

Getting Started with Private i 5 and Private Informant

A New User Workshop
The Burgiss Group
111 River St., 10th floor
Hoboken, NJ 07030

Course Agenda

Session 9:00am-3:30PM Eastern Time (Continental Breakfast 8:30am)

- 9:00am-9:15am **Introductions**
Quick review of the day's agenda and any attendee requests or concerns.
- 9:15am-9:30am **Explore the Private i Desktop**
New users to the system tour and explore the Private i desktop, understand core modules for tracking data and learn key terminology. Get a sense of how the main functional areas of Private i fit into the lifecycle of a private equity investment.
- 9:30am-10:00am **Customize List View Grids**
Each List view grid in Private i may be customized in a variety of ways, including options to show or hide columns, sort, group and filter data.
- 10:00am-11:30am **Track Commitments, Flows and Valuations in the LP Investments Module**
Add new investments to the portfolio and track associated cash flows and valuations in the LP Investments module. Tour the fields for tracking qualitative characteristics for funds and learn how-to steps for managing data. Understand the Private i Adjusted Valuation and Unfunded calculations. Get hands-on practice adding transactions for a new investment in Private i.
- 11:00am-Noon **Streamline Processes with Built-In Utilities**
Review the LP Allocations, Batch Entry and Data Import Utilities to streamline data entry.
- Noon-1:00pm Lunch**
- 1:00pm-2:00pm **Report Private i Data**
Review the process of running reports across sets of investments in Private i. Understand performance calculations and the system settings that affect them. Get an introduction to the process of creating and managing dynamic, custom sets of investments. Click along to get practice running reports.
- 2:00pm-3:00pm **Getting Started with Private Informant**
Learn application basics, navigation conventions and how-to steps for reporting and analyzing data.
- 3:00pm-3:15pm **Report Private Informant Data**
Review how to use Private i Analyst to create combined reports displaying both Private i and Private Informant data.
- 3:15pm-3:30pm **Conclusions**
Discuss help & support, as well as any next steps or follow-up from the day's session. Address any outstanding Q&A.