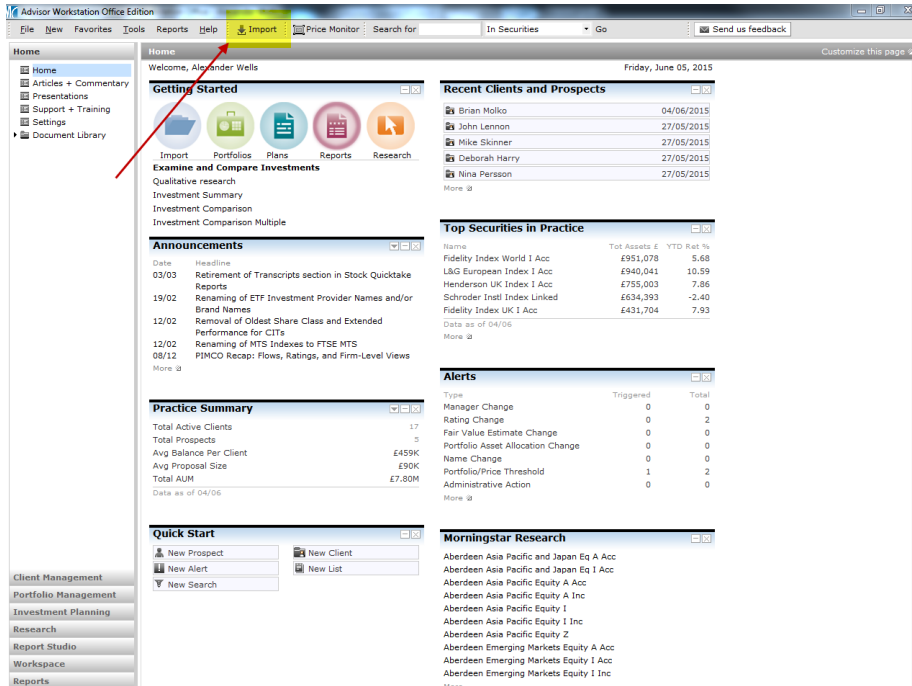


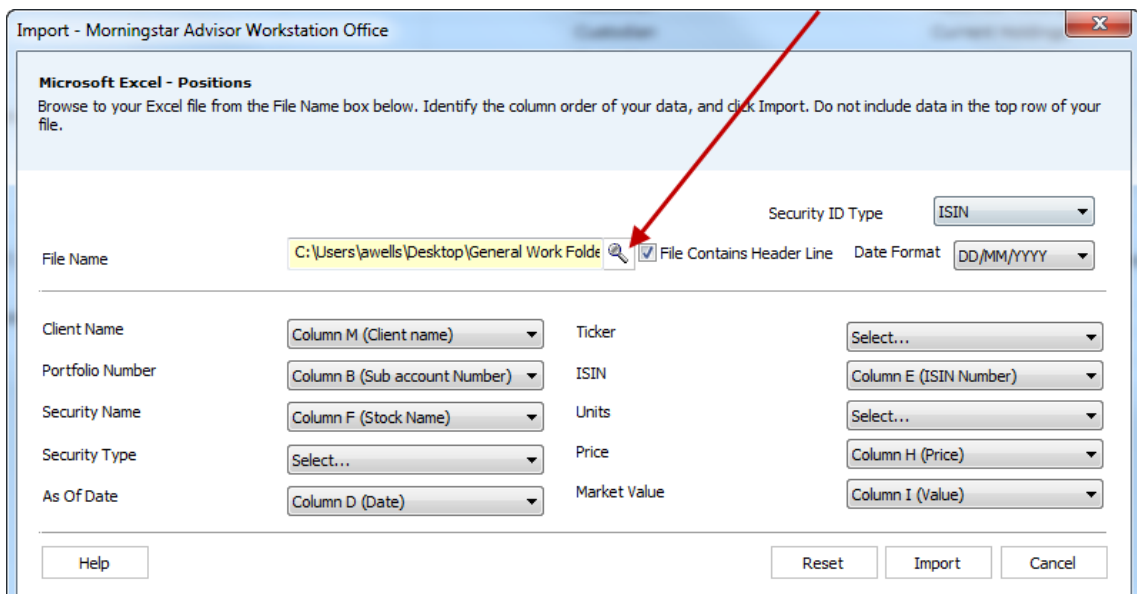
Importing Data from Microsoft Excel

The following is a guide to importing data from Microsoft Excel to Adviser Workstation. This guide assumes current holdings data (i.e. no historical holdings).

1. Click the Import button at the top of Adviser Workstation



2. Double click the 'Microsoft Excel – Positions' interface name
3. Click the magnifying glass next to the yellow File name box to select the relevant Excel file for import



- Review the Security ID Type, Date Format and File Contains Header Line options to ensure these are set correctly

Import - Morningstar Advisor Workstation Office

Microsoft Excel - Positions
Browse to your Excel file from the File Name box below. Identify the column order of your data, and click Import. Do not include data in the top row of your file.

File Name: C:\Users\awells\Desktop\General Work Folde

Security ID Type: ISIN

☒ File Contains Header Line

Date Format: DD/MM/YYYY

Client Name: Column M (Client name)

Portfolio Number: Column B (Sub account Number)

Security Name: Column F (Stock Name)

Security Type: Select...

As Of Date: Column D (Date)

Ticker: Select...

ISIN: Column E (ISIN Number)

Units: Select...

Price: Column H (Price)

Market Value: Column I (Value)

Buttons: Help, Reset, Import, Cancel

- Select the columns as relevant, leaving the remainder as 'Select...' Please note, not all are required, though there must be a Security ID, and at least 2 of 3 from Units, Price and Market Value

Import - Morningstar Advisor Workstation Office

Microsoft Excel - Positions
Browse to your Excel file from the File Name box below. Identify the column order of your data, and click Import. Do not include data in the top row of your file.

File Name: C:\Users\awells\Desktop\General Work Folde

Security ID Type: ISIN

☒ File Contains Header Line

Date Format: DD/MM/YYYY

Client Name: Column M (Client name)

Portfolio Number: Column B (Sub account Number)

Security Name: Column F (Stock Name)

Security Type: Select...

As Of Date: Column D (Date)

Ticker: Select...

ISIN: Column E (ISIN Number)

Units: Select...

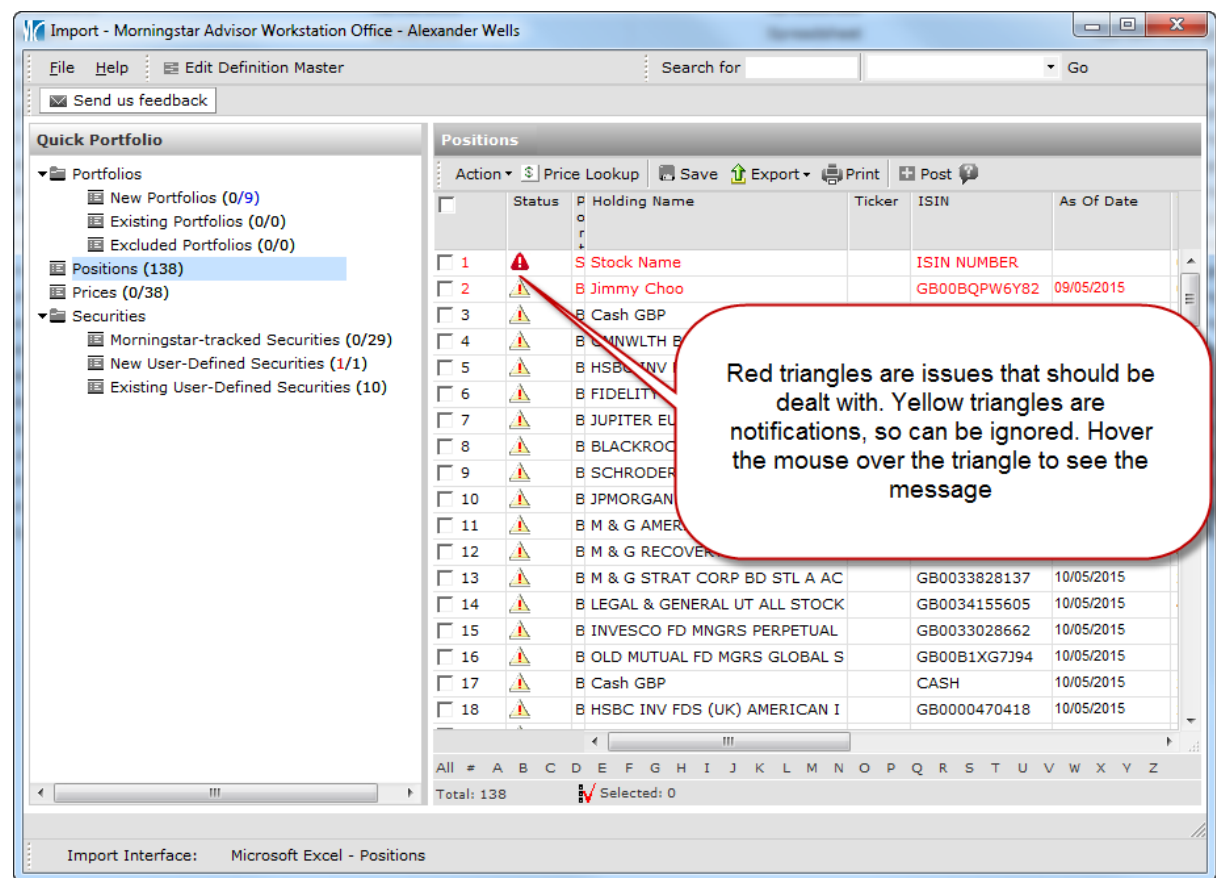
Price: Column H (Price)

Market Value: Column I (Value)

Buttons: Help, Reset, Import, Cancel

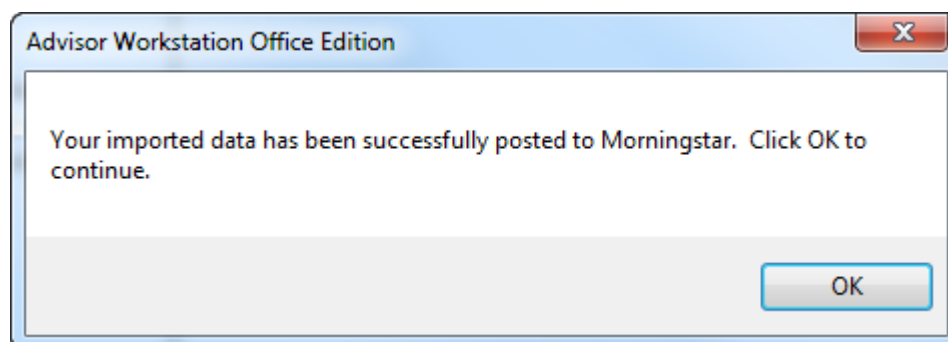
- Click Import

7. The Blotter window will now open on the Positions tab as below:



8. Click +Post

9. Holdings have now been imported to Adviser Workstation



Close the Import window and go to Client Management to open the new client portfolio.