

STANDARD TRAINING BLOCKS (10 HOURS)

General Notes: Times are approximate. If one block uses less time, another can be lengthened. Appointments missed or delayed by more than 15 minutes will be charged ½ hour (\$75). Depending upon trainer's availability, delays may necessitate rescheduling.

BLOCK 1: SYSTEM SETUP – (2 HOURS)

- All drop down tables
- Letters and Invoices
- What will be needed to start entering data
- Intro to Portfol, the database structure, and discussion of who should be included in each of the subsequent training sessions

BLOCK 2: INITIAL DATA ENTRY – (2 HOURS)

- Adding Historical Client/Project/Loans
- Initializing an existing loan history – summary
- Initializing an existing loan history – importing detailed history

BLOCK 3: TRACKING LEADS & DEALS – (1 HOUR)

- Adding New Leads & Deals (generally underwriting staff)
- Making a deal a Project (after Board approval)
- Documents Tab

BLOCK 4: CONTACT & NOTE MANAGEMENT – (1 HOUR)

- Contact Management and Address Books
- Notes and Ticklers
- Tracking hours for T/A, and subsequent reporting

BLOCK 5: COLLATERAL & PROJECT TRACKING – (2 HOURS)

- When to begin entering collateral
- How to enter initially, how to request, and record updates
- Insurance
- Financials
- Employment

BLOCK 6: LOAN SERVICING – (1 HOUR)

Should be scheduled only after a large majority of loans have been entered

- Posting Payments
- Invoicing
- Logging Drawdowns
- Adjustments and Reversals

BLOCK 7: REPORTING – (1 HOUR)

- Accounting reports to run at month end
- Multiple options for loan histories
- Research reports

OPTIONAL TRAINING BLOCKS (1 HOUR EACH)

BLOCK A: Basic overview of Portfol including capabilities and features available.
Generally ideal for all staff who have not yet seen Portfol

BLOCK B: Loan workouts and restructuring using phases

BLOCK C: Custom Fields

BLOCK D: Custom Follow-Ups

BLOCK E: Non-Lending Activities

BLOCK F: Introduction to custom queries and reports using PortQ, including:

- Setting up the icon correctly
- Database structure
- Creating Public reports

BLOCK G: Multi-source Loans