Importing Client Portfolios from Cofunds

This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from Cofunds. 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: In order to obtain client portfolio data from Cofunds, you are required to pick up the weekly holdings file.

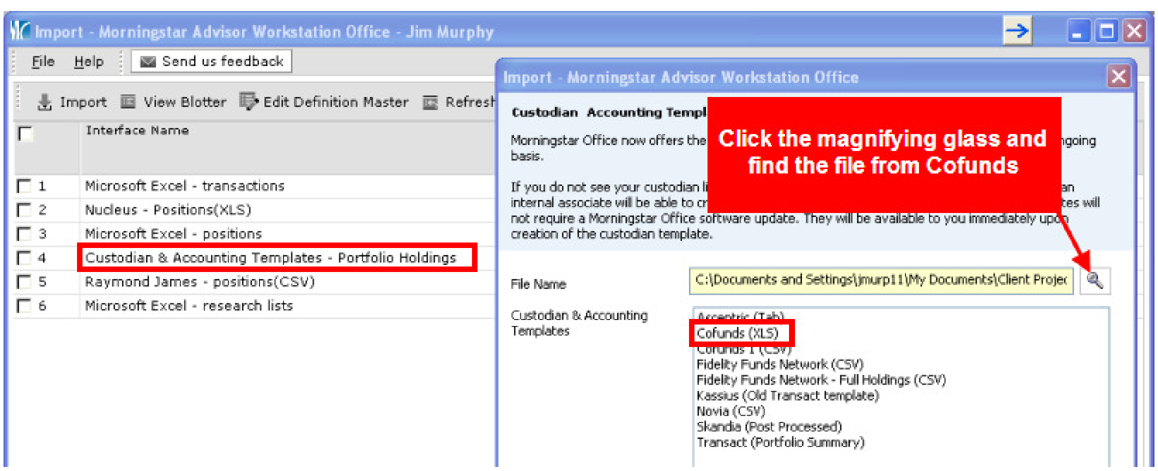
Instructions as follows:
1) Log onto: https://data.cofunds.co.uk - enter username (INT_**?????**) and password. If you are unaware of the login details please call the Cofunds contact centre on 0845 604 4001 and ask them to activate you with an MI account

2) Once you log in, click 'View Files', and the file that you will need will end with **WHO.txt** (the weekly holdings file). Please then follow these steps:

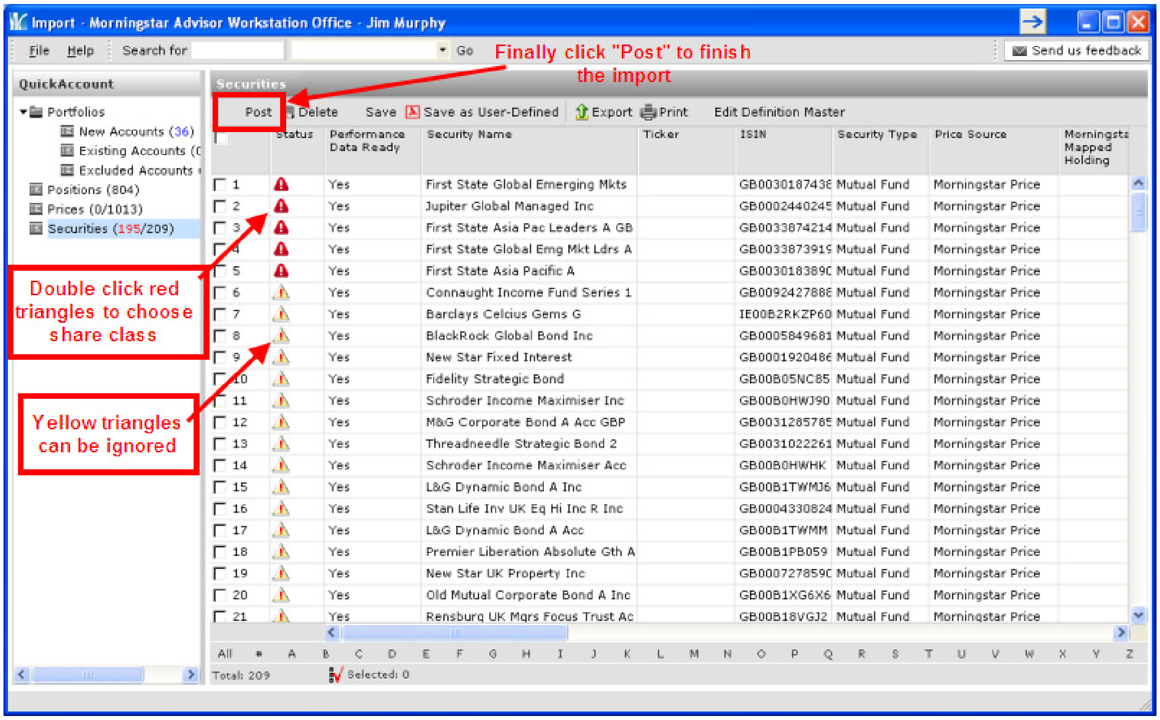
a. Open the text file
b. Edit/select all
c. Edit/copy all
d. Open a blank excel worksheet
e. Paste the data into excel
f. With just the first column highlighted, select Data/Text to columns
g. Select Delimited then Next, Other and enter | character then next, then finish
h. Copy and paste the attached column headers into the new spreadsheet.

Step 2: Login to Adviser Workstation, click the Import button

- Double click "Custodian & Accounting Templates"
- Choose the file you just downloaded from Cofunds
- Click the "Cofunds (XLS) template to highlight it
- 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.