Caliber

Online MF

User manual

Table of Contents

1. Objective:

The objective of this manual is to help the user to navigate through client onboarding, activation, one time and SIP investment in schemes and reports on the online MF platform.

2. Prerequisites:

NA

3. Process

3.1 Step-1(Pre-Login)

1. Enter the **Investment Amount**.

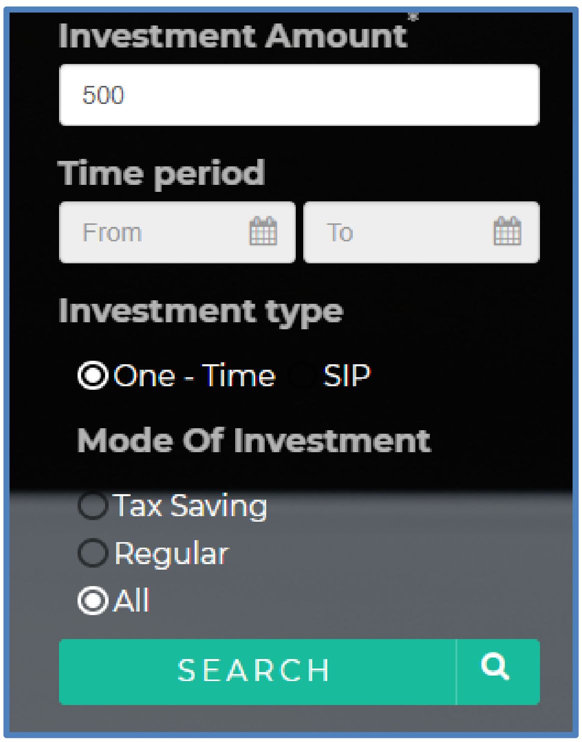


Image-1

2. Select the **Time period**.
3. Select the **Investment Type.**
4. Select the **Investment Type**, and then click **Search.**

***Note**: After login to the portal, you can also modify the search by changing the investment amount and time period.*

3.2 Create New Account

1. To create a new investment account, click **Create a new account** as shown in the image-2**.**

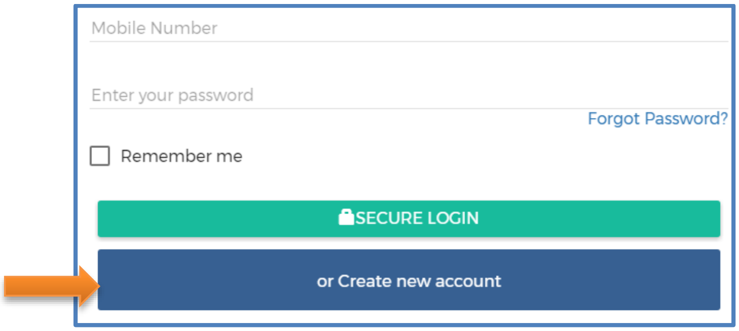


Image-2

2. It will be redirected to login page as shown in the image-3
3. To sign up, you need to fill all the required fields.
4. If you have already an existing account, then click **Already have an account login** as shown in the image-3.

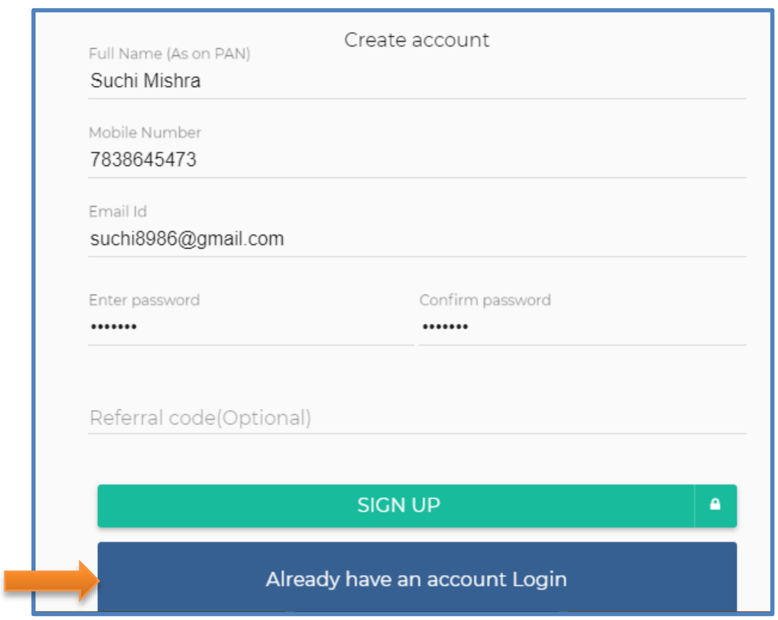


Image-3

5. You need to fill all mandatory fields for your FATCA declaration, and then click **Submit.**

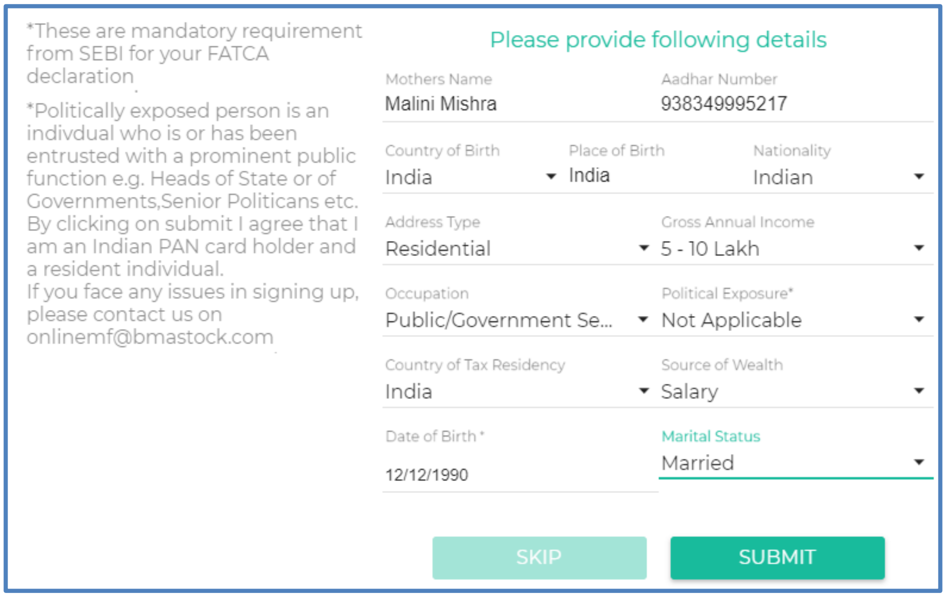


Image-4

6. After submitting all the personal information, you need to fill your **PAN Number, Bank Account Number, IFSC code,** and **Account Type,** and then click **Submit.**

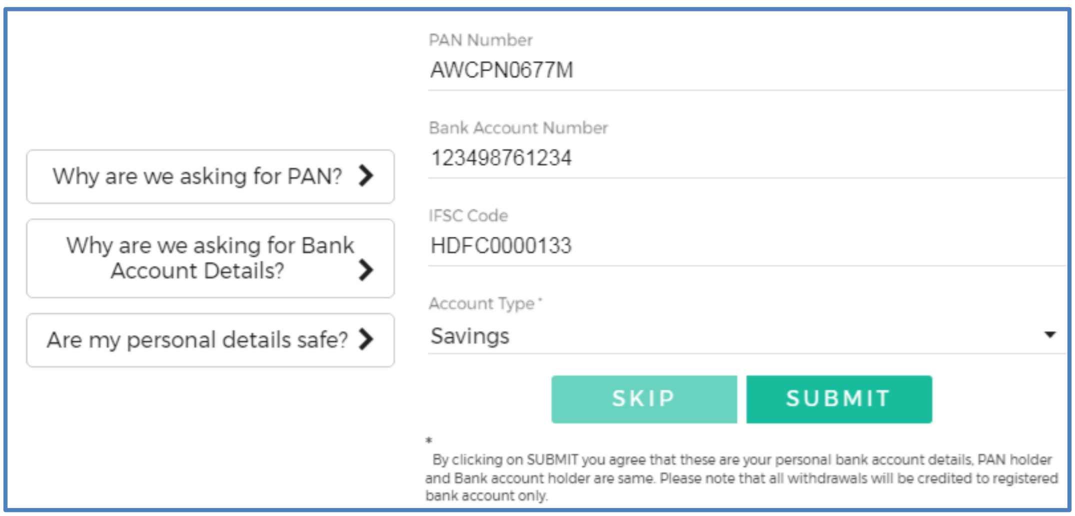


Image-5

7. To activate your account instantly, click **Activate Now**.

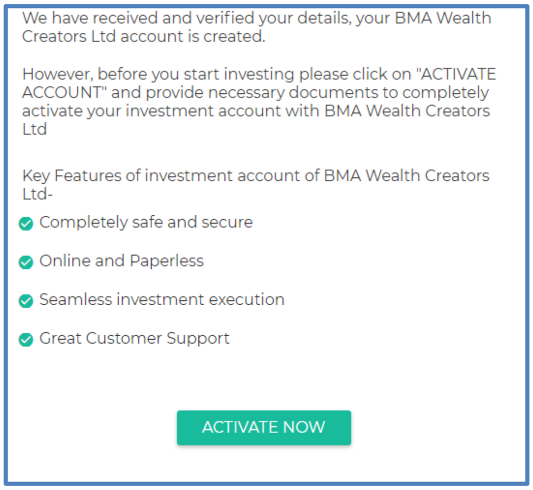


Image-6

8. For account activation follow the below steps:

Step1: Take an image of the front of your PAN card, and then click **Submit.**

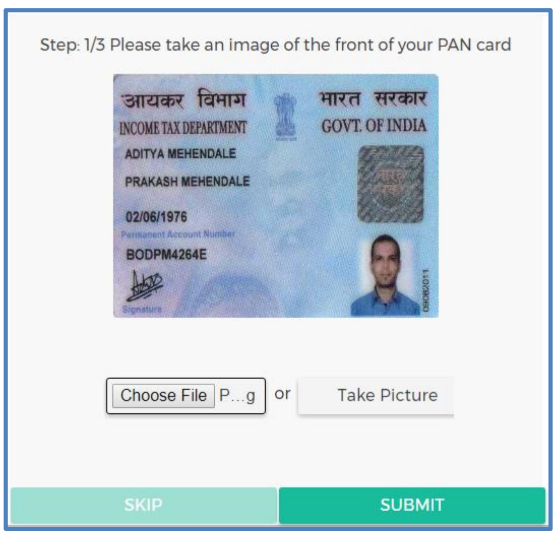


Image-7

Step 2: Take an image of yourself, holding your PAN card. Ensure your face and PAN card are clearly visible, and then click **Submit.**

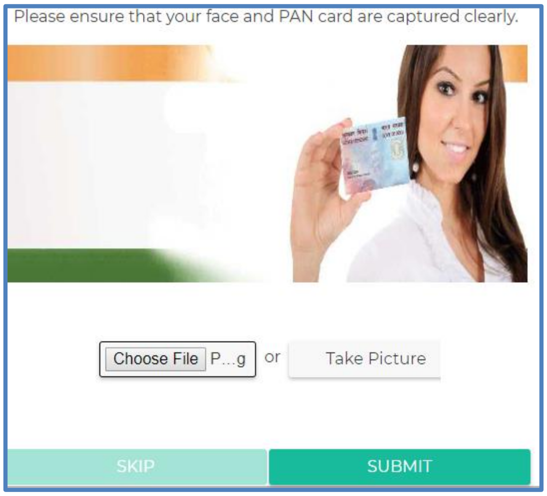


Image-8

Step 3:

a. Select your address proof from drop-down list, and then click **Submit.**

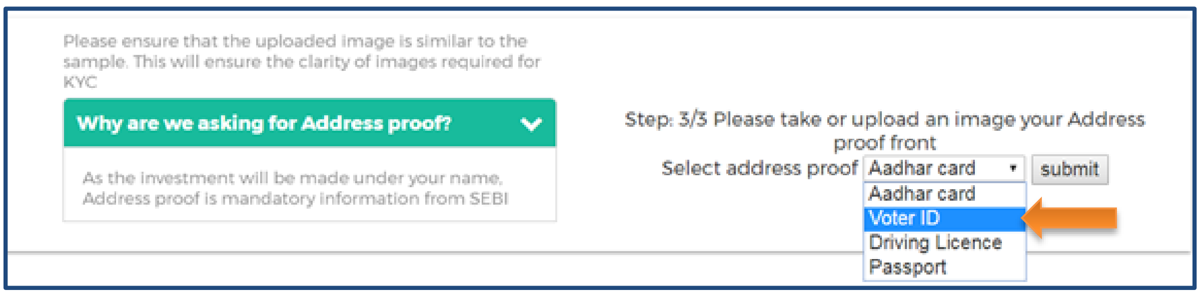


Image-9

b. Take picture or upload the front section image of your address proof, and click **Submit.**

Image-10

c. Take picture or upload the back section image of your address proof, and click **Submit.**

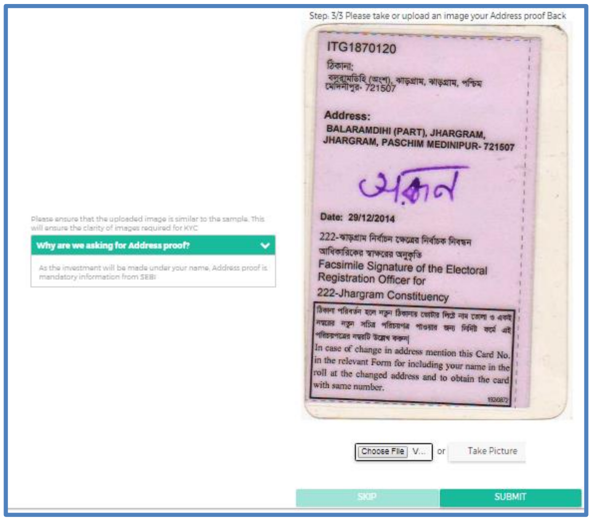


Image-11

d. Upload your signature or sign in the box, click **Confirm** and then click **Submit.**

Image-12

e. Take picture or upload the cancelled cheque of any of the bank and click **Submit.**

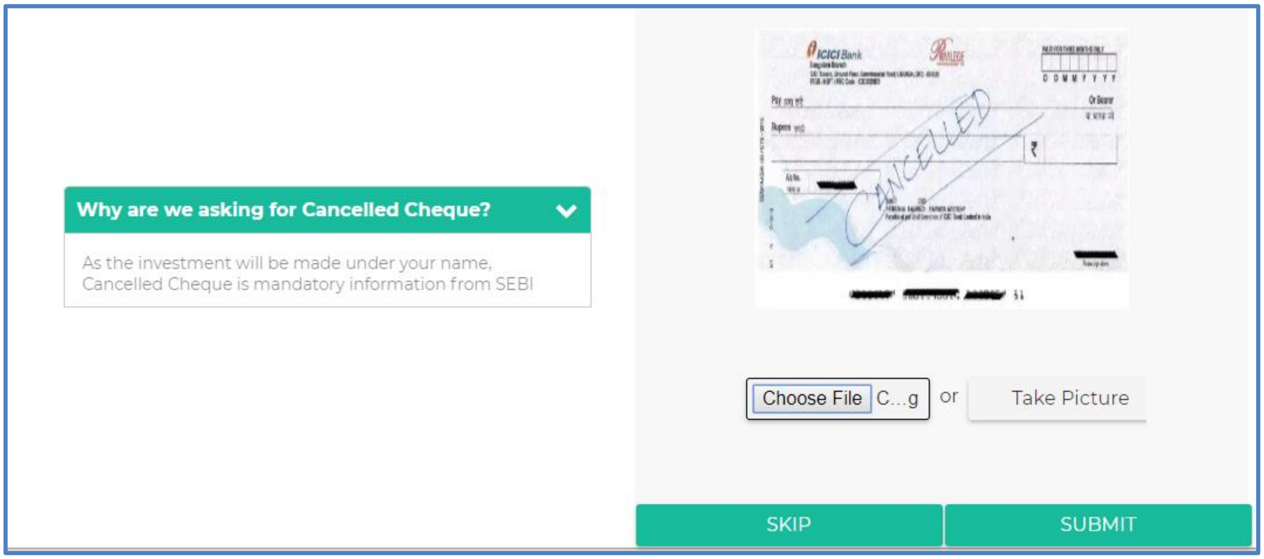


Image-13

f. You will get a popup message saying “**Congratulations!** And to invest money, click **Start Investing.**

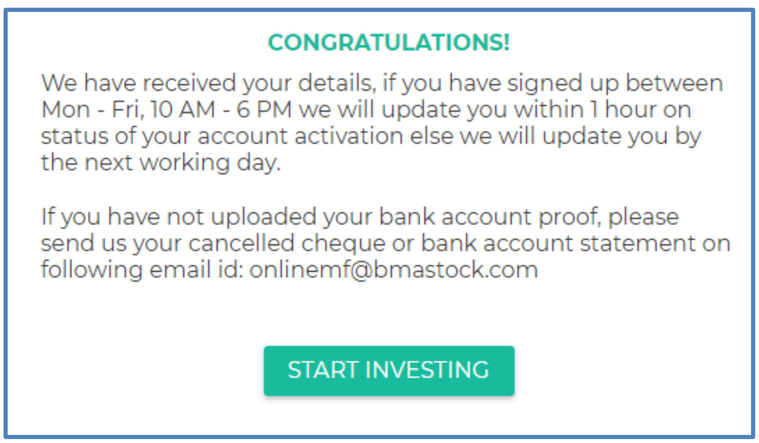


Image-14

4. Login to existing account

1. To login your account click **login/signup** button at the top right corner.

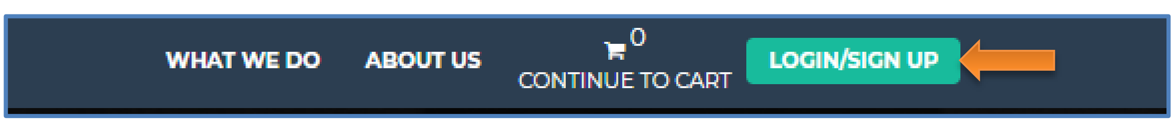


Image-15

2. Enter your 10 digit phone number.
3. In password, enter your Password, and then click **Secure login**.

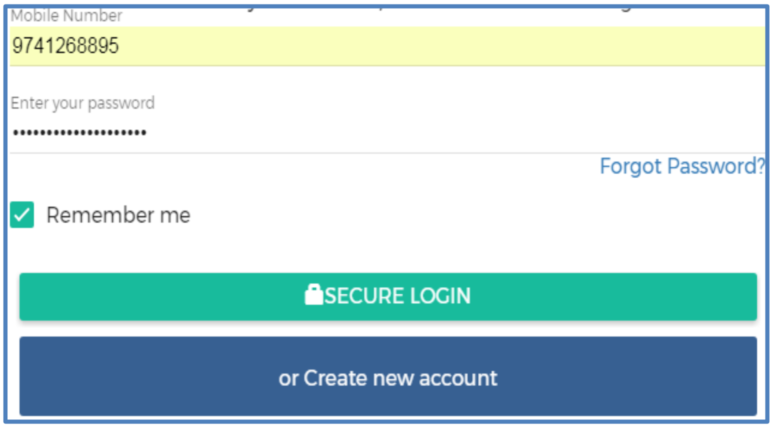


Image-16

4. Select the Portfolio for which you want to login.

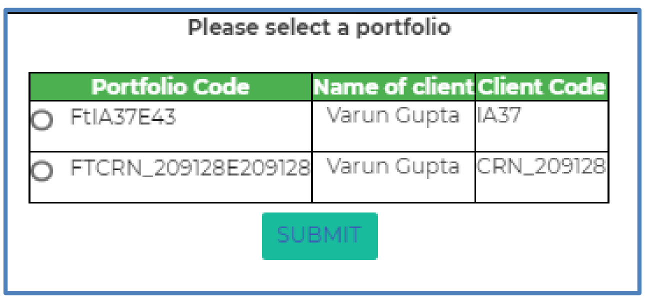


Image-17

5. Scheme search engine

To know the availability of schemes, as per your investment amount, you need to follow the below steps:

1. To view the list of schemes available for investment, click **Invest.**

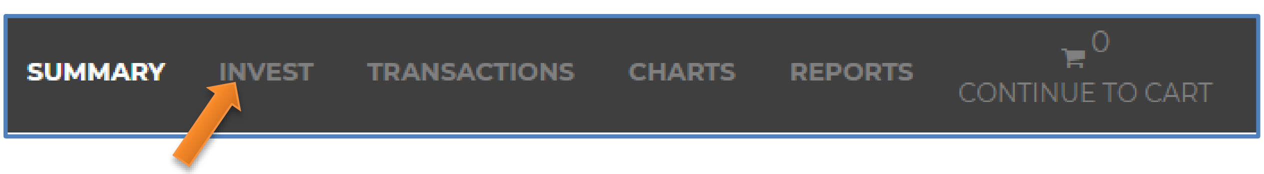


Image-18

2. Enter the amount, you want to invest.
3. Select the **Investment type**.
4. Select **Mode of Investment** and then click **Search.** {Follow 1. Objective:

The objective of this manual is to help the user to navigate through client onboarding, activation, one time and SIP investment in schemes and reports on the online MF platform.

2. Prerequisites:

NA

3. Process

5. 3.1 Step-1(Pre-Login) procedure}.

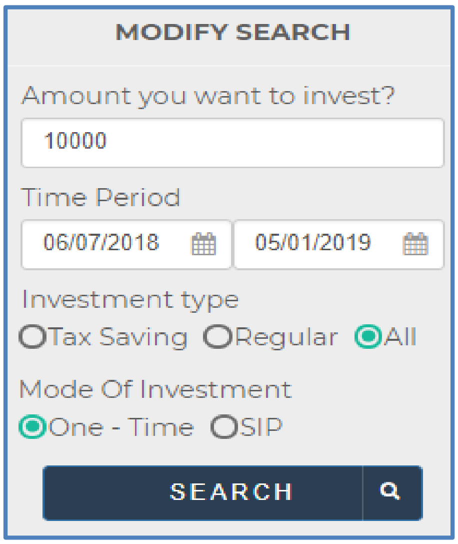


Image-19

6. Advance filter

1. You can filter and customize your search results to find the exact scheme, you want. This is useful as per your investment scenario, when you want to filter for a particular scheme from a large list of schemes.
2. To filter, click on option and select from the dropdown list as per your requirement.

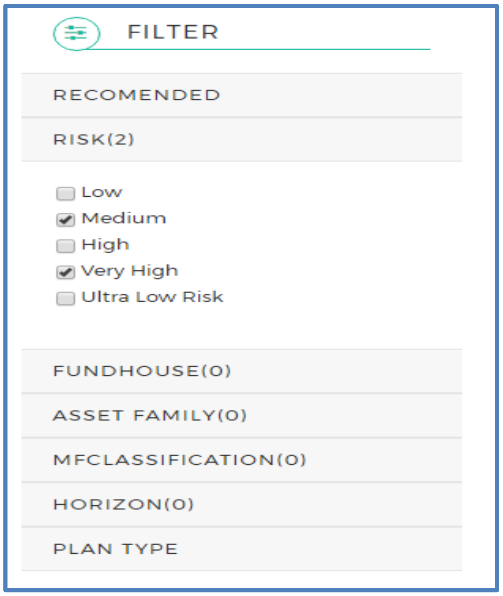


Image-20

***Note**: you can select one or more options*

7. Invest in a scheme

Step 1: View scheme details

a. To buy a new scheme, click the particular scheme to know the details of that scheme, and then click **Go to the scheme page**, which will open a popup from just below of the selected scheme.

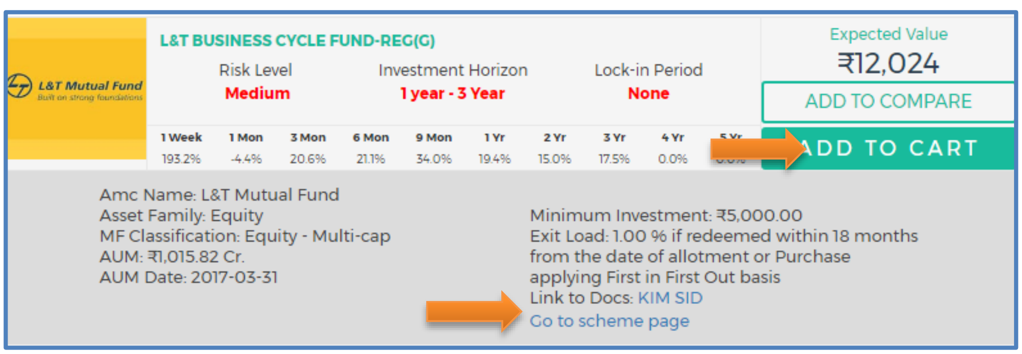


Image-21

a. By clicking **Go to the scheme page,** it will be redirected to a new page as shown in the image-22.

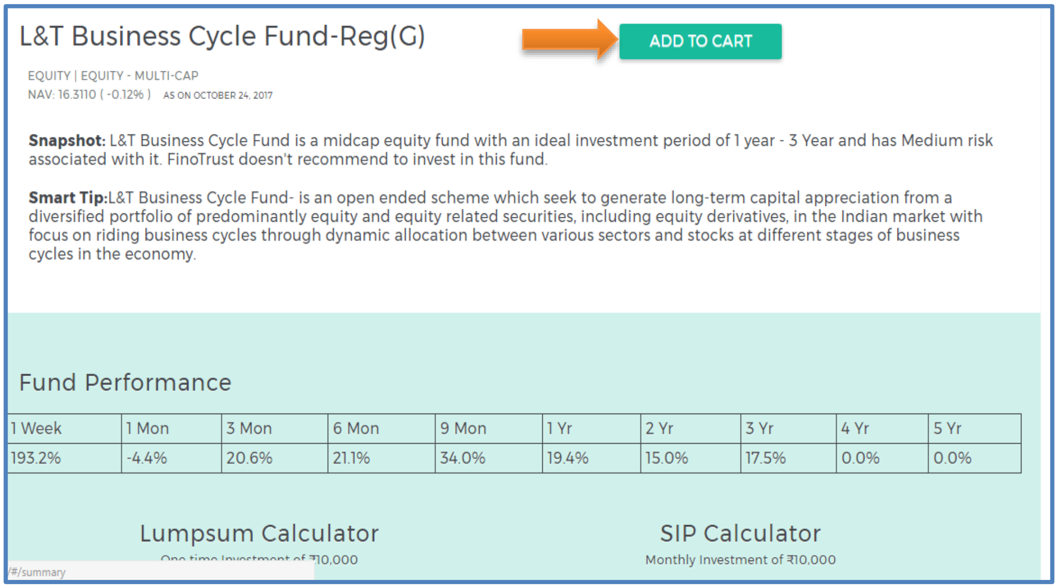


Image-22

b. Then click **add to cart** as shown in the above image.

OR

c. You can also click **Add To Cart** to directly add the scheme without comparing as shown in the image-21.

d. By clicking **Add to Cart**, one pop-up message comes saying "**How would you like to invest today?**" and Invest as per your choice.
   a. SIP – Invest in the scheme via systematic investment plan.
   b. One-time – Add the scheme to the cart for investment.

Image-23

Step 2: Compare between two schemes

1. You can also compare your scheme with other schemes, before adding to cart.
2. To compare your selected scheme with other schemes, click **Add to compare.**

Image-24

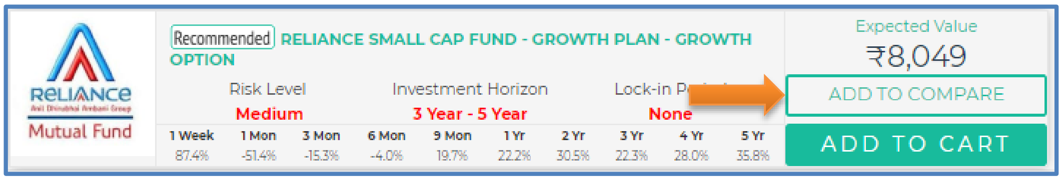


Image-25

Note:*You can compare your selected scheme with one or more schemes by adding that scheme to* ***Add to compare***.

3. After adding to compare, click **Compare,** to start comparing the performance of two or more schemes**.**

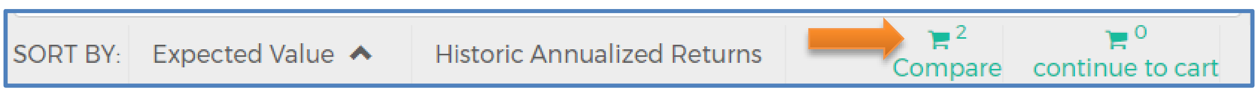
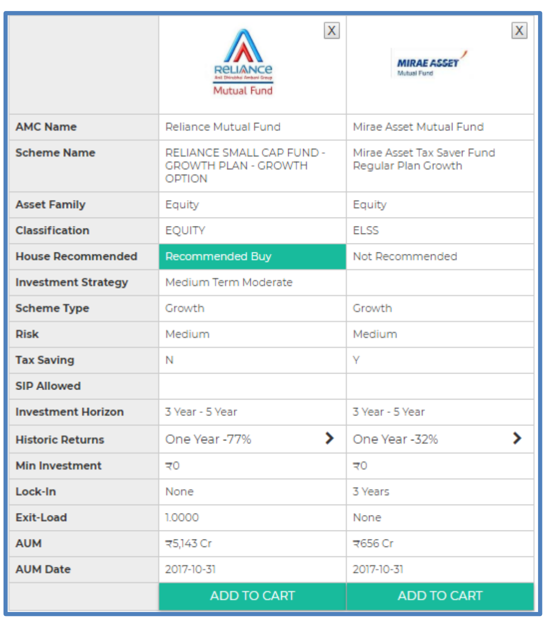


Image-26

4. By clicking compare, it will be redirected to the below given page.



	Reliance Mutual Fund	MIRAE ASSET Mutual Fund
AMC Name	Reliance Mutual Fund	Mirae Asset Mutual Fund
Scheme Name	RELIANCE SMALL CAP FUND - GROWTH PLAN - GROWTH OPTION	Mirae Asset Tax Saver Fund Regular Plan Growth
Asset Family	Equity	Equity
Classification	EQUITY	ELSS
House Recommended	Recommended Buy	Not Recommended
Investment Strategy	Medium Term Moderate	
Scheme Type	Growth	Growth
Risk	Medium	Medium
Tax Saving	N	Y
SIP Allowed		
Investment Horizon	3 Year - 5 Year	3 Year - 5 Year
Historic Returns	One Year -77%	One Year -32%
Min Investment	₹0	₹0
Lock-In	None	3 Years
Exit-Load	1.0000	None
AUM	₹5,143 Cr	₹656 Cr
AUM Date	2017-10-31	2017-10-31
	ADD TO CART	ADD TO CART

Image-27

5. After comparing schemes, click **Add to cart,** to add one or more schemes as shown in the above statement.

> ***Note:*** *You can add scheme to cart in 3 following ways:*
>
> - *You can directly select **Add to cart**.*
> - *Click **Go to scheme page**, and then select **Add to cart**.*
> - *Click **Add to compare**, and then select A**dd to cart.***

8. Proceed to checkout

1. After adding to cart, click **Continue to cart.**

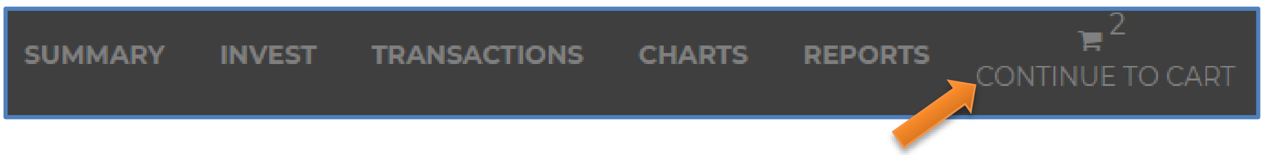


Image-28

2. To get folio number, click **Select Folio.**

Image-29

3. You will get a drop-down list. If you have more than one folio, choose from that accordingly.

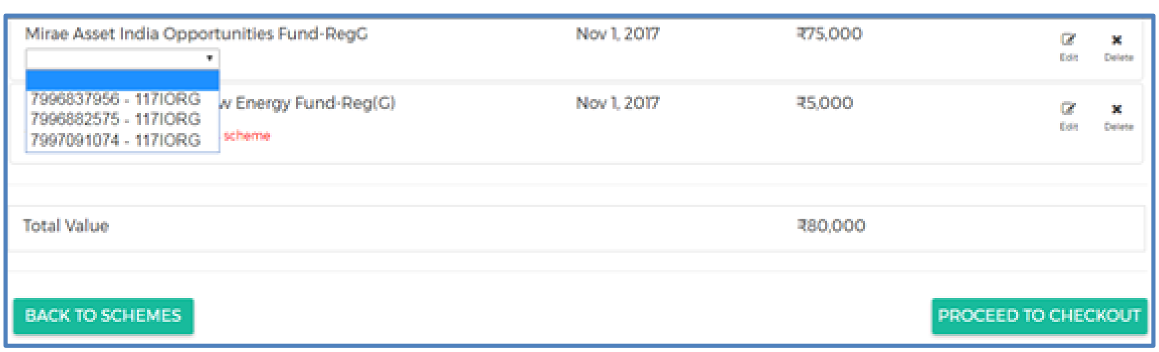


Image-30

4. If you have not invested in this scheme, you will get a notification that, **“you don’t have any folio in for this scheme”,** which is shown in the image-31.

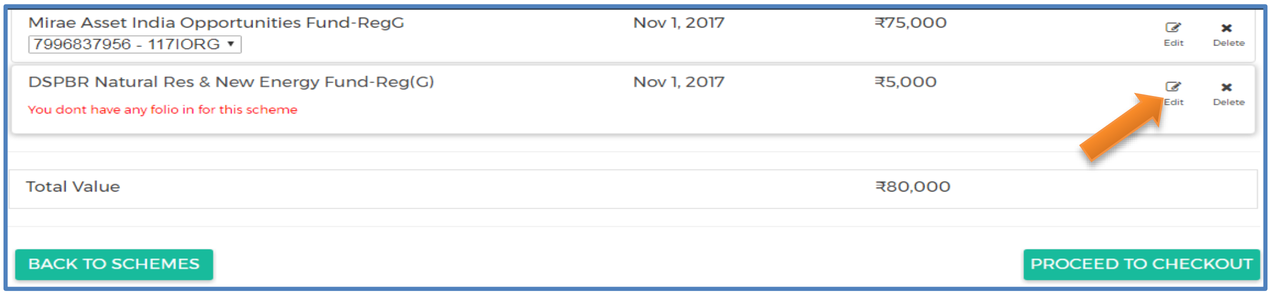


Image-31

5. If you want to edit the investment amount, click **Edit** as shown in the above image.
6. Click **Save** after editing.

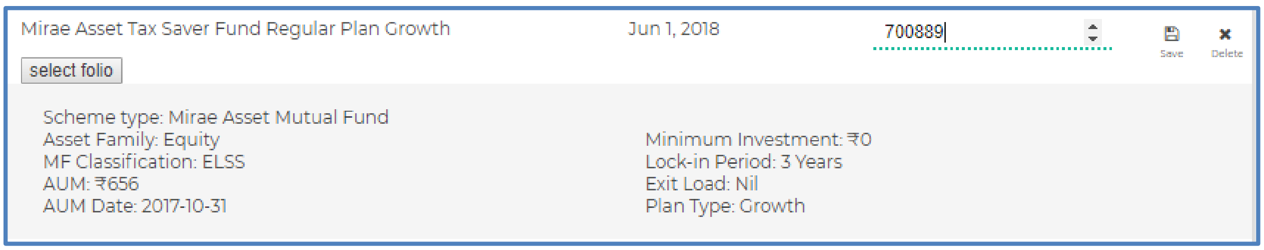


Image-32

Note: By clicking **Edit**, you can only edit the investment amount.

7. Click **Delete,** if you only want to remove the scheme from the cart.

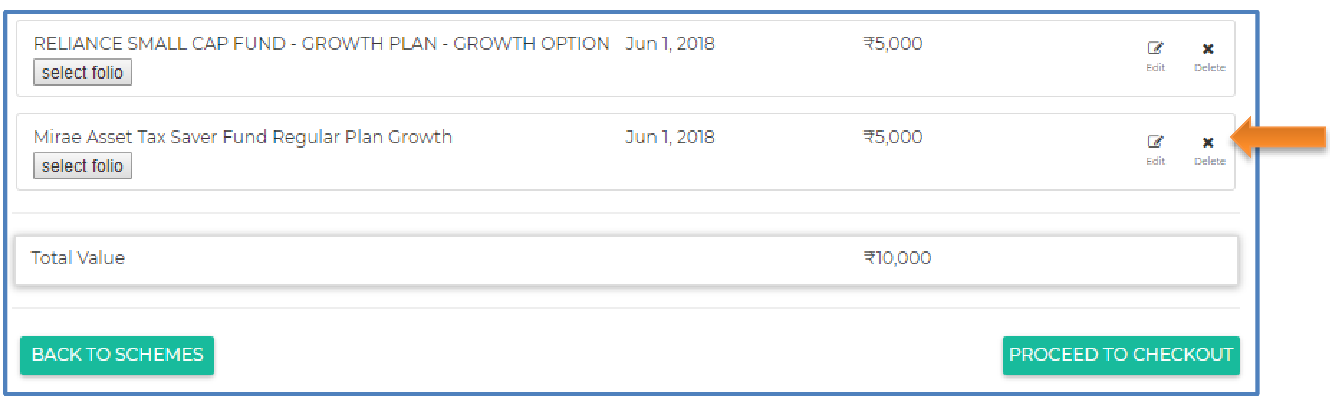


Image-33

8. After verification of the cart, click **Proceed to checkout** as shown in the image-33.

9. To go back to home page without placing order, click **Back to schemes**.
10. After clicking **Proceed to checkout,** it will be redirected to the registered bank login page.
11. To get the details about the **Personal account summary**, click **Summary** or after successful login, it will be redirected to the below given page as shown in the image-34. In **My Investment**, you can see your **Current Value, Net investment, Gains, Growth Rate** and **Sell.**

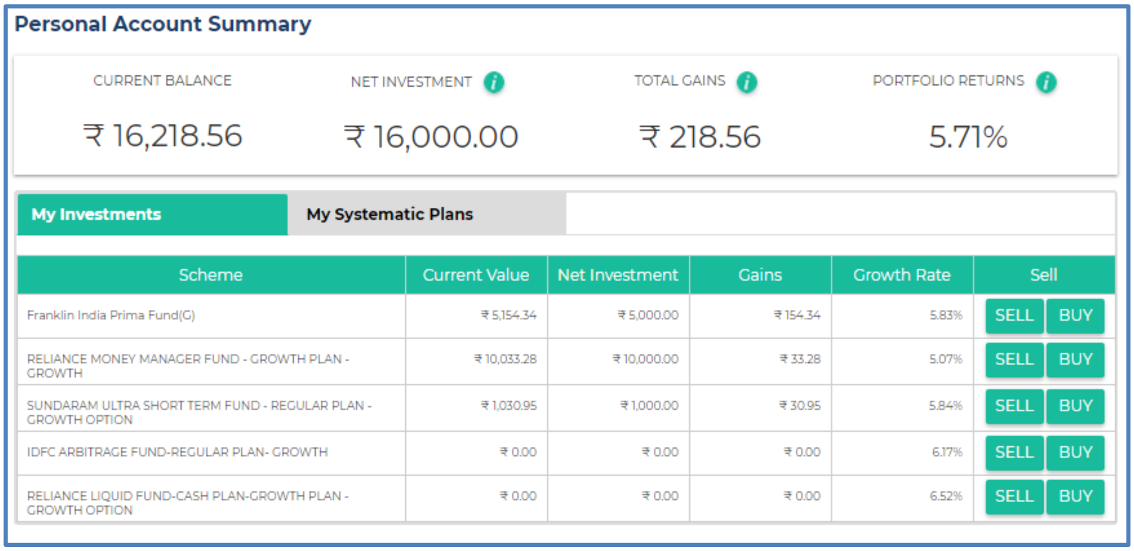


Image-34

12. To sell your scheme, click **Sell** as shown in the image-34. You will get a pop-up screen. If you want to completely sell your scheme, click **Complete withdraw** or if you want to partially sell your scheme, enter the withdrawal amount, and then click **Submit.**

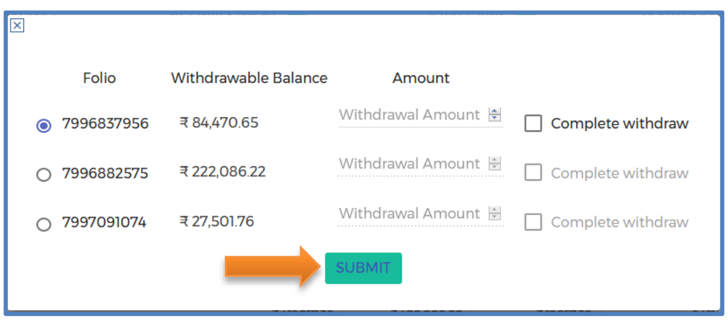


Image-35

13. To buy your scheme, click **Buy** as shown in the image-34. It will be added to cart. Follow [Procedure for checkout .](#)
14. In **My Systematic Plans,** you can see the **Type**, **Portfolio**, **Scheme**, **Start Date**, **End Date**, **Amount**, **Folio**, and **Status**.
15. To view the details of your transaction, click **Transaction.**

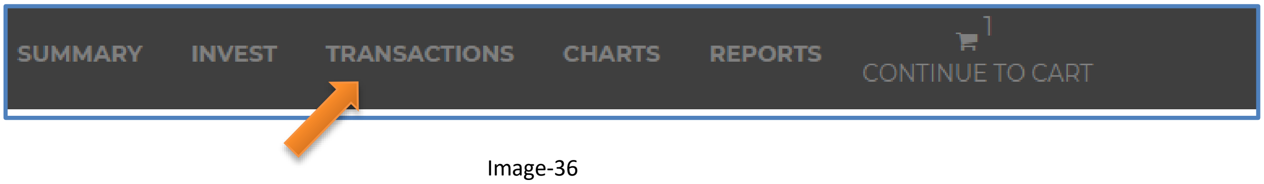
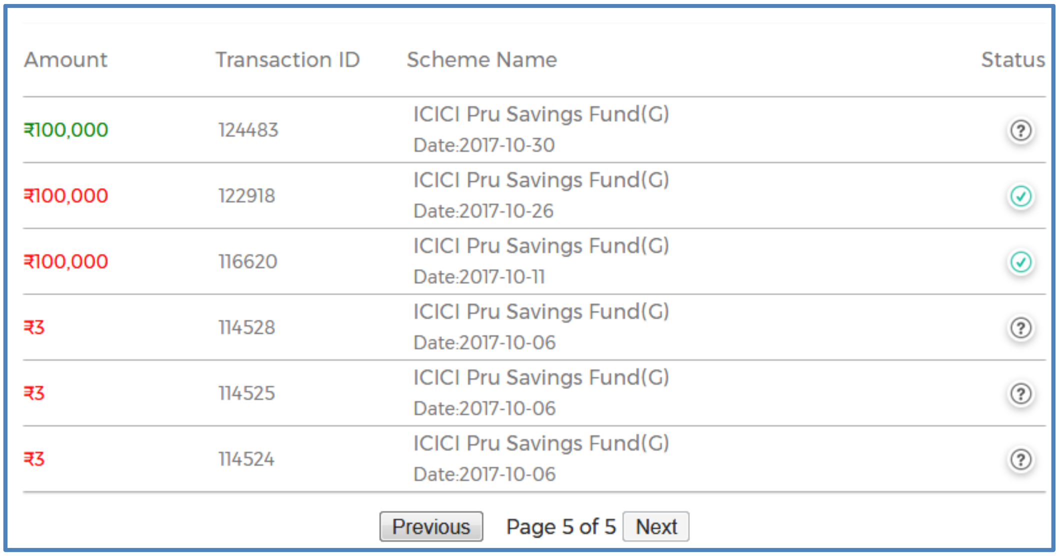


Image-36

16. You will be able to view of your scheduled transaction details.



Amount	Transaction ID	Scheme Name	Status
₹100,000	124483	ICICI Pru Savings Fund(G) Date:2017-10-30	?
₹100,000	122918	ICICI Pru Savings Fund(G) Date:2017-10-26	✓
₹100,000	116620	ICICI Pru Savings Fund(G) Date:2017-10-11	✓
₹3	114528	ICICI Pru Savings Fund(G) Date:2017-10-06	?
₹3	114525	ICICI Pru Savings Fund(G) Date:2017-10-06	?
₹3	114524	ICICI Pru Savings Fund(G) Date:2017-10-06	?

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Image-37

? Shows that you that your trasaction is approved.

✓ Shows that you that your trasaction is safe and is in process .

9. Mandate Registration

- If you want to create mandate for I-SIP, then click **Create Mandate** as shown in the image-38.

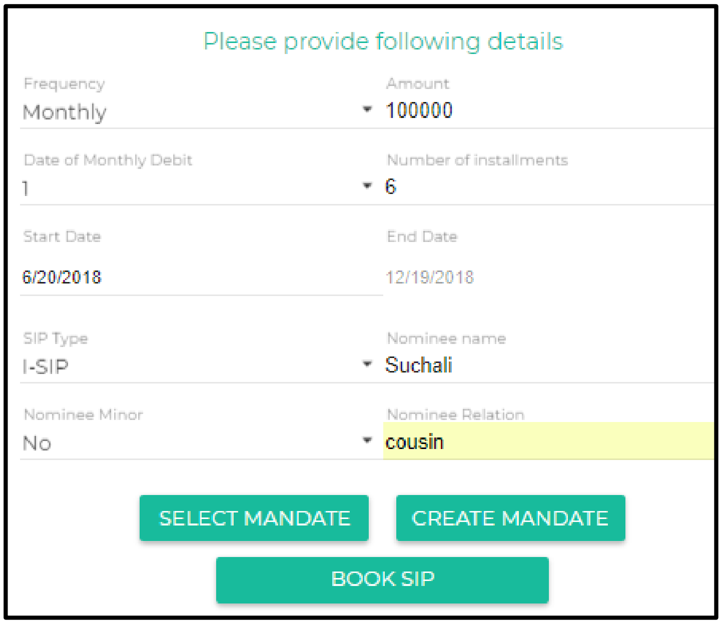


Image-38

- By clicking the **Create Mandate** one pop-up comes.
- Fill all the details as shown in the Pop-up image-39.

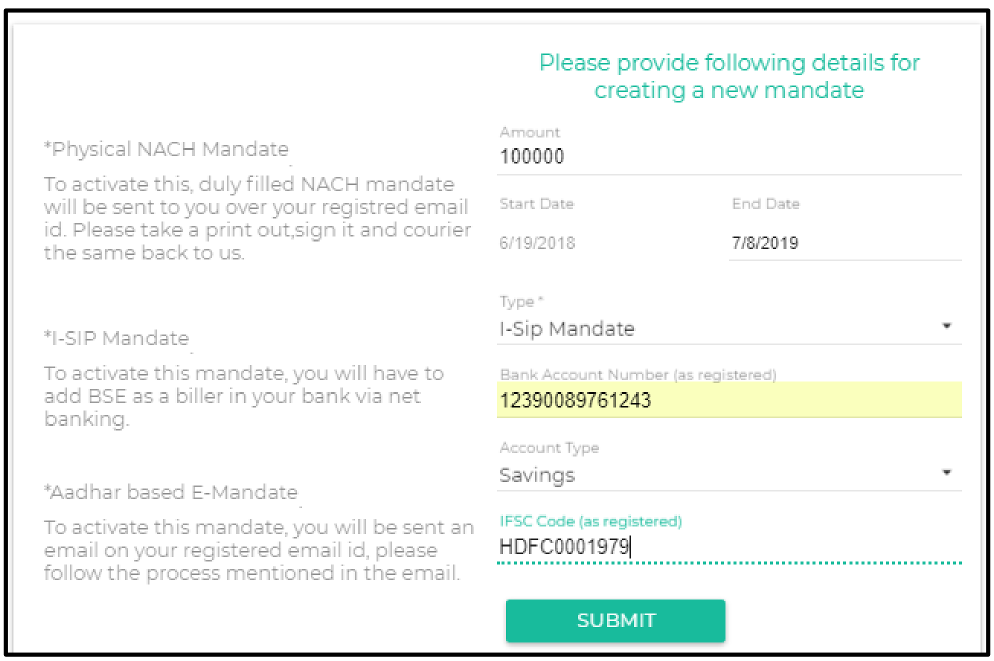


Image-39

For Mandate Creation:

1. Select the **I-SIP Mandate** as **Type,** click **Submit.**

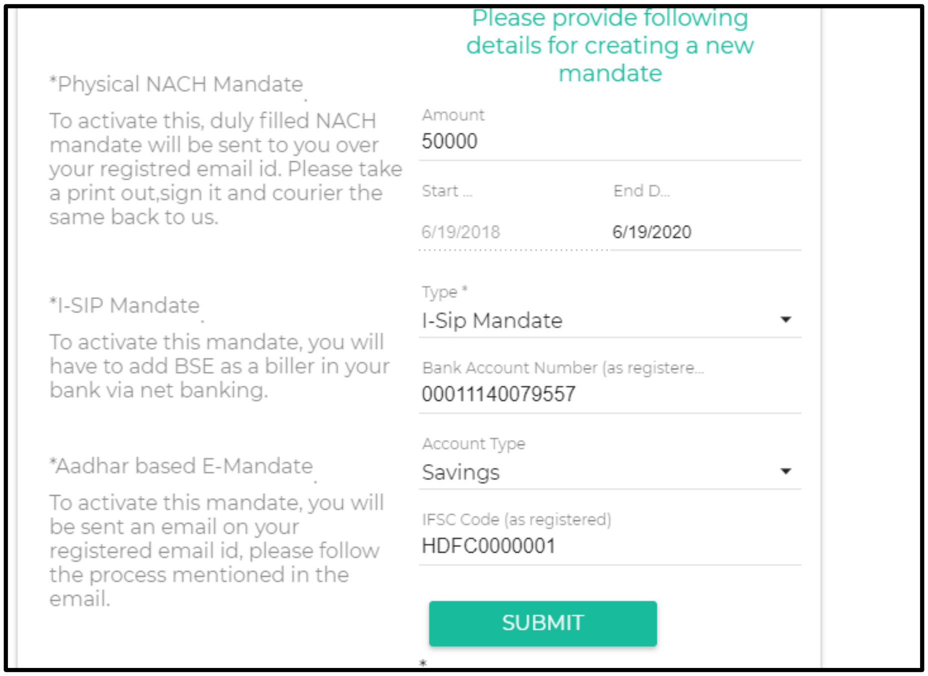


Image-40

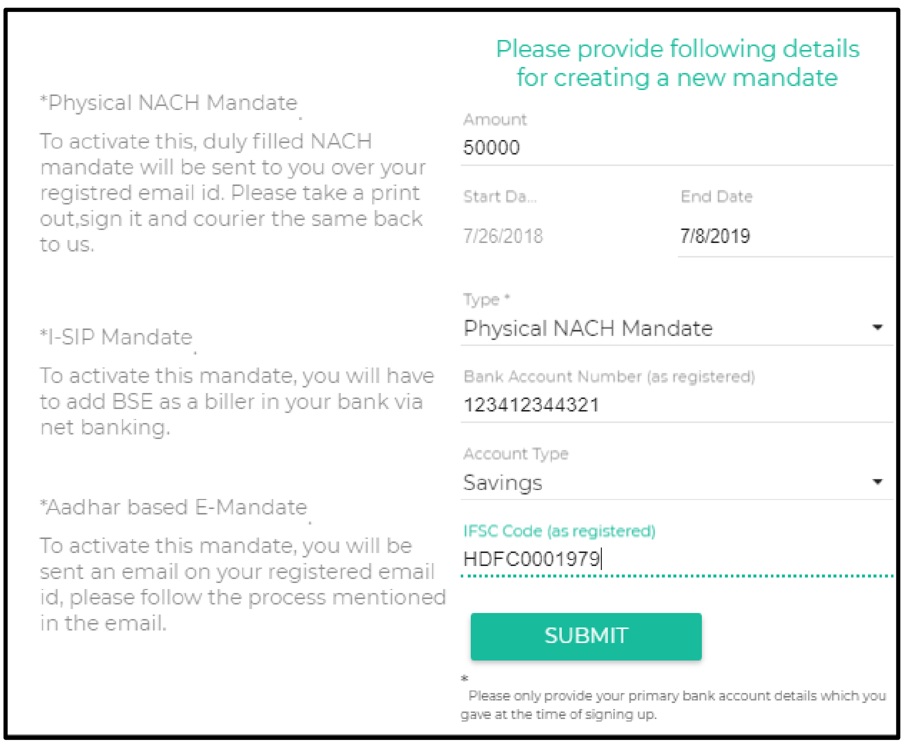


Image-41

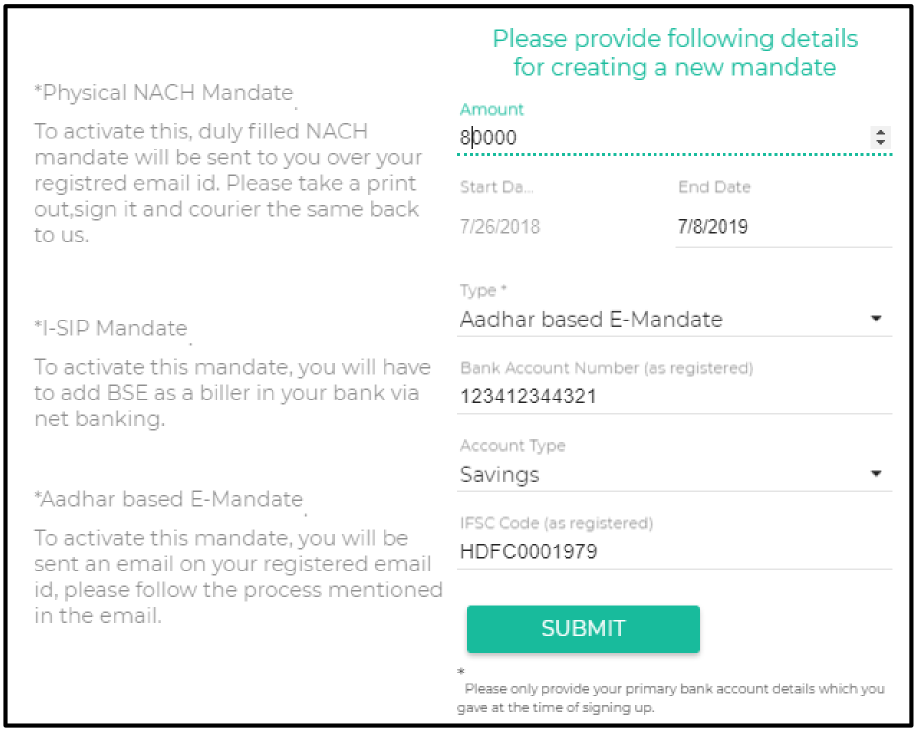


Image-42

2. You will get a success message saying that your mandate has been registered successfully. To activate the mandate, you need to add BSE as a biller through internet banking. Please attach the steps to add BSE as biller here.
3. For NACH or the physical mandate, you will have to take a print out of the mandate information filled in the form which will be sent to your email and send it physically to your distributor. This mandate takes 30-45 days for registration.
4. For Aadhar based E-mandate, you will receive an email with directions to book the mandate. Please note that your mobile no should be updated in Aadhar records to receive an OTP and confirming the mandate.

10. SIP Transaction

By Directly Adding to Cart

1. You can also click **Add To Cart** to directly add the scheme without comparing as shown in the image-21.
e. By clicking **Add to Cart**, one pop-up message comes saying "**How would you like to invest today?**" and Invest as per your choice.

Image-43

f. If you want to invest as SIP, click **SIP.**

g. By clicking **SIP**, it will be redirected to the below given page.

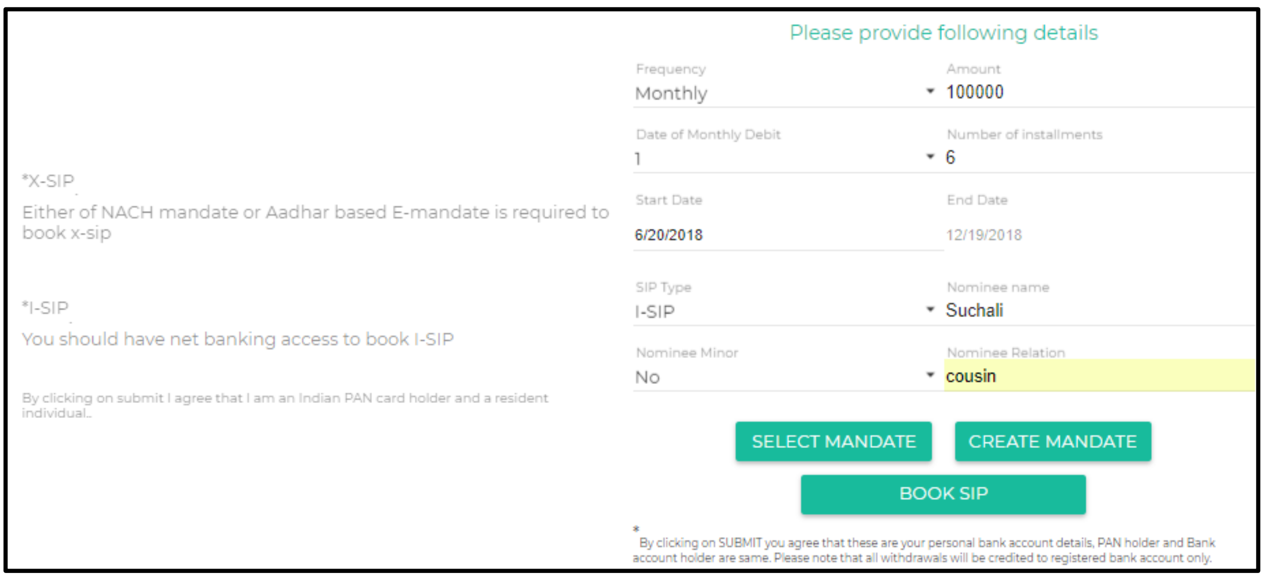


Image-44

h. By clicking **Select Mandate**, one pop-up message comes which says that **"**while selecting a mandate, please ensure that SIP Start and End date is in between the Start and End Date of the Mandate, else you will be not able to register**".**

Image-45

i. Select the option as per your SIP and then click **BOOK SIP**.
   a. For ISIP, please select the ISIP mandate marked with 'I'.
   b. For X-SIP, please select Aadhar based E-mandate or NACH mandate.
j. By clicking the **BOOK SIP**, you will get the below message as shown in the image-46.

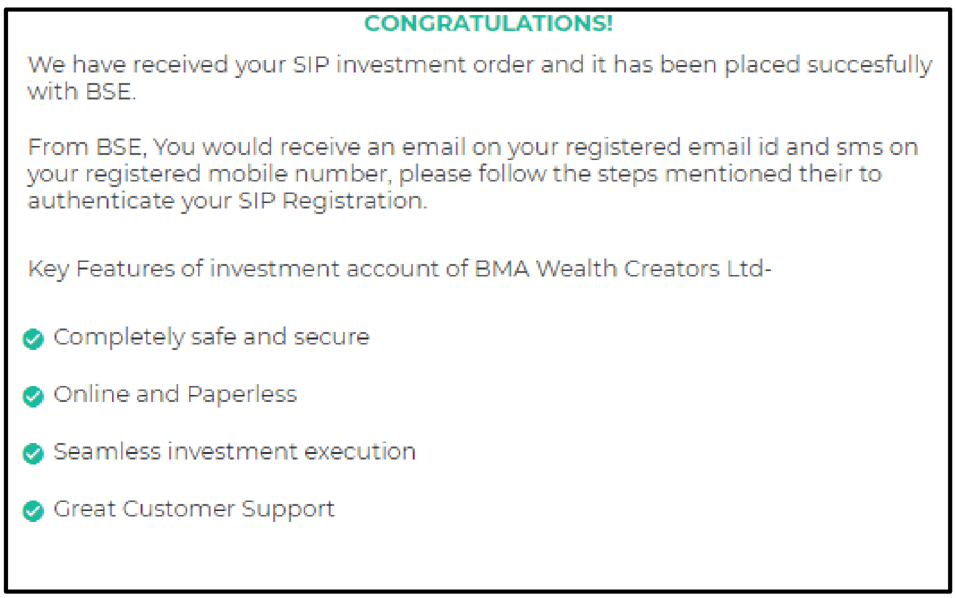


Image-46

11. Charts

1. To see the details of the generated report, go to the menu, click **Charts.**
2. By clicking the **Reports**, It will be redirected to the reporting server page as shown in the image-47.

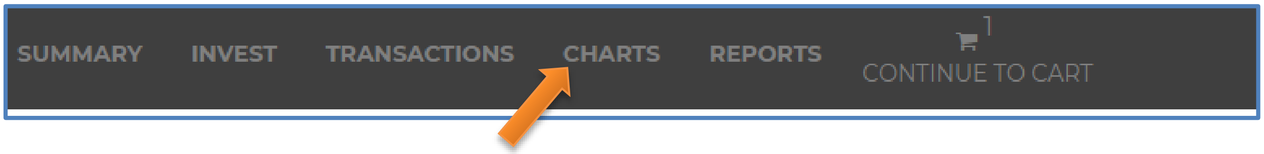


Image-47

3. By clicking the **Charts**, It will be redirected to the reporting server page as shown in image-48.

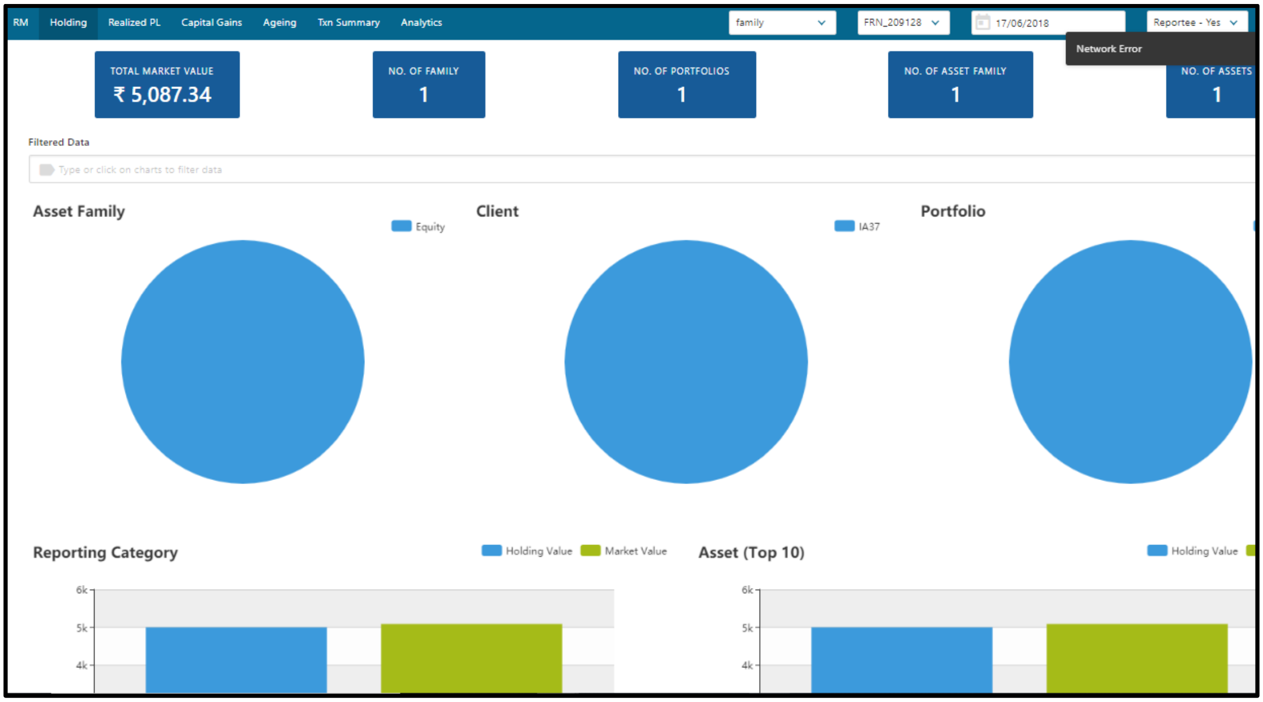


Image-48

- **Holding :**

1. To see the details of the holding, click **Holding** as shown in the image-48.
2. To customize the report as required, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list then give the client name or if you select **Family** the give the FRN code or if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.

Image-49

4. In the **Holding** page, you can see the **Asset Family**, **Client**, **Portfolio**, **Reporting Category**, **Asset Top (10)**, **Market Value VS XIRR**, and **Benchmark VS XIRR.**

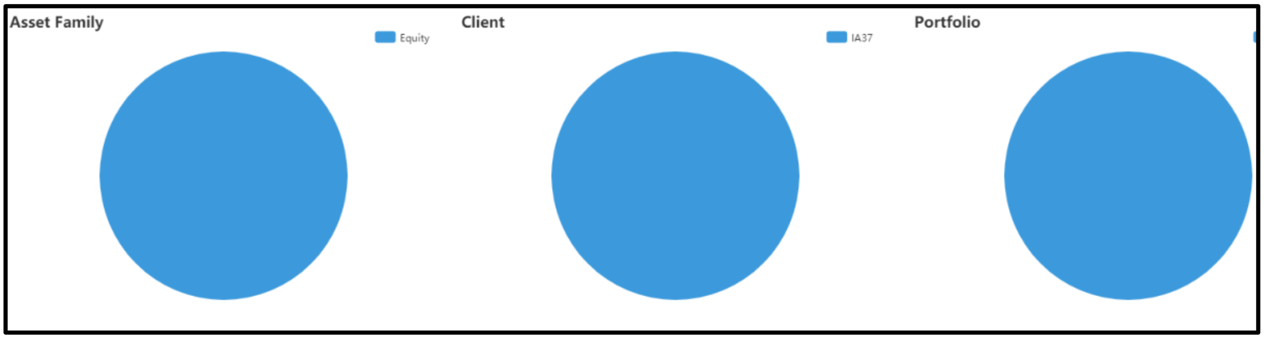


Image-50

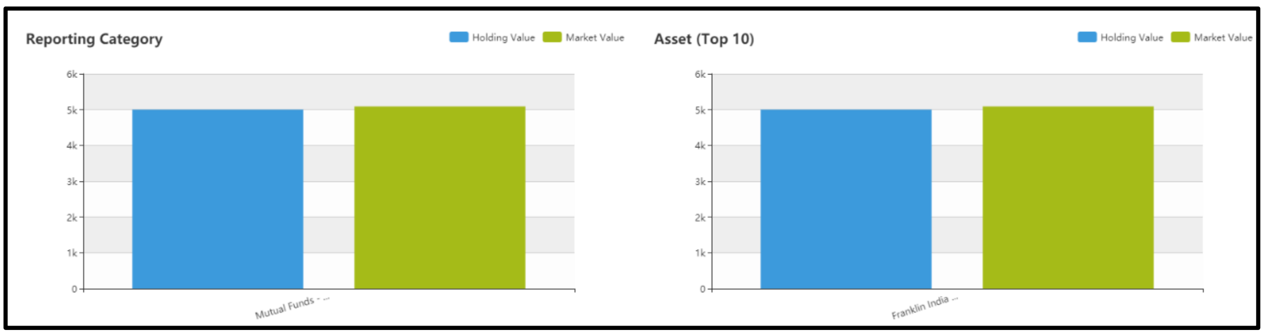


Image-51

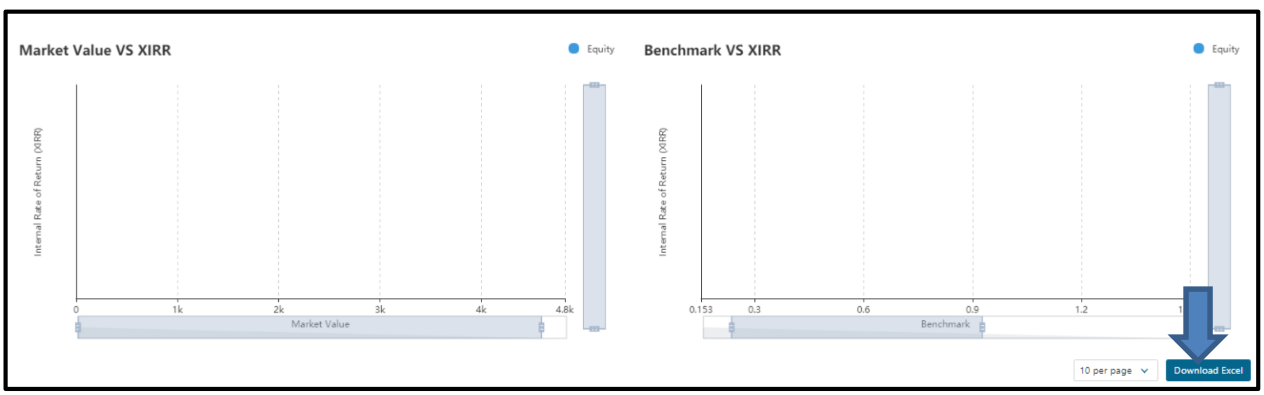


Image-52

5. To download the complete report details in excel format, click **Download Excel** as shown in the image-52.

- ## Realized PL :

1. To see the details of the Realized PL, click **Realized PL** as shown in the image-53.

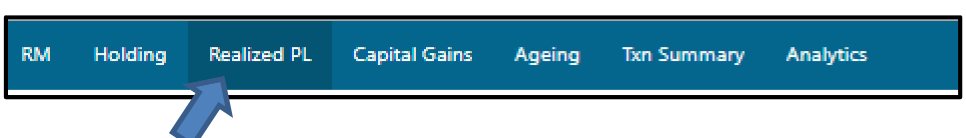


Image-53

2. To customize the report, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list, then give the client name **or** if you select **Family,** then give the FRN code **or** if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.

Image-54

4. You can also customize the report by selecting **Profit & loss**, **Profit only** and **Loss only** from the drop-down list as shown in the image-55.

Image-55

5. In the **Realized PL** page, you can see the **Product Type**, **Client**, **Portfolio**, **Reporting Category**, **Year, Days Held,** and **Asset.**

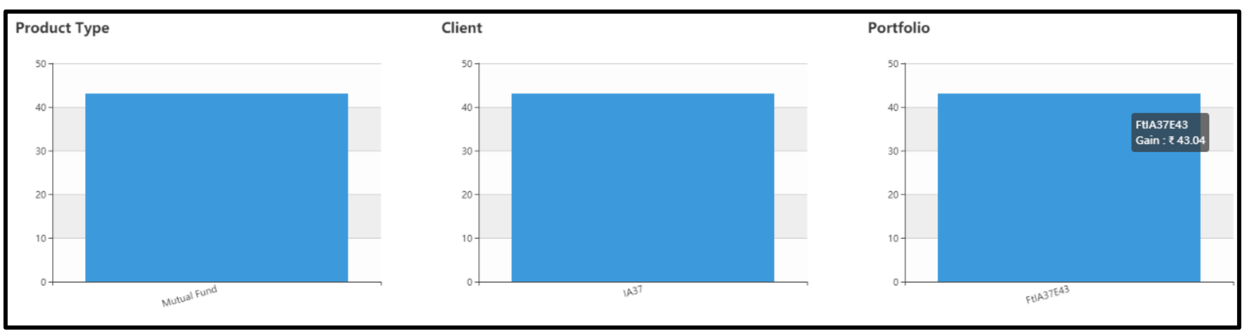


Image-56

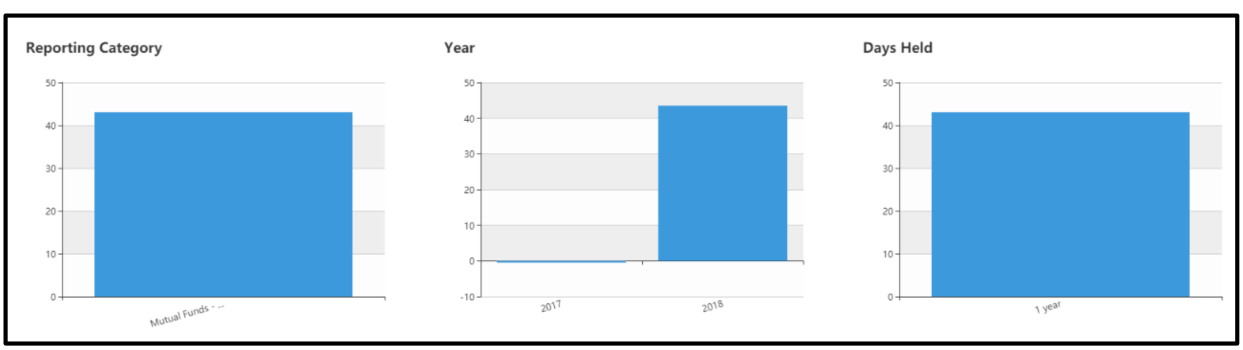


Image-57

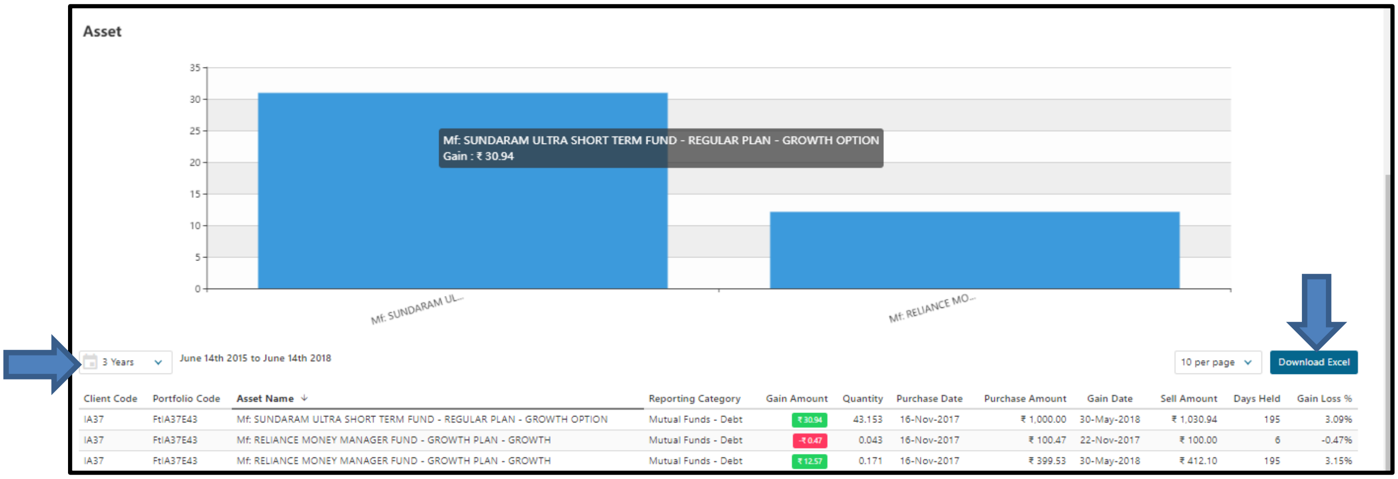


Image-58

6. You can also customize the report by selecting the year from the drop-down list.
7. To download the complete report details in excel format, click **Download Excel** as shown in the image-58.

- **Capital Gains:**

1. To see the details of the Capital Gains, click **Capital Gains** as shown in the image-59.

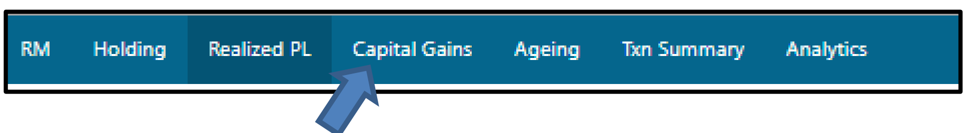


Image-59

2. To customize the report, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list, then give the client name **or** if you select **Family,** then give the FRN code **or** if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.

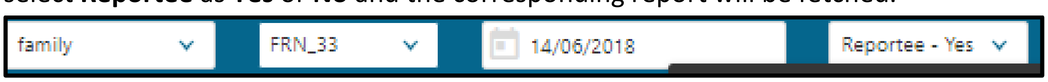


Image-60

4. You can also customize the report by selecting **Profit & loss**, **Profit only** and **Loss only** from the drop-down list as shown in the image-61.

Image-61

5. In the **Capital Gain** page, you can see the **Product Type**, **Client**, **Portfolio**, **Reporting Category**, **Year, Days Held,** and **Asset.**

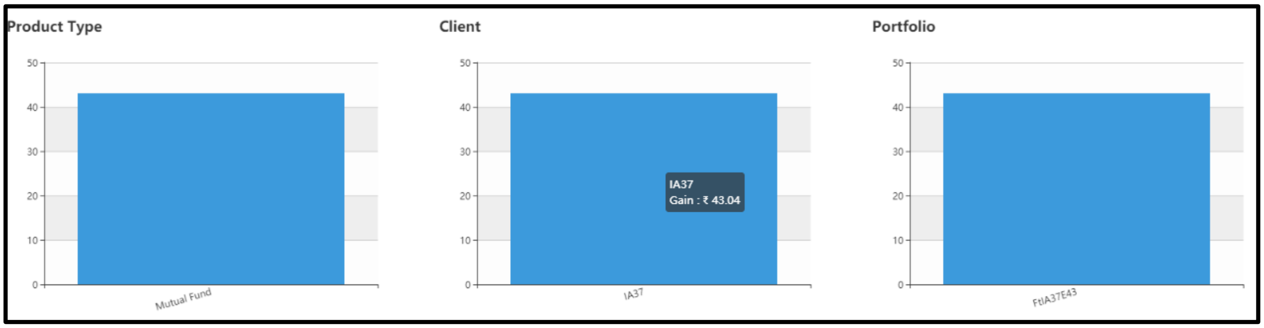


Image-62

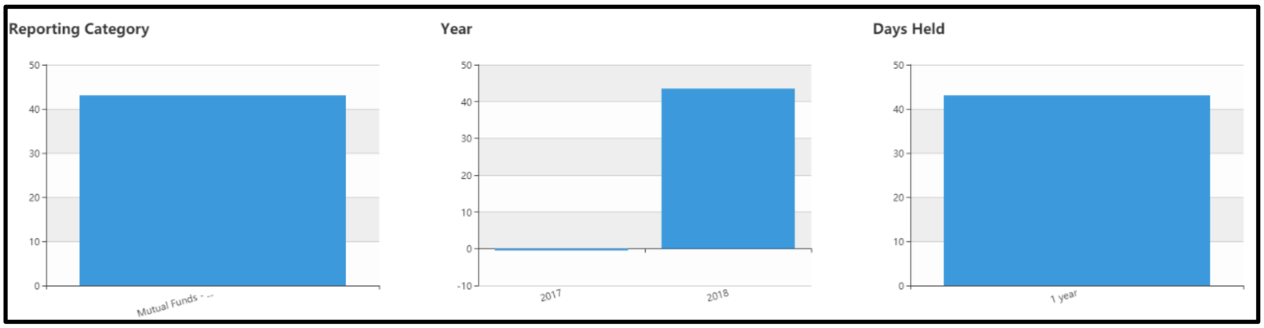


Image-63

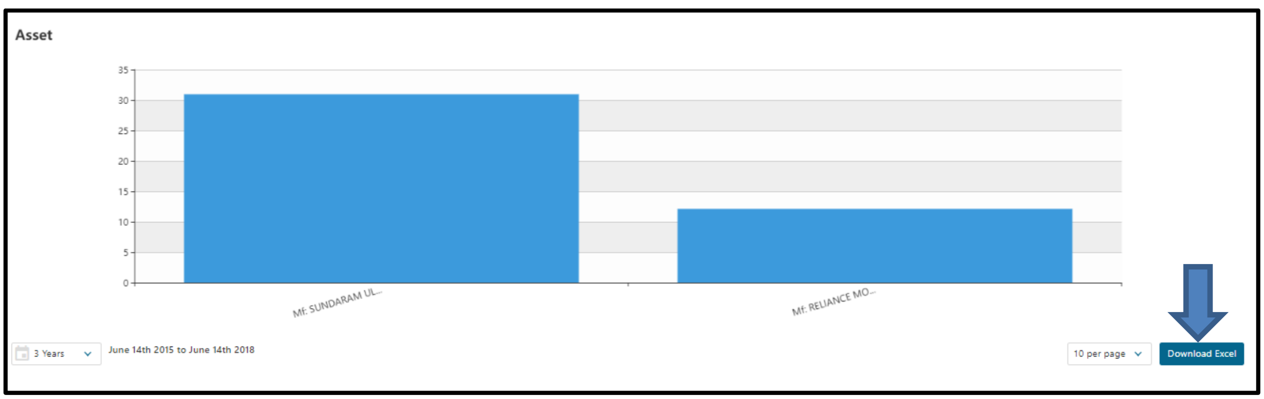


Image-64

6. You can also customize the report by selecting the year from the drop-down list.
7. To download the complete report details in excel format, click **Download Excel** as shown in the image-64.

- **Ageing:**

1. To see the details of the Ageing, click **Ageing** as shown in the image-65.

Image-65

2. To customize the report, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list, then give the client name **or** if you select **Family,** then give the FRN code **or** if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.

Image-66

4. You can also customize the report by selecting **Asset class** as shown in the Image-66 and **Profit & loss**, **Profit only** and **Loss only** from the drop-down list as shown in the image-68.

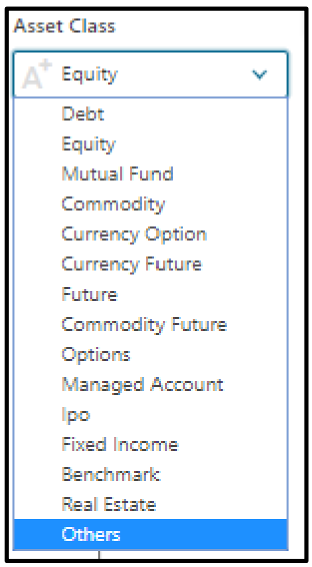


Image-67

Image-68

5. In the **Ageing** page, you can see the **Product Type**, **Client**, **Portfolio**, **Reporting Category**, **Year, Days Held,** and **Asset.**

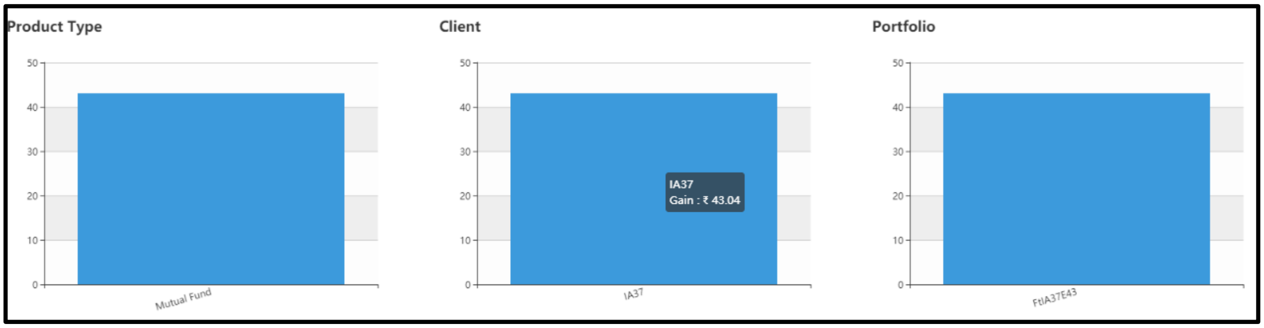


Image-69

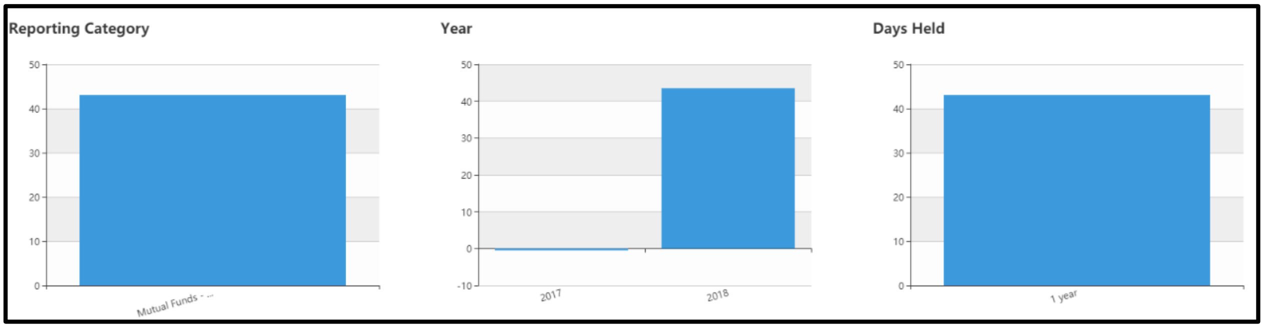


Image-70

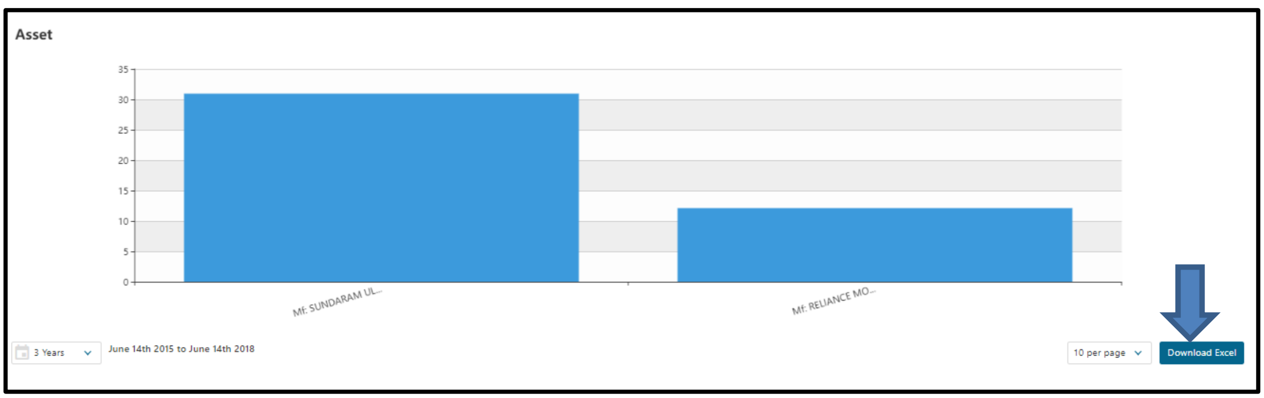


Image-71

6. You can also customize the report by selecting the year from the drop-down list.
7. To download the complete report details in excel format, click **Download Excel** as shown in the image-71.

- **Txn Summary:**

1. To see the details of the Txn Summary, click **Txn Summary** as shown in the image-72.

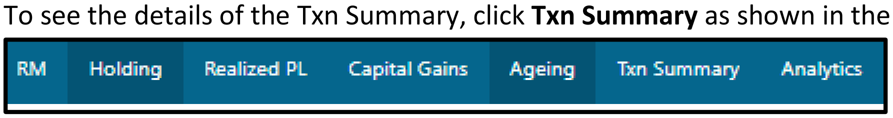
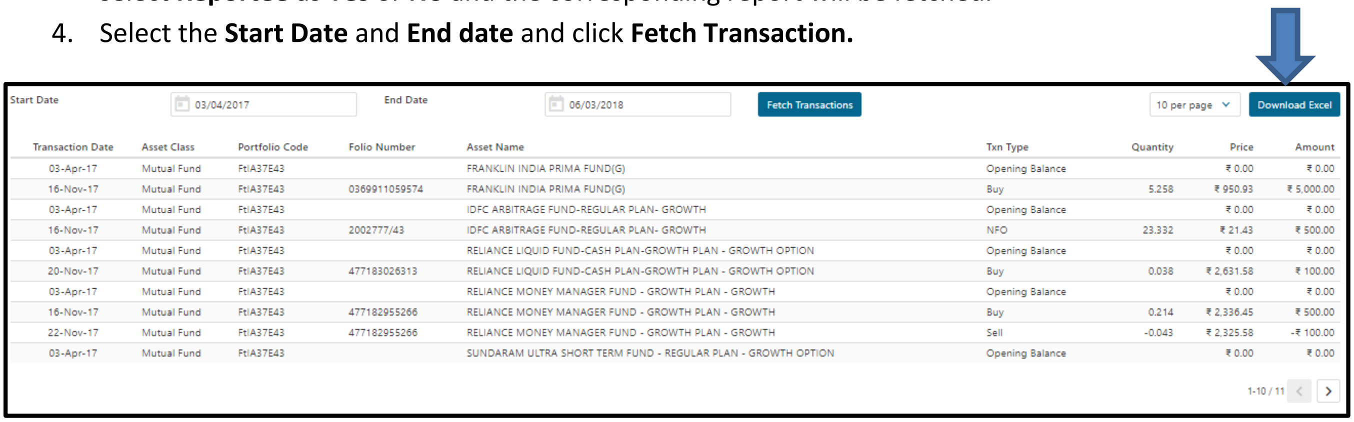


Image-72

2. To customize the report, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list, then give the client name **or** if you select **Family,** then give the FRN code **or** if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.
4. Select the **Start Date** and **End date** and click **Fetch Transaction.**


Start Date 03/04/2017 End Date 06/03/2018 Fetch Transactions 10 per page Download Excel

Transaction Date	Asset Class	Portfolio Code	Folio Number	Asset Name	Txn Type	Quantity	Price	Amount
03-Apr-17	Mutual Fund	FtIA37E43		FRANKLIN INDIA PRIMA FUND(G)	Opening Balance		₹ 0.00	₹ 0.00
16-Nov-17	Mutual Fund	FtIA37E43	0369911059574	FRANKLIN INDIA PRIMA FUND(G)	Buy	5.258	₹ 950.93	₹ 5,000.00
03-Apr-17	Mutual Fund	FtIA37E43		IDFC ARBITRAGE FUND-REGULAR PLAN- GROWTH	Opening Balance		₹ 0.00	₹ 0.00
16-Nov-17	Mutual Fund	FtIA37E43	2002777/43	IDFC ARBITRAGE FUND-REGULAR PLAN- GROWTH	NFO	23.332	₹ 21.43	₹ 500.00
03-Apr-17	Mutual Fund	FtIA37E43		RELIANCE LIQUID FUND-CASH PLAN-GROWTH PLAN - GROWTH OPTION	Opening Balance		₹ 0.00	₹ 0.00
20-Nov-17	Mutual Fund	FtIA37E43	477183026313	RELIANCE LIQUID FUND-CASH PLAN-GROWTH PLAN - GROWTH OPTION	Buy	0.038	₹ 2,631.58	₹ 100.00
03-Apr-17	Mutual Fund	FtIA37E43		RELIANCE MONEY MANAGER FUND - GROWTH PLAN - GROWTH	Opening Balance		₹ 0.00	₹ 0.00
16-Nov-17	Mutual Fund	FtIA37E43	477182955266	RELIANCE MONEY MANAGER FUND - GROWTH PLAN - GROWTH	Buy	0.214	₹ 2,336.45	₹ 500.00
22-Nov-17	Mutual Fund	FtIA37E43	477182955266	RELIANCE MONEY MANAGER FUND - GROWTH PLAN - GROWTH	Sell	-0.043	₹ 2,325.58	-₹ 100.00
03-Apr-17	Mutual Fund	FtIA37E43		SUNDARAM ULTRA SHORT TERM FUND - REGULAR PLAN - GROWTH OPTION	Opening Balance		₹ 0.00	₹ 0.00

1-10 / 11

Image-73

5. To download the complete report details in excel format, click **Download Excel** as shown in the image-73.

- **Analytics:**

1. To see the details of the Analytics, click **Analytics**.

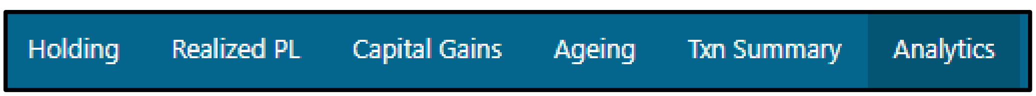


Image-74

2. To customize the report, in the top right corner, select either **Client** or **Family** or **Portfolio** from the drop-down list.
3. If you select **Client** from the drop-down list, then give the client name **or** if you select **Family,** then give the FRN code **or** if you select **Portfolio** then give the **CRN code,** select the **date**, and select **Reportee** as **Yes** or **No** and the corresponding report will be fetched.

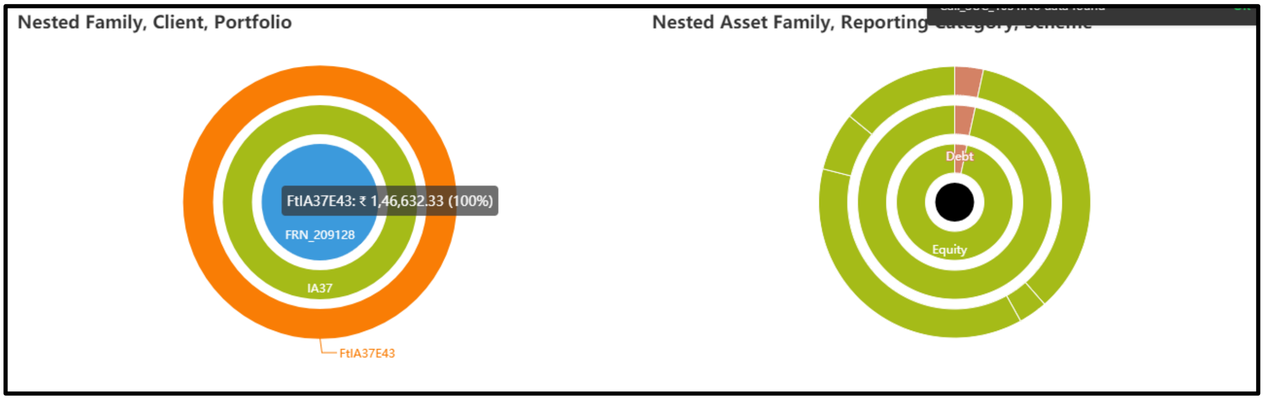


Image-75

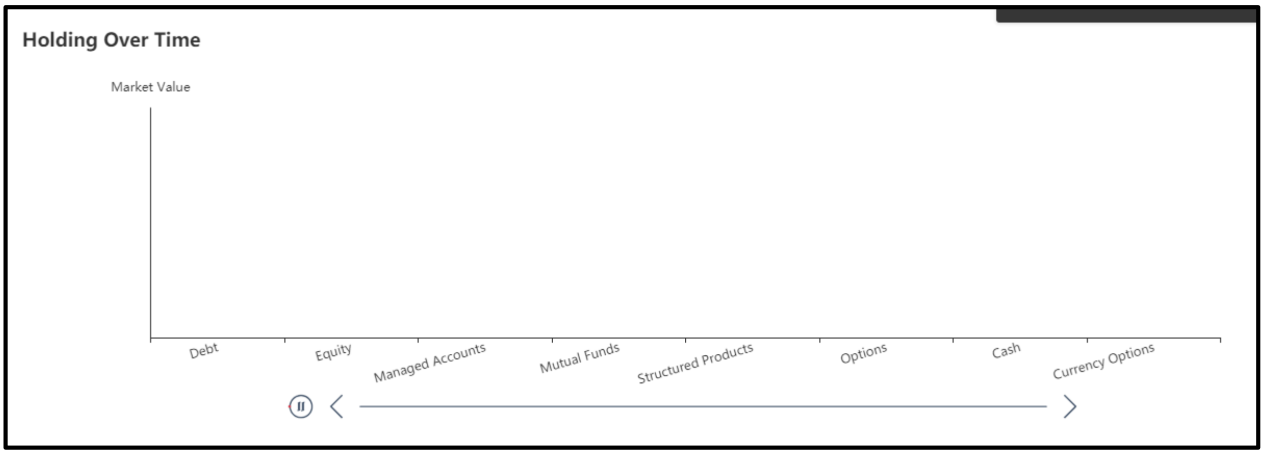


Image-76

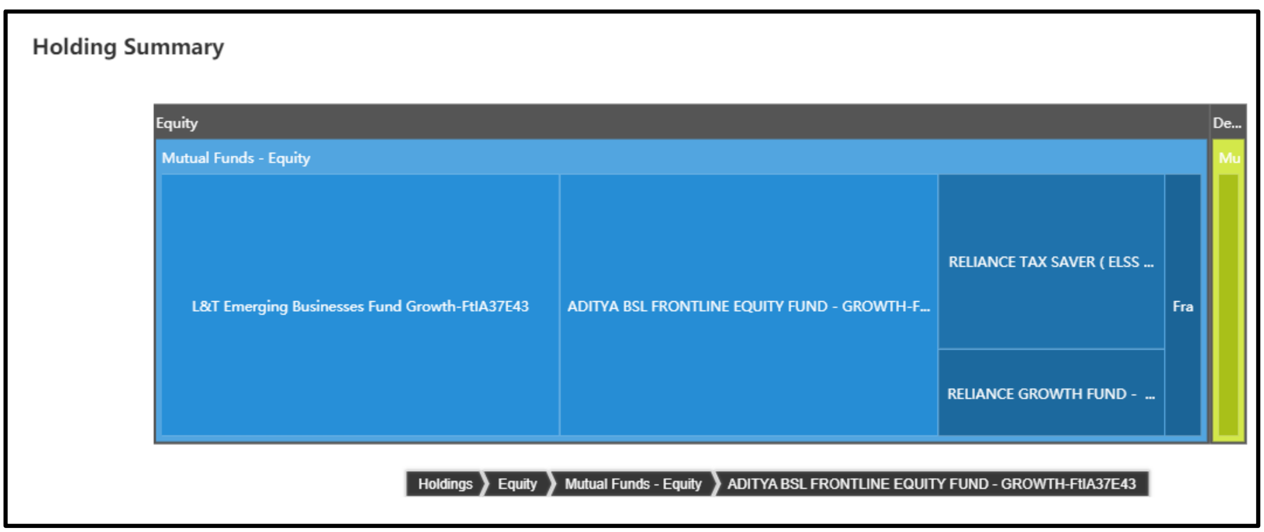


Image-77

Image-78

12. Reports

1. To see the details of the generated report, go to the menu, click **Back office.**
2. By clicking the **Back office**, it will be redirected to the Jasper reporting server page as shown in the image-79.

Name	Description	Type	Created Date	Modified Date
Ageing Report		Report	April 26	8/21/2017
Balance Sheet & P n L		Report	April 26	8/21/2017
Capital Gain Report		Report	April 26	8/21/2017
Cash Flow Report		Report	April 26	8/21/2017
Corporate Action Report		Report	April 26	8/21/2017
Holding Report		Report	June 1	June 1
Ledger Report - All Ledgers		Report	April 26	8/21/2017
Ledger Report - Specific Ledgers		Report	April 26	8/21/2017
Realized Gain / Loss Report		Report	April 26	8/21/2017
Stock Aggregation Report		Report	April 26	8/21/2017
Transaction Statement		Report	April 26	8/21/2017

Image-79

- **Ageing Report:**

1. To get the **Ageing Report**, click **Ageing Report.**
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-80.

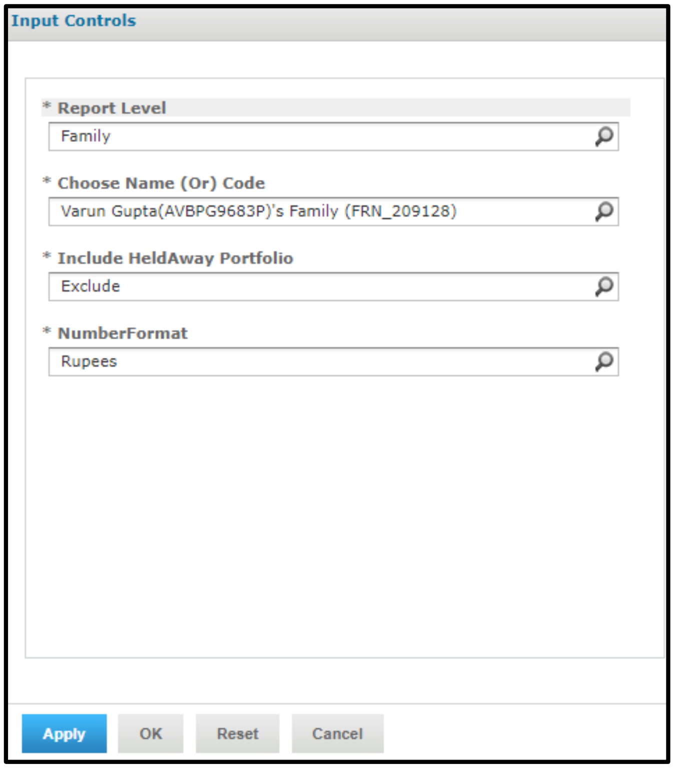


Image-80

4. By clicking **OK**, the **Ageing report** is generated as shown in the image-81.

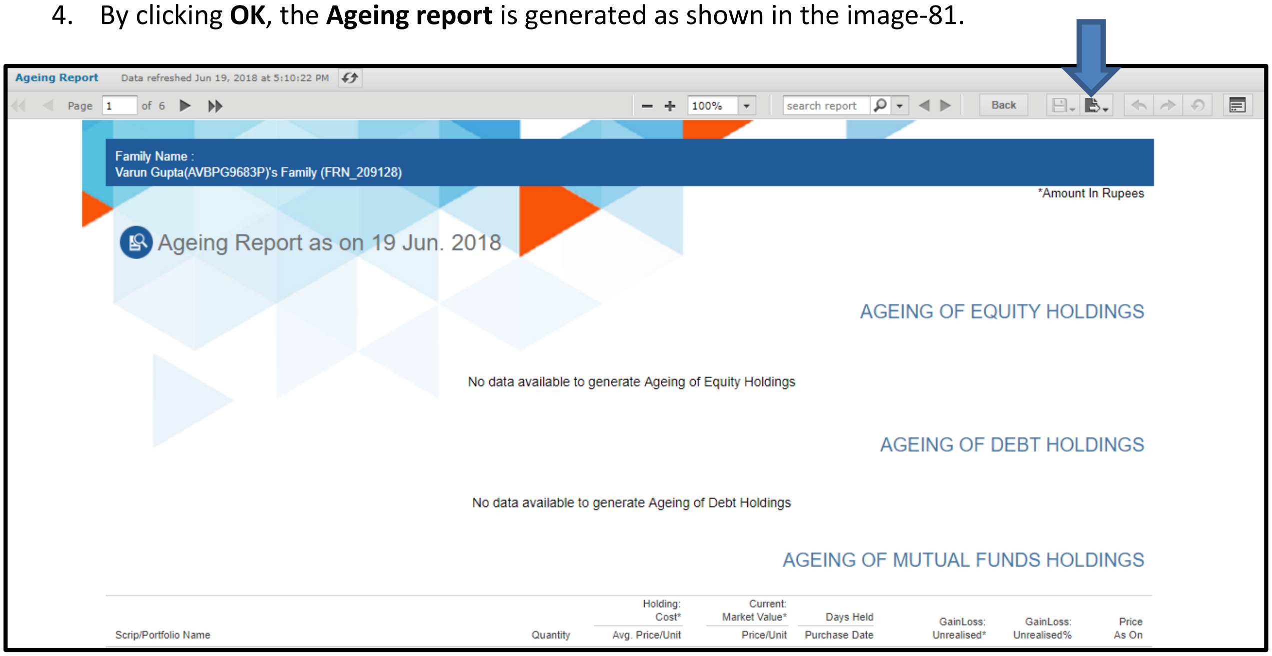


Image-81

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-81.

- ## Balance Sheet &P n L:

1. To get the **Balance Sheet &P n L**, click **Balance Sheet &P n L**.
2. You will be redirected to the Input Controls page.
3. Fill all the mandatory details and click **OK** as shown in the image-82.

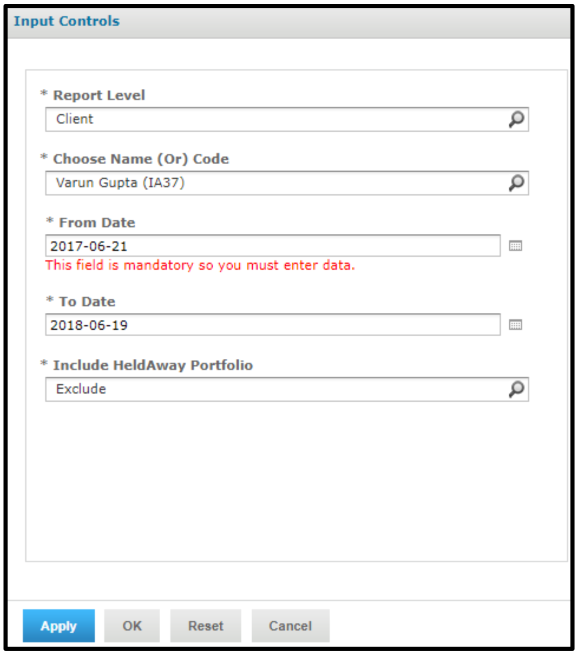


Image-82

4. By clicking **OK**, the **Balance Sheet &P n L** is generated as shown in the image-83.

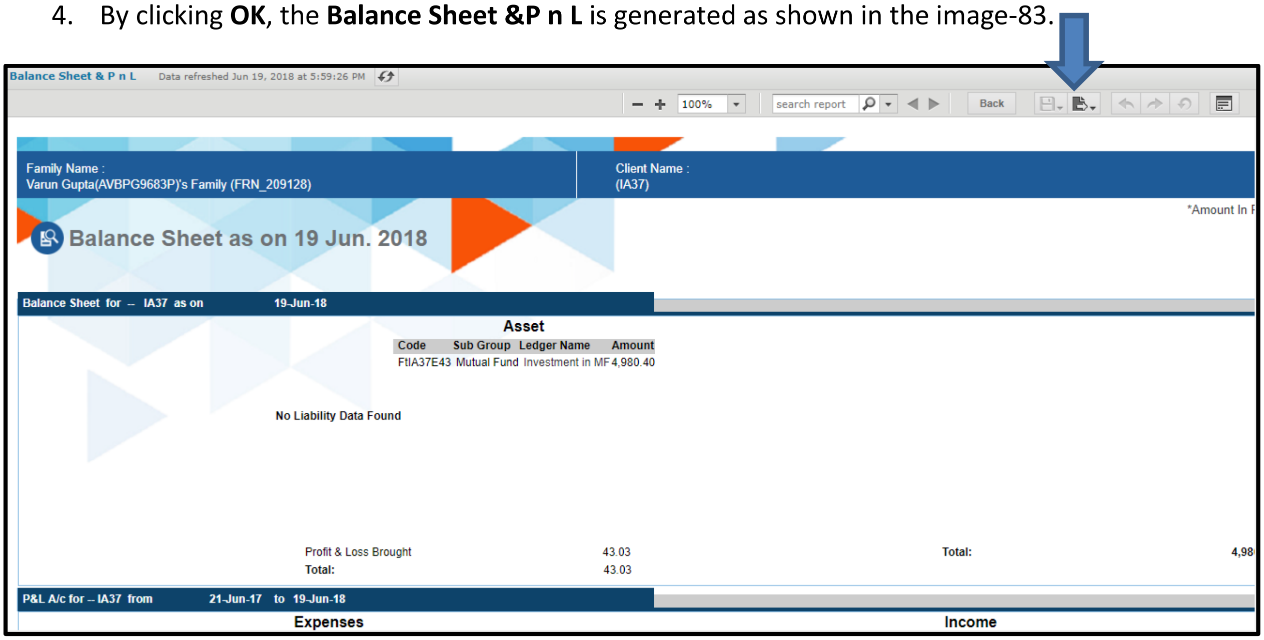


Image-83

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-83.

- **Capital Gain Report:**

1. To get the **Capital Gain Report**, click **Capital Gain Report**.
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-84.

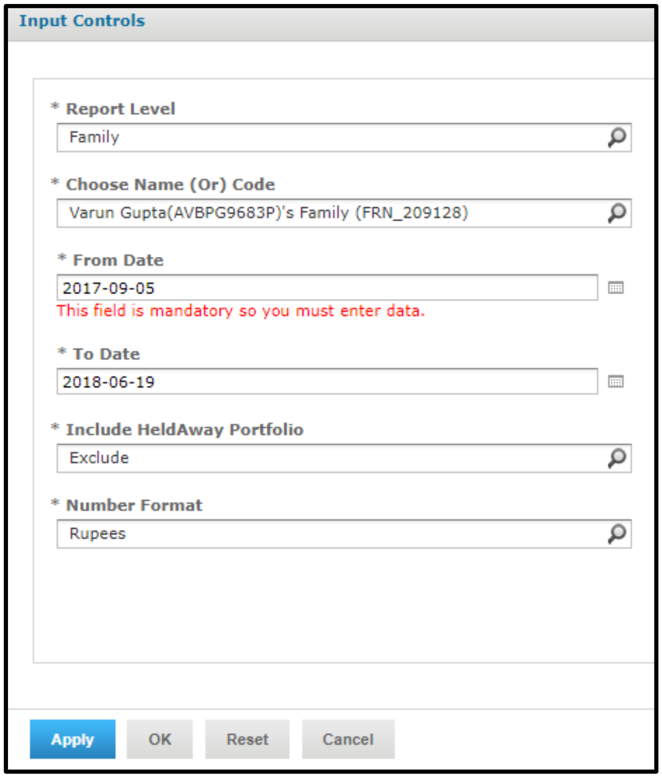


Image-84

4. By clicking **OK**, the **Capital Gain Report** is generated as shown in the image-85.

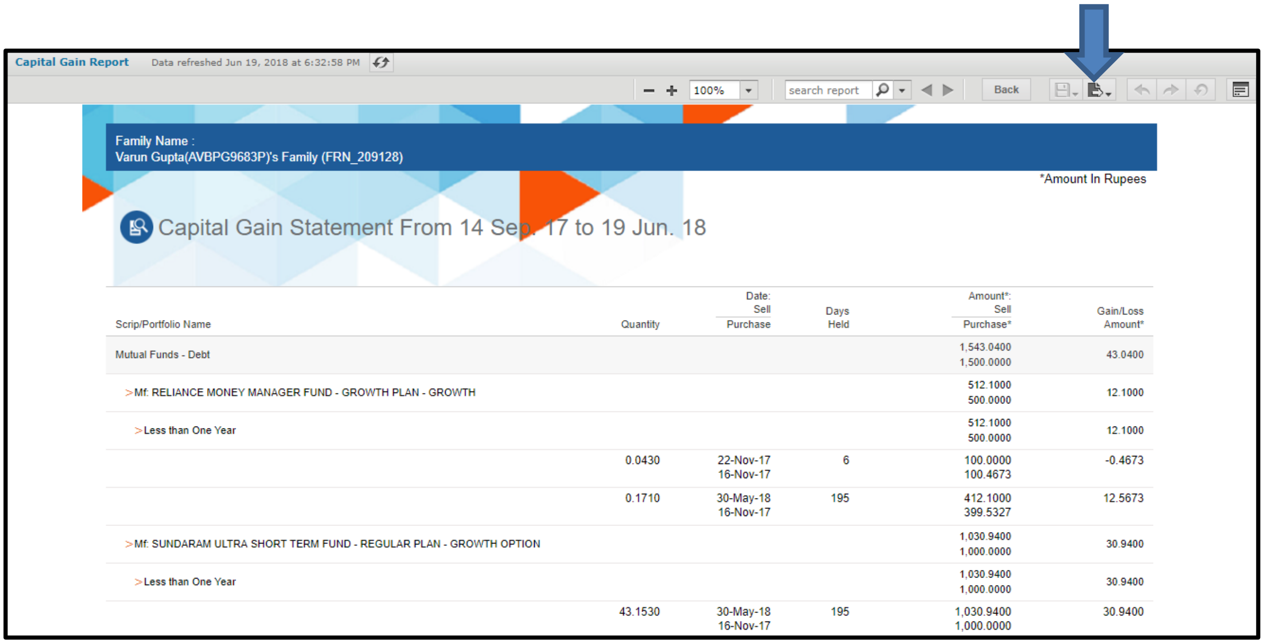


Image-85

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-85.

- ## Cash Flow Report:

1. To get the **Cash Flow Report**, click **Cash Flow Report**.
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-86.

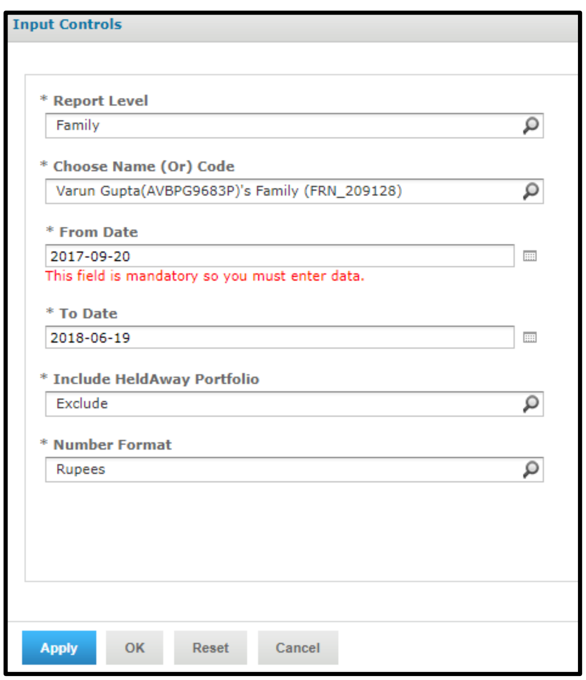


Image-86

4. By clicking **OK**, the **Cash Flow Report** is generated.
5. Download the report either in **Xlsx** or **PDF** format.

- ### Corporate Action Report:

1. To get the **Corporate Action Report**, click **Corporate Action Report.**
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-87.

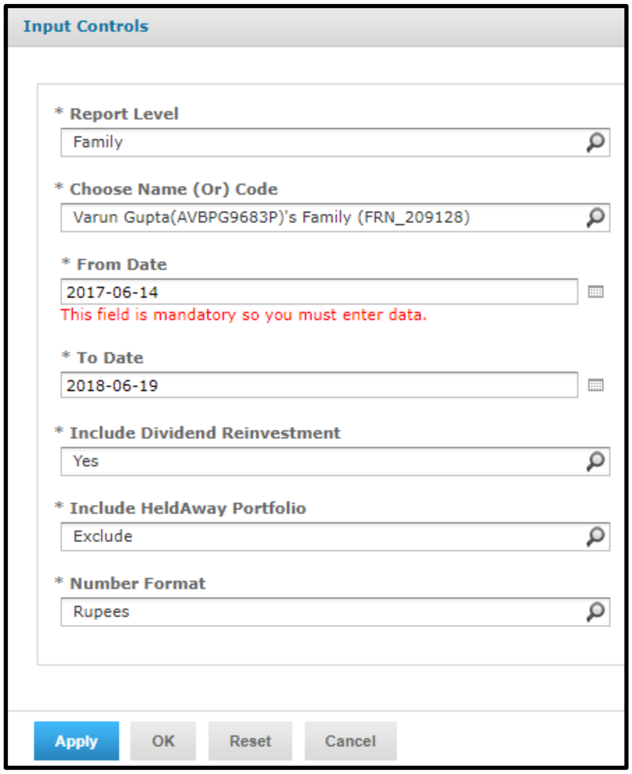


Image-87

4. By clicking **OK**, the **Corporate Action Report** is generated.
5. Download the report either in **Xlsx** or **PDF** format.

- ### Holding Report:

1. To get the **Holding Report**, click **Holding Report.**
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-88.

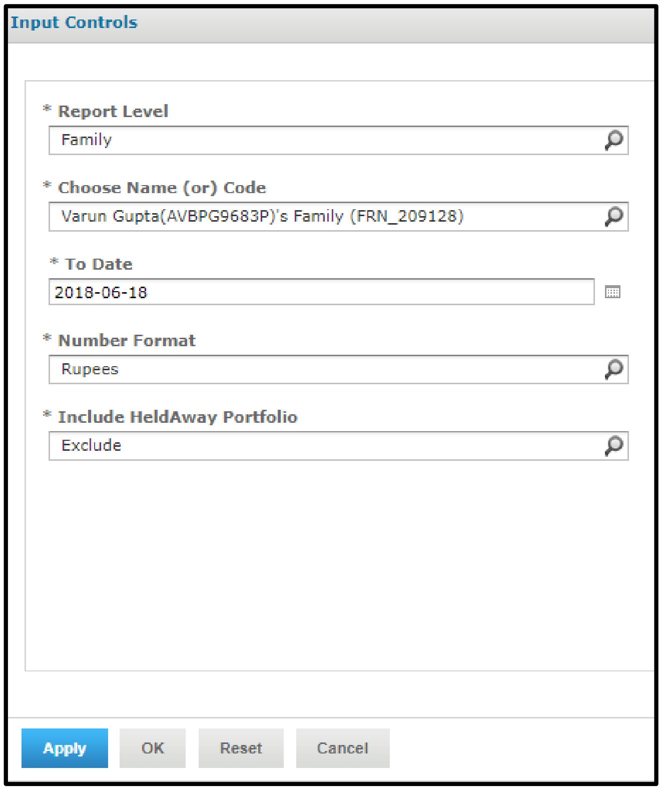


Image-88

4. By clicking **OK**, the **Holding Report** is generated as shown in the image-89.

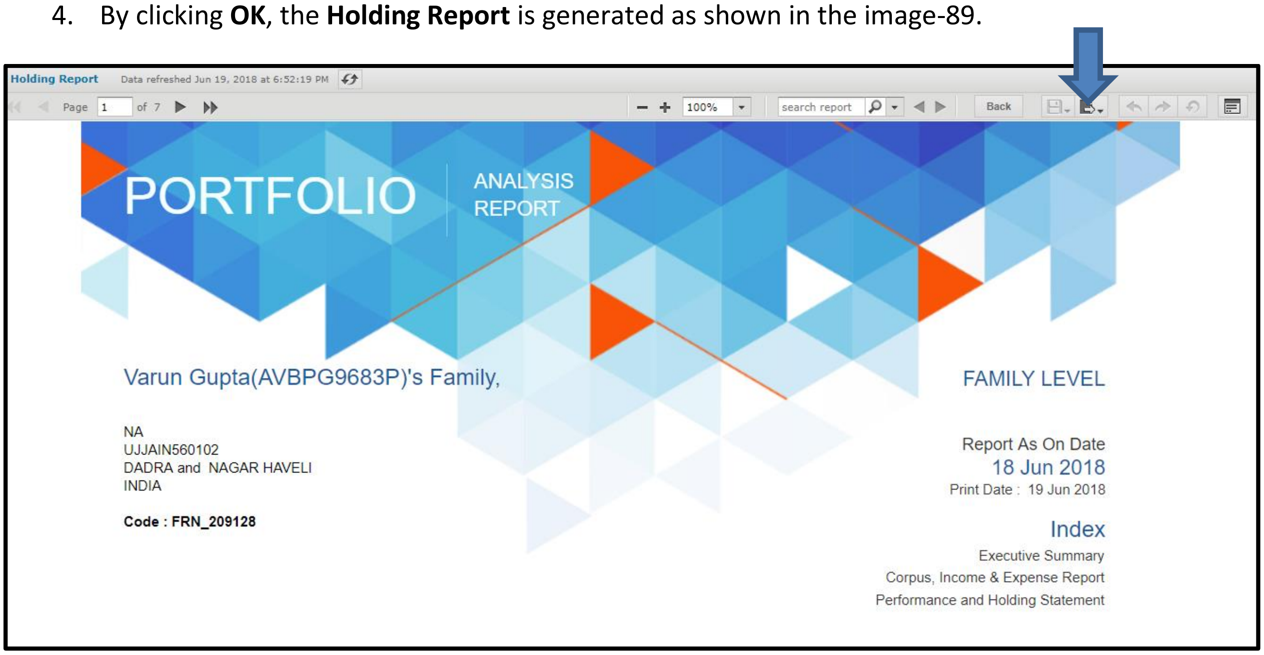


Image-89

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-89.

- ## Ledger Report:

1. To get the **Ledger Report**, click **Ledger Report.**
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-90.

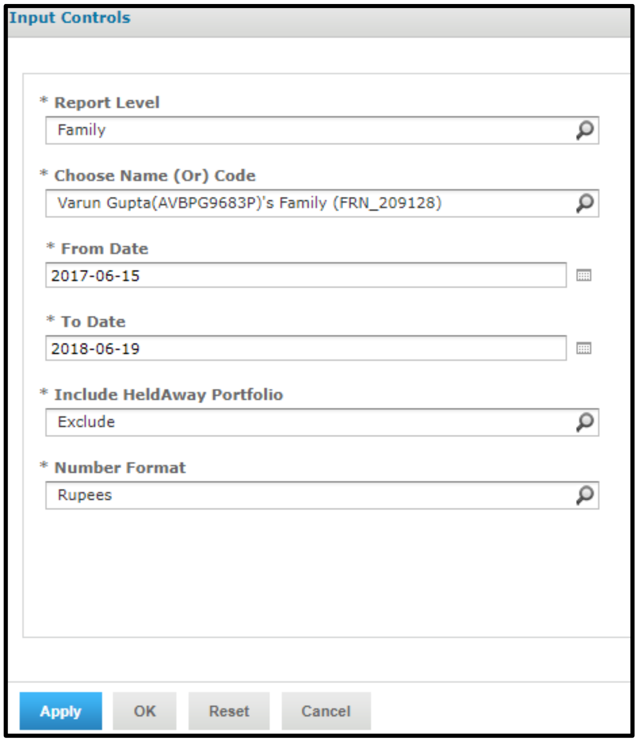


Image-90

4. By clicking **OK**, the **Ledger Report** is generated as shown in the image-91.

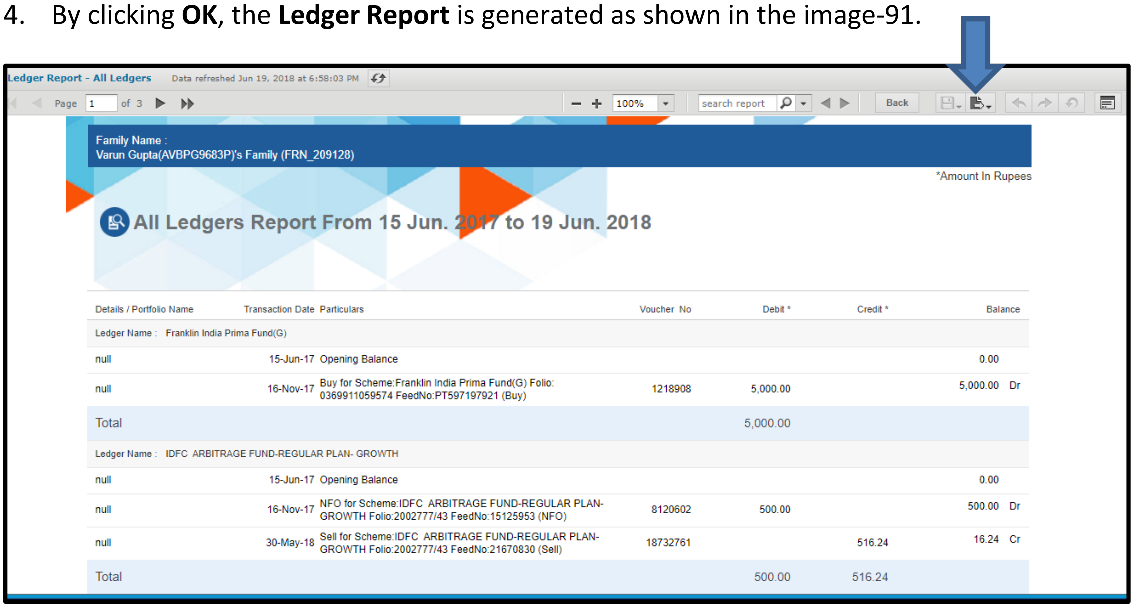


Image-91

6. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-91.

- ## Realized Gain/Loss Report:

1. To get the **Realized Gain/ Loss Report**, click **Realized Gain/ Loss Report**.
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-92.

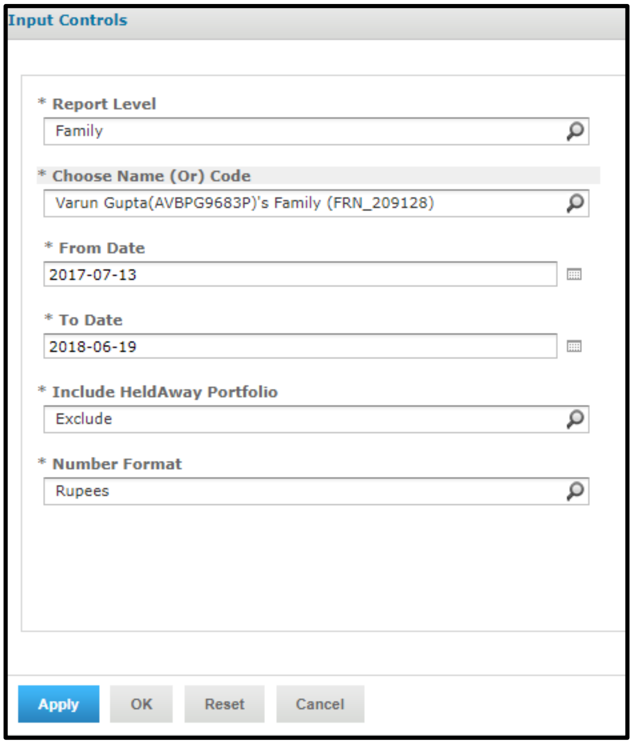


Image-92

5. By clicking **OK**, the **Realized Gain/ Loss Report** is generated as shown in the image-93

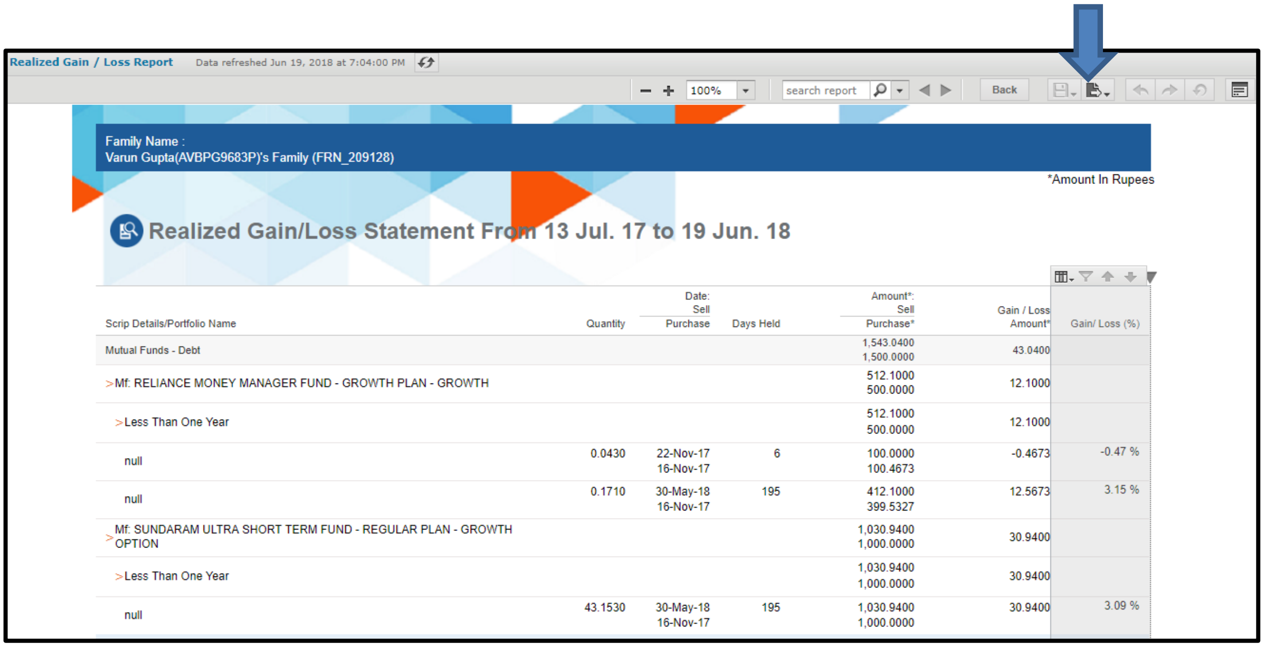


Image-93

6. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-93

- **Stock Aggression Report:**

1. To get the **Stock Aggression Report**, click **Stock Aggression Report**.
2. You will be redirected to the **Input Controls** page.
3. Fill all the mandatory details and click **OK** as shown in the image-94

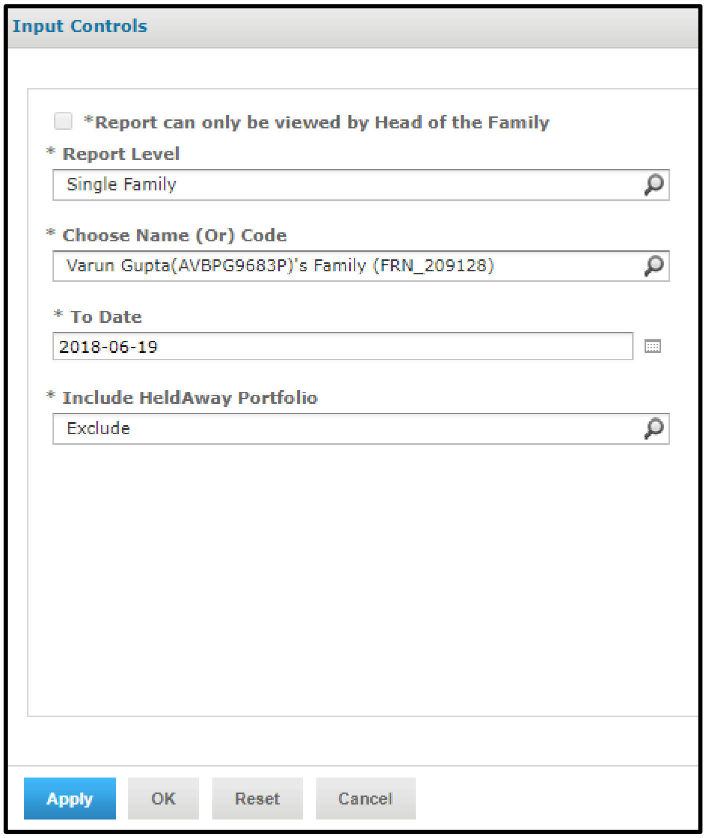


Image-94

4. By clicking **OK**, the **Stock Aggression Report** is generated as shown in the image-95

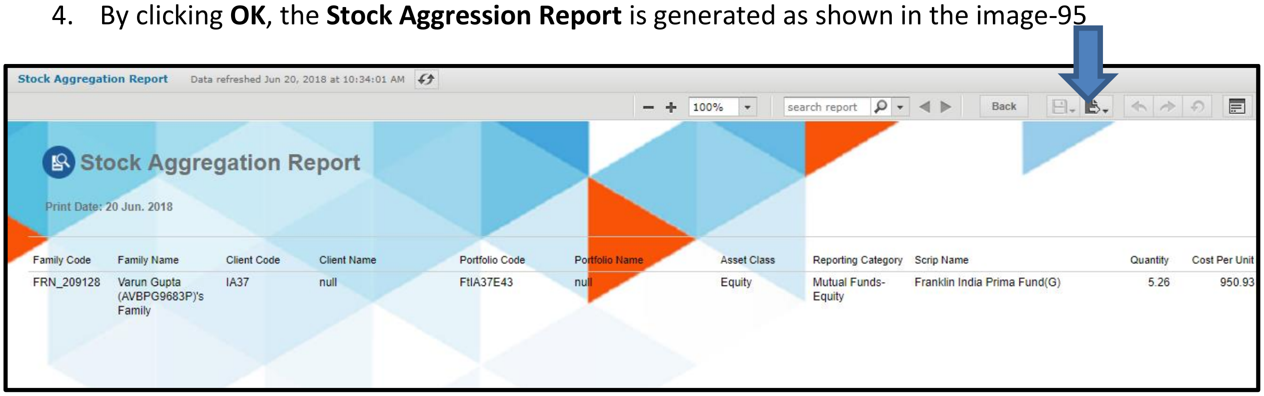


Image-95

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-95.

- **Transaction Statement:**

6. To get the **Transaction Statement**, click **Transaction Statement.**
7. You will be redirected to the **Input Controls** page.
8. Fill all the mandatory details and click **OK** as shown in the image-96.

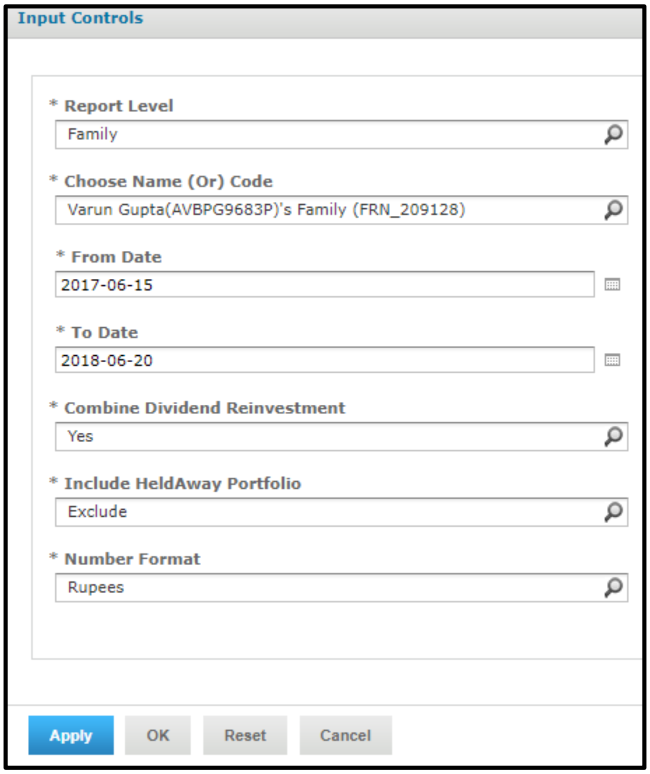


Image-96

4. By clicking **OK**, the **Transaction Statement** is generated as shown in the image-97.

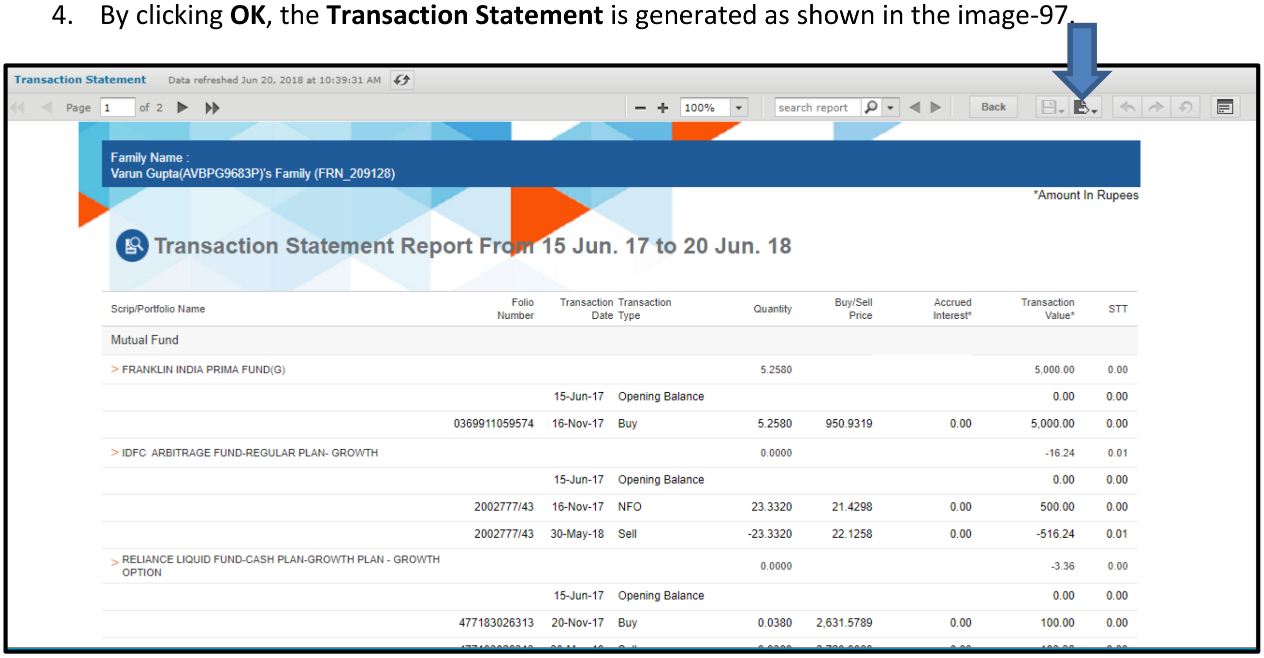


Image-97

5. Download the report either in **Xlsx** or **PDF** format, by clicking the above shown drop-down in image-97.