FINRA Gateway Reports

New Features and Templates

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- Share Feature
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Share Feature Overview

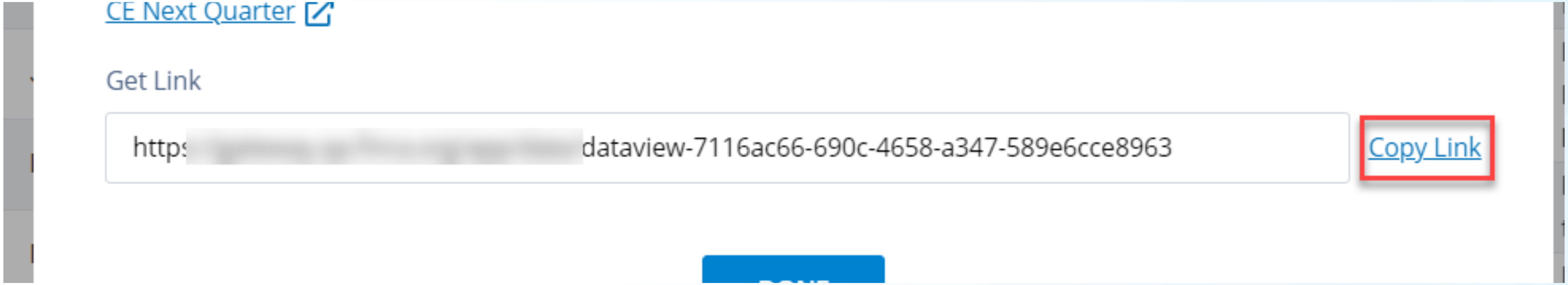
- **Share** is accessible for all **custom reports**. The share icon appears next to custom report titles on the Reports tab and when viewing a custom report.
- Click the Share icon next to the custom report title you want to share. **Copy the link** provided in the Share window.
- **Compose an email message** and **paste the link** into the message body. Send the message to recipients of your choice. No data will be shared. Recipients must be able to login to FINRA Gateway to use the link.
- Recipients can click the link, **login to FINRA Gateway**, and **view the report settings for their firm's data**. They can then **save the shared report to their custom reports**. Recipients must be able to login to FINRA Gateway and have appropriate entitlements to their firm's data.
- If the settings of the shared report change, the recipient can click the shared link again to load the updated settings.

Accessing the Share Feature

- The **Share feature is only available for custom reports** and can be accessed by clicking the Share icon.
- The **Share icon appears next to saved custom reports titles** in the My Custom Reports section of the FINRA Gateway Reports tab. It also appears next to the report title when viewing a custom report.

Compose the Share email message

- Click the Share icon to open the Share window. Click **Copy Link** and **Done**.
- Create a new **email message** and **paste** the link into the message body.
- You can send a Share link to anyone but **only people who can login to FINRA Gateway will be able to use it**.



Receiving a Share link

- If you receive a Shared link, click on the link to open the report in FINRA Gateway. If you are **logged in to FINRA Gateway**, you will go straight to the report. If you are not logged in, you will need to login before you can access the report.

- The Share link applies the sender's custom settings to **your firm's data**. You will need appropriate data and entitlements. If the settings of the shared report change, the recipient can click the shared link again to load the updated settings.

- Use the **Save** tool to save the shared report to your custom reports.

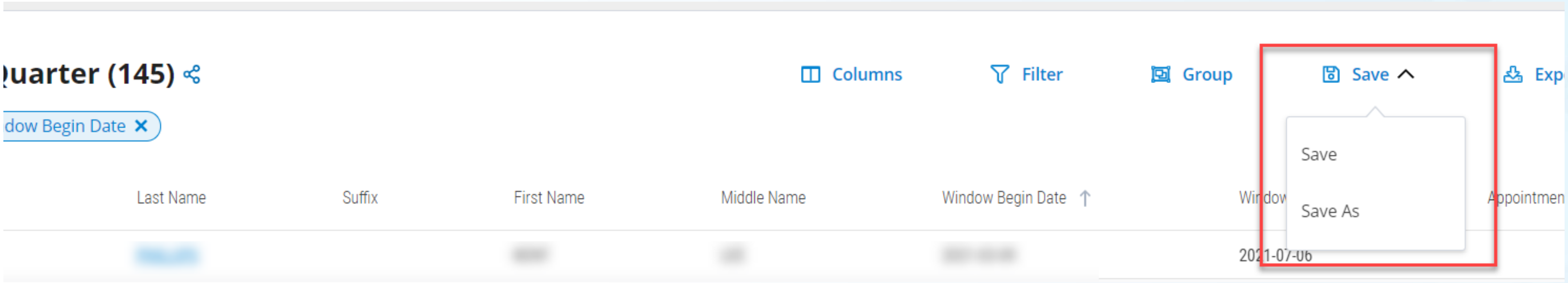
Subject Shared Custom Report

ıe link below to load the CE Next Quarter template settings. When you open the link, save the report as "CE Next Quarter."

//[redacted]dataview-7116ac66-690c-4658-a347-589e6cce8963

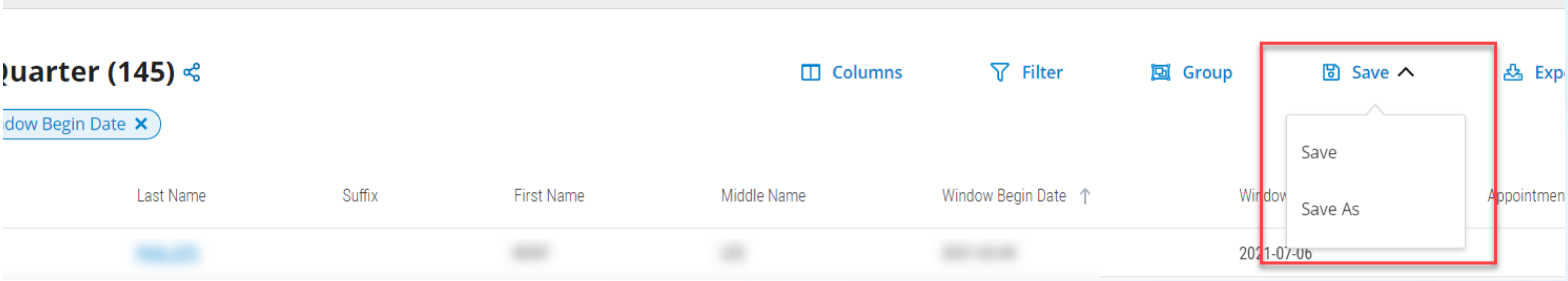
Save As Feature Overview

- **Save As** is an option on the **Save tool** available on all custom reports.
- Use **Save As** to create multiple iterations of a custom report without saving over the original custom report.



Save As

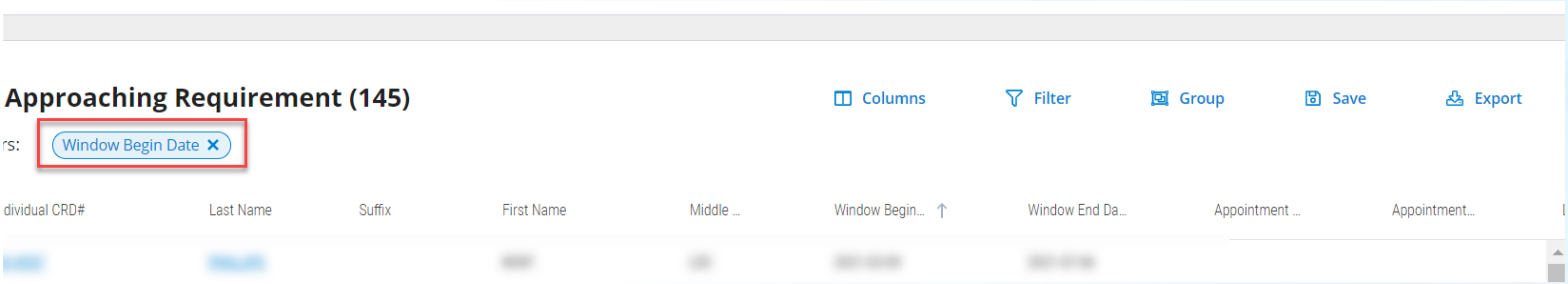
- To access the **Save As** feature, open a custom report and click the **Save tool**.
- After clicking the Save tool, a menu will appear with the options **Save As** and **Save**.
- Use **Save As** to save the custom report with a new name and preserve the original
- Use **Save** to save changes to the original custom report.



Filter Shortcuts

- Click a **filter tag** to access the **filter settings**. This is a quick way to review the settings and change them to make iterations of a report, such as CE 30/60/90/120 days.

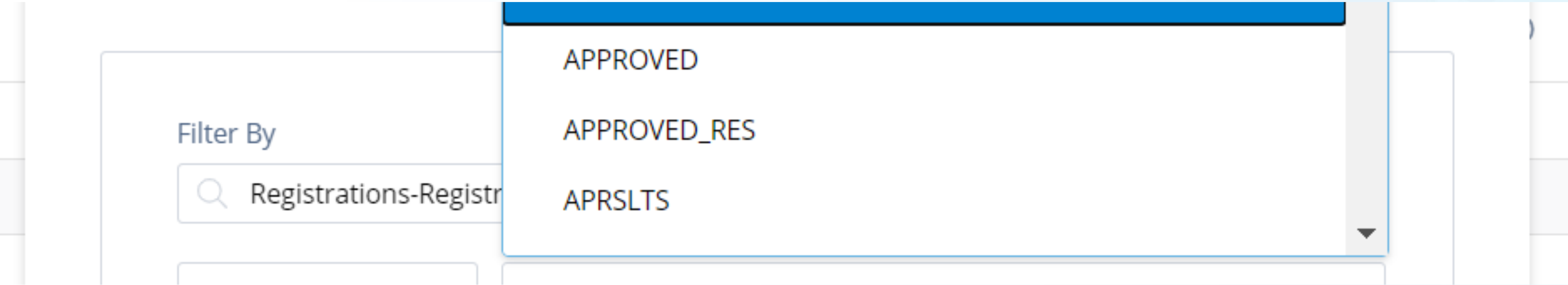
- Click the “x” on a filter tag to **remove the filter**.



Facilitated Filtering

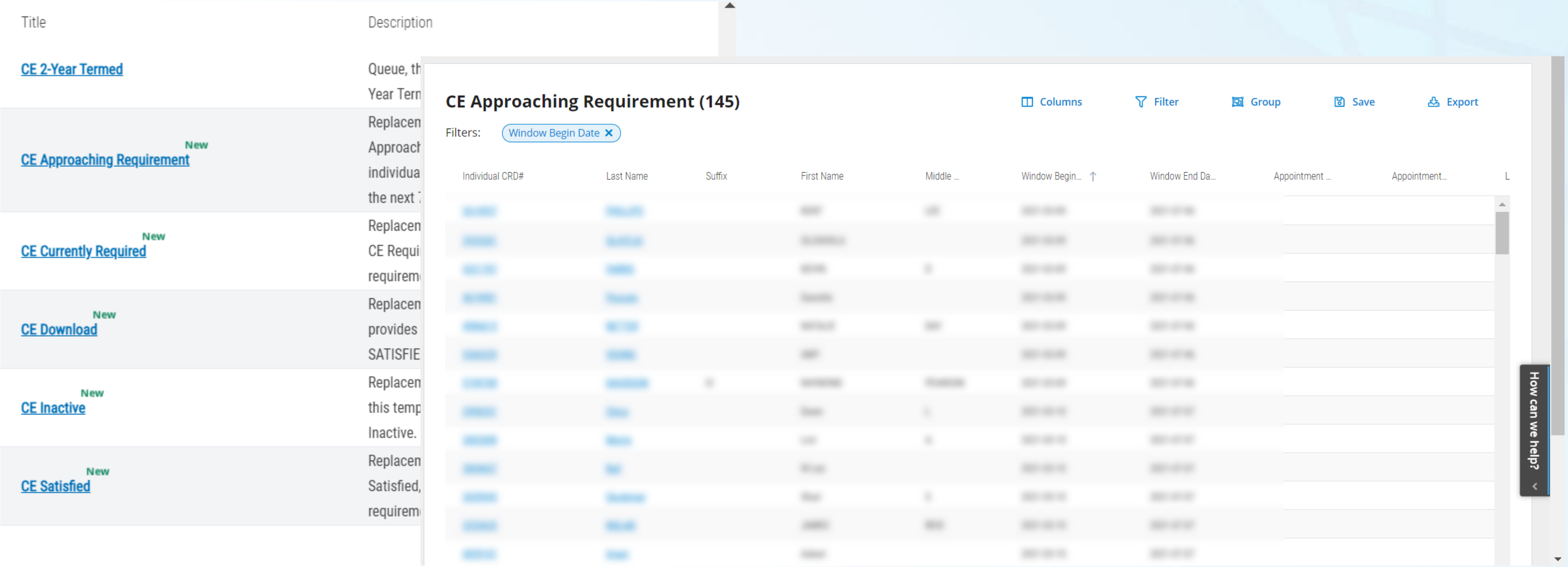
- For certain filters, such as Registration Status Code, **you can now select a pre-determined filter value from a list**. Where these filter lists are available, you can scroll the list and select the value without risk of making a typo or forgetting a code.

- **You can type ahead for faster selection of filter values**. For example, if you select the “Branch Office Locations-Branch Address-State Name" dropdown and type “N” you will be placed at “Nebraska” thus avoiding the need to scroll all the way down the list.



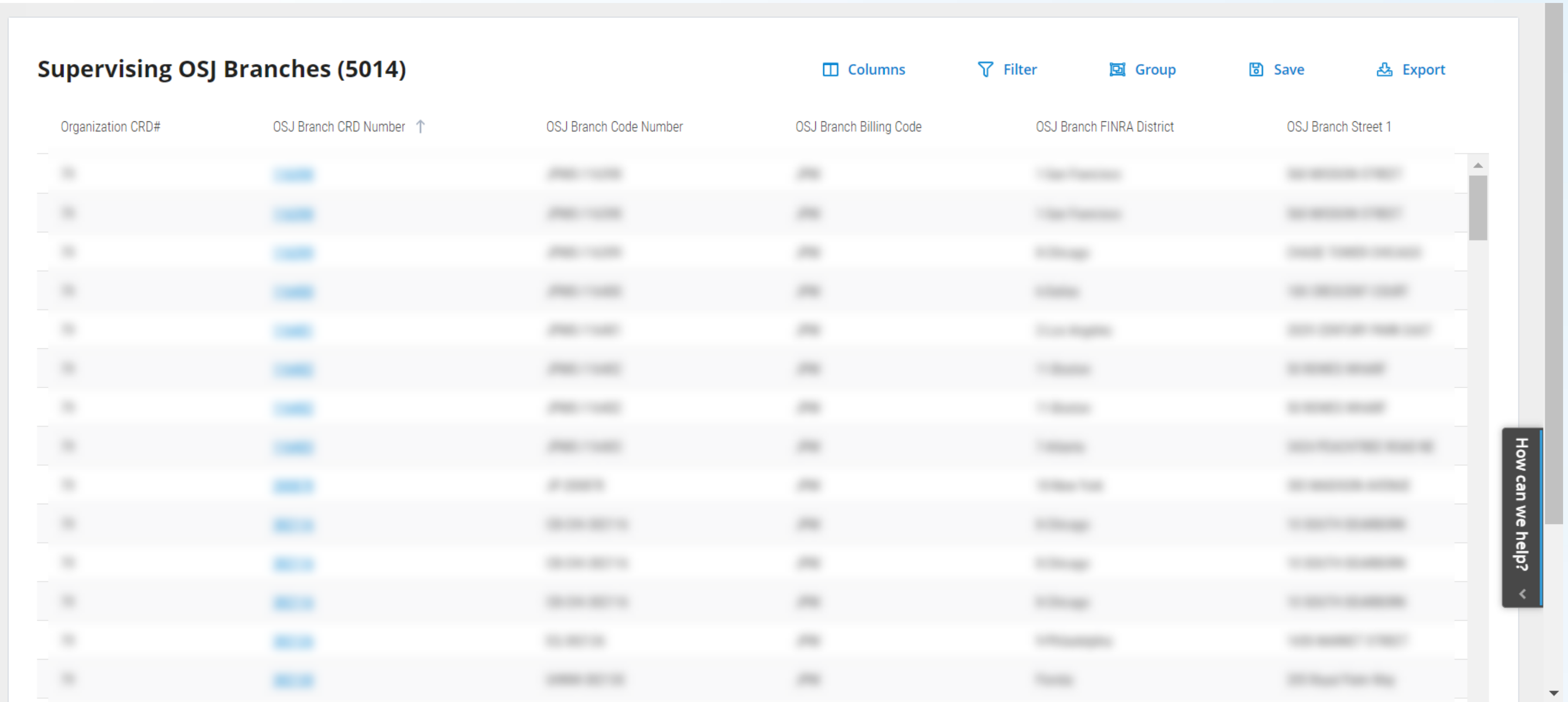
CE Templates

- CE templates were updated to make browsing the data easier and eliminate the frustration customers reported regarding clicking to see key data points in the table. Note – you will need to use the horizontal scroll at the bottom to see all columns.



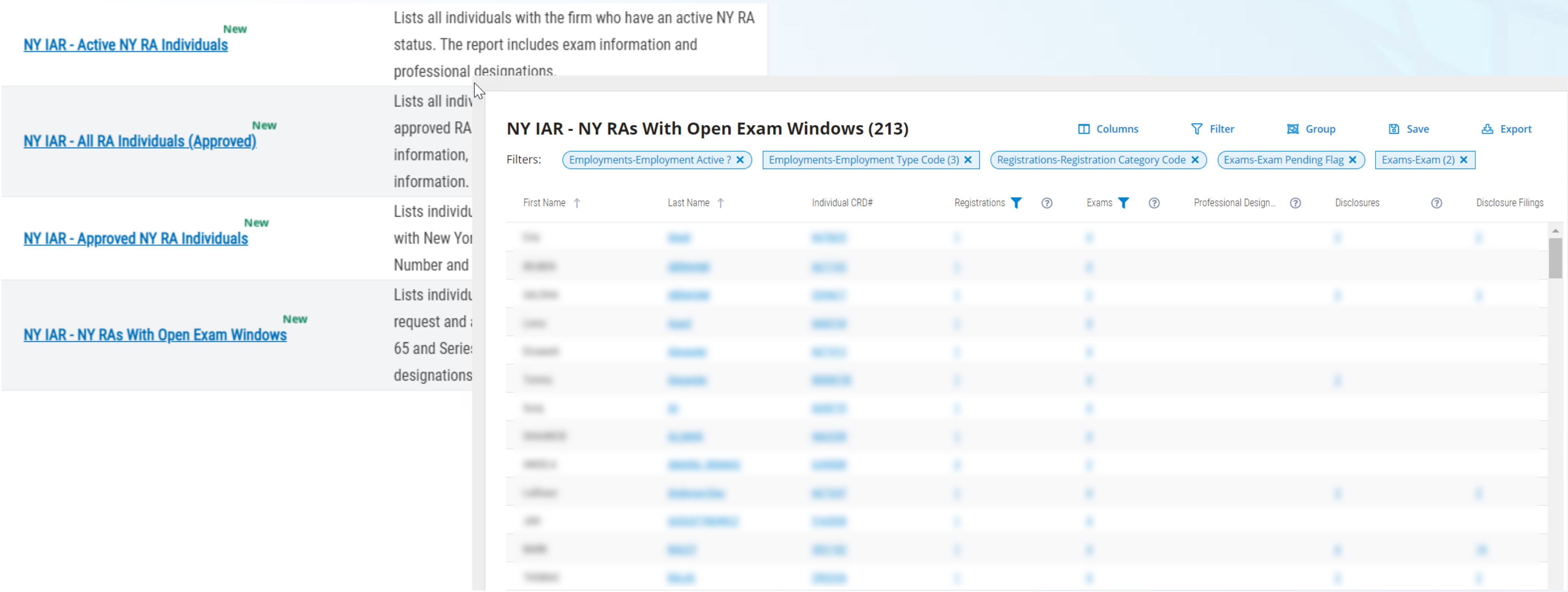
Supervising OSJ Branches

- Template updated to remove the frustration customers reported regarding the hierarchical data. Note – you will need to use the horizontal scroll at the bottom to see all columns.



Templates for NY Firms Onboarding IAs

- Four templates are available to help NY firms onboard IAs to CRD in time for the July 2021 deadline.



RESOURCES

FINRA Gateway Reports
https://www.finra.org/filing-reporting/finra-gateway/dynamic-reporting