

SARA Web User Guide

September 2009

Australian Access for Intermediaries and Third Party Contacts
(Brokers, Advisers, etc)

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Introduction

SARA Web provides intermediaries such as brokers and advisers as well as other relevant third party contacts (eg accountants, etc) with the ability to view unitholding information for their clients.

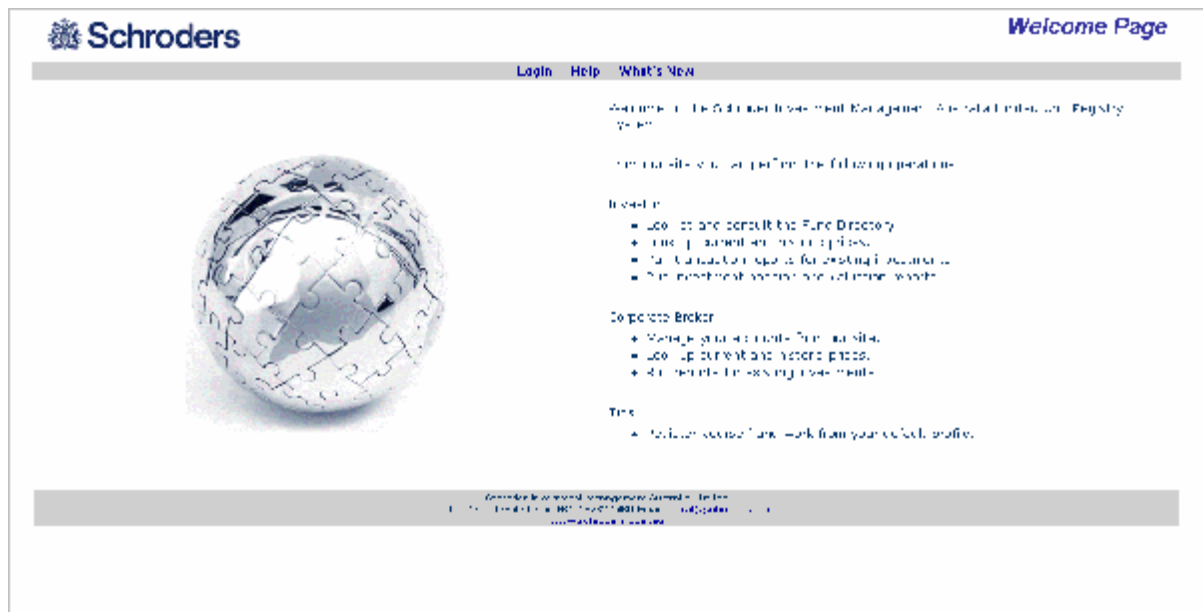
SARA Web provides read only access to information and for security purposes there is no transactional capability.

Please note that SARA Web is a global system provided by RBC Dexia Investor Services and some of the terminology and formats are slightly unusual in the Australian environment. Key points to note are:

- 'Broker' is the term used to mean an intermediary or third party contact of any type.
- Date format is mm/dd/yyyy

Welcome Page

On entering the web site, the following screen will appear. Please click on 'Login'



The screenshot shows the Schroders website's Welcome Page. At the top left is the Schroders logo, and at the top right is the text "Welcome Page". Below the logo is a navigation bar with links for "Login", "Help", and "What's New". The main content area features a large image of a globe made of puzzle pieces on the left. To the right of the globe, there is a list of services and links:

- **Sharepoint** - The 50+ user Investment Management - An excellent user - Friendly system
- **Our main site can be used for the following operations:**
 - **Investor**
 - Use it to consult the Fund Directory
 - Use it to submit enquiries on offers
 - Use it to contact us for existing accounts
 - Use it to track your own performance
 - **Depository Broker**
 - Manage your accounts from our site
 - Use it to current and history prices
 - Use it to track existing investments
 - **Tris**
 - Access your bank work from your web profile

At the bottom of the page, there is a small copyright notice: "© Schroders plc 2001. All rights reserved. Terms & Conditions" and a link to "www.schroders.com".

Login Page

As requested on the 'Login' page. Enter your User ID and password – the login is case sensitive.

Schroders Login Page

Home | Help | What's New

This page does not allow you to login to the Schroders Personal Management Accounts system. This page is only available to Schroder Investment Management Australia Limited their clients and our authorised network.

Accessing your Schroders Personal Management Accounts and Client Portfolio

Log in to your account

User ID:

Password: [Show/Hide](#)

[Login](#)

[Forgot your password? Contact us for help](#)

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First Time Access

- 1 The first time you log in you will be required to read through the Terms and Conditions of usage. Should you wish to proceed, you must accept and agree to the Terms and Conditions.
- 1 Once you have accepted the Terms and Conditions you will be required to change your password – your password should be alphanumerical and should be between 10 and 15 characters in length. Your new password is also case sensitive.
- 1 If you enter an incorrect password more than three times you will be locked out of the system and will need to contact us so we can reactivate your account. Contact information can be found under the "Help" menu on screen.

Points to Note:

Some browsers will ask you whether you wish to save your ID and password – please choose NO, the information contained in this website should be treated with strict confidence and choosing this facility is a security risk. This functionality is specific to your browser settings and can be therefore different from one user to another.

How to set your Reset Password Online Data

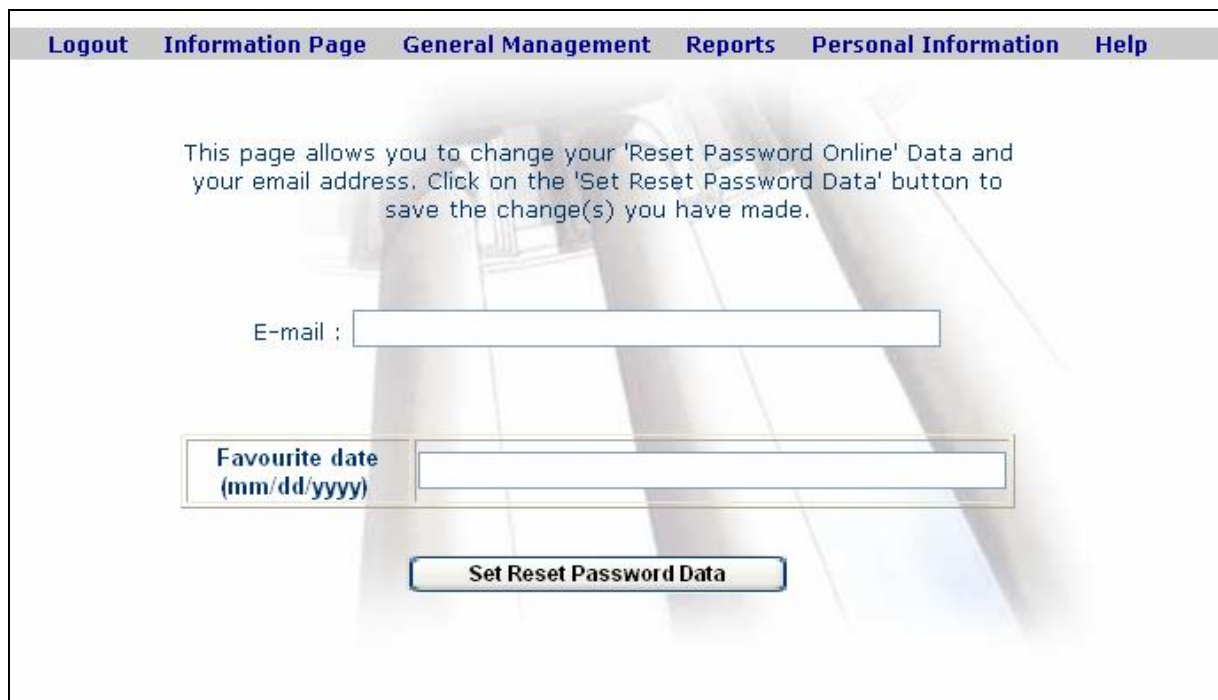
First time users will be prompted to set their "Reset Password Online" Data. This includes entering your email address and a favourite date.

The email address is where your new password will be sent to.

Your 'favourite date' can be any specific date of your choice which you can recall, as you will need to provide this date again should you need to reset your password in future.

PLEASE REMEMBER THAT DATE FORMATS ARE MM/DD/YYYY

Once all information has been entered Click on Set Reset Password Data to save your modifications.



The screenshot shows a web interface with a navigation bar at the top containing the following links: Logout, Information Page, General Management, Reports, Personal Information, and Help. The main content area contains the following text: "This page allows you to change your 'Reset Password Online' Data and your email address. Click on the 'Set Reset Password Data' button to save the change(s) you have made." Below this text are two input fields: "E-mail :" followed by a text box, and "Favourite date (mm/dd/yyyy)" followed by a date picker. At the bottom of the form is a button labeled "Set Reset Password Data".

Points to Note:

Please note, depending on your computer settings, this screen may lead you to a blank page. In this case simply close out and login again using the new password which has been emailed to the address you entered above.

How to Reset your Password

Resetting Your Password

If you have forgotten your password, you may reset your password via the Login screen as shown. Click on the hyperlink 'here' shown below the login button.

The screenshot shows the Schroders Login Page. At the top left is the Schroders logo, and at the top right is the text "Login Page". Below the logo is a navigation bar with links for "Login", "Help", and "What's New". The main content area contains a welcome message: "This page allows you to log into the Schroders Investment Management Asset Administration Portal login system. If you have previously registered with Schroder Investment Management Australia Limited then please enter your User ID and Password." Below this is a heading: "Accessing the Asset Administration (Admin) Passwords are based on the form:". There are two input fields: "User ID:" and "Password:". Below the password field is a "Login" button. Underneath the button is a link: "If you are unable to log in, please click [here](#) to reset your password." At the bottom of the page is a footer with contact information: "© 2014 Schroder Investment Management Limited. All rights reserved. Tel: 1300 363 777 Fax: 61-2-9223 4122 Email: enquiries@schroders.com.au www.schroders.com.au".

This will direct you to the Reset Password Screen. Enter the information requested. You should have set up a favourite date upon initial login.

PLEASE REMEMBER THAT DATE FORMATS ARE MM/DD/YYYY

Login Personal Information Help

This page allows you to have your password reset. To help protect your account, we need more information to verify your identity. The following questions are based on information you have provided.

Answer one of them correctly, in order to get your new password sent to the e-mail address linked to your User ID.

User ID :

Reminder Date :

RBC Direct Investor Services Bank S.A. Tel : 46545465456 Fax : (+562)2480 9500 E-mail : stars_wrb_support@rbdaxia.is.net

If no error occurs during the sending of data, a confirmation screen will appear. An email containing the new password will be sent to the email address linked to the User Id. Should you not receive an email, please contact Schroders Client Services team on 1300 136 471 or via email simal@schroders.com.

What if you forget your User ID

Please ensure that you store your userid in a location which you can remember. However, if you forget your userid you should contact Schroder Client Services team on 1300 136 471 or via email simal@schroders.com.

Menu Bar

When you have successfully logged into the website the following 'Account Management' screen will appear, it will display all the menu functions available at the top of the screen.

The screenshot shows the 'Account Management' page of the Schroders website. At the top left is the Schroders logo, and at the top right is the page title 'Account Management'. Below this is a navigation menu with links for 'Logout', 'Information Page', 'General Management', 'Reports', 'Personal Information', and 'Help'. The main content area starts with 'Broker Name : Adviser name'. A disclaimer follows, stating that SARA Web access is subject to terms and conditions. Below the disclaimer, it says 'Your current client holdings are listed below. Use the filters provided to alter the view of the information.' There are search filters for 'Search Client On' (set to 'Account Number'), 'Search For Client', 'Search Fund On' (set to 'Fund Number'), and 'Search For Fund'. A 'Sort By' dropdown is set to 'Fund'. A 'Search' button is present, and the results show '0 matches found'. A link 'Click here to view forex information' is provided. Below this is a table header with columns: 'Fund Name', 'Fund Number', 'Client Name', 'Web Account Number', 'Account Number', 'Last Share / Unit Price', 'Shares / Units Held', 'Market Value', and 'Perform a Transaction?'. A footer at the bottom contains contact information for Schroder Investment Management Australia Limited.

Schroders **Account Management**

[Logout](#) [Information Page](#) [General Management](#) [Reports](#) [Personal Information](#) [Help](#)

Broker Name : [Adviser name](#)

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Your current client holdings are listed below. Use the filters provided to alter the view of the information.

Search Client On : Search Fund On :

Search For Client : Search For Fund :

Sort By :

0 matches found

[Click here to view forex information](#)

Fund Name	Fund Number	Client Name	Web Account Number	Account Number	Last Share / Unit Price	Shares / Units Held	Market Value	Perform a Transaction?
<small>Please enter search criteria above.</small>								

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Tel: 1300 136 471 Fax: 461 3 5263 5490 Email: aima@schroders.com
www.schroders.com.au

Information Page – Fund Search

The 'Fund Search' page provides several search options and enables the user to access information relating to all Schroder Funds.

Search Criteria

Fund Family: This will correctly default to Schroder Investment Management Australia.

Fund Name: This provides a high level breakdown of the Schroder product range by investment type i.e. Australian Equities, Fixed Interest, Global Equities.

An alternative option is to search for Funds using Fund codes. Please refer to the index for a full description of available Schroder Funds and codes.

Enter the code / name in the field next to 'Search for Fund:' and click on Search.

Schroders Fund Search

Logout | Information Page | General Management | Reports | Personal Information | Help

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To locate funds enter search criteria into the boxes below then click on the Search button. You can hold the mouse over the number of funds returned if you wish to view a more detailed breakdown of funds matching the search results.

Fund Family: SCHRODERS INVESTMENT MANAGEMENT AUSTRALIA

Search Fund By: Fund Name

 Search For Fund:

 Sort By: Fund Name

Results: 1 to 10 of 10

Fund Name	Fund Name	Last Share/Unit Price	Code	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions
ASX	SCHRODERS AUSTRALIAN EQUITY FUND	0.0000000000	ASX	Performance Transactions

Search Results

Then simply select the hyperlink under 'Fund Name' and you will be provided with:

1. Latest exit unit price.
2. Daily application cut-off time.
3. APIR code.
4. Minimum initial and additional investment amounts.

General Management - Account Management

The Account Management function allows you to search and view individual investor details.

You can access your Investor's details by

- | SARA account number;
- | SARA web account number; or
- | Representative. **Tip:** Should this option be selected, this box will correctly default to the relevant adviser and will provide a summary of all current investor's unit balances and market value.

Please note, this screen also gives you the option to search by 'Branch' though as this is confidential information, you will only be able to view your client's details.

Schroders Account Management

Logout Information Page General Management Reports Personal Information Help

Broker Name : Adviser name

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Your current client holdings are listed below. Use the filters provided to alter the view of the information.

Search Client On : Search Fund On :
Search For Client : Search For Fund :
Sort By :

0 matches found
[Click here to view forex information](#)

Fund Name	Fund Number	Client Name	Web Account Number	Account Number	Last Share/Unit Price	Shares/Units Held	Market Value	Perform a Transaction?
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Please enter search criteria above.

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www.schroders.com.au

Several other search options are available such as searching for an investor by name. SARA web has the functionality to search on a partial reference.

e.g. If you are searching for an Investor name Mr. Stephen Smith and you type "smi" – it will display all Investors that have "smi" in their names – you will then need to scroll through the names to find the actual Investor you are searching for.

Each screen will display the Investor's current market value per Fund in the Fund currency.

The search will display all Investors including those with a zero balance i.e. those who have terminated their investment.

Search Results – More Details

Once you have searched for your investor, you can obtain further details by clicking on the following fields.

Options include:

- Fund Name**
 Clicking on Fund Name will show details of the particular fund.

- Web Account Number**
 Clicking on Web Account Number will show all holdings linked to that web account number.

- Last Share Price**
 Clicking on Last Share Price will show the history of the unit price.

- Shares Held**
 Clicking on Shares Held will show a transaction history for that account. From this screen you can drill down even further to view actual transaction details by clicking on the “*Transaction Number*” you wish to investigate as shown above.


Account Management

Logout
Information Page
General Management
Reports
Personal Information
Help

Broker Name : [Advise Items](#)

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Your current client holdings are listed below. Use the filters provided to alter the view of the information.

Search Client On :

Search For Client :

Sort By :

Search Fund On :

Search For Fund :

 RESULT(S) 1 TO 5 OF 5.

[Click here](#) to view forex information

Fund Name	Fund Number	Client Name	Web Account Number	Account Number	Last Share/Unit Price	Shares/Units Held	Market Value	Perform a Transaction?
SCHRODERS INFLATN FUND - STANDARD CLASS	RFS	ABC Pty Limited	WED01F2200	W480000000	0.904600000 AUD	1.0000	0.9046 AUD	Acct Details <input type="button" value="Go"/>
SCHRODOR HYBRID SECURITIES FUND - WHOLESALE CLASS	HSP	Mr AB Smith	WED01F2209	W480000007	0.904600000 AUD	48,007.0721	43,507.17 AUD	Acct Details <input type="button" value="Go"/>
SCHRODOR WHOLESALE AUSTRALIAN EQUITY FUND	WAE	Mrs AB Smith	WED01F1044	W480000004	0.905600000 AUD	85,229.5042	84,430.51 AUD	Acct Details <input type="button" value="Go"/>
SCHRODOR WHOLESALE AUSTRALIAN EQUITY FUND	WAE	A Bob ATE Bob Super Fund	WED01F253F	W480000002	0.905600000 AUD	113,073.1762	102,246.02 AUD	Acct Details <input type="button" value="Go"/>
SCHRODOR WHOLESALE AUSTRALIAN EQUITY FUND	WAE	Mr A Bob	WED01F259F	W480000005	0.905600000 AUD	189,263.2661	96,099.95 AUD	Acct Details <input type="button" value="Go"/>

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General Management / Transaction Management

The Transaction Management function allows you to search and review specific transactions.

Schroders Transaction Management

Logout Information Page General Management Reports Personal Information Help

Broker Name : Adviser Name

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All waiting transactions are outlined below. Use the filters provided to alter the view of the information:

Search Client On: **Representative** Search Fund On: **Fund Number**
Search For Client: **Adviser Name** Search For Fund:
Search Transaction On: **Transaction No** From (mm/dd/yyyy): **Nov 3 2009** To: **Tue 03 Nov 2009**
Search For Transaction: To (mm/dd/yyyy): **Nov 3 2009** To: **Tue 03 Nov 2009**
Transaction Status: **Waiting**

0 matches found

Web Account Number	Account Number	Fund Number	Trade Date (mm/dd/yyyy)	Transaction Number	Transaction Type	Status	Number of Shares/Units	Price Used	Cash Amount	Perform a Transaction
No Transactions Found										

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Points to Note:

As you can only view your client's transactions, the most effective search option is 'Representative' as this will correctly default to your adviser name. It is also important that you adjust the 'Transaction Status' to 'completed' to view any historical transactions.

Trouble Shooting Tip: In the event your request does not generate the desired response, check the investor number, and ensure you have specified a timeframe by inserting both a start and finish date

Reports Page

SARA web provides a variety of report options. To access reports, click on the Reports tab.



Available reports are:

[Consolidated Contract Notes Standard](#)

This provides a summary of all transactions which have taken place (including distributions) by client and fund on one contract note.

[Contract Notes Standard](#)

This provides a separate contract note for each transaction which has taken place.

[Statement of Account](#)

This provides a full investment summary, detailing all transactions which have taken place with an opening and closing share balance and closing market value.

When you generate all reports you will need to go follow the same steps:

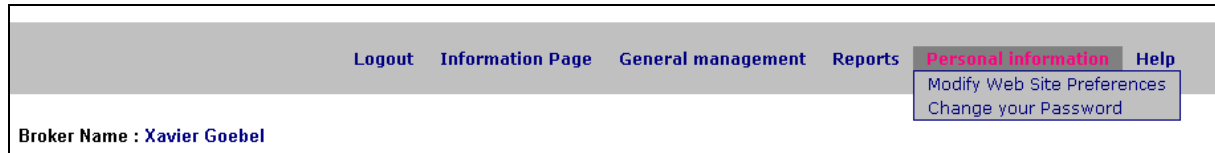
1. Select 'All' should you wish to run all statements for a particular client's investment or select the specific Fund should you wish to only view one.
2. Select the correctly defaulted Dealer.
3. Enter either the Web Account Number or Account Number.

Please note, should you not enter either code, the report will generate all active client's holdings.

4. Enter the desired date range,
5. Select 'Go' button.
6. A dialogue box will appear showing you that the report is running.
7. A notice will appear stating that the report has been successfully generated. Click [here](#) to open.
8. Once you click on the word '[here](#)' the website will launch another screen in which the report will appear in pdf, txt or csv format.

Personal Information Page

The "Personal Information" tab will provide two options, "Modify Web Site Preferences" and "Change your Password".



Modify Web Site Preferences

Allows you to modify your personal preferences on the Web site (Welcome page, etc...)

Change your Password

Allows you to change your password on the Web site and allow you to manage the email address and the data associated with your user id.

Logout

By clicking on '[Logout](#)', you will be disconnected from the website

Fund Code Index

Schroder Australian Equity Fund	AEF
Schroder Wholesale Australian Equity Fund	WAE
Schroder Equity Opportunities Fund	EOF
Schroder Australian Smaller Companies Fund	ASC
Schroder Microcap Fund	SMC
Schroder PST-Australian Equity Class	PST
Schroder Global Emerging Markets Fund	GEM
Schroder Global Smaller Companies Fund	GSC
Schroder Asia Pacific Fund	APF
Schroder Global Active Value Fund	GAV
Schroder Global Active Value Fund (Hedged)	GVH
Schroder Australian Equity Income Fund	EII
Schroder Global Equity Fund	GEI
Schroder Fixed Income Fund – Standard Class	FIS
Schroder Fixed Income Fund	FIF
Schroder Hybrid Securities Fund – Standard Class	HSS
Schroder Hybrid Securities Fund	HSF
Schroder Cash Plus Fund	CPF
Schroder Balanced Fund – Standard Class	BFS
Schroder Balanced Fund	SBF
Schroders Superannuation Fund	SSF