

For advisers

Our new  
platform

# nucleus<sup>o</sup> platform

## Platform overview

 4 minute read



## Platform overview

Notifications	8	Adviser charges	22	Performance	34
Service status	12	Client summary	24	Transactions	35
Profile	13	Adviser flows/movement	25	Profile	37
The side bar	16	Client home page	26	Amending interested parties	38
Secure messages	17	Overview	27	Documents	40
Business performance	20	Accounts	30	Workflow	43
Product summary	21	Investments	32		

### 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.

## Platform overview



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

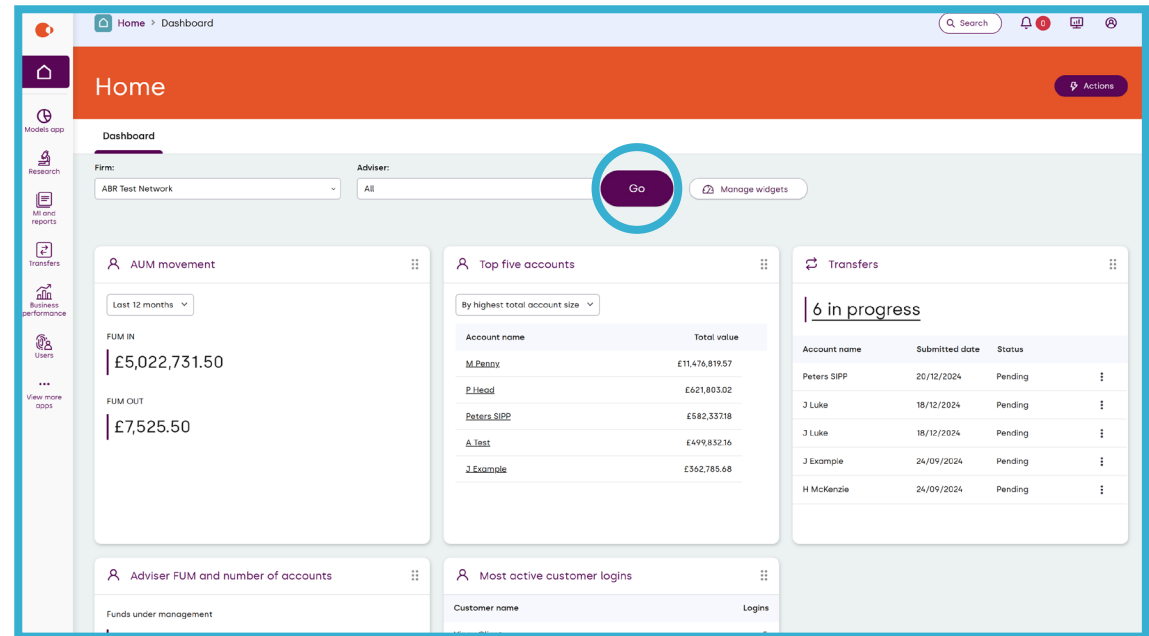
When you login you'll arrive at your home dashboard. The dashboard has widgets that display the following information:

- AUM movement
- Top five accounts
- Most active customer logins
- Adviser FUM and number of accounts
- Transfers

To filter the information by firm or adviser, select the dropdowns and then 'Go' button.

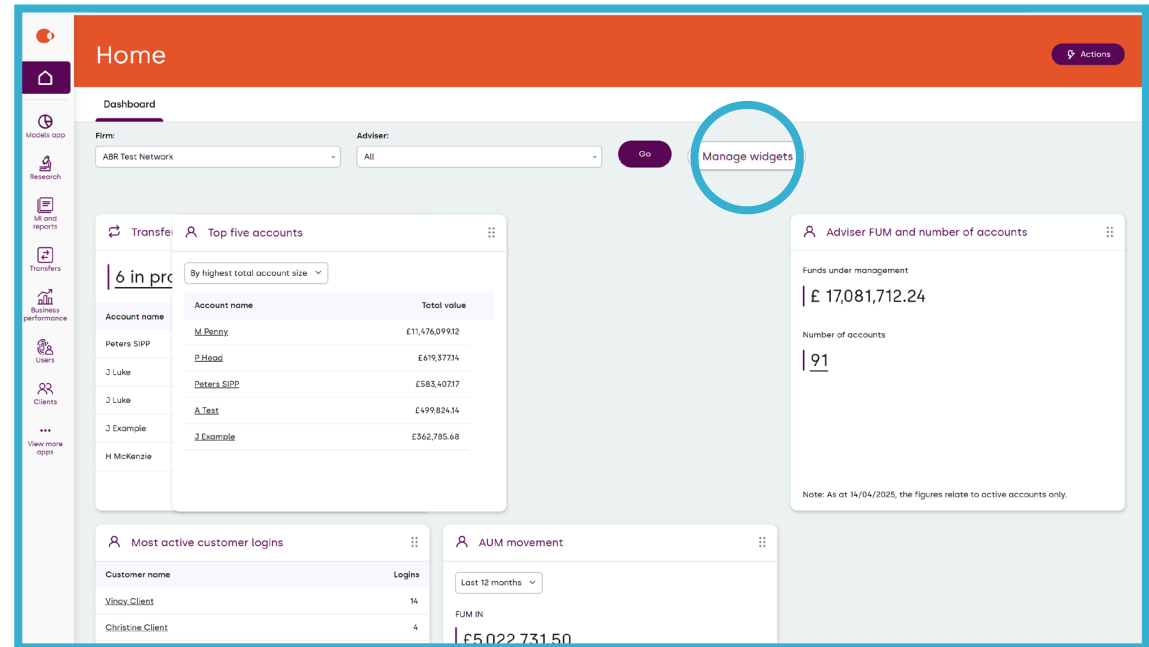
### Key message

The widgets and information that's displayed is based on the individual user's permissions.



To rearrange the order of the widgets, select the widget and drag and drop the widget in your preferred location.

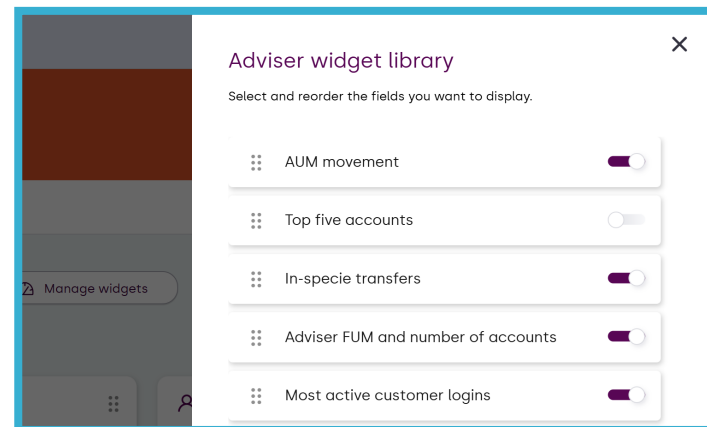
The widgets can be added or removed from the homepage by selecting '**Manage widgets**'.



Select the toggle for the widgets you would like to remove or add.

### Key message

Any changes you make to your widgets will become default each time you log in.

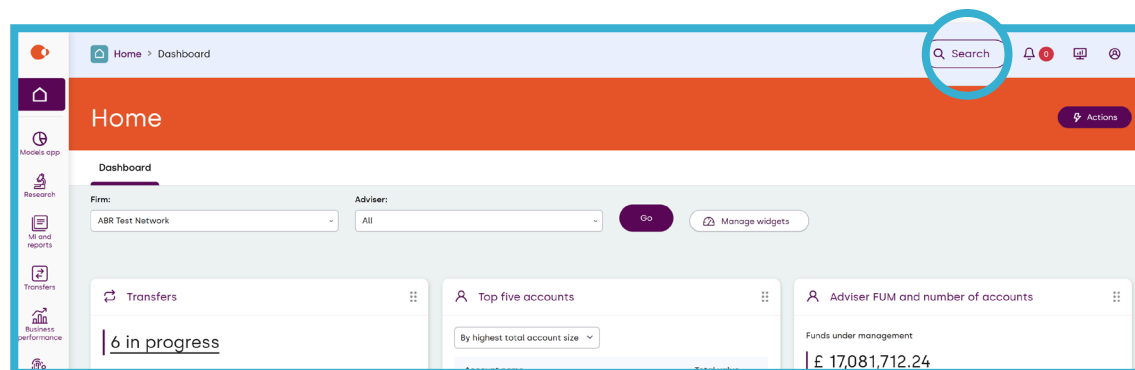


## Client search

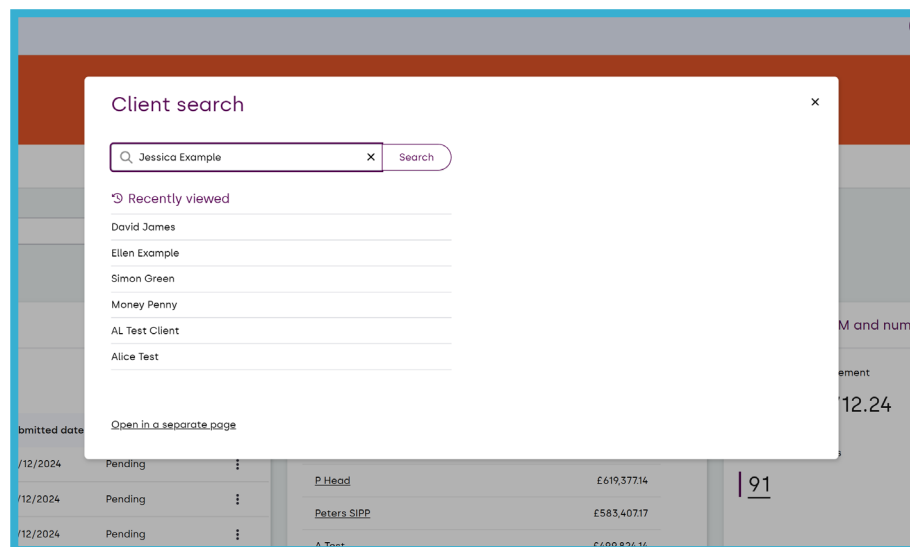
There are two options to search for clients on the platform.

### Option 1

Select the 'Search' button to search for your client.



You can search by the client's name, client ID, head account number or account name.



The right-hand box provides additional client details that aid in identifying the correct client.

The screenshot displays a 'Client search' modal window. At the top, there is a search bar containing 'Jessica Example' and a 'Search' button. Below the search bar, it indicates '8 results' under the heading 'Clients'. A list of five search results is shown, each with a person icon, the name 'Jessica Example', and a client number. The bottom-most result, with client number 1114, is highlighted with a purple border. To the right of the list is a detailed profile for the selected client, 'Jessica Example', who is a client of 'Zi Mavindidze'. The profile includes contact information (phone number +44 700009090 and email Jessica.example@gmail.com) and personal details (date of birth 10 October 1980, address Dunns House, Salisbury, SP2 7BF, UK, primary tax residency UK, and primary citizenship UK). A 'View full details' button is located at the bottom of the profile. At the bottom of the search modal, there is a link that says 'Open in a separate page'.

Client search

Q Jessica Example X Search

🔍 Clients 8 results

- Jessica Example  
Client number: 108  
Person
- Jessica Example  
Client number: 134  
Person
- Jessica Example  
Client number: 138  
Person
- Jessica Example  
Client number: 907  
Person
- Jessica Example  
Client number: 1114  
Person

Jessica Example  
Client of Zi Mavindidze

**Profile**

Client number	1114	📞 +44 700009090
Date of birth	10 October 1980	@ Jessica.example@gmail.com
Primary tax residency	UK	📍 Dunns House, Salisbury, SP2 7BF, UK
Primary citizenship	UK	

View full details

[Open in a separate page](#)

## Option 2

The second option available to search for a client is through the 'Clients' app, located in the side bar.

The screenshot displays a financial dashboard interface. On the left is a vertical sidebar with icons for Home, Clients (highlighted with a red circle), Models app, Research, MI and reports, Transfers, Business performance, and Users. The main content area is titled 'Home' and 'Dashboard'. It features a search bar with 'Firm:' set to 'ABR Test Network' and 'Adviser:' set to 'All'. Below this are two summary cards: 'AUM movement' showing 'FUM IN' at £5,022,731.50 and 'FUM OUT' at £7,525.50, and 'Transfers' showing '6 in progress' with a table of pending transactions.

Account name	Submitted date	Status
Peters SIPP	20/12/2024	Pending
J Luke	18/12/2024	Pending
J Luke	18/12/2024	Pending
J Example	24/09/2024	Pending

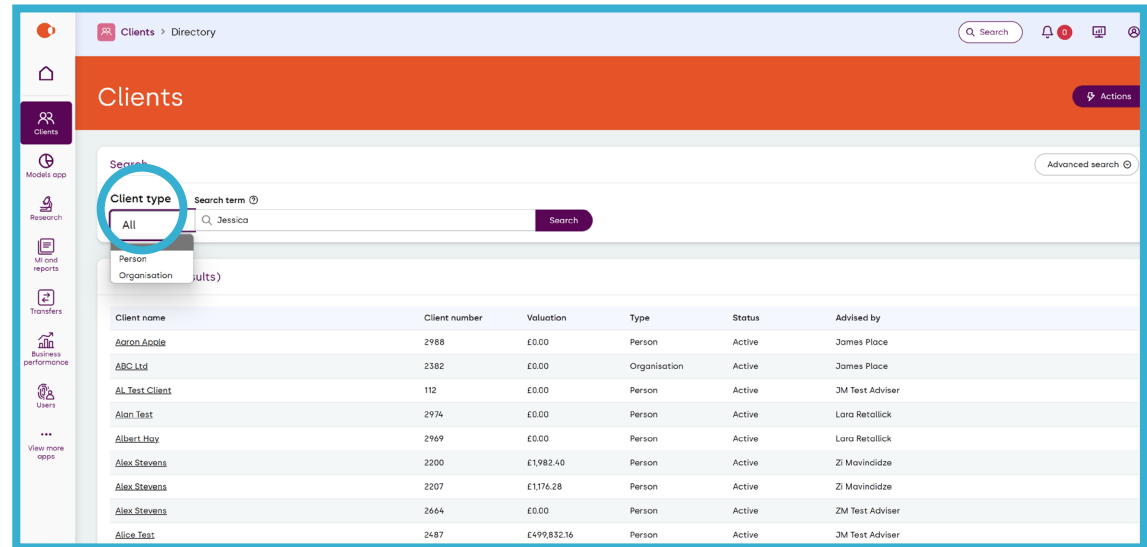
You can search by the client's name, client ID, head account number or account name.

The search results can be filtered by selecting the '**Client type**' dropdown.

The advance search button can be used to filter the search results.

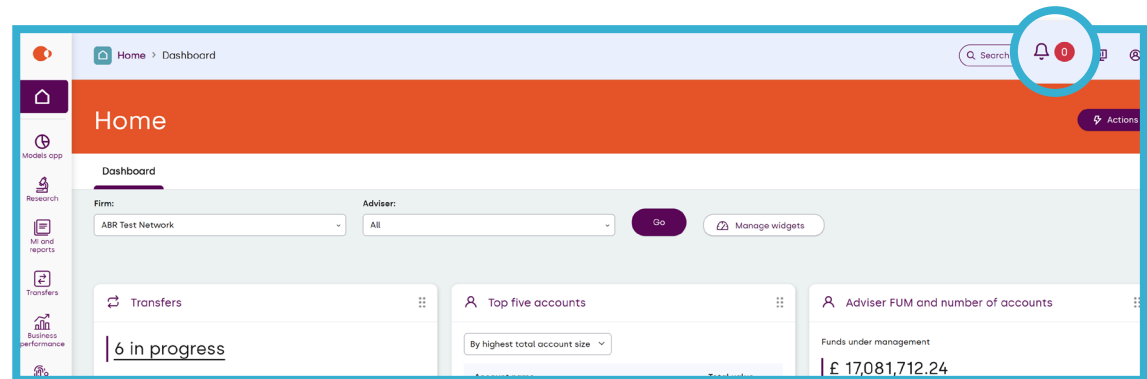
### Key message

For further details on how to search for your client please refer to the 'Client search' guide.

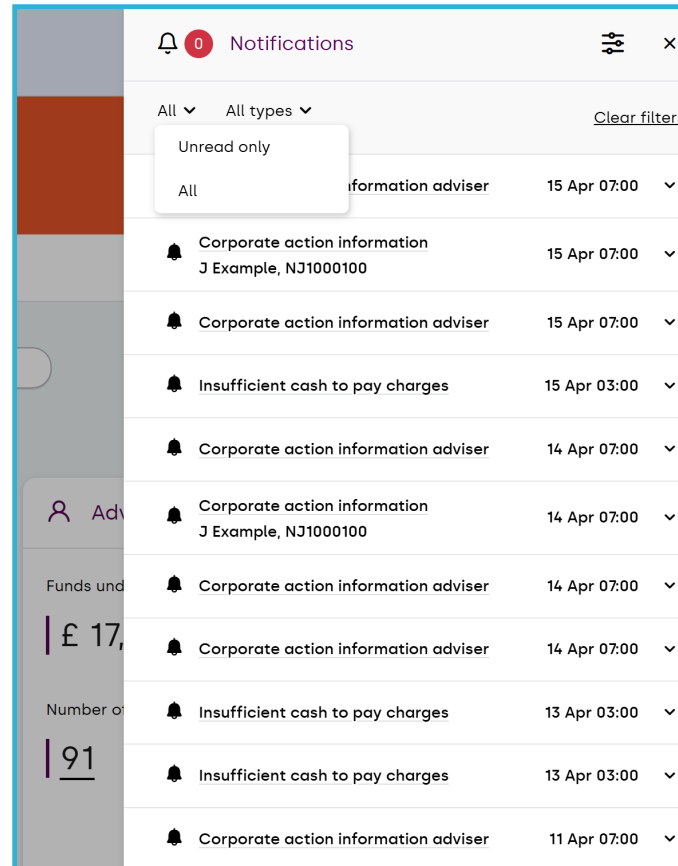


### Notifications

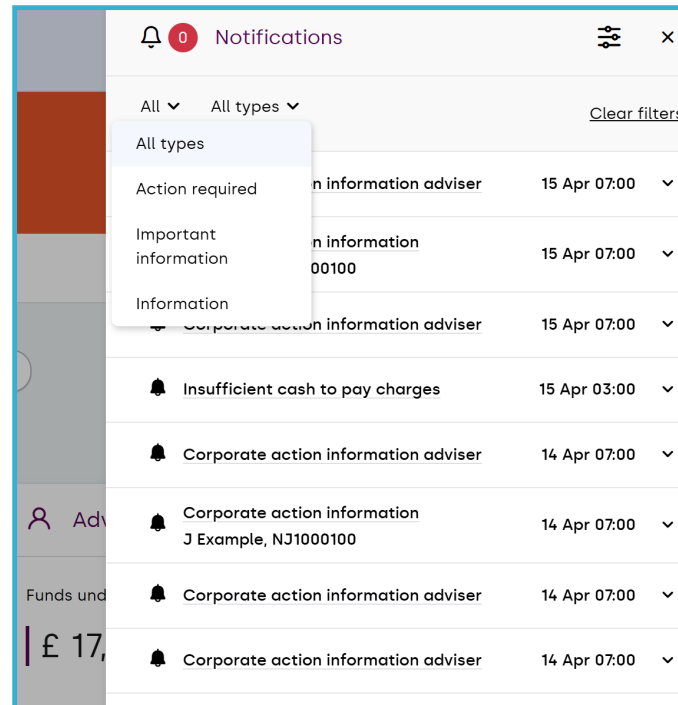
To view your notifications, select the notifications bell icon.



The notifications can be filtered to display unread, or all notifications by selecting the first dropdown.



Notifications can also be filtered by notification type by selecting the second dropdown.



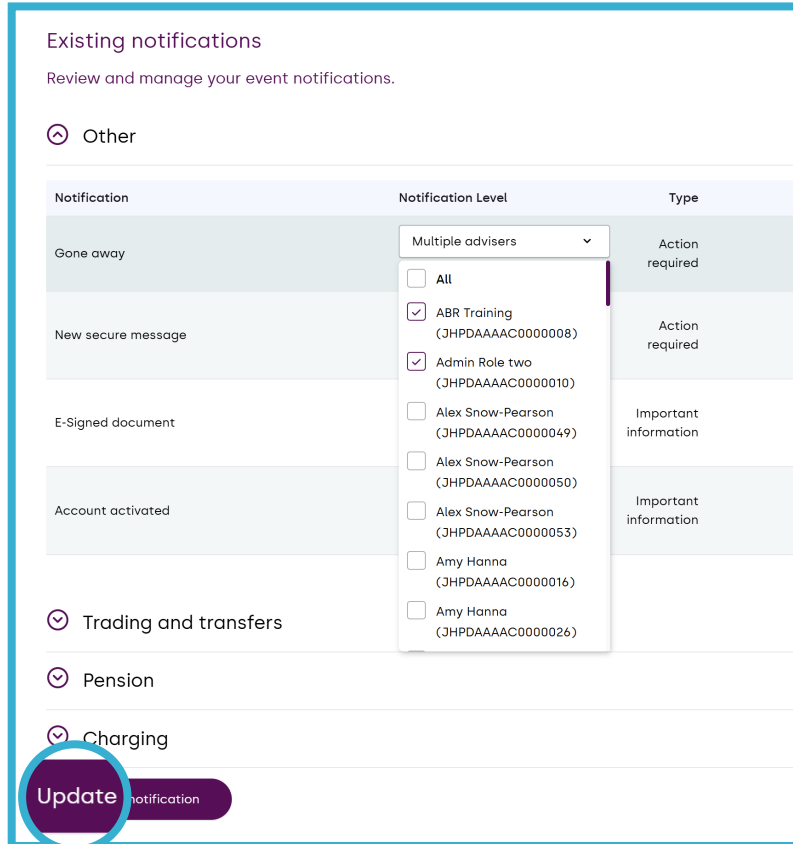
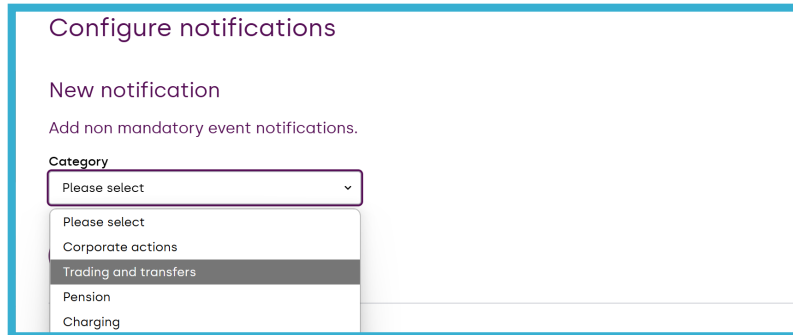
To further configure your notifications, select the filter button.

Select the notification category from the dropdown, and then **'Save'**.

Use the arrow against the existing notifications to expand the notification.

If you would like to receive even notifications for other adviser's activity select from the drop-down list.

Select **'Update notification'**.



To configure when you receive '**Action required**' and '**Important Information**' notifications, select the frequency from the dropdown.

Select '**Save**'.



If you don't want to receive an email summary of notifications from us, select '**Never**'.

### Service status

The '**Service status**' button will take you to our web page that provides current ongoing platform maintenance issues.

**Email notifications**

Receive an email summary of unread event notifications

When do you want to receive an email notification summary?

Action required: Daily

Important Information: Weekly

Save

Search

0

Service status

Actions

For advisers | For customers | About Nucleus | Contact us | Platform logins

nucleus

## Service status

Please check below for important service status updates for the new Nucleus Platform.

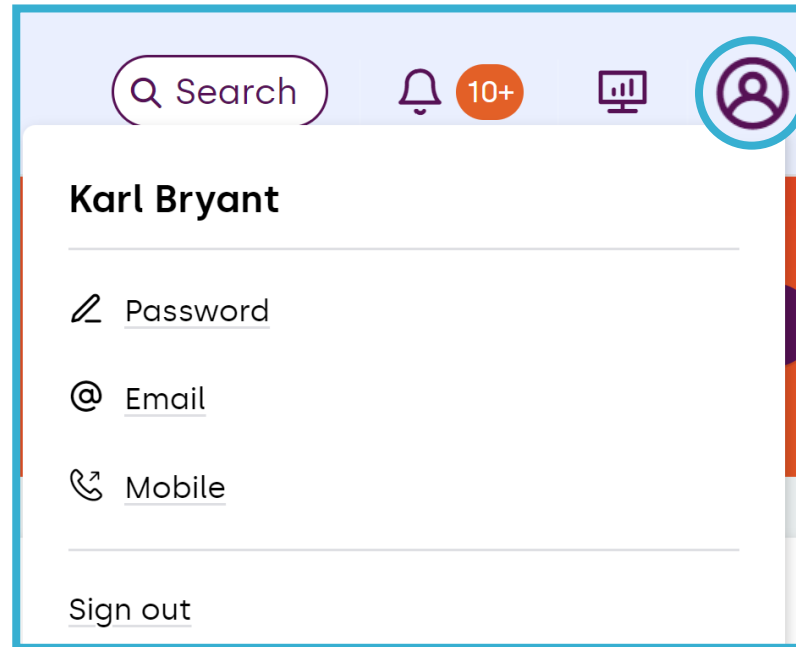
### Known issues

## Profile

To update your:

- Password
- Email
- Mobile

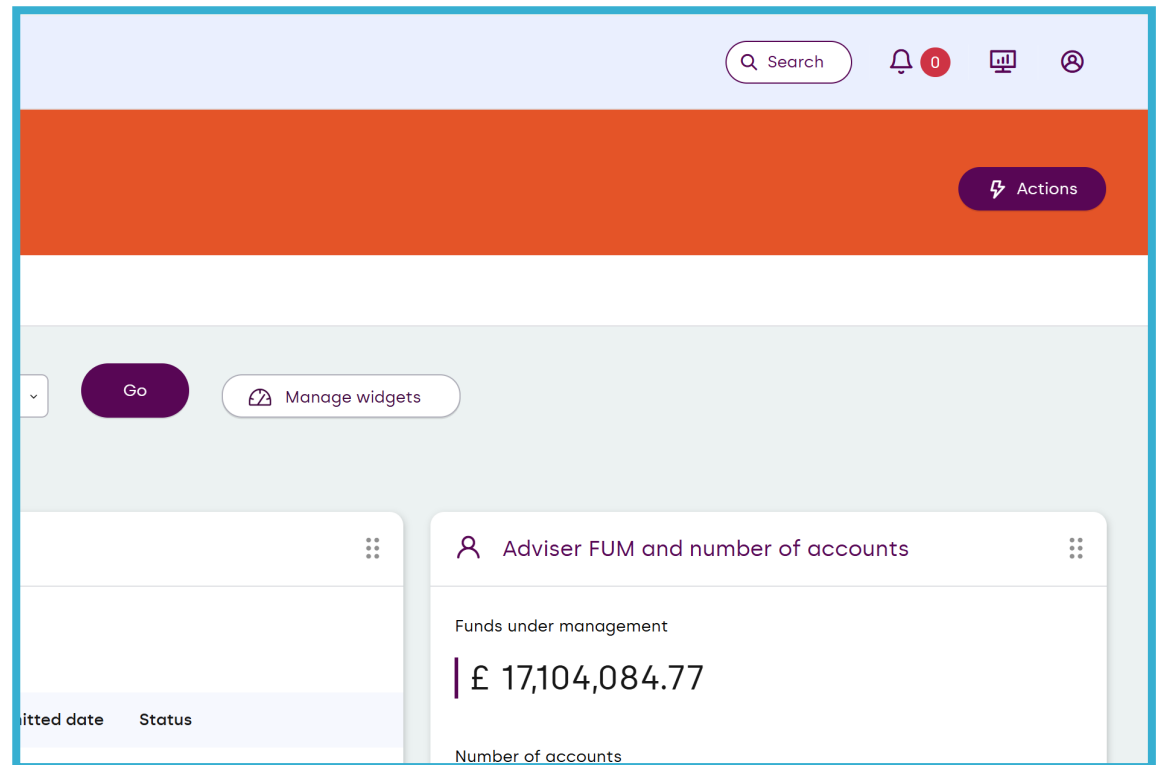
Or sign out, select the profile icon.



## Actions button

The following processes can be completed through the actions button:

- Create new clients
- Bulk switch
- Model upgrade
- Add and edit adviser and non-adviser users
- Corporate actions
- Mi and reports

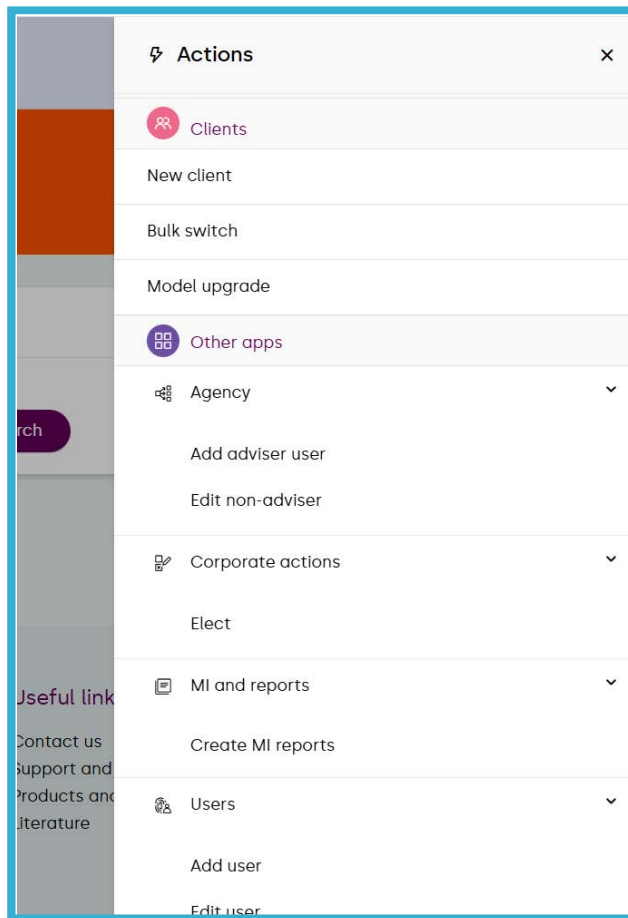


The list of actions available will depend on the individual user's role and permissions.

Select the arrows to expand the actions.

### Key message

For more details on how to complete each process, please refer to the relevant guide on our help hub.



## The sidebar

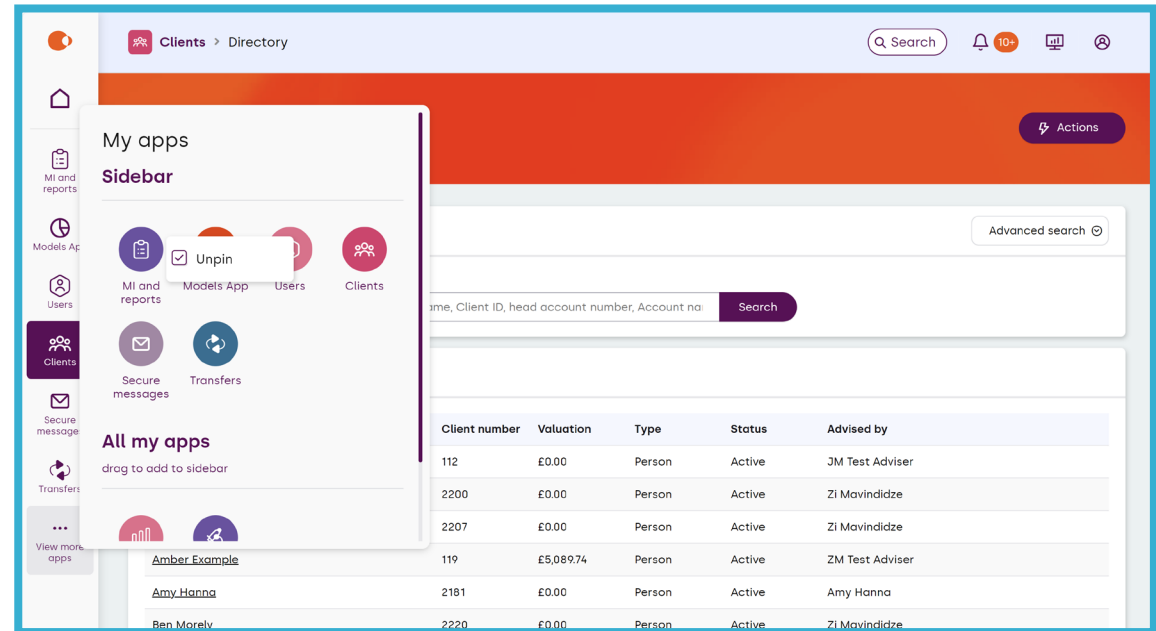
The sidebar is an easy shortcut into your apps.

### Key message

The sidebar is available from any screen on the platform.

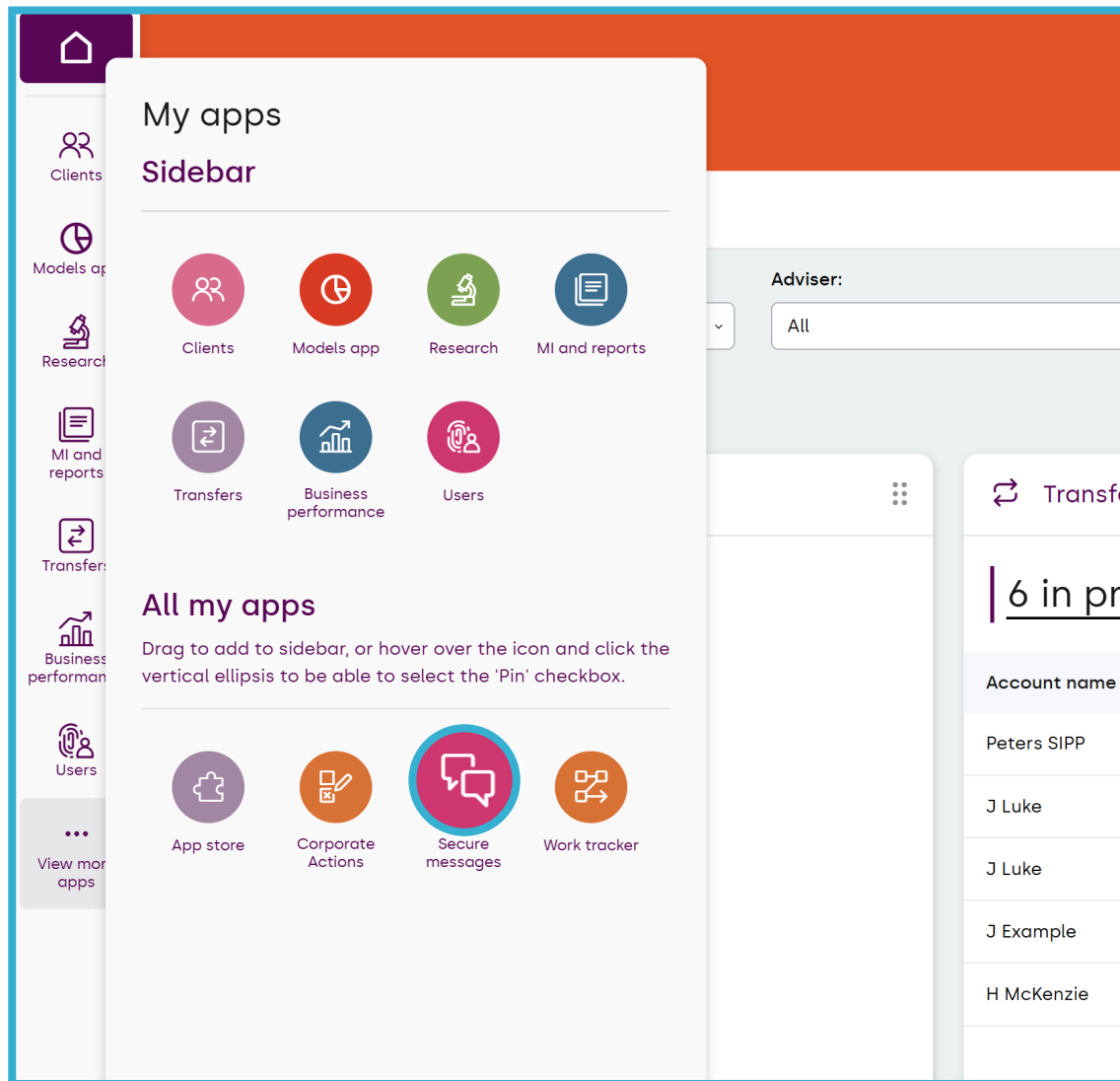
To configure the sidebar select '**View more apps**'.

To pin or unpin specific apps from the sidebar, select the vertical ellipses next to the app.



### Secure messages

To send a secure message select the 'Secure messages' app.



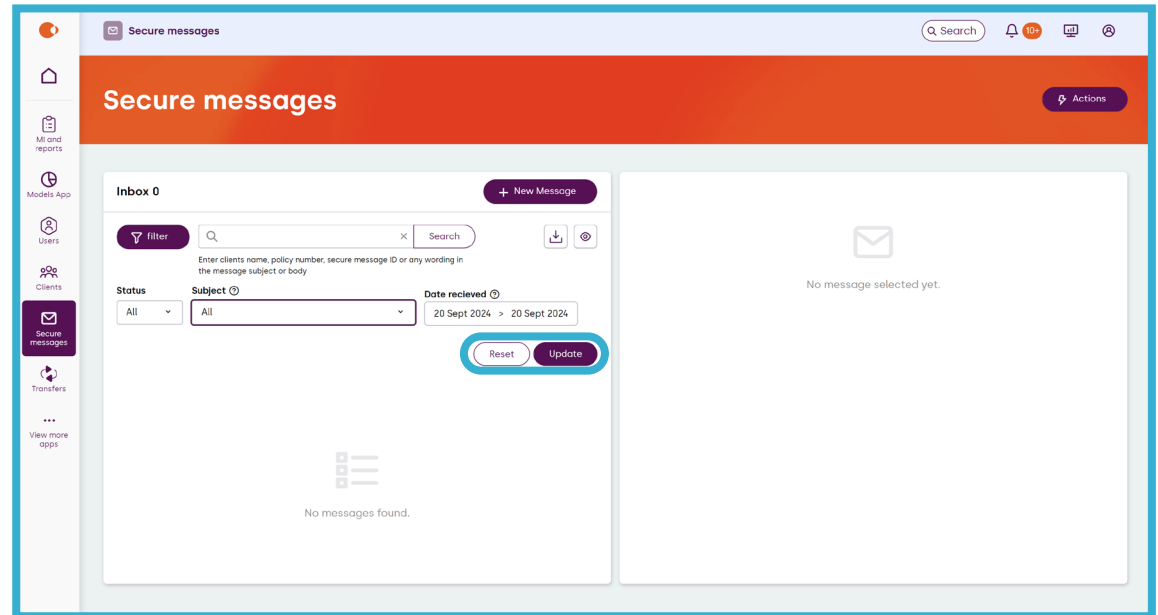
## Secure messages

You can search by a client's name, policy number, message ID or a key word to locate a message.

Selecting the **'filter'** button provides additional fields to locate the secure message.

Select **'Update'** to apply these filters.

Select **'Reset'** to remove the filter details.



Select '**New Message**' to begin a new message.

Enter the client account number.

Select the subject from the drop down.

If you select '**Other**' you can type in a custom subject.

### Key message

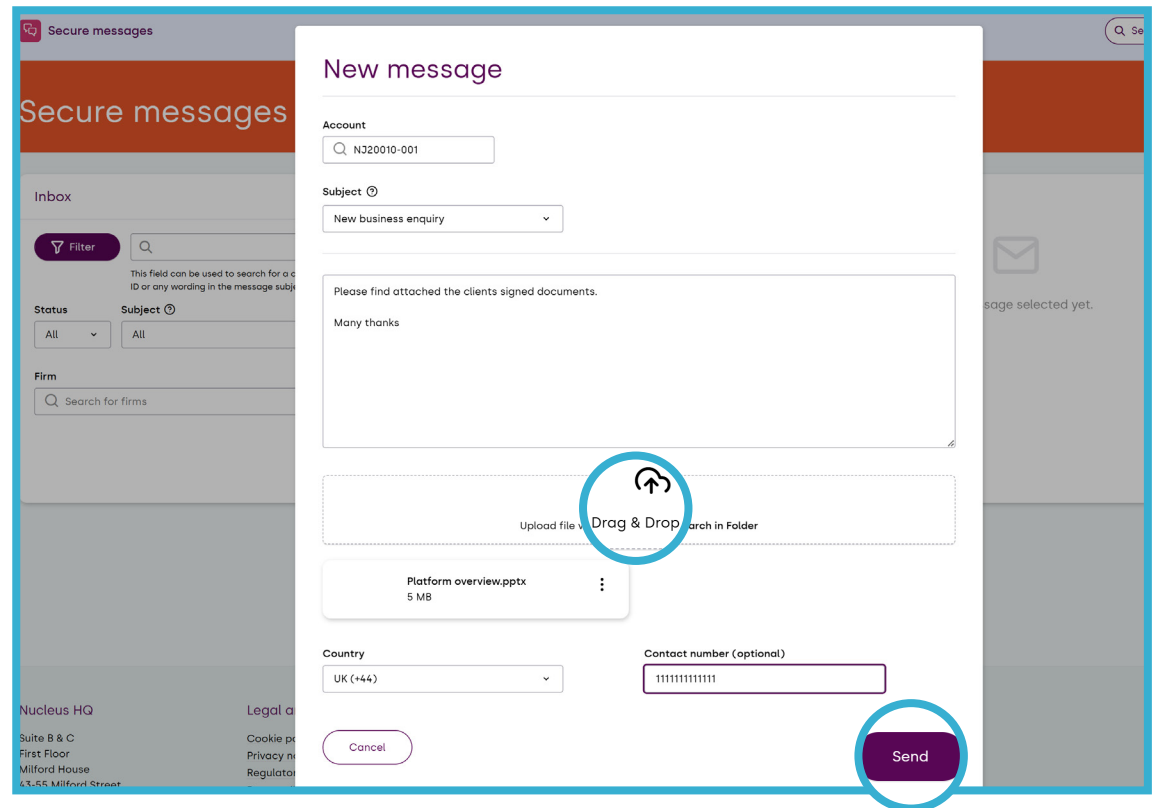
Selecting the correct subject allows the message to be allocated to the correct team easily and removes any unnecessary delays.

Enter your message.

Drag and drop or select '**Folder**' to attach file.

Enter your contact number. This field is optional.

Select '**Send**'.

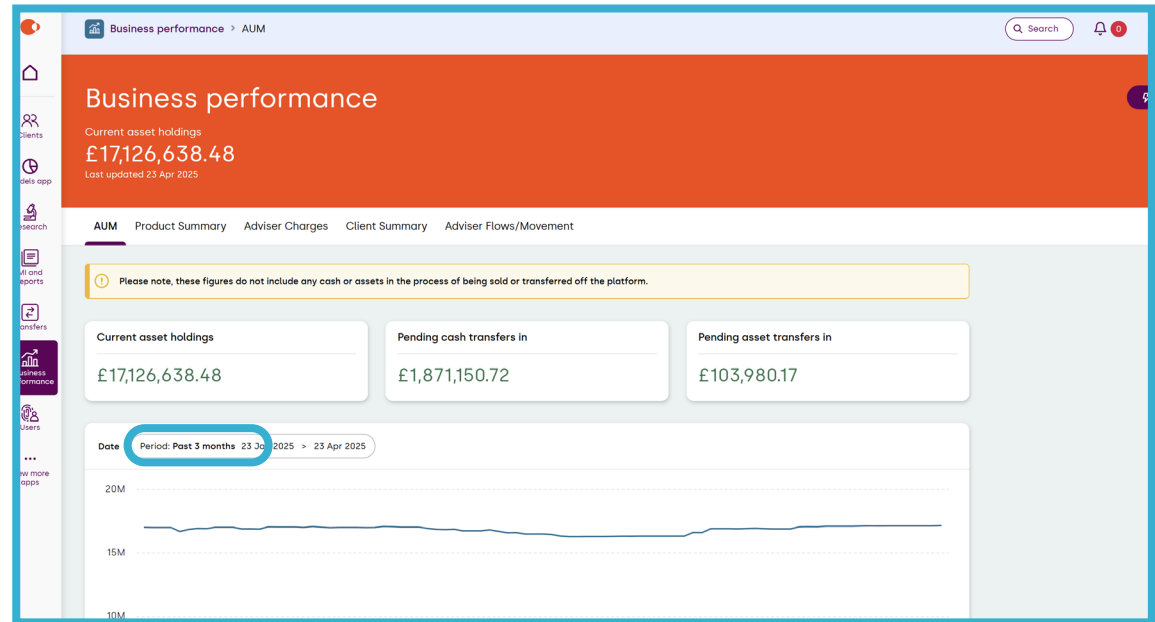


## Business performance

### AUM

The page will show current asset holdings, pending cash transfers in and pending transfers in.

To filter the information by date range select '**Period:**'. This will give you preset options such as 'current tax year' as well as the ability to set a customised date range.



Asset holdings per product within the firm will be displayed.

The asset holdings will show the difference in holdings within a three month date range.

Product	Asset holdings as at 23 January 2025	Asset holdings as at 23 April 2025	Difference
Nucleus SIPP	£1,410,712.39	£1,600,864.24	£190,151.85
Nucleus Offshore Bond	£209,300.00	£209,941.99	£641.99
Nucleus GIA	£178,602.62	£504,076.82	£325,474.21
Nucleus ISA	£85,360.83	£136,968.35	£51,607.53
Nucleus Flexi SIPP	£5,500.00	£30,553.27	£25,053.27
Nucleus Junior ISA	£0.00	£21,392.90	£21,392.90
Nucleus Junior SIPP	£0.00	£14,844.83	£14,844.83
<b>Portfolio total</b>	<b>£1,889,475.83</b>	<b>£2,518,642.40</b>	<b>£629,166.56</b>

### Product summary

The page displays a summary of the number of accounts invested in each product, allocation split and the value within the clients in at your firm.

To filter the information by date range select 'As at'. You will be able to see the product split within your firm as at any previous date.

The screenshot shows a dashboard titled "Business performance" with a current asset holdings of £17,126,638.48 as of 23/04/2025. The dashboard includes a navigation menu on the left with icons for Clients, adlets app, Research, Mit and reports, Transfers, Business performance (highlighted), and Users. The main content area has tabs for AUM, Product Summary (selected), Adviser Charges, Client Summary, and Adviser Flows/Movement. A date filter is set to "As at 23/04/2025".

Product name	Number of Subaccounts	Allocation Split	Value
Nucleus SIPP	8	63.56%	£1,600,864.24
Nucleus GIA	12	20.01%	£504,076.82
Nucleus Offshore Bond	2	8.34%	£209,941.99
Nucleus ISA	7	5.44%	£136,968.35
Nucleus Flexi SIPP	2	1.21%	£30,553.27
Nucleus Junior ISA	3	0.85%	£21,392.90
Nucleus Junior SIPP	4	0.59%	£14,844.83
<b>Total</b>	<b>38</b>	<b>100.00%</b>	<b>£2,518,642.40</b>

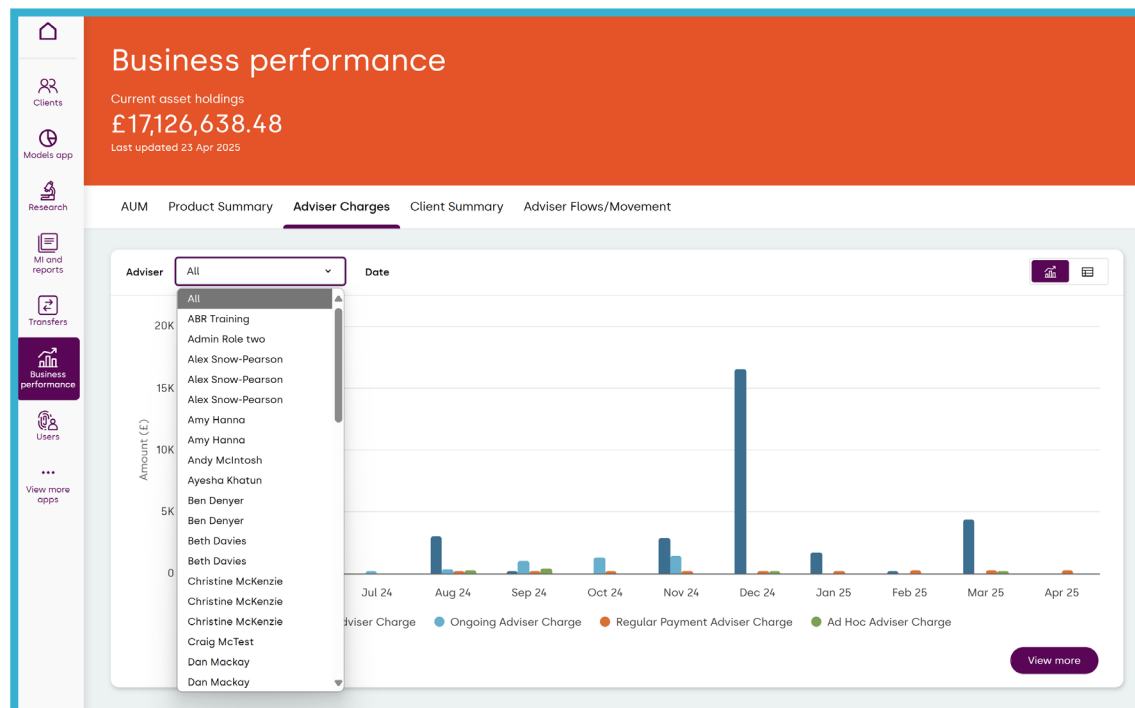
## Adviser charges

The page shows all charges within your firm, including:

- Initial adviser charge
- Ongoing adviser charge
- Regular payment adviser charge
- Adhoc charges

To filter the charges by adviser select the adviser from the drop down.

For further details on the adviser charges per adviser select the graph icon.



Select the arrow to expand the details on each month.

'View more' will redirect you to produce a remuneration statement

The screenshot shows the 'Adviser Charges' section of a platform. The interface includes a navigation menu on the left with icons for Clients, Models app, Research, MI and reports, Transfers, Business performance, and Users. The main content area has tabs for AUM, Product Summary, Adviser Charges (selected), Client Summary, and Adviser Flows/Movement. Below the tabs, there are filters for 'Adviser' (set to 'All') and 'Date'. A table displays the following data for August 2024:

Adviser name	Initial Adviser Charge	Ongoing Adviser Charge	Regular Payment Adviser Charge	Ad Hoc Adviser Charge	Total
Aug 24					
JM Test Adviser	£100.00	£341.27	£0.00	£200.00	£641.27
ZM Test Adviser	£300.00	£13.50	£3.00	£100.00	£416.50
ABR Training	£1.25K	£0.00	£0.00	£0.00	£1.25K
Emily Prendeville Test	£1.25K	£0.00	£0.00	£0.00	£1.25K
Mitchell Pursall	£100.00	£0.00	£0.00	£0.00	£100.00
<b>Total</b>	<b>£3.00K</b>	<b>£354.77</b>	<b>£3.00</b>	<b>£300.00</b>	<b>£3.66K</b>

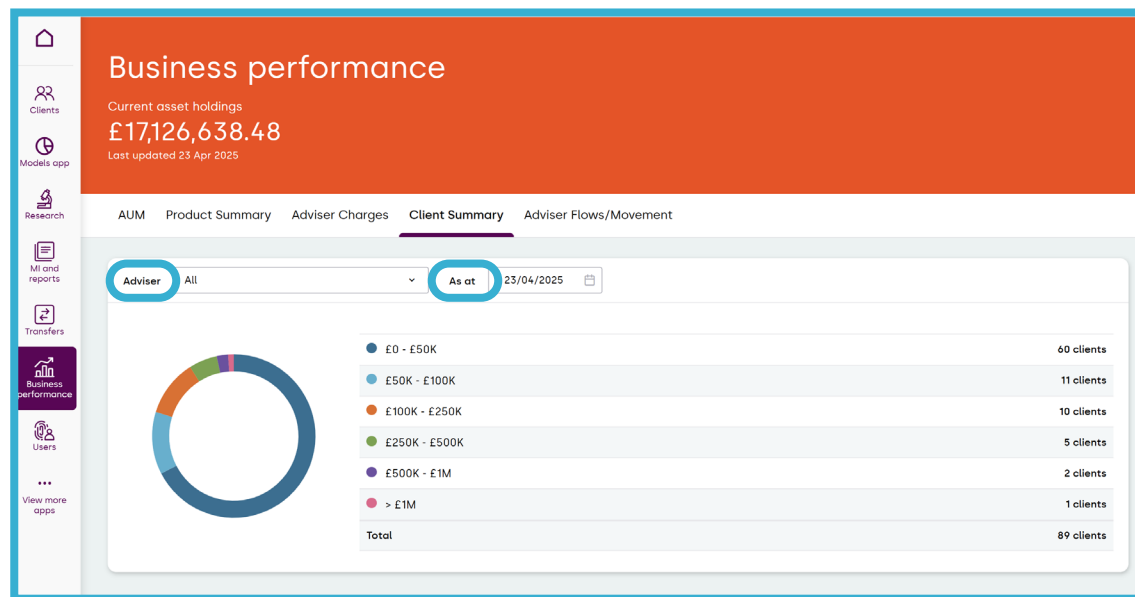
Below the table, there is a list of months with expandable arrows: Apr 24, Dec 24, Jan 25, Mar 25, May 24, Jun 24, Jul 24, Sep 24, Oct 24, Nov 24, Apr 25, and Feb 25. A 'View more' button is located at the bottom right of the interface.

### Client summary

The client summary tab displays how many clients have a total amount invested in each value bracket.

To filter the information by adviser, select **'Adviser'**.

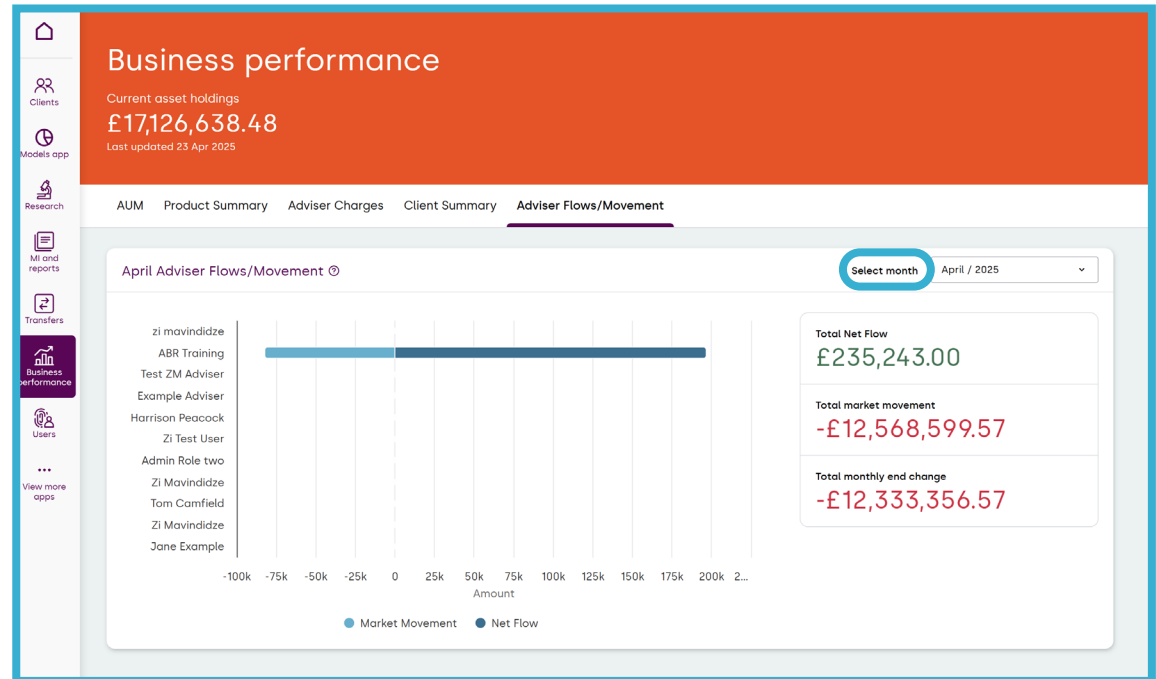
To filter the information by date range, select **'As at'**.



### Adviser flows/movement

The adviser flows/movement tab show adviser net flows and market movement in at your firm.

To filter the information by date range, select 'Select month'.

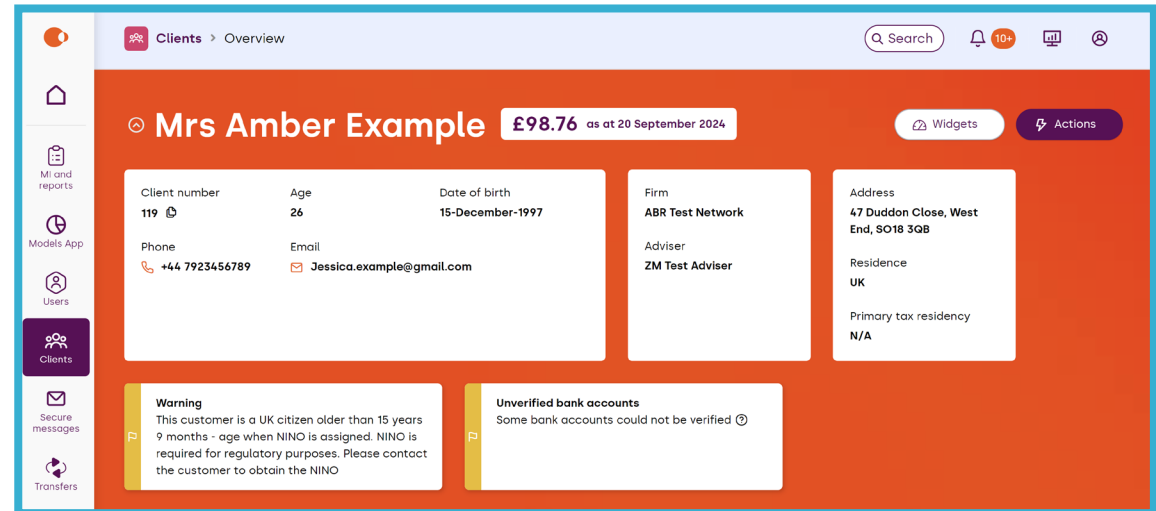


## Client home page

After selecting your client, you'll land on their overview page.

The client's personal details are displayed in the banner.

Any outstanding actions that require completion will be displayed as warnings on the banner.



## Overview

This tab will give you an overview of the client and their accounts, with fully customisable widgets to suit your needs.

The widget can be configured by selecting **'Widgets'**.

**Miss Alice Test** £499,832.16 as at 24 April 2025

**Client number:** 2487 **Age:** 57 **Date of birth:** 1 January 1968 **Firm:** ABR Test Network **Address:** Duns House, St. Pauls Road, SP2 7BF

**Phone:** +44 07792692555 **Email:** Alice@test.com **Adviser:** JM Test Adviser **Residence:** UK **Primary tax residency:** UK

**Accounts owned** £499,832.16

Account	Value
A Test	£499,832.16
Nucleus SIPP N31002354-001	£386,595.06
Nucleus Offshore Bond N31002354-002	£110,237.10

**Authorised roles** £144.64

Role	Value
C Test	£144.64
Junior SIPP N31001609-001	£144.64

**Valuation**

Graph showing value over time (Jan '25 to Mar '25). Y-axis ranges from £140K to £560K.

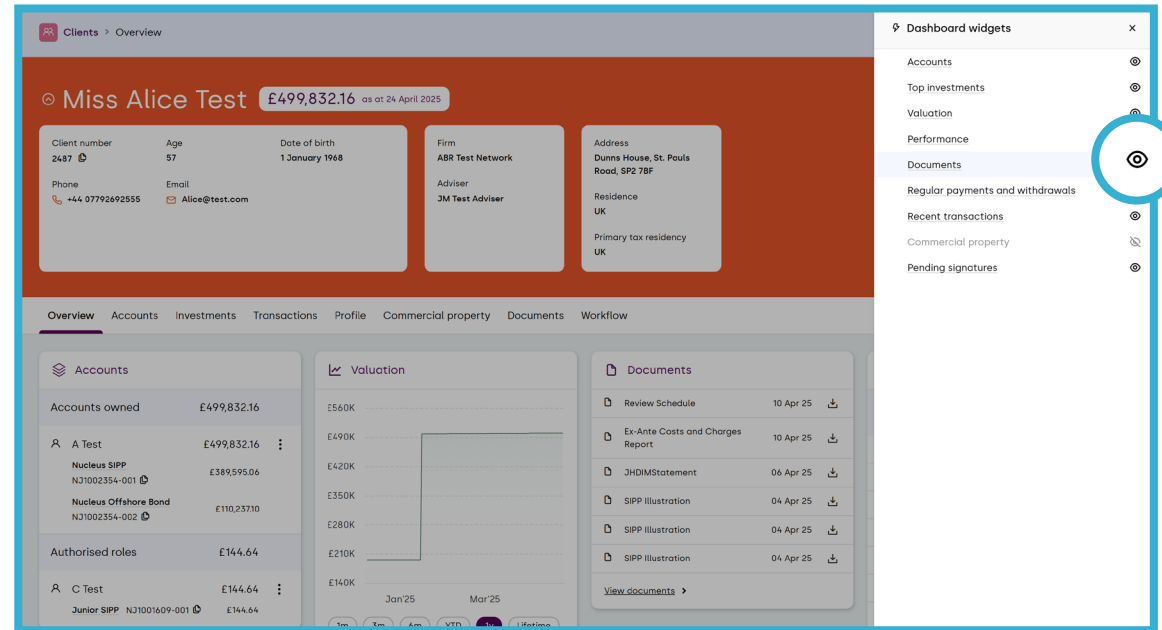
**Documents**

Document	Date
Review Schedule	10 Apr 25
Ex-Ante Costs and Charges Report	10 Apr 25
JHMStatement	06 Apr 25
SIPP Illustration	04 Apr 25
SIPP Illustration	04 Apr 25
SIPP Illustration	04 Apr 25

**Recent transactions**

Date	Description	Amount
01 Apr	Bought 1,000,000 JP Balanced	-£1,000,000
01 Apr	Interest payment	£509.96
01 Apr	Interest payment	£144.29
03 Mar	Interest payment	£93.49
03 Mar	Interest payment	£331.13

Select the eye icon on the widgets you would like to remove from your client's home page.



Any accounts the client holds will be under the 'Accounts' widget. This also includes any accounts your client is linked to.

Select the account, to look at the product information.

### Key message

Product specific information, such as remaining ISA allowances, LTA will be found in the individual account.

The screenshot displays a client overview page for 'Miss Alice Test' with a total value of £499,832.16 as of 24 April 2025. The page is divided into several sections:

- Client Details:** Client number 2487, Age 57, Date of birth 1 January 1968, Firm ABR Test Network, Adviser JM Test Adviser, Address Dunns House, St. Pauls Road, SP2 7BF, Residence UK, Primary tax residency UK.
- Accounts:** A table listing accounts owned and authorised roles.
 

Accounts owned	Value
A Test	£499,832.16
Nucleus SIPP NJ1002354-001	£389,595.06
Nucleus Offshore Bond NJ1002354-002	£110,237.10

Authorised roles	Value
C Test	£144.64
Junior SIPP NJ1001609-001	£144.64
- Valuation:** A line chart showing the account value over time, with markers for Jan 25 and Mar 25. The y-axis ranges from £140K to £560K.
- Documents:** A list of documents including Review Schedule, Ex-Ante Costs and Charges Report, and SIPP Illustrations.
- Recent transactions:** A table showing recent transactions for account A Test (NJ1002354).
 

Date	Description	Amount
01 Apr	Bought 1,000,0000 3P Balanced	-£1,000.00
01 Apr	Interest payment	£509.96
01 Apr	Interest payment	£144.29
03 Mar	Interest payment	£93.69
03 Mar	Interest payment	£331.15

## Accounts

The accounts tab will provide a valuation of the accounts owned by the client.

The page will show the difference in value of the accounts over the last 12 months.

The screenshot displays the 'Accounts' tab for a client named 'Miss Alice Test'. The client's total account value is £499,832.16 as of 24 April 2025. The page includes a sidebar with navigation options like 'Clients', 'Models app', 'Research', 'All end reports', 'Transfers', 'Business performance', and 'Users'. The main content area shows client details and a table of accounts owned.

Accounts owned		Value	Change in value
Total for accounts owned		£499,832.16	+£499,832.16
A Test	Advised	£499,832.16	+£499,832.16
Nucleus GPP	Advised	£389,595.06	+£389,595.06
Nucleus Offshore Bond	Advised	£110,237.10	+£110,237.10

This will also include accounts that your client has an authorised role.

The page will show the difference in value of the authorised role accounts over the last 12 months.

The accounts your client is linked to will be stated here.

The screenshot displays a financial platform interface with a sidebar on the left containing navigation icons for 'MI and reports', 'Transfers', 'Business performance', and 'Users', along with a 'View more apps' link. The main content area is divided into two sections:

**Authorised roles**

	Value	Change in value ⓘ
<b>Total for authorised roles</b>	£144.64	+£144.64
<b>C_Test (Guardian) Advised</b>	£144.64	+£144.64
Junior SIPP Advised NJ1001609-001	£144.64	+£144.64

**Linked accounts**

Account: A Test (NJ1002354) ▼

Account number	Client name	Account type	Adviser name	Linked type
NJ1001609	Cara Test	Individual	Amy Hanna	Auto

## Investments

### Holdings

The page will default to 'Holdings'.

The investments tab allows you to view your client's accounts, holdings and performance.

To filter the information by accounts, select 'Accounts owned'.

Investments	Target Allocation	Allocation	Quantity	Avg. cost	Current price	Purchase cost	Value	Unrealised gain/loss
<b>A Test - Nucleus Offshore Bond NJ1002354-002</b>	-	22.05%	-	-	-	£110,237.10	£110,237.10	£0.00
Investment holdings	-	22.05%	-	-	-	£110,237.10	£110,237.10	£0.00
Money Market Instruments (inc. cash)								
GBP Cash	-	22.05%	-	£0.0000	-	£110,237.10	£110,237.10	£0.00
Subtotal	-	22.05%	-	-	-	£110,237.10	£110,237.10	£0.00
<b>A Test - Nucleus SIPP NJ1002354-001</b>	-	77.95%	-	-	-	£389,595.06	£389,595.06	-£17.25
Investment holdings	-	77.75%	-	-	-	£388,612.31	£388,612.31	£0.00
Money Market Instruments (inc. cash)								
GBP Cash	-	77.75%	-	£0.0000	-	£388,612.31	£388,612.31	£0.00
Subtotal	-	77.75%	-	-	-	£388,612.31	£388,612.31	£0.00
Adviser portfolios	-	0.20%	-	-	-	£1,000.00	£982.75	-£17.25
JP Balanced	-	0.20%	-	-	-	£1,000.00	£982.75	-£17.25
<b>Total</b>	-	-	-	-	-	<b>£499,849.41</b>	<b>£499,832.16</b>	<b>-£17.25</b>

Use the tick to add or remove an account.

**Accounts filter** [X]

All accounts

Accounts owned

- A Test, (Individual Account Holder), NJ1002354
  - Nucleus SIPP, NJ1002354-001
  - Nucleus Offshore Bond, NJ1002354-002

Authorised roles

- C Test, (Guardian), NJ1001609
  - Junior SIPP, NJ1001609-001

Cancel [Apply]

To filter the information by date range select 'As at'.

The screenshot shows a user interface for a client named 'Miss Alice Test' with a total value of £499,832.16 as of 24 April 2025. A calendar pop-up is displayed over the client details, highlighting the date 24 April 2025. Below the calendar, there is a date selector field showing 'As at: 24/04/2025'. The main content area is divided into sections: 'Holdings' and 'Performance'. The 'Holdings' section contains a table with the following data:

Investments	Target Allocation	Allocation	Quantity	Avg. cost	Current price
A Test - Nucleus Offshore Bond NJ1002354-002	-	22.05%	-	-	-
Investment holdings	-	22.05%	-	-	-
Money Market Instruments (inc. cash)					
GBP Cash	-	22.05%		£0.0000	
Subtotal	-	22.05%	-	-	-

## Performance

Select **'Performance'**.

This tab displays the value of the accounts/products within the selected date range.

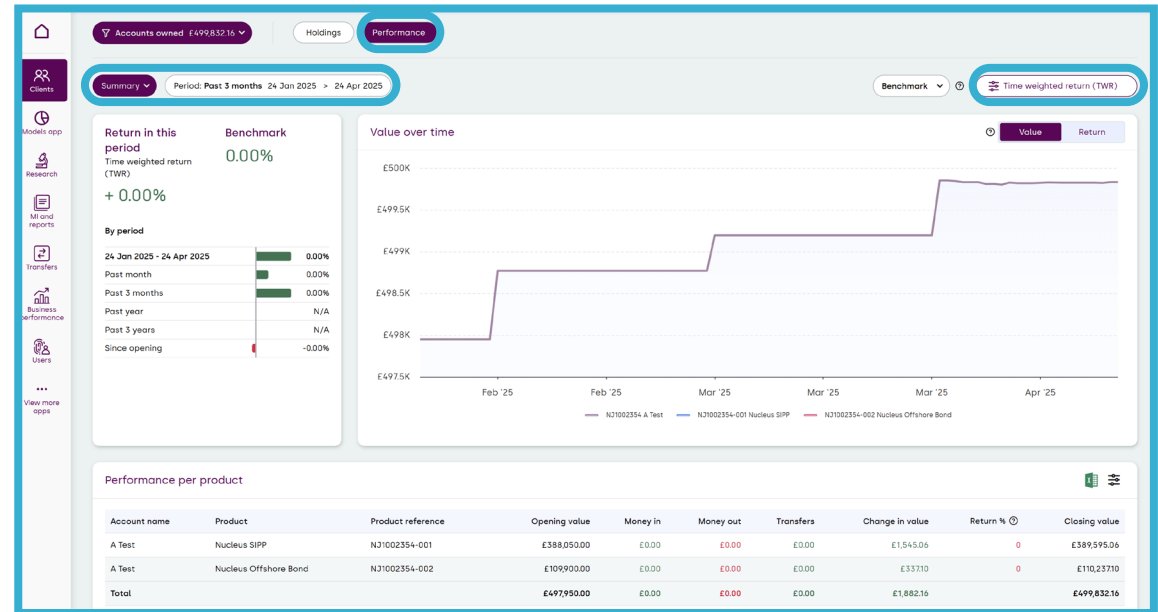
This can be shown by value or return over time.

The page will default to **'Summary'**.

To filter the information by date range select **'Period'**.

To change the performance calculation method and fees to include, select **'Time weighted return (TWR)'**.

Select the excel icon to export the information into an excel spreadsheet.



To filter the investments in more detail, select the summary tab and select **'Detail'** from the dropdown.

Select the excel icon to export the information into an excel spreadsheet.

Investment	Investment code	Opening value	Purchases	Sales	Realised gain/loss	Unrealised gain/loss	Income	Total gain/loss	Return %	Closing value
<b>Nucleus Offshore Bond</b>	<b>NJ1002354-002</b>	<b>£109,900.00</b>	<b>£3,371.10</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,371.10</b>	<b>0.31%</b>	<b>£110,237.10</b>
<b>GBP Cash</b>	<b>GBPCash</b>	<b>£109,900.00</b>	<b>£3,371.10</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,371.10</b>	<b>0.31%</b>	<b>£110,237.10</b>
<b>Nucleus SIPP</b>	<b>NJ1002354-001</b>	<b>£388,050.00</b>	<b>£1,562.31</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£17.25</b>	<b>£0.00</b>	<b>£1,545.06</b>	<b>-1.32%</b>	<b>£389,595.06</b>
<b>GBP Cash</b>	<b>GBPCash</b>	<b>£388,050.00</b>	<b>£1,562.31</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,545.06</b>	<b>0.40%</b>	<b>£389,612.31</b>
<b>JP Balanced</b>	<b>X2_4904</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£17.25</b>	<b>£0.00</b>	<b>-£17.25</b>	<b>-1.72%</b>	<b>£982.75</b>

## Transactions

You'll be able to view all transactions on your client's accounts.

To filter by account, select '**Account owned**'.

To filter by transaction type, select '**Type**' and select the transaction type from the dropdown.

To filter the transactions by a date range, select '**As at**'.

The transactions will be split into pending and completed transactions.

## Transactions - Payer Types

To view payer types for payment transactions, from the client overview page, select the **'Accounts'** tab.

Then select the product within **'Accounts owned'**

Overview Accounts Investments Transactions Profile Commercial property Documents Workflow

Valuation as at 6 Jan 2026

Accounts owned

	Value	Change in value
Total for accounts owned	£0.00	£0.00
E Smith Advised	£0.00	£0.00
Nucleus ISA Advised NJ1002989-001	£0.00	
Nucleus SIPP Advised NJ1002989-002	£0.00	

The Account details screen displays all transaction activity, including current, pending, expected, and completed payments.

Here, you can view the payer types: Client, Employee, Employer, and Third Party.

You can use the drop-down menu beneath **'Account details'** to select another product.

Account details

E Smith | SIPP - NJ1002989-002

Payments and transfers in Withdrawals Valuation and income Crystallisation SIPP details SIPP protection Charges Account information Regular orders

Active

Current regular payments

Payer type	Payment from	Amount	Frequency	Next payment date	Investment allocation
Client	Miss L Flack   445441   12345678	£50.00	Monthly	20 Jan 2026	<a href="#">View</a>
Employer (gross)	*****	£100.00	Monthly	20 Jan 2026	<a href="#">View</a>
Third party	*****	£50.00	Monthly	20 Jan 2026	<a href="#">View</a>

[View all deposits](#)

Expected single payments

Payer	Payment method	Amount
Client	Direct credit	£3,000.00
Employer (gross)	Direct credit	£300.00
Third party	Direct credit	£350.00

[View pending cash transactions](#)

Pending transfers in

Date requested	Transfer from	Reference	Amount	Last updated	Status
No results found					

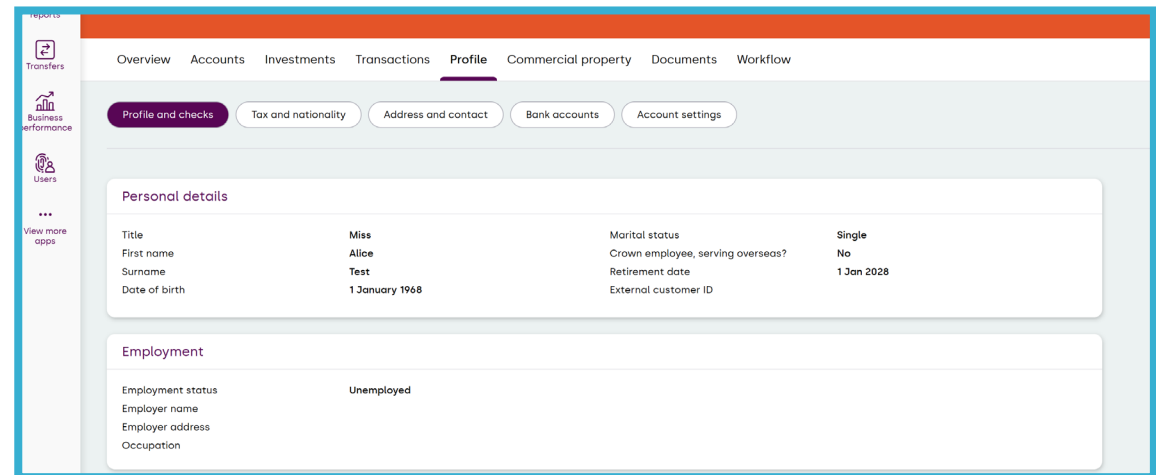
[View pending transfers](#)

## Profile

The profile tab will show your client's:

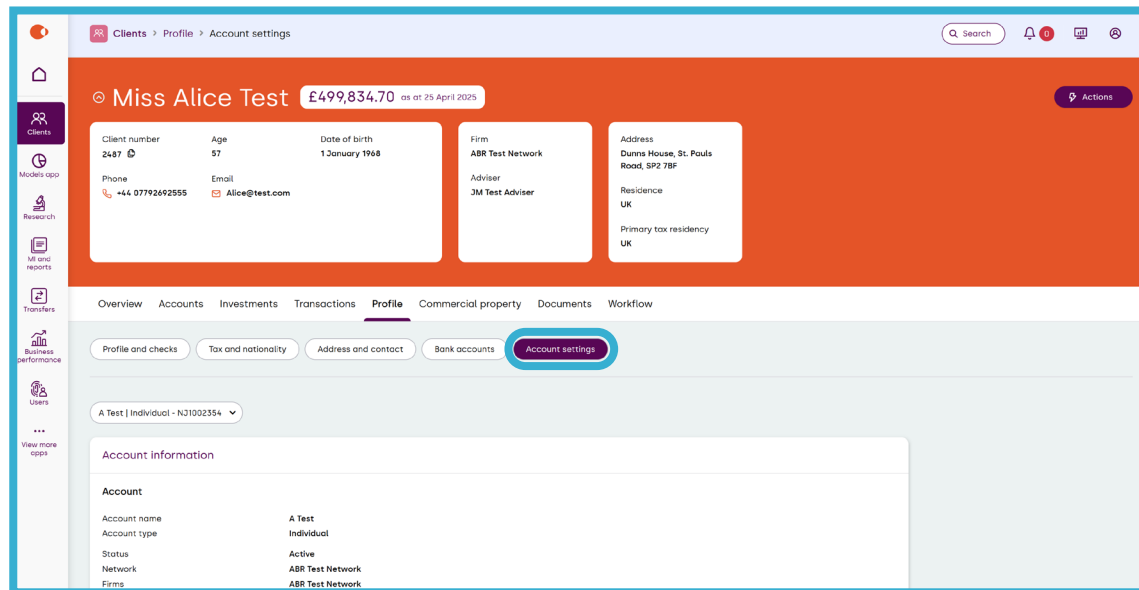
- Personal and employment details
- Tax residency and nationality details
- Address and contact details
- Bank account details
- Account settings

You'll be able to amend address and contact details, and bank account details. Please refer to the relevant guides on our Help hub for how to update these details.

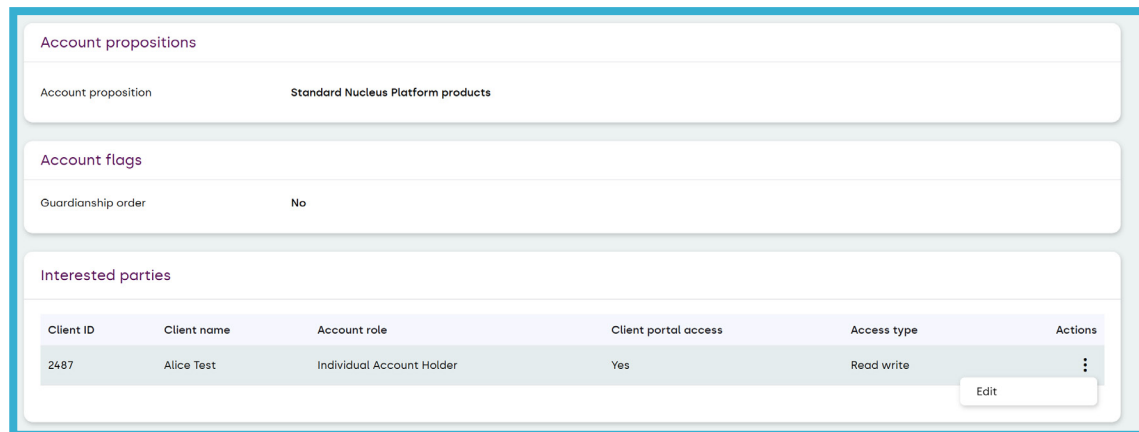


## Amending interested parties

To amend interested parties on your clients account select '**Account settings**'.



Select the vertical ellipses on the interested party you wish to edit.



Enter details that require amending and select 'Save'.

**Edit interested party** ×

Interested party

**Name**  
Alice Test

**Email address**

**Phone** **Country** **Phone number**

[+ Add another](#)

**Role**

**Customer portal access**  
 Yes  No

**Access type**  
Read write

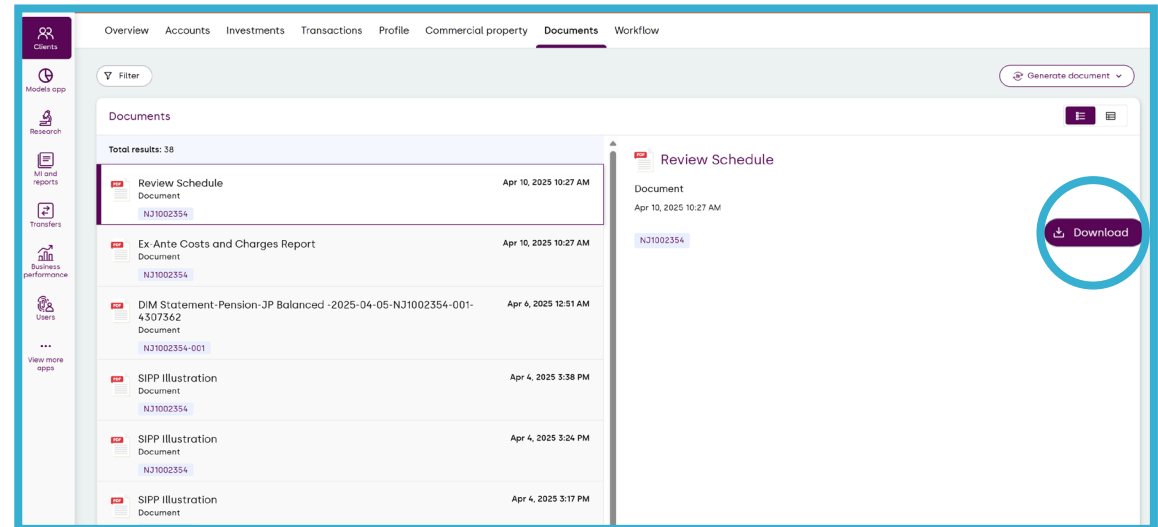
## Documents

The document tab is your client's document library.

From the document library you can view a list of all documents associated with your client's accounts and download them.

You can filter the documents by date, account, document category, document status and document name.

Select the document you wish to view and select '**Download**'.

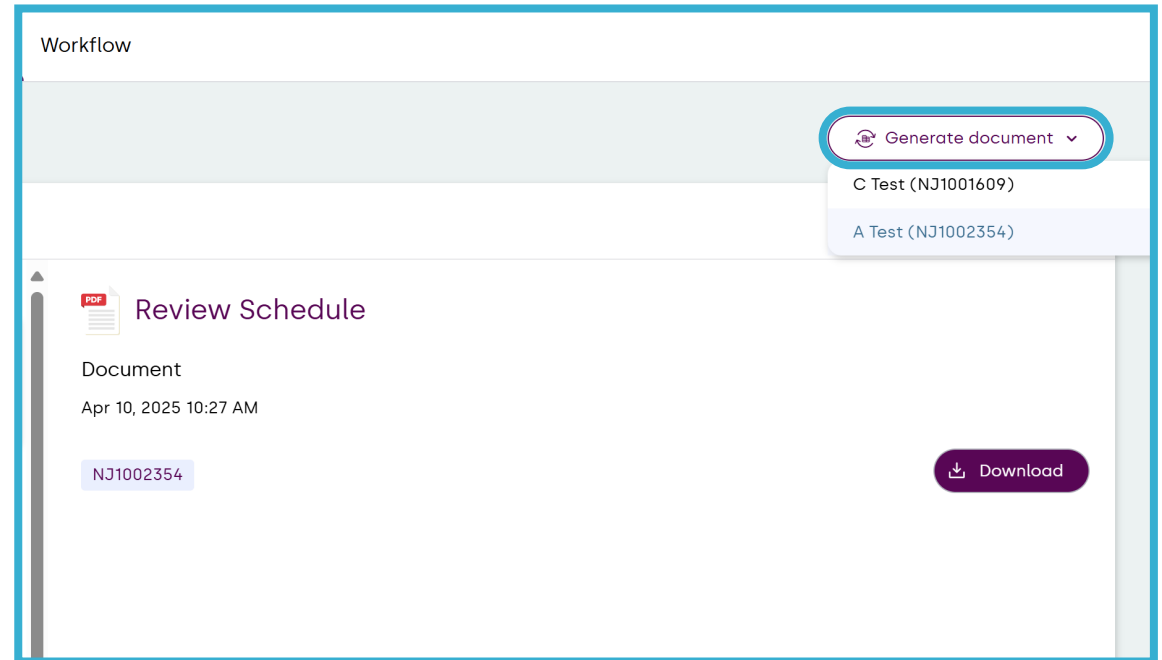


As you're saving these documents locally and some will contain your clients' personal details, please be aware of the Data Protection risks and consider clearing your downloads after use where appropriate.

To generate new documents, select '**Generate document**'.

Select the account to generate the document for.

The account can be changed by selecting the dropdown.



Select your report configuration.

Select the reports to generate.

Select **'Generate'**.

### Key message

Multiple reports can be selected at the same time.

The screenshot displays a web interface for report configuration. At the top, there is an 'Account selector' dropdown menu showing 'A Test (N31002354)'. Below this is the 'Report configuration' section, which includes a table of options:

From date	To date / As at date	From inception	FYTD	Last 12 months	Visible to client	Costs and Charges
09-Dec-2024	23-Apr-2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the configuration table is the 'Select reports to generate' section, which contains a list of report types with checkboxes:

- Consolidated Tax Certificate
- Target Market Information
- Contribution Statement
- Pension Savings Statement
- Pension wake up letter- Adhoc
- Ad-hoc statement
- Portfolio Valuation
- Client Transaction Listing
- Dim Statement

At the bottom right of the interface, there are two buttons: 'Back to overview' and 'Generate'. The 'Generate' button is highlighted with a red circle.

## Workflow

The workflow tab will show an overview of all activity on the client's accounts, and the status of the activity.

The activity details the name of the user who submitted it and the date of the submission.

To filter activities by account/product select '**Accounts owned**'.

To filter activities by date range, select '**Period**'.

Select the filter funnel button to filter activities by:

- Activity type
- Product
- Status

Overview Accounts Investments Transactions Profile Commercial property Documents **Workflow**

Accounts owned £499,834.70

All activities

Period: Past 3 months 25 Jan 2025 > 25 Apr 2025

Details

The product and product reference won't always be populated if the data isn't available. Generally, these fields will be blank for activities where the references aren't yet available.

Date started	Activity type	Account name	Product	Product reference	Adviser	Status
04 Apr 2025	Convert Capped to Flexi	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress
31 Mar 2025	Buy	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	Completed
21 Mar 2025	New illustration	A Test			JM Test Adviser	Completed
05 Mar 2025	New illustration	A Test			JM Test Adviser	In progress
27 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress
24 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress

Filter table by:

Activity type: All

Product: All

Status: All

Cancel Confirm

Results per page: 10

Select the vertical ellipses on an activity.

Any activity that's in progress you can **'Resume'** or **'Delete'** the activity.

### Key message

Selecting **'Resume'** will redirect you to that activity to make amendments.

Overview Accounts Investments Transactions Profile Commercial property Documents **Workflow**

Accounts owned £499,832.16

All activities

Period: Past year 24 Apr 2024 > 24 Apr 2025

Details

The product and product reference won't always be populated if the data isn't available. Generally, these fields will be blank for activities such as 'New Business' and 'Add Product' where the references aren't yet available.


Date started	Activity type	Account name	Product	Product reference	Adviser	Status	Created by	Last updated	Actions
04 Apr 2025	Convert Capped to Flexi	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	zi mavindidze	04 Apr 2025	⋮
31 Mar 2025	Buy	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	Completed	Dan Mackay	21 Mar 2025	⋮
21 Mar 2025	New illustration	A Test			JM Test Adviser	Completed	Vinay Mistry	21 Mar 2025	⋮
05 Mar 2025	New illustration	A Test			JM Test Adviser	In progress	Ben Denyer	05 Mar 2025	⋮
27 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	Loretta Flack	27 Jan 2025	⋮
24 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	Loretta Flack	24 Jan 2025	⋮
15 Jan 2025	Add product	A Test			JM Test Adviser	Completed	zi mavindidze	15 Jan 2025	⋮
09 Dec 2024	New business		Nucleus SIPP	NJ1002354-001		Completed	James Place	09 Dec 2024	⋮

Results per page 10

Any activity that's complete you can 'View' only.

The screenshot shows a software interface with a top navigation bar containing 'Overview', 'Accounts', 'Investments', 'Transactions', 'Profile', 'Commercial property', 'Documents', and 'Workflow'. Below the navigation bar, there is a summary card for 'Accounts owned' with a value of £499,834.70. The main section is titled 'All activities' and includes a date range filter for 'Past 3 months' from 25 Jan 2025 to 25 Apr 2025. A 'Details' section contains an informational message about product and product reference fields. Below this is a table of activities with columns for Date started, Activity type, Account name, Product, Product reference, Adviser, Status, Created by, Last updated, and Actions. The 'Status' column contains 'In progress' and 'Completed' labels. The 'Actions' column contains a 'View' button, which is circled in blue in the image. At the bottom of the table, there are pagination controls and a 'Results per page' dropdown set to 10.

Date started	Activity type	Account name	Product	Product reference	Adviser	Status	Created by	Last updated	Actions
04 Apr 2025	Convert Capped to Flexi	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	zi mavindizē	04 Apr 2025	⋮
31 Mar 2025	Buy	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	Completed	Dan Mackay	31 Mar 2025	⋮
21 Mar 2025	New illustration	A Test			JM Test Adviser	Completed	Vinay Mistry	21 Mar 2025	⋮
05 Mar 2025	New illustration	A Test			JM Test Adviser	In progress	Ben Denyer	05 Mar 2025	⋮
27 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	Loretta Flack	27 Jan 2025	⋮
24 Jan 2025	What if	A Test	Nucleus SIPP	NJ1002354-001	JM Test Adviser	In progress	Loretta Flack	24 Jan 2025	⋮

 03455 212 414

 [ask@nucleusfinancial.com](mailto:ask@nucleusfinancial.com)

 [nucleusfinancial.com](https://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.**

"Nucleus" is the trading name for Nucleus Financial Platforms Limited (NFPL) (registered in England, number 06033126), Nucleus Group Services Limited (NGSL) (registered in England, number 02538532); James Hay Services Limited (JHS) (registered in Jersey, number 77318); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); Nucleus Financial Services Limited (NFS) (registered in England, number 05629686). NFPL, NFS, NGSL, JHAC, JHPT, JHWM, JHWNC have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM and NFS are authorised and regulated by the Financial Conduct Authority. NFPL, NGSL, NFS, JHWM, JHPT, JHAC and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of NFPL. Further details of the Nucleus Group can be found at [nucleusfinancial.com](https://nucleusfinancial.com). (12/25)