Defaqto Engage
Adding existing plans

Contents

Introduction

Defaqto Engage allows you to add client plans to the software, which can then be reviewed to evaluate their performance, charges and risk level.

This guide will instruct you how to:

- Add a product/platform
- Add investments (manually)
- Add investments (by importing an Excel or csv file)

If you have any further questions regarding the contents of this guide, please contact Defaqto Customer Support by calling 01844 295544 or emailing customersupport@defaqto.com.

Getting Started

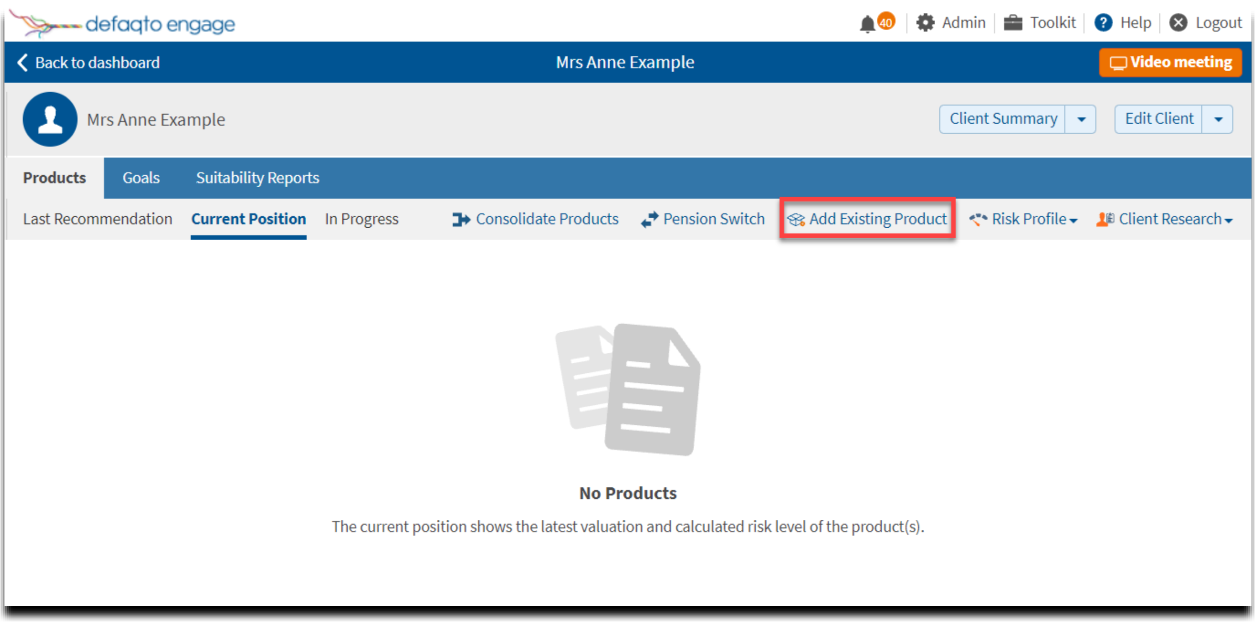
If you are using a back-office integration, your client's plans will automatically pull through to the software and there is no need to manually add plans. However, if you are using Engage as a standalone application, you can manually enter a plan from either the client record or by opening a saved risk profile (goal).

If the plan is added under a saved risk profile, the plan will be reviewed against the client's agreed risk level. If the plan is added against the client record, it can be assigned to a saved risk profile at a later date.

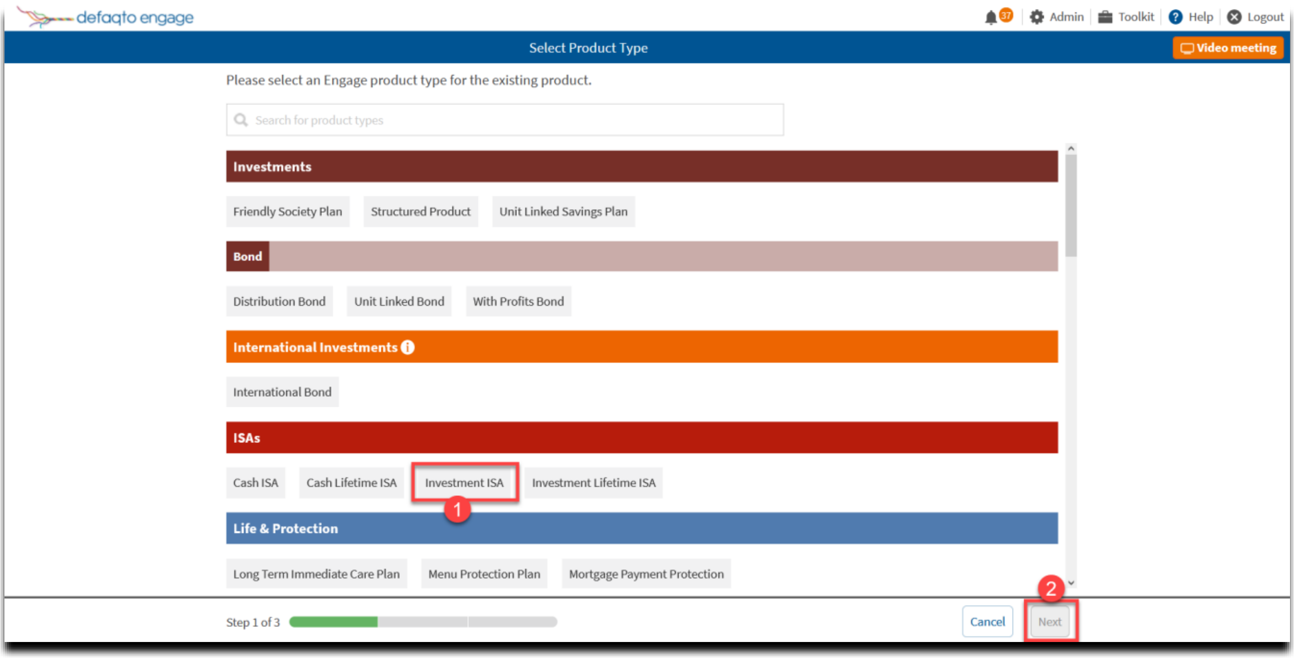
When a plan has been linked to a saved risk profile, the report generated from the review will include the client's answers to the ATR questionnaire and stochastic projection graphs.

Adding a product/platform

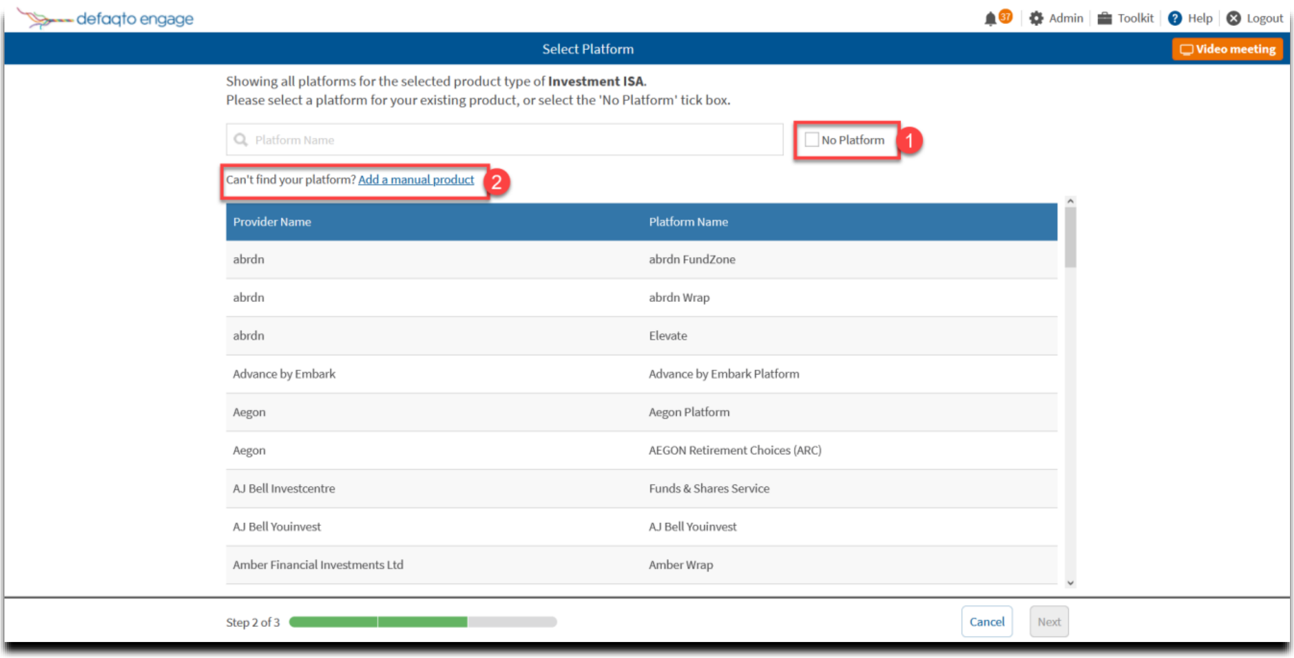
To add an existing plan under the client record, click Add Existing Product.



Then select a product type from the displayed list e.g. **Investment ISA**. Then click **Next**.

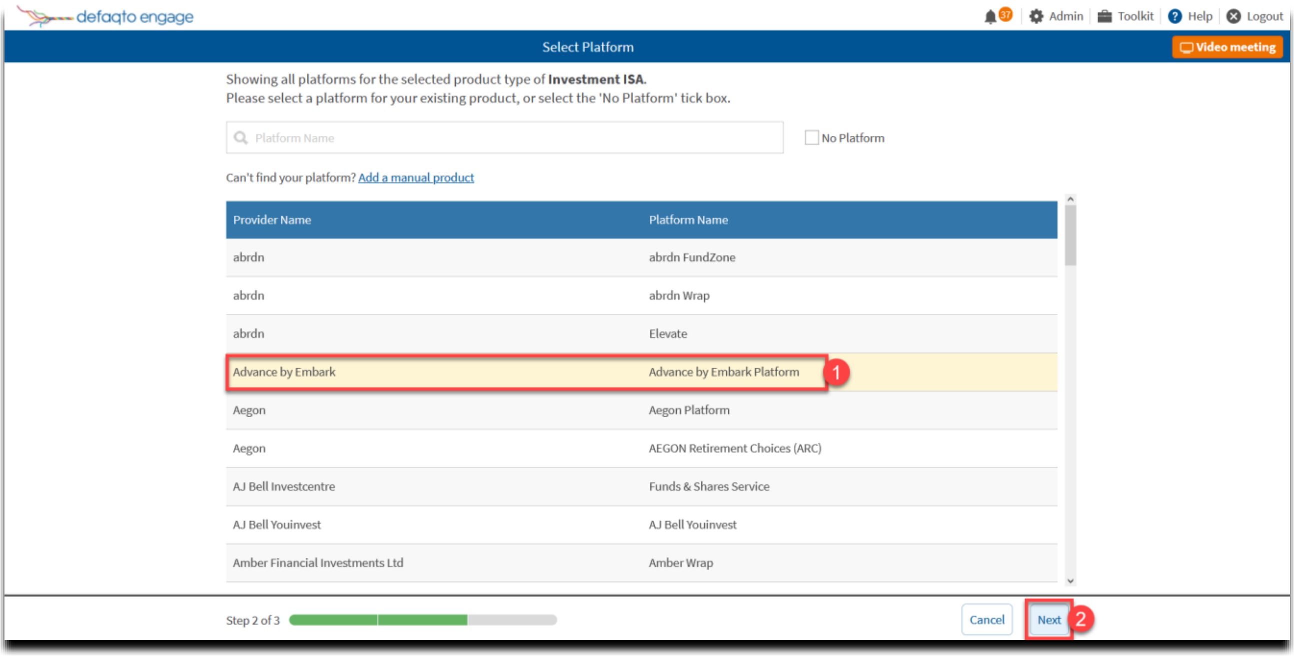


Now select the appropriate platform provider. If there is no platform, select the **No Platform** option and click **Next**.

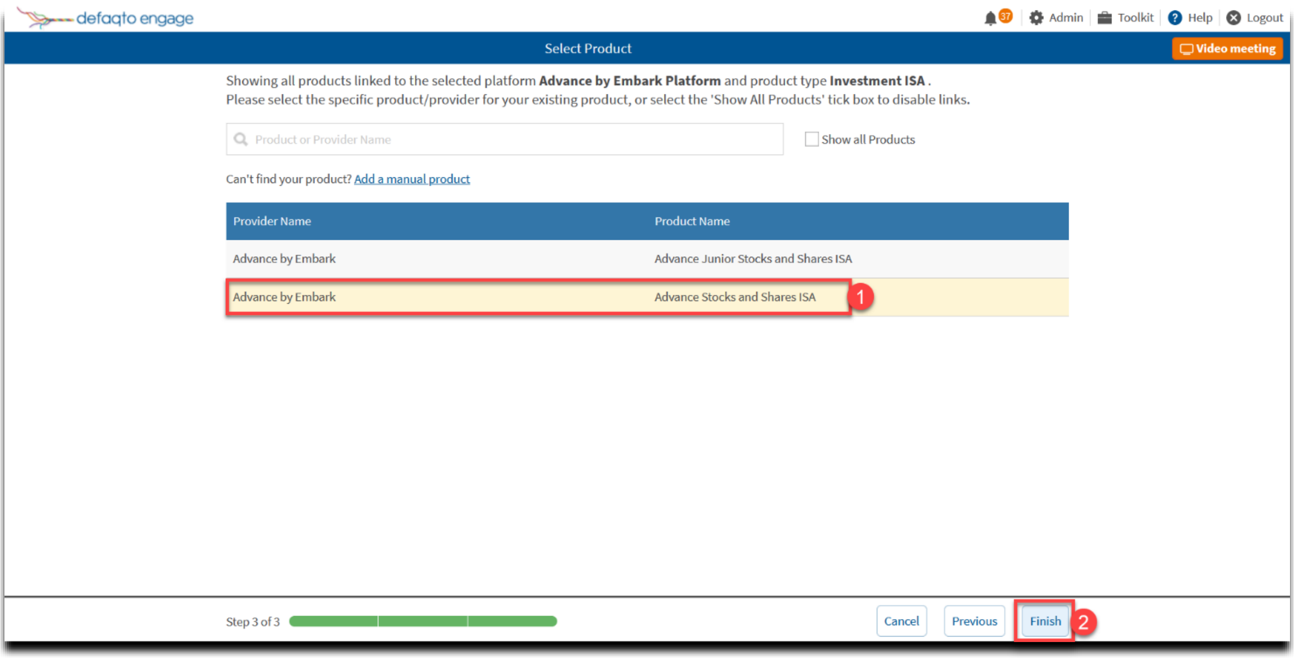


If the platform is no longer available for new business, you can click **Add a manual product**.

In the below example **Advance by Embark** has been selected.



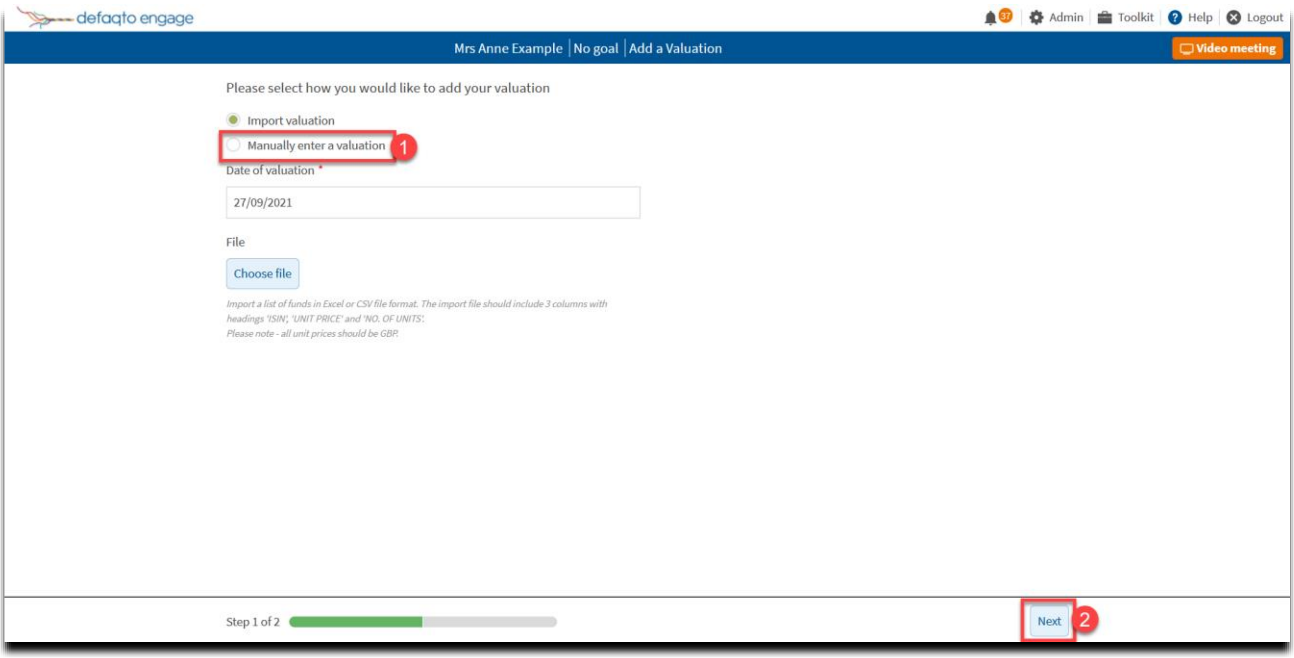
By clicking the **Next** button, you can now select the product that is linked to the platform. In this example, **Advance by Embark Stocks & Shares ISA** has been selected.



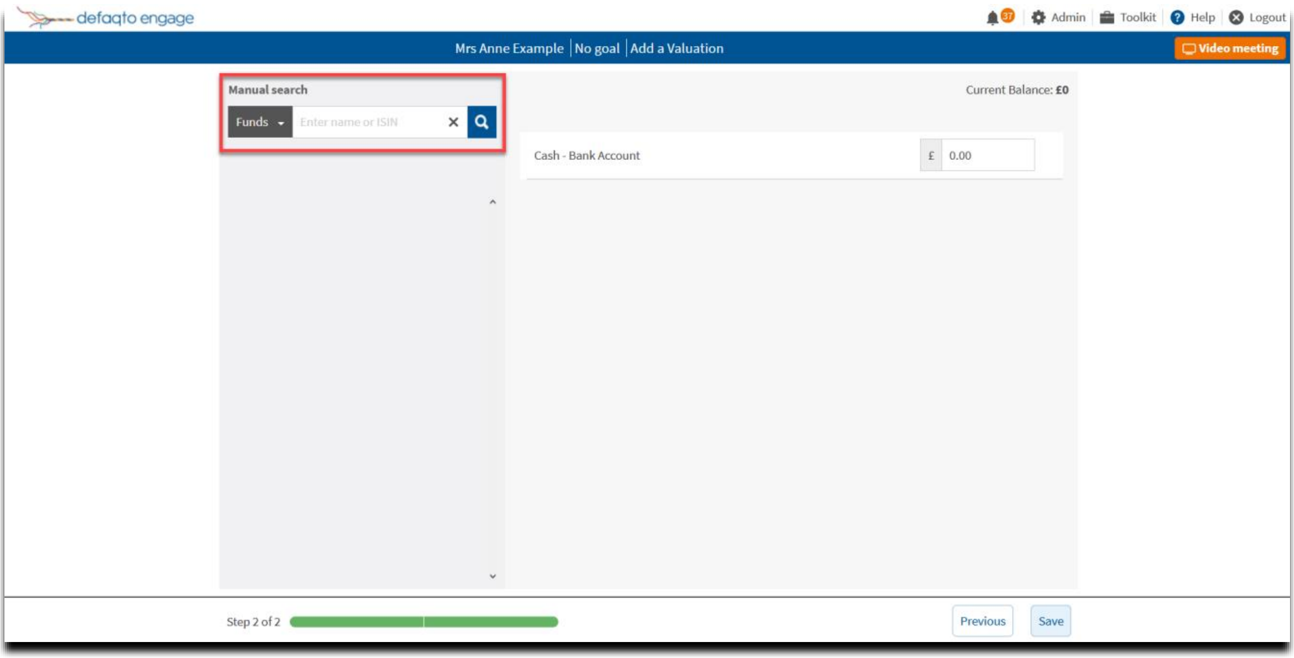
Then click **Finish**.

Adding investments (manually)

The next step is to add your client's investments. This can be done by either importing a file (see page 10), or by manually adding the investments.

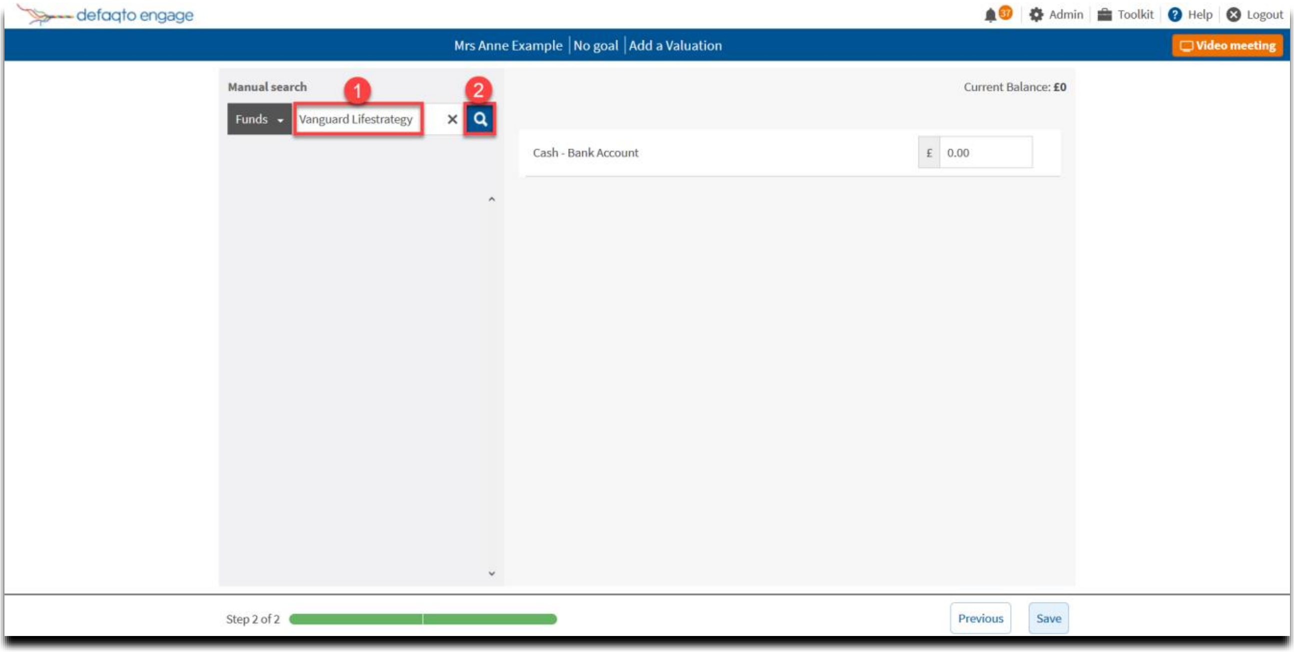


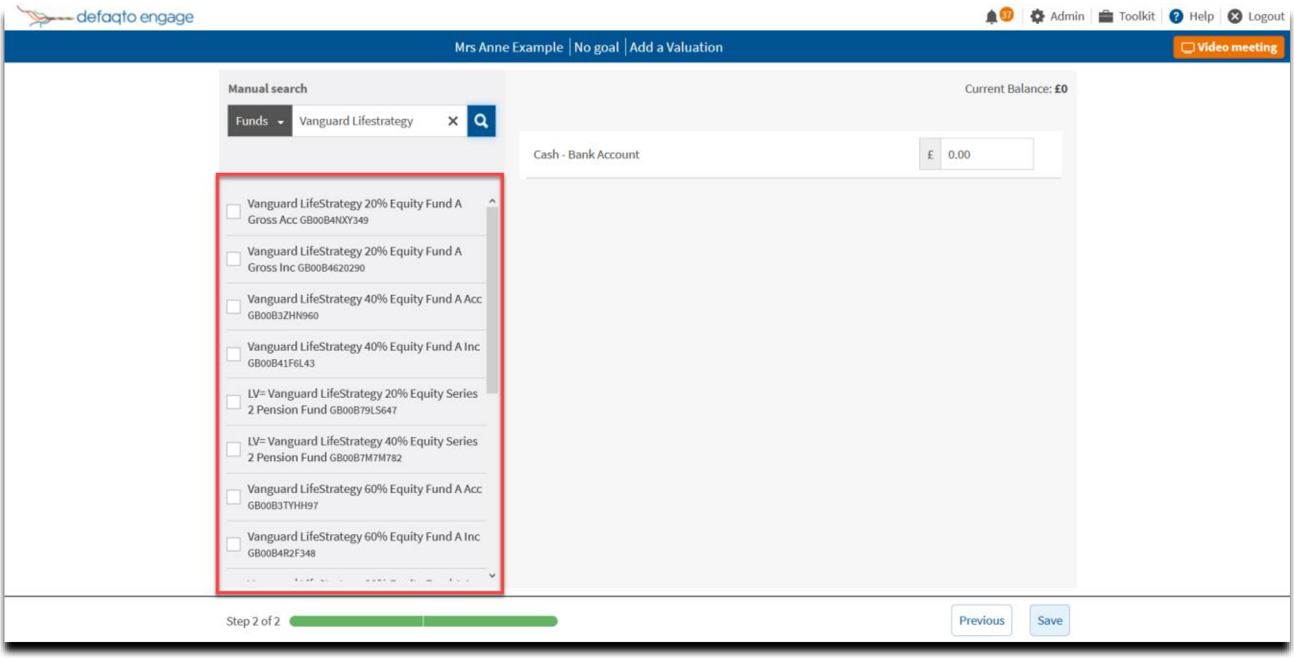
To do this, select the option Manually enter a valuation and then click Next. You can now search for Funds or DFM MPS by using the dropdown under Manually search. In this example, the search will be looking up funds.



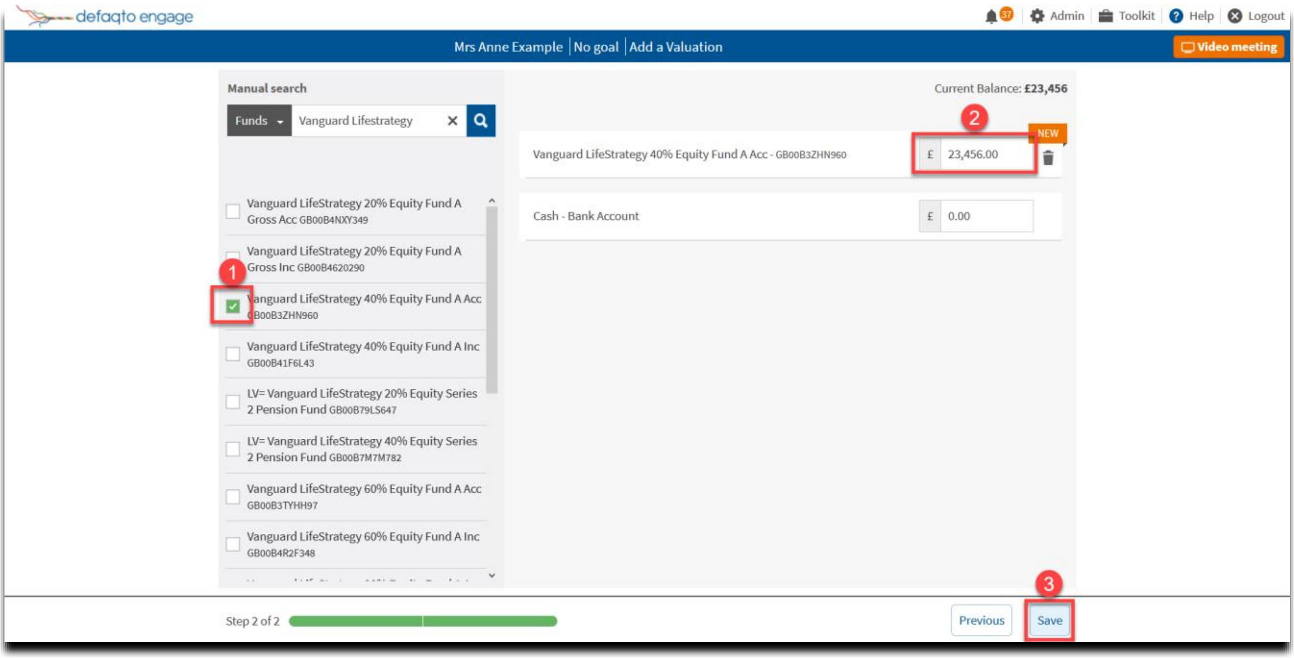
This is achieved by typing in a fund name or ISIN.

For example, by typing in Vanguard LifeStrategy and then clicking the spyglass icon, the system will return results based on your search criteria.



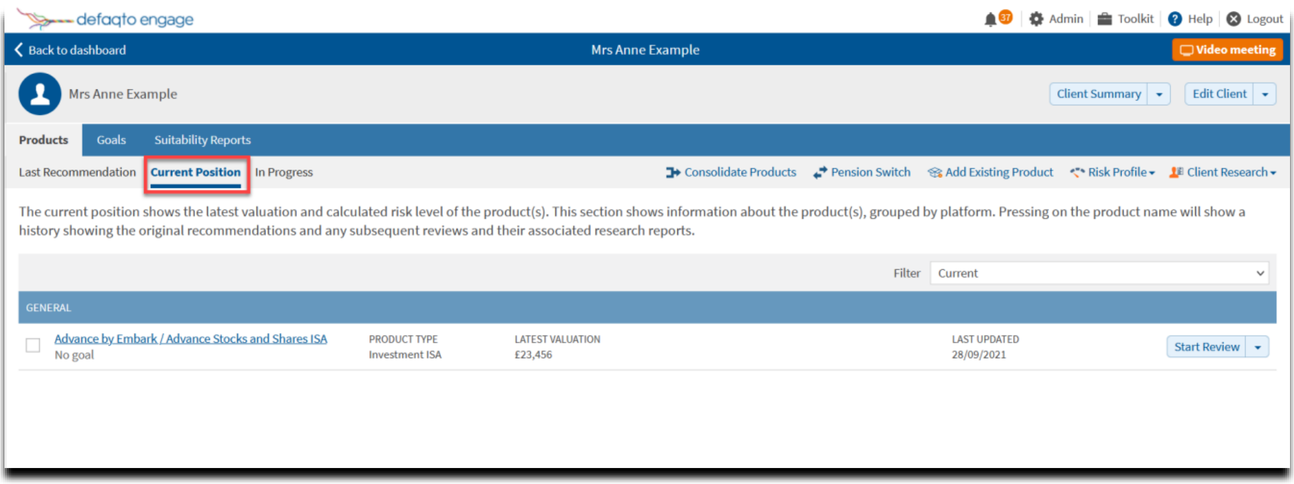


Once you have found the fund, tick the check box located next to the desired fund(s) and it will move over to the right-hand column, where you can allocate how much money the client has invested in the fund.

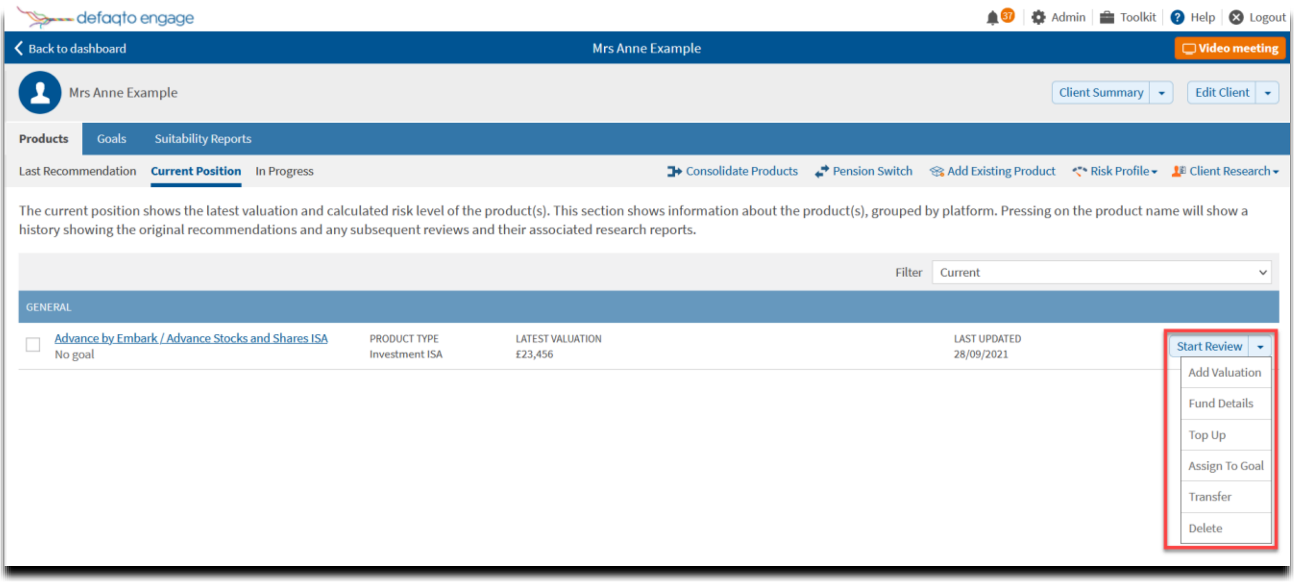


The **Cash Bank Account** field can also have a value assigned. If there are multiple funds in the portfolio, you can use the **Manual Search** field again to find all of the required funds. Once the portfolio is complete, click **Save**.

The plan has now been successfully added under the **Current Position** of the client record.



By clicking the arrow located to the right of **Start Review** button, you have the choice to **Start Review**, **Assign to a Goal**, **Add Valuations, Transfer** and **Top up**. Please refer to the other relevant guides to learn about these steps.



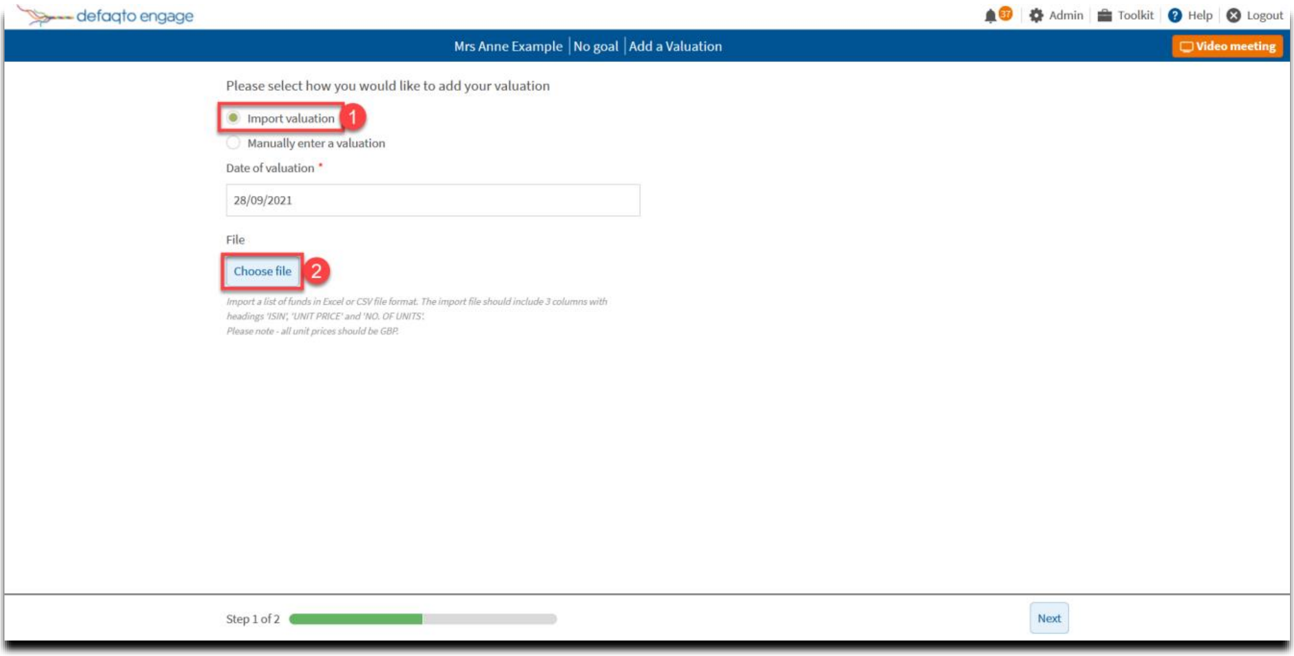
Adding investments (importing a file)

Alternatively, rather than manually entering a valuation, you can import an Excel or CSV file.

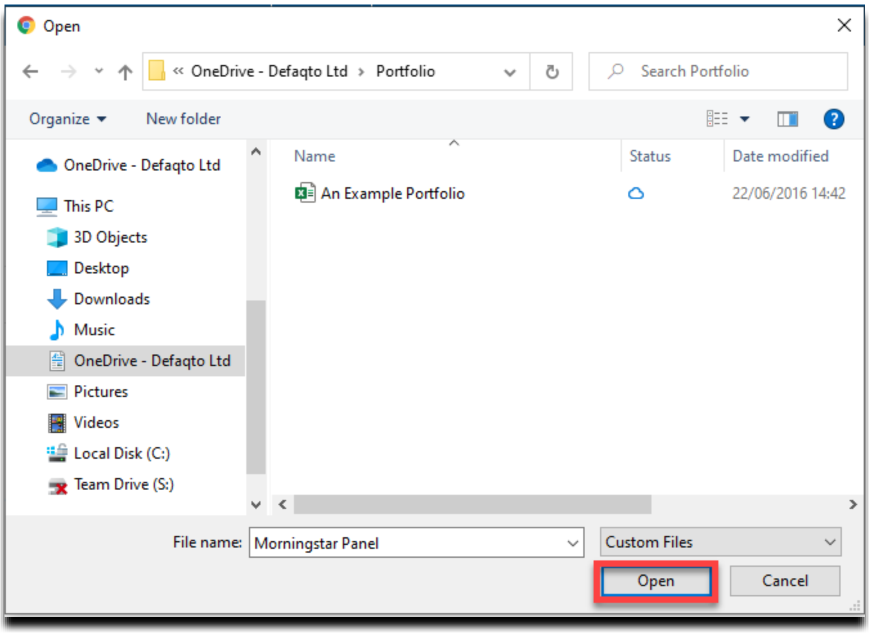
	A	B	C	D	E
1	ISIN	UNIT PRICE	NO. OF UNITS	Fund name	
2	GB0007476426	1.2345	20500	Henderson European Smaller Companies Fund I Acc	
3	GB00B65PFY02	1.5432	20500	Premier Pan European Property Share Fund Class C Accumulation Shares	
4	GB00B77DQT14	1.0111	14900	Rathbone Ethical Bond Fund Institutional Acc	
5	GB00B7MMLM18	10.011	14500	AXA Framlington UK Smaller Companies Fund Z GBP Acc	
6	GB00B8JYLC77	5.4321	11000	Legg Mason IF Japan Equity Fund Class X Accumulation	
7					
8					
9					
10					

The format of the Excel file or CSV file is shown above and must follow the outlined format:

Once your spreadsheet has been created and saved to a location on your computer, choose the Import Valuation option, then click Choose File. You should also enter the date of the valuation.

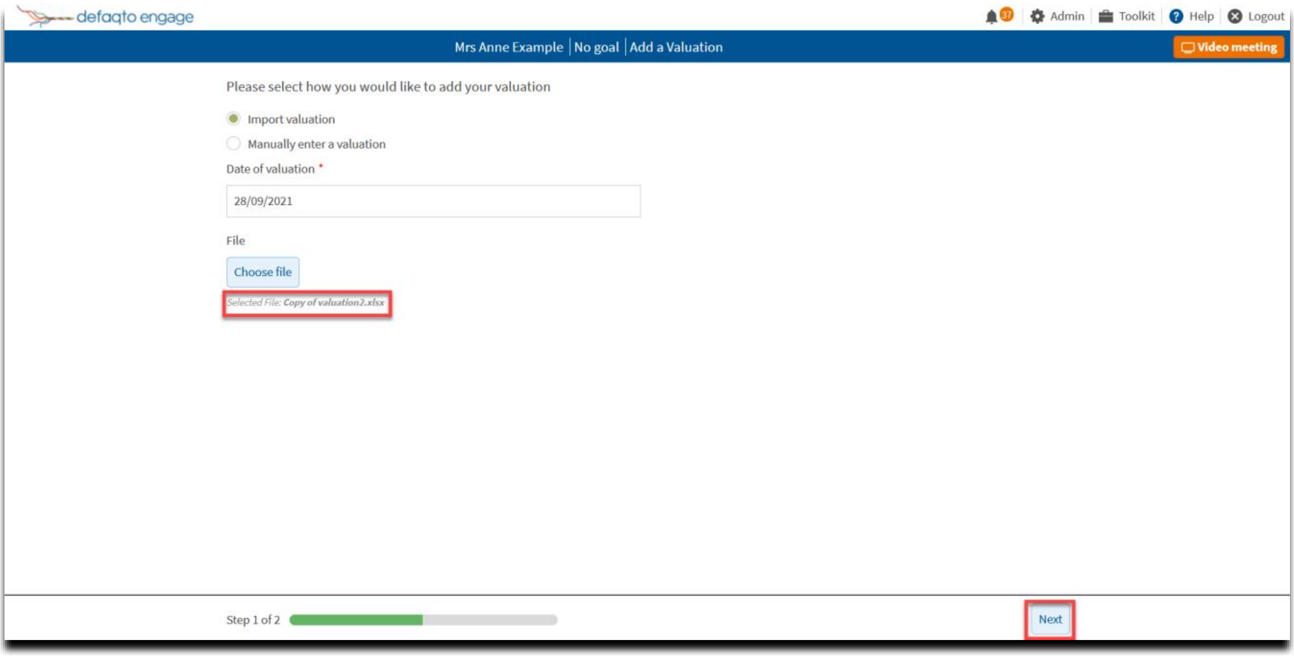


Select your saved spreadsheet from its location on your computer/network.

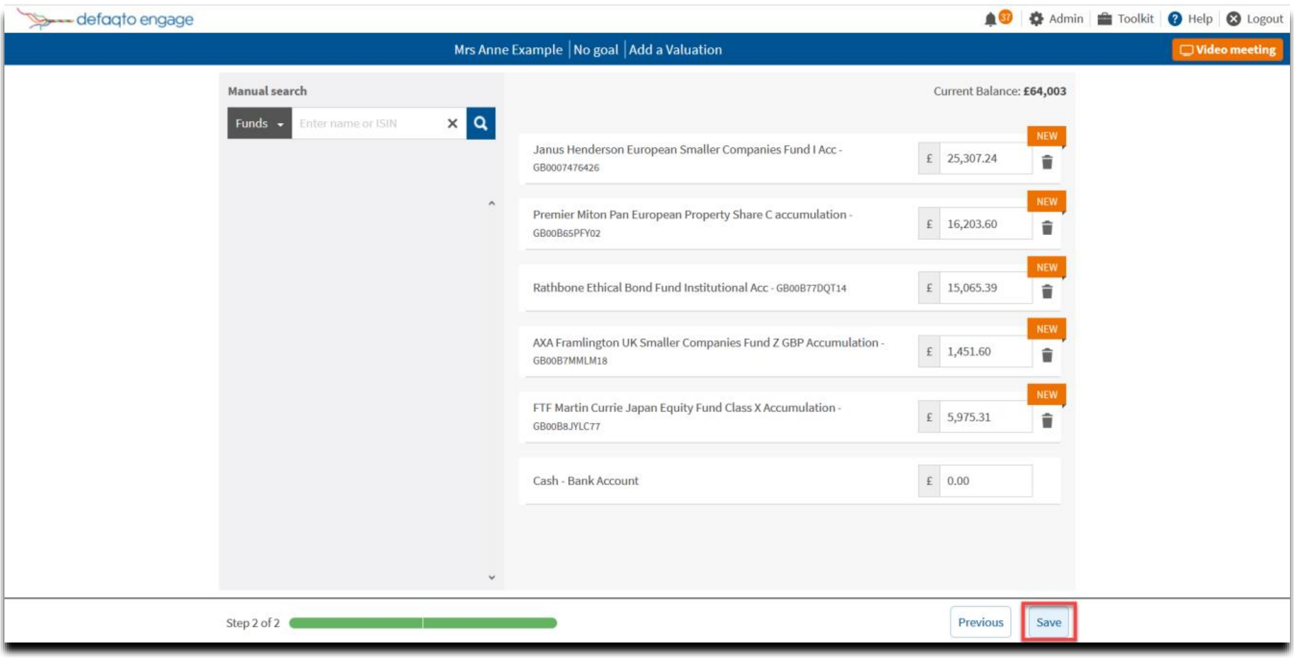


Then click Open.

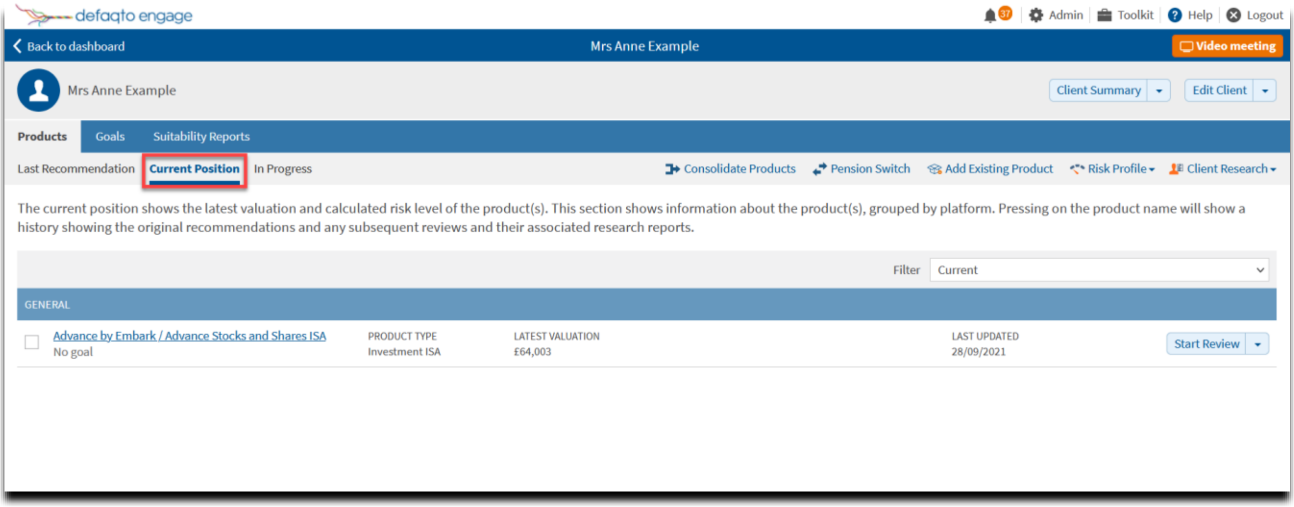
Now click the Next button.



Then click Save.



The plan has now been successfully added under the **Current Position** of the client record.



By clicking the arrow located to the right of **Start Review** button, you have the choice to **Start Review**, **Assign to a Goal**, **Add Valuations, Transfer** and **Top up**. Please refer to the other relevant guides to learn about these steps.