

# How do I create shared research for other users to import?

Last Modified on 23/03/2020 3:17 pm GMT

**Preset criteria**, as described above, allow compliance officers to enforce their minimum requirements – e.g. that all recommendations of personal pensions must include PPI.

The system's sharing functionality is different: it provides a way for compliance officers to distribute filtering and lists of contracts which are optional rather than compulsory. They create conditions which advisers can use in their research, but don't have to.

The most common example is model portfolios (where there's more than one per product type, and therefore they cannot be "preset"). A compliance officer can distribute a model portfolio to other users by doing the following:

- Start normal product-focused research into the product type.
- Define the model portfolio – either in terms of filtering on the sectors in which money is to be invested, or even filtering on specific funds (as illustrated by the screenshot).
- Change the title of the research to indicate its purpose (e.g. "Low-risk portfolio").
- Mark the research as shared. This is done by clicking on the not shared link in the menu bar for the research (which then changes to "Shared").

The screenshot to the below shows an example of research which has just been marked as shared by the compliance officer.

Filtering (using preset criteria) | Ranking | Report | Quote | Comparison | Change title | Save as PDF | Delete | Copy | Send | Shared | Help

20 contracts out of 25 (80%) - 0 manually excluded

Company	Contract
AEGON	One Retirement
Aviva Life & Pensions UK Limited	Personal Pension
AXA Life Invest (AXA Life Europe)	Secure Advantage+ Pension Plan
AXA Wealth	Retirement Wealth Account (Adviser Charging)
Canada Life	CanRetire Pension Investment Plan
Cofunds Ltd	Cofunds Pension Account (provided by Suffolk Life)
FundsNetwork	FundsNetwork Personal Pension
Legal & General	Portfolio Plus Pension
MetLife Services Ltd	The MetLife Retirement Portfolio (Secure Capital O
MetLife Services Ltd	The MetLife Retirement Portfolio (Secure Income C
Old Mutual Wealth	Collective Retirement Account
Old Mutual Wealth	CRA Wealth Select
Old Mutual Wealth	Personal Pension - Single Price
Prudential Intermediary Division	Pru Flexible Retirement Plan
Royal London	Pension Portfolio
Sanlam	Portal Personal Pension
Scottish Widows	The Retirement Account - Initial Adviser Charging
Standard Life Assurance Ltd	active money personal pension

Features:  Flexible access drawdown facility,  Option to take full UPPLS,  Option to take partial UPPLS,  Payment frequency options,  Payment methods,  Pension premium insurance,  Guarantee options,  Accept minors,  Switching option,  Automatic rebalancing,  Lifestyle strategy,  Model portfolios,  Death benefits

Buttons: Clear all filters, Audit trail, Import filter

### How advisers import shared research

Advisers then use the model portfolio by creating research in the normal way, and clicking on the **Import filter** button.

Client name:  Find Title:  Find Show recent Show shared Show matches

Research	Client	Last change
<input checked="" type="radio"/> Personal Pension (Fully Insured)	(none)	12/10/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	03/08/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	13/07/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	04/08/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	11/08/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	11/08/2015
<input type="radio"/> Personal Pension (Fully Insured)	(none)	13/07/2015

Import:  Filtering  Excluded contracts  Grid fields

Buttons: Do import, Cancel

They choose the research to import, and the list is automatically pre-populated with all research which has shared by a compliance officer. (However, users can also use this facility to import from previous pieces of research of their own.)

The conditions defined in the shared research – i.e. the model portfolio – are then merged into the research which the adviser is conducting. In this example, any contracts which cannot implement the model portfolio are excluded.

## Permission to create shared research

Users are only allowed to create shared research if they have been given this permission by the firm's system administrator. Otherwise, the **Shared/Not Shared** link on the menu bar is simply hidden.

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