

7IM - Seamless Import

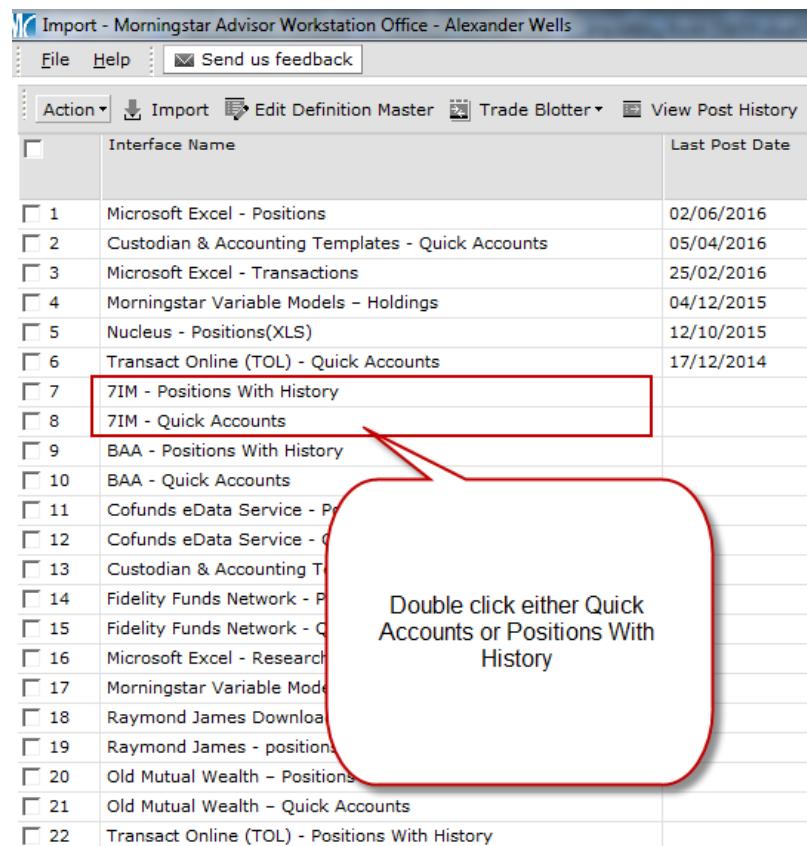
This quick guide provides step-by-step instructions for importing client portfolios into Adviser Workstation from Seven Investment Management (7IM)

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.

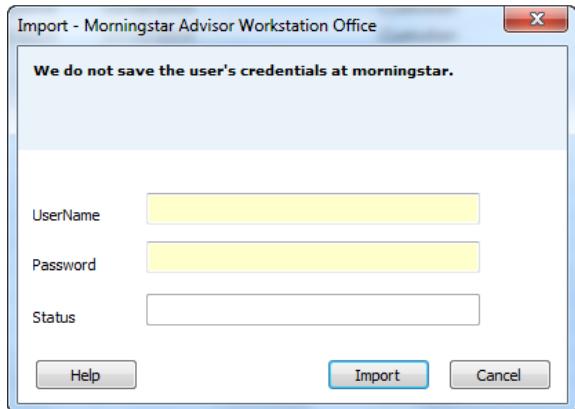
This import should be done on a regular basis to update portfolio positions of all clients. In order to obtain client portfolio data, you are required to log into your account with 7IM and obtain your password.

Once you have this, you are then ready to import into Advisor Workstation using the following steps:

- 1 • Login to Adviser Workstation, click the Import button
- 2 • Double click “7IM- Positions With History” or “7IM - Quick Accounts” depending on your type of portfolio



3 • You will then be prompted with the log in box below, where you will need to input your 7IM Username and Password

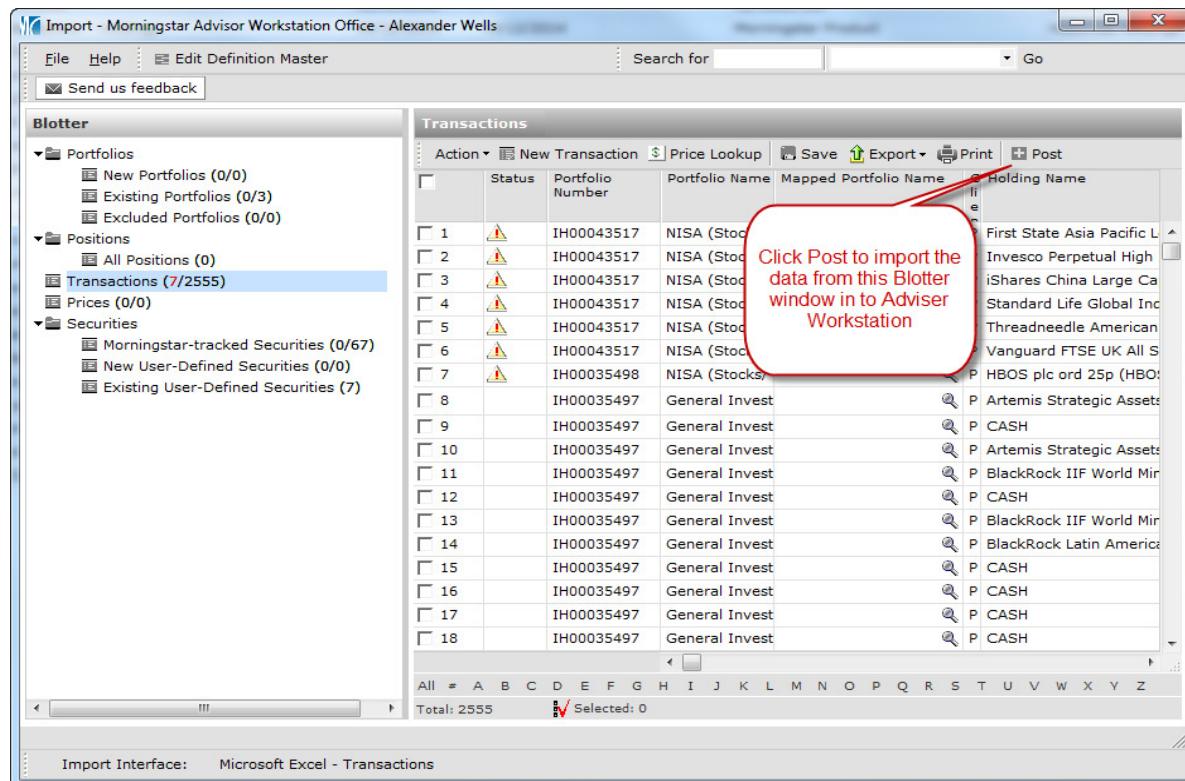


4 • Click the “Import” button. Please note, the import will run for several minutes.

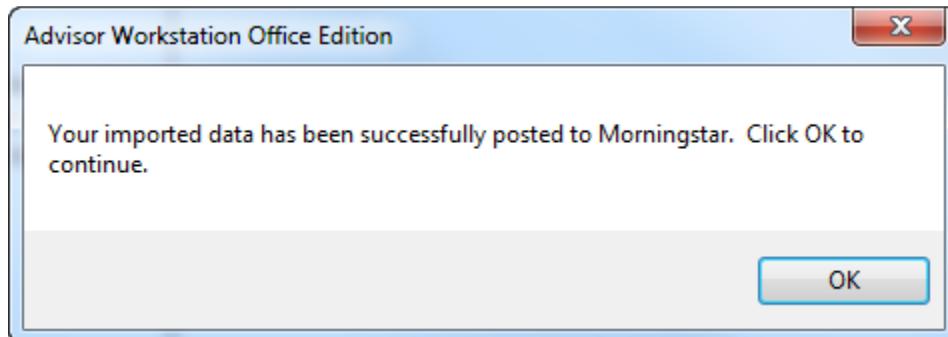
5 • Next the import blotter will open, which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the “Security Type” column. Double click red triangles to choose share class.

Index	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	Security Type	Holding Name
1	⚠	IH00035497	General Invest			P CASH
2	⚠	IH00035497	General Invest			P JPMorgan Russian Secur
3	⚠	IH00043517	NISA (Stocks/			P CASH
4	⚠	IH00043517				P Henderson Eurotrust (H
5	⚠	IH00043517				P Henderson Eurotrust (H
6	⚠	IH0003549				P CASH
7	⚠	IH0003549				P Invesco Perpetual High
8	⚠	IH0003549				P HBOS plc Nil Paid Rights
9	⚠	IH0003549				P HBOS plc Nil Paid Rights
10	⚠	IH00035498				P Lloyds Defunct Entitl
11	⚠	IH00035498	NISA (Stocks/			P Lloyds Defunct Entitl
12	⚠	IH00043517	NISA (Stocks/			P First State Asia Pacific L
13	⚠	IH00043517	NISA (Stocks/			P Henderson Global Equity
14	⚠	IH00043517	NISA (Stocks/			P Threadneedle American
15	⚠	IH00035498	NISA (Stocks/			P Fidelity China Focus GB
16	⚠	IH00035497	General Invest			P BlackRock Latin America
17	⚠	IH00035497	General Invest			P CF Woodford Equity Inc
18	⚠	IH00035497	General Invest			P HSBC FTSE 100 Index (

6 • Once items in red have been addressed, click the “Post” button to finish the import.



7 • Holdings data has now been imported to Adviser Workstation



Close the Import window and go to Client Management to open the new client portfolios.