

April 16



Liberty Account List Management User Guide

Table of Contents

Quick Start Guide **Error! Bookmark not defined.**

Navigation 4

Create an Account List 5

 Selecting Accounts for Inclusion 5

 Naming an Account List 7

 Saving an Account List 7

 Modifying an Account List 8

 Importing an Account List 10

 Exporting an Account List 11



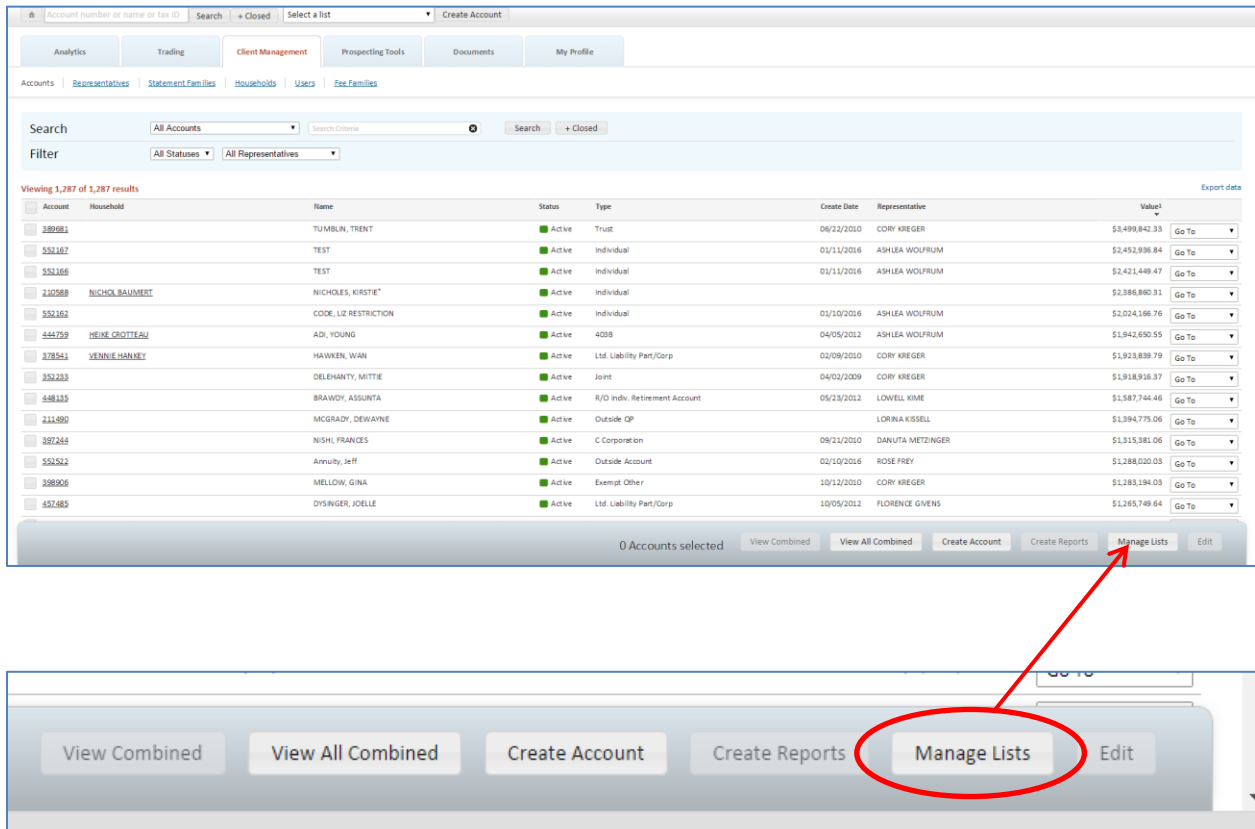
Introduction

The **Account List** function allows Investment Advisors to select a group of accounts and assign a name to the group. Account Lists may be shared with others or private to their creator. Account Lists are used for the following purposes:

- Reports
- Trades
- Account Management

Navigation

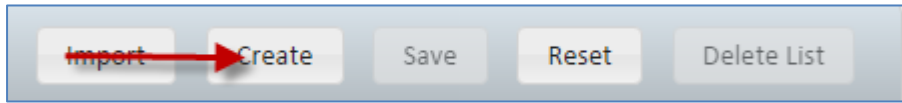
Account List Management is accessed from the Accounts section of the Client Management tab. Click on the “Manage Lists” button in the action dock:



Within the Manage List section, you have the ability to Create, Import, Modify or Delete an existing Account List.

Create an Account List

- From the Manage Lists page, click on Create:



Selecting Accounts for Inclusion

- To select accounts for inclusion on the List, you can search for an account by name or number, or filter by status or representative. Additionally you can select an existing Account List to serve as the basis of the new Account List:

Search

Filter

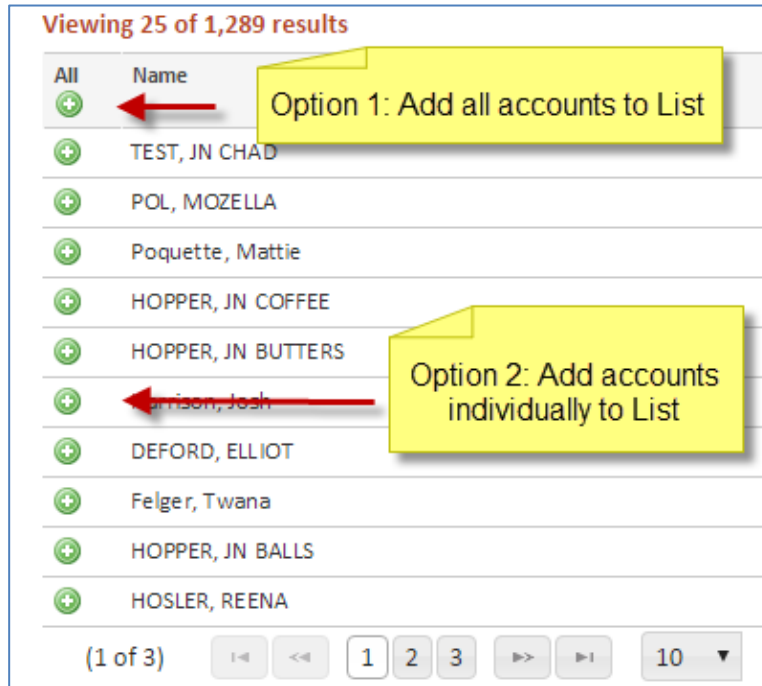
- The selected accounts will be displayed in a sortable table for inclusion on the new Account List:

Viewing 25 of 1,289 results Export data

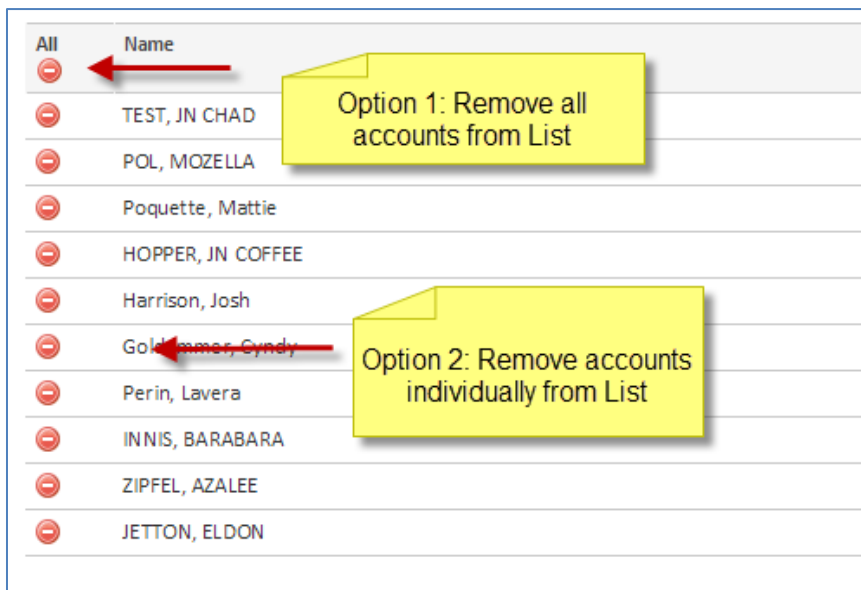
All	Name	Account	Status	Type	Representative	Value
<input checked="" type="checkbox"/>	TEST, JIN CHAD	551840	Active	Outside Account	ARLENE MESSER	\$50,778.50
<input checked="" type="checkbox"/>	POL, MOZELLA	231330	Active	IRA - Individual Retirement Account	ARLENE MESSER	\$15,138.83
<input checked="" type="checkbox"/>	Poquette, Mattie	551850	Active	Outside Account	ARLENE MESSER	\$31,829.95
<input checked="" type="checkbox"/>	HOPPER, JIN COFFEE	551834	Active	Outside Account	ARLENE MESSER	\$1,446.15
<input checked="" type="checkbox"/>	HOPPER, JIN BUTTERS	551835	Active	Outside Account	ARLENE MESSER	\$1,446.16
<input checked="" type="checkbox"/>	Harrison, Josh	551852	Active	Outside Account	ARLENE MESSER	\$125,478.66
<input checked="" type="checkbox"/>	DEFORD, ELLIOT	211570	Active	Individual	ARLENE MESSER	\$100,000.00
<input checked="" type="checkbox"/>	Felger, Twana	551747	Active	Outside Account	ARLENE MESSER	\$154,092.94
<input checked="" type="checkbox"/>	HOPPER, JIN BALLS	551836	Active	Outside Account	ARLENE MESSER	\$1,446.15
<input checked="" type="checkbox"/>	HOSLER, REENA	210488	Active	R/O Indiv. Retirement Account	ARLENE MESSER	\$38,349.56

(1 of 3)

- The selected accounts can optionally be further refined by clicking on the individual green Add icon for inclusion on the new Account List. Alternately, all selected accounts can be added the new Account List by clicking on the green Add All icon:

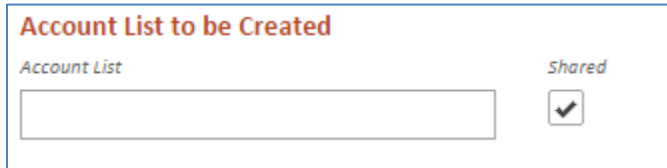


- The accounts added to the new List will display below the accounts result table. Accounts can be removed if necessary by clicking on the Remove or Remove All icons:



Naming an Account List

Once the appropriate accounts have been selected and added to the list, enter the name of the Account List in the text box:



Account List to be Created

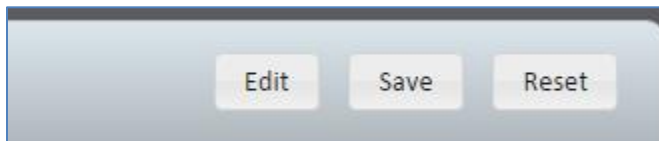
Account List Shared

Account Lists are shared by default. When a new Account List is created, it will be visible to other users within your organization.

If you wish to keep the list private, simply uncheck the “Shared” checkbox.

Saving an Account List

Simply click the “Save” button on the Action Dock:



There is no the upper limit to the amount of list that can be saved. An Account List must have a name and at least one account in order to be saved.

Modifying an Account List

Account List can be modified from the Manage List screen within the Client Management tab.

Upon opening Manage List, All accounts will be automatically displayed. All accounts will serve as the basis for further modification of existing account Lists:

Analytics | Trading | **Client Management** | Prospecting Tools | Documents | My Profile

Accounts | Representatives | Statement Families | Households | Users | Fee Families

Search: All Accounts | Search Criteria | Search | + Closed

Filter: All Statuses | All Representatives

Viewing 1,294 of 1,294 results

All	Name	Account	Status	Type
	DONN, BOBETTE	381748	Active	IRA - Individual Retirement Account
	BEYDA, ELENORE	248255	Active	R/O Indiv. Retirement Account
	GEGENHEIMER, KITTY	406646	Active	IRA - Individual Retirement Account
	LegalTest, Faye	549601	Pending	Individual
	SPITTLE, TOCCARA	492710	Active	Solo K
	Turing, Alan	552980	Pending	ROTH IRA
	SAVINI, ISIAH	393198	Active	Individual
	FLANDERS, NED	550511	Open	IRA - Individual Retirement Account
	TEST	550510	Active	Individual
	Beaudan, Patrick	552774	Pending	401-K

(1 of 130) | 1 2 3 4 5 6 7 8 9 10 | 10

Account List to be Modified

Account List: Select a list | Shared: | Rename Account list:

Select the appropriate List from the “Account List to be Modified” dropdown control:

Account List to be Modified

Account List: Select a list | Shared: | Rename Account list:

Once the List is selected, the accounts contained in the selected List will display in the lower table:

Account List to be Modified

Account List: Shared Rename Account list

All	Name	Account	Status	Type
	FLANDERS, NED	549579	Active	IRA - Individual Retirement Account
	WAKABAYASHI, CARMINA	487512	Active	R/O Indiv. Retirement Account
	CARTMAN, ERIC	551844	Active	Individual
	HAYDEN, LIZ	549577	Active	IRA - Individual Retirement Account
	SPITTLE, TOCCARA	492710	Active	Solo K
	DEPOLIS, MAMMIE	477083	Closed	Individual
	Test	552096	Pending	IRA - Individual Retirement Account
	TEST	551845	Active	Individual
	ADI, YOUNG	444759	Active	403B
	MACISAAC, THERESSA	543021	Active	IRA - Individual Retirement Account
	FLANDERS, NED	550511	Open	IRA - Individual Retirement Account
	KNUTZEN, PEGGIE	467656	Active	IRA - Individual Retirement Account
	TEST	550510	Active	Individual

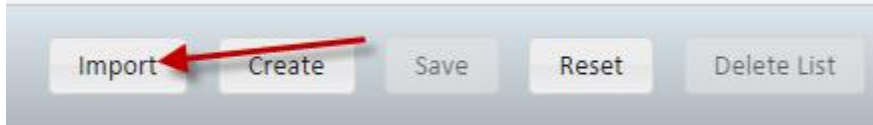
From this screen the selected Account List can be renamed, privacy settings changed, and Accounts removed.

Accounts can be added from the upper table containing All Accounts.

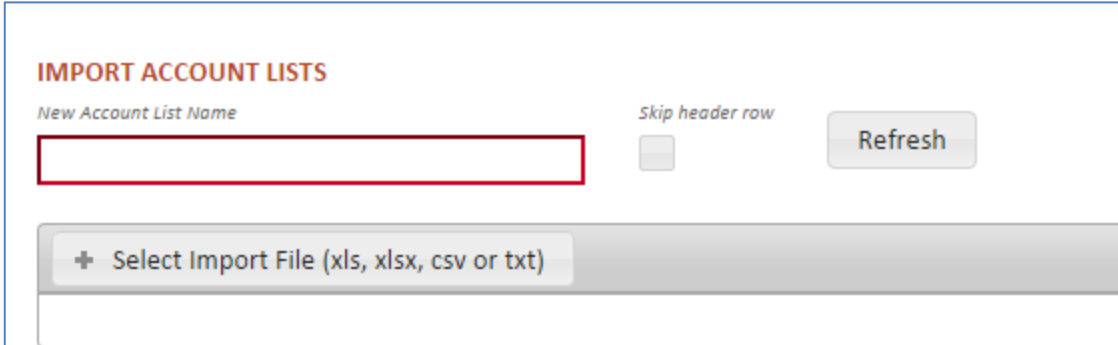
Importing an Account List

You may import a list of account IDs to use as a list in Liberty.

- Click the Import button in the cation dock:



- Enter the Account List Name you wish to apply to the imported list and click the OK button. Note: The format of the imported file must be a single column and contain a list of valid account identification numbers.

A screenshot of a web form titled 'IMPORT ACCOUNT LISTS'. It features a text input field labeled 'New Account List Name' with a red border, a checkbox labeled 'Skip header row', a 'Refresh' button, and a file selection button labeled '+ Select Import File (xls, xlsx, csv or txt)'. Below the file selection button is a white rectangular area for file selection.

- Choose the file you wish to import and click on the Open button.

Exporting an Account List

On the Manage List page, select the list you wish to export, and click on the Export data link on the upper right hand side of the table:

Account List to be Modified

Account List: George (5) Rename account list: George

All	Name	Account	Status	Type	Representative	Export data
<input type="radio"/>	Richwine, Sr., Ryan Lee (HyHy)	552204	<input type="checkbox"/> Pending	4088		Value1 \$0.00
<input type="radio"/>	Richwine, Sr., Ryan Lee (HyHy)	552205	<input type="checkbox"/> Pending	4088		\$0.00
<input type="radio"/>	Richwine, Sr., Ryan Lee (HyHy)	552206	<input type="checkbox"/> Pending	4088		\$0.00
<input type="radio"/>	Richwine, Sr., Ryan Lee (HyHy)	552207	<input type="checkbox"/> Pending	4088		\$0.00
<input type="radio"/>	Richwine, Sr., Ryan Lee (HyHy)	552200	<input type="checkbox"/> Pending	4088	CORY KREGER	\$0.00

¹ Values calculated using most recent closing price as of the last business date.

Export data
Value1
\$0.00
\$0.00
\$0.00

Select the appropriate format from the dialog:

Export data ✕

Select a format in which to export all the data from the selected table.

- CSV Format
- Adobe Acrobat
- Microsoft Excel
- XML