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Liberty Trading Consolidated Asset Management (CAM) Trading User Guide

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Quick Start Guide

For those familiar with Consolidated Asset Management (CAM) Trading in TCAdvisor and with using other areas of the Liberty application, the following Quick Start Guide provides the basic information you need to get up and running with CAM Trading within Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to the CAM Trading area by selecting the *Trading* Tab and then clicking on the *Consolidated Asset Management* link.
2. Select how you want to [view](#) CAM: by Model/Security or by Security/Model.
3. [Add](#) securities to one or more model at a time.
4. Click the Edit button to [create](#) trades.
5. Click the Trade link to [define](#) trades for a Security or Model.
6. Click the [Process](#) Trades button to create block trades based on the instructions entered.
7. From the Consolidated Asset Management Process Results screen you can [access](#) the blotter to review and approve your trades.

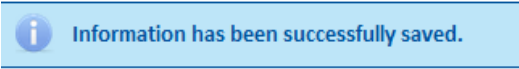
General Usage Notes

- No conversion of data is needed to use the trading features within Liberty. The data displayed on Liberty comes from the same books and records system that the data on TCAdvisor comes from. Data entered into Liberty is immediately visible on TCAdvisor and data entered into TCAdvisor is immediately visible on Liberty.
- Always tab off of or click off of a field after entering data. This tells the Liberty application that you are done entering data in the field and allows it to validate the entry.
- Unlike TCAdvisor, you will be able to edit certain information without clicking an Edit button. The user documentation gives further information about the specific behaviors you will experience where this sort of editing is allowed.
- Error and Informational messages are generally displayed at the top of the screen and contain helpful information regarding errors or actions about to be taken. Please pay special attention to these messages as you complete actions within Liberty.
- Liberty has the same robust user authorizations as TCAdvisor so we can tailor user access to authorize only those areas you deem appropriate.

- As with most web-based applications, you should use the navigation options provided within Liberty rather than your browser's back button. Using the browser's back button will typically take you back to the *Analytics* page, which may not be your desired result.
- As with most web-based applications, you should use the **sign out** link in Liberty to exit the application rather than simply closing the browser window.
- **Reset** and **Cancel** actions will not save your changes. Reset will clear any entered data and allow you to start over. Cancel will exit the modification screen without saving your changes.

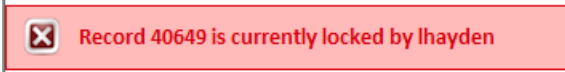
Messages

There are several messages you will see as you perform actions within Liberty. In general, messages appear at the top of the screen with a colored background.



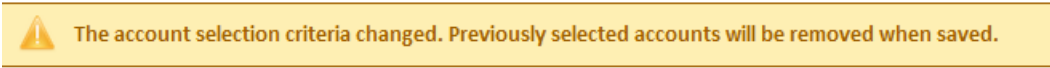
i Information has been successfully saved.

Informational messages appear with a blue background and an “i” icon. These messages typically confirm that you have successfully completed some action.



x Record 40649 is currently locked by lhayden

Critical messages appear with a red background and an ‘x’ icon. These messages indicate that something needs to be corrected before you can proceed.

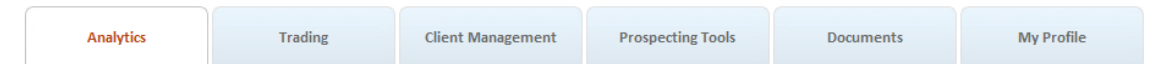


! The account selection criteria changed. Previously selected accounts will be removed when saved.

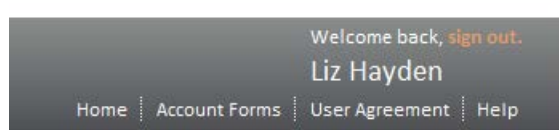
Important messages appear with a yellow background and an “!” icon. These messages typically mean something about your request has changed, but you will be allowed to continue.

Navigation

The tabs at the top of your screen define major areas of functionality within Liberty



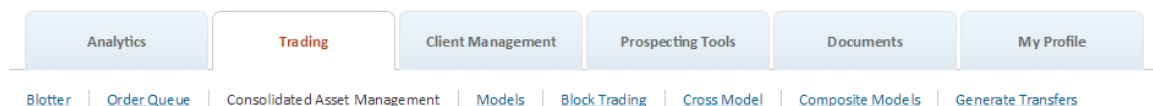
The *Analytics* tab is the landing page for financial professionals, including investment advisors, office managers, and representatives. The appearance and available options may vary depending on your role. You can always return to the *Analytics* tab by clicking on the *Home* link located under your name in the upper right corner of the Liberty screen.



Trading Tab

The *Trading* tab provides access to the blotter, order queue, consolidated asset management, models, block trading, cross model, composite models and generate transfers functionality. The appearance and available options may vary depending on your role. Navigate to the *Trading* tab to access the *Consolidated Asset Management* view.

Consolidated Asset Management Overview



The Consolidated Asset Management view shows your total assets under management across all models at TCA. This screen also allows the user to define and process block trades for a security across multiple models or create block trades for multiple securities at one time.

Note: All block trades created from CAM will include all eligible accounts. You will not be able to select specific accounts for trading from CAM. If you need to create block trades for a subset of the eligible accounts then navigate to the Block Trading option.

- When processing block trades through Consolidated Asset Management, the user will not be able to limit accounts or choose a subset of accounts that can participate in the trade.

- For Investment Advisors with multiple traders, block trading and model processing can occur at the same time and are processed on a first come first serve basis.
- Account-level flags will be honored (sell/hold flags at account and model levels).
- Modification to model allocations is not available in the Consolidated Asset Management screen.

Caution! Model Tactics have not been incorporated into the CAM trading feature. If your firm uses model tactics please continue to use TCAAdvisor's Block Trading function to complete your trades.

Consolidated Asset Management View

Model/Security	Symbol	Shares Available	Shares Ordered	Shares Filled	Shares Open
1-DOONE'S DOMESTIC GROWTH-Master	---	---	---	---	---
CASH	CASH	---	---	---	---
130 ACT/IST FUND CLASS I	COOIK	230.0000	0.0000	0.0000	0.0000
AMERICAN CENTURY EQUITY INCOME FUND INSTL CLASS	ACIK	130.0000	---	---	---
AMERICAN CENTURY INTL GROWTH FUND RIV CLASS	TAIEX	152.6800	---	---	---
APPLE COMPUTER INC COM	AAPL	230.0000	---	---	---
CISCO SYSTEMS, INC	CSCO	112.0000	---	---	---
DAKOR CORP	DKR	21.0000	---	---	---
DAVE GROUP INC (THE)	DAVN	21.0000	---	---	---
EBAY INC	EBAY	42.0000	---	---	---
ENERGY SERVICES ACQUISITION CORP	ESDA	21.0000	---	---	---
FEDERATE CAPITAL INCOME FUND INSTL SHARES	CAPSA	36.9180	36.9180	0.0000	36.9180
GE CAP RETALS BK UTAH INSTL Z 0% 05/23/2009	361378PFF	1,000.0000	---	---	---
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHEK	136,999.7160	0.2040	0.0000	0.2040

Total Value reflects the value of securities and the full amount of posted cash. Each model reflects only the value of the securities (cash is not reflected). Therefore, the sum of the model values may not match the Total Value figure.

View by Model/Security lists models with their security holdings listed under each model.

View by Security/Model lists securities alphabetically with model level holdings under each security.

Refresh timer allows you to select the refresh frequency or de-select the checkbox to prevent the screen from automatically refreshing.

View By Shares displays the Security, Model, Symbol, Shares Available, Shares Ordered, Shares Filled and Shares Open

View By Value displays the Security, Model, Symbol, Market Value, Price, Goal % and Potential %

View Trade Details displays the Security, Model, Symbol, Trade Instruction and Portion to Trade. This view is only populated when in Edit mode and trades have been defined.

Note: Alternate Security groups will be normalized in this view and the group will not be displayed. Therefore, if you have a group and there are three securities held that satisfy that group, each security will be listed separately and the goal percent for each will be a repeat of the goal for that group.

Add Security

Add Security

TEPLX Search Last Price \$22.08
 909 FRANKLIN TEMPLETON GROWTH FUND CLASS A As of 04/15/2016

MODELS				UPDATE MODELS WITH FRANKLIN TEMPLETON GROWTH FUND CLASS A			
All	Model #	Model	Model Name	All	Model #	Model	Model Name
+				-			
+	4	QUAL	QUALITY PORTFOLIO	-	5	INTE	INTERNATIONAL GROWTH FUND
+	6	DOME	DOMESTIC INCOME INVESTMENTS	-	15	BALA	BALANCED GROWTH FUND II
+	12	OPTI	OPTIMIZED GROWTH STRATEGY	(1 of 1) 1< << 1 >> >			
+	13	WORL	WORLD GROWTH FUND II				
+	19	CONS	CONSERVATIVE GROWTH AND INCOME				

When in view mode in the CAM screen you can add a new security to one or more models. Add securities to your models before editing in the CAM screen to enable block buy trades to be created from CAM. Click the Add Securities button, search for the security you would like to add and then click the + next to the models to be updated. Click Save to update your models.

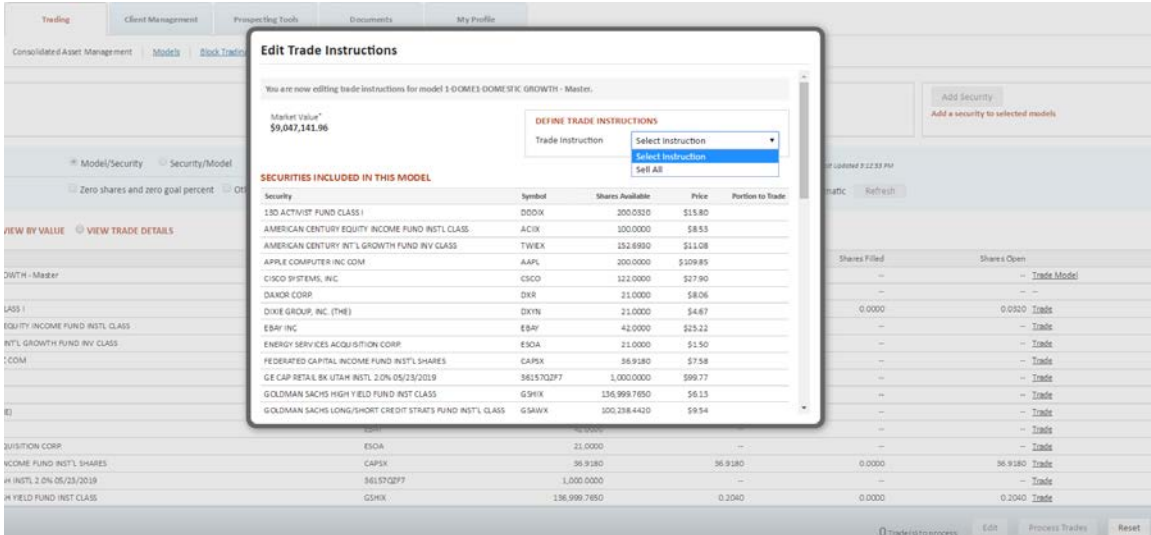
CAM Block Trading

To define trades using the CAM screen, select to view your holdings either By Model or by Security (you cannot change this view once in Edit mode) and then click the Edit button in the Action Dock. While in edit mode you can still select view by shares, value or trade details.

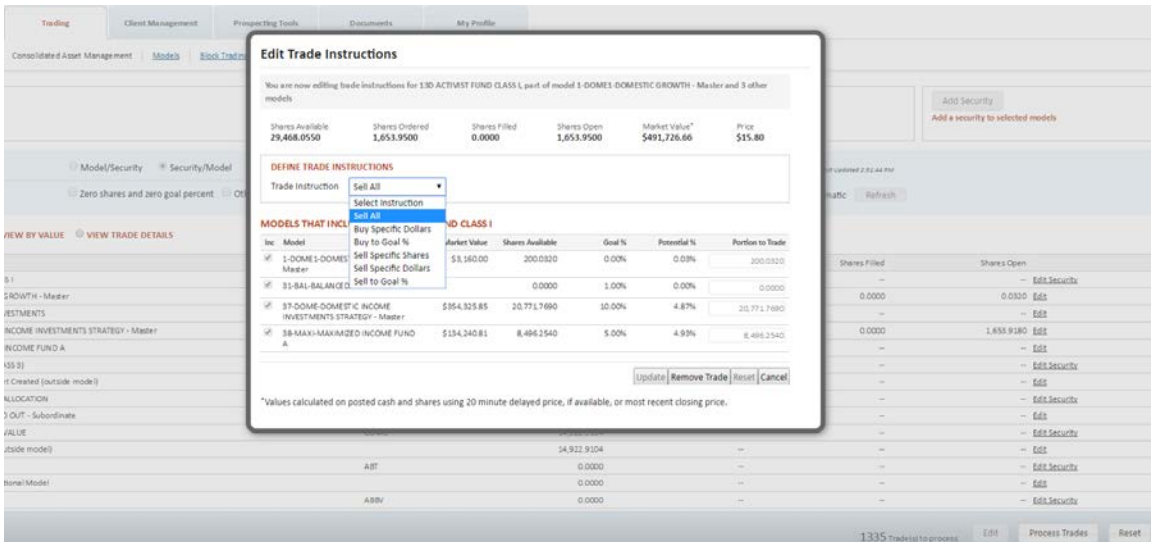
Global Trade Instructions can be used to define trades across all models. The Sell All Funds selection will set all mutual funds to sell 100%. The Sell All Equities selection will set all equities to sell 100%. Selecting these options will override any existing manually entered instructions in the CAM screen. After Global Trade Instructions have been set you can manually change/edit individual instructions by clicking on the Edit link in the far right column of the table.

Defining Trades

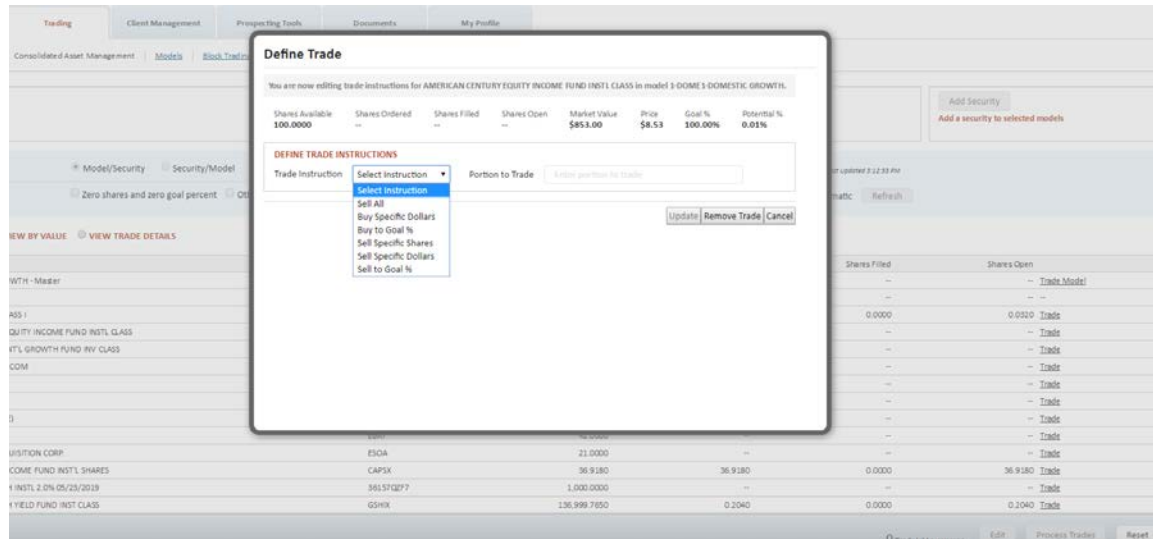
If you are viewing by Model/Security you will be able to enter trade instructions for a given model, impacting multiple securities at one time. Click on the **Trade Model** link to access the Edit Trade Instructions screen. There you can select to Sell All which will sell 100% of all securities held in the model.



If you are viewing by Security/Model you will be able to enter trade instructions for a given security across multiple models at one time. Click on the **Trade Security** link to access the Edit Trade Instructions screen. There you can select from several trade instructions and apply those instructions to one or more of the models that hold the selected security.



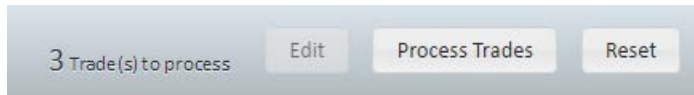
In either view, you have the option to click on the Trade link to access the Define Trade screen where you can enter trade instructions for a single security in a single model at a time.



- **Update:** After selecting a Trade Instruction click the **Update** button to update the CAM view with this instruction. Clicking **Update** will close the Edit/Define trade windows and return the user to the CAM screen. Note that the trade is not fully defined until the entire CAM screen is processed.
- **Remove Trade:** Allows you to remove a previously defined trade. After selecting Remove Trade the user is returned to the CAM screen.
- **Reset:** Removes any changes made leaving the user on the Edit/Define trade window so they can make new changes.
- **Cancel:** Cancel closed the Edit/Define trade window without making any changes. The user is returned to the CAM screen where they can continue to make changes.

Processing CAM Trades

Once you have defined your trades, review the information displayed in the Action Dock to make sure it is as expected, then click the *Process Trades* button to create block trades for each of your instructions. If you do not want to process your trades click *Reset* and all trade instructions will be removed and you will be returned to view only mode.



Caution! Liberty does not currently display progress information like that seen in TCAdvisor. When processing large numbers of trades the process may take some time so do not exit out or close the browser before the action is completed. Progress information will be included in a future release.

Process Results

Once processing is complete the Consolidated Asset Management Processing Results screen will be displayed. Be sure to review the messages and alerts for important information.

Consolidated Asset Management Process Results

Completed Trade Order #	Model	Symbol
✓ 14399540	42-JNS-JEFFERSON NATIONAL SCENARIOS	SPECX
✓ 14399541	7-MODE-MODERATE GROWTH FUND	SPECX

Messages and Alerts

Alerts

No Alerts

Messages

2 trade requests, 2 processed.

Trade Order # - 14399540, successful request to Sell All in SPECX-ALGER SPECTRA FUND CLASS A security, model 42. The Trade Date was moved forward to 04/18/16.

Trade Order # - 14399541, successful request to Sell All in SPECX-ALGER SPECTRA FUND CLASS A security, model 7. The Trade Date was moved forward to 04/18/16.

Continue To Blotter Done

Note that the processing engine used by Liberty is the same engine used by TCAdvisor. Both create trades at recommend status and require the RIA to review and approve before being executed.

- **Alerts** – include critical information that prevented the completion of a block trade action. Alerts impact all accounts and typically indicate that you will want to resubmit your request to get the desired results.
- **Messages** – include informational messages regarding the trades created. These include messages about fund rules, individual accounts excluded from the trades and potential short term redemption fees.
- **Completed** – indicates the number of trade orders recommended based on the CAM trade instructions processed.
- **Continue to Blotter** – takes the user directly to the Trade Blotter where they can review and approve or kill the recommended trades. See Liberty on-line Help under *Professionals View – Trading Tab* for more information.
- **Done** – returns user to the **CAM** screen where you can define additional trades.