Liberty Account List Management
## User Guide

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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
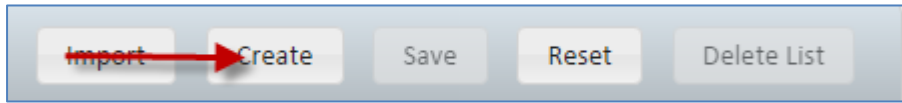- Trades
- Account Management

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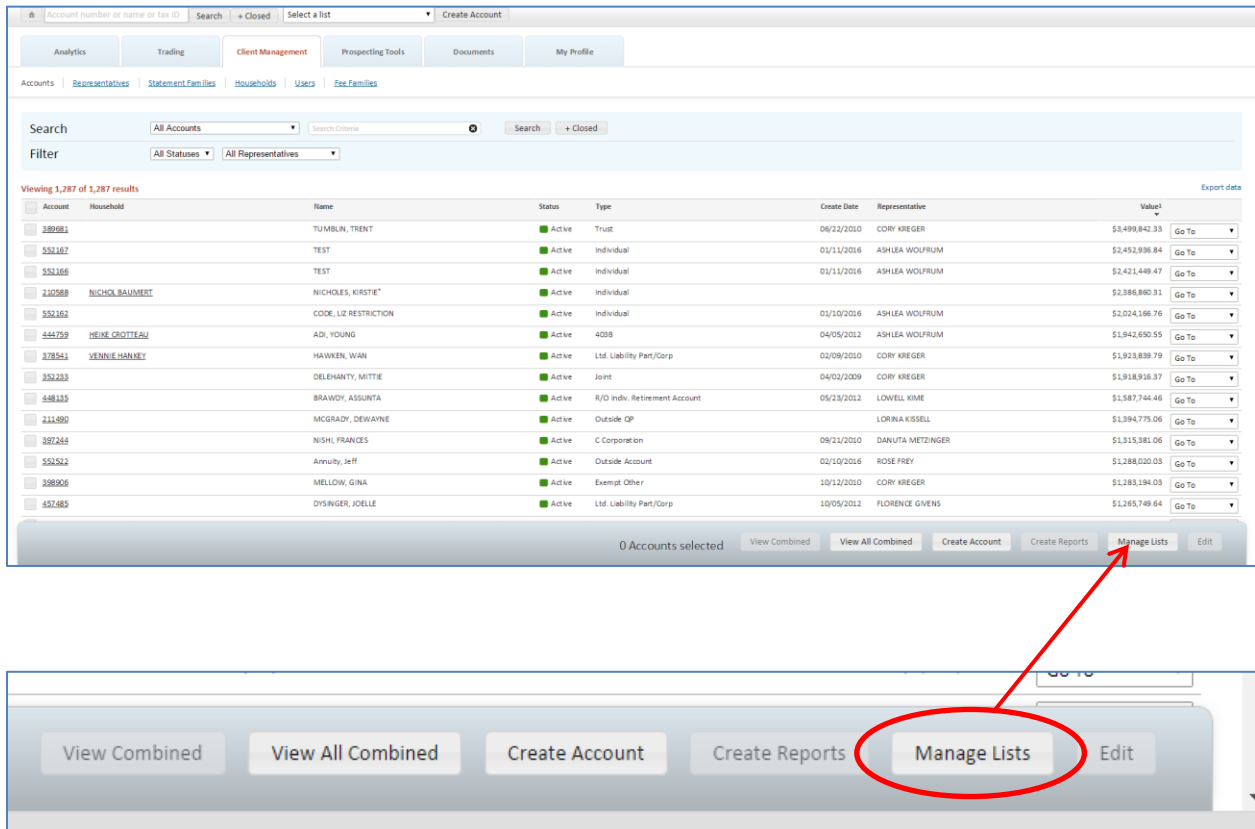
Within the Manage List section, you have the ability to Create, Import, Modify or Delete an existing Account List.

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:
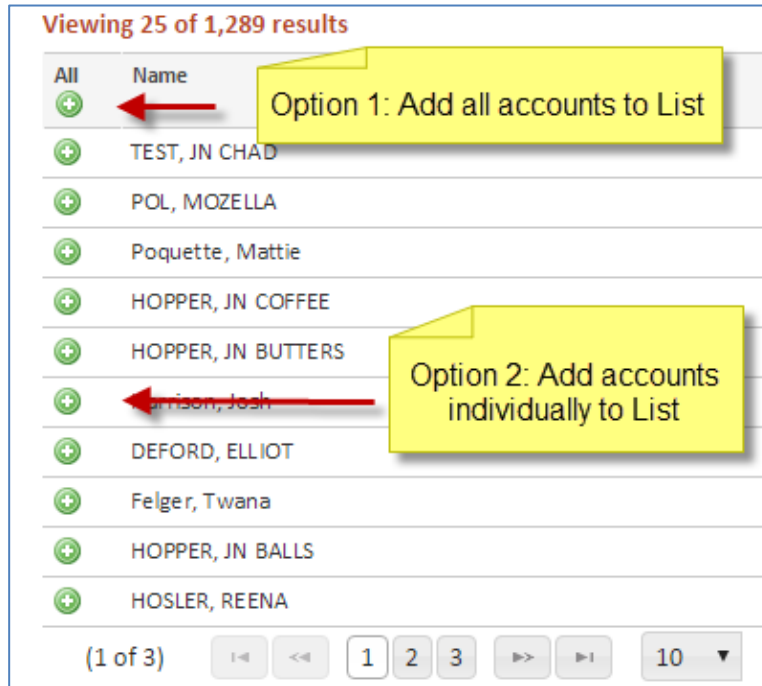

- The selected accounts will be displayed in a sortable table for inclusion on the new Account List:

- 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:
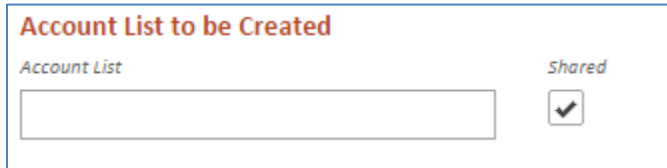

- The accounts added to the new List will display below the accounts result table. Accounts can be removed if necessary by clicking on the Remove or Remove All icons:
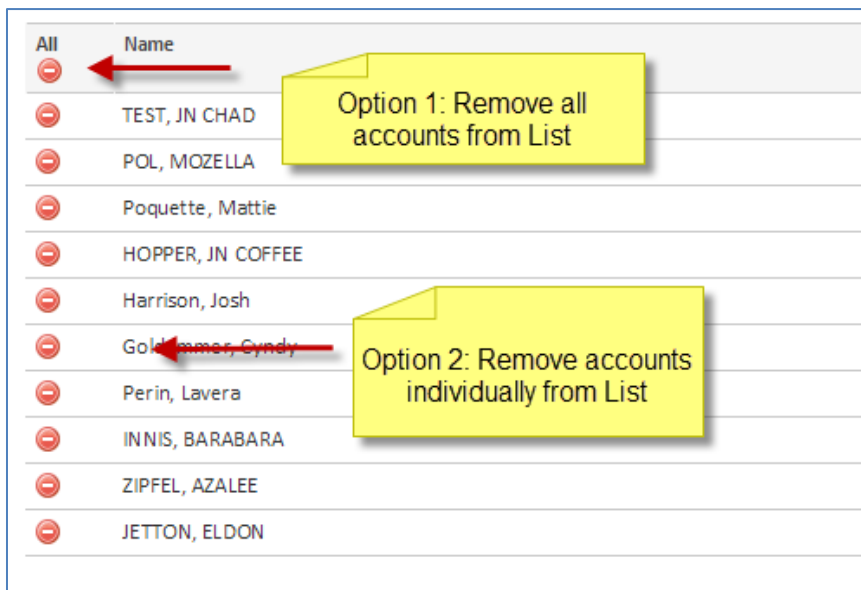
Naming an Account List

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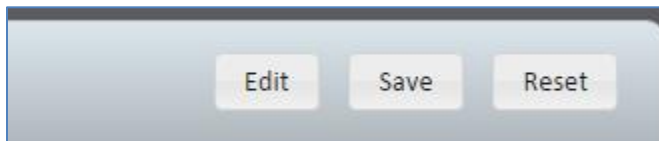
Account List to be Created

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:

Edit	Save	Reset

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:

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

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
2013 List (13) ▼	✔	2013 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.
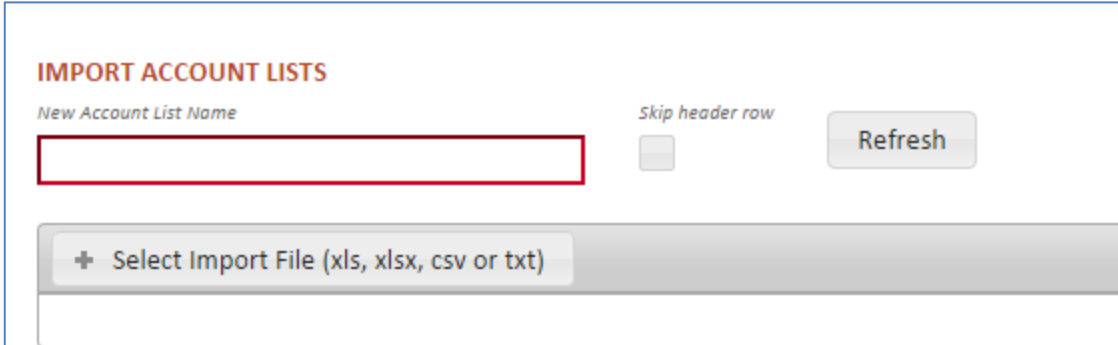
Importing an Account List

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

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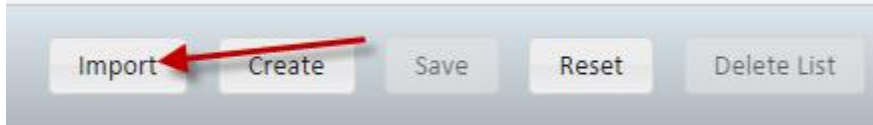
- Enter the Account List Name you wish to apply to the imported list and click the OK button. Note: The format of the imported file must be a single column and contain a list of valid account identification numbers.

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

Exporting an Account List

One 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:

Select the appropriate format from the dialog: