

SYNAPTIC COMPARATOR

USER GUIDE



SYNAPTIC
COMPARATOR

Version 1.0

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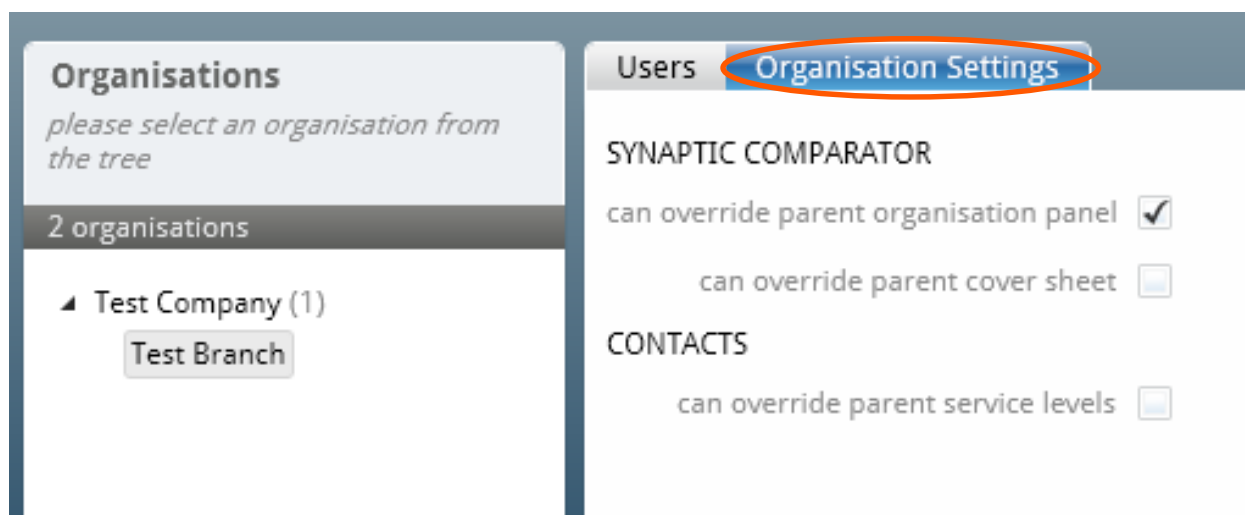
3 Setting Up Synaptic Illustrator

When you are given your Synaptic Illustrator licence(s), the implementation team will set up at least one user with full access to Synaptic Illustrator. Additional users and branches of your company can be added to Synaptic Illustrator within the Setup section. Only users with the role of 'administrator' can access this area. The setting up of branches and users is covered in the Synaptic Client Administration guide.

3.1 Branch Permissions

Your organisation will automatically inherit some settings from your parent organisation this could be Synaptic Software Limited or your network head office.

Your parent organisation can give you permission to change the panel of products which you choose from and to white label your final report. To see whether you have these permissions click on the **Organisation Settings** tab next to the users on the right hand side.



4 Synaptic Illustrator Settings

4.1 Service Levels

The setting up of the client service levels is covered in the Synaptic Client Administration guide.

In order for you to activate your Adviser fees please ensure you have set up your bespoke service levels if you are not going to use the default options within the system.

4.2 Adviser Fees

To record any fees that an adviser charges, click on Adviser Fees in the Setup menu. The adviser fees need to be recorded to ensure they are being taking into account for the total solution cost of the platform and the off platform solution.

Adviser Fees

Complete the table below to ensure your adviser fees are applied to the calculation. Regular fees are charged per premium per product for both on & off platform products i.e. £10 defined below on a platform with 2 products would take £10 per product premium. You can also limit the number of premiums to be charged by entering the number of premiums in the column. Click the icon to return to all.

Product	Initial (£)	Initial (%)	Regular (£ per premium per product)	Regular (% per premium per product)	No. of Chargeable Premiums	Ongoing (£pa)	Ongoing (%pa)
All Platforms	0	0	0	0	All	0	0
Magenta (inactive)	0	0	0	0	All	0	0
4fgfine45	0	0	0	0	All	0	0
Rob's (inactive)	0	0	0	0	All	0	0
drive	0	0	0	0	All	0	0
clive	0	0	0	0	All	0	0
clive456	0	0	0	0	All	0	0
Salmon (inactive)	0	0	0	0	All	0	0
Cyan (inactive)	0	0	0	0	All	0	0
Rainbow	0	0	0	0	All	0	0
Brown	0	0	0	0	All	0	0
keM (inactive)	0	0	0	0	All	0	0
ertyudsfrrt (inactive)	0	0	0	0	All	0	0
test (inactive)	0	0	0	0	All	0	0
12122112 (inactive)	0	0	0	0	All	0	0
asdasd (inactive)	0	0	0	0	All	0	0
Katri	0	0	0	0	All	0	0
aaaa (inactive)	0	0	0	0	All	0	0

Fees can be recorded for:

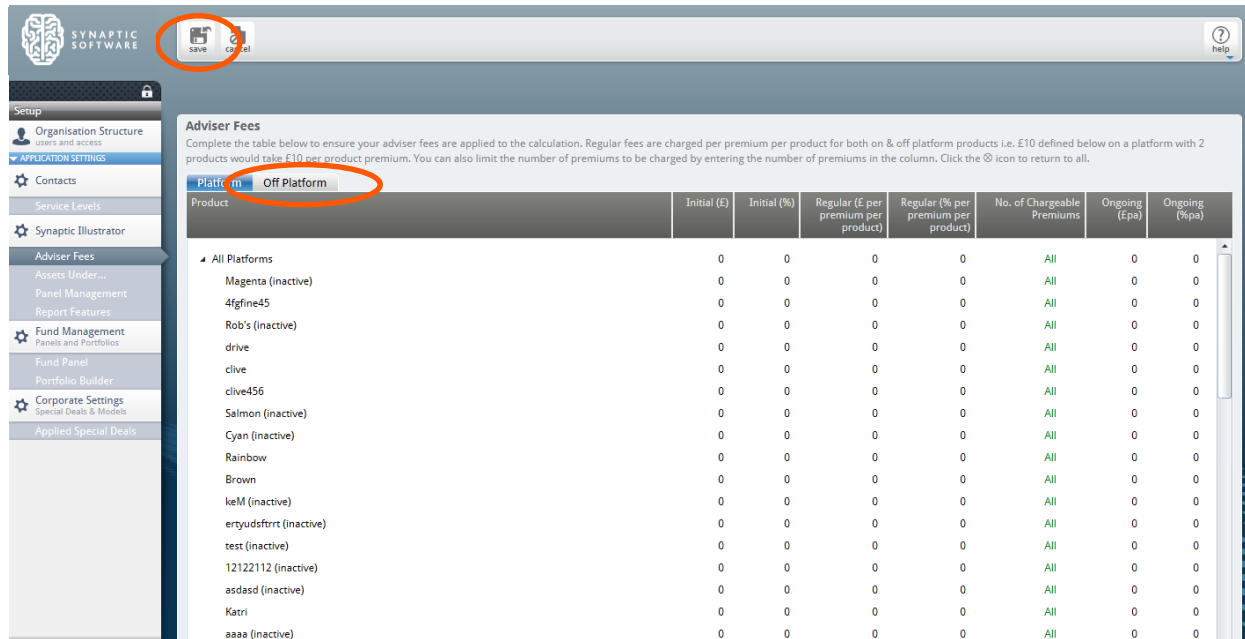
- **All Platforms** – this would be used if you have one charge for all clients and all platforms and products
- **Service Level** – this would be used if you charge different amounts for different service levels for your clients
- **Per Platform** – this would be used if you charge different amounts for different platforms
- **Off Platform** – this would need to be used to enable the Illustrator to calculate the costs for off platform products.

You can set up:


- Initial fees – these are taken at the start of the projection from any initial lump sum input
- Regular initial fees – these are taken from regular premiums. The frequency is dictated by inputting the relevant number into the Number of chargeable premiums column.
- On-going fees – these are taken on a monthly basis throughout the life of the projection.

You can express the above fee types in both percentage and monetary terms.

You can repeat the process for the off platforms products by clicking on the off platform tab.



Adviser Fees

Complete the table below to ensure your adviser fees are applied to the calculation. Regular fees are charged per premium per product for both on & off platform products i.e. £10 defined below on a platform with 2 products would take £10 per product premium. You can also limit the number of premiums to be charged by entering the number of premiums in the column. Click the  icon to return to all.

Platform	Product	Initial (£)	Initial (%)	Regular (£ per premium per product)	Regular (%) per premium per product	No. of Chargeable Premiums	Ongoing (£pa)	Ongoing (%pa)
All Platforms	Assets Under...	0	0	0	0	All	0	0
	Magenta (inactive)	0	0	0	0	All	0	0
	4fgfine45	0	0	0	0	All	0	0
	Rob's (inactive)	0	0	0	0	All	0	0
	drive	0	0	0	0	All	0	0
	clive	0	0	0	0	All	0	0
	clive456	0	0	0	0	All	0	0
	Salmon (inactive)	0	0	0	0	All	0	0
	Cyan (inactive)	0	0	0	0	All	0	0
	Rainbow	0	0	0	0	All	0	0
	Brown	0	0	0	0	All	0	0
	keM (inactive)	0	0	0	0	All	0	0
	ertyudsftrrt (inactive)	0	0	0	0	All	0	0
	test (inactive)	0	0	0	0	All	0	0
	12122112 (inactive)	0	0	0	0	All	0	0
	asdasd (inactive)	0	0	0	0	All	0	0
	Katri	0	0	0	0	All	0	0
	aaaa (inactive)	0	0	0	0	All	0	0

Ensure you click the save button at the top of the screen once you have made the relevant changes.

4.3 Assets Under Administration

Each IFA firm should record the amount of money they hold on each platform. Click into **Setup** and then **Assets under Administration**:

Platforms - AUM	Amount
AEGON Retirement Choices - AEGON Retirement Choices	£0
AJ Bell (Sippcentre) - AJ Bell Sippcentre	£0
Alliance Trust Savings Limited - Alliance Trust Savings Invest	£0
Amber Financial Investments Ltd - The Amber Wrap	£0
Ascentric - Ascentric - The Whole of Market Wrap	£0
Avalon Investment Services - Freedom Portfolio Range	£0
Aviva Wrap UK Ltd - Aviva Wrap	£0
AXA Elevate - Elevate - Explicit Charge	£0
Cofunds Ltd - Cofunds	£0
FundsNetwork - FundsNetwork	£0
FundsNetwork - FundsNetwork (No Investor Fee)	£0
James Hay Partnership - James Hay Modular iPlan	£0
James Hay Partnership - James Hay Partnership Wrap	£0
Novia - Novia Wealth Management Service	£0
Nucleus - Nucleus	£0
Off Platform - Off Platform Products	£0
Platform One Limited - Platform One (UK)	£0
Raymond James Investment Services Ltd - Raymond James	£0
Raymond James Investment Services Ltd - Raymond James Option2	£0
Raymond James Investment Services Ltd - Raymond James Option3	£0

Some platforms/providers have different charging structures in accordance with the amount of assets under administration a particular firm might have with them. In order to ensure the calculations are correct for your firm, please regularly update this section.

Click save to ensure all changes to this section are recorded correctly.

4.4 Panel Management

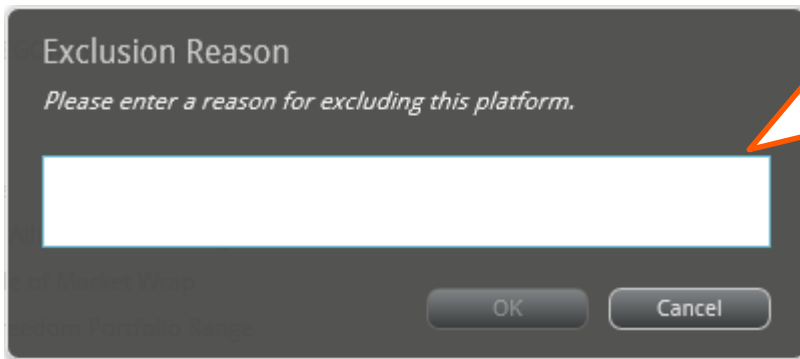
If there are any platforms, wrapper types, individual wrappers or off platform products that you or your organisation do not want to be included, these can be removed from Illustrator. This can only be done by the parent organisation or by a child organisation if it has been given authority. Select **Setup** from the left hand menu and then **Panel Management**.

Panel Management
Select the Platforms and Investment wrappers that you wish to include in your firm's research.

Platform **Off Platform**

- ☒ All platforms
 - ☒ AEGON Retirement Choices - AEGON Retirement Choices
 - ☒ ISA
 - ☒ SIPP
 - ☒ AJ Bell (Sippcentre) - AJ Bell Sippcentre
 - ☒ Alliance Trust Savings Limited - Alliance Trust Savings i.invest
 - ☒ Amber Financial Investments Ltd - The Amber Wrap
 - ☒ Ascentric - Ascentric - The Whole of Market Wrap
 - ☒ Avalon Investment Services - Freedom Portfolio Range
 - ☒ Aviva Wrap UK Ltd - Aviva Wrap
 - ☒ AXA Elevate - Elevate - Explicit Charge
 - ☒ Cofunds Ltd - Cofunds
 - ☒ FundsNetwork - FundsNetwork
 - ☒ FundsNetwork - FundsNetwork (No Investor Fee)
 - ☒ James Hay Partnership - James Hay Modular iPlan
 - ☒ James Hay Partnership - James Hay Partnership Wrap
 - ☒ Novia - Novia Wealth Management Service
 - ☒ Nucleus - Nucleus
 - ☒ Platform One Limited - Platform One (UK)
 - ☒ Raymond James Investment Services Ltd - Raymond James
 - ☒ Seven Investment Management - 7IM Platform

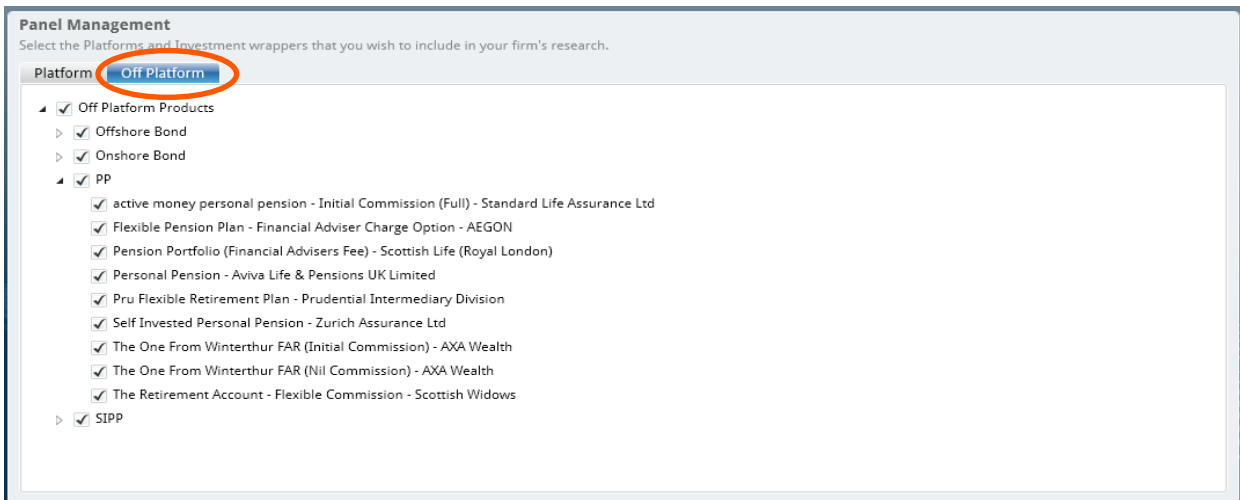
To remove a platform and all of its wrappers, remove the tick against the name of the platform.



A dialog box titled "Exclusion Reason" with the instruction "Please enter a reason for excluding this platform." It features a large text input field and two buttons at the bottom: "OK" and "Cancel".

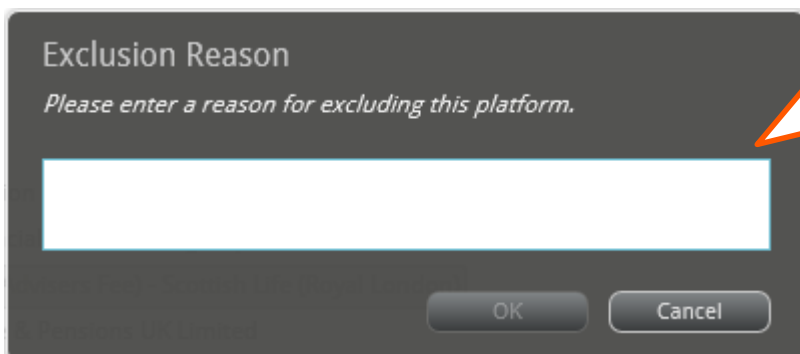
Record the reason why a particular product has been removed. This will be included in any client reports. Click **OK** and save your changes.

The same can be done for off platform products, using the **Off Platform** tab.



A screenshot of the "Panel Management" window. The "Off Platform" tab is selected and circled in orange. Below the tab, a list of products is shown with checkboxes. The "PP" (Personal Pension) category is expanded, showing several products with their respective checkboxes. The "SIPP" (Self-Invested Personal Pension) category is also visible at the bottom.

Remove the tick from the off platform type, or individual wrapper and confirm why.

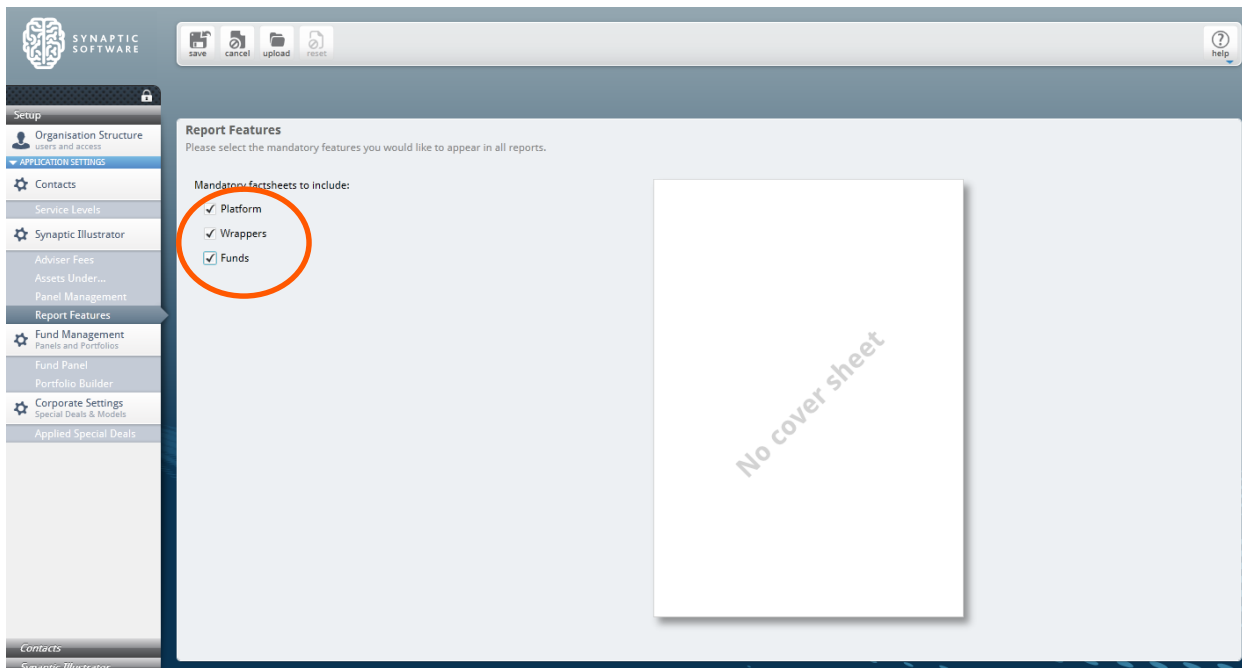


A dialog box titled "Exclusion Reason" with the instruction "Please enter a reason for excluding this platform." It features a large text input field and two buttons at the bottom: "OK" and "Cancel".

Record the reason why a particular product has been removed. This will be included in any client reports. Click **OK** and save your changes.

4.5 Report Features

A research report is generated once the platform research has been completed, it will give full details of the platform research and results. If you tick the include factsheets boxes then every final report will include the relevant fact sheets. If they are not ticked each user has the choice to include them every time they generate a final report.



There is also the ability to add your own cover sheet, so that the final report produced will show your cover sheet.

To upload your own use the **Upload** button on the toolbar and select the cover sheet you wish to add and then double click. Please note that this must be in .PNG format.

Branches will not be able to change the report cover front sheet unless they have been given the authority to do so.

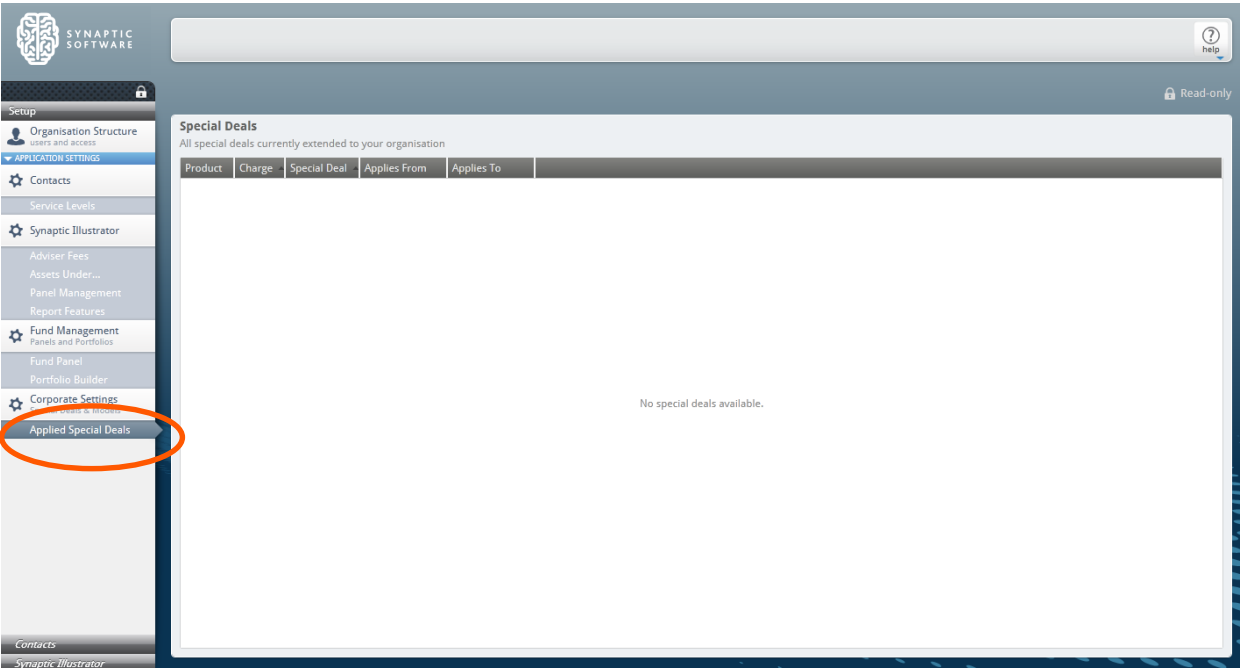
To reset the front cover sheet back to the Synaptic Software Limited one, use the **Reset** button on the toolbar.

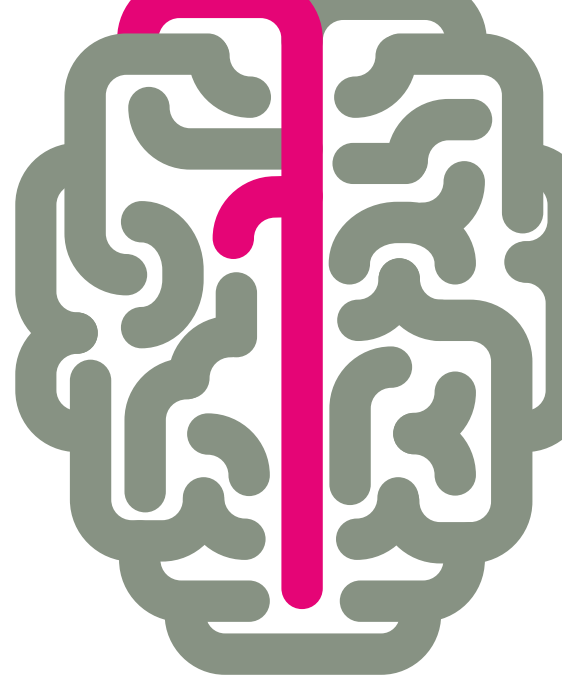
4.6 Fund Management

If you wish to set up a fund panel/universe and/or publish portfolios to your users, it is recommended you do this via the Synaptic Client interface. Please refer to the Synaptic User and Synaptic Admin Guides.

4.7 Special Deals

Providers are able to set up Special deals within Illustrator and allocate to IFA firms via their FCA number. If any special deals have been allocated to you, these will be viewable within the **Setup** section.





Products & Services from Synaptic Software:

SYNAPTIC **CLIENT CARE**

SYNAPTIC **COMPARATOR**

SYNAPTIC **MODELLER**

SYNAPTIC **PRODUCT & FUND**

SYNAPTIC **RISK**

SYNAPTIC **WEBLINE**

SYNAPTIC **WEB SERVICES**



SYNAPTIC

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