



USER MANUAL

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Overview

Leveraging the most accurate and comprehensive database in the industry, Fund Profiler is a powerful research, analysis and sales reporting tool. FundProfiler lets you conduct in-depth research on over 24,000 funds, access powerful analysis and graphing tools, and produce superior client reports.

With such features as the Investment Analysis, Portfolio Tracker, List Builder, Comparison Charts, Prospectus Risk Index Analysis, and Fund Manager sections, you have a number of options at your disposal.

With its powerful search tool, the Investment Analysis section allows you to quickly and efficiently research funds, equities, or ETFs individually, or build a list to perform comparisons on such information as pricing, performance, holdings, risk, allocations, fees, rankings, and much more. Furthermore, you have the ability to compare investment products in your search results through a Custom Tab of select pieces of information for quick and efficient comparison. You also have access to analysis tools in the form of graphs, charts, and correlations tables, as well as powerful two-page comprehensive Fund Reports.

The Portfolio Tracker gives you the ability to organize and track multiple client portfolios, perform various transactions, and analyze portfolios over a number of different criteria, including performance, growth, distributions, and allocations. You can also produce powerful graphs and reports to assist in showing progress and making recommendations to clients.

The Fund Manager Biography section allows you to access in-depth information on fund managers. You can easily search for a manager to view funds managed, see performance details, access manager biographies, and incorporate them in reports for clients.

With access to all of these in-depth research and analysis tools, FundProfiler truly puts the investment fund industry at your fingertips.

Introduction

The first stage of this manual covers the Investment Search and Analysis tools available in Fund Profiler. This comprehensive set of tools makes it easy for you to search, select, and examine the investment products that you are interested in. Key functions include:

- [Search Functionalities](#)
- [List Builder and Maintenance](#)
- [Snapshots – PDF Printable](#)
- [Analysis tools](#)
 - [Best/Worst Funds](#)
 - [Investment Product Comparison](#)
 - [Fund Correlation Analysis](#)
 - [Prospectus Risk Index Analysis](#)
 - [Fund Manager Profiles](#)

The second part of this manual explains how to use the Portfolio Management and Analysis tools. These allow you to efficiently manage client portfolios to obtain pertinent information for informed decision making. Once a portfolio is set up, it may be viewed from one of the three portfolio view screens, giving you an in-depth look into a client's portfolio and enabling you to analyze the holdings on a number of criteria, including securities, allocations, correlations, and performance. The functions available include:

- [Creating New Portfolios](#)
- [Managing Investments](#)
 - [Adding and Saving New Investments](#)
 - [Importing a Saved List](#)
 - [Deleting Investments](#)
- [Managing Transactions](#)
 - [Accessing the Transaction Screen](#)
 - [Adding a Transaction](#)
 - [Deleting a Transaction](#)
- [Portfolio Details](#)
- [Portfolio Holdings](#)
- [Portfolio History View](#)
- [Distributions](#)

Investment Search and Analysis

Search Functionality

Performing a Quick Search

This function works well if you wish to perform a fast search on general criteria. You can quickly perform a search based on the Fund Name, Fund Company, FundServ Code (typically 3 letters followed by 3-5 numbers), or a Holding (Security) contained within a Fund.

To perform a Quick Search:

1. Click in the text box and type all or part of the name, or FundServ Code that you wish to search for.
2. Use the drop-down menu to filter the results by a specific CIFSC Category.
3. Click the "Search" button.

Once the "Search" button is pressed, the page will be refreshed to display a list of funds that meet the search criteria. Please note that the Quick Search generally produces a larger number of search results than the Advanced Search.

The screenshot displays the FundProfiler Mutual Fund Search interface. It features a search bar with a dropdown menu for CIFSC Category and a 'Search' button. Below the search bar, a table of fund results is shown, including columns for Fund Name, Fund Grade, NAVPS (\$), and Return (%) for 1 Mth, 6 Mth, YTD, 1 Yr, 3 Yr, 5 Yr, and 10 Yr. A dropdown menu is open, showing a list of CIFSC categories such as 'All Categories', '2015 Target Date Portfolio', '2020 Target Date Portfolio', '2025 Target Date Portfolio', '2025+ Target Date Portfolio', 'Alternative Strategies', 'Asia Pacific ex-Japan Equity', 'Canada Dividend & Income Equity', 'Canada Equity', 'Canada Equity Balanced', 'Canada Fixed Income', 'Canada Fixed Income Balanced', 'Canada Focused Equity', 'Canada Focused Small/Mid Cap Equity', 'Canada Inflation Protected Fixed Income', 'Canada Long Term Fixed Income', 'Canada Money Market', 'Canada Neutral Balanced', 'Canada Short Term Fixed Income', 'Canada Small/Mid Cap Equity', 'Canada Synthetic Money Market', 'Commodity', 'Emerging Markets Equity', 'European Equity', 'Financial Services Equity', 'Global Equity', 'Global Equity Balanced', 'Global Fixed Income', and 'Global Fixed Income Balanced'. A list of fund names is also visible on the left side of the interface.

Performing an Advanced Search

This function works well if you are looking for funds that contain very specific features, and will typically produce a smaller number of search results than the Quick Search function. The Advanced Search option allows you to easily search for and locate mutual funds that match specific criteria.

When performing a search, you can screen funds based on a number of criteria, which are broken down into five categories – General, Performance, Risk, Rankings and Fees – with each category having between two and nine criteria that can be used.

To Use the Advanced Search:

1. Scroll over “Mutual Funds” in the Menu and select “Advanced Search”.
2. In the Advanced Search window, click on “Show More Search Filters” to reveal the additional filters. Note that the Quick Search is still available in this view.

The screenshot shows the FundProfiler website interface. At the top, there is a navigation menu with tabs for Home, Mutual Funds, Fund Managers, Exchange Traded Funds, Equities, and Portfolio Tracker. The 'Mutual Funds' tab is selected. Below the menu, there are options for Quick Search and Advanced Search. The 'Advanced Search' option is highlighted with a red arrow. Below this, there is a 'Filter By Fund Name/Company' section with a search box and a 'Filter by CIFSC Category' dropdown menu. A 'Show More Search Filters' button is visible below the search options. The main content area displays a list of mutual funds with columns for Fund Name, CIFSC Category, Fund Grade, MER (%), Type, Assets (\$M), and Min Invest. A red arrow points from the 'Show More Search Filters' button to a detailed view of the search filters. This detailed view includes sections for 'Filter by Company', 'Filter by Type', 'Filter by Load Type', 'Filter by quartile (3 yr)', and 'Filter by Grade'. It also features a table for performance metrics with columns for Minimum and Maximum values for Year-to-date Return, 1 Mth Return, 3 Mth Return, 6 Mth Return, 1 Yr Return, 3 Yr Return, 5 Yr Return, and 10 Yr Return. Other metrics like Assets (\$M), Standard Deviation, and Minimum Investment are also listed. A 'Reset' button is located at the bottom right of the filter section.

To Perform an Advanced Search:

1. Find the criteria that you wish to search on, and select the specific range from the corresponding drop-down box.
2. Repeat step 1, and search on as many criteria as desired. Keep in mind, however, that more criteria will decrease the number of search results.
3. Select the "Search" button to view the search results that match the criteria selected.
4. You can click on "Reset" to clear the search filters once you have finished or wish to search using a new set of parameters.

The screenshot shows the 'Mutual Fund Advanced Search' interface. At the top, there are navigation tabs: Home, Mutual Funds, Fund Managers, Exchange Traded Funds, Equities, Portfolio Tracker, and Settings. Below the tabs, there are buttons for 'Select List ...' and 'Edit ...'. The main search area includes:

- Filter By Fund Name/Company (keywords):** A text input field with a note '(Leave blank for all)' below it.
- Filter by CIFSC Category:** A dropdown menu currently set to 'All Categories'.
- Search:** A blue button with a magnifying glass icon.
- Fund Comparison:** A button located to the right of the search area.
- Filter by Company:** A dropdown menu set to 'All Companies'.
- Filter by Type:** A dropdown menu set to 'All Types'.
- Filter By Load Type:** A dropdown menu set to 'All Load Types'.
- Filter by quartile (3 yr):** A dropdown menu set to 'All Quartiles'.
- Filter by Grade:** A dropdown menu set to 'All Grades'.

The search criteria are organized into a table with columns for 'Minimum' and 'Maximum' values:

	Minimum	Maximum		Minimum	Maximum
Year-to-date Return	<input type="text"/>	<input type="text"/>	Assets (\$M)	<input type="text"/>	<input type="text"/>
1 Mth Return	<input type="text"/>	<input type="text"/>	Standard Deviation	<input type="text"/>	<input type="text"/>
3 Mth Return	<input type="text"/>	<input type="text"/>	Minimum Investment	<input type="text"/>	<input type="text"/>
6 Mth Return	<input type="text"/>	<input type="text"/>			
1 Yr Return	<input type="text"/>	<input type="text"/>			
3 Yr Return	<input type="text"/>	<input type="text"/>			
5 Yr Return	<input type="text"/>	<input type="text"/>			
10 Yr Return	<input type="text"/>	<input type="text"/>			

At the bottom of the search area, there is a 'Reset' button and a 'Hide Search Filters' link.

For example, let's say you wish to search for Canadian Equity funds (note that the Fund Types used are based on CIFSC standards) with greater than \$1 billion in total assets, no load structure, and 1-year return over 6%.

Example Advanced Search:

1. Select "Canadian Equity" from the drop-down list under "CIFSC Category."
2. Enter \$1000 in the "Minimum" field for "Assets (\$M)" (note that assets are measured in \$ millions.)
3. Enter "6" in the "Minimum" field for "1Yr Return".
4. Under Load Type, select "No Load" from the drop-down list.
5. Click on the "Search" button, or the "Reset" button to clear the search query.

Mutual Fund Advanced Search

Filter By Fund Name/Company (keywords): Filter by CIFSC Category: **Canadian Equity**

(Leave blank for all)

Filter by Company:	Year-to-date Return	Minimum	Maximum	Assets (\$M)	Minimum	Maximum
All Companies	1 Mth Return			Standard Deviation	1000	
Filter by Type:	3 Mth Return			Minimum Investment		
All Types	6 Mth Return					
Filter By Load Type:	1 Yr Return	6				
No Load	3 Yr Return					
Filter by quartile (3 yr):	5 Yr Return					
All Quartiles	10 Yr Return					
Filter by Grade:						
All Grades						

Overview	Daily Pricing	Performance	Calendar Performance	Quartiles	Risk	Managers	Custom View	
Fund Name	CIFSC Category	Fund Grade	MER (%)	Type	Assets (\$M)	Min Invest	Load	RRSP
BMO Equity Fund Series A	Canadian Equity	C	2.37	Mutual	1317.40	500	No Load	Yes
iShares S&P/TSX 60 Index ETF (XIU)	Canadian Equity	C		Other	11772.25		No Load	Yes

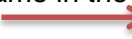
Once the "Search" button is pressed, the page will be refreshed displaying the results that meet the search criteria. This also allows you to continue to modify the search variables to monitor and optimize the results.

Fund Lists

From the search results, you can immediately add an investment product to a Watch List or create a new list. This gives you quick and convenient access to your Watch List in the future without having to manually search and build the same fund list again. See [Accessing Saved Watch Lists](#) for more information on how to load previously saved search criteria.

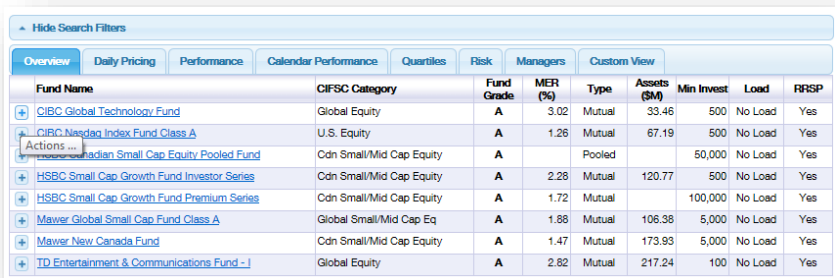
Lists can contain Funds, Equities, and ETFs or any combination of the three investment products. Watch Lists can also be labeled and can generally be accessed through any of the FundProfiler pages.

Creating a Quick Compare List

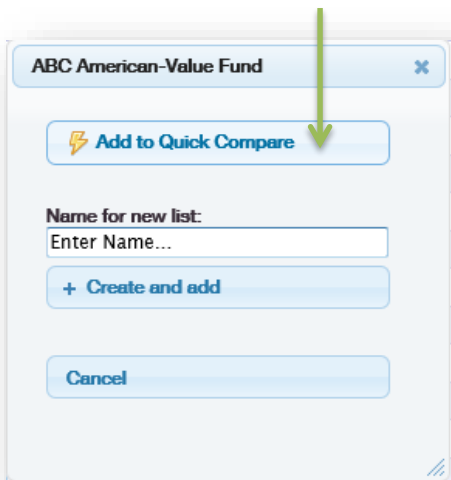
1. Click on the “+” symbol next to the investment name in the search results. 

A window like the one shown below, will pop-up.


2. Click on “Add to Quick Compare” to add the investment to the “Quick Compare” list.



Fund Name	CI/FSC Category	Fund Grade	MER (%)	Type	Assets (\$M)	Min Invest	Load	FRSP
+ CIBC Global Technology Fund	Global Equity	A	3.02	Mutual	33.46	500	No Load	Yes
+ CIBC Nextday Index Fund Class A	U.S. Equity	A	1.26	Mutual	67.19	500	No Load	Yes
+ CIBC Canadian Small Cap Equity Pooled Fund	Cdn Small/Mid Cap Equity	A		Pooled		50,000	No Load	Yes
+ HSBC Small Cap Growth Fund Investor Series	Cdn Small/Mid Cap Equity	A	2.28	Mutual	120.77	500	No Load	Yes
+ HSBC Small Cap Growth Fund Premium Series	Cdn Small/Mid Cap Equity	A	1.72	Mutual		100,000	No Load	Yes
+ Mawer Global Small Cap Fund Class A	Global Small/Mid Cap Eq	A	1.88	Mutual	106.38	5,000	No Load	Yes
+ Mawer New Canada Fund	Cdn Small/Mid Cap Equity	A	1.47	Mutual	173.93	5,000	No Load	Yes
+ TD Entertainment & Communications Fund - I	Global Equity	A	2.82	Mutual	217.24	100	No Load	Yes



ABC American-Value Fund ✕

 Add to Quick Compare

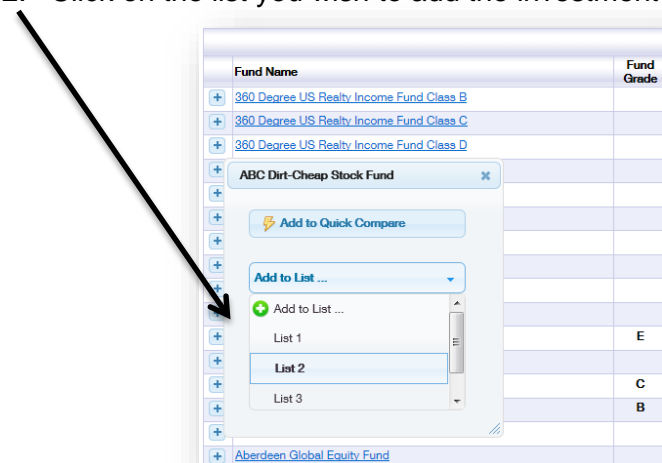
Name for new list:
Enter Name...

+ Create and add

Cancel

Adding an Investment to an Existing List

1. Repeat step 1 above.
2. Click on the list you wish to add the investment to.



Fund Name	Fund Grade
+ 360 Degree US Realty Income Fund Class B	
+ 360 Degree US Realty Income Fund Class C	
+ 360 Degree US Realty Income Fund Class D	
+ ABC Dirt-Cheap Stock Fund ✕	
+ Add to List ...	
+ Add to List ...	
+ List 1	E
+ List 2	C
+ List 3	B
+ Aberdeen Global Equity Fund	

Saving New Watch Lists

After conducting a search for the investments desired for the new Watch List, follow the simple three-step process below to create a new list.

The screenshot shows the FundProfiler search results table with columns: Fund Name, CIFSIC Category, Fund Grade, MER (%), Type, Assets (\$M), Min Invest, Load, and RRSP. Below the table, a '360 Degree US Realty Income Fund Class B' is selected, and the 'Add to List' dialog is open. The dialog shows a list of existing watch lists (List 1, List 2, List 3) and a 'New List ...' option at the bottom. A red arrow points from the 'New List ...' option to the 'Name for new list' input field in the 'ABC American Value Fund' dialog box, which also has an 'Add to Quick Compare' button and a '+ Create and add' button.

Fund Name	CIFSIC Category	Fund Grade	MER (%)	Type	Assets (\$M)	Min Invest	Load	RRSP
CIBC Global Tech	Global Equity	A	3.02	Mutual	33.46	500	No Load	Yes
CIBC Nasdaq Index Fund Class A	U.S. Equity	A	1.26	Mutual	67.19	500	No Load	Yes
Canadian Small Cap Equity Pooled Fund	Cdn Small/Mid Cap Equity	A		Pooled		50,000	No Load	Yes
HSBC Small Cap Growth Fund Investor Series	Cdn Small/Mid Cap Equity	A	2.28	Mutual	120.77	500	No Load	Yes
HSBC Small Cap Growth Fund Premium Series	Cdn Small/Mid Cap Equity	A	1.72	Mutual		100,000	No Load	Yes
Maver Global Small Cap Fund Class A	Global Small/Mid Cap Eq	A	1.88	Mutual	106.38	5,000	No Load	Yes
Maver New Canada Fund	Cdn Small/Mid Cap Equity	A	1.47	Mutual	173.93	5,000	No Load	Yes
TD Entertainment & Communications Fund - I	Global Equity	A	2.82	Mutual	217.24	100	No Load	Yes

1. Click on the “+” symbol next to the investment name in the search results.
2. Scroll down in the list of options to select “New List.”
3. Enter the name of the new Watch List and click the “+ Create and add” button.

Accessing Saved Watch Lists

Watch Lists are accessible through both the Quick and Advanced search screens for all investment products: Funds, ETFs and Equities. You can load and edit each of your Watch Lists by simply selecting them from the drop-down button at the top right just below the Menu bar.

To Access a Previously Saved Watch List:

1. From any search page, click on the drop-down “Select List...” button found just below the menu bar.
2. Select the name of the desired Watch List.

Your selected Watch List page will appear, displaying the funds you’ve saved in the list.

The screenshot displays three overlapping search screens from the FundProfiler website. The top screen is the 'Equity Advanced Search' page, the middle is the 'Mutual Fund Search' page, and the bottom is the 'Advanced ETF Search' page. Each screen features a navigation bar with tabs for Home, Mutual Funds, Fund Managers, Exchange Traded Funds, Equities, Portfolio Tracker, and Settings. Below the navigation bar, each search screen has a 'Select List...' dropdown menu and an 'Edit...' button. The 'Advanced ETF Search' screen is the most prominent, showing search filters for 'By Symbol' and 'By Name', 'ETF Provider', 'Exchange', 'CIFSC Category', 'Currency', and 'Filter by Grade'. It also includes a table for returns (Year-to-date, 1 Month, 3 Month, 6 Month, 1 Year, 3 Year, 5 Year, 10 Year) with columns for 'Minimum' and 'Maximum'. A dropdown menu is open over the 'Select List...' button, showing options: 'All (no list selected)', 'Quick Compare', 'List 1', 'List 2', and 'List 3'. Arrows from the text above point to the 'Select List...' buttons on the Equity and Mutual Fund search screens, and to the dropdown menu on the Advanced ETF search screen.

Mutual Fund Search

Filter By Fund Name/Company (keywords): Filter by CIFSC Category: All Categories

Fund Name	Fund Grade	NAVPS (\$)	Return (%)				Annualized Return (%)		
			1 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr
ABC American-Value Fund	E	7.96	0.88	11.33	20.83	26.17	4.30	13.75	3.92
CIBC Global Technology Fund	A	13.61	6.36	21.23	34.16	33.54	14.34	17.70	3.91
HSBC Canadian Small Cap Equity Pooled Fund	A	43.87	6.15	26.67	43.81	47.98	22.47		
iShares S&P/TSX Capped Composite Index ETF (XIC)	C	21.45	0.45	7.42	10.52	12.64	3.84	10.55	8.22
Mawer New Canada Fund	A	69.27	6.38	28.33	45.06	48.97	21.73	26.84	15.55
TD Entertainment & Communications Fund - I	A	41.35	3.81	22.79	41.36	44.22	19.15	24.24	12.07

Once the Watch List has loaded, you have the option to:

1. Add funds from the current list to another list (new or existing).
2. Search for new funds to add to the current Watch List.

Mutual Fund Search

Filter By Fund Name/Company (keywords): Filter by CIFSC Category: All Categories

HSBC Canadian Small Cap Equity Pooled Fund

Mth	YTD	1 Yr	Annualized Return (%)		
			3 Yr	5 Yr	10 Yr
11.33	20.83	26.17	4.30	13.75	3.92
21.23	34.16	33.54	14.34	17.70	3.91
26.67	43.81	47.98	22.47		
7.42	10.52	12.64	3.84	10.55	8.22
28.33	45.06	48.97	21.73	26.84	15.55
22.79	41.36	44.22	19.15	24.24	12.07

POWERED BY **FUND**

Mutual Fund Data
BofA Merrill Lynch
View [Terms and](#)

http://fundprofiler.ca/MutualFunds/FundSnapshot.aspx?IID=1689 - Windows Internet Explorer

http://fundprofiler.ca/MutualFunds/FundSnapshot.aspx?IID=1689

Renaissance Asian Fund Class A

(As of 11/30/2013)

Renaissance Asian Fund Class A
(Asia Pacific Equity)

FUNDGRADE™ ABCDE

Summary General Performance Portfolio Details Risk Pros

Inception Return (1/2/1990) 2.30 % NAVPS (12/27/2013)

YTD Return 12.03 % Change \$0.41 / 2.37 %

Watch List Maintenance

The Watch List Manager enables the user to modify, duplicate or delete entire Watch Lists.

To Duplicate a Watch List:

1. Select the list you wish to duplicate from the "Select List" drop-down menu.
2. The page will refresh, displaying the investment products in the selected Watch List. Once refreshed, click on "Edit."
3. Enter a name and click "Save" to duplicate the list.

This duplicated Watch List will now be accessible from the Quick and Advanced Search page.

	1 Mth	6 Mth	1 Yr	3 Yr	5 Yr	10 Yr
9.53	-7.48	-46.30	-20.59	-41.59	42.59	2.00
13.19	3.87	9.53	122.90	127.55	37.27	
13.05	3.94	11.88	119.95	124.72	37.13	
8.96	2.99	15.04	121.28	128.89	34.84	
34.34	9.87	36.49	59.60	61.22	30.57	33.69
19.44	2.66	22.53	46.40	50.39	29.65	19.85
37.84	13.40	22.36	33.59	41.86	28.84	
			20.98	48.50	54.61	28.17
						23.02

Manage List

List 2

Investment Name

- ABC American-Value Fund
- CIBC Global Technology Fund
- HSBC Canadian Small Cap Equity Pooled Fund
- Shares S&P/TSX Capped Composite Index ETF (XIC)
- Maver New Canada Fund
- TD Entertainment & Communications Fund - I

Save a copy of this list as: Save

Clear this list

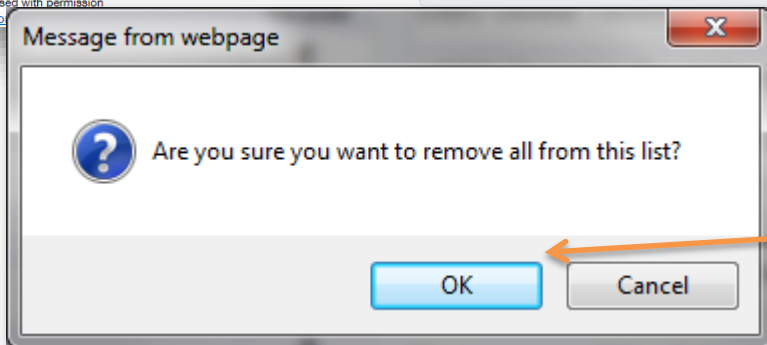
Delete this list

Close

To Clear a Watch List:

Repeat steps 1 and 2 from "To Duplicate a Watch List."

1. Delete individual investment products by clicking on the disposal bin to the right of the name.
2. Click "Clear this list" to delete all investment products from the named list.



You will then be asked to confirm that you wish to remove all from the list.

Click "OK," and the list will be cleared.

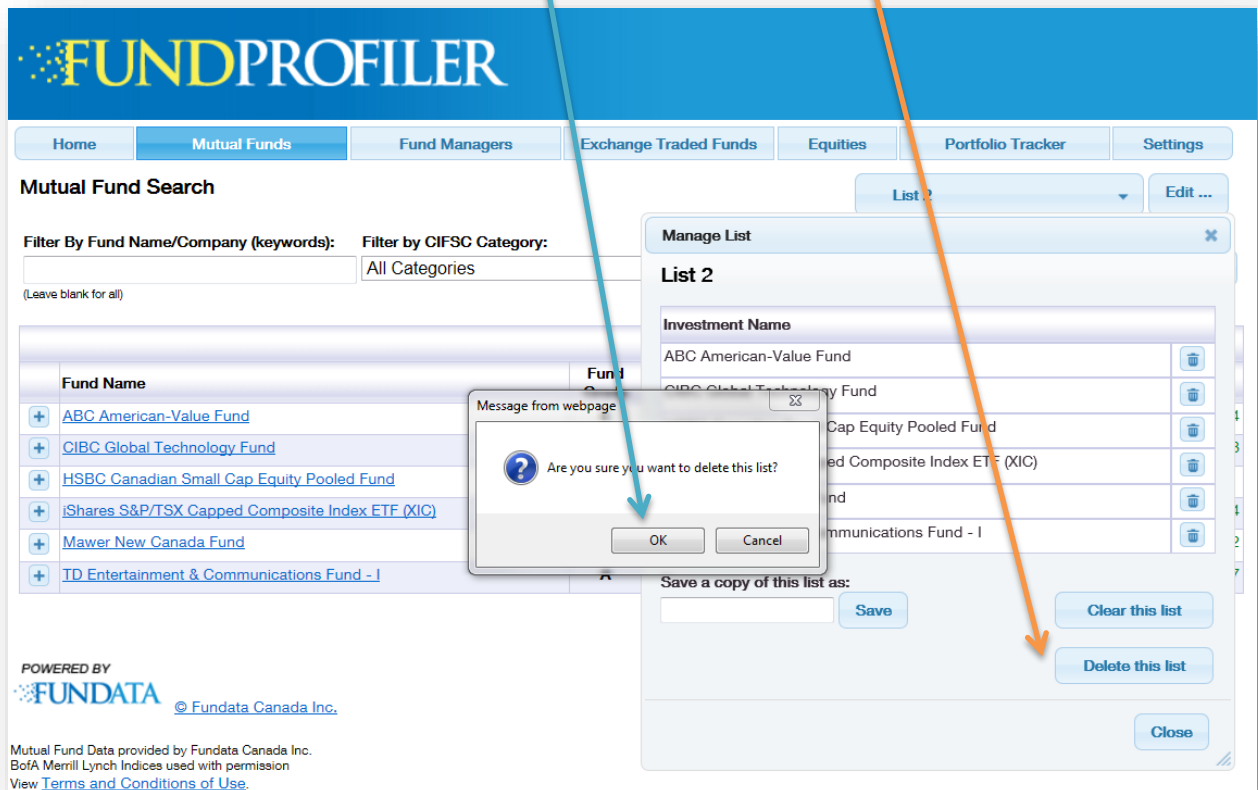
To Delete a Watch List:

Repeat steps 1 and 2 from “To Duplicate a Watch List.”

1. Click the “Delete this list” button to delete the Watch List.

You will then be asked to confirm that you wish to delete the list.

2. Click “OK,” and the list will be deleted.



Snapshots

Funds Only

From the Watch List, Search Results or Portfolio Tracker screens, you can access Fund Snapshots by simply clicking on the name of an investment. Once the user has clicked on the name, a pop-up window will appear, displaying details for the investment. To view summaries under the other headings, simply click on the tab headings.

To Access a Fund Snapshot:

1. Go to a Watch List, Search Results, or Portfolio Tracker page.
2. From the displayed list, click on the name of the desired fund (shown in blue and underlined). A new window will pop up containing detailed fund information across a number of tabs for analysis.

FUNDPROFILER

Home Mutual Funds Fund Managers Exchange Traded Funds Equities Portfolio Tracker Settings

Mutual Fund Search Select List ... Edit ...

Filter By Fund Name/Company (keywords): Filter by CIFSC Category: Search Fund Comparison

(Leave blank for all)

Fund Name	Fund Grade	NAVPS (\$)	Return (%)				Annualized Return (%)		
			1 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr
Acuity Pooled Fixed Income Fund	A	15.77	1.38	-1.85	0.55	1.36	4.92	7.59	6.77
Manulife International Focused Fund Advisor Series	A	13.11	4.29	11.96	18.51	23.16	11.23	9.90	3.36
Trimark Diversified Income Class Series T8	A	3.35	3.50	6.73	13.47	15.99	11.15	11.62	7.14
Altamira Japanese Opportunity Fund	A	4.73	0.44	5.98	25.61	36.80	9.62	4.27	1.11
National Bank Income & Growth Managed Portfolio	A	40.57	2.52	2.76	7.36	8.73	6.20	8.79	5.70
CI Signature High Income B Segregated Fund CI J	A	30.65	2.65	1.86	6.95	8.59	7.79	11.81	8.01
CI American Small Companies Segregated Fund I	A	13.92	4.17	17.39	34.86	39.24	15.80	12.57	5.15
CI Signature High Income I Segregated Fund	A	34.02	2.63	1.86	6.96	8.57	7.77	11.79	7.99
BMO North American Dividend Fund Series A	A	24.05	4.94	10.45	24.63	26.42	13.57	8.00	5.86
CI Signature High Income Fund Class A	A	14.51	2.68	2.00	7.22	8.90	8.09	12.13	9.03
CIBC U.S. Broad Market Index Fund Class A	A	28.68	5.30	15.55	31.84	33.32	16.47	11.15	4.47
CI Global Health Sciences Corporate Class A	A	44.28	1.10	20.87	47.17	52.63	25.76	20.49	9.30

When Viewing the Fund Snapshot:

1. To add the Fund to your Quick Compare list or an existing Watch List, simply click on the "Actions" button.
2. To view the Fund's comprehensive two-page PDF report, click on the "Printable Report" button, at the top or bottom of the screen. This report was design for advisor analysis and client sales presentations.
3. A number of tabs across the top of the Fund Snapshot contain more detailed information for each corresponding heading:
 - a. *Summary* – summary snapshot highlighting information from all the tabs combined.
 - b. *General* –Portfolio Manager, Fees, Distributions, and other fund details.
 - c. *Performance* –detailed returns data, including simple, compound, calendar returns, and more.
 - d. *Portfolio Details* –Holdings and Allocations data.
 - e. *Risk* –comprehensive risk metrics.
 - f. *Prospectus Risk Index* –Fundata's Prospectus Risk Index charting tool and risk ratings.

Manulife International Focused Fund Advisor Series
(International Equity)

FUNDGRADE™ ABOVE

YTD Return: **3.28%** (vs. Benchmark: 1.14%)

Change: **+0.008/0.11**

Assets: **\$2.16 B**

Rank (1Yr): **17th**

Assets (\$m): **\$21,600**

Std Dev (3Yr): **3.28%**

Velocity Ranking (3Yr): **A/B**

RRSP Eligibility: **Yes**

Lead: **Choice of Resor or Back**

Fee Front: **0.00%**

Fee Back: **0.00%**

Open to Invest: **Open**

Asset Allocation (as of October 31, 2012)

International Equity	82.61%
Cash and Cash Equivalents	3.02%
Fixed Income	7.14%
Canadian Corporate Bonds	3.12%
U.S. Govt Equity	3.11%

Sector Allocation (as of October 31, 2012)

Consumer Goods	28.08%
Industrial Services	18.14%
Consumer Services	17.81%
Cash and Cash Equivalents	8.02%
Industri. Goods	8.26%
Other	16.11%

Geographic Allocation (as of October 31, 2012)

European Union	52.08%
Japan	5.40%
Canada	5.02%
International Multi-B. Fund	9.02%
Asia/Pacific Rim	5.42%
Other	7.11%

Top 10 Holdings

Name	Asset	Sector	Geographic	Percent
3IT Corp - Common	International Equity	Industrial Services	Japan	0.00%
Zehre Group PLC - Common	International Equity	Financial Services	European Union	0.00%
Bernardt AG - Common	International Equity	Industrial Services	European Union	0.00%
Canada Government 0.00 W Co-Jun-2014	Cash and Equivalents	Cash and Cash Equivalents	Canada	0.00%
Gragea PLC - Common	International Equity	Consumer Services	European Union	0.00%
Halfords Group PLC - Common	International Equity	Consumer Goods	European Union	0.00%
James Halstead PLC - Common	International Equity	Industrial Goods	European Union	0.00%
Lentis Group Ltd - Common	International Equity	Consumer Goods	Africa and Middle East	0.00%
Racaltr Benckiser Group PLC - Common	International Equity	Consumer Goods	European Union	0.00%
Van de Velde NV - Common	International Equity	Consumer Goods	European Union	0.00%

Performance Data (as of October 31, 2012)

Return (\$)	Return (\$)				Annualized Return (\$)			
	1 Mth	3 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr
Fund	4.29	8.87	11.88	19.01	22.16	11.22	8.80	3.58
Benchmark	4.87	11.22	12.48	20.68	22.09	9.05	8.30	3.22
Quartile Ranking	2	2	2	2	3	1	1	2

Calendar Return (\$)

Year	2012	2011	2010	2009	2008	2007	2006	2005	2004
Fund	17.68	-0.85	-0.87	22.07	-22.87	-8.40	22.75	-0.12	6.18
Benchmark	14.28	-10.28	3.21	14.82	-30.80	-0.38	28.07	11.22	12.27
Quartile Ranking	1	1	4	1	5	5	1	4	3

Two-Page Comprehensive PDF Summary:

From the Snapshot, you also have the option to view that Fund's comprehensive two-page report.

Action
Printable Report

(As of 11/30/2013)

Manulife International Focused Fund Advisor Series
(International Equity)

FUNDGRADE™ A B C D E

Summary | General | Performance | Portfolio Details | Risk | Prospectus Risk Index

FUNDATA PROSPECTUS RISK INDEX

PROSPECTUS RISK

LOW LOW TO MEDIUM **MEDIUM** MEDIUM TO HIGH HIGH

VOLATILITY METER

LOW HIGH

3 YEAR COMPOUND RETURN

Risk	1 Yr	3 Yr	5 Yr	10 Yr
Beta	0.48	0.67	0.82	0.84
Alpha	0.03	0.03	0.02	-0.02
Sharpe	2.37	1.10	0.74	0.14
Treynor	0.35	0.15	0.12	0.02
R-squared	0.29	0.65	0.67	0.69

FUND MANAGER	START DATE	FUND COMPANY
Alan Wicks	Nov 01, 1998	Manulife Asset Management Limited

OBJECTIVE
The fundamental investment objective of the Fund is to protect capital and achieve maximum long-term capital growth by benefiting from the diversification which world capital markets offer to investors by investing primarily in equity securities of companies operating in world markets, whose head offices are located outside North America, characterized by high growth.

STRATEGY
The Fund invests primarily in equity securities of businesses of any size located outside of North America.

SALES STATUS					
Sales status	-	RSP Initial	\$500	PAC Subsequent	\$25
How Sold	Independent Broker/Dealer	RSP Subsequent	\$25	SWP Allowed	No
Sold In	AB BC MB NB NL NU NS NT ON PE PQ SK YT	Non-RSP Initial	\$500	SWP Min Balance	-
		RSP Subsequent	\$25	SWP Min Withdraw	-
		PAC Allowed	Yes	Management Fee	2.00%
		PAC Initial Investment	\$25	MER	2.65%
				Max FE Trailer	1.00%
				Max DSC Trailer	0.50%

RETURN (%)

	1 Mth	3 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr	Inception
QUARTILE 4	4	4	3	4	4	1	1	3	-
FUND	-2.26	6.91	9.85	15.84	18.93	11.49	10.21	2.88	2.07
BENCHMARK	2.53	12.66	14.91	30.09	34.07	11.84	10.59	5.76	-
CATEGORY AVG	2.39	11.28	12.60	23.44	27.64	9.01	8.62	3.35	-

CALENDAR RETURN (%)

	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
FUND	17.66	-2.63	-0.87	22.07	-33.67	-8.65	25.73	-2.15	6.16	-1.25
BENCHMARK	14.58	-10.59	3.24	14.82	-30.60	-6.36	26.07	11.20	12.27	15.39
QUARTILE RANK	1	1	4	1	3	3	1	4	3	4
CATEGORY AVG	14.47	-12.29	2.78	13.33	-32.64	-6.67	22.41	9.33	8.82	12.28

RETURN (%) MONTH

Best: 13.44 (Apr-09)
Worst: -9.54 (Jan-09)

TOP HOLDINGS (%) As at Nov 30, 2013

80.6	Canada Government 0.00 % 05-Jun-2014	6.65
8.1	James Halstead PLC - Common	5.57
2.2	Bertrand AG - Common	5.51
0.2	Greggs PLC - Common	5.44
0.1	Ashmore Group PLC - Common	5.32
	Rockitt Bendix Group PLC - Common	5.28
	Micro Focus International PLC - Common	5.21
29.0	Rotork PLC - Common	5.14
19.0	Van de Velde NV - Common	4.99
17.1	ATI Corp - Common	4.98
10.7		
8.1		
16.2	Total	54.09

GEOGRAPHIC ALLOCATION (%) As at Nov 30, 2013

54.0	European Union
15.6	Japan
11.7	Africa and Middle East
8.3	Canada
8.3	Asia/Pacific Rim
2.1	Other

EQUITY STYLE

FUNDATA
DATA THAT MATTER

Investment Analysis

Best/Worst Funds

The Best/Worst Funds can be accessed and sorted at any time while remaining on your selected Search page. This tool is particularly useful for identifying the top- and bottom-performing Funds overall. You can also sort by Fund category and view Fund Snapshots from this screen.

To View Best/Worst Funds:

1. Select the desired Fund Category or “All Fund Categories” from the drop-down list.
2. Click on the desired time period to order the results by “Best” or click twice to order by “Worst” from the desired time period.

Fund Name	Fund Grade	NAVPS (\$)	Return (%)				Annualized Return (%)		
			1 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr
PH&N Vintage Fund Series O		27.29	4.40	18.26	33.33	37.14	11.3	18.93	6.09
PH&N Vintage Fund Series F		26.13	4.31	17.61	31.99	35.63	10.12	15.98	
PH&N Vintage Fund Series D	B	25.14	4.28	17.46	31.67	35.27	9.79	15.36	4.28
PH&N Vintage Fund Series C	B	24.39	4.22	16.98	30.70	34.19	8.93	14.45	
CI Cambridge Core Canadian Pool		15.67	3.17						
First Asset Morningstar Nat Bank Quebec ETF (QXM)		13.63	3.21						
Owners Fund		132.79	0.59						
First Asset Morningstar Nat Bank Quebec ETF(QXMA)		13.59	3.22						
Trimark Canadian Opportunity Class Series F		21.19	2.75						3.10
Caldwell Canadian Value Momentum Fund	A	13.60	4.58						8.68
United Canadian Equity Alpha Corporate Class IT8		11.91	2.65						
United Canadian Equity Alpha Corporate Class I		17.61	2.81						

Another option available from this screen is the ability to view a Fund Snapshot by clicking on the Fund's name. If you have identified a Fund to analyze further, add the Fund to your Current List. See the [Fund Snapshot](#) section in this guide for more details.

Fund Comparison

This mode offers a fast and easy way to compare the details of the funds contained in your current list. The comparison chart contains general fund information, performance, risk, allocations, sales information, and fees.

To compare funds, you must first add funds to your Working List so that it contains the funds you wish to compare. (See [Creating a Quick Compare List](#) for more details.)

To Compare Funds:

1. Click the check boxes beside the funds that you wish to compare.
2. Click on the “Compare Selected Funds” button to begin the comparison.



When you click on the “Compare Funds” button, FundProfiler opens a comparison mode displaying information for all selected funds. Note that you can compare a maximum of four funds at once.

The comparison view can also be exported into a PDF report and/or a Microsoft Excel document.

Fund	ABC American-Value Fund	CIBC Global Technology Fund	HSBC Canadian Small Cap Equity Pooled Fund	iShares S&P/TSX Capped Composite Index ETF (XIC)
Basic Materials				
Cash and Cash Equivalent				
Consumer Goods				
Consumer Services				
Energy				
Exchange Traded Fund				
Financial Services				
Fixed Income				
Healthcare				
Industrial Goods				
Industrial Services				
Mutual Fund				
Technology				
Utilities				
Other				

Fund Comparison

[List 2](#) [Edit ...](#)

[Return to Fund Selector](#)

[PDF Report](#)
[Excel Report](#)

Growth of \$10,000 (As of November 30, 2013)

Fund	ABC American-Value Fund	CIBC Global Technology Fund	HSBC Canadian Small Cap Equity Pooled Fund	iShares S&P/TSX Capped Composite Index ETF (XIC)
Fund Grade	E	A	A	C
Fund Type	U.S. Small/Mid Cap Equity	Global Equity	Canadian Small/Mid Cap Equity	Canadian Equity
Legal Status	Trust	Trust	Trust	Trust
Classification	Mutual	Mutual	Pooled	Other
Trust Type	Regular	Regular	Pooled	Regular
MER	2.00 %	3.02 %	-	-
Management Fee	2.00 %	2.25 %	2.00 %	0.25 %
Management Fees paid by	Manager	Fund	Client	Fund
Rank (1Yr)	80/80	134/722	-	309/393
Dividend Yield	-	-	-	-
Prospectus Risk	-	High Risk	Medium to High Risk	-
Performance				
1 Mth	0.98%	6.36%	6.15%	0.45%
3 Mth	9.79%	15.20%	19.70%	6.59%
6 Mth	11.33%	21.23%	26.87%	7.42%
YTD	20.83%	34.16%	49.81%	10.52%
1 Yr	26.17%	39.54%	47.98%	12.64%
3 Yr	4.30%	14.34%	22.47%	3.84%
5 Yr	13.75%	17.70%	-	10.55%
10 Yr	3.92%	3.91%	-	8.22%
Risk				
Standard Deviation	15.72%	11.44%	11.75%	10.37%
Beta	1.02	0.99	0.88	0.99
Alpha	-0.13	0.02	0.22	0.00
Rquared	0.53	0.84	0.74	1.00
Sharpe	0.29	1.15	1.72	0.32
Sortino	0.13	1.65	2.80	0.04
Treynor	0.04	0.13	0.30	0.03
Asset Allocation				
Canadian Bonds - Funds	-	-	-	-
Canadian Bonds - Other	-	-	-	-
Canadian Corporate Bonds	-	-	-	-
Canadian Equity	-	0.29	94.41	95.81
Canadian Government Bonds	-	-	-	-
Cash and Equivalents	-	2.84	3.06	-
Commodities	-	-	-	-
Derivatives	-	-	-	0.03

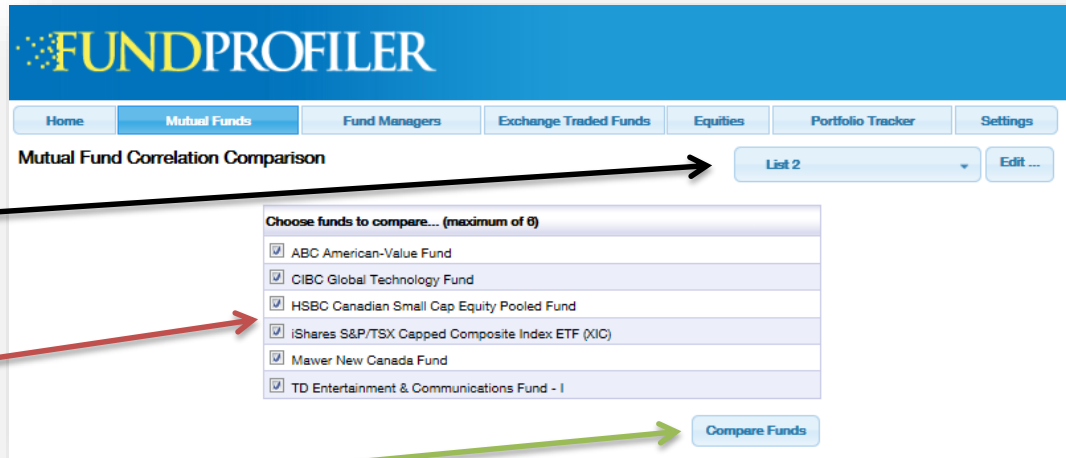
Fund Correlation Comparison

The Fund Correlation Comparison lets you measure the extent of performance correlation between up to six funds.

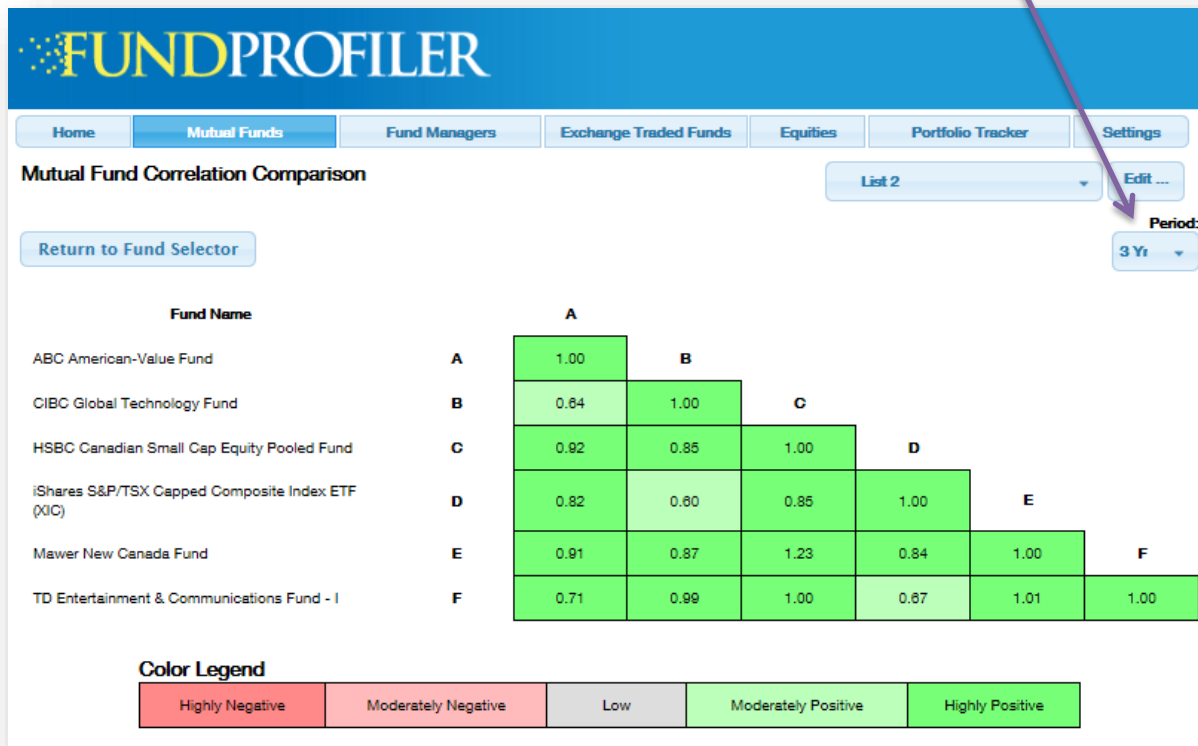
Comparison View Correlations

To view the correlations of the Funds in your Current List:

1. Choose funds from your Quick Compare List or saved Watch Lists.
2. Select up to 6 funds by checking the box next to the fund name.
3. Click on the “Compare Funds” button.



FundProfiler displays the correlations of the selected funds in a graph mode. The colour codes help identify the degree of correlation. In addition, you can select the performance time period for the correlation comparison.



Prospectus Risk Index Comparison

The Fundata Prospectus Risk Index Comparison tool provides a benchmark against which to measure mutual fund performance of funds in the same risk category as identified in the fund's prospectus. This remarkable tool highlights discrepancies and provides objective Prospectus Risk benchmarks to measure the degree to which a fund stays within or varies from its stated risk category.

To Use the Prospectus Risk Index Comparison Tool:

1. Select a list of Funds from your Quick Compare List or saved Watch Lists.
2. Select up to 6 funds by checking the box next to the name.
3. Click on the "Compare Funds" button.

The screenshot displays the 'Compare Funds to Prospectus Risk Index' tool. At the top, there is a navigation bar with tabs for Home, Mutual Funds, Fund Managers, Exchange Traded Funds, Equities, Portfolio Tracker, and Settings. Below the navigation bar, the title 'Compare Funds to Prospectus Risk Index' is shown, along with a 'Quick Compare' dropdown menu and an 'Edit ...' button. The main content area features a list of funds under the heading 'Choose funds to compare... (maximum of 6)'. The list includes the following funds with their selection status:

Fund Name	Selected
380 Degree US Realty Income Fund Class D	<input type="checkbox"/>
ABC American-Value Fund	<input type="checkbox"/>
ABC Fundamental-Value Fund	<input checked="" type="checkbox"/>
Absolute Return Fund Class B	<input checked="" type="checkbox"/>
Acker Finley Select US Value 50 Fund Series F (Data not available)	<input type="checkbox"/>
Act II New Media Fund F	<input type="checkbox"/>
Acuity Pooled Diversified Income Fund	<input checked="" type="checkbox"/>
Acuity Pooled Fixed Income Fund	<input type="checkbox"/>
AEGON imaxx Canadian Fixed Pay Fund Class A	<input type="checkbox"/>
BMO Equity Fund Series A	<input checked="" type="checkbox"/>
CIBC Global Technology Fund	<input checked="" type="checkbox"/>
HSBC Canadian Small Cap Equity Pooled Fund	<input type="checkbox"/>
Mawer New Canada Fund	<input checked="" type="checkbox"/>
TD Entertainment & Communications Fund - I	<input type="checkbox"/>

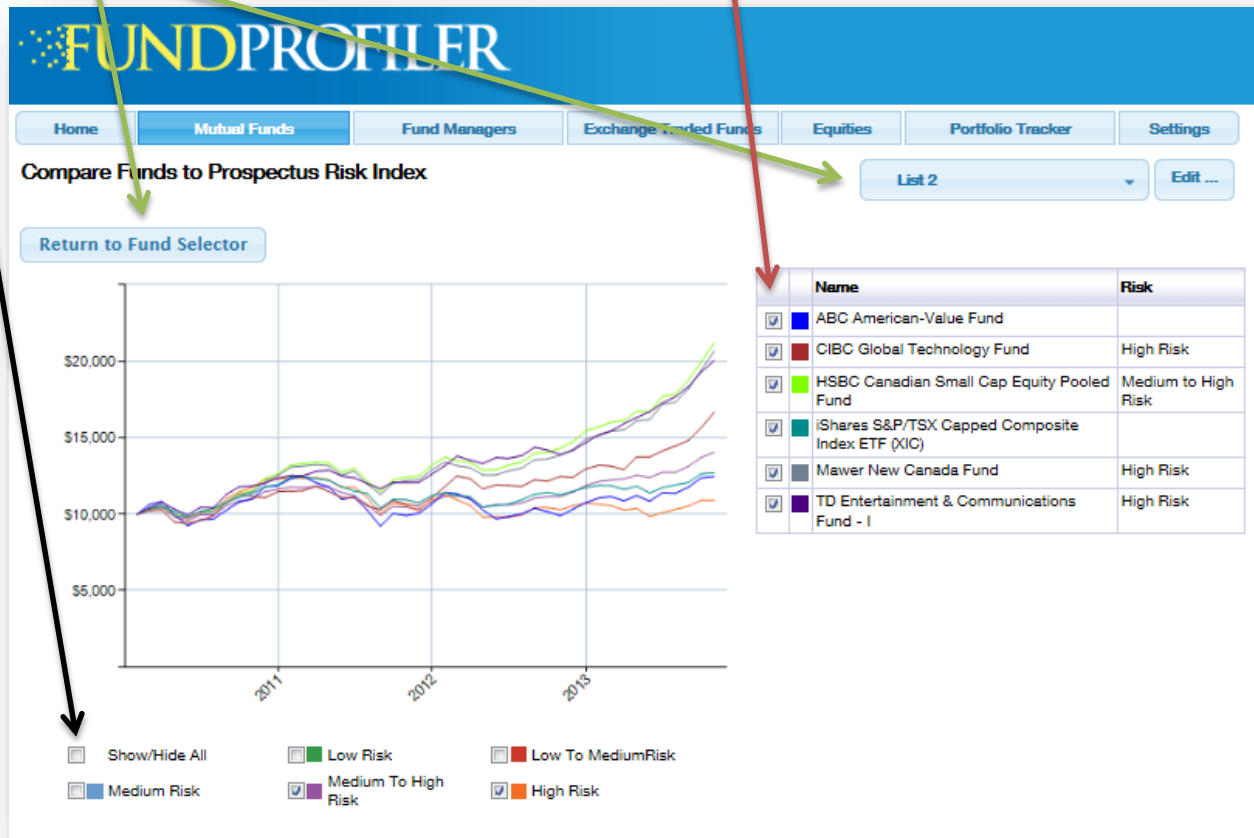
Below the list, a red message states: 'You must select 1 to 6 fund to continue'. At the bottom right of the list area, there is a 'Compare Funds' button.

Prospectus Risk Index Analysis:

You can analyze the performance of any given fund or a number of funds against one or several Prospectus Risk Indices. Here's how:

1. Select the risk category index(es).
2. Selects fund(s) you wish to compare and analyze.

You also have the ability to add and/or remove funds in your analysis or switch between saved Watch Lists.



Fund Manager Profiles

FundProfiler's Fund Manager Search tool allows you to view a fund manager's rack record and see any available biographical material.

You can search for a fund manager or an asset management firm by:

1. Name, and/or
2. CIFSC category.

FUNDPROFILER

Home Mutual Funds **Fund Managers** Exchange Traded Funds Equities Portfolio Tracker Settings

Fund Manager Search

Manager's Name: Filter by CIFSC Category: All Categories

(Leave blank for all)

Manager's Name	CIFSC Category	Return (%)				Annualized Return (%)		
		1 Mth	6 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr
Portland Investment Counsel	Global Equity	1.76	10.90	23.62	28.25	8.18		
Abdel-Motaal, Karim	Global Small/Mid Cap Eq	2.18	14.34	32.07	36.68	12.22	18.81	
Aberdeen Asset Management	Emerging Markets Equity	-1.85	-1.57	-0.77	4.60	3.08	14.59	
Aberdeen Asset Management	International Equity	1.22	7.12	15.69	18.88	7.90	6.32	
Aberdeen Asset Management	Global Equity	1.21	6.20	16.80	19.66	10.31	10.15	
Aberdeen Asset Management	Canadian Equity Balanced	0.48	4.59	7.01	8.68	4.44		
ABN-AMRO Asset Mgmt Can Ltd - Management Team	Asia Pacific Equity	-0.36	-0.96	7.45	13.16	-1.06	18.32	8.28
Abu Leil-Cooper, Ghadir	Misc - Geographic Equity	-2.54	4.37	4.91	11.85	-3.34	10.63	
Acadian Asset Management - Mgmt Team	Global Equity	1.32	12.13	24.91	27.89			
Acadian Asset Management - Mgmt Team	International Equity	2.51	14.03	26.56	30.29	9.22	9.01	
Acadian Asset Management - Mgmt Team	Canadian Neutral Balanced	0.64	4.95	9.04				
Acker Finley - Mgmt. Team	Canadian Equity	1.43	9.47	14.24	16.12	4.31	11.01	
Acker Finley - Mgmt. Team	U.S. Equity	4.84	11.65	35.47	36.60	16.12	20.26	3.10
Acuity Investment Management Inc - Mgmt. Team	High Yield Fixed Income	6.75	8.13	13.07	14.36	10.70		
Acuity Investment Management Inc - Mgmt. Team	Canadian Equity	-2.34	2.33	-9.47	-5.43	-8.05	4.23	2.86
Acuity Investment Management Inc - Mgmt. Team	Canadian Focused Equity	0.90	6.84	5.34	9.22	1.98	9.62	6.00
Acuity Investment Management Inc - Mgmt. Team	Cdn Small/Mid Cap Equity	-1.12	3.94	-14.52	-9.29	-13.89	8.43	5.69
Acuity Investment Management Inc - Mgmt. Team	Canadian Neutral Balanced	0.66	4.94	7.96	9.67	4.45	8.51	5.74
Acuity Investment Management Inc - Mgmt. Team	Global Fixed Inc Balanced	1.51	4.35	7.51	8.53	6.66	9.88	8.07
Acuity Investment Management Inc - Mgmt. Team	Canadian Fixed Income	0.06	-0.52	0.25	0.30	4.26	6.47	5.48
Acuity Investment Management Inc - Mgmt. Team	Canadian Equity Balanced	0.50	4.41	3.45	4.80	0.53	7.27	5.14
Adatia, CFA, Sadiq S.	Global Neutral Balanced	1.01	4.46	10.48	12.05			
Adatia, CFA, Sadiq S.	2025 Target Date	-0.33	-1.71	-0.15	1.44			
Adatia, CFA, Sadiq S.	2025+ Target Date	-0.24	-0.42	2.28	5.07			
Adatia, CFA, Sadiq S.	2020 Target Date	0.23	-0.22	0.86	3.01			
Adatia, CFA, Sadiq S.	Global Equity Balanced	1.71	7.87	17.03	19.31			
Adatia, CFA, Sadiq S.	Global Fixed Inc Balanced	0.71	3.06	7.47	8.26			
Addenda Capital Inc-Management team	Canadian Fixed Income	-0.21	-1.43	-1.25	-1.68	2.80	4.70	

FundProfiler will display the performance of the fund manager in the stated CIFSC category.

For greater detail on the fund manager, click on the name of the fund manager for a pop-up window of the manager's biographic material.

Detailed Fund Manager Profiles

These detailed profile pages contain:

1. Biography.
2. Detailed performance metrics.

FUNDPROFILER

(As of 11/30/2013)

Acuity Investment Management Inc - Mgmt. Team

(Canadian Equity)

Acuity manages on a team basis with no single lead manager. The two individuals most involved would be Mr. Hugh McCauley, Managing Director and Lead Portfolio Manager. His academic background and technological insights compliment his investment expertise, and have provided a unique perspective to his ongoing management of Acuity Portfolios since 1996. Mr. David Stonehouse is the Director, Income and Portfolio Manager. He has 9 years experience.

Monthly Return (%) (As of November 30, 2013)

Annual Return (As of November 30, 2013)

Funds Managed

Current Funds Managed

- Acuity Pooled Conservative Asset Allocation Fund
- Acuity Pooled Canadian Balanced Fund
- Acuity Pooled Canadian Equity Fund
- Acuity Pooled Fixed Income Fund
- Acuity Pooled High Income Fund
- Acuity Pooled Pure Canadian Equity Fund
- Acuity Pooled Diversified Income Fund
- Acuity Pooled Canadian Small Cap Fund
- Counsel Regular Pay Portfolio Series A
- Counsel Regular Pay Portfolio Series F
- AGF Canadian Small Cap Discovery Fund
- AGF Canadian Small Cap Discovery Fund Series F
- Counsel Regular Pay Portfolio Series D
- Counsel Regular Pay Portfolio Series E
- Counsel Regular Pay Portfolio Series I
- Equitable Life Acuity Pure Canadian Equity Fund
- Equitable Life Acuity Canadian Balanced Fund
- Equitable Life Acuity Pure Canadian Equity Fund B
- Equitable Life Acuity Canadian Balanced Fund B
- ASTRA Acuity High Income
- Counsel Regular Pay Portfolio Series T
- Counsel Regular Pay Portfolio Series DT
- Counsel Regular Pay Portfolio Series B
- Counsel Regular Pay Portfolio Series EB
- Counsel Regular Pay Portfolio Series IT
- Counsel Regular Pay Portfolio Series ET

Historical Funds Managed

Start Date	End Date
Sep 15, 2006	
Sep 15, 2006	
Sep 15, 2006	
Feb 02, 2010	
Dec 17, 2012	
Feb 22, 2013	
Feb 22, 2013	
Feb 22, 2013	
Feb 22, 2013	
Feb 22, 2013	
Feb 22, 2013	

Performance Data (As of November 30, 2013)

Return	Return (%)			
	1 Mth	3 Mth	6 Mth	YTD
Manager	-2.34	3.23	2.33	-9.47
Benchmark	0.45	6.67	7.57	10.79

Return	Annualized Return (%)									
	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr
Manager	-5.43	-6.57	-8.05	-2.57	4.23	-6.11	-4.55	-0.97	1.42	2.86
Benchmark	12.95	9.04	4.11	7.03	10.89	2.64	3.66	5.64	7.35	8.27

Monthly Return (%)	Nov-13	Oct-13	Sep-13	Aug-13	Jul-13	Jun-13	May-13	Apr-13	Mar-13	Feb-13	Jan-13	Dec-12
	Manager	-2.34	4.45	1.20	0.55	3.07	-4.36	-0.92	-4.96	-3.59	-2.64	0.10
Benchmark	0.45	4.72	1.40	1.55	3.19	-3.76	1.77	-2.07	-0.19	1.28	2.25	1.95

3. List of actively managed funds.
4. List of historically funds managed.

Portfolio Management and Analysis

Creating New Portfolios

Adding a Portfolio

FundProfiler lets you create one or more separate portfolios if you wish. For example, you may wish to create an “RRSP” portfolio, a “TFSA” portfolio, and so on, identifying your portfolio by investment vehicle used. Or you might segregate portfolios by investment objective – for example, “Safety,” “Income” or “Growth.” Investment professionals might wish to create separate portfolios by client name or account number. FundProfiler gives you the flexibility to organize your portfolios to best suit your needs.

Accessing the “Add New Portfolio” Screen

To add a new Portfolio, you must first click on “Portfolio Tracker” in the menu bar. And from there, click on “Add New Portfolio.”

To add and save a new portfolio once in the Portfolio Tracker page, follow this process:

To Add a New Account

1. Click's on “Add New Portfolio.”
2. Input the desired name for the account in the text box.
3. Click “Save.”

The screenshot shows the FundProfiler 'Portfolio Tracker' interface. At the top, there is a navigation menu with options: Home, Mutual Funds, Fund Managers, Exchange Traded Funds, Equities, Portfolio Tracker (selected), and Settings. Below the menu, a 'Summary of All Portfolios' section displays a Market Value of \$423,399.48 (as of 12/31/2013) and an Unrealized Gain/Loss of \$40,182.21 (20.04%). A table lists three sample portfolios: Sample RRSP, Sample ETFs, and Sample Stocks. Below the table is an 'Add New Portfolio' button. A modal window titled 'Add New Portfolio' is open, showing a text input field with 'John Doe - RESP' and a 'Save' button. A 'Close' button is also visible at the bottom right of the modal. Arrows from the numbered list point to the 'Add New Portfolio' button, the text input field, and the 'Save' button respectively.

FundProfiler will then take you to the next step in the setup process, *Adding Investments*.

Managing Investments

Adding investments is the next step in the process of setting up a portfolio. Investments are added from the “Add to Your Portfolio” screen, and can be added at any time, once a portfolio is set up.

The “Add to Your Portfolio” screen can be accessed one of two ways:

Upon setting up a new account - Once a new account is saved, FundProfiler will take you directly to the *Add to Your Portfolio* screen.

From the Portfolio View Screen – Once a portfolio is set up, you can always search and add investment products using the *Portfolio Details* tab in the Portfolio Tracker.

The screenshot shows the 'Add to your Portfolio' interface. At the top, the 'Portfolio Tracker' tab is selected. The selected portfolio is 'John Doe - RESP'. The market value is \$0.00 (as of 12/31/2013) and the unrealized gain/loss is \$0.00 (0.00%). Below this is a search bar with a 'Search' button and a 'Choose from a Saved List' dropdown. There are radio buttons for 'By name (mutual funds and stocks)' and 'By symbol (fundserve and TSX symbol)'. A dropdown menu shows 'All markets'.

The screenshot shows the 'Portfolio Details' interface for 'Sample RRSP'. The market value is \$172,094.13 (as of 12/31/2013) and the unrealized gain/loss is \$11,511.02 (7.17%). Below this is a table with columns: Investment Name, Quantity, Market Price (\$), Market Value (\$), Average Cost (\$), Book Value (\$), Unrealized Gain/Loss (\$), Unrealized Gain/Loss (%), and % of Portfolio. The table lists several investments including BlackBerry Limited, AGF Aggressive U.S. Growth Fund, iShares S&P/TSX 60 Index ETF (XIU), Manulife Monthly High Income Class Series F, and Cash. A totals row shows a total market value of \$172,094.13, a total book value of \$160,583.11, and a total unrealized gain/loss of \$11,511.02 (7.17%).

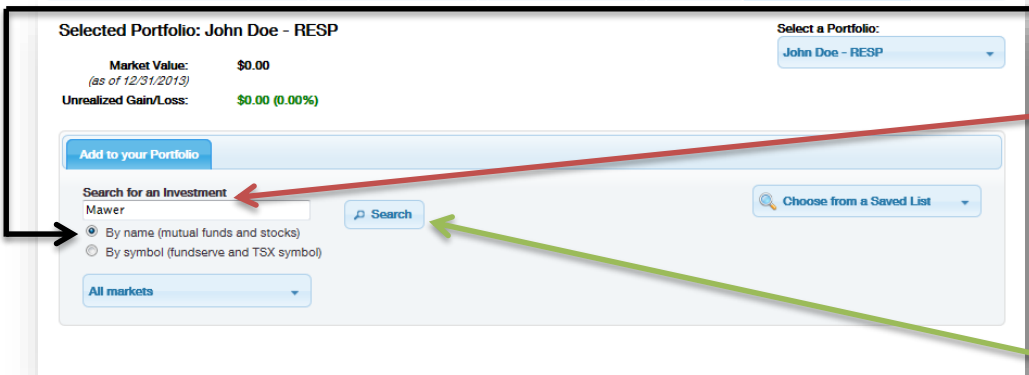
Investment Name	Quantity	Market Price (\$)	Market Value (\$)	Average Cost (\$)	Book Value (\$)	Unrealized Gain/Loss (\$)	Unrealized Gain/Loss (%)	% of Portfolio
BlackBerry Limited	5500.00	7.90	43,450.00	8.32	45,745.00	-2,295.00	-5.02	25.25
AGF Aggressive U.S. Growth Fund	50.00	30.17	1,508.50	28.69	1,434.50	74.00	5.16	0.88
iShares S&P/TSX 60 Index ETF (XIU)	5308.71	19.69	104,543.85	17.14	90,985.61	13,558.24	14.90	60.75
Manulife Monthly High Income Class Series F	750.00	5.28	3,961.28	5.05	3,787.50	173.78	4.59	2.30
Cash			18,630.50					10.83
Totals			\$172,094.13		\$160,583.11	\$11,511.02	7.17	

Portfolio values are in CAD\$ (unless otherwise specified)

Adding and Saving New Investments

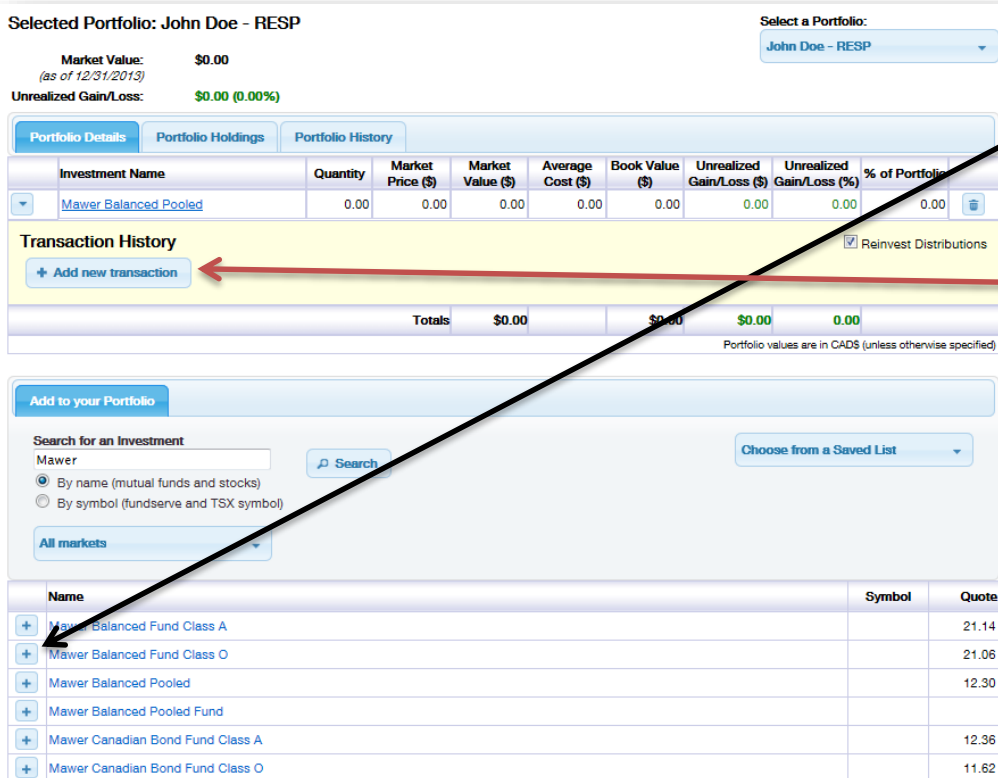
FundProfilr lets you search for and add investments directly to your portfolio. A search can be performed by name for mutual funds and stocks or by symbol (FundServ Code for funds or stock ticker symbol for stocks).

To Search for an Investment:



1. Select the desired search type.
2. Type in search criteria. If searching by name type in all or part of the name. If searching by symbol, enter the full code.
3. Click the "Search" button.

FundProfilr will display search results in the same window, showing Name, Symbol and Quote (If the desired investment is not displayed, search again using a different search term). To automatically add an investment to the portfolio from the search results, simply click the "+" icon beside the desired investment(s). The investment will immediately display in the portfolio list above the search tool. You may then continue to search for more investments.



To Add an Investment to the Portfolio:

1. Select the "+" icon beside the desired investment(s) from the search results.
2. The investment will then appear in the "Portfolio Details" section of the current portfolio.
3. Search again if desired.

Importing a Saved List

FundProfiler lets you import a Saved List into an existing or new portfolio in the Portfolio Tracker. You can import the entire list or select individual investments to import.

To Import a Saved List:

1. Click on the “Choose from a Saved List” dropdown menu and select the desired list.
2. The Saved List will appear in Search Results. Click on the “+” icon next to the desired investment(s) to add to the portfolio (see the section [Adding and Saving New Investments](#) for more details).

The screenshot shows the 'Add to your Portfolio' interface. At the top, there is a search bar and a 'Search' button. Below the search bar, there are radio buttons for 'By name (mutual funds and stocks)' (selected) and 'By symbol (fundserve and TSX symbol)'. There is also a dropdown for 'All markets'. To the right, there is a dropdown menu for 'List 2' with a 'Choose from a Saved List' option. Below this, there is a 'Quick Compare' button. The main part of the interface is a table with the following data:

Name	Quote
+ ABC American-Value Fund	7.96
+ CIBC Global Technology Fund	13.60
+ HSBC Canadian Small Cap Equity Pooled Fund	44.45
+ iShares S&P/TSX Capped Composite Index ETF (XIC)	21.50
+ Mawer New Canada Fund	69.92
+ TD Entertainment & Communications Fund - I	41.35

Deleting Investments

FundProfiler lets you easily delete an investment from your portfolio.

To Delete an Investment

1. Click on the “bin” icon found to the right of the investment entry that you wish to delete.
2. Click the “OK” button in the confirmation pop-up window.

The screenshot shows the 'Selected Portfolio: Sample RRSP' interface. At the top, it displays the Market Value as \$172,283.27 (as of 01/09/2014) and an Unrealized Gain/Loss of \$20,495.16 (13.50%). Below this is a table of portfolio holdings with columns for Investment Name, Quantity, Market Price (\$), Market Value (\$), Average Cost (\$), Book Value (\$), Unrealized Gain/Loss (\$), Unrealized Gain/Loss (%), and % of Portfolio. The table lists five items: BlackBerry Limited, AGF Aggressive U.S. Growth Fund, iShares S&P/TSX 60 Index ETF (XIU), Manulife Monthly High Income Class Series F, and Cash. A red arrow points from the 'bin' icon in the BlackBerry Limited row to a confirmation dialog box titled 'Message from webpage'. The dialog box asks, 'Are you sure you want to delete this investment and all corresponding transactions?' and has 'OK' and 'Cancel' buttons. A black arrow points from the 'bin' icon in the BlackBerry Limited row to the dialog box.

Investment Name	Quantity	Market Price (\$)	Market Value (\$)	Average Cost (\$)	Book Value (\$)	Unrealized Gain/Loss (\$)	Unrealized Gain/Loss (%)	% of Portfolio
BlackBerry Limited	5500.00	9.47	52,085.00	8.32	45,745.00	6,340.00	13.86	30.23
AGF Aggressive U.S. Growth Fund	50.00	30.73	1,536.50	28.69	1,434.50	102.00	7.11	0.89
iShares S&P/TSX 60 Index ETF (XIU)	5308.71	19.72	104,706.14	17.14	90,985.61	13,720.53	15.08	60.78
Manulife Monthly High Income Class Series F	1250.00	5.29	6,615.13	5.03	6,282.50	332.63	5.29	3.84
Cash			7,340.50					4.26
Totals			\$172,283.27		\$151,788.11	\$20,495.16	13.50	

Portfolio values are in CAD\$ (unless otherwise specified)

The page will then refresh with the investment deleted from the portfolio.

Managing Transactions

The final step in setting up a portfolio is adding transactions. FundProfiler lets you add single or multiple buy and sell transactions and will display a complete transaction history. Transactions can be added to both new investments and existing investments.

Accessing the Transaction Screen

Transactions can easily be added from the “Portfolio Details” screen.

Selected Portfolio: Sample RRSP Select a Portfolio:
Sample RRSP

Market Value: **\$180,927.22**
(as of 01/09/2014)

Unrealized Gain/Loss: **\$20,344.11 (12.67%)**

Portfolio Details | Portfolio Holdings | Portfolio History

Investment Name	Quantity	Market Price (\$)	Market Value (\$)	Average Cost (\$)	Book Value (\$)	Unrealized Gain/Loss (\$)	Unrealized Gain/Loss (%)	% of Portfolio
BlackBerry Limited	5500.00	9.47	52,085.00	8.32	45,745.00	6,340.00	13.86	28.79
AGF Aggressive U.S. Growth Fund	50.00	30.73	1,536.50	28.69	1,434.50	102.00	7.11	0.85
iShares S&P/TSX 60 Index ETF (XIU)	5308.71	19.72	104,706.14	17.14	90,985.61	13,720.53	15.08	57.87
Manulife Monthly High Income Class Series F	750.00	5.29	3,969.08	5.05	3,787.50	181.58	4.79	2.19

Transaction History Reinvest Distributions

+ Add new transaction

Date	Action	Quantity	Market Price (\$)	Commission (\$)	Total (\$)
07/17/2013	Buy	500.00	5.00	0.00	2,500.00
09/11/2013	Buy	250.00	5.01	35.00	1,287.50

Cash

			18,630.50					10.30
Totals			\$180,927.22		\$160,583.11	\$20,344.11	12.67	

Portfolio values are in CAD\$ (unless otherwise specified)

1. Click on the “down arrow” icon next to the investment name.
2. FundProfiler will display a transaction summary below that investment. You may click on the “Add new transaction” button to access the transaction screen.

Note that when you first add an investment to the portfolio, FundProfiler will automatically reveal the Transaction History and the “Add new transaction” button allowing you to immediately update transactions.

Adding a Transaction

The transaction screen offers two types of transactions, buys and sells.

At the transaction entry screen, you need only a few key pieces of information to enter a transaction, depending upon whether the transaction is single or recurring.

Entering a Single Transaction:

1. Click the transaction type, either buy or sell.

2. Clicking on the date field will drop down a miniature calendar allowing you to click the date of the transaction.

3. Selecting the date will automatically insert the market price for that date. Ensure that the date selected is not a statutory holiday or weekend.

4. Enter the number of units purchased for the investment product.

5. Enter any commission or trading costs.

6. If the investment is not purchased using the cash account, check "Bypass cash account".

7. Click the "Save" button.

Deleting a Transaction

FundProfiler allows you to easily delete a single transaction from a portfolio.

To Delete a Transaction:

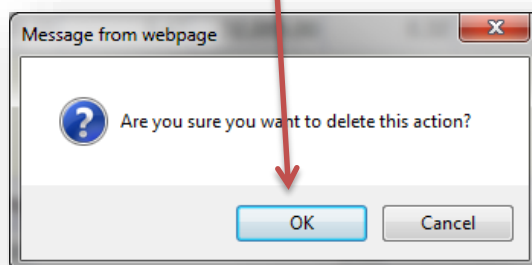
1. Click on the “bin” icon found to the right of the transaction that you wish to delete for the selected investment product.
2. Click the “OK” button in the confirmation pop-up window.

The page will then refresh with the investment deleted from the portfolio.



Investment Name	Quantity	Market Price (\$)	Market Value (\$)	Average Cost (\$)	Book Value (\$)	Unrealized Gain/Loss (\$)	Unrealized Gain/Loss (%)	% of Portfolio
BlackBerry Limited	5500.00	9.47	52,085.00	8.32	45,745.00	6,340.00	13.86	30.23

Date	Action	Quantity	Market Price (\$)	Commission (\$)	Total (\$)
07/16/2013	Buy	500.00	9.49	0.00	4,745.00
10/01/2013	Buy	5000.00	8.19	50.00	41,000.00



Portfolio Details

The Portfolio Details page is the main portfolio view screen. FundProfiler opens this page first when a portfolio is set up, and also whenever you click on an account name in the Portfolio Tracker. The Portfolio Details page gives you an overview of the current portfolio value, as well as an in-depth look at the holdings of the portfolio, including the top investments.

Selected Portfolio: Sample RRSP

Market Value: **\$189,126.07**
(as of 02/07/2014)

Unrealized Gain/Loss: **\$28,591.07 (17.81%)**

Select a Portfolio:
Sample RRSP

Investment Name	Quantity	Market Price (\$)	Market Value (\$)	Average Cost (\$)	Book Value (\$)	Unrealized Gain/Loss (\$)	Unrealized Gain/Loss (%)	% of Portfolio
BlackBerry Limited	5500.00	10.86	59,730.00	8.32	45,745.00	13,985.00	30.57	31.58
iShares S&P/TSX 60 Index ETF (XIU)	5800.00	19.91	115,472.32	17.44	101,167.00	14,305.32	14.14	61.06
Manulife Monthly High Income Class Series F	1250.00	5.27	6,583.25	5.03	6,282.50	300.75	4.79	3.48
Cash			7,340.50					3.88
Totals			\$189,126.07		\$160,535.00	\$28,591.07	17.81	

Portfolio values are in CAD\$ (unless otherwise specified)

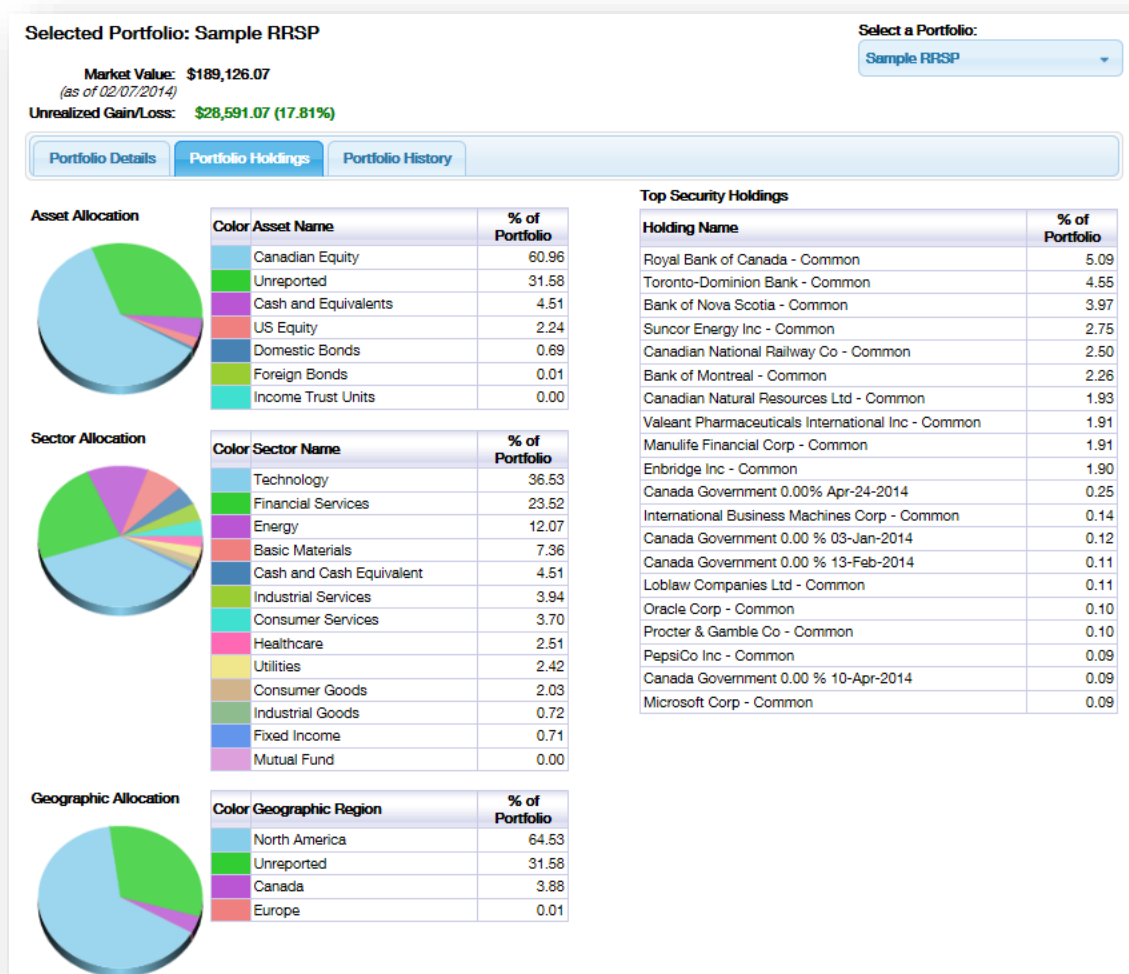
Features of the Portfolio Details Page:

1. Name of investment, Quantity invested in terms of shares or units, current Market Price, current Market Value, of individual holdings.
2. Average cost, Book Value, and Gain/Loss of individual holdings in both dollar and percentage terms. Market Value, Book Value, and Gain/Loss in both dollar and percentage terms is also shown for the entire portfolio.
3. Percentage weighting of individual assets within the portfolio.

Portfolio Holdings

The Portfolio Holdings page gives you an in-depth look at the portfolio as a whole, allowing you to pinpoint top holdings by percentage asset weighting.

In addition, color-coded pie charts and tables identify the allocations and help to maintain target weights.



Features of the Portfolio Holdings Page:

1. Allocation graphs, including Asset, Sector and Geographic.
2. Top 20 Securities and percentage asset weightings.

Portfolio History View

This view displays purchases, distributions, and redemptions from each investment since being added to the portfolio. It provides a comprehensive view of all transactions and distributions per investment, allowing for easier analysis of cost efficiencies and tax efficiency.

Selected Portfolio: Sample ETFs

Market Value: \$263,034.67
(as of 02/10/2014)

Unrealized Gain/Loss: \$29,760.62 (13.32%)

Select a Portfolio:
Sample ETFs

Portfolio Details | Portfolio Holdings | **Portfolio History**

Date	Action	Quantity	Market Price (\$)	Exchange Rate (CAD/USD)	Commission (\$)	Total Amount (\$)	Cumulative Balance	Average Cost (\$)	Gain/Loss (\$)	Split Ratio
BMO Equal Weight Utilities Index ETF (ZUT)										
05/12/2011	Buy	435.00	16.06	1.00	30.00	7016.10	435.00	16.13	.00	1.00
05/28/2011	Dividend Reinvestment	1.80	16.43	1.00	.00	29.58	436.80	16.13	.00	1.00
06/27/2011	Dividend Reinvestment	1.88	16.94	1.00	.00	29.70	438.68	16.13	.00	1.00
09/27/2011	Dividend Reinvestment	1.89	16.01	1.00	.00	30.27	440.65	16.13	.00	1.00
10/28/2011	Dividend Reinvestment	1.92	16.84	1.00	.00	30.40	442.47	16.13	.00	1.00
11/26/2011	Dividend Reinvestment	1.97	16.60	1.00	.00	30.53	444.44	16.12	.00	1.00
12/18/2011	Dividend Reinvestment	1.90	15.70	1.00	.00	29.78	446.34	16.12	.00	1.00
01/19/2012	Dividend Reinvestment	1.98	16.91	1.00	.00	31.24	448.30	16.12	.00	1.00
02/17/2012	Dividend Reinvestment	2.09	16.09	1.00	.00	33.62	450.39	16.12	.00	1.00
03/20/2012	Dividend Reinvestment	2.09	16.17	1.00	.00	33.78	452.48	16.12	.00	1.00
04/18/2012	Dividend Reinvestment	2.13	16.90	1.00	.00	33.94	454.62	16.12	.00	1.00
05/18/2012	Dividend Reinvestment	2.12	16.08	1.00	.00	34.10	456.74	16.12	.00	1.00
06/19/2012	Dividend Reinvestment	2.00	15.98	1.00	.00	31.97	458.74	16.12	.00	1.00
07/19/2012	Dividend Reinvestment	1.97	16.31	1.00	.00	32.11	460.71	16.12	.00	1.00
08/21/2012	Dividend Reinvestment	1.97	16.38	1.00	.00	32.26	462.68	16.12	.00	1.00
09/18/2012	Dividend Reinvestment	1.98	15.84	1.00	.00	31.00	464.63	16.12	.00	1.00
10/19/2012	Dividend Reinvestment	1.94	16.04	1.00	.00	31.13	466.57	16.12	.00	1.00
11/20/2012	Dividend Reinvestment	2.05	16.28	1.00	.00	31.26	468.62	16.12	.00	1.00
12/17/2012	Dividend Reinvestment	1.83	15.83	1.00	.00	28.59	470.45	16.12	.00	1.00
01/28/2013	Dividend Reinvestment	1.95	16.62	1.00	.00	32.46	472.40	16.12	.00	1.00
02/26/2013	Dividend Reinvestment	2.03	16.05	1.00	.00	32.60	474.43	16.12	.00	1.00
03/25/2013	Dividend Reinvestment	2.05	15.03	1.00	.00	30.84	476.48	16.11	.00	1.00
04/09/2013	Sell	-295.00	15.32	1.00	30.00	4489.40	181.48	16.11	-263.83	1.00
04/26/2013	Dividend Reinvestment	.77	16.37	1.00	.00	11.80	182.26	16.11	.00	1.00
05/28/2013	Dividend Reinvestment	.75	15.70	1.00	.00	11.85	183.01	16.11	.00	1.00
06/25/2013	Dividend Reinvestment	.78	14.04	1.00	.00	10.98	183.79	16.10	.00	1.00
07/28/2013	Dividend Reinvestment	.78	14.62	1.00	.00	11.03	184.55	16.09	.00	1.00
08/27/2013	Dividend Reinvestment	.82	13.63	1.00	.00	11.07	185.37	16.08	.00	1.00
09/26/2013	Dividend Reinvestment	.79	14.00	1.00	.00	11.12	186.16	16.07	.00	1.00
10/28/2013	Dividend Reinvestment	.78	14.72	1.00	.00	11.17	186.92	16.07	.00	1.00
11/28/2013	Dividend Reinvestment	.78	14.43	1.00	.00	11.22	187.70	16.06	.00	1.00
12/24/2013	Dividend Reinvestment	.79	14.24	1.00	.00	11.26	188.49	16.06	.00	1.00
01/28/2014	Dividend Reinvestment	.77	14.84	1.00	.00	11.31	189.26	16.05	.00	1.00
01/29/2014	Dividend Reinvestment	.77	14.63	1.00	.00	11.31	190.03	16.04	.00	1.00
First Asset Canadian Convertible Bond ETF (CXF)										
07/21/2011	Buy	235.00	10.06	1.00	30.00	2391.75	235.00	10.16	.00	1.00
08/28/2011	Dividend Reinvestment	2.87	9.63	1.00	.00	27.68	237.87	10.17	.00	1.00
09/27/2011	Dividend Reinvestment	1.05	9.43	1.00	.00	9.92	238.93	10.17	.00	1.00
10/31/2011	Dividend Reinvestment	1.03	9.67	1.00	.00	9.96	239.98	10.17	.00	1.00
12/23/2011	Dividend Reinvestment	1.04	9.66	1.00	.00	10.01	240.99	10.16	.00	1.00
01/28/2012	Dividend Reinvestment	1.01	9.91	1.00	.00	10.05	242.01	10.16	.00	1.00
02/24/2012	Dividend Reinvestment	1.00	10.10	1.00	.00	10.09	243.01	10.16	.00	1.00
03/27/2012	Dividend Reinvestment	1.01	10.08	1.00	.00	10.13	244.01	10.16	.00	1.00
05/28/2012	Dividend Reinvestment	1.02	9.94	1.00	.00	10.18	245.03	10.16	.00	1.00
08/28/2012	Dividend Reinvestment	1.05	9.74	1.00	.00	10.22	246.08	10.16	.00	1.00
07/28/2012	Dividend Reinvestment	1.02	10.06	1.00	.00	10.26	247.10	10.16	.00	1.00
08/28/2012	Dividend Reinvestment	1.02	10.09	1.00	.00	10.30	248.13	10.16	.00	1.00
09/25/2012	Dividend Reinvestment	.88	9.88	1.00	.00	8.49	248.99	10.16	.00	1.00
10/28/2012	Dividend Reinvestment	.87	9.78	1.00	.00	8.52	249.88	10.16	.00	1.00

Features of the Portfolio History:

1. View date and quantity of each transaction, purchase, distribution reinvested, and redemptions.
2. Market price for each transaction, exchange rate (if applicable), and any Commission paid.
3. Total Amount of each transaction, Cumulative Balance, Average Cost per unit, Gain/Loss, and the Split Ratio.

Distributions

The distribution setting determines how investment distributions (called “dividends” for equities) are treated. Currently FundProfiler allows for two ways to treat distributions: Reinvest or Cash. The default distribution setting is “Reinvest,” which causes any distributions to automatically repurchase more units of the investment. Setting the distribution to “Cash” assumes that you are removing all distributions from that investment from the account.

Note that all distributions, past and future, will be processed according to the current setting of the distribution. Changing the distribution setting will affect all past distributions.

▼	iShares S&P/TSX 60 Index ETF (XIU)	5800.00	19.91	115,472.32	17.44	101,167.00	14,305.32	14.14	61.06	🗑️
	Manulife Monthly High Income Class Series F	1250.00	5.27	6,583.25	5.03	6,282.50	300.75	4.79	3.48	🗑️

Changing the Distribution Setting:

1. In the Portfolio Tracker, click on the “down arrow” icon next to the investment name.
2. Click on the box to clear the checkmark – this will change the setting to “Cash.” To switch the setting to “Reinvest Distributions,” click on the empty box for a checkmark.
3. The page will refresh with the preferred setting.

The screenshot shows the distribution setting dropdown menu for iShares S&P/TSX 60 Index ETF (XIU). The dropdown menu is open, showing the 'Reinvest Distributions' option with an unchecked checkbox. Below the menu is a 'Transaction History' table with columns for Date, Action, Quantity, Market Price (\$), Commission (\$), and Total (\$). The table shows three buy transactions from 2009 to 2013. A blue arrow points from the 'Reinvest Distributions' checkbox to the 'Transaction History' table, and another blue arrow points from the 'Reinvest Distributions' checkbox to the 'Transaction History' table.

Date	Action	Quantity	Market Price (\$)	Commission (\$)	Total (\$)	🗑️
12/08/2009	Buy	4500.00	16.99	0.00	76,455.00	🗑️
12/26/2012	Buy	300.00	17.84	30.00	5,382.00	🗑️
11/11/2013	Buy	1000.00	19.33	0.00	19,330.00	🗑️

Contact

Customer Service and Technical Support:

Phone: .416.445.5534 ext. 229

Toll Free: 1.888.328.9252 ext. 229

Email: support@fundprofiler.ca

Available between 9am – 4:30pm (EST)

Training Packages:

Contact us to arrange a training session.

Phone: .416.445.5534 ext. 225

Toll Free: 1.888.328.9252 ext. 225

Email: info@fundprofiler.ca