



For financial adviser use only.

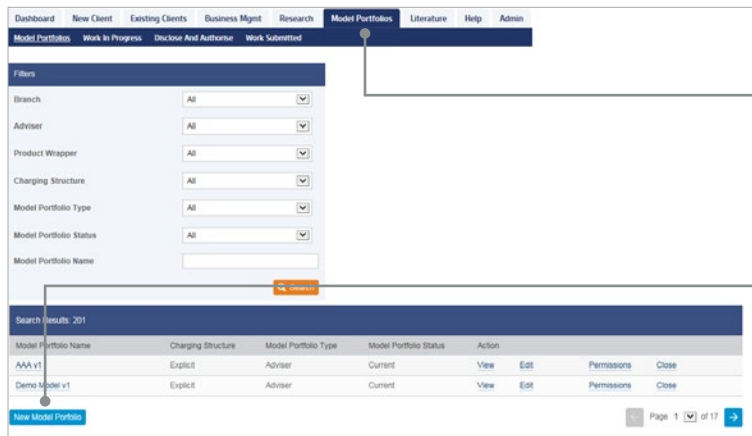
# Elevate help guide Creating model portfolios

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# Build a new model portfolio

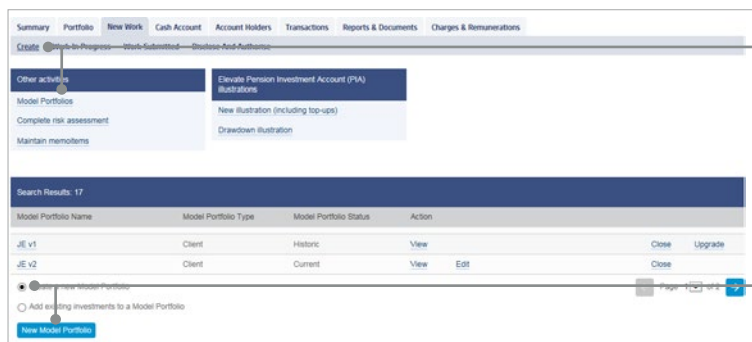
Permissions to build model portfolios and some features are set at firm level configuration or at an individual user level. If you do not have the correct permissions please **contact us** or your Elevate super-user.

## What you will see



1.

2.



1.

2.

## 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.

Build a bespoke model template for an individual client.

# Search & select model portfolio details

## What you will see

The screenshot shows the 'Step 1 Search & Select' page. At the top, there are navigation tabs: 1 Search & Select, 2 Summary, 3 Price, 4 Performance, 5 Asset Allocation, 6 Regions, 7 Sector Weightings, 8 Largest Holdings, 9 Ratios, and 10 Submit. Below the tabs, there are buttons: 'Exit without saving', 'Save and exit', and 'Help'. The main section is titled 'Step 1 Search & Select'. Under 'Model Portfolio Details', there is a 'Model portfolio name' field with the value 'New Portfolio v1'. To the right of this field, there are checkboxes for 'All', 'GIA', 'ISA', and 'Pension'. Below the name field, there is a 'Charging structure' dropdown set to 'Explicit (Unbundled)'. Under 'Model Portfolio Build Method', there is a dropdown set to 'None'. Below this, there is a table showing 'Target Investment Allocation', 'Asset Allocation', and 'Actual Asset Allocation (underlying investments)' across various asset classes: Cash, Fixed Interest, UK Equities, Developed Markets, Emerging Markets, Property, Other, and Total. The 'Total Amount Allocated' is shown as 0.00% with an 'Add cash' button.

## 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: New Portfolio 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: 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%	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

4.

## 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

Search for Investments  
Investment Selection Tool

Funds Other

Fund name or code: Merlan UK Mid Cap U1 AE

Show cheapest OCF/TER

More search criteria

Quick links  
→ Favourites  
→ Fund solutions  
→ Discounted share classes

Search Results: 2

Type	Code	Name 1	OCF/TER	Documents	Cheapest <input checked="" type="checkbox"/>	Favourites	
Investment Fund	JMV5	Merlan UK Mid Cap U1 AE	0.78		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>
Investment Fund	JMVT	Merlan UK Mid Cap U1 IE	0.78		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="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 table for fund allocation with columns for asset classes and a 'Total' column. Callout 1 points to the 'Total' column. Callout 2 points to the 'Add Cash' button. Callout 3 points to the 'Next' button in the bottom navigation bar.

Model Portfolio Build Method: None	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 investment):	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%	99.93%	0.00%	0.00%	0.00%	Remove
Merian UK Mid Cap L1 AE	Alloc: 0.00 %	2.40%	97.60%	0.00%	0.00%	0.00%	0.00%	Remove
Total Amount Allocated:	0.00%							Add Cash

1. Total column

2. Add Cash button

3. Next button

## 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**.

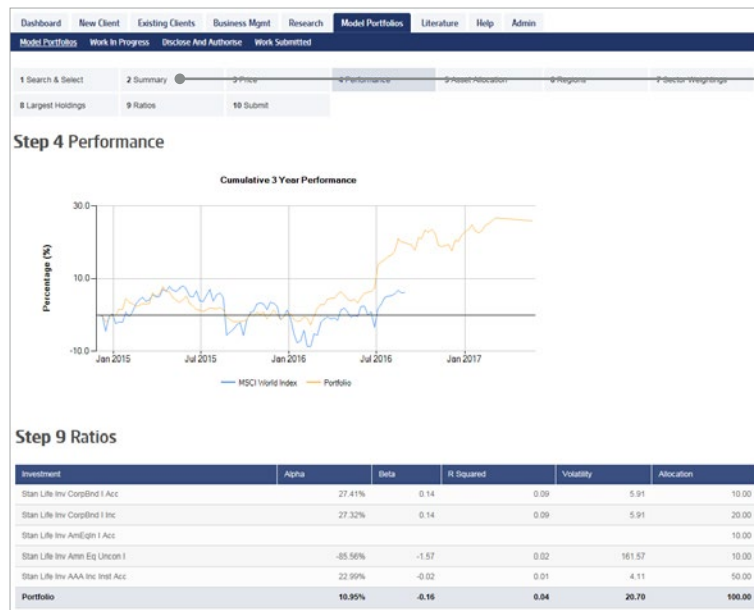
## Notes

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



1.

## 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

**Step 10 Submit**

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

Investment	Allocation	Investments eligible for:						Fund Factsheet
		GIA	ISA	Pension	Bond	Composite (Bundled)	Explicit (Unbundled)	
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

Model Portfolio Available For: Yes Yes Yes Yes Yes Yes

Model Portfolioscan Documents

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

Generate new Portfolioscan **Generate**

**Submit Model**

Model portfolio name: Portfolio A v1

Charging structure: Explicit (Unbundled)

1.

2.

3.

4.

## 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.

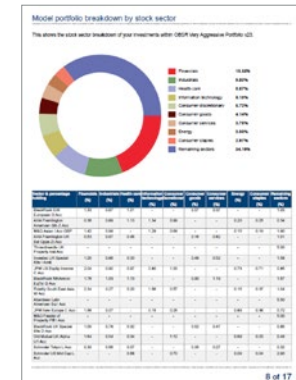
3. View and print individual client/adviser facing fund factsheets if required.

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**.

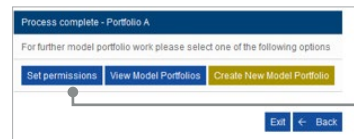


4. To illustrate key investment data you can create a Model Portfolioscan document. Click on the **Generate** button, then click **Complete** to open, view and print.



# Set model portfolio permissions

## What you will see



## 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

4.

## 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 9am to 5pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

### **Email us at [Elevate\\_Enquiries@abrdn.com](mailto:Elevate_Enquiries@abrdn.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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For more information visit [abrdn.com/adviser](http://abrdn.com/adviser)

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