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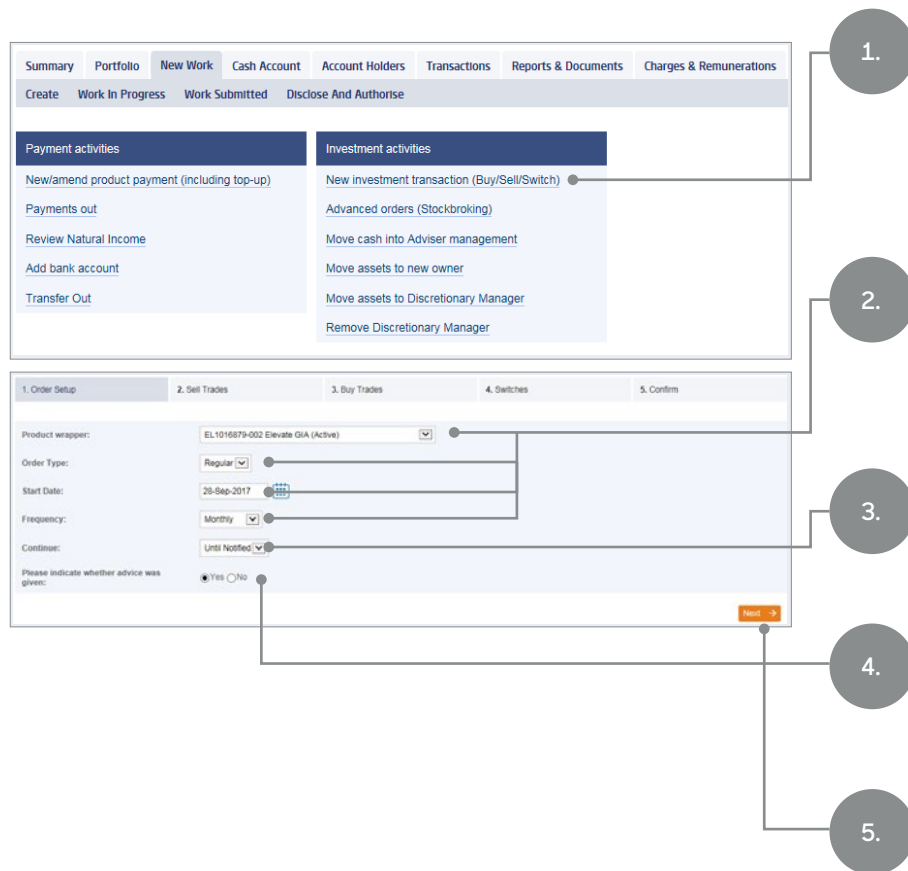
Elevate help guide Buying and selling investments (regular orders)

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Step 1. Order setup

You can set up regular instructions to buy and sell funds automatically. If you are buying investments, there must be enough money in wrapper cash before each transaction.

What you will see



What you will need to do

1. Go to the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.
2. Select:
 - the **Product Wrapper**.
 - **Regular** under **Order Type**.
 - a **Start Date**.
 - the **Frequency**.
3. Choose to **Continue** the regular investment **Until Notified** or set an end date.
4. Confirm if advice has been given.
5. Click **Next**.

Notes

2. The start date you select is the date the transaction will initiate. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.

Step 2. Sell Trades

Select the investments you wish to sell. If you are only buying investments, skip straight from **Step 1. Order Setup** to **Step 3. Buy Trades**.

What you will see

1. Order Setup | **2. Sell Trades** | 3. Buy Trades | 4. Switches | 5. Confirm

Batch ID: 11540001
Batch Type: Regular
Start Date: 20-Sep-2017
Frequency: Monthly
Continue: Until notified

Total Order Value: (£) [Allocate Amount](#)

Investment	Available Units	Market Value	Order Value	Order Quantity	Order Type
00PA.LN - BlackRock Crd European O...	0.4450	£11.25	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
02FW.LN - M&G Strategic Corp Bld I A...	0.3510	XD £4.55	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
11VZ.LN - AXA Framlington UK Sel Op...	6.5690	£10.54	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
Total					

[Previous](#) [Next](#) →

Callouts: 1a. Order Value field; 1b. Order Quantity (units) field; 1c. Order Quantity (%) field; 2. Next button.

What you will need to do

1. Select the investments you wish to sell.
You can set up which funds to sell on a regular basis by either:

- 1a. In **Order Value**, enter a £ amount.
- 1b. In **Order Quantity (units)**, enter the number of units to be sold.
- 1c. In **Order Quantity (%)**, enter the % of units to be sold.

2. Click **Next**.

3. Skip **Steps 3** and **4** and go to **Step 5. Confirm** as you're not buying or switching any investments.

Notes

3. You can click directly on **Step 5. Confirm**.

Step 3. Buy Trades

If you're only selling investments, ignore this step and go straight to **Step 4. Confirm**.

What you will see

The screenshot displays the 'Buy Trades' step of a trading process. It is divided into five tabs: 1. Order Setup, 2. Sell Trades, 3. Buy Trades (active), 4. Switches, and 5. Confirm. The 'Order Setup' section includes fields for Batch ID (11540896), Batch Type (Regular), Start Date (30-Sep-2017), Frequency (Monthly), and Continue (Until notified). Below this is a 'Total Order Value (£)' field with an 'Allocate Amount' button. The 'Investment' section features a table with columns for Investment, Order Value, Order Quantity, % Allocation, and Order Type. A search bar is present with a 'Find' button. Below the table is a 'Total (%)' field and 'Previous' and 'Next' buttons. The 'Investment Selection Tool' is shown below, with tabs for Funds, Models, and Other. It has a search bar for 'Fund name or code', a 'Find' button, and a 'Show cheapest OCF/TER' checkbox. A 'More search criteria' dropdown is also visible. To the right are 'Quick links' for Favourites, Fund solutions, and Documents, KIIDs & KIDs. The 'Search Results: 199' section shows a table with columns for Type, Code, Name, OCF/TER, KIID, Cheapest, and Favourite. The table lists three investment funds.

Type	Code	Name	OCF/TER	KIID	Cheapest	Favourite
Investment Fund	DM3P	Stan Life Inv MF Mgd III A	0.80	🔒	✓	★
Investment Fund	DM3Q	Stan Life Inv MF Mgd III I	0.80	🔒	✓	★
Investment Fund	10P9	Stan Life Inv MF Mgd III R PT 1 A	1.02	🔒		★

What you will need to do

1. Click **Find**.
2. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
3. **Add** the fund you wish to invest in.

Notes

1. The **Investment Selection Tool** will be displayed.
2. You can search for a specific investment name or code
Use the extra tabs here if you want to search for model portfolios or **Other** to search for stocks & shares.
3. Repeat 1 – 3 to select additional funds.

Step 3. Buy Trades – cont.

What you will see

The screenshot shows an investment order form. At the top, there is a field for 'Total Order Value (£)' with a value of 400 and a button labeled 'Allocate Amount'. Below this is a table with columns: Investment, Order Value, Order Quantity, % Allocation, and Order Type. The table contains two rows for investments: 'FUND DM3P.LN Stan Life Inv MF Mgd I I I A (EO.6513)' and 'FUND DM3U.LN Stan Life Inv MF Mgd I I I I (EO.6274)'. Below the table is a 'Total (%)' field with a value of 0. Callouts 4a, 4b, and 4c point to the 'Total Order Value (£)', 'Order Value', and 'Order Quantity' fields respectively. Callout 5 points to the 'Next' button.

Investment	Order Value	Order Quantity	% Allocation	Order Type
FUND DM3P.LN Stan Life Inv MF Mgd I I I A (EO.6513)				All Market
FUND DM3U.LN Stan Life Inv MF Mgd I I I I (EO.6274)				All Market

Total (%) 0

What you will need to do

4. Enter the amount that you want to invest.
You can do this in any one of the following ways:
 - 4a. In **Total Order Value (£)**, enter the total £ amount you want to invest. Then in **% Allocation** column, add the % to allocate next to each fund.
 - 4b. In **Order Value**, enter a £ amount.
 - 4c. In **Order Quantity**, enter the number of units to be purchased.
5. Click **Next**.
6. Skip **Step 4** and go to **Step 5. Confirm**.

Notes

- 4a. The total % must come to 100%.
6. You can click directly on **Step 5. Confirm**.

Step 4. Confirm

What you will see

1. Order Setup 2. Sell Trades 3. Buy Trades 4. Batches 5. Confirm

Batch ID: 11548806
Batch Type: Regular
Start Date: 30-Sep-2017
Frequency: Monthly
Continue: Until notified

Buy Trades	Investment Description	Buy Value (GBP)	Buy Quantity	Status
	DOPALN - BlackRock CRI European D Acc	1,000.00	39.5570	Created
	Estimated Total Buy Trade Value	1,000.00		

Estimated Net Order Value -1,000.00

Charges Information Document
[Generate](#) [Complete](#)

[Confirm](#)

1.

2.

What you will need to do

1. Review the information you've entered.

2. Click **Confirm**.

Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.

2. This records a Batch ID and places the trades, which can be viewed in the client's account under **Transactions > Deals**.

Helpful hints

- The date you set for the regular deals is the date that the trades will initiate – not the date of completion. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.
- If you have included securities in a regular order, a trading charge will apply to each transaction. For more information, please refer to **Your Guide to Charges**.
- If you want to cancel or amend a regular trade instruction, please contact us.

If there is anything more you want to know, please contact us.

Call us on 0345 600 2399

Our lines are open 9am to 5pm, Monday to Friday.

As part of our commitment to quality service and security, telephone calls may be recorded.

Email us at Elevate_Enquiries@aberdeenplc.com

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