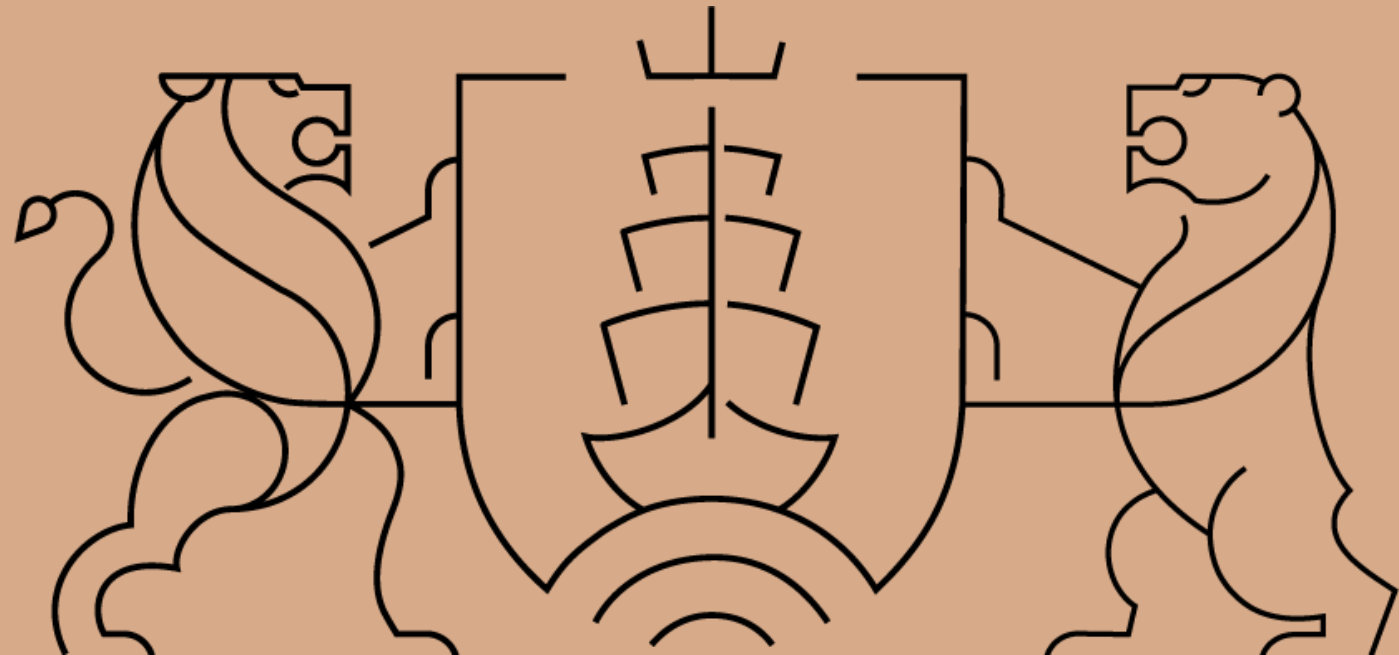


BERGOS AG

# E-BANKING

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DESKTOP VIEW: DOCUMENTS MANAGEMENT



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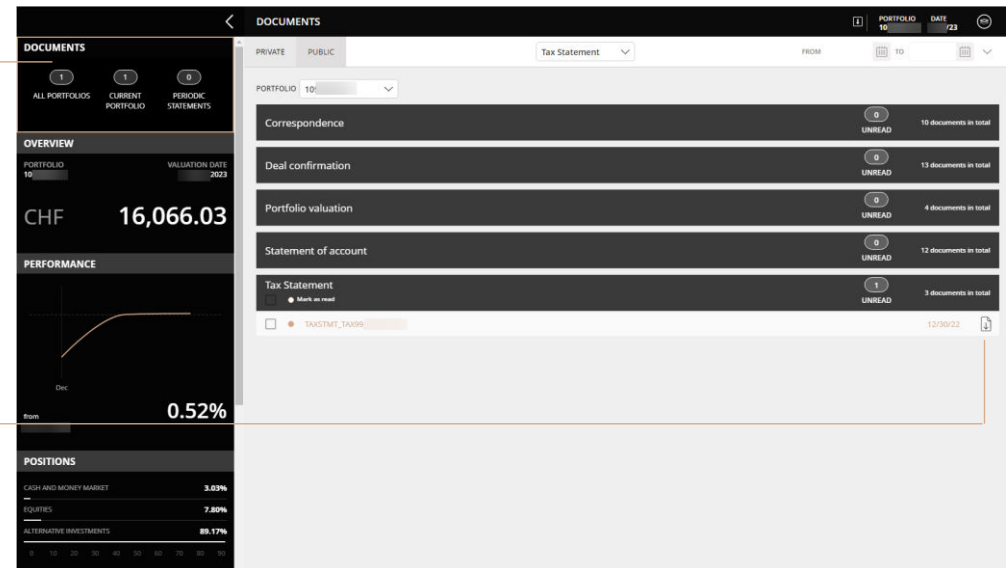


# 1. DOWNLOADING DOCUMENTS FROM THE DOCUMENTS MENU

## + How to access documents

1. Click on the “Documents” icon in the left sidebar. In case the side bar cannot be seen, click on the white arrow at the top left and try again.

2. Navigate to the applicable document and click on the download icon to the right of the document.

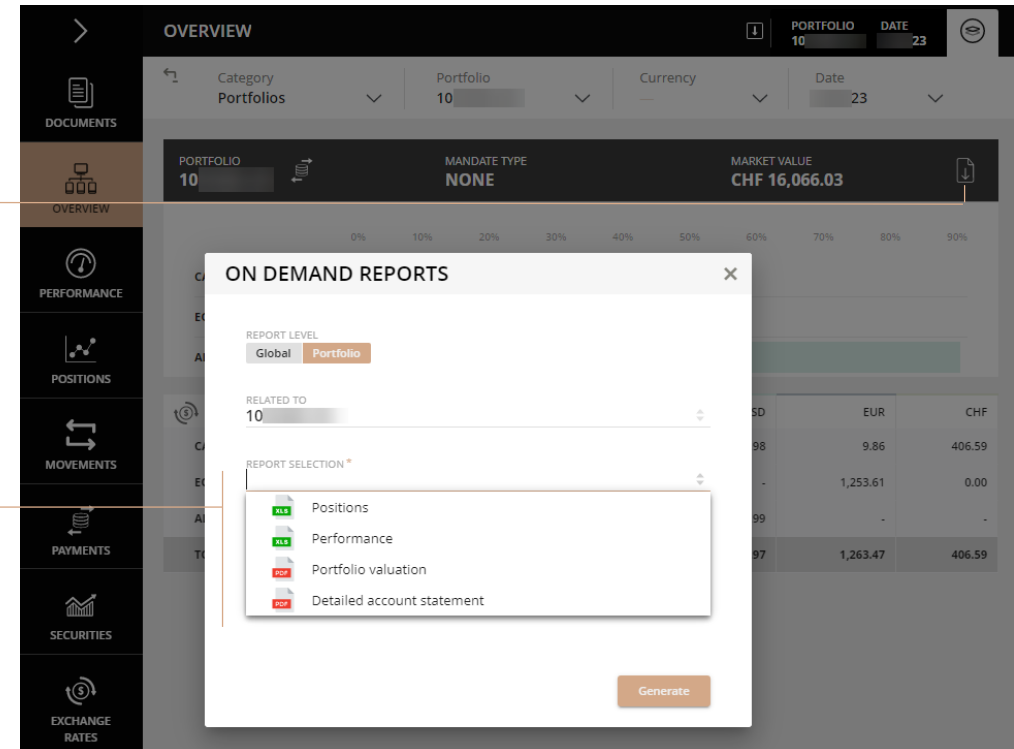


Note: Depending on your browser settings, the document downloads or opens in the web browser.

## 2. CREATION OF ON-DEMAND REPORTS

### + Create on-demand reports 1/2

1. Click on the download symbol at the upper right corner.
2. Select the type of report using the drop-down list, such as "Portfolio Valuation".



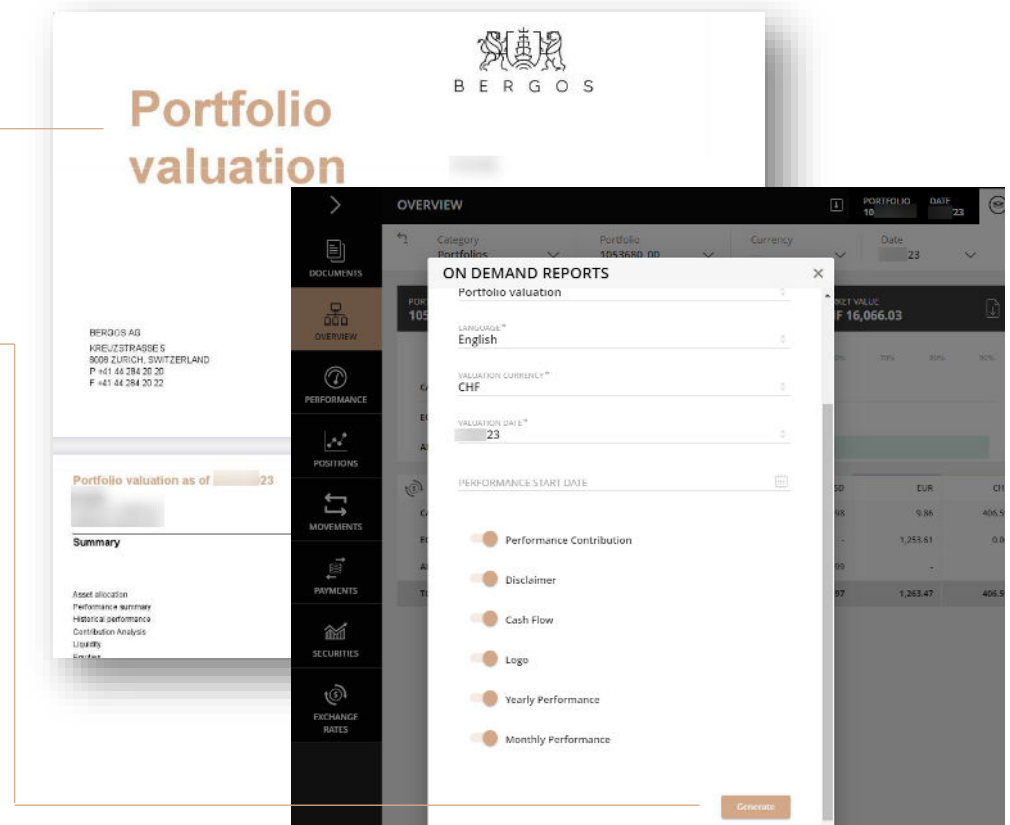
**Note:** By default, the main portfolio is selected. You can customize this via drop-down list.

## 2. CREATION OF ON-DEMAND REPORTS

+ Create on-demand reports 2/2

3. Complete the input mask with "Valuation Currency" and, if required, the "Performance Start Date". All pre-filled fields can be customized via the drop-down list. Once done click on "Generate" at the bottom right.

4. After that you will receive the generated report.



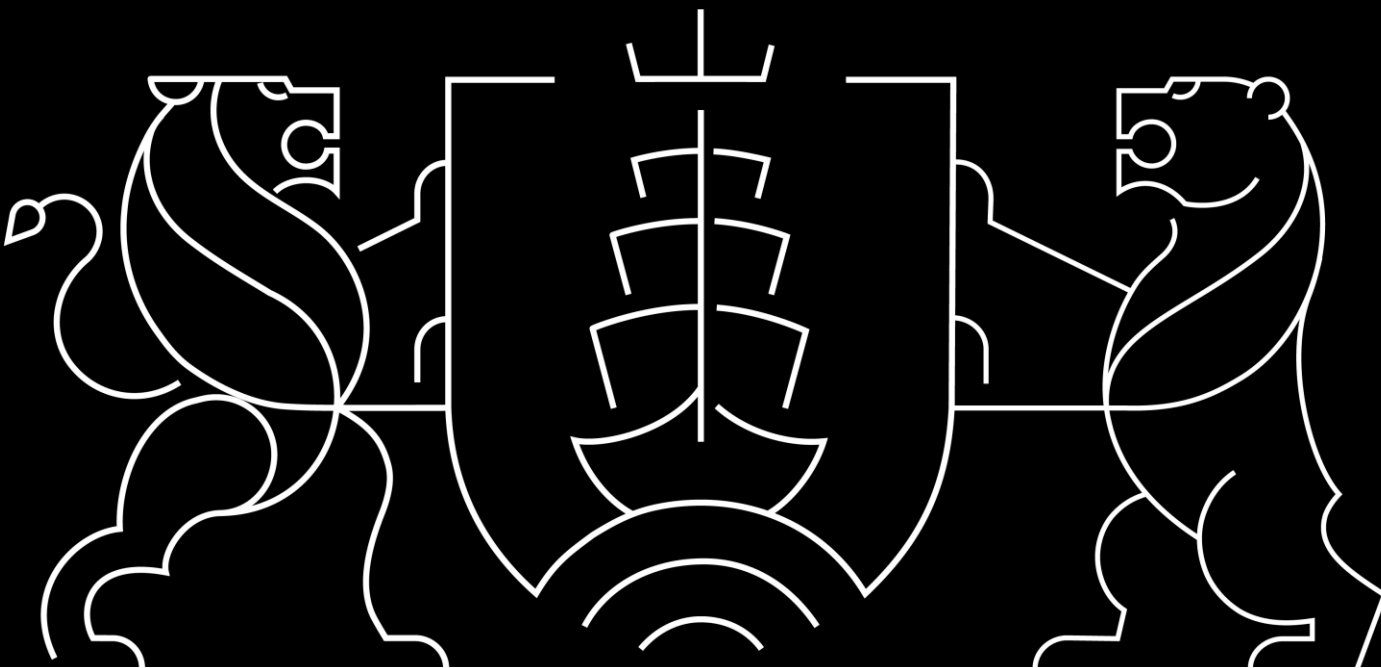
**Note:** All fields marked with an "\*" are mandatory.

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