

FPA.COM WEBSITE MAINTENANCE & UPDATES DOCUMENTATION

This documentation will help you perform FPA.com website updates within Sitefinity CMS. Please refer to these instructions whenever performing website maintenance as well.

Current as of: March 19, 2020

NOTE: If you encounter an error, please contact PlanetMagpie at webdev@planetmagpie.com for support.

Document Reference Table In order to make updating FPA.com as simple as possible, we've included a Document Reference Table in this documentation. For each document type, you'll find a relevant instruction set below.

FOR THIS DOCUMENT	SEE:
Quarterly Webcast Slides/Transcript/Audio/Video	- Add a Quarterly Webcast - Move a Quarterly Webcast onto the Webcast Archive
Fund Fact Sheet	- Update a Fund: Overview/Related Documents
Annual Report	- Update a Fund: Overview/Related Documents
Semi-Annual Report	- Update a Fund: Overview/Related Documents
Prospectus	- Update a Fund: Overview/Related Documents
Statement of Additional Information (SAI)	- Update a Fund: Overview/Related Documents
Policy Statement	- Update a Fund: Overview/Related Documents
Fund Update PDF (on Fund Overview Page)	- Update a Fund: Overview/Fund Update PDF
Dividend Calendars & Distribution Information	- Update Tax Information Page
Fund Performance Charts (Excel)	- Update a Fund: Performance/Performance Charts
Portfolio Holdings PDF	- Update a Fund: Portfolio Characteristics/Portfolio Holdings PDF

Table of Contents (Instruction Sets)	How to:
	A. Add/Update a Team Member
	B. Add a News Item
	a. FPA News
	b. Fund Announcement

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 - e. [Fund Update PDF](#)
 - H. [Update a Fund: Performance](#)
 - a. [Performance Charts](#)
 - I. [Update a Fund: Portfolio Characteristics](#)
 - a. [Portfolio Structure Chart](#)
 - b. [Top Sectors Chart](#)
 - c. [Top Holdings List](#)
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 - J. [Update a Fund: Process & Management](#)
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 - N. [Update Requests Funds Literature Page](#)
 - O. [Update Tax Information Page](#)
 - P. [Export Data from Subscribe Form](#)
 - Q. [Change Page Banner Images](#)

**A. Add/
Update a
Team
Member**

1. In Sitefinity, navigate to the Team Members library, under the Content menu.
 2. If updating an existing team member, locate their name in the list. If creating a new team member, click the **Create a Team Member** button.
 3. You'll see the Team Member editor screen. Enter the following information.
-

Edit a Team member

Publish

Save as Draft

More actions ▾

or [Back to Team members](#)

Preview

Title

Ryan A. Leggio, Esq.

First name

Ryan

Middle initial

A

Departments

Client Service & Business Development ✕

Partners ✕

Change

Bio

B

I

☰

☰

🌐

🌐

🖼️

ABC

📄

Normal ▾

More formatting options

Ryan joined FPA in 2011. He is Head of National Accounts, where he works closely with home office/centralized research teams, and also serves as a senior product specialist for FPA Funds and strategies. Ryan also assists in product enhancement and development for the firm. From 2008 until 2011, he was an analyst at Morningstar, where he covered preeminent absolute value and multi-asset class mutual fund managers. Prior to joining Morningstar, Ryan was an associate at the law firm of Clifford & Brown. He earned a Bachelor's degree in Political Science from The Johns Hopkins University, and a Juris Doctor degree from the University of the Pacific.

Add a short bio about the team member.

Last name

Year joined

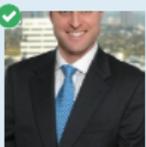
 Enter the year the member joined FPA.

Position

 Indicates the Team Member's position, ex: CFA, CPA, Director of Finance, etc.

▼ Related media

Photo



Actions ▼

Select image

- a. **Title:** The person's full name and any suffix desired (Esq., CFA).
 - i. *This field will display as the person's name on the Team page!*
 - b. **First Name:** The person's first name.
 - c. **Middle Initial:** The person's middle initial.
 - d. **Departments:** Click the **Change** button. Select the appropriate department/departments for this team member. If selected, the team member will appear under that category on the Team page. Departments listed are:
 - i. Client Service & Business Development
 - ii. Investment Professionals
 - iii. Legal & Compliance
 - iv. Operations & Administration
 - v. Partners
 - vi. Trading
 - e. **Bio:** Enter the person's bio here. Do not apply styling; the website will style the text for the Team page.
 - f. **Last Name:** The person's last name.
 - g. **Year Joined:** The year this person joined FPA.
 - h. **Position:** The person's position/official title with FPA.
4. To add a new photo, click the "Select Image" button.
 5. In the new window, locate an existing photo in the "Team Members" image library. If one does not exist, click "Upload Image" at the top right.

6. Click the "Select image from your computer" line. A file selection window will open. Locate the team member's image, and click "Open."
7. You'll see the Select Image screen.

SELECT AN IMAGE

icon-newincomefund.png

Library
Team Members Change

Title
icon-newincomefund

Alternative text
Team Member's Name

Categories and tags

Upload or Cancel

8. Click the **Change** button next to Library. Select "Team Members." Click OK.
9. Enter Alternative Text for the team member (their name will suffice). Click "Upload."
10. The team member's photo should appear on the editor screen.
11. Confirm the bio details. Click the **Publish** button when complete.
12. Visit the Team page to confirm all details display properly.

B. Add a News Item

FPA NEWS

1. Name the news item document according to the following convention:
[NewsTitle]-[NewsType]-[Month]-[Year].pdf
e.g. "Two-Decades-of-Winning-FPANews-May-2017.pdf"
 - a. If your news item is located on another website, please note Step #14 below.
2. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
3. Click the "FPA News Documents" library.
4. Click the **Upload Documents or Other Files** button.
5. Click "Select document from your computer" link.
6. Locate the news item document on your computer. Click **Open**.
7. Verify the file has uploaded & displays in the FPA News Document list.
8. Navigate to the News library under the Content menu.
9. Click the **Create a News Item** button.
10. Enter the news item's title in the Title field.
11. Enter the news item's text in the text editor box.

- a. Do not enter disclosure text here; it is automatically added at the top of all News pages.
12. (Optional) Enter a single-sentence summary in the Summary box.

Publish Save as Draft More actions or [Back to News](#)

Title
News Title

B *I* | [List Icons] | [Link Icon] [Unlink Icon] [Image Icon] [Text Color Icon] [Normal] | [Basic options only]

[Text Alignment Icons] | [List Alignment Icons] | [Font Family: Arial, Verda...] | [Font Size: 13px] | [Text Color: A] | [Background Color]

[Undo] [Redo] [Table] [Table of Contents] [Zoom In] [Zoom Out] [Print] [Help]

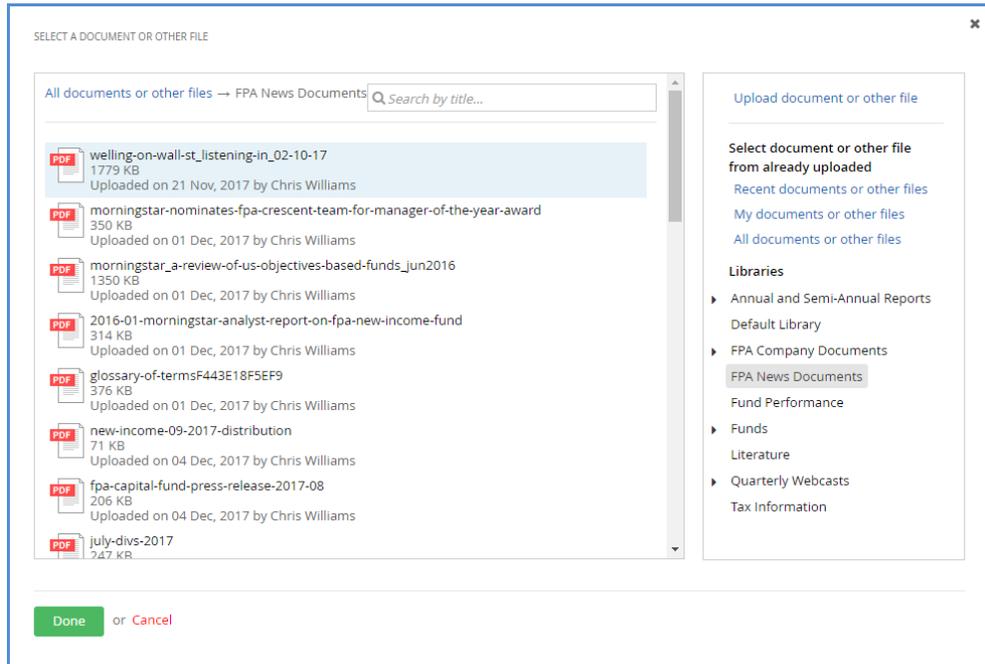
Enter news item text here.

Design HTML

Summary
Enter summary here. Limit to 1 sentence.

13. In the "Categories and Tags" section, click to select categories. Check the box next to "FPA News."
14. Scroll to the "Related Media" section. If your news item is a document, click the **Select Document** button.

- In the Select a Document window, open the FPA News Documents library at right. Locate the file you uploaded.



- Click it to select. Click the **Done** button.
- If your news item is a link to another website, paste the link in the "External Link" field.
- Below the File Link field is a "News Image" field. Click the button to select a thumbnail image for the FPA News left column.
- You'll see the Select an Image window. If you have a new image to use, click Upload Image. Click the "Select image from your computer" and locate the image. (Make sure to upload the image into the "News Logos" library.)
- If you want to use an existing image, click the "News Logos" library at right. Click to select the image you want.
- Click **Done**.

▼ Related media

File link
Select the PDF file for this publication.

✓ welling-on-wall-st_listening-in_02-10-17 (.pdf, 1779 KB) ✕

News image
Select an image to display in the news article.

✓

External link

<http://wealthtrack.com/why-traditional-bonds-are-high-risk-but-munis-have-advantages-tw>

Enter an external link if the publication is located on another page or website.

Original published date

Enter the date originally published on the FPA site.

NOTE: This news item has both a File Link and an External Link. Normally you would only insert one or the other.

22. Click the "Original Published Date" field. A calendar window will popup. Select the news item's original publication date. (Time is optional.)
23. Click **Publish**.
24. Refresh the FPA News page to verify the news item.

FUND ANNOUNCEMENT

Follow the same procedures as for FPA News, but with these differences:

- For Step 13 on selecting categories, check the box next to "Fund Announcements."
- For Steps 19 and 20 on selecting an image, click the "Announcement Logos" library at right.

SPECIAL COMMENTARY

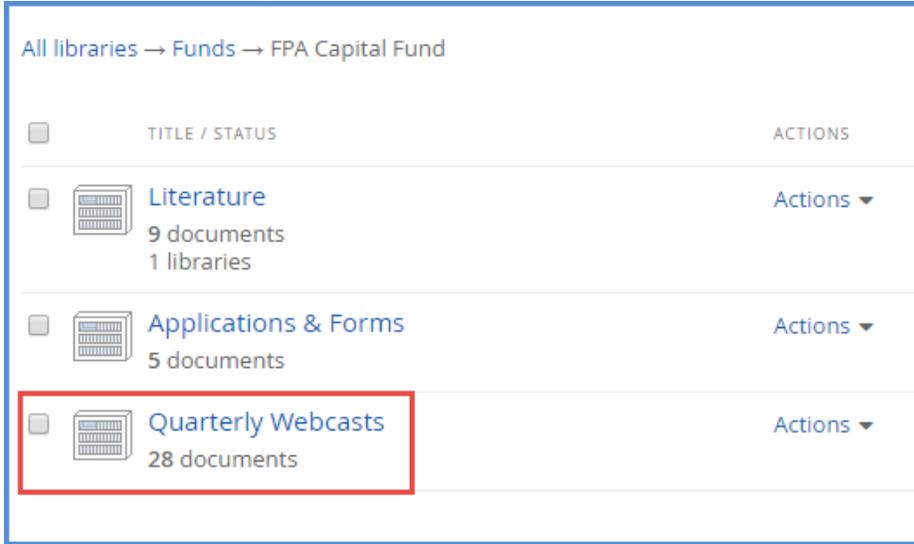
Follow the same procedures as for FPA News, but with these differences:

- For Step 13 on selecting categories, check the box next to "Special Commentaries."
- For Steps 19 and 20 on selecting an image, click the "Commentary Logos" library at right.

C. Add a Quarterly Webcast

PART 1

1. Navigate to the Documents & Files library, under the Content menu.
2. Click the "Funds" library.
3. Click the library for the appropriate fund.
4. You'll see a "Quarterly Webcasts" folder. Click this folder.

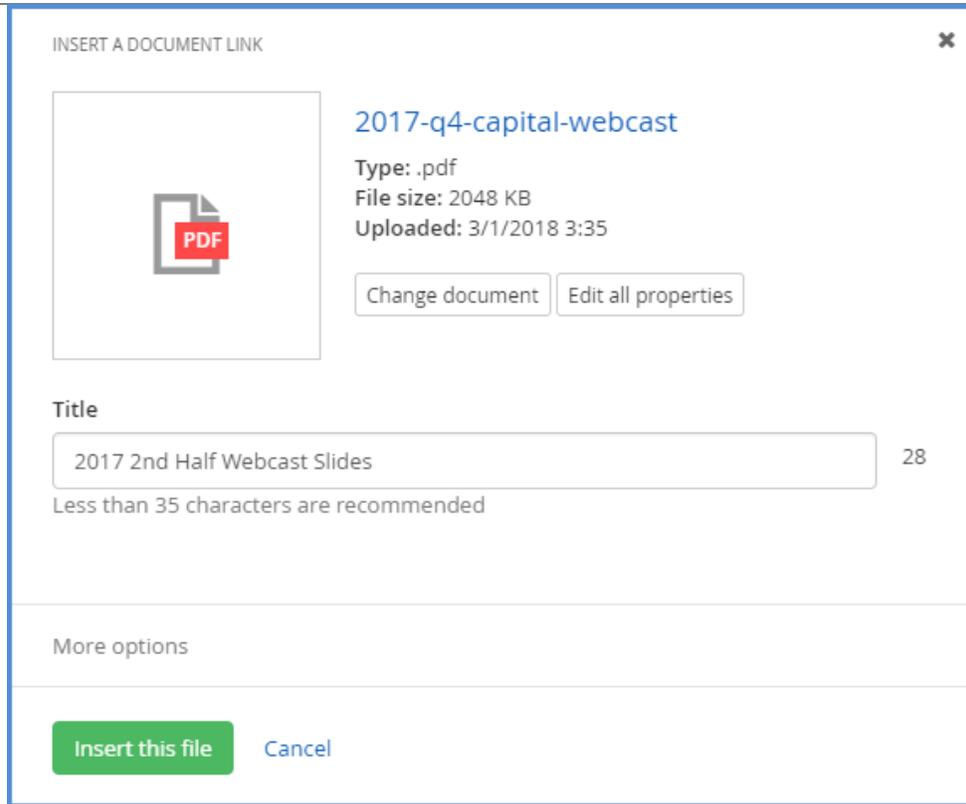


5. Filename conventions for webcast files are as follows:
 - a. Webcast Transcript: fpa-[fundname]-transcript-[year]-[quarter].pdf
 - b. Webcast Slides/Presentation: [Year]-[quarter]-[fundname]-webcast.pdf
 - c. Webcast Audio: [Year]-[quarter]-[fundname]quarterly.mp3
 - d. For video, use the audio convention.
6. Rename the webcast files according to these conventions.
7. Use the **Upload documents or other files** button to upload the files.
8. Once complete, move to Part 2.

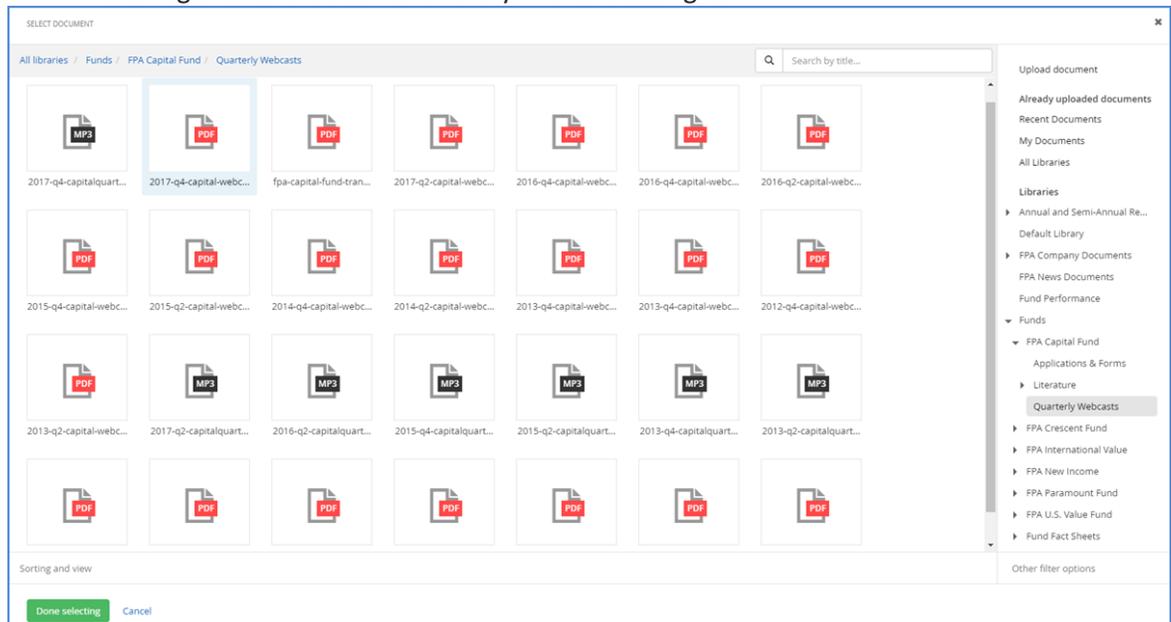
PART 2

1. Click the Pages menu.
2. Locate & click the fund's respective Quarterly Webcast page (e.g. "FPA Capital Fund Quarterly Webcast").
3. On the Page Editor screen, click "Edit" for the main content block.
4. Highlight the first link text (e.g. "Q4 2017 Webcast Slides").
5. Click the paperclip/Insert File icon on the toolbar (at right).
6. You'll see the linked file's editor screen. Click "Change Document."





7. Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund document library in the list at right.



8. Click the file to select it. Click the **Done Selecting** button.
9. You'll return to the previous editor screen. If needed, edit the Title field text to match the naming convention you saw there previously. Example: Q1 2018 Webcast Slides.
10. Click **Insert This File**.

11. Repeat Steps 4-10 for the other webcast file links. There are typically four: Webcast Slides, Webcast Transcript, Webcast Audio, and Webcast Recording.
 - a. Webcast Archive does not change.
12. When complete, click the **Save** button.

NOTE: If the button styling appears to "turn off" after you do this, re-edit the content block. Click the "HTML" button at top right to enter HTML mode. Make sure each link has the following styling added to it:

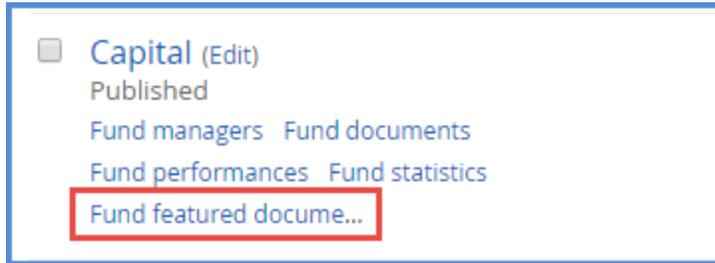
```
<a class="button button-powder-blue button-pdf mbs" href="/docs/default-source/funds/fpa-capital-fund/quarterly-webcasts/2017-q4-capital-webcast.pdf?sfvrsn=2" title="2017 2nd Half Webcast Slides" sfref="[documents|OpenAccessDataProvider]6103f353-1b03-6784-9d6c-ff0000f7084a"><span class="txt-nottransform">2017 2nd Half Webcast Slides</span></a>
```

(Change the text in blue to "mp3" for audio links, "url" for webpage links, or "mp4" for video links.)

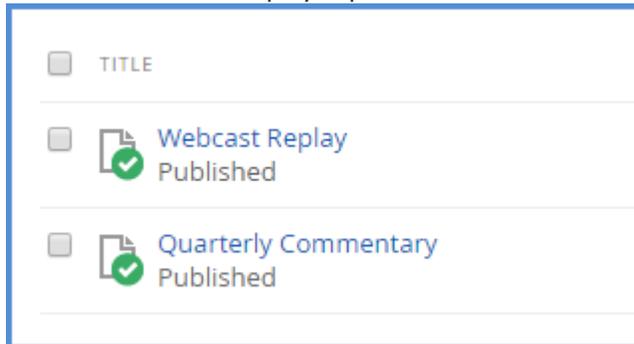
13. Click the "Publish" button to update the page. Move to Part 3.

PART 3

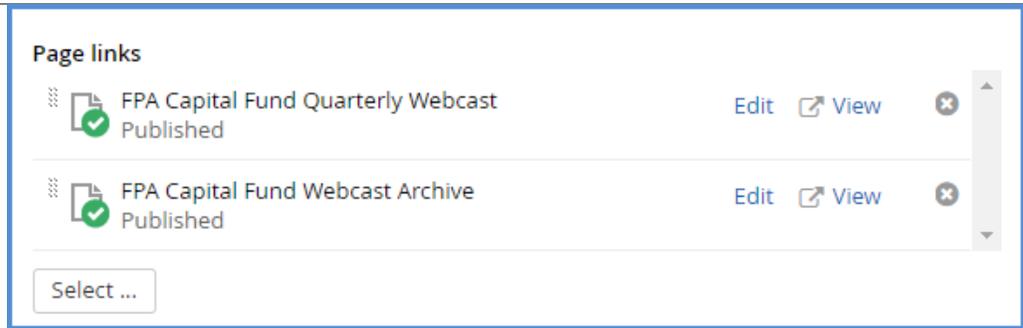
1. Click the Content menu again. Click "Funds" to access the Funds module.
2. Locate the same fund in the list.
3. Click "Fund Featured Documents."



4. Click the "Webcast Replay" option.



5. In the editor window, you'll see a Quarterly Webcast field for the fund.

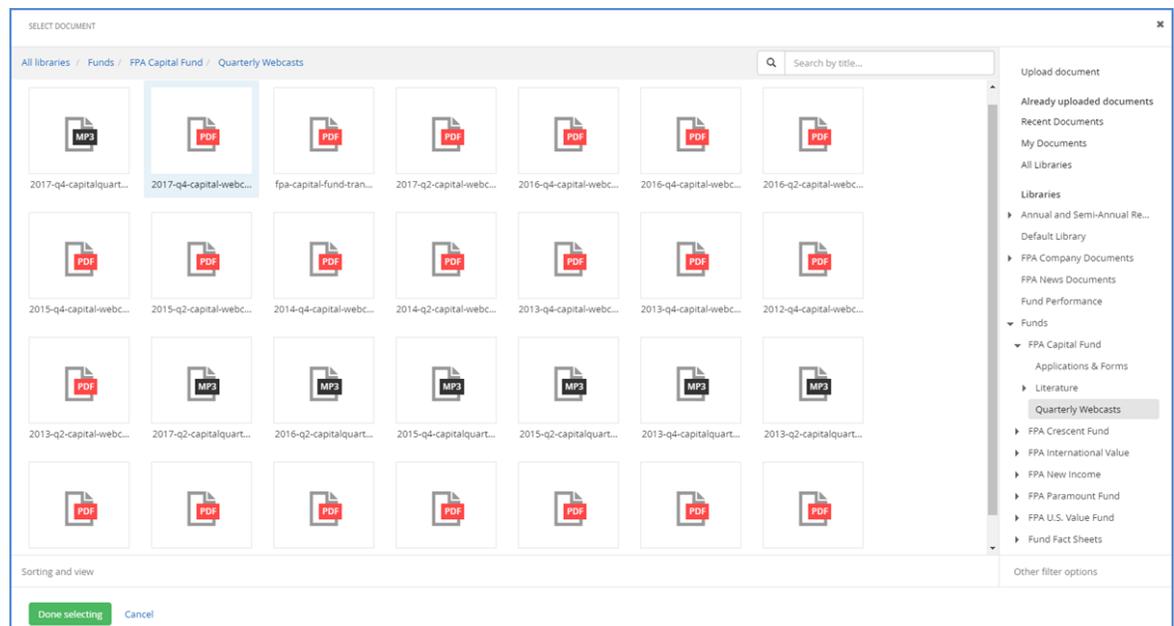


6. Click the "Edit" option next to it.
7. The very last field in this editor window is labeled "Short Title." Change the Short Title to match the year & quarter of the new webcast file, like this:
2018 Q1 Webcast
8. Click the **Save Changes** button. In the previous editor window, click **Publish**.
9. Refresh the relevant Fund page. Verify the new links are present by clicking on the Quarterly Webcast page link.

D. Move a Quarterly Webcast onto the Webcast Archive

PART 1 – ADD WEBCAST FILE TO WEBCAST ARCHIVE PAGE

1. Open the Pages menu.
2. Click the relevant Fund's Webcast Archive page.
3. Edit the main content block where the Webcast files are listed by year.
4. Click at the beginning of the latest webcast file (e.g. "Q4 2017 Transcript").
5. Hit Shift+Enter. The latest webcast file will move down one line.
6. Click the **Insert File** toolbar button (at right).
7. Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund document library in the list at right.



8. Click the file to select it. Click the **Done Selecting** button.

-
9. You'll return to the previous editor screen. If needed, edit the Title field text to match the naming convention you saw there previously (e.g. "Q1 2018 Transcript").
 10. Click **Insert This File**.
 11. Repeat this process to insert both the webcast's transcript and slide deck. Do not add audio or video.
 12. When finished, click **Publish**.

PART 2 – REPLACE CURRENT WEBCAST FILE WITH NEW FILE

Follow the instructions in Section C above to add the new webcast. This will replace the now-archived webcast file on the Fund pages.

13

E. Add a Quarterly Commentary

1. Name the commentary file according to this convention: "fpa-[FundName]-commentary-[year]-[quarter].pdf."
 2. In Sitefinity, open the Documents & Files library in the Content menu.
 3. Locate the relevant fund's Quarterly Commentary folder. You'll find it here: Funds > [FundName] > Literature > Quarterly Commentaries
 4. Click the **Upload Documents or Other Files** button.
 5. You will see a "Select document from your computer" link. Click the link to open a File Upload window.
 6. Locate the commentary file. Click **Open** to upload.
 7. In the file properties window, enter a short title in the "Short Title" field. This should match the current commentary format, e.g. "2018 Q1 Commentary."
 8. Click **Publish**.
 9. Open the Funds module.
 10. Open the relevant fund's "Fund Featured Documents" section.
-

11. Open the "Quarterly Commentary" entry.

Edit a Fund featured documents

Publish Save as Draft More actions ▼ or [Back to New Income](#) Preview

Title
Quarterly Commentary

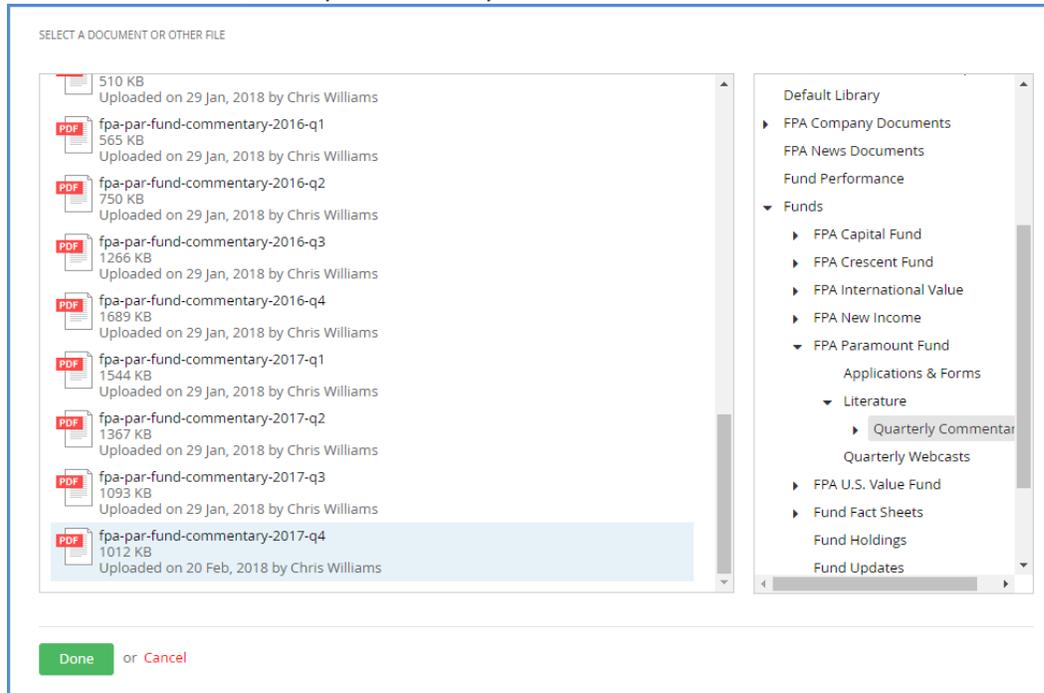
Thumbnail image
✓

Actions ▼
Select image

Featured documents
✓  fpa-new-income-commentary-2017-q4 (.pdf, 2029 KB) ✕
Select documents

12. In the Featured Documents section (below the thumbnail), click the "Select Documents" button.

13. Locate the Fund's Quarterly Commentary folder.



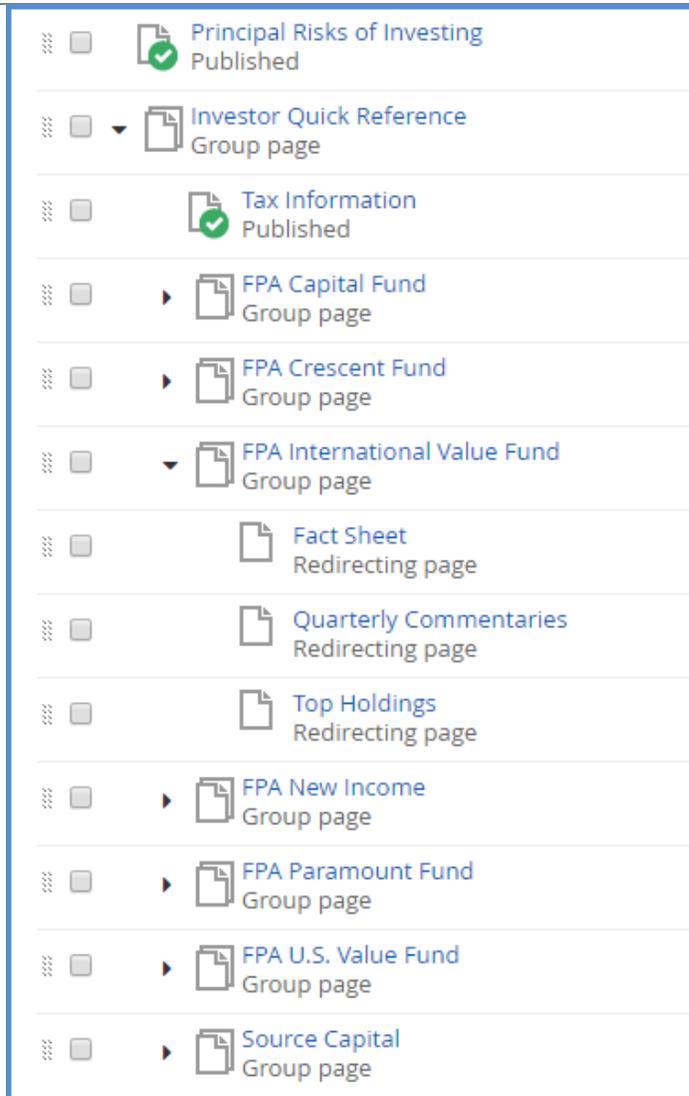
14. Select the commentary PDF you uploaded.
15. Click **Done**.
16. You should see the new commentary PDF under Featured Documents. (If there is more than one document, click the X on the right to remove older commentary PDFs.)
17. Click **Publish**.
18. Refresh the Fund's page to verify the new Quarterly Commentary shows up.
19. Refer to the "Update the Investors Quick Reference (Homepage)" section to complete this update.

F. Update the Investors Quick Reference (Homepage)

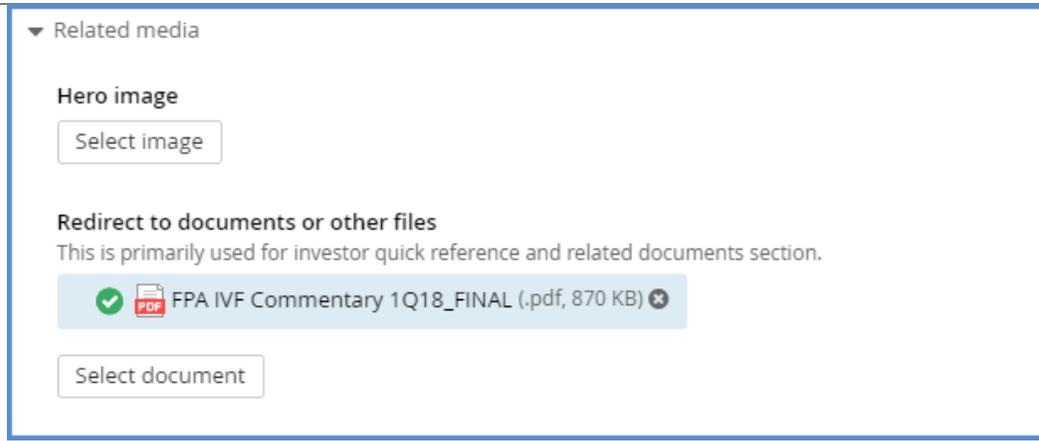
Whenever you update a fund's Fact Sheet or Quarterly Commentary, you'll need to update the Investors Quick Reference list on the homepage.



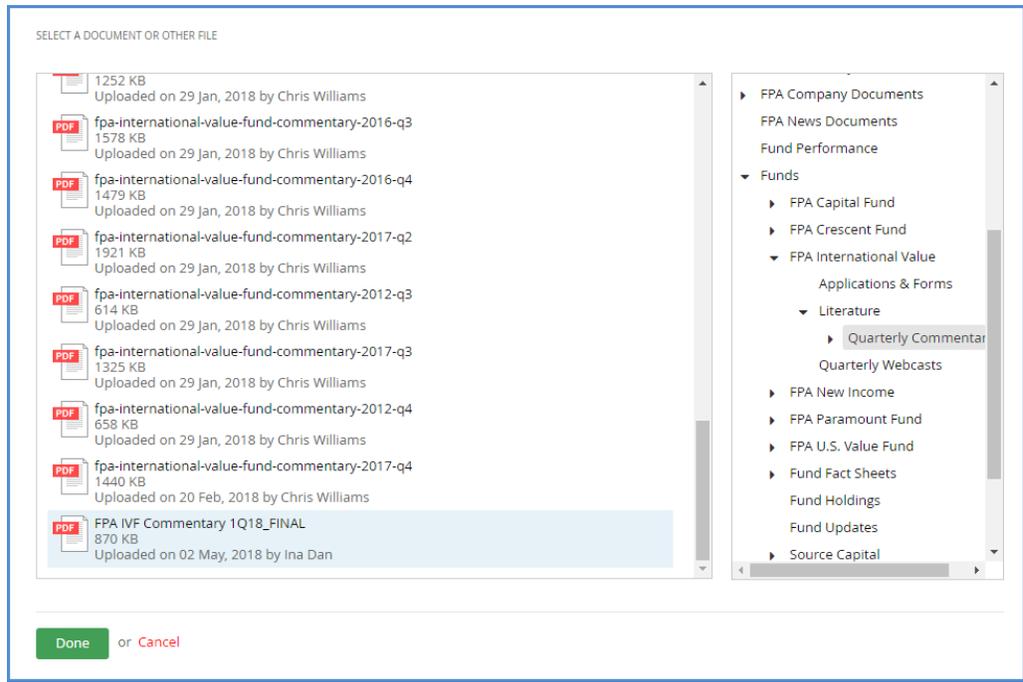
1. Once you've finished adding the new Fact Sheet/Quarterly Commentary, click the Pages view.
2. Locate the Investors Quick Reference page group. If needed, click the arrow to its left to expand it.
3. You'll see a list of page groups named by Fund. Locate the page for the relevant Fund you just updated.
4. Click the left arrow to expand the page. You'll see three Redirecting Pages: Fact Sheet, Quarterly Commentaries, and Top Holdings.



5. Click "Fact Sheet" or "Quarterly Commentaries" depending on which you just updated. An "Edit a Page" screen will open.
6. Scroll down to the "Related Media" box. You'll see a "Redirect to documents or other files" line, with a PDF linked.



7. Click **Select Document** below it.
8. Navigate to the new Fact Sheet/Quarterly Commentary file.
 - a. Fact Sheets are located in the Funds/Fund Fact Sheets document library.
 - b. Quarterly Commentaries are located in the Funds/[FundName]/Literature/Quarterly Commentaries document library.
9. Click the new file to select it. Click **Done**.



10. The new file will replace the old on the "Edit a Page" screen. Confirm the new file is in place, and then click **Save Changes**.
11. Refresh the homepage and click the relevant Fund's entry in Investors Quick Reference. You should see the new file.

G. Update a Fund: Overview HIGHLIGHTS

- In Sitefinity, click the All Classifications library at the bottom of the Content menu.
- Click "Fund Highlights."

- Click the arrow next to the fund name whose Highlights you want to edit.
- Locate the appropriate box (the names for each Highlight box are their titles, e.g. "Absolute Return Focus").
- Edit the Title and/or Description field as needed.

Edit a fund highlight

Absolute Return Focus

Example: North America

Parent fund highlight

No parent (this fund highlight will be at the top level)
 Select a parent...

Description

Benchmark indifferent, seeks to provide a positive return in a 12-month period.

URL

absolute-return-focus

▼ Advanced

Synonyms

For developers: name used in code.

absolute-return-focus

or [Back to Fund highlights](#)

- Click **Save**.

INVESTMENT OBJECTIVE

- Open the Funds module in the Content menu.
- Click "Edit" to edit the relevant Fund.

- Locate the Overview section, under "Fund Page Content."

Overview image
This is the image that appears next to the overview content.

Select image

Overview

B *I* |  |  |  |  |  |  |  | Normal | More formatting options

Investment Objective

The Fund generates long-term capital growth by investing in a select number of high quality businesses. Current income is a secondary consideration.

Design HTML

This will contain the overview content on the fund detail page.

- Edit the text as needed.

FUND FACTS

- Follow Steps 1 and 2 for "Investment Objective" above to edit the Fund.

- Locate the "Fund Info" section. You'll see multiple fields as in the screenshot below.

▼ Fund Info

Fund name

Use this if the fund should display a different name than the title, ex: The title/URL need to be Crescent/crescent and the name needs to display as FPA Crescent.

Share class

NAV

\$
Net Asset Value

Initial minimum investment

\$
Initial minimum investment

Ticker symbol

Fund assets

\$
Enter the amount of fund assets in whole dollars.

Fund inception

FPA manager inception

Expense ratio

%
Enter expense ratio (as of most recent prospectus)

- Edit the items as needed. These correspond to Fund Facts according to their titles.

NOTE: If a Fund Fact field is left empty, it will not appear on the Fund Overview page.

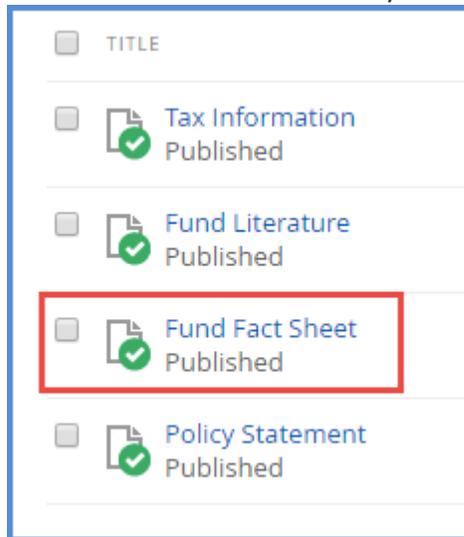
RELATED DOCUMENTS

The following documents are all located in the "Related Documents" box on each Fund page. Not all of these files may appear for all funds.

NOTE: If one Fund has additional documents not covered here, use the "Annual Report" instructions to add it.

Fund Fact Sheet:

- Name the new Fund Fact Sheet PDF according to this convention: fpa-[fund]-factsheet-[year]-[quarter].pdf (e.g. "fpa-crescent-factsheet-2018-q1.pdf").
- In Sitefinity, navigate to the Documents & Files library, under the Content menu.
- Click the "Funds" library.
- Click the "Fund Fact Sheets" library.
- Use the "Upload documents or other files" link to upload the files.
- In the file's properties window, enter "Fund Fact Sheet" in the "Short Title" field. This is what displays on the Fund pages.
- Click **Publish**.
- Click the Content menu again. Click "Funds" to access the Funds module.
- Locate the same fund in the list. Under it, click "Fund Documents."
- Click the "Fund Fact Sheet" entry.



- You'll see the editor screen. Under "Documents," click the "X" on the right of the current fund fact sheet. This will remove it from the list.

Edit a Fund documents

Publish Save as Draft More actions ▼ or [Back to Capital](#) Preview

Title
Fund Fact Sheet

▼ Related documents

Document library
Choose

Documents
 fpa-capital-factsheet-2017-q4 (.pdf, 794 KB) ✕

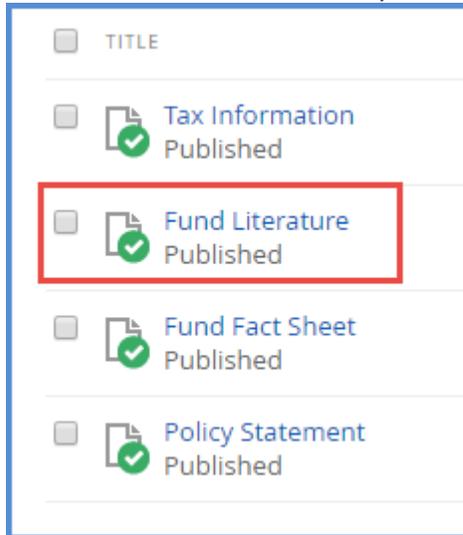
Select documents

- Click the **Select Documents** button.
- Locate the file either through the "Recent Documents" list (displayed by default), or by clicking the Fund Fact Sheets document library in the list at right.
- Click the file to select it. Click the **Done** button.
- You'll return to the previous editor screen. Click **Publish**.
- Refer to the "Update the Investors Quick Reference (Homepage)" section to complete this update.

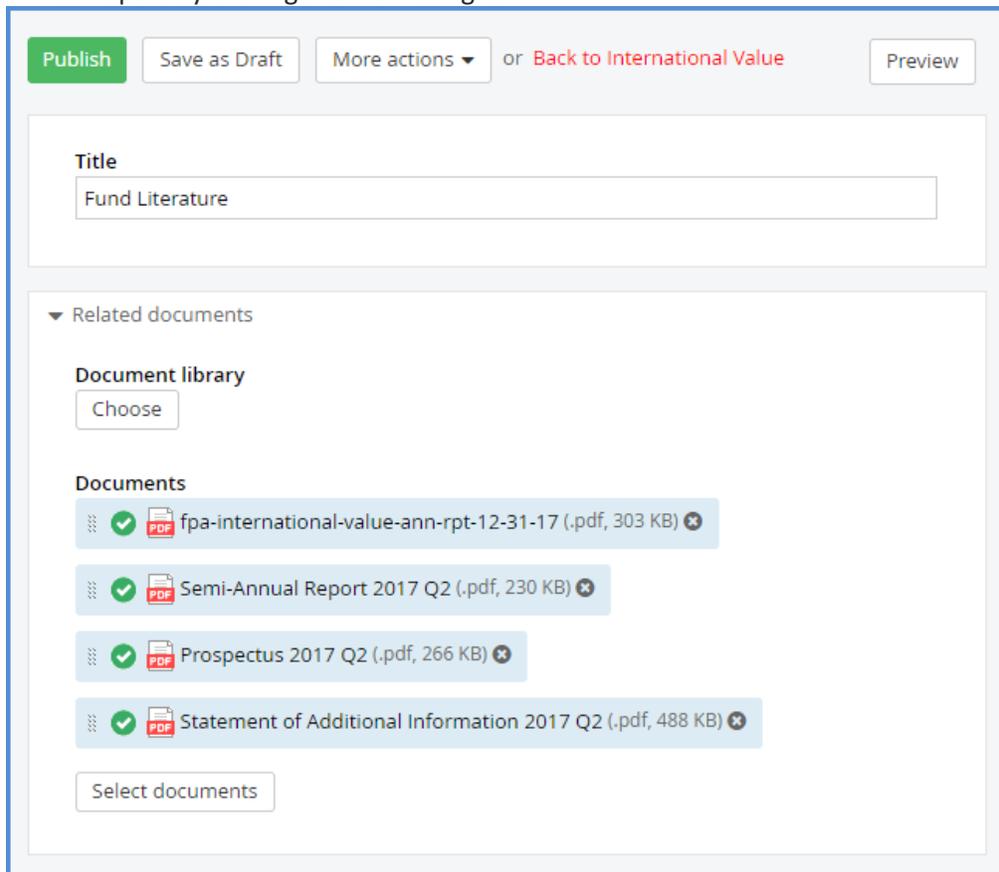
Annual Report:

- Name the new Annual Report PDF according to this convention: fpa-[fund]-ann-rpt-[year]-[quarter].pdf (e.g. "fpa-crescent-ann-rpt-2018-q1.pdf").
- In Sitefinity, navigate to the Documents & Files library, under the Content menu.
- Click the "Funds" library.
- Click the relevant fund's name.
- Click the "Literature" library.
- Use the "Upload documents or other files" window to upload the files.
- In the file's properties window, enter "Annual Report" in the "Short Title" field. This is what displays on the Fund pages.
- Once complete, click the Content menu again. Click "Funds" to access the Funds module.
- Locate the same fund in the list. Under it, click "Fund Documents."

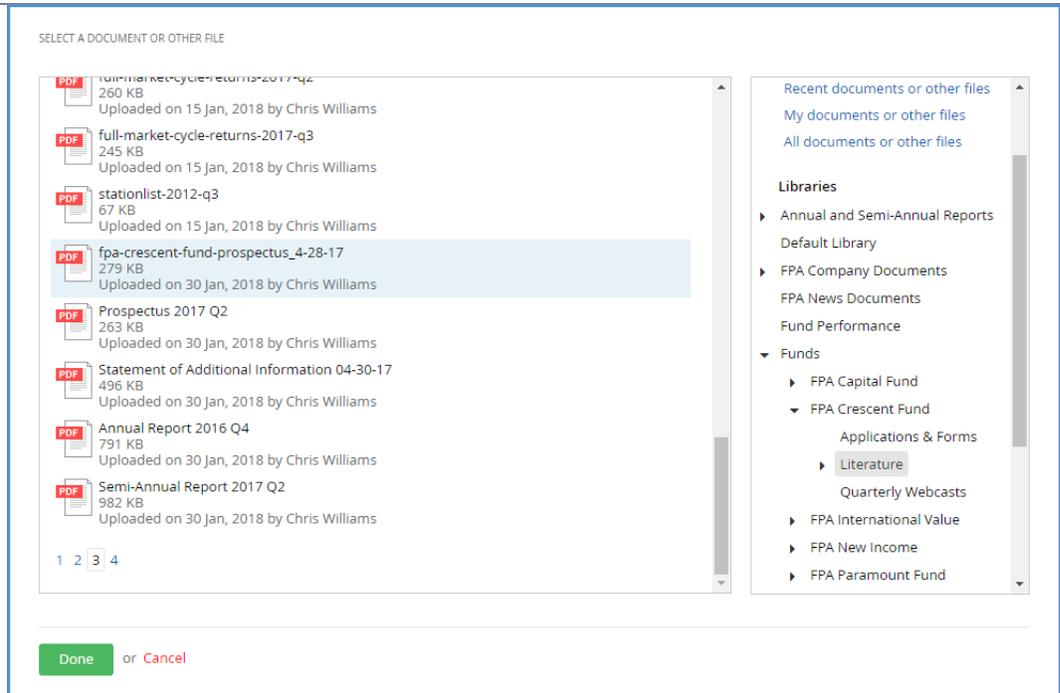
- Click the "Fund Literature" entry.



- You'll see a list of the currently-used Fund Literature documents. Delete the existing annual report by clicking the X on its right.



- Click the **Select Documents** button.
- In the "Select Document or Other File" window, locate the new annual report you uploaded. It should be under Funds > [FundName] > Literature. You can also search using the search box along the top.



- Click **Done**.
- The document will appear in the Documents list. Drag it to the top of the list using your mouse, if necessary.
 - Note: The report's filename displays here. The Short Title ("Annual Report") will display on the Fund pages.
- Click **Publish**.
- Refresh the Fund Overview page to verify the new document is linked where "Annual Report" displays in Related Documents.

Semi-Annual Report:

Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Semi-Annual Report PDF according to this convention: fpa-[fund]-semi-ann-rpt-[year]-[quarter].pdf (e.g. "fpa-crescent-semi-ann-rpt-2018-q1.pdf").
- Use the short title "Semi-Annual Report" only. No year or quarter.

Prospectus:

Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Prospectus PDF according to this convention: fpa-[fund]-prospectus-[year]-[quarter].pdf (e.g. "fpa-crescent-prospectus-2018-q1.pdf").
- Use the short title "Prospectus" only. No year or quarter.

Statement of Additional Information (SAI):

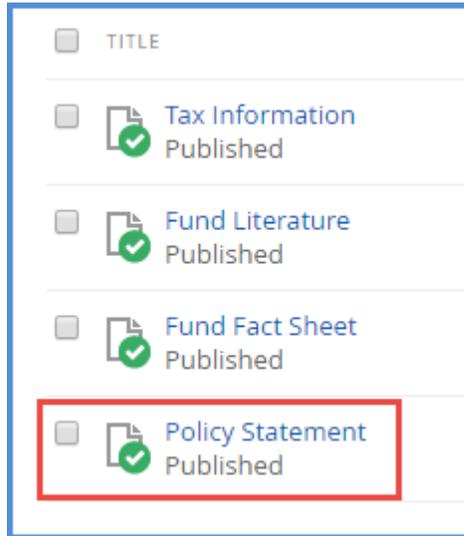
Follow the same steps as for Annual Report, with these two distinctions:

- Name the new Statement of Additional Information PDF according to this convention: fpa-[fund]-sai-[year]-[quarter].pdf (e.g. "fpa-crescent-sai-2018-q1.pdf").
- Use the short title "Statement of Addtl Information (SAI)" only. No year or quarter.

Policy Statement:

To update the Policy Statement PDF, follow the same steps for Fund Fact Sheet above, with two distinctions:

- Upload Policy Statement PDFs to the FPA Company Documents > Policy Statements document library.
- Under Fund Documents, click the "Policy Statement" entry, as noted in the screenshot below.



FUND UPDATE PDF

To update the "Fund Update PDF" on the Funds Overview page, follow these steps.

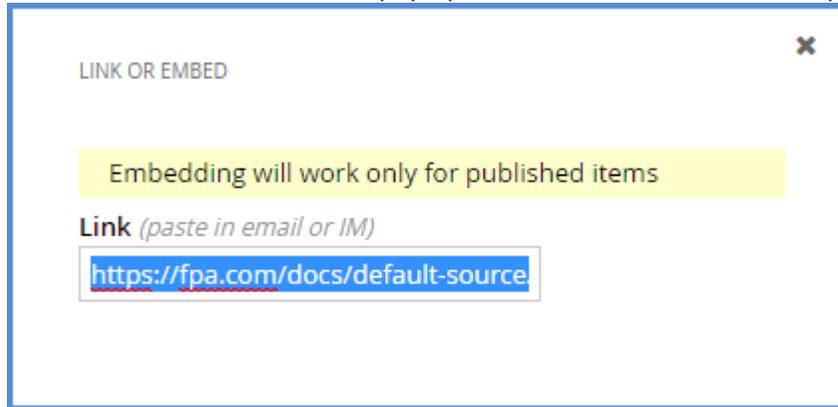
Funds Overview

	FUND NAME	TICKER	PORTFOLIO MANAGERS	PRIMARY OPPORTUNITY SET	PRIMARY BENCHMARK	MORNINGSTAR CATEGORY
	FPA Capital Fund ¹	FPPTX	Arik A. Ahitov	Small/Mid-Cap (US)	Russell 2500	Mid-Cap Value
EQUITY	FPA International Value Fund	FPIVX	Pierre O. Py	All-Cap (ex US)	MSCI ACWI ex US	Foreign Small/Mid Blend
	FPA Paramount Fund	FPRAX	Gregory Herr, CFA Pierre O. Py	Multi-Cap ² (Global)	MSCI ACWI	World Stock
	FPA U.S. Value Fund	FPPFX	Gregory R. Nathan	Multi-Cap ² (US)	S&P 500	Large Blend
FIXED INCOME	FPA New Income	FPNIX	Thomas H. Atteberry, CFA Abhijeet Patwardhan	Investment Grade and Non-Investment Grade Debt (US)	Barclays US Agg Bond	Nontraditional Bond
	FPA Crescent Fund	FPACX	Mark Landecker, CFA Steven Romick, CFA Brian A. Selmo, CFA	All-Cap Equities and Non-Investment Grade Debt (Global)	S&P 500	Allocation—50% to 70% Equity
MULTI-ASSET	Source Capital	SOR	Thomas Atteberry, CFA Mark Landecker, CFA Abhijeet Patwardhan Steven Romick, CFA Brian Selmo, CFA	Multi-Cap ³ Equities (Global) + Investment Grade and Non-Investment Grade Debt (US)	60% S&P 500 40% BC Agg	Allocation—50% to 70% Equity

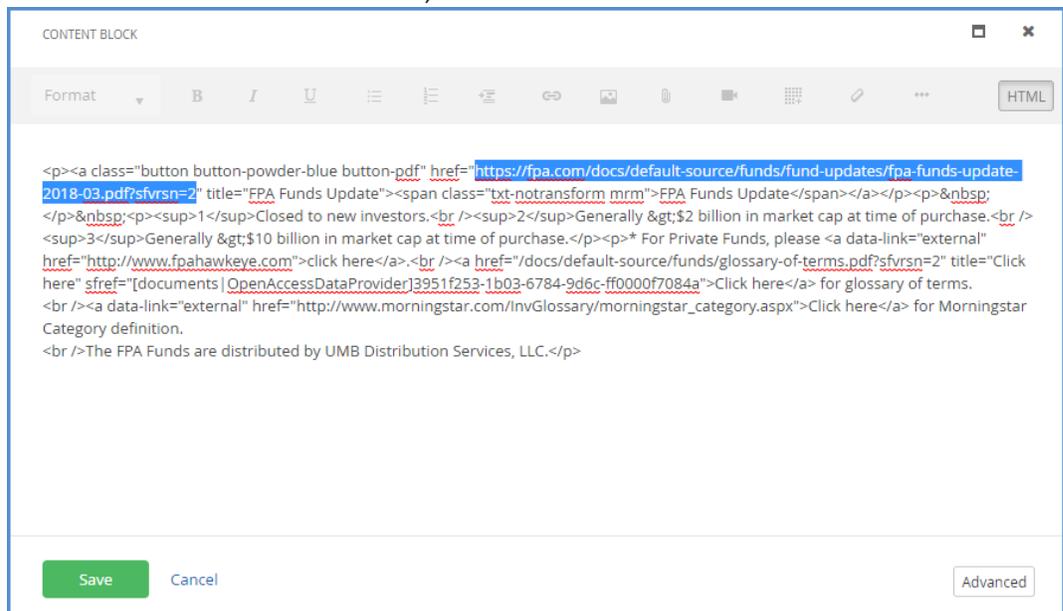
FPA Funds Update PDF

- Name the new Funds Update PDF according to this convention: "fpa-funds-update-[Year]-[Quarter].pdf". For example, fpa-funds-update-2018-Q1.pdf.
- Upload the new Funds Update PDF to the Funds > Fund Updates document library.
- Once uploaded, click the "Embed Link to This File" link on its right.

- A "Link or Embed" window will pop up. Select the URL offered and copy it.



- Close the "Link or Embed" window.
- Click the Pages menu.
- In the page list, locate and click the **Funds** page to open its editor.
- Scroll past the Funds list until you see the content block containing the Funds Update PDF button. Click **Edit**.
- In the content block editor window, switch to HTML mode.



- Paste the new Fund Update PDF link in place of the old PDF link (highlighted above).
- Do not edit any of the other code. The code contains CSS classes which format this link as a button.

The HTML code with the CSS classes, in case they need replacing:

```
<p><a class="button button-powder-blue button-pdf"
href="https://fpa.com/docs/default-source/funds/fund-updates/fpa-funds-update-2018-03.pdf?sfvrsn=2" title="FPA Funds Update"><span class="txt-notransform mrm">FPA Funds Update</span></a></p>
```

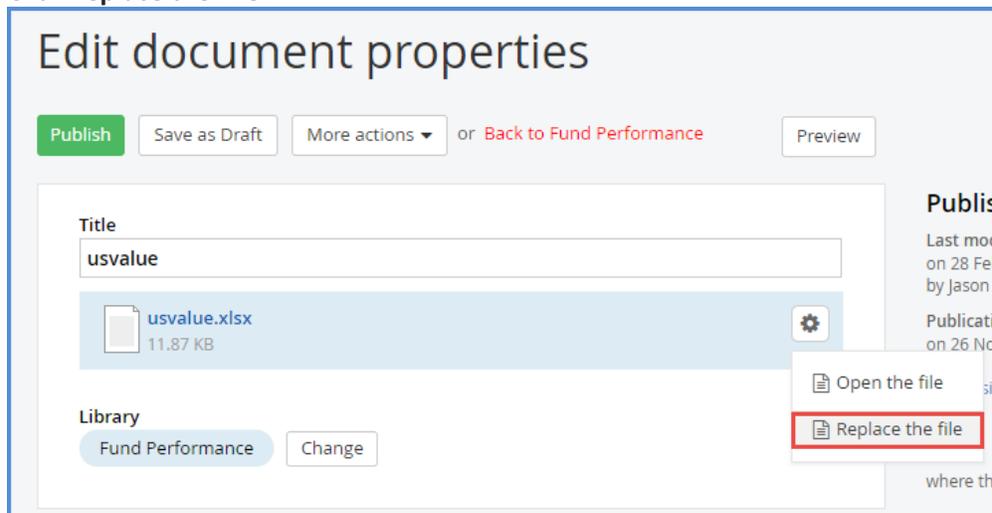
- Click **Save**.

- Click **Publish** to publish the page.
- Refresh the Funds Overview page in order to verify the link has updated, and the button formatting remains.

H. Update a PERFORMANCE CHARTS

Fund: Performance The Performance Charts on this page are not updated directly on the page. Instead, a module automatically updates the charts from an Excel spreadsheet.

1. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
2. Navigate to the "Fund Performance" library.
3. You'll see a list of Excel files named for each Fund. Click the corresponding fund Excel file you want to update.
4. The Edit Properties screen will open. Click the gear icon to the right of the filename.
5. Click **Replace the File**.



6. You'll see a "Select document from your computer" link. Click the link to open a File Upload window.
7. Locate & select the new performance chart Excel file. Click "Open" to add it to the document properties window.
8. Click **Publish**. The new performance chart will upload & replace the existing data.
9. Refresh the Fund's Performance page to verify the new data appears.

I. Update a PORTFOLIO STRUCTURE CHART

Fund: Portfolio Characteristic

1. In Sitefinity, open the Funds module.
2. For the relevant fund, click "Fund Statistics."

3. Open the fund's Fund Statistics entry. You should only see one.

The screenshot shows a web interface for 'U.S. Value Fund statistics'. At the top right, there is a 'Back to Funds' link. Below the title, there are four buttons: 'Create a Fund statistic' (green), 'Delete', 'More actions' (with a dropdown arrow), and 'Search...'. Below the buttons is a table with one row. The table has a checkbox in the first column and the text 'FPA U.S. Value Fund Statistics' in the second column. Below the text, there is a green checkmark icon and the word 'Published'.

<input type="checkbox"/>	TITLE
<input type="checkbox"/>	FPA U.S. Value Fund Statistics Published

4. This will open the "Edit a Fund Statistic" window.

Edit a Fund statistic

Publish
Save as Draft
More actions ▾
or [Back to U.S. Value](#)
Preview

Title

As of...

Portfolio structure

Asset allocation

Top sectors

Ratings allocation

Top holdings

Top holdings disclosure

Top 10 Holdings represent 31.4% of Total Net Assets

Portfolio holdings doc

✓ PDF fpa-us-value-fund-holdings-2017-q4 (.pdf, 155 KB) ✕

5. Under "Portfolio Structure," click the **Set Data** button.

- Enter the data values in the corresponding fields.

Section Name

Portfolio Structure Pie ▼

Data

Equities 96.4

Cash & Equivalent 3.6

Section Name

Portfolio Structure List ▼

Data

Cash Plus Liquidity 3.6%

Total Net Assets \$86 Million

Number of Disclosed Equity 84

- Click **Save**.
- In the "As of..." field, change the date to match the data's reported date.
- Click **Publish**.

TOP SECTORS CHART

- Follow Steps 1-4 from the Portfolio Structure Chart section.
- Under "Top Sectors," click the **Set Data** button.

3. Enter the data values in the corresponding fields.

Section Name

Top Sectors | Bar

Data

Information Technology	23.9
Consumer Discretionary	21.2
Industrials	17.6
Financials	15.3
Health Care	13.1
Materials	2.5
Real Estate	1.5
Consumer Staples	1.3

Add Item

Add Section Preview **Save** Cancel

4. Click **Save**.
5. In the "As of..." field, change the date to match the data's reported date.
6. Click **Publish**.

TOP HOLDINGS LIST

1. Follow Steps 1-4 from the Portfolio Structure Chart section.
2. Under "Top Holdings," click the **Set Data** button.

3. Enter the data values in the corresponding fields.

Section Name

Top Holdings Table

Data

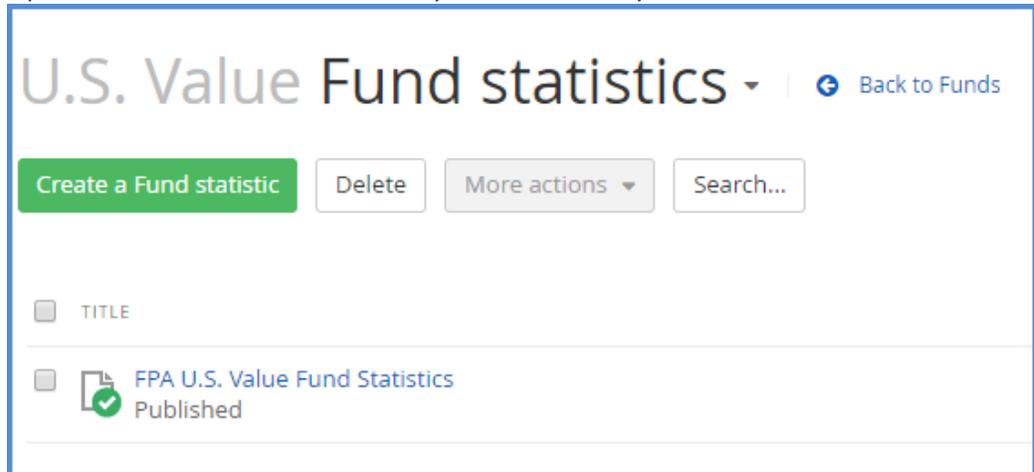
Alphabet	7.4%
Comcast	2.1%
Facebook	6.0%
JPMorgan	2.0%
Airbus	3.3%
Anthem	1.9%
Citigroup	2.9%
FedEx	1.6%
Apple	2.7%
Johnson & Johnson	1.6%

4. Click **Save**.
5. In the "As of..." field, change the date to match the data's reported date.
6. Click **Publish**.

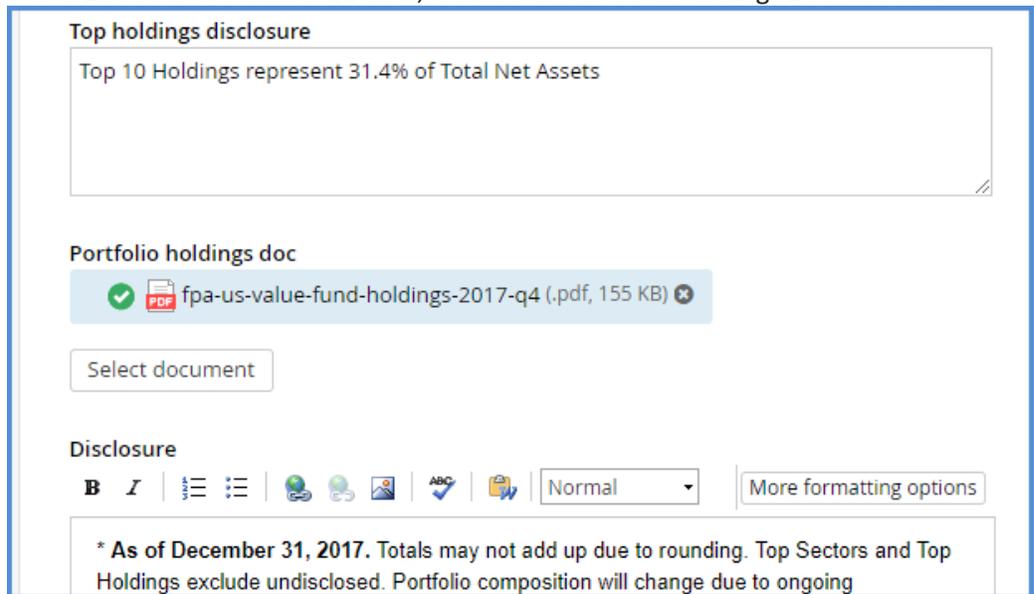
PORTFOLIO HOLDINGS PDF

1. Name the new Portfolio Holdings PDF according to this convention: fpa-[fundname]-fund-holdings-[year]-[quarter].pdf (e.g. "fpa-crescent-fund-holdings-2018-q1.pdf").
2. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
3. Click the "Funds" library.
4. Click the "Fund Holdings" library.
5. Use the "Upload documents or other files" window to upload the file.
6. In the file's properties window, enter "Portfolio Holdings" in the "Short Title" field. This is what displays on the Fund Portfolio Characteristics page.
7. Once complete, click the Content menu again. Click "Funds" to access the Funds module.
8. Locate the same fund in the list. Under it, click "Fund Statistics."

9. Open the fund's Fund Statistics entry. You should only see one.

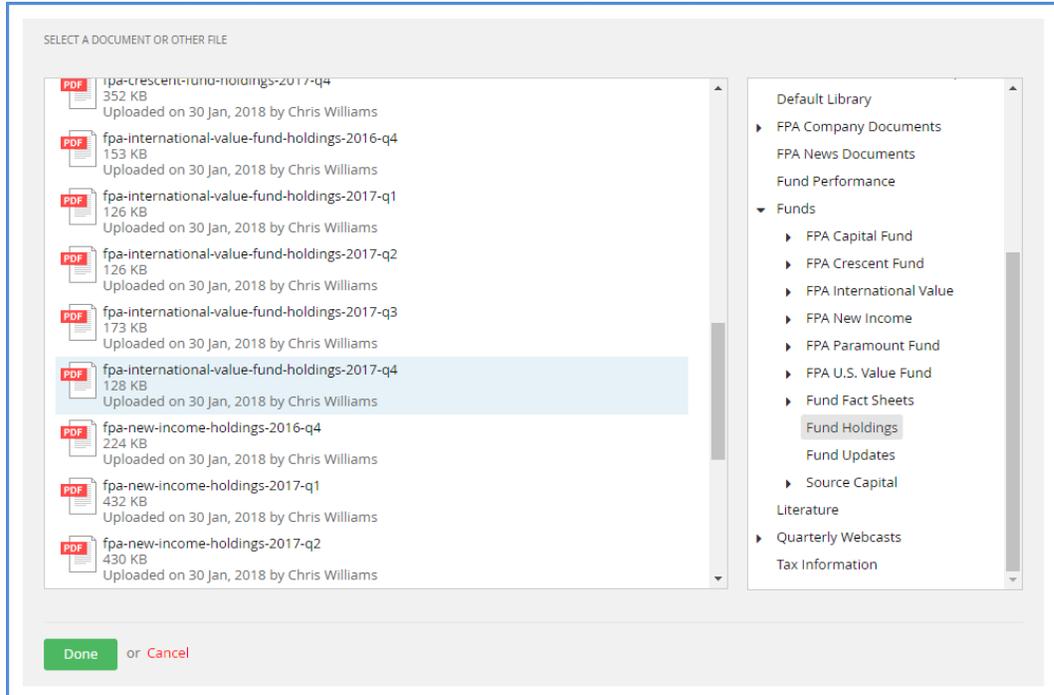


10. In the Edit a Fund Statistic window, locate the "Portfolio Holdings Doc" section.



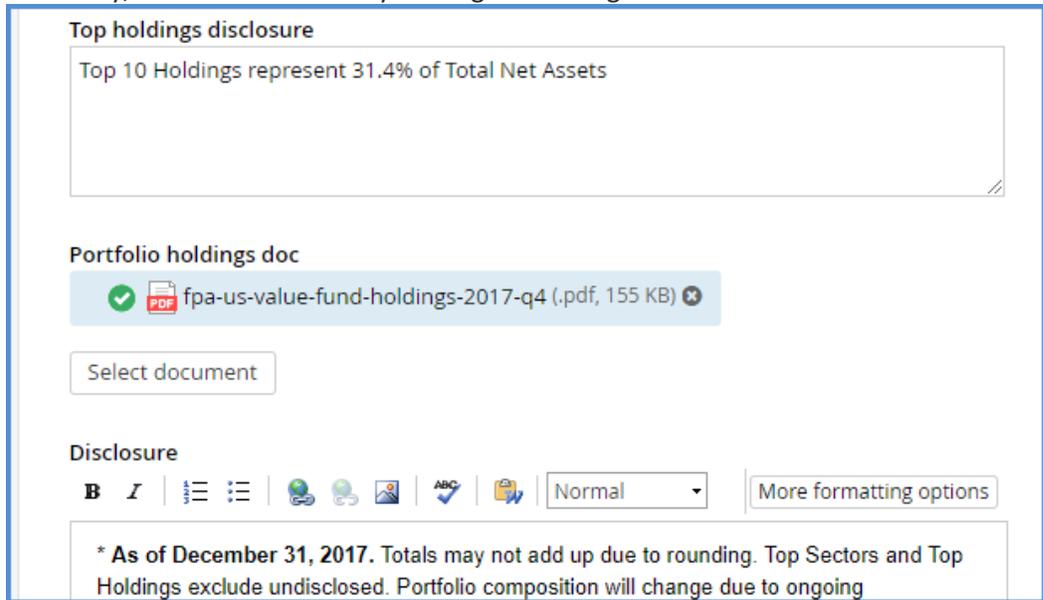
11. Click the **Select Document** button.

12. Locate the file you uploaded in the "Fund Holdings" library.



13. Click **Done**.

14. Verify the new Portfolio Holdings PDF appears in the Edit a Fund Statistics window. If necessary, delete the old PDF by clicking the X at right.



15. Click **Publish**.

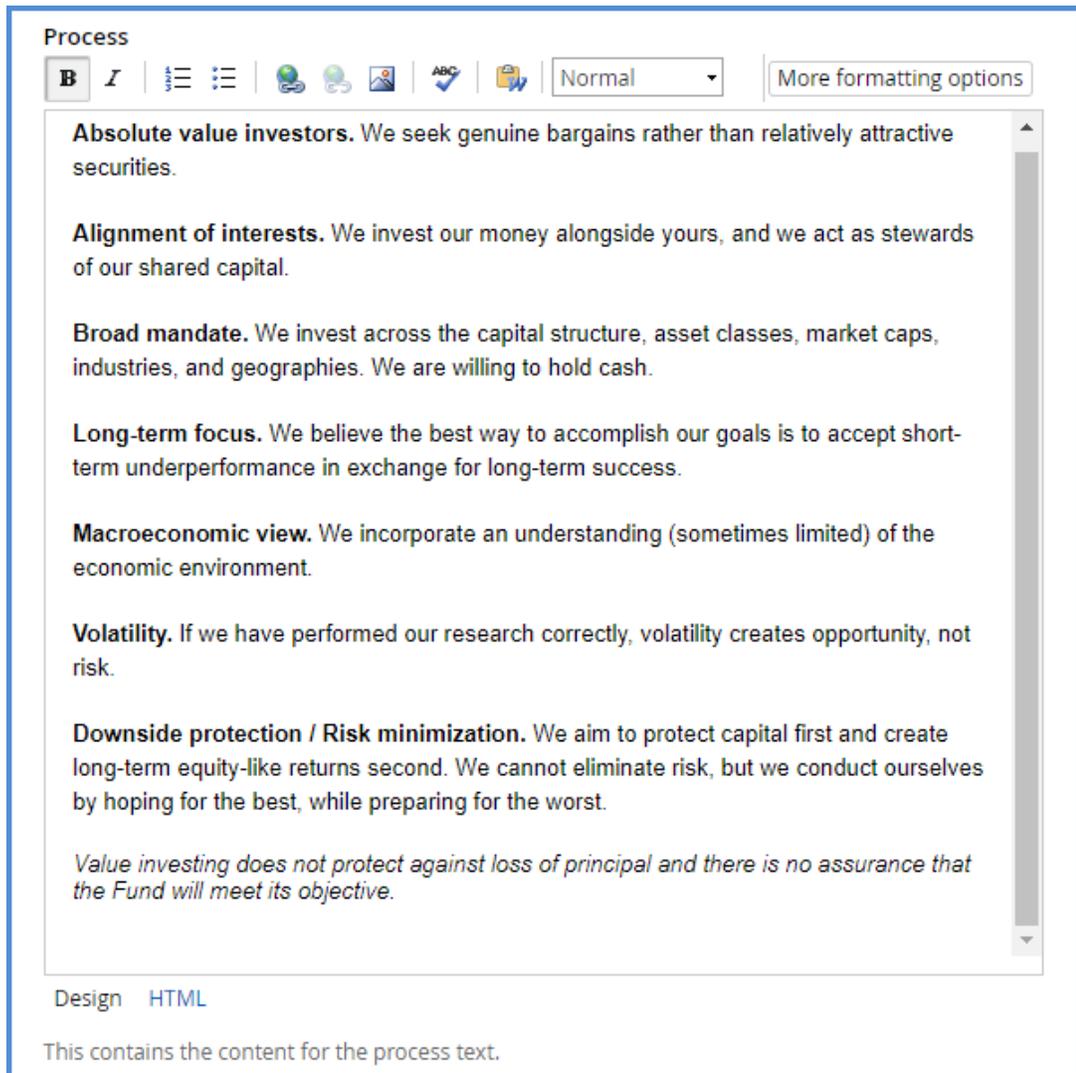
J. Update a Fund: Process &

PROCESS CONTENT

1. In Sitefinity, navigate to the Funds module, under the Content menu.
2. Click "Edit" next to the Fund you want.

Management

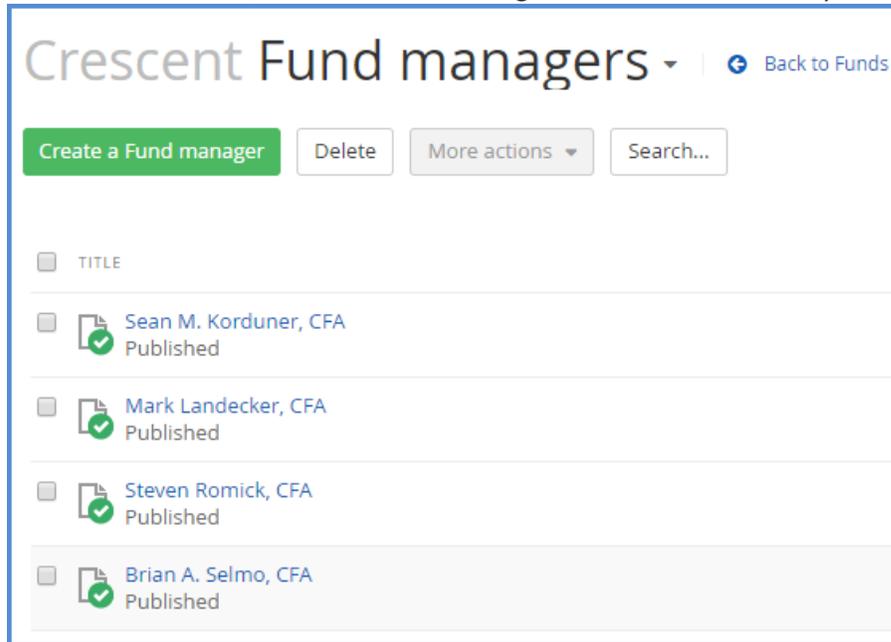
3. Locate the Process section in the Edit a Fund screen. It's in the Fund Page Content section, below Overview.
4. Edit the text in the text editor. Adhere to the same format as the current text (as seen in the below screenshot).
5. This text will automatically wrap into two columns, so additional spacing isn't necessary.
6. When finished, click **Publish**.



INVESTMENT TEAM [FUND MANAGERS]

1. To add a Portfolio Manager or Investment Team member, first create a Team Member bio for them (see Section A).

2. In the Funds module, click the "Fund Managers" link under the Fund you want.



3. You'll see a list of Team Members. Click the **Create a Fund Manager** button.
4. The Create a Fund Manager screen will open. Type in their name & role.

Create a Fund manager

Publish
Save as Draft
More actions ▾
or [Back to Crescent](#)

Title

Is portfolio manager

Is portfolio manager

Role

Enter the manager's role for the fund. Ex: Portfolio Manager or Director of Research.

▾ Related data

Team member

⋮

✓

Arik A. Ahitov
Published

[Edit](#) [View](#) ✕

Select ...

▶ More Options

Publish
Save as Draft
More actions ▾
or [Back to Crescent](#)

5. Under the Related Data section, click the **Select** button.
6. You'll see a window displaying Team Members. Locate the new Team Member and click their name.
7. Click **Done**. The Team Member should now display under the Related Data section.
8. Click **Publish**.

K. Deactivate a Fund

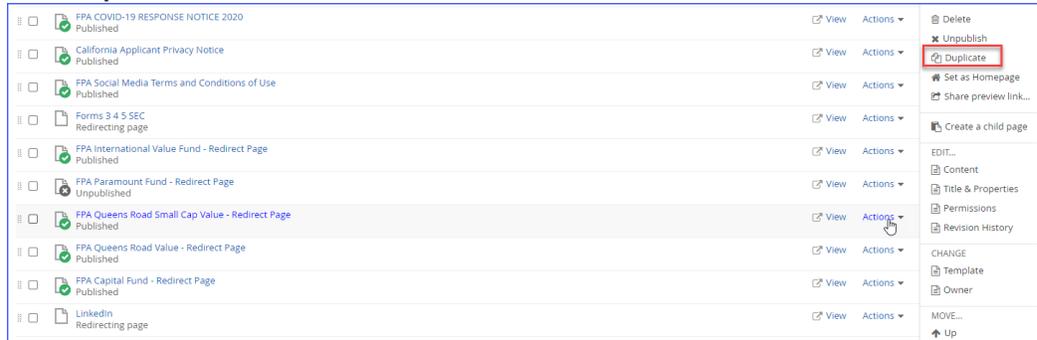
- In order to deactivate a Fund, you will need to take three steps:
- A. Generate a Redirect Page to take its place within the top navigation.
 - B. Remove the Fund from the Fund Pricing box on the homepage.
 - C. Deactivate the Fund itself so no longer displays on FPA.com

Please follow these instructions in order to accomplish this.

To generate a redirect page:

1. Log in to Sitefinity CMS.
2. Click the Pages menu link in the top bar.

3. Scroll to the bottom of the page list. You should see several pages with "Redirect Page" in their names.
4. Select one of these pages (whichever appears closest to the Fund you're deactivating). Click its Actions menu on the right.
5. Click **Duplicate**.



6. A page editor window will appear. Change the Fund name and details you see to match the deactivated Fund.
7. Click **Publish**.
8. You will return to the Pages list.
9. Click the new Page's name to open it for content editing. You will see page content announcing a Fund's closure.
10. Click the Edit button for the main content box.
11. Edit the content to match the deactivated Fund's details.
12. Click **Save**.
13. Click **Publish** when finished.

To remove a Fund from the Fund Pricing box on homepage:

1. In the top Sitefinity navigation, click the Content menu.
2. Click Funds.
3. Locate the Fund you want to remove from Fund Pricing. Click **Edit**.
4. In the options list, look for a checkbox item labeled, "Include in Fund Daily Nav."
5. Uncheck the checkbox.
6. This will remove the Fund from inclusion in Fund Pricing.
 - a. NOTE: Setting a Fund to "Is Inactive" (below) will not trigger this behavior. You must uncheck the "Include in Fund Daily Nav" box as well.

To deactivate a Fund:

1. With the Fund Editor still open and the previous changes made, scroll to the top of the window.
2. Look below the Disclosure box. At the end of this section, you should see a line titled, "Is inactive" with a checkbox.
3. Click the checkbox to activate it.

Disclosure

B I |
 ☰ ☰ |
 🌐 🌐 🖼️ ABC |
 📄 |
 Normal |
 More formatting options

Fund Facts as are of December 31, 2020 unless otherwise noted.

Fund Inception reflects the date when the Fund was first available for purchase under FPA management.

The availability of shares of the Fund to new investors is limited. Please see the Prospectus for more detail.

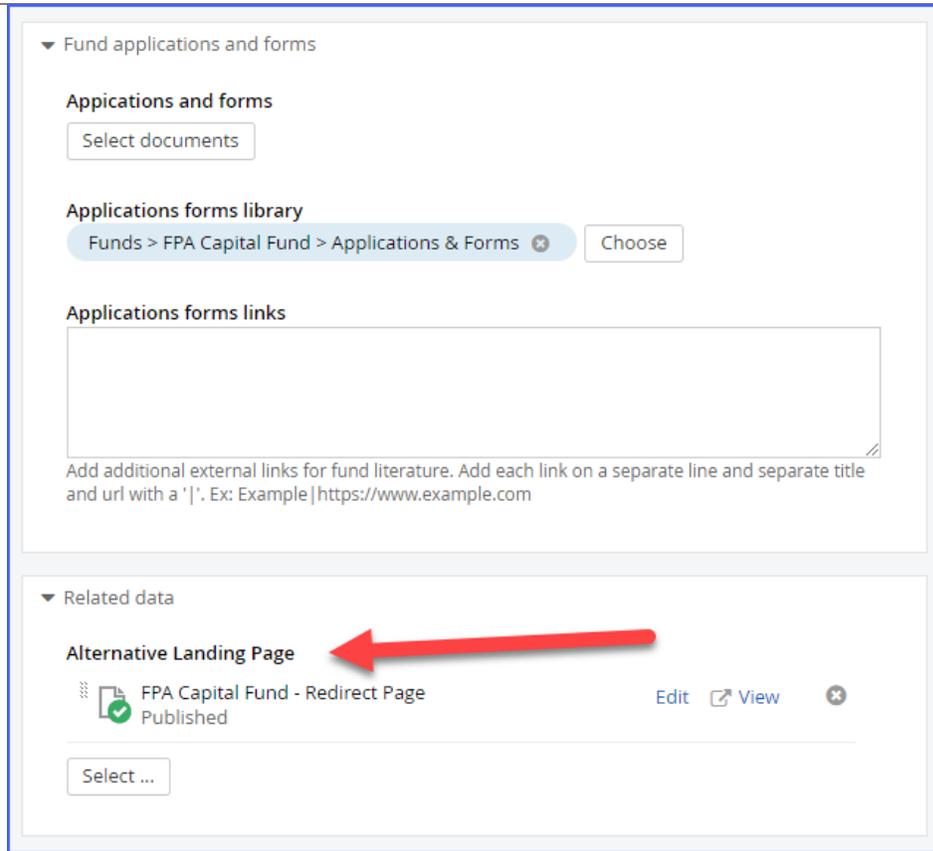
Design HTML

Distributed by UMB
 Distributed by UMB

Include in Fund Daily NAV
 Include in Fund Daily NAV
This field is self explanatory. Th benefit is to be able to omit from the Fund NAV if there is no pricing data available.

Is inactive
 Is inactive 

4. This will deactivate the Fund within the website's Funds menu.
5. Scroll down the Fund Editor until you see a section named, "Alternative Landing Page."
6. Click **Select**.
7. A new window will appear, displaying the Pages list. Scroll until you locate the new redirect page you created in Step 1.
8. Click the redirect page. Click **Done** to select it.
9. Confirm that the redirect page displays in the Alternative Landing Page section. This will change the navigation to use the redirect page.



10. Click **Publish**.
11. Open FPA.com in a new browser window. Confirm that the Fund no longer displays in the Fund Pricing box, or the [Funds Overview page](#) table.
12. Click the Fund's name in top navigation. Confirm that the redirect page displays instead of the Fund Overview.

L. Change the Homepage Featured Item/"Day with FPA" Box

1. In Sitefinity, navigate to the Featured Items library, under the Content menu.
2. You'll see the "Day with FPA" item.
3. Click the item to open its editor.

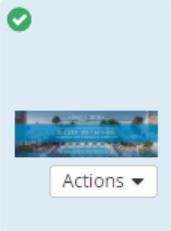
Edit a Featured item

or [Back to Featured items](#)

Title

Day with FPA

Featured item image



Summary

Presented by
Arik Ahitov, Portfolio Manager and Dennis Bryan, CFA, Portfolio Manager

Add a short summary about the featured item

Image only

Image only
Check here if the featured content should only render an image.

4. To replace the image:
 - a. Click the **Actions** button > Remove.
 - b. Click the **Select Image** button.
 - c. Locate (or upload) a new Day with FPA image following the standard image upload process.
 - d. Edit the Summary text to reflect the new Day with FPA presentation details.
5. To replace the title & event link:

a. Navigate to the "Call to Action Section."

▼ Call to action section

Call to Action Title

Call to Action Page

Call to Action File

Call to Action Link

This will be used if the page and file fields are empty.

- b. Edit the Call to Action Title.
 - c. If using a page on the website, click the **Select...** button under "Call to Action Page." Select the event page. (If one does not exist, exit out of this section & create the page in Pages.)
 - d. If using an external page link, delete the existing link in "Call to Action Link." Paste in the new link here.
6. When finished, click **Publish**.
 7. Refresh the homepage to confirm the changes.

**M. Update
FAQs**

1. In Sitefinity, navigate to the Lists library, under the Content menu.
2. Click the "Frequently Asked Questions" list.
3. You'll see all of the FAQs as list items.

Frequently Asked Questions All lists

Create a list item
Delete
Order ▾
Search...

☐	TITLE	ACTIONS
☐	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">☑</div> <div> <p>How do you open an account in the FPA Funds?</p> <p>Published</p> <p>You can purchase shares by contacting any broker-dealer or registered investment adviser authorized to sell the Fund's shares. There are nearly 400 investment dealers authorized to sell the FPA Funds. These include full-service dealers, discount Read more...</p> </div> </div>	Actions ▾
☐	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">☑</div> <div> <p>Where can I get an FPA Fund application?</p> <p>Published</p> <p>You may download an application off this website. Please go to Fund Literature and under your fund of interest please select the Application and Forms button. You may also call our office (800-982-4372 or 310-473-0225) and have an application mailed Read more...</p> </div> </div>	Actions ▾
☐	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">☑</div> <div> <p>Can I view my account on-line? How do I get information on my account?</p> <p>Published</p> <p>You can access your mutual fund account online by going to our website, www.fpafunds.com and clicking on Access My Account on the Home Page. You may also obtain automated account information 24 hours a day via our shareholder services desk. The phone Read more...</p> </div> </div>	Actions ▾
☐	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">☑</div> <div> <p>What is the load structure for the FPA Funds? What class shares do you offer?</p> <p>Published</p> <p>FPA Capital Fund, Inc., FPA Crescent Fund, FPA International Value Fund, FPA New Income, Inc. FPA Paramount Fund, Inc. and FPA U.S. Value Fund, Inc. are no-load funds offered at net asset value.</p> </div> </div>	Actions ▾

4. To edit a FAQs, click its title.
5. Edit the text in the text editor.
6. Click Publish.
7. Refresh the FAQs page to verify the changes.

N. Update Request Funds Literature Page

If updating the Fund Fact Sheet, please refer to Fund – Related Documents ([Section G](#)) for file upload process.

In order to update the literature displayed on the Request Funds Literature page, you must update the literature linked in each Fund.

1. Open the Funds module.

- Click "Edit" for the relevant fund.

▼ Fund literature

Literature

- ✓ PDF fpa-crescent-fund-ann-rpt-12-31-17 (.pdf, 983 KB) ✕
- ✓ PDF Semi-Annual Report 2017 Q2 (.pdf, 982 KB) ✕
- ✓ PDF Prospectus 2017 Q2 (.pdf, 264 KB) ✕
- ✓ PDF Statement of Additional Information 04-30-17 (.pdf, 497 KB) ✕

Select documents

Literature library

Choose

Literature links

XRBL | <http://fpafunds.onlineprospectus.net/fpafunds/FPACX/index.html>

Add additional external links for fund literature. Add each link on a separate line and separate title and url with a '|'. Ex: Example|https://www.example.com

▼ Fund applications and forms

Applications and forms

Select documents

Applications forms library

Funds > FPA Crescent Fund > Applications & Forms ✕ Choose

Applications forms links

Add additional external links for fund literature. Add each link on a separate line and separate title and url with a '|'. Ex: Example|https://www.example.com

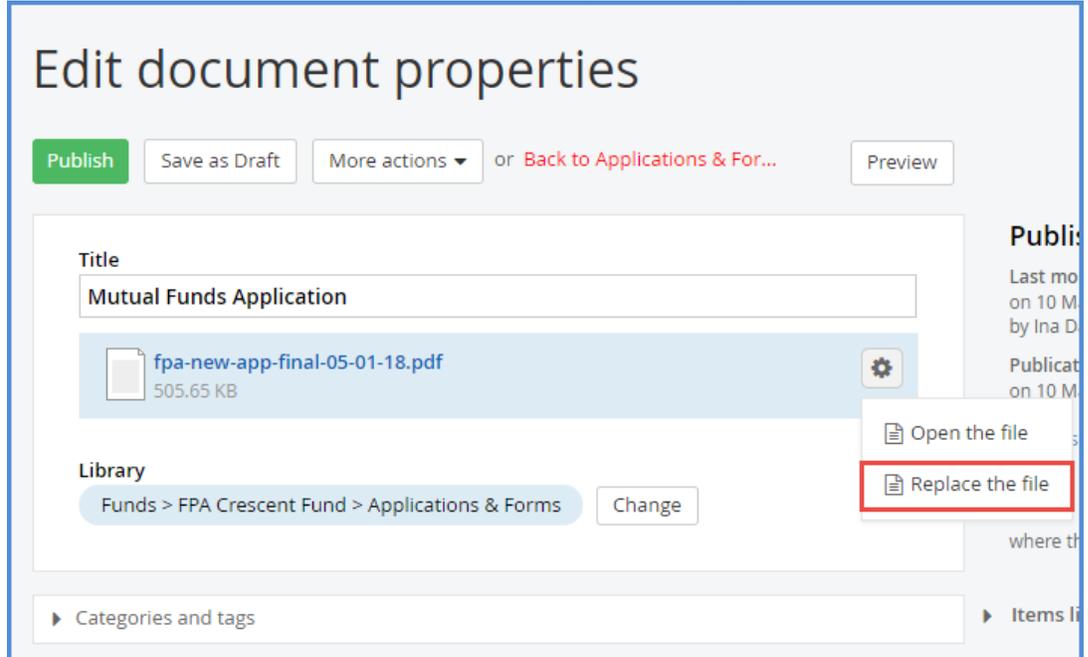
- Locate the "Fund Literature" section. You'll see a list of document and literature links.
- Delete older fund literature documents from the list using the X at right.
- Click the **Select Documents** button to add new documents.
- Locate the documents in the Fund's Literature library. Click to select them.
- Click Done Selecting to add each new document. Repeat as needed.
- Once you've added all the new fund literature documents, drag them into the same order the previous documents were. Typical order is:
 - Annual Report
 - Semi-Annual Report

- c. Prospectus
- d. Statement of Additional Information

9. Click **Publish**. Refresh the Request Funds Literature page to confirm the new documents.
 - a. You should see the document's Short Title on the page (e.g. Annual Report). If you see the document's filename, locate the document in the Documents & Files library. Edit the document, and insert the Short Title.

NOTE: The XRBL link, as well as the Applications & Forms documents, do not normally change. If you do need to update an Application or Form, follow these steps.

1. Navigate to the Documents & Files library.
2. Click the "Funds" library.
3. Click the Fund library you want to update.
4. Click the "Applications & Forms" library.
5. Locate the application or form you want to update. Click its filename.
6. You'll see the file's properties window. Click the gear to the right of the file's name.



7. Click **Replace the File**.
8. The filename box will change to "Select document or other file from your computer." Click the phrase.

Title

Mutual Funds Application

Replace the file (Cancel)

Select document or other file from your computer

or simply drag & drop it here

Library

Funds > FPA Crescent Fund > Applications & Forms

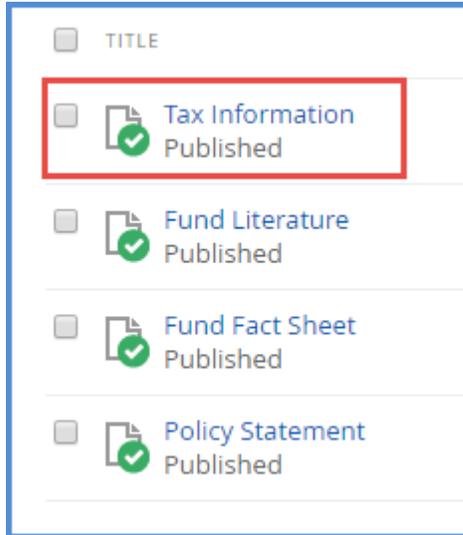
Change

9. A File Upload window will open. Locate the new application/form you want.
10. Click **Open**.
11. Click **Publish**. The new application/form will upload & replace the existing file, while preserving the Short Title and other properties.
12. Refresh the Request Funds Literature page.
13. Click the same application/form link under the appropriate Fund. Verify that the new file loads in your browser (or downloads).

O. Update Tax Information Page

1. In Sitefinity, navigate to the Documents & Files library, under the Content menu.
2. Click the "Tax Information" library.
3. Upload all new Tax Information documents in the same manner as Related Documents in Section F. Use this filename convention: [fundname]-divs-[year]-[quarter].pdf (e.g. "new-income-divs-2017-q4.pdf").
 - a. A Short Title entry here is optional, but not necessary.
4. When complete, navigate to the Lists library.

5. Click the "Tax Information" list.



6. Click the current year's entry to open its list.
 7. You'll see an Edit List Item screen. To add a new item, click in the text editor to set the cursor where you want the new item.
 a. If the cursor isn't well-spaced below existing items, use the New Paragraph button on the toolbar.



8. Click the Document Manager toolbar button (highlighted below).

Title

2017

B
I
☰
☰
🌐
🌐
🖼️
ABC
📄
Normal
Basic options only

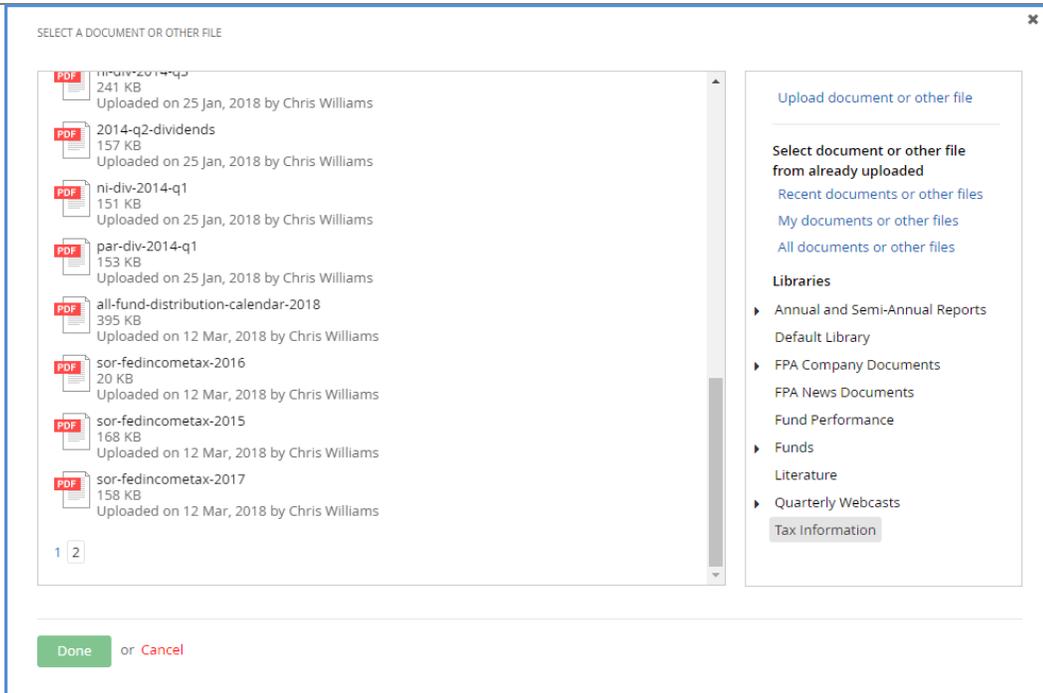
☰
☰
☰
☰
☰
☰
Arial, Verda...
13px
A
🔗

🌐
🔍
📄
🔍
📅
Ω
☰
x²
x₂
🖋️
🖨️
🗑️

[Q4 2017 FPA Distributions](#)
[Q3 2017 FPA New Income Distribution](#)
[Q2 2017 FPA Distributions](#)
[Q1 2017 FPA New Income Distribution](#)
[2017 Dividend Calendar](#)
[2017 Source Capital Federal Income Tax Information](#)

Design HTML

9. In the Select a Document window, open the Tax Information library at right. Locate the file you uploaded.
10. Click it to select. Click the **Done** button.

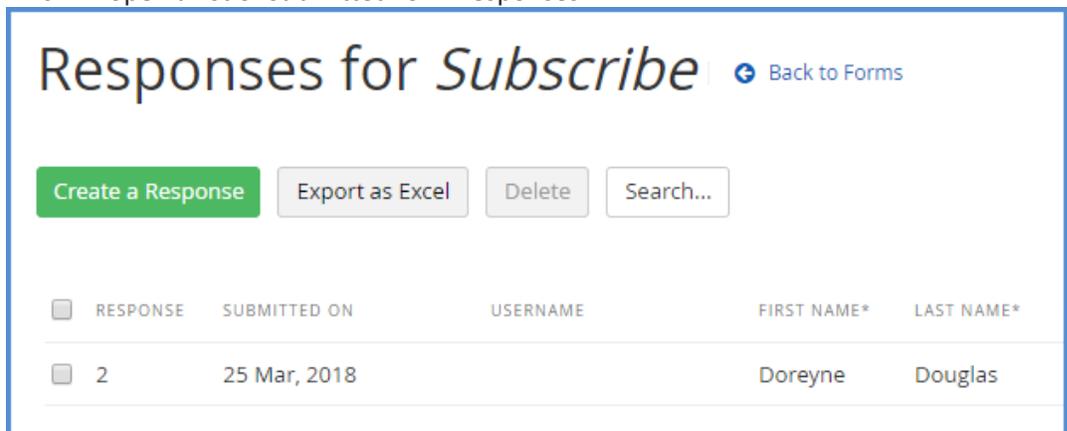


11. In the "Insert a Document" window Title field, type the name of the new item. Make sure it matches the format of other Tax Information links on the list (e.g. "Q2 2018 FPA Distributions").
12. Click **Save**. You'll see the new item in the text editor.

Note: If you're creating a new list for a new year, click the "Create a List Item" button on the Lists library screen. Enter the new year in the Title field, and then proceed with the steps above to add items.

P. Export Data from Subscribe Form

1. In Sitefinity, navigate to the Forms library, under the Content menu.
2. To the right of the Subscribe form entry, click the "X Responses" link (where X is a number).
3. This will open a list of submitted form responses.



-
4. To export ALL responses, click the "Export as Excel" button. You'll download an Excel spreadsheet with all form responses.
 5. To export SELECT responses, click the checkboxes to the left of each form responses you want. When done, click the "Export as Excel" button.
-

**Q. Change
Page Banner
Images**

Each page has a banner/marquee image along its top. These are set at template-level. As such, if you want to change a page banner, please contact PlanetMagpie. We will prepared the desired images and upload them.

**Questions?
Issues?**

If you experience any issues or have questions about Sitefinity, please contact PlanetMagpie Web Consulting team at webdev@planetmagpie.com.
