Creating Lists and Analytical Views



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Creating Lists in Morningstar Office Cloud

Morningstar OfficeSM Cloud allows users to save a static set of investments to a list. The analysis of those investments can be done with the data set showing in the Grid, and using the Analytical View. An Analytical View is a collection of charts, tables, and Morningstar research, which are categorized in a series of tabs. The charts, tables, and Morningstar research reflect the selected item(s) in a list (or a screen, portfolio object).

In this guide, you will learn how to do the following:

- ► Working with Lists (page 5)
- Working with Analytical Views (page 24)

Overview



Working with Lists

This section contains several exercises to familiarize you with creating, saving, editing, and opening lists in Morningstar Office Cloud. Lists are surfaced in a Grid. Lists are created using the Create icon on the application header. When creating a list, simply enter a name or other identifying symbol of the investments you want. You can find investments using any of the following identifiers:

- ► Name
- ► Ticker
- ► ISIN, or
- ► CUSIP.

Note: You can enter multiple tickers at once when searching, and separate them with commas; a space after the comma is not required.

Within Morningstar Office Cloud, start by selecting a list, screen, client, account, model and more. Once selected, build and save data sets and analytical views to complete research and analysis tasks. Your analysis consists of the following:

- Data Sets sets of data points used to analyze content within a grid. Select from Morningstar standard data sets or create your own custom data sets. In addition, you also have the option to apply peer analytics allowing you to conduct more effective analysis within a grid.
- Analytical View a series of tabs which contain charts, tables and research tools. customize each tab to add or delete charts, tables or research using the edit panel.



Overview

How do I interact with Morningstar Office Cloud?

In this exercise, you will create a list of equity funds.

To create a list, do the following:

Exercise 1: Create a list of equity funds

1. On the header, click the **Create** icon, then select **List**. The Create List window opens.

Home					<u> </u>	<u>r</u> 0 2	
					Create	× ×	
			Office C		Client	1	
		Prospect		Use this icon			
	$(Q \ Search \ for \ C)$	lients, Securities, Rep	orts, and Research		Account Madel Bentfelie		and command
					Custom Benchmark		to create a list.
Prac	ctice Management Reports		List	1			
Coin			Screen	±			
Gain	insights into your practice by starting a	spreadsneet report on:			Note	-	
(Your assets under management	(O) Your prac	tice's overall (+/ fi	Inrealize or all yo	Batch Schedule		
		F (a)	1				
Lie	nts	Le Create	Lists & Screens		l≌ Create ∨		
Name		Market Value	Name	Туре	Last Modified		
Peter	son Family	\$4,133,695.15	My New List	List	04/29/2020		
J. R.	R. Tolkien	\$3,513,257.58	Current Statement	List	04/29/2020	+	
		We found 4 data issues today	r. (05/05/2020) See Issues				

 In the search field at the top of the window, enter **pogrx**. When the matching fund appears, click **PRIMECAP Odyssey Growth**. The fund moves to the left side of the window.

Create List What would you like to add? You can copy/paste up	to 25 investments at a time, if	you have more, t	Cancel Don	
Q DODX Investment Name (1 Results found) PRIMECAP Odyssey Growth	Ticker POGRX	× 1/25 Exchang NASDA	0 / 1 PRIMECAP Odyssey Growth	After entering a name, ticker, or other identifier, click an item to include it in the list

- 3. Remove the ticker symbol you entered.
- 4. In the search field at the top of the window, enter fidelity contra.

5. When the matching funds appear, click to select **Fidelity Contrafund**[®]. The fund moves to the left side of the window.

Q, fidelity contra		× 1/25	0/2	
Investment Name (10 Results found) Fidelity® Contrafund®	Ticker FCNTX	Exchang NAS	Fidelity® Contrafund® PRIMECAP Odyssey Growth	
Fidelity® Contrafund® K	FCNKX	NAS		Rather than clicking
Fidelity® Contrafund® K6	FLONX	NAS		a list, simply press
Fidelity Contrafund Commingled PI 1	-	-		<enter> if the</enter>
Fidelity Contrafund Commingled PI 2	<u>e</u>	-		is highlighted.
Fidelity Contrafund Commingled PI 3	-	-		
Fidelity® VIP Contrafund Initial	-	-		
Fidelity® VIP Contrafund Investor	2	2.1		

- 6. Remove fidelity contra from the search field.
- 7. Enter the following string of tickers, then click each **fund** to complete the list: **AWSHX, BSHGX, HQIAX, PEQIX, SLADX**.
 - Note: You can copy and paste the ticker symbols from the PDF into the search field, then use the Add 5 to List button to include all items at once.
- 8. Click Done. The grid opens, populated with the list you created.

Create List What would you like to add? You can copy/paste up to 25	investments at a time, if y	you have more, t	Cancel Do	You can copy and past up to 25 identifiers her
AWSHX, BSHGX, HQIAX, PEQIX, SLADX		× 5/25	0/5	
Investment Name (5 Results found) Best Match ⑦ Add 0 to List	Ticker	Exchang	American Funds Washington Mutual A Bishop Street High Grade Inc Insti	
American Funds Washington Mutual A	AWSHX	NAS	Hartford Equity Income A	Be sure all items for a list appear here
Bishop Street High Grade Inc Instl	BSHGX	NAS	Selected American Shares D	before clicking Done.
Hartford Equity Income A	HOLAX	NAS	L	
Pioneer Equity Income A	PEQIX	NAS		
Selected American Shares D	SLADX	NAS		
All Results AWSHX (1)				

A list is not automatically saved when you create it. In the upper-left corner of the window, note the name of the list (Untitled List - Edited). Edited indicates that the latest changes to a list (or screen) have not been saved.

Exercise 2: Save a list

This is the default name given to each list when it is created.

	Untitled List — Edited \vee				Q Search for C	lients, Se
\checkmark	◎ 7 🖂 🗇 🛇 + 🕰 🖄		Data Set:	Manager Re	search Read O	nly V
	Name	Ticker	SecId	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mornings Rating 3Y end)
	1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	***
	2 Bishop Street High Grade Inc Instl	BSHGX	FOUSA00E06	Intermedia	48	***
	3 Fidelity® Contrafund®	FCNTX	FOUSA00	Large Growth	46	***
	4 Hartford Equity Income A	HQIAX	FOUSA04B1Z	Large Value	28	****
	5 Pioneer Equity Income A	PEQIX	FOUSA00E	Large Value	64	***
	6 PRIMECAP Odyssey Growth	POGRX	FOUSA05B59	Large Growth	86	*
	7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	**

If a list is not saved, it cannot be opened later, and it cannot be shared with colleagues. To save a list, do the following:

1. From the List Selector menu, select Save. The Enter a name to save changes box opens.

√0 7 ⊟	List Actions	Set:	Manager Re	search Read Or	nly V	
	🔁 Open			Total Ret % Rank	Mornings	
Name	Save Changes to your list will also show up in the dealtap addition		Morningstar Category	Cat 3Y mo-end (mo-end)	Rating 3Y end)	Select this optio
1 American Funds V		NELLP	Large Blend	55	***	
2 Bishop Street Higl	🖾 Import List	0E06	Intermedia	48	***	
3 Fidelity® Contrafu	+ Create New List	0	Large Growth	46	***	
4 Hartford Equity In	+ Create New Screen	4B1Z	Large Value	28	****	
5 Pioneer Equity Inc			Large Value	64	***	
		5850	Large Growth	88	4	

2. In the Enter a new list name field, enter Large Cap Funds.

\blacksquare Untitled List — Edited \lor				Q Search for C	lients, Securit	ies, Reports, a	
		Data Set:	Manager R	esearch Read O	nly 🗸		
Name	Ticker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Morningstar Rating 3Y (mo- end)	Morningstar Sustainability Rating (mo-end)	
1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	***	••	
2 Bishop Street High Grade Inc Insti 3 Fidelity* Contrafund* 4 Hartford Equity Income A 5 Plinner: Environme A	Enter a nam	e to save char unds	nges			- 000	
G PRIMECAP Odyssey Growth 7 Selected American Shares D	 Changes 1 edition. 	to your list will	also show up	in the desktop Cancel Sav	re	000	Be sure the name you enter for a list isn't already being used by another list.

3. Click Save. The dialog box closes, and the name of the list reflects your change.

	Large Cap Funds \vee				Q Search for C	lients, Securit	ies, Reports, a) 🗘 🗹	? &	Note the undated
\checkmark			Data Set:	Manager Re	search Read O	nly 🗸		Show Peer A	Analytics 🔇	List name.
	Name	Ticker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Morningstar Rating 3Y (mo- end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Morningstar Category Prim Benchmark	
	1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	***	••	Gold	S&P 500 TR L	
	2 Bishop Street High Grade Inc Instl	BSHGX	FOUSA00E06	Intermedia	48	***	12	<u>1</u> 28	BBgBarc US /	
	3 Fidelity® Contrafund®	FCNTX	FOUSA00	Large Growth	46	***	000	Silver	S&P 500 TR L	
	4 Hartford Equity Income A	HQIAX	FOUSA04B1Z	Large Value	28	****	00	Silver	S&P 500 TR L	
	5 Pioneer Equity Income A	PEQIX	FOUSA00E	Large Value	64	***	00	Neutral	S&P 500 TR L	
	6 PRIMECAP Odyssey Growth	POGRX	FOUSA05B59	Large Growth	86	*	•	Gold	S&P 500 TR L	
	7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	**	000	Bronze	S&P 500 TR L	

Exercise 3: Add

items to a list

Occasionally, you might need to add one or more securities to an existing list. You can add up to 25 items to a list directly from the Grid. You can add items by using any common identifier, including the following:

- ► Name
- ► Ticker
- ► CUSIP
- ► ISIN
- ► SecID
- ► FundID
- ► Investment Identifier, and
- ► Performance ID.

Do the following:

1. From the grid header row, click the **Add Investment** icon. The Add dialog box opens.

	Large Cap Funds \vee				Q Search for (lients, Securit	ies, Reports, a) 🗊 🕼	2 2	
\checkmark	◎ 7 🖪 🖞 🛇 🕂 🔍 🖸 1		Data Set:	Manager Re	search Read C	nly V		Show Peer A	Analytics 🔇	Click this icon
	Name	Ticker	SecId	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Morningstar Rating 3Y (mo- end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Morningstar Category Prim Benchmark	to add an investment to a list.
	1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	***	••	Gold	S&P 500 TR L	
	2 Bishop Street High Grade Inc Instl	BSHGX	FOUSA00E06	Intermedia	48	***	W	<u>w</u> k	BBgBarc US /	
	3 Fidelity® Contrafund®	FCNTX	FOUSA00	Large Growth	46	***	000	Silver	S&P 500 TR L	
	4 Hartford Equity Income A	HQIAX	FOUSA04B1Z	Large Value	28	****	00	Silver	S&P 500 TR L	
	5 Pioneer Equity Income A	PEQIX	FOUSA00E	Large Value	64	***	00	Neutral	S&P 500 TR L	
	6 PRIMECAP Odyssey Growth	POGRX	FOUSA05B59	Large Growth	86	*	0	Gold	S&P 500 TR L	
	7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	**	000	Bronze	S&P 500 TR L	

2. In the search field, enter voo, then from the results list, click the first item to select it.

Large Cap Funds — E	idited ∨	Q Sea	arch for Clients, Securities, R	eports, a	Ī
) +< Add	Vie	ew All Results Add 12	to My List	
Name	What would you like to add? Yo more, then we recommend imp	ou can copy/paste up to 25 orting a list.	investments at a time, if yo	u have	
1 Vanguard S&P 500 ETF	Q Voo			> 1/25	You can e
2 American Funds Washington	Mutual A	Ticker	Exchange	Investment Tv	multiple
3 Bishop Street High Grade Inc	Instl Vanguard S&P 500 ETF	V00	NYSE ARCA	Exchange-Tra	tickers at
☐ 4 Fidelity® Contrafund®	Vanguard S&P 500 ETF	V00	BOLSA MEXICANA DE	Exchange-Tra	separated
5 Hartford Equity Income A	Vanguard S&P 500 Growth ETF	VOOG	NYSE ARCA	Exchange-Tra	by comma
6 Pioneer Equity Income A	Vanguard S&P 500 Value ETF	voov	NYSE ARCA	Exchange-Tra	
/ PHIMECAP Odyssey Growth	Vanguard S&P 500 Growth ETF	VOOG	BOLSA MEXICANA DE	Exchange-Tra	1
8 Selected American Shares D	Vanguard S&P 500 Value ETF	VOOV	BOLSA MEXICANA DE	Exchange-Tra	1
	Lyxor Global Gender Egity (DR) ETF	C USD VOOM	DEUTSCHE BOERSE AG	Exchange-Tra	
	Lyxor Global Gender Eqity (DR) ETF	C USD VOOM	XETRA	Exchange-Tra	
	Lyxor S&P 500 VIX Futs EnhRoll ET	F C EUR VOOL	DEUTSCHE BOERSE AG	Exchange-Tra	
	Lyxor S&P 500 VIX Futs EnhRoll ET	F C EUR VOOL	XETRA	Exchange-Tra	

- 3. Click anywhere outside the Add dialog box to close it.
- 4. The name of the list now has the word Edited to the left of it, indicating that the list has changed. In this exercise, you will save this as a new list. From the List Actions menu, select Save As. The Save dialog box opens, with a prompt telling you to enter a new name.

Large Cap Fund	s — Edited \vee		
√0 8 ⊟ [List Actions	:t:	
	🖻 Open		
Name Name	Save Changes to your list will also show up in the		Select this option
1 Vanguard S&P 500 E	desktop edition.	R	to save a new list with a different name.
2 American Funds Was	Save As	JP	
3 Bishop Street High G	🖬 Import List	06	
4 Fidelity® Contrafund®	+ Create New List	2	
5 Hartford Equity Incor		1Z	
6 Pioneer Equity Incom			
7 PRIMECAP Odyssey L		59	
8 Selected American Sh	ares D SLADX FOUSA	0581T	

- 5. In the name field, enter **Funds & ETFs**.
- 6. Click **Save**. The name of the list is displayed at the top of the window.

You can copy data from Microsoft[®] Excel[®] and paste it into an investment list. You can add up to 25 items to a list directly from the Grid View tab. You can add items by using any common identifier, including the following:

Exercise 4: Add data from Microsoft® Excel® to a list

- ► Name
- ► Ticker
- ► CUSIP
- ► ISIN
- ► SecID
- ► FundID
- ► Investment Identifier, and
- ► Performance ID.

Do the following:

- 1. Click here to **download** the Microsoft Excel file that contains investments for this exercise.
 - Note: When using an Excel file on your own, be sure to first check the requirements for importing an Excel file, found in Data Import Specifications.
- 2. **Open** the Microsoft Excel file.
- 3. Select the **identifiers** for the investments you want to add and **copy** by doing one of the following:
 - ► Right-click and select Copy, or
 - ► Press <**CTRL**>-<**C**>.



4. In Morningstar Office Cloud, from the Lists & Screens menu, select Create New > List. The Create List window opens.

Large Cap Fund	s — Edited \vee	
VO 8 [List Actions	:t:
	🖻 Open	· -
Name Name	Save Changes to your list will also show up in the	-
1 Vanguard S&P 500 E	desktop edition.	3
2 American Funds Was	Save As	JP
3 Bishop Street High G	☑ Import List	06
4 Fidelity® Contrafund®	+ Create New List	· Select this option.
5 Hartford Equity Incor	+ Create New Sereen	12
6 Pioneer Equity Incom	- Create New Screen	
7 PRIMECAP Odyssey (59
8 Selected American Sh	ares D SLADX FOUSAC	0581T

- 5. Click inside the Search field and do one of the following:
 - ► Right-click and select Paste, or
 - ► Press <**CTRL**>-<**V**>.

The Search results display the best matches at the top.

6. Click Add 5 to List, then click Done. The window closes.

Untitled List — Edited \vee		Search for Clients, Securities, Rep.
Create List		Cancel Done
What would you like to add? You can copy/paste up to 2	5 investments at a time, if you have m	ore, then we recommend <u>Import</u> .
Q 290 Global Talents A, 1290 High Yield Bond A,	iShares Russell : × 5/25)/0
Investment Name (12 Results found)	Ticker	
Best Match ⑦ + Add 5 to List		Click here to
1290 GAMCO Small/Mid Cap Value T	TNVCX	add all the
1290 Global Talents A	TNYAX	under Best
1290 High Yield Bond A	TNHAX	Match.
iShares Russell 2000 ETF	IWM	
Schwah US Broad Market ETETM	SCHB	

The new Untitled List is displayed. It contains the funds you copied from the Excel file.

	Untitled List — Edited \vee			Q	Search for Clier	nts, S	
\checkmark	◎ 5 🖂 🗑 🖂 + 🖓 🖾		Data Set	: Manager Resea	rch Read Only	\vee	
	Name	Ticker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mo Rat end	Your list should look like this.
	1 1290 GAMCO Small/Mid Cap Value T	TNVCX	F00000T76X	Small Blend	62	**	
	2 1290 Global Talents A	TNYAX	F00000WK4X	World Large Stock	69	**	
	3 1290 High Yield Bond A	TNHAX	F00000T770	High Yield Bond	44	**	
	4 iShares Russell 2000 ETF	IWM	FEUSA00017	Small Blend	23	**	
	5 Schwab US Broad Market ETF™	SCHB	F000003XBY	Large Blend	35	**	

7. Save the list.

Untitled Li	ist — Edited \vee			Q	Search for Clier	nts, S	
√0 5	List Actions	Y	Data Set	Manager Resear	rch Read Only	\vee	
Name	 Open Save Changes to your list will also show up in the desktop edition. 	:ker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mo Rat end	Note the
1 1290 GAMCO	☑ Import List + Create New List	IVCX	F00000T76X	Small Blend	62	**	highlighted selections.
2 1290 Global Ta	+ Create New Screen	YAX	F00000WK4X	World Large Stock	69	**	
3 1290 High Yie		IHAX	F00000T770	High Yield Bond	44	**	
4 iShares Russel	I 2000 ETF	IWM	FEUSA00017	Small Blend	23	**	
🗌 5 Schwab US Br	oad Market ETF™	SCHB	F000003XBY	Large Blend	35	**	

8. Name the list **Mixed Investments** and click **Save**.

Enter a name to save changes
Mixed Investments
① Changes to your list will also show up in the desktop edition.
Cancel Save

In Exercise 4 on page 12, you pasted data from Excel into the Add File search field and saw that the best-matched results were displayed at the top of the search results. "Best-matched" results are based on your import preferences and global settings. However, many investments are available on multiple exchanges or don't fit your import preferences or global settings.

Exercise 5: Expand the search results to include a wider range of matching funds

To view select from expanded search results, do the following:

1. From the header row, click the Add Investment icon. The Add dialog box opens.

	Mixed Investments \vee			Q	Search for Clier	nts, S	
\checkmark	′0 5 🖂 🖩 🛇 🕂 🕰 🖉	BY	Data Set	: Manager Resea	Read Only	\vee	Click this icon
	Name	Ticker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mor Rati end)	an investment to a list.
	1 1290 GAMCO Small/Mid Cap Value T	TNVCX	F00000T76X	Small Blend	62	**	
	2 1290 Global Talents A	TNYAX	F00000WK4X	World Large Stock	69	**	
	3 1290 High Yield Bond A	TNHAX	F00000T770	High Yield Bond	44	**	
	4 iShares Russell 2000 ETF	IWM	FEUSA00017	Small Blend	23	**	
	5 Schwab US Broad Market ETF™	SCHB	F000003XBY	Large Blend	35	**	

- 2. Click in the Search field and do one of the following:
 - ► Right-click and select Paste, or
 - ► Press <**CTRL**>-<**V**>.
 - Note: The last thing you copied (in this case, the cells from the Excel File) should still be stored on the clipboard, which allows you to paste them again. However, if in the mean time, you have cut or copied something else, you won't see the results you want. If that happens, copy the cells from the Excel file again (steps 2 and 3 on page 12), then repeat this step.

Because the list Mixed Investments already contains the best-matched investments, the Search results show only the best-matched.

3. To view the other results, click View All Results.

Add	(v	iew All Results Add	l to My List)	Click here to
What would you like to add? You can copy/ then we recommend importing a list.	/paste up to 25 i	nvestments at a time, if yo	ou have more,	for this sear
Q 1290 GAMCO Small/Mid Cap Value T	, 1290 Global Ta	lents A, 1290 High Yield Bo	o × 5/25	
Best Match 1				
Investment Name	Ticker	Exchange	Investmen Type	
1290 GAMCO Small/Mid Cap Value T	TNVCX	NASDAQ	Open End I	
1290 Global Talents A	TNYAX	NASDAQ	Open End F	
1290 High Yield Bond A	TNHAX	NASDAQ	Open End I	
iShares Russell 2000 ETF	IWM	NYSE ARCA	Exchange-1	
Schwab US Broad Market ETF™	SCHB	NYSE ARCA	Exchange-1	

The Add dialog box opens and displays the full search results.

- 4. In the search results, find the section for iShares Russell 2000 ETF.
 - Note: You may need to scroll down.
- 5. Click each of the two entries that trade on the NYSE ARCA—**iShares Russell 2000** Growth ETF and **iShares Russell 2000 Value ETF**.

Add			Cancel Done	
What would you like to add? You can copy/paste up to 25 inv	estments at a time, if	you have more, then we recomm	end <u>Import</u> .	
م nall/Mid Cap Value T, 1290 Global Talents A, 1290 H	High Yield Bond A, i <u>S</u>	Shares Russell 20 $ imes$ 4/25	0/5	
Investment Name (10 Results found)	Ticker	Exchange ⊘	1290 GAMCO Small/Mid Cap Value T	
1290 High Yield Bond A	TNHAX	NASDAQ	1290 Global Talents A	
iShares Russell 2000 ETF		NYSE ARCA	1290 High Yield Bond A	
All Results			Schwab US Broad Market FTF TM	
1290 GAMCO Small/Mid Cap Value T (1)				
1290 GAMCO Small/Mid Cap Value T Best Match	TNVCX	NASDAQ		
1290 Global Talents A (1)				
1290 Global Talents A Best Match	TNYAX	NASDAQ		
1290 High Yield Bond A (1)				
1290 High Yield Bond A Best Match	TNHAX	NASDAQ		
iShares Russell 2000 ETF (7)				click the two
Shares Russell 2000 ETF Best Match	IWM	NYSE ARCA		funds that
iShares Russell 2000 ETF	IWM	SANTIAGO STOCK EXC.		NYSE ARCA.
iShares Russell 2000 ETF	IWM	BOLSA MEXICANA DE		
iShares Russell 2000 Growth ETF	IWO	NYSE ARCA		
iShares Russell 2000 Value ETF	IWN	NYSE ARCA		
iShares Russell 2000 Growth ETF	IW0	SANTIAGO STOCK EXC.		
iShares Russell 2000 Growth ETF	IWO	BOLSA MEXICANA DE		

- 6. Click **Done**. The dialog box closes and the funds you selected are now on the Mixed Investments list.
- 7. Save the list.

Mixed Investmer	nts — Edited \vee	Q Search for Clier	nts, S	
√0 7 ⊟ □	List Actions	Manager Research Read Only	\vee	
	🗁 Open	Total Ret % Rank	Мо	
Name Name	Save Changes to your list will also show up in the	Category (mo-end)	Hat end	Note the highlighted sections.
1 iShares Russell 2000 V	desktop edition.	Small Value 33	**	
2 iShares Russell 2000 G	Save As	Small Growth 59	**	
3 1290 GAMCO Small/M	🖬 Import List	Small Blend 62	**	
4 1290 Global Talents A	+ Create New List	World Large Stock 69	**	
5 1290 High Yield Bond)		High Yield Bond 44	**	
6 iShares Russell 2000 E	- Cleate New Screen	Small Blend 23	**	
7 Schwab US Broad Mar		Large Blend 35	**	

Exercise 6: Open a

security report

Use the Action menu to open an security-level report for any security within the list. The following two security-level reports are available:

Report	Description	Output
Morningstar Report	A comprehensive breakdown of a security including the Morningstar Analyst Rating, performance, risk and return analysis, and more.	This report displays as a fly-in panel on the left side of the screen.
Investment Detail Report	A one-page report plus disclosures that provides a high-level look at performance, risk analysis, and more.	This report downloads as a pdf. Launch the pdf from the bottom of the window.

To access either security-level report for an individual security, do the following:

- 1. Hover the cursor over the**1290 GAMCO Small/Mid Cap Value** row. The Action icon appears.
- 2. From the **Action** drop-down menu, select the **security-level** report you want to view.

7 🖪 🖩		Y	Data Set	: Manager Resea	Total Ret % Rank	∨ Morningstar	Morningstar	Show Peer Ana Morningstar	Ilytics 🔇	
Name		Ticker	Secid	Morningstar Category	Cat 3Y mo-end (mo-end)	Rating 3Y (mo- end)	Sustainability Rating (mo-end)	Analyst Rating (day-end)	Morningst Benchmar	
1290 GAMCO Small/Mid	i Cap Value T 🛛 🛞	TNVCX	F00000T76X	Small Blend	62	***	000	-	S&P 500 1	
2 1290 Global Talents A				orld Large Stock	69	**	••	-	MSCI AC'	
1290 High Yield Bond	Actions			gh Yield Bond	44	***	177 C	-	BBgBarc	
1 iShares Russell 2000 F	and an and a second sec			nall Blend	23	****	••	Bronze	S&P 500 1	
5 iShares Russell 2000 (Add/Edit Alerts			nall Growth	59	***	000	Neutral	S&P 500 1	
6 iShares Russell 2000 \	Add to List		>	nall Value	33	***	00	Neutral	S&P 500 1	
' Schwab US Broad Ma	Remove from List			rge Blend	35	***	00	Gold	S&P 500 '	
	Save As New List		>							
	Morningstar Report									
	Investment Detail Report								t	Selec these
				-						

Exercise 7: Open a list

Use the List & Screens menu in the Grid to open a list.

√0 7 ⊡	List Actions	a Set:	
	🗁 Open		
Name	Save Changes to your list will also show up in the		To open a different list (or screen), click this option
1 1290 GAMCO S	desktop edition.	[76X	
2 1290 Global Tal	Save As	NK4X	
🗌 3 1290 High Yield	🖬 Import List	r770	
4 iShares Russell	+ Create New List	0017	
5 iShares Russell	+ Create New Screen	0018	
6 iShares Russell	I Cleate New Screen	0019	
7 Schwab US Bro.		3XBY	

If you do not have an Grid open, you can open a saved list from anywhere in the application. In this exercise, you will practice opening the list from the Menu. Note that the first time you open a saved list, a permanent connection is made between that list and the workbook you select. That is, each subsequent time you open that list, you will not be asked which workbook you want to see it opened in. Instead, the workbook you originally chose will be selected. You can still open the list in a different workbook, but this requires you to open that workbook first, then select the list you want to see displayed in it.

M RNINGSTAR

Do the following:

1. From the Menu, select Workspace > Lists & Screens. The menu opens.

<u>≡</u> Menu Home		Û	2	Bo
Home				
XPLORE	MORNINGSTA			
Iorningstar Research				
Markets	ch for Clients, Securities, R	eports, and Research		
LIENT MANAGEMENT & Nalysis				
Clients & Accounts	14 Create	Lists & Screens		[
rospects				
illing	Market Value	Name	lype	Lŧ
edtail CRM	\$4,146,286.90	Elizabeth Johnson	Screen	• (
► Reporting	\$3,526,786.65	MDP Class	Screen	C
RACTICE MANAGEMENT	\$3,496,272.25	Contrarian Funds	List	(
 Workspace 	\$3,406,462.82	Gold-Rated Large Cap Funds	Screen	(
Lists & Screens	\$2,290,692.17	Scenario Analysis	Screen	C

- 2. A prompt opens, asking if you want to save the workbook. Click **Don't Save**. The Lists & Screens page opens.
- Locate the Funds & ETF list and click it. The "Select a workbook to view the list" window opens.
 - Provide the second s



If you decide to change the name of a list should be changed, you must do this from the Lists & Screens page via the Menu. In this exercise, you will learn a new way to create a list, save it, then rename it. Do the following:

Exercise 8: Change the name of a list

1. From the **Menu**, select **Home**.

E Menu Home		Û	Ø (?)	Bo	
Home >	M RNINGSTA	R Office $rac{\sim}{\sim}$			Click here to star
Markets	ch for Clients, Securities, R	leports, and Research			
CLIENT MANAGEMENT & ANALYSIS					
Clients & Accounts	🖄 Create	Lists & Screens		[
Prospects					
Billing	Market Value	Name	lype	Lé	
Redtail CRM	\$4,146,286.90	Elizabeth Johnson	Screen	C	
► Reporting	\$3,526,786.65	MDP Class	Screen	C	
PRACTICE MANAGEMENT	\$3,496,272.25	Contrarian Funds	List	C	
▼ Workspace	\$3,406,462.82	Gold-Rated Large Cap Funds	Screen	C	
Lists & Screens	\$2,290,692.17	Scenario Analysis	Screen	C	

2. From the Lists & Screens widget, click **Create**, then select **List**. The Create List window opens.

Menu 3	Home ^{320k}		•								Ļ [4	2	
_1	170k Jun 14 2009	Jan 01 2011	Jan 01 2012	Jan 01 2013	Jan 01 2014	Ja 20	n 01 Jan 0 15 2016	Jan 01 2017	Jan 01 2018				
Cli	ients			e c	Create		Lists & So	reens			☑ Create ∨		
Nar	me			Market	t Value		Name						
Sar	mple Client			\$382,7	761.30		Scenario Ana Preferred Inv	Ilysis estment	{	.ist Screen			Use the Creat icon to select
							Equity Watch	List		List	06/11/2018		this option.

3. In the search field, enter the following ticker symbols either manually, or by copying and pasting them from here: **VIG, XLF, EELV, SCHD, VEA, XLRE**.

ave

4. Click Add 6 to List, then click Done.

Create List What would you like to add? You can copy/paste up to 25	investments at a time, if	you have more, then we r	ecommend Import.		Cancel Done	
Q VIG XLE EELV, SCHD, VEA, XLRE				× 6/25	0/6 🛛 🕮	
Investment Name (53 Results found)	Ticker	Exchange 🛇	Investment Type 🛇	Domicile 🛇	Vanguard Dividend Appreciation ETF	
Best Match	Vig	NYSE ARCA	Exchange-Traded	USA	Financial Select Sector SPDR® ETF Invesco S&P Emerging Markets Low Vol ETF Schwap US Dividend Environ ETETM	Pasto or optor the ticker
Financial Select Sector SPDR® ETF	XLF	NYSE ARCA	Exchange-Traded	USA	Vanguard FTSE Developed Markets ETF	symbols in the field above
Invesco S&P Emerging Markets Low Vol ETF	EELV	NYSE ARCA	Exchange-Traded	USA	Real Estate Select Sector SPDR*	then use this button to add
Schwab US Dividend Equity ETF**	SCHD	NYSE ARCA	Exchange-Traded	USA		them at once to the list
Vanguard FTSE Developed Markets ETF	VEA	NYSE ARCA	Exchange-Traded	USA		
Real Estate Select Sector SPDR®	XLRE	NYSE ARCA	Exchange-Traded	USA		
All Results						
VIG (35)						

5. From the Lists & Screens menu, select Save.

Untitled Li	st — Edited \vee			Q	Search for Clier	nts, {	
√0 5	List Actions	Y	Data Set	: Manager Rese	arch Read Only	\vee	
Name	 Upen Save Changes to your list will also show up in the desktop edition. 	ker	Secid	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mo Rat end	Use this
1 1290 GAMCO	☑ Import List + Create New List	IVCX	F00000T76X	Small Blend	62	**	option to your list.
2 1290 Global Ta	+ Create New Screen	YAX	F00000WK4X	World Large Stock	69	**	
3 1290 High Yie		IHAX	F00000T770	High Yield Bond	44	**	
4 iShares Russel	I 2000 ETF	IWM	FEUSA00017	Small Blend	23	**	
🗌 5 Schwab US Br	oad Market ETF™	SCHB	F000003XBY	Large Blend	35	**	

- 6. Name the list **ETFs**, then click **Save**.
- 7. From the Menu, select Workspace > Lists & Screens.

☞ Note: When prompted to save the workbook, click **Don't Save**.

Menu Home		Û	2	Bo	
Home	>				
EXPLORE	MORNINGSTA				
Morningstar Research					
Markets	ch for Clients, Securities, R	eports, and Research			
CLIENT MANAGEMENT & ANALYSIS					
Clients & Accounts	Create	Lists & Screens		[
Prospects					
Billing	Market Value	Name	lype	Li	
Redtail CRM	\$4,146,286.90	Elizabeth Johnson	Screen	, (
► Reporting	\$3,526,786.65	MDP Class	Screen	C	
PRACTICE MANAGEMENT	\$3,496,272.25	Contrarian Funds	List	C	
▼ Workspace	\$3,406,462.82	Gold-Rated Large Cap Funds	Screen	C	Click horo to a
Lists & Screens	\$2,290,692.17	Scenario Analysis	Screen	C	GILK HELE LUS

- 8. In the row for the ETFs list you created, click the **Action** icon, then select **Rename**. A dialog box opens.
 - Note: Other options here include sharing a list with colleagues (via the Manage Sharing command), adding or editing alerts for a list, and deleting a list.

Mer	nu Lists 8	Screens			Q Search for Se	ecurities ar	
\bigtriangledown	0 116 🕑	; Create List 🕑 C	reate Screen	🛍 Delete			
Select Screer	a previously cre n, use the contro	eated List or Screen f ols above.	from the below	table. To create	or delete a List or	82	
	33 Environnie	пану госазео	Screen	wie	U0/21/2017		
	34 ETF Screen		Screen	Me	03/05/2019		
	35 ETF-S&P 50	O TR USD	Screen	Me	03/05/2019		
	36 ETFs	Q	List	Me	06/10/2019		
	37 Europe Co	Lists & Screens		Me	06/02/2017		
	38 Extended i	Rename		Desktop V	ersion 12/23/2016		
	39 Fixed Incor	Manage Sharing		Me	02/28/2019		The Action icon
	40 Funds & E	Add/Edit Alerts		Me	06/15/2017		you move your
	41 Fxied Incol	Delete		Desktop V	ersion 06/29/2017		
	42 Gold Rated	Large Cap Fu	Screen	Me	06/02/2017		
	43 Gold-Rated	Large Cap Fu	Screen	Me	06/21/2017		
7							

9. Change the list name to Income ETFs, then click Save.

Working with Analytical Views

So far, you have seen lists within a grid. This section familiarizes you with viewing, editing, saving, and opening analytical views. In these exercises, you will work with Investment Analysis analytical views, but the same rules, principles, and techniques apply to working with Portfolio analytical views.

An analytical view is a series of tabs and each tab contains a mix of charts, tables and research tools. You can expand or delete charts, tables and research tools. Or, add additional tabs using the Edit Panel. In addition to editing an existing tab, you can mix and match charts, tables and research tools within a custom tab.

The Lists & Screens page should still be open. Do the following:

- 1. Open the Funds & ETFs list and click it.



- 2. In the Grid, click **Hartford Equity Income A**. The Analytical View opens on the right with the Performance tab selected. The Performance tab displays information about the selected investment(s) in the following components:
 - ► Return Growth, and
 - Performance Analysis.

Overview

What is an analytical view?

Exercise 9: Remove a chart

Note: In the following screenshot, not all tabs are displayed. This might also be the case on your screen.

\blacksquare Funds and ETFs \lor	🔍 Search for Clients, Securities, Reports, a 🏾 💭 🖄 🛞	
	Analytical View: Managed Investments Read Only V	
	Performance 🗸 Analyst Research Characteristics Holdings Allocation Style MPT 📎 + New Tab 🖽 Edit	
Name	Return Growth • 10K Growth • USD • HQIAX	
1 American Funds Washington Mutual A	— Hartford Equity Income A — Morningstar US Large Val TR USD	
2 Bishop Street High Grade Inc Instl	31,976.79	
3 Fidelity® Contrafund®		
4 Hartford Equity Income A	2010 2011 2012 2013 2014 2015 2016 2017 2018 2019	• •
5 Pioneer Equity Income A		Not
6 PRIMECAP Odyssey Growth	Performance Analysis - Trailing Return - USD - HQIAX 🕸 🖄 🛛	hig
7 Selected American Shares D		sec
8 Vanguard S&P 500 ETF	Name Return Type As of Date 1M 3M 6M	
	1 Hartford Equity Income A Total 01/31/2020 -1.73 3.43 6.38	
	2 Morninostar US Larce Val TR USD Market 01/31/2020 -3,59 1.26 5.07	

- 3. On the Tab bar, if the Holdings tab isn't displayed, do one of the following:
 - Widen your browser window.
 - ► **Zoom out** by pressing <**CTRL**> + <out >, or
 - **Click** the **arrow** on the Tabs bar.

Funds and ETFs \vee	🔍 Search for Clients, Securities, Reports, a 🔍 💭	
√1 8 m ⊗ + <u>Q</u>	Analytical View: Managed Investments Read Only V	Click here to see additional tabs.
	Performance ∨ Analyst Research Characteristics Holdings Allocation Style MPT 📎 +	

4. Click the Holdings tab.



The Holdings tab displays two components — the Holdings Plot chart at the top and the Holdings Analysis table below. The item selected in the Grid (Hartford Equity Income A) is reflected in the components in the tab.



5. In the upper-right corner of the window, click the **Edit** icon. The Component Library panel opens.



 The Edit Panel is divided into sections: Allocation, Analyst Research, and so on. From the Allocation area, drag-and-drop the Style Box table to the left of the Holdings Plot component.

nalytical View: Managed I	nvestments							
formance Analyst Research Charac	teristics Holdings 🗸 Allo	ocation Style	MPT S	> + New Tab			Done	
Ioldings Plot • Morningstar Sector • U	JSD • 04/30/2019 • HQIAX			o ×	Drag custo	³ drop charts, tables, and researcl nize your analysis.	h tools to	
51.17 22.64		•	Mo Sec	rningstar tor	Q Alloca	Search for charts, tables, research		
<u>∞</u> -34.43 5.57 13.10 Standard Deviation	20.62 28.14	35.66	43.18 • H	iealthcare 💌	II A	llocation lobal Revenue Map	0	Move the Style Box component
loldings Analysis = 04/30/2019 = HQI	AX		\sim	ο×	B H	istorical Allocation evenue Exposure	0	to this are
Name	Ticker	Portfolio Weight %	Shares	Position Market Value (mil)	Analy	tyle Box st Research	0	
Total	-	100.00	134,66	4,054.89	E L	atest Morningstar Notes	0	
1 JPMorgan Chase & Co	JPM	4.22	1,474,1	171.08	I L	atest Morningstar Research	0	
2 Cisco Systems Inc 3 Bank of America Corporation	CSCO BAC	3.41	2,469,0	138.15 126.17	I N	forningstar Analyst Take	0	
4 Verizon Communications Inc	VZ	3.09	2.189.7	125.23	I N	forningstar Asset Flows Research	0	
						and the second	0	

7. At the top of the Edit Panel, click **Done**. The Edit Panel closes.

\blacksquare Funds and ETFs \lor					Û 🕅	0 2	
Analytical View: Managed Inv	estments						
Performance Analyst Research Characteri	stics Holdings 🗸 Alloca	tion Style	MPT	S + New Tab		Done	
Holdings Plot • Morningstar Sector • USE	• 04/30/2019 • HQIAX	Drag & drop charts, tables, and researc customize your analysis.	h tools to (Click here			
51.17	•	Morningstar		Q. Search for charts, tables, research		Component ibrary	
Z2.64 ≡	1.111.11	•	•	Financial	Allocation	Â	
<u>= -34.43</u> 5.57 13.10 20	.62 28.14	35.66	43.18	Healthcare	# Allocation	0	
Standard Deviation					I Global Revenue Map	0	
					Historical Allocation	0	
Holdings Analysis • 04/30/2019 • HQIAX				o ×	Revenue Exposure	0	
				Position	I Style Box	0	
Name	Ticker	Portfolio Weight %	Share	Market s Value (mil)	Analyst Research		
Total	-	100.00	134,66	. 4,054.89 -	Latest Morningstar Notes	0	
1 JPMorgan Chase & Co	JPM	4.22	1,474,1	. 171.08	Latest Morningstar Research	0	
2 Cisco Systems Inc	CSCO	3.41	2,469,0	. 138.15	Morningstar Analyst Take	(i)	
3 Bank of America Corporation	BAC	3.11	4,125,9	. 126.17	I Morningstar Assat Flows Research	0	
4 Verizon Communications Inc	VZ	3.09	2,189,7	. 125.23	Normingstar Asset Flows Research	0	
o conicast corp class A	CNICSA	2.08	2,497,0	. 108.72	 Qualitative Research 	U	

Exercise 10: Change

a chart

You can change a chart or table in a number of ways, including the following:

- ► the time period reflected in the component
- ► the benchmark being used
- ► the data being presented, and
- ► comparison investments.

☞ Note: The settings you can update vary by component.

Once you change a chart, the name of the Analytical View changes. To retain the change you made, you must save the Analytical View. In this exercise, you will display the legend for an existing chart and change the information being depicted in the chart as well. Do the following:

1. In the Style Box chart, click the **Settings** icon. The Settings menu opens. Select **Data View**. Another menu opens.

	Funds and ETFs \lor		Q Search for Clie	ents, Securitie	
\sim	/1 8 🖩 🛇 + 🖓	Analytical View:	Untitled — Edited \vee		
	Name	Performance Analyst Style Box Equity Ho	Research Characteristics Holdings ∨ oldings Style Map 🔯 🖾	Allocation Holdings P	Note that the Analytical View has changed to Untitled Edited.
	1 American Funds Washington Mutual A		Component Settings	2	
	2 Bishop Street High Grade Inc Instl		Dentific Dete		
	3 Fidelity® Contrafund®		12/31/2019	>	
	4 Hartford Equity Income A		Reachmark		
	5 Pioneer Equity Income A		Morningstar US Large Val TR USD	>	
	6 PRIMECAP Odyssey Growth		Comparisons		
	7 Selected American Shares D		0 Selected	>	
	8 Vanguard S&P 500 ETF				
			Display Settings		Use the Settings
			Data View Equity Holdings Style Map	>	the Data View.
		Holdings Analysis •	Output 1 Selected	>	

2. Select Equity Holdings Style Trail. The component updates to reflect your selection.

\blacksquare Funds and ETFs \lor	Search for Clients, Securities	
	Analytical View: Untitled — Edited \vee	
<u>.</u>	Performance Analyst Research Characteristics Holdings V Allocation	
Name	Style Box • Equity Holdings Style Map 🕸 🖾 Holdings P	
1 American Funds Washington Mutual A	🖉 Data View	
2 Bishop Street High Grade Inc Instl		
3 Fidelity [®] Contrafund [®]	Equity Holdings Style Map	
4 Hartford Equity Income A	Equity Holdings Style Trail	Click here to
5 Pioneer Equity Income A	Equity Holdings Style Box	change the
6 PRIMECAP Odyssey Growth	Fixed Income Style Box	the Style Box
7 Selected American Shares D		,
8 Vanguard S&P 500 ETF	Equity Style Table	
	Holdings Analysis = 12/31/2019 = HQIAX	

3. Click Benchmark, then select No Benchmark.

\blacksquare Funds and ETFs \lor		Q Search for Clients	, Securiti
√1 8 🖩 🛇 -	⊢ <u>_</u> Q Analytical View	v: Untitled — Edited \vee	
	Performance Anal	lyst Research Characteristics Holdings 🗸 🖉	Allocation
Name	Style Box • Equit	y Holdings Style Trail • 🕸 🖄 🕨	loldings F
1 American Funds Washington	n Mutual A	Component Settings	
2 Bishop Street High Grade In	: Insti		
3 Fidelity® Contrafund®		02/01/2017 - 01/31/2020	>
4 Hartford Equity Income A		Freedoment	0
5 Pioneer Equity Income A		Quarterly	S Benchmark
6 PRIMECAP Odyssey Growth	9.	Banahmark	
7 Selected American Shares D	2	Morningstar US Large Val TR USD	Q Search for Benchmarks
8 Vanguard S&P 500 ETF	Ę	Comparisons O Selected	By Relevancy >
		Display Settings	
	Holdings Analysis	Data View s • Equity Holdings Style Trail	Click here to hide the benchmark

4. Click Time Period, then click Start Date, and then select 5 Years Ago.



- 5. In the upper-right corner of the Select Time Period menu, click **Done**.
- 6. Click away from the Settings menu to close it.
- 7. Hold down the <CTRL> key while clicking Vanguard S&P 500 ETF in the Grid.

How does the style trail of this fund compare to that for the Hartford Equity Income fund?

Note: You can broadcast up to 10 investments at once to most components by using <CTRL>+click to select them.

Funds and	d ETFs ∨			Q Search	n for (Note that two funds are highlighted in the Grid, indicating they are being
√2 8		nalytical View:	Untitled —	Edited \vee		broadcast to the components in the workbook.
	Pe	formance Analys	t Research Cha	aracteristics Ho	ldings	
Name		Style Box • Equity H	loldings Style Tra	∎• © Ľ	1 12	
🗌 1 American Fur	nds Washington Mutual A		Val Bld	Gwth		
2 Bishop Street	High Grade Inc Instl					
3 Fidelity® Cont	rafund®					
4 Hartford Equi	ty Income A	-				
5 Pioneer Equit	y Income A	_				
6 PRIMECAP O	dyssey Growth	2				
7 Selected Ame	erican Shares D	2				
8 Vanguard S&	P 500 ETF	ES.				
1						

While you cannot overwrite the read-only analytical views provided by default in Morningstar Office Cloud, you can save this analytical view as your own template to retain the changes you made to the Holdings tab of the Managed Investments Analytical View template.

Exercise 11: Save an Analytical View

Once saved, you can use this view with other lists and screens. To save a custom Analytical View, do the following:

1. From the Analytical View drop-down menu, select **Save**. The Enter a name to save changes box opens.

\blacksquare Funds and ETFs \lor			२ Search for Cliv	
✓2 8 III 🛇 + 🕰	Analyti	cal View: Untitled — Edited	d \vee	
	Performa	Open Recently Viewed ⑦		
Name	Style I	Managed Investments		
1 American Funds Washington Mutual A		All Analytical Views	>	
2 Bishop Street High Grade Inc Instl	-	All Participation from the second		
3 Fidelity® Contrafund®		Applytical View Actions		
4 Hartford Equity Income A		Analytical view Actions		
5 Pioneer Equity Income A		& Edit	1.0	
6 PRIMECAP Odyssey Growth		D Cours		
7 Selected American Shares D		L Save		Select this option.
☑ 8 Vanguard S&P 500 ETF		+ Create New Analytical View	/	

2. In the Enter a new Analytical View name field, type Holdings Tab Style Box.

Enter a name to save changes	
Holdings Tab Style Box	Type the name of the custom Analytical
Cancel Save	View here.

3. Click Save.

Note: Once saved, the custom analytical view will appears within the Open Recently Viewed area of the Analytical View drop-down menu.

Besides adding, removing, and changing charts and tables on a tab, you can also remove an tab from an analytical vies. This exercise shows you how to do that, namely for the MPT tab.

Exercise 12: Remove a tab

Do the following:

- 1. Click the **MPT** tab.
- 2. Click the **drop-down** icon to the right of MPT, and select **Delete**.



3. When the confirmation message opens, click **Delete**. The tab is removed from the analytical view, and the next tab to the left (Allocation) is automatically displayed.

In the same way you can easily remove a tab from an analytical view, you can also add a tab to a analytical view. In this exercise, you will see how to re-create the MPT tab that you just removed. The MPT tab contains two charts at the top, and a table at the bottom. As you build the tab, you will notice it does not look exactly like the original MPT tab. However, you will learn how to change the components to match their original appearance. Exercise 13: Add a tab to an Analytical View.

Do the following:

1. At the right end of the Tabs bar, click the **New Tab** icon. A tab named Untitled 1 is added, the Grid is no longer visible, and the Edit Panel opens.



2. In the Edit Panel, **scroll down** to the **Performance** section, then **drag-and-drop** the **Rolling Time Series** component to the left. The Rolling Time Series table automatically appears. This is not the line chart you saw in the original tab, so you need to change its appearance.

\equiv Funds and ETFs \lor	Q Search for Clients, Securities, Reports, a	• C () &	
Analytical View: Holdings Tab Style Box — Edited	10	Done	
St Research Characteristics Holdings Allocation Style Notes Scenario Analysis	Edit Drag & drop charts, tables, and researd your analysis.	ch tools to customize	
	Q Search for charts, tables, res	search	
	ii Top Stories	?	
	Performance		
	ii Correlation Matrix	1	
Drag charts and tools to get started.	Historical Drawdown	⑦ D	Drag-
	Performance Analysis	⑦ dr	drop t
	II Return Growth	⑦ ta	table ' the le
	II Rolling Time Series	2	ine le
	Scatter Plot	0	-

3. In the component, click the **Settings** icon. The Settings menu opens.

4. Scroll down to the Display Settings section at the bottom of the menu, then click Data View. A secondary menu opens, Select Line Chart.

Alling Time Series = 2 Years = USD =	Multiple Investmen	e Notes Scenario Analys		Drag & drop	
ining the series - 5 tears - 650 -	Multiple investmen	01/01/2017 - 12/31/2019	Component Sottings	your analysi	
Name 1 Hartford Equity Income A	Return Type Total	Stu Return De 10.84	Display Benchmark Morningstar US Large Val TR USD	>	Scroll through the Component Settings here
2 Vanguard S&P 500 ETF	Market	15.17	Comparisons Vanguard S&P 500 FTE	>	
			Currency US Dollar Calculation Settings Return Type Primary Calculation Benchmark Morningstar US Large Val TR USD	> >	
			Annualized On Risk-Free Proxy Morningstar Cash TR USD Display Settings	>	Not every comp can display diff data views.

- 5. Click away from the Settings menu to close it (or click the Settings icon).
- 6. Once again, in the Edit Panel, **drag** the **Rolling Time Series** component to the left and **place** it beneath the component you just added. This positions the table where it appeared in the original MPT tab.

7. In the Edit Panel also in the Performance area, **drag-and-drop** the **Scatterplot** to the right of the Rolling Time Series line chart



Drag-and drop these table items into the design area

8. .

9. At the top right of the Edit Panel, click **Done**. The Component Library closes and the Grid is once more displayed.

ance Analyst Research Character	istics Holdings All	ocation Style	Notes Sce	nario Analysis	Untitled 1 🗸	+ New Tab	Edit		componen
olling Time Series • 3 Years • Return	USD • M 🕸	× Scatte	er Plot • USD •	02/01/2017 - 0	01/31/2020 = N	© ×	Drag & drop charts, tables, and research tools your analysis.	to customize	are arrang
- Vanguard S&P 500 ETF			Morningstar U	IS Large Val TR (USD	©	Q Search for charts, tables, research.		you want, click Done
		<u> </u>			-			~	
12.20		_ 1	5.00		•		Historical Drawdown	?	
		-	3.00				II Performance Analysis	0	
6.63		Retu	9.00		12.00		II Return Growth	?	
12 2017		12	2.00 Standard	Deviation	12.00	22.00	II Rolling Time Series	0	
							II Scatter Plot	0	
olling Time Series • 3 Years • USD • M	Aultiple Investments					\$ ×			
	0	1/01/2017 - 12/31/	2019				Risk Model		
			Standard				II Scenario Metrics	?	
Name	Return Type	Return	Deviation	Sharpe Ratio	Sortino Ratio	Tracking Error	ii Scenario Trend	?	
Hartford Equity Income A	Total	10.84	10.98	0.85	1.26	2.92			
Vanguard S&P 500 ETF	Market	15.17	11.98	1.11	1.63	4.16	Sustainability		
Morningstar US Large Val TR USD	Market	10.83	11.79	0.80	1.18	0.00	Historical ESG	0	

10. Click the down arrow to the right of Untitled 1, then select Rename.



11. Enter MPT, then click Save.

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You have now done the following in your analytical view:

- removed a component from the Holdings tab
- changed a component's appearance
- ► deleted the MPT tab
- ► added a tab
- edited the tab you added to include three components
- ► edited a component to convert it from a table to a line chart, and
- ► renamed a tab.

Notice that the word Edited appears next to the Analytical View. In order to retain the changes you made to your custom analytical view, be sure to save them using the analytical view drop-down menu.

\blacksquare Funds and ETFs \lor		Q Se	arch for
✓2 8 III ⊗ +	Analytical Vie	w: Holdings Tab Style Box — Edite	d \vee
	Performance ∨	Open Recently Viewed ⑦	
Name Name	Return Growth		
·		Holdings lab Style Box	~
American Funds Washington Mut	Jal A 36,671.13	Managed Investments	
2 Bishop Street High Grade Inc Insti		All Analytical Views	>
3 Fidelity [®] Contrafund [®]		An Analytical Views	
4 Hartford Equity Income A			
5 Pioneer Equity Income A	23,335.56	Analytical View Actions	
6 PRIMECAP Odyssey Growth	with	// Edit	
7 Selected American Shares D	E .	≥ Edit	
✓ 8 Vanguard S&P 500 ETF	₫ _10,000.00	💾 Save	Click here to save.
		🗳 Save As	
		+ Create New Analytical View	
	Performance An		

Exercise 14: Save changes to a custom Analytical View