

December 16



Liberty – Model Import/Export User Guide

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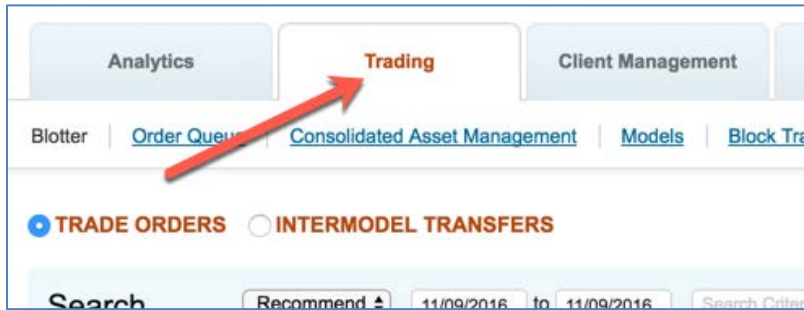
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Introduction

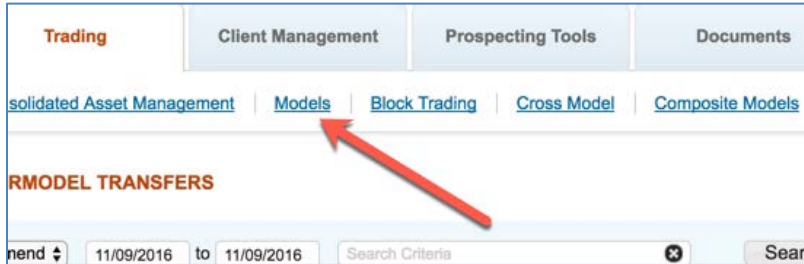
The current functionality to modify model details can be time consuming especially if there are a number of them. To make updates to securities defined within a model more efficient; a user can export existing model data to a spreadsheet, xml or csv document for easier editing. Once done, the document can be uploaded to Liberty where the new modifications can be viewed. User can also import model details to create a brand new model.

Navigation

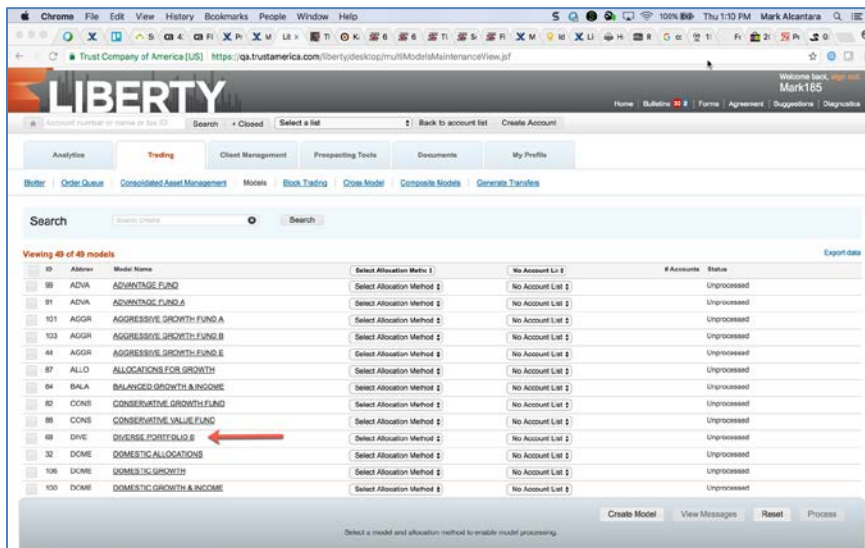
To get to Model Details, start by clicking the Trading tab on the main screen.



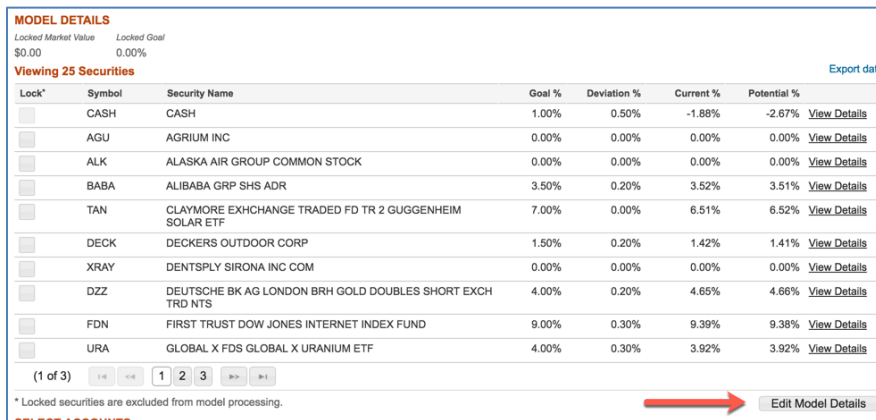
On the trading Tab, select the link Models.



From the list of models that are displayed, select one to view the model details.



Select the Edit Model Details button to proceed to the Details popup window.



On this popup window there are 2 new buttons that have been added: Model Import and Model Export.

Modify Model Details

You are now editing model 68-DIVE-DIVERSE PORTFOLIO B

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		CASH	CASH	1.00%	0.50%	-1.88%	-2.67%	
		AGU	AGRIUM INC	0.00%	0.00%	0.00%	0.00%	
		ALK	ALASKA AIR GROUP COMMON STOCK	0.00%	0.00%	0.00%	0.00%	
		BABA	ALIBABA GRP SHS ADR	3.50%	0.20%	3.52%	3.51%	
		TAN	CLAYMORE EXHCHANGE TRADED FD TR 2 GUGGENHEIM SOLAR ETF	7.00%	0.00%	6.51%	6.52%	
		DECK	DECKERS OUTDOOR CORP	1.50%	0.20%	1.42%	1.41%	
		XRAY	DENTSPLY SIRONA INC COM	0.00%	0.00%	0.00%	0.00%	
		DZZ	DEUTSCHE BK AG LONDON BRH GOLD DOUBLES SHORT EXCH TRD NTS	4.00%	0.20%	4.65%	4.66%	
		FDN	FIRST TRUST DOW JONES INTERNET INDEX FUND	9.00%	0.30%	9.38%	9.38%	
		URA	GLOBAL X FDS GLOBAL X URANIUM ETF	100.00%	0.00%	3.92%	3.92%	

Model Export

To start, select the Model Export button on the Modify Model Details window. This will invoke the Export Model Details window.

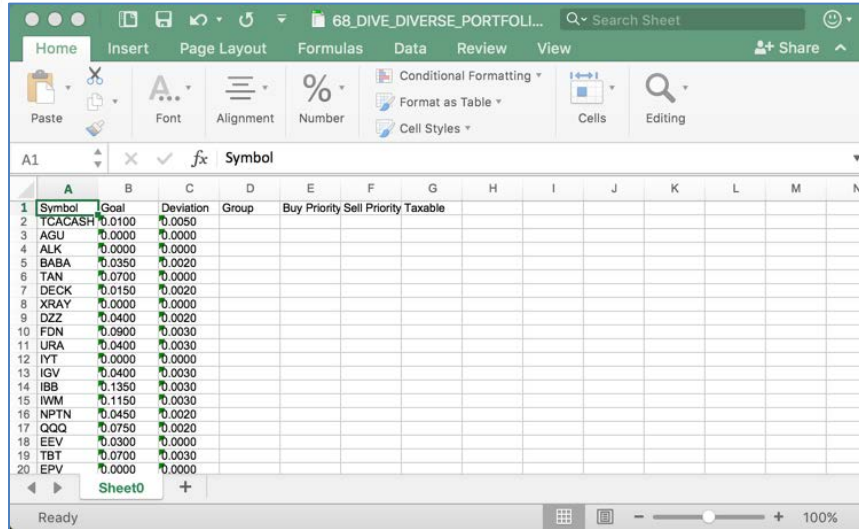
Select a format in which the model data will be exported. Once selected, the output file will be saved locally. Proceed by selecting the close button in the upper right corner of the window.

Export Model Details

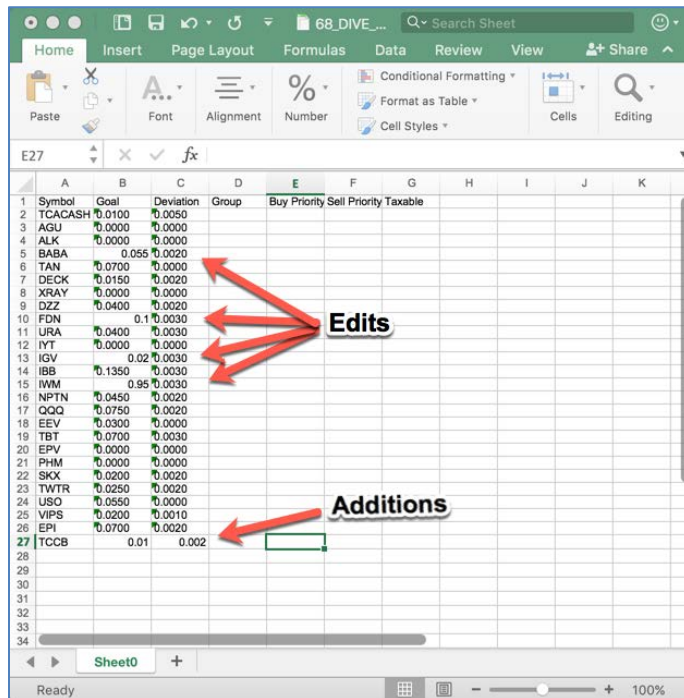
Select a format in which to export all the data from model 68-DIVE-DIVERSE PORTFOLIO B

- CSV Format
- Microsoft Excel
- XML

Locate the exported file and open it. Here you can make modifications to the listed securities for this exported model.



You can add securities under the Symbol column edit the Goal amounts, update Deviation for each etc. Additional information can also be imported as indicated by the exported file. By modifying information here, creating new models will be easier and quicker to do compared to editing from the model edit screen. When done, save the file so you will be able to locate it easily.



Listed on the Modify Model Details window is additional information regarding what other security information can be imported.

Securities may be imported by specifying a spreadsheet with the following columns.

Column	Required	Description
Symbol	true	1-9 Alpha-numeric characters. The symbol will be verified. If it does not exist, it will be discarded. Use the symbol TCACASH when defining the Cash goal percent.
Goal %	true	The Goal Percent must be no greater than 1 and no less than zero. Goal Percent must be expressed as a decimal percentage. For example 1.1% = .011
Deviation %	true	The Deviation Percent must be no greater than the goal percent up to a maximum of 50% and must be no less than zero. Deviation Percent must be expressed as a decimal percentage. For example 0.01% = .0001
Group	false	Five character abbreviation.
Buy Priority	false	The order in which securities in a security group should be purchased. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Sell Priority	false	The order in which securities in a security group should be sold. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Taxable/Non-Taxable	false	Indicate whether the security in the security group is only for taxable accounts, non-taxable accounts, or all accounts. Text field. T, N, or A allowed. If the field is blank, the default will be A.

Model Import

Once the data for a model has been prepared and is ready to be reflected in Liberty, on the Edit Model Details window select the Model Import button.

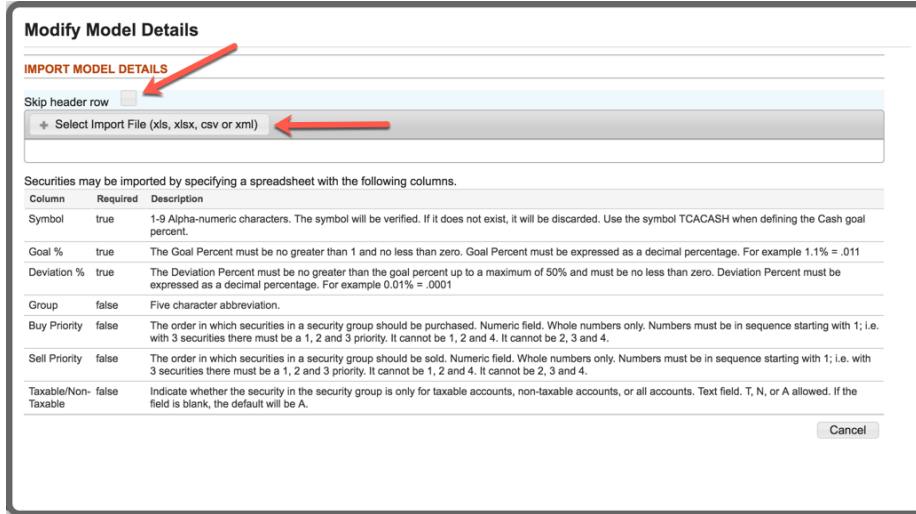
Modify Model Details
You are now editing model 65-DIVE-DIVERSE PORTFOLIO B

MODEL DETAILS

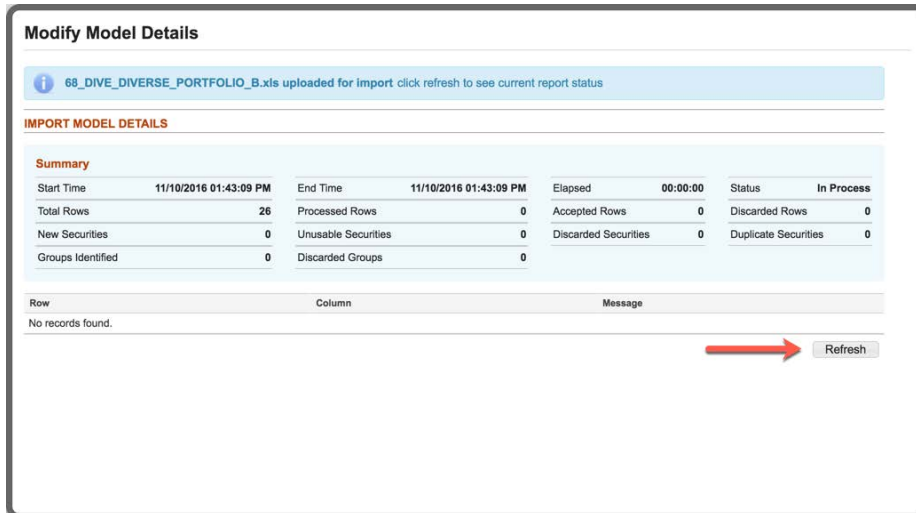
Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		CASH	CASH	1.00%	0.50%	-1.08%	-2.67%	
		AGU	AGRIUM INC	0.00%	0.00%	0.00%	0.00%	
		ALK	ALASKA AIR GROUP COMMON STOCK	0.00%	0.00%	0.00%	0.00%	
		BABA	ALIBABA GRP SHS ADR	3.80%	0.20%	3.52%	3.51%	
		TAN	CLAYMORE EXHCHANGE TRADED FD TR 2 GUGGENHEIM SOLAR ETF	7.00%	0.00%	6.51%	6.52%	
		DECK	DECKERS OUTDOOR CORP	1.50%	0.20%	1.42%	1.41%	
		XRAY	DENTSPLY SIRONA INC COM	0.00%	0.00%	0.00%	0.00%	
		DZZ	DEUTSCHE BK AG LONDON BRH GOLD DOUBLES SHORT EXCH TRD NTS	4.00%	0.20%	4.65%	4.66%	
		FDN	FIRST TRUST DOW JONES INTERNET INDEX FUND	9.00%	0.30%	9.39%	9.38%	
		URA	GLOBAL X FDS GLOBAL X URANIUM ETF	100.00%	100.00%	3.92%	3.92%	

On the Modify Model Details page; there is a feature that will omit the 1st row of the document should it contain header information.

Selecting the Select Import File button allow the user to browse to the file that is to be imported. After selecting the file (.xls, .xlsx, .csv or .xml) the file will automatically be imported.



Once imported, the Import Model Details window will be displayed. By selecting the Refresh button, the current report status will be displayed.



After the import and clicking Edit Model Details user is taken back to the Model details

Modify Model Details

IMPORT MODEL DETAILS

Summary

Start Time	11/10/2016 01:43:09 PM	End Time	11/10/2016 01:43:10 PM	Elapsed	00:00:01	Status	Complete
Total Rows	26	Processed Rows	26	Accepted Rows	26	Discarded Rows	0
New Securities	26	Unusable Securities	0	Discarded Securities	0	Duplicate Securities	0
Groups Identified	0	Discarded Groups	0				

Row Column Message

No records found.

Refresh Edit Model Details

Here the user can see the modifications that were imported.

Modify Model Details

You are now editing model 68-DIVE-DIVERSE PORTFOLIO B

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		IWM	ISHARES TR RUSSELL 2000 ETF	9.50%	0.30%	11.81%	11.80%	
		NPTN	NEOPHOTONICS CORP COM	4.50%	0.20%	3.44%	3.61%	
		QQQ	POWERSHARES QQQ TR UNIT SER 1	7.50%	0.20%	7.68%	7.68%	
		EEV	PROSHARES TR ULTRA SHORT MSCI EMERGING MKT FD	3.00%	0.00%	3.41%	3.41%	
		TBT	PROSHARES TR ULTRASHORT 20+ YR TREAS NEW	7.00%	0.30%	8.90%	8.90%	
		EPV	PROSHARES TR ULTRASHORT FTSE EUROPE NEW JAN 2014	0.00%	0.00%	0.00%	0.00%	
		PHM	PULTE CORP PHM B	0.00%	0.00%	0.00%	0.00%	
		SKX	SKECHERS U.S.A. INC	2.00%	0.20%	2.09%	2.09%	
		TCCB	TRIANGLE CAP CORP NT EXP 3/15/22	1.00%	0.20%			
				100.00%				

Add Securities Create Group Model Import Model Export Reset Cancel Save

New Edit

Clicking save will confirm the import data is correct.

Modify Model Details

You are now editing model 68-DIVE-DIVERSE PORTFOLIO B

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
	<input type="checkbox"/>	IWM	ISHARES TR RUSSELL 2000 ETF	9.50%	0.30%	11.81%	11.80%	
	<input type="checkbox"/>	NPTN	NEOPHOTONICS CORP COM	4.50%	0.20%	3.44%	3.61%	
	<input type="checkbox"/>	QQQ	POWERSHARES QQQ TR UNIT SER 1	7.50%	0.20%	7.68%	7.68%	
	<input type="checkbox"/>	EEV	PROSHARES TR ULTRA SHORT MSCI EMERGING MKT FD	3.00%	0.00%	3.41%	3.41%	
	<input type="checkbox"/>	TBT	PROSHARES TR ULTRASHORT 20+ YR TREAS NEW	7.00%	0.30%	8.90%	8.90%	
	<input type="checkbox"/>	EPV	PROSHARES TR ULTRASHORT FTSE EUROPE NEW JAN 2014	0.00%	0.00%	0.00%	0.00%	<input type="checkbox"/>
	<input type="checkbox"/>	PHM	PULTE CORP PHM B	0.00%	0.00%	0.00%	0.00%	<input type="checkbox"/>
	<input type="checkbox"/>	SKX	SKECHERS U.S.A. INC	2.00%	0.20%	2.09%	2.09%	
	<input type="checkbox"/>	TCCB	TRIANGLE CAP CORP NT EXP 3/15/22	1.00%	0.20%			<input type="checkbox"/>
				100.00%				

At this point the user is returned to the Model Details page and has successfully edited and imported modifications to the securities within the model.

MODEL DETAILS

Locked Market Value \$0.00 Locked Goal 0.00%

Viewing 26 Securities [Export data](#)

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	
<input type="checkbox"/>	CASH	CASH	1.00%	0.50%	-1.88%	-2.67%	View Details
<input type="checkbox"/>	AGU	AGRIUM INC	0.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	ALK	ALASKA AIR GROUP COMMON STOCK	0.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	BABA	ALIBABA GRP SHS ADR	5.50%	0.20%	3.51%	3.52%	View Details
<input type="checkbox"/>	TAN	CLAYMORE EXHCHANGE TRADED FD TR 2 GUGGENHEIM SOLAR ETF	7.00%	0.00%	6.52%	6.51%	View Details
<input type="checkbox"/>	DECK	DECKERS OUTDOOR CORP	1.50%	0.20%	1.41%	1.41%	View Details
<input type="checkbox"/>	XRAY	DENTSPLY SIRONA INC COM	0.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	DZZ	DEUTSCHE BK AG LONDON BRH GOLD DOUBLES SHORT EXCH TRD NTS	4.00%	0.20%	4.66%	4.65%	View Details
<input type="checkbox"/>	FDN	FIRST TRUST DOW JONES INTERNET INDEX FUND	10.00%	0.30%	9.39%	9.39%	View Details
<input type="checkbox"/>	URA	GLOBAL X FDS GLOBAL X URANIUM ETF	4.00%	0.30%	3.92%	3.91%	View Details

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* Locked securities are excluded from model processing.

Import data issues

If the Goal percentage within the import does not equal 100% the import will still be successful but the user will get an error message indicating that the goal % is not equal to 100.

Modify Model Details

✘ Model details are not valid. Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

IMPORT MODEL DETAILS

Summary

Start Time	11/10/2016 11:05:18 AM	End Time	11/10/2016 11:05:19 AM	Elapsed	00:00:01	Status	Complete
Total Rows	10	Processed Rows	10	Accepted Rows	2	Discarded Rows	7
New Securities	2	Unusable Securities	7	Discarded Securities	1	Duplicate Securities	5
Groups Identified	0	Discarded Groups	0				

Row	Column	Message
11		row not processed due to parse errors

(2 of 2) [Navigation icons]

After selecting the Edit Model Details button, the User will be brought to the Model Edit screen. User will still have to make sure all of the data within the model is valid before being able to save.

Modify Model Details

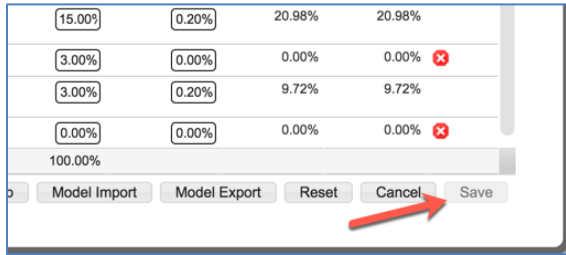
✘ Model details are not valid. Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

You are now editing model 101-AGGR-AGGRESSIVE GROWTH FUND A

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		CASH	CASH	(35.00%)	(0.00%)	8.05%	8.05%	✘
		ZZZZ	DAVIDSON CNTY NC GO SCH BDS 2009B 4.000% 06/01/19 DTD 05/20/09	(15.00%)	(0.20%)	20.86%	20.86%	
		ZZZZ	HORRY CNTY SC 4.000% 03/01/19 DTD 05/20/08	(29.00%)	(0.20%)	40.33%	40.33%	
		ZZZZ	JACKSON NATIONAL LIFE ANNUITY	(0.00%)	(0.00%)	0.02%	0.02%	
		PHSIX	PIMCO HIGH YIELD SPECTRUM FUND INST'L CLASS	(0.00%)	(0.00%)	0.04%	0.04%	
		ZZZZ	SOUTH ISLAND PUB SVC DIST SC WTRWKS AND SWR REV 4.250% 04/01/30 DTD 04/20/10	(15.00%)	(0.20%)	20.98%	20.98%	
		TCGB	TRIANGLE CAP CORP NT EXP 3/15/22	(3.00%)	(0.00%)			✘
		ZZZZ	UNIVERSITY NC SYS POOL REV BDS 2006 A 5.000% 10/01/33 DTD 11/30/06	(6.00%)	(0.20%)	9.72%	9.72%	
		ZZZZ	YORK CNTY SC SCH DIST NO 4 FORTMILL 3.000% 03/01/18 DTD 11/10/15	(0.00%)	(0.00%)	0.00%	0.00%	✘

User must save the model in order for any of the changes from the model import to take place. The Save button will remain grayed out until all data is valid.



General Usage Notes

Users are now able to import CASH under the symbol TCACASH. Model Exports will reflect CASH as TCACASH as well.

Users also have the ability to import and export group information as well.

