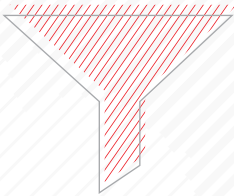
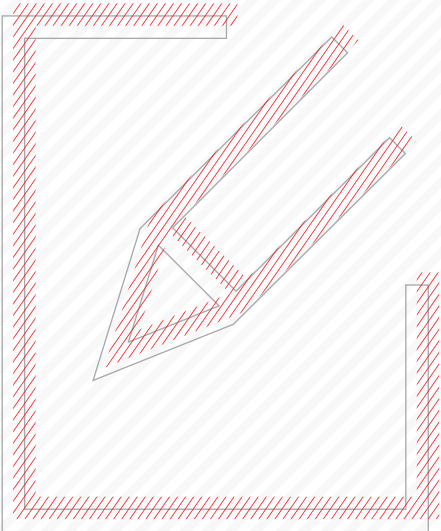
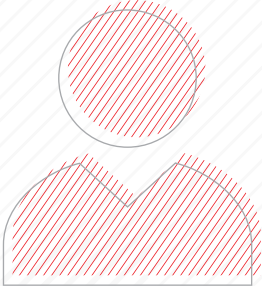
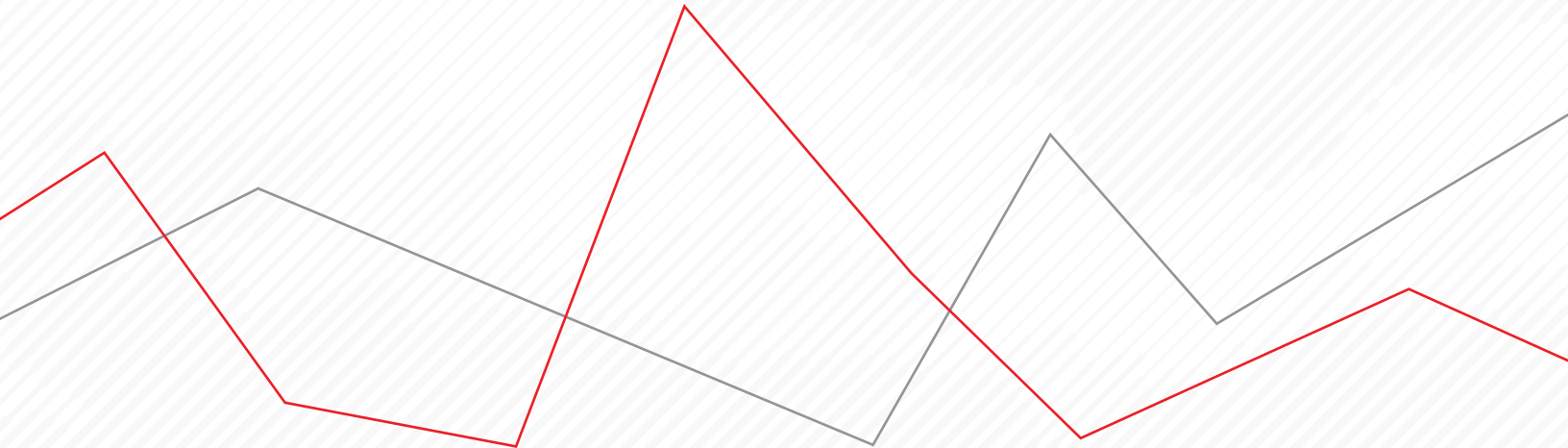


Morningstar Advisor Workstation Training Guide

Working with Research Lists in
Morningstar Advisor WorkstationSM



MORNINGSTAR Advisor Workstation



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Working with Research Lists in Morningstar Advisor WorkstationSM

A research list in Morningstar Advisor WorkstationSM is a set of saved items whose members do not change unless the list is manually edited. Advisor Workstation users can leverage research lists when generating reports, constructing portfolios, building hypothetical illustrations, and performing analysis with the Graphs tool.

Once a list is saved, it resides in the Research Lists page within the Research User Files folder, but it can also be retrieved from other areas within Advisor Workstation.

Overview

List Name	Universe
1 INST -- Build sample test cases for integration p...	Mixed
2 INST -- Direct Integration List -stg	Mixed
3 INST -- Direct Integration List -stg20160909	Mixed
4 INST -- Direct integration Live test case 1	Mixed
5 INST -- Direct integration Live test case 2	Mixed
6 INST -- Direct Integration201612022	Benchmark Universe
7 INST -- Direct Intergration 20161202	Mixed
8 INST -- High Tech Stocks	US Stock Universe
9 INST -- INTWS-708	Mixed
10 INST -- Investment list 2014/02/28 - Imported	US Mutual Fund Universe
11 INST -- Morningstar Mutual Fund Select List	US Mutual Fund Universe
12 INST -- Morningstar Prospects Q1 2017	Mixed
13 INST -- My List 1	US Mutual Fund Universe
14 INST -- Portfolio Analysis	Benchmark Universe
15 INST -- Select List (LG)	US Mutual Fund Universe
16 INST -- Separate Accounts	Mixed
17 INST -- Vanguard	US Mutual Fund Universe
18 My Funds	US Mutual Fund Universe

Note the default location of the lists you save

This manual shows you a number of ways to find, save, edit, and delete research lists in Advisor Workstation.

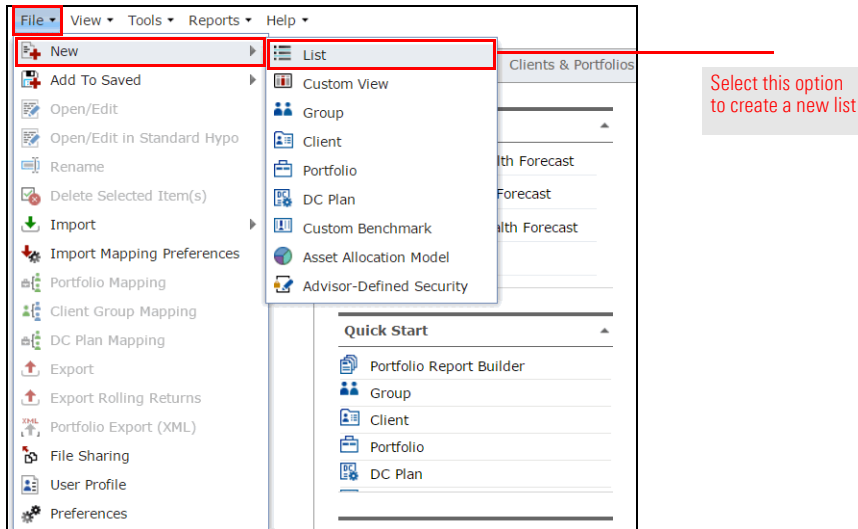
Note: Prior to using this training guide, you should be familiar with the content in the [Overview Guide for Morningstar Advisor Workstation](#).

To start, you will practice creating a list by looking for a specific fund. Although this list is being created from the Home page, remember that you can save a list from nearly every area in Advisor Workstation. For example, you can search for investments in the Research Module and save them to a list for further analysis.

Exercise 1: Create a list for a single investment

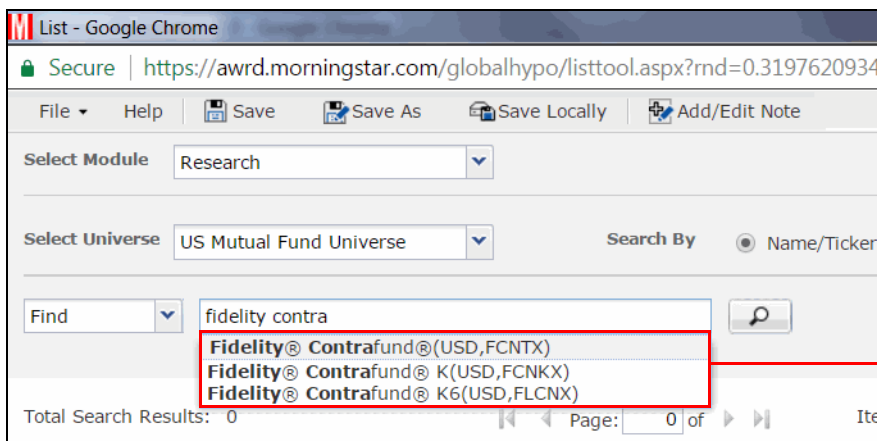
To create a list for a single investment, do the following:

1. From the top of the Advisor Workstation window, select the **File** menu, then select **New...List**. The List window opens.



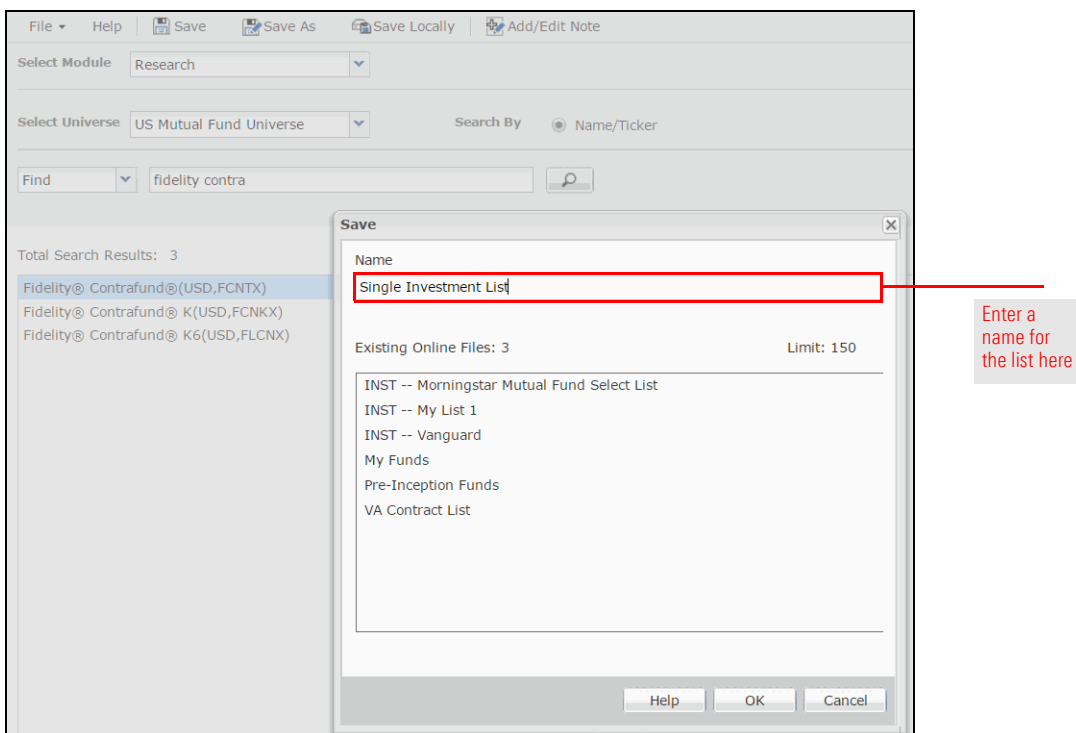
2. The default option allows you to search the US Mutual Fund Universe by Name/Ticker. In the text field, type **fideliy contra**.

Note: The suggested securities are automatically filtered as you type. You can search for an item either by using the beginning portion of its name, or any phrase or text that is contained in its name. For example, you could have found the same fund by typing just **Contra**.

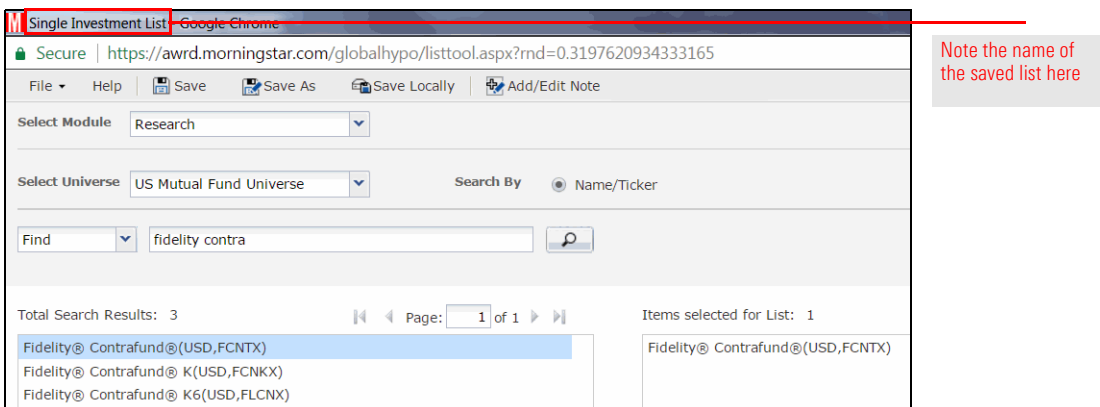


3. Click the first **Fidelity Contrafund** suggestion to select it. The fund is added to the Items selected for List box on the right-hand side of the List window.
4. From the toolbar at the top of the List window, click the **Save** icon. The Save dialog box opens.

5. In the **Name** field, type **Single Investment List**.



6. Click **OK** to close the Save dialog box. The name of your list is now shown at the top of the List window.



In the following exercises, you will not only learn how to look for multiple ticker symbols at once, but also how to add items to an existing list and save a list with a new name.

Exercise 2: Create a research list for multiple investments

To create a list with multiple investments, do the following:

1. In the left-hand navigation pane under Research, select the **US Mutual Fund Universe**.
2. In the **Find** field at the top of the window, enter the following tickers separated by commas without spaces:
 - ▶ abndx
 - ▶ awshx
 - ▶ dodfx
 - ▶ hainx
 - ▶ vsiix
 - ▶ aiiex
 - ▶ brhyx
 - ▶ frdpx
 - ▶ mfgsx, and
 - ▶ tpinx.

The screenshot shows the Morningstar Advisor Workstation interface. The left-hand navigation pane is open to the 'Research' section, with 'US Mutual Fund Universe' selected. The main spreadsheet area displays a table of mutual funds under the heading 'US Mutual Fund Universe'. The table has columns for Name, Ticker, Type, Morningstar Page, Global Fund Report, and Morn Cate. The table lists several funds, including '1290 Convertible Securities A', '1290 Convertible Securities A LW', '1290 Convertible Securities I', '1290 Convertible Securities R', '1290 DoubleLine Dynamic Allocation A', '1290 DoubleLine Dynamic Allocation A LW', and '1290 DoubleLine Dynamic Allocation I'. A red box highlights the 'Find' field at the top right of the interface, and a red arrow points from a text box to this field.

Select this page, then enter your search string here

3. Press **<ENTER>**, or click the **magnifying glass** icon. The results are displayed in the main spreadsheet area.

☞ Note: If you have fewer than 10 search results, check your entry for typos.

- When saving items from the spreadsheet area to a list, you must first select the items you want to include in the list. To select all 10 funds at once, check the **box** from the header row above the spreadsheet area.
- Right-click** anywhere in the highlighted area and select **New...List**. The List window opens.

US Mutual Fund Universe > Find "clipper,abndx,awshx,dodfx,hainx,vsiix,aiiex,brhyx,frdp, mfgsx,tpinx"

Name	Ticker	Type	Morningstar Page	Global Fund Report	Morningstar Category	Fund Objective
1 American Funds Bond Fund of Amer A	ABNDX	MF	2016-08-31	2015-12-29	Intermediate-Term Bond	Income
2 American Funds Washington Mutual A(USD,AWSHX)	AWSHX	MF	2016-08-31	2016-02-11	Large Value	Growth and Income
3 BlackRock High Yield Bond K(USD,BRHYX)	BRHYX	MF	2016-08-31	2015-11-03	High Yield Bond	Corporate Bond - High Yield
4 Clipper(USD,CFIMX)	CFIMX	MF	2016-08-31	2016-02-10	Large Blend	Growth
5 Dodge & Cox International Stock(USD,DODFX)	DODFX	MF	2016-08-31	2016-01-15	Foreign Large Blend	Foreign Stock
6 Franklin Rising Dividends A(USD,FRDPX)	FRDPX	MF	2016-08-31	2016-05-25	Large Blend	Equity-Income
7 Harbor International Institutional(USD,HAINX)	HAINX	MF	2016-08-31	2015-12-15	Foreign Large Blend	Foreign Stock
8 Invesco International Growth A(USD,AIIEX)	AIIEX	MF	2016-08-31	2016-09-15	Foreign Large Growth	Foreign Stock
9 MFS Government Securities A(USD,MFGSX)	MFGSX	MF	-	-	Intermediate Government	Government Bond - General
10 Templeton Global Bond A(USD,TPINX)	TPINX	MF	2016-08-31	2016-05-17	World Bond	Worldwide Bond
11 VSIIX	VSIIX	MF	2016-08-31	2016-06-17	Small Value	Small Company

Check this box, then right-click and select New...List

- At the top of the List window, click **Save**. The Save dialog box opens.

https://awrd.morningstar.com/globalhypo/listtool.aspx?rnd=0.9148025176153074

File Help Save Save As Save Locally Add/Edit Note

Select Module: Research

Select Universe: US Mutual Fund Universe Search By: Name/Ticker

Find: []

Total Search Results: 11 Page: 1 of 1

American Funds Bond Fund of Amer A(USD,ABNDX)
 American Funds Washington Mutual A(USD,AWSHX)
 BlackRock High Yield Bond K(USD,BRHYX)
 Clipper(USD,CFIMX)
 Dodge & Cox International Stock(USD,DODFX)
 Franklin Rising Dividends A(USD,FRDPX)
 Harbor International Institutional(USD,HAINX)
 Invesco International Growth A(USD,AIIEX)
 MFS Government Securities A(USD,MFGSX)
 Templeton Global Bond A(USD,TPINX)

Add Add All

Items selected for List: 11

American Funds Bond Fund of Amer A(USD,ABNDX)
 American Funds Washington Mutual A(USD,AWSHX)
 BlackRock High Yield Bond K(USD,BRHYX)
 Clipper(USD,CFIMX)
 Dodge & Cox International Stock(USD,DODFX)
 Franklin Rising Dividends A(USD,FRDPX)
 Harbor International Institutional(USD,HAINX)
 Invesco International Growth A(USD,AIIEX)
 MFS Government Securities A(USD,MFGSX)
 Templeton Global Bond A(USD,TPINX)

Remove Remove All

Click here to save the list

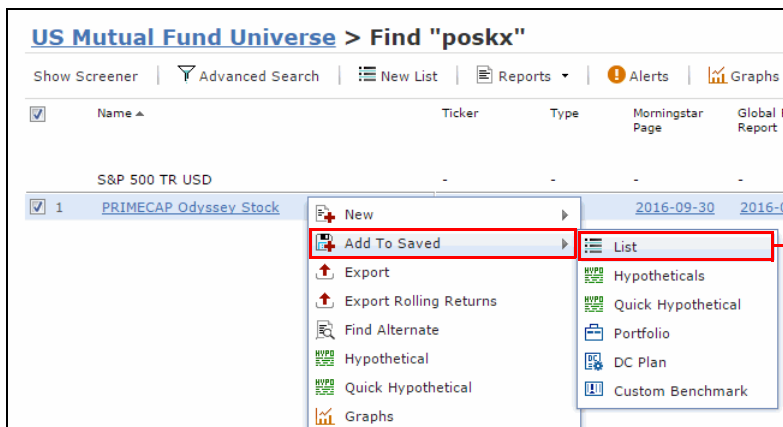
- In the Save dialog box, enter the name **Multiple Investments**, then click **OK**.
- Click the red **X** in the upper-right corner of the window to close it.

So far, you have created two lists—first by searching for one item by name, and then by searching for multiple items by ticker symbol. Once you have saved a research list, you can add to it later by using the right-click menu.

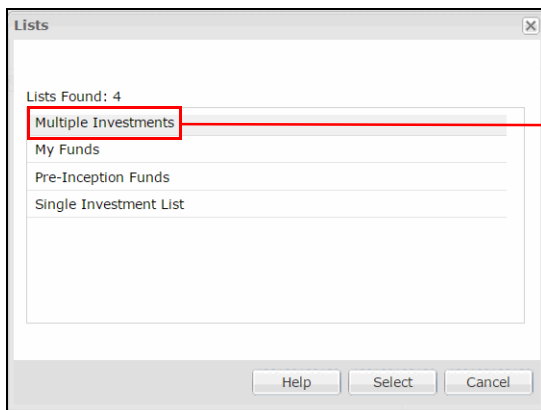
Exercise 3: Add an item to an existing list

To add an investment to an existing list, do the following:

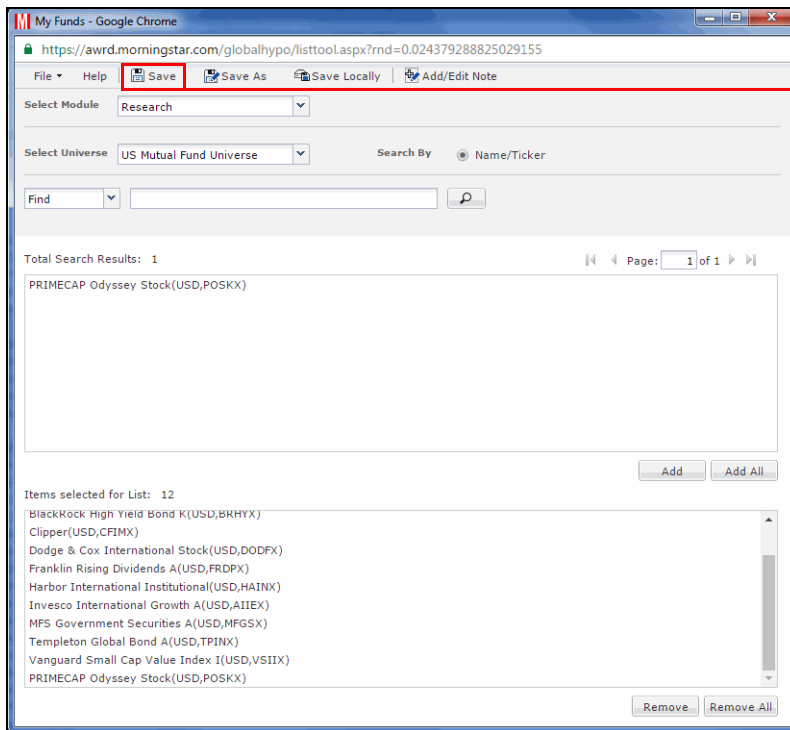
1. Make sure you are still in the US Mutual Fund universe.
2. In the **Find** field, enter **poskx**, then click the **magnifying glass** icon. Only the fund you searched for now appears in the spreadsheet area.
3. **Right-click** the fund, and from the right-click menu, select **Add To Saved... List**. The Lists dialog box opens.



4. In the Lists dialog box, select **Multiple Investments**, then click **Select**. The List window opens.



- In the List window, the item you selected in the spreadsheet area is added to the list. At the top of the List window, click **Save**.



Click here to save your updated list

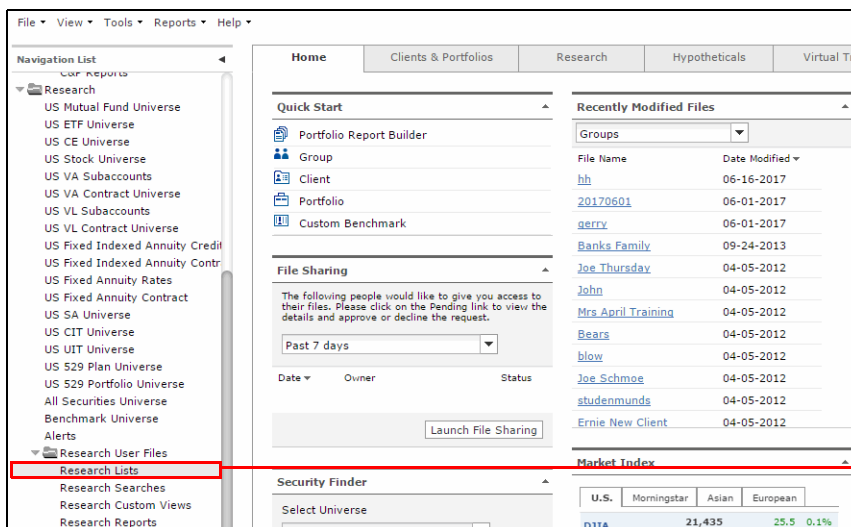
- Click the red **X** in the upper-right corner of the window to close it.

In the last exercise, you saved the list after adding the fund you looked up by ticker. Let's say you want to remove only that item from the list. You can do this without having to delete the entire list and rebuild it again.

Exercise 4: Remove an item from a list

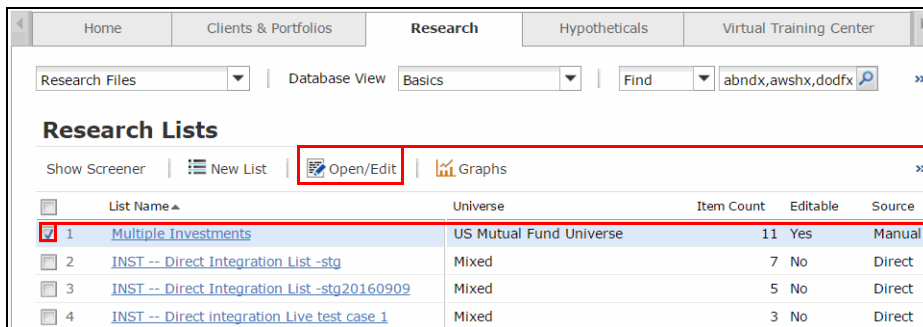
To remove an item from a list, do the following:

- In the left-hand navigation pane under Research User Files, select the **Research Lists** page.



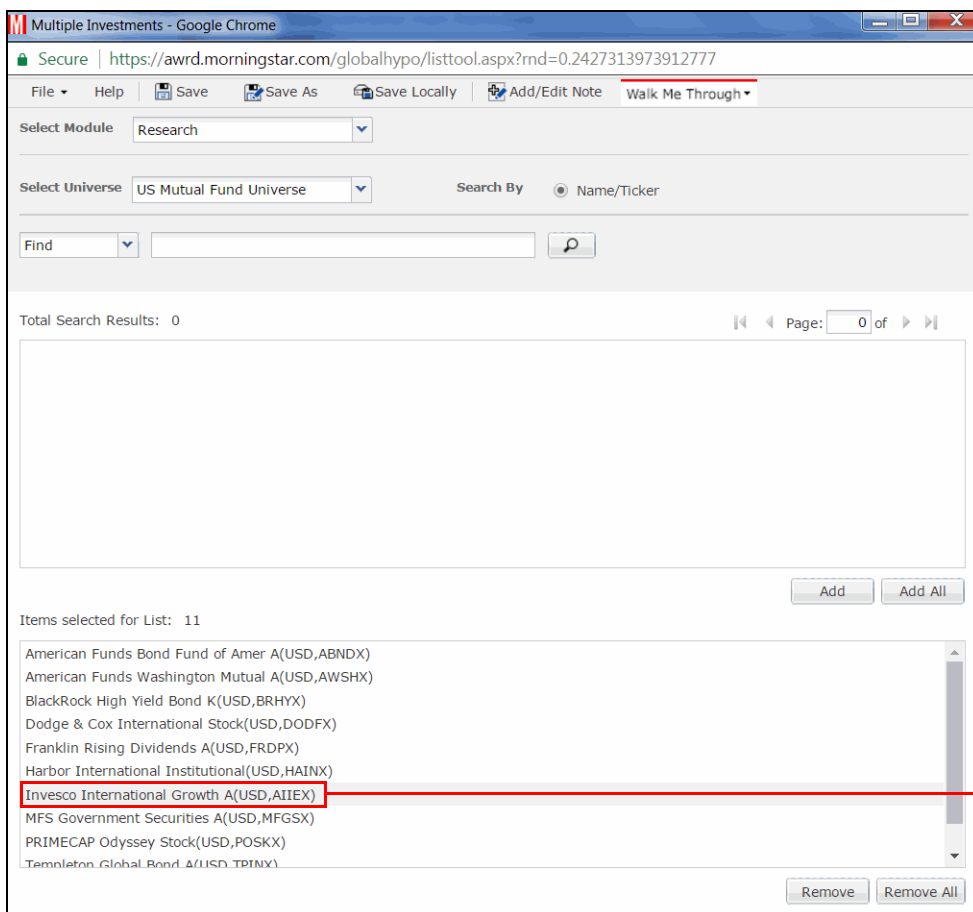
Select this page to access your saved list

2. Check the **box** to the left of the **Multiple Investments** list.
3. On the toolbar, click the **Open/Edit** icon. The List window opens.



Check this box, then click this icon

4. From the Items Selected for List box, **double-click** the **Invesco International Growth** fund. It is removed from the list.



Double-click this fund

5. From the toolbar at the top of the window, click the **Save** icon.
6. Click the red **X** in the upper-right corner of the window to close it.

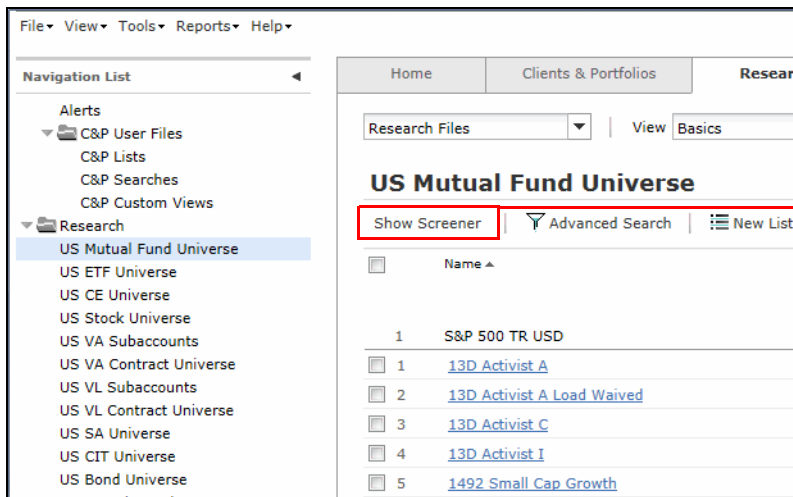
What happens if you don't know which investments you want to add to a list, but instead have to first search for them? You can use the Screener tool in Advisor Workstation to find securities, then save the results as a list. The following exercise will have you create a Screener search, then select the items from the result set to a list.

Exercise 5: Create a list from a Screener search

- Note: Working with and creating a search by criteria is explained in greater detail in the [Creating Searches in Morningstar Advisor Workstation](#) training manual.

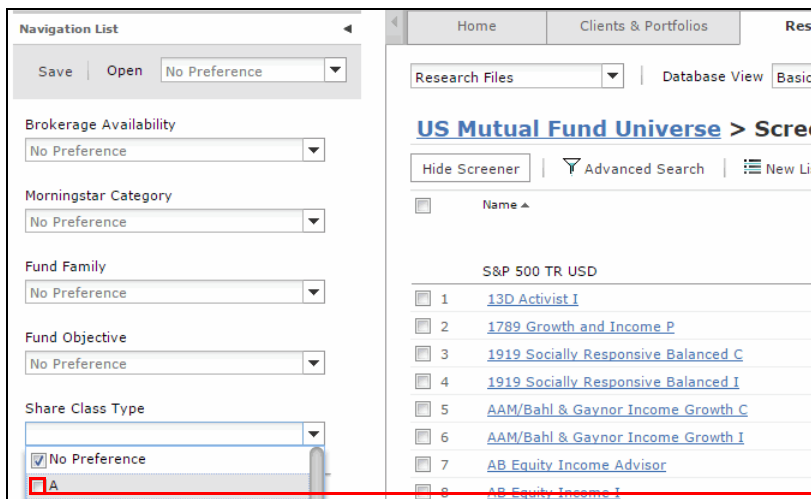
To create a list from a Screener search, do the following:

1. In the left-hand navigation pane under Research, select the **US Mutual Fund Universe**.
2. Click the **Show Screener** button above the grid area. The Screener panel appears on the left.



3. Click the **Share Class Type** drop-down field and check the **A** box.

Note: Each time you make a selection, the spreadsheet area updates in real time.



4. Scroll down to the Morningstar Rating area and select the **third star**.

- In the Morningstar Sustainability Rating area and select the **fourth globe**.

The screenshot shows the Morningstar screener interface. On the left, there are filter sections for 'Morningstar Rating' and 'Morningstar Sustainability Rating'. The 'Morningstar Sustainability Rating' filter is set to the fourth globe icon. On the right, a list of funds is displayed under the heading 'S&P 500 TR USD'. The first four funds are: 1. AB Large Cap Growth A, 2. AB Select US Equity A, 3. Aberdeen Global Natural Resources A, and 4. AC Alternatives@ Market Neutral Val A. A red line highlights the fourth globe icon in the filter and the first four funds in the list. Two callout boxes provide instructions: 'Selecting this option ensures all of the funds returned have earned at least three stars' and 'Selecting this option ensures all of the funds returned have a Morningstar Sustainability Rating of Above Average or High'.

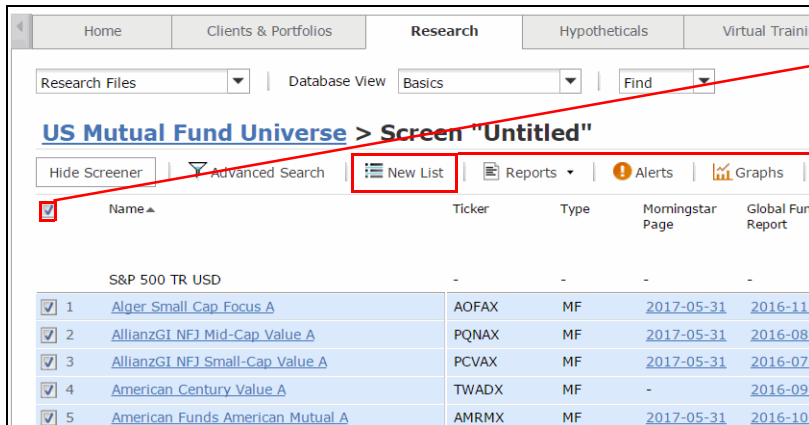
- Click the Morningstar Analyst Rating drop-down field and check the **Gold, Silver** and **Bronze** boxes.

The screenshot shows the Morningstar screener interface. The 'Morningstar Analyst Rating' filter is set to 'No Preference'. Below it, the 'Gold', 'Silver', and 'Bronze' checkboxes are selected. On the right, a list of funds is displayed under the heading 'S&P 500 TR USD'. The first five funds are: 1. AB Large Cap Growth A, 2. AB Select US Equity A, 3. Aberdeen Global Natural Resources A, 4. AC Alternatives@ Market Neutral Val A, and 5. Alger Growth & Income A. A red box highlights the 'Gold', 'Silver', and 'Bronze' checkboxes. A callout box says 'Check these three boxes'.

- Check the **Open to New Investments** box.

Next, turn your attention to the grid view to the right of the Screener panel in order to save the results of the Screener search as a list.

1. Above the grid view, check the **box** to select all the items on the page.
2. On the toolbar, click the **New List** icon. The List window opens.



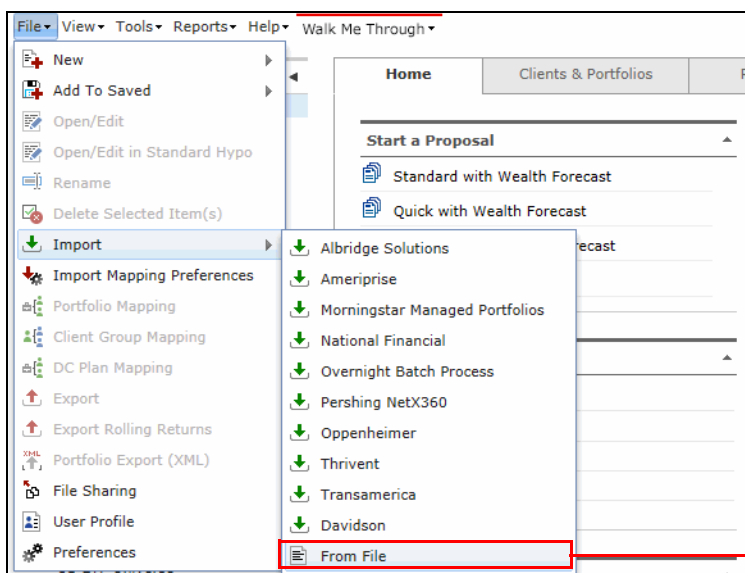
3. From the toolbar at the top of the window, click the **Save** icon. The Save dialog box opens.
4. In the Name field, type **Sustainable A Shares**, then click **OK**.
5. Click the red **X** in the upper-right corner of the window to close it.

You can import up to 2,500 tickers saved to a Microsoft® Excel® spreadsheet in .xls or .xlsx format. All tickers should be in column A of the spreadsheet, with no header row.

To practice, open [this Excel](#) file and save it locally.

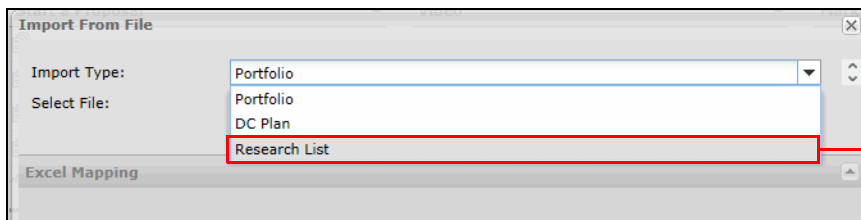
Using the Excel file you saved (or another that's properly formatted), import it as a list by doing the following:

1. From the menu bar, select **File...Import...From File**. The Import from File dialog box opens.



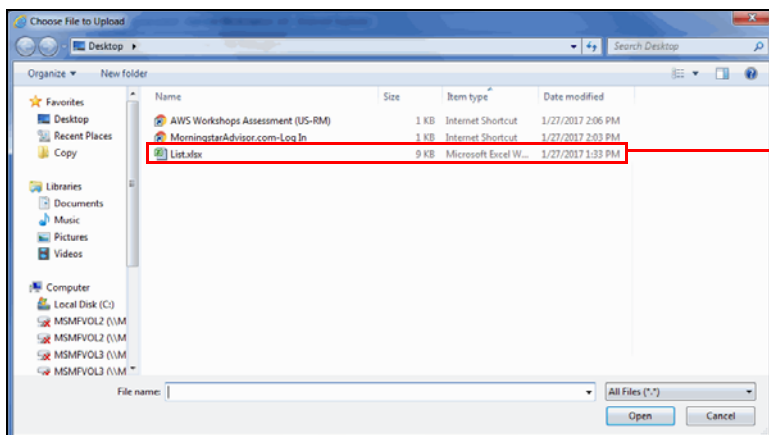
Exercise 6: Import a list of investments from Microsoft® Excel®

- Click the **Import Type** drop-down field and select **Research List**.



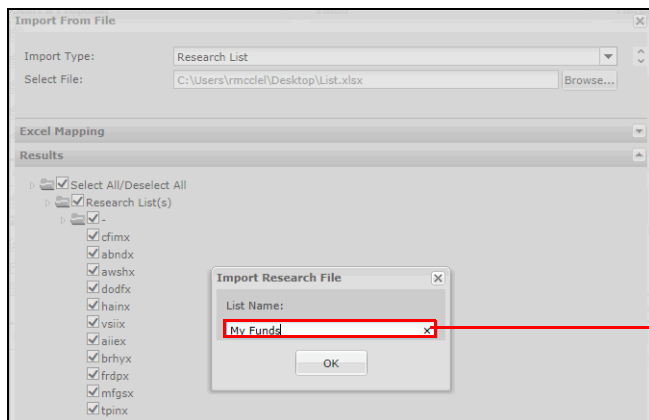
Select this option

- Click the **Browse...** button. The Choose File to Upload dialog box opens.
- Navigate to the desktop, then **double-click** the **List.xlsx** file. You are returned to the Import from File dialog box.



Double-click this file

- At the bottom of the Import from File dialog box, click the **Import** button to import the securities. The Import Research File dialog box appears.
- In the **List Name** field and type **My Funds**, then click **OK**.



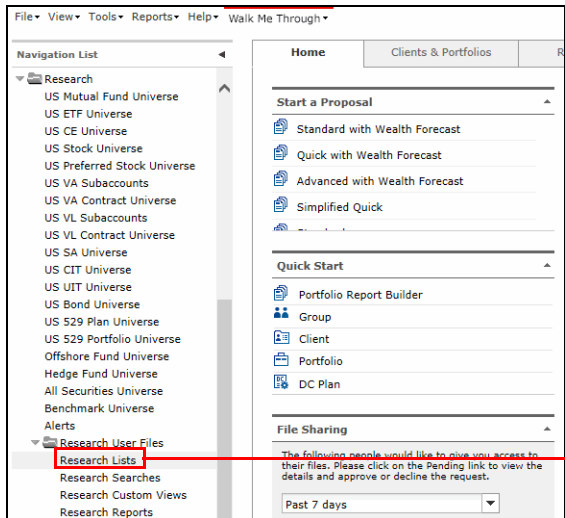
Enter the name here, then click OK

- A message appears, confirming you have imported a list. Click **OK**.
- Click the **Close** button to exit the Import from File dialog box.

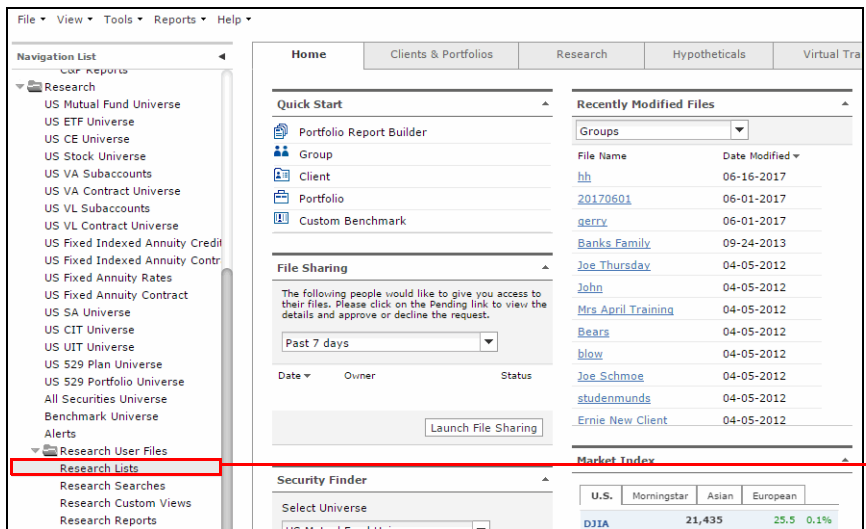
Once the import is completed, you can access the list by doing the following:

1. In the left-hand navigation pane under Research User Files, select the **Research Lists** page.

Exercise 7: View the imported list



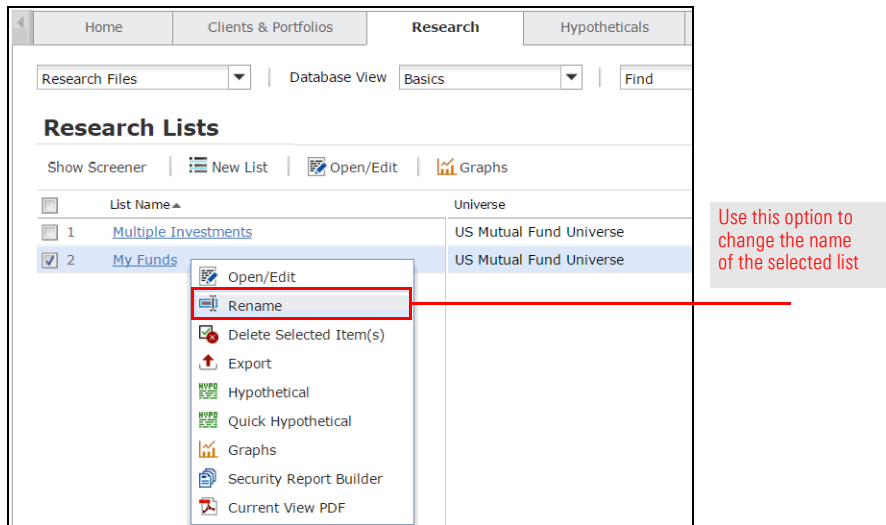
2. On the Research Lists page, click **My Funds**. The items in the list are displayed.



You can easily change the name of a list, but you can rename only one list at a time. This is useful if you need to change a list's name for the sake of clarifying the contents of a list. To rename a list, do the following:

Exercise 8: Rename a list

1. In the left-hand navigation pane under Research User Files, select the **Research Lists** page.
2. **Right-click** the **My Funds** list.
3. From the **right-click** menu, select **Rename**. The List Name field becomes editable.



4. In the List Name field, change the name of the list to **Recommendations**.
5. Click the **Update** button. The name of the list updates automatically in the grid view.

You can share the lists you create in Advisor Workstation with other Advisor Workstation subscribers. When you share your lists, you can grant either Read Only or Read/Write permission. Lists you share with Read/Write permission can have items added to or removed from them, and the name of the list can be changed as well. Other Advisor Workstation users with Read/Write permission to a list you created and shared can also delete that list, in which case it is removed for both themselves and you. Therefore, think carefully about offering Read/Write access to a list you share!

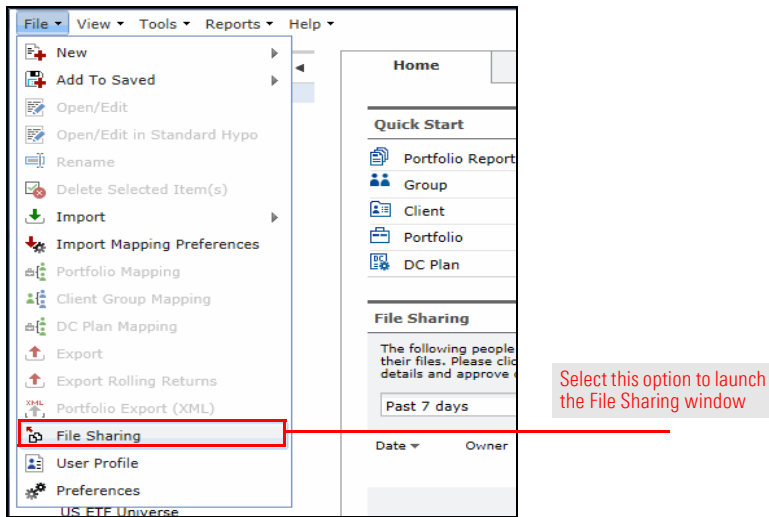
Exercise 9: Share your Research Lists with another Advisor Workstation user

Read Only lists you share can be seen by other Advisor Workstation users, but the elements of the list cannot be changed, and a user cannot change the name of the list or delete it.

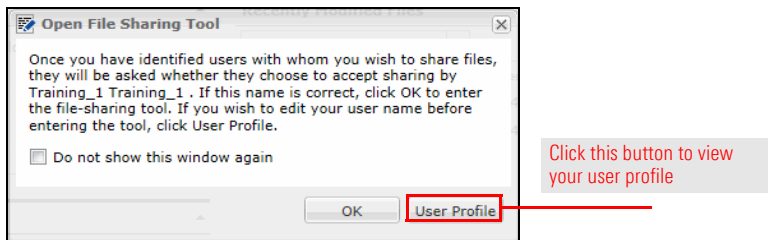
 Note: File Sharing might not be available in your configuration of Advisor Workstation.

To share a list, do the following:

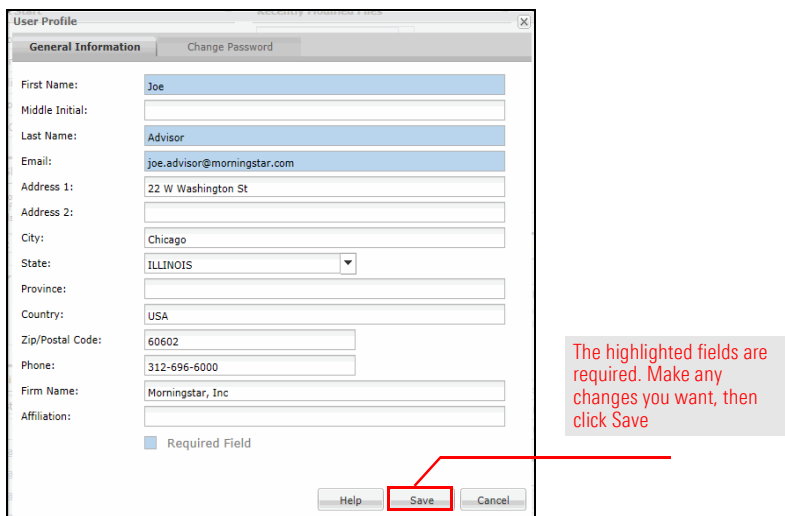
1. From the **File** menu at the top of the screen, select **File Sharing**.



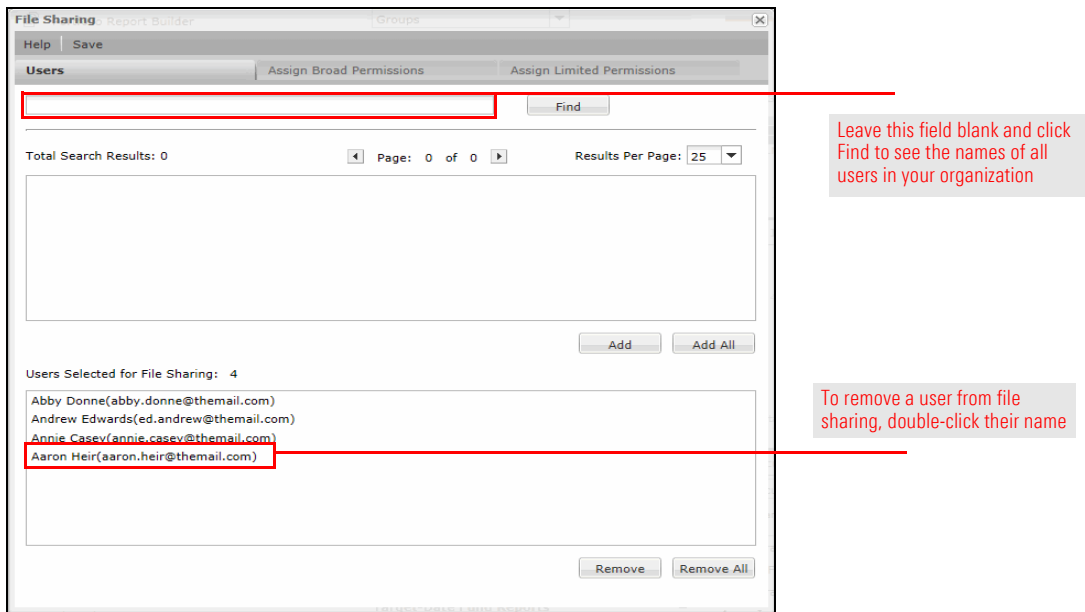
2. When you first access File Sharing, a dialog box appears, asking you if you would like to change the display name other users at your firm will see when they receive sharing invitations from you. To change (or review) your display name, click **User Profile**. The User Profile dialog box appears.



3. Make any changes you want, then click **Save**.



4. Click the **X** in the upper-right corner to close the User Profile dialog box.
5. If you no longer wish to see the reminder each time you launch the File Sharing tool, check the **Do not show this window again** box and click **OK**. The File Sharing window now appears.
6. On the Users tab, in the text field, enter the **name** of the person you want to invite to share files. To display all users available, leave the box empty and click **Find**.



Note: Your institution might require you to enter an exact e-mail address in order to search for users with whom to share files.

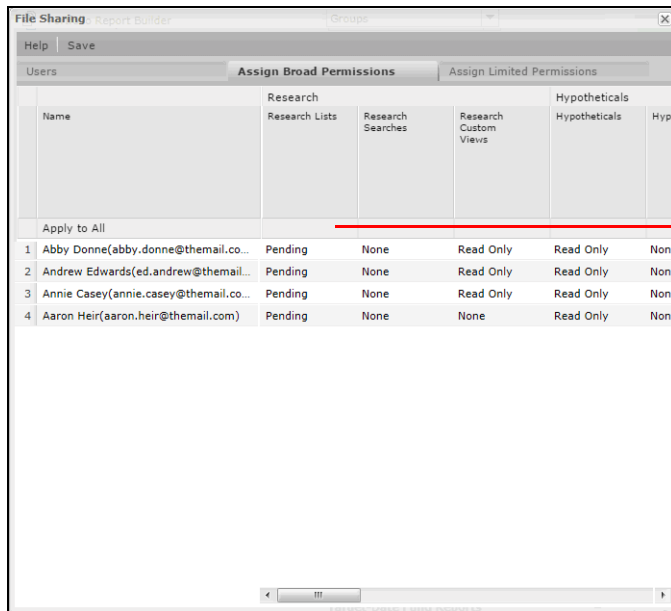
6. Select the **name(s)** you want to add. To select multiple consecutive names, click while holding the **<SHIFT>** key. To select multiple non-consecutive names, click while holding

down the <CTRL> key. You can also page back and forth through the search results by clicking the arrow keys.

- When you have made your selections, click **Add**.

Note: In the Users Selected box, you can double-click any name(s) you want to remove.

- After making your selections, click the **Assign Broad Permissions** tab.



A selection made from the Apply to All row is copied to all users

Note: If you do not see the Assign Broad Permissions tab, it means your institution has configured the File Sharing tool to make only limited permissions available.

- The user(s) you selected appear(s) in the list. Scroll to the right to see the Research Lists column. Click in the row next to each user's name and select **Read Only** or **Read/Write**.

Note: To grant the same type of permissions to all users, make a selection from the **Apply to All** row above the list.

- At the top of the dialog box, click **Save**. The users will see your pending request the next time they visit the Home Page of Advisor Workstation.
- Click the **X** in the upper-right corner of the File Sharing dialog box to close it.

