

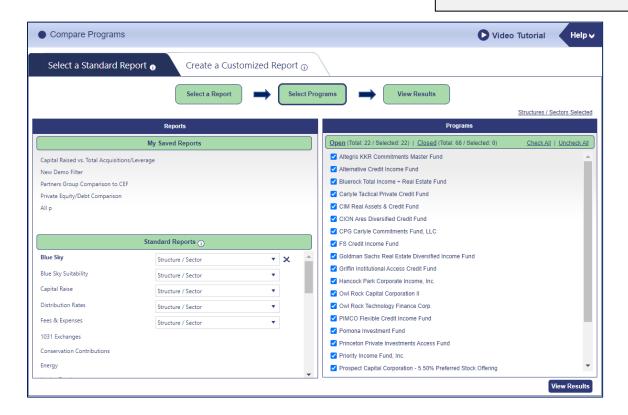
Comparative Reports Quick Reference Guide

Using AI Insight's Comparative Reports feature allows users to compare two or more programs based on any criteria in the PPM or prospectus.

- To access Comparative Reports, choose the "Programs" icon at the top of the AI Insight dashboard, then view under "Premium Reports".
- 2. On the Select a Standard Report tab, you can select a report you saved previously or a Standard Report from the drop-down menu. Under Programs, filter further using the checkboxes. Then click View Results.

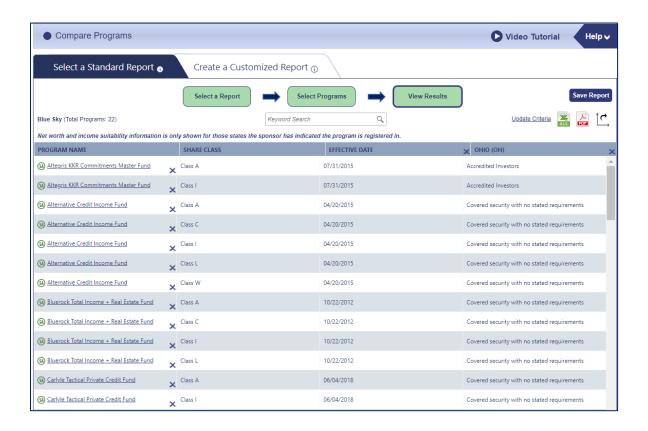
Gain easy access to hardto-find program data

- Run side-by-side comparisons based on any criteria available in AI Insight's Program Summary.
- Expedite in-depth research and highlight potential investment opportunities to your clients.

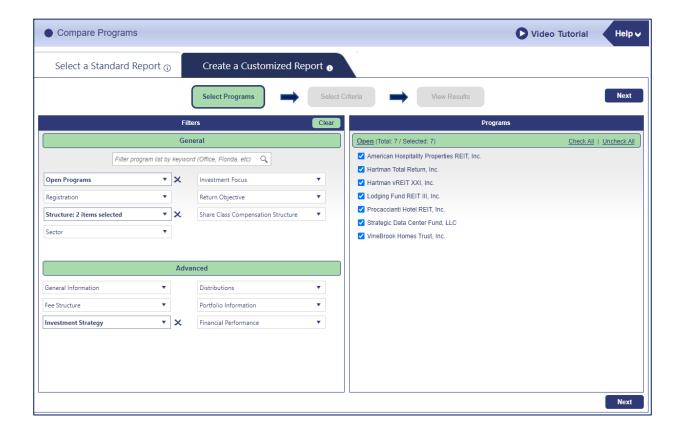


- **3.** The **Results** table is adjustable to suit how you want to view the data:
 - Hover over any part of a row of data to highlight it.
 - Click on the title of a column to sort all data by that column.
 - Hover over a line in the title row of the table, then drag the column to resize.
 - Click on a column, then hold and drag to re-sort in the table.

- Click on a fund name and the Program Summary will appear in a pop-up window.
- Export results to either a PDF or Excel file using the icons on the top right.
- Important: If you need to modify the programs and or the criteria selected, you will need to go back to the Select Programs and/or the Select Criteria report to make these changes and re-run the results.

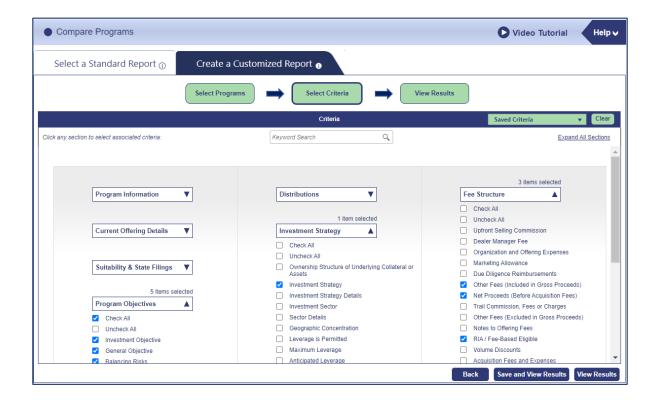


- **4.** Starting on the **Create Customized Report** tab, under **General**, create a filter by entering a keyword *or* use the drop-down menus to choose criteria.
 - **Important:** As each selection is made, the list of available programs in the right column will continue to update. This will prompt a timing wheel to appear while the list is updating.
 - *Example:* If you select Private Equity/Debt under Sector, the other selection menus will update to eliminate criteria that does not apply to this sector. In this example, Capital Preservation and all of the AMF options would no longer appear under Return Objective since it does not apply to Private Equity/Debt.
 - Under **Advanced**, input specific criteria about fees, distributions, investment strategies, etc. to populate a specific set of programs that apply.
 - When you are finished selecting your criteria, the applicable offerings will be listed on the right side. At that point, you may unselect funds you do not want to compare. Then, click **Next**.



5. On the **Select Criteria** tab:

- Use the **Saved Criteria drop-down** at the top right of the window to automatically populate a set of criteria you have selected and saved previously.
- To choose a new set of criteria, make selections from one or more of the drop-down menus in the three columns.
- To save the criteria for future use, click the "Save and View Results" button, then choose "Only Criteria".
- To save the criteria and report for future use, click the "Save and View Results" button, then choose "Criteria and Report".
- If you do not want to save, choose "View Results".



6. As it is on the Standard Reports tab, the **Results** table is adjustable to suit how you want to view the data.



If you have any questions, contact AI Insight Customer Care at 877-794-9448 ext. 710 or customercare@aiinsight.com.

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