# Activity Management.



The Firm level Activity Dashboard, Household, Client, and Account Activity views provide activity information with the ability to filter, sort by different criteria, print and export the view.

Home Page portlets (page 2): The SEI Advisor Center Home page provides two activity portlets, which display summary information. The Activity Summary and Activities Submitted by Me home page portlets can be added as one of the four portlets.

Firm level Activity dashboard (page 3): This view shows activities across all clients and accounts.

Household, Client, and Account Activity Summary (page 5): This view shows the activities based on the page level you are viewing.

Activity Preferences (page 5): Select specific activity types to hide from your activity pages

Once an action is submitted, an activity is created. The activity provides an activity ID number, information about the activity submitted, and the status of the activity. Activities are the instructions for the system to follow.

Examples of Activities include:

- Submitting a Disburse Cash action
- Uploading a form through the Manage Forms action

There are some cases when additional activities are created based on the options selected while completing the action. These original or primary activities will also include associate activities when applicable.

Example of a Disburse Cash activity:

- If you submit a Disburse Cash action, while selecting Existing Cash, the system will only create a Cash Distribution activity
- If you submit a Disburse Cash action, while selecting Raise Cash, and the account does not have enough available cash, the system will create a Cash Distribution activity, a Raise Cash activity, and Sell activities

Example of a Submitted Form activity:

- If you submit a form through the Manage Forms action, the system will only create a Submitted Form activity, and the activity will display as submitted once the form is submitted to SEI.
- Depending on the form that was submitted, the SEI Private Trust Company will enter the action in the system, which will create a separate activity.

#### **Activity Home page Portlets**

#### **Activity Summary**

Displays a summary of Activities based on the activity's status. The total number of activities will display to the right

 Business \*
 Investments \*
 Strategies \*
 Activity \*
 Knowledge Center \*

 Home
 Activity Summary (All) \*
 \*
 \*

 \*
 Tasks
 0

 \*
 Other Pending Activities
 \*

 \*
 Scheduled (Next 7 Days)
 \*

 \*
 Closed (Last 7 Days)
 \*

 \*
 Closed (Last 7 Days)
 \*

The total number of activities will display to the right of the activity category. The In Progress, Scheduled, and Closed categories will display based on the Last or Next 7 Days.

Select an Activity category header bar (ex. In Progress), to be taken to the Activity Dashboard, with that status filtered or the "+" icon to expand the section to see all of the activity types included.

ctivity Su	mmary (All)	-
+ Tasks		1
+ Other	Pending Activities	
+ In Pro	gress (Last 7 Days)	16
+ Scł	<ul> <li>In Progress (Last 7 Days)</li> </ul>	
+ Clo	Buy	
	Cash Disbursement	
	Invest Cash	
	Trade Session	



#### Activities Submitted by Me

Displays the activities that were submitted by the firm user that is currently viewing the information.

Select the Activities Submitted by Me status header bar, to be taken to the Activity Dashboard, with that status filtered.

Home	
Activities Submitted by Me	· · · · · · · · · · · · · · · · · · ·
Cash Transfer Sample Created Date: 11-Aug-2020	Completed A Related Activities are still Pending
Lash Transfer Sample Created Date: 11-Aug-2020	Completed A Related Activities are still Pending

Cash Transfer Sample Created Date: 11	9	Completed Related Activities are still Pending	
Cash Transfer	Activity		
Created Date: 11-Aug-20.	Tasks Activity Pending Transfe	rs •	
	Filters & Options Activity/Ref ID: 1005715438	Book of Business View: All X SRefresh	
	Description~	Details	Status & Reason Description~
	Cash Transfer \$20.00	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	Completed Related Activities are still Pendir
	Invest Cash \$20.00	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	In Progress
	E Buy \$20.00	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	In Progress

Select a specific activity (ex. Cash Transfer), to be taken to the Activity Dashboard, with that activity filtered.

The activity and any associated activities will display with their current status.

### Firm Level Activity Dashboard

From within the Activity dropdown of the SEI Advisor Center blue header bar select Activity. The Activity Dashboard will open within its own separate browser tab to allow for additional research within the SEI Advisor Center, if needed.

lom					
	ie vity Summary (All) 🕐		Tasks		
	,,		» Corpora	te Actions	
+	Tasks	> Pending	Accounts		
+	Other Pending Activities	» Pending Transfers			
+	In Progress (Last 7 Days)	In Progress (Last 7 Days)			
+	Scheduled (Next 7 Days)		Received Correspond		
+	Closed (Last 7 Days)		» Search	Activity History	

- Filters & Options allows for entering a specific search criteria, one or multiple activity types, a specific status, and different date ranges. Select Search to apply the changes.
   Description displays the activity name and depending on the activity, additional amounts.
   Details displays the firm name, client name, account number, and primary advisor when applicable.
- 4 Status & Reason provides the current staus of the activity and in some cases, the reason the activity is in that status.
- 5 Initiator / Created Date displays the user that submitted the activity and the date it was submitted.
- **6** Due Date & Time displays a system generated date and time, however these dates are not utilized at this time.
- Activity ID displays the identifaction number assigned to the activity. This number can be searched and referenced. In the case of a Submitted Form activity, you may also see a paperclip icon, which will display the actual form submitted.

Activity					🔒 Prin	it I 🗟 Exp
Tasks Activity Pending Transfers -						
Filters & Options Created Date: 11-Aug-2020 to 18-A Description~	Book of Business View: All X 2 Refresh		5 Initiator / Created Date~	6 Due Date & Time+	Activity/Ref ID~	Actions
O  ■ Trade Session	Multiple Accounts	In Progress	Smith, John 14-Aug-2020 1:20:04 PM EDT	14-Aug-2020 11:59:59 PM EDT	1006010016	
C Trade Session	Hoover, Herbert Hoover #123456 SEl Strategy (Capital) Sample Advisor Name	In Progress	Smith, John 14-Aug-2020 1:45:13 PM EDT	14-Aug-2020 11:59:59 PM EDT	1006010100	
Cash Disbursement Schedule	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	Completed Related Activities are still Pending	Smith, John 14-Aug-2020 1:53:45 PM EDT	14-Aug-2020 5:00:00 PM EDT	1006067842	
C ⊆ Cash Receipt S \$700.00	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	Completed Related Activities are still Pending	Smith, John 14-Jul-2020 8:38:58 PM EDT	14-Aug-2020 12:00:00 AM EDT	1003444112	
Cash Receipt∂ \$300.00	Hoover, Herbert Hoover #123456 SEI Strategy (Capital) Sample Advisor Name	Completed	Smith, John 14-Jul-2020 8:37:54 PM EDT	14-Aug-2020 12:00:00 AM EDT	1003442900	

The Activity Dashboard can be printed or Exported by selecting either of the options in the upper right

# **Related Activities**

A message will display within the Status & Reason Description column, of the originally submitted activity, which will indicate that associate activities are still in progress/scheduled.

Expanding the "+" icon will display the associated activities and provide the current status.

escription~	ption~ Details			& Reason ption~		
Cash Disbursement Schedule	Hoover SEI Stra	oover, Herbert Complet oover #123456 A Relate El Strategy (Capital) Imple Advisor Name		ated Activities are still		
Description~		Details		Status & Reason Description~		
Cash Disbursement Sch	Cash Disbursement Schedule		i bital) Name	Completed A Related Activities are s Pending		
Cash Disbursement Gross: \$19,000.00 Net: \$16,150.00	62	Hoover, Herbert Hoover #123456 SEI Strategy (Cap Sample Advisor N	i vital)	Scheduled		
■ Raise Cash \$19,000.00 Portfolio Order Detail	ls	Hoover, Herbert Hoover #123456 SEI Strategy (Cap Sample Advisor I	i ital)	Completed		

# Filters & Options

Provides the ability for the user to filter the data in the table view based on the following:

- Book of Business View: Select between All activities you have access to or My activities that you have submitted
- Criteria and Search: Select between different search options and input specific values within the search field
- Description: Select one or multiple activity types
- Status: Select on or more activity statuses
- Created Date: Search between different dates

Book of Business View     All      My						
Criteria		Search				
Select	•					
Description				Include Hidden Activities		
Select				No Preferences are Setup		
Status		Created Date		Due Date		
Select	•	11-Aug-2020 to 18-Aug-2020 ×	Ē		Search Primary Activities Only	
						Reset
		renono reapital		0.00.001 11 201	 	

The filters display as crumbs above the table. The user can clear the filter by simply clicking the "x".

Search Activity His	story		Strategies *	Activity +	Knowledge Center	•	
	elled activities older tha arate <b>Search Activity Hi</b>			Tasks » Corpora	te Actions	-	
				Activity » Pending		=	
Activity			_	» Pending		-	
Search Activity History				» Proposa	lls		🖨 Print
- Filters & Options				» Receive	d Correspondence	E Limited to Activity olde	er than 6 months
Criteria Select	Search			» Search A	Activity History	- 1	Q Search
Description							Clear
Cash Disbursement 🛪							
Created Date Specify Date Range	▼ 01-Feb-2019 🝵 to 01-May-20	019					
Description 🗸	Detalls	Status & Reason Description 🗸	Initiator / Created	Date 🗸	Due Date & Time 👻	Activity ID 🗸	
Cash Disbursement C Gross: \$2,317.08 Net: \$2,317.08	Hoover, Herbert Hoover SEI Strategy (Capital) Sample Advisor Name	Completed	Sample 22-Feb-2019 02:51:45 AM EST		24-Feb-2020 12:00:00 AM ES	207164244 T	Ì
Cash Disbursement 3 Gross: \$4,721.52 Net: \$4,721.52	Jefferson, Thomas Jefferson SEI Strategy (Capital) Sample Advisor Name	Completed	Sample 15-Feb-2019 03:37:01 AM EST		18-Feb-2020 12:00:00 AM ES	206389799 T	

#### Household, Client, and Account Activity Summary

Depending on the level you are viewing the activity page from, it may include multiple clients, accounts, or just a single account. This page will open within the SEI Advisor Center and provide the same Filters & Options and table view as the firm level activity dashboard.

Filters & Options						🖶 Prin	i 🛛 Export 👘				
Description~	Details		Status & Reason Description~	Initiator / Created Date~	Due Date & Time+	Activity/Ref ID~	Actions *				
<ul> <li>Submitted Form</li> </ul>	Hoover, Herbert Hoover #123456		Received	Smith, John 27-Apr-2020	28-Apr-2020 12:00:00 AM EDT	361644132 🔗					
O 🖸 Raise Cash	A Client Hoover, Herbert ▼									1	
	Overview Profile Holdings Ac	wity - Documents									
Cash Disbursement Gross: \$45,000.00 Net: \$45,000.00		lient Activities						🖨 Prin	t 1 🗋 Export		
Raise Cash \$45,000.00	Description~		Details	Status & Reason D	Pescription~ Ini	tiator / Created Date~	Due Date & Time*	Activity/Ref ID~	Actions *		
\$45,000.00	Submitted Form		Hoover, Herbert Hoover #123456 Advisor Name	Received	27	ith, John Apr-2020 17:43 PM EDT	28-Apr-2020 12:00:00 AM EDT	361644132 🖉			
	O 🖸 Raise Cash		Hoover, Herbert Hoover #456789	Completed		ith, John	27-Apr-2020	361646239			
		C Account Hoover #1	23456 🔹								
	<ul> <li>Cash Disbursement Gross: \$45,000.00 Net: \$45,000.00</li> </ul>	Overview Pro	file + Holdings + Acth Activity +	Documents							
	Net: \$45,000.00	Account A	ctivity Summary								
			Transactio	ins						🕀 Print	Exp
		Cibor I	Ontines Clastersh Net Rose								
		Filters & Descriptio		Details		Status & Reason Des	cription~ Initiator	/ Created Date~	Due Date & Time*	Activity/Ref ID~	Actions

# **Activity Preferences**

You can Hide Activities from the firm level Activity Dashboard.

Launch the Preferences icon and select Manage My Preference from the drop down. On the Activity Preferences tab search and select any activities that you would like to hide from your view.

These activities will be hidden from the firm level Activity Dashboard, but will still display on the Household, Client, and Account Activity Summary pages.

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The Hidden Activities can still be included by selecting any of the hidden activity types from within the Filters & Options.