Morningstar Office℠
Desktop to Cloud

Beta Transition Guide

Copyright © 2017 Morningstar, Inc. All rights reserved.

The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied or distributed; (3) is not warranted to be accurate, complete or timely; and (4) does not constitute advice of any kind. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information. Any statements that are nonfactual in nature constitute opinions only, are subject to change without notice, and may not be consistent across Morningstar. Past performance is no guarantee of future results.

© 2017 Morningstar. All Rights Reserved.

Contents

© 2017 Morningstar. All Rights Reserved.

© 2017 Morningstar. All Rights Reserved.

Morningstar Office Desktop to Cloud Beta Transition Guide

Overview

This manual is designed to help you transition from Morningstar Office desktop to Office Cloud. As more functionality is developed in this platform, content and additional exercises will be added to this manual. The following topics are covered:

- Transitioning from the Morningstar Office Desktop to the Cloud environment
- Reviewing differences between Cloud areas and Desktop modules, including:
    - Morningstar Research
    - Investment Workbooks
    - Portfolio Workbooks
- Managing Tools in Office Cloud
- Utilizing functionality of Morningstar Office Cloud in workflows

© 2017 Morningstar. All Rights Reserved.

Making the Transition to Morningstar Office Cloud

Overview

As you start using Morningstar Office Cloud, this section helps you make the transition to the new environment by answering such questions as:

- What am I looking at?
- How is Morningstar Office Cloud designed to be used?

This section also provides an overview of the different areas of Morningstar Office Cloud, including:

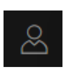
- Morningstar Research
- Investments Workbooks, and
- Portfolio Workbooks.

Some of the fundamental differences between the desktop version of Morningstar Office and Morningstar Office Cloud are also described here.

What am I looking at in Morningstar Office Cloud?

To start, here is a quick orientation to the Home page for Morningstar Office Cloud:

© 2017 Morningstar. All Rights Reserved.

Element	**Name**	**Description**
	Menu icon	This icon gives you access to every part of the Morningstar Office Cloud application, which means you do not have to return to the Home page each time you want to visit a different part of the program.
	Find icon	You can find Morningstar reports for securities with this icon. When you type in a name or ticker symbol (or other identifying element, such as Sec ID), you can click on a result and instantly see the Morningstar Report in a flyover panel.
	Notifications icon	This icon shows you when a notification is waiting for you to read it (to come in a later version), as well as when a subscription you created in the Morningstar Research area has new content available for you.
	Create icon	From this icon you can create the following tools: ▶ Client Accounts ▶ Model Portfolios ▶ Custom Benchmarks ▶ Lists ▶ Screens ▶ Workbooks
	Help icon	Access a variety of documentation, videos, and Walk-Thrus from this icon. A Walk-Thrus is a form of performance support that highlights various parts of the application to walk you through the steps to complete a procedure.
	Account icon	This icon allows you to make global setting changes, and gives you access to the File Management page, where you can rename, delete, or share your lists, searches, and other saved files.

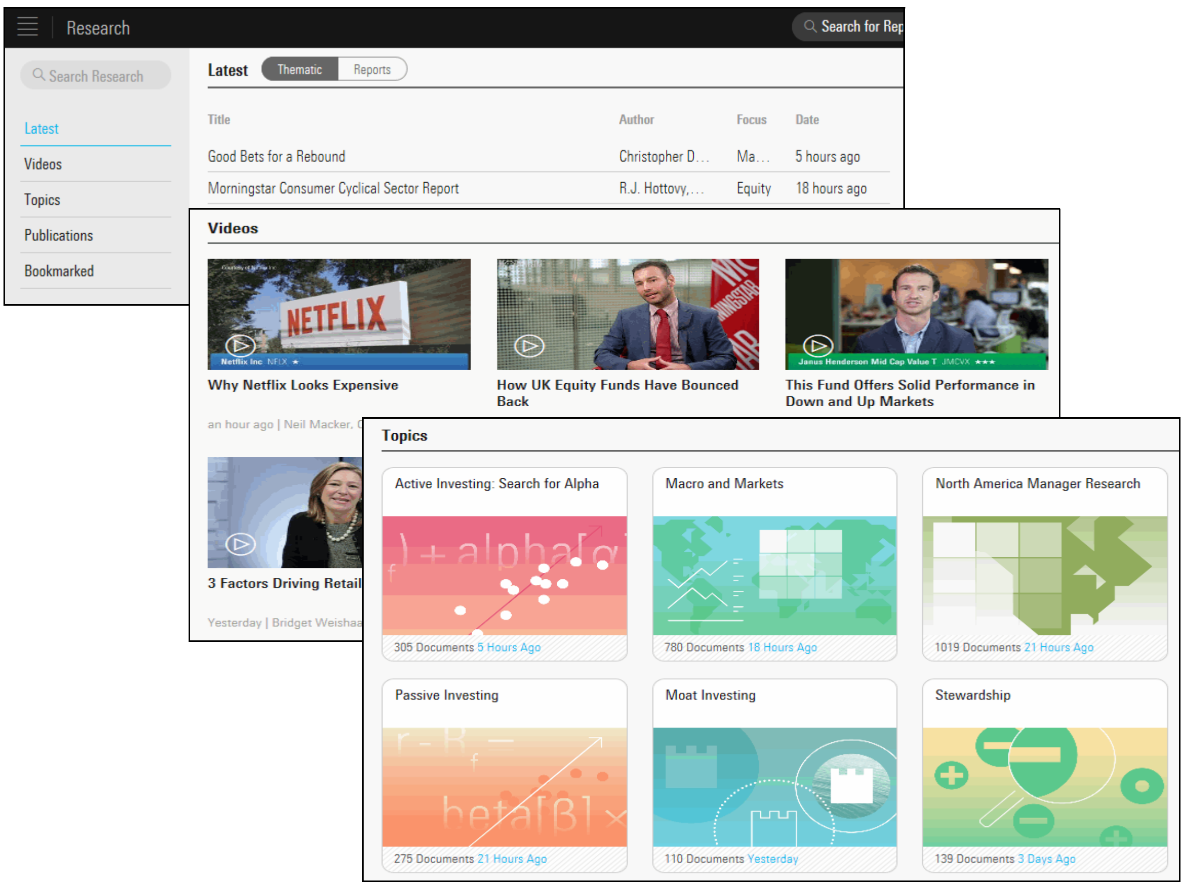
© 2017 Morningstar. All Rights Reserved.

Reviewing differences within the Morningstar Research Area

Overview

Use the Morningstar Research tab to learn what Morningstar's Research Analysts think of specific investments, or the market in general. The following content is available within the area:

- Articles and videos written by Morningstar's research team. This content is updated Monday-Friday.
- The Topics page, which groups content from Morningstar into a variety of subjects, which you can subscribe to in order to see when new content is available.
- Subscription publications to which users can also subscribe.



© 2017 Morningstar. All Rights Reserved.

How does Analyst research placement differ between Morningstar Office Desktop and Cloud?

Unlike the Morningstar Office Desktop, where Morningstar Analyst research is spread throughout the program and its companion iPad application, Morningstar Office Cloud provides **all** Analyst Research in one convenient spot.

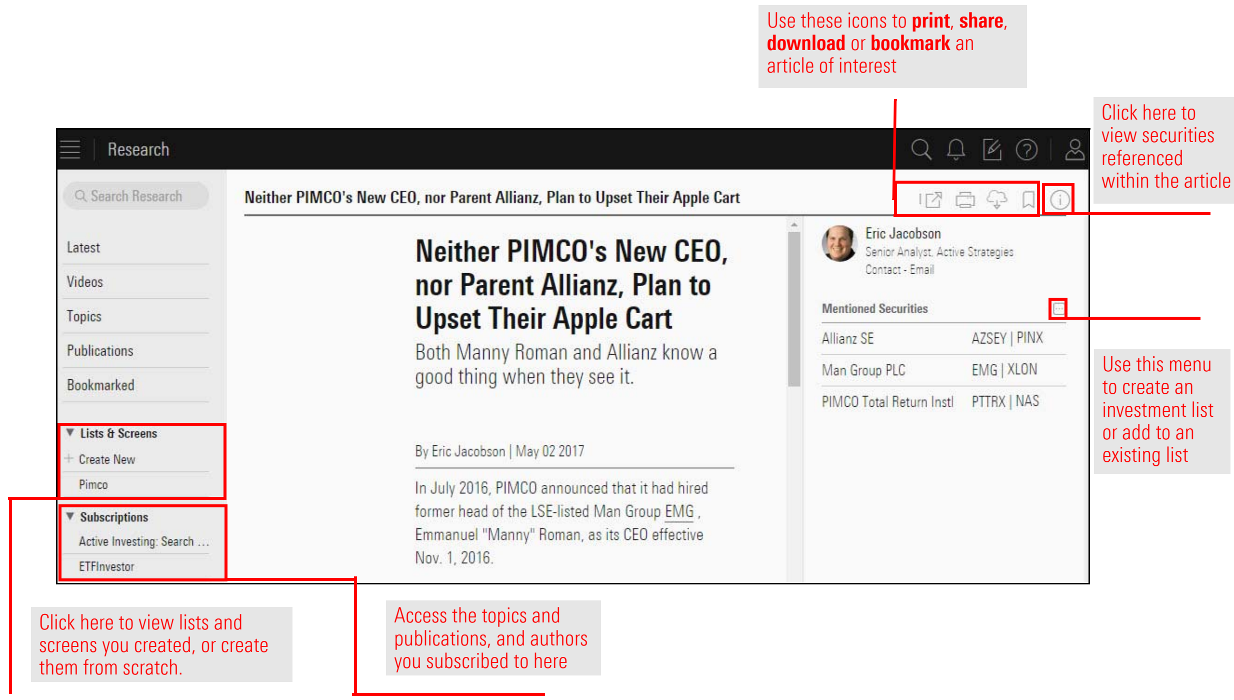
The following table describes where valuable Analyst content is available within each version of Morningstar Office:

Content	Morningstar Office Desktop, iPad App	Morningstar Office Cloud
Morningstar Analyst Articles and Commentary	iPad: Markets area Desktop: Home … Articles and Commentary	Morningstar Research …Latest
Morningstar Video Commentary	iPad, Markets area	Morningstar Research … Videos
Articles grouped by Topics of interest, i,e., Sustainable Investing	N/A	Morningstar Research …Topics
Morningstar Subscription Publications	Desktop, Home tab… Morningstar Publications	Morningstar Research … Publications
Morningstar Presentations	Desktop, Home tab …Presentations	Morningstar Research … Publications
Morningstar Methodology Papers	Desktop, Home tab … Document Library …Definitions	Morningstar Research … Publications

© 2017 Morningstar. All Rights Reserved.

What functionality is available within the Morningstar Research area?

In addition to accessing Morningstar Analyst research and commentary, you can also create bookmarks to return to content at a later date, subscribe to publications and topics, and create lists and screens related to securities referenced in articles.



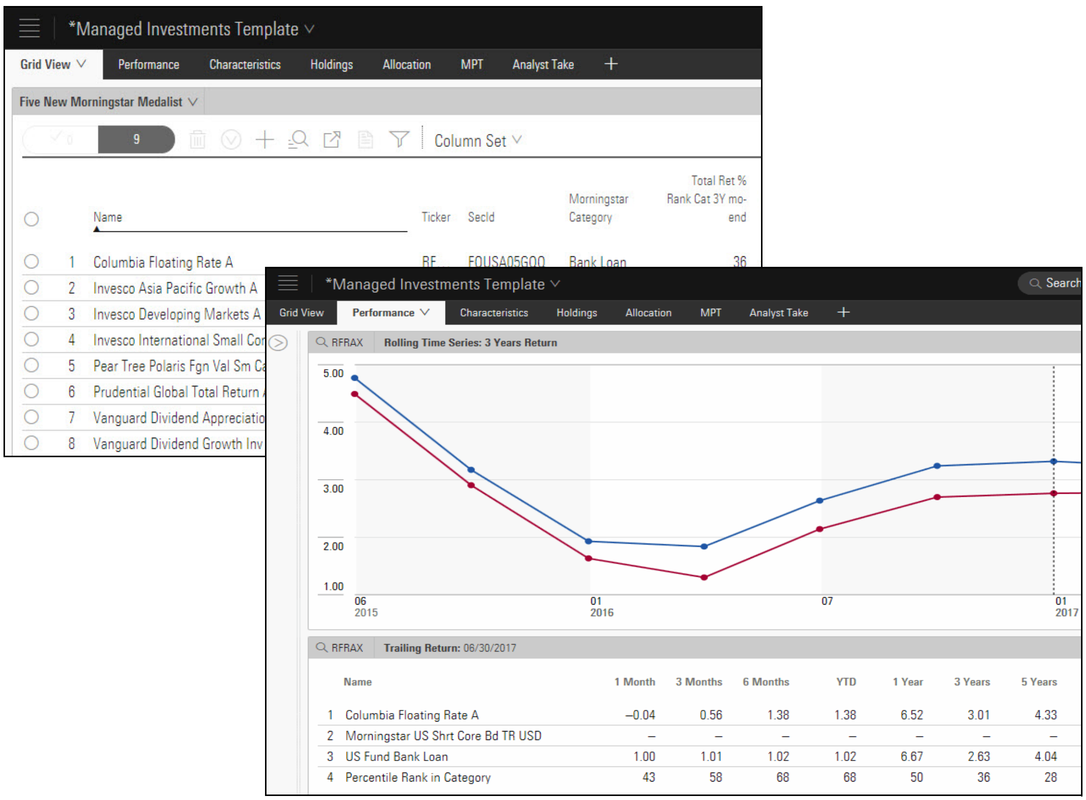
© 2017 Morningstar. All Rights Reserved.
MORNINGSTAR

Reviewing differences in the Investment Workbooks Area

Overview

A workbook contains worksheets, and worksheets are comprised of one or more components (tables or graphs). The options here allow you to build a workbook for either managed investments (mutual funds, ETFs, etc.), financial markets, or to create a completely blank template you can build from scratch.

You can populate a workbook (and by extension, its components) with the investments from a saved list or screen, or you can create one from scratch.



How do investment research tools differ between Morningstar Office Desktop and Cloud?

In Morningstar Office Desktop, the following tools are built within the **Research** or **Workspace** tabs of the program:

- Investment Lists
- Search Criteria
- Model Portfolios
- Custom Benchmarks

Each tool populates within a grid view and each grid view contains a series of data points, which can be edited using the **Edit View** tool.

Morningstar Office Cloud also contains lists, searches, models portfolios and custom benchmarks. The table below describes where you create the various tools.

© 2017 Morningstar. All Rights Reserved.

Tool	**Location**
Lists	Create Icon, Investment Workbooks
Screens	Create Icon, Investment Workbooks
Model Portfolios	Create Icon
Custom Benchmarks	Create Icon

After lists and screens are created, use them to populate a workbook and its accompanying set of worksheets. Use models and senchmarks with your client portfolios to review a strategy or as a comparison mechanism.

The first worksheet of each workbook contains a Grid View, where you can also edit the data points contained within the grid view. This is known in Morningstar Office Cloud as a **Column Set**.

The following table orients you to the changes related to investment research tools:

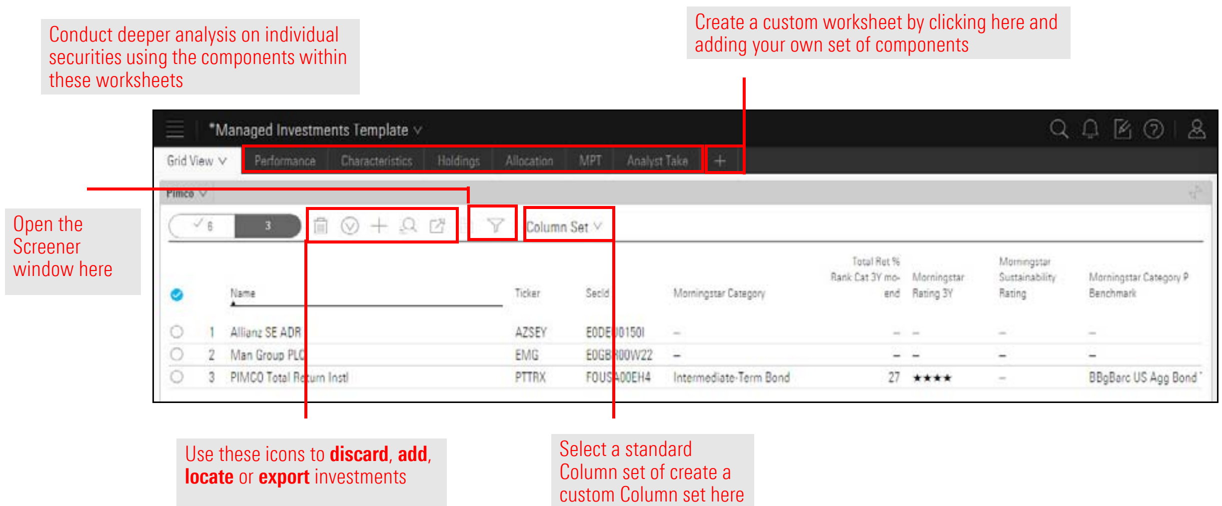
Desktop name	**Cloud name**
Workspace tab	File Management
Grid View	Grid View
Investment Lists/My Lists	Lists and Screens from File Management
Search Criteria/My Search Criteria	Lists and Screens from File Management
Model Portfolios	Model Portfolios from File Management
Custom Benchmarks	Custom Benchmarks from File Management
Custom/Edit Views	Column Sets
Charts/Data Tables	Components (components can be either a chart or grid)

© 2017 Morningstar. All Rights Reserved.

What functionality is available within an Investment Workbook?

Each worksheet within an Investment Workbook includes a grid view. The first worksheet includes only a grid, so you can analyze a list of investments within the format you are accustomed to. Next to the grid view worksheet are a series of worksheets that contain different components used to analyze securities. On pages that contain components, you can expand and collapse your grid view with

You can also create your own custom worksheet and mix and match components that are most important to you.

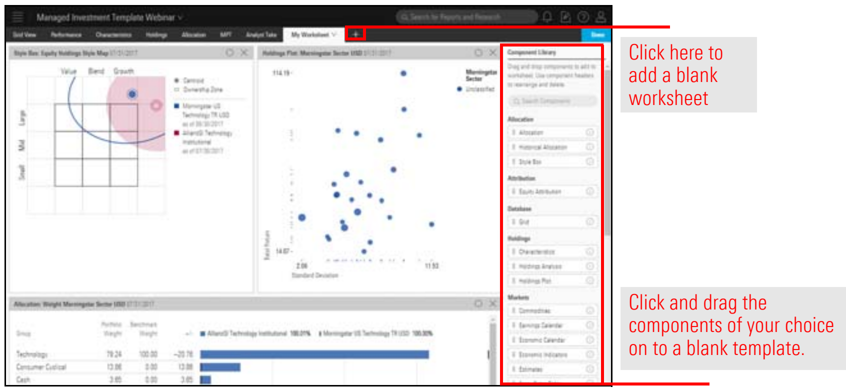


A worksheet contains one or more components. Components are charts and grids, which can be customized using the Component Settings icon. In addition, you can export a component to Microsoft Excel, and expand a component to fit the full screen.

☞ Note: The component setting options will differ, depending on the component you choose.

© 2017 Morningstar. All Rights Reserved.

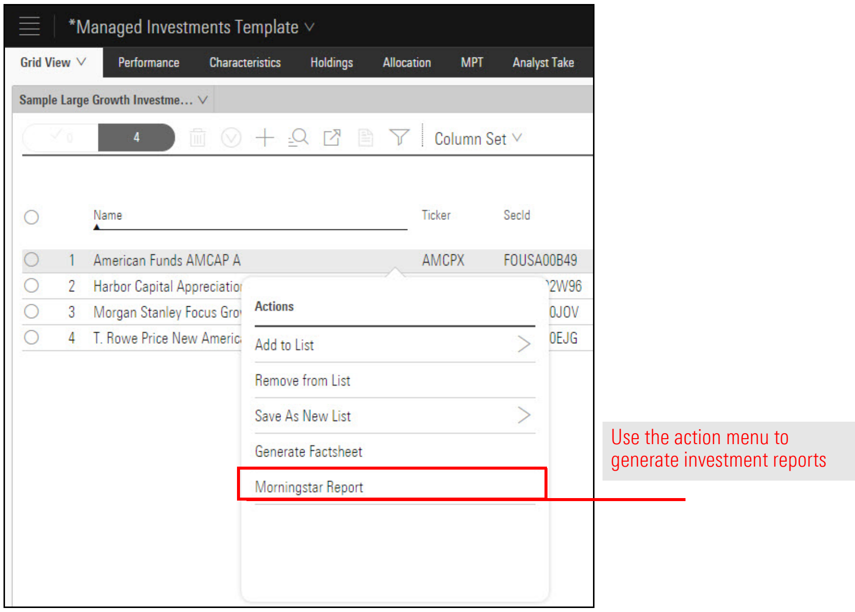
You can even build your own worksheet and by mixing and matching the components of your choosing from the Component Library.



© 2017 Morningstar. All Rights Reserved.

What Investment Reports can I run within Morningstar Office Cloud?

Security-level reports are available in any area that you find investments. In future versions, additional reports will become available. The Morningstar Report and factsheet reports can also be generated by selecting a single row and using the Actions icon above the grid view.



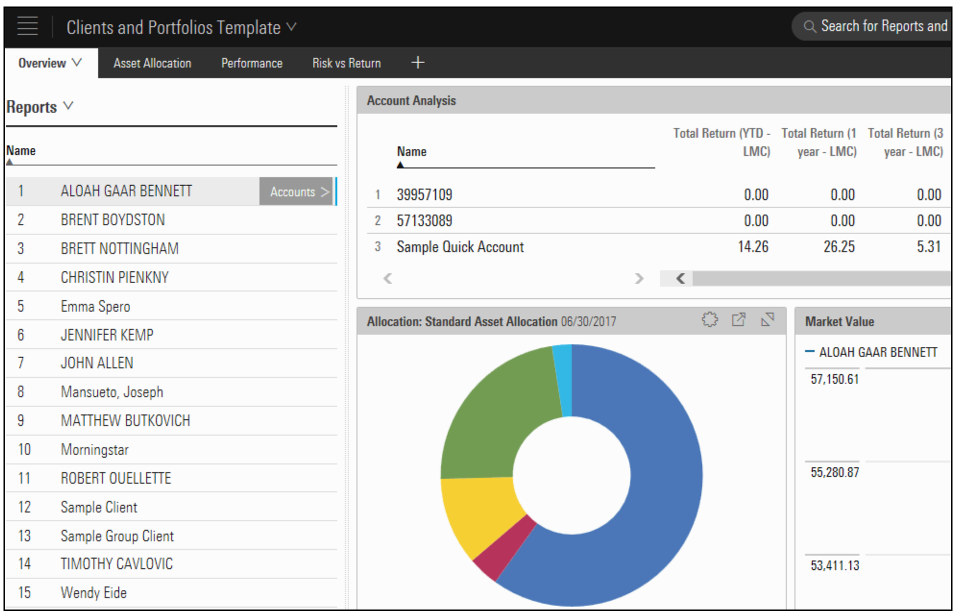
© 2017 Morningstar. All Rights Reserved.

Reviewing differences in the Portfolio Workbooks Area

Overview

Within this area, you can view and analyze your clients' portfolios at the Summary or individual Account level. This information can be viewed within the Clients and Portfolios template, or you can build your own workbook from scratch. You can also create a quick account based on a list you already created, or build a quick account from scratch. Transactional accounts will continue to be imported using the desktop version of Morningstar Office.

☞ With this Beta version, you are unable to create clients, prospects and transactional accounts within Morningstar Office Cloud. However, clients, prospects and transactional accounts created in desktop, are available within Cloud.



© 2017 Morningstar. All Rights Reserved.

How do Clients and Portfolios differ between Morningstar Office Desktop and Cloud?

Within Morningstar Office Cloud, clients and portfolios are available in the workbook format, similar to Investment Workbooks. These worksheets are designed for summary or individual account level analysis and contain performance, risk/return, asset allocation and other worksheets and components. In addition, you can mix and match components to create your own worksheets.

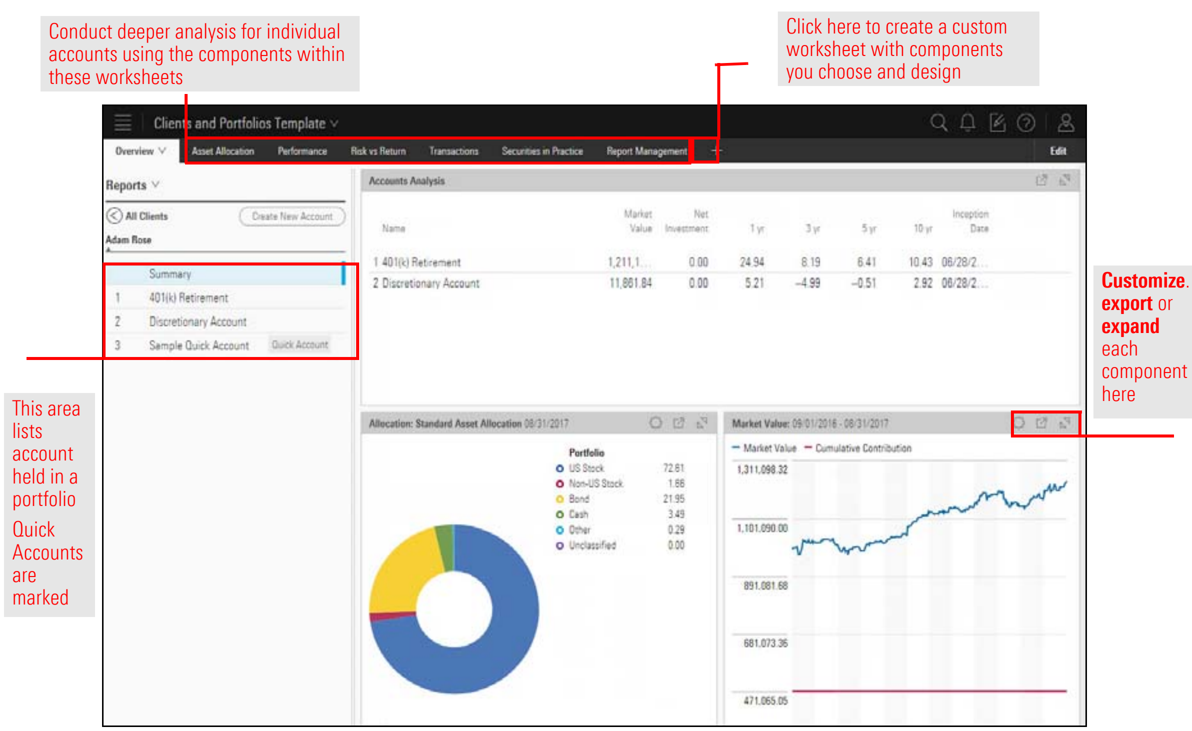
☞ Note: Future releases of Morningstar Office Cloud beta will contain additional components and worksheets

The following table orients you to the changes related to Clients and Portfolios:

Morningstar Office Desktop	**Morningstar Office Cloud**
Client Management tab	Portfolio Workbooks
Clients page	Focus Panel
Accounts page	Accounts button, access via the Focus Panel
Reports menu	Reports drop-down field
Charts/Data Tables	Components

What functionality is available within the Portfolio Workbooks?

The first worksheet of each workbook will include an Overview of Account Performance and Asset Allocation, at both the Summary (or aggregate) level and individual Account level. Subsequent worksheets allow you to provide deeper analysis into your clients' portfolios.



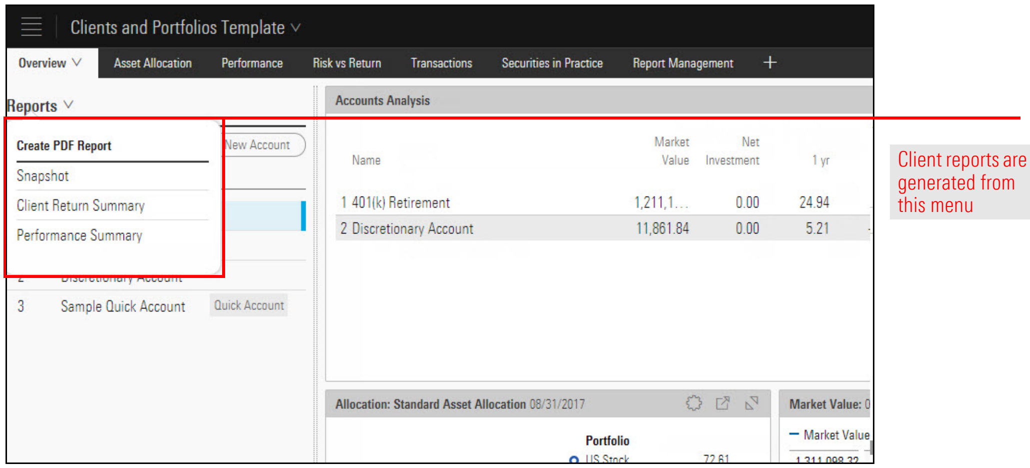
© 2017 Morningstar. All Rights Reserved.

What client reports can I run in Morningstar Office Cloud?

Reports are available within the Overview worksheet of each Client workbook. In this version of Morningstar Cloud, you can run the following reports:

- Snapshot
- Client Return Summary, and
- Performance Summary.

☞ In future versions, more reports will be added.



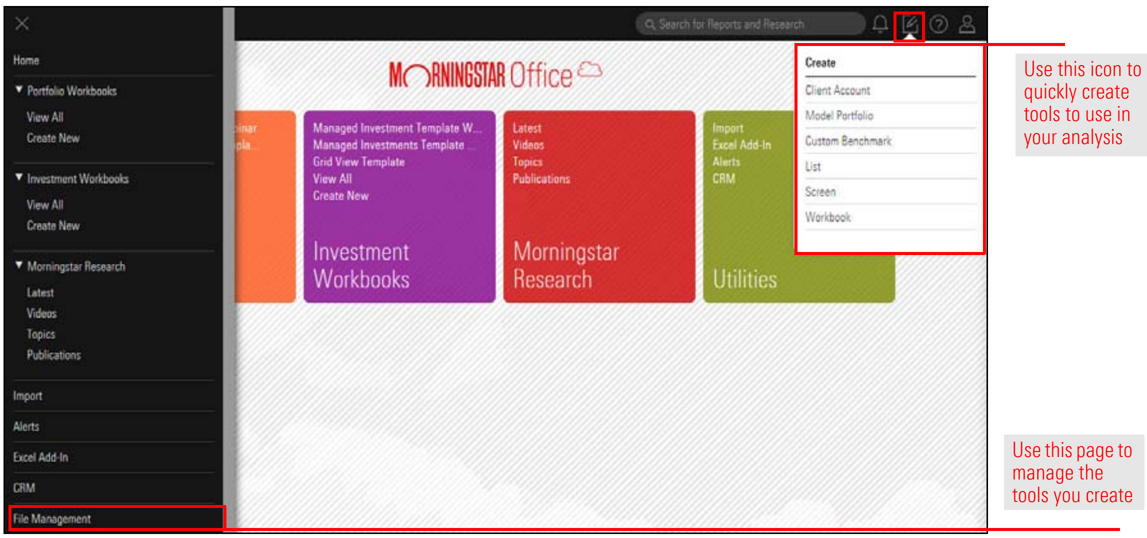
© 2017 Morningstar. All Rights Reserved.

Managing Tools in Office Cloud

Overview

In an effort to streamline the workflow experience in Office Cloud, we have centralized the location where tools can be created and managed. While you can create tools, such as Workbooks, Lists, Models, Accounts, etc, from individual areas within Cloud, you can quickly and efficiently use the Create icon at the top right of the screen from anywhere in the program.

Once created, most of these tools can be viewed and managed from the File Management page. The one exception is Client Accounts, which will always remain attached to the account owner.



Where can I create tools in Office Cloud?

Within the Create icon, you can quickly create the tools you need to aid in your investment and portfolio analysis. The table below shows all the places you can create tools.

This tool ...	Can be created in these areas ...
Client Account	▶ Create Icon ▶ Clients and Portfolio Workbook
Model Portfolio	▶ Create Icon
Custom Benchmark	▶ Create Icon
List	▶ Create Icon ▶ Import screen ▶ Morningstar Research area ▶ Investments Workbook area

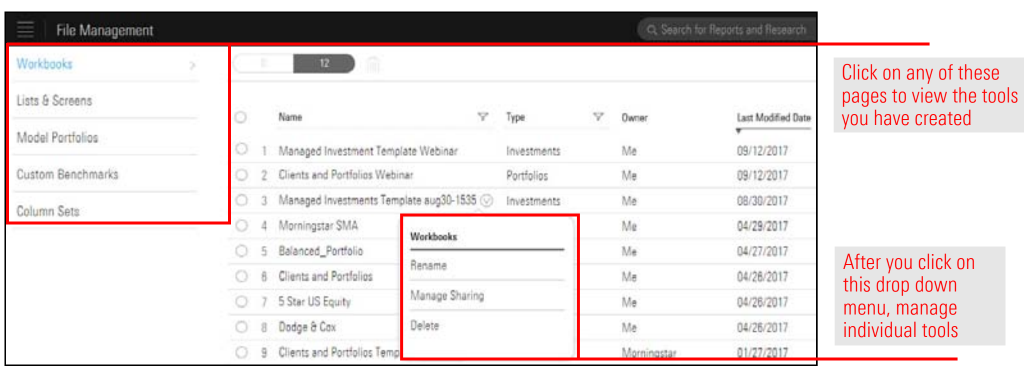
© 2017 Morningstar. All Rights Reserved.

This tool ...	Can be created in these areas ...
Screens	▶ Create Icon ▶ Morningstar Research area ▶ Investments Workbook area
Workbooks	▶ Create Icon ▶ Clients and Portfolios Workbook area ▶ Investments Workbook area
Column Sets	▶ Investment Workbook area

How do I manage tools in Office Cloud?

No matter where you create the tools to help analyze accounts and investments, you can manage them from the File Management area. Here, you can rename, share or delete the following items:

- Workbooks
- Lists & Screens
- Model Portfolios
- Custom Benchmarks
- Column Sets



© 2017 Morningstar. All Rights Reserved.

Utilizing Morningstar Office Cloud Functionality Workflow 1

Overview

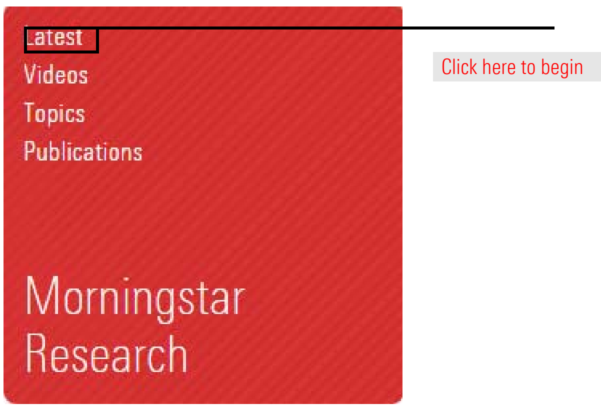
This section includes a series of exercises combining functionality within each area into a single workflow. The following topics are reviewed:

- Viewing a Morningstar Research article
- Creating and saving a list within Morningstar Research tab
- Analyzing the list within an investment workbook
- Creating and saving a worksheet
- Editing and saving a column set
- Creating and saving a screen

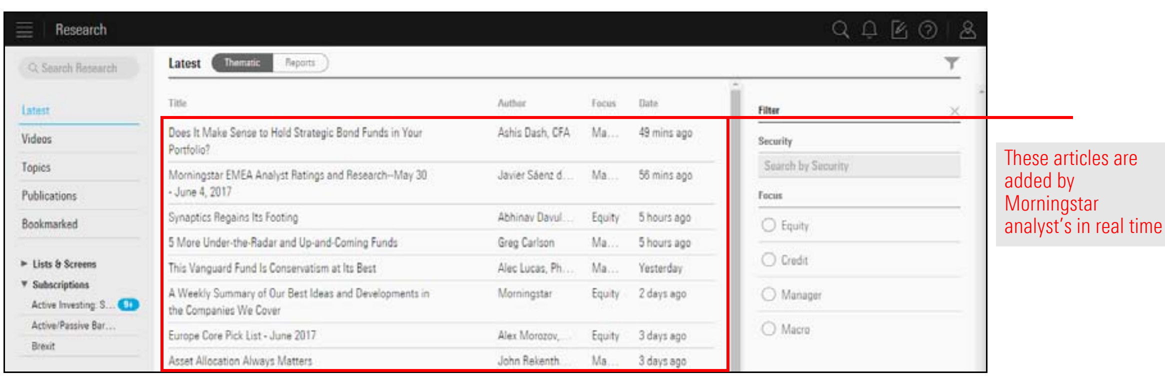
Exercise 1: View an article in Morningstar Research area

Begin the workflow by entering the Morningstar Research area to gain insight into current market trends. To view an article, do the following:

1. From the **Home** page, under the Morningstar Research area, click **Latest**.



2. Click on any **article of interest** that contains holdings.

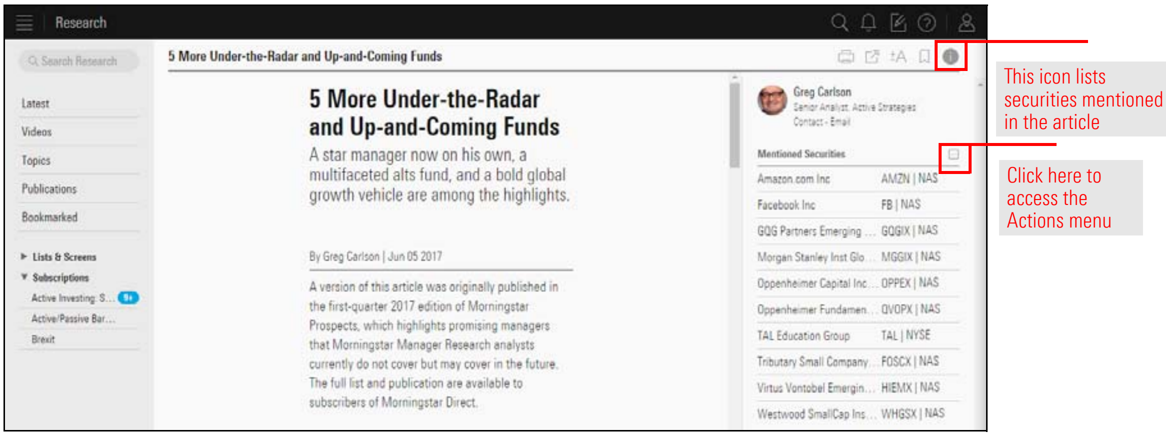


© 2017 Morningstar. All Rights Reserved.

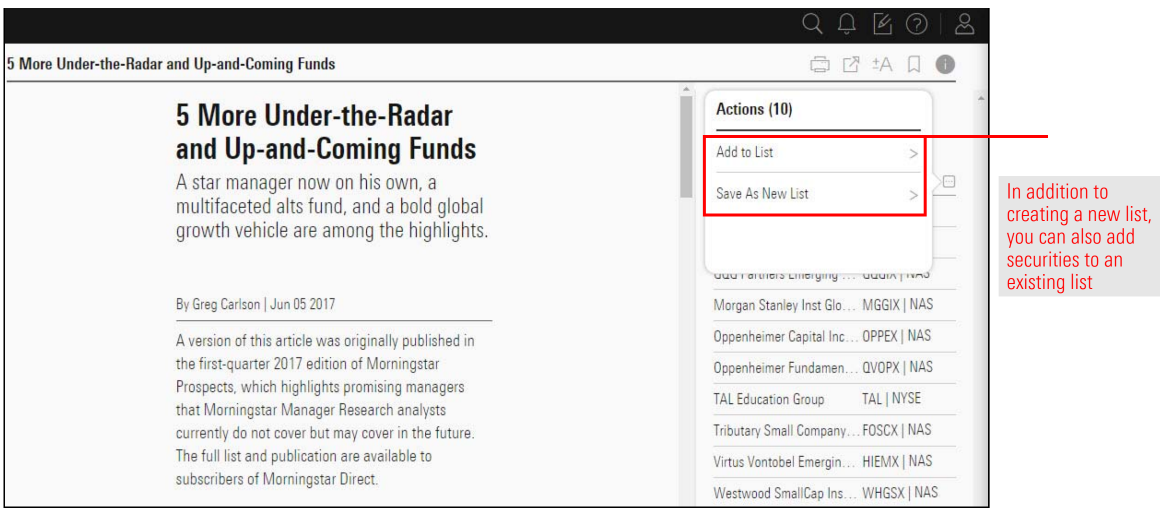
Exercise 2: Create a list based on the securities within the article

Using an article of interest that contains holdings, create a list using the securities mentioned within the article. To create a list from an article, do the following:

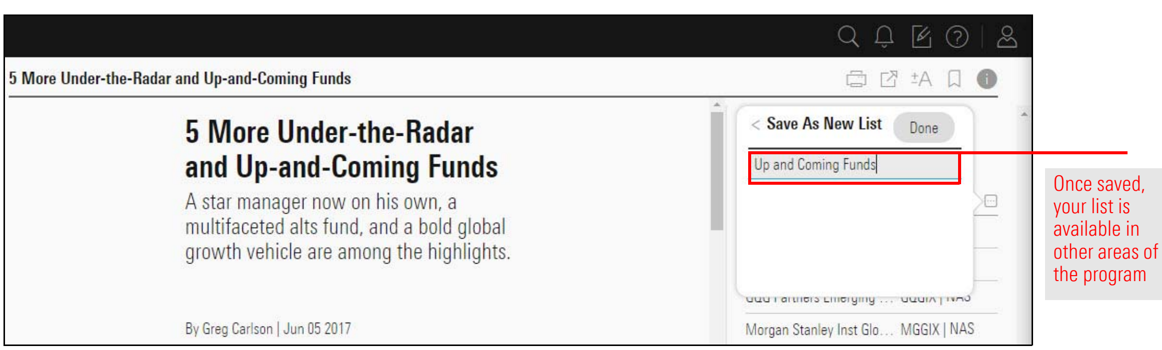
1. From the article of your choosing, click on the **Info** icon.
2. Click on the **Actions** menu next to Mentioned Securities.



3. From the **Actions** menu, click **Save As New List**. The Save As New List dialog box opens.



4. In the **Enter List Name** field, type a **name** for the list.



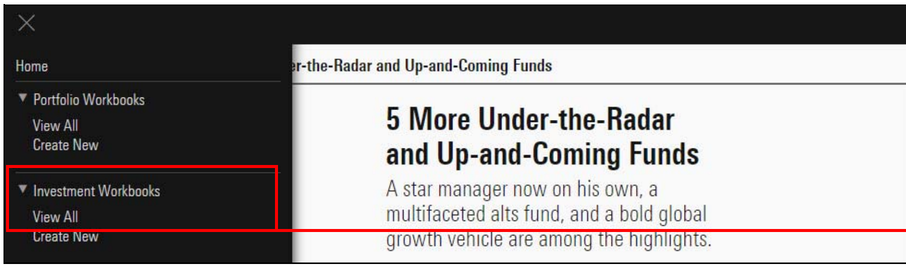
5. Click **Done**.

© 2017 Morningstar. All Rights Reserved.
MORNINGSTAR

Exercise 3: Analyze your list within an Investment workbook grid view

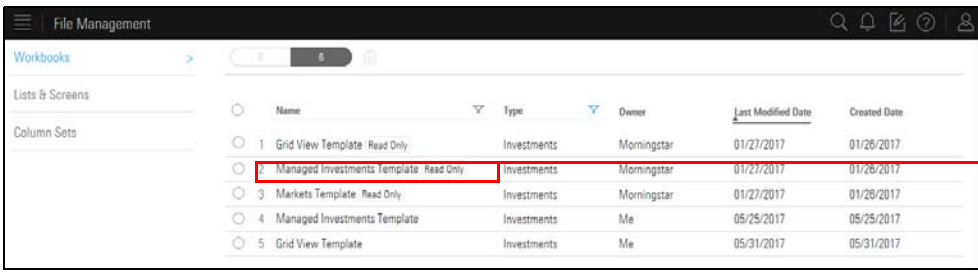
To gain deeper insight into the securities within your list, open it in the Managed Investment workbook. To open the list in the Managed Investments Template workbook, do the following:

1. In the upper-left corner of the window, click the **Menu** icon. The menu opens.
2. Under the **Investment Workbooks** area, click **View All**.



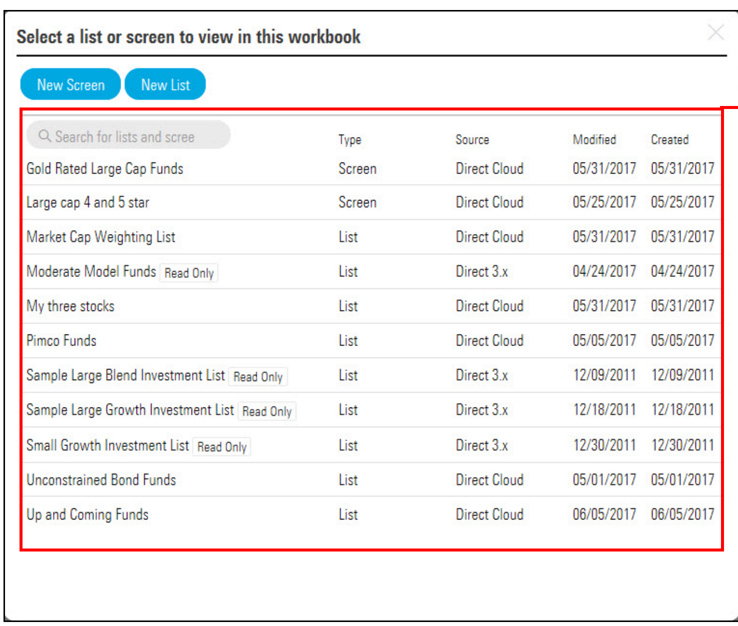
You can access all of your Investment Lists here

3. Select the **Managed Investments Template**.



Be sure to select this option

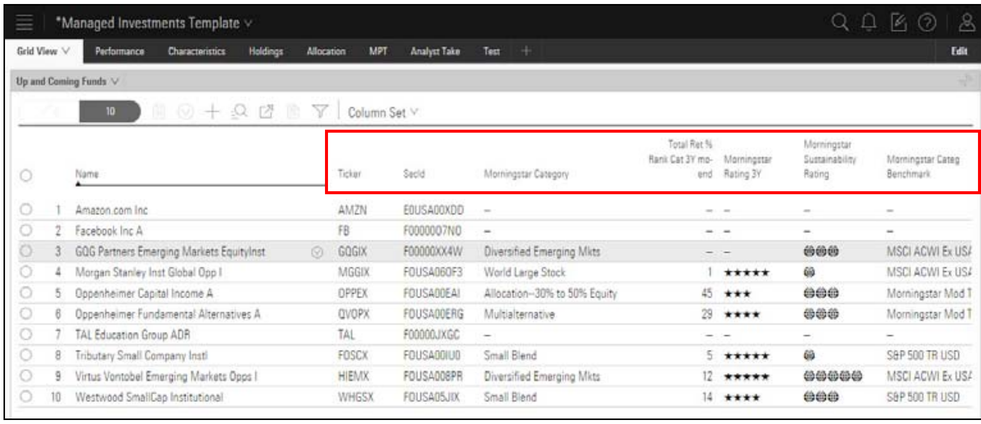
4. Choose the **Investment List** you created in Exercise 2.



Investment lists created in the desktop version of Morningstar Office are also available here

© 2017 Morningstar. All Rights Reserved.

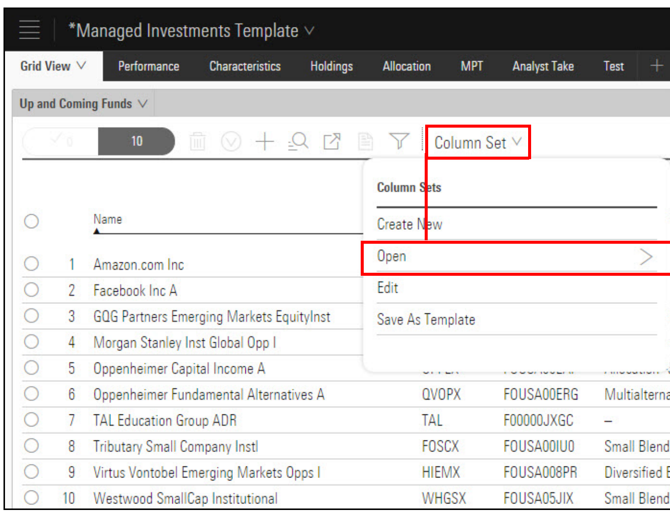
5. From the Grid View worksheet, analyze securities by using the **data points** within the column set.



The Summary set appears by default, and includes a variety of data points

☞ Note: Right-click on any column header to view the data definition.

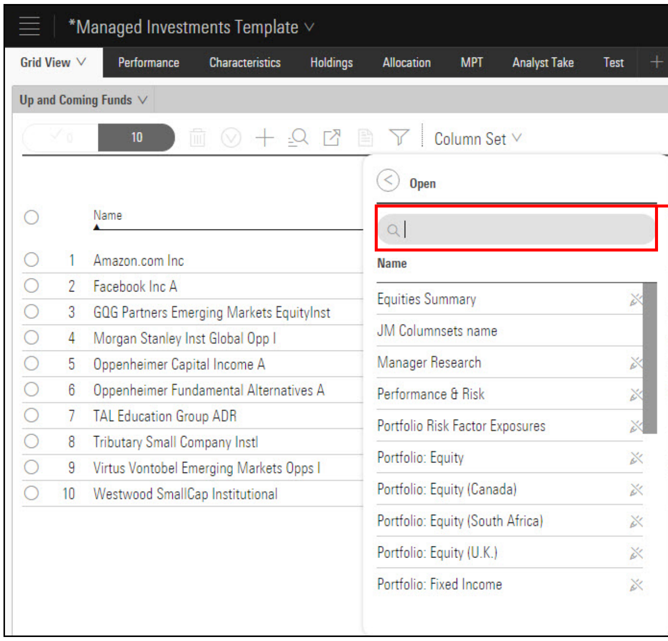
6. To change the column set, click **Column Set…Open**.



Select from other standard Column Set options here

© 2017 Morningstar. All Rights Reserved.

7. Choose from **any** standard column set.



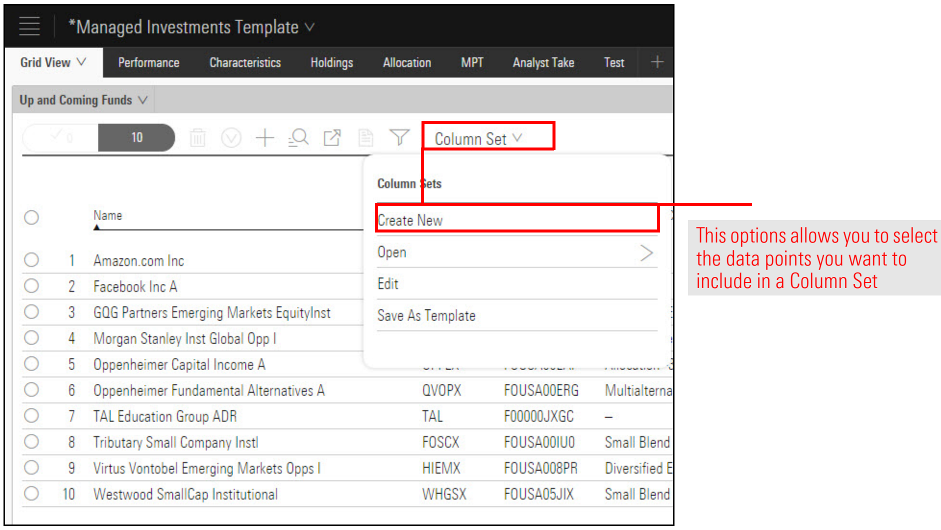
You can also type a search term into this box and column sets containing your search will dynamically appear

© 2017 Morningstar. All Rights Reserved.

Exercise 4: Create a custom column set

Rather than select a pre-built column set, you can create your own to contain only those data points that are most important to you. Once created, you can use Column Sets across multiple workbooks, and share them with other members of your firm. To create a custom column set, do the following:

1. From the **Column Set** menu, click **Create New**. The Select Data Point dialog box opens.



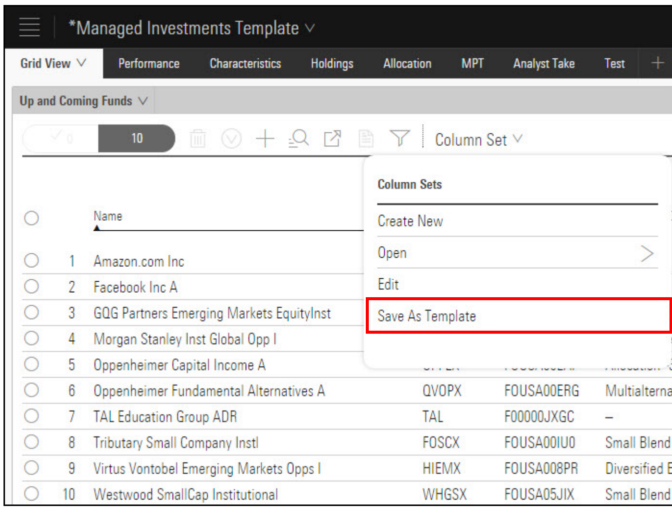
2. In the Search for data points text field, type the following data points into the **Search for Data Points** field.
   - Ticker
   - Morningstar Category
   - Morningstar Rating…Overall
3. Click **Done**.

© 2017 Morningstar. All Rights Reserved.

Exercise 5: Save a custom column set

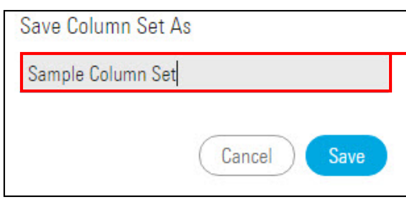
Once you select the data points that are most important to you, the next step is to save your custom Column Set. Once saved, your custom Column set can be reused with other lists and screens. To save the Column Set you just created, do the following.

1. From the **Column Set** menu, select **Save As Template**. The Save Column Set As dialog box opens.



Once saved, your column set can be used with any investment workbook

2. In the **Untitled Column Set** field, type **Sample Column Set**.



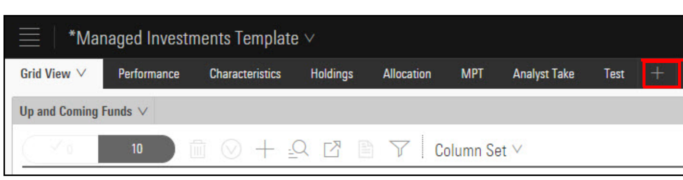
Each custom column set requires a unique name

3. Click **Save**.

Exercise 6: Create a custom worksheet

The Managed Investments Template includes several worksheets grouped by a specific topic, such as Performance, Characteristic, MPT statistic, and so on. However, you can also customize how you want to analyze investments by mixing and matching components most important to you within a custom worksheet. To create a custom worksheet, do the following:

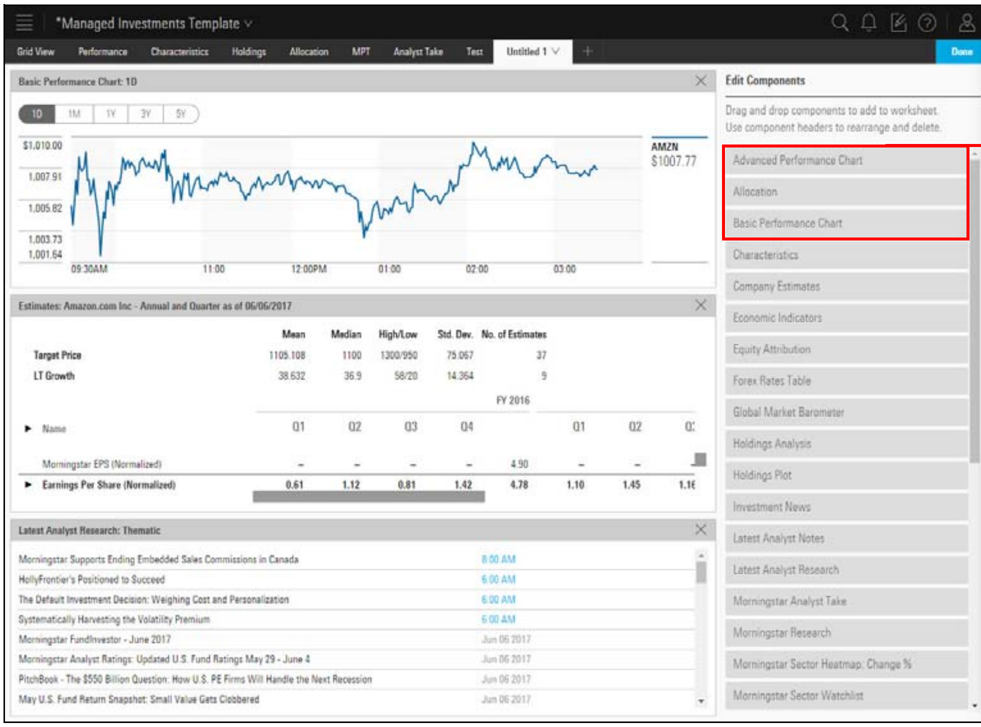
1. To the right of the last worksheet in the workbook, click the **+ sign**. A new worksheet opens.



Use this option to select the components and layout of a worksheet

© 2017 Morningstar. All Rights Reserved.

2. Drag and drop the following **components** from the **Edit Components** area onto your **worksheet**:
   - Advanced Performance Chart
   - Allocation
   - Basic Performance Chart



Mix and match these components to create a custom worksheet

3. Click **Done**.

Exercise 7: Save a custom worksheet

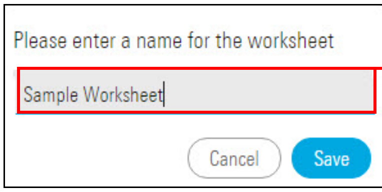
Now that you've added components to your blank worksheet, the next step is to save your custom worksheet.

4. Click on the **Untitled 1** tab at the top of the screen, then click **Rename**.

This custom worksheet will be available within this workbook only

© 2017 Morningstar. All Rights Reserved.

5. Type **Sample Worksheet** into the text field.

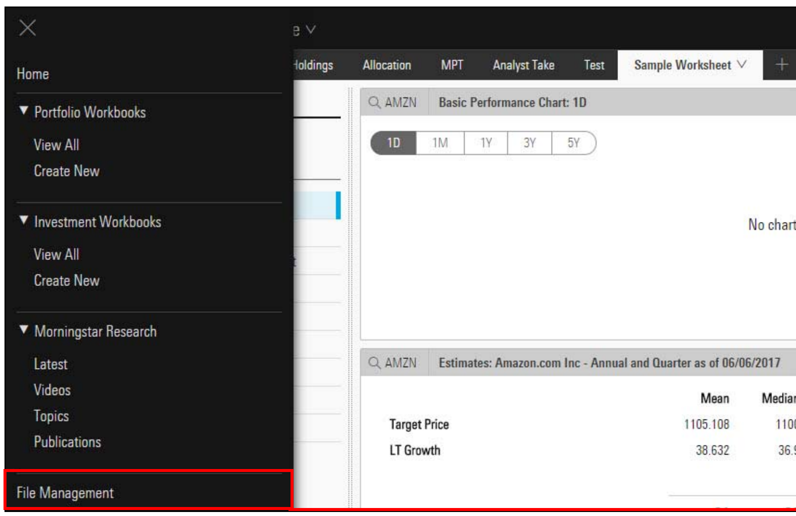


6. Click **Save**.

Exercise 8: Delete a list

You can delete workbooks, lists, screens and column sets from a single location. To delete the list you just created earlier, do the following:

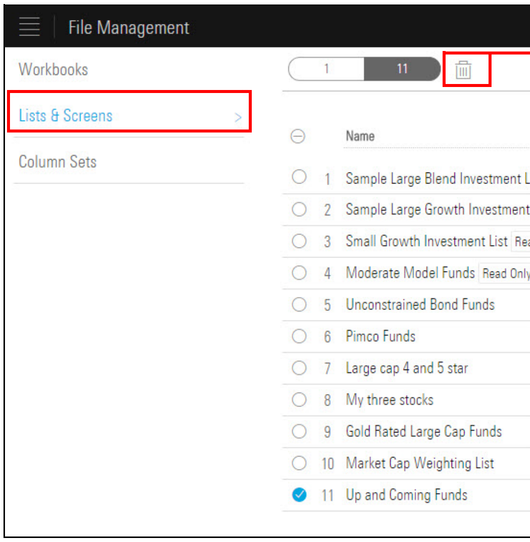
1. In the upper-left corner of the window, click the **Menu** icon, then select **File Management.**



2. Click **Lists and Screens.**
3. Select the **List** you created in Exercise 2.

© 2017 Morningstar. All Rights Reserved.

4. Click the **Trash** icon.



After selecting the item you want to delete, click on this icon

© 2017 Morningstar. All Rights Reserved.

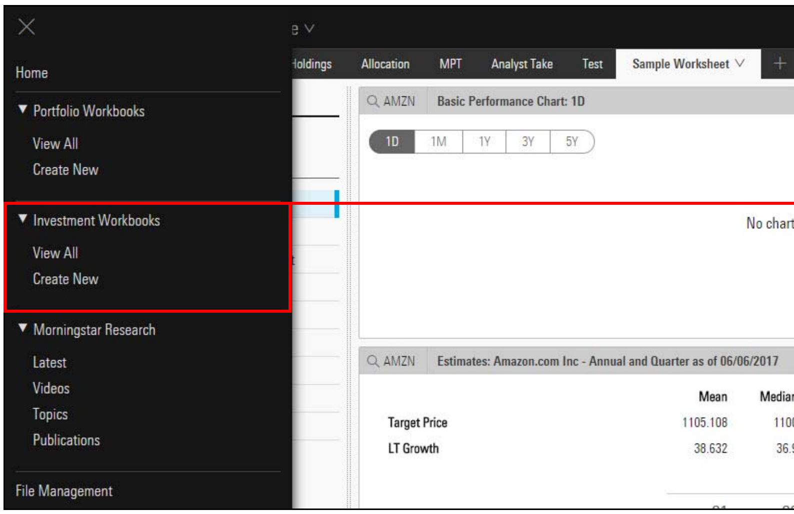
Exercise 9: Create a screen using a set of criteria

In some cases, you may know the type of investments you would like to create a list for, but are unsure of the exact funds to use. Use the Screen tool to search for investments based on a set of criteria.

> ☞ Note: This tool is similar to the Search by Criteria tool within the desktop version of Morningstar Office.

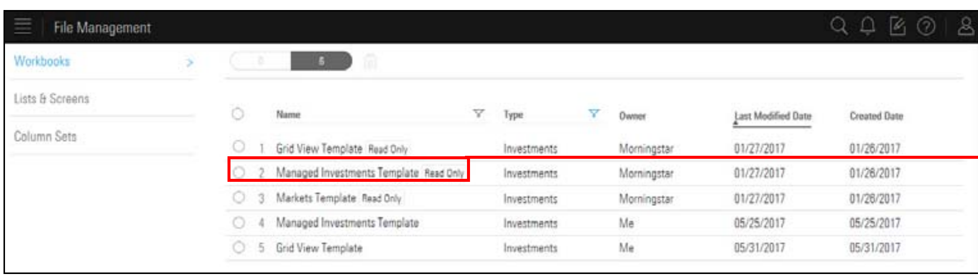
To create a screen, do the following:

1. From the upper-left corner of the screen, click the **Menu** icon, then select **View All** under Investment Workbooks.



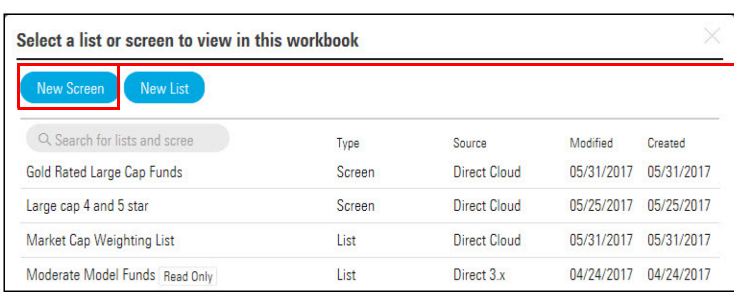
You can also create a screen directly from the Create menu

2. Select the **Managed Investments Template.**



Be sure to select this option

3. Click **New Screen.**

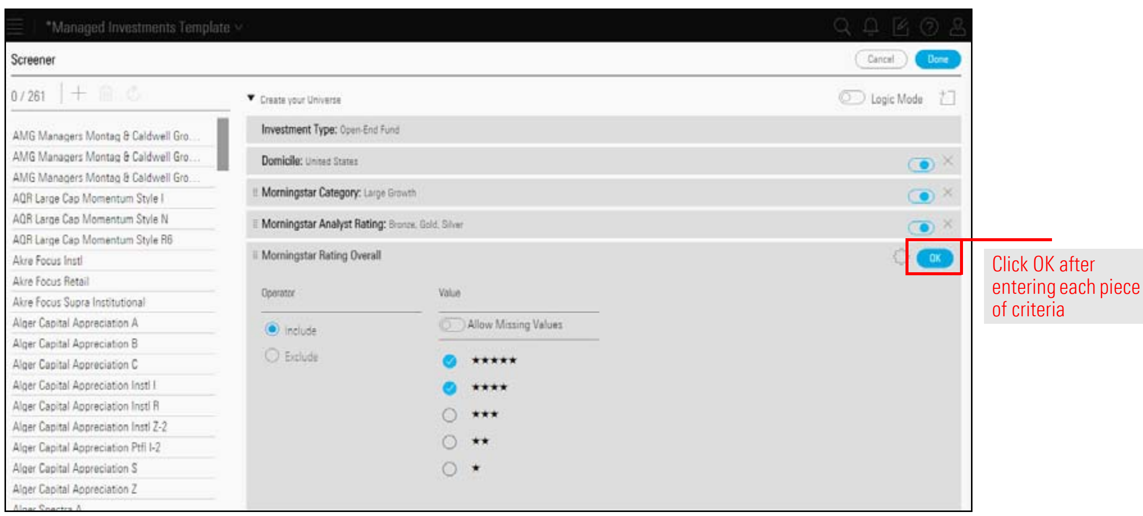


Click here to begin

© 2017 Morningstar. All Rights Reserved.

4. Use the **Criteria** in the table below to run your **screen**. Click **OK** after selecting each criteria value.

Criteria type	Operator	Value
Investment type	N/A	Open-End Fund
Morningstar Category	Include	Large Growth
Morningstar Analyst Rating	Include	Bronze, Silver and Gold
Morningstar Rating Overall	Include	4 and 5 Stars
Oldest Share Class	Include	Yes



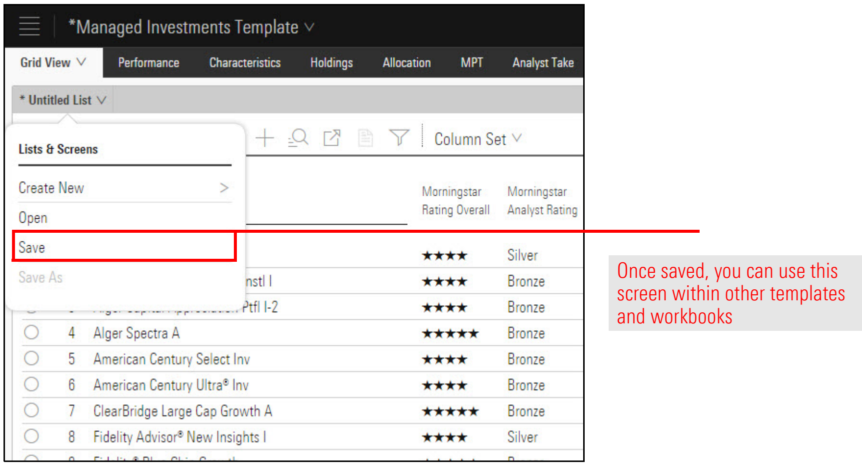
5. Click **Done**.

© 2017 Morningstar. All Rights Reserved.
MORNINGSTAR

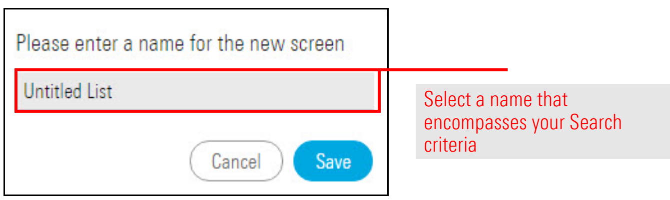
Exercise 10: Save your screen

If you want to save the set of criteria you created to use at a later date, be sure to save your screen. Once saved, you can open your screen in any new or existing template or workbook To save a screen, do the following:

1. From the **Grid View** worksheet within your workbook, click the **Untitled List**.
2. Select **Save**. A dialog box opens.



3. in the **Untitled List** field, type **Large Growth, Bronze, Silver and Gold, 4 and 5 Stars.**



4. Click **Save**.

Exercise 11: Use Investments from your screen to create a list

Now that you've screened for investments using a set of criteria, and saved the screen, select investments you want to include in a List. In this example, we will later use the list to create a Quick Account.

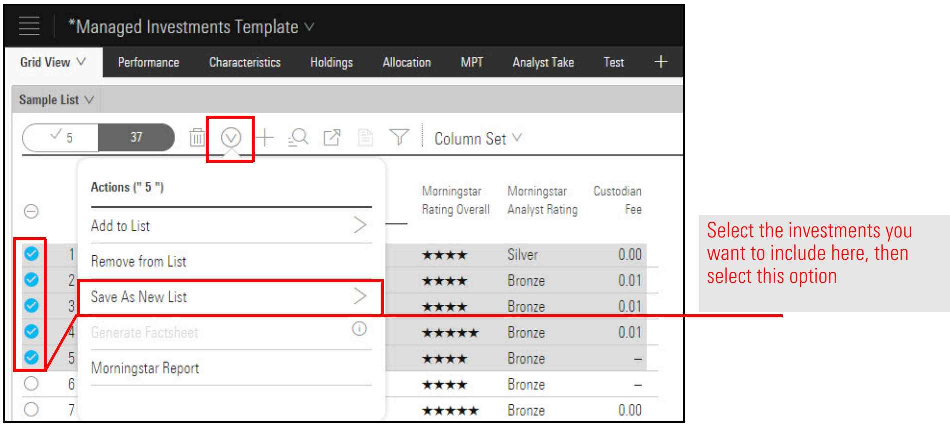
☞ Note: Unlike the screen, which is dynamic, the investments you include in your list remain static, and will be the same each and every time you open it.

To select investments for a screen to include in an Investment List, do the following:

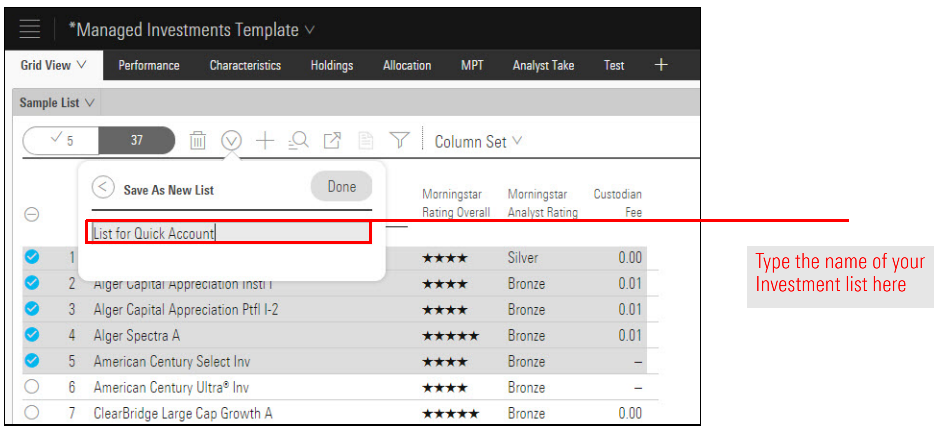
1. From the **Grid View** worksheet of the Sample List workbook, click inside the circle of the first **five** investments from the screen.
2. From the **Grid View** header, click the **Actions** menu.

© 2017 Morningstar. All Rights Reserved.

3. Select **Save As New List.** The Save As New List dialog box opens.



4. Type **List for Quick Account** into Enter List Name field.



5. Click **Done**.

© 2017 Morningstar. All Rights Reserved.

Utilizing Morningstar Office Cloud Functionality Workflow 2

Overview

This section includes a series of exercises combining functionality within each area into a single workflow. The following topics are reviewed:

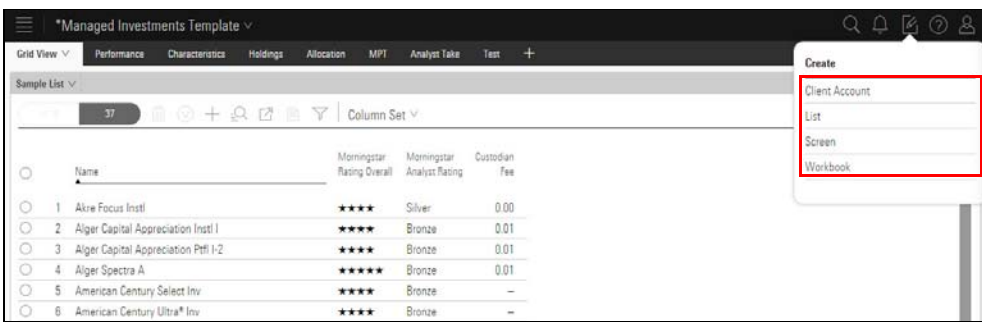
- Turning a list of investments into a Quick Account
- Analyzing Accounts within a Client Portfolio
- Creating a Quick Account.
- Running a Snapshot Report

Exercise 1: Use Investments from your screen to create a quick account

In Workflow 1, you created a list based upon a specific strategy you compiled into a screen. From there, you created a static list of investments.

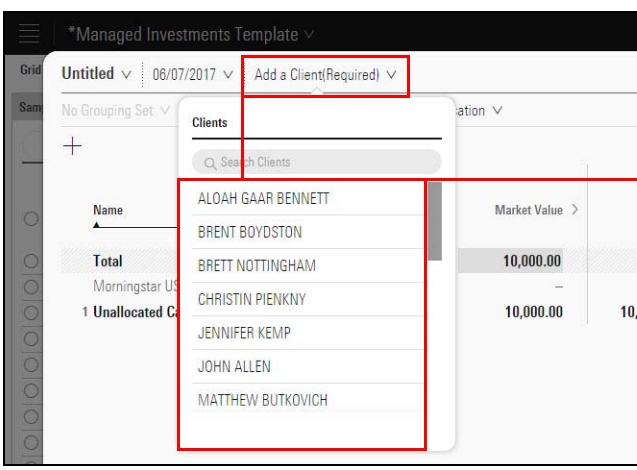
Now, use the investments within this list to create a Quick Account. Once created, you can then view the Quick Account in a clients and portfolio workbooks, and run a Snapshot report. To create a Quick Account, do the following:

1. From the **Create** icon on the right side of screen, click **Client Account.** An Account window opens.



In addition to Quick Accounts, you can also create lists, screens and workbooks from this menu

2. Click **Add a Client** and select a client from your practice.

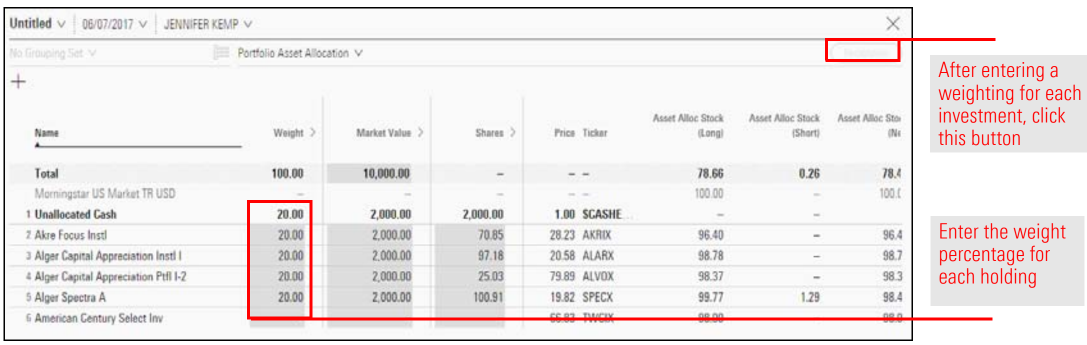


You must attach quick accounts to existing clients that you created in the Desktop version of the program

© 2017 Morningstar. All Rights Reserved.

3. Click the **+ icon** on the left side of the window. Then click **From Investment List.**

4. Select your **List for Quick Account** investment list.
5. Add **each investment** by selecting **Add All 6 Investments**.
6. Click inside the **Weight** field for each security and type 20.



7. Click **Recalculate**.

© 2017 Morningstar. All Rights Reserved.

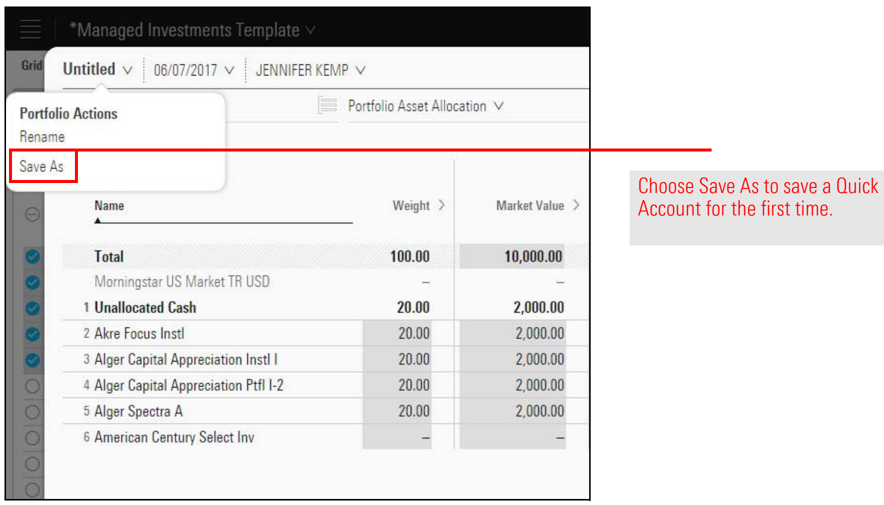
Exercise 2: Save a Quick Account

Once you save the Quick Account you created, it will automatically populate within your Client's portfolio. From here, you can analyze the Quick Account using a worksheets and components.

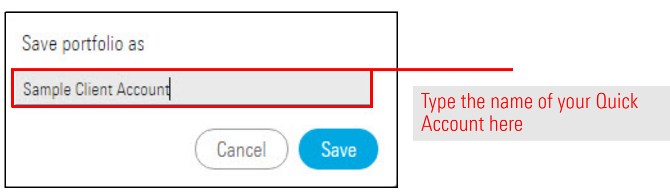
> ☞ Note: Worksheets within Clients and Portfolio templates are similar to those within and Investment template.

To save a quick account, do the following:

1. From the **Untitled** menu at the top of screen, click **Save As**.



2. In the **Untitled** field, type **Sample Client Account.**



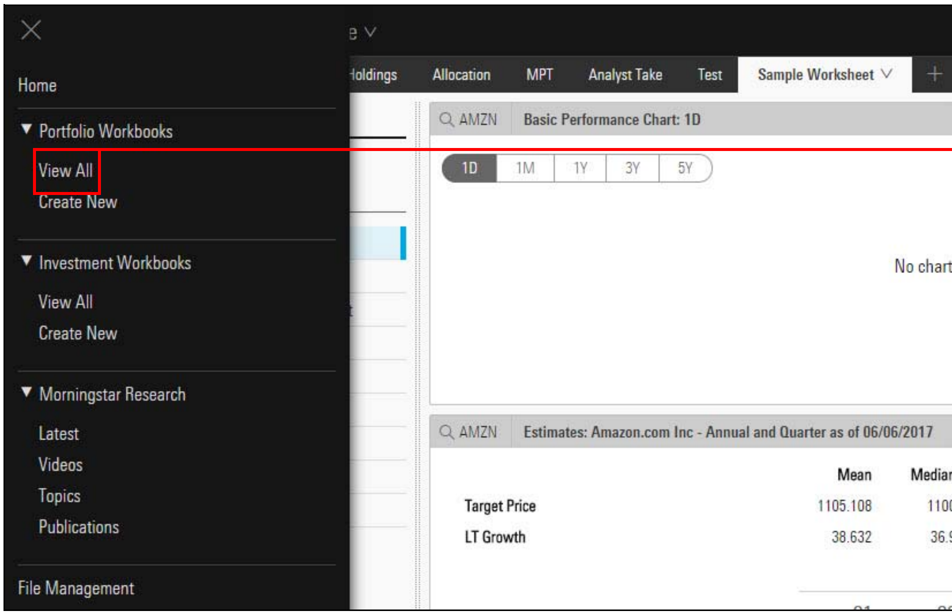
3. Click **Save**. The click **X** to close the Quick Account window.

© 2017 Morningstar. All Rights Reserved.

Exercise 3: Analyze the quick account within a Portfolio Workbook

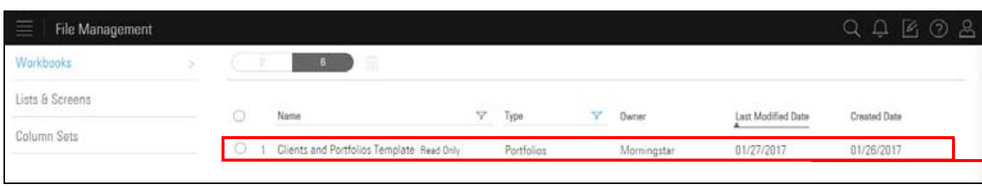
Once created, review performance, risk, and other statistics for your quick account within the Clients and Portfolios workbook. To access the Clients and Portfolios workbooks, do the following:

1. From the upper-left corner of the screen, click the **Menu** icon, then select **View All** under Portfolio Workbooks.



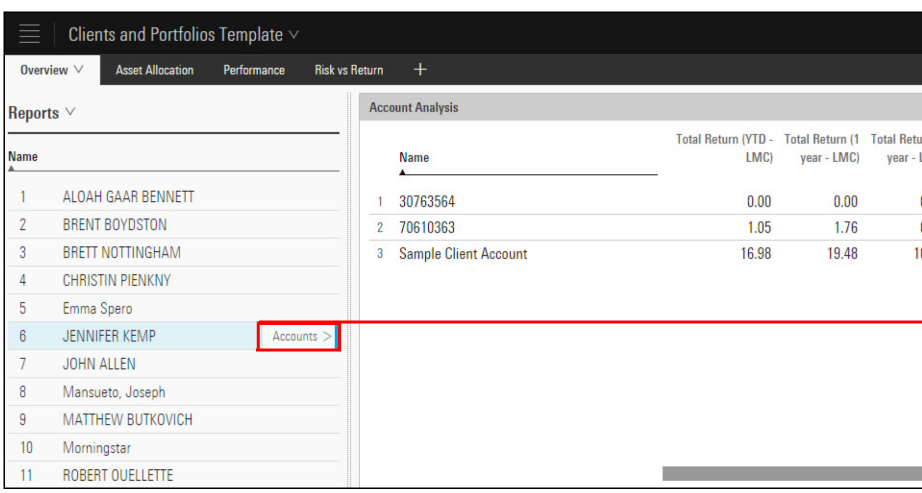
Click here to access your full Client List

2. Click on the **Clients and Portfolios Template.**



Select this template

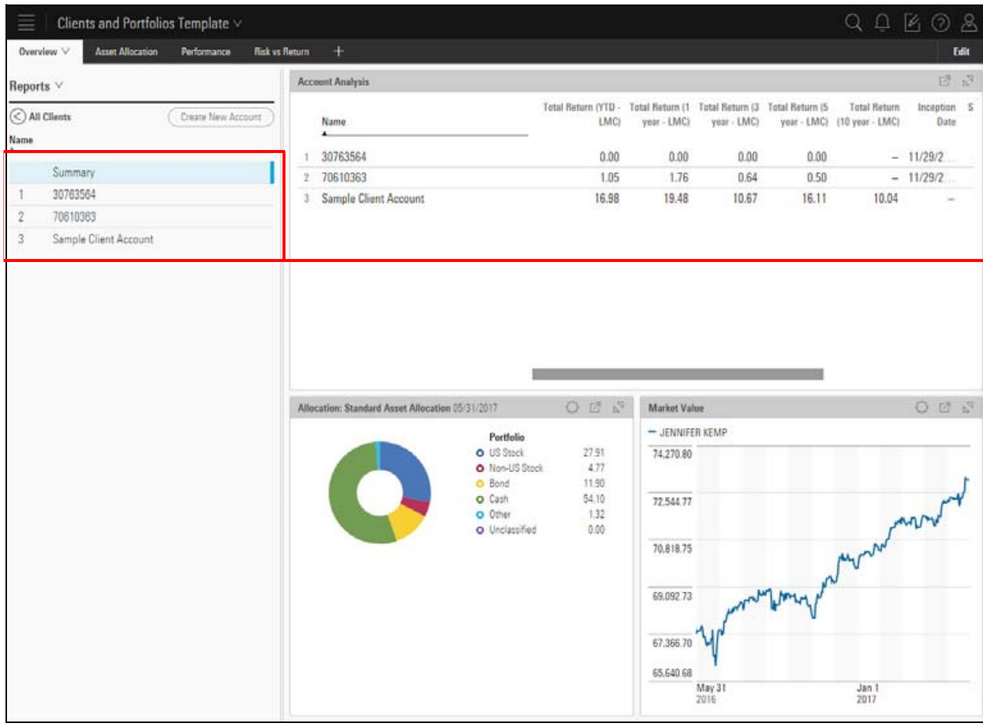
3. Locate the **Client** you created the Quick Account for and click **Accounts**.



Click this button to access a Summary of the portfolio as well as each individual account

© 2017 Morningstar. All Rights Reserved.

4. Use the **worksheets** to analyze the portfolio at the **Summary** level or the **Individual Account** level.

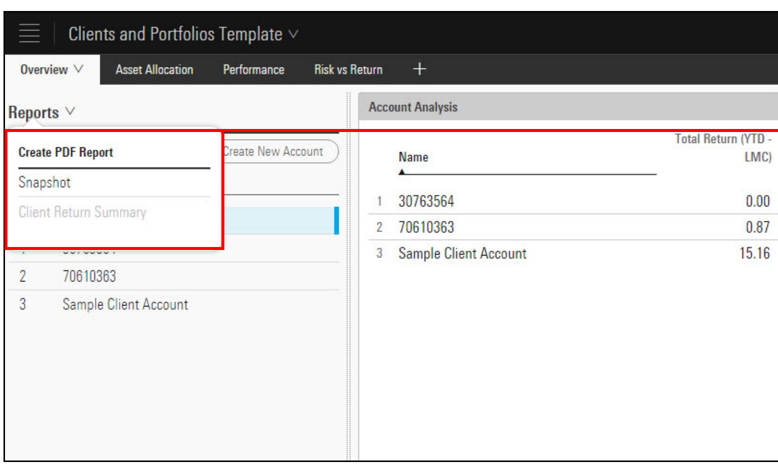


Click on each item to view details about each account or a summary of the entire portfolio

Exercise 4: Run a Snapshot report

The final step in this workflow is to run a client facing report to illustrate the Quick Account you just created. To run a Snapshot report, do the following:

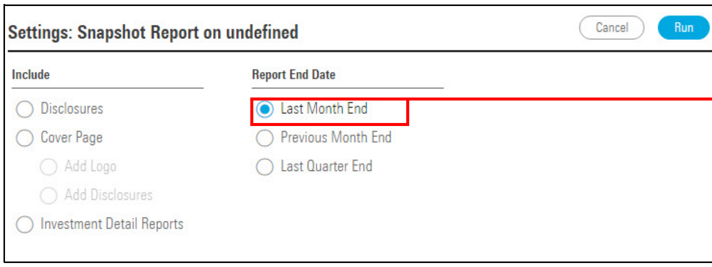
1. From the **Overview** worksheet. click **Reports**…**Snapshot**. The Setting dialog box opens.



The Reports menu is available within each Client record

© 2017 Morningstar. All Rights Reserved.

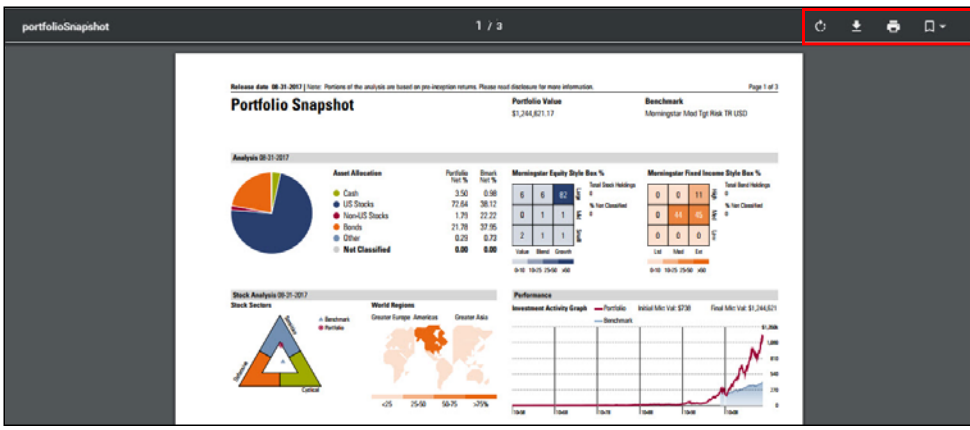
2. From the Settings dialog box, select **Last Month End**.



In this exercise, select this option

3. Click **Run**.

The Snapshot report opens in a new tab. While you are unable to save the Snapshot within your Client record in this version of Morningstar Office Cloud, you can download the report onto your hard drive, or print and immediately share with your client.



Use these tools to save a snapshot report generated in Cloud

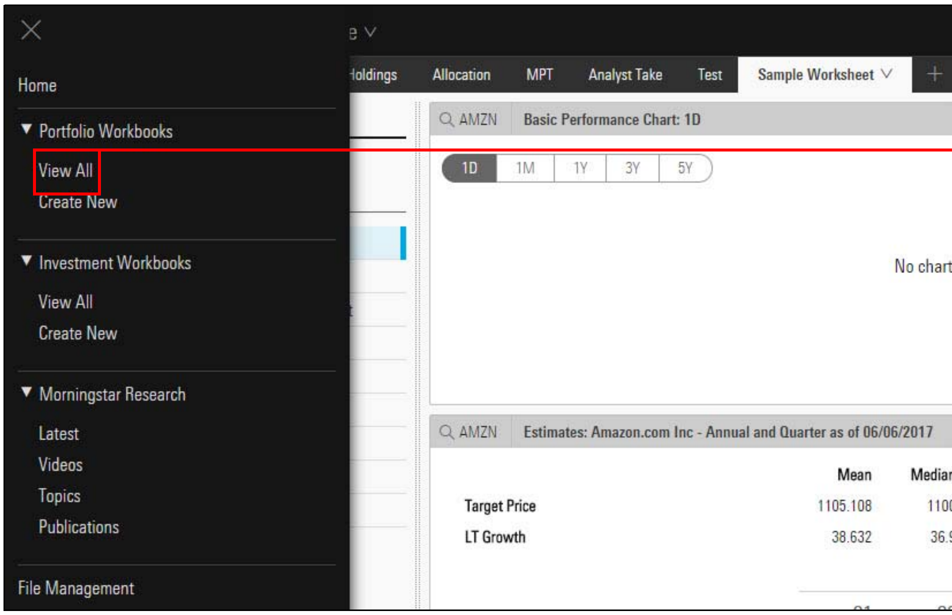
© 2017 Morningstar. All Rights Reserved.

Exercise 5: Run the Client Return Summary

Now that you've run a Snapshot report to review the quick account you've just created, Run the Client Return Summary to review performance for the transactional accounts within the household. Just like in Office Desktop, the Client Return Summary will only run performance on transactional accounts.

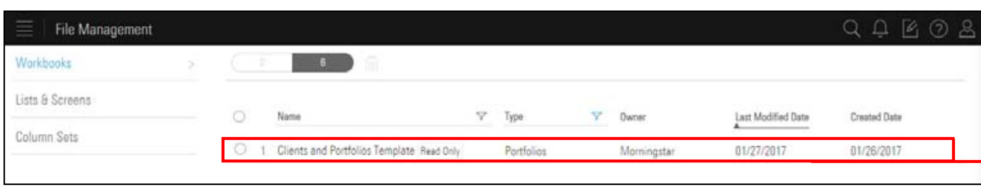
To run the Client Return Summary, do the following:

1. From the **Menu,** select **View All** under Portfolio Workbooks.



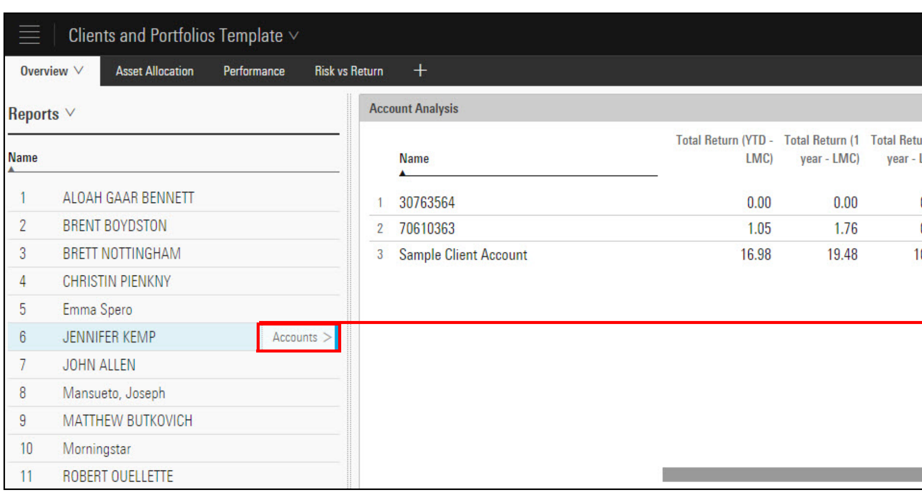
Click here to access your full Client List

2. Click on the **Clients and Portfolios Template.**



Select this template

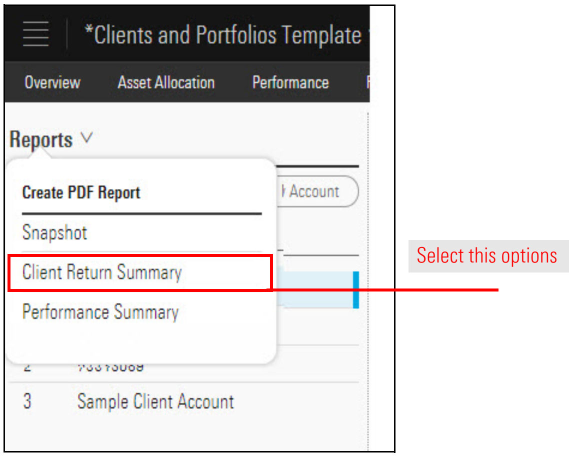
3. Locate the **Client** you want to run the report for.



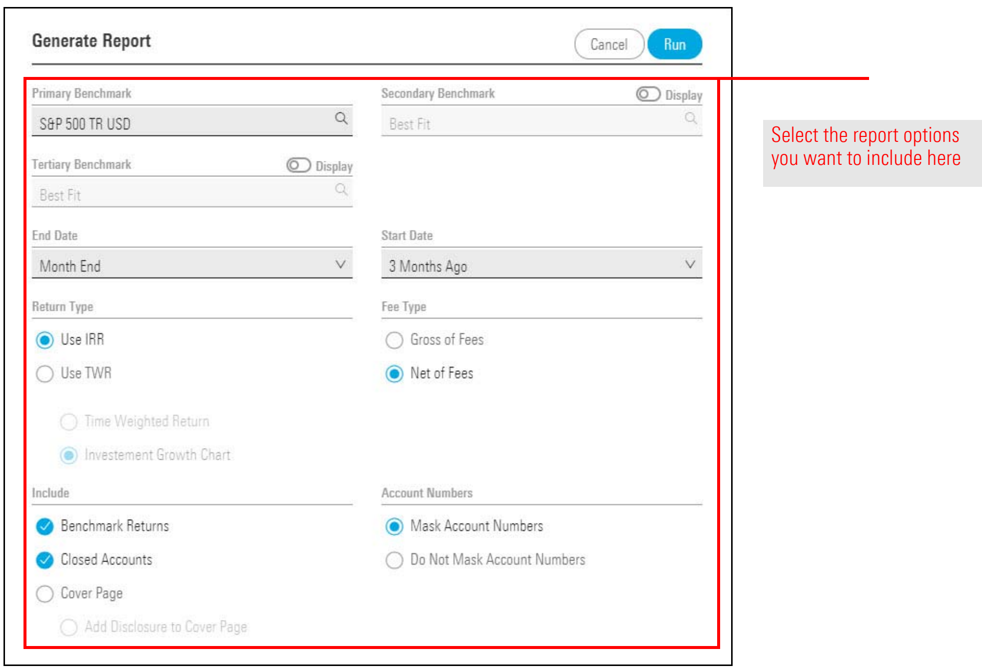
Click this button to access a Summary of the portfolio as well as each individual account

© 2017 Morningstar. All Rights Reserved.

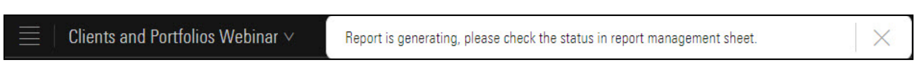
4. From the Reports menu, select **Client Return Summary.** The Generate Report box opens.



5. Select the **Report Options** you want to include.

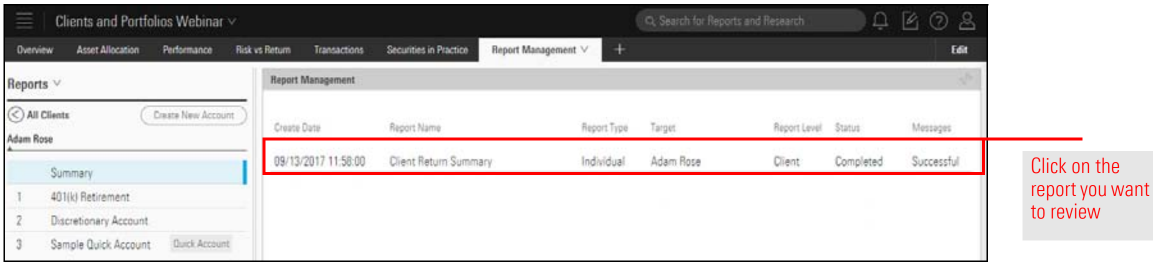


6. Click **Run**. After your report is generated, a message will appear at the top of the screen.



© 2017 Morningstar. All Rights Reserved.

7. Click on the **Report Management** worksheet, and click on the **Client Return Summary**.



© 2017 Morningstar. All Rights Reserved.

Utilizing Office Cloud Functionality in a Workflow 3

Overview

In workflow 1, you created a list based upon an article of interest, and used the list to create an Investment Workbook. You also created an investment list based upon a screen.

Workflow 2 took you into a Portfolio Workbook, and you practiced creating a Client Account, analyzing the account in a Workbook, and running reports.

In this workflow, you will once again start with a list of investments; however, this time you will import it from Excel.

This list will contain investments that are part of your recommended strategy for a portfolio. From there, you will use the list to create a model portfolio which you will use to analyze within a Client Portfolio.

The following topics are reviewed:

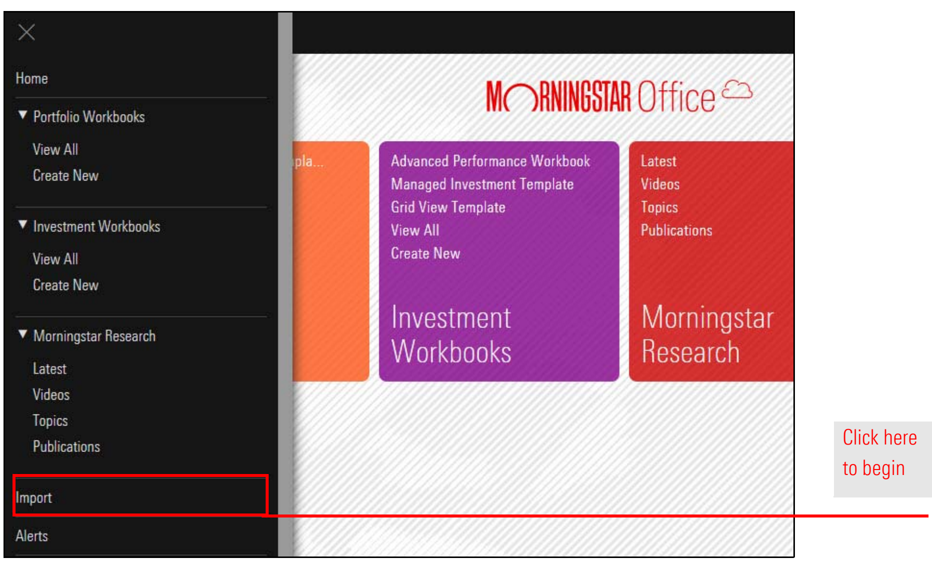
- Importing a list from Excel
- Turning the list into a Model Portfolio
- Creating a new Worksheet
- Comparing Client Accounts with a Model Portfolio
- Running the Client Return Summary

Click here to download a spreadsheet that contains tickers to use in your Excel Spreadsheet. Once downloaded, save the file to your local drive.

Exercise 1: Import an Investment List

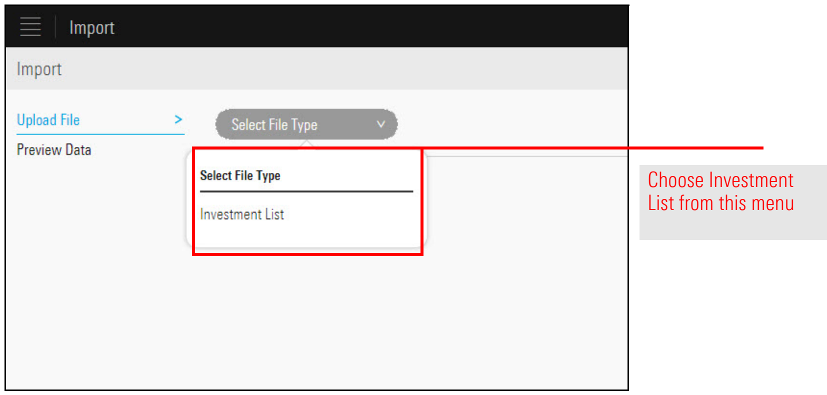
Begin the workflow by using the Menu to enter the Import area. To import an Investment list, do the following:

1. From the **Menu**, click **Import**.

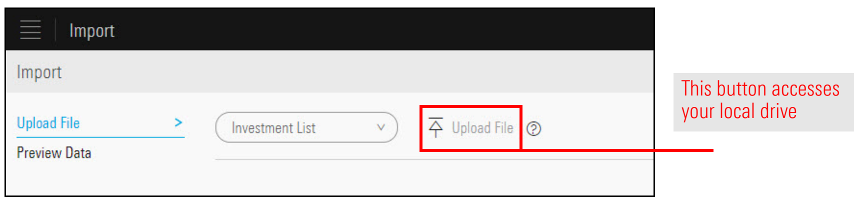


© 2017 Morningstar. All Rights Reserved.

2. From the **Select File Type** drop down, click **Investment List**.

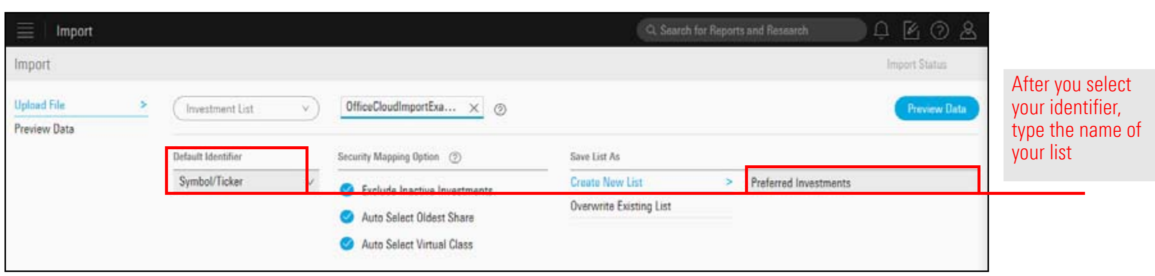


3. Click the **Upload File** icon. The Import Status message appears.



☞ Files can be formatted to include one list. To import a list file, structure the file to contain one of the following Security Types: CUSIP, ISIN, SEDOL, VALOR, WKN, Symbol, OsloBore, APIR, CNPJ, ANBIMA, SecID, PerfID, FundID, KR Code, CA Fund Code.

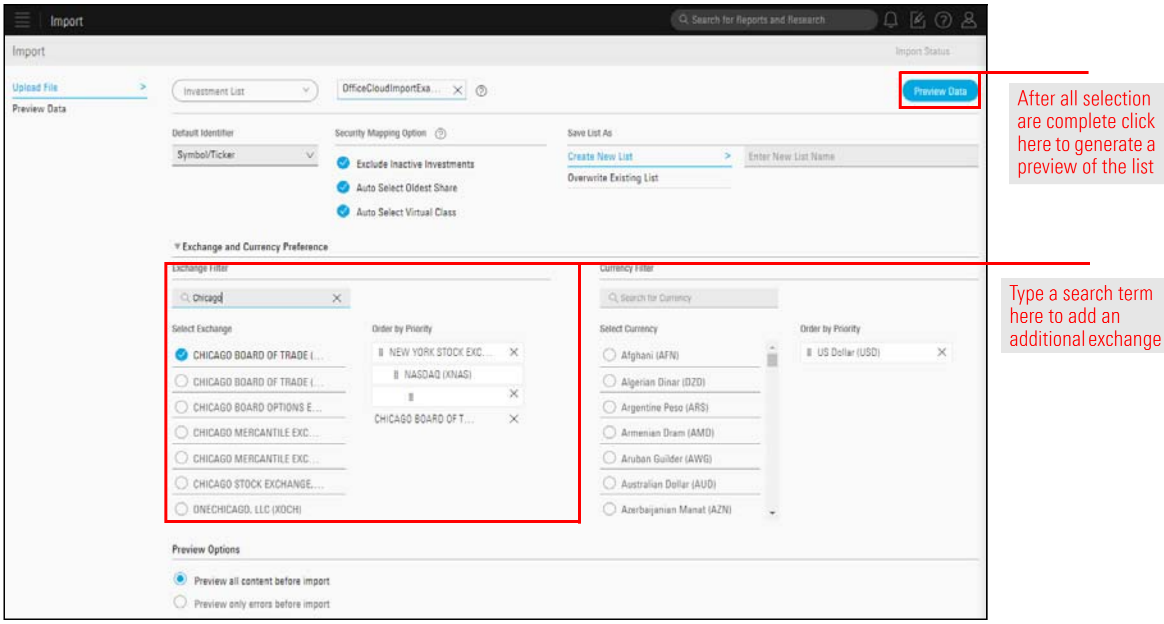
4. From the **Default Identifier** drop down menu, select **Symbol/Ticker.**
5. From **Security Mapping Options**, leave all three options selected.
6. In the Enter New List Name field, type **Preferred Investments**.



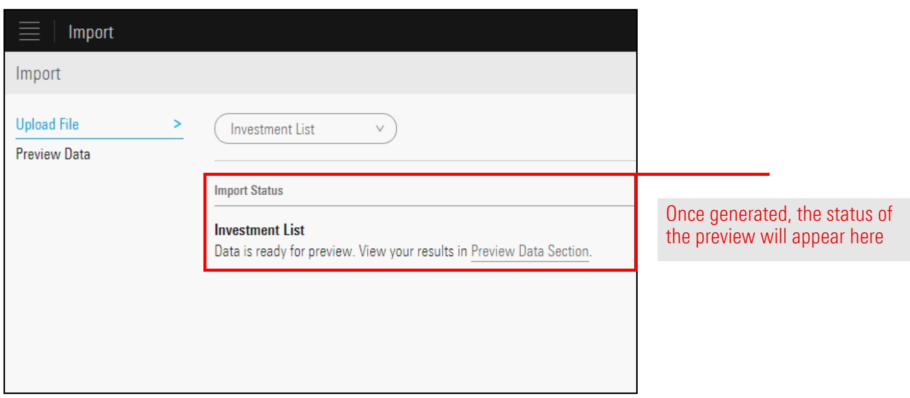
7. Click the **Exchange and Currency Exchange Preference** drop down.
8. In the Search for Exchange search field, type **Chicago**.
9. Select **Chicago Board of Trade (XCBT)**
10. Under **Preview Options**, leave Preview all content before import selected

© 2017 Morningstar. All Rights Reserved.

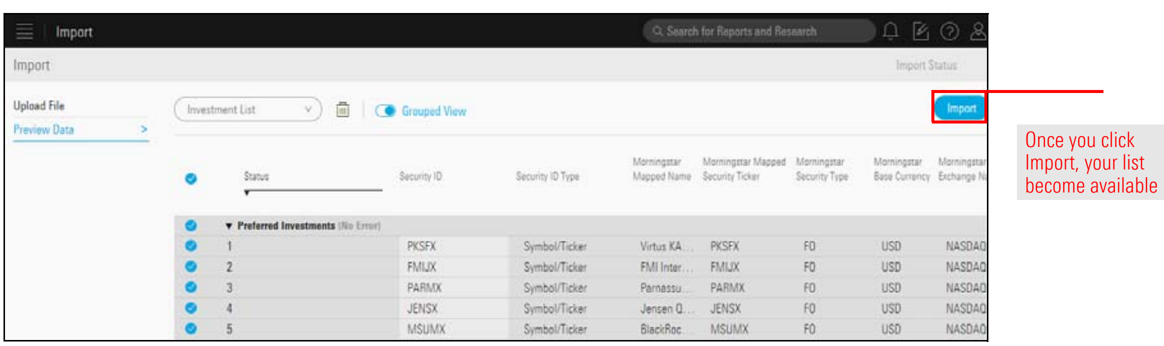
11. Click **Preview Data**. The **Import Status** appears.



12. Under Investment list. Click **Preview Data Section**. Your Imported List appears.



13. Select the **Investments you want to import** and click **Import**.

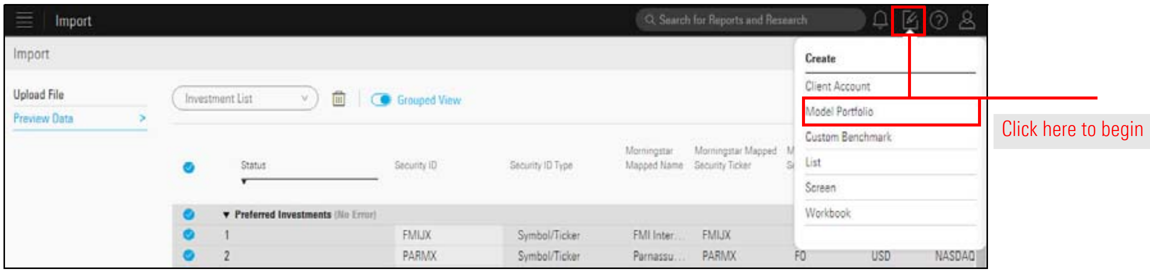


© 2017 Morningstar. All Rights Reserved.

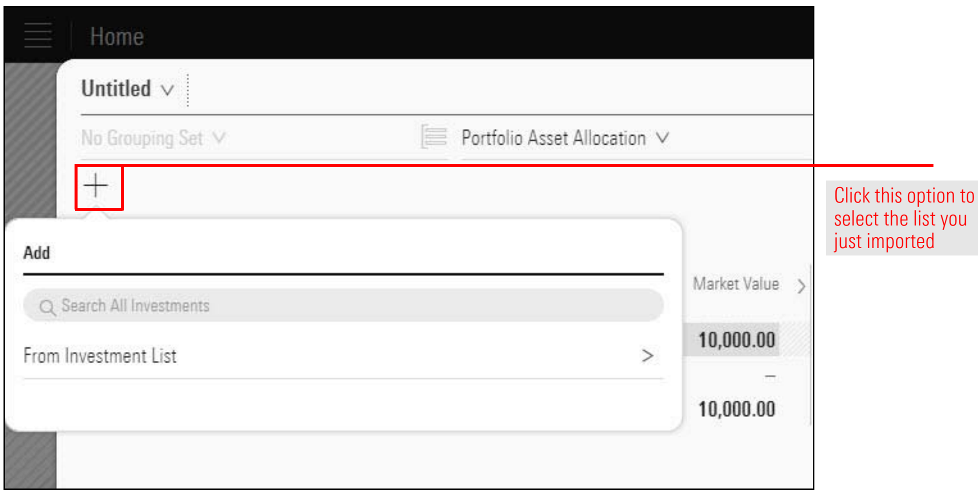
Exercise 2: Use the Investment List to create a Model Portfolio

Now, that you've entered your preferred strategy, use these investments to create a Model Portfolio. To create a Model portfolio, do the following.

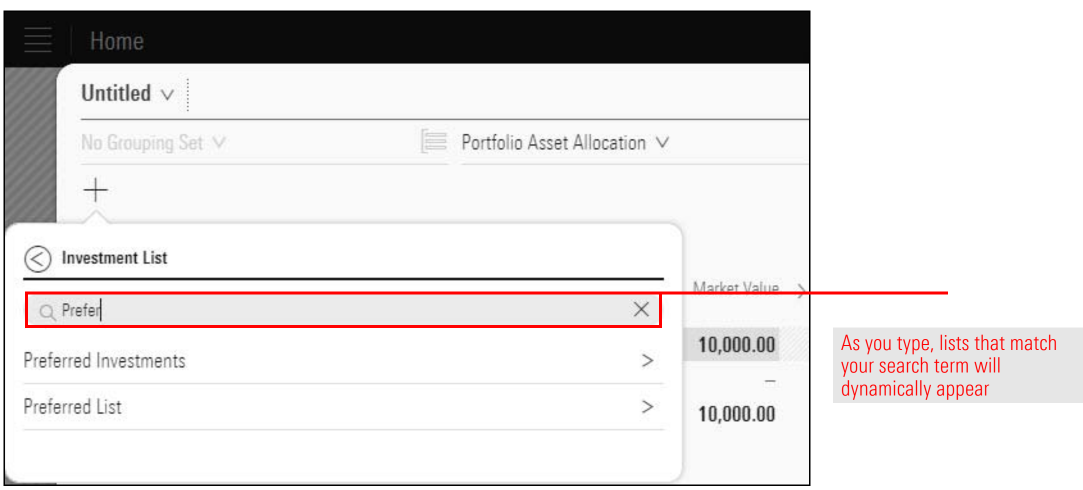
1. From the **Create icon,** select **Model Portfolio**. The Model Portfolio window opens.



2. Click on the **+ icon** on the left side of the screen.
3. Select **From Investment List.**

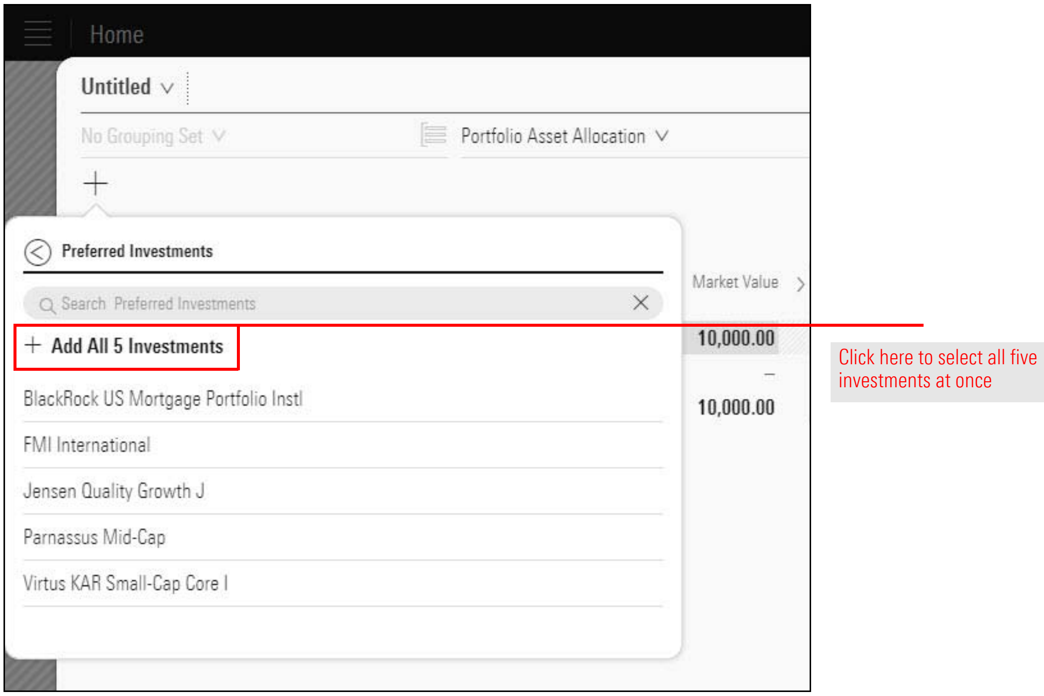


4. In the **Search Investment List** field, begin typing **Preferred Investments.**
5. Click the **arrow** next to the Preferred Investments List.



© 2017 Morningstar. All Rights Reserved.

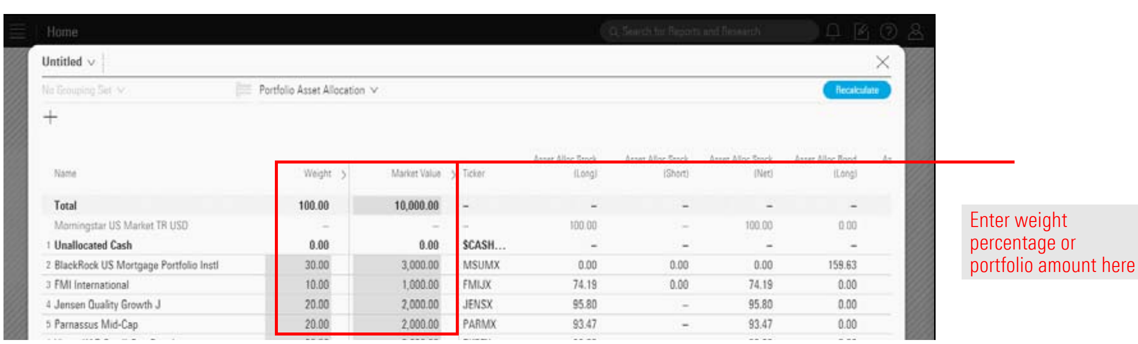
6. Click **Add All 5 investments**.



7. Use the table below to enter **Weight**.

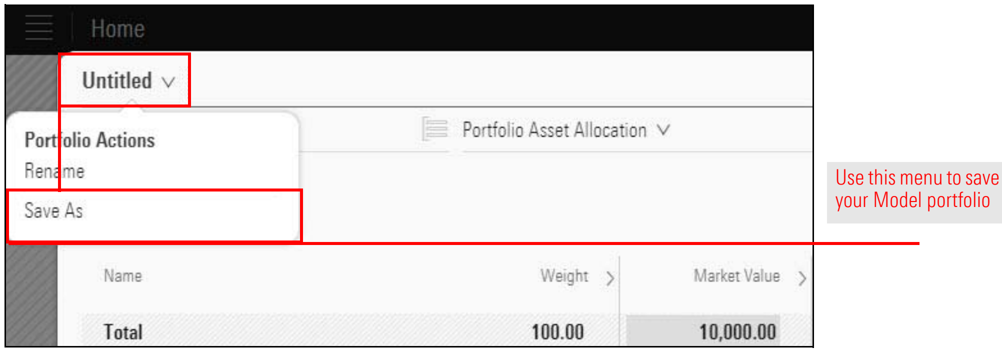
For this ticker ...	Use this weight percentage ...
MSUMX	30
FMIJX	10
JENSX	20
PARMX	20
PKSFX	20

8. Click **Recalculate**.

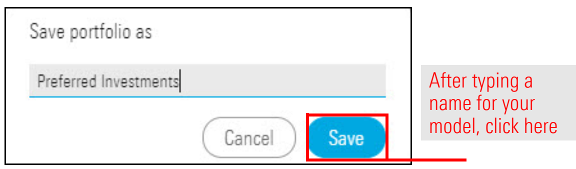


© 2017 Morningstar. All Rights Reserved.

9. Click on the **Untitled** menu, and select **Save As.** The Save portfolio box appears.



10. Type **Preferred Investments**.

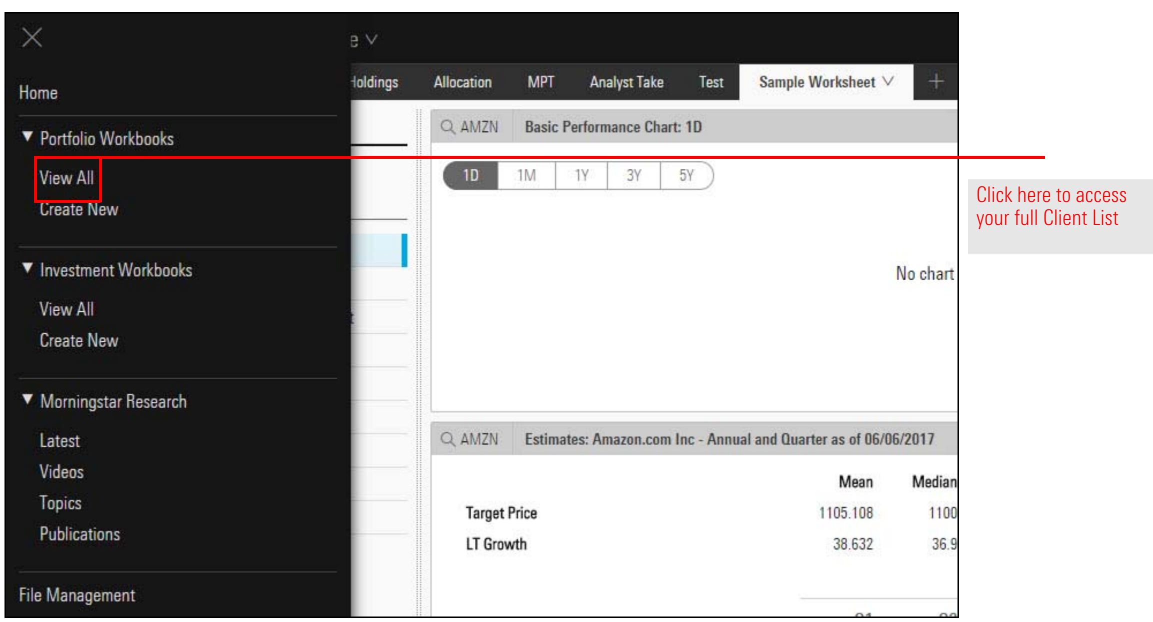


11. Click **Save**.

Exercise 3: Use your model to compare against your clients allocation

Use your preferred investments Model Portfolio to analyze your clients allocation using a worksheet component. To compare a model against a client account, do the following:

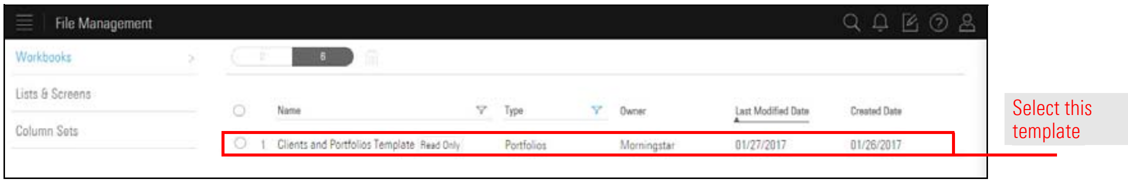
1. From the **Menu**, click **Portfolio Workbook ... View All.**



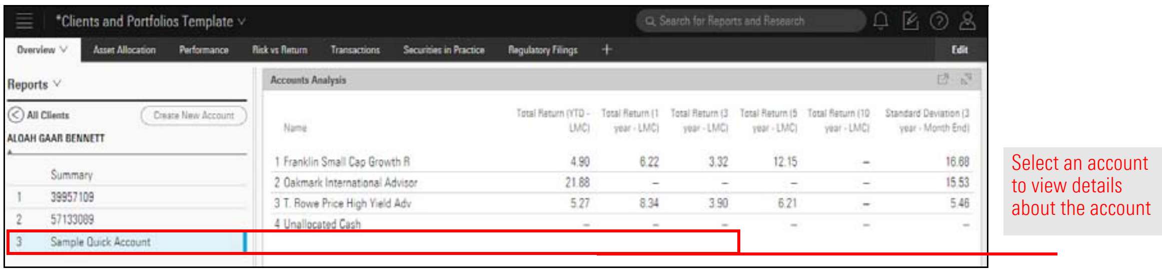
2. From the File Management area, click **Workbooks**.

© 2017 Morningstar. All Rights Reserved.

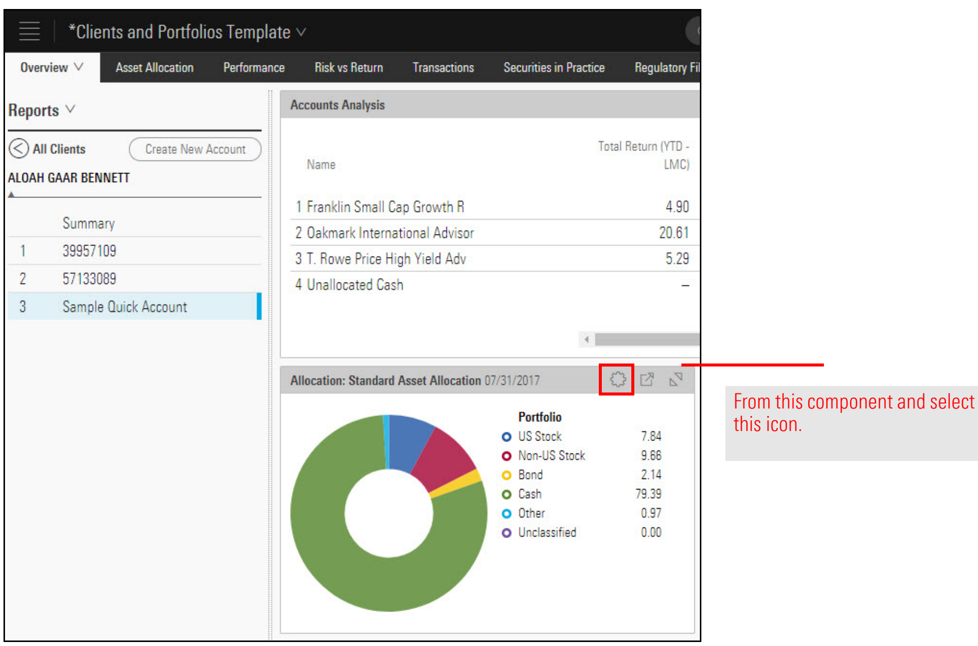
3. Select the **Clients and Portfolios Template**.



4. Choose the **Client** you created a **Client Account** for in Workflow 2.
5. Select the **Account** you created in Workflow 2.

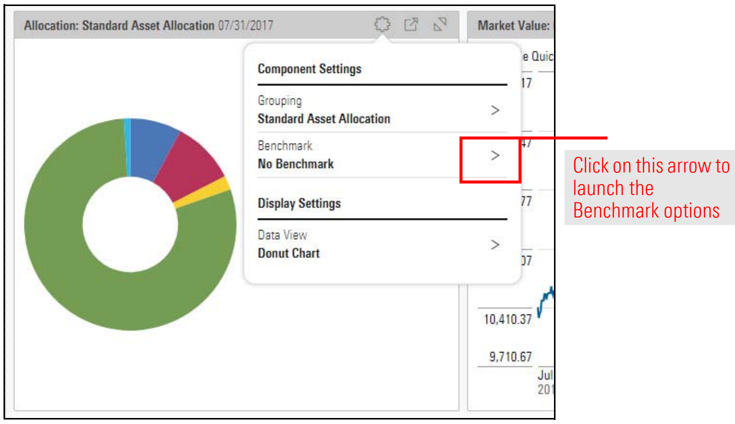


6. Remain on the **Overview** worksheet, and locate the **Allocation: Standard Asset Allocation** component.
7. Select the **Component Settings** icon.

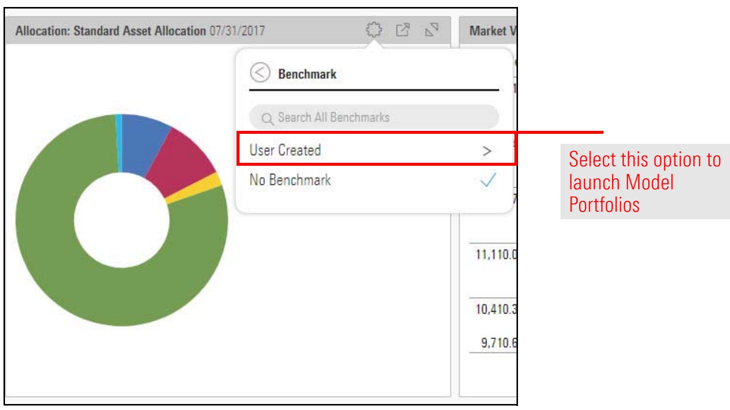


© 2017 Morningstar. All Rights Reserved.

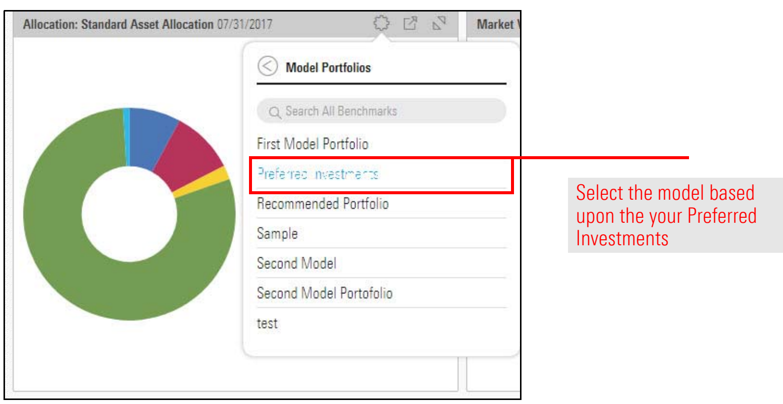
8. Select the **arrow** next to No Benchmark. The Benchmark menu appears.



9. Select **User Created.** The **User Created** box appears.



10. Click **Model Portfolios** and select **Preferred Investments.**



Use the expand button to view a side by side comparison of your client's current statement vs. the preferred strategy.

© 2017 Morningstar. All Rights Reserved.

© 2017 Morningstar. All Rights Reserved.