

# Dashboard Insights

USER GUIDE

December 2016



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# 1. Introduction

Dashboard Insights in NetX360<sup>®</sup> enables you to quickly and efficiently perform a business analysis on various types of financial metrics. The onscreen dashboards streamline the way you access data and provide a visual representation using selected chart configurations.

The dashboard, available to advisors and home office users, enables them to explore firm metrics across assets and accounts through flexible charts and widgets. The dashboard includes the ability to benchmark metrics against goals, drill-down to the account level and format information using a variety of visualization options.

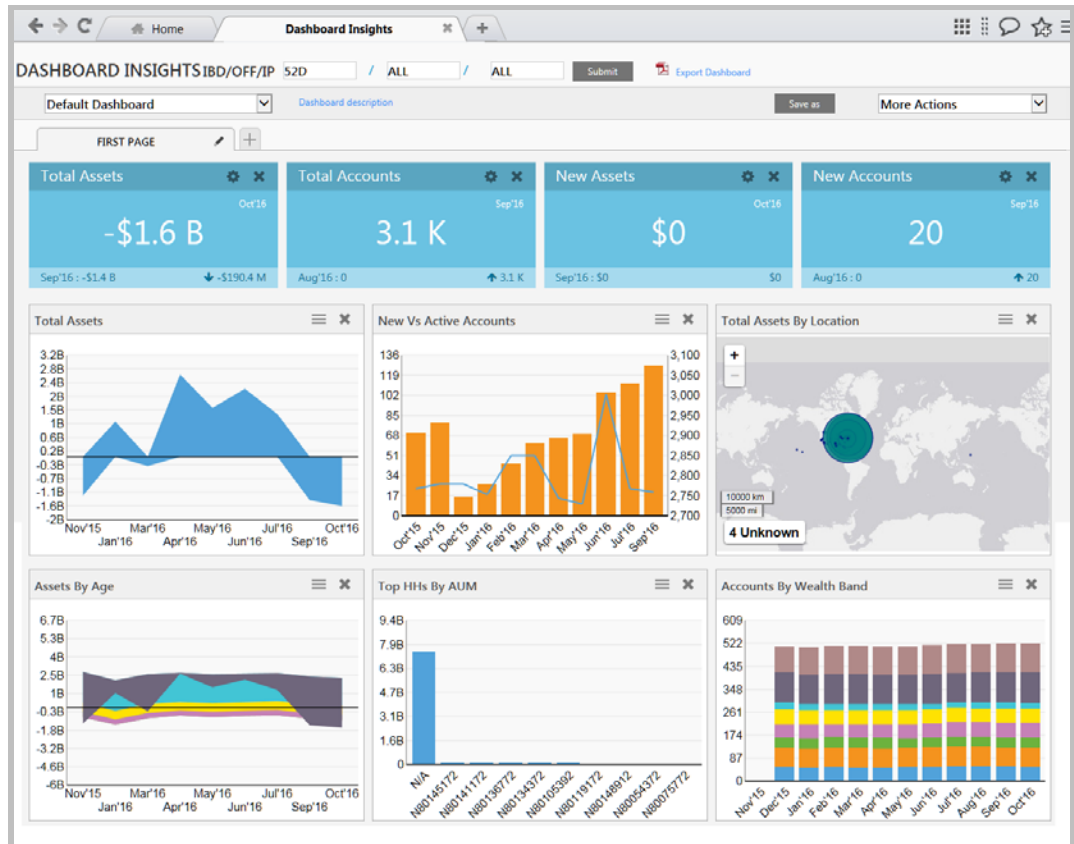
## Entitlements

The entitlement in the Entitlement Management Service (EMS) is:


| <b>BFE #</b> | <b>CATALOG TYPE</b> | <b>CATEGORY</b>     | <b>BFE NAME</b>                   | <b>ACCESS LEVEL</b> | <b>DESCRIPTION</b>  |
|--------------|---------------------|---------------------|-----------------------------------|---------------------|---|
| 17160        | F                   | Account Information | eAnalytics - Management Dashboard | Access              | Allows a user to access Management Dashboard for accounts and holdings. |

## 2. View the Dashboard


Click **Reports & Documents > Dashboard Insights**. The **Dashboard Insights** page displays.



### Dashboard Page Overview/Layout

- The four widgets (below the filters) display high-level totals based on your filtered selections.
- The charts (below the widgets) provide a more flexible means to segment the information in different ways (and in a format selected by you.) You can further drill-down this information to a more detailed level.
- Your dashboard can contain up to two pages, each page displaying up to six charts.
- The code filters IBD, Office and IP determine what information displays in the widgets and charts.
- To name a new page or to change the name of an existing page, click  on the page's tab. The **Page Name** pop-up displays. Enter the new name in the field and click **Apply**. The new/revised name displays on the page's tab.

### ***Set Filter Criteria***

|                    |            |     |   |     |   |     |        |  |
|--------------------|------------|-----|---|-----|---|-----|--------|--|
| DASHBOARD INSIGHTS | IBD/OFF/IP | 52D | / | ALL | / | ALL | Submit |  Export Dashboard |
|--------------------|------------|-----|---|-----|---|-----|--------|--|

To filter your request for information, in the **IBD**, **OFF**, or **IP** fields, enter or select the desired introducing broker-dealer (IBD) number, office number, or investment professional (IP) number from the lists and click **Submit**. The requested information displays in the widgets and charts below.

### ***Save Filter Criteria***

You can save the IBD/OFF/IP selections as a named dashboard. Display the dashboard using the selections you want to save and click **Save As**. Enter the dashboard name and a description and then click **Save**. If you want to have the dashboard display as the default, select the check box, **Set as Default**.

### 3. View Widget Information

Four widgets default on the dashboard. Four is the maximum number allowed to display. To display the additional widget, you must remove one of the default widgets first. The four default widgets are:

- Total Assets
- Total Accounts
- New Assets
- New Accounts

These widgets display the currently monthly value for the IBD/OFF/IP combination.

- Date of the prior period - prior month (at the bottom left)
- Assets as of the prior period - prior month (at the bottom left, next to the date of the prior period)
- The increase or decrease compared to the prior period (at the bottom right)
- The current period (near the top right)



#### Close a Widget

1. Click **Reports & Documents > Dashboard Insights**. The **Dashboard Insights** page displays.
2. Click **Close** at the top right of a widget to close it. A large plus sign displays in the area where the widget was located.

#### Open a Widget


1. Click **Reports & Documents > Dashboard Insights**. The **Dashboard Insights** page displays.
2. Click **Plus** in the center of an empty widget to create a new widget. The **Widget Settings** pop-up displays.

- Set the widget's display features.

**Note:** The selection you make in the in **Widget Metrics** list determines the options displayed in the **Widget** list.

| DISPLAY        | ENTER OR SELECT   |
|----------------|---|
| Widget Metrics | <ul style="list-style-type: none"> <li>• Accounts</li> <li>• Assets</li> </ul>  |
| Widget         | <p>If <b>Accounts</b> is selected:</p> <ul style="list-style-type: none"> <li>• New Accounts</li> <li>• Total Accounts</li> </ul> <p>If <b>Assets</b> is selected:</p> <ul style="list-style-type: none"> <li>• New Assets</li> <li>• Total Assets</li> </ul> |

- Click **Apply**. The new widget displays the selected information.

**Note:** Click  **Settings** to change the settings of a current widget. The **Widget Settings** pop-up displays.



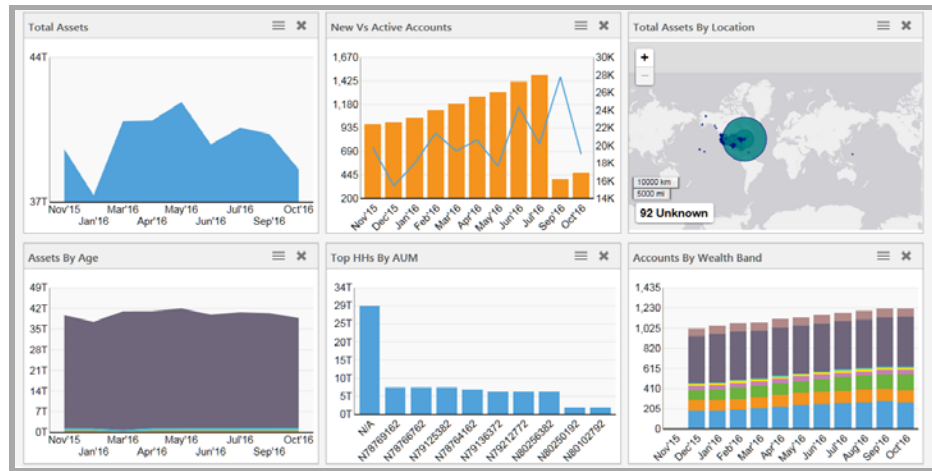
## 4. View Chart Information

Six charts default to the **First Page** tab for **Dashboard Insights**:

- Total Assets
- New Versus Active Accounts
- Total Assets By Location (Global)
- Assets By Age
- Top Households By Assets Under Management
- Accounts By Wealth Band

These charts can be removed and replaced by additional charts from the settings option.

1. Click **Reports & Documents > Dashboard Insights**. The **Dashboard Insights** page displays.



2. Six charts show by default, click **X Close** at the top right of a chart to close it and then click **+ Plus** to create a new chart. You can have up to two pages of six charts each to display on your dashboard.
3. When you click **+ Plus** in the center of an empty chart the **Chart Settings** pop-up displays.

4. Set the chart's display features.

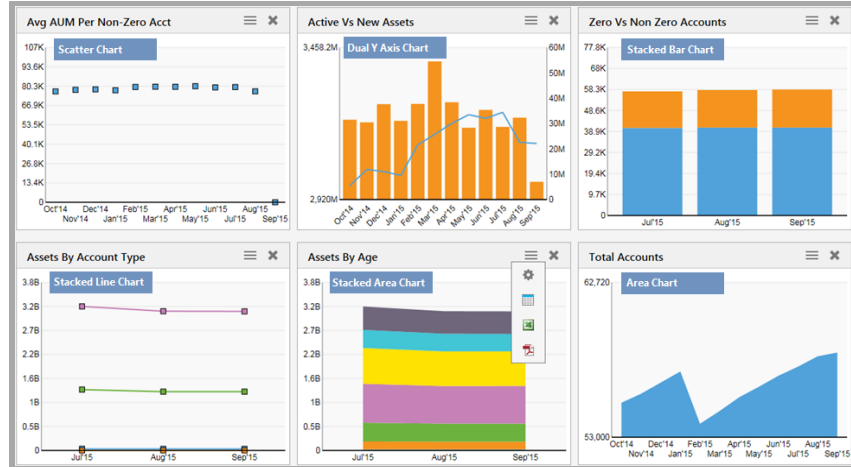
**Note:** The selection you make in the in **Category** list determines the options in the **Segmentation Type** list.

| DISPLAY           | ENTER OR SELECT   |
|-------------------|---|
| Category          | <ul style="list-style-type: none"> <li>• Accounts</li> <li>• Assets</li> <li>• SLM – Account Services</li> <li>• SLM – Asset Movement Processing System</li> <li>• SLM – Document Processing</li> <li>• SLM – Service Center</li> </ul>   |
| Segmentation Type | <p>If <b>Accounts</b> is selected:</p> <ul style="list-style-type: none"> <li>• Total Accounts</li> <li>• Accounts By Account Type</li> <li>• Accounts By Age</li> <li>• Accounts By Wealth Band</li> <li>• New vs Active Accounts</li> <li>• Zero vs Non-Zero Accounts</li> <li>• Top Advisors By # of Accounts</li> <li>• Top HHs By # of Accounts</li> </ul> <p>If <b>Assets</b> is selected:</p> <ul style="list-style-type: none"> <li>• Total Assets</li> <li>• Active vs New Assets</li> <li>• Assets By Account Type</li> <li>• Assets By Age</li> <li>• Assets By Asset Type</li> <li>• Average AUM</li> <li>• Top Accounts By AUM</li> <li>• Top Accounts By Money Market</li> <li>• Top Advisors By AUM</li> <li>• Top HHs By AUM</li> <li>• Top Securities by AUM</li> <li>• Total Assets By Location</li> </ul> <p>If any of the <b>SLM</b> categories are selected:</p> <ul style="list-style-type: none"> <li>• Volume Received</li> <li>• Volume Processed</li> <li>• Not In Good Order %</li> <li>• TSL %</li> </ul> |


4. VIEW CHART INFORMATION

| DISPLAY                            | ENTER OR SELECT  |
|------------------------------------|--|
| <p>Top (n)</p> <p>Time Period</p>  | <ul style="list-style-type: none"> <li>• 5</li> <li>• 10</li> <li>• 15</li> <li>• 20</li> </ul> <p><b>Note:</b> This field displays only if the <b>Segmentation Type</b> begins with <b>Top</b>.</p> <ul style="list-style-type: none"> <li>• Months               <ul style="list-style-type: none"> <li>○ 3</li> <li>○ 6</li> <li>○ 12</li> </ul> </li> <li>• Quarters               <ul style="list-style-type: none"> <li>○ 2</li> <li>○ 4</li> <li>○ 8</li> </ul> </li> <li>• Years               <ul style="list-style-type: none"> <li>○ 1</li> <li>○ 2</li> <li>○ 3</li> </ul> </li> </ul> <p><b>Note:</b> The single selection <b>Last Business Day</b> displays only if the <b>Segmentation Type</b> begins with <b>Top</b>.</p> |
| <p>Chart View</p> <p>Benchmark</p> | <p>Depending on the <b>Category</b> and <b>Segmentation Type</b> selected, the following chart configurations are available:</p> <ul style="list-style-type: none"> <li>• Bar</li> <li>• Stacked Bar</li> <li>• Line</li> <li>• Stacked Line</li> <li>• Area</li> <li>• Stacked Area</li> <li>• Donut</li> <li>• Scatter</li> <li>• Dual Y Axis</li> <li>• Map</li> </ul> <p><b>Note:</b> See the screen shot below for sample charts.</p> <p>A benchmark goal of an amount used to compare the current state of the information presented against a user-defined goal.</p>  |

#### 4. VIEW CHART INFORMATION



5. Click **Apply**. The revised chart displays.










**Note:** Click  **Settings** to change the settings of a current chart. The **Chart Settings** pop-up displays.

6. Click **Save** to save your entire dashboard, including your chart settings.

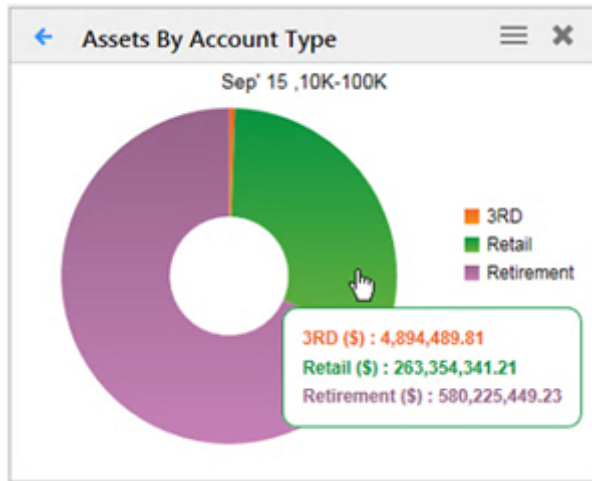
### Chart Display and Navigation

**Note:** Many different combinations of charts can display based on the **Settings** feature (category, segmentation types, chart view, time period, etc.) selected on the **Chart Settings** pop-up.

| FEATURE    | DETAILS  |
|------------|--|
| Mouse-over | <p>Mouse-over a visualization in the chart (a bar, donut slice, line, etc.) to display a detailed profile based on the measures of the detail on the x vs. y axes.</p> <p>(See chart mouse-over example below.)</p>  |
| Drill-down | <p>Click a visualization in the chart (a bar, donut slice, line, etc.) to display the drill-down of the underlying details.</p> <p>(See chart drill-down example below.)</p> <p><b>Note:</b> Some charts first display a menu of options to further segment the results.</p> |

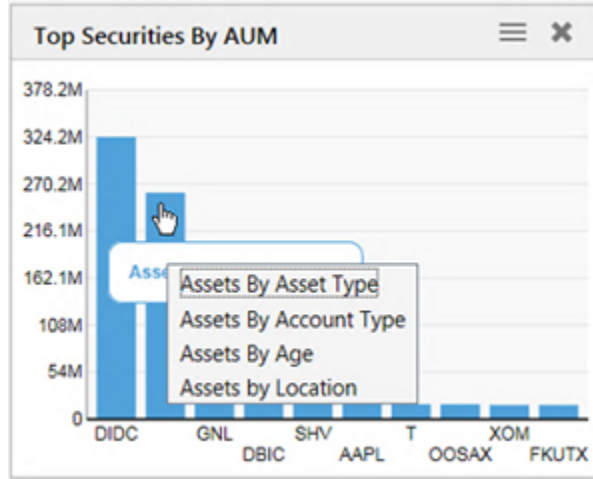
| FEATURE        | DETAILS   |
|----------------|---|
| Interface Menu | <p>Click  <b>Interface</b> to display the chart's menu options:</p> <ul style="list-style-type: none"> <li>•  <b>Expand</b> – Open a chart in a large pop-up.</li> <li>•  <b>Settings</b> - The <b>Chart Settings</b> pop-up displays.</li> <li>•  <b>Chart/Grid Info</b> – Pop-up display of the chart's name.</li> <li>•  <b>Grid View</b> or  <b>Chart View</b> - A grid-flip feature that changes the display in a chart to a table format (or the display of a table to a chart format) to view visualization vs. integrated table information.</li> </ul> <p><b>Note:</b> The two icons do not display in the menu at the same time.</p> <ul style="list-style-type: none"> <li>•  <b>Export to Excel</b> - Exports the data of the chart or table to an Excel document.</li> <li>•  <b>Export to PDF</b> - Exports the data of the chart or table to a PDF.</li> </ul> |
| Go Back        | <p>To view a previous chart configuration in a session, click  <b>Go Back</b> at the top-left of the chart. You can recall two levels of previous chart configurations. If you have saved the dashboard session by clicking <b>Save</b> before you close it, these previous chart configurations are saved until your next dashboard session.</p>  |

**Chart Mouse-over Example**



Mouse-over a visualization in the chart (a bar, donut slice, line, etc.) to display a detailed profile based on the measures of the detail on the x vs. y axes.

### Chart Drill-down Example



Click a visualization in the chart (a bar, donut slice, line, etc.) to display the drill-down into the underlying details.

**Note:** Some charts first display a menu of options to further segment the results before they are available to be exported to Excel.




## 5. Export a Chart or Dashboard

You can export either a single chart within the dashboard to Excel or PDF, or the entire contents of your dashboard to PDF for viewing, saving, or printing.

- Click **Reports & Documents > Dashboard Insights**. The **Dashboard Insights** page displays.


### Export a Chart

You can export the contents of a single chart on your dashboard.

1. Display the desired chart and information (use the **Chart Settings** pop-up if necessary.)
2. Click  **Interface** in the chart to open the menu and select  **Export to Excel** (table format) or  **Export to PDF** (chart format.) The dashboard begins the export of data.
3. When the **File Download** window displays, click **Open** to view the information or **Save** to save the document without opening it.

### Export the Dashboard

You can export the contents of your entire dashboard.

1. Display the desired charts and information (use the **Chart Settings** pop-up if necessary.)
2. Click  **Export Dashboard** near the top-right of your page. The dashboard begins the export of data.
3. Move your mouse into the NetX360 Pop-Up Browser window and either save or print the dashboard information.
4. Close the NetX360 Pop-Up Browser window when you are done.

