



Advisor Dashboard Overview

Use the links below to navigate to instructions on how to complete the following actions in AddVantage:

- [Access the Advisor Dashboard](#)
- [Look Up Detailed Account Information](#)
- [Set Advisor Dashboard as AddVantage Home Page](#)

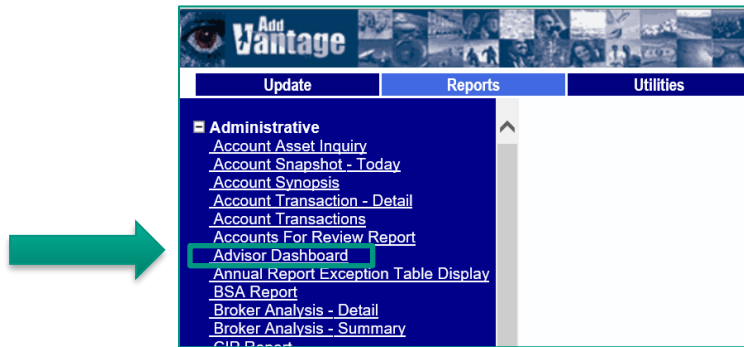


Advisor Dashboard

Access the Advisor Dashboard

AddVantage's Advisor Dashboard allows you to easily view all your accounts in one place and easily look into different account details, such as Interested Parties, tax, and bank information.

Access the Advisor Dashboard by going to **Reports > Administrative**, then clicking **Advisor Dashboard**, as shown below.



After opening the Advisor Dashboard, enter your **Officer ID** and select your **Relationship** code (e.g., AO, IO, RO – a table listing these is below), then click **OK**.

Advisor Dashboard

Officer ...

Relationship AO IO RO TO TB TA
 AC NO OO PB IM

Sort By Account Number
 Account Name
 Market Value
 Officer

Sort By lets you choose how to sort all accounts on the following page, such as by number or market value

Relationship Code	Code Meaning
AO	Administrative Office
IO	Investment Officer
RO	Real Estate Officer
TO	Tax Officer
TB	Trust Broker
TA	Trust Administrator
AC	Accountant
NO	New Business Officer
OO	Other Officer
PB	Private Banking Officer
IM	Investment Manager

ADVISOR DASHBOARD REFERENCE GUIDE

If you do not know your **Officer ID**, click the ellipsis (...) and select the officer code specific to your name or your advisor's name. Please note, multiple officer codes can be displayed at one time by entering the codes with a space between (e.g., 111 222).

Once you enter your Officer ID and Relationship code, you will see all accounts at a glance, including the Account Number, Name, available cash balances of the Income and Principal portfolios, and total account values, as shown below.

NATIONAL ADVISORS TRUST COMPANY

Run on 3/25/2021 11:07:06 AM

Advisor Dashboard

Sort By Account Number
Relationship IO

Ticklers
Overdrafts
Personal Folder

Officer: 925 - KINSEY HOFFMAN

Account	Name	Fees YTD	Inc Cash	Prin Cash	Total Market Value	Tax Cost	LINKS						
		0.00	539.95	539.95-	894,901.01	455,339.53	NT	RM	TR	SY	PT	CI	CM
		0.00	0.00	10,568.21	17,814.72	5,641.76	NT	RM	TR	SY	PT	CI	CM

SUMMARY

	Total Accounts	Total Fees Year-To-Date	Total Market Value	Total Tax Cos
Central Accounts	2	0.00	912,715.73	460,981.29
Master Accounts	0	0.00	0.00*	0.00

* Total contains market values for all Accounts linked to these masters. Some accounts may not belong to this officer selection

Account displays the account number for each listed account, while **Name** displays the account owner

Inc Cash and **Prin Cash** reflect the available cash balance for Income and Principal for each account, respectively

In addition, the right-side of the Advisor Dashboard includes Links for each account that allow you to easily click and look up specific information, such as remittance listing and contact information, as shown below.

LINKS						
NT	RM	TR	SY	PT	CI	CM
Account Notes	Remittance List	Transaction Listing	Synoptic Record	Pending Trades	Contact Information	Cash Management



Detailed Account Information

Look Up Detailed Account Information

From the above dashboard view, you can easily look up various account details by clicking on the **Account Number** in the left column, as shown below. From this view, you can click any link under the **Group** column to go to a detailed page, such as clicking "TX" to view Tax Information and Federal and State Withholding on record for the account.



Officer: 925 - KINSEY HOFFMAN

Account	Name
██████████	██████████
██████████	██████████

Account: ██████████

Group	Group Name
BI	BASIC INFORMATION
AA	AMORTIZATION AND ACCRETION
AI	ASSET INSTRUCTIONS
ATN	ADVENT TRUSTED NETWORK INTERFACE
CM	CASH MANAGEMENT
FE	FEES
FR	FEE RECEIVABLE
GSI	GRAPHICAL STATEMENT INTERFACE
IMI4	ADVENT INVESTMENT MANAGEMENT INTERFACE
IR	INVESTMENT REVIEWS
IV	INVESTMENTS
MFP	MUTUAL FUND PROCESSING
PI	PROTECTED INFORMATION
REG	REGULATORY
TX	TAX INFORMATION
UD	USER DEFINED
WL	WEBLINK

Similarly, click on the **Name** field to see all Interested Parties tied to the account and their respective relationships, as shown below. This information is essential when filling out forms and form suites for disbursements, which require the Interested Party Number receiving the disbursement, as well as their relationship to the account (e.g., Accountant, Beneficiary, Donor, Other).

Officer: 925 - KINSEY HOFFMAN

Account	Name
██████████	MISSOURI A REV
██████████	DAKOTA J INH

Account	Relationship	Interested Party
██████████	LINKED AS CO-FIDUCIARY PARTY TO 0204826	0204826 MISSOURI JANE
	LINKED AS CO-FIDUCIARY PARTY TO 0294280	0294280 MISSOURI ROBERT
	LINKED AS DONOR PARTY TO 0400390	0400390 HOUSTON WILLIAM
	LINKED AS OTHER INTEREST PARTY TO 0456624	0456624 1234 BANK
	LINKED AS INVESTMENT ADVISOR TO 0205773	0205773 ADVISOR FIRM

View any Interested Parties under the **Relationship** column – the type of Interested Party is named after “Linked As” – such as “Donor Party” or “Other Interest Party.” You may click the Interested Party Number to see information about remittances and statements tied to the party

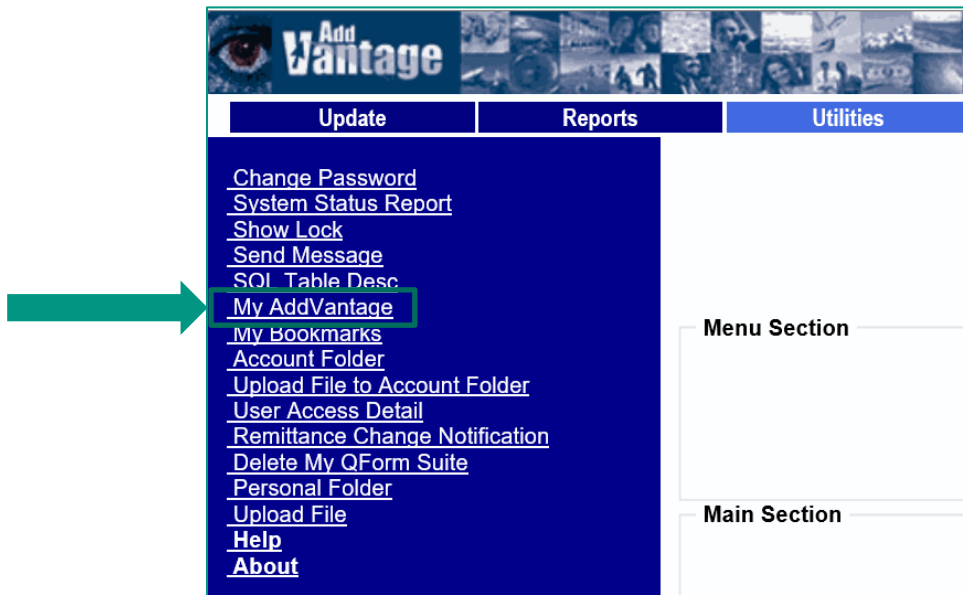
The Interested Party number is shown here (ex. 0400390) as well as under the **Relationship** column – you may click a specific Interested Party Number to see basic and regulatory information tied to the party



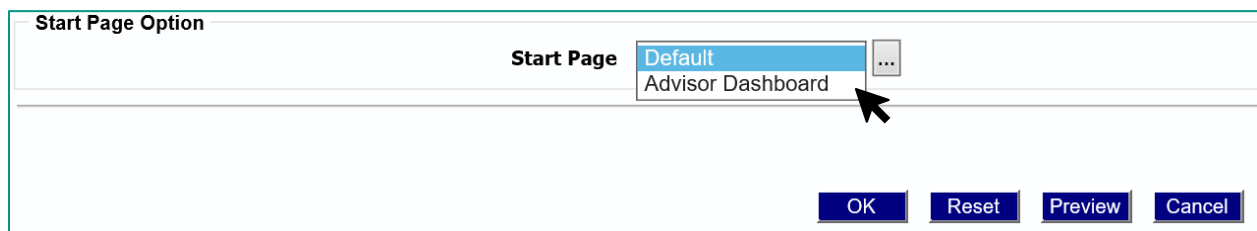
AddVantage Home Page

Set Advisor Dashboard as AddVantage Home Page

You may set the Advisor Dashboard to be your home page in AddVantage, enabling you to quickly navigate to any accounts. Begin by clicking **Utilities** and then **My AddVantage**, as shown below.



At the bottom of the My AddVantage window is a drop-down menu titled **Start Page**. Click the drop-down menu and select **Advisor Dashboard**.



After selecting **Advisor Dashboard**, click the ellipses (...) icon to the right and enter the **Officer ID** and **Relationship** code of the desired accounts for your AddVantage home page, then click **OK**. After you click **OK**, you will receive a confirmation screen that the change has been processed. Please note, you must restart **AddVantage** and log back in for the change to take effect! Repeat these steps if you need to edit your home page, or if you want to change it back to **Default**.



Advisor Dashboard

Officer

Relationship AO IO RO TO TB TA
 AC NO OO PB IM

Sort By Account Number
 Account Name
 Market Value
 Officer

My AddVantage

Updated My AddVantage Successfully
Application Area: TRM
3/25/2021 11:54:12 AM
Your changes will take effect next time you login.