

# Portfolio Analysis

Portfolio Analysis is a web-based workspace designed for Portfolio Managers to help monitor their portfolio and make better investment decisions. Use Portfolio Analysis real-time data, charts, and news to help make decisions on buying and selling securities in your portfolio. Current coverage is US Equities but for future release, we are planning on adding Fund of Funds, Multi-strategy, and other portfolios. You can also use Equity Attribution to evaluate the impact of these decisions relative to the benchmark – *see Equity Attribution chapter for more detail.*

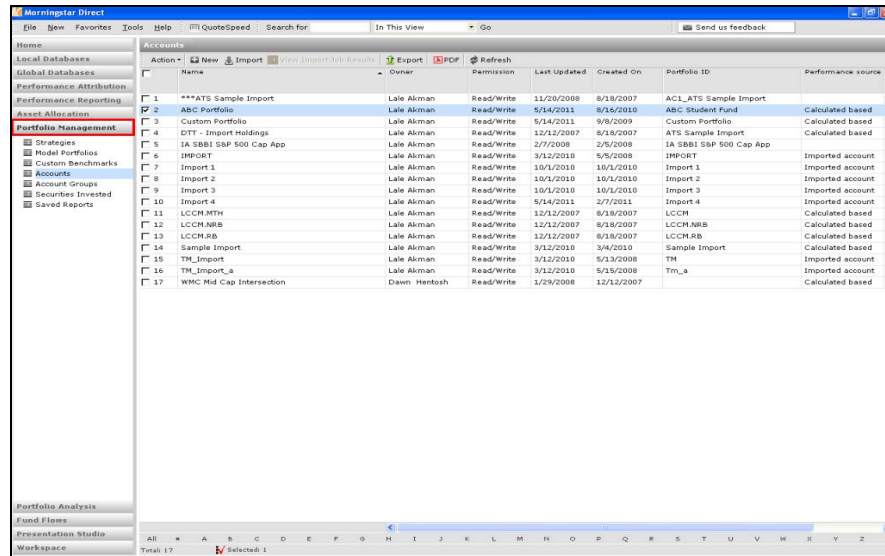
To view video: [Click Here](#)

## Outline

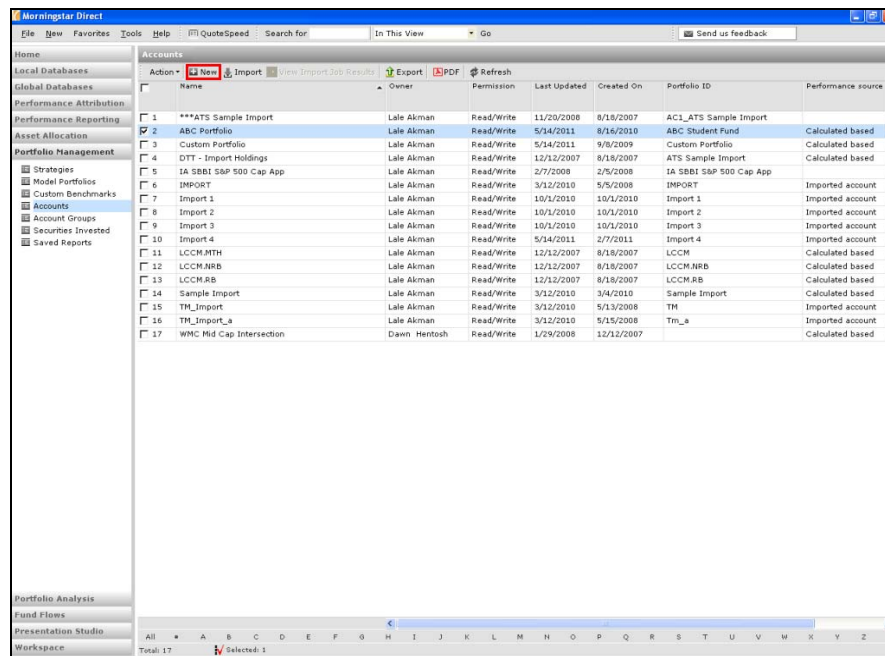
- Create a Portfolio (Account)
- Monitor your Portfolio
- Customize your Views
- Watchlist

## Create a Portfolio (Account)

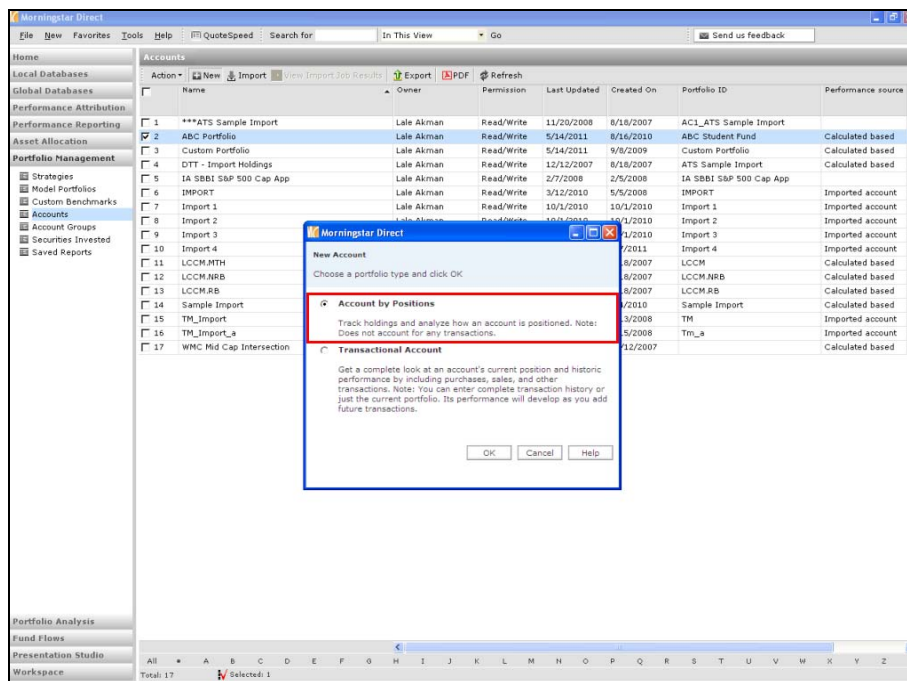
1. There are two locations to access Portfolio Analysis. One location is from the Portfolio Analysis folder which we will discuss shortly and the other is the Portfolio Management folder where all your accounts are stored. Once you create an account, you can easily apply Portfolio Analysis to monitor the securities in your portfolio. Let's proceed and first briefly discuss how to create an account – assuming you don't have any Account listed in Portfolio Management. If you have existing Account, skip to #5. For further detail on how to create Accounts, see the Portfolio Management chapter. Go to the *Portfolio Management* folder.



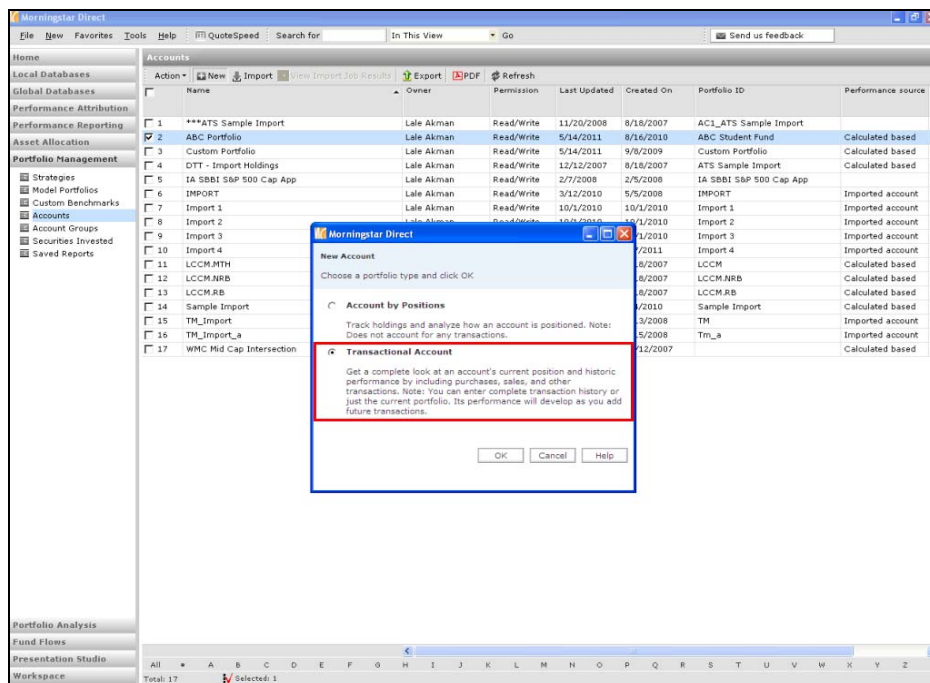
2. Click on New.



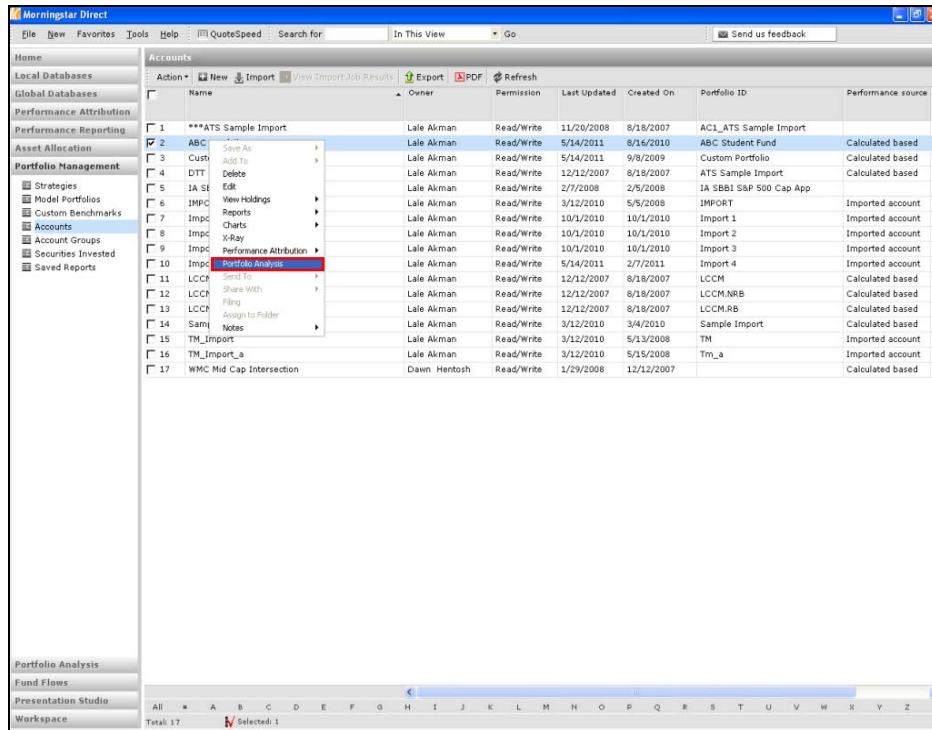
3. You will taken to the New Account dialog box to select from two choices. The first choice is *Account by Positions* using Morningstar and Custodian templates.



4. The second choice is *Transactional Account* where you can enter purchases, sales, and other transactions.

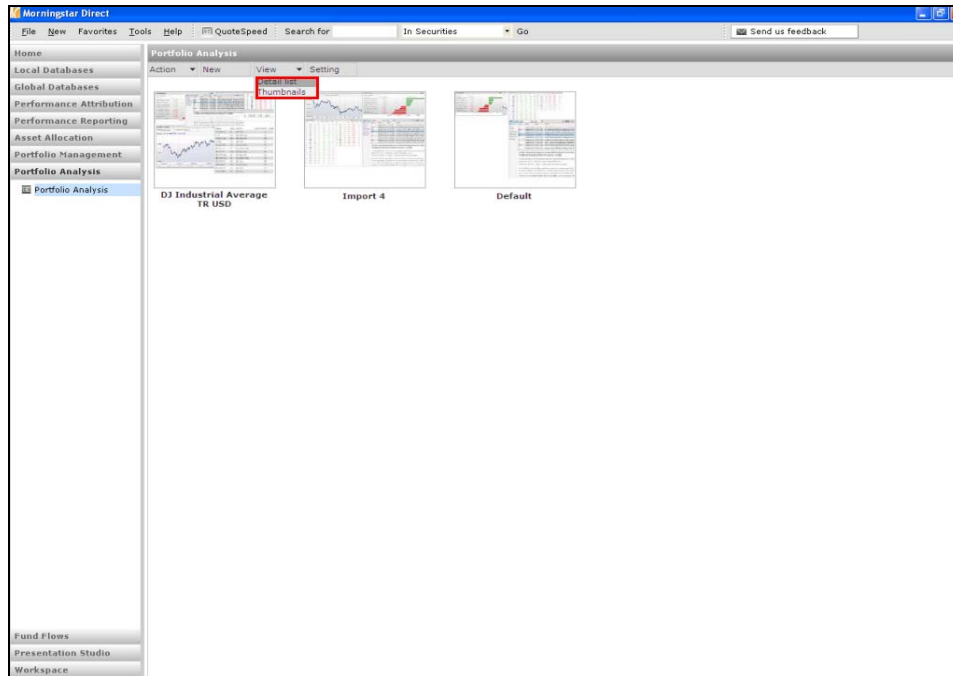


5. Once you've created an account, it will be listed in your grid view. Simply do a right click and select *Portfolio Analysis* to automatically be taken to the Portfolio Analysis folder to start monitoring your portfolio.

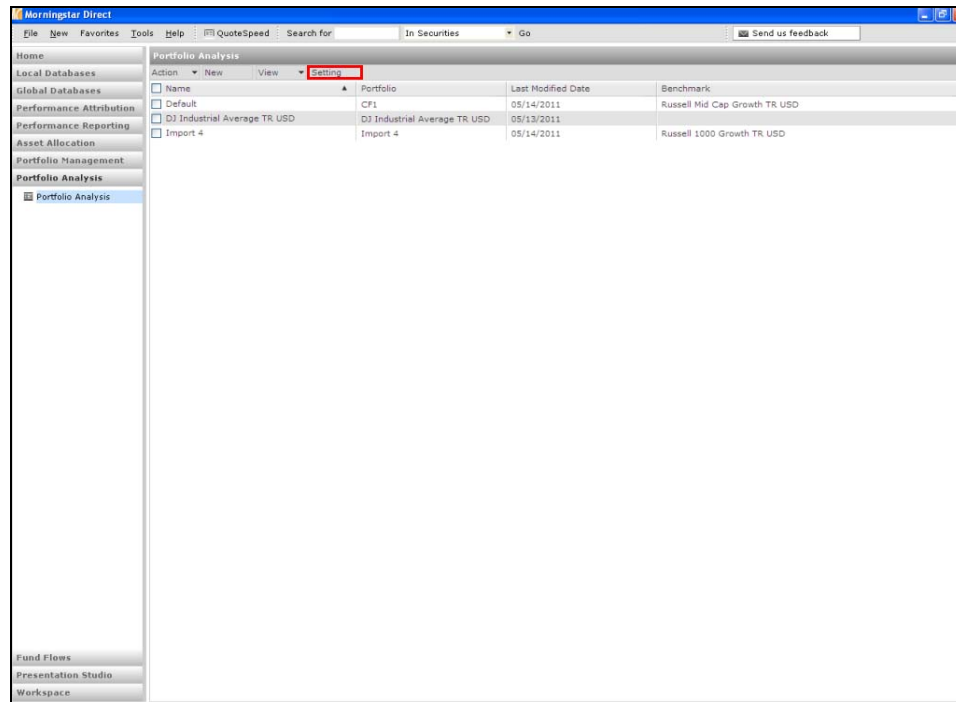


## Monitor Your Portfolio

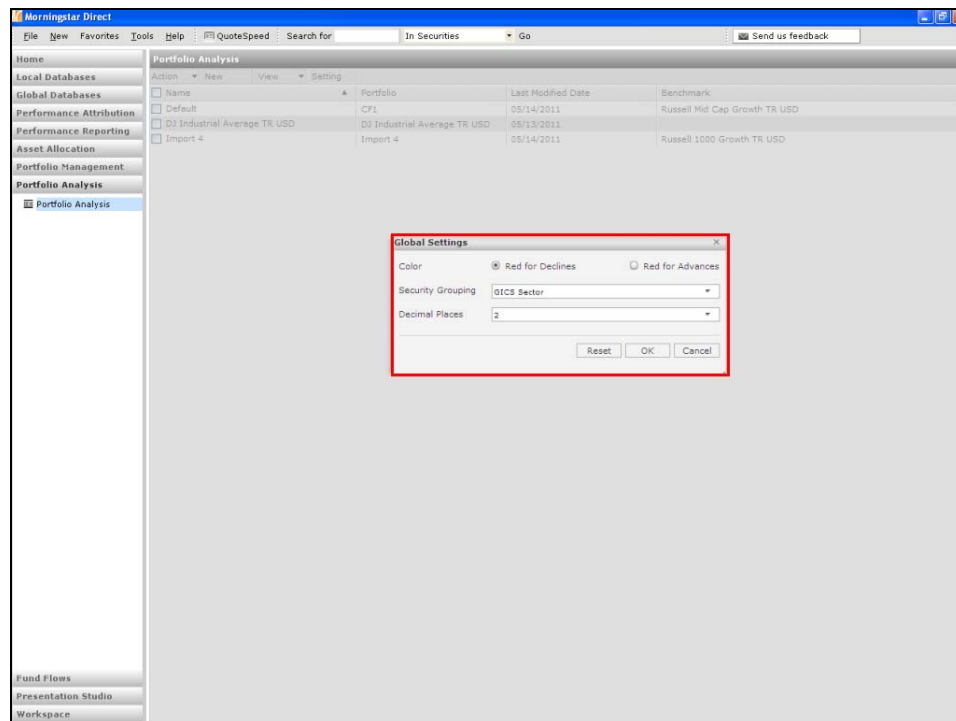
1. Go to the Portfolio Analysis folder where you have sample portfolios and your own portfolio(s) to view. You can view these files by Thumbnails or Detail List. Click on *Detail List*.



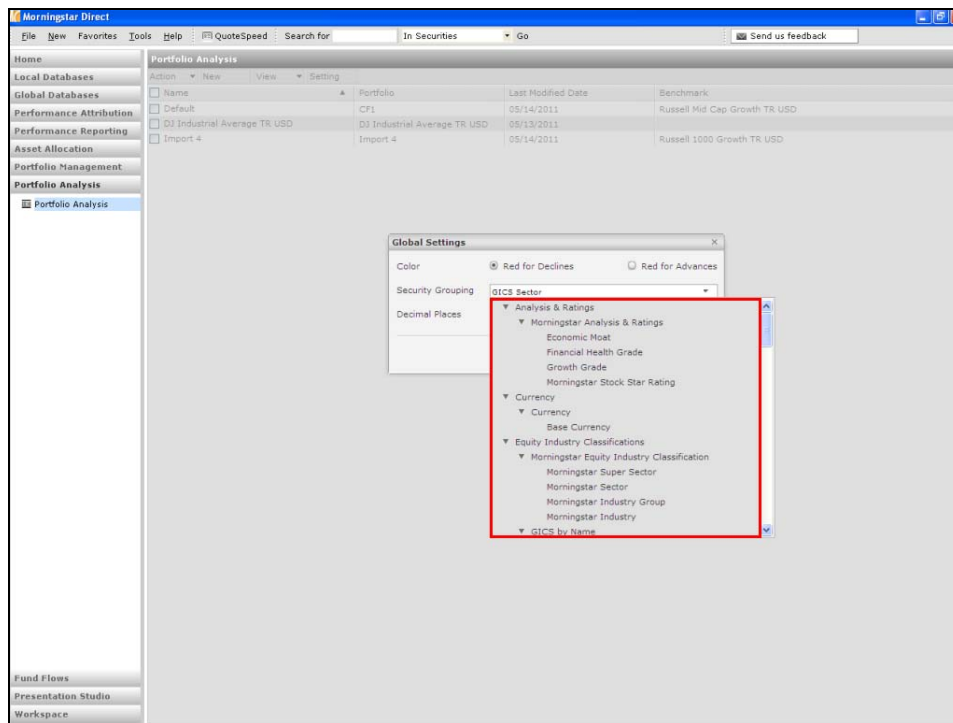
## 2. Go to *Setting*.



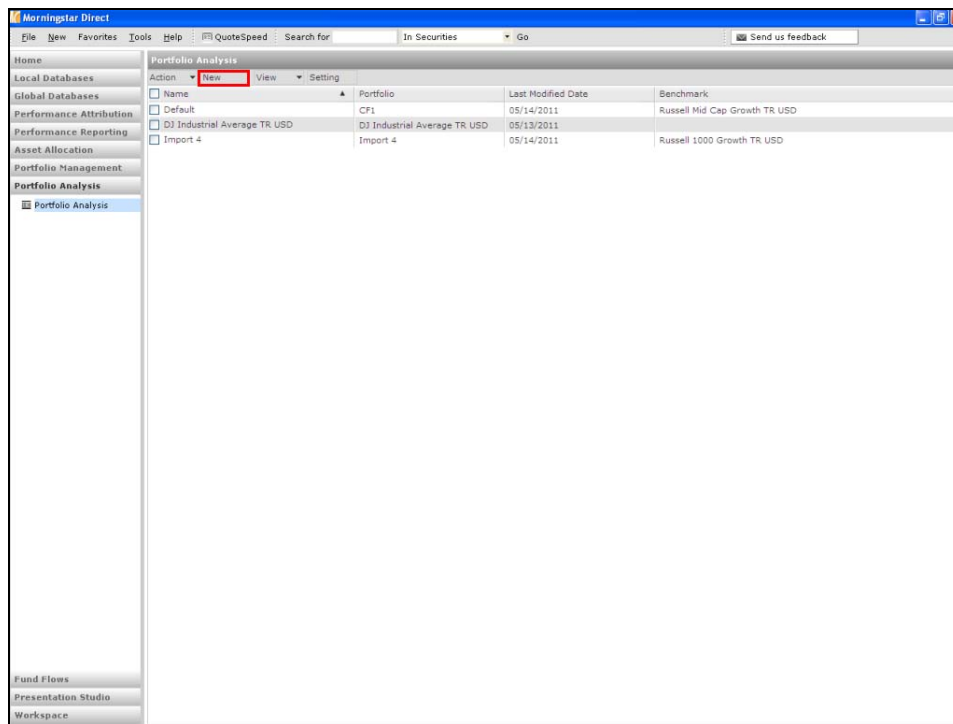
## 3. Customize your global settings such as the *Security Grouping* and color designation for Declines and Advances.



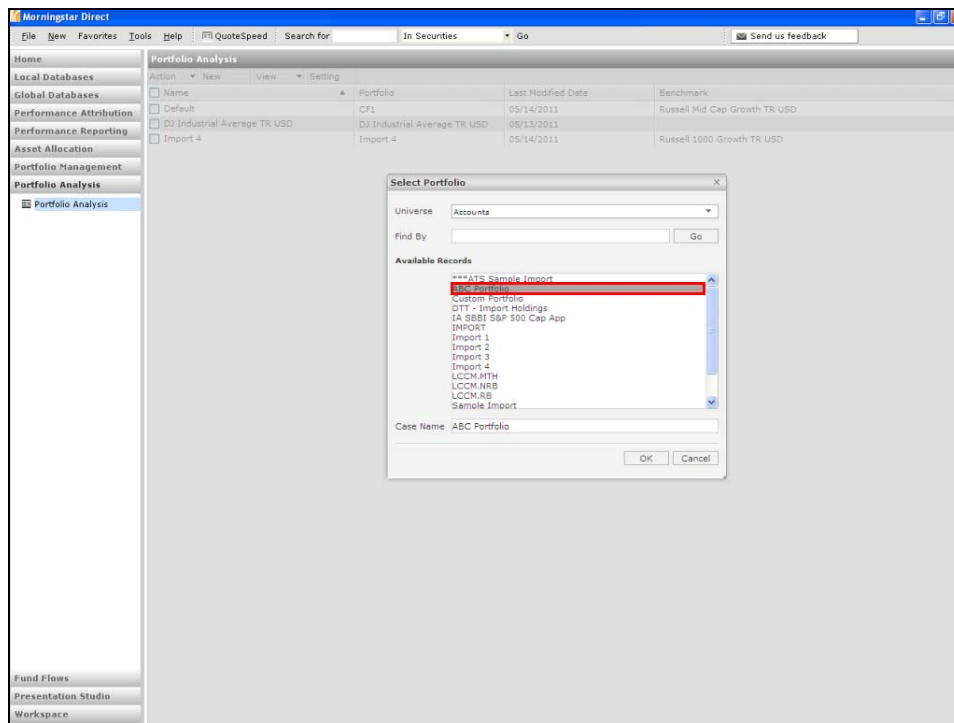
4. Click on the security grouping drop-down to view your various choices including custom groupings.



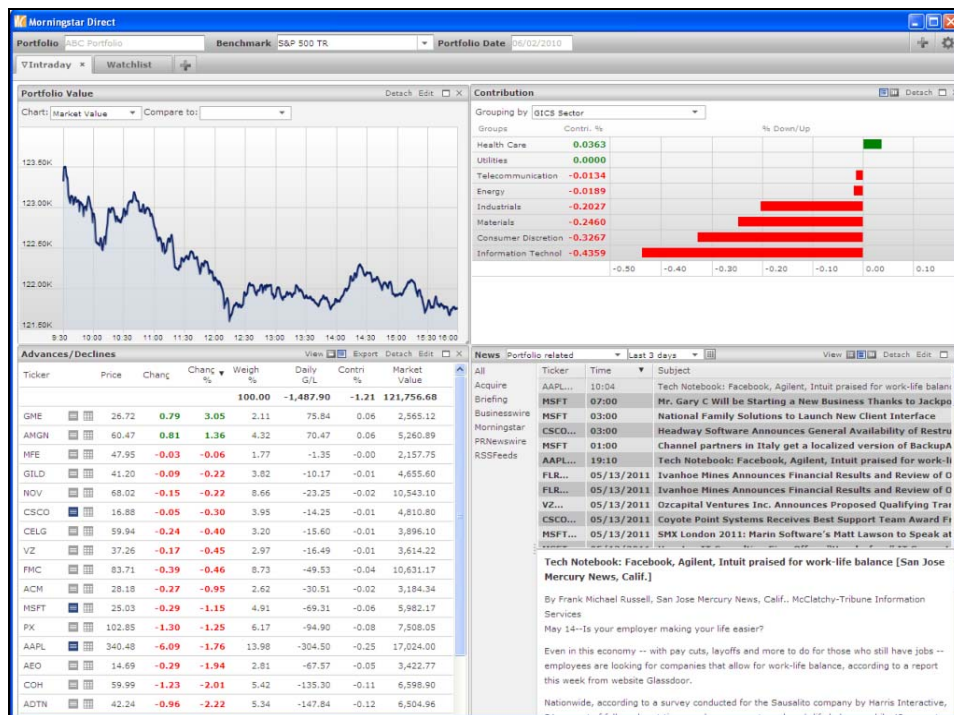
5. To add a new report, go to *New*.



6. Once you locate your portfolio, click *OK*.

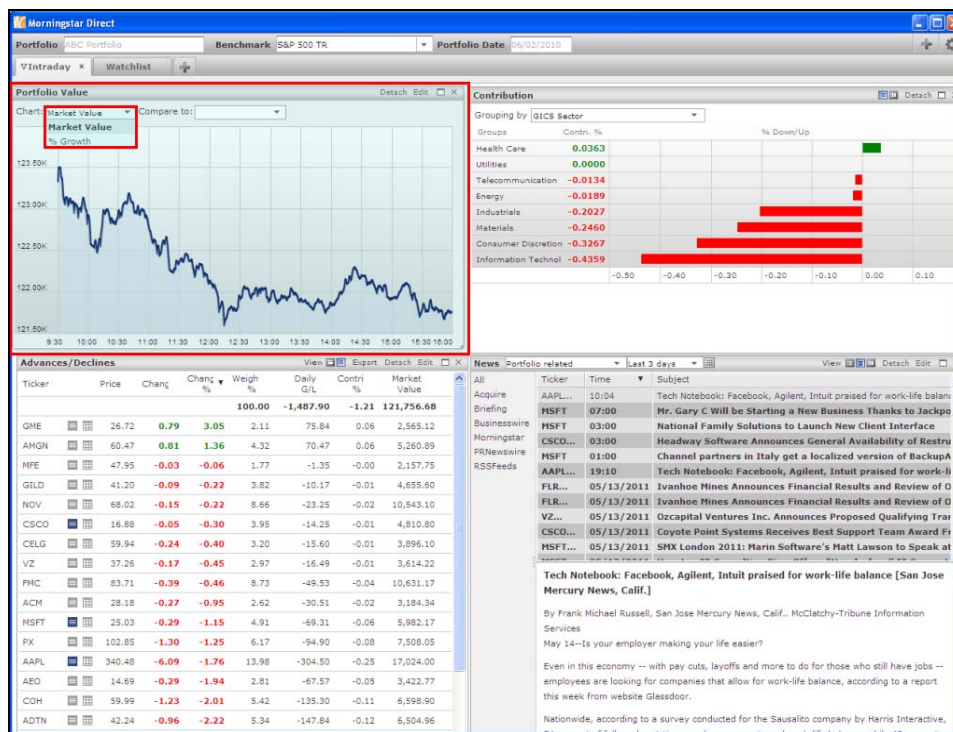


7. You will be taken to a landing page which now contains your portfolio. Keep in mind, if you were to start your process from the Portfolio Management folder, you will be taken to this same view displaying the various intra-day windows. These windows are a few samples to monitor your portfolio throughout the day. Shortly, we will discover additional window choices.

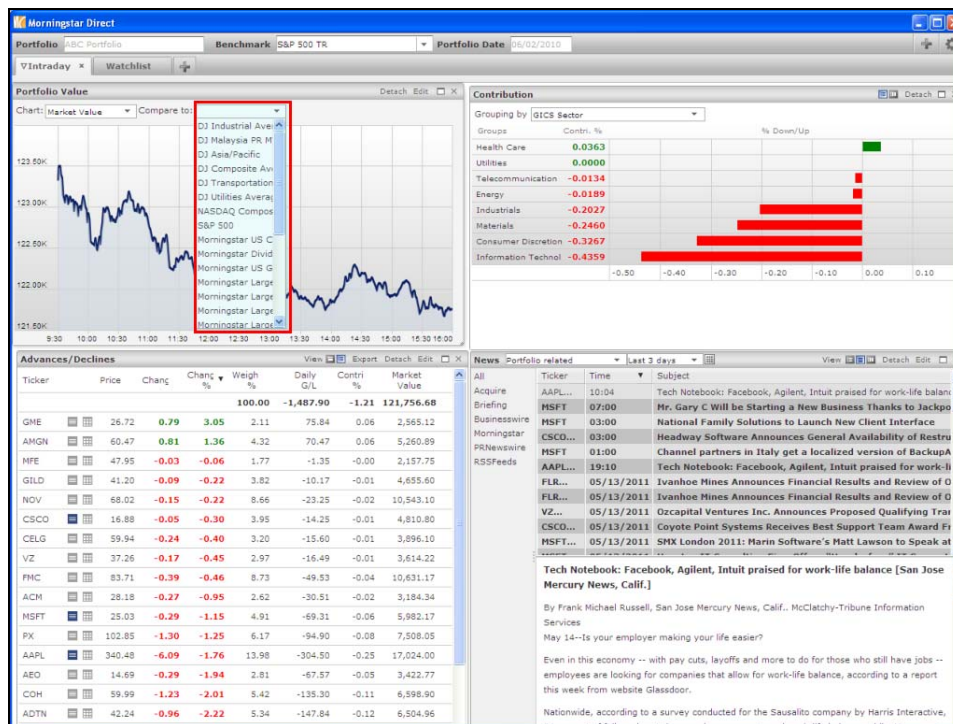




8. Starting from the top left and going clockwise, go to the *Portfolio Value* window to analyze the intra-day market value or growth using a 15 minute delayed data.

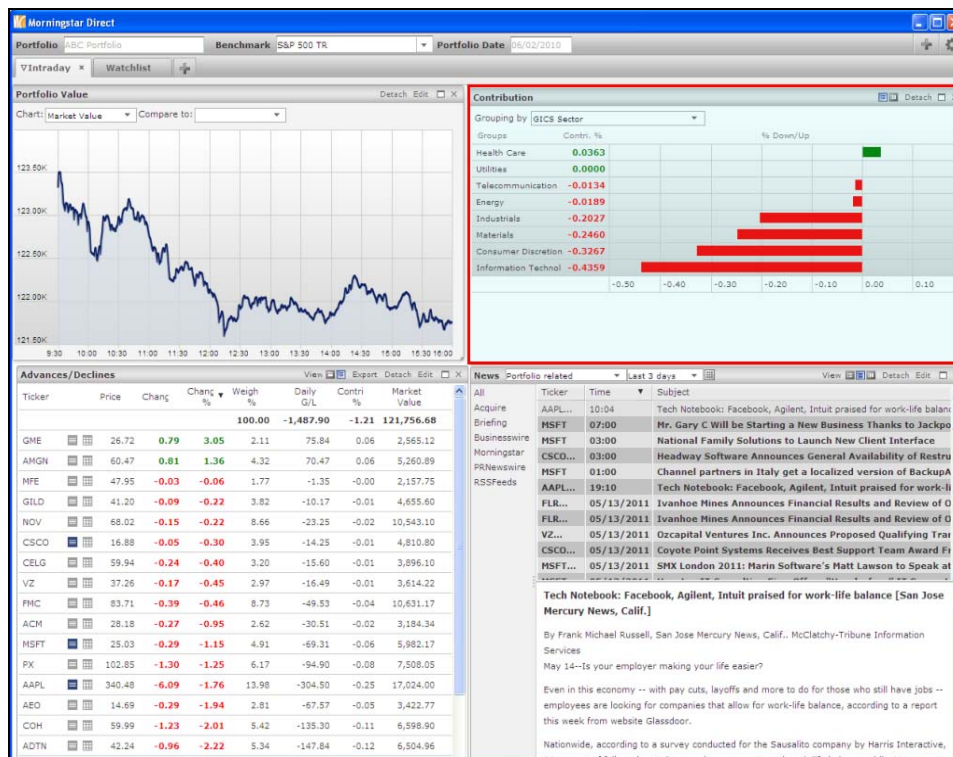


9. You can also compare your portfolio to a benchmark from the listed choices.

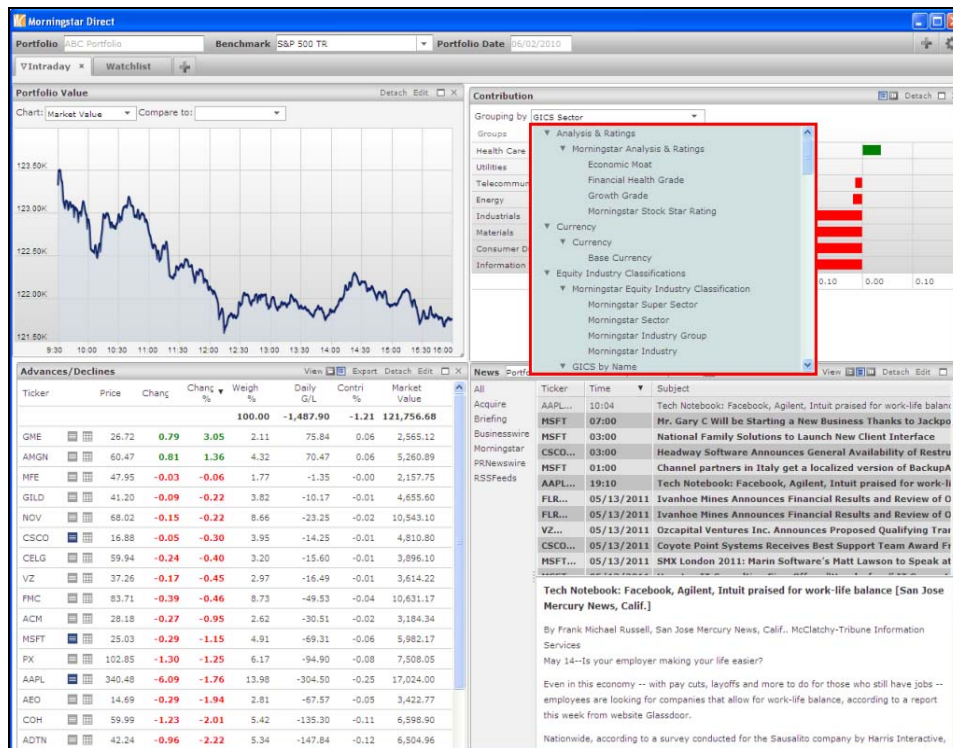




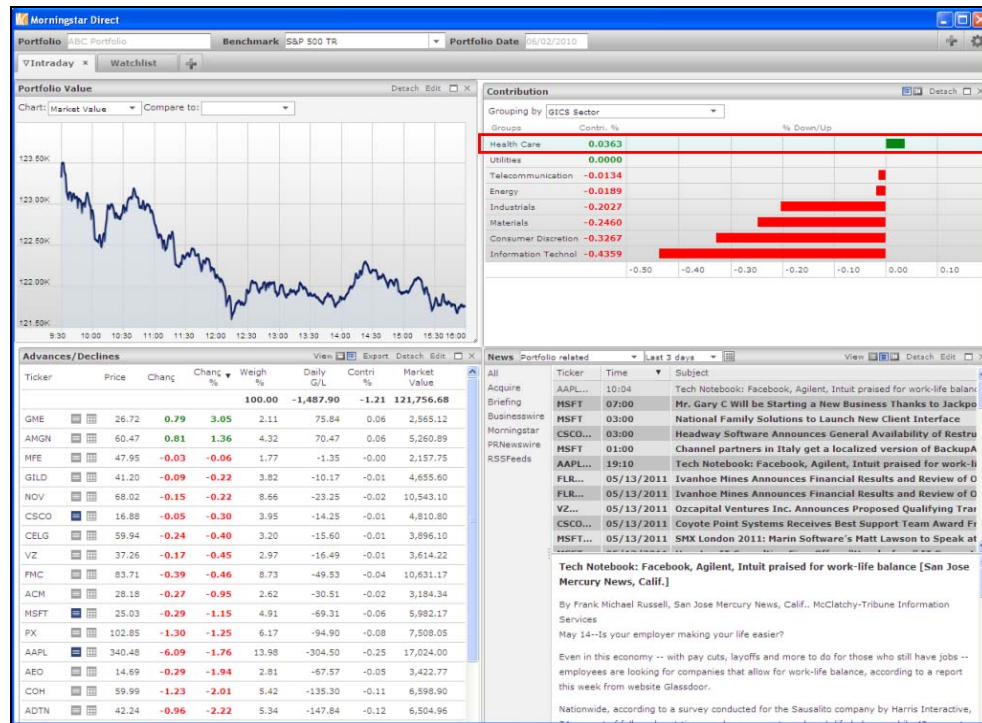
10. Next, go to the *Contribution* window to analyze the leading contributors and detractors. In this view, the grouping is by GIC Sector but if you click on the drop-down, you can alter the GICS Grouping to another grouping.



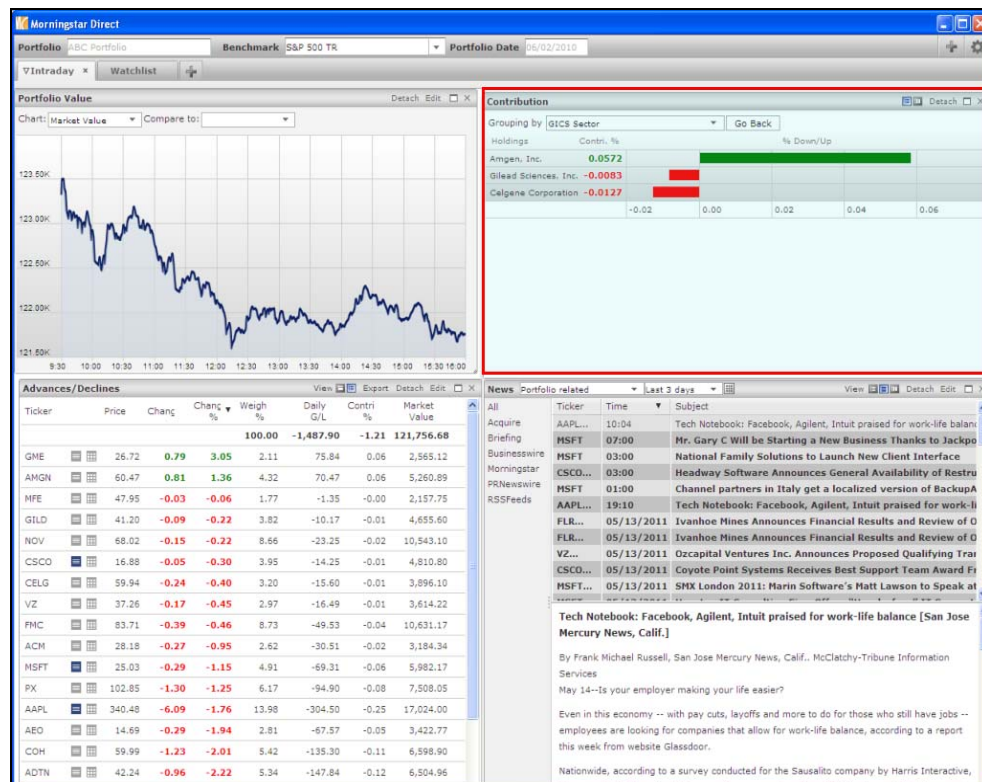
11. For example, click on the grouping drop-down to select from other grouping choices.



12. Let's continue to view the securities that have impacted the specific sector. Double click on a Sector.



13. Identify the performance impact of those securities within the specific sector. In this example, the portfolio's weighting in Amgen had a significant positive impact.



14. Click on the View icon to change your view.

**Portfolio Value**

Chart: Market Value | Compare to: | Detach Edit

**Contribution**

Grouping by: GICS Sector

Groups	Contri. %	% Down/Up
Health Care	0.0363	
Utilities	0.0000	
Telecommunication	-0.0134	
Energy	-0.0189	
Industrials	-0.2027	
Materials	-0.2460	
Consumer Discretion	-0.3267	
Information Technol	-0.4359	

**Advances/Declines**

Ticker	Price	Chang	Chang %	Weight %	Daily G/L	Contri %	Market Value
100.00 -1,487.90 -1.21 121,756.68							
GME	26.72	0.79	3.05	2.11	75.84	0.06	2,565.12
AMGN	60.47	0.81	1.36	4.32	70.47	0.06	5,260.89
MFE	47.95	-0.03	-0.06	1.77	-1.35	-0.00	2,157.75
GILD	41.20	-0.09	-0.22	3.82	-10.17	-0.01	4,655.60
NOV	68.02	-0.15	-0.22	8.66	-23.25	-0.02	10,543.10
CSCO	16.88	-0.05	-0.30	3.95	-14.25	-0.01	4,810.80
CELG	59.94	-0.24	-0.40	3.20	-15.60	-0.01	3,896.10
VZ	37.26	-0.17	-0.45	2.97	-16.49	-0.01	3,614.22
FMC	83.71	-0.39	-0.46	8.73	-49.53	-0.04	10,631.17
ACH	28.18	-0.27	-0.95	2.62	-30.51	-0.02	3,184.34
HSFT	25.03	-0.29	-1.15	4.91	-69.31	-0.06	5,982.17
PX	102.85	-1.30	-1.25	6.17	-94.90	-0.08	7,508.05
AAPL	340.48	-6.09	-1.76	13.98	-304.50	-0.25	17,024.00
AEO	14.69	-0.29	-1.94	2.81	-67.57	-0.05	3,422.77
COH	59.99	-1.23	-2.01	5.42	-135.30	-0.11	6,598.90
ADTN	42.24	-0.96	-2.22	5.34	-147.84	-0.12	6,504.96

**News** Portfolio related | Last 3 days

Acquire	Time	Subject
AAPL...	10:04	Tech Notebook: Facebook, Agilent, Intuit praised for work-life balance
HSFT	07:00	Mr. Gary C Will be Starting a New Business Thanks to Jackpo
HSFT	03:00	National Family Solutions to Launch New Client Interface
CSCO...	03:00	Headway Software Announces General Availability of Restru
HSFT	01:00	Channel partners in Italy get a localized version of BackupA
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HSFT...	05/13/2011	SPX London 2011: Marin Software's Matt Lawson to Speak at

Tech Notebook: Facebook, Agilent, Intuit praised for work-life balance [San Jose Mercury News, Calif.]

By Frank Michael Russell, San Jose Mercury News, Calif., McClatchy-Tribune Information Services

May 14--Is your employer making your life easier?

Even in this economy -- with pay cuts, layoffs and more to do for those who still have jobs -- employees are looking for companies that allow for work-life balance, according to a report this week from website Glassdoor.

Nationwide, according to a survey conducted for the Sausalito company by Harris Interactive,

15. Change your display to view the Top and Bottom 5/10 holdings or select All holdings.

**Portfolio Value**

Chart: Market Value | Compare to: | Detach Edit

**Contribution**

Grouping by: Top & Bottom 5

Holdings	% Down/Up
Gamestop Corpora	
Amgen, Inc.	
Mcfee, Inc.	-0.001
Gilead Sciences, Inc.	-0.008
Cisco Systems, Inc.	-0.012
Fluor Corporation	-0.117
Adtran, Inc.	-0.120
Commercial Metals	-0.129
Hordstrom, Inc.	-0.224
Apple, Inc.	-0.247

**Advances/Declines**

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16. Next, go to the *News* window and click on the drop-down to select from which list you want to obtain the news from.

The screenshot shows the Morningstar Direct interface. The 'News' window is open, and a dropdown menu is visible, allowing selection of news sources: 'All', 'Portfolio related', 'Watchlist related', 'Benchmark related', and 'Everything'. The 'Portfolio related' option is highlighted. The main window displays a 'Portfolio Value' chart, an 'Advances/Declines' table, and a 'Contribution' table. The 'Advances/Declines' table includes columns for Ticker, Price, Change, Weight, Daily G/L, Contri %, and Market Value. The 'Contribution' table shows holdings and their percentage change.

Ticker	Price	Chang	Chang %	Weight %	Daily G/L	Contri %	Market Value
100.00	-1,487.90	-1.21	121,756.68				
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17. You can also decide on the how many days you want to go back to view the news.

The screenshot shows the Morningstar Direct interface, similar to the previous one, but with the 'News' window dropdown menu open to show time filters: 'Today', 'Last 3 days', 'Last 5 days', 'Last 7 days', 'Last 30 days', and 'Last 90 days'. The 'Last 3 days' option is highlighted. The main window displays the same 'Portfolio Value' chart, 'Advances/Declines' table, and 'Contribution' table.

18. To change the view, click on the *View* icon.

The screenshot shows the Morningstar Direct interface for a portfolio named 'ABC Portfolio'. The main window is divided into several sections:

- Portfolio Value:** A line chart showing market value from 9:30 to 16:00. The y-axis ranges from 121.50K to 123.50K.
- Contribution:** A table showing the percentage change for various holdings. The top entries are Gamestop Corporate (0.062), Amgen, Inc. (0.057), and McAfee, Inc. (-0.001).
- Advances/Declines:** A table listing various tickers with their prices, changes, and weights. The total portfolio value is 121,756.68.
- News:** A list of news items related to the portfolio. The 'View' icon is highlighted in red in the top right corner of the news section.

19. Select another view.

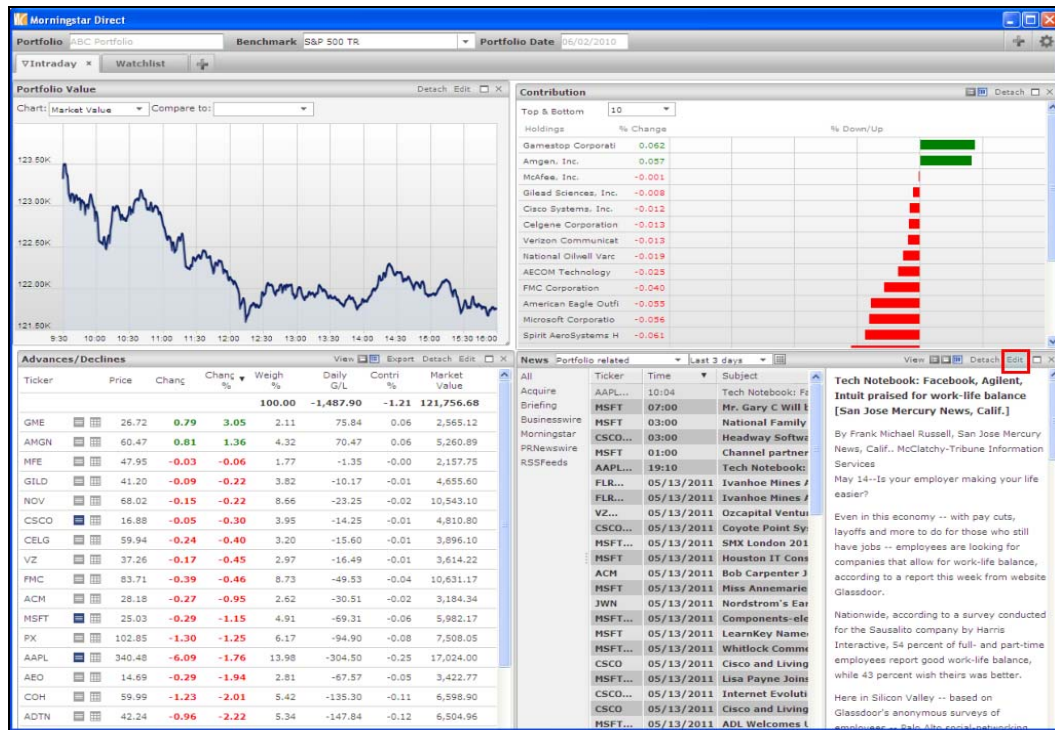
This screenshot shows the same Morningstar Direct interface as above, but with a different view selected. The 'View' icon in the News section is highlighted in red, indicating that a different view has been selected.

The interface includes the same Portfolio Value chart, Contribution table, and Advances/Declines table. The News section now displays a different set of news items, including:

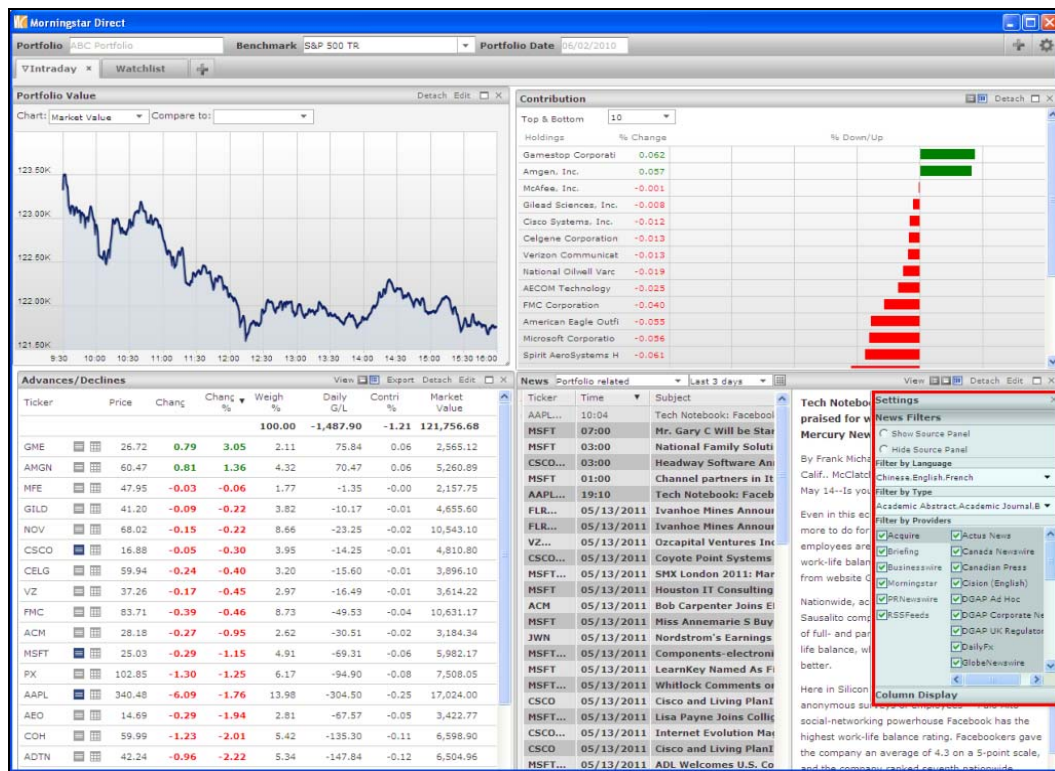
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20. Go to Edit.



21. Make necessary changes, such as hiding the new source, filtering by language, type, and providers.





22. Go to column display to activate or deactivate specific column if you choose to do so.

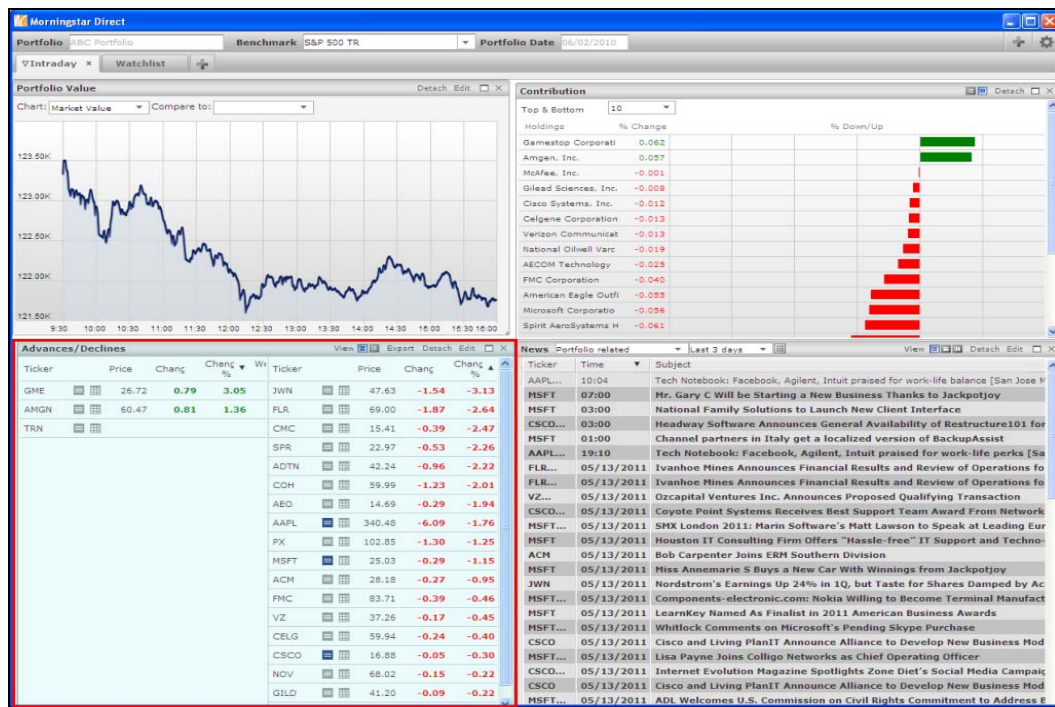
The screenshot shows the Morningstar Direct interface. At the top, it displays 'Portfolio ABC Portfolio', 'Benchmark S&P 500 TR', and 'Portfolio Date 05/02/2010'. The main area is divided into three sections: a 'Portfolio Value' chart on the left showing a line graph of market value over time; a 'Contribution' table on the right listing various holdings with their respective percentage changes; and a 'News' window on the bottom right. A red box highlights the 'Settings' menu in the News window, with 'Column Display' selected. Below this, several checkboxes are visible: 'Ticker' (checked), 'Time' (checked), 'Subject' (checked), and 'Source' (unchecked).

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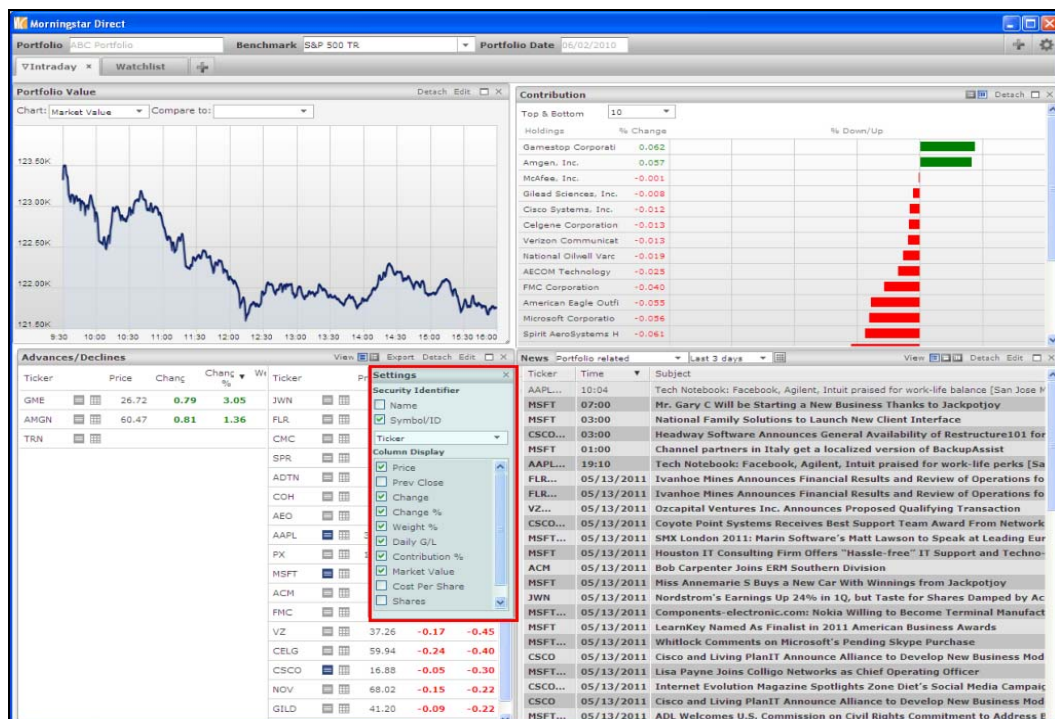
23. Next, go to Advances and Declines window and click on the View drop down.

This screenshot is identical to the previous one, showing the Morningstar Direct interface. However, a red box now highlights the 'View' dropdown menu in the 'Advances/Declines' table. The dropdown menu is currently set to 'View' and is open, showing options for 'View', 'Export', and 'Detach'. The rest of the interface, including the charts and news feed, remains the same.

24. Change the display where the positive stocks are on the left and negative stocks on the right.

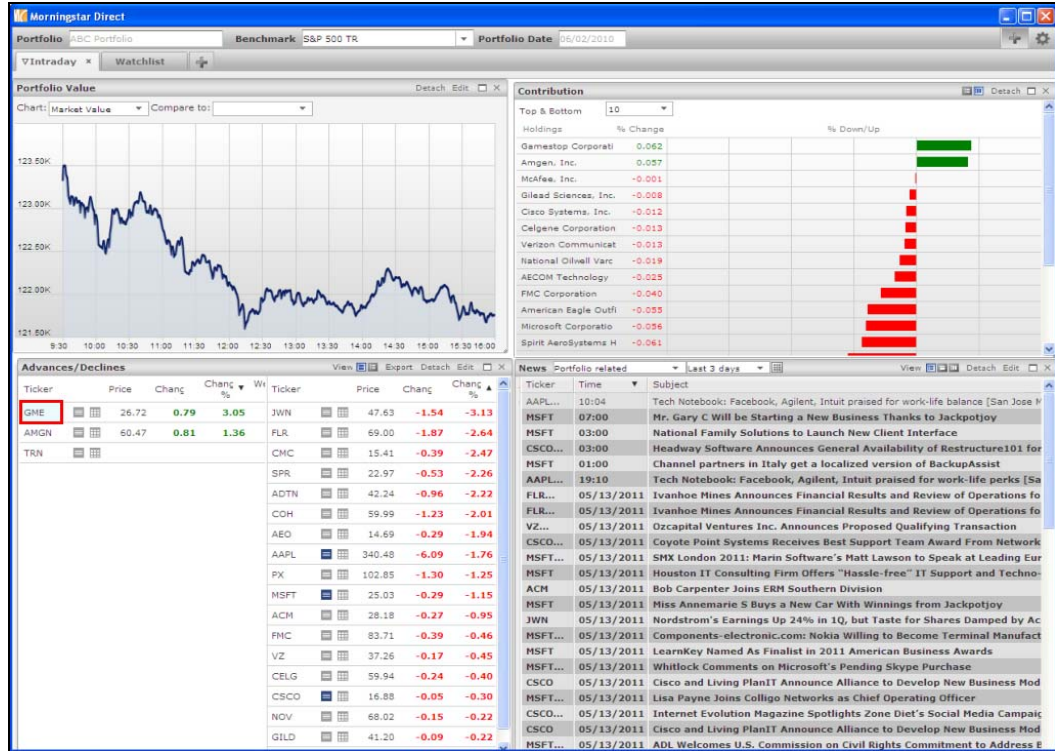


25. Click on *Edit* to customize any of the columns.

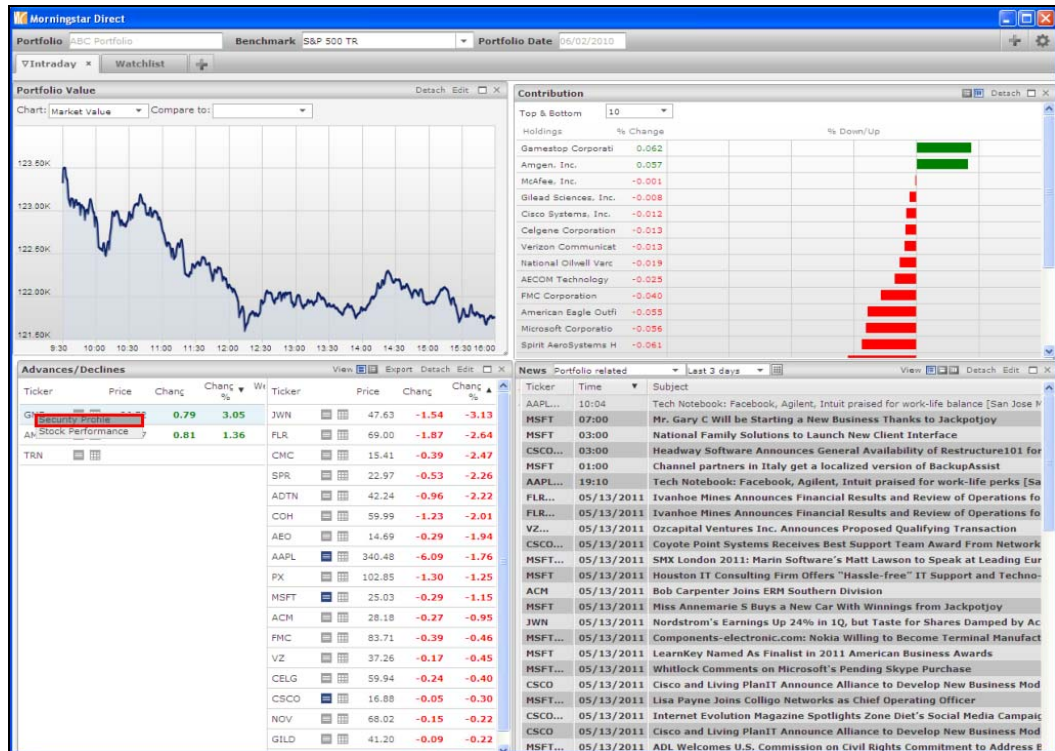




26. Next, let's activate more windows. Go to a specific stock.



27. Do a right click to activate Security Profile.



28. A separate window will pop-up where you have access to stock information such as *Profile*, listing business description, industry classification, and more.

**GameStop Corporation A GME | ★★**

Stock Type: Cyclical | Last Close: 05/12/2011 \$25.93 | Fair Value Estimate: | Morningstar Rating: ★★

**Business Description GME**

With almost 6,600 stores across North America, Europe, and Australia, GameStop is the world's largest retailer of video game products such as video game hardware, software, and accessories. In addition to selling new products, GameStop also allows customers to trade in used video games for cash and credit toward new purchases. In 2009, used and new video games represented 46% and 30% of gross profit dollars, respectively.

**30-day Avg Volume**: 5.2M | **Market Cap**: 3.6B | **Net Income**: 0.4B

**Sales**: 9.5B | **Sector**: Consumer Services | **Industry**: Specialty Retail

**Stock Style**: Mid Value | **Direct Investment**: No | **Dividend Reinvestment**: No

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**Telephone**: +1 817 424-2000  
**Facsimile**: +1 817 424-2062  
**Email**: investorrelations@gamestop.com

Symbol	Price	% Change	Down/Up
FMC	83.71	-0.39	-0.46
VZ	37.26	-0.17	-0.45
CELG	59.94	-0.24	-0.40
CSCO	16.88	-0.05	-0.30
NOV	68.02	-0.15	-0.22
GILD	41.20	-0.09	-0.22

29. Click on *Analysis* to access Analyst Note including Management Stewardship, Risk, Financial Health, Valuation, and more.

**GameStop's cash flows remain highly vulnerable to digital distribution trends.**

by R.J. Hottovy, CFA | Thesis 05/09/11

At first glance, GameStop's near-term prospects look bright. The firm has very little debt, generates a great deal of free cash flow, and controls around 80% of the used video game retail market, according to industry sources. Despite operating in a market with commodified products and relative price parity for new games, GameStop has had great success driving traffic through its used video game trade-in program, and a wider selection of video game titles, compared to big box rivals. However, we believe that the growing popularity of digital distribution and the introduction of trade-in programs at mass merchants could nullify many of GameStop's competitive advantages, and erase the viability of a pure video game retail concept.

Generally speaking, video game developers believe that GameStop's used trade-in program is eating away their profits. In response, developers have increasingly placed nontransferable downloadable content, or DLC, in their games to discourage used trade-in programs. Some developers have even created online passes, which require individual customers to pay a fee in order to use any online content. So far, these measures have not been a detriment to GameStop, and management explains the lack of impact by saying that only a quarter of their customers currently connect their consoles to the internet.



30. Click on *Financials* to access Annual and Quarterly Financial Statements.

**Gamestop Corporation A GME | ★★**

Statement Type	Data Type	Show Report Dates	Data Scroll	View	Rounding	Export			
Annual	As of Reported	Ascending		\$ % 1.0					
Annual	share data	2002-01	2003-01	2004-01	2005-01	2006-01	2007-01	2008-01	2009-01
Revenue		1,121	1,353	1,579	1,843	3,092	5,319	7,094	8,806
Cost of revenue		854	1,009	1,142	1,329	2,220	3,847	5,280	6,536
Gross profit		267	343	437	514	872	1,471	1,814	2,270
<b>Total operating expenses...</b>		<b>233</b>	<b>256</b>	<b>332</b>	<b>415</b>	<b>679</b>	<b>1,138</b>	<b>1,312</b>	<b>1,595</b>
Operating income		34	87	104	99	193	334	501	675
Interest Expense		20	1	1	2	30	85	62	50
Other income (expense)		0	2	1	2	(2)	5	1	9
Income before income t...		15	88	105	99	160	254	441	634
Provision for income t...		8	35	42	38	59	96	153	236
Minority interest		—	—	—	—	—	—	—	—
Net income from contin...		7	52	63	61	101	158	288	398
Net income		7	52	63	61	101	158	288	398
Net income available t...		7	52	63	61	101	158	288	398
Earnings per share									
Basic		0.10	0.46	0.56	0.56	0.87	1.06	1.82	2.44
Diluted		0.09	0.44	0.53	0.56	0.80	1.00	1.75	2.38
Weighted average share...									
Basic		72	113	113	109	116	150	158	163

31. Go to *Valuation* to view Current and Forward Valuation, History, and more.

**Valuation History GME**

	2001	2002	2003	2004	2005	2006	2007
<b>Price/Earnings</b>							
GME	—	14.3	16.7	20.0	35.8	38.2	44.4
S&P 500	23.2	19.7	21.1	19.2	17.2	16.8	16.5
<b>Price/Book</b>							
GME	—	1.1	1.6	2.3	2.3	3.4	6.0
S&P 500	3.3	2.5	3.1	3.1	2.9	2.9	2.7
<b>Price/Sales</b>							
GME	—	0.4	0.6	0.8	0.8	0.9	1.6
S&P 500	1.5	1.3	1.6	1.6	1.5	1.6	1.5
<b>Price/Cash Flow</b>							
GME	—	5.9	13.9	9.7	26.0	20.2	23.6
S&P 500	12.4	9.9	11.9	11.6	10.8	11.1	11.6

**Yields**

Current Rates of Return %	Value
Earnings Yield	9.9
Dividend Yield	NA
Cash Return	11.9
S&P 500 Earnings Yield	6.1

32. Click on *Shareholder* to view Equity/Debt, Ownership Activity, Peer Comparison, and more.

**Security Profile: Gamestop Corporation A**

Profile Analysis Filings Key Ratios Financials Performance Valuation **Shareholders** Insiders

Overview Major Concentrated Buying Selling

**Gap Inc. GPS | ★★★**

**Equity and Debt** GPS

Equity: 4,080.00  
Debt: 890.00

**Equity Owners** GPS

Current Ownership: 12903, 8602, 4301

**Owner Activity** GPS

Name	Ownership Trend	Institutions	Ownership Trend
	8 Qtrs / 10 Yrs	Current / % Chg from Prev Qtr	8 Qtrs / 10 Yrs
Total Owners		777 / 28.01	
New Owners		120 / 37.93	
Sold Out		92 / -5.15	
# of Owners Buying		222 / 33.73	
# of Owners Selling		265 / 15.72	
Total Shares Owned (Mil)		505 / 31.46	
Total Shares Bought (Mil)		103 / 74.38	
Total Shares Sold (Mil)		60 / -24.84	
Net Share Change (Mil)		43 / -309.79	

33. Next, go back to a security and do a right click.

**Portfolio Value**

Chart: Market value

**Advances/Declines**

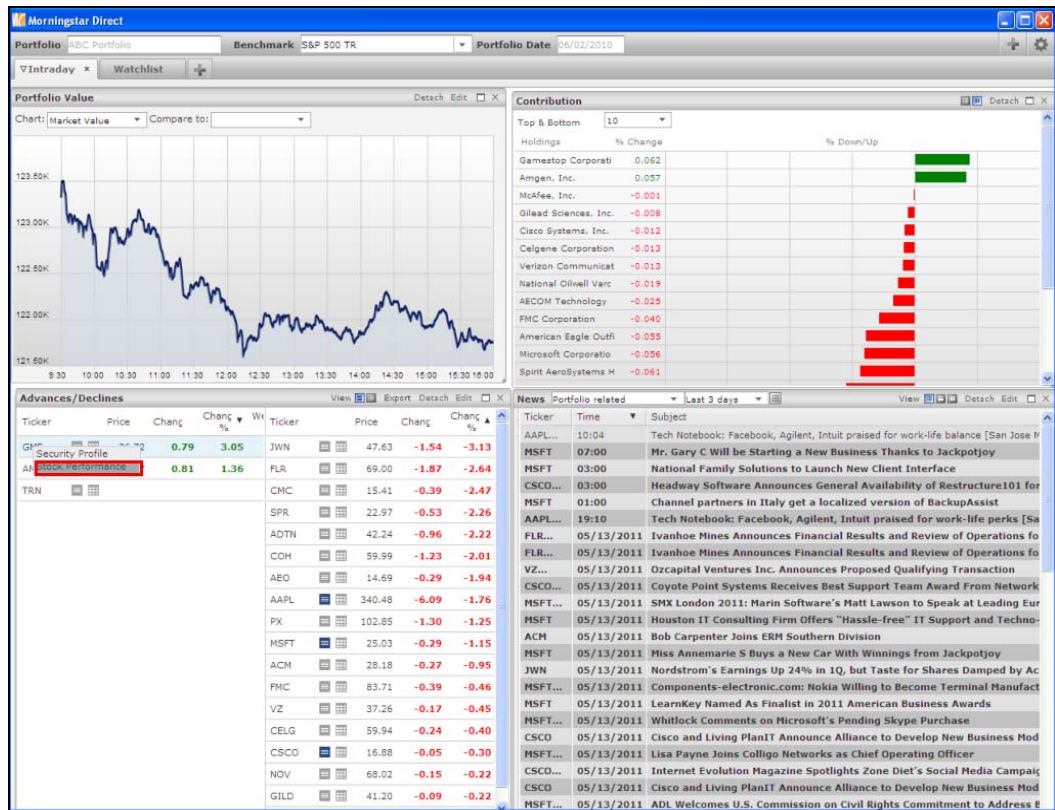
Ticker	Price	Chang	Chang %	W
GME	26.72	0.79	3.05	
AMGN	60.47	0.81	1.36	
TRN				

**Contribution**

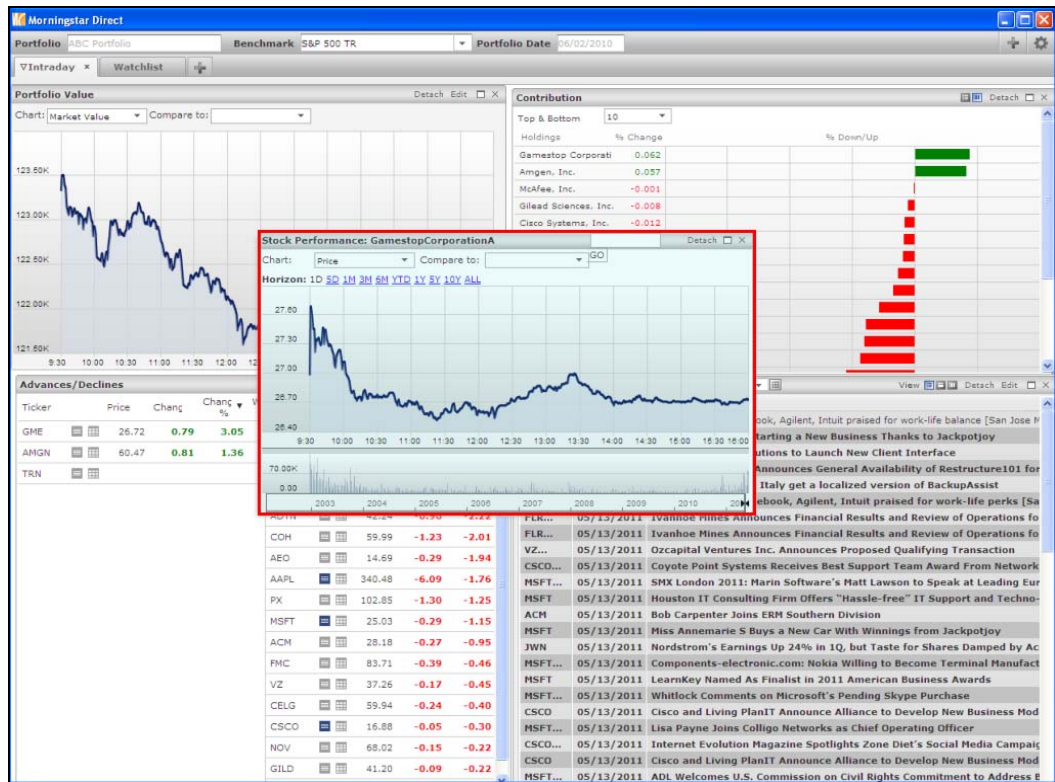
Holdings	% Change
Gamestop Corporat	0.062
Amgen, Inc.	0.057
McAfee, Inc.	-0.001
Gilead Sciences, Inc.	-0.008
Cisco Systems, Inc.	-0.012
Celgene Corporation	-0.013
Verizon Communicat	-0.013
National Oilwell Varc	-0.019
AECOM Technology	-0.025
FMC Corporation	-0.040
American Eagle Outfit	-0.055
Microsoft Corporatio	-0.056
Spirit AeroSystems H	-0.061

34. This time, select *Stock Performance*.

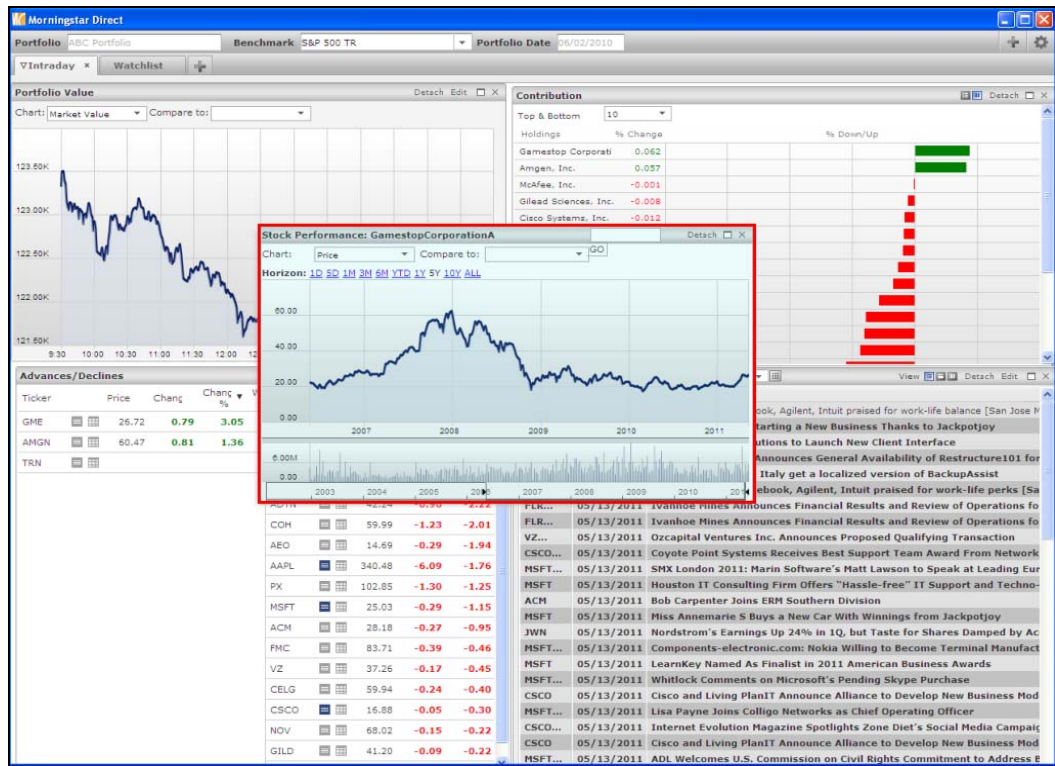




35. Here, you can activate the various historical time horizons to view stock performance.

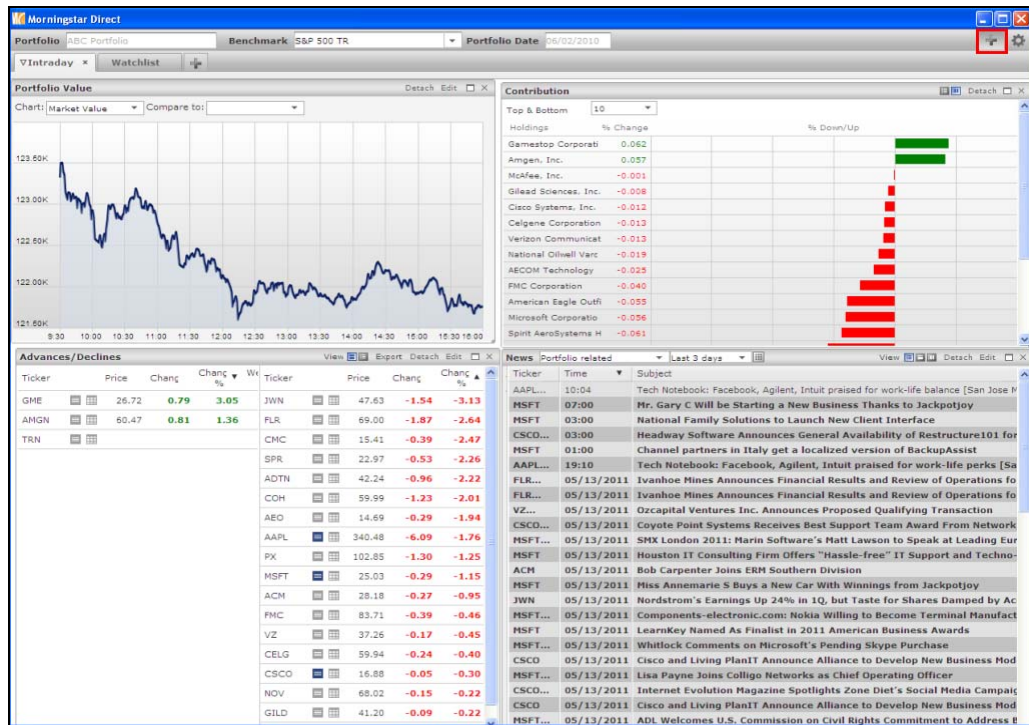


36. For example, click on 5 year to view historical stock performance.



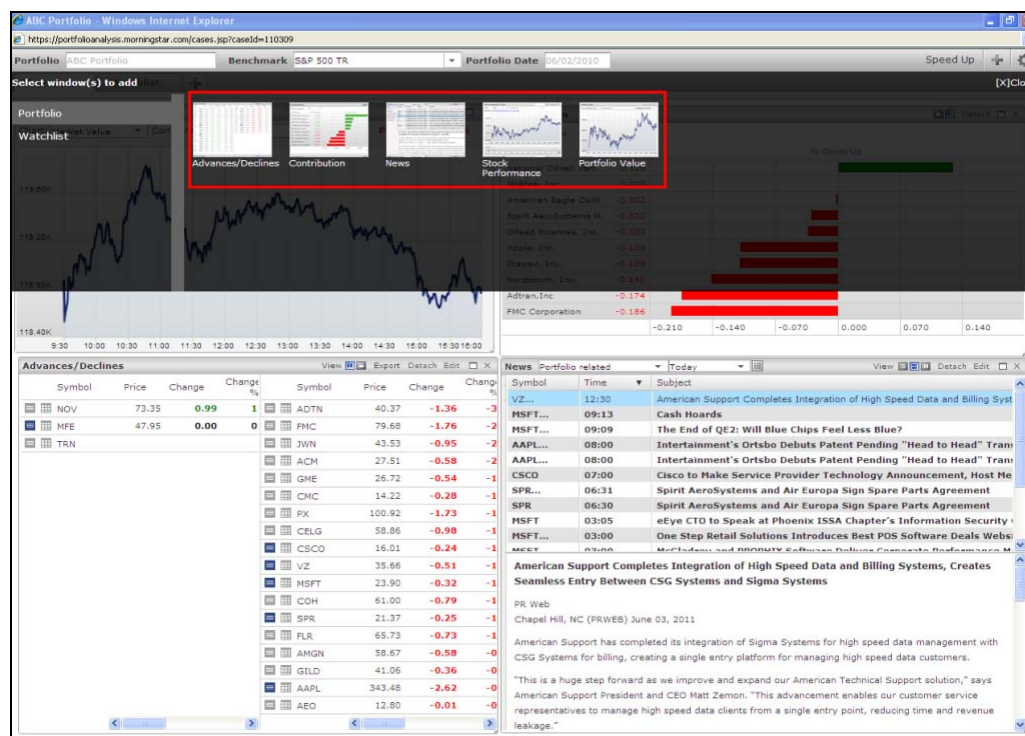
## Customize your views

1. Let's now discuss how you can easily add windows to customize your view. Click on the *Plus* sign.

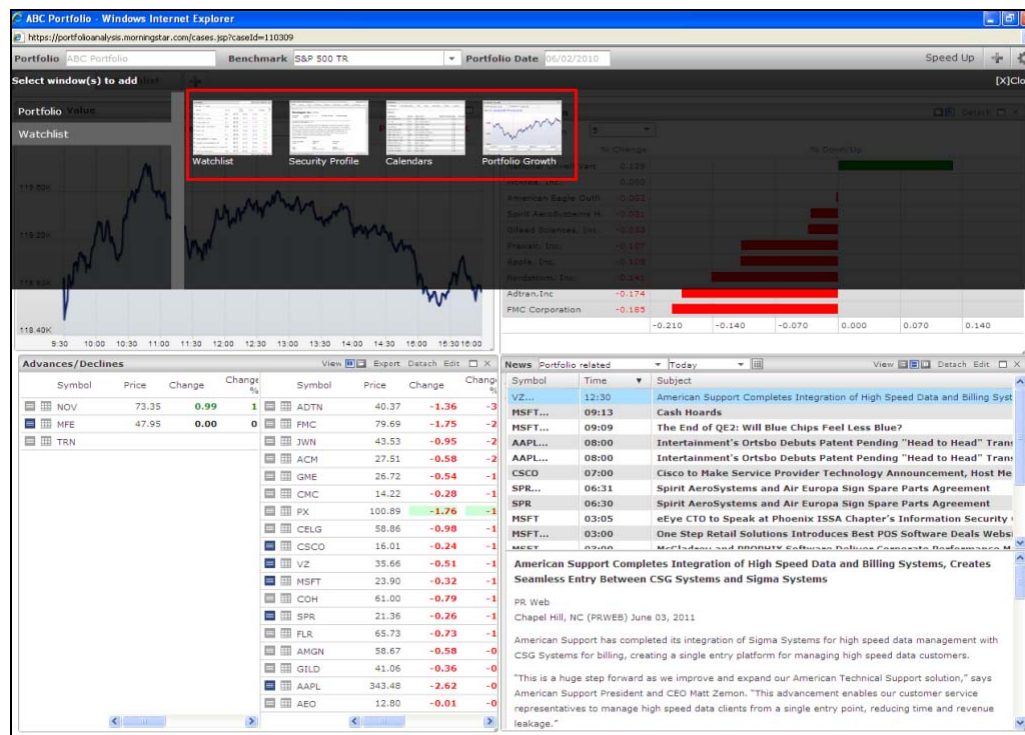




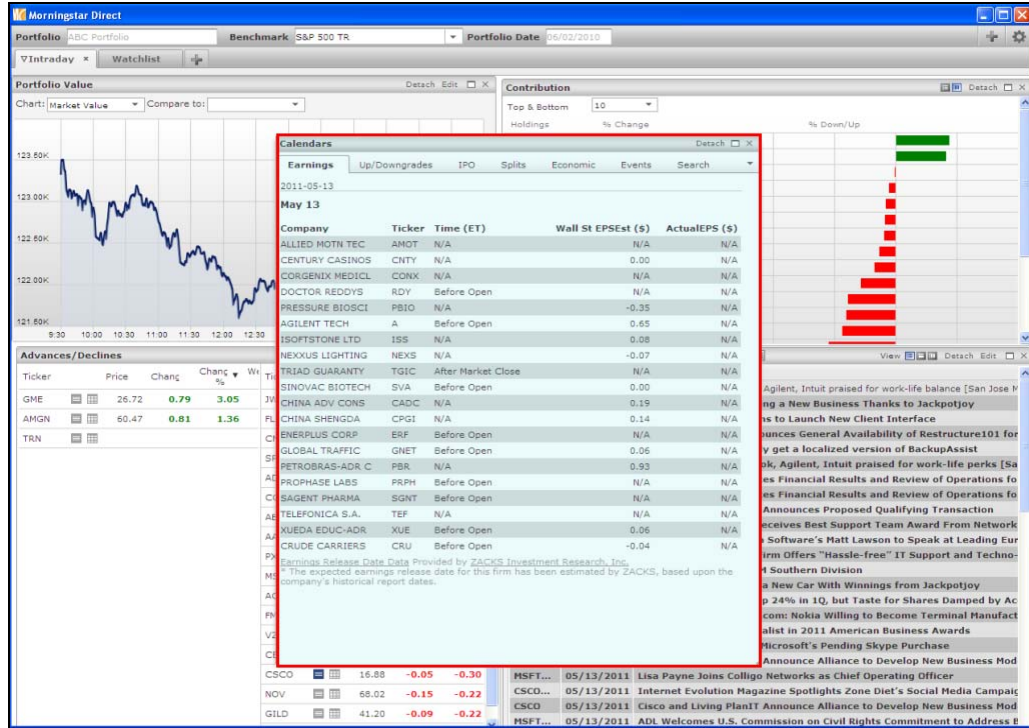
2. You will be taken to a view to select from the various chart and table choices. In the *Portfolio* tab, you can select from advances/declines, contribution, news, and more.



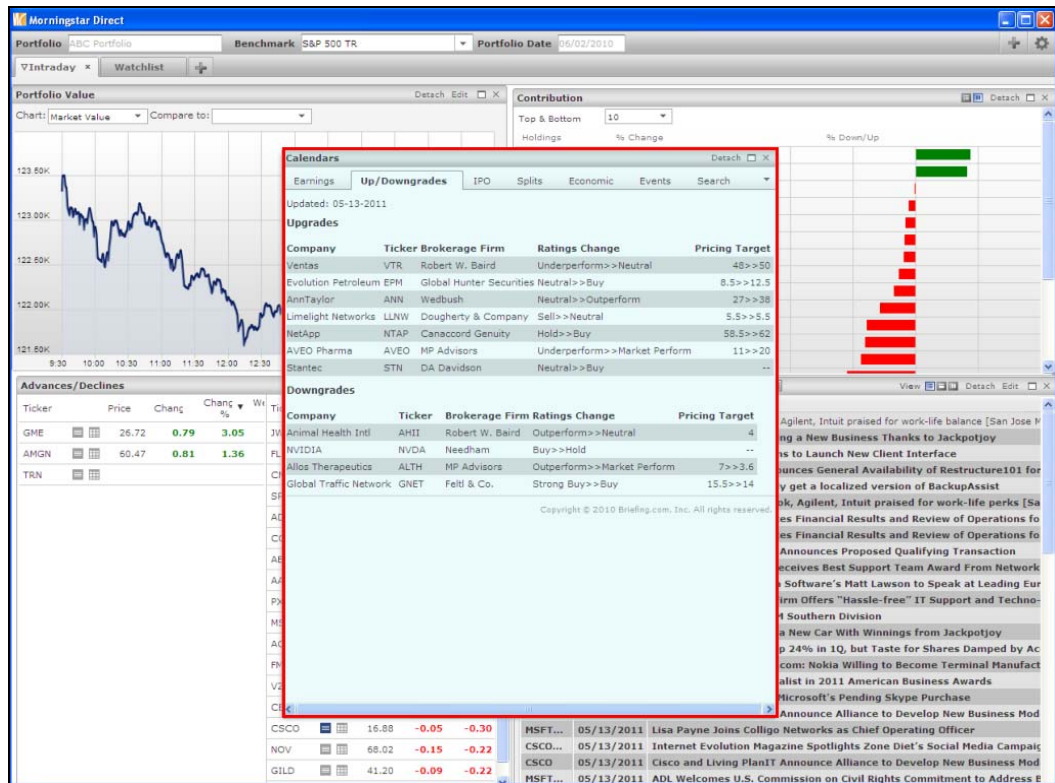
3. Go to the *Watchlist* tab to select from the many choices such as security profile, portfolio growth, or calendar. To demonstrate, click and drag *Calendar*.



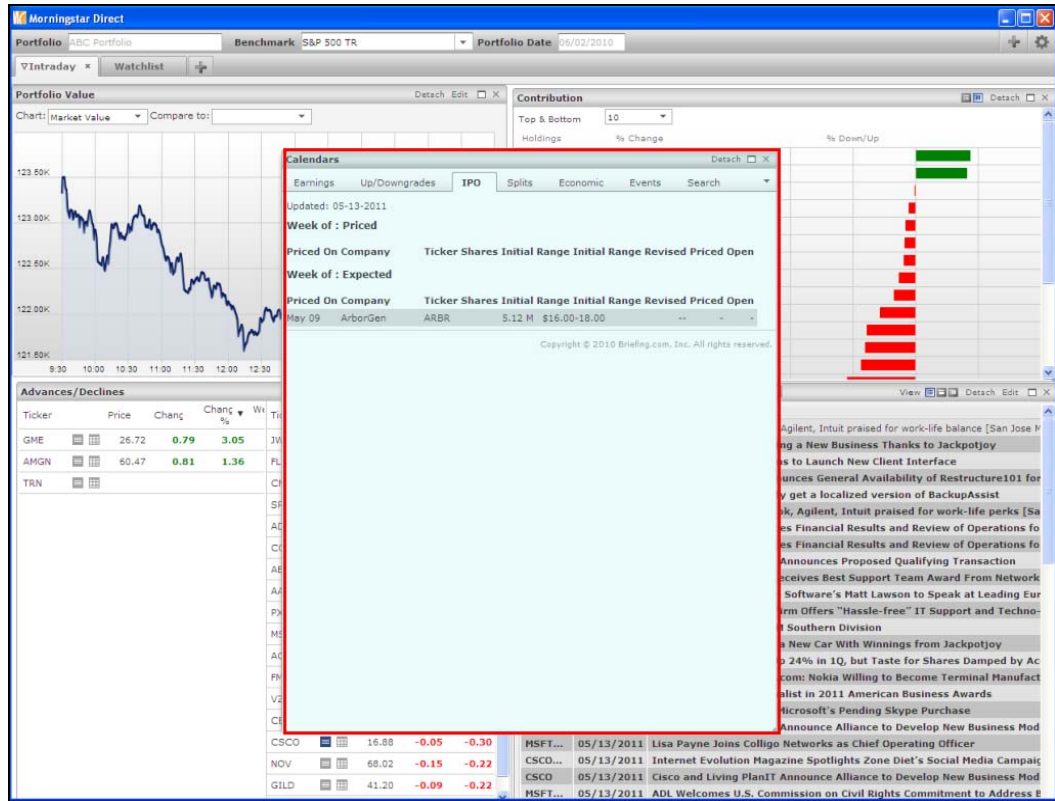
4. Your Calendar view will get activated.



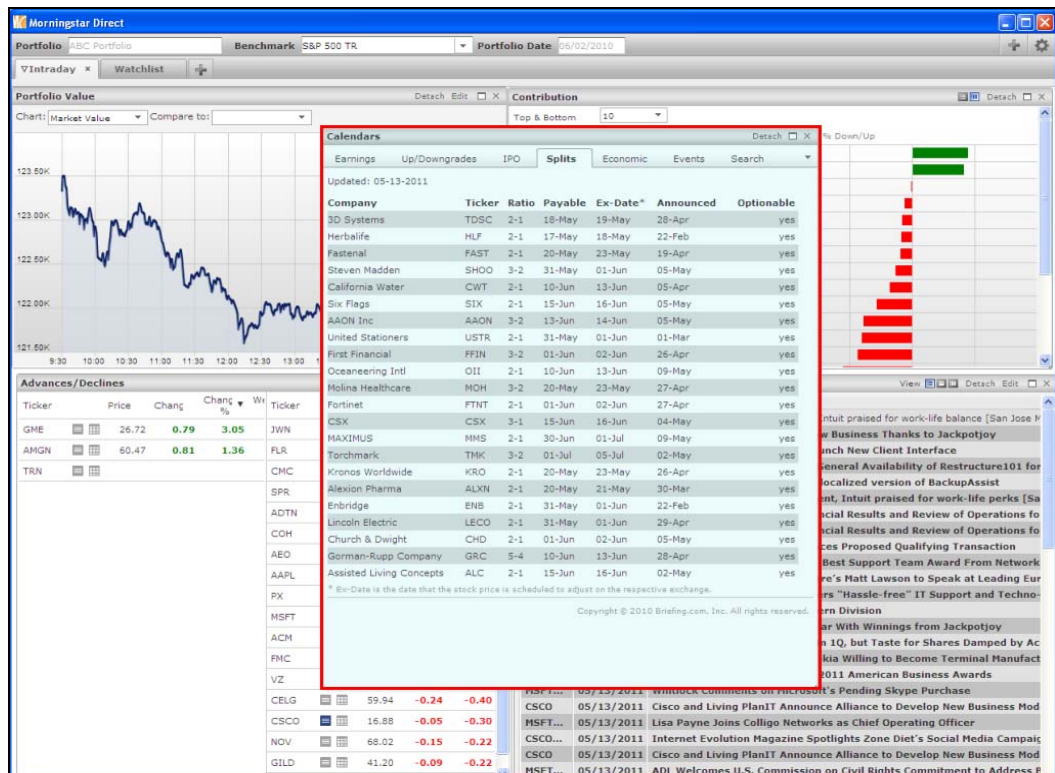
5. Click on Up/Downgrades to view Rating Changes.



6. Go to the *IPO* tab to view recent IPOs.



7. Go to the *Splits* tab to view recent splits.





8. Click on the *Economic* tab to view economic news.

The screenshot shows the Morningstar Direct interface with the 'Economic' tab selected in the 'Calendars' window. The main window displays a line chart of market value and a table of 'Advances/Declines' for various tickers. The 'Calendars' window is open, showing a table of economic news with columns for Date, ET, Release, For, Actual, Briefing.com, Consensus, Prior, and Revised From. The table lists several economic reports from May 12, 2011, including Initial Claims, Continuing Claims, PPI, Core PPI, Retail Sales, and Business Inventories. A copyright notice for Briefing.com, Inc. is visible at the bottom of the calendar window.

Date	ET	Release	For	Actual	Briefing.com	Consensus	Prior	Revised From
May 12 08:30		Initial Claims	05/07	--	400K	423K	478K	--
May 12 08:30		Continuing Claims	04/30	--	3700K	3700K	3751K	--
May 12 08:30		PPI	Apr	--	0.5%	0.5%	0.7%	--
May 12 08:30		Core PPI	Apr	--	0.1%	0.2%	0.3%	--
May 12 08:30		Retail Sales	Apr	--	1.0%	0.6%	0.9%	--
May 12 08:30		Retail Sales ex-auto	Apr	--	1.0%	0.5%	1.2%	--
May 12 10:00		Business Inventories	Mar	--	1.0%	0.9%	0.7%	--
Jun 09 08:30		Trade Balance	Apr	--	NA	NA	NA	--
Jun 09 08:30		Continuing Claims	06/04	--	NA	NA	NA	--

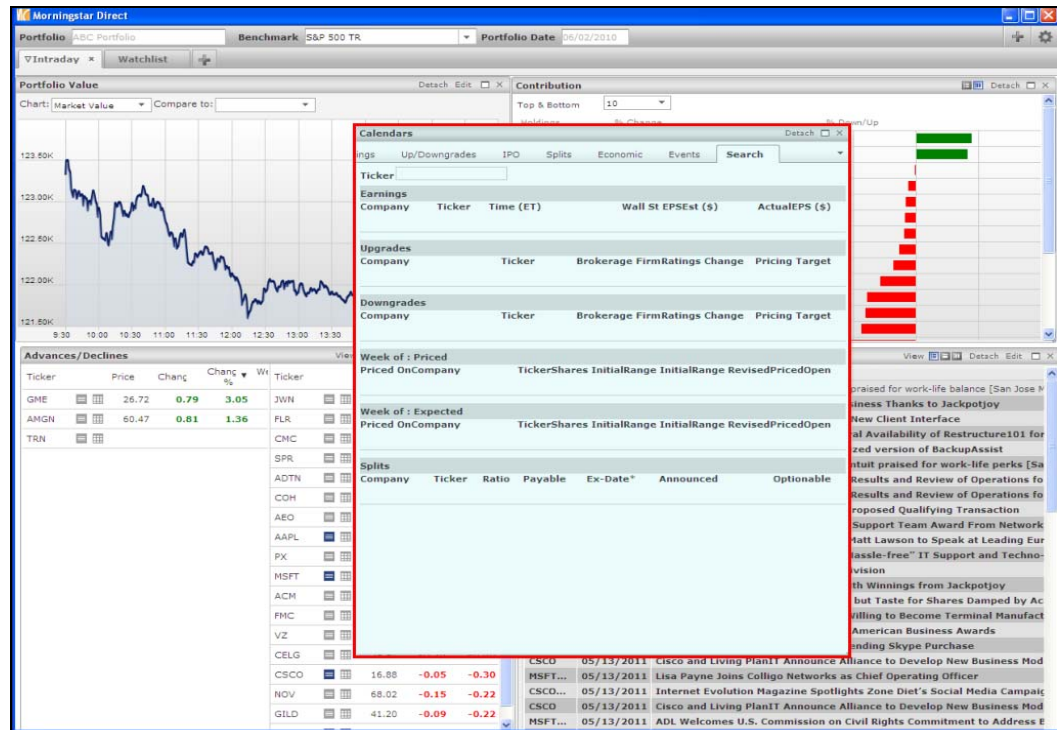
9. Go to the *Events* tab to view upcoming events.

The screenshot shows the Morningstar Direct interface with the 'Events' tab selected in the 'Calendars' window. The main window displays a line chart of market value and a table of 'Advances/Declines' for various tickers. The 'Calendars' window is open, showing a table of upcoming events with columns for Start Date, End Date, Time, and Event. The table lists several events from May 10 to May 12, 2011, including Bacterin International Holdings Institutional Investor Meetings, Talisman Energy 2011 Investor Day, and various analyst meetings. A copyright notice for Briefing.com, Inc. is visible at the bottom of the calendar window.

Start Date	End Date	Time	Event
10-May-2011	12-May-2011	00:00 ET	Bacterin International Holdings Institutional Investor Meetings
12-May-2011	12-May-2011	08:00 ET	Talisman Energy 2011 Investor Day - Toronto
12-May-2011	12-May-2011	08:30 ET	Fed's Plosser
12-May-2011	12-May-2011	09:00 ET	ET III Holdings Analyst and Investor Meeting
12-May-2011	12-May-2011	10:00 ET	Haemonetics Corporation Analyst Day
12-May-2011	12-May-2011	11:30 ET	Entegris 2011 Analyst Day
12-May-2011	12-May-2011	13:00 ET	30-yr Treasury Bond Auction

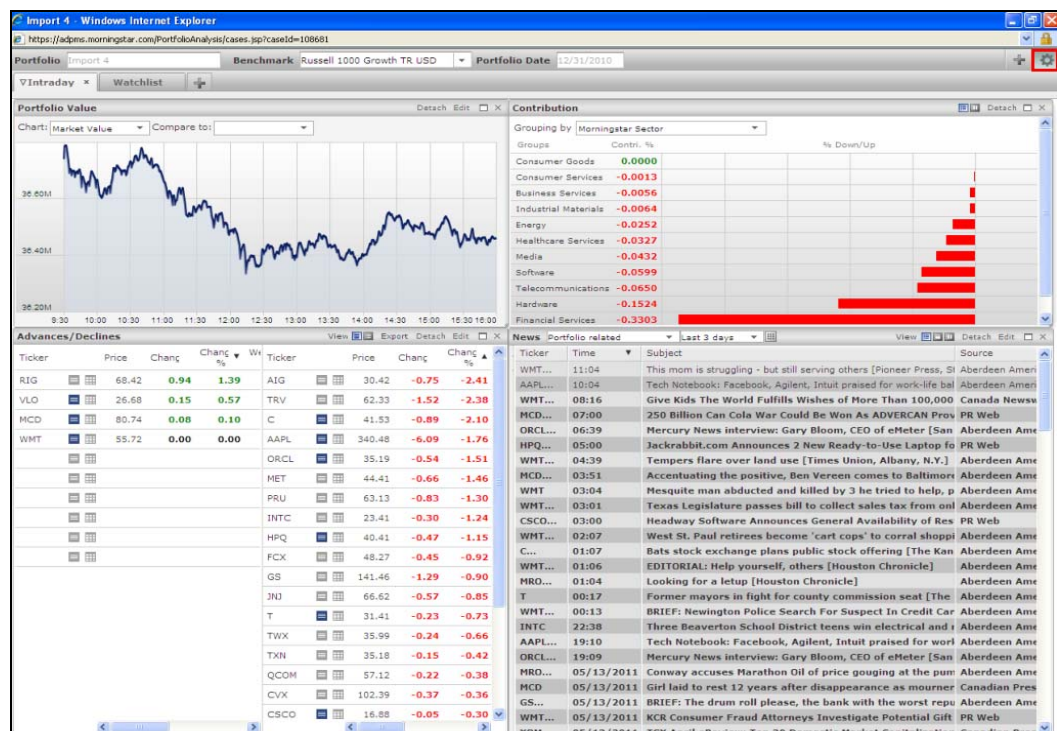


10. Click on *Search* to search for information on specific security.

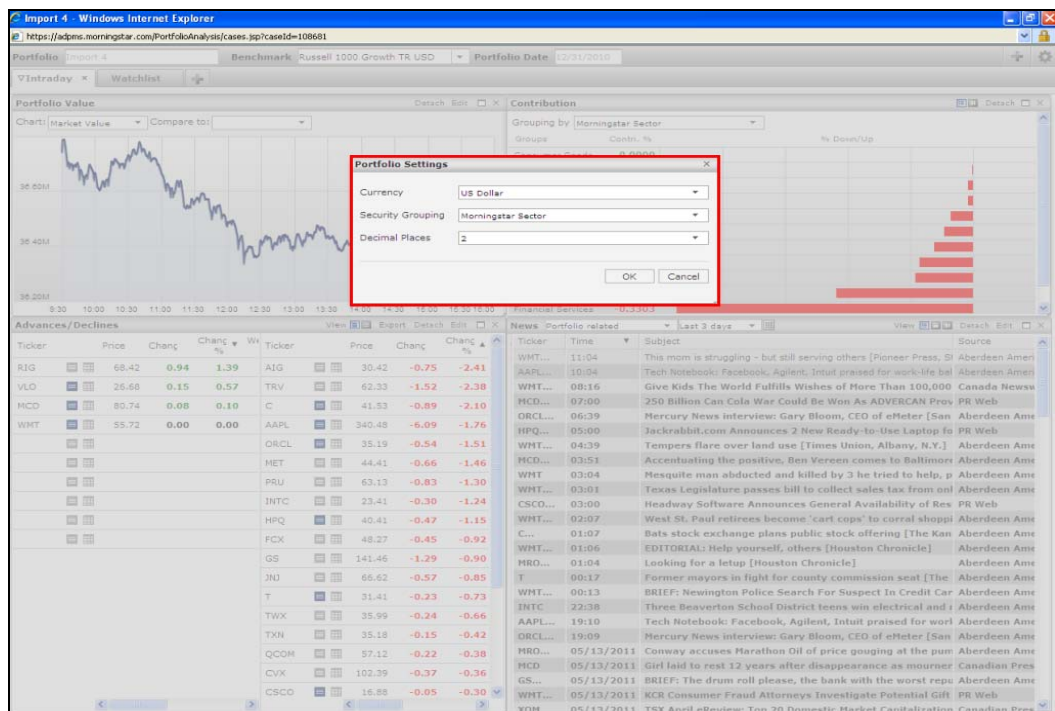


## Additional Customization Features

1. Earlier, we discussed Global Settings for all your portfolios. You also have access to Portfolio Settings for a specific portfolio. Click on the *Star* icon located in the right-hand corner.

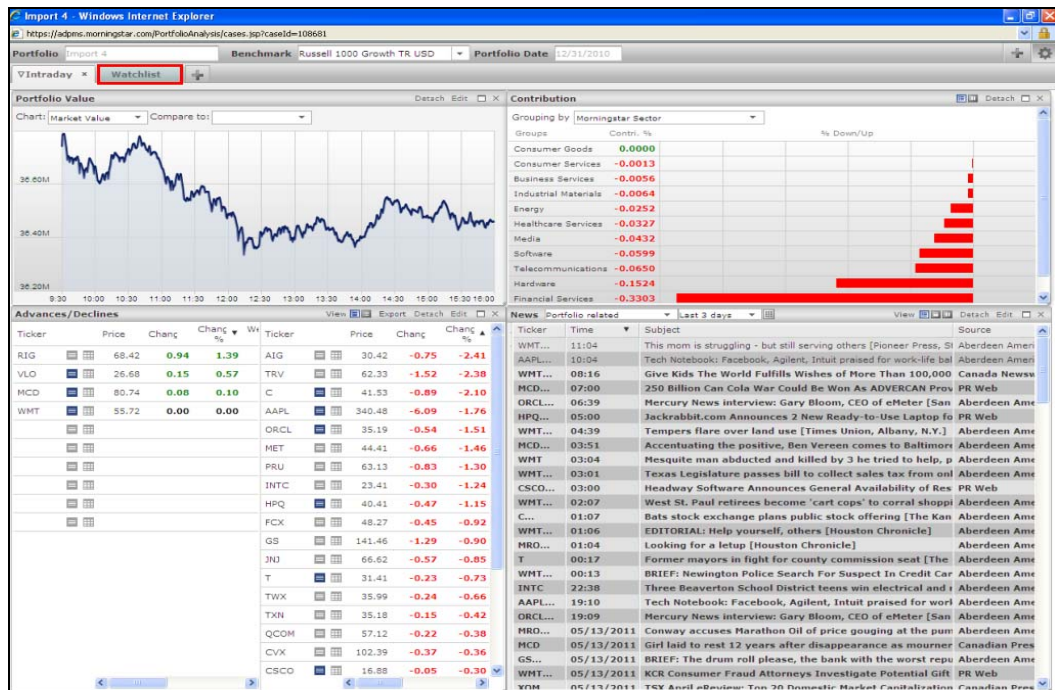


2. You will activate the *Portfolio Settings* window where you can customize your currency, security grouping, and decimal places.

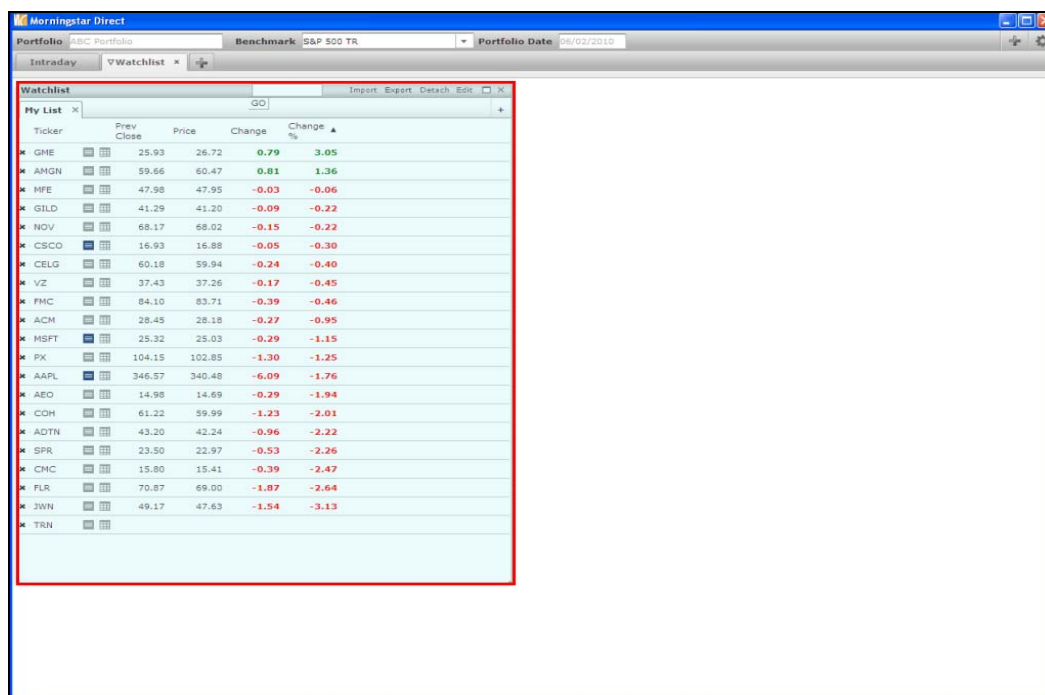


## Watchlist

1. As we learned above, you can customize any of the windows to configure your workspace. This can be set up for specific portfolio or default for all of them. Let's now turn our attention to the *Watchlist* Tab where you can analyze separate stocks to potentially add or remove from your portfolio. Click on the *Watchlist* tab.



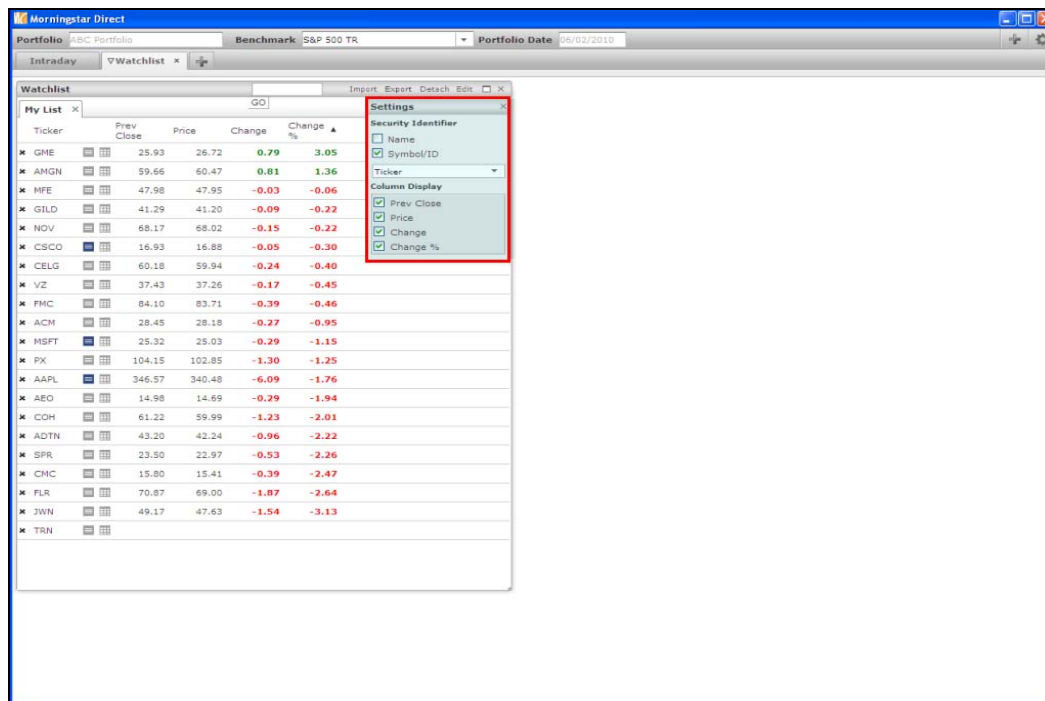
2. Under *My List*, you can look up stocks or import a list of stocks to monitor specific existing securities or those potential securities to add to your portfolio.



The screenshot shows the Morningstar Direct interface with a Watchlist window open. The window title is "Watchlist" and it contains a table with the following columns: Ticker, Prev Close, Price, Change, and Change %. The table lists 20 stocks with their respective values. A red box highlights the table area.

Ticker	Prev Close	Price	Change	Change %
GME	25.93	26.72	0.79	3.05
AMGN	59.66	60.47	0.81	1.36
MFE	47.98	47.95	-0.03	-0.06
GILD	41.29	41.20	-0.09	-0.22
NOV	68.17	68.02	-0.15	-0.22
CSCO	16.93	16.88	-0.05	-0.30
CELG	60.18	59.94	-0.24	-0.40
VZ	37.43	37.26	-0.17	-0.45
FMC	84.10	83.71	-0.39	-0.46
ACM	28.45	28.18	-0.27	-0.95
MSFT	25.32	25.03	-0.29	-1.15
PX	104.15	102.85	-1.30	-1.25
AAPL	346.57	340.48	-6.09	-1.76
AEO	14.98	14.69	-0.29	-1.94
COH	61.22	59.99	-1.23	-2.01
ADTN	43.20	42.24	-0.96	-2.22
SPR	23.50	22.97	-0.53	-2.26
CMC	15.80	15.41	-0.39	-2.47
FLR	70.87	69.00	-1.87	-2.64
JWN	49.17	47.63	-1.54	-3.13
TRN				

3. Go to *Edit* dropdown where you can customize your column view.

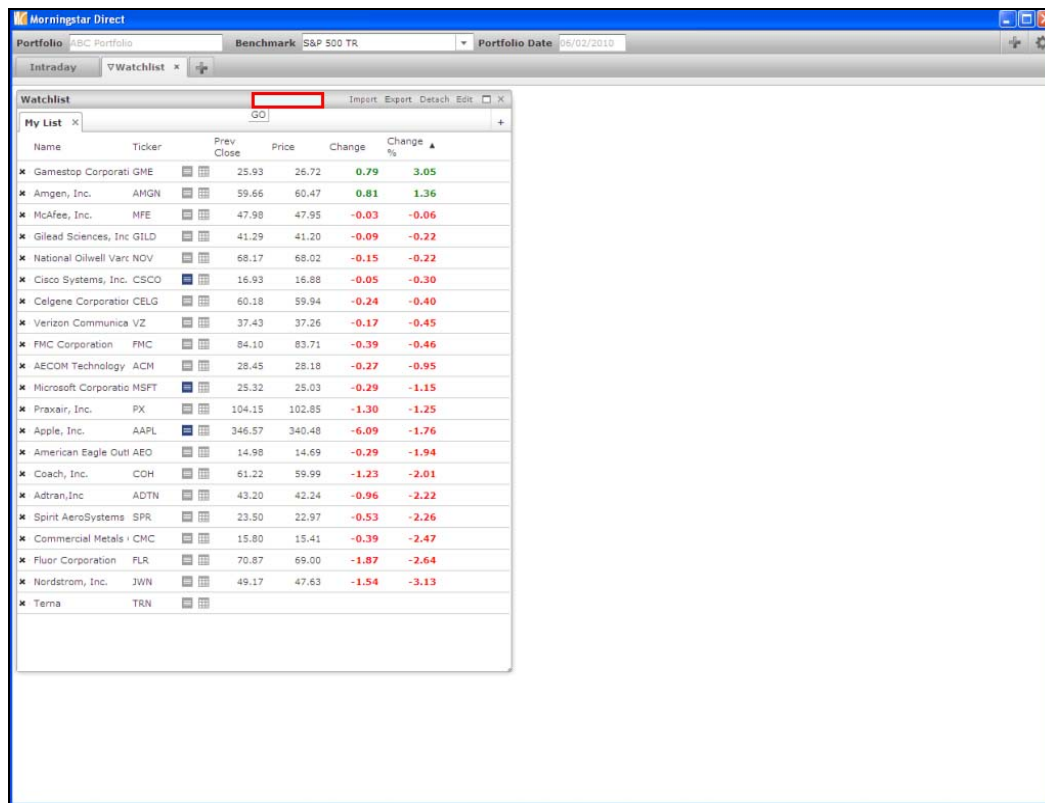


The screenshot shows the Morningstar Direct interface with the Watchlist window open. A "Settings" dialog box is open over the table, allowing customization of the column view. The dialog has two sections: "Security Identifier" and "Column Display".

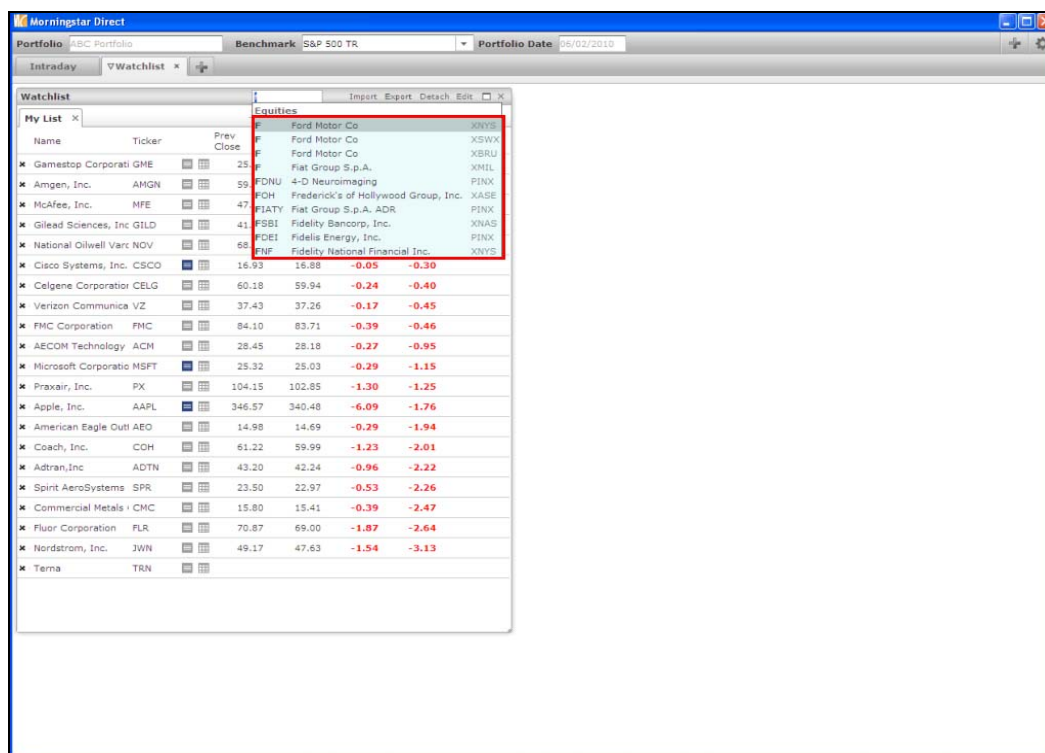
Ticker	Prev Close	Price	Change	Change %
GME	25.93	26.72	0.79	3.05
AMGN	59.66	60.47	0.81	1.36
MFE	47.98	47.95	-0.03	-0.06
GILD	41.29	41.20	-0.09	-0.22
NOV	68.17	68.02	-0.15	-0.22
CSCO	16.93	16.88	-0.05	-0.30
CELG	60.18	59.94	-0.24	-0.40
VZ	37.43	37.26	-0.17	-0.45
FMC	84.10	83.71	-0.39	-0.46
ACM	28.45	28.18	-0.27	-0.95
MSFT	25.32	25.03	-0.29	-1.15
PX	104.15	102.85	-1.30	-1.25
AAPL	346.57	340.48	-6.09	-1.76
AEO	14.98	14.69	-0.29	-1.94
COH	61.22	59.99	-1.23	-2.01
ADTN	43.20	42.24	-0.96	-2.22
SPR	23.50	22.97	-0.53	-2.26
CMC	15.80	15.41	-0.39	-2.47
FLR	70.87	69.00	-1.87	-2.64
JWN	49.17	47.63	-1.54	-3.13
TRN				



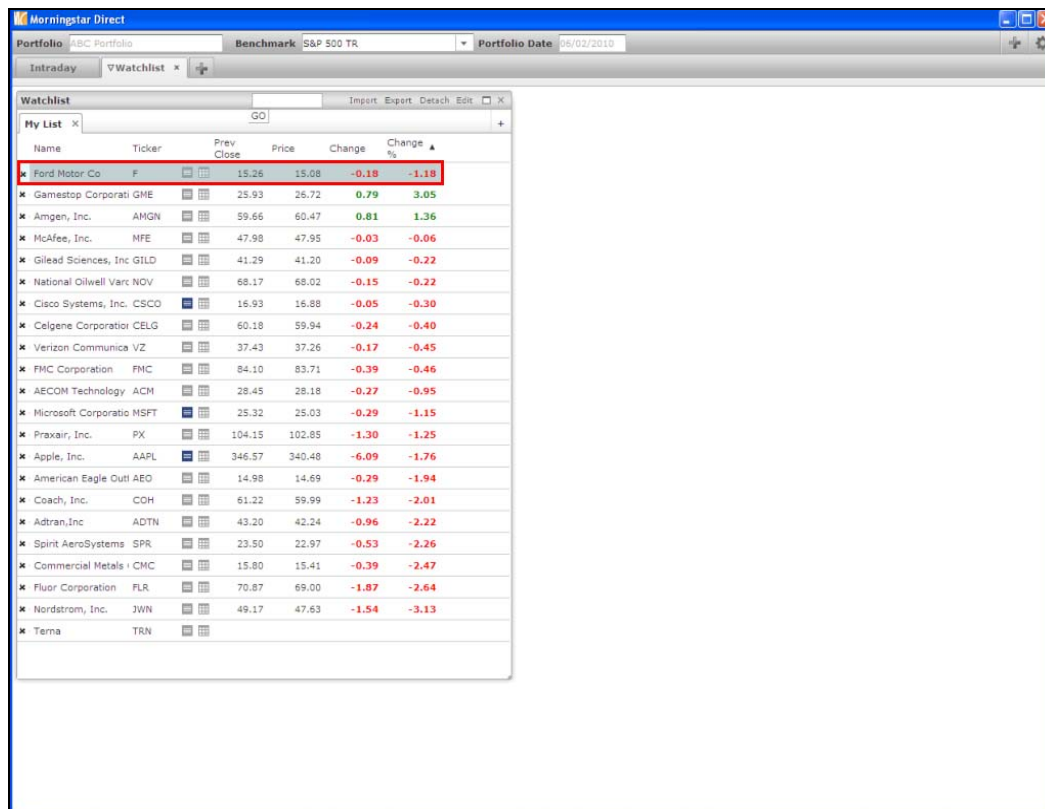
4. Type the ticker of a security to add to your portfolio.



5. Select the security based on its exchange.



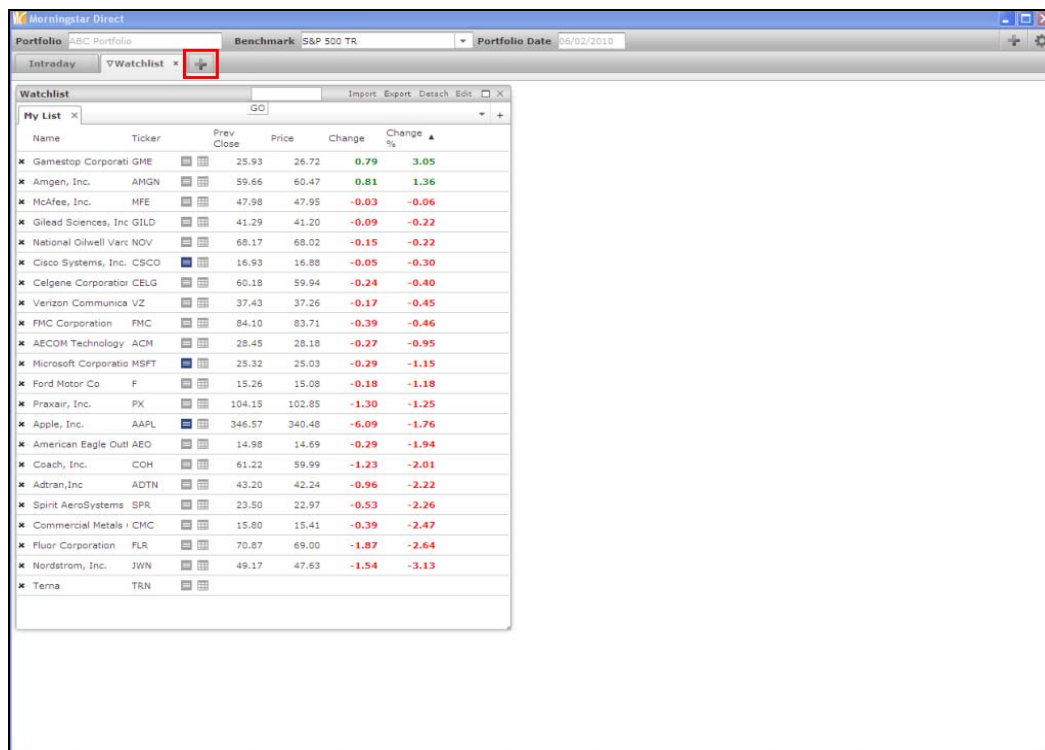
6. As you can see, it will automatically be added to your Watchlist.



The screenshot shows the Morningstar Direct interface with a Watchlist. The 'My List' tab is active, and the 'Ford Motor Co.' entry is highlighted with a red box. The table below shows the data for the watchlist.

Name	Ticker	Prev Close	Price	Change	Change %
x Ford Motor Co	F	15.26	15.08	-0.18	-1.18
x Gamestop Corporati	GME	25.93	26.72	0.79	3.05
x Amgen, Inc.	AMGN	59.66	60.47	0.81	1.36
x McAfee, Inc.	MFE	47.98	47.95	-0.03	-0.06
x Gilead Sciences, Inc	GILD	41.29	41.20	-0.09	-0.22
x National Oilwell Varc	NOV	68.17	68.02	-0.15	-0.22
x Cisco Systems, Inc.	CSCO	16.93	16.88	-0.05	-0.30
x Celgene Corporatio	CELG	60.18	59.94	-0.24	-0.40
x Verizon Communica	VZ	37.43	37.26	-0.17	-0.45
x FMC Corporation	FMC	84.10	83.71	-0.39	-0.46
x AECOM Technology	ACM	28.45	28.18	-0.27	-0.95
x Microsoft Corporatio	MSFT	25.32	25.03	-0.29	-1.15
x Praxair, Inc.	PX	104.15	102.85	-1.30	-1.25
x Apple, Inc.	AAPL	346.57	340.48	-6.09	-1.76
x American Eagle Outf	AEO	14.98	14.69	-0.29	-1.94
x Coach, Inc.	COH	61.22	59.99	-1.23	-2.01
x Adtran, Inc.	ADTN	43.20	42.24	-0.96	-2.22
x Spirit AeroSystems	SPR	23.50	22.97	-0.53	-2.26
x Commercial Metals	CMC	15.80	15.41	-0.39	-2.47
x Fluor Corporation	FLR	70.87	69.00	-1.87	-2.64
x Nordstrom, Inc.	JWN	49.17	47.63	-1.54	-3.13
x Terna	TRN				

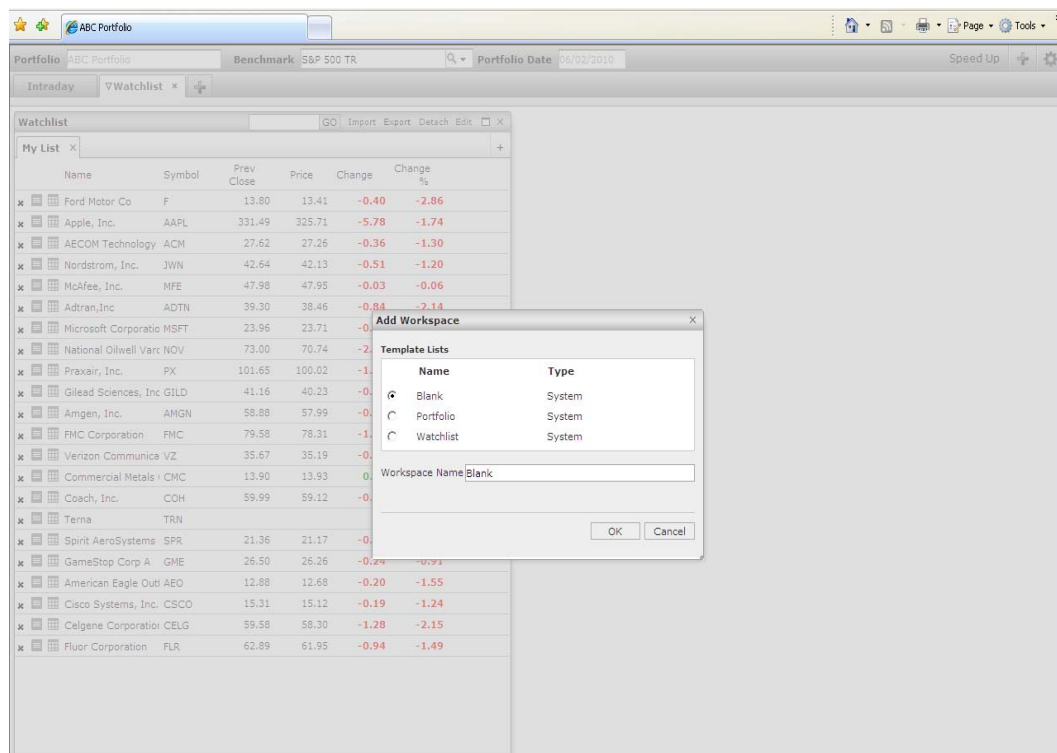
7. At any point, you can also add your own workspace. Simply click on the Plus sign



The screenshot shows the Morningstar Direct interface with a Watchlist. The 'My List' tab is active, and the Plus sign (+) in the top right corner of the 'My List' dropdown menu is highlighted with a red box. The table below shows the data for the watchlist.

Name	Ticker	Prev Close	Price	Change	Change %
x Gamestop Corporati	GME	25.93	26.72	0.79	3.05
x Amgen, Inc.	AMGN	59.66	60.47	0.81	1.36
x McAfee, Inc.	MFE	47.98	47.95	-0.03	-0.06
x Gilead Sciences, Inc	GILD	41.29	41.20	-0.09	-0.22
x National Oilwell Varc	NOV	68.17	68.02	-0.15	-0.22
x Cisco Systems, Inc.	CSCO	16.93	16.88	-0.05	-0.30
x Celgene Corporatio	CELG	60.18	59.94	-0.24	-0.40
x Verizon Communica	VZ	37.43	37.26	-0.17	-0.45
x FMC Corporation	FMC	84.10	83.71	-0.39	-0.46
x AECOM Technology	ACM	28.45	28.18	-0.27	-0.95
x Microsoft Corporatio	MSFT	25.32	25.03	-0.29	-1.15
x Ford Motor Co	F	15.26	15.08	-0.18	-1.18
x Praxair, Inc.	PX	104.15	102.85	-1.30	-1.25
x Apple, Inc.	AAPL	346.57	340.48	-6.09	-1.76
x American Eagle Outf	AEO	14.98	14.69	-0.29	-1.94
x Coach, Inc.	COH	61.22	59.99	-1.23	-2.01
x Adtran, Inc.	ADTN	43.20	42.24	-0.96	-2.22
x Spirit AeroSystems	SPR	23.50	22.97	-0.53	-2.26
x Commercial Metals	CMC	15.80	15.41	-0.39	-2.47
x Fluor Corporation	FLR	70.87	69.00	-1.87	-2.64
x Nordstrom, Inc.	JWN	49.17	47.63	-1.54	-3.13
x Terna	TRN				

8. Select from the template lists. Once complete, click *Ok*.



9. Continue to build your workspace with the necessary windows to monitor your portfolio.

