

Morningstar® Adviser Workstation™ Office Edition

Highlights of Office Edition

- ▶ All-inclusive practice management platform
- ▶ Comprehensive fund database, including Life and Pensions data
- ▶ Asset allocation and hypothetical illustration tools
- ▶ Customisable alerts
- ▶ Powerful Portfolio X-Ray® diagnostic tool
- ▶ Easy-to-understand reports
- ▶ Intuitive interface

Morningstar® Adviser Workstation™ Office Edition is a single, all-inclusive platform that helps financial advisers run their entire practice more efficiently and better serve their clients. With Office Edition, advisers can integrate powerful Web-based resources into existing work processes to support and optimise critical tasks such as client risk assessment, fund research, portfolio management, and report building.

Streamline Portfolio Management

Determining a client's asset allocation is a crucial first step in the investment advisory process. In Office Edition's Practice module, advisers can explore a client's risk tolerance, match the risk profile to a suitable asset allocation, and compare this to an existing fund strategy or use it as a reference for building a new portfolio.

Advisers can also apply a proven methodology to determine the asset allocation that will give a client the greatest chance of success in meeting their investment goals. And Office Edition uses efficient frontier curves to help advisers illustrate the asset mix that offers a client the highest potential return for a given level of risk.

This module allows advisers to maintain robust client records including portfolio histories. Additionally, advisers can easily monitor client portfolios using customisable alerts for selected price thresholds or events such as changes in fund manager or Morningstar Rating™.

Simplify Investment Selection

Office Edition's Research module offers full access to Morningstar's UK fund database, which now includes Life and Pension funds. Fund data is updated as soon as it's available and features performance details, underlying holdings information, and Morningstar Rating and Morningstar Style Box™ statistics. Standard and customisable screening tools help advisers explore multiple metrics and isolate the best investment options for each client, while Saved Lists and Searches make research and monitoring more efficient.

Create Hypothetical Scenarios

Advisers can turn complicated investment information into clear insight with Office Edition's Hypothetical Illustrator™ tool. Morningstar hypothetical reports high-

light a security's historical performance in isolation, in comparison with competing funds, or in the context of its contribution to the overall performance of a portfolio. Sophisticated functionality accommodates complex scenarios involving multiple fund portfolios, systematic contributions and withdrawals, and customised fee structures. Advisers can use the Hypothetical Illustrator tool to underline the uncertainty of investment performance as well as the potential benefits of a carefully constructed and personalised strategy.

Educate Clients With Clear Reports

Office Edition's extensive reporting capabilities enhance client and prospect communications and are ideal for presenting investment and portfolio recommendations. The reports contain the Morningstar features that investors understand and look for—the Morningstar Rating, the Morningstar Style Box and Morningstar Sectors. Advisers can also create custom reports for more personalised client service.

Comprehensively Evaluate Portfolios or Uncover a Portfolio's True Composition

Morningstar's renowned Portfolio X-Ray® report captures a portfolio's true characteristics based on its full holdings. Using Portfolio X-Ray's diagnostics, advisers conduct an eight-point analysis that provides a unique, in-depth synopsis of a portfolio. The report, available in HTML format or as a PDF file, covers aggregated asset allocation, sector and regional breakdown, equity and/or bond statistics, style characteristics, and top 10 equity holdings overlap.

Learn More

For more information or to take a free trial, visit <http://global.morningstar.com/uk/Office>. Or call +44 (0) 20 3107 0040 today.

Technical Requirements

- ▶ Operating System: Microsoft® Windows, Windows 2000, Windows XP
- ▶ Browser: Microsoft® Internet Explorer 6.0 (SP1) minimum
- ▶ Browser Settings: Enabled for cookies, JavaScript®
- ▶ Third-Party Applications: Microsoft® Excel 2000 minimum; Microsoft® Word 2000 minimum; Adobe® Acrobat® Reader® 7.0 minimum
- ▶ Connection: Speed DSL, cable modem, or LAN-based high-speed Internet connection recommended
- ▶ Processor: Intel® Pentium® III 550MHz minimum
- ▶ Memory: 512 MB of RAM recommended
- ▶ Disk Space: 200 MB minimum
- ▶ Monitor Resolution: 1024 x 768 minimum; 65,536 colours, small font settings recommended
- ▶ Printers: Colour printer when printing graphs and reports with graphs. The "print background colours and images" setting on the Internet Options menu is recommended.

Fund Diagnostics

Investment Research

Access Morningstar's comprehensive UK fund database, including Life and Pensions and offshore fund data, with holdings, performance, and operations information for more than 40,000 funds registered for sale in Europe. More than 200 data points are updated continuously, most on a daily basis.

Advanced Screening Tools

Identify the most suitable options with the Search function. Use up to 20 criteria to find, rank, or sort investments.

Morningstar® Investment Detail™ Reports

Send clients Investment Detail reports in HTML format or as PDF files.

Graphs

Illustrate how funds have performed over time relative to each other or benchmarks. Choose from a range of graphs including investment growth, risk/return, return vs. category, and correlation.

Investment Lists

Compile lists of favourite funds or benchmarks for monitoring or use in portfolios. Create model portfolios and customised benchmarks.

Portfolio Analysis & Monitoring

Practice Module

Set up client and prospect accounts with corresponding portfolio details.

Morningstar® Portfolio X-Ray®

View a portfolio's true characteristics by conducting an eight-point analysis that gives a complete picture of its underlying holdings.

Morningstar® Stock Intersection™

Assess the underlying holdings of each of the positions in a client's portfolio to determine the actual exposure to individual stocks.

Report Builder

Create customised fund and portfolio reports for clients.

Asset Allocation & Hypotheticals

Risk Assessment

Assess a client's risk tolerance based on his or her time horizon, short-term risk attitudes, and long-term goals and expectations.

Needs Assessment

Develop a target asset mix based on investment goals.

Morningstar® Hypothetical Illustrator™

Highlight a security's historical performance in isolation, in comparison with competing funds, or in the context of its contribution to the overall performance of a portfolio.

Proposal Generation

Generate a personalised, detailed sales presentation complete with Investment Detail reports.

Efficient Frontiers

Create investment strategies using the efficient frontier approach.

Compare Portfolios

Communicate effectively with your clients using Morningstar's illustrated reports.

