **"+"** icon and choose to create a **Statement** or **Online** Template.

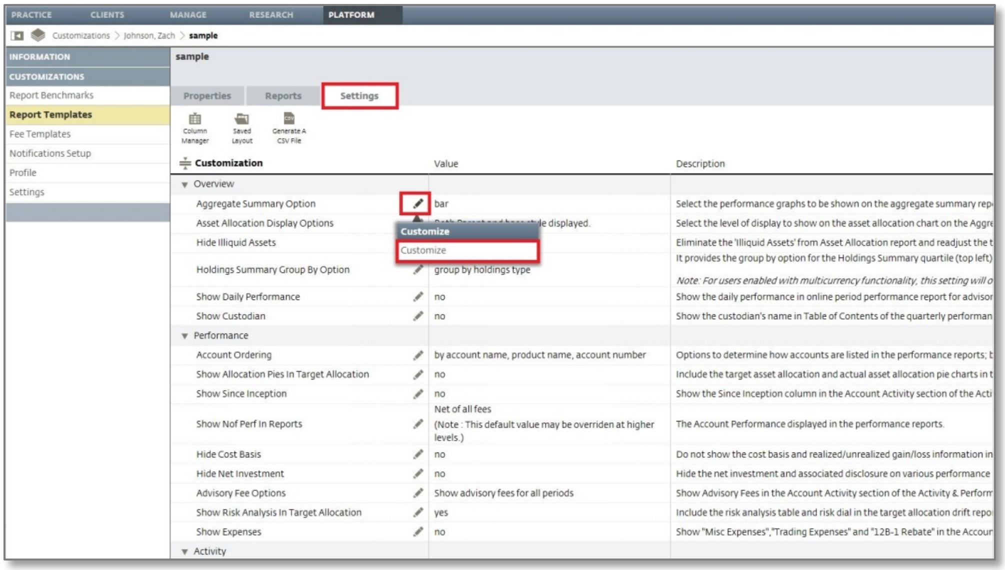


A new window will open up, name the template, provide a description, and click **Save.**

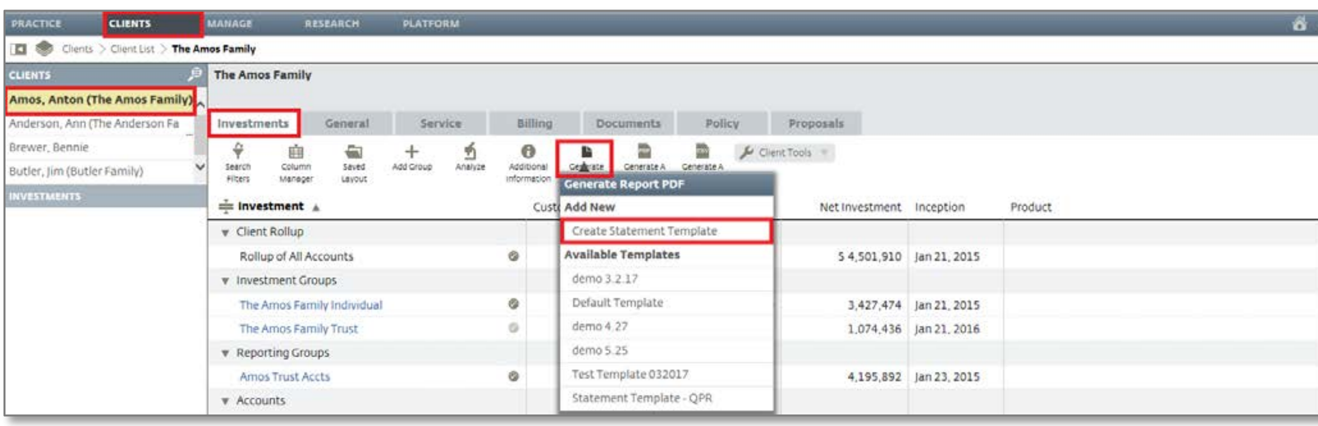
Under the **Reports** tab, select the desired performance reports available within each level of reporting (client, account, and group) and click **Save.**



Under the **Settings** tab, customize what information to be included or excluded by using the **Pencil** icon.

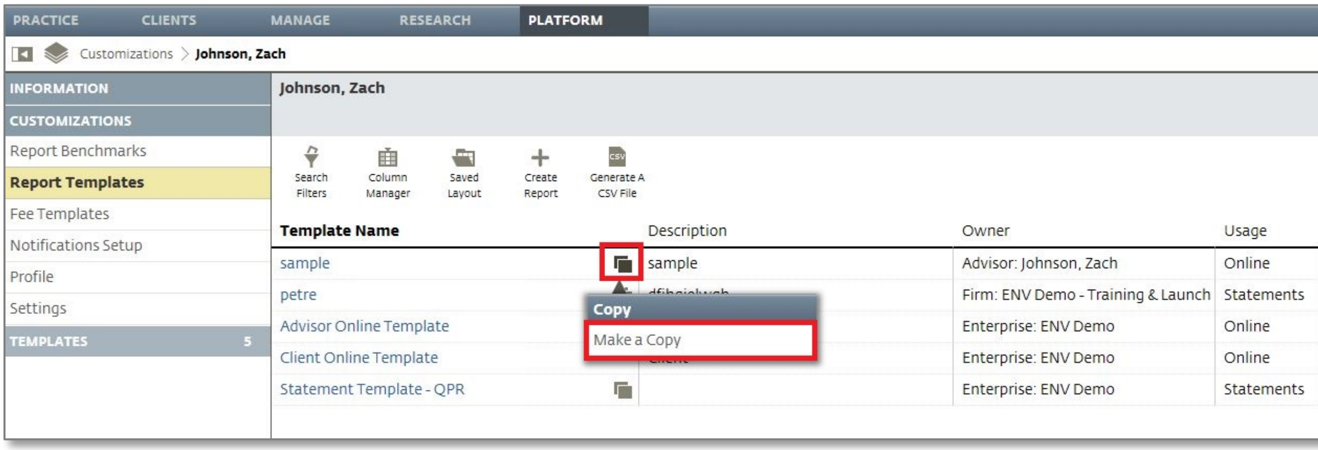


***Pro Tip: You can quickly create a statement template using the **Generate Report PDF** icon under a clients **Investment Tab.** By selecting **Create Statement Template** you will then be taken into the steps outlined above:

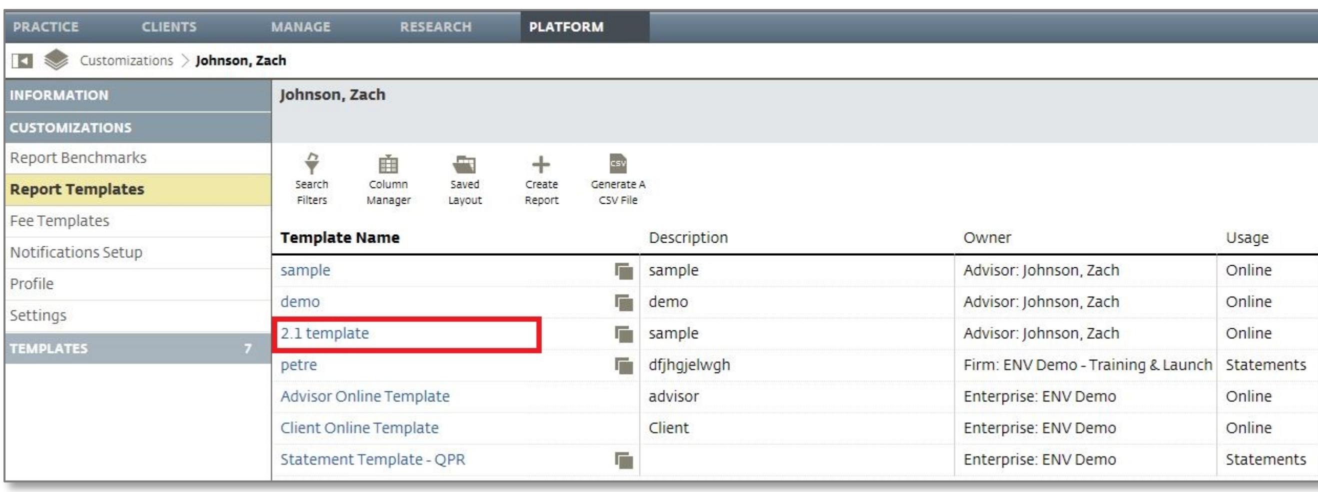


3.2.2 Copying a Template

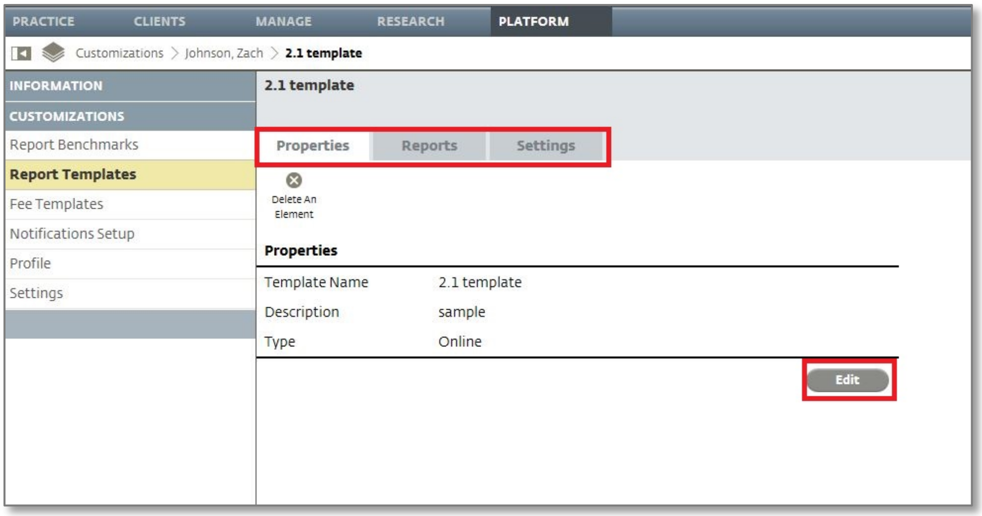
An existing template can be copied and edited to make the process of creating a new template quicker.



After updating the template name and description, click **Copy**. To edit the template, click on the template name that will be displayed in the available list.

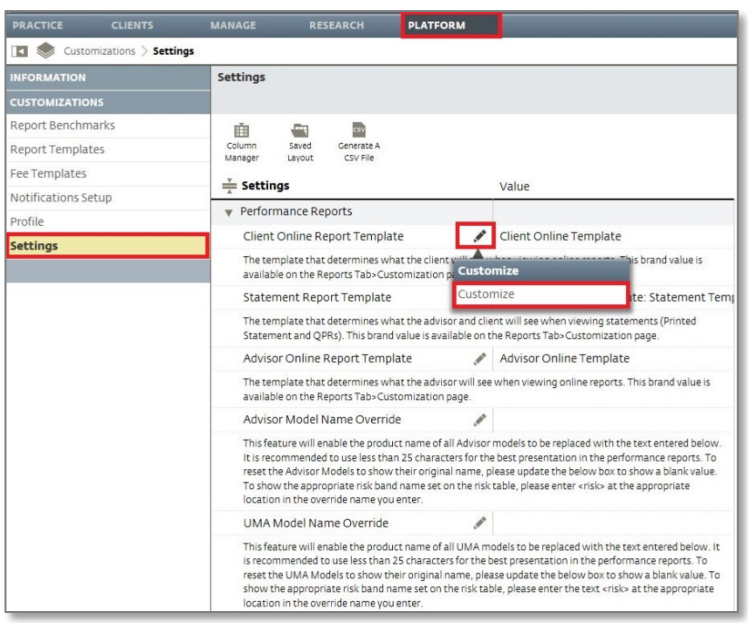


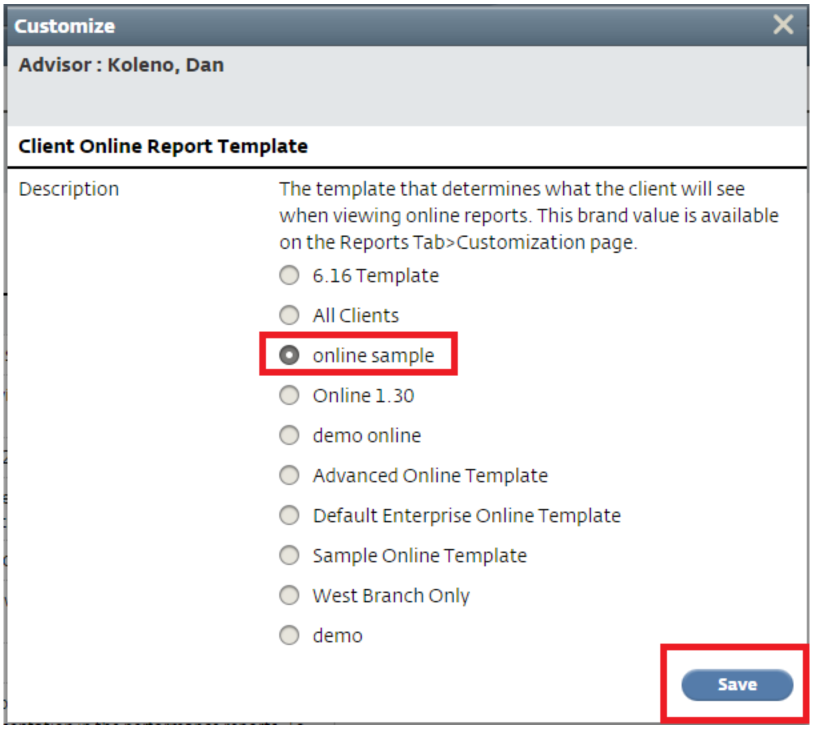
Select the **Properties, Reports**, and/or **Settings** tabs to customize the copied template.



3.2.3 ASSIGNING TEMPLATES TO ALL CLIENTS

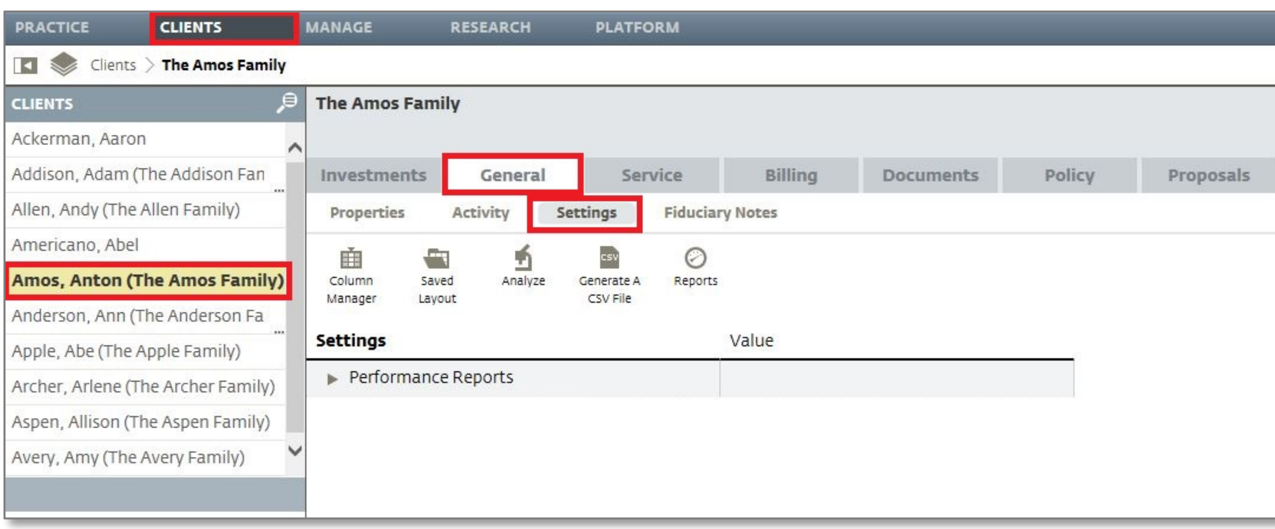
A customized online or statement template can be used as a default template across all clients. Choose the default template in the **Settings** section by clicking on the **Pencil** icon and choosing the appropriate template name in the popup window.



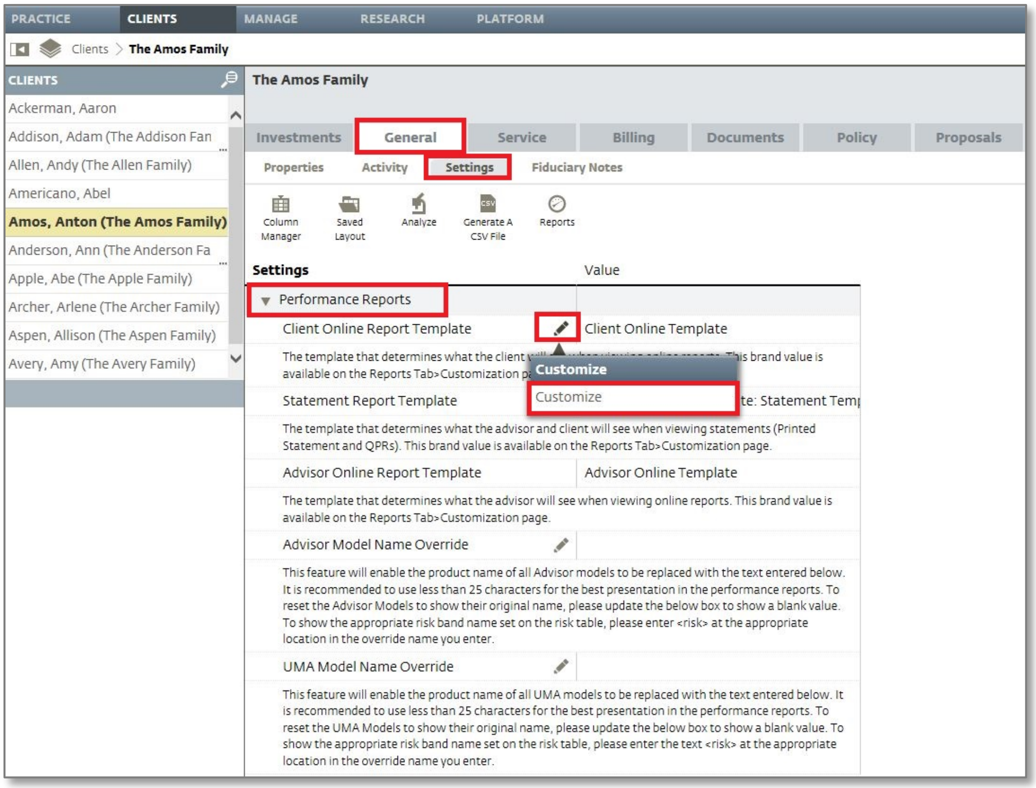


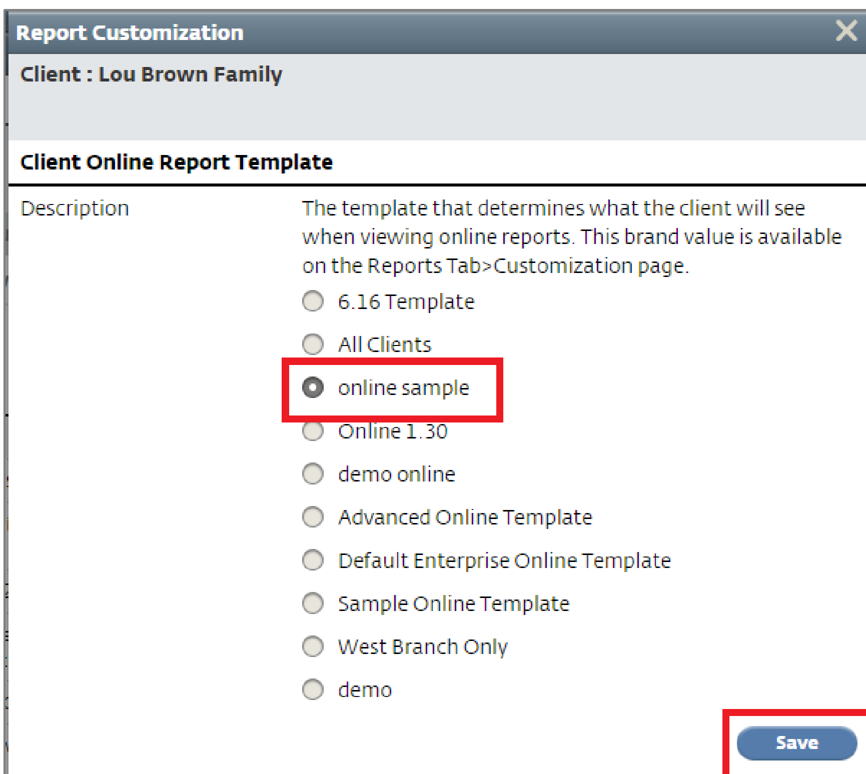
3.2.4 ASSIGNING TEMPLATES TO A SPECIFIC CLIENT

A customized template can also be assigned to one specific client by going to the **Report Settings** link in the **General** tab of the global toolbar.



From there, click the **Pencil** icon next to **Client Online Report Template** if you want to change the template for the client's online reports, or click the **Pencil** icon next to **Statement Report Template** if you want to change the QPR or printed statements template.


PRACTICE
CLIENTS
MANAGE
RESEARCH
PLATFORM
Clients
The Amos Family
CLIENTS
Ackerman, Aaron
Addison, Adam (The Addison Fan
Allen, Andy (The Allen Family)
Americano, Abel
Amos, Anton (The Amos Family)
Anderson, Ann (The Anderson Fa
Apple, Abe (The Apple Family)
Archer, Arlene (The Archer Family)
Aspen, Allison (The Aspen Family)
Avery, Amy (The Avery Family)
The Amos Family
Investments
General
Service
Billing
Documents
Policy
Proposals
Properties
Activity
Settings
Fiduciary Notes
Column Manager
Saved Layout
Analyze
Generate A CSV File
Reports
Settings
Value
Performance Reports
Client Online Report Template
Client Online Template
Customize
Customize
Statement Report Template
The template that determines what the advisor and client will see when viewing statements (Printed Statement and QPRs). This brand value is available on the Reports Tab>Customization page.
Advisor Online Report Template
Advisor Online Template
The template that determines what the advisor will see when viewing online reports. This brand value is available on the Reports Tab>Customization page.
Advisor Model Name Override
This feature will enable the product name of all Advisor models to be replaced with the text entered below. It is recommended to use less than 25 characters for the best presentation in the performance reports. To reset the Advisor Models to show their original name, please update the below box to show a blank value. To show the appropriate risk band name set on the risk table, please enter <risk> at the appropriate location in the override name you enter.
UMA Model Name Override
This feature will enable the product name of all UMA models to be replaced with the text entered below. It is recommended to use less than 25 characters for the best presentation in the performance reports. To reset the UMA Models to show their original name, please update the below box to show a blank value. To show the appropriate risk band name set on the risk table, please enter the text <risk> at the appropriate location in the override name you enter.


Report Customization
Client : Lou Brown Family
Client Online Report Template
Description
The template that determines what the client will see when viewing online reports. This brand value is available on the Reports Tab>Customization page.
6.16 Template
All Clients
online sample
Online 1.30
demo online
Advanced Online Template
Default Enterprise Online Template
Sample Online Template
West Branch Only
demo
Save

4 DISCLAIMER

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