

## Your **automated** content management system for error-free production of complex **fact sheets**.

- ✓ Web based — no .exe's to manage and run; access from anywhere
- ✓ Automatically composes PDFs in minutes, including all dynamic charting
- ✓ Auto-fit capability virtually eliminates manual work
- ✓ Instant preview of pie charts, with autofit and configurable preferences
- ✓ Translated and localized versions produced immediately on data ok
- ✓ Foreign versions instantly customized for compliance and share classes
- ✓ Foreign content can be reviewed, and approved, before data is received
- ✓ Full on-screen viewing and editing in all languages, including Asian and Arabic

- ✓ Proof log tells you who requested latest proof and when
- ✓ Search (and optionally replace) editorial content globally or by product or fund
- ✓ Column sort capability added for data review and editing
- ✓ Visual Navigation makes finding data and editing easier
- ✓ Robust workflow screens display status globally or by data category, sheet or user
- ✓ System emails can notify users of selected events (e.g., a data category is approved)
- ✓ Pin footnotes to any bit of data to ensure compliance and enhance productivity
- ✓ Integrated Request Tracker, to note issues and suggest enhancements
- ✓ Sheets sharing common content only need to be updated and reviewed once
- ✓ Scalable and expandable
- ✓ Instant message notifications for user-to-user and system notices

- ✓ Audit trail tracks changes made in detail, including when and by whom
- ✓ Changes can be selectively rolled back
- ✓ Data section is locked during editing, while allowing editing of other sections
- ✓ Data and text can be locked to prevent unwanted changes
- ✓ Foreign offices can be permissioned to only allow editing of certain text areas
- ✓ Full support of multiple currencies
- ✓ Full, flexible support of multiple classes
- ✓ Full user control over name normalization eliminates repetitive inconsistencies
- ✓ Normalization tables for industry, sector, country, and currency names
- ✓ Automated data uploads from multiple sources
- ✓ Excel sheets can be cut & pasted by any selected range

- ✓ Integrates with ProofPlus® Prospectus and Shareholder Report capability
- ✓ XML support enables SEC XBRL filings
- ✓ Responsive, knowledgeable staff with long term subject matter expertise
- ✓ Unlimited number of PDF proofs at no additional charge
- ✓ No start-up or implementation fees
- ✓ Flexible programming capability allows responding to last minute compliance needs and changes in the supplied data feed formats that happen after 'lock-down' and pre-testing of conversion routines

## Fund List Home Page



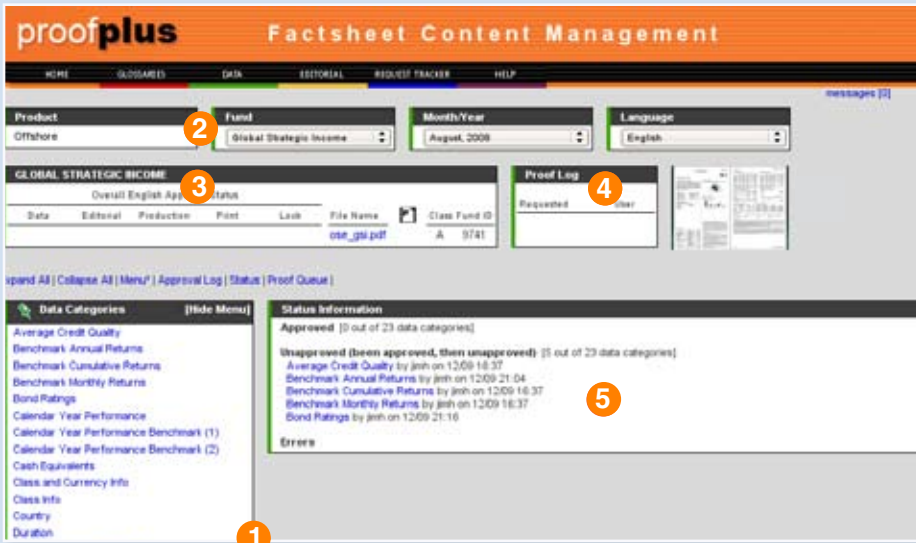
After logging on to our secure site you will see the Fund List page (aka "Home")

Here you can select from a list of your User Funds, or any other funds you would like to track or edit. You can also select the language and edition you are interested in.

**1** Important messages are displayed at the top of your screen. Once acknowledged, they will disappear from view. Conversely, you can send messages by clicking on the message tab **2**.

**3** **Fund Status**  
In the Fund Status field, the progress of each document is tracked. A pie icon displays how much of each category of information has been approved by your staff for production. You can also approve different areas of a specific document from this window.

## Fund Data Page



You have just clicked on a document name to view or edit a specific fund. Our example is "Global Strategic Income," which has taken you directly to that Fund Data page.

**1** **Data Categories Menu**  
The Data Categories Menu lists all of the variable data sections in your document. The status of the data areas is indicated with a pie icon. If there are normalization issues, a red flag appears. A click of the mouse will open that data field (in place of the Status Information field) **5**. From there you can view, edit or approve the data.

**2** Note that you can still change the product list, fund, language or edition you are viewing OR simply click on Home to get back to the List page.

**3** **Fund Status**  
The Fund Status field is still in view and fully functional.

**4** **Proof Log**  
A convenient Proof Log tells you who requested the last proof and when.

## Fund Data Editing



You can edit data, import new data from an Excel spreadsheet, add a footnote, audit or approve the data category for that specific fact sheet. Data can be sorted by clicking on the column head.

To edit, click on the Edit button **1**. The data will be displayed in Excel edit mode. Data type errors/warnings are shown when entering the edit mode. After keying the change, click Save, Cancel or Reset. Note: the field is locked to other users when in editing mode.

**2** The audit function tracks the edits that have been made, when and by whom. There is an option to revert to previous versions.

## Editing and Copy-Fitting Pie Charts

Editing and copy-fitting pie charts can be a particular challenge. Our system uses state of the art automation and previewing functions to ease the way.

1 First, click on the Data Category for the chart or use the Visual Navigator 2. The Data Table will appear 3.

3 Data Table  
Untranslated text will appear in ALL CAPS. All normalization issues are flagged with a red flag icon. Click on the red flag to edit, or use the drop down menu 4 to select edit for the entire table (in this mode, you can also reorder the categories). Type in the text as you want it. When you save, the new translation/normalization will also be saved in the glossary for later use.

Use the drop down menu 4 to select Preview.

5 A preview of the chart appears as well as a log 6 showing the status of that pie chart for that specific fund and any pertinent languages. Charts which have been approved will be locked.

If the words do not fit, click on auto-fit. The software will re-order the slices and break text automatically. Once it is OK, click Approve.

### Pie Charts in Additional Languages

Select the Language you want to view and click preview. The pie chart will appear 7 next to the English pie chart for comparison. Click auto-fit if needed.

The screenshot shows the 'proofplus' interface with the 'DATA' tab selected. A sidebar on the left contains 'Data Categories' with 'Top Ten Breakdown' selected. The main area displays a 'Data Table' with columns for Source, Type, Security, Country, Industry, and Price. Below the table are three preview windows: 'Choose Language' (with 'Spanish' selected), 'Top Ten Breakdown English', and 'Top Ten Breakdown Latin'. A 'Proof Log' window is also visible in the top right.

## The Editorial Section

Editing "Editorial" or boilerplate text that is specific to a particular fund.

1 Click on the Editorial tab.

2 An Editorial Categories Menu appears. Click on the desired category to view that field OR use the Visual Navigator 3.

4 Note that the name of the fund you are editing is displayed above the Approval Status field. The fund, issue or language can be easily changed.

### Editing

Key text in a WYSIWYG editor. Apply bold, italic or underline as needed.

### Predefined variables/constants

Use this tab to access common symbols, spaces and dashes, currency or fractions. There is also a convenient function to select "Fund Name" or "Class" and that specific fund name or class will be keyed automatically.

### Insert Custom Character

Clicking here brings up a menu with scores of Latin, Greek, math symbols and dingbats to choose from.

The screenshot shows the 'proofplus Factsheet Content Management' interface with the 'EDITORIAL' tab selected. The top navigation bar includes 'HOME', 'GLOSSARY', 'DATA', 'EDITORIAL', 'REQUEST TRACKER', and 'HELP'. Below the navigation bar are filters for Product, Fund, Month/Year, and Language. The main content area shows a text editor with a 'Objective' field containing text about portfolio risk-adjusted income. A sidebar on the left lists 'Editorials' with 'Objective' selected. A 'Proof Log' window is visible in the top right.

## Visual Navigator

Do all those Data Category names look foreign? No problem! Find the area you are looking for using our Visual Navigator **1**.

**2** Click on the small image of the fact sheet, or on the icon, to bring up the Visual Navigator in a new window.

Click on the area you want to see and the name of that data category will be displayed. Click on the name and that area will open on the Fund Data page. This is convenient if you do not know what all those data categories are called.

## The Editorial Section

- ✓ Custom Individual Localizations, not just translations
- ✓ Multiple Currencies
- ✓ Custom Share Classes
- ✓ Full Unicode Support Onscreen

Class	Orisk	Security	Maturity	Country	Industry	Percent
1		FHLM (11/07 - 4/07)		United States	CMOs	12.5
2		FHLM (1/08 - 1/07)		United States	Mortgage Pass-Through	9.3
3		ABX Institutional Investments Senior Loan Portfolio		Luxembourg	Investment Funds	5.5
4		European Investment Bank 1.40% 5/20/17		Supranational	Supranationals	3.5
5		Kreditanstalt für Wiederaufbau 1.85% 01/01/10		Germany	Governments - Sovereign Agencies	2.7
6		Japan Finance Corp (Municipal Enterprises) 1.85% 03/01/13		Japan	Governments - Sovereign Agencies	2.7
7		Sweden (Kingdom of) 3.00% 1/25/00		Sweden	Governments - Treasuries	2.6
8		Canada (GOVERNMENT OF) 10/30/00		Canada	Net Cash Equivalents	1.9
9		VMICM (7/05 - 5/05)		United States	Commercial Mortgage-backed Securities	1.9
10		Norway Treasury BR 03/17/00		Norway	Net Cash Equivalents	1.7

## Security Normalizations

Industry and Sector Normalization Tables automatically ensure consistency.