

DAVENPORT ONLINE | FREQUENTLY ASKED QUESTIONS

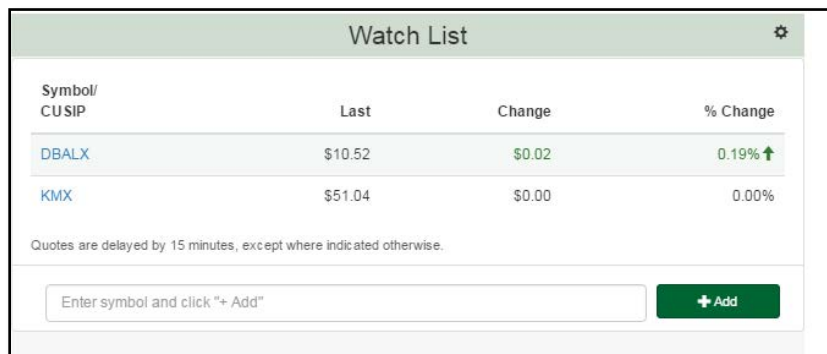
1. [How do I add a Stock to my Watch List?](#)
2. [How often is the Watch List Updated?](#)
3. [How do I access the Quote Feature for a specific Stock?](#)
4. [How do I customize the look of the Summary Page?](#)
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1. How do I add a Stock to my Watch List?

- Navigate to the Summary page. Accounts menu > Summary



- Find the Watch List “widget”



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- Enter a symbol in the box labeled “Enter Symbol” and click “+ Add”

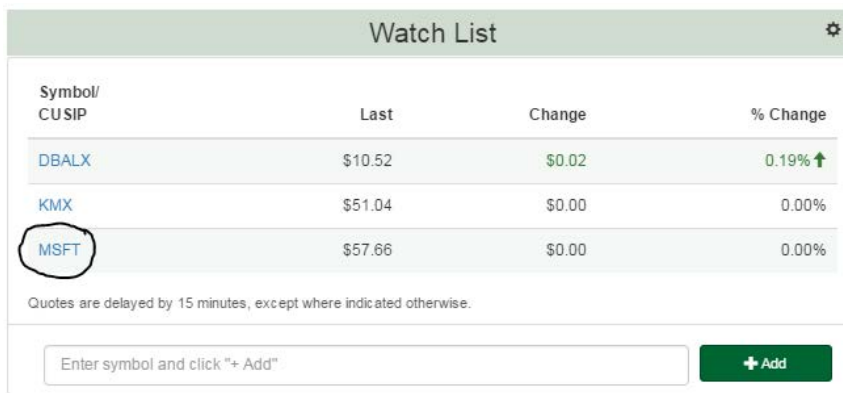


A screenshot of a text input field with a light blue border. The text 'MSFT' is entered into the field, and a cursor is visible at the end of the text.

- Click the +Add button



- You should see the symbol in your list



A screenshot of the 'Watch List' interface. The table has columns for Symbol/CUSIP, Last, Change, and % Change. The row for MSFT is circled in red. Below the table is a text input field with the placeholder 'Enter symbol and click "+ Add"' and a green '+ Add' button.

Symbol/ CUSIP	Last	Change	% Change
DBALX	\$10.52	\$0.02	0.19% ↑
KMX	\$51.04	\$0.00	0.00%
MSFT	\$57.66	\$0.00	0.00%

Quotes are delayed by 15 minutes, except where indicated otherwise.

Enter symbol and click "+ Add" + Add

2. How often is the Watch List Updated?

- The watch list should update every time you visit the summary page. Mutual Funds will only update at the close of the market day.

3. How do I access the Quote Feature for a specific Stock?

- For accounts on the Watch List
 - i. Navigate to the Summary page. Accounts menu > Summary



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- ii. Find the Watch List “widget”

Symbol/ CUSIP	Last	Change	% Change
DBALX	\$10.52	\$0.02	0.19% ↑
KMX	\$51.04	\$0.00	0.00%

Quotes are delayed by 15 minutes, except where indicated otherwise.

Enter symbol and click "+ Add" + Add

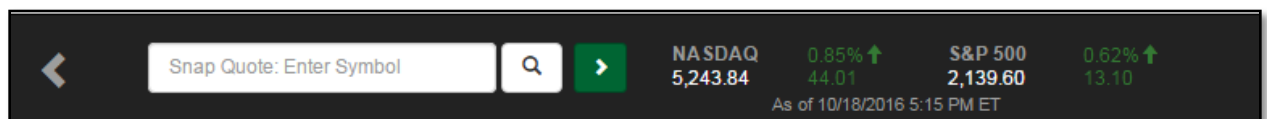
- iii. Click the symbol you wish to receive a quote
- iv. The quote window will appear

Na		As of 10/18/2016 6:05 PM ET			
Symbol/ CUSIP	Price	Day Change			
DBALX	10.52	↑ 0.02 (0.19%)			
Bid	0.00	Day High	10.52	Volume	0
Ask	10.52	Day Low	10.52	P/E Ratio	0.00
B/A Size	0 / 0	52w High	10.74	EPS	0.0000
Open	0.00	52w Low	9.56	Dividend	0.0290
Prev CI	10.50	Market	MF	Yield	1.11%

[Positions Zoom](#)

DBALX \$10.52 \$0.02

- Using the Quick Quote toolbar
 - i. On the bottom portion of the browser is the quick quote tool bar



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ii. Enter a symbol and a quick quote window will appear

As of 10/18/2016 8:05 PM ET

Davenport Core Fd

Symbol/ CUSIP	Price	Day Change
DAVPX	19.54	↑ 0.07 (0.36%)

Bid	0.00	Day High	19.54	Volume	0
Ask	19.54	Day Low	19.54	P/E Ratio	0.00
B/A Size	0 / 0	52w High	19.94	EPS	0.0000
Open	0.00	52w Low	16.88	Dividend	0.0125
Prev Cl	19.47	Market	MF	Yield	0.26%

Positions Zoom

DAVPX | NASDAQ 5,243.84 ↑ 0.85% (44.01) | S&P 500 2,139.60 ↑ 0.62% (13.10)

As of 10/18/2016 5:15 PM ET

iii. If you are unsure of what the symbol is, click the magnifying glass and enter the company name. You will see a list of symbols that match your search word

Symbol/ CUSIP	Company Name	Exchange
DAVPX	DAVENPORT CORE FD	QF
DSCPX	DAVENPORT SMALL CAP FOCUS FD	QF
DVIPX	DAVENPORT VALUE & INCOME FD	QF
DEOPX	DAVENPORT EQUITY OPPORTUNITIES F	QF

davenport | NASDAQ 5,243.84 ↑ 0.85% (44.01) | S&P 500 2,139.60 ↑ 0.62% (13.10)

As of 10/18/2016 5:15 PM ET

- Navigate to a page that has a symbol (Positions, Positions Zoom, Activity, Unrealized Gain/Loss, and Realized Gain/Loss)

i. Click on the symbol and the quick quote will appear

As of 10/18/2016 8:05 PM ET

Davenport Value & Income...

Symbol/ CUSIP	Price	Day Change
DVIPX	14.90	↑ 0.04 (0.27%)

Bid	0.00	Day High	14.90	Volume	0
Ask	14.90	Day Low	14.90	P/E Ratio	0.00
B/A Size	0 / 0	52w High	15.39	EPS	0.0000
Open	0.00	52w Low	12.89	Dividend	0.0800
Prev Cl	14.86	Market	MF	Yield	2.15%

Positions Zoom

DVIPX | DAVENPORT VALUE & INCOME

Totals

DAVENPORT ONLINE | FREQUENTLY ASKED QUESTIONS

4. How do I customize the look of the Summary Page?

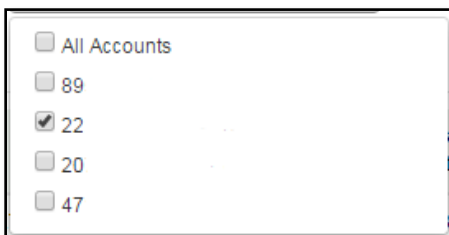
- Click and hold the title bar of the section that needs to be moved, drag it to the desired spot on the page.

5. How do I find the Total Value for my Household Account?

- Navigate to the Household Overview page. Accounts menu > Household Overview



- Navigate to the Household Overview section, click the Account selection dropdown



- Click the Select All Accounts box
- The Total Value will be shown in the Total Value column on the bottom Total Row

Household Overview All Accounts Selected ▾

Overview + Custom View

Account Number	Name ▲	Nature of Account	Cash Equivalents	Security Value	Total Value	Adjusted Cost/ Original Cost	Unrealized Gain/Loss	YTD Realized Gain/Loss	Est. Annual Income
20			\$304,225	\$13,173,457	\$13,477,636	\$9,903,402	\$3,270,048	\$252,046	\$251,044
47			\$227	\$1,054,068	\$1,054,284	\$919,869	\$134,199	\$240,991	\$6,084
89			\$196,975	\$24,274,654	\$24,471,586	\$19,359,445	\$4,915,210	-\$378,276	\$254,724
22			\$638,432	\$23,758,093	\$24,396,427	\$18,481,837	\$5,276,256	\$389,034	\$746,891
Total			\$1,139,859	\$62,260,272	\$63,399,933	\$48,664,553	\$13,595,712	\$503,794	\$1,258,742

Totals provided are computed using adjusted cost, which is displayed when applicable and available. Otherwise, original cost is used.

DAVENPORT ONLINE | FREQUENTLY ASKED QUESTIONS

6. How do I find today's performance for an entire Household?

- Intraday changes are only available on an account by account basis
- Navigate to the Unrealized Gain/Loss page. Accounts menu > Unrealized Gain/Loss



- Daily change information will be displayed

Asset Class	Symbol / CUSIP	Security Name	Quantity	Date Acquired	Average Unit Cost	Adjusted Cost/ Original Cost	Market Price	Value	Daily Price Change	Daily Change	Unrealized Gain/Loss	Expected Income	Yield
+	Stocks ADM	ARCHER DANIELS MIDLAND COMPANY	8,335	Multiple	\$28.38	\$236,581.97	\$41.89	\$349,153.98	-\$0.09 ↓	-\$749.32	\$112,572.01 ↑	\$10,002.00	2.86%
+	Stocks BA	BOEING COMPANY	2,770	Multiple	\$120.39	\$333,468.64	\$135.76	\$376,055.20	\$0.66 ↑	\$1,828.20	\$42,586.56 ↑	\$12,077.20	3.23%
	Stocks BMY	BRISTOL MYERS SQUIBB COMPANY	7,395	Oct 13 2016	\$49.49	\$365,944.53	\$49.95	\$369,380.25	-\$0.10 ↓	-\$739.50	\$3,435.72 ↑	\$11,240.40	3.04%
+	Stocks BUD	ANHEUSER BUSCH INBEV SA/NV	3,300	Multiple	\$52.80	\$174,239.63	\$128.67	\$424,611.00	\$0.71 ↑	\$2,343.00	\$250,371.37 ↑	\$13,235.93	3.13%

7. How can I customize what fields are shown in a specific view?

- Navigate to a page that supports custom views
 - Activity
 - Household Overview
 - Positions
 - Realized Gain/Loss
 - Unrealized Gain/Loss

DAVENPORT ONLINE | FREQUENTLY ASKED QUESTIONS

- Custom View button

Household Custom View

All Accounts Selected ▾

Overview + Custom View

Edit Name

My Custom View

Columns

<input checked="" type="checkbox"/> Account Number	<input checked="" type="checkbox"/> Adjusted Cost/ Original Cost	<input checked="" type="checkbox"/> Cash Equivalents	<input checked="" type="checkbox"/> Est. Annual Income
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Nature of Account	<input checked="" type="checkbox"/> Security Value	<input checked="" type="checkbox"/> Total Value
<input checked="" type="checkbox"/> Unrealized Gain/Loss	<input checked="" type="checkbox"/> YTD Realized Gain/Loss		

Save

Totals provided are computed using adjusted cost, which is displayed when applicable and available. Otherwise, original cost is used.

- Make adjustments
 - i. Check boxes next to the columns you wish to view
 - ii. Uncheck boxes next to the columns you wish to remove
 - iii. Enter a name for your view in the “My Custom View” box
 1. If you do not enter a name, the system will default to My Custom View

Overview + Custom View

Edit Name

Sample View

Columns

<input checked="" type="checkbox"/> Account Number	<input checked="" type="checkbox"/> Adjusted Cost/ Original Cost	<input checked="" type="checkbox"/> Cash Equivalents	<input checked="" type="checkbox"/> Est. Annual Income
<input type="checkbox"/> Name	<input type="checkbox"/> Nature of Account	<input checked="" type="checkbox"/> Security Value	<input checked="" type="checkbox"/> Total Value
<input checked="" type="checkbox"/> Unrealized Gain/Loss	<input checked="" type="checkbox"/> YTD Realized Gain/Loss		

Save

Totals provided are computed using adjusted cost, which is displayed when applicable and available. Otherwise, original cost is used.

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- iv. Click Save
- v. The view will appear as an option

Household Custom View All Accounts Selected

Overview Sample View + Custom View

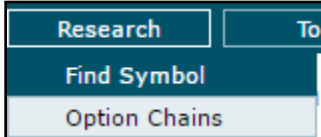
Account Number	Cash Equivalents	Security Value	Total Value	Adjusted Cost/ Original Cost	Unrealized Gain/Loss	YTD Realized Gain/Loss	Est. Annual Income
20	\$304,225	\$13,189,707	\$13,493,886	\$9,903,402	\$3,286,310	\$252,046	\$251,044
47	\$227	\$1,054,068	\$1,054,284	\$919,869	\$134,199	\$240,991	\$6,084
89	\$196,975	\$24,289,947	\$24,486,879	\$19,359,445	\$4,929,031	-\$378,276	\$254,724
22	\$638,432	\$23,778,684	\$24,417,019	\$18,481,837	\$5,297,552	\$389,034	\$746,891
Total	\$1,139,859	\$62,312,407	\$63,452,068	\$48,664,553	\$13,647,092	\$503,794	\$1,258,742

8. How do I see totals for Daily Price Change and Expected Income on the Unrealized Gain/Loss Tab?

- Daily Price Change and Expected Income amounts are not available on the Unrealized Gain/Loss page. The Household Overview page does show a total for Expected Income, at the account level.

9. How can I find the Ticker Symbol for a specific company?

- Navigate to the Find Symbol page. Research menu -> Find Symbol



- Enter the company name and click Search

Find Symbol

Company name

- Results will appear

Symbol	Company	Exchange
DAVPX	DAVENPORT CORE FD	QF
DSCPX	DAVENPORT SMALL CAP FOCUS FD	QF
DVIPX	DAVENPORT VALUE & INCOME FD	QF
DEOPX	DAVENPORT EQUITY OPPORTUNITIES F	QF

10. How do I find the monthly and annual estimated total of stock dividends?

- The stock quote window contains information about the annual dividend for a stock

General Electric Co As of 10/19/2016 10:02 AM ET ↻

Symbol/ CUSIP	Price	Day Change			
GE	29.09	↑ 0.11 (0.38%)			
Bid	29.08	Day High	29.12	Volume	3,928,640
Ask	29.09	Day Low	29.03	P/E Ratio	34.64
B/A Size	201 / 52	52w High	33.00	EPS	0.8400
Open	29.06	52w Low	27.10	Dividend	0.2300
Prev Cl	28.98	Market	NYSE	Yield	3.17%

[Positions Zoom](#)

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