



# Intralinks® Filesplit

Produce more accurate reports in less time.

Intralinks Filesplit capabilities accelerate the reporting process while reducing human error and the risk of sending confidential information to the wrong investor. By automating the time-consuming and error-prone task of splitting a single document into multiple investor-specific reports, funds can easily distribute capital calls, tax documents, and distribution notices.

Filesplit saves firms time and reduces the risks in the investor reporting process, whether you are creating reports by merging Microsoft® Excel documents with Word® documents or pulling data from your back-end accounting system. Once reports are created, investors can conveniently access reports using their existing Intralinks ID from their computers, or on the road with their mobile devices. Funds can also use Filesplit to post individual documents that require a digital or “wet” signature.

Filesplit improves your reporting process, enabling you to:

## Manage Risk

Post reports, but delay permissioning for investors to view them in order to reduce the risk of mistakes and provide time to review reports for accuracy. Additionally, by using delayed permissioning for investor reports, you can spread the workload of posting reports over several days.

## Streamline Processes

Split master data files pulled from back-end systems into multiple investor-specific documents. Generate new reports faster by using reporting settings from previous reports.

## Facilitate Communication

Produce investor alerts with the type of report the notification is about – identified in the subject line in order to ensure that investors view time-sensitive reports. For example, an email with a link to a report containing information about a capital call contains the words “Capital Call” in the subject line.



Filesplit is easy and intuitive to use. Here's a preview:

Select your reporting process preference

The 'New Posting' dialog box contains the following fields and options:

- \* Posting name: [Text input field]
- \* Posting type: [Radio button group with four options:
  - Use Word template and Excel data
  - Use existing PDF files with textual search enabled
  - Use existing PDF files with delimiter strings
  - Post existing files with Excel data

Buttons: [Create] [Cancel] \*Required

Preview reports before publishing

The 'New Posting Wizard' window shows the 'Review results' step. It displays a preview of a document with the following content:

The Unique Identifier that we attempted to find was "Wayne Enterprises"

**Park Slope Capital Partners**  
A division of Koroby Finance

155 Garfield Place  
Brooklyn, NY 11215  
718-555-1212  
[www.koroby.com](http://www.koroby.com)

Wayne Enterprises, LP Number: 1001  
+1 812-555-1212  
USA

Dear Damian Wayne,

This is a noticed of capital we are calling in. Please submit \$10,000,000.00 at your earliest convenience.

Buttons: [Back] [Cancel] [Save as draft] [Save Documents] [Start Posting]

Wizard to create posting

The 'New Posting Wizard' window shows the 'Define settings' step. It contains the following configuration options:

- Select PDF file: [Browse]
- Select identifiers document: [Browse]
- How should this file be split? [learn more](#)
  - Equal pages
    - First document starts on page: [0]
    - Number of pages in each document: [0]
  - Different length pages
    - Enter this delimiter string: [ ]
    - e will split the file at locations when the delimiter string exists.
- File Path: [ ]
- Row containing column headers: [0]
- First row to import: [0]
- Last row to import: [0]
- Column identifier (letter or number): [ ]

Buttons: [Cancel] [Save as draft] [Next]