Starting Point Series





Grids, Searching, & Reporting

The Who & the What

Searching Tools

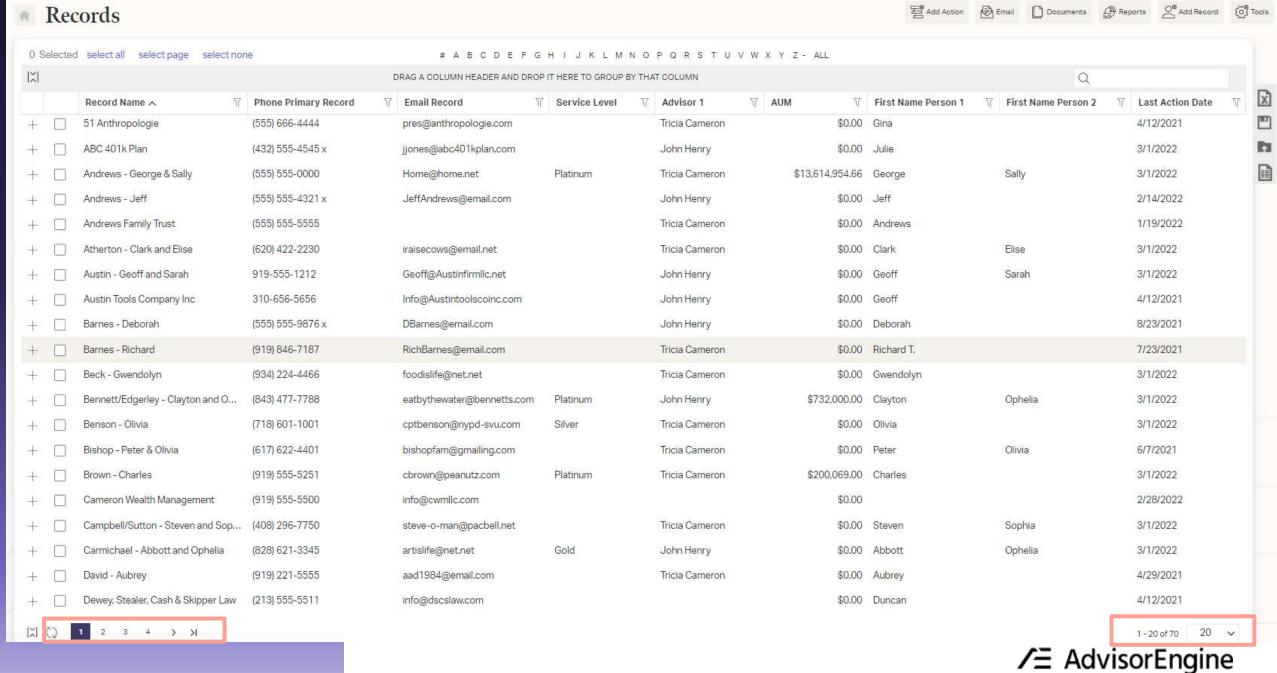
Reporting Tools

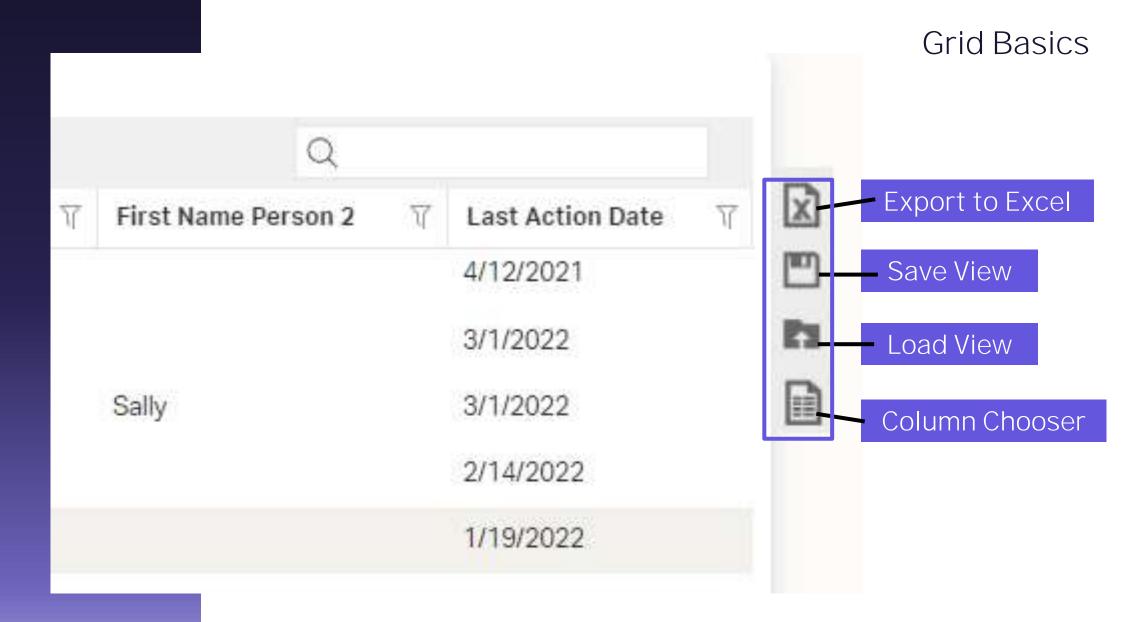


Today's Topics

- Why do I need Grid Templates?
- Grid Filters
- Building Templates
- Quick & Advanced Searches
- Report Assistant
- Prebuilt Reports

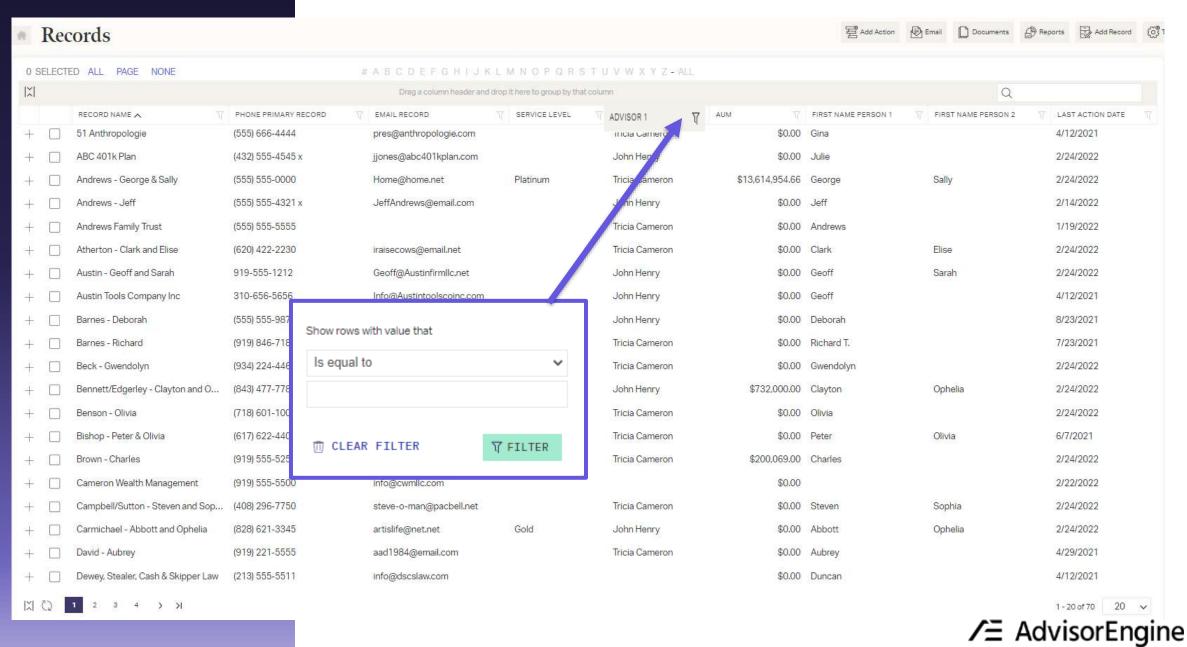
Grid Basics





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Grid Basics - Filters

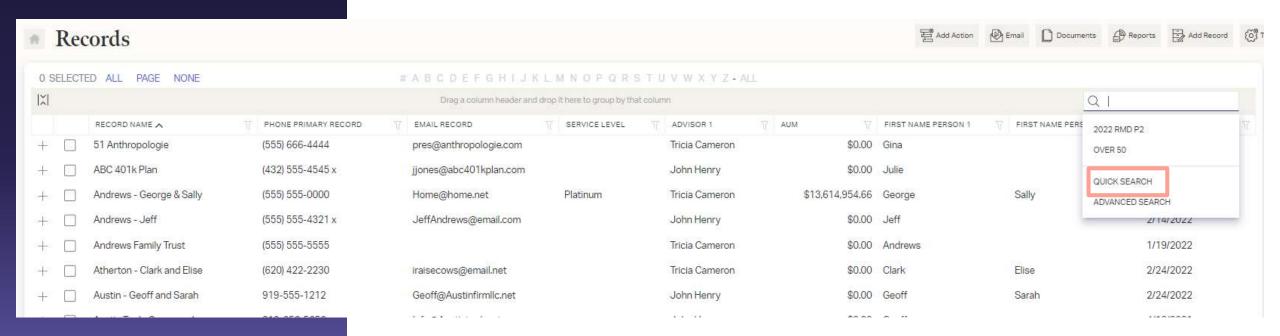


Building Grid Templates

- Select your columns/fields
- Reorder your columns
- Apply filters if needed
- Save it as a template

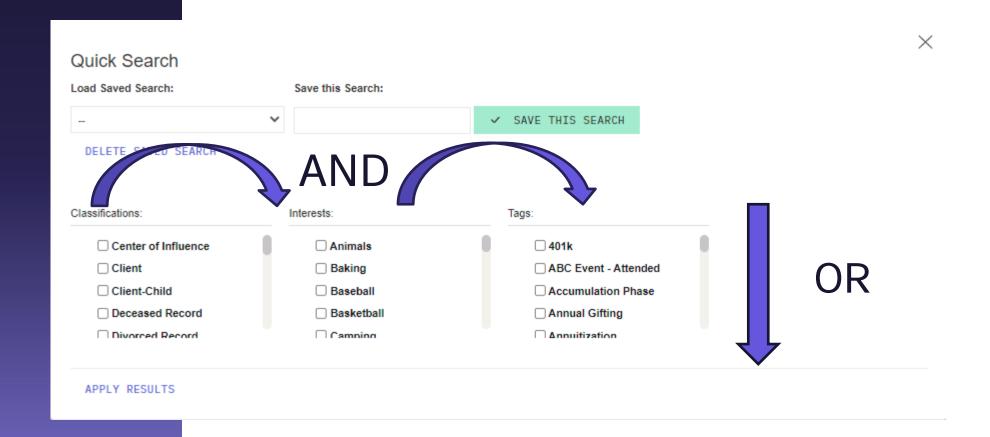


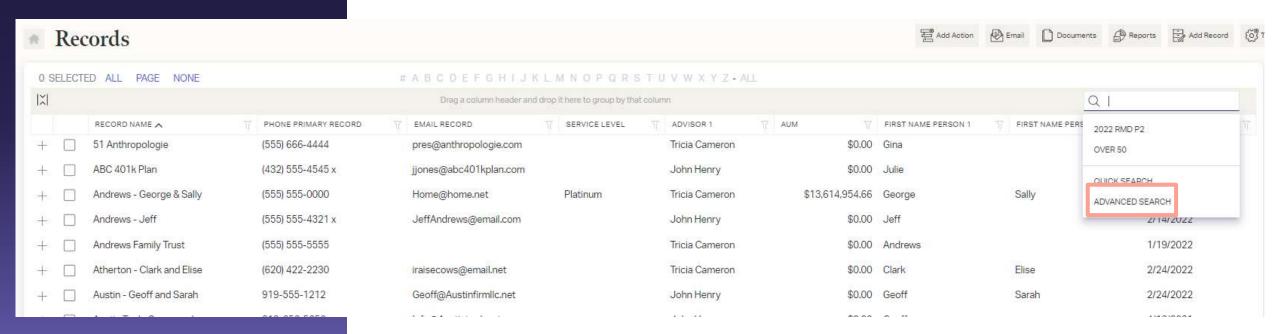
Quick Search – for the Who



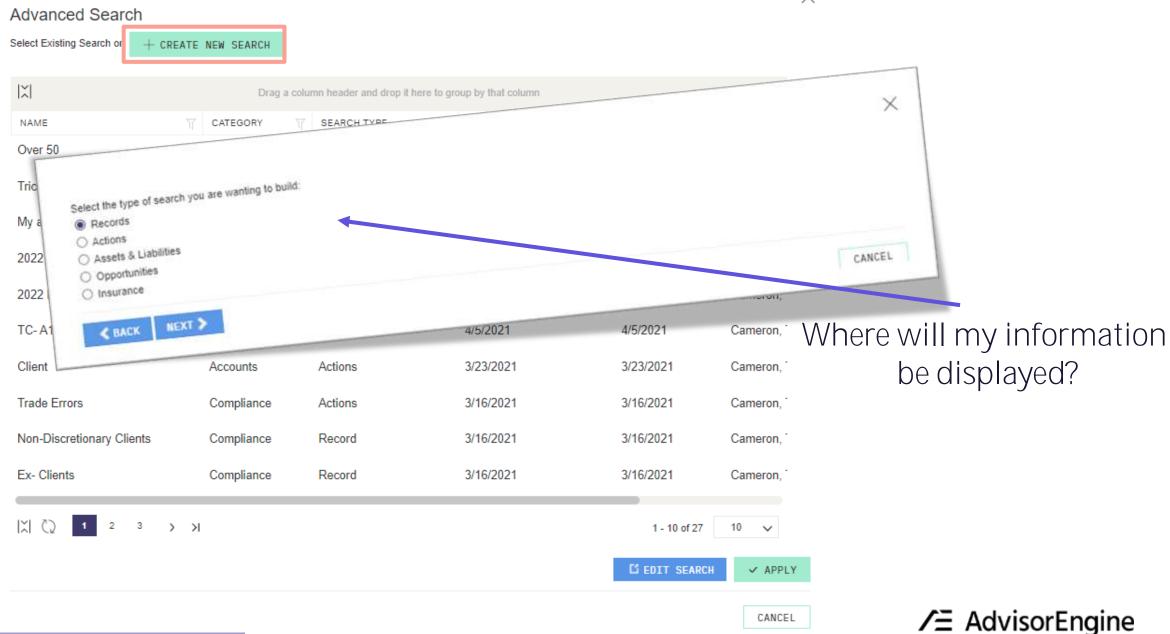


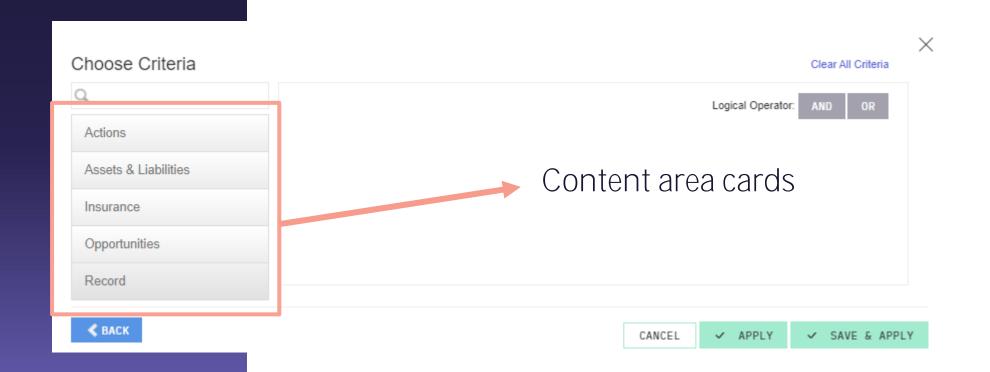
Quick Search – for the Who

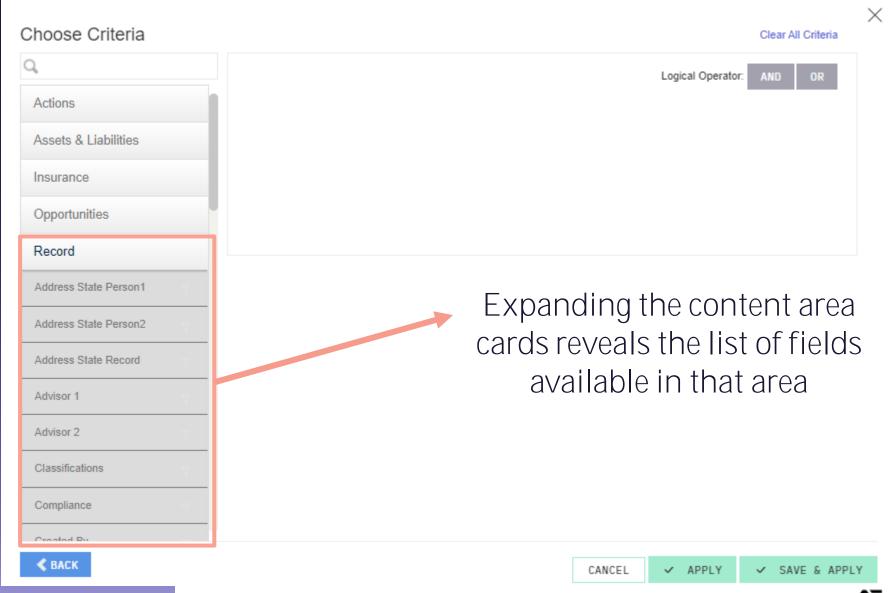










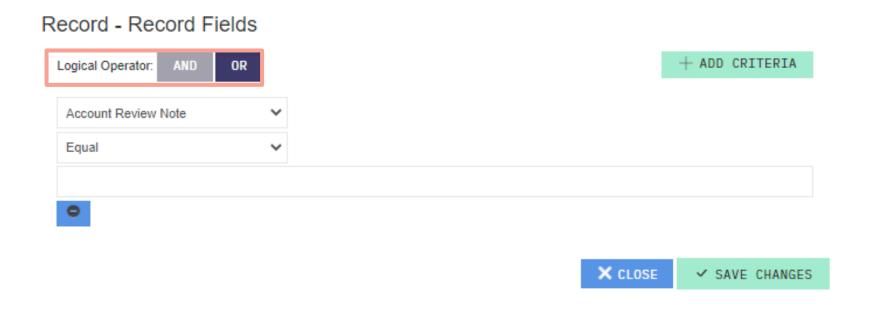


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Display for fields that contain a list of items



Display for fields that are single data points





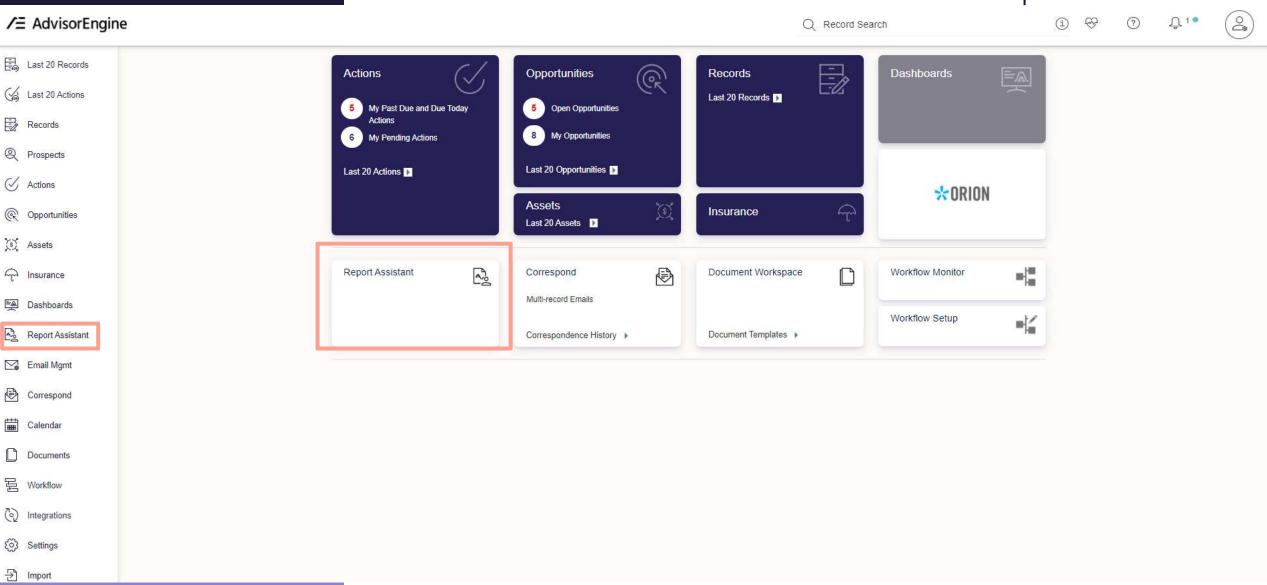
Where the Who and the What come together

What type of information is needed?

Who do you want that information about?

How do you want that information displayed?



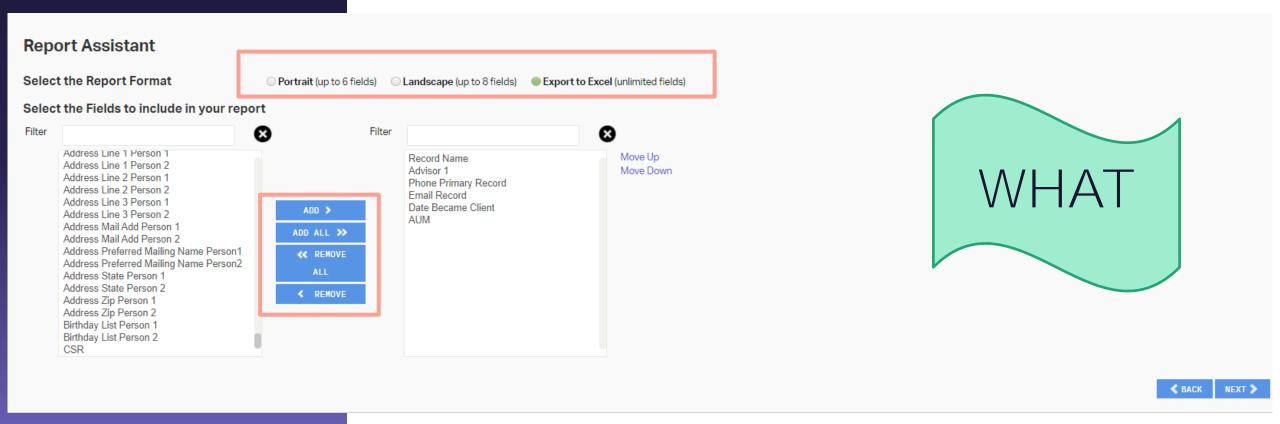


Report Assistant Select the area you would like to report on I would like to report on: Actions Assets Insurance **Report Assistant** Opportunities Records Select a saved Report or build a new report Saved report Categories Saved Report Build new report Clients with Advisor All Client Service Records with phone numbers Compliance Firm Related Portfolio/Trading Reporting

Select or Create an Advanced Search To build a new report you need to have an advanced search associated with it. You can either: 1. Create a new advanced search 2. Use a previously saved advanced search and save it with the same name 3. Edit an existing saved advanced search and save it with a new name Create a New Advanced Search NEW ADVANCED SEARCH NEW ADVANCED SEARCH AVailable Saved Advanced Search wire automatically selected for you in the "Select an Advanced Search" drop down below. Just hit next to continue. Available Saved Advanced Searches Select a Category Client Lists Select an Advanced Search Client List Edit Selected Advanced Search

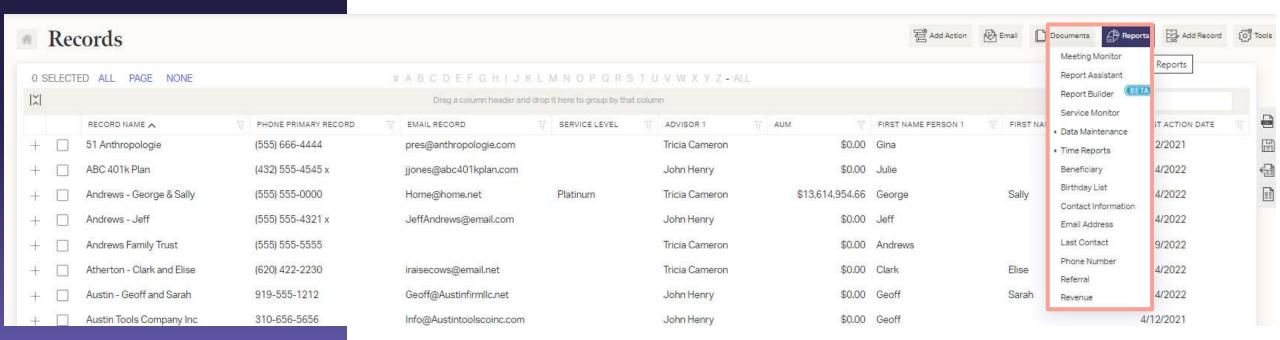






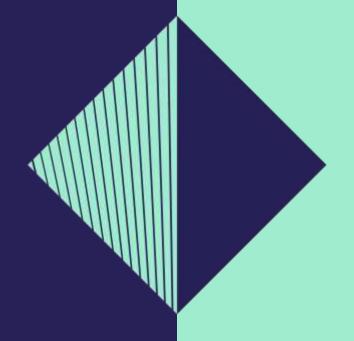


Prebuilt Reports





Thank You for watching



Questions can be addressed to crmtraining@advisorengine.com

