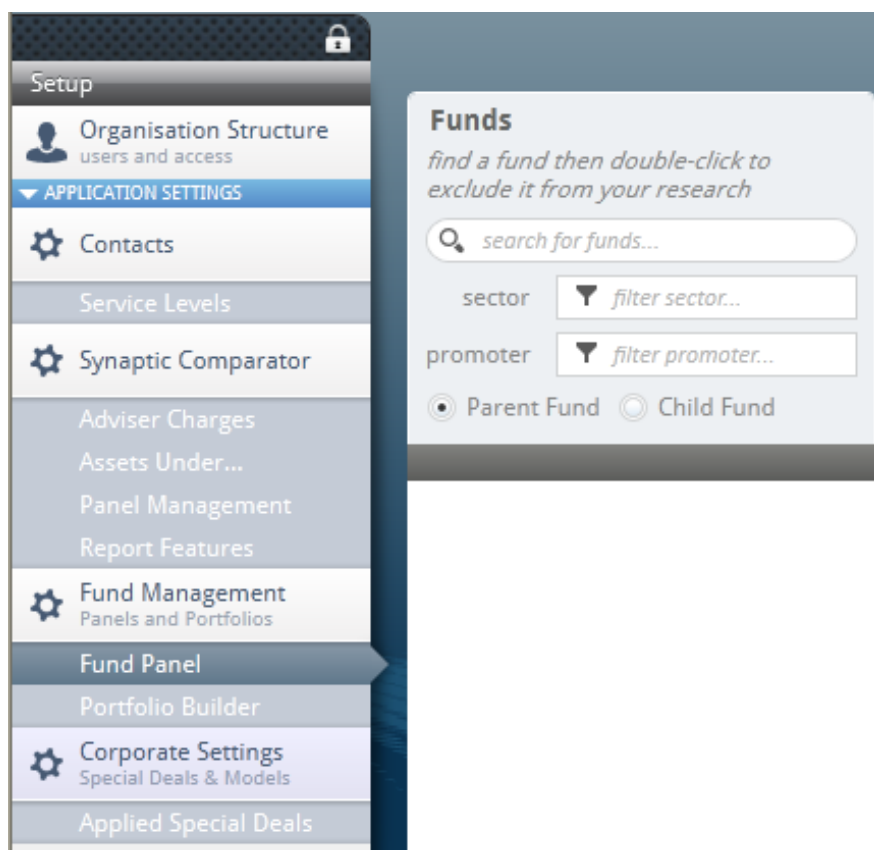


Fund Management

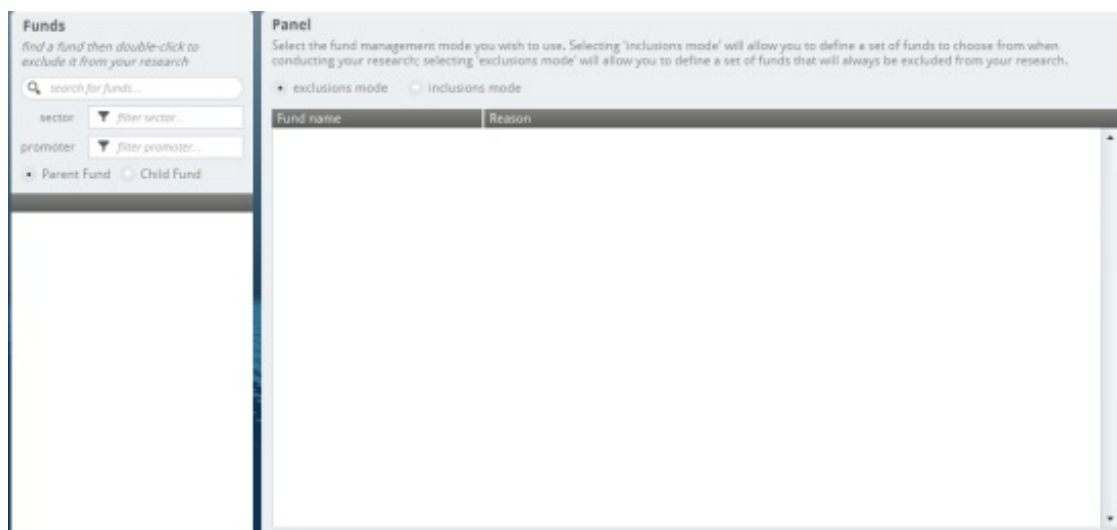
Last Modified on 26/04/2017 2:34 pm BST

Fund Management is used to either exclude funds from the system, or to limit the amount of funds available.

To access Fund Management: From the **Contacts** screen, click on **Setup** and then choose **Fund Panel**:



Once in **Fund Panel**, you see this screen:



You now have two options, **Exclusions mode** and **Inclusions mode**:



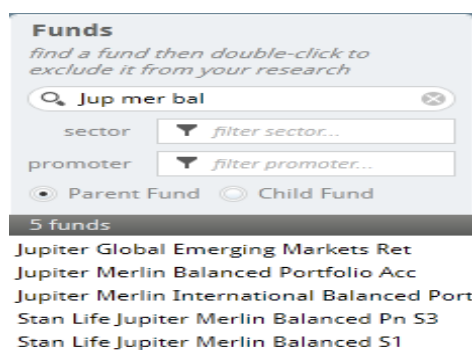
Exclusions mode:

This mode will allow you to define a set of funds that will always be excluded from your research. Therefore, any portfolios created will not be able to contain an excluded fund.

Inclusions mode:

This mode will allow you to define a set of funds to choose from when creating portfolios.

There is also another choice to be made, whether you want to use **Parent** or **Child** funds.



Parent funds will display the standard retail priced funds excluding any mirror funds from different share classes.

Child funds will display all of the mirror funds and share classes.

Funds can be searched for in a number of ways:

- All funds within all sectors by all promoters

Simply start typing the fund name or do a partial search on the fund name. For example, Schroder UK Mid 250 could be found by entering 'sch mid 250'. Another option is to enter the Citicode of the fund and search on this.

- Funds within a specific sector

To narrow down the list of funds being searched on, you can enter the sector. When you are then searching for funds it will only display funds that are within the sector you have chosen.

- Funds by a specific promoter

You will only be searching on funds from that promoter.

The search facility will do an automatic find as soon as you start typing in one of those fields. If what is being typed is too broad, a message will be displayed: 'too many funds'. You will need to be more specific with your search, e.g. entering the fund name in full rather than

abbreviating it.

Funds
find a fund then double-click to exclude it from your research

Q Jup mer bal X

sector ▼ filter sector...

promoter ▼ filter promoter...

Parent Fund Child Fund

5 funds

- Jupiter Global Emerging Markets Ret
- Jupiter Merlin Balanced Portfolio Acc
- Jupiter Merlin International Balanced Port
- Stan Life Jupiter Merlin Balanced Pn S3
- Stan Life Jupiter Merlin Balanced S1

Double click the fund you wish to include or exclude and record a reason for the inclusion or exclusion.

Funds
find a fund then double-click to include it in your research

Q M&G Glo X

sector ▼ filter sector...

promoter ▼ filter promoter...

Parent Fund Child Fund

10 funds

- M&G Global Basics A Acc GBP
- M&G Global Convertibles A Acc GBP
- M&G Global Dividend A Acc GBP
- M&G Global Emerging Markets A Acc GBP
- M&G Global Growth A Acc GBP
- M&G Global Leaders A Acc GBP
- M&G Global Macro Bond A Acc GBP
- M&G Global Real Estate Securities A Acc GBP
- Pru (ScotAm) M&G Global Managed 1
- Pru M&G Global Managed Pn Pre A

Panel
Select the fund management mode you wish to use. Selecting 'inclusions mode' will allow you to define a set of funds to choose from when conducting your research; selecting 'exclusions mode' will allow you to define a set of funds that will always be excluded from your research.

exclusions mode inclusions mode

Fund name	Reason
Jupiter Merlin Balanced Portfolio A	This fund is a preferred fund and is on our panel.
Schroder UK Mid 250 A Acc	This fund is a preferred fund and is on our panel.
BlackRock Gold & General A Acc	This fund is a preferred fund and is on our panel.

Once completed, select **Save**.

If a fund has been added in error, it can be removed by selecting the x at the end of the line:

Panel
Select the fund management mode you wish to use. Selecting 'inclusions mode' will allow you to define a set of funds to choose from when conducting your research; selecting 'exclusions mode' will allow you to define a set of funds that will always be excluded from your research.

exclusions mode inclusions mode

Fund name	Reason
Jupiter Merlin Balanced Portfolio A	This fund is a preferred fund and is on our panel. X
Schroder UK Mid 250 A Acc	This fund is a preferred fund and is on our panel.
BlackRock Gold & General A Acc	This fund is a preferred fund and is on our panel.

Click to remove this fund

