



# Navigating Portfolio Explorer

Wealth Passport’s Portfolio Explorer provides the tools you need to view your net worth summary, account balances, holdings, tax lots and transactions. This feature allows you to easily access your data without running a report.

Under the **Portfolio Explorer** tab you will find two areas – **Accounts & Holdings** and **Transactions**, defined as follows:



	Accounts & Holdings	Transactions
	Create views and perform searches of your accounts and holdings quickly and easily. The three panels in <b>Accounts &amp; Holdings</b> help you navigate as follows:	Perform searches, create and save views in the View Gallery for easy retrieval. The two panels in <b>Transactions</b> help you navigate as follows:
Center panel – <b>Views</b> and <b>View Gallery</b>	Create views, save views and drill down to holdings and tax lot information	Create and save views
Right panel – <b>Detail View</b>	See your cash balances and summary charts.	
Left panel – <b>Search Engine</b>	Define your search to target specific account and holding data. (See <i>Using the Search Engine</i> )	Define your search to target specific transaction data. (See <i>Using the Search Engine</i> )

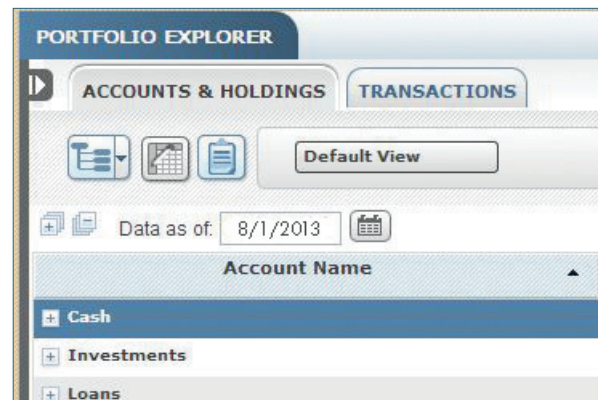
## Navigating Accounts & Holdings

Access your account views and drill down to account detail in the **Accounts & Holdings** center panel.

### USING THE ACCOUNTS & HOLDINGS DEFAULT VIEW

Select the **Default View** by clicking on it in the **View Gallery** (see *at right*). The center panel will populate with all of your accounts.

The Accounts & Holdings **Default View** cannot be modified. You may use the default view as a starting point from which to create new views.



### CUSTOMIZING YOUR VIEWS

Use the **Default View** or the results of a search displayed in the center panel to customize your views as follows:

- Add/remove columns
- Reposition columns
- Sort a column in ascending or descending order
- Modify groupings



## EXPANDING OR COLLAPSING ALL ACCOUNTS AND GROUPINGS

Click on the ++ and -- buttons shown to the left of the date at the top of the center panel in **Accounts & Holdings** to expand your accounts and groupings to the lowest level in your portfolio, or collapse them to the highest level.

## CHANGING THE "AS OF" DATE

Click the calendar icon (see at right) to change the display date. 90 calendar days of daily historical data are available.



## HOW TO ADD OR REMOVE COLUMNS

1. Click on the customize columns icon (see at right) to the left of the **View Gallery** to display the **Customize Columns** window.
2. From the **Customize Columns** window, choose the columns you wish to add or remove by checking or unchecking the boxes beside each selection.
3. Click **Update** when finished.



**Tip:** You may also delete a column from the center panel view by clicking the "x" in the upper right corner of the column.

## HOW TO RE-POSITION COLUMNS

1. Place the cursor on the column name you would like to reposition. Click and hold the column.
2. Drag the column to the right or left to where you want it placed.
3. Release the column.

## HOW TO SORT DATA IN A COLUMN

1. Place the cursor over the column header you want to sort and click. The column will sort in ascending or descending order.
2. The table will be sorted by the criteria displayed with a caret (▼) to the right of the column name.

## HOW TO SAVE A NEW VIEW OR REPLACE AN EXISTING VIEW THAT HAS BEEN MODIFIED

When the data in the center panel is displayed as you wish to see it, you can save it for easy access each time you return.

1. Click on the **Save Current View** icon (see at right) to the right of the **View Gallery**.
2. Follow the prompts to **Save a new quick view** or **Apply to existing view**.
3. Click **Save**. The new view will now be available in the **View Gallery**.



## MANAGING QUICK VIEWS

Quickly display all of your current views by clicking on the arrow (▼) below the **View Gallery**. From here you may also save your view by clicking **Save Quick View**. (See *How to Save a New View or Replace an Existing View that has been Modified above.*) Select **Manage Quick Views** to rename, delete or organize your views.

## MANAGING ACCOUNT GROUPINGS

With the dual-functioning icon (see at right) you can:

- Click on the left side of the icon (the "tree" side) to show just an account list without account groups, or
- Click on the **down arrow** on the right side of the icon to modify account groupings.



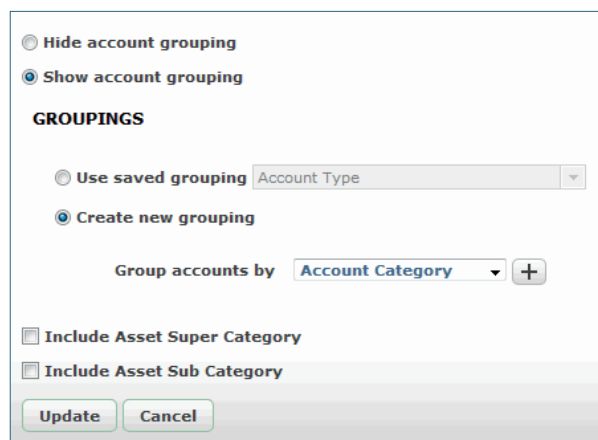
## Showing or Hiding Accounts Groupings

In **Accounts & Holdings**, center panel, click on the "tree" side of the icon shown above. The group the accounts are assigned to will be hidden. Only the list of accounts will display. With the list of accounts you can add columns, download data to an Excel spreadsheet, print the view, assign accounts to consolidations, and more.

## Modifying Account Groupings

Use **Saved Grouping** (see below) to display accounts by Northern Trust pre-defined classifications (e.g. cash, investments, loans, other assets, etc.). Any new attribute grouping you create will also be available in this dropdown selection.

In **Use Saved Groupings** the hierarchy of the grouping will be displayed, separated by commas, in the order in which it will display in the **Accounts & Holdings** center panel (see below). If the hierarchy includes more than two levels you may see the complete account structure by hovering over the grouping.



### How to Create a New Grouping

1. Select the radio button  beside **Create New Grouping**.
2. **Group Accounts By** will be displayed. You will see **Account Category** in the selection window by default. **Account Category** represents Northern Trust's top-level default classification of asset or liability.
3. To create a new account grouping, select any Northern Trust default classifications or any attribute you previously created (see *Assigning Attributes to Accounts*) in the order you would like to see your account hierarchy. Add tiers by clicking on the + sign next to the dropdown selection.
4. Click **Update**. This will save the new grouping and display it in the dropdown selection for **Use Saved Groupings**. It will also close the **Modify Grouping** window to display the new account grouping in the **Accounts & Holdings** center panel.


## SHOWING OR HIDING ACCOUNTS – VIEWING JUST YOUR HOLDINGS WITHOUT THE ACCOUNTS IN WHICH THEY ARE HELD

In **Accounts & Holdings**, click on the **Show/Hide Account Level** clipboard icon (see at right) This will provide a list of all holdings without the accounts in which they are held. Add columns to the view, sort by a particular column, download the data to an Excel spreadsheet, zoom to tax lots and more.



### HOW TO USE THE ZOOM FEATURE

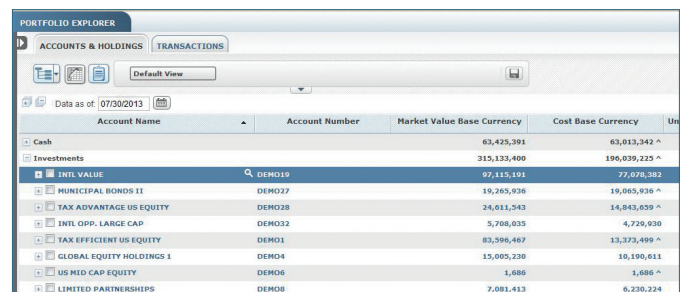
**Accounts & Holdings** allows you to quickly zoom to account holdings or holding tax lots.

1. In the **Accounts & Holdings** center panel, hover over the desired row of the account and click on the magnifying glass . (Note: The magnifying glass will not display if there are no holding details.) A window will open with an expanded view that displays the holdings or tax lot detail.
2. Click on **Zoom** at the account level to display the holdings in the account. From here you can expand further to see all tax lots for the account or specific tax lots for a particular holding. You may also export or print the data from this view.
3. Click on **Zoom** at the holding level to display the tax lots for a specific holding. You can export or print the information from this view.


### HOW TO USE THE ACTION MENU

The action menu is available at the account level only. It provides quick access to account details and other commonly used features.

1. To access the **Action** menu, click on the row of an account. The row will become dark blue (see below).



Account Name	Account Number	Market Value Base Currency	Cost Base Currency	Un
Cash		63,425,391	63,013,342	^
Investments		315,133,400	196,039,225	^
INTL VALUE	DEMO10	97,115,191	77,076,382	
MUNICIPAL BONDS II	DEMO27	19,265,936	19,065,936	^
TAX ADVANTAGE US EQUITY	DEMO28	24,611,543	14,843,659	^
INTL OPP. LARGE CAP	DEMO32	5,768,035	4,729,930	
TAX EFFICIENT US EQUITY	DEMO1	83,596,467	13,373,499	^
GLOBAL EQUITY HOLDINGS 1	DEMO4	15,065,230	10,190,011	
US MID CAP EQUITY	DEMO6	1,686	1,686	^
LIMITED PARTNERSHIPS	DEMO8	7,081,413	6,230,224	

2. A dropdown arrow (see *at right*) will appear at the end of the account row, on the right side. 
3. Click on the arrow to select **View Account Details** or other features. **Account Details** provides information unique to the selected account, such as related consolidations, account attributes and commonly run reports for the account type.

### USING THE DETAILS PANEL

If the **Details Panel** is not displayed, open the **Details Panel** by double-clicking or dragging the “handle,” shown at right.



### Viewing Cash Balances

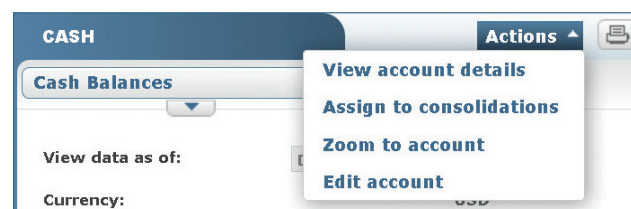
Click on any account or grouping. Cash balances will be displayed in the **Details Panel** to the right.

### Viewing Summary Charts

Click on the arrow below **Cash Balances** in the **Details Panel** and select **Summary Charts**. Charts including asset allocation, sector allocation, currency allocation and country of risk will be displayed.

### Using the Actions Button

1. Click on the arrow in the **Actions** button in the upper right corner of the **Details Panel** (see *below*).
2. Select the action you wish to take.



## Navigating Transactions

In **Portfolio Explorer** under **Transactions**:

- In the center panel, you can view transactions quickly, without running a report, in **Views** and the **View Gallery**.
- In the left panel, you can use the **Search Engine** to target transactions. (See *Using the Search Engine*.)

### USING THE TRANSACTIONS DEFAULT VIEW

Select the **Default View** by clicking on it in the **View Gallery** (see *at right*). The center panel will populate with all of your account transactions for the past five business days.

The Transactions **Default View** cannot be modified. You may use the default view as a starting point from which to create new views.

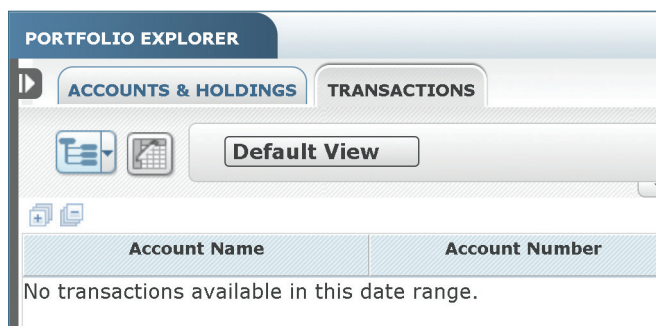
### CUSTOMIZING YOUR VIEWS

Use the **Default View** or the results of a search displayed in the center panel to customize your views as follows:


- Add/remove columns
- Reposition columns
- Sort a column in ascending or descending order
- Modify groupings

### EXPANDING OR COLLAPSING ALL ACCOUNTS AND GROUPINGS

Click on the ++ and -- buttons shown to the left of the top of the panel in **Transactions** to expand your transactions and groupings to the lowest level in your portfolio, or collapse them to the highest level.



### HOW TO ADD OR REMOVE COLUMNS

1. To the left of the **View Gallery** select the customize columns icon (see *at right*) to display the **Customize Columns** window. 
2. From the **Customize Columns** window, choose the columns you wish to add or remove by checking or unchecking the boxes beside each selection.
3. Click **Update** when done.

Tip: You can also delete a column from the center Transactions view by clicking the “x” in the upper right-hand corner of the column.

## HOW TO REPOSITION COLUMNS


1. Place the cursor on the name of the column you would like to reposition. Click and hold the column.
2. Drag the column to the right or left to where you want it placed.
3. Release the column.

## HOW TO SORT THE DATA IN A COLUMN

1. Place the cursor over the column header you want to sort and click. The column will sort in descending or ascending order.
2. The table will be sorted by the criteria of the column displayed with a caret (▼) to the right of the column name.

## HOW TO SAVE A NEW VIEW OR REPLACE AN EXISTING VIEW THAT HAS BEEN MODIFIED

When the data is displayed as you wish to see it, you can save it for easy access each time you return.

1. Click on the **Save Current View** icon (see at right) to the right of the **View Gallery**. 
2. Follow the prompts to **Save a new quick view or Apply to existing view**.
3. Select **Save**.
4. The new view will now be available in the **View Gallery** for easy access.

## MANAGING QUICK VIEWS

Quickly display all of your current views by clicking on the arrow (▼) below the **View Gallery**. From here you may also save your view by clicking **Save Quick View**. (See *How to Save a New View or Replace an Existing View That has been Modified* above.) Select **Manage Quick Views** to rename, delete or organize your views.

## MANAGING TRANSACTION GROUPINGS

With the dual-functioning icon (see at right) you can:

- Click on the left side of the icon (**the “tree” side**) to display a transaction list without the groupings, or
- Click on the **down arrow** on the right side of the icon to modify transaction groupings.



## SHOWING OR HIDING

### TRANSACTION GROUPINGS

In **Transactions**, center panel, click on **the “tree” side** of the icon shown above. This will hide the group the transactions are assigned to and display just a list of transactions. When the list of transactions is displayed, you can add columns, download data to an Excel spreadsheet, print the view or save the view in the **View Gallery**.

## MODIFY TRANSACTION GROUPINGS

### How to Use a Saved Grouping

1. In **Transactions**, click on the dropdown arrow on the right side of the icon.
2. Choose **Use Saved Grouping** to show transactions by Northern Trust pre-defined **Transaction Sub-Category**. Transaction Sub-Category will display in the selection window by default. **Transaction Sub-Category** includes capital structure changes, loan payments, withdrawals, foreign currency purchased and more. Any new groupings you create will also be available in this dropdown selection.
3. The grouping hierarchy in **Use Saved Groupings** will display, separated by commas, in the order in which it will display in the **Transactions** center panel. (If the hierarchy includes more than two levels, hover over the grouping to see all selected).

### How to Create a New Grouping

1. Select the radio button  next to **Create New Grouping**.
2. **Group Accounts by** will display **Account Base Currency** in the selection window by default.
3. To create a new grouping, select any Northern Trust default classifications or any attribute you previously created (see *Assigning Accounts to Attributes*) in the order you would like to see your transaction hierarchy. Add tiers by clicking on the + sign next to the dropdown selection.
4. Click **Update**. This will save the new grouping and display it in the dropdown selection in **Use Saved Groupings**. It will also close the **Modify Groupings** window to display the new transaction grouping in the **Transactions** center panel.



**NEED HELP?**

If you have any questions or would like more information, call the Northern Trust Passport® Help Center at 888-635-5350 (312-557-5900 outside the United States) Monday through Friday from 7:00AM - 9:00PM Central Time, Saturday and Sunday from 7:00AM - 3:30PM Central Time.

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