Working with Investment Lists in Morningstar Direct

Onboarding Guide

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Overview

An investment list in Morningstar Direct℠ is a set of saved items whose members do not change unless the list is manually edited. Morningstar Direct users can leverage investment lists when creating performance reports, conducting peer analysis, designing workbooks in Presentation Studio, and conducting other tasks requiring repeated analysis and use of the same investments.

Once a list is saved, it resides in the Investment Lists folder under the Workspace module, but they can also be retrieved from other areas within Morningstar Direct.

This manual offers the following exercises to help users find, save, edit, and delete investment lists in Morningstar Direct:

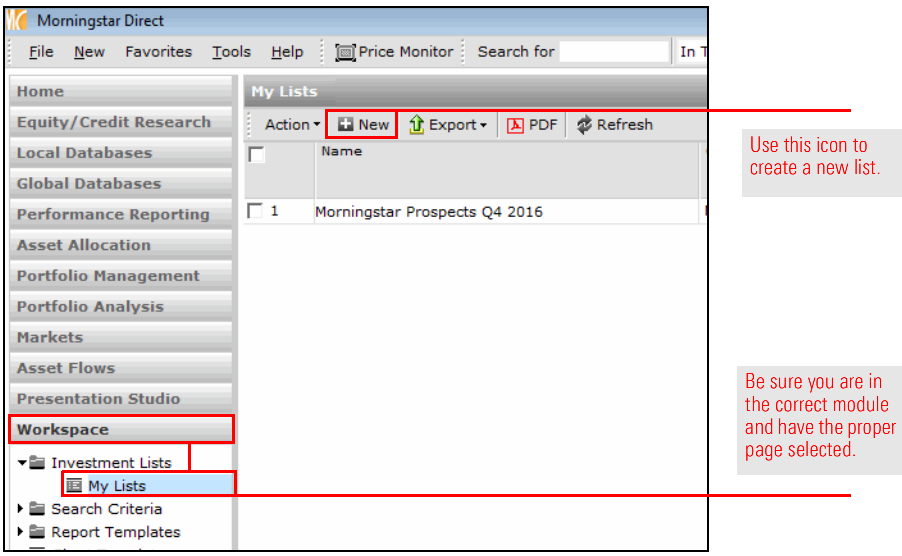
☞ Note: Prior to using this training guide, you should be familiar with the content in the QuickStart Guide for Morningstar Direct.

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 Workspace area, remember that you can save a list from nearly every area in Morningstar Direct. For example, once you create a report in the Performance Reporting module, you can select investments there and save them to a list for further analysis.

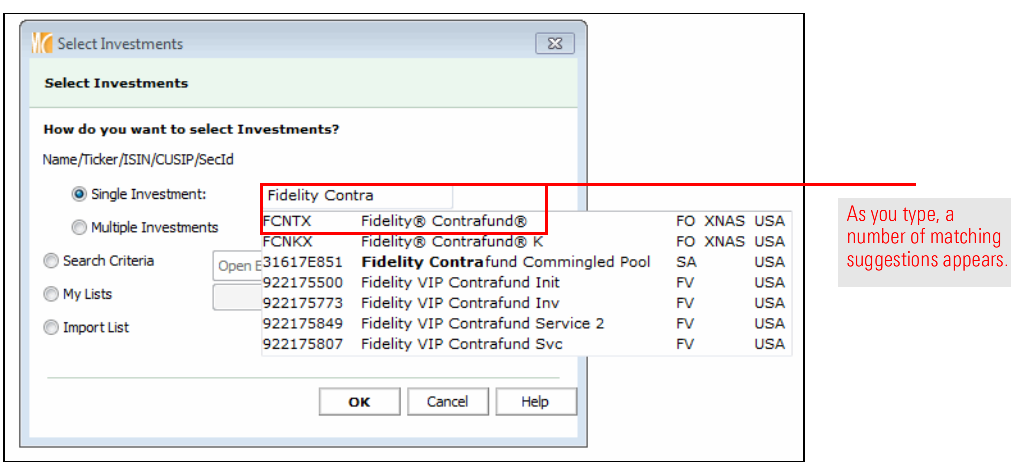
To create a list for a single investment, do the following:

1. Select the **Workspace** module, then select the **My Lists** page under the Investment Lists folder.
2. From the toolbar above the grid view, click the **New** icon. The Select Investments window opens.

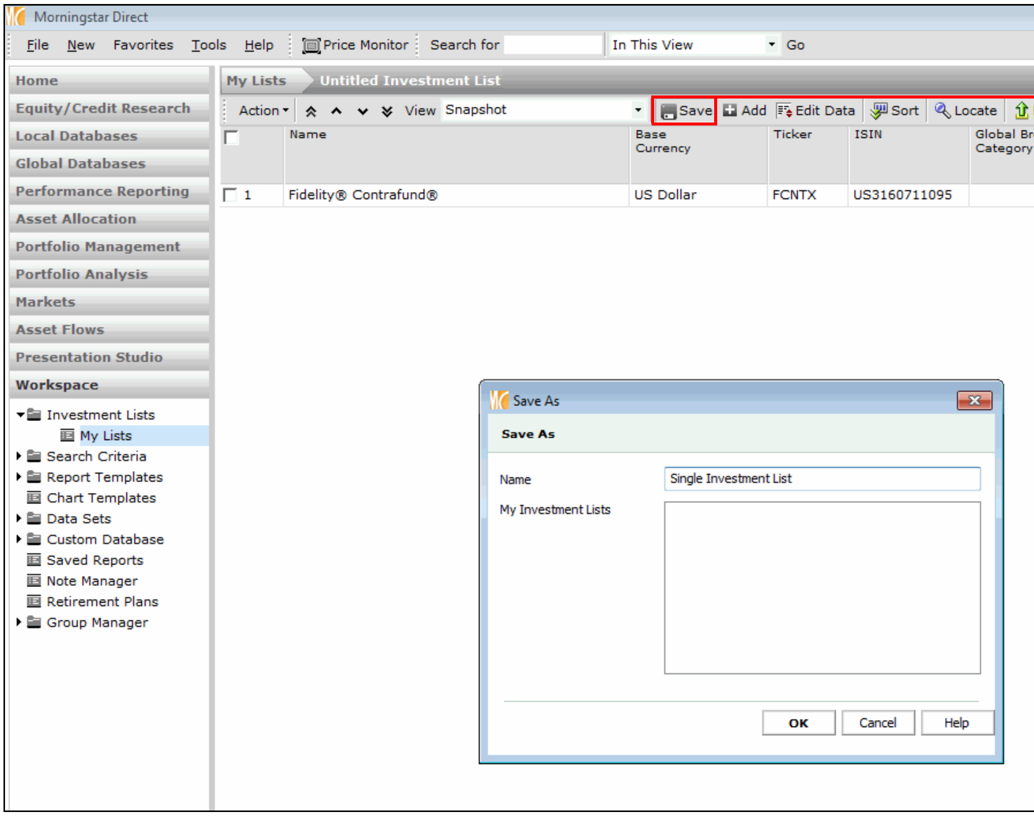


3. The default option allows you to look for a Single Investment by Name/Ticker/ISIN/CUSIP/SecId. In the text field, type **Fidelity Contra**.

   ☞ Note: The list of investments is 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**.

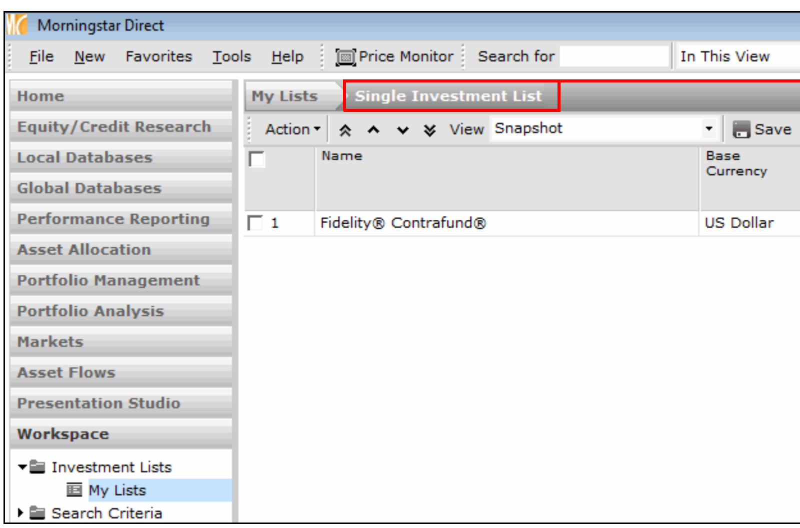


4. Click **Fidelity Contrafund** to select it. You are returned to the grid view, where only the selected fund appears.
5. From the toolbar above the grid view, click the **Save** icon. The Save As dialog box opens.
6. In the **Name** field, type **Single Investment List**.



Use this icon to save items in the grid view to a list.

7. Click **OK** to close the Save As dialog box. The name of your list is now shown in the navigation bar at the top of the window, to the right of My Lists.



Note the name of the saved list here.

What should I know about using the Find Investments dialog box?

Creating a list for a single investment is as straightforward an exercise as you will find. Most often, though, you will want to create a list for more than one investment. In the next exercise, you will learn how to enter multiple ticker symbols at once when searching for funds. Also, the following exercise features an introduction to the Find Investments dialog box. Being able to nimbly use this interface is one key to mastering Morningstar Direct, as you will find yourself encountering it over and over again in the application. Generically speaking, the Find Investments dialog box asks you to take the following actions each time you use it:

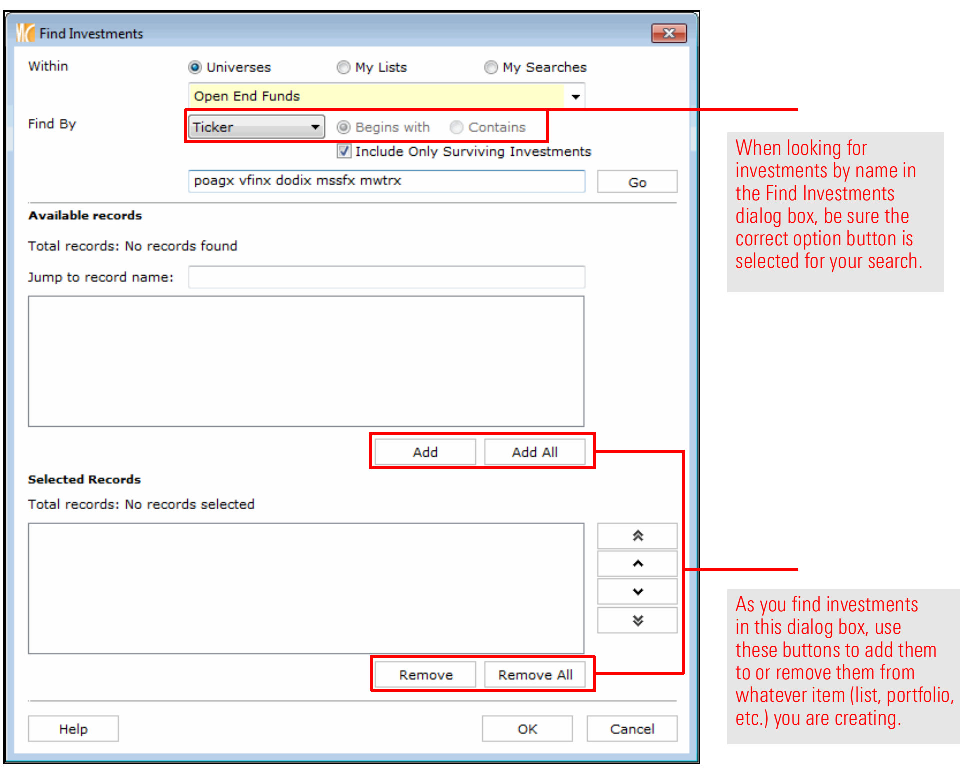
1. Identify the security universe (mutual funds, stocks, ETFs, etc.) where you want to look for investments. A default selection is made based on your user preferences. You can read more about setting preferences in the QuickStart Guide to Morningstar Direct.

   ☞ Note: You can look for multiple investment types in a single search within the Find Investments dialog box, but in most instances you can look for only one security type at a time. For example, if you wanted to find investments with the words "large value" in their name, you would first have to search among Open End Funds, then switch to Close End Funds.

2. Choose how you will look for investments: by name, ticker, or other identification code.
3. Enter the name, ticker symbol(s), etc. for which you want to search. You can use the search field repeatedly while the dialog box is open; you do not need to close it and re-open it to look for another name, ticker symbol, etc.

   ☞ Note: When searching for investments by name, pay careful attention to the option buttons to the right of the Find By field. Are you looking for an item's name based on the text it **Begins with**, or merely text that the investment's name **Contains**?

4. From the search results, add the investments with which you want to work. If you mistakenly add an item, it can be easily removed.



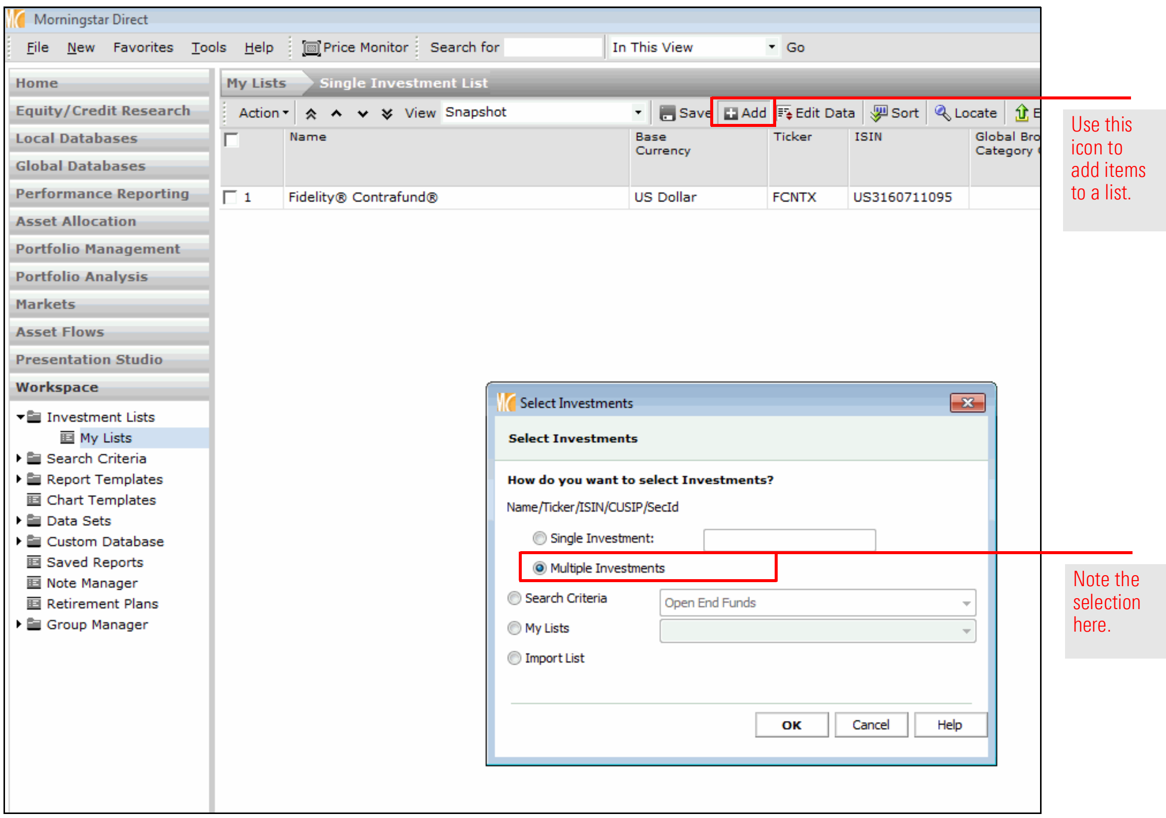
Exercise 2: Create an investment list for multiple investments

In the following exercise, 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.

> ☞ Note: When you save a list in Morningstar Direct, you are not only saving the row(s) you select, but the columns displayed as well. You can save an existing, pre-built column set with a list, or create your own column set. Creating a custom column set is covered in the Creating Custom Data Sets training guide.

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

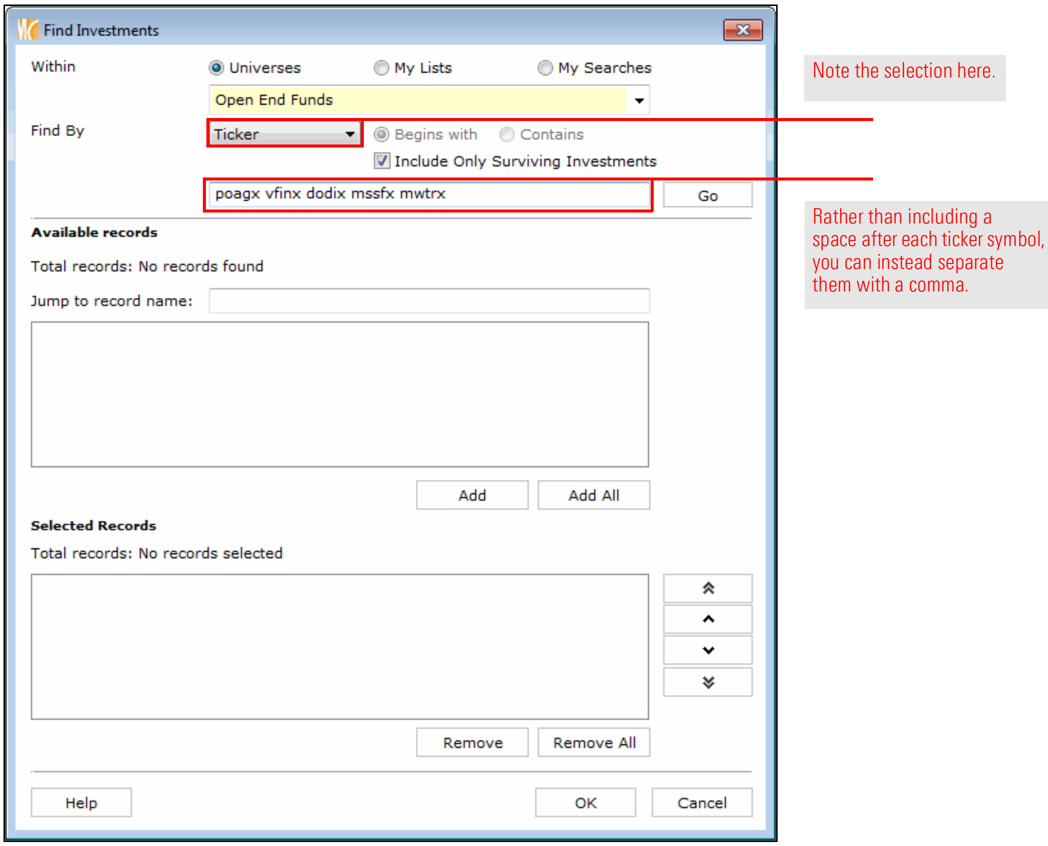
1. You should still be in the **Workspace** module, looking at the **Single Investment List**. If not, go there now and **double-click** the **name** of the list to open it.
2. From the toolbar above the grid view, click the **Add** icon. The Select Investments dialog box opens.
3. This time, select the **Multiple Investments** choice under the Name/Ticker/ISIN/CUSIP/SecId area.



4. Click **OK**. The Find Securities dialog box opens. The Open End Funds universe should be selected from the drop-down field.

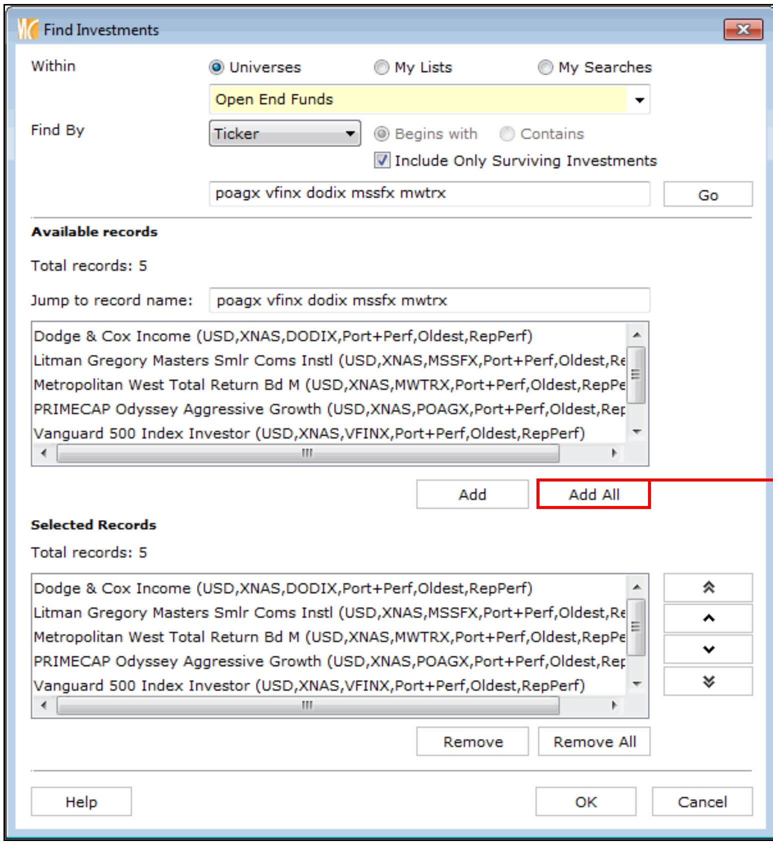
> ☞ Note: The default universe here is driven by the User Preferences selected from the File menu. You can always see the other available universes by clicking the drop-down field at the top of the dialog box.

5. From the **Find By drop-down field**, select **Ticker**.
6. In the text box, type the following ticker symbols, with each one separated by a space:
   - **POAGX**
   - **VFINX**
   - **DODIX**
   - **MSSFX**
   - **MWTRX**



7. Click **Go**. The five funds matching the ticker symbols you entered now show in the Available Records area.

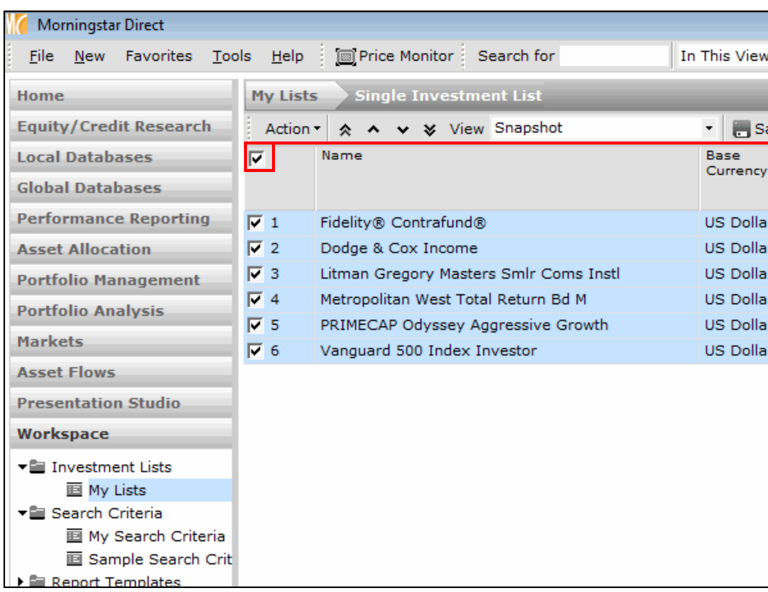
8. Click the **Add All** button. The five funds are now in the Selected Records area.



Use this button to move the funds you found to the Selected Records area.

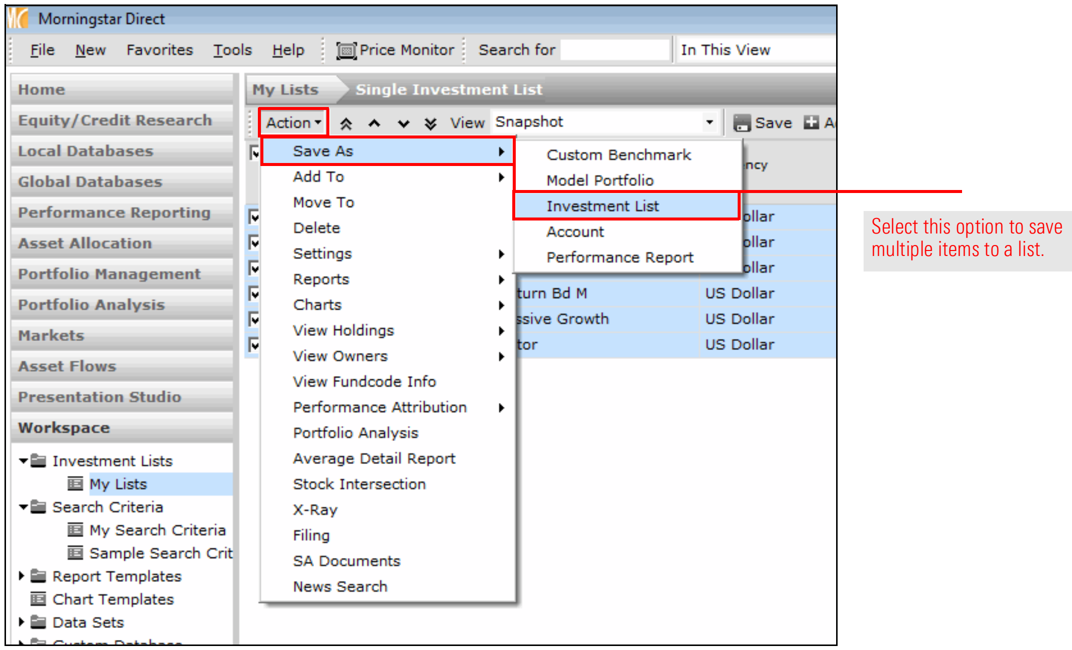
9. Click **OK** to close the Find Investments dialog box.

10. From the column header area, click the **Select All** check box.

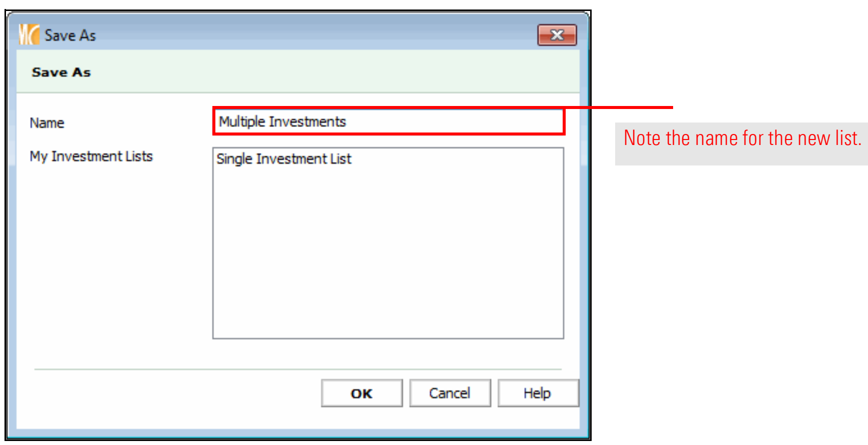


When you need to select every row in a grid view, this box allows you to select all rows at once.

11. From the toolbar above the grid view, click the **Action** menu and select **Save As**. . .**Investment List**. The Save As dialog box opens.



12. In the **Name** field, type **Multiple Investments**.



13. Click **OK** to close the Save As dialog box. A confirmation message opens, asking if you want to save your changes. This message is referring to not just the rows you have included in the list, but the columns showing as well.

14. Click **Yes**. Note that the name of the new list is now shown in the navigation bar at the top of the window, to the right of My Lists.

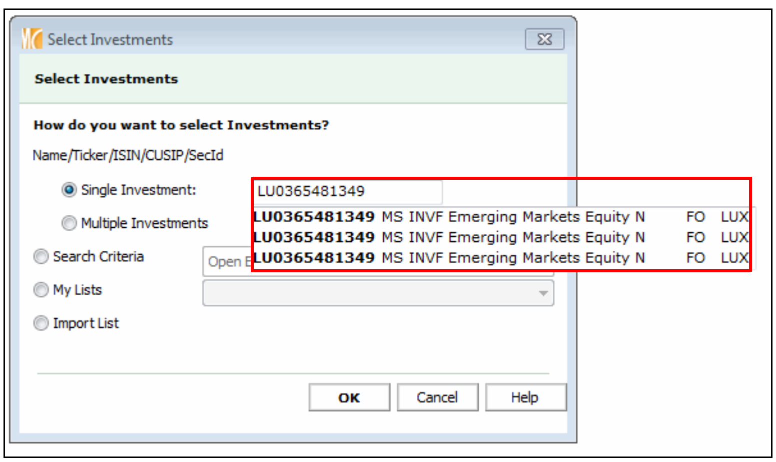
Exercise 3: Add an item to an existing list by ISIN

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. You have other options besides just name or ticker symbol when searching for securities. For instance, you can also look for items by ISIN (International Securities Identification Number), such as an SICAV fund. As with a search by ticker symbol, you must enter the entire ISIN code; you cannot enter a partial ISIN. However, entering an ISIN can sometimes result in an unforeseen problem, as described in the following exercise.

> ☞ Note: The following exercise works because the search for the fund is being done in the Workspace module, which searches across all global databases. If you tried to search for a fund by ISIN code from the U.S. Open End Funds universe in the Local Databases module, you would not have the same experience as outlined in the following steps.

To add a U.S. dollar-denominated fund to an existing list by searching for an ISIN, do the following:

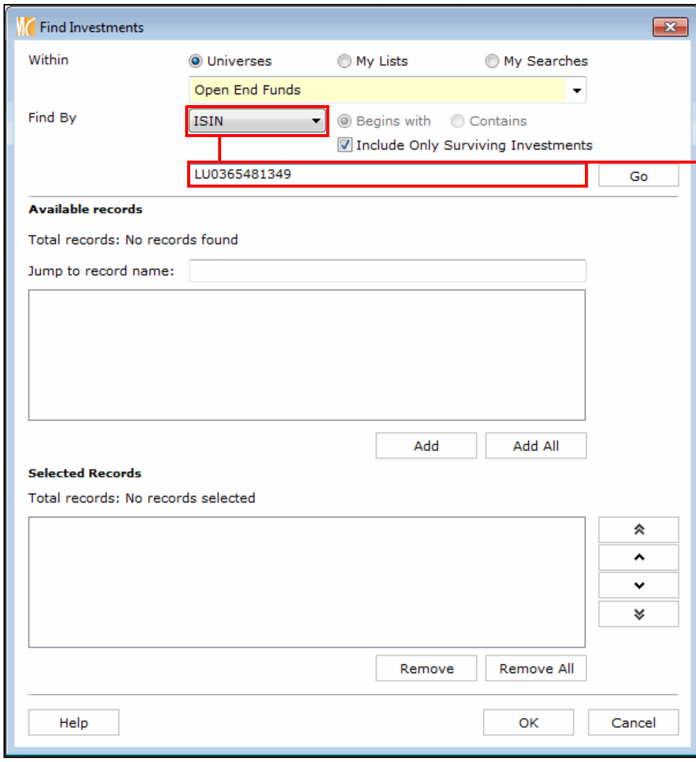
1. You should still be in the **Workspace** module, and on the **My Lists** page. If not, go there now.
2. If the Multiple Investments list is not already open, **double-click** the **Multiple Investments** list to open it.
3. From the toolbar, click the **Add** icon. The Select Investments window opens.
4. The default option here allows you to look for a Single Investment by Name/Ticker/ISIN/CUSIP/SecId. In the text field, type **LU0365481349**. Three different funds appear; which one is the dollar-denominated fund you are supposed to select? Clearly, using the Single Investment search method does not provide the answer to this question. Let’s try a different method.



It is not possible to tell just by looking at them which of these three items is the one you want.

5. To clear your entry, press <**ESC**> on your keyboard.
6. Select the option button for **Multiple Investments**.
7. Click **OK**. The Find Securities dialog box opens.

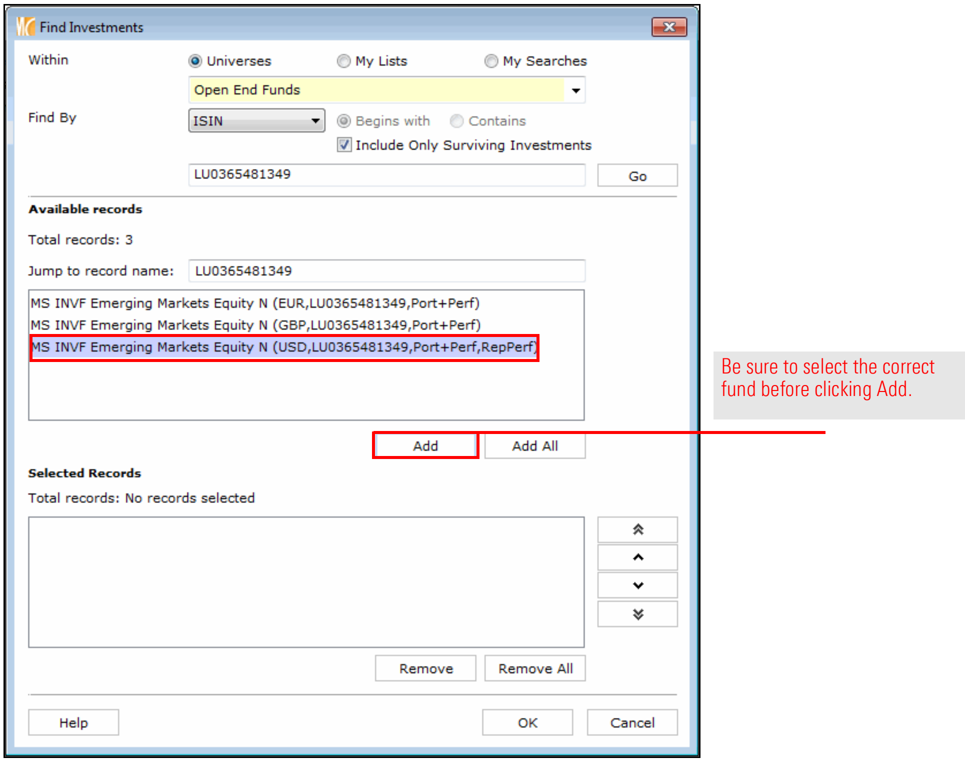
8. The Open End Funds universe should be selected from the drop-down field. From the **Find By** drop-down field, select **ISIN**.
9. In the text box, type **LU0365481349**.



Be sure to make the correct selection from the Find By field.

10. Click **Go**. The three funds matching the ISIN you entered should now be showing in the Available Records area.

11. Click the fund denominated in dollars (**USD**), then click the **Add** button. The fund is now in the Selected Records area.



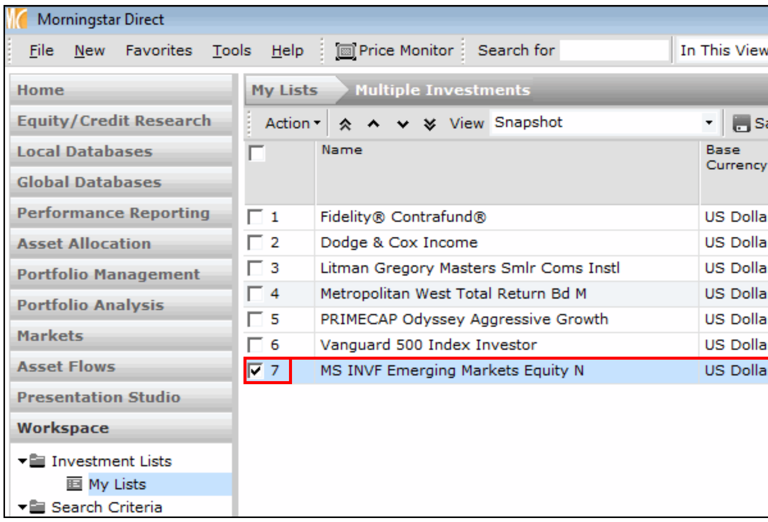
12. Click **OK** to close the Find Investments dialog box.
13. From the toolbar above the grid view, click the **Save** icon to preserve the updated list.

Exercise 4: Remove an item from a list

In the last exercise, you saved the list after adding the fund you looked up by ISIN. 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.

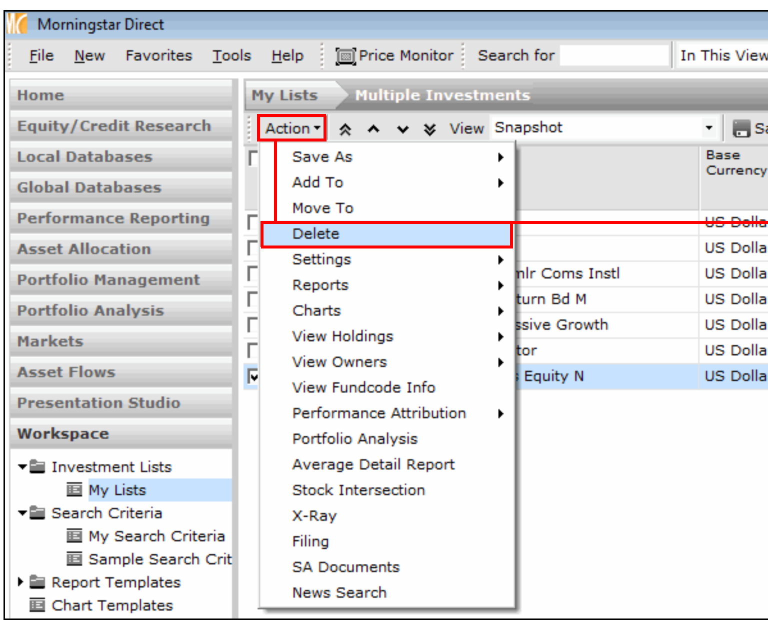
To remove an item from a list, do the following:

1. You should still be in the **Workspace** module, and on the **My Lists** page. If not, go there now.
2. If the **Multiple Investments** list is not already open, **double-click** its name to open it.
3. Check the **box** to the left of the MS INVF Emerging Markets Equity A fund.



Be sure to select only the fund you want to delete.

4. From the toolbar above the grid view, select **Action**…**Delete**.



Select this option from the Action menu to remove an item from a list.

5. When the confirmation message opens, click **OK**.
6. From the toolbar above the grid view, click the **Save** icon.

Exercise 5: Change the order of items in a list

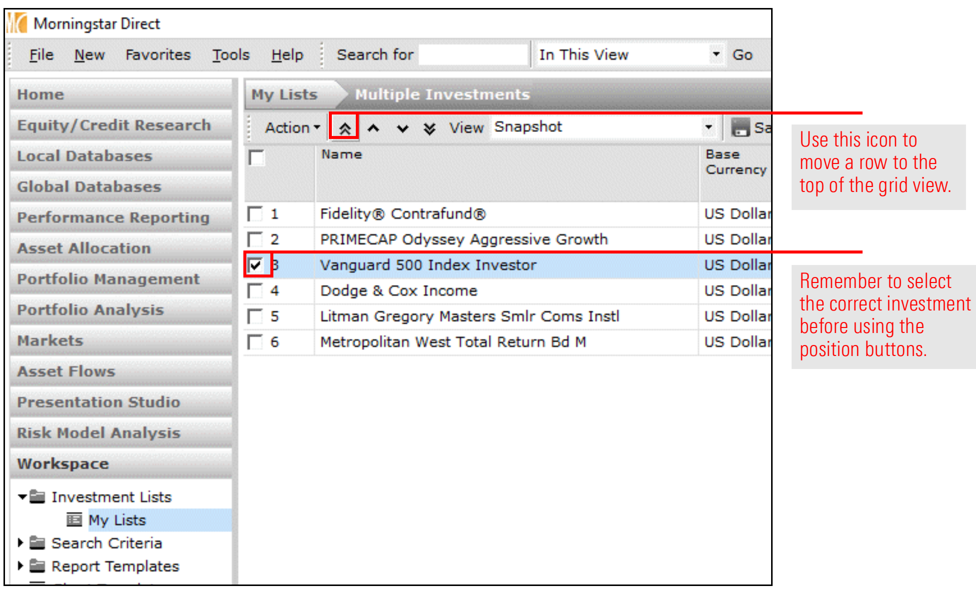
You can change the order of rows in a grid view using one of the following methods:

- to sort by one column, click a column header (click once to sort in ascending order, click again to sort in descending order)
- to sort by two columns, use the Sort icon on the toolbar, or
- manually change the order of rows in the grid view using the arrow icons on the toolbar (which is covered in this exercise).

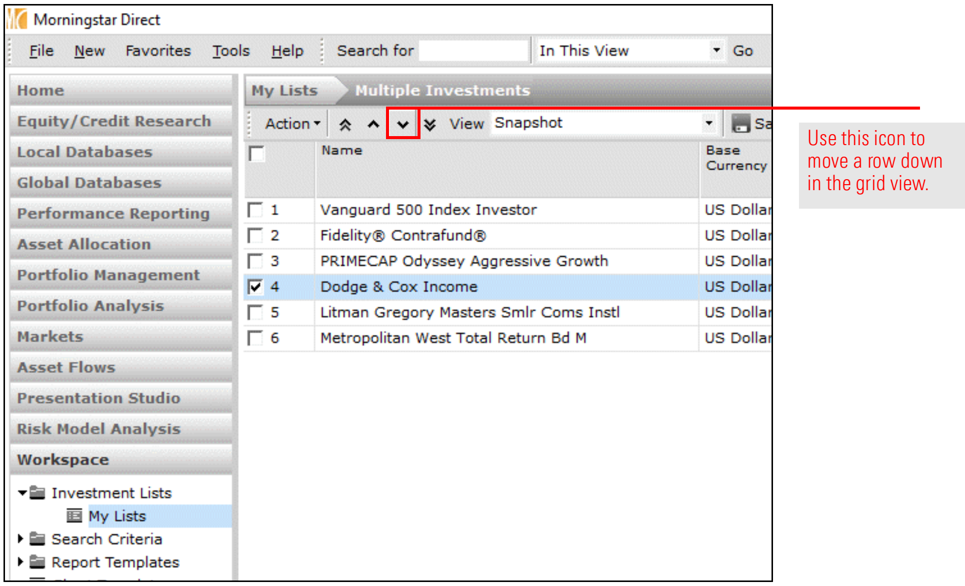
> ☞ Note: Besides re-ordering the rows, you can also save an existing, pre-built column set with a list, or create your own custom column set. Creating a custom column set is covered in the Creating Custom Data Sets training guide.

This section shows you how to manually change the order of rows for a list. Do the following:

1. You should still be in the **Workspace** module, and on the **My Lists** page. If not, go there now.
2. If the **Multiple Investments** list is not already open, **double-click** its name to open it.
3. Check the **box** to the left of the Vanguard fund.
4. From the toolbar above the grid view, click the **Move to Top** icon. Note the new position of the Vanguard fund.



5. Uncheck the **box** to the left of the Vanguard fund.
6. Check the **box** to the left of the **Dodge & Cox Income** fund.
7. From the toolbar above the grid view, click the **Move Down** icon. Note the new position of the fund.



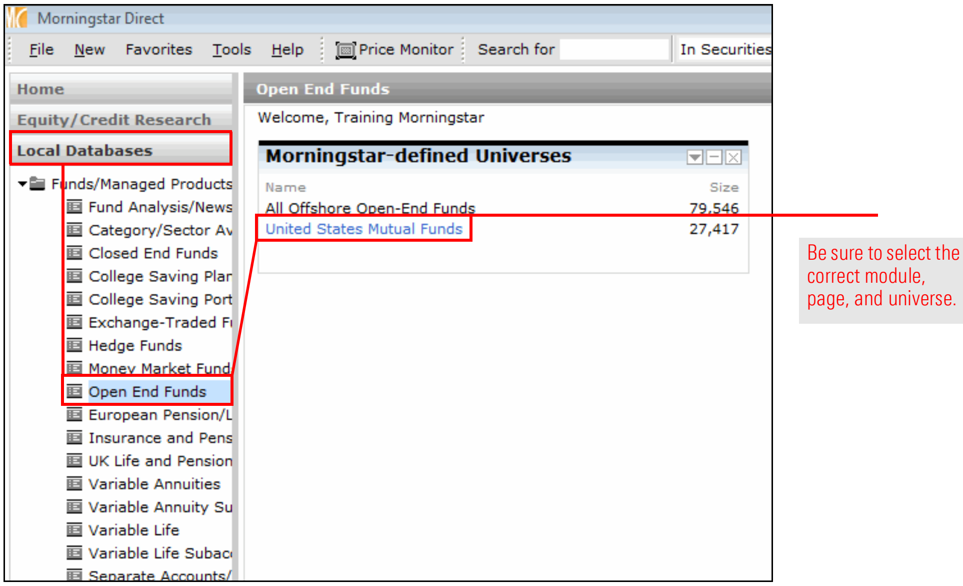
8. Click the **Save** icon to preserve the new ordering. Each time you open this list, this ordering will be seen.

Exercise 6: Add an item to an existing list from a data universe

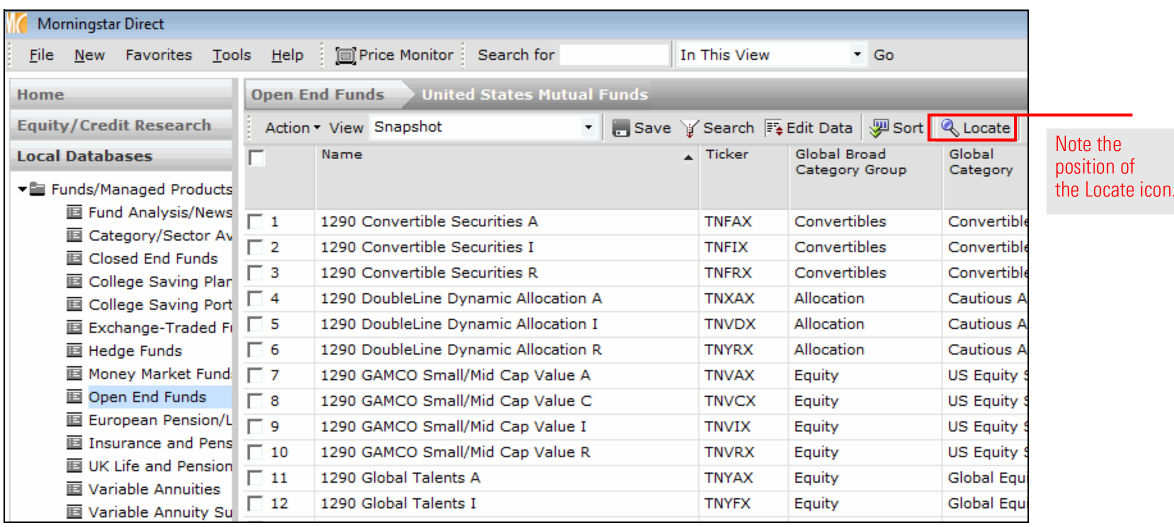
What happens if you're conducting research in one of the local or global databases, and realize you want to add an item to an existing list? You do not need to leave the module and go to Workspace in order to do this. Do the following:

☞ Note: The following exercise assumes your local country preference is set to the United States.

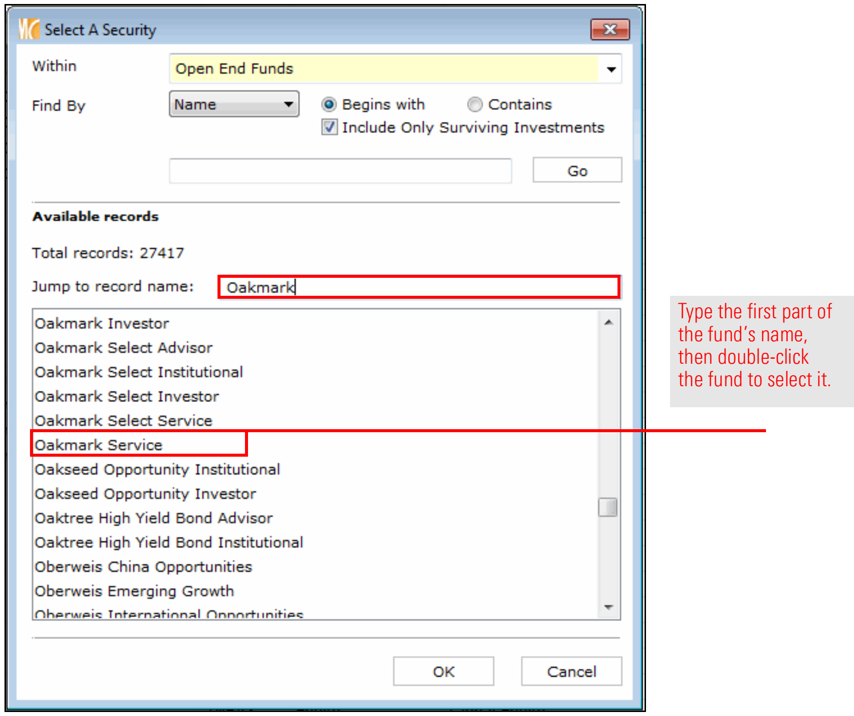
1. Select the **Local Databases** module, then click **Open End Funds**.
2. Beneath the Morningstar-defined Universes list, click **United States Mutual Funds**.



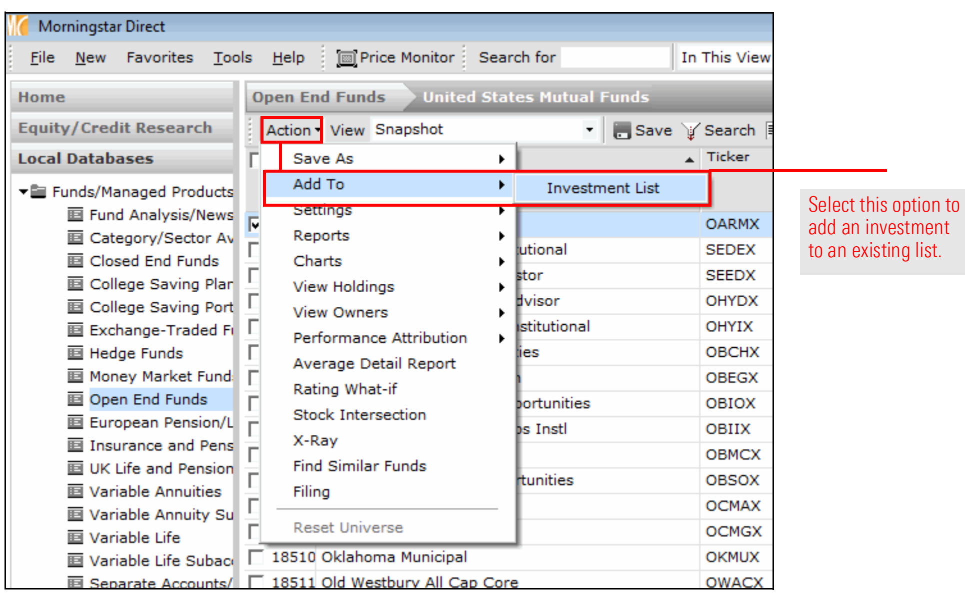
3. From the toolbar, click the **Locate** icon. The Select a Security dialog box opens.



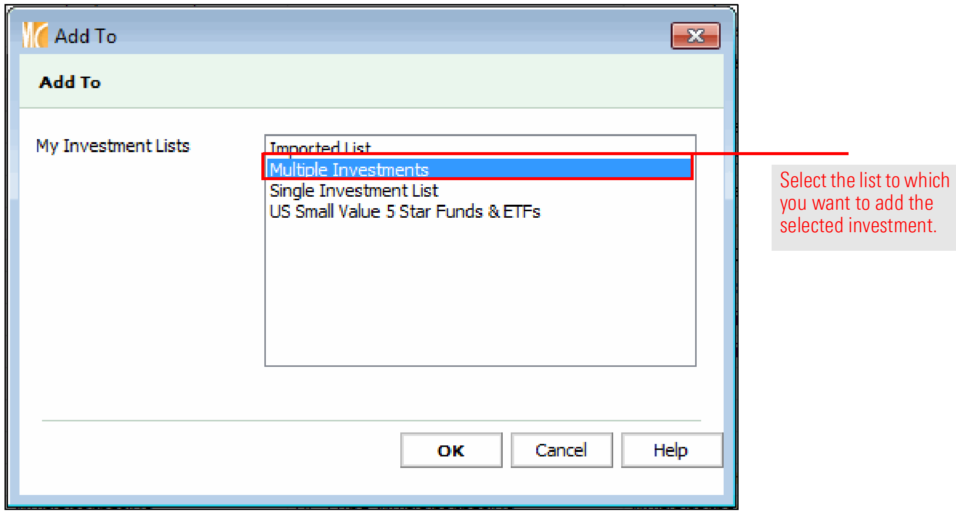
4. In the **Jump to record name** field, type **Oakmark**.
5. In the Available records list, scroll down until you see Oakmark Service. **Double-click** the record for **Oakmark Service**.The dialog box closes, and the row for Oakmark Service is selected in the grid view.



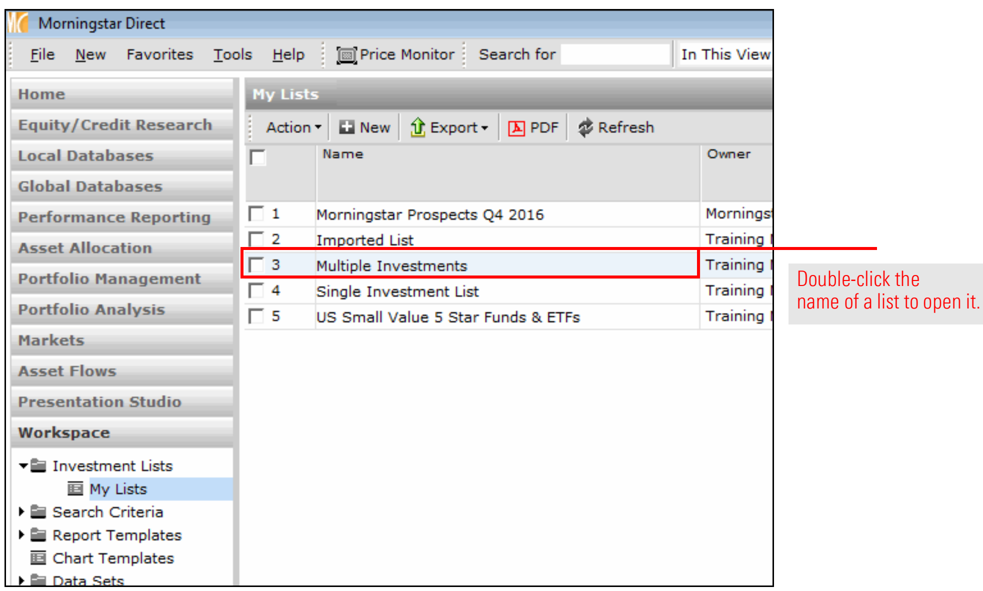
6. From the **Action** menu on the toolbar, select **Add to**…**Investment List**. The Add To dialog box opens.



7. Click the **Multiple Investments** list, then click **OK** to close the dialog box.



8. Go to the **Workspace** module, and select the **My Lists** page.
9. **Double-click** the **Multiple Investments** list to open it, and note the new addition.



Exercise 7: Create a list from a search

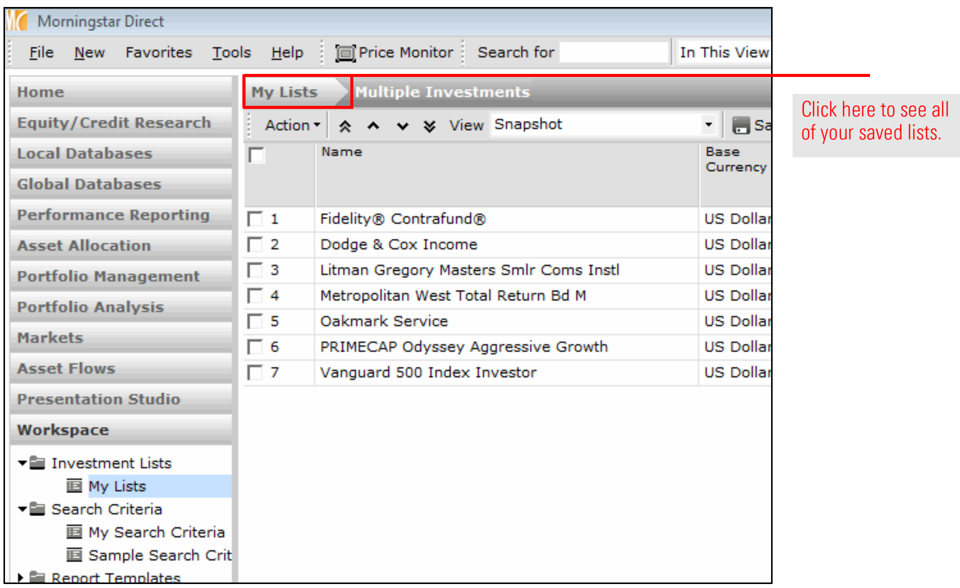
What happens if you don't know which investments you want to add to a list, but instead have to first search for them? Creating a list in this scenario is easy enough; the only challenges are ensuring you create the list from the correct location, and select only those investments you actually want to include in the list.

What does it mean to "create the list from the correct location?" If you want to create a list with a single type of managed investment (open-end funds, closed-end funds, exchange traded funds, etc.), you can create a search from the particular universe in the Local Databases module. If your search needs to incorporate multiple managed investment types, however, then you should create the search from the Workspace module. The following exercise will have you create a search, then select the items from the result set to a list.

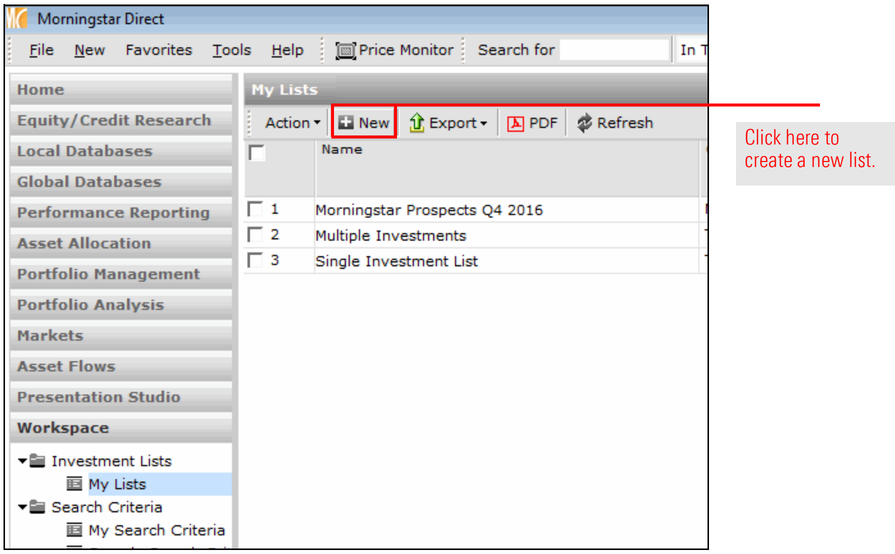
☞ Note: Working with and creating a search by criteria is explained in greater detail in the Creating Searches in Morningstar Direct training manual.

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

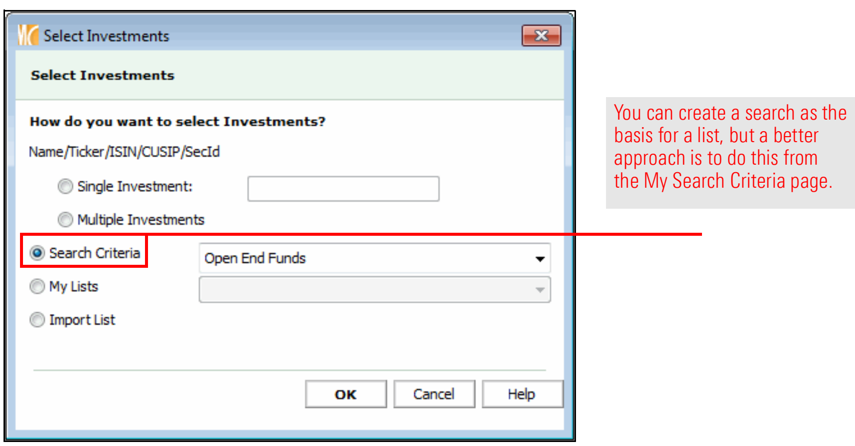
1. You should be in the Multiple Investments list in the Workspace module. From the toolbar, click **My Lists** on the breadcrumb trail. All lists you have saved are displayed.



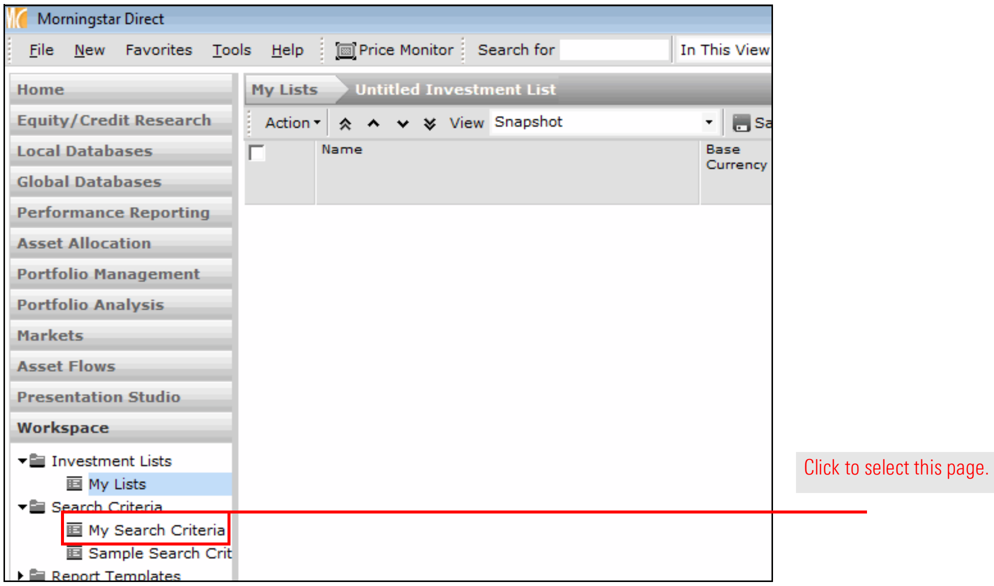
2. From the toolbar, click the **New** icon. The Select Investments dialog box opens.



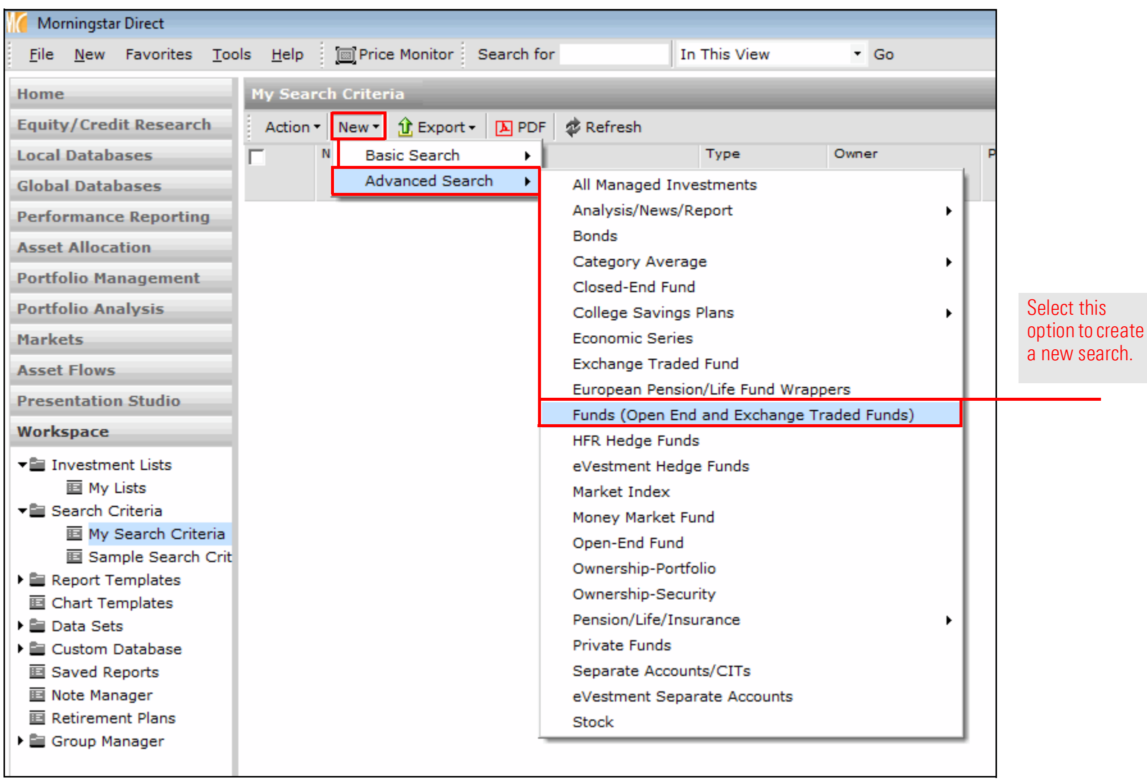
3. Although the option for creating a list based on Search Criteria exists here, creating a search from the My Lists page might not be the best option for one important reason: once you enter the criteria for a search, if you need to make changes to the criteria you cannot return to the window where you selected and defined the criteria. For this reason, it is better to create a search that will result in a list from the My Search Criteria page, because from here you can easily return to the Search by Criteria window to make changes as needed. Click **Cancel**.



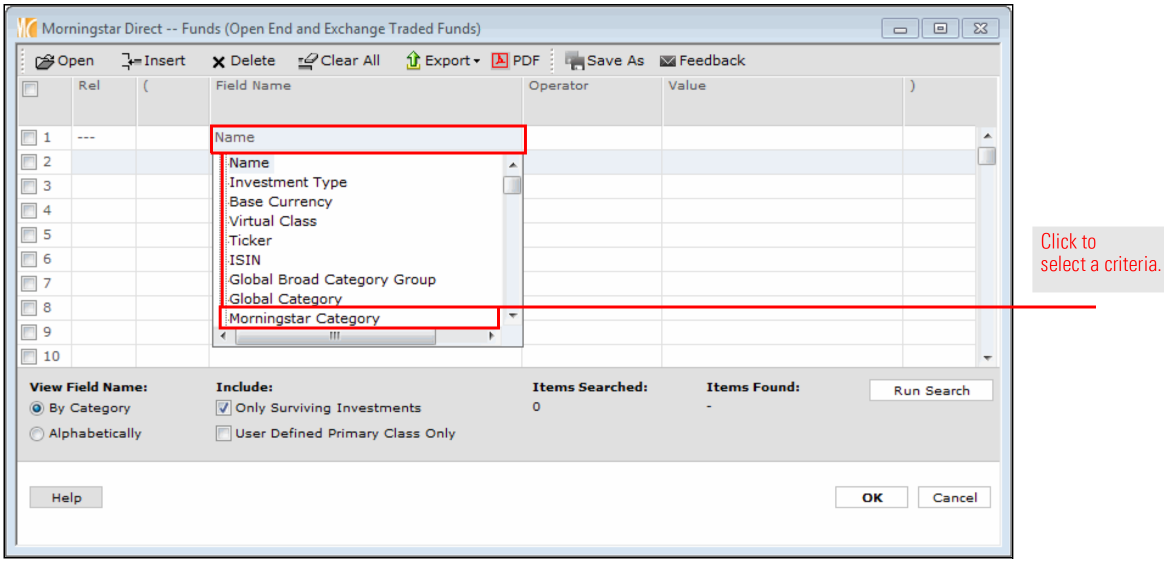
4. In the left-hand navigation pane, select the **My Search Criteria** page (under the Workspace module).



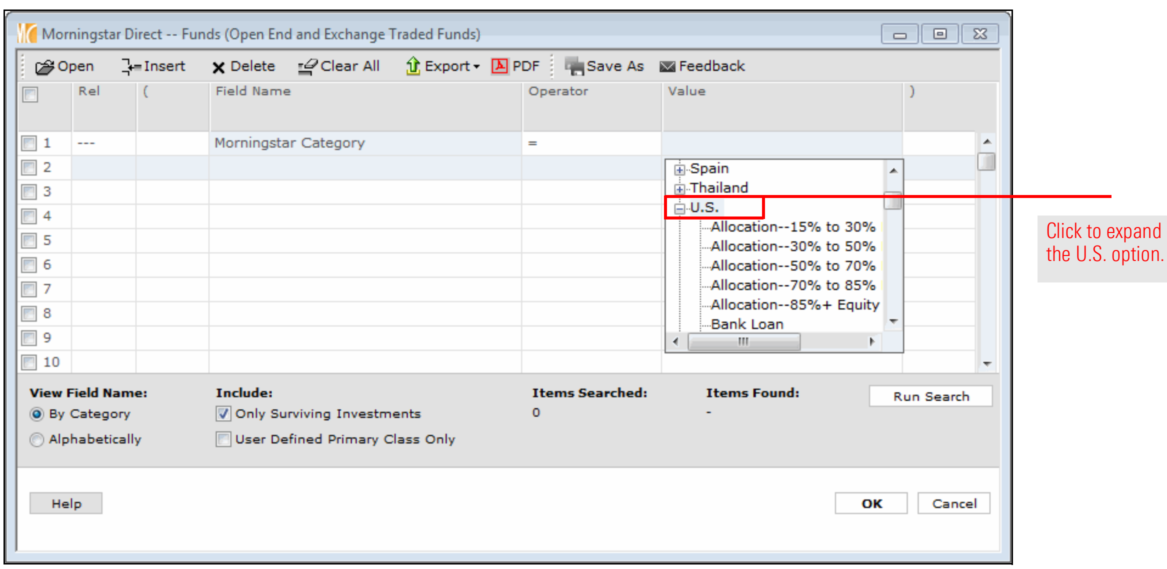
5. From the toolbar, select **New**…**Advanced Search**…**Funds (Open End and Exchange Traded Funds)**. The Search Criteria window opens.



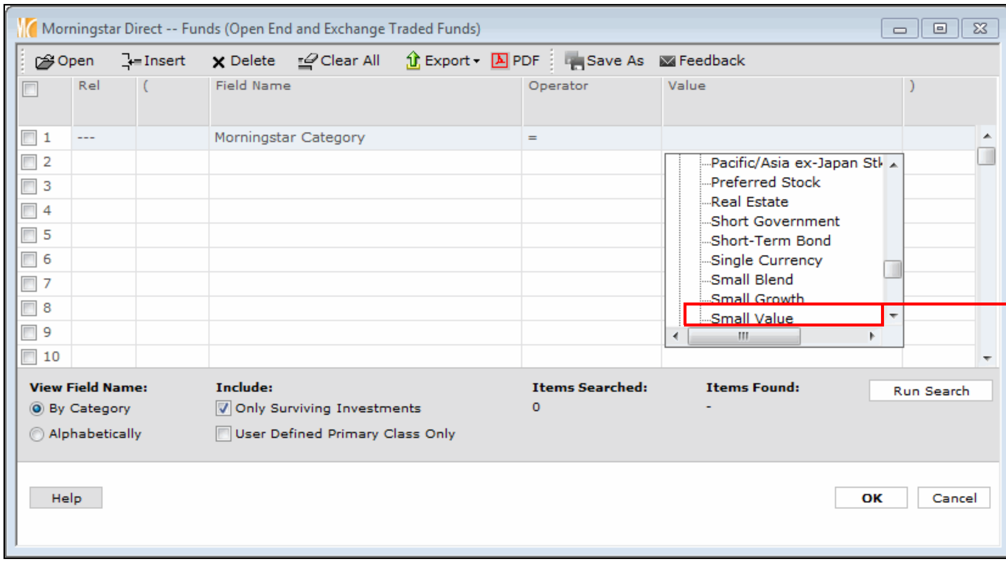
6. Click in the **Field Name** column for row 1. A drop-down field opens.
7. Select **Morningstar Category**. The Operator column is automatically set to =.



8. Click in the **Value** column. A drop-down list opens. Scroll down and expand the **U.S.** option.

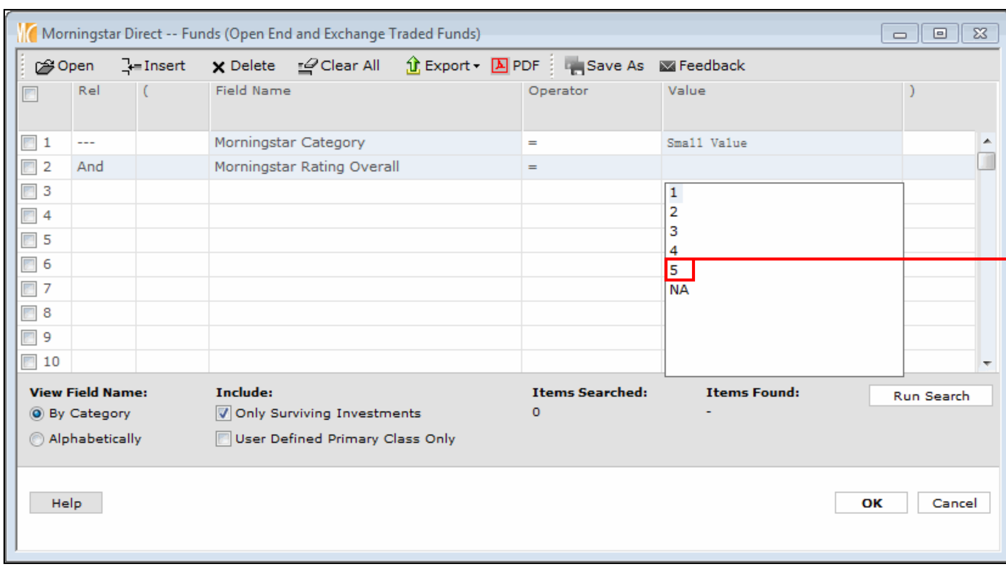


9. Under the U.S. option, the categories are listed in alphabetical order. Scroll down and click **Small Value**.



Scroll down to find this option.

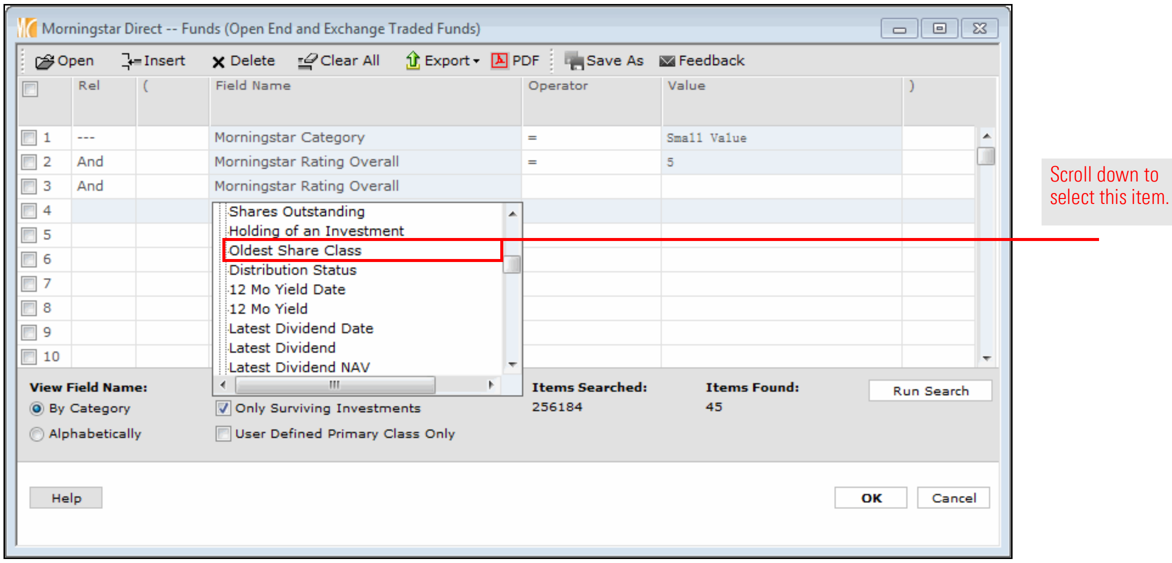
10. Click in the **Field Name** column for row 2, and from the drop-down field, select **Morningstar Rating Overall**. The Operator column is automatically set to =.
11. Click in the **Value** column, and from the drop-down field, select **5**.



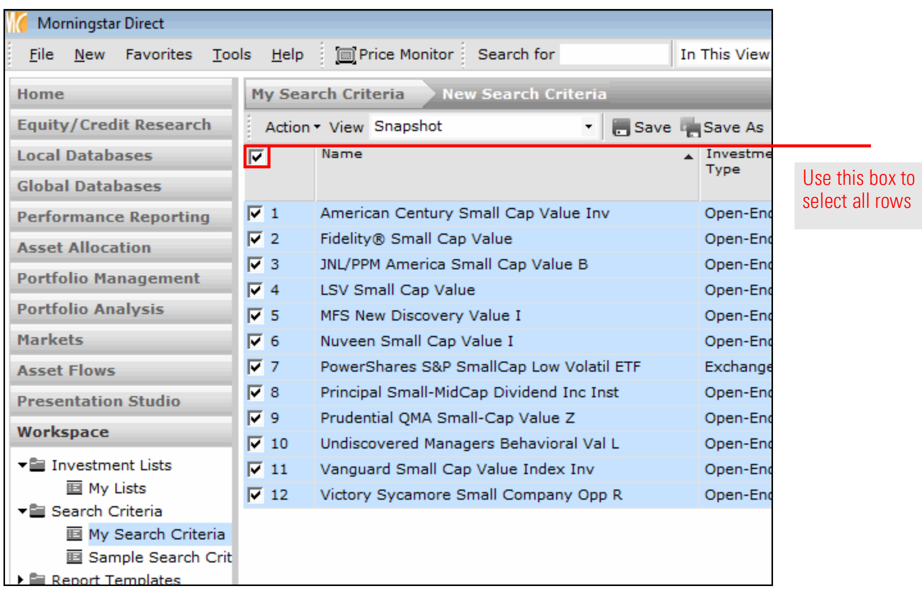
Selecting this option will show you only funds with a 5-star rating.

12. Click **Run Search** to preview the number of investments meeting the search criteria.

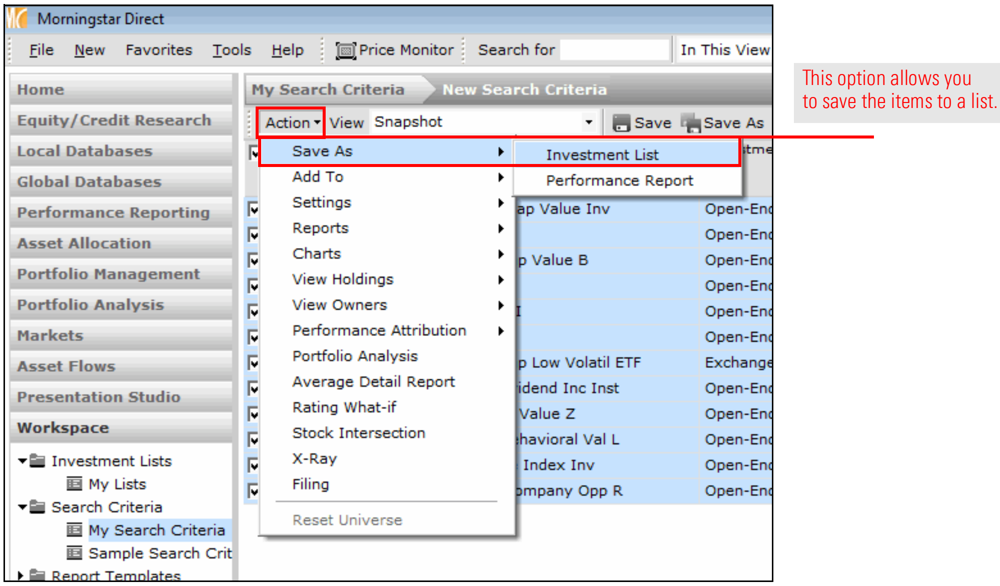
13. To retrieve only the oldest share class for each fund, click in the **Field Name** column for row 3, and from the drop-down field, select **Oldest Share Class**. The Operator column is automatically set to =.



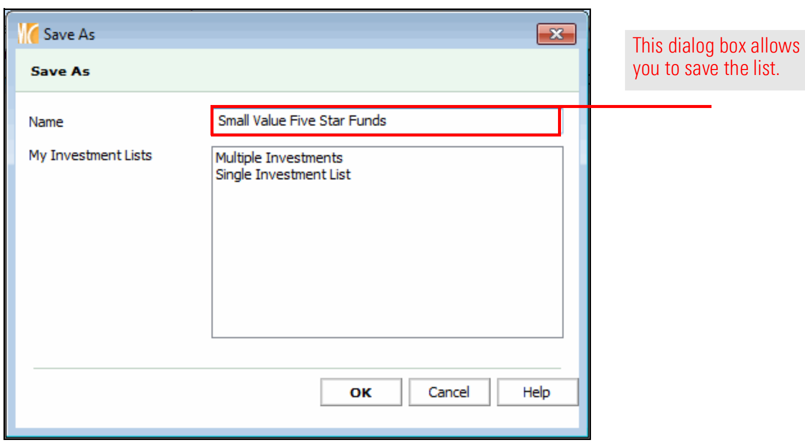
14. Click the Value column, and from the drop-down field, select **Yes**.
15. Click **Run Search** again.
16. Click **OK** to close the Search Criteria window. The items matching your search now show in the grid view.
17. In the header row, click the **select all** check box.



18. To save the investments meeting the search criteria to an investment list, from the toolbar, select **Action**. . .**Save As**. . .**Investment List**. The Save As dialog box opens.



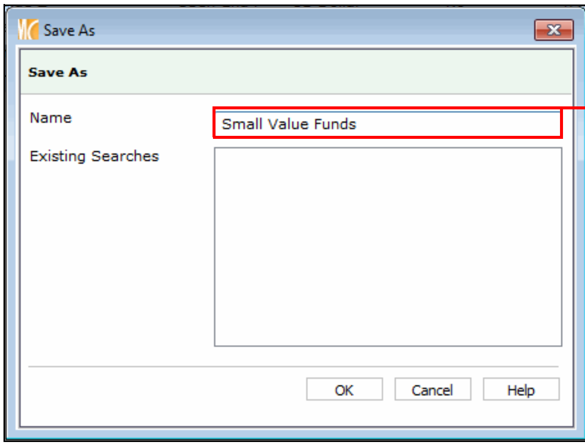
19. In the **Name** field, type **Small Value Five Star Funds**.



20. Click **OK** to close the Save As dialog box.
21. When the confirmation message appears asking if you want to save your changes, click **Yes**. This allows you to save the search you created.

☞ Note: Remember that investment lists are static; their constituents will not change unless you manually add or remove items from them. Searches, however, are dynamic. When you open a saved search, only investments currently matching all of the criteria will be displayed.

22. In the **Name** field, type **Small Value Funds**.



This dialog box allows you to save the search.

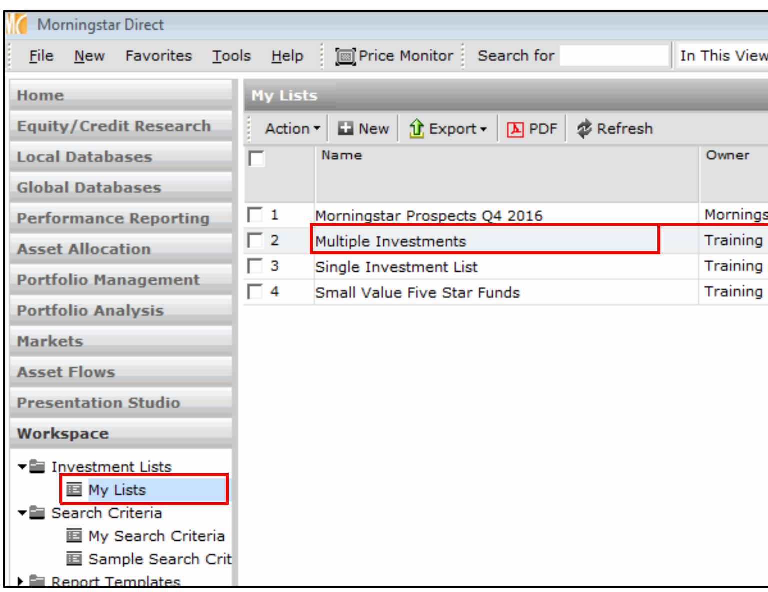
23. Click **OK** to close the Save As dialog box.
24. In the left-hand navigation pane, click the **My Lists** page. Note the new list you just saved.

Exercise 8: Merge existing lists into a new list

When building a list, you can also take one list you have saved and merge it into another existing list, then save the combined items into a new list.

To merge one list into another, do the following:

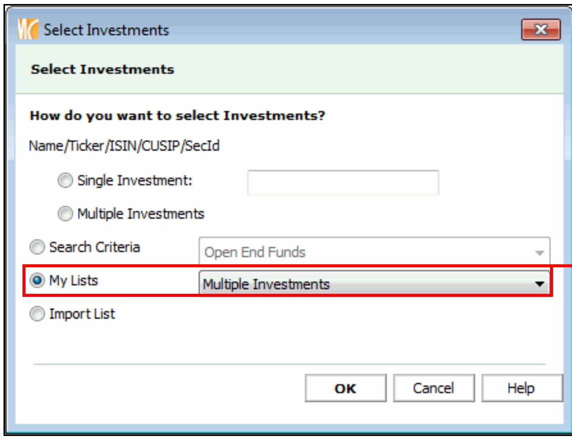
1. To begin, be sure you are looking at the **My Lists** page in the Workspace module.
2. **Double-click** the **Multiple Investments** list to open it.



To open a list, double-click its name.

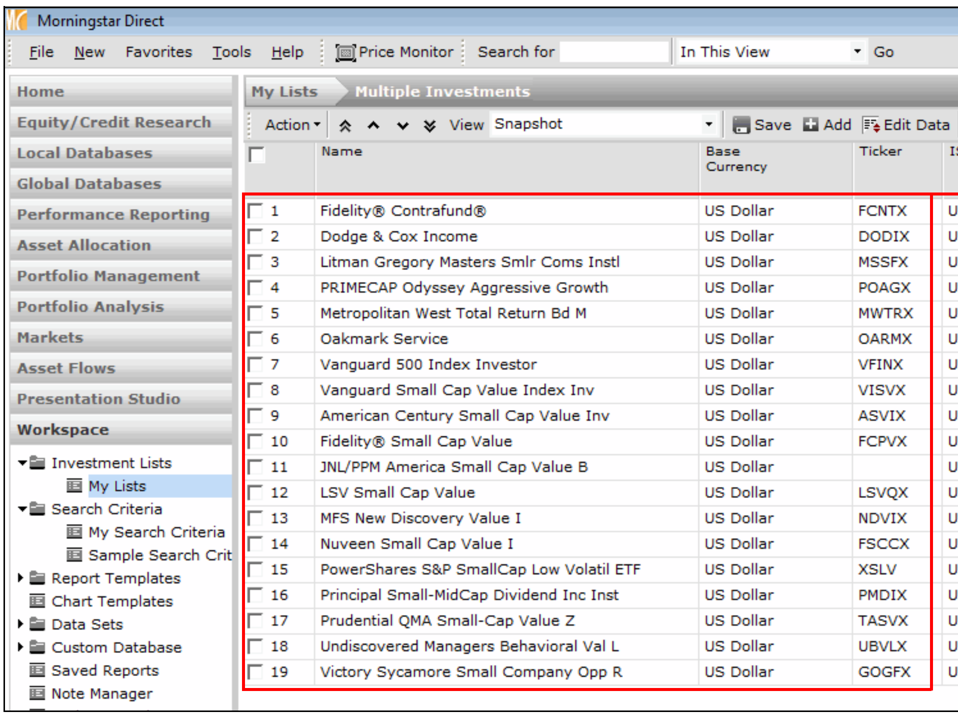
3. From the toolbar, click the **Add** icon. The Select Investments dialog box opens.
4. Select the option for **My Lists**.

5. From the drop-down field, select **Small Value Five Star Funds**.



Select this option button, and be sure to select the correct list.

6. Click **OK**. The grid view opens, and investments from both lists are combined.
7. Click the **Save** icon to save the Multiple Investments list with these new investments



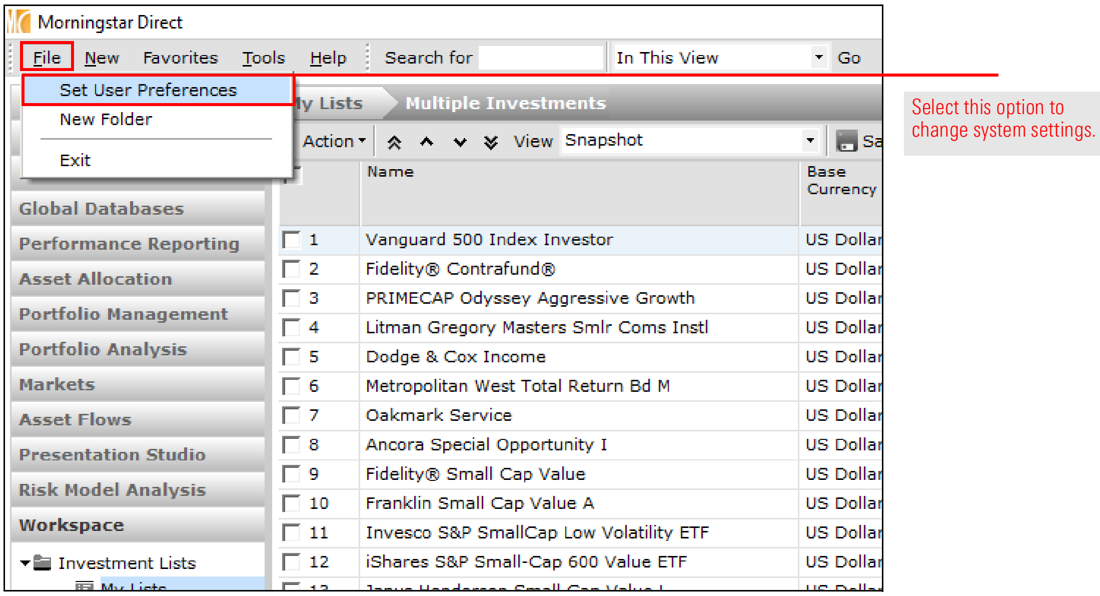
Here, the elements of two lists have been combined.

Exercise 9: Set user preferences for imports

The exercise following this one shows users how to import a set of stocks. Prior to doing that, though, users should tell the system which exchanges should be considered when importing items. This prevents duplicate items from appearing in a list for stocks trading on multiple exchanges.

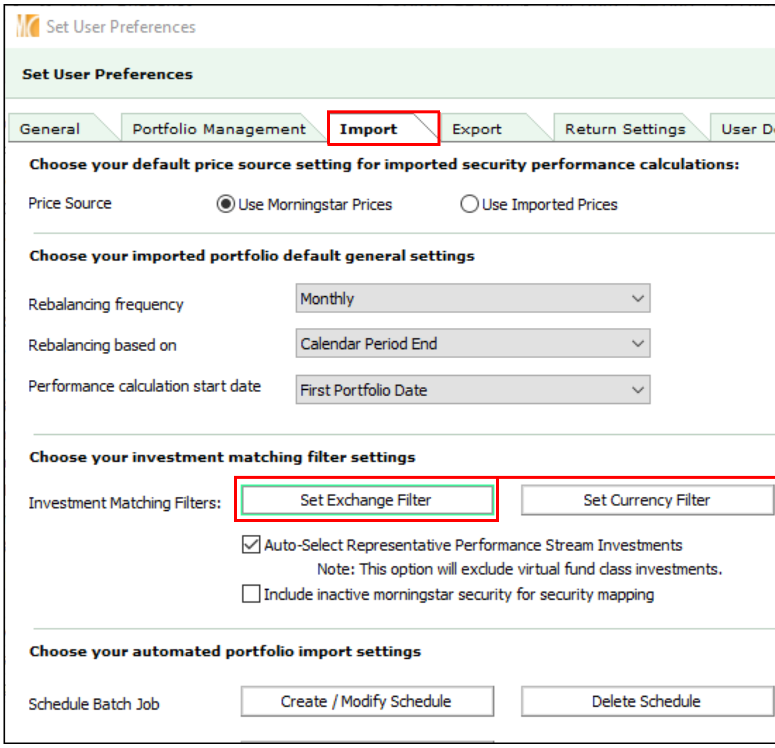
To set the user preference for imports, do the following:

1. From the menu bar, select **File** > **Set User Preferences**. The Set User Preferences window opens.



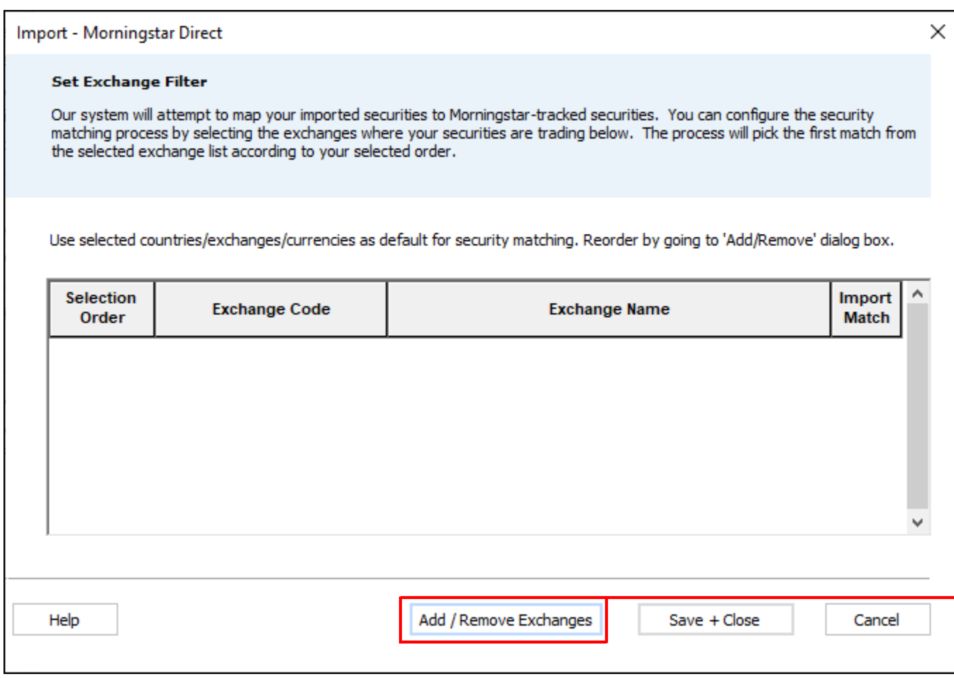
2. Select the **Import** tab.

3. Click **Set Exchange Filter**. The Set Exchange Filter window opens.



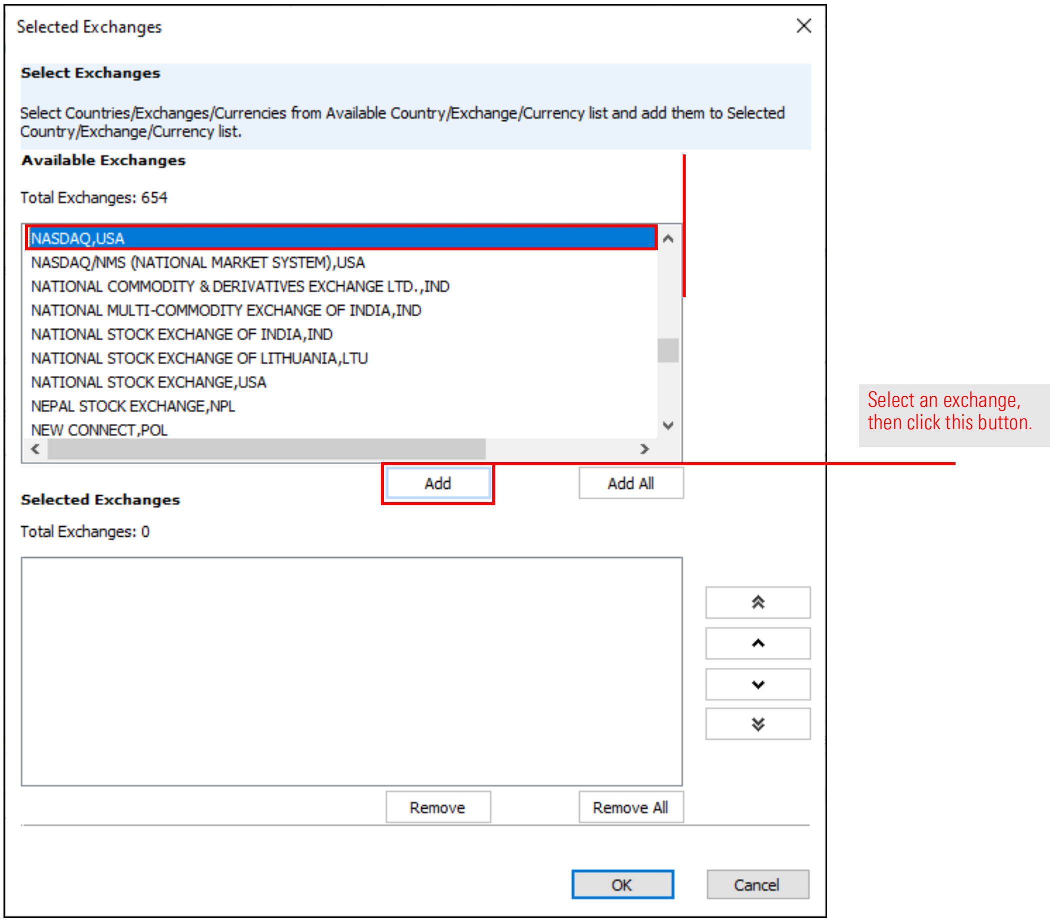
Click this button to control which exchanges are considered when importing investments.

4. Click **Add / Remove Exchanges**. The Selected Exchanges dialog box opens.



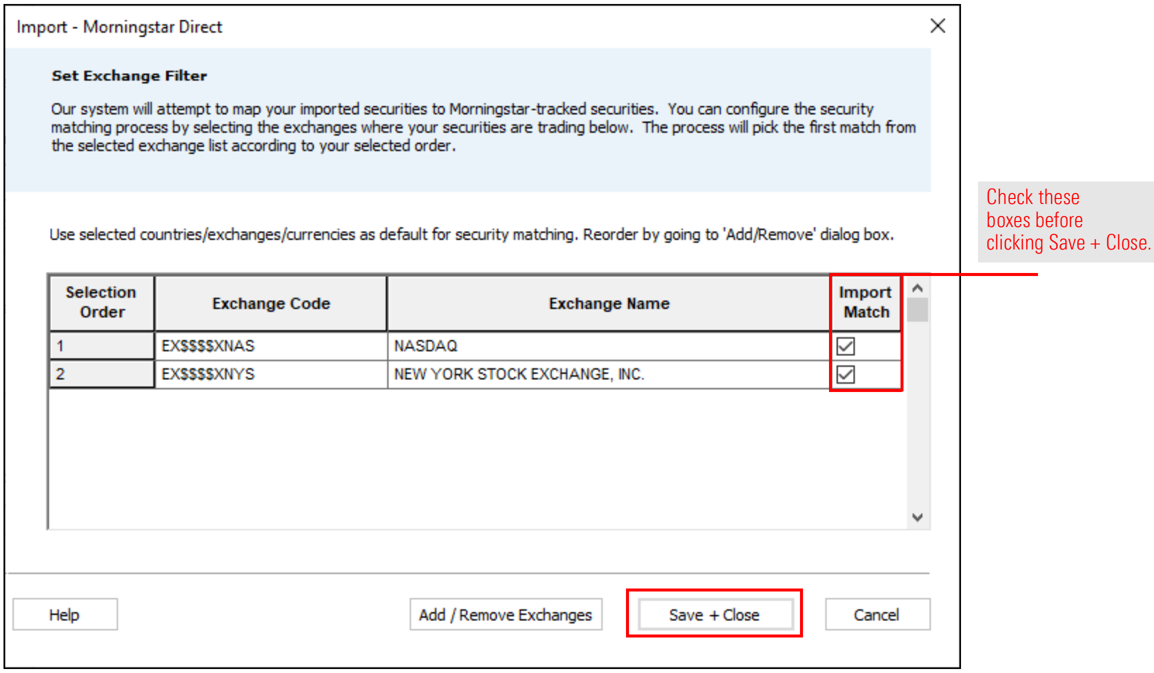
Click this button to select the specific exchanges to consider.

5. Scroll down to select each of the following exchanges, then click **Add**:
   - **NASDAQ,USA**, and
   - **NEW YORK STOCK EXCHANGE, INC., USA**.



6. Click **OK** to close the Select Exchanges dialog box.

7. Check the **Import Match** box to the right of the name of each exchange.
8. Click **Save + Close** to close the Set Exchange Filter window.



9. Click **OK** to close the Set User Preferences window.

Exercise 10: Import a list of investments from Microsoft® Excel®

You can import a text or Microsoft® Excel® file to build a list of investments. In order to import the file, you need to include a security identifier for each item in the Excel file, such as one of the following:

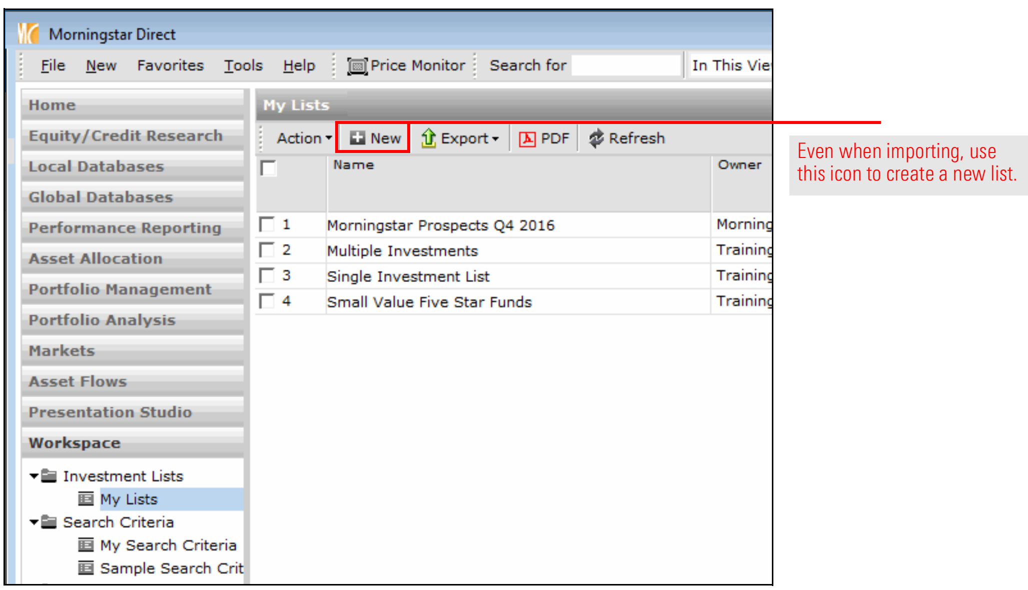
- CUSIP
- ISIN
- SEDOL
- Ticker
- SecId, or
- FundID.

☞ Note: Other options for identifying holdings are also available.

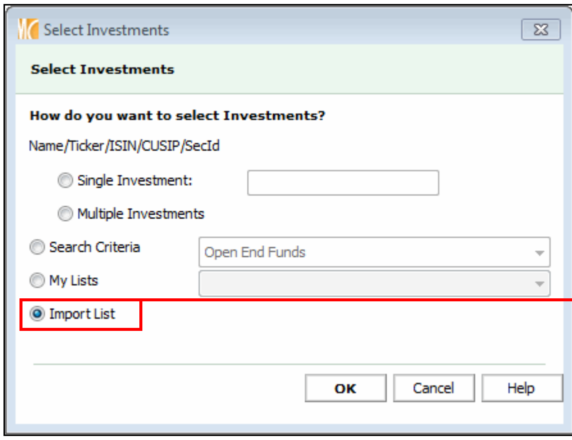
Only one of these options can be selected during the import process, and it must appear in column A in the Excel spreadsheet. A header row in the Excel spreadsheet is not needed. To practice, open this Excel file of stocks and save it locally.

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

1. In the Workspace module, select the **My Lists** page.
2. From the toolbar, click **New**. The Select Investments dialog box opens.

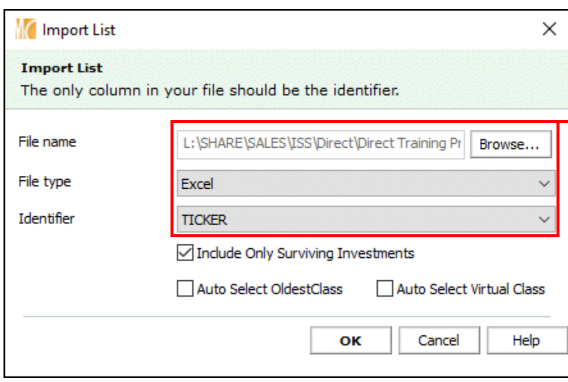


3. Select the option for **Import List**.



Select this option to import a list of securities.

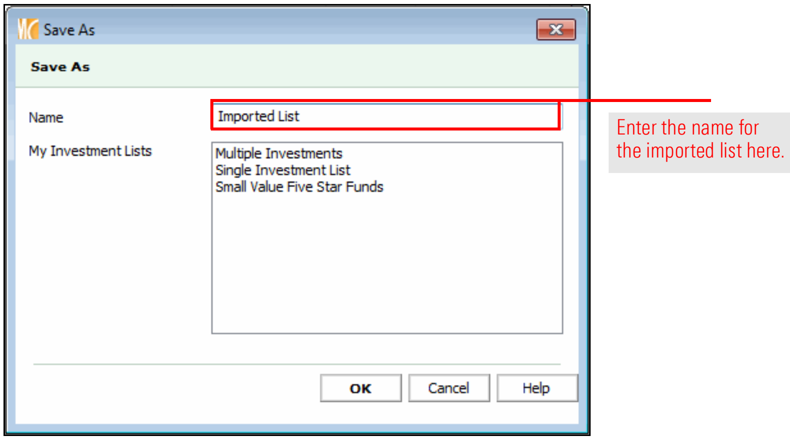
4. Click **OK**. The Import List dialog box opens.
5. To find the file with the investments you want to import, to the right of the File name field, click **Browse**.
6. From the **File type** drop-down field, select **Excel**.
7. From the **Identifier** drop-down field, select **Ticker**.



Be sure to select the correct values from each field, otherwise the import will not work.

8. Click **OK** to close the Import List dialog box. The investments are automatically added to the grid view.

9. To save the list, click the **Save** icon on the toolbar. The Save As dialog box opens.
10. In the **Name** field, type **Imported List**.

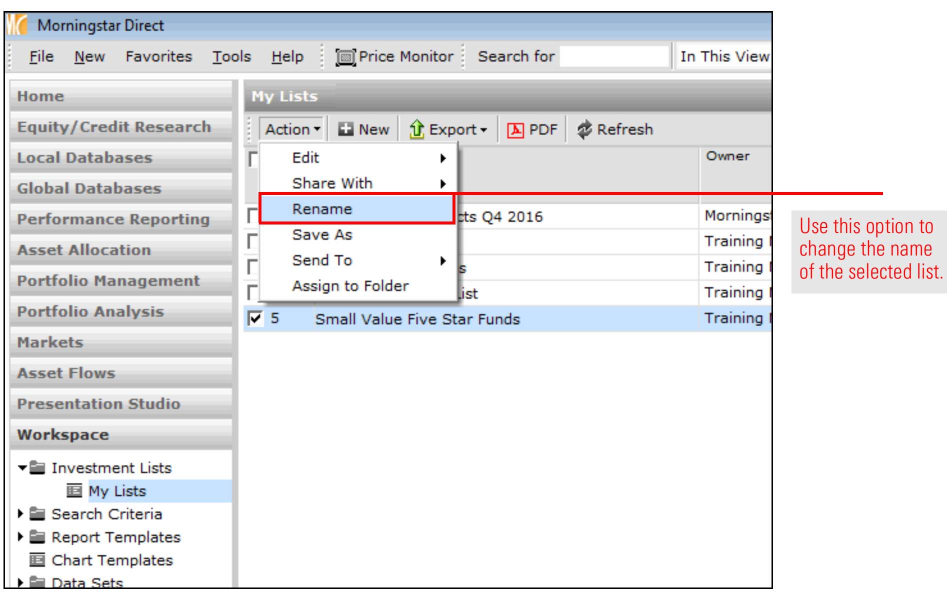


11. Click **OK**.

Exercise 11: 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. From the left-hand navigation pane, select the **My Lists** page under Workspace.
2. Check the **box** to the left of the **Small Value Five Star Funds** list.
3. From the **Action** menu, select **Rename**. The Rename dialog box opens.



4. In the Name Field, change the name of the list to **US Small Value 5 Star Funds & ETFs**.
5. Click **OK**. The name of the list updates automatically in the grid view.

Exercise 12: Send a list to another Morningstar Direct user

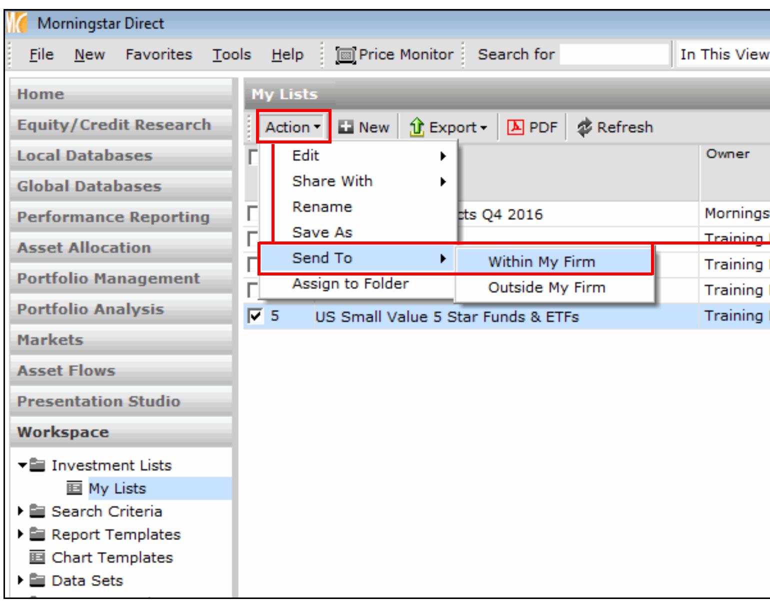
You can send the lists you create in Morningstar Direct to other Morningstar Direct subscribers. You can also share lists with other users. The difference between sharing a list and sending a list is that a shared list can be set to either Read Only or Read/Write permission, while lists you send always have Read/Write permission. The changes someone makes to a list you send are not reflected in the list you see, as is the case for a list you share with Read/Write permission.

That is, 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 Morningstar Direct 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 Morningstar Direct users, but the elements of the list cannot be changed, and a user cannot change the name of the list or delete it.

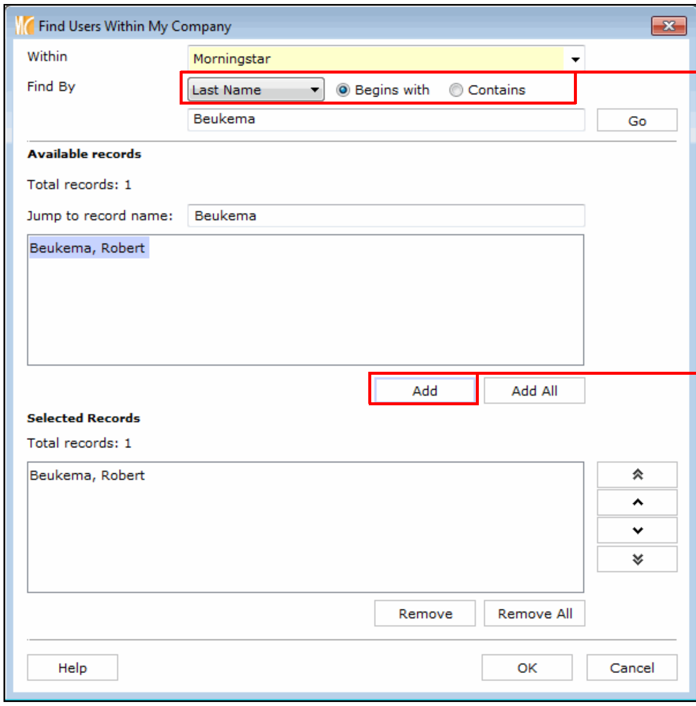
To send a list, do the following:

1. From the left-hand navigation pane, select the **My Lists** page under Workspace.
2. Check the **box** to the left of the US Small Value 5 Star Funds & ETFs list.
3. From the Action menu above the grid view, select **Send To**…**Within My Firm**. The Find Users Within My Company window opens.



Select this option to send a selected list to another user at your firm.

4. In the Find By field, type the **last name** of the person to whom you want to send the list.
5. Click **Go**.
6. In the Available records area, select the **person's name**, then click **Add**.



The default option looks for a person by Last Name, but you can switch this to First Name, and you can also search for a portion of a person's name.

You can look for and add multiple people to send a list to before you click OK.

7. Click **OK**.
8. When the confirmation message appears, click **OK**.