



GeniusMethods

Workflow Screen Shots and Examples of Report

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Workflow Dashboards

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Dashboard

My Account | Help



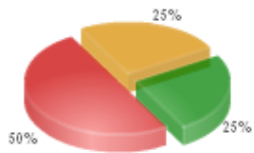
You are logged in as: BIS fund manager
LOG OUT

- Dashboard
- Checklists
- Tasks & Actions
- Reports

Session ends: 01:59:05

- My Actions (8)
- My Tasks (10)
- My Sign-offs (2)
- Tasks To Generate (24)

Overview



Overdue Due Soon On Time

Filter

Keyword search:

Due Date:

From: To:

Status:

(SHOW ALL)

Parent Task: (SHOW ALL)

Clear All

My Actions

Status	Ref No	Name	Task Reference	Parent Task	Dur	Due
NOT STARTED	P1.A01b.FA1.NAVCHECK.2	Download Benchmarks	Fourth Download Benchmarks	P1.A01.FA1.NAVCHECK NAV Monitoring	20 mins	21 Sep 09 by C O B
NOT STARTED	P1.A01e.FA1.NAVCHECK.5	Compare and Flag Warning	Fourth Compare and Flag Warning	P1.A01.FA1.NAVCHECK NAV Monitoring	5 mins	21 Sep 09 by C O B
NOT STARTED	P1.A01b.FA1.NAVCHECK.2	Download Benchmarks	New task Download Benchmarks	P1.A01.FA1.NAVCHECK NAV Monitoring	20 mins	21 Sep 09 by C O B
NOT STARTED	P1.A01c.FA1.NAVCHECK.3	Prepare Benchmarks	New task Prepare Benchmarks	P1.A01.FA1.NAVCHECK NAV Monitoring	10 mins	21 Sep 09 by C O B
NOT STARTED	P1.A01a.FA1.NAVCHECK.1	Download Information	090922 Download Information	P1.A01.FA1.NAVCHECK NAV Monitoring	30 mins	22 Sep 09 by C O B
NOT STARTED	P1.A01b.FA1.NAVCHECK.2	Download Benchmarks	090922 Download Benchmarks	P1.A01.FA1.NAVCHECK NAV Monitoring	20 mins	22 Sep 09 by C O B
NOT STARTED	P1.FA1.SWINGCHECK.1	Check flow	Client No 2 Check flow	P1.A02.FA1.SWINGCHECK Swing check	10 mins	24 Sep 09 by C O B
NOT STARTED	P1.FA1.SWINGCHECK.2	Investigate discrepancies	Client No 2 Investigate discrepancies	P1.A02.FA1.SWINGCHECK Swing check	10 mins	24 Sep 09 by C O B

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Right-Click above for more options



Workflow creation

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Project Control

System Admin | My Account | Help



You are logged in as: CSD SLC
LOG OUT

Session ends: 01:59:31

- Dashboard
- Checklists
- Tasks & Actions
- Reports
- Project Control**
- Template Data

Project Control

PIN BOARD

- KYC: Know your Client
- New Bus: New Business Work Process
- NB - NT: New Business - New Top-up
- 2. Rec Appl: Receipt of Application forms and DD ...

- Projects**
- Policies
- Checklists
- Tasks
- Actions

Show: Active Only

#	Ref No	Name	Dur	Order	Start	End	Act	Sort
1	Compl Fm...	Signed Application forms	5 day	START	1 00:00	5 08:59	Yes	↑↓
6	Check...	Source of Wealth documents received	1 day	START	1 00:00	1 08:59	Yes	↑↓
7	Miss Doc...	Missing Documents	1 day	START	1 00:00	1 08:59	Yes	↑↓
8	Revert...	Revert files to sales	1 min	START	1 00:00	1 00:01	Yes	↑↓
9	Final...	KYC review need to update	1 day	START	1 00:00	1 08:59	Yes	↑↓

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Right-Click on the rows above to change the time relationships.
 N.B. **Rows in red** have invalid time relationships. These must be corrected before trying to generate a working task.
 *Table cell shows Day followed by Time

[Add New](#)

Selected Action

Ref No:

Name:

Responsible Group:

Description:

Nature of Evidence:

Duration:

Active:

Start At Beginning of Day:

Save Changes



Checklists

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Checklists

System Admin | My Account | Help



You are logged in as: CSD_SLC
[LOG OUT](#)

Session ends: 01:59:39

Dashboard

Checklists

Tasks & Actions

Reports

Project Control

Template Data

Show Checklists for Project:

KYC: Know your Client

Generate Selected Working Task

Select a Checklist:

Search Checklists:

Select a Task:

Search Tasks:

	Ref No	Name	View
	NB - NW	New Business - New Wrapper	
	NB - NT	New Business - New Transact	
	NB - NT	New Business - New Top-up	

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Right-Click above for more options

	Due / Freq'	Ref No / Name	View
	ON DEMAND	1. Rec Info Receive information on confirmed new business	
	ON DEMAND	2. Rec Appl Receipt of Application forms and DD Information	
	ON DEMAND	3. Conf Acc Confirmation of Account Establishment	
	ON DEMAND	4. Acc Est Completing the Account Establishment	

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Right-Click above for more options



Working screens

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Tasks & Actions

System Admin | My Account | Help



You are logged in as: CSD SLC
LOG OUT

Session ends: 01:59:34

Dashboard

Checklists

Tasks & Actions

Reports

Project Control

Template Data

Select a Task:

Only my tasks

Search by Group:

(SHOW ALL)

Search Tasks:

	Status	Ref No./Reference/Name	Due	Owner
	IN PROGRESS	Rec Info / Fusion Receive information	29 Jan 10	SLC
	IN PROGRESS	Rec Info / Client Murray Receive information	28 Feb 10	MM
	IN PROGRESS	Rec Info / Dynamyx Receive information	19 Mar 10	SM1
	IN PROGRESS	Rec Info / Richard Receive information	31 Mar 10	SLC
	NOT STARTED	Rec Info / Fusion Test Receive information	20 Apr 10	SLC
	IN PROGRESS	APPR.P / ABC City Ltd Approved Persons	11 Jun 10	SLC
	IN PROGRESS	BCP Ret / BCP REF JUNE a BCP Retention	18 Jun 10	SLC
	IN PROGRESS	Rec Info / Receive information	30 Jun 10	SLC
	NOT STARTED	Rec Info / Client DEF Receive information	30 Jun 10	SLC

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Right-Click above for more options

Task Detail:

[View Actions for Selected Task](#)

Parent Details:

Project: [ACD WM: Wealth Manager ACD Tasks](#)
 Policy: [P1: ACD Tasks](#)
 Checklist: [P1.A.FA1: Fund accounting check list](#)

Task Details:

Ref. No: P1.A03.FA1.INVMANCHECK Owner: AM1
 Reference:
 Status: AWAITING SIGN-OFF
 Due Date: 23 Sep 09
 Name: Asset pricing check
 Description: Investment manager to check the pricing of every underlying holding
 Start Date: 23 Sep 09 Time to complete: 1 hour

Task Sign Off:

User	Role	Notes	Satisfaction	Sign Off Date	Action
SLC	USER	Satisfied but too slow	MED	23 Sep 09	
AT1	MANAGER			NOT DONE	



Example of a list report

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Reports

System Admin | My Account | [Help](#)

Dashboard

Checklists

Tasks & Actions

Reports

Project Control

Tem

Status Report by User

Report Date: 26 Jun 2010 08:6pm

Date Range: From 01st Jun 2010 to 01st Jul 2010

Working Tasks

User Name	Qty Not Started	Qty In Progress	Qty Awaiting Sign-off	Qty Completed	Total Tasks	Qty Overdue
CSD SLC	1	3	0	0	4	2

Working Actions

User Name	Qty Not Started	Qty In Progress	Qty Completed	Total Tasks	Qty Overdue
CSD Demo 1	2	0	0	2	1
CSD Demo 2	2	0	0	2	
CSD Manager 2	1	0	0	1	1
CSD Manager 1	3	0	0	3	2
CSD Compliance 1	1	0	1	2	1
CSD Sales Director	2	0	0	2	
CSD Salesman 2	1	0	0	1	
CSD SLC	18	1	3	22	5
Murray MacDonald	0	1	0	1	1



Example of an interactive report

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