

# SCOTTISH WIDOWS PLATFORM

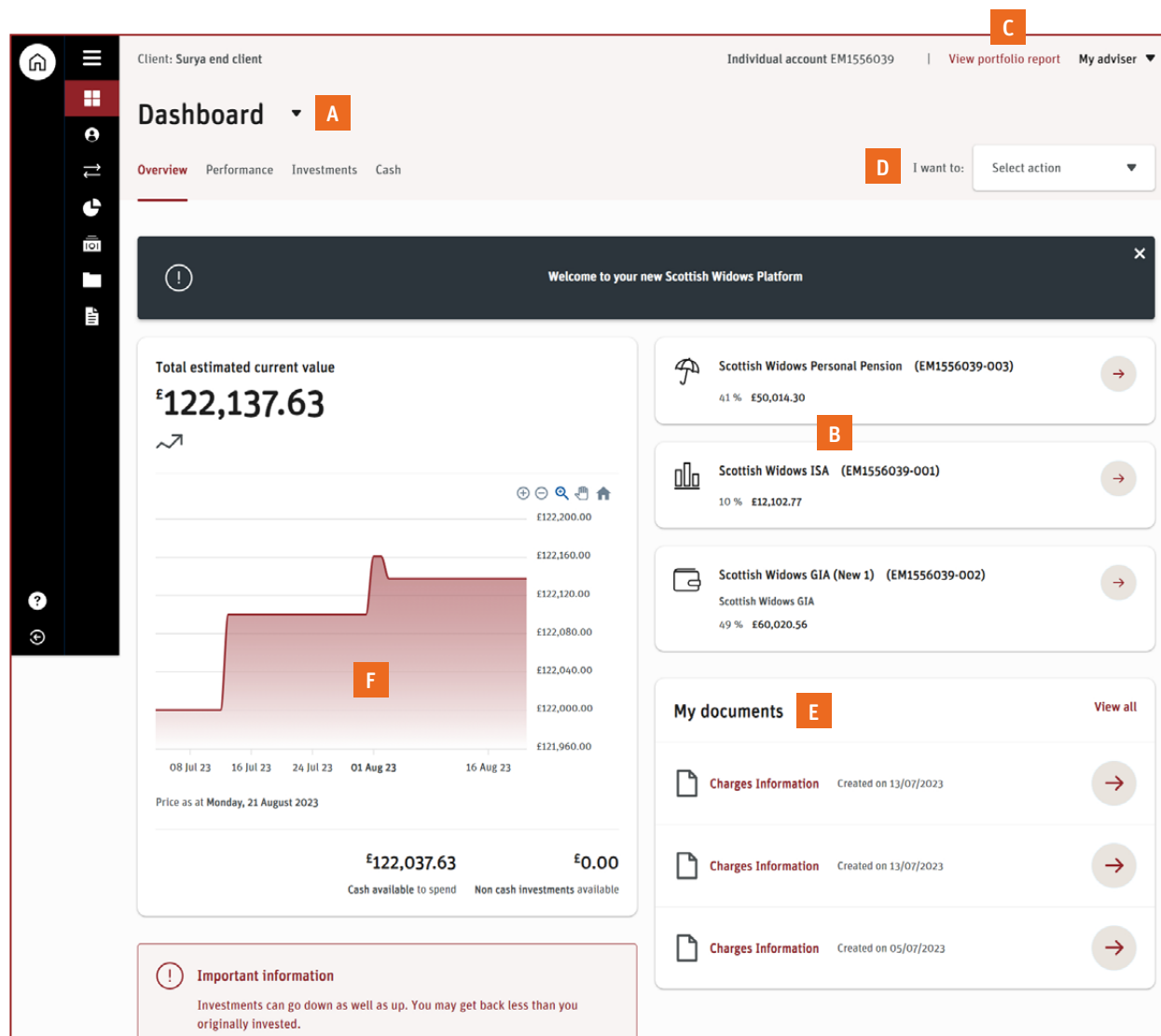
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Dashboard User Guide for Clients

**SCOTTISH WIDOWS**

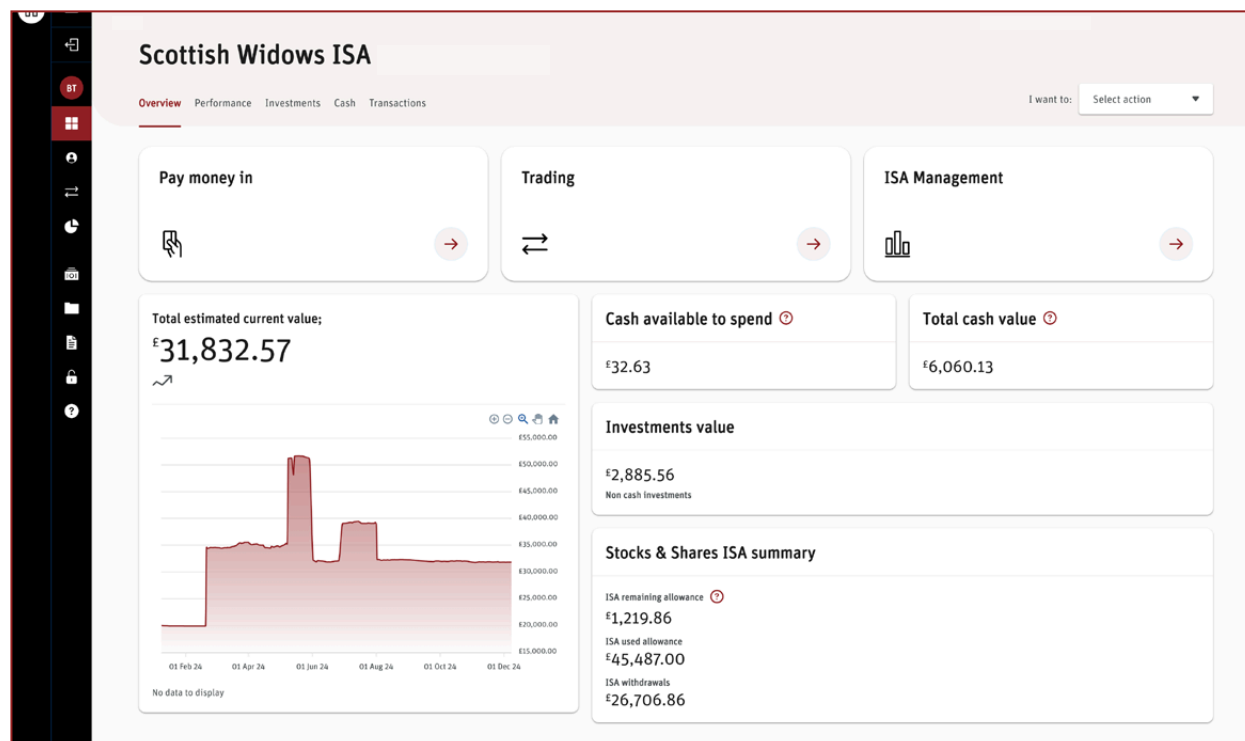


## Client dashboard and menu



- A If you have more than one product, a little downward arrow will appear here to allow you to navigate between each product dashboard.
- B Selecting a Product tile will take you to the dashboard for that product. Here, you will be able to see the detail of the individual product such as valuation, performance and transactions.
- C By clicking **View Portfolio Report** you will be taken to an account summary page. This page gives you an overview of the account including payment details, withdrawals and charges.
- D The **I want to** dropdown box allows you to quickly navigate to commonly used processes such as view bank details or pay money in.
- E Under **My documents**, you will find the most recently issued documentation.
- F This graph shows the value of your holdings (over all your products) and performance data.

## Client dashboard and transactions



Once you select the product you wish to look at in more detail, you will be taken to the product dashboard.

The action tile **trading** will always be shown but you will only be able to access these functions if you have servicing permissions on your account (this is set by your financial adviser).

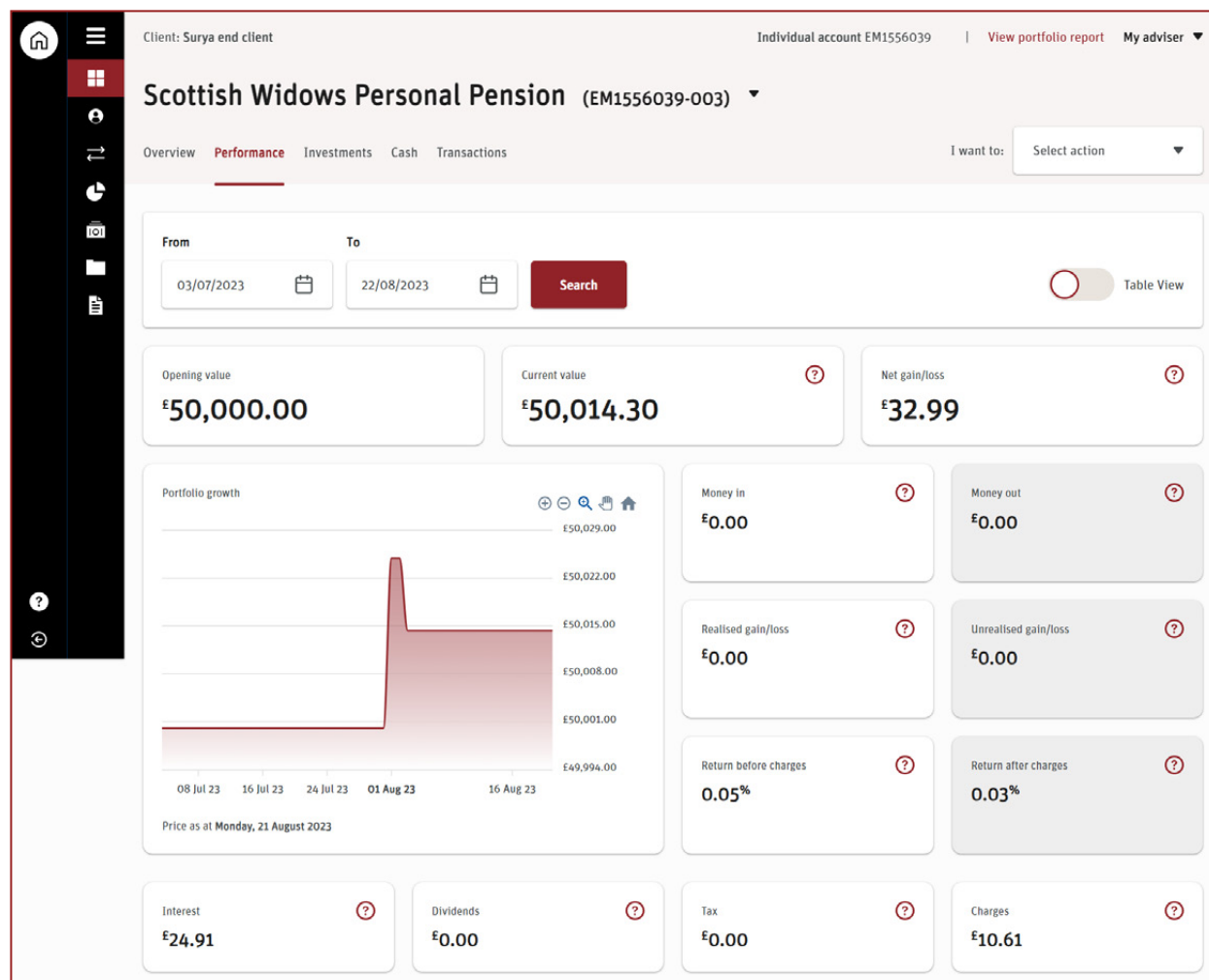
The product dashboard will show you a breakdown of the value of the product you have selected.

**Cash available** to spend displays cash available to spend for trading purposes and does not include uncleared funds and the proceeds of any unsettled trades.


**Total cash value** includes uncleared funds and the proceeds of any unsettled trades.

For ISA & Junior ISA products you will also see a breakdown of remaining allowance, allowance used & withdrawals.

## Client dashboard Client dashboard - Performance



Here you can view **Performance** data within the given date ranges, or set your own range as required.

 Access our **Tool Tips** throughout the site by clicking on the question mark icons.

## Product dashboard overview

Investments

As at: 22/08/2023

Investment Name	Location	Quantity	Last known price	Estimated value	% of portfolio	Average cost	Total cost	Document	Protect
GBP Cash	Embark	50014.3	£1.00	£50,014.30	100.00%	£1.00	£50,014.30		

A

Cash

As at: 22/08/2023

Product name	% of total investment	Available	Committed	Total balance
Scottish Widows Personal Pension (EM1556039-003)	100.00%	£50,014.30	£0.00	£50,014.30
<b>Total</b>		<b>£50,014.30</b>	<b>£0.00</b>	<b>£50,014.30</b>

B

Transactions

View: View cash, All

Status: Pending

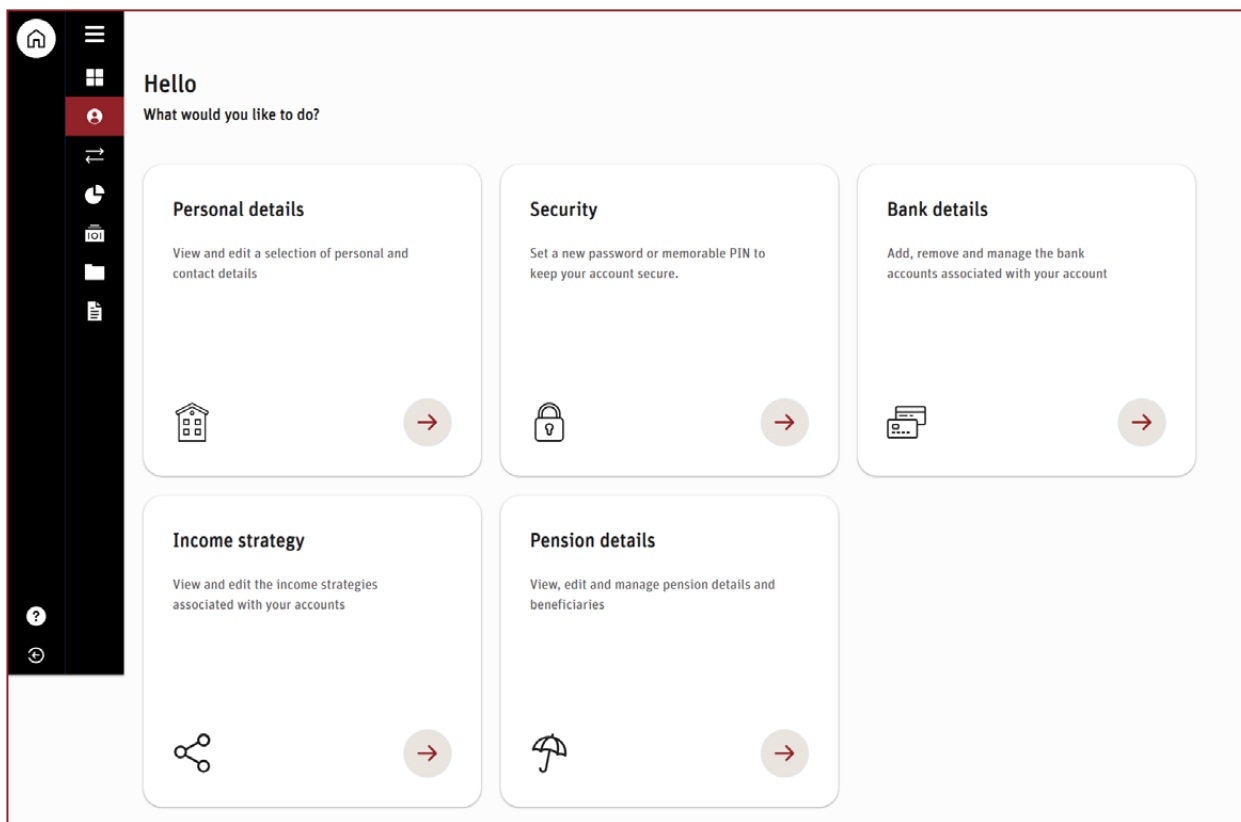
Date	Description	Source/Destination	Type	Value	Action
05/07/2023	Deposit for Investment purchases	Direct Credit	Deposit	£3,200.00	Cancel

C

As you move through the tabs at the top of your Product Dashboard (from left to right: Overview, Performance, Investments, Cash, Transactions). You will find useful information relating to your product. **Overview & Performance** are covered in previous pages of this guide.

- A Investments:** Is where you will find all relevant information in respect of the investments held within your product.
- B Cash:** Lets you see what cash is available within your account.
- C** You can view transactions that have taken place on your account including investment transactions, cash transactions, corporate actions and transfers.

## My details

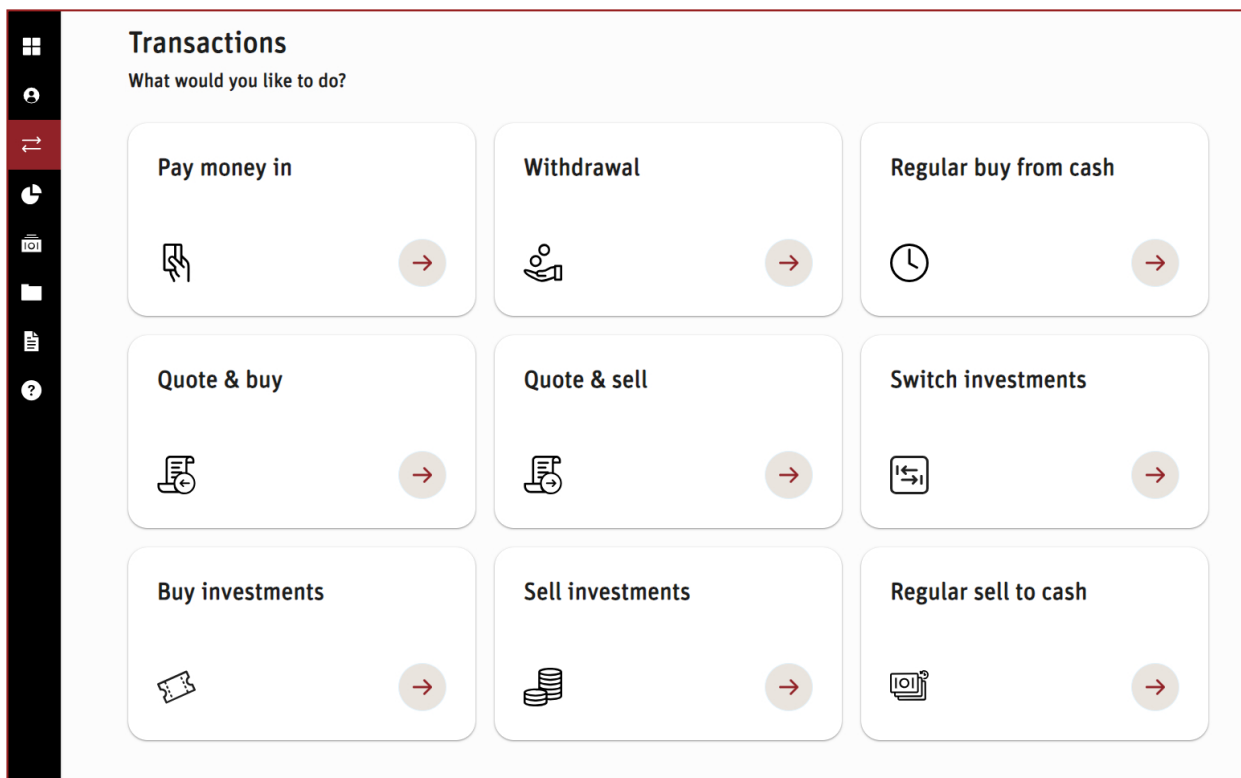



By clicking the **my details icon** you can view and change information on your account.

You will be asked to confirm your memorable pin before editing the information.

Only users with servicing permissions *for all their products* will be able to edit bank details, income strategy and pension details.

## Transactions



 When you click the **Transactions** option on your navigation menu, you will be given the options shown in the image opposite. You can only access these tiles if you have servicing permissions on your account. This would be given to you by your financial adviser.

## Tools

**Fund research**  
What tools are you looking to use?

**FE Fund Centre**

**My portfolio scan**



By selecting the **Fund** you will be taken to our tools page.

Here, you have two options the first is to visit the Financial Express powered **(FE) Fund Centre** which allows you to research and compare all investments available on platform and the market as a whole. These details include charges, performance, risk and Fact Sheets. The second option **My portfolio** scan allows you to take the details of your current account holdings over to the site to run various reports.

**Fund Information** Portfolio (0)

Name, CitiCode or ISIN


Prices & charges **Fund Info** Cumulative performance Discrete performance Calendar performance Risk Documents Target market & costs

1 2 3 4 ... 4516 Show 25 Display 1 - 25 (of 112888)

Name	Type	Price	Price Date	Currency	Change	Change (X)	Yield	AMC	Ongoing Charge	Tools	Provider's Factsheet
(ex Insight DTR) Blackrock Diversified Dynamic Growth (ARC) Pn	Accumulation	142.44p	04/12/2023	GBX	+0.53p	+0.38	N/A	0.59%	N/A		
(ex Insight DTR) Blackrock Diversified Dynamic Growth Pn	Accumulation	113.87p	04/12/2023	GBX	+0.41p	+0.37	N/A	1.59%	N/A		
€ Aggregate Bond SRI Fossil Free UCITS ETF Dis	Income	€10.03	01/12/2023	EUR	+€0.07	+0.65	N/A	0.03%	0.15%		N/A
€ Aggregate Bond SRI Fossil Free UCIT ETF Cap	Accumulation	€10.03	01/12/2023	EUR	+€0.07	+0.65	N/A	0.03%	0.15%		



## Charges



### My charges

Find and view details of the charges associated with your account.

View: All products | From: All Types | To: Select Date | Select Date | Search

Showing 10 of 566 results

1 2 3 ... 57 ▶ Results per page: 10 20 50

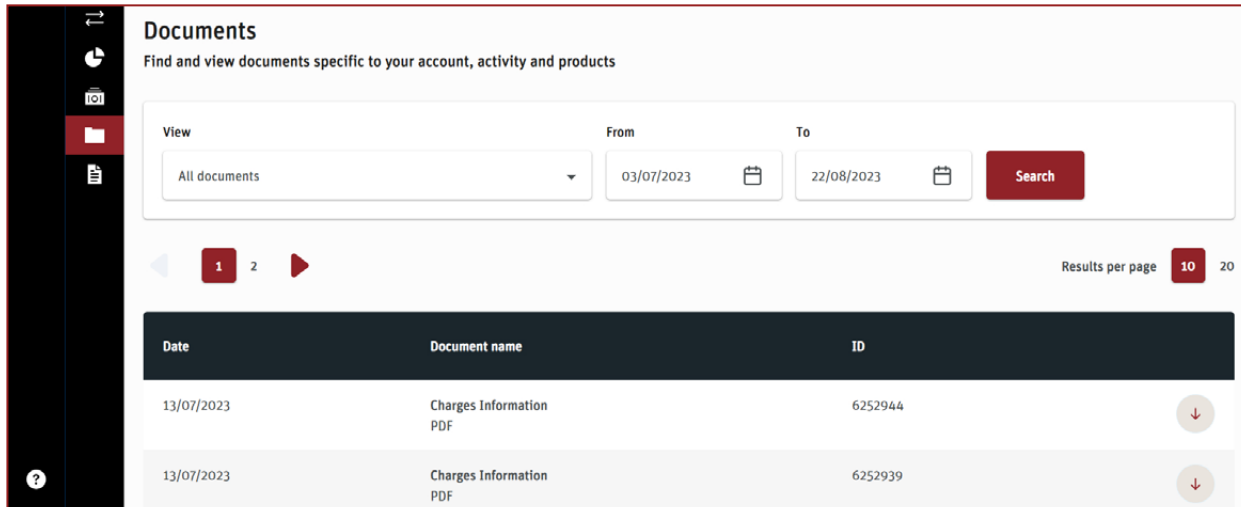
As at	Reference	Product	Product Number	Charge type	Narrative	Amount
04/12/2023	351324	Scottish Widows GIA (New 1)	EM1533927-002	Embark charge	DIM Fee	£0.06
03/12/2023	351132	Scottish Widows GIA (New 1)	EM1533927-002	Embark charge	DIM Fee	£0.06
02/12/2023	350962	Scottish Widows GIA (New 1)	EM1533927-002	Embark charge	DIM Fee	£0.06
01/12/2023	350792	Scottish Widows GIA (New 1)	EM1533927-002	Embark charge	DIM Fee	£0.06



The **charges** icon on your navigation menu, will take you to a summary of charges within your account.

You can filter by product, type of charge and a specific date range.

## Documents and reports

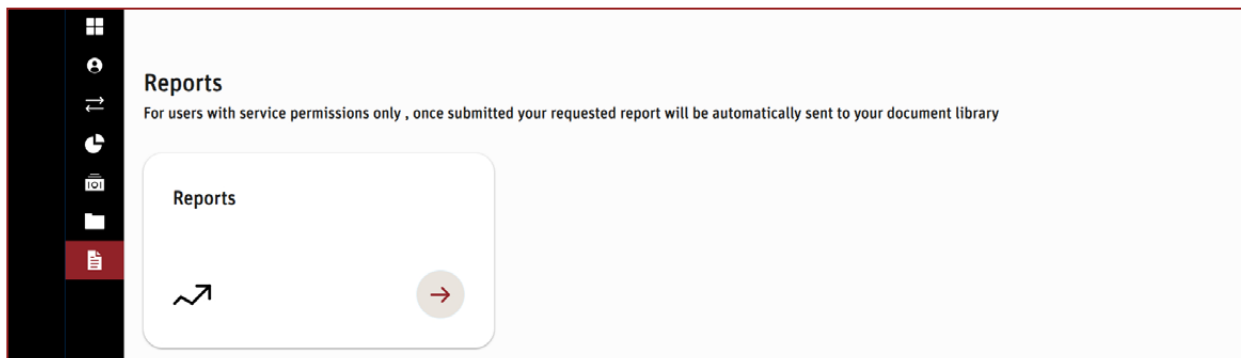


**Documents**  
Find and view documents specific to your account, activity and products

View: All documents (dropdown)  
From: 03/07/2023 (calendar icon)  
To: 22/08/2023 (calendar icon)  
Search (button)


Page navigation: 1 2 (arrow right)  
Results per page: 10 20 (dropdown)


Date	Document name	ID	
13/07/2023	Charges Information PDF	6252944	↓
13/07/2023	Charges Information PDF	6252939	↓



**Reports**  
For users with service permissions only, once submitted your requested report will be automatically sent to your document library

Reports (card with line graph icon and right arrow button)

 In addition to accessing documents via your dashboard (details on page 2), you can also access these by clicking the **folder icon** within your menu navigation panel.

 If you have **self serve** permissions you can request various reports for your selected account by clicking reports.

Excel and PDF reports are available to produce using a variety of date ranges.



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[scottishwidows.co.uk/platform](https://scottishwidows.co.uk/platform)

