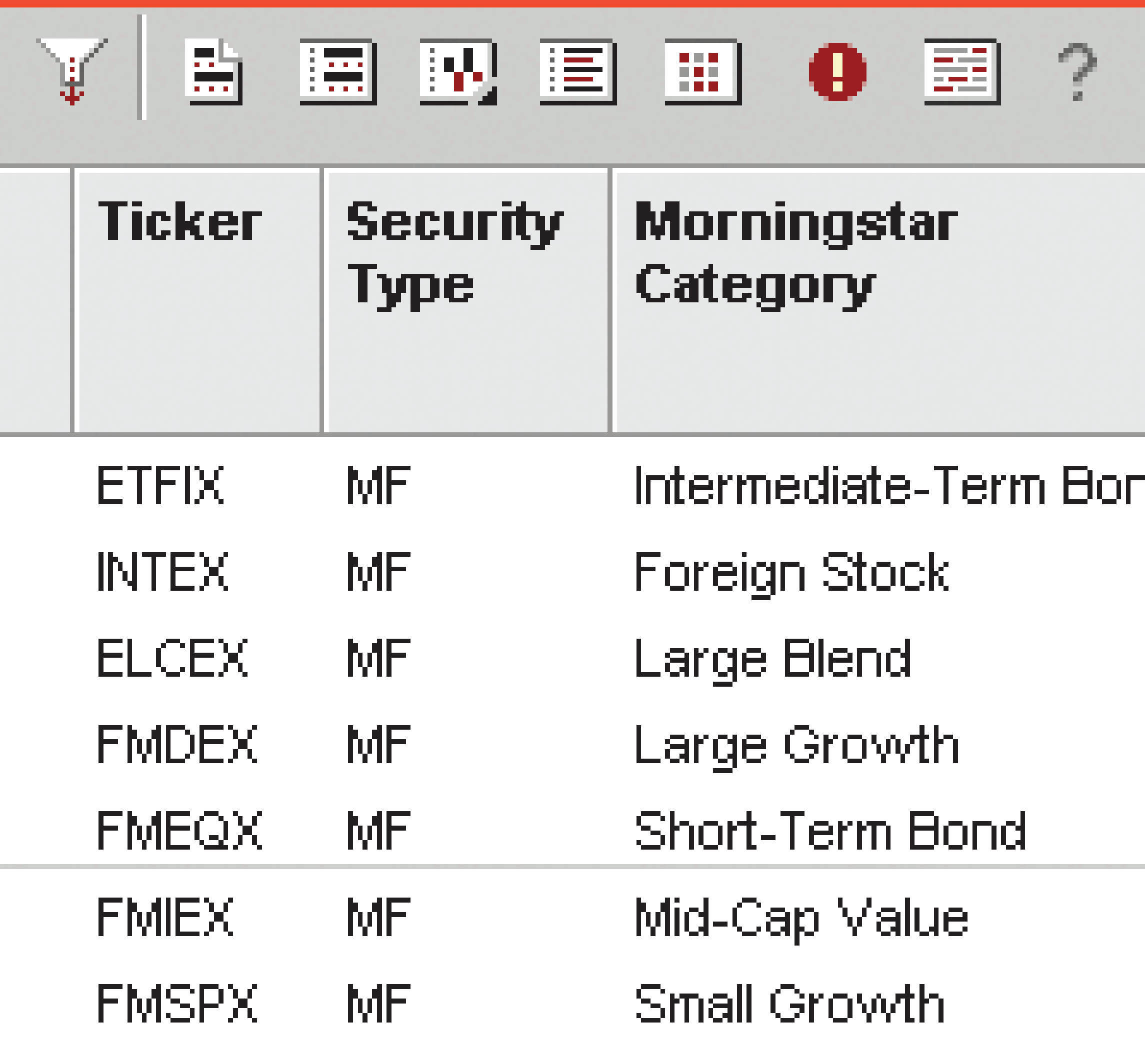
Morningstar® Advisor Workstation℠ Enterprise Edition Quick Start Guide



Welcome to Morningstar Advisor Workstation Geneos Wealth Management Edition.

In this Quick Start Guide, you'll find explanations of many features, as well as tips to guide you through Advisor Workstation Geneos Edition's basic functionality.

Your User Name and Password

Write your Advisor Workstation user name and password below for future reference.

User Name:

Password:

Test Drive Advisor Workstation for 15 days—FREE!

1. Go to http://advisor.morningstar.com/goto/geneos
2. In the right column, click the Launch Workstation link.
3. Type your user name and password, then click *Log In*.

Subscribe to the Geneos Edition

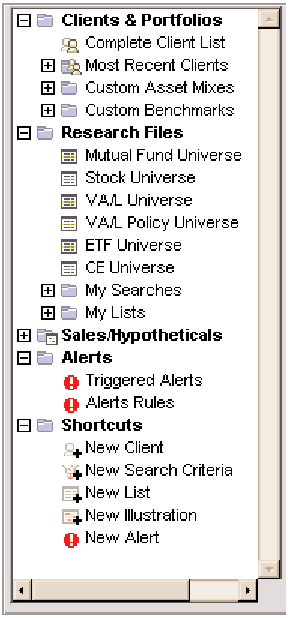
If you are interested in Advisor Workstation, contact Ryan Diachok at 303-785-8470 (x115).

Online Help Resources

- Click the *Help* buttons and links throughout Advisor Workstation for help with specific features.
- From any *Help* menu, click *Contents/Index* for a full list of available topics.
- Within the Help system, click *Release News* for feature news and updates.

Getting Started

When you first launch Advisor Workstation, you will see two areas: the main workspace, called Client Manager, and the left navigation pane, Workstation Manager (shown), which gives you instant access to the files and features you create and use throughout the application. The rest of this guide directs you through many of these features, summarized below.



Navigation Basics

Learn the basics of getting around Advisor Workstation.

Creating Clients & Portfolios

Create client profiles and portfolios, and view popular portfolio reports.

Developing Target Asset Mixes

Combine risk-based and needs-based assessments to target the most appropriate asset mix for each client.

Researching Investments

Find investments in our rankable data-base, create searches using "and, or" commands, and save lists of favorite investments.

Setting Alerts

Create alert rules to notify you of material changes in your client's investments.

Building Hypothetical Illustrations

Generate scenarios to show clients how your recommendations would have performed over time.

Note: Geneos has a tailored version of Advisor Workstation. There may be differences between your version and see here.

Navigation Basics

The Navigation Toolbar

These toolbar buttons appear across the top of the screen – they vary, depending on the workspace you're in. Corresponding menu options are listed, where applicable.

Workspaces

Client Manager: This is "home base," where you'll see a list of all your clients.

Client Detail: Analyze each client at the aggregate level.

Portfolio Manager: Manage a client's individual portfolio holdings.

Research: Research mutual funds, stocks, variable annuities, ETFs, and closed-end funds.

tip The title in the gray bar at the top of each window identifies the current workspace.

tip Double-click a client, portfolio, or holding name to view more detail.

Toolbar Button	Menu Option
Client Manager/ Research Toggle	File—Go to Clients + Portfolios Go to Research
Up One Level	N/A (in Toolbar only)
New Hypothetical	File—Go to Sales
New Client	File—New --> Client
New Portfolio	File—New --> Portfolio
New Plan	File—New --> Plan
Assign Benchmark	Edit—Apply Benchmark
Find Clients	Tools—Find Client by Name
New Custom Benchmark	Tools—Benchmark --> Create Custom Benchmark
Alerts	Tools—Alerts Rule
Risk Assessment	Tools—Asset Mixes --> Risk Assessed Asset Mix
New Search	Tools—Search by Criteria
Graphs	Tools—Graphs
Underlying Holdings	Tools—Underlying Holdings
Market Barometer	Tools—Market Barometer
Portfolio Snapshot	Reports—Portfolio Snapshot (PDF)
Portfolio X-Ray	Reports—Portfolio X-Ray (PDF)
Investment Detail	Reports—Investment Detail (PDF)
Morningstar Reports	Reports—Morningstar Reports (HTML)
Help	Help—Contents/Index

Selecting Multiple Investments

Before you perform many tasks (such as saving lists, printing, graphing, or viewing underlying holdings) you must first select the items to include. There are a number of ways to select multiple investments:

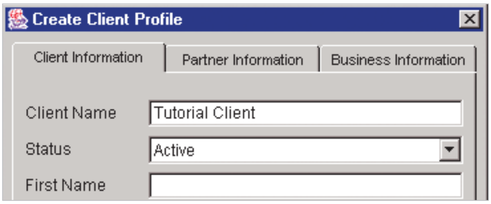
- To select consecutive items, click the number next to the first item, press and hold SHIFT, then click the last item number.
- To select items that are not consecutive, press and hold CTRL, then click the numbers next to each item.
- To select all of the items on the current page, from the Edit menu, click *Select > All Items on Page*.

tip To keep track of all the items you've selected, click the *Selected Items* link in the navigation toolbar (Research workspace only).

Creating Clients and Portfolios

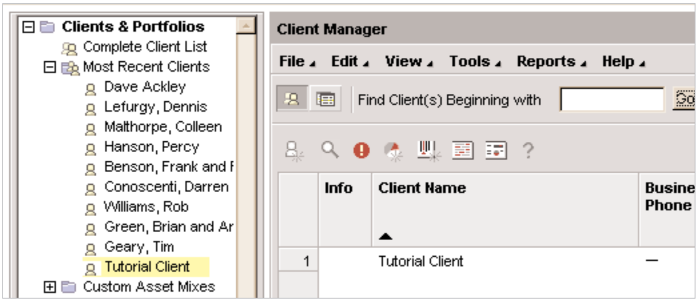
To create a new client profile

1. In Workstation Manager, click *Complete Client List*.
2. From the File menu, click *New > Client*.
3. Click in the Client Name box, and type *Tutorial Client*. Click *OK*.



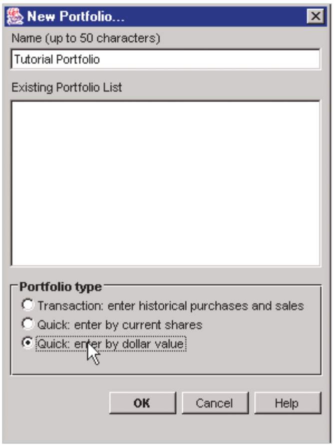
tip Client Name is the only required field.

New client profiles appear in the Client Manager workspace in the middle of the screen and Workstation Manager in the left navigation under Clients & Portfolios.



To create a new portfolio

1. In the Client Manager workspace, select *Tutorial Client*.
2. From the File menu, click *New > Portfolio*.
3. In the Name box, type *Tutorial Portfolio*.
4. Under *Portfolio type*, click *Quick: enter by dollar value*. Click *OK*.

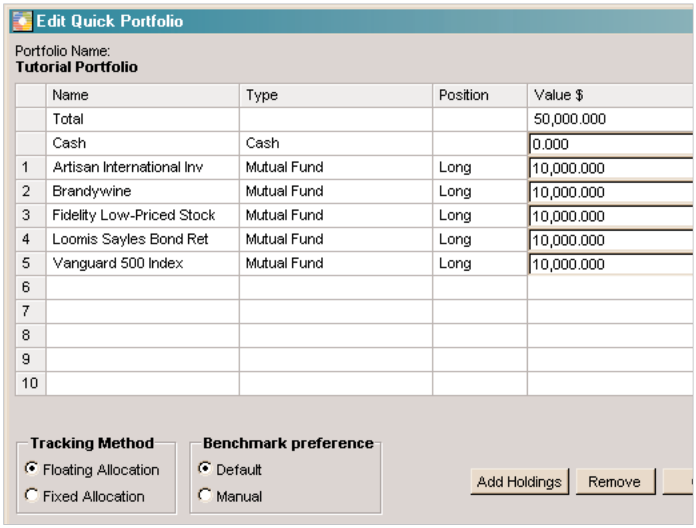


Portfolio Types

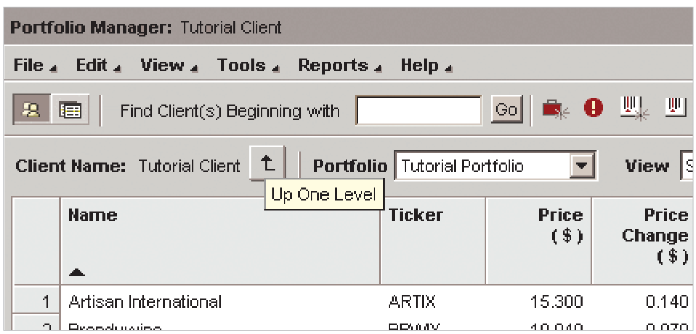
Quick Portfolio: Provides a list of current portfolio positions. Useful for keeping track of a list of securities quickly and for creating model portfolios.

Transaction Portfolio: Provides full-fledged portfolio tracking. Input sales, purchases, dividends, and share splits to track portfolios through time.

5. In the Edit Quick Portfolio dialog box, click *Add Holdings*.
6. In the Add/Find dialog box:
   a. From the Universe menu, click *Mutual Fund*.
   b. Click *Ticker*, then type these tickers, separated by commas: *artix, brwix, flpsx, lsbrx, vfinx*.
   c. Click *Find*.
   d. Click *Add All*, then click *OK* to return to the Edit dialog box.
7. Click in the Value $ column and type *10,000*. Repeat for each investment. Click *OK*.



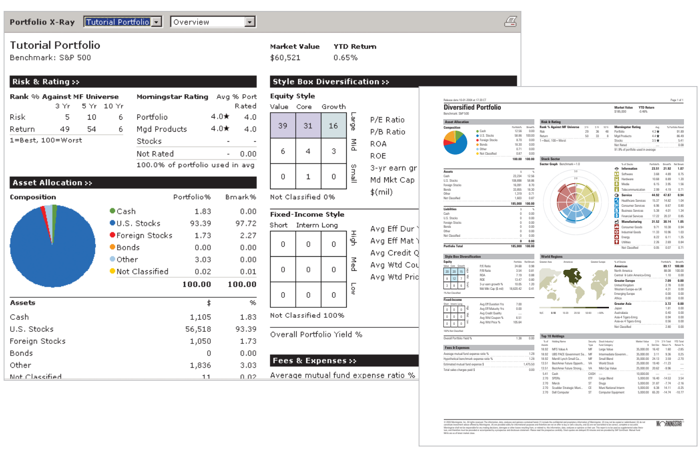
All portfolios for the client appear in Portfolio Manager.



tip Portfolios also appear in the Portfolios tab of Client Detail. Click the *Up One Level* button from Portfolio Manager to go to the Client Detail.

To print a Portfolio X-Ray or Portfolio Snapshot

1. In the Client Detail: Portfolios tab, select a portfolio.
2. From the Reports menu, click *Portfolio X-Ray (PDF)* or *Portfolio Snapshot (PDF)*.
3. Click the *Print* button in Adobe Acrobat to print the report.



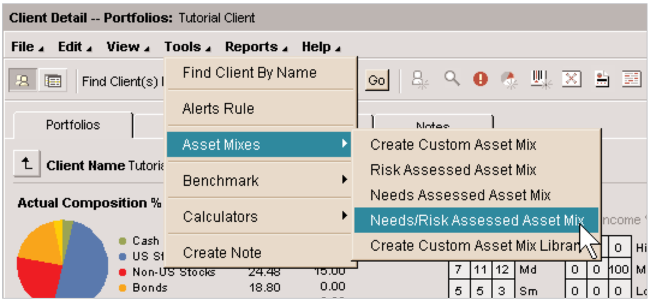
Note: You'll need Adobe Acrobat Reader 4.0 or higher to view/print PDF reports. Download it for free at http://www.adobe.com/.

Developing Target Asset Mixes

At least one client profile must be created to use this feature.

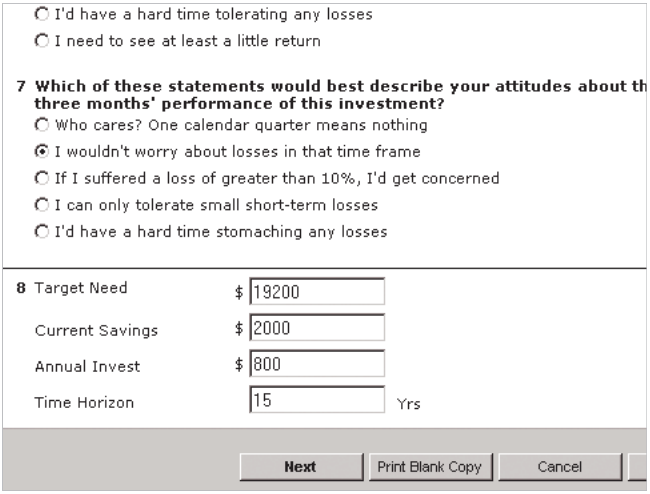
To create a target asset mix

1. In Workstation Manager, under Clients & Portfolios, click *Complete Client List*. Select a client name.
2. From the Tools menu, click *Asset Mixes > Needs/Risk Assessed Asset Mix*.



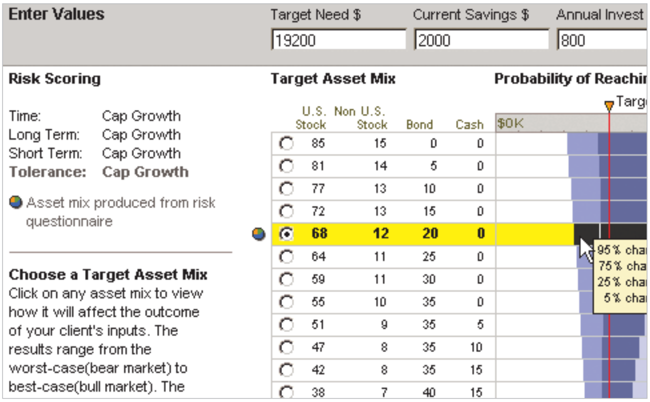
3. Answer the questions in the Risk Questionnaire.
4. For the last question, type values in each box. Click *Next*.

tip Click *Print Blank Copy* to distribute a blank version of the online questionnaire to clients.



5. Under Target Asset Mix, click the line with the asset mix image next to it. Click *Next*.
6. The Needs/Risk Results page appears with the selected asset mix and probability graph. Click *Save*.

Asset mixes appear in the Client Detail: Portfolios tab, in the Target column under Actual Composition %.



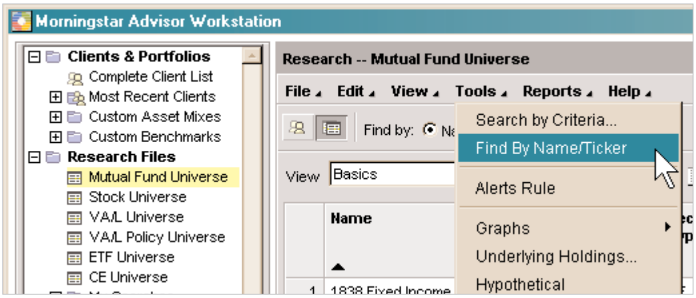
tip Point to each line in the graph to view various probabilities of success.

tip Type new entries in the Enter Values section, then click *Graph* to see how the graph changes.

Researching Investments

To find investments by name or ticker

1. In Workstation Manager, click the [+] next to Research Files, then click *Mutual Fund Universe*.
2. From the Tools menu, click *Find by Name/Ticker*.

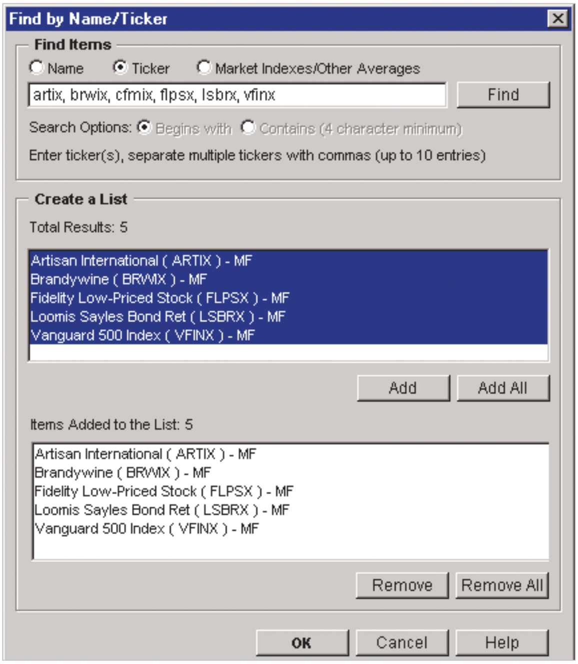


3. Click *Ticker*.
4. Type these tickers, separated by commas:
   artix, brwix, flpsx, lsbrx, vfinx.
5. Click *Find*.
6. Click *Add All*, then click *OK*.

   The results appear in the Research workspace in the center of the screen.

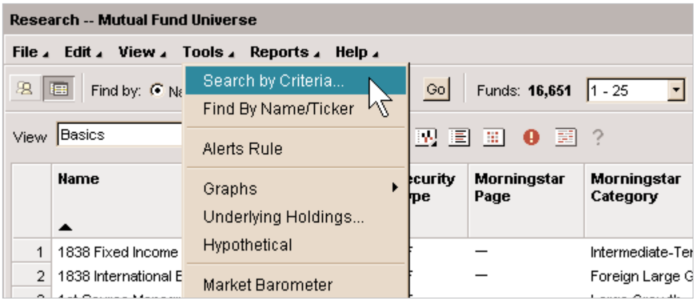
tip To widen your search, type fewer letters. To narrow results, type more.

tip Remember: Spaces, hyphens, and punctuation make a difference.



To search by criteria

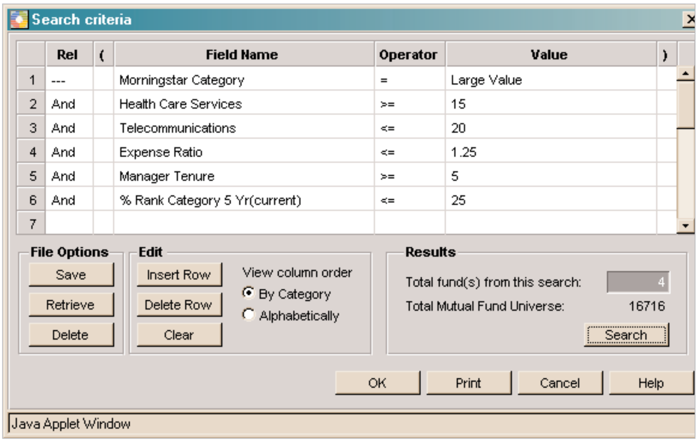
1. In the Research workspace, from the Tools menu, click *Search by Criteria*.



2. In the Edit area, under *View column order*, click *Alphabetically*.
3. Click in each column to select or type in choices (see image).
4. Click *Save*. In the Save Search dialog box, type *Tutorial Search*.
5. Click *OK* to get back to the Search Criteria dialog box. Click *OK* again.

Saved search results appear in the Research workspace in the middle of the screen and Workstation Manager in the left navigation under Research Files/My Searches.

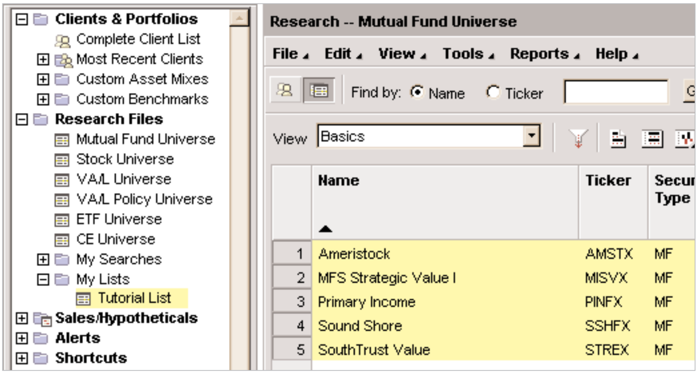
tip For % Rank figures, use *less than* operators (< or <=). Here, we're finding funds in the top 1 to 25%.



To save your results as a list

1. From the Edit menu, click *Select > All Items on Page*.
2. From the File menu, click *Save Selected Item(s) > As List*.
3. In the Save as List dialog box, type *Tutorial List*, then click *OK*.

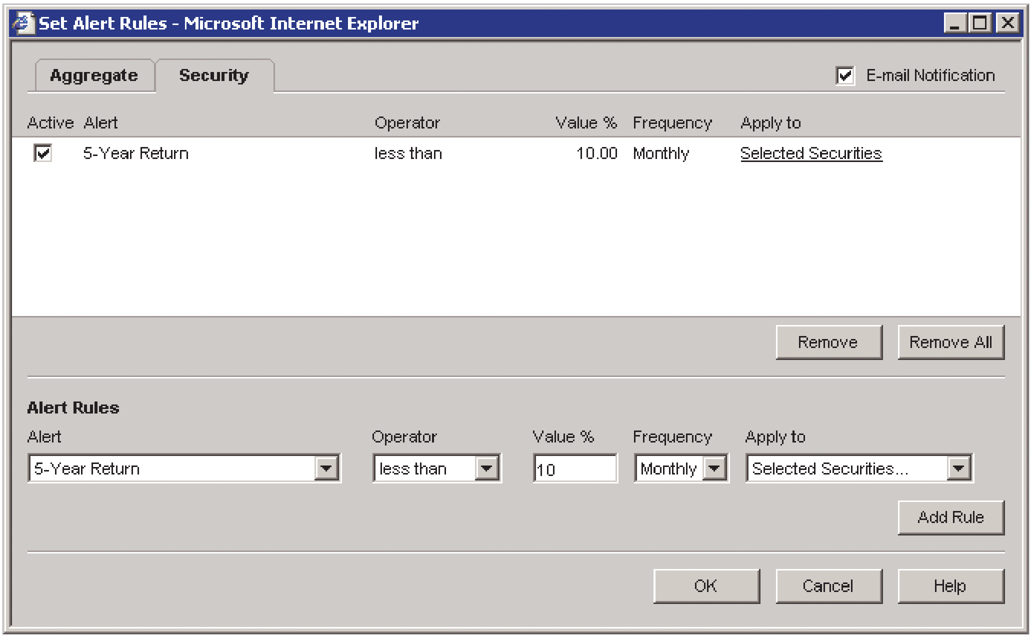
Lists appear in Workstation Manager under Research Files/ My Lists.



tip Click the *View* arrow to toggle among data sets.

tip Double-click a column heading to rank it.

Setting Alerts



To set up a new Alerts Rule

1. In Workstation Manager, under Alerts, click *Alerts Rules*.
2. From the File menu, click *New Security Rule*.
3. In the Alerts Rules area at the bottom of the dialog box, click the arrows to add criteria (see image).
4. Click *Add Rule*. Click *OK*.

The 'Apply to' List

All Client Holdings: Apply the rule to all securities held by all of your clients.

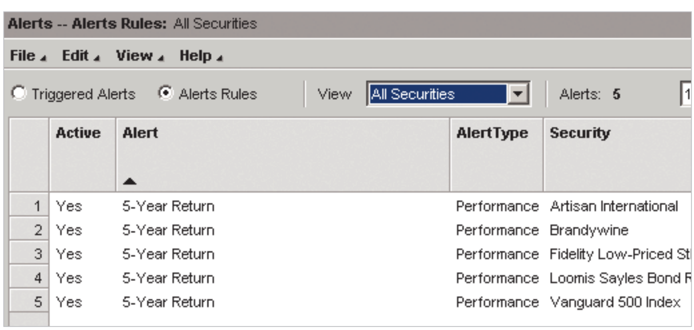
Selected Client Holdings: Identify specific client holdings.

Selected Securities: Select any security, even if not held by a client.

tip Click the *Aggregate* tab to set rules at the client or portfolio level. You must create a client profile and portfolio first.

tip Based on your choice in the Frequency menu, alerts are processed after market close: daily, weekly (every Friday), or monthly (last business day).

Alerts appear in Alerts Rules view. When triggered, they also appear in the Triggered Alerts View.

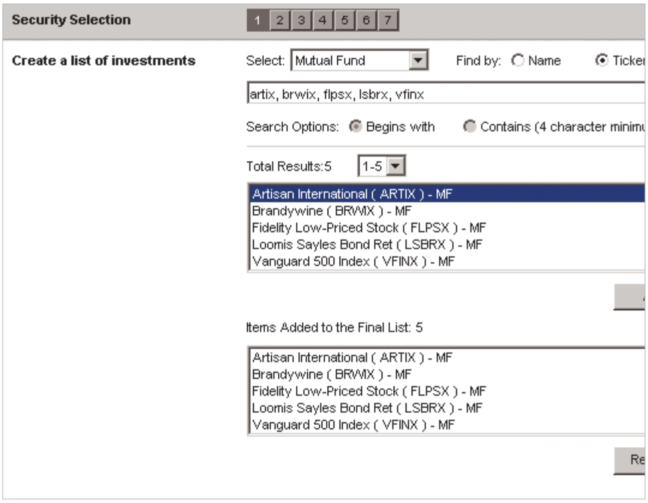


Building Hypothetical Illustrations

To create a Hypothetical

1. In the File menu, click *Go to Sales*.
2. In the *Create a list of investments* area, click the *Select* arrow, then click *Mutual Funds*.
3. Click *Find by: Ticker*. Type these tickers, separated by commas: *artix, brwix, flpsx, lsbrx, vfinx*.
4. Click *Find*.
5. Click *Add All*, then click *Finish*. You'll skip directly to the last step: Report Options.

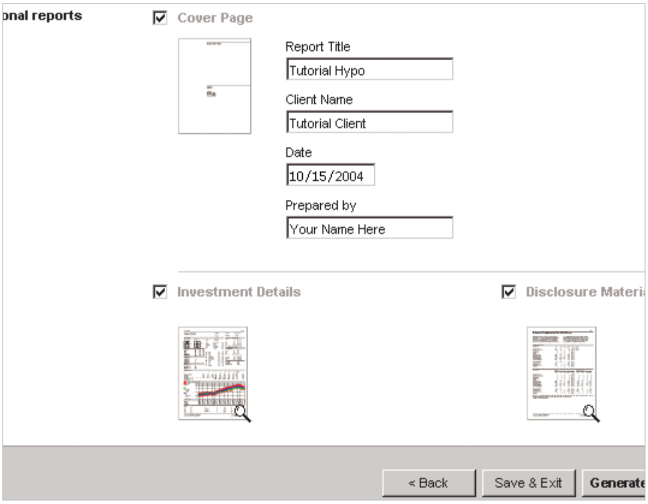
tip Click *New* in the *Apply investment settings* area to enter in-depth settings to save and reuse.



6. Scroll down to the *Include additional reports* area.
7. In the Report Title box, type *Tutorial Hypo*. In the Client Name box, type *Tutorial Client*.
8. Click *Generate Report*. Adobe Acrobat is launched.
9. From the File menu of Adobe Acrobat, click *Print* for a hard copy of the report.

Hypothetical files appear in Workstation Manager, under Sales/Hypotheticals.

tip Click *Save & Exit* on any screen to save your work and return later.



Note: You'll need Adobe Acrobat Reader 4.0 or higher to view and print hypothetical reports. Download it for free at http://www.adobe.com/.

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