

ASSET *allocation*

FILTER

Getting started ...

In partnership with

a(x)iom™
PORTFOLIOS

DYNAMIC FUNDS
Invest with Advice.™

 meritage
PORTFOLIOS™

 Russell

 **STANDARD LIFE**

Developed by **ADVISOR.CA** and  EquiSoft

Login

ASSETallocation
FILTER

Language Selection:
English

Quick Login
Allows you to access the program without registering your email (user name) and password. All data will be lost when you exit the program or when the web session expires.

Quick Login

User Login
Take full advantage of the program by registering. Registered users will be able to safeguard their information and create multiple investor sessions.

Email:

Password:

Register Here **Lost Password** **Login**

Important
A web session will expire after 30 minutes of inactivity. You will then need to log into the application again.

Questions? Comments? Write to us at
support_assetallocationfilter@equisoft.com

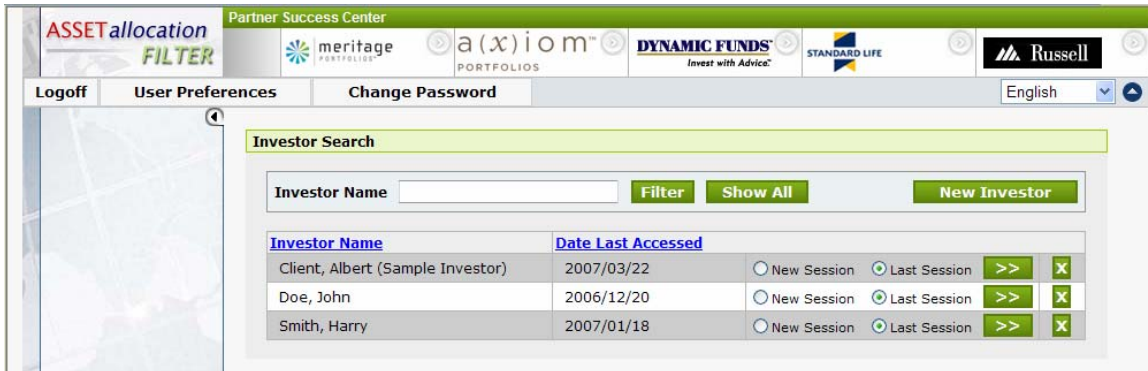
Version: 2.0.19 - Browser requirement: Internet Explorer 5.5 or higher

- Choose between the
 - Quick Login – one time access and one investor, **no data saved.**
or
 - User Login - regular ongoing access, unlimited investors and investor sessions, all data saved.

You must register to get the password for the User login, by clicking the **Register Here** button and following the instructions.

Add or access an investor

Once you have logged in, you are presented with the Investor Search page.
 (If you selected the Quick login you will not access this page, but will go directly to the Investor Information page – see below.)



- Click on the name of the investor you want to access.
or
- Click the **New Investor** button to add a new investor.

You are now on the Investor Information page, the ID item (1st item) in the left menu.

Investor Information

Title: <input type="text" value="Mr."/>	Address: <input type="text" value="2875 Baker Street"/>
Last Name: <input type="text" value="Client"/>	City: <input type="text" value="Toronto"/>
First Name: <input type="text" value="Albert (Sample Investor)"/>	Province: <input type="text" value="Ontario"/>
Date of Birth: <input type="text" value="1/1/1960"/> <small>(mm/dd/yyyy)</small>	Postal Code: <input type="text" value="M5M 3C3"/>
Gender: <input type="text" value="Male"/>	Country of residence: <input type="text" value="Canada"/>
Marital Status: <input type="text" value="Married"/>	Email: <input type="text"/>
Home Telephone: <input type="text" value="905-123-4567"/>	Business Telephone: <input type="text" value="416-987-6543"/> -x123
Cellular: <input type="text"/>	Fax: <input type="text" value="416-987-2109"/>


Notes

Notes of up to 2000 characters can be entered here. They will not appear on the report.

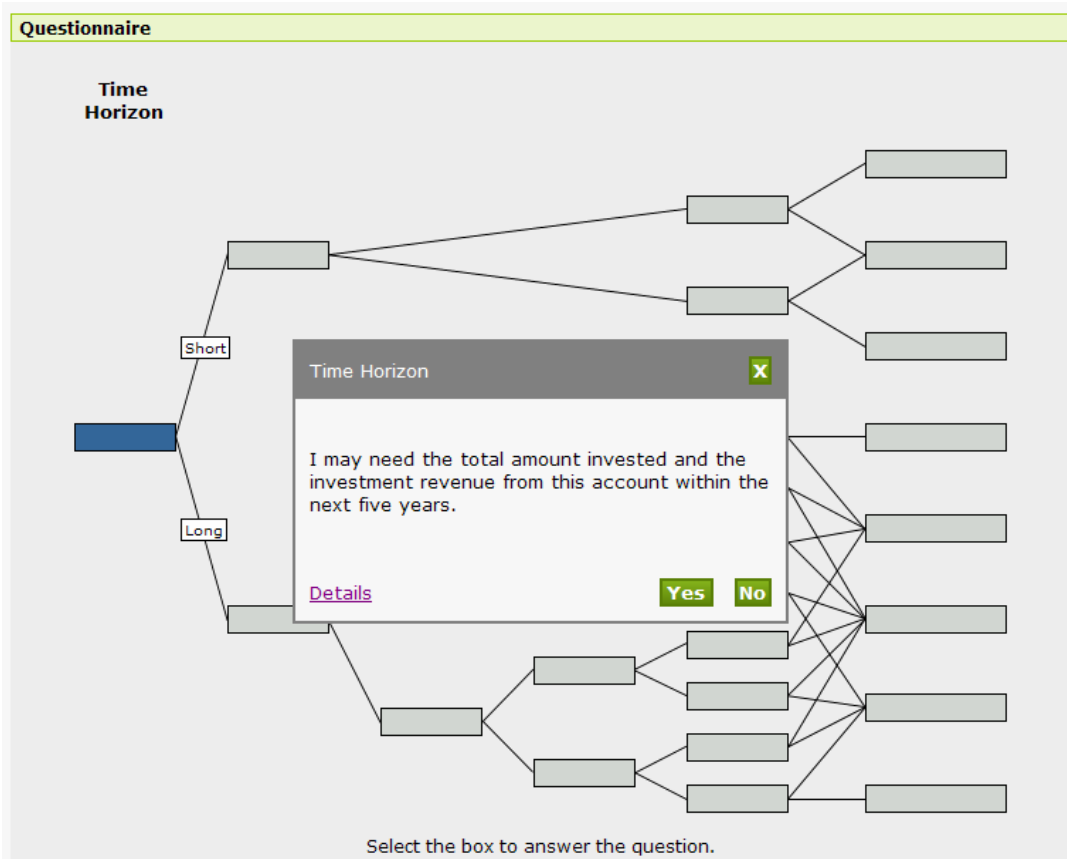
Open text editor

- Enter basic information about your investor.
- The First Name and Last Name fields will appear on the report.

Complete the Questionnaire

The Questionnaire ( Questionnaire in the menu) is a **mandatory** step.

You must answer all the questions so that the application can propose a Benchmark.

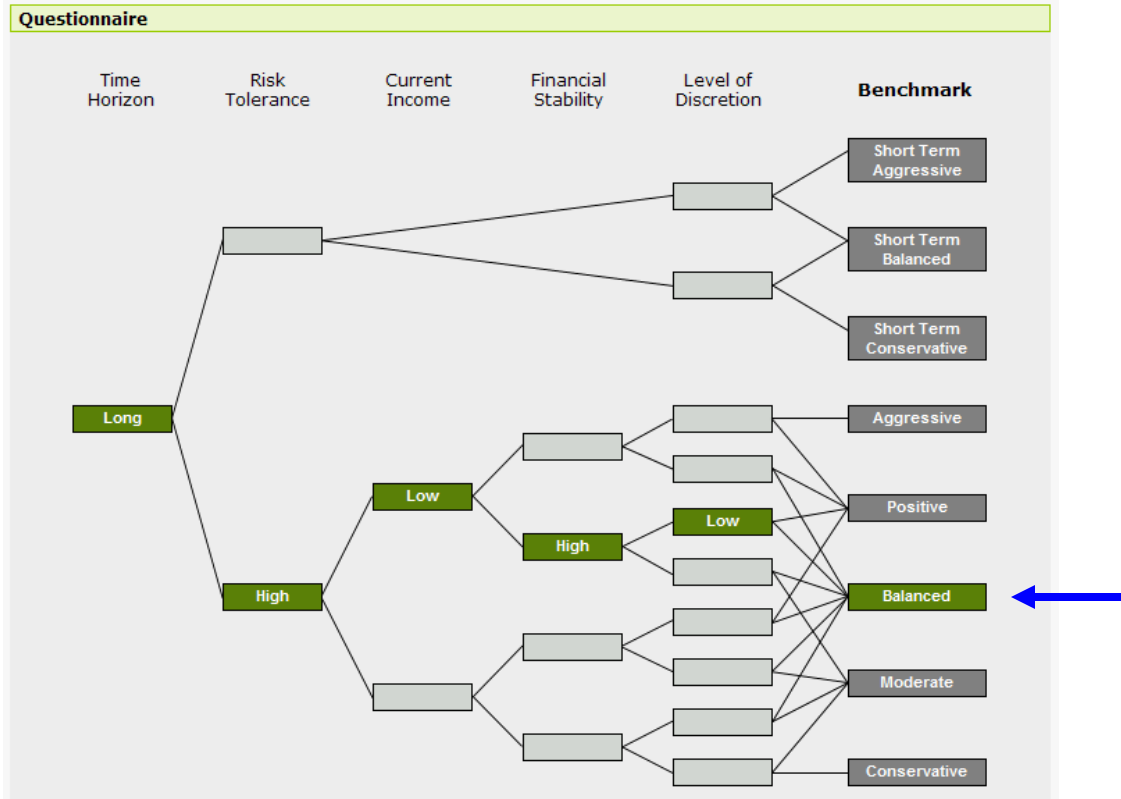


The screenshot shows a questionnaire interface titled "Questionnaire". It features a flowchart of questions. The first question is "Time Horizon", which branches into "Short" and "Long". A blue rectangle highlights the "Time Horizon" question box. A pop-up dialog box titled "Time Horizon" is open, displaying the question: "I may need the total amount invested and the investment revenue from this account within the next five years." The dialog box has a "Details" link and "Yes" and "No" buttons. Below the flowchart, there is a instruction: "Select the box to answer the question."

- Click the flashing blue rectangle to view the corresponding question for that column (in example – the first column is Time Horizon).
- or
- Click one of the shortcut boxes (in example – Short or Long).
- Continue this procedure until all the questions are answered.

Complete the Questionnaire *cont'd*


When the decision grid is complete you will arrive at a Benchmark.




- Click the highlighted Benchmark box to view the allocation of the Proposed benchmark.

Proposed Benchmark - Balanced			
	Min	Benchmark	Max
Equities			
Canada	5	20	35
USA	5	15	30
International	5	15	25
Bonds			
International	0	20	25
Canada	15	30	45
Cash			
	0	0	30


Set the Current and Proposed Asset Mix

The Asset Mix page ( Asset Mix in the menu) is where you enter/modify data about the asset mix.

- Enter the asset mix of the investor’s current portfolio in the fields of the first column, entitled Current
- If you want to modify the Benchmark allocations, remove the tick mark from the Use Benchmark box (below the Benchmark columns), then enter your modified values in the Proposed column.


Proposed Benchmark						
	Current 	Benchmark Balanced			Proposed	Deviation
		Min	Target	Max		
Equities	30.0%	50.0%			50.0%	20.0%
Canada	30.0%	5.0%	20.0%	35.0%	20.0%	-10.0%
USA	0.0%	5.0%	15.0%	30.0%	15.0%	15.0%
International	0.0%	5.0%	15.0%	25.0%	15.0%	15.0%
Bonds	70.0%	50.0%			45.0%	-25.0%
International	0.0%	0.0%	20.0%	25.0%	20.0%	20.0%
Canada	70.0%	15.0%	30.0%	45.0%	25%	-45.0%
Cash	0.0%	0.0%			5.0%	5.0%
	0.0%	0.0%	0.0%	30.0%	5%	5.0%
	100.0%	<input type="checkbox"/> Use Benchmark			100.0%	

The Efficient Frontier graph appears on the lower part of this page.


- If you made any modifications to the top section, you will need to click the  button that appears just above the graph, to update it.

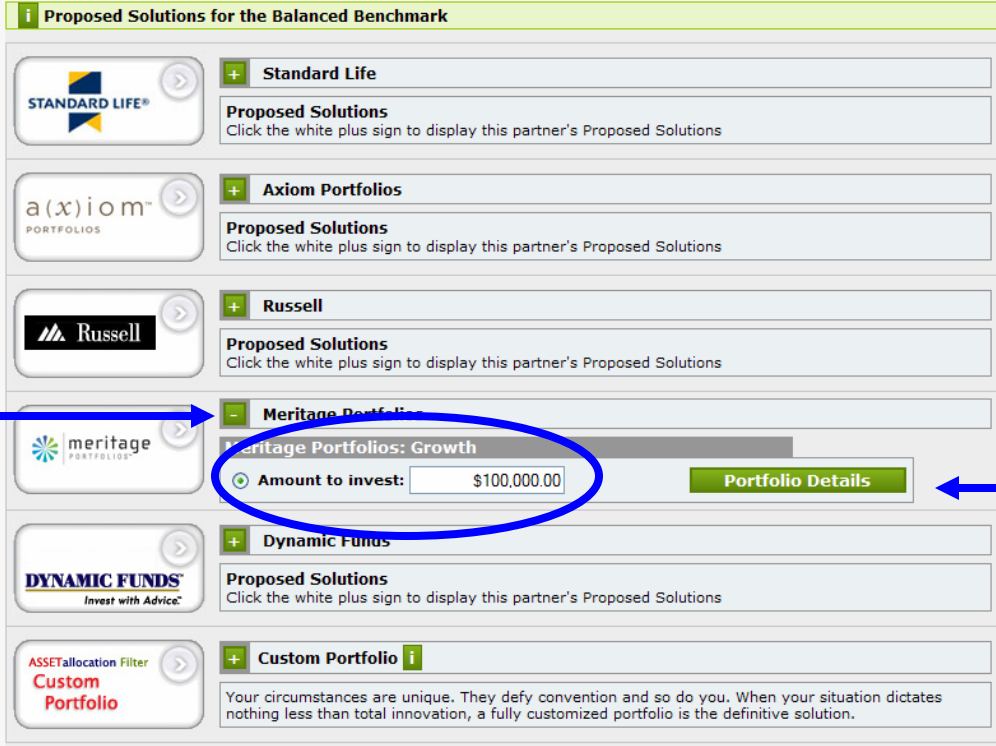
Asset Mix Analytics

You can also view analytics based on the asset mix .


- When you access the Analytics page ( Analytics in the menu) you can view the Historical Asset Mix Statistics or the Historical Asset Mix Graph.
- You can set various options on both tabs.

Selecting a solution

The Proposed Solution page ( Proposed Solution in the menu) lets you select between predefined portfolios suggested by the *Assetallocation* Filter partners and a custom portfolio.



Proposed Solutions for the Balanced Benchmark


- Standard Life**
 - Proposed Solutions**
Click the white plus sign to display this partner's Proposed Solutions
- Axiom Portfolios**
 - Proposed Solutions**
Click the white plus sign to display this partner's Proposed Solutions
- Russell**
 - Proposed Solutions**
Click the white plus sign to display this partner's Proposed Solutions
- Meritage Portfolios**
 - Meritage Portfolios: Growth**
 - Amount to invest:** **Portfolio Details**
- Dynamic Funds**
 - Proposed Solutions**
Click the white plus sign to display this partner's Proposed Solutions
- ASSETallocation Filter Custom Portfolio**
 - Custom Portfolio** 
 - Your circumstances are unique. They defy convention and so do you. When your situation dictates nothing less than total innovation, a fully customized portfolio is the definitive solution.

- The partner portfolios will vary according to the benchmark of your investor.
- To view the available proposed solutions of a specific partner, click on the white plus **+** sign located to the left of the partner's name.
- You can view details about a specific solution, such as the asset mix and distribution, by clicking the **Portfolio Details** button.
- The Custom portfolio option does not load any pre-selected assets. You must modify the assets manually in the Proposed Portfolio page.

To apply a solution

- Click the radio button directly to the left the name of the solution you want to apply, then enter the \$ amount of the portfolio in the "Amount to Invest" field.
- Click on the Proposed Portfolio item in the left menu.
- Once a solution is selected the system automatically rebalances the portfolio using the "Amount to Invest" and the Asset Distribution of the selected Proposed Solution.
- The new holdings can be viewed, and edited, in the Proposed Portfolio page.

Manual Portfolio rebalancing

The Proposed Portfolio page ( Proposed Portfolio in the menu) lets you rebalance your investor's portfolio manually, or view/modify a pre-defined partner portfolio that you selected on the Proposed Solution page.

i Proposed Portfolio						
- <- click to hide the grid	Proposed		Required Transaction		Total	
Equities - Canada	\$20,000.00	(20.0%)	\$-10,000.00	(-10.0%)	\$30,000.00	(30.0%)
Equities - USA	\$15,000.00	(15.0%)	\$0.00	(0.0%)	\$15,000.00	(15.0%)
Equities - International	\$15,000.00	(15.0%)	\$0.00	(0.0%)	\$15,000.00	(15.0%)
Bonds - International	\$20,000.00	(20.0%)	\$10,000.00	(10.0%)	\$10,000.00	(10.0%)
Bonds - Canada	\$25,000.00	(25.0%)	\$0.00	(0.0%)	\$25,000.00	(25.0%)
Cash	\$5,000.00	(5.0%)	\$0.00	(0.0%)	\$5,000.00	(5.0%)
Total					\$100,000.00	100%
Balanced					\$100,000.00	100%
SLM885	Eclipse Managed Program: Growth		\$100,000.00	100%	<input type="checkbox"/>	<input type="checkbox"/>
Total:					\$100,000.00	

Notes
→
Recalculate
Add Asset

- The Proposed column displays the suggested allocation defined in the Proposed column of the Asset mix page.
- The Total column displays the actual allocation of the portfolio, which is composed of the assets in the lower section.
- The required transaction column displays what modifications need to be made to get to the Proposed Asset Mix.

Note: The rebalancing will not always be perfect, it will depend on the assets selected.

Making changes:

- You can make changes to existing assets directly in the worksheet (bottom section) by changing the value in the Total field.
 - Click the Recalculate button to reflect the changes made in the worksheet fields, in the top section.
- You can also add new assets by clicking the Add Asset button (see the next page for how to add assets).
- There are three options available for each asset at the far right of each row.
 - Include in correlation analysis.
 - Display allocation.
 - Delete holding.

Adding assets

You can add mutual funds or custom assets to the portfolio. Activate the Asset Search Engine by clicking the **Add Asset** button (located on the bottom right of the Proposed Portfolio page).

Adding a mutual fund:

- Type all or part of an asset code e.g. dyn or dyn2 or dyn206.
and/or
- Type all or part of the fund's name.
and/or
- Type all or part of the Fund Company or Fund Manufacturer name to view all funds manufactured by that company.

Asset Search Engine - Microsoft Internet Explorer

Asset Search

Asset Code: dyn
Asset Name: bond
Company:

Search **Clear**

Search Results (from record 1 to 20) **Next**

DYN9805 (DSC)	\$	Add
Dynamic High Yield Bond Fund Series F Details		
DYN3029 (NL)	\$	Add
Dynamic High Yield Bond Fund Series I Details		
DYN1105 (FE)	\$	Add
Dynamic Real Return Bond Fund Details		
DYN058 (FE)	\$	Add
DYN1558 (DSC)	\$	Add
DYN438 (LSC)	\$	Add
DYN558 (DSC)	\$	Add

Add custom asset **Close**

Asset Details

Asset Name: **Dynamic High Yield Bond Fund Series F**
Company: **Dynamic Funds Class F**

Equities
Canada 0%
USA 0%
International 0%

Bonds
International 30%
Canada 70%

Cash 0%

- Click the **Search** button or press Enter on your keyboard.
- Once you have found your asset in the list, you can click the Details link at the right of the asset description, to display the Asset Details on the right.
- Type a quantity in the white field corresponding to the correct asset number then click the **Add** button.


Adding assets *cont'd*

Adding a custom asset (non-mutual fund)


- In the Asset Search Engine window, click the **Add custom asset** button located on the bottom left.
- Enter the appropriate information in the 3 criteria boxes.
 - Asset Code is not required but we suggest you use it to enter the symbol.
 - Asset Name is required.
 - Amount is required.
- Indicate the Asset Allocation (a required field) by clicking in the radio button next to the appropriate asset class/subclass, listed on the right hand side of the box.
- Click the **Add this Custom Asset** button.

Note: If you made a mistake on the Asset Code, Asset Name or Amount fields, you can modify it directly in the portfolio. These 3 fields are white for Custom Assets and therefore editable. It is not necessary to add another position of the same asset.

Correlation (Correlation in the menu)

- Select the assets you want in your correlation analysis by clicking in the white box at the far right of an asset In the Proposed Portfolio page A checkmark will appear  when the asset is selected.
- A grey box indicates not enough history and custom assets can not included in this analysis.

Generating Reports

From the Reporting page ( Reporting , last item in the menu):

- Simply select the Report Content options you want.
- Ensure the Representative Information is correct.
- Click the **Generate Proposal** button on the bottom right.

Proposal Options

<p>Report Content</p> <p>Select from the following options. Any changes made to this section are automatically saved.</p> <p>Investor reporting language: <input type="text" value="English"/></p> <p><input checked="" type="checkbox"/> Cover Page</p> <p><input checked="" type="checkbox"/> Questionnaire</p> <p><input checked="" type="checkbox"/> Asset Mix</p> <p><input checked="" type="checkbox"/> Statistics</p> <p><input checked="" type="checkbox"/> Graphs</p> <p><input checked="" type="checkbox"/> Asset Rebalancing</p> <p><input checked="" type="checkbox"/> Correlation Analysis</p>	<p>Representative Information</p> <p>When a new investor is added, Representative Information from the User Preferences page is displayed by default. Any changes made to the Representative Information section of this page are automatically used when generating the proposal and are saved with the current session of this investor.</p> <p>First Name: <input type="text" value="Mary"/></p> <p>Last Name: <input type="text" value="Broker"/></p> <p>Title: <input type="text" value="Investment Advisor"/></p> <p>Company: <input type="text" value="Main Wealth Management"/></p> <p>Phone: <input type="text" value="416-123-4567"/></p> <p>Fax: <input type="text" value="416-123-7890"/></p> <p>E-mail: <input type="text" value="mbroker@wealthmgmt.com"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>i Information</p> <p>The report will open in a pop-up window. If you use a pop-up blocker, configure it to allow pop-ups on this web site.</p> </div> <p style="text-align: right;">Generate Proposal</p>
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- A small window will appear. It will state: “Preparing report, please wait...” with a running timer, while the calculations etc. are completed. It will then state “Please Wait ... Generating page X” with a running count of the number of pages being formatted for display.
- When all is successfully generated, a file Download link will appear and you will have approximately 5 minutes to download/open the file.
- When you click on the Download PDF File link, a File Download box will appear.
- Select whether you want to Open (view) or Save the file.

