

Essentials

November 2020

The Dashboard

Access areas using side bar icons

Widgets normally showing tasks, inventories etc.

Edit your widgets and background

Access Help, record your time or Check In documents

Access your settings, set DND, view your Notifications

The screenshot shows a dashboard with a left sidebar containing icons for Dashboard, Profile, Entities, Inventories, Documents, Books, Billing, Pay, Reports, and Admin. The main area displays a 'Good morning, Demo' greeting, a 'DND' status indicator, and several widgets including 'Outstanding inventories assigned to you', 'My Workflows', and Outlook integration prompts. The bottom status bar shows the user name 'Demo User' and system icons for help, settings, and notifications.

Use Shortcuts

- Ctrl L Location search
- Ctrl H Return Home
- Ctrl N New
- Ctrl O Dashboard
- Ctrl 1 Profile
- Ctrl 2 Entities

Customize Your Dashboard

1. Click the padlock icon in the bottom right corner
2. To edit widgets, click the **gear** icon next to the padlock.
3. Current widgets are displayed in the list on the right.
4. Use the **Add** and **Remove** buttons to edit selected widgets
5. Add a background of your choice by choosing Select button under *Upload your own*
6. Once you are happy with your customisations, click the padlock icon again to commit the changes.



Change your background

No background Upload your own...

i Image will be dimmed to ensure text readability

Customise your dashboard widgets

Noticeboard	Inventory reports
Documents	Outlook Tasks
My Day	Workflow
	Outlook Mail

Recording Time & Check-in Documents

Record Time using the Billing calendar:

1. Click on the **Billing** icon in the left panel
2. Click on **My Week** from the ribbon – You can change the view in the window to: day, working week or week
3. Highlight the units you wish to add an entry for
4. Right click and click **Create New Entry** or press **Ctrl+N**
5. The default time entry screen will appear with the correct time and units selected
6. Select the activity, client and description
7. Once details are complete, click on **Save**
8. To edit an entry, double click on it
9. To delete an entry, select it then press **Delete** key
10. To copy an entry, select it then press **Ctrl+C** – click in the cell where you wish to paste it then press **Ctrl+V**

Record Time from the Dashboard:

1. Click on the clock icon in the footer bar.
2. Select an activity you are allocating time to
3. Select the client
4. Choose the date for the time spent
5. Enter a start time and the number of units spent on the work
6. Click **Save** to save the time entry.
7. Or click **Undo** to discard it.

Submit your timesheet at the end of the week

1. Go to **Billing** on the panel then **My Timesheet** tab from the ribbon
2. Your calendar view will be displayed
3. Make any edits as required
4. Click on **Submit** icon
5. Check the summary is correct and click **Submit** again

Check-In a Document

1. Your documents will all be stored and managed in a separate DMS called iManage. If you do need to check in a document on a rare occasion, do the following:
2. Click the **folder** icon in the footer bar.
3. Click the **save** icon to check-in the document.
4. Click the **undo** icon to discard your changes.
5. Click on the **Push updates but keep checked out** if you wish others to see the changes but not be able to edit yet



Enter a new time record

Activity: Compliance

Client: Beechwood Limited

Charged by: Your Trust Management Company

Date: 27/10/2020

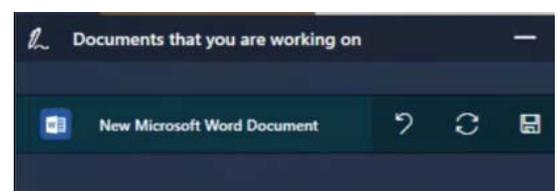
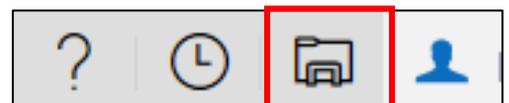
Rate info: ActivityRate id 1 - 16.00 per unit

Description:

Start time: 1 : 1 → 15:15

Units: 1

Duration: [Slider]



Entity Management

Search for an Entity:

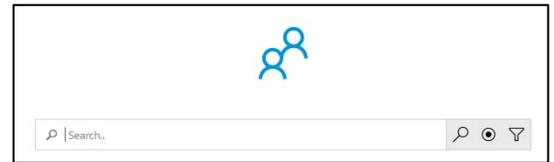
1. Open the **Entities** Homepage - type part of an entity name in the search bar – press **Enter**.
2. To return to Entities Homepage, click the **Home** icon or press **Ctrl + H**

Ribbon Options

1. Click the **Show Sidebar** button to access a list of your recently accessed entities and entities that you have marked as a favourite Click the star to add the current entity as a favourite
2. Click **Home** to return to main Entity page
3. Click the **Person** icon to add an entity
4. Use arrows to navigate between entities
5. Click the **Pencil** to edit an entity
6. Click on the **Triangle** to add a warning message for other PlainSail users
7. Adjust the fields you view on entities by clicking on the **cog**
8. Refresh the window with the **circular arrow**

Add a New Entity:

1. Click the Person icon in the ribbon to add a new entity
2. Choose the *Entity Type* from the dropdown list and click **Create** to set-up the entity.
3. Fill in the details on the form. The asterisk (*) denotes required fields.
4. Dependent on your selection, further windows may appear. When Inventory pages appear – complete the fields where possible (you can revisit these pages later).
5. Click **Forward** to move to the next entity page
6. Click **Close** to close an inventory
7. Click the **Save** icon to save the new entity or click the cancel icon to discard it.



Show Sidebar

Favourites /
Recent

Entities
Home page

Prev /
Next



Add a
Favourite

Add an
entity

Edit current
entity

Adjust fields on
the Profile page



Add a warning
message

Refresh
page

Create Corporate Entity:

Details

Name *	<input type="text"/>
Other ref	<input type="text"/>
Jurisdiction *	<input type="text" value=""/>
Currency *	<input type="text" value="GBP Pound Sterling"/>
Start Date	<input type="text" value="27/10/2020"/> <input type="button" value="15"/>
End Date	<input type="text" value="Select a date"/> <input type="button" value="15"/>
Requires Screening?	<input type="checkbox"/>
Company Type *	<input type="text" value="Other"/>
Registration Number	<input type="text"/>
Is Public	<input type="checkbox"/>
	<input type="checkbox"/> Is Administered?
Entity parent groups*	<input type="text"/> <input type="button" value="☰"/>

Enter any extra information here.

Contact Details & Tasks

Set Contact Details:

1. In an entity, click the **Contact** tab on the top ribbon.
2. Click the **+** in the ribbon.
3. Choose the applicable type of contact (email, phone, etc.) 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. Use this field to search for details. If they are not there, you can click the toggle box I cannot find the address in PlainSail. to enter new details.

Create a Task:

1. Create a task for any responsibilities that need to be carried out, e.g. arrange AGM, send out portfolio update, etc.
2. **Click** on the **Tasks** tab on the top ribbon.
3. **Click** the **+** icon to add a task.
4. Enter a Title for the task
5. Choose or add an entity
6. Choose or add who the task is assigned to
7. Add a group and description if required
8. Select a priority, date and if it will repeat
9. Click **Save** to add the task to the entity's agenda.

Documents **Contact** Billing

+

☰ Setup new contact details

Contact type
Please select the method of contact

Email

Do these contact details already exist in PlainSail?
If you think it might, lets try and find it to avoid duplicates :-)

Enter any part of the details, e.g. 'Flat 1A'

I cannot find the address in PlainSail

Undo Save

Workflows **Tasks** Relations

+

Create Task

Create new task

Title* Send out portfolio update

Entity* Ibbotson Holdings Ltd.

Assigned to Rob Kent

Group Administrators

Description

Priority* Normal

Due Date* 27/10/2020 Repeats:

Undo Save

Statutory Information and Compliance

Add and Edit Statutory Officers:

1. Click on the **Relationships** tab on the top 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.

Record CDD:

1. When creating a new administered entity, PlainSail will automatically generate inventories for CDD.
2. Click on Attention from the Profile page or open the entity and click **Inventories** on the ribbon.
3. Click **CDD for Structure** inventory in the list on the left
4. Click the Pop-out icon to open the inventory
5. Edit the information as required.

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**.

Set an Individual as a PEP:

1. Open the individual entity, click **Inventories**, then the **CDD for Individual** inventory
2. Under the **CDD PEP?** field, change the entry to be YES. This will add additional fields to be completed

The screenshot shows the PlainSail interface for 'The Beechwood Trust'. The top ribbon has 'Tasks', 'Relationships' (highlighted in red), and 'Documents'. Below the ribbon is a table of relationships:

Entity 1	Relation	Entity 2
Liz Beechwood	is beneficiary of	The Beechwood Trust
Dan Beechwood	is beneficiary of	The Beechwood Trust

Below the table is a '+ Create a new entity if required' button. The 'Add New Relationship' form shows 'Business Entity 1*' as 'Beechwood Limited' and 'Relationship*' as 'Beneficiary'. A search icon is highlighted in red. A summary line reads: 'Beechwood Limited is beneficiary of Ibbotson Holdings Ltd.' Below the form is an 'Attention - required items are missing:' warning box with two items: 'Reason for establishing relationship' and 'Service Description'. The bottom ribbon has 'Manage', 'Inventories' (highlighted in red), and 'Workflows'. Below the ribbon is a list of inventories:

Inventory Name	Date	Status
CDD for Structure	13 October 2020 09:21	0/1
Lifecycle Timeline	13 October 2020 09:21	1/1
Tax Profile Trust	13 October 2020 09:21	0/1
CDD for Individual	13 October 2020 09:21	0/1

Managing Shares

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. Click on **Post** to confirm
7. For a transfer or sale, select the share certificate to be redeemed.

Information **Manage** Inventories

Share Classes

Setup new share class for The Beechwood Trust

Issued by: The Beechwood Trust

Start: 27/10/2020

End: Select a date

Authorised: 1,000

Par Value:

Currency: GBP

Type: A Ordinary

Is ownership:

Description:

List shares issued

Share Transaction

Share transaction batch - The Beechwood Trust - A Ordinary of par value GBP 10.00 each

Batch date: 27/10/2020

Transaction type	Shareholder	Share Quantity	Premium per share	Total	Certificates Redeemed
Allot	Roz Ibbotson	500	0.25	Calculate 5,125.00	Certificates to redeem not required.
	22 Sunset View, Roundway, Vancouver...				

How to Sell & Buy Shares:

1. Click the **List Shares Issued** button for the class of shares that you wish to issue or transfer.
2. Change Transaction Type to **Sell**
3. Add the seller details and how many they are selling
4. Add a new row and add the buyer details

Transaction type	Shareholder
Sell	Roz Ibbotson
Allot	Rob Kent
Allot	22 Harbour View, Beach Road, Crowle...

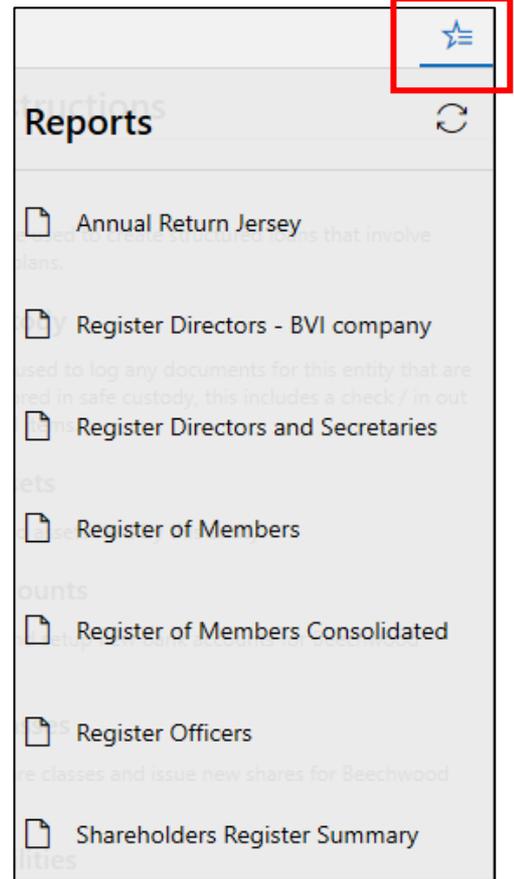
Reports & Tasks

Reports

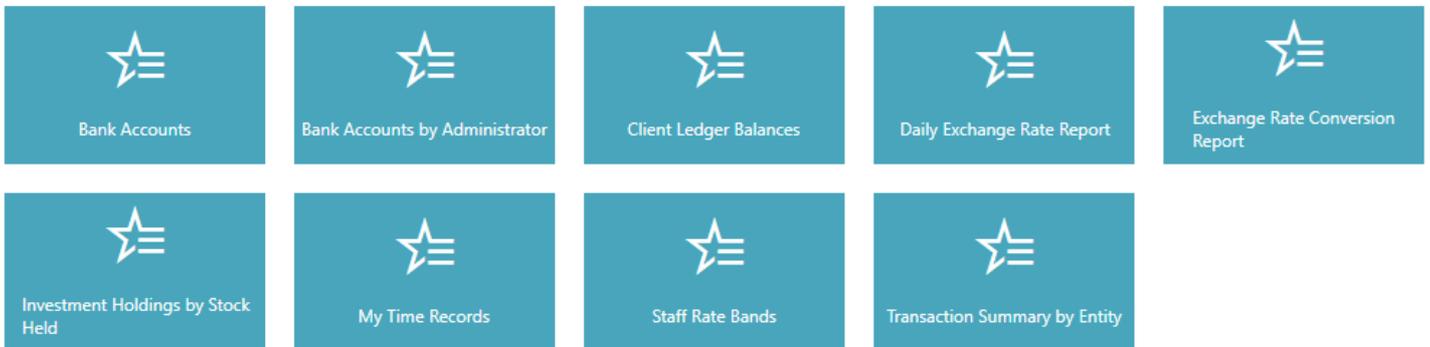
1. There are options to run reports from various screens in PlainSail
2. If a page has a Reports icon, then there will be reports available on the page, you can print or export to Excel
3. There are several reports available on the **Manage** tab

General Reports

1. General reports are available by clicking on the **Reports** icon on the left ribbon
2. From here global reports can be run. Each report allows you to filter down the results and export to Excel or print



Reports



Administered entities

Administered entities

Jurisdictions	<input type="text" value="Jersey"/>	▼	Type	<input type="text" value="Company,Trust"/>	▼
Administrator	<input type="text" value="No value"/>	▼	Directors	<input type="text" value="No value"/>	▼
Closed date after	<input type="text"/>	<input type="checkbox"/> NULL	Closed date before	<input type="text"/>	