



**INVESTMENT SWITCHING**  
SOURCING, PROJECTIONS & SWITCHING

PERSONAL SETTINGS

USER GUIDE

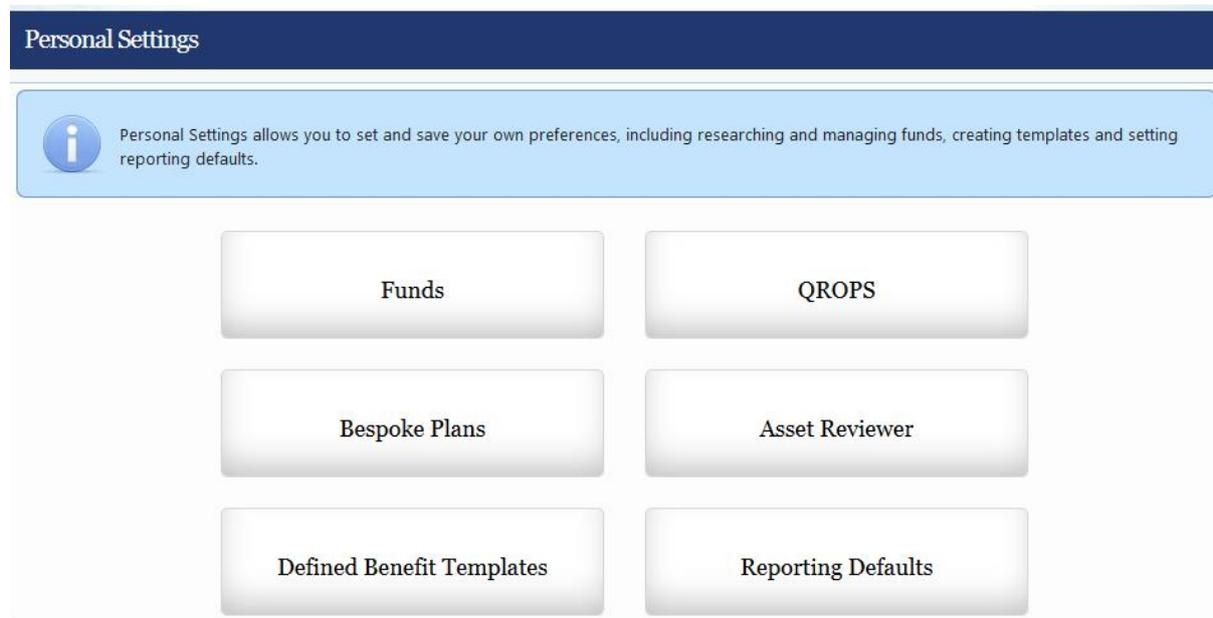
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## 1. PERSONAL SETTINGS

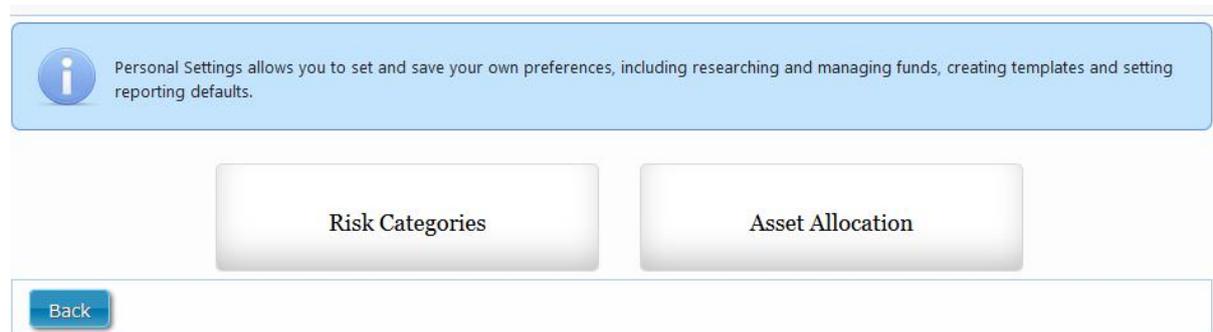
### RISK CATEGORIES

The creation and management of **Risk Categories** is carried out in the Personal Settings area of your Selectapension account. They allow a user to use specific risk ratings as per their own requirements. To access **Risk Categories**, select **Asset Reviewer** from the main Personal Settings Menu.

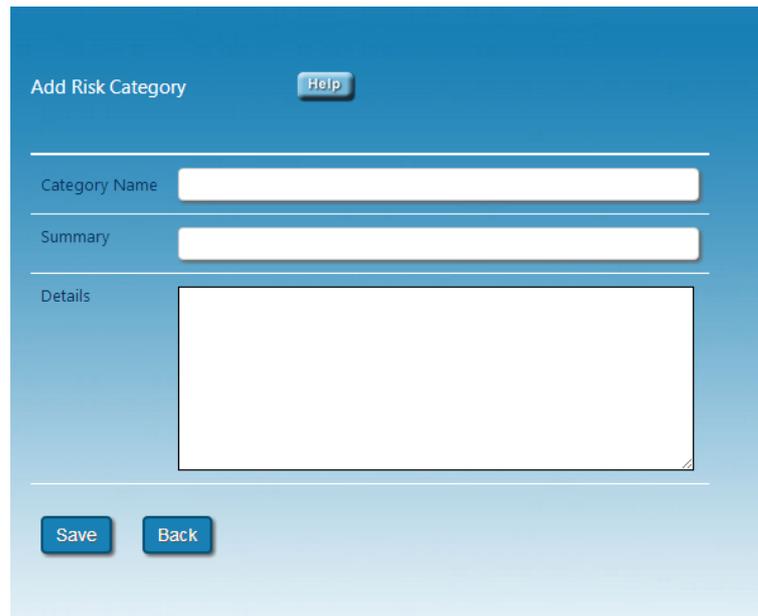
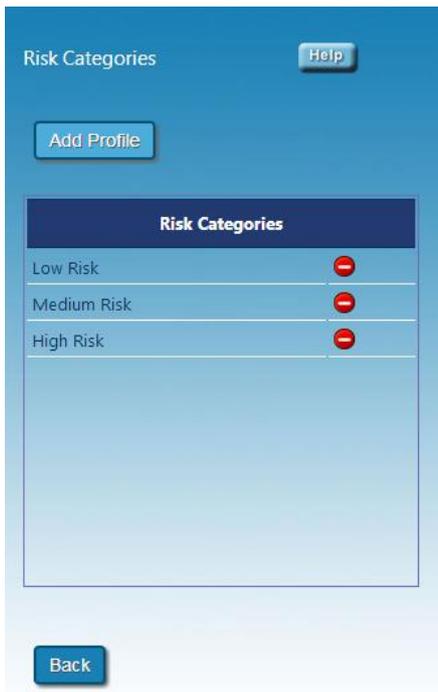


The screenshot shows the 'Personal Settings' interface. At the top, there is a dark blue header with the text 'Personal Settings'. Below this is a light blue information box containing an information icon and the text: 'Personal Settings allows you to set and save your own preferences, including researching and managing funds, creating templates and setting reporting defaults.' Below the information box, there are six white buttons with rounded corners arranged in a 3x2 grid. The buttons are labeled: 'Funds', 'QROPS', 'Bespoke Plans', 'Asset Reviewer', 'Defined Benefit Templates', and 'Reporting Defaults'.

Select the **Risk Categories** option to begin creating profiles.



The screenshot shows the 'Risk Categories' selection screen. At the top, there is a light blue information box containing an information icon and the text: 'Personal Settings allows you to set and save your own preferences, including researching and managing funds, creating templates and setting reporting defaults.' Below the information box, there are two white buttons with rounded corners: 'Risk Categories' and 'Asset Allocation'. At the bottom left of the screen, there is a blue button labeled 'Back'.



To add a new Risk Category, select **Add Profile**.

Enter the Category Name, a Summary and Details if required. A user can create as many categories as required and tailor them to their individual needs.

**Risk Categories** created will populate the **Attitude to Risk** dropdown on the client input screen.

## ASSET ALLOCATION

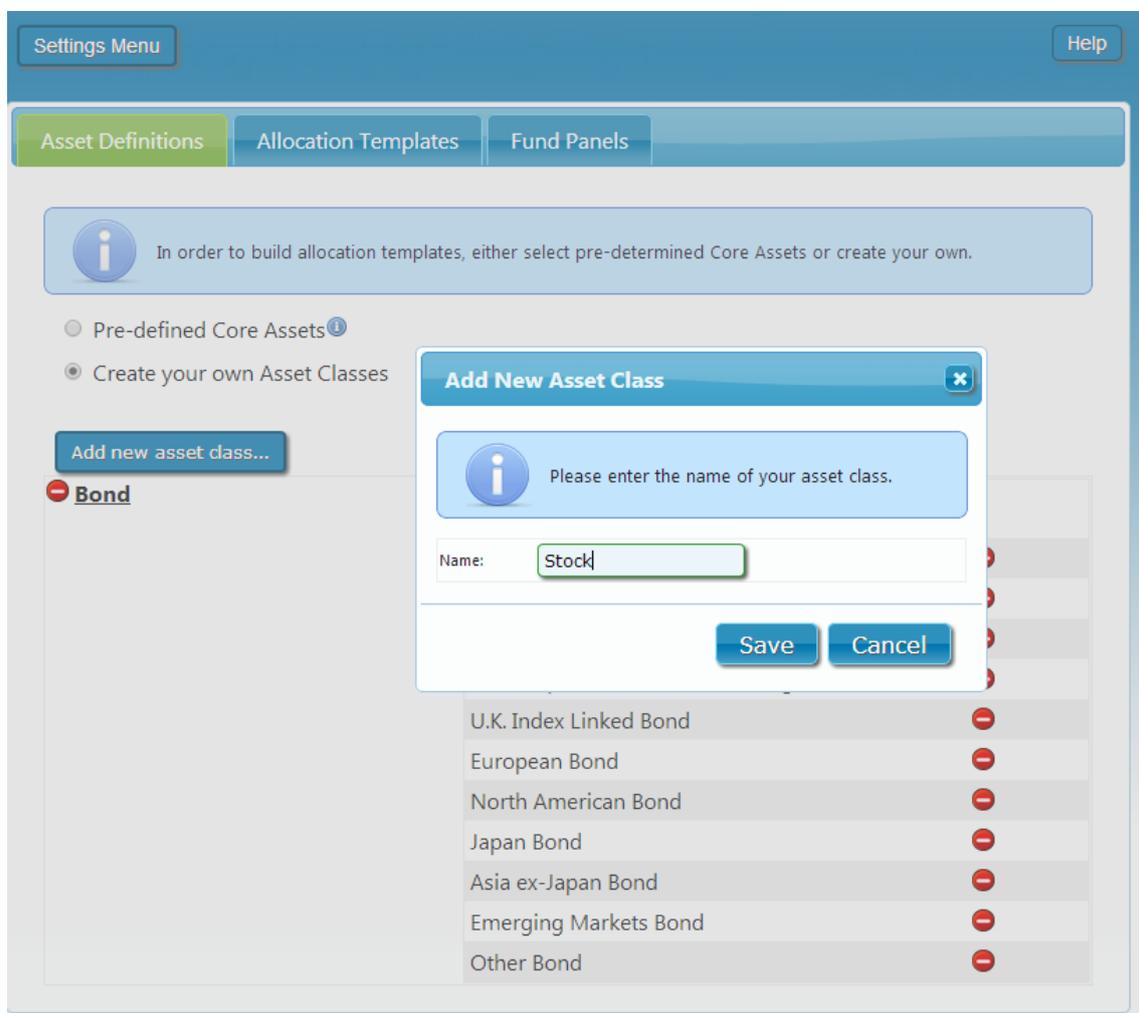
Like Risk Categories, the creation and maintenance of Asset Allocation templates is located within the Personal Settings area of your Selectpension account. Within this section, you can pre-define **Asset Definitions**, create and maintain **Allocation Templates** and **Fund Panels**.

Select the **Funds** and then **Asset Allocation** to begin.

## ASSET DEFINITIONS

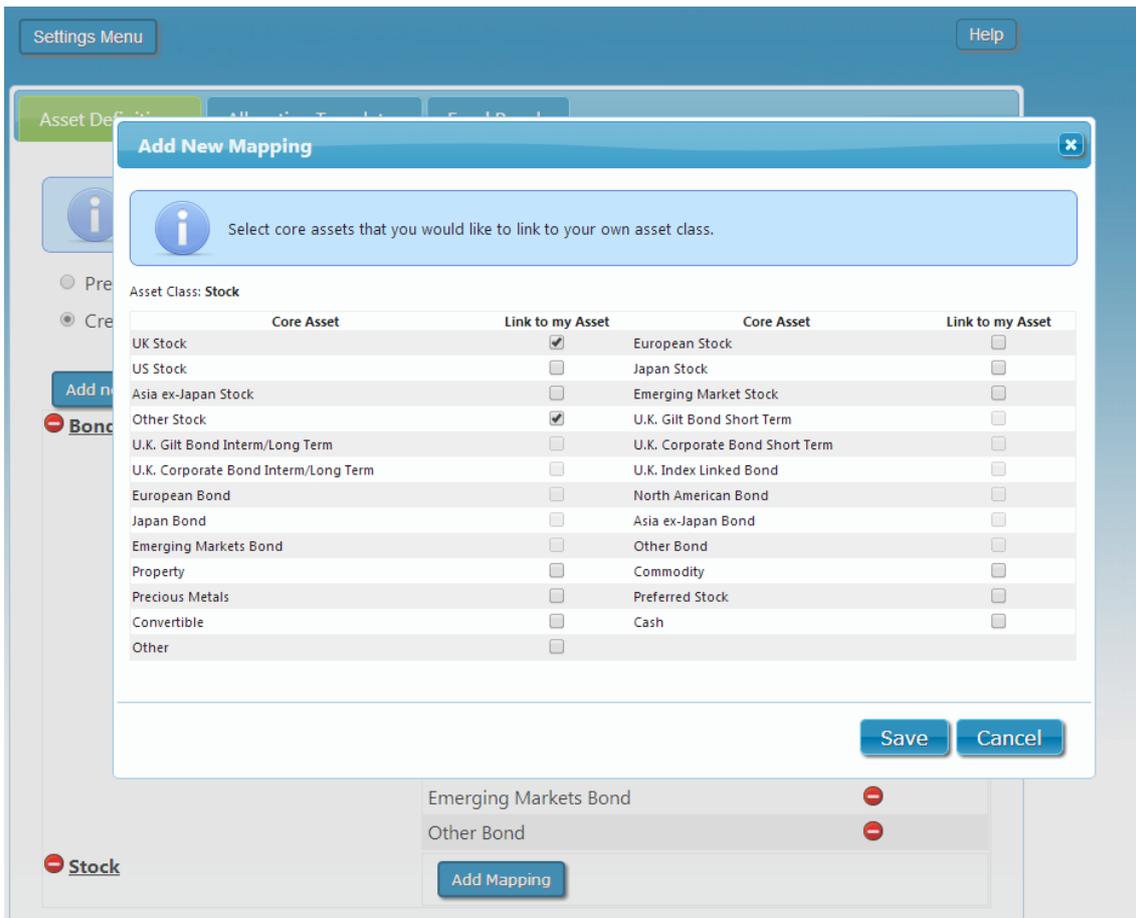
**Pre-defined Core Assets:** These asset classes are those derived from the assets linked to funds provided by Morning Star.

**Create your own Asset Classes:** Creating an asset class allows a user to group together the Pre-defined Core Assets under one umbrella.



The screenshot displays the 'Asset Definitions' section of a web application. At the top, there are tabs for 'Asset Definitions', 'Allocation Templates', and 'Fund Panels'. Below the tabs, an information box states: 'In order to build allocation templates, either select pre-determined Core Assets or create your own.' There are two radio buttons: 'Pre-defined Core Assets' (unselected) and 'Create your own Asset Classes' (selected). A button labeled 'Add new asset class...' is visible. Below this, a list of asset classes is shown under the heading 'Bond'. A modal dialog box titled 'Add New Asset Class' is open, containing an information icon and the text 'Please enter the name of your asset class.' The 'Name:' field contains the text 'Stock'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background list of asset classes includes: U.K. Index Linked Bond, European Bond, North American Bond, Japan Bond, Asia ex-Japan Bond, Emerging Markets Bond, and Other Bond, each with a red minus sign to its right.

To group together **Pre-defined Core Assets**, click on the **Add new asset class** tab, enter the new asset class name and click **Save**.



Once an asset class has been created, a user can select a number of Pre-defined Core Assets to link to that particular class using the tick boxes available. For example; 'UK Stock' can be grouped together with 'Other Stock' under the created asset class 'Stock'.

Pre-defined Core Assets can only be selected once, all Pre-defined Core Assets must be mapped to a class before the Asset Allocation functionality can be utilised within a case.

## ALLOCATION TEMPLATES

Allocation templates can be built using the **Asset Definitions** set. These templates can also be linked to a Risk Category.

The screenshot shows the 'Add New Template' dialog box. On the left, there is a sidebar with 'Asset Definitions' and 'Allocation Templates' tabs. The 'Allocation Templates' sidebar lists various risk categories: Low, Low - Med, Medium, Med - High, High, High ex Property, Low (ex Bonds), and High. The main dialog box has a title bar 'Add New Template' and a close button. Below the title bar is an information icon and the text 'Create and manage a template of assets that can be associated with a particular risk category.' The 'Template Name' field contains 'HIGH'. The 'Risk Category' dropdown is set to 'High'. Below this is a list of asset classes: bonds, cash, gilts, gilts, Other, Property, and stock. To the right of this list is a 'Selected' panel showing the chosen allocations: bonds at 30%, cash at 30%, and gilts at 40%. The total is 100%. At the bottom right are 'Save' and 'Cancel' buttons.

To create a template, click on **Add new template**. Enter a template name and link it to an appropriate risk category from the drop down list. Choose which asset classes are best associated with this risk category and **Save** the template.

If a client's attitude to risk is defined within the client details, a template with the same risk rating will be highlighted to match when running an analysis.

The screenshot shows the 'Asset Allocation' configuration screen. At the top is a green header with 'Asset Allocation' and a 'Help' button. Below the header are two questions with radio button options: 'Would you like to match investments to a target asset allocation?' and 'Would you like to remodel/rebalance the existing scheme?'. Both have 'Yes' selected. The main area is divided into two panels: 'Allocation Templates' and 'Available Assets'. The 'Allocation Templates' panel shows three options: 'Low Risk\*' (highlighted in green), 'Medium Risk', and 'High Risk'. A note below states '\* denotes templates linked to the same risk category as the client.' and there is an 'UnLink Template' button. The 'Available Assets' panel is currently empty. To the right is a 'Selected' panel showing the chosen allocation: Cash at 25%, Stock at 25%, and Bonds at 50%, totaling 100%. At the bottom are '<< Back' and 'Next >>' buttons.

## FUND PANELS

Fund Panels can be created by clicking on the **Add New Fund Panel** tab. Name the panel and compile a list of funds that would be potentially recommended to a client. There is no limit to the number of fund panels that can be created.

To select a fund, search by Provider and or use the filter by name or ISIN search box available. Once the fund has been found, click to select and carry over to the right hand side.

**Add New Fund Panel**

Please enter the name and select funds for your panel.

Fund Panel Name:

Provider:

Filter:

Primary Funds Only:

Sort:

Funds Selected	Fixed	Min %	Max %
Aberdeen Emerging Markets	<input type="checkbox"/>		<input type="button" value="−"/>
Architas MM UK Equity	<input type="checkbox"/>		<input type="button" value="−"/>
Aberdeen European Smaller Companies	<input type="checkbox"/>		<input type="button" value="−"/>
Architas MA Passive Reserve	<input type="checkbox"/>		<input type="button" value="−"/>

Funds Returned: 0. Time taken: 1.29 secs.

Clicking on the **Fund Research** button allows a more detailed search. Fund choice can be narrowed down by using the available filters. The option to filter and search can be performed with Primary Funds 'On' or 'Off'.

Fund Research ✕

Narrow your fund search by using the filters available. As you change the settings, the fund count at the top and bottom of the screen will automatically update. When the total number of funds is 500 or less, click search to return the funds to the fund picker screen.

**PROVIDER** All ▼

**FILTER** Name ▼  Go

**SECTOR** All ▼

**SHARE CLASS**  All  Clean

**PERFORMANCE** ? -

Ignore  
 1 Years  
 3 Years  
 5 Years  
 10 Years

**SIZE** ? +

**TOTAL EXPENSE RATIO** ? +

**ATTRIBUTES** ? +

**MORNINGSTAR RATING** ? +

**MORNINGSTAR OBSR ANALYST RATING** ? +

**RISK RATING** ? +

**FUNDS AVAILABLE**

**478**

CLEAR
SEARCH

Field	Description
<b>Provider:</b>	Select a provider from the dropdown list. Alternatively set to 'All' for a whole of market search
<b>Filter:</b>	Select <b>Name</b> or <b>ISIN</b> to search for a specific fund
<b>Sector:</b>	Select a specific Sector from the dropdown list
<b>Share Class:</b>	Select <b>Clean</b> to search for clean share classes only. Alternatively, select <b>All</b> to search all share classes
<b>Performance:</b>	Selecting a performance option will return funds with the corresponding performance available. For example, selecting 5 years will show all funds with at least 5 years performance available, (therefore includes all funds with 5 years or more). When you return to the fund picker screen, funds will automatically rank by the best performing

**Size:** Multiple selections can be chosen to select total assets under management globally. If assets of up to £1billion are required then the first three options should be selected

**Total Expense Ratio:** Defined from the Key Investor Information Documents (KIID). This includes AMC and any other management charges but will not reflect any Provider Specific Rebates and Discounts. Use the sliding scale to filter by range

**Attributes:** Select **Attributes** to base the search on a particular fund characteristic i.e. Ethical Funds

**Morning Star Rating:** The Morningstar Rating is a backward-looking, quantitative, risk-adjusted measure of a fund's performance versus its peer group

**Morningstar OBSR Analyst Rating:** The Morningstar OBSR Analyst Rating is the qualitative expression of Morningstar's forward-looking analysis of a fund

**Risk Rating:** This is Morningstar's 3 year deviation. Standard deviation measures how much the total returns of a fund have fluctuated in the past. The more a fund's return fluctuate, the riskier the fund is likely to be. Standard Deviation allows comparisons across all funds and sectors

Funds meeting the search criteria selected will be listed as shown below. To make a selection for the fund panel, click on the fund (s) from the list, which in turn will be carried over to the right hand side.

The screenshot shows the 'Add New Fund Panel' dialog box. The 'Fund Panel Name' is 'Hot Picks'. The 'Provider' is set to 'All'. The 'Filter' is 'Name'. The 'Primary Funds Only' toggle is 'On'. The 'Sort' is 'Fund Name'. The 'Funds Selected' table is as follows:

Funds Selected	Fixed	Min %	Max %
Aberdeen Emerging Markets	<input checked="" type="checkbox"/>	5	
Architas MM UK Equity	<input type="checkbox"/>		
Aberdeen European Smaller Companies	<input checked="" type="checkbox"/>		10
Architas MA Passive Reserve	<input type="checkbox"/>		

To guarantee the use of a specific fund for the investment you can use the **Fixed** tick box. A minimum and/or maximum percentage can be entered to specify the level of investment in the fund.

Click **Save** to save the fund panel.

Fund Panels created within **Personal Settings** will be available to select within the New Products section of a case. Select the **Auto Allocation** button to access the fund panels. The system will select the optimum combination of funds from the fund panel to match the target asset allocation. This can be overridden by fixing funds to be used and specifying minimum and/or maximum investment within those funds.

Specify Investments
Defined Templates
DFM Strategies
Auto Allocation

Products Available: 6
i

Funds
Fund Panels

Provider: BNY Mellon ▼

Filter: Name ▼ GO

Primary Funds Only: On Off

Fund Research

- BNY Mellon Em Mkts Debt Local Currency i
- BNY Mellon Emerging Mkts Debt i
- BNY Mellon Euroland Bond Hedged i
- BNY Mellon GIBI Em Mkts Eq Val i
- BNY Mellon Global Bond I EUR Hdg i
- BNY Mellon Global Equity Higher Income i
- BNY Mellon Global Opportunities i
- BNY Mellon Global Property Securities i
- BNY Mellon Global Real Return i
- BNY Mellon Global Strategic Bond i

Funds Returned: 61. Time taken: 2.17 secs.

Funds Selected	Fixed	Min %	Max %	
Aberdeen American Equity <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input checked="" type="checkbox"/>	<input type="text"/>	20	-
Aberdeen Charity Select UK Equity <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input type="checkbox"/>			-
Aberdeen Diversified Growth <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input type="checkbox"/>			-
BNY Mellon Brazil Equity <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input checked="" type="checkbox"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	-
BNY Mellon Euroland Bond Hedged <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input type="checkbox"/>			-
Insight Eq Inc Booster £ Inc <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input type="checkbox"/>			-
Insight GIBI Abs Return £Inc <span style="font-size: 0.8em; color: #4CAF50;">i</span>	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text"/>	-

Fix All
Clear All