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It should not be distributed to, or relied upon by, retail clients.

# Elevate help guide: Creating model portfolios

**Standard Life**

There's a lot to look forward to

# Build a new model portfolio

Permissions to build model portfolios and some features are set at firm level configuration or at an individual user level  
If you do not have the correct permissions please **contact us** or your Elevate super-user.

## What you will see

Model Portfolio Name	Charging Structure	Model Portfolio Type	Model Portfolio Status	Action
AAA v1	Explicit	Adviser	Current	View Edit Permissions Close
Demo Model v1	Explicit	Adviser	Current	View Edit Permissions Close

## What you will need to do

### Create a model for all clients

1. Click on the **Model Portfolios** tab.

2. Scroll to the bottom and click on **New Model Portfolio**.

### Create a model for a single client

1. Navigate to your client's account and select **New Work** > **Create** > **Model Portfolios**

2. Select **Create a new Model Portfolio** then click **New Model Portfolio**.

## Notes

Build a model template which is available to all your clients. (Not available to adviser firms set up on Elevate after 5 June 2017.)

Build a bespoke model template for an individual client.

Model Portfolio Name	Model Portfolio Type	Model Portfolio Status	Action
JE v1	Client	Historic	View Close Upgrade
JE v2	Client	Current	View Edit Close

# Search & select model portfolio details

## What you will see

1 Search & Select 2 Summary 3 Price 4 Performance 5 Asset Allocation 6 Regions 7 Sector Weightings

8 Largest Holdings 9 Ratios 10 Submit

### Step 1 Search & Select

Exit without saving Save and exit Next →

Model Portfolio Details

Model portfolio name:  v1

Only show investments that can be held in:  All  OIA  ISA  Pension  
Note: selecting more than one investment range could restrict search results

Charging structure: Explicit (Unbundled)

Model Portfolio Build Method:

	Cash	Fixed Interest	UK Equities	Developed Markets	Emerging Markets	Property	Other	Total
Target Investment Allocation:	-	-	-	-	-	-	-	-
Asset Allocation:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Actual Asset Allocation (underlying investments):	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount Allocated:	0.00%							

Add cash

## What you will need to do

3. In the **Search & Select** tab – set up the name of the model, and the relevant product wrappers in which the model will be available.

## Notes

### Model Portfolio Name

The name you set cannot be changed once you submit this process. Be sure of your naming convention before completing any model portfolios. Each new model is assigned the v1 suffix automatically. Whenever you **Edit** a model, a new version is created (i.e. v2, v3 etc).

### Product wrappers

The product wrappers you select will return investments from the applicable investment range. If you select multiple wrappers, the investment selection available may be restricted to only investments that are compatible for all the wrappers you have selected.

Once this selection has been made and submitted, it cannot be changed later (you will have to build a new model).

# Build method

## What you will see

1 Search & Select   2 Summary   3 Price   4 Performance   5 Asset Allocation   6 Regions   7 Sector Weightings  
8 Largest Holdings   9 Ratios   10 Submit

Step 1 Search & Select Exit without saving Save and exit Next →

Model Portfolio Details

Model portfolio name:  v1 Only show investments that can be held in:  All  GIA  ISA  Pension  
Note: selecting more than one investment range could restrict search results

Charging structure:

Model Portfolio Build Method:

	Cash	Fixed Interest	UK Equities	Developed Markets	Emerging Markets	Property	Other	Total
Target Investment Allocation:	-	-	-	-	-	-	-	-
Asset Allocation:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Actual Asset Allocation (underlying investments):	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount Allocated:	0.00%							<span>Add cash</span>

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## What you will need to do

4. If required, you can specify a **Model Portfolio Build Method**.

Choose from:

- None
- Adviser Asset Allocation
- Risk Rated Asset Allocation

The **Asset Allocation** line will update as funds are added depending on which general asset class the fund is deemed to belong to.

The **Actual Asset Allocation** (underlying investments) line will pull through the actual asset holdings of the fund at this time with data supplied by e-Value FE.

## Notes

Select **Adviser Asset Allocation** to set your own target allocation.

Select **Risk Rated Allocation** if you use our platform risk assessment tool. This will then display the e-Value FE predefined target asset allocations (matching risk ratings 1-7 or 1-10 as appropriate to your firm setup).

# Selecting investments

## What you will see

The screenshot shows the 'Investment Selection Tool' interface. At the top, there are tabs for 'Funds' and 'Other'. Below the tabs is a search bar with the text 'Merian UK Mid Cap U1 AE' and a 'Find' button. To the right of the search bar are 'Quick links' for 'Favourites', 'Fund solutions', and 'Discounted share classes'. Below the search bar is a checkbox for 'Show cheapest OCF/TER' which is checked. At the bottom, there is a table of search results with columns for Type, Code, Name, OCF/TER, Documents, Cheapest, and Favourite. Two results are shown, both for 'Merian UK Mid Cap U1' funds. The first result has a star icon and an 'Add' button. The second result has a star icon and an 'Add' button.

1

2

Type	Code	Name	OCF/TER	Documents	Cheapest	Favourite
Investment Fund	JMVS	Merian UK Mid Cap U1 AE	0.78		✓	★ Add
Investment Fund	JMVT	Merian UK Mid Cap U1 IE	0.78		✓	★ Add

## What you will need to do

### Select investments

1. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
2. In your **Search Results**, **Add** the fund you wish to invest in. Repeat steps 1 & 2 to add more funds.

## Notes

1. If you have selected any securities to form part of your model, the Securities Trading Charge will apply whenever a buy or sell transaction is performed on them including future model upgrades or rebalances.

2. You can search for a specific investment name or code. Choose **Other** to search for securities or **Quick Links** for **Fund solutions**, **Discounted share classes** and your **Favourites**.

A maximum of 30 investments can be held in a model portfolio one of which may be cash.

### Quick links

Quick links provides you with easy access to fund solutions, funds with discounted share prices and extra fund information.

You can also select from your **Favourites** list for quick access to your preferred investment solutions. Add funds, securities and model portfolios to your **Favourites** by selecting the star next to the investment.

# Enter Fund Allocation

## What you will see

The screenshot shows a web interface for entering fund allocations. At the top, there is a dropdown menu for 'Model Portfolio Build Method' set to 'None'. Below this is a table with columns for 'Cash', 'Fixed Interest', 'UK Equities', 'Developed Markets', 'Emerging Markets', 'Property', 'Other', and 'Total'. The table displays 'Target Investment Allocation', 'Asset Allocation', and 'Actual Asset Allocation (underlying investments)'. Two funds are listed: 'Artemis US Sel I Acc: GBP' and 'Merian UK Mid Cap U1 AE', each with an 'Alloc:' field set to '0.00' and a 'Remove' button. At the bottom, there is a 'Total Amount Allocated:' field showing '0.00%' and an 'Add cash' button. Below the table are three buttons: 'Exit without saving', 'Save and exit', and 'Next ->'. Three numbered callouts (1, 2, 3) point to the 'Remove' button, the 'Add cash' button, and the 'Next' button respectively.

	Cash	Fixed Interest	UK Equities	Developed Markets	Emerging Markets	Property	Other	Total
Target Investment Allocation:	-	-	-	-	-	-	-	-
Asset Allocation:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Actual Asset Allocation (underlying investments):	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Artemis US Sel I Acc: GBP	Alloc: 0.00%	0.07%	0.00%	0.00%	99.93%	0.00%	0.00%	Remove
Merian UK Mid Cap U1 AE	Alloc: 0.00%	2.40%	0.00%	97.60%	0.00%	0.00%	0.00%	Remove
Total Amount Allocated:	0.00%							Add cash

Exit without saving | Save and exit | Next ->

## What you will need to do

### Specify allocation

When all funds have been selected, you will need to allocate the percentage split.

1. Enter the allocation percentage you want for each fund.

2. Cash can be added as a model asset by clicking on the **Add Cash** button.

3. Click **Next**.

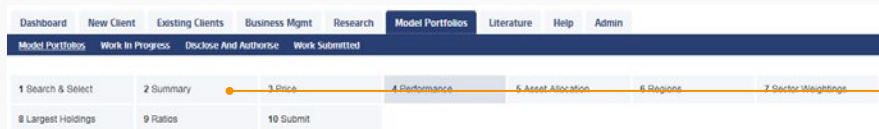
## Notes

1. Ensure the portfolio allocation equals 100%. You can click **Remove** if you have selected an incorrect fund.

As you add funds, the asset allocation of your model will update. You can then compare this to your **Target investment allocation** if applicable.

# Investment data for assets selected within the model portfolio

## What you will see



### Step 4 Performance



### Step 9 Ratios

Investment	Alpha	Beta	R Squared	Volatility	Allocation
Stan Life Inv CorpBnd I Acc	27.41%	0.14	0.09	5.91	10.00
Stan Life Inv CorpBnd I Inc	27.32%	0.14	0.09	5.91	20.00
Stan Life Inv AmEqIn I Acc					10.00
Stan Life Inv Amn Eq Uncon I	-85.56%	-1.57	0.02	161.57	10.00
Stan Life Inv AAA Inc Inst Acc	22.99%	-0.02	0.01	4.11	50.00
<b>Portfolio</b>	<b>10.95%</b>	<b>-0.16</b>	<b>0.04</b>	<b>20.70</b>	<b>100.00</b>

## What you will need to do

### View investment information and data

1. Tabs 2 to 9 displays investment data for all the assets selected in your model including:

- Price
- Performance
- Volatility
- Asset allocations
- Regions
- Sector weightings

You can generate and print a **Model Portfolioscan** showing this information at the end of this process.

## Notes

1. You can skip between the remaining tabs without impacting the data you have entered.

# Making your model portfolio live

## What you will see

Dashboard New Client Existing Clients Business Mgmt Research Model Portfolios Literature Help Admin

1 Search & Select 2 Summary 3 Price 4 Performance 5 Asset Allocation 6 Regions 7 Sector Weightings

8 Largest Holdings 9 Ratios 10 Submit

Step 10 Submit Exit without saving Save and exit Save < Back

Model Portfolio Details

Model portfolio name: Portfolio A v1

Charging structure: Explicit (Unbundled)

Model Portfolio Build Method: None

	Cash	Fixed Interest	UK Equities	Developed Markets	Emerging Markets	Property	Other	Total
Target Investment Allocation:	-	-	-	-	-	-	-	-
Asset Allocation:	0.00%	20.00%	20.00%	40.00%	20.00%	0.00%	0.00%	100.00%
Actual Asset Allocation (underlying investments):	5.78%	19.47%	23.48%	33.24%	17.92%	0.00%	0.10%	100.00%

Selected investments

Investments eligible for:

	Allocation	GIA	ISA	Pension	Bond	Composite (Bundled)	Explicit (Unbundled)	Fund Factsheet
BlackRock UK Eq Tracker A	20.00%	Yes	Yes	Yes	Yes	Yes	Yes	adviser client
Invesco Perp Corporate Bd Acc	20.00%	Yes	Yes	Yes	Yes	Yes	Yes	adviser client
JPM Europe A Acc	20.00%	Yes	Yes	Yes	Yes	Yes	Yes	adviser client
Aberdeen World Equity A Acc	20.00%	Yes	Yes	Yes	Yes	Yes	Yes	adviser client
F&C Emerging Markets 1	20.00%	Yes	Yes	Yes	Yes	Yes	Yes	adviser client
<b>Model Portfolio Available For:</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	

Model Portfolioscan Documents

Document	Date requested	Status
Model Portfolioscan	25 Oct 2013 16:40	Complete

Generate new Portfolioscan Generate

Submit Model

Exit without saving Save and exit Save < Back

## What you will need to do

### Finalise your model portfolio

1. Click on step 10 **Submit**.

2. Check the summarised data is correct including the naming convention.

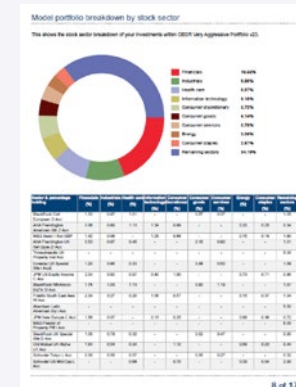
3. View and print individual client/adviser facing fund factsheets if required.

4. To finalise this model template, click **Submit Model**.

5. Remember to set the user permissions (see the **next section of this guide**).

## Notes

2. If you need to make any changes, navigate back to step 1 **Search & Select**.



4. To illustrate key investment data you can create a Model Portfolioscan document. Click on the **Generate** button, then click **Complete** to open, view and print.



# Set model portfolio permissions

## What you will see

Process complete - Portfolio A  
For further model portfolio work please select one of the following options

Set permissions View Model Portfolios Create New Model Portfolio

Exit Back

1 Who Can Use? 2 Who Can Edit? 3 Validate and Submit

### Step 1 Who Can Use?

Please select who can use this model (i.e. select it in New Business)

Company (everyone in the Company):

Adviser (anyone selected):

Select Company:

Company Name	Select
Elevate Portfolio Services (AXAAAA)	<input checked="" type="checkbox"/>

Page 1 of 1

Exit without saving Save and exit Next ->

1 Who Can Use? 2 Who Can Edit? 3 Validate and Submit

### Step 2 Who Can Edit?

Please select a level, only users permissioned at or above this level will be able to edit the investments and permissions of this model

Company (everyone in the Company):

Adviser (anyone selected):

Select Company:

Company Name	Select
Elevate Portfolio Services (AXAAAA)	<input checked="" type="checkbox"/>

Page 1 of 1

Exit without saving Save and exit Back Next ->

## What you will need to do

Once the model portfolio is created you need to set the permissions as to who can use the model portfolio and who can edit it in the future.

1. Click the **Set Permissions** button.
2. Set **Who can use?**  
Click the button for either **Company (everyone in company)** or **Adviser (anyone selected)**
  - Choose each adviser allowed to use the model or select company name as appropriate
  - Click **Next**
3. Set **Who can edit?**
  - Click the button for either **Company (everyone in company)** or **Adviser (anyone selected)**
  - Choose each adviser allowed to edit the model or select company name as appropriate
  - Click **Next**

## Notes

2. You can grant access to your model portfolio to all advisers in your firm or restrict access to only to certain advisers. Users without the appropriate permission set here will not be able to select the model when investing money.
3. Select who from your firm is able to edit your model and create new versions of it in the future.

# Set model portfolio permissions - cont.

## What you will see

1 Who Can Use? 2 Who Can Edit? 3 Validate and Submit

Step 3 Validate and Submit [Exit without saving](#) [Save and exit](#) [< Back](#)

All data entered has been successfully validated.

**1. Validation Data**  
Check all required data has been entered.

Page	Field	Reason
All data entered has been successfully validated.		

**2. Implement**  
To confirm that you wish to proceed to the final step, click here. [Submit](#)

[Exit without saving](#) [Save and exit](#) [< Back](#)

## What you will need to do

### 4. Validate and Submit

The last step of the model portfolio permissions process validates the entry of the previous two screens and asks you to submit if successfully validated.

- Click the **“Submit”** button to confirm the permission settings
- A message confirming model portfolio permissions successfully updated will be displayed

## Notes

## Helpful Hints

Once created your model portfolio will be available for selection from our investment screens.

To view your newly created model portfolio navigate to the **Model Portfolios** tab. Here you can use the filters to view current, historic or closed model portfolios.

Any cash you choose to hold inside a model will not be readily available to pay for charges or to fund withdrawals. If you need to access cash held in a model, you'll need to deconstruct it first. See the **Deconstructing a Model Portfolio** user guide.

You can generate a Model Portfolioscan document at any time by navigating to **Model Portfolios** tab and clicking the hyperlink from the model name.

## Get to know us better

We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

### Call us on 0345 600 2399

Our lines are open 8am to 6pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

### Email us at [Elevate\\_Enquiries@standardlife.com](mailto:Elevate_Enquiries@standardlife.com)

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

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