Morningstar® Report Portal

User Guide

Morningstar Direct

Contents

Morningstar® Report Portal User Guide

Overview

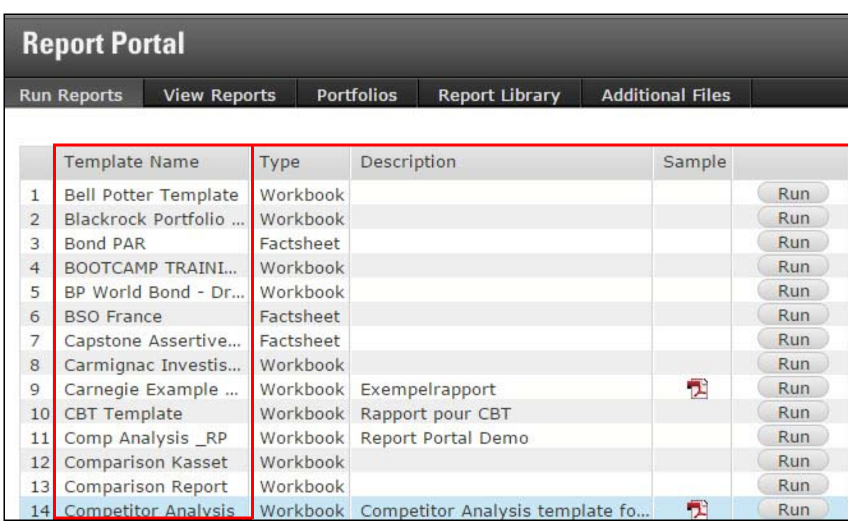
Morningstar® Report Portal enables users to quickly transform Morningstar's data and analysis into branded factsheets or workbooks based on pre-built templates. As a web application with no deployment or software requirements other than a web browser, Report Portal helps de-centralized research teams build company- and industry-compliant communications, and distribute them to sales groups, advisors, consultants, and global teams. Users can log in to produce or access relevant reports and other materials as needed.

The reports are optimized for display on laptops, desktop computers, and mobile devices such as an iPad®, and can include settings to adapt for client needs.

☞ Note: Morningstar Report Portal is not included in Morningstar Direct℠.

In this document, you will learn how to do the following in Report Portal:

- understand user functions and workflows in Report Portal (page 6)
- create a report (page 8)
- save a report (page 19)
- share your reports (page 26)
- organize your reports (page 31)
- work with portfolios (page 40)
- access other types of files (page 65), and
- access reports from a batch (page 68).



The use of templates eliminates the time-consuming task of formatting reports

User Functions and a General Workflow in Report Portal

Overview

The two levels of access to Report Portal are as follows:

- Administrators are the owners designing and publishing templates, controlling permissions, and providing access for users within your firm, and
- Users run, view, and share reports.

Note: The responsibilities and procedures of a Report Portal administrator are not covered in this document.

As a user, your usage of Report Portal will probably follow a general workflow, but you may find other ways to incorporate it into your processes.

In this section, you will learn how to do the following:

- how to use Report Portal in your role (page 6), and
- understand a general Report Portal workflow (page 6page 7).

How can I use Report Portal in my role?

Report Portal is a powerful and flexible tool for people in a variety of roles throughout your organization.

If your role is...	As a Report Portal user, you can...
Business development manager	▸ enable compelling conversations with financial advisors ▸ suggest product substitution ▸ provide competitor analysis ▸ model hypothetical performance and risk scenarios ▸ perform back-testing, and ▸ suggest more diversified and effective investment portfolios.
Head office	▸ ensure sales staff have the latest product collateral at their fingertips, no matter where they are ▸ maintain control over what is presented to advisors ▸ ensure the communication of a consistent message ▸ create presentations and reports with defined parameters to comply with corporate branding and compliance standards, and ▸ gauge advisor investment preferences and use of competitor products.
Research analyst	▸ easily distribute materials online, and ▸ be certain the teams you support always have access to consistent, up-to-date reports and materials.
Salesperson or consultant	▸ access uploaded materials from anywhere ▸ respond quickly and effectively to shifts in the client conversation, and ▸ respond to advisor questions and concerns.

What is a general Report Portal workflow?

In this section, a general workflow for Report Portal is described, but Report Portal can provide benefits to many users with different requirements.

For a Report Portal user, a general workflow is as follows:

1. Select a template for a workbook or factsheet report.

   ☞ Note: Templates are created by Morningstar or a Report Portal administrator.

2. Retrieve the basic information (such as investment name or names, benchmarks, start and end dates) to drive the generation of the report.
3. Generate the report.
4. Review the report.
5. Share the report via e-mail with clients and other people within your organization.

Creating a Report

Overview

As a user, you can easily generate a variety of reports using templates built by Morningstar or your Report Portal administrator. In general, each template is designed for a specific purpose, so you can simply plug in basic information such as investments, benchmarks, and start and end dates without worrying about page layout or which charts and tables will best serve the purpose of your report.

In this section, you will learn how to do the following:

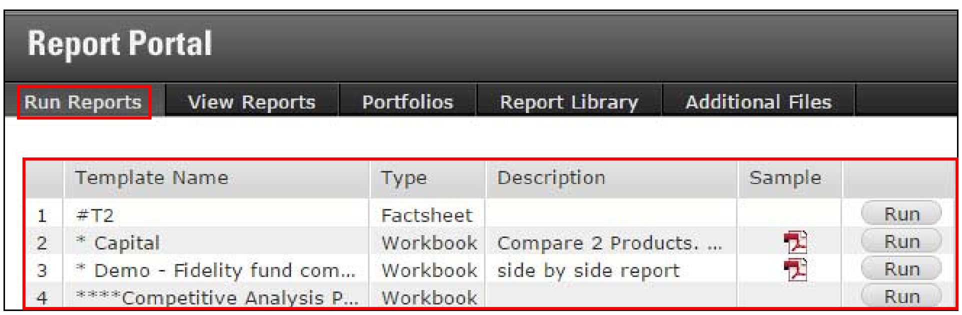
- access Report Portal (page 8)
- understand the functions and elements of a report template (page 9)
- review a report template's content and layout (page 9)
- create a report (page 10), and
- view a report (page 17).

How do I access Report Portal?

Once your Report Portal administrator has given you access to Report Portal, you will receive an e-mail with a link and password.

To access Report Portal, do the following:

1. In a browser, go to https://reportportal.morningstar.com.
2. **Log in**, using the information from the Report Portal administrator's e-mail. Report Portal opens, displaying the Run Reports tab.



A list of the available templates is displayed on the Run Reports tab

What is included in a report template?

Each report created in Report Portal is based on a template created by Morningstar or a Report Portal administrator.

A report template determines the design and types of content to be shown in reports based on the template. This allows you to focus on the specific content required from you without spending time on page layout, logo usage, and decisions on content requirements.

Some of the elements you may see displayed in a report are as follows:

- cover page
- client name
- preparer's name
- header
- footer
- charts
- tables
- text, including security-related notes
- page count, and
- general layout.

How do I review a report template's content and layout?

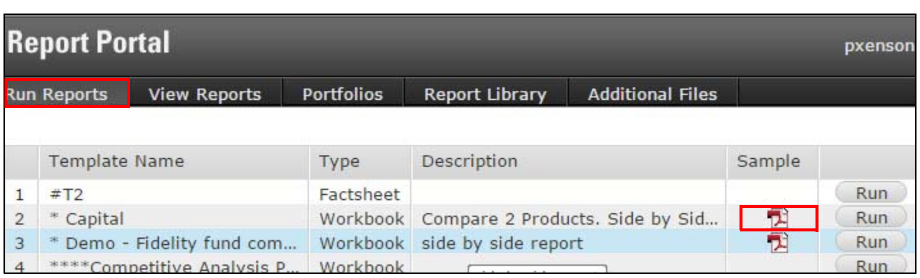
When you create a report based on a selected template, you select investments whose information populates the layout and serves as the basis for calculations and comparison. In a simple report, you may need to select the following:

- investment(s) to be included in the report
- benchmark(s), and
- the time period covered by the report.

As you will see, many other options may be available, depending on what the administrator has allowed in a particular template.

To select a template, do the following:

1. In Report Portal, select the **Run Reports** tab (if it's not already selected). The list of templates is displayed.
2. Some rows display a PDF icon in the Sample column. Click a **PDF icon**. A sample of the template opens in a new browser tab.



Reports are listed alphabetically

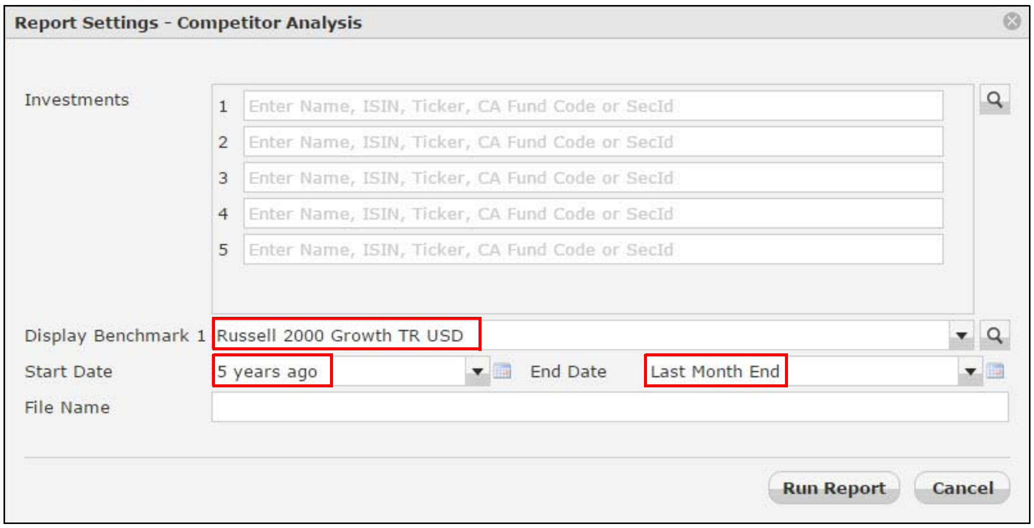
3. **Review each page**, noting the components the administrator has chosen to include.

4. Return to the **Report Portal** tab in your browser, and click the other **PDF icons** in the Sample column to review the available templates.
5. After reviewing the available samples, **decide** which one best suits the information you want to present.

How do I create a report?

In this procedure, a template named Competitor Analysis is used as an example. You may want to ask your Report Portal administrator to suggest a template to use for practice.

When creating a report, you will enter or select information to populate the Report Settings dialog box.



If a field is already populated, this indicates the administrator has set the content as the field's default

The sample above shows a very basic Report Settings dialog box. Other templates will display different fields and options, but each will function as described in the following table:

When you click…	This happens…	You can…
A text field	Nothing	Do nothing. The administrator has allowed no option other than what is displayed.
	An insertion point appears	Enter text. If you click an Investment field, enter the **name**, **ISIN**, **Ticker**, **CA Fund Code**, or **SecID** of a fund.
	A drop-down field opens	Select an option from the drop-down field from which you can select. An administrator has specified the available options.
Magnifying Glass icon	The Find Investments dialog box opens	Search for investments or a benchmark to add to the report's constituents.

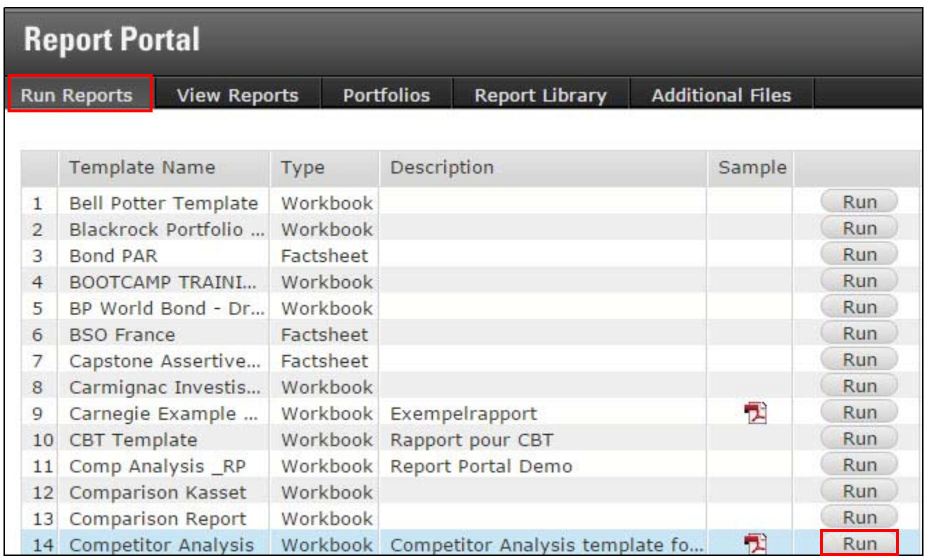
When you click…	This happens…	You can…
Calendar icon	A calendar opens	Select a date
Checkbox	Other options may appear, depending on whether the checkbox is checked	▸ Click the checkbox to enable the option, or ▸ Deselect the checkbox to disable the option

In this section, the following methods of filling in the fields are described:

- enter part of an investment's name (step 2 on page 12)
- select from a drop-down field (step 3 on page 13), and
- search for an investment (step 4 on page 13).

To create a report, do the following:

1. In Report Portal, on the Run Reports tab, locate the **template** you want to use and in that row, click **Run**. The Report Settings dialog box opens.

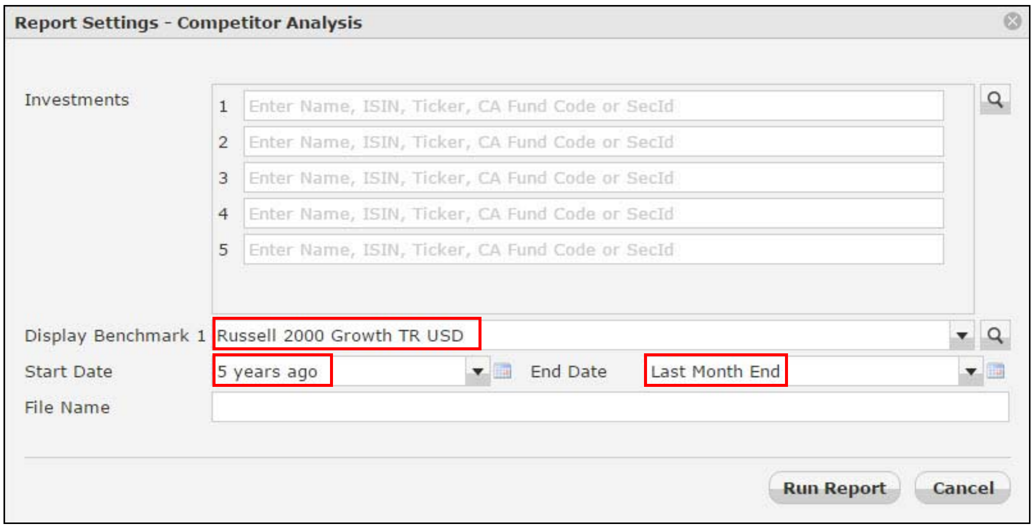


Reports are listed alphabetically

The Report Settings dialog box shown here requires the following information:

- investments
- benchmark
- start date
- end date, and
- file name.

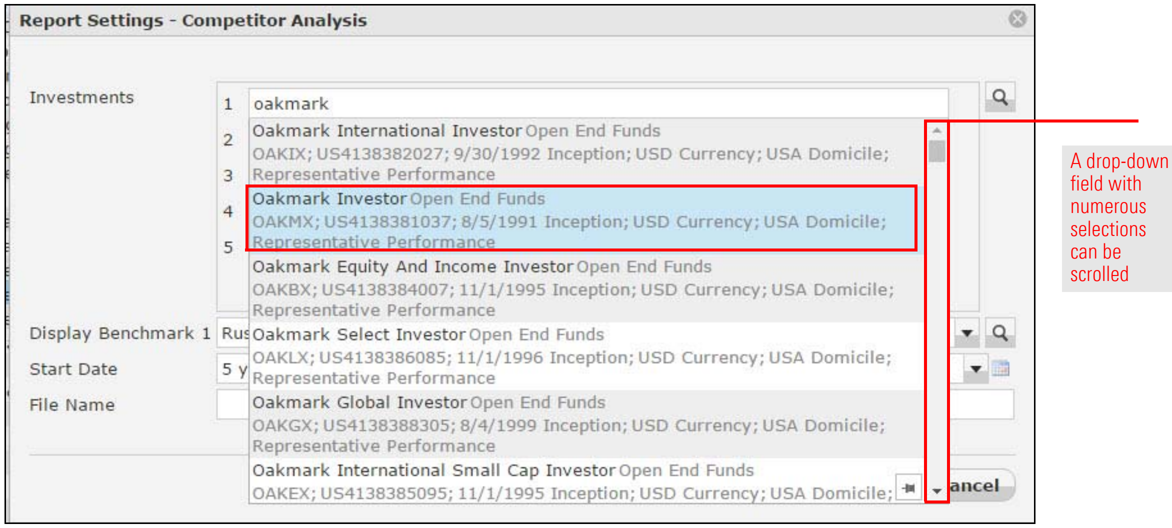
☞ Note: The number of investment rows indicates the maximum number of investments a report can include. An asterisk next to a row number indicates the number of investments you must include.



Your Report Settings dialog box may show more or fewer fields to be filled in than what is shown here

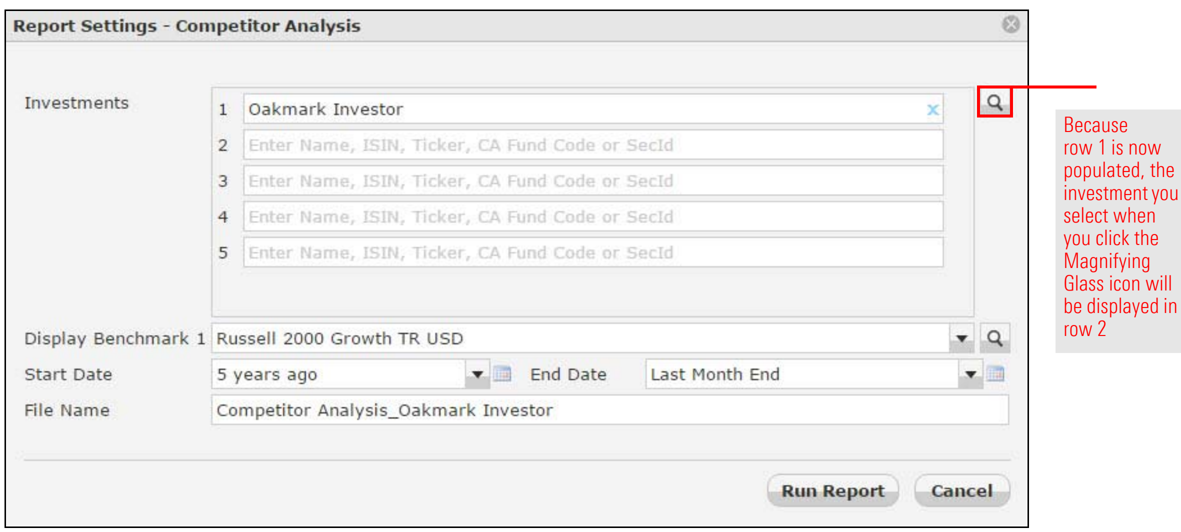
2. In the Investments, row 1 field, enter **part of an investment's name** (in this case, **oakmark**). Because numerous fund names begin with "oakmark," a drop-down field opens.

3. From the **Investment** drop-down field, select a **fund** (in this case, **Oakmark Investor Open End Funds**). The fund name is displayed in the Investments row 1 field.



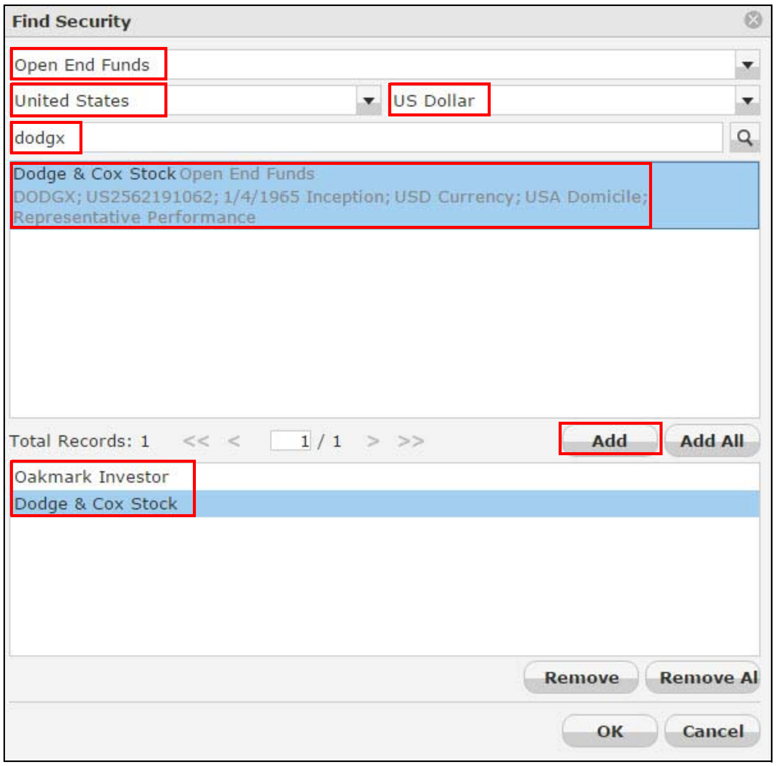
4. To initiate a search for an investment, click the **magnifying glass** icon to the right of row 1. The Find Security dialog box opens.

   ☞ Note: The Find Security dialog box offers many options for searching for investments. In the next steps, you will make selections from several drop-down fields and search by ticker.



5. From the **Universes** drop-down field, select a **universe** (in this case, **Open End Funds**).
6. From the **Countries** drop-down field, select a **country** (in this case, **United States**).
7. From the **Currencies** drop-down field, select a **currency** (in this case, **US Dollar**).
8. In the Name field, enter a **ticker** (in this case, **dodgx)**. The name of the fund associated with the ticker is displayed in the Total Records list.
9. Select the **fund** (in this case, **Dodge & Cox Stock Open End Funds**), and click **Add**. The fund name is displayed in the list at the bottom of the dialog box.

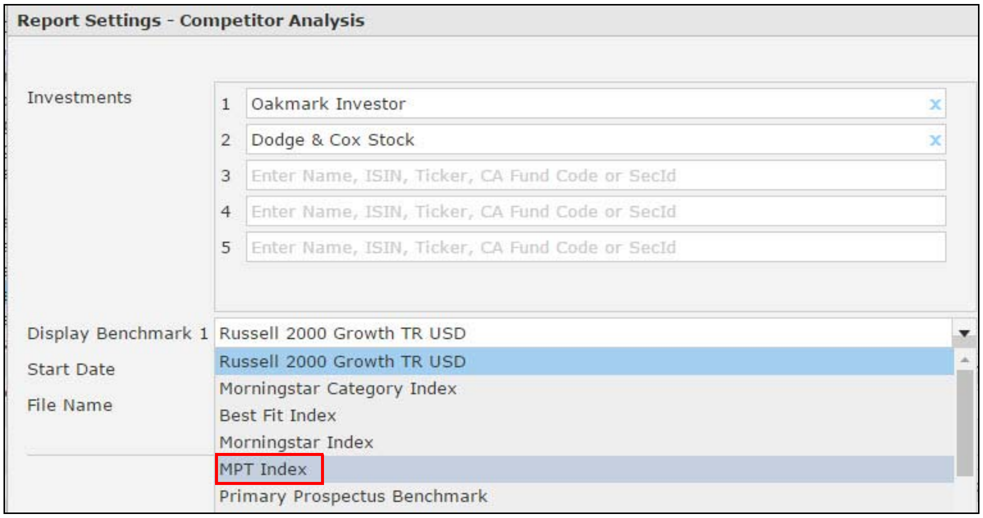
   ☞ Note: You can use the Find Security dialog box to locate and add multiple investments at once.



Note the highlighted selections

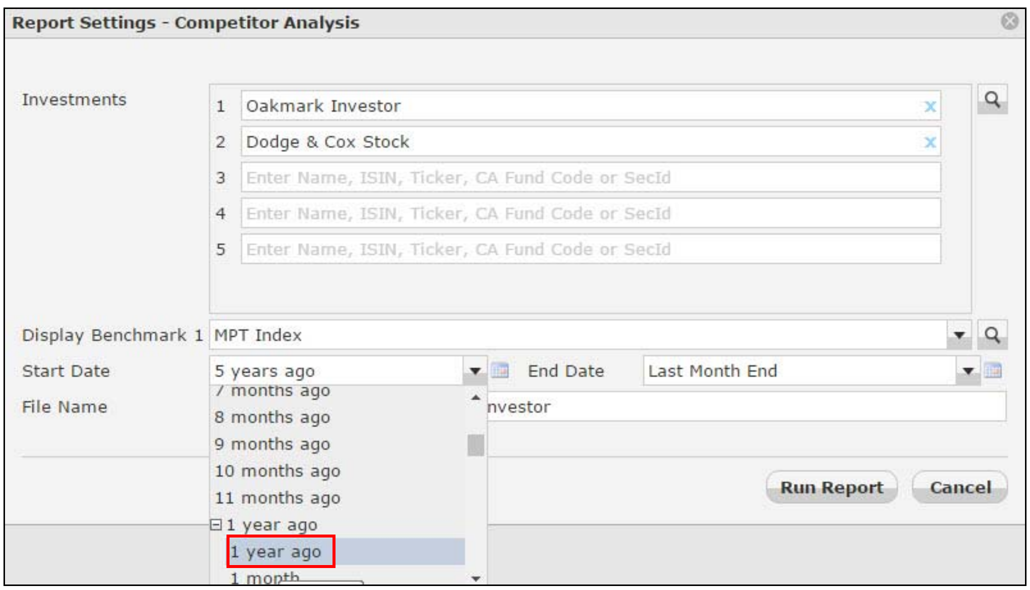
10. Click **OK** to close the dialog box.

11. In the Reporting Settings dialog box, in the Display Benchmark 1 field, Russell 2000 Growth TR USD is the default, but you can change it. From the **Display Benchmark 1** drop-down field, select a different benchmark (in this case, **MPT Index**).



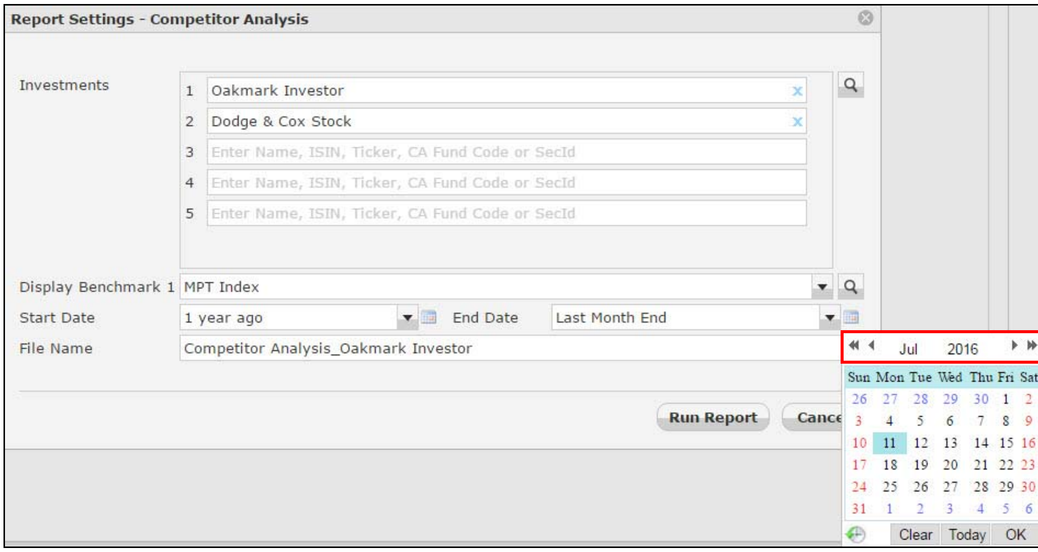
When an administrator has set a default for a field, they may also have allowed other options, such as a drop-down field or search (indicated by a Magnifying Glass icon)

12. From the **Start Date** drop-down field, make a **selection** (in this case, **1 year ago**).



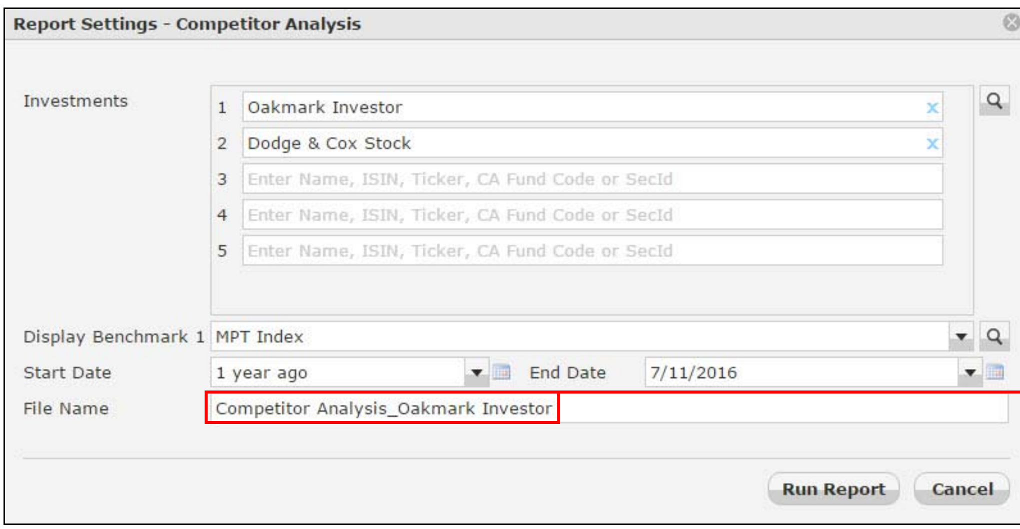
Note the highlighted selection

13. To the right of the **End Date** drop-down field, click the **Calendar** icon. The calendar opens.
14. Click the **left-facing arrow** six times to display the calendar from six months ago, then select a **non-weekend date**.



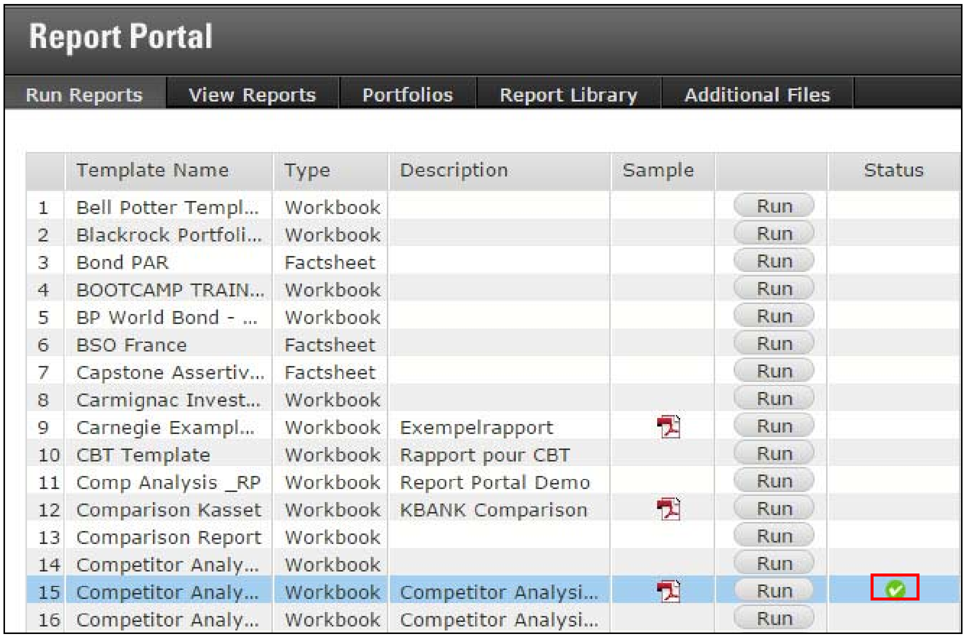
Click a single arrow to move forward or backward one month, or a double arrow to move forward or backward one year

15. In the File Name field, Report Portal has suggested a file name. If you want your report to have a different file name, **change** it.



The suggested File Name is based on the names of the template and the Row 1 investment

16. Click **Run Report**. The Report Settings dialog box closes and the Run Reports tab is displayed. When the report is ready, a the Status column shows a green checkmark.



If a report fails, an X is displayed in the Status column, indicating to run the report another time

How do I view a report?

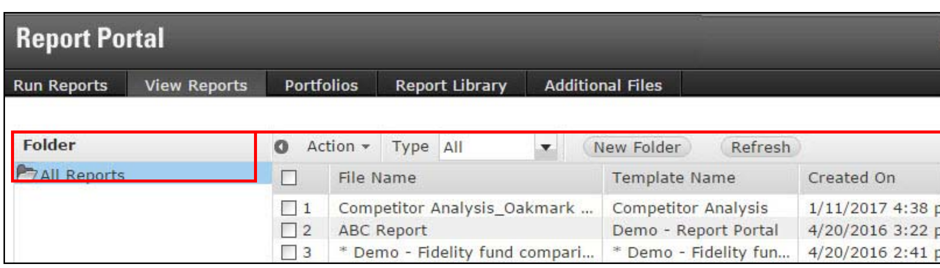
The report has been created; the next step is to see what it looks like.

Note: On the View Reports tab, only reports created by you or shared with you are shown. Reports from batch processing are not available. For information on batch processing, see Using the Report Library Tab on page 68.

To view the report, do the following:

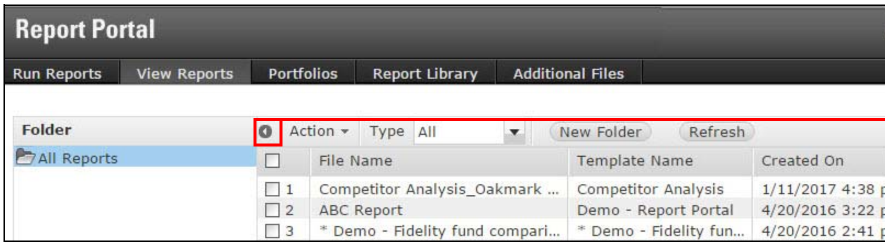
1. Select the **View Reports** tab. You will see your most recently run report at the top of the list.

   Note: If you do not see your report, look at the Folder drawer on the left. By default, each new report is listed in the All Reports folder. If a different folder is displayed, click **All Reports** to display the contents of the All Reports folder.



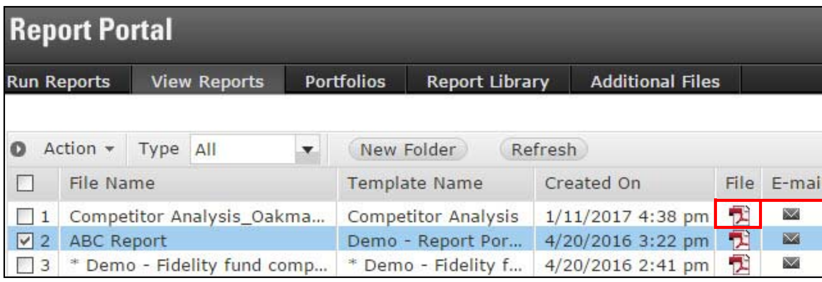
In this sample, All Reports is the only folder

2. To make it easier to see more columns of the list, close the Folder drawer by clicking the **Close Folder** icon.



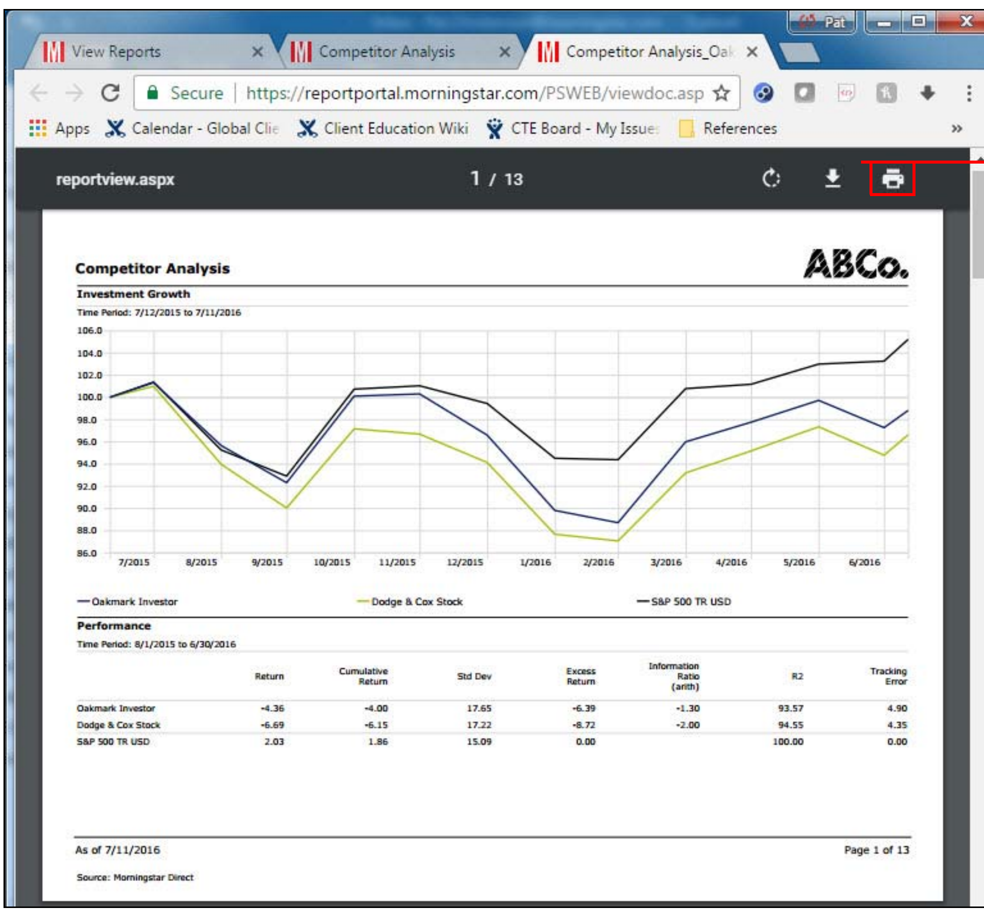
In subsequent screen shots of the View Reports tab, the Folder drawer will be closed

3. In your report's row, under the File column, click the **PDF** icon. (You do not need to click the row's checkbox.) The PDF opens in a new browser tab.



Reports are listed by creation date, with the most recent at the top

4. **Review each page** to ensure everything looks correct.



Click the printer icon to print your report

Saving Your Reports

Overview

Once you run a report, you can open, view, download, and print the PDF from Report Portal at any time. The PDF is automatically saved on your system to a folder designated for downloads.

☞ Note: Selecting a folder for downloads is a Windows function and is not described in this document.

In this section, you will learn how to do the following:

- download a report to a folder on your system (page 19)
- download multiple reports to a folder on your system (page 21)
- save a .zip file of multiple reports from the Save As dialog box (page 22)
- save a .zip file of multiple reports from the Download bar (page 23), and
- open a .zip file of multiple reports. (page 24)

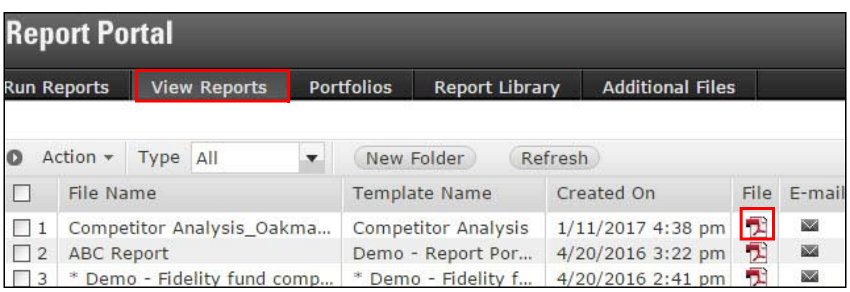
How can I download a report to a folder on my system?

Even though the report was automatically saved to the default downloads folder, you may want to save it to a different folder, such as one for a specific client, date range, or report type. By knowing where the report resides on your system, you can access it without launching Report Portal, which will allow you to quickly view, print, or send via e-mail using your e-mail client.

Keep in mind the data on the report will not update each time you open the saved PDF. To update the data, you will need to re-run the report.

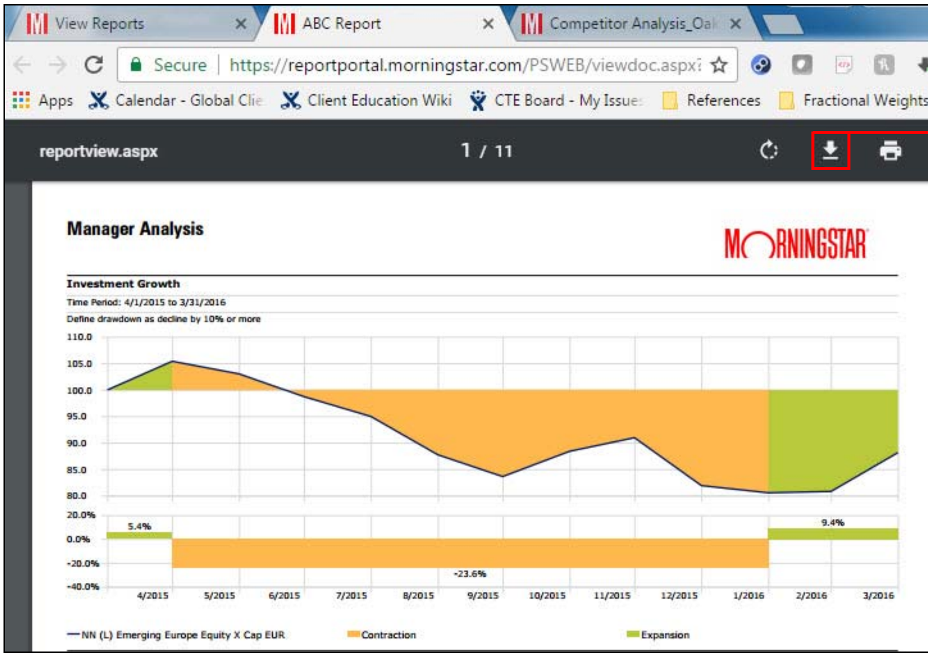
To download a report to a folder on your system, do the following:

1. Select the **View Reports** tab (If it is not already selected), and locate the row for the report you want to download. You do not need to click the row's checkbox.
2. Click the **PDF icon** in the row. The PDF opens in a new browser tab.

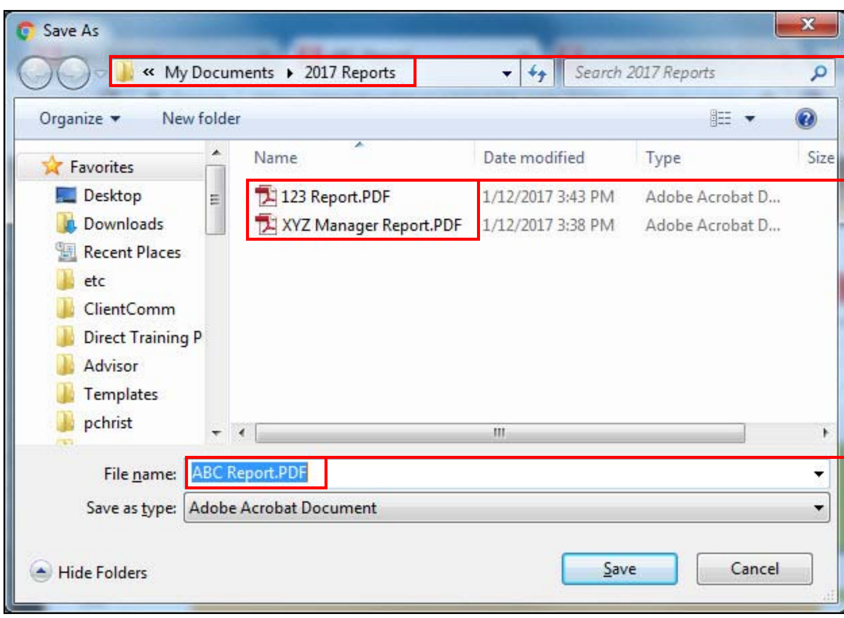


Note the highlighted selections

3. In the upper-right corner of the window, click the **Download** icon. The Save As dialog box opens.



4. Navigate to a **folder** in which you want to save the PDF.
5. (Optional) Change the **default file name**.



6. Click **Save**. The dialog box closes.

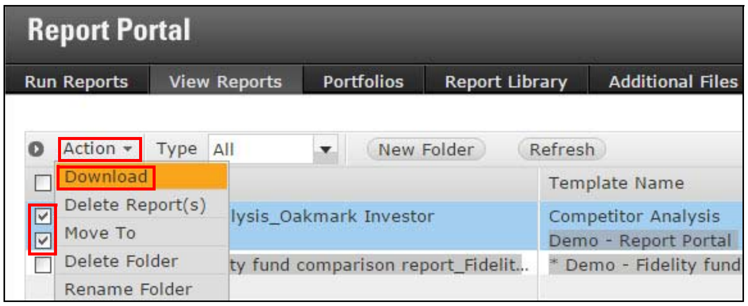
How can I download multiple reports to a folder on my system?

When you want to download multiple reports, you could download each one individually (as described in How can I download a report to a folder on my system? on page 19), or you could download them all with a single command.

☞ Note: When you download multiple reports, they will not be downloaded as individual reports. Instead, they will be bundled in a compressed file, frequently known as a .zip file). You will need to unzip the .zip file before you can access the PDFs of the reports.

To download multiple reports to a folder on your system, do the following:

1. Select the **View Reports** tab (If it is not already selected).
2. Click the **checkboxes** at the beginning of the rows for the reports you want to download.
3. From the **Action** drop-down field, select **Download**.



Note the highlighted selections

4. Depending on your browser settings, you will see one of the following:
   - The Save As dialog box opens. Go to How can I save a file in the Save As dialog box? on page 22.
   - A file name is displayed on the Download bar at the bottom of the browser window. Go to How can I save a file from the Download bar? on page 23.

☞ Note: If neither of the above actions happen, you probably have a setting in your browser to automatically save all downloads to a specified folder. In Windows Explorer, navigate to the folder, then go to How can I open the .zip file? on page 24. In any case, the .zip file must reside on your system before you can access the PDFs of your reports.

How can I save a file in the Save As dialog box?

When you download multiple reports, they are bundled in a .zip file. To access the contents of a .zip file (the PDFs of your reports), you need to “unzip” it, and to do that, you must know where the .zip file is located.

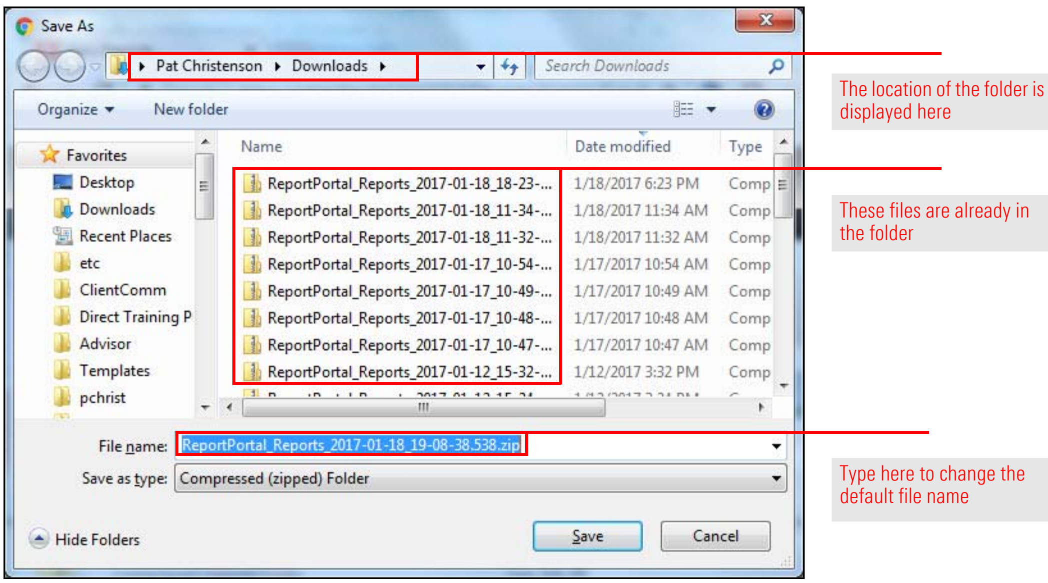
In the Save As dialog box, you have the option of saving the .zip file to a folder other than your Downloads folder.

> ☞ Note: When the Save As dialog box opens, it automatically displays the contents of your Downloads folder.

(Optional) To save the .zip file, do the following:

1. If you do not want to save the .zip file in the Downloads folder, navigate to a different **folder**.
2. Change the **file name**, making sure to keep the suffix .zip.

> ☞ Note: Be sure to note the location so you can return to it to open the .zip file.



3. Click **Save**. The dialog box closes.

Now that the .zip file is saved, go to How can I open the .zip file? on page 24.

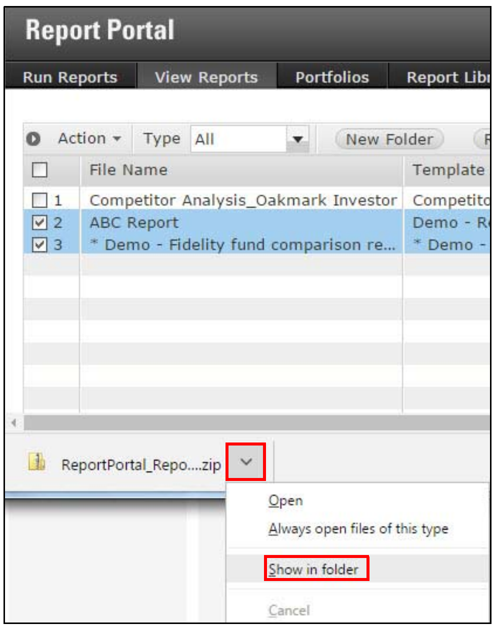
How can I save a file from the Download bar?

When you download multiple reports, they are bundled in a .zip file. To access the contents of a .zip file (the PDFs of your reports), you need to “unzip” it, and to do that, you must know where the .zip file is located.

If you see the name of a .zip file in the Download bar at the bottom of your browser window, the .zip file has been saved to your default downloads folder. If you know the location of your default downloads folder, go to How can I open the .zip file? on page 24.

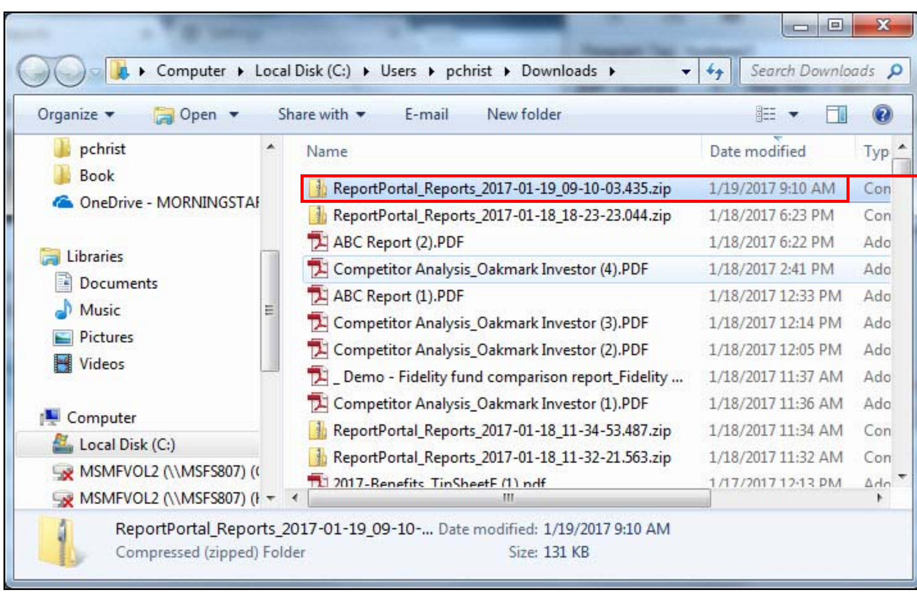
If you don’t know the location of your default downloads folder, do the following:

1. On the Download bar at the bottom of the browser window, click the **arrow** and from the drop-down field, select **Show in folder**. A Windows Explorer window opens, displaying the contents of your default downloads folder.



Note the highlighted selections

2. Leave Windows Explorer open and go to How can I open the .zip file? on page 24.



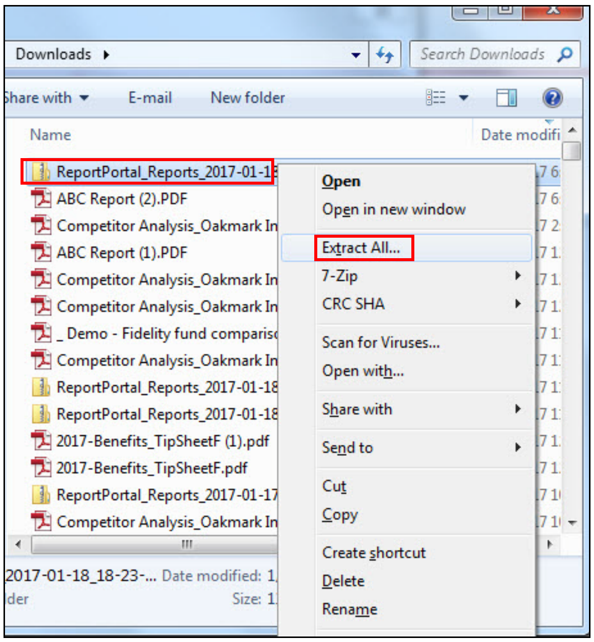
Because the view shown here is sorted by date, the newest file (in this case, the .zip file) is displayed at the top of the list

How can I open the .zip file?

Now that you know where the .zip file is located on your system, you can unzip it and access its contents—the PDFs of your reports.

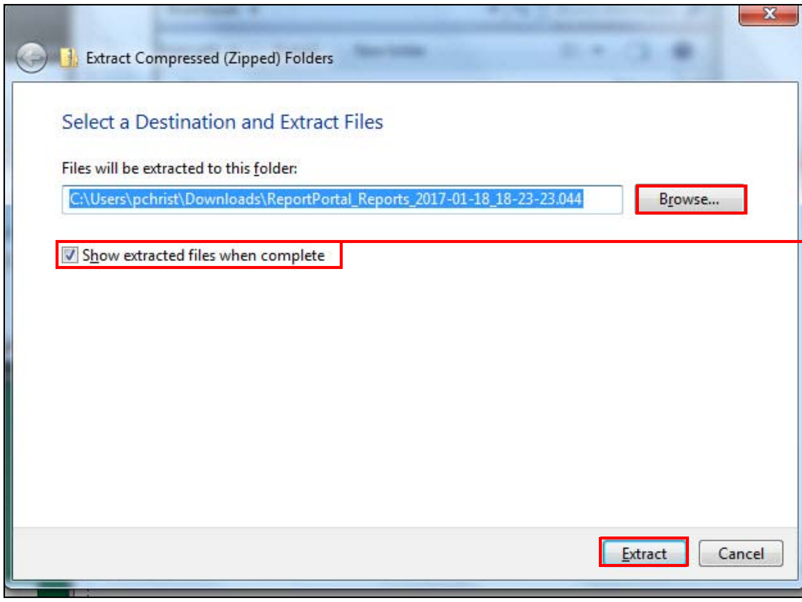
To unzip a .zip file, do the following:

1. Open **Windows Explorer** (if it is not already open) and navigate to the **folder** containing the .zip file.
2. The method for unzipping the file will depend on the zip (or compression) software installed on your system. In most cases, select the .zip file, **right-click** and from the drop-down field, select **Unzip**, **Extract All**, **Extract Files**, or a similar command. A dialog box opens, in which you can select a folder for the files contained in the .zip file (the reports).



Note the highlighted selections

3. (Optional) If you do not want to save the reports in the suggested location (displayed on a blue background below), click **Browse**. A new dialog box opens, in which you can navigate to another folder.



If an option such as "Show extracted files when complete" is displayed, enable it

4. Click **Extract**. The PDFs are saved to the selected folder. If you enabled "Show extracted files when complete" (which may not be available, depending on your compression software), Windows Explorer opens the folder containing the files.

   ☞ Note: The .zip file and its contents are still intact in their original location.

Now you can open the report PDFs at any time, even when you haven't launched Report Portal, by simply opening the folder they reside in.

Sharing Your Reports

Overview

You may want to share your report with clients, partners, or others in your workplace. For instance, if a co-worker needs the same information, sending the report to them will save time and effort. As you learned in the previous section (Saving Your Reports on page 19), you can access your reports on your system without launching Report Portal, which means you can send them via e-mail from your e-mail client. However, you can also send a report or reports via e-mail from Report Portal.

In this section, you will learn how to:

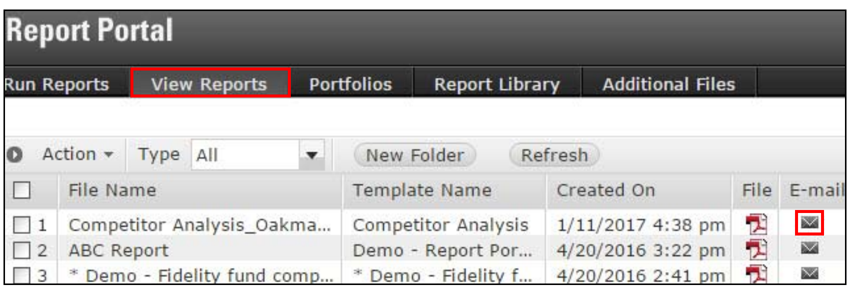
- e-mail a report from Report Portal (page 26), and
- attach additional reports or other files to an e-mail from Report Portal (page 28).

How can I send a report?

Before you can send e-mail from Report Portal, a Report Portal administrator must enable e-mail for your account. If you cannot send e-mail as directed in this section, contact your administrator.

To send a report, do the following:

1. Select the **View Reports** tab (If it is not already selected). Locate the **row** for the report you want to send. You do not need to click the row's checkbox.
2. In the E-mail column, click the **e-mail icon**. The E-mail dialog box opens.



Note the highlighted selections

☞ Note: Only the report whose e-mail icon you click will be sent, even if you have selected multiple rows by clicking their checkboxes. To send multiple reports, see How do I attach additional reports or other files to an e-mail? on page 28.

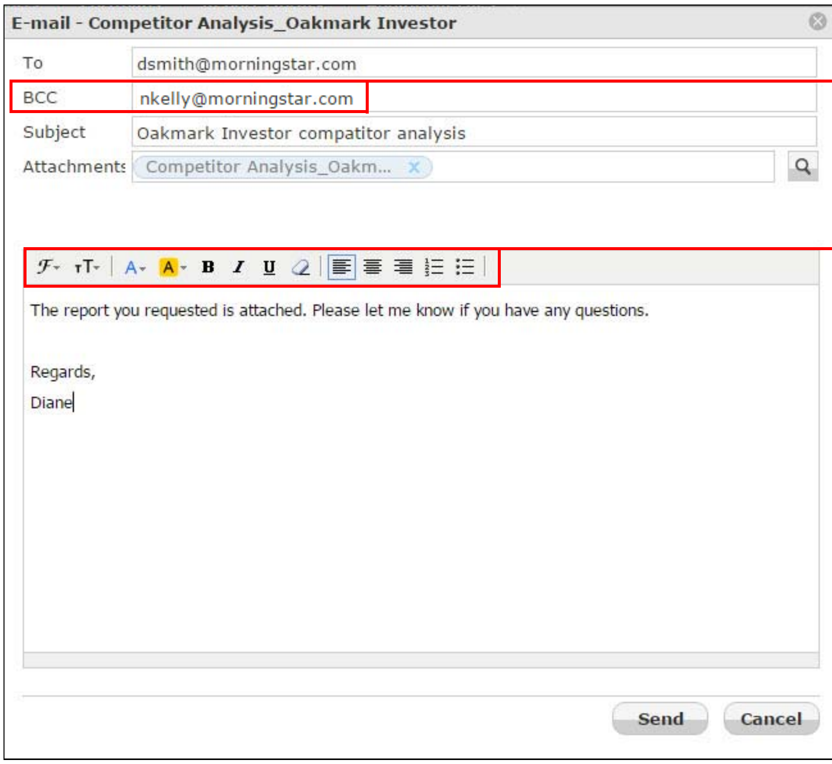
3. In the **To** field (required), enter the **e-mail address** of the intended recipient.

   ☞ Note: To send the e-mail to multiple recipients, enter a **comma** and a **space** between the e-mail addresses. For example, you would type **ltaylor@myfirm.com, gblack@myfirm.com**,

4. In the **Subject** field (required), enter the **subject** of the e-mail.

   ☞ Note: The PDF of the report is automatically attached to the e-mail and displayed in the Attachments field.

5. In the **message** field (optional), enter any **information** you want to share with the intended recipient, such as notes or comments.



Your e-mail address is automatically entered in the bcc field; you can change or delete it

These standard formatting icons can be used to format words or paragraphs in the message

6. (Optional) If you want to include additional reports or files in the e-mail, go to step 3 on page 28 under How do I attach additional reports or other files to an e-mail?
7. Click **Send**. The dialog box closes and the e-mail has been sent. Because your e-mail address was automatically entered in the bcc field, you will receive a copy of the e-mail.

How do I attach additional reports or other files to an e-mail?

When sending a report in an e-mail from Report Portal, you can also attach the following to the e-mail:

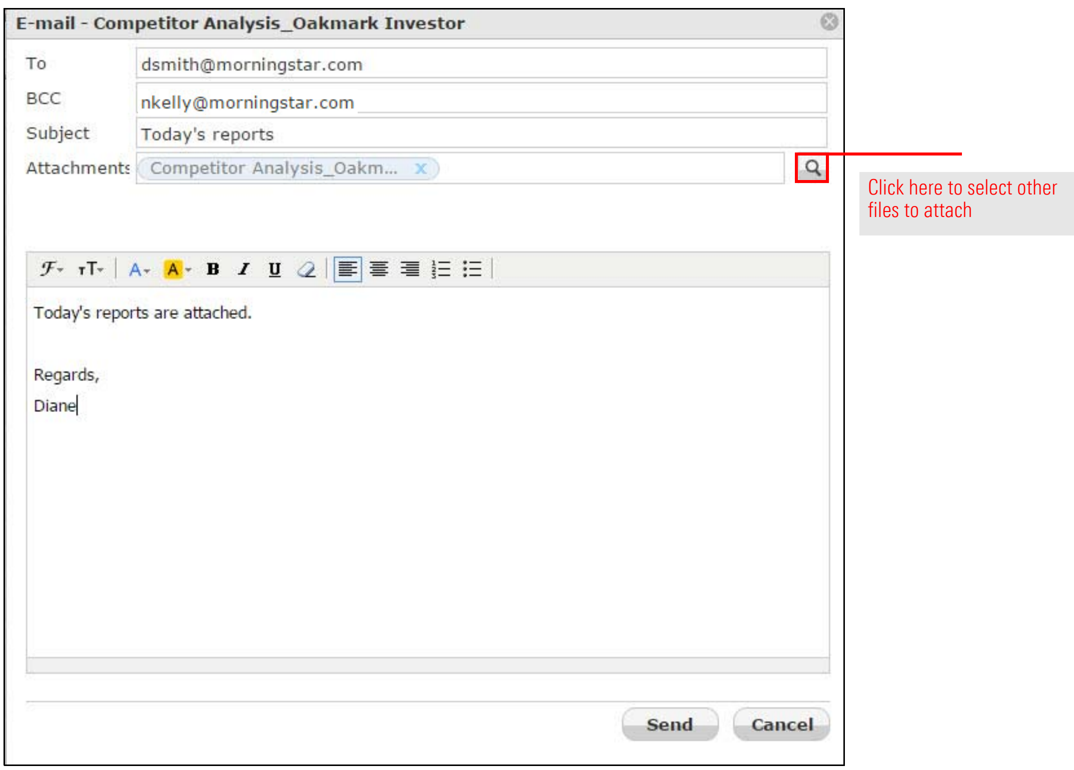
- additional reports, and
- other files you have access to.

If you want to send multiple reports in a e-mail from Report Portal, you must first download the reports and then attach them to the e-mail.

In this section, three reports will be sent. However, you need download only two of them. You will manually attach these reports to the email. As you saw in How can I send a report? on page 26, you do not need to download the report whose e-mail icon you will click (in this case, Competitor_Analysis_Oakmark) when you create the e-mail.

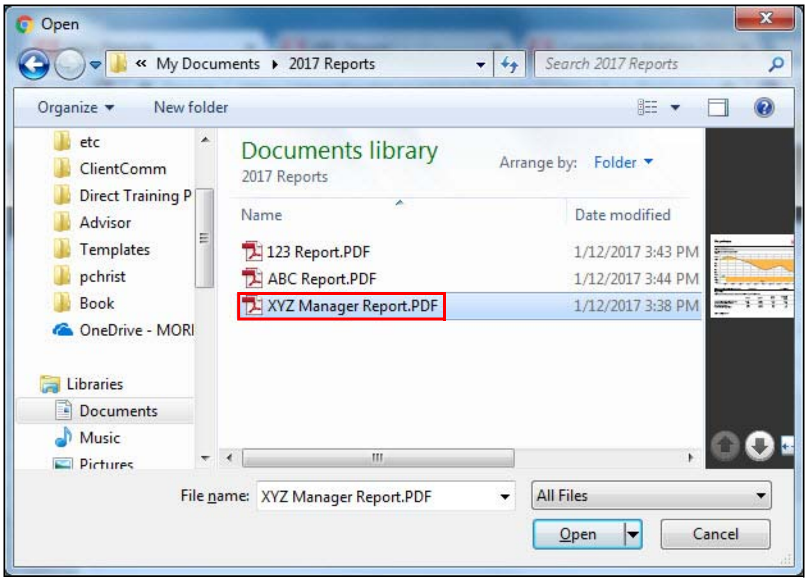
To send multiple reports and/or other files in an e-mail from Report Portal, do the following:

1. Make sure you have downloaded the report(s) you want to attach to the e-mail. See How can I download a report to a folder on my system? on page 19 or How can I download multiple reports to a folder on my system? on page 21.
2. Go to How can I send a report? on page 26 and follow **steps 1–6** to create an e-mail with a single report attached to it.
3. In the E-mail dialog box, to the right of the Attachments field, click the **Magnifying Glass** icon. The Open dialog box opens.

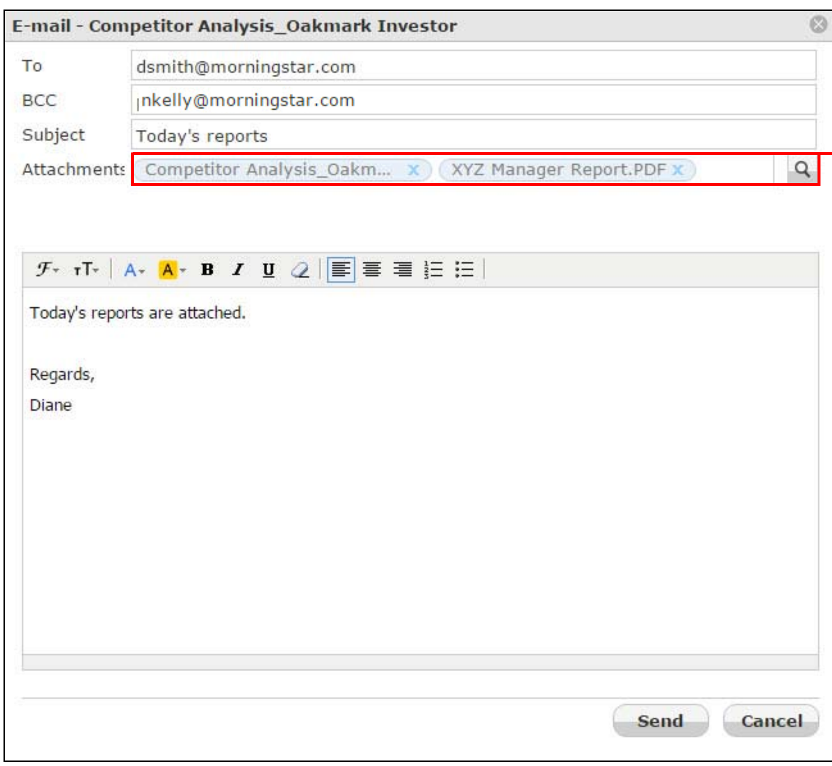


4. Navigate to the **folder** containing the additional reports or other files you want to attach to the e-mail.
5. Select a **file**, then click **Open**. The dialog box closes. In the E-mail window, confirm the file you selected has been added to the Attachments field.

   ☞ Note: You cannot select more than one file.



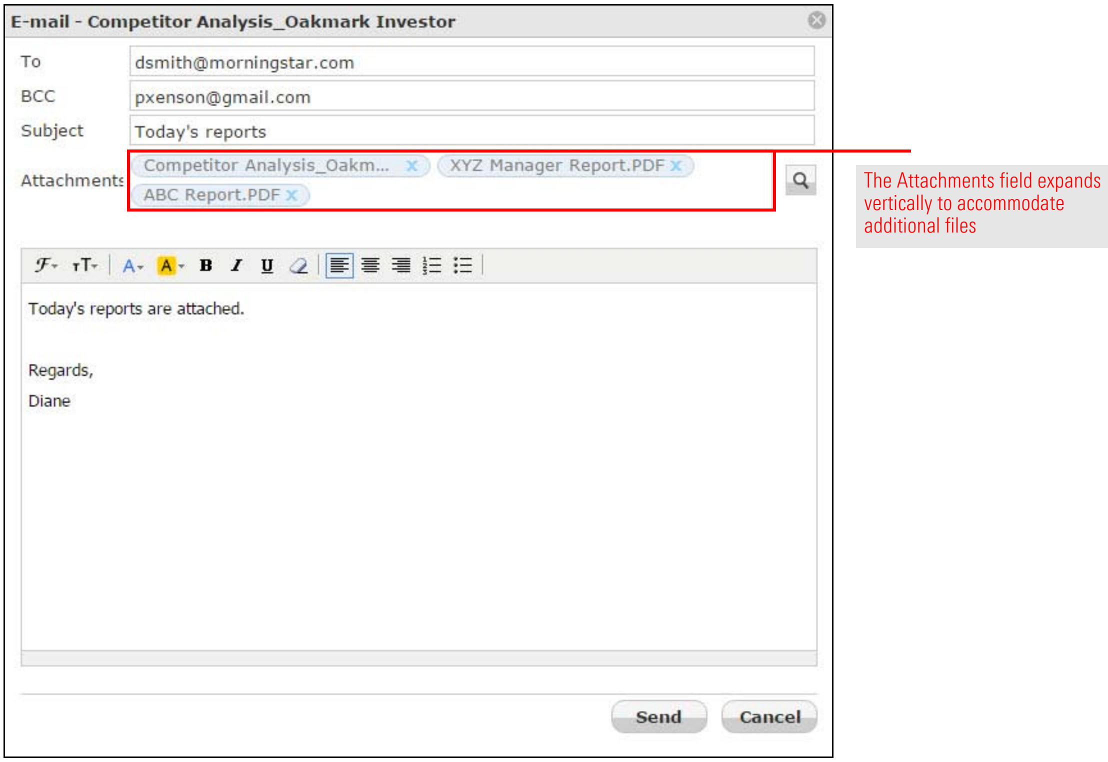
You cannot select more than one file at a time.



The attachments are displayed in the order in which you attached them

6. Repeat **steps 3–6** for each file you want to attach. Remember: not all of the files have to originate in the same folder, nor do they all have to be reports from Report Portal.

7. When you have finished attaching files, click **Send**. The dialog box closes, and the e-mail is sent.

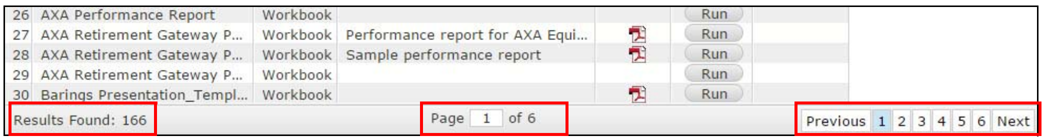


Organizing Your Reports

Overview

When you have more than 30 reports, the list on the View Reports tab continues on a second page. With more than 60 reports, the list continues on a third page. Over time, having so many reports in a single list may not be the best solution for quickly accessing a particular report.

> ☞ Note: At the bottom of the browser window, you will see the total number of available templates and two navigation areas.



Note the highlighted selections

By default, each newly created report resides in the All Reports folder on the View Reports tab. However, you may find it helpful to keep your reports in other folders, categorized by client, date, report type, etc.

> ☞ Note: Folders in Report Portal are separate from folders in Windows Explorer.

In this section, you will learn how to:

- create a folder (page 32)
- move a report to a folder (page 33)
- move a report by dragging it to a folder (page 35)
- move several reports to the same folder (page 36)
- rename a folder (page 37)
- delete a report (page 38), and
- delete a folder (page 39).

How do I create a folder?

When you select the View Reports tab, you will see a folder named All Reports in the Folder pane (on the left side of the window). However, if you previously closed the Folder pane, you will see only the list of reports.

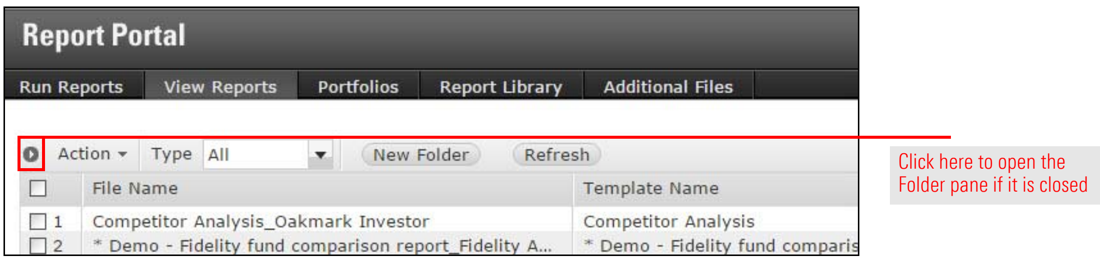
The Folder pane must be open before you can do any of the following:

- move reports to a different folder
- rename a folder, and
- delete a folder.

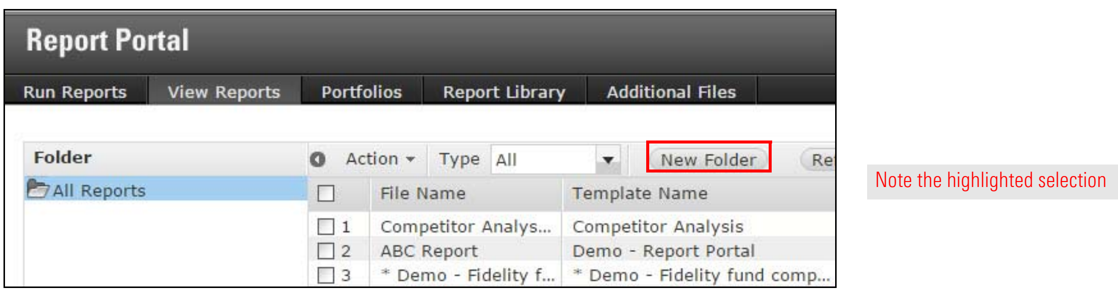
Once you have decided how you want to organize your reports, you can create folders to fit that decision.

To create a new folder, do the following:

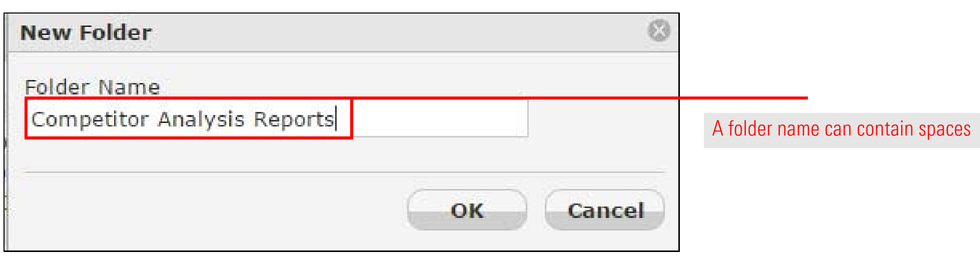
1. Select the **View Reports** tab (If it is not already selected),
2. Open the **Folder** pane (if it is closed).



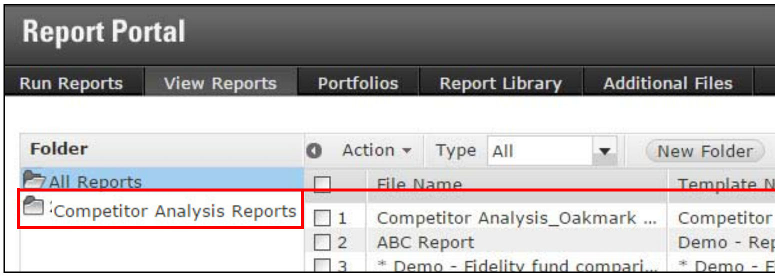
3. Click **New Folder**. The New Folder dialog box opens.



4. In the text field, type the name you want to use for the folder (in this case, **Competitor Analysis Reports**).



5. Click **OK**. The new folder is now displayed in the Folder pane. The All Reports folder is still open and its contents are listed.



Folders you create are displayed in alphabetical order below the All Reports folder

How do I move a report to a folder?

Now that you have created a folder, you can move reports into it.

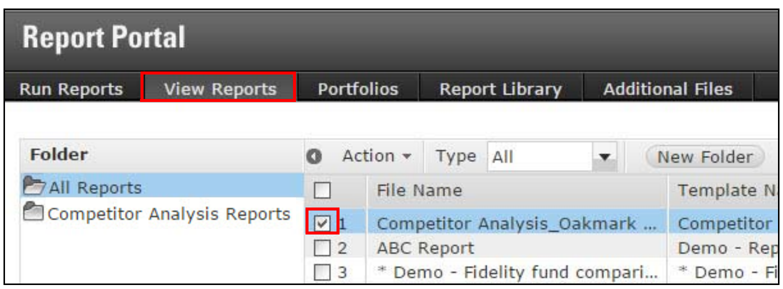
☞ Note: By default, every report is initially displayed in the All Reports folder.

To move a report to a different folder, do the following:

1. Select the **View Reports** tab (If it is not already selected).

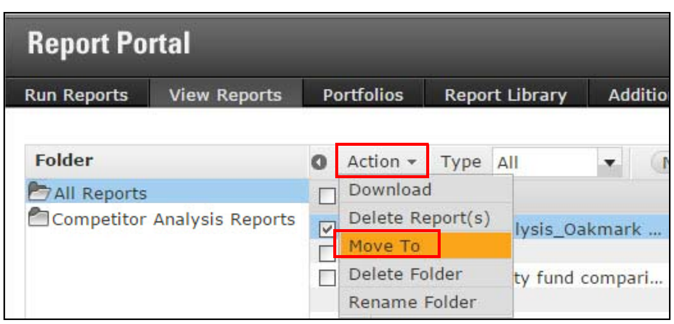
   ☞ Note: When using the Move To command from the Action menu (as in this procedure), the Folder pane does not have to be open.

2. Click the **checkbox** at the beginning of the report's row.



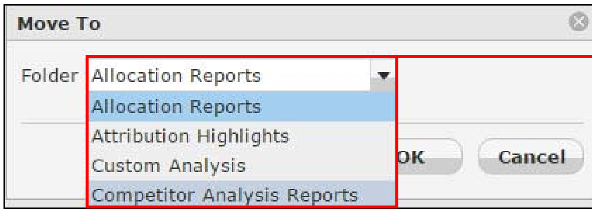
Note the highlighted selections

3. From the **Action** drop-down field, select **Move To**. The Move To dialog box opens.

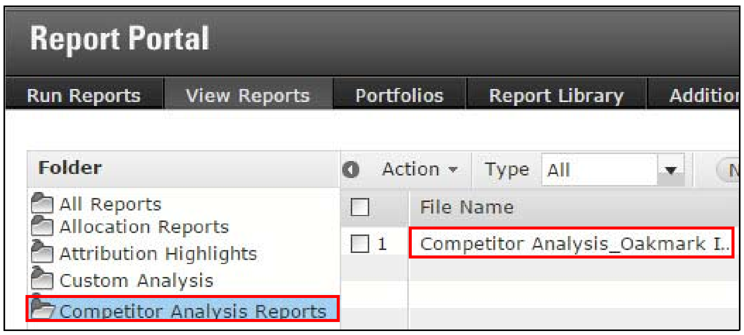


Note the highlighted selections

4. From the **Folder** drop-down field, select the **folder** you want to move the report to. The default folder, All Reports, is not listed.



5. Click **OK**. The dialog box closes. The report you moved is no longer displayed in the list for the All Reports folder.
6. In the Folder pane, click the **folder** you created (in this case, **Competitor Analysis Reports**) to open it. The report you moved is displayed.



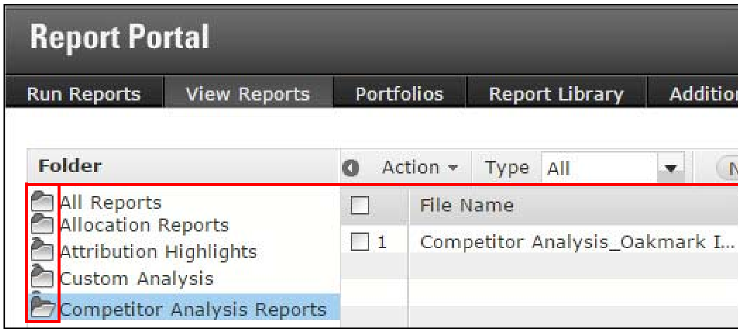
How can I move a report by dragging it to a folder?

You can also move a report to a different folder by dragging it from one folder to another. As you may have noticed in step 4 on page 34, the default folder, All Reports, is not a selection on the Action drop-down field. To move a report to All Reports, dragging it from its current folder to All Reports is your only option.

> Note: Although dragging is the only way to move a report to the All Reports folder, you can also drag reports from one folder to any other folder.

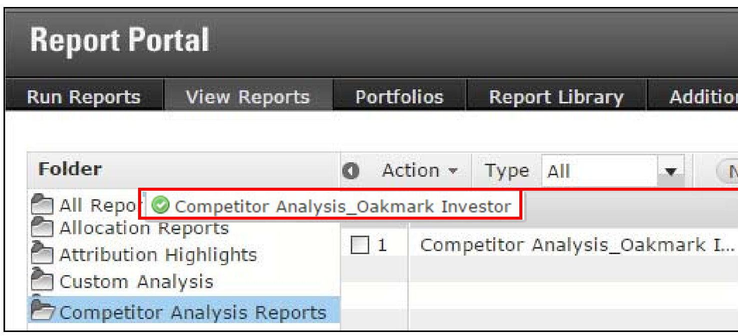
To drag a report to a different folder, do the following:

1. Select the **View Reports** tab (If it is not already selected) and open the **Folder** pane (if it is closed).
2. In the Folder pane, click the **folder** containing the report you want to move.



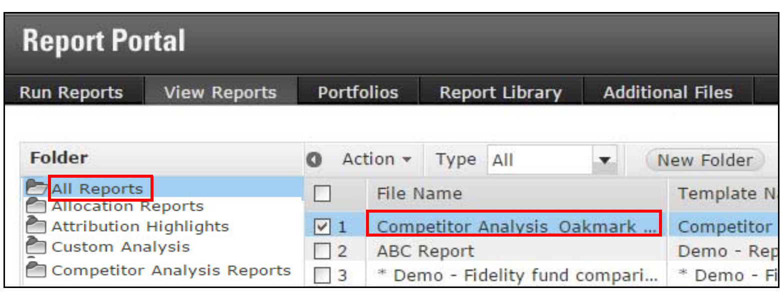
Only one folder at a time can be open

3. Use the mouse to point at the **report** you want to move and **drag** it to the All Reports folder until a checkmark in a green circle appears.



The report name is displayed while you are dragging the mouse

4. When a checkmark in a green circle is displayed, **release** the mouse.
5. **Click** the folder you moved the report to (in this case, **All Reports**) to open it. The report you moved is now listed in the target folder's contents.



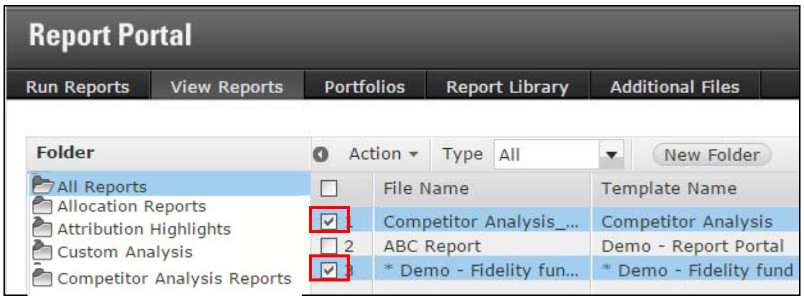
Note the highlighted selections

How can I move several reports to the same folder?

When moving multiple reports from the same folder, you can use the Move To command from the Action drop-down field or drag them.

To move several reports from one folder to another, do the following:

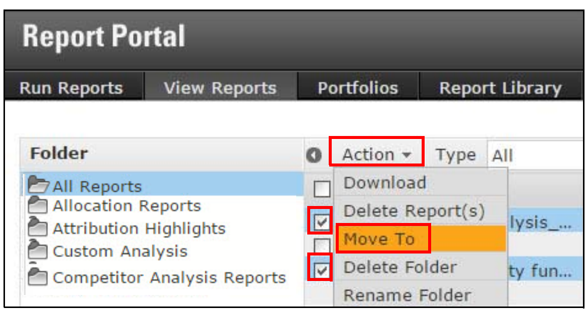
1. Select the **View Reports** tab (If it is not already selected) and open the **Folder** pane (if it is closed).
2. **Click** the folder currently containing the reports. The folder's contents are displayed.
3. In the list, click the **checkbox** at the beginning of the row for each report you want to move.



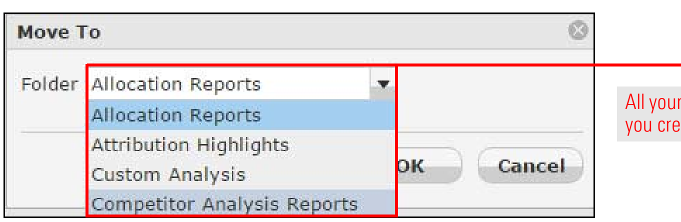
Note the highlighted selections

Note: Because you are selecting reports by clicking their checkboxes, the reports do not have to be in contiguous rows. As you can see here, the checkboxes in rows 1 and 3 are checked so you can move both reports with one action.

4. Do either of the following:
   - From the **Action** drop-down field, select **Move To**, then from the **Folder** drop-down field, select the **destination folder**, and click **OK**.

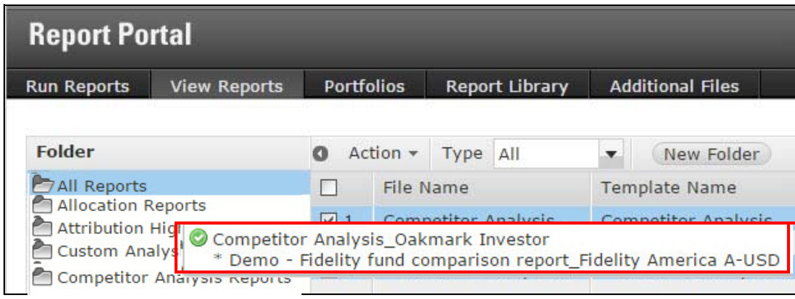


Note the highlighted selections



All your custom folders (those you created) are listed here

- Use the mouse to point at the **one of the selected reports** and **drag** the mouse to the destination folder until a checkmark in a green circle appears, then **release** the mouse.



The names of the selected files are displayed while you are dragging the mouse

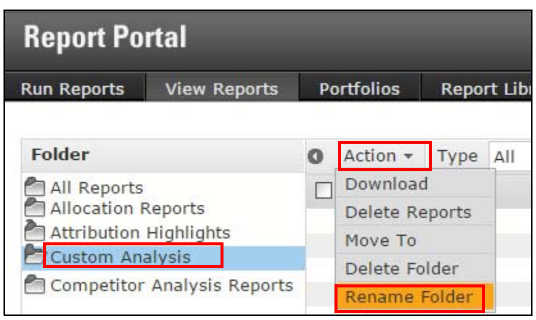
How can I rename a folder?

When you first create a folder, you name it but you can rename it later on.

☞ Note: You cannot rename the All Reports folder.

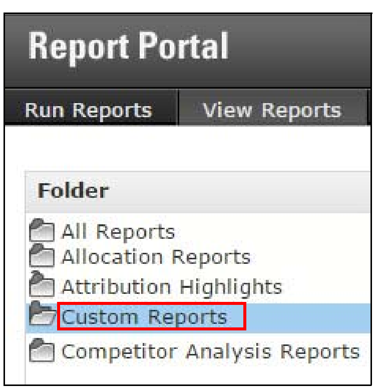
To change a folder's name, do the following:

1. Select the **View Reports** tab (If it is not already selected) and open the **Folder** pane (if it is closed).
2. In the Folder pane, select the **folder** you want to rename.
3. From the **Action** drop-down field7, select **Rename Folder**. In the Folder pane, the folder name is now editable.



Note the highlighted selections

4. Type a new **name** and press **Enter**. The new name is now displayed in the Folder pane.



Note the highlighted selection

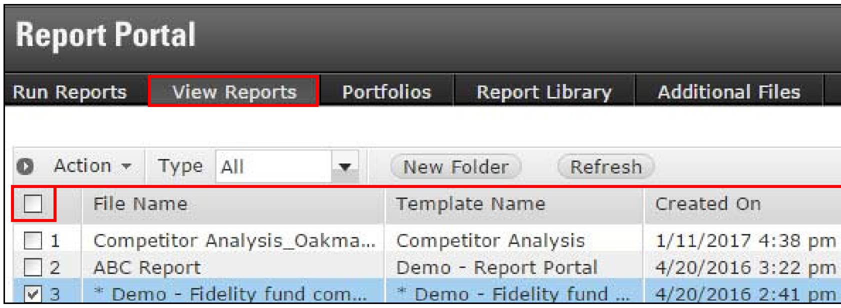
☞ Note: Reports in the folder are not affected by renaming the folder.

How can I delete a report?

You may occasionally want to remove reports you no longer find useful.

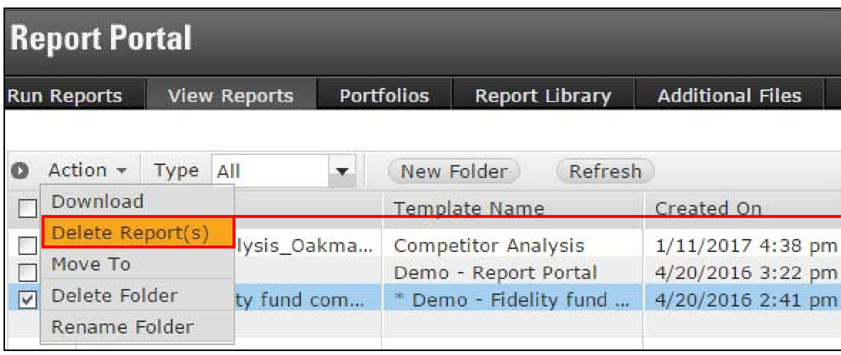
To delete a report, do the following:

1. Select the **View Reports** tab (If it is not already selected).
2. Click the **checkbox** at the beginning of the row(s) for the report(s) you want to delete.



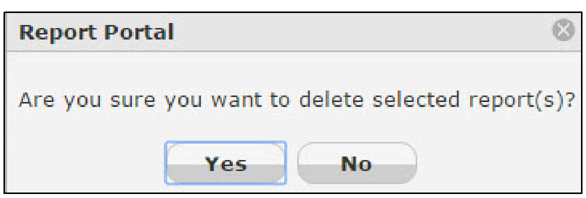
To select all reports in a folder, click this checkbox

3. From the **Action** drop-down field, select **Delete Report(s)**. A confirmation dialog box opens.



Note the highlighted selection

4. Click **Yes**. The dialog box closes and the selected report is no longer shown on the list.



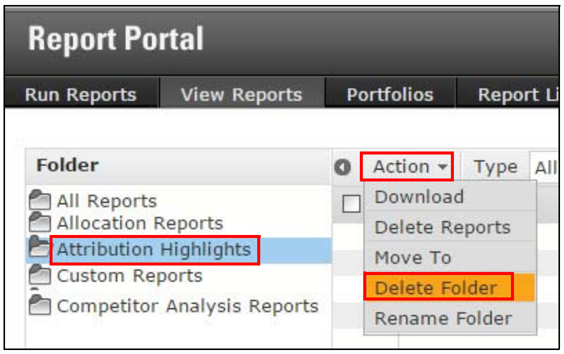
Once you click Yes, you cannot retrieve or “undelete” the report

How do I delete a folder?

If you delete a folder, its contents are also deleted. Before deleting a folder, examine the list of reports contained in the folder to see if you want to keep any of them.

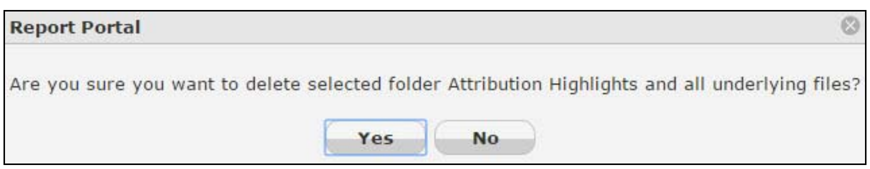
To delete a folder, do the following:

1. Select the **View Reports** tab (If it is not already selected) and open the **Folder** pane (if it is closed).
2. In the Folder pane, select the **folder** you want to delete. Its contents are displayed in the contents list.
3. If reports you want to keep are listed in the right-hand pane, **move** them to another folder. See How do I move a report to a folder? on page 33 or How can I move several reports to the same folder? on page 36.
4. From the **Action** drop-down field, select **Delete Folder**. A confirmation dialog box opens.



The commands Download, Delete Report(s), and Move To cannot be used when a folder is selected

5. If you have not moved reports you want to keep to another folder, click **No**. If you are sure you want to delete this folder and all reports in it, click **Yes**. The folder is deleted.



Once you have clicked Yes, you cannot retrieve or "undelete" the folder or its contents

Working with Portfolios

Overview

You may have a number of clients (or work with someone who has a number of clients), each with individual portfolios of investments, and you may need to create a variety of reports for each client's portfolios. By creating a portfolio in Report Portal to include the same investments as a client's portfolio, you will save time when creating reports for the client.

☞ Note: A Report Portal administrator at your firm controls the permissions for portfolios. You may not be able to use the Portfolios feature.

In this section, you will learn how to do the following:

- create a portfolio (page 40)
- edit a portfolio (page 48)
- understand the basic workflow of comparing two portfolios (page 53)
- compare two portfolios (page 55).

☞ Note: Portfolios are not available in factsheets.

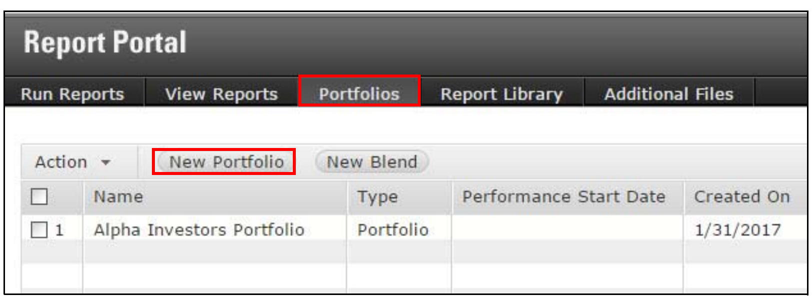
How can I create a portfolio?

Instead of setting up a report and adding each investment to it individually, you can create a portfolio to include a client's investments and serve as the foundation of a report.

☞ Note: If you are a Morningstar Direct Home Office user and you have already created a portfolio, you can import it to Report Portal.

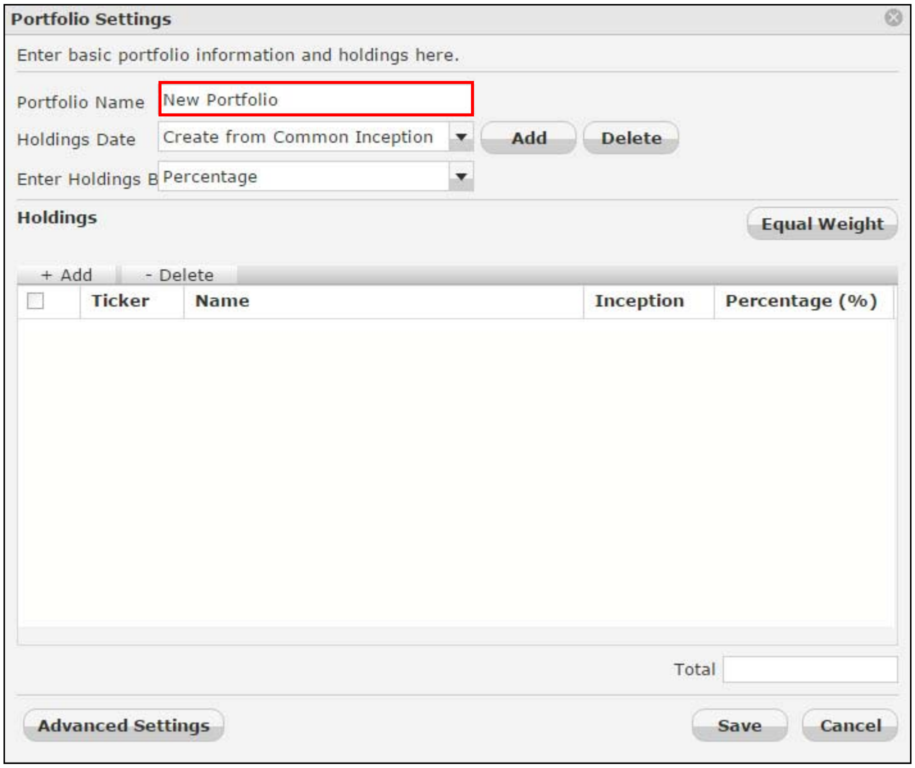
To create a portfolio, do the following:

1. Select the **Portfolios** tab.
2. Click **New Portfolio**. The Portfolio Settings dialog box opens.



Note the highlighted selections

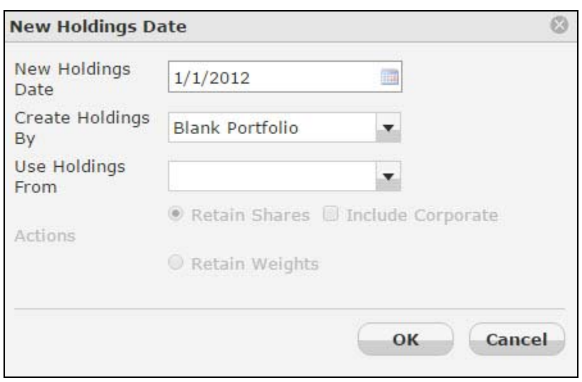
3. In the Portfolio Name field, enter a **name** for the portfolio.



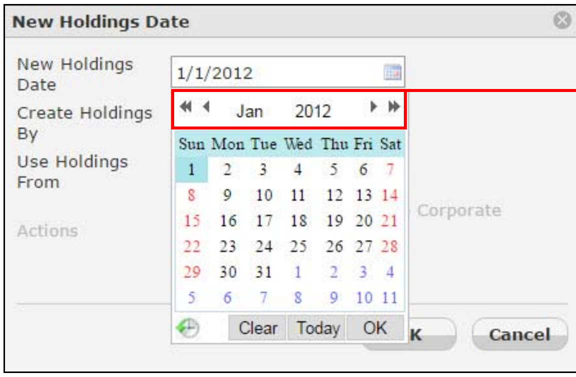
Note the highlighted selection

4. The Holdings Date field defaults to Create from Common Inception. If you want to change to a different date, click **Add**. The New Holdings Date dialog box opens.

   ☞ Note: When you first create a portfolio, Create from Common Inception is the only selection available from the drop-down field.



5. The New Holdings Date field defaults to the current date (the date on which you are creating the portfolio). To select a different date for the portfolio start date, click the **Calendar** icon and select a **date**.



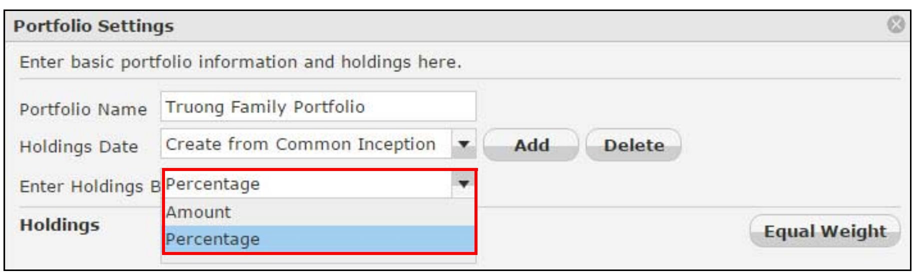
Click a double arrow to move the calendar display forward or backward one year; click a single arrow to move the calendar display forward or backward one month

☞ Note: The remaining options on the New Holdings Date dialog box (Create Holdings By, Use Holdings From, and Actions) are not applicable to a new portfolio. See How can I edit a portfolio? on page 48 for information on these options.

6. Click **OK** to close the New Holdings Date dialog box. The Portfolio Settings dialog box is re-displayed.

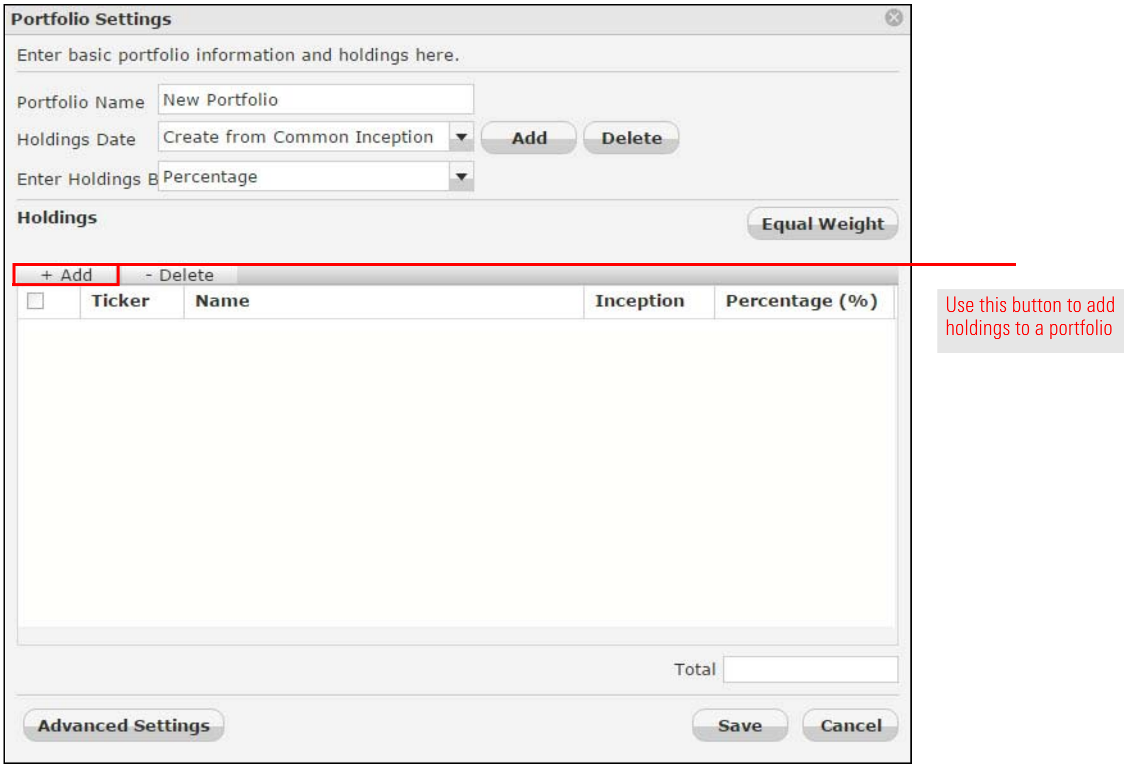
☞ Note: In the sample, the default selections are used.

7. The Enter Holdings By field defaults to Percentage, but from the drop-down field, you can change to **Amount**.

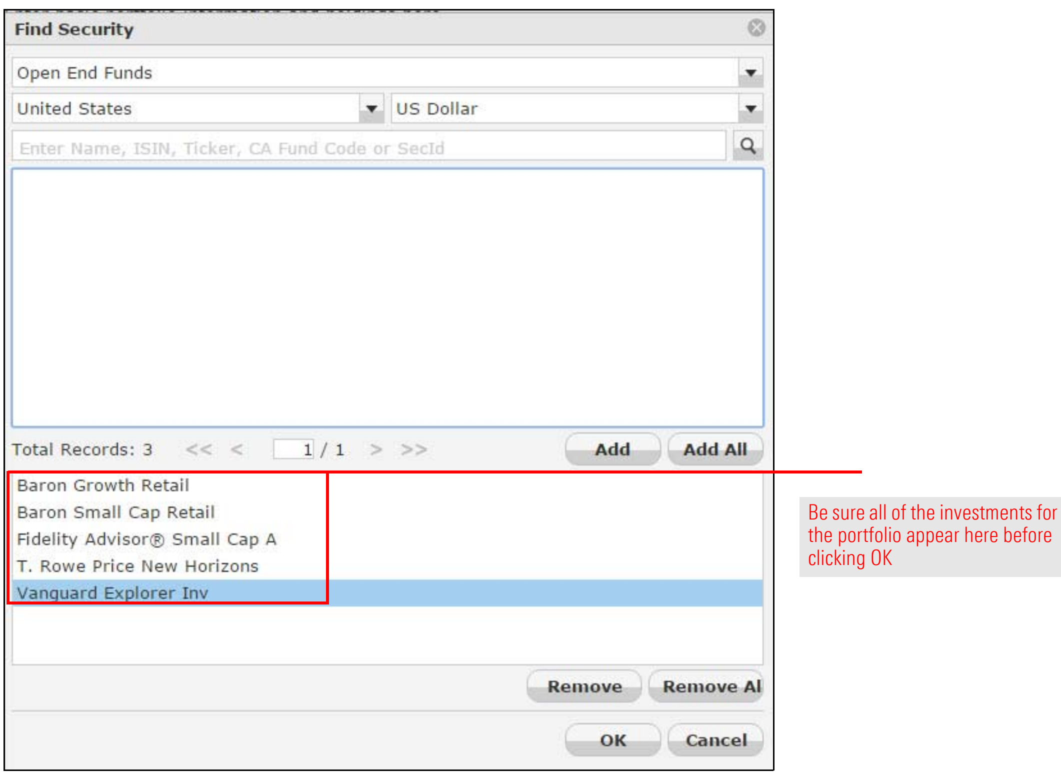


Note the highlighted selection

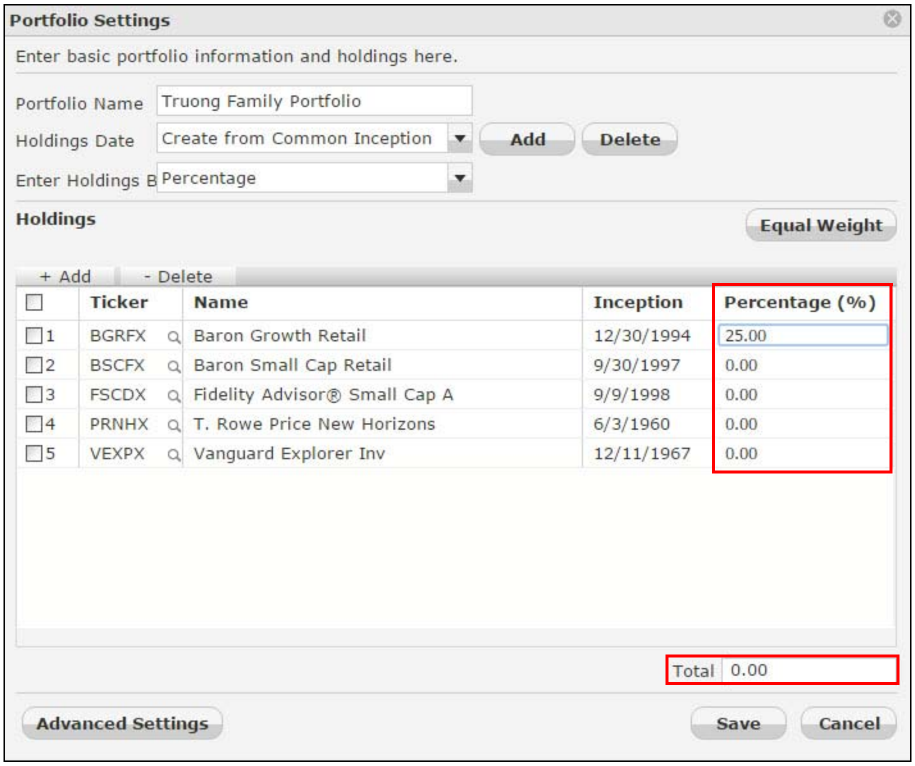
8. To add holdings to the portfolio, click **+Add**. The Find Security dialog box opens. See page 14 for more information on using the Find Security dialog box.



9. After adding the securities you want, they will be listed in the Total Records field. Click **OK**. The Portfolio Settings dialog box is re-displayed.

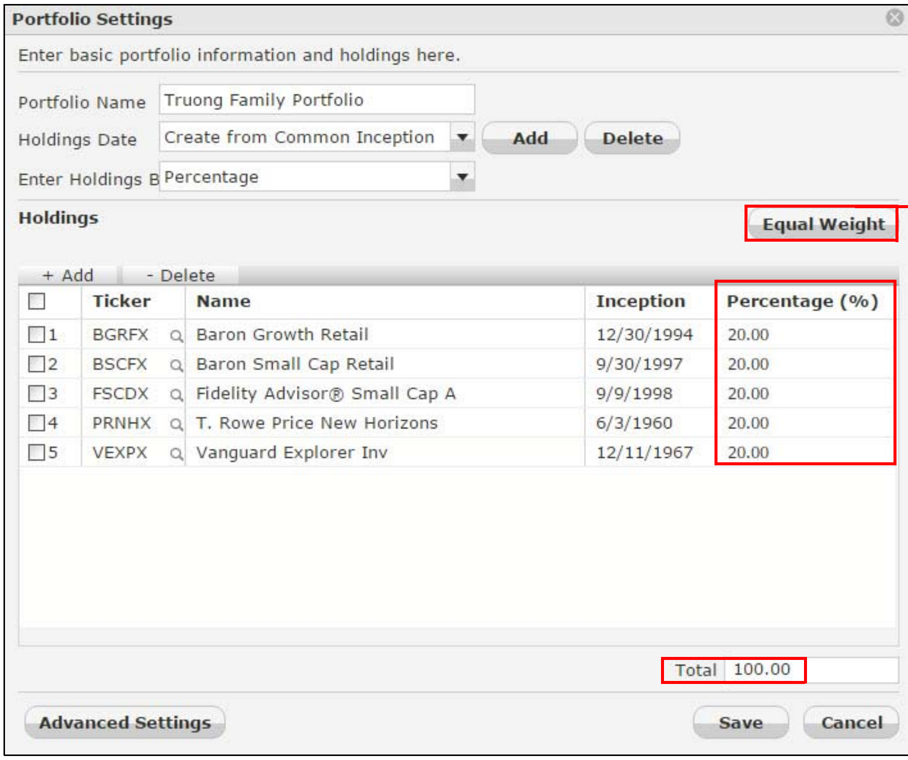


10. In the Portfolio Settings dialog box, the investments are listed. In the Percentage column, all investments show 0.00. To change this, do one of the following:
    - In each row, click the **Percentage** field to enter a **value**. (Remember, the total of the values in the Percentage column must exactly equal100.00.) or



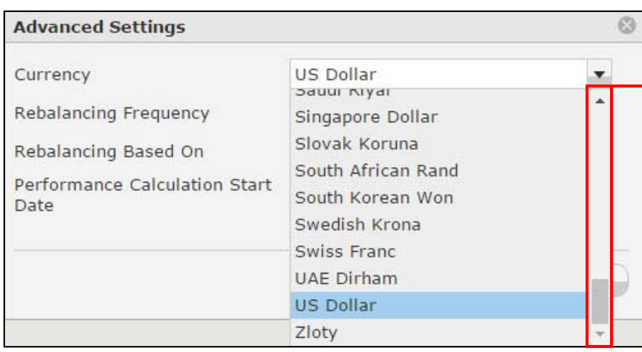
Note the highlighted selections

- To assign an equal weight to each investment, click **Equal Weight**. The values are calculated to add up to 100.00, and they are assigned automatically to the investments.



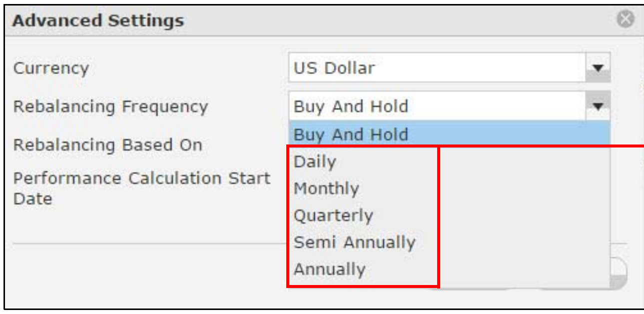
When you click Equal Weight, the values in the Percentage column are equally distributed among the investments

11. (Optional) Click **Advanced Settings.** The Advanced Settings dialog box opens. From here, you can do any or all of the following:
    - From the **Currency** drop-down field, select a **currency**.



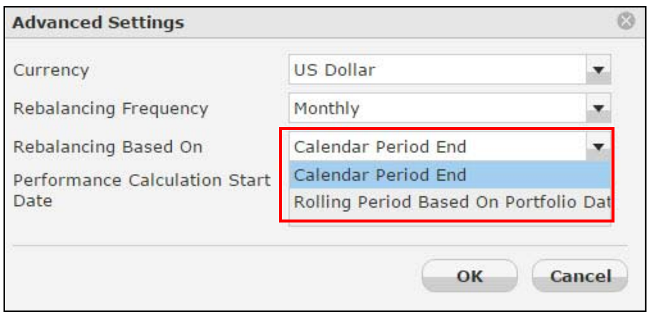
Use the scroll bar to view more currency selections

- From the **Rebalancing Frequency** drop-down field, make a **selection** to reflect how often you want the portfolio to be rebalanced.



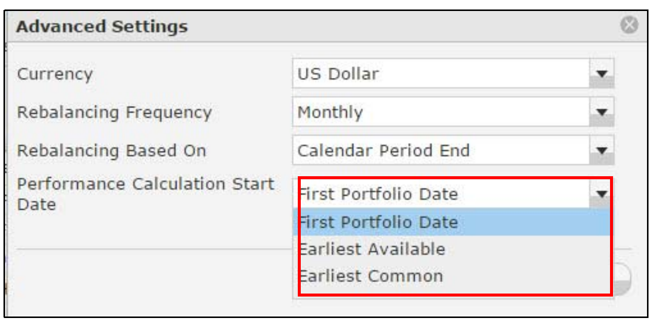
When you select an option other than Buy and Hold, the options Rebalancing Based on and Performance Calculation Start Date (initially grayed out) become selectable

- From the **Rebalancing Based On** drop-down field, select the basis for rebalancing (**Calendar Period End** or **Rolling Period Based On Portfolio Date**).



Note the highlighted selections

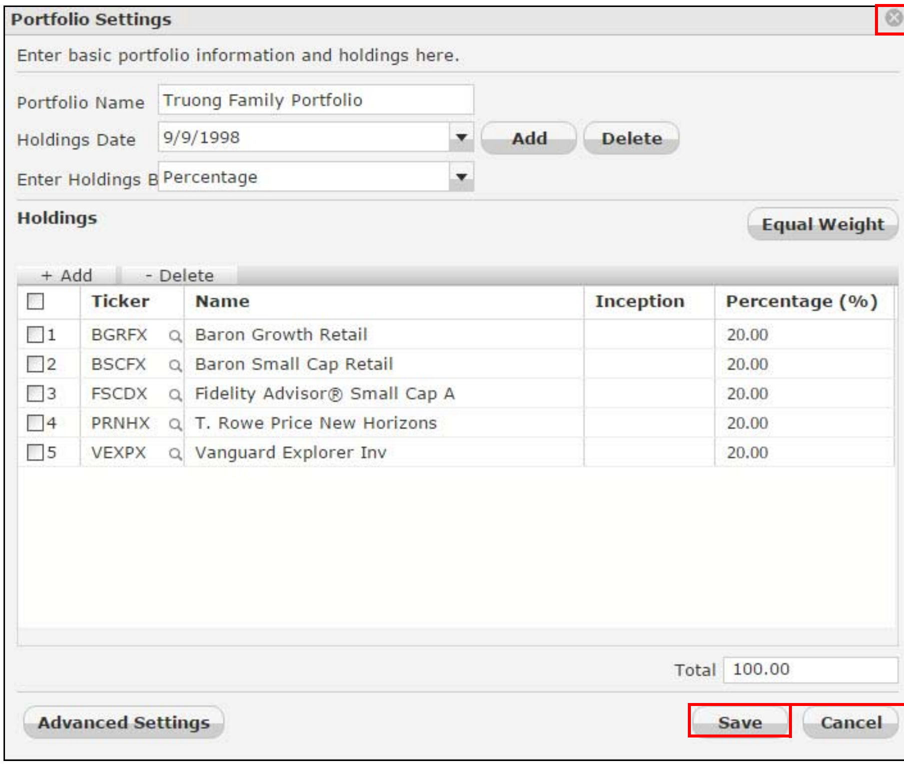
- From the **Performance Calculation Start Date** drop-down field, select **First Portfolio Date**, **Earliest Available**, or **Earliest Common**.



Note the highlighted selections

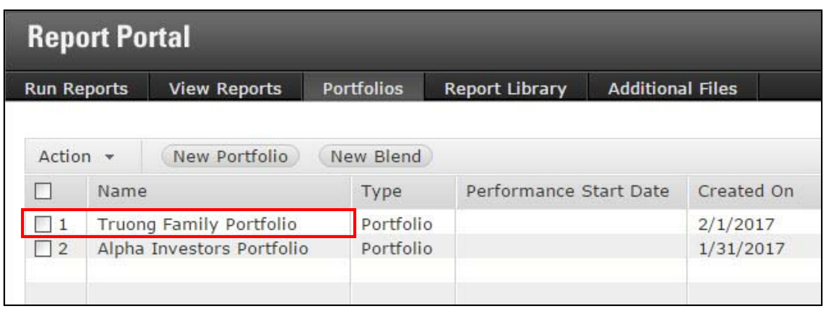
12. Click **OK**. The Portfolio Settings dialog box is re-displayed.

13. In the Portfolio Settings dialog box, click **Save**, then click the **X** in the upper-right corner to close the dialog box. The new portfolio is now listed on the Portfolios tab



If you click the **X** (closing the dialog box) before clicking **Save**, the portfolio settings are lost

Save the portfolio settings before closing the dialog box



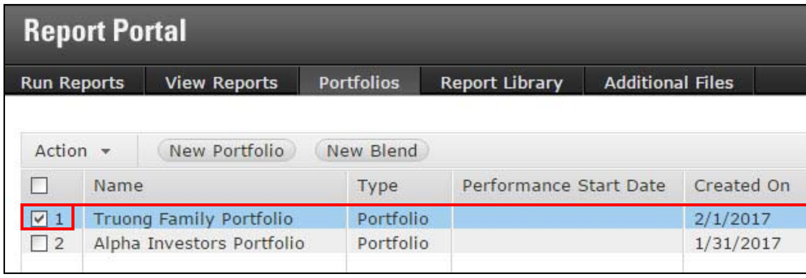
A portfolio is not a report and is not displayed on the View Reports tab.

How can I edit a portfolio?

As a portfolio changes, you will need to update the file.

To edit a portfolio, do the following:

1. On the Portfolios tab, click the **checkbox** at the beginning of the row for the portfolio you want to edit.



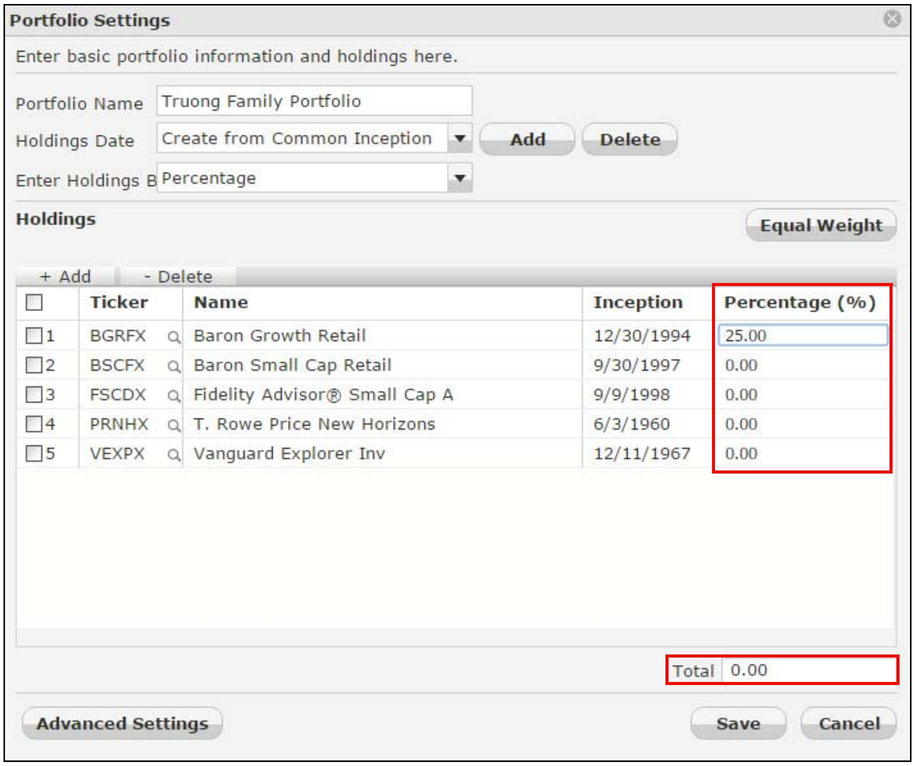
Note the highlighted selection

2. From the **Action** drop-down field, select **Edit**. The Portfolio Settings dialog box opens, displaying the settings of the selected portfolio.

Note the highlighted selections

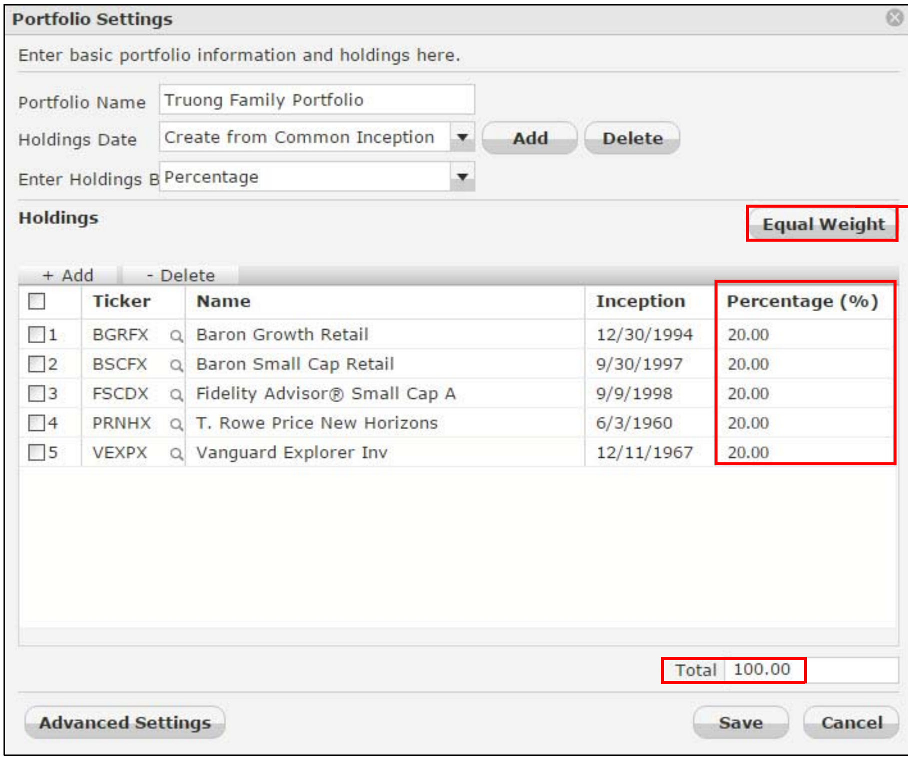
☞ Note: From the **Action** drop-down field, you can also **Delete** the selected portfolio(s), **Rename** the selected portfolio, or use **Save As** to download the selected portfolio to your system. The selected portfolio will be downloaded as an HTML file to a folder on your system. See How can I download a report to a folder on my system? on page 19 for more information on selecting a folder location for the download.

3. If you add or delete investments, be sure to redistribute the weights of all investments in the portfolio by doing one of the following:
   - In each row, click the **Percentage** field to enter a **value**. (Remember, the total of the values in the Percentage column must exactly equal100.00.) or



Note the highlighted selections

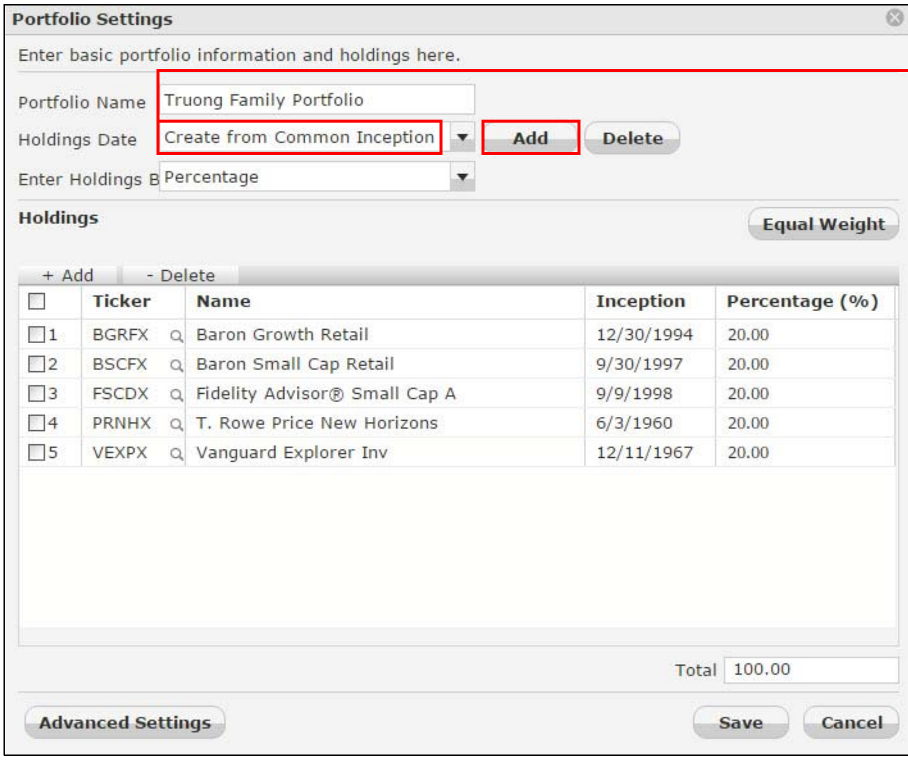
► To assign an equal weight to each investment, click **Equal Weight**. The values are calculated and assigned automatically to add up to 100.00.



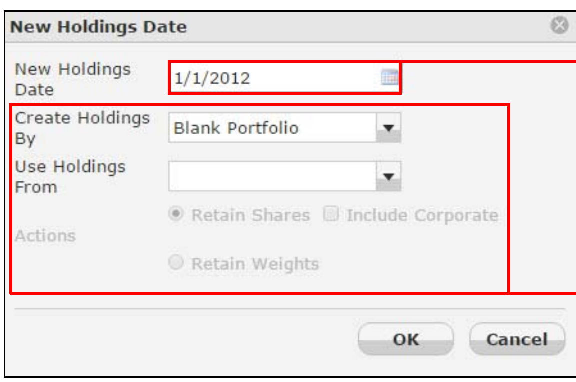
When you click Equal Weight, the values in the Percentage column are equally distributed among the investments

4. To change the Holdings Date, click **Add**. The New Holdings Date dialog box opens.

   ☞ Note: When editing an existing portfolio, do not make a selection from the Holdings Date drop-down field (displaying **Create from Common Inception** below). If you do, all holdings are removed from the list. If this is not what you intended, click **Cancel**.



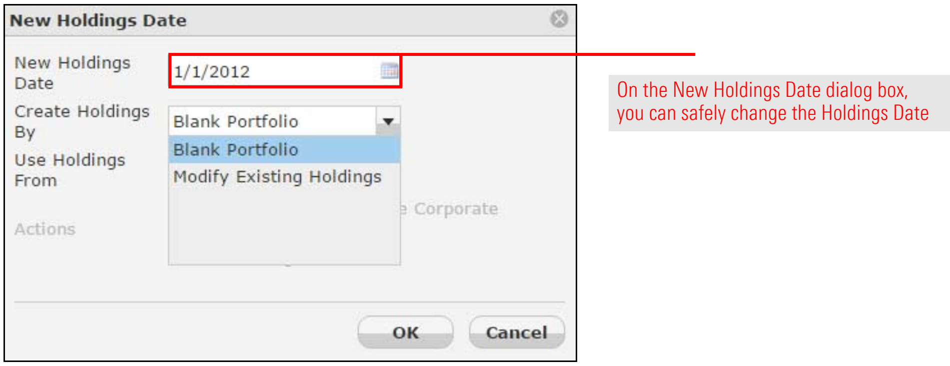
When editing an existing portfolio, do not change this setting; instead, click the Add button



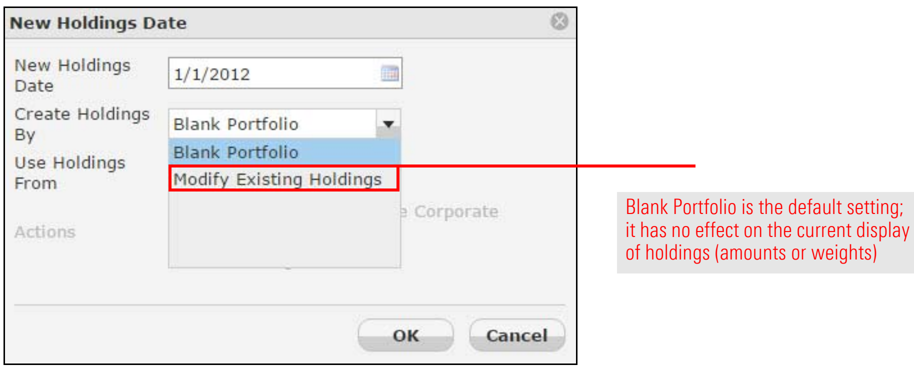
The options on the New Holdings Date drop-down field can be selected when creating a new portfolio or when editing an existing one

These options apply only when editing an existing portfolio

5. From the **New Holdings Date** drop-down field, select **Create from Common Inception** or a specific **calendar date**, as shown in step 5 on page 42.

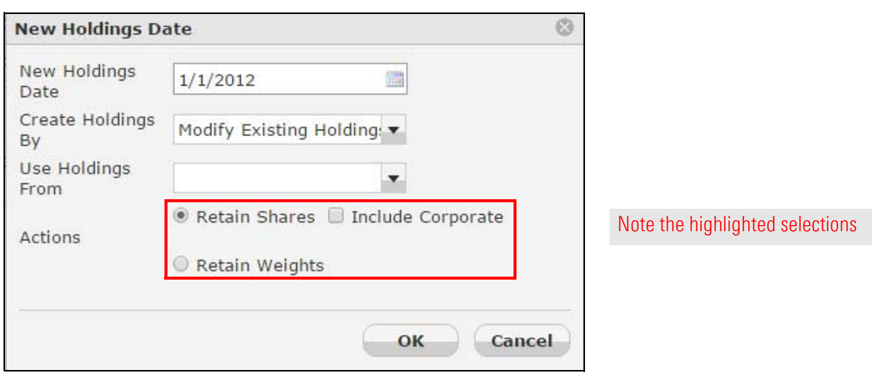


6. (Optional) From the **Create Holdings By** drop-down field, select **Modify Existing Holdings**. This setting allows you to determine if the holdings are displayed by amounts (shares) or weights (percentages) (step 3 on page 49). When you select **Modify Existing Holdings**, the options in the **Actions** area of the dialog box become selectable.



- In the **Actions** area of the New Holdings Date dialog box), select **Retain Shares** or **Retain Weights**.
- If you select **Retain Shares**, you can choose to factor in corporate actions, such as a merger or stock split, by clicking the **Include Corporate** checkbox.

Note: Accounting for corporate actions is not an option when you first create a portfolio; it becomes an available option when you edit the portfolio (as described in this section).



7. Click **OK** to close the New Holdings Date dialog box. The Portfolio Settings dialog box is re-displayed.

8. Make any other necessary **changes**.
9. Click **Save** and then click the **X** in the upper-right corner of the dialog box to close it and re-display the Portfolios tab.

What is the basic workflow of comparing two portfolios in Report Portal?

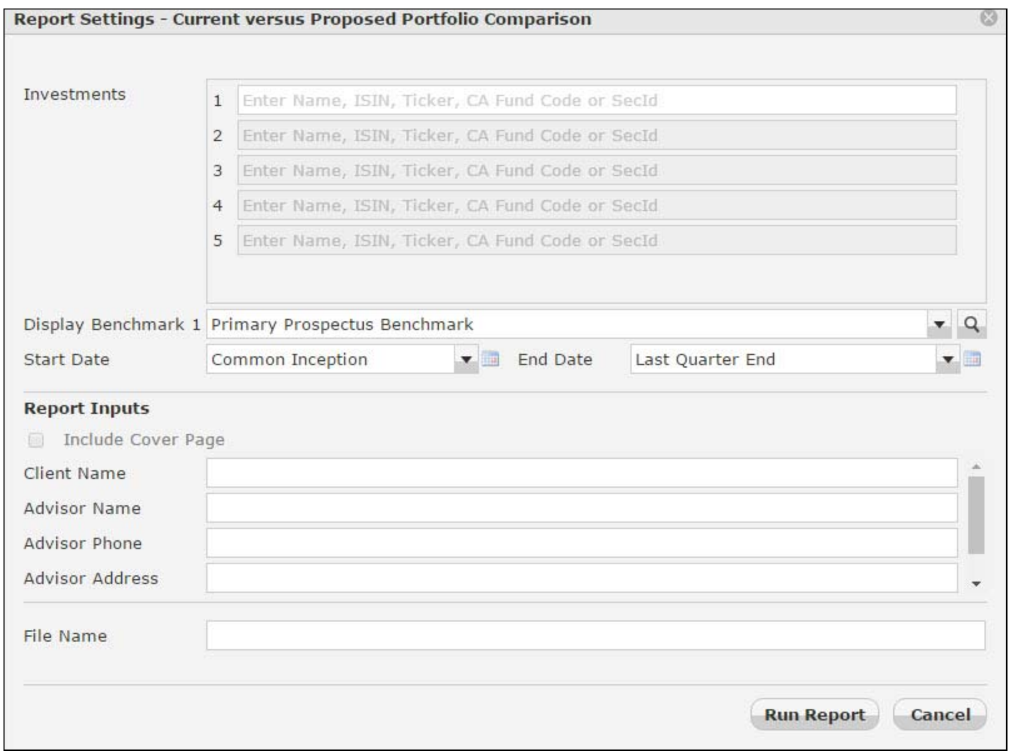
Suppose you are a wholesaler meeting with an advisor who has several pre-built model portfolios. One model portfolio includes a global allocation fund; however, it is not performing as well as the global allocation fund you are promoting. You want to make a strong case for replacing the advisor's current global allocation fund with yours. A report showing the details of both scenarios side-by-side will clearly illustrate the benefit to the model portfolio if your fund replaces the current one.

The steps involved in creating a such a report are as follows:

1. Recreate the advisor's existing model. You can do this quickly on your iPad or similar device; you will not need to say, "I'll get back to you with those numbers."
2. Create another model with the same funds, but replace the advisor's fund with yours.
3. Using a template built for comparing two portfolios, run the report and present it to the advisor.

To run a report comparing two portfolios, you need a template designed for that purpose. As you will see, the Report Portal administrator who builds the template determines the options for the various fields in the Report Settings dialog box.

This sample shows a typical Report Settings dialog box for such a template.



Each template may display different fields and options from those shown here

Other templates built for portfolio comparison may display different fields and options, but they will function as described in this table:

When you click…	This happens…	You can…
A text field	Nothing	Do nothing. The administrator has allowed no option other than what is displayed.
	An insertion point appears in the field	Enter text. If you click an Investment text field, enter the name, ISIN, Ticker, CA Fund Code, or SecID of a fund.
	A drop-down field opens	Select an option from the drop-down field. The administrator has specified the selections in the drop-down field.
Magnifying Glass icon	The Find Investments dialog box opens	Search for investments or a benchmark to add to the portfolio's constituents.
Calendar icon	A calendar opens	Select a date.
Checkbox	—	▸ Click the checkbox to enable the option, or ▸ Deselect the checkbox to disable the option. ☞ Note: Other options may appear, depending on whether you check or deselect the checkbox.

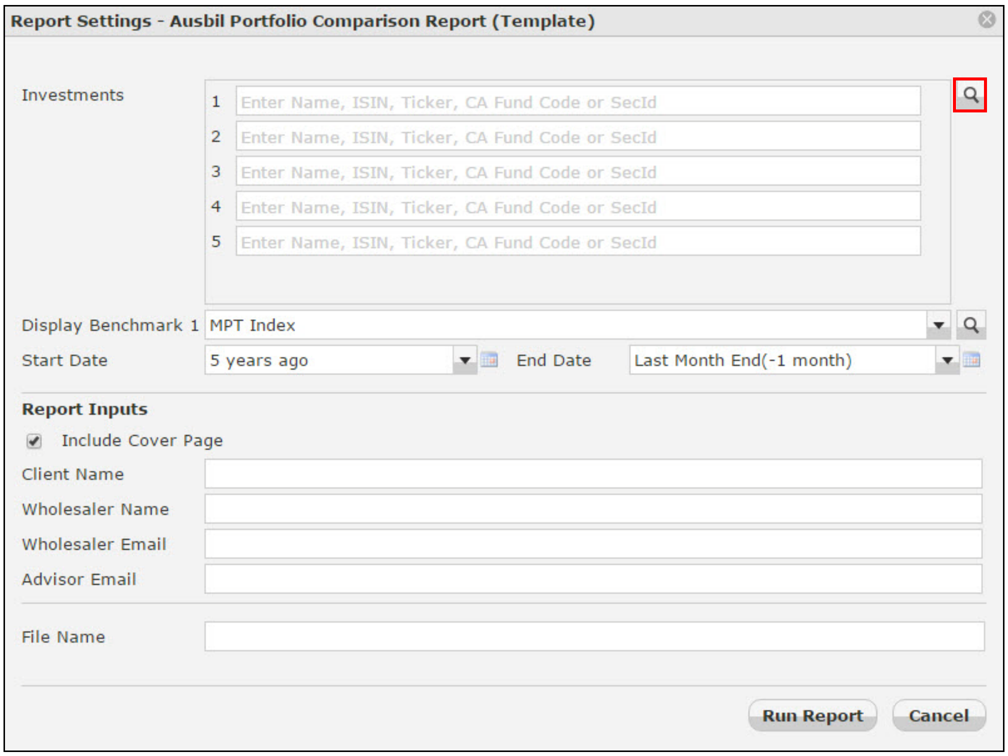
☞ Note: In the following section, several methods of filling in the fields are used.

How can I compare a client’s portfolio to my product?

To run a report in which an existing portfolio is compared to a proposed portfolio, both portfolios need to be accessible in Report Portal. See Creating a Report on page 8.

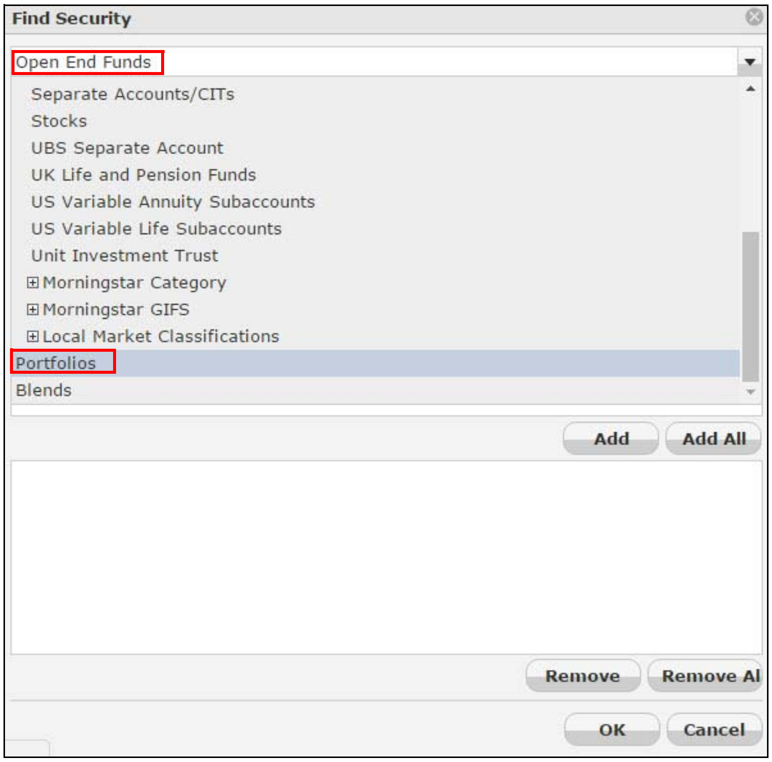
Once both portfolios have been created, you can compare them by doing the following:

1. In Report Portal, select the **Run Reports** tab.
2. In the Template Name list, locate an appropriate **template** and in its row, click **Run**. The Report Settings dialog box opens.
3. In the Investments area at the top of the dialog box, click the **Magnifying Glass** icon. The Find Security dialog box opens.



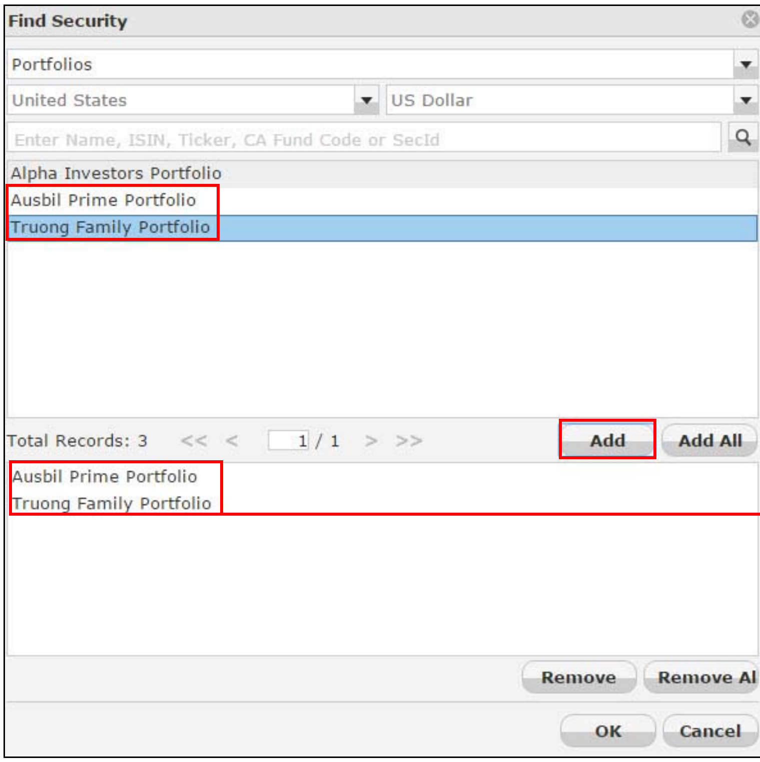
Note the highlighted selection

4. In the Find Security dialog box, from the **All Universes** drop-down field, scroll to the bottom and select **Portfolios**. Your portfolios are displayed.



If you intend to search in Portfolios, it does not matter which universe was initially displayed in the dialog box

5. From the list of portfolios, select the **portfolio** representing the alternative to the client's current portfolio (in this case, **Ausbil Prime Portfolio**), and click **Add**. The portfolio name is displayed in the list at the bottom of the dialog box.
6. From the list of portfolios, select the client's current **portfolio** (in this case, **Truong Family Portfolio**). and click **Add**. The portfolio name is displayed in the list at the bottom of the dialog box.

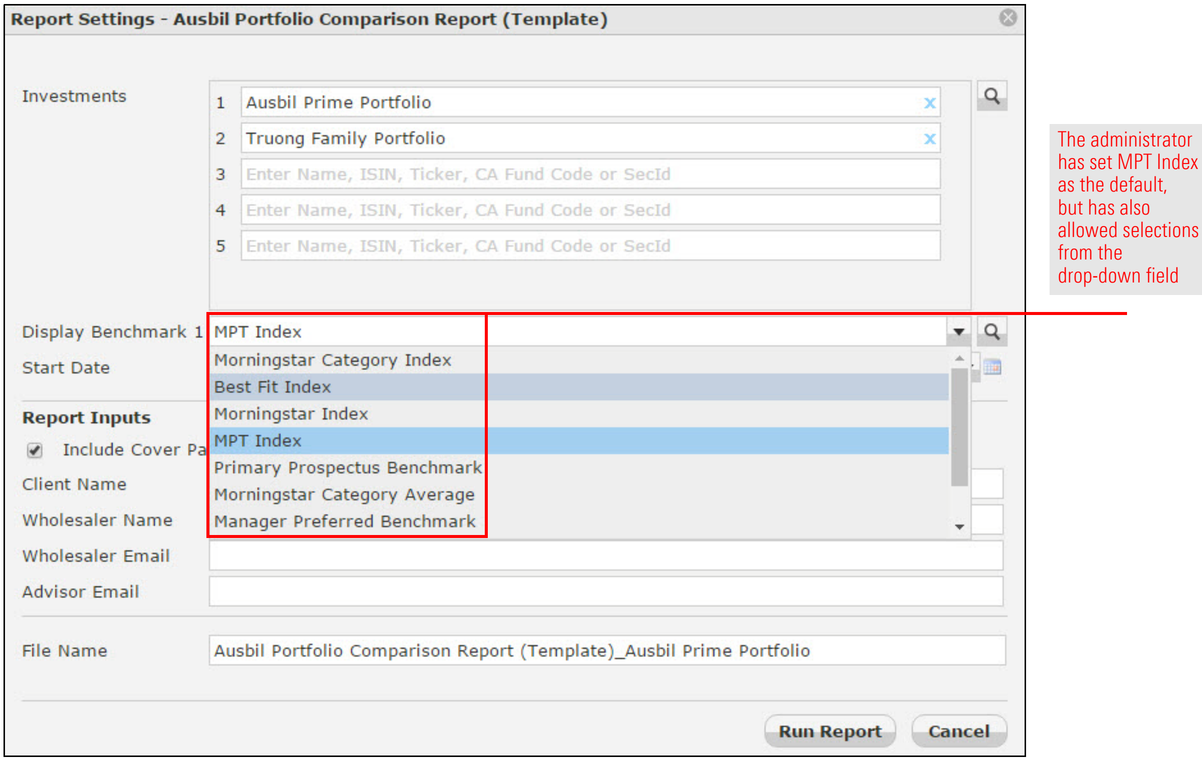


The portfolio displayed at the top of the Total Records list will be shown on the left side of the side-by-side comparison

7. Click **OK** to close the dialog box.

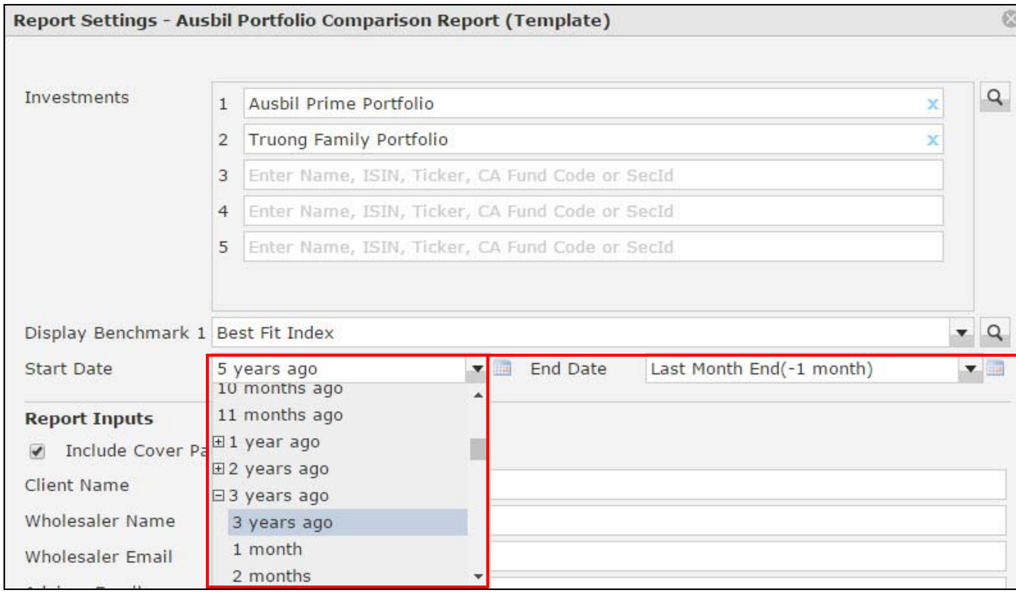
8. From the **Display Benchmark 1** drop-down field, make a selection (in this case, **Best Fit Index**).

   ☞ Note: If a benchmark is already displayed and you want to use it, you can skip this step.



9. From the **Start Date** drop-down field, select **3 years ago**.

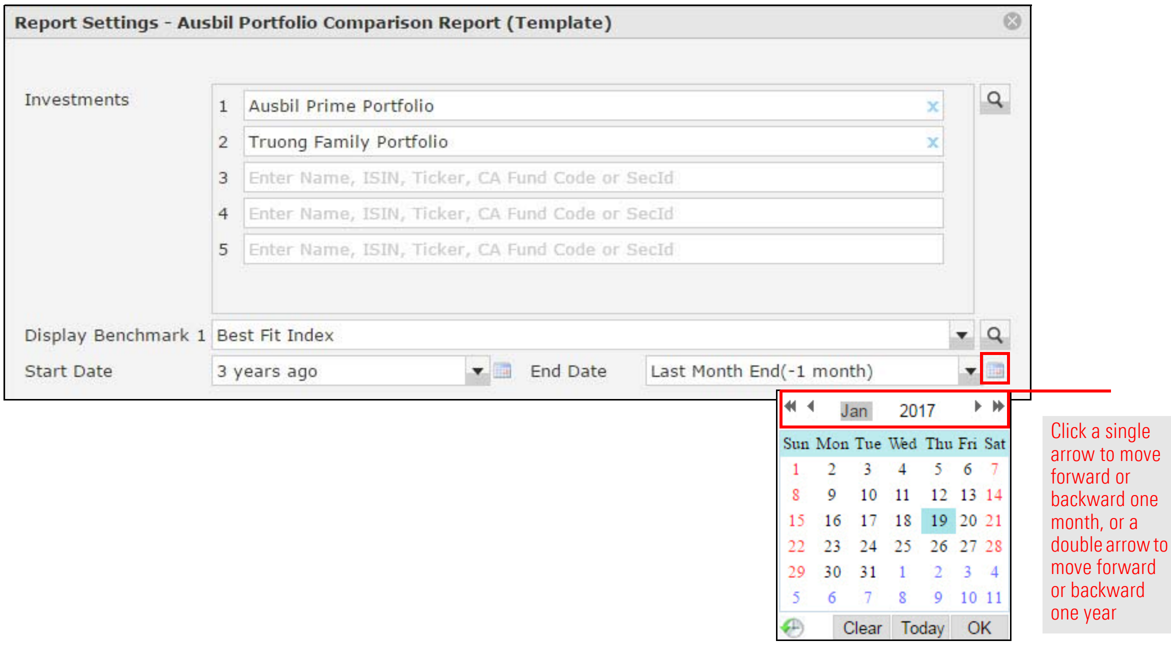
   ☞ Note: If a start date is already displayed and you want to use it, you can skip this step.



The administrator has set 5 years ago as the default, but has also allowed selections from the drop-down field

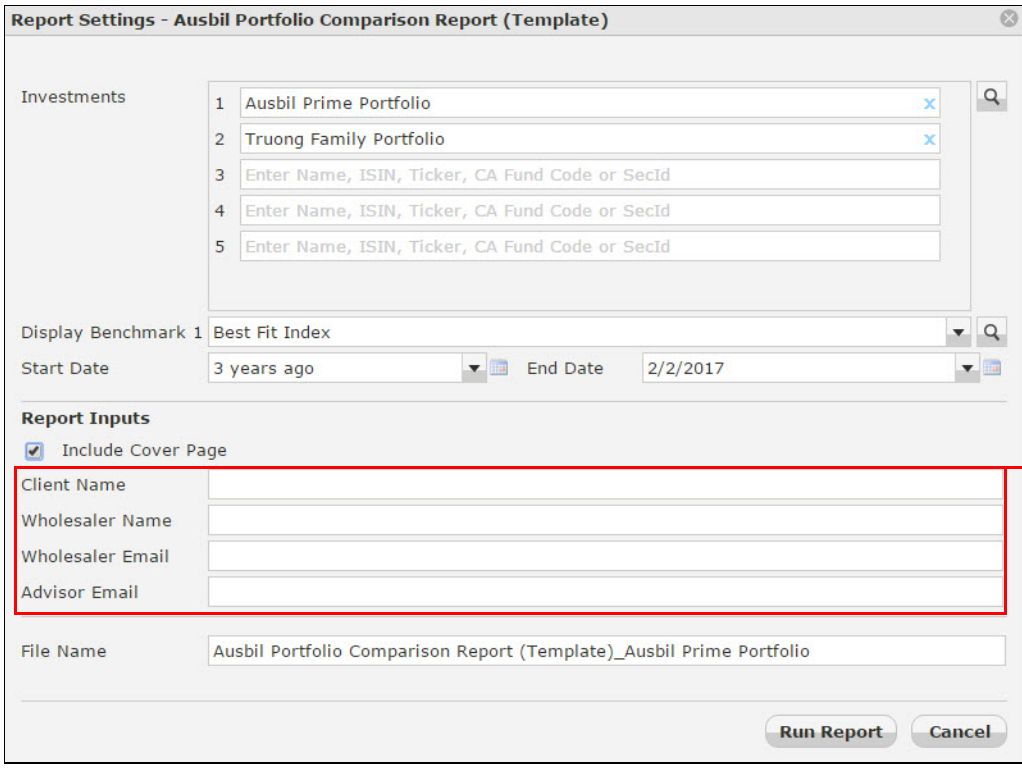
10. Click the **Calendar** icon to the right of the End Date field. A calendar opens. Click the **date** you want to use.

    Note: If an end date is already displayed and you want to use it, you can skip this step.



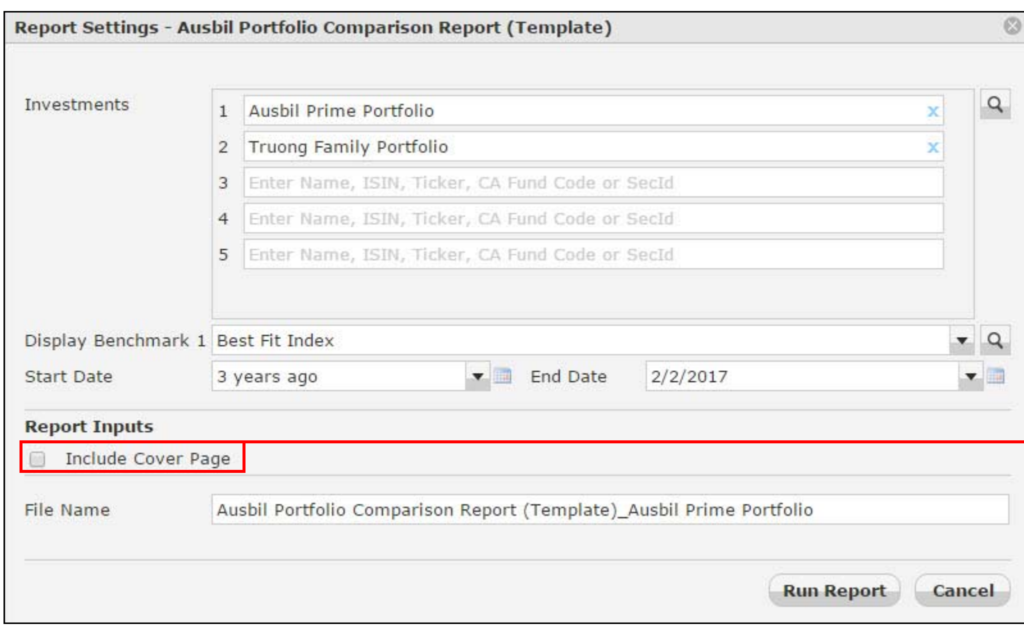
11. In the sample, the Include Cover Page checkbox is checked, which means the other options in the Report Inputs area (Client Name, Wholesaler Name, Wholesaler Email, Advisor Email) must be filled in.

   ☞ Note: In some templates, Include Cover Page may be grayed out, which means you cannot change it. Also, your template may display more or fewer options when Include Cover Page is checked.



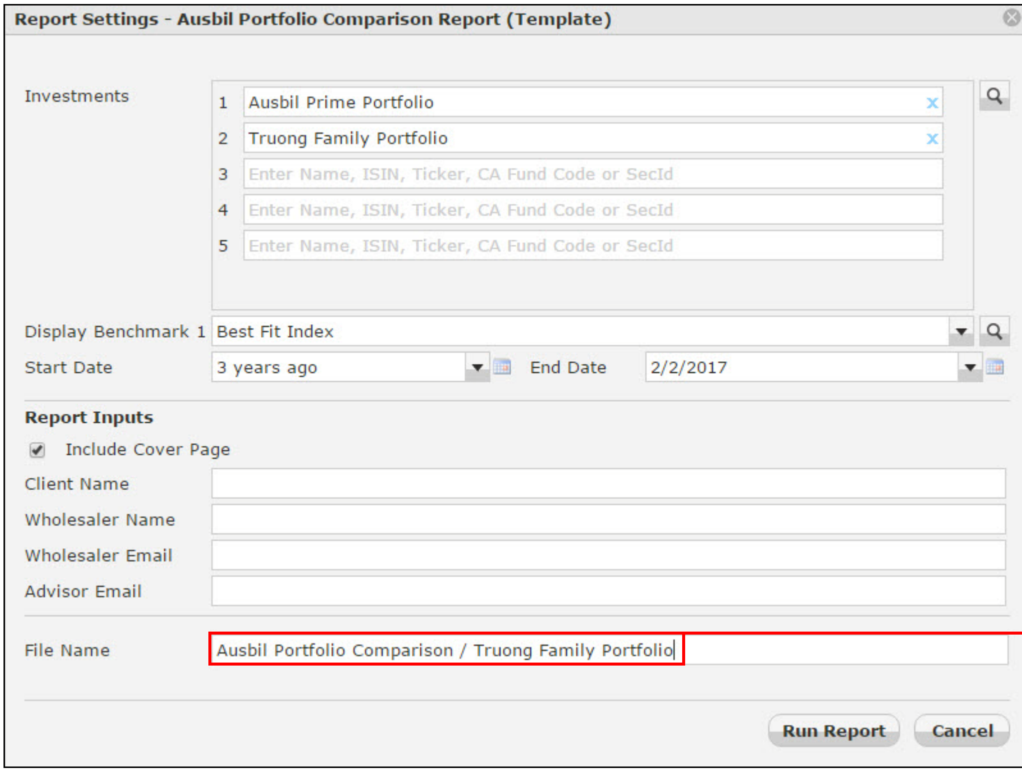
The information you enter in these fields will be displayed on the report cover page

If you deselect the **Include Cover Page** checkbox, the cover page options checkbox are no longer displayed.



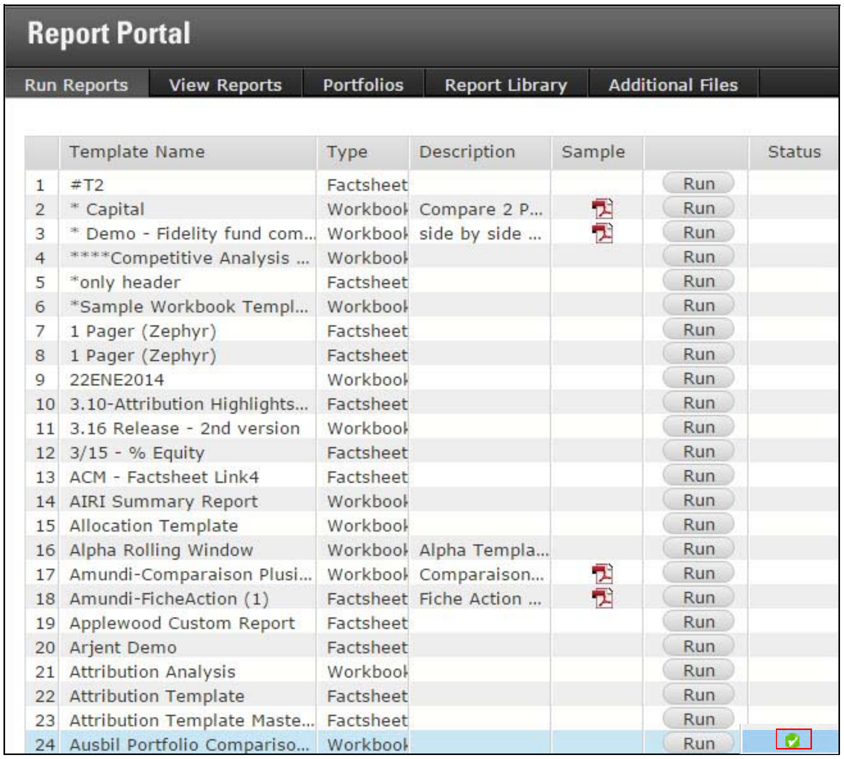
Note the highlighted selection

12. In the File Name field, edit the default **file name**. The default file name is based on the names of the template and investment displayed in Row 1.



In the sample, the new file name reflects the product and the portfolio being compared

13. Click **Run Report**. The Report Settings dialog box closes and the Run Reports tab is once again displayed. When the report is finished running, a checkmark is displayed in the Status column.



If a report fails, an X is displayed in the Status column, indicating you should try again later

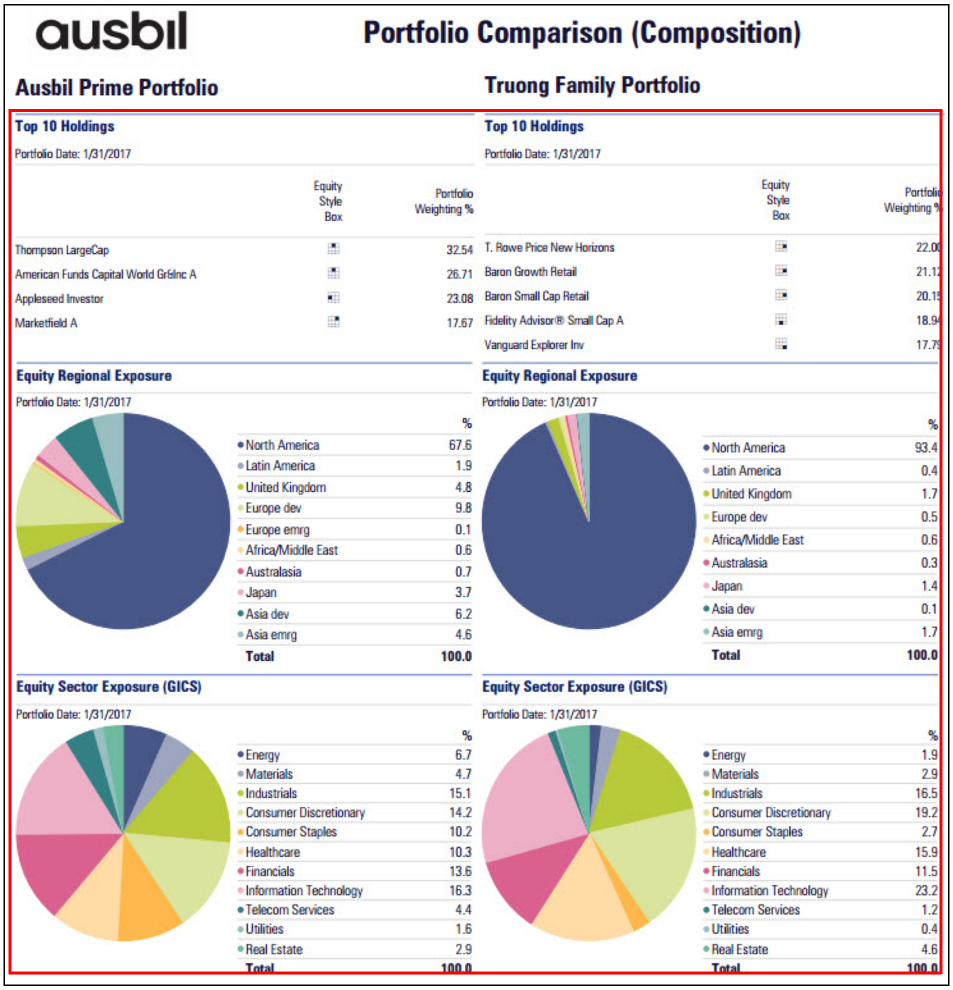
14. Select the **View Reports** tab. You will see your most recently run report at the top of the list.

    From here, you can perform standard actions on the report, such as the following:

    - view the report (How do I view a report? on page 17)
    - download the report (Saving Your Reports on page 19), and
    - email the report (Sharing Your Reports on page 26).

Note the highlighted selection

15. Click the **PDF** icon in the report's row. The PDF opens in a new browser tab. Page through it, noting the side-by-side comparisons. This is opposite of how a portfolio comparison report should be displayed.



ausbil

Portfolio Comparison (Composition)

Ausbil Prime Portfolio

Top 10 Holdings

Portfolio Date: 1/31/2017

	Equity Style Box	Portfolio Weighting %
Thompson LargeCap		32.54
American Funds Capital World Gr&Inc A		26.71
Appleseed Investor		23.08
Marketfield A		17.67

Equity Regional Exposure

Portfolio Date: 1/31/2017

	%
North America	67.6
Latin America	1.9
United Kingdom	4.8
Europe dev	9.8
Europe emrg	0.1
Africa/Middle East	0.6
Australasia	0.7
Japan	3.7
Asia dev	6.2
Asia emrg	4.6
Total	**100.0**

Equity Sector Exposure (GICS)

Portfolio Date: 1/31/2017

	%
Energy	6.7
Materials	4.7
Industrials	15.1
Consumer Discretionary	14.2
Consumer Staples	10.2
Healthcare	10.3
Financials	13.6
Information Technology	16.3
Telecom Services	4.4
Utilities	1.6
Real Estate	2.9
Total	**100.0**

Truong Family Portfolio

Top 10 Holdings

Portfolio Date: 1/31/2017

	Equity Style Box	Portfolio Weighting %
T. Rowe Price New Horizons		22.00
Baron Growth Retail		21.1
Baron Small Cap Retail		20.1
Fidelity Advisor® Small Cap A		18.9
Vanguard Explorer Inv		17.7

Equity Regional Exposure

Portfolio Date: 1/31/2017

	%
North America	93.4
Latin America	0.4
United Kingdom	1.7
Europe dev	0.5
Africa/Middle East	0.6
Australasia	0.3
Japan	1.4
Asia dev	0.1
Asia emrg	1.7
Total	**100.0**

Equity Sector Exposure (GICS)

Portfolio Date: 1/31/2017

	%
Energy	1.9
Materials	2.9
Industrials	16.5
Consumer Discretionary	19.2
Consumer Staples	2.7
Healthcare	15.9
Financials	11.5
Information Technology	23.2
Telecom Services	1.2
Utilities	0.4
Real Estate	4.6
Total	**100.0**

The administrator who built the template decided which charts, tables, and text to include in the report

Using the Additional Files Tab

Overview

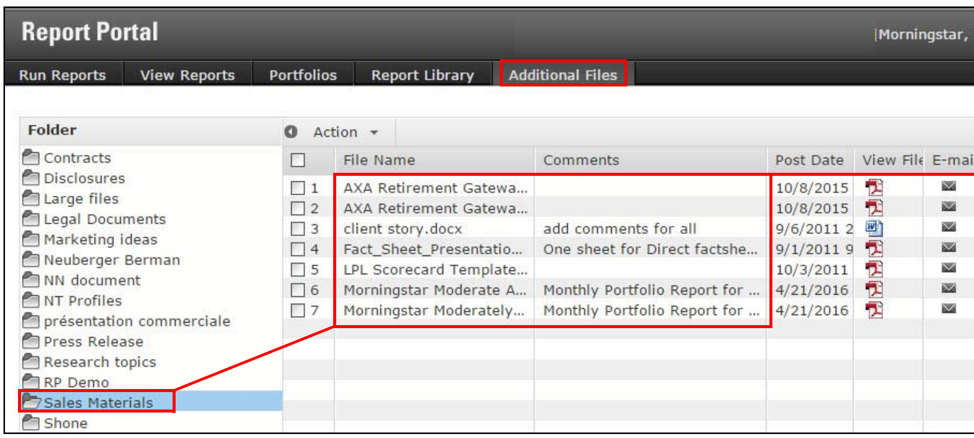
The Additional Files tab displays files for your use, as posted by a Report Portal administrator. You will see many types of files, not just PDFs created in Report Portal. For instance, you may find contracts, press releases, and disclosures. You can view, download, print, and e-mail these files.

In this section, you will learn how to access the files on the Additional Files tab.

How can I access the additional files?

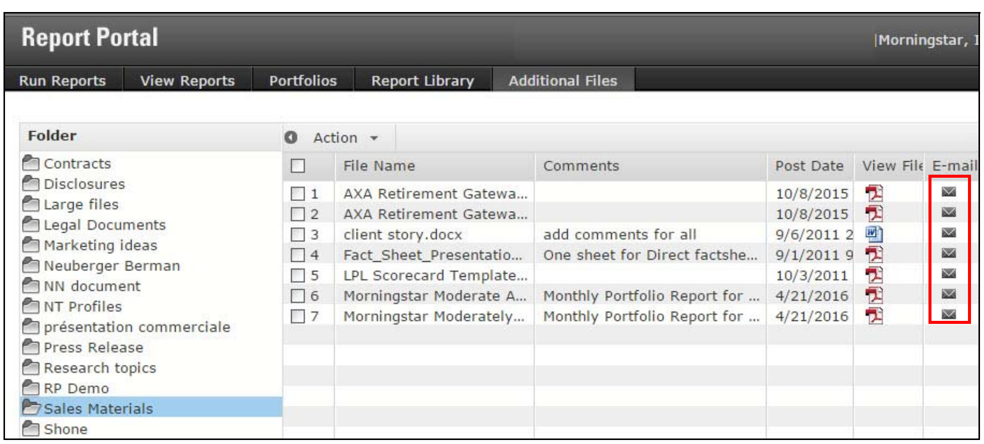
To access the additional files, do the following:

1. In Report Portal, select the **Additional Files** tab.
2. If the administrator has created folders, they are listed in the Folder pane on the left side of the window. Click a **folder** to view its contents, which may include PDFs, Microsoft® Word® files, Microsoft® Excel® spreadsheets, etc.



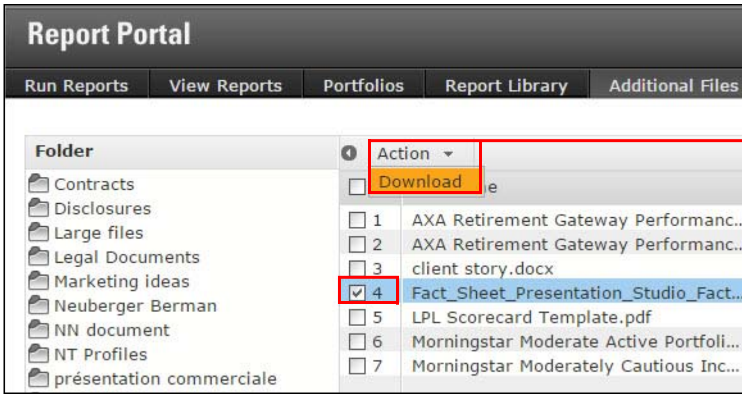
Note the selected folder and its contents

3. To e-mail one of the files, in its row, click the **E-mail** icon. See How can I send a report? on page 26 for instructions on how to proceed from here.



A Report Portal administrator determines if you can send e-mail from within Report Portal

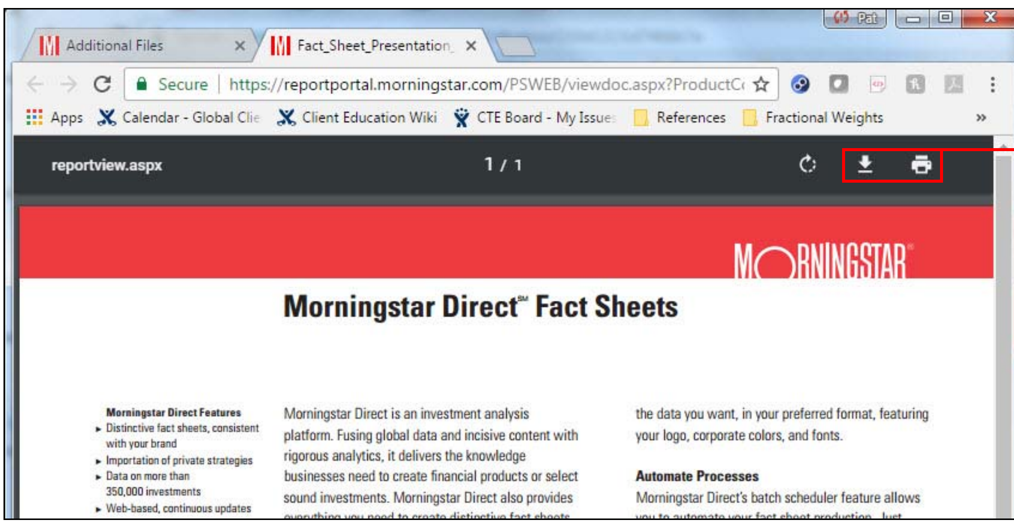
4. To download one of the files, click the **checkbox** at the beginning of its row, then from the **Action** drop-down field, select **Download**. See How can I download a report to a folder on my system? on page 19 for instructions on how to proceed from here.



Download is the only available command available from the Action drop-down field in Additional Files

5. To open a PDF, in the View File column, click its **PDF** icon. The PDF opens in a new browser tab.

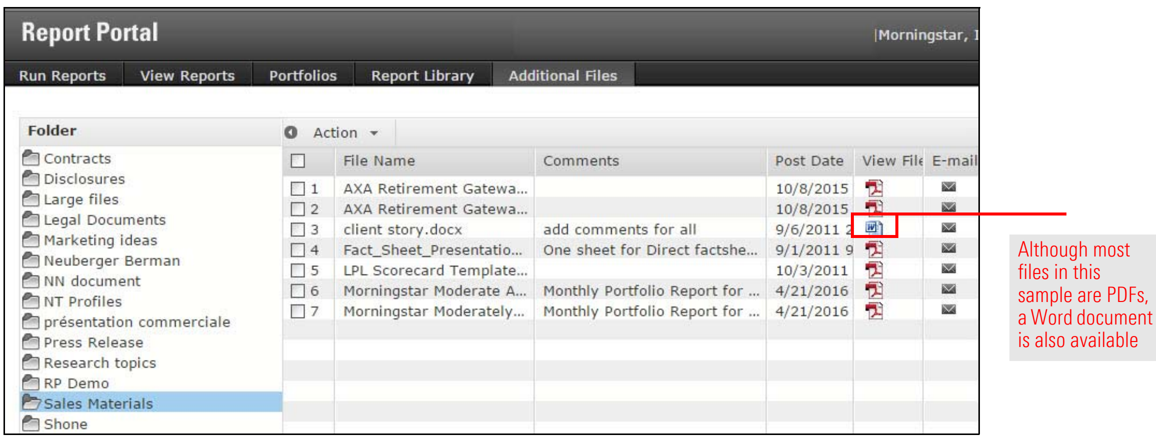
   ☞ Note: In Additional Files, you may find PDFs that are not reports.



You can download or print the file by clicking these icons

6. If the View Files column displays a file type icon other than a PDF, **click** the icon. Depending on your browser settings, you will see one of the following:
   - The Save As dialog box opens, displaying your default downloads location. See How can I save a file in the Save As dialog box? on page 22 for instructions on how to proceed from here.
   - A file name is displayed on the Download bar at the bottom of the browser window. From the **Download bar** drop-down field, you can **open** the file (if you have the software for that type of file) or **display** the folder into which it has been downloaded. See How can I save a file from the Download bar? on page 23 for instructions on how to proceed from here.

   Note: If neither of the above happens, you probably have a setting in your browser to automatically save all downloads to a specified folder.



Using the Report Library Tab

Overview

It is not uncommon to need an updated report on a particular fund every month or even more often. If that is the case, a Report Portal administrator can set up a process called "batch processing." The process runs automatically, using the most current data to generate reports for funds in the batch. A Report Portal administrator makes the following decisions:

- what funds are included in the batch
- what template is used for the reports
- when the batch processing occurs, and
- who has access to the reports.

The Report Library displays reports created by batch output. The Report Portal administrator will decide what reports you can access and what actions you can perform, such as view, print, and download a report.

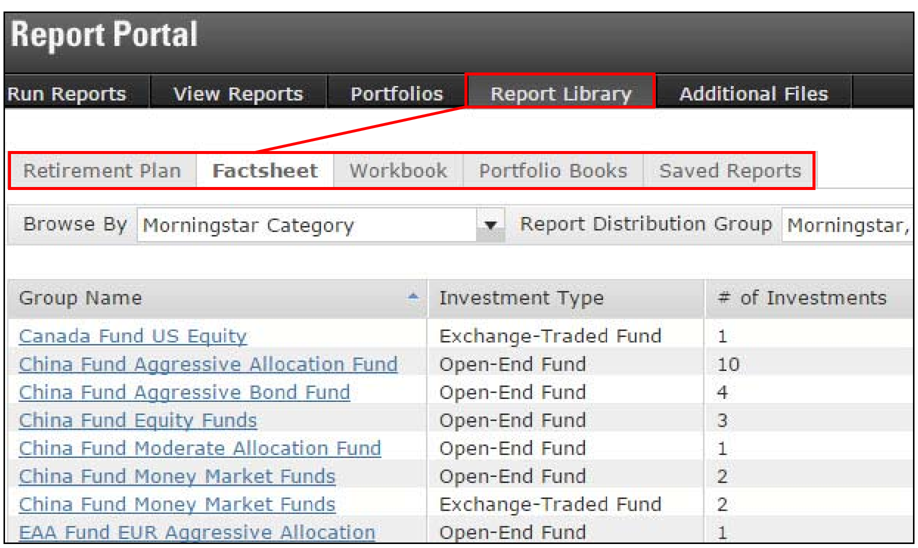
In this section, you will learn do to the following:

- locate a report by type (page 69)
- locate a report from an earlier date (page 71)
- locate a report using various browsing criteria (page 72)
- sort a list of reports (page 75), and
- search for a report (page 76).

> ☞ Note: Your firm's Report Portal Administrator will determine your level of access in the Report Library. You may not be able to do everything described in this section.

The Report Library is divided into the following sections (shown as tabs):

- Retirement Plan
- Factsheet
- Workbook
- Portfolio Books, and
- Saved Reports.



The Factsheet tab within Report Library is selected in this sample

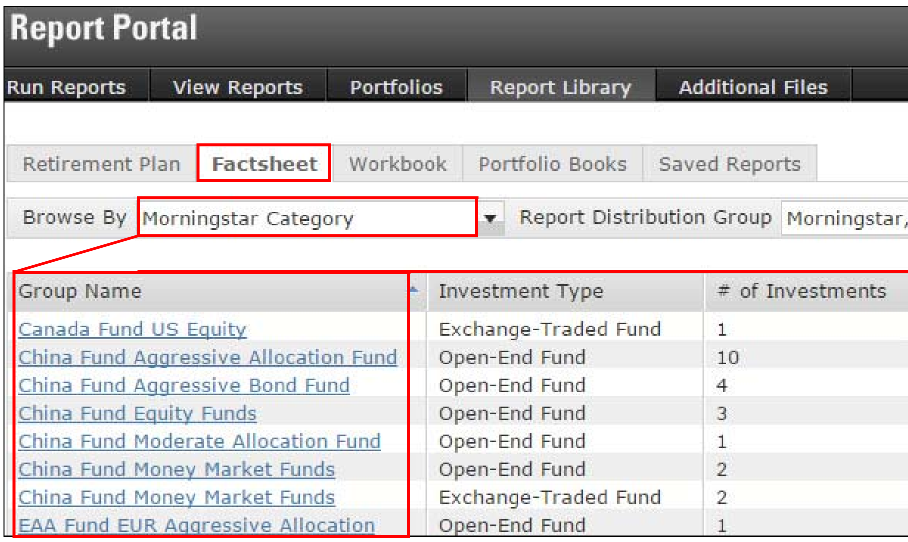
How do I locate a report of a specific type?

Suppose your manager has asked to see the most recent factsheet on a certain fund (in the sample in this section, **E Fund Money Market Fund A**). Let's further suppose you know the following:

- The fund is an exchange-traded fund.
- The fund is in the Morningstar Category, China Fund Money Market Funds.
- The factsheet is automatically run as part of a batch (which means it should be in the Report Library), and
- The batch was run this morning.

To locate that report, do the following:

1. Select the tab for the **report type** (in this case, **Factsheet**).



Because the Browse By setting is Morningstar Category, the Group Name column shows Morningstar Category names, not fund names

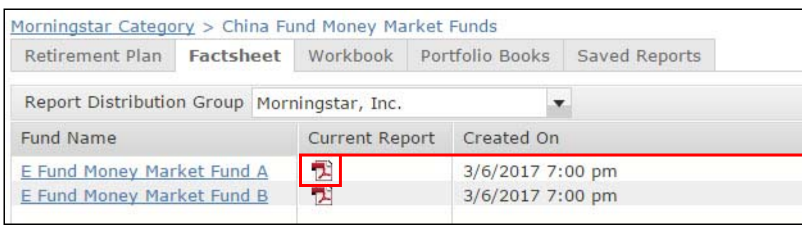
2. The groupings in the first column (Group Name) correspond to the selection shown in the Browse By field (Morningstar Category). In the Group Name column, locate the Morningstar Category **China Fund Money Market Funds**. Two rows display that Morningstar Category. In the second column (Investment Type) you can see each of the two entries has a different investment type—Open-End Fund and Exchange-Traded Fund.

In the category China Fund Money Market Funds, each of the investment types (Open-End Fund and Exchange-Traded Fund) has 2 investments

3. E Fund Money Market Fund A is an exchange-traded fund, so in the row for China Fund Money Market Funds., Exchange-Traded Fund, click the **link** (**China Fund Money Market Funds**).

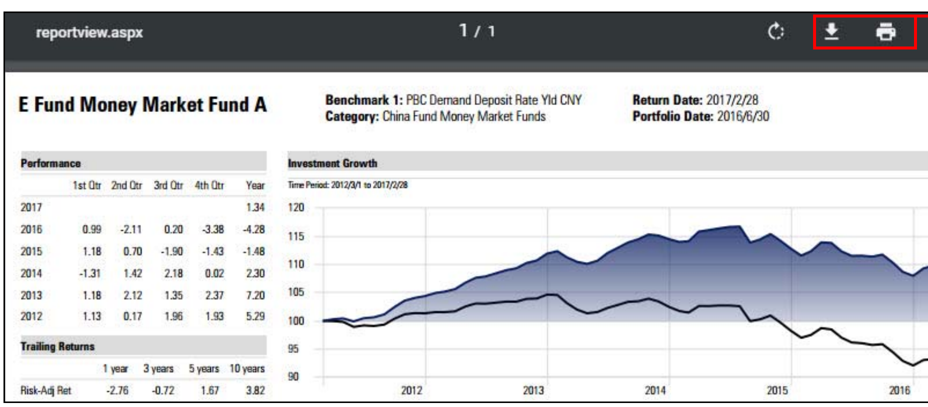
The fund you want is an exchange-traded fund in the category, China Fund Money Market Funds

4. The Report Portal window displays a list of the exchange-traded funds in the category China Fund Money Market Funds. In the row for the fund you want (E Fund Money Market Fund A), click the **PDF** icon. The PDF opens in a new browser tab.



Click here to access the report for the fund

5. You can now do any of the following:
   - **download** the report
   - **print** the report, or
   - **send** the report to your manager as an e-mail attachment. (See How do I attach additional reports or other files to an e-mail? on page 28.)



Click these icons to download or print the report

6. **Close** the browser tab displaying the report.

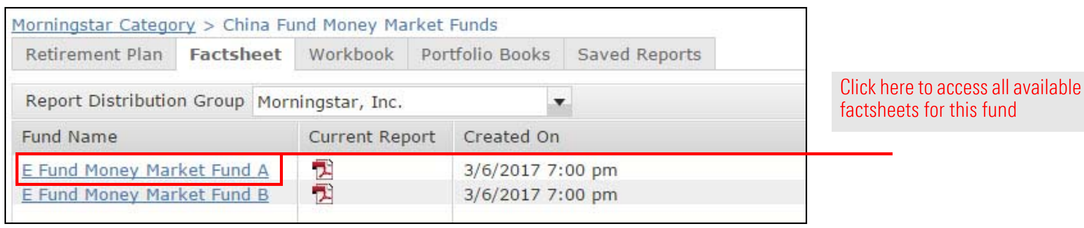
How do I locate a report from an earlier date?

Suppose your manager wants to review a fund's earlier report (in the sample, E Fund Money Market Fund A). You know the following:

- The fund is an exchange-traded fund.
- The fund is in the Morningstar Category, China Fund Money Market Funds, and
- The factsheet is automatically run as part of a batch (which means it should be in the Report Library).

To locate the report, do the following:

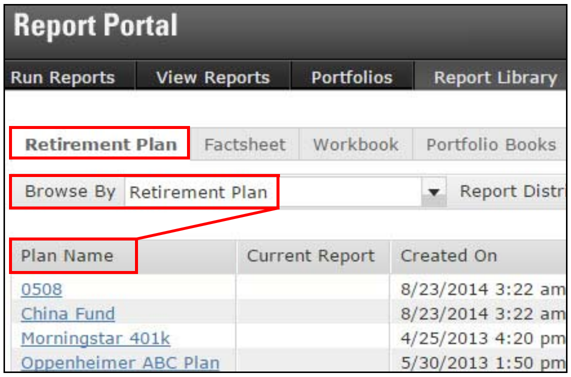
1. Using steps 1 to 3 in the previous section (How do I locate a report of a specific type? on page 69), navigate to **E Fund Money Market Fund A**.
2. The Report Portal window displays a list of the exchange-traded funds in the category China Fund Money Market Funds. In the Fund Name column, click the **link** for the fund you are interested in (**E Fund Money Market Fund A**).



3. The window displays all available factsheets for that fund. From here, you can locate the report your manager wants and download, print, or send it. See steps 4 through 6 starting on page 70 in the section, How do I locate a report of a specific type?

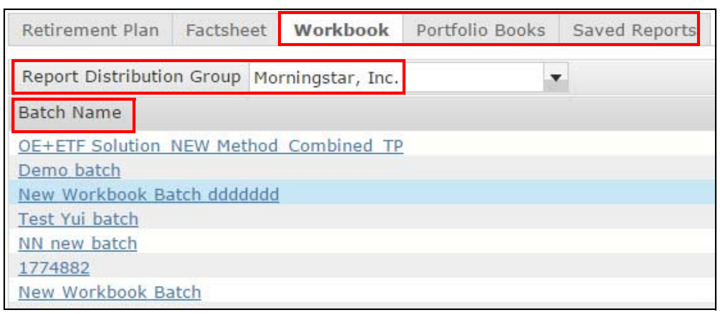
How can I change the grouping of the investments?

On the Retirement Plan and Factsheet tabs, the groupings in the first column correspond to the selection shown in the Browse By field. For instance, on the Retirement Plan tab, the default Browse By selection is Retirement Plan, and the first column lists the funds by Plan Name.



Note the highlighted selections

On the Workbook, Portfolio Books, and Saved Reports tabs, the groupings are alphabetical by batch name, within the selection in the Report Distribution Group drop-down field.

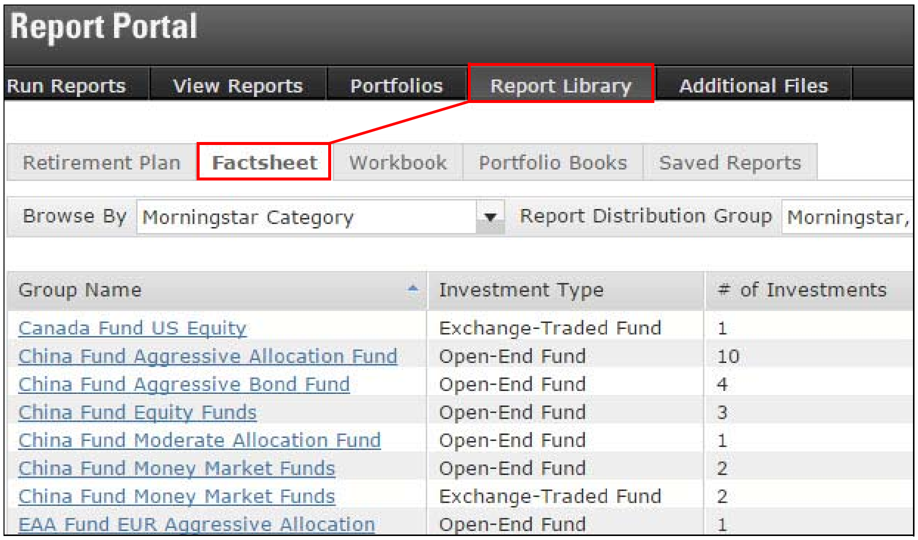


A typical default display for the Workbook, Portfolios Books, and Saved Reports tabs is shown here

Suppose your manager wants to see the latest factsheets on equity-income funds. On the Factsheet tab, the default browsing criteria (Morningstar Category) is not helpful for locating equity-income funds because no Morningstar Category exists called "Equity Income."

To group the investments using a different criteria (in this case, Prospectus Objective), do the following:

1. On the **Report Library** tab, select the **Factsheet** tab.



Note the highlighted selections

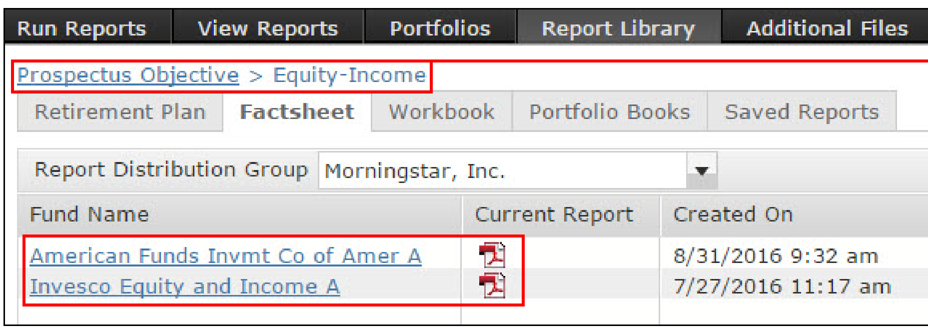
2. From the **Browse By** drop-down field, make a **selection**. In this sample, **Prospectus Objective** is selected.

Note the variety of browsing options

3. The investments are now grouped by your selection (Prospectus Objective). Click the **Equity-Income** link.

The Investment Type column (which was displayed when the funds were grouped by Morningstar Category) is no longer shown because funds of various investment types can have the same objective

4. The window displays current factsheet reports for Equity-Income funds. From here, you can provide the reports to your manager. See steps 4 through 6 starting on page 70 in the section, How do I locate a report of a specific type?



The path consists of links to the pages you accessed to arrive at the current page; you can quickly retrace your steps by clicking a link

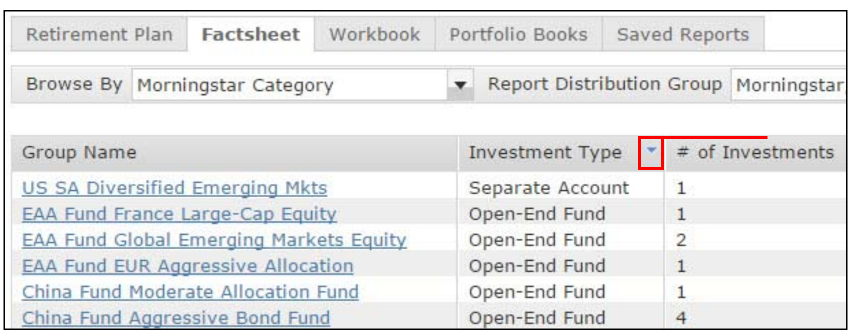
How can I sort of list of reports?

Every list in the Report Library can be sorted, using a column heading you select as the basis for the sort. A list's default display is based on the first column and shows the rows in ascending order.

In this sample, the funds are grouped (or sorted) alphabetically by Morningstar Category

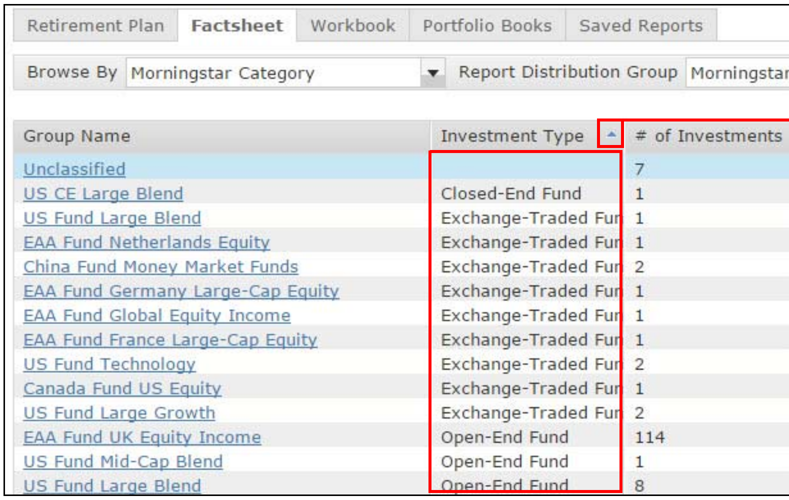
To sort on a different column, **double-click the column header** (in this sample, **Investment Type**). Now that column determines the order of the list entries; investments are grouped by investment type. In the sample, all open-end funds are displayed together.

☞ Note: When you select a different column for sorting, the sort order is reversed. In other words, the default sort on the Group Name column was ascending (A to Z). When the sort was changed to the Investment Type column, the sort order was also changed to descending (Z to A), which is why Separate Account is listed before Open-End Funds in this sample.



The arrow is displayed at the top of the column used as the sort criteria; a down arrow indicates descending order

To reverse the sort order without changing columns, in the column controlling the sort order (in this sample, **Investment Type**), **double-click the column header**. The sort order changes to ascending. In the Investment Type column, the entries are displayed in this order: [None], Closed-End Fund, Exchange-Traded Fund, and Open-End Fund.



The up arrow indicates the sort order is low-to-high

How do I search for a report?

In the Report Library, you can search for a report if you know the name (or part of the name) of the following:

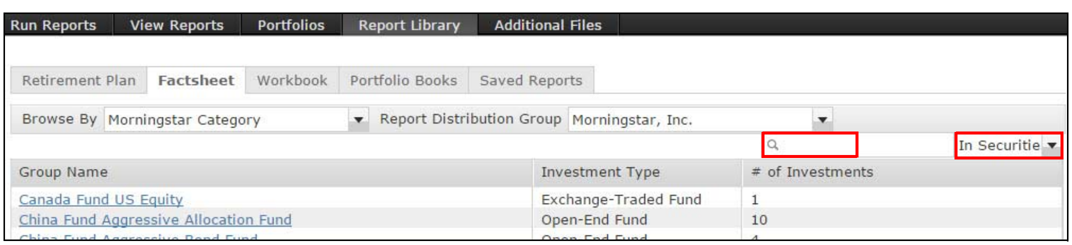
- the batch the report is in, or
- the retirement plan the report is in.

  Note: You can search for a report in a retirement plan only on the Retirement Plan tab. Searching for a report in a batch is available on all Report Library tabs.

You can search for a report on any Report Portal tab, but the report type you are searching for must match the tab. For instance, if you have selected the Workbook tab, searching for a factsheet will be unsuccessful.

The following factors are considered when searching:

- the text you enter in the Search field, and
- the selection from the Search drop-down field.



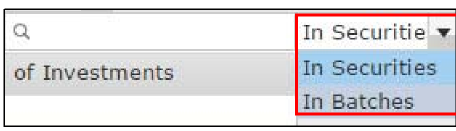
The highlighted fields work in conjunction with one another when running a search

To search for a report on a specific fund, do the following:

1. On the Report Library tab, select the **tab** in which you can expect to the find the report. In this sample, the Factsheet tab is selected.

The default Factsheet tab display is shown here

2. The options in the Search drop-down field depend on which Report Portal tab you have selected. At the far-right side of the window, click the **Search** drop-down field to see the options available on the selected tab.



On the Factsheet tab, the default selection is In Securities; the only other option is In Batches

3. From the **Search** drop-down field, select **In Batches**. Because Report Library contains the results of batch reports, In Batches is usually the preferred selection.

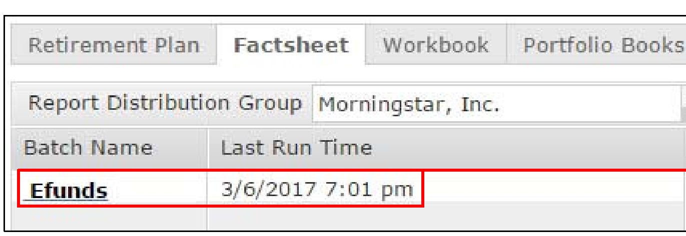
   ☞ Note: If "In Securities" is selected, the entire Morningstar database will be searched, resulting in a large number of search results, many of which may not have a report available in Report Portal.

4. In the Search text field, enter a **batch name (or part of a batch name)**. In this sample, **Eshares** is used.

   ☞ Note: The Search field displays a Magnifying Glass icon.

eShares appears in at least 1 batch name

5. Press <**ENTER**>. The search results list is displayed.



In the search results, you can see when the batch was last run

6. Click the **batch name**. The window displays the batches by run date and time, along with the number of reports in the batch.
7. Click the most recent **Run Date link**. The window displays the contents of the batch.

Run Date	# of Reports
3/6/2017 7:00 pm	20
2/6/2017 7:01 pm	20
1/6/2017 7:00 pm	20
12/6/2016 7:01 pm	20
11/6/2016 7:01 pm	20
10/6/2016 8:01 pm	20
9/6/2016 8:00 pm	20
8/6/2016 8:01 pm	20
7/6/2016 8:00 pm	20
6/6/2016 8:02 pm	20
6/6/2016 8:00 pm	20
5/6/2016 8:02 pm	20
5/6/2016 8:00 pm	20
4/24/2016 10:09 pm	20

Twenty reports are in this batch

8. To view a report, in the Report column, click its **PDF** icon. The PDF opens in a new browser tab.

Action Report Distribution Group Morningstar, Inc. Efunds In Batches

Efunds

File Name	Report	Created On
E Fund SZSE100 ETF Feeder Fund_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Active Growth_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Strategic Growth II_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Increasing Return Bond Fund B_Investment Detail Report_110018_20170307		3/6/2017 7:01 pm
E Fund Kehui_Investment Detail Report_110012_20170307		3/6/2017 7:01 pm
E Fund CSI300 ETF Feeder Fund_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Industry Elite_Investment Detail Report_110015_20170307		3/6/2017 7:01 pm
E Fund Kexun_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Value Select_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Strategic Growth_Investment Detail Report_20170307		3/6/2017 7:01 pm
E Fund Kexiang_Investment Detail Report_110013_20170307		3/6/2017 7:00 pm
E Fund Mid&Small Cap_Investment Detail Report_110011_20170307		3/6/2017 7:00 pm
E Fund Stable Income Bond Fund B_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund Value Growth_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund Money Market Fund A_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund Increasing Return Bond Fund A_Investment Detail Report_110017_20170307		3/6/2017 7:00 pm
E Fund Stable Income Bond Fund A_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund Stable Growth_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund SSE50 Index_Investment Detail Report_20170307		3/6/2017 7:00 pm
E Fund Money Market Fund B_Investment Detail Report_20170307		3/6/2017 7:00 pm

You can open only one PDF at a time

9. From here, you can do any of the following:
   - **download** the report
   - **print** the report, or
   - **send** the report to your manager as an e-mail attachment. (See How do I attach additional reports or other files to an e-mail? on page 28.)