

11 JULY 2016

Figaroweb User Guide



QUILTER CHEVIOT

INVESTMENT MANAGEMENT

Before You Begin

The Quilter Cheviot on-line valuation application is optimised for use with the most recent versions of commonly used web browsers. To ensure all functionality, displays and request response times are working correctly we recommend that the most recent versions of web browsers are used when viewing the website.

If you wish to update your current web browser please click the links below and follow the download and installation instructions provided by the web browser provider.

Google Chrome: <http://www.google.com/chrome/browser/desktop/>

Internet Explorer IE9 <https://www.microsoft.com/en-gb/download/internet-explorer-9-details.aspx>

Mozilla Firefox <https://download.mozilla.org/?product=firefox-stub&os=win&lang=en-GB>

All pages in this guide are provided using the views available to Internet Explorer 9 users.



Your Online Accounts Summary Screen

On logging in you will be presented with a summary screen which lists all portfolios connected with your user login. A **portfolio** represents any group of accounts that together share the same investment strategy or mandate and belong to a single client or group of connected individual clients (for example, husband and wife).

The portfolio is represented on screen by a unique identifying reference and is quoted in the first column, last row, on the summary screen (**P7**53200** in the example below). The Portfolio Total Value and values for assets and cash respectively are shown in the columns running from left to right.

The values and names showing in the rows above the Portfolio row reflect the names associated with and the total values of all the accounts grouped and managed by Quilter Cheviot under the portfolio, as they appear on our client database. (Account numbers 3**5321 (Core Account) and 3**5323 (ISA Account) in the example below)

USER ID: 3**532 | MR EXAMPLE [LOGOUT](#)

YOUR ONLINE ACCOUNTS

HOME > PORTFOLIO > YOUR ONLINE ACCOUNTS

Please select the account that you wish to view by clicking on the links below.

Account			Securities	Cash	Total Value
3**5321	Core Account	Mr Example Client Core Account	£ 205,827	£ 83,267	£ 289,095
3**5323	ISA	Mr Example Client ISA Account	£ 9,958	£ 5,506	£ 15,464
P7**53200	Portfolio	Total	£ 215,786	£ 88,774	£ 304,559
	SIPP Account	Mr Example Client SIPP Account	£ 42,151	£ 32,309	£ 74,460
	Portfolio	Total	£ 42,151	£ 32,309	£ 74,460
3**9803	ISA	Mr Example's Wife ISA	£ 14,267	£ 1,251	£ 15,519



Navigating to the Portfolio Valuation Screen

To view a detailed **Portfolio Valuation** please click the link in the Portfolio Number or Total in the Portfolio Summary Row:

Account			Securities	Cash	Total Value
3**5321	Core Account	Mr Example Client Core Account	£ 205,827	£ 83,267	£ 289,095
3**5323	ISA	Mr Example Client ISA Account	£ 9,958	£ 5,506	£ 15,464
P7**53200	Portfolio	Total	£ 215,786	£ 88,774	£ 304,559



The Portfolio Valuation Screen will be displayed: The Portfolio Valuation screen displays all the underlying securities held within accounts related to the single Portfolio selected by the user. Stocks are grouped by Asset Class as per the printed valuations you will receive from Quilter Cheviot on an annual, semi-annual or quarterly basis.

Please scroll down the screen to view the complete portfolio valuation

VALUATION

HOME > PORTFOLIO > VALUATION

Please use the dropdown box to select individual account or consolidated valuations.

Account:

[DOWNLOAD PDF](#) [DOWNLOAD CSV](#)

Description ^	Nominal	Price	Value (£) ↕	Book cost (£)	Est. Income	Est. Yield (%)
Securities						
Equities - United Kingdom						
Oil & Gas						
Oil & Gas Producers						
BP ord USD0 25	1,000	3.5335 GBP	3,534	3,294	255	7.21
Royal Dutch Shell B'ord EUR0 07	650	16.885 GBP	10,975	9,498	865	7.88

The Portfolio Valuation Screen

The **Portfolio Valuation** provides the following information on each asset held within the portfolio:



No of units/shares held

Asset price as recorded by Quilter Cheviot

Value of initial investment

Estimated annual income from the asset based on current yields and values

Description ^	Nominal	Price	Value (£) ↕	Book cost (£)	Est. Income	Est. Yield (%)
Secur						
Equities - United Kingdom						
Oil & Gas						
Oil & Gas Producers						
BP ord USD0.25	1,000	3.5335 GBP	3,534	3,294	255	7.21
ord EUR0.07	650	16.885 GBP	10,975	9,498	865	7.88

Click the information icons   for stock information and charts from Digital Look* on the selected investment (Note currently limited to direct equities only, all stock information displayed is provided by Digital Look and not by Quilter Cheviot)

* This information is not investment research or a research recommendation as defined in the Handbook of Rules and Guidance issued by the Financial Conduct Authority. It does not recommend or suggest an investment strategy, express a particular investment recommendation, or express an opinion as to the value or price of any asset. The information has not been reviewed or approved by or in conjunction with our Research Department. This information is provided by Digital Look, subject to change and cannot be guaranteed as accurate or complete. This information does not constitute an offer, solicitation or recommendation for the purchase or sale of any assets nor does it constitute advice, a personal recommendation (as defined by the rules of the Financial Conduct Authority) or an expression of our view as to whether a particular asset is suitable or appropriate for you and meets your objectives.



The Portfolio Valuation Screen Cash and Asset Totals and Cash Summary

The **Portfolio Valuation** provides additional detail on cash held within the portfolio, this is displayed below the Portfolio Total Values Row and provides a breakdown of the cash quantity total quoted as part of the Valuation Total. Scroll down the valuation screen to view the cash detail for the valuation

Cash					
Cash GBP	88,773.69				
Cash Subtotal		88,774	88,774	0	0.00
Total		304,559	292,590	6,724	2.21
Cash summary		All <input type="checkbox"/>	Exchange Rates		
Capital (£)	88,774	USD			1.412100
Income (£)	0				
Cash total (£)	88,774				

Key:
 Stock Information
 Charts

Total cash Value included in the Portfolio Valuation

Current Total Portfolio Valuation (Cash)

Portfolio Value Totals Row

Click dropdown to switch between UK and foreign currency ledgers

Current Total Portfolio Valuation (Assets & Cash)

Exchange rates used to convert non GBP currency for total valuation purposes

Cash Summary

Shows a breakdown by internal ledger (Capital or Income) – cash on the capital account can be available for investment or transfer but underlying account positions should be confirmed using the Account Valuation screen. Cash may be held in an underlying tax efficient account such as an ISA or SIPP account

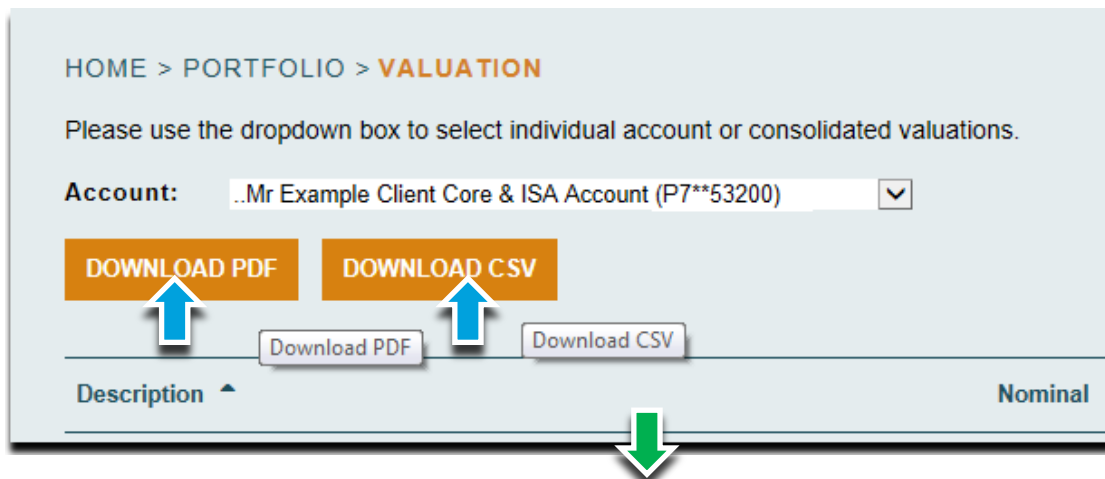
Non GBP Cash Holdings

Cash held in non GBP currencies can be viewed by switching to the overseas currency ledgers – any cash held in non GBP currency will then be displayed in the Cash Summary Screen. Note as Portfolio Valuation are displayed in GBP, all non GBP currency is converted at the displayed exchange rates and included as a GBP total in the Portfolio Valuation Totals



Adobe PDF and CSV Download Options from the Valuation and Transaction Data Screens

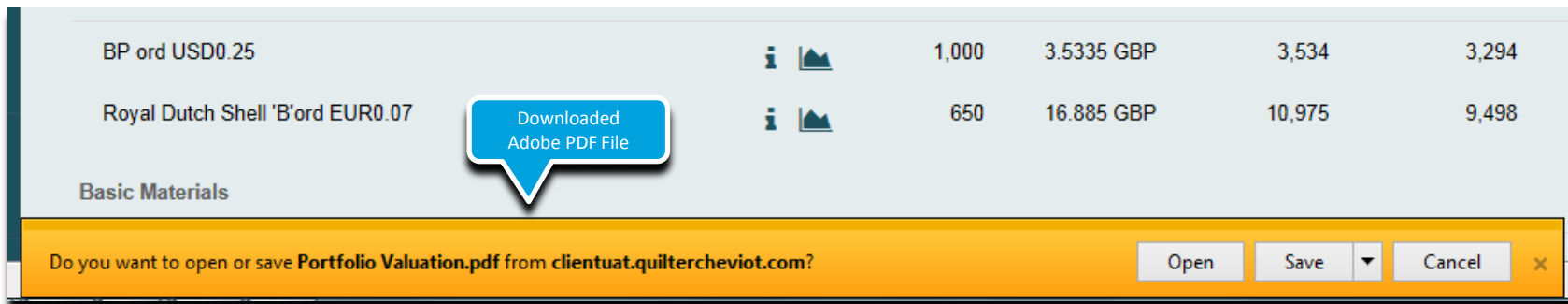
All screens throughout the application, where valuation or transaction data is displayed, provide an option to download the data displayed on screen as either an Adobe PDF or a CSV file. These downloaded files can be printed or saved to local desktops as required.



Adobe PDFs provide a printable portfolio summary should a hard copy of the current valuation be required.

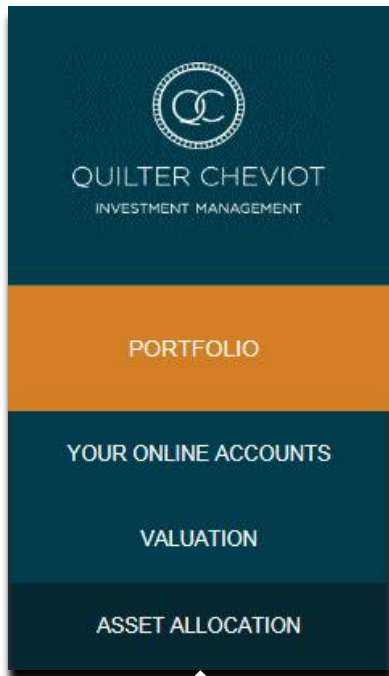
CSV files can be readily converted to MS Excel files or uploaded in to other applications without requiring data to be re-input manually

Once the PDF or CSV file has downloaded a message will appear at the foot of your screen providing options to open the file or save to your local desktop

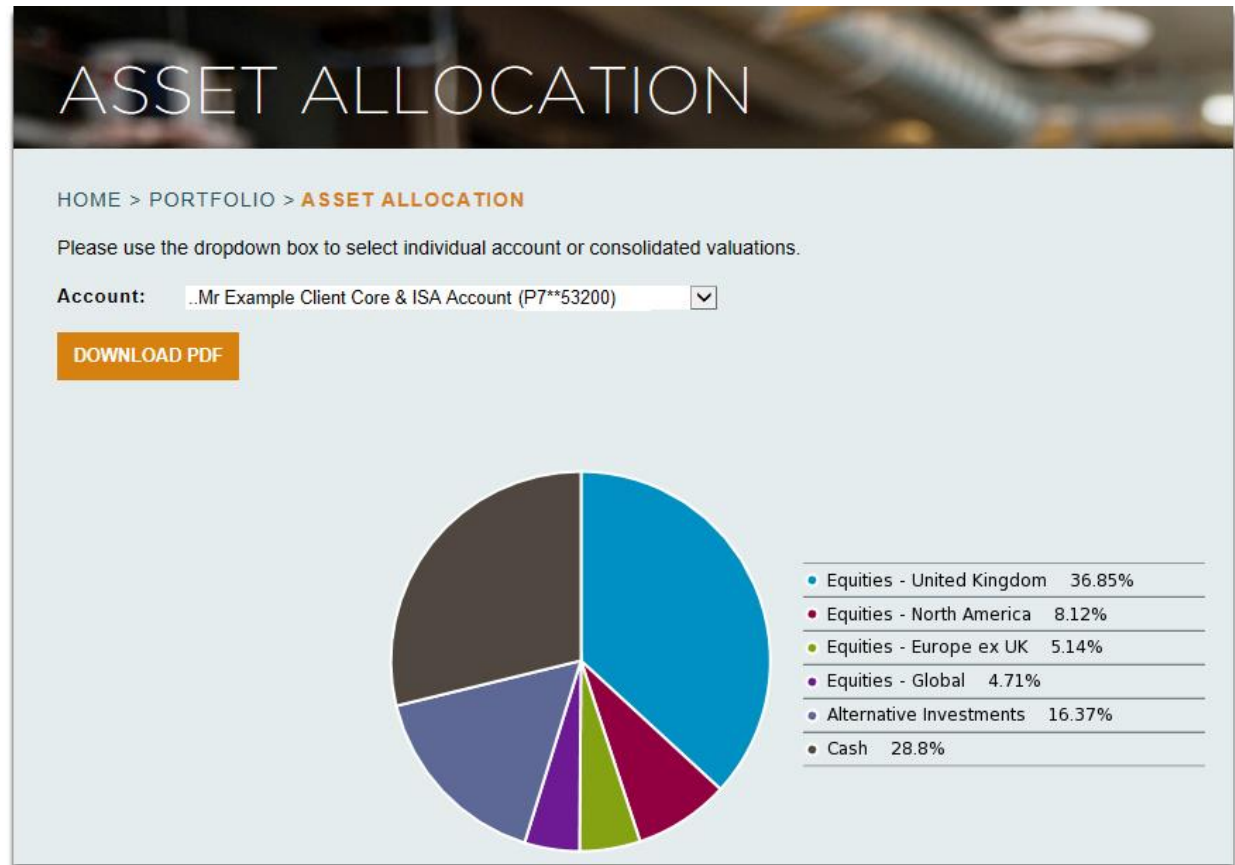


Displaying The Portfolio Asset Allocation

When in the Portfolio Valuations Screen you can click the sidebar menu link at the left hand of the screen to be provided with a pie chart and percentages for the asset allocation of the portfolio:



Click the Asset Allocation Link in the menu bar at left of the screen



Account Valuations

As outlined previously the Portfolio Value Screen displays all Portfolios connected to your individual user ID. Portfolios may consist of one or more accounts. Valuations can also be viewed at an individual account level. There are two ways of switching from the Portfolio Valuation to the Account Valuation level

HOME > PORTFOLIO > **YOUR ONLINE ACCOUNTS**

Please select the account that you wish to view by clicking on the links below.

Account		Account Name		Cash	Total Value
7**5321	Core Account	Mr Example Client Core Account	£ 205,827	£ 83,267	£ 289,095
7**5323	ISA	Mr Example Client ISA Account	£ 9,958	£ 5,506	£ 15,464
P7**53200	Portfolio	Total	£ 215,786	£ 88,774	£ 304,559

Note: A blue callout box points to the account links in the table, stating: "From the Your On-line Accounts Screen click the individual links within the Account Rows within Account Number or Account Name".

Alternatively you can switch within the Portfolio Valuation Screen from the portfolio level to individual account level by using the dropdown at the top of the screen. Click the account you wish to view from the drop down list which will be provided:

PORTFOLIO

YOUR ONLINE ACCOUNTS

VALUATION

ASSET ALLOCATION

HOME > PORTFOLIO > **VALUATION**

Please use the dropdown box to select individual account or consolidated valuations.

Account: All (combined accounts)

DOWNLOAD
 ...Mr Example Client Core & ISA Account (P7**53200)
 ...Mr Example Client Core Account (Core Account - 7**5321)
 ...Mr Example Client ISA Account (ISA - 7**5323)
 ...Mr Example Client SIPP Portfolio (P7**53201)
 ...Mr Example Client SIPP Account (SIPP Account - 7**5324)
 ...Mr Example's Wife ISA (ISA - 7**9803)

Description **Nominal**

Note: A blue arrow points to the dropdown menu in the second screenshot.



Account Valuation Detail

The Account Valuation Detail uses the same format as the Portfolio Valuation. Values are displayed for the individual account for which the valuation request has been made:.

HOME > PORTFOLIO > VALUATION

Please use the dropdown box to select individual account or consolidated valuations.

Account:

[DOWNLOAD PDF](#) [DOWNLOAD CSV](#)

Drop down now displays the account for which valuation data is being displayed

File download options as Adobe PDF or CSV for the account level valuation data are available

Description ^	Nominal	Price	Value (£)	Book cost (£)	Est. Income	Est. Yield (%)
Securities						
Equities - United Kingdom						
Oil & Gas						
Oil & Gas Producers						
BP ord USD0.25	1,000	3.5335 GBP	3,534	3,294	255	7.21
Royal Dutch Shell 'B'ord EUR0.07	650	16.885 GBP	10,975	9,498	865	7.88

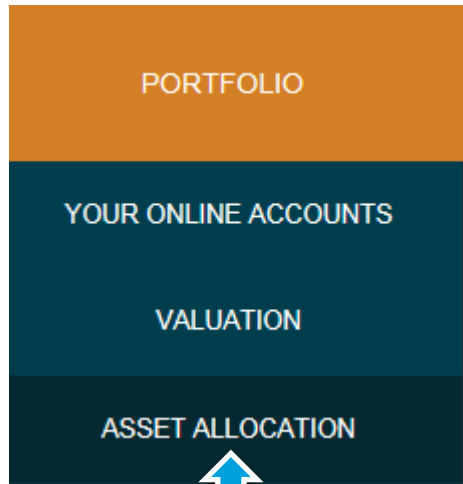
Account Valuation Totals and the Account Cash Summary displays follow the same format as that for Portfolio Valuations. The Account Cash Summary displays a breakdown by ledger of the cash totals used for the Account Valuation Totals

Cash						
Cash GBP		83,267.46		83,267	83,267	28 0.03
Cash Subtotal				83,267	83,267	28 0.03
Total				289,095	277,350	6,203 2.15
Cash summary	All					
Capital (£)		83,267				
Income (£)		0				
Cash total (£)		83,267				
		Exchange Rates				
			USD			1.412100

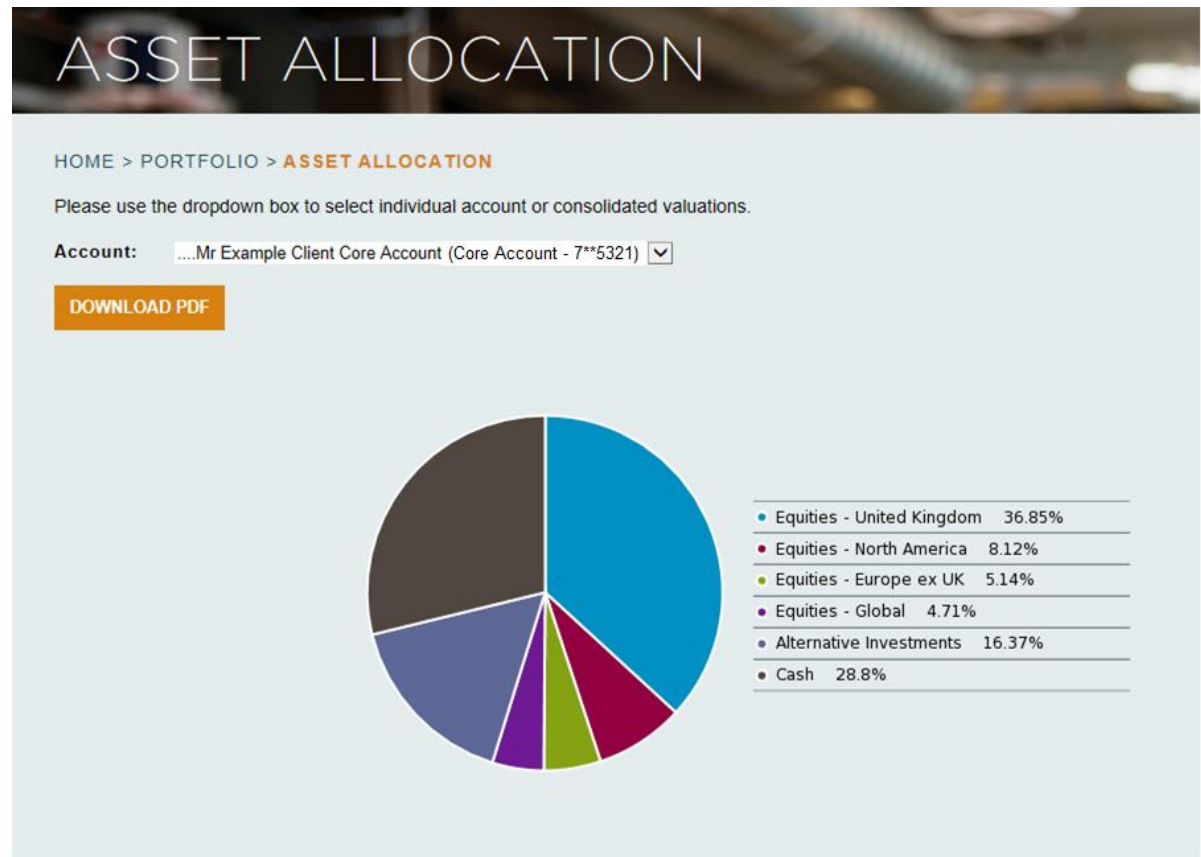


Displaying The Account Asset Allocation

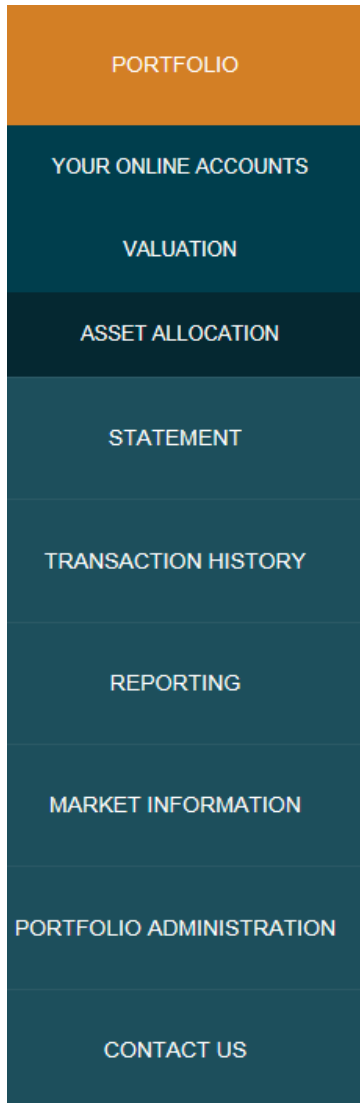
When in the Account Valuations Screen you can click the menu link to be provided with a pie chart and percentages for the asset allocation of the account:



Click the
Asset Allocation Link in
the menu bar at left of
the screen



Navigation Menu



The Navigation menu to the left of the screen is used to switch between Valuation and Asset Allocation views at **Portfolio** and **Account** level. It should also be used to Cash Statements and Investment Transaction histories at an **Account** level (note statements and transaction histories are displayed at Account Level only and cannot be viewed at a Portfolio Level) and a Quilter Cheviot Contacts list

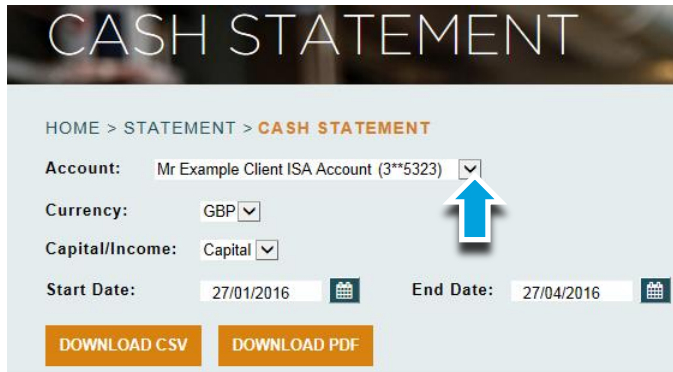
- **Valuation:** Switch to Valuation view at Portfolio or Account Level
- **Asset Allocation:** Switch to Asset Allocation view at Portfolio or Account Level
- **Statement:** Displays a list of **cash** movements on individual **accounts**
- **Transaction History:** Displays a list of **stock** movements on individual **accounts**
- **Reporting:** Click to select downloadable documents to include Valuations, Client Data, Transaction Histories, Contract Notes and Cash Statements
- **Market Information:** Click for stock information and charts from Digital Look* on the selected investment (Note currently limited to direct equities only, all stock information displayed is provided by Digital Look and not by Quilter Cheviot)
- **Portfolio Administration:** Click to check Account standing data (user name etc.) or to change your password
- **Contact us:** Contact telephone number for assistance with website enquiries and any general enquiries relating to services from Quilter Cheviot



Displaying the Cash Statement Screen

To load a cash statement ensure the correct account is requested from the **Account:** drop down menu

Select the required currency and whether transactions are to be displayed for capital or income ledger:



CASH STATEMENT

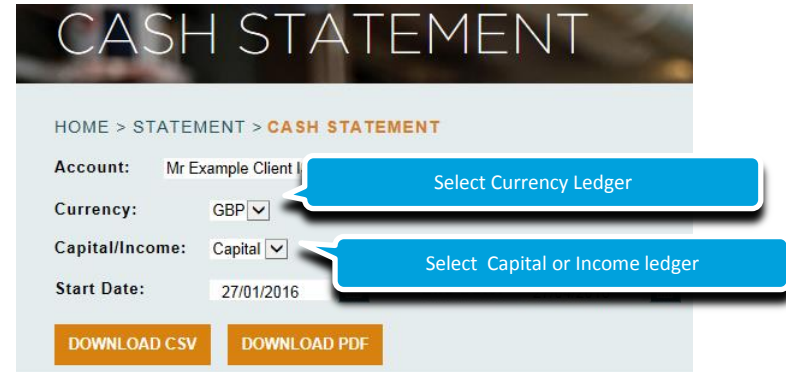
HOME > STATEMENT > CASH STATEMENT

Account: Mr Example Client ISA Account (3**5323)

Currency: GBP

Capital/Income: Capital

Start Date: 27/01/2016 End Date: 27/04/2016



CASH STATEMENT

HOME > STATEMENT > CASH STATEMENT

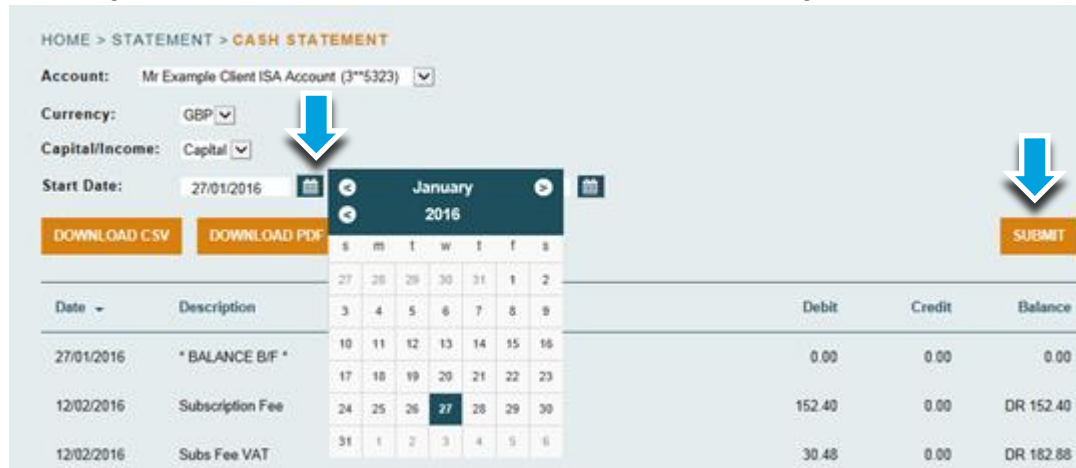
Account: Mr Example Client ISA Account (3**5323)

Currency: GBP **Select Currency Ledger**

Capital/Income: Capital **Select Capital or Income ledger**

Start Date: 27/01/2016

Enter your required date range in the date fields or select start and end dates using the calendar icons and click the **SUBMIT** button at right of screen:



HOME > STATEMENT > CASH STATEMENT

Account: Mr Example Client ISA Account (3**5323)

Currency: GBP

Capital/Income: Capital

Start Date: 27/01/2016 End Date: 27/04/2016

Date	Description	Debit	Credit	Balance
27/01/2016	* BALANCE B/F *	0.00	0.00	0.00
12/02/2016	Subscription Fee	152.40	0.00	DR 152.40
12/02/2016	Subs Fee VAT	30.48	0.00	DR 182.88



Cash Statement Screen

CASH STATEMENT

HOME > STATEMENT > CASH STATEMENT

Account: Mr Example Client ISA Account (3**5323) ▼

Currency: GBP ▼

Capital/Income: Capital ▼

Start Date: 27/01/2016 📅 End Date: 27/04/2016 📅

[DOWNLOAD CSV](#)
[DOWNLOAD PDF](#)
File download options as Adobe PDF or CSV for the account statement data are available

Date ▼	Description	Debit	Credit	Balance
27/01/2016	* BALANCE B/F *	0.00	0.00	0.00
12/02/2016	Subscription Fee	152.40	0.00	DR 152.40
12/02/2016	Subs Fee VAT	30.48	0.00	DR 182.88
12/02/2016	MAXI ISA SUBS	0.00	15,422.88	15,240.00
	077168BPF51 Bought 3050 NEWR RETA (Del) 3.19 S Date 22/02/16	9,733.77	0.00	5,506.23

Date of transaction booked on to the Account ledger

Transaction narrative with brief description of transaction, as displayed on printed valuation and statements received by clients from Quilter Cheviot

Cash out from the account

Cash in to the account

Account running balance, most recent balance at top of column



Displaying the Stock Transaction Statement Screen

To load a stock Transaction statement ensure the correct account is requested from the **Account:** drop down menu

TRANSACTION HISTORY

HOME > TRANSACTION HISTORY

Account: Mr Example Client Core Account (7**5321) ▼

Transaction Type All ▼

From 01/01/2016 To 04/2016

DOWNLOAD CSV DOWNLOAD PDF



Select the type of transactions to be displayed – movements in to the account, movements out or all

TRANSACTION HISTORY

HOME > TRANSACTION HISTORY

Account: Mr Example Client Core Account (7**5321) ▼

Transaction Type All ▼

From 01/01/2016 To 27/04/2016

DOWNLOAD CSV DOWNLOAD PDF

Select movements in/out or all

Enter your required date range in the date fields **or** select start and end dates using the calendar icons and click the **SUBMIT** button at right of screen:

TRANSACTION HISTORY

HOME > TRANSACTION HISTORY

Account: Mr Example Client Core Account (7**5321) ▼

Transaction Type All ▼

From 01/04/2016

DOWNLOAD CSV DOWNLOAD PDF

April 2016

s	m	t	w	t	f	s
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Date Transaction Value (£) Reference Price

SUBMIT

Stock Transaction Statement Screen

TRANSACTION HISTORY

HOME > TRANSACTION HISTORY

Account: Mr Example Client Core Account (7**5321)

Transaction Type: All

From: 01/01/2016 To: 27/04/2016

[DOWNLOAD CSV](#) [DOWNLOAD PDF](#)

File download options as Adobe PDF or CSV for the transaction history data are available

Asset transaction price (purchases and sales only)

Date	Transaction	Quantity	Description	Value (£)	Reference	Price
11/02/2016	Purchase	650	Royal Dutch Shell 'B'ord EUR0.07	9,497.76	07716BBMD36	14.53925 GBP
11/02/2016	Purchase	930	BHP Billiton Plc USD0.50	6,006.00	D39	6.426 GBP
11/02/2016	Purchase	930	Smith(DS) ord GBP0.10	3,249.00	D42	3.47719 GBP
11/02/2016	Purchase	840	Experian ord USD0.10	9,144.00	D46	10.88664 GBP
	Purchase			8,263.00	D52	17.4945 GBP
	Purchase			13,763.00	D55	29.13727 GBP

Transaction Value

Contract or transaction reference. Click market transaction (purchases and sales) references for links to contract detail displays

Date transaction was booked on to the Account

Transaction narrative with brief description of transaction, as displayed on printed valuation and statements received by clients from Quilter Cheviot



Purchase and Sale Transaction Contract Detail

Date ▾	Transaction	Quantity	Description ↕	Value (£)	Reference	Price
11/02/2016	Purchase	650	Royal Dutch Shell 'B'ord EUR0.07	9,497.76	07716BBMD36	14.53925 GBP



Order Detail ✕

Reference: 07716BBMD36 Status: Dealt

Created: 11/02/2016 15:00	Dealt: 11/02/2016 15:00
Account: 3**5321	Settlement: 15/02/2016
Account Name: Mr Example Client Core Account	Price dealt: £ 14.53925
Buy or Sell: Buy	Quantity dealt: 650
Quantity: 650	Consideration: £ 9,450.51
Stock Name: ROYAL DUTB'	Commission: £ 0.00
Order type: At Best	Stamp: £ 47.25
	Net Value: £ 9,497.76

Click the contract reference for detail display

Reporting

The Reporting screen provides options to view and download account data and documents. Select **downloads** for data and **documents** for pdf copies of all documents provided in our regular reporting packs.

The screenshot shows the 'REPORTING > DOWNLOADS' interface. On the left is a navigation menu with options: PORTFOLIO, STATEMENT, TRANSACTION HISTORY, REPORTING (highlighted), DOWNLOADS, and DOCUMENTS. The main content area includes a breadcrumb 'HOME > REPORTING > DOWNLOADS', a text prompt 'Request a data download here...', and a 'Choose a download type:' section with a 'Valuations' dropdown, a 'CREATE' button, and a 'REFRESH' button. A table below shows download records with columns: Date, Type, Frequency, Period, Time, and Status.

Callout 1: Choose Data or Document Type from drop down and click CREATE. The requested download will display a Status as "Requested"

Callout 2: Click REFRESH and the requested download Status will show as Available, indicating that the file has loaded

Callout 3: Once status displays as Available click on the status type to view the requested download – an option bar to open or save to local desktop will load at the foot of screen

Callout 4: Select DOWNLOADS for data or DOCUMENTS for PDF copies of account documentation

Date	Type	Frequency	Period	Time	Status
27-Apr-2016	Valuations	Ad-hoc		14:09:22	Requested
27-Apr-2016	Transactions	Ad-hoc		12:38:08	Available



Contact Us Page

The page displays telephone and email contact information for Quilter Cheviot that you may find useful

For enquiries specifically regarding investments within your portfolios please speak to your usual Quilter Cheviot Investment Manager, these numbers are for general queries only.

USER ID: 3**532 | MR EXAMPLE LOGOUT

CONTACT US

HOME > CONTACT US

If you have any questions regarding the contents of your portfolio(s), please contact your Investment Director.

For assistance with logging in as an existing user or for any general questions you may have about using the website, please telephone or email us on the contact details below:

BY TELEPHONE
020 7150 4000

BY EMAIL
internetservices@quiltercheviot.com

For further information on Quilter Cheviot's investment services for clients and professional adviser please use the contact details below:

BY TELEPHONE
0207 150 4005

BY EMAIL
marketing@quiltercheviot.com

Please use these details for assistance with website access, functionality and performance, including any requests for login passwords to be reset

Please use these details for any general queries you may have about other services available from Quilter Cheviot

