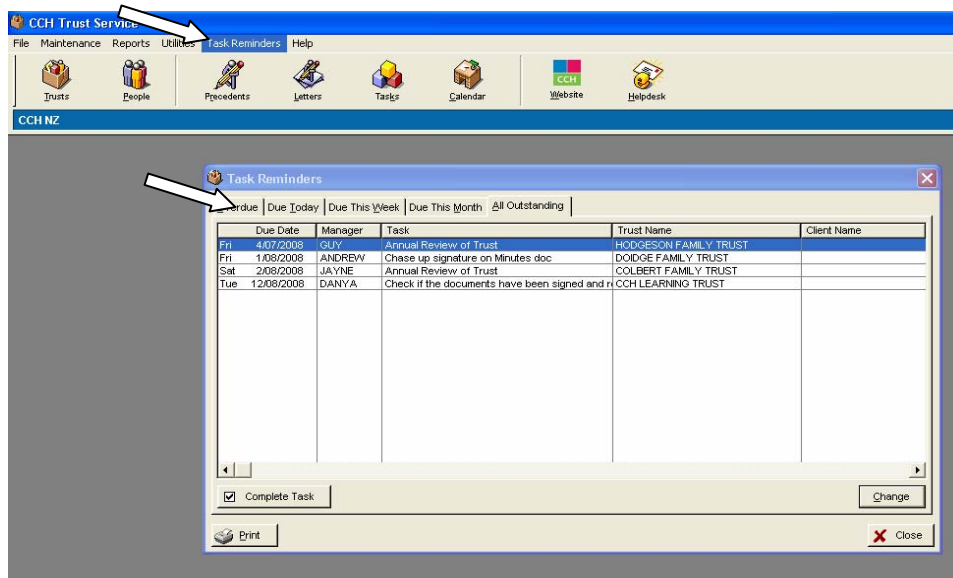


TRUST SERVICE TRAINING - LEVEL 1

SESSION 4.5

VIEWING THE TASK REMINDER LIST

Select Task Reminders from the top toolbar



There are 5 views to choose from by selecting the appropriate tab at the top

You can Complete a task from this screen, highlight task and select Complete

You can Edit a task from this screen, highlight task and select Change

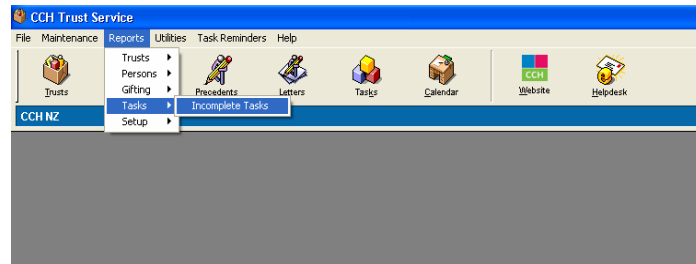
You can Delete a task from this screen, highlight task and use your keyboard Delete button

VIEWING THE TASK REPORT

Select Reports

Select Tasks

Select Incomplete Tasks

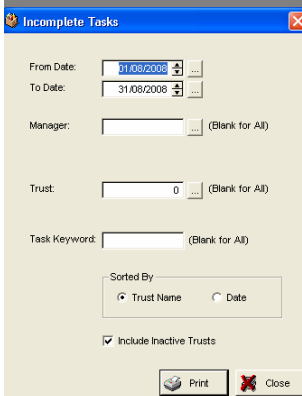


Select or type the date range for your report

Select the Manager or leave blank for All Managers

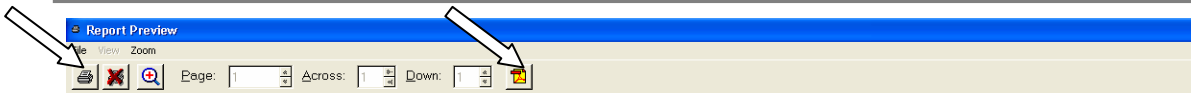
Select the Trust or leave blank for All Trusts

Type a Keyword if required, for example 'Review' or 'Gifting'


 A screenshot of the 'Incomplete Tasks' dialog box. It contains the following fields and options:

- From Date: 31.08.2008
- To Date: 31.08.2008
- Manager: (Blank for All)
- Trust: 0 (Blank for All)
- Task Keyword: (Blank for All)
- Sorted By: Trust Name Date
- Include Inactive Trusts
- Buttons: Print, Close

Select Print to print to screen



Incomplete Tasks

CCH NZ

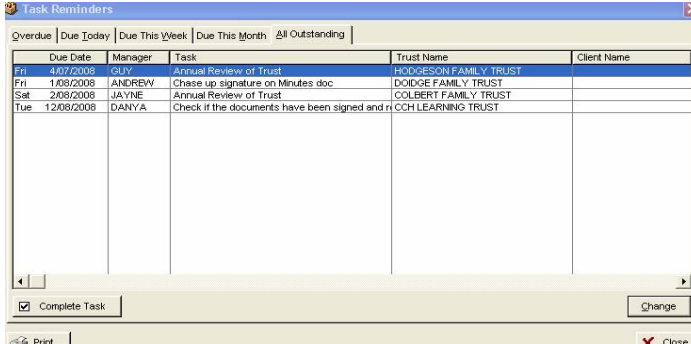
Printed: 12/08/08 10:50

Trust Name	Date	Time	Task
<u>ANDREW</u> <u>Andrew Doidge</u> DOIDGE FAMILY TRUST	1/08/2008		Chase up signature on Minutes doc
<u>DANYA</u> <u>Danya Ulrich</u> CCH LEARNING TRUST	12/08/2008	10:00	Check if the documents have been signed and returned.
<u>JAYNE</u> <u>Jayne Colbert</u> COLBERT FAMILY TRUST	2/08/2008		Annual Review of Trust

This report can be printed or saved to PDF

TASK REMINDERS AT START OF DAY

You can set the Task Reminders screen to appear automatically at the start of day or each time you log into the Trust Service



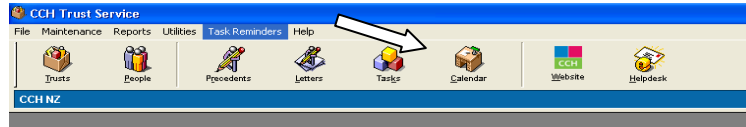
Due Date	Manager	Task	Trust Name	Client Name
Fri 4/27/2008	GUY	Annual Review of Trust	HODGESON FAMILY TRUST	
Fri 1/28/2008	ANDREW	Chase up signature on Minutes doc	DOIDGE FAMILY TRUST	
Sat 2/28/2008	JAYNE	Annual Review of Trust	COLBERT FAMILY TRUST	
Tue 12/28/2008	DANYA	Check if the documents have been signed and r	CCH LEARNING TRUST	

Complete Task Change

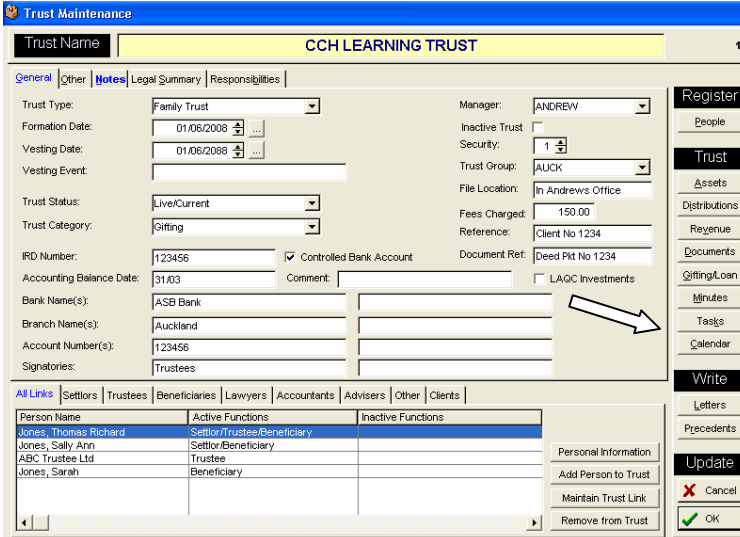
Action Point: Do you want to change your user settings to see the task list each time you log into the Trust Service

VIEWING TASKS FOR ALL TRUSTS/SINGLE TRUST

Select Task or Calendar from the top toolbars to view for all Trusts



Select Task or Calendar from the Trust toolbar to view for that Trust only



Trust Maintenance

Trust Name: **CCH LEARNING TRUST**

General | Other | **Notes** | Legal Summary | Responsibilities

Trust Type: Family Trust
 Formation Date: 01/06/2008
 Vesting Date: 01/06/2008
 Vesting Event:
 Trust Status: Live/Current
 Trust Category: Gifting
 IRD Number: 123456 Controlled Bank Account
 Accounting Balance Date: 31/03
 Bank Name(s): ASB Bank
 Branch Name(s): Auckland
 Account Number(s): 123456
 Signatories: Trustees

Manager: ANDREW
 Inactive Trust:
 Security: 1
 Trust Group: AUCK
 File Location: In Andrews Office
 Fees Charged: 150.00
 Reference: Client No 1234
 Document Ref: Deed Pkt No 1234
 LAQC Investments

Register

- People
- Trust**
- Assets
- Distributions
- Revenue
- Documents
- Gifting/Loan
- Minutes
- Tasks
- Calendar

Write

- Letters
- Precedents

Update

- Personal Information
- Add Person to Trust
- Maintain Trust Link
- Remove from Trust
- Cancel
- OK

All Links | Settlers | Trustees | Beneficiaries | Lawyers | Accountants | Advisers | Other | Clients

Person Name	Active Functions	Inactive Functions
Jones, Thomas Richard	Settlor/Trustee/Beneficiary	
Jones, Sally Ann	Settlor/Beneficiary	
ABC Trustee Ltd	Trustee	
Jones, Sarah	Beneficiary	