FPA.COM WEBSITE MAINTENANCE & UPDATES DOCUMENTATION

This documentation will help you perform FPA.com website updates within Sitefinity CMS. Please refer to these instructions whenever performing website maintenance as well.

Current as of: May 22, 2018 1

NOTE: If you encounter an error, please contact PlanetMagpie at webdev@planetmagpie.com for support.

Document Reference Table

In order to make updating FPA.com as simple as possible, we've included a Document Reference Table in this documentation. For each document type, you'll find a relevant instruction set below.

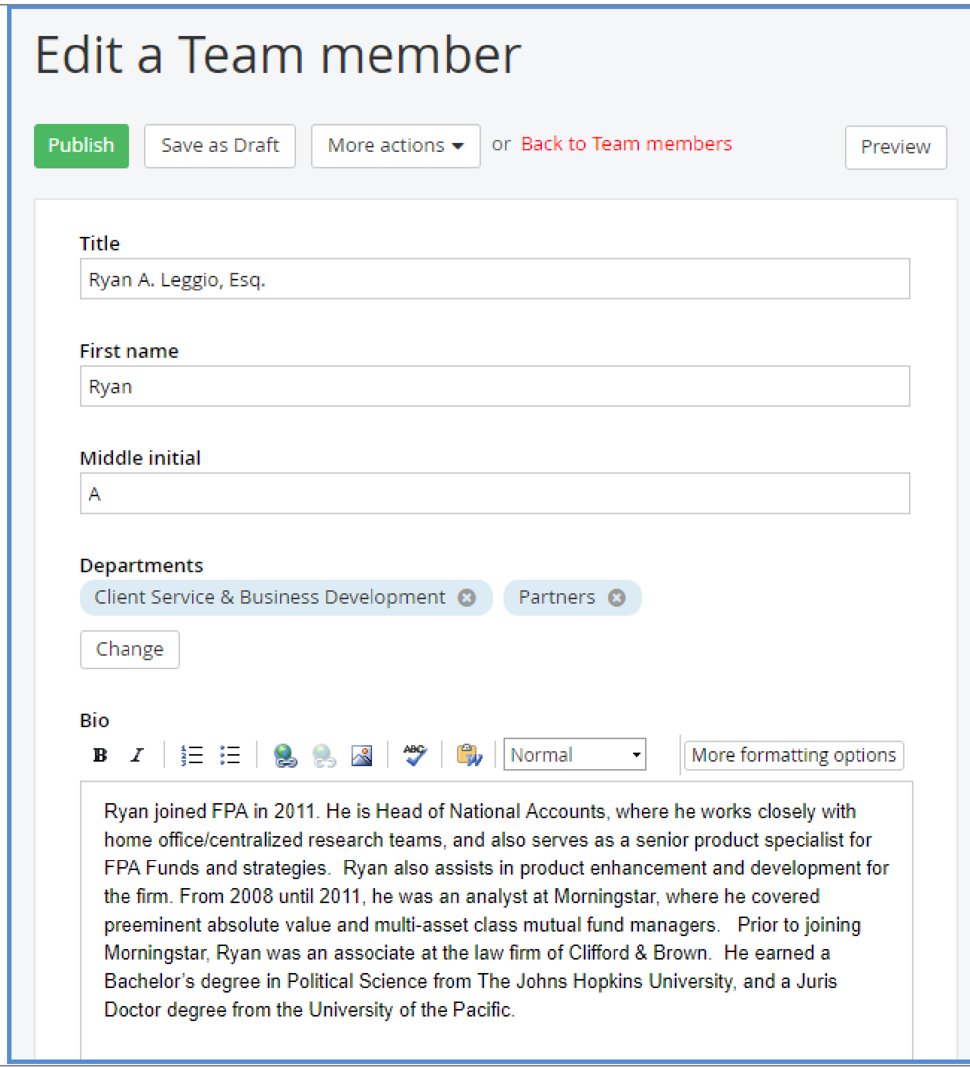
FOR THIS DOCUMENT	SEE:
Quarterly Webcast Slides/Transcript/Audio/Video	- Add a Quarterly Webcast - Move a Quarterly Webcast onto the Webcast Archive
Fund Fact Sheet	- Update a Fund: Overview/Related Documents
Annual Report	- Update a Fund: Overview/Related Documents
Semi-Annual Report	- Update a Fund: Overview/Related Documents
Prospectus	- Update a Fund: Overview/Related Documents
Statement of Additional Information (SAI)	- Update a Fund: Overview/Related Documents
Policy Statement	- Update a Fund: Overview/Related Documents
Fund Update PDF (on Fund Overview Page)	- Update a Fund: Overview/Fund Update PDF
Dividend Calendars & Distribution Information	- Update Tax Information Page
Fund Performance Charts (Excel)	- Update a Fund: Performance/Performance Charts
Portfolio Holdings PDF	- Update a Fund: Portfolio Characteristics/Portfolio Holdings PDF

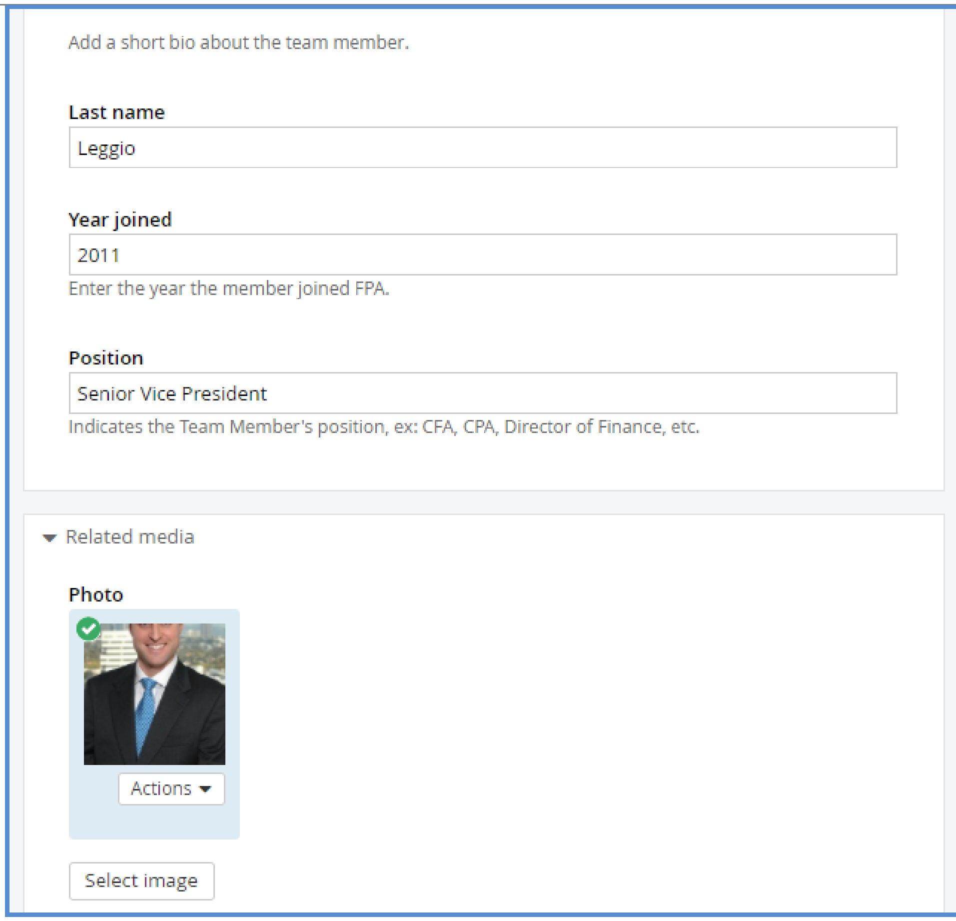
Table of Contents (Instruction Sets)

How to:

A. Add/ Update a Team Member

1. In Sitefinity, navigate to the Team Members library, under the Content menu.
2. If updating an existing team member, locate their name in the list. If creating a new team member, click the **Create a Team Member** button.
3. You'll see the Team Member editor screen. Enter the following information.

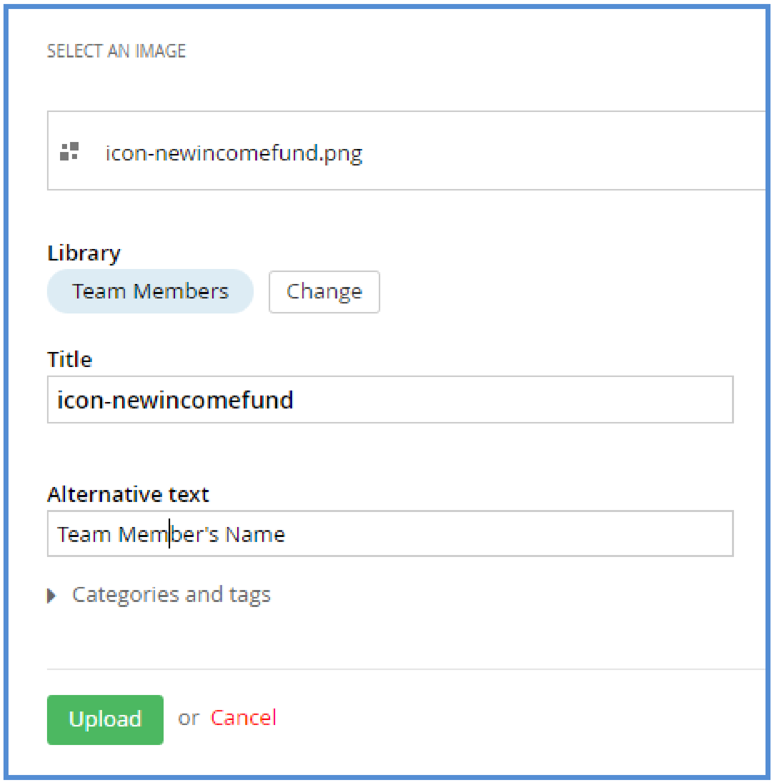

Edit a Team member
Publish
Save as Draft
More actions
or Back to Team members
Preview
Title
Ryan A. Leggio, Esq.
First name
Ryan
Middle initial
A
Departments
Client Service & Business Development
Partners
Change
Bio
Normal
More formatting options
Ryan joined FPA in 2011. He is Head of National Accounts, where he works closely with home office/centralized research teams, and also serves as a senior product specialist for FPA Funds and strategies. Ryan also assists in product enhancement and development for the firm. From 2008 until 2011, he was an analyst at Morningstar, where he covered preeminent absolute value and multi-asset class mutual fund managers. Prior to joining Morningstar, Ryan was an associate at the law firm of Clifford & Brown. He earned a Bachelor's degree in Political Science from The Johns Hopkins University, and a Juris Doctor degree from the University of the Pacific.



   a. **Title:** The person's full name and any suffix desired (Esq., CFA).
      i. *This field will display as the person's name on the Team page!*
   b. **First Name:** The person's first name.
   c. **Middle Initial:** The person's middle initial.
   d. **Departments:** Click the **Change** button. Select the appropriate department/departments for this team member. If selected, the team member will appear under that category on the Team page. Departments listed are:
      i. Client Service & Business Development
      ii. Investment Professionals
      iii. Legal & Compliance
      iv. Operations & Administration
      v. Partners
      vi. Trading
   e. **Bio:** Enter the person's bio here. Do not apply styling; the website will style the text for the Team page.
   f. **Last Name:** The person's last name.
   g. **Year Joined:** The year this person joined FPA.
   h. **Position:** The person's position/official title with FPA.

4. To add a new photo, click the "Select Image" button.
5. In the new window, locate an existing photo in the "Team Members" image library. If one does not exist, click "Upload Image" at the top right.

6. Click the "Select image from your computer" line. A file selection window will open. Locate the team member's image, and click "Open."
7. You'll see the Select Image screen.



8. Click the **Change** button next to Library. Select "Team Members." Click OK.
9. Enter Alternative Text for the team member (their name will suffice). Click "Upload."
10. The team member's photo should appear on the editor screen.
11. Confirm the bio details. Click the **Publish** button when complete.
12. Visit the Team page to confirm all details display properly.

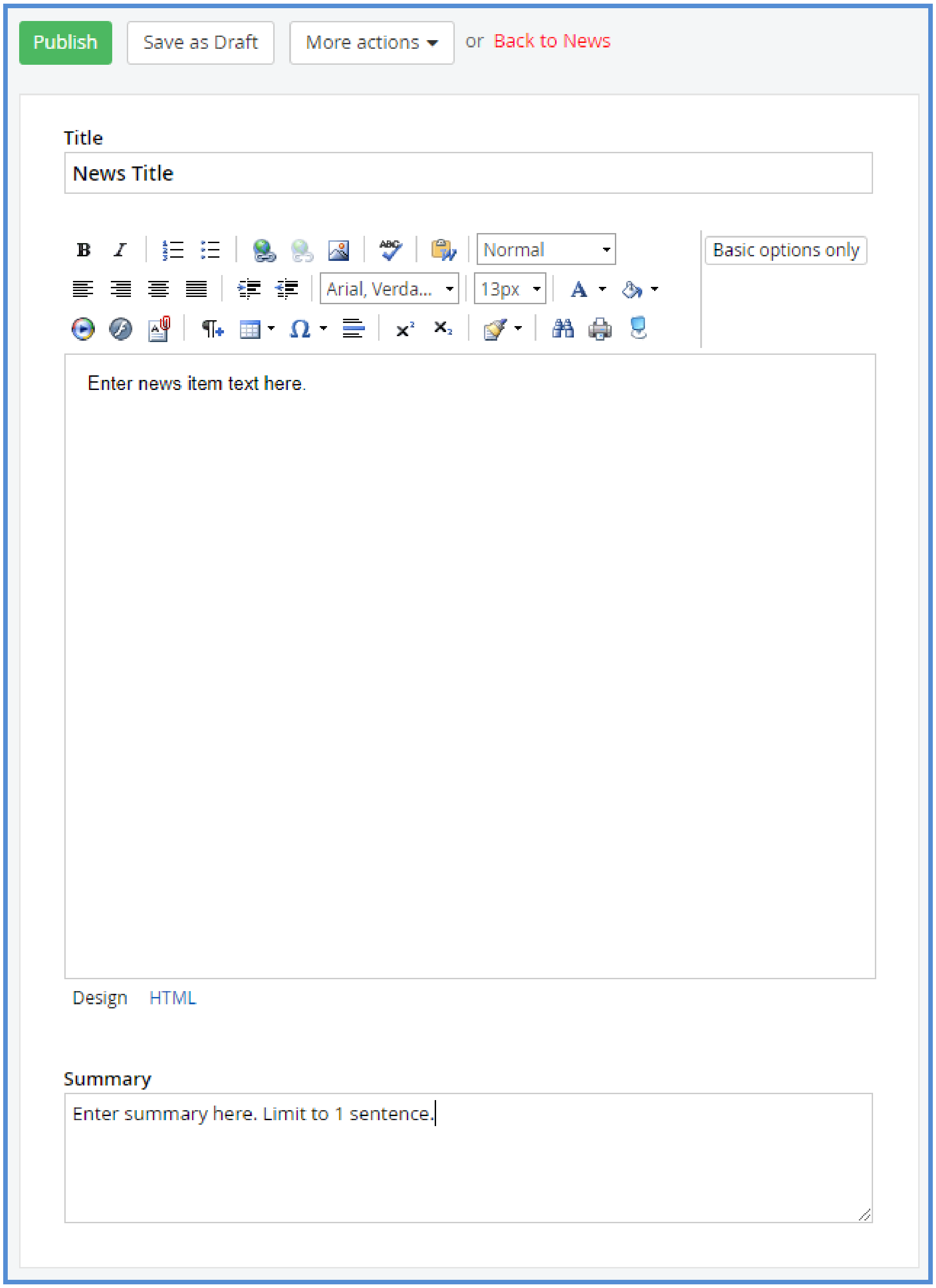
B. Add a News Item

FPA NEWS

1. Name the news item document according to the following convention:
   [NewsTitle]-[NewsType]-[Month]-[Year].pdf
   e.g. "Two-Decades-of-Winning-FPANews-May-2017.pdf"
   a. If your news item is located on another website, please note Step #14 below.
2. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
3. Click the "FPA News Documents" library.
4. Click the **Upload Documents or Other Files** button.
5. Click "Select document from your computer" link.
6. Locate the news item document on your computer. Click **Open.**
7. Verify the file has uploaded & displays in the FPA News Document list.
8. Navigate to the News library under the Content menu.
9. Click the **Create a News Item** button.
10. Enter the news item's title in the Title field.
11. Enter the news item's text in the text editor box.

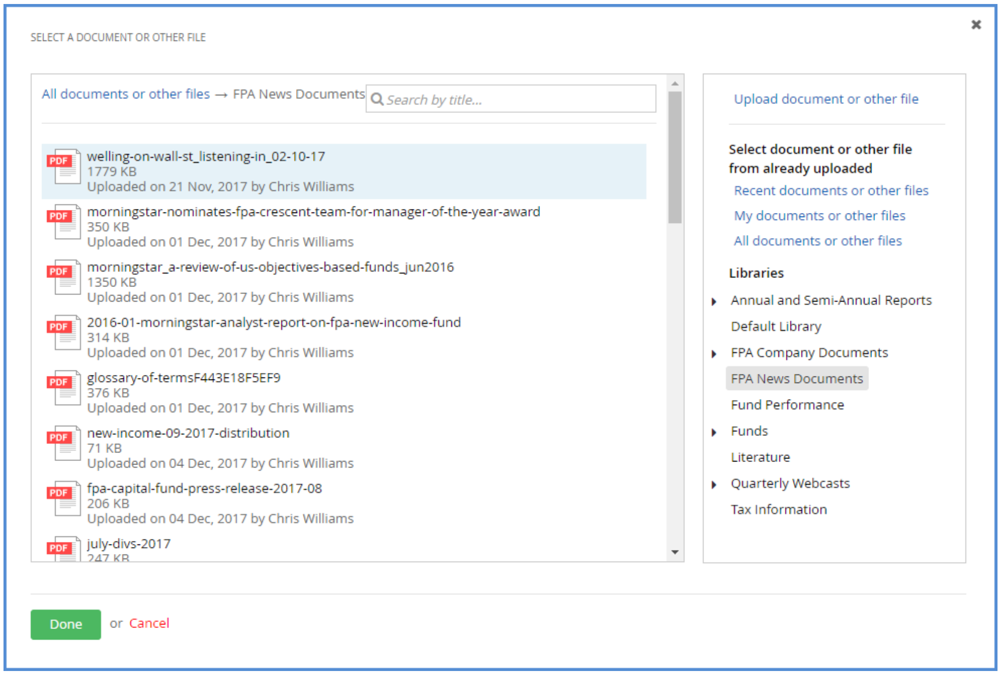
a. Do not enter disclosure text here; it is automatically added at the top of all News pages.

12. (Optional) Enter a single-sentence summary in the Summary box.

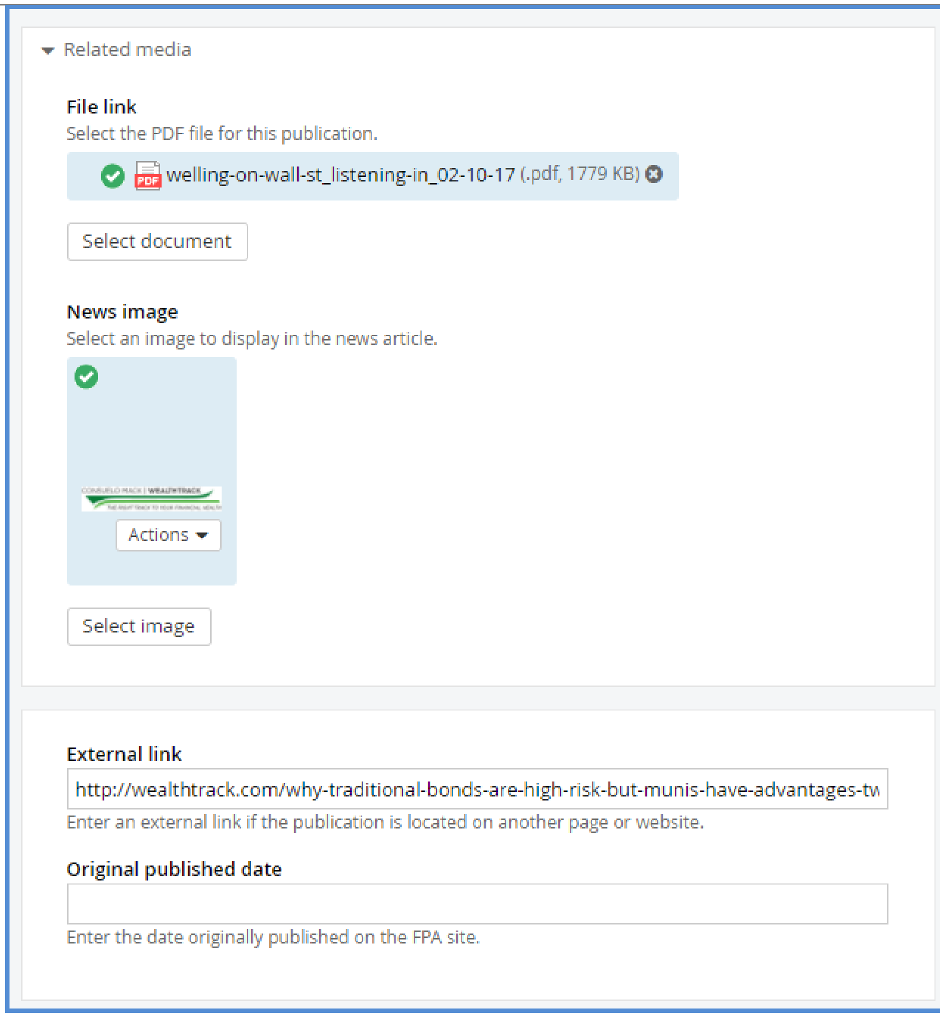


13. In the "Categories and Tags" section, click to select categories. Check the box next to "FPA News."
14. Scroll to the "Related Media" section. If your news item is a document, click the **Select Document** button.

15. In the Select a Document window, open the FPA News Documents library at right. Locate the file you uploaded.



16. Click it to select. Click the **Done** button.
17. If your news item is a link to another website, paste the link in the "External Link" field.
18. Below the File Link field is a "News Image" field. Click the button to select a thumbnail image for the FPA News left column.
19. You'll see the Select an Image window. If you have a new image to use, click Upload Image. Click the "Select image from your computer" and locate the image. (Make sure to upload the image into the "News Logos" library.)
20. If you want to use an existing image, click the "News Logos" library at right. Click to select the image you want.
21. Click **Done**.



NOTE: This news item has both a File Link and an External Link. Normally you would only insert one or the other.

22. Click the "Original Published Date" field. A calendar window will popup. Select the news item's original publication date. (Time is optional.)
23. Click **Publish**.
24. Refresh the FPA News page to verify the news item.

FUND ANNOUNCEMENT

Follow the same procedures as for FPA News, but with these differences:

- For Step 13 on selecting categories, check the box next to "Fund Announcements."
- For Steps 19 and 20 on selecting an image, click the "Announcement Logos" library at right.

SPECIAL COMMENTARY

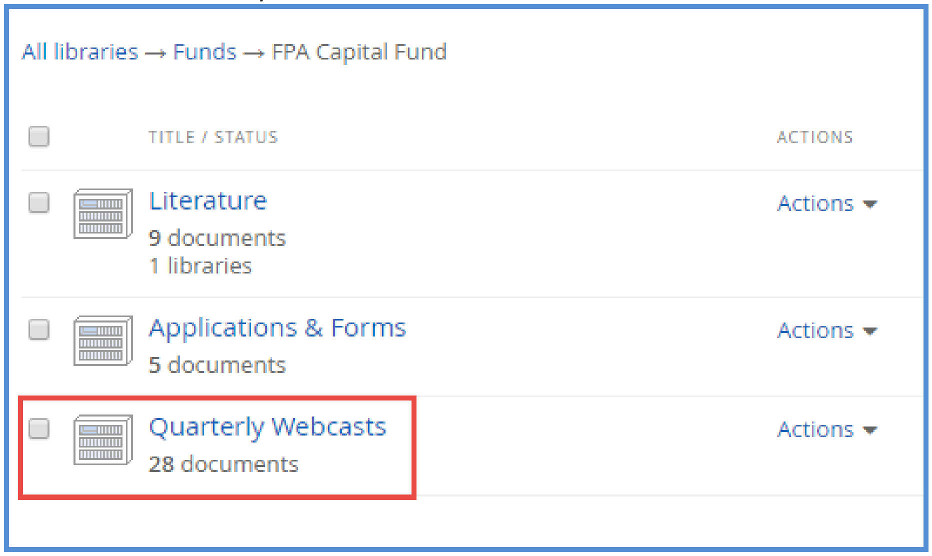
Follow the same procedures as for FPA News, but with these differences:

- For Step 13 on selecting categories, check the box next to "Special Commentaries."
- For Steps 19 and 20 on selecting an image, click the "Commentary Logos" library at right.

C. Add a Quarterly Webcast

PART 1

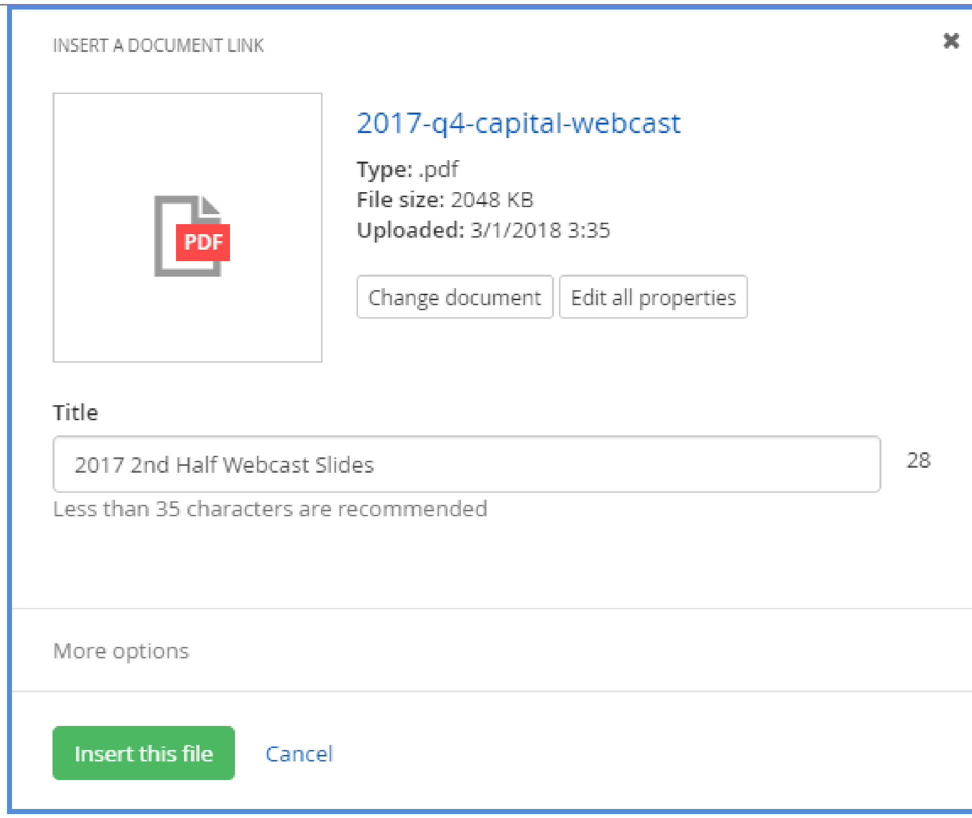
1. Navigate to the Documents & Files library, under the Content menu.
2. Click the "Funds" library.
3. Click the library for the appropriate fund.
4. You'll see a "Quarterly Webcasts" folder. Click this folder.



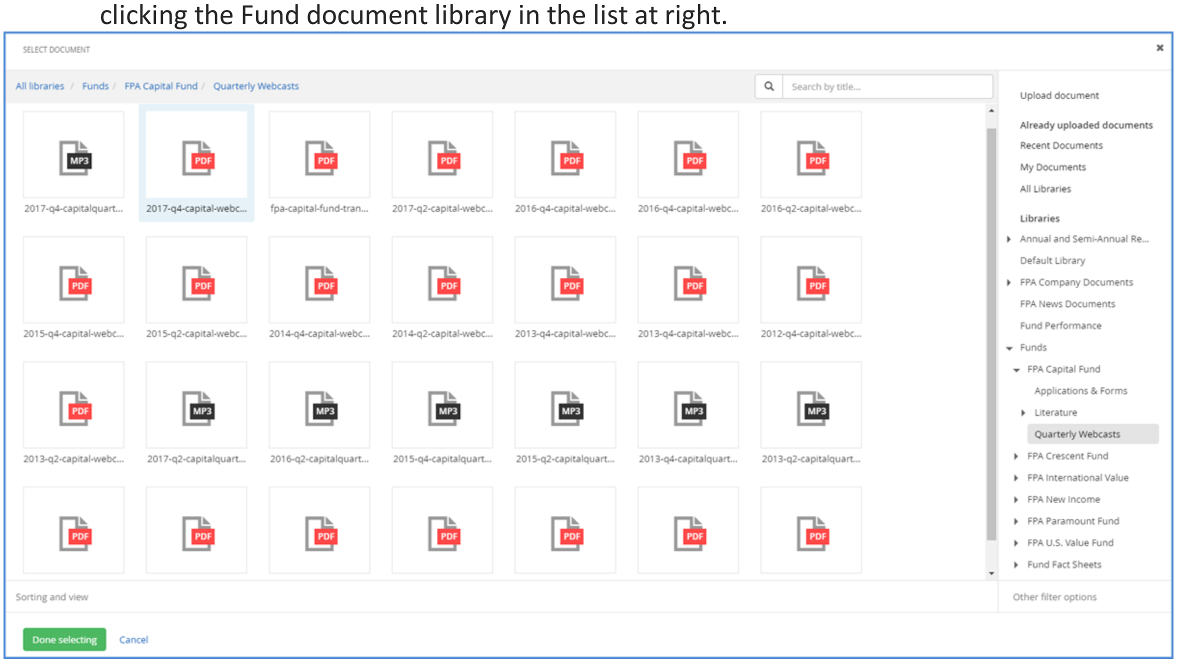
5. Filename conventions for webcast files are as follows:
   a. Webcast Transcript: fpa-[fundname]-transcript-[year]-[quarter].pdf
   b. Webcast Slides/Presentation: [Year]-[quarter]-[fundname]-webcast.pdf
   c. Webcast Audio: [Year]-[quarter]-[fundname]quarterly.mp3
   d. For video, use the audio convention.
6. Rename the webcast files according to these conventions.
7. Use the **Upload documents or other files** button to upload the files.
8. Once complete, move to Part 2.

PART 2

1. Click the Pages menu.
2. Locate & click the fund's respective Quarterly Webcast page (e.g. "FPA Capital Fund Quarterly Webcast").
3. On the Page Editor screen, click "Edit" for the main content block.
4. Highlight the first link text (e.g. "Q4 2017 Webcast Slides").
5. Click the paperclip/Insert File icon on the toolbar (at right).
6. You'll see the linked file's editor screen. Click "Change Document."



7. Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund document library in the list at right.



8. Click the file to select it. Click the **Done Selecting** button.
9. You'll return to the previous editor screen. If needed, edit the Title field text to match the naming convention you saw there previously. Example: Q1 2018 Webcast Slides.
10. Click **Insert This File**.

11. Repeat Steps 4-10 for the other webcast file links. There are typically four: Webcast Slides, Webcast Transcript, Webcast Audio, and Webcast Recording.
    a. Webcast Archive does not change.
12. When complete, click the **Save** button.

NOTE: If the button styling appears to "turn off" after you do this, re-edit the content block. Click the "HTML" button at top right to enter HTML mode. Make sure each link has the following styling added to it:

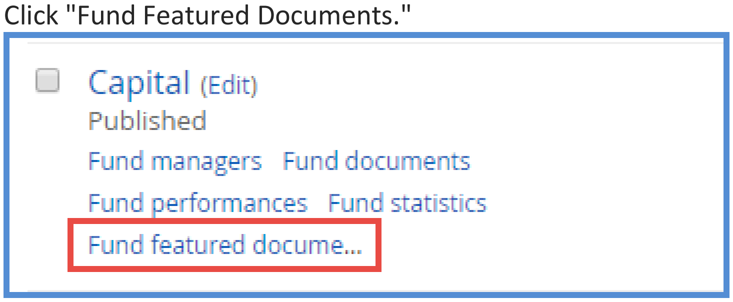
> ******2017 2nd Half Webcast Slides****

(Change the text in blue to "mp3" for audio links, "url" for webpage links, or "mp4" for video links.)

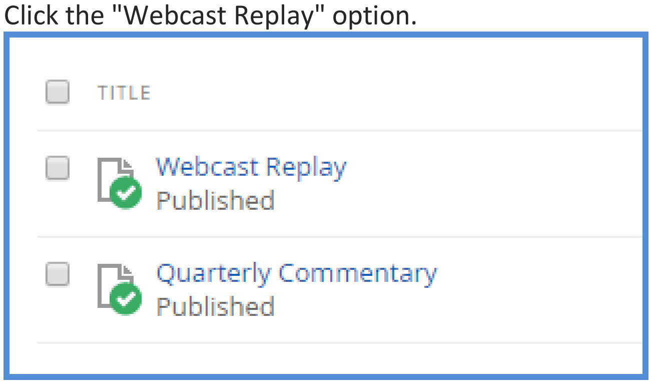
13. Click the "Publish" button to update the page. Move to Part 3.

PART 3

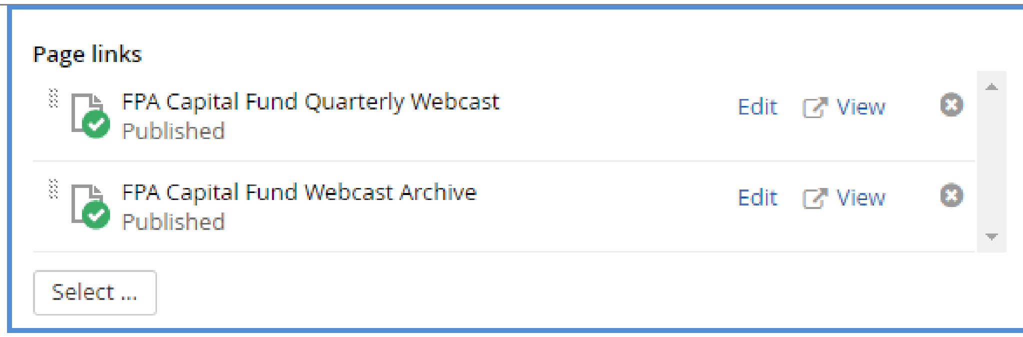
1. Click the Content menu again. Click "Funds" to access the Funds module.
2. Locate the same fund in the list.
3. Click "Fund Featured Documents."



4. Click the "Webcast Replay" option.



5. In the editor window, you'll see a Quarterly Webcast field for the fund.

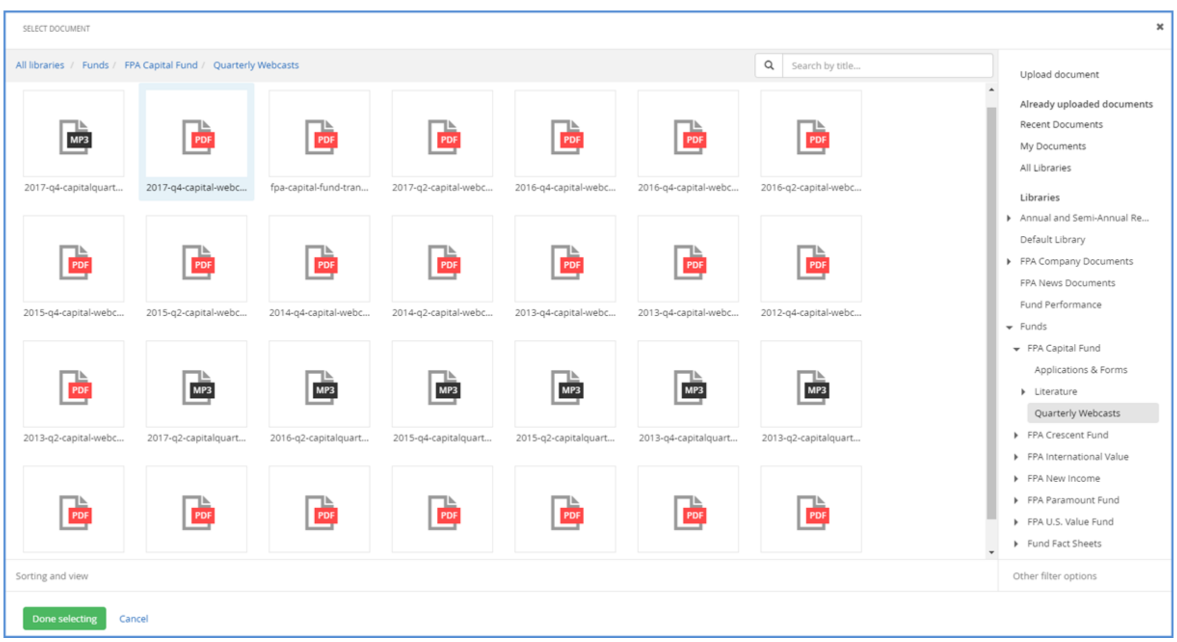


6. Click the "Edit" option next to it.
7. The very last field in this editor window is labeled "Short Title." Change the Short Title to match the year & quarter of the new webcast file, like this:
   2018 Q1 Webcast
8. Click the **Save Changes** button. In the previous editor window, click **Publish**.
9. Refresh the relevant Fund page. Verify the new links are present by clicking on the Quarterly Webcast page link.

D. Move a Quarterly Webcast onto the Webcast Archive

PART 1 – ADD WEBCAST FILE TO WEBCAST ARCHIVE PAGE

1. Open the Pages menu.
2. Click the relevant Fund's Webcast Archive page.
3. Edit the main content block where the Webcast files are listed by year.
4. Click at the beginning of the latest webcast file (e.g. "Q4 2017 Transcript").
5. Hit Shift+Enter. The latest webcast file will move down one line.
6. Click the **Insert File** toolbar button (at right).
7. Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund document library in the list at right.



8. Click the file to select it. Click the **Done Selecting** button.

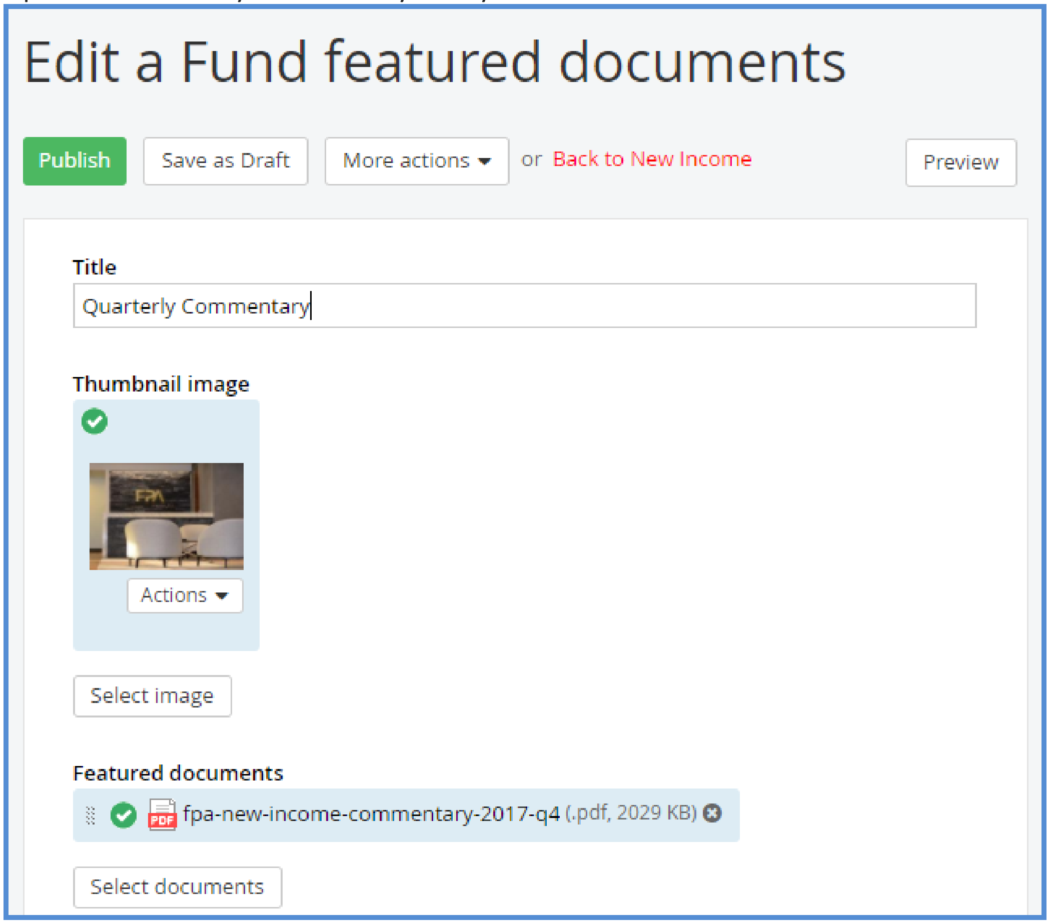
9. You'll return to the previous editor screen. If needed, edit the Title field text to match the naming convention you saw there previously (e.g. "Q1 2018 Transcript").
10. Click **Insert This File**.
11. Repeat this process to insert both the webcast's transcript and slide deck. Do not add audio or video.
12. When finished, click **Publish**.

PART 2 – REPLACE CURRENT WEBCAST FILE WITH NEW FILE
Follow the instructions in Section C above to add the new webcast. This will replace the now-archived webcast file on the Fund pages.

E. Add a Quarterly Commentary

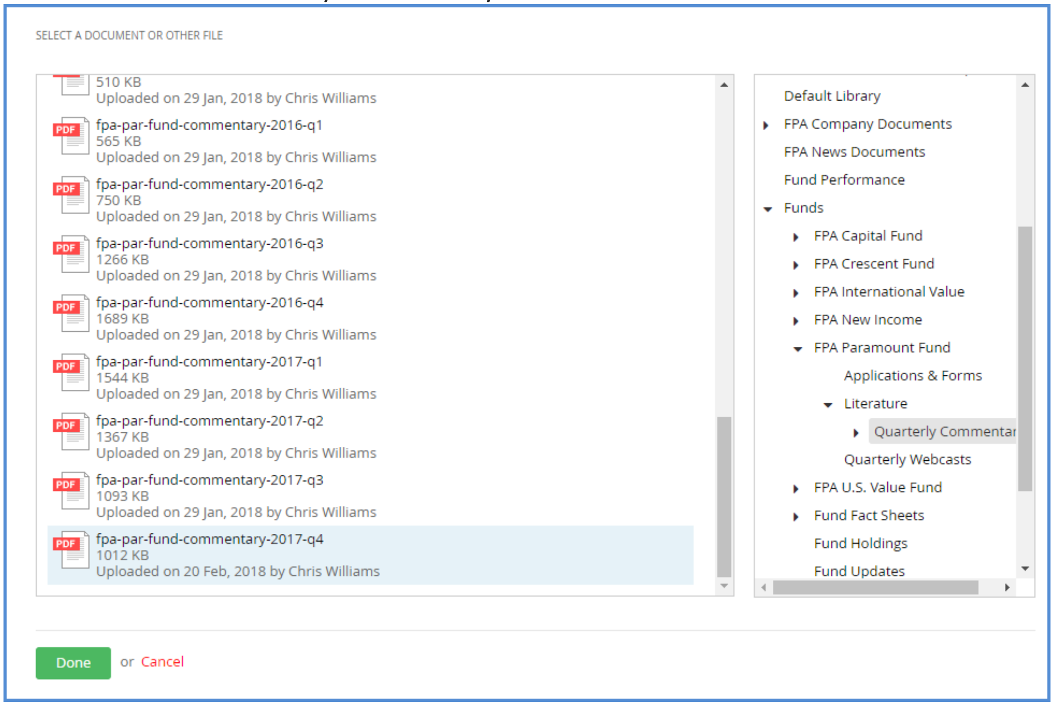
1. Name the commentary file according to this convention: "fpa-[FundName]-commentary-[year]-[quarter].pdf."
2. In Sitefinity, open the Documents & Files library in the Content menu.
3. Locate the relevant fund's Quarterly Commentary folder. You'll find it here: Funds > [FundName] > Literature > Quarterly Commentaries
4. Click the **Upload Documents or Other Files** button.
5. You will see a "Select document from your computer" link. Click the link to open a File Upload window.
6. Locate the commentary file. Click **Open** to upload.
7. In the file properties window, enter a short title in the "Short Title" field. This should match the current commentary format, e.g. "2018 Q1 Commentary."
8. Click **Publish**.
9. Open the Funds module.
10. Open the relevant fund's "Fund Featured Documents" section.

11. Open the "Quarterly Commentary" entry.



12. In the Featured Documents section (below the thumbnail), click the "Select Documents" button.

13. Locate the Fund's Quarterly Commentary folder.

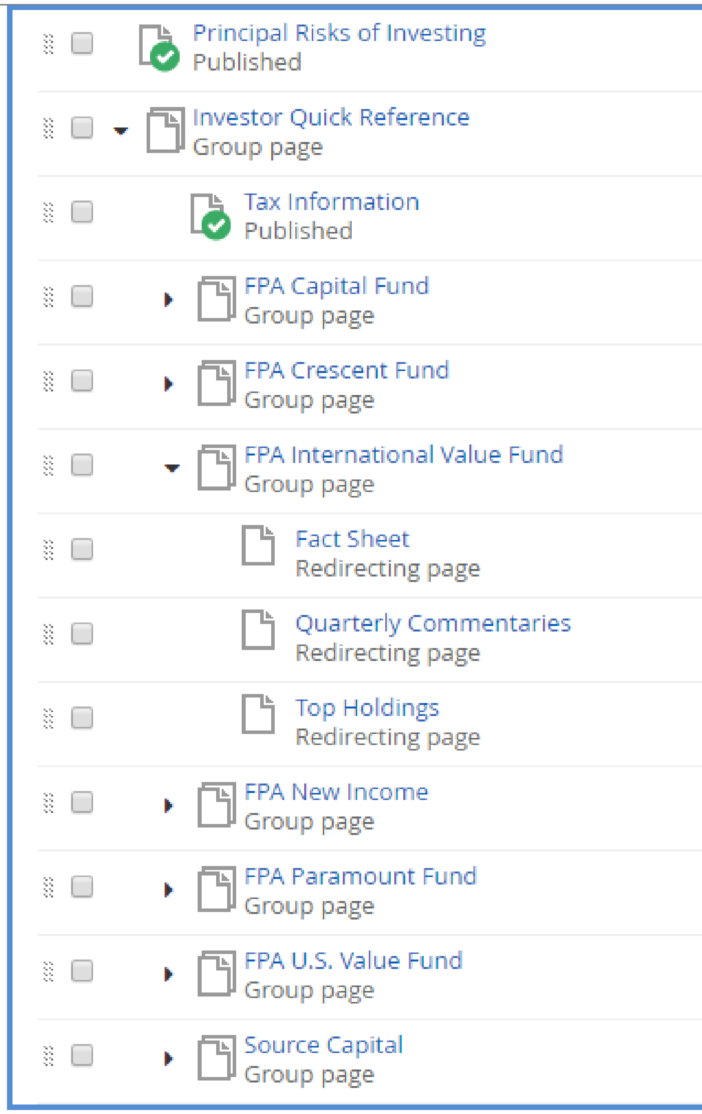


14. Select the commentary PDF you uploaded.
15. Click **Done**.
16. You should see the new commentary PDF under Featured Documents. (If there is more than one document, click the X on the right to remove older commentary PDFs.)
17. Click **Publish**.
18. Refresh the Fund's page to verify the new Quarterly Commentary shows up.
19. Refer to the "Update the Investors Quick Reference (Homepage)" section to complete this update.

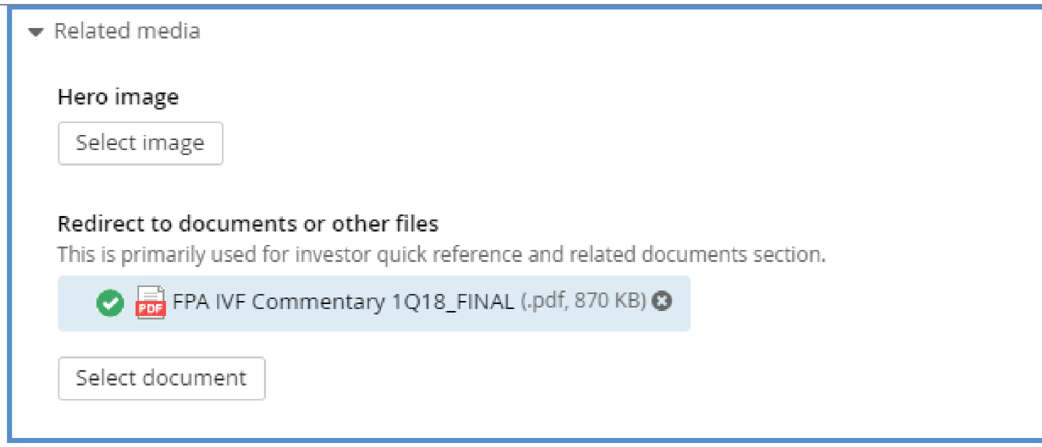
F. Update the Investors Quick Reference (Homepage)

Whenever you update a fund's Fact Sheet or Quarterly Commentary, you'll need to update the Investors Quick Reference list on the homepage.

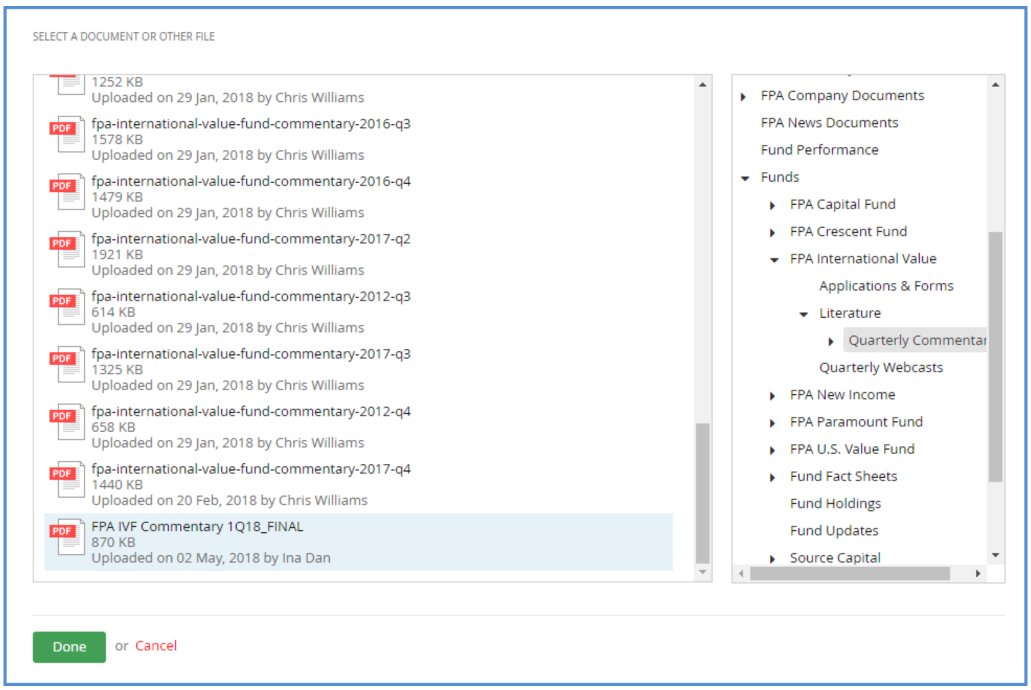
1. Once you've finished adding the new Fact Sheet/Quarterly Commentary, click the Pages view.
2. Locate the Investors Quick Reference page group. If needed, click the arrow to its left to expand it.
3. You'll see a list of page groups named by Fund. Locate the page for the relevant Fund you just updated.
4. Click the left arrow to expand the page. You'll see three Redirecting Pages: Fact Sheet, Quarterly Commentaries, and Top Holdings.



5. Click "Fact Sheet" or "Quarterly Commentaries" depending on which you just updated. An "Edit a Page" screen will open.
6. Scroll down to the "Related Media" box. You'll see a "Redirect to documents or other files" line, with a PDF linked.



7. Click **Select Document** below it.
8. Navigate to the new Fact Sheet/Quarterly Commentary file.
    a. Fact Sheets are located in the Funds/Fund Fact Sheets document library.
    b. Quarterly Commentaries are located in the Funds/[FundName]/Literature/Quarterly Commentaries document library.
9. Click the new file to select it. Click **Done**.



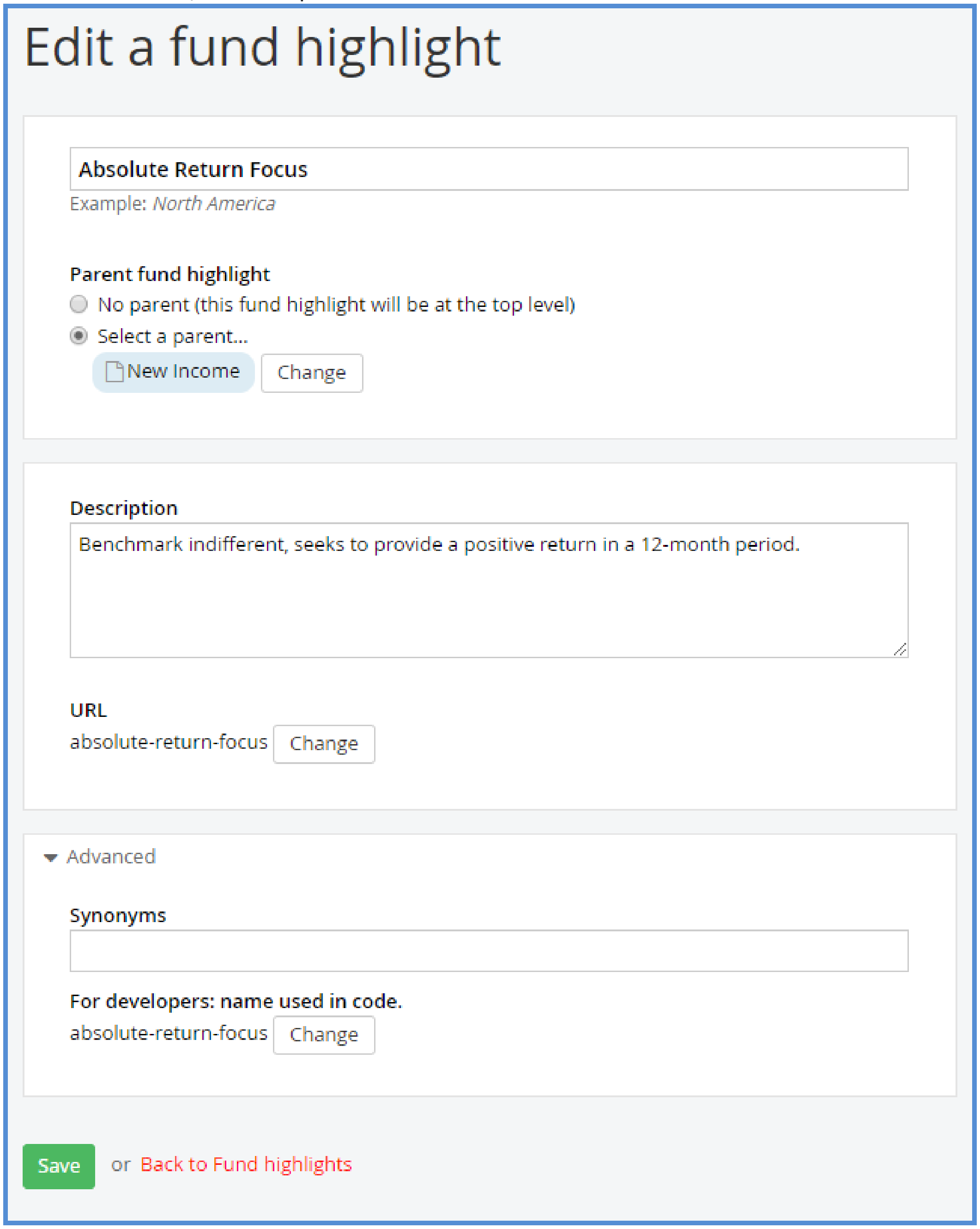
10. The new file will replace the old on the "Edit a Page" screen. Confirm the new file is in place, and then click **Save Changes**.
11. Refresh the homepage and click the relevant Fund's entry in Investors Quick Reference. You should see the new file.

G. Update a Fund: Overview

HIGHLIGHTS

- In Sitefinity, click the All Classifications library at the bottom of the Content menu.
- Click "Fund Highlights."

- Click the arrow next to the fund name whose Highlights you want to edit.
- Locate the appropriate box (the names for each Highlight box are their titles, e.g. "Absolute Return Focus").
- Edit the Title and/or Description field as needed.

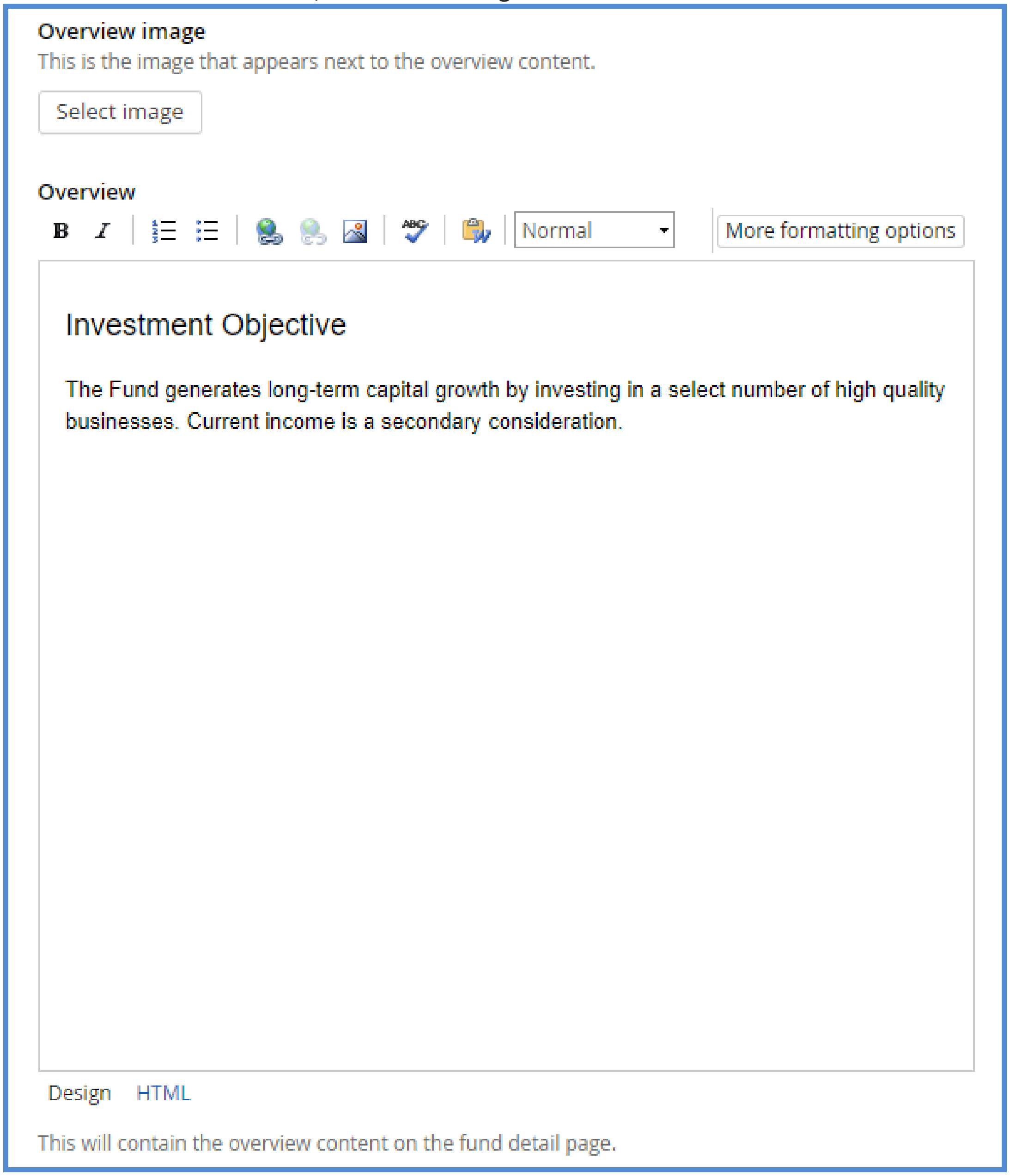


- Click **Save**.

INVESTMENT OBJECTIVE

- Open the Funds module in the Content menu.
- Click "Edit" to edit the relevant Fund.

- Locate the Overview section, under "Fund Page Content."

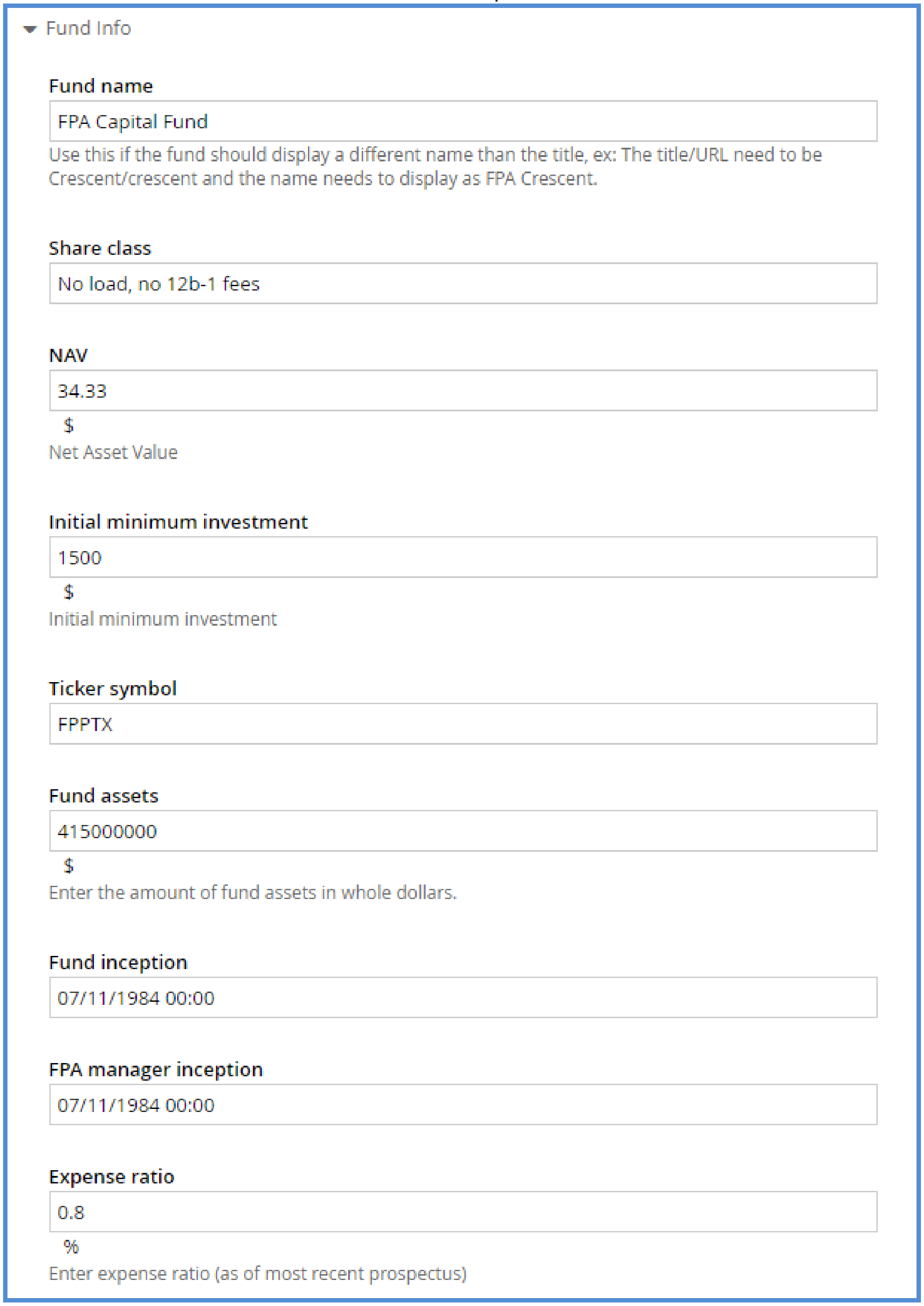


- Edit the text as needed.

FUND FACTS

- Follow Steps 1 and 2 for "Investment Objective" above to edit the Fund.

- Locate the "Fund Info" section. You'll see multiple fields as in the screenshot below.



Fund Info

Fund name

FPA Capital Fund

Use this if the fund should display a different name than the title, ex: The title/URL need to be Crescent/crescent and the name needs to display as FPA Crescent.

Share class

No load, no 12b-1 fees

NAV

34.33

$

Net Asset Value

Initial minimum investment

1500

$

Initial minimum investment

Ticker symbol

FPPTX

Fund assets

415000000

$

Enter the amount of fund assets in whole dollars.

Fund inception

07/11/1984 00:00

FPA manager inception

07/11/1984 00:00

Expense ratio

0.8

%

Enter expense ratio (as of most recent prospectus)

- Edit the items as needed. These correspond to Fund Facts according to their titles.

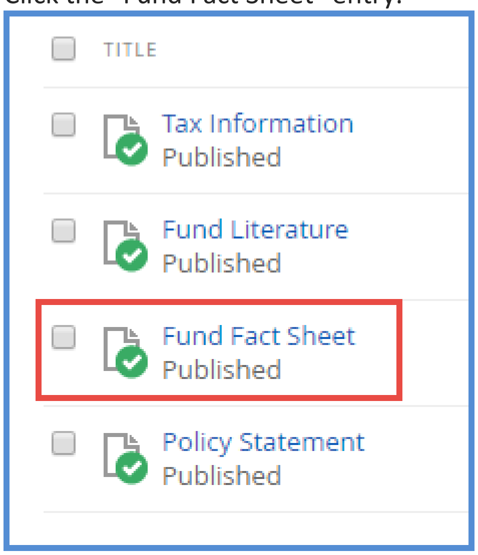
NOTE: If a Fund Fact field is left empty, it will not appear on the Fund Overview page.

RELATED DOCUMENTS
The following documents are all located in the "Related Documents" box on each Fund page. Not all of these files may appear for all funds.

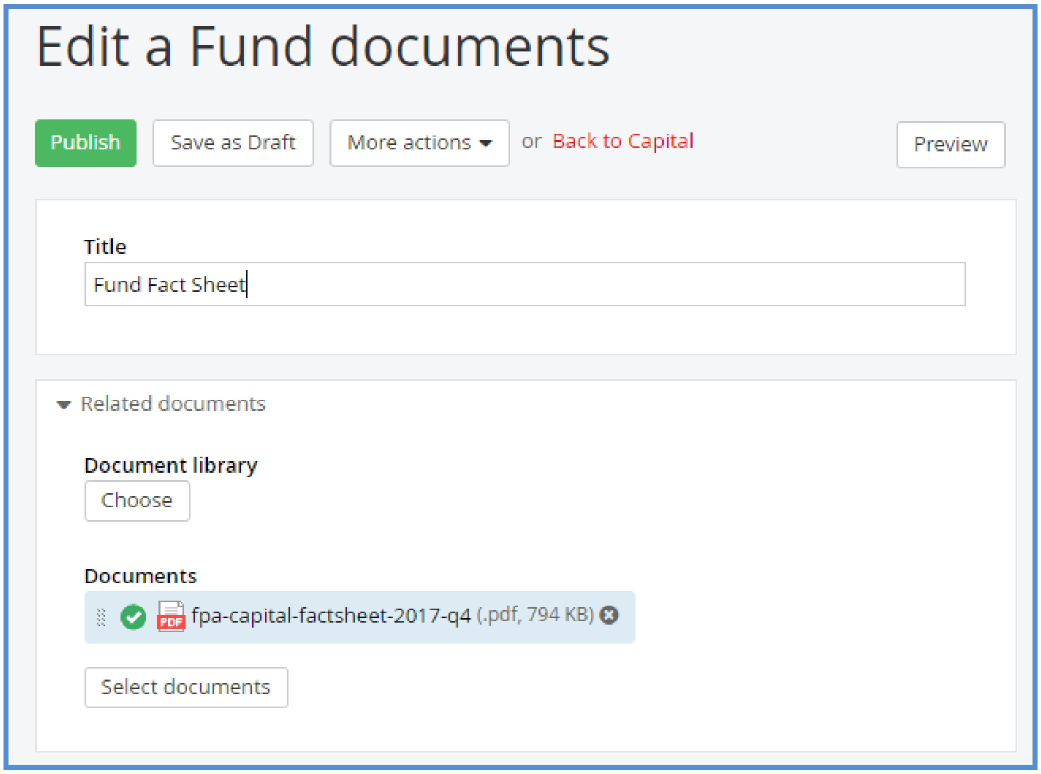
NOTE: If one Fund has additional documents not covered here, use the "Annual Report" instructions to add it.

Fund Fact Sheet:

- Name the new Fund Fact Sheet PDF according to this convention: fpa-[fund]-factsheet-[year]-[quarter].pdf (e.g. "fpa-crescent-factsheet-2018-q1.pdf").
- In Sitefinity, navigate to the Documents & Files library, under the Content menu.
- Click the "Funds" library.
- Click the "Fund Fact Sheets" library.
- Use the "Upload documents or other files" link to upload the files.
- In the file's properties window, enter "Fund Fact Sheet" in the "Short Title" field. This is what displays on the Fund pages.
- Click **Publish**.
- Click the Content menu again. Click "Funds" to access the Funds module.
- Locate the same fund in the list. Under it, click "Fund Documents."
- Click the "Fund Fact Sheet" entry.



- You'll see the editor screen. Under "Documents," click the "X" on the right of the current fund fact sheet. This will remove it from the list.

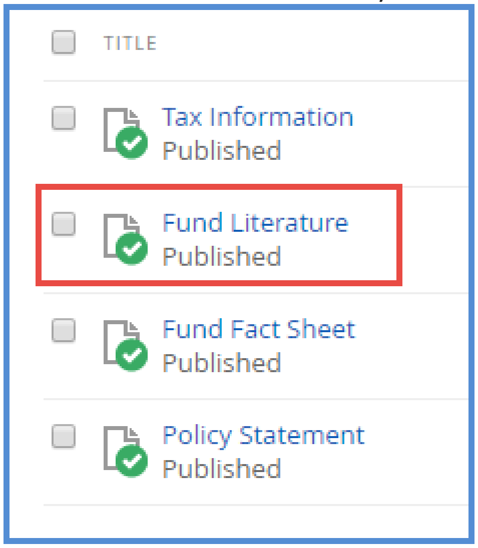


- Click the **Select Documents** button.
- Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund Fact Sheets document library in the list at right.
- Click the file to select it. Click the **Done** button.
- You'll return to the previous editor screen. Click **Publish**.
- Refer to the "Update the Investors Quick Reference (Homepage)" section to complete this update.

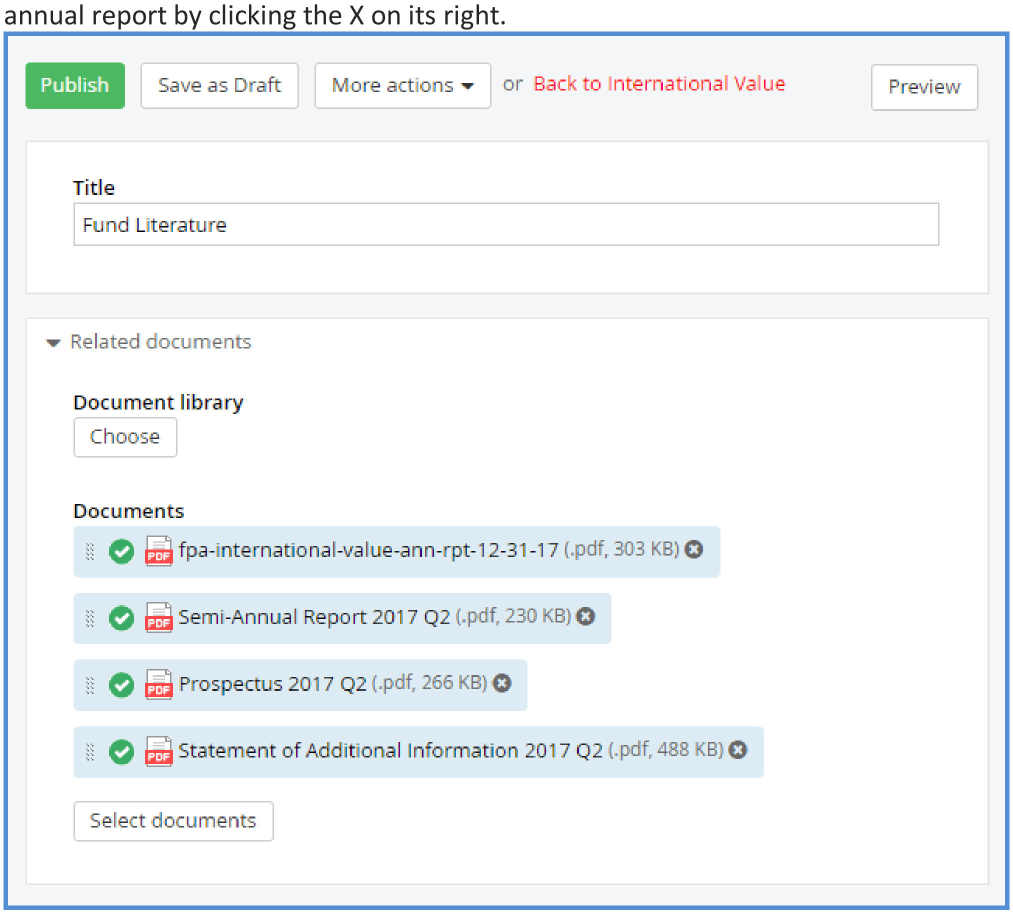
Annual Report:

- Name the new Annual Report PDF according to this convention: fpa-[fund]-ann-rpt-[year]-[quarter].pdf (e.g. "fpa-crescent-ann-rpt-2018-q1.pdf").
- In Sitefinity, navigate to the Documents & Files library, under the Content menu.
- Click the "Funds" library.
- Click the relevant fund's name.
- Click the "Literature" library.
- Use the "Upload documents or other files" window to upload the files.
- In the file's properties window, enter "Annual Report" in the "Short Title" field. This is what displays on the Fund pages.
- Once complete, click the Content menu again. Click "Funds" to access the Funds module.
- Locate the same fund in the list. Under it, click "Fund Documents."

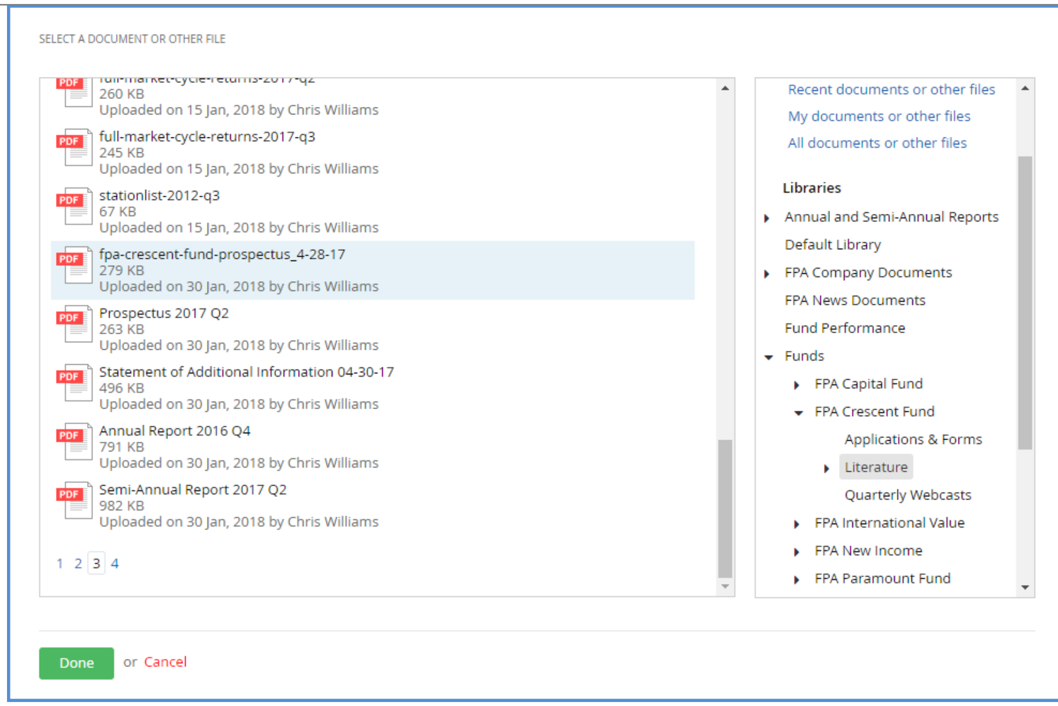
- Click the "Fund Literature" entry.



- You'll see a list of the currently-used Fund Literature documents. Delete the existing annual report by clicking the X on its right.



- Click the **Select Documents** button.
- In the "Select Document or Other File" window, locate the new annual report you uploaded. It should be under Funds > [FundName] > Literature. You can also search using the search box along the top.



- Click **Done**.
- The document will appear in the Documents list. Drag it to the top of the list using your mouse, if necessary.
    - Note: The report's filename displays here. The Short Title ("Annual Report") will display on the Fund pages.
- Click **Publish**.
- Refresh the Fund Overview page to verify the new document is linked where "Annual Report" displays in Related Documents.

Semi-Annual Report:

Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Semi-Annual Report PDF according to this convention: fpa-[fund]-semi-ann-rpt-[year]-[quarter].pdf (e.g. "fpa-crescent-semi-ann-rpt-2018-q1.pdf").
- Use the short title "Semi-Annual Report" only. No year or quarter.

Prospectus:

Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Prospectus PDF according to this convention: fpa-[fund]-prospectus-[year]-[quarter].pdf (e.g. "fpa-crescent-prospectus-2018-q1.pdf").
- Use the short title "Prospectus" only. No year or quarter.

Statement of Additional Information (SAI):

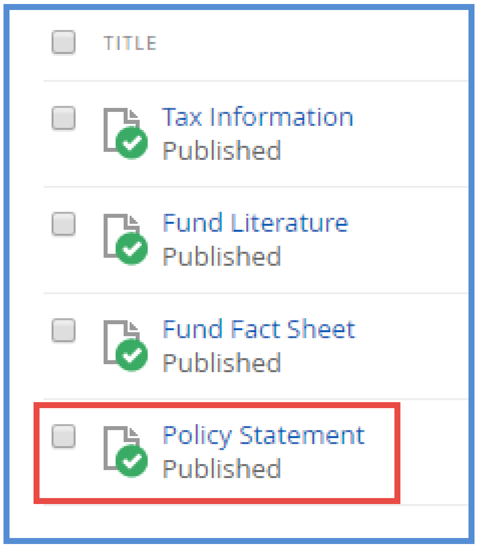
Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Statement of Additional Information PDF according to this convention: fpa-[fund]-sai-[year]-[quarter].pdf (e.g. "fpa-crescent-sai-2018-q1.pdf").
- Use the short title "Statement of Addtl Information (SAI)" only. No year or quarter.

Policy Statement:

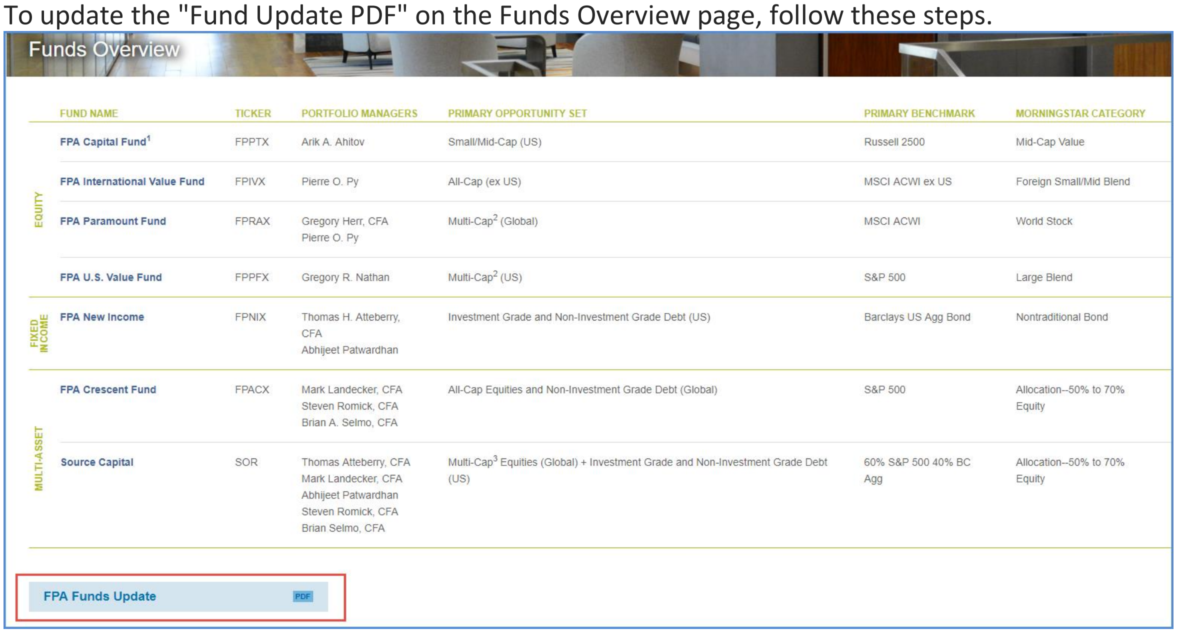
To update the Policy Statement PDF, follow the same steps for Fund Fact Sheet above, with two distinctions:

- Upload Policy Statement PDFs to the FPA Company Documents > Policy Statements document library.
- Under Fund Documents, click the "Policy Statement" entry, as noted in the screenshot below.



FUND UPDATE PDF

To update the "Fund Update PDF" on the Funds Overview page, follow these steps.



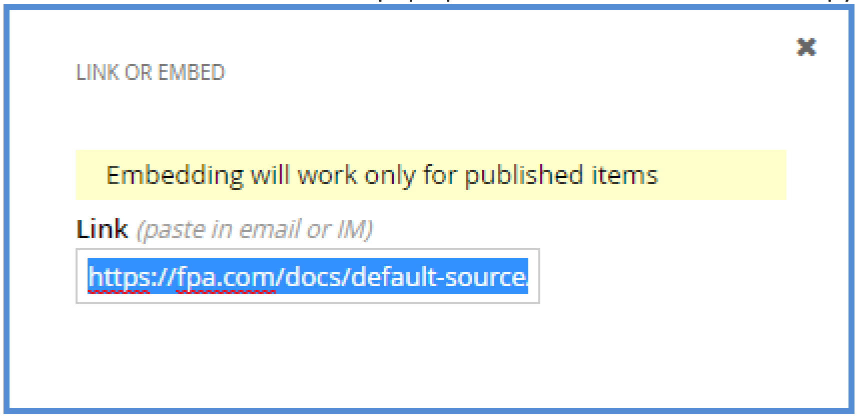
Funds Overview

	FUND NAME	TICKER	PORTFOLIO MANAGERS	PRIMARY OPPORTUNITY SET	PRIMARY BENCHMARK	MORNINGSTAR CATEGORY
EQUITY	FPA Capital Fund[1]	FPPTX	Arik A. Ahitov	Small/Mid-Cap (US)	Russell 2500	Mid-Cap Value
	FPA International Value Fund	FPIVX	Pierre O. Py	All-Cap (ex US)	MSCI ACWI ex US	Foreign Small/Mid Blend
	FPA Paramount Fund	FPRAX	Gregory Herr, CFA Pierre O. Py	Multi-Cap[2] (Global)	MSCI ACWI	World Stock
	FPA U.S. Value Fund	FPPFX	Gregory R. Nathan	Multi-Cap[2] (US)	S&P 500	Large Blend
FIXED INCOME	FPA New Income	FPNIX	Thomas H. Atteberry, CFA Abhijeet Patwardhan	Investment Grade and Non-Investment Grade Debt (US)	Barclays US Agg Bond	Nontraditional Bond
MULTI-ASSET	FPA Crescent Fund	FPACX	Mark Landecker, CFA Steven Romick, CFA Brian A. Selmo, CFA	All-Cap Equities and Non-Investment Grade Debt (Global)	S&P 500	Allocation--50% to 70% Equity
	Source Capital	SOR	Thomas Atteberry, CFA Mark Landecker, CFA Abhijeet Patwardhan Steven Romick, CFA Brian Selmo, CFA	Multi-Cap[3] Equities (Global) + Investment Grade and Non-Investment Grade Debt (US)	60% S&P 500 40% BC Agg	Allocation--50% to 70% Equity

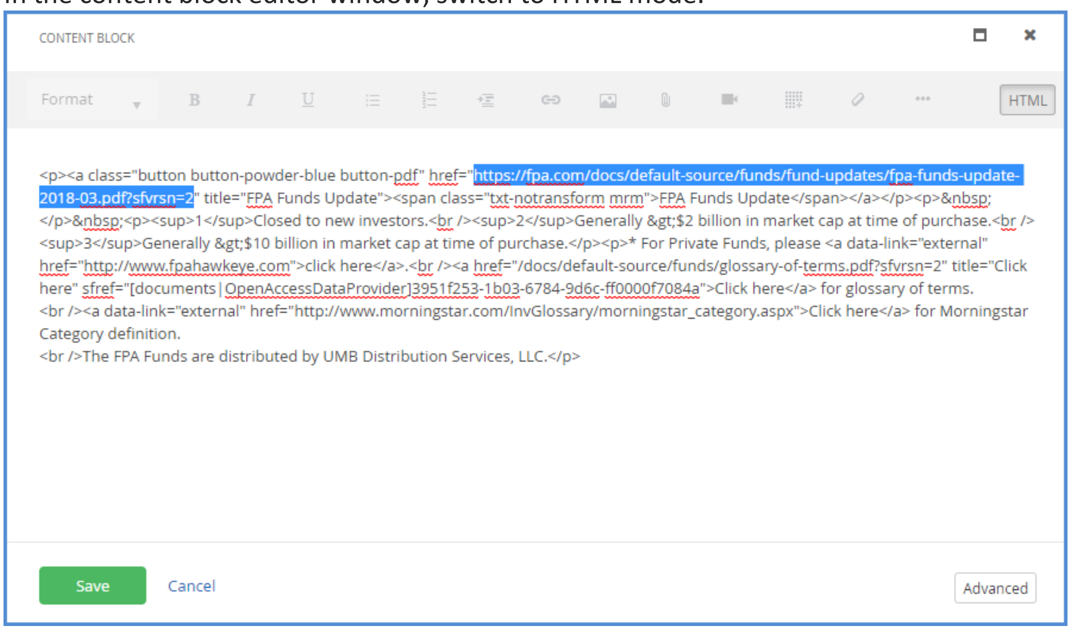
FPA Funds Update PDF

- Name the new Funds Update PDF according to this convention: "fpa-funds-update-[Year]-[Quarter].pdf". For example, fpa-funds-update-2018-Q1.pdf.
- Upload the new Funds Update PDF to the Funds > Fund Updates document library.
- Once uploaded, click the "Embed Link to This File" link on its right.

- A "Link or Embed" window will pop up. Select the URL offered and copy it.



- Close the "Link or Embed" window.
- Click the Pages menu.
- In the page list, locate and click the **Funds** page to open its editor.
- Scroll past the Funds list until you see the content block containing the Funds Update PDF button. Click **Edit**.
- In the content block editor window, switch to HTML mode.



- Paste the new Fund Update PDF link in place of the old PDF link (highlighted above).
- Do not edit any of the other code. The code contains CSS classes which format this link as a button.

  The HTML code with the CSS classes, in case they need replacing:
  <p>FPA Funds Update</p>
- Click **Save**.

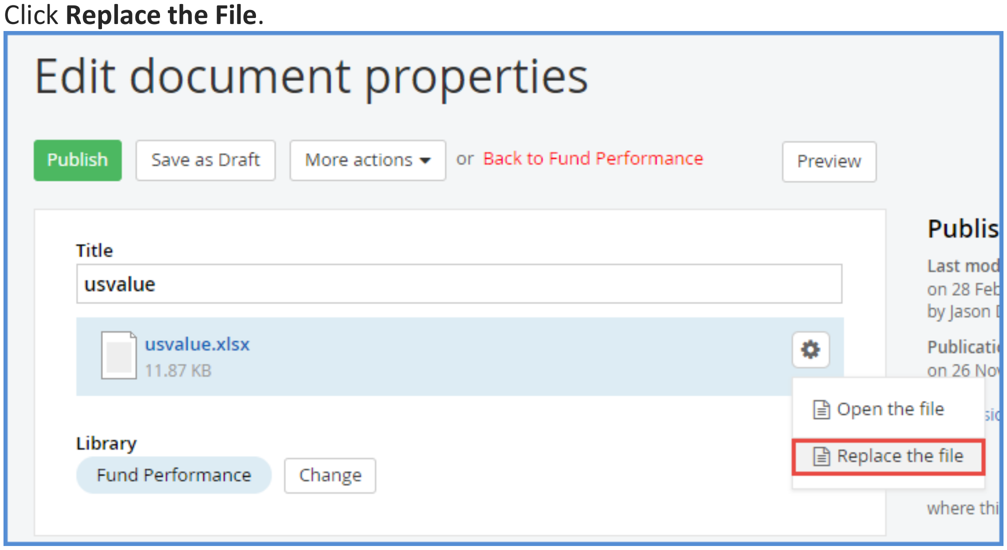
- Click **Publish** to publish the page.
- Refresh the Funds Overview page in order to verify the link has updated, and the button formatting remains.

H. Update a Fund: Performance

PERFORMANCE CHARTS

The Performance Charts on this page are not updated directly on the page. Instead, a module automatically updates the charts from an Excel spreadsheet.

1. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
2. Navigate to the "Fund Performance" library.
3. You'll see a list of Excel files named for each Fund. Click the corresponding fund Excel file you want to update.
4. The Edit Properties screen will open. Click the gear icon to the right of the filename.
5. Click **Replace the File**.



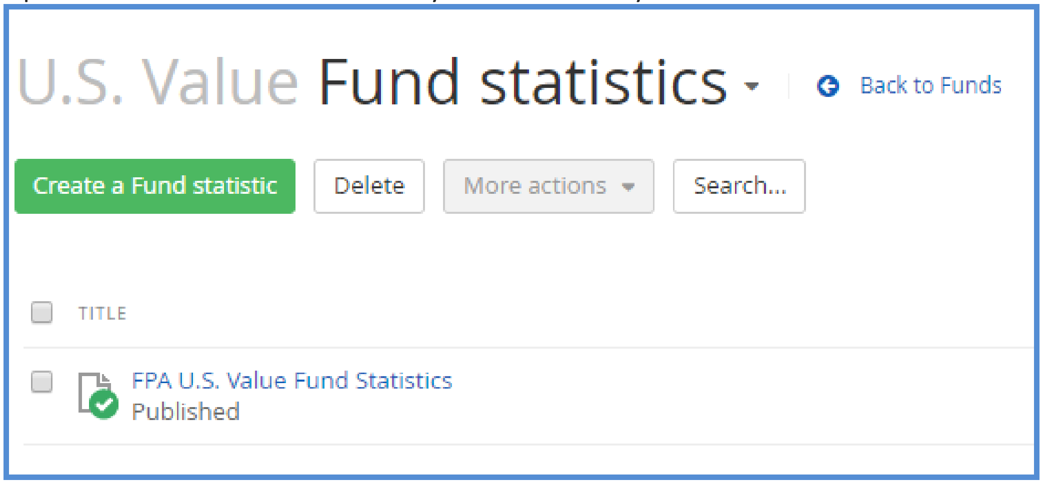
6. You'll see a "Select document from your computer" link. Click the link to open a File Upload window.
7. Locate & select the new performance chart Excel file. Click "Open" to add it to the document properties window.
8. Click **Publish**. The new performance chart will upload & replace the existing data.
9. Refresh the Fund's Performance page to verify the new data appears.

I. Update a Fund: Portfolio Characteristics

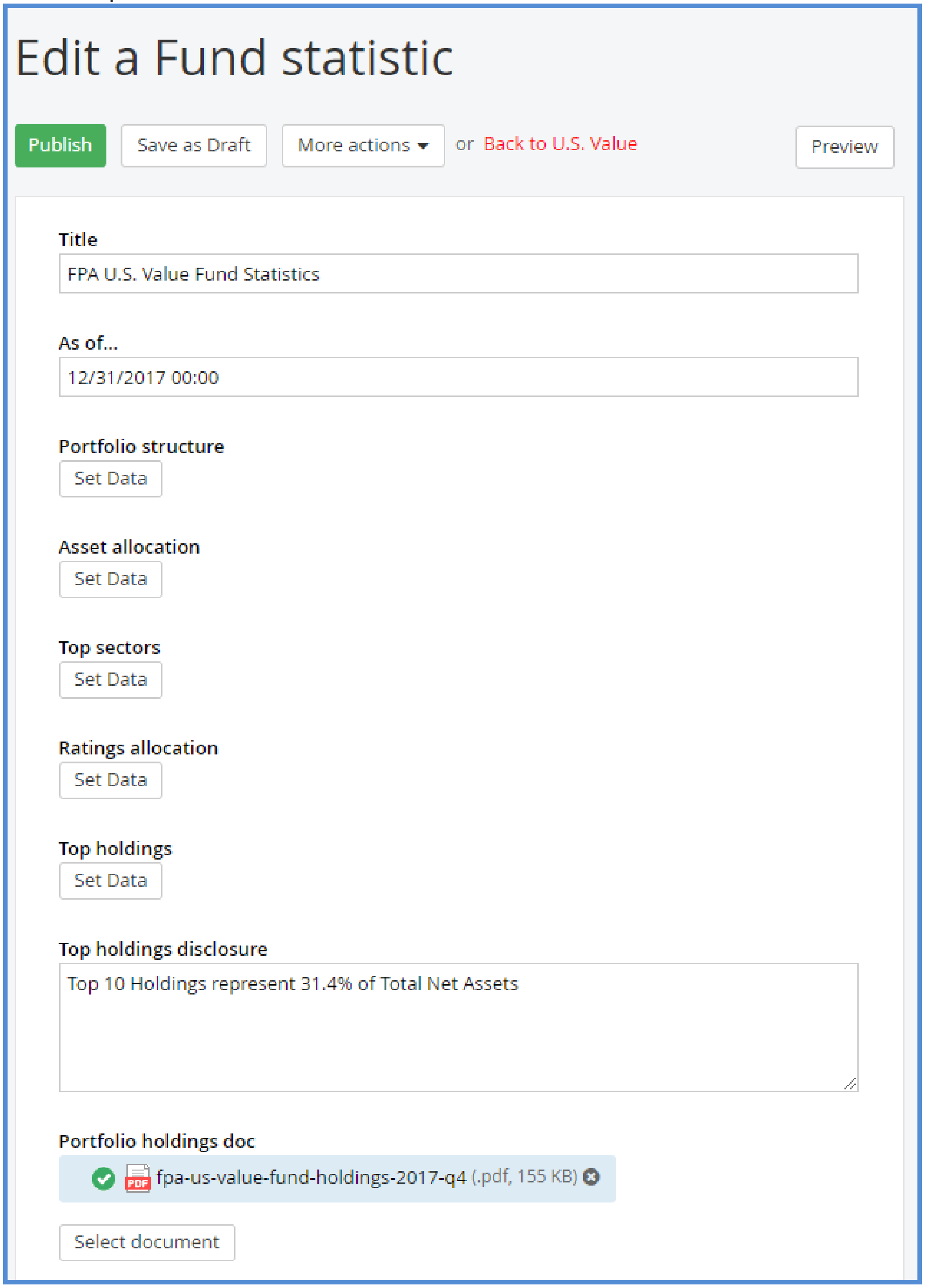
PORTFOLIO STRUCTURE CHART

1. In Sitefinity, open the Funds module.
2. For the relevant fund, click "Fund Statistics."

3. Open the fund's Fund Statistics entry. You should only see one.

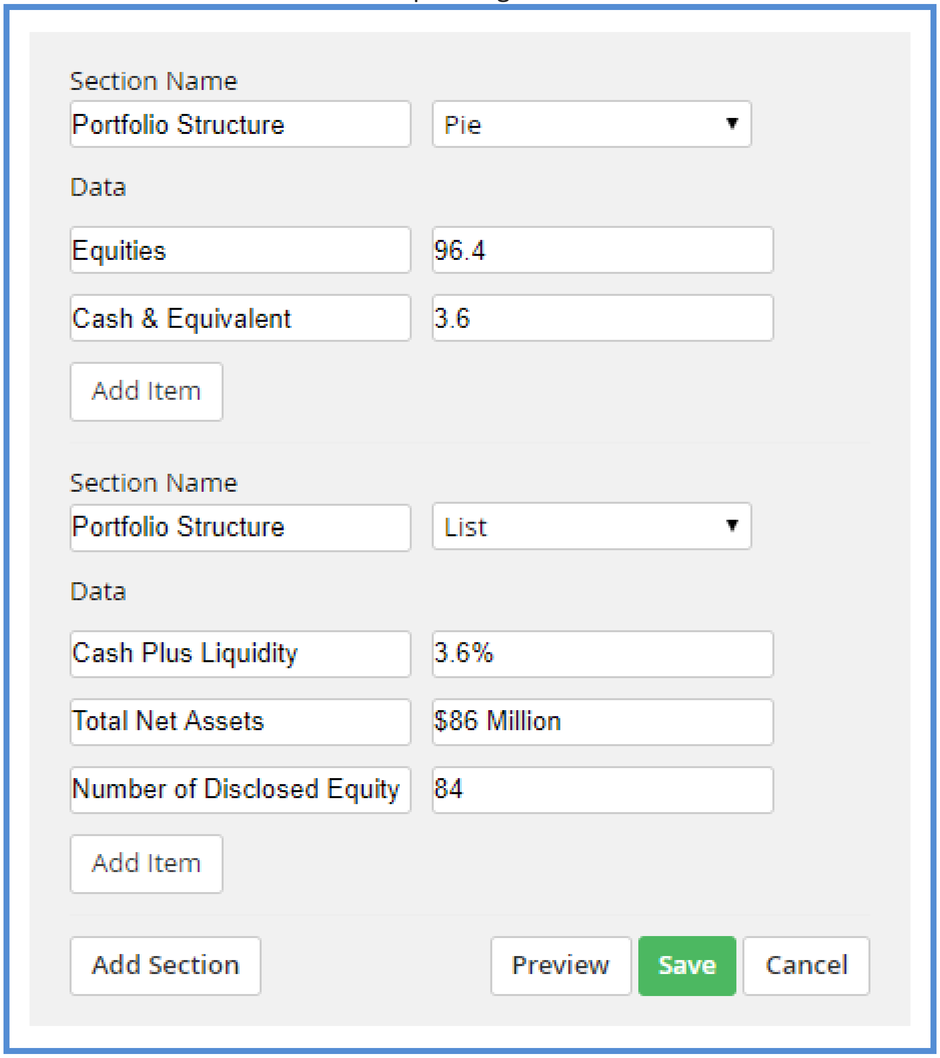


4. This will open the "Edit a Fund Statistic" window.



5. Under "Portfolio Structure," click the **Set Data** button.

6. Enter the data values in the corresponding fields.

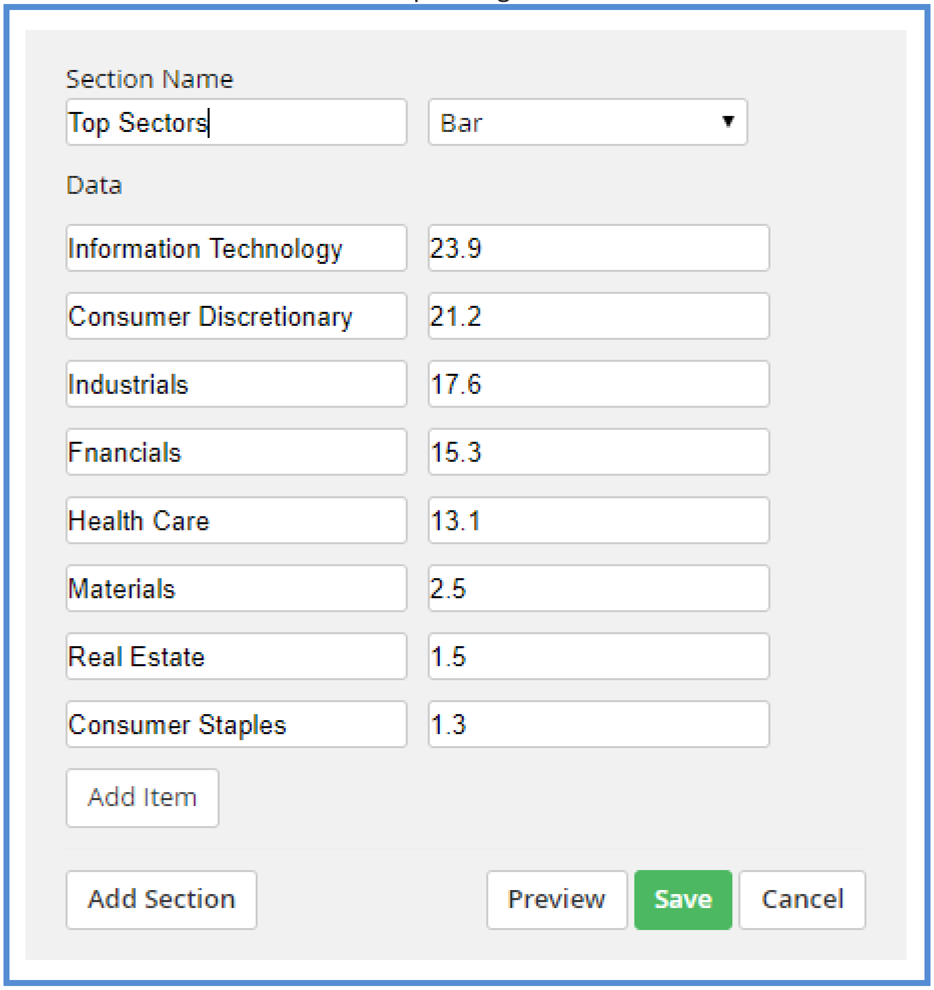


7. Click **Save**.
8. In the "As of..." field, change the date to match the data's reported date.
9. Click **Publish**.

TOP SECTORS CHART

1. Follow Steps 1-4 from the Portfolio Structure Chart section.
2. Under "Top Sectors," click the **Set Data** button.

3. Enter the data values in the corresponding fields.

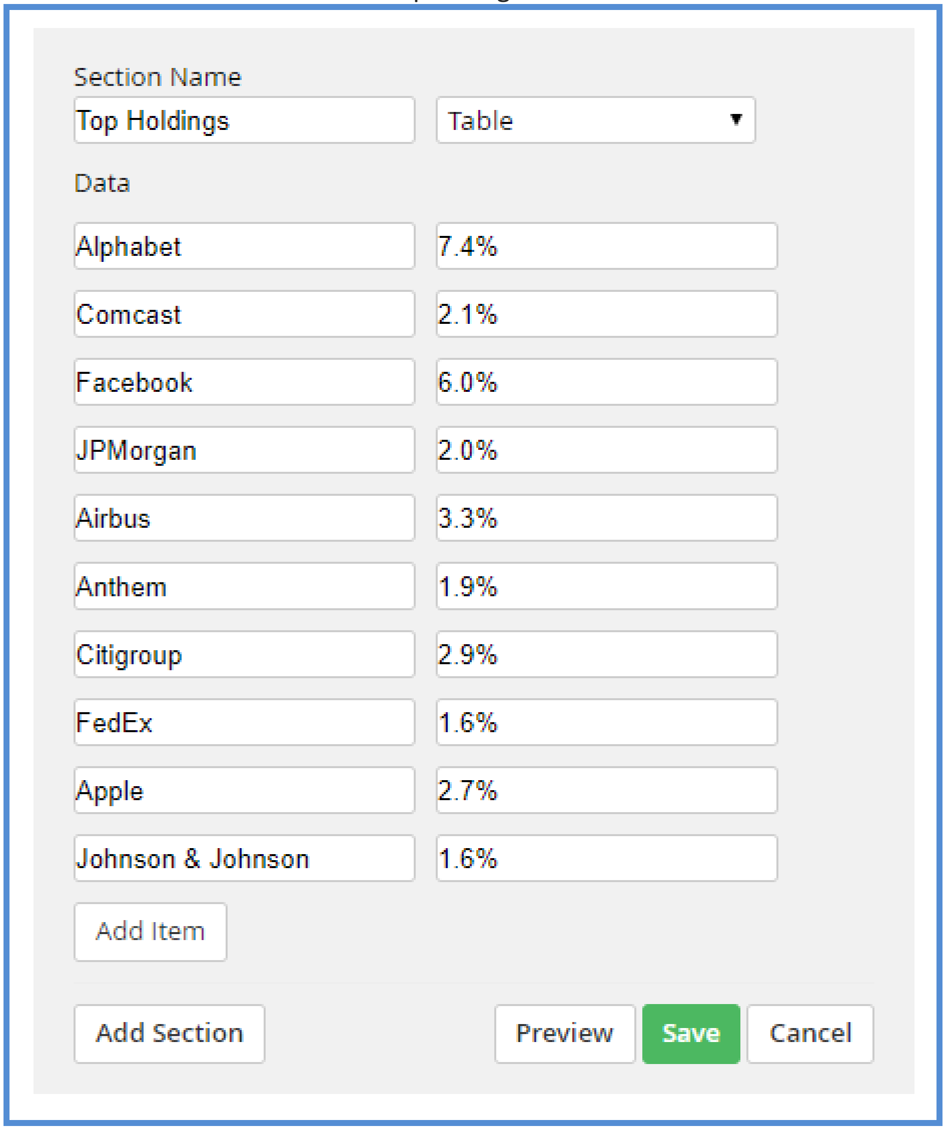


4. Click **Save**.
5. In the "As of..." field, change the date to match the data's reported date.
6. Click **Publish**.

TOP HOLDINGS LIST

1. Follow Steps 1-4 from the Portfolio Structure Chart section.
2. Under "Top Holdings," click the **Set Data** button.

3. Enter the data values in the corresponding fields.

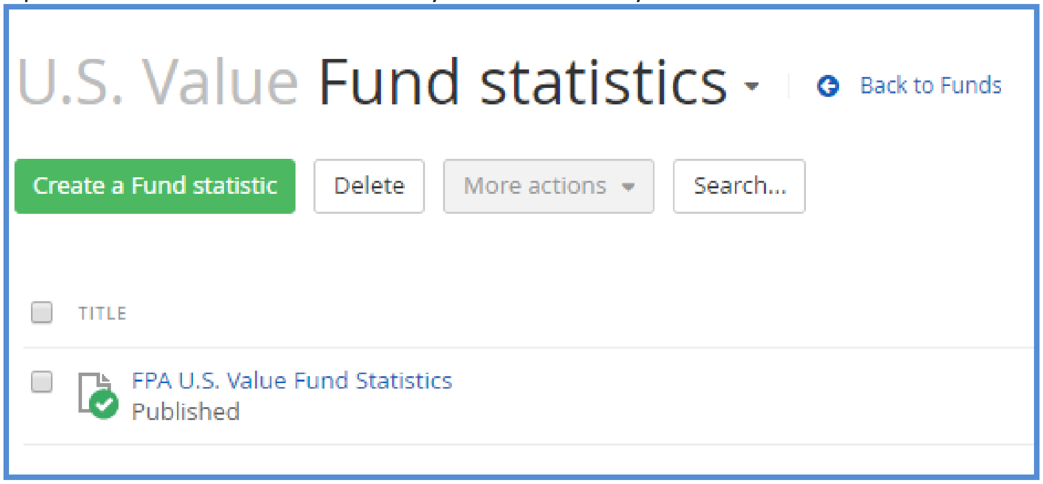


4. Click **Save**.
5. In the "As of..." field, change the date to match the data's reported date.
6. Click **Publish**.

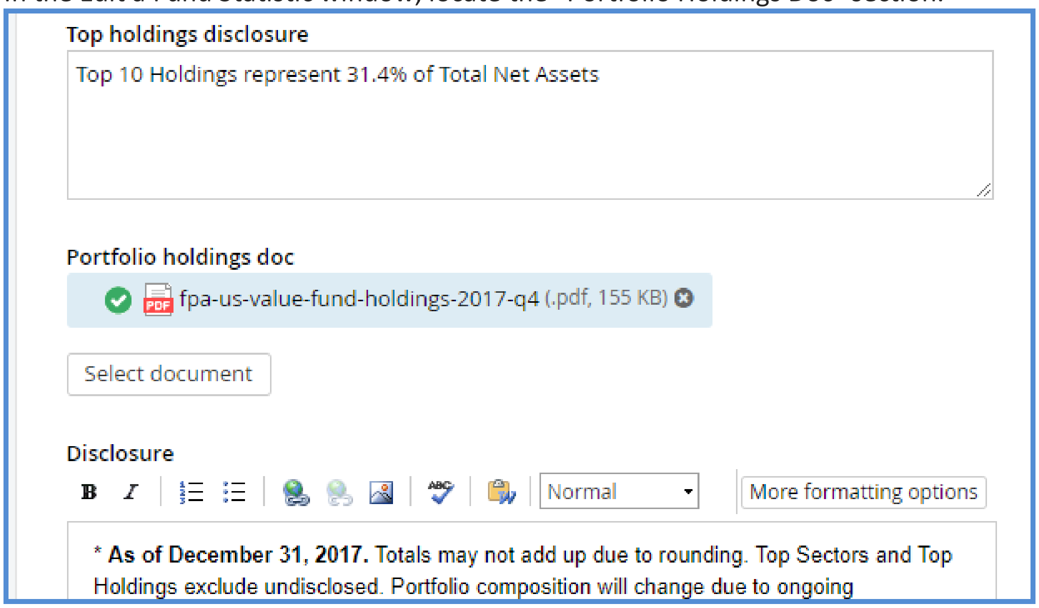
PORTFOLIO HOLDINGS PDF

1. Name the new Portfolio Holdings PDF according to this convention: fpa-[fundname]-fund-holdings-[year]-[quarter].pdf (e.g. "fpa-crescent-fund-holdings-2018-q1.pdf").
2. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
3. Click the "Funds" library.
4. Click the "Fund Holdings" library.
5. Use the "Upload documents or other files" window to upload the file.
6. In the file's properties window, enter "Portfolio Holdings" in the "Short Title" field. This is what displays on the Fund Portfolio Characteristics page.
7. Once complete, click the Content menu again. Click "Funds" to access the Funds module.
8. Locate the same fund in the list. Under it, click "Fund Statistics."

9. Open the fund's Fund Statistics entry. You should only see one.

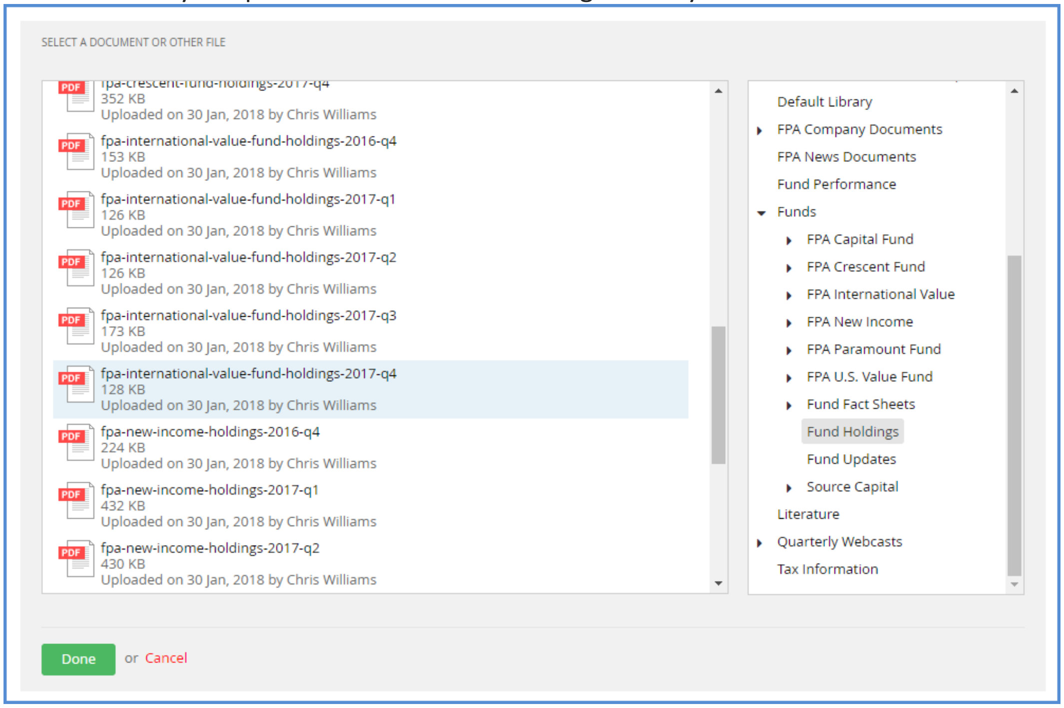


10. In the Edit a Fund Statistic window, locate the "Portfolio Holdings Doc" section.

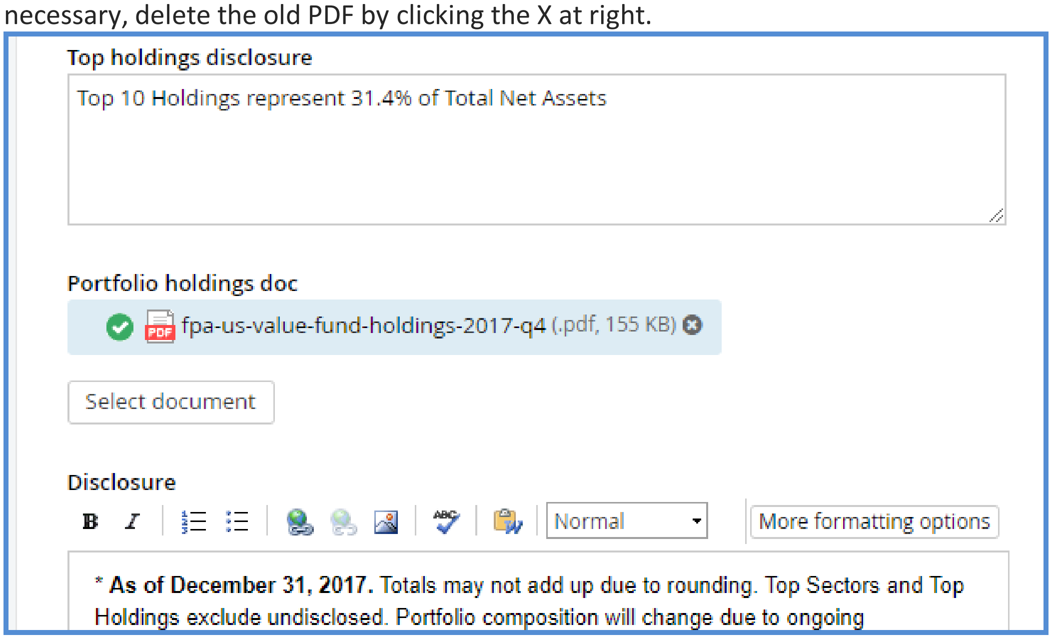


11. Click the **Select Document** button.

12. Locate the file you uploaded in the "Fund Holdings" library.



13. Click **Done**.
14. Verify the new Portfolio Holdings PDF appears in the Edit a Fund Statistics window. If necessary, delete the old PDF by clicking the X at right.



15. Click **Publish**.

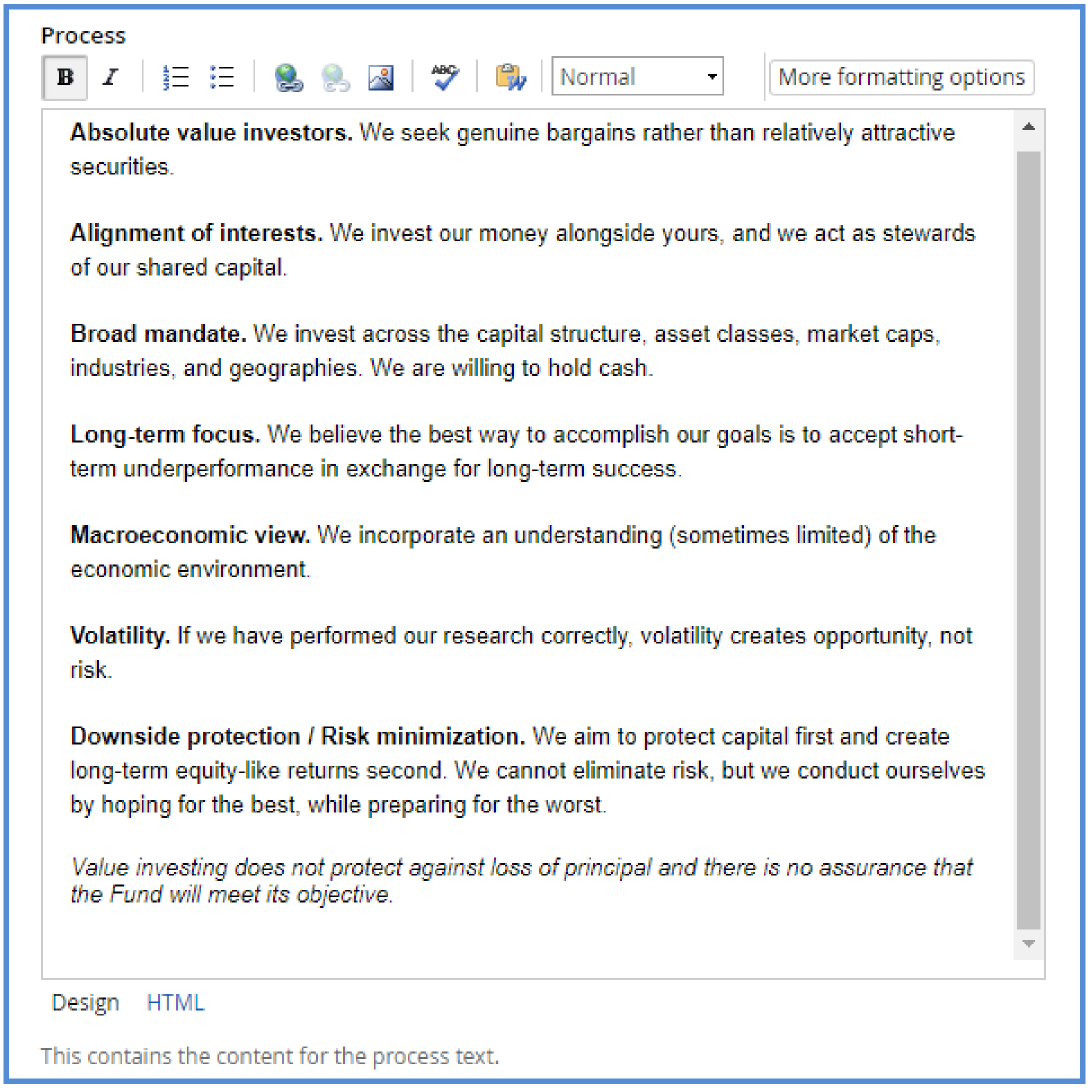
J. Update a Fund: Process &

PROCESS CONTENT

1. In Sitefinity, navigate to the Funds module, under the Content menu.
2. Click "Edit" next to the Fund you want.

Management

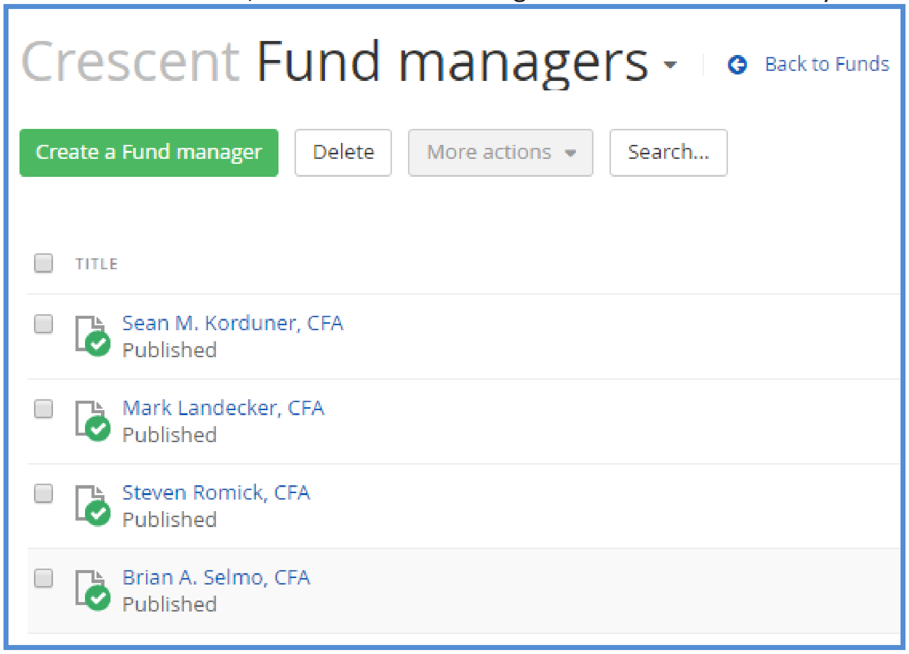
3. Locate the Process section in the Edit a Fund screen. It's in the Fund Page Content section, below Overview.
4. Edit the text in the text editor. Adhere to the same format as the current text (as seen in the below screenshot).
5. This text will automatically wrap into two columns, so additional spacing isn't necessary.
6. When finished, click **Publish**.



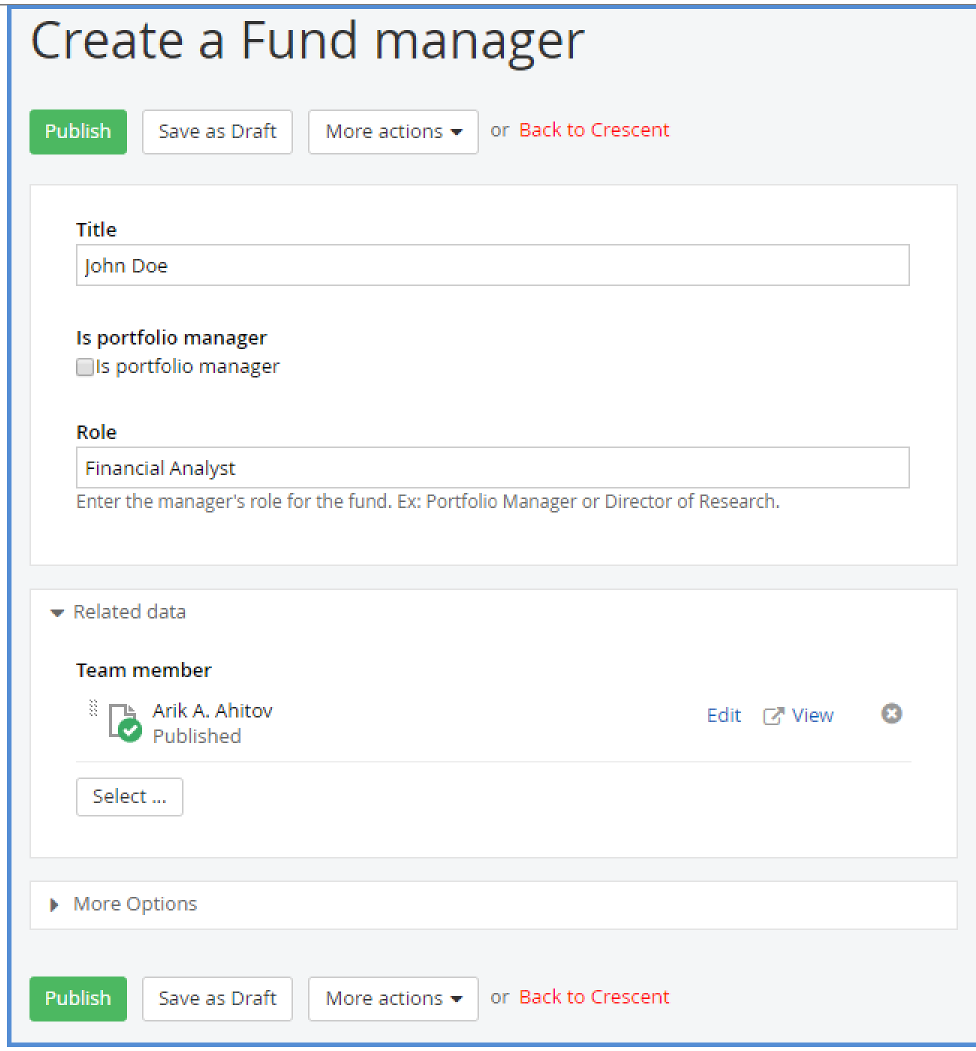
INVESTMENT TEAM [FUND MANAGERS]

1. To add a Portfolio Manager or Investment Team member, first create a Team Member bio for them (see Section A).

2. In the Funds module, click the "Fund Managers" link under the Fund you want.



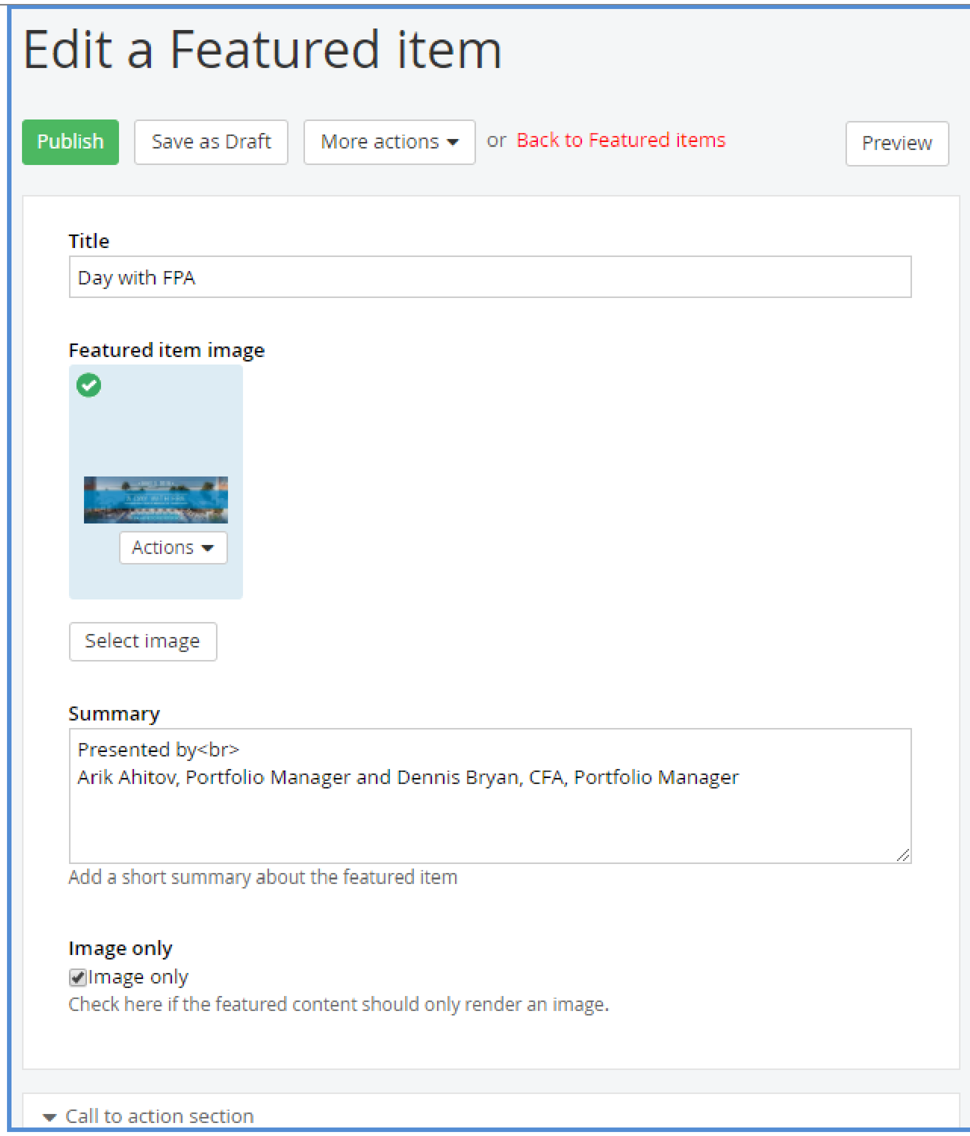
3. You'll see a list of Team Members. Click the **Create a Fund Manager** button.
4. The Create a Fund Manager screen will open. Type in their name & role.



5. Under the Related Data section, click the **Select** button.
6. You'll see a window displaying Team Members. Locate the new Team Member and click their name.
7. Click **Done**. The Team Member should now display under the Related Data section.
8. Click **Publish**.

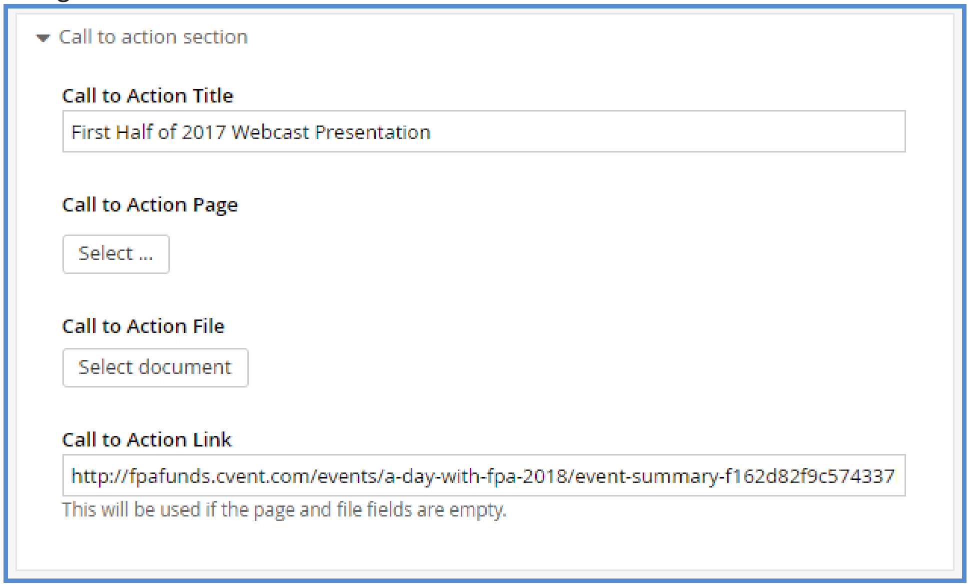
K. Change the Homepage Featured Item/"Day with FPA" Box

1. In Sitefinity, navigate to the Featured Items library, under the Content menu.
2. You'll see the "Day with FPA" item.
3. Click the item to open its editor.



4. To replace the image:
    a. Click the **Actions** button > Remove.
    b. Click the **Select Image** button.
    c. Locate (or upload) a new Day with FPA image following the standard image upload process.
    d. Edit the Summary text to reflect the new Day with FPA presentation details.
5. To replace the title & event link:

a. Navigate to the "Call to Action Section."



b. Edit the Call to Action Title.

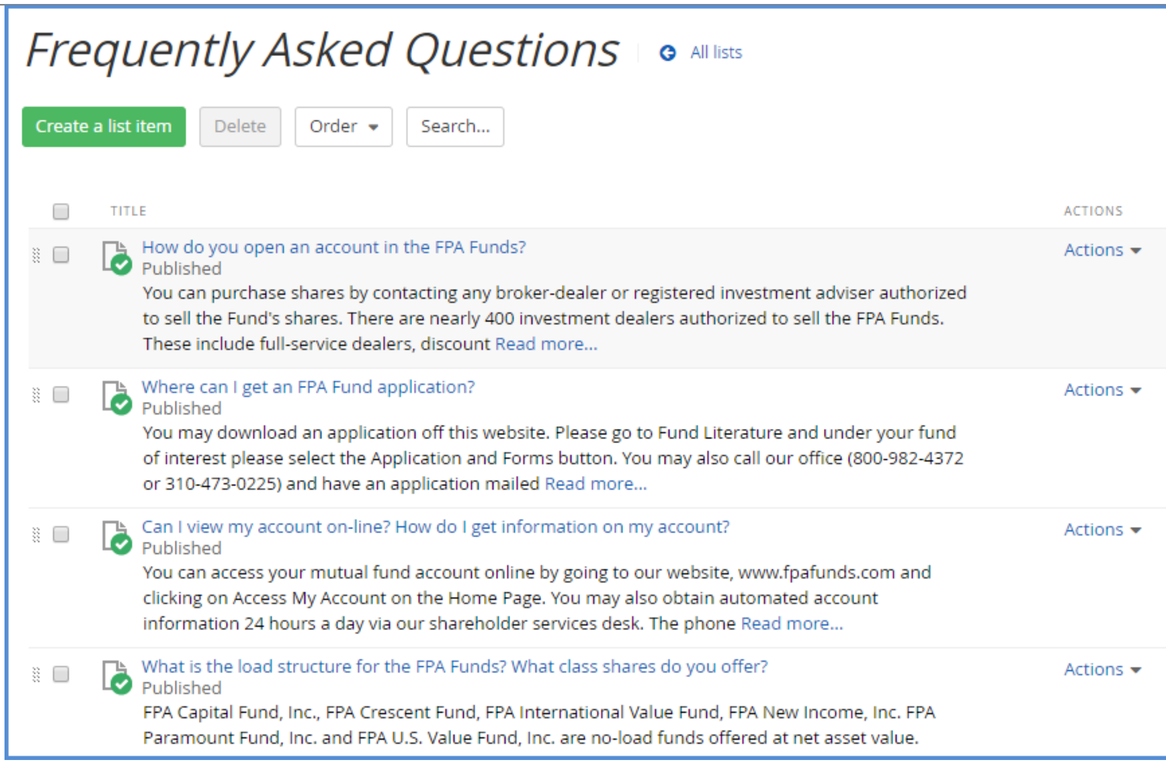
c. If using a page on the website, click the **Select...** button under "Call to Action Page." Select the event page. (If one does not exist, exit out of this section & create the page in Pages.)

d. If using an external page link, delete the existing link in "Call to Action Link." Paste in the new link here.

6. When finished, click **Publish**.
7. Refresh the homepage to confirm the changes.

L. Update FAQs

1. In Sitefinity, navigate to the Lists library, under the Content menu.
2. Click the "Frequently Asked Questions" list.
3. You'll see all of the FAQs as list items.



4. To edit a FAQs, click its title.
5. Edit the text in the text editor.
6. Click Publish.
7. Refresh the FAQs page to verify the changes.

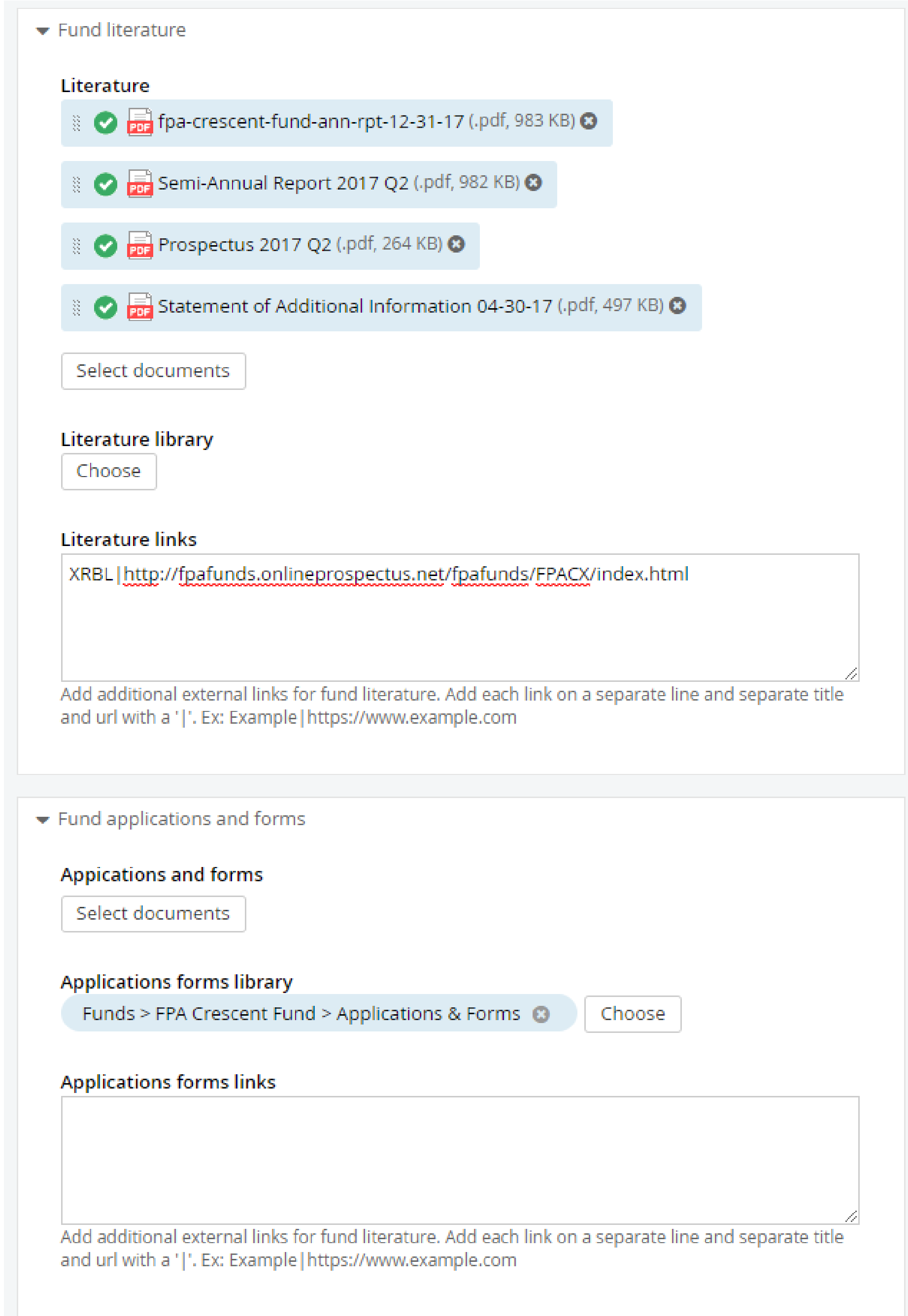
M. Update Request Funds Literature Page

If updating the Fund Fact Sheet, please refer to Fund – Related Documents (Section G) for file upload process.

In order to update the literature displayed on the Request Funds Literature page, you must update the literature linked in each Fund.

1. Open the Funds module.

2. Click "Edit" for the relevant fund.



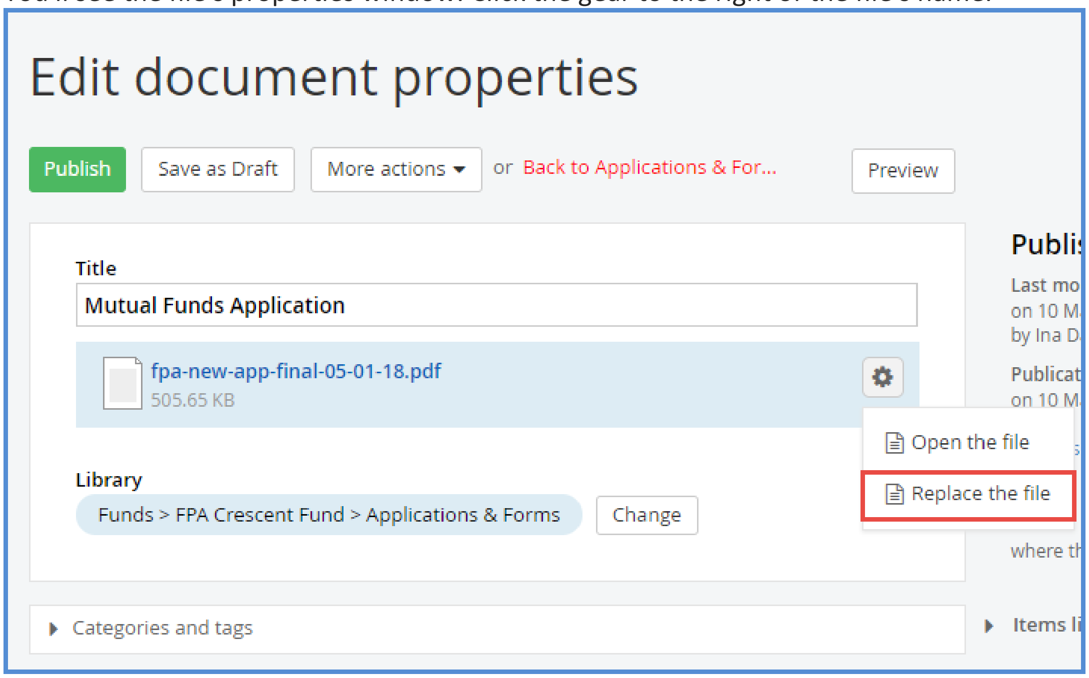
3. Locate the "Fund Literature" section. You'll see a list of document and literature links.
4. Delete older fund literature documents from the list using the X at right.
5. Click the **Select Documents** button to add new documents.
6. Locate the documents in the Fund's Literature library. Click to select them.
7. Click Done Selecting to add each new document. Repeat as needed.
8. Once you've added all the new fund literature documents, drag them into the same order the previous documents were. Typical order is:
    a. Annual Report
    b. Semi-Annual Report

c. Prospectus
d. Statement of Additional Information

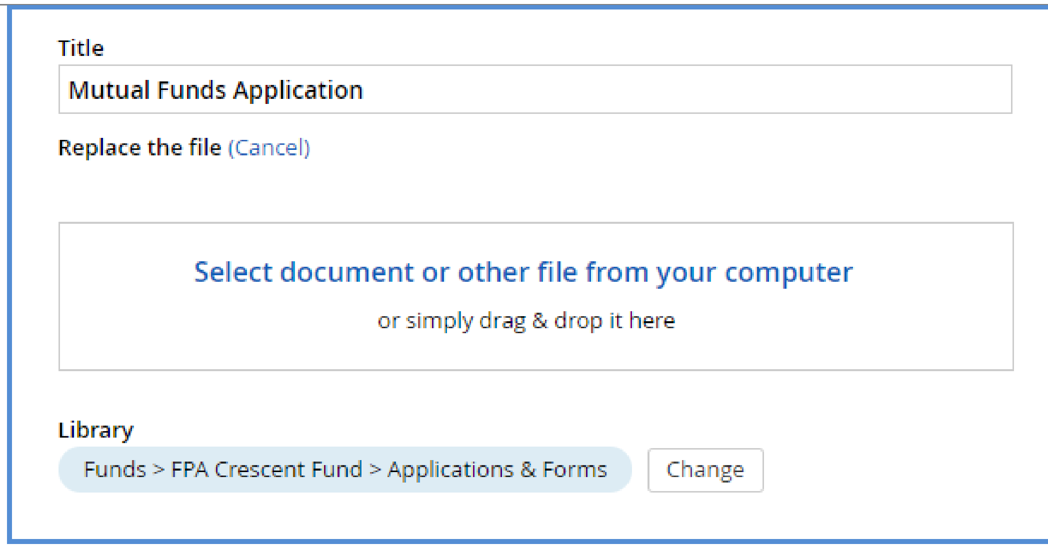
9. Click **Publish**. Refresh the Request Funds Literature page to confirm the new documents.
    a. You should see the document's Short Title on the page (e.g. Annual Report). If you see the document's filename, locate the document in the Documents & Files library. Edit the document, and insert the Short Title.

NOTE: The XRBL link, as well as the Applications & Forms documents, do not normally change. If you do need to update an Application or Form, follow these steps.

1. Navigate to the Documents & Files library.
2. Click the "Funds" library.
3. Click the Fund library you want to update.
4. Click the "Applications & Forms" library.
5. Locate the application or form you want to update. Click its filename.
6. You'll see the file's properties window. Click the gear to the right of the file's name.



7. Click **Replace the File**.
8. The filename box will change to "Select document or other file from your computer." Click the phrase.

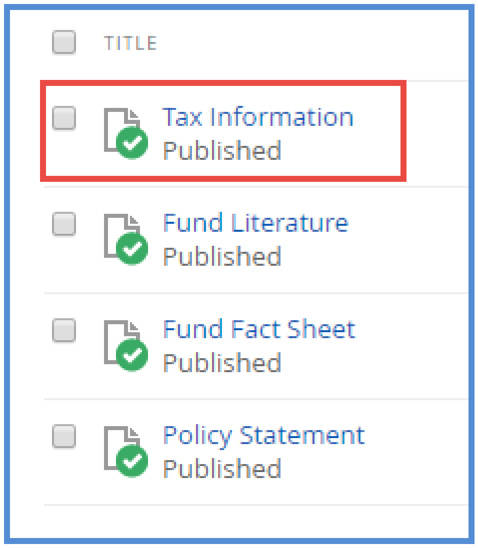


9. A File Upload window will open. Locate the new application/form you want.
10. Click **Open**.
11. Click **Publish**. The new application/form will upload & replace the existing file, while preserving the Short Title and other properties.
12. Refresh the Request Funds Literature page.
13. Click the same application/form link under the appropriate Fund. Verify that the new file loads in your browser (or downloads).

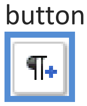
N. Update Tax Information Page

1. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
2. Click the "Tax Information" library.
3. Upload all new Tax Information documents in the same manner as Related Documents in Section F. Use this filename convention: [fundname]-divs-[year]-[quarter].pdf (e.g. "new-income-divs-2017-q4.pdf").
    a. A Short Title entry here is optional, but not necessary.
4. When complete, navigate to the Lists library.

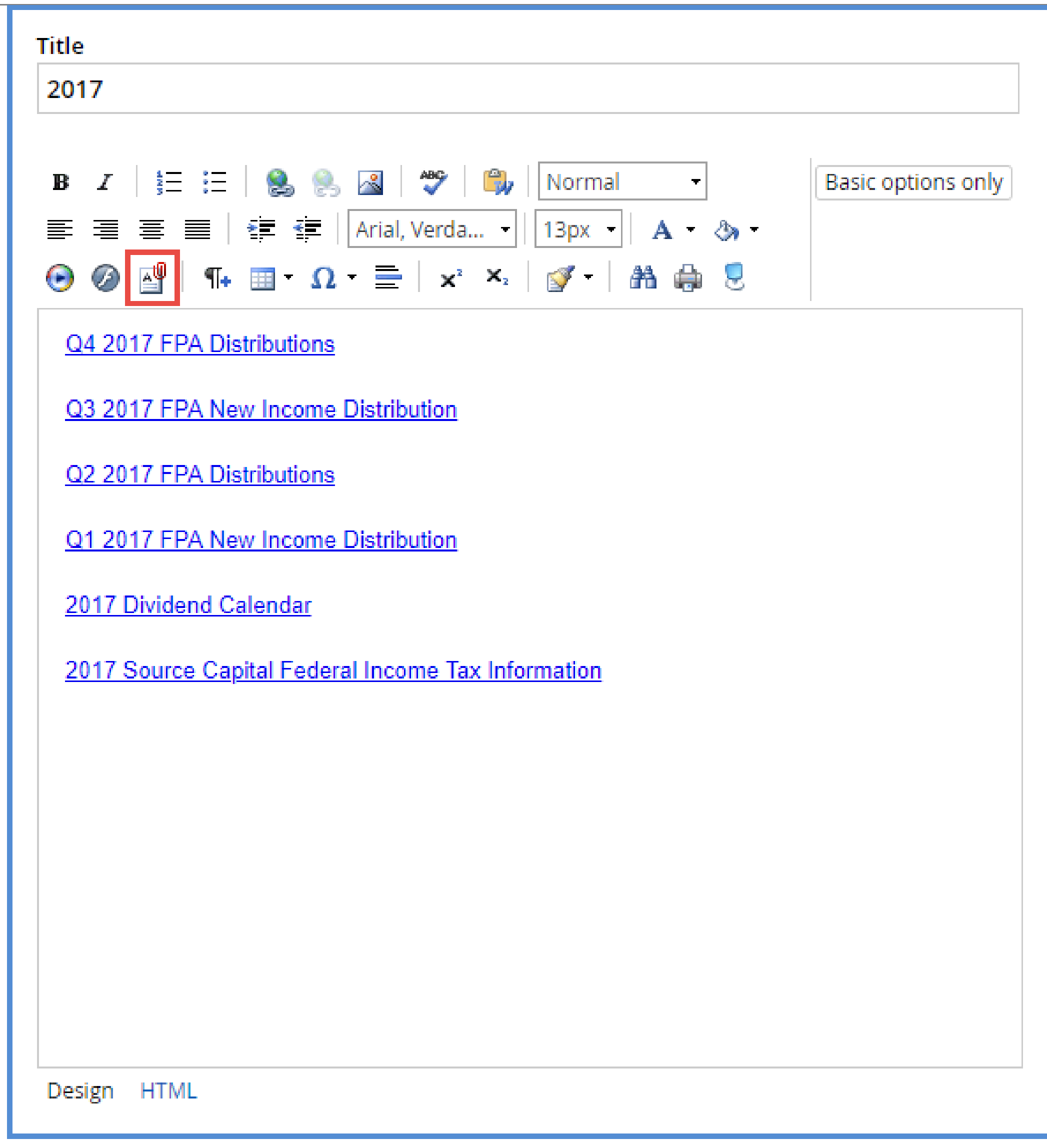
5. Click the "Tax Information" list.



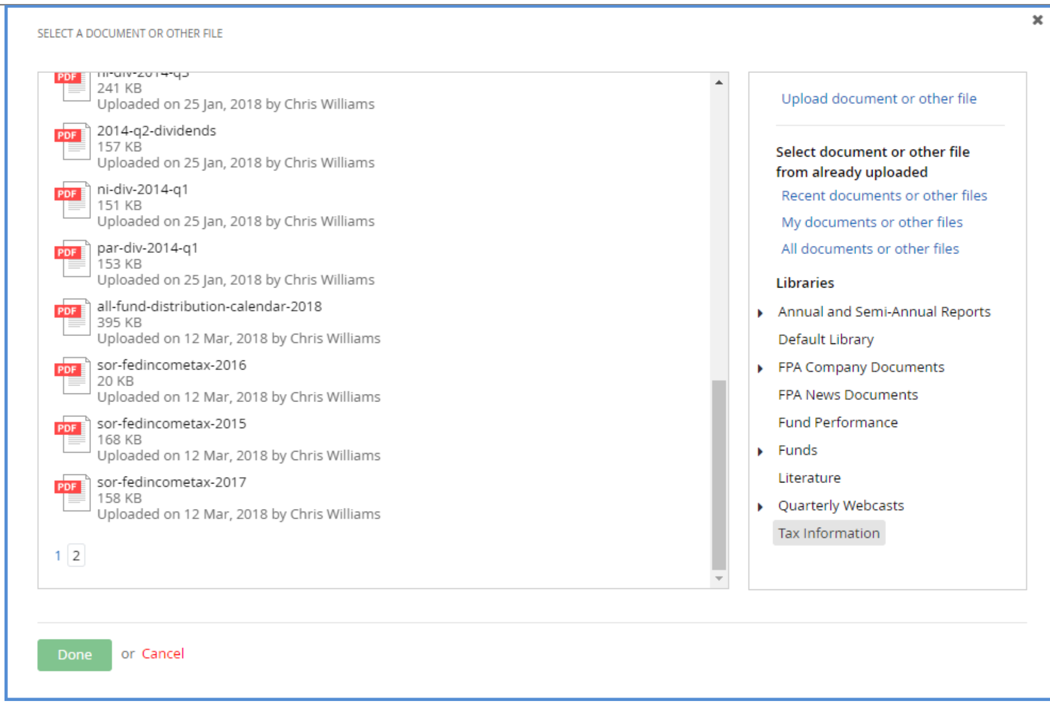
6. Click the current year's entry to open its list.
7. You'll see an Edit List Item screen. To add a new item, click in the text editor to set the cursor where you want the new item.
    a. If the cursor isn't well-spaced below existing items, use the New Paragraph button on the toolbar.



8. Click the Document Manager toolbar button (highlighted below).



9. In the Select a Document window, open the Tax Information library at right. Locate the file you uploaded.
10. Click it to select. Click the **Done** button.

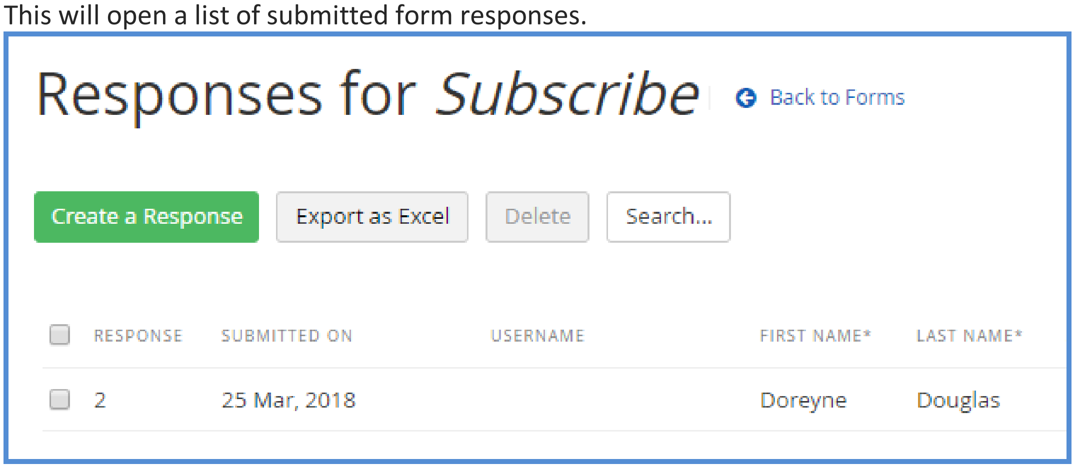


11. In the "Insert a Document" window Title field, type the name of the new item. Make sure it matches the format of other Tax Information links on the list (e.g. "Q2 2018 FPA Distributions").
12. Click **Save**. You'll see the new item in the text editor.

Note: If you're creating a new list for a new year, click the "Create a List Item" button on the Lists library screen. Enter the new year in the Title field, and then proceed with the steps above to add items.

O. Export Data from Subscribe Form

1. In Sitefinity, navigate to the Forms library, under the Content menu.
2. To the right of the Subscribe form entry, click the "X Responses" link (where X is a number).
3. This will open a list of submitted form responses.



4. To export ALL responses, click the "Export as Excel" button. You'll download an Excel spreadsheet with all form responses.
5. To export SELECT responses, click the checkboxes to the left of each form responses you want. When done, click the "Export as Excel" button.

P. Change Page Banner Images	Each page has a banner/marquee image along its top. These are set at template-level. As such, if you want to change a page banner, please contact PlanetMagpie. We will prepared the desired images and upload them.
Questions? Issues?	If you experience any issues or have questions about Sitefinity, please contact PlanetMagpie Web Consulting team at webdev@planetmagpie.com.