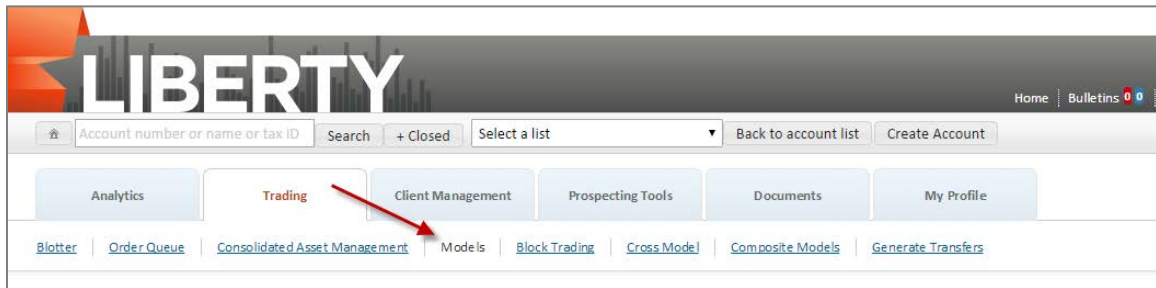September 2016

TRUST
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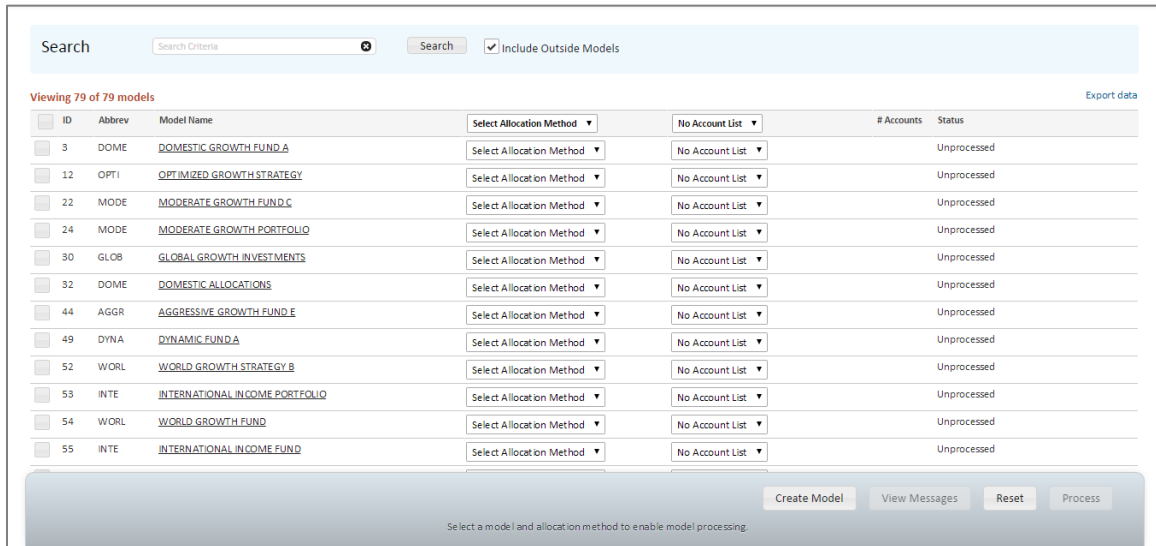# Liberty Security Groups
User Guide

Overview

Security groups allow rules to be set that drive the buying and selling patterns for securities within a model. Groups can also be used to determine investor holdings based on account type, allowing for taxable and non-taxable accounts to have different holdings.

Models

The models page will display a list of all models available to process. Models can be selected for viewing and editing by clicking on the model name.

Viewing Groups in a Model

When looking at the details of a model, groups will be noted with a yellow icon. To see more details about the group, click on the <u>View Group</u> link.

- A panel to the right of the table will show details about the group, including the market value of the securities within the group.
- Each security that is part of the group will be listed.
- Additional information about that security can be seen by clicking the <u>View Details</u> link.

MODEL DETAILS

Locked Market Value   Locked Goal
$0.00   0.00%

Viewing 11 Securities   Export data

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	
☐	CASH	CASH	0.00%	0.00%	0.00%	0.00%	View Details
☐	DG	Domestic Equity Growth	10.00%	5.00%	0.00%	0.00%	View Group
☐	DLC	Domestic Equity Large Cap	10.00%	5.00%	0.00%	0.00%	View Group
☐	DMC	Domestic Equity Mid Cap	10.00%	5.00%	0.00%	0.00%	View Group
☐	DSC	Domestic Equity Small Cap	10.00%	5.00%	0.00%	0.00%	View Group
☐	DV	Domestic Equity Value	10.00%	5.00%	0.00%	0.00%	View Group
☐	FICB	Fixed Income Corporate Bond	10.00%	5.00%	0.00%	0.00%	View Group
☐	FIHYB	Fixed Income High Yield Bond	10.00%	5.00%	0.00%	0.00%	View Group
☐	IE	International Equity	10.00%	5.00%	0.00%	0.00%	View Group
☐	IEEM	International Equity Emerging Markets	10.00%	5.00%	0.00%	0.00%	View Group

(1 of 2) |◄ ◄◄ [1] [2] ►► ►|

* Locked securities are excluded from model processing.   [Edit Model Details]

Group Details

Pending Cash	0.0000
Cost Basis	0.0000
Market Value	0.0000
Potential Market Value	0.0000

Symbol	Name	
FDEGX	FIDELITY GROWTH STRATEGIES FUND RETAIL CLASS	View Details
EXTGX	EATON VANCE TAX MANAGED GROWTH FUND 1.2 CLASS A	View Details

Creating Security Groups

Security groups can be created when editing a model by clicking the **Create Group** button. A window will pop up, allowing you to enter and save all the details of the security group.

Modify Model Details

CREATE GROUP

LOOK UP SECURITY

| Symbol or CUSIP or name | [Search] |

Group Name:
[   ]

Group Abbrev:
[   ]

SEARCH RESULTS

All ⊕	Symbol	CUSIP	Name

No records found.

GROUP CONTENTS

All ⊖	Symbol	CUSIP	Name	Taxable	Non Taxable	Buy Order	Sell Order	Current %

No records found.

[Done] [Cancel]

Group Name - searches for accounts that are not within the target goal percentage defined in the model

Group Name:

Group Abbreviation – A 5 character abbreviation for the security group

Group Abbrev:

Search for securities by entering part of the name or ticker symbol in the **Look Up Security** field.

Click the green plus sign button to add a security to the group

LOOK UP SECURITY

microsoft   Search

SEARCH RESULTS

All Symbol	CUSIP	Name
	17313G399	CITIGROUP FDG INC ELKS BASED UPON THE COM STK OF MICROSOFT CORP
MSFT	594918104	MICROSOFT CORP
	594918AD6	MICROSOFT CORP 5.2% 06/01/2039
	594918AC8	MICROSOFT CORP NT 4.200% 06/01/2019 B/E DTD 05/18/2009

The Group Contents table will show a list of securities in the group. To complete the group, the following must be defined:

Tax Status: Select whether the security should be purchased for taxable, non-taxable or both account types.

Buy Order: Determines the priority for buying securities when processing the model.

Sell Order: Determine the priority for selling the security when processing the model.

GROUP CONTENTS

All	Symbol	CUSIP	Name	Taxable	Non Taxable	Buy Order	Sell Order	Current %
	AAPL	037833100	APPLE COMPUTER INC COM	✔	✔	1	2	
	MSFT	594918104	MICROSOFT CORP	✔	✔	2	1	

Editing Security Groups

To edit a security group, select the checkbox for the group you want to edit and click the **Edit Group** button. You will have all the same options available as when creating a new group.

Deleting Security Groups

When deleting a security group, all securities within the group will remain in the model. The appropriate allocations need to be entered for each security, keeping the total model allocation at 100%.