Telemet Portfolio Link Service Installation and Setup

Data File Requirement:

Telemet Portfolio Link accesses text data files in either a delimited or fixed width format. The preferred data format is a Comma Delimited (.csv) format. There are two basic types of data which Portfolio Link can import data.

1. Portfolio link can import transactions data which is used to calculate existing holdings, but also enables user to get true transaction based portfolio attribution using Telemet Orion's Multi-Style attribution. The **Transaction data file required fields** are:
    a. Account
    b. Ticker Symbol
    c. Transaction Code
    d. Shares – *It is recommended you include fractional shares and go out to at least 5 decimal places.*
    e. Total Amount
    f. Trade Date – *Format should be mm/dd/yy (Note: this is different than mm-dd-yy)*

    Optional Fields:
    a. Security Type – *It is recommended that APX users choose "with no shift value" to avoid an erroneous "n" at the end of each security type.*
    b. Settle Date - *Format should be mm/dd/yy (Note: this is different than mm-dd-yy)*
    c. Lot
    d. Cost Basis
    g. Manager

2. Portfolio link can import holdings data to show holdings as of the date created. There are 2 reasons for importing Holdings data. 1) You can import your holdings instead of transactions as a means to have current portfolio holdings data in Orion's custom pages, and 2) you can import holdings data from a particular date to create a Snapshot Holdings data file. The Snapshot holdings can help to facilitate the use of transaction data compensating for differences in corporate actions accounting. The **Holdings data file required fields** are:
    a. Account
    b. Ticker Symbol
    c. Security Type - *It is recommended that APX users choose "with no shift value" to avoid an erroneous "n" at the end of each security type.*
    d. Shares - *It is recommended you include fractional shares and go out to at least 5 decimal places.*
    e. Cost Basis (for Snapshot files use Total Amount)
    f. Manager (only *if* used on Transactions data file)

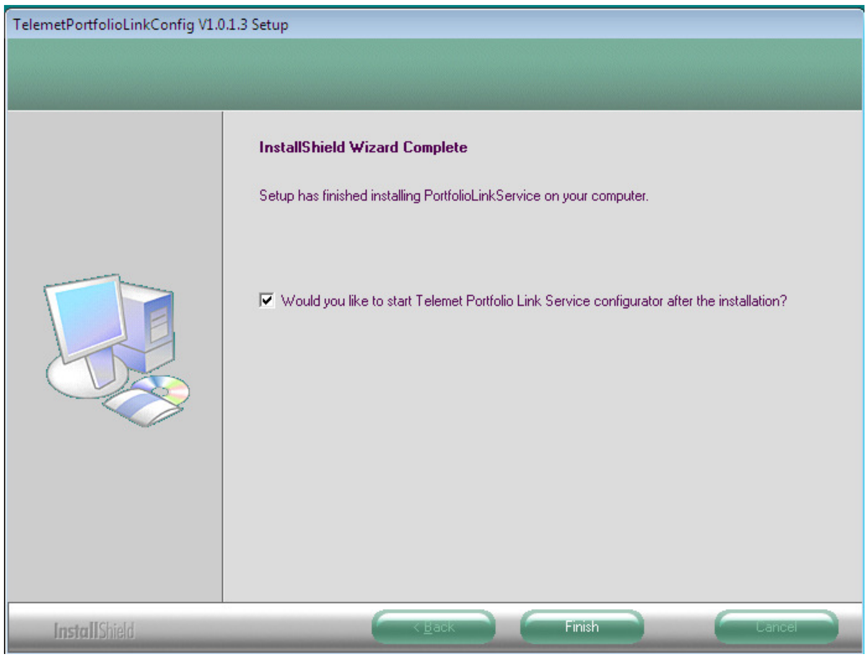
Installation:

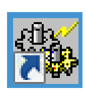
Install the Telemet Portfolio Link Service Configurator

Download the installation software from http://www.taquote.com/support/download.html

Run the installation program. You may either accept the default installation folder for installation, or specify a folder you wish to install the software in.

Leaving the check box checked on the last screen will start the configurator once you click on the finish button.

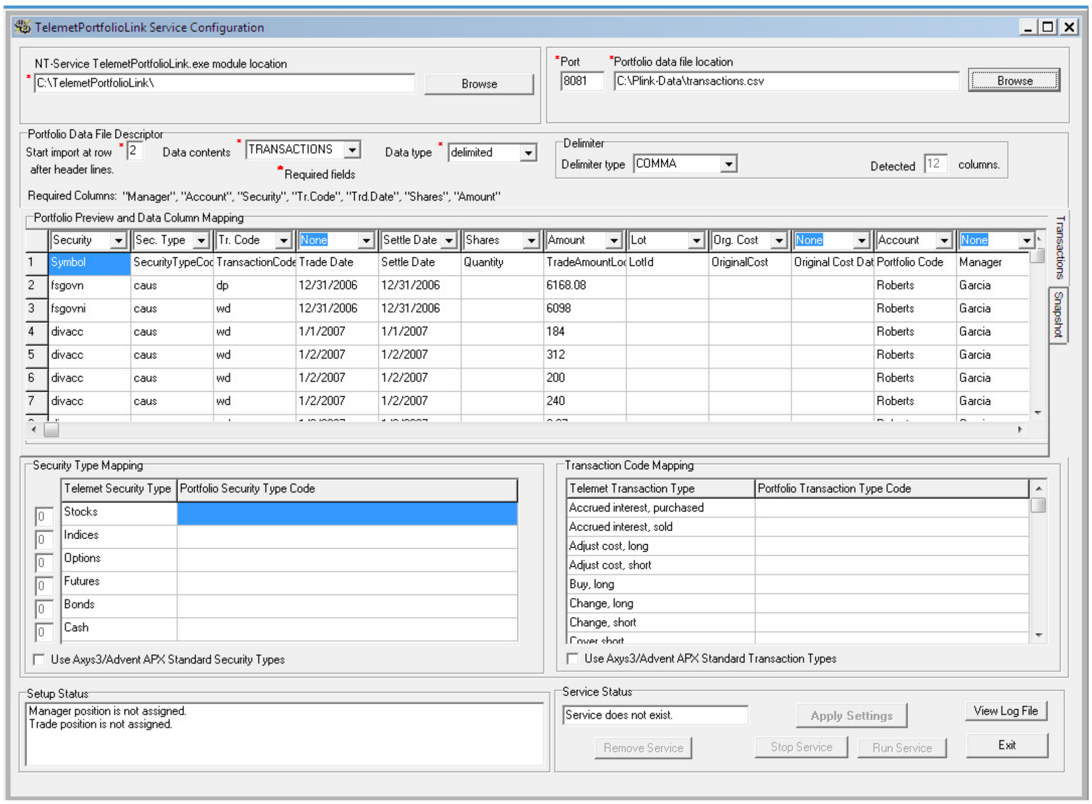


A TelemetPortfolioLinkConfig Shortcut  will also be placed on the PC's desktop.

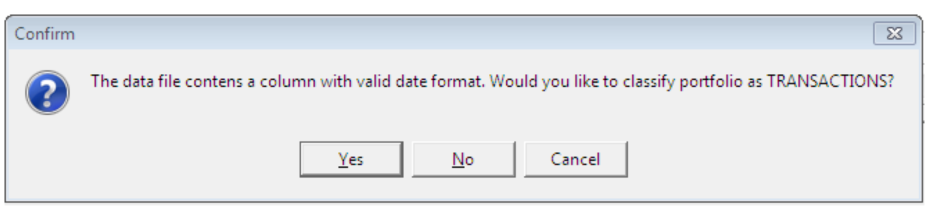
Configuring Portfolio Link: Transactions

Once the Telemet Portfolio Link Service configurator has been opened, you will need to verify the folder location of the TelemetPortfolioLink.exe. If it is different than the path listed use the browse button to point to the TelemetPortfolioLink.exe installed

You will then need to browse to the file that you are setting up for the portfolio link. If the file is not in the default comma delimited (.csv) format, you will need to select the correct Delimiter in the drop down box.



The initial default for Portfolio Link is for a snapshot holdings file. If the configurator detects transactions in your data file, it asks you to confirm the type of file and allows you to switch to a transactions based link setup if you are using a transactions file.

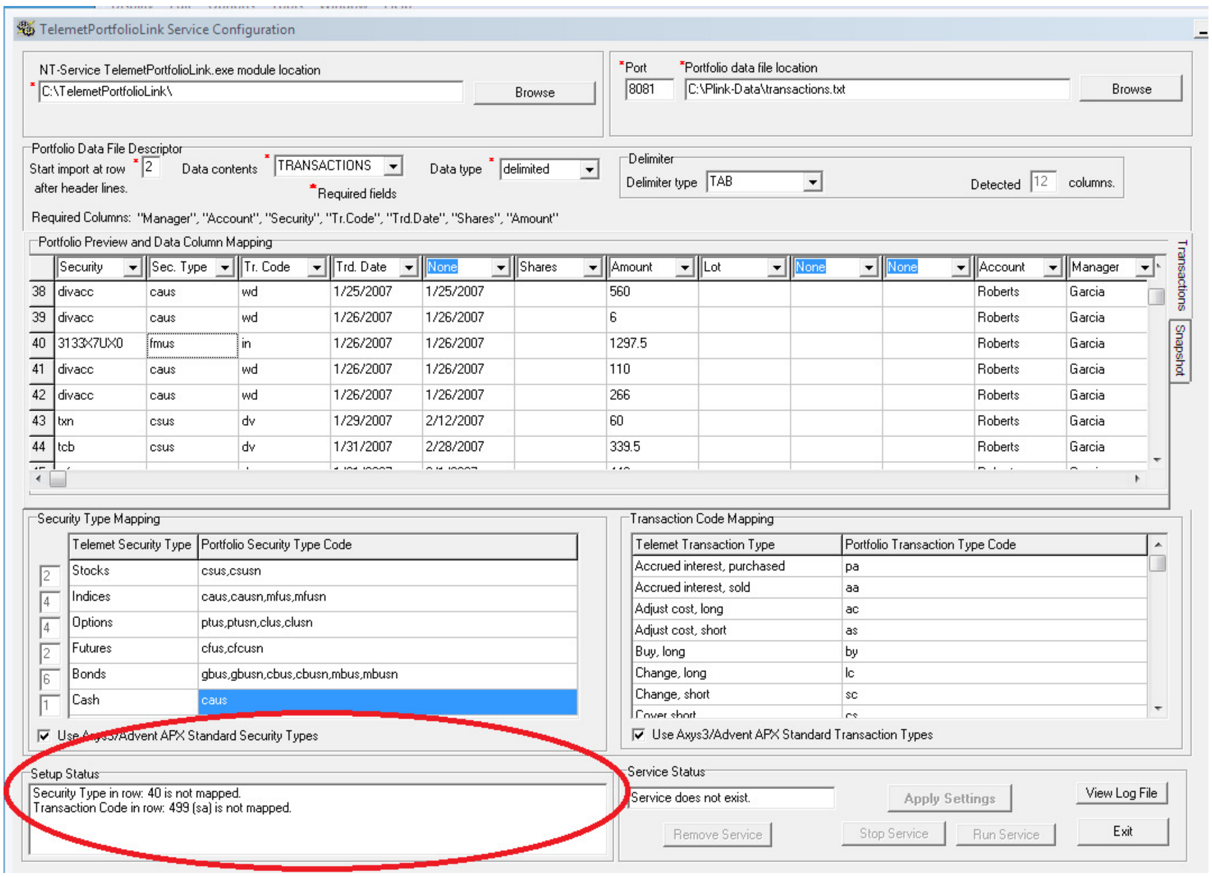


If you are only importing holdings data, click No. Make sure the Data Contents drop down has Snapshot selected. Proceed to the **Configuring Portfolio Link: Snapshot** section for further instructions. If you are importing transactions data, continue below.

For transactions data you will need to define the starting row for your data, and also which columns represent which data fields. Account, Security, Tr.Code (Transaction Code), TrdDate (Trade Date) Shares and Amount are required fields for Transaction Data.

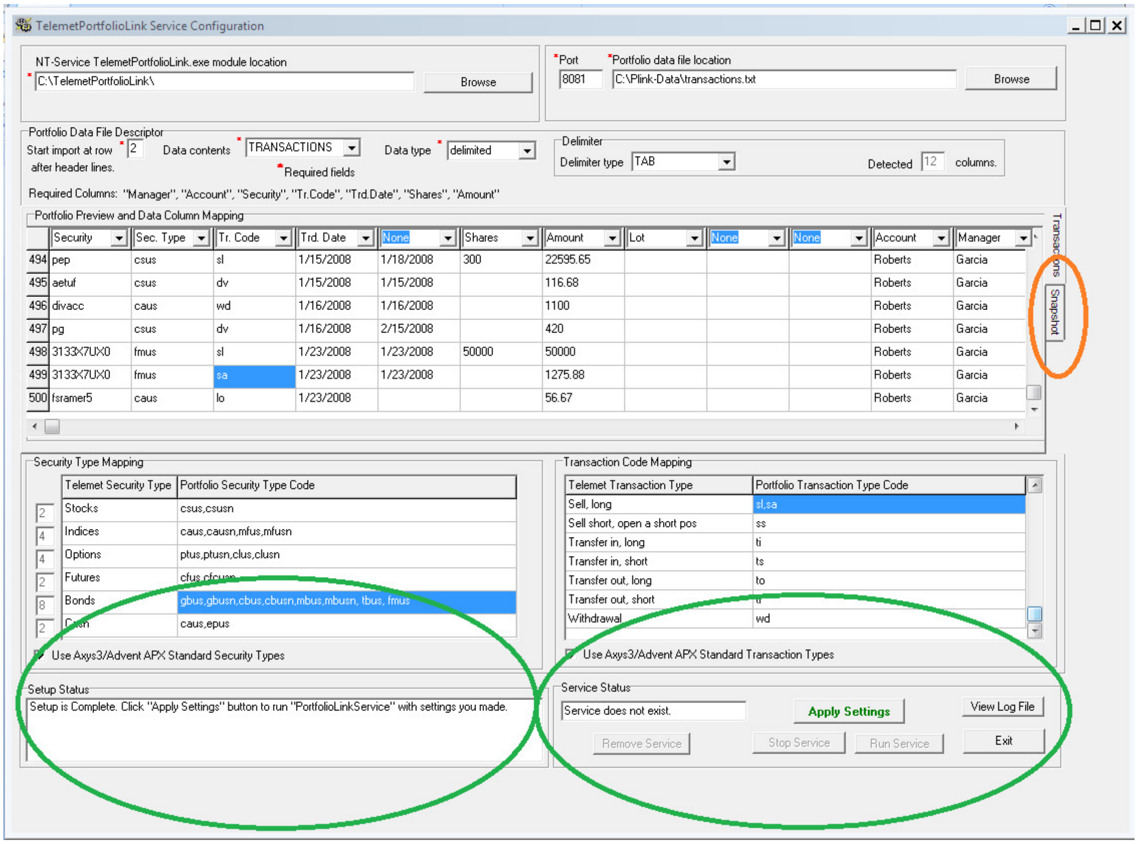
You may define your custom Security Type and Transaction Code Mapping in the mapping sections, or you can use the Axys3/Advent APX standards by clicking in the check boxes.

The Setup Status window will notify you of Security Types and Transaction Codes that are not defined, and give you the row those are located on.

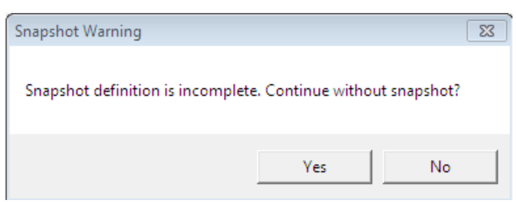


Using the horizontal scroll bar, scroll down to the row indicated and make the appropriate entries in the mapping sections to resolve setup conflicts.

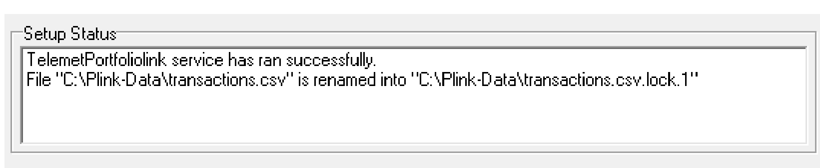
Once all mapping conflicts have been resolved the Setup Status will indicate the setup is complete and you can click **Apply Settings** to run the Telemet Portfolio Link, or you can click on the Snapshot tab if you are going to include a holdings snapshot for your link.



If you have not setup a Snapshot for the link you will receive a warning when clicking on the **Apply Settings** button:



Clicking Yes will register and start the TelemetPortfolioLink service, and begin the Portfolio Link for the transactions file.

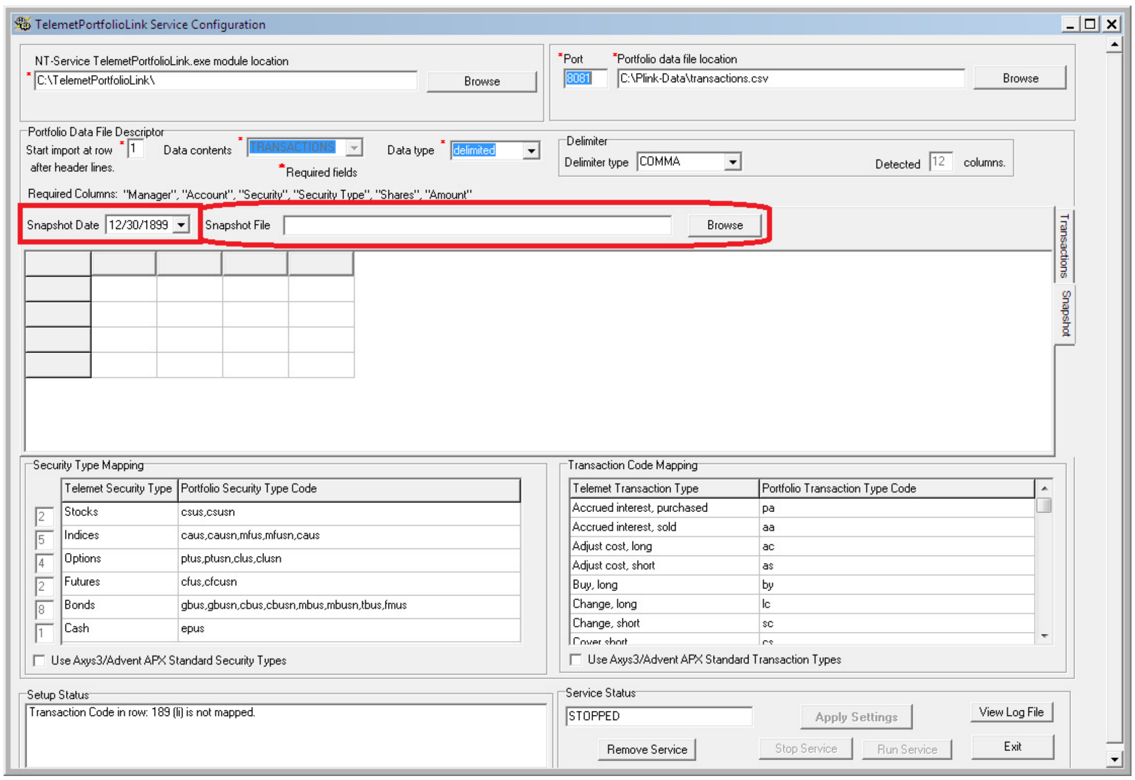


The Setup Status will confirm that the link ran successfully. The Service Status will show as RUNNING

Configuring Portfolio Link: Snapshot

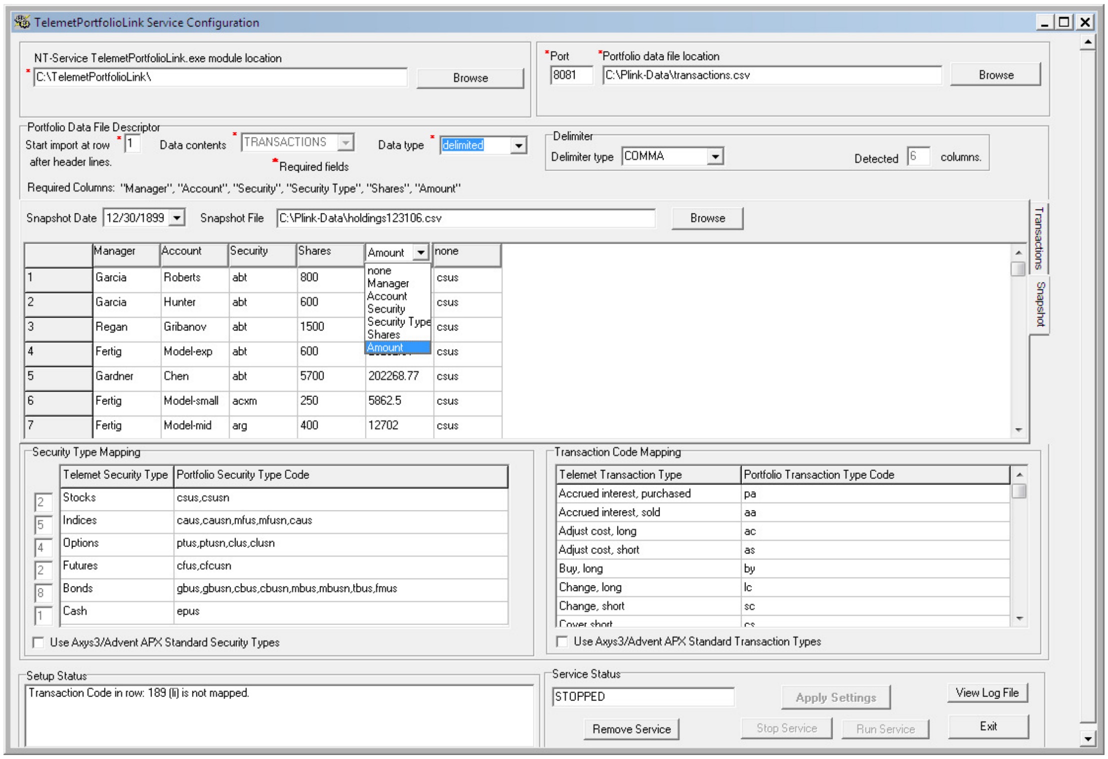
The use of a Holdings Snapshot can aid Telemet Portfolio Link in accommodating for differences in corporate action accounting from years past. A holdings file with the required Account, Security, Security Type, Shares and Amount fields, as of a particular date, is created as a reference point and then the transactions from a separate transactions file are applied from that date forward. If you are only using Holdings data then the Cost field is substituted for the Amount field. See the Data File Requirement section above.

Click on the Snapshot tab, after setting up a transactions file, to configure the Snapshot data.



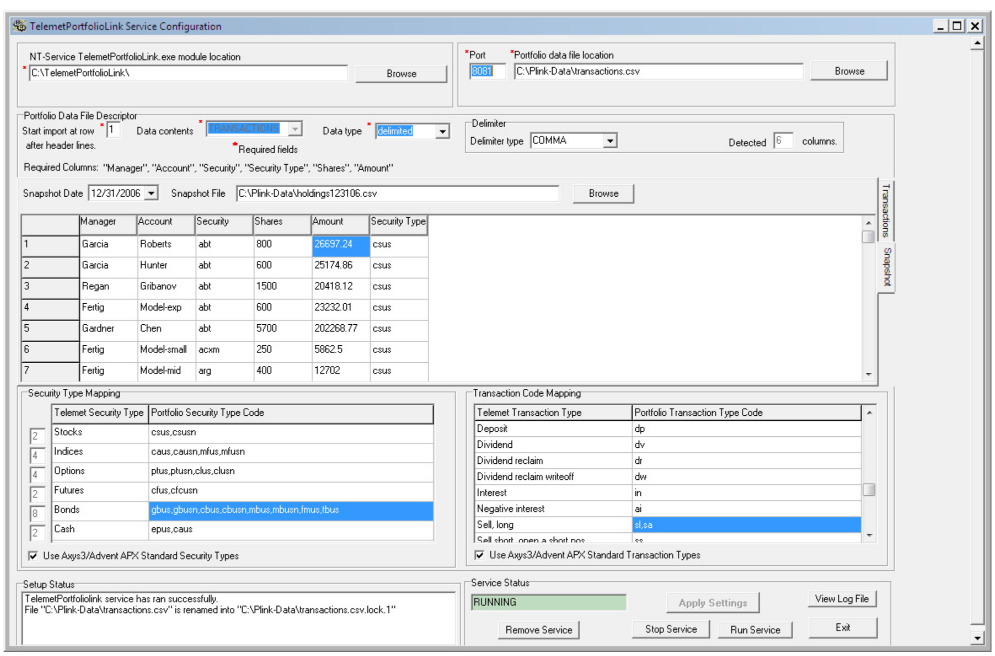
Using the browse button to select the Snapshot File, and set the Snapshot Date in the date window. (Not needed for Holdings Files without Transactions).

You must define the columns by clicking on each column heading button with the default heading of “none” and choosing the appropriate column from the drop down menu. The required columns are Account, Security, Security Type, Shares and Amount (Cost for Holdings only files).



Once the columns are defined you can define your custom Security Type and Transaction Code Mapping in the mapping section, or you can use the Axys3/Advent APX standards by clicking in the check boxes. If you have setup the mappings in the transactions section the Setup Status window will notify you of any Security Types and Transaction Codes that are not defined, and give you the row where they are located.

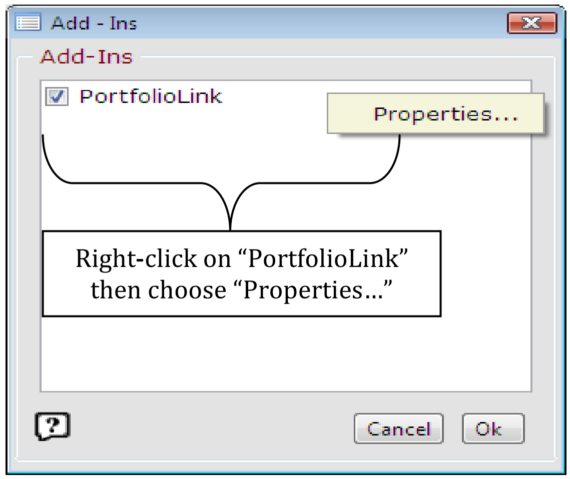
After all mapping conflicts have been resolved the Setup Status will indicate the setup is complete and you can click **Apply Settings** to run the Telemet Portfolio Link.



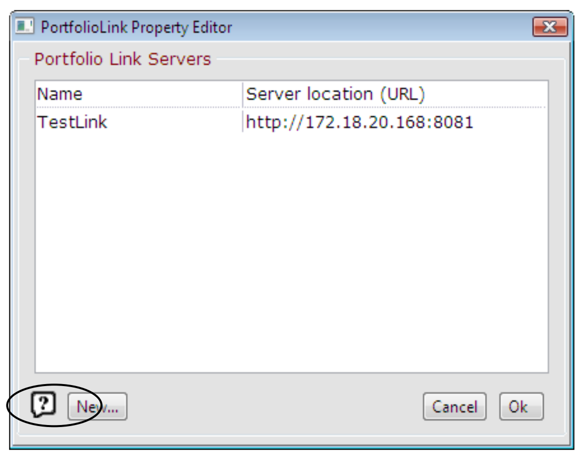
Clicking on **Apply Settings** will start the service, and the Service Status will change to RUNNING.

Enabling the Portfolio Link Add in module in Telemet Orion

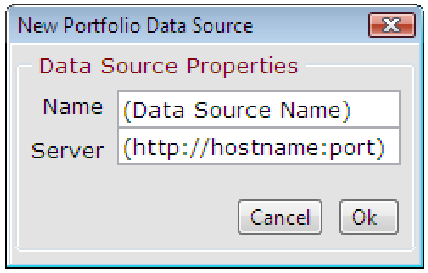
1. From the Telemet Orion Manager Window select: Functions -> Add-Ins...: the following window will appear:



2. Position your mouse pointer over "PortfolioLink" and right-click once to get a “Properties” choice. Choose “Properties” to get the following Add in window:



3. If a Portfolio Link is listed, right-click on the name (“TestLink” in the example above) then choose “Edit…”. If no Portfolio Link is listed, click “New” and the following window will open:



-Name: Enter a name for your portfolio link - this name will be what Telemet Orion users click to choose their account(s).
-Server: Replace **hostname** with the IP address or host name of the machine where you have installed the **portfolio link service above.** Enter the port number used for the Portfolio Link. The default port is 8081, but you can change & use any port. If you do not use port 8081, the config.xml file must also be modified.

- The “Name” & “Server” fields do not need parentheses.

4. Click “OK” and then put a check in the "Portfolio Link" box to enable the "Portfolio Link" Add-In module.

To access portfolios from custom pages:

- Click “Options” - > "Account"-> “Import Portfolio…”
    - Click on Select Account and Portfolio Link will be an available selection area where you can choose the manager and account

- Portfolio link will also be available in Multi-Style Attribution, Portfolio Impact, Performance by Security and all functions within the Portfolio Analytics Display menu section of Telemet Orion.