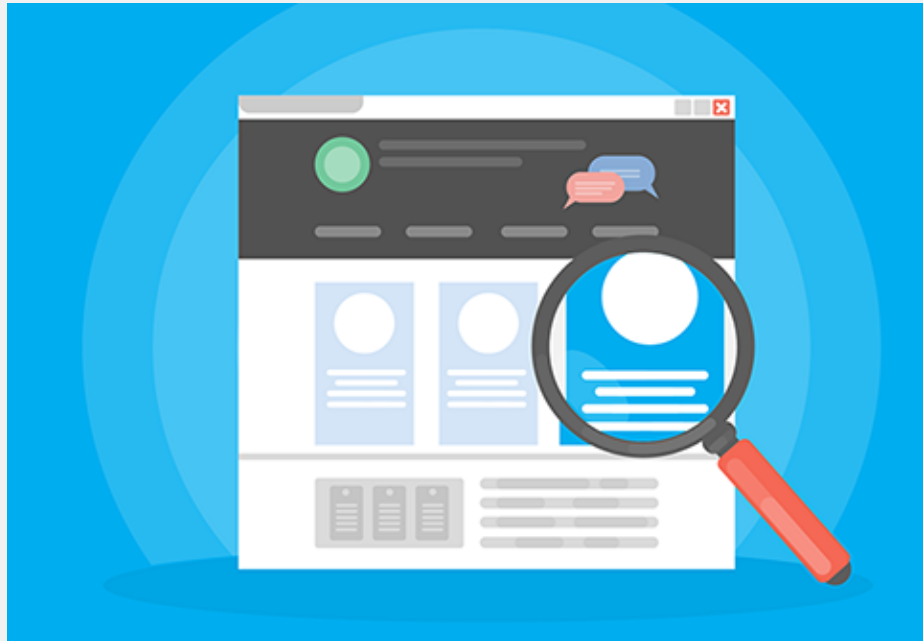
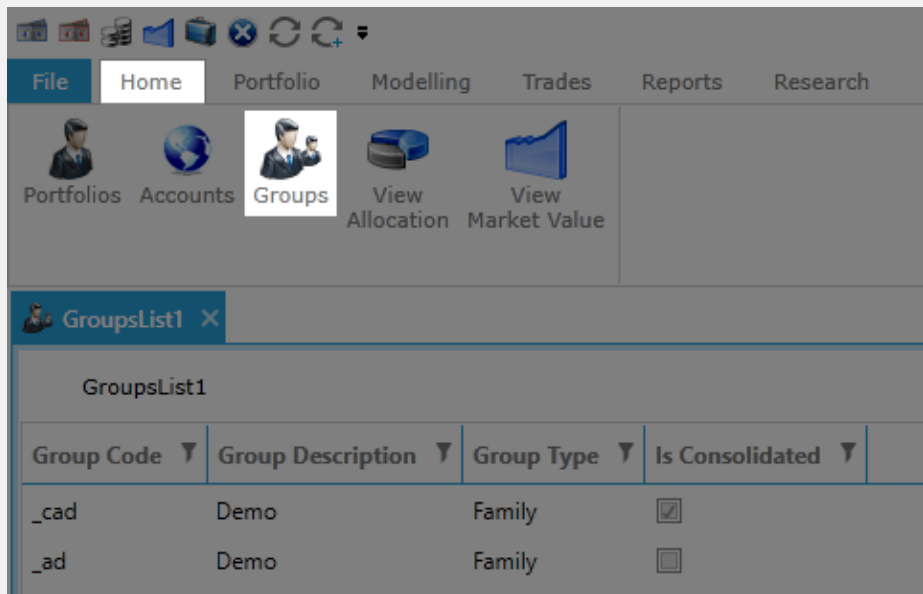


Cross referencing

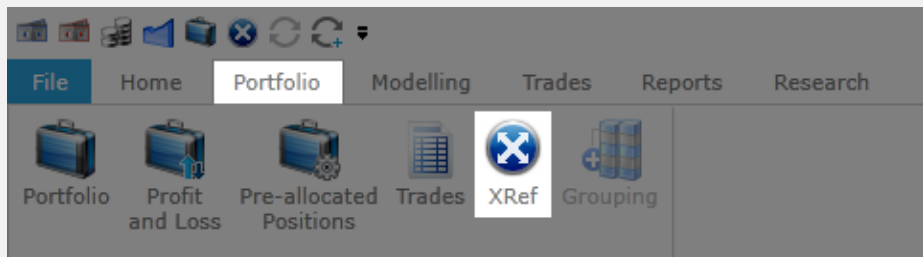


Do you need to know which of your clients hold a specific stock? MyCredo allows you to cross reference holdings across your client base.

1. Identify a group of clients to cross reference. In order to view all available groups, refer to the “Groups” icon on the “Home” tab.

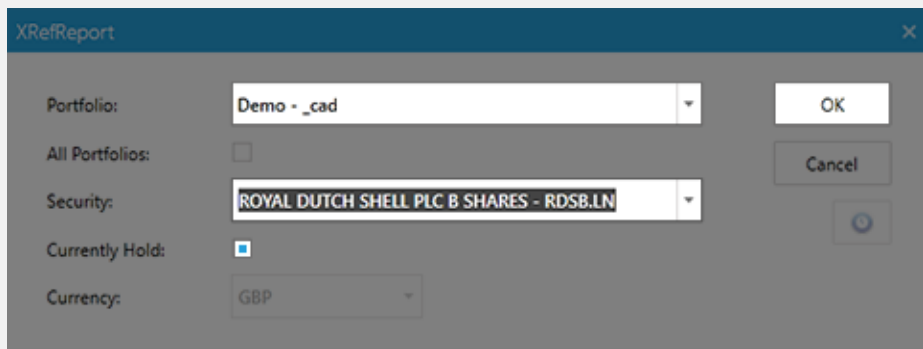


2. Click on the “Portfolio” tab and select the “XRef” button.



3. Specify the group identified in Step 1, in the “Portfolio” field.

4. Enter at least four characters of the security symbol or name into the “Security” field. You may also use the security’s ISIN or SEDOL.



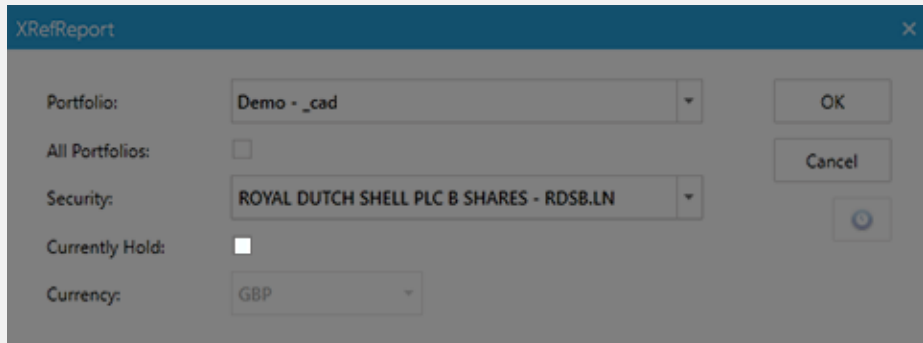
a) The tick box “Currently Hold” will be ticked by default and will yield all clients who hold the particular asset.

b) The currency reflected is the currency in which the selected asset will trade, this cannot be changed.

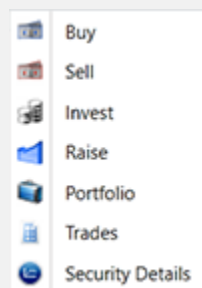
c) Click “OK” to run the report and a list of accounts will open in a new tab.

X-Ref - RDSB.LN - ROYAL DUTCH SHELL PLC B SHARES - Reporting Currency: GBP										
Using a column header and drag it here to group by that column										
Portfolio	Name	Security Description	Quantity	Unit Cost	Local Cost	Price	Local Market Value	Profit Loss		
+ 10000778	Name 1 - 0518	ROYAL DUTCH SHELL PLC B SHARES	338	£14.17	£4,800.63	£22.17	£7,514.76	£2,714.13		
+ 10003982	Name 1 - 3982	ROYAL DUTCH SHELL PLC B SHARES	328	£21.27	£6,977.63	£22.17	£7,275.04	£28.40		
+ 10008146	Name 1 - 8146	ROYAL DUTCH SHELL PLC B SHARES	510	£22.53	£11,545.47	£22.17	£11,748.78	£194.70		

5. To search for clients that do not hold the specified security, simply untick “Currently Hold”.



X-Ref - RDSB.LN - ROYAL DUTCH SHELL PLC B SHARES - Reporting Currency: GBP										
Using a column header and drag it here to group by that column										
Portfolio	Name	Security Description	Quantity	Unit Cost	Local Cost	Price	Local Market Value	Profit Loss		
+ 10003683	Name 1 - 3683	ROYAL DUTCH SHELL PLC B SHARES	0	£0.00	£0.00	£22.16	£0.00	£0.00		
+ 10003870	Name 1 - 3870	ROYAL DUTCH SHELL PLC B SHARES	0	£0.00	£0.00	£22.16	£0.00	£0.00		



6. Right clicking on any of the listed portfolios will provide a shortcut to “Buy”, “Sell”, “Invest” or “Raise”, as well as generate a Portfolio Report, check the trades for the specific portfolio and allow one to see the “Security Details” for the security cross referenced.

7. Bulk trades can be facilitated by highlighting all the portfolios returned from the X-Ref search and then repeating Step 6.

If you have any queries, please do not hesitate to contact your Relationship Manager or [MyCredo Support](mailto:mycredo-support@credogroup.com).

