trustReporter v3

User Guide

Table of Contents:

How to use TrustReporter:

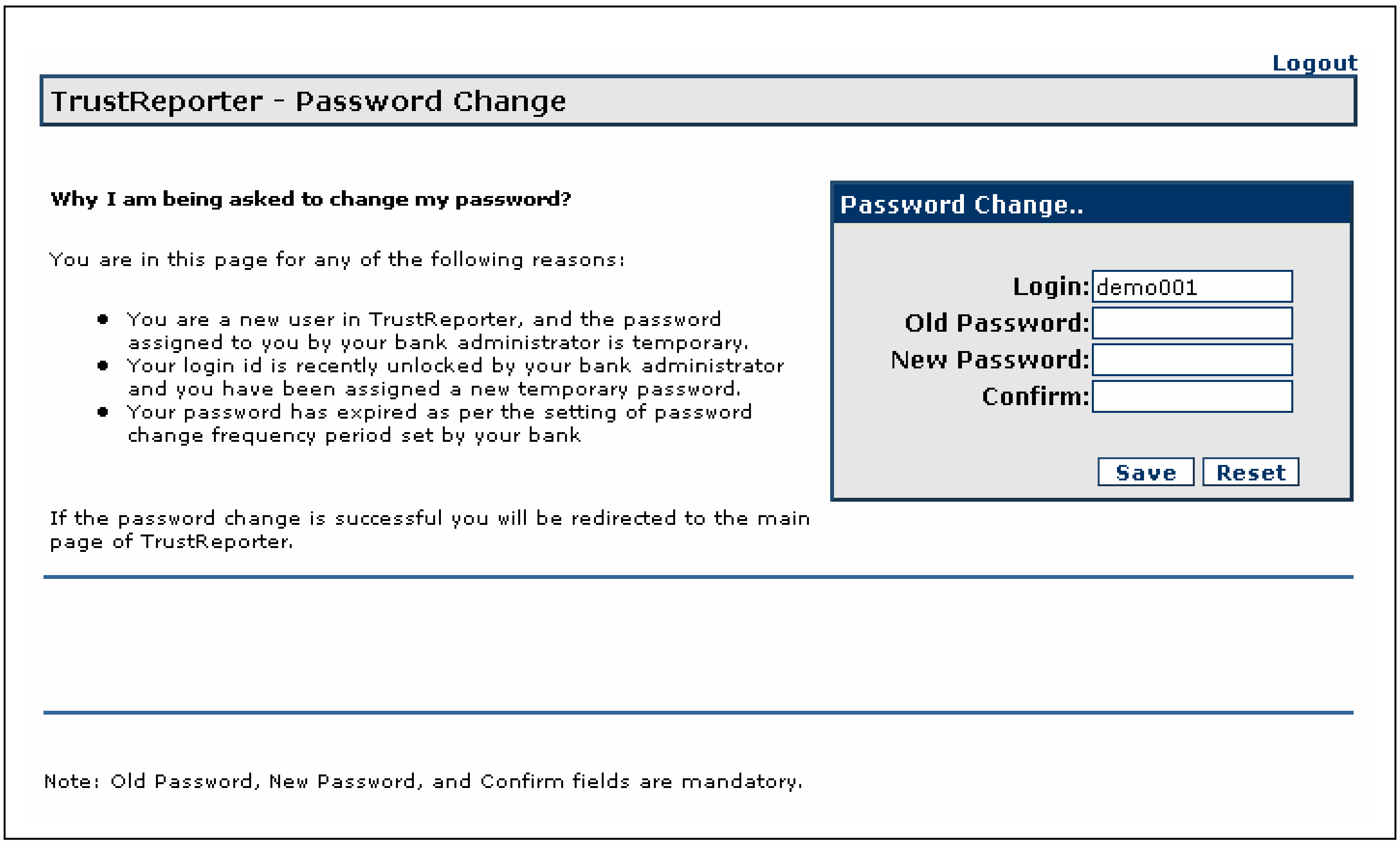
Getting Started:

Once you have clicked on the link for TrustReporter you will find yourself at the login screen (see Fig. 1.1). At the login screen you will need to enter your **Login ID** as well as your **Password** in the appropriate fields. Finally click the "Login" button.

Fig. 1.1

The first time you log in:

If this is your first time logging into TrustReporter, you are required to change your initial password that was given to you by your Bank Administrator. To allow you to do this, you are automatically taken to the "Change Password" screen upon logging in (see Fig. 1.2). To change your password you will need to enter your old (temporary) password, your new password, and confirm your new password. Clicking Submit will cause your password to be updated. Clicking on Reset will clear the form and leave your password as it was. Note that TrustReporter will not let you go beyond the "Change Password" screen until you have changed your initial password. Your password is Case sensitive, must be 6 to 14 characters long, and should be a combination of Letters and Numbers.



Navigating the site:

Once you have logged into TrustReporter you will be taken to the main menu page (see Fig. 2.1). If this is your first time logging in, you will be greeted with a Welcome Screen. Later in this Manual you will learn how to specify a "favorite" Report, which will be displayed upon logging into TrustReporter, instead of the Welcome screen.
Note that the page is divided into three Regions:

Along the top of the screen you will find the Title bar (a).
On the left side of the screen you will find the Main Menu Bar (b).
The center of the screen is the Report Display area (c).

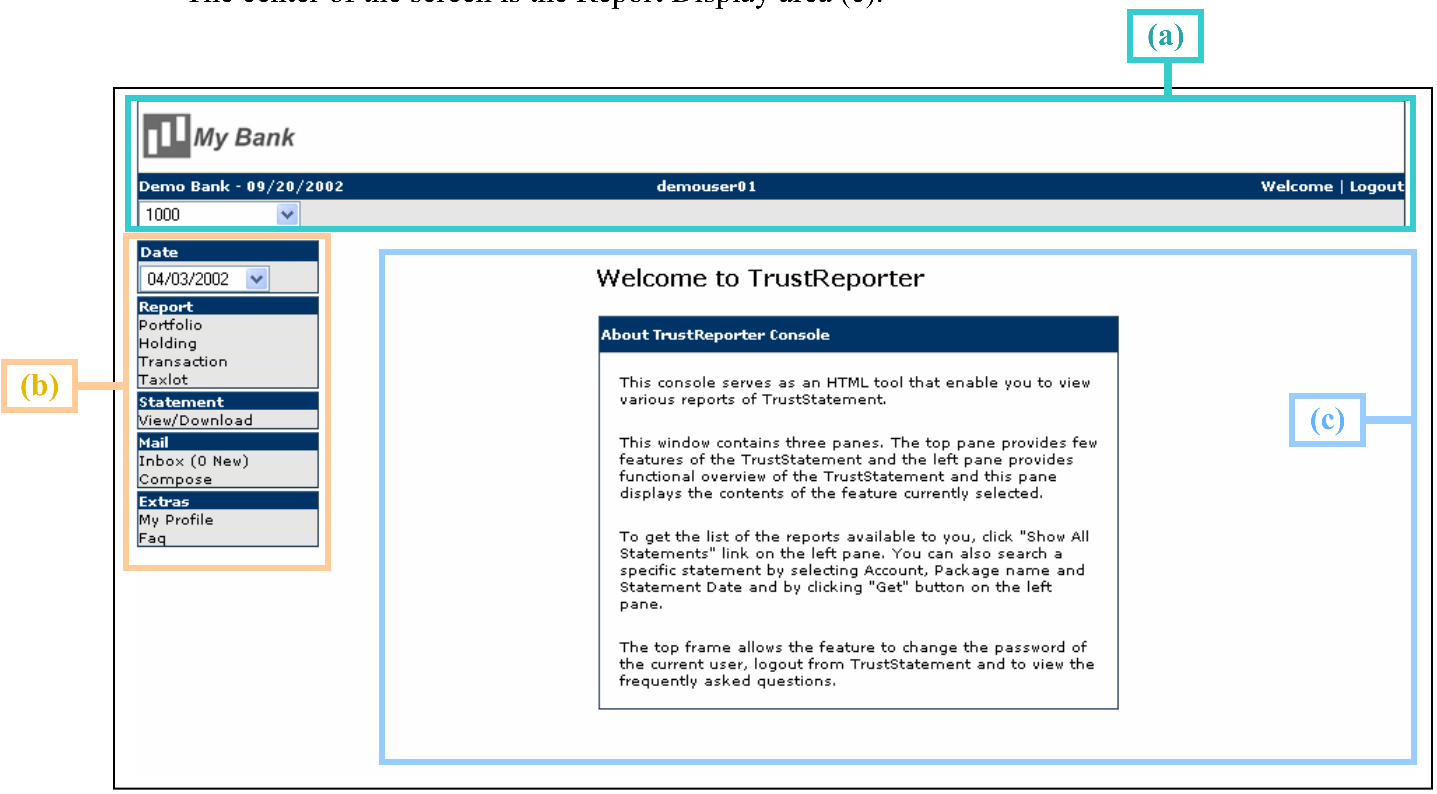


Fig. 2.1

The Title Bar (a)

The **Title Bar** displays your Login ID, as well as the name of your Bank.

On the left side of the Title Bar you will find a drop-down box which will allow you to select an account for which to view data. (Unless you have multiple accounts with your Bank, you will only see one account number in this box). To select your account, click on the small down-arrow icon to the right of the drop-down box, and then click on the desired account number in the list that appears immediately thereafter. You have now selected your account and may proceed to the **Report Menu** in the **Main Menu Bar (b)** below, to select which Report you wish to view.

To the far right of the Title Bar you will find the **Welcome** and **Logout** links which will display the TrustReporter Welcome page or Log you out of TrustReporter respectively.

The Main Menu Bar (b)

This is the menu you will be using most often while navigating through your investment data. The Main Menu Bar may contain the following Menus:
Date, Report, Statement, Mail, and Extras.

Report Menu

The **Report** menu contains the Report types that are available for your viewing online. Your choices will typically include: **Portfolio, Holdings, Transaction,** and **Taxlot**.
By Clicking on any one of the Report Types, TrustReporter will retrieve your report based on the processing date selected in the **Date Menu** (directly above the Report Menu). Note that if you wish to view a different date for the currently displayed Report, you must first select the new date from the Report Menu, and then click on the Report Type in the **Report Menu.** If you wish to view a Report for a different account, you will first need to select the desired account on the Title Bar, select the date from the Date Menu, and click on the desired Report in the Report Menu.
For further details on each Report Type and its respective sub-menus, please refer to the **Report Display Area (c).**

Statement Menu

The **Statement** menu allows you to **View/Download** your Statements.
By Clicking on this feature, you will be shown a list of available Statements, in the **Report Display Area (c)**, where you will have the option of either Viewing your Statement in a Browser Window, or downloading your Statement(s) to your local computer. For your convenience you will also have the option of downloading all available Statements at once in a compressed Zip file. For further details on Statements, and their respective sub-menus, please refer to the **Report Display Area (c).**

Mail Menu

Clicking on **Mail** will take you to the interface that allows you to compose an email to the bank administrator. Within the Mail interface, clicking on the "Compose" button will give you a typical email composer screen with a "To" line, a "Subject" line, and a field for your message. The "To" line is preset and will always contain the address of the bank administrator. You can also set the Priority of the email via a drop-down box. Once you have finished typing your email you simply click on the send button.
(see Fig. 3.1)

Extras Menu

The **Extras** menu allows you to **View** and **Modify** your personal profile on TrustReporter. In this section you have the ability to enter additional optional information about yourself, such as your address, contact information, and external email address. The **Extras** menu is also where you can change your **Password** at any time. See **Updating your Profile** for additional instructions. Also in the **Extras** menu is a link to the **Frequently Asked Questions** (FAQ). Clicking on the **FAQ** link will give you a page with a drop-down list, allowing you to select the category or "**Process**" for which you are seeing a Frequently Asked Question (see Fig. 3.2). Once you select a Process from the list, you will see the list of Questions and Answers for that Process. For example, if you have a question about "How to use the Mail Feature" you would select "Mail" from the Process list, and locate your Question in the FAQ's list that is subsequently displayed (see Fig. 3.2b).

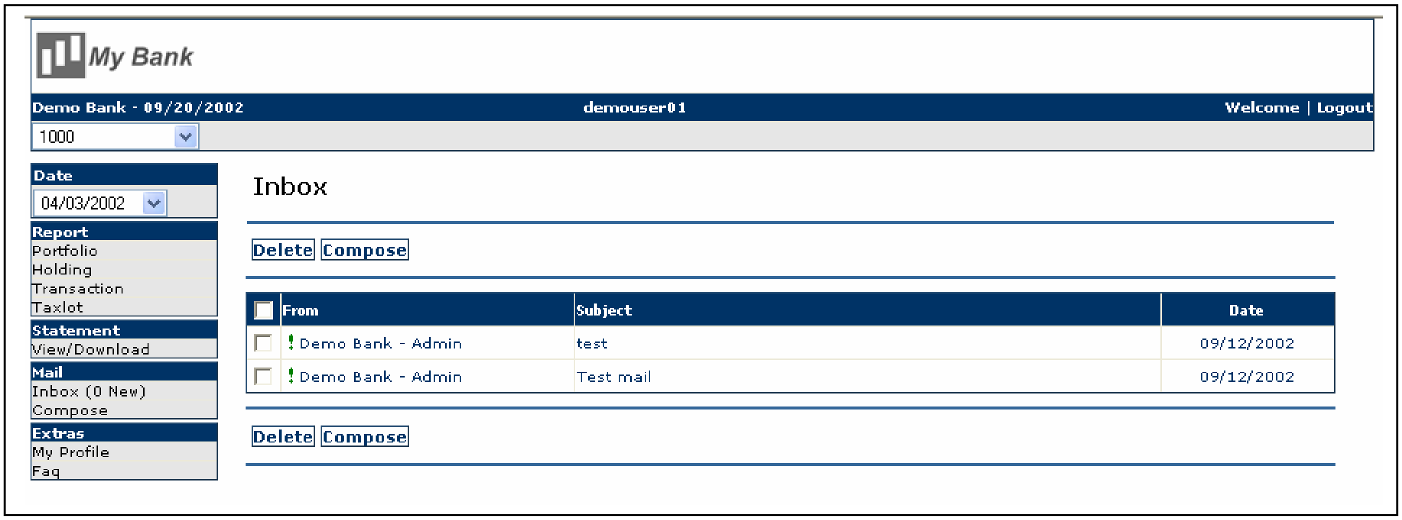


Fig. 3.1

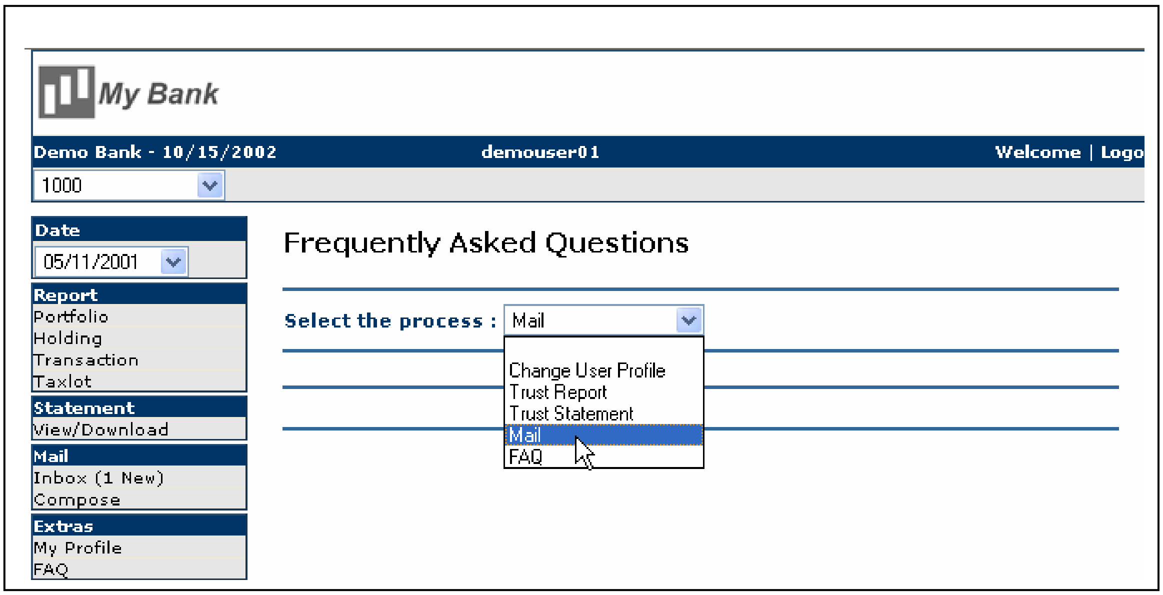


Fig. 3.2

Fig. 3.2b

The Report Display Area (c)

This is the part of the screen where your Reports and Statements will be displayed. Reports are selected using the **Report Menu** within the **Main Menu Bar** (see section on Main Menu Bar (b) above). Statements are selected using the **Statement Menu** within the **Main Menu Bar**.

Report Viewing

Each report has it's own distinct layout and embedded links for navigation and drill-down features. Reports available are

(i) Portfolio (Fig. 4.1)
(ii) Holdings (Fig. 4.2)
(iii) Transaction (Fig. 4.3)
(iv) Taxlot (Fig. 4.4)

Portfolio Report (i):

The Portfolio Report has 2 levels of depth. The Top level is the Summary that you see when you select the report (see Fig. 4.1). The second level appears when you click on either Cash Equivalents, Equities, Fixed Income, Miscellaneous Assets, or Uninvested Cash. A Summary of your selection, as well as Additional Details are displayed on Level 2 (see Fig 4.1b). Note that on level 2 the "Back" button will take you up one level to the Main Report. The Report Toolbar is covered later in the document.

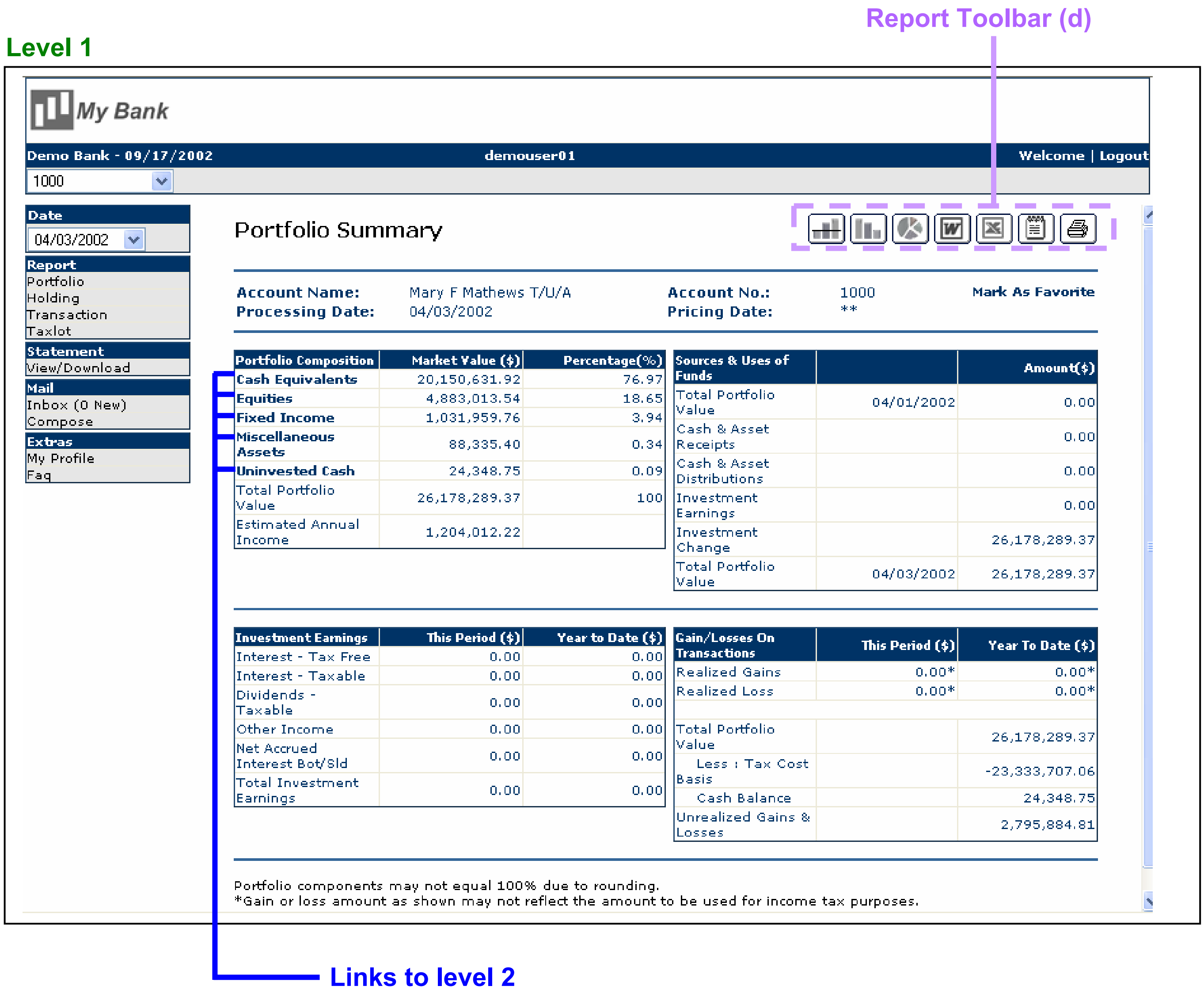

Report Toolbar (d)
Level 1
My Bank
Demo Bank - 09/17/2002
demouser01
Welcome | Logout
1000
Date
04/03/2002
Report
Portfolio
Holding
Transaction
Taxlot
Statement
View/Download
Mail
Inbox (0 New)
Compose
Extras
My Profile
Faq
Portfolio Summary
Account Name: Mary F Mathews T/U/A
Processing Date: 04/03/2002
Account No.: 1000
Pricing Date: **
Mark As Favorite
Portfolio Composition | Market Value ($) | Percentage(%)
Cash Equivalents | 20,150,631.92 | 76.97
Equities | 4,883,013.54 | 18.65
Fixed Income | 1,031,959.76 | 3.94
Miscellaneous Assets | 88,335.40 | 0.34
Uninvested Cash | 24,348.75 | 0.09
Total Portfolio Value | 26,178,289.37 | 100
Estimated Annual Income | 1,204,012.22
Sources & Uses of Funds | Amount($)
Total Portfolio Value | 04/01/2002 | 0.00
Cash & Asset Receipts | 0.00
Cash & Asset Distributions | 0.00
Investment Earnings | 0.00
Investment Change | 26,178,289.37
Total Portfolio Value | 04/03/2002 | 26,178,289.37
Investment Earnings | This Period ($) | Year to Date ($)
Interest - Tax Free | 0.00 | 0.00
Interest - Taxable | 0.00 | 0.00
Dividends - Taxable | 0.00 | 0.00
Other Income | 0.00 | 0.00
Net Accrued Interest Bot/Sld | 0.00 | 0.00
Total Investment Earnings | 0.00 | 0.00
Gain/Losses On Transactions | This Period ($) | Year To Date ($)
Realized Gains | 0.00* | 0.00*
Realized Loss | 0.00* | 0.00*
Total Portfolio Value | 26,178,289.37
Less : Tax Cost Basis | -23,333,707.06
Cash Balance | 24,348.75
Unrealized Gains & Losses | 2,795,884.81
Portfolio components may not equal 100% due to rounding.
*Gain or loss amount as shown may not reflect the amount to be used for income tax purposes.
Links to level 2

Fig. 4.1

Level 2

Cash Equivalents

Account Name: Mary F Mathews T/U/A **Account No.:** 1000
Processing Date: 08/17/2001

Summary	
Cost Basis	961,477.27
Market Value	961,477.27
Estimated Annual Income	49,430.71
Total Portfolio Value	25,266,106.46
Portfolio %	3.81%
Yield %	5.14%

Details

Investment Category	Tax Cost	Market Value	Estimated Annual Income
Cash Equivalents			
Government Portfolio	951,477.27	951,477.27	48,763.21
Totals	**951,477.25**	**951,477.25**	**48,763.21**
Certificate Of Deposit - Bank			
Certificate Of Deposit	10,000.00	10,000.00	667.50
Totals	**10,000.00**	**10,000.00**	**667.50**

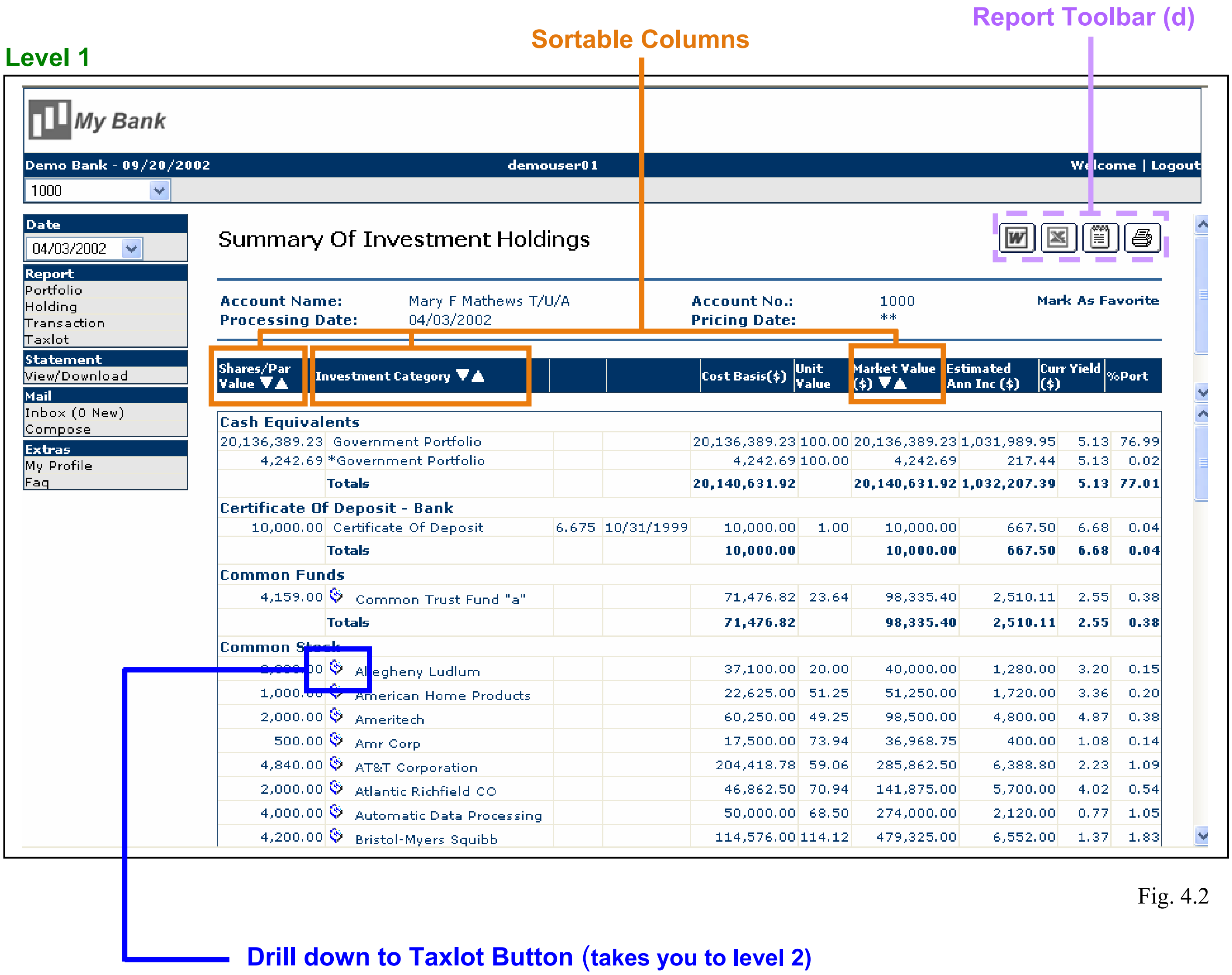
Back

Fig. 4.1b

Holdings Report (ii):

The Holdings Report has 2 levels of depth. The Top level is the Summary of your holdings that you see when you select the report (see Fig. 4.2). You will notice that certain Holdings have a blue symbol to the left of them. Clicking on this symbol will allow you to drill down to the Taxlot information of that particular asset (see Fig. 4.2b). Note that on level 2, clicking on the “Back” button will take you back up to the summary screen. Additionally you have the ability to sort your Holdings Report in Ascending or Descending order by clicking on the up/down arrows next to the **Shares Per Value**, **Investment Company**, or **Market Value (%)** column headings.

The Report Toolbar is covered later in the document.



Level 1
Sortable Columns
Report Toolbar (d)
My Bank
Demo Bank - 09/20/2002
demouser01
Welcome | Logout
1000
Date
04/03/2002
Report
Portfolio
Holding
Transaction
Taxlot
Statement
View/Download
Mail
Inbox (0 New)
Compose
Extras
My Profile
Faq
Summary Of Investment Holdings
Account Name: Mary F Mathews T/U/A
Processing Date: 04/03/2002
Account No.: 1000
Pricing Date: **
Mark As Favorite
Shares/Par Value
Investment Category
Cost Basis($)
Unit Value
Market Value ($)
Estimated Ann Inc ($)
Curr Yield ($)
%Port
Cash Equivalents
20,136,389.23 Government Portfolio 20,136,389.23 100.00 20,136,389.23 1,031,989.95 5.13 76.99
4,242.69 *Government Portfolio 4,242.69 100.00 4,242.69 217.44 5.13 0.02
Totals 20,140,631.92 20,140,631.92 1,032,207.39 5.13 77.01
Certificate Of Deposit - Bank
10,000.00 Certificate Of Deposit 6.675 10/31/1999 10,000.00 1.00 10,000.00 667.50 6.68 0.04
Totals 10,000.00 10,000.00 667.50 6.68 0.04
Common Funds
4,159.00 Common Trust Fund "a" 71,476.82 23.64 98,335.40 2,510.11 2.55 0.38
Totals 71,476.82 98,335.40 2,510.11 2.55 0.38
Common Stock
Allegheny Ludlum 37,100.00 20.00 40,000.00 1,280.00 3.20 0.15
American Home Products 22,625.00 51.25 51,250.00 1,720.00 3.36 0.20
2,000.00 Ameritech 60,250.00 49.25 98,500.00 4,800.00 4.87 0.38
500.00 Amr Corp 17,500.00 73.94 36,968.75 400.00 1.08 0.14
4,840.00 AT&T Corporation 204,418.78 59.06 285,862.50 6,388.80 2.23 1.09
2,000.00 Atlantic Richfield CO 46,862.50 70.94 141,875.00 5,700.00 4.02 0.54
4,000.00 Automatic Data Processing 50,000.00 68.50 274,000.00 2,120.00 0.77 1.05
4,200.00 Bristol-Myers Squibb 114,576.00 114.12 479,325.00 6,552.00 1.37 1.83
Drill down to Taxlot Button (takes you to level 2)

Fig. 4.2

Level 2

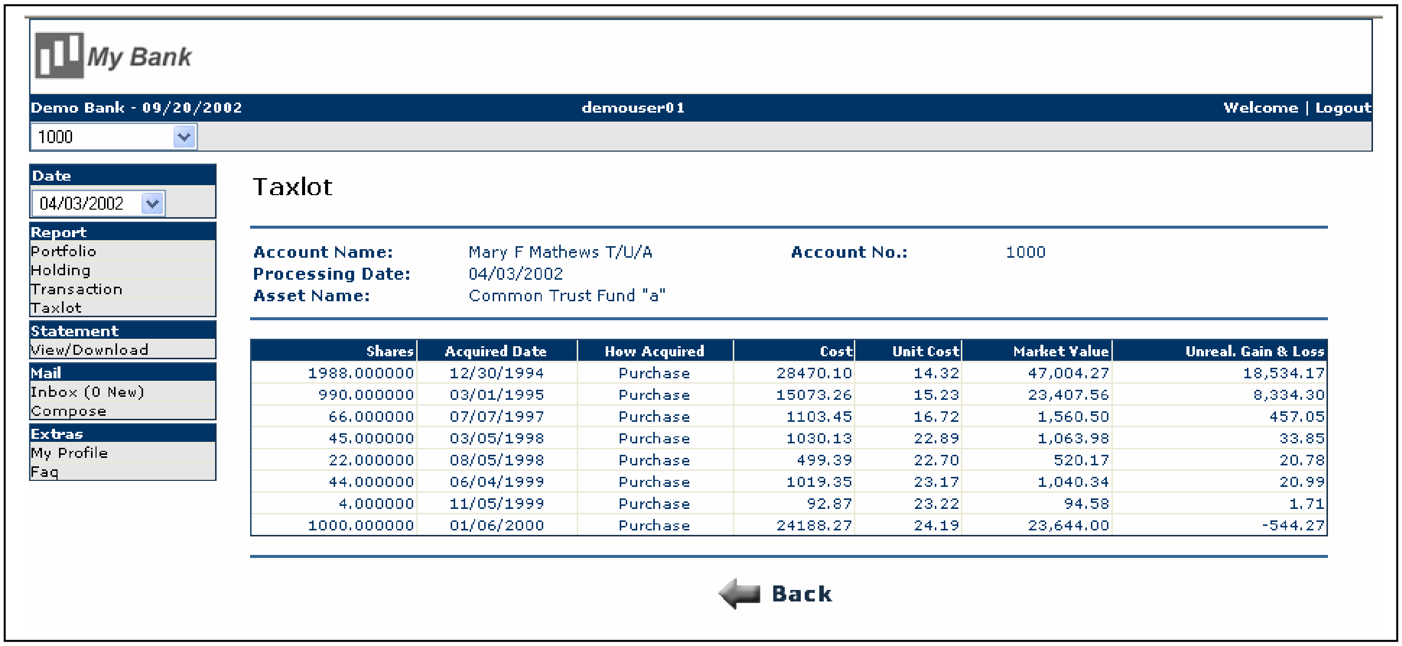


Fig. 4.2b

Transaction Report (iii):

The Transaction Report has no sublevels. The page that displays contains information on your transactions for the date range you enter into the **From** and **To** date fields above the Report (see Fig. 4.3). Once you have selected your date range, you must click the “get” button to process your request.
Note that you have the option of either directly entering a date, or clicking on the Calendar Icon next to the date fields which will allow you to select the dates from an interactive pop-up Calendar (See Fig. 4.3b).

The Report Toolbar is covered later in the document.

Taxlot Report (iv):

The Taxlot Report also has no sublevels. The page that displays contains the Taxlot information for all Assets of the selected account. (see Fig. 4.4).
The Report Toolbar is covered later in the document.

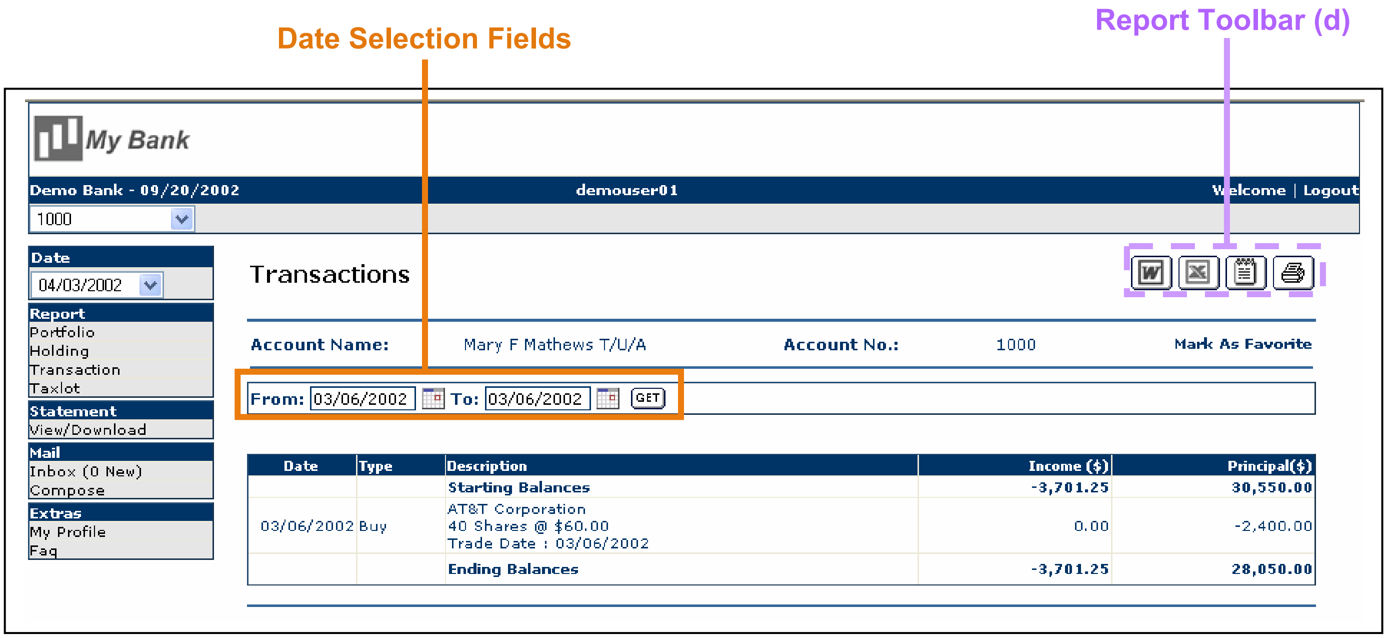


Fig. 4.3

Clicking on the "Pop-up" Calendar button will open up a new small window containing a calendar. This calendar will control the date in the field to the left of the Calendar button.

Clicking "Today" will use Today's date.

Clicking on "<" or ">" will advance the Month backwards or forwards respectively.

Clicking on "<<" or ">>" will advance the Year backwards or forwards respectively.

Clicking on one of the numbers will select that day, for the month and year displayed.

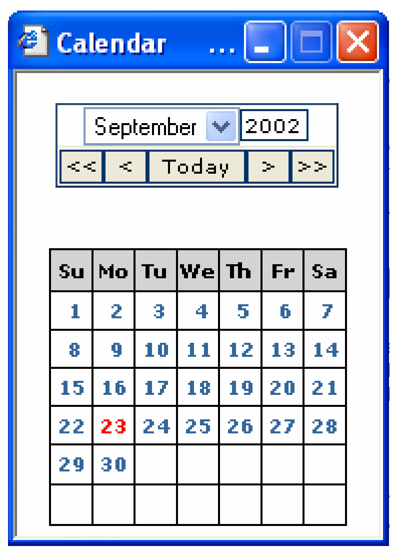
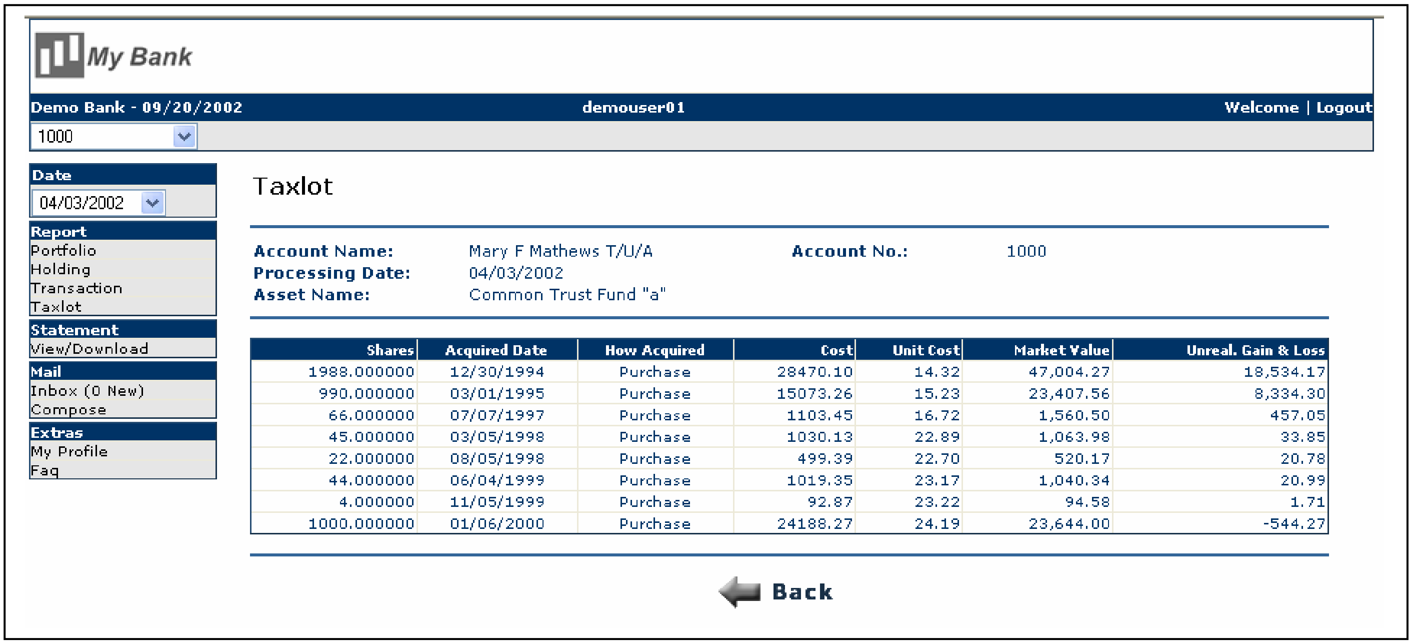


Fig. 4.3b



My Bank

Demo Bank - 09/20/2002 demouser01 Welcome | Logout

1000

Date

04/03/2002

Report

Portfolio

Holding

Transaction

Taxlot

Statement

View/Download

Mail

Inbox (0 New)

Compose

Extras

My Profile

Faq

Taxlot

Account Name: Mary F Mathews T/U/A **Account No.:** 1000

Processing Date: 04/03/2002

Asset Name: Common Trust Fund "a"

Shares	Acquired Date	How Acquired	Cost	Unit Cost	Market Value	Unreal. Gain & Loss
1988.000000	12/30/1994	Purchase	28470.10	14.32	47,004.27	18,534.17
990.000000	03/01/1995	Purchase	15073.26	15.23	23,407.56	8,334.30
66.000000	07/07/1997	Purchase	1103.45	16.72	1,560.50	457.05
45.000000	03/05/1998	Purchase	1030.13	22.89	1,063.98	33.85
22.000000	08/05/1998	Purchase	499.39	22.70	520.17	20.78
44.000000	06/04/1999	Purchase	1019.35	23.17	1,040.34	20.99
4.000000	11/05/1999	Purchase	92.87	23.22	94.58	1.71
1000.000000	01/06/2000	Purchase	24188.27	24.19	23,644.00	-544.27

Back

Fig. 4.4

Statement Viewing

The Statements section of TrustReporter consists of 3 drop-down boxes from which you can select your **Account**, and/or a **Package**, and/or an **End Date** (see Fig. 5.1). Based on the Criteria you select in these boxes, a list of Statements will appear beneath them, once you click the **Get** button. Any time you change either the Account, the Package, or the Date, you must click the **Get** button to refresh the list of Statements that are displayed. Once a list of Statements is displayed you have the option to either **View** a statement, **Download** a statement, or **Download All** statements at once.

- Clicking the View button will open up a new browser window and launch Adobe Acrobat Reader to display your Statement.
- Clicking the Download button will display a pop-up message, which prompts you to either **Open** or **Save** the file. Choose Save, to save the file in a folder on your PC. To view the downloaded report, locate the folder in which it is saved, and double click on the file. (This will launch Acrobat Reader and display your file).
- Clicking the **Zip-Download** link will allow you to download all your Statements to your PC in one compressed Zip file. (Note: To unzip/decompress the Zip file you will need a third-party decompression tool such as WinZip, available at www.winzip.com).

Drop-Down Selection Boxes

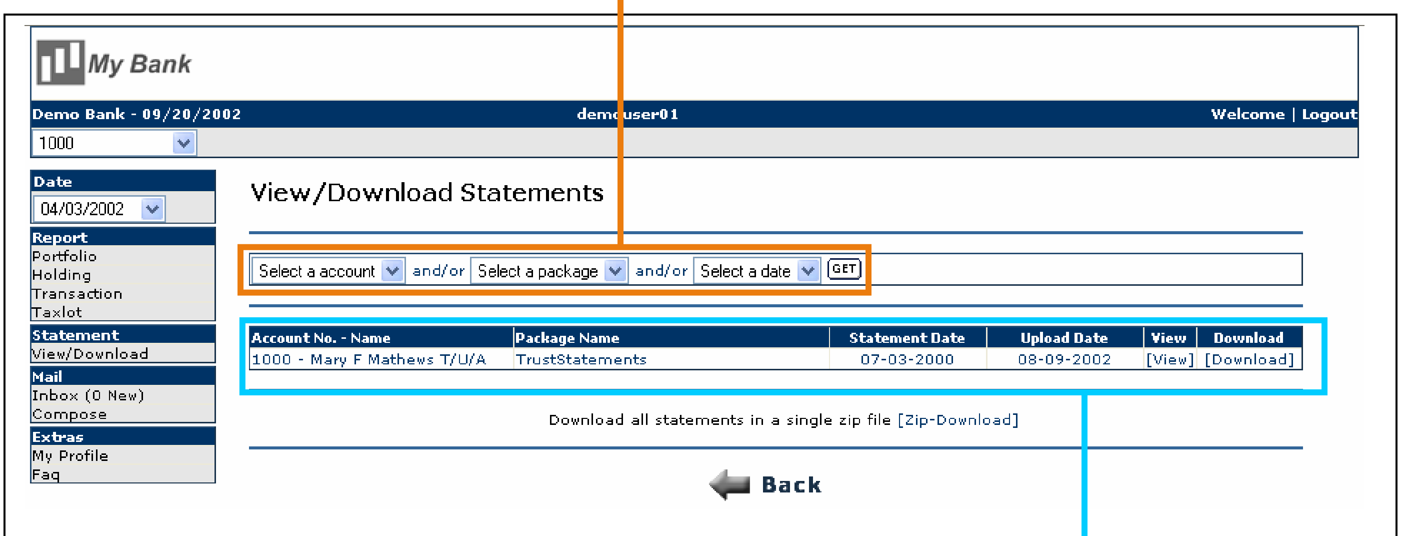


Fig. 5.1

List of Statements

The Report Toolbar (d)

This toolbar, which can be found in the top right corner of each report, allows you to download and view your data in several different formats. On the standard Report Toolbar there are four buttons (see Fig. 6.1):

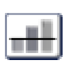
The “Word” button will allow you to download your Report data into a Microsoft Word Document.*

The “Excel” button will allow you to download your report data into a Microsoft Excel Spreadsheet.*

The “Text” button will allow you to download your report data into ASCII text file.

The “Print” button will display a printer-friendly version of your report.

Additionally on the Portfolio Summary Report you have 3 extra buttons which allow you to view your report graphically as either a comparison chart, a bar chart, or a pie chart. (see Fig. 6.2)



The “Comparison Chart” button will display a Comparison Chart of your Report data, showing you your actual versus target values (see Fig. 6.2a).

The “Bar Chart” button will display a Bar Chart of your Report data. (see Fig. 6.2b)

The “Pie Chart” button will display a Pie Chart of your Report data. Clicking on a wedge of the Pie Chart will bring up a summary of the data contained in that wedge. This summary in turn allows you to further drill down to an expanded view of that data. (see Fig. 6.2c)

* If you are using Microsoft Internet Explorer, and have Microsoft Office installed, clicking on these buttons will automatically launch the appropriate program and display the data on your screen. If you are using Netscape, you will be prompted to download the file to your Computer first. Once you have downloaded it, you can double click on the file and it will open up in the correct program.

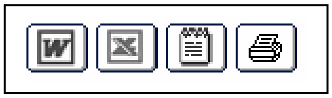


Fig. 6.1. Standard Toolbar

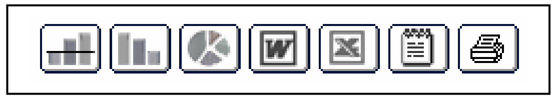


Fig. 6.2. Portfolio Report Toolbar

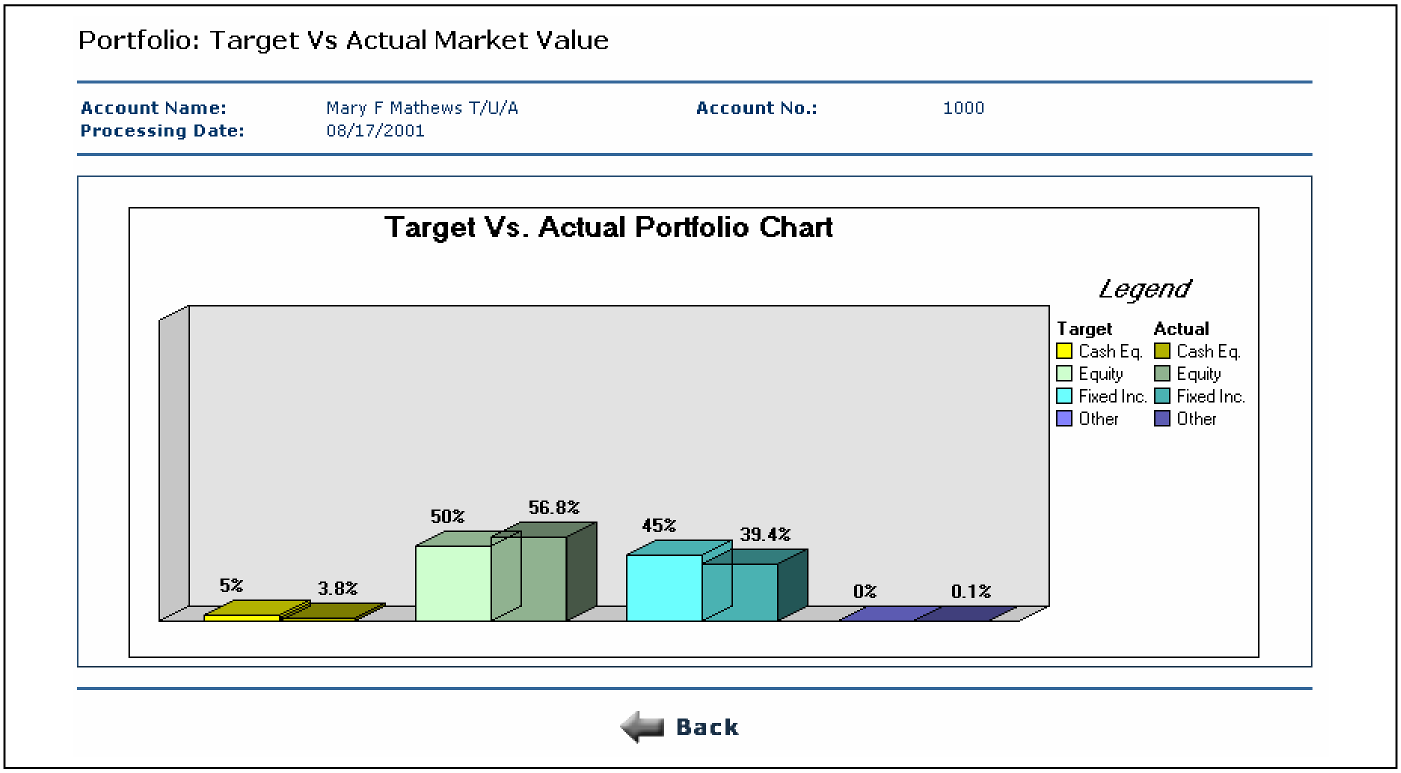


Fig. 6.2a Comparison Chart

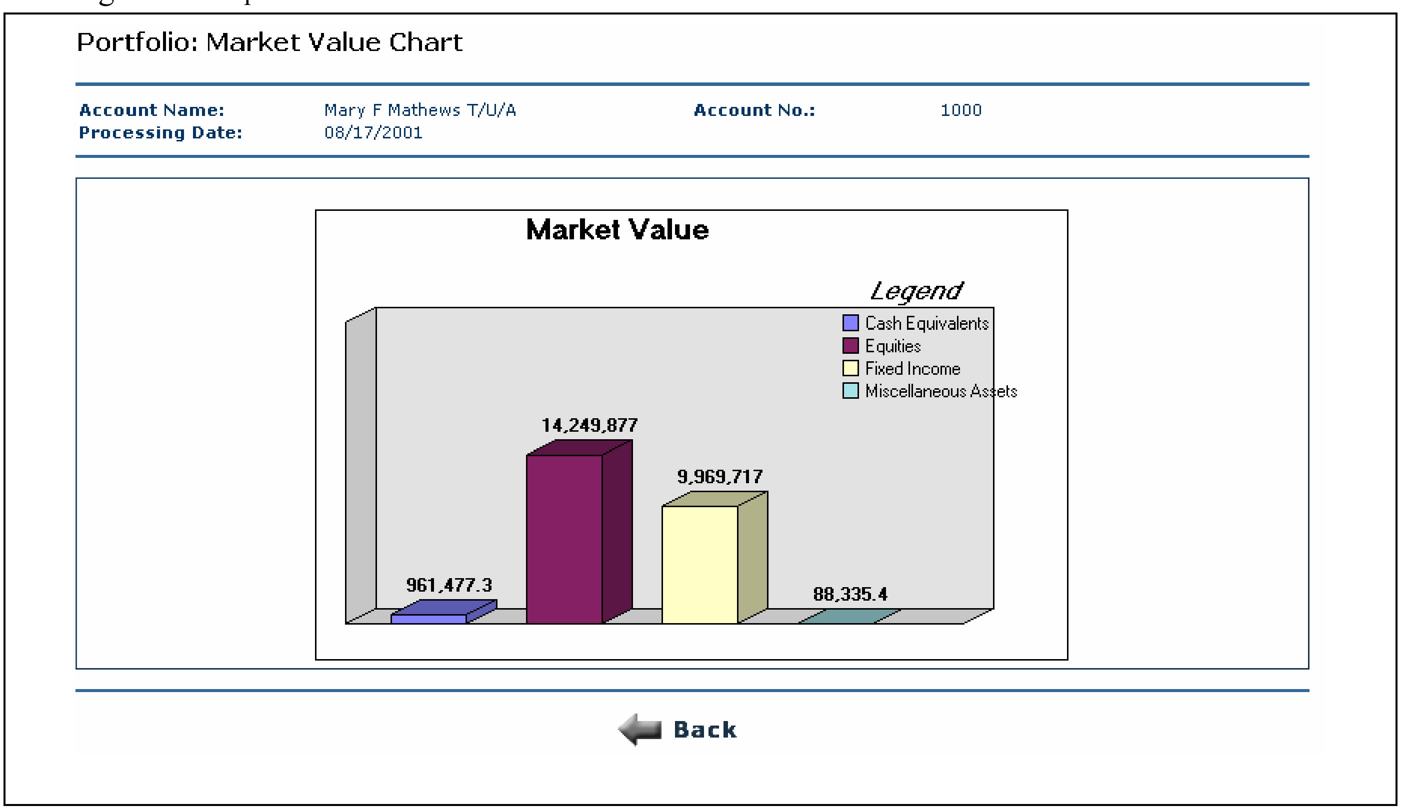
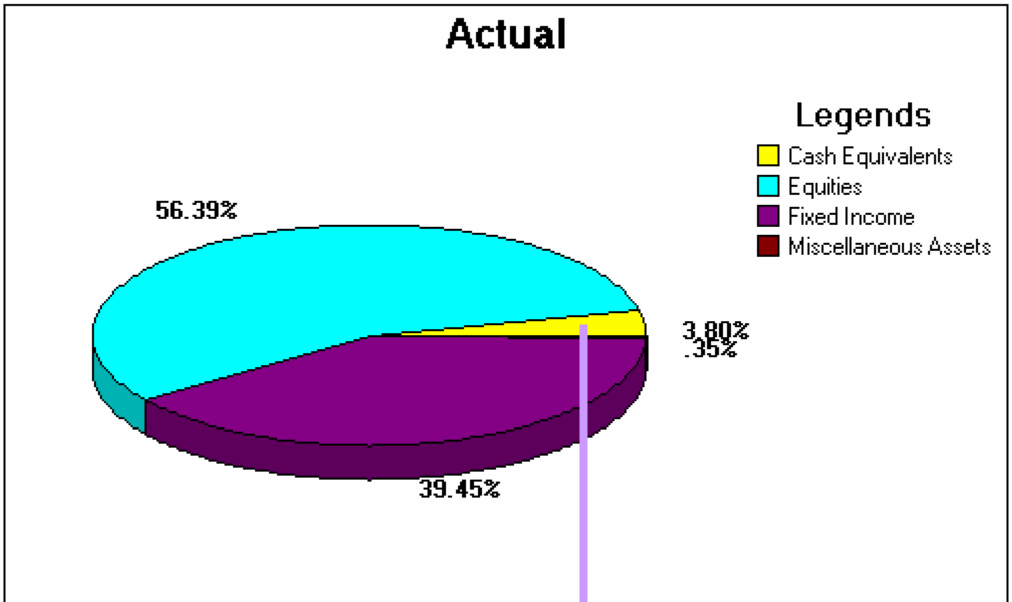


Fig. 6.2b Bar Chart



Cash Equivalents

Account Name:	Mary F Mathews T/U/A	**Account No.:**	1000
Processing Date:	08/17/2001		

Summary	
Cost Basis	961,477.27
Market Value	961,477.27
Estimated Annual Income	49,430.71
Total Portfolio Value	25,266,106.46
Portfolio %	3.81%
Yield %	5.14%

Details

Investment Category	Tax Cost	Market Value	Estimated Annual Income
Cash Equivalents			
Government Portfolio	951,477.27	951,477.27	48,763.21
Totals	**951,477.25**	**951,477.25**	**48,763.21**
Certificate Of Deposit - Bank			
Certificate Of Deposit	10,000.00	10,000.00	667.50
Totals	**10,000.00**	**10,000.00**	**667.50**

Back

Fig. 6.2c Pie Chart

Updating your Profile:

To update your Profile, locate the **Extras** Menu in the **Main Menu Bar** on the left side of the screen. Within the **Extras** menu you will find the **My Profile** link. This link will take you to a screen containing your profile information (see Fig. 7.1).
On this page you will be able to **Change your password**, **Enter your mailing address**, **Enter your Phone Contact information**, and **Enter your External Email preferences**.

Changing your Password:

To change your password, locate the **Login Information** section of your **Profile**. Enter your new password into the field labeled **New Password.** Confirm your password by entering the same password into the **Confirm New Password** field. To save your new password, click the **Save** button at the bottom left of your profile. If you decide not to update your password, click the **Cancel** button to clear all fields, and retain your existing password.

Entering your Mailing Address:

To enter your Mailing Address, locate the **Address (Primary) / Address (Alternative)** sections of your **Profile**. Enter your Address into the appropriate fields labeled **Address Line 1**, **Address Line 2**, **City**, **State**, **Zip** and **Country.** To save your Address, click the **Save** button at the bottom left of your profile. If you decide not to update/save your address, click the **Cancel** button to clear all fields, and retain your existing entry.

Entering your Phone contact information:

To enter your Phone Contact Information, locate the **Phone** section of your **Profile**. Enter your Phone/Fax number(s) into the appropriate fields labeled **Business**, **Home**, **Fax**, and **Alternative.** To save your Phone number(s), click the **Save** button at the bottom left of your profile. If you decide not to update/save your Phone number(s), click the **Cancel** button to clear all fields, and retain your existing entries.

Modifying your External Email preferences:

To configure your External Emailing preferences, locate the **Email** section of your **Profile**. Enter your email Address into the appropriate field labeled **Email**, and select your notification preferences. By checking the box next to *"Please notify me when I receive an email with [High|Medium|Low] Priority from my administrator"* you are configuring TrustReporter to send you a notification email to your Personal email address, whenever you receive a Message in TrustReporter. You have the option of receiving being notified when you receive **High** priority messages, **Medium and High** messages, or **Low, Medium, and High** messages. To save your settings, click the **Save** button at the bottom left of your profile. If you decide not to update/save email settings, click the **Cancel** button to clear all fields, and retain your existing settings.

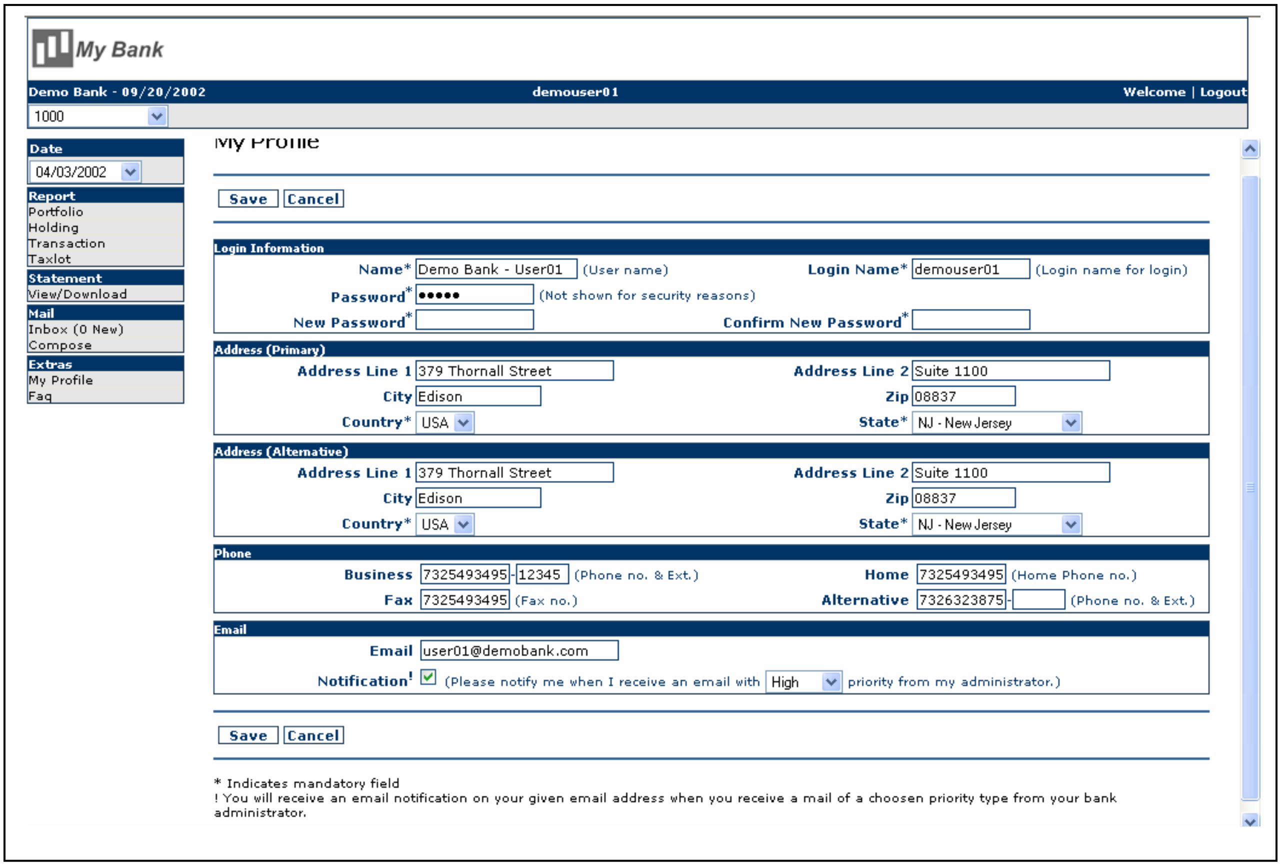

My Bank
Demo Bank - 09/20/2002
demouser01
Welcome | Logout
Date
Report
Portfolio
Holding
Transaction
Taxlot
Statement
View/Download
Mail
Inbox (0 New)
Compose
Extras
My Profile
Faq
My Profile
Save Cancel
Login Information
Name* Demo Bank - User01 (User name)
Login Name* demouser01 (Login name for login)
Password* (Not shown for security reasons)
New Password*
Confirm New Password*
Address (Primary)
Address Line 1 379 Thornall Street
Address Line 2 Suite 1100
City Edison
Zip 08837
Country* USA
State* NJ - New Jersey
Address (Alternative)
Address Line 1 379 Thornall Street
Address Line 2 Suite 1100
City Edison
Zip 08837
Country* USA
State* NJ - New Jersey
Phone
Business 7325493495-12345 (Phone no. & Ext.)
Home 7325493495 (Home Phone no.)
Fax 7325493495 (Fax no.)
Alternative 7326323875- (Phone no. & Ext.)
Email
Email user01@demobank.com
Notification! (Please notify me when I receive an email with High priority from my administrator.)
Save Cancel
* Indicates mandatory field
! You will receive an email notification on your given email address when you receive a mail of a choosen priority type from your bank administrator.

Fig. 7.1

Locked out of TrustReporter:

If you enter your login ID and password incorrectly 5 times in succession, your TrustReporter account will become locked out of the site. A message will appear with the contact information for the administrator whom will be able to unlock you. Your administrator will then supply you with your new temporary password which you will have to change upon your first login. (See section on "The first time you log in" for more detail)