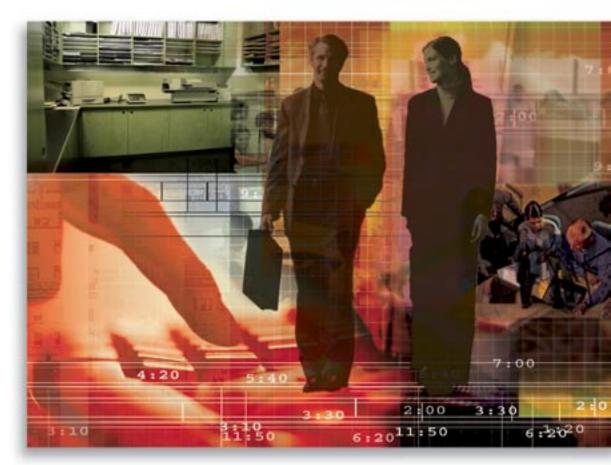
PDF Reports User Guide





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Proven in Practice<sup>∞</sup>

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## 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.

🖉 SmartOffice 🛛 🗙		
Select report to run		
Name		
Gategory: Policy		
Gategory: Holding Statement - By Owner		
Close		
	$\overline{\mathbf{v}}$	
🕐 Internet	11.	

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.

SmartOffice	×
Select report to run	-
Name	
🔁 Category: Contact	
- Business Detail	
- Client Detail	
- Phone List	
Category: Policy	
Gategory: Investment	
Gategory: Account Master	
Gategory: Pending Case Report	
Gategory: Holding Statement - By Owner	
Gategory: Holding Statement - By Primary Contact	
Close	
internet	11.

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.

🚰 SmartOffice	×			
Investment Report Packaging Options				
Category Investment				
Keywords by asset class				
Disclaimer				
Report Date				
As Of Date				
Select Holding Type	<b>X</b>			
From Investment Area				
Bonds	Unit Investment Trust			
Cash and Equivalents	Variable Annuity			
DPPs	Bank Account			
Fixed Annuity	✓ Notes Receivable			
Miscellaneous	Personal Property			
🔽 Mutual Funds	🔽 Real Estate			
Stocks				
From Policy Area				
Life				
Annuity				
Options				
Sort By Asset Class				
Cost Options Purchase Cost				
OK Cancel				
	🔮 Internet			

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.

🖉 SmartOffice	×		
Report Search			
Report Name			
Report Category	All		
Report Format	PDF		
Search Close			
	🥑 Internet 🥢		

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

PDF Report Summary 👬 🕇 🕯 🏆 🌋 📇 🌐 🚟			
Summary Detail (P)			
Report Name	Report File Name	Packaged	
📮 Report Category: Contact			
Business Detail	contact\BusDetail.jsp	No	
Client Detail	contact\ClientDetail.jsp	No	
Phone List	contact\phonelist.jsp	No	
🕀 Report Category: Policy			
🕀 Report Category: Investment			
🕀 Report Category: Account Master			
표 Report Category: Pending Case Report			
Report Category: Transaction			
🕀 Report Category: Holding Statement - By	Owner		
🕀 Report Category: Holding Statement - By	Primary Contact		
🕀 Report Category: Performance			

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

🚰 SmartOffice	х	
Select Report Category		
Account Master		
Agent		
AgentOffice_PCM		
Contact		
GroupPolicy		
Holding Statement - By Owner		
Holding Statement - By Primary Contact		
Investment		
Pending Case Report		
Performance		
Policy		
Position Transaction		
Transaction		
Close		
🔮 Internet		

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

Summary Detail (P)	New PDF	Report 盖圖
Crystal Report Detail		Record Selection
Report Category <b>Contact</b> Report Name Report File Name Disolaimer		Add one or more filter(s) to the following spreadsheet to be associated with this report. Selected Filter List # 1 Click here to change the filter parameters at run time. Set

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. Poli	cy 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	contact\policy\PremPaySch.jsp	
		Schedule		
	count Master Reports	-		
Sr #	Report Category	Report Name	Report File Name	
1.	Account Master	Account Summary	contact\investment\accountmaster\AcctSumm ary.jsp	
2.	Account Master	Account Detail	contact\investment\accountmaster\AcctDetail. jsp	
IV. Inv	estment Reports			
Sr #	Report Category	Report Name	Report File Name	
1.	Investment	Asset Allocation	contact\investment\asset.jsp	
2.	Investment	Balance Sheet – Bank	contact\investment\balancesheet.jsp	
		Format		
3.	Investment	Balance Sheet –	contact\investment\balancesheetinv.jsp	
		Investment Format		
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	contact\investment\performance\PerfAcctSum	
		Summary	.jsp	
2.	Performance	Performance Detail	contact\investment\performance\PerfDetail.jsp	
3.	Performance	Performance	contact\investment\performance\PerfSum.jsp	
		Summary		
4.	Performance	Performance	contact\investment\performance\PerfValSum.j	

		Valuation Summary	sp
5.	Performance	Portfolio	contact\investment\performance\PortPerfRepo
		Performance report	rt.jsp
6.	Performance	Portfolio Period-to-	contact\investment\performance\PeriodToDat
		Date	e.jsp
7.	Performance	Top 10 holdings	contact\investment\performance\top10Holding
			.jsp