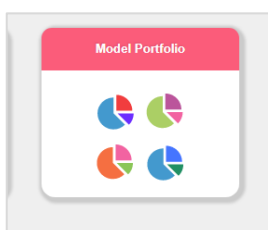


How to conduct a Rebalance

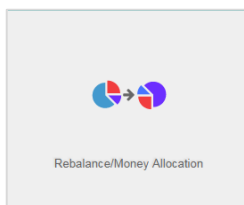
One

Click **Model Portfolio**.



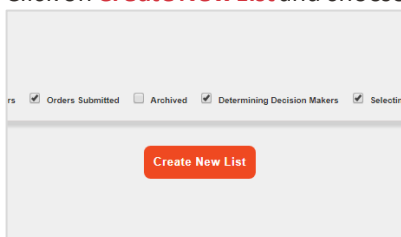
Two

Go to **Rebalance/Money Allocation**.



Three

Click on **Create New List** and choose **Rebalance** and **Model Name** from the next screen.



Cont.

Four

You'll be presented with a list of client accounts that are linked to your chosen model. You have the option of selecting all accounts by clicking on the tick-box in the top left-hand corner, or you can search for particular clients by scrolling through the list or using the search box. Tick the client accounts you wish to rebalance and click **Attach Selected Client Accounts to Rebalance List**.

The screenshot shows a web application interface with two main sections: 'Available Client Accounts' and 'Attached Client Accounts'. Both sections have a search bar and a table of client accounts. The 'Available Client Accounts' table has columns: Model Ref, Model Name, Account No., Account Name, Client Name & No., Date Linked, Adviser, Adviser Firm, Last Rebalance Date, and Available Cash (T-1). The 'Attached Client Accounts' table has columns: Model Ref, Model Name, Account No., Account Name, Client Name & No., Date Linked, Adviser, and Adviser Firm. Below the tables, there is a button 'Attach Selected Client Accounts to Rebalance List' and a button 'Generate Orders'. A yellow warning box states: 'This list is indicative; it may not be possible to process all orders.' There is also a button 'Remove Selected Client Accounts from Rebalance List'.

Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm	Last Rebalance Date	Available Cash (T-1)
D-1Cau	D-1 Cautious	A10012301	ISA - x	Kristopher Kulper - 1000287...	21/12/2017	Aimee-Leigh Selmeier	D1751 iFA Firm 100003952...		€9,504.95

Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm
D-1Cau	D-1 Cautious	A10017710	ISA - x	Kesley Childs - 100034664	21/12/2017	Eddie Meads	D1751 iFA Firm 100003952 Ltd

Five

Click **Generate Orders**.

Six

On clicking **Generate Orders** you will be brought back to the Model Portfolio menu screen. You will need to click on Rebalance card again to complete the process. You can do this once the 'Processing' bar has disappeared.

The screenshot shows a web application interface titled 'Rebalance and Money Allocation Lists'. It has a sidebar with a 'List' icon. The main area has a 'List types' section with checkboxes for 'Rebalance' and 'Money Allocation'. Below this is a 'LIST 80205' section with checkboxes for 'Client Accounts Selected', 'Generating Orders', 'Potential Orders Generated', 'Sending Orders', 'Orders Submitted', 'Analyzed', and 'Determining Decision Makers'. There is a 'Create New List' button. The main content area shows two cards: 'Rebalance List: 74 | 05/04/2018 | Aimee-Leigh Norah Selmeier' and 'Money Allocation List: 72 | 05/04/2018 | Aimee-Leigh Norah Selmeier'. The Rebalance card shows 'Step 2: Generating Orders' and a 'Processing 0%' bar. The Money Allocation card shows 'Step 2: No. of Accounts List Edited by List Edited'.

Seven

Any accounts being excluded from the rebalance (eg if there are currently uncompleted trades in said account) will be displayed at the top of the screen with a note to indicate the reason for the exclusion.

To exclude the accounts, tick the box displayed. Now scroll down to the bottom of the page.

Eight

Assuming you're happy with the summary of proposed trades, click **Confirm Orders** to complete the Rebalance.

Potential Client Account Trades

Find

Account No.	Account Name	Client Name & No.	Asset	ISIN	Buy/...	Value	Below Min Trade ?
A10017598	ISA - x	Quinn Doherty - 1000346009	Baillie Gifford Developed Asia Pacific Fun...	GB0030462204	Buy	69,096.93	N
A10017598	ISA - x	Quinn Doherty - 1000346009	Aberdeen Asia Pacific and Japan Equity F...	GB00B0109H06	Buy	64,736.14	N
A10017598	ISA - x	Quinn Doherty - 1000346009	Investec Asia Ex Japan I Acc	GB00B110FJD49	Buy	65,922.66	N
A10017598	ISA - x	Quinn Doherty - 1000346009	JPM Asia Fund C Net Acc	GB00B0200R40	Buy	68,291.75	N
A10017598	ISA - x	Quinn Doherty - 1000346009	Newton Asian Income Inst Inv	GB00B0M17109	Buy	65,922.66	N
A10017598	ISA - x	Quinn Doherty - 1000346009	First State Asian Property Securities Fund...	GB00B1F76LJ24	Buy	64,736.14	N

1 - 6 of 6 items

☒ I agree and understand all exclusions will not be processed

Confirm Order(s)

Export All Potential Trades