

Portfolio Manager User Guide

The **Portfolio Manager** tool, offered in connection with Financial Express, has been designed with the user very much in mind, so you should soon find your way around it. This guide has been developed as a step-by-step reference point to help get you started.

Registration

To use **Portfolio Manager**, you need to register as a user so that only you can access the portfolios you create. This is a straightforward process that asks you to create a username and password. Simply click on the 'Register' button – see fig 1 below.



Portfolio Manager

A screenshot of the Zurich Portfolio Manager login page. At the top, there is a 'Login' tab and a header bar with the text: 'Use the Zurich Portfolio Manager Tool to analyse the performance of your investments. You can use the Portfolio Manager Tool to create and edit portfolios, and update your investments on a daily basis.' Below this is a 'Login' section with two input fields: 'Username' and 'Password'. At the bottom of this section are three buttons: 'Login', 'Forgot your login details?', and 'Register'. The 'Register' button is circled in red.

Fig 1

This will take you through to the 'Registration' screen where you will be asked to create a **username** and **password**, as well as provide your forename, surname and a contact e-mail address – fig 2 below. **Please note the password needs to be at least 6 characters in length and include at least one number.** Once you've done that, simply click the 'Register' button and you will be able to access the system. Your user name and password will now allow you to access the system whenever you like.

Once you registered you can change your password at any time by clicking on the 'Edit User Details' option.



Portfolio Manager

A screenshot of the Zurich Portfolio Manager registration page. At the top, there is a 'Login' tab and a header bar with the text: 'Use the Zurich Portfolio Tool to analyse the performance of your investments. You can use the Portfolio Tool to create and edit portfolios, and update your investments on a daily basis.' Below this is a 'Register' section with several input fields: 'Username', 'Password', 'Confirm password', 'Forename', 'Surname', and 'Email'. The 'Password' field has a note: 'Must be at least 6 characters, including at least 1 number.' At the bottom of the form is a 'Register' button. The entire registration form area is circled in red.

Fig 2

The tool will confirm registration has been completed and ask you to 'Click here'. When you do so it will take you back to the login page, where you simply enter your newly created username and password.

The Tool

Whenever you log into the system, the starting point will always be the 'Manage Portfolio' page. The guidance notes (see Fig 3 below) at the top of this page will get you started. This page also gives you the current value of each of your portfolios.

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Portfolio Manager

Manage Portfolios Edit User Details Test User Logout Print

Welcome to the Zurich Portfolio Manager Tool, powered by Financial Express.

Step 1. The first time you use the tool, you will need to create your portfolio. Simply type the portfolio name into the 'Add a new portfolio' box below and click 'Add'. The name of your portfolio will now appear in the portfolio list below.

Step 2. To view/edit a portfolio, click on the portfolio name in the portfolio list below. You can create multiple portfolios under your account by repeating Step 1.

Clicking on the '+' symbol next to each portfolio will give an overview of that portfolio's status by investment type.

Your portfolio list Add a new portfolio Add

2 Portfolio(s)			
Portfolio Name	Value (£)	Rename	Delete
[+] Portfolio 1	200,117.10	<input type="text"/> rename	
[+] Portfolio 2	90,450.00	<input type="text"/> rename	

Fig 3

Once a portfolio has been created, you can rename or delete it from this page, if required, or you can view or edit that portfolio by clicking on it.

Clicking on the '+' symbol next to each portfolio, will give an overview of that portfolio's status by investment type.

Note: Throughout the tool are 'print' buttons, which enable you to print off the page content if you want to.

Working within each portfolio

Portfolio Manager uses a 'tab' approach, with eight 'tabs' across the top of the page. These 'tabs' allow you to move around the tool and select the actions you wish to perform. **The tool loads data as you move from page to page so there may be a short delay for the tool to refresh itself.**

The following sections will give you an overview of how each tab works.

Summary

The 'Summary' tab gives you a 'snapshot' of the portfolio you've chosen, highlighting the current holdings, unit prices, initial investment amounts, date the fund was last priced, any gain/loss and the current value. It is also the screen you start from each time you click on a portfolio.

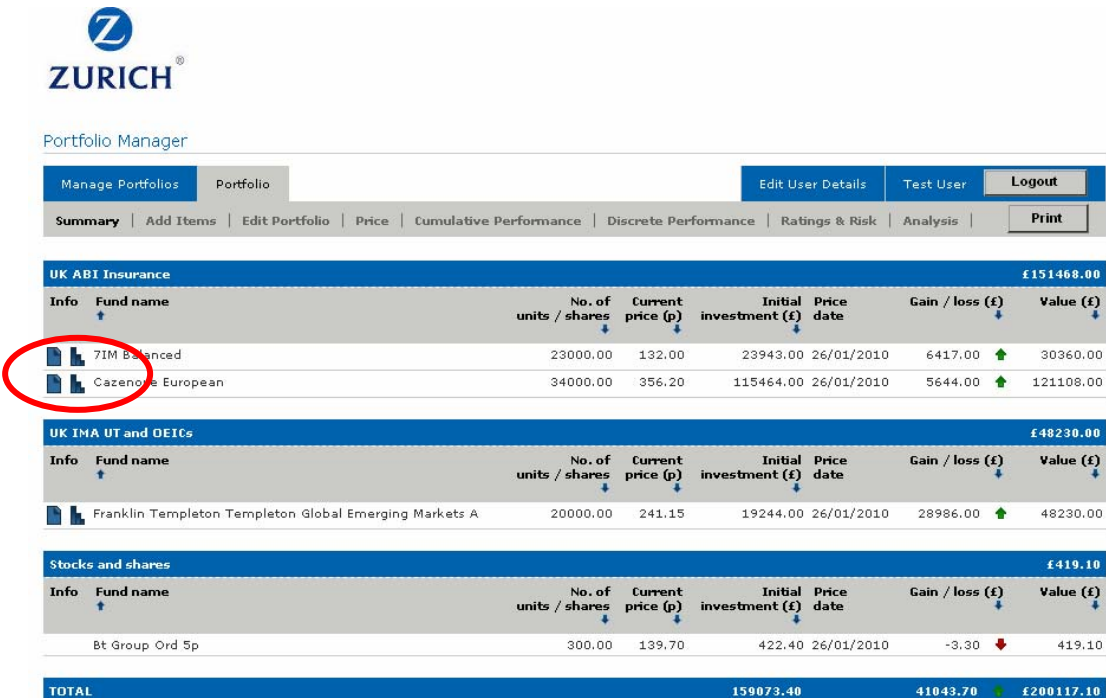


Fig 4

To select another portfolio, simply click on the 'Manage Portfolio' tab to take you back to your portfolio list.

You will see there are links next to each fund giving you access to a fund factsheet and a charting tool - see fig 4 above.

The fact sheet provides more information about that specific fund and the charting tool allows you to plot the performance of a fund over time, as well as compare its performance to other funds, sectors or indices (such as the FTSE All Share, for instance).

Add Items

The 'Add Items' tab allows you to add investments to your chosen portfolio – fig 5.

The screenshot shows the 'Portfolio Manager' interface. At the top, there is a navigation bar with 'Manage Portfolios' and 'Portfolio' tabs. Below this is a secondary navigation bar with 'Summary', 'Add Items' (circled in red), 'Edit Portfolio', 'Price', 'Cumulative Performance', 'Discrete Performance', 'Ratings & Risk', 'Analysis', and 'Print'. The main content area is divided into three steps:

- Step 1. Select investment type**: Three radio buttons are present: 'Fund' (selected), 'UK equity', and 'Other investment'.
- Step 2. Find fund**: This section contains four input fields:
 - 'Select universe' with a dropdown menu showing 'Select a universe'.
 - 'Then select fund manager' with a dropdown menu showing 'Select a universe first'.
 - 'Or CitiCode' with a text input field and a 'search' button.
 - 'Or SEDOL code' with a text input field and a 'search' button.
- Step 3. Select fund and enter purchase details**: This section contains three input fields:
 - 'Select fund' with a dropdown menu showing 'Select a manager or sector first'.
 - 'Number of units / shares' with a text input field.
 - 'Purchase date' with a text input field containing '26/01/2010' and a calendar icon.

Fig 5

Once you've created a portfolio on the 'Manage Portfolio' page, when you click on that portfolio for the first time, you will automatically be taken to this page, so that you can begin adding investment to it. However, you can select this tab at any time to add new investments to your portfolio.

To add a new item to a portfolio you need to follow a step-by-step process.

Step 1 - Select the 'investment type'.

There are three options here, 'Fund', 'UK equity' and 'Other investment'. 'Fund' relates to those investments funds available through Zurich and Sterling products. 'UK equity' relates to UK stocks and shares that you may hold, and 'Other Investments' allows you to include investments held elsewhere or other assets such as property, art etc. Whichever option you choose in step 1, will determine what is requested within Steps 2 and 3.

Step 2 – Find Fund

If you select the 'Fund' option, you need to identify the range of funds you want to choose from, based on the type of product you hold. It's a 'drop down' option where you select one of the following:

- Sterling Investment Bond
- Sterling ISA or Sterling Investment Account
- Zurich Pension
- Zurich International Portfolio Bond (*new option with this tool*)

You then need to select the fund manager with whom that fund is held. The fund managers are listed in alphabetical order and you need to 'scroll' down to find the one you're after. Once found, simply 'click' on it and the fund manager is selected.

Likewise, if you selected the 'UK Equity' option, Step 2 helps you find the Equity you hold using a search facility.

Step 3 – Select Fund

Once you've chosen the fund manager, you can then search for the fund you want to add to your portfolio. You'll see that the number of funds available from that fund manager appears in the 'Select fund' field. Again, like the fund manager field referred to above, the funds are listed in alphabetical order and you need to 'scroll' down to find the one you're after. Once found, simply 'click' on it and the fund is selected as required. Selecting the fund also pre-populates some of the boxes that appear under this option – see fig 6 below.

Portfolio Manager

Manage Portfolio | Portfolio | Edit User Details | Test User | Logout

Summary | **Add Items** | Edit Portfolio | Price | Cumulative Performance | Discrete Performance | Ratings & Risk | Analysis | Print

Step 1. Select investment type

Fund UK equity Other investment

Step 2. Find fund

Select universe: Sterling Investment Bond

Then select fund manager: Threadneedle Inv Services Ltd

Or CitiCode: search

Or SEDOL code: search

Step 3. Select fund and enter purchase details

Select fund: Zurich Sterling Equity & Bond

Number of units / shares: 23000

Purchase date: 26/01/2010

Cost per unit / share (p): 39.00

Fig 6

Enter the number of units you hold in that fund, amend the date to reflect the date purchased (the date always defaults to today's date, but is easily changed), then 'click' on the 'Add fund to portfolio' button. You can repeat this process as many times as you like until you've added all the funds you require.

If you've opted for the 'UK Equity' option, step 3 asks you to confirm the equity you hold, the number of shares and purchase date.

Equally, if you opt for the 'Other Investment' route, you get an input screen that asks you to input the name or type of the investment, the purchase date, the initial value, that valuation date and the current cost or value.

Edit Portfolio

The 'Edit Portfolio' tab allows you to edit your portfolio. You can change any of the detail shown in the boxes highlighted, such as quantity (number of units) held, the purchase date and the purchase price (if the amount shown on the tool is not correct).

You can also delete fund entries by clicking on the 'dustbin' symbol on the right hand side – see fig 7 below.

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Portfolio Manager

Manage Portfolios | Portfolio | Edit User Details | Test User | Logout

Summary | Add Items | **Edit Portfolio** | Price | Cumulative Performance | Discrete Performance | Ratings & Risk | Analysis | Print

UK ABI Insurance					
Fund Name	Quantity	Purchase Date	Purchase Price (p)	Save	Delete
7IM Balanced	23000.00	14/05/2004	104.10	[Save]	[Delete]
Cazenove European	34000.00	31/07/2009	339.60	[Save]	[Delete]

UK IMA UT and OEICs					
Fund Name	Quantity	Purchase Date	Purchase Price (p)	Save	Delete
Franklin Templeton Templeton Global Emerging Markets A	20000.00	14/05/2004	96.22	[Save]	[Delete]

Stocks and shares					
Fund Name	Quantity	Purchase Date	Purchase Price (p)	Save	Delete
Bt Group Ord 5p	300.00	25/01/2010	140.80	[Save]	[Delete]

Fig 7

Price

This tab shows the current price for each of the investments held in your portfolio as well as the Sector name in which it appears. The small arrows next to each column heading (see fig 8 below) allow you to change the order of the table based on the values in that particular column. You may, for instance, wish to bring the highest price to the top.

ZURICH
Portfolio Manager

Manage Portfolios | Portfolio | Edit User Details | Test User | Logout

Summary | Add Items | Edit Portfolio | **Price** | Cumulative Performance | Discrete Performance | Ratings & Risk | Analysis | Print

UK ABI Insurance						£151468.00
Info	Fund name ↑	Sector name ↑	Bid (p) ↓	Offer (p) ↓	Mid (p) ↓	Price date
[Icon]	7IM Balanced	ABI Cautious Managed	132.00	139.00	0.00	26/01/2010
[Icon]	Cazenove European	ABI Europe Excluding UK	356.20	375.00	0.00	26/01/2010

UK IMA UT and OEICs						£48230.00
Info	Fund name ↑	Sector name ↑	Bid (p) ↓	Offer (p) ↓	Mid (p) ↓	Price date
[Icon]	Franklin Templeton Templeton Global Emerging Markets A	IMA Global Emerging Markets	0.00	0.00	241.15	26/01/2010

Stocks and shares						£419.10
Info	Fund name ↑	Sector name ↑	Bid (p) ↓	Offer (p) ↓	Mid (p) ↓	Price date
	Bt Group Ord 5p	Telecommunications Services	139.70	139.70	139.70	26/01/2010

Fig 8

Cumulative Performance

This tab shows you the performance of the fund over given periods, including 1 day, 1 week, 1 month, 3 months and so up to 'Since launch' – see Fig 9 below. Again, the arrows next to column heading allow you to sort the table based on the values in that column.

ZURICH

Portfolio Manager

Manage Portfolios | Portfolio | Edit User Details | Test User | Logout

Summary | Add Items | Edit Portfolio | Price | **Cumulative Performance** | Discrete Performance | Ratings & Risk | Analysis | Print

UK ABI Insurance		Performance (%)										£151468.00
Info	Fund name ↑	1d ↓	1w ↓	1m ↓	3m ↓	6m ↓	YTD ↓	1yr ↓	3yrs ↓	5yrs ↓	10yrs ↓	Since launch ↓
	7IM Balanced	-0.43	-1.42	-0.53	0.30	11.30	-0.68	15.18	3.69	23.25	-	32.13
	Cazenove European	1.16	-2.38	-4.14	-4.35	10.93	-3.68	-	-	-	-	25.03
UK IMA UT and OEICs		Performance (%)										£48230.00
Info	Fund name ↑	1d ↓	1w ↓	1m ↓	3m ↓	6m ↓	YTD ↓	1yr ↓	3yrs ↓	5yrs ↓	10yrs ↓	Since launch ↓
	Franklin Templeton Templeton Global Emerging Markets A	-1.99	-6.10	-4.73	-1.02	18.63	-5.31	70.27	32.97	111.24	-	141.15
Stocks and shares		Performance (%)										£419.10
Info	Fund name ↑	1d ↓	1w ↓	1m ↓	3m ↓	6m ↓	YTD ↓	1yr ↓	3yrs ↓	5yrs ↓	10yrs ↓	Since launch ↓
	Bt Group Ord 5p	0.80	-4.32	1.76	5.38	24.31	3.48	31.26	-45.21	-11.14	-83.01	-46.84

Fig 9

Discrete Performance

This tab shows you the performance of the fund over pre-define periods, including 0 – 12 months, 12 – 24 months, 24 – 36 months and so on – see Fig 10 below.

ZURICH

Portfolio Manager

Manage Portfolios | Portfolio | Edit User Details | Test User | Logout

Summary | Add Items | Edit Portfolio | Price | Cumulative Performance | **Discrete Performance** | Ratings & Risk | Analysis | Print

UK ABI Insurance		Performance (%)					£151468.00
Info	Fund name ↑	0-12m ↓	12-24m ↓	24-36m ↓	36-48m ↓	48-60m ↓	
	7IM Balanced	15.18	-8.83	-1.26	3.16	15.22	
	Cazenove European	-	-	-	-	-	
UK IMA UT and OEICs		Performance (%)					£48230.00
Info	Fund name ↑	0-12m ↓	12-24m ↓	24-36m ↓	36-48m ↓	48-60m ↓	
	Franklin Templeton Templeton Global Emerging Markets A	70.27	-34.29	18.86	6.39	49.32	
Stocks and shares		Performance (%)					£419.10
Info	Fund name ↑	0-12m ↓	12-24m ↓	24-36m ↓	36-48m ↓	48-60m ↓	
	Bt Group Ord 5p	31.26	-52.93	-11.31	53.45	5.68	

Fig 10

Risks & Ratings

This tab highlights the ratings that currently apply to your chosen investment funds together with certain performance measures that give an indication of the fund has perform to date – see fig 11 below. The types of measure include:

Crown Ratings	The Financial Express 'Crown' Ratings are designed to highlight funds that have had superior, consistent performance in relation to risk, relative to their peer group, the fund sectors defined by the ABI and IMA. The lowest rated funds in a sector carry a single 'Crown' rating, the highest three 'Crowns'.
Citywire Ratings	Citywire's Fund Manager Ratings identify the individual managers who have the best risk adjusted personal performance track records over 3 years and highlights the funds they are currently managing. The ratings range for 'A' to 'AAA' with less than 5% of fund manager receiving a 'AAA' rating.
Annual Volatility	A statistical measure of the spread of returns for a given fund or market index. In general, the higher the volatility, the riskier the fund tends to be.
Alpha	Alpha takes the volatility (price risk) of the fund and compares its risk-adjusted performance to a benchmark index. The excess return of the fund relative to the return of the benchmark index is a fund's alpha. A positive alpha of 1.0 means the fund has outperformed its benchmark index by 1%. Correspondingly, a similar negative alpha would indicate an underperformance of 1%.
Beta	Beta is a measure of the volatility of a fund in comparison to the market as a whole. A beta of 1 indicates that the fund's price will move with the market. A beta of less than 1 means that the security will be less volatile than the market.
Sharpe	The Sharpe Ratio measures risk-adjusted performance. It tells us whether a fund's returns are due to smart investment decisions or a result of excess risk. The greater a fund's Sharpe ratio, the better its risk-adjusted performance has been.



Portfolio Manager

Manage Portfolios		Portfolio		Edit User Details	Test User	Logout			
Summary		Add Items	Edit Portfolio	Price	Cumulative Performance	Discrete Performance	Ratings & Risk	Analysis	Print
UK ABI Insurance		Ratings & Risk					£151468.00		
Info	Fund name ↑	Sector name ↑	Citywire rating ↓	Crown rating ↓	Annual volatility ↓	Alpha ↓	Beta ↓	Sharpe ↓	
	7IM Balanced	ABI Cautious Managed	-	👑👑👑	10.30	2.44	1.04	0.00	
	Cazenove European	ABI Europe Excluding UK	A	-	-	-	-	-	
UK IMA UT and OEICs		Ratings & Risk					£48230.00		
Info	Fund name ↑	Sector name ↑	Citywire rating ↓	Crown rating ↓	Annual volatility ↓	Alpha ↓	Beta ↓	Sharpe ↓	
	Franklin Templeton Templeton Global Emerging Markets A	IMA Global Emerging Markets	-	👑👑	31.20	0.56	1.13	0.24	
Stocks and shares		Ratings & Risk					£419.10		
Info	Fund name ↑	Sector name ↑	Citywire rating ↓	Crown rating ↓	Annual volatility ↓	Alpha ↓	Beta ↓	Sharpe ↓	
	Bt Group Ord 5p	Telecommunications Services	-	-	38.54	-	-	-0.09	

Fig 11

Analysis

The final 'tab' is the 'Analysis' tab, which allows you to analyse your portfolio and compare it to other industry benchmarks.

On 'clicking' the tab, the default screen shows you how your portfolio is split between Life Funds, Pension Funds, Unit Trusts/OEICs and Stocks & Shares. The 'Analysis type' drop-down box allows you to select a comparison based on 'Investment Type', 'Asset', 'Sector' or 'Region'. By clicking on the one you are interested in, it changes the splits within the pie-charts – see fig 12 below.

It is also possible to select the 'All' option, which allows you to view all the different analysis option together on one page.

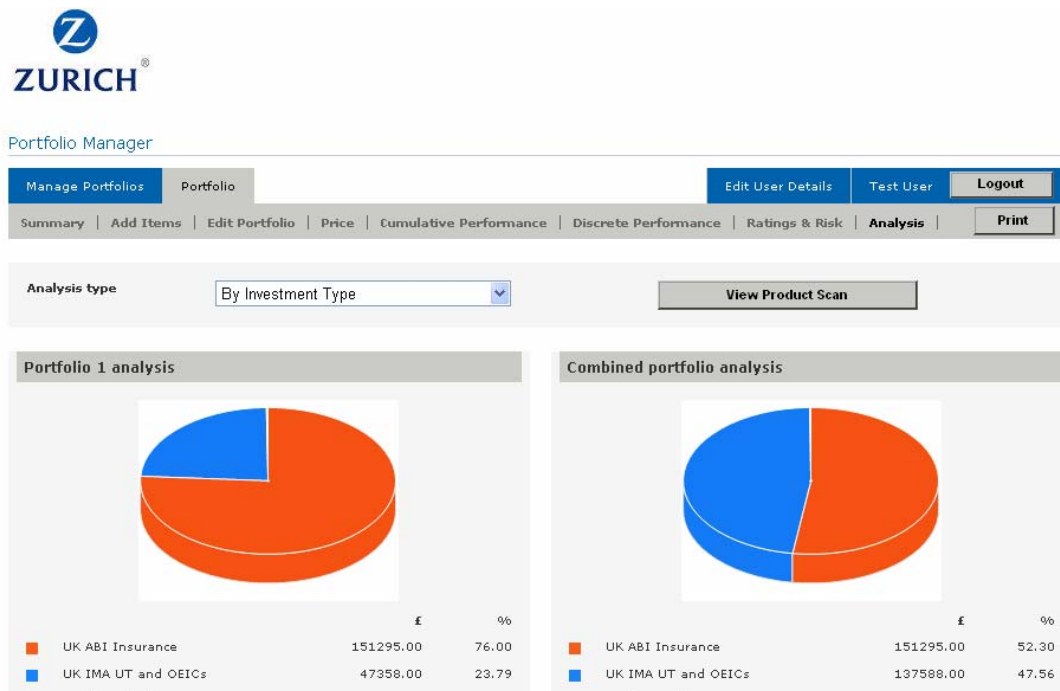


Fig 12

This screen also includes a 'Product Scan' button that allows more detailed analysis based on the fund, industry recognised benchmarks and investment period chosen.

The resulting document, described as the 'Z-scan report', is produced in a PDF format, allowing it to be printed or saved for future reference.

Exiting the Tool

To close the tool, simply click on the 'Logout' bottom in the top right hand corner – see fig 13 below.

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Portfolio Manager

Manage Portfolios | Portfolio | Edit User Details | Test Use | **Logout** | Print

Summary | Add Items | Edit Portfolio | Price | Cumulative Performance | Discrete Performance | Ratings & Risk | Analysis

UK ABI Insurance							£151468.00
Info	Fund name	No. of units / shares	Current price (p)	Initial investment (£)	Price date	Gain / loss (£)	Value (£)
	7IM Balanced	23000.00	132.00	23943.00	26/01/2010	6417.00 ↑	30360.00
	Cazenove European	34000.00	356.20	115464.00	26/01/2010	5644.00 ↑	121108.00

UK IMA UT and OEICs							£48230.00
Info	Fund name	No. of units / shares	Current price (p)	Initial investment (£)	Price date	Gain / loss (£)	Value (£)
	Franklin Templeton Templeton Global Emerging Markets A	20000.00	241.15	19244.00	26/01/2010	28986.00 ↑	48230.00

Stocks and shares							£419.10
Info	Fund name	No. of units / shares	Current price (p)	Initial investment (£)	Price date	Gain / loss (£)	Value (£)
	Bt Group Ord 5p	300.00	139.70	422.40	26/01/2010	-3.30 ↓	419.10

TOTAL				159073.40		41043.70 ↑	£200117.10
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Fig 13