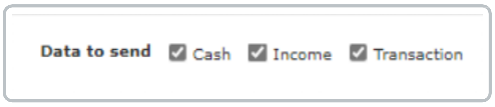
To set up a new export job for selected advisers

1. From the **Data Exchange** menu, click **Integration Centre**.

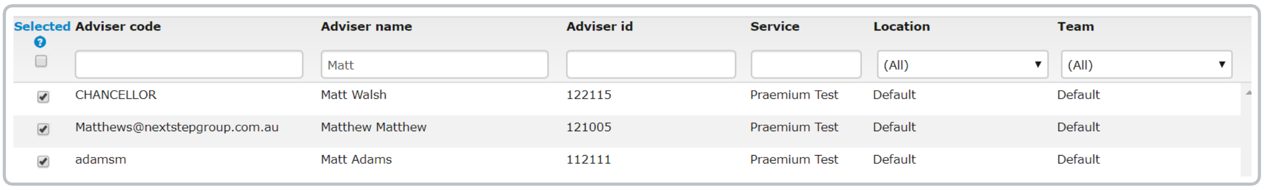
   On the **Adviser Export** tab, the **Adviser export list** screen shows a list of the exports you have set up for selected advisers.
2. Click **Add new**.
3. Type a name for the export and select the type of export you want to set up from the **Recipient** dropdown list.
4. Select the transaction types you want to export using the **Data to send** check boxes:



- **Cash**: Export cash transactions.
- **Income**: Export income received, such as dividends and interest.
- **Transaction**: Export stock transactions, such as sales and purchases.

- Select “daily” for the frequency.

- Use the filters to find and select the adviser(s) for which you want to export transactions.



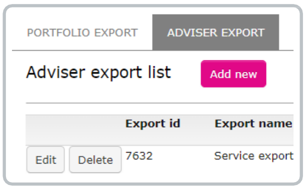
Selected	Adviser code	Adviser name	Adviser id	Service	Location	Team
		Matt			(All)	(All)
✔	CHANCELLOR	Matt Walsh	122115	Praemium Test	Default	Default
✔	Matthews@nextstepgroup.com.au	Matthew Matthew	121005	Praemium Test	Default	Default
✔	adamsm	Matt Adams	112111	Praemium Test	Default	Default

You can select as many advisers as you require in the export. If you click the **Selected** column heading, it will display all the selected advisers. If you click the checkbox below the **Selected** column heading, it will select all the advisers.

- Click **Create**.

The new export displays on the Adviser export list screen.

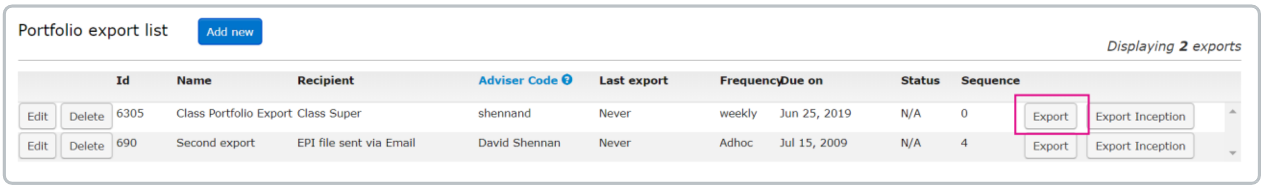
- The export will need to be registered with the third party software by providing the **Export id.**



	Export id	Export name
Edit Delete	7632	Service export

Running exports

Exports that occur at a specified frequency can still be run ad hoc by clicking the **Export** button.



	Id	Name	Recipient	Adviser Code	Last export	Frequency	Due on	Status	Sequence	
Edit Delete	6305	Class Portfolio Export	Class Super	shennand	Never	weekly	Jun 25, 2019	N/A	0	Export Export Inception
Edit Delete	690	Second export	EPI file sent via Email	David Shennan	Never	Adhoc	Jul 15, 2009	N/A	4	Export Export Inception

The first time you run an export, it will export all transactions from the portfolio's inception date. Subsequent exports will run from the date of the last export to the current date; however, for an ad hoc export you can click **Export Inception** to re-run an export from the inception date for all of the selected portfolios.

Portfolio export list Add new

*Displaying **2** exports*

		Id	Name	Recipient	Adviser Code	Last export	Frequency	Due on	Status	Sequence		
Edit	Delete	6305	Class Portfolio Export	Class Super	shennand	Never	weekly	Jun 25, 2019	N/A	0	Export	Export Inception
Edit	Delete	690	Second export	EPI file sent via Email	David Shennan	Never	Adhoc	Jul 15, 2009	N/A	4	Export	Export Inception