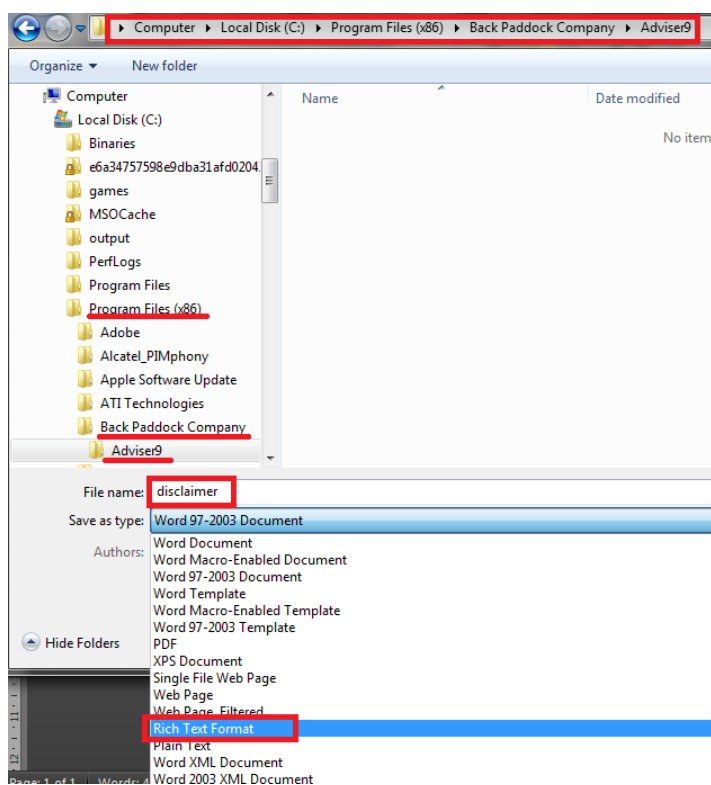


## Add a Report Disclaimer

To create a Disclaimer.

1. Create a Word document with the text in it.
2. Choose Save as and save in C:\Program Files (x86)\Back Paddock Company\Adviser folder.
3. Rename File as disclaimer then choose to Save as Type: Rich Text Format.

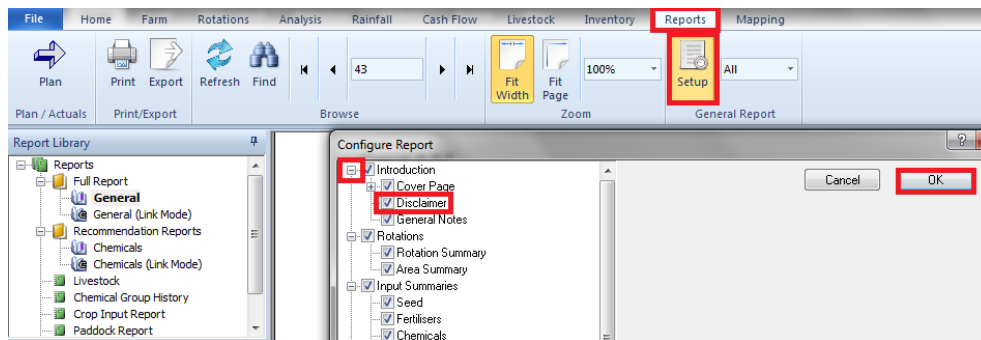


4. Click Save.
5. Open Client File in Adviser, then Report Tab and click General Report. It should appear at end of Report. This will appear in all Reports.

**Tip:** Alternatively you could add it as a Report Extension which then can be customised as a pdf and saved to each client file as required.

## Set to display in Report

1. Click Report Tab, select Setup button.
2. Click '+' to expand Introduction options.



3. Ensure Disclaimer is Ticked, then click OK.

## Remove Disclaimer

1. To remove the Disclaimer from the Report, follow the instructions above for Set to Display in Reports but in step 3. "Un-Tick" the Disclaimer box.