



## Option Tracker Monthly Reminder Checklist

We wanted to share a Monthly Reminder Checklist with our Option Tracker clients to provide a guideline of some maintenance items that should be performed monthly.

- Download the latest interest rate update for Option Tracker and the FAS123 Toolkit Advanced
  - For Option Tracker > Go to "File" > "Update Interest Rates"
  - For the FAS123 Toolkit Advanced > Download from [fintools.com](http://fintools.com). If you need the password, please contact 610-688-8111 or check your email for the download instructions and password.
- Compress and backup your company database monthly to your designated network location
  - To compress and backup database > Go to "File" > "Compress Database" > "File" > "Backup Database"
- When calculating historical volatility in Option Tracker or the Volatility Calculator, remember to think about the data used and whether you want to use the Time or Interval Return Basis. For an explanation of the differences, please contact Customer Support at 610-688-8111.
- Make sure you are using the latest maintenance release of Option Tracker. If you are unsure what the latest maintenance release is, please contact Customer Support at 610-688-8111.
  - To check the version of Option Tracker you are running > Go to "Help" > "About Option Tracker"
- Make sure that you are using the latest maintenance release of the FAS123 Toolkit Advanced. If you are unsure what the latest maintenance release is, please contact Customer Support at 610-688-8111
  - To check the version of the FAS123 Toolkit Advanced you are running > Go to the "FinTools COM" Menu > "Help" > "About"

If you have any question about this checklist, please contact MITI or email [support@fintools.com](mailto:support@fintools.com). We are more than happy to discuss any other questions that you may have in regards to your Equity Compensation Administration, Valuation and Financial Reporting needs.