Morningstar® Report Portal

Administrator Guide

MORNINGSTAR Direct

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Morningstar® Report Portal Administrator Guide

Overview

Morningstar® Report Portal enables users to quickly transform Morningstar's data and analysis into branded reports 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 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, and can include settings to adapt for client needs.

> ☞ Note: Morningstar Report Portal is not included in Morningstar Direct℠. A separate license is necessary.

> ☞ As an administrator, your role in Report Portal is a crucial in the single-stream workflow, but you may find other ways to incorporate it into your processes.

The procedures for a Report Portal Home Office administrator are covered in this guide.

> ☞ Note: See The Report Portal User Guide to learn about the processes used by Report Portal end user.

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

- understand the value Report Portal offers to your firm (page 6)
- understand the role of a Report Portal administrator (page 7)
- create and edit Report Portal group and user accounts (page 8)
- create a report template (page 14)
- publish a list, search, model portfolio, and blend or investments to be used in reports (page 34)
- work with Smart Disclosures (page 38)
- share files from sources other than Report Portal (page 45)
- monitor usage (page 48)
- create and manage batch reports (page 52), and
- work with data readiness statistics (page 67).

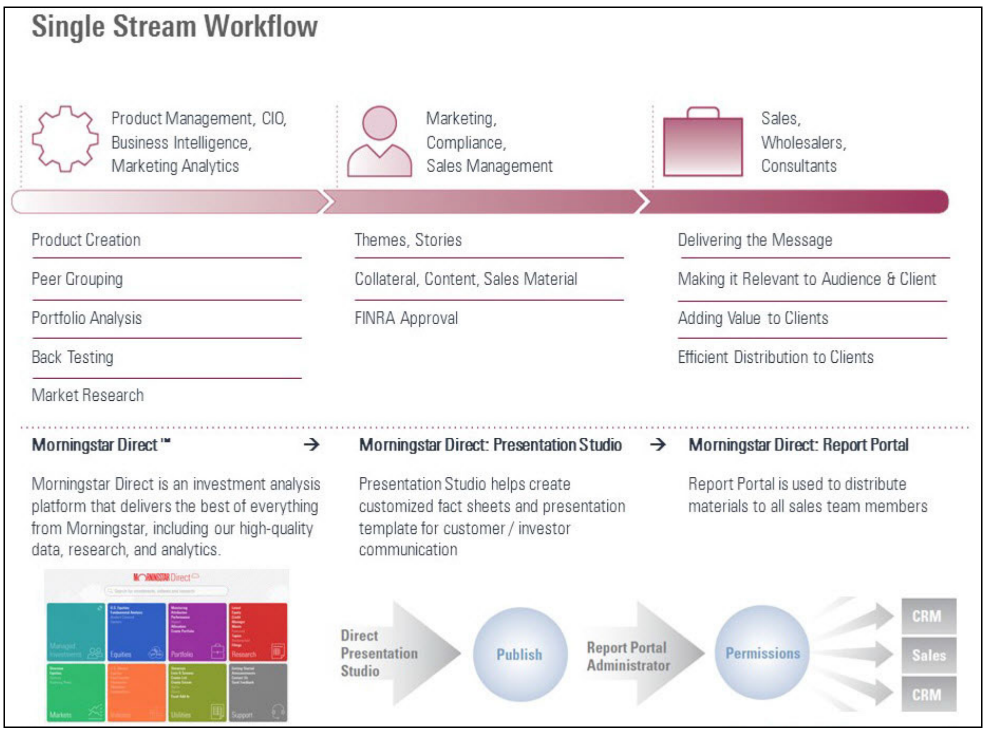
What value does Report Portal offer my firm?

For many firms, the sales team receives materials from people scattered across the firm's product, portfolio, and marketing teams. This leads to inconsistent messages, organizational disarray, and compliance headaches.

By implementing a single-stream workflow across the firm, the sales team has one point of contact for content strategy, creation, and distribution, while compliance has oversight into the entire process. When Report Portal and tools in Morningstar Direct are combined in a single-stream workflow, everyone knows their role within the defined processes, and the result is consistent, compliant materials.

As you can see in the illustration, the single-stream workflow has three general steps:

1. Product management, business intelligence, and marketing analytics use Morningstar Direct to conduct research on the firm's own products and those of competitors, resulting in the creation of lists, searches, custom-blended benchmarks, and expert analysis.
2. In Presentation Studio, marketing, compliance, and sales management oversee the creation of templates capable of accessing the information in step 1.
3. In Report Portal, reports are generated from the information (step 1) and templates (step 2), and then distributed.



Morningstar Direct, Presentation Studio, and Report Portal work together seamlessly in a single-stream workflow

Understanding the Role of a Report Portal Administrator

Overview

A Report Portal administrator has very different responsibilities than an end user; therefore, an administrator has additional commands available to them.

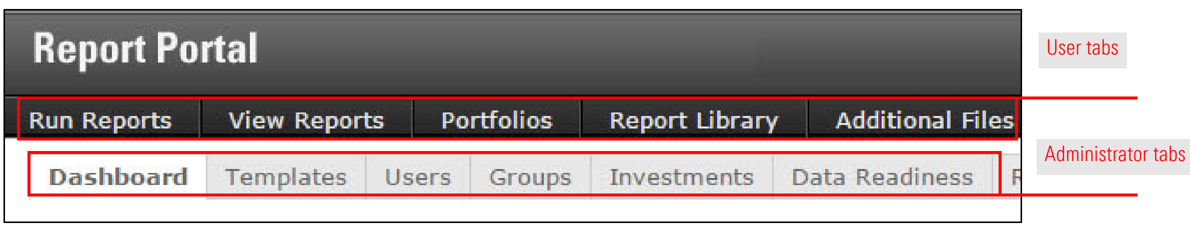
The two Report Portal roles are described in this table:

Role	Tasks
Home Office Administrator	▸ provide access for users within your firm ▸ design and publish templates, and ▸ enable batch processing of reports.
Wholesaler or Advisor (end user)	run, view, and share reports

In this section, you will learn how to switch between user and administrator modes.

How do I switch between user and administrator modes?

When logged in as an administrator, two rows of tabs are displayed—User tabs and Administrator tabs. You will spend most of your time working in the Administrator tabs, but you can easily switch to user mode by clicking a **User tab** (Run Reports, View Reports, etc.).



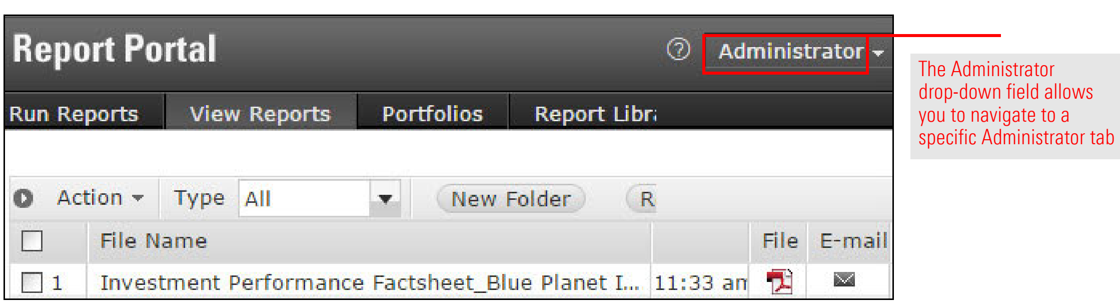
In user mode, you can perform tasks such as the following:

- test a Report Portal template
- review the content of the Report Library, and
- review the content of Additional Files.

☞ Note: When in user mode, the Administrator tabs are not displayed.

To switch from user to administrator mode, click **Administrator** in the top-right corner of the window. Alternatively, from the **Administrator** drop-down field, select an **Administrator tab** (Dashboard, Templates, Users, and so on).

☞ Note: Only an administrator can switch between user and administrator modes.



Creating and Editing Group and User Accounts

Overview

As a Report Portal Home Office administrator, you can create and manage Report Portal user and group accounts. In these accounts, you will set permissions controlling who has access to Report Portal templates, firm-level benchmarks, and files stored in Report Portal, to name only a few.

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

- create a group account (page 8)
- edit or delete a group account (page 10)
- create a user account (page 11), and
- edit or delete a user account (page 13).

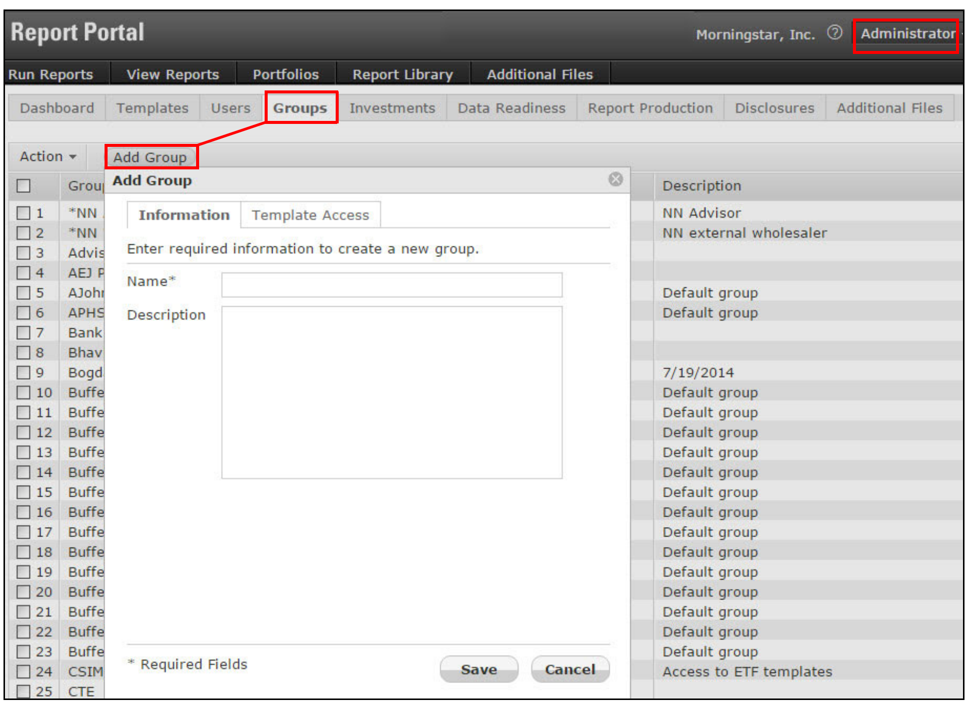
How do I create a Report Portal group?

In Report Portal, a group consists of individual users who are granted the same access and permissions throughout Report Portal. For instance, people in the same group may need access to the same report templates and benchmark databases.

To create a Report Portal group, do the following:

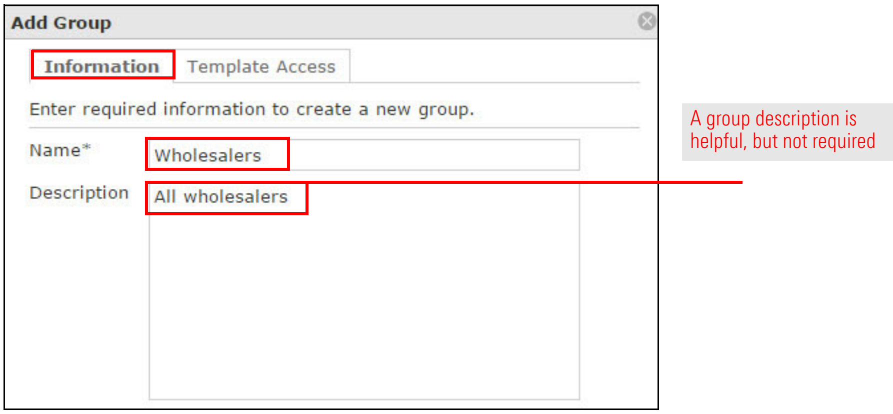
1. While logged into Report Portal as an administrator, select the **Groups** tab. Above the list of existing groups, click **Add Group**. The Add Group window opens.

   ☞ Note: If you have logins for both administrator and user, be sure you are logging into Report Portal as an Administrator.

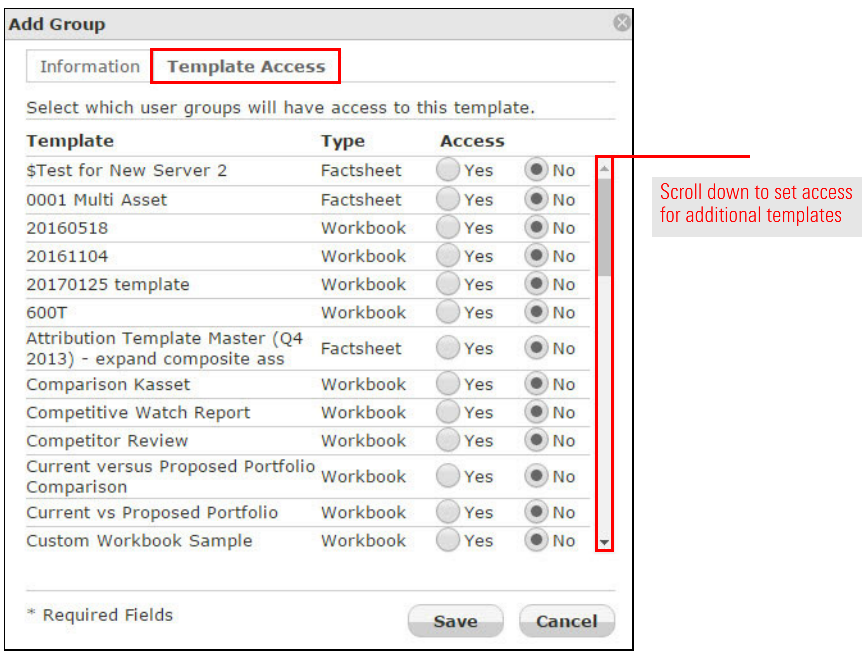


Access to various areas in Report Portal is group-specific so plan your groups carefully; all users in a group will have the same access

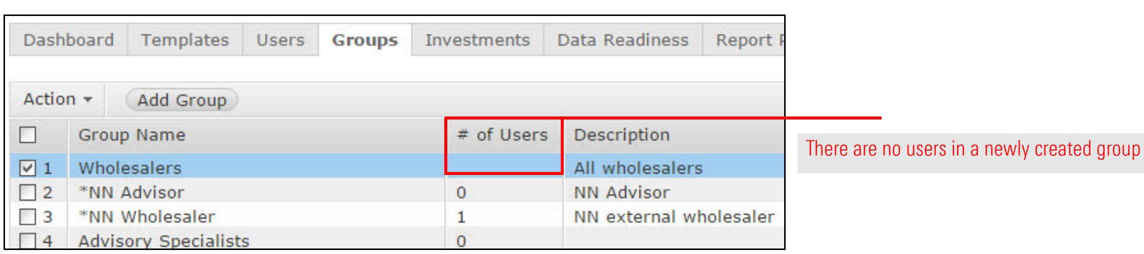
2. On the **Information** tab (which is selected by default), enter a **name** for the group and a brief description.



3. Select the **Template Access** tab. The templates created by your firm's Report Portal administrators are listed. By default, access to all templates is set to No. For each template this group should have access to, select **Yes**.



4. Click **Save**. The group you created is now shown at the top of the list on the Groups tab. The # of Users column entry for the group is blank. You will learn to add users to the group in How do I create a user account? on page 11.

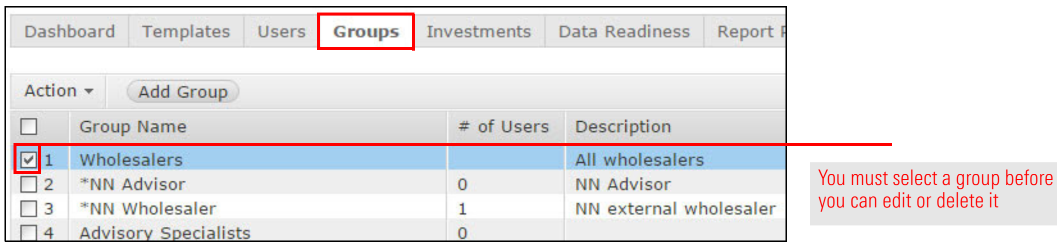


How do I edit or delete a Report Portal group?

As a Report Portal home office administrator, you can change the initial settings of a group (name, description, and template access) or delete a group; however, membership in a group is controlled at the user level. For information on adding or removing users from a group, see How do I create a user account? on page 11 or How do I edit a user account? on page 13.

To edit or delete a Report Portal group, do the following:

1. Select the **Groups** tab and in the row for that group account, click its **checkbox**.



2. With the group's checkbox selected, click **Action**. A drop-down field opens.

The selections on the Action menu are described in this table:

When you select this option…	You can do this…
Edit Group	Change the group's name, description, and template access.
Delete Group	Delete the group. A confirmation alert opens before the group is deleted.

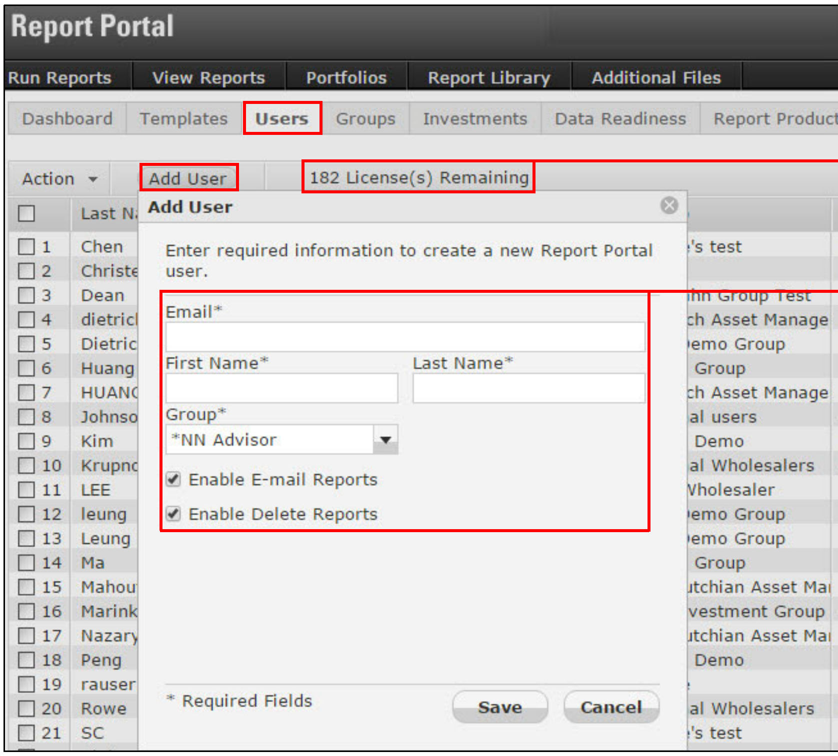
How do I create a user account?

When creating a user account, you decide which group the user should belong to, as well as what templates they have access to.

☞ Note: A user cannot belong to more than one group.

To create an account for a Report Portal user, do the following:

1. Select the **Users** tab. Above the list of users, click **Add User**. The Add User dialog box opens.



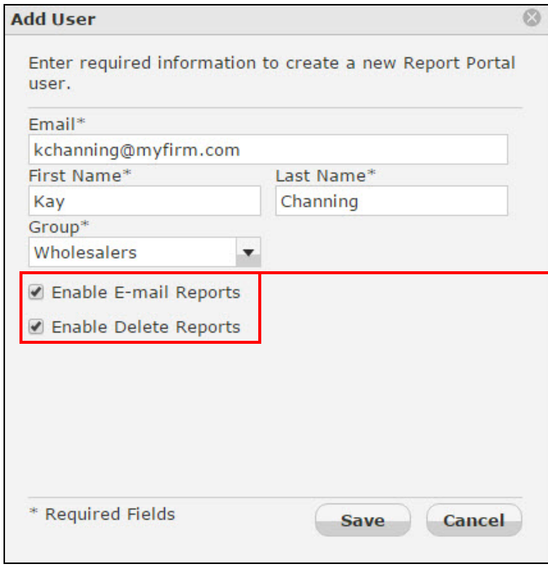
To create a user account, your firm needs to have a Report Portal license available

All fields are required

2. In the Add User dialog box, enter the following user information:
   - **Email**
   - **First Name**, and
   - **Last Name**.
3. From the **Group** drop-down field, select the **group** the user will belong to.

☞ Note: If you do not have a group the user should be long to, click the Groups tab and create a group (page 8). After creating the group, you will need to start over creating the user account.

4. By default, the user can send email from within Report Portal and delete reports from Report Portal. To disable either of these permissions, clear its **checkbox**.



These permissions are user-specific, which means users in the same group may not have the same email and deletion capabilities

5. Click **Save**. On the Users tab, the newly created user account is shown at the top of the list.

   Note: When you create a user account, an email is sent to the user. It includes a link to Report Portal and instructions for logging in.

On the User tab, you can see the user's group, last login, and permissions for email and deletion

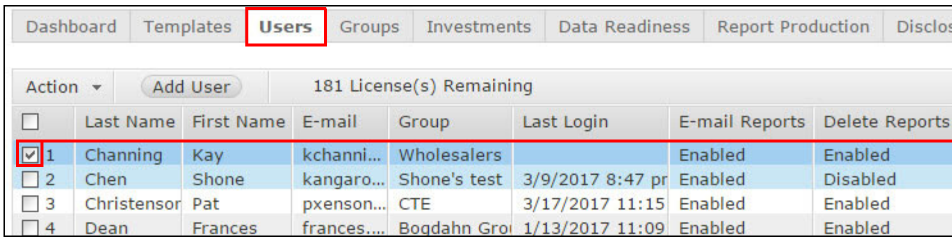
How do I edit a user account?

As a Report Portal home office administrator, you can edit a user account in the following ways:

- change the user's name
- change the user's email address
- change the user's email and deletion permissions
- reset the user's password, and
- delete the user account.

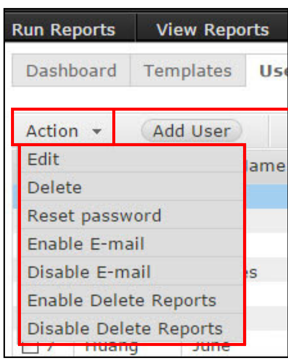
To edit a user account, do the following:

1. Select the **Users** tab and in the row for that user account, click the **checkbox** to select the user account.



You must select a user account before you can edit it

2. Click the **Action** menu. A drop-down field opens.



Use the Action drop-down field to edit or delete a user account

The selections on the Action menu are described in this table:

When you select this option…	You can do this…
Edit	Change the user's email, first name, last name, group membership, and email and report deletion permissions
Delete	Delete the user account. A confirmation alert opens before the account is deleted.
Reset password	After confirming you want to reset the user's password, a new password is sent to the user.
Enable E-mail Disable E-mail	Change the user's ability to send e-mail from within Report Portal.
Enable Delete Reports Disable Delete Reports	Change the user's ability to delete their reports from Report Portal.

Creating a Report Template

Overview

As a Report Portal home office administrator, creating custom templates is one of your primary responsibilities. When building a template for reports, you make decisions such as the following:

- number of investments allowed in a report
- design and page layout
- number of pages, and
- components (tables, charts, and text) used.

Optionally, you can also set the following:

- who can use the template
- what information the user is required to provide, such as investments and time range
- whether a field can be changed by the user (for example, the currency to be displayed), and
- selections allowed in a drop-down field (for example, a list of benchmarks).

The templates you create and publish allow end users to quickly generate a report. The end user's task may be as simple as selecting the following:

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

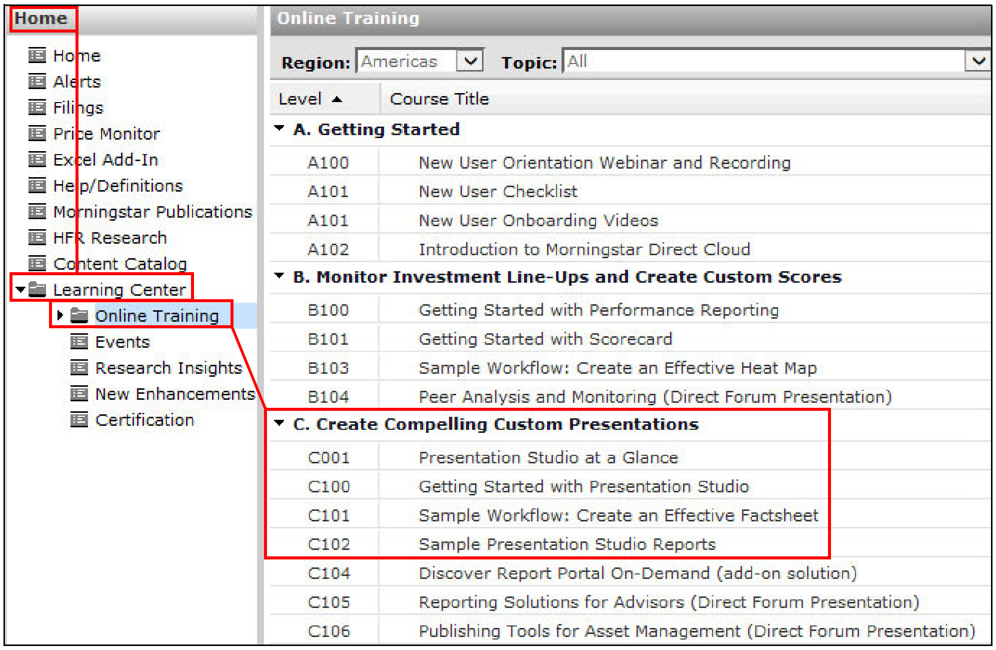
Once the end user has made their selections and clicked Run, the report is populated with the latest data and information.

In this section, you will learn how to:

- create a report template (page 15)
- assign investments and benchmarks to a template (page 20)
- add a selection to a drop-down field (page 26)
- preview a template (page 29)
- create a sample report (page 31)

How do I create a report template?

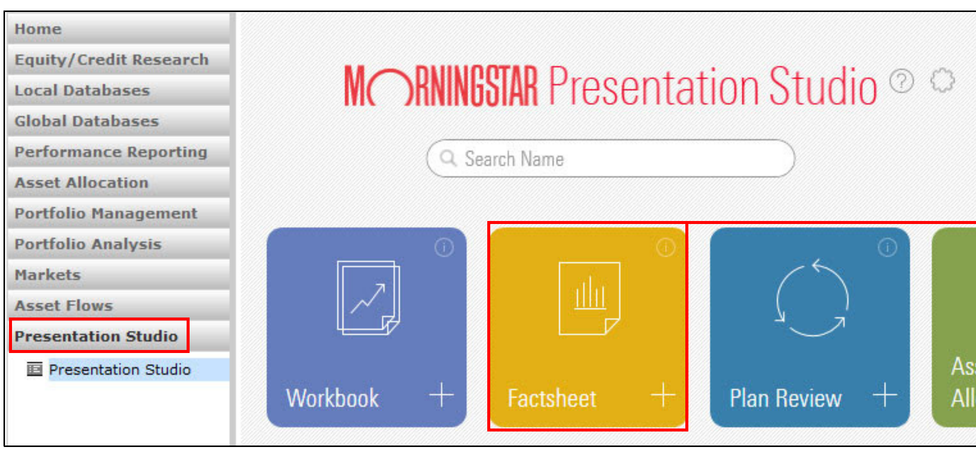
To create a report template, you must use Presentation Studio, a tool in Morningstar Direct. In Presentation Studio, a wide variety of design and content elements are available. In this section, you will learn the general procedure for creating a custom template.



More detailed Presentation Studio training is available in the Morningstar Direct Learning Center or through your Morningstar Direct Client Service Consultant

To create a report template, do the following:

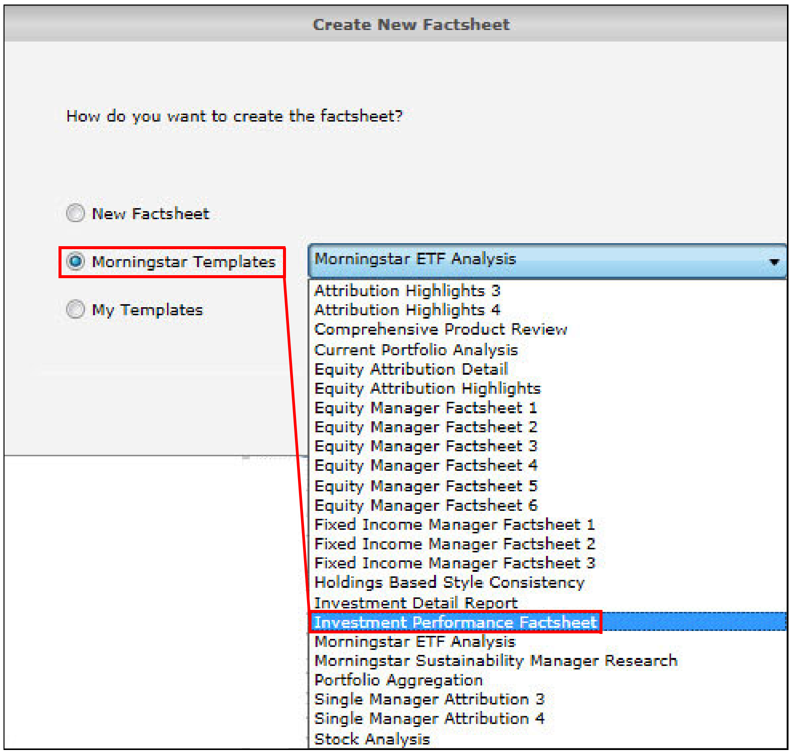
1. Launch **Morningstar Direct** and in the Navigation Pane on the left, select the **Presentation Studio** module. The Presentation Studio Home page opens.
2. On the Home page, click one of the following:
   - the **Factsheet** tile for portrait-oriented, single-investment reports, or
   - the **Workbook** tile for landscape-oriented, multiple-investment reports.



In this section, a factsheet template is created

3. In the Create New Factsheet dialog box, select **Morningstar Templates**, then from the drop-down field, select a template. (In this sample, **Investment Performance Factsheet** is used.) The Investments Settings dialog box opens.

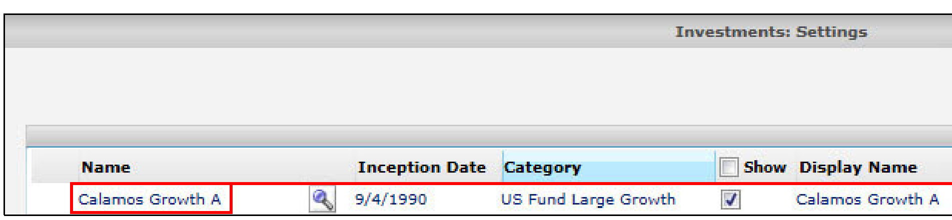
   ☞ Best Practice: If you have access to a template similar to the one you are creating, select it from the **Morningstar Templates** or **My Template** drop-down field. If you select the New Workbook option, you will have to build the template from scratch, which can be time-consuming.



You could also select from the My Templates drop-down field

4. In the Investments: Settings dialog box, select **investments** to work with as you continue building the template.

   ☞ Note: When creating a template for multiple investments, be sure to add the minimum number of investments the user must select when running a report. In this sample, only one investment is used.



This “placeholder” investment will not be included in reports based on this template

5. Click **OK**. A report generates, using the template and investment(s) you selected.

6. **Continue** building the template, customizing the design and components as needed.

   ☞ Note: When using an existing template as the basis for a new template, be sure to decide whether to replace or delete the existing logo, front and back covers, and so on.

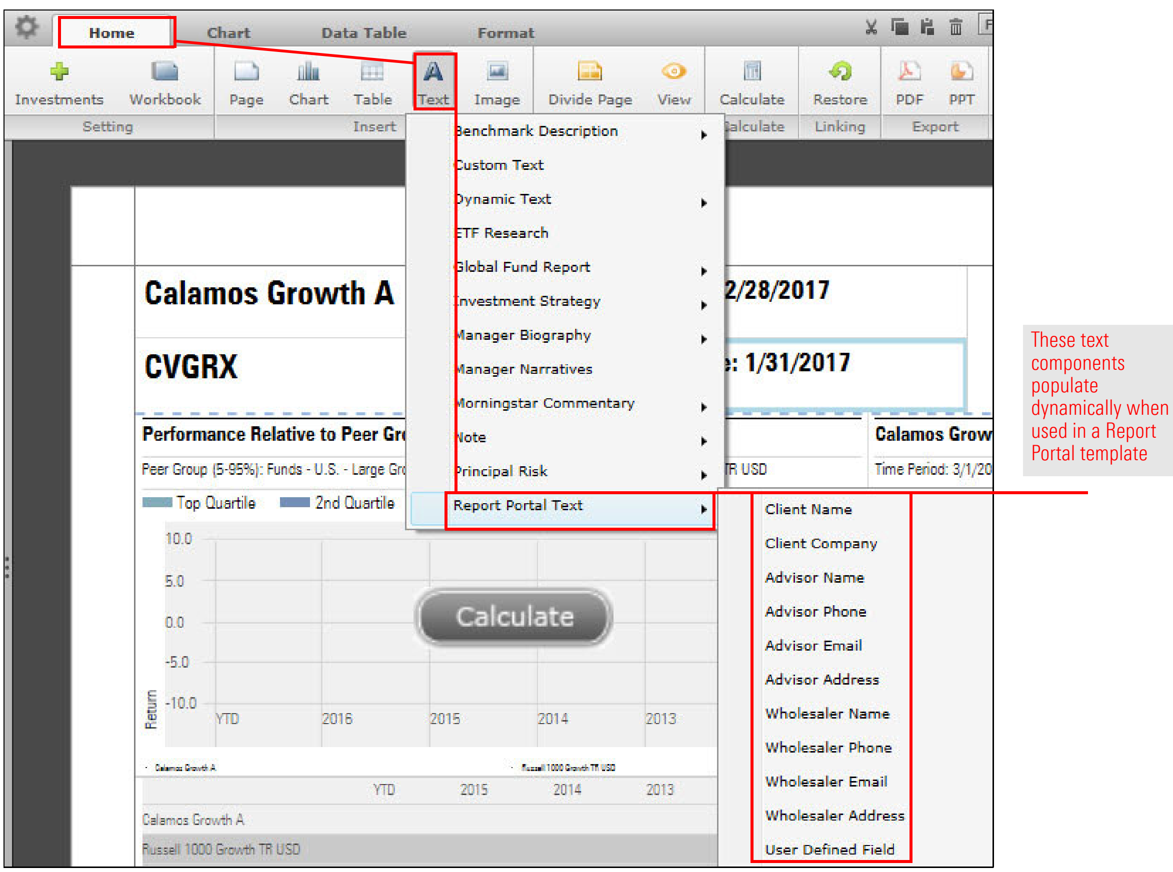
7. (Optional) Presentation Studio has text components developed for use in Report Portal. They are described here:

   - Client Name
   - Client Company
   - Advisor Name
   - Advisor Phone
   - Advisor Email
   - Adviser Address
   - Wholesaler Name
   - Wholesaler Phone
   - Wholesaler Email
   - Wholesaler Address
   - User Defined Field

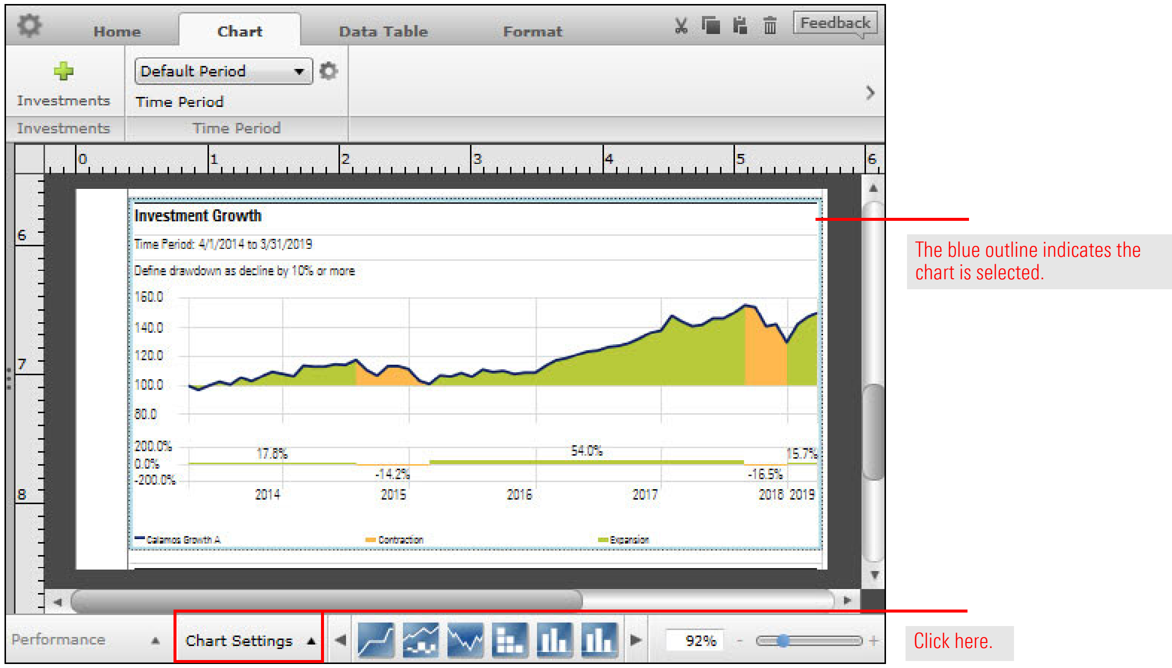
   ☞ Note: The Report Portal text components are typically used on a cover page, in a header, or in a footer.

   To use dynamic text which populates based on user selections in Report Portal, on the **Home** tab, click **Text**, then from the drop-down field, select **Report Portal Text** and make a **selection** from the submenu.

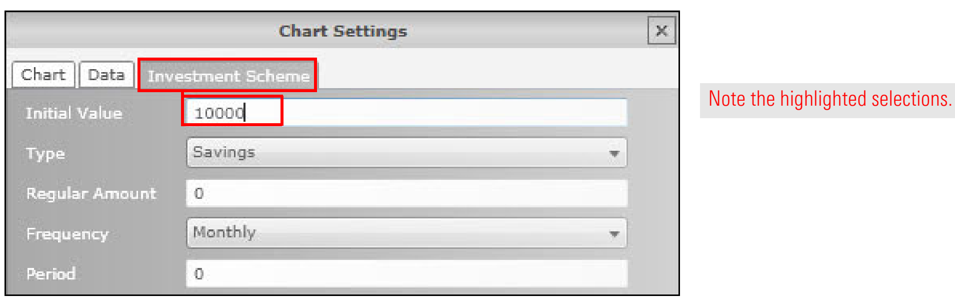
   ☞ Note: When you select an option from the Report Portal Text submenu and the template is published in Report Portal, a field with that name will be added to the Settings tab (step 8 on page 23). A similar field will also be available in user mode.



8. If the template contains an investment growth chart, do the following:
   A. Select the **chart** and click **Chart Settings**.



   B. In the Chart Settings window, select the **Investment Scheme** tab. In the **Initial Value** field, enter an **amount** to be used a the initial value of the investment.

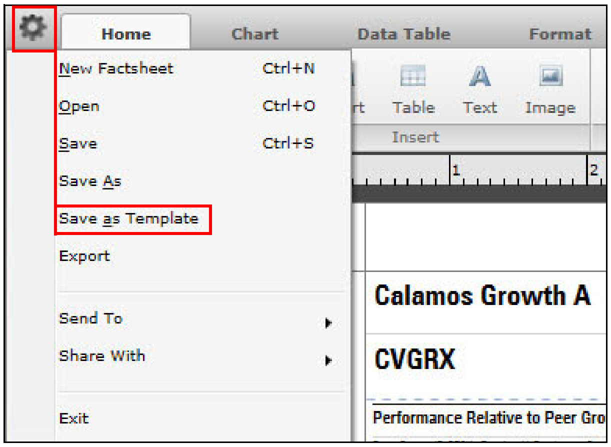


   C. In the upper-right corner, click **X** to close the Chart Settings window.

   When you publish the template, the Initial Value is incorporated into the investment growth chart(s). The ending investment value is calculated based on the Initial Value.

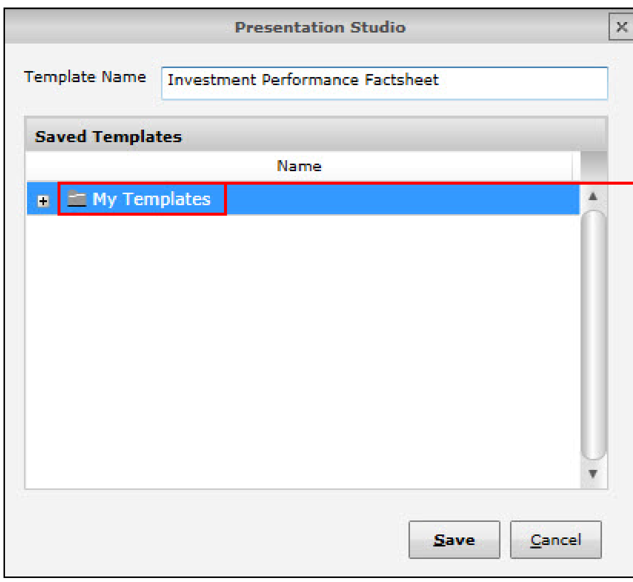
9. Repeat step 8 for each different type of investment growth chart in the template.

10. When the template meets your specifications, in the upper-left corner of the Presentation Studio window, click the **Gear** icon and from the drop-down field, select **Save as Template**. A dialog box opens.



Note the highlighted selections

11. In the dialog box, in the **Template Name** field, enter a **name** for the template. Click **Save**.



The template will reside in the My Templates folder unless you select a different folder available to you in Presentation Studio

12. When an alert opens, notifying you the template has been successfully saved, click **OK**.
13. Close **Presentation Studio** and **Morningstar Direct**.

How can I customize settings and publish my template?

In Presentation Studio, the main focus is on design and layout. A Presentation Studio template can be used by any Presentation Studio user who has access to the folder it is stored in. They can do whatever they want in the report (for example, delete, replace, and add components or pages), but the template will not be affected.

In Report Portal, the home office administrator has much more control over who has access to the template and what content users can or must provide.

In this section, you will do the following:

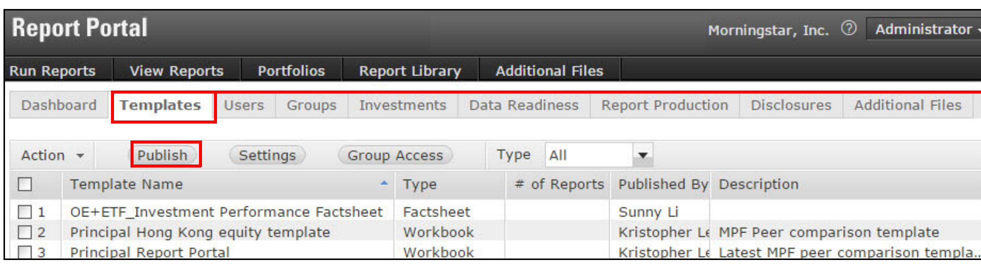
- publish the template in Report Portal, and
- set permissions in the template, restricting who can use it and what modifications they can make, as well as what settings are required.

To customize the settings in the template, do the following:

1. In a browser window, go to **https://reportportal.morningstar.com/** and **log in** as an administrator.

   ☞ Note: If you have logins as both administrator and user, be sure to use your administrator login and password.

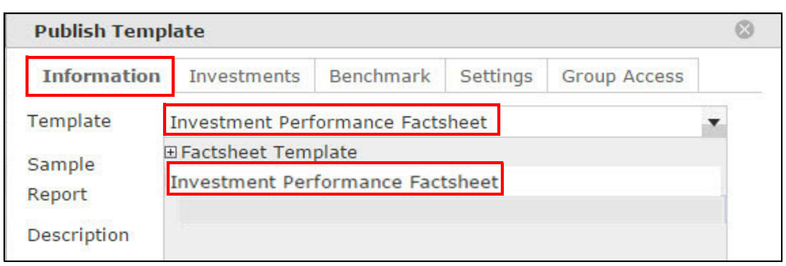
2. Select the **Templates** tab.
3. Click the **Publish** button. The Publish Template window opens.



A template created in Presentation Studio will not be available to Report Portal users until it is published

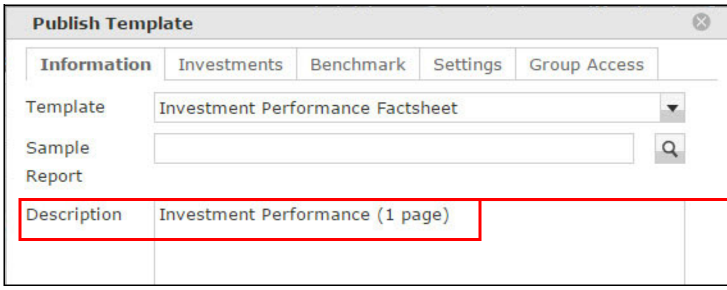
4. In the Publish Template window, the Information tab is selected. From the **Template** drop-down field, select the **template** you want to import to Report Portal.

   ☞ Note: Only templates you built will be displayed.



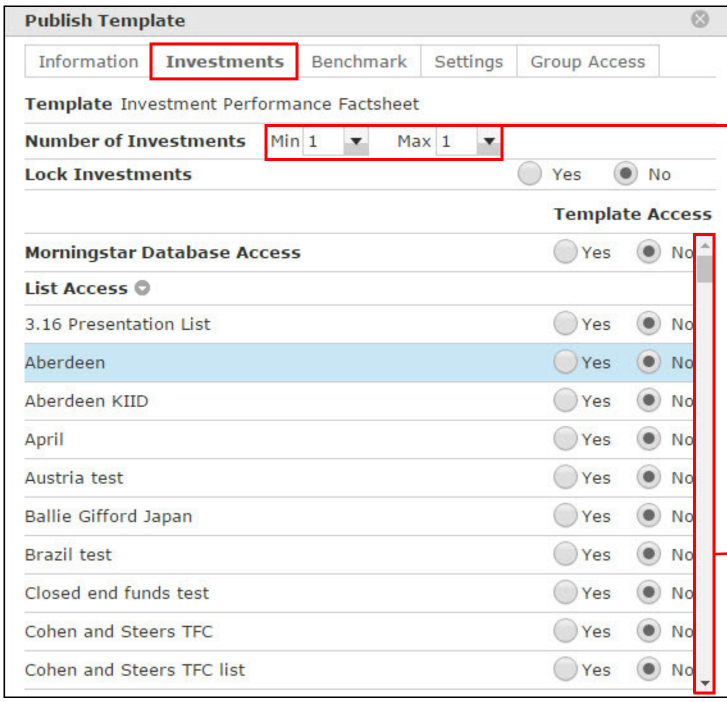
You cannot select a template built by someone else

5. Skip the Sample Report field for now. Enter **a brief description** in the Description field.



A description is not required, but it is useful

6. Select the **Investments** tab.



When you created the template in Presentation Studio, you used a single investment as a placeholder; now you can change the minimum (required) and maximum (allowable) number of investments in a report based on this template

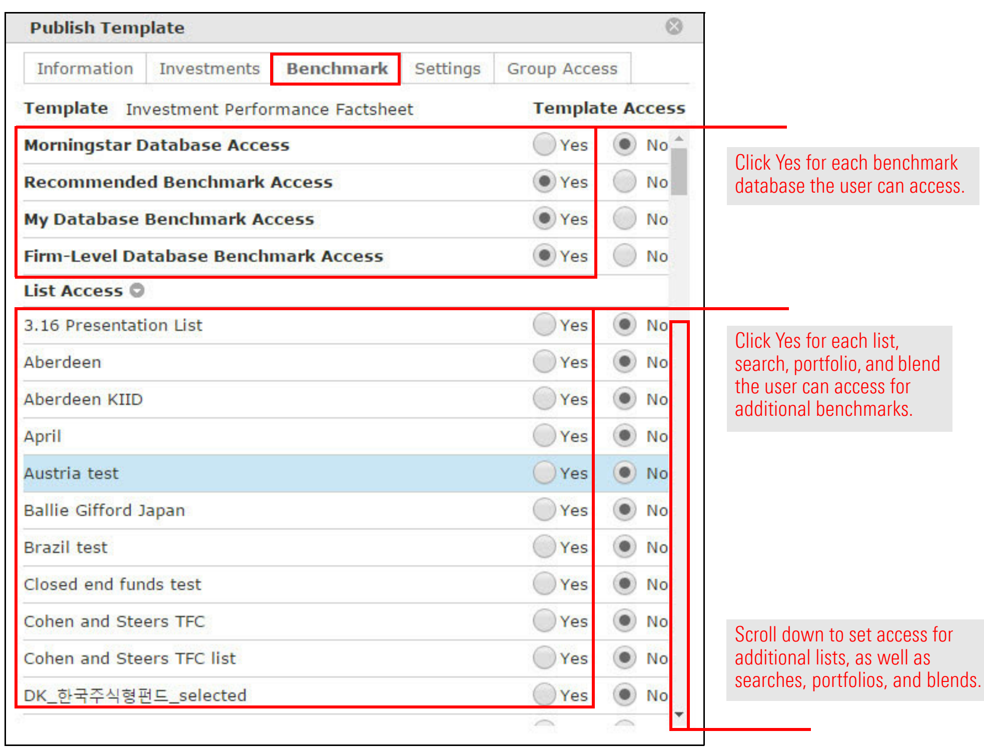
Scroll down to set access for additional lists, as well as searches, portfolios, and blends created in Morningstar Direct

The Investments tab fields are explained in this table:

Field	Options	Notes
Number of Investments	Select the Minimum and Maximum number of investments.	Minimum: 1 Maximum: 50
Lock Investments	If set to Yes, the investments you (the home office administrator) select for the template will be included in every report based on that template.	
Morningstar Database Access	If set to Yes, users will be able to select any investment from the Morningstar Database.	
List Access	For each list, search, portfolio, and blend displayed, select Yes or No. If set to Yes, users will be able to select investments from that list, search, portfolio, or blend	For information on publishing a list, search, portfolio, or blend in Report Portal, See page 35.
Search Access		
Portfolio Access		
Blend Access		

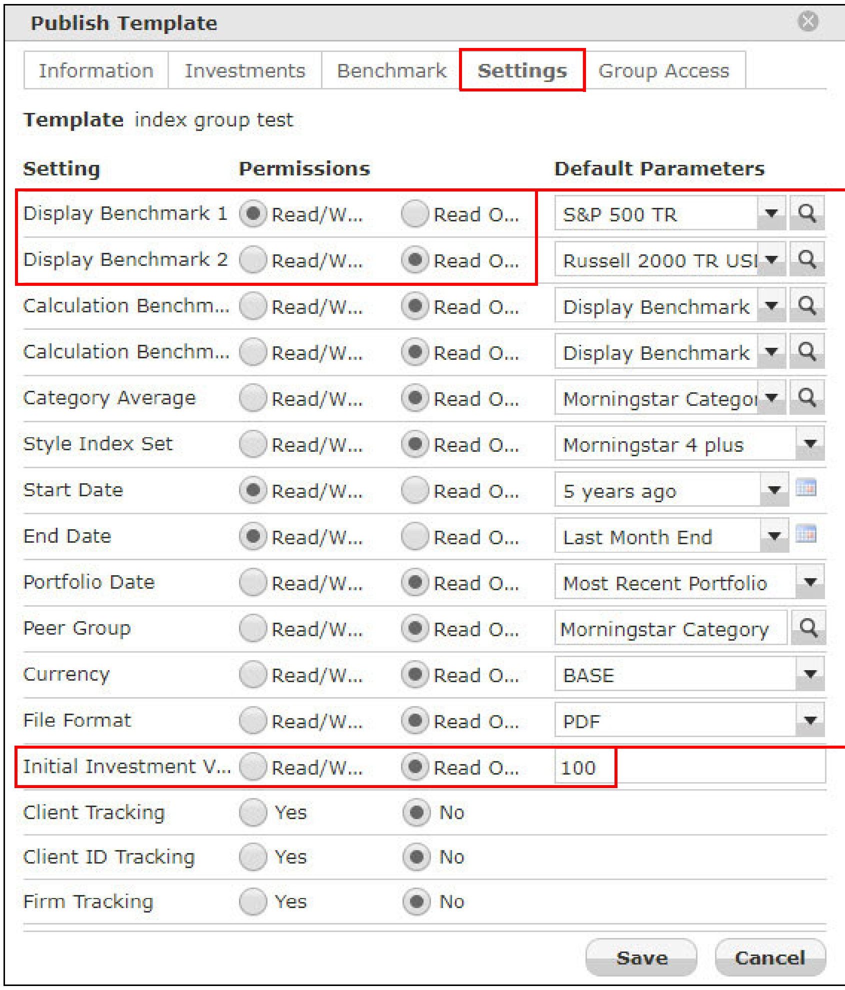
☞ Note: A blend is a custom benchmark consisting of a weighted set of indexes.

7. Select the **Benchmark** tab.



8. Select the **Settings** tab. In each row, do the following:

Field	**Options**
Permissions	Select **Read/Write** or **Read Only**.
Default Parameters	Make a **selection** from the drop-down field or click the **Magnifying Glass** icon to search. ☞ Note: The options for each Default Parameters column will vary according to the setting. For instance, the options for Display Benchmark 1 and Display Benchmark 2 are appropriate for a benchmark; the options for a Start Date are in the form of a date or a time frame.
Currency	Select **Read/Write** or **Read Only**, and from the drop-down field, select a **currency**.
Initial Investment Value	You should have already set the Default Parameter (10,000 in the illustration below) in step 8 on page 18. To allow a user to change this value, select **Read/Write**.
Client Tracking	Select **Yes** or **No**. When set to Yes, a field for Client Name is created and the user cannot run the report until the Client Name field is filled in.
Firm Tracking	Select **Yes** or **No**. When set to Yes, a field for Firm Name is created and the user cannot run the report until the Firm Name field is filled in.



When running a report, the user has the options to display or hide these settings.

If you select Read/Write permission for Initial Investment Value, the user can change this value when choosing to running a report from this template.

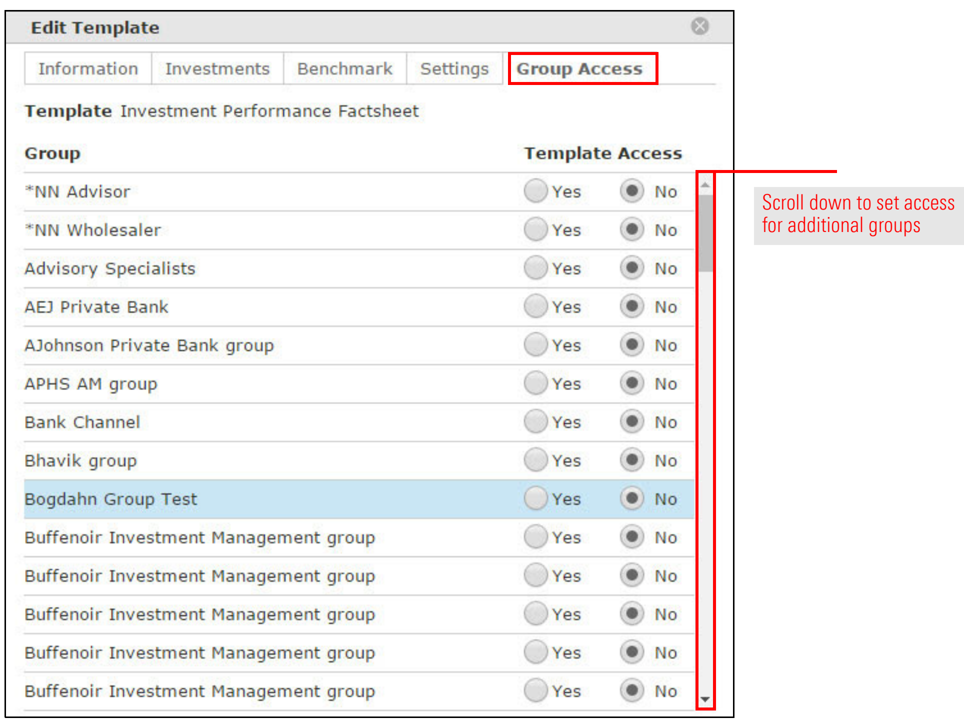
The default value here is 100 units of the selected currency (from the drop-down field in the Currency row).

Note: To learn how to add options to a drop-down field, see How do I add an option to a drop-down field? on page 26.

Read/Write and Read Only permissions are described in this table:

If you select this…	These options are available to the user…
Read/Write	▸ must use the default option you selected for that field ▸ can select an option from the drop-down field for that field, or ▸ can initiate a search for a security to use in that field. Note: If you have allowed access to the Morningstar database on the Investments and/or Benchmark tabs, the user can enter text in the field and select from a drop-down field that shows options matching the typed text.
Read Only	The default you have set for that field is locked. No other user options are available. In addition, the following fields are no longer displayed when a user creates a report: ▸ A drop-down field for that setting, and ▸ A Magnifying Glass icon for that field.

9. Select the **Group Access** tab.
10. In each row, click **Yes** to give that group access to this template; click **No** to deny access.

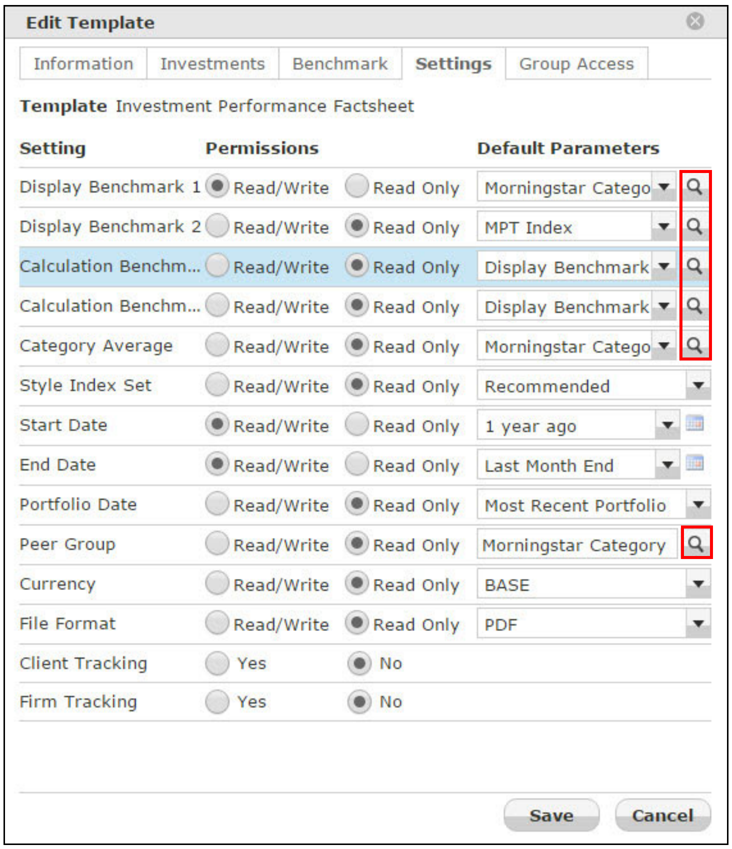


11. In the bottom-right corner of the window, click **Save**.

How do I add an option to a drop-down field?

When working in the Create Template or Edit Template window, on the Settings tab, you can expand a user's choices for display benchmarks, category average, peer group, and more.

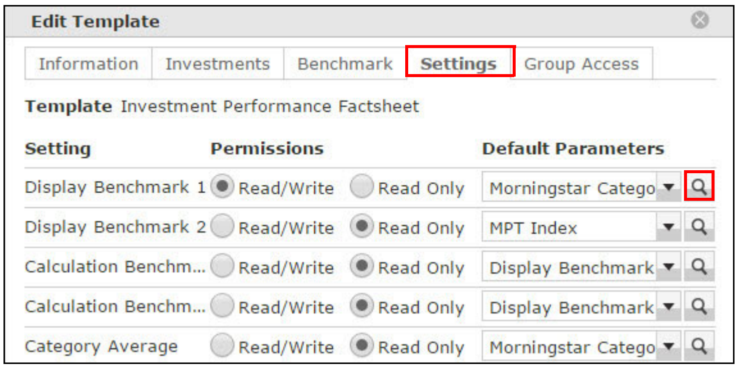
In any field where a Magnifying Glass icon is displayed, you can add selections to the drop-down field. For instance, in this template, suppose you want to allow the user to select one of your Morningstar Direct investment lists as the peer group. By clicking the Magnifying Glass icon at the end of the Peer Group row, you can select a list to serve as a peer group. To learn how to make a list available in Report Portal, see Publishing a List, Search, Model Portfolio, or Blend on page 34.



If a Magnifying Glass icon is displayed, you can search for selections to add to the drop-down field

To add an option to a drop-down field, do the following:

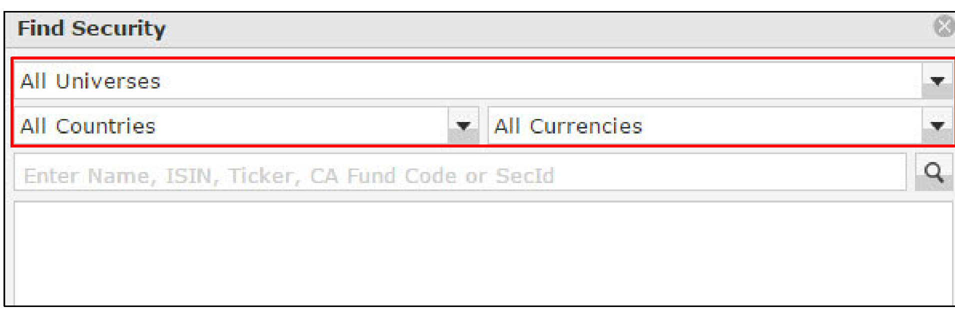
1. Do one of the following:
   - If you want to add an option to a drop-down field in an existing template, click the Templates tab and double-click the template name.
   - If you are still in the process of customizing the template, go to step 2.
2. In the Create Template or Edit Template window, select the **Settings** tab, then click the **Magnifying Glass** icon to the right of the field you want to add to. The Find Security dialog box opens.



Note the highlighted selections

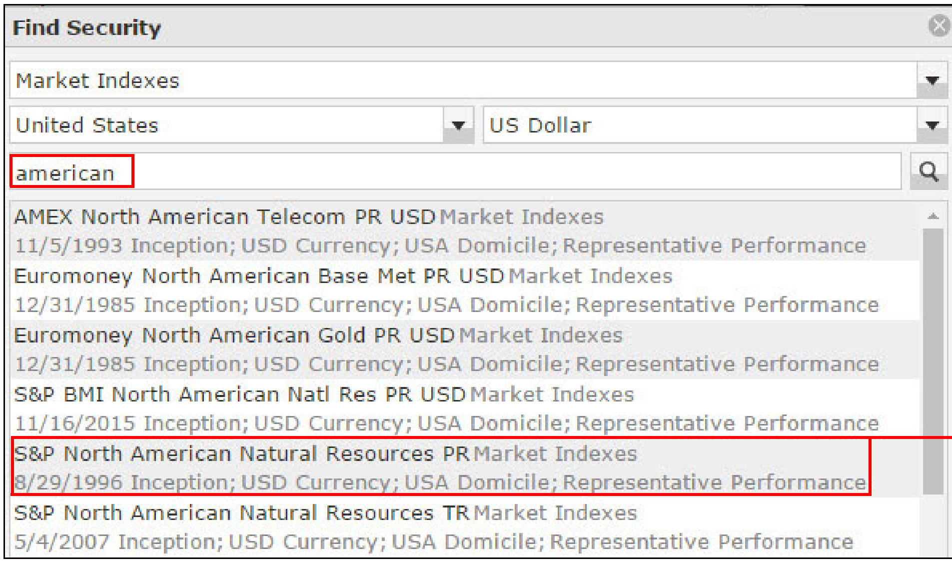
3. In the **All Universes** drop-down field, do one of the following:
   - Select a **universe** to search for a fund
   - Expand **Morningstar Category** and make a **selection**
   - Expand **Morningstar GIFS** (Graphics Interchange Format) and make a **selection**, or
   - Expand **Local Market Classifications** and make a **selection**.

☞ Note: If you have published a list, search, portfolio, or blend, you will also see expandable options for those at the bottom of the scroll list. To learn about the options, see Publishing a List, Search, Model Portfolio, or Blend on page 34.



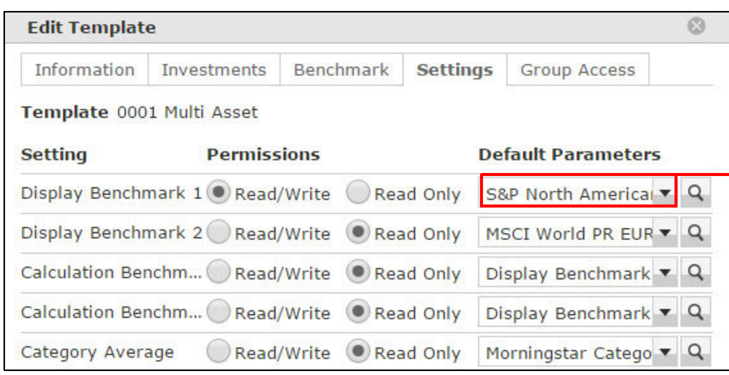
In these fields, make selections that narrow the search results

4. In the Find Security dialog box, do the following:
   - From the **All Countries** drop-down field, make a **selection**
   - From the **All Currencies** drop-down field, make a **selection**, and
   - In the text field, enter the **name**, **ISIN**, **Ticker**, **CA Fund Code** or **SecId** of the index you want.



When you enter text, a drop-down field opens from which you make a selection

5. When you have selected an index, click **OK**.
6. In the Create Template or Edit Template window, the fund you selected is displayed in the Default Parameter field. Do one of the following:
   - To use that fund as the template default but allow the user to make a different selection from the drop-down field or search, select **Read/Write**.
   - To "lock" that field, allowing no other options, select **Read Only**.
   - To use a different fund as the template default but allow the user to make a different selection from the drop-down field, select a **fund** from the drop-down field.

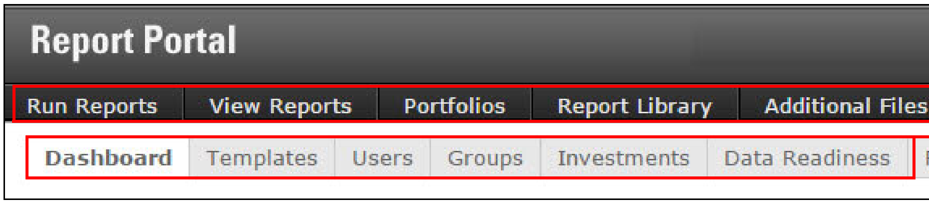


S&P North American Natural Resources PR s now the default for Display Benchmark 1, but the user can make a different selection from the drop-down field

How can I preview a template?

After creating a template, you should make sure it functions as you intended. By running the report in user mode, you work with the template as a user will, without the options available to an administrator.

> ☞ Note: You can switch to user mode by selecting any tab on the User tabs row: View Reports, Portfolios, Report Library, or Additional Files.



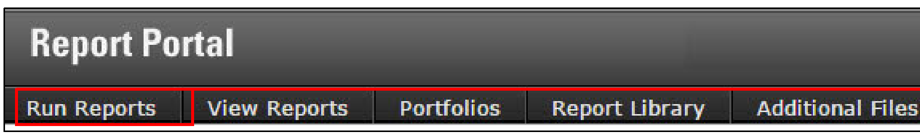
User tabs

Administrator tabs

To preview the template, do the following:

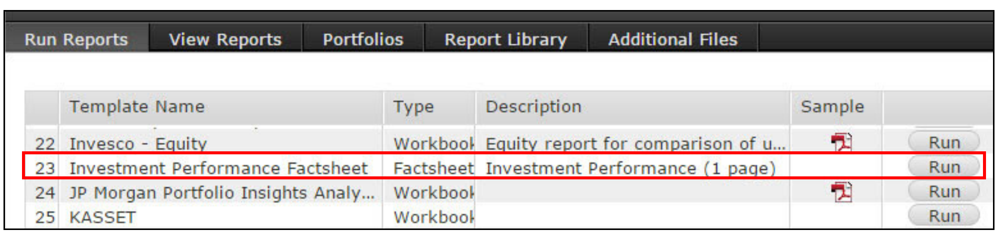
1. In Report Portal, enter user mode by selecting the **Run Reports** tab. The Run Reports tab is the first selection in the User tabs row.

   > ☞ Note: When in user mode, the Administrator tabs are not displayed.



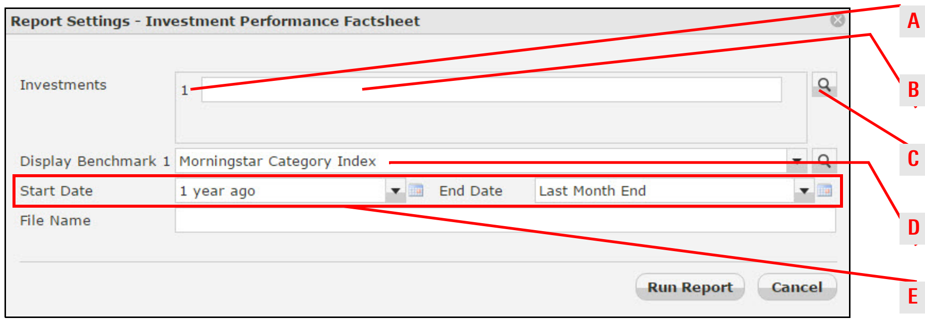
From the Run Reports tab, you can use the template just as a user will

2. From the templates list, locate the row for the template you just created and click the **Run** button.



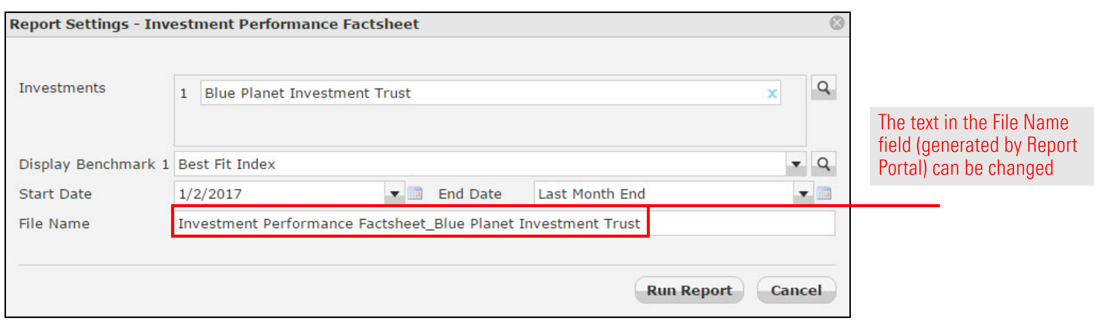
When you are in user mode, the Administrator tabs (Dashboard, Templates, etc.) are not displayed

3. **Check** that the defaults and permissions you set for the template are reflected in the Report Settings dialog box.



A. The number of investment rows displayed is the maximum number of investments a user can select.
B. If a user can type in an Investment row, causing a drop-down field to open, the template builder allowed access to the Morningstar database.
C. A Magnifying Glass icon indicates the user can search for a selection in that field. (The search options are limited by the template builder.)
D. A filled-in field indicates the default setting (selected by the template builder).
E. A drop-down field indicates the user can make a selection. The available options were determined by the template builder. A calendar icon indicates the user can choose a calendar date.

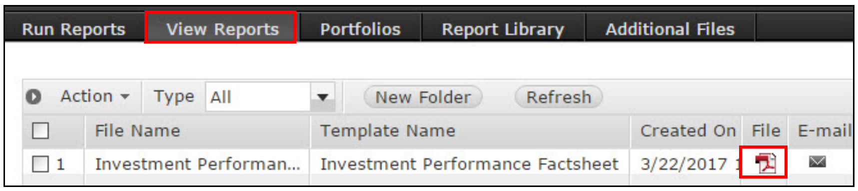
4. Fill in the **fields**, using **search**, **drop-down fields**, and **calendars** if allowed.



5. Click **Run Report**. When the report is finished running, a green checkmark is displayed in the Status column.

If the report was not successfully generated, a red X will be displayed

6. Select the **View Reports** tab. In the row for your report, click the **PDF** icon in the File column. The PDF opens in a new browser tab.



Note the highlighted selections

After reviewing the report, if you are satisfied with it, you can upload it as a template sample as explained in How do I create a template sample? on page 31.

How do I create a template sample?

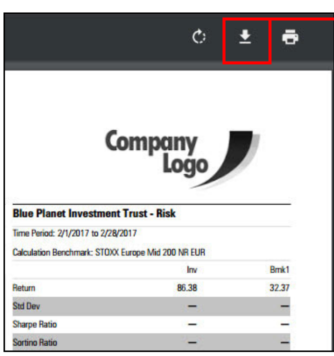
When you have a report you want to use as a sample of a template, you can upload it to the Templates tab; however, to upload it, it must first be saved on your system.

> Note: Providing a template's sample output is a best practice, as you give the a user a quick way to determine if the template suits the report they want to create.

To use a report as a template sample, do the following.

1. In user mode, from the **View Reports** tab, open the **PDF** of a report. In the upper-right corner of the browser window displaying the PDF, click the **Download** icon.

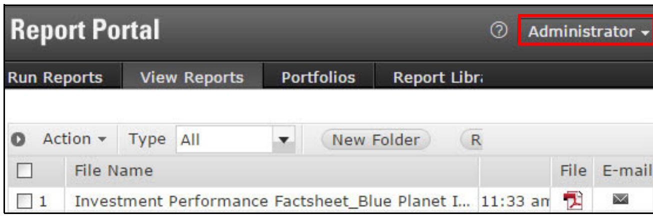
   > Note: Depending on your browser settings, the PDF may automatically download to a specific folder on your system. If that is the case, skip to step 3 on page 32.



Click this icon to download the PDF

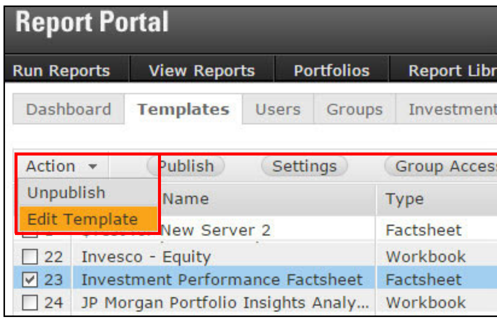
2. In the Save As dialog box, navigate to a **location** where you can easily access the report, then click **Save**.

3. In the Report Portal window, return to administrator mode by clicking **Administrator** in the upper-right corner of the window.



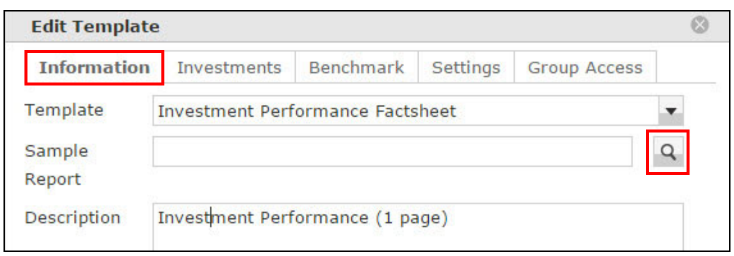
The Administrator drop-down field allows you to navigate to a specific Administrator tab

4. Select the **Templates** tab, then locate the row for your template and select it by clicking its **checkbox**. From the **Action** drop-down field, select **Edit Template**.



From the Action drop-down field, you can also remove a template from circulation by clicking Unpublish

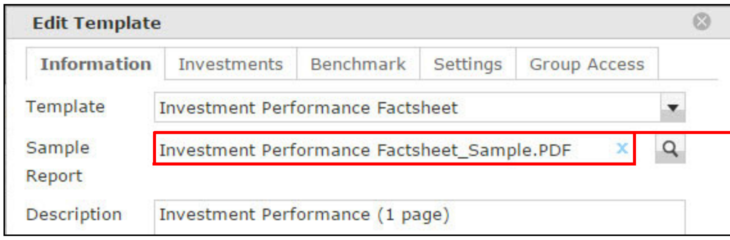
5. The Edit Template window displays the Information tab. Click the **Magnifying Glass** icon to the right of the Sample Report field.



Note the highlighted selections

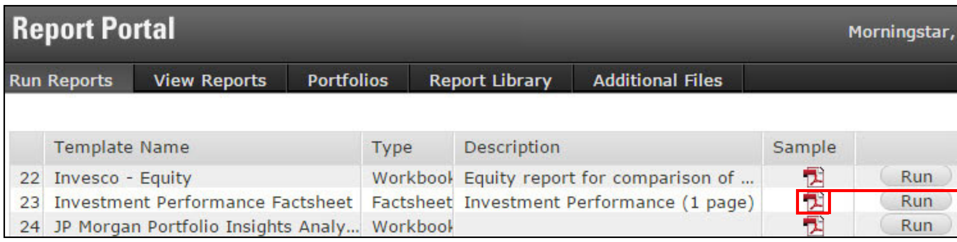
6. In the system navigation window, **navigate** to the location where you saved the report. Select the **report** and click **Open** or **Save**. The system navigation window closes.

7. In the Edit Template window, the report name is now displayed in the Sample Report field. Click **Save**.



You can remove the sample by clicking the blue X at the right of the Sample Report field

8. (Optional) Return to user mode by clicking the **Run Reports** tab. Locate the row for your template and in the Sample column, click the **PDF** icon to open the sample.



A user can open the sample but cannot edit it

Publishing a List, Search, Model Portfolio, or Blend

Overview

In Morningstar Direct, you have probably created lists, searches, model portfolios, and blends. If you choose to publish them in Report Portal, other administrators can use them when building templates.

☞ Note: A blend is a custom benchmark consisting of a weighted set of indexes.

For instance, suppose you are building a Report Portal template and you need to make sure the user can select only certain benchmarks when running a report based on the template. If you have those benchmark investments in a list, you can publish it to Report Portal and then use them as selections in a benchmark drop-down field. See How do I add an option to a drop-down field? on page 26.

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

- publish a list, search, model portfolio, or blend to Report Portal (page 35), and
- make a published list, search, model portfolio, or blend accessible as a source of investments and/or benchmarks in a template (page 37).

How do I publish a list, search, model portfolio, or blend to Report Portal?

To limit the investments or benchmarks available to a user, you must first create one of the following in Morningstar Direct:

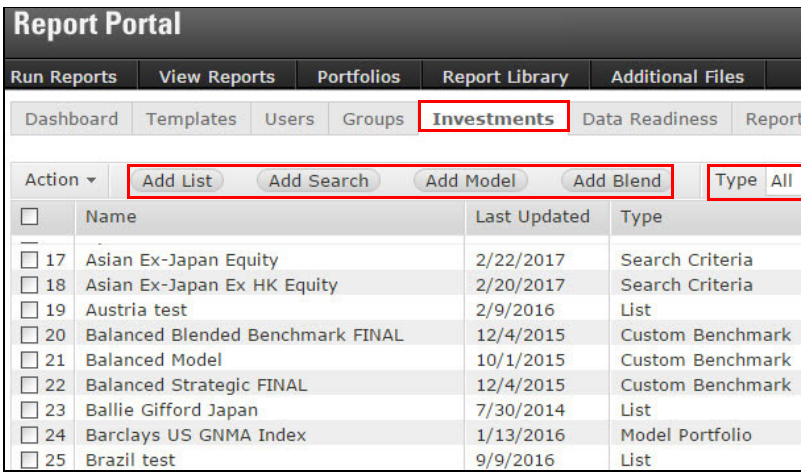
- a list
- a saved search
- a model portfolio, or
- a blend.

In each case, be sure to include only those items you want to make available for a specific purpose in Report Portal.

To publish a list, search, model portfolio, or blend to Report Portal, do the following:

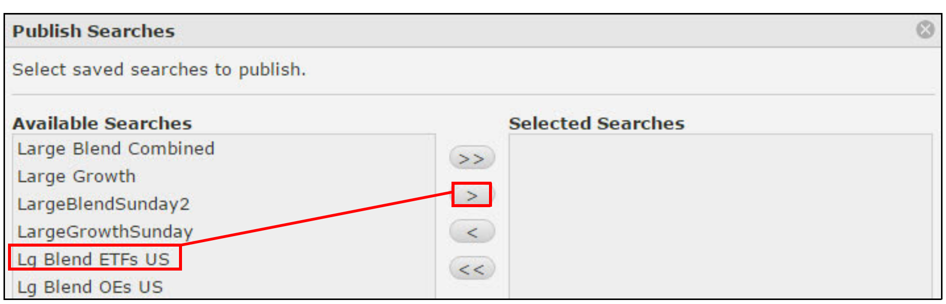
1. In Report Portal (while in administrator mode), select the **Investments** tab.
2. Click one of the four buttons above the list:
   - **Add List**
   - **Add Search**
   - **Add Model**, or
   - **Add Blend**.

   ☞ Note: In this sample, a search is published. The process is the same for a list, model, or blend.



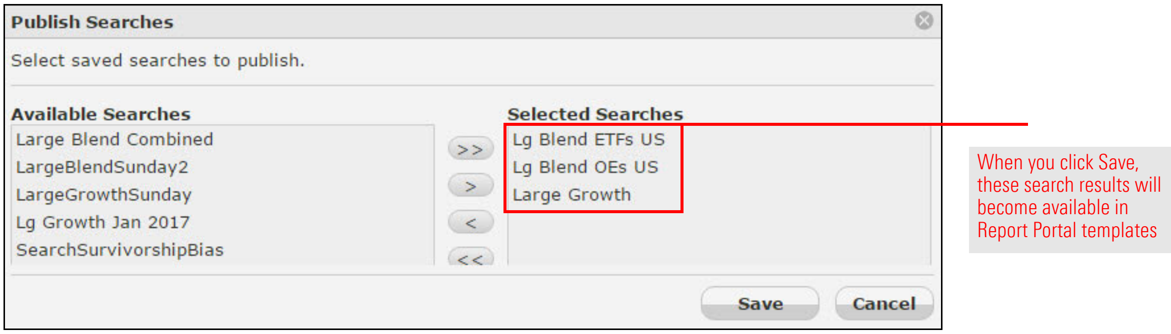
Initially, all the uploaded lists, searches, model portfolios, and blends are listed; you can elect to see a single type (such as lists) by using the Type drop-down field

3. In the Publish Searches dialog box, your saved searches are listed under Available Searches. Select a **search** and click the **right-facing arrow** to move it to the Selected Searches list.

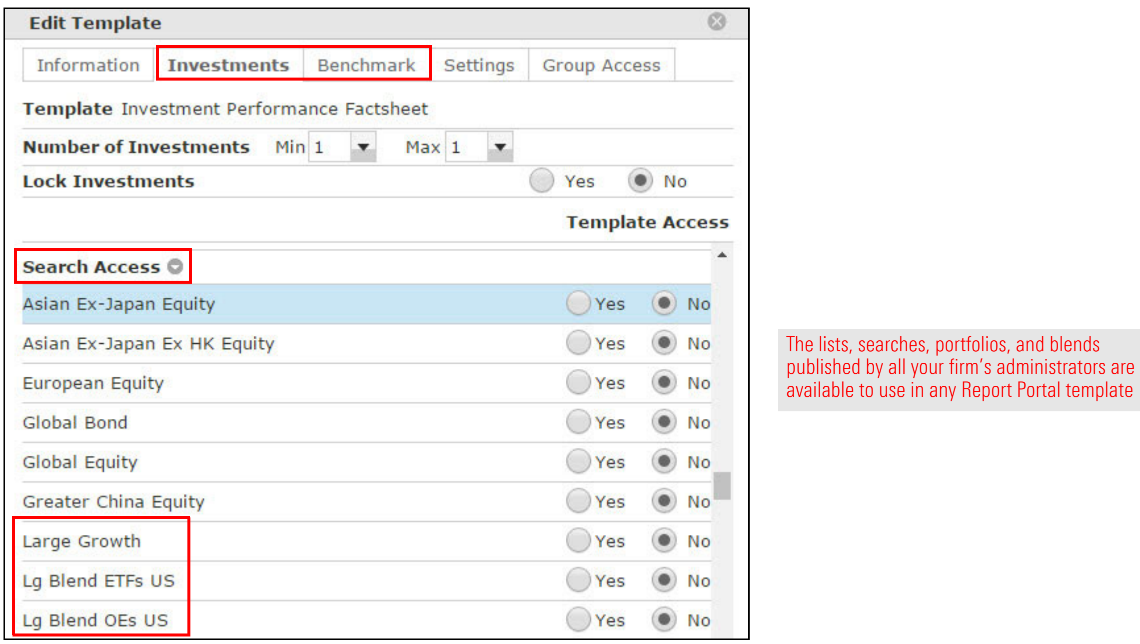


Click a double-arrow to move all content from one side to the other

4. When you have finished moving searches to the Selected Searches list, click **Save**.



The searches you published are now available on the Investments and Benchmarks tabs. Any Report Portal home office administrator can use them when building a template.



How do I make my list, search, portfolio, or blend accessible in a template?

When you have uploaded a list, search, portfolio, or blend, you can make it accessible to a template. It then becomes available to a user running a report based on that template. Lists, searches, portfolios, and blends (created in Morningstar Direct) can be the source of investments and/or benchmarks.

> ☞ Note: On the Investments and Benchmark tabs, Morningstar Database Access defaults to Yes and all other settings default to No. if you set Morningstar Database Access to No, it is essential that you set at least one option to Yes.

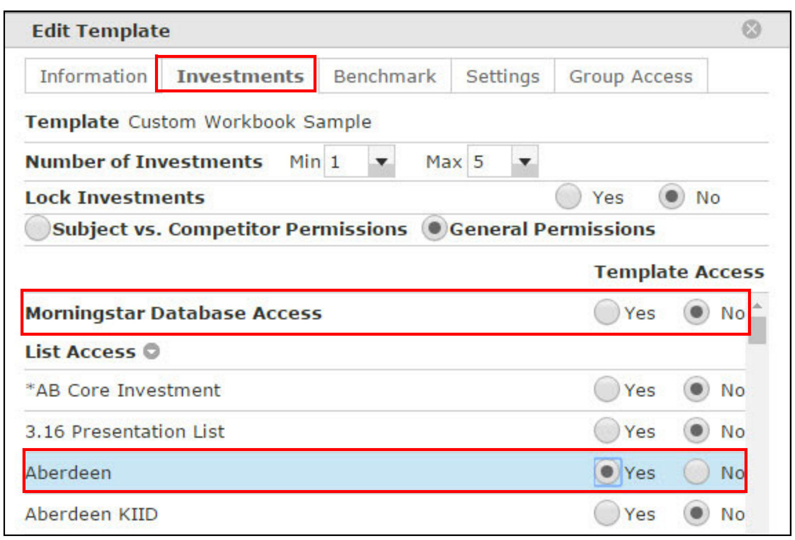
For instance, in this template, suppose you want to allow the user to select investments from a custom set of funds. You would create the custom set of funds as a list in Morningstar Direct, and publish it to Report Portal. (See Publishing a List, Search, Model Portfolio, or Blend on page 34.) Then, when creating or editing a Report Portal template, you can make the list accessible to the template.

To make a published list, search, portfolio, or blend accessible to a template, do the following:

1. In the Create Template or Edit Template window, select the **Investments** or **Benchmark** tab. Your options appear in alphabetical order in the following sections:
   - List Access
   - Search Access
   - Portfolio Access, and
   - Blend Access.

   > ☞ Note: Keep in mind that all lists, searches, portfolios, and blends published by an administrator appear in the list.

2. If necessary, **scroll down** to the section you want, locate the **list**, **search**, **portfolio**, or **blend** you want, then click **Yes**. In this sample, the following are shown:
   - The **Investments** tab
   - Morningstar Database Access: **No**
   - List Access, and
   - Aberdeen: **Yes**.



Because Aberdeen is set to Yes on the Investments tab, the funds on the Aberdeen list can be used as investments in this template

3. Click **Save**.

When using this template, the user can select investments from the Aberdeen list.

Working with Smart Disclosures

Overview

When you create a template in Presentation Studio, you can include disclosure text; however, if you import the template to Report Portal and publish it, that text will be in every report based on the template. Although the template can be used as the basis for a report, the generated report is a PDF, which means the user cannot modify the text.

With Smart Disclosures, a Report Portal home office administrator creates a set of rules, governing which disclosure content is relevant to which investments. When a user runs a report on a particular investment, the corresponding disclosure is attached to the report.

The overall steps to creating disclosure content and a disclosure rule set are as follows:

1. Create disclosure content (page 40).
2. Create a disclosure rule set (page 41).
3. Create a disclosure rule set (page 41).
4. Upload a disclosure content file or template (from Presentation Studio) to the set (page 40).
5. Map the disclosure content to a list or screen available in Report Portal (page 44).

   ☞ Note: When a disclosure content file is mapped to a list or screen, that file will be appended to every report generated using a fund or funds from that list or screen.

6. (Optional) Elect to append the disclosure content to the end of the reports.

How do I create disclosure content?

You can create disclosure content using many applications, as long as the file can be saved as a PDF. This means, of course, that the disclosure content must be a separate page or pages; you cannot create disclosure content to be appended to a footer, for instance.

☞ Note: Before saving the file as a PDF, make sure the text, fonts, page size, layout, etc. are exactly what you want because design elements cannot be changed in Report Portal.

A sample of disclosure content is shown here:

Portfolio X-Ray Report Disclosure Statement

General
This report summarizes the composition characteristics of a portfolio of securities. It considers broad asset allocation and regional exposure, security style, and sector exposure to provide a variety of ways for considering the level of diversification within a portfolio, its potential riskiness, and its possible behavior in the future.

The Portfolio X-Ray report is supplemental sales literature and must be preceded or accompanied by the fund's/policy's current prospectus or equivalent. Please read these carefully before investing. In all cases, this disclosure statement should accompany the Portfolio X-Ray report. Morningstar is not itself a FINRA-member firm.

Data for this analysis is collected in several ways. For mutual funds, closed-end funds, exchange-traded funds, and variable annuity subaccounts, equity data is based upon Morningstar's analysis of the holdings, which are provided periodically by the fund to Morningstar. For fixed-income securities included in these products, duration and other data is provided by the fund company. For separately managed accounts, data for the account composite reflecting the average investor's experience is provided directly by the manager. Stock data is based upon Morningstar analysis.

An investment in the funds/subaccounts listed in this report is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency.

The information contained in this report is from the most recent information available to Morningstar as of the release date, and may or may not be an accurate reflection of the current composition of the securities included in the portfolio. There is no assurance that the weightings, composition, ratios, etc. will remain the same.

Notes Regarding Included Securities
A closed-end fund is an investment company, which typically makes one public offering of a fixed number of shares. Thereafter, shares are traded on a secondary market such as the New York Stock Exchange. As a result, the secondary market price may be higher or lower than the closed-end fund's net asset value (NAV). If these shares trade at a price above their NAV, they are said to be trading at a premium. Conversely, if they are trading at a price below their NAV, they are said to be trading at a discount.

An exchange-traded fund (ETF) is an investment company that typically has an investment objective of striving to achieve a similar return as a particular market index. The ETF will invest in either all or a representative sample of the securities included in the index it is seeking to imitate. ETFs can be traded on a secondary market and thus have a market price that may be higher or lower than its net asset value. If these shares trade at a price above their NAV, they are said to be trading at a premium. Conversely, if they are trading at a price below their NAV, they are said to be trading at a discount.

The market price noted on the Detail Report is the price of the ETF as of the close of trading on the last business day at month-end. This date is listed at the top of the Detail Report.

A holding company depository receipt (HOLDR) is similar to an ETF, but is focused on narrow industry groups and initially owns 20 stocks which are unmanaged, and can become more concentrated due to mergers, or the disparate performance of their holdings. HOLDRs can only be bought in 100-share increments. Investors may exchange shares of a HOLDR for its underlying stocks at any time.

A money market fund is an investment company that invests in commercial paper, banker's acceptances, repurchase agreements, government securities, certificates of deposit and other highly liquid securities, and pays money market rates of interest. Money markets are not FDIC-insured, may lose money, and are not guaranteed by a bank or other financial institution. Although the money market seeks to preserve a stable per share value (i.e. $1.00 per share), it is possible to lose money by investment in the fund.

Variable annuities are tax-deferred investments structured to convert a sum of money into a series of payments over time. Variable annuity policies have limitations and are not viewed as short-term liquid investments. An insurance company's fulfillment of a commitment to pay a minimum death benefit, a schedule of payments, a fixed investment account guaranteed by the insurance company, or another form of guarantee depends on the claims-paying ability of the issuing insurance company. Any such guarantee does not affect or apply to the investment return or principal value of the separate account and its subaccount. The financial ratings quoted for an insurance company do not apply to the separate account and its subaccount. If the variable annuity subaccount is invested in a money-market fund, although it seeks to preserve a stable per share value (i.e. $1.00 per share), it is possible to lose money by investment in the fund.

Variable life insurance is a cash-value life insurance product that has a variable cash value and/or death benefit depending on the investment performance of the subaccount into which premium payments are invested. Unlike traditional life insurance, variable life insurance has inherent risks associated with it, including market volatility, and is not viewed as a short-term liquid investment. For more information on a variable life product, including each subaccount, please read the current prospectus. Please note, the financial ratings noted on the report are quoted for an insurance company and do not apply to the separate account and its subaccount. If the variable life subaccount is invested in a money-market fund, although it seeks to preserve a stable per share value (i.e. $1.00 per share), it is possible to lose money by investment in the fund.

Before investing in a 529 portfolio, an investor should consider whether the investor's or designated beneficiary's home state offers any state tax or other benefits that are only available for investments in such state's 529 college savings plan.

A bond is a debt security. When an investor purchases a bond, the purchase amount is lent to a government, municipality, corporation or other entity known as an issuer. The issuer promises to pay a specified rate of interest during the life of the bond and repay the face value of the bond when it matures. Individual bond issue data, price evaluations, and effective duration are provided by Interactive Data Corporation.

Asset Allocation
The weighting of the portfolio in various asset classes, including "Other" is shown in this graph and table. "Other" includes security types that are not neatly classified in the other asset classes, such as convertible bonds and preferred stocks.

In the graph and table, allocation to the classes is shown for long positions, short positions, and net (long positions net of short) positions. These new portfolio statistics help investors look "under the hood" of a portfolio. These statistics summarize what the managers are buying and how they are positioning the portfolio. When short positions are captured in these portfolio

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MORNINGSTAR®

Your firm's compliance experts should be able to supply with content

How do I create a Smart Disclosure template?

If you create disclosure content in Presentation Studio, you can save it as a template instead of a PDF. By creating a disclosure template, you can use a unique set of text components that populate dynamically in Report Portal, based on fields the user fills in. The Report Portal text components make a Smart Disclosure even smarter.

The Report Portal text components are as follows:

- Client Name
- Client Company
- Advisor Name
- Advisor Phone
- Advisor Email
- Adviser Address
- Wholesaler Name
- Wholesaler Phone
- Wholesaler Email
- Wholesaler Address
- User Defined Field

To create a Smart Disclosure template, do the following:

1. In Presentation Studio, no Morningstar-built template exists for disclosure content, so you should build one from scratch. Follow the instructions in Creating a Report Template on page 14; however, in step 3 on page 16, in the Create New Factsheet (or Workbook) dialog box, select **New Factsheet** (or **Workbook**).
2. Be sure to follow the instructions in step 7 on page 17.

   ☞ Note: Keep in mind you are building a template for disclosure content, not a full report.

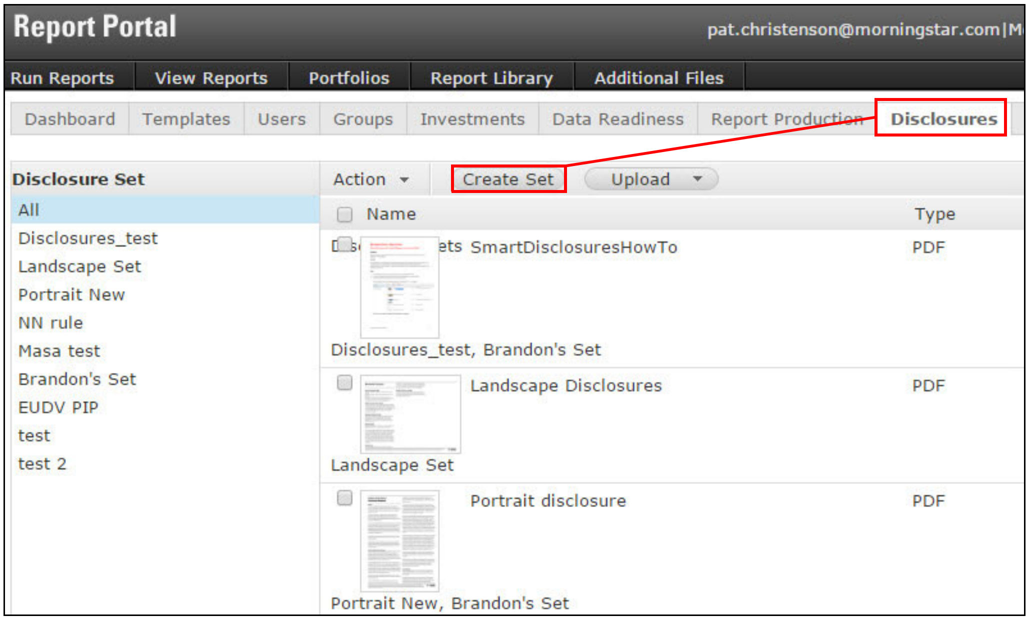
3. When the template meets your specifications, in the upper-left corner of the Presentation Studio window, click the **Gear** icon and from the drop-down field, select **Save as Template**.

How do I create a disclosure rule set?

A disclosure rule set defines the conditions under which a disclosure is auto-appended to a report. Now that you have disclosure content, you need a disclosure rule set for that content.

To create a disclosure rule set, do the following:

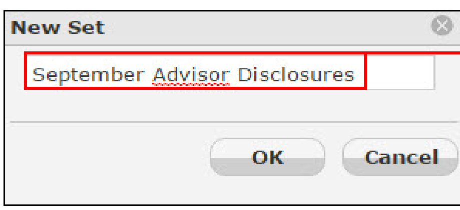
1. In Report Portal, select the **Disclosures** tab, then click **Create Set**.



Note the highlighted selections

2. In the New Set dialog box, enter a **name** for the set and click **OK**.

   ☞ Note: September Financial is a fictitious firm.



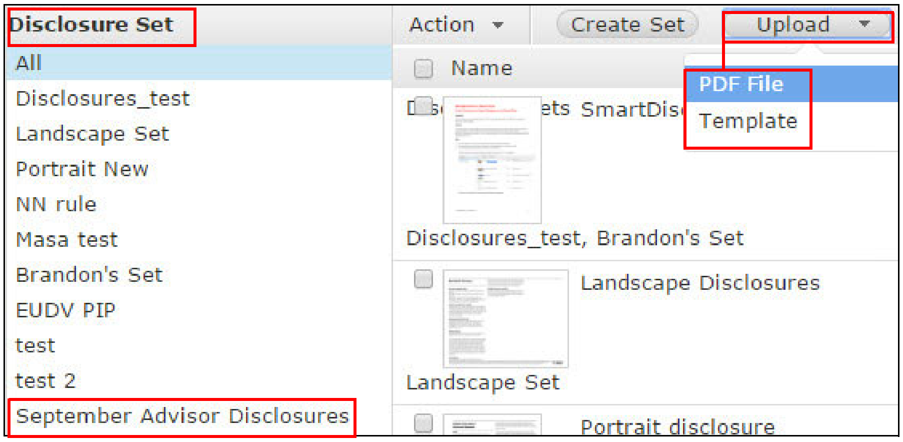
In this sample, a disclosure statement for advisors in the September Financial firm will be uploaded to the set

The set is added to the Disclosure Set pane at the left.

How do I add a file or template to a Disclosure Rule Set?

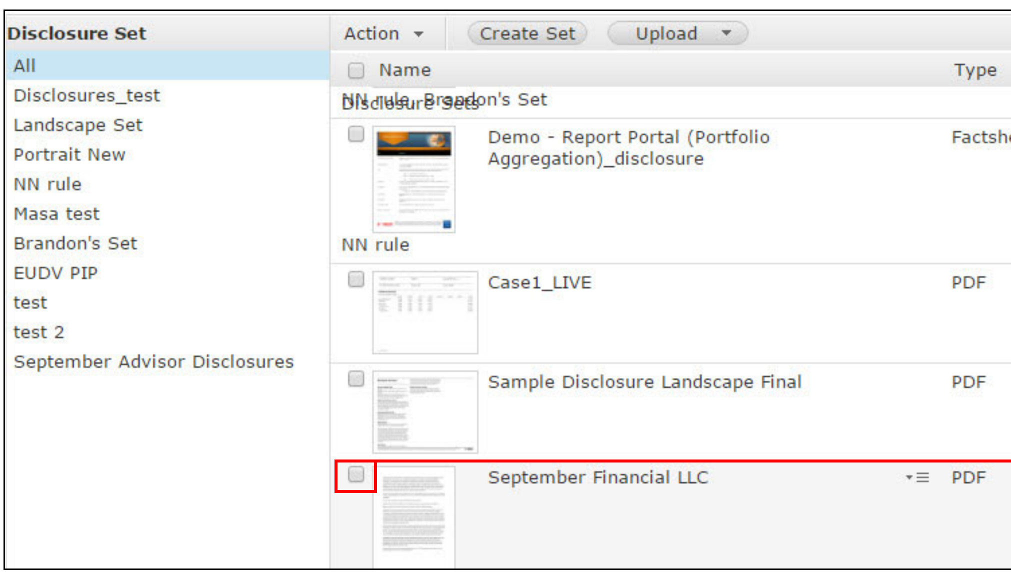
In the previous section, you created an empty Disclosure Rule Set. Now you can add content to it.

1. In the Disclosure Set pane on the left, select the **Disclosure Set** you want.
2. Click **Upload**. A drop-down field opens.



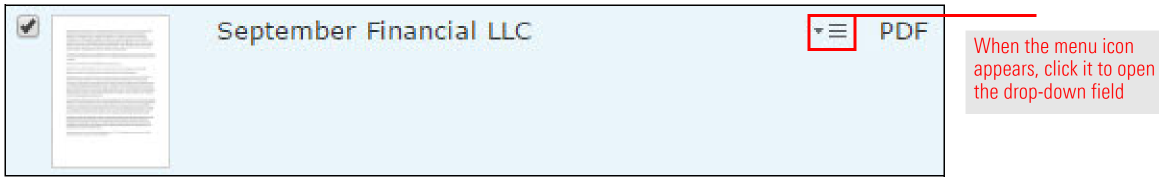
Note the highlighted selections

3. From the **Upload** drop-down field, select one of the following:
   - **PDF**: The System Navigation window opens. Navigate to the disclosure file you want to upload. Select the **PDF** and click **Open** or **Save**.
   - **Template**. The Select Disclosure dialog box opens. Move a **selection** from Available Files to Selected Files and then click **OK**.
4. The uploaded file is displayed at the bottom of the list of disclosure files. Click the **checkbox** to the left of the document icon.

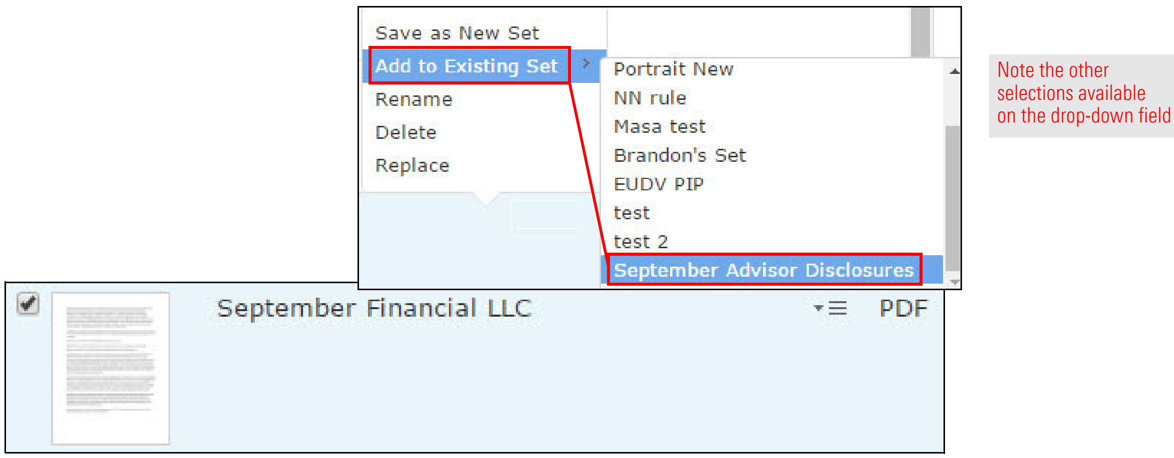


Click here to select the file

5. **Hover** your mouse in the blank area to the left of the file type (in this case, **PDF**). A menu icon appears.



6. Click the **menu** icon and from the drop-down field, select **Add to Existing Set**. Then select a **rule set** from the submenu.



7. To display the content of the set you added the PDF to, in the Disclosure Sets pane, click the **set name**. The file you uploaded is displayed in the set's file list.

☞ Note: A disclosure set can contain more than one file, and each file can be mapped differently.

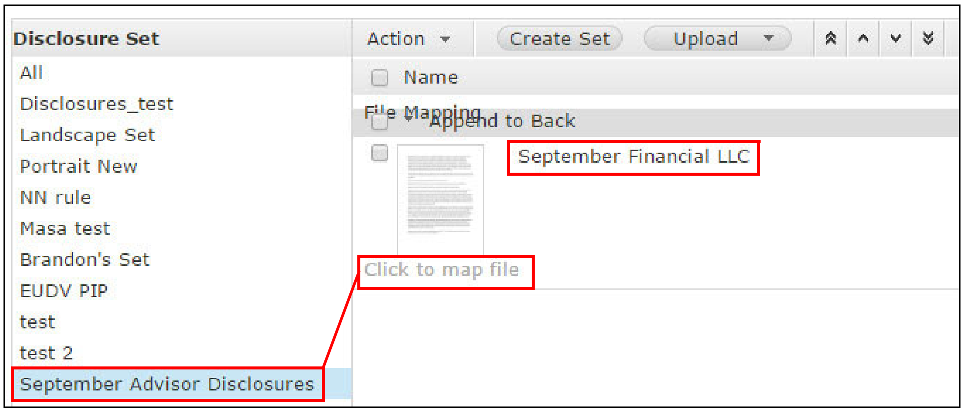
How do I map the disclosure content to a list or screen?

You now have a disclosure rule set with one disclosure content file in it. Now you can map the disclosure content to a list or screen so that it will be appended to reports generated using funds from the list or screen.

☞ Note: The list or screen must be available in Report Portal. See Publishing a List, Search, Model Portfolio, or Blend on page 34.

To map the disclosure content to a list or screen, do the following:

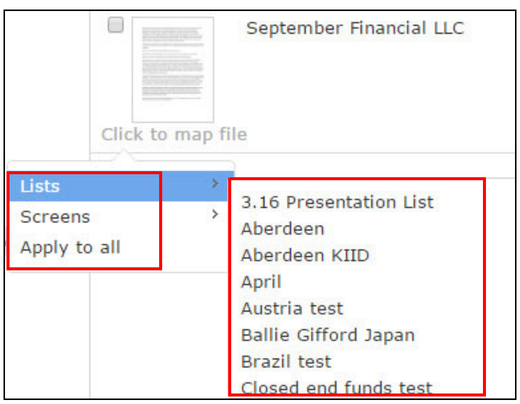
1. Below the document icon, click the text **Click to map file**. A drop-down field opens.



Note the highlighted selections

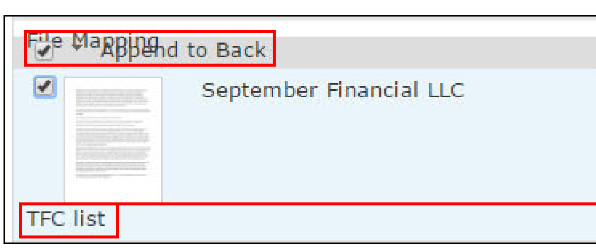
2. From the drop-down field, select **Lists** or **Screens**, then select an **item** from the submenu.

☞ Note: When you generate a report on a fund from the selected list or screen, the disclosure mapped to the list or screen is appended to the report.



By mapping the file to a list or screen, you automate the process to append the disclosure to any report including a fund in that list or screen

3. (Optional) If you want the disclosure to be displayed at the end of the report, click the **Append to Back** checkbox.



The name of the list associated with this disclosure is displayed below the document icon

Sharing Files from Sources Other than Report Portal

Overview

Reports and disclosures aren't the only files a wholesaler or advisor may need to share with a client. Some of the other files are as follows:

- legal documents
- press releases, or
- sales materials.

Files from a different source can be stored on the Additional Files tab so a wholesaler at a client's office can quickly retrieve them on a mobile device. Spreadsheets, images, and documents are just a few of the file types you can store in Additional Files.

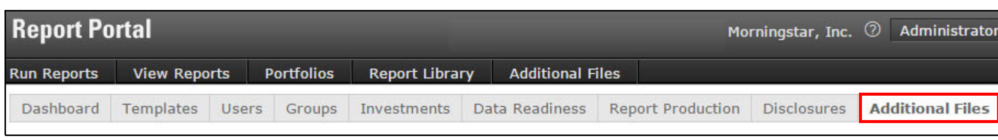
In this section, you will learn how to store a file in Additional Files.

How do I store a file in Additional Files?

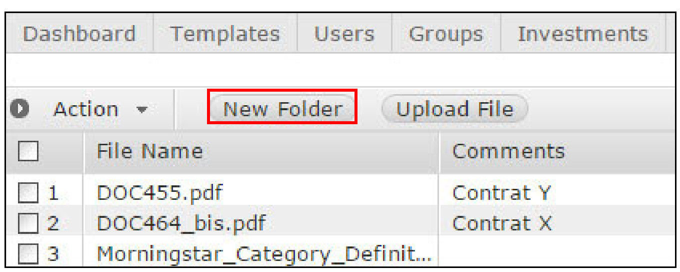
To store a file on the Additional Files tab, do the following:

1. In Report Portal, on the Administrator tabs, select the **Additional Files** tab.

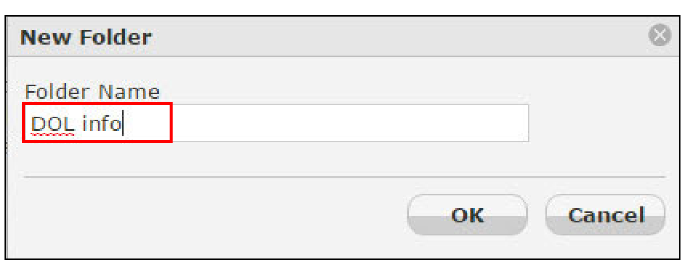
Select the Additional Files tab in the Administrator tabs, not the one in the User tabs



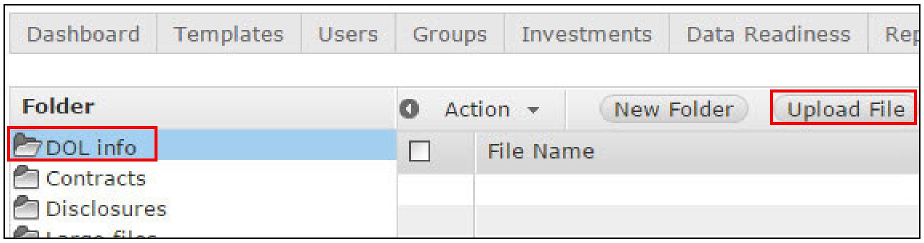
2. (Optional) It can be helpful to create a set of folders so you can organize the files by category. Click **New Folder**. In the New Folder dialog box, enter a **name** and click **OK**.



Note the highlighted selections

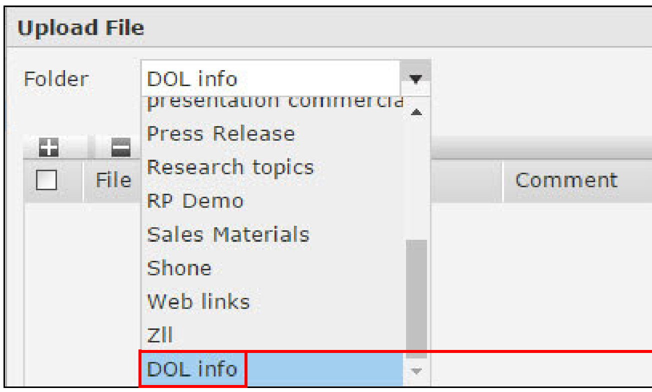


3. The folder is displayed in the Folder pane on the left. Click **Upload File**. The Upload File dialog box opens.



Note the highlighted selections

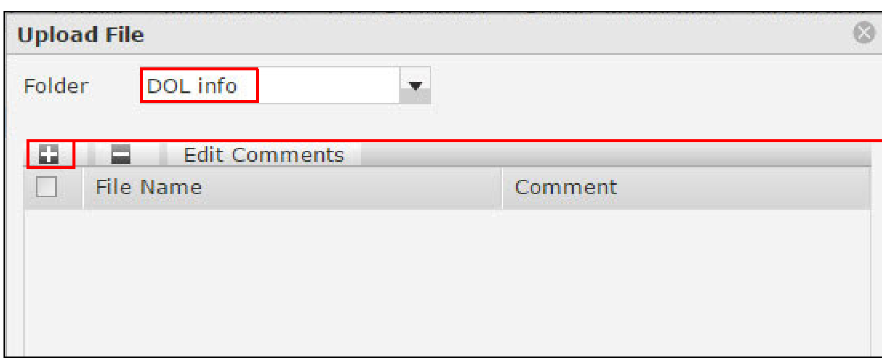
4. In the Upload File dialog box, from the **Folder** drop-down field, select a **folder** for the file.



The selection defaults to the folder selected in the Folder pane

5. The Folder name is displayed in the Folder field. Click the **+** icon. The system navigation window opens.
6. Navigate to the **file** you want to upload and click **Open**.

   ☞ Note: You can upload files of many different types (not just PDFs), but keep in mind the users must have the necessary software to open the file. PDFs offer the quickest, most universal access.

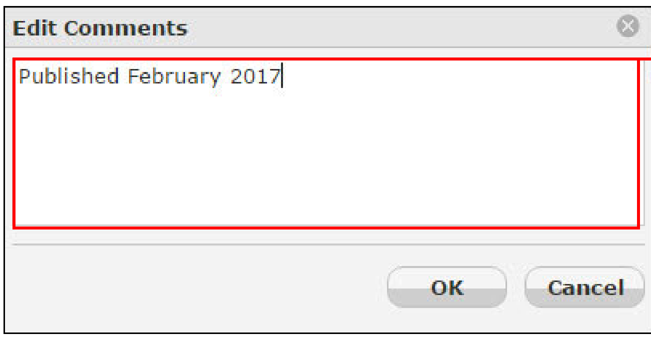


Click this icon to upload a file

7. The file is displayed in the File Name column. To add a comment, click the file's **checkbox** and then click **Edit Comments**.

Note the highlighted selections

8. In the Edit Comments dialog box, type a **brief description** or **other information** the user will find helpful.



Enter comments to help the user decide whether to use this file

9. Click **OK**.
10. In the Upload File dialog box, click **OK**.
11. On the User tabs, select the **Additional Files** tab. You are now in user mode.
12. In the Folder pane, select the **folder** you created. Confirm that the file you uploaded can now be seen.

The user can view and email the file or, from the Action menu, download it

Monitoring Usage

Overview

As an administrator, you can monitor Report Portal usage by user, investment, time period, and templates. You can also export the information to Microsoft® Excel® for further analysis.

Some of the monitoring tasks you can perform include the following:

- discover which templates are used most often
- monitor users by number of reports generated and last login, and
- learn how often batch reports are accessed.

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

- select a view and time period (page 48)
- sort a view (page 51), and
- save the information for further analysis (page 51).

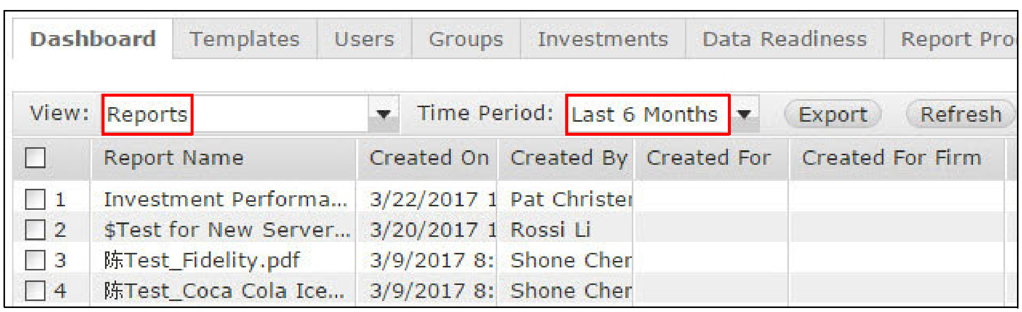
How do I select a view and a time period?

When monitoring usage, you can choose from various views and time periods, depending on what information you need. For instance, in Templates view with a time period of Last Week, you will learn the following about template usage in the past week:

- which templates were and were not used
- how many times each template was used, and
- what percentage of reports used each template.

To select a view and time period, do the following:

1. Select the **Dashboard** tab. The display defaults to the following:
    - View: Reports, and
    - Time Period. Last 6 Months.

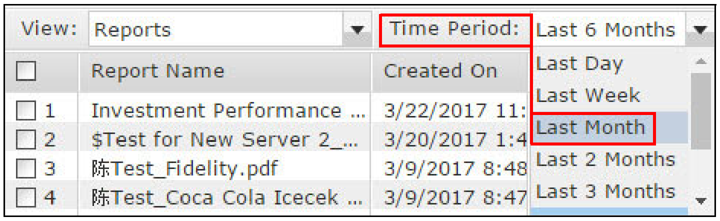


The defaults are highlighted

In the Reports view, the columns display the following information about each report run in the specified time period:

- Report Name
- Created On
- Created By
- Created For
- Created For Firm
- Template Used
- Investments, and
- a PDF of the report.

2. From the **Time Period** drop-down field, select **Last Month**.



Note the highlighted selections

3. To change to a different view, from the **View** drop-down field, make a **selection**.

Note the highlighted selections

The other views and their columns are explained in this table:

View	**Columns**	**Notes**
Investments	Investment Name	Discover the following for the selected time period: ▸ how many reports include the investment, and ▸ percentage of reports the investment is part of.
	Security Code	
	ISIN	
	# of Reports	
	% of Reports	
Templates	Template Name	Discover the following for the selected time period: ▸ how many reports are based on the template, and ▸ percentage of reports based on the template.
	# of Reports	
	% of Reports	
Users	Last Name	Discover the following for the selected time period: ▸ user’s name and email address ▸ what group a user is in ▸ number of reports created by the user, and ▸ when the user last logged in.
	First Name	
	E-mail	
	Group	
	# of Reports	
	Last Login	

View	Columns	Notes
Groups	Group Name	Discover the following for the selected time period: ▸ number of reports created by users in the group, and ▸ number of users in the group.
	# of Reports	
	# of Users	
Competitors by Share Class	Investment Name	The competitor share classes frequently listed when comparing your share classes against others in the same market.
	Ticker	
	# of Times Selected	
	% of Times Selected	
	Last User Selected	
	Last Report Selected	
	Last Time Selected	
Competitors by Fund	Investment Name	The competitor funds frequently listed when comparing your share classes against others in the same market.
	Ticker	
	# of Times Selected	
	% of Times Selected	
	Last User Selected	
	Last Report Selected	
	Last Time Selected	
Report Library	Name	The files in the Report Library are listed, as well as the number of times and percentage of times the data was accessed. See Sharing Files from Sources Other than Report Portal on page 45. ☞ Note: A Report Library tab appears on both the User tabs and the Administrator tabs.
	Ticker	
	# of Times Accessed	
	% of Times Accessed	

How do I sort a view?

Suppose you have selected the Users view. The initial display is sorted by Last Name in ascending order. (In each view, the initial display is sorted in ascending order on the first column.)

To sort on a different column, **double-click** the **column head**. This selects the column and sorts in descending order.

To switch from descending to ascending order (or vice versa), **double-click** the **column head**.

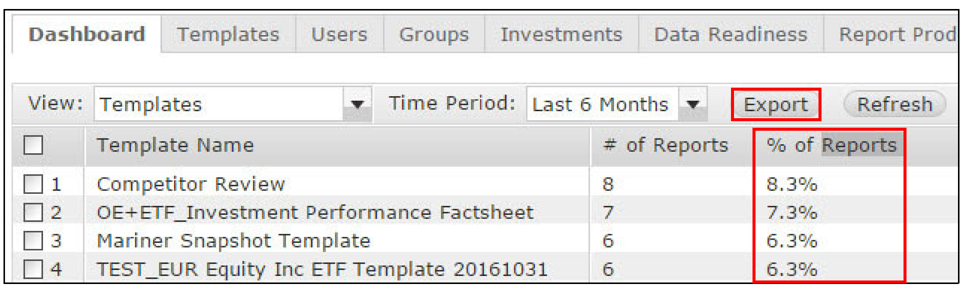
> ☞ Note: Not every column can act as sort criteria. In Reports View, the sortable columns are Report Name, Created On, and Template Used.

How do I save the information?

You may want to save the information from the Dashboard tab for further analysis. For instance, if you have selected the Templates view and you sort by number or percentage of reports, you will have a record of template usage (from frequently used to never used, or vice versa). This record can be the starting point for a review of the templates to discover why certain templates are so rarely used.

To save information from the Dashboard, do the following:

1. Select a **view** and a **time period**.
2. Sort the **display** to be most useful for your purpose.
3. Click **Export**. The system navigation window opens.



This view is sorted in descending order by the % of Reports column

4. In the system navigation window, select the **folder** where you want to save the information. Click **Save** or **Open**. The information is saved in that location as a Microsoft Excel file.

Creating and Managing Batch Reports

Overview

Suppose you have several investments, each requiring a monthly report. You want your wholesalers to have easy access to the latest report and you want to be certain it is ready at the start of business on the 16th day of the month. You could assign someone to run the reports, but it is more efficient to use a process to automatically run them at a specific date and time, and then store them in a specified location. When visiting a client, a wholesaler can quickly access the reports on a mobile device.

The overall steps to creating a batch are as follows:

1. Select a type of file to be generated (factsheet, workbook, etc.)
2. Select a template.
3. Select investments.
4. Select the content for additional fields (display benchmarks, peer group, etc.).
5. Name the reports and batch.
6. Schedule the batch run.
7. Test the batch run.

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

- create a batch (page 53)
- test a batch (page 60)
- edit a batch (page 62)
- save a batch in a staging area (page 64)
- review batch reports in a staging area (page 65), and
- release batch reports from the staging area (page 66).

How do I create a batch?

You probably know how to create a report in user mode. Creating a batch is very similar to setting up a report, with the additional benefit of being able to schedule when the reports are run.

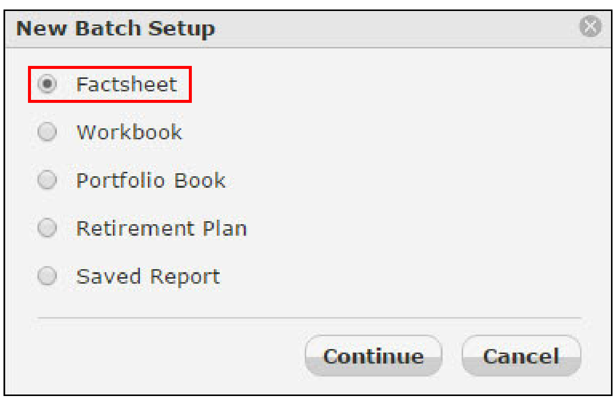
To create a batch, do the following:

1. Select the **Report Production** tab.
2. Click **New Batch**. The New Batch Setup dialog box opens.

Note the highlighted selections

3. In the New Batch Setup dialog box, select the **type of reports** to be run as a batch and click **Continue**.

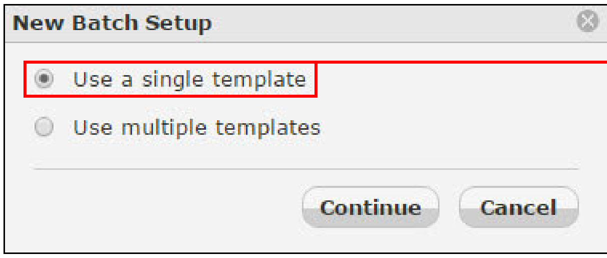
   ☞ Note: If you select Saved Report, the reports are created as individual PDFs instead of individual PDFs within a batch. When the batch is run, each report is updated and replaced. If you select any option other than Saved Report, the reports are in a batch and are not overwritten when the batch regenerates. Only a home office administrator can delete a batch or a report in a batch.



You can use only one report type (Factsheet, Workbook, etc.) when creating a batch

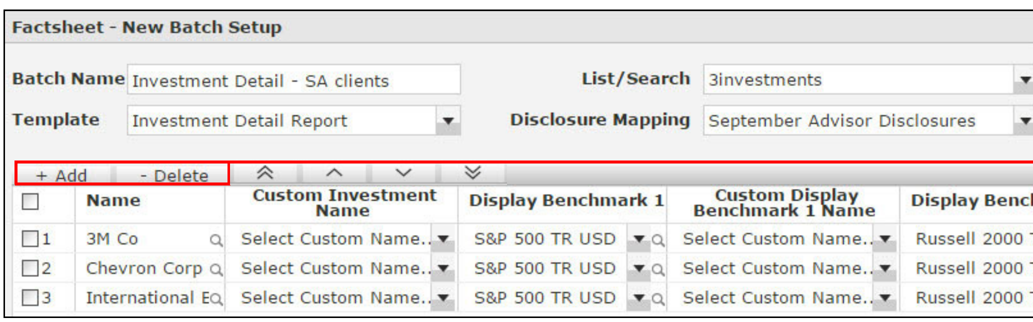
4. In the next New Batch Setup dialog box, select to use a **single template** or **multiple templates**.

   ☞ Note: If you select Use multiple templates, each report in the batch can be based on a different template.



In this section, a single template is used

5. Click **Continue**.
6. In the Factsheet - New Batch Setup dialog box, do the following:
   - In the **Batch Name** field, enter a **name** for the batch.
   - From the **List/Search** drop-down field, select a **list** or a **saved search**. The investments in that list or search are displayed in the columns below the drop-down fields.
   - From the **Template** drop-down field, select a **template**. Because you selected the single template option earlier, each report will use the template you select now.
   - From the **Disclosure Mapping** drop-down field, select a **disclosure** to be appended to each report. If you do not make a selection here, a disclosure will not be appended to the reports.



Use these buttons to add or delete investments

7. For each investment (row) make **selections** from the column drop-down fields. **Scroll** right to see more columns.

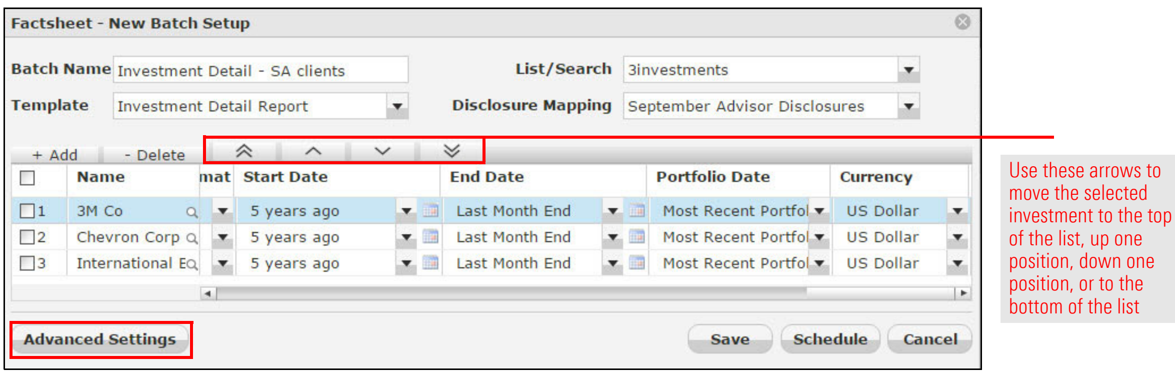
   ☞ Note: Keep in mind that a Report Portal administrator may have restricted the options in a given template.

   The columns are described in this table:

Column	Function/Notes
Custom Investment Name	(Optional) If the investment has a custom name in your firm or personal database, you can select it from the drop-down field.
Display Benchmark 1	Select from the drop-down field or click the Magnifying Glass icon to search.
Custom Display Benchmark 1 Name	(Optional) If Display Benchmark 1 has a custom name in your firm or personal database, you can select it from the drop-down field.
Display Benchmark 2	Select from the drop-down field or click the Magnifying Glass icon to search.
Custom Display Benchmark 2 Name	(Optional) If Display Benchmark 2 has a custom name in your firm or personal database, you can select it from the drop-down field.
Calculation Benchmark 1	Select from the drop-down field or click the Magnifying Glass icon to search.
Custom Calculation Benchmark 1 Name	(Optional) If Calculation Benchmark 1 has a custom name in your firm or personal database, you can select it from the drop-down field.
Calculation Benchmark 2	Select from the drop-down field or click the Magnifying Glass icon to search.
Custom Calculation Benchmark 2 Name	(Optional) If Calculation Benchmark 2 has a custom name in your firm or personal database, you can select it from the drop-down field.
Category Average	Select from the drop-down field or click the Magnifying Glass icon to search.
Custom Category Average Name	(Optional) If the Category Average has a custom name in your firm or personal database, you can select it from the drop-down field.
Style Index Set	Select from the drop-down field. Your selection affects returns-based style analysis components.
Peer Group	Click the Magnifying Glass icon to select from a Morningstar universe or user-defined lists or searches.
File Name	Click the Magnifying Glass icon to create a naming convention for the individual reports.

Column	Function/Notes
File Format	Select from the drop-down field. ☞ Note: When Disclosure Mapping is applied, this field cannot be changed from the default (PDF).
Start Date	Select from the drop-down field or click the Calendar icon to select a date.
End Date	Select from the drop-down field or click the Calendar icon to select a date.
Portfolio Date	Select from the drop-down field.
Currency	Select from the drop-down field.

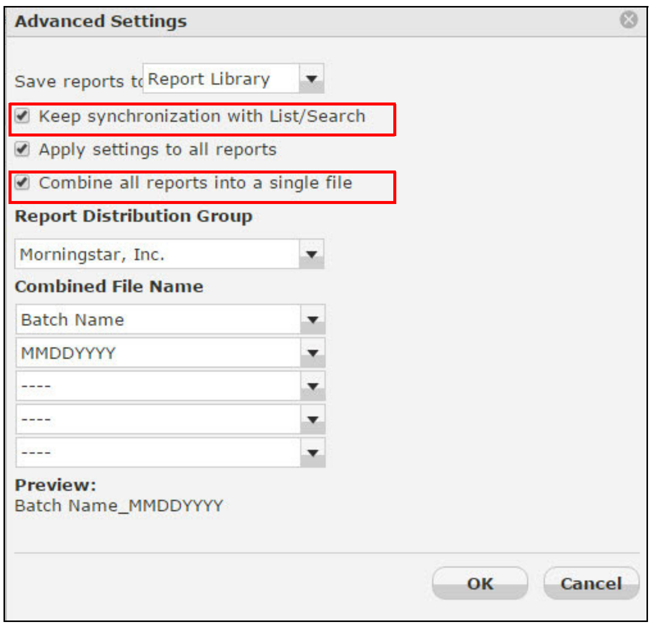
8. (Optional) If you are creating a batch of factsheets, you can specify the order in which the factsheets are output into a single file. In the list of investments, select an **investment** and click one of the **arrows** above the list to move the investment.



9. In the lower-left corner of the dialog box, click **Advanced Settings**. The Advanced Settings dialog box opens.

10. Click the **Keep synchronization with List/Search** checkbox. With this feature enabled, the report will synchronize to your list or search as follows:
    - If an investment is added to the list or search, it will be added to the end of the batch list, and
    - If an investment is deleted from the list or search, it will be removed from the batch list.
11. If you are creating a batch of factsheets, click the **Combine all reports into a single file** checkbox.

    ☞ Note: The **Combine all reports into a single file** checkbox must be checked if you have created an output order that you want to preserve each time the batch is run. (See step 8 on page 56.)



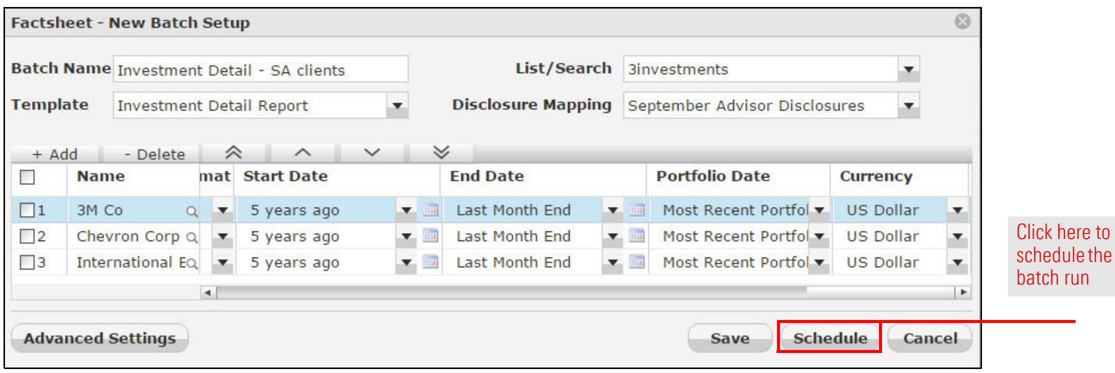
Note the highlighted selections

The other fields are described in this table:

Field	Function/Notes
Save Reports to	Select from the drop-down field: Report Library, FTP Site, or Staging Area. If the reports are saved to the Report Library or FTP Site, they are immediately available to users. For information on using a staging area, see What is a staging area? on page 64.
Apply settings to all reports	In reports with multiple investments, when this checkbox is selected, changes made to one setting (for instance, Template Mapping) is applied to all reports in the batch. When this checkbox is blank, you can select different settings for each investment.

Field	Function/Notes
Report Distribution Group	Select from the drop-down field.
Combined File Name	The Combined File Name field allows you build a dynamic name for a batch when you combine all files into one output file. This applies only when the checkbox for "Combine all reports into a single file" is enabled. To define a naming convention for a combined file, select options from the drop-down fields. Note the Preview of the dynamic name is displayed below the drop-down fields.

12. Click **OK** to close the Advanced Settings dialog box.
13. In the lower-right corner of the Factsheet - New Batch Setup dialog box, click **Schedule**.
The Schedule dialog box opens.

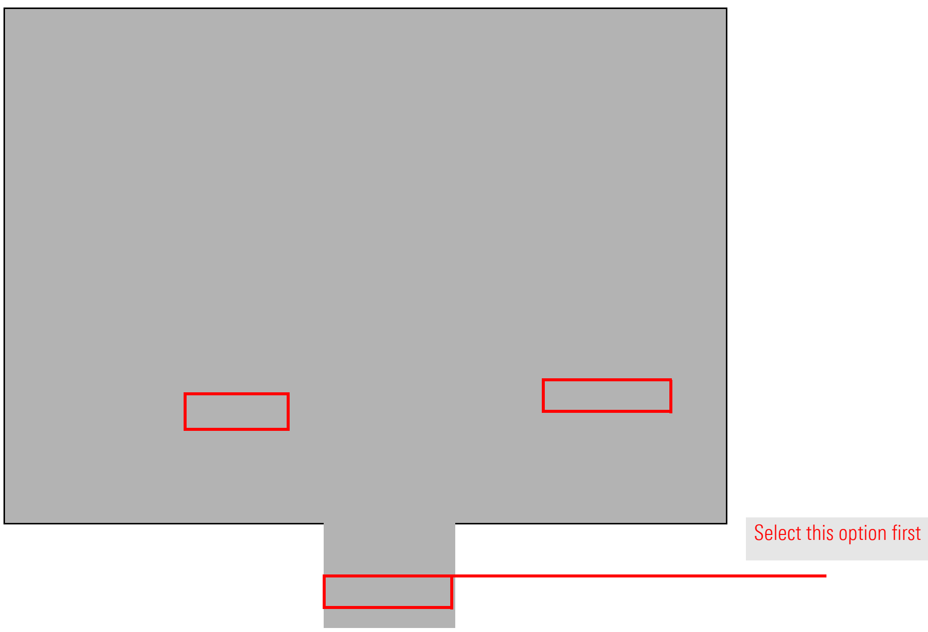


14. From the **Start Time** drop-down field, select a **time** to run the report.

    ☞ Note: The Start Time drop-down field uses a 24-hour clock based on your system's time.

15. In the Recurrence section, you have the following options:
    - One time run: select a **date**
    - Repeat: select the **interval** and the **day of the week**
    - Repeat on the __ day of every month: select a **day** (1–31)
    - Repeat on the __ __ of every __: select from the drop-down fields: First, Second, Third, Fourth, or Last; day of the week; and Month, Other, or Quarter. Example: Repeat on the **Last Friday** of every **Quarter**.

    ☞ Note: The first drop-down field in the Repeat on the area usually displays only the options First, Second, Third, Fourth, and Last. But when you select Day from the second drop-down field, the additional options Fifth, Sixth, Seventh, Eighth, Ninth, and Tenth become available. In the image below, the batch is scheduled to run on the seventh day of every other month.



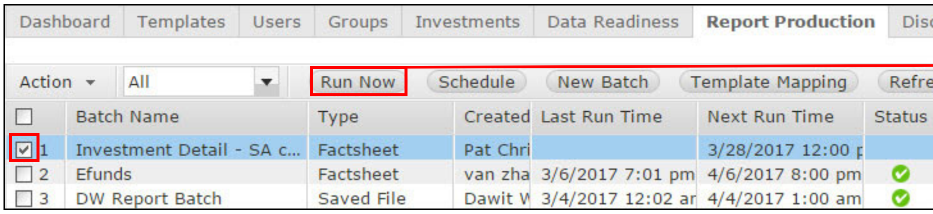
16. Click **OK** to close the dialog box.
17. In the lower-right corner of the Factsheet - New Batch Setup dialog box, click **Save**. The dialog box closes and your batch is displayed at the top of the Report Production list.

	Batch Name	Type	Created	Last Run Time	Next Run Time	Status
1	Investment Detail - SA c...	Factsheet	Pat Chri		3/28/2017 12:00 p	
2	Efunds	Factsheet	van zha	3/6/2017 7:01 pm	4/6/2017 8:00 pm	✓
3	DW Report Batch	Saved File	Dawit W	3/4/2017 12:02 ar	4/4/2017 1:00 am	✓

How can I test a batch?

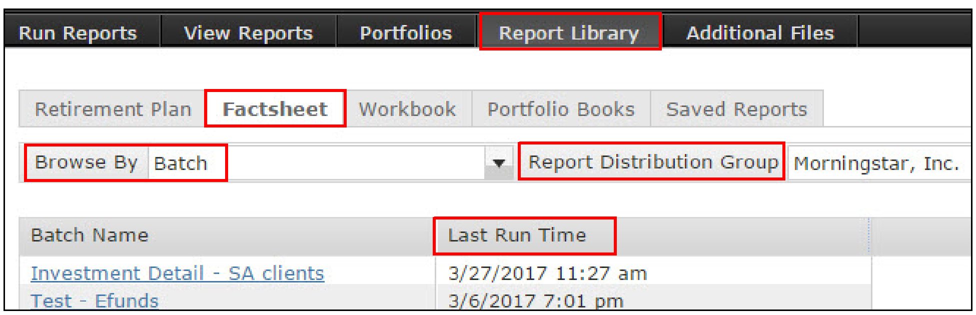
Before announcing a new batch to users, you should test it by doing the following:

1. On the Report Production tab, select a batch by clicking the **checkbox** at the beginning of its row.
2. Click **Run Now**. When the batch is finished running, a green checkmark appears in the Status column.



Clicking Run Now does not affect the scheduled batch run

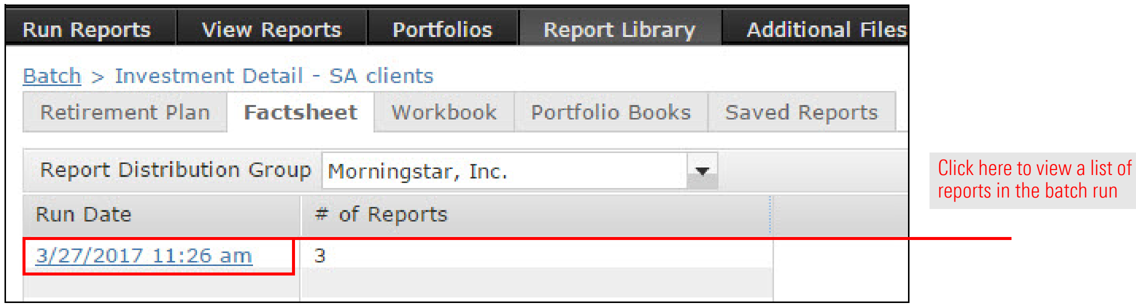
3. On the User tabs, select the **Report Library** tab. You are now in user mode. The simplest way to locate the newly run batch is to do the following:
   A. Select the tab for the type of report (in this case, **Factsheet**).
   B. From the **Browse By** drop-down field, select **Batch**.
   C. From the **Report Distribution Group**, select the **group** you designated while setting up the batch.
   D. When the Batch Name and Last Run Time columns are displayed, sort by the **Last Run Time** column.



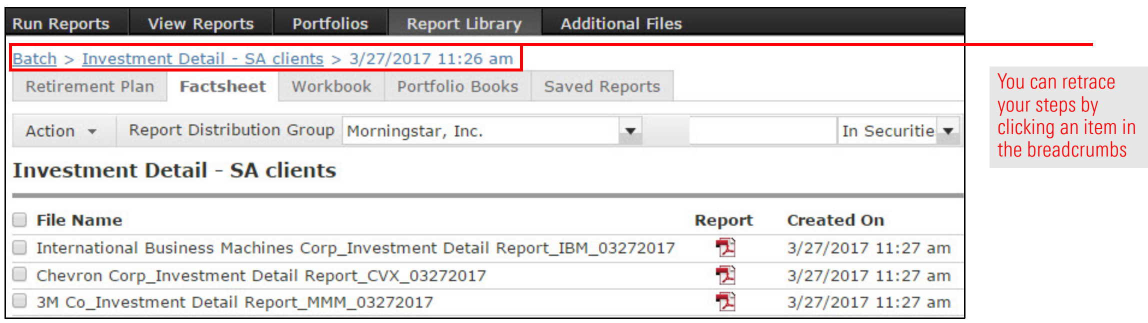
Note the highlighted selections

4. Click the **name** of the batch you just ran (in the sample, **Investment Detail - SA clients**).

5. The window now displays two columns: Run Date and # of Reports. Click the **run date** of the batch. The window now displays the list of reports in that batch.



6. Open each report by clicking its **PDF** icon. Each PDF opens in a new browser tab.



If the reports are not what you expected, you do not have to start over. You can edit the batch, as described in the next section, How do I edit a batch? on page 62.

How do I edit a batch?

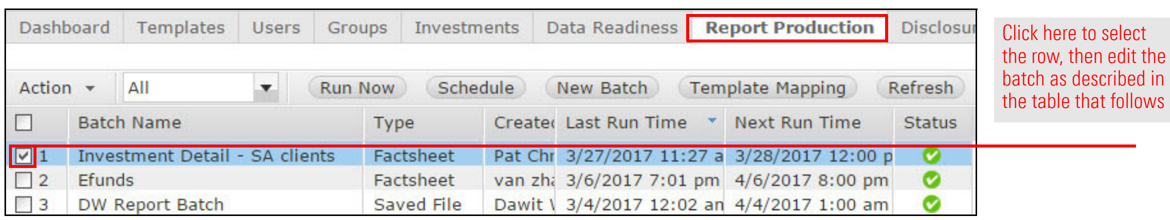
You may need to make changes to a batch from time to time. For example, you may want to do the following:

- run the batch more frequently or less often
- use a different naming convention for the reports
- use a different template, or
- change the output order for a list of factsheets.

☞ Note: These are only a few of the ways you can edit a batch.

To edit a batch, do the following:

1. From the Administrator tabs, select the **Report Production** tab.
2. (Optional) Click here if you want to change the output order for a list of factsheets.
3. At the beginning of the row for the batch you want to edit, click the **checkbox**.



The options for editing a batch are described in this table:

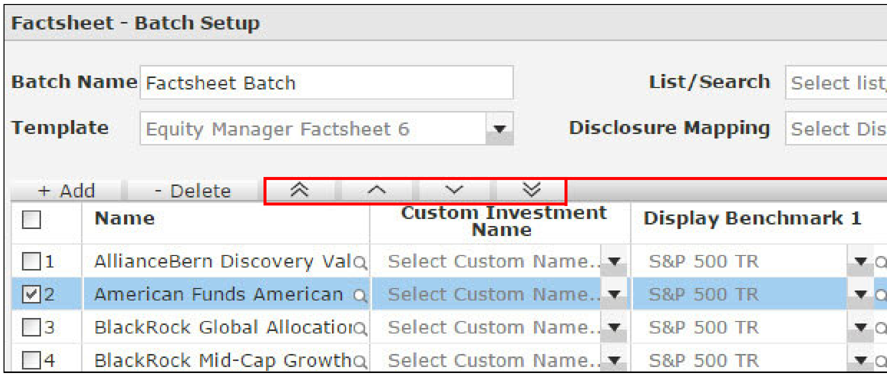
If you want to…	Do this…
Change the run schedule	Click the **Schedule** button.
Use a different template	Click the **Template Mapping** button.
Delete the batch	From the **Action** drop-down field, select **Delete**.
Create a copy of the batch	From the **Action** drop-down field, select **Save As**.
Rename the batch	From the **Action** drop-down field, select **Rename**.
Cancel an in-progress run	From the **Action** drop-down field, select **Cancel Processing**.
Cancel all schedule data (last run time and next run time)	From the **Action** drop-down field, select **Clear Schedule**.
Rerun failed reports	From the **Action** drop-down field, select **Rerun Failed Reports**.
View Staged Reports	From the **Action** drop-down field, select **View Staged Reports**. For information on using staged reports, see What is a staging area? on page 64.
Upload Logo	Contact your Morningstar consultant for information on this option.

To change the order of factsheets in the output of an existing batch, do the following:

1. In the list of batches, **double-click** the **batch** you want to edit. The Batch Setup dialog box opens.

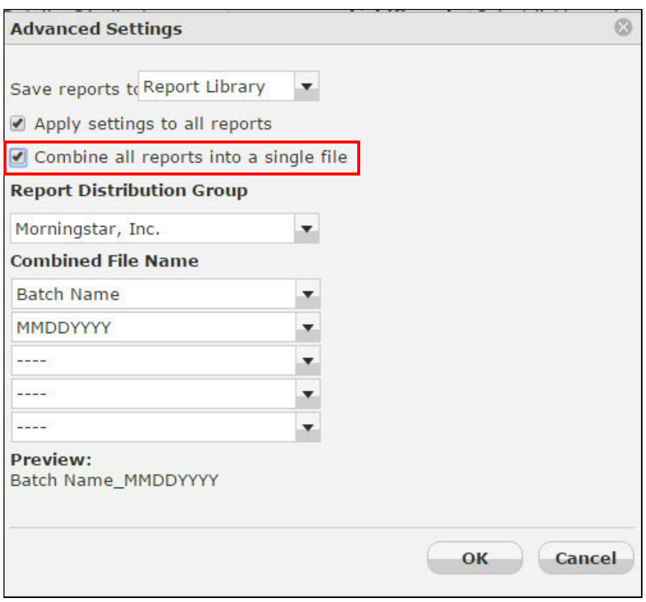
   ☞ Note: Reordering the output is allowed only in batches of factsheets.

2. In the list of investments, select an **investment** and click one of the **arrows** above the list to move the investment.



Use these arrows to move the selected investment to the top of the list, up one position, down one position, or to the bottom of the list

3. In the lower-left corner of the Factsheet - New Batch Setup dialog box, click **Advanced Settings**. The Advanced Settings dialog box opens.
4. Make sure the **Combine all reports into a single file** checkbox is checked.



Note that in an existing batch, you do not have the option of synchronizing with the list or search

5. Click **OK** to close the Advanced Settings dialog box.

What is a staging area?

When batch reports are saved to the Report Library or an FTP site, users can access them immediately. In contract, saving the reports to a staging area allows you to review them before releasing them.

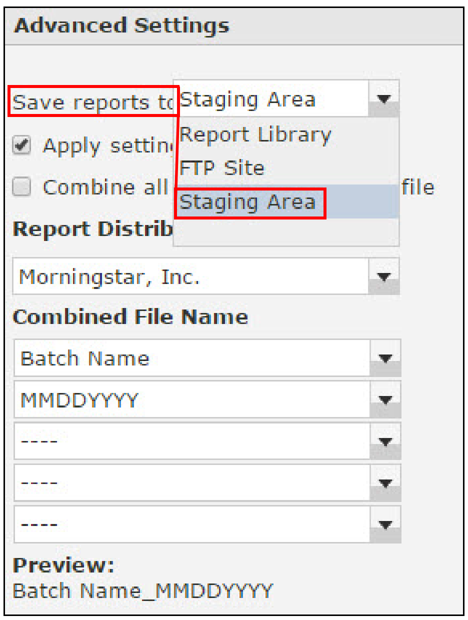
The staging area is created when reports are saved to it.

How do I save batch reports to a staging area?

When a batch is run, the generated reports are saved to the location you selected in step 9 on page 56.

To save reports in a staging area, do the following:

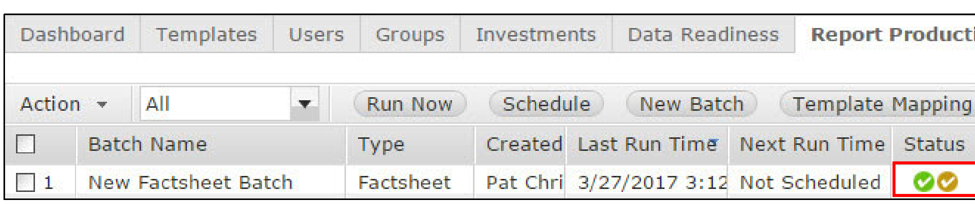
1. Follow the instructions in How do I create a batch? on page 53. In step 9 on page 56, from the **Save reports to** drop-down field, select **Staging Area**.



Note the highlighted selections

2. **Continue** with the remainder of How do I create a batch?

When the batch has run successfully, both a green checkmark and a brown checkmark are displayed in the Status column. The brown checkmark indicates the reports are in the staging area.



The batch run was successful and the reports are in the staging area

How do I review reports in a staging area?

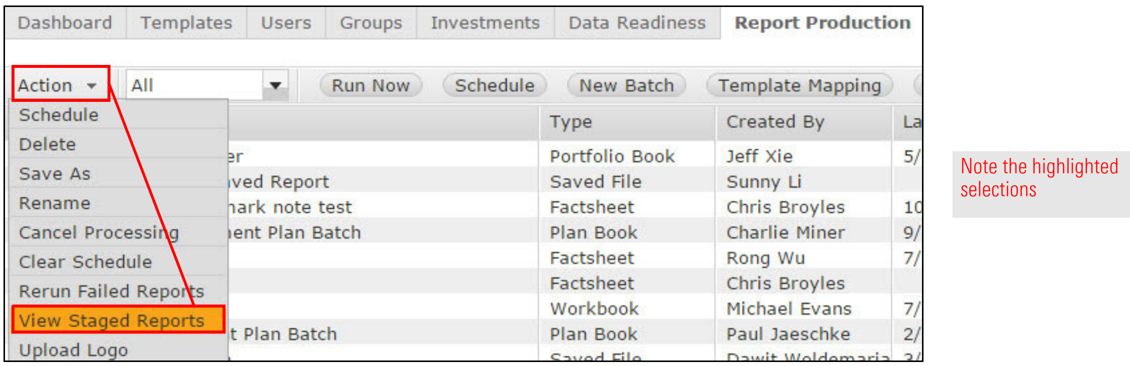
Now that the batch has run and been saved to a staging area, you can review the reports.

To review reports in the staging area, do the following:

1. Select the **Report Production** tab.
2. At the beginning of the row for the batch you want to review, click the **checkbox**.

   ☞ Note: To display the most recently run batch at the top of the list, you may want to sort on the Last Run Time column

3. From the **Action** drop-down field, select **View Staged Reports**. The Staged Reports window opens.



4. In the Run Date column, click the **most recent entry**. A new window opens, displaying the reports in that batch.

5. Click the **PDF** icon of the report you want to review. The PDF opens in a new browser tab.

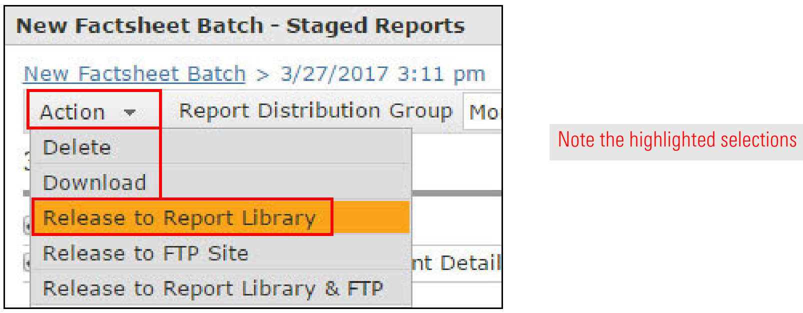
6. After reviewing the reports, go to the next section, How do I release the reports to users? on page 66.

How do I release the reports to users?

After reviewing the reports, you can send some or all of them to a location users can access (usually, the Report Library).

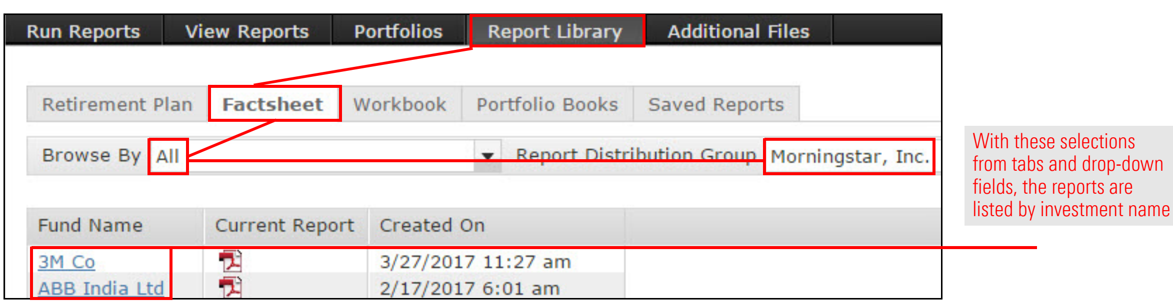
To release reports, do the following:

1. After reviewing each report, in the Staged Reports window, click the **checkboxes** of the reports you want to release.
2. From the **Action** drop-down field, select one of the following:
   - **Release to Report Library**
   - **Release to FTP Site**, or
   - **Release to Report Library & FTP**.



3. In the upper-right corner of the Staged Reports window, click the **X** to close the window.

4. To check that the report is now available in the Report Library, from the User tabs, select the **Report Library** tab. You are now in user mode.
5. Select the **tab** for the type of report (in this case, **Factsheet**).
6. From the **Browse By** drop-down field, select an **option** (in this case, **All**).
7. From the **Report Distribution Group** drop-down field, select the **group** with permission to access the reports (in this case, **Morningstar, Inc.**).
8. (Optional) Sort the **Created On** column so that the most recent reports are shown at the top of the list.



Now that you have confirmed the accuracy and availability of the reports, you may want to send an email to the groups and/or users who depend on those reports.

Data Readiness

Overview

The information on the Data Readiness tab can help you determine if the latest portfolio data for a given batch is available. If it is not, you may want to cancel an upcoming batch run.

In this section, you will learn how to access a batch's data readiness information.

How do I access a batch's data readiness information?

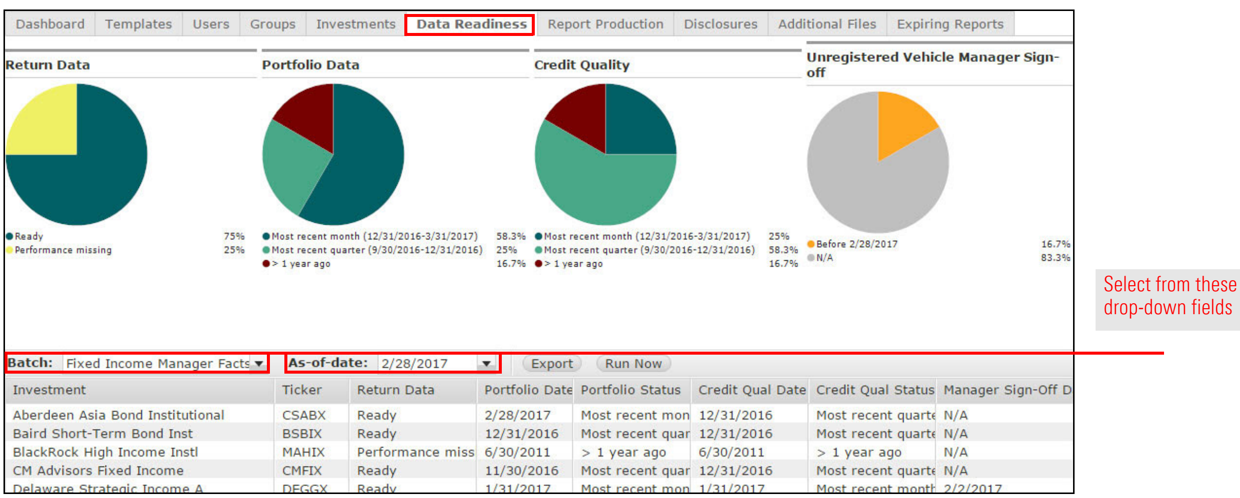
The Data Readiness tab displays four pie charts as follows:

- Return Data
- Portfolio Data
- Credit Quality, and
- Unregistered Vehicle Manager Sign-off.

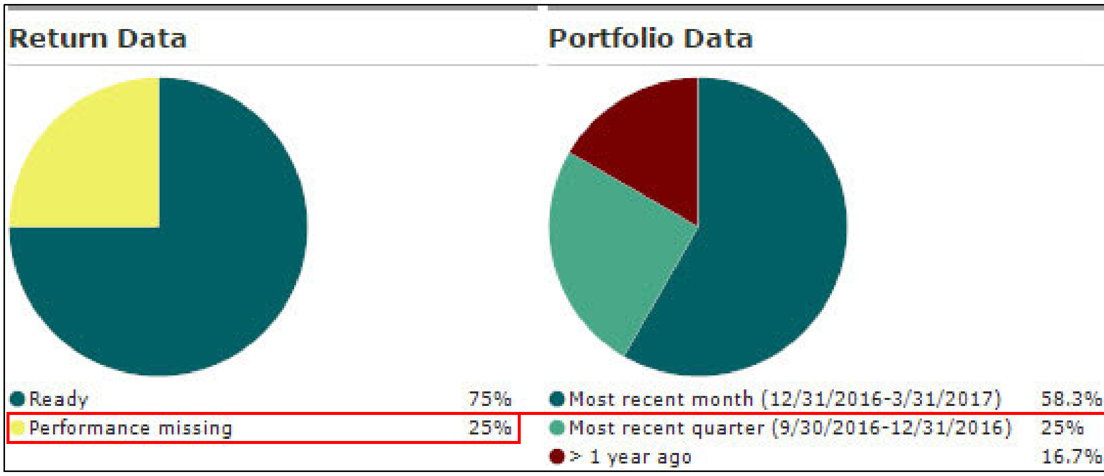
To access a batch's data readiness information, do the following:

1. Select the **Data Readiness** tab.
2. In the bottom portion of the window, do the following:
   - From the **Batch** drop-down field, select a **batch**, and
   - From the **As-of-date** drop-down field, select a **date**.

The Data Readiness display will look something like this:



In this display of two of the charts (Return Data and Portfolio Data), you can see that each chart shows different sets of data.



25% of performance return data is missing

In the bottom portion of the window, you can drill down to discover which funds are represented in each piece of a certain pie chart. In this display, you can see three funds do not have current return data.

Batch: Fixed Income Manager Facts **As-of-date:** 2/2

Investment	Ticker	Return Data
Aberdeen Asia Bond Institu	CSABX	Ready
Baird Short-Term Bond Ins	BSBIX	Ready
BlackRock High Income In	MAHIX	Performance missing
CM Advisors Fixed Income	CMFIX	Ready
Delaware Strategic Incom	DEGGX	Ready
DFA Inflation-Protected Se	DIPSX	Ready
Fidelity Advisor® High Inc	FHIAX	Ready
Fidelity Advisor® Strategi	FSRIX	Ready
MainStay Indexed Bond I	MIXIX	Ready
Prudential Municipal Hi-Inc	PHIZX	Ready
SEI Intermediate-Duration		Performance missing
Wells Fargo Advantage S/T	STHBX	Performance missing

The highlighted funds are missing performance return data

The other columns displayed in the list are as follows:

- Portfolio Date
- Portfolio Status
- Credit Quality Date
- Credit Quality Status, and
- Manager Sign-Off Date.