

## How do I do a Manual Data-feed in N-link?

Click on '**Utilities**'

Then '**Navigator or Protection Data-feeds**'

Search for the client/s by typing in their name in the field and then click on find or select the **tick all box** if you are wanting the data-feed for all clients

Once you have the selected clients, click on '**Export**'

The screenshot shows the 'Navigator Data Feeds' window. At the top is a menu bar with 'File', 'Utilities', 'Security', 'Research', 'History', and 'Help'. Below the menu is a toolbar with icons for Home, Back, Forward, Export, Report, New, and MKC. A status bar at the top right says 'No pending reports'. The main area has tabs for 'Data Feed Search', 'My Recent Data Feeds', 'Download Files', and 'Data Feed Set Up'. The 'Data Feed Search' tab is active, showing a 'Search Criteria' section with fields for Surname/Org name, First Name, Investor Number, Adviser (set to 'MLC Adviser'), Service (set to 'ALL'), Investor Acc. Type (set to 'ALL'), and Status (set to 'ALL'). There is a 'Find' button and an 'Include Closed Accounts' checkbox. Below the search criteria, a table titled '4 Matching Investor Account(s)' lists accounts with columns for checkboxes, Investor Acc. No., Investor Acc. Name, Service, and Status. The table contains four rows of data. To the right of the table are buttons for 'Clear' and 'Export'.

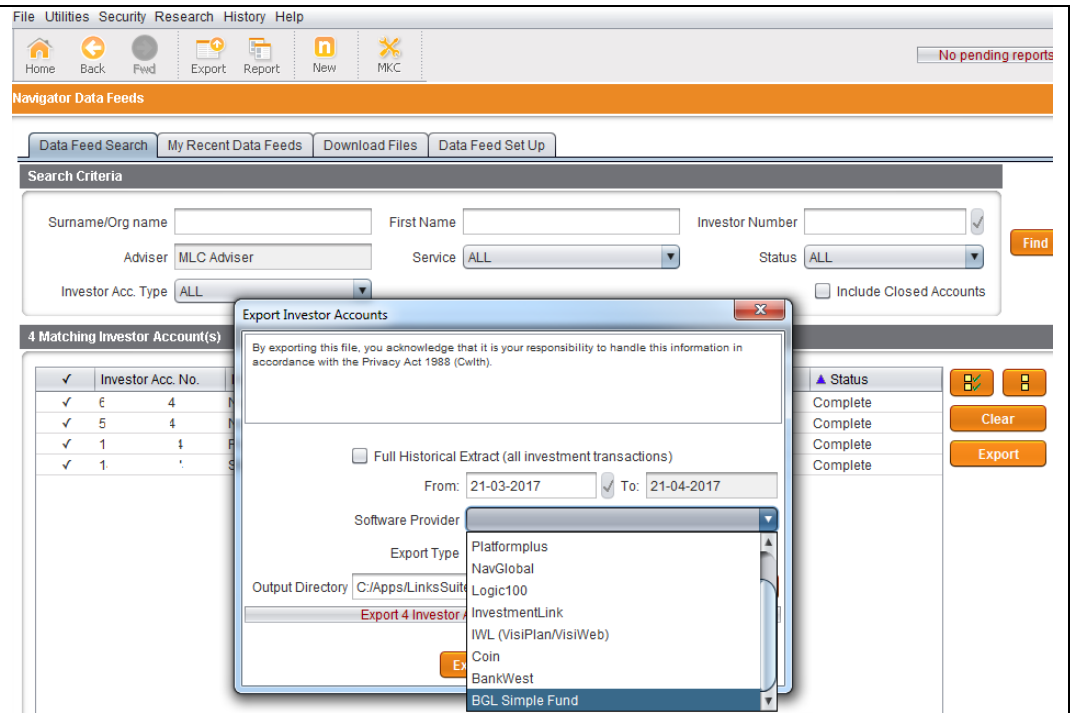
	Investor Acc. No.	Investor Acc. Name	Service	Status
<input checked="" type="checkbox"/>	€ 4	Navigator Investment - Co...	MLC Navigator Investment Plan	Complete
<input checked="" type="checkbox"/>	5	Navigator Super - Corp Ac...	MLC Navigator Retirement Plan - Superannuation Service	Complete
<input checked="" type="checkbox"/>	1	Portfoliofocus - Essential ...	Portfoliofocus - Essentials Super Service	Complete
<input checked="" type="checkbox"/>	1	SMA - Corp Action Account	SMA Service	Complete

Select the time period that you would like the data feed for

Then choose the software provider you want – in this case its '**BGL simple file**'

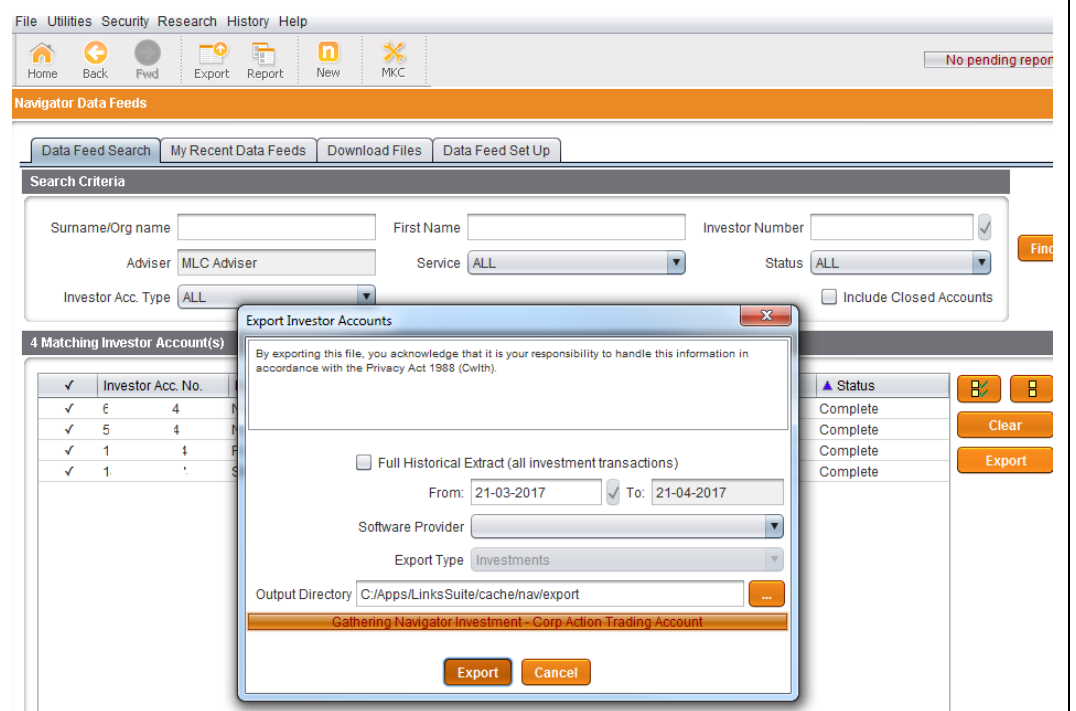
As you can see, there are other options if you would like to create data for other software providers like X-plan or Coin and once you have the data files you will be able to import the files into their software

This screenshot shows the same 'Navigator Data Feeds' window as above, but with the 'Export Investor Accounts' dialog box open. The dialog box has a title bar and a close button. It contains a disclaimer: 'By exporting this file, you acknowledge that it is your responsibility to handle this information in accordance with the Privacy Act 1988 (Cwlth)'. Below the disclaimer are several options: a checkbox for 'Full Historical Extract (all investment transactions)', a date range selector with 'From: 21-03-2017' and 'To: 21-04-2017', a 'Software Provider' dropdown menu, an 'Export Type' dropdown menu set to 'Investments', and an 'Output Directory' field with the path 'C:/Apps/LinksSuite/cache/hav/export'. At the bottom of the dialog is a button labeled 'Export 4 Investor Accounts to Destination Directory.' and two buttons: 'Export' and 'Cancel'.



**Note:** If you choose **nine or less** clients – N-link will send a file to an output directory of your choosing – the default output folder is **C:/Apps/LinksSuite/cache/nav/export**

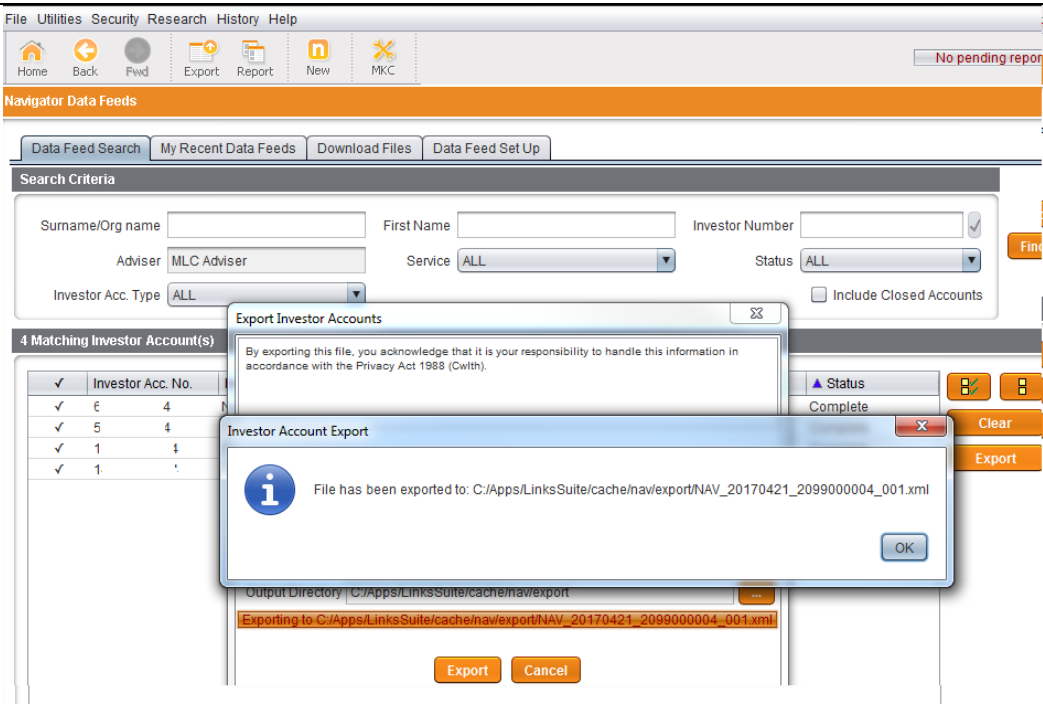
In this situation, you can track the progress as N-link is downloading the data into the Output Directory



When you only have nine or less accounts, once the data-feed is complete, a message similar to this will appear and you can then navigate to where the data is – no email is sent as downloads for 9 or less files is not expected to take very long

In this case the

directory is  
**C:/Apps/LinksSuite/cache/nav/export**  
But you can amend  
this to have the file  
exported to the file  
and drive you want  
the data to be in



If you choose **ten or more** – then N-link will send an email to the address you input once the data-feed is finished – the email will notify you it has finished and let you know to go back into N-link to export the data into the Output directory

With 10 or more files, it is expected it may take a while for the download to complete – so in this case you can go away and complete other tasks until the email arrives

The screenshot shows the 'Navigator Data Feeds' interface with the 'Data Feed Search' tab selected. The 'Search Criteria' section includes fields for Surname/Org name, First Name, Investor Number, Adviser (MLC Adviser), Service (ALL), Status (ALL), and Investor Acc. Type (ALL). A 'Find' button is on the right. Below the search criteria, a table titled '24 Matching Investor Account(s)' is visible. An 'Export Investor Accounts' dialog box is open, displaying a confirmation message and fields for Email, Comments, Full Historical Extract (unchecked), From/To dates (21-03-2017 to 21-04-2017), Software Provider (BGL Simple Fund), and Export Type (Investments). 'Export' and 'Cancel' buttons are at the bottom of the dialog.

While the data-feed is downloading, you can check on the progress by going into 'My Recent Data Feeds' and click 'refresh' to see how far along the Data-feed is –

The limit for download manually is around 500 accounts – so if you have more than this; you may need to split up the manual feeds

Once its complete it will build the file that its going to place in the directory and when its ready to download the data it will show the status as complete

The screenshot shows the 'Navigator Data Feeds' interface with the 'My Recent Data Feeds' tab selected. The 'Last Data Feed Details' section shows 'Last Datafeed Completed' as 2017-01-16 09:24:29. Below, the 'My Data Feeds in progress...' section contains a table with the following data:

Group Id	Status	Progress	Last Modified	From Date	To Date	Full Extract	Software Provi...
3279705	pending	Processed 0 of 11	2017-01-16 09:32:17	16-12-2016	16-01-2017	No	

A 'Refresh' button is located to the right of the table.

The screenshot shows the 'Navigator Data Feeds' interface with the 'My Recent Data Feeds' tab selected. The 'Last Data Feed Details' section shows 'Last Datafeed Completed' as 2017-01-16 09:24:29. Below, the 'My Data Feeds in progress...' section contains a table with the following data:

Group Id	Status	Progress	Last Modified	From Date	To Date	Full Extract	Software Provi...
3279704	building file	Processed 11 of 11	2017-01-16 09:22:50	16-12-2016	16-01-2017	No	

A 'Refresh' button is located to the right of the table.

The screenshot shows the 'Navigator Data Feeds' interface with the 'My Recent Data Feeds' tab selected. The 'Last Data Feed Details' section shows 'Last Datafeed Completed' as 2017-01-16 09:24:29. Below, the 'My Data Feeds in progress...' section contains a table with the following data:

Group Id	Status	Progress	Last Modified	From Date	To Date	Full Extract	Software Provi...
3279704	completed	Processed 11 of 11	2017-01-16 09:24:29	16-12-2016	16-01-2017	No	

A 'Refresh' button is located to the right of the table.

You will then receive an email –similar to this, directing you to the '**Utilities/Navigator Export**' menu in n-link to complete the download of the data

From: ☐ n-link Local Administrator <noreply@mlc.com.au> Sent: Tue 17/11/2015 5:01 PM  
 To: ☐ @mlc.com.au  
 Cc:  
 Subject: MLC Navigator data export file - NAV\_20151117\_1 4.zip

Thank you for your data request. Your data file NAV\_20151117\_1 4.zip is ready for downloading via the 'Download Files' tab within the 'Utilities/Navigator Export' menu in n-link.

If you have any queries please contact Software Support on 1800 338 151.

This e-mail is sent by or on behalf of the named sender identified above.  
 If:

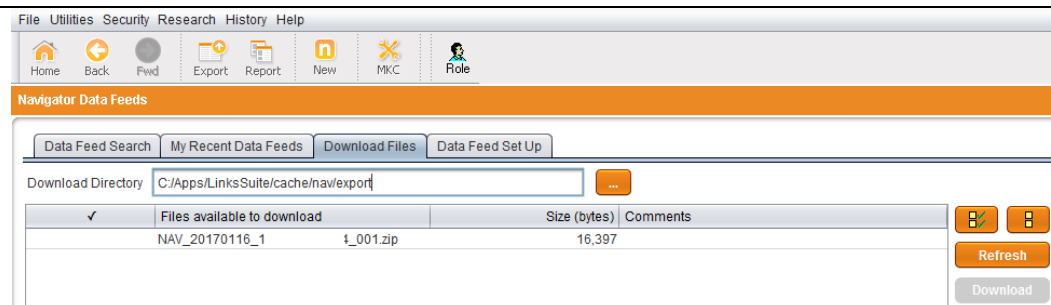
(a) you do not wish to receive any e-mail marketing material from this person in the future, please forward the contents of this email to [unsubscribe@mlc.com.au](mailto:unsubscribe@mlc.com.au) with the word "unsubscribe" in the subject box.

(b) you wish to unsubscribe from all central e-mail marketing lists used by our business, please forward the contents of this e-mail to [unsubscribeall@mlc.com.au](mailto:unsubscribeall@mlc.com.au) with the message "unsubscribe from all central e-mail marketing lists" in the subject box.

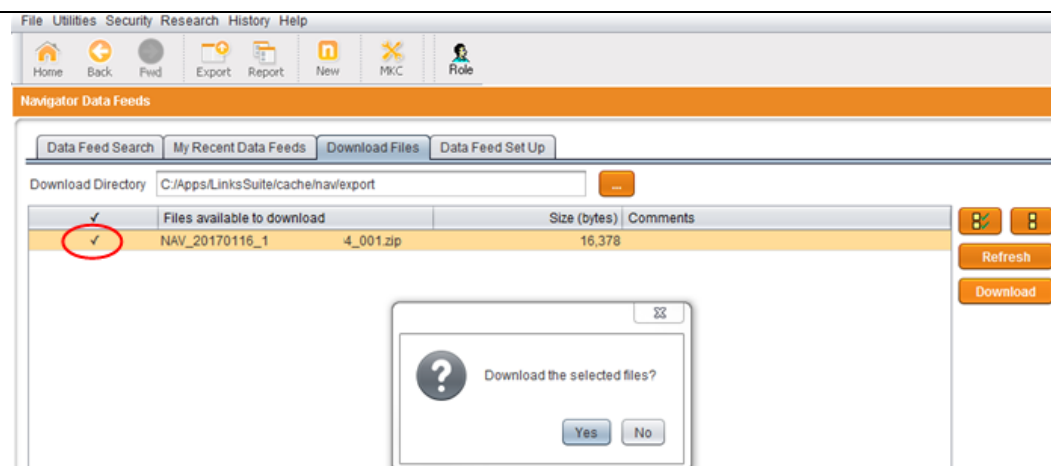
If you do not forward the contents of this e-mail with your unsubscribe then it may not be able to be implemented.

The information contained in this e-mail communication may be confidential. You should only read, disclose, re-transmit, copy, distribute, act in reliance on or commercialise the information if you are authorised to do so. If you are not the intended recipient of this e-mail communication, please immediately notify us by e-mail to [postmaster@mlc.com.au](mailto:postmaster@mlc.com.au), or reply by e-mail direct to the sender and then destroy any electronic and paper copy of this message. Any views expressed in this e-mail communication are those of the individual sender, except where the sender specifically states them to be the views of a member of the National Australia Bank Group of companies. Any advice contained in this e-mail has been prepared without taking into account your objectives, financial situation or needs. Before acting on any advice in this e-mail, National Australia Bank Limited recommends that you consider whether it is appropriate for your circumstances. If this e-mail contains reference to any financial products, the National recommends you consider the Product Disclosure Statement (PDS) or other disclosure document before making any decisions regarding any products. The National Australia Bank Group of companies does not represent, warrant or guarantee that the integrity of this communication has been maintained nor that the communication is free of errors, virus or interference.

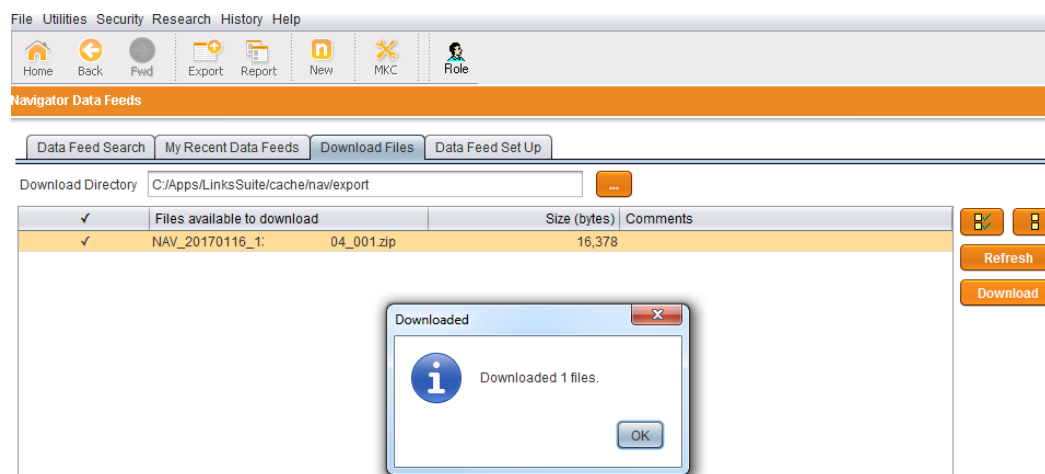
You can then go into 'Download Files' and this is where you can download the file



So, once in the 'Download Files' tab, place a tick in next to the available file to download and click on download once its highlighted

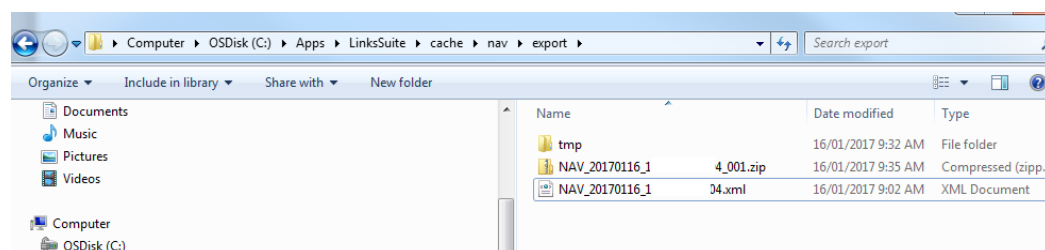


Once it has download, it will come up with the following message and click ok and once that has disappeared from the screen, the file has downloaded into folder you have chosen as the 'Download Directory' Eg:  
**C:/Apps/LinksSuite/cache/nav/export**



The file will either be a small file or Zipped into a folder if you have multiple files to download

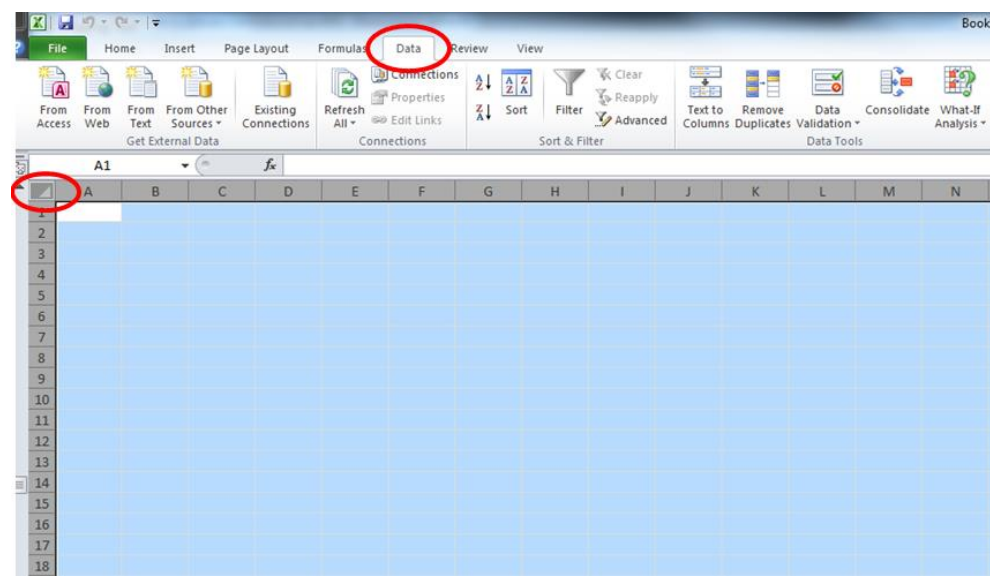
You can then download this file into whatever program or software they have; if you are unsure, your provider should be able to direct you on how to do this



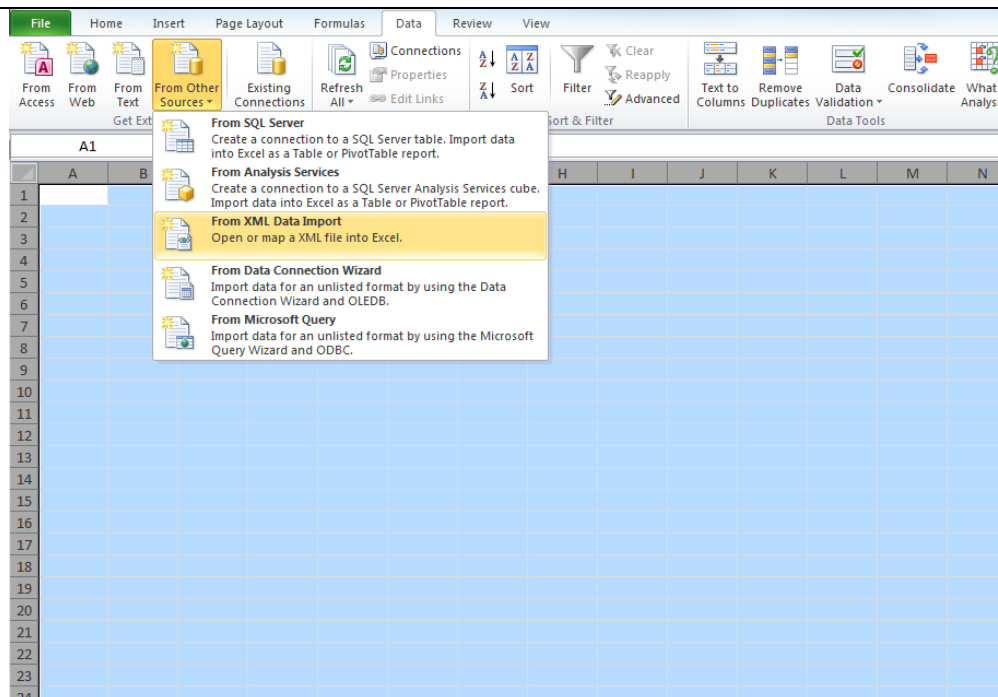
If you are downloading a file manually into Excel – this is how you can do it

Open up a new Excel spread-sheet

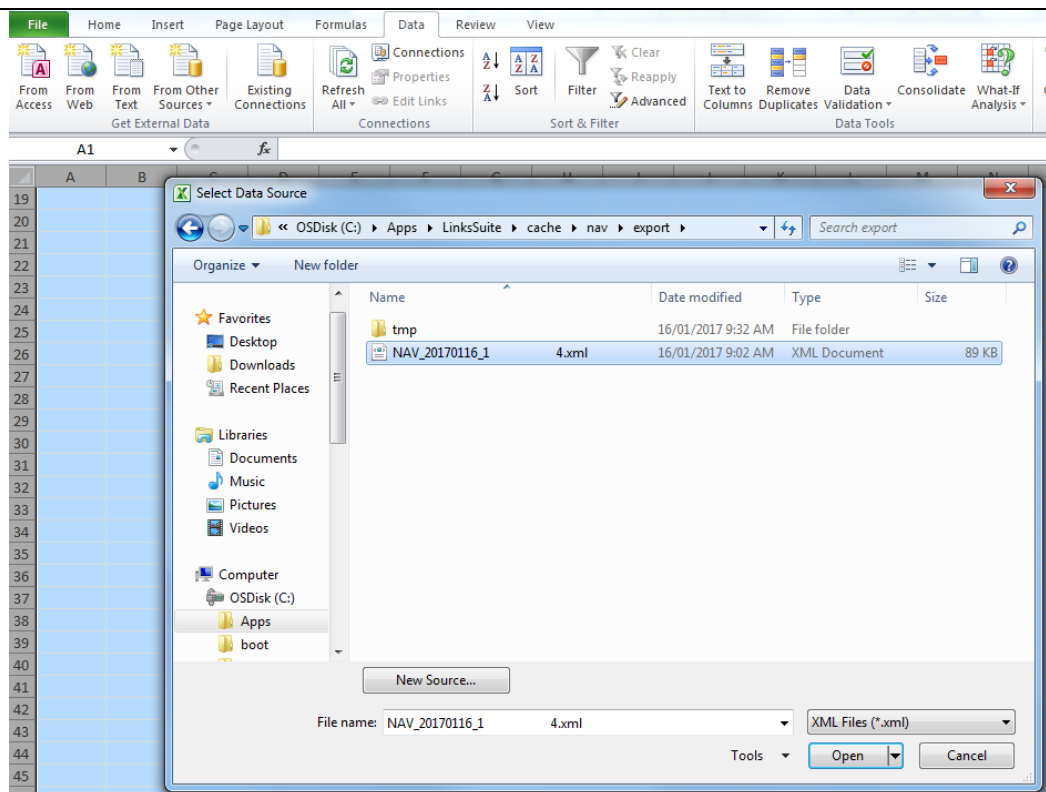
Choose the 'Data' tab and then in the spread-sheet, select the entire spread-sheet by clicking the box in the top left hand corner above row 1 and next to Column A



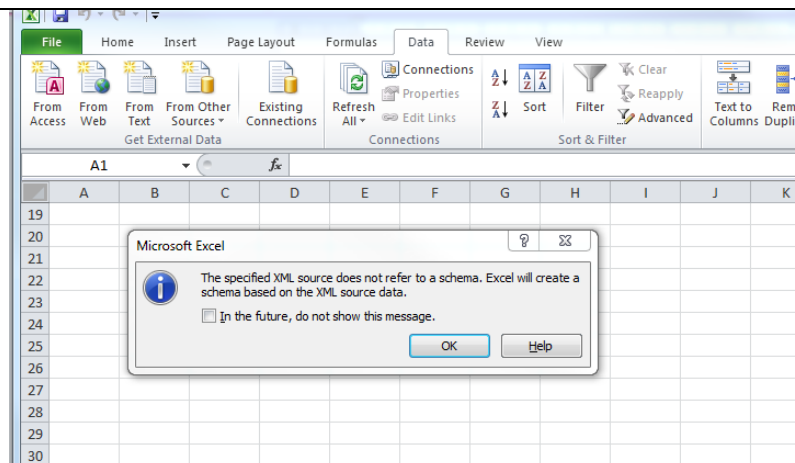
Then click on 'From Other Sources' and select 'From XML Data Import'



You can then navigate through to where the xml file is and select it and download it



It will then come with this message and you can click on ok

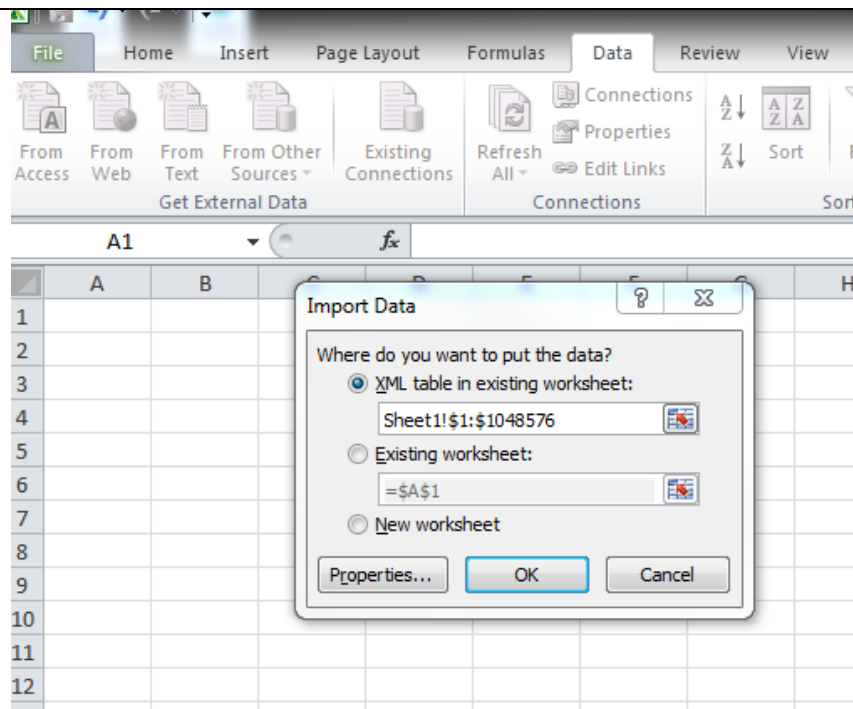




Then the Import data window will come.

Ensure you have the entire spread-sheet selected so you can bring in the data properly as per the screenshot by clicking the box in the top left hand corner above row 1 and next to Column A

Click Ok



And the data will be imported into spread-sheet, formatted for you

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	type	extractDate	type2	from	type3	to	type4	version	type5	index	contactName	type6	contactSalutation	type7	name	type8
2	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
3	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
4	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
5	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
6	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
7	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
8	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
9	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
10	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
11	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
12	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
13	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
14	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
15	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
16	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
17	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
18	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string
19	map	2017-01-16 09:01:41	date	2016-12-16 00:00:00	date	2017-01-16 09:01:31	date	2	int	0	Mr A	string	Mr A	string	Mr A	string

**Note:** The file created manually through N-link can also be imported into your Data-feed software – Below are the formats you can export data in.

If you have a different Software provider, you may have to test which format is compatible. BGL simple file seems to be the most common used and the X-plan format here only creates it in EPI 4.0 format and not 4.2 as per our Automated Data-feeds– so the X-plan format may be a good one to choose as well



## Export Investor Accounts

By exporting this file, you acknowledge that it is your responsibility to handle this information in accordance with the Privacy Act 1988 (Cwlth).

Thank you for your data request. We will send you an email when the data file has been created and is ready for downloading. Please confirm your email address and the date range required for the extract before submitting.

Email

Comments

☒ Full Historical Extract (all investment transactions)

From:

To:

Software Provider

Export Type

X-Plan

Platformplus

NavGlobal

Logic100

InvestmentLink

IWL (VisiPlan/VisiWeb)

Coin

X-Plan