

MyFolio Lookthrough Tool User Guide

February 2018

MyFolio Lookthrough Tool User Guide

February 2018

Contents

03 Introduction

- 04 How to find a fund
- 05 How to access the latest reports and updates

06 Exploring fund information online

- 08 Fund Explorer: Key facts
- 09 Fund Explorer: Performance
- 10 Fund Explorer: Strategic Asset Allocation
Current Asset Allocation
- 11 Fund Explorer:Tactical Tilt
- 12 Fund Explorer: Holdings
- 13 Fund Explorer:Commentary
- 14 Fund Explorer:More information

15 Creating customised reports

21 Flexible fund charting

Introduction

The MyFolio Lookthrough Tool has been designed to enable you to access the **latest fund updates, performance and commentary** quickly and easily, with additional options for **flexible fund charting** and creating **customised client reports**.

You can use the Lookthrough Tool to find information on a range of risk-based funds.

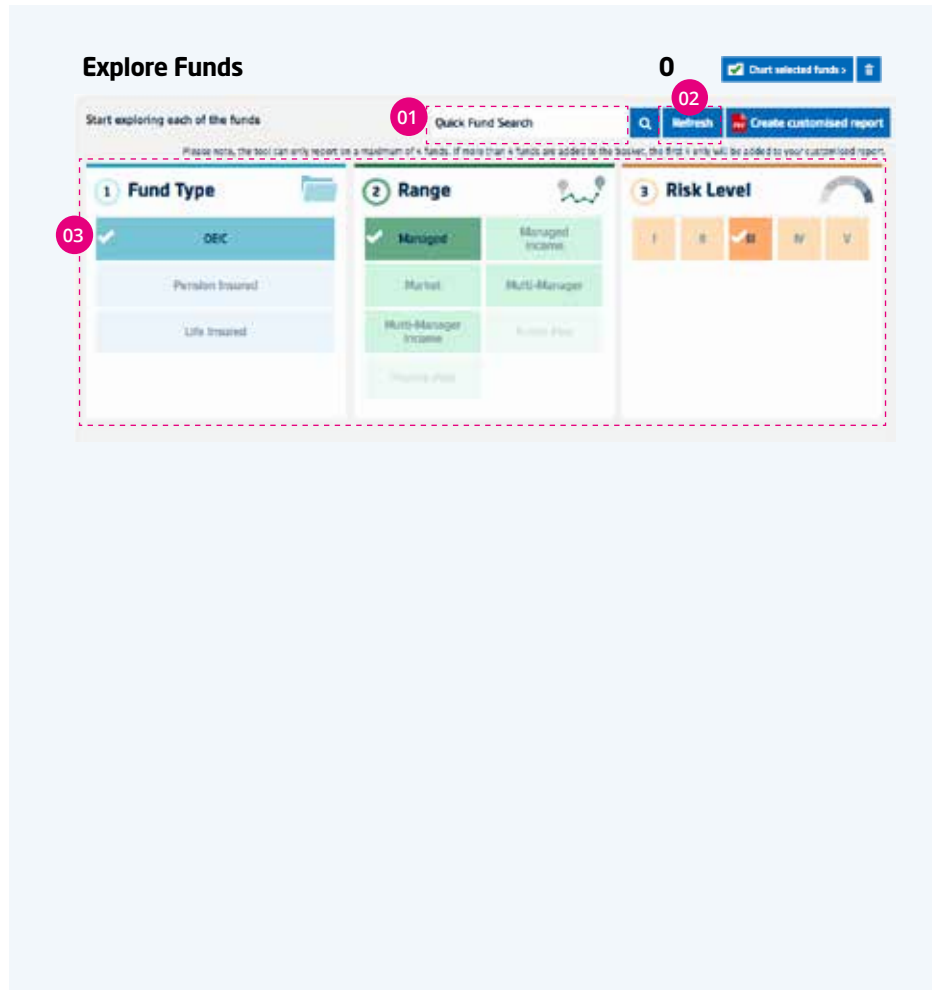
Fund Type	Shareclass	Accessible via
Standard Life Investments MyFolio OEIC funds	Institutional Platform 1 Retail	Standard Life WRAP and Elevate Platforms Elevate Platform and non-Standard Life Platforms Directly from Standard Life Investments
Standard Life MyFolio pension funds	Pension Series B Pension Series 4	Standard Life WRAP and Elevate Platforms Standard Life non-Wrap pension products
Standard Life Active and Passive Plus funds	Pension Series 4	Standard Life non-Wrap pension products
Standard Life MyFolio life funds	Life Series 5	Standard Life WRAP Platform
Standard Life International MyFolio life funds	Offshore Life Series 2	Standard Life WRAP Platform

Access the Lookthrough Tool by visiting
aberdeenstandard.com/lookthrough

Finding funds

How to find a fund

You can find a MyFolio fund in a couple of clicks by using any combination of the boxes to filter the funds



How to find a fund

01 'Quick Fund Search' button

02 'Refresh' button

Click the 'Refresh' button to quickly clear any filters selected

03 Main fund panel

Accessing the latest reports and updates

How to access the latest reports and updates

Click on the appropriate PDF icon to open a document

Explore Funds 0 [Chart selected funds](#)

Start exploring each of the funds

Quick Fund Search [Refresh](#) [Create customised report](#)

Please note, the tool can only report on a maximum of 4 funds. If more than 4 funds are added to the basket, the first 4 only will be added to your customised report.

1 Fund Type

- OEIC
- Pension Insured
- Life Insured

2 Range

- Managed
- Managed Income
- Market
- Multi-Manager
- Multi-Manager Income
- Active Plus
- Passive Plus

3 Risk Level

- I
- II
- III
- IV
- V

Fund Results

	01 Latest Fund Report	02 Quarterly Range Report	03 Monthly Range Bulletin	04 Monthly Factsheet	View Fund Info Online
<input checked="" type="checkbox"/> Standard Life Investments MyFolio Managed III Inst					View Fund
<input checked="" type="checkbox"/> Standard Life Investments MyFolio Managed III Ret Platform I Acc					View Fund
<input checked="" type="checkbox"/> Standard Life Investments MyFolio Managed III Ret					View Fund

How to access the latest reports and updates

01 Latest Fund Report

- Updated monthly
- Contains fund facts, performance, asset allocation, holdings and commentary reviewing the past 12 months
- Useful as part of an annual review

02 Quarterly Range Report

- Updated quarterly
- Contains commentary, plus performance figures and holdings at range level
- Useful as part of a regular fund and range due diligence exercise

03 Monthly Range Bulletin

- Updated monthly
- Contains performance figures, asset allocation and holdings at range level
- Useful for fast facts and figures

04 Monthly Factsheet

- Updated monthly

Exploring fund information online

A thick blue horizontal bar is positioned below the title. Below this bar, a large light blue triangle points downwards from the left side of the page, extending towards the center.

Exploring fund information online

How to explore fund information online

To view information on a fund, click on 'View Fund' option to open the Fund Explorer web pages.

Explore Funds

Start exploring each of the funds

Quick Fund Search Refresh Create customised report

Please note, the tool can only report on a maximum of 4 funds. If more than 4 funds are added to the basket, the first 4 only will be added to your customised report.

1 Fund Type

- OEIC
- Pension Insured
- Life Insured

2 Range

- Managed
- Market
- Multi-Manager Income
- Pension Prog

3 Risk Level

- I
- II
- III
- IV
- V

Fund Results	Latest Fund Report	Quarterly Range Report	Monthly Range Bulletin	Monthly Factsheet	View Fund Info Online
Standard Life Investments MyFolio Managed III Inst					01 View Fund
Standard Life Investments MyFolio Managed III Ret Platform 1 Acc					View Fund
Standard Life Investments MyFolio Managed III Ret					View Fund

01 Fund Explorer

- Information about the fund

KEY FACTS

PERFORMANCE

STRATEGIC ASSET ALLOCATION

CURRENT ASSET ALLOCATION

TACTICAL TILT

HOLDINGS

FUND COMMENTARY

MORE INFORMATION

Fund Explorer: Key facts



The Key facts tab contains important fund information.

KEY FACTS

Fund Explorer

KEY FACTS

PERFORMANCE

STRATEGIC ASSET ALLOCATION

CURRENT ASSET ALLOCATION

TACTICAL TILT

HOLDINGS

FUND COMMENTARY

MORE INFORMATION

Key facts

Standard Life Investments MyFolio Managed III Ret Platform 1 Acc as at 31/12/2017

01 Fund description

The fund seeks to target a forecasted volatility of returns within the range of 45%-75% of that of the MSCI World Index 100% hedged to sterling on a ten year horizon. It aims to optimise returns within this range through investment in an actively managed portfolio of funds.

It will consist of at least 70% a range of funds managed or operated within the Standard Life group of companies to achieve a broad exposure to diversified investments, such as equities, bonds, absolute returns, commercial property and money market instruments including cash.

Please note that the number contained in a MyFolio fund name is not related to the synthetic risk and reward indicator contained in the Key Investor Information Document (KIID).

02 Fund manager

Bambos Hambel
Bambos joined Standard Life Investments in 2011 as Head of Fund of Fund Management, taking responsibility for the portfolio management of MyFolio. Bambos' previous roles include Fund Manager and Head of Multi Manager at Gartmore, and Fund Manager and Head of Multi Manager at Rothschild. Bambos has also worked with Friends Ivory & Sime, Quilter & Co Ltd and Legal & General.

03 Charges

Initial Charge	0.00%
Annual Management Charge	0.225%
Ongoing Charge Figure (OCF)*	0.85%

04 Identifiers

SEDDL	B701F73
ISIN	GB00B701F734
CitiCode	10F1

Ratings

Key facts

Fund Launch Date	22/09/2010
Share Class Launch Date	23/04/2012
Fund Size	£3,513.78m
Fund Structure	OEIC
Valuation Point	07:30 (UK time)
Base Currency	British Pound
Domicile	United Kingdom
Distribution Type	Accumulation
Asset Class	Mixed Asset
Yield	1.23%

Key facts tab

- 01 Fund description
- 02 Fund manager
- 03 Charges and identifiers (eg the fund's CitiCode)
- 04 Key facts

and more including key risks

Fund Explorer: Performance



The Performance tab can be used to explore fund or range performance information.

PERFORMANCE

Fund Explorer

KEY FACTS

PERFORMANCE

STRATEGIC ASSET ALLOCATION

CURRENT ASSET ALLOCATION

TACTICAL TILT

HOLDINGS

FUND COMMENTARY

MORE INFORMATION

Performance

Standard Life Investments MyFolio Managed III Ret Platform 1 Acc as at 31/12/2017

01 Cumulative Cumulative range Discrete Discrete range Risk and return

Performance (as at 31/12/2017)

02 Month End Quarter End Year End

04 Refresh

03 1 Month 3 Months 1 Year 3 Years 5 Years

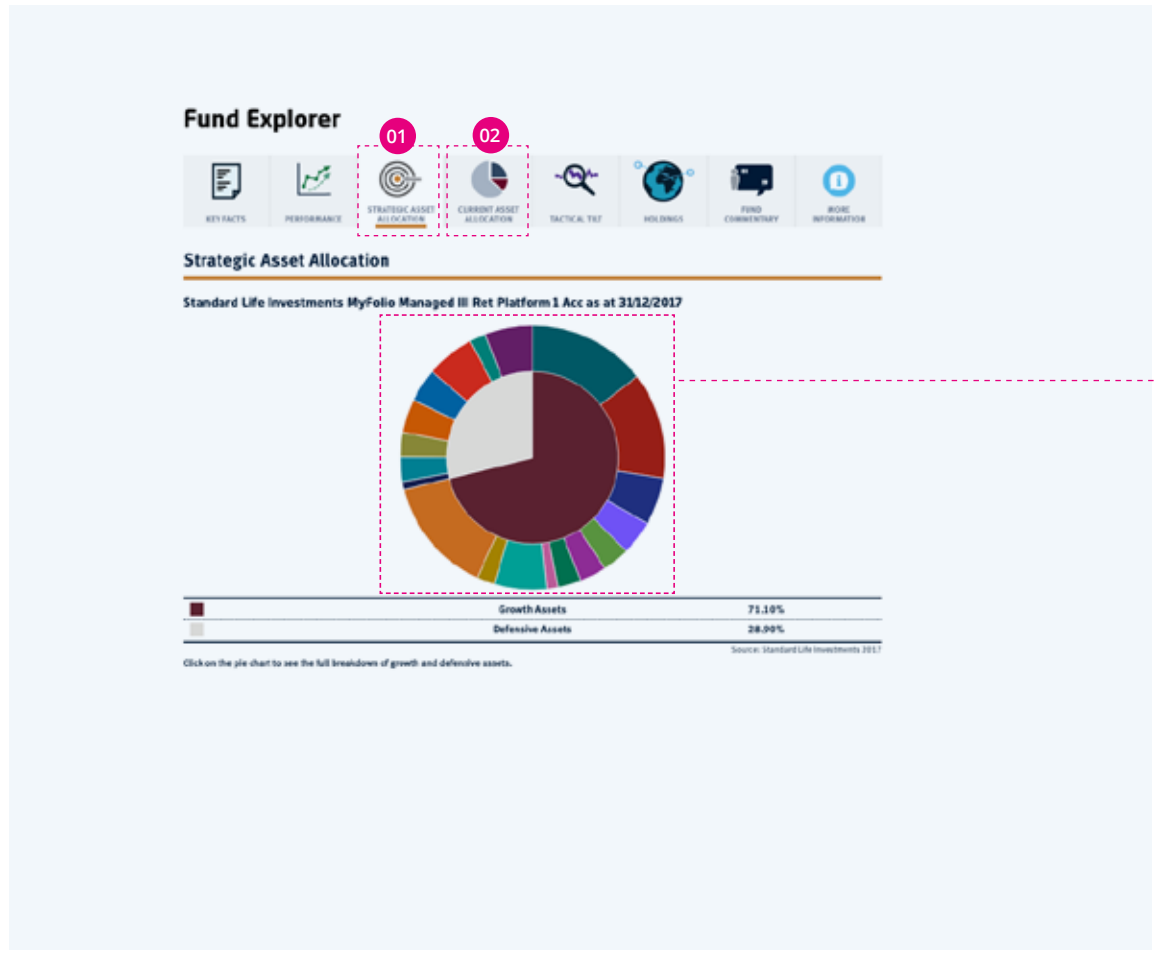
	1 Month	3 Months	1 Year	3 Years	5 Years	Since Launch
Standard Life Investments MyFolio Managed III Ret Platform 1 Acc	1.18%	3.57%	9.20%	22.40%	47.72%	70.74%

Use the **various option buttons** to display various performance information to display line graphs or bar charts across different time periods for a single fund or that range.

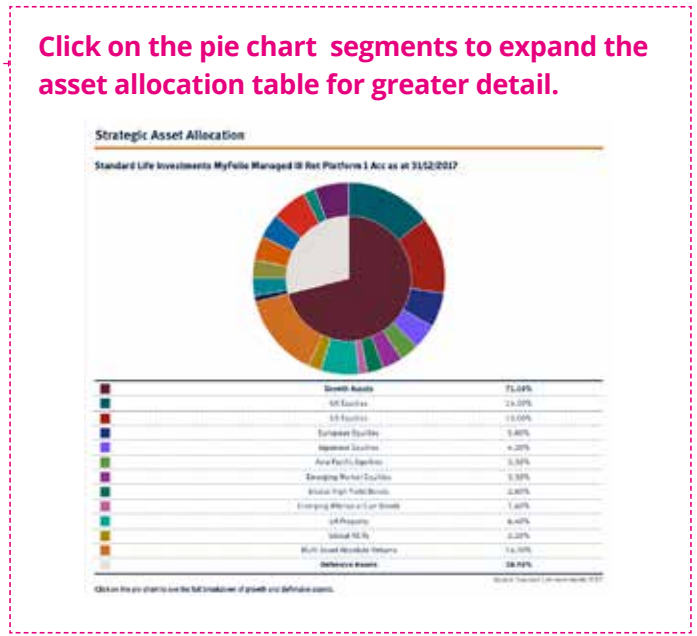
04 Click the 'Refresh' button to quickly clear any filters selected.



Fund Explorer: Strategic & Current Asset Allocation



- 01 Strategic Asset Allocation tab**
 - shows a fund's long-term strategic asset allocation
- 02 Current Asset Allocation tab**
 - reflects the mix of assets currently held in the portfolio, taking account of the tactical tilt

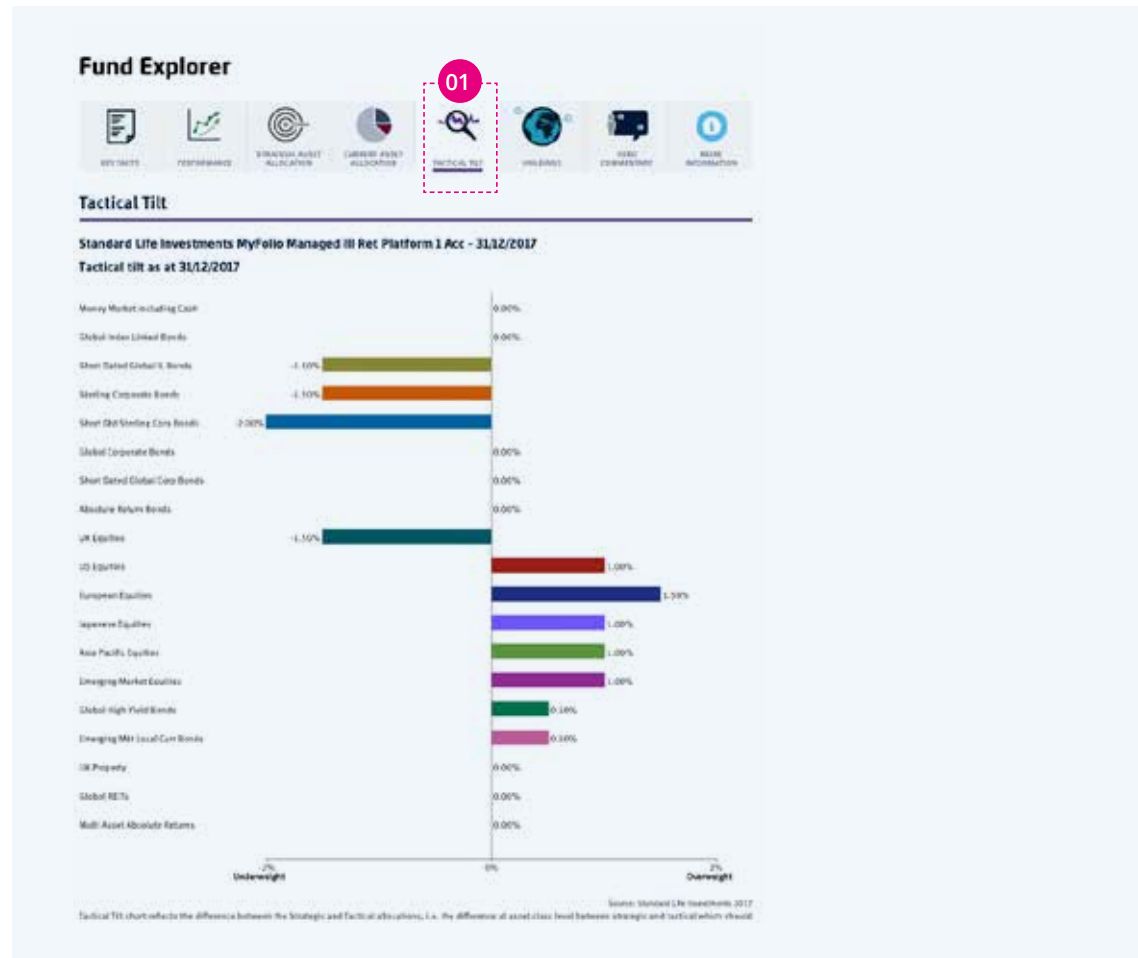


Fund Explorer: Tactical Tilt



The Tactical Tilt tab connects the current asset allocation with the long-term strategic asset allocation. The difference between the two represents the tactical tilt for a particular asset class.

TACTICAL TILT



01 Tactical Tilt tab

- illustrates the asset classes currently favoured in relation to the strategic asset allocation.

Fund Explorer: Holdings



HOLDINGS

Fund Explorer

KEY FACTS

PERFORMANCE

STRATEGIC ASSET ALLOCATION

CURRENT ASSET ALLOCATION

TACTICAL TILT

01

HOLDINGS

FUND COMMENTARY

MORE INFORMATION

Holdings

Standard Life Investments MyFolio Managed III Ret Platform 1 Acc as at 31/12/2017
Holdings (as at 31/12/2017) - assuming £100,000 fund value

Defensive assets	Asset class	£	%
SLI Global Corporate Bond SICAV Fund 5 Acc Hedged	Global Corporate Bonds	£5,740.00	5.74%
SLI Absolute Return Global Bond Strategies	Absolute Return Bonds	£5,140.00	5.14%
SLI Global Index Linked Bond	Global Index Linked Bonds	£3,510.00	3.51%
SLI Global Short Dated Corporate Bond GBP (Hgd)	Short Dated Global Corporate Bonds	£1,890.00	1.89%
SLI Short Duration Global Inflation Linked Bond	Short Dated Global Index Linked Bonds	£1,780.00	1.78%
SLI Corporate Bond	Sterling Corporate Bonds	£1,470.00	1.47%
SLI Short Duration Credit	Short Dated Sterling Corporate Bonds	£1,230.00	1.23%
SLI Short Dated Corporate Bond	Short Dated Sterling Corporate Bonds	£840.00	0.84%
SLI Investment Grade Corporate Bond	Sterling Corporate Bonds	£660.00	0.66%
SLI Ethical Corporate Bond	Sterling Corporate Bonds	£310.00	0.31%
Cash and Other	Cash & Money Markets	£1,450.00	1.45%
Total		£23,800.00	23.80%
Growth assets	Asset class	£	%
SLI Global Absolute Return Strategies	Absolute Return	£13,950.00	13.95%
SLI UK Real Estate	UK Real Estate	£6,190.00	6.19%
Vanguard US Equity Index	US Equities	£5,620.00	5.62%
SLI North American Trust	US Equities	£4,030.00	4.03%
SLI UK Equity Income Unconstrained	UK Equities	£3,960.00	3.96%
SLI Global High Yield Bond	Global High Yield Bonds	£3,800.00	3.80%
SLMT Pacific Basin Trust	Asia Pacific Equities	£3,740.00	3.74%
SLI European Equity Income	European Equities	£3,480.00	3.48%

01 Holdings tab

- holds the latest fund holdings, based on an assumed fund value of £100,000, or as a percentage of the total fund.

Fund Explorer: Fund Commentary



FUND COMMENTARY

Fund Explorer

GET FACTS | PERFORMANCE | STRATEGIC ASSET ALLOCATION | CURRENT ASSET ALLOCATION | TACTICAL TILT | HOLDINGS | **FUND COMMENTARY** | MORE INFORMATION

Fund commentary

Standard Life Investments MyFolio Managed III Ret Platform 1 Acc as at December 2017

Market review | Fund commentary | Market outlook

Global equities delivered positive returns over the last 12 months, with several major indices hitting record highs. The improving global economy, diverging interest rate policy and fluctuating commodity prices dictated sentiment. Politics also played a huge role, notably the ongoing reverberations from the UK's EU referendum, elections across Europe (including the UK and France) and Donald Trump's historic US presidential win.

The fallout from the US presidential election dominated the start of the period, as Donald Trump surprised many by beating rival Hillary Clinton to the White House. Global markets shook off their initial disquiet and embarked on a strong rally on expectations that President Trump's agenda would boost global growth and lift inflation. However, optimism began to fade in March after President Trump failed to pass his much-vaunted health care plan. Meanwhile, the populist wave that some commentators thought Brexit would unleash across Europe failed to materialise, with pro-EU parties winning in the Dutch and French elections.

As we moved through the year, investors took heart from favourable global economic trends and better than expected corporate earnings results. Importantly, the recovery finally broadened out to include Europe. Elsewhere, export-dependent emerging markets were the standout performers in 2017, as global trading activity picked up. Given the increasingly positive global growth outlook, several central banks are now gradually reducing their monetary support programmes.

Turning to fixed income, the commitment of central banks to stimulate economic growth, alongside increased geopolitical risks, provided support for government bonds. However, signs that central banks might review accommodative monetary policy sooner than many investors had anticipated caused some volatility. Meanwhile, corporate bonds enjoyed a positive 12 months and outperformed government bonds. Political risks dictated sentiment, notably the elections in the US and Europe. Later in the period, it was central banks and the prospects for monetary policy that preoccupied corporate bond investors.

UK commercial real estate recorded positive returns over the last 12 months, initially supported by a relatively strong domestic economy. While returns moderated over much of the period, the market subsequently recovered all of the capital losses incurred immediately after the EU referendum.

Monthly Range Bulletin > | Latest Fund Report > | Quarterly Range Report > | Print This Page >

01 Fund commentary tab

- provides the latest 12 month market review, fund commentary and market outlook.

Fund Explorer: More information



**MORE
INFORMATION**

Fund Explorer

KEY FACTS PERFORMANCE STRATEGIC ASSET ALLOCATION CURRENT ASSET ALLOCATION TACTICAL TILT HOLDINGS FUND COMMENTARY **MORE INFORMATION**

More information

Standard Life Investments MyFolio Managed III Ret Platform 1 Acc as at 31/12/2017

Reports

- Monthly Factsheet
- Quarterly Factsheet
- KIID
- Prospectus
- Latest Fund Report
- Show previous documents
- Monthly Range Bulletin
- Show previous documents
- Quarterly Range Report
- Show previous documents

Literature

- Fund Guide (for Investment Professionals)
- Due Diligence (for Investment Professionals)
- MyFolio Managed Guide
- MyFolio Market Guide
- MyFolio Multi-Manager Guide
- Risk and Return

Aberdeen Standard Investments

01 More information tab

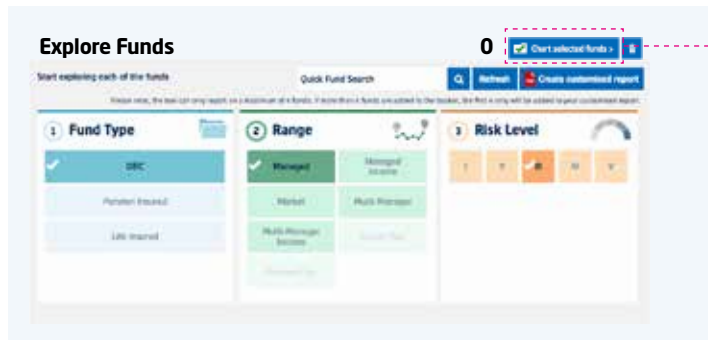
- hosts useful links to different reports and documents.

Creating customised reports



Creating customised reports

How to create a customised report for your clients



Select/edit funds

- 01 Click on the 'Create customised report' button to launch the **Customise Reports** screen.



- 02 Click on the 'Create report(s)' button to start the four step process

Step 1 – Input your details

Step 2 – Input client details

Step 3 – Select/edit funds

Step 4 – Customise/generate report

Customise Reports

[Go to Fund Explorer >](#)

Please note, we do not save any of your client data.

Customise and create reports
for your clients

Capture specific content
for your own reports

Create multiple reports by
uploading your client data

- 1 Input your details
- 2 Input client details
- 3 Select/edit funds
- 4 Customise/generate report



[Create report\(s\) >](#)

Creating customised reports

Step 1 – Input your details

Report on up to 20 clients at one time, with up to four funds per client.

1

Input your details

Customise Reports

Please fill in your details below (Please note, Standard Life Investments does not save any of your client data).

The screenshot shows a web form titled 'Customise Reports' with a progress bar at the top containing four steps: 1. Input your details, 2. Input client details, 3. Select/edit funds, and 4. Customise/generate report. The first step is active. The form includes a 'Go to Fund Explorer >' button at the top right. The main form area has four sections: 'Your Name' and 'Company Name' (text inputs), 'Upload Photo (optional)' and 'Upload Logo (optional)' (each with a 'Browse' button), and 'Photo Preview' and 'Logo Preview' (image preview areas). At the bottom, there is a '< Back' button on the left and a 'Save and Input client detail >' button on the right. Red dashed boxes and callouts highlight the 'Your Name' and 'Company Name' fields, the 'Upload Photo' and 'Upload Logo' sections, the 'Save and Input client detail >' button, and the '< Back' button.

Enter your details

- 01 **Type in your name and company**
- 02 **Upload a photo** – If you want to add a photo or logo, these must be a high resolution image, PNG, JPEG or JPG. The file size must be less than 512KB. Image dimensions must be less than 585 x 359 pixels.
- 03 Click **'Save and input client detail'** to go to Step 2.

This will return you to the Lookthrough Tool home page.

You can return to a previous screen at any point by clicking the **'Back'** button.

Creating customised reports

Step 2 – Input client details manually

Report on up to 20 clients at one time, with up to four funds per client. Details can be entered manually or by uploading a CSV file.

2
Input client details

Choose how to enter client details

Enter client details

[+ Add more clients](#)

Upload client details and holdings

 [Browse](#)

[Download CSV template >](#)

You can either enter manually or enter full client details and holdings using the downloadable template above. Up to 20 clients can be added with a maximum of 4 funds per client. Please note that start and end date for the report must be the same for all clients.

Select period

*Select start date for the report (optional)
Select start date for the report
Select month: Select year:

*By entering a start date you will have the option to add holdings for the start of the reporting period and add any buys/sells made. All data is to month end.

ENTER CLIENT DETAILS MANUALLY

- Type client name** and an **optional reference** in the boxes. You can report on up to 20 clients at a time.
- Select the end date** for the report from the drop down menu. This defaults to the latest month end data available.
- You have the option to also choose a start date, this will allow you to enter net buys/sells during this period, eg over one year. If you choose not to add a start date then you only need add the latest fund valuation.

UPLOAD A CSV FILE

- First, **download** the csv template template using the Download csv template button.
- Input required information**, using the relevant **Citicode** as the fund identifier, and upload the completed csv file.

You can report on up to 20 clients at a time, reporting on up to four funds per client.

or

Click 'Enter client details manually' to proceed to Step 3 - Select/edit funds.

[Save and select/edit funds >](#)

Creating customised reports

Step 3 – Select/edit funds

3

Select/edit funds

01 Select Fund

02 Select or edit funds for Client Name

03

Fund Name	Value (€) as at 31/01/2018	% of portfolio as at 31/01/2018
OEIC		
Standard Life Investments MyFolio Managed III Ret Platform 1 Acc	50,000.00	33.33
Standard Life Investments MyFolio Multi Manager III Ret Platform 1 Acc	100,000.00	66.67
Total	150,000.00	100.00

Note that the fund breakdowns shown use data available for each fund's holdings as at the latest month end, due to daily changes in the value of investments this data may differ for the valuation date you entered.

< Cancel

Save >

Select/edit funds

- 01 Select a fund from the drop down.
- 02 Use any combination of the boxes or the 'Search' to help filter the funds.
- 03 Add or edit the value. If you selected a start date in Step 2, you will also be able to add in net buys/sells.

This information will automatically populate if you have uploaded client details using the csv file, but you can still use this screen to check and edit.

Click 'Save and customise reports' to go to Step 4.

Creating customised reports

Step 4 – Customise/generate report

The more clients, funds and information you report on, the longer it will take to generate reports.

4
Customise/generate report

Customise Reports [Go to Fund Explorer >](#)

Customise the report.

1 Input your details 2 Input client details 3 Select/edit funds **4 Customise/generate report**

Customise reports
Select content sections you want and generate PDF.

Investment Report
Data prepared: 24 January 2018

Performance

Risk and Return

Fund Holdings Breakdown

Asset Allocation

Latest Commentary

Fund Information

01

02 Generate and save report >

03 < Back

Customise/generated report

- 01** Choose which information you would like to include in the report from the list by using the tick boxes.
- 02** Click here to download customised PDF reports.

- 03** If you choose to report on a single client, you will have the option to use a 'Review report' button to review the information online.

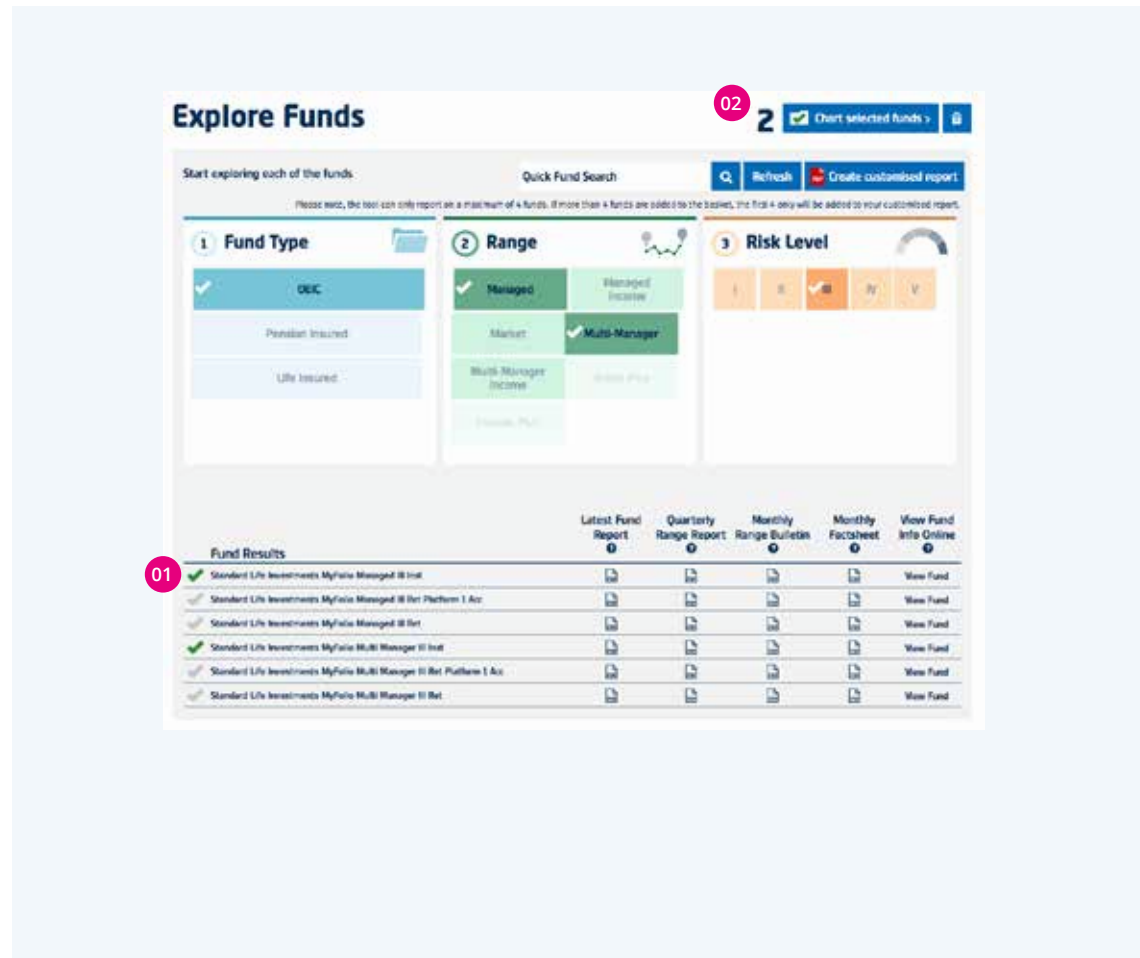
Flexible fund charting



Flexible fund charting

How to chart multiple funds over flexible time periods

The interactive charting section allows you to chart up to 10 funds over flexible time periods from the various MyFolio fund ranges.



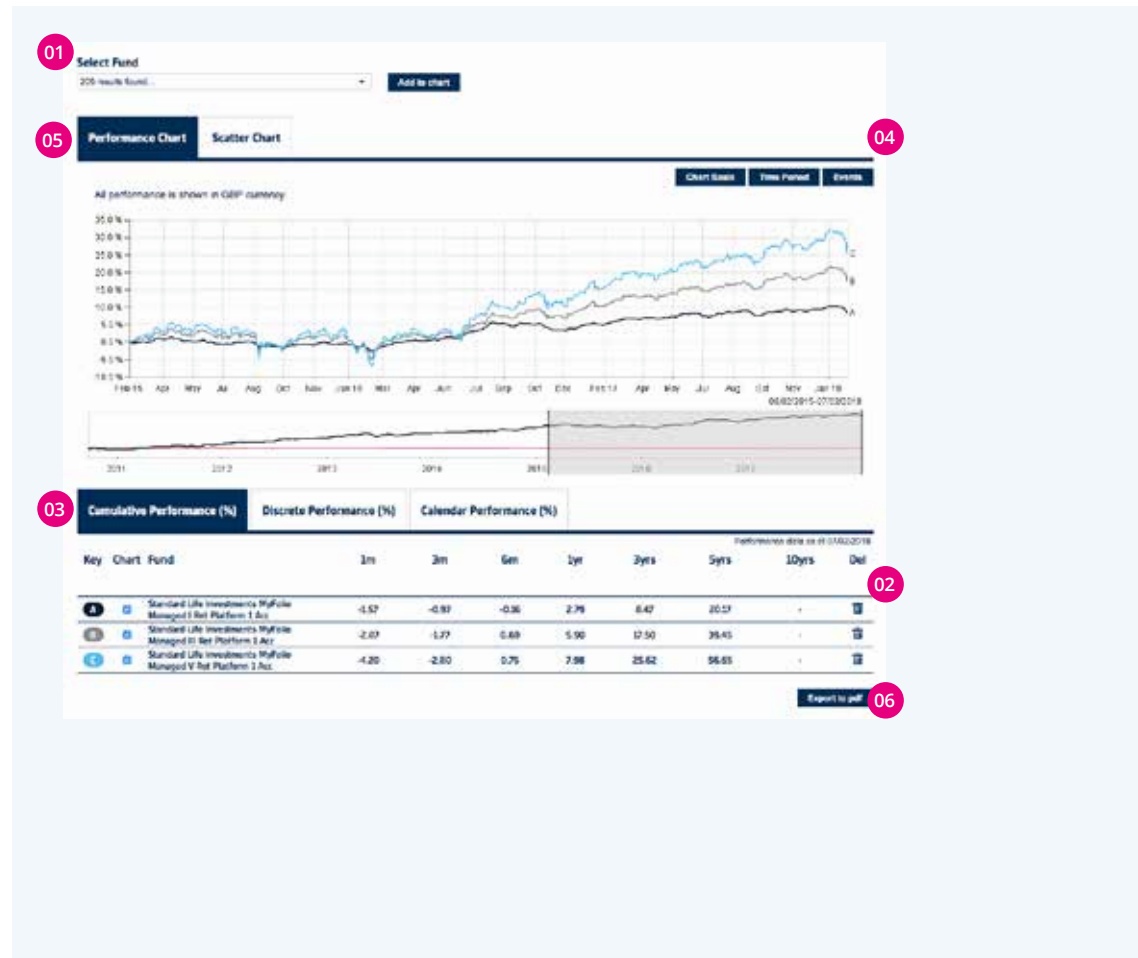
How to access flexible fund charting

- 01 **Select funds** to chart by clicking on the tick.
You can choose up to 10 funds to chart at one time.
- 02 **Click** the 'Chart selected funds' button to open up the flexible charting section in a new window.

Flexible fund charting

How to chart multiple funds over flexible time periods

The interactive charting section allows you to chart up to 10 funds over flexible time periods.



Adding and deleting funds

- 01** Add funds by selecting from the drop down menu.
- 02** Delete funds by selecting the icon.

Different charting options

- 03** Choose the type of performance to chart on.
- 04** Choose different chart basis and time periods.
- 05** Choose from scatter or line charts.

Export to PDF

- 06** Click here to generate to export to PDF.

Important Information

Aberdeen Standard Investments is a brand of the investment businesses of Aberdeen Asset Management and Standard Life Investments.

The value of an investment is not guaranteed and can go down as well as up. An investor may get back less than they invested. Past performance is not a guide to the future.

Standard Life Investments Limited is registered in Scotland (SC123321) at 1 George Street, Edinburgh EH2 2LL.

Standard Life Investments Limited is authorised and regulated in the UK by the Financial Conduct Authority.

Calls may be monitored and/or recorded to protect both you and us and help with our training.

www.standardlifeinvestments.com © 2018 Standard Life Aberdeen, images reproduced under licence

Visit us online
aberdeenstandard.com