



ALLOCATOR

**Allocator Platform**

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# Platform User Guide

Private Capital

**Nerine Grundlingh** – Customer Success Team Lead

e: [nerine@allocator.com](mailto:nerine@allocator.com) | w: [www.allocator.com](http://www.allocator.com)

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## 1. Getting Started

Welcome to the Allocator Platform. This portal is designed to provide you with access to all relevant fund data and updates, ensuring your investment team has the tools to analyse and interact with your portfolio intuitively.

To get started, you will receive an invitation link from [admin@allocator.com](mailto:admin@allocator.com) containing everything you need to access the platform. If you do not receive this link, please check your spam folder or reach out to us directly.

### Contact & Support

Your Customer Success team is here to help with any questions, training, or onboarding queries.

#### Customer Success

<b>Name</b>	Nerine Grundlingh – Customer Success Team Lead
<b>Email</b>	<a href="mailto:nerine@allocator.com">nerine@allocator.com</a>
<b>Support</b>	<a href="mailto:support@allocator.com">support@allocator.com</a>
<b>Website</b>	<a href="http://www.allocator.com">www.allocator.com</a>

#### TIP

*If you require additional training sessions or have suggestions for the platform, please contact your Customer Success Manager to schedule a call.*

## 2. Invested Funds

The Invested Funds page is the first screen you see after logging in. It displays the full list of managed funds that have been onboarded to your account — this is your primary portfolio view.

### Configuring Your View

The list view is fully configurable on a per-user basis, allowing each member of your team to set up the columns and filters most relevant to their workflow.

- Click Manage Columns & Filters in the top right-hand corner to customise your column structure and filter criteria.
- Saved views can also be duplicated across users so that your whole team starts with a consistent setup.
- It is recommended to configure this view during your first session on the platform.

### Key Tabs on the Invested Funds Page

Tab	Description
<b>Invested Funds</b>	Your main list of all managed, onboarded funds.
<b>Assets</b>	A deduplicated cross-fund view of all underlying assets across your portfolio. Configure columns and create custom views.
<b>Holdings</b>	A full aggregated holdings table across all funds — the most comprehensive data export view. Use this for bulk data exports.
<b>Document Library</b>	All fund documents across all managers in one place. Supports bulk export and API access.

#### TIP

*The Holdings tab under Invested Funds is the best starting point for a full data export. It contains every data point available on the platform and can be exported to CSV.*

## 3. Fund Profile: Holdings

When you navigate into a specific fund, the Holdings tab displays the full breakdown of every underlying asset along with all associated data points captured from GP reports.

### The Three-Tier Asset Structure

Allocator uses a three-tier security master to standardise assets across your portfolio:

Tier	Description
<b>Raw Asset</b>	The asset exactly as extracted from the source document — in its rawest form.
<b>Source Asset</b>	The standardised representation of the asset within a specific fund. The raw asset maps up to this tier.
<b>Allocator Asset</b>	The global security master entry. All source assets link to this tier, enabling cross-fund deduplication and aggregated portfolio views.

Clicking on an Allocator Asset will show you all of your exposures to that particular company or asset across your entire portfolio.

### Data Sources

- Static firmographic data (company name, sector, employees, year founded, etc.) is sourced from PitchBook and is denoted with a PB label in the relevant columns.
- All financial and valuation data (cost, value, realized proceeds, etc.) is captured directly from GP reports.
- Geography and sector classifications come from GP documents and company website information.

### Verifying a Data Point

For full transparency on sourcing, click the blue text of any individual data point in the holdings table. This will display the exact source document and page number from which the value was captured.

### Derived Metrics

Where a specific metric is not directly provided in a GP report, Allocator applies a defined set of derivation calculations. Hovering over any derived metric in the table will display the exact inputs and formula used.

**NOTE**

*A full list of metric definitions, derivation logic, and hierarchy rules is available in the Knowledge Base (Section 12). This will also be shared with you as a document in the interim prior to the Knowledge Base going live.*

## 4. Portfolio-Level Views

From the Invested Funds page, you can access cross-fund views that aggregate data across your entire portfolio rather than looking at a single fund in isolation.

### Assets Tab

The Assets tab shows a deduplicated list of all assets across every fund in your portfolio. You can configure column views and filter by various attributes to analyse your aggregate exposures.

### Holdings Tab (Aggregated)

The Holdings tab at the portfolio level provides the most expansive data table available on the platform. It contains every data point Allocator captures across all funds and is the recommended starting point for bulk data exports.

- Use the quarter selector at the top to navigate between reporting periods.
- Configure columns and save multiple views to suit different reporting needs.
- Click the Export button to download as CSV — this will export exactly what is currently visible on screen.

#### TIP

*If you want a complete data extract with every available column, select all options in the export dialogue and export the Holdings Confidential file. This contains 300+ columns and is the most comprehensive data output available.*

## 5. Fund Profile: Exposure

The Exposure tab on each fund profile displays your portfolio's exposure by geography and sector, expressed as percentage breakdowns.

### Mapping Customisation

Allocator provides flexibility in how geography and sector classifications are applied. There are two levels of customisation:

- Fund-level mapping: Minor adjustments can be made on a fund-by-fund basis directly within the Exposure tab. Click into any classification to amend the mapping for that specific fund.
- Global mapping tree: For applying a consistent taxonomy (such as GICS) across your entire portfolio, navigate to Admin > Mappings to access and configure the global mapping tree. This applies the same classification logic to all funds simultaneously.

### GICS Mapping

If you wish to apply a GICS-aligned sector and geography taxonomy, Allocator can work with you to build out the global mapping tree to match your requirements. This is configured on a client-by-client basis in close collaboration with the Allocator data team.

#### NOTE

*If you have a specific mapping preference or have already defined a taxonomy, please share this with your Customer Success Manager and the data team so we can apply it consistently across your portfolio.*

## 6. Document Library

The Document Library is the central repository for all fund documents across your entire portfolio. Every document received from GPs is stored and accessible here.

### Document Types Available

- Capital Account Statements
- Monthly & Quarterly Reports
- Due Diligence Questionnaires (DDQs)
- Capital Call & Distribution Notices
- ILPA Templates
- Presentations & Research Papers

### Filtering & Exporting

- Filter the document list by Category / Document Type or by Relevant Date using the toggle at the top of the table.
- Bulk document exports are supported — use the export functionality to download multiple documents at once.
- The document library is also accessible via the API for automated document retrieval.

## 7. Requested Funds & Onboarding Status

During the onboarding period, the Requested Funds page is your primary tool for tracking the status of every fund being onboarded. It provides real-time visibility into where each fund is in the process.

### Onboarding Status Stages

Status	Meaning
<b>Action Required</b>	Allocator needs documentation, a fund name confirmation, or portal access credentials.
<b>Awaiting Documents</b>	Allocator is waiting on the GP to provide reports or portal access.
<b>In Processing</b>	Documents have been received and are currently being captured and processed by the data team.
<b>In QC</b>	Data has been captured and is undergoing quality control checks before publication.
<b>Live</b>	Data has passed all QC checks and is published and available on your platform.

### Comments & Notes

The Allocator data relationship management team (DRM) will leave detailed comments in the final column of the Requested Funds table to keep you updated on any specific actions or issues. Check this column regularly during active onboarding periods.

### Weekly Reporting Tracker

In addition to the in-platform view, Allocator sends a weekly reporting tracker (currently in Excel format, moving to in-platform) covering:

- Expected ETA for each fund based on historical reporting patterns
- Date documents were received from the GP
- Date data was captured and published
- Current processing stage

#### NOTE

*ETA days are dynamic — Q4 reporting timelines are automatically adjusted to account for longer GP turnaround periods. ETAs are refined each quarter based on historical receipt data.*

## 8. Exporting Data

Allocator supports multiple methods for extracting data out of the platform depending on your downstream workflow and systems.

### CSV Export

- Navigate to the Invested Funds > Holdings tab for the most comprehensive portfolio-level export.
- Click the Export button and select the data fields you wish to include.
- Selecting the Holdings Confidential file exports every available column — over 300 data points per holding.
- You can also save custom column views and export exactly what is shown on screen.

### Custom Export Templates

If you have specific import templates required by your internal systems (e.g., separate templates for portfolio company data and operating metrics), Allocator can build custom export templates to match. To get started:

- Share your import template and required column mapping with your Customer Success Manager.
- The Allocator team will configure a custom export that can be generated on demand.

### API Access

Everything visible on the Allocator platform can be accessed programmatically via the API — including fund-level data, aggregated portfolio data, holdings, documents, and custom lists.

- Access the full API documentation by navigating to Admin > Account > API within the platform.
- The API supports both fund-level and portfolio-level queries.
- To discuss a technical integration, contact your Customer Success Manager to arrange a call with the Allocator engineering team.

#### TIP

*Most clients start with manual CSV exports during initial implementation and transition to API-based data transfer once the data is validated and the team is comfortable with the platform. Both approaches are fully supported.*

## 9. Excel Add-In

Allocator offers an Excel Add-In that allows you to pull holdings data directly into Excel as a live, refreshable data source — without needing to manually export and import files.

### Key Features

- On-demand data refresh: pull the latest published data into your spreadsheet at any time.
- Primarily covers the underlying holdings table and associated data fields.
- The updated version of the add-in provides real-time, on-demand connectivity.

### Getting Started

- Request the latest version of the Excel Add-In from your Customer Success Manager.
- A full user guide will be provided alongside the add-in download.
- An older version is also accessible via Admin > Account within the platform, but the updated version is recommended.

#### NOTE

*A small number of recently added data fields may not yet be available in the Excel Add-In. If you notice a field missing, please flag this to your Customer Success Manager.*

## 10. Data Capture & Quality Controls

All data on the Allocator platform is captured by the DRM (Data Relationship Management) team using a structured, multi-stage process that ensures consistency and accuracy before data is published to your account.

### Data Capture Process

When a GP report is received, the Allocator data capture tool automatically scans the document and identifies all data tables and text blocks. The capture team then:

- Extracts tabular data from the document and maps it to standardised Allocator metric names.
- Captures any text-based commentary or metrics using AI-assisted extraction tools.
- Maps assets to the three-tier security master (Raw → Source → Allocator Asset).
- Standardises metric names across your portfolio — e.g., "Unrealized Cost", "Current Cost", and "Carrying Value" all map to the same standard metric.

### Turnaround Time

Allocator targets a 3–5 business day turnaround from receipt of a GP document to data going live on your platform. This covers the full capture, mapping, and QC process.

### Quality Control Checks

Before data is published, four structured QC checks are run:

QC Check	Description
<b>Totals Check</b>	Compares the sum of all captured values against the document-stated total. Any discrepancy is flagged for investigation.
<b>Metric Count</b>	Compares the volume of captured data points this quarter against the prior quarter. A significant drop in metric count is a flag to investigate missing data.
<b>Asset Review</b>	Every new asset creation is reviewed to confirm it is not a duplicate. Assets that drop out of a quarter's capture are also reviewed.
<b>Exception Reports</b>	A comprehensive set of automated checks across all data — including value increases by an unusual factor, negative cash figures, and date anomalies.

## Realized Proceeds

Allocator applies specific checks on five core metrics — including current cost and realized proceeds — to ensure completeness. Where realized proceeds are not present in standard GP reports, the data team will conduct GP outreaches to request supplementary documentation.

### NOTE

*QC tooling is currently internal to the Allocator team. Plans are in place to make the QC status more visible to clients within the platform. In the interim, your DRM team will communicate any data quality flags directly.*

## 11. AI Insights

AI Insights are available at both the portfolio level (Invested Funds page) and the individual fund level. The feature is currently in beta.

### What AI Insights Does

- Runs pre-configured prompts across the two most recently received documents for each fund.
- Generates a summarised view of key trends and observations from GP reporting.
- Available at the fund profile level for fund-specific document analysis.

### Roadmap

Allocator is actively developing the AI Insights feature. Planned enhancements include:

- User-configurable prompts — ask your own questions of the fund data.
- Exportable AI insight summaries.

Feedback from clients is actively welcomed to help shape the direction of this feature. Please share any suggestions with your Customer Success Manager.

## 12. Knowledge Base

The Allocator Knowledge Base is your in-platform reference for all metric definitions, calculation methodologies, data derivation logic, and how-to guides.

### What's Included

- Definitions for every metric and data field available on the platform.
- Derivation formulas — including the full hierarchy of logic applied when a metric is not directly reported by the GP.
- How-to articles covering key platform workflows.
- Guidance on configuring views, exports, and API usage.

### Access

The Knowledge Base will be accessible directly within the platform from a dedicated tab alongside the Admin menu. An interim Excel version of the metric definitions and derivations document is available on request from your Customer Success Manager.

#### TIP

*If you have questions about a specific metric or derivation that is not covered in the Knowledge Base, raise it in your weekly status call and the Allocator team will clarify and, where necessary, add it to the documentation.*