

# Defaqto Engage

## Adding existing plans

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## 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](mailto:customersupport@defaqto.com).

## Getting Started

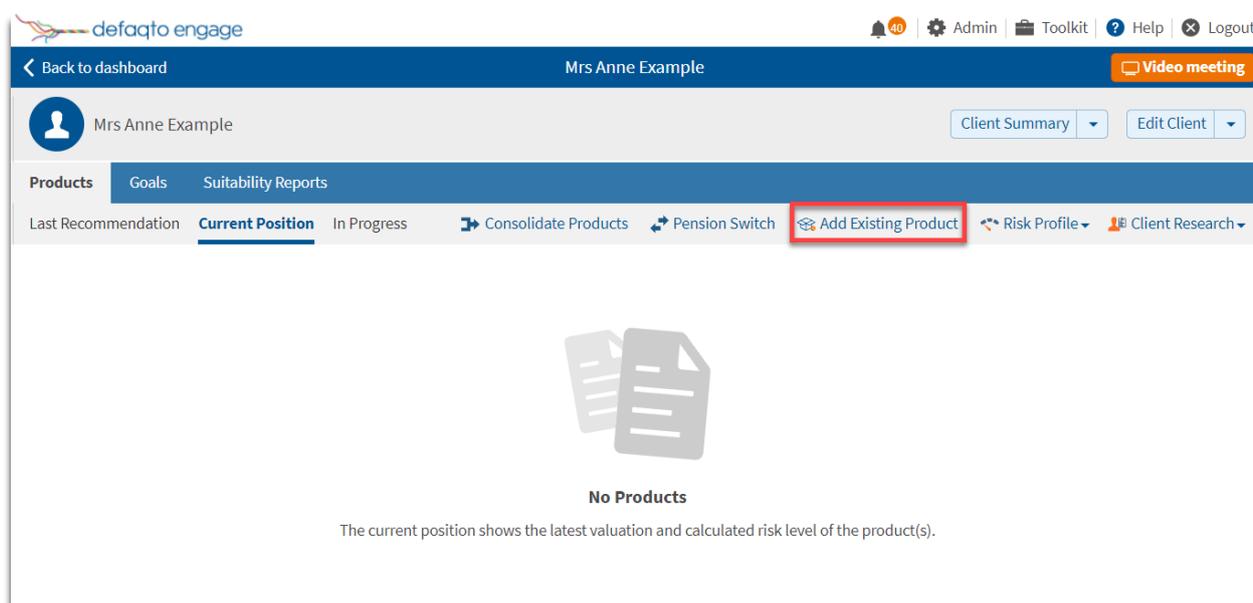
If you are using a back-office integration, your client's plans will automatically pull through to the software and there is no need to manually add plans. However, if you are using Engage as a standalone application, you can manually enter a plan from either the client record or by opening a saved risk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

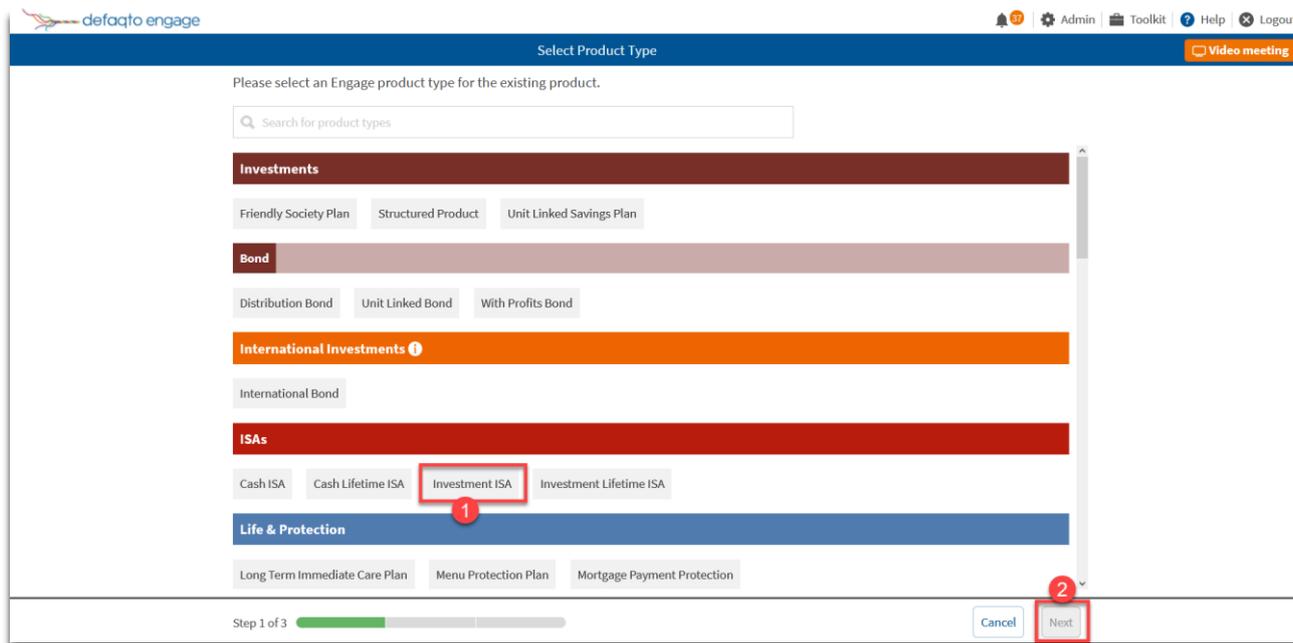
## Adding a product/platform

To add an existing plan under the client record, click [Add Existing Product](#).



The screenshot displays the Defaqto Engage user interface for a client named Mrs Anne Example. The top navigation bar includes the Defaqto Engage logo, a notification bell with '40', and links for Admin, Toolkit, Help, and Logout. Below this, a breadcrumb trail shows 'Back to dashboard' and the client name 'Mrs Anne Example'. A 'Video meeting' button is visible in the top right. The main content area features a profile card for Mrs Anne Example with 'Client Summary' and 'Edit Client' buttons. A navigation menu below the profile card includes 'Products', 'Goals', and 'Suitability Reports'. Under 'Products', there are tabs for 'Last Recommendation', 'Current Position', and 'In Progress'. A secondary menu contains 'Consolidate Products', 'Pension Switch', 'Add Existing Product' (highlighted with a red box), 'Risk Profile', and 'Client Research'. The main content area shows a 'No Products' message with an icon of two documents and a sub-message: 'The current position shows the latest valuation and calculated risk level of the product(s).'

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



defaqto engage

Select Product Type

Please select an Engage product type for the existing product.

Search for product types

**Investments**

Friendly Society Plan   Structured Product   Unit Linked Savings Plan

**Bond**

Distribution Bond   Unit Linked Bond   With Profits Bond

**International Investments**

International Bond

**ISAs**

Cash ISA   Cash Lifetime ISA   **Investment ISA**   Investment Lifetime ISA

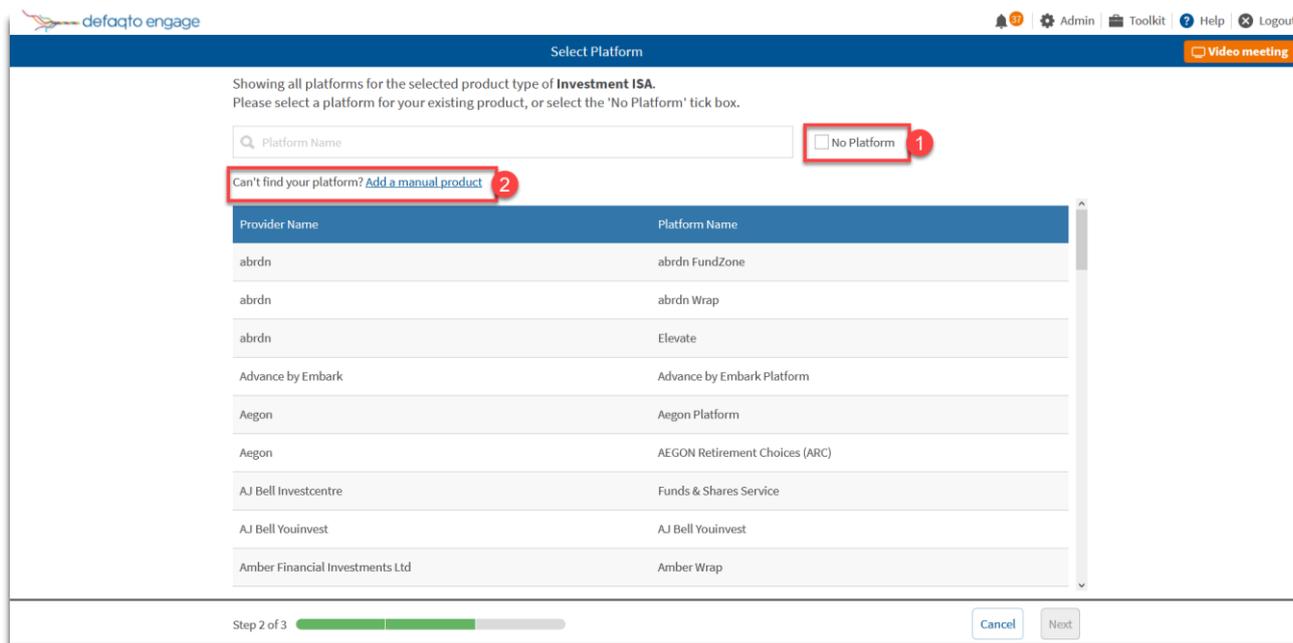
**Life & Protection**

Long Term Immediate Care Plan   Menu Protection Plan   Mortgage Payment Protection

Step 1 of 3

Cancel   **Next**

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



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Select Platform

Showing all platforms for the selected product type of **Investment ISA**.  
Please select a platform for your existing product, or select the 'No Platform' tick box.

Platform Name

No Platform

Can't find your platform? [Add a manual product](#)

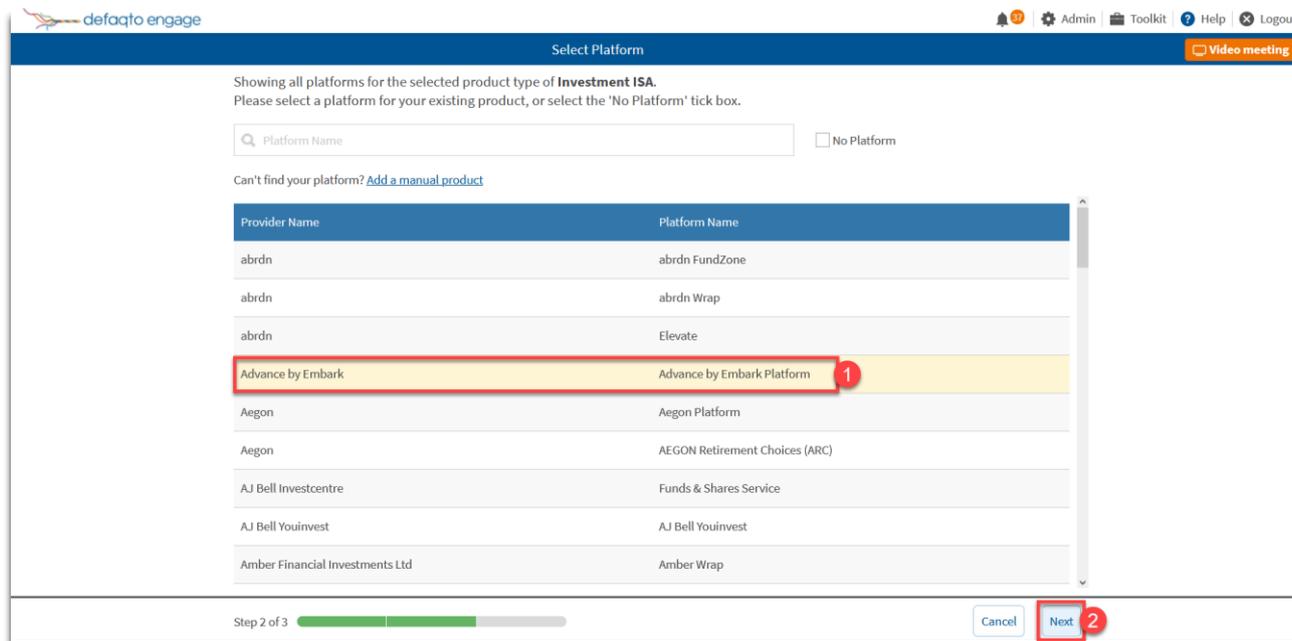
Provider Name	Platform Name
abrdrn	abrdrn FundZone
abrdrn	abrdrn Wrap
abrdrn	Elevate
Advance by Embark	Advance by Embark Platform
Aegon	Aegon Platform
Aegon	AEGON Retirement Choices (ARC)
AJ Bell Investcentre	Funds & Shares Service
AJ Bell Youinvest	AJ Bell Youinvest
Amber Financial Investments Ltd	Amber Wrap

Step 2 of 3

Cancel   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.



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Select Platform

Showing all platforms for the selected product type of **Investment ISA**.  
Please select a platform for your existing product, or select the 'No Platform' tick box.

Platform Name  No Platform

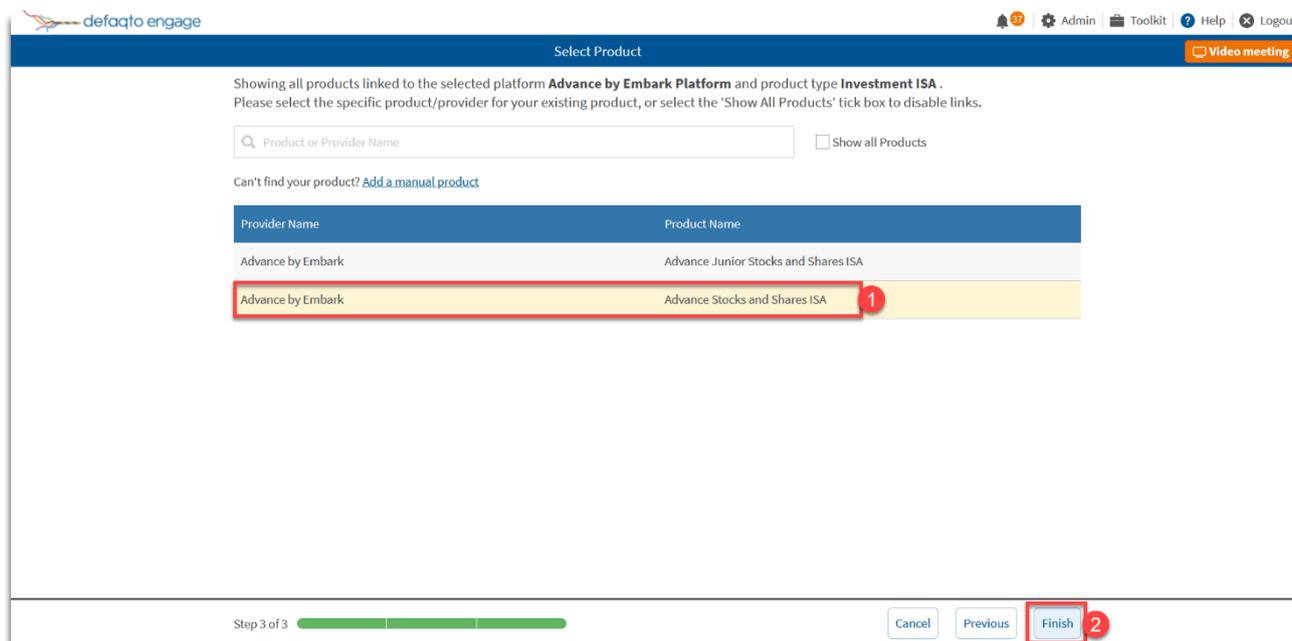
Can't find your platform? [Add a manual product](#)

Provider Name	Platform Name
abrdn	abrdn FundZone
abrdn	abrdn Wrap
abrdn	Elevate
Advance by Embark	Advance by Embark Platform
Aegon	Aegon Platform
Aegon	AEGON Retirement Choices (ARC)
AJ Bell Investcentre	Funds & Shares Service
AJ Bell Youinvest	AJ Bell Youinvest
Amber Financial Investments Ltd	Amber Wrap

Step 2 of 3

Cancel Next

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.



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Select Product

Showing all products linked to the selected platform **Advance by Embark Platform** and product type **Investment ISA**.  
Please select the specific product/provider for your existing product, or select the 'Show All Products' tick box to disable links.

Product or Provider Name  Show all Products

Can't find your product? [Add a manual product](#)

Provider Name	Product Name
Advance by Embark	Advance Junior Stocks and Shares ISA
Advance by Embark	Advance Stocks and Shares ISA

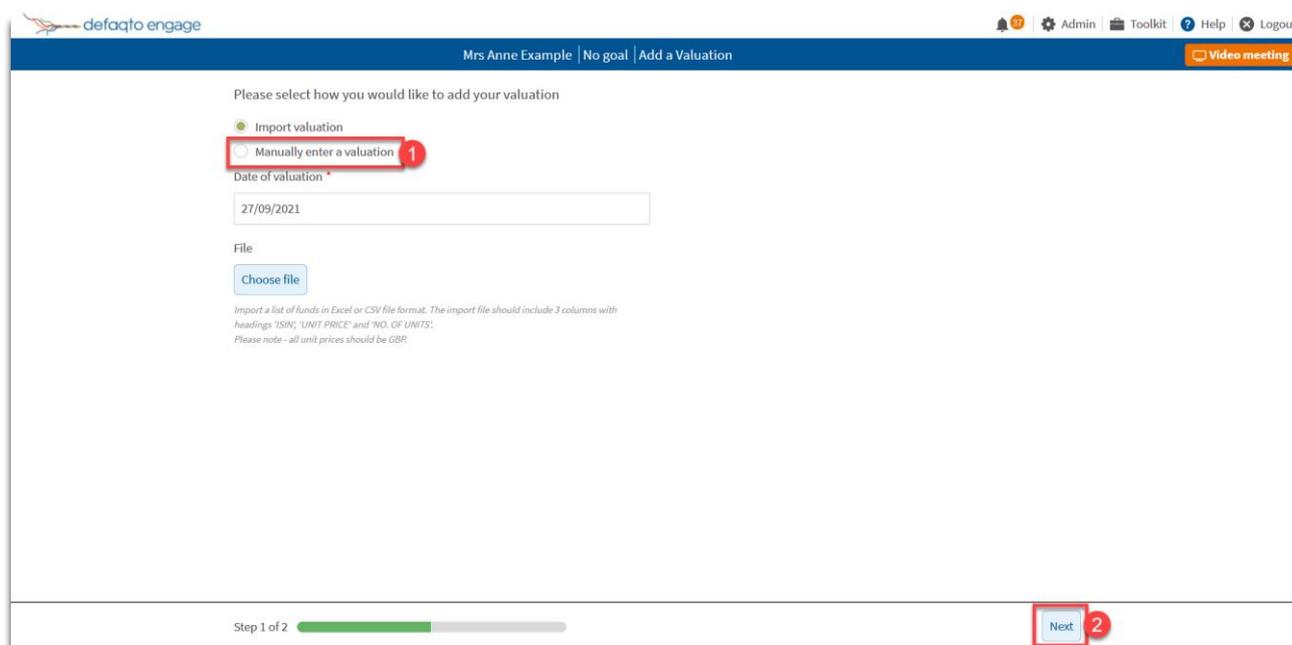
Step 3 of 3

Cancel Previous Finish

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.



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Mrs Anne Example | No goal | Add a Valuation

Please select how you would like to add your valuation

Import valuation

Manually enter a valuation **1**

Date of valuation \*

27/09/2021

File

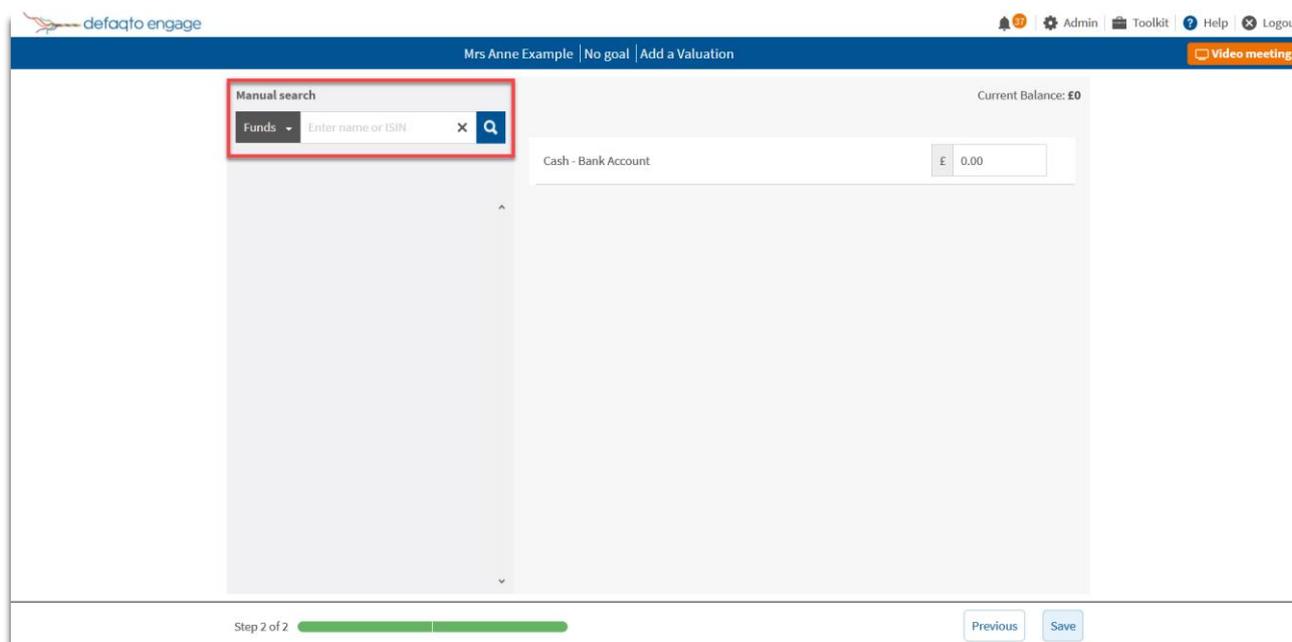
Choose file

Import a list of funds in Excel or CSV file format. The import file should include 3 columns with headings 'ISIN', 'UNIT PRICE' and 'NO. OF UNITS'. Please note - all unit prices should be GBP.

Step 1 of 2

Next **2**

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.



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Mrs Anne Example | No goal | Add a Valuation

Manual search

Funds - Enter name or ISIN x Q

Current Balance: £0

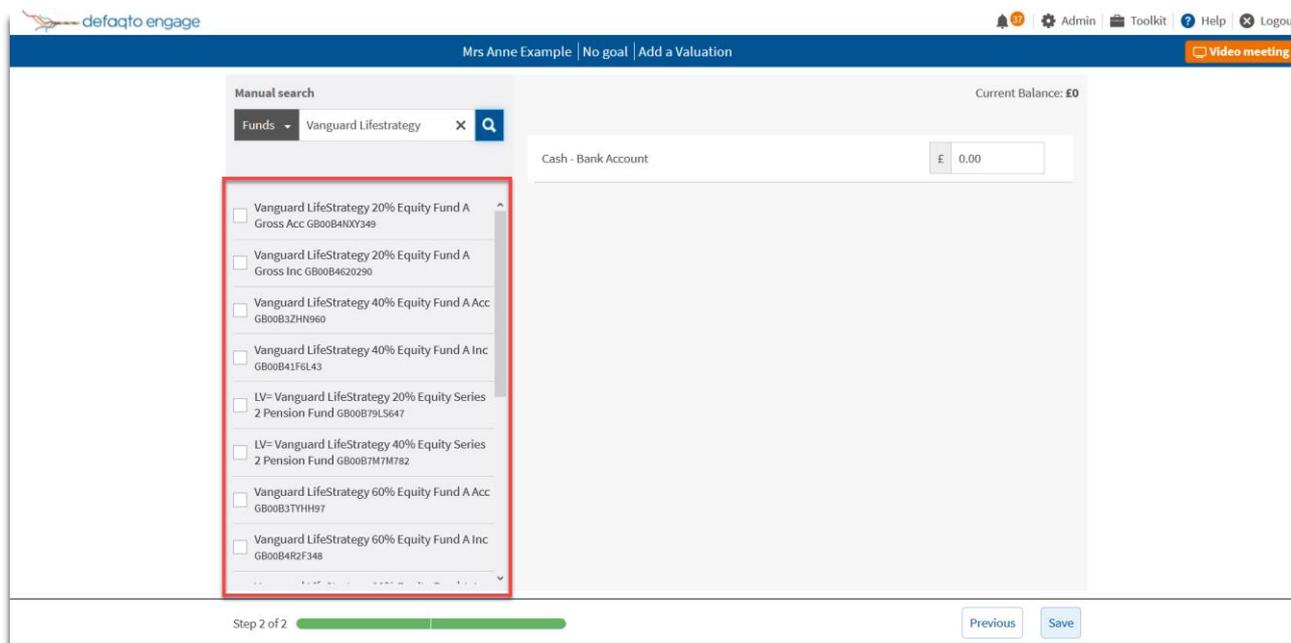
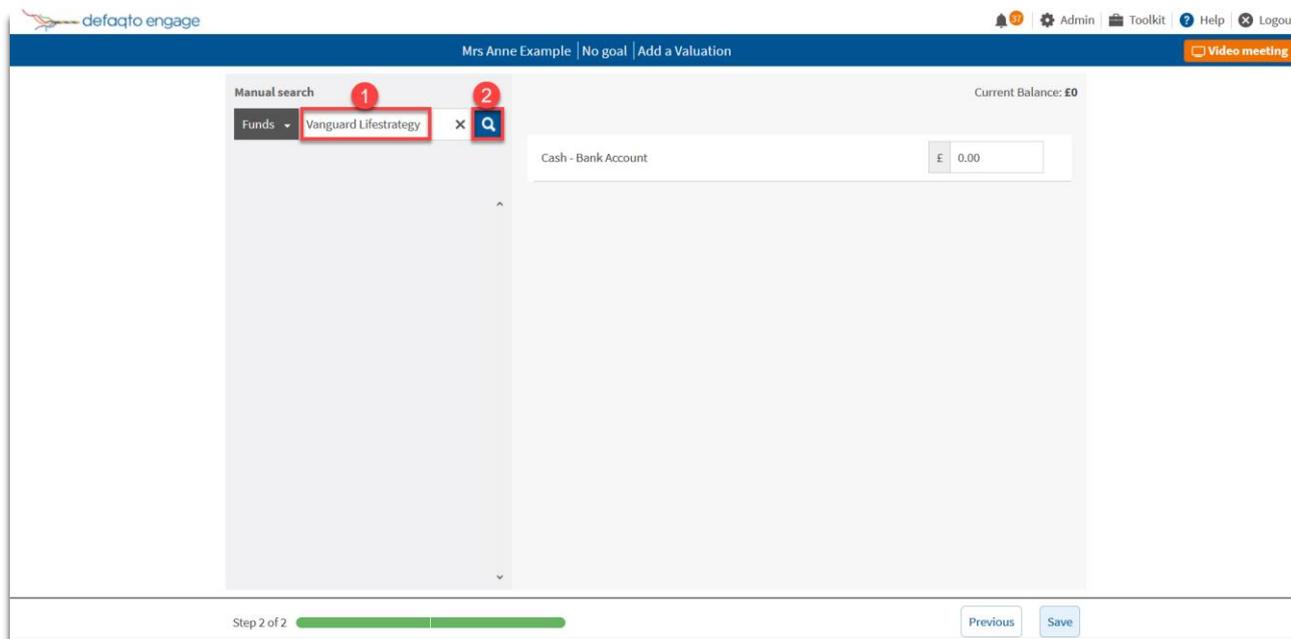
Cash - Bank Account £ 0.00

Step 2 of 2

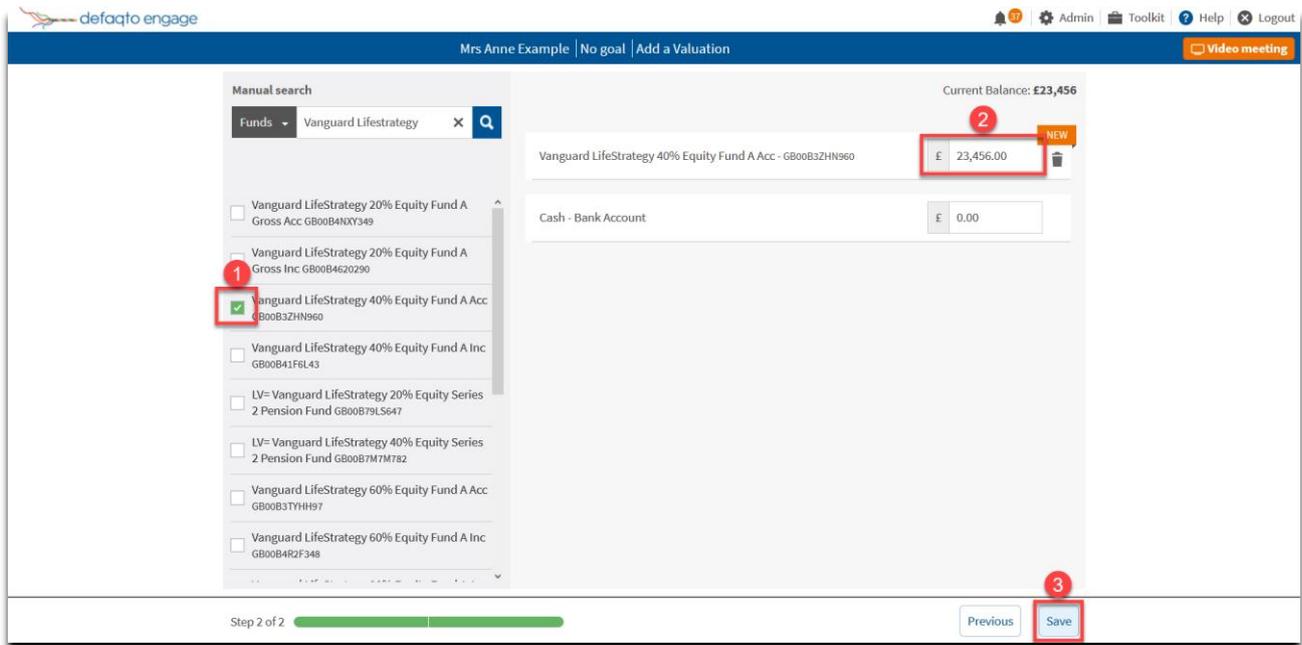
Previous Save

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.

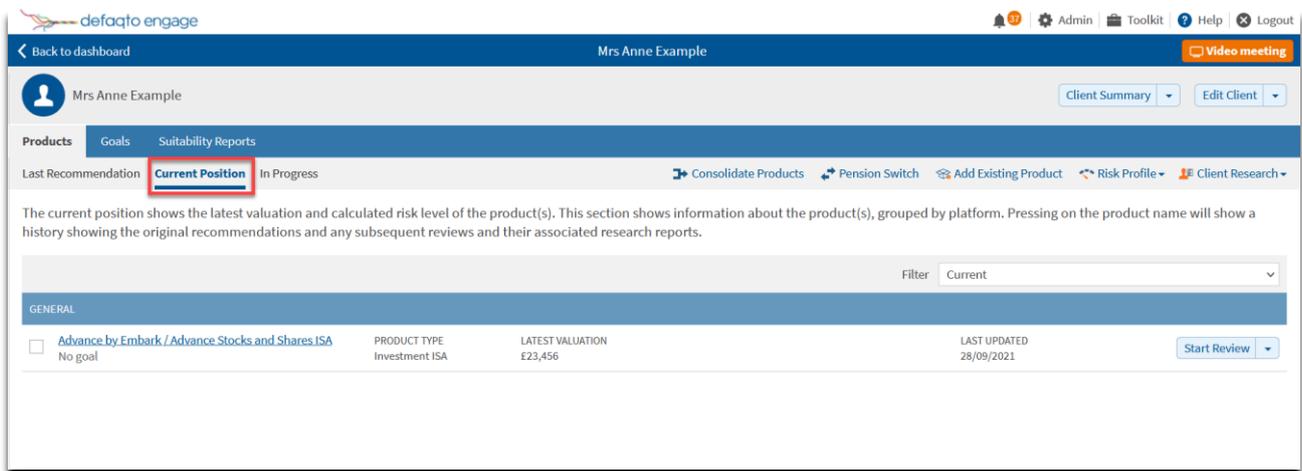


Once you have found the fund, tick the check box located next to the desired fund(s) and it will move over to the right-hand column, where you can allocate how much money the client has invested in the fund.

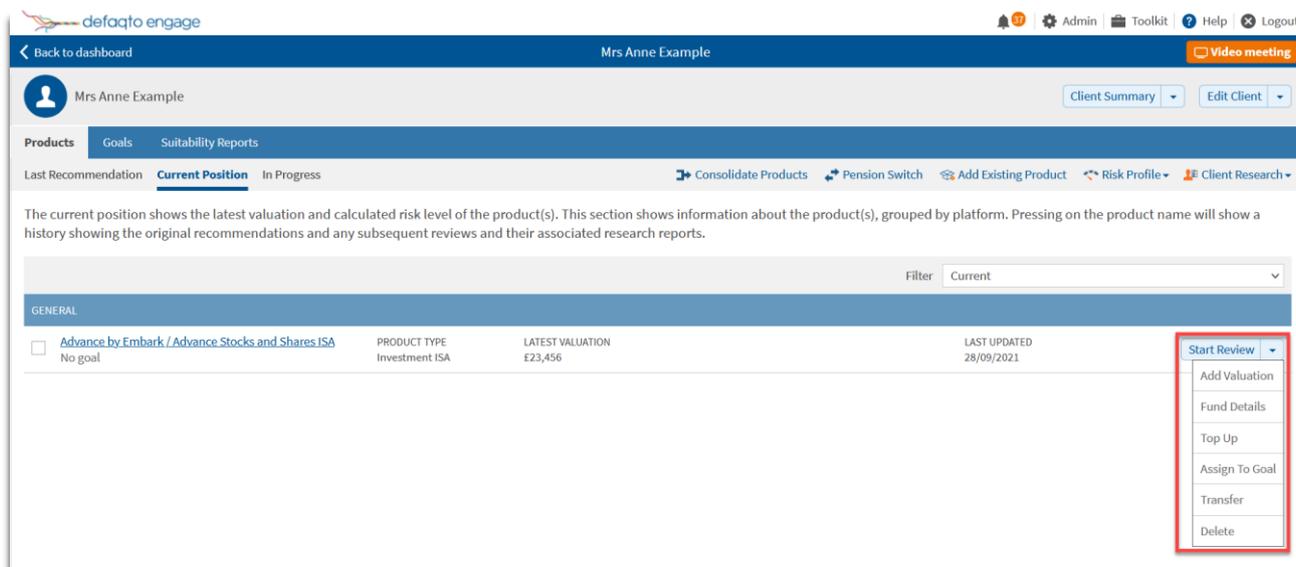


The **Cash Bank Account** field can also have a value assigned. If there are multiple funds in the portfolio, you can use the **Manual Search** field again to find all of the required funds. Once the portfolio is complete, click **Save**.

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.



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Mrs Anne Example

Products: Goals, Suitability Reports

Last Recommendation: **Current Position** In Progress

Consolidate Products | Pension Switch | Add Existing Product | Risk Profile | Client Research

The current position shows the latest valuation and calculated risk level of the product(s). This section shows information about the product(s), grouped by platform. Pressing on the product name will show a history showing the original recommendations and any subsequent reviews and their associated research reports.

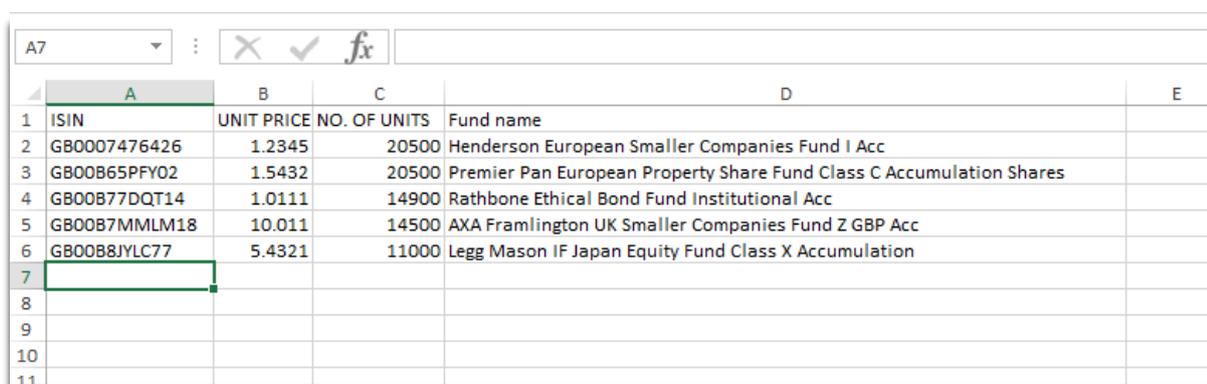
Filter: Current

GENERAL	PRODUCT TYPE	LATEST VALUATION	LAST UPDATED
<input type="checkbox"/> <a href="#">Advance by Embark / Advance Stocks and Shares ISA</a> No goal	Investment ISA	£23,456	28/09/2021

- Start Review
- Add Valuation
- Fund Details
- Top Up
- Assign To Goal
- Transfer
- Delete

## Adding investments (importing a file)

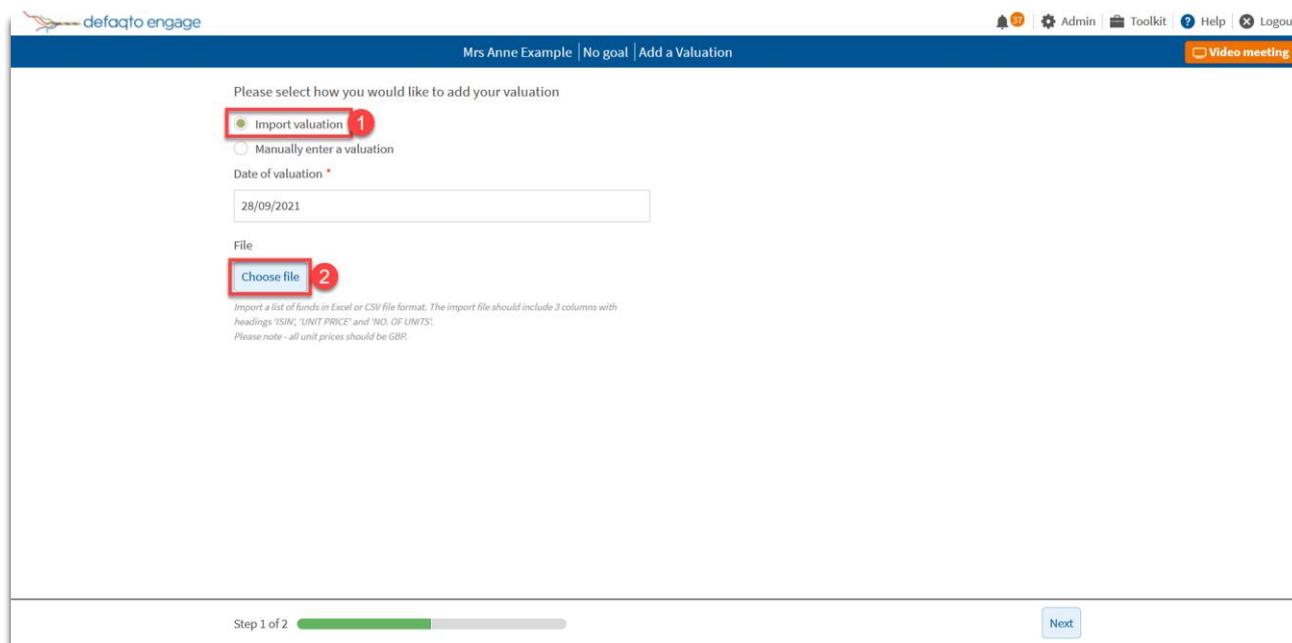
Alternatively, rather than manually entering a valuation, you can import an Excel or CSV file.



	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					
11					

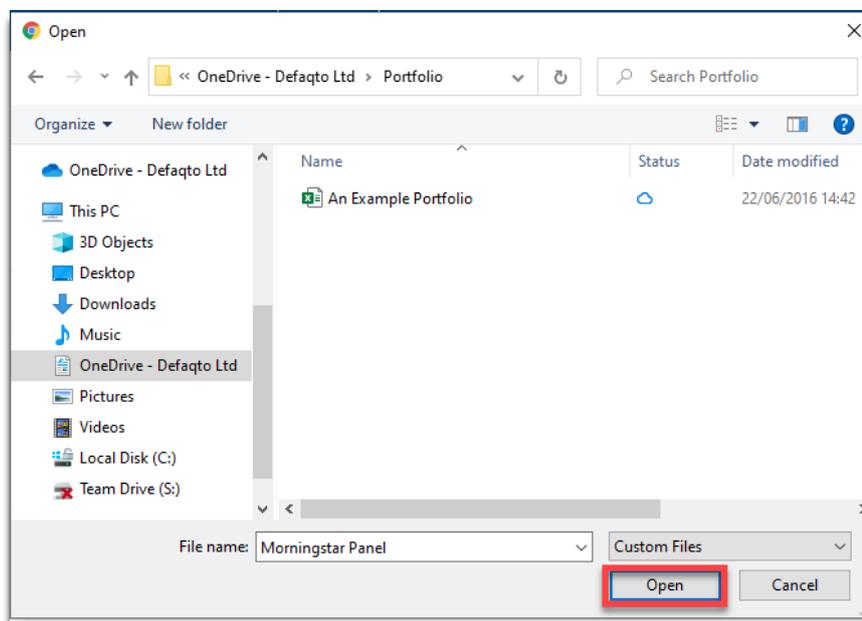
The format of the Excel file or CSV file is shown above and must follow the outlined format:

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.



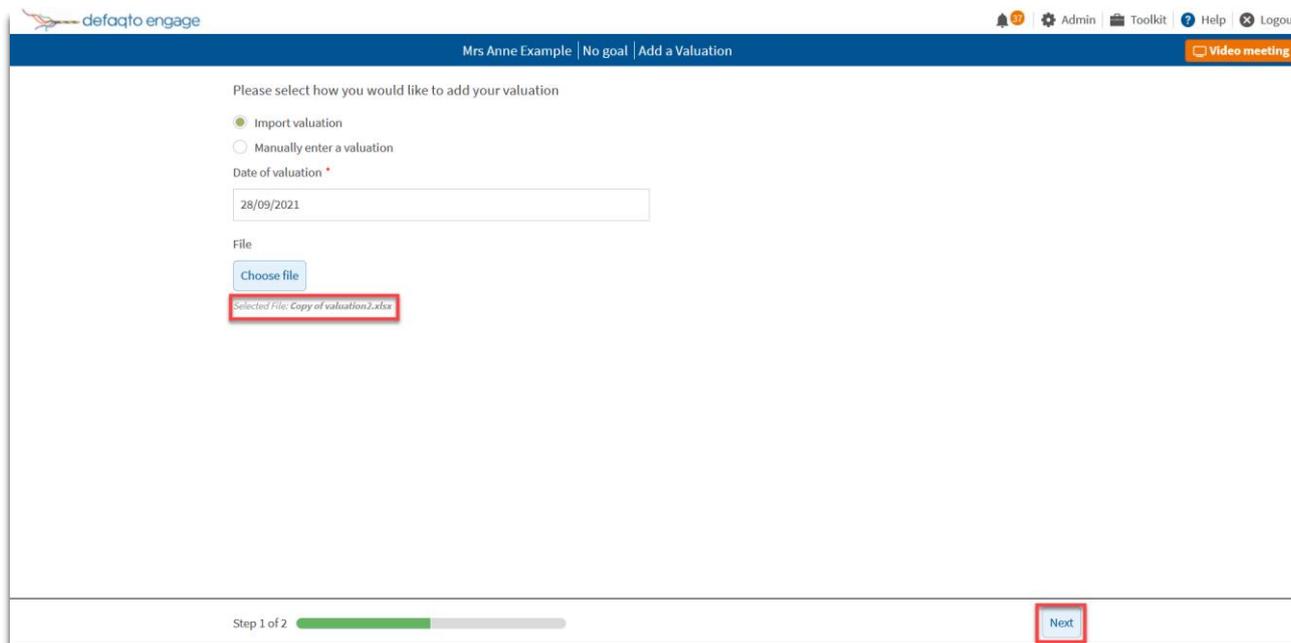
The screenshot shows the 'defaqto engage' web application interface. At the top, there is a navigation bar with 'Mrs Anne Example | No goal | Add a Valuation' and a 'Video meeting' button. The main content area is titled 'Please select how you would like to add your valuation'. There are two radio button options: 'Import valuation' (selected and marked with a red '1') and 'Manually enter a valuation'. Below this is a 'Date of valuation' field with the value '28/09/2021'. Under the 'File' section, there is a 'Choose file' button (marked with a red '2'). Below the button, there is a small text note: 'Import a list of funds in Excel or CSV file format. The import file should include 3 columns with headings 'SIN', 'UNIT PRICE' and 'NO. OF UNITS'. Please note - all unit prices should be GBP.' At the bottom of the form, there is a progress indicator 'Step 1 of 2' and a 'Next' button.

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



Then click **Open**.

Now click the **Next** button.



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Mrs Anne Example | No goal | Add a Valuation Video meeting

Please select how you would like to add your valuation

Import valuation  
 Manually enter a valuation

Date of valuation \*

28/09/2021

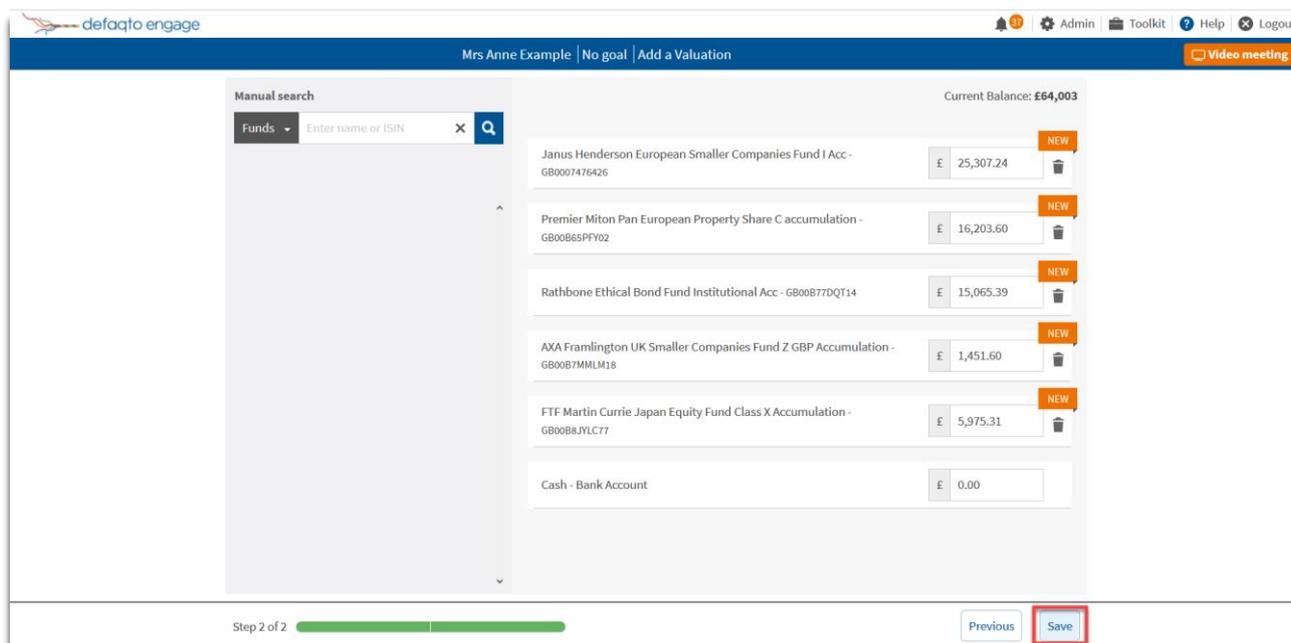
File

Choose file

Selected File: Copy of valuation2.xlsx

Step 1 of 2 Next

Then click **Save**.



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Mrs Anne Example | No goal | Add a Valuation Video meeting

Manual search

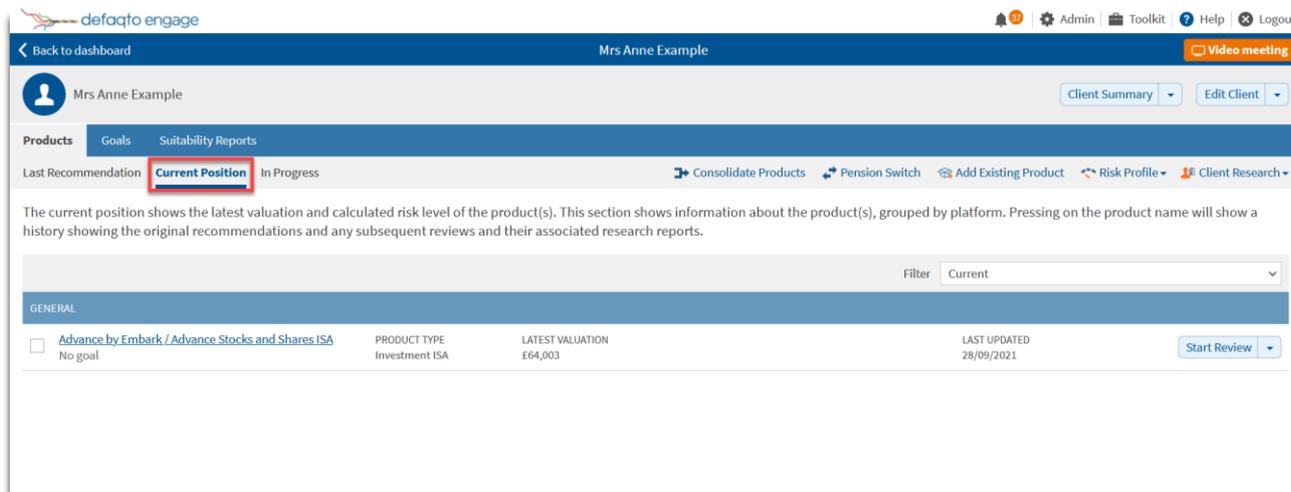
Funds Enter name or ISIN x Q

Current Balance: £64,003

Janus Henderson European Smaller Companies Fund I Acc - GB0007476426	£ 25,307.24	NEW
Premier Miton Pan European Property Share C accumulation - GB00B6SPFY02	£ 16,203.60	NEW
Rathbone Ethical Bond Fund Institutional Acc - GB00B77DQ114	£ 15,065.39	NEW
AXA Framlington UK Smaller Companies Fund Z GBP Accumulation - GB00B7MMLM18	£ 1,451.60	NEW
FTF Martin Currie Japan Equity Fund Class X Accumulation - GB00B8JYLC77	£ 5,975.31	NEW
Cash - Bank Account	£ 0.00	

Step 2 of 2 Previous 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.

