PDF Reports
User Guide

SmartOffice®

918 E. Green Street
Pasadena, CA 91106

Web: http://www.ez-data.com
Telephone: (626) 585-3505
Fax: (626) 440-9097
U.S. toll-free fax: (800) 779-3123

Table of Contents

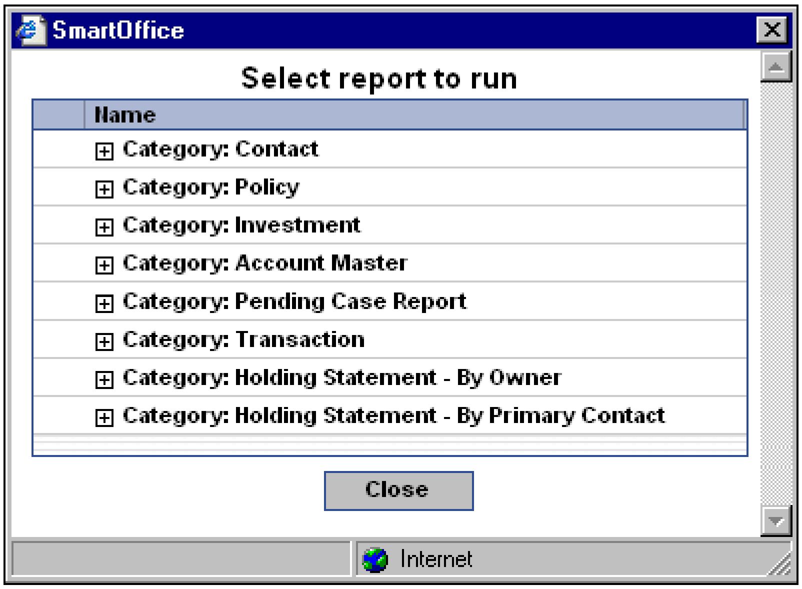
Introduction

Portable Document Format (PDF) reports provide a fast and convenient way to run reports. Reports can be viewed in PDF format without dependency upon Crystal Reports. Since PDF reports are widely used, these reports can be e-mailed to clients without requiring conversion to other formats.

Running PDF Reports

PDF reports can be generated from the Individual Contact Summary and at the module level.

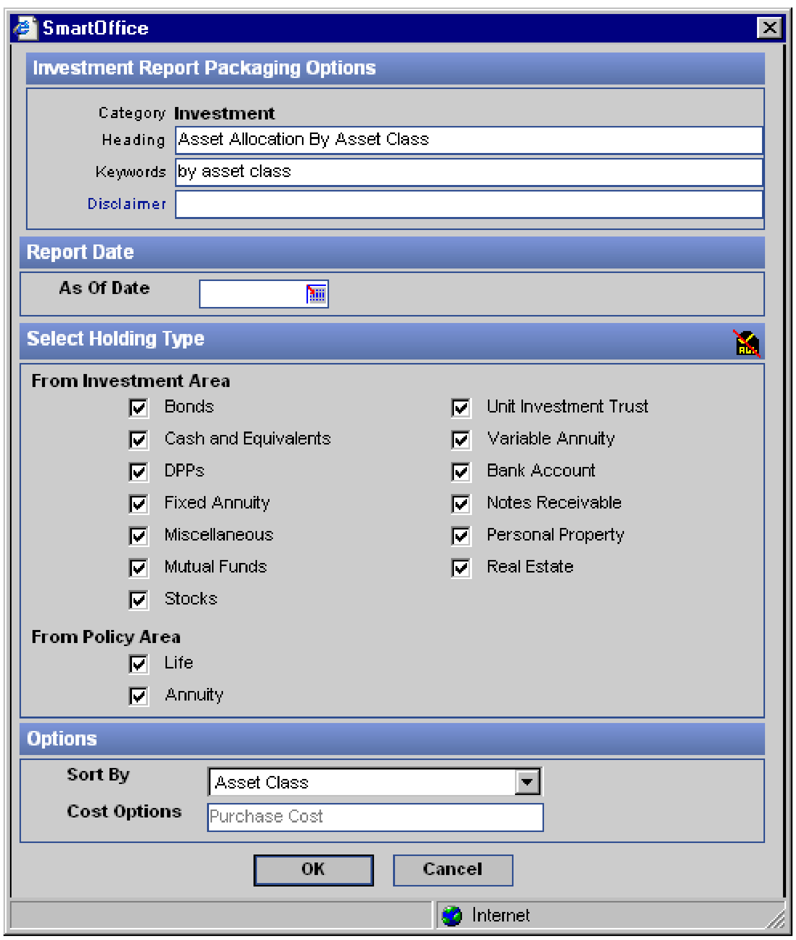
1. From the Individual Contact Summary, select **Run Reports (PDF)** from the expanded **More Features** menu to open the Select Report to Run dialog box.



2. Expand the appropriate report category to display the list of corresponding reports. Note that when reports are accessed from a particular module, only the reports that pertain to the open module will display.

3. Select the applicable report hyperlink.

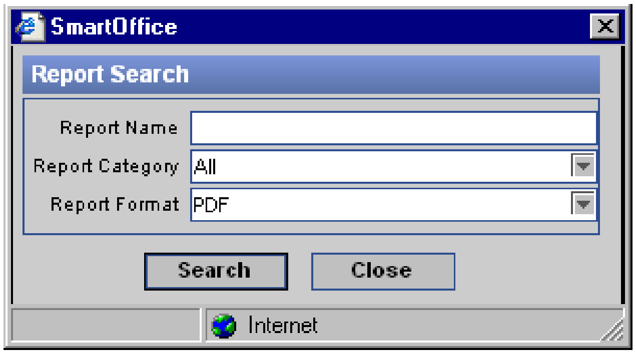
4. If a report setup is required, the corresponding dialog box will open. Enter the relevant information and then click the **OK** button. Setup dialog boxes open for the Investment, Pending Case, and Transaction reports prior to generating those reports.



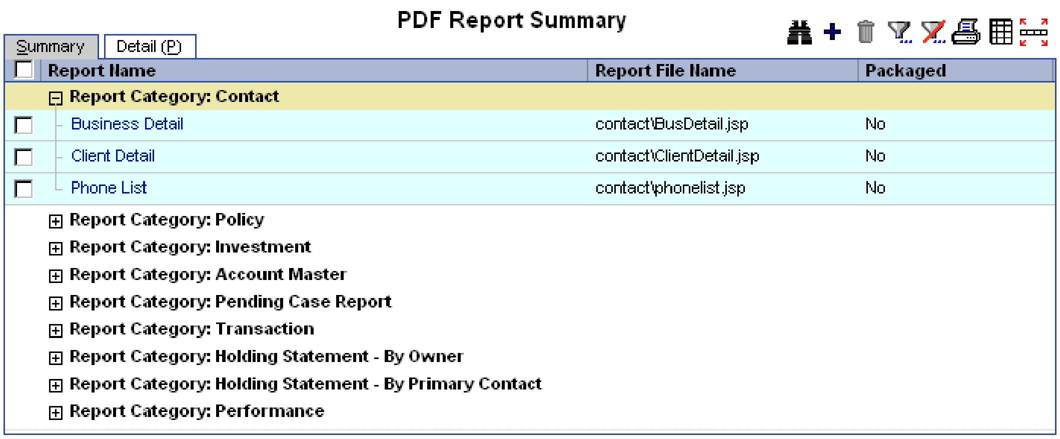
Note that when running the Investment Reports from the Position Summary, the From Policy Area section will be grayed out because policies are not available in the Investment module.

Setting up PDF Reports

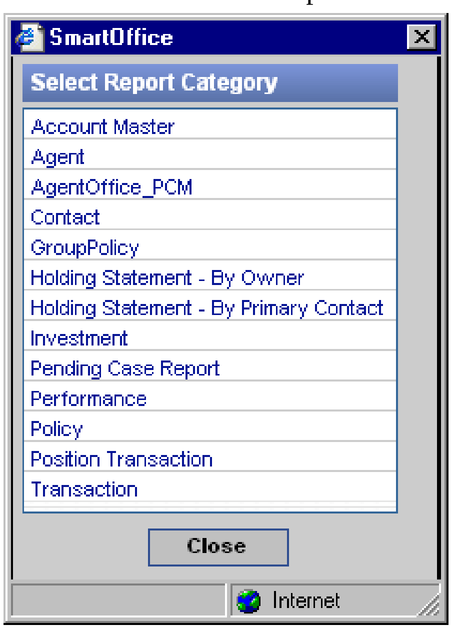
1. Select **Reports Packaging** from the expanded **Reporting/Marketing** menu to display the Report Search dialog box.



2. Select **PDF** from the Report Format drop-down list and then click the **Search** button to display the PDF Report Summary.



3. Click the **Add** button to open the Select Report Category dialog box.



4. Select the appropriate Report Category hyperlink to display the New PDF Report Detail tab.

5. Enter the Report Name, Report File Name, and Disclaimer. Add a Filter if applicable and then click the **Save** button.

Report Names

The Report Names are as follows. The availability of the reports is based on the module licenses assigned to the user.

I. Contact Reports			
Sr #	**Report Category**	**Report Name**	**Report File Name**
1.	Contact	Contact Detail	contact\ClientDetail.jsp
2.	Contact	Phone list	contact\phonelist.jsp
3.	Contact	Business Detail	contact\BusDetail.jsp
II. Policy Reports			
Sr #	**Report Category**	**Report Name**	**Report File Name**
1.	Policy	Policy Summary	contact\policy\policysum.jsp
2.	Policy	Policy Audit	contact\policy\PolicyAudit.jsp
3.	Policy	Premium Payment Schedule	contact\policy\PremPaySch.jsp
III. Account Master Reports			
Sr #	**Report Category**	**Report Name**	**Report File Name**
1.	Account Master	Account Summary	contact\investment\accountmaster\AcctSummary.jsp
2.	Account Master	Account Detail	contact\investment\accountmaster\AcctDetail.jsp
IV. Investment Reports			
Sr #	**Report Category**	**Report Name**	**Report File Name**
1.	Investment	Asset Allocation	contact\investment\asset.jsp
2.	Investment	Balance Sheet – Bank Format	contact\investment\balancesheet.jsp
3.	Investment	Balance Sheet – Investment Format	contact\investment\balancesheetinv.jsp
4.	Investment	Investment Summary	contact\investment\positions.jsp
5.	Investment	Position Summary	contact\investment\conpossum.jsp
V. Performance Reports			
Sr #	**Report Category**	**Report Name**	**Report File Name**
1.	Performance	Performance Account Summary	contact\investment\performance\PerfAcctSum.jsp
2.	Performance	Performance Detail	contact\investment\performance\PerfDetail.jsp
3.	Performance	Performance Summary	contact\investment\performance\PerfSum.jsp
4.	Performance	Performance	contact\investment\performance\PerfValSum.j

		Valuation Summary	sp
5.	Performance	Portfolio Performance report	contact\investment\performance\PortPerfReport.jsp
6.	Performance	Portfolio Period-to-Date	contact\investment\performance\PeriodToDate.jsp
7.	Performance	Top 10 holdings	contact\investment\performance\top10Holding.jsp