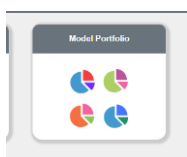


How to build a Model Portfolio

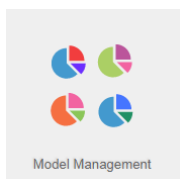
One

Click **Model Portfolio**.



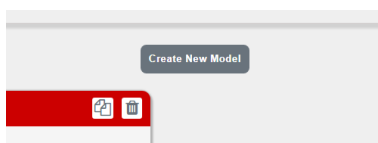
Two

Click **Model Management**.



Three

Click **Create New Model**.



Four

Enter:

A **Model Name** of your choice.

A **Model Reference** which should be an abbreviation of the Model Name.

A **Minimum Trade Value** which is the minimum threshold for trades taking place after growth/loss between rebalances. The minimum you can select is **10**.

An **Aim** and **Risk**.

Click **Save Model**.

The screenshot shows the 'Model Management' page with a sidebar on the left containing a 'List' icon and a 'Model Portfolio' link. The main content area is titled 'Fill out the details below to create a new model'. The form includes the following fields:

- Model Name: Example Model
- Model Reference: ExModel
- Minimum Trade Value: 10
- Aim: Balanced
- Risk: Medium

A 'Save Model' button is located at the bottom of the form.

Five

Use the **Quick Search** box to find your selected funds using the ISIN code or fund name. On finding each fund, tick the box to the left hand side of the entry then click **Add Selected Asset to Model**.

The screenshot shows the 'Assets Available for this Model' section. It includes a 'Find' quick search box and a table of assets:

Name	ISIN	Type	Sector
<input type="checkbox"/> L&G Multi Index 5 Fund C Acc	GB00B4612870	Unit Trust	
<input type="checkbox"/> L&G Multi Index 3 Fund C Inc	GB00B4612814	Unit Trust	
<input type="checkbox"/> L&G Multi Index 5 Fund C Inc	GB00B4612861	Unit Trust	
<input type="checkbox"/> L&G Multi Index 7 Fund C Inc	GB00B4612719	Unit Trust	

At the bottom of the table is a button labeled 'Add Selected Asset to Model'.

Six

Add your chosen weightings in the boxes on the right hand side and click **Save Allocation Change**.

The screenshot shows the 'Assets Allocated to this Model' section. It includes a 'Find' quick search box and a table of assets with allocation details:

Name	ISIN	Type	Sector	% Allocated	Set Allocation
<input type="checkbox"/> L&G Multi Index 7 Fund C Inc	GB00B4612719	Unit Trust		0.00 %	0.00
<input type="checkbox"/> L&G Multi Index 6 Fund C Acc	GB00B4612204	Unit Trust		0.00 %	0.00
<input type="checkbox"/> L&G Multi Index 3 Fund C Inc	GB00B4612814	Unit Trust		0.00 %	0.00
Cash				0.00 %	0.00
Total				0.00 %	

At the bottom of the table is a button labeled 'Save Allocation Change'.

Seven

Your model is now built but there are further actions needed before it can be considered 'live'.

First:

Click **Make Live**.

Click **Unlock**. This means the model can now be used for trades but **please do not exit until you have completed step Eight**.

Model Portfolio Model Management

Example Model

LOCKED BY: GREGOR LEIGHTON

Unlock

Make Live

Ref: ExModel
Minimum Trade Value: 10
Aim: Balanced
Risk: Medium
Status: Draft

Assets My Firm's Permissions

Assets Available for this Model

Find: Quick search...

	Name
<input type="checkbox"/>	L&G Multi Index 5 Fund C Act
<input type="checkbox"/>	L&G Multi Index 5 Fund C Inc
<input type="checkbox"/>	L&G Multi Index 4 Fund C Inc
<input type="checkbox"/>	L&G Multi Index 4 Fund C Act

Eight

You then need to ensure you have completed the detail for each of the tabs along the top of the page. You have already completed Model Details and Assets but now need to complete **My Firm's Permissions** before exiting. If you have clients to link you can also click **Client Accounts** and link accordingly.

Model

BY: GHTON

Lock

Assets My Firm's Permissions Model Details

Assets Available for this Model

Cont.

Here is the **My Firm's Permissions** screen; you can decide whether to give 'default' permissions (which means everyone at your company can take action on the model) or select colleagues for 'bespoke' permissions (which means you are entrusting particular individuals with taking actions on your behalf).

It is essential that you complete this last action as failure to do so may result in the model being unusable/un-editable in your absence.

AVAILABLE FOR TRADING

Lock to Edit

Self: Enabled
Maximum Trade Value: 50
Auto: Re-enabled
Risk: Medium
Status: Live

Created by: Aimee-Leigh Norrah Selimayer on 03/04/2018 15:12:01
Last Edited by: Aimee-Leigh Norrah Selimayer on 03/04/2018 15:56:41

AssetsClient AccountsMy Firm's PermissionsModel Details

Set Default Model Permissions for All Users within my Firm

☐ Attach/Remove Accounts☐ Allocate Money☐ Rebalance☐ Edit Model

Users with Default Permissions

Find Quick search

User Name
<input type="checkbox"/> Chukwubukem Cobi
<input type="checkbox"/> Denis Britton
<input type="checkbox"/> Donald Abbott
<input type="checkbox"/> Lana Sathya Prev

1 - 8 of 8 items

Add Selected Users for Bespoke Permissions

Users with Bespoke Permissions

Find Quick search

User Name	Attach/Remove Accounts	Allocate Money	Rebalance	Allow Onward Share	Edit Model
<input type="checkbox"/> Aimee-Leigh Norrah Selimayer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Abdulrahman Wadlington	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Anish Shetty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Aileen Piment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 - 17 of 17 items

Remove Bespoke Permissions for Selected Users