Getting started: A three-step process

NaviPlan Extended Windows-based software

These basic steps will help with your initial evaluation of NaviPlan Extended.

1. Setting up a new client
2. Entering the client's financial data
3. Generating reports, and experimenting with 'What-if' scenarios

For context-sensitive Help and a glossary of Help topics within the NaviPlan Extended application, go to **Help** menu and select **Using NaviPlan Extended.** There is also a yellow question mark icon at the top right-hand corner of each data-entry window in NaviPlan Extended. Click this icon when you need specific information that relates to the current tab or dialog box.

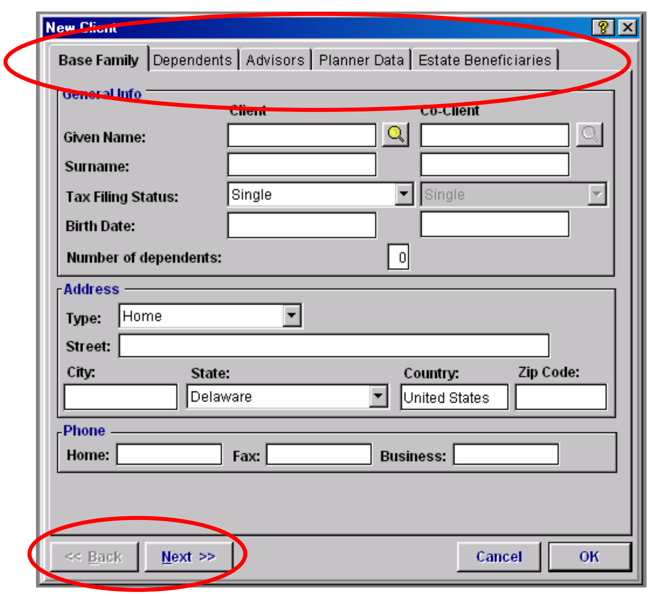
For further instruction, please use the training resources available at *support.naviplan.com*. Technical support is also available to you for the duration of your trial period; visit *support.naviplan.com* for contact information.

1. Setting up a new client

To set up a new client in NaviPlan Extended, begin by entering that client's personal data.

Process

- Go to the **File** menu and select **New – Client.** The *New Client* dialog box opens.



◂ The *New Client* dialog box enables you to enter your client's personal information.

- Enter your client's personal data on the following tabs: *Base Family, Dependents, Advisors, Planner Data,* and *Estate Beneficiaries*. You may switch between tabs either by using the *Next* and *Back* buttons, or by clicking the tabs directly. Once you have finished entering your client's personal data, click **OK.** The *Save Client As* dialog box opens.

- In the *Save Client As* dialog box, you may choose a destination for your client file (the default location is the NaviPlan Extended Data folder). Once you have saved the client file, the *New Client Options* dialog box opens.
- Your options are to either *Create a New Plan* or *Create a Comprehensive Retirement Concept*. Select **Create a New Plan,** and then click **OK.** The *Create a New Plan* dialog box opens.
- In the *Create a New Plan* dialog box, name the new plan the **Base Plan** (you may also give the plan a specific description), and then click **OK.**

Result

- A file cabinet icon with the surname of your client appears on your NaviPlan Extended desktop. Use this file cabinet to store all financial plans, reports, and documents that relate to the client.
- A folder icon named *Base Plan* appears on your NaviPlan Extended desktop. Use the base plan as the basis of comparison for all proposed scenarios.

NOTE: From this point forward, treat the base plan as your master client file. The base plan contains your client's current personal data, financial position, and financial direction.

- The main data entry screen opens.

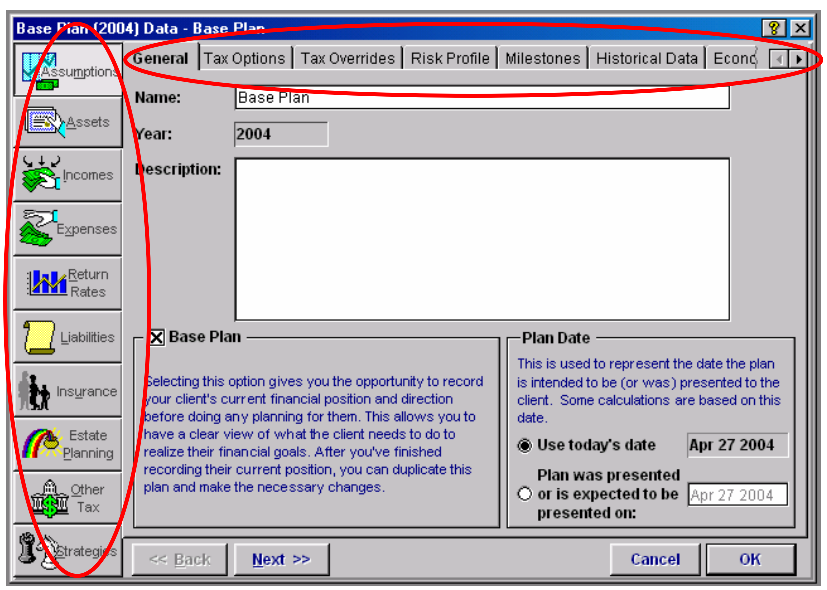
2. Entering the client's financial data

Called the *Plan Data* dialog box, the main data entry screen is where you enter your client's financial data. The main categories for entering data in the *Plan Data* dialog box, located down the left-hand side, are: *Assumptions, Assets, Incomes, Expenses, Return Rates, Liabilities, Insurance, Estate Planning, Other Tax,* and *Strategies.* Within each category are different tabs, which appear across the top of the dialog box.

All financial data entered in this initial *Plan Data* dialog box is saved in the base plan.

Process

- Beginning with the *Assumptions* category, enter your client's financial data. You can choose to either click through the main data-entry categories and tabs individually, or use the *Next* and *Back* buttons to navigate through the categories and tabs in sequence.



◄ The *Plan Data* dialog box enables you to enter your client's financial data. The main categories are on the left-hand side; within each are different tabs across the top.

NOTE: Based on the current financial situation of your client, you may not want/need to enter data into all categories and tabs to complete the base plan. You may simply bypass the inapplicable data entry screens at this stage. You will have the opportunity to revisit these data entry screens in a duplicate plan, which is explained in step 3, below.

- Once you have finished entering your client's financial data, click **OK.**

Result

- The *What do you want to do?* dialog box opens.

3. Generating reports, and experimenting with What-if scenarios

Before you begin experimenting with What-if scenarios, which involves creating a duplicate plan, you should review and analyze your client's current financial position based on the data you just entered in the base plan. In the *What do you want to do?* dialog box, you have these options: *Duplicate the base plan*, *Continue editing the base plan*, and *Review your plans*. At this stage, you will be selecting the *Review your plans* option.

Process: generating reports

- In the *What do you want to do?* dialog box, select **Review your plans,** and then click **OK.** The *Plan Analysis* window for the base plan opens.

NOTE: In NaviPlan Extended, reports and graphs can be generated either individually, or as a pre-defined document package. The five document package options in NaviPlan Extended, which appear as icons on your NaviPlan Extended desktop, are: *Comparative Analysis; Comprehensive Analysis; Preliminary Analysis; Financial Needs Assessment; Summary Report.*

- To generate the individual reports and graphs, go to either the **Reports** or **Graphs** menu along the top of the screen, and make your selection. NaviPlan Extended automatically generates the report/graph for you.
- To generate a pre-defined document package, drag the folder for the plan you named Base Plan to one of the five document package icons (*Comparative Analysis; Comprehensive Analysis; Preliminary Analysis; Financial Needs Assessment; Summary Report*) on your NaviPlan Extended desktop. The *What would you like to do?* dialog box opens.

NOTE: If the pre-defined document package icons do not appear on your NaviPlan Extended desktop, you can access them by going to the **File** menu and selecting **Open – Document Package.**

- The *What would you like to do?* dialog box presents you with these options: *Create a Client Report, Show a Presentation, Generate documents,* and *Print documents.* Select **Generate documents,** and then click **OK.**
- To print the generated documents, minimize the report to an icon on your NaviPlan Extended desktop, and then drag the icon onto the *Printer* icon.

Now that you have generated reports and graphs and analyzed the client's base plan, you need to create a duplicated plan so that you can begin experimenting with What-if scenarios.

Process: experimenting with What-if scenarios

- There are three ways to duplicate the base plan. If the *Plan Analysis* window for the base plan is open, click the **Duplicate** button. If the base plan is minimized to an icon on the NaviPlan Extended desktop, you can either press CTRL+D, or go to the **Edit** menu and select **Duplicate Base Plan.** The *Plan Data* dialog box for the duplicated plan opens.

NOTE: You may create numerous duplicate plans to represent a variety of planning options for your client.

- This is your opportunity to revisit the data entry screens you may have left blank when creating the base plan. You can now experiment with alternative scenarios by either adjusting existing data or entering new data into the categories and tabs of the *Plan Data* dialog box for the duplicate plan.
- Following the same steps outlined above, generate reports and graphs to analyze and compare the proposed plans.

NOTE: The pre-defined document packages can be used to compare two plans, to help you illustrate your client's current financial position relative to your recommendations.

Preserving client data, once your trial period is up

You will be able to access all the client data you enter into NaviPlan Extended, should you decide to license the software.

With a paid, active license, you will be able to reactivate NaviPlan Extended with an authorization code that will be provided to you by our authorizations department. Any data you enter during your trial period will then be restored.

To track the number of days remaining on your free trial copy of NaviPlan Extended, go to **Help** menu and select **About.** The *About NaviPlan Extended* dialog box opens. On the *Options* tab, you will find the time remaining in your trial period. This dialog box also provides detailed information on the version of NaviPlan Extended you are using, and how to contact EISI (the developer of NaviPlan) for product support and licensing information.

Sample client data

NaviPlan Extended includes sample client data that you can review and experiment with.

To access the sample client data in NaviPlan Extended, go to **File** menu and select **Open – Client.** The *Open Client* dialog box opens. In whichever directory you have saved NaviPlan Extended, follow the path NaviPlan\Data\Samples to locate the sample .NPE file, select it, and then click **OK.**