

Advisor Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://63.148.17.68/WebApp/stm/CtrlServ

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CONTROL CENTER

- Client List
- My Info
- New Portfolio
- Batch Jobs
- Advisor Reports
- Administration
- Log Out

Advisor Reports Client by Assets Under Management

1. Report Client by Assets Under Management

2. Time Period

Date Use

3. Run Report

- Client by Assets Under Management
- Client by Assets Under Management
- Client by Sales
- Trade Blotter
- Product Companies by Assets Under Management
- Product Companies by Sales
- Find Clients by Asset
- New Account(s)
- Master Client Information
- Client Holdings

Client Search

Name ID

Account Search

Go

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Internet

Click on Advisor Reports. You will need to Export both the Master Client Information and the Client Holdings reports.

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**Advisor Reports** Client by Assets Under Management

1. Report Client Holdings

2. Time Period

Date Use 04 / 05 / 2005

3. Run Report

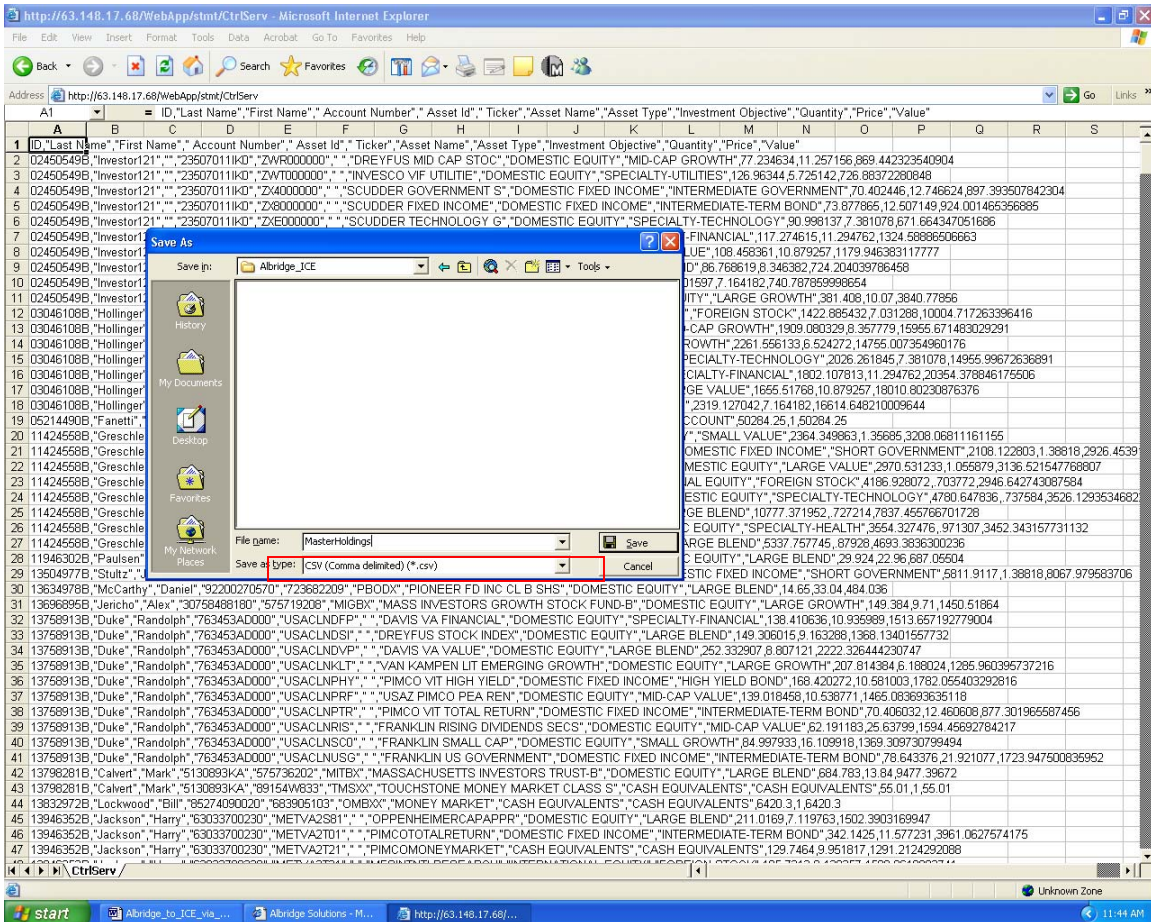
Export

Export

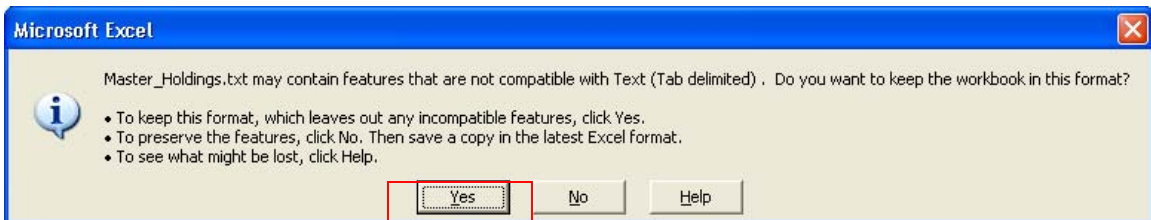
© Albridge Solutions

javascript:getCSV() Internet

Choose Export

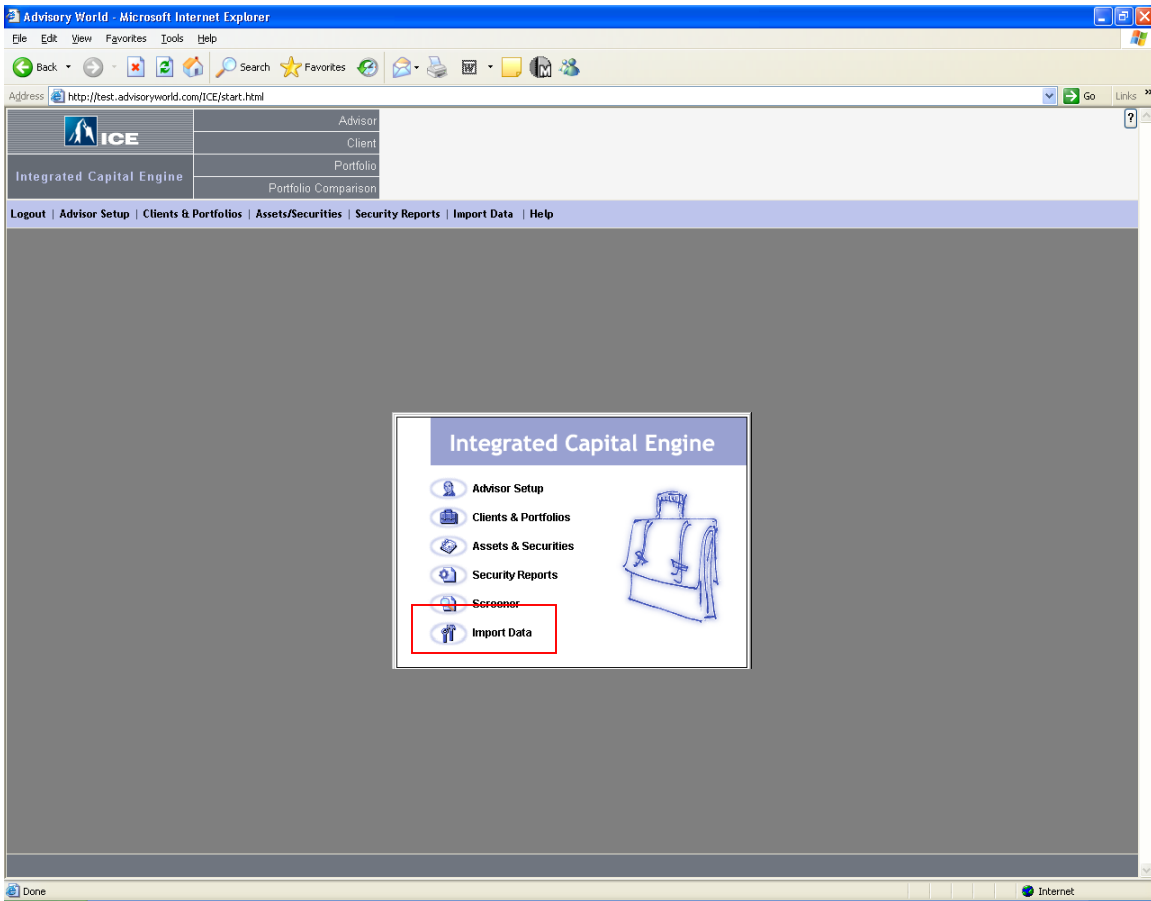


Choose File Save As and select file type CSV

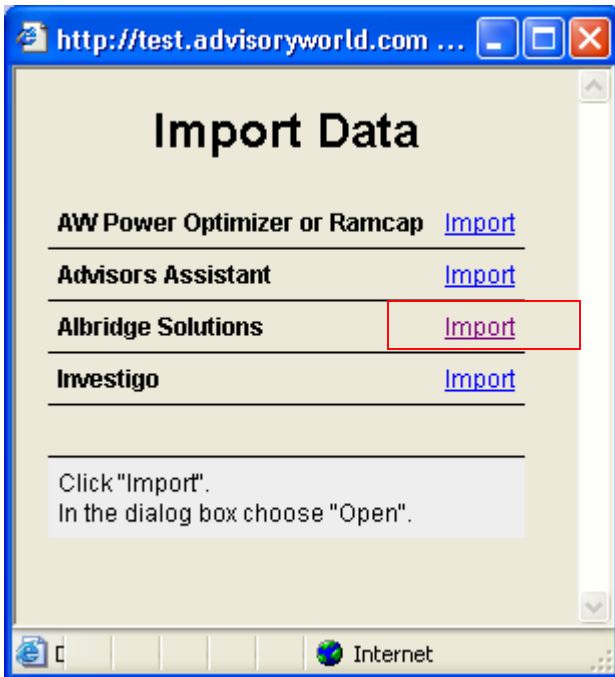


Press Yes

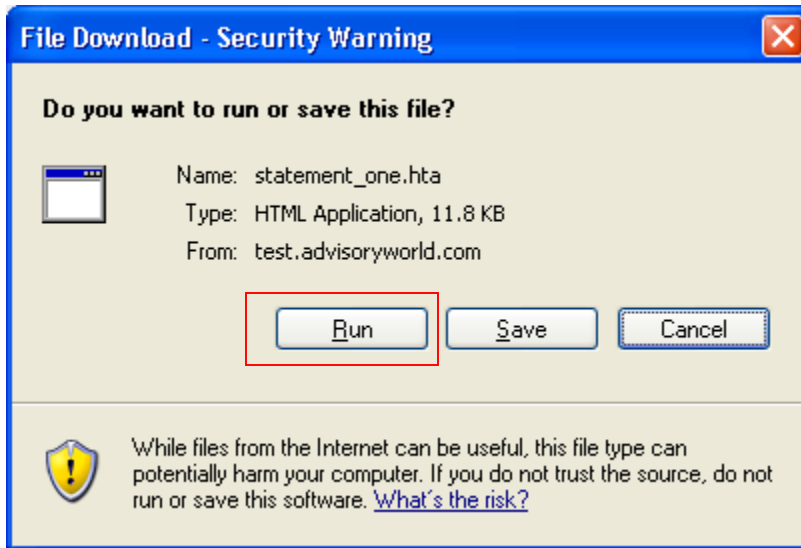
Repeat the process for both files.



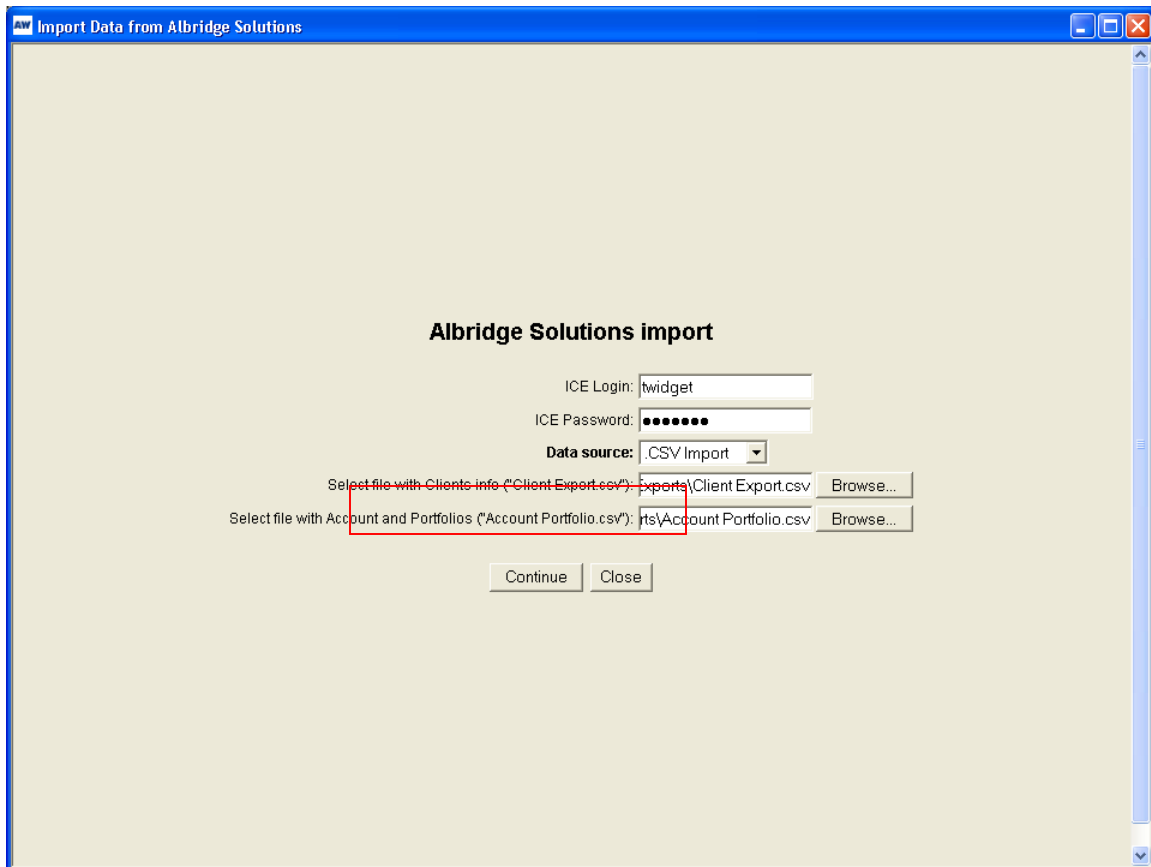
Login to ICE and click Import Data



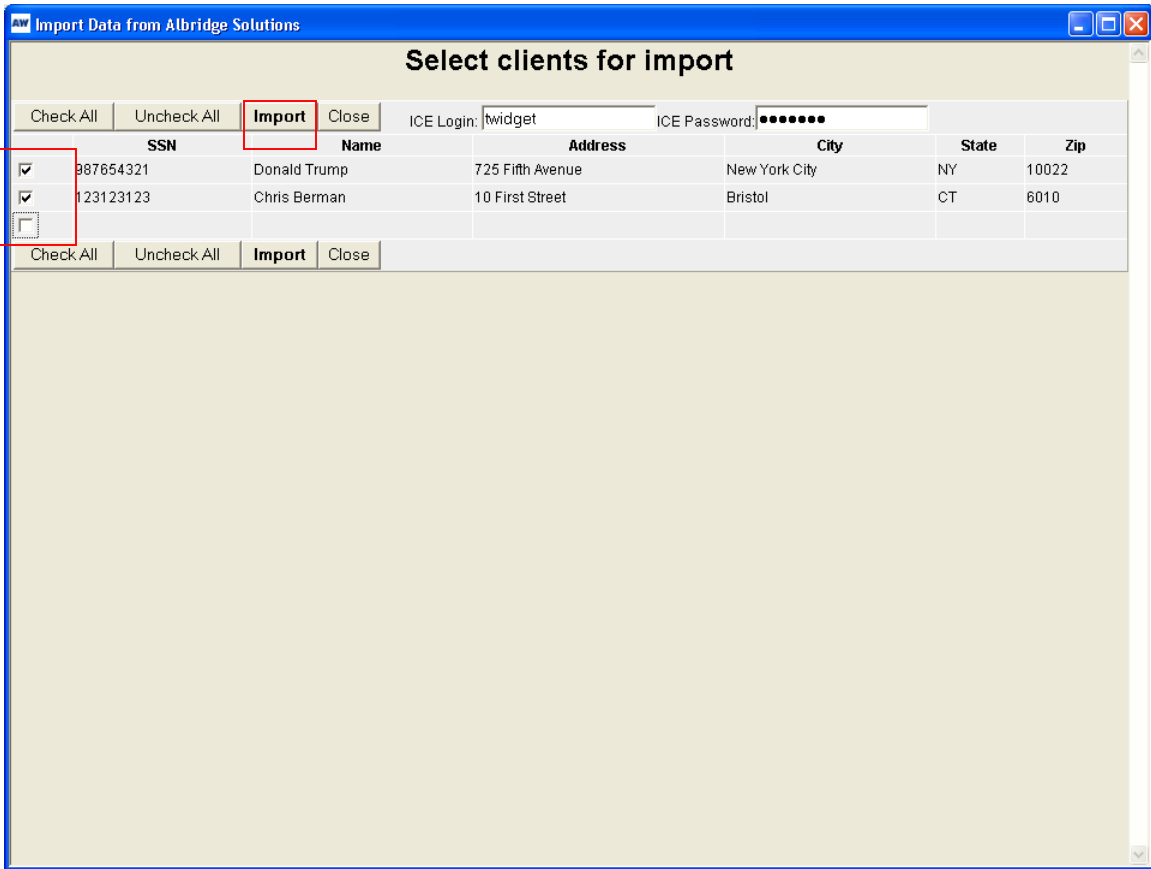
Click on Import Next to Albridge Solutions



Press Run



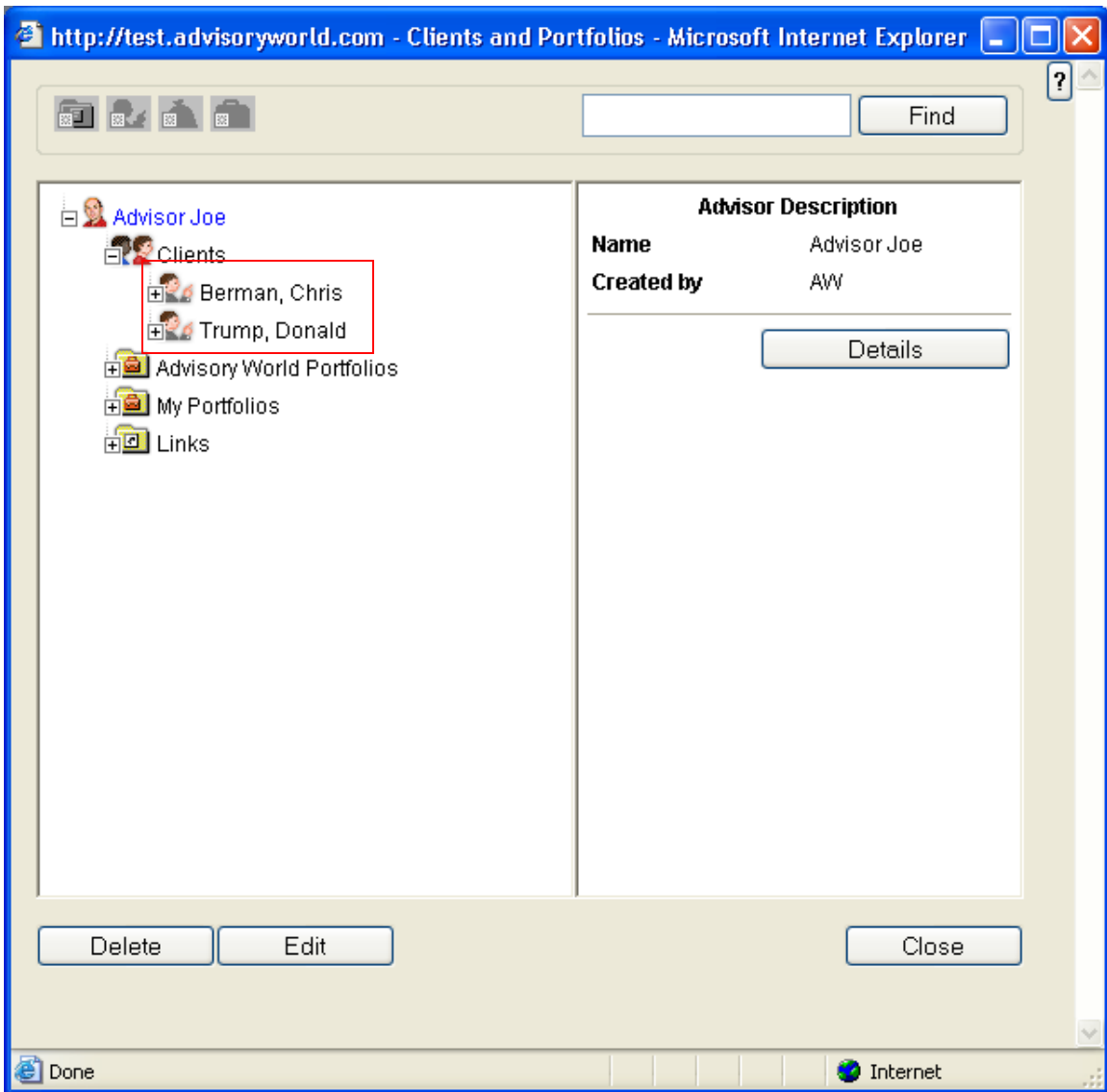
Enter your ICE username and password, select CSV Import as Data Source and browse to the appropriate files. Press Continue.



Select the Clients that you'd like to Import and press Import.



Press Close



Your Client's, their accounts and positions are now in ICE.