January 14, 2005

Fast▪Class File

Client Data System

Volume 52: Investment Report Disclaimers

To create a new Investment Report disclaimer –

- Open a contact record.
- Select **Reports** in the **Main Menu**.
- Select **Investment Reports.**

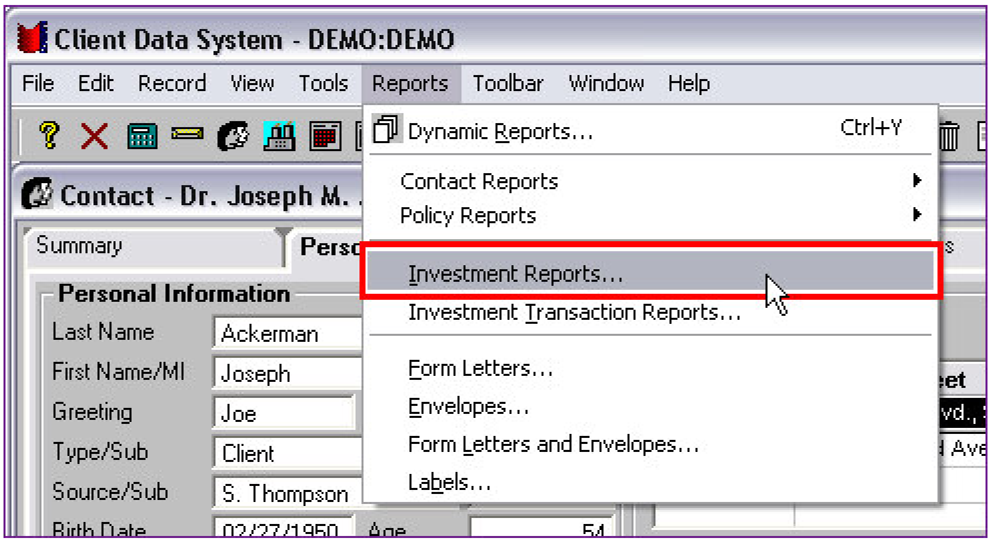

Figure 1: The Reports menu with Contact record open (Investment Reports selected).

- Select a report in the **Investment Report Setup** summary.
- Click the **Modify Record** button.

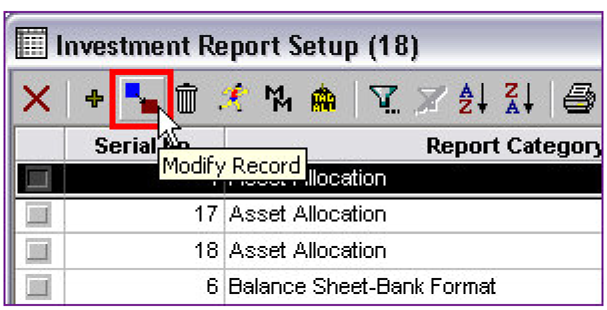

Figure 2: Investment Report Setup summary window (Modify Record button selected).

- Select the **Disclaimer** tab in the **Investment Report Setup** window.

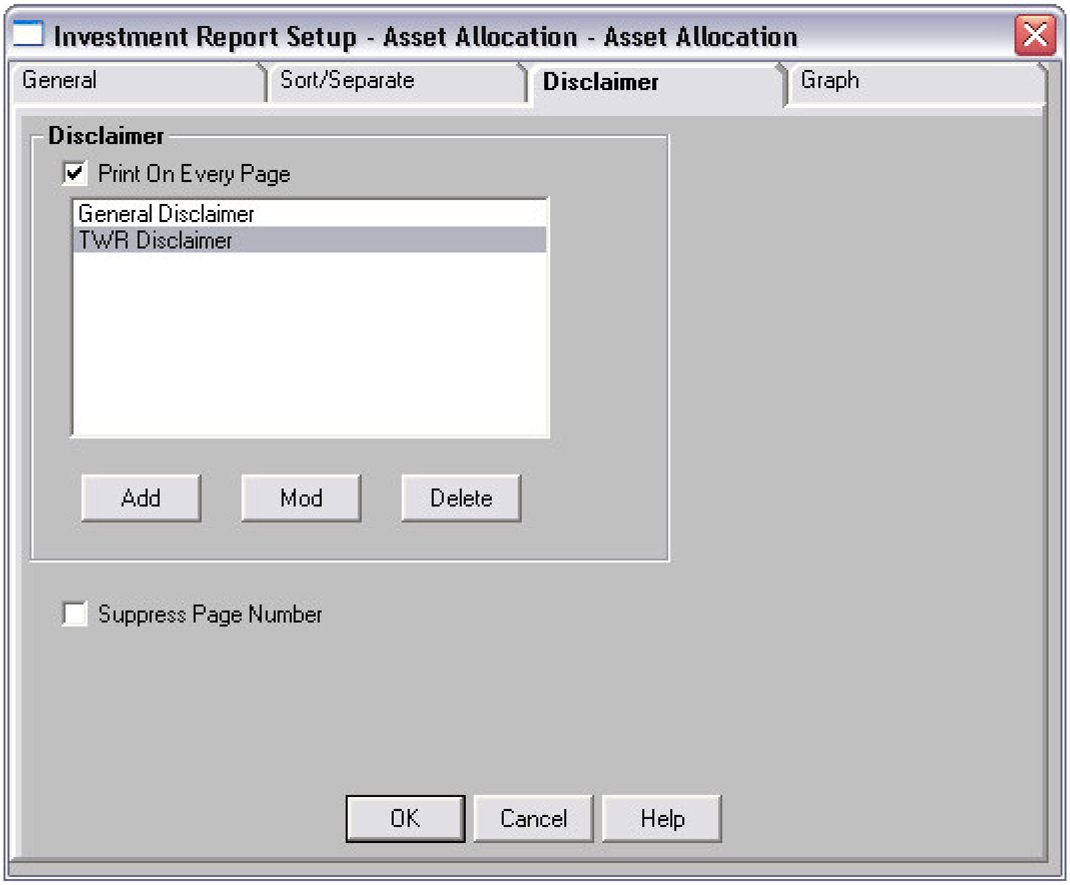

Figure 3: The Disclaimer tab of the Investment Report Setup window.

- Click the **Add** button.
- Type the new disclaimer in the **Editor** window.

Figure 4: The Editor window for investment report disclaimers.

- Give the new disclaimer a name in the **Name** field.
- Use the **Spell** button to check spelling.

- Click **OK** to save the new disclaimer.

To modify an existing Investment Report disclaimer –

- Open a contact record.
- Select **Reports** in the **Main Menu**.
- Select **Investment Reports**.
- Select a report in the **Investment Report Setup** summary window.
- Click the **Modify Record** button.
- Select the **Disclaimer** tab in the **Investment Report Setup** window.
- Select the disclaimer to be modified in the **Disclaimer** section with a left-click.
- Click the **Mod** button.
- Edit the disclaimer in the **Editor** window.

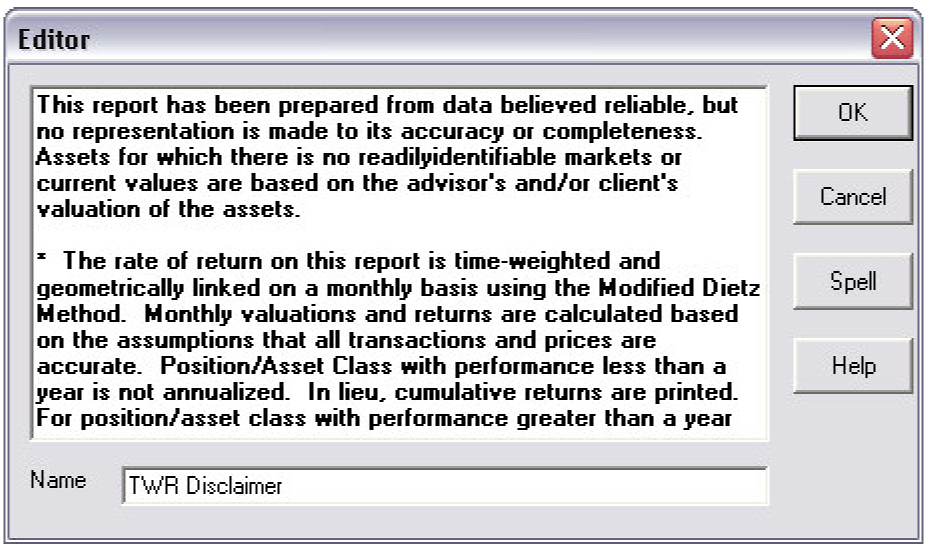

Figure 5: The Editor window opened with Mod button to edit existing disclaimer.

- Use the **Spell** button to check spelling.
- Click **OK** to save disclaimer modifications.

Selected disclaimers will be added automatically to selected Investment reports. Disclaimers modified or added using the **Investment Report Setup** summary will also be available for Investment Transaction reports. To modify or add disclaimers using the **Investment Transaction Report Setup** summary, select **Investment Transaction Reports** in the reports menu and follow the same process as defined above.

To change disclaimer selection for an Investment or Investment Transaction report –

- Open a contact record.
- Select **Reports** in the **Main Menu**.
- Select **Investment Reports** or **Investment Transaction Reports**.
- Select a report in the **Investment Report Setup** summary or **Investment Transaction Reports Setup** summary.
- Click the **Modify Record** button.
- Select the **Disclaimer** tab in the **Investment Report Setup** window.

- Select a disclaimer in the **Disclaimer** section with a left-click and click **OK**.

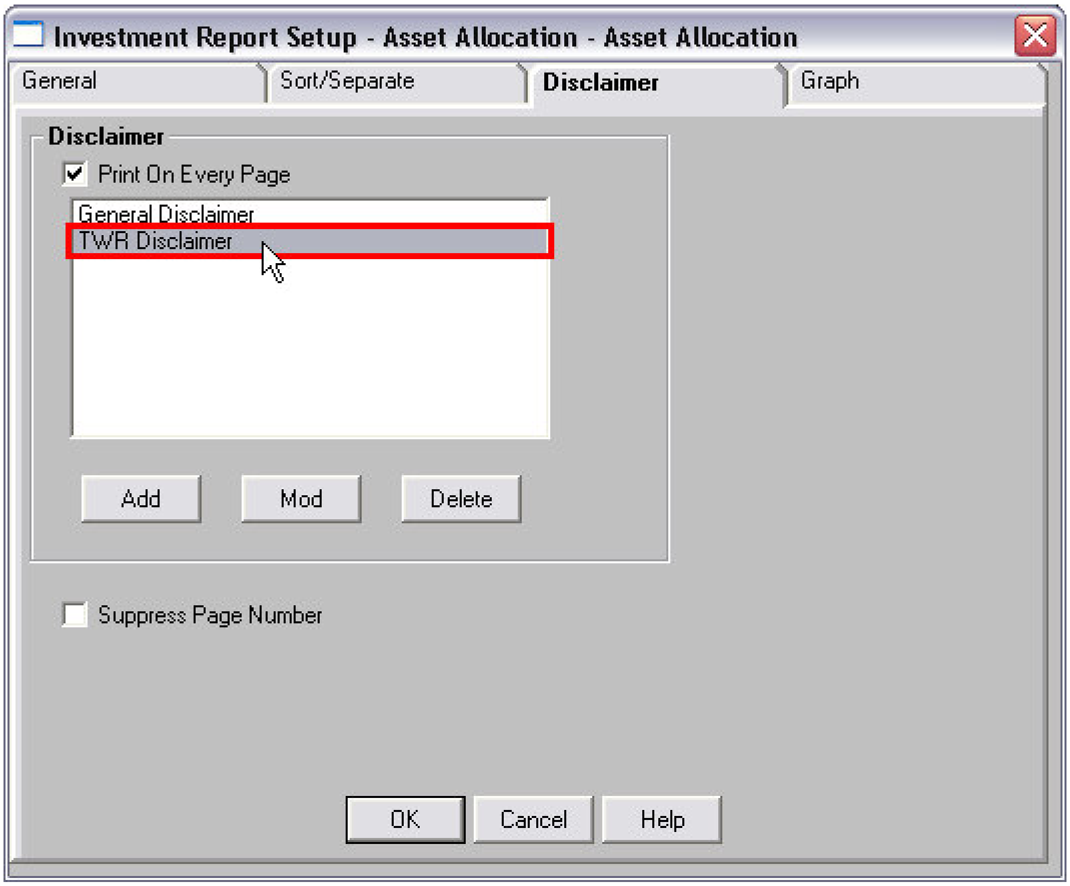

Figure 6: Selecting a disclaimer on the Disclaimer tab of the Investment Report Setup window.

- The selected disclaimer will be added automatically when running an Investment or Investment Transaction report.

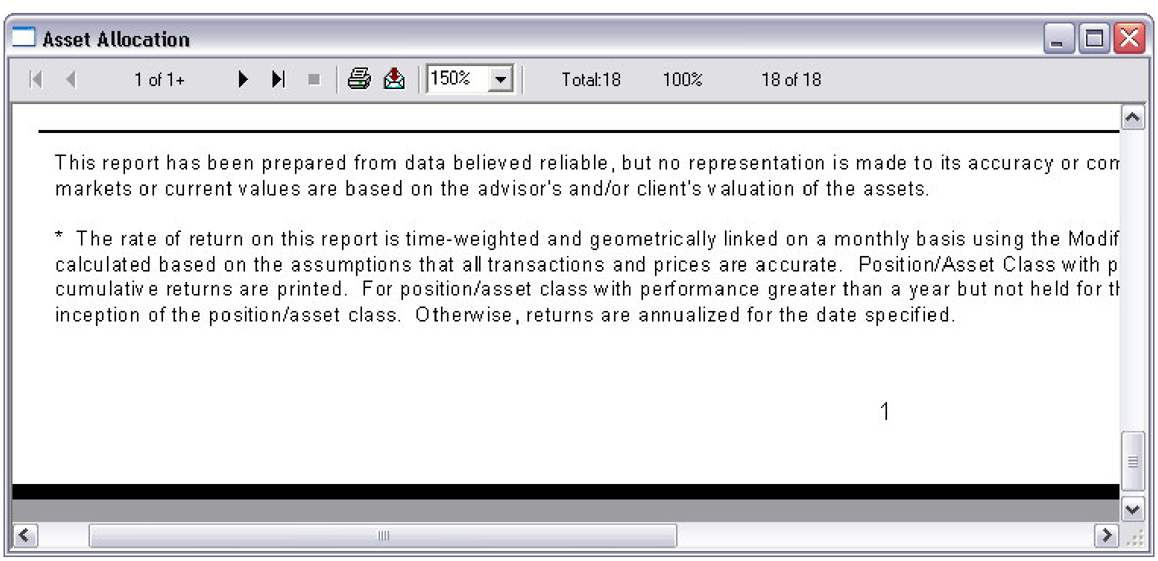

Figure 7: Print preview of Asset Allocation report with TWR Disclaimer in view.