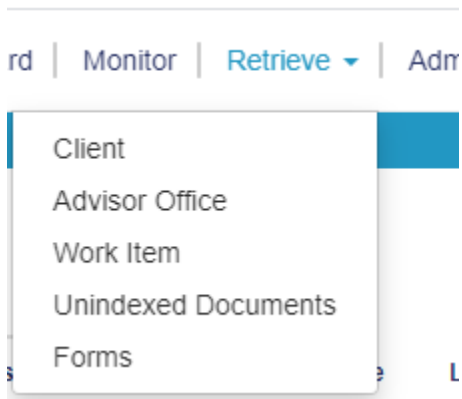




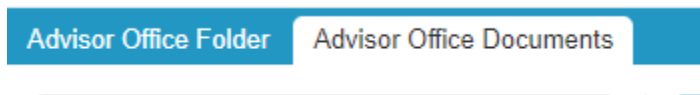
Let our independence ignite yours.™

Searching for Advisor Office Documents

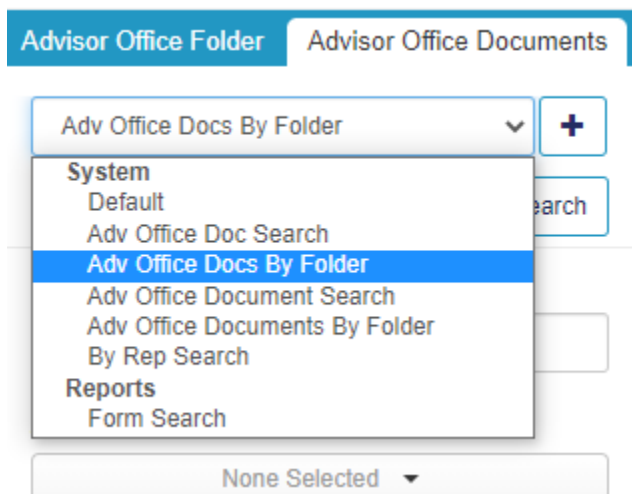
Click on Retrieve, then Advisor Office.



In the top left corner, click on Advisor Office Documents.



Click on the Search Type drop down arrow and select Adv Office Docs by Folder.



In the Folder Name box, type Outside RIA Account Activity and click Search.

Advisor Office Folder | Advisor Office Documents

Adv Office Docs By Folder [v] +

Clear [Q Search]

Folder Name begins with [v]
Outside RIA Account Activity

Advisor Office Type
None Selected [v]

You can review certain date ranges by including Created Dates in your search.

Created

From [calendar icon]

To [calendar icon]

You can also create a more detailed Customized Report by clicking on Customize Report on the top of the screen.



Drag and drop the field to the Search Criteria and/or Show in Table Columns. Name the report and Save.

Report Builder

Advisor Office Documents - Default

Available Attributes: Principal Review Status, Principal Review Status Date, Principal Review Status Hist, Process or Action, Retention Expiration Date, Retention Image, Revision, Routing Status, Scanning Station, Shredding Batch, Source Document Internal Id, Stamped, Upload File, URL, User, Vendor, Work Item

Search By Criteria: Document Type, Broker Dealer Forms, Other Forms, Document Date, Business Type, Vendor, Document ID, Created

Show in Table: Document Type, Broker Dealer Forms, Form Name, Other Forms, 10002:123, Document Date, Business Type, Notes

Sort By: 100001 Asc

Name: Form Name Search [Cancel] [Save]

It will now appear in the Search drop down list.

