

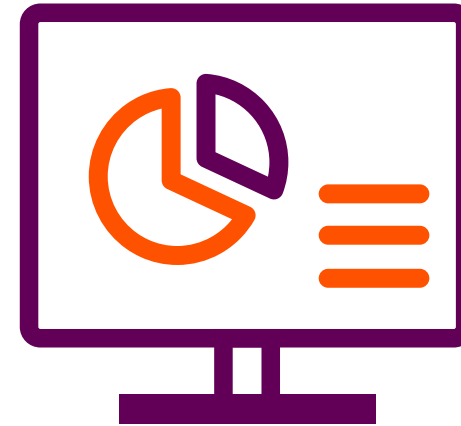
For advisers

Our new
platform

nucleus^o platform

How to create an adviser model

 3 minute read



How to create a model

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How to use this document



Important information will look like this.

Key messages

Key messages will look like this.



Useful info will look like this.



We recommend using the zoom function to view the details on the platform screens in this guide.

How to create a model



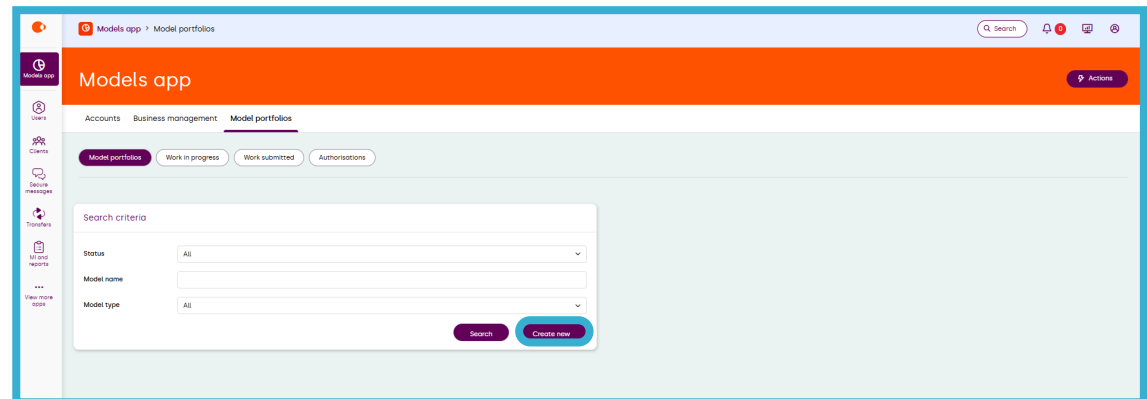
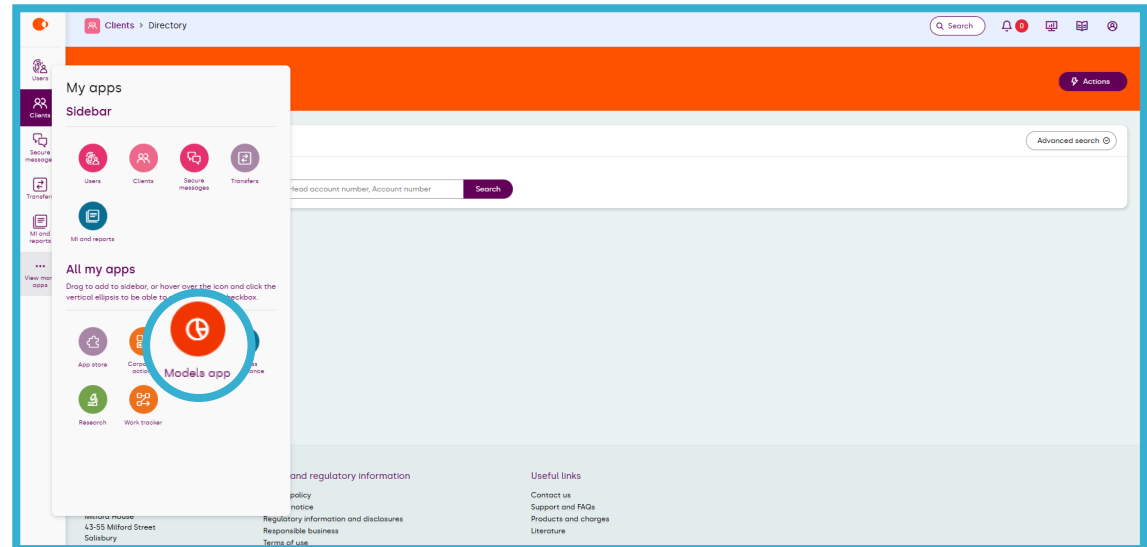
This guide is demonstrated using an adviser user with master user role permissions. If you have different user role permissions, some functionality may not be available to you.

To start creating a model, from the dashboard, select **'View more apps'**, and then select **'Models app'**.



The models app can be pinned to the side navigation bar, by hovering over the **'Models app'**, select the vertical ellipsis (three dots), then select **'Pin'**.

Select **'Create new'**.



Enter the model portfolio name.

Cashflow deposit is set to **'Target'** and cashflow withdrawals is set to **'Current'**.

Select the model manager from the drop down.

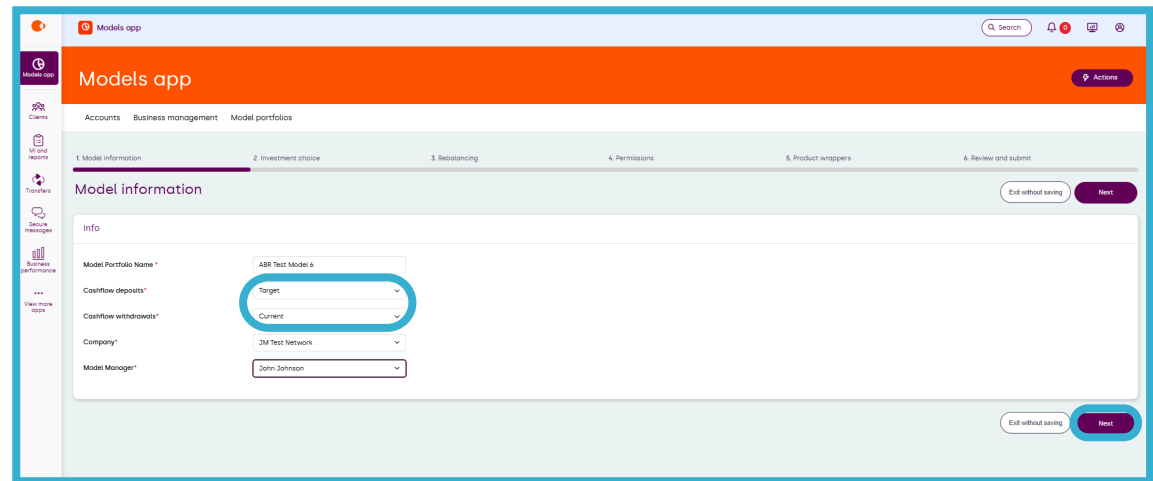
Select **'Next'**.



Confirm the company (network) which is needed and select who is the model manager.



You can exit the journey at any stage by selecting **'Exit without saving'**.



Investment choice

Key messages

The cash allocation will always start at 100% and reduces as you select funds to add into the model.

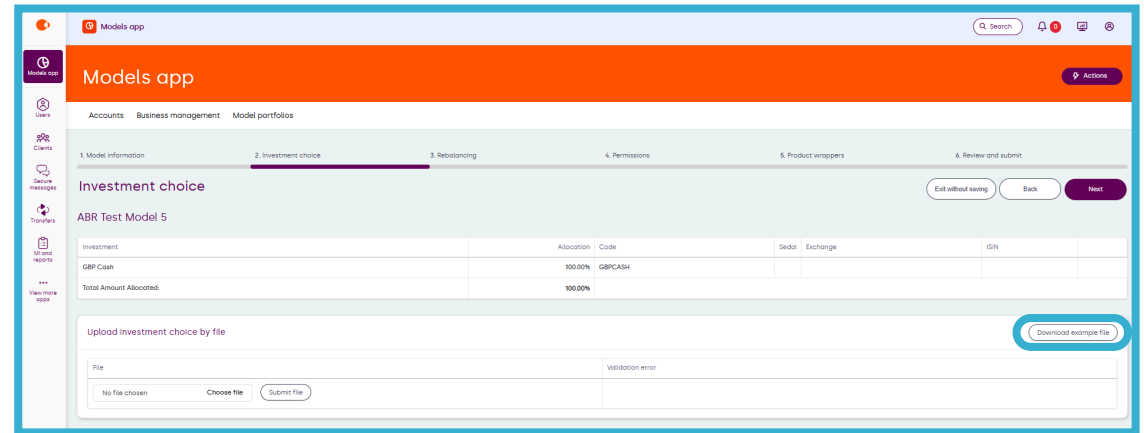


At any point you can switch between the tabs along the top of the page.

You can upload the investment choices by selecting '**Choose file**' and then '**Submit file**'.

Key messages

You can select '**Download example file**' for the required .csv file format.



Select the search type from the drop-down list.

Enter the known investment details into the search criteria and then select 'Search'.

The screenshot shows a software interface for searching investment funds. On the left, there is a sidebar with navigation options: 'Secure messages', 'Transfers', 'My open reports', and 'View more tools'. The main search area includes a 'Search type' dropdown menu with 'Investment funds' selected. Below this are input fields for 'Name' (containing 'balanced'), 'ISIN', 'SEDOL', and 'Fund manager' (set to 'All'). A 'Search' button is at the bottom of the search criteria.

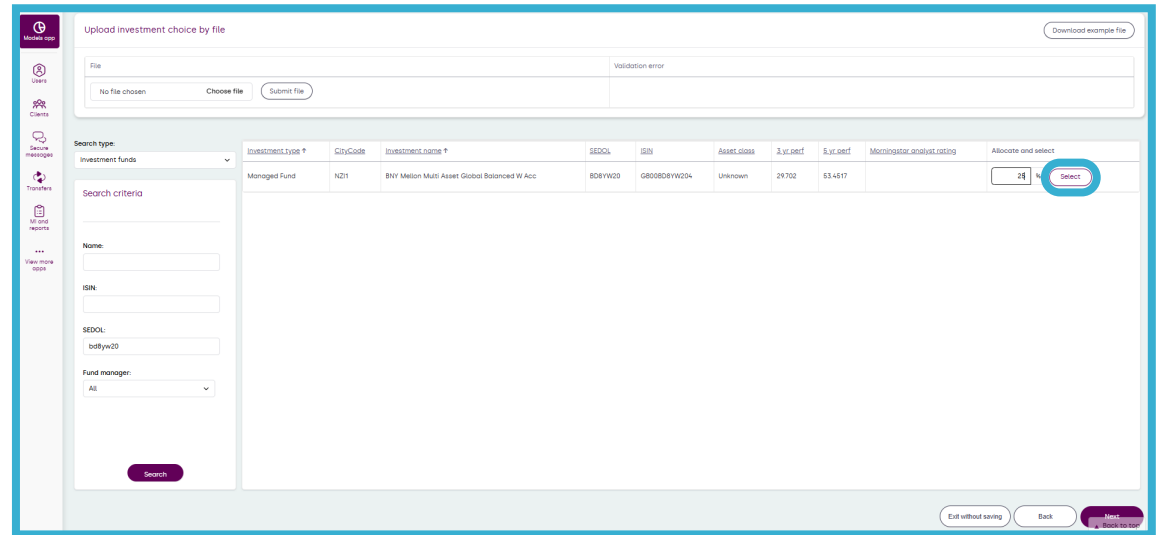
The search results are displayed in a table with the following columns: Investment type, City Code, Investment name, SEDOL, ISIN, Asset class, 1 yr. perf., 5 yr. perf., Morningstar analyst rating, and Allocate and select. The table lists 12 different investment funds with their respective details.

Investment type	City Code	Investment name	SEDOL	ISIN	Asset class	1 yr. perf.	5 yr. perf.	Morningstar analyst rating	Allocate and select
Managed Fund	I2FP	VT Greystone Balanced Managed R Acc	B82VQ20	GB00852VG206	Managed	22.3317	23.6296		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	PYGO	IFSL atomos Balanced A Inc	B120C22	GB008420C221	Unknown	24.3962	28.2054		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	G4GZ	CT MM Navigator Balanced C Acc	B80K6L6	GB00880K6L63	Managed	23.6337	36.1936	Neutral	<input type="text" value="10.00"/> % <input type="button" value="Select"/>
Managed Fund	GMUB	Fidelity Moneybuilder Balanced W Inc	B7CJFK0	GB0087CJFK07	Managed	9.6961	18.896		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	GTVA	GAM Star Global Balanced I Acc	B64X6F7	IE00864X6F76	Unknown	22.8961	271737		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	NZ11	BNY Mellon Multi Asset Global Balanced W Acc	B08YW20	GB00808YW204	Unknown	29.702	63.4517		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	D9PX	Jupiter Merlin Balanced Portfolio I Inc	B3XKX81	GB0083XKX818	Managed	26.9142	42.7436	Neutral	<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	10GE	abram Global Balanced Growth Platform 1 Acc	B6VB579	GB0085VB5792	Managed	0.8086	22.4321		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	GU0A	BlackRock Balanced Growth Portfolio D Acc	B7G858	GB0087G8582	Unknown	26.6896	41.6668		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	GVMD	Mor Balanced Managed C Acc	B87M316	GB00887M3166	Unknown	29.4404	47.8616		<input type="text"/> % <input type="button" value="Select"/>
Managed Fund	171B	Quilter Cirlum Balanced Passive Portfolio R Acc	B7VHLQ6	GB0087VHLQ60	Global Equities	18.6116	21.6256		<input type="text"/> % <input type="button" value="Select"/>

At the bottom right of the interface, there are buttons for 'Exit without saving', 'Back', and 'Next' (with a 'Back to top' link below it).

Enter the percentage allocation for the chosen investment, and then click **'Select'**.

Once the funds are selected, they will display along with the percentage in the model.



To remove an investment, select the 'bin' icon.

Once you're happy with your investment choices, select 'Next'.

The screenshot displays the 'Models app' interface, specifically the 'Investment choice' step. The top navigation bar includes 'Accounts', 'Business management', and 'Model portfolios'. The main content area is titled 'Investment choice' and shows a table of investments for 'ABR Test Model 5'. The table has columns for 'Investment', 'Allocation', 'Code', 'Sedol', 'Exchange', and 'ISIN'. Each row includes a 'bin' icon for removal. Below the table is a section for 'Upload investment choice by file' with a 'Choose file' button and a 'Submit file' button.

Investment	Allocation	Code	Sedol	Exchange	ISIN	
Aegon Ethical Cautious Managed B Acc	25.00 %	JCSH GB	87VZCD	XXXX	GB0087VZCD05	🗑
BNY Mellon Multi Asset Global Balanced W Acc	25.00 %	N21 GB	8081W0		GB008081W024	🗑
JPM Europe (ex-UK) Sustainable Equity C Acc	20.00 %	05RZ GB	8235HP		GB008235HP90	🗑
JPM US Select C Acc	20.00 %	83W1 GB	82C6DR	XXXX	GB0082C6DR04	🗑
GBP Cash	10.00%	GBPCASH				
Total Amount Allocated	100.00%					

Rebalancing

Select a rebalancing method from the drop-down list.

The screenshot shows the 'Models app' interface. The top navigation bar is orange with 'Models app' and an 'Actions' button. Below it, a breadcrumb trail shows 'Accounts > Business management > Model portfolios'. A progress bar indicates the current step is '3. Rebalancing', with other steps being '1. Model information', '2. Investment choice', '4. Permissions', '5. Product wrappers', and '6. Review and submit'. The main content area is titled 'Rebalancing' and 'ABR Test Model 5'. A 'Rebalancing filters' section is visible. Below it, a 'Rebalancing triggers' dropdown menu is open, showing options: 'Manual rebalancing', 'By Tolerance', 'By Frequency', and 'By Frequency & Tolerance'. The main table lists assets and their allocations:

Asset	Allocation (%)
Aegon Ethical Cautious Managed B Acc	25.00%
BNY Mellon Multi Asset Global Balanced W Acc	25.00%
GBP Cash	10.00%
JPM Europe (ex-UK) Sustainable Equity C Acc	20.00%
JPM US Select C Acc	20.00%
Total allocation	100.00%

Rebalancing by tolerance

Select **'By tolerance'** from the drop-down list.

You can select a default tolerance which you can then apply to all by ticking the **'apply all'** box. Or manually amend each investment.



If you apply a default tolerance you can still amend individual tolerances per investment by unticking the box.

Once you're happy with your rebalancing details, select **'Next'**.

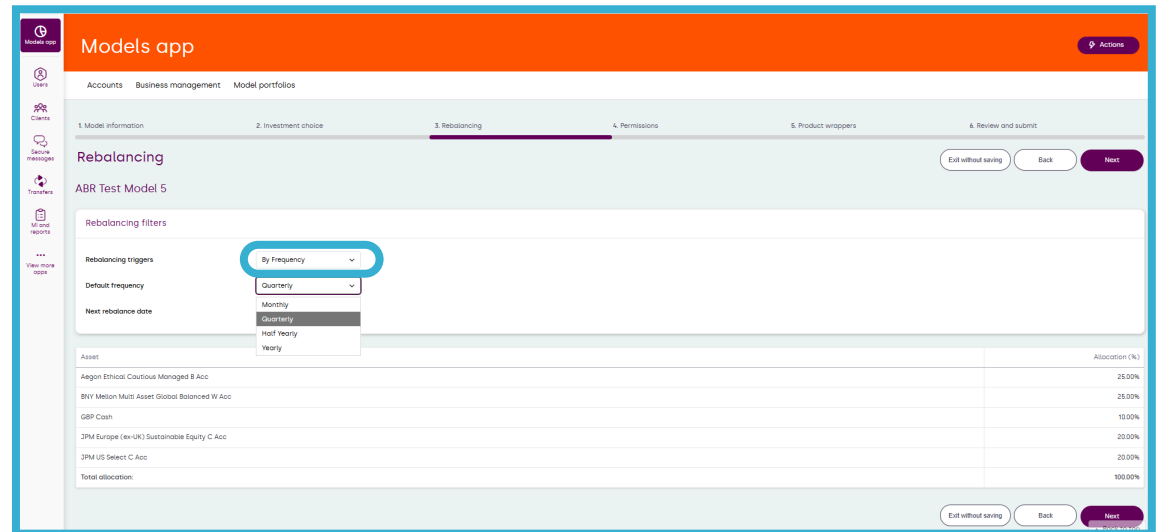
The screenshot shows the 'Models app' interface for the 'Rebalancing' step of 'ABR Test Model 5'. The 'Rebalancing triggers' dropdown is set to 'By tolerance' and the 'Default tolerance' is 5.00. A table lists assets with their allocations and tolerance settings. The 'Apply Default Tolerance' checkbox is checked.

Asset	Allocation (%)	Use same Tolerance	Tolerance (%)	Apply Default Tolerance
Aegon Ethical Cautious Managed B Acc	25.00%	<input type="checkbox"/>	5.00	<input checked="" type="checkbox"/>
BNY Mellon Multi Asset Global Balanced W Acc	25.00%	<input type="checkbox"/>	5.00	<input checked="" type="checkbox"/>
GBP Cash	10.00%	<input type="checkbox"/>	5.00	<input checked="" type="checkbox"/>
JPM Europe (ex-UK) Sustainable Equity C Acc	20.00%	<input type="checkbox"/>	5.00	<input checked="" type="checkbox"/>
JPM US Select C Acc	20.00%	<input type="checkbox"/>	5.00	<input checked="" type="checkbox"/>
Total allocation:	100.00%			

Rebalancing by frequency

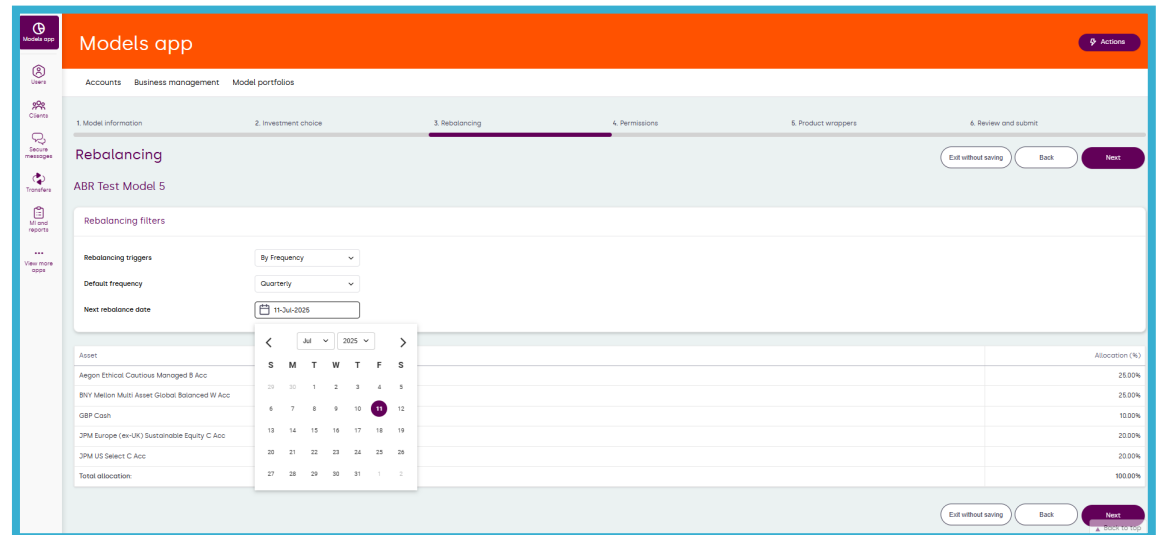
Select **'By frequency'** from the drop-down list.

Choose a frequency for the rebalance from the drop-down list.



Confirm a date for the first rebalance.

Once you're happy with your rebalancing details, select **'Next'**.



Rebalancing using frequency and tolerance

Select '**By frequency and tolerance**' from the drop-down list.

Select the tolerance and frequency for the rebalance.

Once you're happy with your rebalancing details, select '**Next**'.

The screenshot shows the 'Rebalancing' step of a model configuration process. The interface includes a progress bar at the top with steps: 1. Model information, 2. Investment choice, 3. Rebalancing (active), 4. Permissions, 5. Product wrappers, and 6. Review and submit. The main content area is titled 'Rebalancing' and 'ABR Test Model 5'. It features a 'Rebalancing filters' section with a 'Rebalancing triggers' dropdown menu highlighted by a blue circle, currently set to 'By Frequency & Tolerance'. Below this, there are input fields for 'Default tolerance' (5.00) and 'Default frequency' (Quarterly), and a 'Next rebalance date' field (11-Jul-2024). At the bottom, a table displays asset allocations and tolerance settings.

Asset	Allocation (%)	Tolerance (%)	Use same Tolerance <input type="checkbox"/>	Apply Default Tolerance <input checked="" type="checkbox"/>
Aegon Ethical Cautious Managed B Acc	25.00%	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BNY Mellon Multi Asset Global Balanced W Acc	25.00%	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GBP Cash	10.00%	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JPM Europe (ex-UK) Sustainable Equity C Acc	20.00%	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JPM US Select C Acc	20.00%	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total allocation:	100.00%			

Permissions



This tab will enable you to provide new users or firms with permission to access a model.

Tick the 'Platform selection' box to select the platform.

1. Model information 2. Investment choice 3. Rebalancing 4. Permissions 5. Product wrappers 6. Review and submit

Permissions

ABR Test Model 5

Permissions

Platform selection:

No permissions/shadow model only

Nucleus (TE92)

Nucleus (TE92) permissions

Assign permissions:

Assign networks Assign firms Assign branches Assign advisers

Select the permission level (networks/firms/branches/advisers). The assigned permissions will determine the options available to select.

Click **'Select'**.

If an option has been selected in error, select **'Remove'**.

Once all permissions have been set, select **'Next'**.

The screenshot shows a web interface with two main sections. The top section is titled "Adviser to use - Nucleus (TE92)" and contains a table with columns for "Adviser code", "Adviser name", and "Select adviser". The table lists six advisers with their respective codes and names, and each row has a "Select" button. The bottom section is titled "Selected permissions - Nucleus (TE92)" and contains a table with columns for "Adviser code", "Adviser name", and "Action". This table shows one selected permission for adviser code "11941" and name "Karl Bryant". At the bottom right of the interface, there are three buttons: "Exit without saving", "Back", and "Next".

Adviser code	Adviser name	Select adviser
5907	ABR Training	Select
6154	Admin Role two	Select
13978	Alex Snow-Pearson	Select
13980	Alex Snow-Pearson	Select
14243	Alex Snow-Pearson	Select
9656	Amy Hanna	Select

Adviser code	Adviser name	Action
11941	Karl Bryant	

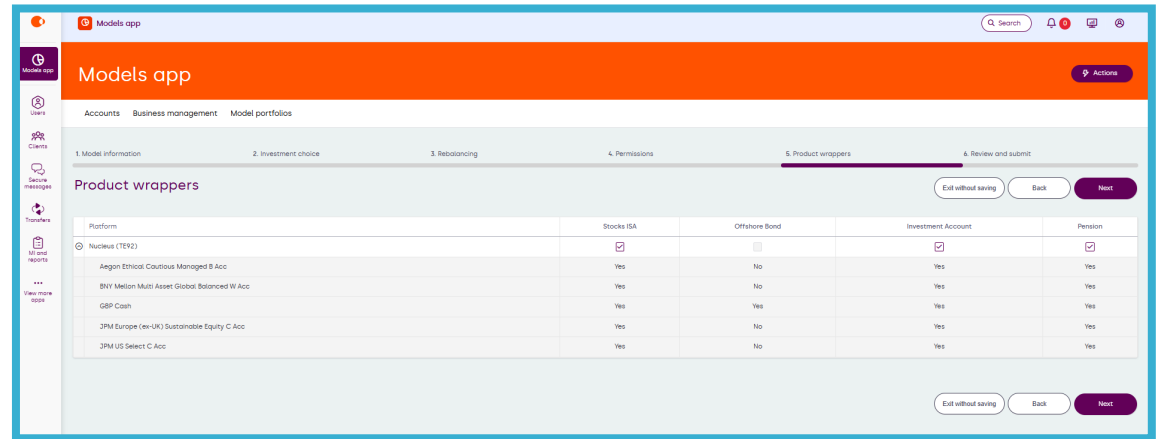
Product wrappers

Tick to select each product wrapper the model can be used within.



By selecting the **'down arrow'** on the table, you'll be able to see if an investment is tradable within the product wrapper.

Once you're happy with the product wrapper details, select **'Next'**.



Review and submit

Review the model details for accuracy. Select the tabs to make any necessary changes.



The page can be filtered by **'Portfolio breakdown'** or **'Investments'**.

Once you're happy with the accuracy of the model, select **'Create model'**.

Models app
Actions

Accounts
Business management
Model portfolios

1. Model information
2. Investment choice
3. Rebalancing
4. Permissions
5. Product wrappers
6. Review and submit

Exit without saving
Back

ABR Test Model 6

Model information

Model name:	ABR Test Model 6	Cashflow deposits:	Target
Model manager:	John Johnson	Cashflow withdrawals:	Current

Product wrapper permissioning

Platform	Stocks ISA	Offshore Bond	Investment Account	Pension
Nucleus (TE92)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assets and rebalance details

Rebalance triggers	Frequency/tolerance	Next rebalance date	16/07/2025
Default tolerance	5.00	Default frequency	Quarterly
Shadow model details	As per rebalance trigger	Apply minimum number of days?	Yes

Portfolio breakdown
Investments

Investment name	Code	Proposed allocation of overall portfolio	Proposed tolerance %	Asset Class
Aegon Ethical Cautious Managed B Acc	JCSH GB	25.0000%	5.00%	
BNY Mellon Multi Asset Global Balanced W Acc	NZ1L GB	25.0000%	5.00%	
JPM Europe (ex-UK) Sustainable Equity C Acc	QSRZ GB	20.0000%	5.00%	
JPM US Select C Acc	B3WR GB	20.0000%	5.00%	
GBP Cash	GBPCASH	10.0000%	5.00%	Cash/Money Markets
Total		100.0000%		

Create model

A banner will appear to confirm the model has now been successfully created.



Depending on your permissions, the model may need to be authorised before becoming live.

The process is now complete.

From here you can select:

- **'Model List'** to return you to the app page.
- **'Create new'** to create a new model.
- **'Exit'** to close and return to the app page.

Models app [Actions]

Accounts Business management Model portfolios

1. Model information 2. Investment choice 3. Rebalancing 4. Permissions 5. Product wrappers 6. Review and submit

Review and submit [Exit] [Back]

ABR Test Model 6 has been successfully created

ABR Test Model 6

Model information

Model name:	ABR Test Model 6	Cashflow deposits:	Target
Model manager:	John Johnson	Cashflow withdrawals:	Current

Product wrapper permissioning

Platform	Stocks ISA	Offshore Bond	Investment Account	Pension
Nucleus (TE92)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assets and rebalance details

Rebalance triggers	Frequency/Tolerance	Next rebalance date	16/07/2025
Default tolerance	5.00	Default frequency	Quarterly
Shadow model details	As per rebalance trigger	Apply minimum number of days?	Yes


Portfolio breakdown Investments

Investment name	Code	Proposed allocation of overall portfolio	Proposed tolerance %	Asset Class
Aegion Ethical Cautious Managed B Acc	JCSH.GB	25.0000%	5.00%	
BNY Mellon Multi Asset Global Balanced W Acc	NZ11.GB	25.0000%	5.00%	
JPM Europe (ex-UK) Sustainable Equity C Acc	03KZ.GB	20.0000%	5.00%	
JPM US Select C Acc	83WR.GB	20.0000%	5.00%	
GBP Cash	GBPCASH	10.0000%	5.00%	Cash/Money Markets
Total		100.0000%		


Process complete - ABR Test Model 6

For further investment work please select one of the following options

[Model List] [Create new]

 03455 212 414

 ask@nucleusfinancial.com

 nucleusfinancial.com

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 03455 212 414, or via the Typetalk service on 18001 03455 212 414.

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