

Click less, do more

Start the Year with Automation: Schedule Client Reports

Make reporting effortless by automating your clients' reports in just a few steps.

1. NAVIGATE TO THE REPORTS TAB

Access all available reporting options in one place.

2. SELECT YOUR DESIRED REPORT

Choose the report you need from the comprehensive report suite.

3. ENTER YOUR PORTFOLIO DETAILS

Type in the portfolio name, portfolio number, or custodian account number to ensure the report is tailored correctly.

4. APPLY A SMART DATE

Click the three-dot menu and select a smart date to ensure dynamic, accurate scheduling. N.B. Choosing a date directly from the calendar creates a static schedule, and your report will not update beyond that selected day.

5. SCHEDULE AUTOMATION

Click the clock icon to set your report to run automatically at your preferred intervals.

The screenshot displays the MyCredo Pro interface. On the left is a navigation menu with items: Home, Clients, Holdings, Model Portfolios, Trading, Compliance, Reports (highlighted with a blue box and labeled '1.'), Portfolio, Management, Subscriptions, and M.I. The main content area shows the 'Reports' section with a search bar and a dropdown menu for 'Valuation by Currency' (highlighted with a blue box and labeled '2.'). Below this is the 'Enter Parameters' section, which includes a 'Portfolio' dropdown menu (highlighted with a blue box and labeled '3.') containing '- Ixx Mxxxxxx' and 'Ixx Mxxxxxx'. The 'Currency' dropdown is set to 'PC'. The 'Report Date' field is set to '{last}' and has a three-dot menu icon (highlighted with a blue box and labeled '4.'). A 'Consolidate' checkbox is checked. At the bottom are 'SUBMIT', 'CLEAR', and a clock icon (highlighted with a blue box and labeled '5.').

Choose your Format, Priority & Schedule; Monthly, Weekly, Once.

Format: PDF

Delivery Method: Email

Subscription Mode: Single Report

Priority: Medium

Choose whether to run the report on a Weekly or Monthly basis

Monthly Weekly Once

Step 1 of 4 [Next](#)

Compose your subscription email by completing the required fields: To, Subject, and Body.

To: yourname@email.com

CC:

BCC:

Subject: Example: Valuation by Currency - 100XXXXX

Body:

Parag... Arial x B I U [List icons]

Good day
Please see the attached Valuation by Currency.
Kind Regards
Support
Ensure the body of this email is generic as this will reflect on all future emails for this subscription.

Step 2 of 4 [Next](#)

Choose when the report should run.

- Specify a day of the month (e.g., day 5), or
- Select a specific weekday (e.g., first Monday), or
- Run it every month, or
- Pick specific months (e.g., quarterly).

For month-end reporting, it's recommended to schedule the report for the 5th day of each month. This ensures coverage of the previous month's reporting period, accounting for the two-day processing delay and weekends.

The screenshot shows a scheduling form with the following options:

- Day 1
- The First Monday
- Every Month
- Jan Apr Jul Oct
- Feb May Aug Nov
- Mar Jun Sep Dec

At the bottom, it says "Step 3 of 4" with "Previous" and "Next" buttons.

Review the summary of your subscription settings, including report type, delivery method, format, schedule, and recipient. If everything is correct, click Create to finalize and activate your subscription.

The recipient may expect reports from reports@credogroup.com.

The screenshot shows a confirmation screen with a progress bar at the top indicating four steps: Subscription Type, Subscription Detail, Schedule, and Confirm (4). Below the progress bar is a table summarizing the subscription settings:

Report	Valuation by Currency
Delivery Method	Email
Distribution Mode	SINGLE
Format	PDF
Schedule	Monthly
To	yourname@email.com

At the bottom, it says "Step 4 of 4" with "Previous" and "Create" buttons.

For more information, assistance or to book training on MyCredo, please contact the MyCredo Support team. MyCredo-support@credogroup.com.