

SCOTTISH WIDOWS PLATFORM

Adviser Model Portfolios user guide

Platform adoption team

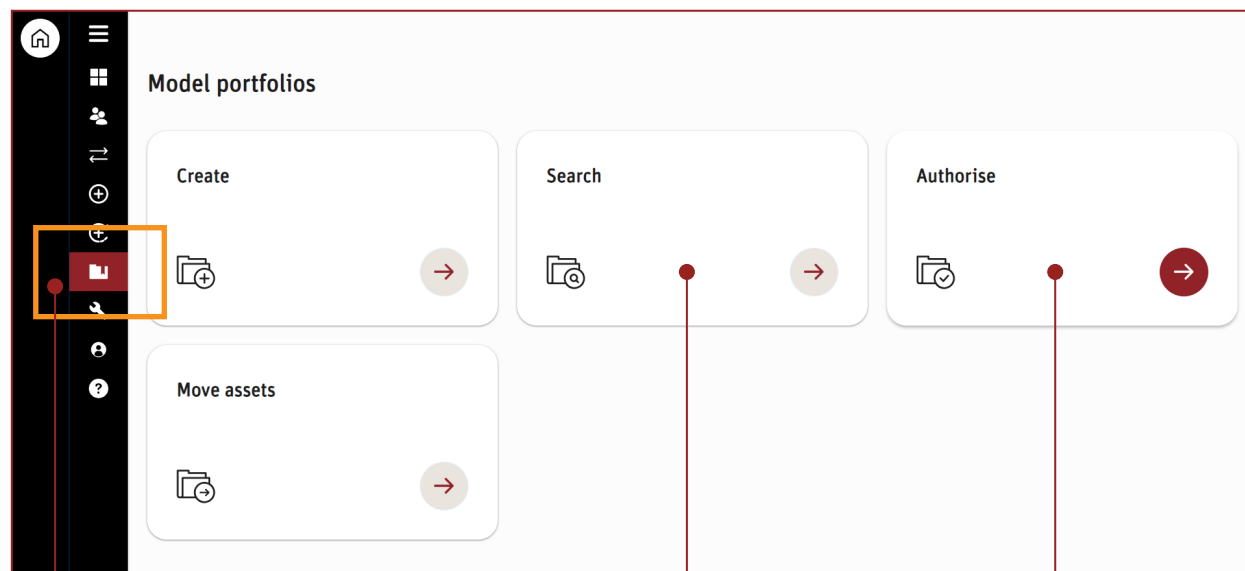
SCOTTISH WIDOWS



CONTENTS

Permissions and navigation	3
Creating an Adviser Model Portfolio	5
Searching for a Model Portfolio	8
Copying an Adviser Model Portfolio	9
Editing an Adviser Model Portfolio	10
Closing an Adviser Model Portfolio	11
Bulk rebalancing	12

Permissions and Navigation



To access the Model Portfolios menu click the icon on the left.

Select the appropriate action.
In order to **Copy, Edit, Close** or **Bulk rebalance** a Model Portfolio you must **Search** for and select the Model Portfolio.

Your firm may have stipulated that model portfolios need to be authorised. If so, you can do that here.

In order to use Adviser Model Portfolios your firm must be permitted to use them, this is stipulated on your firm set up form.

To build an Adviser Model Portfolio you must be permitted to build models, this is set up and can be edited via the security user in your firm.

Finally, the person building an Adviser Model Portfolio controls who can edit or use the model, if you cannot find a model you may not have been given access to use it. The person who created the model can edit to give you access.

Create an Adviser Model Portfolio

Back

Model details

Model Type selection

Model Type

Adviser
▼

Model

A

Model portfolio name

Please note: you must choose a model portfolio name that's unique within your firm.

Products it can be used for

B

Personal Pension

Also includes Junior Pension

ISA Stocks and Shares

Also includes Junior ISA

General Investment Account

Rebalance details

Auto-rebalancing

On
 Off

Create model portfolio

Model details

Permissions

Summary

Confirmation

A Firstly, name your Model Portfolio, this name is not version controlled and can be changed on editing. The Model Portfolio's name must be unique within your firm. You may also want to ensure it differs from any DIM models you use.

B Select the product(s) that the Model Portfolio can be used within.

C Select whether you would like the Model Portfolio to automatically rebalance.

If you chose to select automatic rebalancing, you have the following options:

- **Frequency** – the Model Portfolio will rebalance to the original asset percentages at a frequency of your choosing; monthly, quarterly, half yearly or annually. You can select the next rebalance date.
- **Tolerance** – the Model Portfolio will be automatically rebalanced if any asset drifts from its original allocation. You can set the tolerance percentage at an asset level or apply the same tolerance to all assets in the Model Portfolio.
- **Frequency and tolerance** – the Model Portfolio will rebalance in line with both frequency and tolerance as described above. The default will be for the model to follow the frequency rebalance schedule, however, should any accounts move out of tolerance between frequency rebalance dates then an ad hoc rebalance will be processed.

Create an Adviser Model Portfolio

Add assets

Funds

Quick add

A

Detailed search

B [Download example file](#) | [Upload assets from file](#) | [Help](#)

Your investment choices

Assets	Type	Allocation
Even weighting?		<input type="checkbox"/>
Cash	Cash	100.00%
Total		100.00%

C Do you want to use future contributions and withdrawals to bring the model back in line with the target allocation?

Yes No

D

- A** Search for funds using name, SEDOL or ISIN. The **Detailed search** option allows you to search by fund manger, sector or fund type.
- B** Alternately you can upload assets from an excel file, download and complete the example file before uploading via the **Upload assets from file** option.
- C** Choose if you wish to use future contributions and withdrawals to bring the model back in line with the target allocation. This applies to both single and regular contributions and withdrawals. This means overweight funds will be drawn from first for withdrawals and underweight funds will be funded first by additional contributions.
- D** Once you have added all the required funds to your portfolio you can allocate percentages or select to evenly weight them. Any percentage left unallocated will remain in cash. Once completed click **Next Step**.

Create an Adviser Model Portfolio

Choose who can use and edit the Model Portfolio. You can choose all users in the firm or specific advisers.

Back

Step 2 Permissions

Who can use?

Firm Adviser

Who can edit?

Firm Adviser

Back Save and exit **Next step**

Create model portfolio

- Model details [Edit](#)
- Permissions**
- Summary
- Confirmation

Once you have made your selection click **Next step**.

Create an Adviser Model Portfolio

Step 3 Review & Submit

Model details

Model Type selection Edit

Model portfolio name: test2

Products permitted: Personal Pension, General Investment Account, ISA Stocks and Shares

Auto-rebalancing: Yes

Would you like to rebalance by Frequency: Monthly

Next rebalance date: 22/12/2023

Specify frequency: Monthly

Your investment choices

Investments	Type	Allocation
Embark Horizon Multi-Asset I Z Inc	Fund	20%
BlackRock Cntl European D Acc	Fund	50%

Do you want to use future contributions and withdrawals to bring the model back in line with the target allocation? No

Create model portfolio

- Model details Edit
- Permissions Edit
- Summary

Permissions

Permission to use

Permission Level: Firm

Name	Use
REG Test New DA Firm	Yes

Records per page: 5

Permission to edit

Permission Level: Firm

Name	Edit
REG Test New DA Firm	Yes

Records per page: 5

Back Save and exit Confirm

✔
Model successfully created

Model portfolios

Search for portfolios

Model Type:

Brand: Update

Actions

Create model portfolio

You will be presented with a summary of the details you have entered, once you have reviewed and are happy click **Confirm**.

You will be returned to the Model Portfolio search page with confirmation of your successful submission at the top of the page.

A message will appear to say model has been created successfully.

You can now search for your newly created, or other existing model portfolios.

Searching for a Model Portfolio

Back

test2

Back to model portfolios

A

Model portfolio detail

Model Status	Open
Created by:	ARN AdvGB
Model type:	Adviser
Brand:	
Total value:	£0.00
Total no.of accounts invested:	0
Average account size:	£0.00
Inflows last 3 months:	£0.00
Outflows last 3 months:	£0.00
Auto-rebalance method:	Frequency

B
Actions


- Edit model portfolio
- Bulk rebalance
- Copy model portfolio
- Create model portfolio

Other

Close

C

Assets
Permissions
Clients invested



Assets	Asset Type	Last price	Allocation
BlackRock Cntl European D Acc	Fund	£46.373311	50%
GBP Cash	Cash	£1	30%
Embark Horizon Multi-Asset I Z Inc	Fund	£0.5563	20%

- A Information such as the model portfolio status, value, number of clients invested and auto rebalance options are displayed here.
- B Available actions such as **Bulk switch/redirect, Bulk rebalance, Edit model portfolio, Copy model portfolio** or **Close** are available here.
- C Assets, permissions and clients invested are displayed in these tabs.

Copying an Adviser Model Portfolio

Model portfolio search

Model portfolio name or Search by underlying fund

Fund name, SEDOL or ISIN... or

Search by adviser

Created by

Model portfolio name	Created by	Created date	Allocation	Tolerance	Actions
+ test2	ARN AdvGB	21/12/2023	100.00%	-	Edit Copy Close

You will be taken through the steps used to create a Model Portfolio; all details will be populated with the details of the Model Portfolio you have copied.

Search for the Model Portfolio and select **Copy**.

All details can be edited including the model name, which will default to 'Copy of [model name]'. For example, if the model you copied is called Model1, the default name will be 'Copy of Model1'. **Confirm** at the end of the process to create your own model portfolio.

Model details

Model Type selection

Model Type

Adviser

Model

Model portfolio name

Copy of test2

Please note: you must choose a model portfolio name that's unique within your firm.

Products it can be used for

Personal Pension ISA Stocks and Shares General Investment Account

Also includes Junior Pension Also includes Junior ISA

Copy model portfolio

Model details

Permissions

Summary

Confirmation

Editing an Adviser Model Portfolio

Model portfolio search

Model portfolio name or Fund name, SEDOL or ISIN... or

Search by adviser

Created by

Model portfolio name	Created by	Created date	Allocation	Tolerance	Actions
+ test2	ARN AdvGB	21/12/2023	100.00%	-	Edit Copy Close

Model details

Edit model portfolio

Are you editing permissions only?

Yes No

Edit model portfolio

[Model details](#)

[Permissions](#)

[Summary](#)

[Confirmation](#)

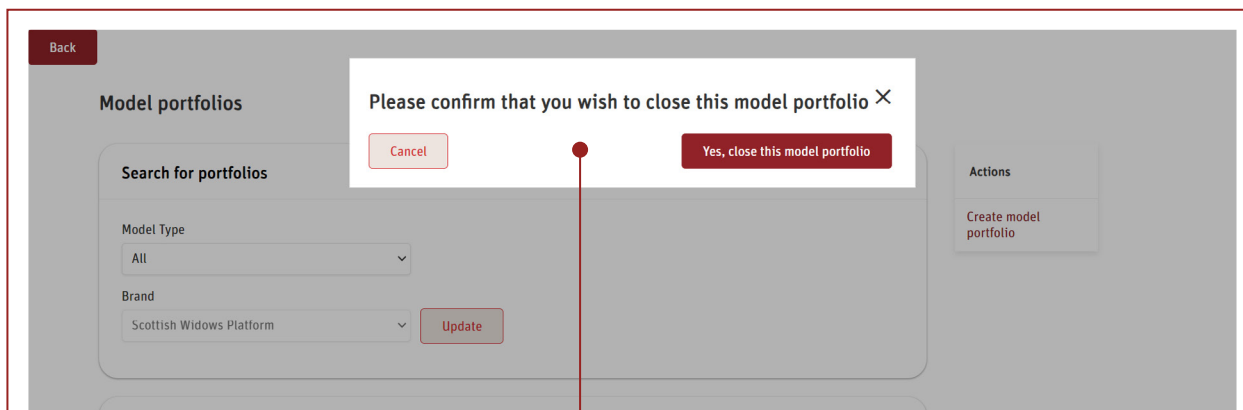
If the assets within a model are changed, any clients already invested in the model will remain in the old asset allocation until the next rebalance. Any contributions made into the model after it has been edited (both regular and single) will be invested in the new allocation.

Search for the Model Portfolio and select **Edit**.

You will be given the option to edit permissions only, select yes or no as appropriate and click **Next Step**. If you select **Yes** then you will be taken directly to the permissions page and only be able to edit this feature of the model, if you select **No** then you will be able to edit all aspects of the model. Navigate through the steps used to create a model; all details, including the model portfolio name, will be populated with information relating to the model you are editing and can be changed. **Update Model** at the end of the process save changes to your existing Model Portfolio.

Closing a Model

+ ARN ERMP	ARN AdvGB	4/12/2023	100.00%	-	Edit Copy Close
+ Wrap_29	EMBARK	29/11/2023	100.00%	-	
+ Wrap Model Two	EMBARK	23/11/2023	100.00%	-	
+ Arn Adviser MP	ARN PRPAdv	20/11/2023	100.00%	-	Edit Copy Close to new



The confirmation box will appear, to proceed click **Yes, close this model portfolio**.

For models that do not have any clients invested you will have the option to **Close** the model completely preventing future investment. For models that currently have clients invested you will see the option to **Close to new**, this means existing clients can remain invested, but no further contributions can be made

Once closed model portfolios cannot be reopened.

Search for your model portfolio, and click **Close** or **Close to new** on the right.

Bulk Rebalance

Back

test2

[Back to model portfolios](#)

A **Model portfolio detail**

Model Status	Open
Created by:	ARN AdvGB
Model type:	Adviser
Brand:	
Total value:	£0.00
Total no.of accounts invested:	0
Average account size:	£0.00
Inflows last 3 months:	£0.00
Outflows last 3 months:	£0.00
Auto-rebalance method:	Frequency

Actions

[Edit model portfolio](#)

Bulk rebalance **B**


[Copy model portfolio](#)

[Create model portfolio](#)

Other

[Close](#)

Assets
Permissions
Clients invested



Assets	Asset Type	Last price	Allocation
BlackRock Cntl European D Acc	Fund	£47.232067	50%
GBP Cash	Cash	£1	30%
Embark Horizon Multi-Asset I Z Inc	Fund	£0.5591	20%

A bulk rebalance is a one off rebalance of all clients invested in the Model Portfolio. This works completely independently of an automatic rebalance, if a Model Portfolio has automatic rebalancing selected a bulk rebalance can still be performed.

- A** Search for and select the **Model Portfolio**.
- B** Select the **Bulk rebalance** option.

Bulk Rebalance

The screenshot shows the 'Bulk Rebalance' interface. At the top left is a 'Back' button. The main heading is 'Client selection'. Below it is a 'Bulk rebalance all clients' section with a toggle switch. A note states: 'You can exclude a client from the rebalance by unchecking the 'Include' box Arn Adviser MP A (896910)'. Below this is a table with columns: Client name, Account number, Product, Adviser, Company, and Include. Two rows are visible: one for 'RSFatca16nov2023' and one for 'PeterParker'. The 'Include' checkbox for the first row is checked, and for the second row it is unchecked. At the bottom are 'Cancel' and 'Continue' buttons. On the right, a 'Bulk Rebalance' sidebar shows 'Client selection' as the active step, followed by 'Summary' and 'Confirmation'. A red dot on the 'Confirmation' step is connected by a line to a callout box on the right. Another callout box on the left points to the 'Include' checkbox of the first row in the table.

Select the clients you wish to rebalance and **Continue**.

Review the client selection and **Confirm**.

Client name	Account number	Product	Adviser	Company	Include
RSFatca16nov2023	EM1737460-002	Pension Portfolio Pre-Retirement	RSnew adviser	REG Test New DA Firm	<input checked="" type="checkbox"/>
PeterParker	EM1739313-001	Investment Portfolio	John Advisor	REG Test New DA Firm	<input type="checkbox"/>



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