Morningstar Advisor Workstation Training Guide

Working with Research Lists in Morningstar Advisor Workstation℠

Contents

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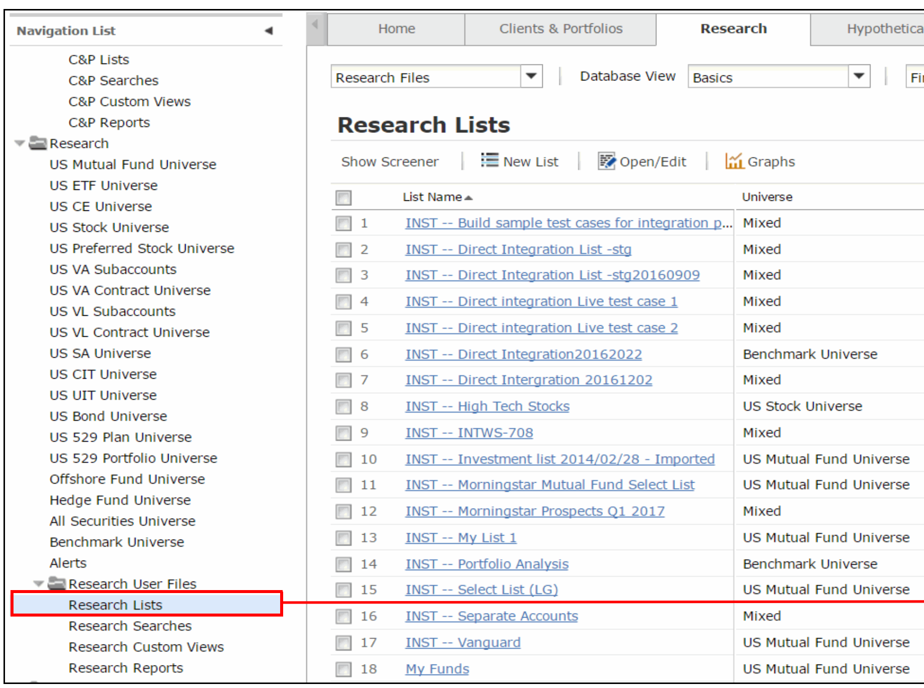
Working with Research Lists in Morningstar Advisor Workstation℠

Overview

A research list in Morningstar Advisor Workstation℠ 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.



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.

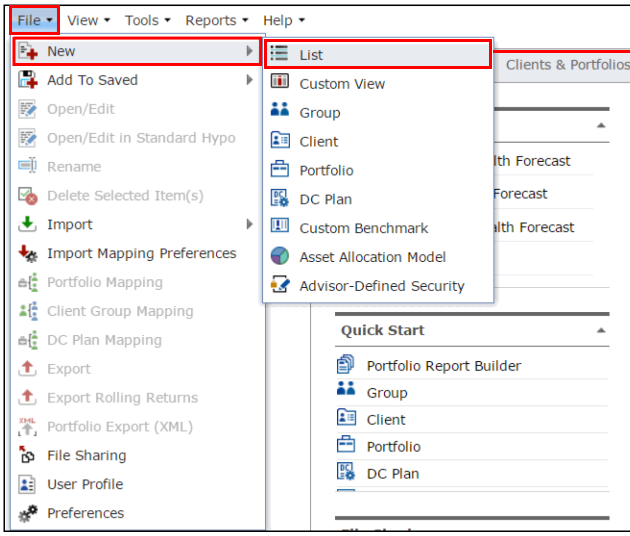
☞ Note: Prior to using this training guide, you should be familiar with the content in the Overview Guide for Morningstar Advisor Workstation.

Exercise 1: Create a list for a single investment

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.

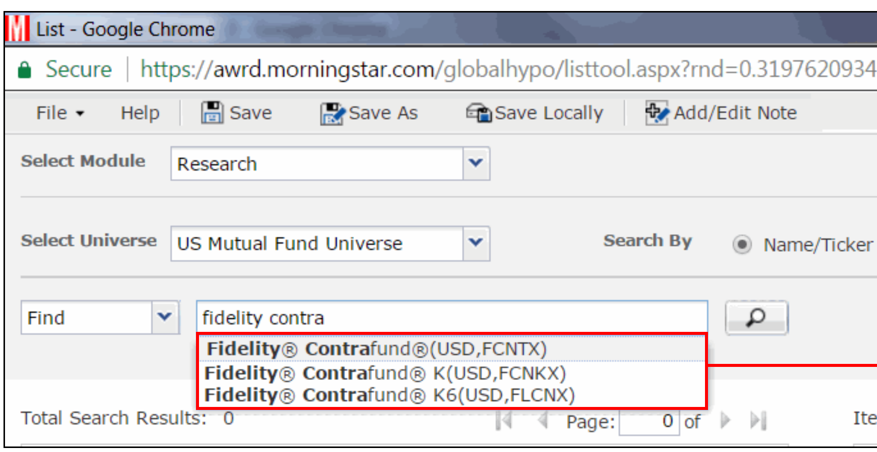
To create a list for a single investment, do the following:

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



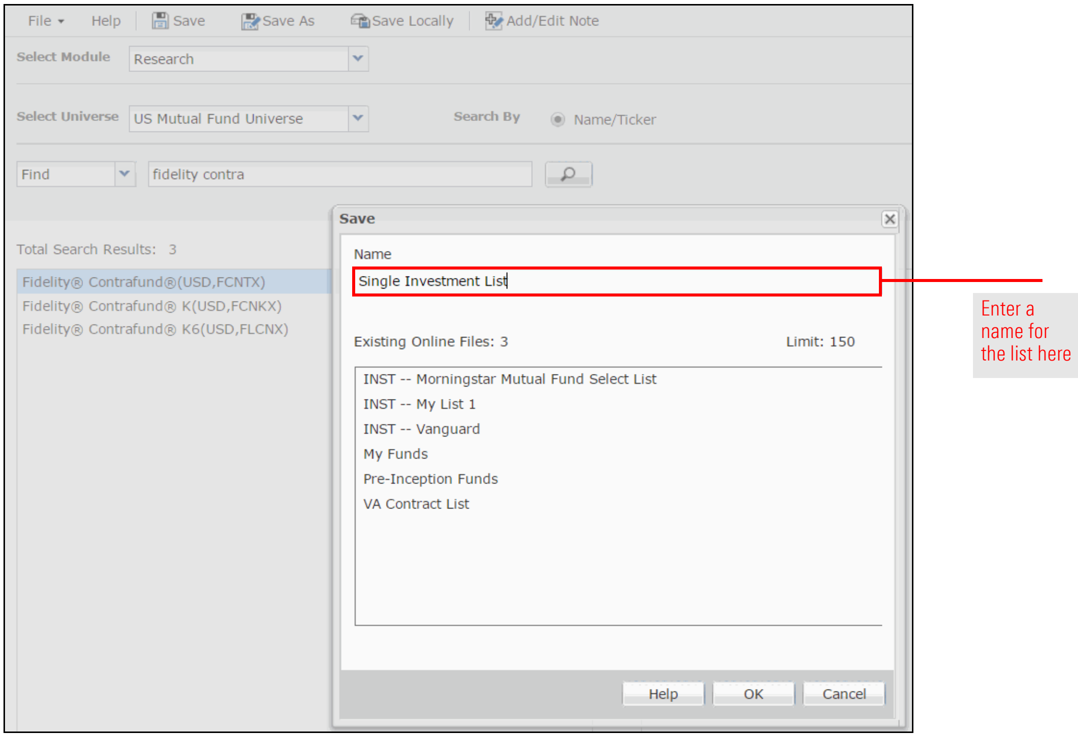
2. The default option allows you to search the US Mutual Fund Universe by Name/Ticker. In the text field, type **fidelity contra**.

   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**.

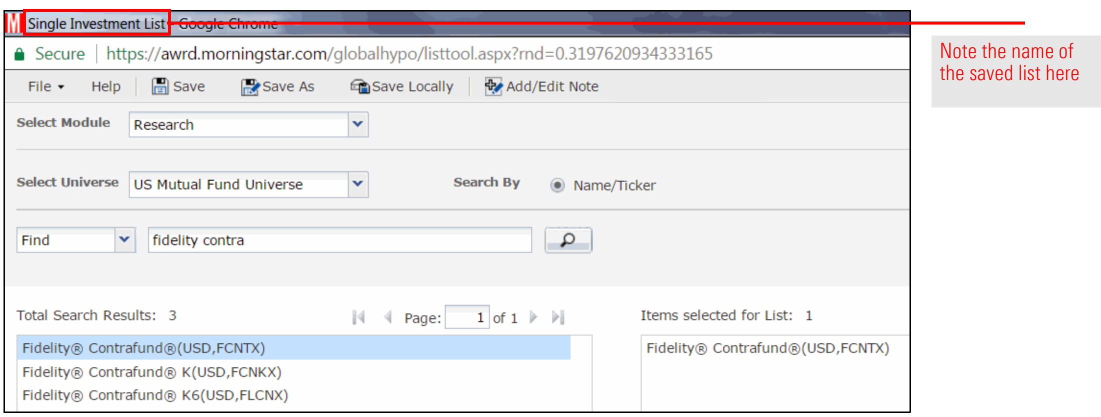


3. Click the first **Fidelity Contrafund** suggestion to select it. The fund is added to the Items selected for List box on the right-hand side of the List window.
4. From the toolbar at the top of the List window, click the **Save** icon. The Save dialog box opens.

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.

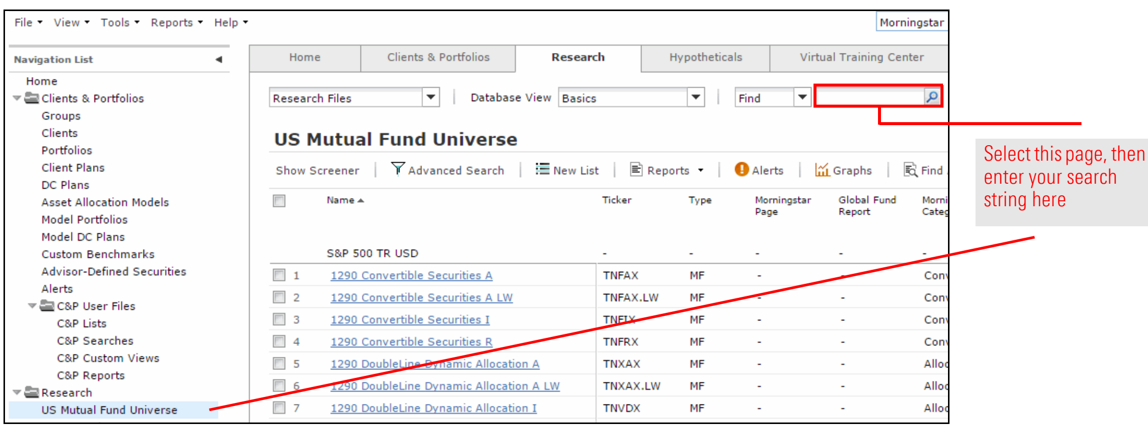


Exercise 2: Create a research list for multiple investments

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.

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

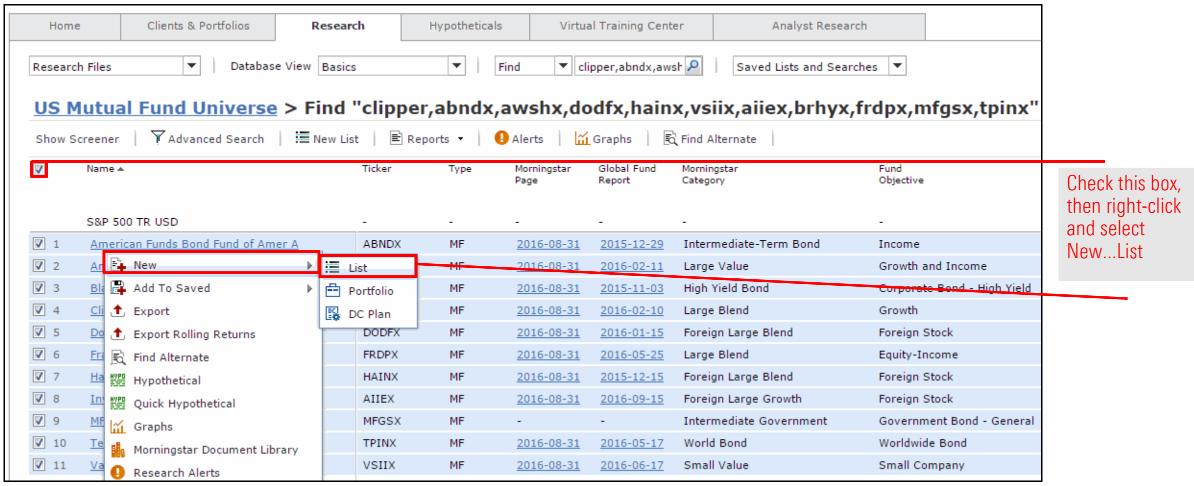
1. In the left-hand navigation pane under Research, select the **US Mutual Fund Universe**.
2. In the **Find** field at the top of the window, enter the following tickers separated by commas without spaces:
   - abndx
   - awshx
   - dodfx
   - hainx
   - vsiix
   - aiiex
   - brhyx
   - frdpx
   - mfgsx,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



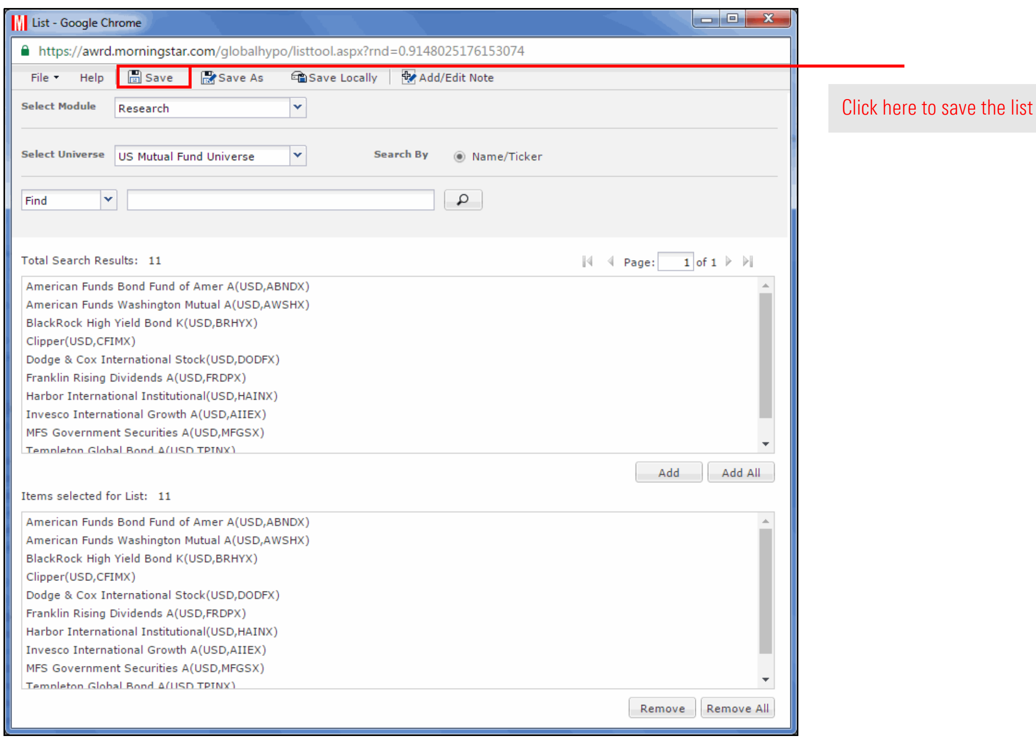
3. Press **<ENTER>**, or click the **magnifying glass** icon. The results are displayed in the main spreadsheet area.

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

4. 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.
5. **Right-click** anywhere in the highlighted area and select **New...List.** The List window opens.



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



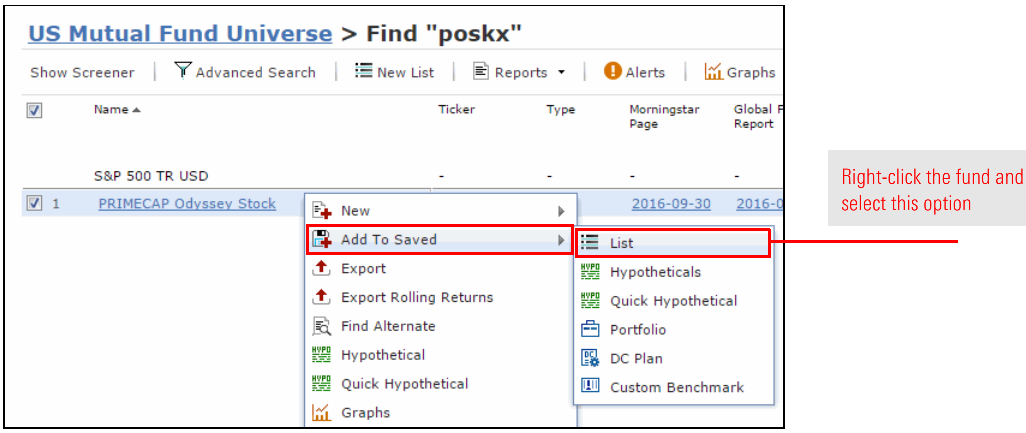
7. In the Save dialog box, enter the name **Multiple Investments**, then click **OK**.
8. Click the red **X** in the upper-right corner of the window to close it.

Exercise 3: Add an item to an existing list

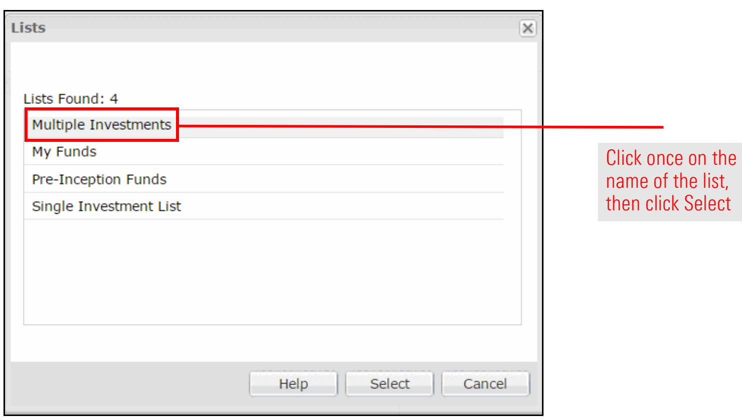
So far, you have created two lists—first by searching for one item by name, and then by searching for multiple items by ticker symbol. Once you have saved a research list, you can add to it later by using the right-click menu.

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

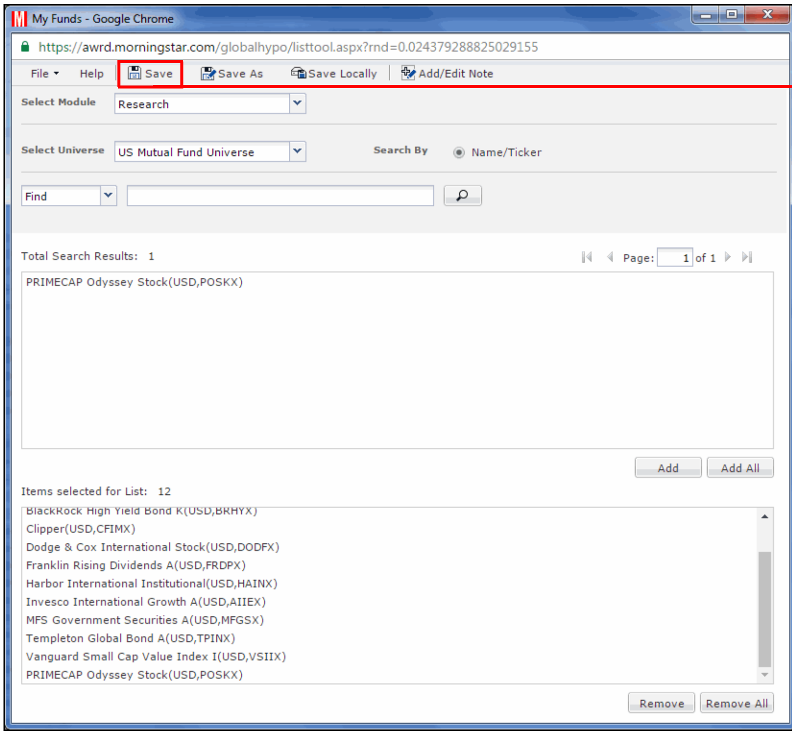
1. Make sure you are still in the US Mutual Fund universe.
2. In the **Find** field, enter **poskx**, then click the **magnifying glass** icon. Only the fund you searched for now appears in the spreadsheet area.
3. **Right-click** the fund, and from the right-click menu, select **Add To Saved…List**.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



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



5. 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

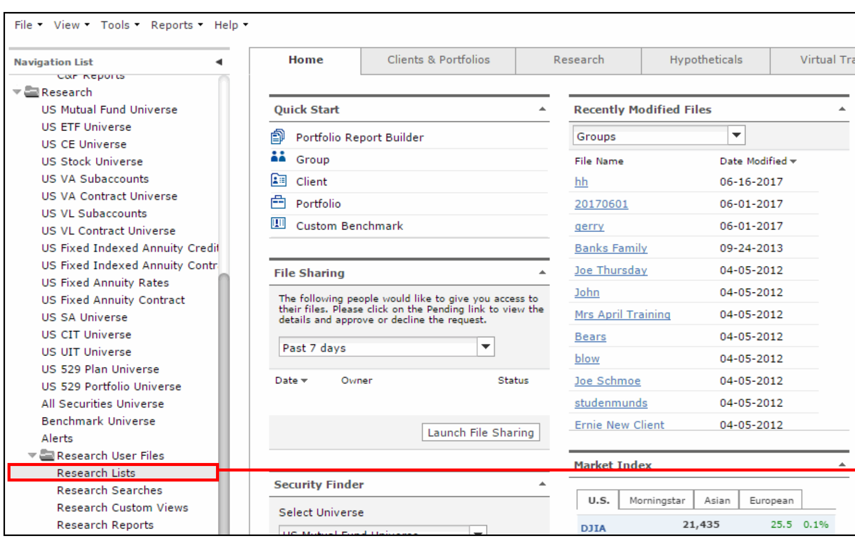
6. Click the red **X** in the upper-right corner of the window to close it.

Exercise 4: Remove an item from a list

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.

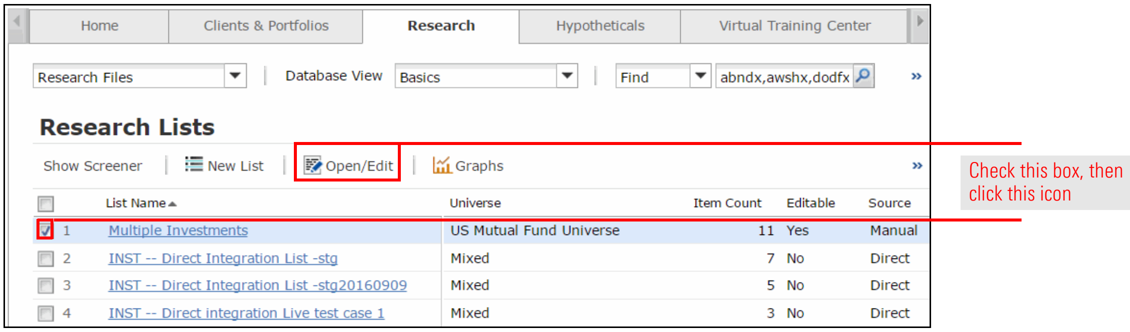
To remove an item from a list, do the following:

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

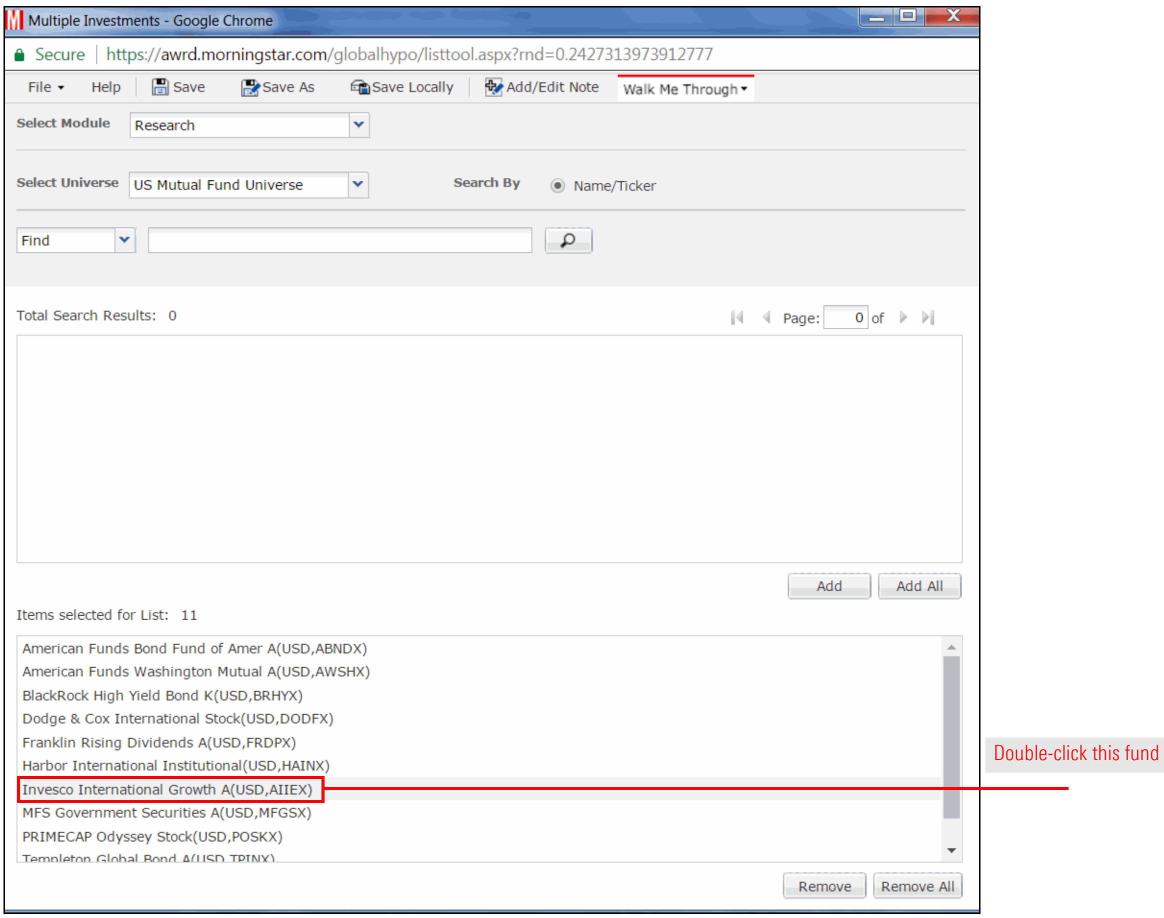


Select this page to access your saved list

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.



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



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.

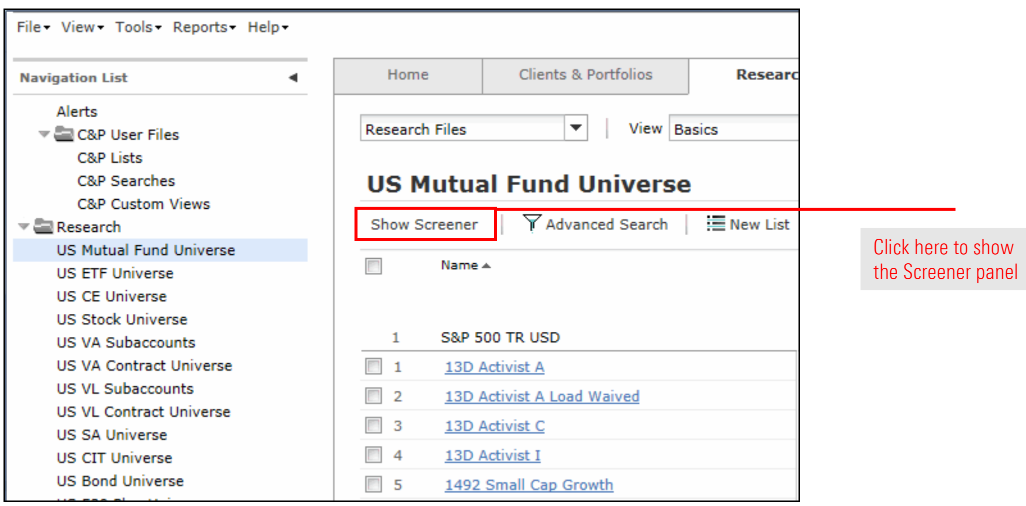
Exercise 5: Create a list from a Screener search

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 us 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.

☞ Note: Working with and creating a search by criteria is explained in greater detail in the Creating Searches in Morningstar Advisor Workstation training manual.

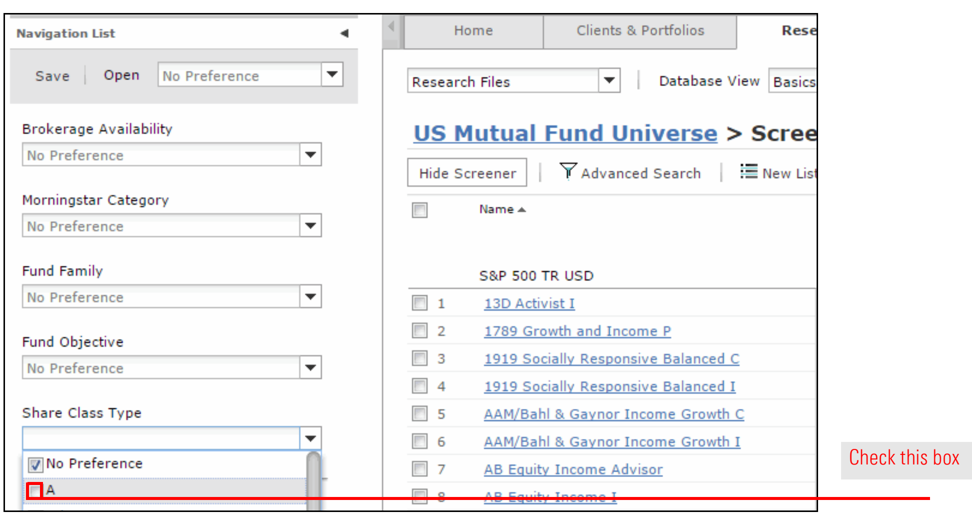
To create a list from a Screener search, do the following:

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.



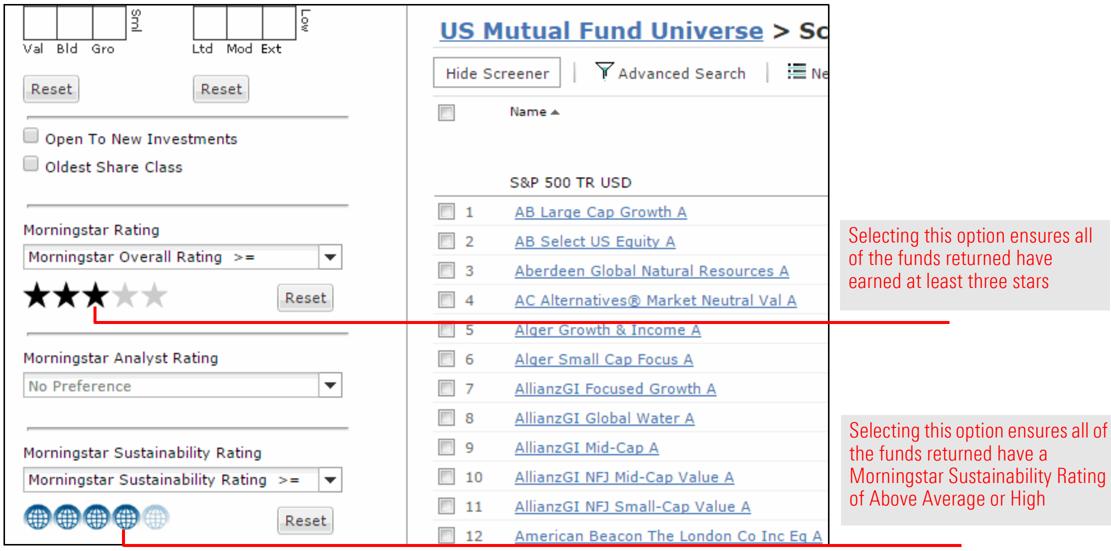
3. Click the **Share Class Type** drop-down field and check the **A** box.

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

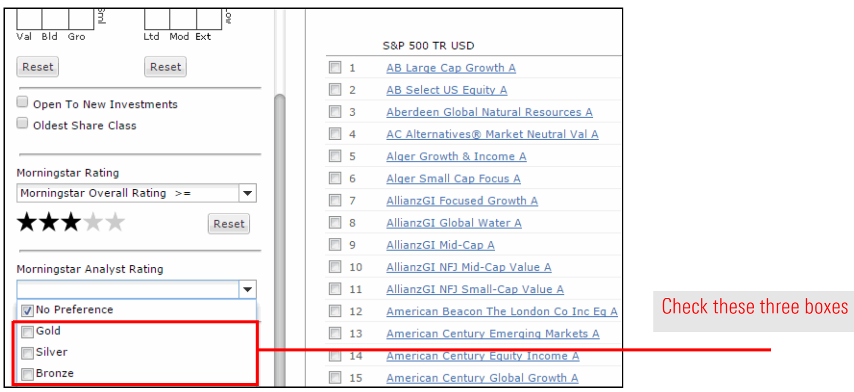


4. Scroll down to the Morningstar Rating area and select the **third star**.

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



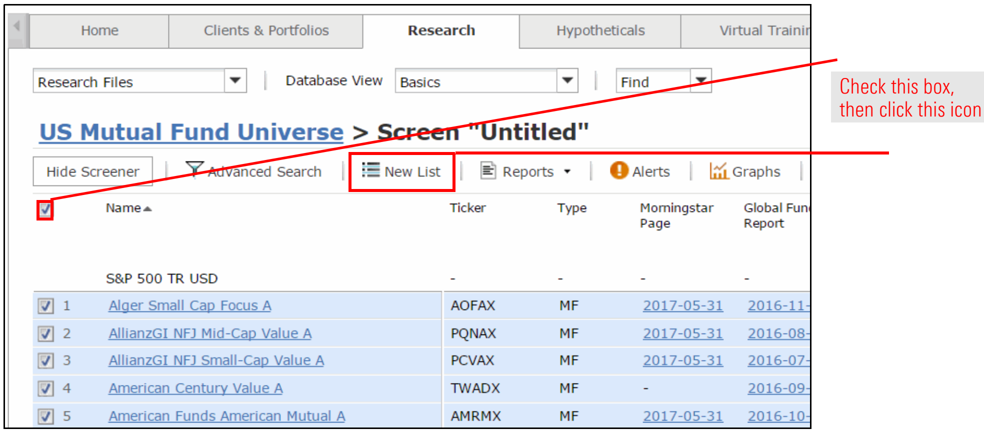
6. Click the Morningstar Analyst Rating drop-down field and check the **Gold**, **Silver** and **Bronze** boxes.



7. 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.

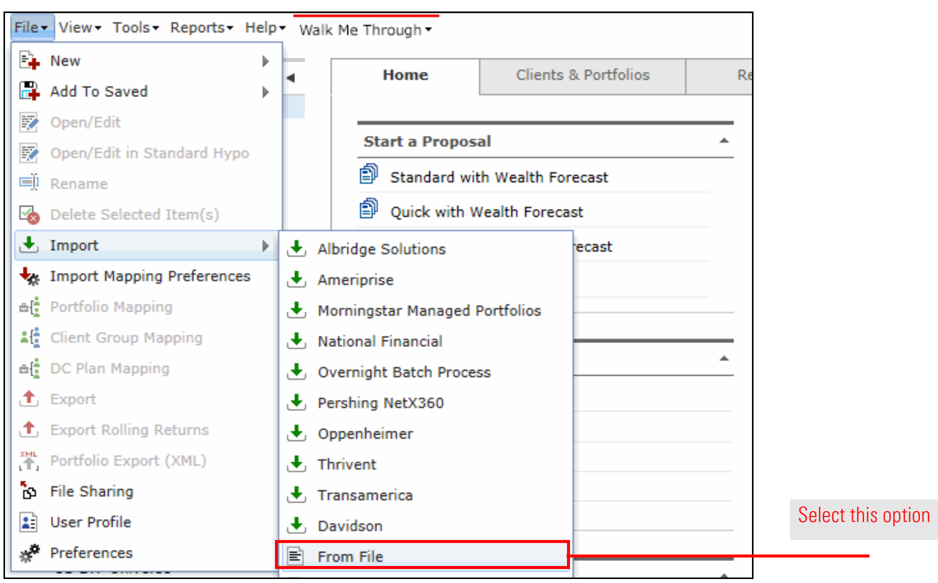
Exercise 6: Import a list of investments from Microsoft® Excel®

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.

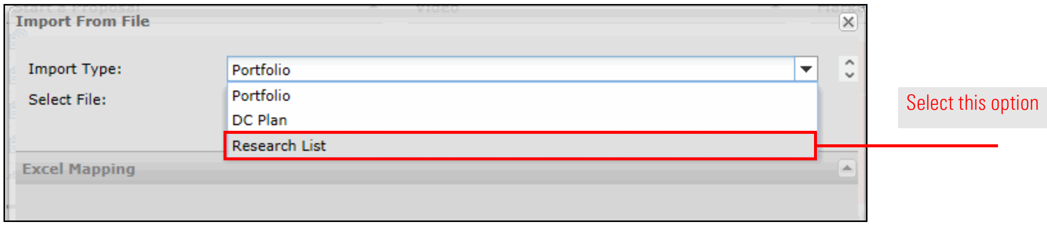
To practice, open this Excel file and save it locally.

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

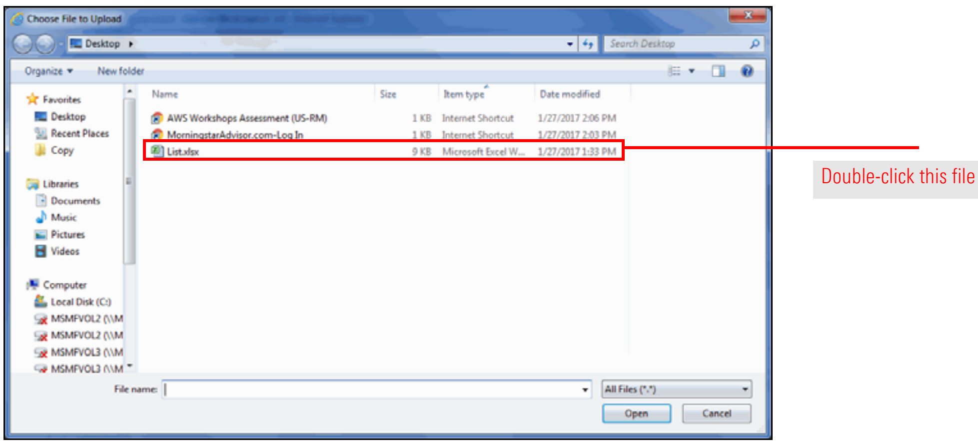
1. From the menu bar, select **File...Import...From File**. The Import from File dialog box opens.



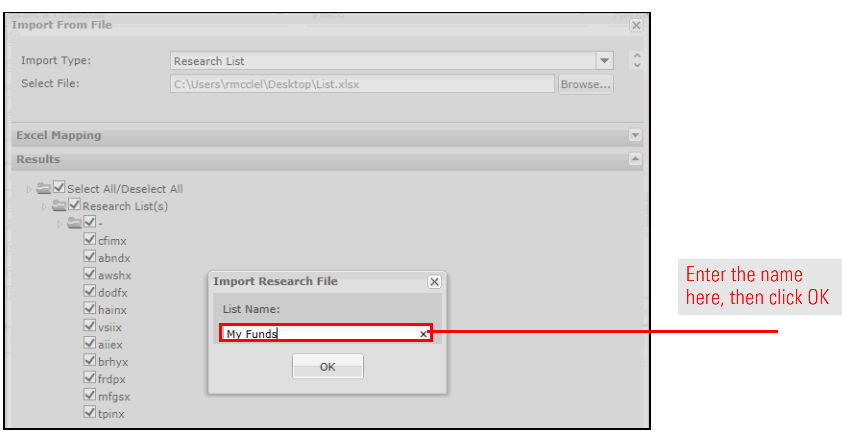
2. Click the **Import Type** drop-down field and select **Research List**.



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



5. 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.
6. In the **List Name** field and type **My Funds**, then click **OK**.

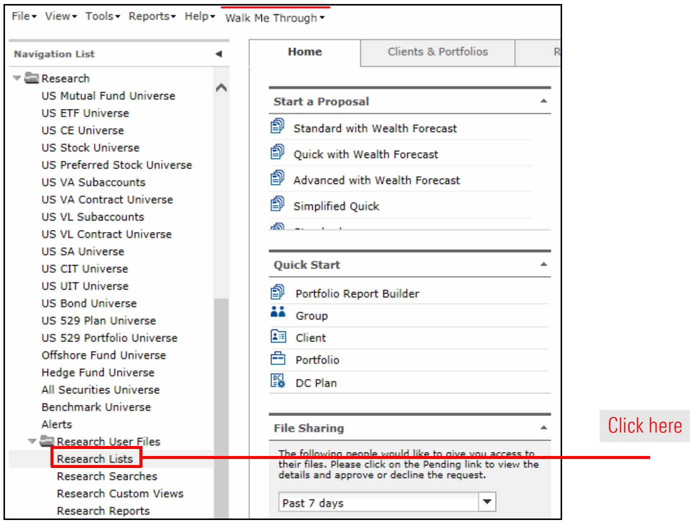


7. A message appears, confirming you have imported a list. Click **OK**.
8. Click the **Close** button to exit the Import from File dialog box.

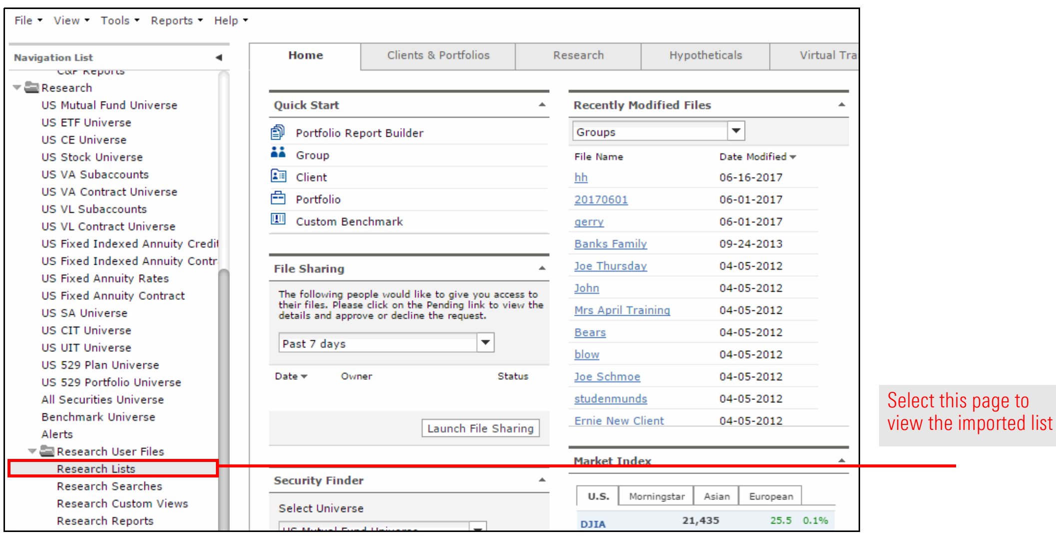
Exercise 7: View the imported list

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.



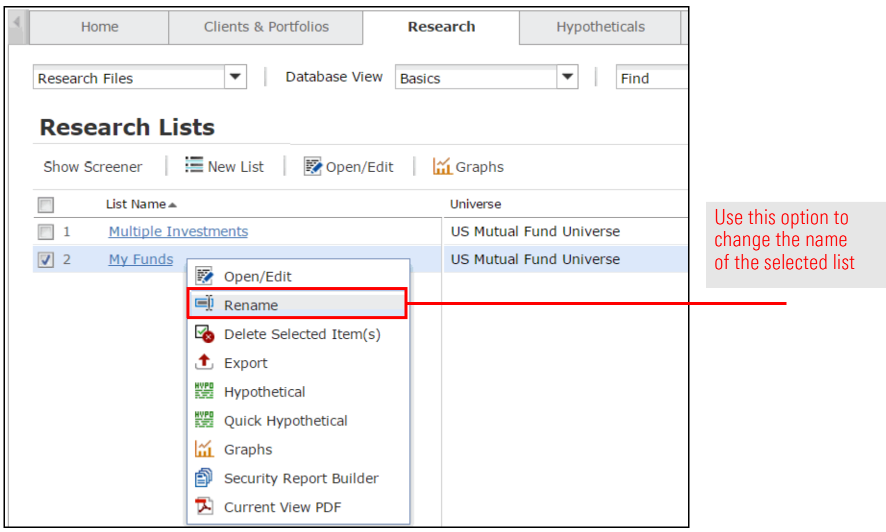
2. On the Research Lists page, click **My Funds**. The items in the list are displayed.



Exercise 8: Rename a list

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:

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.

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

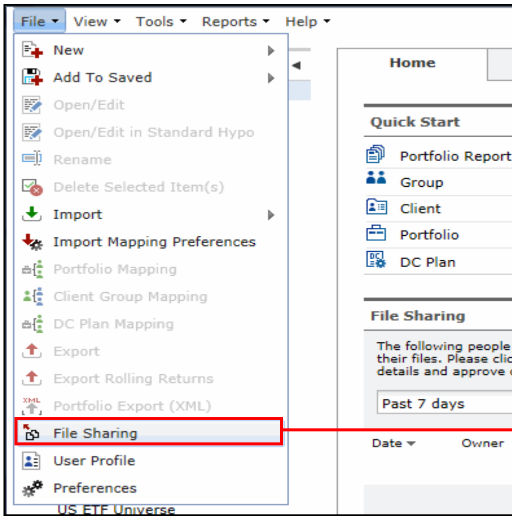
You can share the lists you create in Advisor Workstation with other Advisor Workstation subscribers. When you share your lists, you can grant either Read Only or Read/Write permission. Lists you share with Read/Write permission can have items added to or removed from them, and the name of the list can 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!

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.

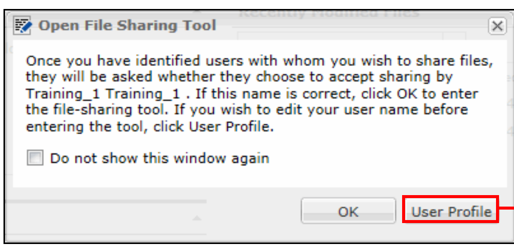
☞ Note: File Sharing might not be available in your configuration of Advisor Workstation.

To share a list, do the following:

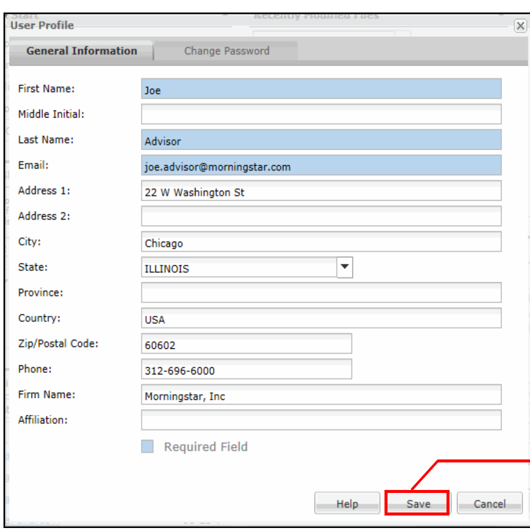
1. From the **File** menu at the top of the screen, select **File Sharing**.



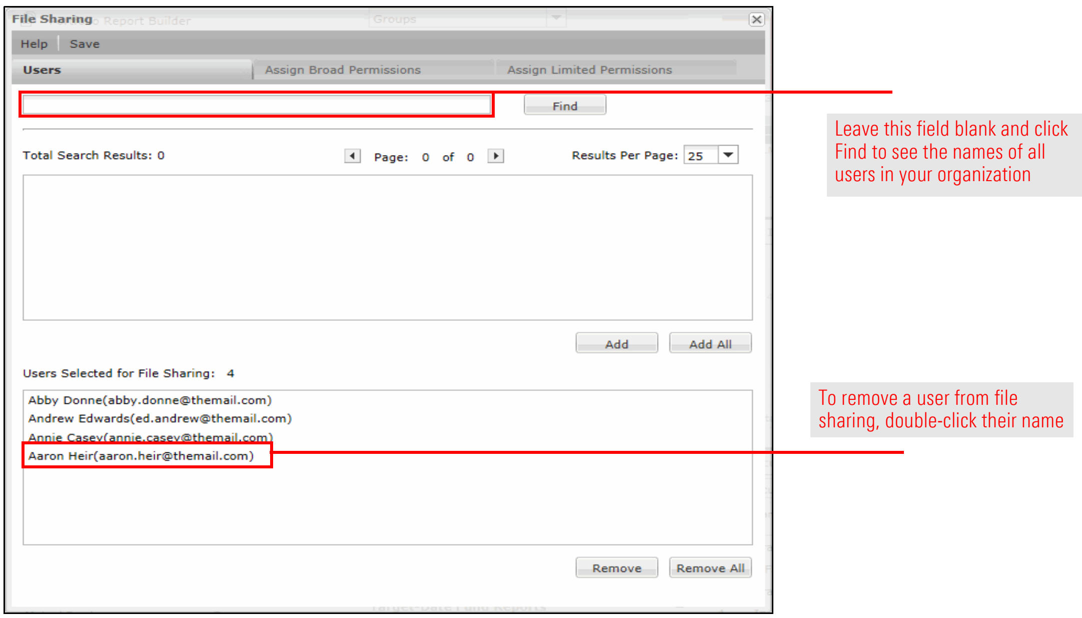
2. When you first access File Sharing, a dialog box appears, asking you if you would like to change the display name other users at your firm will see when they receive sharing invitations from you. To change (or review) your display name, click **User Profile**. The User Profile dialog box appears.



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.

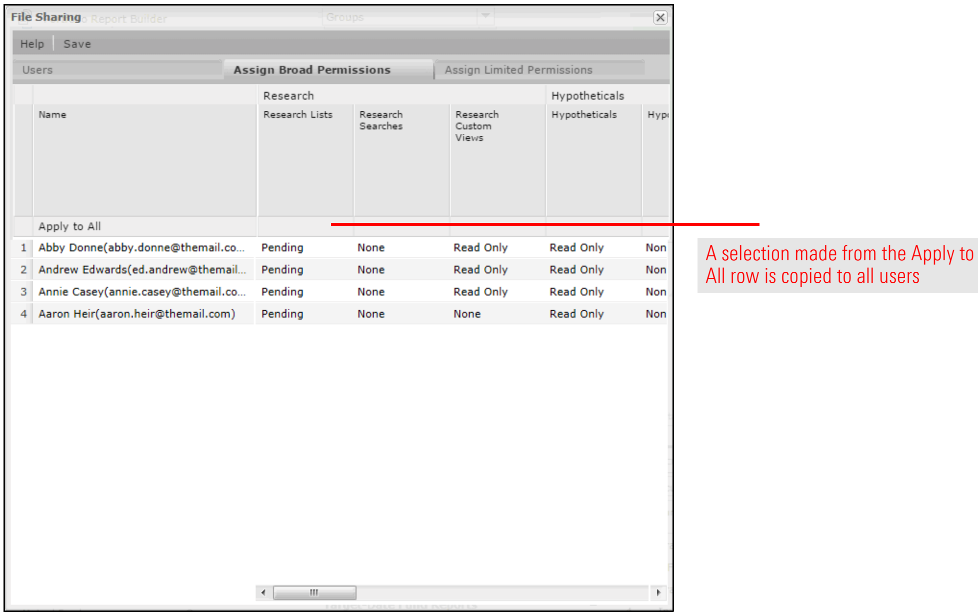
6. Select the **name(s)** you want to add. To select multiple consecutive names, click while holding the <**SHIFT**> key. To select multiple non-consecutive names, click while holding

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

7. 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.

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



   ☞ 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.

9. 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.

10. 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.
11. Click the **X** in the upper-right corner of the File Sharing dialog box to close it.