

Utilizing the Notification Service

To create your notification parameters and view completed reports, select the “View AVS Alert Service Report” link from your AVS menu.

Automated Valuation Service (AVS)

- [Search AVS Database/Maintain Portfolio](#)
- [Submit Portfolio Updates](#)
- [Submit Portfolio Valuation Requests](#)
- [Receive Portfolio Valuations and Portfolio Update Transaction Reports](#)
- [View AVS Alert Service Report](#)
- [Update Yearend Order/AVS Contact](#)
- [View AVS Bulletin Board](#)

From here you will be able to create the criteria that you want to include in your reports.

Please note, your alerts will only be sent once you have set these conditions up for your company and have enabled and entered in a valid email address

AVS - Designation of Security Change Notification Service

Company:

Data Content Options

SVO Reviewed Securities that would otherwise be Filing Exempt

Other SVO Reviewed Securities

Filing Exempt Securities

Include:

E-Mail Notification Options

E-Mail:

E-Mail Address:

After entering your email address, click the test email button to test your email address. You should receive a test email shortly.

To stop the alert emails from being delivered to your email account, simply change your email status to disabled. Once this is done you can still log into this portion of the AVS System and generate a change report based on the selected criteria above.

Please select the Data Content Options that you want to use in your report. You can change these at any time.

Once you have set your variables, you will begin to receive email alerts when you have a report that can be viewed.

1. The following changes to the VOS database will trigger the AVS alerts:
 - a. When securities are added to the VOS database
 - b. When the designation changes
 - c. When the security is deleted (the vendor no longer rates the security)
 - d. Indicate if the security fell out of the pool that is being monitored (ex. If you chose 'FE Qualified' but now the security falls into the 'All other securities' category)

This email alert will include the number of securities that will appear in your report once it has run.

You must log into the AVS system and run your report to view the detail information.

Get Changes File

Changes for Date:(mm/dd/yyyy)

Your notification report is an XML file. The best way to view these files is to save them and open them using a program such as Excel. Your report is formatted as follows:

Header:

- CoCode
- Company Name
- Date the file was Produced (format YYYY-MM-DD)
- Report Contains FE Qualified VOS Securities (true or false)
- Report Contains All Remaining VOS Securities (true or false)
- Report Contains FE Securities (true or false)
- Report Contains only Securities in My Portfolio (true or false)

Detail Data:

- CUSIP/CINS/PPN Number
- Designation
- Date Designation Changed (format YYYY-MM-DD)
- Classification: (B)ond, (P)referred Stock, or (C)ommon Stock
- Source: (V)OS or (F)iling Exempt
- Is in My Portfolio (true or false)
- Change Type: (A)dd, (C)hange, or (D)eletion

[Back](#)

Please note that the file is created as an XML file. This must be saved to your computer and then opened in a program such as Excel. Directly opening the files will not let them display as intended.