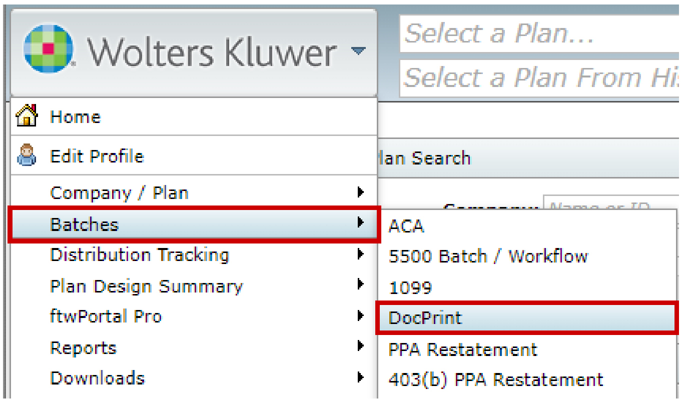
Portal Document and DocPrint Batch Options

07/31/2024 12:12 pm CDT

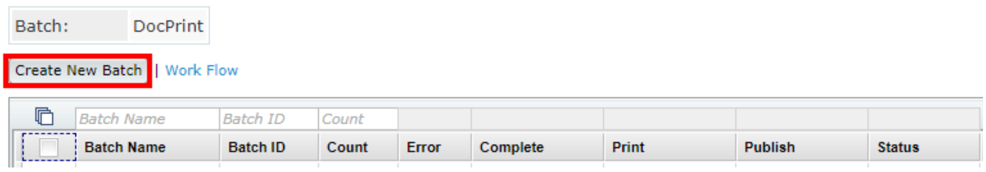
This section walks through the variety of Portal Document and DocPrint batch processing options available through the Portal.

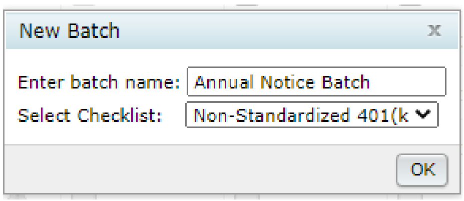
How to Post a Batch Annual Notice to the Portal

Note: You do have to subscribe to the Documents Module and 'ftwPortal Pro' to post annual notices. To batch generate batch Annual Notices, select the Wolters Kluwer logo >Batches>DocPrint :

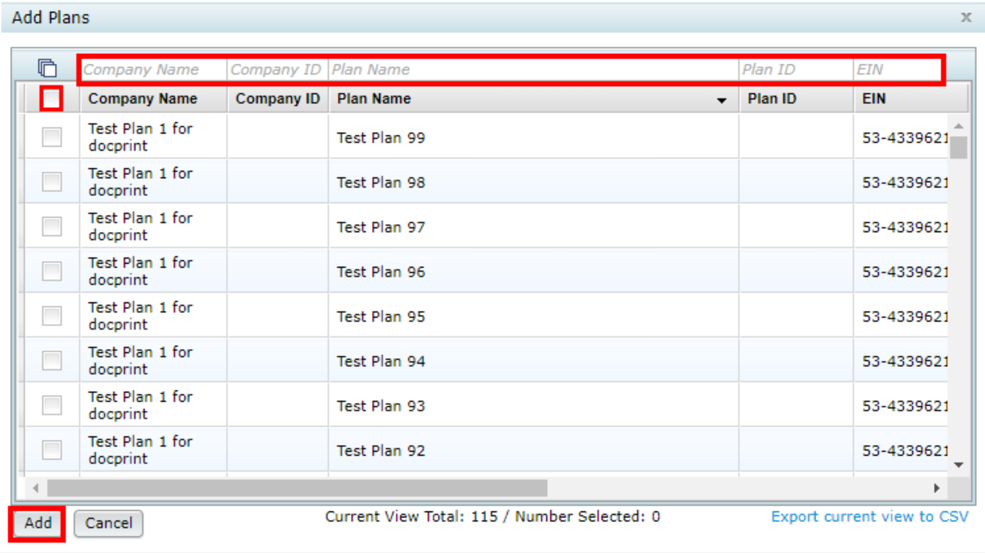


In the DocPrint menu you will first need to create a batch file. Click the "Create New Batch" button and give your batch file a name. You will also need to select the checklist type you will be generating the amendment for via the drop-down menu. Once you have made your selection, click "OK".

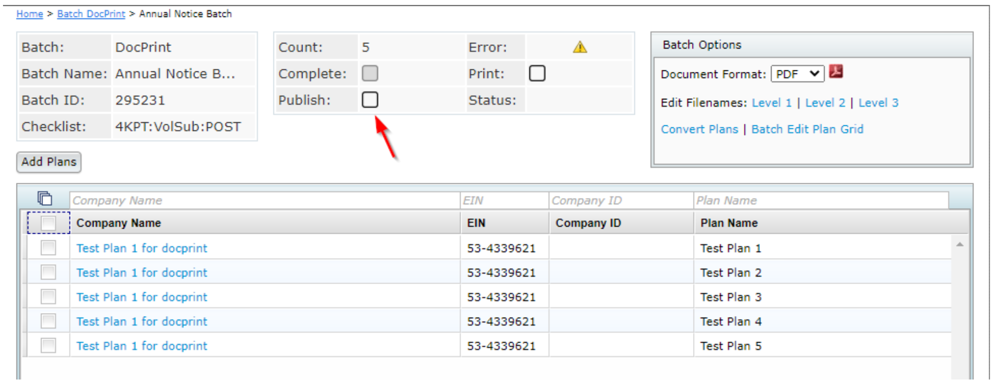




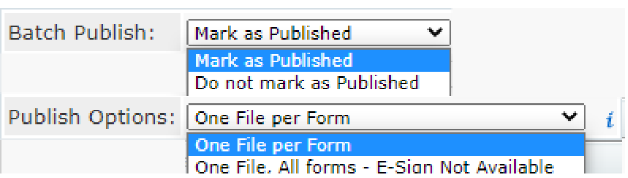
Once your plan list appears, you can utilize the filters at the top of the box to search for specific plans and narrow down your search results. When finished, use the checkboxes to the left of the menu to select the plans you want to add to your batch file. You can use the top checkbox to select all the plans in the menu. Once you have made your selection, click on the "Add" button.



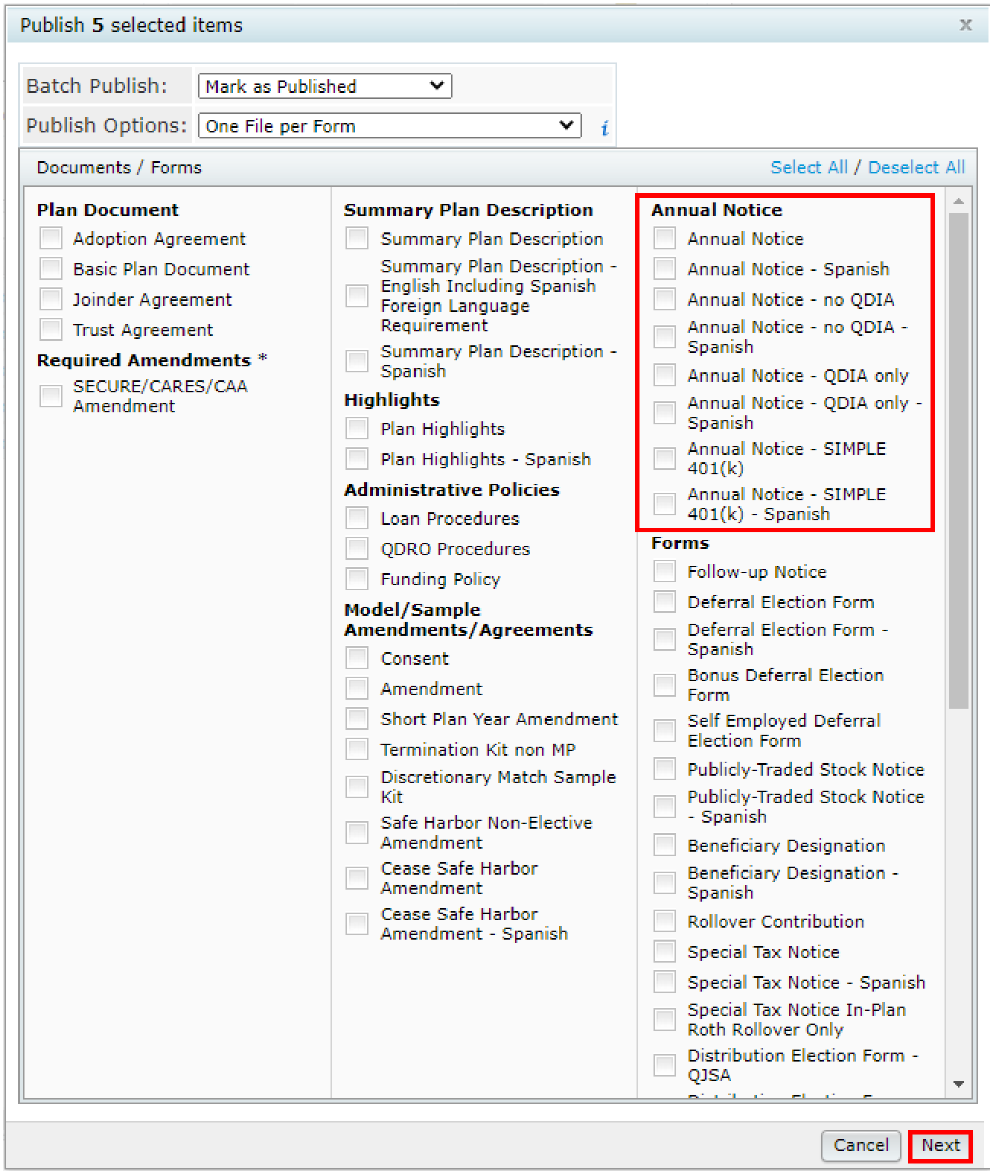
From within the batch screen, you are able to identify the document format you prefer (Word or PDF) in the Batch options menu in the upper right-hand corner. Once your plans have been selected and added to the batch, select the "Publish" option from above the grid



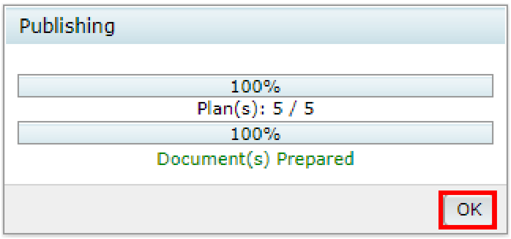
This will populate a new window where you are able to select which items you wish to publish to your Portal users. For publishing options, you can choose to mark your batch as published or not as well as indicate if you wish to send all your selected documents and forms in individual files by choosing "One File per Form" – this is recommended for E-Signing. If you prefer all documents and forms be contained in one big file, choose "One File, All forms" (the second option does not allow for e-signature options). This section defaults to "Mark as Published" and "One File per Form":



Next you will need to indicate what items you wish to publish to the portal; in this instance you will select from the Annual Notice option. Once selected, click "Next":



This will pull the Annual Notice information and prepare the documents to send, a progress bar will populate to indicate you are ready to proceed, select OK:



This will create a communication window where you will specify the following information:

A. Classifications: If you are publishing more than one document with different types of "Classifications", the classification type of "Plan Forms" will be used. If you have just one type, for example, Amendments, the classification type of "Required Amendment" will be used.

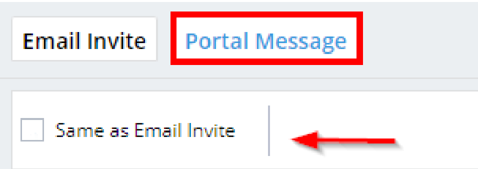
B. Subject: Each communication needs a subject for it to be sent.

C. Send Email Invite: This toggle option indicates whether a communication will be sent to the portal user that the items are available, or you can choose to simply publish the items to the portal without sending them an email invitation.

D. Confirmation Email Recipient: This field indicates who will receive a confirmation that the Portal User has downloaded or e-signed the documents in the communication (this will either be the Admin associated with the plan or the Master User on the account)

E. Expiration Field: this field allows you to set an expiration date. Once this date has passed these documents will no longer be on the Portal Users Portal. (this is an uncommon field, as most users would like their portal users to have access to these documents in an ongoing basis)

F. Email Invite: This is the field that indicates what template to use when sending the invitation to your portal user to inform them they have items to review or sign. You can select from system generated or custom templates by selecting the dropdown icon in this section. You are also able to create or edit templates by selecting the gear icon to the right of the template dropdown. You also have an option to add information to the **Portal Message**, which is the message that displays within the portal view for your users. This can be left blank, you may be able to enter a custom message, or you can elect to have the e-mail invitation copied to the Poral messages by marking the indicated box below.



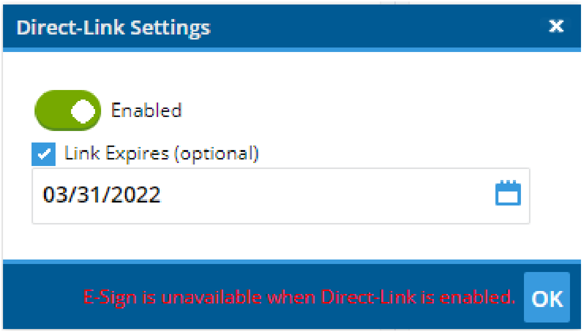
G. Folder Name: This allows you to specify a folder for the documents you are publishing to portal. This is often used to help organize documents by specific years or item type.

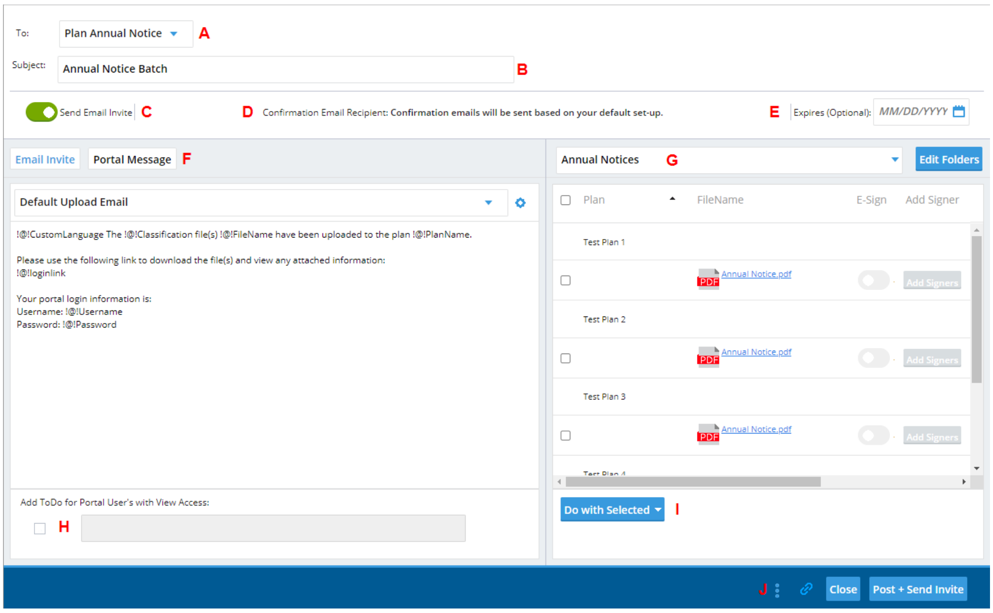
H. Add ToDo with Portal Access: this allows you to add items that do not require actions to a client's 'To Do' list. Adding items to the To Do list will also trigger reminders if reminders are set in the Global Email Settings. The task of E-Signing a document will appear on the portal user's To Do List. Yet, allowing the portal user to have view access to the document after E-Signing will not. If you would like to add viewing the document to the user's To Do List after E-Signing, be sure to check the box.

I. Do with Selected: In this field you are able to Add e-sign options, Remove E-sign options, or Remove selected plans/files from the batch.

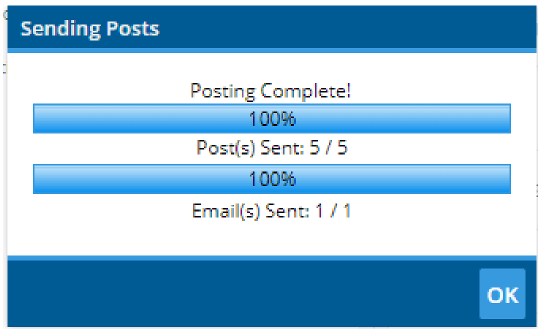
J. This field contains the ability to **Preview** your communication as well as create a Direct Link, the direct link option (that looks like two chains linked together) offers users the ability to access the documents within the communication/Direct Message without having to log in to the Portal. **Please Note:** Direct Link cannot be used for items set for e-signing. When Direct Link is enabled, the link will turn green:

When Using Direct Link, you can also set an expiration for how long the link is viable:





Once the communication is set as you specify and the ‘Post+Send Invites’ or “Post’ button are selected (based on if you wish to send an e-mail to your portal users or simply post the document to the user’s portal, a window will populate with a progress bar:



The communications can then be viewed on the Global or Plan Level Dashboards. The red flag on your dashboard indicates there are unread messages for that portal user. The paper icon next to the flag indicates this portal user was sent files from a batch.

How to Send Files Via the Portal Document Batch

Note: To use the Portal Document Batch feature, you must set up the ‘Document’ email settings for ‘Specify a Server’.

The purpose of Portal Document Batch is to allow you to send one file or multiple files to the portal users assigned to the plans within your batch.

For example, if your firm sends a monthly newsletter, you can customize the files for portal users assigned to plans in your batch. You can also send multiple files to clients in a single batch.

Option 1:

To send the same files to all the plans within your batch:

1. Select 'Portal Documents' from the 'Batches' drop-down list on the home screen.

2. Create New Batch

3. Enter a Folder Name (optional). The file(s) that you send to the portal user will be in this folder.

4. Click on Add File to upload one file at a time.

5. Select a Classification (mandatory). When you add plans, only portal users who have permissions to the selected classification will display. You will have the option to choose a portal user if 'None' have permissions.

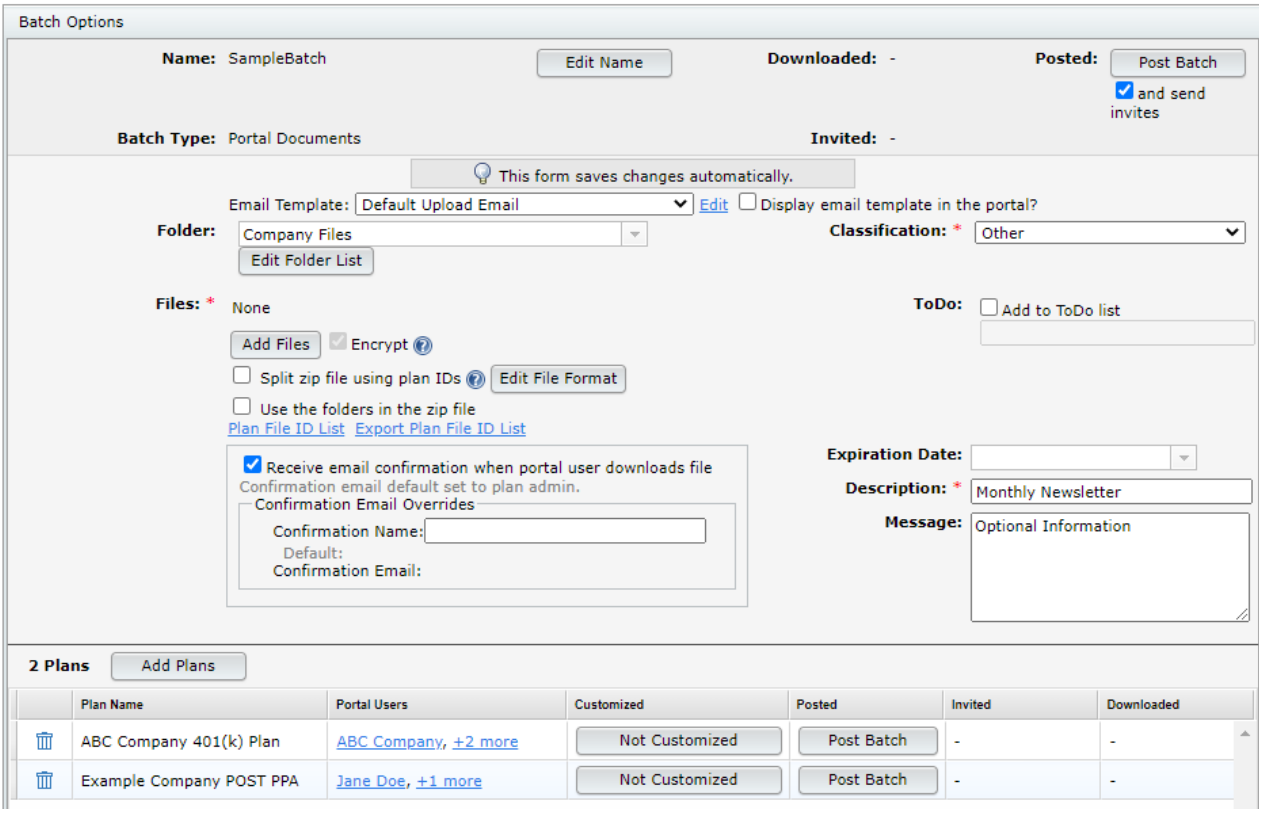
6. Check the 'ToDo' box if you would like the file(s) to appear in the portal user's ToDo list.

7. Expiration Date. You can add an expiration date for your client to be able to view the file(s).

8. You can enter a 'Message' to send in addition to the default email message.

9. Click on 'Add Plans' to select the plans you would like in the batch.

10. Once you have the batch set up with steps 1-9, you can Post your batch and if you wish to send e-mail invitations to your users, select the check box next to 'and send invites'. This will post files to all indicated plans at one time.



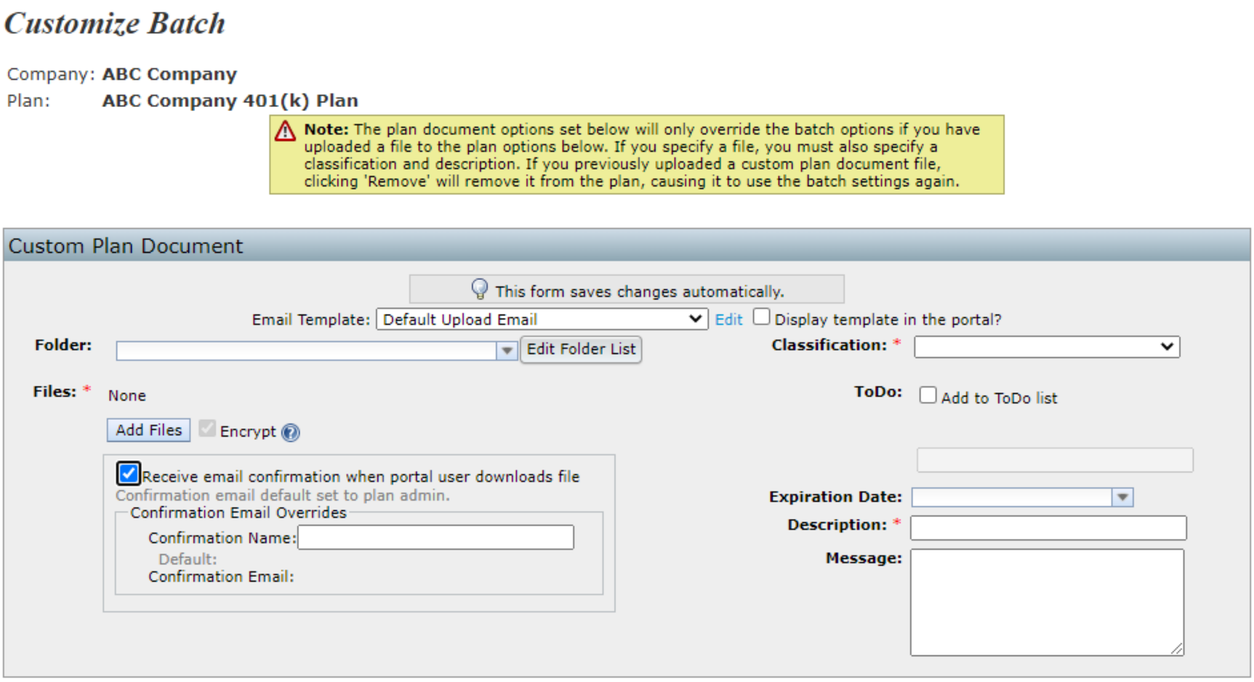
Option 2:

To customize files to all (or some) of the plans within your batch:

1. Follow Steps 1-9 under Option 1 above.

2. When you have added plans to your batch, you will see a ‘Not Customized’ button below the ‘Customized’ column. Click on the button to upload file(s) for the specific plan. Once you have ‘customized’ the plan and return to the ‘Edit Batch’ screen, the button will switch from ‘Not Customized’ to ‘Customized’. Repeat this step for all plans you would like to ‘customize’.

3. You may Post your batch and Send Invites once you have your file(s) uploaded.



Option 3:

To customize all plans within your batch using the Split Zip option:

1. Select Portal Documents from the Batches drop-down list on the home screen.

2. Create New Batch

3. Enter a Folder Name (optional). The file(s) that you send to the portal user will be in this folder.

4. Check the box to Split zip file using plan ids. The ‘Add Plans’ button will grey out.
   - Click on Plan ID List to view an online list of plan ids.
   - Click on Export Plan ID List to download the list of plan ids.
   - You will need to enter the plan id in front of the file names you plan to upload.
     - *For example, Sample Plan will have the files ‘sample.pdf’, ‘sample2.csv’ and ‘sample3.rtf’ uploaded. The Plan ID for Sample Plan is “504883100”. Before the files can be uploaded via split zip, the files must be renamed to include the plan ids ‘504883100-sample.pdf’, ‘504883100-sample2.csv’ and ‘504883100-sample3.rtf’. Next, the files must be zipped into a folder to upload. Click on “Add File” to browse for the zip*

folder.

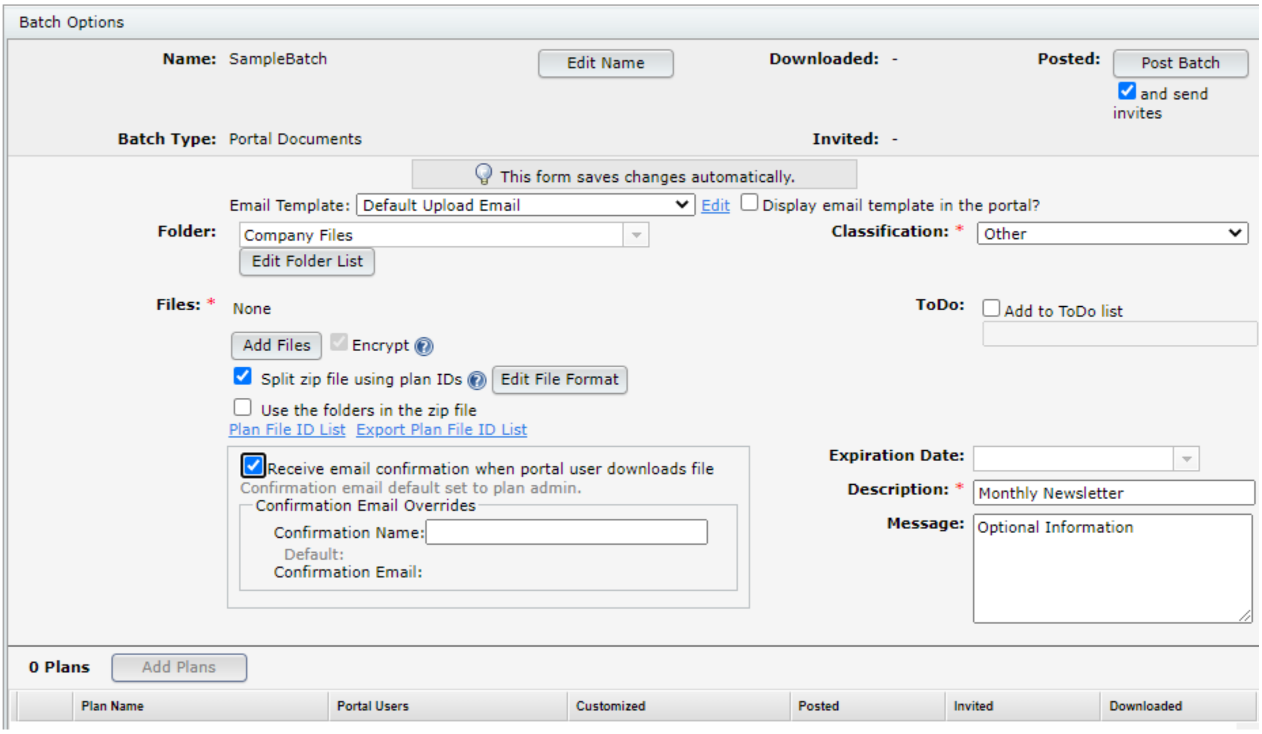
5. Select a 'Classification' (mandatory). When you add plans, only portal users who have permissions to the selected classification will display. You will have the option to choose a portal user if 'None' have permissions.

6. Check the "ToDo" box if you would like the file(s) to appear in the portal user's ToDo list.

7. Expiration Date. You can add an expiration date for your client to be able to view the file(s).

8. You can enter a 'Message' to send in addition to the default email message.

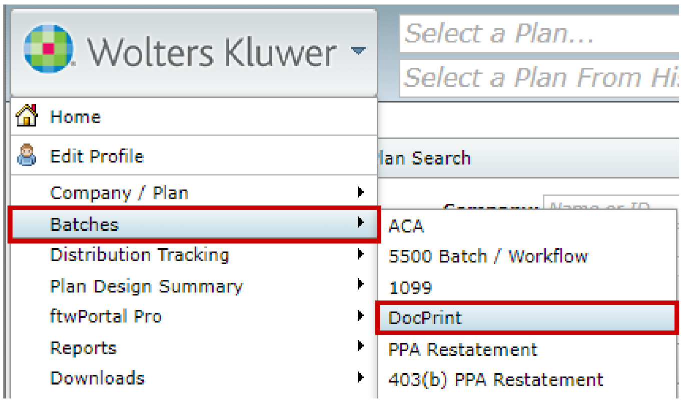
9. Once you have the batch set up with steps 1-8, you can Post your batch at which time you will be able to view the plans you have added (based on the plan ids). Note: you may want to un-check the 'Send Invites' box when posting the batch. After you have verified that the plans have portal users assigned, you will have the option to send the invites.



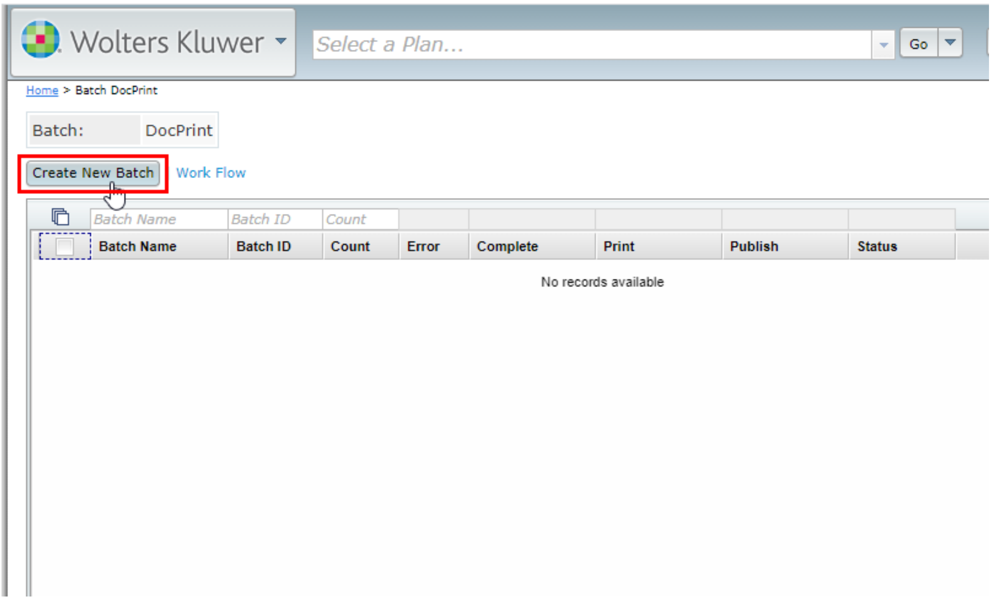
How to Post a Required Amendment via Batch

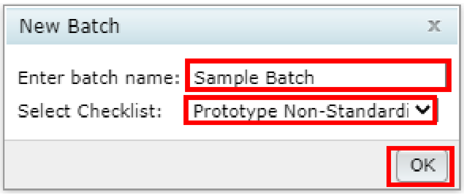
Note: You must subscribe to the Documents Module and 'ftwPortal Pro' to post required amendment batches.

To batch generate amendments select the Wolters Kluwer logo >Batches>DocPrint :

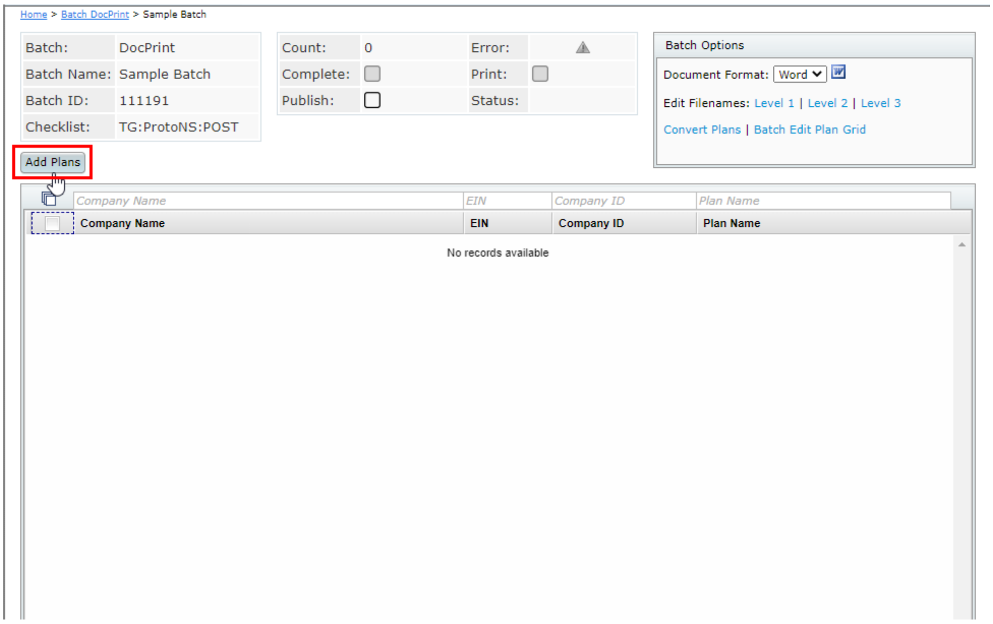


In the DocPrint menu you will first need to create a batch file. Click the “Create New Batch” button and give your batch file a name. You will also need to select the checklist type you will be generating the amendment for via the drop-down menu. Once you have made your selection, click “OK”.

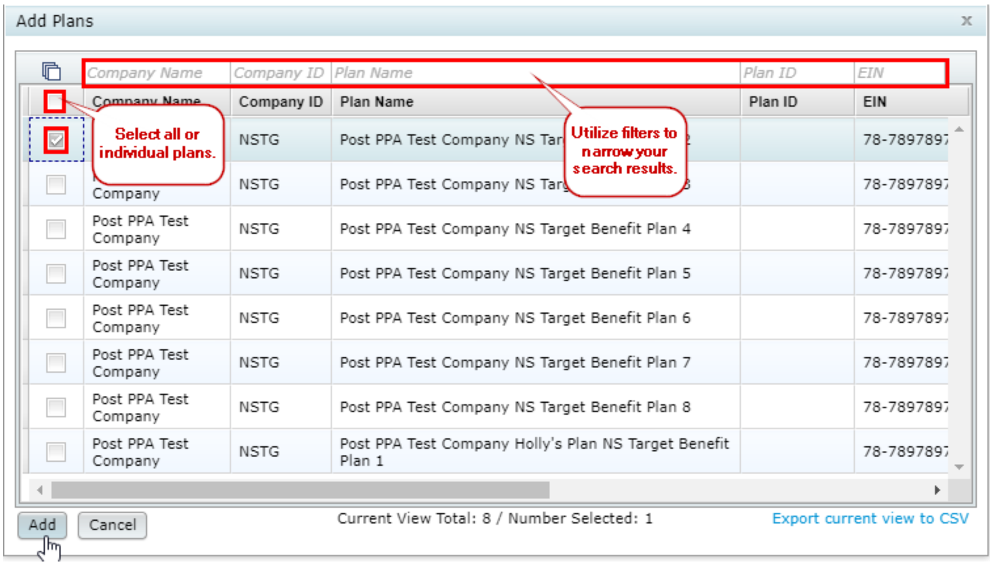




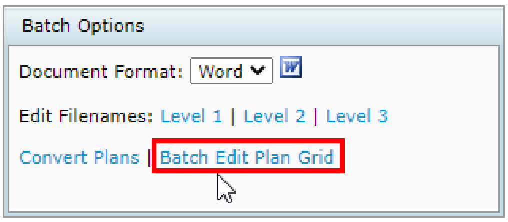
Next, you will need to add plans to your batch file. Click the “Add Plans” button to get a list of plans in your account with the checklist type you selected.



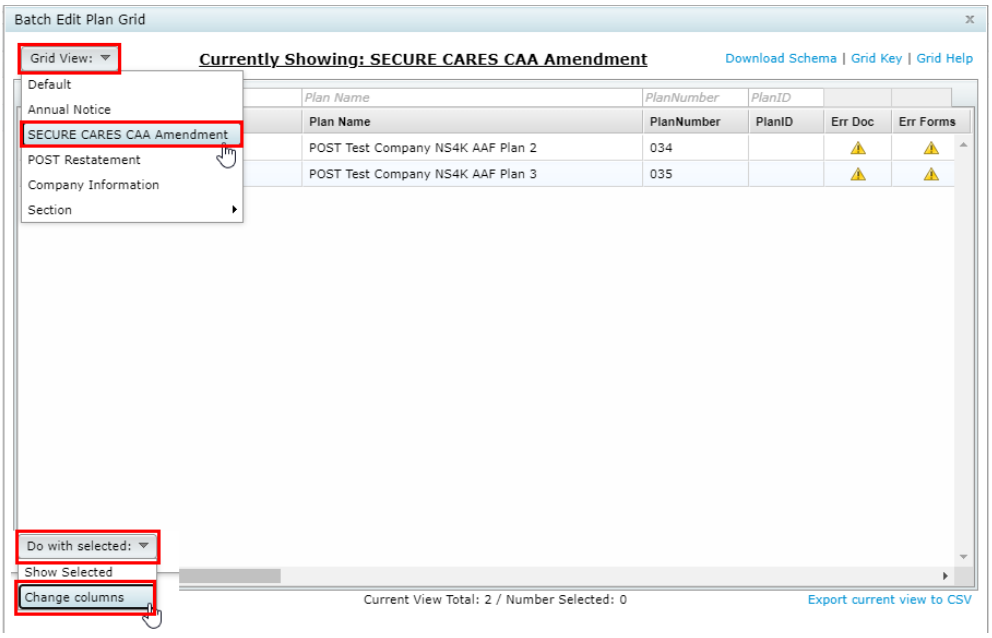
Once your plan list appears, you can utilize the filters at the top of the box to search for specific plans and narrow down your search results. When finished, use the checkboxes to the left of the menu to select the plans you want to add to your batch file. You can use the top checkbox to select all the plans in the menu. Once you have made your selection, click on the "Add" button.



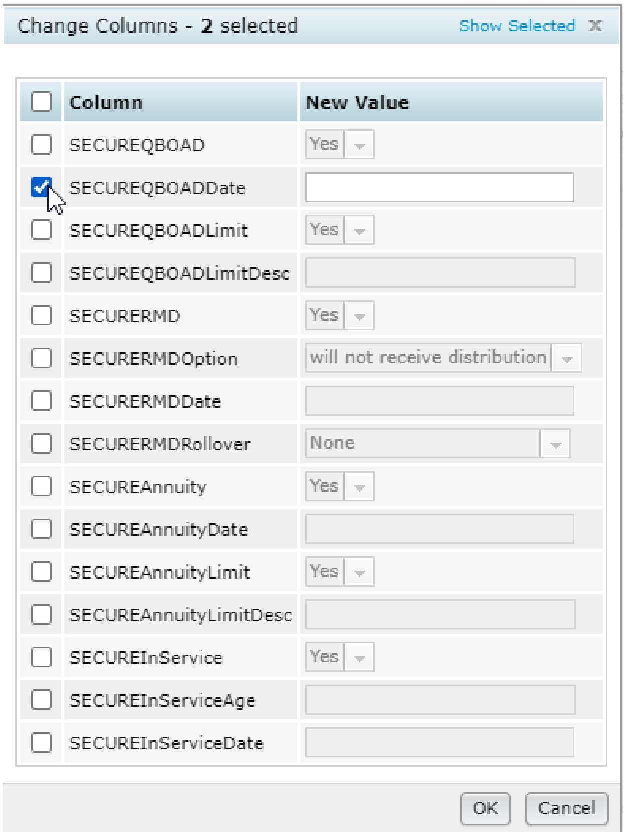
Now that you have added your plans you can proceed with any necessary parameter updates before creating your amendments. Click the "Batch Edit Plan Grid" link in the "Batch Options" box.



Next, use the "Grid View" drop-down menu to view the parameters for a specific section in the checklist. To make changes in bulk, select the plans you want to update by using the checkboxes to the left of the plan name in the grid and then click the "Do with Selected" drop-down menu. By choosing "Change Columns" a new menu will appear listing all the parameters for that grid view or checklist section.



To make changes, first select the checkbox next to the parameter you wish to update. Next, select the new value for that question and then click "OK" at the bottom of the menu. By doing this, any plans you selected will be automatically updated in batch. You will not need to go into each plan individually to make those changes.

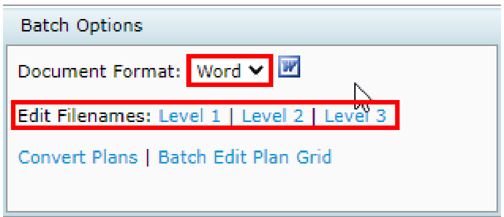


Now that your plans have been updated (if needed), you can proceed with delivery. Before printing, you will have the option to customize the file naming convention. In the "Batch Options" menu, you will see Level 1, Level 2, and Level 3 options.

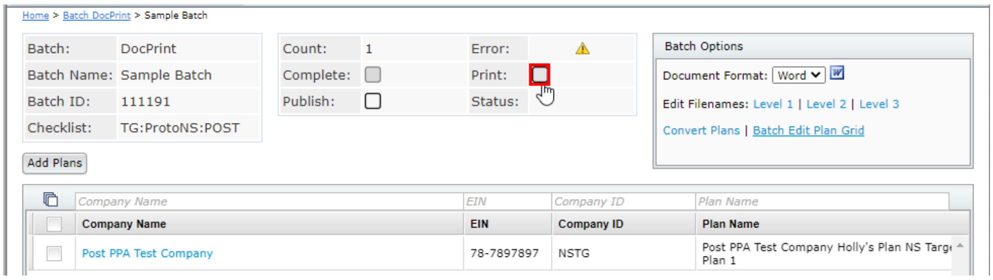
Level 1 is the naming convention for the folder that is downloaded from DocPrint. This will contain plan folders and files for all the plans in your batch.

Level 2 is the naming convention for the file or folder within the zip folder in Level 1.

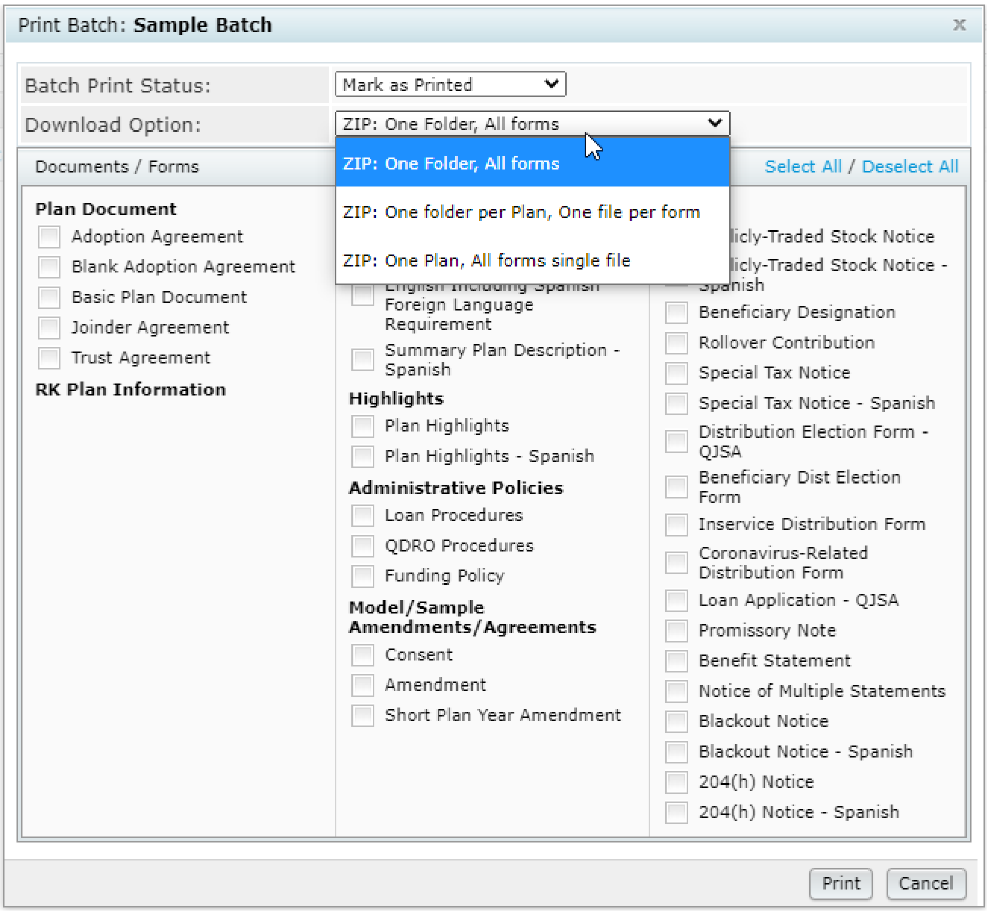
Level 3 is the naming convention for all the files inside of the folders in Level 2.



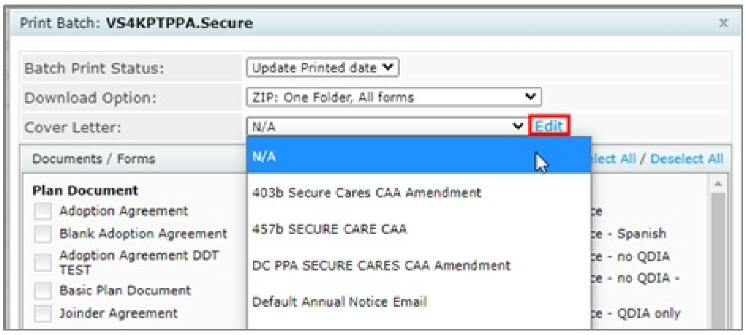
Now that you've set-up your filenames, click the "Print" checkbox at the top of the menu to select the files you wish to print for the plans inside of your batch file.



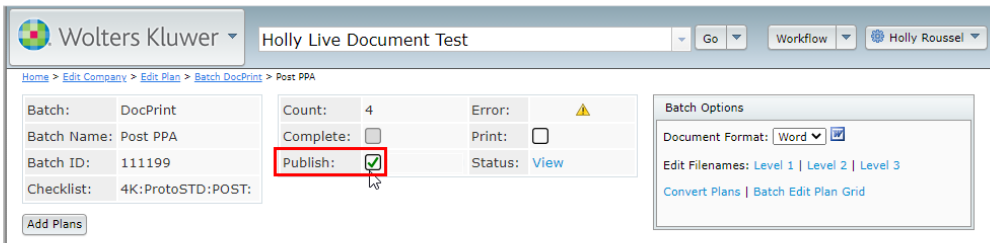
You will find a list of all the documents and supporting materials that can be printed with your amendments. Make sure to indicate the "Download" option you want before clicking the "Print" button.



You may also choose to include a cover letter with your amendment. Click the drop-down menu next to Cover Letter to locate the list of templates available. You may use the templates provided or use the "Edit" button to the right of the drop-down menu and customize your own cover letter. Please note that if you use ftwPortal Pro, the cover letter can be used as the email template when you invite your clients to the portal.



If you subscribe to ftwPortal Pro and you would like to batch deliver files to the portal, click the "Publish" checkbox to open the publishing menu.

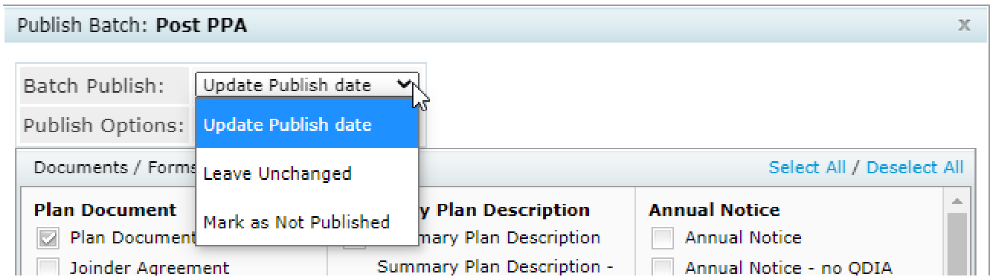


Once the “Publish Batch” modal is open you can choose to update the status of your batch after publishing files with the date the files were pushed to the portal.

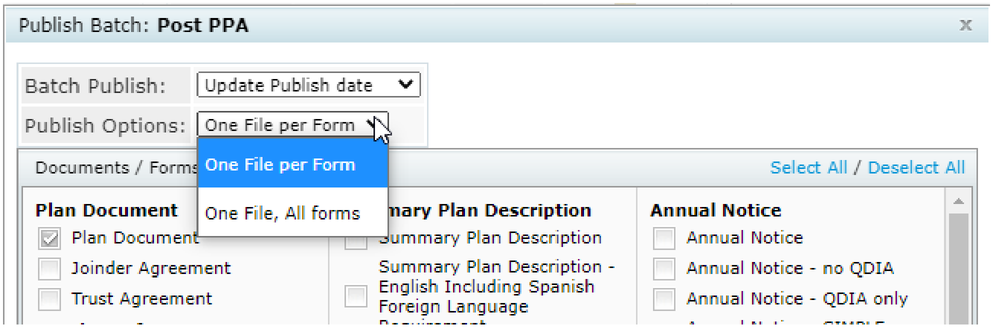
If you choose “Update Publish date”, the date you delivered files to the portal will appear next to the “Publish” checkbox in the batch menu.

If “Leave Unchanged” is chosen, the software will leave the previous publish date or no publish date if the files were not pushed to the portal previously.

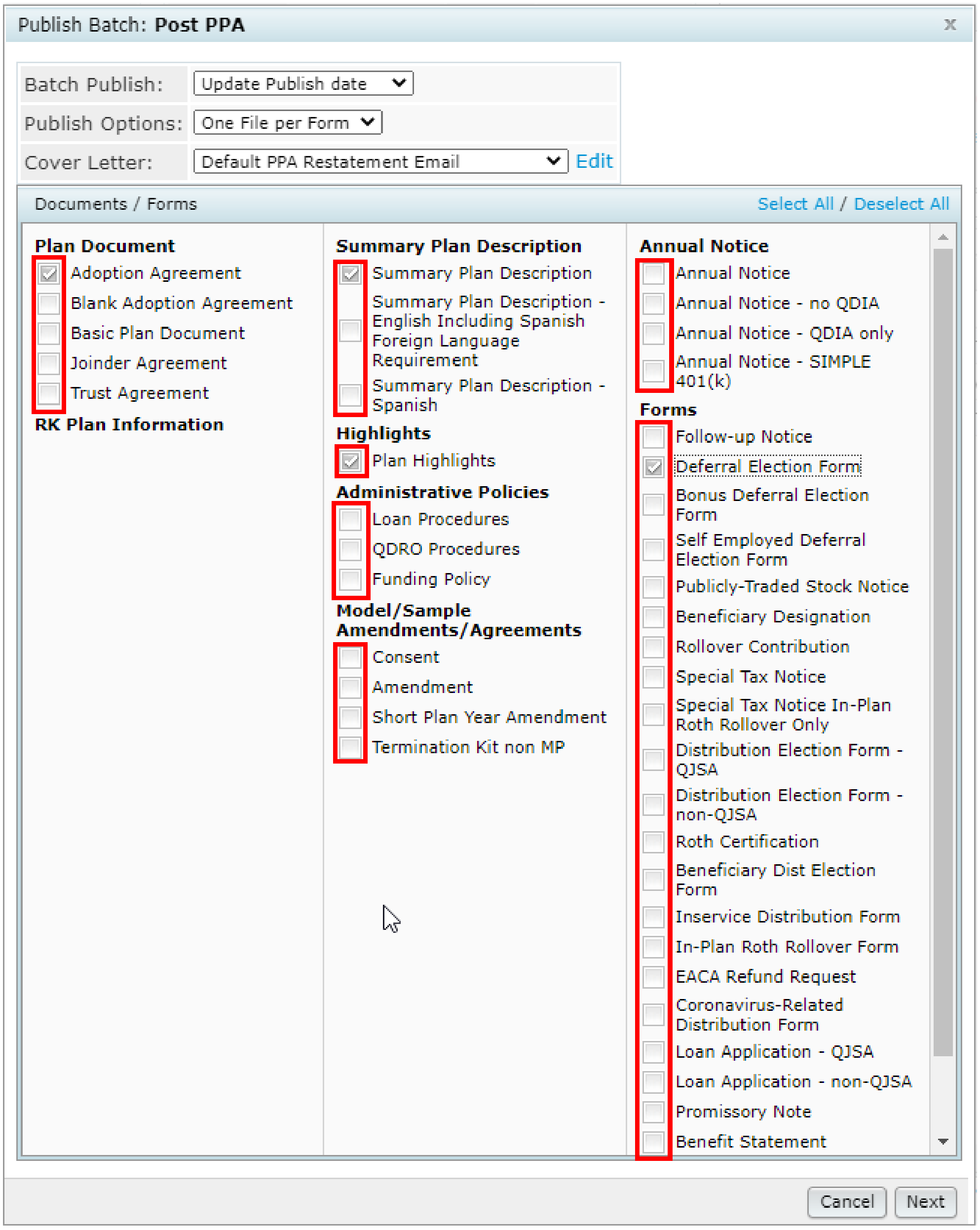
If you choose “Mark as Not Published” the checkbox will be left unchecked.



For publishing options, you can choose to send all of your selected documents and forms in individual files by choosing “One File per Form” – this is recommended for E-Signing. If you prefer all documents and forms be contained in one big file, choose “One File, All forms”.



The last step is to select the checkbox next to the amendment, documents and forms you want to deliver to the portal. When finished, clicked on the “Next” button to be redirected to the portal menu.



Once the publishing menu appears, you will have several options to choose from.

In the drop-down menu on the top left, you can choose a classification for the files being delivered to the portal.

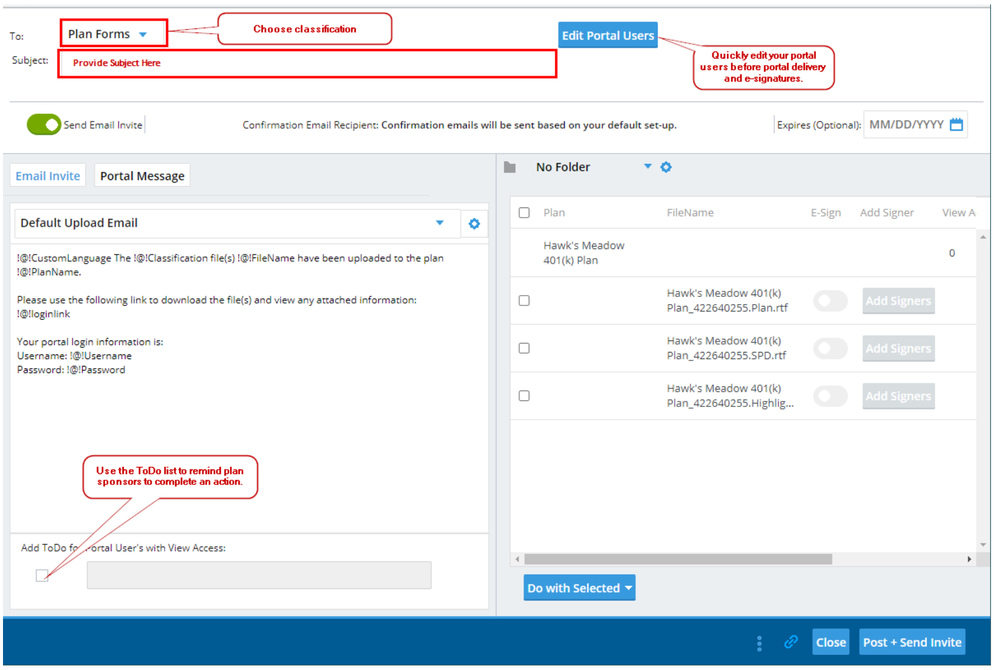
You can provide a “Subject” for the email communication your portal user will receive inviting them to the portal to download or electronically sign their files.

Use the green toggle to turn the email invitation on or off. If you prefer not to send an email invitation, make sure the toggle is gray (off mode).

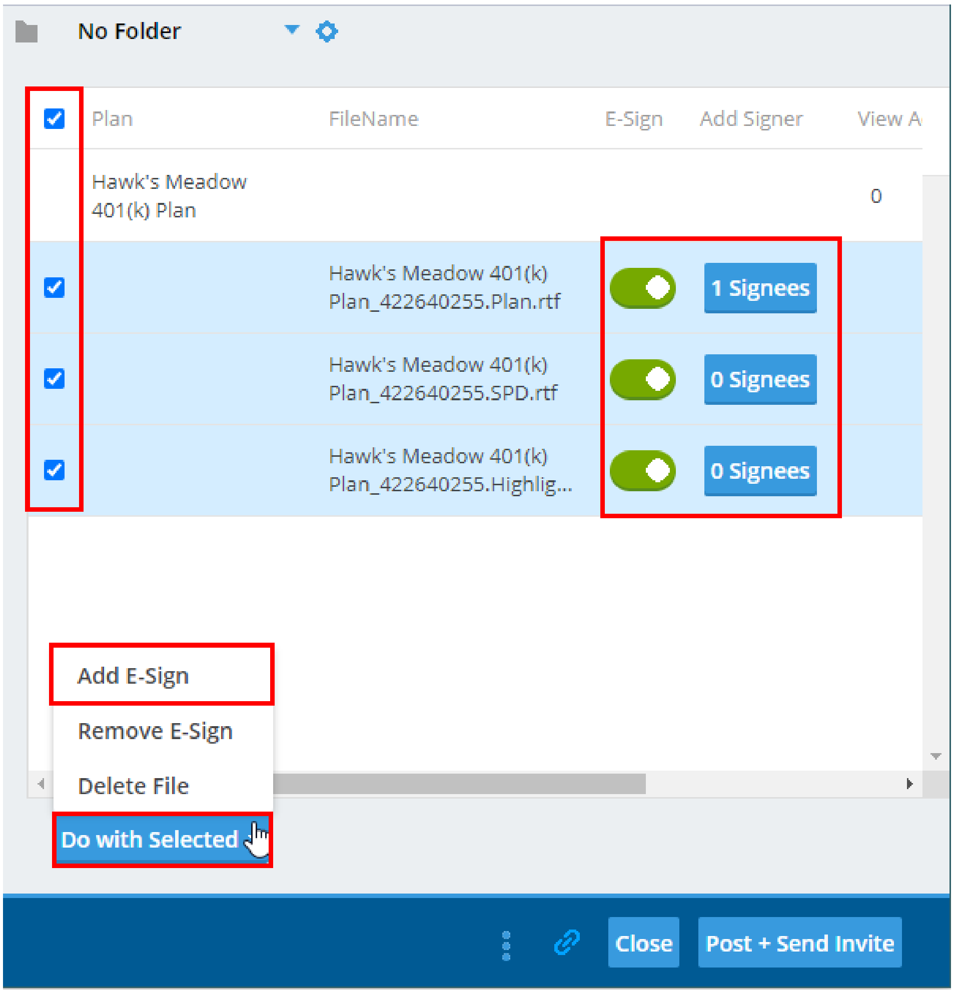
The email provided is the default for the system. You can select a different email template from the drop-down list that will be delivered to your portal users. Use the blue gear icon to modify or create new email templates.

You can set-up a Portal Message that your portal users will see when they log into the portal or check the box to have the email template appear as the Portal Message.

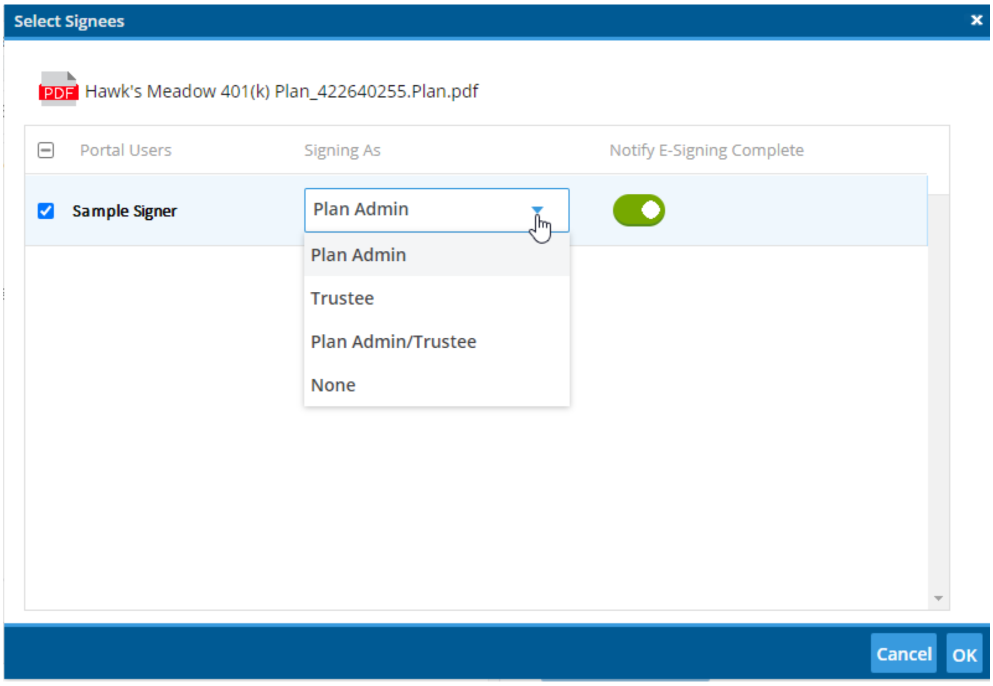
If you still need to set-up portal users, you can access that menu by clicking on the “Edit Portal Users” button.



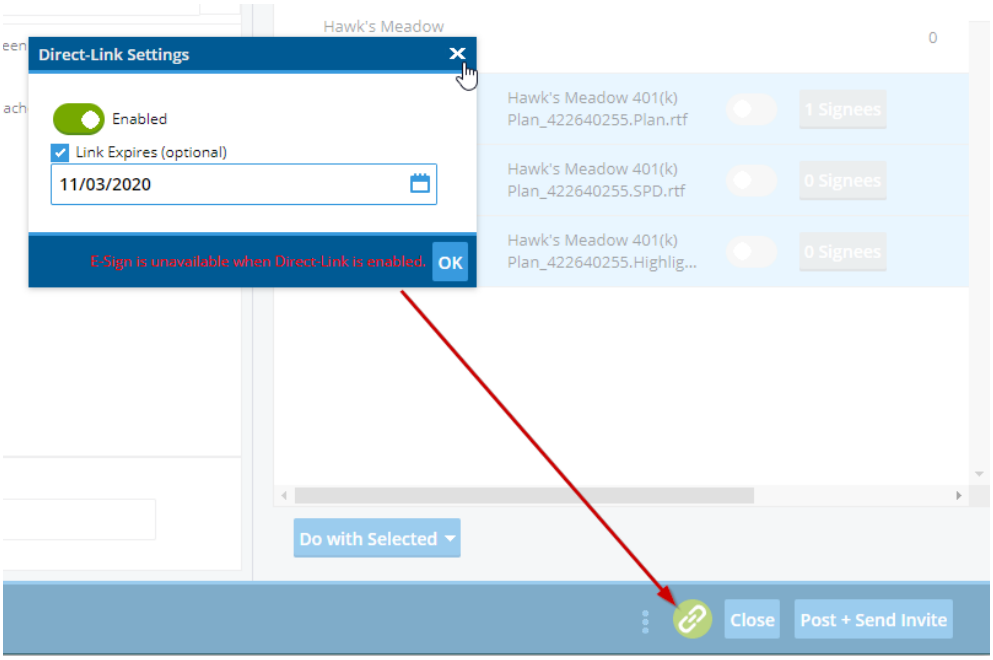
To the right of the menu, you will find a list of files that you selected to send to the portal. If you are inviting your plan sponsors to sign a file, select the checkbox next to the file name or batch select multiple files by using the checkboxes to the left of the file name and then use the "Do with Selected" button to select "Add E-Sign". Either method will turn the toggle(s) green.



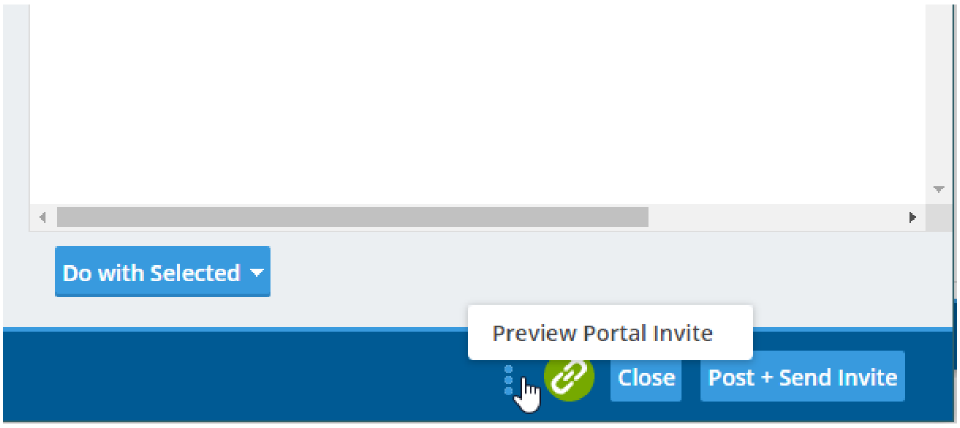
The number of signers set-up in the plan will appear in the blue box to the right of the green toggle. If you want to review your signers or make changes, click the blue button and a new menu will appear. You can remove signers, turn on the e-signature completion email or change who the user is signing as. Click "OK" when finished.



If you are not inviting a portal user to sign, you have the option to use "Direct-Link Delivery" by clicking on the link icon on the bottom right. By clicking on the icon, a new menu will appear where you can turn the option on or off and provide an expiration date for the files delivered to the portal.

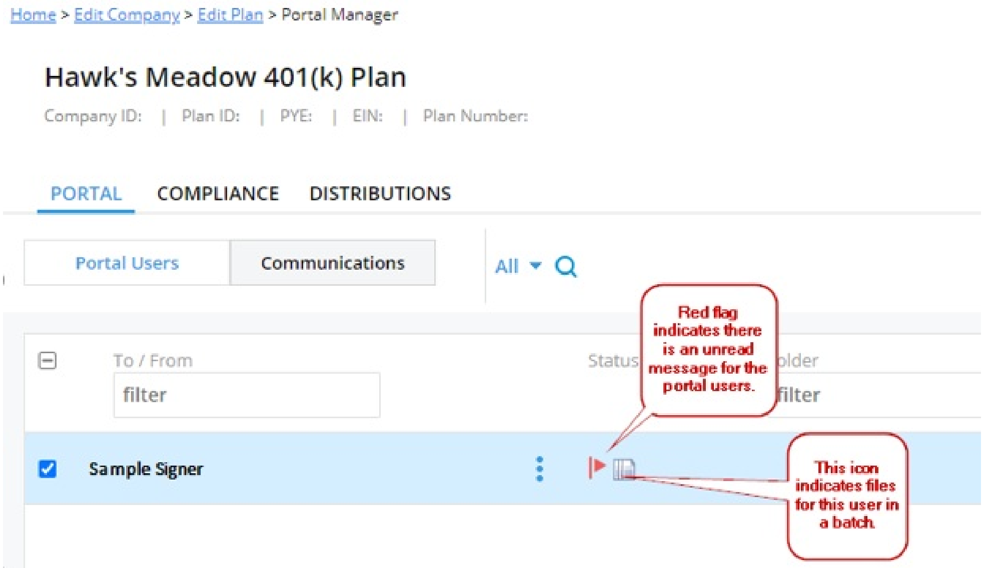


If you would like to preview the email that will be delivered to your plan sponsors, click the tri-colon icon at the bottom right of the menu.

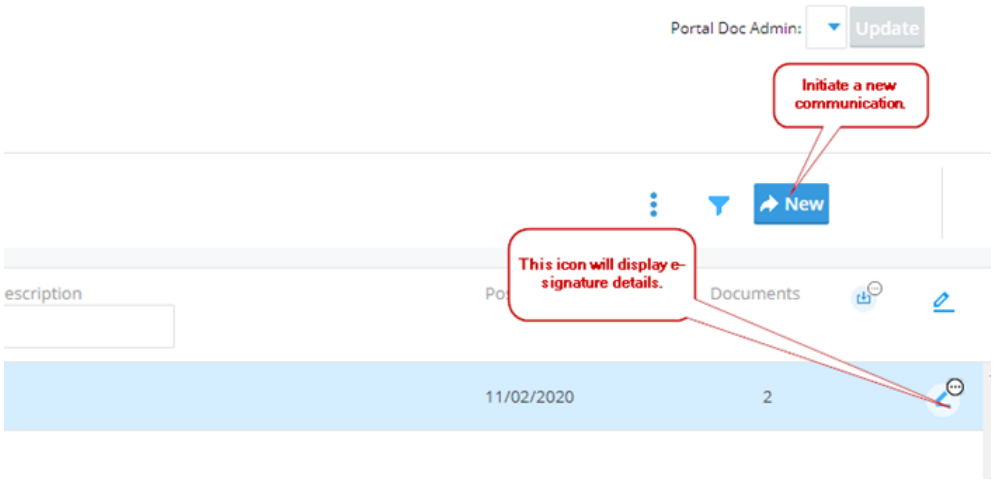


Once you click the "Post + Invite" button, you will be able to check on the status of your file delivery in the Portal Communication Manager.

The red flag on your dashboard indicates there are unread messages for that portal user. The paper icon next to the flag indicates this portal user was sent files from a batch.



On the right side of the dashboard you can view your e-signers by clicking on the e-signature icon. If you would like to send a new communication, click on the "New" button.


Portal Doc Admin:
Update
Initiate a new communication.
New
This icon will display e-signature details.
escription
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Documents
11/02/2020
2