INVESTMENT SWITCHING

SOURCING, PROJECTIONS & SWITCHING

ALTERNATIVE INVESTMENT

USER GUIDE

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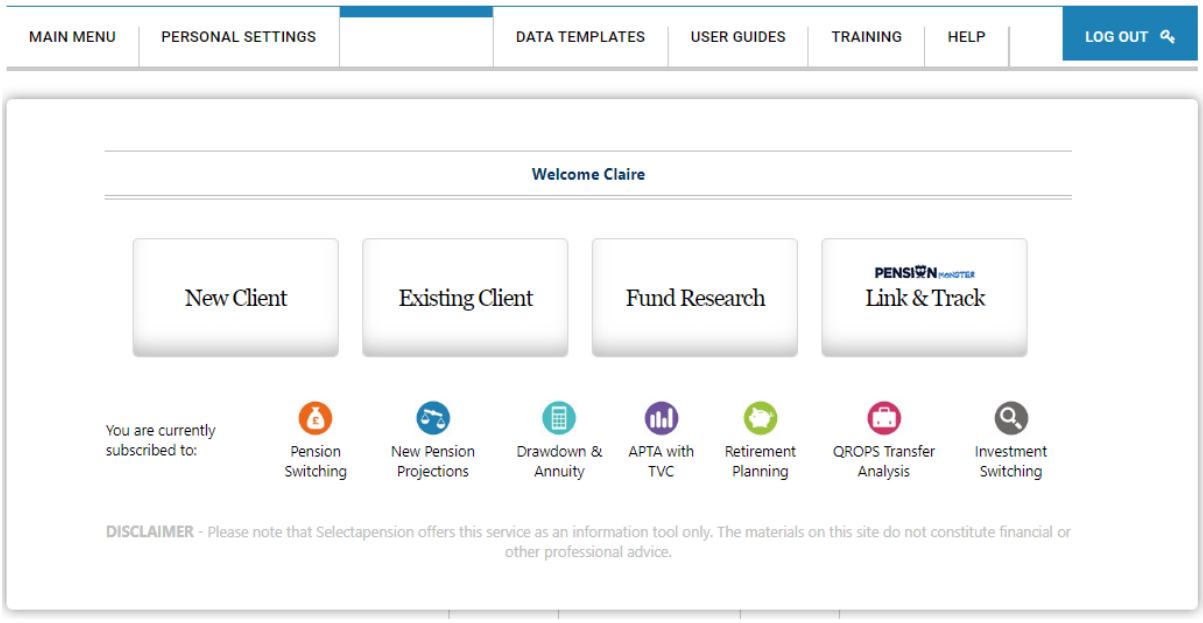


Welcome

Upon initially logging into Selectapension, a user will arrive at our **Welcome** page. This page offers three options; create a **New Client,** access an **Existing Client** and **Fund Research**. This screen also provides details of which tools are available to the individual subscription.

Selecting a **New Client** will enable the creation of a file containing a client's basic details. These details will be stored on the system and can be accessed when using any of the Selectapension tools.

The **Existing Client** option will bring up a library of stored clients. The client details can be viewed by clicking on the client name. From this point a user can choose to **View Stored Analyses** or **Create New Analysis** for a client.

Selecting **Fund Research** will launch our fund filtering search tool. To learn more about how to use this tool, please see the Funds Functionality User guide.

The current stage of workflow is denoted by the underlined title. Navigation through the workflow is controlled by **Next** and **Back** buttons. Input will be sense checked to ensure validity of the data before the process will continue. For example, if one of the mandatory fields is left blank, (mandatory fields are shown in yellow), the user will be unable to move to the next stage until that field has been completed.

NEW CLIENT

Client Details Help

Ref:	123	Title:	Mr
Forename:	Rupert	Middle Initials:	
Surname:	Jones	Sex:	Male
Date of Birth:	28/07/1965	Employment Status:	Unknown

Marital Status:	Married	Partner's Date of Birth:	14/04/1970
Partner's Forename:	Regina	Partner's Sex:	Female
Partner's Surname:	Jones		

Any Dependents:	Yes	Attitude to Risk	Medium
Any Dependent Notes:	3 Children		
Lifetime Allowance Protection:	None	Health Status:	Good
Country of Residence (for income tax):	England, Northern Ireland, Wa		
Notes:			

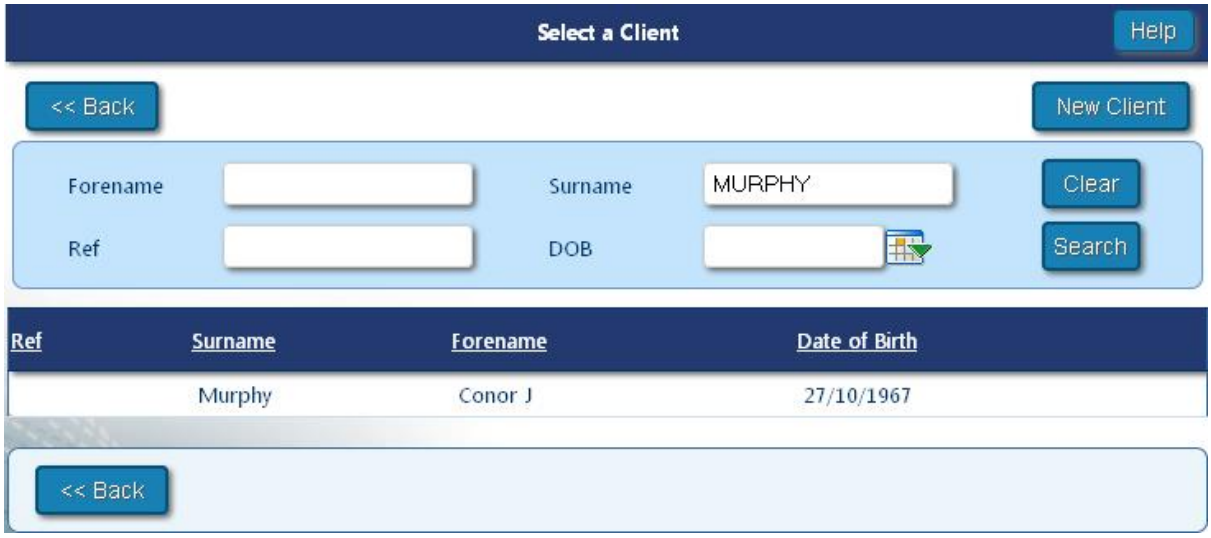
Update Client Details

The first step to creating an analysis is creating a customer file by inputting the client data as explained below. Yellow boxes are mandatory and must be completed before moving forward.

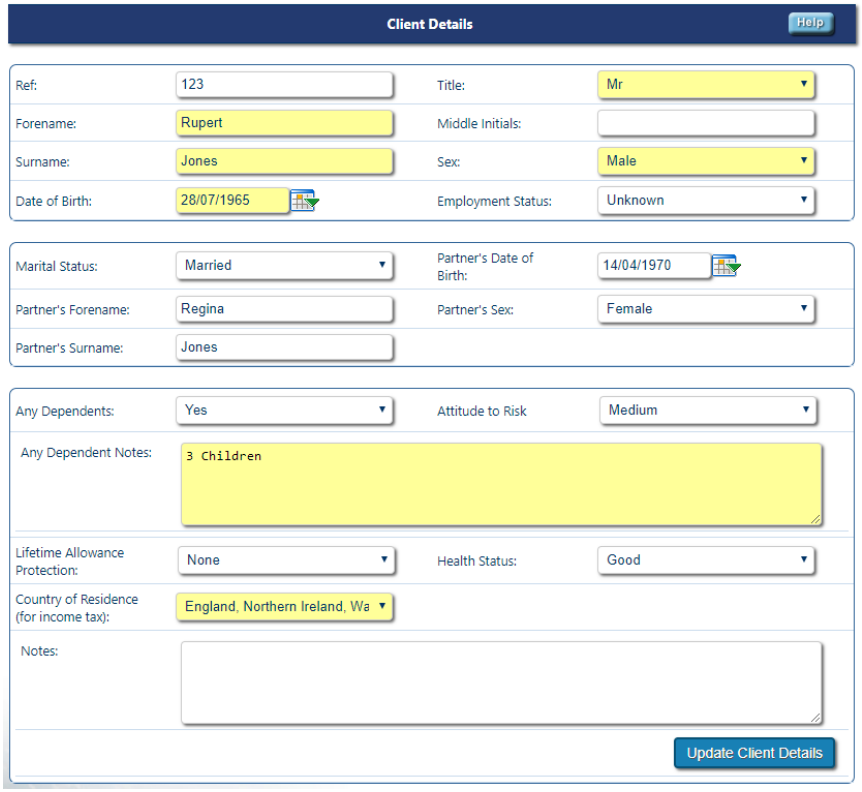
FIELD	DESCRIPTION
Ref:	Insert your own reference if desired
Title:	Select an option from the dropdown list. Please note that the system will validate the choice of title against the choice of 'Sex'
Forename:	Enter the client's forename if required here
Middle Initials:	Enter the client's middle initials if applicable
Surname:	Enter the client's surname

Sex	Select the sex of the client from the drop down list
Date of Birth:	Enter the client's date of birth in dd/mm/yyyy format. This can either be entered manually or selected from the calendar
Employment status:	Select from the drop down list
Marital Status:	Select from the drop down list
Partner's D.O.B:	Enter partner's date of birth if relevant in dd/mm/yyyy format. This can either be entered manually or selected from the calendar
Partner's name:	Enter the partner's name
Any Dependents:	Select Yes or No If Yes is selected, additional notes can be added to include details of dependents
Attitude to Risk:	Select from the dropdown list* If 'other' is selected from the list, a free text box will become available **Categories from your dropdown list are initially created in Personal Settings. Please see the Asset Reviewer Personal Settings User Guide for more details*
Lifetime Limit Protection:	Select from the dropdown list and enter the Lifetime Limit applicable
Health Status:	Select from the dropdown list
Notes:	Any additional notes may be added and will be detailed within the report

EXISTING CLIENT



Select the existing client that you wish to work with by clicking the client's name. For large client libraries the user can recall a client using the search function or by clicking on a column header to sort by column.



Once the client details have been recalled the user can then complete a multitude of tasks.

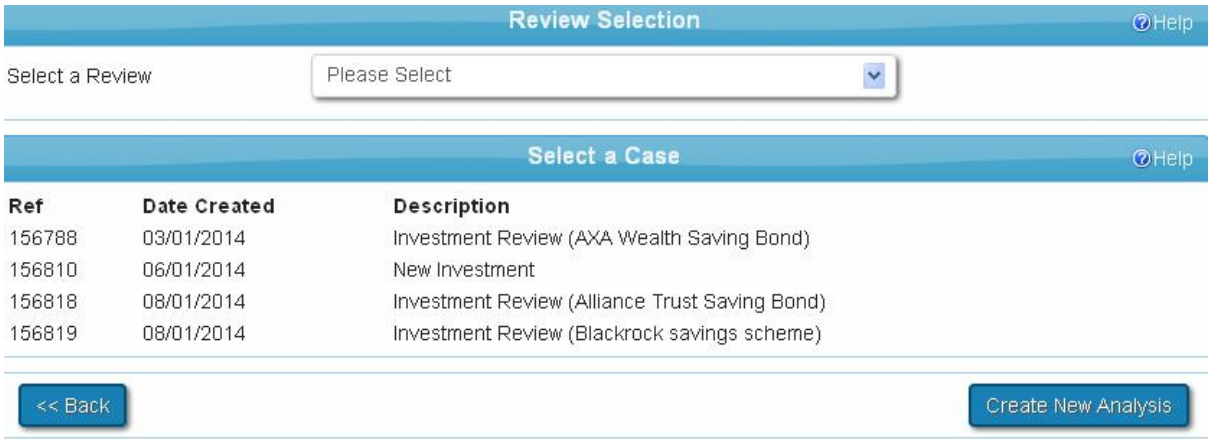
Delete Client removes all the information created for that particular client.

Update Client Details enables editing of client information at any time.

View Stored Analyses allows access to previous cases carried out for this particular client.

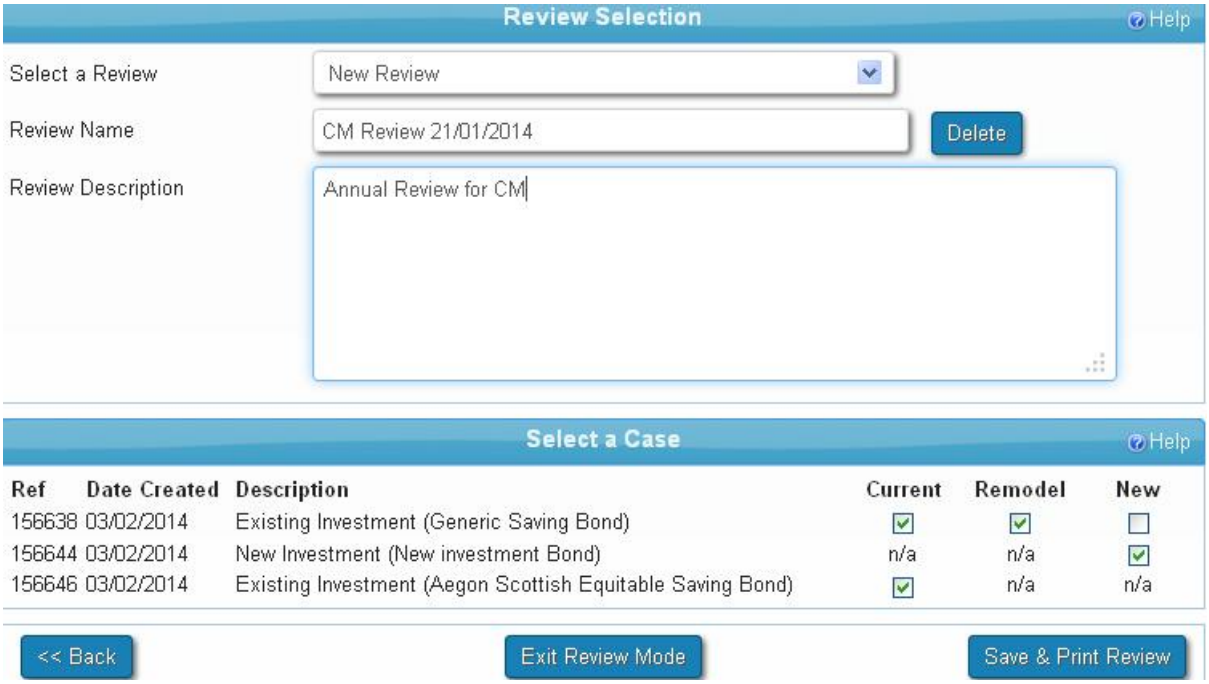
Create New Analysis allows the user to create a new analysis type for a clien

SELECTING AN EXISTING CASE



Click on the case to view or edit previously entered information. Alternatively, click on **Create New Analysis** to start a brand new case.

REVIEW SELECTION

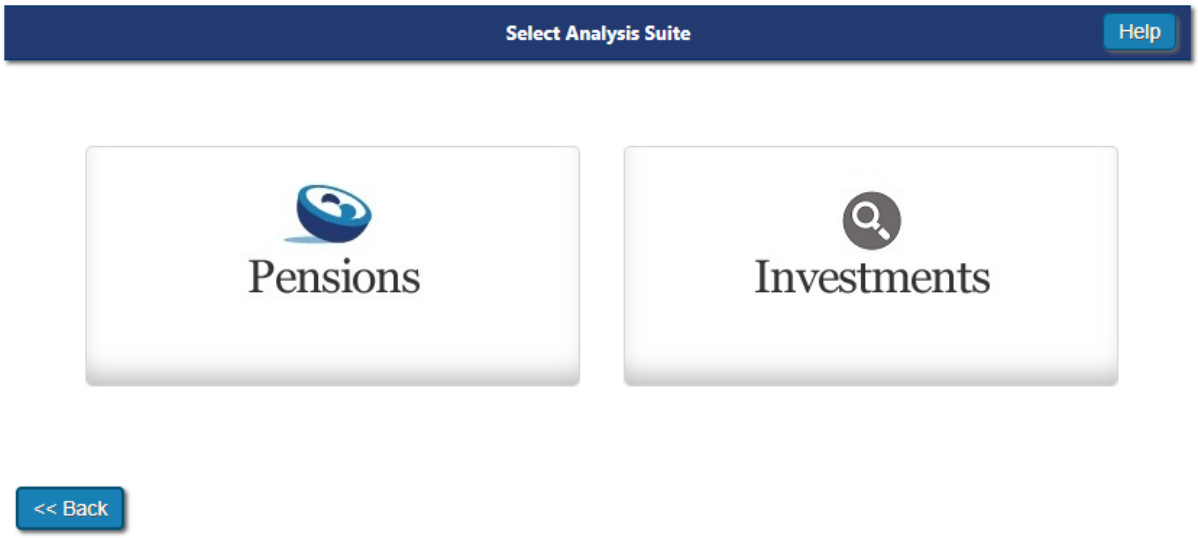


Select **New Review** from the dropdown list to run a review. A name and a description can be applied to the review.

Select the cases to be included in the review using the tick boxes available. The type of analysis can be selected, **Current, Remodel** or **New.** Once a selection has been made, continue to **Save & Print Review** to run the report. **Exit Review Mode** cancels the review process.

CREATE NEW ANALYSIS

Click on **Create New Analysis** to select an analysis suite.

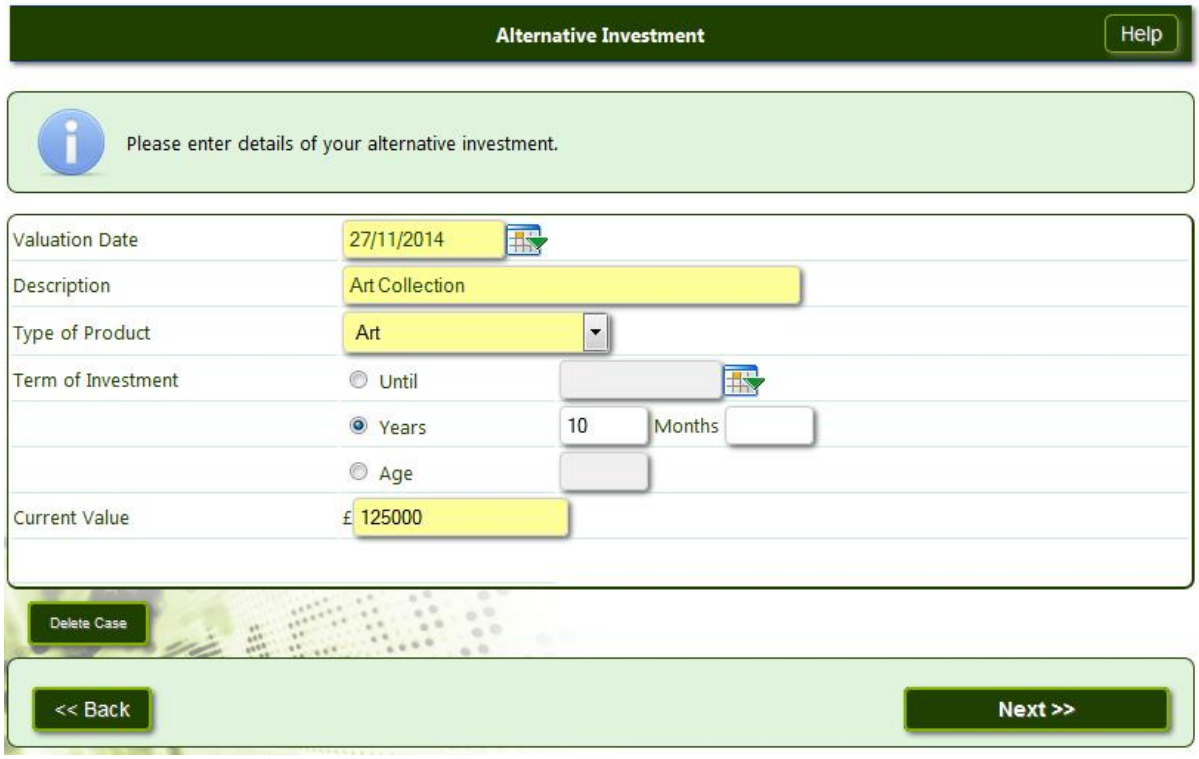


Select **Investments** to access Investment Switching**.**

Select the analyis type to be completed. Select **Alternative Investment Review**. This option allows for any non-fund related investments to be entered for the client, e.g. Antiques, Property etc., and built into a full investment review report alongside any other investments entered.

2. ALTERNATIVE INVESTMENT

EXISTING INVESTMENT DETAILS



Using the information provided below, complete all relevant 'white' fields and all mandatory fields in 'yellow'.

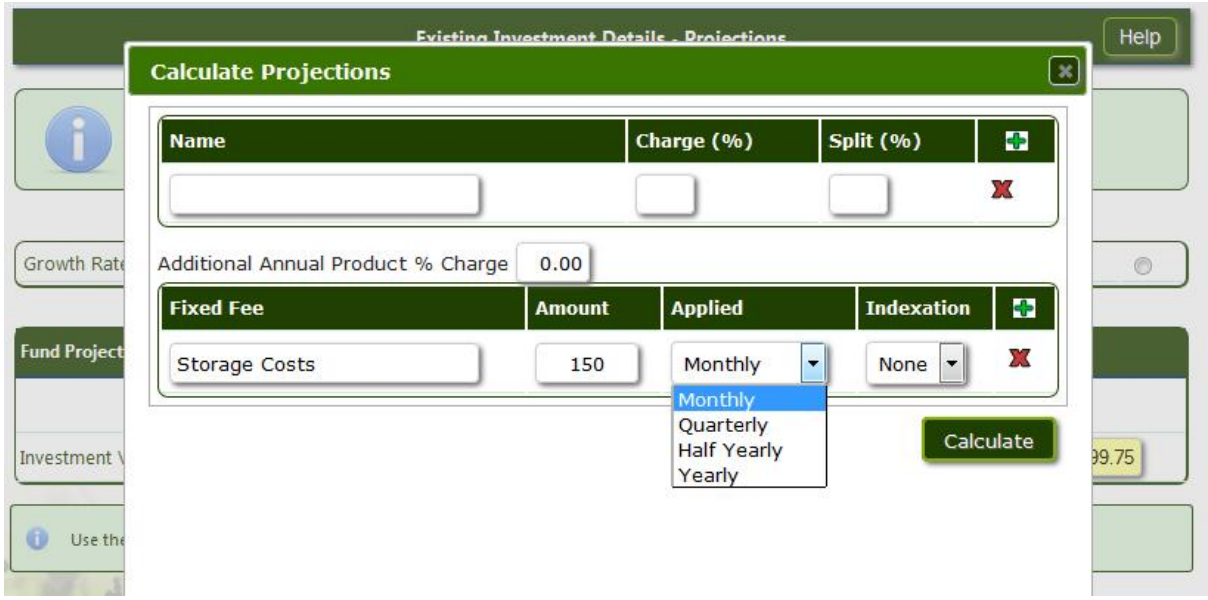
Field	Description
Valuation Date	Enter the date on which the quotation has been provided in dd/mm/yyyy format. This can either be entered manually or selected from the calendar
Description	Enter the description
Product Name	Enter the product name
Type of Product	Select the type of investment from the drop down list
Term of Investment	Select one of the given options **Until**: Choose an end date for the investment **Years**: Number of years and/or months for the investment to run **Age**: Input an age to run the investment to
Current Value	Enter the value of the alternative investment

Delete Case deletes the current open case. Use the **Next** and **Back** buttons to navigate accordingly.

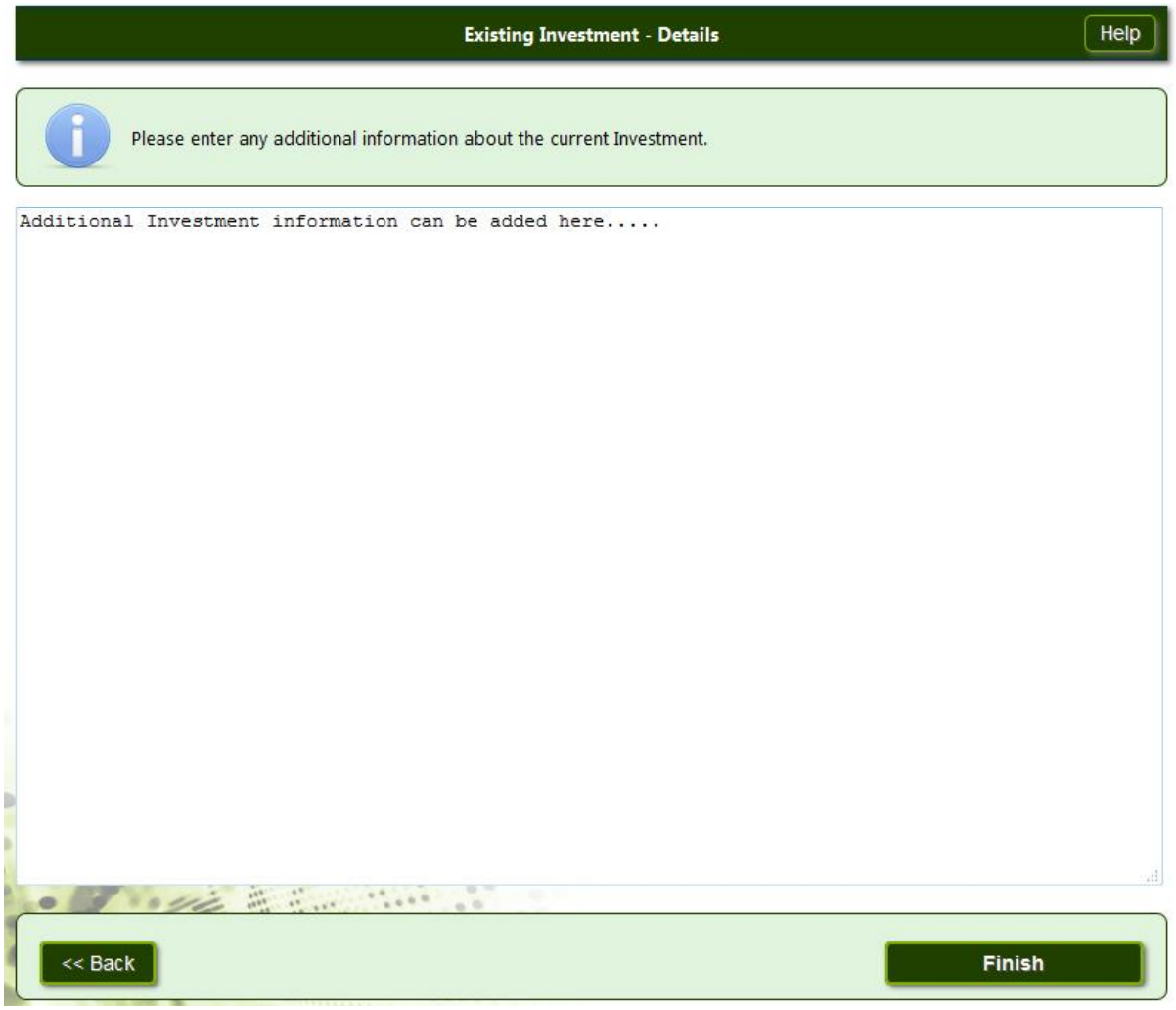
EXISTING INVESTMENT PROJECTIONS

With the default set to **Aggregate Rates**, a user will ~~see the following table with the growth rate defaults of 2%, 5% and 8%. These rates can be over typed with the appropriate rates from the existing scheme.~~be promted to enter the appropriate growth rates for the investment.

If it's not possible to obtain projections for the investment, the **Calculate** button can be used to generate projections to any given rates. Additonal fixed fees may also be added with any indexation applicable.



EXISTING INVESTMENT - DETAILS



Details of the alternative invetment can be added using the free text box provided and will be shown in the report.

Click **Finish** to save.

The user can navigate **Back to Existing Cases** or create **New Investment** using the grey triangle symbol that appears on the top right navigation bar.


Client: AA AA
Module: Alternative Investment
Case Ref: 553591
Client Details
Alternative Investment
Existing Investment - Details
New Investment
Back to Existing Cases
Please enter any additional information about the current Investment.