Knowledge Bite

For financial professionals only

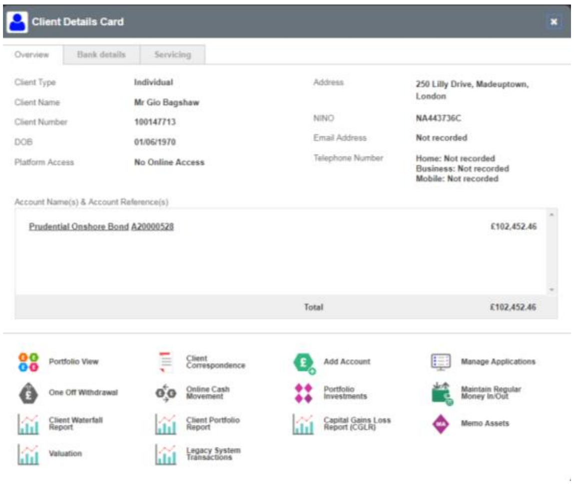
Last Updated: May 2022 (footer only)

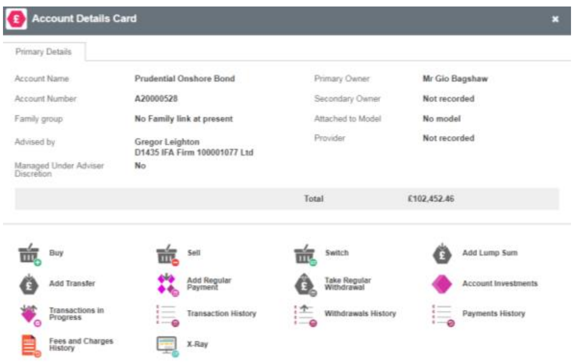
How to switch assets

Please note: trades cannot be amended/deleted once placed

One

Open the appropriate **Client Details Card** and then the relevant **Account Details Card**.





Two

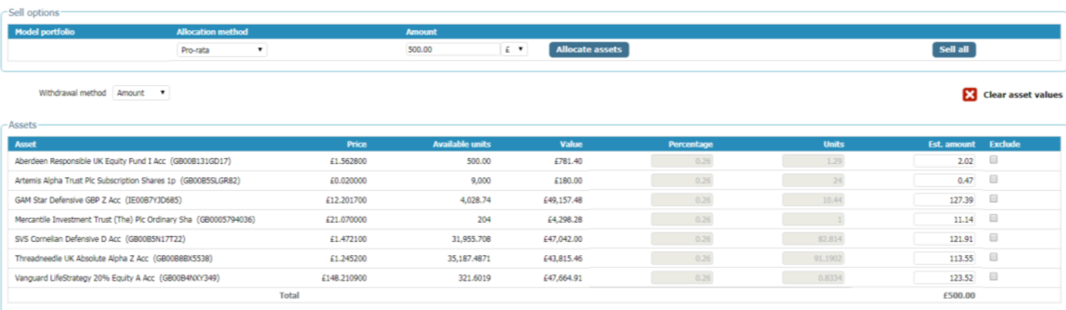
Go to **Swich**

Three

For the initial sale(s)**:**

- Choose your **Allocation Method** (which will be **Pro rata** unless your client is linked to a Model Portfolio).
- Choose your **Withdrawal Method** (which is whether you want to sell an amount of **units**, sell as a **percentage** of the chosen fund(s) or sell enough units to raise a particular **amount** of cash).
- Enter the amount you wish to raise **either within the fund entry** (which will sell only that fund) **or in the Amount** box at the top of the page (which will sell assets throughout the account based on your choice of **Pro rata** or **Model Portfolio** split).

If you wish to exclude an asset from the sale, tick the **Exclude box on the right-hand side. You do not need to do this if you are choosing individual assets to sell.**



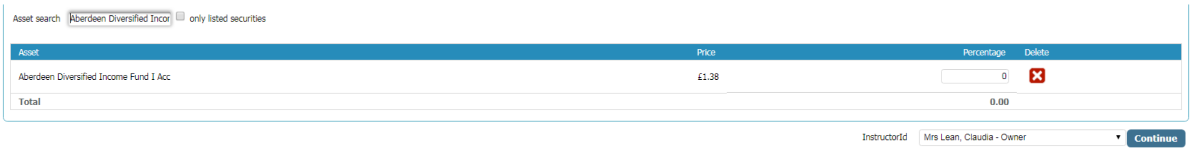
Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Aberdeen Responsible UK Equity Fund I Acc (GB00B131GD17)	£1.562800	500.00	£781.40	0.26	1.29	2.02	
Artemis Alpha Trust Plc Subscription Shares 1p (GB00B5SLGR82)	£0.020000	9,000	£180.00	0.26	24	0.47	
GAM Star Defensive GBP Z Acc (IE00B7YJD685)	£12.201700	4,028.74	£49,157.48	0.26	10.44	127.39	
Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)	£21.070000	204	£4,298.28	0.26	1	11.14	
SVS Cornelian Defensive D Acc (GB00B5N17T22)	£1.472100	31,955.708	£47,042.00	0.26	82.814	121.91	
Threadneedle UK Absolute Alpha Z Acc (GB00B8BX5538)	£1.245200	35,187.4871	£43,815.46	0.26	91.1902	113.55	
Vanguard LifeStrategy 20% Equity A Acc (GB00B4NXY349)	£148.210900	321.6019	£47,664.91	0.26	0.8334	123.52	
Total						£500.00	

Four

On the same screen, use the search box in the bottom left-hand corner to find your chosen asset (it's easiest if you paste an ISIN code into the box).

Five

Enter the **Percentage** of the proceeds you wish to spend on this fund and repeat steps **Four** and **Five** if you wish to switch to multiple assets.



Six

Use the dropdown box in the bottom right hand corner to select who has instructed this trade (ie the person at who's discretion it is being made, which will be the client unless you have Discretionary permissions).

Seven

Click **Continue** and on the following screen you will be able to confirm your trade.