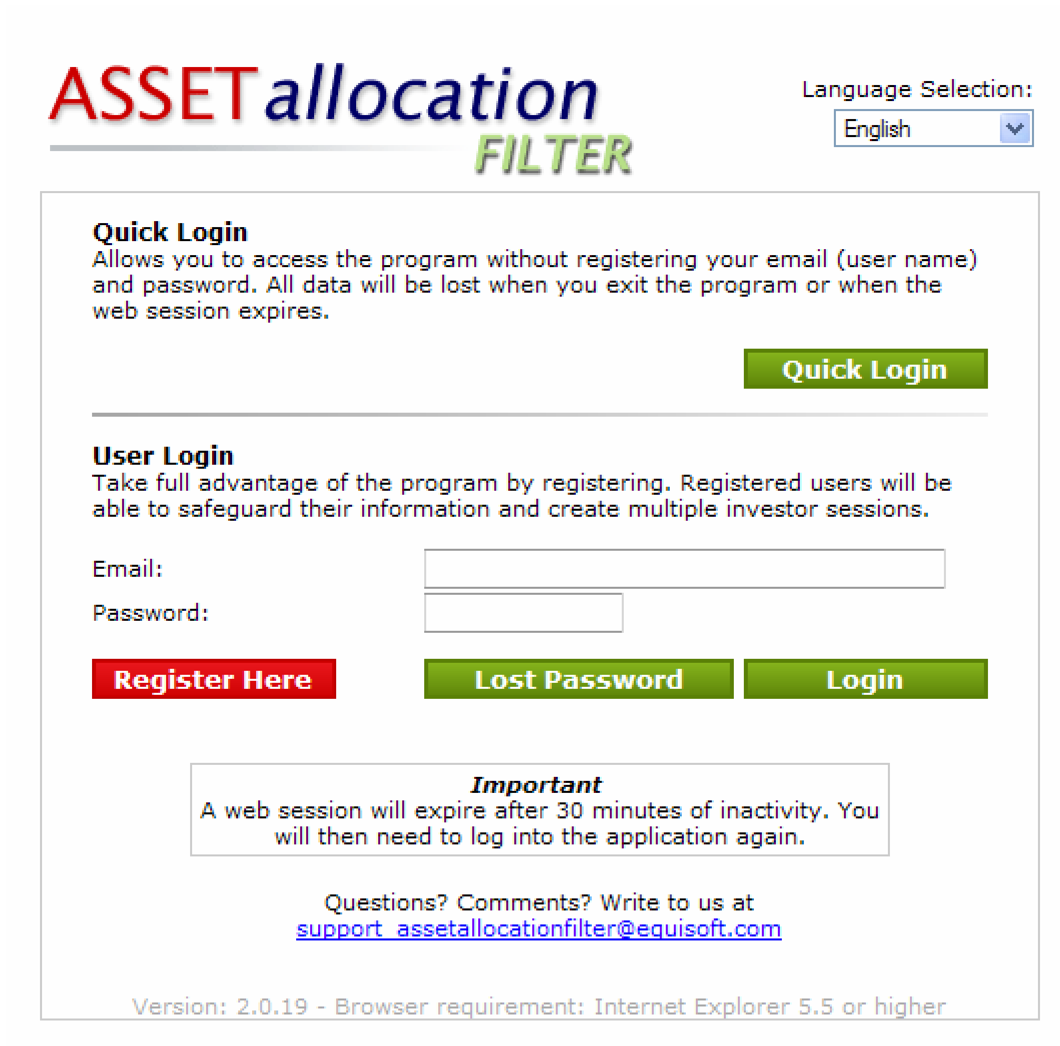
ASSETallocation FILTER

Getting started …

In partnership with

Developed by ADVISOR.CA and EquiSoft

Login



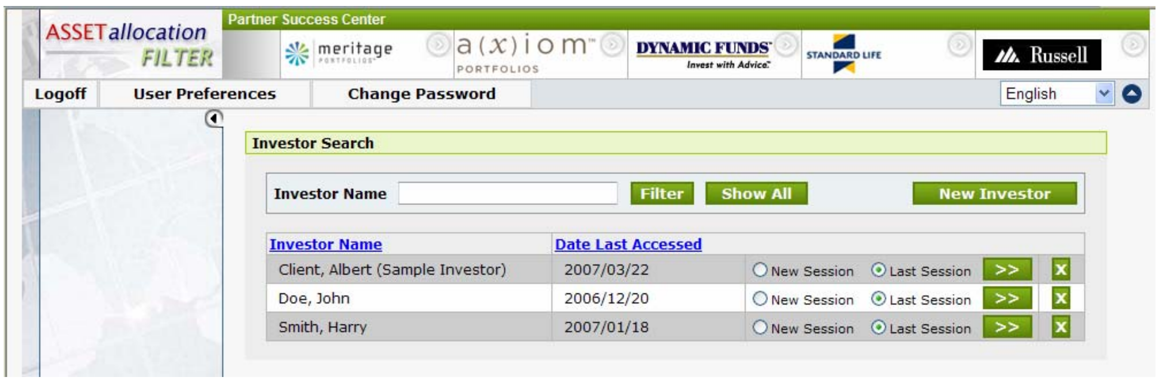
- Choose between the
  - Quick Login – one time access and one investor, **<u>no data saved</u>.**

    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.*

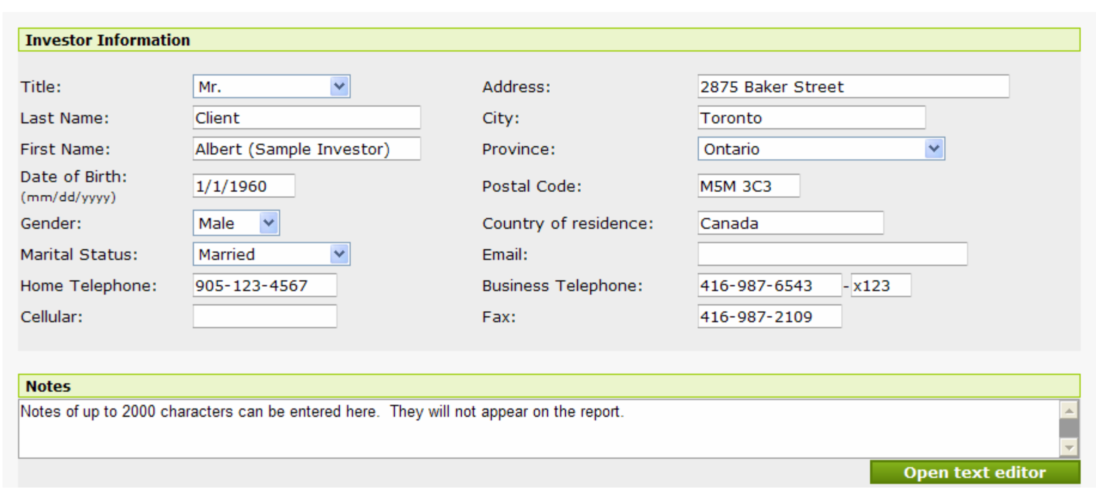
Add or access an investor

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  button to add a new investor.

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

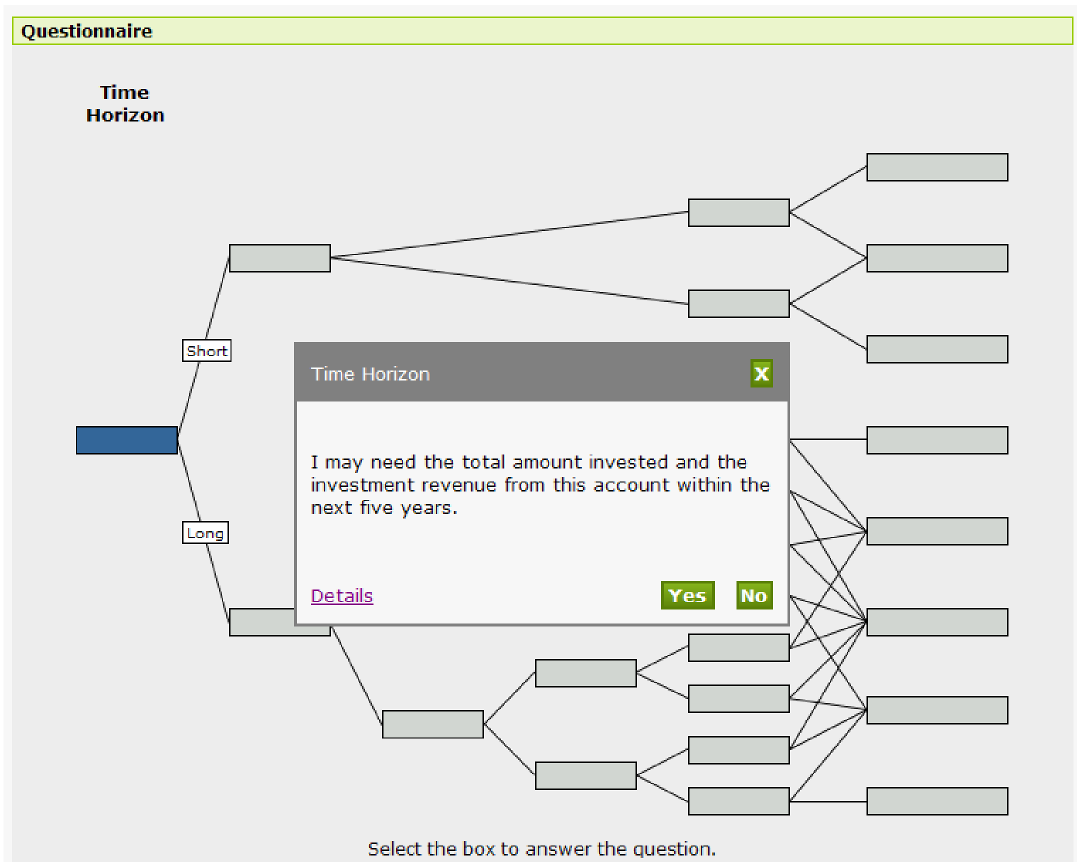


- Enter basic information about your investor.
- The First Name and Last Name fields will appear on the report.

Complete the Questionnaire

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

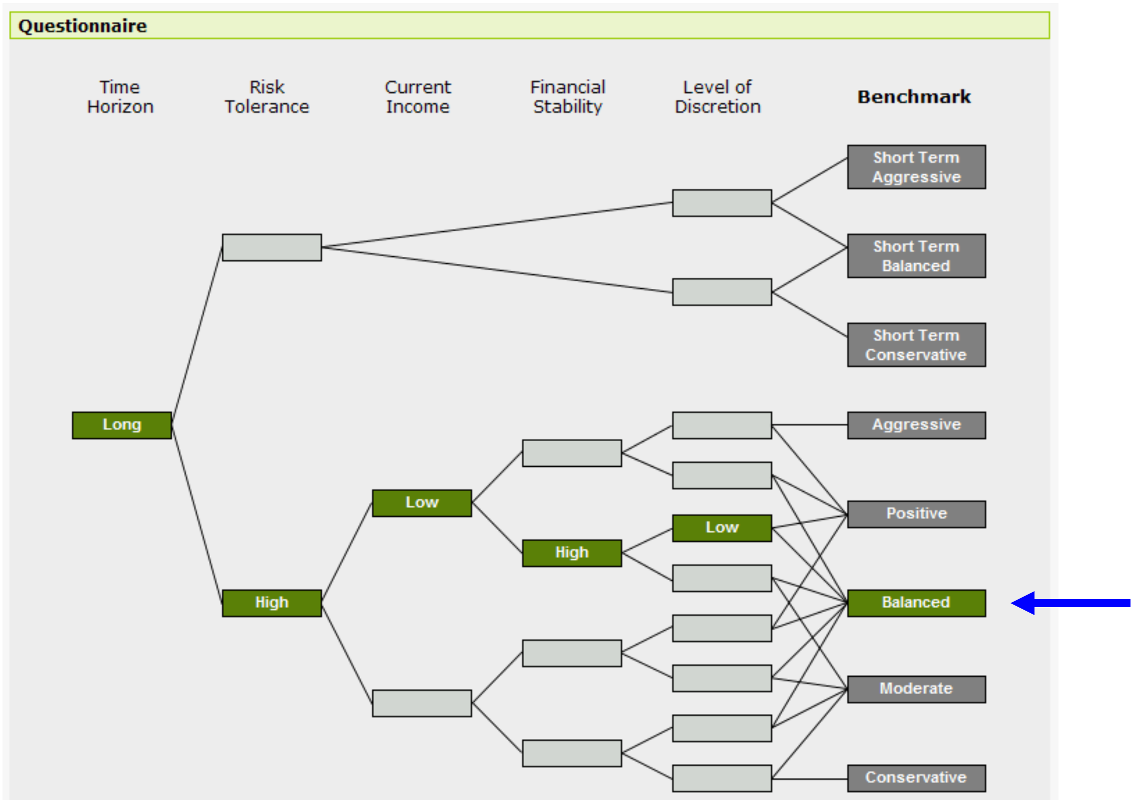
You must answer all the questions so that the application can propose a Benchmark.



- 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 Min	Target	Max	Proposed	Deviation
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%	☐ 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 **Update Efficient Frontier** button that appears just above the graph, to update it.

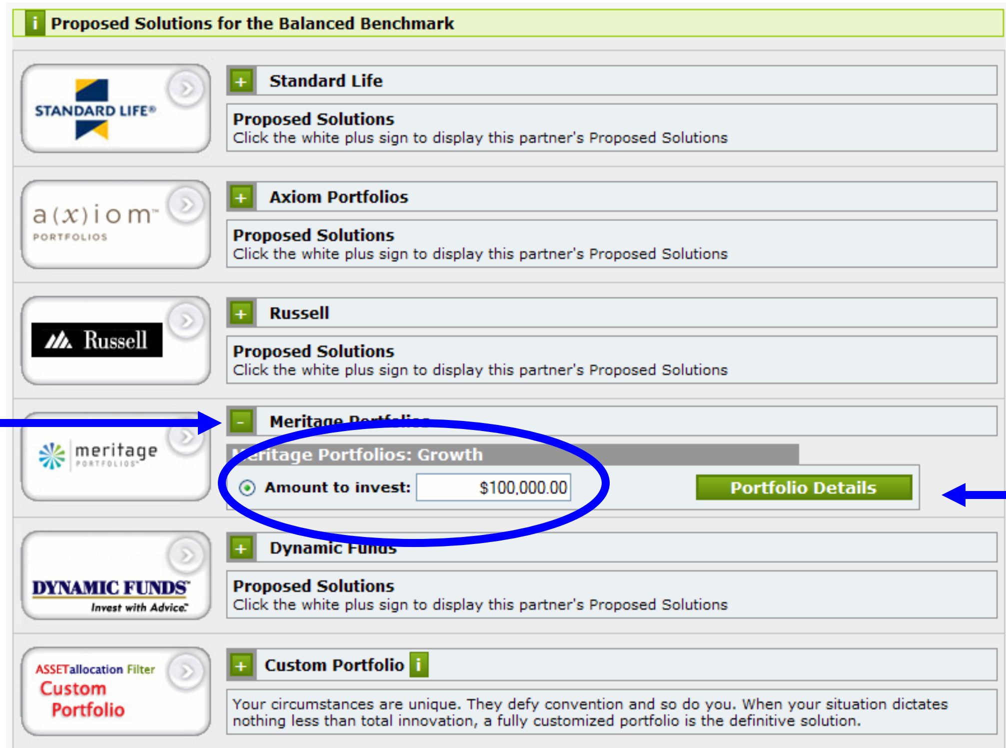
Asset Mix Analytics

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 Asset*allocation* Filter partners and a custom portfolio.



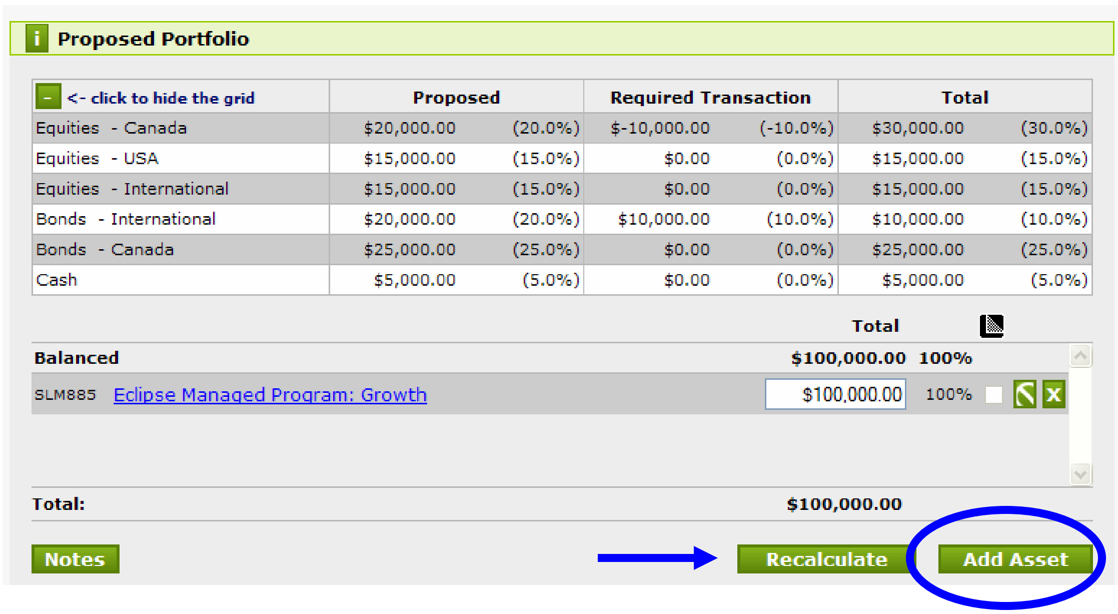
- The partner portfolios will vary according to the benchmark of your investor.
- To view the available proposed solutions of a specific partner, click on the white plus + sign located to the left of the partner's name.
- You can view details about a specific solution, such as the asset mix and distribution, 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.



- 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:

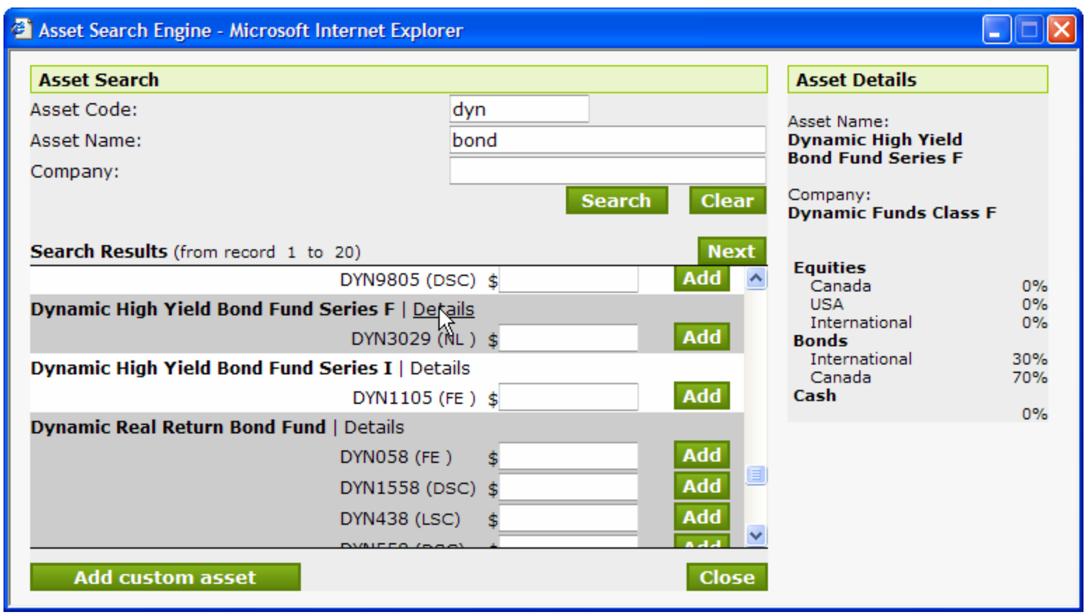
- Type all or part of an asset code e.g. dyn or dyn2 or dyn206.

  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.

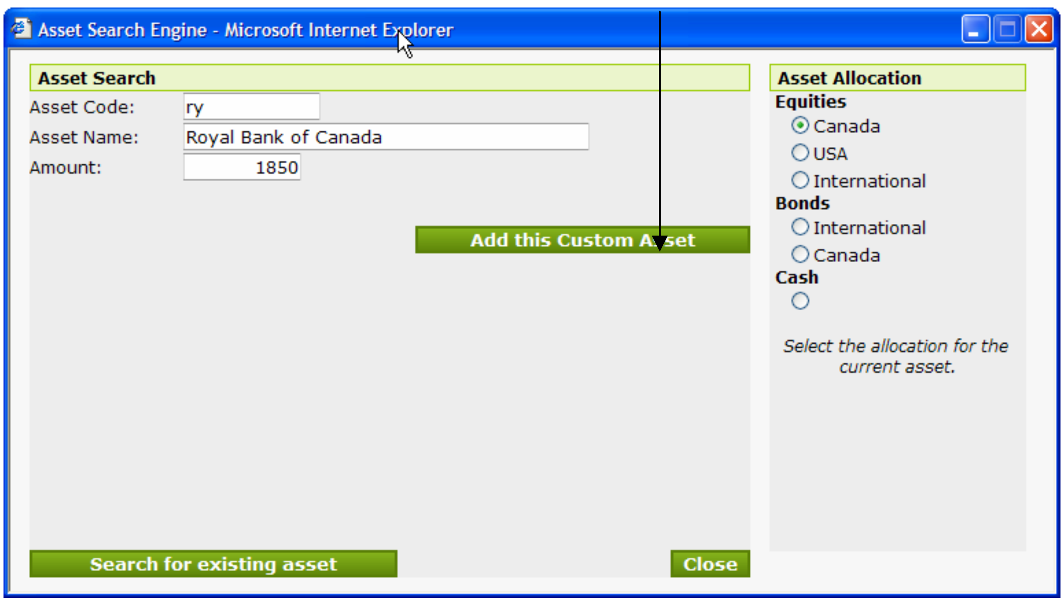


- Click the **Search** button or press Enter on your keyboard.
- Once you have found your asset in the list, you can click the Details link at the right of the asset description, to display the Asset Details on the right.
- Type a quantity in the white field corresponding to the correct asset number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

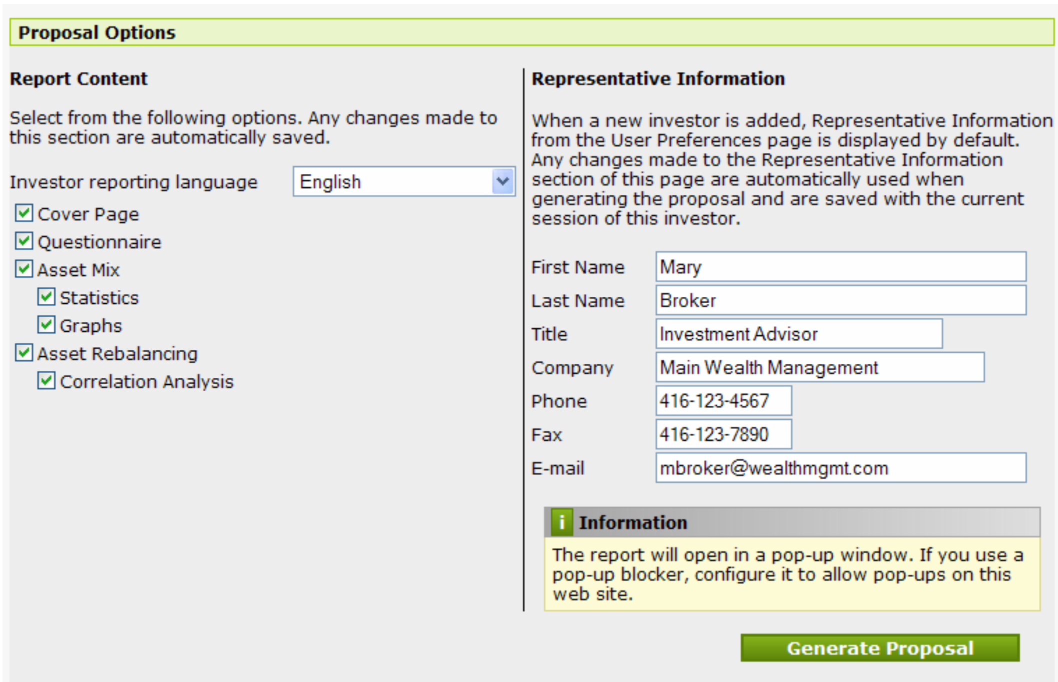
Correlation (Correlation in the menu)

- 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.



- 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 succesfully 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.