Getting started: A three-step process

NaviPlan Standard software

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

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

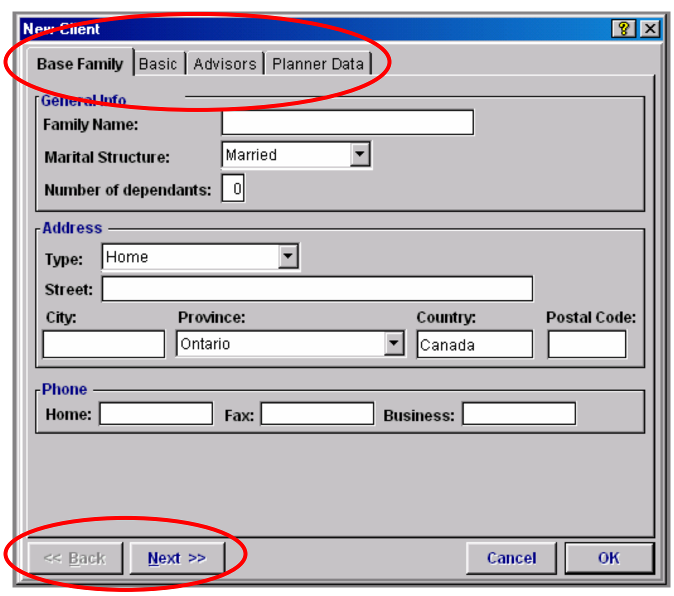
For further instruction, please use the training resources available at *support.naviplan.com*. Technical support is also available to you for the duration of your trial period; visit *support.naviplan.com* for contact information.

1. Setting up a new client

To set up a new client in NaviPlan Standard, 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 each tab: *Base Family, Basic, Advisors, Planner Data*. 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 Standard 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 **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 Standard 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 Standard 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

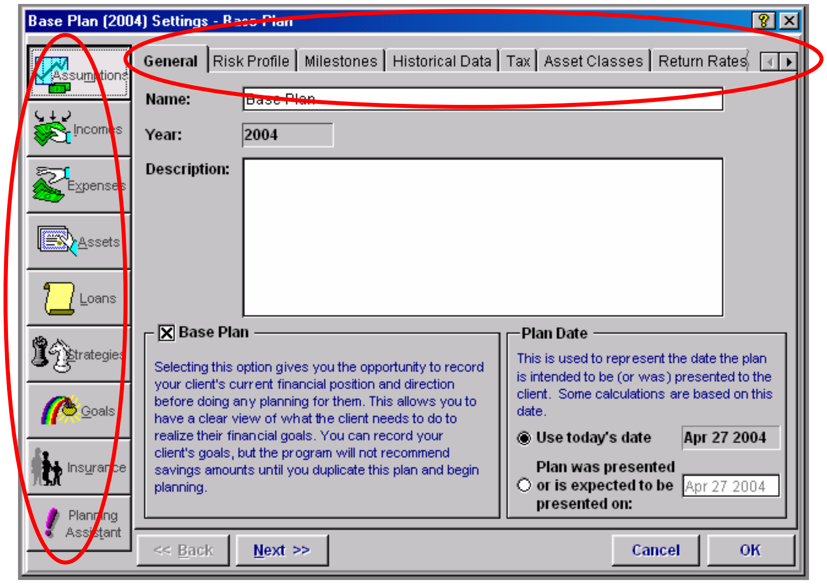
Called the *Plan Data* dialog box, the main data entry screen is where you enter your client's financial data. The main categories for entering data in the *Plan Data* dialog box, located down the left-hand side, are: *Assumptions, Incomes, Expenses, Assets, Loans, Strategies, Goals,* and *Insurance.*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

NOTE: The *Planning Assistant* feature in NaviPlan Standard, which appears as a category below the main data entry categories, can help you analyze the current plan and recognize any shortfalls or opportunities. This feature is explained in step 3, below.

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 duplicated plan, which is explained in step 3, below.

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

Result

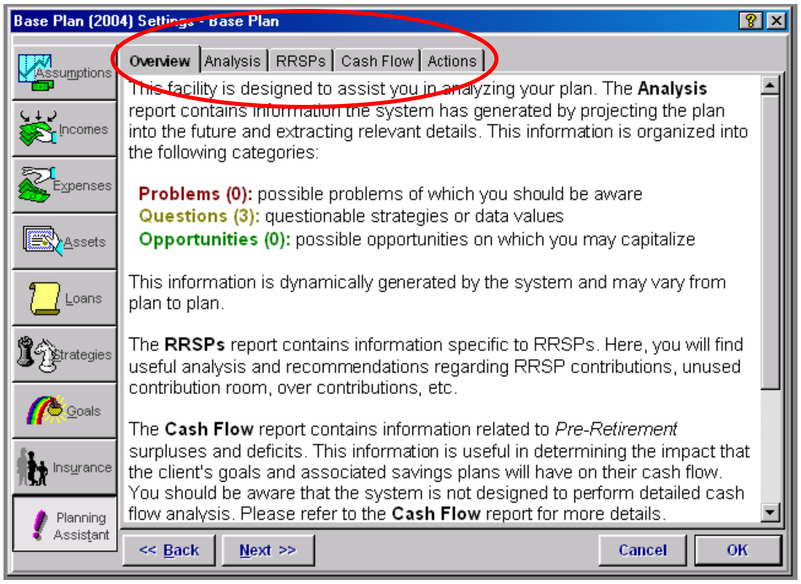
- The *What do you want to do?* dialog box opens.

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

Before you begin experimenting with What-if scenarios, which involves creating a duplicate plan to preserve your original data in the base plan, you should review and analyze your client's current financial position based on the data you just entered in the base plan.

Process

- In the *What do you want to do?* dialog box, select **Review your plans**, and then click **OK.** The dialog box closes, and you return to your NaviPlan Standard desktop.
- Double-click the **Base Plan** folder to return to the *Plan Data* dialog box, and then click **Planning Assistant.** The *Planning Assistant* reveals information about the data you have entered, in four reports: *Analysis, RRSPs, Cash Flow,* and *Actions*. The *Analysis* report organizes the information into three categories: *Problems*, *Questions*, and *Opportunities*.



◂ The *Planning Assistant* reveals information about the data you have entered in 4 reports: *Analysis*, *RRSPs*, *Cash Flow*, and *Actions*.

- Once you have reviewed the findings onscreen, click **OK.** A dialog box opens; click **yes** to confirm that you have finished editing the base plan.
- The *What do you want to do?* dialog box re-opens. Select the **Duplicate the base plan** option, and then click **OK.** The *Plan Data* dialog box for the plan you named Base Plan opens.
- 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 duplicated plan.

NOTE: You can also duplicate the base plan by clicking the plan icon on the NaviPlan Standard desktop, and then going to *Edit* menu and selecting *Duplicate.* You may create numerous duplicate plans to represent a variety of planning options for your client.

- To generate individual reports and graphs for any of the plans on your NaviPlan Standard desktop (base plan or your duplicate plans), select the plan you wish to report on, go to either the **Reports** or **Graphs** menu, and make your selection. NaviPlan Standard automatically generates the report or graph for you.
- To generate a detailed client report (an *Executive Summary* or a *Financial Needs Analysis*), select the plan you wish to report on, go to the **Reports** menu, and then select either **Executive Summary** or **Client Report.** The *Select a Base Plan for Document* dialog box opens.

NOTE: You can also generate the *Executive Summary* or *Client* report by dragging a plan folder onto the yellow note-pad icons on your NaviPlan Standard desktop. (These are the *Generate Executive Summary* and *Generate Report* icons.)

- In the *Select a Base Plan for Document* dialog box, you can confirm which plans you wish to report on. Once you have made your selection, click **OK.** The *Select Document Sections* dialog box opens.
- By default, all of the sections are selected. You may omit sections from the reports by clearing the check boxes beside the sections. When done, click **OK.** NaviPlan Standard automatically generates the report/graph for you.
- To print the generated documents, minimize the report to an icon on your NaviPlan Standard desktop, and then drag the icon onto the *Printer* icon.

NOTE: You will also notice a *Generate Presentation* icon on your NaviPlan Standard desktop. By dragging a plan folder onto that icon, you can automatically generate a PowerPoint presentation. The presentation highlights your client's goals, needs, and recommendations.

Preserving client data, once your trial period is up

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

With a paid, active license, you will be able to reactivate NaviPlan Standard 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 Standard, go to the **Help** menu and select **About.** The *About NaviPlan Standard* 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 Standard you are using, and how to contact EISI (the developer of NaviPlan) for product support and licensing information.

Sample client data

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

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