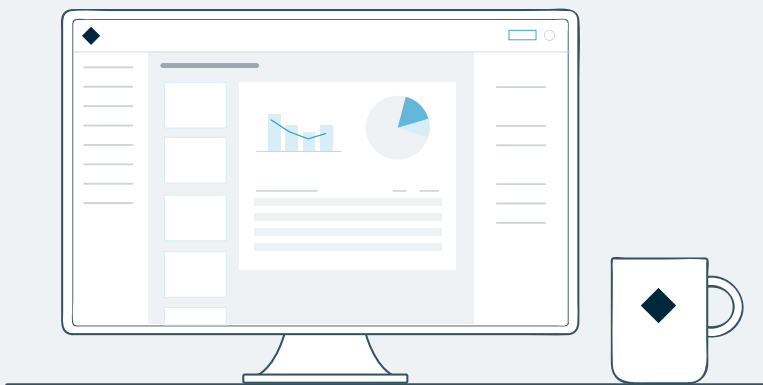




BLACK DIAMOND

Report Builder User Guide

Welcome to Report Builder!



The Black Diamond team is excited to announce the release of Report Builder, a tool that allows you to make changes to existing reports on the fly and build new reports from scratch.

When you have access to the Builder, you don't have to come through the Black Diamond service team to make those simple changes to reports.

We're excited to partner with you to unlock the power of the Builder and design brand new reports in Black Diamond.

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Overview: Report Builder

Left Pane
The Left Pane provides an overview of pages included in the template. View current page order, page names and object types.

Hover over any page to reorder, hide or delete that page.

Add Page
The Add Page button is at the bottom left of the builder so it's always easy to add any page to a template.

Header Bar
The Header area includes the Template name and buttons to Run or Save a template.

Center Pane
The Center Pane provides more detail about a selected page. Interact with Charts and Tables here to view settings or make updates.

Right Pane
The Right Pane provides Template, Page and Object level settings on three separate tabs. General settings display in the middle, while additional settings are contained within collapsed accordions for usability.

The screenshot shows a report builder interface for a template named "Monthly Billing". The interface is divided into several panes:

- Left Pane:** A vertical list of four pages: Page 1, Page 2, Page 3, and Page 4. Page 2 is currently selected and highlighted with a blue border.
- Header Bar:** Located at the top, it contains the template name "Monthly Billing", a back arrow, and two buttons: "Run" and "Save".
- Center Pane:** The main workspace showing a preview of the selected page (Page 2). It contains two "Chart Area" widgets and one "Table Area" widget.
- Right Pane:** A settings panel with three tabs: "Template", "Page", and "Object". The "Template" tab is active, showing fields for "Template Name" (Monthly Billing), "Description" (No Description), "Display" (Account Number Display: Untitled, Disclaimer: Create custom disclaimer, Page Numbers: Page X of X), "Data Settings & Filters" (Performance Returns: Gross of Fees, Market Value: Accrued, Annualized/Cumulative Returns: Annualized, Segmented Classification: Capitalization, SMA Classification), and "Preview" buttons.

Overview: Edit Table Content

Data Points

Predefined defaults display.
Ability to add, reorder, delete
or choose to include in Date
Range.

Groupings

Predefined defaults display.
Ability to add, reorder, delete
or include benchmarks for a
level.

Settings & Benchmarks

Configure data point specific
settings when available.
Select benchmarks to display
when available.

Edit Table Content

Manage your table data, date ranges and additional settings below.

Data Points: (Columns) +

Return	<input checked="" type="checkbox"/> Include Date Range	×
Return (Annualized)	<input checked="" type="checkbox"/> Include Date Range	×
Return (Cumulative)	<input type="checkbox"/> Include Date Range	×
Return (GOF)	<input type="checkbox"/> Include Date Range	×
Return (NOF)	<input type="checkbox"/> Include Date Range	×
Standard Deviation	<input checked="" type="checkbox"/> Include Date Range	×
Standard Deviation (GOF)	<input type="checkbox"/> Include Date Range	×
Standard Deviation (NOF)	<input checked="" type="checkbox"/> Include Date Range	×

Groupings: (Rows) +

Portfolio	<input checked="" type="checkbox"/> Benchmark	×
Class	<input type="checkbox"/> Benchmark	×

Configure Data Point Settings

View Benchmarks

Date Range(s):

Add Date Range

Current Day

Last Seven Days

Table Sorting

Sort by:

Name (Default)

Ascending

Descending

Show Top Rows

Amount:

3 Rows

Apply to:

Portfolio

Apply

Cancel

Date Ranges

Define Date Ranges for
included data points.

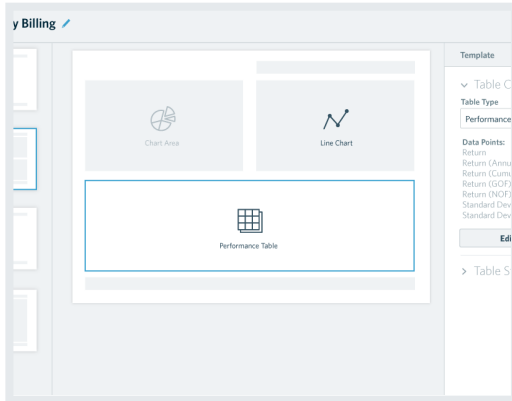
Table Sorting

Sort ascending or descending
by Data Point column.

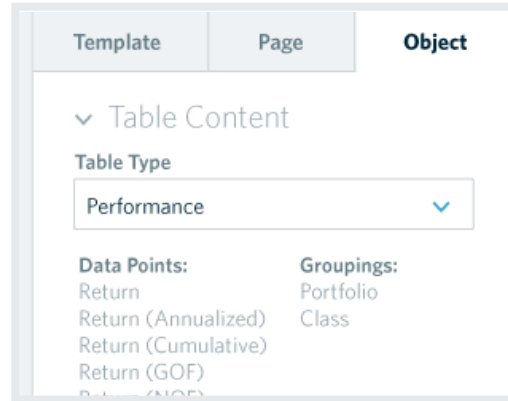
Show Top Rows

Show limited number of
Grouping Level rows.

How To Edit A Table



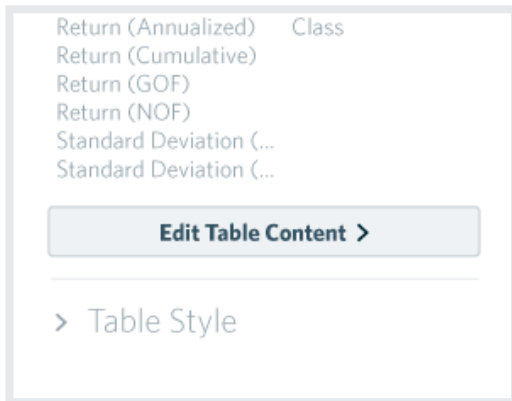
1) Click on the Table you want to edit in the center pane.



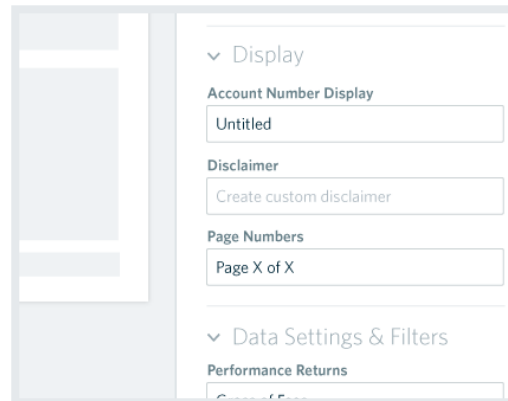
2) Select your Table Type from the drop down.



3) Review the pre-defined table Data Points and Groupings.



4) Click Edit Table Content to open modal to update content of chart.



5) Expand any to make general chart updates (title, legend format, etc.).

Overview: Edit Chart Content

Data Points

Predefined Data Points you can reorder and delete.

Groupings

Predefined Reporting Levels with the ability to reorder and delete.

Edit Chart Content

Manage your chart data, date ranges and additional settings below.

Data Points: (Columns) +

- Return ×
- Return (Annualized) ×

Groupings: (Rows) +

- Portfolio ×
- Class ×

Date Range(s):

Add Date Range ▾

- Current Day ×
- Last Seven Days ×

Apply Cancel

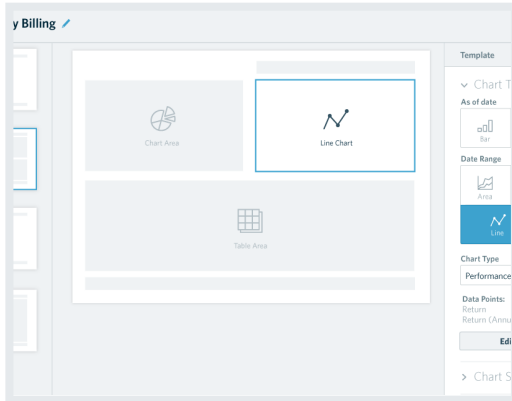
Adding Levels

Here are the additional available Data Points and Reporting Levels you can add.

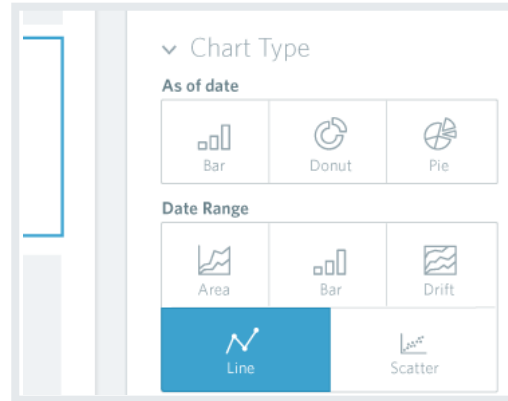
Date Ranges

Reorder, delete or add Date Ranges for this chart.

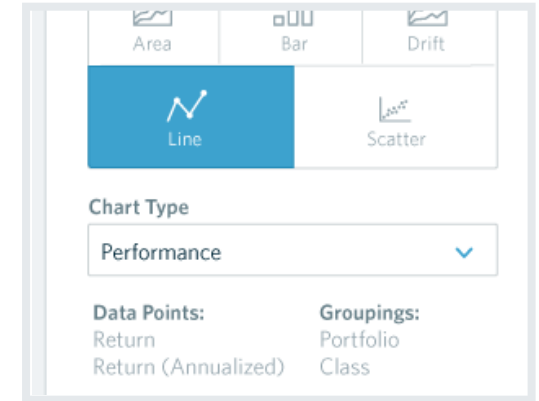
How To Edit A Chart



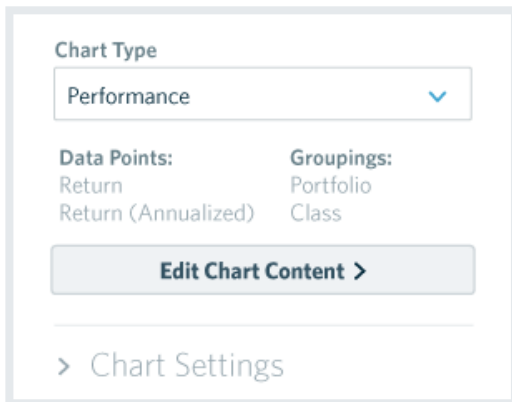
1) Click the Chart you want to edit in the center pane.



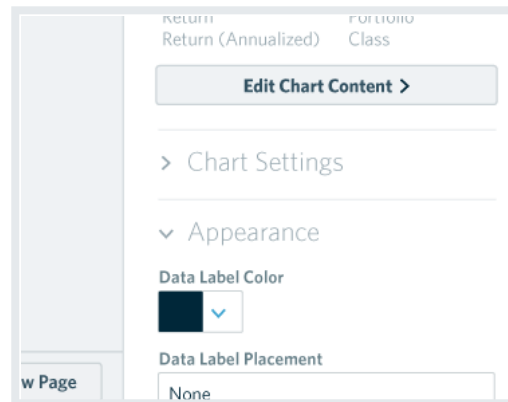
2) Select your Chart Type.



3) Select a specific Chart Type from the dropdown.

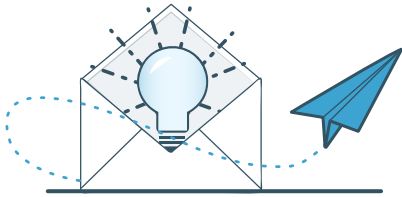


4) Click Edit Chart Content to open modal to update content of the chart.



5) Expand any to make general Chart updates (title, legend format, etc.).

Helpful Report Builder Resources



Send us your great ideas on Report Builder!

Do you want to learn more about report builder or share your report builder questions with us? Send us your ideas in BD3 by submitting a great idea in your BD3 user settings panel.



Advent Community

Read our post in Advent Community to learn more about all the report builder resources available to you. We have how-to articles, a reports catalog to describe all the reports and report builder videos.

<http://bit.ly/report-builder-resources>

*If you don't have access to community and you want to view our support content, contact your Client Advocate to get started today.



Watch Some Videos



Meet Will Theiler, product manager for Report Builder in this quick highlight video:

<http://bit.ly/report-builder-overview>



Watch the Report Builder webinar here for more in-depth coverage of report builder:

<http://bit.ly/watch-report-builder-webinar>