

TRUST SERVICE TRAINING - LEVEL 3

SESSION 8.4

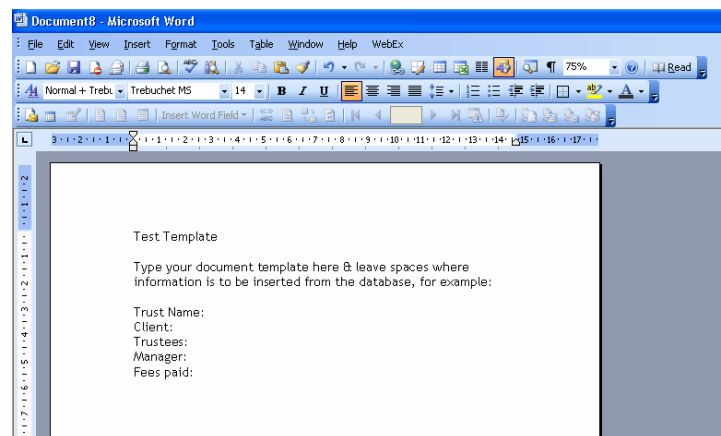
CREATE YOUR OWN DOCUMENT TEMPLATE - CONTAINING USER DEFINED BOOKMARKS

There are 5 Steps to creating your own Templates with User Defined Bookmarks

1. Create your template
2. Insert your template into the Trust Service Document Library
3. Insert your Bookmarks
4. Configure User Defined Bookmarks
5. Complete the Authors Notes & Bookmark List - Optional

STEP 1 - Creating a Template

Open Word & create your document Template

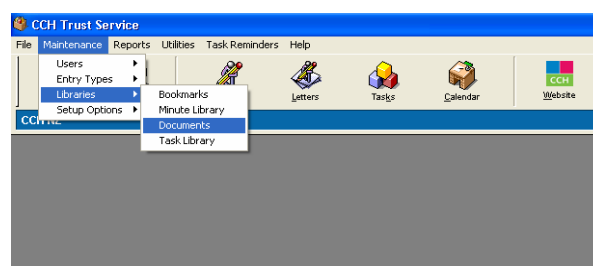


Save the template into TMS\DOCS (usually found on the L:\ or T:\ drive)

Note: If you are using an existing document as your template this can be saved (or copy & paste) directly into the TMS\DOCS folder. Ensure you remove any existing data merge fields before you do this. The document should be plain text only.

STEP 2 - Inserting a Template into the Document Library

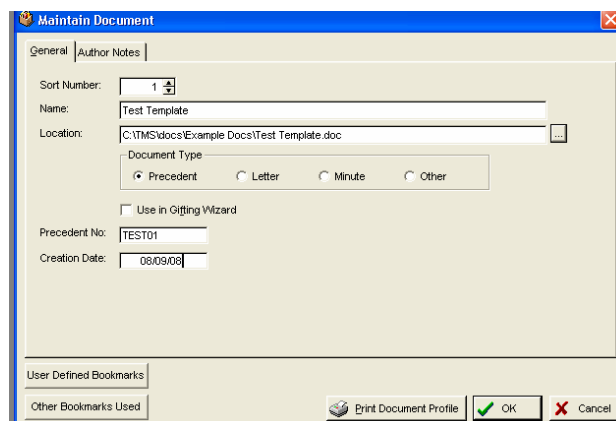
Select Maintenance, select Libraries, select Documents to open the Document Library



Select Insert



Type or select the Sort order - this will determine where the document appears on the list (as above)



Type the Name of your Template

Use the Search Box at the end of the Location box to browse your network and find your template

Select the Type of Template you are creating - this will put the document into the correct

Wizard when you want to use the Template to create a document

Check the box 'Use in Gifting Wizard' if this is a Gifting Template

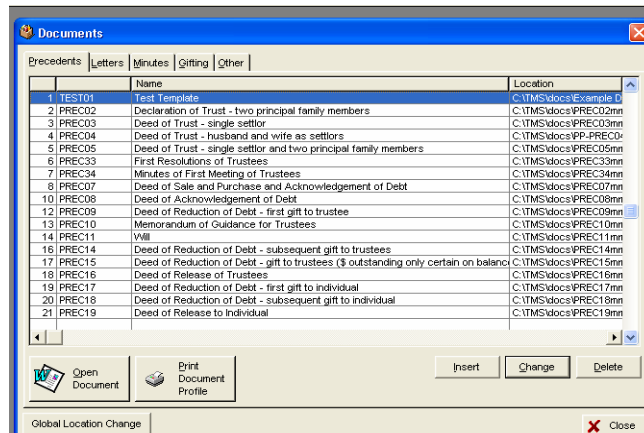
Type a Precedent Number

Type a Creation Date

Select OK to Save

STEP 3 - Inserting Bookmarks into the Template

Highlight your new Template and select Open Document



You are now ready to insert the User Defined Bookmarks (merge fields)

Step 3 User Defined Bookmarks

If a Standard Bookmark does not exist for the information you want to insert you can use a User Defined Bookmark, for example if the name to be inserted is not always the Trustee or always the Client you can set yourself up with a list of People to select from.

Type @USERDEF[number]@ into the appropriate space in your document. Make a note of the information you require for each number, for example

- Name: @USERDEF1@ [when configured, will allow you to select appropriate name from a dropdown list of all people linked to the Trust
- Fees Charged: @USERDEF2@ [when configured, will allow you to select the appropriate fees from a dropdown list that you have created.
- Type Details: @USERDEF3@ [when configured, will allow you to type some information into a specified place in the document

User defined fields are numbered sequentially; any number can be configured for any purpose.

You can set upto 50 User Defined Bookmarks per Template

User Defined Bookmarks, once set up, can be used any number of times in a document. You do not need to create a new one for every instance of that information.

My Test Template now looks like this

Test Template

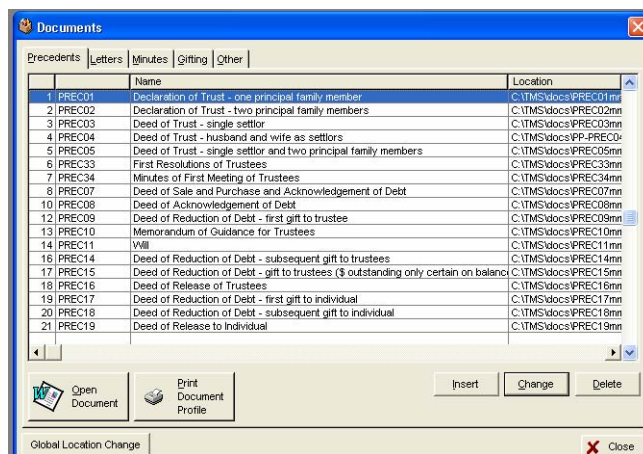
Type your document template here & leave spaces where information is to be inserted from the database, for example:

Trust Name: @TRUSTNAME@ [Basic Bookmark]
 Client: @CLIENT1FULL@ [Basic Bookmark]
 Trustees: @TTEEALL@ [Basic Bookmark]
 Name: @USERDEF1@
 Fees Paid: @USERDEF2@
 Type Details: @USERDEF3@

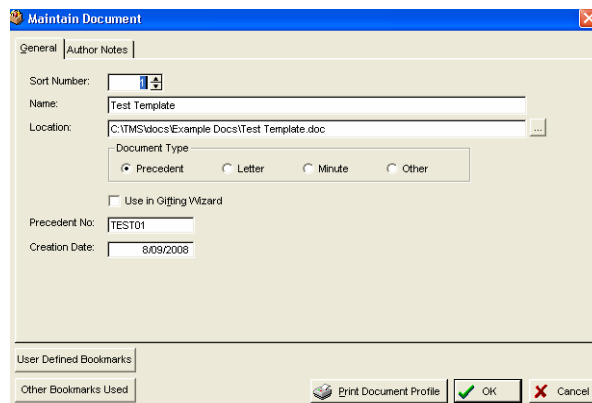
Once you have inserted all of your Bookmarks Save & Close the Template

You must now tell the Trust Service what information you would like to insert for each of the User Defined Fields

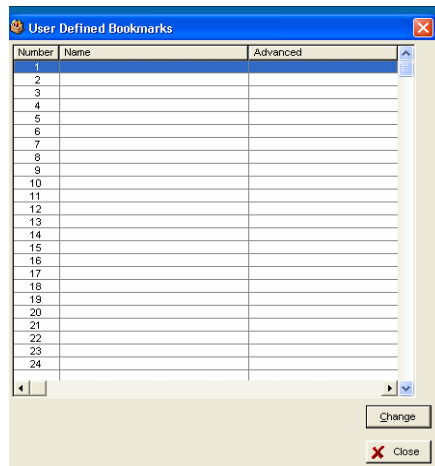
Highlight your template on the Document Library



Select Change, to open the screen below

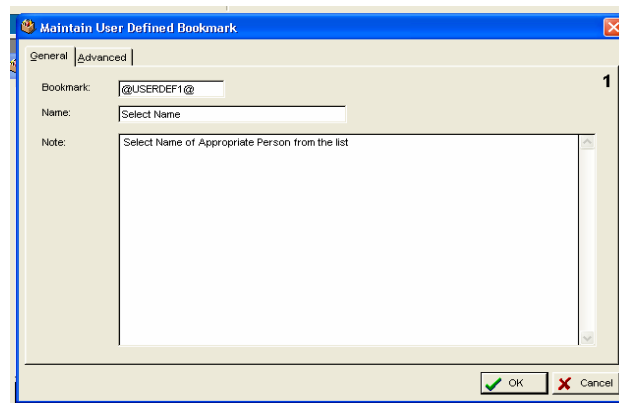


Select User Defined Bookmarks



This is now your opportunity to specify what information you want to bring into your document for each of your User Defined Bookmarks

Highlight number 1 on the list & select Change

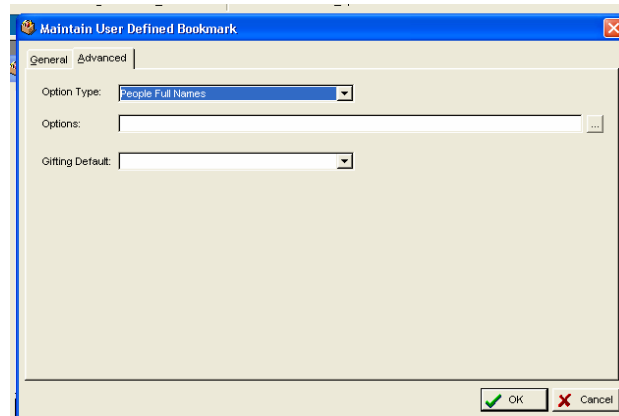


Type the Name for your first User Defined Field

Type a note that will remind you what is required here when you create a document from this template. Your note will show at Step 3 of the Wizard.

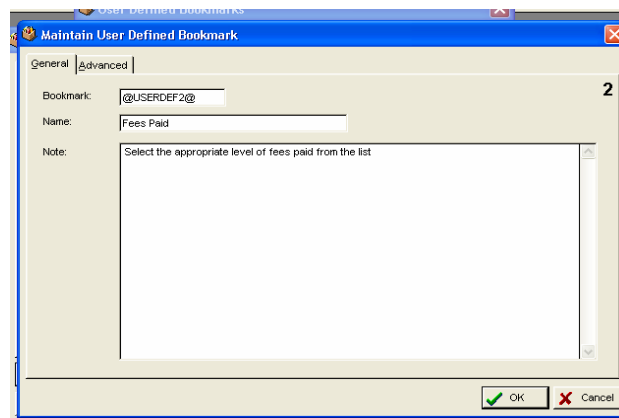
Select Advanced

In this example we will select the Option Type 'Peoples Full Names'.
 Select OK to Save



User Defined Field number 1 is completed

Highlight number 2 on the list & select Change

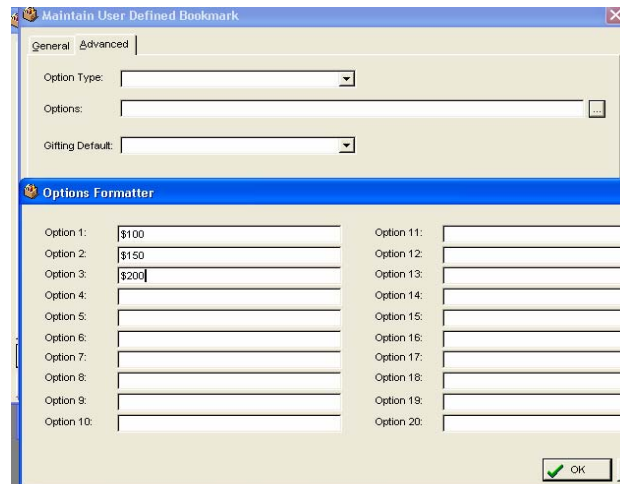


Type the Name for your 2nd User Defined Field

Type a note that will remind you what is required here when you create a document from this template

Select Advanced

In this example we will select the small square at the end of 'Options' to set up a list of options to select from. This would be for information not recorded in the database.

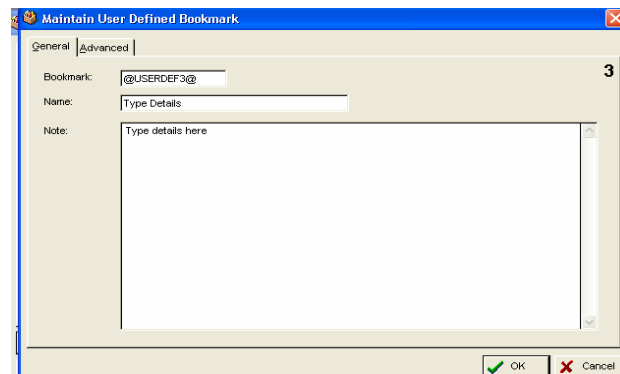


In this example we are using a standard set of fees which may be included in a billing letter or document.

Select OK to Save

User Defined Field number 2 is completed

Highlight number 3 on the list & select Change



Type the Name for your 3rd User Defined Field

Type a note that will remind you what is required here when you create a document from this template

This time there is no Advanced Setting. This field will be free type.

User Defined Field number 3 is completed

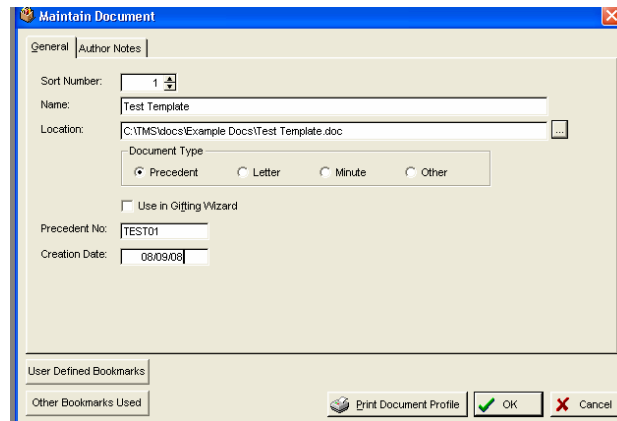
Select OK to Save your Template.

STEP 4 - Completing the Authors Notes

This is optional but is recommended as good practice.

In the Document Library (MAINTENANCE/LIBRARIES/DOCUMENT)

Highlight your Template & select Change



Maintain Document

General | Author Notes

Sort Number: 1

Name: Test Template

Location: C:\TMS\docs\Example Docs\Test Template.doc

Document Type
 Precedent Letter Minute Other

Use in Gifting Wizard

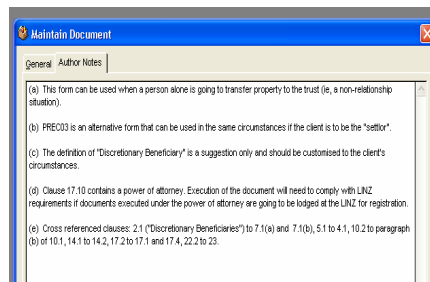
Precedent No: TEST01

Creation Date: 08/09/08

User Defined Bookmarks
 Other Bookmarks Used

Print Document Profile OK Cancel

Select Authors Notes & Type some information about this document and it's use. Example below is from CCH Prec01



Maintain Document

General | Author Notes

(a) This form can be used when a person alone is going to transfer property to the trust (ie, a non-relationship situation).

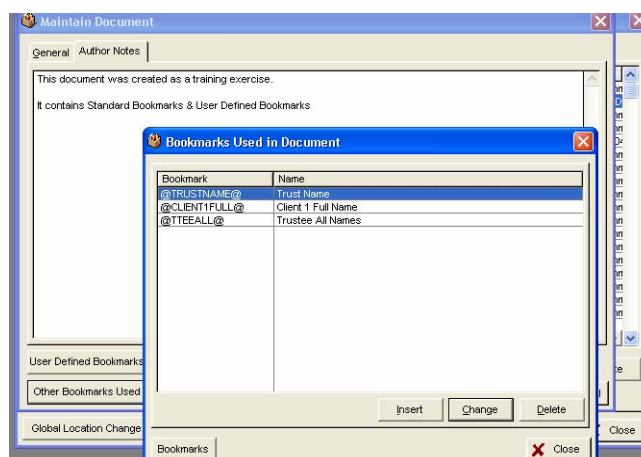
(b) PRE03 is an alternative form that can be used in the same circumstances if the client is to be the "settlor".

(c) The definition of "Discretionary Beneficiary" is a suggestion only and should be customised to the client's circumstances.

(d) Clause 17.10 contains a power of attorney. Execution of the document will need to comply with LINZ requirements if documents executed under the power of attorney are going to be lodged at the LINZ for registration.

(e) Cross referenced clauses: 2.1 ("Discretionary Beneficiaries") to 7.1(a) and 7.1(b), 5.1 to 4.1, 10.2 to paragraph (b) of 10.1, 14.1 to 14.2, 17.2 to 17.1 and 17.4, 22.2 to 23.

Select Other Bookmarks Used & Insert all Standard Bookmarks you used in this Template



Maintain Document

General | Author Notes

This document was created as a training exercise.
 It contains Standard Bookmarks & User Defined Bookmarks.

Bookmarks Used in Document

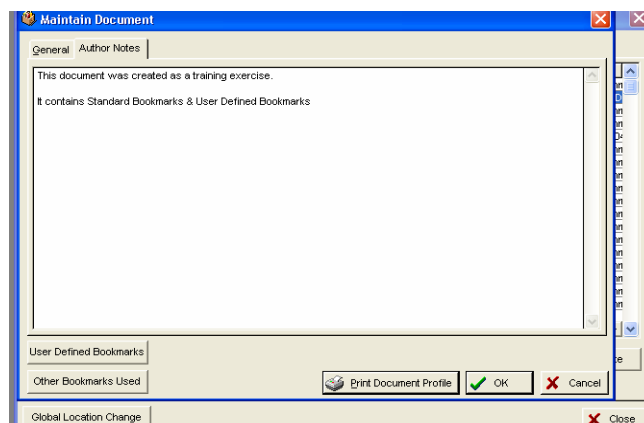
Bookmark	Name
@TRUSTNAME@	Trust Name
@CLIENT1FULL@	Client 1 Full Name
@TTEEALL@	Trustee All Names

Insert Change Delete

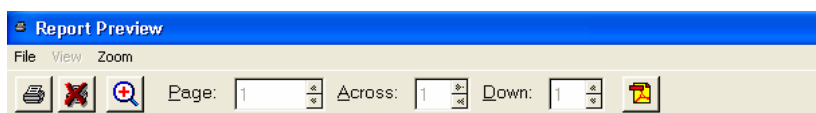
Bookmarks Close

Information for User Defined Bookmarks is included automatically

You can now select Print Document Profile.



The Document Profile contains information on why the document was created and what information is going to be inserted from the database via the Bookmarks



Document Profile

CCH NZ

Printed: 8/26/08 14:43

Document Name: TestTemplate
 Document Location: C:\TMS\Docs\Example Docs\TestTemplate.doc
 Precedent No: TEST01
 Creation Date: September 8, 2008

Author Notes

This document was created as a training exercise.
 It contains Standard Bookmarks & User Defined Bookmarks

Standard Bookmarks Used

Bookmark	Description
@TRUSTNAME@	Trust Name
@CLIENTFULL@	Client Full Name
@TREEALL@	Trustee All Names

User Defined Fields Used

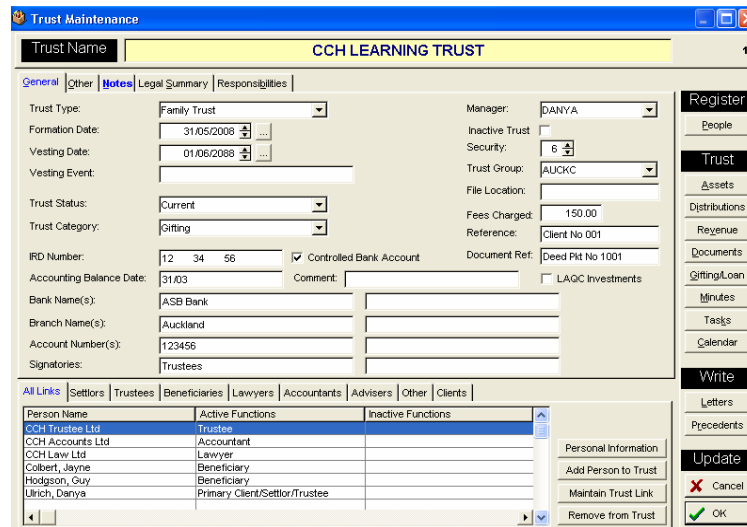
Bookmark	Description
@USERDEF1@	Select Name <small>Select Name of Appropriate Person from the list</small>
@USERDEF2@	Fees Paid <small>Select the appropriate level of fees paid from the list</small>
@USERDEF3@	Type Details <small>Type details here</small>

You can use these profiles as a dictation tool or as a form for partners to complete when they want a document produced. This will ensure that you are always given the full information you need for each document.

Your Template is now complete & ready to use.

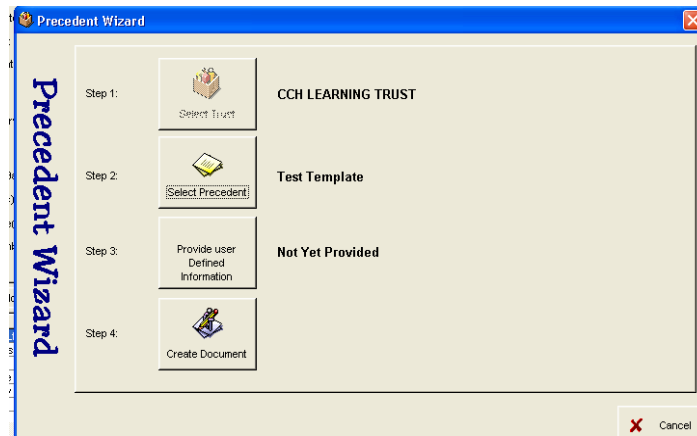
Testing the Template

Open the Trust



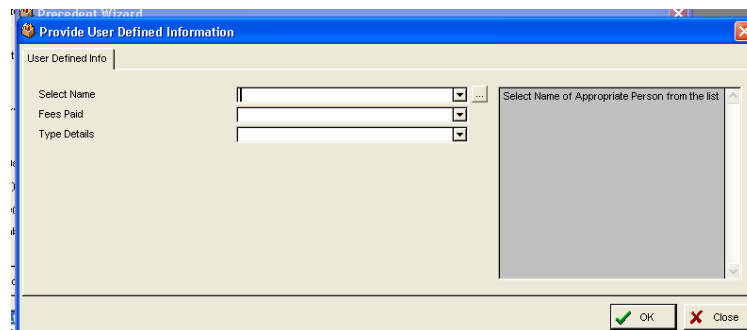
The screenshot shows the 'Trust Maintenance' window for 'CCH LEARNING TRUST'. The 'General' tab is active, displaying various fields for trust configuration. The 'Trust Name' is 'CCH LEARNING TRUST'. The 'Trust Type' is 'Family Trust', 'Formation Date' is '31/05/2008', and 'Vesting Date' is '01/06/2008'. The 'Trust Status' is 'Current' and 'Trust Category' is 'Gifting'. The 'Manager' is 'DANYA'. The 'Trust Group' is 'AUCKC'. The 'Bank Name(s)' is 'ASB Bank', 'Branch Name(s)' is 'Auckland', and 'Account Number(s)' is '123456'. The 'Signatories' are 'Trustees'. The 'IRD Number' is '12 34 56' and 'Controlled Bank Account' is checked. The 'Accounting Balance Date' is '31/03'. The 'Fees Charged' is '150.00'. The 'Reference' is 'Client No 001' and 'Document Ref.' is 'Deed Pit No 1001'. The 'LAQC Investments' checkbox is unchecked. The 'All Links' section includes 'Settings', 'Trustees', 'Beneficiaries', 'Lawyers', 'Accountants', 'Advisers', 'Other', and 'Clients'. The 'Person Name' table lists: CCH Trustees Ltd (Trustee), CCH Accounts Ltd (Accountant), CCH Law Ltd (Lawyer), Colbert, Jayne (Beneficiary), Hodgson, Guy (Beneficiary), and Ulrich, Danya (Primary Client/Settlor/Trustee). The right-hand side contains a 'Register' section with 'People', 'Trust', 'Assets', 'Distributions', 'Revenue', 'Documents', 'Gifting/Loan', 'Minutes', 'Tasks', and 'Calendar'. Below that is a 'Write' section with 'Letters', 'Precedents', and 'Update' buttons, along with 'Cancel' and 'OK' buttons.

Select Precedents, in Step 2 select your new Template



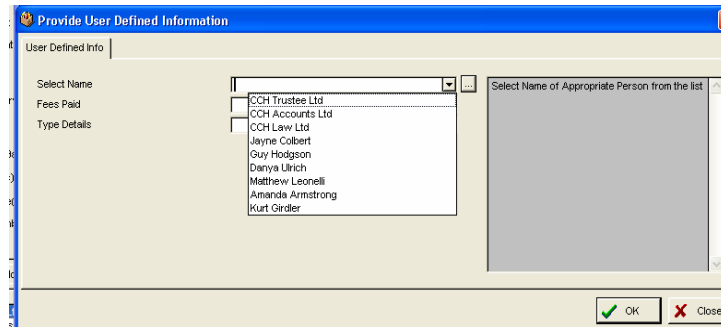
The screenshot shows the 'Precedent Wizard' window. It has a vertical title bar on the left that says 'Precedent Wizard'. The main area is divided into four steps: Step 1: 'Select Trust' with 'CCH LEARNING TRUST' selected; Step 2: 'Select Precedent' with 'Test Template' selected; Step 3: 'Provide user Defined Information' with 'Not Yet Provided' selected; and Step 4: 'Create Document'. There are 'Cancel' and 'OK' buttons at the bottom right.

Step 3 should now contain the 3 User Defined Fields that were just configured

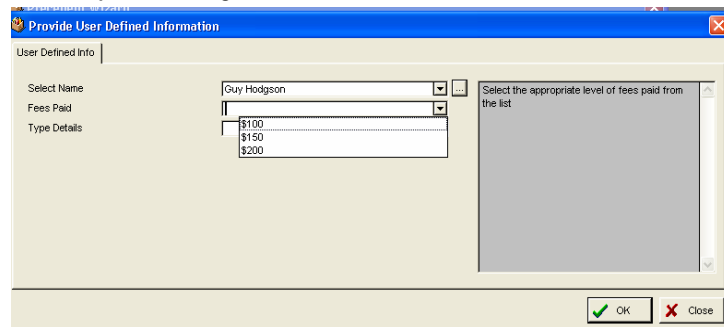


The screenshot shows the 'Provide User Defined Information' window. It has a title bar that says 'Provide User Defined Information'. The 'User Defined Info' section contains three dropdown menus: 'Select Name', 'Fees Paid', and 'Type Details'. To the right of these is a large empty text area labeled 'Select Name of Appropriate Person from the list'. At the bottom right, there are 'OK' and 'Close' buttons.

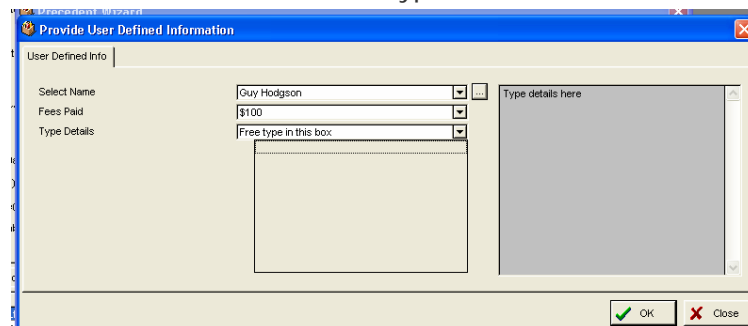
User Defined 1 - Drop down list of names to select from



User Defined 2 - A list of options of your choice



User Defined 3 - No selection to be made, free type into the box



The Results.....

Test Template

Type your document template here & leave spaces where information is to be inserted from the database, for example:

Trust Name: CCH LEARNING TRUST
 Client: Danya Ulrich
 Trustees: CCH Trustee Ltd, Danya Ulrich and Matthew Leonelli
 Name: Guy Hodgson
 Fees Paid: \$100
 Type Details: Free type in this box