



DGEM Client & Task Tracking System (CATTS)

available via ASC's Document Generation & Management (DGEM) Platform

A WEB-BASED ORGANIZATIONAL TOOL BUILT FOR THE RETIREMENT PLAN PROFESSIONAL

A central location for all your data, workflow and distribution tracking, automated data collection and more!

ASC offers two complementary CRM & Workflow Systems: CATTS (Client and Task Tracking System) and PensionPal. Track your clients, contacts, cases, participants, associated brokers, sales agents and accountants. Both systems offer customizable workflow and task management fields, on-demand or scheduled reports, letter and email merge capabilities and access to all plan information with the click of a mouse. ASC's ERISA experienced Support Team provides ongoing support including help with implementation. Contact ASC Sales at sales@asc-net.com or (800) 950-2082 x1 to discuss and find the right solution for your business.

AT-A-GLANCE: SEE THE BIG PICTURE! & MONITOR ALL YOUR PLANS!

Integrated within ASC's product suite for "Real Time" data flow between systems, allowing you to see up-to-date and comprehensive status of all your plan sponsor and plan information.

ORGANIZED AND AUTOMATED

- All in one place: clients, contacts, cases, & participants plus the option to individualize with unlimited custom fields
- At a glance views of your filing deadlines, events, tasks and staff schedules
- Create and generate a variety of reports on demand or create reports to generate and deliver to users on a regular schedule
- Track annual or daily workflow with Case or Company projects and staff role assigned tasks
- Manage case workflow by converting internal checklists to customized project templates or utilize generic project templates

CUSTOMIZED COMMUNICATION

Prepare customized letters, emails & forms using plan document, 5500, ASC Compliance and custom data fields

DELIVER CATTS FORMS AND DGEM DOCUMENTS

Prepare customized letters using CATTS record fields, Custom data and CATTS Roster

- Deliver Forms and DGEM documents to contacts with Mail Merge "Send Email"
- Save record of delivery automatically in Contact Records
- Publish CATTS Forms, DGEM Pre-populated Forms and Documents to ASC's Gemini Plan Sponsor Web Portal
- Merge "fillable" PDF Year End Questionnaires with CATTS data and "POST FILE" to Gemini
- Direct Questionnaire data feedback into CATTS

TRACK PARTICIPANT DISTRIBUTIONS & OTHER EMPLOYEE DATA

Welcome: CATTS Manager

CALENDAR FOR CATTS Manager

Name	Associated With	Action
Friday, 07/09/2021		
TASK DUE	Send Invite to Sign Form 5500 (Last 2)	Mail Merge Employee Retirement, Inc. 401(k) Edit Del Complete Skip
TASK DUE	Create Form 5500 to Extend Filing Deadline (2)	Mail Merge Employee Retirement, Inc. 401(k) Edit Del Complete Skip
Saturday, 07/10/2021		
Showing 2 Days See 1 Week See 2 Weeks		

EVENTS FOR CATTS Manager

Scheduled	Name	Associated With	Action
7/15/2021 12:00 AM	Form 5500 Filing Deadline		Edit Del

Manage Projects

NONSCHEDULED PROJECTS

Project Name	Related to	Action
Cycle 3 Restatement Phase II	Case	Schedule Edit Del
Plan Termination Project	Case	Schedule Edit Del
Takeover Plan Project	Case	Schedule Edit Del

SCHEDULED PROJECTS

Project Name	# Active	Selection Criteria	Scheduling Criteria	Expiration Date	Action
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New Custom Field for Cases

Definition Values

1. Enter a label for your custom field: (e.g. Select a Plan Type)

2. Select the control type:

Textbox Textarea box Radio button

Single Checkbox Dropdown select

Group of Checkboxes Multiple select

Post file(s) to Plan Sponsor Download Folder

Post to case(s): Single Case Upload case list import template:

EIN:

Plan Number:

Use CATTS Roster

View Employee Distribution

Employee Name: Andrew James

Case Name: Employee Retirement, Inc. 401(k)

Distribution Type: Hardship

Purpose: Other

Date of Request: 6/1/2021

Plan Valuation Date: 12/31/2020

Status: Distribution Request Received