



# P-Card Generator User Manual

Version 1.6



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## Introduction to P-Card Generator

### Overview

The core function of P-Card Generator is to provide the user with a generic publishing framework for both qualitative and quantitative data. P-Card Generator has been created to give users maximum flexibility in both what they choose to publish as well as who should receive the data. In terms of the data itself, PerTrac has consulted with many leading hedge funds and investors in hedge funds to define an appropriate data structure and set of data fields. These fields encapsulate portfolio attributes, risk data, performance data, and various aspects of a fund and the fund management company. The data template is dynamic and will evolve in line with customer feedback. All of the data that is delivered via P-Card Generator is produced as encrypted xml.

### Download and Installation

The P-Card Generator installer file can be downloaded for free from the PerTrac P-Card website, [www.pertrac-pcard.com](http://www.pertrac-pcard.com). The steps for downloading the software are:

1. Log into the PerTrac P-Card website using an existing user name and password. If a user does not have a user name and password, they will need to create one after submitting a fund for registration and creating an online account.
2. Click on either **Software** in the left menu or the **Software** tab on the selection box in the middle of the screen.
3. Another way to download the software is through the link on the "Welcome to PerTrac P-Card" email which is received after registering for the service. Click on the **Click here to Download** link inside the email.
4. The P-Card Generator.exe file can be run directly from the website or saved to the user's computer. It is recommended that users download the \*.exe file to their computer and launch the installer from there.
5. Locate the P-CardGeneratorSetup.exe file and double-click it to start the installation process.

**Figure 1.1.1: Getting Started with P-Card – Login / Create an Account**

PERTRAC | P-Card [About Us](#) [Contact Us](#)

User Name:  Password:  [Forgot Password?](#)

**P-Card**  
 Register Fund  
 About P-Card  
 P-Card FAQs

**Administration** »  
**Compliance** »  
**Support** »

Welcome to the PerTrac P-Card Fund Registration website.

PerTrac P-Card is a free fund data distribution tool from PerTrac, the leading provider of analytic and workflow tools to the alternative investment industry. With PerTrac P-Card, managers can send selected qualitative and quantitative fund data privately, securely and directly via email to investors and prospect, who can then automatically process the information without the need for manual data entry.

The first step to using P-Card is for you to register your fund to obtain a P-Card Certificate. This Certificate enables you to produce valid P-Cards for your fund. The P-Card Certificate, and all P-Cards generated for your fund, will contain a unique fund-specific PerTracID which ensures that the fund information in a P-Card flows properly into the PerTrac Analytical Platform and is associated with the correct record in the recipient's database. Once you have registered your funds, be sure to download and install the free P-Card Generator software, which can be found by clicking on the [Software](#) link.

If you have any questions about how to set up, create or send P-Cards, please visit the [P-Card Support Website](#) or contact P-Card Support at [support-us@pertrac.com](mailto:support-us@pertrac.com).

Thank you for using PerTrac P-Card.

**Funds to Register** [Add Fund](#)

Fund Name  [Remove](#)

Management Company

[Add Share Class](#)

Class Currency On/Off Shore Delete

[Next](#)

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**Figure 1.2.1: Getting Started with P-Card – Download the P-Card Generator**

PERTRAC | P-Card [About Us](#) [Contact Us](#)

Welcome asmith! [Logout](#)

**P-Card**  
 Register Fund  
 About P-Card  
 P-Card FAQs

**Administration** »  
 Instructions  
 Funds  
 Software  
 Account Info

**Compliance** »  
 Compliance Log

**Support** »

Instructions Funds **Software** Account Info

In order to create a P-Card, you must download and install the P-Card Generator software. This software requires Microsoft Windows 2000 or newer operating system.

[Click here to download](#)

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Installing P-Card Generator is a simple step-by-step process guided by a standard installation wizard. The simplest install process is to leave all of the configuration elements at their default settings. In following this approach, the application itself as well as associated database and directory files will be installed on the user's local hard drive.

The database and directory files can both be customized during the installation process, and a user may prefer to install the application on a shared or network drive. The advantage of this configuration approach is that multiple users in an organization will be able to access a single networked installation of the P-Card Generator application or access a single centralized database from several instances of the P-Card Generator installed on various desktops. Security controls can also be configured around this process. *For more information on setting up the P-Card*

*Generator database on a network, please see the section on “Setting P-Card Preferences / Database”.*

The installation process, once completed, will create a desktop shortcut to the application that the user can double-click to launch P-Card Generator.



### **Launching P-Card Generator**

When the P-Card Generator is launched for the first time, the user is greeted by the P-Card Setup Wizard utility. Following the Setup Wizard's step-by-step approach is the easiest way to configure P-Card Generator and start creating P-Cards for one or more funds.

## Using the P-Card Generator Setup Wizard

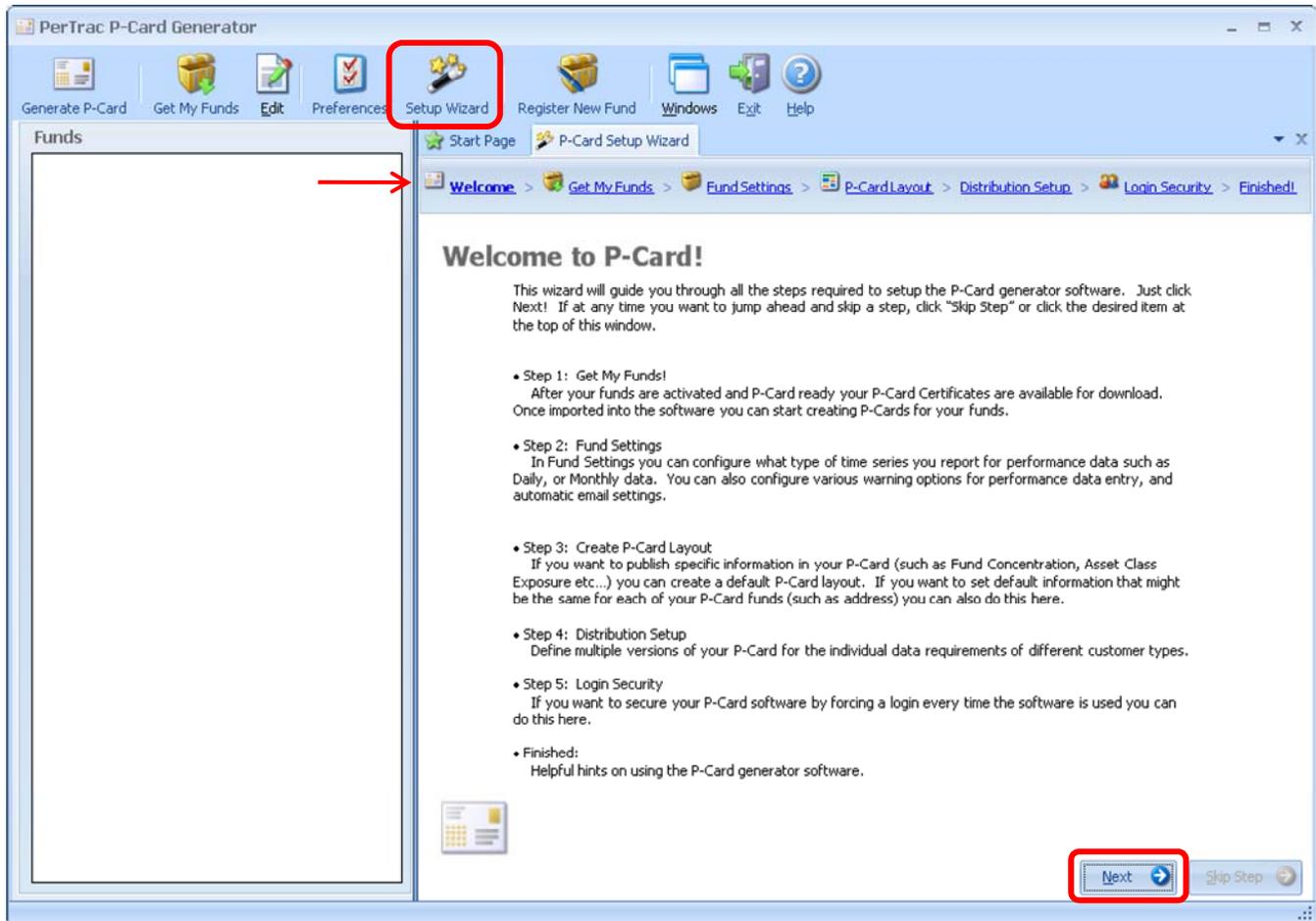
The five-step P-Card Setup Wizard allows the user to set defaults for Getting Funds, Fund Settings, P-Card Layout, Distribution Setup and Login Security. The components of the Setup Wizard are each individually labeled and users can choose to skip from one step to another, via the on-screen tabs, as opposed to going through the wizard in tab order. Users can return to skipped sections at any time. All the functionality within the Setup Wizard is also accessible in other areas of P-Card Generator without going through the Wizard.

The Setup Wizard allows the user to apply the content of a data field to one or more funds at the point of setup. This is helpful when users set up a large number of funds that are going to share a number of similar characteristics, for example, address, service provider, personnel, fund structure. This workflow is a unique aspect of the setup process.

The Setup Wizard process is most useful to a fund manager who is going to maintain several P-Cards with a large number of overlapping common fields and identical layouts. This situation would be expected to be true for funds that follow the same type of strategy but differ by class and currency, as well as for situations in which a fund has a number of feeder products that invest in the same underlying funds but with differing allocations.

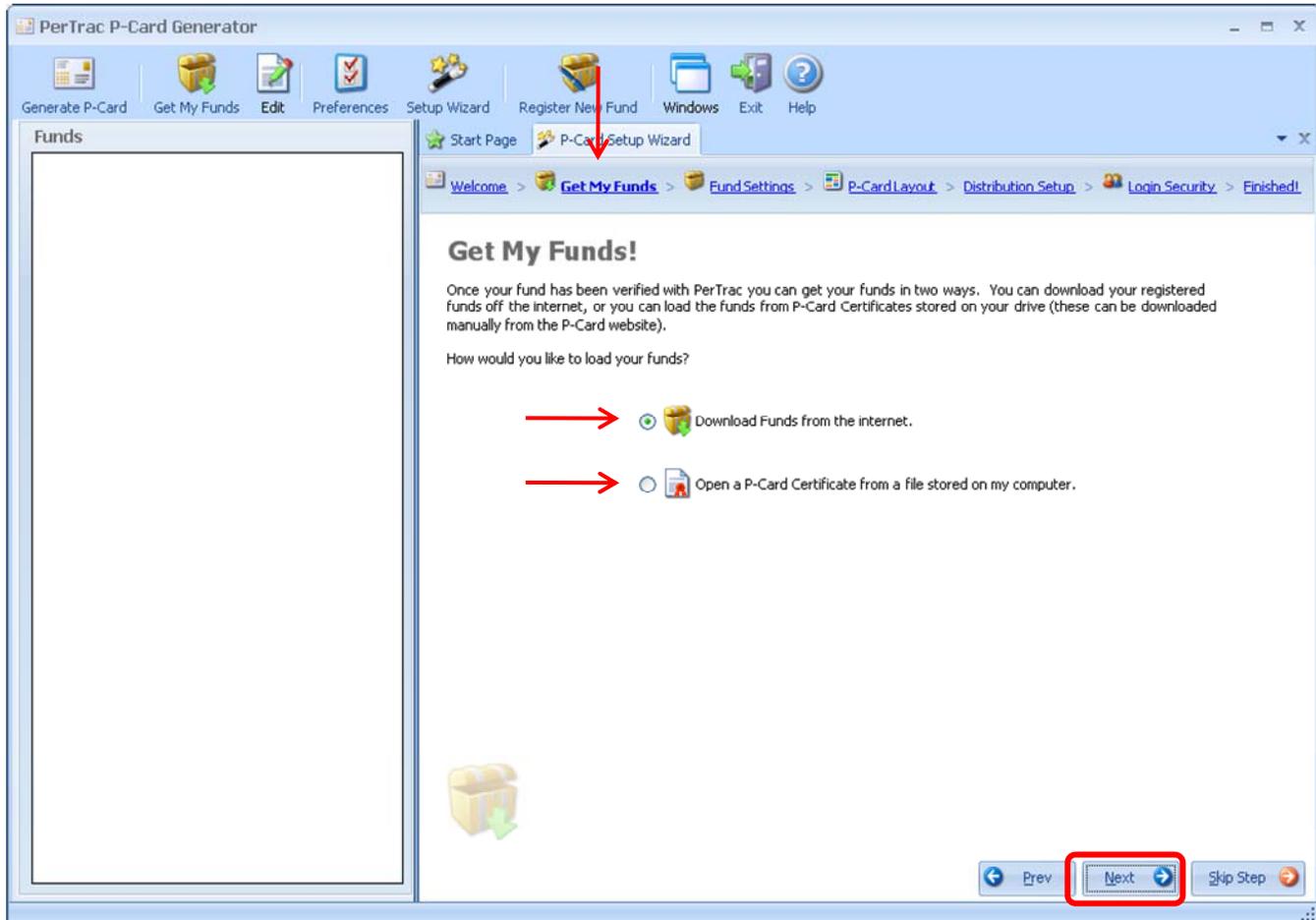
### Getting Started with the P-Card Setup Wizard

1. Launch the P-Card Generator application that was downloaded from the Registration website. (The P-Card Generator can be launched from the directory Program Files / PerTrac Financial Solutions / P-Card Generator or from the shortcut icon on the desktop).
2. After launching P-Card Generator, click on **Setup Wizard** in the top ribbon. *First time users will automatically be taken to the Setup Wizard.*
3. Read the Welcome to P-Card page and click **Next**.
4. Users will be directed to the **Get My Funds** section, where they can either download P-Card Certificates for their registered funds from the Internet directly into P-Card Generator or open previously obtained P-Card Certificates currently stored on their computer. To skip the **Get My Funds** section, click **Fund Settings** at the top of the window or **Skip Step** at the bottom. For information on registering funds, see the *PerTrac P-Card Fund Registration User Guide*.

**Figure 2.1.1: P-Card Generator Setup Wizard – Welcome**

**Get My Funds – From the Internet** (requires user to be connected to the internet)

1. Select the **Download Funds from the Internet** option. This is the default setting.
2. Click **Next**.
3. Login using the registered user name and password. *All verified funds for the user will be automatically imported.*

**Figure 2.2.1: P-Card Generator Setup Wizard – Get My Funds**

4. The imported funds will be displayed in the Funds section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

**Note:** This process assumes that participating firm's Internet firewalls will permit downloading. If the user is working remotely, away from the office environment, the user will need to assign the correct IP address for the proxy server to acquire one or more funds via the internet.

**Get My Funds – From the User's Computer**

1. Select the **Open a P-Card Certificate from a file stored on my computer** option.
2. Traverse to the location where the user saved the verified P-Card Certificate(s) downloaded from the P-Card registration website.
3. Select the appropriate P-Card Certificate(s).
4. Click **Import**.

- The imported funds will be displayed in the Funds section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

**Note:** *P-Card Certificates have been created with a unique description equivalent to the fund name and class as well as their own extension (\*.pcc).*

**Note:** *Since the P-Card Generator can be configured to support different users, the list of funds menu could consist of funds that will be updated by different individuals.*

## Fund Settings

These settings determine the performance reporting interval of P-Card fund returns and how an email is automatically populated when the P-Card is generated.

### Returns/Performance

Users must first indicate if the information pertains to all funds currently in the Generator or to future funds. If the information pertains to all funds, click the check box above the "Returns/Performance" grid.

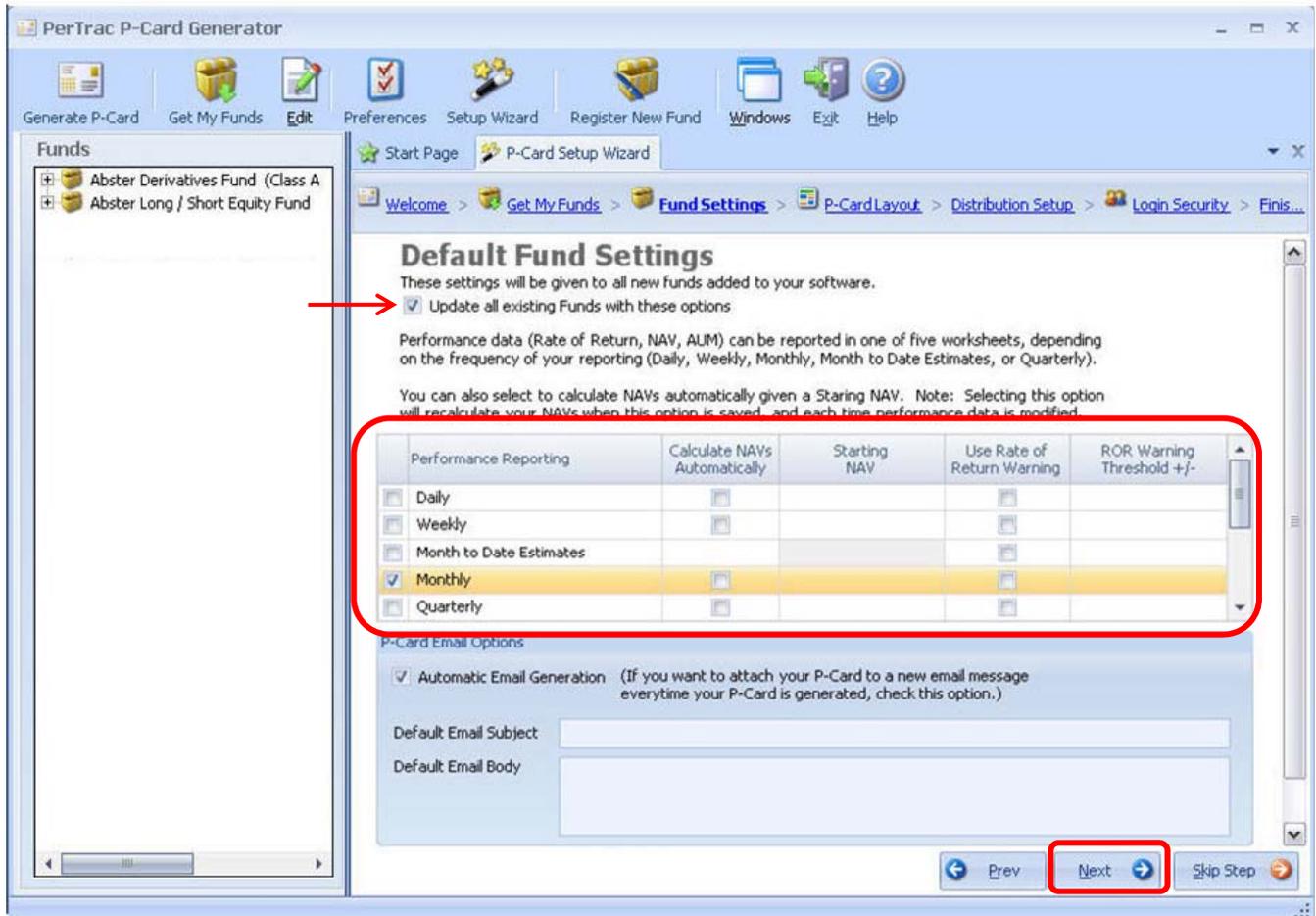
For each performance reporting frequency, the user can include:

- Performance Reporting:** This is a required field located in the farthest left column of the "Returns/Performance" box. Select the reporting frequency by clicking on the appropriate check box. More than one frequency can be checked. The default setting is to include only monthly.
- Calculate NAV's Automatically:** A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.

**Note:** *Month to Date Estimates cannot have its NAV calculated automatically.*

- Starting NAV:** This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
- Use Rate of Return Threshold:** The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
- ROR Warning Threshold +/-:** The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user's threshold.

**Figure 2.3.1: P-Card Generator Setup Wizard – Default Fund Settings – Returns/Performance**



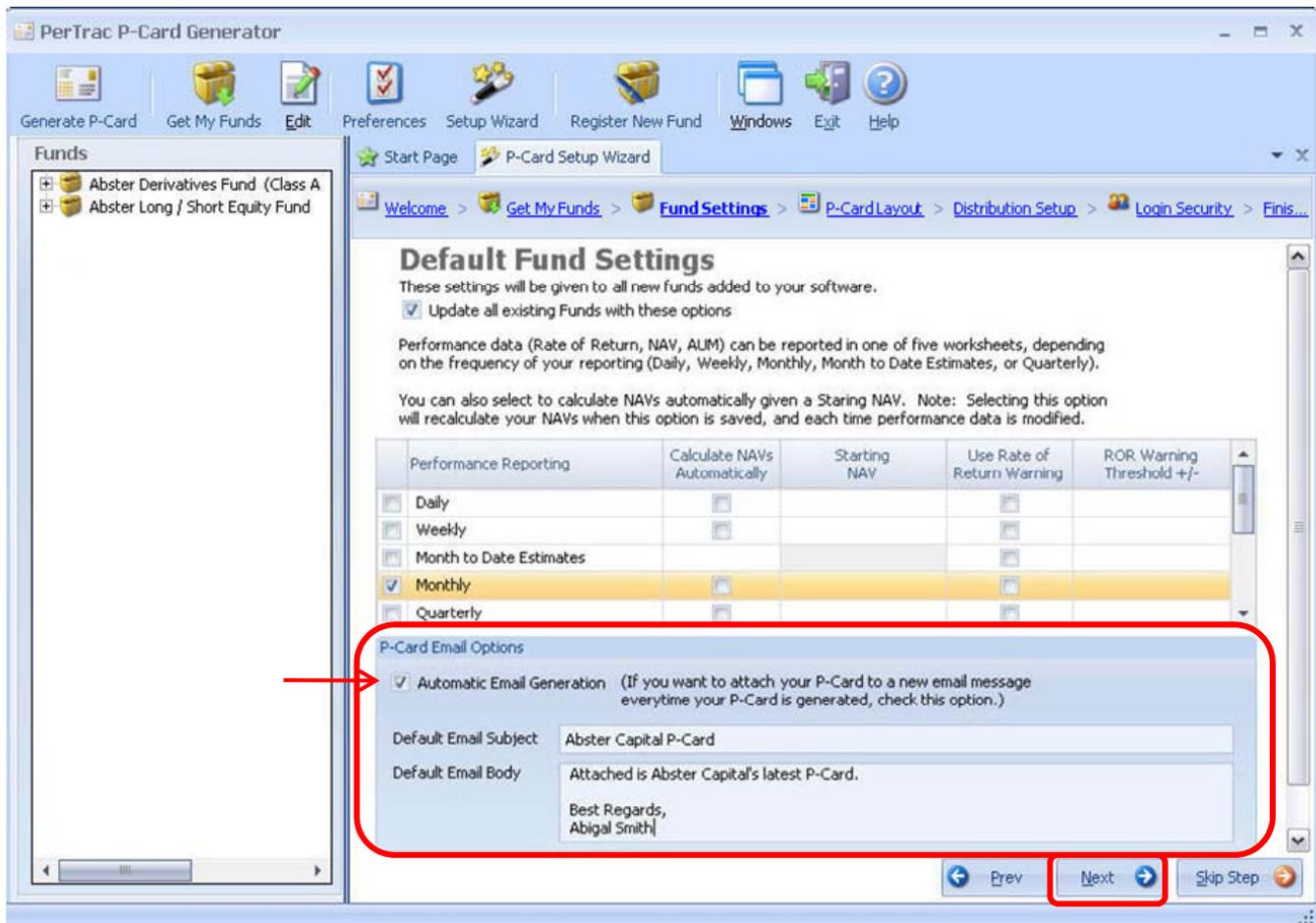
## P-Card Email Options

The user can choose to configure their system so that every time a P-Card is generated, a default email is created.

1. Check the box beside **Automatic Email Generation**. This will cause an email to be automatically populated when a P-Card is generated. The P-Card will be attached to the email.
2. Add a default subject.
3. Add a default email message.

After entering the above settings, click **Next** at the bottom of the window.

**Figure 2.3.2: P-Card Generator Setup Wizard – Default Fund Settings – P-Card Email Options**



**Note:** If this option is not used, an email will have to be created and the P-Card attached manually in the users email system.

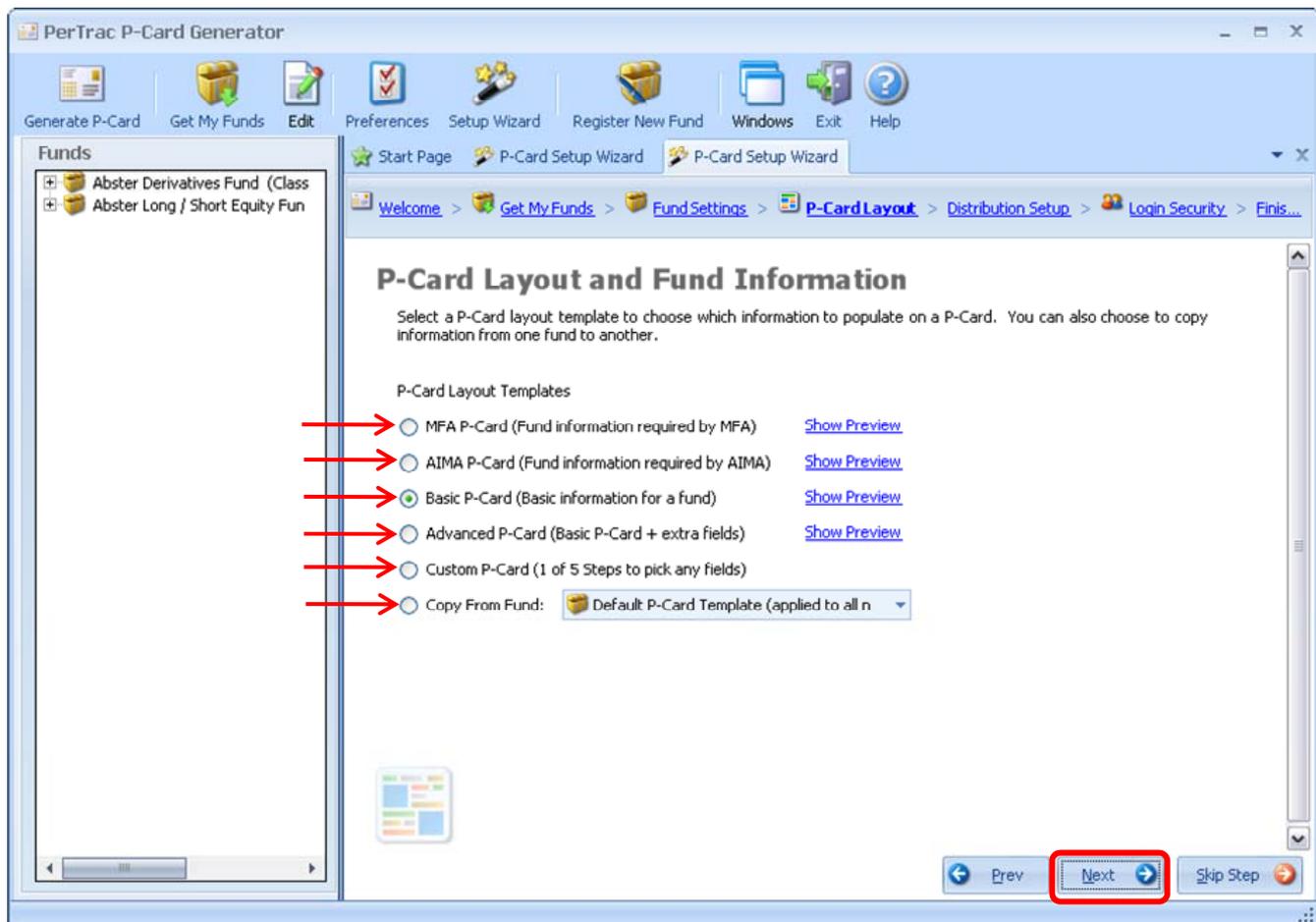
**Note:** This functionality can also be added without a P-Card certificate being opened by clicking the “Preferences” button on the top ribbon and selecting the “Default Fund Settings” tab. Additionally, with a P-Card Certificate open by 1) by clicking on the “Edit” button on the top ribbon and selecting the “Fund Settings” option, or 2) by clicking the “Settings” link in the upper right corner of the P-Card Generator fund main page.

## P-Card Layout

### Selecting the Layout

Users can set up default layouts in one of six formats: AIMA P-Card, MFA-P-Card, Basic, Advanced, Custom, and Copy. The data in each layout encompasses various levels of risk and due diligence information. The default layout is “Basic”.

**Figure 2.4.1: P-Card Generator Setup Wizard – P-Card Layout – Select a Layout**



1. **AIMA P-Card:** Uses reporting requirements for submitting information to the Alternative Investment Management Association
  - A. To select the AIMA option, click on the radio button beside **AIMA P-Card** and click **Next** at the bottom of the window.
  - B. Select the field groups in the left column to add to the template. These groups contain information which is required by the AIMA. For a complete list of required fields, see Appendix 2: AIMA Requirements.
  - C. For each field in the right column, add as much detail as desired.
  - D. To move to the next group, click on the group's name in the left column.
  - E. Click **Next** at the bottom of the window.
  - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
  - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.

2. **MFA P-Card:** Uses reporting requirements for submitting information to the Managed Funds Association
  - A. To select the MFA option, click on the radio button beside **MFA P-Card** and click **Next** at the bottom of the window.
  - B. Select the field groups in the left column to add to the template. These groups contain information which is required by the MFA. For a complete list of required fields, see Appendix 1: MFA Requirements.
  - C. For each field in the right column, add as much detail as desired.
  - D. To move to the next group, click on the group's name in the left column.
  - E. Click **Next** at the bottom of the window.
  - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
  - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.
  
3. **Basic:** To add just the basic information to a P-Card template.
  - A. To select the Basic option, click on the radio button beside **Basic P-Card** and click **Next** at the bottom of the window.
  - B. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
  - C. For each field in the right column, add as much detail as desired.
  - D. To move to the next group, click on the group's name in the left column.
  - E. Click **Next** at the bottom of the window.
  - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
  - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.
  
4. **Advanced:** The Advanced layout template follows the same procedures as the Basic template but includes more portfolio attribution data.
  - A. To select the Advanced option, click on the radio button beside **Advanced P-Card** and click **Next** at the bottom of the window.
  - B. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
  - C. For each field in the right column, add as much detail as desired.
  - D. To move to the next group, click on the group's name in the left column.
  - E. After all sections are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.
  
5. **Custom:** To have more flexibility in designing a P-Card, users can design their own custom layout template.
  - A. To select the Custom option, click on the radio button beside **Custom P-Card** and click **Next** at the bottom of the window.
  - B. This option contains five steps, each presented on its own tab. Each step contains a different set of P-Card fields. Within the first step, select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
  - C. For each field in the right column, add as much detail as desired.
  - D. To move to the next group, click on the group's name in the left column.
  - E. Click **Next** at the bottom of the window to continue to the next step. Repeat the process until all five steps are complete.

- 
- F. After all steps are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.
6. Copy: A layout template can be created by copying an existing template from another fund.
    - A. To select the Copy option, click on the radio button beside **Copy from Fund** and click **Next** at the bottom of the window.
    - B. Select the fund template to be copied from the pull-down menu at the right of the "Copy From Fund" label and click **Next** at the bottom of the window.
    - C. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
    - D. For each field in the right column, add as much detail as desired.
    - E. To move to the next group, click on the group's name in the left column.
    - F. Click **Next** at the bottom of the window to continue to the next step. Select which funds you wish to apply the template to. Uncheck any funds to which the template should not be applied.
    - G. After all sections are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.

**Note:** *P-Card templates can be also be set by clicking the "Edit" button and selecting "P-Card Layout".*

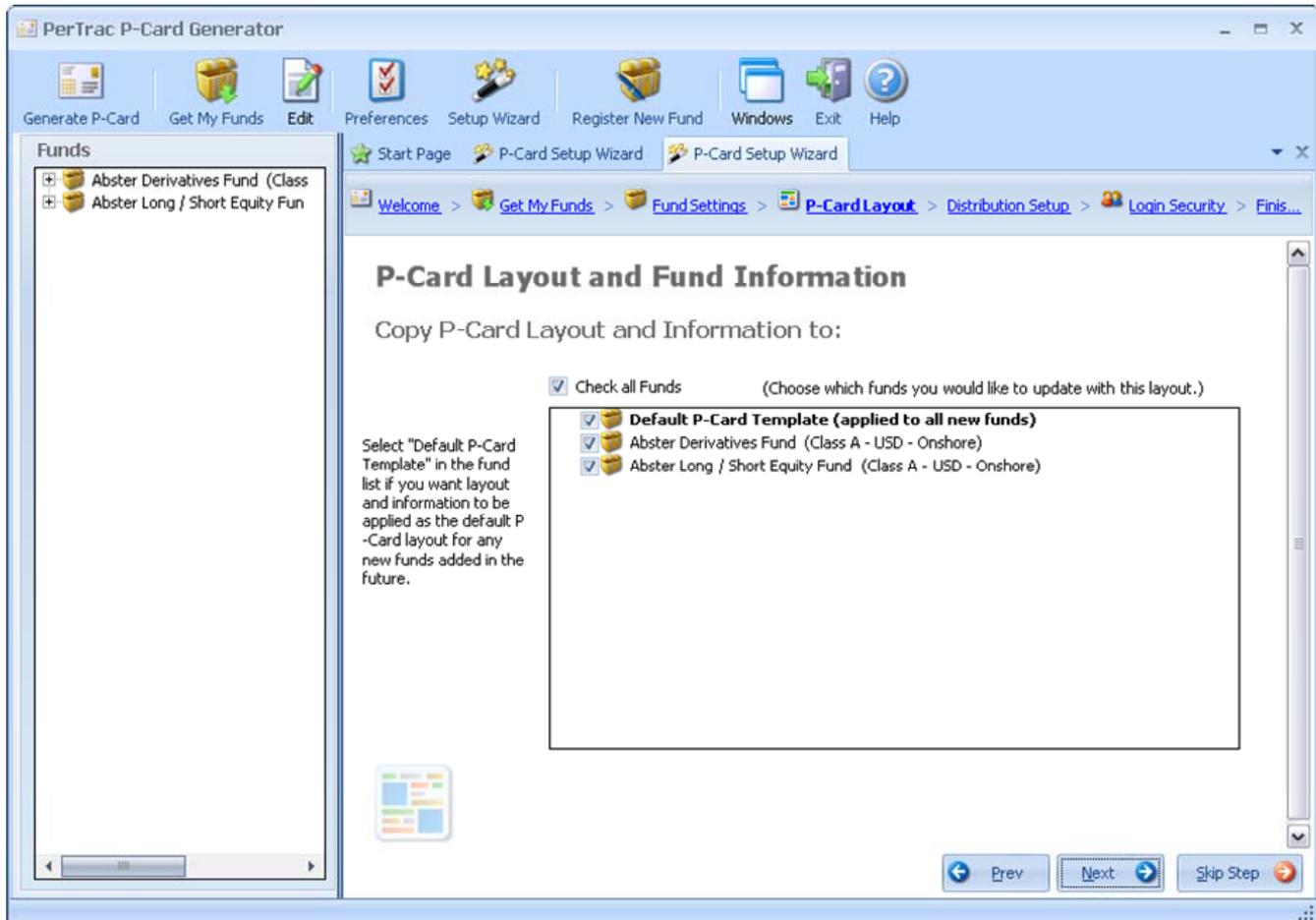
After the desired template has been selected or created, fund information can be populated within the Setup Wizard. Once a field is populated, the information can be set as defaults for all of the funds in P-Card Generator or only to selected funds. If users select the default setting, then the data that is populated in that field will be represented in exactly the same way for all of the funds that are registered in P-Card Generator at the time when the default setting is applied.

**Figure 2.4.2: P-Card Generator Setup Wizard – P-Card Layout – Populating Data**

The screenshot shows the 'PerTrac P-Card Generator' application window. The title bar includes standard window controls. The menu bar contains: Generate P-Card, Get My Funds, Edit, Preferences, Setup Wizard, Register New Fund, Windows, Exit, and Help. The breadcrumb trail is: Welcome > Get My Funds > Fund Settings > P-Card Layout > Distribution Setup > Login Security > Finis... The main content area is titled 'P-Card Layout and Fund Information' with instructions: 'Instructions: Please select the items that you wish to populate by using the checkboxes below'. Below this is a section for 'Basic P-Card: Basic information for a fund'. It features a 'Check/Uncheck All' checkbox and a list of categories, each with a checked checkbox: Fund Registered Address, Fund Management Company, Fund Key Personnel, Fund Registration, Fund Service Providers, Fund Capital Status, Fund Size, Fund Strategy, Region Exposure, and Firm Details. The 'Fund Registered Address' category is expanded to show a form with the following fields: Address 1 (1010 Third Avenue), Address 2, Address 3, City (New York), State/Province (NY), Postal Code (10021), and Country (USA). A 'Show On P-Card' checkbox is also present. At the bottom right, there are 'Prev', 'Next', and 'Skip Step' buttons.

The layout and data can be applied to a single fund, a sub set of the funds or all of the funds in the P-Card Generator. This is accomplished by using the check boxes for those funds that a user wishes to share in common field structures and data to that fund being updated. The user will want to use this routine when he has different types of registered funds within P-Card Generator, some of which share common features and some of which do not.

**Figure 2.4.3: P-Card Generator Setup Wizard – P-Card Layout – Applying the Data**

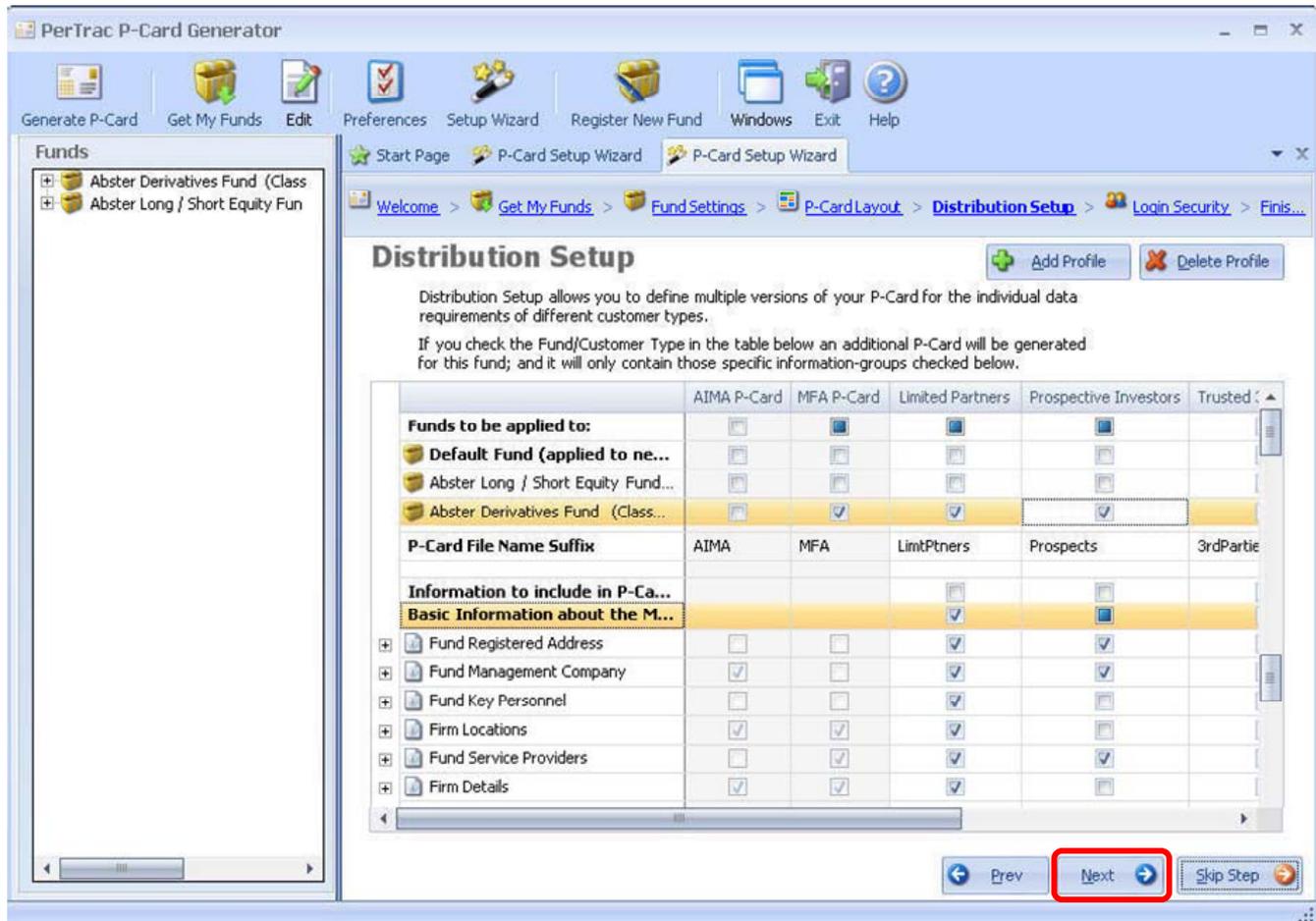


## Distribution Setup

Distribution groups can be set up to create even greater workflow efficiencies by enabling managers to send multiple versions of P-Cards to different recipients. To skip the “Distribution Setup” section, click **Login Security** at the top of the window or **Skip Over** at the bottom.

1. There are six default distribution group profiles included in the setup: AIMA P-Card, MFA P-Card, Limited Partners, Prospective Investors, Trusted 3<sup>rd</sup> Parties, and Watch List Investors. Additional group profiles can be added by the user by clicking **Add Profile** at the top of the window.
  - A. Enter the Distribution Profile Name.
  - B. Enter the P-Card File Name Suffix.
  - C. Click **OK**.
2. For each profile, determine which funds should utilize distribution groups by clicking the appropriate check box.
3. For each Group / Fund combination determine which information groups of data are to be sent. Check the box beside a group to include it.
4. To see additional details on the group, click **+** at the left of the name.
5. When all desired groups are selected, click **Next** at the bottom of the window.

**Figure 2.5.1: P-Card Generator Setup Wizard – Distribution Setup**



**Note:** Each cluster of information groups has a “Select All” box at the top of the section to make it easier to include information groups.

**Note:** *The MFA and AIMA P-Card profiles cannot be altered due to the specific requirements of the MFA and AIMA.*

**Note:** *Distribution groups can be also be set by clicking the “Edit” button and selecting “Distribution Setup”.*

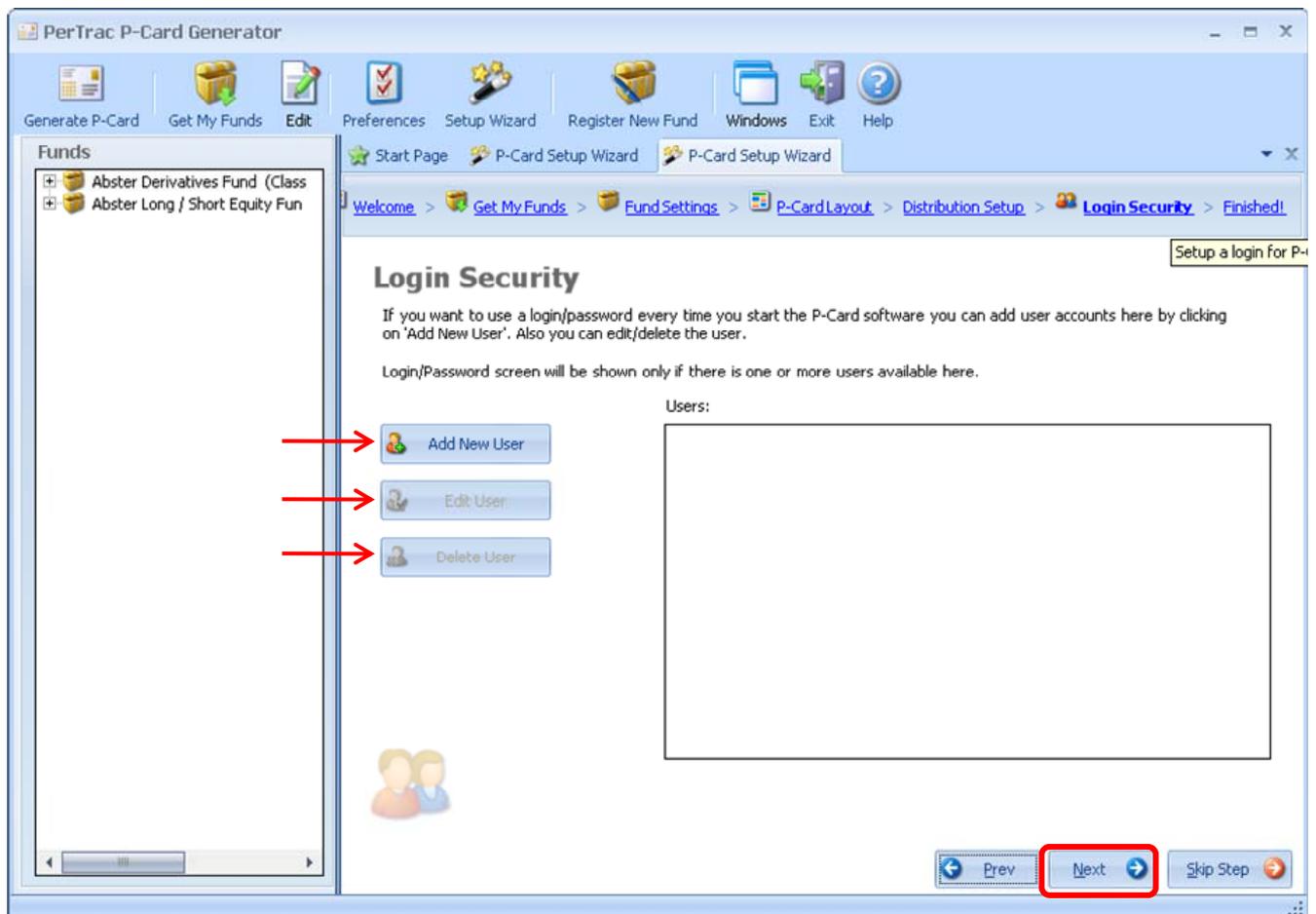
## Login Security

This feature can be added to restrict access to P-Card Generator.

1. Add a New User
  - A. Click **Add New User**.
  - B. Complete the form by providing the requested information and answering the security question.
  - C. Click **OK**.
2. Edit A User
  - A. Select the appropriate user from the list on the right.
  - B. Click **Edit User** on the left of the user list.
  - C. Update the appropriate information.
  - D. Click **OK**.
3. Delete A User
  - A. Select the user to be deleted from the list on the right.
  - B. A dialog box will appear asking to confirm that the user should be deleted. Click **Yes**, if appropriate. If the user should not be deleted, click **No**.
  - C. A dialog box will appear confirming that the user has been deleted.

After login security has been added or changed, click **Next** at the bottom of the window.

**Figure 2.6.1: P-Card Generator Setup Wizard – Login Security**



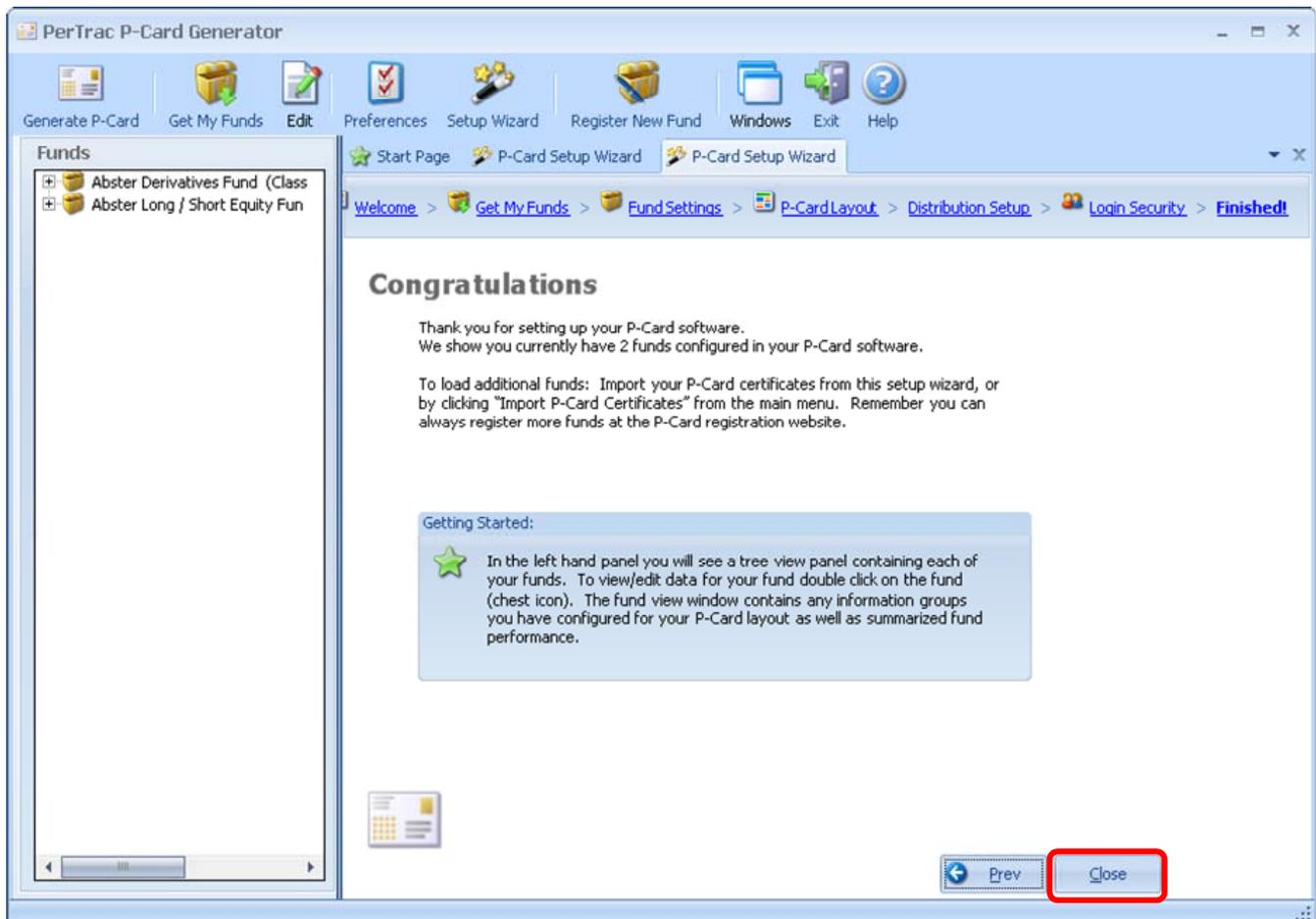
**Note:** Login settings can also be set by clicking **Preferences** in the ribbon at the top of the window and clicking on the **Login Security** tab.

**Note:** This login security is only provided only to launch the P-Card Generator application and is not related to the username and password used to create the online account setup.

**Note:** Login security is currently not associated with specific funds but rather with the entire application, so that any user logging in correctly will have access to all funds that are loaded in P-Card Generator.

A confirmation window will be displayed indicating that all the information has been updated and saved. Read everything displayed and click **Close**.

**Figure 2.7.1: P-Card Generator Setup Wizard – Finished**



## Setting P-Card Preferences

Users can change the way that various aspects of P-Card Generator work to match their individual preferences. Preferences can be set up for the Database, Login Security, Default Fund Settings and Other Preferences. Each of these sets of preferences appears on its own tab in the Preferences window.

### Database

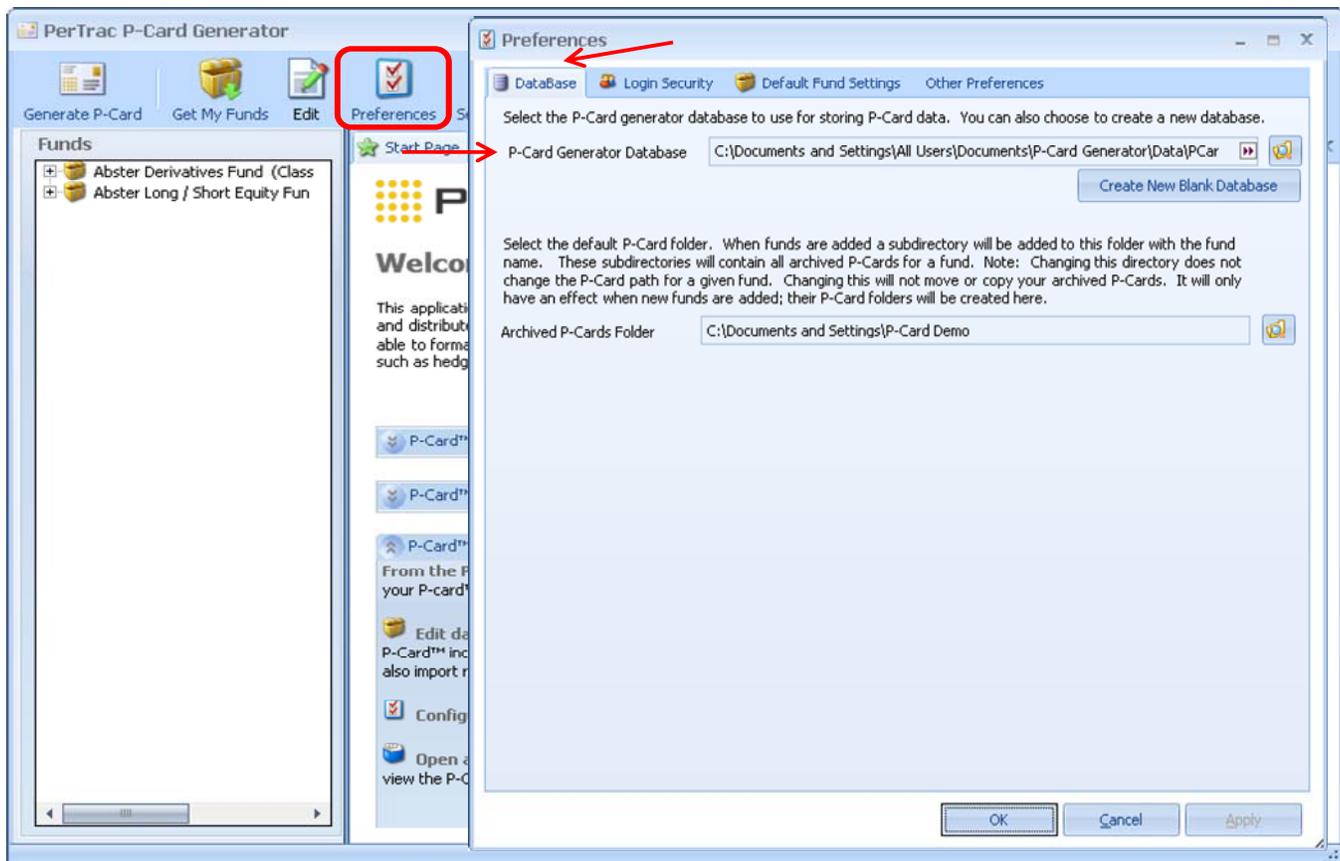
The Database tab has two functions, 1) indicate the location of the database that stores the fund information, and 2) indicate the location of the directory to store the P-Card archives.

#### P-Card Generator Database

When a user enters data into the P-Card Generator it is stored in a small Microsoft Access database. This database can be changed by the user and multiple databases can be created. The following steps illustrate how to change the P-Card Generator database from the default location to a user-specified location.

1. Click on **Preferences** in the ribbon at the top of the window.
2. Select the **Database** tab.
3. Select a database to store the P-Card data by clicking on the browse icon at the far right of the "P-Card Generator Database" text box and navigating to the appropriate database location.
4. A new database can be created by clicking on **Create New Blank Database**.
5. Click **OK**.
6. Click **OK** again to save the changes.

*Figure 3.1.1: Setting Preferences – Database – Select a Database Location*



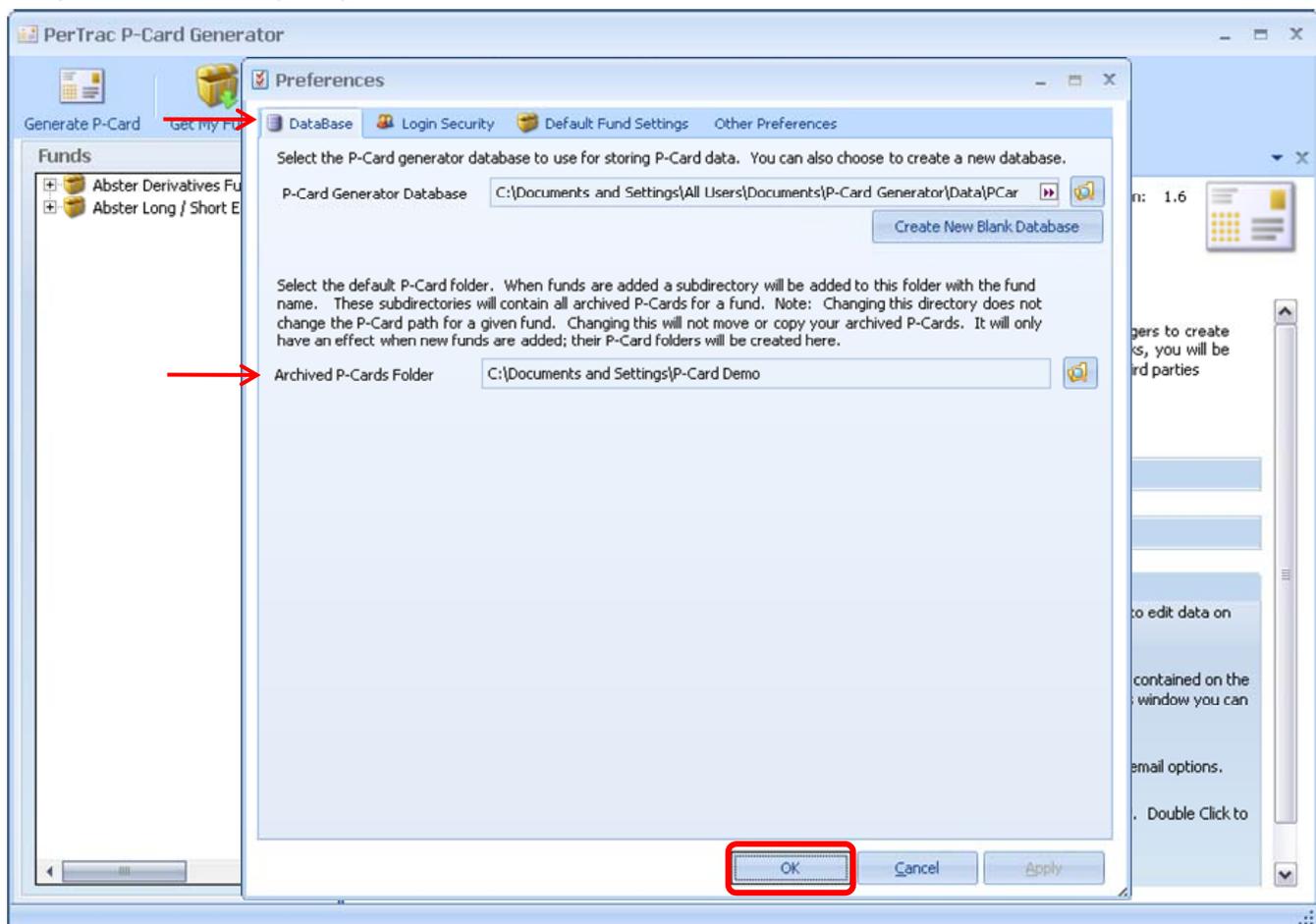
**Note:** P-Card Generator will need to be shut down and re-launched for the database changes to take effect.

### Archived P-Cards Folder

When P-Cards are generated two instances of the P-Card are saved to the user's computer. The first instance is saved to the default PerTrac P-Card directory to be used by the P-Card Generator for archiving. The second instance is saved to a directory of the user's choosing. The following steps illustrate how to change the Archived P-Cards Folder from the default location to a user-specified location.

1. Click on **Preferences** in the ribbon at the top of the window.
2. Select the **Database** tab.
3. Select a directory to store the P-Cards in by clicking on the browse icon at the right of the "Archived P-Cards Folder" text box and navigating to the appropriate local/network directory location.
4. Select a folder location to store the P-Card files by clicking on the browse icon at the far right of the "Archived P-Card Folder" text box and navigating to the appropriate location.
5. Click **OK**.
6. Click **OK** again to save the changes.

**Figure 3.1.2: Setting Preferences – Database – Select an Archive Location**



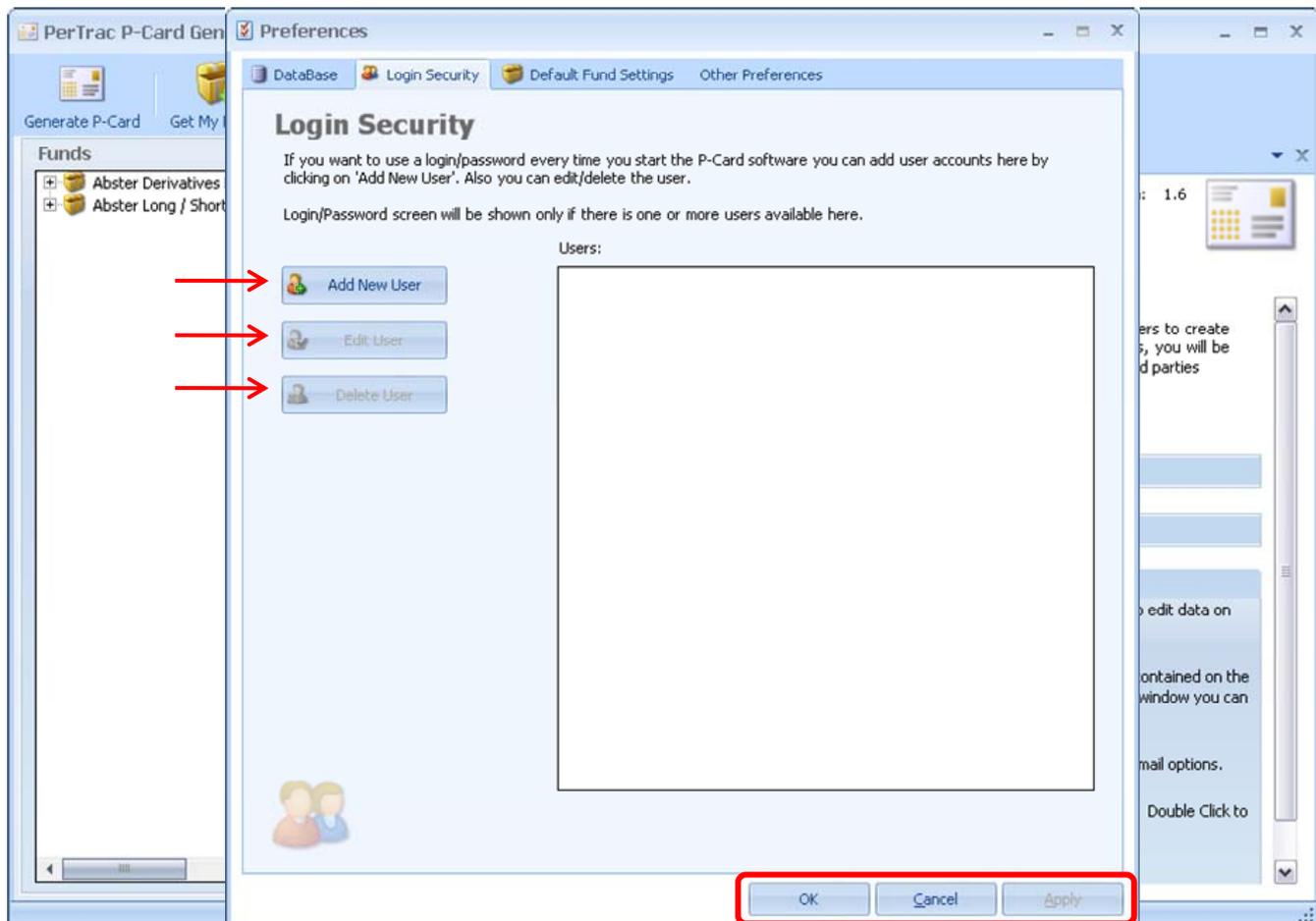
**Note:** PerTrac recommends keeping the default settings for both the database and P-Card folder locations.

## Login Security

This feature can be used to restrict access to P-Card Generator.

1. Add New User
  - A. Click **Add New User**.
  - B. Complete the form by providing the requested information and answering the security question.
  - C. Click **OK**.
2. Edit User
  - A. Select the appropriate user from the list on the right.
  - B. Click **Edit User** on the left of the user list.
  - C. Update the appropriate information.
  - D. Click **OK**.
3. Delete User
  - A. Select the user to be deleted from the list on the right.
  - B. A dialog box will appear asking to confirm that the user should be deleted. Click **Yes**, if appropriate. If the user should not be deleted, click **No**.
  - C. A dialog box will appear confirming that the user has been deleted.

**Figure 3.2.1: Setting Preferences – Login Security**



**Note:** Login settings can also be set by clicking **Setup Wizard** in the ribbon at the top of the window and then clicking **Login Security**.

**Note:** This login security is only provided only to launch the P-Card Generator application and is not related to the username and password used to create the online fund registration account.

**Note:** Login security is currently not associated with specific funds but rather with the entire application, so that any user logging in correctly will have access to all funds that are loaded in P-Card Generator.

### Default Fund Settings

These settings determine the returns interval a P-Card displays and whether the P-Card is automatically attached to an email message when generated.

Users must first indicate if the information pertains to all funds currently in the Generator or to future funds. If the information pertains to all funds, click the check box above the “Returns/Performance” Grid.

### Returns/Performance

For each performance period type, the user must include:

1. Performance Reporting: This is a required field located in the farthest left column of the “Returns/Performance” box. Select the reporting frequency by clicking on the appropriate check box. More than one frequency can be checked. The default setting is to include only monthly.
2. Calculate NAV's Automatically: A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.
3. Starting NAV: This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
4. Use Rate of Return Threshold: The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
5. ROR Warning Threshold +/-: The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user’s threshold.

### P-Card Email Options

If the user wishes to setup a default email template, they can do so at the bottom of the Default Fund Settings tab.

1. Check the box beside **Automatic Email Generation**. This will cause an email to be automatically created when a P-Card is generated. The P-Card will be attached to the email.
2. Add a default subject.
3. Add a default email message.

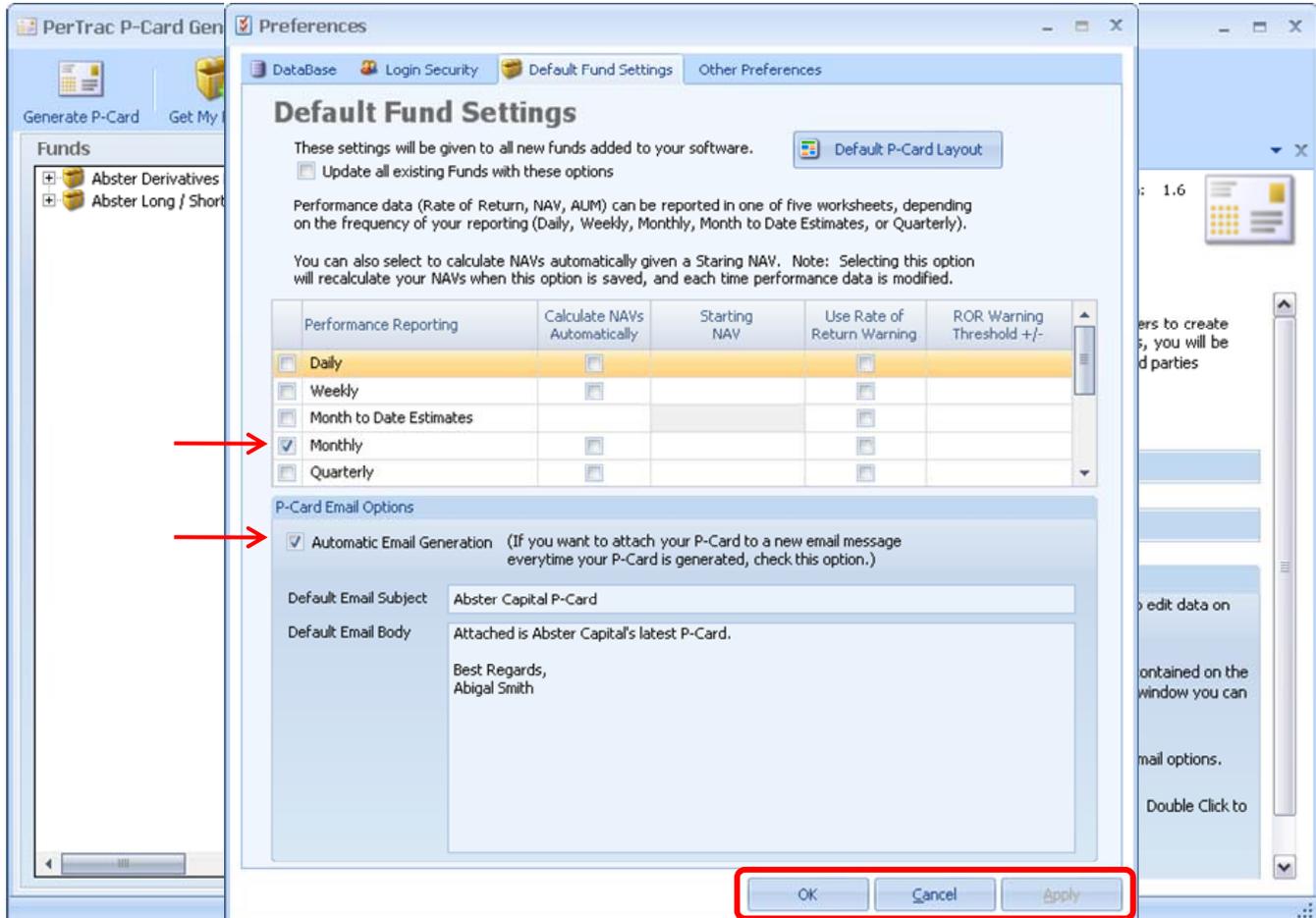
After entering the above settings, click **OK** at the bottom of the window.

**Note:** Default fund settings can also be set by clicking **Setup Wizard** in the ribbon at the top of the window and then clicking **Fund Settings**.

**Note:** If this option is not used, an email will have to be created and the P-Card will need to be attached manually in the users email system.

**Note:** This functionality can also be completed by clicking the “Preferences” button on the top ribbon and selecting the “Default Fund Settings” tab or by clicking the “Settings” link in the upper right corner of the P-Card Generator fund main page.

**Figure 3.3.1: Setting Preferences – Default Fund Settings**

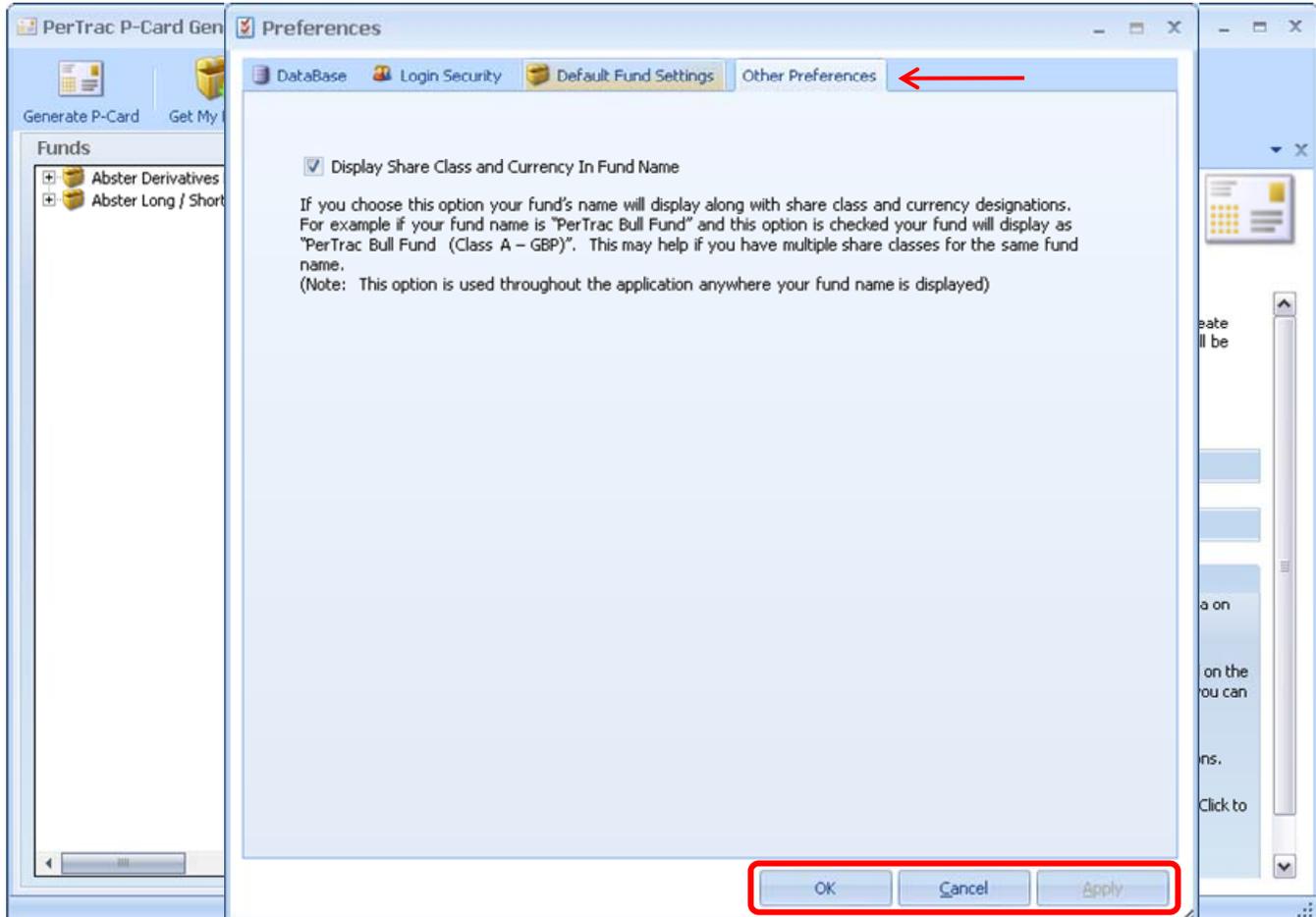


## Other Preferences

Users can alter the display of fund names to automatically include share class and currency designations.

1. Check the box to display the share class and currency in the fund name.
2. Click **OK**.

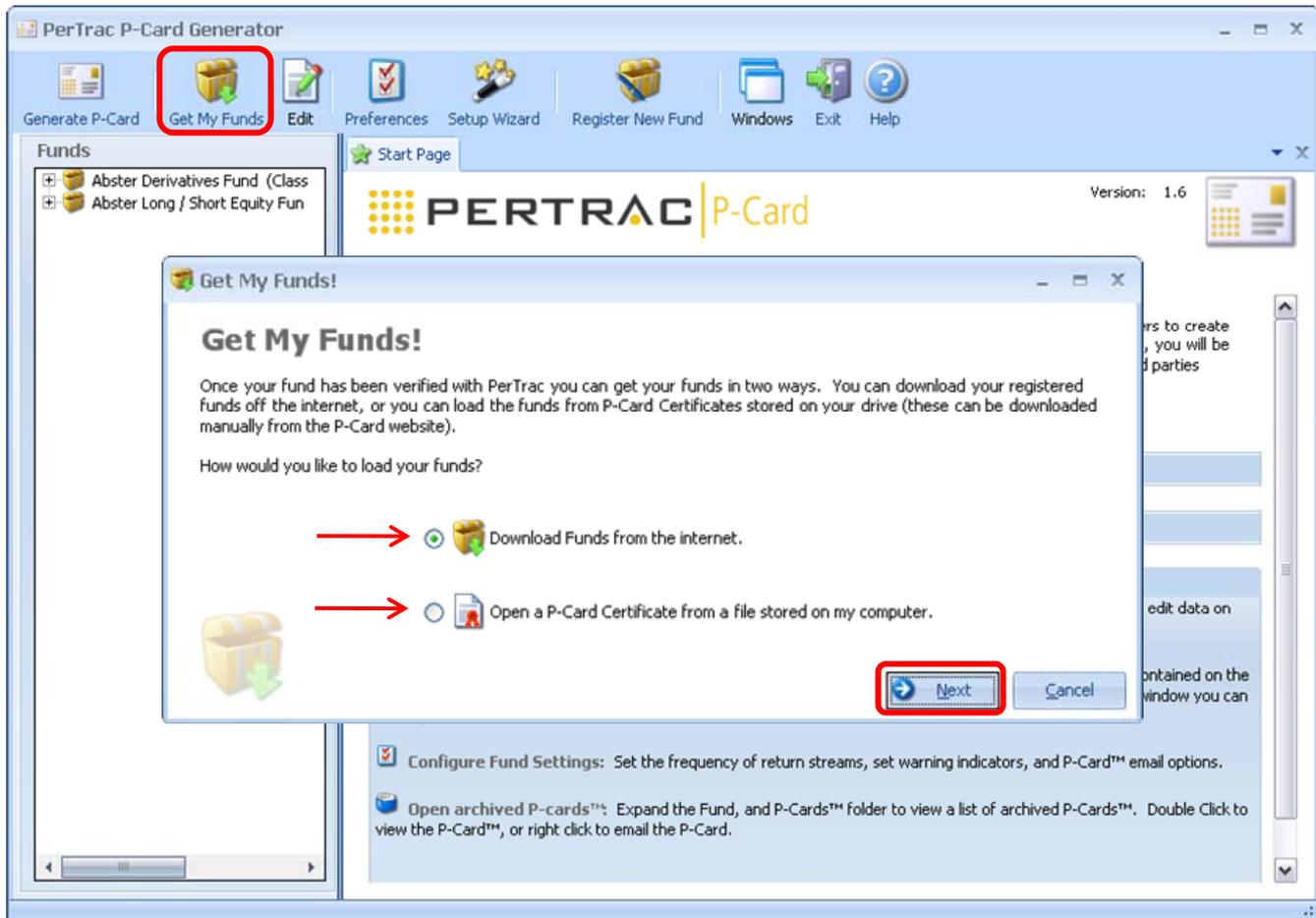
**Figure 3.4.1: Setting Preferences – Other Preferences**



## Getting Verified Funds into P-Card Generator

Before qualitative and quantitative information can be added to a fund's P-Card, the verified P-Card Certificates must be brought into P-Card Generator. A fund's P-Card Certificate can be brought into P-Card Generator by downloading it from the Internet or opening it from a file stored on the user's computer. This follows the same steps as in the **Setup Wizard**.

**Figure 4.1.1: Get My Funds – From the Internet or Computer**



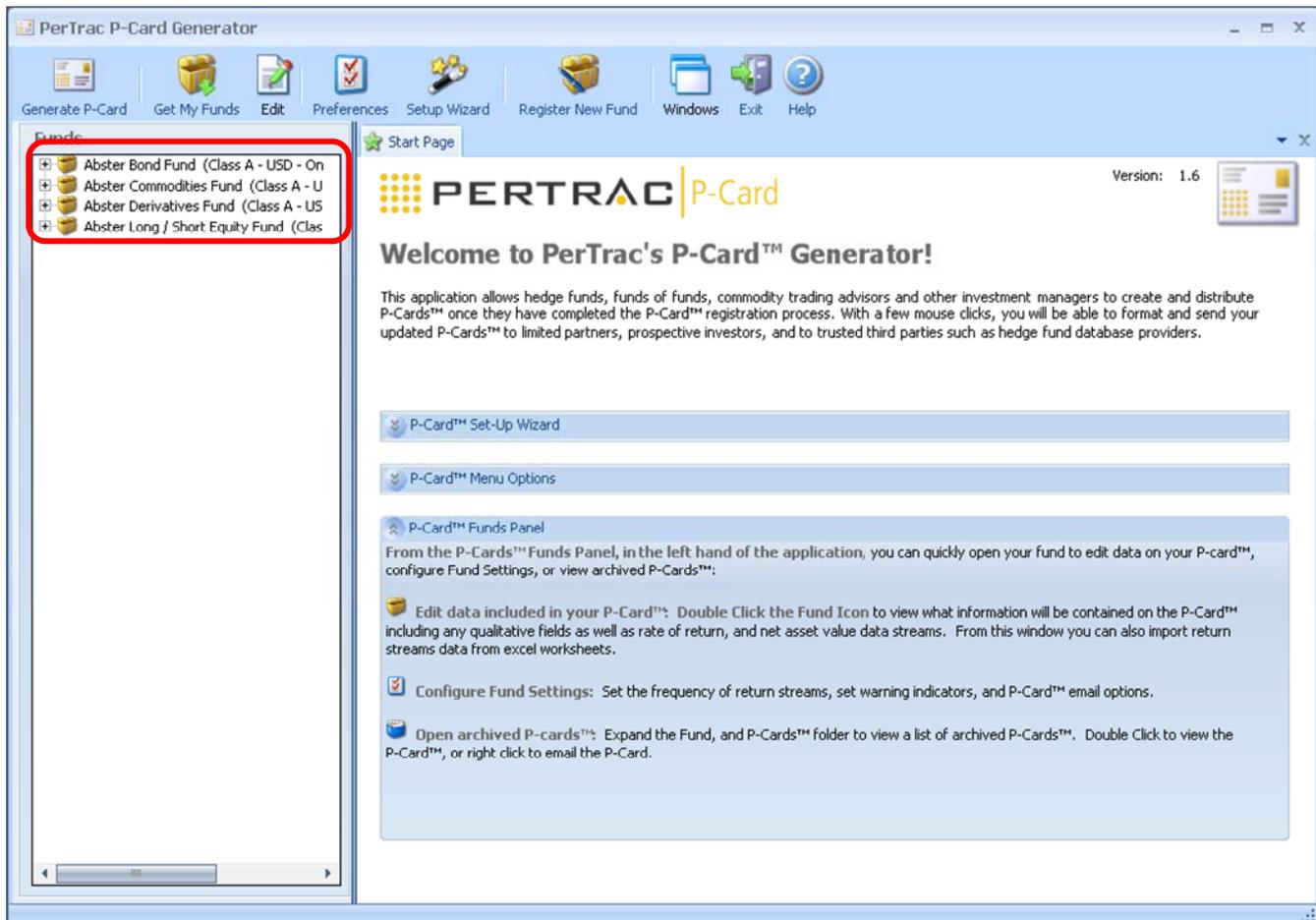
### **Get My Funds – From the Internet** (requires user to be connected to the internet)

1. Launch the P-Card Generator application that was downloaded from the registration website.
2. Click on **Get My Funds** in the ribbon at the top of the window.
3. Select the **Download Funds from the Internet** option. This is the default setting.
4. Click **Next**.
5. Login using the registered user name and password. *All verified funds for the user will be automatically imported.*
6. The imported funds will be displayed in the **Funds** section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

## Get My Funds – From the User’s Computer

1. Launch the P-Card Generator application that was downloaded from the registration website.
2. Click on the **Get My Funds** in the ribbon at the top of the window.
3. Select the **Open a P-Card Certificate from a file stored on my computer** option.
4. Traverse to the location where the user saved the verified P-Card Certificate(s) downloaded from the P-Card registration website.
5. Select the appropriate P-Card Certificate(s).
6. Click **Import**.
7. The imported funds will be displayed in the **Funds** section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

*Figure 4.1.2: Get My Funds – Imported Funds*



## Creating a Custom Layout

After a P-Card Certificate has been imported into P-Card Generator, qualitative information can be added to provide recipients with additional details about the fund. Once a P-Card layout template has been setup, a user can assign this layout to any other funds that are loaded in P-Card Generator. All that is required is to select the fund which is to serve as the master layout and then apply it to all of the funds that will share the same layout.

When assigning the layout from one fund to another using this approach the structure and the data, is shared between the funds if the “Copy from Fund” function is used. *This is different from using the **Setup Wizard**, where default data that applies across P-Cards can be included as part of the template.*

Select the fund from the list in the “Funds” column at the left of the window by double-clicking on the fund name.

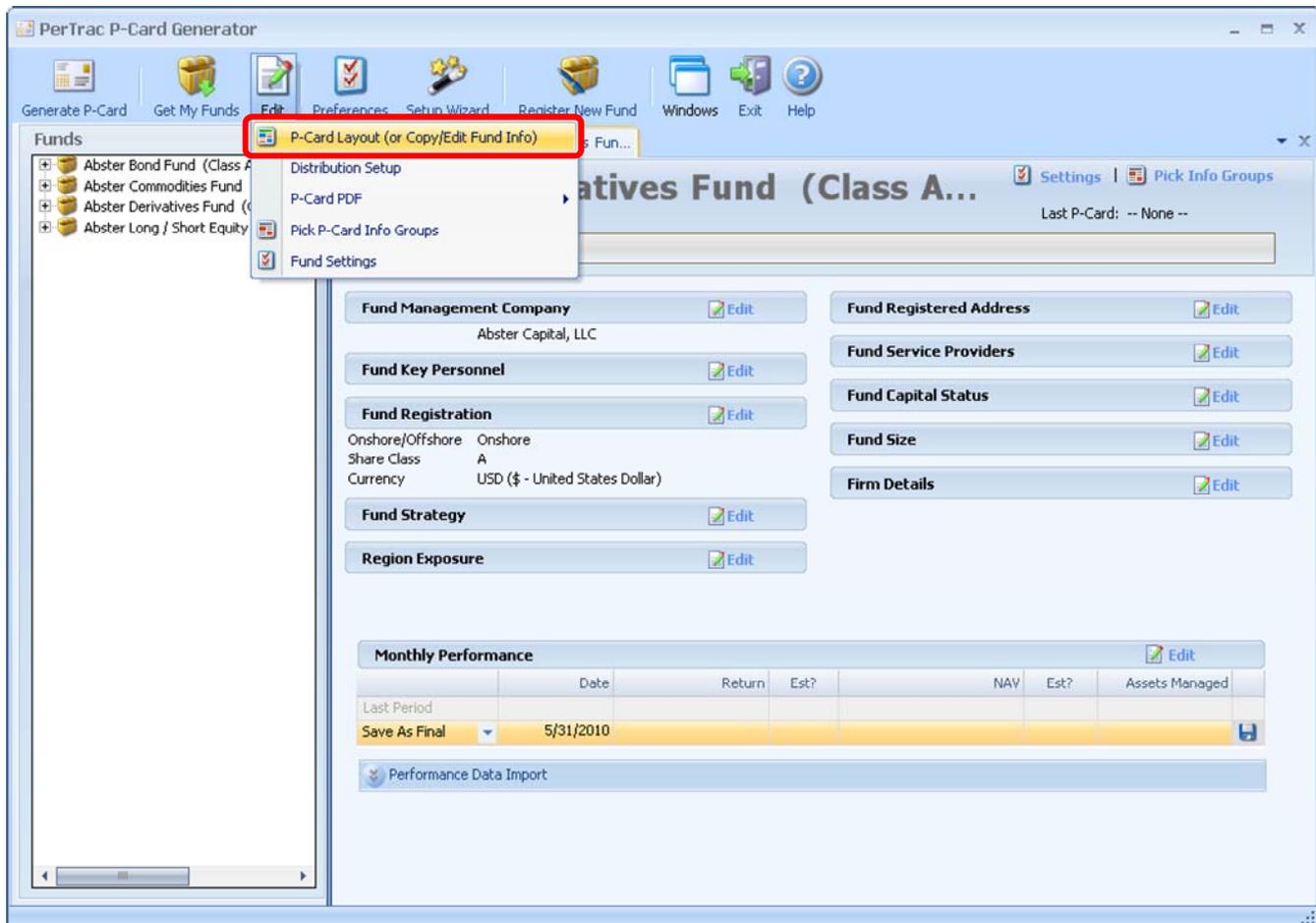
Determine which info groups to add information to and remove the rest. Each info group contains a set of related fields. For example, the “Key Fund Personnel” group contains fields such as Fund Manager 1, Fund Manager 2, Compliance Officer, etc. Unwanted info groups can be removed quickly by clicking **Pick Info Group** or removed directly from the P-Card by clicking **Edit**.

## Using the Starting Template

To create a starting point for the P-Card template, users can select one of the six pre-configured templates. After a template has been selected and populated, the template can be further customized by following the instructions below.

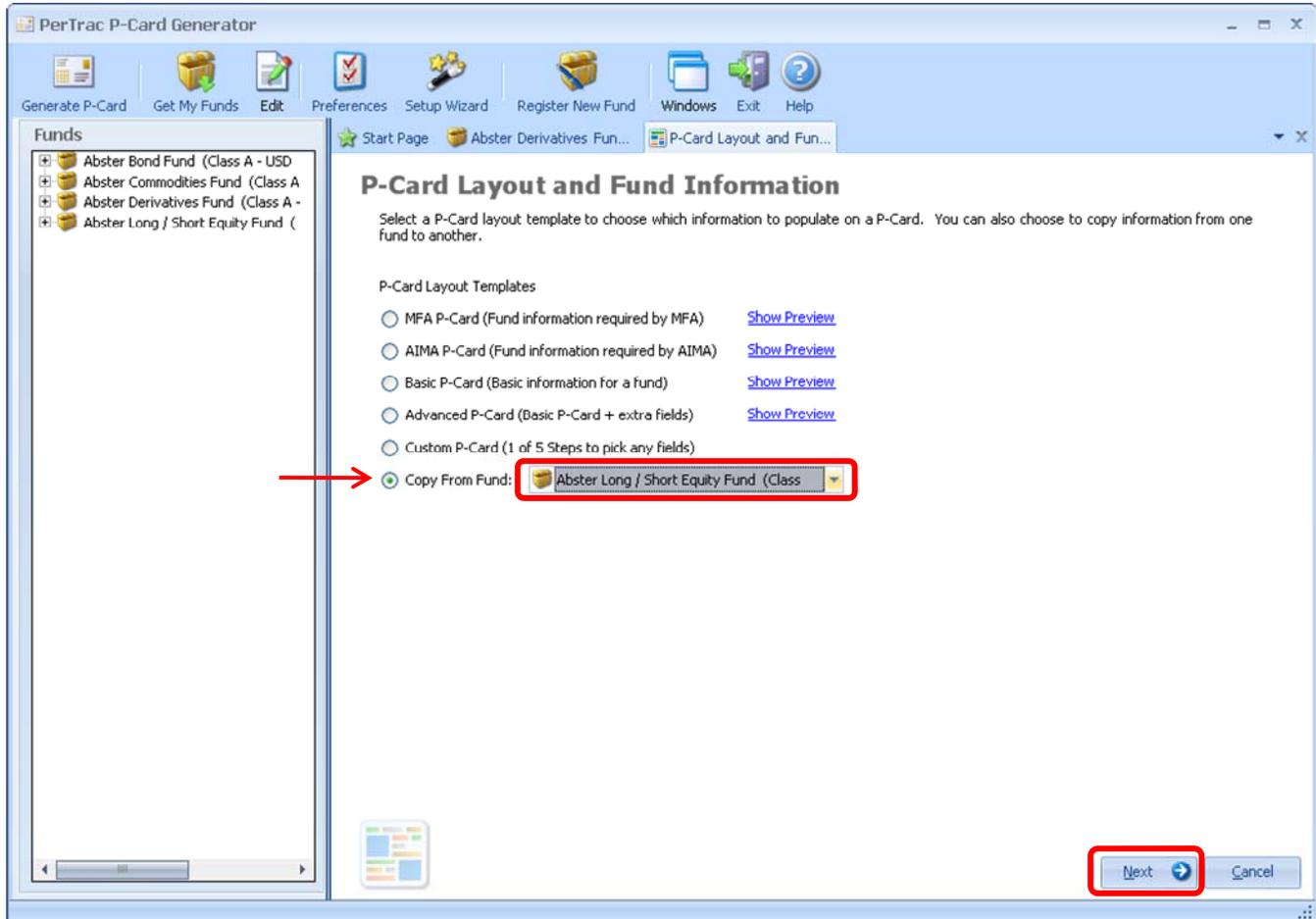
1. Select a fund from the **Funds** list on the left side of the screen. If a layout was selected in the **Setup Wizard** this will be applied to this fund. If no layout was selected in the **Setup Wizard** the “Basic” template will automatically be applied.
2. Select the **Edit** button on the top ribbon and choose **P-Card Layout**

*Figure 5.1.1: Customize a Layout – Select a Starting Template*



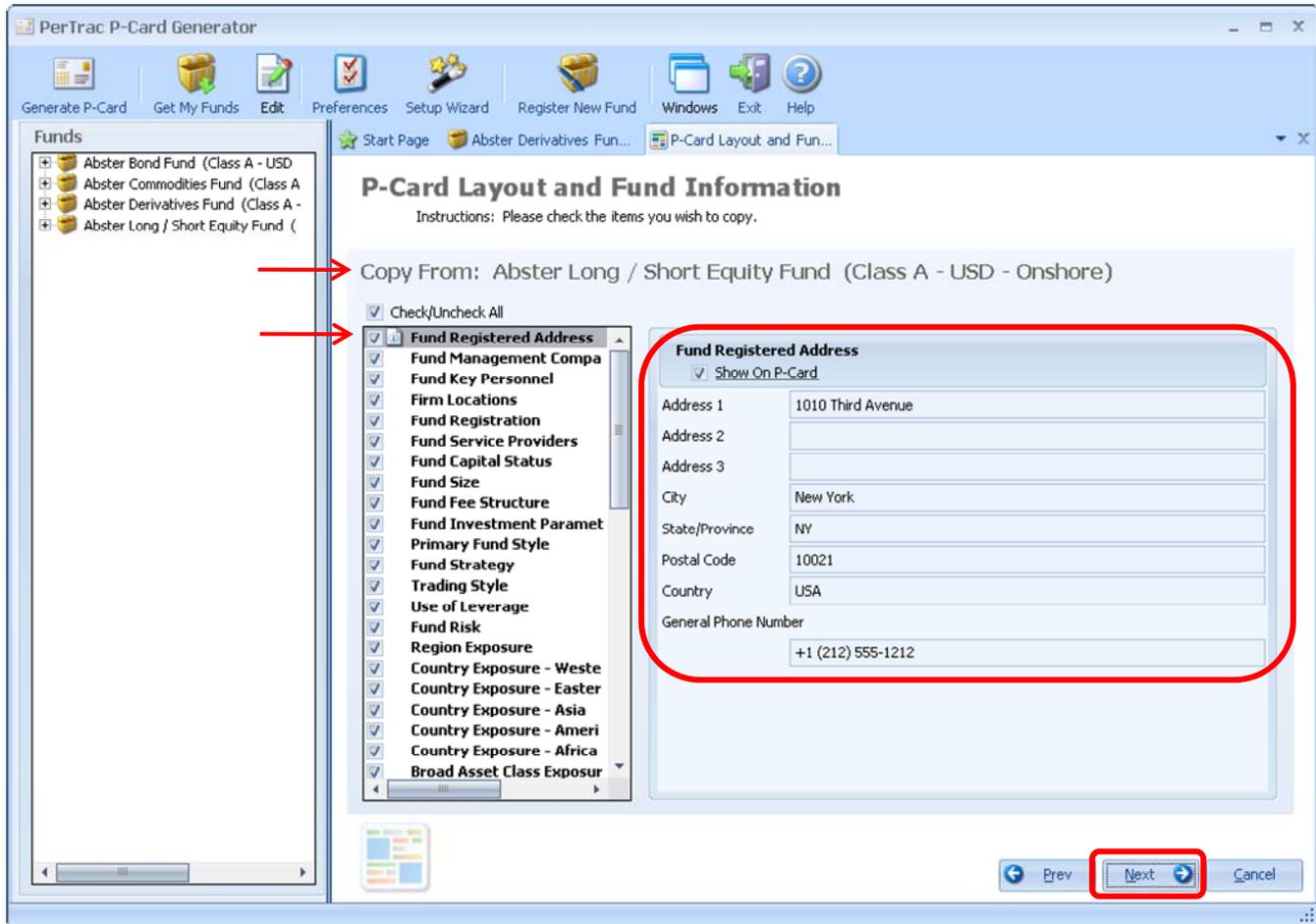
3. Select the new layout to use as a starting point for the fund.
  - A. Copy from another fund in the P-Card Generator.
    - 1) Select the “Copy from Fund” option
    - 2) Select the source fund from the pull-down menu

**Figure 5.1.2: Customize a Layout – Select a Starting Template – Copy from Fund**



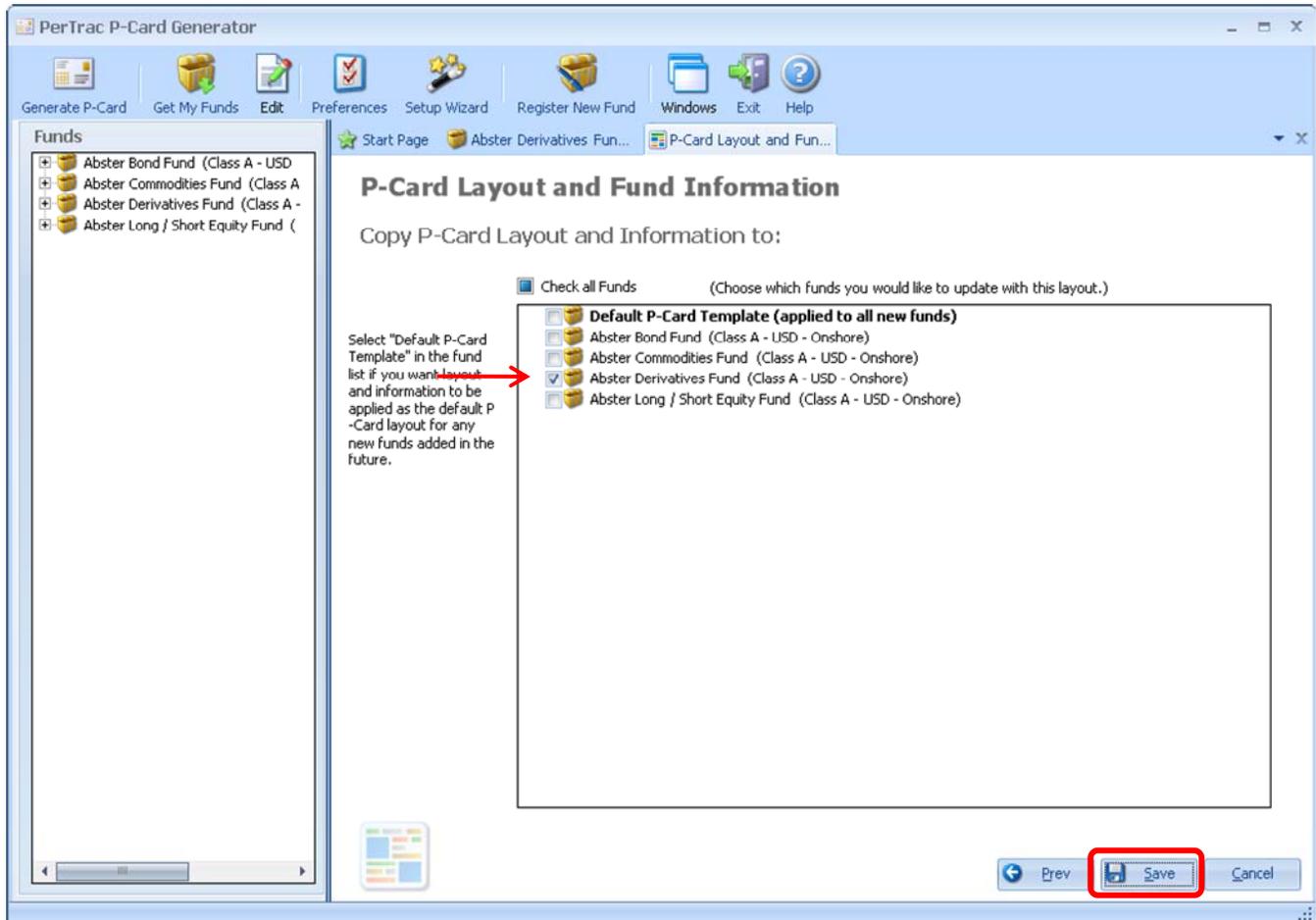
- 3) Select the information groups (along with the data) to copy into the new fund(s).
- 4) Click **Next**.

**Figure 5.1.3: Customize a Layout – Select a Starting Template – Copy from Fund**



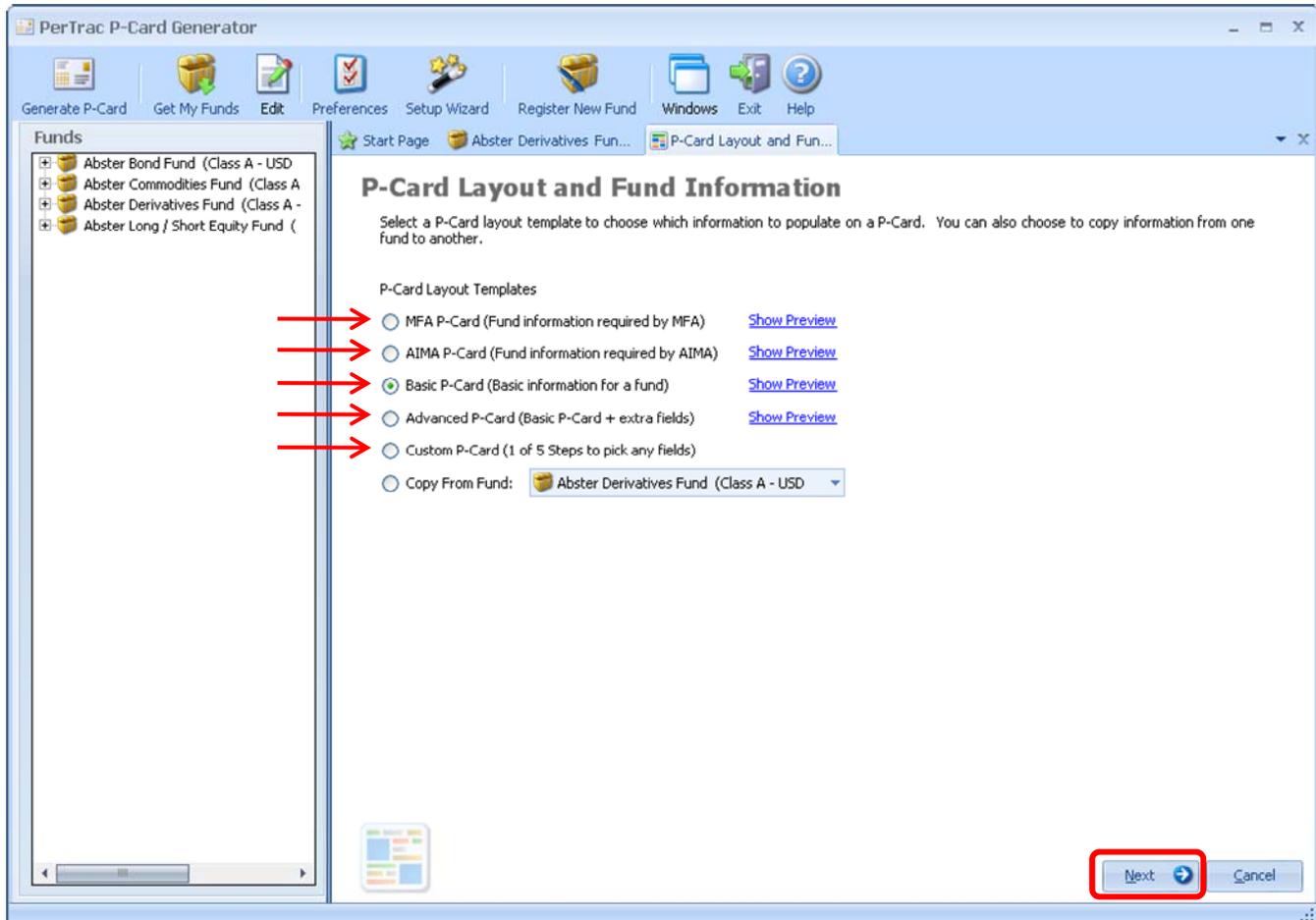
- 5) Select the funds in the P-Card Generator to apply this layout and data to, if any.
- 6) Click **Save**.

**Figure 5.1.3: Customize a Layout – Select a Starting Template – Copy from Fund**



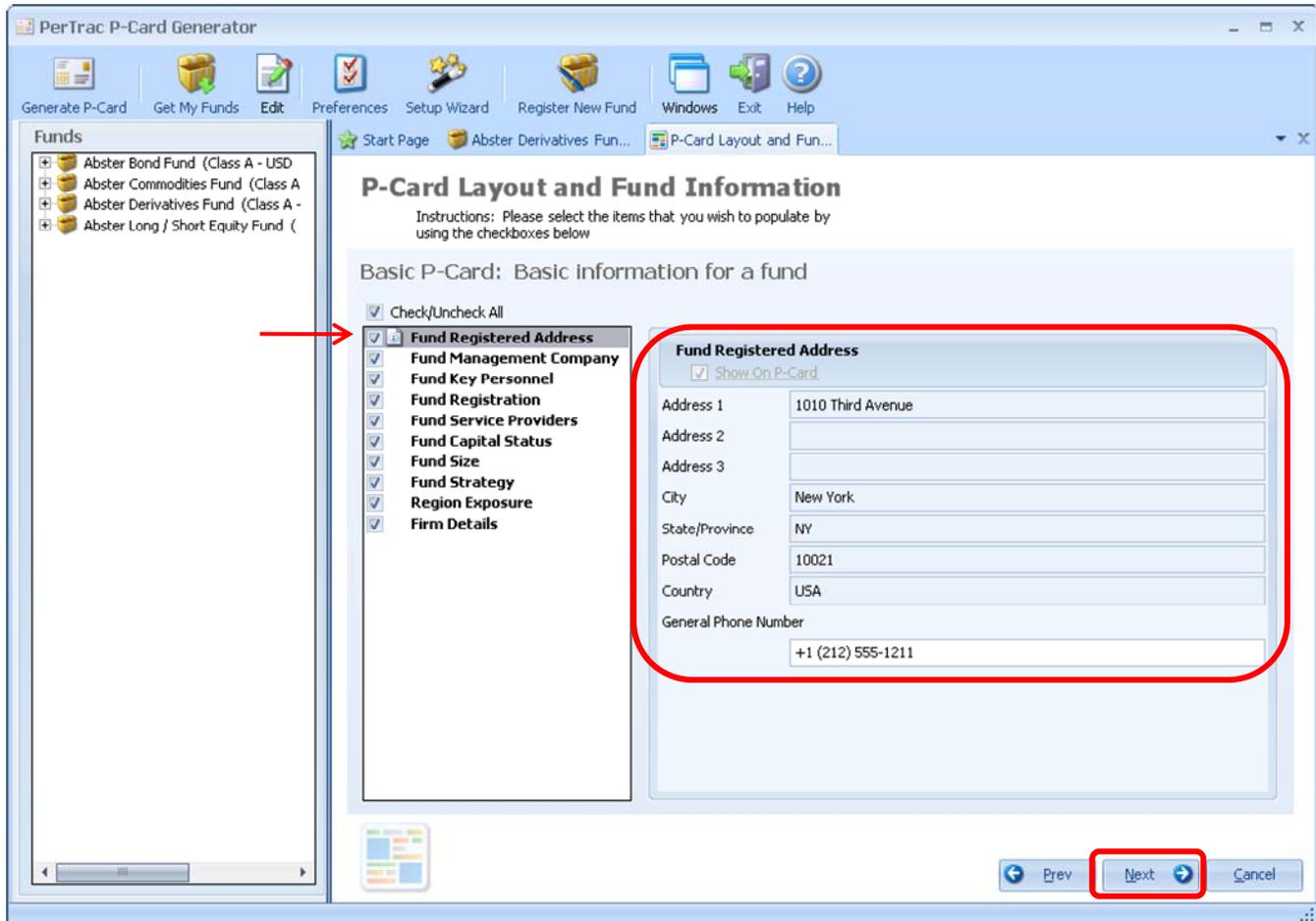
- B. Create a new template
- 1) Select the new starting template for the fund.
  - 2) Click **Next**

**Figure 5.2.1: Customize a Layout – Select a Starting Template – Pre-Configured Templates**



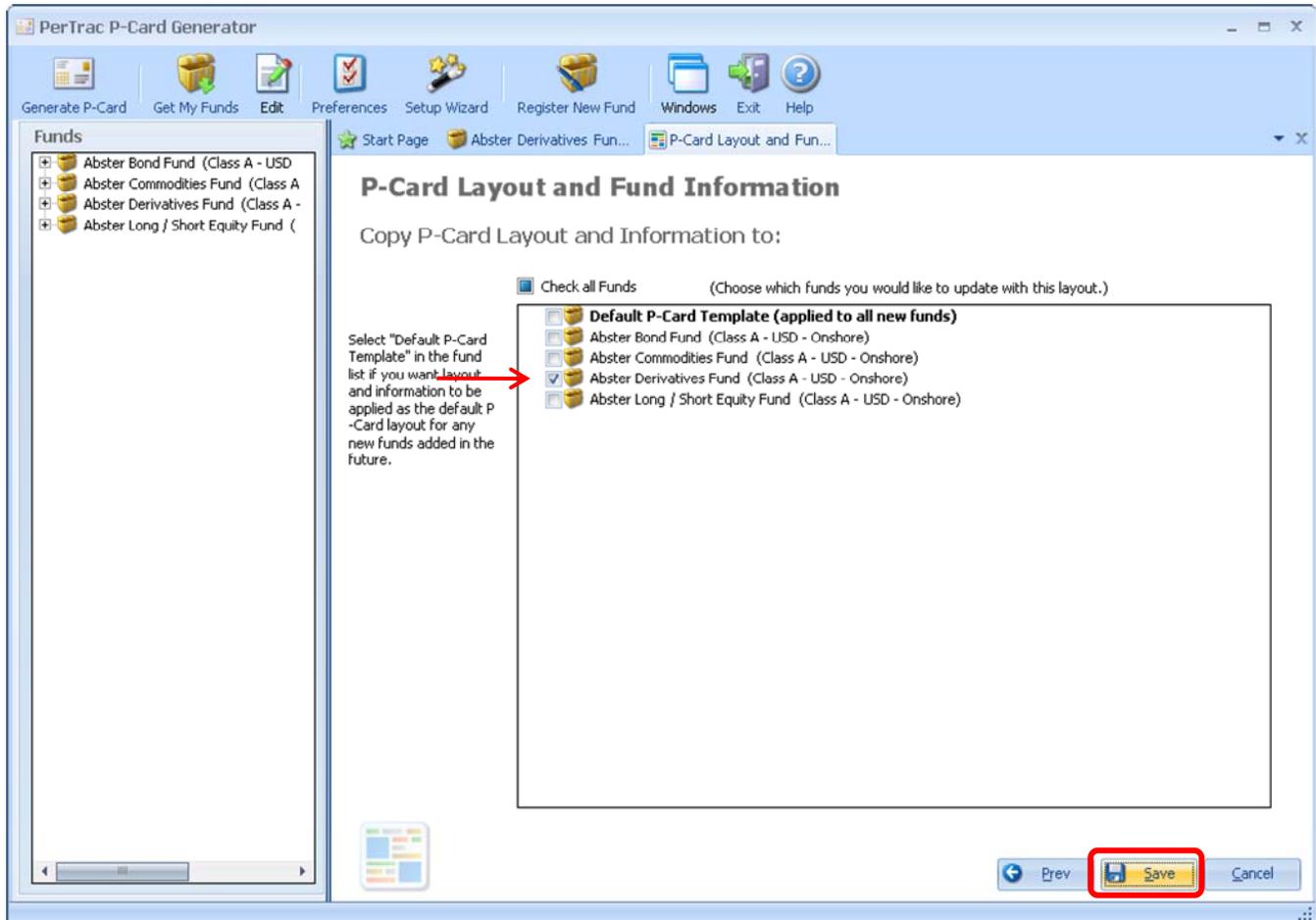
- 3) Populate the data for the relevant information groups.
- 4) Click **Next**.

**Figure 5.2.2: Customize a Layout – Select a Starting Template – Pre-Configured Templates**



- 5) Select the funds in the P-Card Generator to apply this layout and data to, if any.
- 6) Click **Save**.

**Figure 5.2.3: Customize a Layout – Select a Starting Template – Pre-Configured Templates**

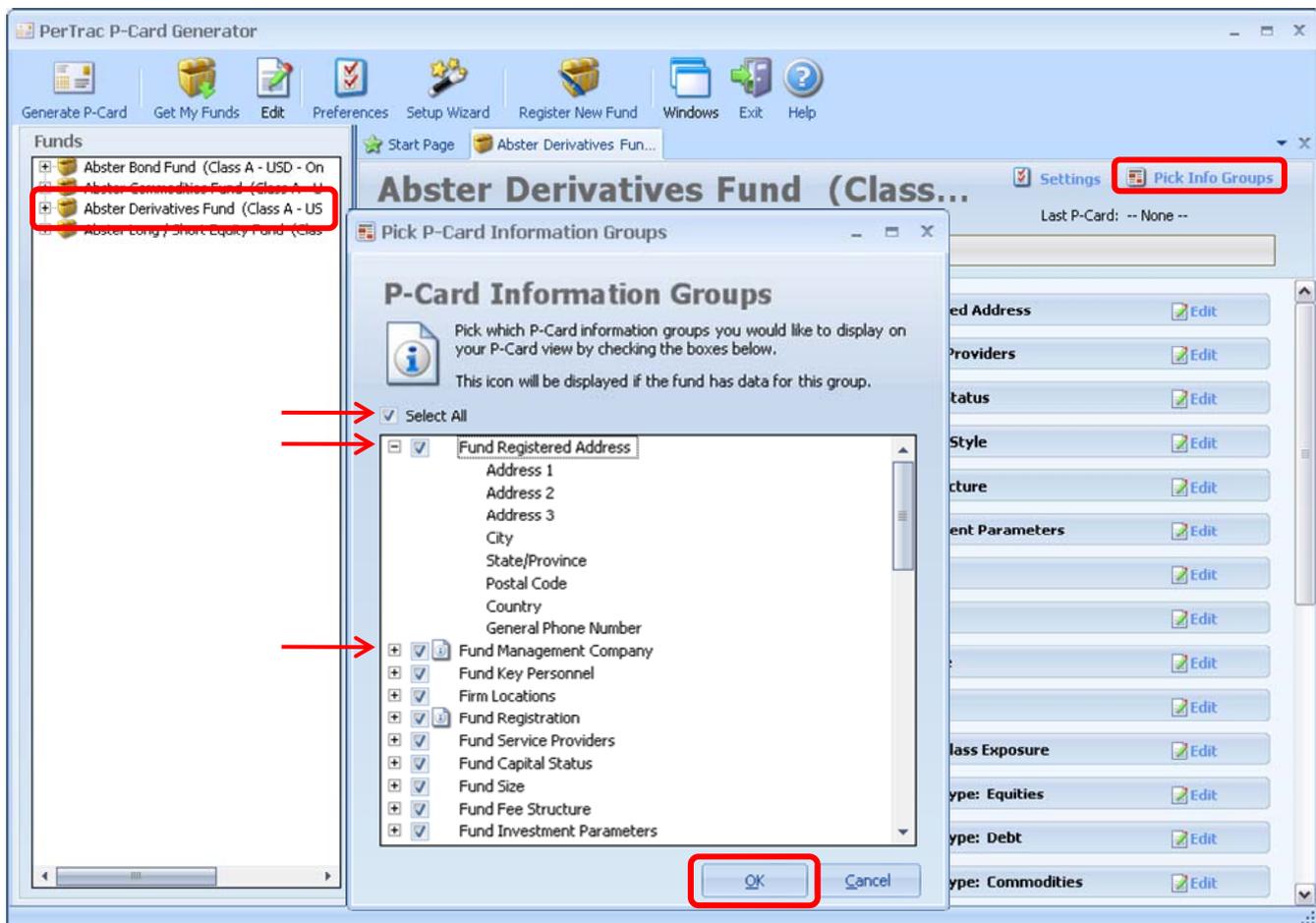


### Add / Remove Info Groups via “Pick Info Groups”

To further customize the P-Card template for a fund, follow these steps.

1. Click **Pick Info Groups** in the upper right corner of the application. A separate pop-up window will appear with all potential information groups.
2. Check / Uncheck the groups you wish to add / remove from the P-Card (details on the group can be seen by clicking on the + next to the group).
3. Click the “Select All” check box to include all of the information groups.
4. After all groups have been selected or deselected, click **OK**.

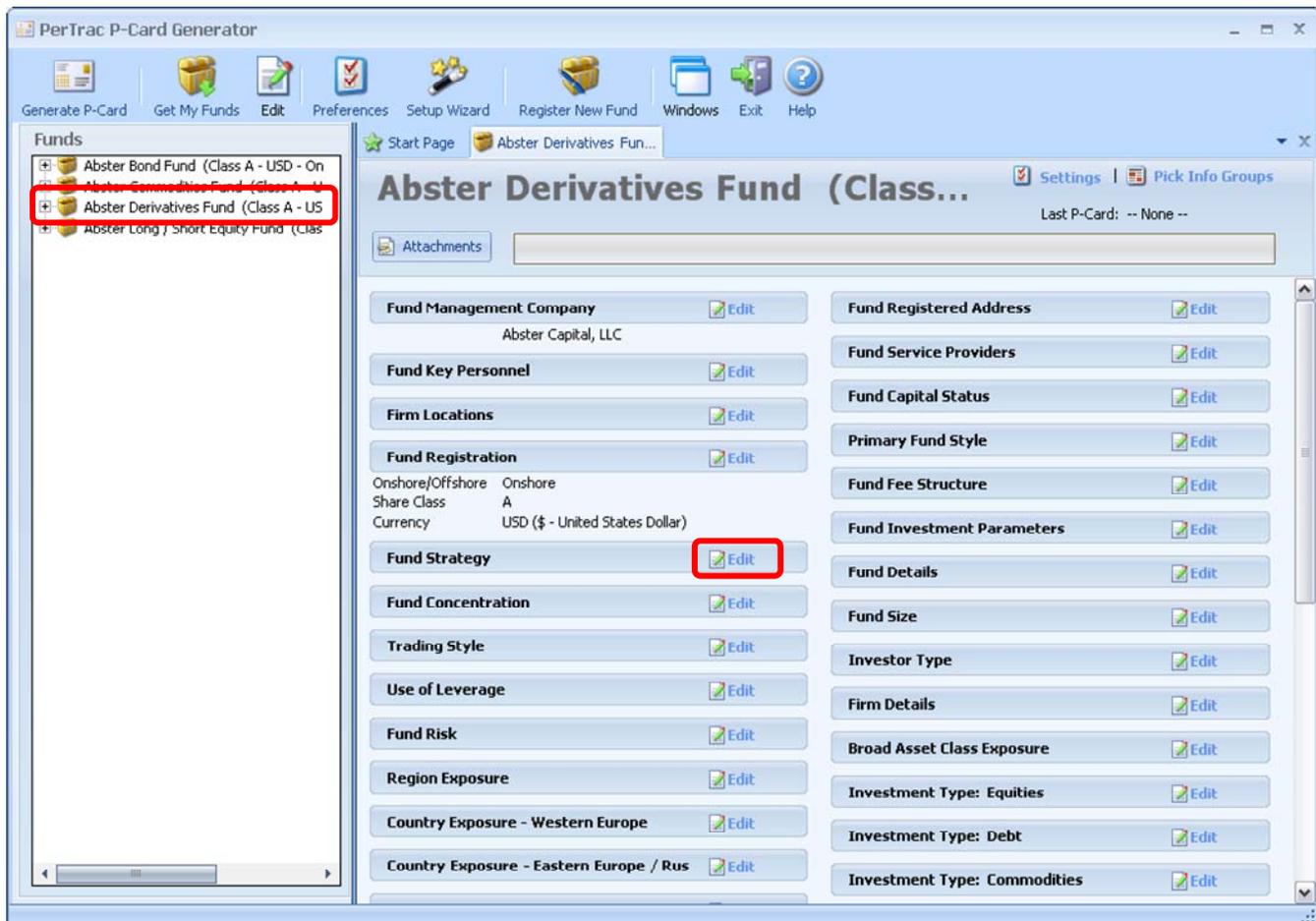
*Figure 5.3.1: Customize a Layout – Pick Info Groups*



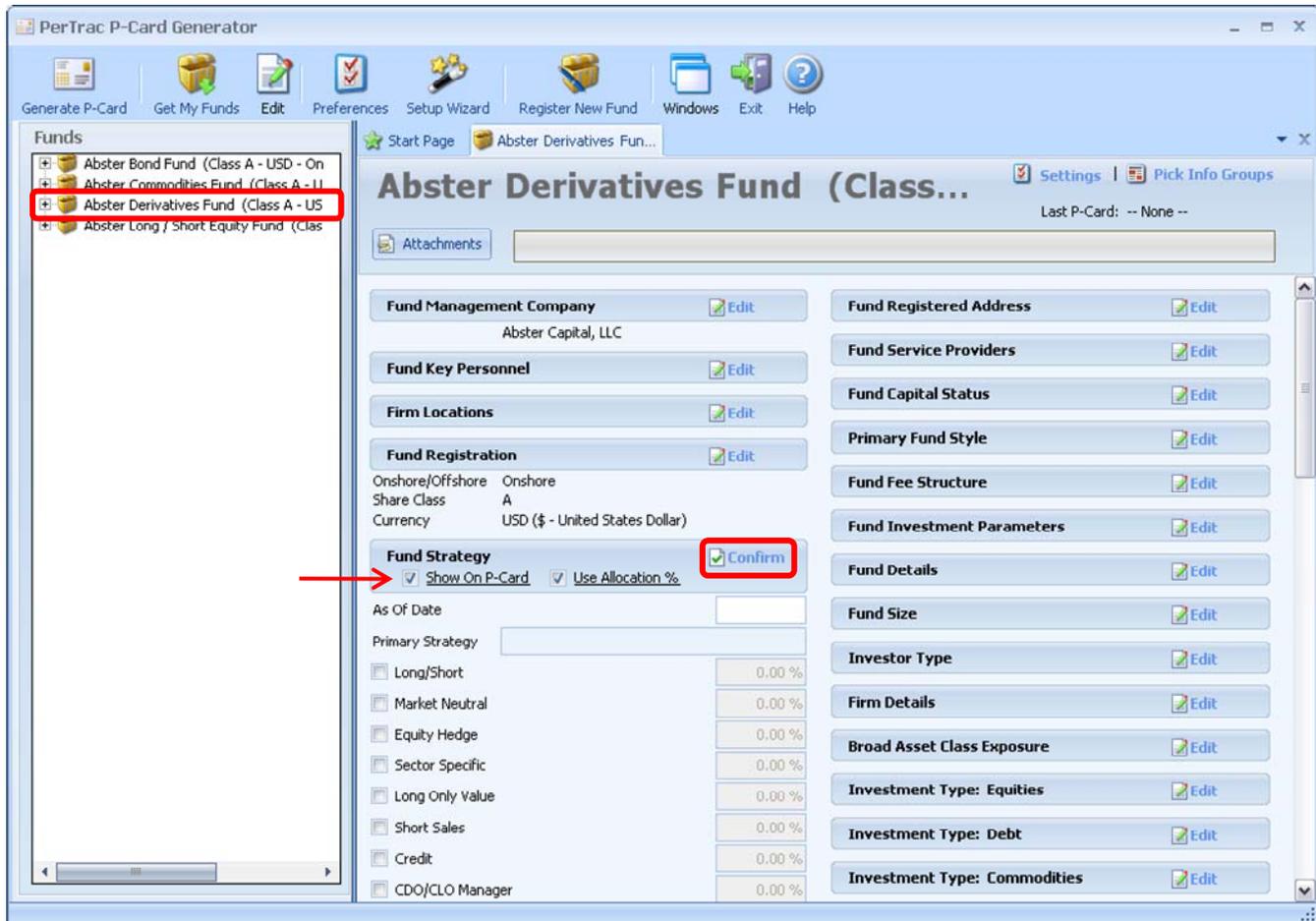
## Remove Info Groups Directly from the Layout Template

1. Select the group to be removed from the P-Card layout template by clicking **Edit** to the right of the group name.
2. Uncheck the box beside the label **Show on P-Card**.
3. Click **Confirm**.

*Figure 5.4.1: Customize a Layout – Remove Information Groups – Select the Groups*



**Figure 5.4.2: Customize a Layout – Remove Information Groups – Change the Setting**



### Add Info Groups Back into the Layout Template

1. Click the “Pick Info Groups” button at the top right of the page.
2. Click the check box next to the label of the group to be added to the P-Card
3. Click the “OK” button.

## Entering Qualitative Data

Among the qualitative info groups available in the P-Card layout (see previous section), there are several that allow users to present attribution data for their portfolio / investment methodology. These groups contain fields in which the user can specify a particular exposure, for example, to a geographical area or an asset class, and the percent allocation to that particular exposure.

The text entered into the qualitative data fields can be presented in any language. Users are advised when they populate qualitative fields to do so in a consistent manner. Tool tip guides appear above certain fields (by moving the cursor over the field) to provide some helpful hints on how to populate these fields. Exact legal entity names of funds and fund management groups, full addresses without short forms, and full names along with titles for key personnel are recommended whenever possible.

For a complete list of available fields see Appendix III, The P-Card Field Master

### Entering Data

Most qualitative data is added via a combination of free text fields, numeric fields, drop-down menus and check boxes. A few examples are provided below. Apply the techniques described below to the different information groups to be populated.

### Fund Key Personnel (Free-Text Fields)

1. Click **Edit** to the right of a group name.
2. Enter the appropriate data into as many fields in the group as desired.
3. Click **Confirm** to the right of the group name.

*Figure 6.1.1: Entering Qualitative Data – Text Only*

The screenshot displays the 'PerTrac P-Card Generator' application window. The main content area is titled 'Abster Derivatives Fund (Class...)' and contains various sections for fund management. The 'Fund Key Personnel' section is currently active, showing a list of personnel and their details. The 'Confirm' button is highlighted with a red box, and red arrows point to the input fields for Fund Manager 1, Compliance Officer, Telephone, and Business Email.

Fund Key Personnel	
<input checked="" type="checkbox"/> Show On P-Card	
Fund Manager 1	Abigail Smith
Fund Manager 2	
Fund Manager 3	
Compliance Officer	Joseph Blogs
Marketing/Investor Relations Name	Jane Doe
Title	
Telephone	1-212-555-1212
Business Email	asmith@abstercapital.com

**Note:** Each time **Confirm** is clicked, the information for that section of the P-Card is saved. To change the information, click on **Edit** and repeat the steps above.

### Firm Locations (combination of check boxes and alpha-numeric fields)

This information group is used to provide information about where the firm operates. This allows the user to populate the country, state/province (if applicable), and city of the firm's offices, indicate which office is the head quarter and how many employees are in each office.

1. Click **Edit** to the right of the **Firm Location** information group.
2. Enter the appropriate data into the country, state (if applicable), and city fields.
3. Indicate if the location is the head quarter by clicking on the check box to the left of the country.
4. Indicate the number of employees at the location in the far right column.
5. Hit the enter key to add an additional row of data (there is no limit on the number of locations which can be entered).
6. After all locations have been entered, click **Confirm** to the right of the group name.

*Figure 6.2.1: Entering Qualitative Data – Text and Check Boxes*

The screenshot displays the 'PerTrac P-Card Generator' application window. The main content area is titled 'Abster Derivatives Fund (Class A)'. A red box highlights the 'Firm Locations' section, which includes a table with the following data:

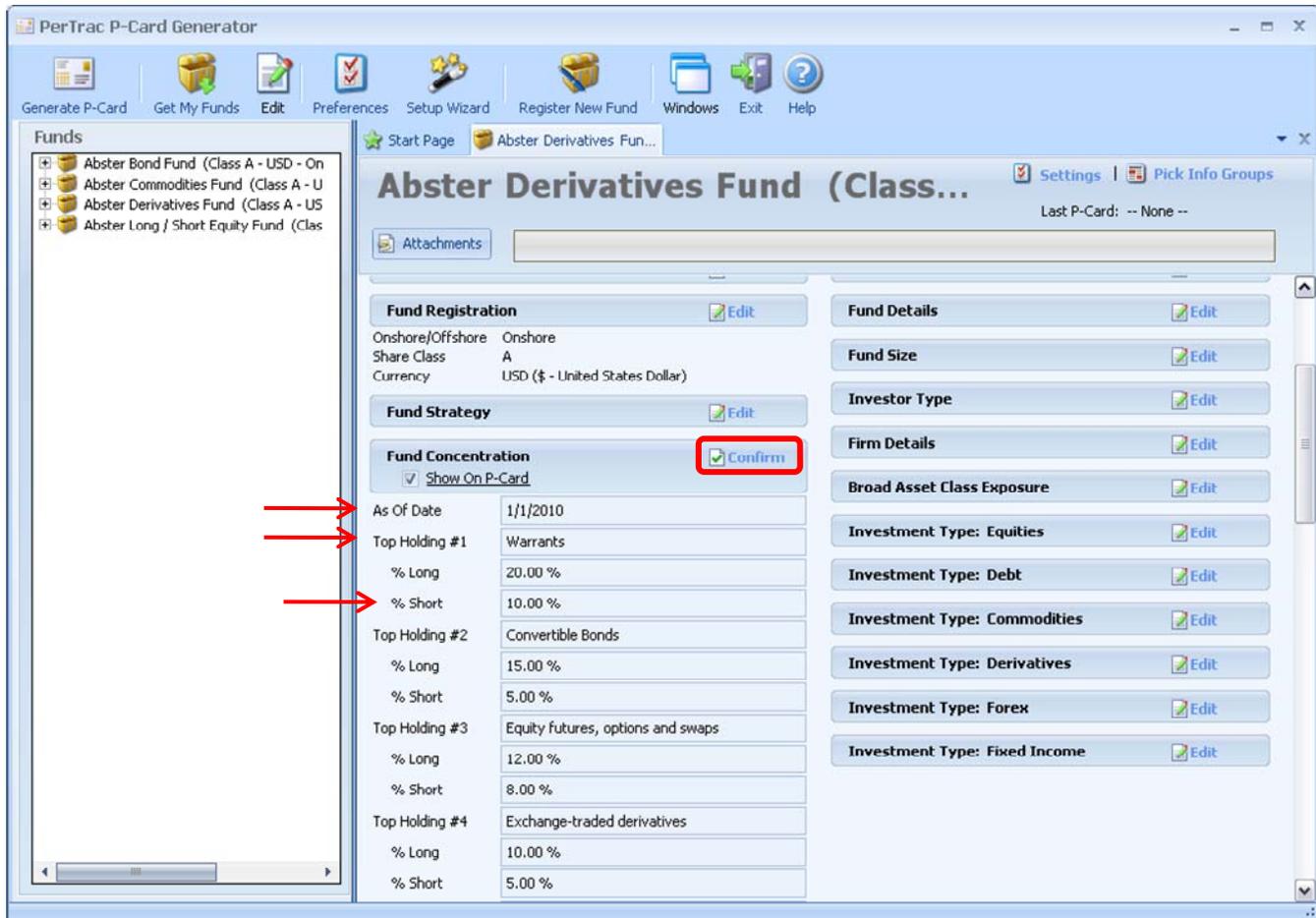
HQ	Country	State	City	# Of Em
<input checked="" type="checkbox"/>	HKG		Hong Kong	5
<input type="checkbox"/>	USA	CA	San Francis	5
<input type="checkbox"/>	GBR		London	10
<input checked="" type="checkbox"/>	USA	NY	New York	25

Below the table, the 'Fund Registration' section shows: Onshore/Offshore: Onshore; Share Class: A; Currency: USD (\$ - United States Dollar). The 'Fund Strategy' section shows: As Of Date: 1/1/2010; Long/Short: 75.00%; Sector Specific: 25.00%. The 'Fund Concentration' section shows: As Of Date: 1/1/2010; Top Holding #1: Warrants; % Long: 20.00%. The 'Fund Capital Status' section shows: Open to existing investors; Open to new investors. The 'Primary Fund Style' section shows: Fundamental. The 'Fund Fee Structure' section shows: Management Fee: 2.00%; Incentive Fee: 20.00%; High Watermark: No; Expense Ratio: 5.00%. The 'Fund Investment Parameters' section shows: Minimum Individual Investment: 1,500,000; Lock Up Period (in days): 180; Redemption Notification Period (in days): 60; Advanced Notice (in days): 90.

### Fund Concentration (Text and Percent Format)

1. Select the desired fund from the list in the “Funds” column at the left of the window by double-clicking on the fund name.
2. Click **Edit** beside of the name of the info group in which you want to add or change attribution data.
3. Populate the “As Of Date” where and when appropriate.
4. Enter text in the top text box that describes to designated attribute.
5. Add the percent value(s) of that attribute in the following text box(es).
6. Click **Confirm** beside the name of the info group to save the data.

*Figure 6.3.1: Entering Qualitative Data – Text and Percents*



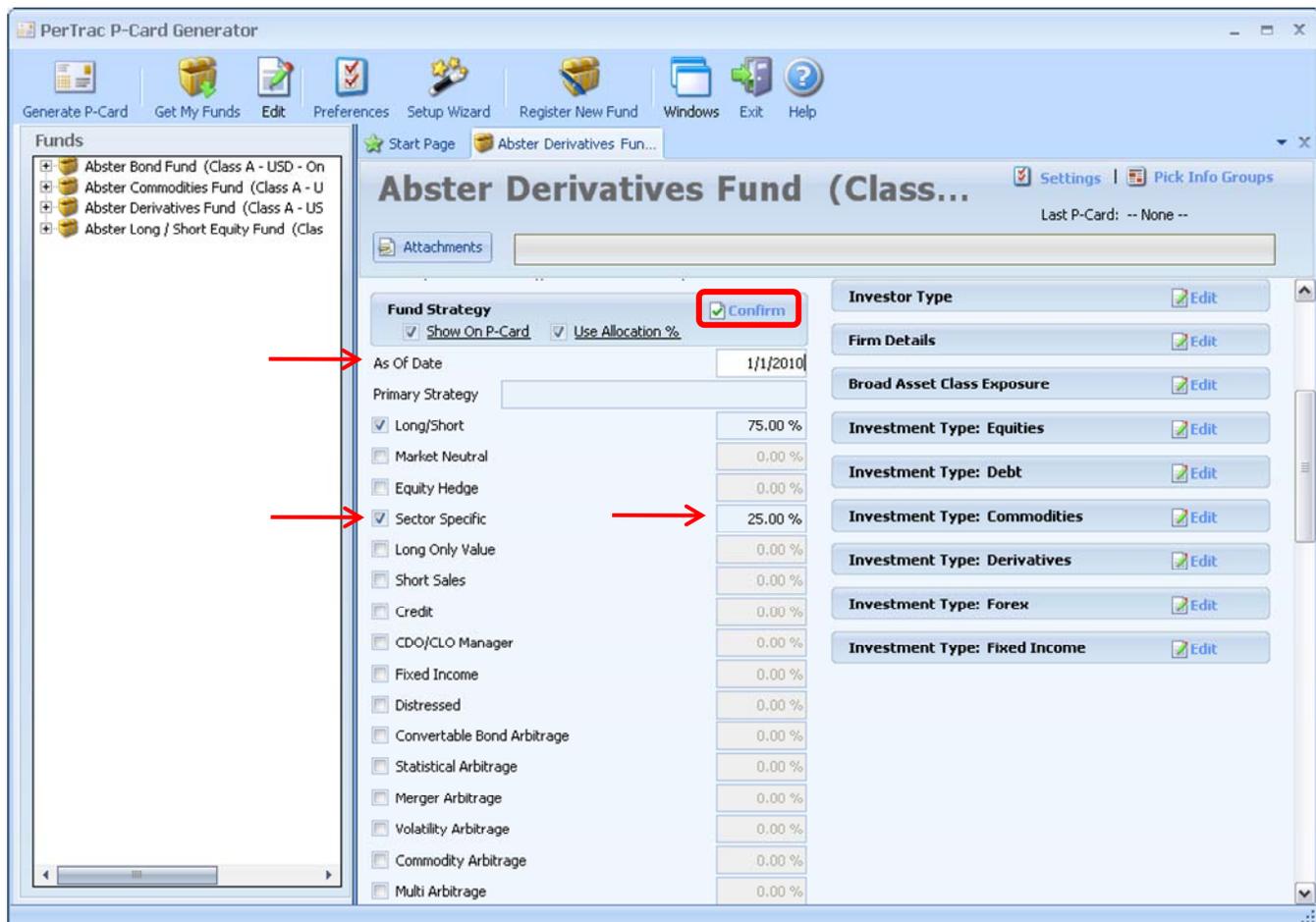
### Exposure Data (Checkbox and Optional Percentages)

1. Select the fund from the list in the “Funds” column at the left of the window by double-clicking on the fund name.
2. Click **Edit** beside of the name of the info group in which you want to add or change attribution data.
3. Populate the “As Of Date” where and when appropriate.
4. Select the attribute(s) that applies to the fund or strategy by checking the appropriate boxes.
5. If you wish to include the allocation percentage(s) along with the selected attribute(s), check the **Use Allocation %** checkbox.

**Note:** If no allocation value is entered the system will default to 0.00%. If the user does not intend to add an allocation, uncheck the **Use Allocation %** box.

6. Add the percent values for each selected attribute in the text box at right.
7. Click **Confirm** beside the name of the info group to save the data.

*Figure 6.4.1: Entering Qualitative Data – Check Boxes and Percents*

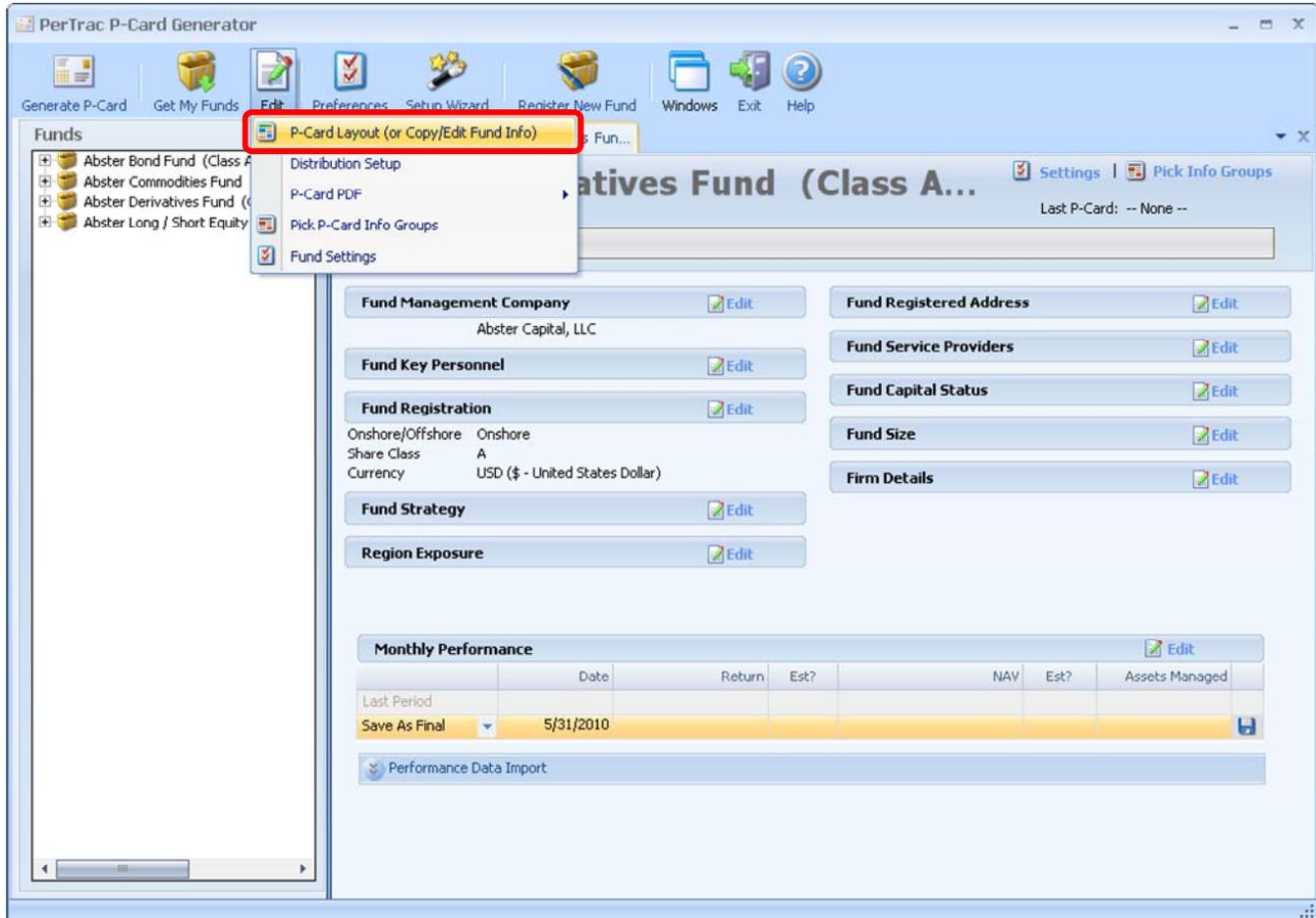


### Copying Data from One Fund to Another

To ease the data entry process, information can be copied from one fund to another.

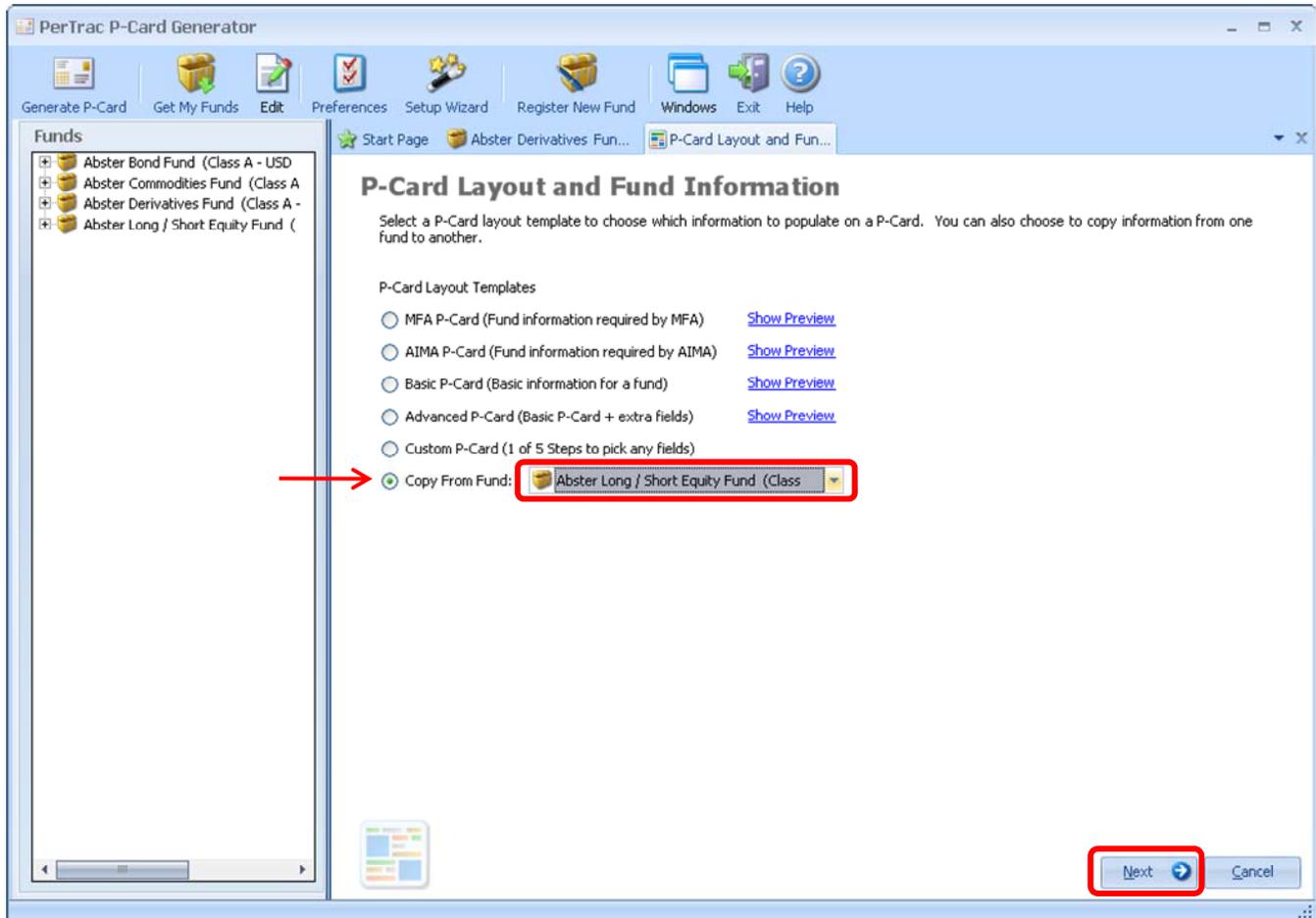
- 1) Open the fund to have the information copied into
- 2) From the **Edit** menu select the **P-Card Layout** option

*Figure 6.5.1: Entering Qualitative Data – Copy from Fund*



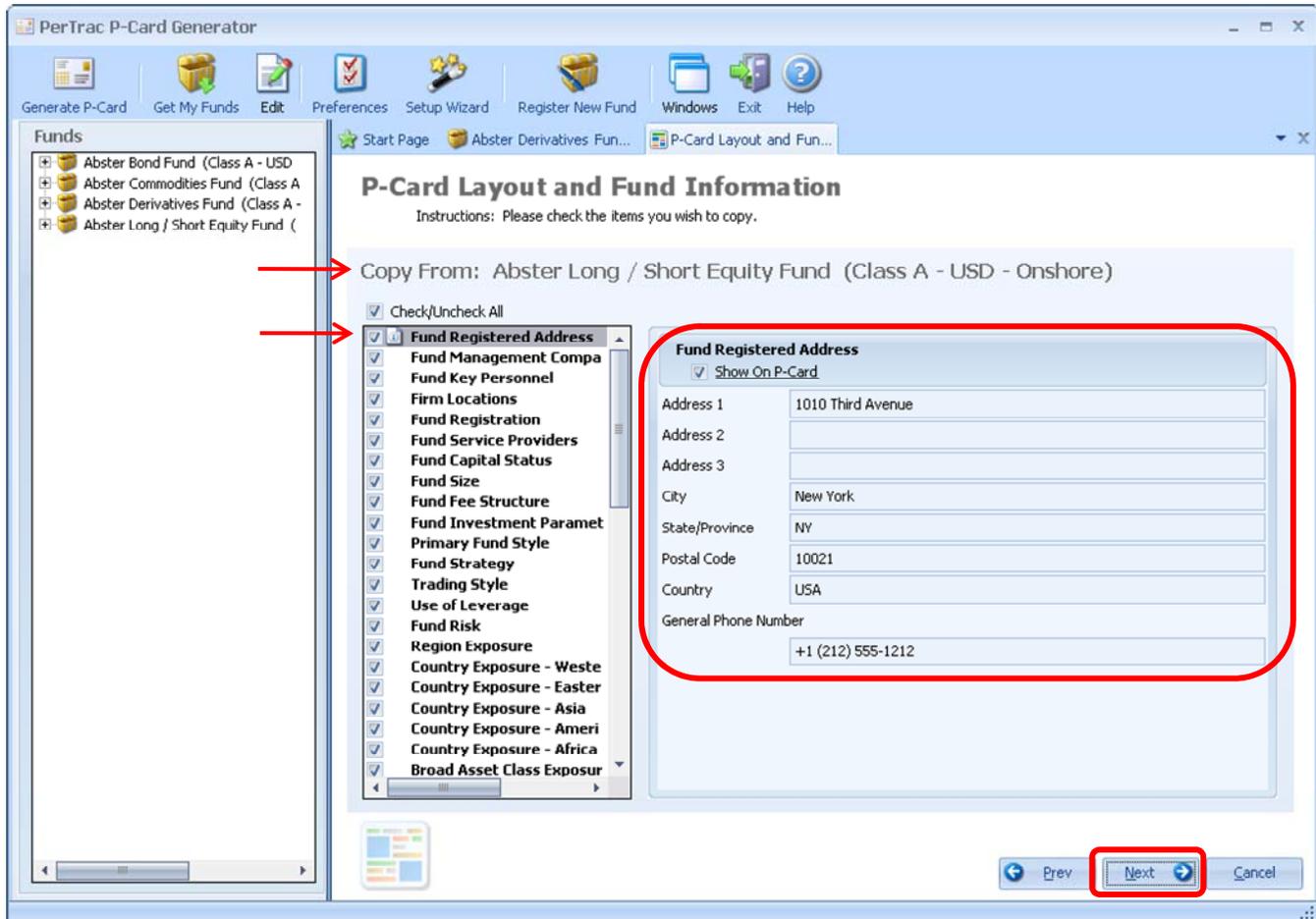
- 3) Select the “Copy from Fund” option and select the source fund from the pull-down menu.
- 4) Click **Next**.

**Figure 6.5.2: Entering Qualitative Data – Copy from Fund**



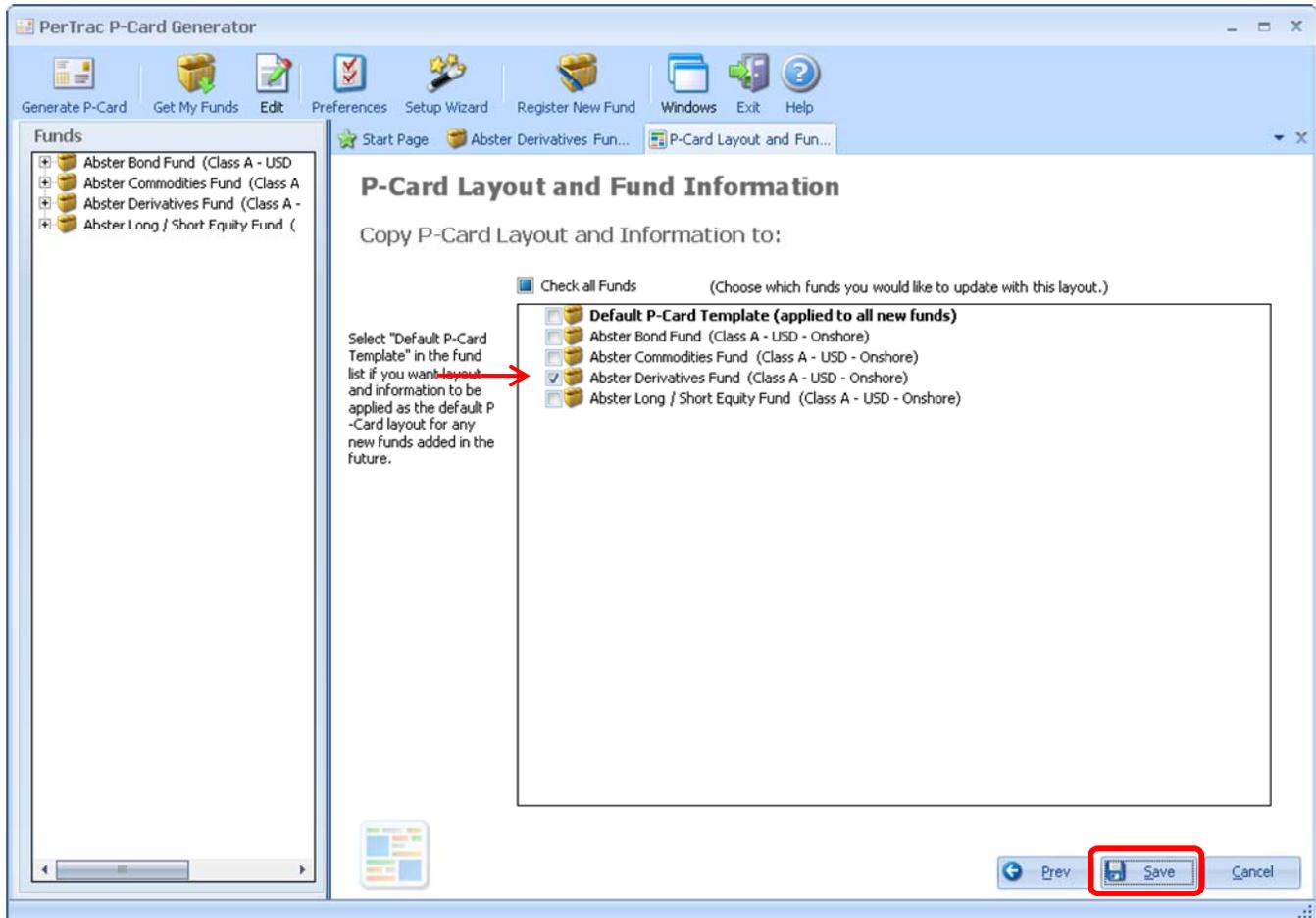
- 5) Select the information groups and data to be copied to the new fund
- 6) Click **Next**.

**Figure 6.5.3: Entering Qualitative Data – Copy from Fund**



- 7) Confirm the fund(s) to copy the data to. The open fund will automatically be selected.
- 8) Click **Save**.

**Figure 6.5.4: Entering Qualitative Data – Copy from Fund**



## Entering Quantitative Data

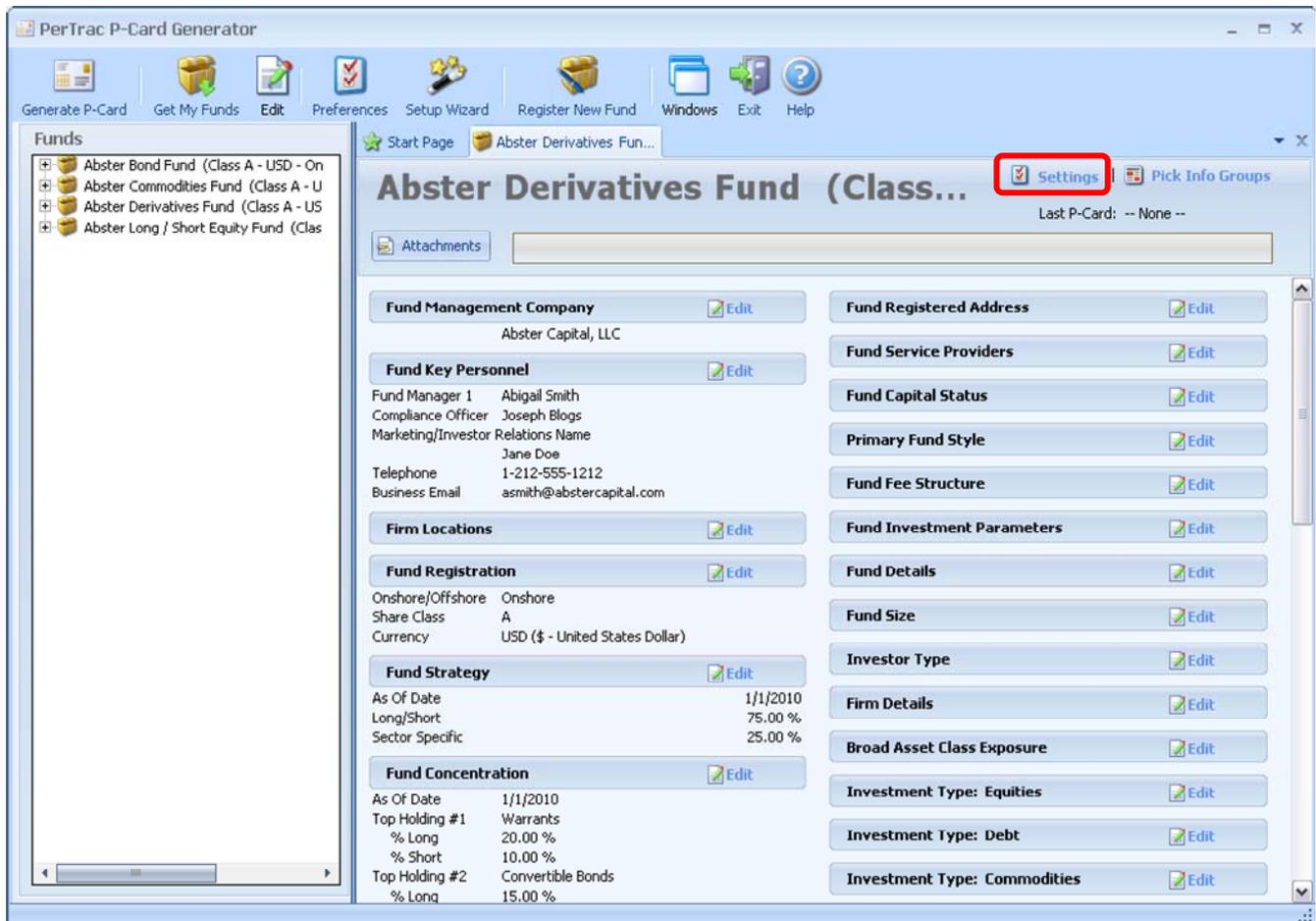
Performance data is one of the most important kinds of data transported via P-Cards. Users can enter returns for different frequencies if they wish, including daily, weekly, month to date estimates, monthly, and quarterly returns as both estimates or finals for the period. Data can be delivered for a single point in time or as full time series.

### Quantitative Data Settings

Before adding performance data, a fund's P-Card template must be set up to receive the data. This may have been created in the **Setup Wizard**.

1. Select the fund from the list in the "Funds" column at the left of the window by double-clicking on the fund name.
2. Set the performance reporting frequency by clicking **Settings** in the upper right corner.

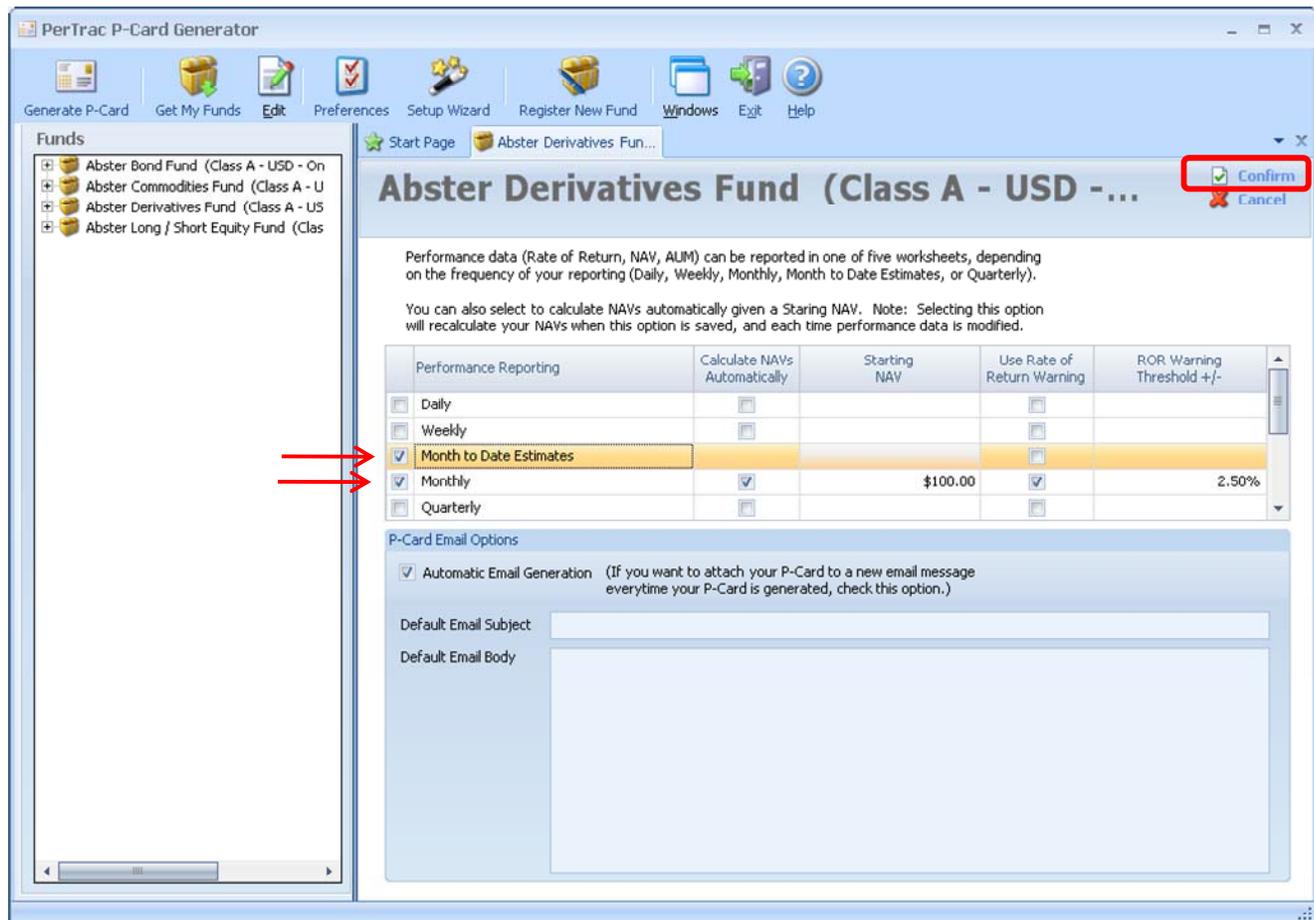
*Figure 7.1.1: Entering Quantitative Data – Setting up to Receive Data – Settings*



3. **Performance Reporting:** This is a required field located in the farthest left column of the "Returns/Performance" box. Select the performance reporting frequency by checking the appropriate box(es). More than one frequency can be selected. The default setting is to include only monthly.
4. **Calculate NAV's Automatically:** Indicate if NAVs should be calculated automatically: A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.

5. **Starting NAV:** This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
6. **Use Rate of Return Threshold:** The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
7. **ROR Warning Threshold +/-:** The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user's threshold.

**Figure 7.1.2: Entering Quantitative Data – Setting up to Receive Data – Select the Reporting Interval**



**Note:** Performance reporting settings can be also be set by clicking **Edit** in the ribbon at the top of the window and selecting **Fund Settings** or by clicking **Preferences** and selecting the **Default Fund Settings** tab.

## Entering the Data

After the quantitative data template is set up, the returns/performance information can be added. There are three methods to enter the quantitative data: manual data entry, copying and pasting the data from a spreadsheet and importing the data from a spreadsheet.

### Adding Data Manually

Performance data must be entered in a specific format to be confirmed by the P-Card Generator. For example, the Assets Managed figure must be entered as a full number, e.g. 1,000,000,000 for 1 billion. The manner in which quantitative data needs to be filled is always displayed via a pop-up box for that particular field.

There are two methods of entering the performance data manually: into the P-Card Generator main screen and into the performance data worksheet.

#### 1. Entering Data into the Main Screen

##### A. Month to Date Estimates

- 1) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

**Figure 7.2.1.1: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data**

The screenshot displays the PerTrac P-Card Generator interface for the 'Abster Derivatives Fund (Class A -...)'.

**Country Exposure - Americas**

Brazil	15.00 %
Canada	15.00 %
Chile	10.00 %
United States	25.00 %

**Equity Derivatives**

Equity Derivatives	60.00 %
Exchange Traded Futures & Options	40.00 %

**Investment Type: Derivatives**

As Of Date	1/31/2010
Exchange Traded Futures	40.00 %
Exchange Traded Options	20.00 %
OTC Derivatives (Plain/Vanilla)	30.00 %
OTC Derivatives (Exotics)	10.00 %

**Month to Date Estimates**

	Date	Return	Delta	NAV	Assets Managed
Last Period					
Current Period	2/3/2010				

**Monthly Performance**

	Date	Return	Est?	NAV	Est?	Assets Managed
Last Period						
Save As Final	2/20/2010					

- 2) In the “Month to Date Estimates” area enter the performance data on the line for “Current Period”.
- 3) Change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0.012 or 1.25%).
- 5) The “Delta” will be automatically calculated. If this is the first row or data (or the first row of a month) the “Delta” will equal the “Return”.
- 6) The “NAV” and “Assets Managed” can be populated; however, this information is not required.
- 7) Click on the disk icon at the far right. The data will move up to the “Last Period” row and be entered into the performance data worksheet.

**Figure 7.2.1.2: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data**

The screenshot displays the PerTrac P-Card Generator interface for the 'Abster Derivatives Fund (Class A -...)'.

**Country Exposure - Americas**

Brazil	15.00 %
Canada	15.00 %
Chile	10.00 %
United States	25.00 %

**Investment Type: Derivatives**

Equity Derivatives	60.00 %
Exchange Traded Futures & Options	40.00 %
As Of Date	1/31/2010
Exchange Traded Futures	40.00 %
Exchange Traded Options	20.00 %
OTC Derivatives (Plain/Vanilla)	30.00 %
OTC Derivatives (Exotics)	10.00 %

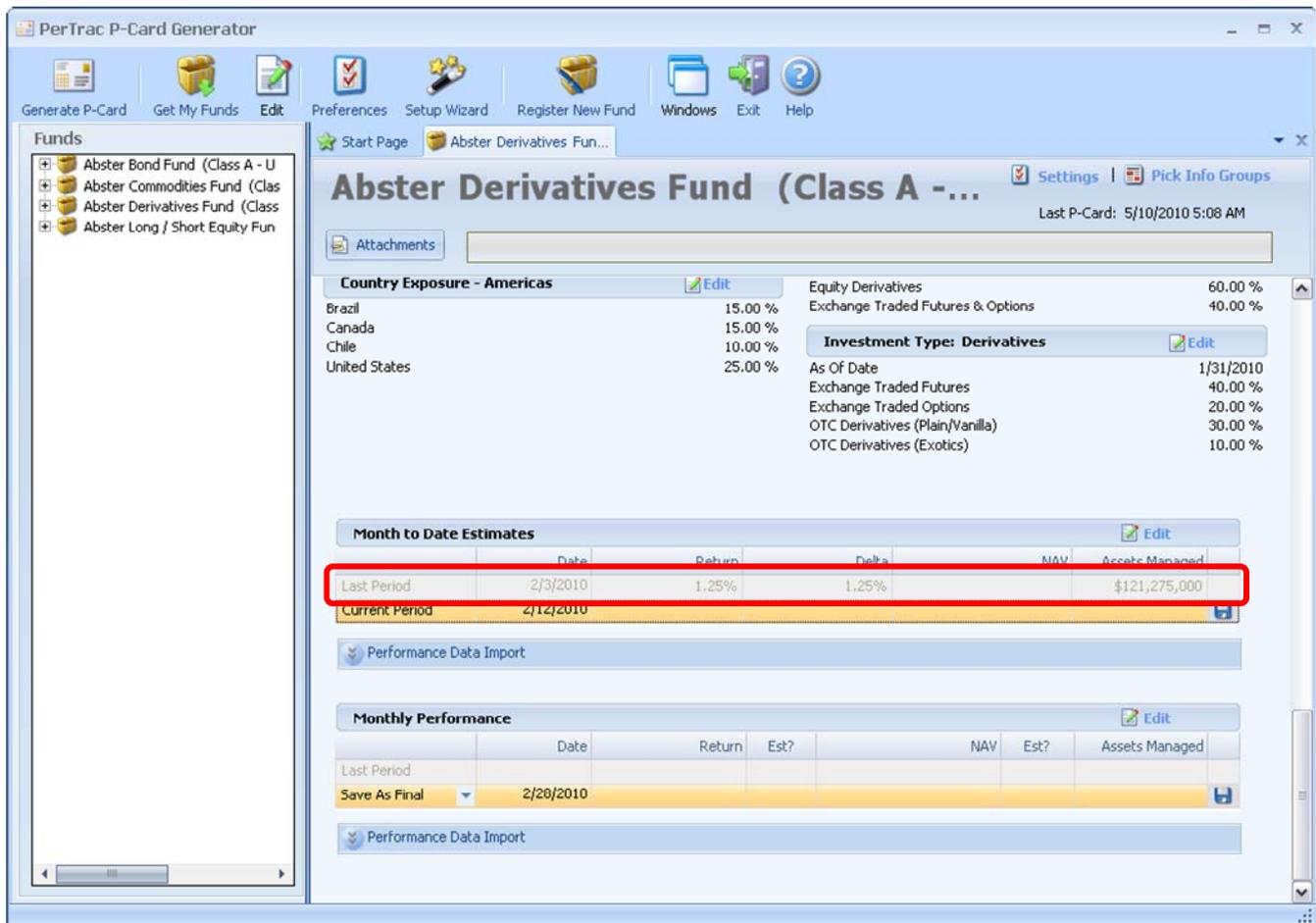
**Month to Date Estimates**

	Date	Return	Delta	NAV	Assets Managed
Last Period					
Current Period	2/3/2010	1.25%	1.25%		\$121,275,000

**Monthly Performance**

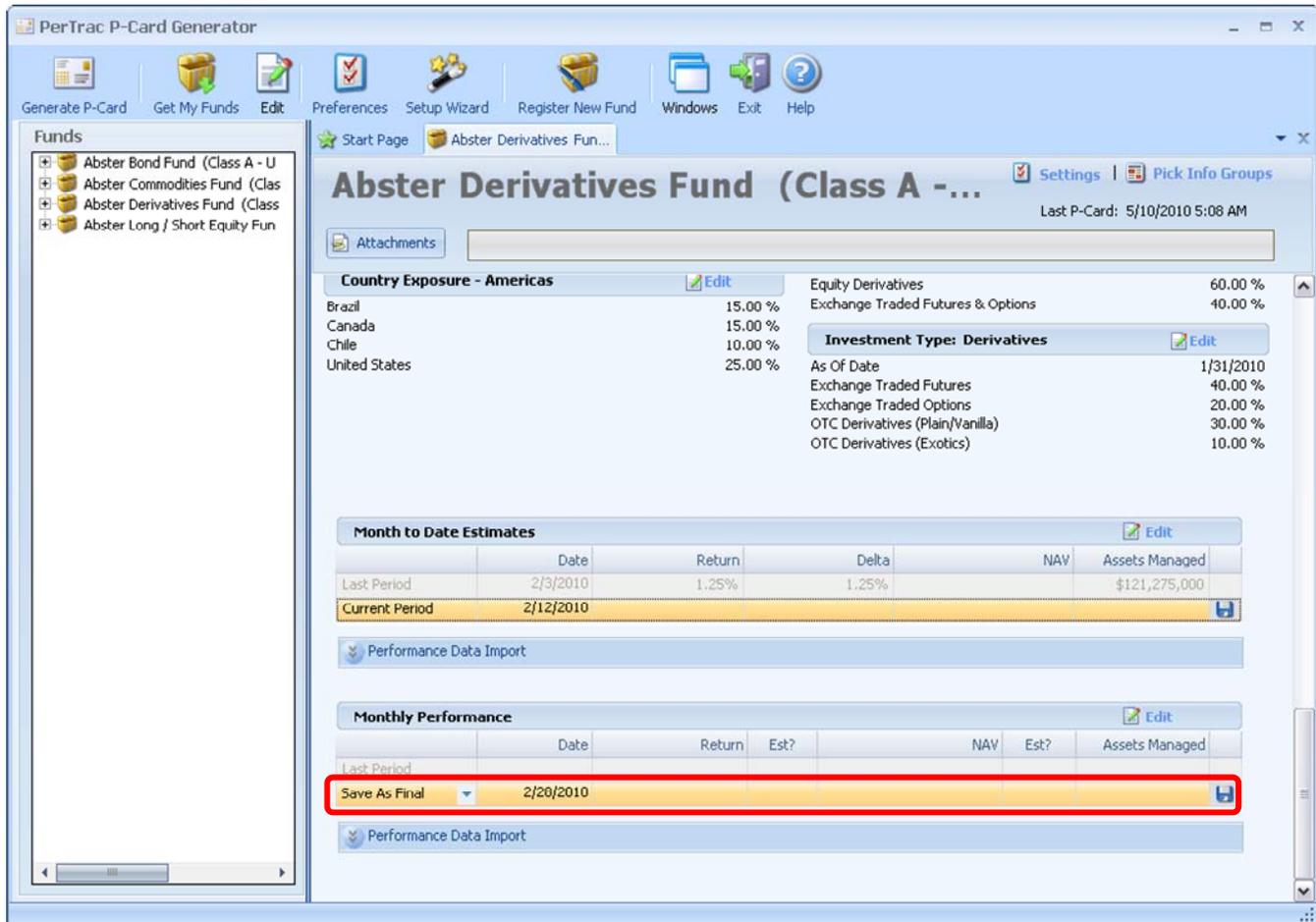
	Date	Return	Est?	NAV	Est?	Assets Managed
Last Period						
Save As Final	2/20/2010					

**Figure 7.2.1.3: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data**



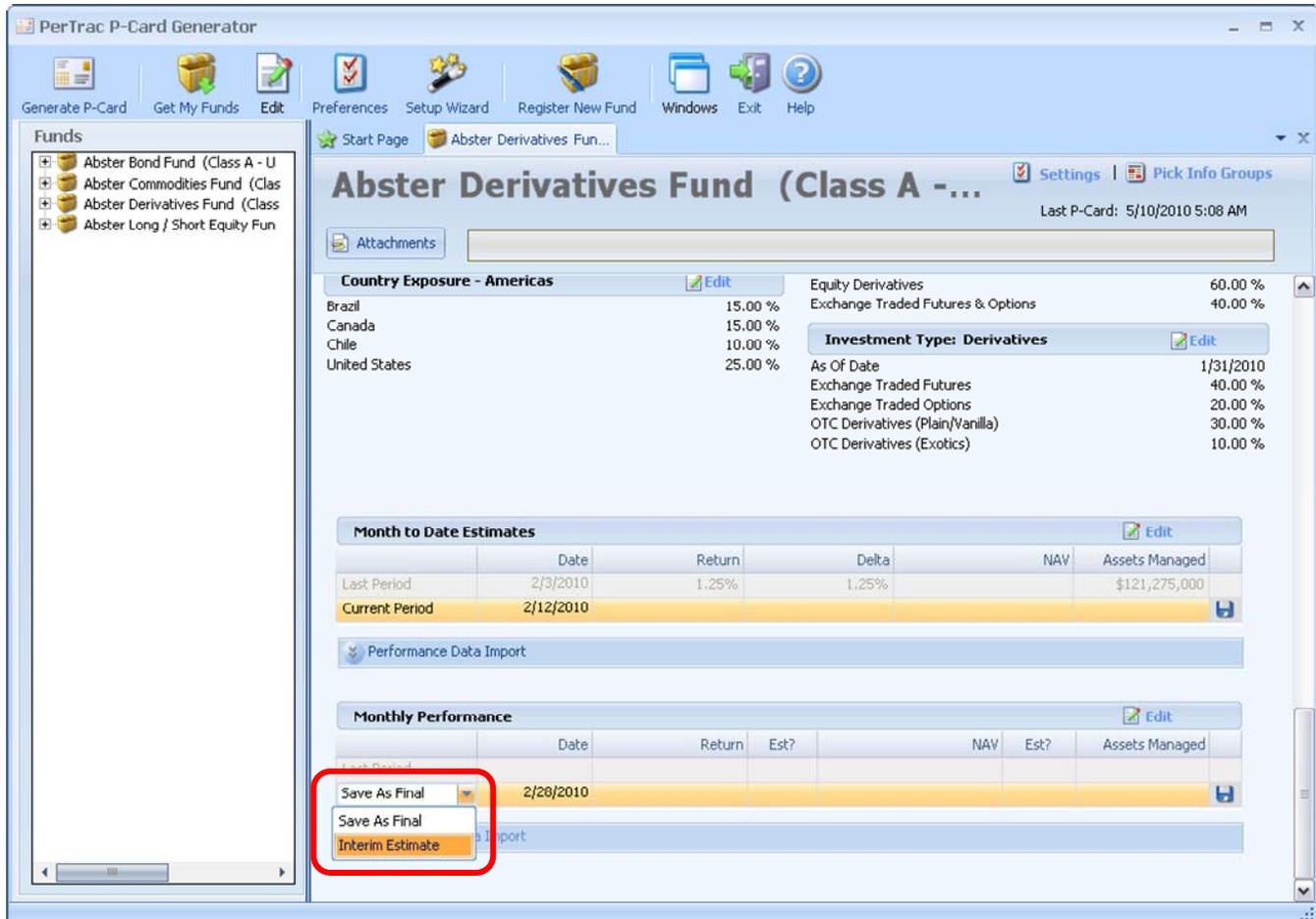
- B. Monthly Performance Estimates *(also applies to daily, weekly and quarterly)*
  - 1) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

**Figure 7.2.1.4: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Estimates**



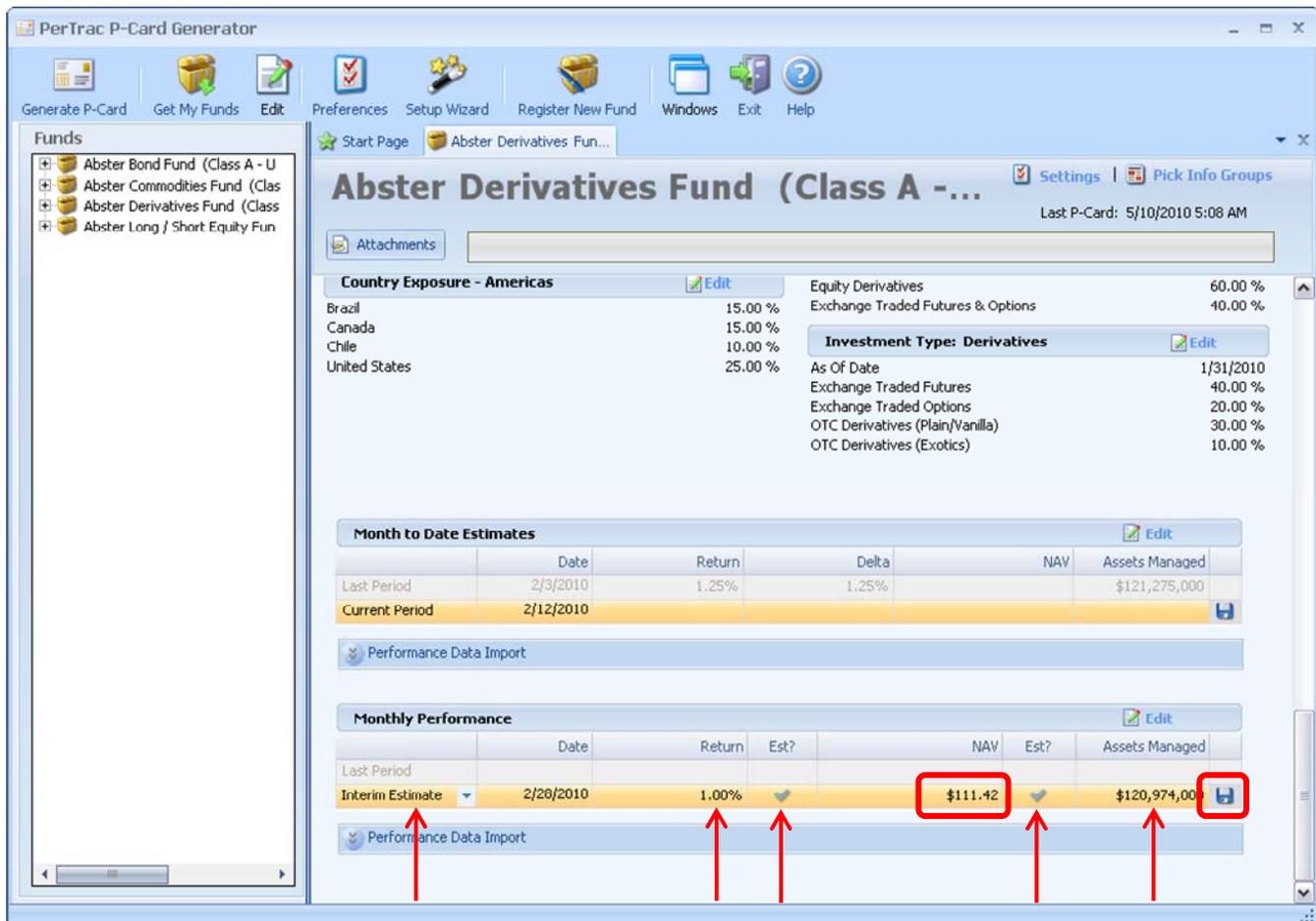
- 2) Change the “Estimates/Final” menu on the far left to the “Interim Estimates” option.

**Figure 7.2.1.5: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Estimates**



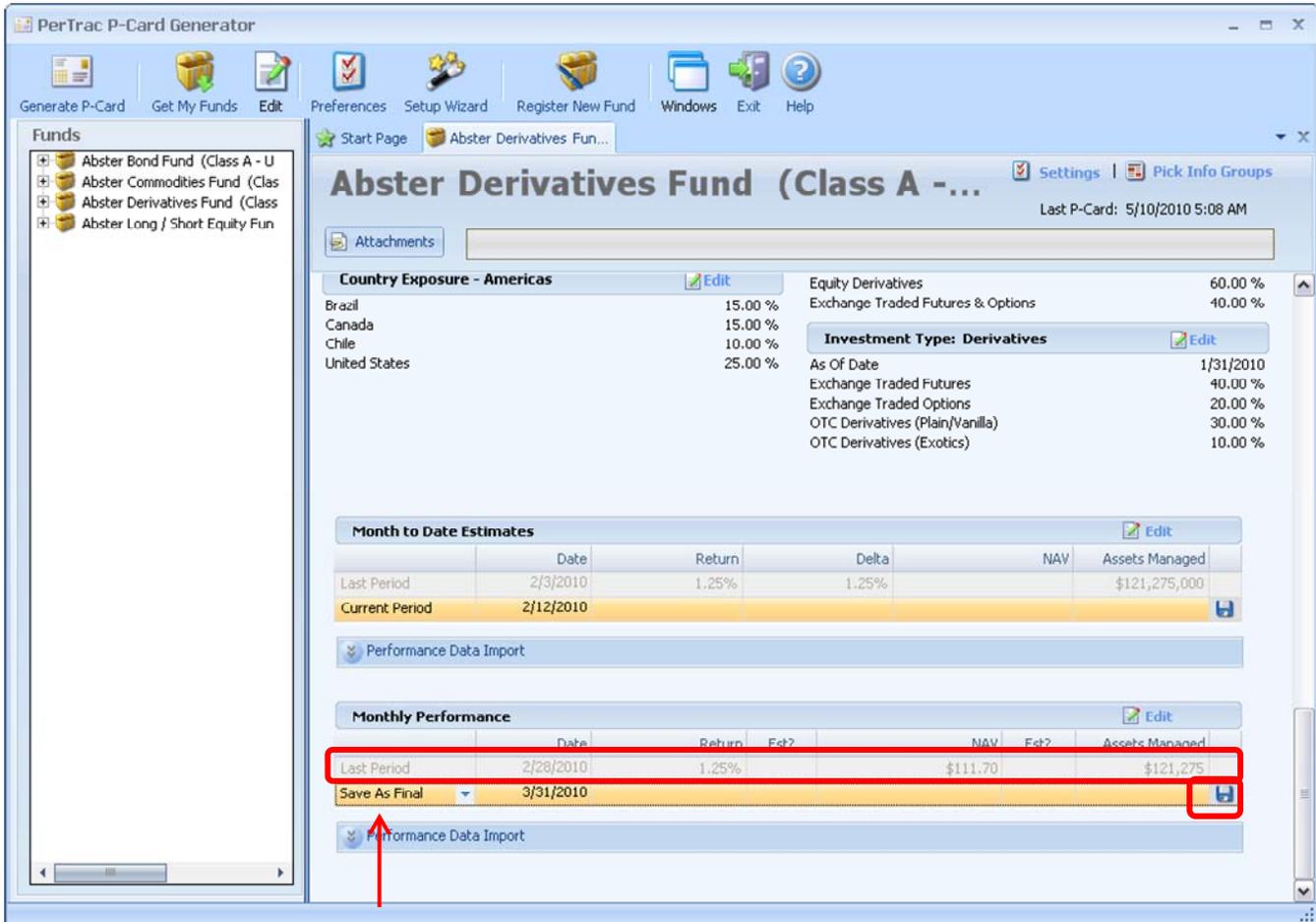
- 3) Change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0 .012 or 1.25%).
- 5) The “NAV” and “Assets Managed” can be populated; however, this information is not required.
- 6) Check boxes will be automatically placed in the “Est?” column for the “Return” and “NAV” columns, where applicable.
- 7) Click on the disk icon at the far right. The data will **not** move up to the “Last Period” of the performance data worksheet until the data has been converted to a final.

**Figure 7.2.1.6: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Estimates**



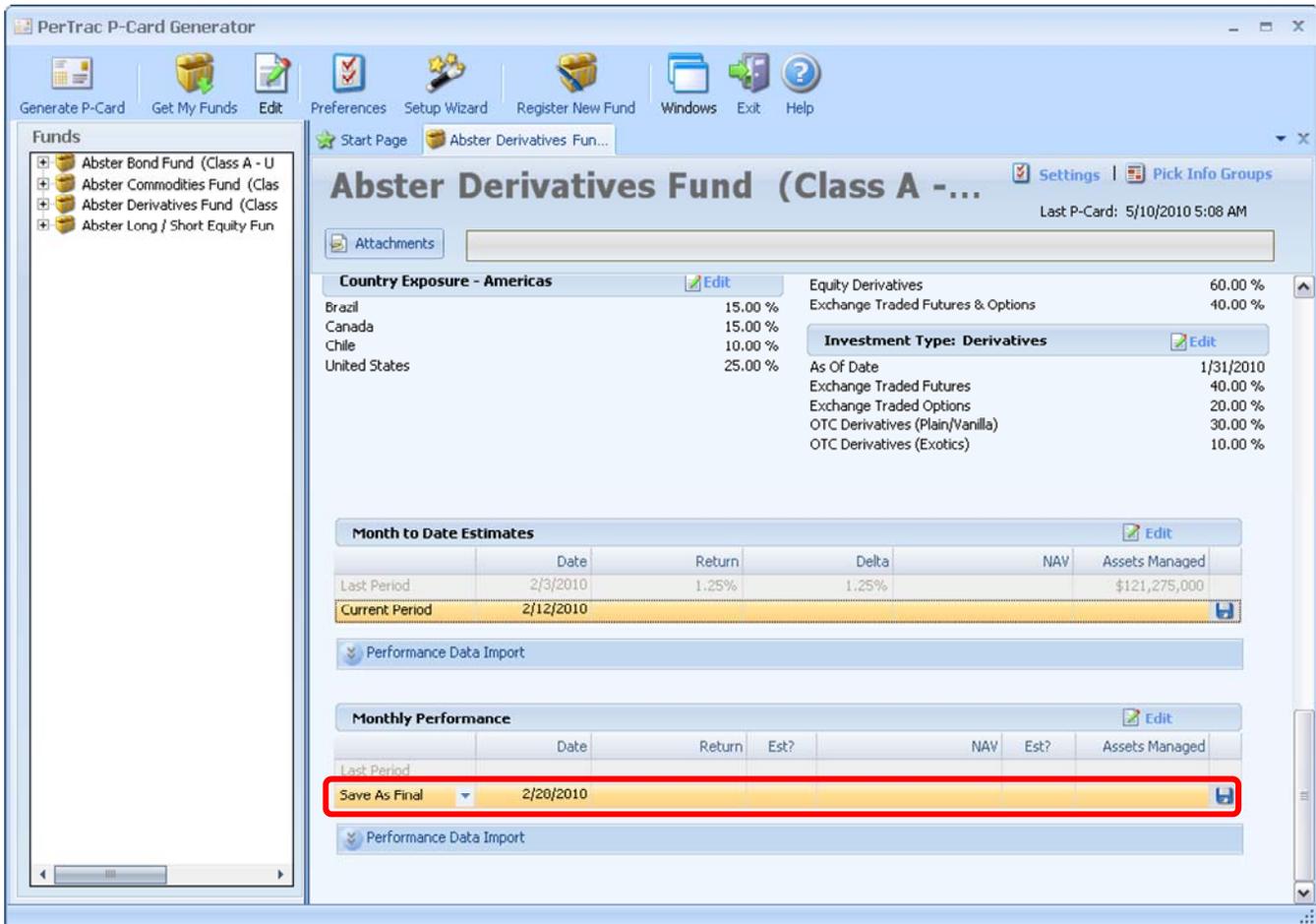
- C. Convert the Estimate to a Final *(also applies to daily, weekly and quarterly)*
  - 1) Enter the data as an estimate as described above.
  - 2) Change the “Estimates/Final” menu on the far right to the “Save as final Option” option.
  - 3) Click on the disk icon at the far right. The data will move up to the “Last Period” row and be entered into the performance data worksheet.

**Figure 7.2.1.7: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Convert Estimates into Finals**



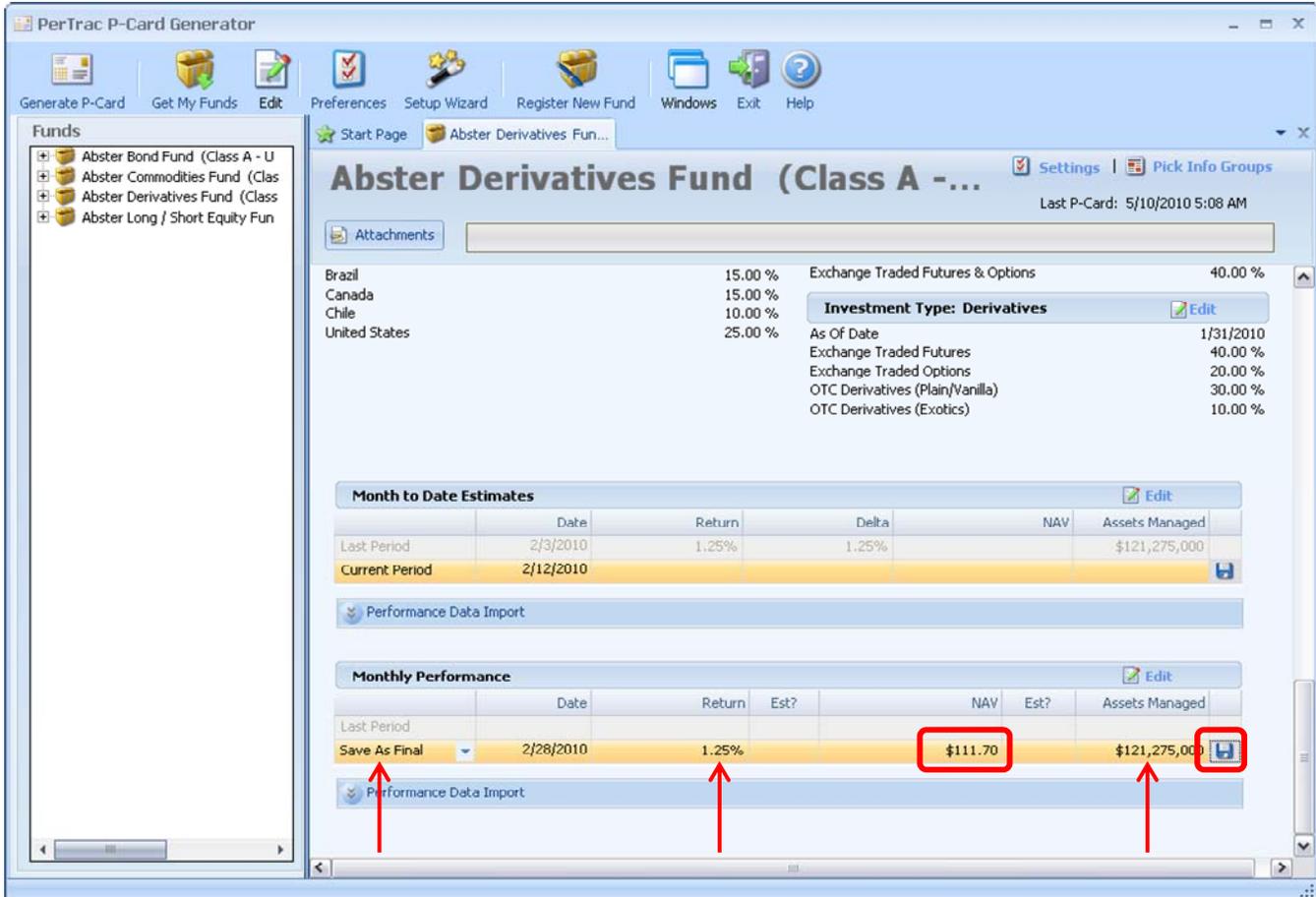
- D. Monthly Performance Finals *(also applies to daily, weekly and quarterly)*
  - 1) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

**Figure 7.2.1.8: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals**

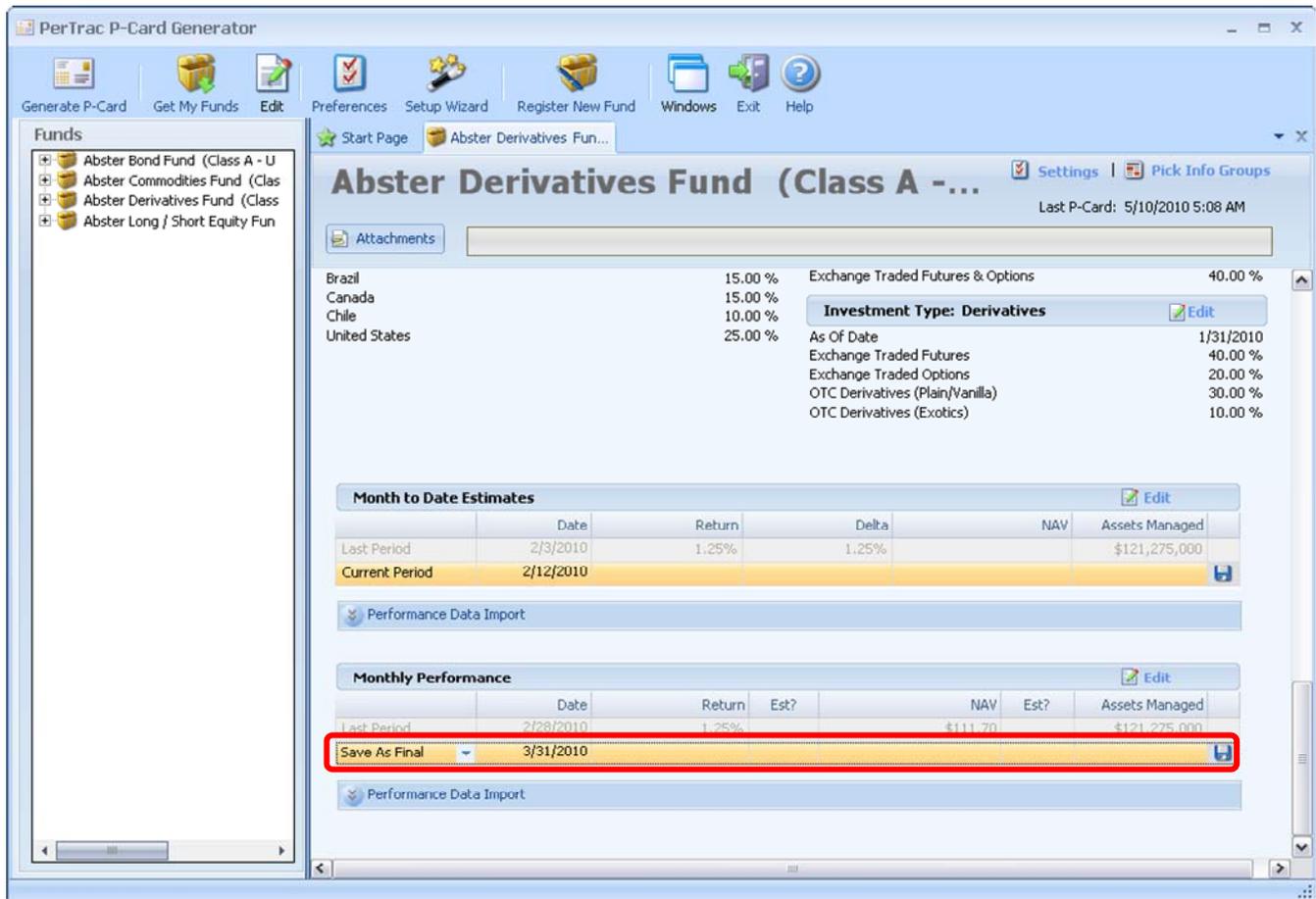


- 2) In the “Monthly Performance” section, change the “Estimates/Final” menu on the far right to the “Save as Final” option.
- 3) In the line for “Save as Final”, change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0.012 or 1.25%).
- 5) The “NAV” and “Assets Managed” can be populated; however, this information is not required.
- 6) Click on the disk icon at the far right. The data will move up to the “Last Period” row and be entered into the performance data worksheet.

**Figure 7.2.1.9: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals**

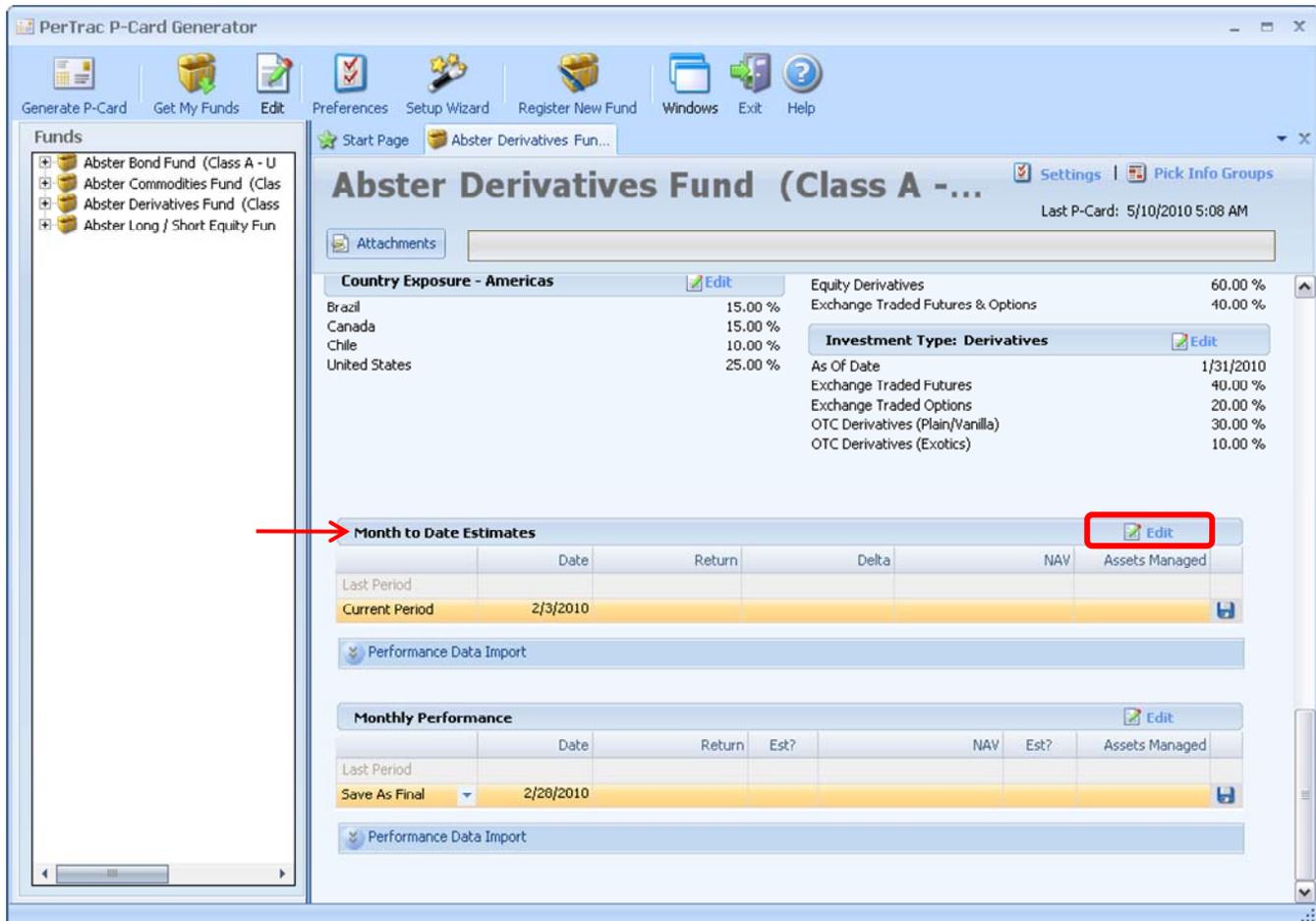


**Figure 7.2.1.10: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals**



2. Entering Data into the Performance Data Worksheet
  - A. Manual Data Entry
    - 1) Month to Date Estimates
      - a) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

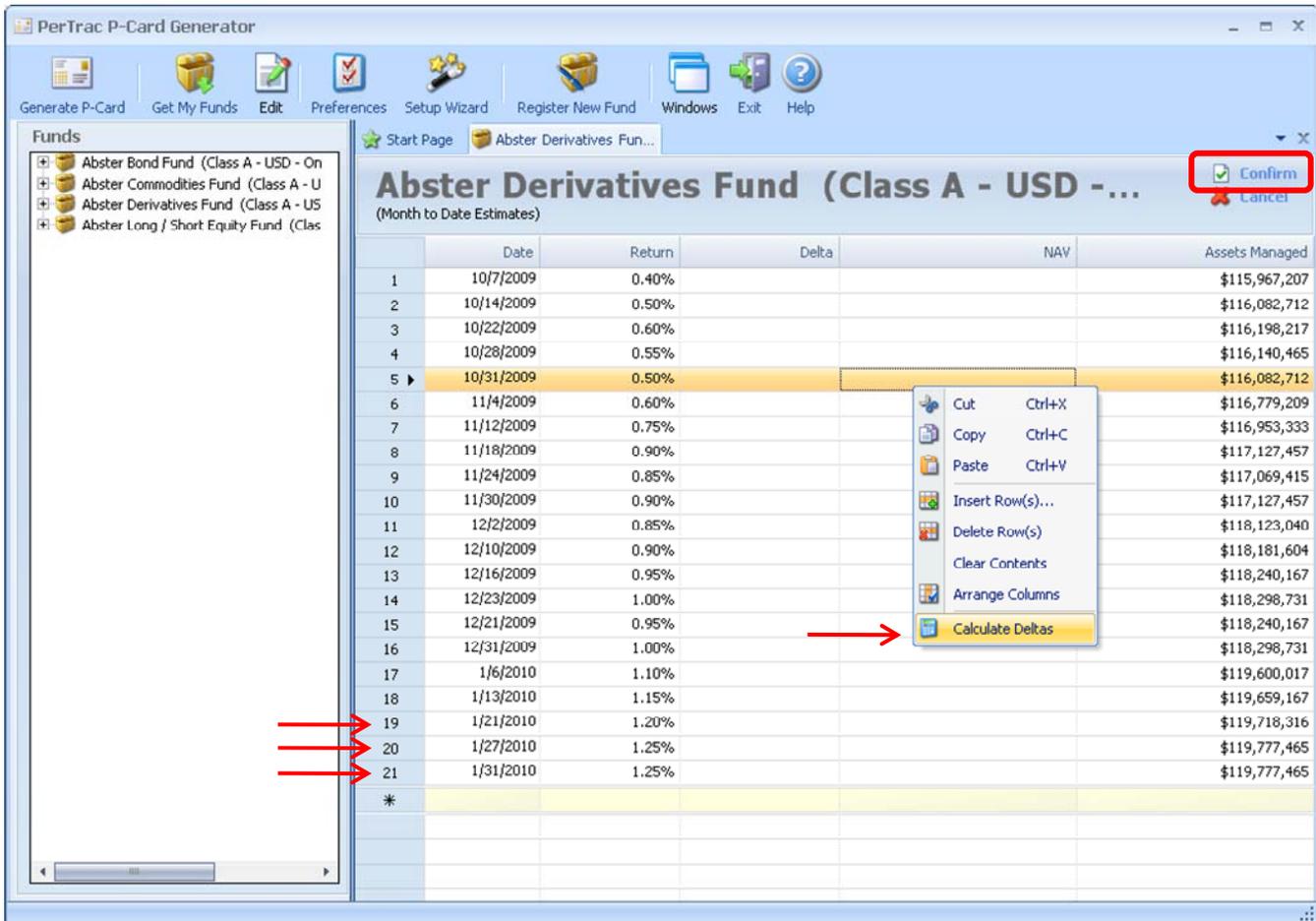
**Figure 7.2.2.1: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Month to Date Data**



- b) Click on **Edit** in the upper right corner of the performance table.
- c) In the “Date” column, enter the date of the period for which the return is reported in the local format of the user. This can also be accomplished by clicking the down arrow button at the right edge of the cell and selecting the end date from the pop-up calendar.
- d) In the next cell in the same row, enter the estimated monthly return in the “Return” column. It can be entered either as a decimal or percent (0 .0125 or 1.28%) but will display in percent format after entry (1.25%).
- e) Check the next cell, the delta can be calculated automatically by right clicking the mouse and select “Calculate Deltas”. This can only be done after two or more rows of performance data have been entered.
- f) Enter the net asset value in the “NAV” column. NAV’s in the Month to Date section cannot be calculated automatically, they must be entered manually.

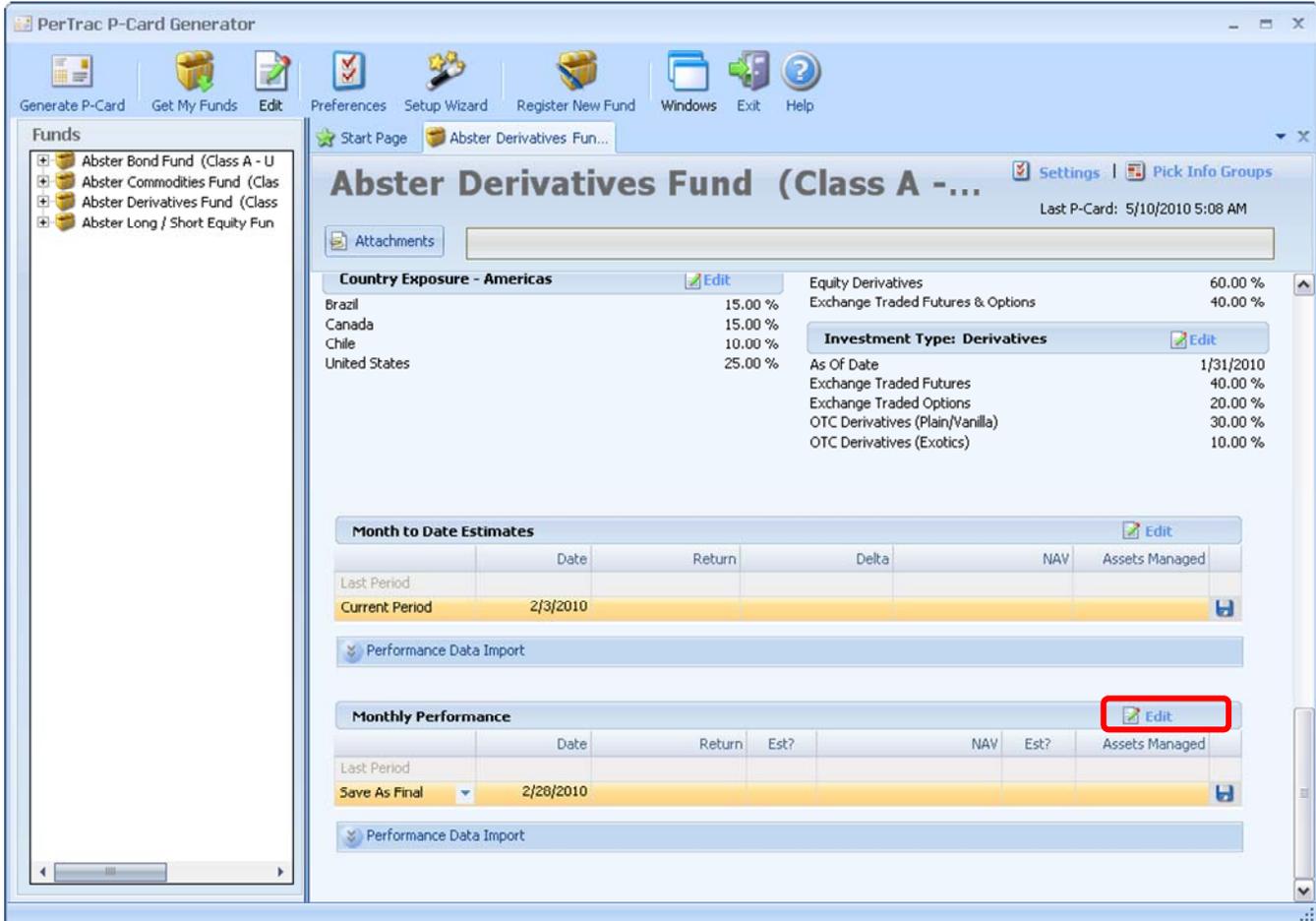
- g) In the “Assets Managed” column, enter the total amount of assets managed by the fund as of the date entered in the “Date” column.
- h) If the user has data to enter for additional return periods, repeat steps 2 - 7 above, entering the data for each period on a separate row in ascending date order going down the table (e.g. 1/6/2010 on row 2, 1/14/2010 on row 3, etc.). Dates can be entered either in a consistent fashion (e.g., every Wednesday) or in an inconsistent fashion (e.g., semi monthly).
- i) Click **Confirm** in the upper right corner of the window to save the entered data.

**Figure 7.2.2.2: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Month to Date Data**



- 2) Monthly Returns *(also applies to daily, weekly and quarterly)*
  - a) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.
  - b) Click on **Edit** in the upper right corner of the performance table.

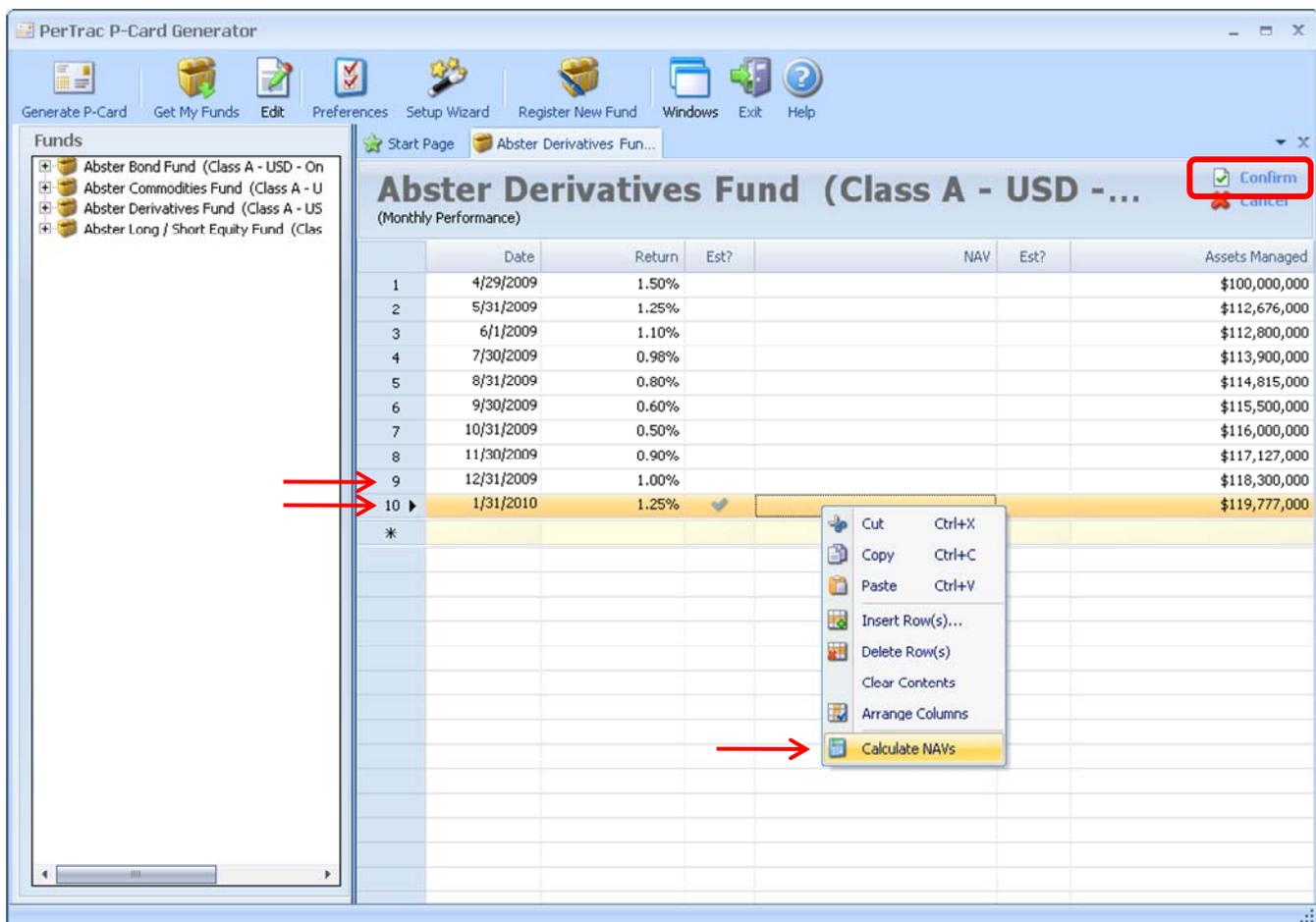
**Figure 7.2.2.3: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Monthly Data**



- c) In the “Date” column, enter the date of the period for which the return is reported in the local format of the user. This can also be accomplished by clicking the down arrow button at the right edge of the cell and selecting the end date from the pop-up calendar.
- d) In the next cell in the same row, enter the fund performance in the “Return” column. It can be entered either as a decimal or percent (0.125 or 1.25%) but will display in percent format after entry (1.25%).
- e) If the return is an estimate check the next cell, in the “Est?” column.
- f) Enter the net asset value in the “NAV” column. If the user indicated under the quantitative data settings that the NAV should be automatically calculated, this column should be left blank.
- g) After all of the data has been entered and the **Confirm** button has been clicked, the NAVs will be calculated. NAV’s can also be calculated by right-clicking the mouse and select “Calculate NAVs”.

- h) Check the next cell, in the “Est?” column, if the NAV is an estimate. (If the return is an estimate, the NAV should be as well.)
- i) Enter the funds assets under management in the “Assets Managed” column
- j) If the user has data to enter for additional return periods, repeat steps 2 - 7 above, entering the data for each period on a separate row in ascending date order going down the table (e.g. 1/31/2010 on row 2, 2/28/2010 on row 3, etc.).
- k) Weekly dates can be entered for any day of the week. However, it must be entered in seven day increments. Monthly and quarterly dates should be entered using the final day of the period.
- l) Click **Confirm** in the upper right corner of the window to save the entered data.

**Figure 7.2.2.4: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Monthly Data– Monthly Data**



- B. Copy Data from Excel (applies to all performance reporting intervals)
  - 1) Select the columns in the source spreadsheet to be copied into the P-Card template.
  - 2) Put the cursor in the cell at the top of the P-Card quantitative data.
  - 3) Paste in the data.

**Note:** *To paste multiple columns of data at a single time, the source columns must be in the same order as the P-Card quantitative data table.*

### Importing Data from a Spreadsheet

The alternative to the manual entry of performance and other quantitative data is to automatically populate the performance table by importing data from a spreadsheet (e.g., MS Excel) or a comma separate value (.csv) file. This requires the user to create an import map in the P-Card Generator. The import map directs the data from the spreadsheet to the appropriate places in the P-Card. After completing the one-time set up of an import map once the user can easily import data into the P-Card each time the spreadsheet is updated.

The import map can read an existing spreadsheet or the user may create a new one. The steps below can be applied to both scenarios.

#### Create a Spreadsheet

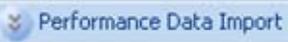
The P-Card Generator is designed to be conformed to an existing spreadsheet. However, if a spreadsheet does not exist, use this guide to create one.

1. Populate the appropriate data in a spreadsheet in Excel or another third-party application that can create a \*.csv file. The file should contain some or all of the following data fields for each return period:
  - A. Record Date (in the users local format)
  - B. Rate of Return (either as a decimal or percent, 0.0125 or 1.25%).
  - C. Is the rate of return is an Estimate?
  - D. NAV (If the NAV is set to auto-calculate, values do not need to be entered. If auto-calculate has been selected and users wish to override the values, turn off the auto-calculate feature in P-Card Generator and include the appropriate values in the import file.)
  - E. Is the NAV is an Estimate?
  - F. Assets Managed

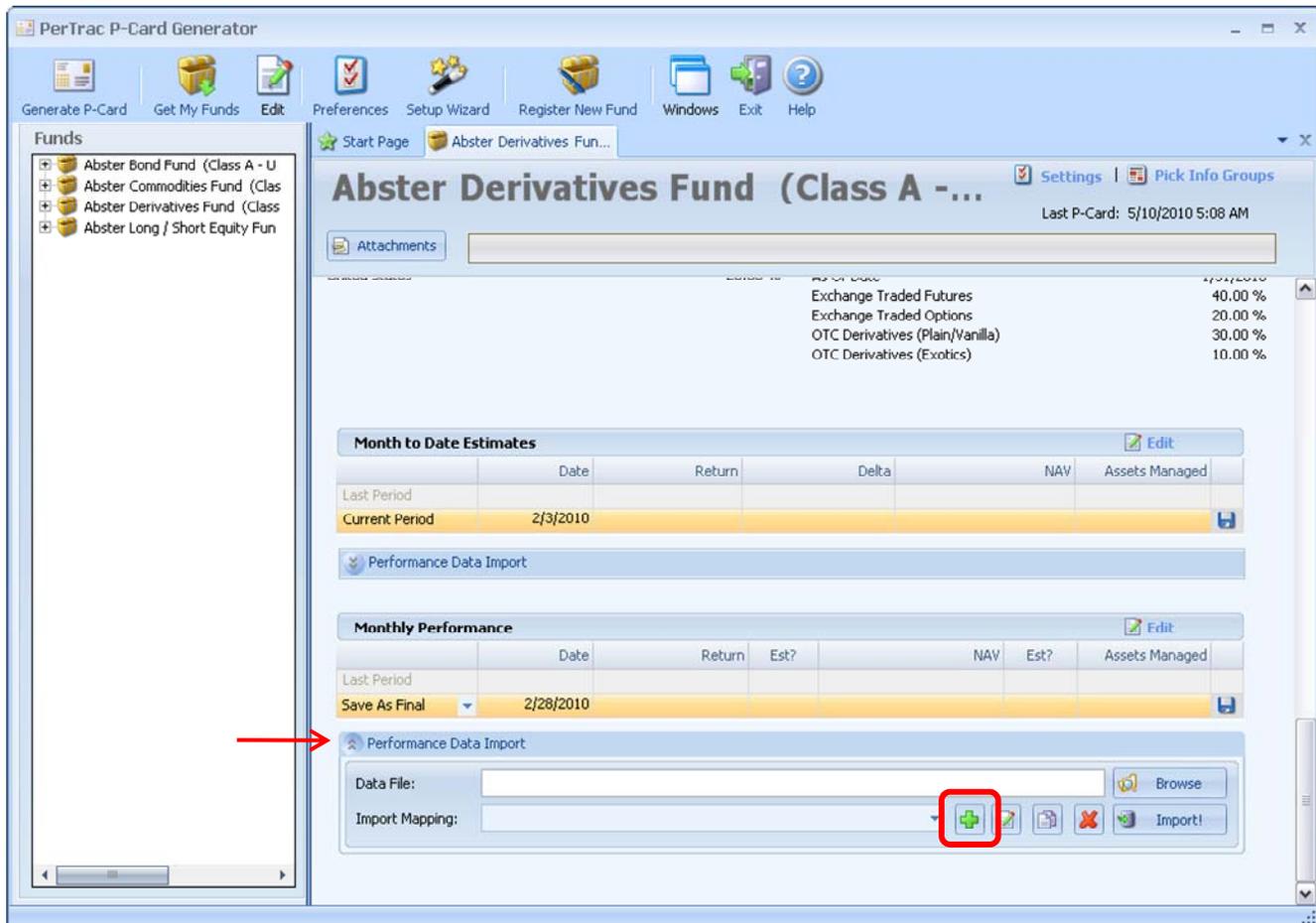
**Note:** *The user is not required to include all six of these fields in the import file. The only required data is the date and the return.*

2. Save the import spreadsheet as a .xls or .csv file.

### Create an Import Map

1. In P-Card Generator, double-click on the fund to be updated in the “Funds” column at the left of the window.
2. Click  next to the “Performance Data Import” heading at the bottom of the window.
3. Click on **Browse** to locate the appropriate spreadsheet file.
4. Locate and select the spreadsheet file to import, then click **Open**.
5. Create an import map by clicking  next to the “Import Mapping” pull-down menu. Follow the instructions of each proceeding dialog box.

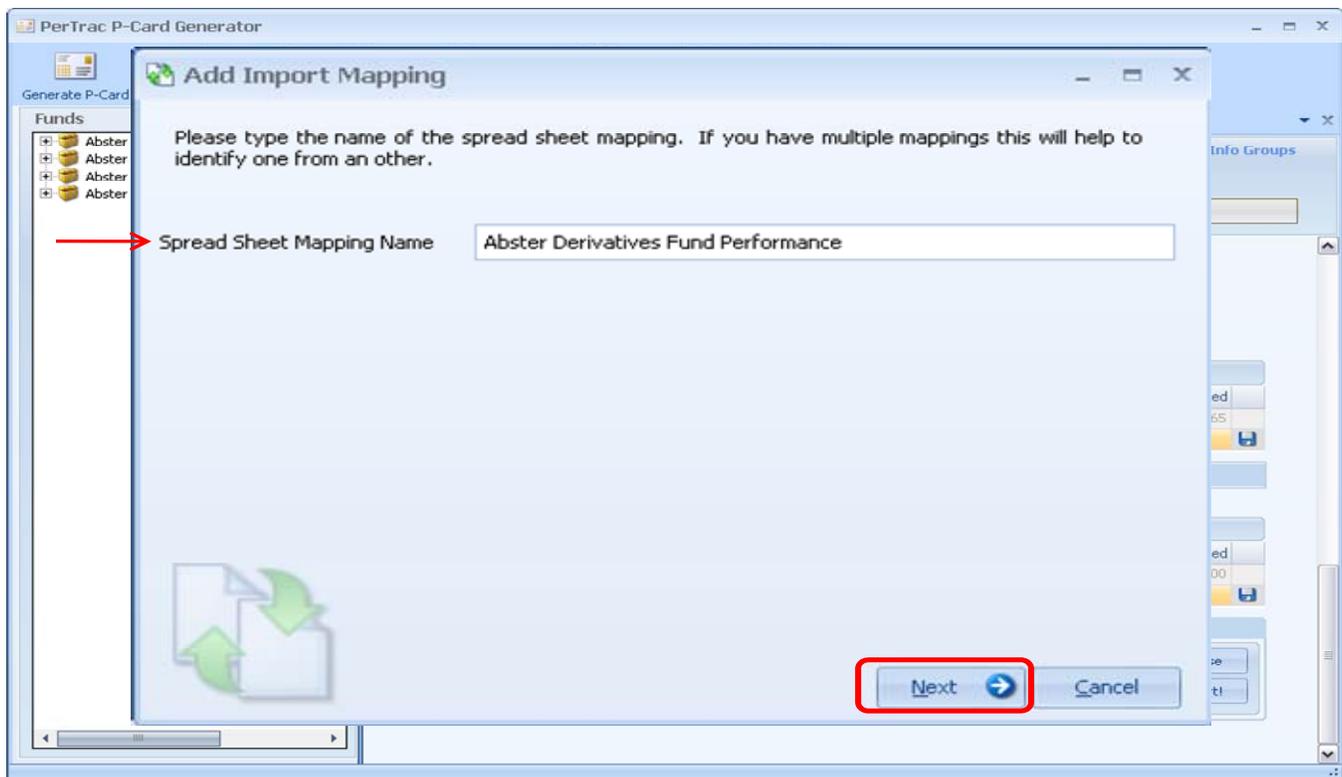
*Figure 7.3.1.1: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map*



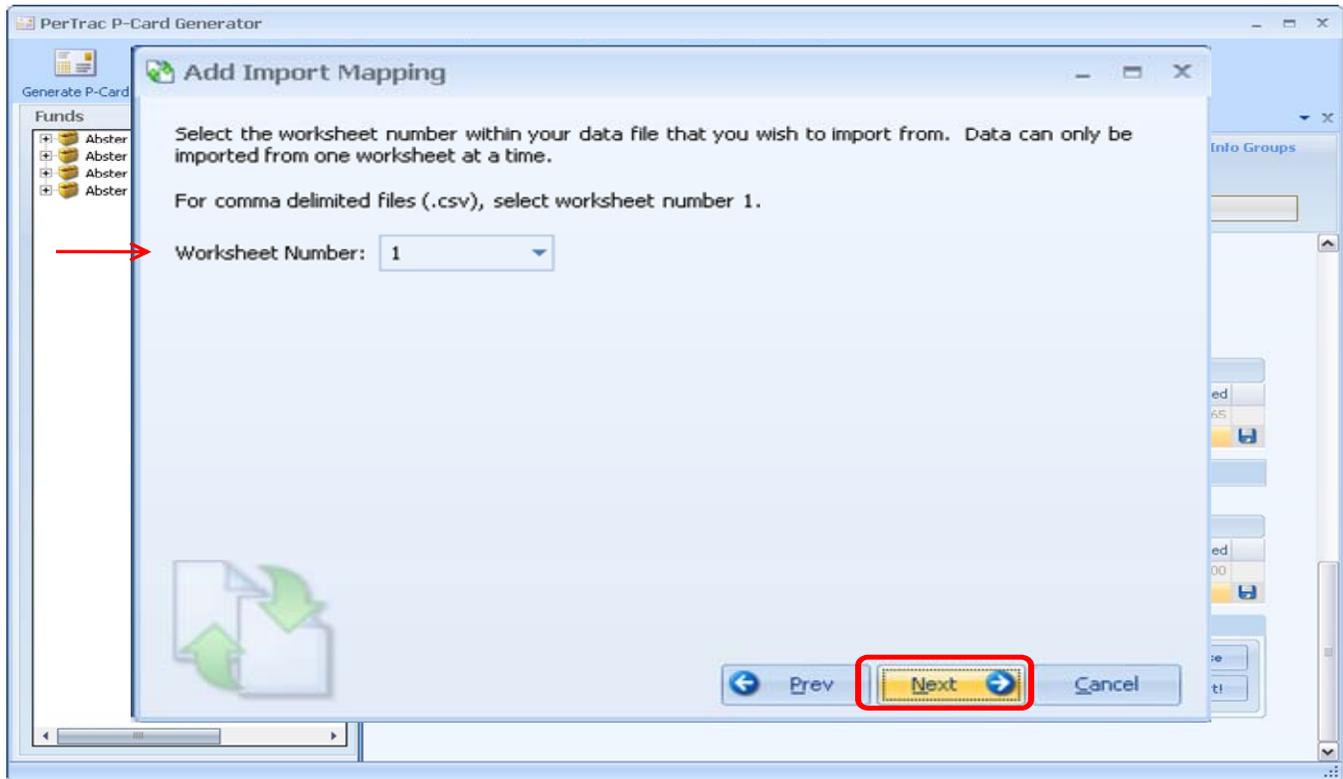
6. Enter a name for the import map to be created. To help to easily identify the spreadsheet file that this import map will be designed for, you may wish to give the import map the same name as the file you will use it to import. Click **Next**.
7. Indicate the number of the worksheet where the data is located within the spreadsheet file. If your file only contains one sheet, choose “1”. (Worksheets are signified in Excel by tabs arranged from left to right across the bottom.) Click **Next**.
8. Indicate if the data for each return period is stored in rows or columns. Click **Next**.
9. Indicate which row or column has the first set of data. If the spreadsheet does not have column headings, the row number will be “1”. If the spreadsheet does have column headings, the row number will be “2”. Click **Next**.

10. For each of the six P-Card fields, indicate which column or row it is located in on the spreadsheet. *Only the **Date** and **Return** are required.*
  - A. Record Date (in the users local format)
  - B. Rate of Return (as a decimal or percent, 0.0125 or 1.25%).
  - C. Is the rate of return is an Estimate?
  - D. NAV (If the NAV is set to auto-calculate, values do not need to be entered. If auto-calculate has been selected and users wish to override the values, turn off the auto-calculate feature in P-Card Generator and include the appropriate values in the import file.)
  - E. Is the NAV is an Estimate?
  - F. Assets Managed
11. Click **Finish!**
12. Click **Import!**
13. A pop-up box will indicate the information was imported successfully. Click **OK**.
14. The imported information will be displayed. If the information is correct click **Confirm**. If there are problems, either correct the data in the spreadsheet and re-import it or edit it manually in P-Card Generator. Once the data is correct click **Confirm**.
15. Repeat this process for each performance reporting frequency that pertains to the fund (e.g. monthly, weekly, daily).

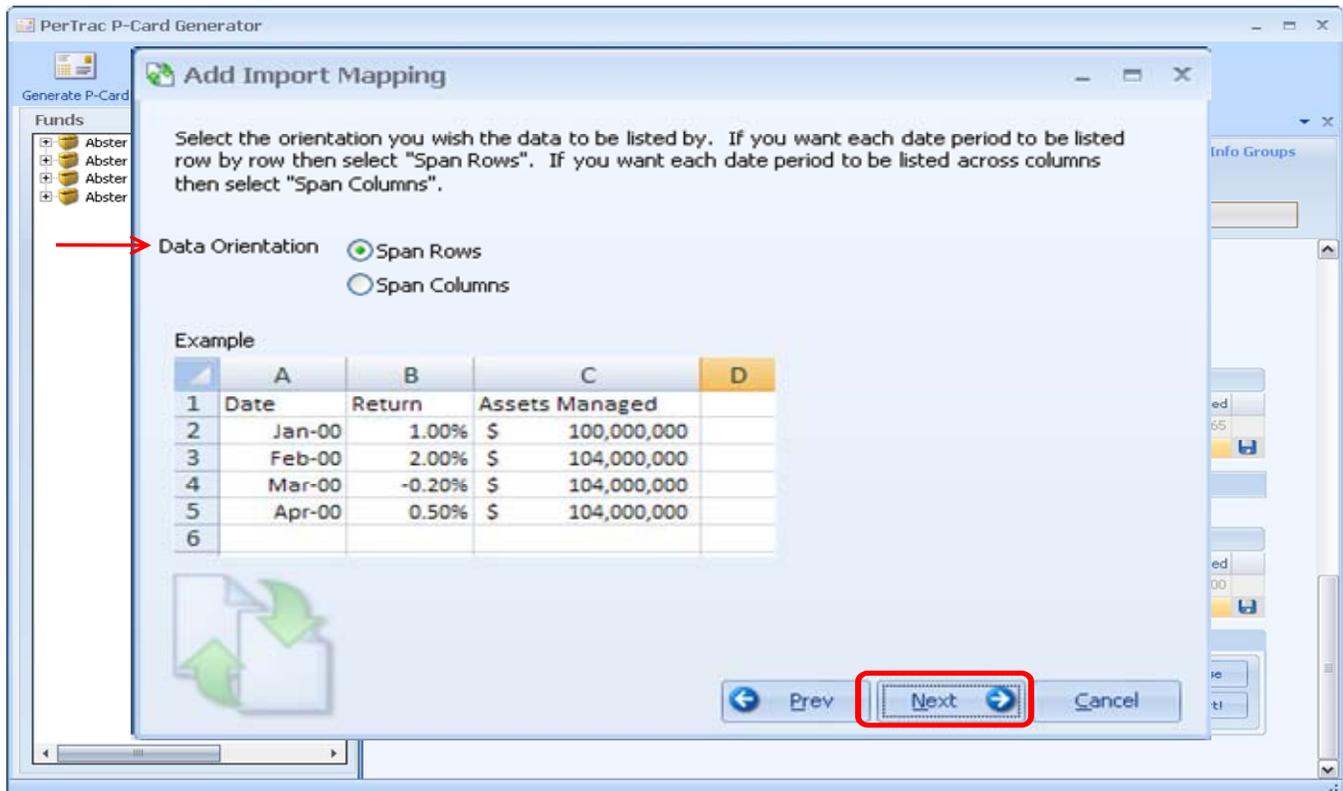
**Figure 7.3.1.2: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Name the Map**



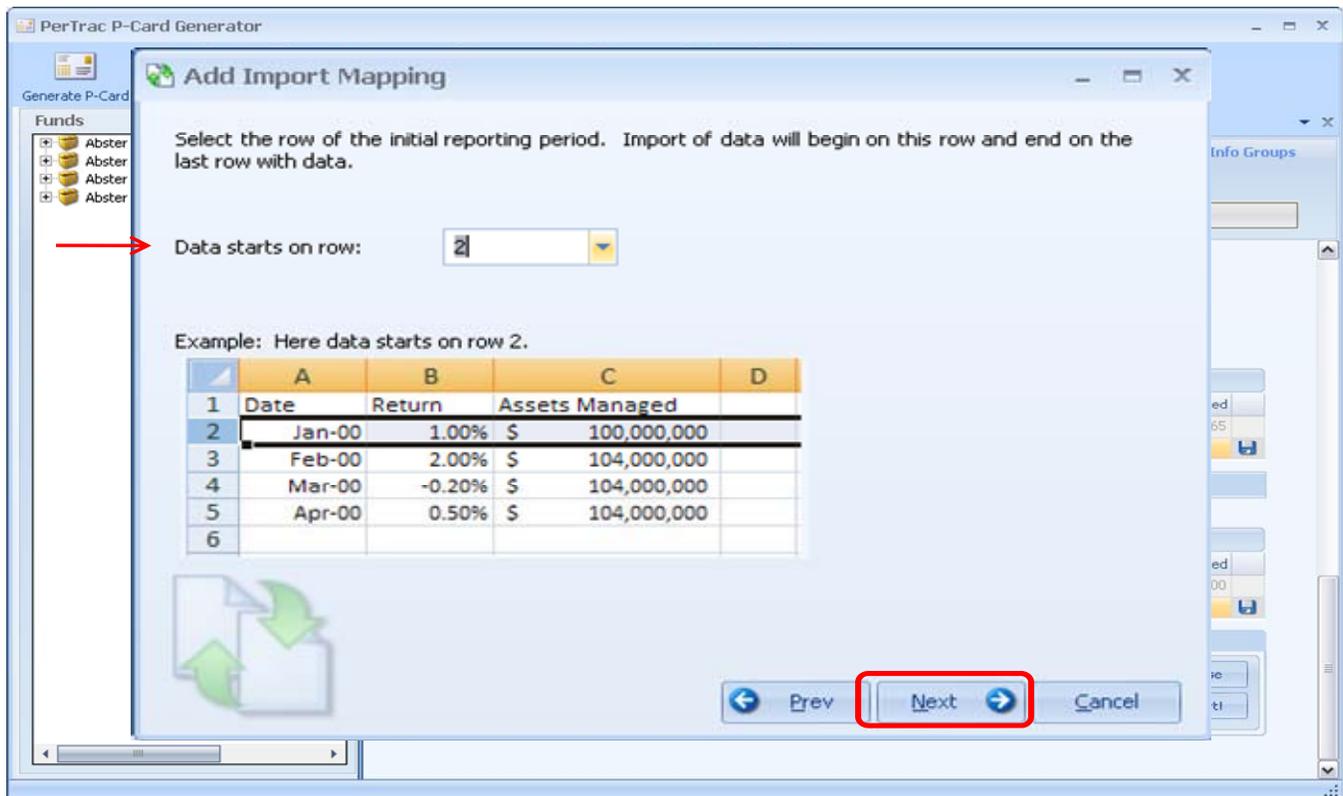
**Figure 7.3.1.3: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Select the Tab**



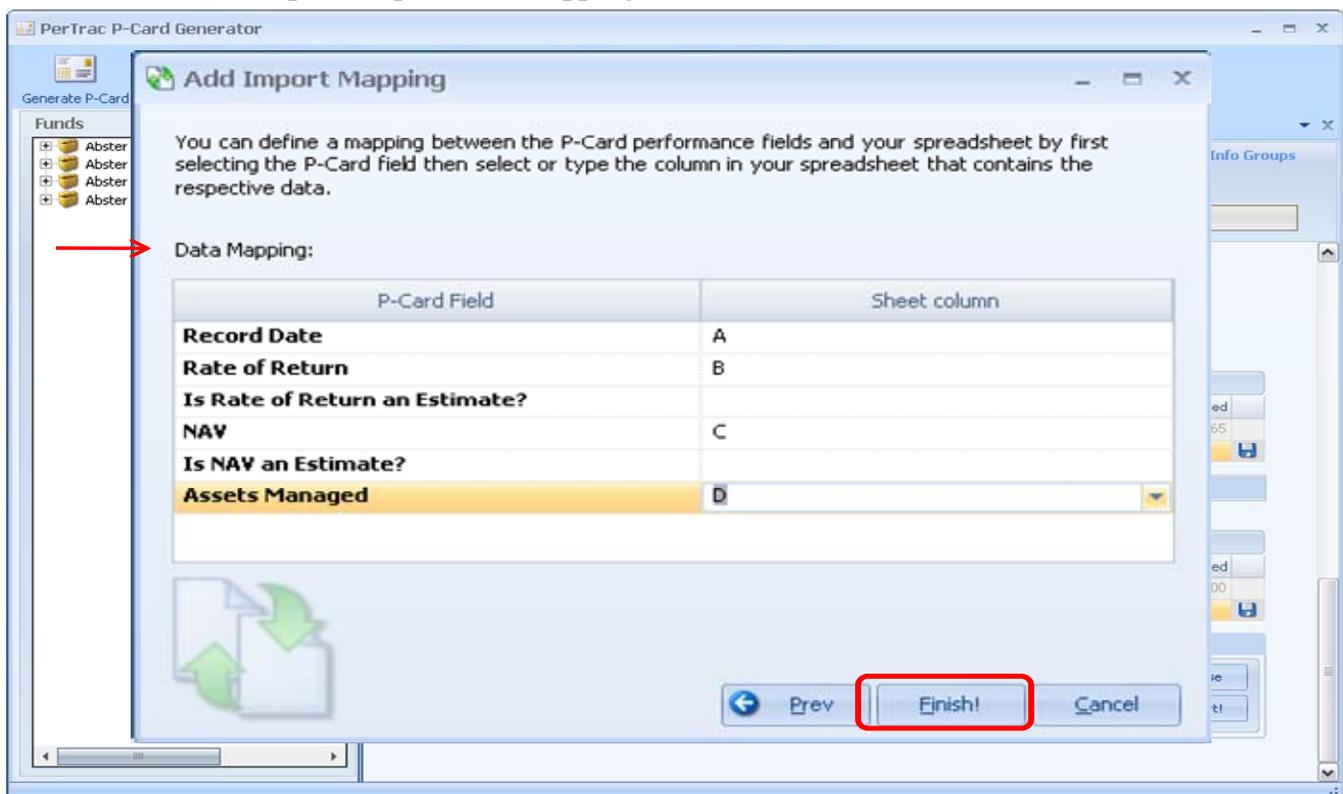
**Figure 7.3.1.4: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Spreadsheet Orientation**



**Figure 7.3.1.5: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Starting Row**



**Figure 7.3.1.6: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Field Mapping**



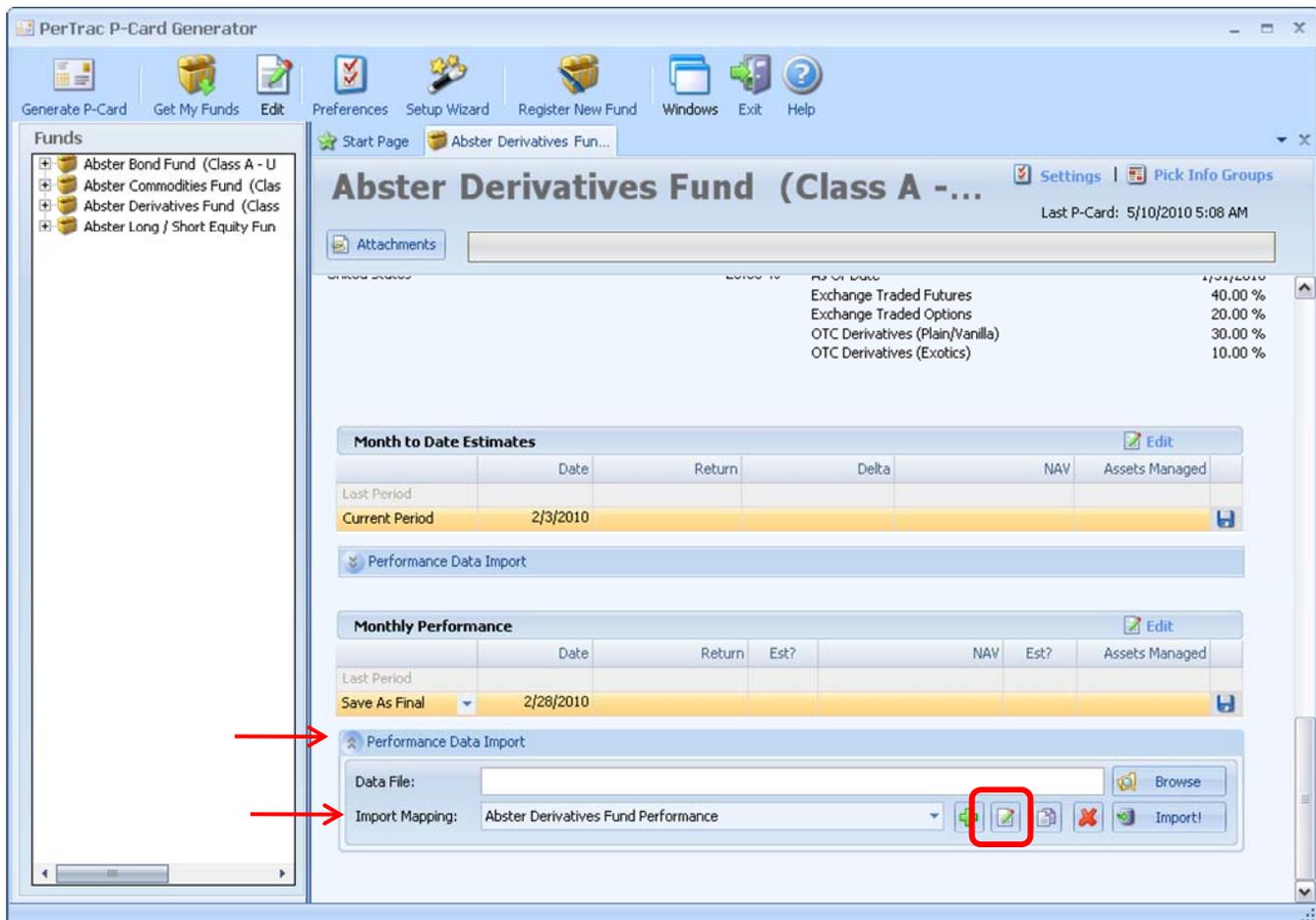
**Note:** After an import map has been created for a particular spreadsheet, users can simply select it from the **Import Mapping** drop-down menu and click **Import** to bring in new data from the spreadsheet.

### Edit an Import Map

If a spreadsheet changes format it may become necessary to edit the import map to accommodate the change.

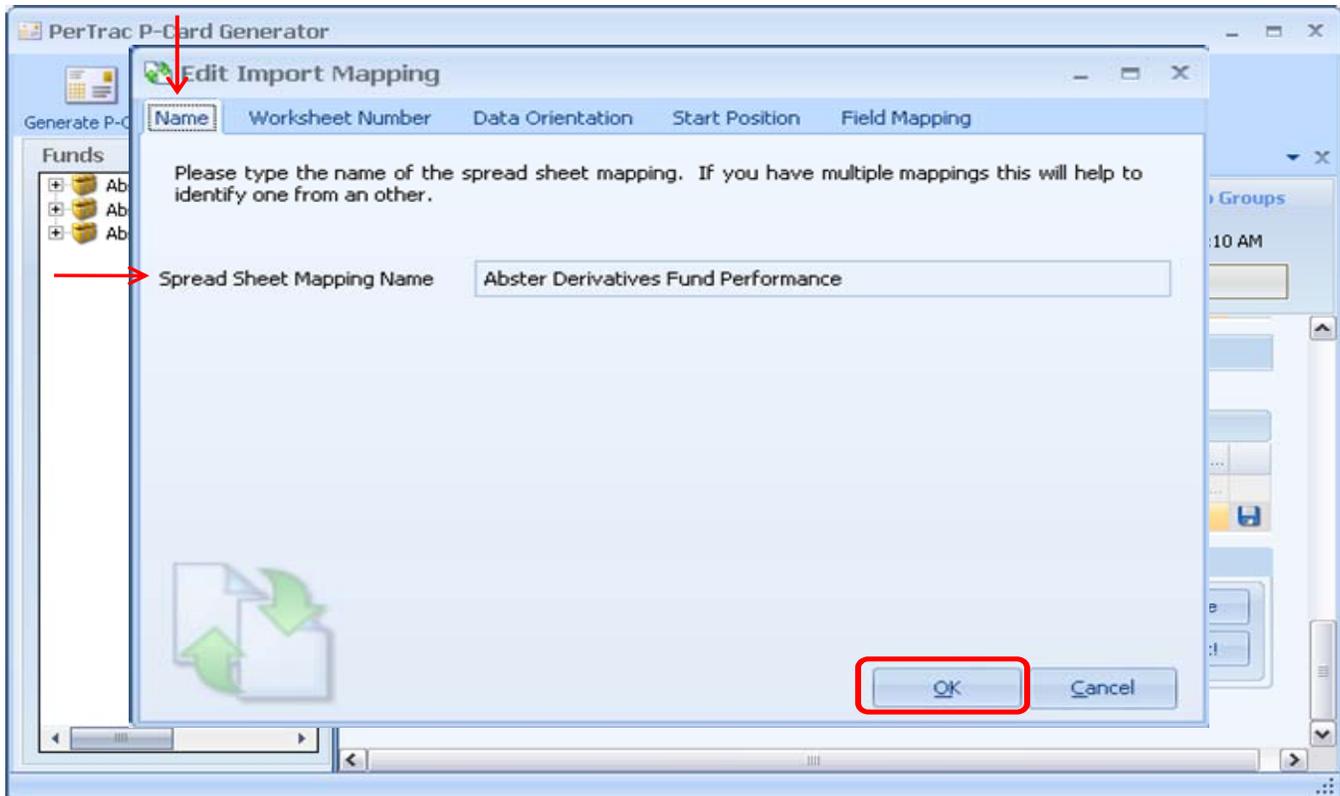
1. In the P-Card Generator, double-click on the fund to be updated in the “Funds” column at the left of the window.
2. Click  on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
3. Select the import map to be edited.
4. Click the **Edit** icon 

**Figure 7.3.2.1: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map**

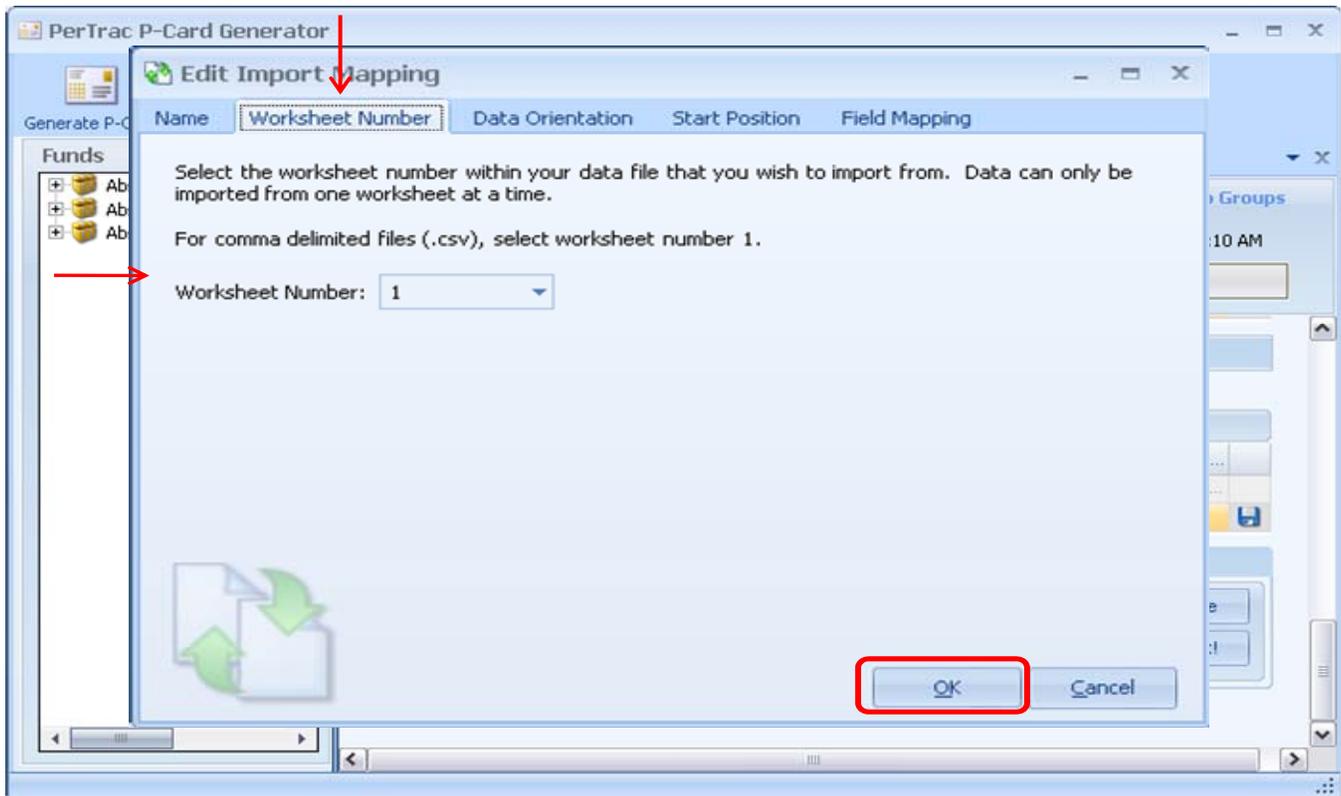


5. Click on the tab that contains the information to be changed
6. Change the relevant information.
7. Click **OK**

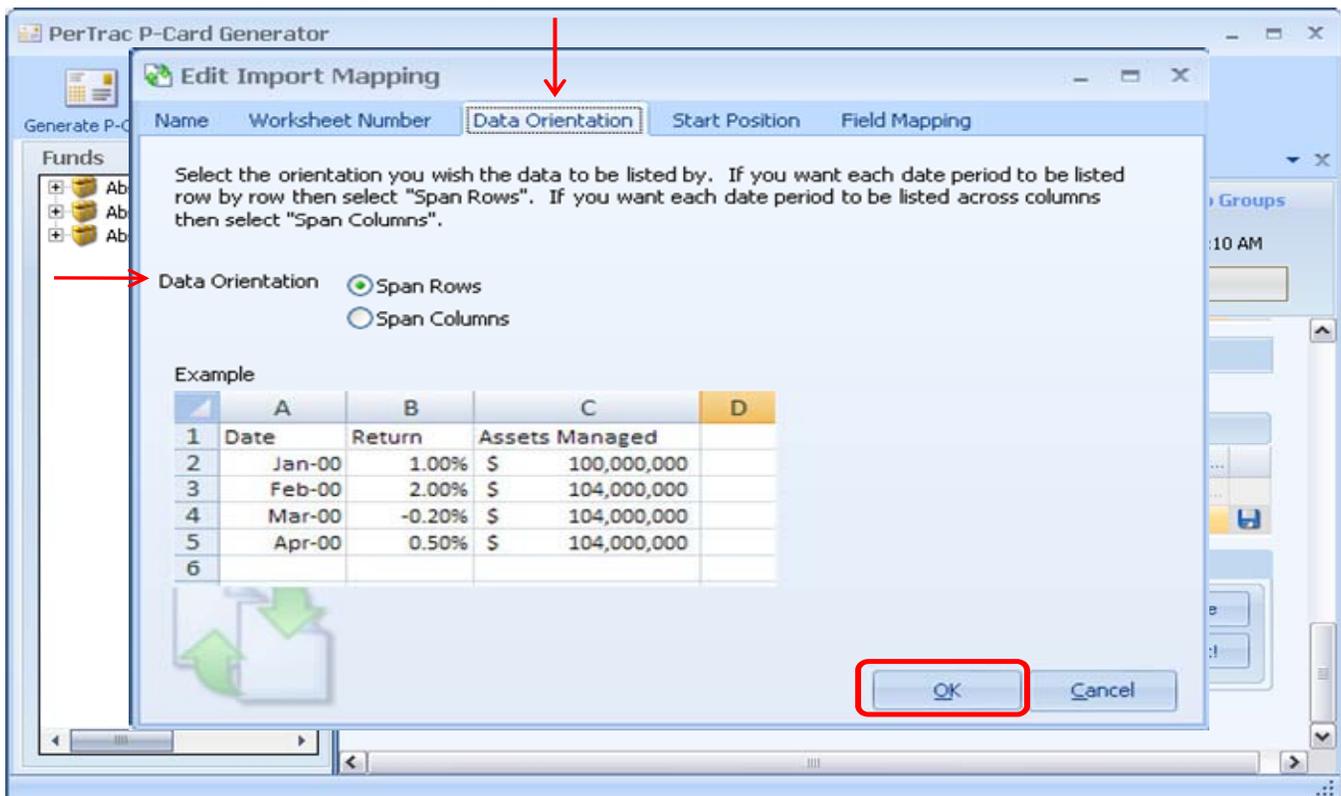
**Figure 7.3.2.2: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Name**



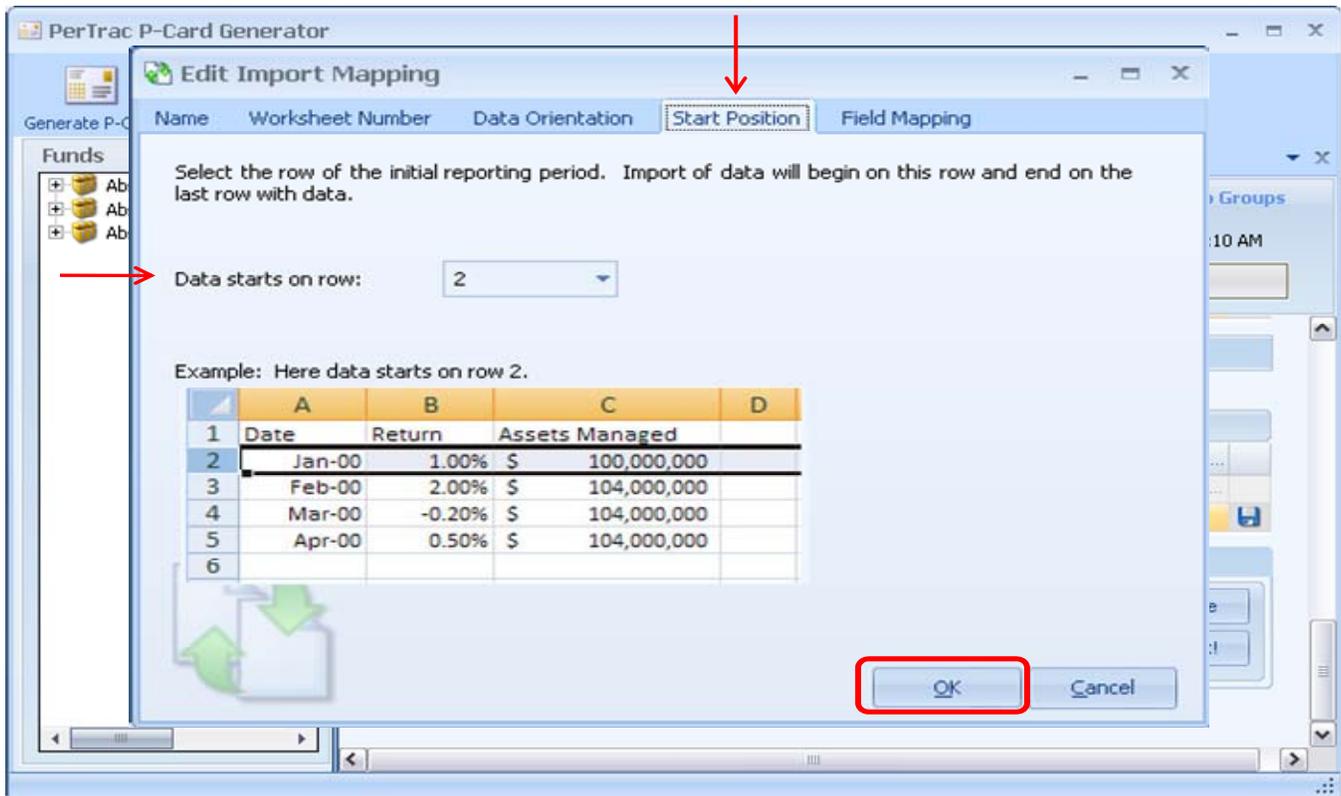
**Figure 7.3.2.3: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Worksheet**



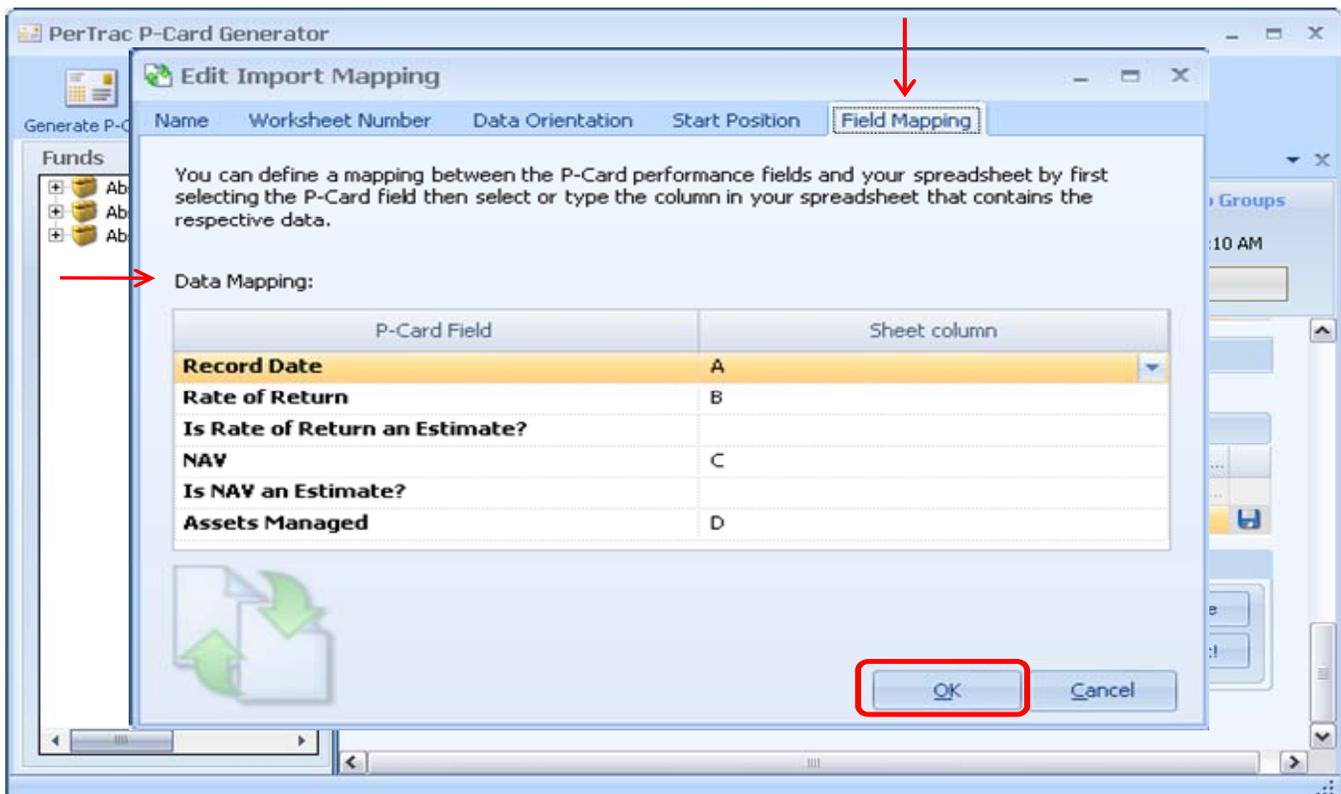
**Figure 7.3.2.4: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Orientation**



**Figure 7.3.2.5: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Starting Position**



**Figure 7.3.2.6: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Field Mapping**

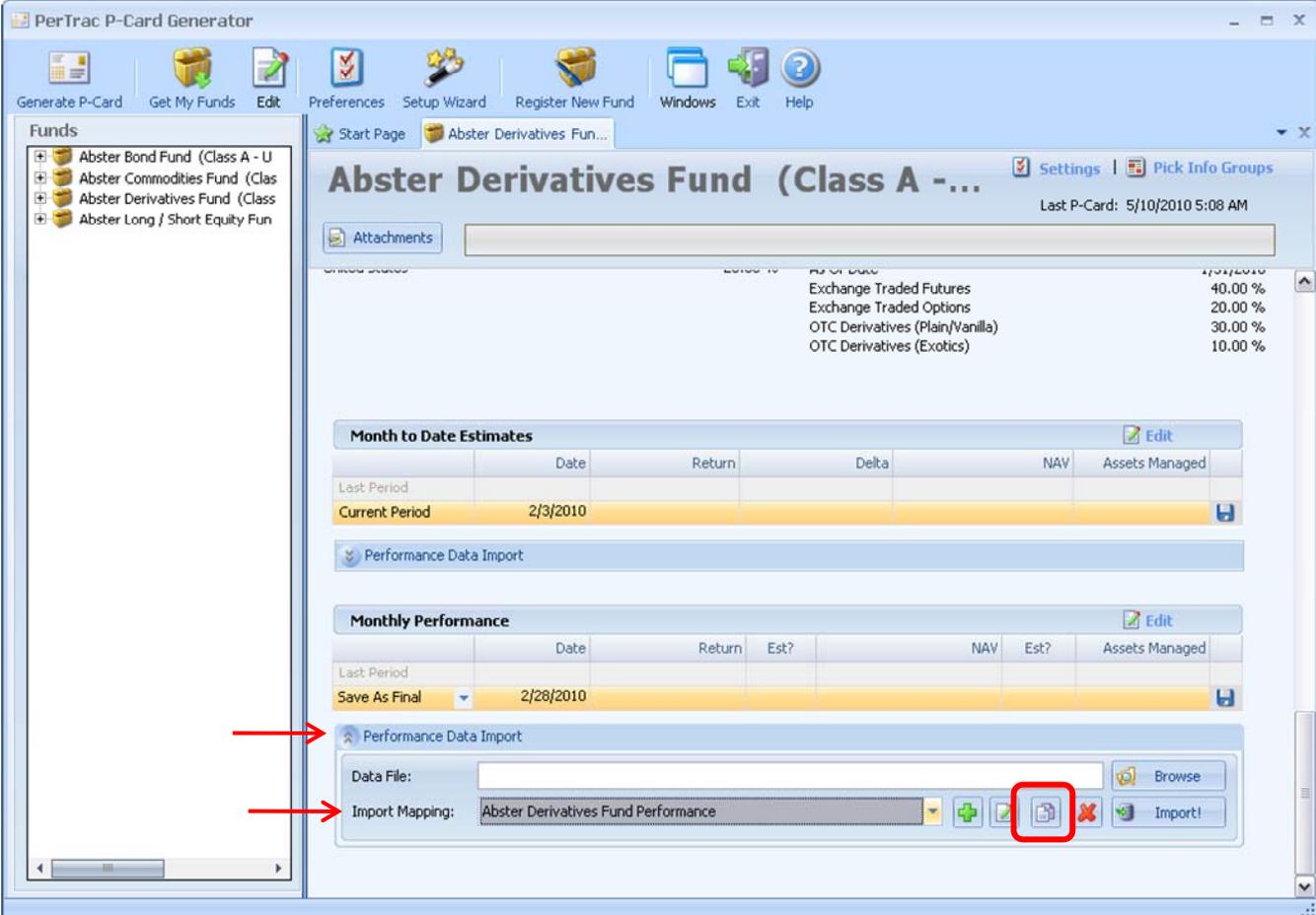


### Copying an Import Map

When creating multiple import maps, it may be easier to make one and copy it for other performance periods. However, some report interval-specific information will need to be updated in each map.

1. Click  on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
2. Select the import map to be edited.
3. Click the  icon

**Figure 7.3.3.1: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map**



The screenshot shows the PerTrac P-Card Generator interface for the 'Abster Derivatives Fund (Class A - ...)'. The 'Performance Data Import' section is highlighted with a red box, and the 'Copy' icon is circled in red. Red arrows point to the 'Performance Data Import' button and the 'Import Mapping' dropdown menu.

**Month to Date Estimates**

Last Period	Date	Return	Delta	NAV	Assets Managed
Current Period	2/3/2010				

**Monthly Performance**

Last Period	Date	Return	Est?	NAV	Est?	Assets Managed
Save As Final	2/28/2010					

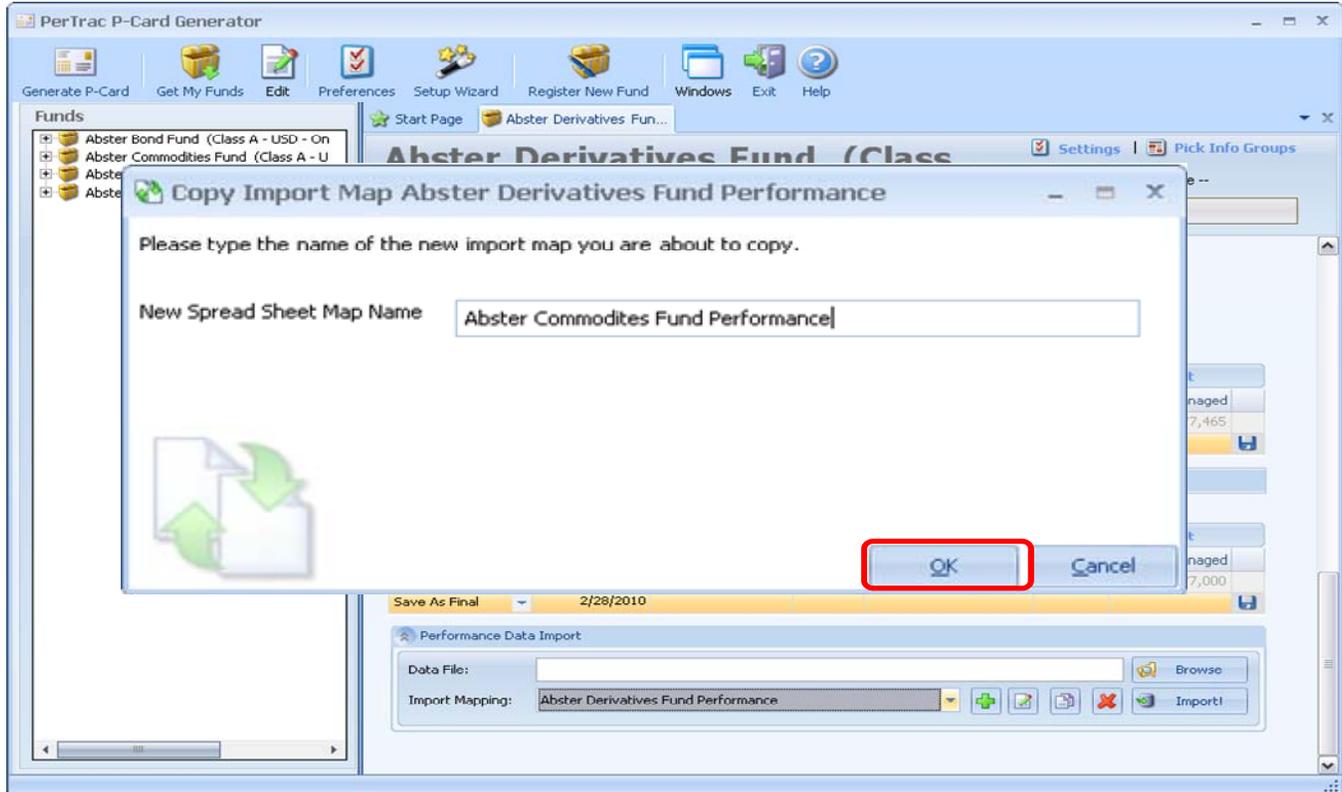
**Performance Data Import**

Data File:

Import Mapping: Abster Derivatives Fund Performance

4. Type the **name** of the new import map.
5. Click **OK**.
6. Follow the steps in the **Edit an Import Mapping** to set up the new import map.
7. Click **OK** at the end to save the new import map.

*Figure 7.3.3.2: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map – Rename the Source Map*

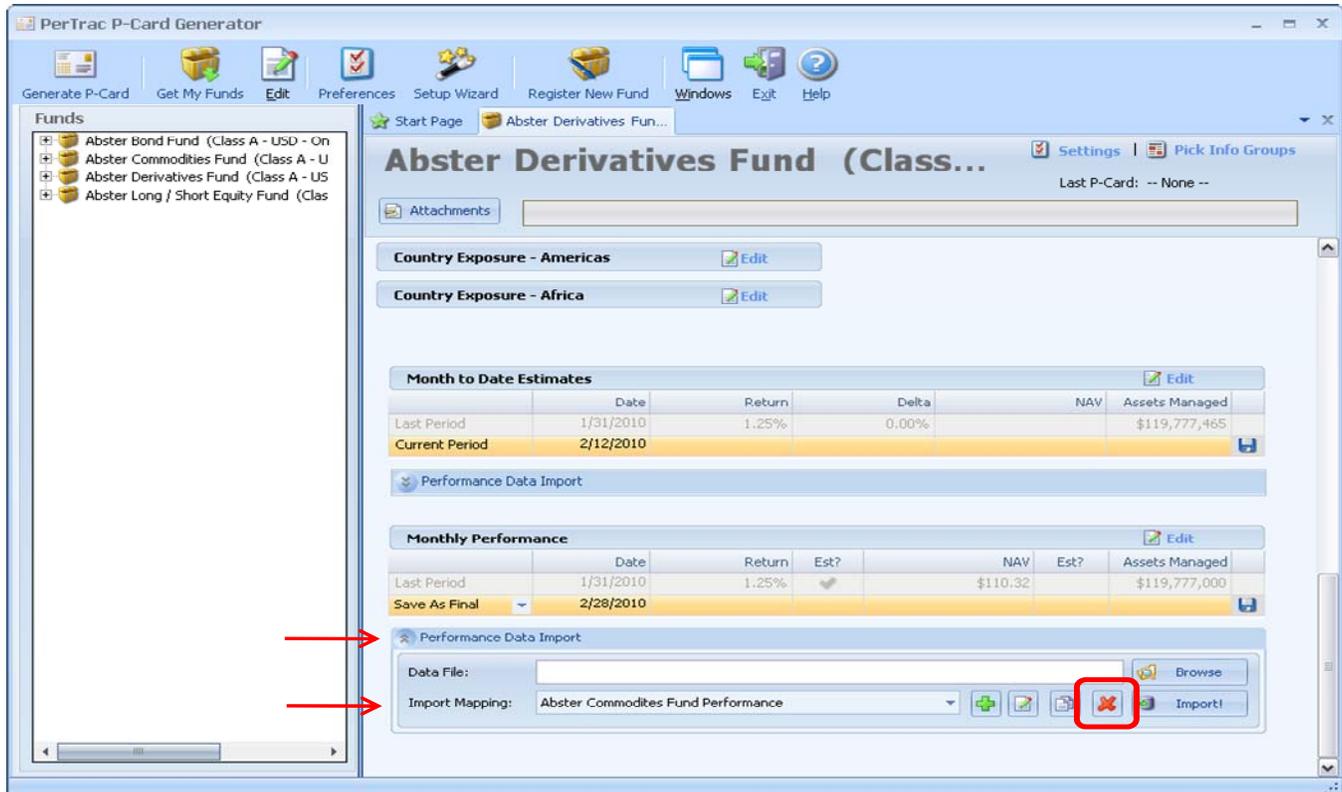


## Deleting an Import Map

If an import map is never going to be used again, it can be deleted.

1. Click  **Performance Data Import** link on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
2. Select the import map to be edited.
3. Click .
4. Click **OK** on the confirmation dialogue box.

**Figure 7.3.4.1: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map – Delete an Import Map**



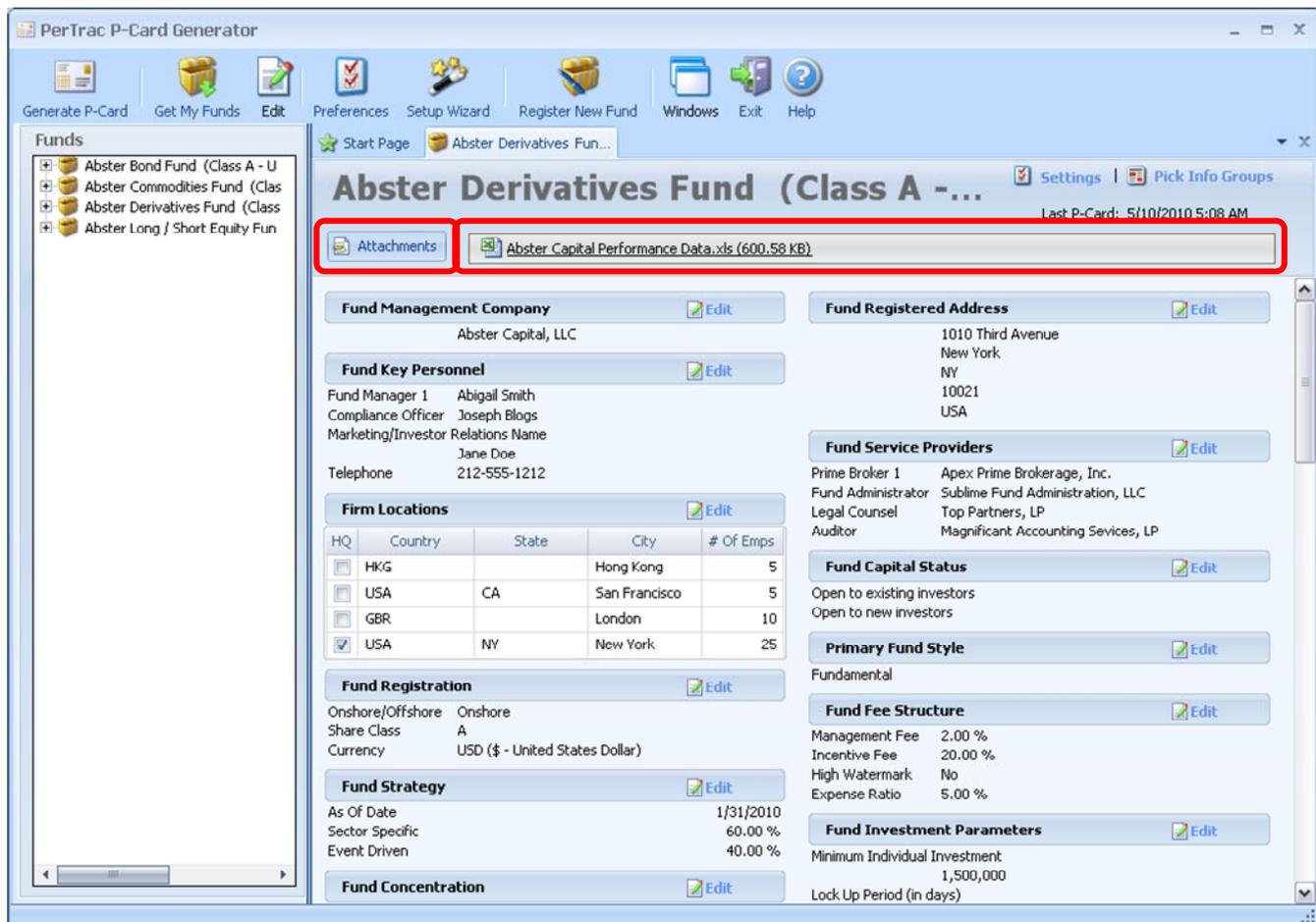
## Adding Attachments

*Process:* Users can browse for files on their system (such as client letters, due diligence questionnaires, marketing presentations, etc.) and attach the files inside a P-Card. This makes P-Cards an easy and secure way to distribute documents in addition to the standard data stored directly in the P-Card.

### Add an Attachment

1. Select the fund from the list in the “Funds” column at the left of the window by double-clicking on the fund name.
2. Click **Attachments** just below the fund name on the right side of the window.
3. Use the file selection pop-up window to find and select the appropriate files to attach to the P-Card.
4. Click **Open** at the bottom right of the file selection window.
5. The file name(s) will display in the box just to the right of the “Attachments” button, indicating it is now attached to the P-Card.

*Figure 8.1.1: Attachments – Adding to a P-Card*



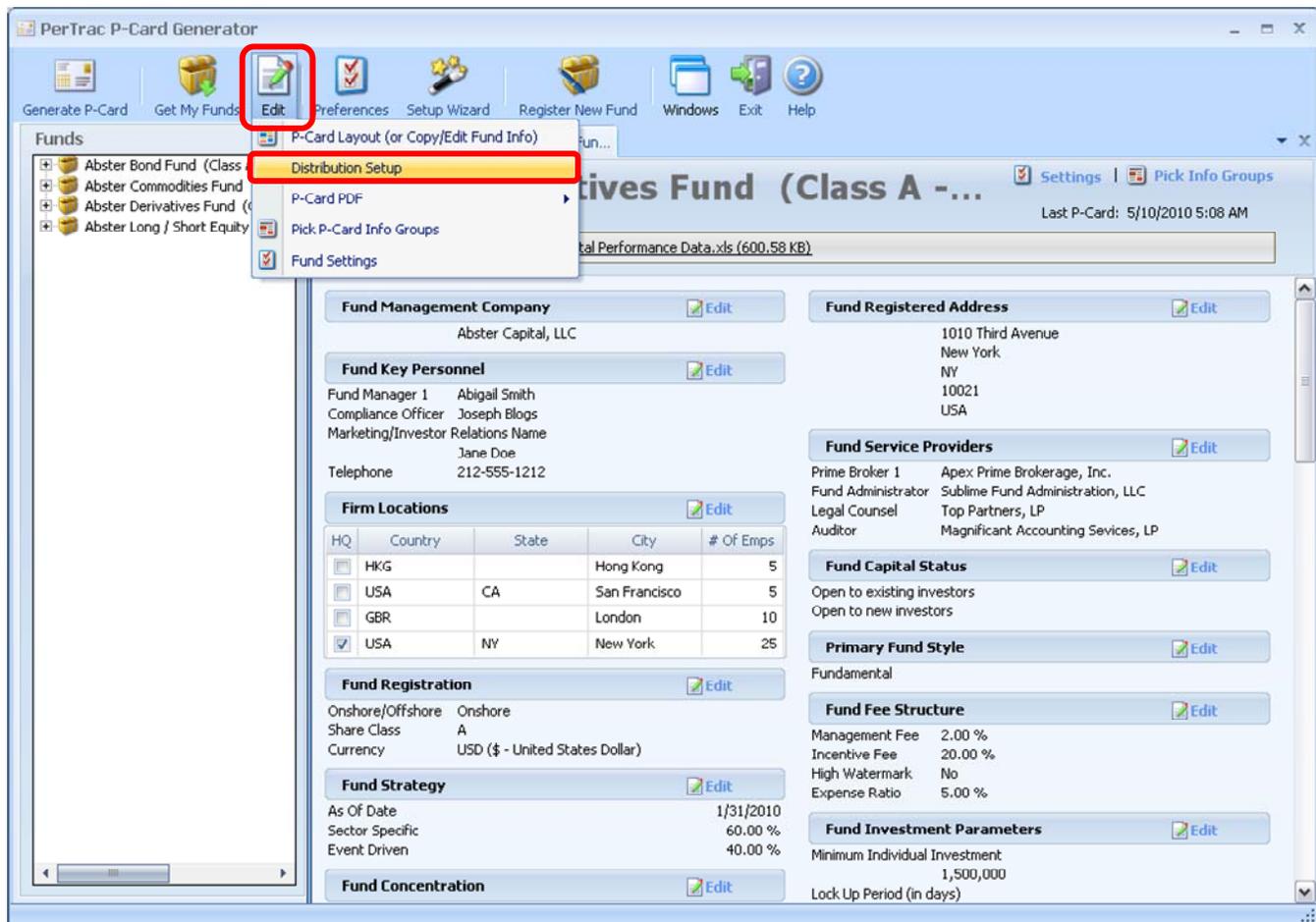
## Creating and Managing Distribution Groups

*Process:* As described in the Setup Wizard section, distribution group profiles can be set up to ease the process of distributing fund information. By creating distribution group profiles, users have complete control over what content they decide to send to any receiving party. There are six default distribution group profiles included in the setup: AIMA P-Card, MFA P-Card, Limited Partners, Prospective Investors, Trusted 3<sup>rd</sup> Parties, and Watch List Investors. The user can add additional profiles.

### Setting Up Default Distribution Group Profiles

1. Click **Edit** in the ribbon at the top of the window.
2. Click **Distribution Setup** in the drop-down menu.

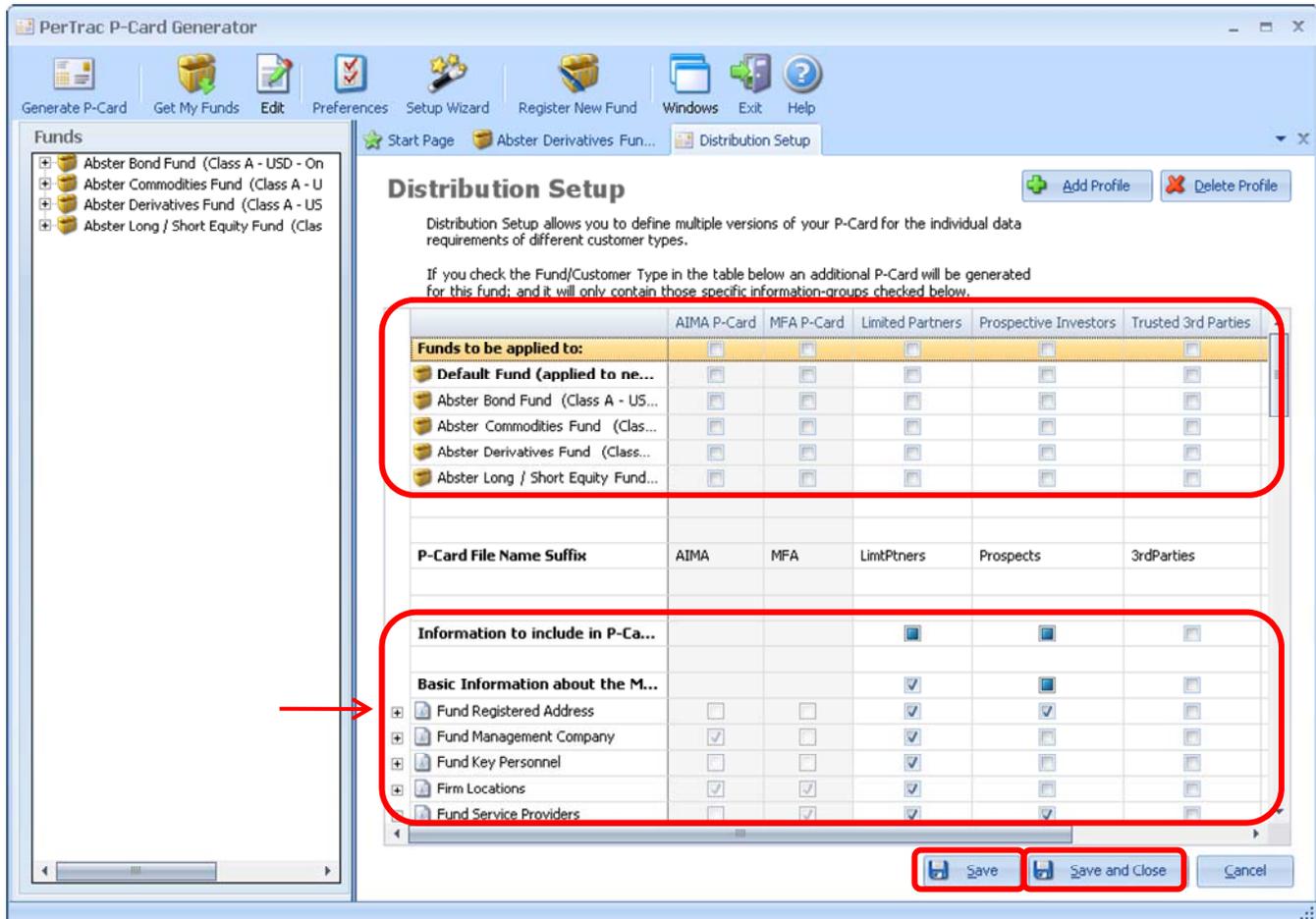
*Figure 9.1.1: Distribution Groups – Setting Up*



3. At the top of the table, locate the fund or funds to be configured for distribution. Select which distribution group(s) to distribute the fund's P-Cards to by checking the box in that group's column.
4. Within each distribution group's column, determine which information groups will be included in the P-Cards that are sent to that group. (If you do not wish to send P-Cards to a particular distribution group, you do not need to select any information groups in that column.) Check the box for the info group to be included.
5. To see the list of fields included in an info group, click on + beside the name of the info group.

- When all desired groups are selected, click **Save** or **Save and Close** at the bottom of the window.

**Figure 9.1.2: Distribution Groups – Setting Up**



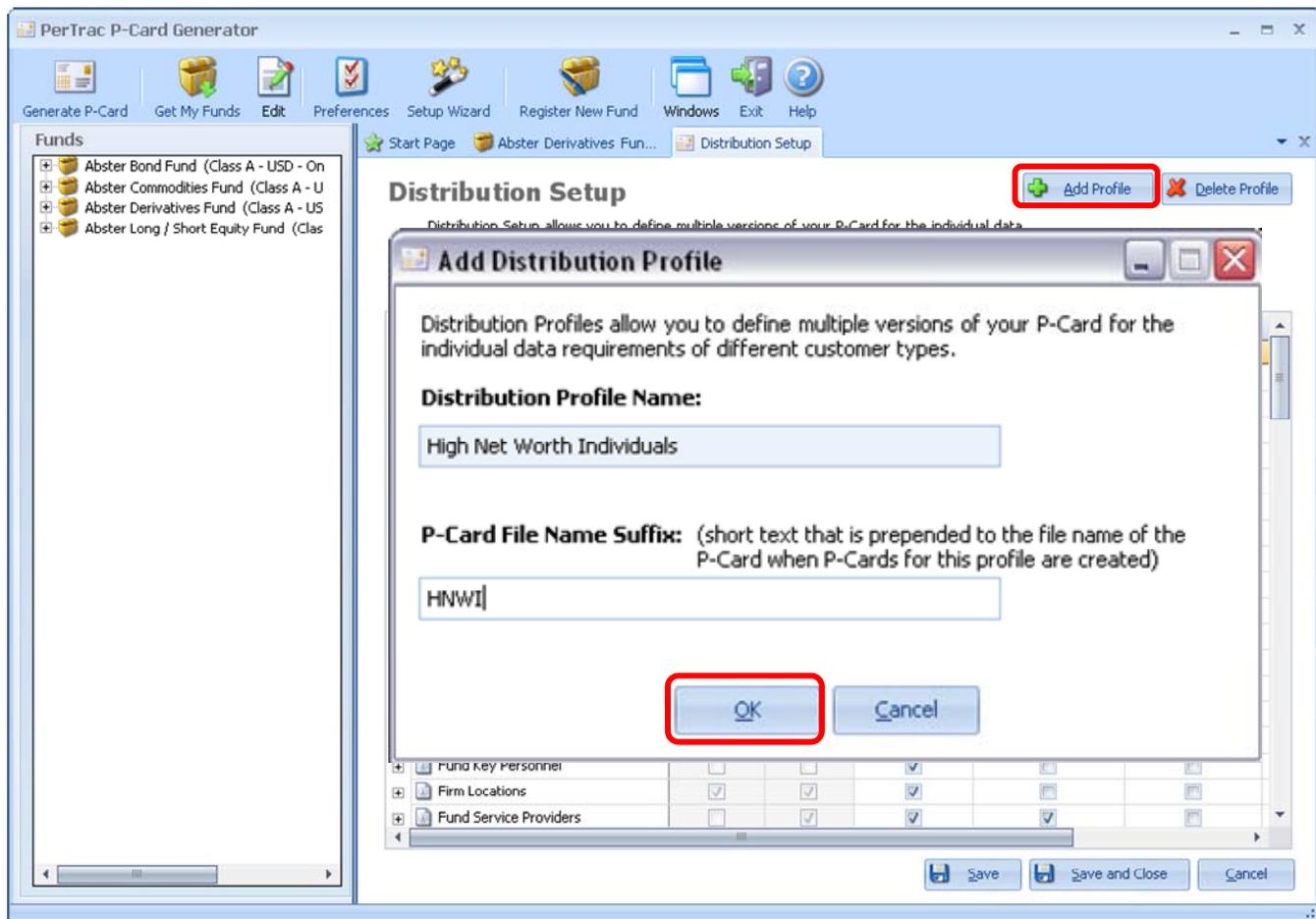
**Note:** Each cluster of information groups has a “Select All” box at the top of the section to make it easier to include information groups.

### Setting up a Customized Distribution Group Profile

In addition to the four default distribution group profiles, users can also create and manage customized distribution group profiles. The customized distribution group can be set up for any number of additional distribution points and will adhere to the same rules as the other distribution groups applied to an individual fund. Users will need to assign the particular fields to be included in the P-Card in the same way as for the default distribution groups as described above. The email assignee method will work in the same manner for a customized group as for the default groups, in that the e-mail message will be the same as in the configuration file.

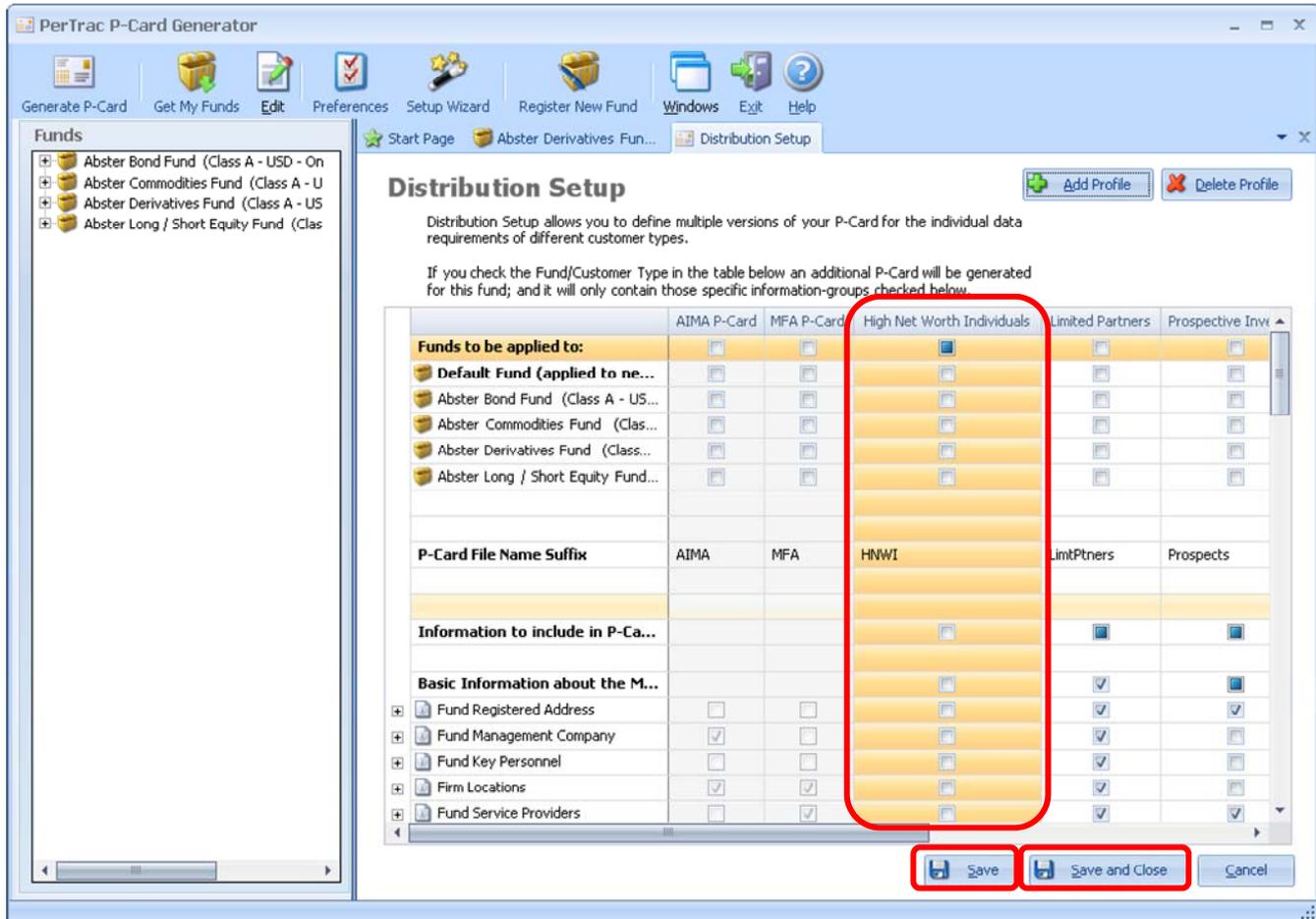
1. Click **Edit** in the ribbon at the top of the window
2. Select **Distribution Setup** from the drop-down menu. A grid of funds and options will be displayed.
3. Click **Add Profile** at the top of the window.
4. Enter a name for the new distribution group profile.
5. Enter a P-Card file name suffix. This should be a few letters that serve as an abbreviated form of the distribution group profile name. The suffix will appear at the end of the file name of P-Cards created using this profile.
6. Click **OK**.

*Figure 9.2.1: Distribution Groups – Adding a Profile*



7. Determine which information groups should be included in the P-Cards sent to the newly created distribution group. Within the column for the new group profile, check the boxes of the info groups to be included.
8. To see the list of fields included in an info group, click on **+** beside the name of the info group.
9. When all desired groups are selected, click **Save** or **Save and Close** at the bottom of the window.

**Figure 9.2.2: Distribution Groups – Adding a Profile**

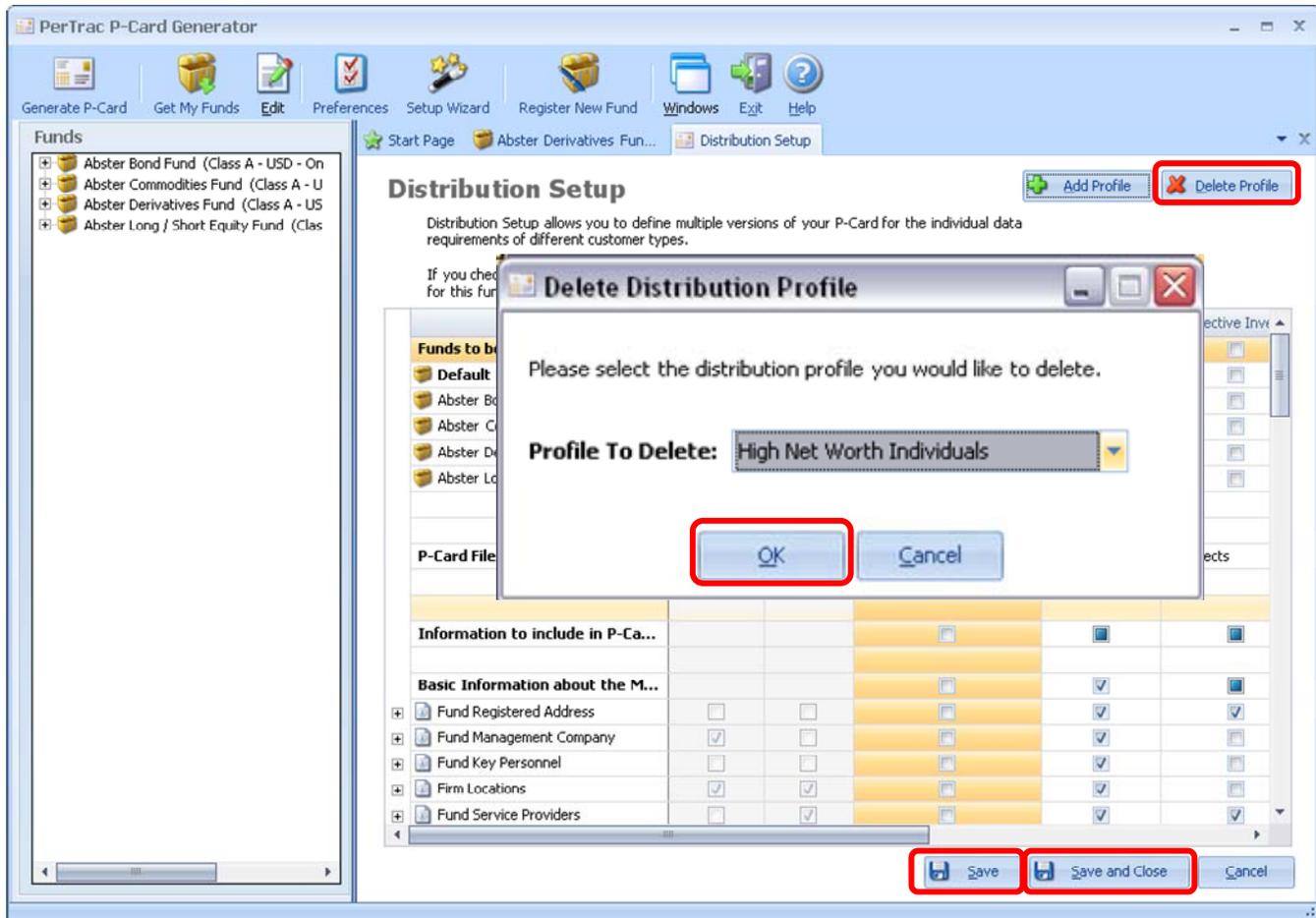


**Note:** When creating customized distribution groups for a single named investor or other party, the distribution group profile should have the same as the recipient (e.g. Ed Jones) to make the management process as simple as possible.

### Removing a Distribution Group Profile

1. Click **Edit** in the ribbon at the top of the window.
2. Select **Distribution Setup** from the drop-down menu. A grid of funds and options will be displayed.
3. Click the **Delete Profile** at the top of the window.
4. A pop-up box will appear. Select the profile to be deleted.
4. Click **OK**.
5. When all desired distribution group profiles have been removed, click **Save** or **Save and Close** at the bottom of the window.

*Figure 9.3.1: Distribution Groups – Deleting a Profile*

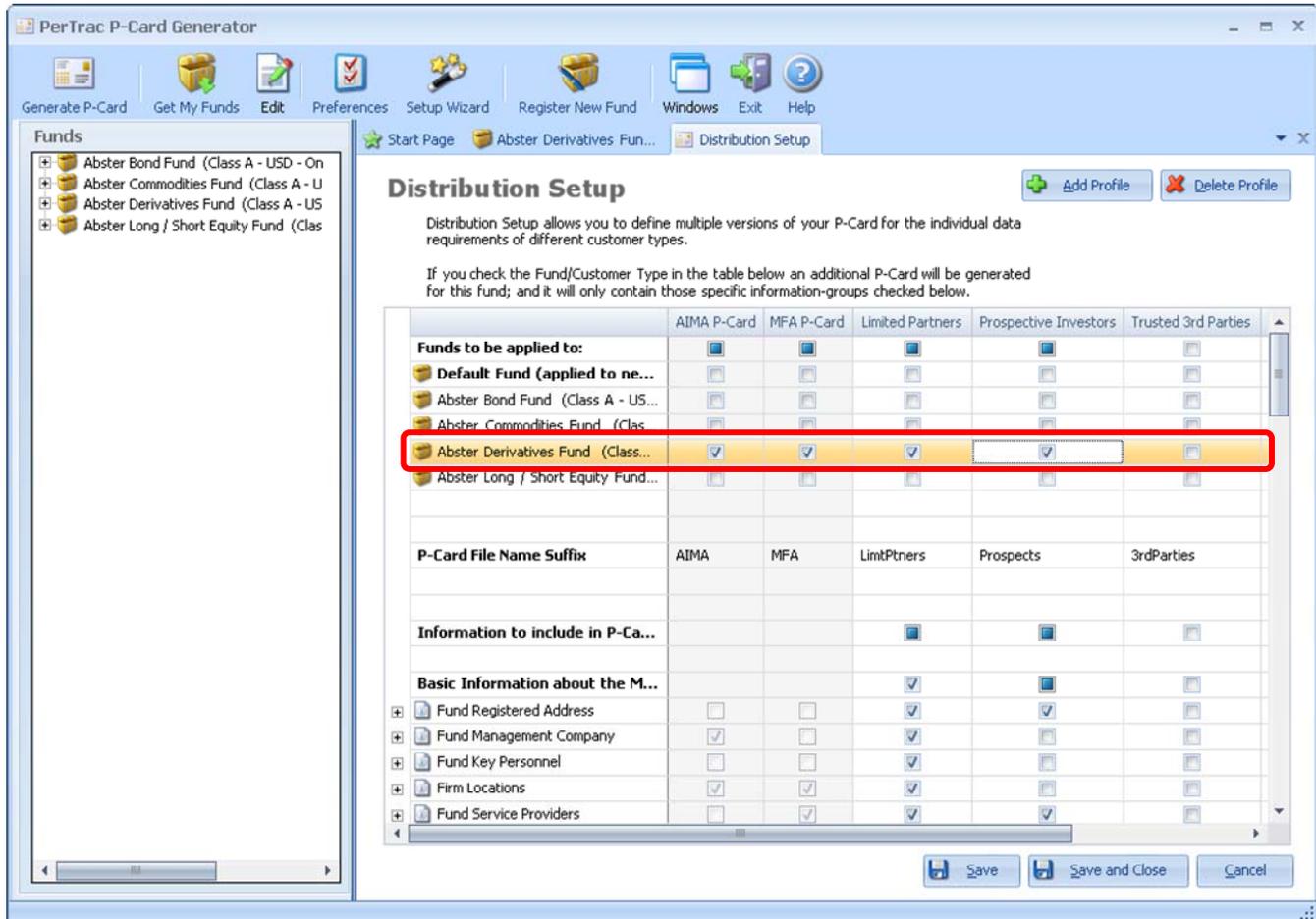


### Using Distribution Groups in the Main Screen

Information can be managed for each distribution group within the main screen of the P-Card Generator. Each field that is populated within a profile is also populated in other profiles where that field is displayed.

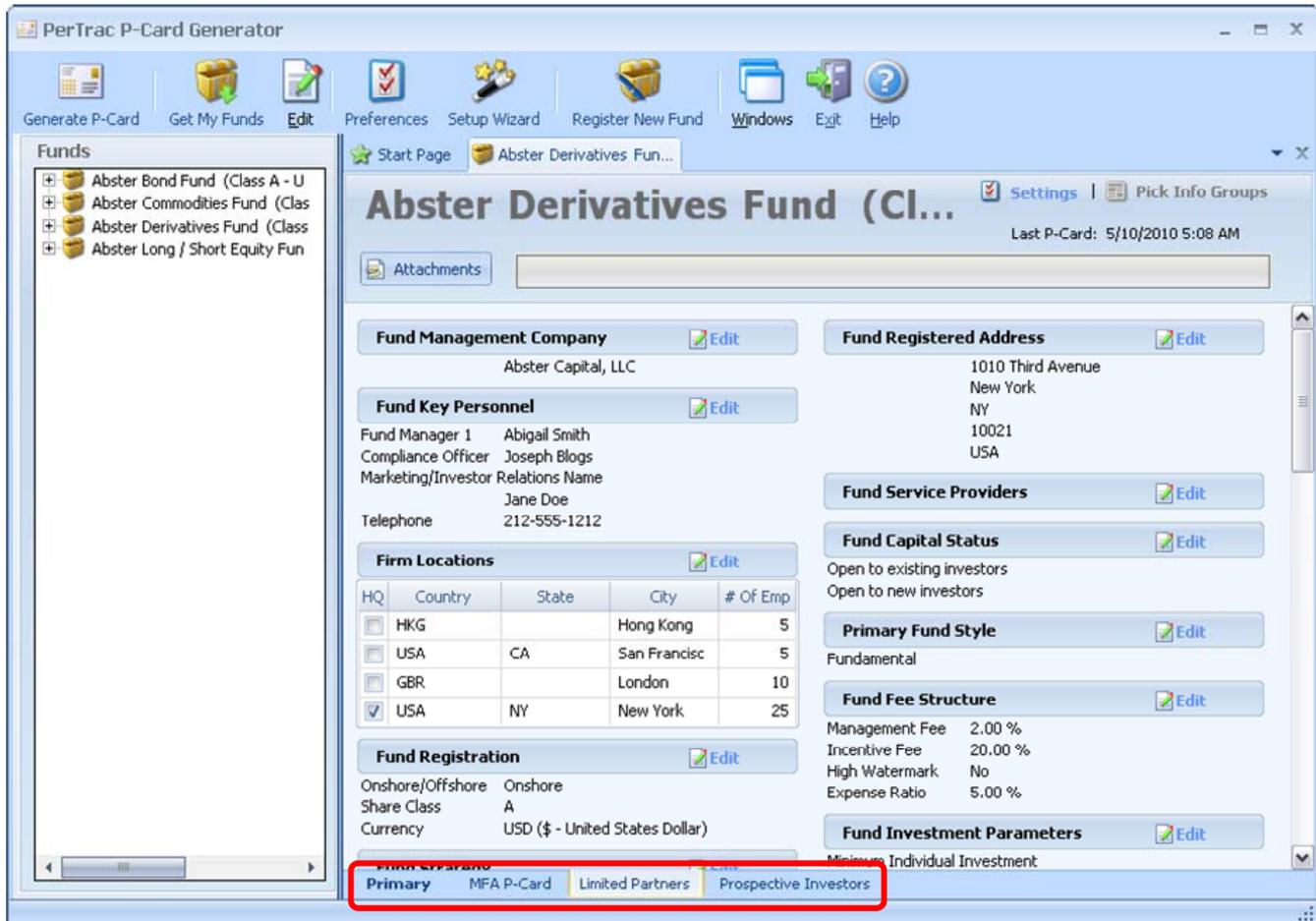
1. In the Edit / Distribution Setup screen select the groups to receive customized P-Cards.

**Figure 9.4.1: Distribution Groups – Selecting Profiles**



2. Click **Save** or **Save and Close**
3. Select the distribution group to be edited at the bottom of the screen.

**Figure 9.5.1: Distribution Groups – Using on the Main Screen**



4. Click **Edit** to the right of a group name.
5. Enter the appropriate data into as many fields in the group as desired.
6. Click **Confirm** to the right of the group name.
7. Repeat for each of the info groups that are to be included in the P-Card.

**Note:** Information only needs to be populated in one profile. The information will be replicated in other profiles that leverage the information group.

## Customizing the P-Card PDF

In addition to the P-Card data file, users can also create a PDF version of the P-Card. This PDF acts as an easy to read fact sheet that can be read by all recipients, regardless if they are a PerTrac Analytical Platform user or not. This allows managers to send their P-Card information to their entire investor or prospect base without needing to know the recipients association with PerTrac.

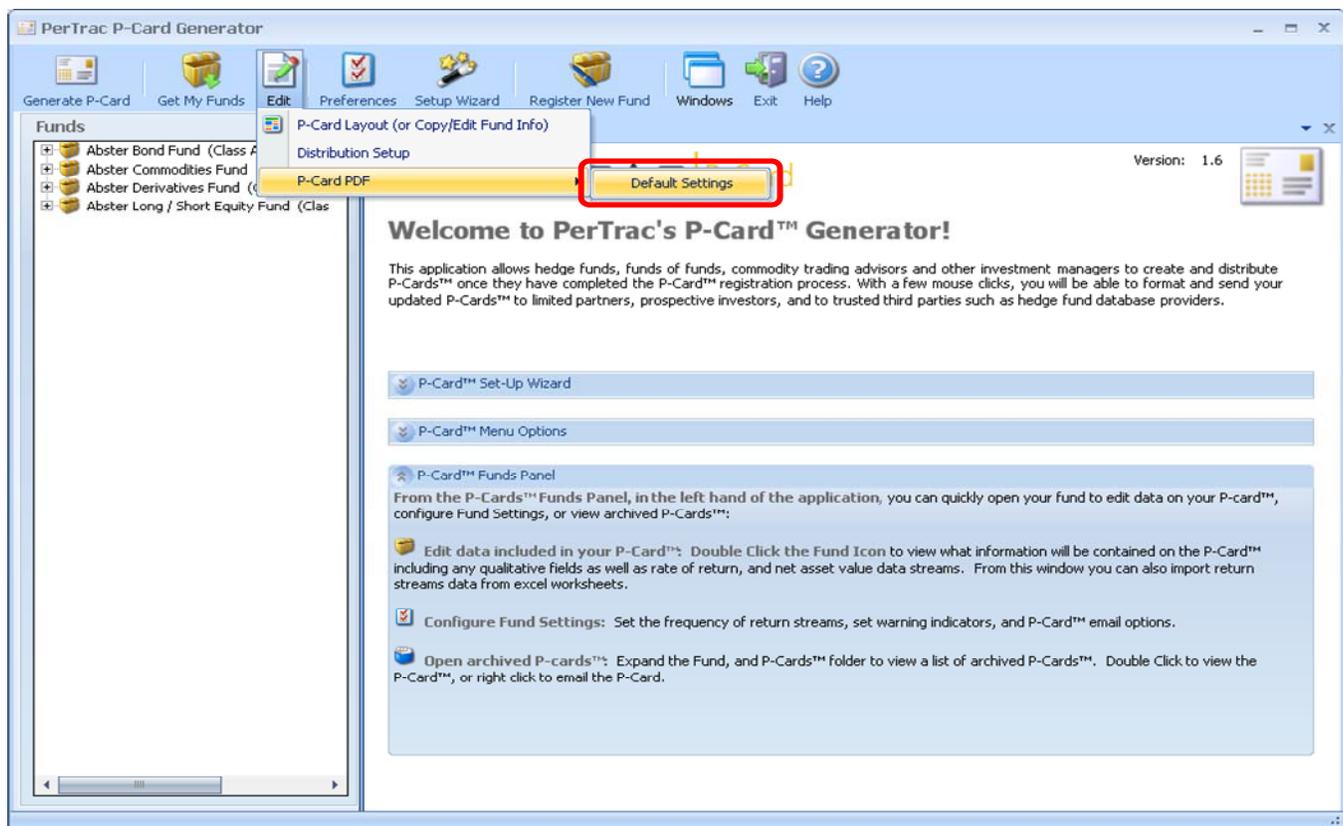
To make the P-Card PDF useful as a marketing tool, the P-Card Generator allows users to customize the document with colors and fonts as well as the addition of adding logos to the header of the document.

The P-Card PDF can be customized on two levels: “Default Settings” and “Fund Specific Default Settings”: The P-Card PDF Default Settings are applied to all funds in the P-Card Generator. The Default Settings can be overwritten by the Fund Specific Settings. These settings can be created either with a fund opened in the P-Card Generator or not.

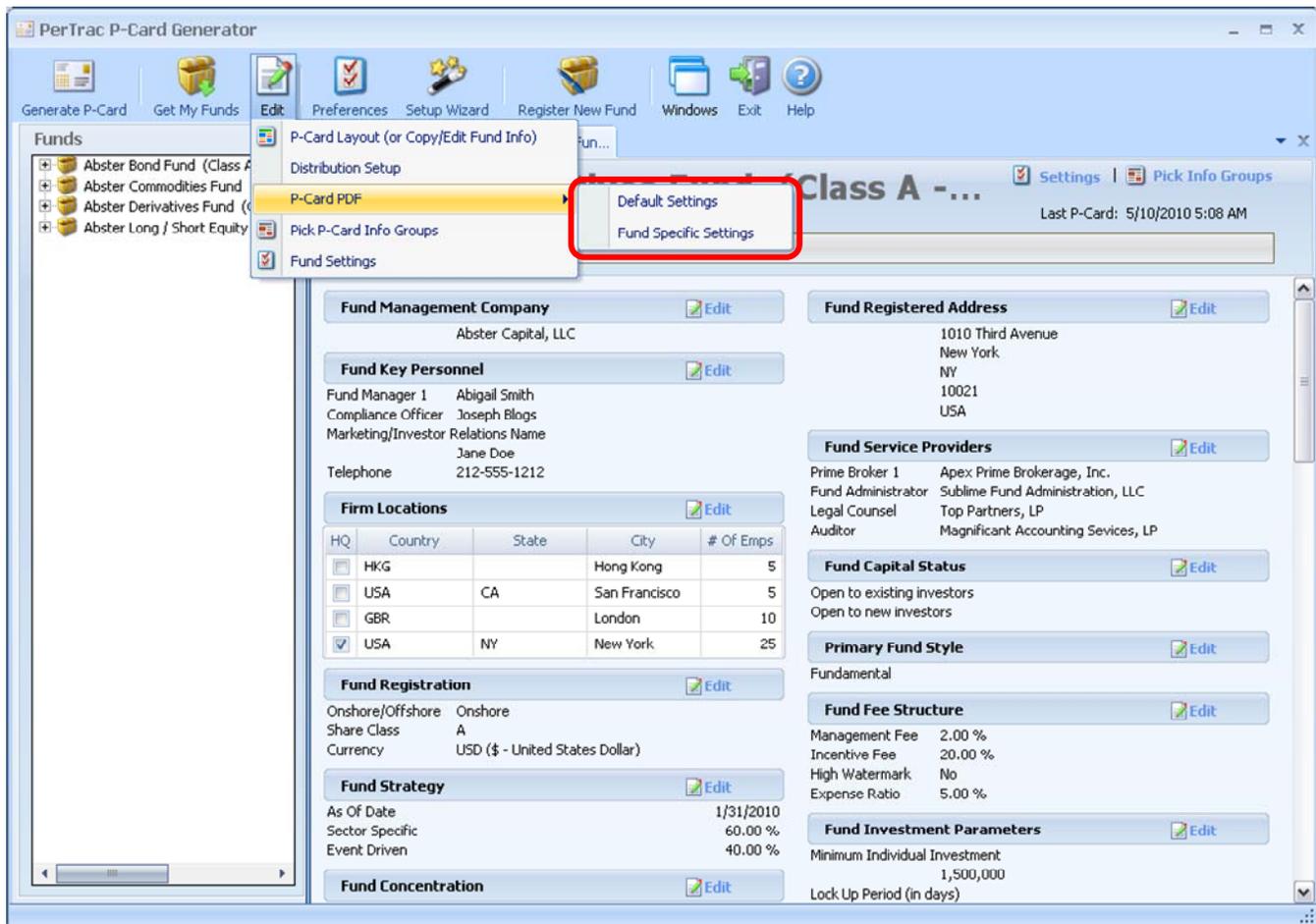
### Opening the P-Card PDF Customizer

With or without a fund open click on the **Edit** button, then select **P-Card PDF**. If no funds are open in the P-Card Generator only the Default Settings option will be presented. If one or more funds are open the Default Settings and the Fund Specific Settings will be available. Regardless of what the user wishes to do, the functionality below remains the same. The only difference is that the Default Settings are applied to all funds in the P-Card Generator while the Fund Specific Settings are applied to only one fund in the P-Card Generator and override the Default Settings.

**Figure 10.1.1: PDF Customization – Entering the Module – No Funds Open**



**Figure 10.1.2: PDF Customization – Entering the Module – Funds Open**

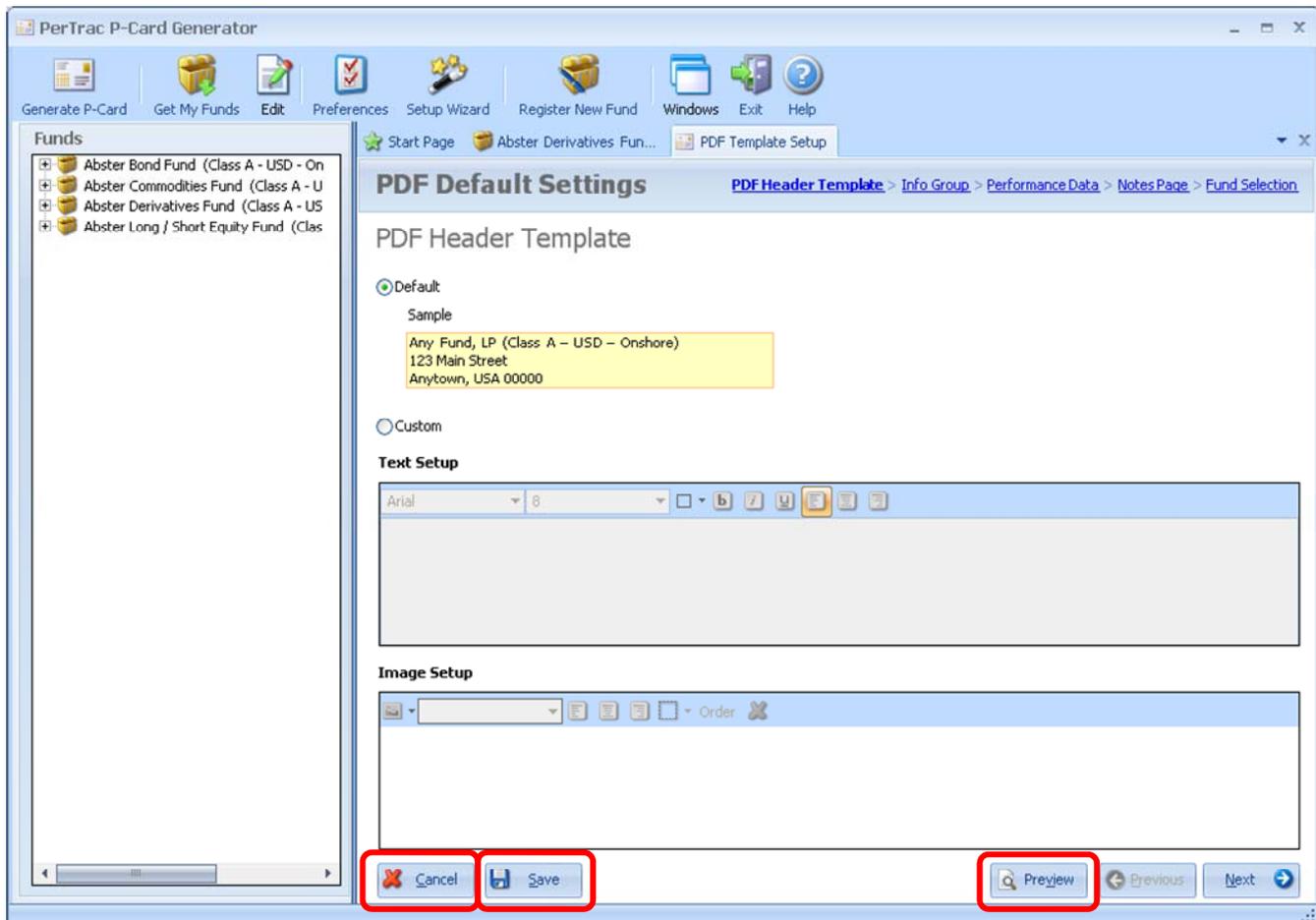


## Common Functions

There are functions that can take place at any time during the P-Card PDF customization process. The buttons for these functions can be found at the bottom of the screen

1. **Cancel**: If the user wishes to stop the customization process and not save the work performed, click **Cancel**, then confirm that the work is not to be saved.
2. **Save**: If the user wishes to stop the customization process and does want to save the work performed, click **Save**, then confirm that the work is be saved.
3. **Preview**: The P-Card PDF can be previewed at any time during the customization process by clicking the **Preview** button at the bottom of the screen. If no funds are open in the P-Card Generator the user will be asked to indicate which fund is to be previewed. If one or more funds are open in the P-Card Generator the active fund will be previewed.

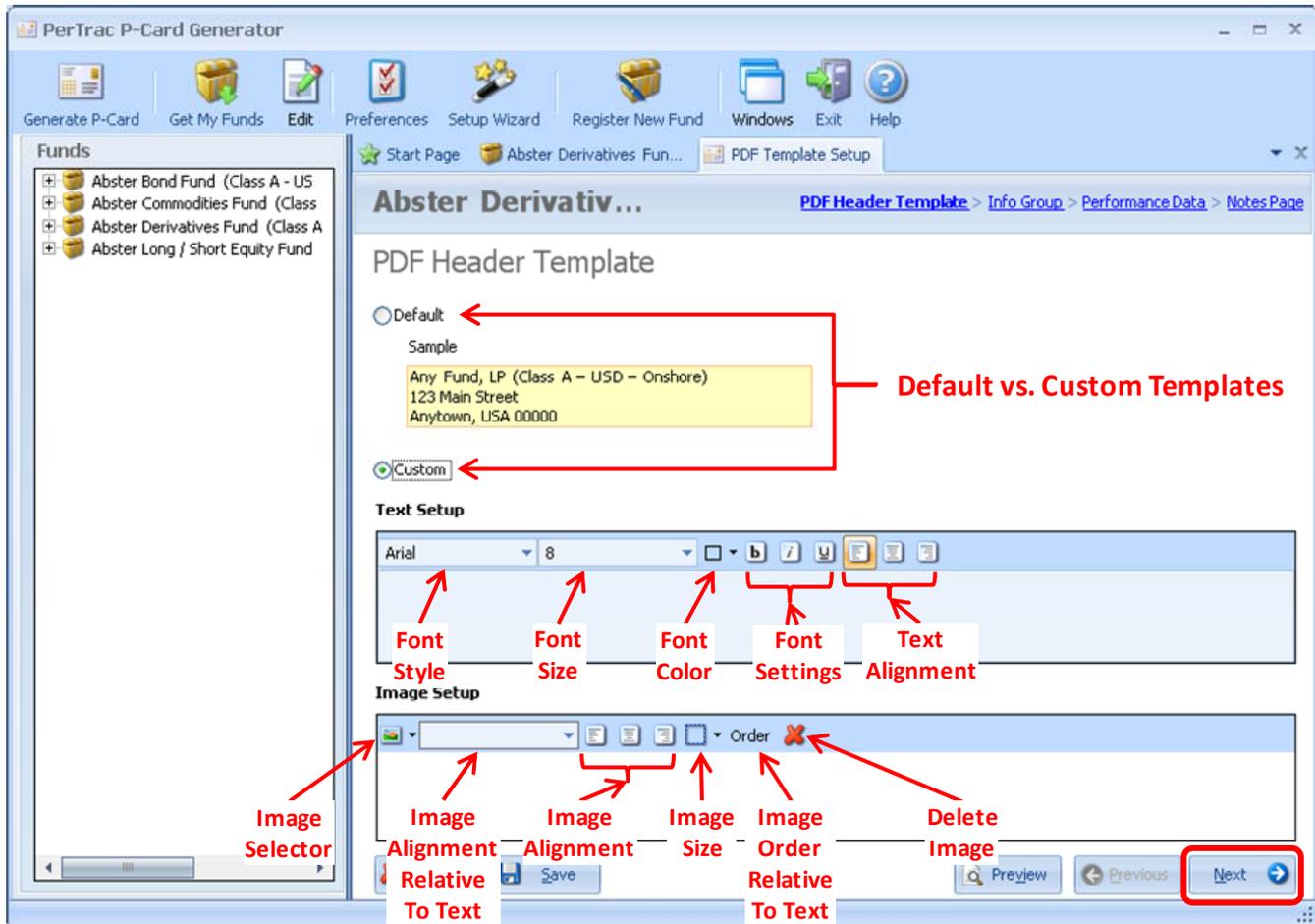
**Figure 10.2.1: PDF Customization – Common Functions**



## PDF Customization

- A. **PDF Header Template:** Customization of the text and graphics that will go into the header section of the P-Card PDF
- 1) **Initial Default vs. New Default:** The initial default setting is a black and white document. This can be used instead of customizing the document. At the conclusion of this section a new default setting will be created which will contain the customization. To start this process, select the **Custom** radio button.
  - 2) **Text Setup:** Customize the text that will be in the header of the P-Card PDF. Typically this would entail the company name, fund name, company address and other textual information. To customize the text, select the text by holding down the left mouse button and dragging the mouse over the text to highlight what is to be changed. Select the appropriate setting below
    - 1) **Font Style:** Select the desired font style from the first pull-down menu.  
*Default setting is Arial*
    - 2) **Font Size:** Select the desired font size from the second pull down-menu.  
*Default setting is 8*
    - 3) **Font Color:** Select the desired font color from the third pull down-menu.  
*Default setting is black*
    - 4) **Font Settings:** Select the desired font settings from **b**, *I* and  buttons.*Default setting is normal text (no bold, italics or underlines)*
    - 5) **Text Alignment:** Select the desired text alignment from the last three buttons.  
Options are left, right and center.  
*Default setting is left alignment*
  - 3) **Image Setup:** Select and size a graphic image to be entered into the header of the P-Card PDF
    - 1) **Image Selection:** Select the image to add by clicking on the first button. Then browse to locate the desired image or graphic. The location of the image will be displayed in the location box. The P-Card PDF supports \*.jpeg, \*.gif, \*.png, \*.bmp, \*.tif formats
    - 2) **Image Alignment Relative to Text:** Select where the image is to be aligned relative to text in the second pull-down menu. Options are left of text, right of text, above text or below text.  
*Default is no selection*
    - 3) **Image Alignment:** Select the desired text alignment from the last three buttons.  
Options are left, right and center.  
*Default setting is left alignment*
    - 4) **Image Size:** Update the size of the image to better fit into the P-Card PDF header with the pull-down menu. Options are to resize by height and width or by percentage.  
*Default is original size*
    - 5) **Image Order Relative to Text:** Update the visual order of the image relative to the text with the **Order** pull-down menu. This is useful when the text and image use the same alignment (i.e., both are right justified). The image can be placed behind or in front of the text.  
*Default is no selection.*
    - 6) **Delete the Image:** If the selected image is to be removed or changed, click on the red **X** button to remove it.
  - 4) After all options have been set, click **Next**

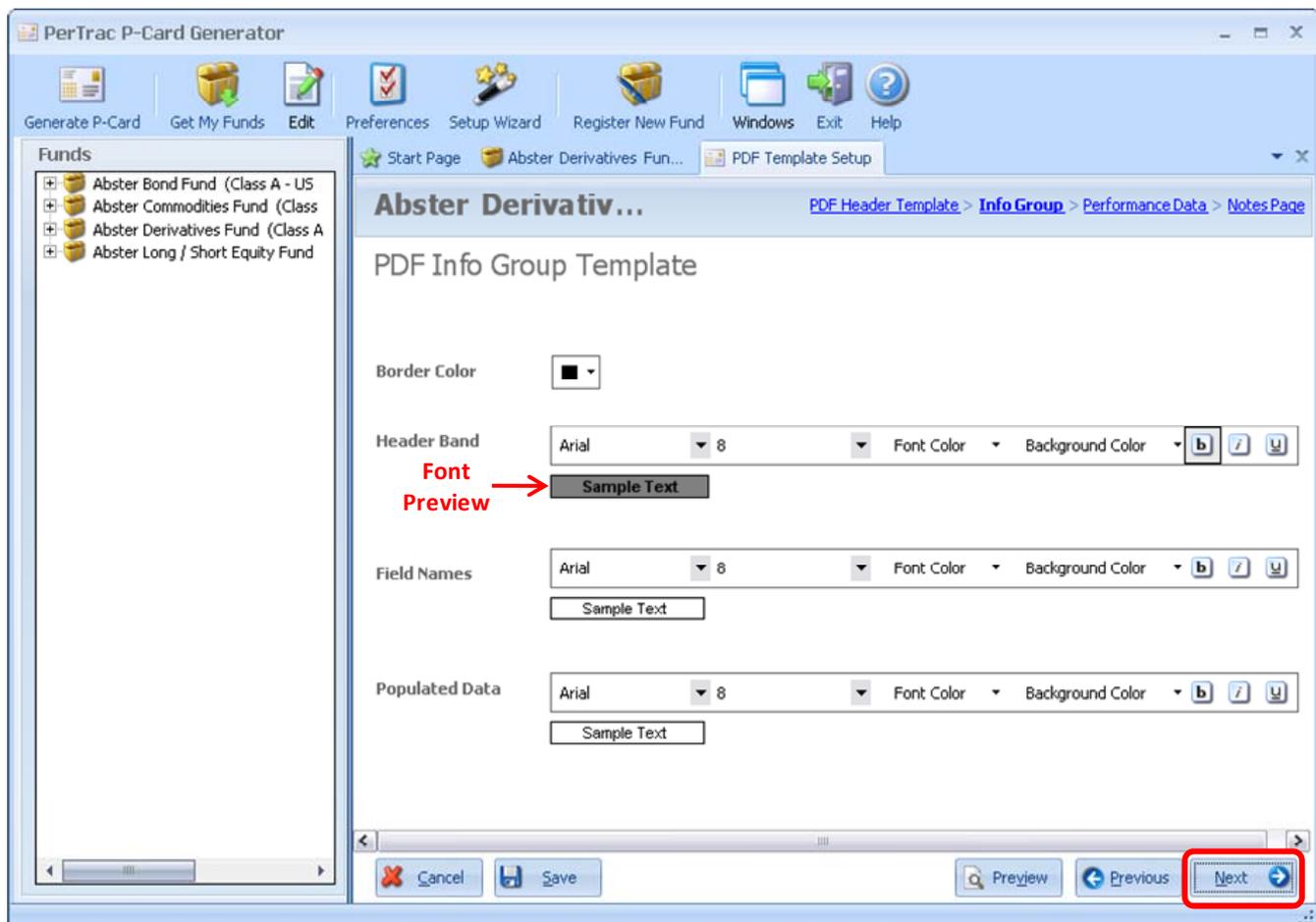
**Figure 10.3.1: PDF Customization – Setup – PDF Header Template**



- B. **PDF Info Group Template:** Customization of the fonts, background colors and borders or the P-Card PDF information groups. Settings are applied to all information groups.
- A. **Border Color:** Chose the appropriate color for information group borders. *Default is black*
  - B. **Header Band:** Select the color of the header of the information group (also known as the information group name). *Default is dark gray*
    - 1) **Font Style:** Select the desired font style from the first pull-down menu. *Default setting is Arial*
    - 2) **Font Size:** Select the desired font size from the second pull down-menu. *Default setting is 8*
    - 3) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
    - 4) **Background Color:** Select the desired color of the field names section. *Default is white*
    - 5) **Font Settings:** Select the desired font settings from **b**, **I** and **u** buttons. *Default setting is normal text (no bold, italics or underlines)*
  - C. **Field Names:** Customize the names of the fields within the information groups
    - 1) **Font Style:** Select the desired font style from the first pull-down menu. *Default setting is Arial*
    - 2) **Font Size:** Select the desired font size from the second pull down-menu. *Default setting is 8*
    - 3) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*

- 4) **Background Color:** Select the desired color of the field names section. *Default is white*
  - 5) **Font Settings:** Select the desired font settings from **b**, *I* and  buttons. *Default setting is normal text (no bold, italics or underlines)*
- D. Populated Data: Customize the data that has been entered into the P-Card
- 1) **Font Style:** Select the desired font style from the first pull-down menu. *Default setting is Arial*
  - 2) **Font Size:** Select the desired font size from the second pull down-menu. *Default setting is 8*
  - 3) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
  - 4) **Background Color:** Select the desired color of the field names section. *Default is white*
  - 5) **Font Settings:** Select the desired font settings from **b**, *I* and  buttons. *Default setting is normal text (no bold, italics or underlines)*
- E. After all options have been set, click **Next**

**Figure 10.3.2: PDF Customization – Setup – PDF Info Group Template**

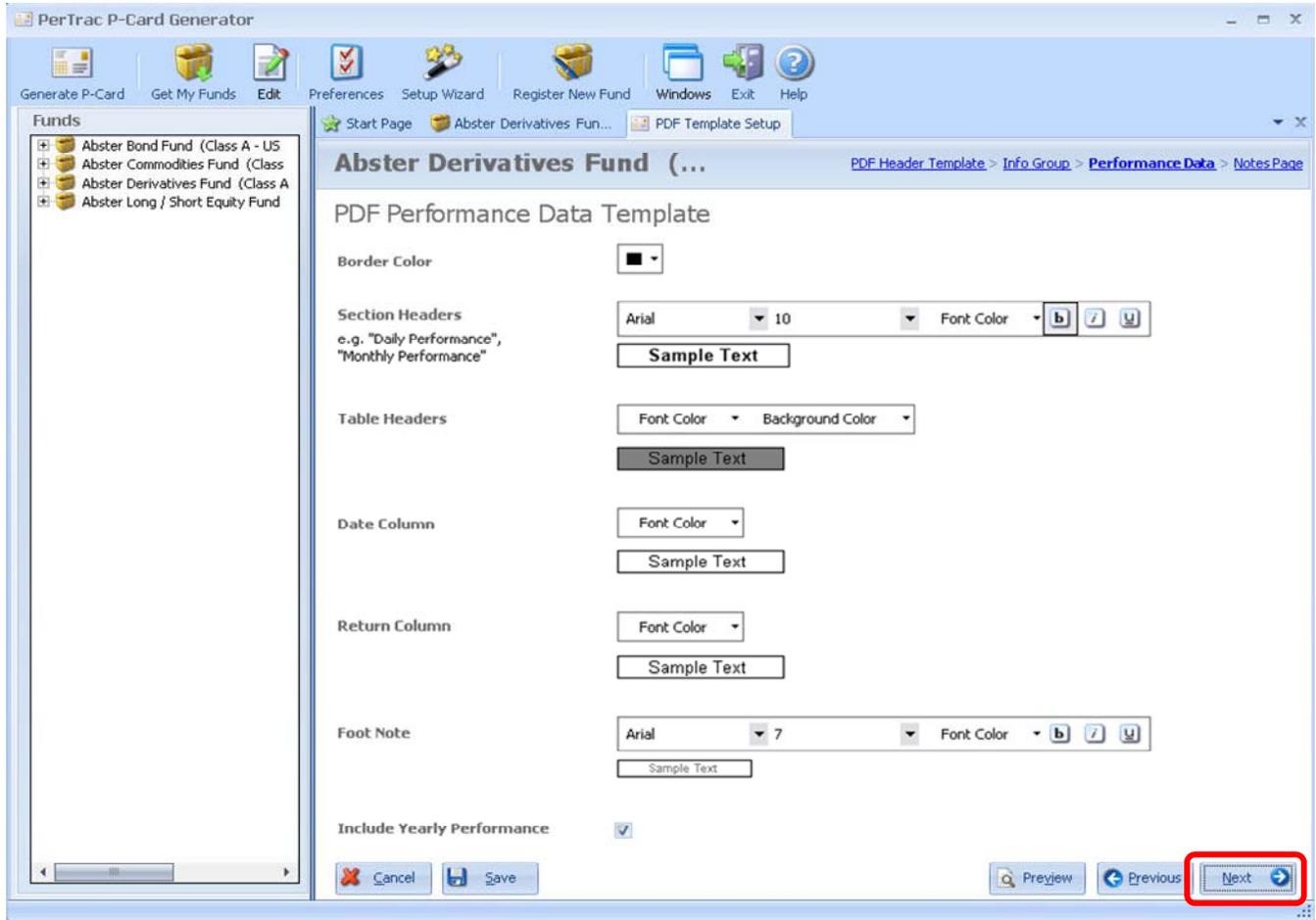


- F. PDF Performance Data Template: Customization of the fonts, shading and borders of the different performance data sections of the P-Card PDF.

**Note:** *The options in this section are limited due to space constraints on the PDF page.*

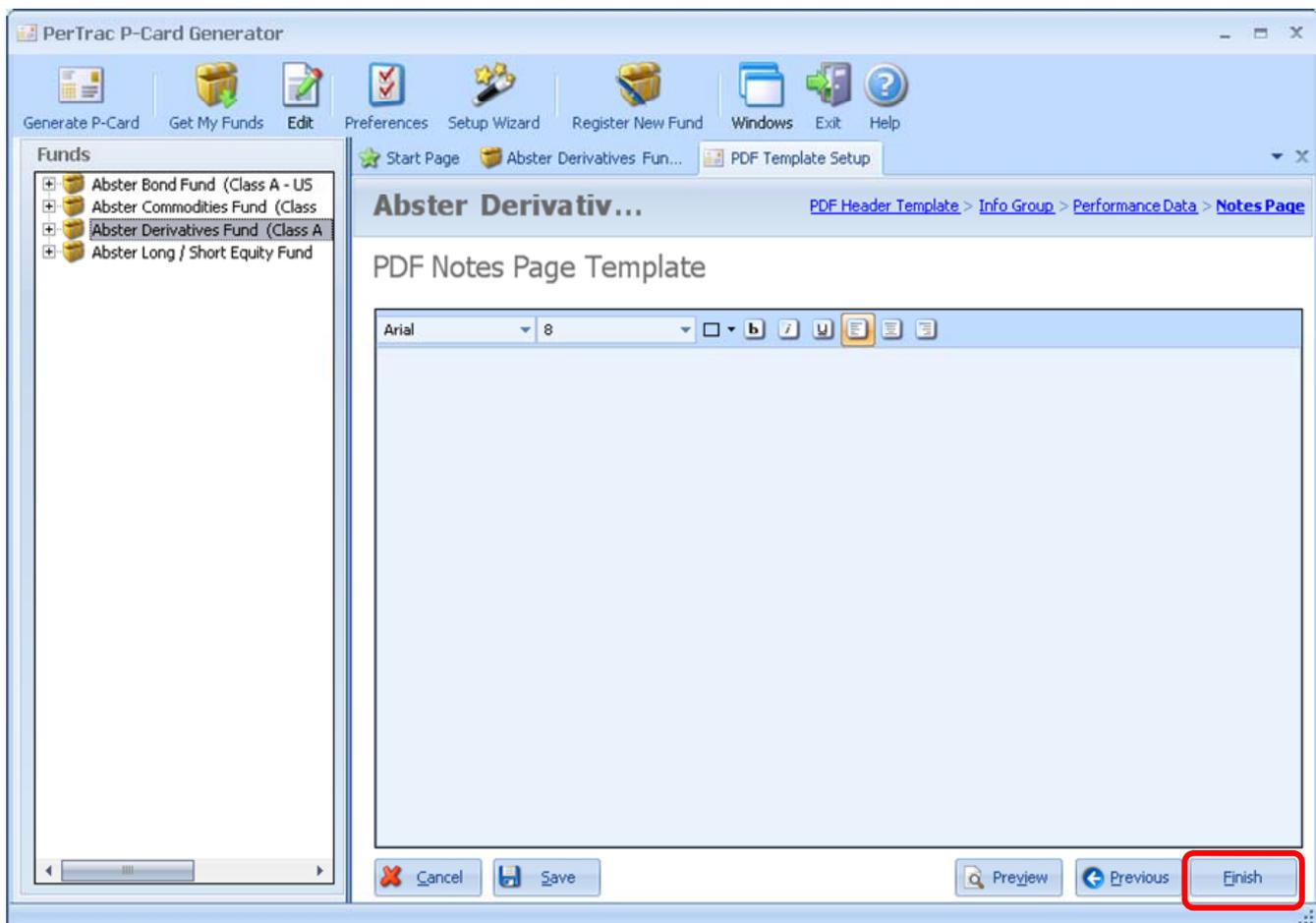
- 1) **Border Color:** Chose the appropriate color for information group borders. *Default is black*
- 2) **Section Headers:** Customize the title of the headers for the performance sections (i.e., “Daily Performance” or “Monthly Performance”)
  - a) **Font Style:** Select the desired font style from the first pull-down menu. *Default setting is Arial*
  - b) **Font Size:** Select the desired font size from the second pull down-menu. *Default setting is 10*
  - c) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
  - d) **Background Color:** Select the desired color of the field names section. *Default is white*
  - e) **Font Settings:** Select the desired font settings from **b**, *I* and u buttons. *Default setting is normal text (no bold, italics or underlines)*
- 3) **Table Headers:** Customize the column heading within the performance tables.
  - a) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
  - b) **Background Color:** Select the desired color of the field names section. *Default is dark gray*
- 4) **Date Column:** Customize the date values in the performance data tables
  - a) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
- 5) **Return Column:** Customize the performance return values
  - a) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
- 6) **Foot Note:** Customize the foot note text at the bottom of the performance data tables.
  - a) **Font Style:** Select the desired font style from the first pull-down menu. *Default setting is Arial*
  - b) **Font Size:** Select the desired font size from the second pull down-menu. *Default setting is 7*
  - c) **Font Color:** Select the desired font color from the third pull down-menu. *Default setting is black*
  - d) **Font Settings:** Select the desired font settings from **b**, *I* and u buttons. *Default setting is normal text (no bold, italics or underlines)*
- 7) **Include Yearly Performance:** To include a yearly / year-end / year-to-date performance figure click the check box. The applicable formats selected above will be assigned to this column.
- 8) After all options have been set, click **Next**

**Figure 10.3.3: PDF Customization – Setup – PDF Performance Data Template**



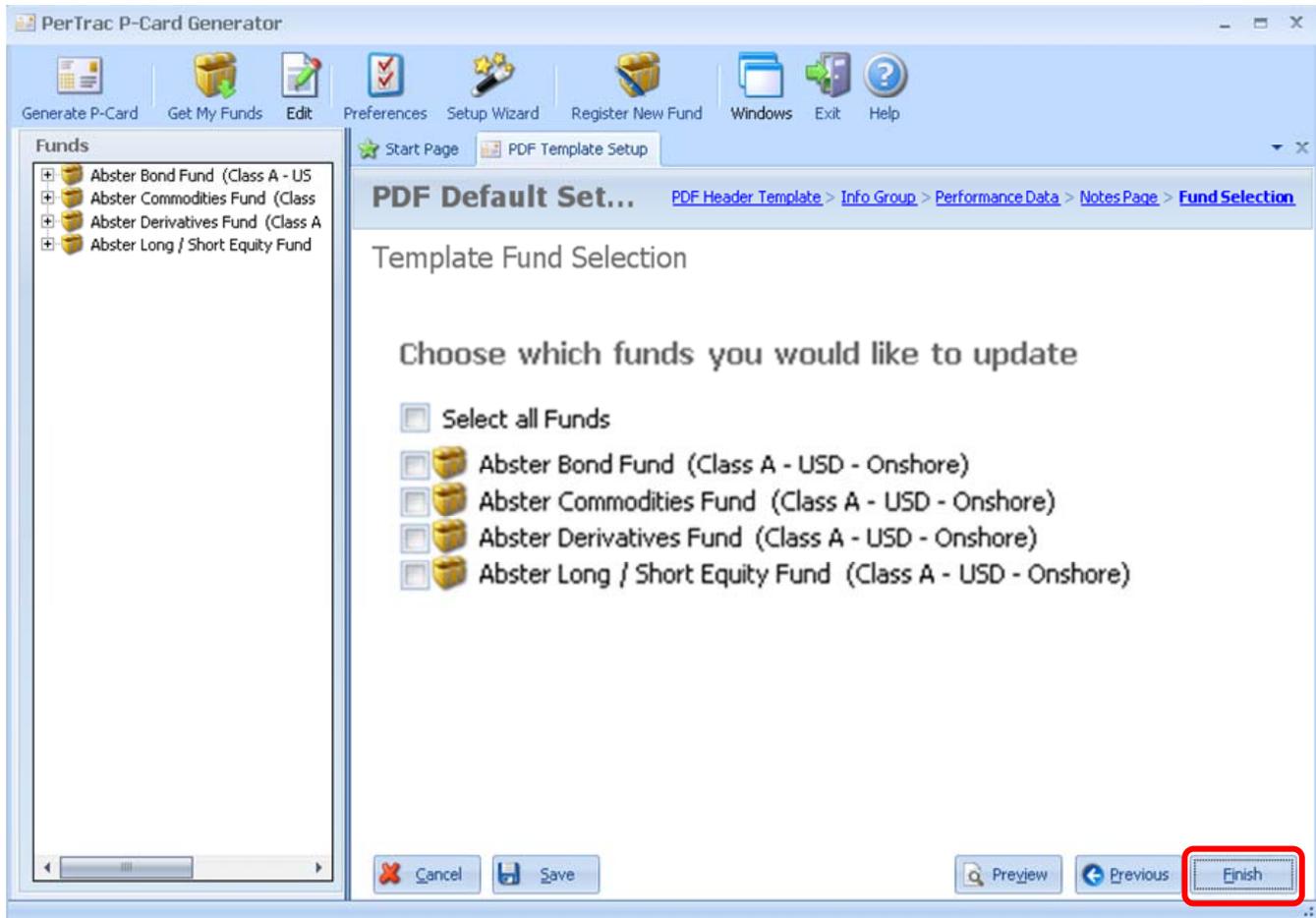
- G. **PDF Notes Page Template:** Customization of the notes page of the P-Card PDF. This is where the user will put foot notes, disclaimers and any verbal commentary about the report
- 1) **Font Style:** Select the desired font style from the first pull-down menu.  
*Default setting is Arial*
  - 2) **Font Size:** Select the desired font size from the second pull down-menu.  
*Default setting is 8*
  - 3) **Font Color:** Select the desired font color from the third pull down-menu.  
*Default setting is black*
  - 4) **Font Settings:** Select the desired font settings from **b**, *i* and u buttons.  
*Default setting is normal text (no bold, italics or underlines)*
  - 5) **Text Alignment:** Select the desired text alignment from the last three buttons.  
Options are left, right and center.  
*Default setting is left alignment*
  - 6) After all options have been set, click **Next**

**Figure 10.3.4: PDF Customization – Setup – PDF Notes Page Template**



- H. Template Fund Select (*applies only to the Default Settings*): Determine which of the current funds in the P-Card Generator will have the above settings applied to. The settings will be automatically be applied to all new funds brought into the P-Card Generator
- 1) Click on the check box to the left of each fund to indicate which funds to have the PDF settings applied to.
  - 2) To apply the settings to all existing funds, click the “Select all Funds” box.
  - 3) After all of the funds have been selected, click **Finish**
  - 4) Confirm that the settings are to be saved as the new default

**Figure 10.3.5: PDF Customization – Setup – Template Fund Selection**



## Generating P-Cards

Generating a P-Card is the process of taking the information about a fund stored in the P-Card Generator and turning it (along with any designated attachments) into an encrypted file that can be emailed to recipients and then imported by them into the PerTrac Analytical Platform. The generation process can be undertaken at any time but should be used only when all of the data that a user intends to transport to a recipient has been entered into P-Card Generator.

An “Expiration Date” can be added to a P-Card, which ensures that only the most recent data can be imported into the users PerTrac Analytical Platform. This date only prevents an expired P-Card from being imported and does not remove information from the PerTrac Analytical Platform after the expiration date has passed.

Users may choose to generate a PDF file to be sent along with their P-Cards. These PDF files contain the same information as a P-Card; however, they are not encrypted and are designed to be read by all recipients. For more information on the P-Card PDF, please see the **Customizing the P-Card PDF** section.

If the user has set up distribution group profiles, they will need to specify not only which fund(s) they wish to generate a P-Card for but also which distribution group(s), in order to generate the correct version of the P-Card(s). For any individual fund, a user could have multiple P-Cards based on the various distribution group profiles, and each of these would need to be specified individually to be generated during this stage of the process.

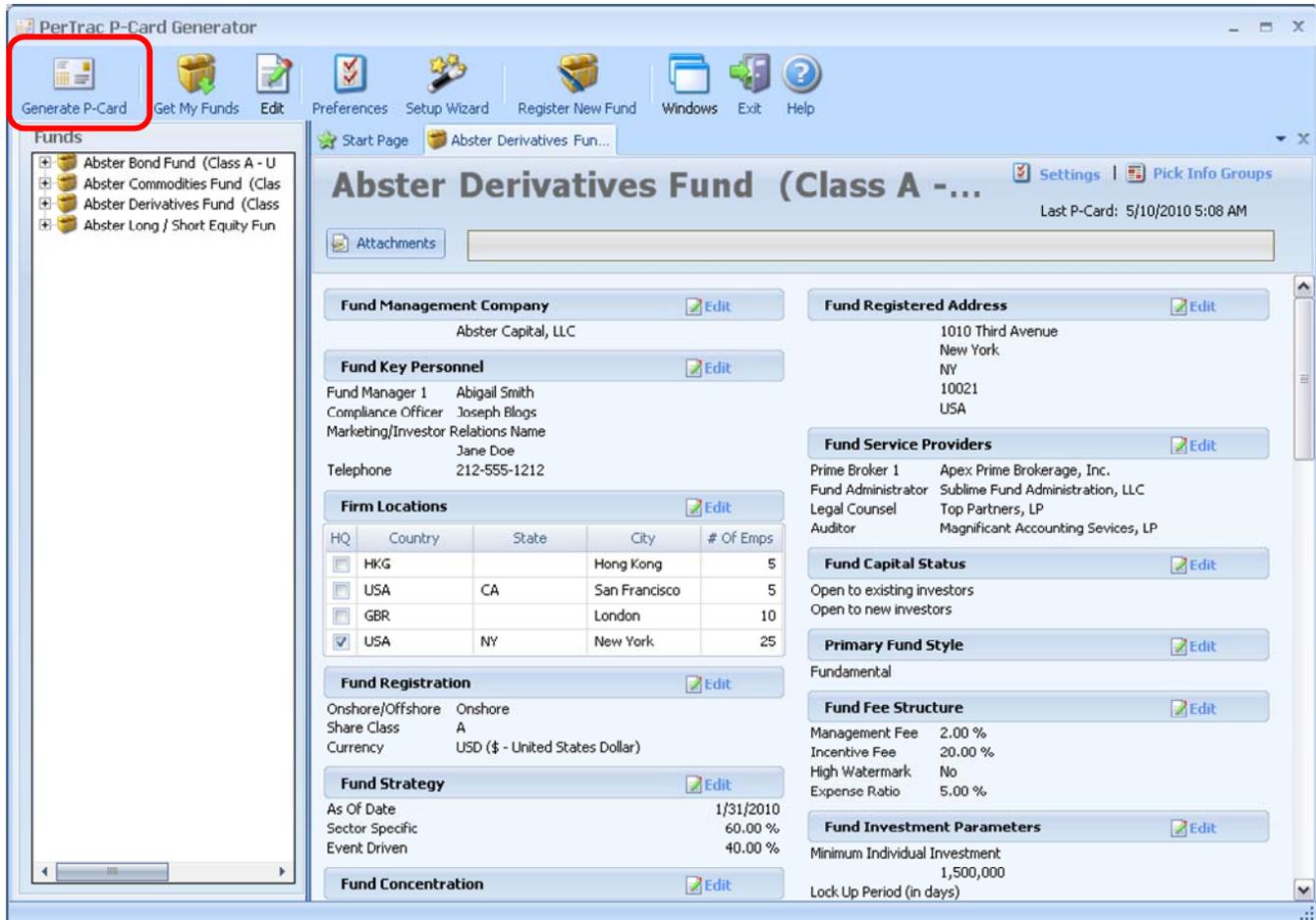
**Note:** *If the user has not set up distribution group profiles (the default scenario), a single P-Card will be generated for a given fund.*

**Note:** *If the user has not set the function to automatically generate an email, one will need to be created manually to distribute the P-Card.*

## Generate P-Cards without Distribution Groups

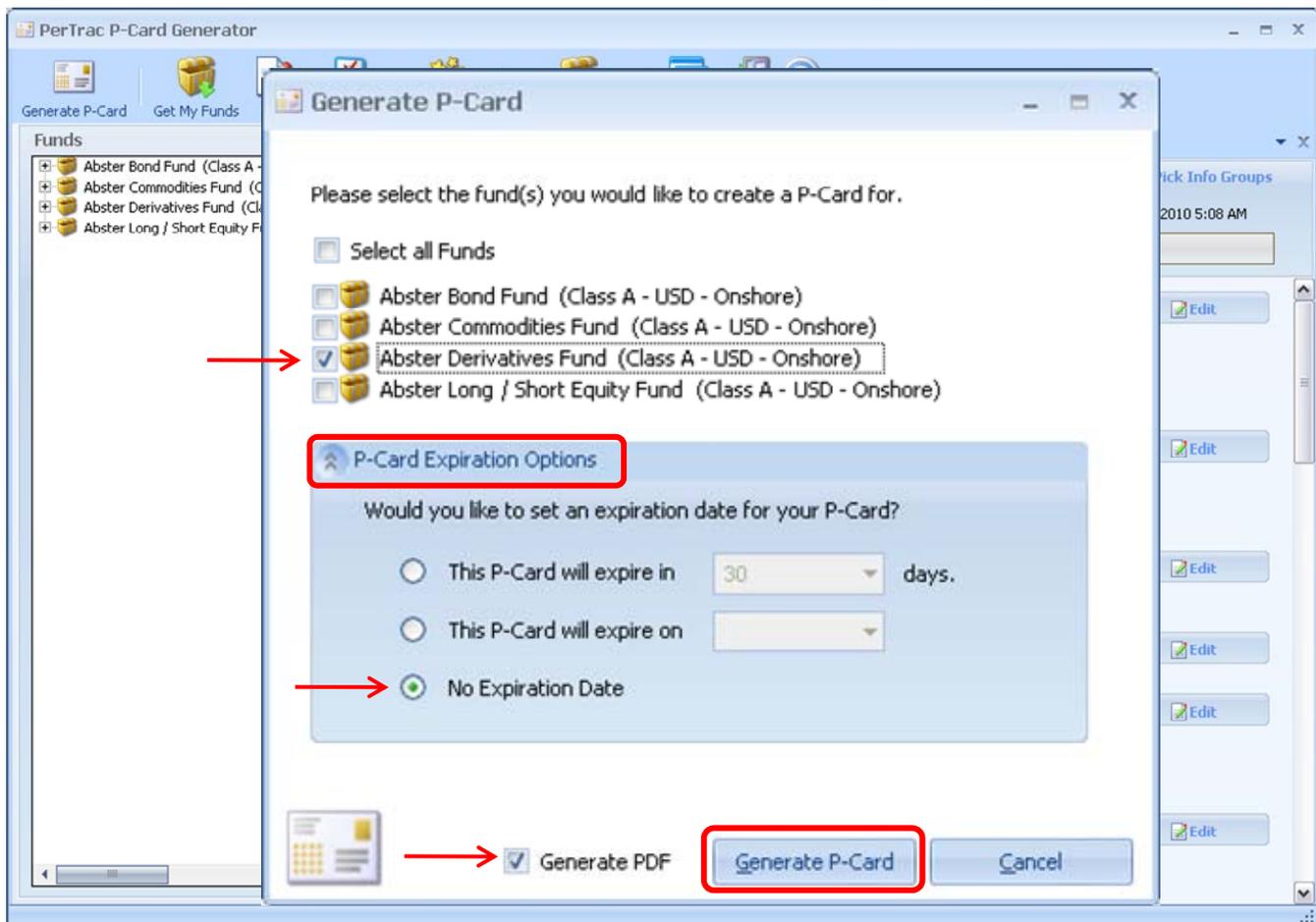
1. Generating a Single P-Card
  - A. Click **Generate P-Card** in the ribbon at the top of the window.

**Figure 11.1.1: Generating the P-Card – Without Distribution Groups – Single P-Card**



- B. In the pop-up window, select the P-Card to be generated by clicking on the appropriate check box. The default will be for the fund currently being viewed. If no fund is currently being viewed, manually select the fund to be generated.
- C. Expiration Options for the P-Card by clicking on  next to the “P-Card Expiration Options” label.  
*The default value is for no expiration*
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See [Section \*\*Customizing the P-Card PDF\*\*](#) to learn more about customizing the P-Card PDF.
- E. Click **Generate P-Card**.

**Figure 11.1.2: Generating the P-Card – Without Distribution Groups – Single P-Card**



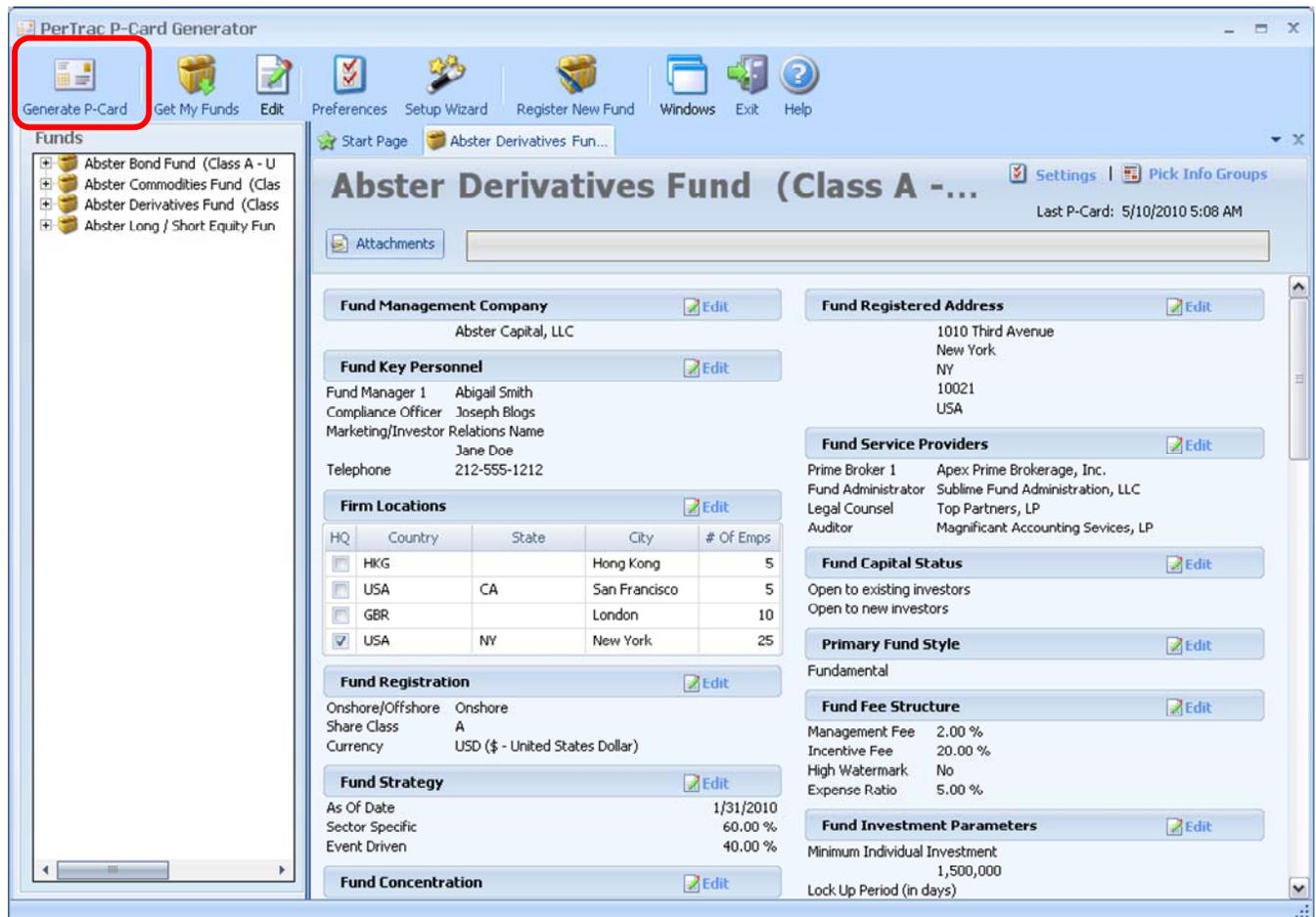
- F. Select a location to save the P-Card and P-Card PDF. The P-Card file follows a specific naming convention of fund name, class, currency, on/offshore and the date the P-Card was generated.
- G. If the “Automatic Email Generation” option is selected in the **Settings** section an email will be created. Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

If the “Automatic Email Generation” option is not selected the P-Card and PDF will be saved to the desired location and the process will end.

## 2. Generating Multiple P-Cards

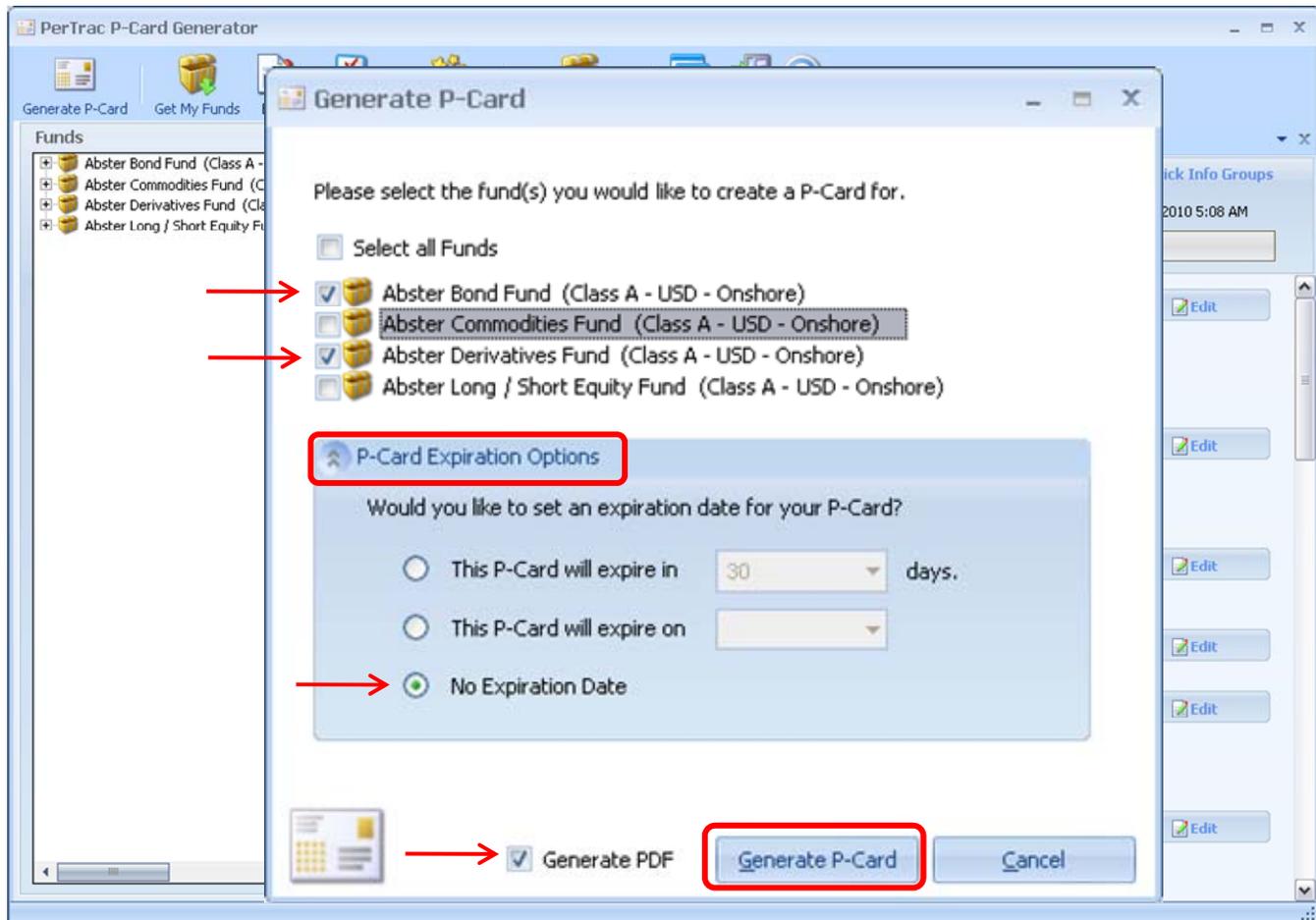
- A. Click **Generate P-Card** in the ribbon at the top of the window.

*Figure 11.2.1: Generating the P-Card – Without Distribution Groups – Multiple P-Cards*



- B. In the pop-up window, select the funds to be generated by clicking on the appropriate check boxes. Any open fund will automatically be selected for generation. If no fund is currently being viewed, manually select the funds to be generated.
- C. Expiration Options for the P-Card by clicking on  next to the “P-Card Expiration Options” label. The default value is for no expiration. *Default is for no expiration date*
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See [Section Customizing the P-Card PDF](#) to learn more about customizing the P-Card PDF.
- E. Click **Generate P-Card**.

**Figure 11.2.2: Generating the P-Card – Without Distribution Groups – Multiple P-Cards**



- F. Select a location to save the P-Card and P-Card PDF. The P-Card file follows a specific naming convention of fund name, class, currency, on/offshore and the date the P-Card was generated.
- G. Click **OK**.
- H. If the “Automatic Email Generation” option is selected for each P-Card in the **Settings** section an email will be created with P-Cards for all selected funds attached. Funds that do not have the “Automatic Email Generation” option selected will be created but not added to the email. Add the users email address or the appropriate email list and click **Send**. The P-Card will be sent directly to the intended recipient.

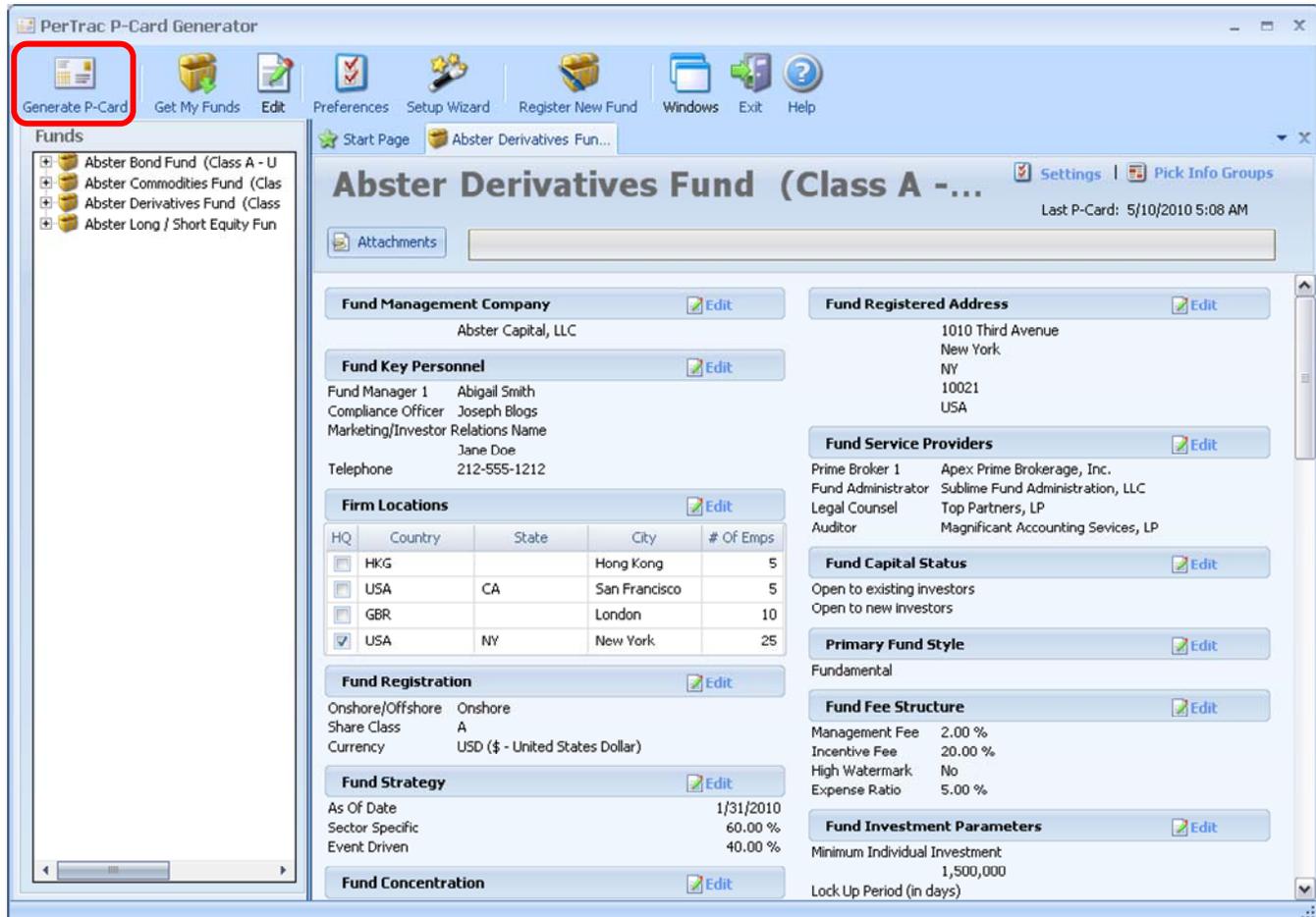
If the “Automatic Email Generation” option is not selected for any funds the P-Card and PDF will be saved to the desired location and the process will end. The user can then create an

email manually, add the appropriate recipient(s) or email group, attach the P-Card and PDF (if appropriate), enter the desired subject line and body, and send. The P-Card and PDF file are stored in the place they were saved in step e above.

## Generate P-Cards with Distribution Groups

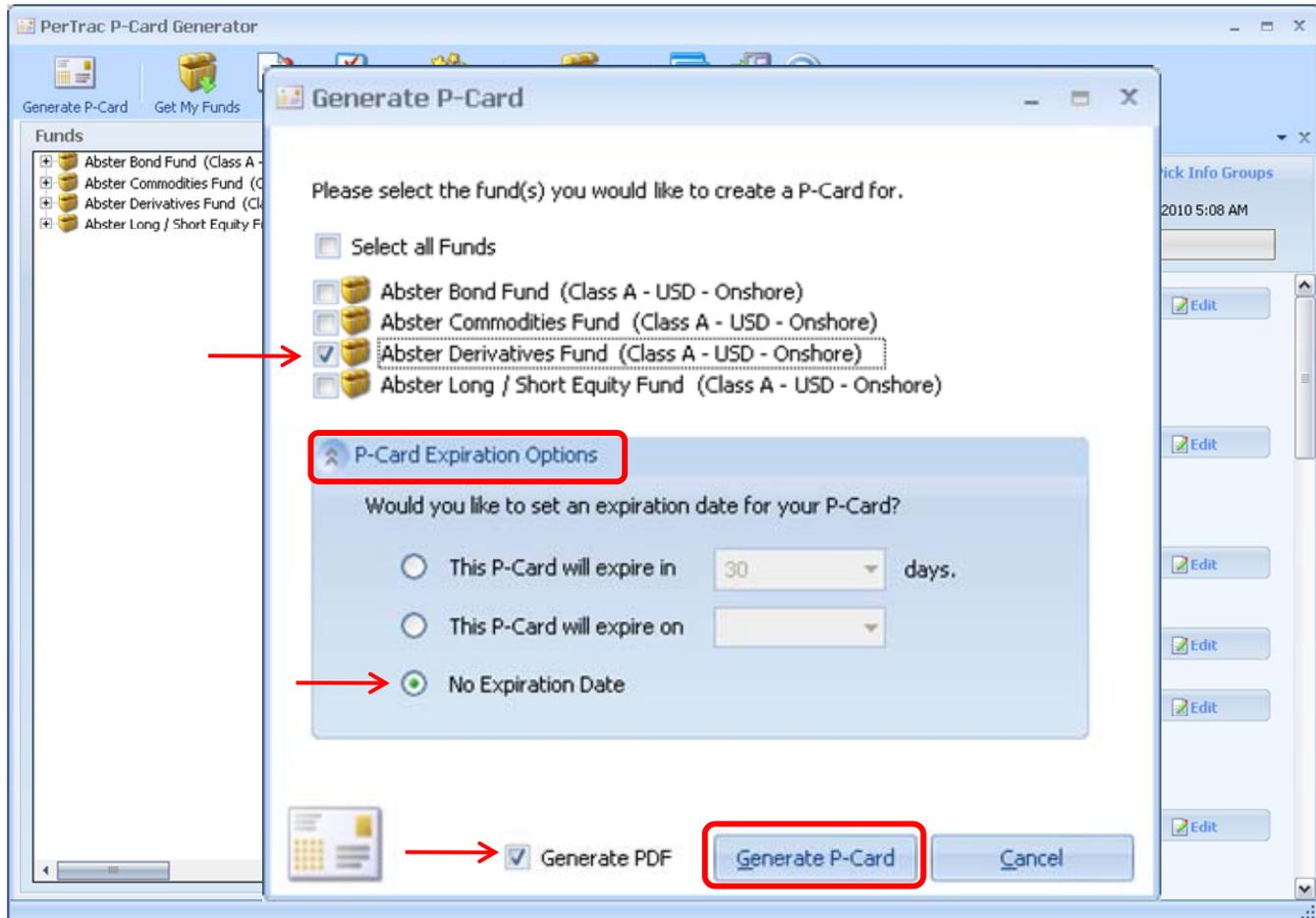
1. Generating a Single P-Card
  - A. Click **Generate P-Card** in the ribbon at the top of the window.

**Figure 11.3.1: Generating the P-Card – With Distribution Groups – Single P-Card**



- B. In the pop-up window, use the drop-down menu to select the fund to generate a P-Card for Set. The default will be the fund currently being viewed.
- C. Expiration Options for the P-Card by clicking on **P-Card Expiration Options** next to the “P-Card Expiration Options” label.
- D. Click the check box to select to create a PDF version of the P-Card, if desired.
- E. Click **Generate P-Card**.

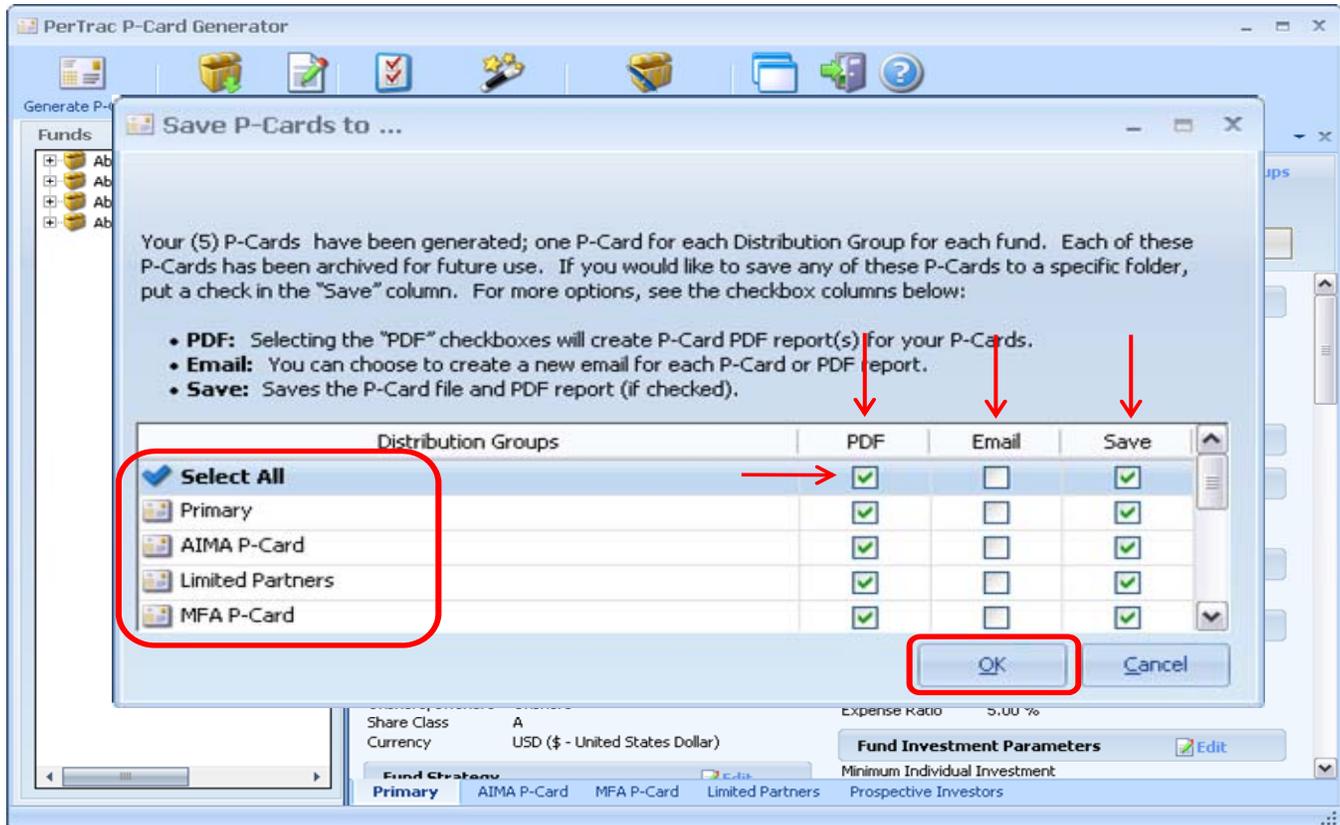
**Figure 11.3.2: Generating the P-Card – With Distribution Groups – Single P-Card**



- F. Indicate the desired action for each distribution group by clicking on the appropriate check box column. The P-Card Generator will always create the P-Card; therefore there is no check box column for this. Definitions for each column are:
  - 1) **PDF**: Create a PDF to go along with the P-Card. A P-Card must be generated to enable a PDF to be generated.
  - 2) **Email**: Include the P-Card in an email.
  - 3) **Save**: a version of the P-Card and PDF to a local/network directory. The P-Card file follows a specific naming convention of fund name, class, currency domicile and the date the P-Card was generated
- G. Click **OK**
- H. If the Email check box column is selected an email will be created for each distribution group. Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

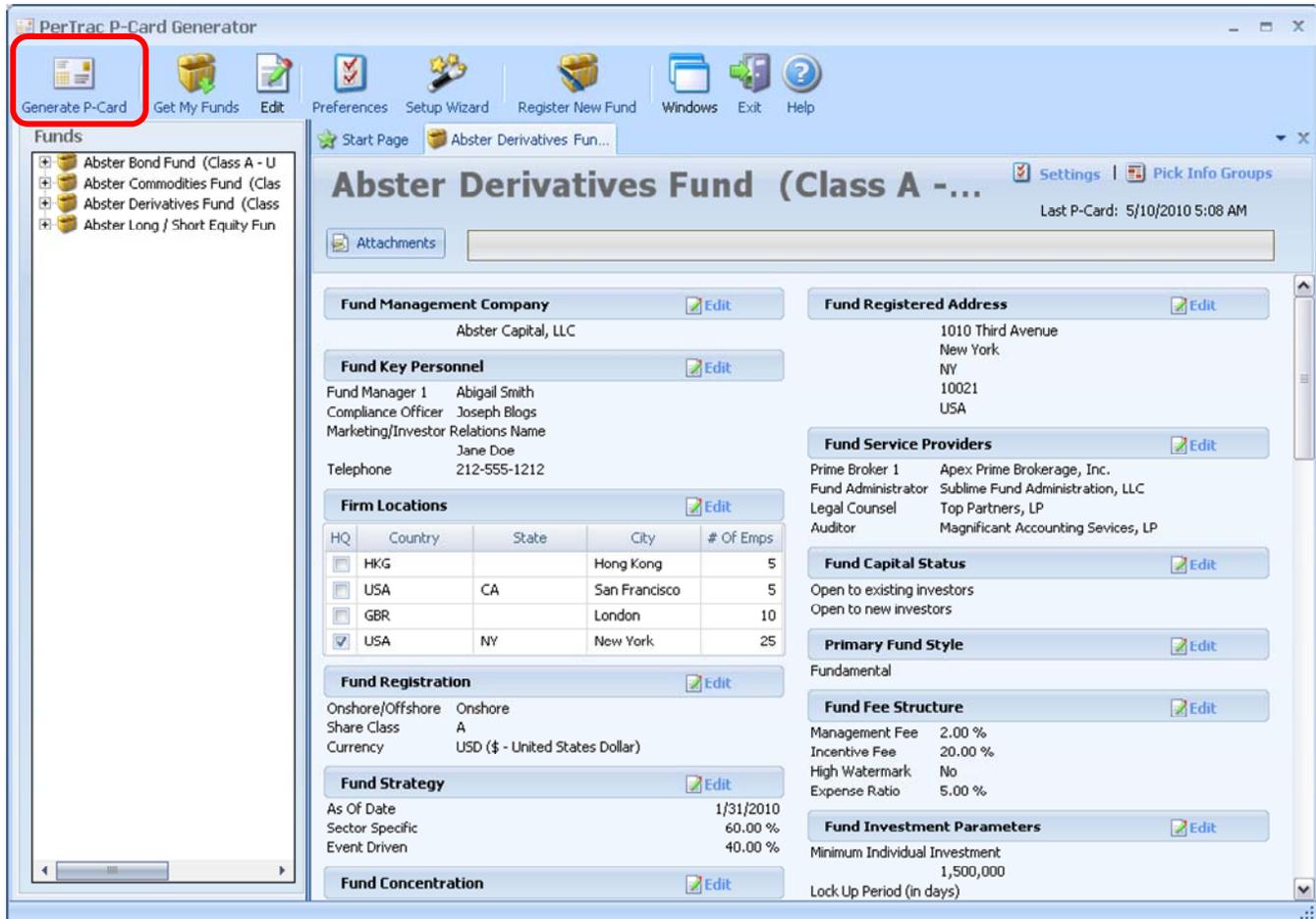
For the distribution groups that are not selected in the Email check box column the P-Card and PDF, if applicable, will be saved to the desired location and the process will end.

**Figure 11.3.3: Generating the P-Card – With Distribution Groups – Single P-Card**



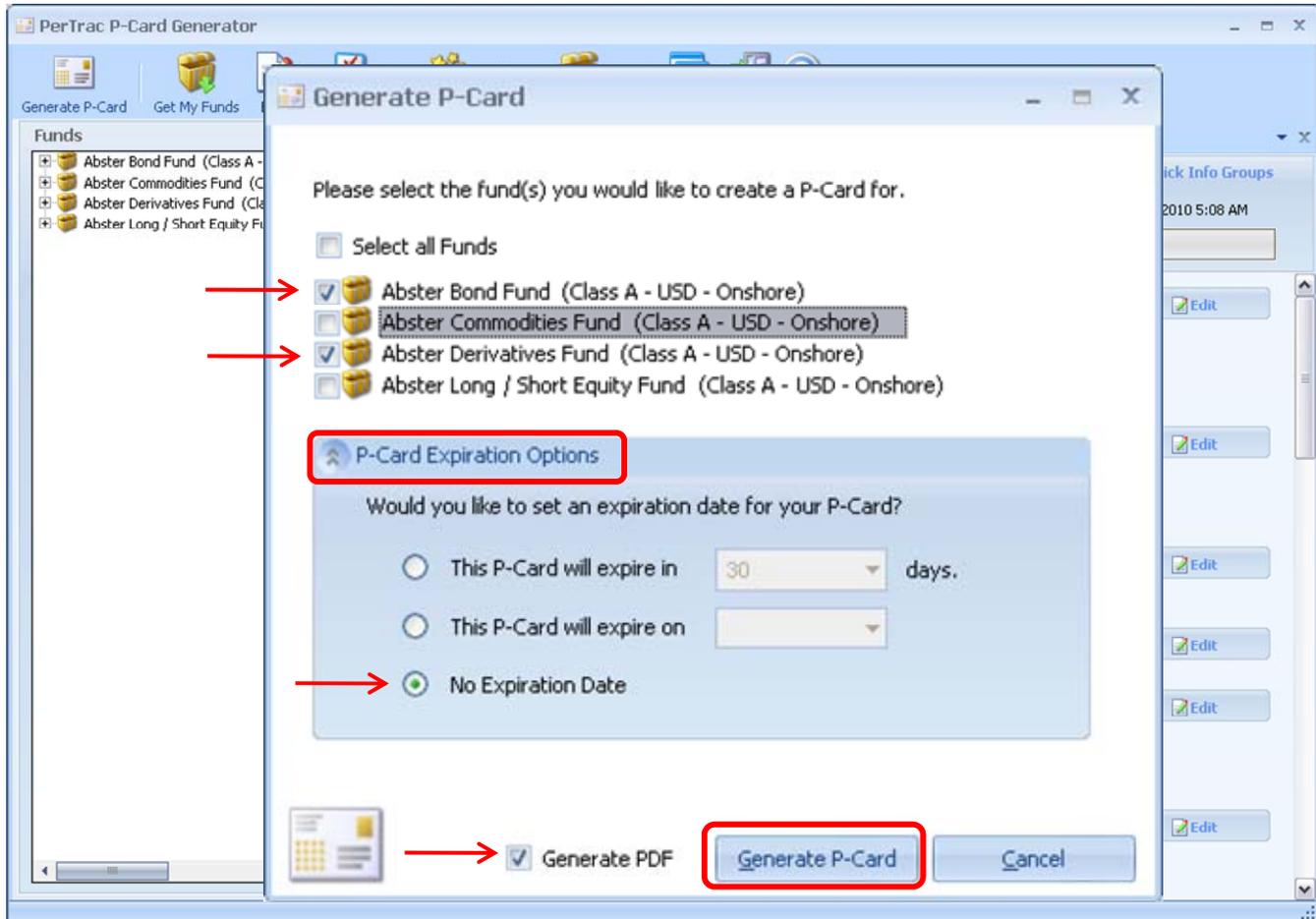
2. Generating Multiple P-Cards
  - A. Click **Generate P-Card** in the ribbon at the top of the window.

**Figure 11.4.1: Generating the P-Card – With Distribution Groups – Multiple P-Cards**



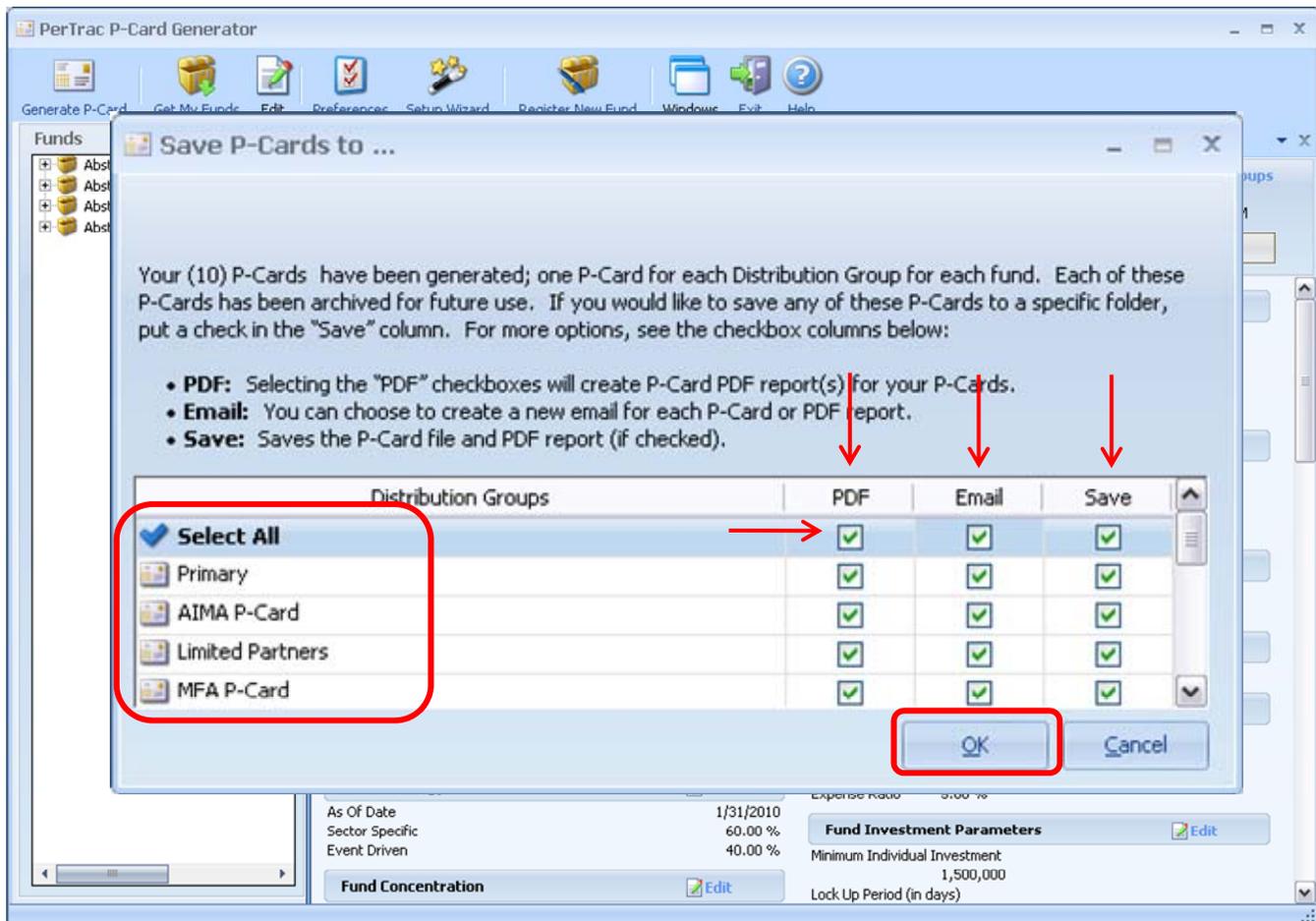
- B. In the pop-up window, select the P-Cards to be generated by clicking on the appropriate check boxes. The default will be for the fund currently being viewed. If no fund is currently being viewed, manually select the funds to be generated.
- C. Expiration Options for the P-Card by clicking on  next to the “P-Card Expiration Options” label. The default value is for no expiration.
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See *Section Customizing the P-Card PDF* to learn more about customizing the P-Card PDF.
- E. Click **Generate P-Card**.

**Figure 11.4.2: Generating the P-Card – With Distribution Groups – Multiple P-Cards**



- F. Indicate the desired action for each distribution group by clicking on the appropriate check box column. The P-Card Generator will always create the P-Card; therefore there is no check box column for this. Definitions for each column are:
- 1) PDF: Create a PDF to go along with the P-Card. A P-Card must be generated to enable a PDF to be generated.
  - 2) Email: Include the P-Card in an email.
  - 3) Save: a version of the P-Card and PDF to a local/network directory. The P-Card file follows a specific naming convention of fund name, class, currency domicile and the date the P-Card was generated
- G. Click **OK**

**Figure 11.4.3: Generating the P-Card – With Distribution Groups – Multiple P-Cards**



- H. If the Email check box column is selected an email will be created for each P-Card / distribution group combination. For example, for the figure above, four emails will be created
- 1) Primary: Bond Fund and Derivatives Fund
  - 2) ALMA P-Card: Bond Fund and Derivatives Fund
  - 3) Limited Partners: Bond Fund and Derivatives Fund
  - 4) MFA P-Card: Bond Fund and Derivatives Fund

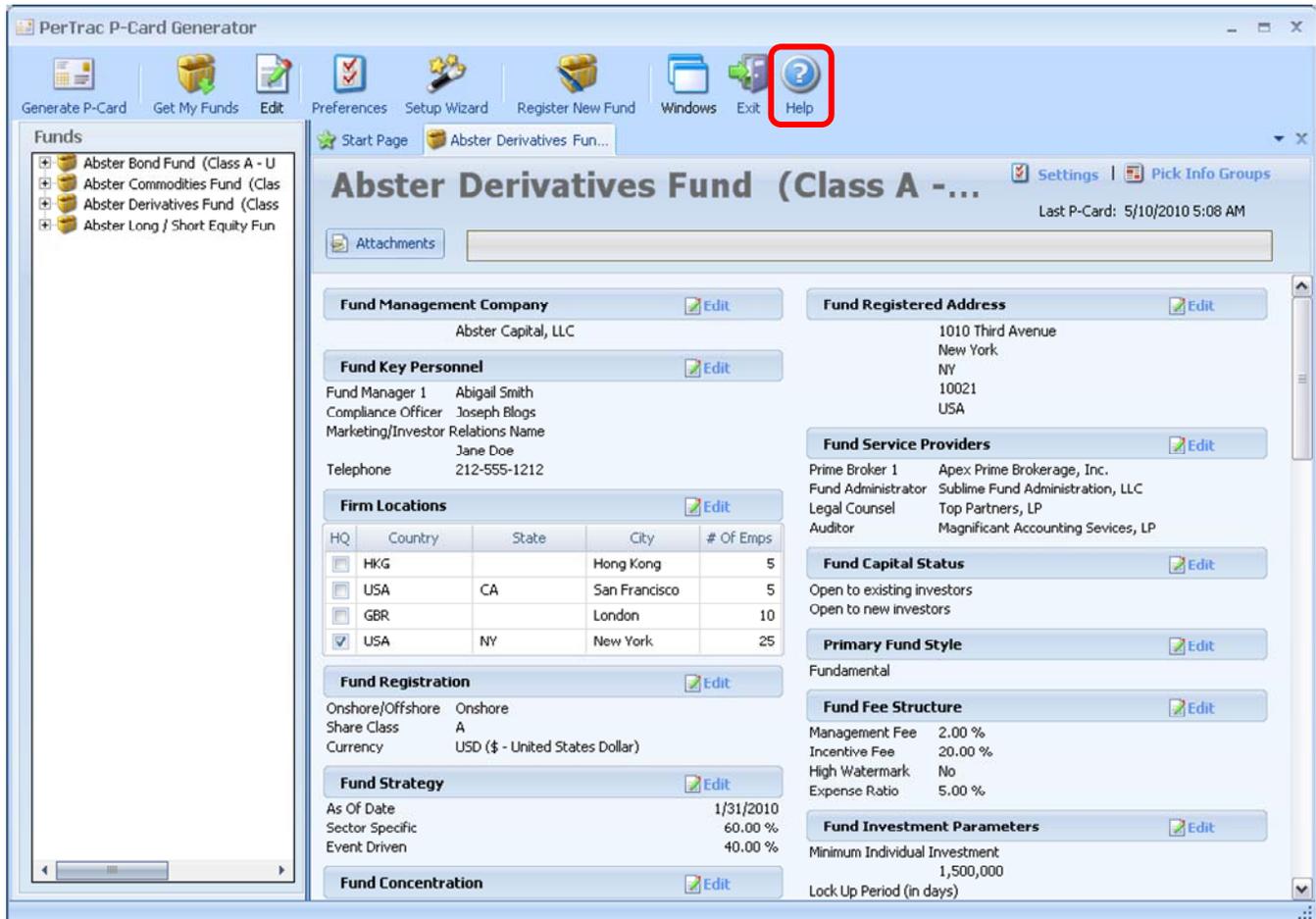
Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

For the distribution groups that are not selected in the Email check box column the P-Card and PDF, if applicable, will be saved to the desired location and the process will end.

## Get Additional Help

Additional information can be obtained from the P-Card section of the PerTrac Financial Solutions website ([www.pertrac.com](http://www.pertrac.com)). To get access to written documents as well as video tutorials, click on the **Help** button located in the top ribbon.

*Figure 12.1.1: Get Additional Help*



## Appendix

### 1. Managed Funds Association (MFA) Requirements

This table contains a list of MFA required fields:

Information Group	Field
<b>Firm Locations</b>	City, state, country of offices Number of employees in each office Indication of headquarters site
<b>Fund Registration</b>	Is Registered (Yes / No) Registered With Onshore / Offshore (completed during P-Card sign up)
<b>Fund Strategy</b>	Check the appropriate strategy
<b>Use of Leverage</b>	Uses Leverage (Yes / No) Current Leverage
<b>Service Providers</b>	Administrator
<b>Fund Investment Parameters</b>	Redemption Notification Period
<b>Fund Details</b>	Fund Total Assets Under Management As of When
<b>Investor Type</b>	Indicate the funds assets from each investor type.
<b>Firm Details</b>	Number of Funds Managed Firm Total Assets Under Management

### 2. Alternative Investment Management Association (AIMA) Requirements

This table contains a list of AIMA required fields:

Information Group	Field
<b>Firm Locations</b>	City, state, country of offices Number of employees in each office Indication of headquarters site
<b>Fund Registration</b>	Domicile
<b>Fund Details</b>	Fund Total Assets Under Management As of When
<b>Investor Type</b>	Indicate the funds assets from each investor type.
<b>Firm Details</b>	Firm Total Assets Under Management

### 3. P-Card Field Master

PerTrac P-Card Generator v1.6 Field Master				
<b>Investment Master Name</b>				
Fund Name				
<b>Fund Management Company</b>				
Company Name				
Website				
Is it Password Protected?				
<b>Fund Key Personnel</b>				
Fund Manager 1				
Fund Manager 2				
Fund Manager 3				
Compliance Officer				
Marketing/Investor Relations Name				
Title				
Telephone				
Business Email				
<b>Firm Locations</b>				
HQ	Country	State	City	# of Emps
<b>Fund Registration</b>				
Registered?				
Registered With				
Onshore/Offshore				
Domicile				
Share Class				
Currency				
<b>Fund Strategy (% Allocation Option)</b>				
As Of Date				
Primary Strategy				
Long/Short		%		
Market Neutral		%		
Equity hedge		%		
Sector Specific		%		
Long Only Value		%		
Short Sales		%		
Credit		%		
CLO / CDO Manager		%		
Fixed Income		%		
Distressed		%		
Convertible Bond Arbitrage		%		
Statistical Arbitrage		%		
Merger Arbitrage		%		
Volatility Arbitrage		%		
Commodity Arbitrage		%		
Multi Arbitrage		%		
Event Driven		%		
Macro		%		
Emerging Markets		%		
Emerging Markets Debt Only		%		
Emerging Markets Equity Only		%		
Managed Futures / CTA		%		
Fund of Funds		%		
Multi Strategy		%		
<b>Fund Registered Address</b>				
Address 1				
Address 2				
Address 3				
City				
State/Province				
Postal Code				
Country				
General Phone Number				
<b>Fund Service Providers</b>				
Prime Broker 1				
Prime Broker 2				
Prime Broker 3				
Prime Broker 4				
Prime Broker 5				
Custodian				
Fund Administrator				
Legal Counsel				
Auditor				
Technology Service Provider				
<b>Fund Capital Status</b>				
Closed				
Open to existing investors				
Open to new investors				
<b>Primary Fund Style</b>				
Technical				
Quantitative				
Fundamental				
<b>Fund Fee Structure</b>				
Management Fee				
Incentive Fee				
High Watermark				
Expense Ratio				
<b>Fund Investment Parameters</b>				
Minimum Individual Investment				
Lockup Period				
Redemption Notification Period				
Advanced Notice				
Fixed Redemption Structure				
Open to US Investors				

**PerTrac P-Card Generator v1.6 Field Master**

**Fund Concentration (Top 10 Holdings)**

<b>As Of Date</b>		
Top Holding #1		
% Long		%
% Short		%

**Trading Style**

<b>As Of Date</b>		
Buy and Hold		
Normal		
Active (> 100% turnover / month)		
Highly Active (> 100% turnover / week)		

**Use of Leverage**

<b>As Of Date</b>		
Uses Leverage (Yes / No)		
Maximum Allowable Amount		
Current Leverage (Long & Short: Gross)		
Net Leverage		

**Fund Risk**

<b>As Of Date</b>		
Value At Risk (Per Day)		
Estimated? Yes / No		
VAR Source		
Conditional VAR (Mean Excess Loss)		
Estimated? Yes / No		
Confidence Level		

**Region Exposure (% Allocation Option)**

<b>As Of Date</b>		
North America		%
Central America		%
South America		%
Northern Europe		%
Southern Europe		%
Western Europe (inc. UK)		%
Central Europe		%
Eastern Europe (inc. Russia)		%
Asia ex-Japan		%
Asian with Japan		%
Indian Sub Continent		%
Australasia		%
Middle East		%
Northern Africa		%
Southern Africa		%
Global		%
Middle Africa		%
Other		%

**Fund Details**

Number of Open Positions (min)	
Number of Open Positions (max)	
Launch Date	
Last Audit Date	
Return Type	
Gross	
Net	
Gross of Fees Filed	
Net of Fees Filed	
Returns - Net of Fees Filed	
Gross % Long	
Gross % Short	

**Fund Size**

Fund Total Assets Under Management	
As of when?	
Total Anticipated capacity of Fund	
Total Assets in Strategy	
Total Anticipated capacity of the Strategy	

**Investor Type**

Fund of Hedge Funds	
US Pensions	
Endowments	
Foundations	
High Net-Worth Individuals	
Other	

**Firm Details**

Number of Funds Managed			
Firm Assets Under Management			

**Broad Asset Class Exposure (% Allocation Option)**

<b>As Of Date</b>		
Cash Equity		%
Equity Derivatives		%
Exchange Traded Futures and Options		%
Bonds		%
Interest Rate Derivatives		%
Foreign Exchange		%
Structured Products		%
Physical Commodities		%
Funds		%
Other		%

**Investment Type: Equities (% Allocation Option)**

<b>As Of Date</b>		
Micro / Small Cap		%
Mid Cap		%
Large Cap		%

**PerTrac P-Card Generator v1.6 Field Master**

**Country Exposure - Western Europe (% Allocation Option)**

As Of Date	
Austria	%
Belgium	%
Denmark	%
Finland	%
France	%
Germany	%
Ireland	%
Italy	%
Luxembourg	%
Netherlands	%
Norway	%
Portugal	%
Spain	%
Sweden	%
Switzerland	%
UK	%
Other	%

**Investment Type: Debt (% Allocation Option)**

As Of Date	
Distressed	%
High Yield	%
Investment Grade	%
Sovereign / Agency	%
Structured Credit	%
Interest Rate Swap	%

**Investment Type: Commodities (% Allocation Option)**

As Of Date	
Agricultural Products	%
Energy Products	%
Industrial Metals	%
Livestock	%
Precious Metals	%
Other	%

**Investment Type: Derivatives (% Allocation Option)**

As Of Date	
Exchange Traded Futures	%
Exchange Traded Options	%
OTC Derivatives (Plain / Vanilla)	%
OTC Derivatives (Exotics)	%

**Country Exposure - Eastern Europe / Russia (% Allocation Option)**

As Of Date	
Croatia	%
Czech Republic	%
Estonia	%
Greece	%
Hungary	%
Israel	%
Poland	%
Russia	%
Slovakia	%
Turkey	%
Ukraine	%
Other	%

**Investment Type: Forex (% Allocation Option)**

As Of Date	
Spot	%
Forwards	%
Currency Swaps	%
Structured Notes	%
Non Deliverables	%

**Country Exposure - Asia (% Allocation Option)**

As Of Date	
Australia	%
China	%
Hong Kong	%
India	%
Indonesia	%
Japan	%
Korea	%
Malaysia	%
New Zealand	%
Philippines	%
Singapore	%
Taiwan	%
Thailand	%
Other	%

**Investment Type: Fixed Income (% Allocation Option)**

As Of Date	
Bond	%
Convertible Bond	%
CD	%
FRN	%
Interest Rate	%
IRS	%
Loans	%
ABS	%
CDO	%
CDS	%
CLO	%
REIT	%
RMBS	%
CMBS	%
Other	%

**PerTrac P-Card Generator v1.6 Field Master**

<b>Country Exposure - Americas (% Allocation Option)</b>	
<b>As Of Date</b>	
Argentina	%
Brazil	%
Canada	%
Chile	%
Columbia	%
Mexico	%
Peru	%
United States	%
Venezuela	%
Other	%

<b>Country Exposure - Africa (% Allocation Option)</b>	
<b>As Of Date</b>	
Algeria	%
Congo	%
Egypt	%
Ghana	%
Nigeria	%
Saudi Arabia	%
South Africa	%
Zimbabwe	%
Other	%

<b>Daily Performance</b>						
Date	Return	Est?	NAV	Est?	Assets Managed	

<b>Weekly Performance</b>						
Date	Return	Est?	NAV	Est?	Assets Managed	

<b>Month To Date Estimates</b>						
Date	Return	Delta	NAV	Assets Managed		

<b>Monthly Performance</b>						
Date	Return	Est?	NAV	Est?	Assets Managed	

<b>Quarterly Performance</b>						
Date	Return	Est?	NAV	Est?	Assets Managed	

## Conclusion

After the P-Card is generated and sent, the recipient will be able to use the P-Card Reader software to easily import the data in the P-Card into the PerTrac Analytical Platform and/or other internal systems for review and analysis.

Thank you for using PerTrac P-Card.