

TRX Import Instructions

From the dashboard screen hover over or click the “I want to go to” link in the top right corner of the page.

The screenshot shows the TRX Edge dashboard for user josh.clavell. The top right corner displays "Josh Demo Production" and a navigation link "I want to go to" with a dropdown arrow. The dashboard is divided into three main columns:

- Household Status:** Shows "Households UM Status" with a total of 34 and a dropdown arrow. Below it, "Households Requiring Review" lists: Total (34), Out of Balance (34), Cash Needs (7), and Tax Loss Harvesting (9). A "VIEW HOUSEHOLDS ANALYSIS" button is at the bottom.
- Trade Proposals:** Shows "Proposal Status" with Total (0) and Completed (0). Below it, "Proposal Workflow Status" lists: Review (0), Hold (0), Trades Submitted (0), and Dismissed (0).
- Portfolio Data Status:** Shows "Last Data Import" on 01/20/2015 2:10 PM. An "Errors" section shows TRX (critical) and PAS (critical). Below it, "Active Data" lists: As of Date (01/06/2015), Prices (01/05/2015), Transactions (11/07/2014 to 01/06/2015), Realized Gains (12/07/2014 to 01/06/2015), and Sum YTD Gains (01/01/2015 to 01/06/2015). A "VIEW ERRORS" button is at the bottom.

Select the “Import” icon from the drop down menu.

This screenshot is identical to the one above, but with the "I want to go to" dropdown menu open. The menu lists several categories and their corresponding icons:

- Trade Management: Analysis, Proposals, Replace
- Client Management: Households, Accounts, Positions
- Investment Modeling: Models, Buy Sets, Res. Plans
- Global Settings: Settings, Enterprise, Securities
- Miscellaneous: ReCalc, Reports, **Import** (circled in red), IPortal

You are redirected to the “Portfolio Data Import” screen, where you will click the “Upload Extract”** button in the lower left corner.

The screenshot shows the 'Portfolio Data Import' interface. At the top left is the 'tRx Edge' logo and a 'Logout' link. The user is logged in as 'josh.clavell'. On the top right, there is a 'Portfolio Data Import' header and a circular arrow icon with the text 'I want to go to'. The main content area is divided into three columns: 'TRX Import Settings', 'Available Extracts', and 'Current Data Settings'. The 'Available Extracts' table has the following data:

Click row to select Extract	Created	Imported
Extract	01/20/2015 2:09 PM	✓

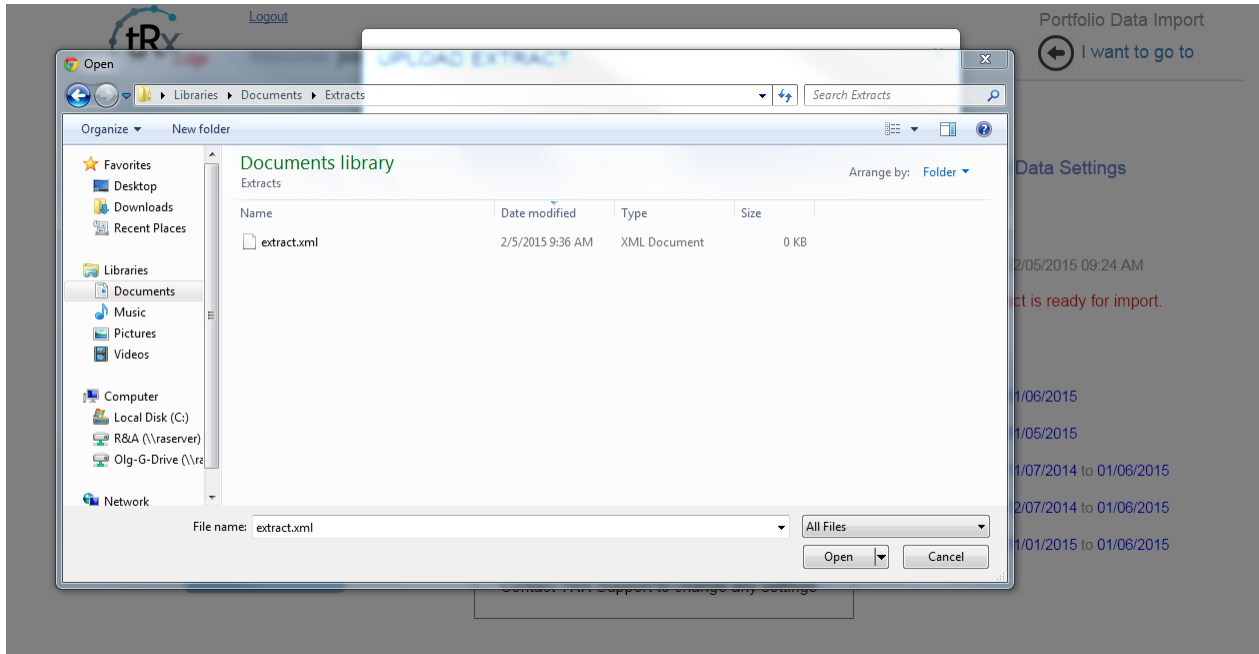
Below the table is a link: 'Contact TRX Support to change any settings'. On the left side, under 'tRx Configuration', there is a list of settings. At the bottom left of this section, the 'UPLOAD EXTRACT' button is circled in red, with a red arrow pointing to it.

This will pop up the “Upload Extract” dialog box, in which you will click “GO”

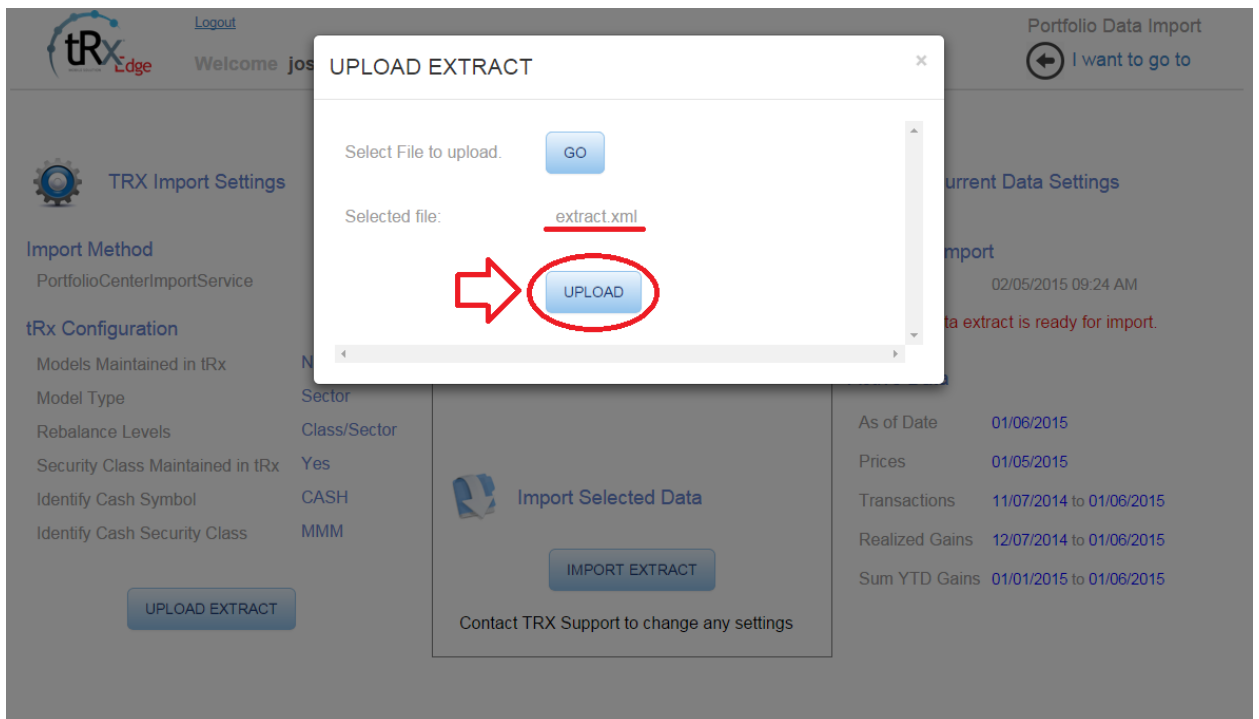
The screenshot shows the 'Upload Extract' dialog box overlaid on the main interface. The dialog box has a title bar with 'UPLOAD EXTRACT' and a close button. Inside, there is a text field labeled 'Select File to upload.' followed by a 'GO' button, which is circled in red with a red arrow pointing to it. Below the text field is a 'Selected file:' label and a dropdown menu showing '< File to upload >'. The background interface is dimmed.

**The "Upload Extract" step does not apply to Portfolio Management Systems with our Direct Upload feature e.g. Orion, Black Diamond.

A new window asks you to find the file you wish to upload from your computer. Please note that TRX only uses files with the .XML file extension.



The file you choose will now appear as the selected file and you will need to click the "Upload" button to send it to the cloud.



Your newly uploaded file should now appear at the top of the list and a flag will pop up to the right which notes that your most recently uploaded data is no longer current. To upload the new data click the newer file which will turn it yellow letting you know that it is selected.

The screenshot shows the tRx Edge interface. At the top left is the logo and 'Welcome josh.clavell'. At the top right is 'Portfolio Data Import' with a back arrow and 'I want to go to'. The main content area is divided into three sections: 'TRX Import Settings', 'Available Extracts', and 'Current Data Settings'. The 'Available Extracts' section contains a table with the following data:

Click row to select Extract	Created	Imported
Extract	02/05/2015 09:39 AM	
Extract	01/20/2015 2:09 PM	✓

A red box highlights the first row, and a red arrow points to it from the left. Below the table is an 'Import Selected Data' button and an 'IMPORT EXTRACT' button. A message at the bottom says 'Contact TRX Support to change any settings'. The 'Current Data Settings' section shows 'Last Data Import' as '02/05/2015 09:24 AM' and a message: 'A newer data extract is ready for import.' Below that is 'Active Data' with various dates for 'As of Date', 'Prices', 'Transactions', 'Realized Gains', and 'Sum YTD Gains'.

Now click the "Import Extract" button to update your TRX database.

This screenshot is identical to the one above, but with a red box around the 'IMPORT EXTRACT' button and a red arrow pointing to it from the left. The rest of the interface, including the 'Available Extracts' table and 'Current Data Settings' section, remains the same.