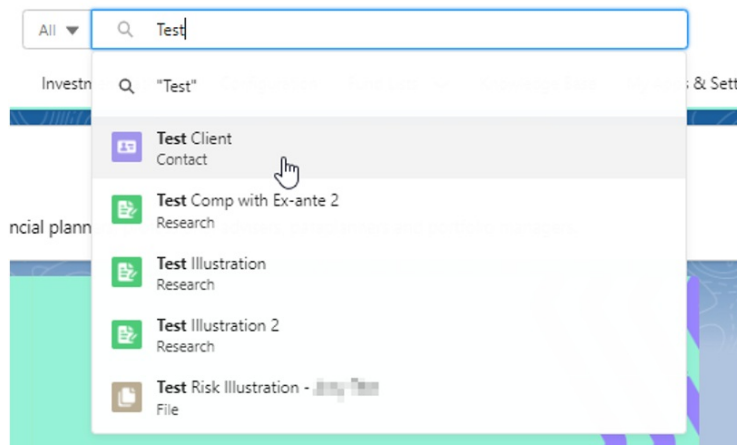


# Sending an Attitude to Risk Questionnaire to your client to complete

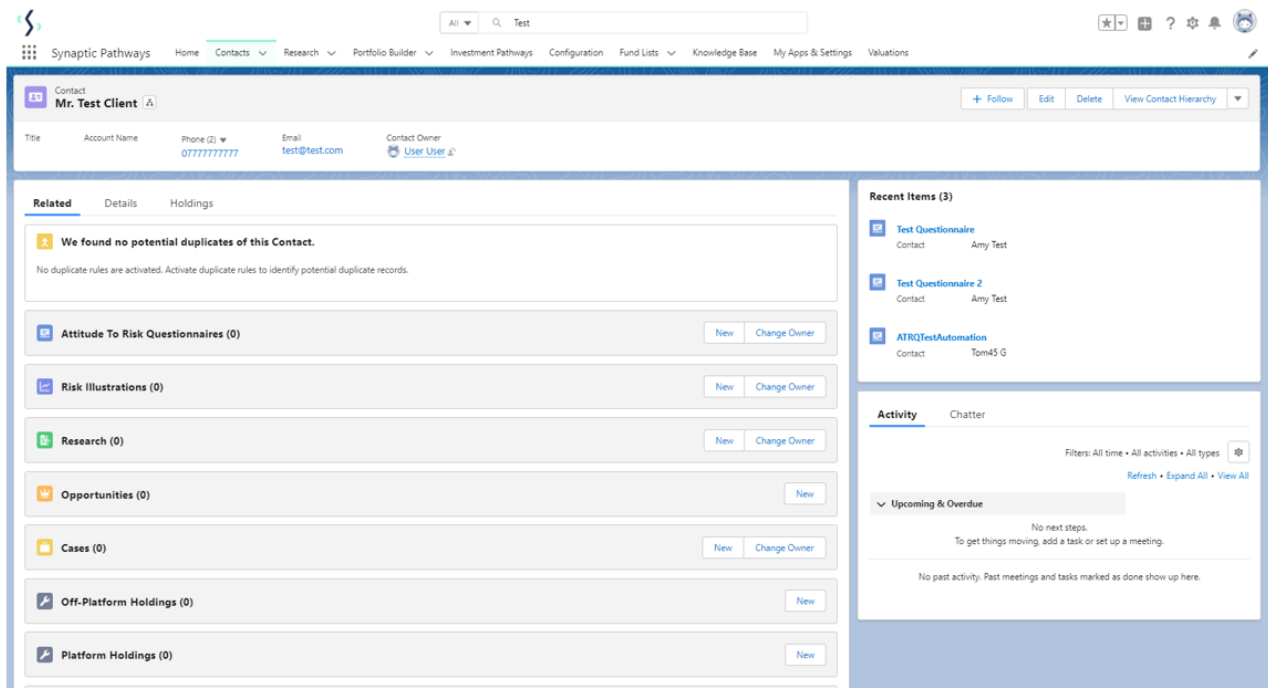
Last Modified on 25/05/2022 4:52 pm BST

To create an attitude to risk questionnaire, create a new contact or find an existing contact record.

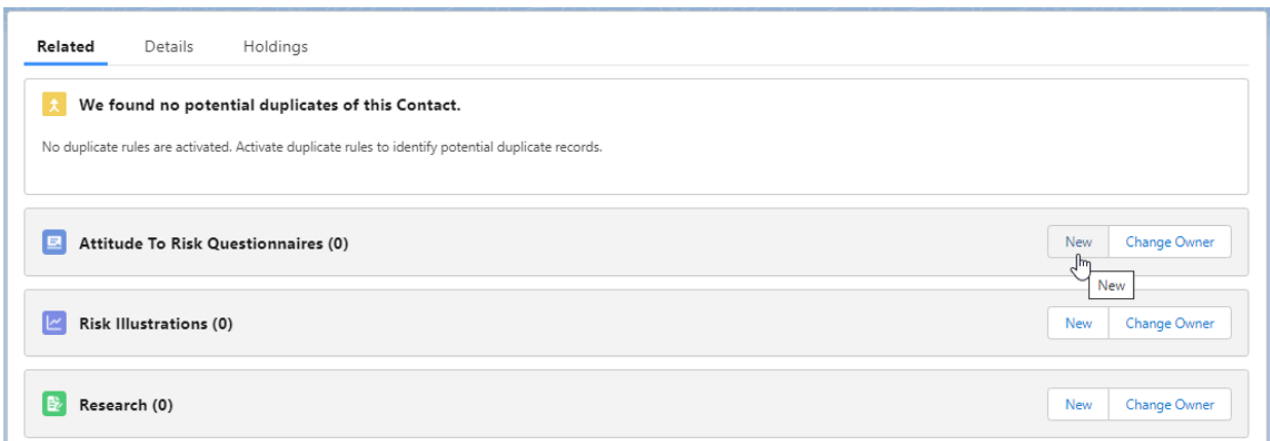
In this example, I will search for a contact called 'Test Client 1':



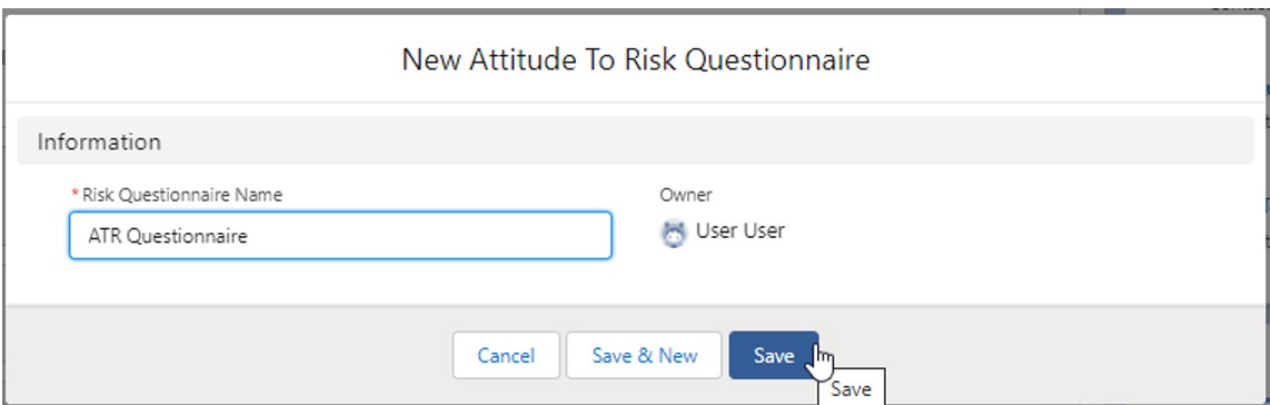
This will load up their contact record:



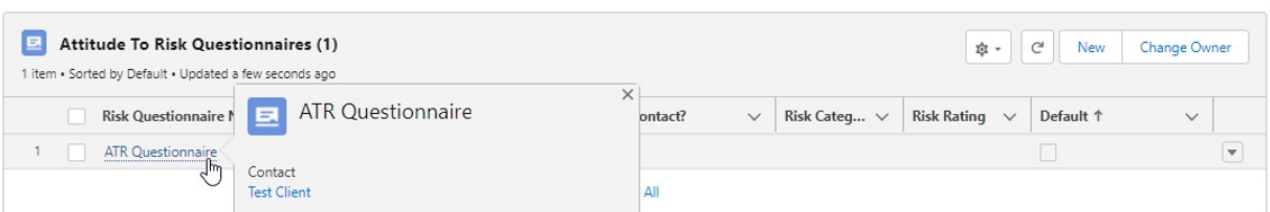
To create an attitude to risk questionnaire, click 'New' next to 'Attitude To Risk Questionnaire'



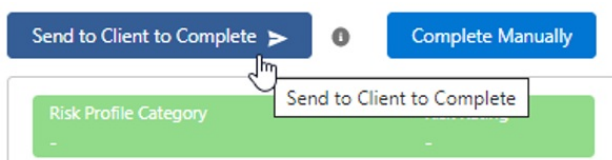
Enter the questionnaire name and click 'Save':



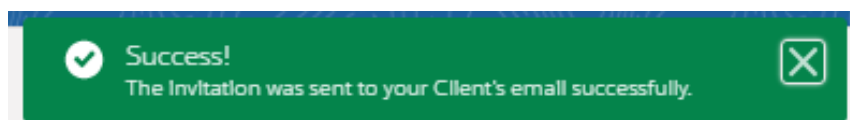
This will take you back to the contact record. To complete the questionnaire or send to a client to complete, click on the name of the questionnaire:



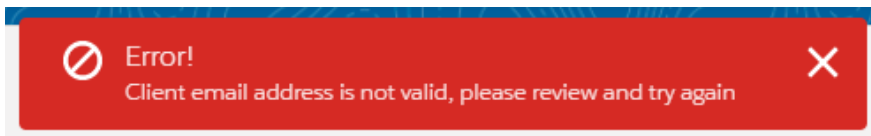
Once within the questionnaire, click on 'Send to Contact to Complete'



A success message will pop-up once sent:



If you receive an error message – you will need to check the email address is entered on the contact and correct:



This will change the completed by client field to 'Pending'.

Attitude To Risk Questionnaires (1)						Settings	Refresh	New	Change Owner
1 item • Sorted by Default • Updated a few seconds ago									
<input type="checkbox"/>	Risk Questionnaire Name	Completed by Contact?	Risk Category	Risk Rating	Default ↑				
1	<input type="checkbox"/> <a href="#">ATR Questionnaire</a>	Pending			<input type="checkbox"/>				

[View All](#)

Your client will receive an email – see below for an example:

Hello Test,

As we discussed, here is an Attitude to Risk questionnaire that I'd like you to complete.

Please complete the Risk Questionnaire to enable us to have a further conversation about your objectives. Thank you

You do not have to enter any personal data. It's simply a list of questions about how you perceive financial risk.

This is a one-time use, private access portal. You can access it through this link:

<https://atrquestionnaireuat.UM6.force.com/questionnaire?Id=a034K000001qUeWQAU>

Once you've completed the questionnaire, I'll get a notification to say it's ready for me to look at.

If you have any questions about this, please do not hesitate to contact me.

Many thanks,  
Amy Paulsen

When your client clicks the link, they will be taken to the screen below:



### Discover Your Risk

Welcome to the Synaptic risk profiling tool. This is a one-time use, private access portal sent to you by your financial advisor.

The following risk profiler questionnaire is for the use between yourself and your advisor using stochastic and analytical modelling to determine suitability around investment risk for your specific financial objectives.

**Start**

They will need to answer each question one by one before submitting their response:



### Discover Your Risk

Please answer the following 12 questions as accurately as possible to get the best outcome for your Risk assessment process.

**People who know me would describe me as a cautious person.**

Strongly Disagree

Disagree

No Strong Opinion

Agree

Strongly Agree

Back

Next

They are able to re-take if needed. Otherwise they can 'Submit' answers through to you.

**Discover Your Risk**

<b>Risk Profile Category</b> <b>Balanced (Low End)</b>	<b>Risk Rating</b> <b>5</b>
---	--------------------------------

Balanced Investors have an attitude to risk in the middle 50% of the investing population and are neither very risk averse nor inclined to seek riskier investments. They often have some experience and understanding of investments. They can usually make investment decisions without too much hesitation or anxiety. They may find more comfort in banks accounts and lower risk investments than stocks, shares and investment funds, but understand that investment risk may be required to meet their investment goals.

This will send you an email notification to say this is complete.

**Discover Your Risk**

Your questionnaire has been submitted to your adviser. You can now close this browser window.

You will need to navigate back to your client to view the completed attitude to risk. Click the 'refresh' button if the client has just completed the questionnaire. It will change the 'Completed by contact' field to 'Yes':

**Attitude To Risk Questionnaires (1)**  
1 Item • Sorted by Default • Updated 4 minutes ago

<input type="checkbox"/>	Risk Questionnaire Name	Completed by Contact?	Risk Category	Risk Rating	Default
<input type="checkbox"/>	<a href="#">ATR Questionnaire</a>	Pending			

[View All](#)

**Attitude To Risk Questionnaires (1)**  
1 Item • Sorted by Default • Updated a few seconds ago

<input type="checkbox"/>	Risk Questionnaire Name	Completed b...	Risk Category	Risk Rating	Default
<input type="checkbox"/>	<a href="#">ATR Questionnaire</a>	Yes	Balanced (Low End)	5	


[View All](#)

Once completed, the questionnaire will be locked. You will see the risk rating on the right-hand side.

The screenshot shows the 'Attitude to Risk Questionnaire' (ATR Questionnaire) interface. The top navigation bar includes 'Synaptic Pathways', 'Home', 'Contacts', 'Research', 'Portfolio Builder', 'Investment Pathways', 'Configuration', 'Fund Lists', 'Knowledge Base', 'My Apps & Settings', 'Valuations', and two active 'ATR Questionnaire' tabs. The main content area is titled 'ATR Questionnaire' and includes a 'Delete' button. Below the title, there is a 'Contact' section with a 'Test Client' link. The main content is divided into two columns of questions, each with a dropdown menu for the answer. A lock icon and a message indicate the questionnaire is completed and locked. On the right, a summary panel shows the 'Risk Profile Category' as 'Balanced (Low End)' and the 'Risk Rating' as '5'. Below this, a 'Risk Category Description' explains that balanced investors have an attitude to risk in the middle 50% of the investing population. An 'Optional Compliance Notes' field is also present, along with a 'Set as default for Client' button.

In this example there is a sense check, as the client has answered on the cautious side.

The screenshot shows the 'Attitude to Risk Questionnaire 2021 A' interface. The top navigation bar is similar to the first screenshot, but with 'ATR Questionnaire 2021 A' as the active tab. The main content area is titled 'ATR Questionnaire 2021 A' and includes a 'Delete' button. Below the title, there is a 'Contact' section with a 'Test Client' link. The main content is divided into two columns of questions, each with a dropdown menu for the answer. A message indicates the purpose of the questionnaire. On the right, a summary panel shows the 'Risk Profile Category' as 'Cautious' and the 'Risk Rating' as '2'. Below this, a 'Description of Sense Check' explains that the client's answers are very risk averse. A 'Risk Category Description' explains that cautious investors are risk averse and typically have very limited experience and understanding of investments. An 'Optional Compliance Notes' field is also present, along with a 'Set as default for Client' button.

 **Answer Sense Checks**

**Description of Sense Check**


Your answers are very risk averse relative to the average. Your adviser will discuss a low risk portfolio with you. However, it may be the case that you do not want to take any investment risk and would prefer a savings account or equivalent. If this is the case, please discuss this with your adviser who will be able to tell you the options and implications.

Risk Profile Category	Risk Rating
<b>Cautious</b>	<b>2</b>

**Risk Category Description**


Cautious Investors are risk averse and typically have very limited experience and understanding of investments. They often take a long time to make investment decisions and tend to be anxious about any investment decisions they have made. They tend to associate risk with potential loss rather than opportunity. They typically look for investments with lower investment risk rather than seeking higher returns. They generally prefer bank accounts and are less willing to invest in stocks, shares and investment funds. Some cautious investors will be unwilling to take any investment risk at all. Cautious investors are more risk averse than about 90% of the investing population (i.e. compared to 9 people out of 10).

Optional Compliance Notes


 Set as default for Client

If you would like to enter any compliance notes, enter them here:


Optional Compliance Notes

 Set as default for Client


When you are happy it is complete, click the 'Set as default for Contact'. (This is important for any illustration you create for your client)

 Set as default for Client

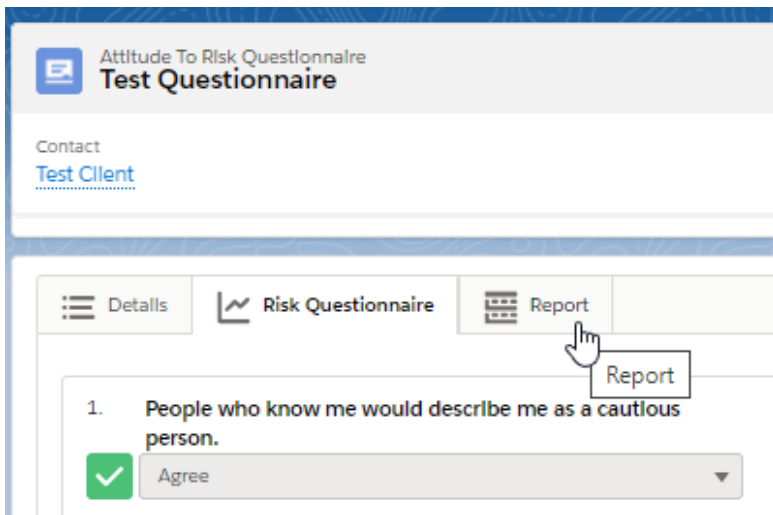
A success message will appear:



**Success!**  
Questionnaire is set as default for the client

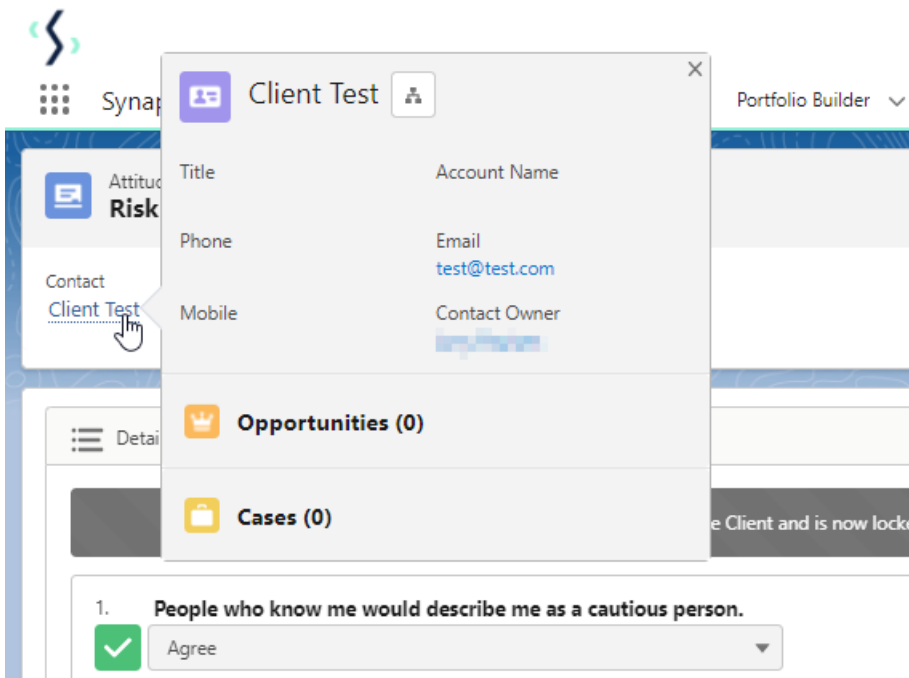


Once set to default, the Report tab will appear:



See article - [Attitude to Risk Questionnaire Report](#)

Click on the contact name to return:



This will mark your client's attitude to risk as complete:

Attitude To Risk Questionnaires (1)						⚙️	🔄	New	Change Owner
	Risk Questionnaire Name	Completed by Contact?	Risk Category	Risk Rating	Default ↑				
1	<a href="#">ATR Questionnaire 2021</a>	✔️ Yes	Balanced (Low End)	5	<input type="checkbox"/>				⌵

[View All](#)