

# Morningstar® Advisor Workstation™

## Quick Start Guide



	<b>Ticker</b>	<b>Security Type</b>	<b>Morningstar Category</b>
	ETFIX	MF	Intermediate-Term Bond
	INTEX	MF	Foreign Stock
	ELCEX	MF	Large Blend
	FMDEX	MF	Large Growth
	FMEQX	MF	Short-Term Bond
	FMIEX	MF	Mid-Cap Value
	FMSPX	MF	Small Growth



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

Info	Client Name	Busine Phone
1	Tutorial Client	-

### To create a new portfolio

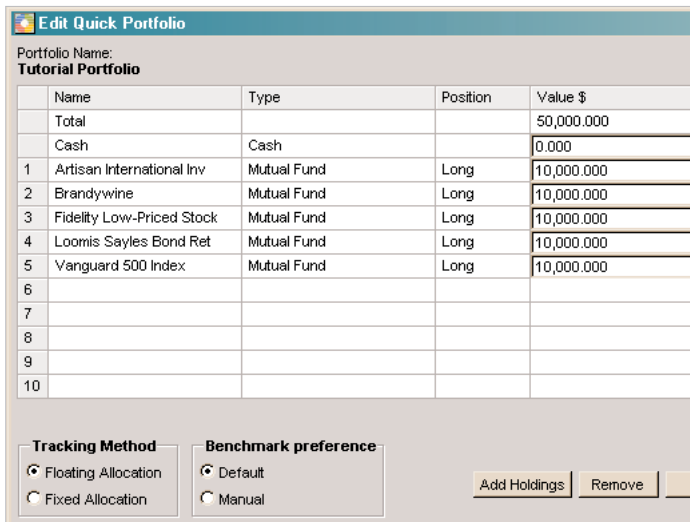
1. In the Client Manager workspace, select *Tutorial Client*.
2. From the File menu, click *New > Portfolio*.
3. In the Name box, type *Tutorial Portfolio*.
4. Under *Portfolio type*, click *Quick: enter by dollar value*. Click *OK*.

### 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.

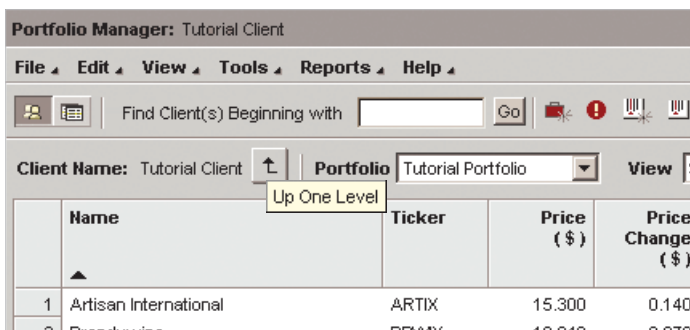
*Transaction Portfolio*: Provides full-fledged portfolio tracking. Input sales, purchases, dividends, and share splits to track portfolios through time.

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



All portfolios for the client appear in Portfolio Manager.

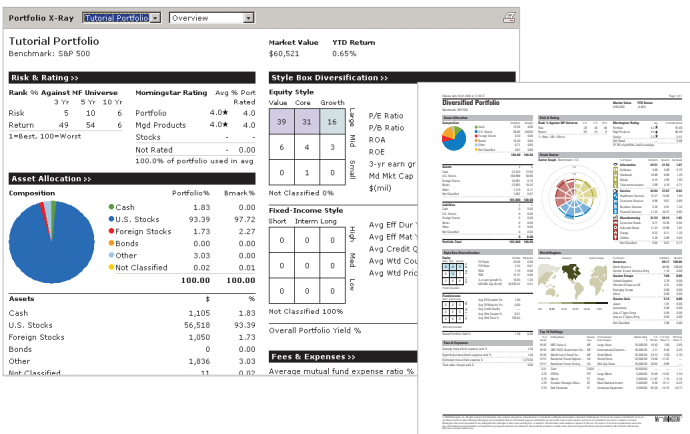
**tip** Portfolios also appear in the Portfolios tab of Client Detail. Click the *Up One Level* button from Portfolio Manager to go to the Client Detail.



### To print a Portfolio X-Ray or Portfolio Snapshot

- In the Client Detail: Portfolios tab, select a portfolio.
- From the Reports menu, click *Portfolio X-Ray (PDF)* or *Portfolio Snapshot (PDF)*.
- 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/>.



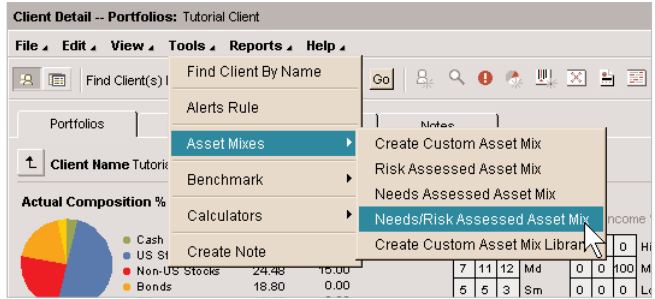
## Developing Target Asset Mixes

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.



I'd have a hard time tolerating any losses  
 I need to see at least a little return

**7 Which of these statements would best describe your attitudes about the three months' performance of this investment?**

Who cares? One calendar quarter means nothing  
 I wouldn't worry about losses in that time frame  
 If I suffered a loss of greater than 10%, I'd get concerned  
 I can only tolerate small short-term losses  
 I'd have a hard time stomaching any losses

**8 Target Need** \$

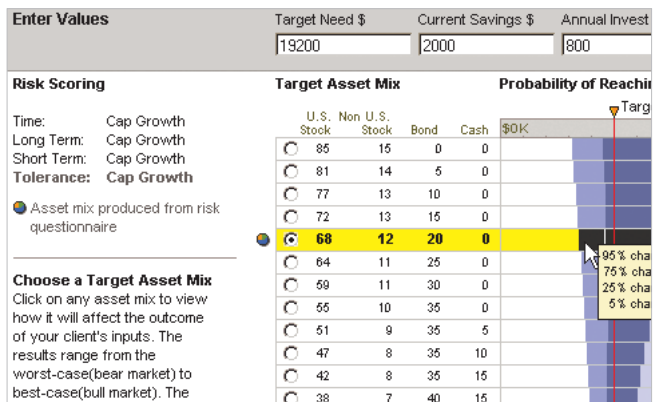
Current Savings \$

Annual Invest \$

Time Horizon  Yrs

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 %.



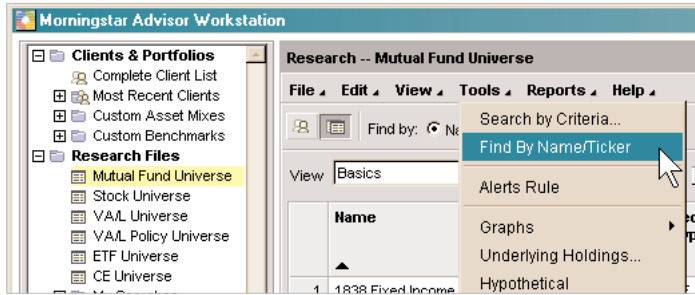
**tip** Point to each line in the graph to view various probabilities of success.

**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*.

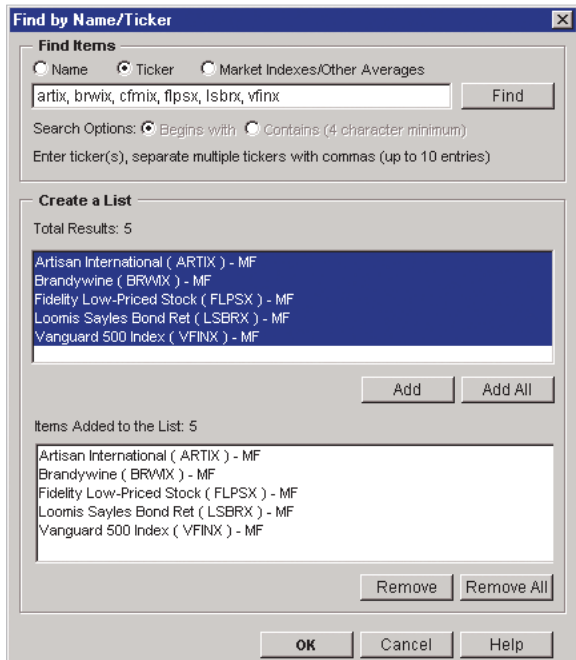


3. Click *Ticker*.
4. Type these tickers, separated by commas:  
*artix, brwix, cfmix, flpsx, lsbrx, vfinx*.
5. Click *Find*.
6. Click *Add All*, then click *OK*.

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

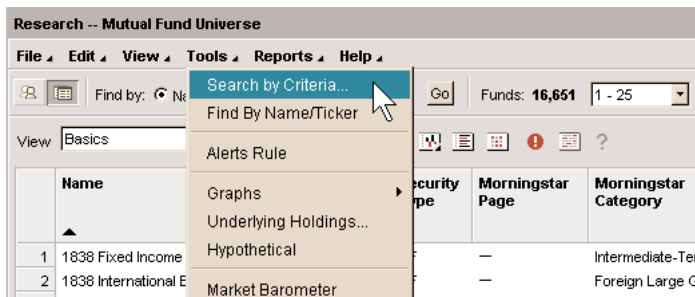
**tip** To widen your search, type fewer letters. To narrow results, type more.

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



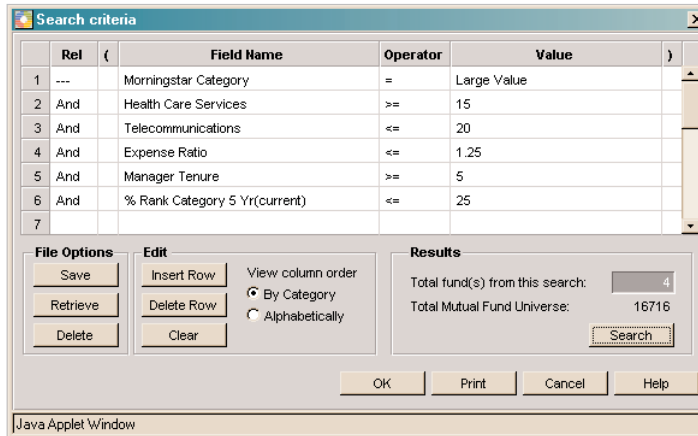
### To search by criteria

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



- In the Edit area, under *View column order*, click *Alphabetically*.
- Click in each column to select or type in choices (see image).
- Click *Save*. In the Save Search dialog box, type *Tutorial Search*.
- 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.

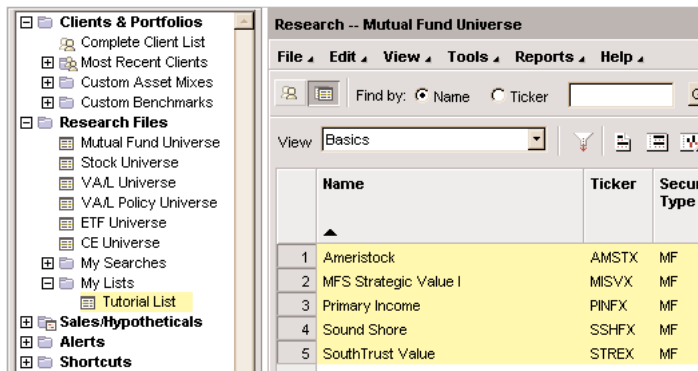


**tip** For % Rank figures, use *less than* operators (< or <=). Here, we're finding funds in the top 1 to 25%.

### To save your results as a list

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

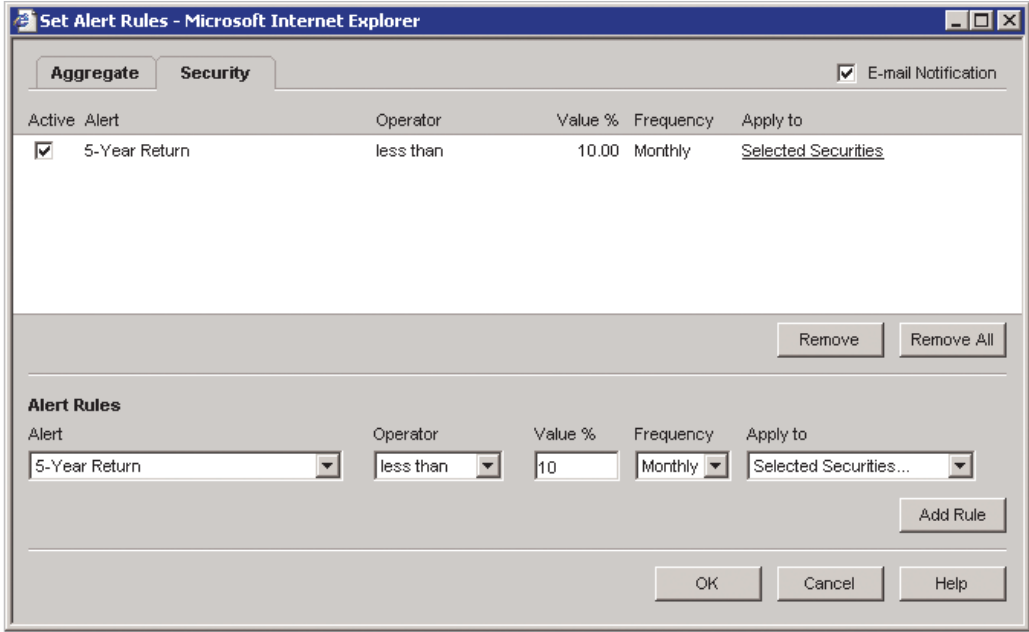
Lists appear in Workstation Manager under Research Files/My Lists.



**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.

Alerts -- Alerts Rules: All Securities				
File Edit View Help				
		View		Alerts: 5
		All Securities		
	Active	Alert	AlertType	Security
		▲		
1	Yes	5-Year Return	Performance	Artisan International
2	Yes	5-Year Return	Performance	Brandywine
3	Yes	5-Year Return	Performance	Fidelity Low-Priced St
4	Yes	5-Year Return	Performance	Loomis Sayles Bond F
5	Yes	5-Year Return	Performance	Vanguard 500 Index

## 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.

Security Selection

1 2 3 4 5 6 7

Create a list of investments

Select: Mutual Fund Find by:  Name  Ticker

artix, brwix, flpsx, lsbrx, vfinx

Search Options:  Begins with  Contains (4 character minimum)

Total Results: 5 1-5

Artisan International (ARTIX) - MF  
Brandywine (BRWX) - MF  
Fidelity Low-Priced Stock (FLPSX) - MF  
Loomis Sayles Bond Ret (LSBRX) - MF  
Vanguard 500 Index (VFINX) - MF

Items Added to the Final List: 5

Artisan International (ARTIX) - MF  
Brandywine (BRWX) - MF  
Fidelity Low-Priced Stock (FLPSX) - MF  
Loomis Sayles Bond Ret (LSBRX) - MF  
Vanguard 500 Index (VFINX) - MF

Re

Final reports

Cover Page

Report Title  
Tutorial Hypo

Client Name  
Tutorial Client

Date  
10/15/2004

Prepared by  
Your Name Here

Investment Details  Disclosure Materi

< Back Save & Exit Generate

*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/>.