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Record SmartReporting

User Guide

http://www.r-reports.com/

Contents

Record SmartReporting User Guide

Welcome to Record SmartReporting. This guide will introduce you to the functionality and use of the platform.

R-Reports can be accessed through the URL http://www.r-reports.com/

R-Reports is an interactive reporting platform designed to provide continuous access to your portfolio data.

Reports and visuals have been designed to allow flexibility and oversight across all areas of your portfolio.

If any questions arise around content, functionality or technical related issues, please reach out to the Record team at any time directly or using the Contact Us functionality on R-Reports.

Using R-Reports

Navigation

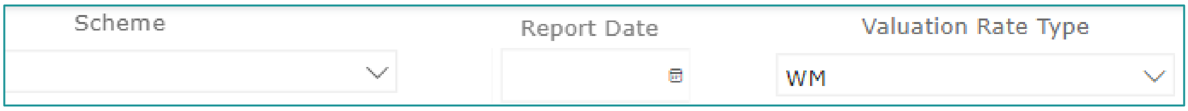
R-Reports is navigated using the items on the Navigation Menu.

This menu appears on the left hand side of the screen and can be opened with the arrow button

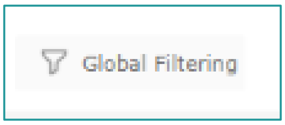
Interactive Functionality - Filters

The content displayed on each page is controlled using a set of filters.

These drop-down filters appear at the top of each report and allow users to select the reporting scheme, the reporting date and the valuation methodology.



Some reports are driven using Global Filters – these are accessed by clicking the “Global Filtering” button on the relevant reports, and allows control over similar scheme, date and valuation parameters.



Interactive Functionality - Toggle Panels and Sub-menus

Some graphical reports can be displayed in multiple ways.

Toggle buttons can be clicked to enable users to change between two different report parameters.

As an example, the Cashflows chart on the Key Analytics Dashboard can be toggled between showing “Past” cashflows and “Projected” cashflows.

Some reports and charts also have additional ways of summarising and viewing the data.

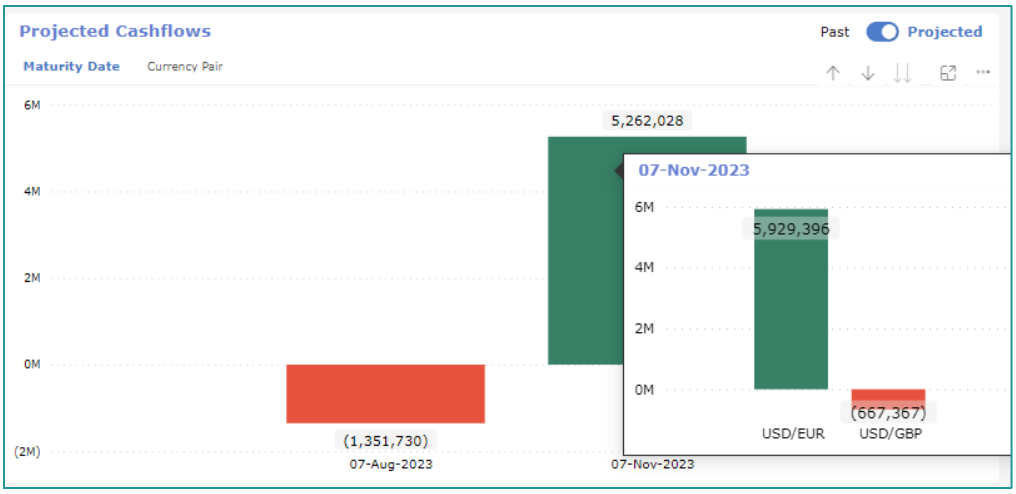
Again, taking the Cashflows chart as an example, it can be consolidated by “Maturity Date” or by “Currency Pair” to visualise the data on two different metrics.

Users can change the chart display by clicking the sub-menus or toggle button at any time.

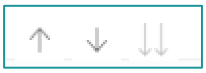
Interactive Functionality - Drilldown / Hover-over Reports

R-Reports allows users to interactively expand or drill down into the underlying dataset in various ways.

As an example, when viewing the Cashflows chart on the Key Analytics Dashboard on a Maturity Date basis, users are able to hover over the data columns to show a breakdown of Past or Projected cashflow by currency pair.



Additionally, it is possible to consolidate multiple maturity dates in a month into a single column in the chart by using the Drill-down or Drill-up buttons. These can be accessed at the top right of the chart when hovering over the visualisation tile.



Interactive Functionality - Graph Functionality

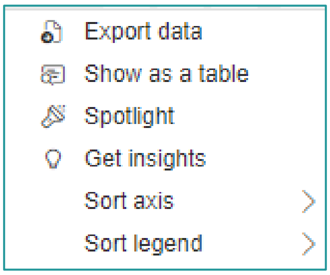
Users can hover the mouse over a chart and click More Options to dynamically change how the chart is displayed.

“Sort Axis” and “Sort legend” allows users to define how the Axis or Legend should be sorted on the page and the chart will dynamically update on selection of these options.

“Show as a table” will set the chart into Focus Mode and display an accompanying data table of the figures being plotted underneath.

“Export data” allows users to export the underlying chart data table into Excel.

“Spotlight” will highlight the specific chart within a dashboard.



Interactive Functionality - Highlighting datapoints

In certain reports and dashboards, it is possible to click on a data point or a chart to highlight and consolidate data in different ways.

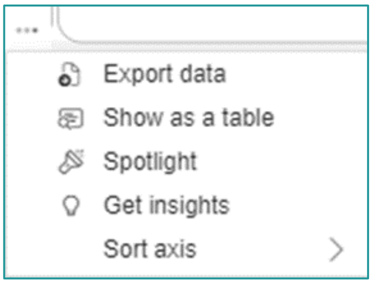
On the Cashflows Dashboard as an example, clicking a projected cashflow value within the datatable on the left side of the page will highlight the relevant section of the related bar chart on the right hand side of the page.

This can be a useful way of drilling into various parts of the data to focus in on specific items.

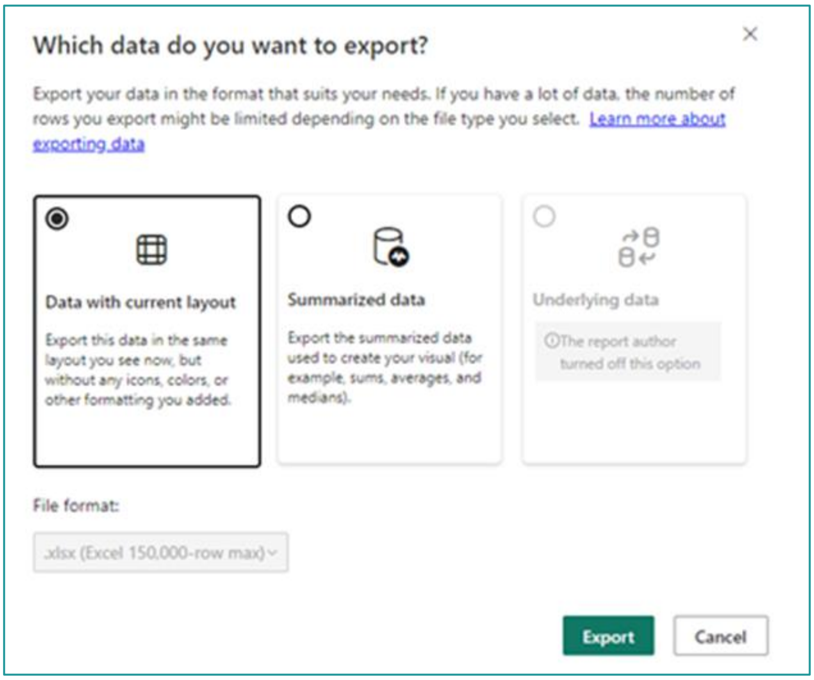
Interactive Functionality - Export Data

It is possible to export some Reports to Excel.

Users can hover over the reporting tile and click the “More Options” button. This opens a menu which will include “Export data” as an option if it is possible to export the report to Excel.

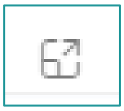


Users will then be presented with a new pop-up menu and can click “Export” to pull the data report into Excel.



Interactive Functionality - Focus Mode

All reporting tiles allow users to click the Focus Mode button, visible on the top right of each tile when the mouse cursor is over the report.



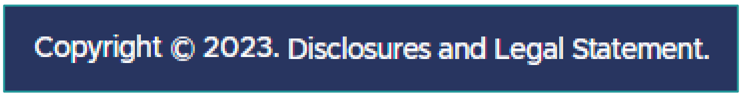
This functionality maximises the specific tile into a full-page view to allow more direct visibility of the chart or report.

To return to the previous Report or Dashboard view, click the “Back to report” button to close out of Focus Mode.

Accessing the legal disclosures document

At the bottom of every report page on R-Reports, there is a hyperlink to the Disclosures and Legal Statement document.

This contains various disclosures and information on valuation methodology. Please review and reach out to the Record team if you have any questions on the content.



Report Categories

Dashboards

Each Dashboard is a collection of reports, data or visual representations covering a specific subject.

These report pages are designed to give a high level overview of different areas of your portfolio.

Data Reports

Data Reports are designed to provide more detailed data in an interactive way with the ability to export and manipulate the underlying data in Excel.

Support

The Support section contains links to several documents:

- The User Guide provides an explanation of the R-Reports functionality
- The Glossary defines commonly used terms across the platform and also provides a brief explanation of each accessible Dashboard, Data report or individual report tile
- Contact Us is a web form that should be used to raise any query related to the reporting visible on the R-Reports platform

Account Management

Forgotten / Change Password

Users can reset their password on the Sign in screen by clicking the “Forgot your password?” link and following the instructions.

A Verification Code will be sent to the registered e-mail address and once entered, users will be able to set a new password.

New Multi-Factor Authentication Device

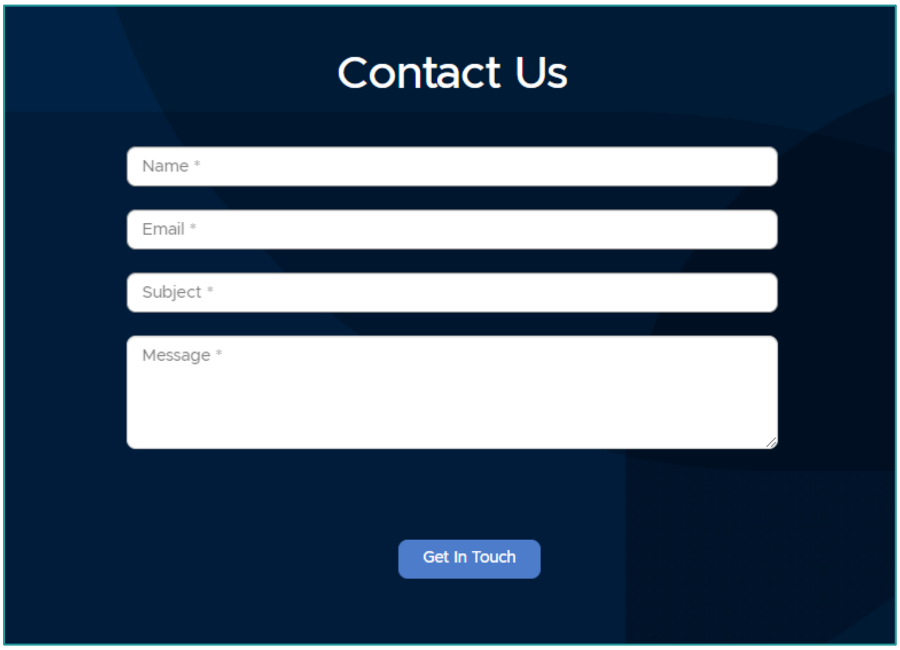
In the event that you change your mobile device and need to update your MFA please contact our support team.

Contact Us

In the event that you have a question on the R-Reports content, layout or usage, if you have a technical issue or if you have a content request, please use the Contact Us menu to reach out to the Record team.

Under the Support section on the website, clicking Contact Us will open a web form to complete and submit to the Record team.

This form will be delivered to the team at Record, who will review your request and respond to you directly.



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