SPV Reporting Tool SharePoint Functionalities User Guide

Last Updated: December, 2009

Bank of America
Merrill Lynch

SharePoint Overview

The SPV Reporting Tool SharePoint was created to provide access to all users to the SPV Reporting Tool.

The site contains the following worksites:

- *Golden Copy Report*
- *Trigger and Error Reports*
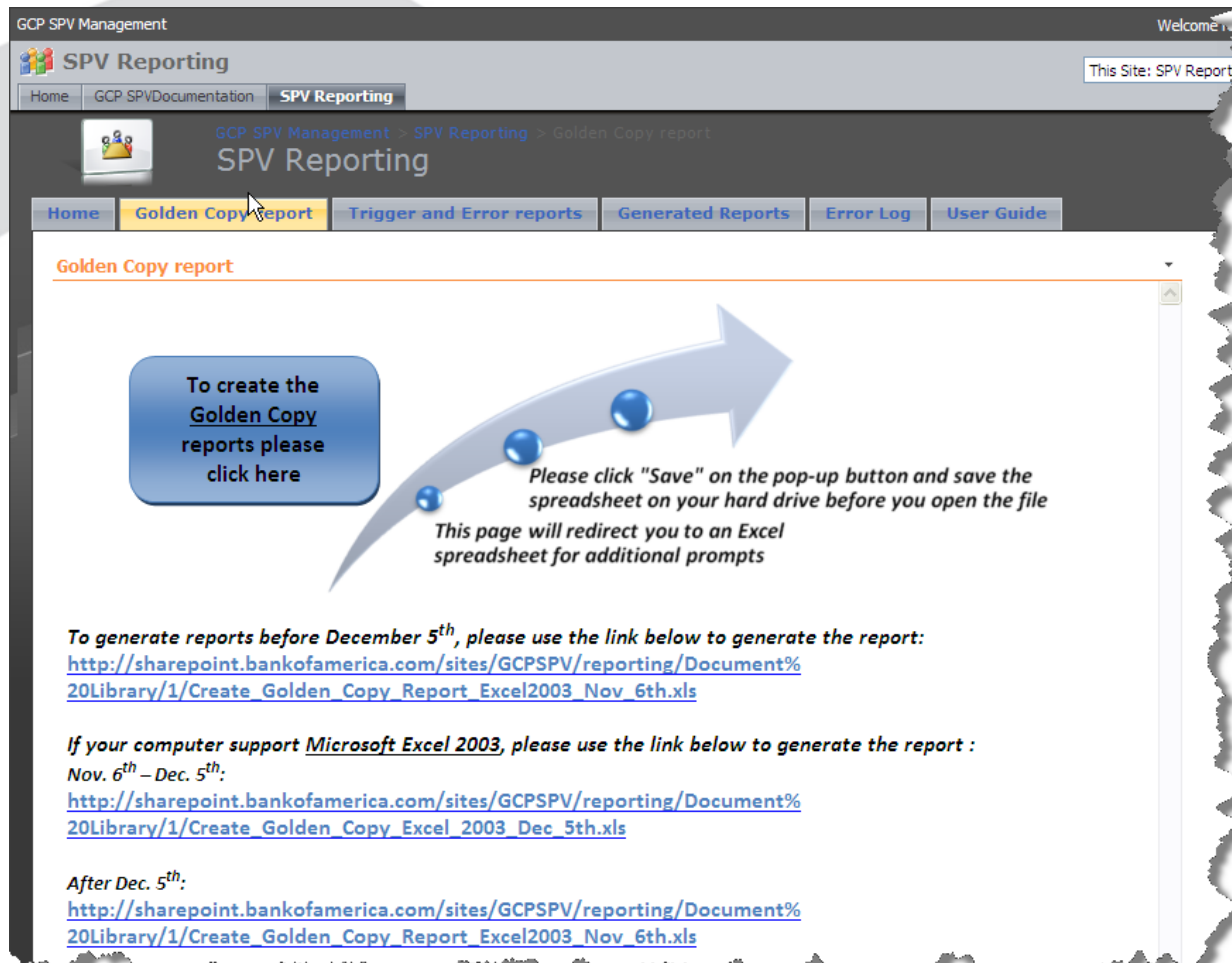- *Generated Reports*
- *Error Log*
- *User Guide*

SharePoint
Overview – Golden Copy

The following section describes the procedure to access the SPV Reporting Tool, which creates the Golden Copy report, from the SharePoint site below:

http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Golden%20Copy%20report.aspx

1. Click on the blue button to generate the report.

1. A pop-up window will appear. Select "SAVE" to save the MS Excel spreadsheet on your hard drive.

Note: If you select "OPEN" You will not be able to run the report due to security and change control standards

SPV Reporting Tool > Golden Copy Report

Golden Copy Report

To create the
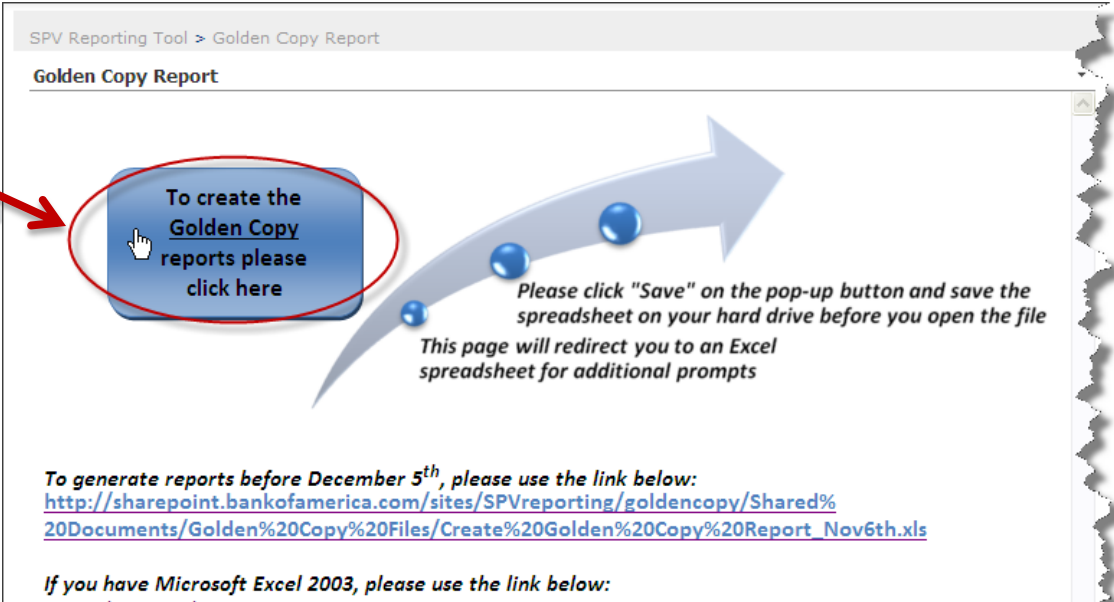Golden Copy
reports please
click here

Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file

This page will redirect you to an Excel spreadsheet for additional prompts

To generate reports before December 5th, please use the link below:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

If you have Microsoft Excel 2003, please use the link below:

lden Copy Report

To create the
Golden Copy
reports please
click here

File Download

Do you want to open or save this file?

Name: Create Golden Copy Dec 5th.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 868KB
From: sharepoint.bankofamerica.com

Open   Save   Cancel

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

o generate reports before De
ttp://sharepoint.bankofame
Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

1. If you wish to run reports before December 5th, please the link below the button feature:

To create the
Golden Copy
reports please
click here

Please click "Save" on the pop-up button and save the
spreadsheet on your hard drive before you open the file

This page will redirect you to an Excel
spreadsheet for additional prompts

To generate reports before December 5th, please use the link below:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%
20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

If you have Microsoft Excel 2003, please use the link below:

1. If your computer does not support Microsoft 2007, please click on the following two links below to run reports before December 5th and after December 5th :

To create the
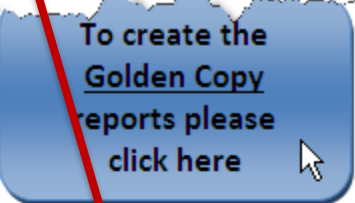Golden Copy
reports please
click here

Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file

This page will redirect you to an Excel spreadsheet for additional prompts

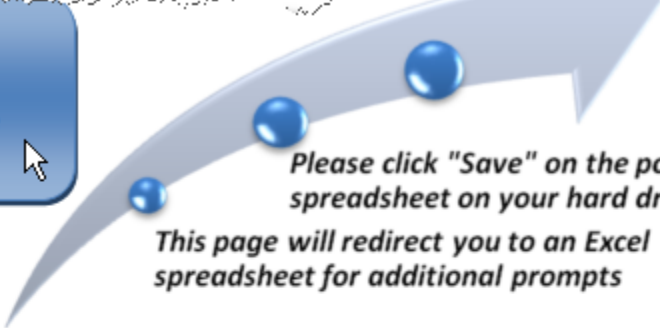To generate reports before December 5th, please use the link below to generate the report:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

If your computer support Microsoft Excel 2003, please use the link below to generate the report :
Nov. 6th – Dec. 5th:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%20Golden%20Copy%20Report_Excel2003_Nov%206th.xls

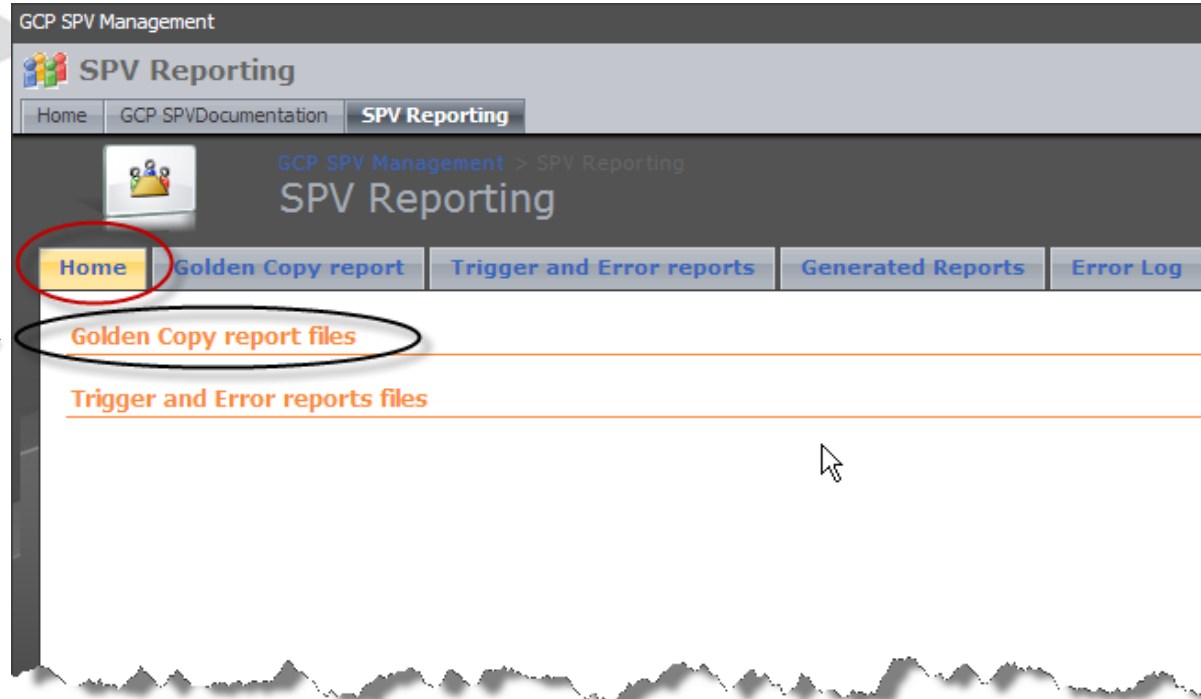After Dec. 5th:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%20Golden%20Copy_Excel%202003_Dec%205th.xls

SharePoint Button Functionalities

1. Select Home

2. Select Golden Copy report files
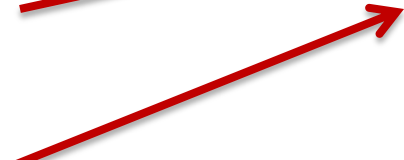
1. Select **"Create Golden Copy Report Dec 5th"** excel file and select "E-mail a Link". This will allow you to get the location of the SPV Reporting Tool

1. Select Golden Copy Files
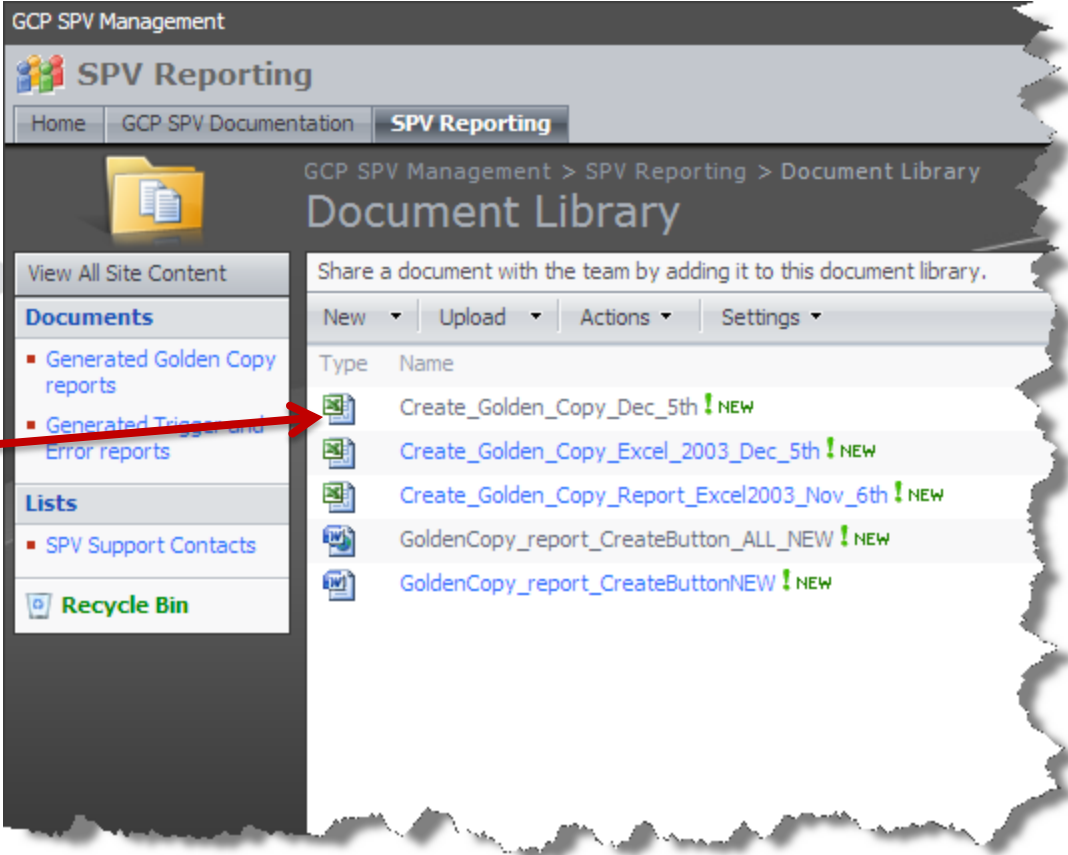
2. Select "E-mail a Link"

1. Select <u>"Create Golden Copy Report Dec 5th"</u> excel file and select "E-mail a Link". This will allow you to get the location of the SPV Reporting Tool

2. Select "E-mail a Link"

1. Copy the URL which will appear in a new Untitled Message

Untitled - Message (HTML)

Message Insert Options Format Text Developer

Paste
Clipboard

B I U ab A ☰ ☰ ☰ ☰ ☰

Basic Text

Address Check
Book Names

Names

Follow
Up

Options

ABC

Spelling

Proofing

To...
Cc...
Send
Subject:

http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report.xls

2. Select the Single Web Page file called "GoldenCopy_report_Create_Button_ALL_NEW"
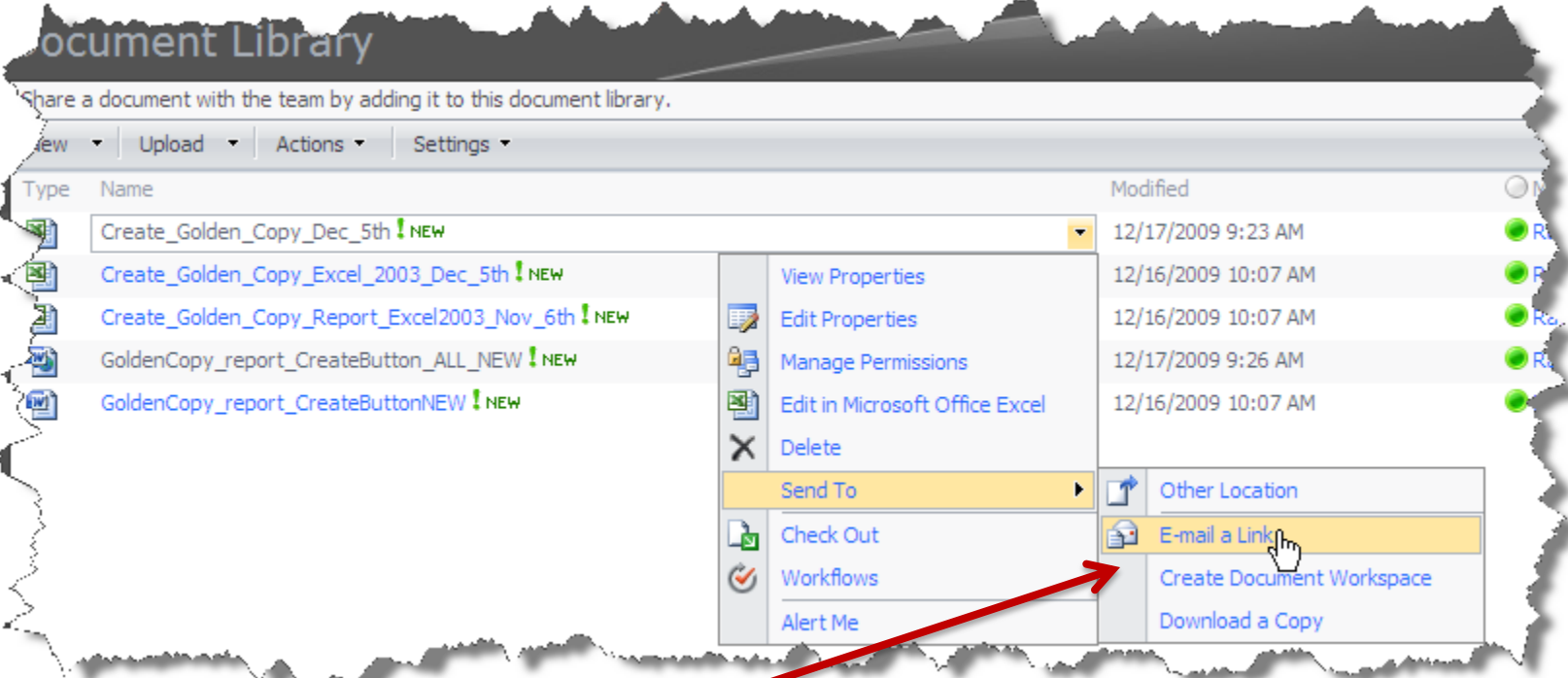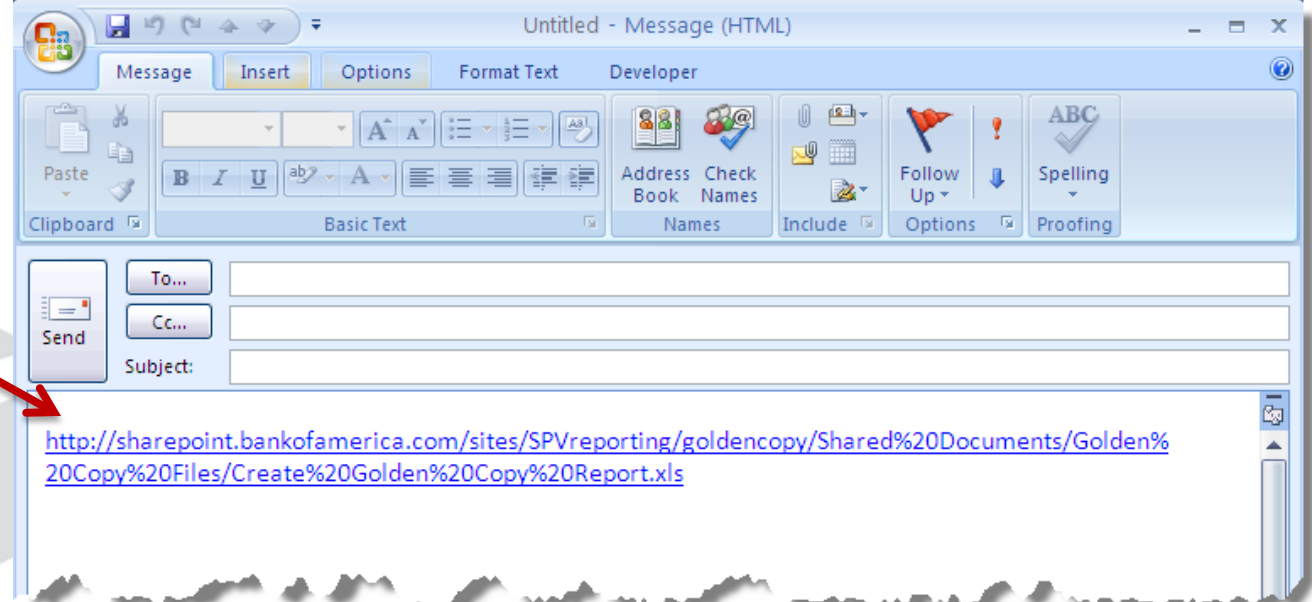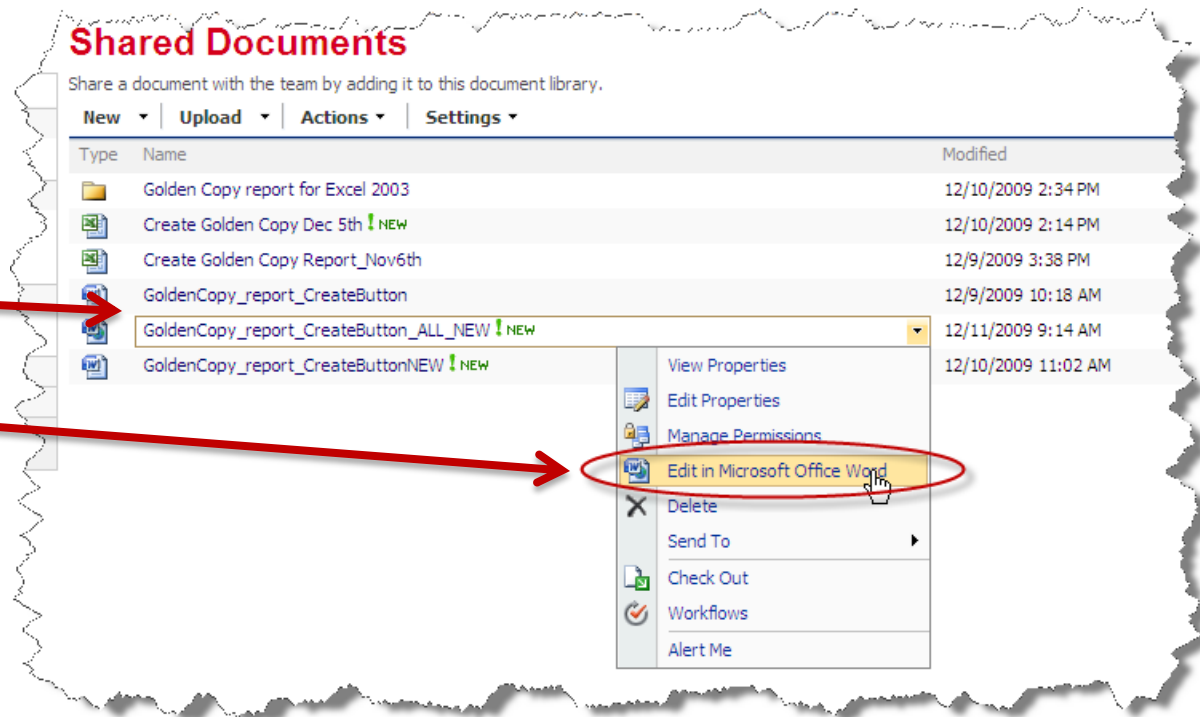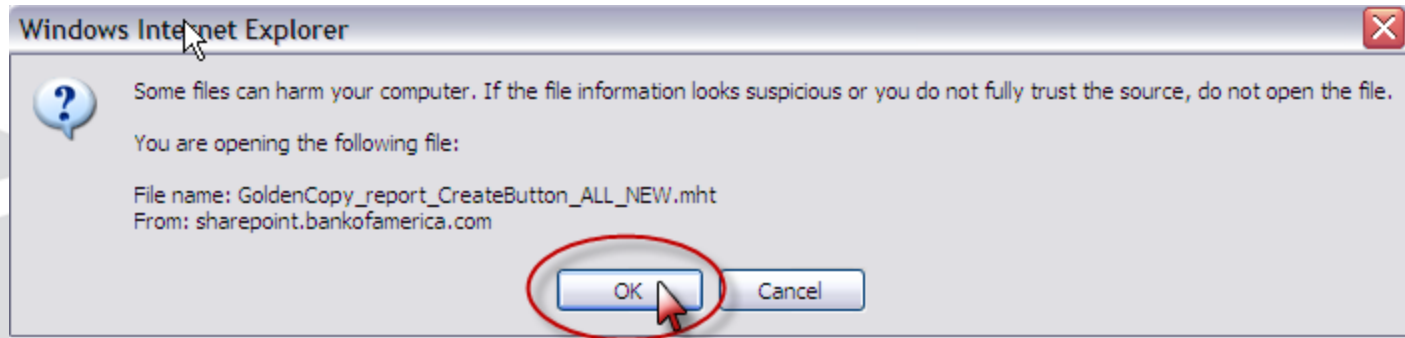
3. Select "Edit in Microsoft Office Word" to be able to modify the file

Shared Documents

Share a document with the team by adding it to this document library.

New ▾ | Upload ▾ | Actions ▾ | Settings ▾

Type	Name		Modified
📁	Golden Copy report for Excel 2003		12/10/2009 2:34 PM
📊	Create Golden Copy Dec 5th ! NEW		12/10/2009 2:14 PM
📊	Create Golden Copy Report_Nov6th		12/9/2009 3:38 PM
📄	GoldenCopy_report_CreateButton		12/9/2009 10:18 AM
📄	GoldenCopy_report_CreateButton_ALL_NEW ! NEW		12/11/2009 9:14 AM
📄	GoldenCopy_report_CreateButtonNEW ! NEW		12/10/2009 11:02 AM

View Properties
📝 Edit Properties
🔒 Manage Permissions
📄 Edit in Microsoft Office Word
✕ Delete
Send To ▸
📄 Check Out
🗘 Workflows
Alert Me

1. Select "OK" to open the file in MS Office Word.

Windows Internet Explorer

? Some files can harm your computer. If the file information looks suspicious or you do not fully trust the source, do not open the file.

You are opening the following file:

File name: GoldenCopy_report_CreateButton_ALL_NEW.mht
From: sharepoint.bankofamerica.com

OK   Cancel

Convert File

Convert file from:

Plain Text
Encoded Text
Rich Text Format (RTF)
HTML Document
Single File Web Page
XML Document
Recover Text from Any File
Windows Write
Word 6.0/95 for Windows & Macintosh
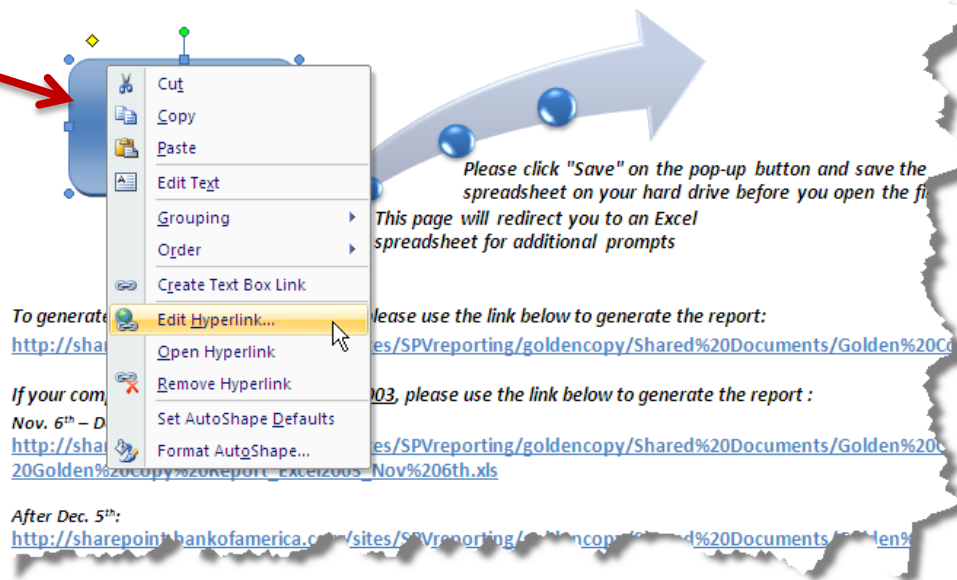WordPerfect 5.x
WordPerfect 6.x
Works 6.0 - 9.0

2. Select the <u>Single File Web Page.</u>

3. Select "OK" to proceed.
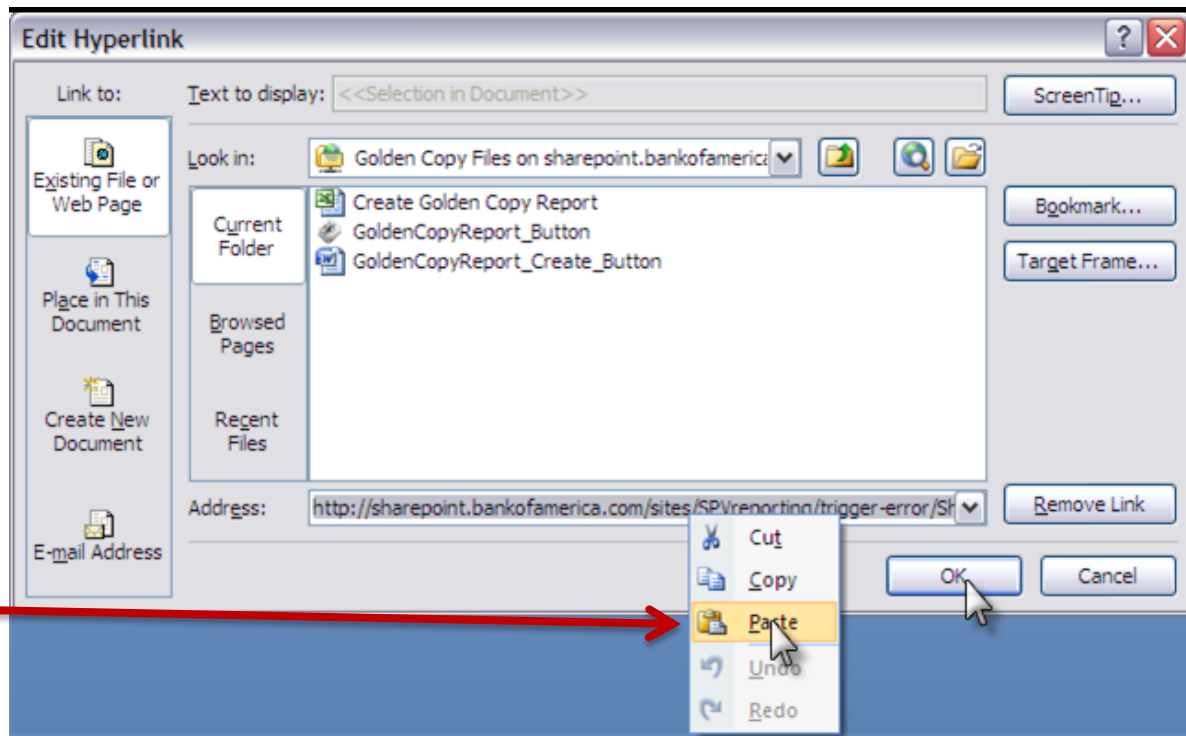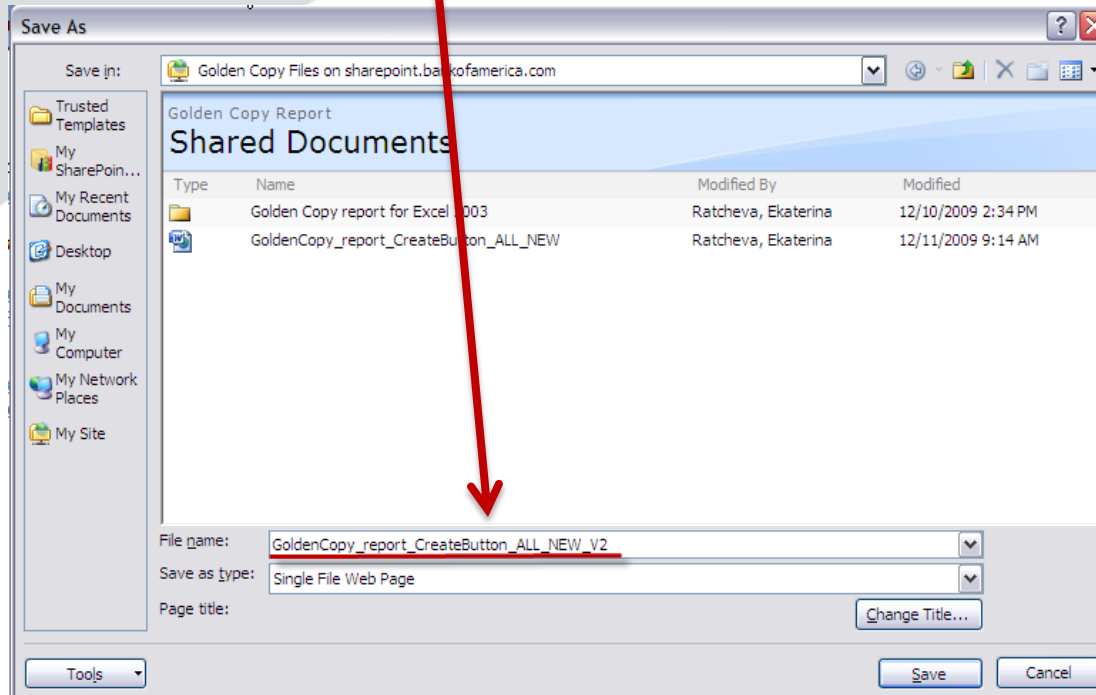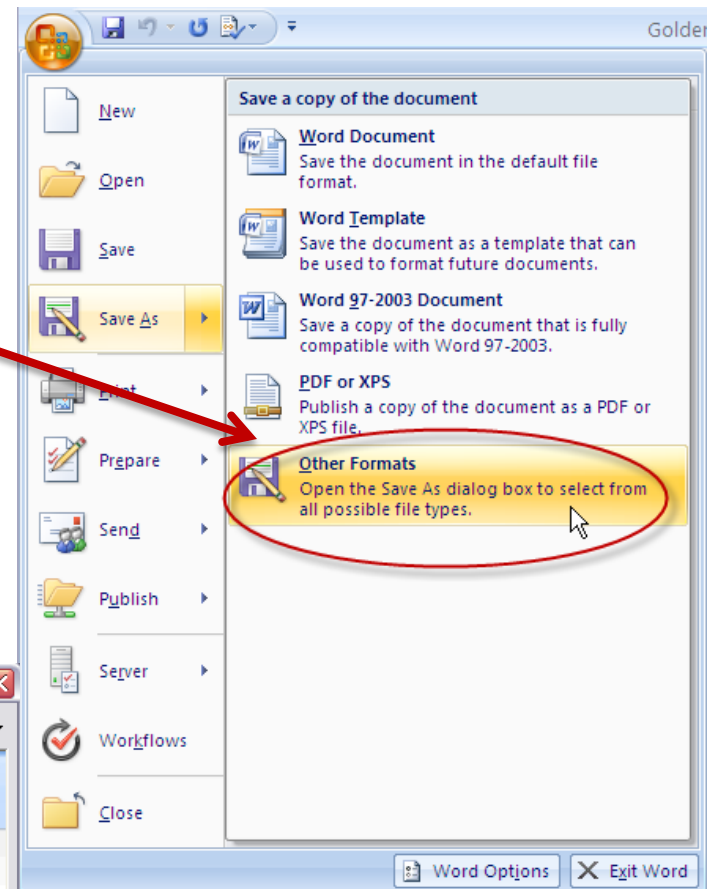
OK   Cancel

1. **Right click on the blue button**

2. **Select "Edit Hyperlink…"**

3. **Paste the copy selection from the email which contains the location of the SPV Reporting Tool in the "Address" field**
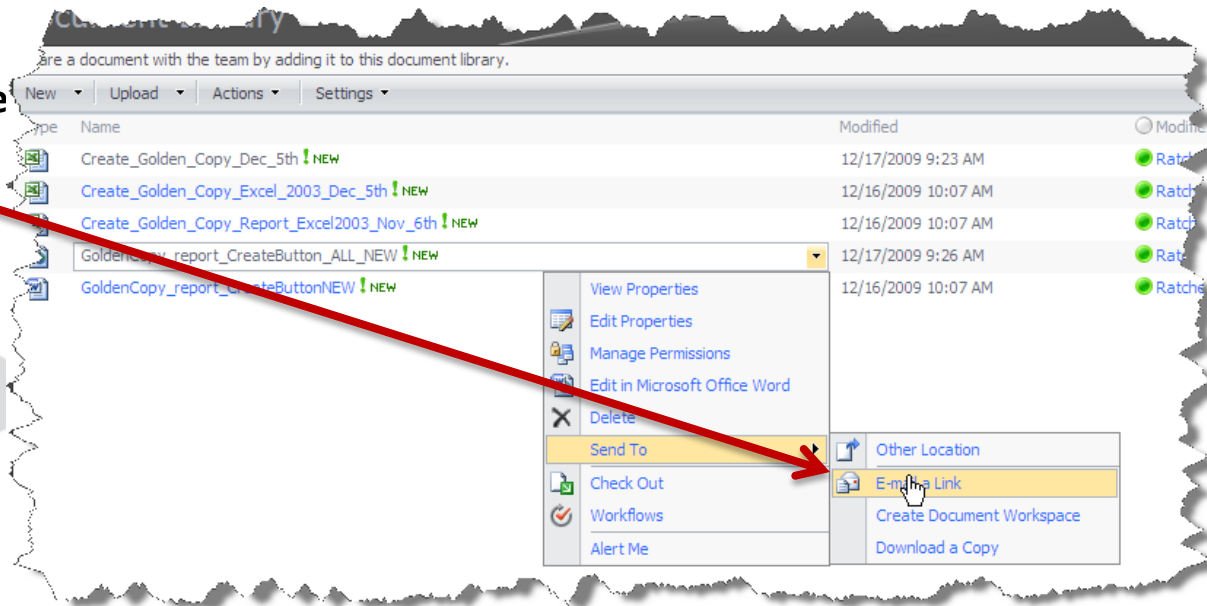
4. **Select "OK"**

2. Paste the copied URL

1. **Select "Save As"**

2. **Select "Other Formats"**

3. **Change the filename by adding simply V2, V3, etc.**
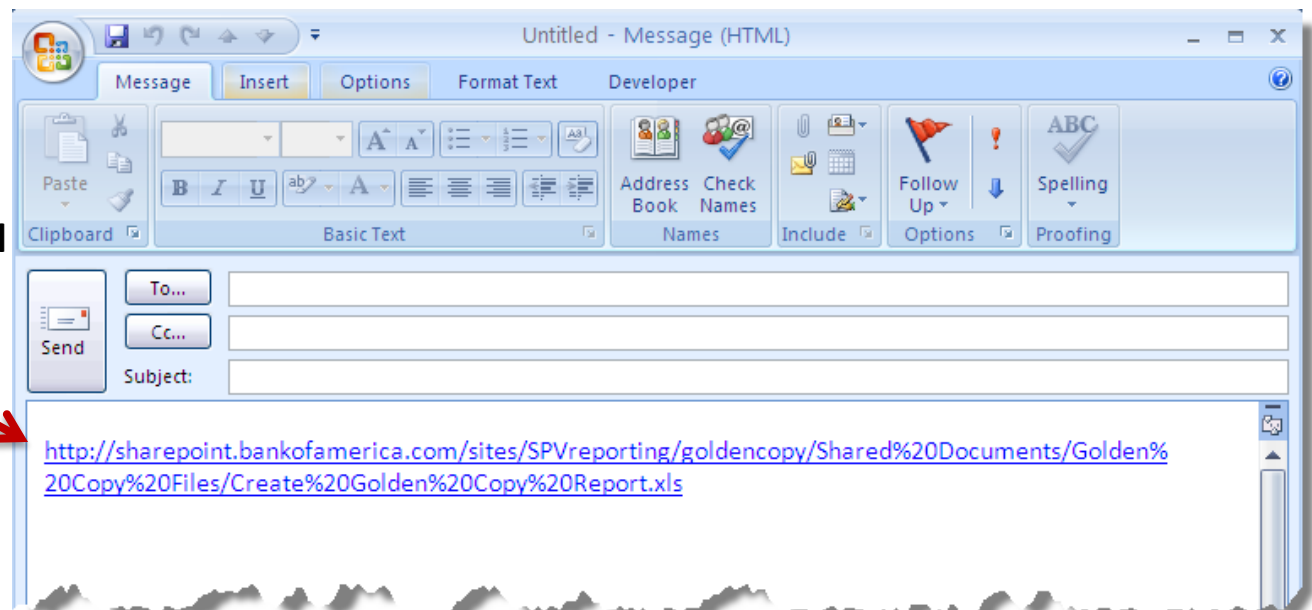
4. **Select "SAVE"**

1. **Select the new file which is saved under the Shared Documents (find it by the name you chose in the previous step)**
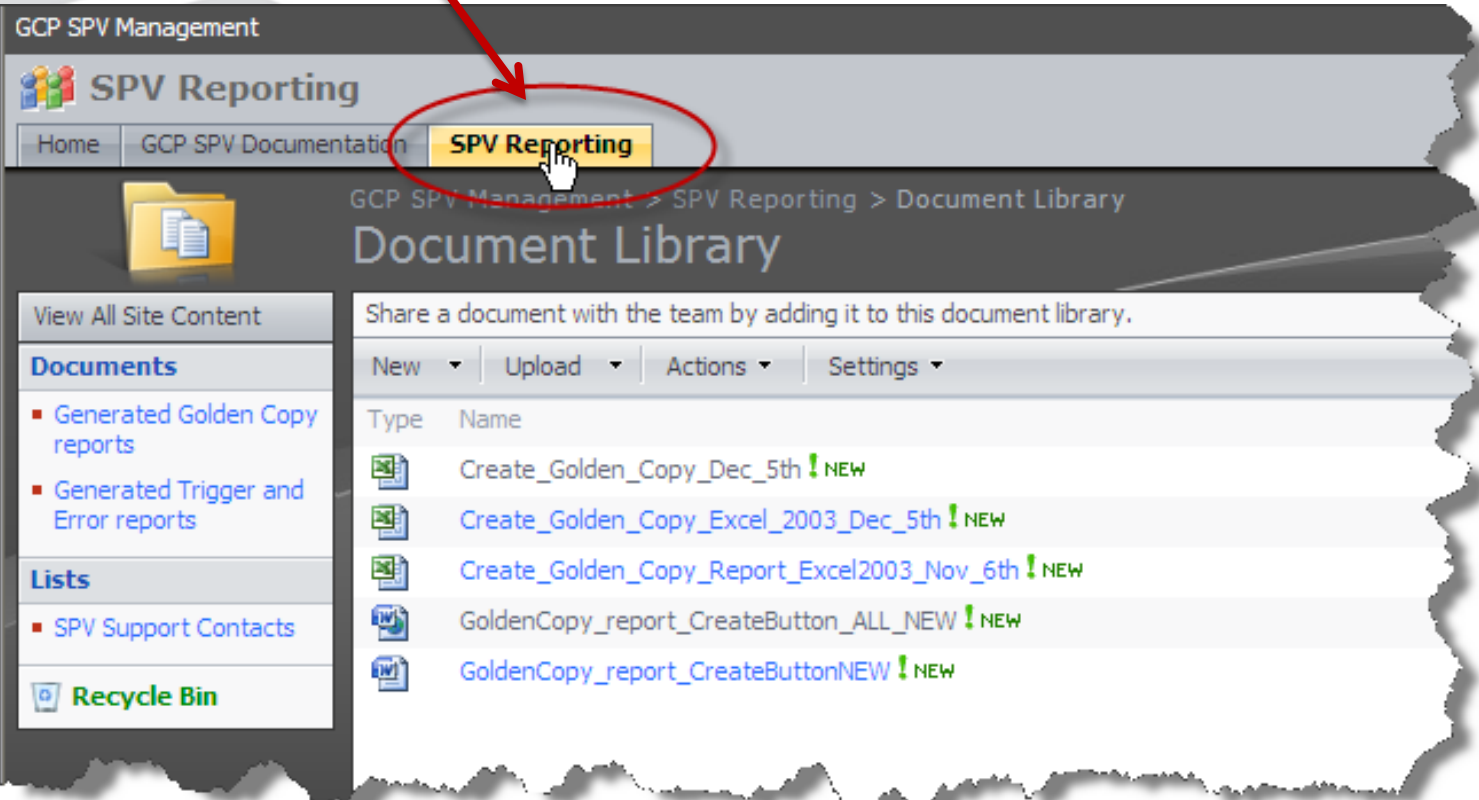
2. **Select the name and from the drop down menu select"E-mail a Link". This will allow you to get the location button**
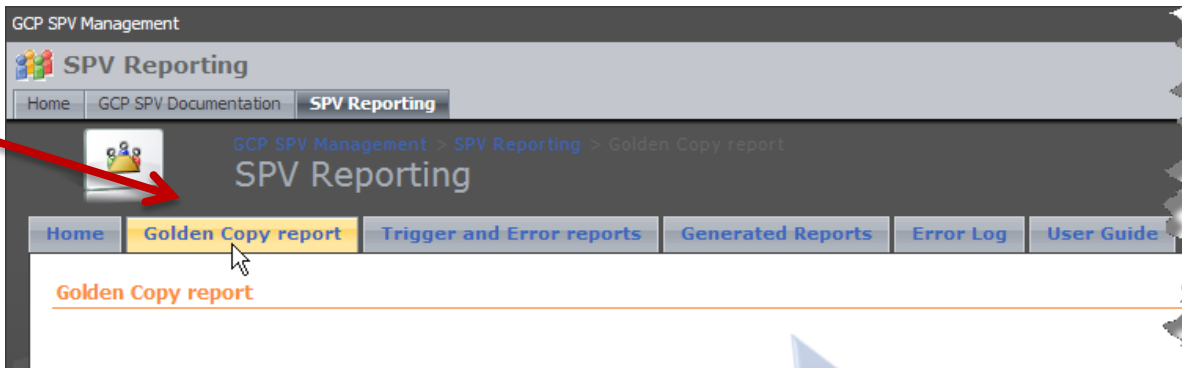

3. Copy the URL from the email

http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report.xls

1. Select "SPV Reporting" from the Tab menu on the top

1. Select "Golden Copy Report" from the Tab menu

GCP SPV Management

SPV Reporting

Home | GCP SPV Documentation | **SPV Reporting**

GCP SPV Management > SPV Reporting > Golden Copy report

SPV Reporting

Home | **Golden Copy report** | **Trigger and Error reports** | **Generated Reports** | **Error Log** | **User Guide**

Golden Copy report

Golden Copy Report

This Site: Golden Copy Report

Golden Copy Report | **Trigger and Error Reports** | **User Guide**

Site Actions

SPV Reporting Tool > Golden Copy Report

Content

ments

Create
Add a new library, list, or web page to this website.

Edit Page
Add, remove, or update Web Parts on this page.

Site Settings
Manage site settings on this site.

2. Select "Edit Page" (this button is located on the right hand side of the page

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Reporting Tool > Golden Copy Report

Left | Right

Add a Web Part | Add a Web Part

Page Viewer Web Part   edit ▾ ✕

To link to content, open the tool pane and then type a URL in the **Link**

Minimize
Close
✕ Delete
Modify Shared Web Part
Connections
Export...

Change properties of this shared Web Part. These changes will apply to all users.

3. Select "Add a Web Part"

3. Select "Page Viewer Web Part" which is located under the **Miscellaneous** section"

1. Select "Web Page" in the Page Viewer Web Part properties

2. Type the copied URL from the Untitled message to specify a link

3. Type the title of the Page Viewer Web Part – "Golden Copy Report"

4. Specify the height - 500 Pixels

5. Specify the width – 740 Pixels

6. Select "Apply"

7. Select "OK"

◁ **Golden Copy Report**   ✕

Page Viewer   ≫

Select whether you want to display a file, folder, or Web page in the Page Viewer Web Part.

◉ Web Page
◯ Folder
◯ File

Link
To specify a link, type a URL or path. (Test Link)

http://sharepoint.bankofamer [...]

⊟ **Appearance**

Title
Golden Copy Report

Height
Should the Web Part have a fixed height?
◉ Yes   500 Pixels ▾
◯ No. Adjust height to fit zone.

Width
Should the Web Part have a fixed width?
◉ Yes   740 Pixels ▾
◯ No. Adjust width to fit zone.

Chrome State

◯ Minimized
◉ Normal

Chrome Type

OK   Cancel   Apply
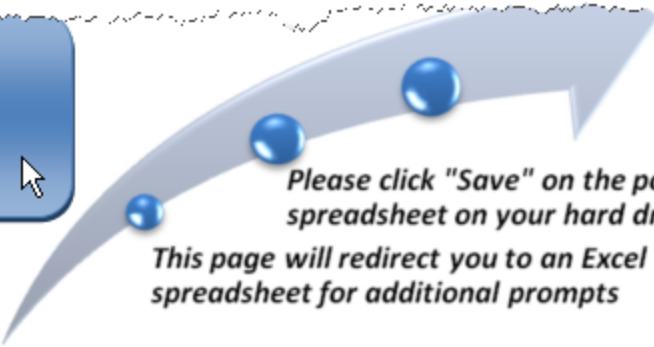
SharePoint Button Functionalities
(reports for Nov 6th and MS Excel 2003)

In order to display the appropriate URLs for report after December 5th and Microsoft Excel 2003. Follow the same procedures as coping a URL from the Untitle Message. The following steps, describe the procedure in details:

To create the Golden Copy reports please click here

Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file

This page will redirect you to an Excel spreadsheet for additional prompts

To generate reports before December 5th, please use the link below to generate the report:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

If your computer support Microsoft Excel 2003, please use the link below to generate the report :
Nov. 6th – Dec. 5th:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%20Golden%20Copy%20Report_Excel2003_Nov%206th.xls

After Dec. 5th:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%20Golden%20Copy_Excel%202003_Dec%205th.xls

1. Select the Golden Copy workspace to access the Golden Copy files

2. From the Quick Launch bar on the left hand side of your Home Page, select Shared Documents.

1. Select Golden Copy Report workspace

2. Select Shared Documents

SharePoint Button Functionalities – Golden Copy

The following section describes the procedure to access the SPV Reporting Tool, which creates the Golden Copy report, from the SharePoint site below:

http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Golden%20Copy%20report.aspx

1. **Select the Golden Copy Files folder under Shared Documents**

2. **Select "Create Golden Copy Report Nov 6th" excel file and select "E-mail a Link". This will allow you to get the location of the SPV Reporting Tool**

SPV Reporting Tool > Golden Copy Report > Shared Documents

Shared Documents

Share a document with the team by adding it to this document library.

New ▾	Upload ▾	Actions ▾	Settings ▾

Type	Name	Modified
📁	Golden Copy Files	11/30/2009 2:33 PM

1. Select Golden Copy Files

Shared Documents

Share a document with the team by adding it to this document library.

New ▾	Upload ▾	Actions ▾	Settings ▾

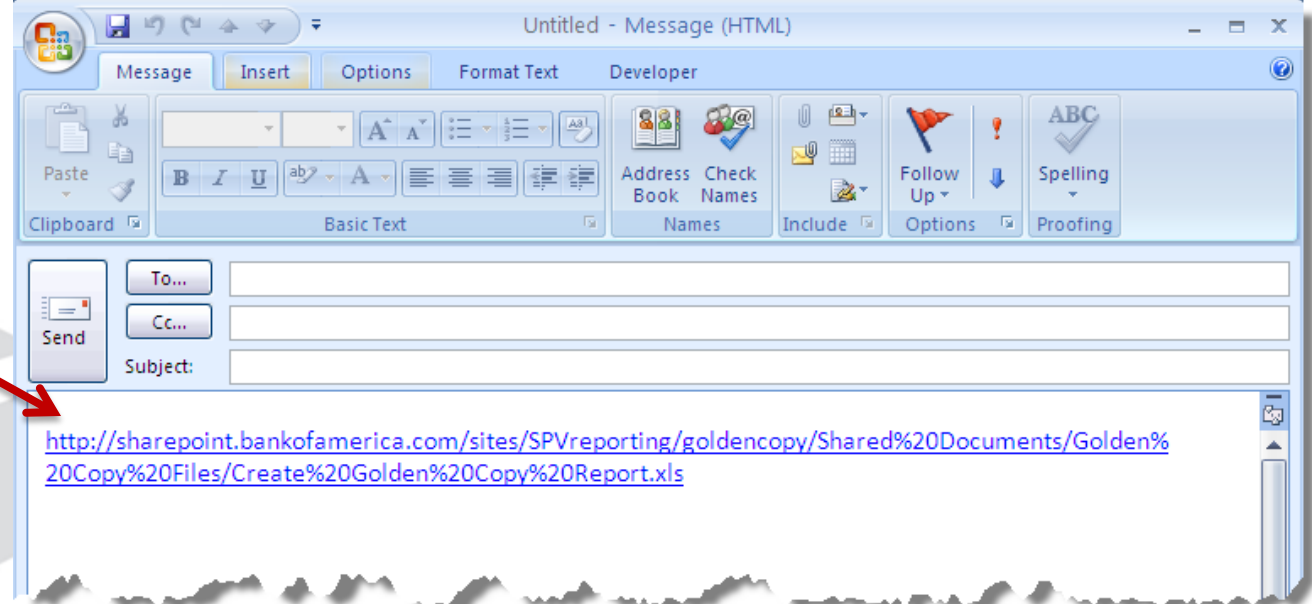| Type	Name	Modified	Modified
📁	Golden Copy report for Excel 2003	12/10/2009 2:34 PM	🟢 Ratchev
📊	Create Golden Copy Dec 5th ! NEW	12/10/2009 2:14 PM	🟢 Ratchev
📊	Create Golden Copy Report_Nov6th	12/9/2009 3:38 PM	🟢 Ratche
📄	GoldenCopy_report_CreateButton	12/9/2009 10:18 AM	🟢 Ratcheva
📄	GoldenCopy_report_CreateButton_ALL_NEW ! NEW	12/11/2009 9:14 AM	🟢 Ratche
📄	GoldenCopy_report_CreateButton_ALL_NEW_V2 ! NEW	12/11/2009 9:43 AM	🟢 Ratcheva
📄	GoldenCopy_report_CreateButtonNEW ! NEW	12/10/2009 11:02 AM	🟢 Ratchev

Context menu:
- View Properties
- 📝 Edit Properties
- 🔒 Manage Permissions
- 📊 Edit in Microsoft Office Excel
- ✖ Delete
- Send To ▶
  - 📤 Other Location
  - 📧 E-mail a Link
  - Create Document Workspace
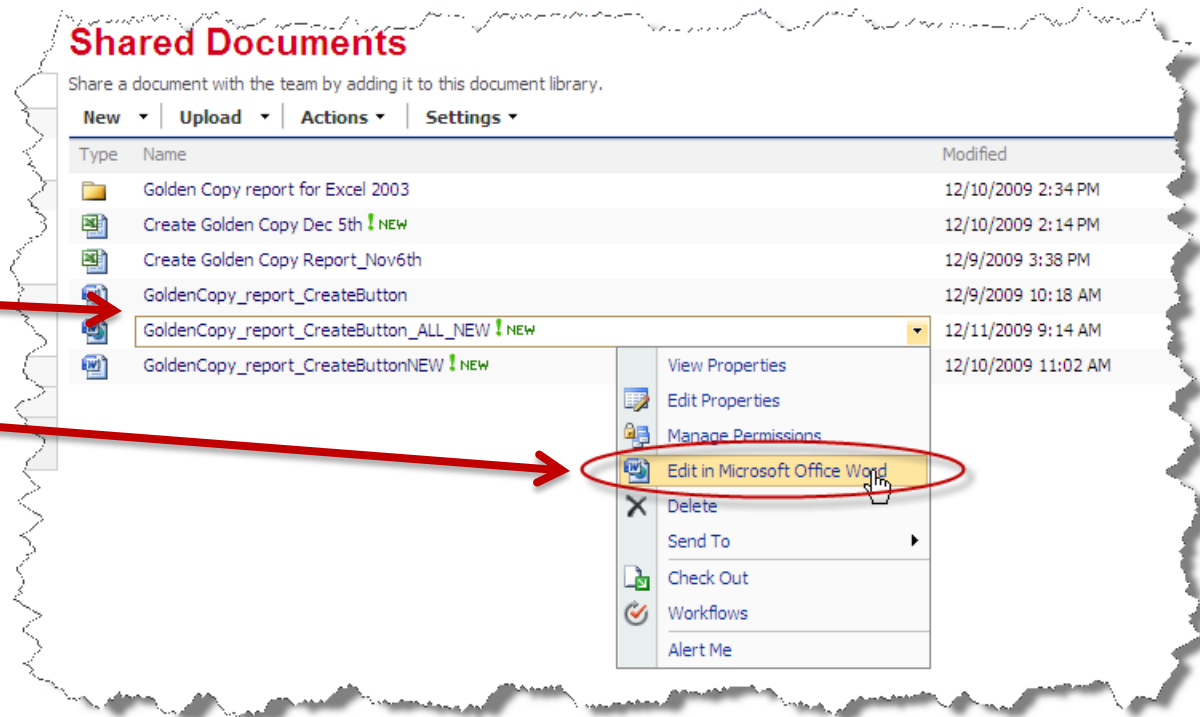 - Download a Copy
- 📥 Check Out
- ✔ Workflows
- Alert Me

2. Select "E-mail a Link"

1. Copy the URL which will appear in a new Untitled Message

http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report.xls
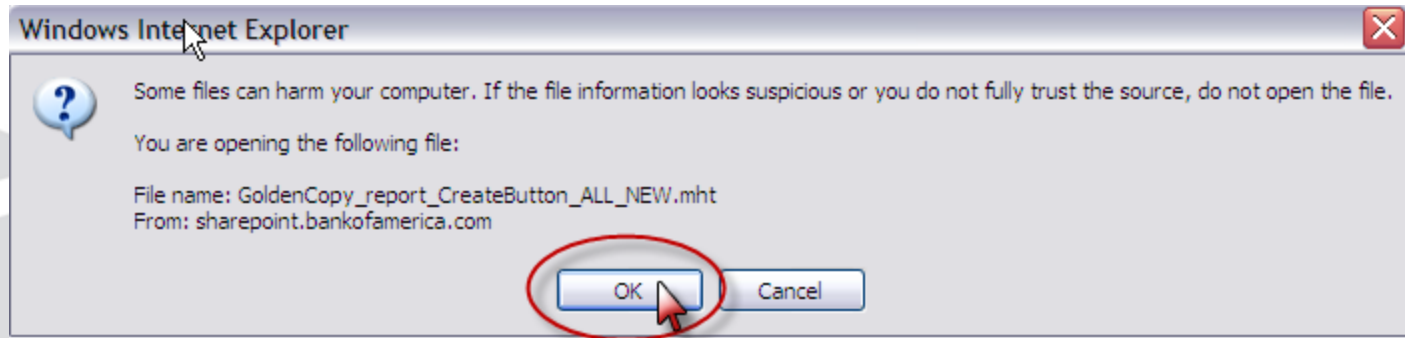
2. Select the Single Web Page file called "GoldenCopy_report_Create_Button_ALL_NEW"

3. Select "Edit in Microsoft Office Word" to be able to modify the file

Shared Documents

Share a document with the team by adding it to this document library.

New ▾ | Upload ▾ | Actions ▾ | Settings ▾

Type	Name	Modified
📁	Golden Copy report for Excel 2003	12/10/2009 2:34 PM
📊	Create Golden Copy Dec 5th ! NEW	12/10/2009 2:14 PM
📊	Create Golden Copy Report_Nov6th	12/9/2009 3:38 PM
📄	GoldenCopy_report_CreateButton	12/9/2009 10:18 AM
📄	GoldenCopy_report_CreateButton_ALL_NEW ! NEW	12/11/2009 9:14 AM
📄	GoldenCopy_report_CreateButtonNEW ! NEW	12/10/2009 11:02 AM

View Properties
Edit Properties
Manage Permissions
Edit in Microsoft Office Word
Delete
Send To ▸
Check Out
Workflows
Alert Me

1. Select "OK" to open the file in MS Office Word.

Windows Internet Explorer

? Some files can harm your computer. If the file information looks suspicious or you do not fully trust the source, do not open the file.

You are opening the following file:

File name: GoldenCopy_report_CreateButton_ALL_NEW.mht
From: sharepoint.bankofamerica.com

OK   Cancel

Convert File

Convert file from:

Plain Text
Encoded Text
Rich Text Format (RTF)
HTML Document
Single File Web Page
XML Document
Recover Text from Any File
Windows Write
Word 6.0/95 for Windows & Macintosh
WordPerfect 5.x
WordPerfect 6.x
Works 6.0 - 9.0

2. Select the Single File Web Page.

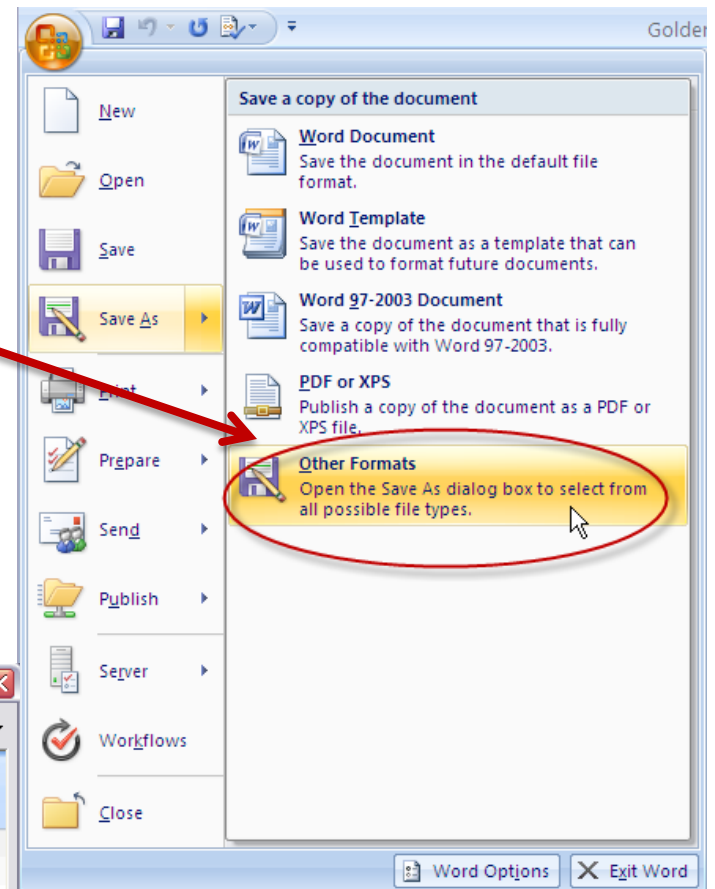**3. Select "OK" to proceed.**

OK   Cancel

1. **Change this URL with the copied URL from the Untitled Email Message**

1. **Paste the copy selection from the email which contains the location of the SPV Reporting Tool in the "Address" field**
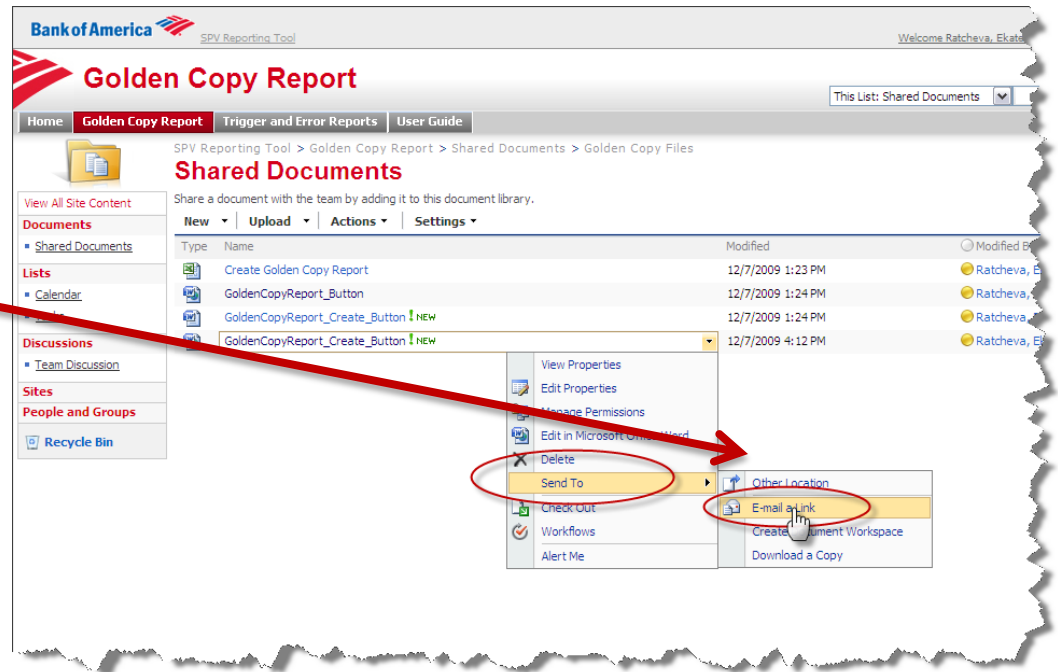
2. **Select "OK"**

To create the
Golden Copy
reports please
click here

Please click "Save" on the pop-up button and save the
spreadsheet on your hard drive before you open the file
This page will redirect you to an Excel
spreadsheet for additional prompts

To generate reports before December 5th, please use the link below to generate the report:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls

your computer support Microsoft Excel 2003, please use the link below to generate the report :
Nov. 6th – Dec. 5th:
http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Cr
Golden%20Copy%20Report_Excel2003_Nov%206th.xls

Dec. 5th:

1. **Select "Save As"**

2. **Select "Other Formats"**

3. **Change the filename by adding simply V2, V3, etc.**

4. **Select "SAVE"**

1. **Select the new file which is saved under the Shared Documents (find it by the name you chose in the previous step)**
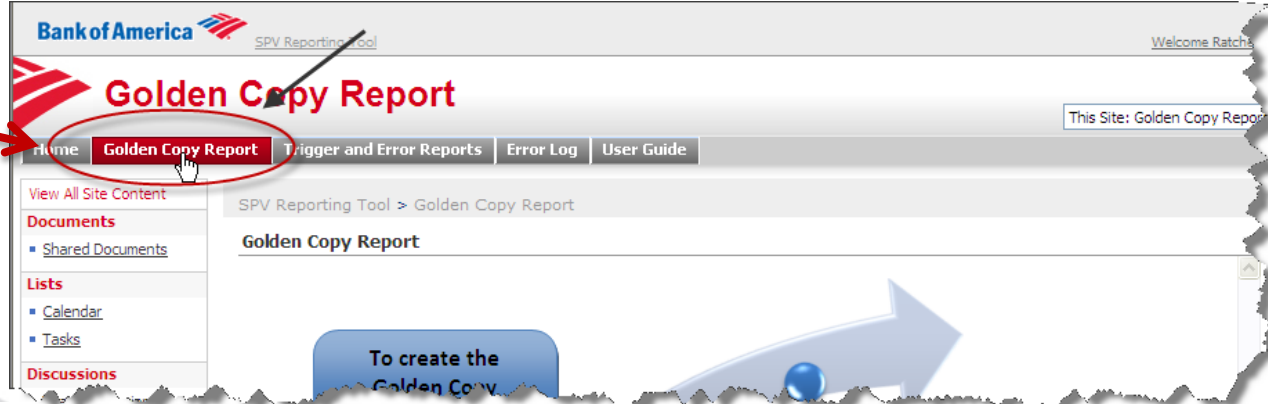
2. **Select the name and from the drop down menu select"E-mail a Link". This will allow you to get the location button**
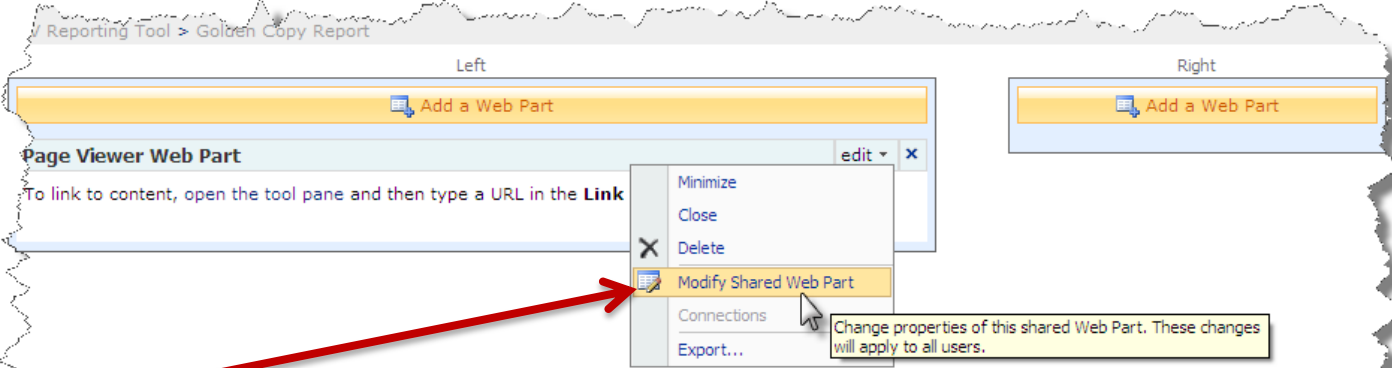
3. Copy the URL from the email
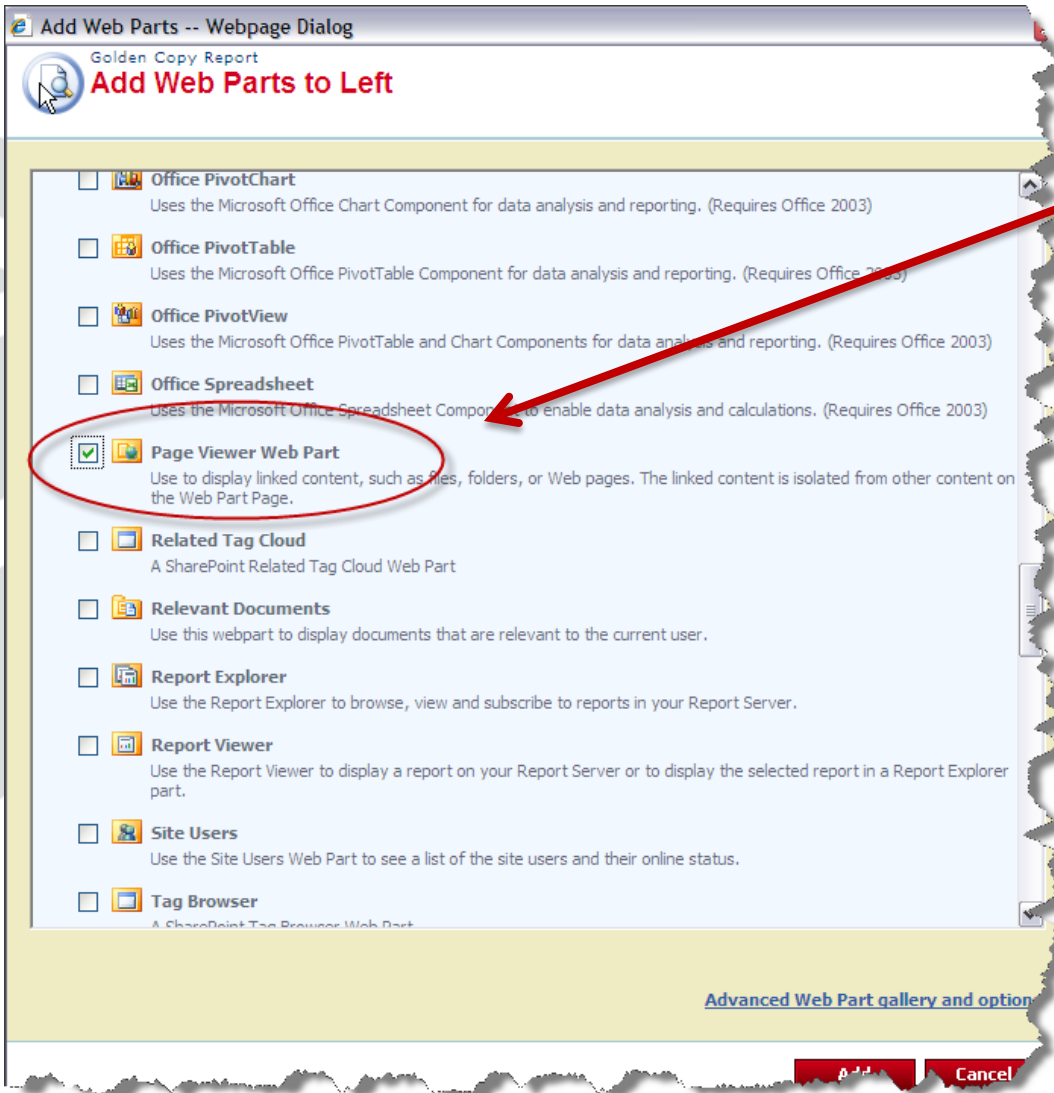
1. Select "Golden Copy Report" from the Tab menu

Bank of America
SPV Reporting Tool
Welcome Ratch

Golden Copy Report

This Site: Golden Copy Report

| Home | Golden Copy Report | Trigger and Error Reports | Error Log | User Guide |

View All Site Content

SPV Reporting Tool > Golden Copy Report

Documents
- Shared Documents

Golden Copy Report

Lists
- Calendar
- Tasks

To create the Golden Copy

Discussions

Golden Copy Report

This Site: Golden Copy Report

| Golden Copy Report | Trigger and Error Reports | User Guide |

Site Actions

ontent

SPV Reporting Tool > Golden Copy Report

Create
Add a new library, list, or web page to this website.

aments

Edit Page
Add, remove, or update Web Parts on this page.

2. Select "Edit Page" (this button is located on the right hand side of the page

Site Settings
Manage site settings on this site.

Reporting Tool > Golden Copy Report

| Left | Right |

🔲 Add a Web Part | 🔲 Add a Web Part

Page Viewer Web Part   edit ▾ ✕

To link to content, open the tool pane and then type a URL in the **Link**

Minimize
Close
✕ Delete
Modify Shared Web Part
Connections
Export...

Change properties of this shared Web Part. These changes will apply to all users.

3. Select "Add a Web Part"

3. Select "Page Viewer Web Part" which is located under the **Miscellaneous** section"

1. **Select "Web Page" in the Page Viewer Web Part properties**

2. **Type the copied URL from the Untitled message to specify a link**

3. **Type the title of the Page Viewer Web Part – "Golden Copy Report"**

4. **Specify the height - 500 Pixels**

5. **Specify the width – 740 Pixels**

6. **Select "Apply"**

7. **Select "OK"**

◁ Golden Copy Report   ✕

Page Viewer   ⌃

Select whether you want to display a file, folder, or Web page in the Page Viewer Web Part.

◉ Web Page
○ Folder
○ File

Link
To specify a link, type a URL or path. (Test Link)

`http://sharepoint.bankofamer` [...]

⊟ **Appearance**

Title

`Golden Copy Report`

Height

Should the Web Part have a fixed height?

◉ Yes   500   Pixels ▾
○ No. Adjust height to fit zone.

Width

Should the Web Part have a fixed width?

◉ Yes   740   Pixels ▾
○ No. Adjust width to fit zone.

Chrome State

○ Minimized

◉ Normal

Chrome Type

[OK] [Cancel] [Apply]

SharePoint
Overview – Trigger and Error Reports

The following section describes the procedure to access the SPV Reporting Tool, which creates the Trigger and Error reports, from the SharePoint site below:

http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Trigger%20and%20Error%20reports.aspx

1. Click on the gray button to generate the report.
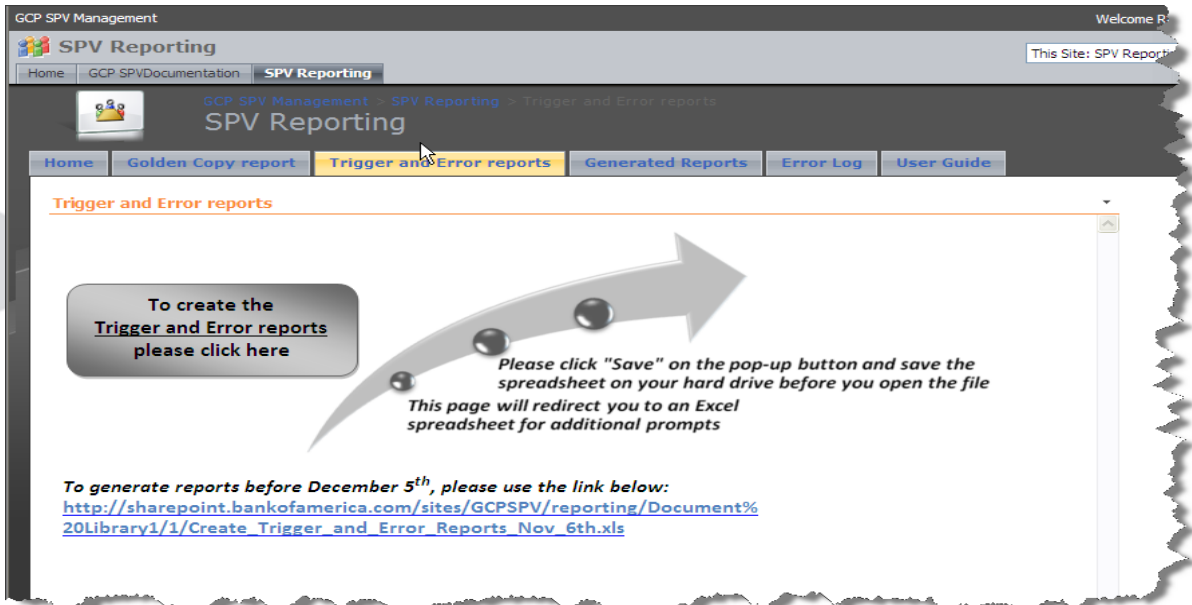
1. A pop-up window will appear. Select "SAVE" to save the MS Excel spreadsheet on your hard drive.

Note: If you select "OPEN" You will not be able to run the report due to security and change control standards

1. If you wish to run reports before December 5th, please the link below the button feature:
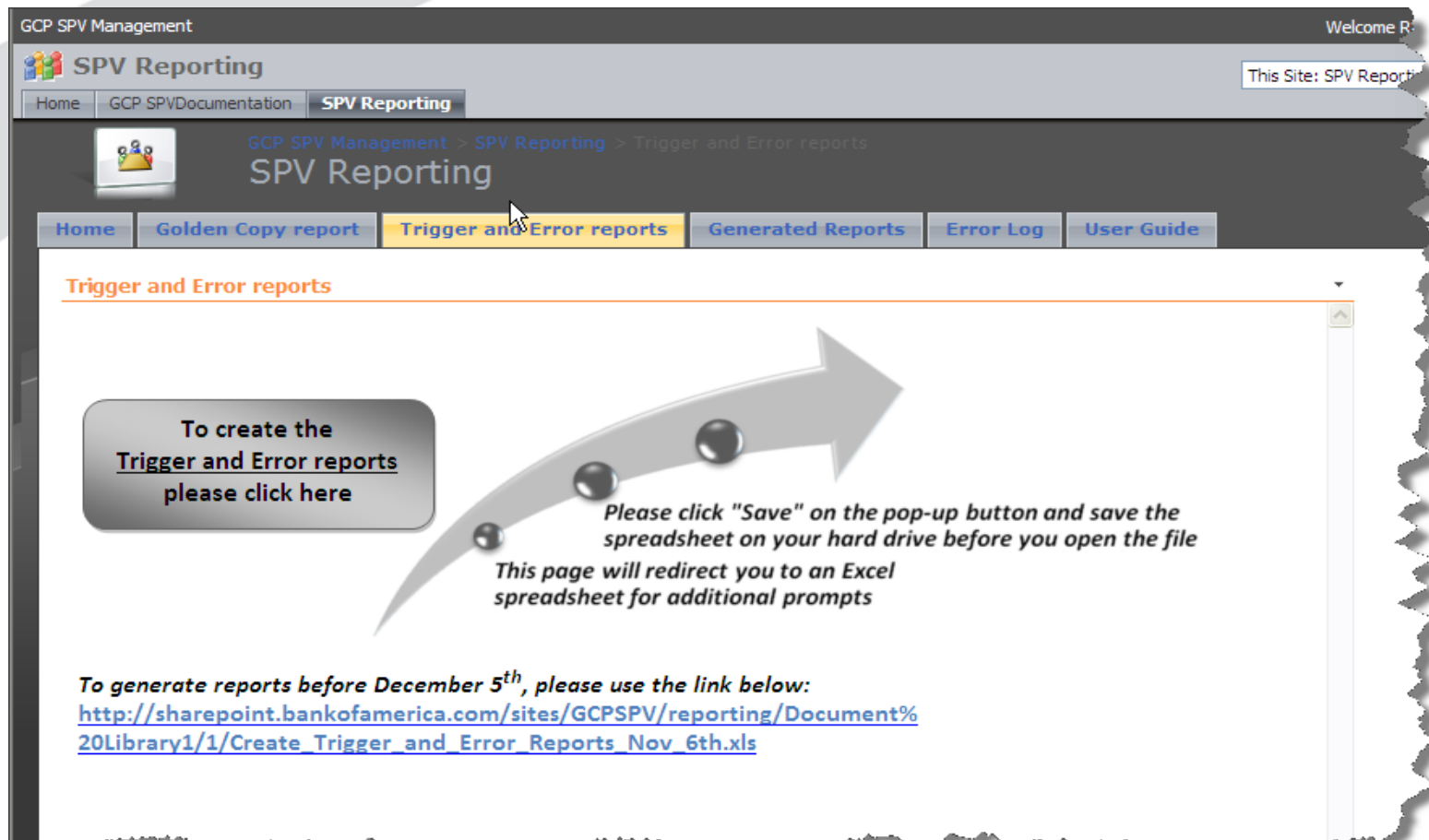
SharePoint Button Functionalities – Trigger and Error Reports
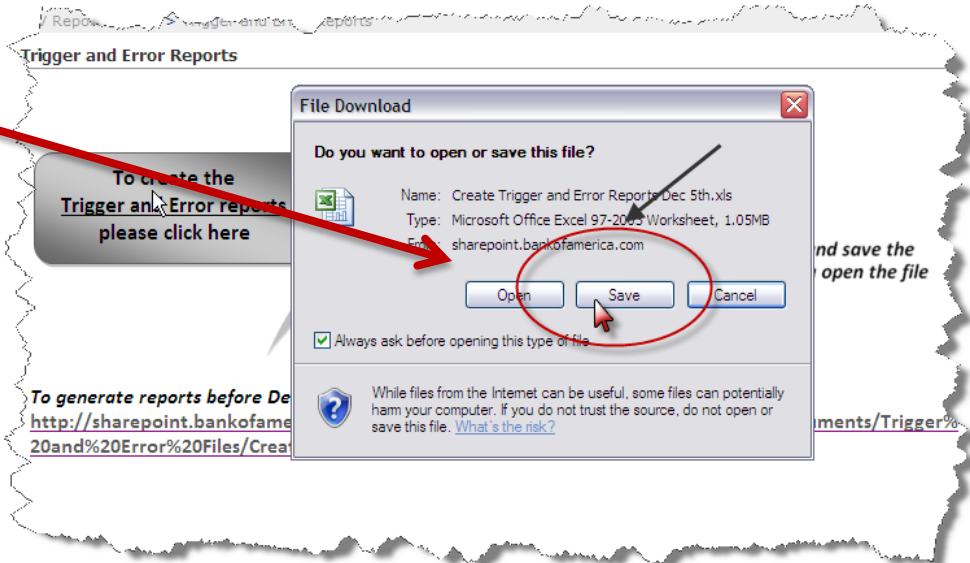
To create a button feature on the SharePoint for Trigger and Error reports please follow the procedure described in the previous slides for the Golden Copy report button feature for December 5th and Nov 6th.