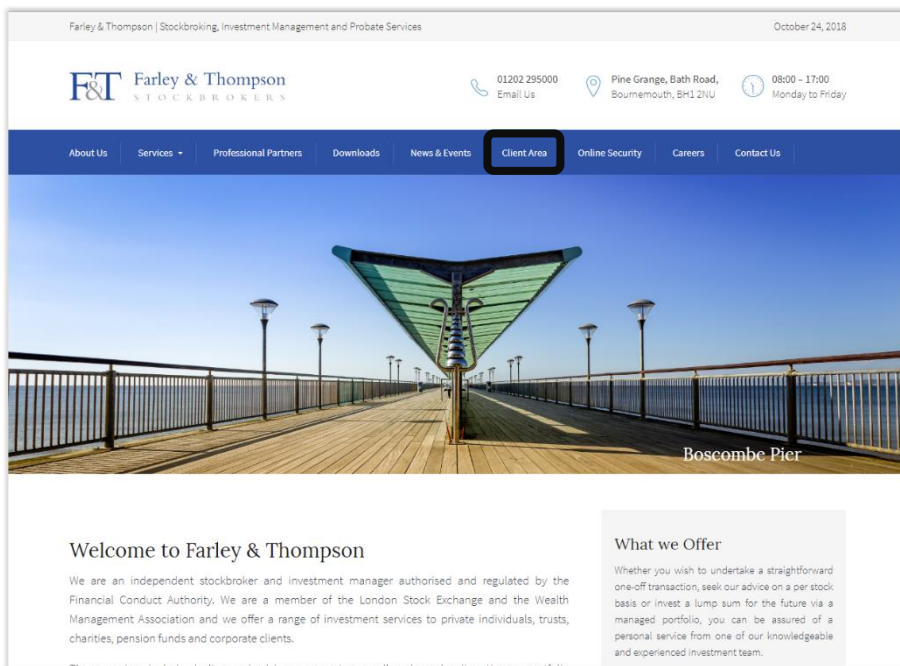




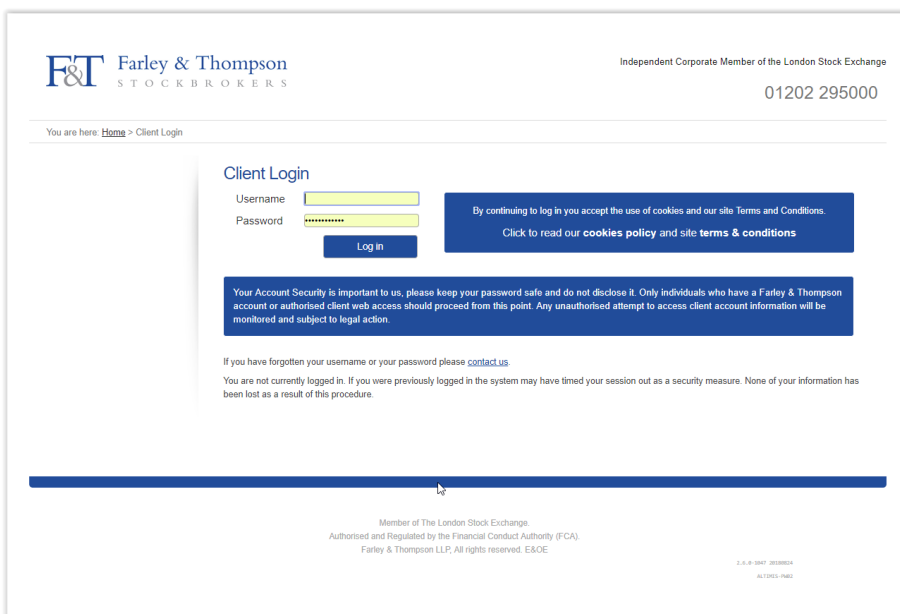
# User Guide for the Farley & Thompson Online Valuation Service

The Farley & Thompson home page is located at [www.farleyandthompson.co.uk](http://www.farleyandthompson.co.uk)

Click on the Client Area.



Input your Username and Password



## Single user

You will be presented with the **Portfolio Summary** page that will list your account(s) with Farley & Thompson.

Please note that you can only view accounts that have securities registered in our Nominee or ISA service.

If you hover the mouse over the different areas of the screen you will see that you can interrogate the data or access a printout:

View cash balances or navigate to the Cash Accounts menu

The screenshot shows the Farley & Thompson Portfolio Summary page. The page header includes the F&T logo, the text 'Farley & Thompson STOCKBROKERS', and 'Independent Corporate Member of the London Stock Exchange'. A client ID '01202 295000' is displayed. The breadcrumb trail is 'Home > Portfolio Summary'. The left sidebar contains 'Cash Accounts', 'Cash & Dealing Accounts', 'My Family', and 'View Online Clients Summary'. The main content area is titled 'Portfolio Summary' and shows a table of accounts. A callout box points to the 'Cash' column in the table. Another callout box points to a download icon in the 'Valuation' column. A third callout box points to the 'Export table to Excel' button.

Valuation	Service	Account Name	Cash	Market Value	Open	Total
	ISA	Client name	556.20	111,690.24	00.00	112,246.44
			556.20	111,690.24	00.00	112,246.44

Valuations calculated using last night's prices, E&OE

Print/Download PDF valuations

View shareholdings by account type or view all

## Viewing shareholdings by account type or view all

By clicking on the market value for each service or on the combined total on the Portfolio Summary page you will be presented with a list of your shareholdings showing the cost, price, value, gain/loss, forecast income and yield % for each line of stock.

Information can be sorted by column contents (eg. Yield, High to Low value) or can be exported into a spreadsheet.

Exporting to Excel brings in additional columns of data that will need to be manipulated. To access a simple valuation we would recommend downloading via the PDF symbol as described on Page 2.

**Portfolio Detail**

Viewing [Client name]

ISA

← Back to Portfolio Summary

View Chart and Sector Breakdown

Export table to Excel

Service	Quantity	Holding	Book	Mid	Market	Gain / Loss	Forecast Income	Yield %
ISA	5,694.306	QUILTER INVESTORS LIMITE...	4,543.21 (GBP)	2.2460	12,789.41	8,246.20	199.33	1.6%
ISA	400	ROYAL DUTCH SHELL 'B' ...	10,336.42 (GBP)	24.8250	9,930.00	-406.42	579.31	5.8%
ISA	4,210.734	ARTEMIS FUND MANAGERS IN...	8,088.00 (GBP)	2.3290	9,806.80	1,718.80	433.02	4.4%
ISA	5,794.7	FIL INVESTMENT SERVICES/...	7,122.50 (GBP)	1.2320	7,139.07	16.57	354.25	5.0%
ISA	2,716.895	LIONTRUST FUND PARTNERS ...	4,449.96 (GBP)	1.8103	4,918.40	468.44	283.64	5.8%
ISA	2,976.05	INVESCO FUND MANAGERS IN...	247.23 (GBP)	2.3891	7,110.08	6,862.85	247.24	3.5%

Hover the mouse over the stock name for its full description if it has been curtailed.

Further interrogation by clicking on the stock name will display all purchases, sales and corporate events that have altered the quantity. Here you can also download a copy of the contract note.

**Cash Accounts**

[Cash & Dealing Accounts](#)

**My Family**

[View Online Clients Summary](#)

Client name

Client name

Client name

### Portfolio Detail

Viewing [Redacted] Client name

ISA

[← Back to Portfolio Summary](#)


[Export table to Excel](#)

[View Chart and Sector Breakdown](#)

Service	Quantity	Holding	Book	Mid	Market	Gain / Loss	Forecast Income	Yield %
ISA	5,694.306	QUILTER INVESTORS LIMITE...	4,543.21	(GBP) 2.2460	12,789.41	8,246.20	199.33	1.6%
ISA	400	ROYAL DUTCH SHELL 'B'...	10,336.42	(GBP) 24.8250	9,930.00	-406.42	579.31	5.8%
ISA	4,210.734	ARTEMIS FUND MANAGERS IN...	8,088.00	(GBP) 2.3290	9,806.80	1,718.80	433.02	4.4%
ISA	5,794.7	FIL INVESTMENT SERVICES(...	7,122.50	(GBP) 1.2320	7,139.07	16.57	354.25	5.0%
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ISA	2,976.05	INVESCO FUND MANAGERS IN...	247.23	(GBP) 2.3891	7,110.08	6,862.85	247.24	3.5%

The Chart and Sector Breakdown button enables you to view your holdings by the major asset classes of Fixed Interest, Equity and Alternative Assets, both in a list and by donut chart.

Holding breakdown for ISA



[← Back to Portfolio Summary](#)

[Export table to Excel](#)

**Alternative Assets**

Quantity	Holding	Book	Mid	Market	Gain / Loss
6,000	TRITAX BIG BOX REIT PLC ORD GBP0.01	8,686.89	(GBP) 1.4470	8,682.00	-04.89
<b>Total</b>		<b>8,686.89</b>		<b>8,682.00</b>	<b>-04.89</b>
<b>Alternative Assets Total</b>		<b>8,686.89</b>		<b>8,682.00</b>	<b>-04.89</b>

**Equities**

Quantity	Holding	Book	Mid	Market	Gain / Loss
850	HENDERSON EUROTRUST ORD GBP0.05	9,753.69	(GBP) 10.4000	8,840.00	-913.69
400	ROYAL DUTCH SHELL 'B' ORD EUR0.07	10,336.42	(GBP) 24.8250	9,930.00	-406.42
2,220	HENDERSON FAR EAST INCOME LTD ORD SHS NPV	8,591.91	(GBP) 3.3200	7,370.40	-1,221.51
4,210.734	ARTEMIS FUND MANAGERS INCOME INSTITUTIONAL INC	8,088.00	(GBP) 2.3290	9,806.80	1,718.80

To the left on the **Portfolio Summary** screen if you click on Cash & Dealing Accounts you can opt to review and interrogate cash items:

**Cash Accounts**

Viewing [Client name]

Account Title	Currency	Balance
ISA Service [Redacted]		
CAPITAL	POUNDS STERLING (GBP)	<u>09.27CR</u>
INCOME	POUNDS STERLING (GBP)	<u>546.93CR</u>
DEALING	POUNDS STERLING (GBP)	<u>00.00CR</u>

By clicking on one of the balances you will be presented with the history of the account.

You can show more or less information by changing the date.

**Cash Statement**

Viewing [Client name]

ISA GBP

← Back to Portfolio Summary Export all to Excel

From

**Income** | Capital | Fee | Specified Deposit

Reference	Date	Description	Amount	Balance
DT801673	18th OCT 18	Dividend : 5794.7 Fil Investment Services(UK)Limited Moneybuilder Dividend Y Inc Nav	69.54	546.93
DT797662	30th SEP 18	Dividend (Group 1): 2959.2 Invesco Fund Managers Perpetual Monthly Income Plus Y Inc Nav	25.95	477.39
DT797361	30th SEP 18	Dividend : 2716.895 Liontrust Fund Partners Llp Macro Equity Income I Inc	60.59	451.44
DT797341	30th SEP 18	Dividend (Group 1): 5777.597 Investec Fund Managers Diversified Income K 2 GBP Inc	19.85	390.85
DT797261	28th SEP 18	Dividend : 5694.306 Quilter Investors Limited Merian UK Mid Cap R GBP Dis	199.33	371.00
DT794114	25th SEP 18	Dividend (Group 1): 4743.81 Fil Investment Services(UK)Limited Fidelity Strategic Bond Net Y Inc	07.59	171.67

**Cash Accounts**

Cash & Dealing Accounts

**My Family**

View Online Clients Summary

Client name

Client name

Client name

Viewing [Redacted] Client name

Account Title	Currency	Balance
ISA Service [Redacted]		
CAPITAL	POUNDS STERLING (GBP)	526.65CR
INCOME	POUNDS STERLING (GBP)	362.72CR
DEALING	POUNDS STERLING (GBP)	00.00CR

Clicking on the Dealing Account balance will present a list of transactions.

**Dealing Account**

Viewing [Redacted] Client name

ISA GBP

← Back to Portfolio Summary

Export table to Excel

From [ ] To [ ] Refresh

Contract	Reference	Notes	Dealt	Settlement	Quantity	Amount
[Download]	V833238	Bought 825 SMITH(DS) ORD GBP0.10 @ 4.83818	24th SEP 18	26th SEP 18	825	-4,081.31
[Download]	V833237	Bought 1150 LEGAL & GENERAL GROUP ORD GBP0.025 @ 2.6427	24th SEP 18	26th SEP 18	1,150	-3,107.49
[Download]	V832767	Bought 4200 TRITAX EUROBOX PLC ORD EUR0.01 (GBP) @ 1.061967	10th SEP 18	13th SEP 18	4,200	-4,560.61
[Download]	V832766	Bought 550 GREENE KING ORD GBP0.125 @ 5.136	10th SEP 18	13th SEP 18	550	-2,888.35
[Download]	V832729	Sold 2000 LINK FUND SOLUTIONS LTD LF WOODFORD INC FOCUS C GBP STRLING DIS @ 0.9024	6th SEP 18	12th SEP 18	-2,000	1,773.22
[Download]	V832726	Sold 4744.140 FIL INVESTMENT SERVICES(UK)LIMITED FIDELITY STRATEGIC BOND NET Y INC @ 1.203	6th SEP 18	11th SEP 18	-4,744.1	5,607.33

You can then download and view the contract note.

## Family Groups (access to multiple accounts)

If you have requested access to multiple accounts the [Portfolio Summary](#) page will list all account holders together with each service i.e Nominee, ISA.

Farley & Thompson STOCKBROKERS

Independent Corporate Member of the London Stock Exchange

01202 295000

You are here: [Home](#) > Portfolio Summary [Change Password](#) [Logout](#)

**Cash Accounts**  
Cash & Dealing Accounts

**My Family**  
[View Family Summary](#)

Client name  
Client name

Portfolio Summary  
viewing [redacted] Family Accounts [Export table to Excel](#)

Service	Account Name	Cash	Market Value	Open	Total
ISA	MR [redacted]	<a href="#">23,840.10</a>	<a href="#">252,190.75</a>	<a href="#">00.00</a>	<a href="#">276,030.85</a>
ISA	MRS [redacted]	<a href="#">40,732.36</a>	<a href="#">221,869.83</a>	<a href="#">00.00</a>	<a href="#">262,602.19</a>
		<a href="#">64,572.46</a>	<a href="#">474,060.58</a>	<a href="#">00.00</a>	<a href="#">538,633.04</a>

Valuations calculated using last night's prices, E&OE

From the 'My Family' list located on the left-hand side you can opt to view each member's account separately.

Farley & Thompson STOCKBROKERS

Independent Corporate Member of the London Stock Exchange

01202 295000

You are here: [Home](#) > Portfolio Summary [Change Password](#) [Logout](#)

**Cash Accounts**  
Cash & Dealing Accounts

**My Family**  
[View Family Summary](#)

Client name  
Client name

Portfolio Summary  
viewing [redacted] Client name & client code [Export table to Excel](#)

Valuation	Account /Service	Cash	Market Value	Open	Total
	MR [redacted] ISA	<a href="#">23,840.10</a>	<a href="#">252,190.75</a>	<a href="#">00.00</a>	<a href="#">276,030.85</a>
		<a href="#">23,840.10</a>	<a href="#">252,190.75</a>	<a href="#">00.00</a>	<a href="#">276,030.85</a>

Valuations calculated using last night's prices, E&OE

All other functionality is the same as for a single user.

If you have any questions in relation to your account please contact your usual adviser.

If you forget your Username or Password email us at [webval@farleyandthompson.co.uk](mailto:webval@farleyandthompson.co.uk)