Importing Client Portfolios from Novia

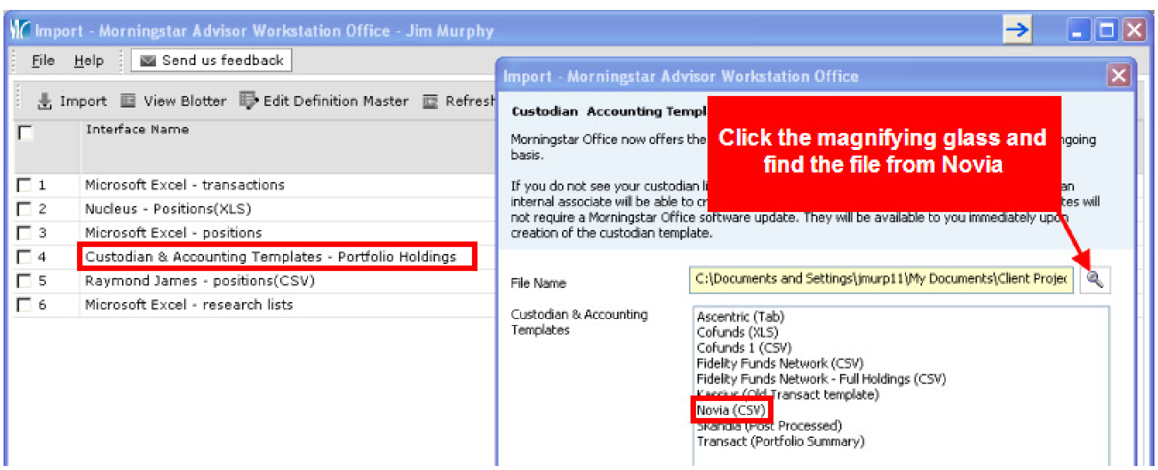
This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from Novia. This import process will create a record for each client in Adviser Workstation and allow you to create compelling reports and charts showing portfolio analysis and performance. This import should be done on a regular basis to update portfolio positions of all clients.

Step 1: Download the "Investments Currently Held, by Client" from Novia

- To access the report login to the Novia Report Zone website. Access is available from the Novia website at www.novia-financial.co.uk .
- Click on the Report Zone login button on the homepage and enter your details. If you do not already have details and to register for the service, follow the instructions on the login page or email Client Services.
- Once logged in, click on the "Investments Held and Traded" menu on the main menu. Then click on the "Investments Held and Traded, by Client". This will open the report in another window.
- From here, click on the export to Excel CSV button at the bottom of the report:
- This will export the data to an excel spreadsheet in a csv file format.

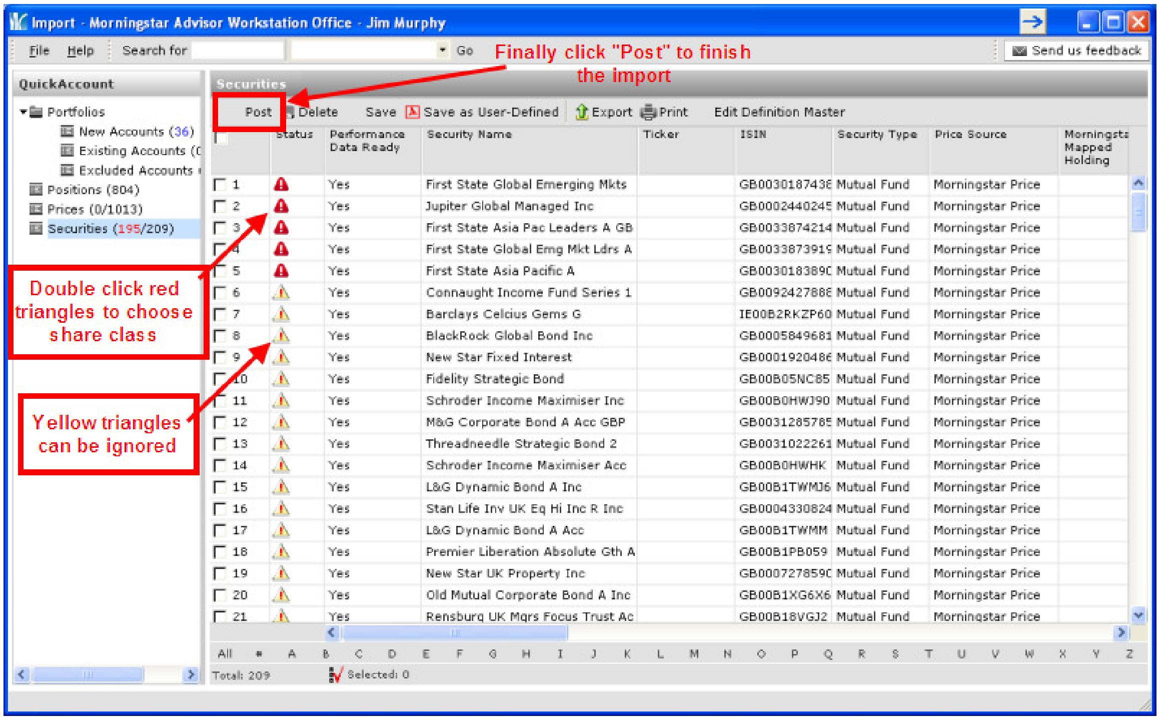
Step 2:

- Login to Adviser Workstation, click the Import button
- Double click "Custodian & Accounting Templates"
- Choose the file you just downloaded from Novia
- Click the "Novia (CSV)" template
- Click the "Import" button.



Step 3:

This will open the import blotter which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class. Once items in red have been addressed, click the "Post" button to finish the import.



Step 4:
When you see this message click “No”. You want to ignore those securities with yellow triangles in warning status.

Now go to the Client Management area of Adviser Workstation to see your imported clients, access their current portfolio holdings and generate analytical reports and charts.