

HOW DO I OBTAIN ELECTRONIC VALUATIONS ON 7IM PORTFOLIOS USING INTELLIGENT OFFICE?



Overview of the Registration Process:

If you wish to register to view 7IM portfolios via the Intelligent Office system, please contact your 7IM Advisor. Or for more general information on what 7IM can offer, please call 020 760 8777 or alternatively email: information@7im.co.uk

Once registered, you will be provided with a Username and Password to be used in Intelligent Office.

Entering your 7IM details into Intelligent Office:

- Login to Intelligent Office at www.intelligent-office.net
- Navigate to 'My Setup' on the primary menu bar
- On the secondary menu bar, select 'Portals'



Under the 'Contract Enquiry' tab navigate to the bottom of the list of providers

- Select 'Seven Investment Management' from the dropdown
- Enter your Username and Password
- Click on the 'Create' button

Seven Investment Management	Non-UniPass	Username	*****	0	<input type="button" value="Create"/>	<input type="button" value="Reset"/>
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Once this has been completed 'Seven Investment Management' will be shown in the list of providers with a Username and Password – Your account is now set up to perform Electronic Valuations with 7IM.

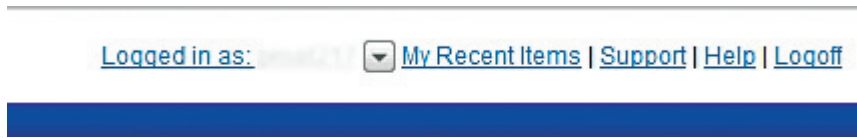
<input type="checkbox"/>	Seven Investment Management	Non-UniPass	Username	*****	03/03/2007	Daily	29	<input type="button" value="Edit"/>
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Performing an Electronic Valuation within Intelligent Office:

There is more information on performing Electronic Valuations within the Intelligent Office system within the 'Online User Guide', to access this:

- Click **'Help'** in the top right of Intelligent Office



- Select **'Table Of Contents'**
- Navigate to **'Valuations'**



Support for Intelligent Office can be obtained by raising a new Support Case. This can be performed by clicking **'Support'** in the top right of Intelligent Office.

For more information call 020 7760 8777 or visit www.7im.co.uk