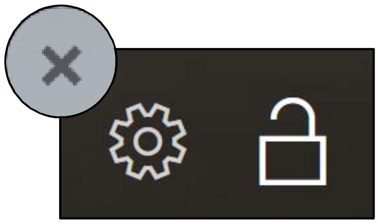
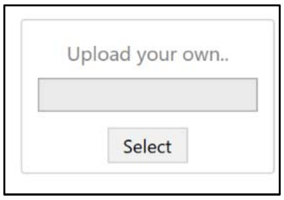
Dashboards and Entities

The Dashboard and Shortcuts

Customise Your Dashboard

1. **Click** the **padlock** icon at the bottom right of the Dashboard.
2. Once clicked, the padlock icon will change to an **open lock** indicating that you can edit the dashboard.
3. You can hide any currently visible widgets from your dashboard by **clicking** on the **cross icon** in the top left of the widget.
4. To add **new widgets**, **click** the **gear** icon next to the padlock.
5. You can add and remove widgets by **clicking** the **'Add ->'** and **'<- Remove'** buttons. The widgets listed on the right are the ones visible on the dashboard.
6. You can add a **background** to your dashboard by **clicking** the **'Select'** button.
7. Once you are happy with your customisations, **click** the **padlock** icon again to **commit** the changes.

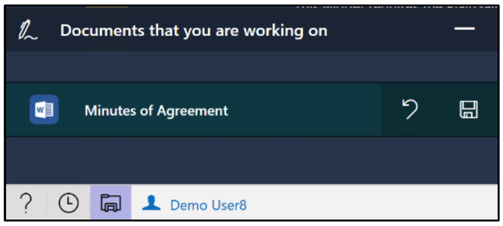




Using Location Search

You can access Location Search by either **clicking** the **magnifying glass** icon in the top left of the window or pressing '**Ctrl + L**'.

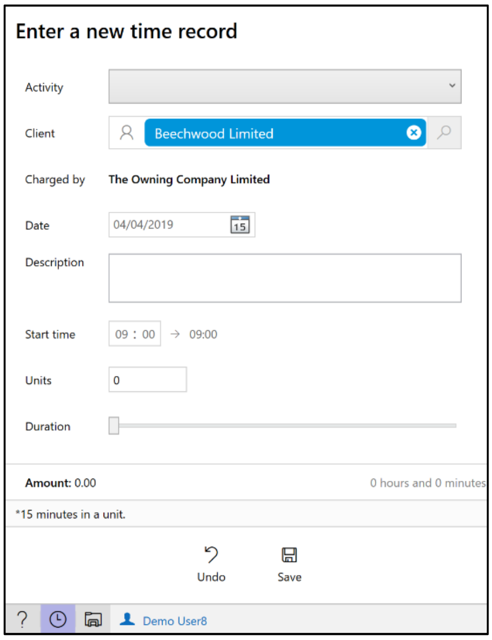
How to Check-In a Document from the Footer

1. **Click** the **folder icon** in the footer bar.
2. **Find** the document that you wish to **check in**.
3. **Click** the save icon to **check-in the document**.
4. **Click** the undo icon to **discard your changes**.



How to Record Time:

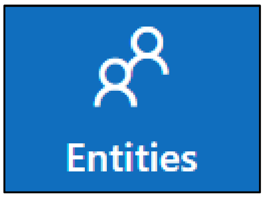
1. **Click** on the **clock icon** in the footer bar.
2. Select an **activity**, **client**, **date**, and enter a **start time** and the **number of units**.
3. **Click** 'Save' to **save** the time entry.
4. **Click** 'Undo' to **discard** it.

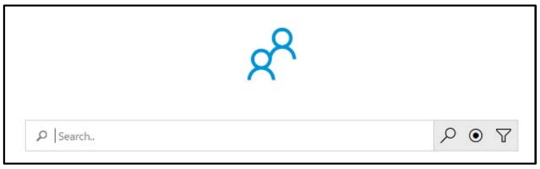


Entities

How to Find an Entity:

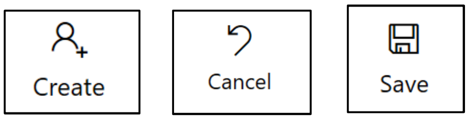
1. From the **Entity Homepage**, **type** an entity name in the **search bar** to find it.
2. To return to the Homepage at any time, **click** the **Home icon** or press ‘**Ctrl + H**’.
3. **Click** the ‘**Show sidebar**’ button to access a list of your recently accessed entities and entities that you have marked as a **favourite**.





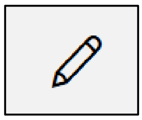
How to Set-Up an Entity:

1. **Click** the ‘**Add New Entity**’ icon in the ribbon.
2. **Choose** the **Entity Type** from the dropdown list and **click** ‘**Create**’ to set-up the entity.
3. Fill in the details about the entity. The asterisk (*) denotes required fields.
4. **Click** the save icon to **save the new entity** or **click** the cancel icon to **discard it**.



How to Edit an Entity:

1. Once you have clicked in to an entity, its name will be listed in the ribbon.
2. You can use the left and right arrows to **move between** your most recently opened entities.
3. You can **click** the reload button to **refresh the page**.
4. You can **click** the cross on the right of the entity name to **close that entity**.
5. To **edit** the entity that you currently have open, **click** the **edit icon** in the ribbon.
6. Make the required changes to the entity and then **click** save to **commit the changes** or cancel to **discard them**.

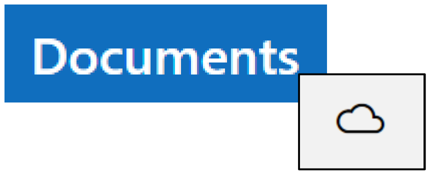


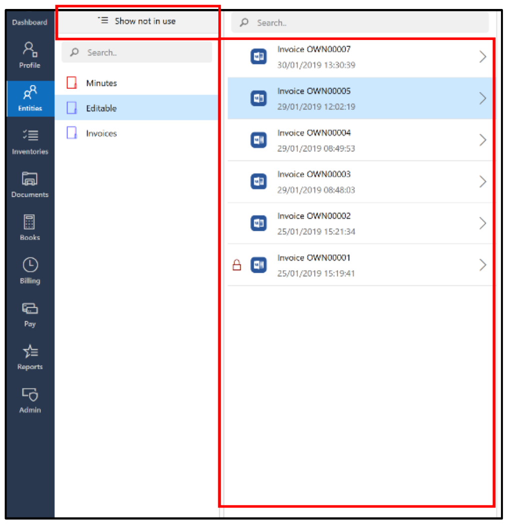
PLAINSAIL

Document Management

How to Save a Document:

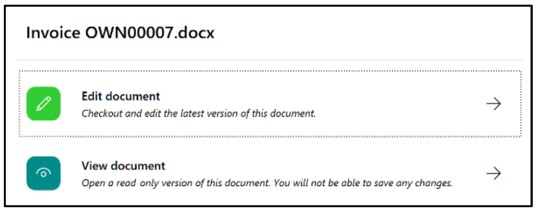
1. Open the entity that the document you wish to save relates to.
2. **Click** the **Documents** tab in the ribbon.
3. **Click** the '**Save File to PlainSail**' icon to upload a file into PlainSail.
4. You can also **drag and drop** the file from **Windows Explorer** into the **documents pane**.
5. When dragging and dropping, ensure that you have the workspace that you wish to save the document to open. N.B. by default, **only workspaces that contain documents will be visible**. To view all workspaces, click the '**Show not in use**' button.





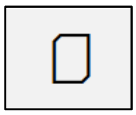
How to Edit a Document:

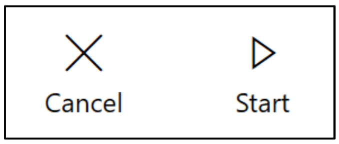
1. Open the workspace of the document you wish to edit by **clicking** it in the **workspace pane**.
2. **Double click** on the document that you wish to edit and then choose '**Edit Document**'.
3. The document will now be **launched** and will be **checked out**.



How to Create a Document from a Template:

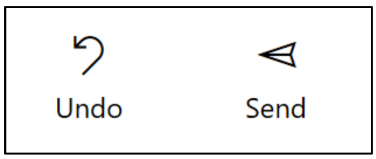
1. **Click** the '**Launch Template**' icon in the ribbon.
2. **Click** the workspace in which to save the template, **name the document** and **select** the **template** that you wish to use.
3. **Click** '**Start**' to generate the document from the template.





How to Circulate a Document for Approval and Signing:

1. **Double click** the **document** that you wish to **circulate**.
2. **Click** '**Circulate for electronic signing/ approval**'.
3. **Select** the **users** that the document should be **circulated to**.
4. **Click** '**Send**' to circulate the document.

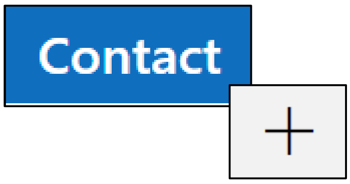


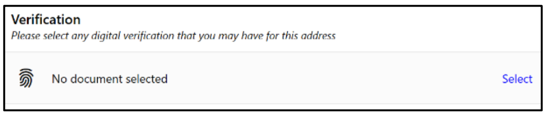
PLAINSAIL

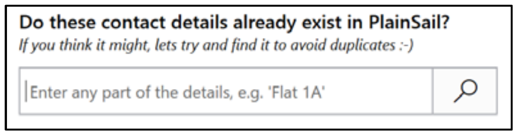
Contact Details and Shares

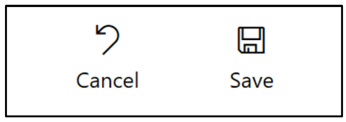
How to Set Contact Details:

1. Once in an entity, **click** the '**Contact**' tab in the ribbon.
2. **Click** the '**+**' in the ribbon.
3. **Choose** the **applicable type** for the details that you are recording from the **drop-down list**.
4. Fill out the **information** you wish **to record**.
5. Where required, you can add a **verification document** to record the verification of the contact details.
6. N.B. a search box will be shown that will check if the details you are entering **already exists in PlainSail**. If it does not, you can **click** the toggle box '**I cannot find the address in PlainSail**.' to enter new details.



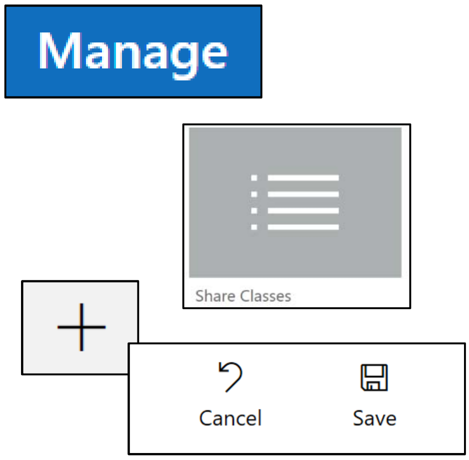






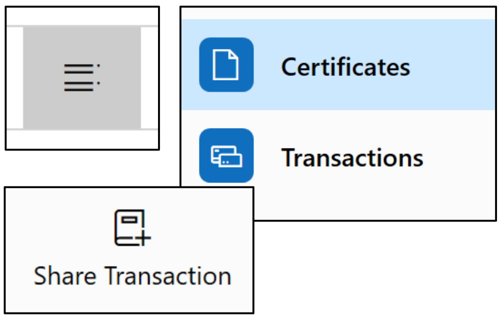
How to Create a Share Class:

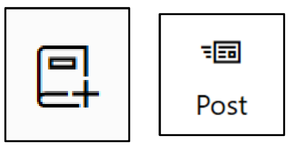
1. **Click** '**Manage**' in the ribbon and then **click** '**Share Classes**'.
2. **Click** the '**+**' icon in the ribbon.
3. Enter the **information about the share class** you are creating.
4. **Click** '**Save**' to create the share class.



How to Issue Shares:

1. **Click** the '**List Shares Issued**' button for the class of shares that you wish to **issue** or **transfer**.
2. You can use the '**Certificates**' and '**Transactions**' buttons in the navigation pane to view different **information about the issued shares and transactions**.
3. **Click** '**Share Transaction**' to create a **new transaction**.
4. **Choose** the **date**, **transaction type**, **shareholder**, **quantity** and **premium per share**.
5. **Insert a row** to create any **accompanying transactions** (N.B. the transaction batch **must balance before** it can be **posted**).
6. For a transfer or sale, **select** the **share certificate** to be **redeemed**.





Statutory Information and Compliance

How to Add and Edit Statutory Officers and Directors:

1. **Click** on the '**Relationships**' button in the ribbon.
2. **Click** the '**+**' icon to add a new relationship.
3. **Search** for and choose the relevant entity using the **search box**. N.B. if the entity doesn't exist on PlainSail, **click** the **add entity icon** and create the entity before continuing.
4. **Choose** the **relationship type** and fill out the remaining information.
5. To edit a relationship, **click** the '**Edit**' icon on that entity's entry.
6. To delete a relationship, **click** **delete** from the **edit window**.

How to Create a Diary Item:

1. **Click** on the '**Agenda**' button in the ribbon.
2. **Click** the '**+**' icon to add a **new diary item**.
3. **Enter** the relevant details and **click** '**save**' to add the diary item to the entity's agenda.

How to Record CDD:

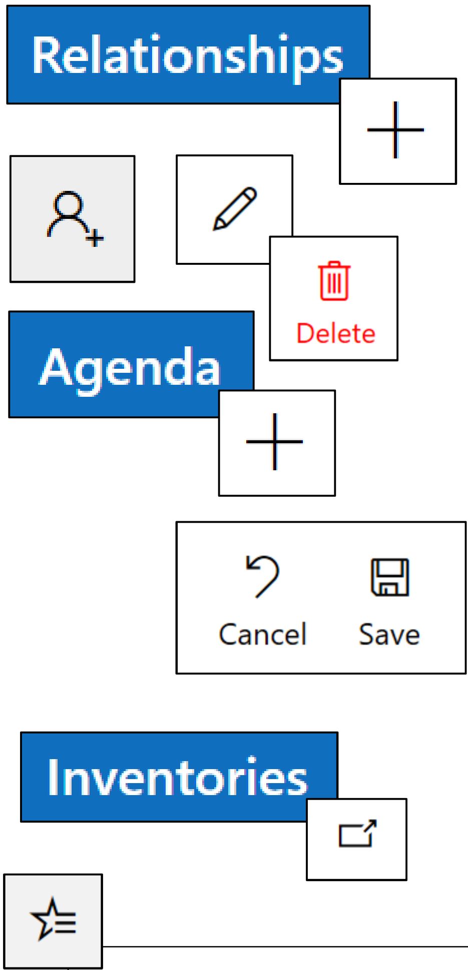
1. When creating a new administered entity in PlainSail, the system will automatically generate **inventories** relating to the required CDD for that entity.
2. To access these inventories, **click** '**Inventories**' in the ribbon.
3. **Click** the '**CDD for Structure**' inventory in the list at the left of the window.
4. **Click** the '**Pop-out**' icon to open the inventory and **edit** the information as required.

How to Set an Individual as a PEP:

1. **Open** the '**CDD for Individual**' inventory for the individual you wish to list as a **PEP**.
2. Under the '**CDD PEP?**' field, **change** the entry to be **yes**.

How to Store Tax Information:

1. Tax information is stored within the **Tax Classification** and **Tax Jurisdiction** inventories.
2. Once these two inventories have been populated, this information will flow through to the **entity's information page**.



Statutory and Compliance Reports:

1. Certificate of Incumbency;
2. Register of Directors;
3. Register of Members;
4. Annual Return;
5. CRS/FATCA Reports;
6. Compliance Breaches;
7. Error Reports;
8. Complaint Reports;
9. Conflict Reports; and
10. Benefits and Gifts Reports.