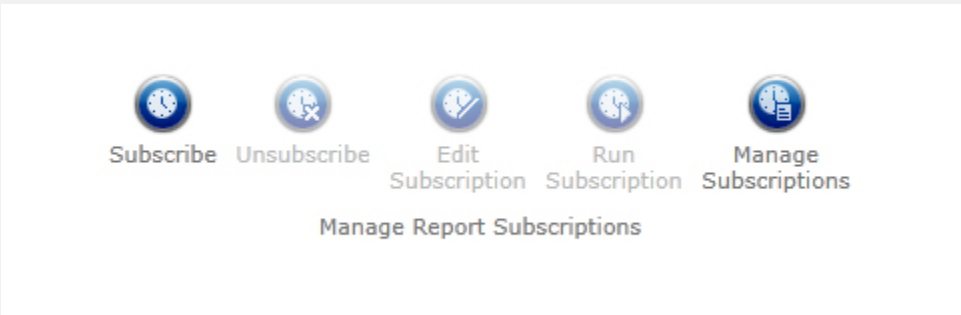


Let MyCredo do the work for you



Do you find the task of drawing regular reports tedious? Let MyCredo do the work for you.

Subscribe and receive them via e-mail.



1. Run the required report as you would normally do.
 2. Change the Smart date to:  edlm - End of last month
 3. Use the shortcut  or run the report by clicking OK,
- then select  from the Reports tab.

A screenshot of a software dialog box titled 'Appraisal'. It contains several fields: 'Portfolio:' with a dropdown menu, 'All Portfolios:' with a checkbox, 'Consolidate:' with a checkbox, 'Report Date:' with a dropdown showing '{last}' and a calendar icon, 'Currency:' with a dropdown showing 'PC', and a 'Smart date' icon. There are 'OK' and 'Cancel' buttons on the right.

The report can be scheduled in PDF or Excel format.

4. Complete your e-mail address and the subject field.

A screenshot of a software dialog box with two tabs: 'Email' and 'Schedule'. The 'Email' tab is active. It contains fields for 'To:', 'Cc:', 'Bcc:', 'Subject:', 'Priority:' (set to 'Medium'), and a 'Comment:' text area. There are 'OK' and 'Cancel' buttons at the bottom.

5. Click on the schedule tab and complete the fields to your requirements.
 - a. Reports can be delivered weekly or monthly.
 - b. You may choose the delivery time of the e-mail.
 - c. Monthly, quarterly, bi-annually or annual reports can be subscribed to.
 - d. Reports, other than performance reports should be delivered on the 4th of the month to accommodate verification and auditing by the custodian.

A screenshot of a software dialog box with two tabs: 'Email' and 'Schedule'. The 'Schedule' tab is active. It contains a 'Format:' dropdown set to 'PDF'. Below it, there are radio buttons for 'Week' and 'Month' (selected). Under 'Monthly Schedule', there is a 'Start Time:' field set to '14:00', a section for 'On the following months:' with a 'Select all' checkbox and a grid of month checkboxes (Jan-Dec), and a field for 'On calendar day:'. There are 'OK' and 'Cancel' buttons at the bottom.

The selected report will then automatically be delivered to the e-mail address specified on the intervals specified with data updated as per the smart date selected.

