



ViewPoint Software for Business Ltd

Universal Features

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Universal Features	
Feature	Feature Summary
Centralised Master File	<ul style="list-style-type: none"> • Single record for every Individual, Contact, Entity, Bank, etc. • Defines profile and core information per record • Address book, contact details for each record • Unlimited addresses / contact details per record • Each record can be parameterised for open / restricted use in other modules • Optional security at Master File Level
Centralised Address Book	<ul style="list-style-type: none"> • Addresses can be shared by multiple records e.g. a registered office is only entered once • Country, region, city, street parameterised searching of existing address records • Automated global change of address feature • Full history of addresses with start / end dates • Multiple options for address format
Compliance, Due Diligence & KYC	<ul style="list-style-type: none"> • Comprehensive "Best Business Practice" Compliance, Due Diligence and KYC data fields • Optional additional user defined fields compliance folder - unlimited number of fields / multiple field formats • Automatic to-do list update for missing or expiry due compliance and KYC data • Advanced reporting capabilities. • Amendments linked to Global Change feature.
Relationship Management	<ul style="list-style-type: none"> • Ability to link Master Files to other Master Files • Multiple 'file owner' options • Master File Relations Register • Advanced relations enquiry features including parent / child relationship views • Optional per Master File authorised relationship roles only settings • Comprehensive reporting on relationships and underlying relations profiles
Alerts	<ul style="list-style-type: none"> • Master File specific automated user alerts • Prompted in all modules whenever a flagged Master File is selected • Multi types of Alert • Alert types can be client defined • Active / inactive alert status to maintain history • Start / end / review dates • Link to to-do list for forthcoming alert end / review dates

To- Do List	<ul style="list-style-type: none"> • Automatically compiled list of actions to be undertaken with associated date • Events listed in the to-do list can be system automated, user defined or ad-hoc items created by the user • Also viewable in Task Manager in Document Manager module • User defined review horizon / period to schedule actions • Actions can be searched by administrator, team, globally or by Master File selected • Optional help note per To-Do list item to advise how to do • Optional setting for automatic to-do list review on logon to system
File Notes / Recurring Tasks	<ul style="list-style-type: none"> • Client defined categorised listing of notes / memo items /events to be undertaken • Can be assigned, with due date, between users for future review / follow-up / specific action • Recurring tasks option to automatically reset the next due date after completion • Included in to-do list review and summary • Included in the Document Manager module task listing • Ability to save operational checklists including the individual components to a file note
Form / Template Library	<ul style="list-style-type: none"> • Multiple libraries of templates - statutory, minutes & resolutions, general, correspondence, billing, purchasing, accounting, reports • Statutory forms for more than 20 jurisdictions • Templates can be easily copied and / or customised • Easy to use Wizard for the creation or new or the customisation of existing templates
Document Generation	<ul style="list-style-type: none"> • System generated documents can be (1) automatically prompted on undertaking a specified event or (2) manually generated on request • Event linked generation can be parameter and / or condition specific, e.g. jurisdiction and / or officer type • Templates can be automatically populated with information from the database. • Documents are stored in a central form queue pending selected or batch generation • Templates are in Microsoft Word format and are highly customisable, both in format and content • Generated documents are easily edited once generated • Automatic Storage in Document Manager • Automatic Task creation on document generation • Document completion status tracking
Correspondence Generator / Register	<ul style="list-style-type: none"> • Produces generic correspondence templates in Microsoft Word format • Templates can included multiple details from the system including addressee name, address, contact, tel / fax number, company name, register office address, directors etc. • Templates can be in basic 'skeletal' format or have standard body text embedded into the template and include extracted data • Automatic Storage in Document Manager option • Automatic Task creation option

Safe Custody Register	<ul style="list-style-type: none"> • Maintains details of all items held in safe custody • Movement register on each safe custody item • Includes details of movement type, requestor, date of request and details of action taken • Integrates with Document Manager for instant viewing of image of the safe custody item • Per Master File but can be searched by administrator , team or globally • Location and custodian details if item held offsite • Categorised for ease of use, each category has an optional sub-category for further segregation or analysis
Compliance Register	<ul style="list-style-type: none"> • Records events and actions stipulated by regulators and / or internal procedures to be recorded e.g. gifts received, complaints, advertisements, etc. • Events are categorised by event or action type and optionally sub-categorised within each individual event or action type • Includes an actions register to detail what and who undertook any actions required • Optional advanced security to restrict access
File Archives Register	<ul style="list-style-type: none"> • Records items (boxes, files and documents) that have been archived - on or offsite • Archives items are categorised, the categories can be client defined and each category can be further sub-categorised if required • The core archive information details the item location, content description, item period and destruction schedule details etc. • For each archive item there is a parameterised movements register to ensure the current location and item holder is always known
Enquiry	<ul style="list-style-type: none"> • Comprehensive all modules enquiry feature • Expandable and collapsible menu items to view more detailed or summarized information including transaction specific details • Easy drill down on other records displayed in the enquiry screen • Available through main tool bar or right mouse click • Facilitates multiple enquiry screen viewing
User Fields	<ul style="list-style-type: none"> • Ability to create an unlimited number of user defined fields • Field format and field captions are user defined • Includes user defined parameter tables for bespoke look-up tables. • User fields can be grouped together • User fields can be retrieved and applied on a per Master File basis, or be applied globally • User fields can be reported on, be included in the to do list review and be included in the templates within the ViewPoint libraries
Audit	<ul style="list-style-type: none"> • Event log with retrigger feature • Change log • Generated document tracking