

# Client model dashboard user guide

## Introduction

Our client model dashboard allows you to maintain your clients' Funds & Shares service accounts, link model portfolios, ringfence cash amounts, set up regular investments into models and schedule rebalances.

## Contents

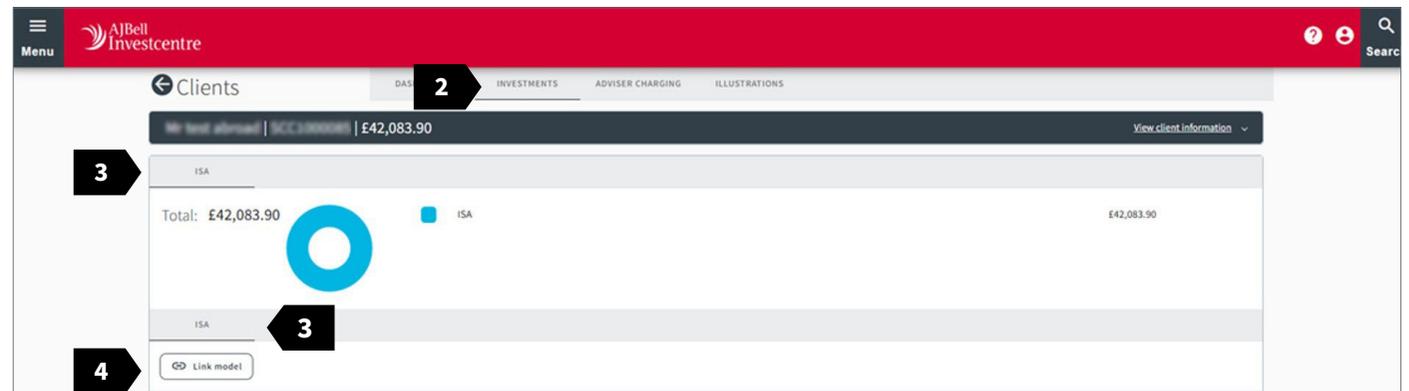
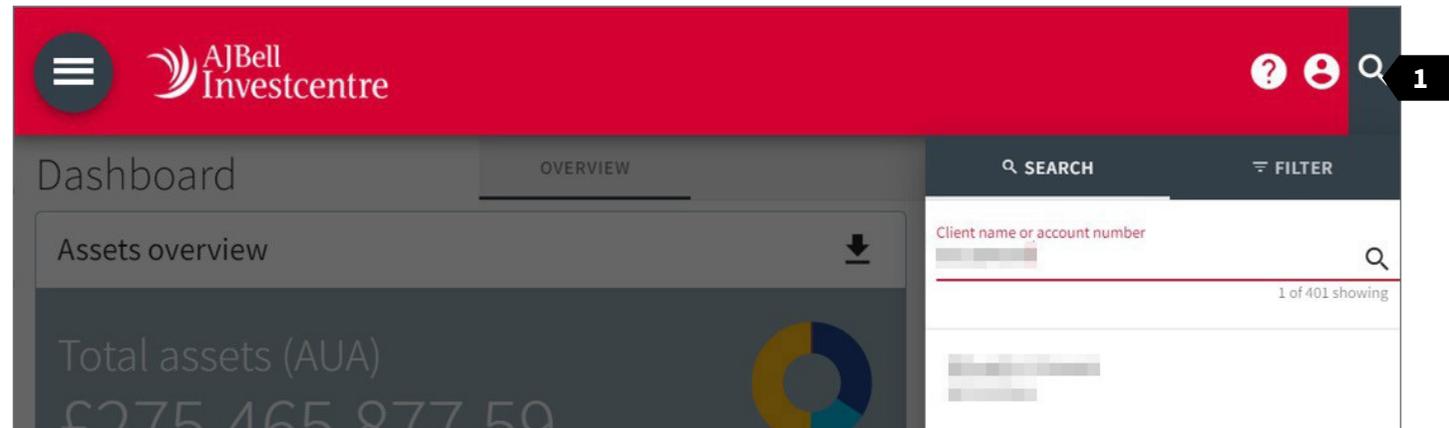
Accessing the client model dashboard	2
Linking or changing the model linked to an account	3
Removing a model	5
Setting up ringfenced cash	6
Editing ringfenced cash	7
Removing ringfenced cash	8
Setting up a scheduled rebalance	9
Editing or removing a scheduled rebalance	10
Setting up regular investments into a model	11
Editing or removing regular investments into a model	12
Setting up a one-off investment into a model	13

**Please note:** to access the client model dashboard you will need to have access to our Bulk Dealing and Model Portfolio Service tool. If you need to gain access to the tool please speak to your Business Development Manager.

## Accessing the client model dashboard

You can find the client model dashboard within the 'Investments' tab of the client list.

- 1 Access the client dashboard, either by using the client search functionality or via the client list.
- 2 Select the 'Investments' tab.
- 3 Then select the product, and Funds & Shares Service account.
- 4 The client model dashboard will be displayed here.



## Linking or changing the model linked to an account

- 1** To link the client's account to a model, select the 'Link model' button.
- 2** Or if the account is already linked to a model portfolio, and you wish to change it, you can do so by selecting 'Change linked model' within the 'Options' menu.
- 3** Use the dropdown menu to filter available models, or start typing the model name into the search bar to find the one you need. Click on your chosen model to view a breakdown of it.

**Please note:** if you change the linked model, any existing instructions set up against a previous model, such as regular investments into models and scheduled rebalance, will be removed. If a ringfenced cash amount had been specified, it will remain in place.

The image shows a three-step process for linking or changing a model in a client dashboard.   
**Step 1:** The top screenshot shows a dashboard for a SIPP/ISA account with a total value of £463,594.84. A 'Link model' button is highlighted with a '1' callout.   
**Step 2:** The middle screenshot shows the account is already linked to 'AJ Bell "Pactive" MPS 5'. An 'Options' menu is open, with 'Change linked model' highlighted and a '2' callout.   
**Step 3:** The bottom screenshot shows the 'Link model' search interface. A dropdown menu is open, showing filters like 'Search by all', 'Own Models', 'Firm', and 'MPS'. A '3' callout points to the dropdown. The search bar contains the text 'Start typing the model name to view matches'. Below the search bar, a table header is visible with columns for 'Quantity', 'Cost (£)', and 'Value (£)'. The table also shows 'Cash: £3.06' and 'Availab'.

## Linking a model to an account

**4** Once you're satisfied with your selection, click 'Link model' to confirm.

**5** The model is now linked to your client's account. Click 'Close' to return to the client dashboard.

For information on setting up a regular investment into a model, please see page 11.

**Please note:** your chosen model may not be eligible for instructions such as a scheduled rebalance. If it is not eligible, the option will not appear here.

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### Link model

Model Selection [Change model](#)

Bucephalas Model tolerance: 5.00

Investment Name	SEDOL/ISIN	Target % of model
Cash	-	2.00%
AXA Global Short Duration Bond Z Acc	BDFZQV3	20.00%
Janus Henderson Absolute Return I Acc	B5KKCX1	20.00%
Royal London Shrt Dur Glb HY Bd M GBPAcc	BD0NHK8	20.00%
FP Foresight Global RI Infrs A GBP Acc	BK0T9T8	9.00%
FP Foresight UK Infrs Inc A GBP Acc	BF0V592	9.00%
Tritax Big Box Ord	BG49KP9	10.00%
Gresham House Energy Storage Ord	BFX3K77	10.00%

*i* If you wish to make any edits to this model, this must be done in the [Funds and Shares website](#).

**4**

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### Linked model details

Model successfully linked - A & H Hardy Pension

**Ringfence cash** (optional)  
If you would like to ringfence cash you can do so below. If you wish to ringfence cash please carry this out before initiating any other orders.

**Instructions and orders** (optional)  
If you wish to set up any orders and/or instructions you can do so below. If your model is ineligible for scheduled rebalances and regular investments, these options actions won't be available. Ad hoc rebalances can be initiated on the [Funds and shares service website](#).

**5**

## Removing a model

- 1 Click 'Options' on the linked model.
- 2 Select 'Remove linked model'
- 3 Check that you've chosen the correct model, and click 'Remove'.
- 4 The model link has been removed from your client's account. Click 'Close' to return to the client dashboard.
- 5 If you have ringfenced cash, regular investments, or scheduled rebalances set up for this model, they will be highlighted in red. You will need to remove them and reconfigure them once you are connected to a new model.

**Please note:** if you are unlinking the account from an AJ Bell Investcentre MPS or a Third Party MPS that has a management fee then a prorated closing fee will be taken.

The screenshot illustrates the process of removing a linked model from a client's account. It is divided into five numbered steps:

- Step 1:** The user is on the 'Linked model' page for 'Bucephalus'. An 'Options' menu is visible in the top right corner.
- Step 2:** The 'Options' menu is open, and 'Remove linked model' is selected.
- Step 3:** A confirmation dialog titled 'Remove model link' is shown. It asks 'Are you sure you want to remove this model link?' and lists 'AJ Bell "Pactive" MPS 1'. The 'Remove' button is highlighted.
- Step 4:** A confirmation message 'We have removed this model link' is displayed, and the 'Close' button is highlighted.
- Step 5:** The final dashboard view shows the 'Funds & Shares Service' section. The '£500.00 cash ringfenced' and 'Regularly investing £100 into AJ Bell "Pactive" MPS 1' items are highlighted in red, indicating they need to be removed or reconfigured.

## Setting up ringfenced cash

You can set up or edit a ringfenced cash amount from the client dashboard. To check how to access the client dashboard please see [page 2](#).

You are only able to set up ringfenced cash for Funds & Shares Services accounts that are linked to a model portfolio.

- 1 Select 'Ringfence cash' from the 'Options' menu.
- 2 Enter the value of the amount of cash that you would like to ringfence. The available cash amount in the account is shown below the box.
- 3 Check that the cash amount to be ringfenced is correct and select 'Submit' to confirm it. To amend the cash amount, select 'Back'.

**Please note:** you can ringfence any cash amount that you would like.

If the ringfenced cash amount is higher than the available cash when a rebalance is instructed, the rebalance will fail. If this occurs, you will receive a secure message.

The image shows a sequence of three screenshots from a client dashboard illustrating the process of setting up ringfenced cash.

**Top Screenshot:** Shows the 'FUNDS & SHARES SERVICE' header. Below it, a linked model 'Moderate 0.5% Cash March 2020' is displayed. An 'Options' menu is visible in the top right corner, with a black arrow labeled '1' pointing to it.

**Middle Screenshot:** Titled 'Test Tester | RIA - Funds & Shares Service'. The main heading is 'Ringfenced cash'. Under 'Amount', it states: 'This ringfenced cash amount will be excluded from any rebalances carried out of this account'. A text input field contains '£' followed by a cursor. Below the field, it says 'Available cash: £3.14'. A black arrow labeled '2' points to the input field. At the bottom are 'Submit' and 'Back' buttons.

**Bottom Screenshot:** Titled 'SIPP - Funds & Shares Service'. The main heading is 'Set up ringfenced cash'. A progress bar shows '1. SET UP' and '2. REVIEW'. A light blue box contains 'Cash to ringfence' and 'Amount: £500.00'. A black arrow labeled '3' points to the 'Submit' button at the bottom.

## Editing ringfenced cash

- 1 To see what is set up in the current model, including the ringfenced cash amount, expand the menu by pressing the arrow next to the 'Options' menu.
- 2 To amend the ringfenced cash amount on an account, select 'Edit'.
- 3 Update the ringfenced amount.
- 4 Check that the cash amount to be ringfenced is correct and click 'Submit' to confirm it. To amend the cash amount, click 'Back'.

**Please note:** you can ringfence any cash amount that you would like.

If the ringfenced cash amount is higher than the available cash when a rebalance is instructed, the rebalance will fail. If this occurs, you will receive a secure message

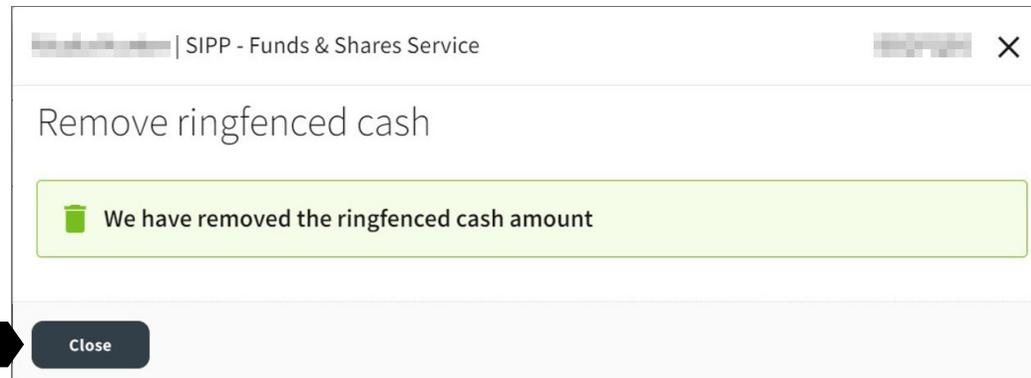
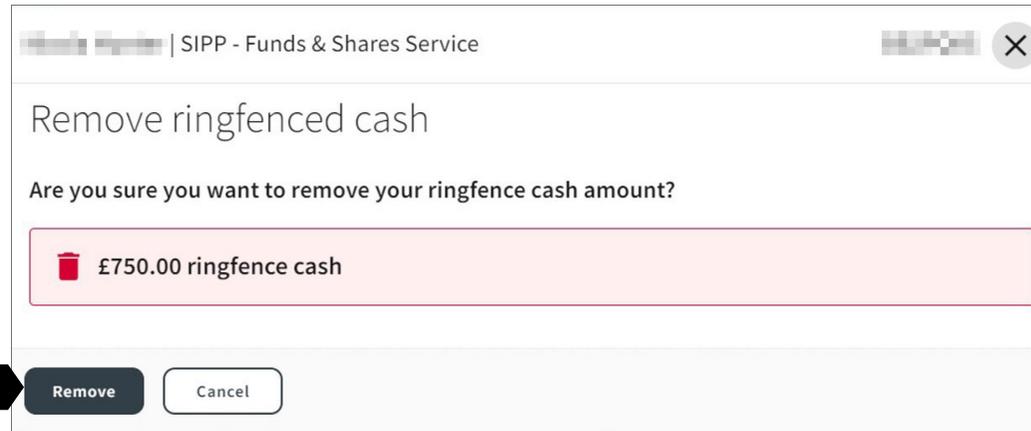
The first screenshot shows the 'Funds & Shares Service' dashboard for a 'Moderate 0.5% Cash March 2020' model. An 'Options' menu is visible in the top right corner, with a callout '1' pointing to it. Below the model name, the current ringfenced cash amount is shown as '£500.00 cash ringfenced', with 'Edit' and 'Remove' buttons. A callout '2' points to the 'Edit' button. Below this, a note states: 'This ringfenced cash amount will be excluded from any rebalance placed on this account.'

The second screenshot is a modal window titled 'Edit ringfenced cash' with a close button in the top right. It has two tabs: '1. EDIT' and '2. REVIEW'. The 'EDIT' tab is active. Below the title, there is explanatory text: 'Add a cash amount that will be excluded from any rebalance carried out on this F&SS account. This functionality only applies to rebalances, no other functionality is affected.' A green checkmark icon is next to the heading 'Amount to ringfence'. Below this, it says 'This ringfenced cash amount will be excluded from any rebalances carried out of this account'. To the right, there is a text input field containing '£ 500.00' and a label 'Available cash: £1,219.55'. A callout '3' points to the input field. Below the input field is an information box with an 'i' icon and the text: 'If the ringfenced cash value is higher than the available cash, then any rebalance submitted for this account will fail.' At the bottom, there are 'Next' and 'Close' buttons.

The third screenshot is the same modal window, but the '2. REVIEW' tab is active. It shows a summary box with the heading 'Cash to ringfence' and the text 'Amount: £750.00'. At the bottom, there are 'Submit' and 'Back' buttons. A callout '4' points to the 'Submit' button.

## Removing ringfenced cash

- 1** To remove ringfencing from the account, select 'Remove'.
- 2** To confirm the removal of ringfencing on this account, select 'Remove'.
- 3** The ringfenced cash amount has been removed. Select 'Close' to return to the client dashboard.



## Setting up a scheduled rebalance

You can set up, edit or remove a scheduled rebalance from the client dashboard. For a reminder of how to access the client dashboard, please see [page 2](#).

You can only set up scheduled rebalances for Funds & Shares Services accounts that are linked to a model portfolio that is not managed by AJ Bell Investments or one of our Third Party MPS providers.

**1** To set up a scheduled rebalance, select 'Set up a scheduled rebalance' from the 'Options' menu.

**2** Select the frequency of the rebalance, and the date you want it to start.

**3** Check that the frequency and start date are correct, then click 'Submit' to confirm these details. To amend them, click 'Back'.

**Please note:** scheduled rebalances occur on the 18<sup>th</sup> of each month, or the next working day if the 18<sup>th</sup> falls on a weekend or bank holiday.

The first screenshot shows the client dashboard with the 'Options' menu open. The 'Set up scheduled rebalance' option is highlighted, and a red arrow labeled '1' points to it. The dashboard shows 'Linked model MA Model 01' and 'Investments' with a search list and cash/available cash values.

The second screenshot shows the 'Set up scheduled rebalance' form. The 'Frequency' is set to 'Quarterly' and the 'Start Date' is '18th March 2025'. A red arrow labeled '2' points to the 'Start Date' dropdown menu. The form also shows 'Model successfully linked - Bucephalus' and 'Ringfence cash set up' with an amount of £500.00.

The third screenshot shows the 'Set up scheduled rebalance' form with the 'Submit' button highlighted. A red arrow labeled '3' points to the 'Submit' button. The form shows 'Frequency: Quarterly' and 'Start Date: 18/03/2025'.

## Editing or removing a scheduled rebalance

- 1** To view what is set up in the current model, including any scheduled rebalance, expand the menu by clicking on the arrow next to the 'Options' menu.
- 2** To amend the scheduled rebalance, click 'Edit'.
- 3** Amend the frequency and next scheduled rebalance date. Click 'Next' to review and submit the changes.
- 4** To remove the scheduled rebalance, click 'Remove'.

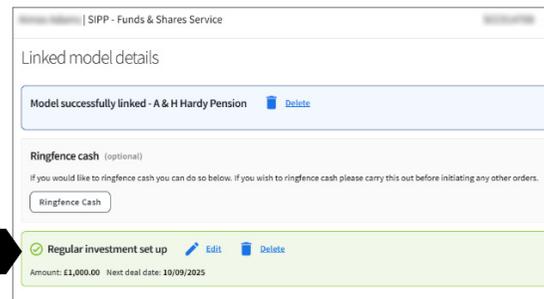
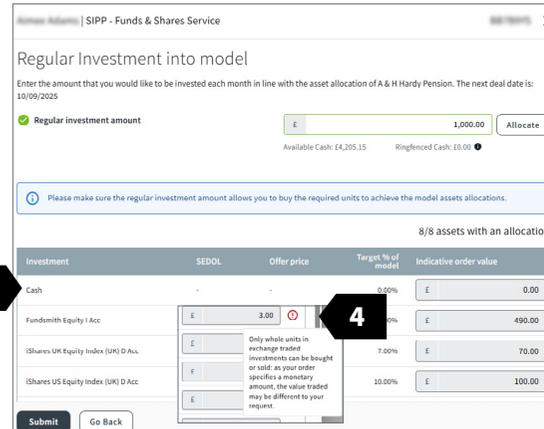
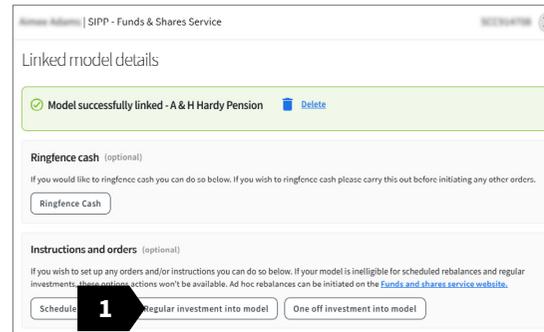
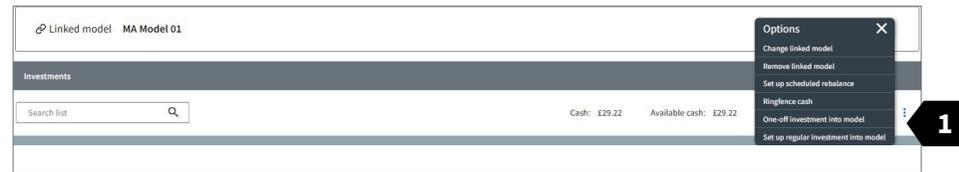
The image shows a sequence of three screenshots from a client model dashboard, illustrating the steps to edit or remove a scheduled rebalance. The top screenshot shows the main dashboard with a total value of £21,173.77 and a table of ISA holdings. A callout box labeled '1' points to the 'Options' menu next to the 'Linked model MA Model 01'. A callout box labeled '2' points to the 'Edit' link in the 'Scheduled rebalance' section. The middle screenshot is a modal window titled 'Edit scheduled rebalance' with two tabs: '1. EDIT' and '2. REVIEW'. Under the 'EDIT' tab, there are two sections: 'Frequency' with radio buttons for Monthly, Quarterly, Half-yearly (selected), and Annually; and 'Next scheduled rebalance date' with a date picker set to 22nd April 2025. A callout box labeled '3' points to the 'Half-yearly' option. At the bottom are 'Next' and 'Close' buttons. The bottom screenshot is a modal window titled 'Remove scheduled rebalance' with the question 'Are you sure you want to remove the scheduled rebalance?'. It displays a red trash icon and the text 'Scheduled rebalance' followed by 'Frequency: Quarterly' and 'Next scheduled rebalance date: 18/03/2025'. A callout box labeled '4' points to the 'Remove' button.

## Setting up regular investments into a model

- 1 Select 'Set up regular investment into model' from the 'Options' menu . Alternatively, you can set this up along the single linked model journey.
- 2 Enter the regular investment amount you would like and click 'Allocate'. The amount must be sufficient to cover the model's asset allocation.
- 3 Once you are happy with the allocation, click 'Submit'.
- 4 Based on the assets within your chosen model, some lines may display icons. Hovering over these icons will provide detailed explanations of the corresponding warnings.
- 5 Once submitted, you will see the regular investment amount in green, and confirmation of the next deal date.

**Please note:** the purpose of this user guide is to provide a brief overview of how to set up regular investments into models from the client dashboard.

For full details of our regular investments into models functionality, please read our [Regulars investments into models user guide](#).



## Editing or removing regular investments into a model

- 1** To view the setup of the current model, including regular investments in, expand the menu by clicking the arrow next to the 'Options' menu.
- 2** To edit regular investments into a model, click 'Edit'.
- 3** Amend the regular investment amount, then click 'Next' to review and submit the change.
- 4** To remove regular investments from a model, click 'Yes, delete it', then review and submit the instruction.

**Important note:** when editing the regular investment amount, please ensure it is sufficient to invest in line with the model's asset allocation. There's a minimum regular investment amount of £2.50 per investment, inclusive of cash, and only whole units of exchange-traded investments can be purchased.

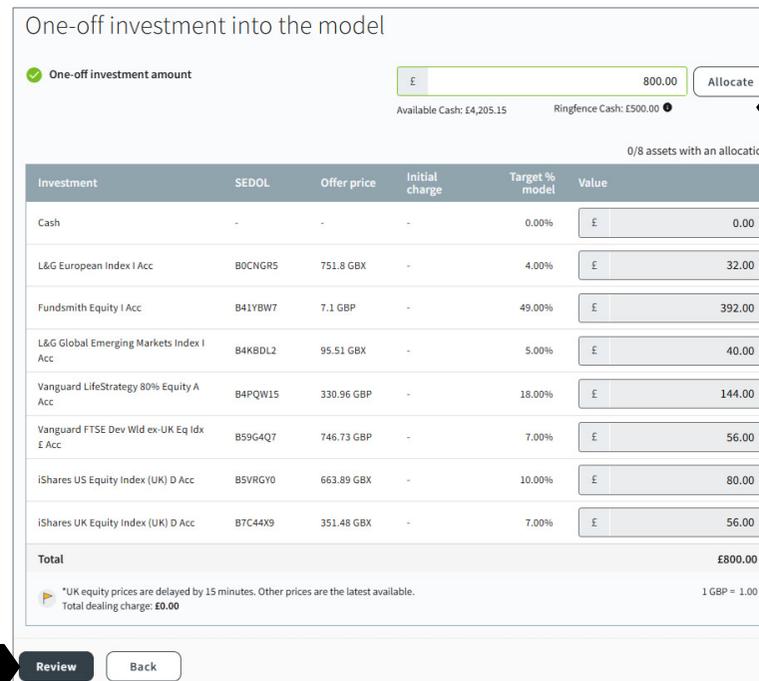
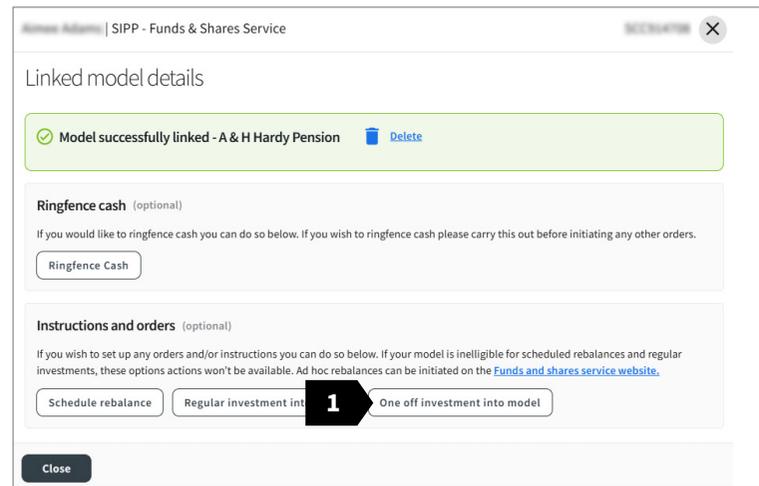
The screenshot shows the SIPP dashboard with a total balance of £413,552.89. A donut chart displays the asset allocation: Cash (£1.40), Funds & Shares Service (£411,326.49), Investment partners (£0.00), and Off-panel (£2,225.00). Below the chart, there are tabs for 'FUNDS & SHARES SERVICE', 'INVESTMENT PARTNERS', and 'OFF-PANEL'. Under 'FUNDS & SHARES SERVICE', a 'Linked model 100% Equity' is shown with an 'Options' menu. Two investment entries are listed: '£444.00 cash ringfenced' and 'Regularly investing £333 per month into 100% Equity'. A black arrow labeled '1' points to the 'Options' menu.

The screenshot shows the 'Edit regular investment into model' dialog box. It has two tabs: '1. SET UP' and '2. REVIEW'. The 'SET UP' tab is active, showing a form to enter the regular investment amount. The current amount is £333.00. Below the form, there is a message: 'Please ensure the regular investment amount allows you to buy the required units to achieve the model assets allocations.' A black arrow labeled '2' points to the 'Options' menu in the previous screenshot. A black arrow labeled '3' points to the 'Next' button.

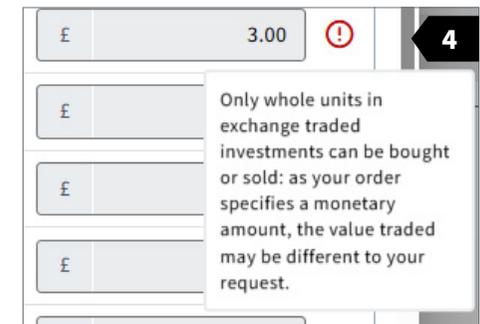
The screenshot shows the 'Delete regular investment into model' dialog box. It asks: 'Are you sure you want to delete this regular investment into model?'. Below the question, there is a red box containing the text: 'Investing £333.00 per month into 100% Equity.' At the bottom, there are two buttons: 'Yes, delete it' and 'No, keep it'. A black arrow labeled '4' points to the 'Yes, delete it' button.

## Setting up a one-off investment into a model

- 1 Select 'One-off investment into model' from the 'Options' menu.
- 2 Enter the one-off investment amount you would like and click 'Allocate'.
- 3 Once you are happy, click 'Review', and then 'Submit' to submit the trade.
- 4 Based on the assets within your chosen model, some lines may display icons. Hovering over these icons will provide detailed explanations of the corresponding warnings.



**Important note:** setting up a one-off investment here will automatically submit the order to invest. If you are unsure whether the order was processed, do not resubmit it until you have checked your active orders.



**5** You will see confirmation indicating which investments have been successfully submitted and which have not. A receipt can be printed from here.

**6** The reason for each unsuccessful order is displayed beneath the corresponding table, marked with a flag that outlines the cause of failure.

**One off investment into the model has been instructed, but not all orders were successful.** [Print Receipt](#)

Estimated total deal value: £450.00

**The below orders were successful**

Investment	SEDOL	Requested Amount	Executed Amount	Offer price
Cash	-	£10.00	£60.00	-
Janus Henderson Absolute Return I Acc	B5KKCX1	£100.00	£100.00	216 GBX
Royal London Shrt Dur Glb HY Bd M GBP Acc	BD0NHK8	£100.00	£100.00	1.28 GBP
AXA Global Short Duration Bond Z Acc	BDFZQV3	£100.00	£100.00	122 GBX
FP Foresight UK Infras Inc A GBP Acc	BF0V592	£45.00	£45.00	123.18 GBX
Tritax Big Box Ord	BG49KP9	£50.00	£50.00	138.4 GBX
FP Foresight Global RI Infras A GBP Acc	BK0T9T8	£45.00	£45.00	1.22 GBP

**The below orders were unsuccessful**

Investment	SEDOL	Requested Amount	Executed Amount	Offer price
Gresham House Energy Storage Ord	BFX3K77	£50.00	-	79 GBX

**6** We require you to complete our complex instruments form before being able to deal in this security.