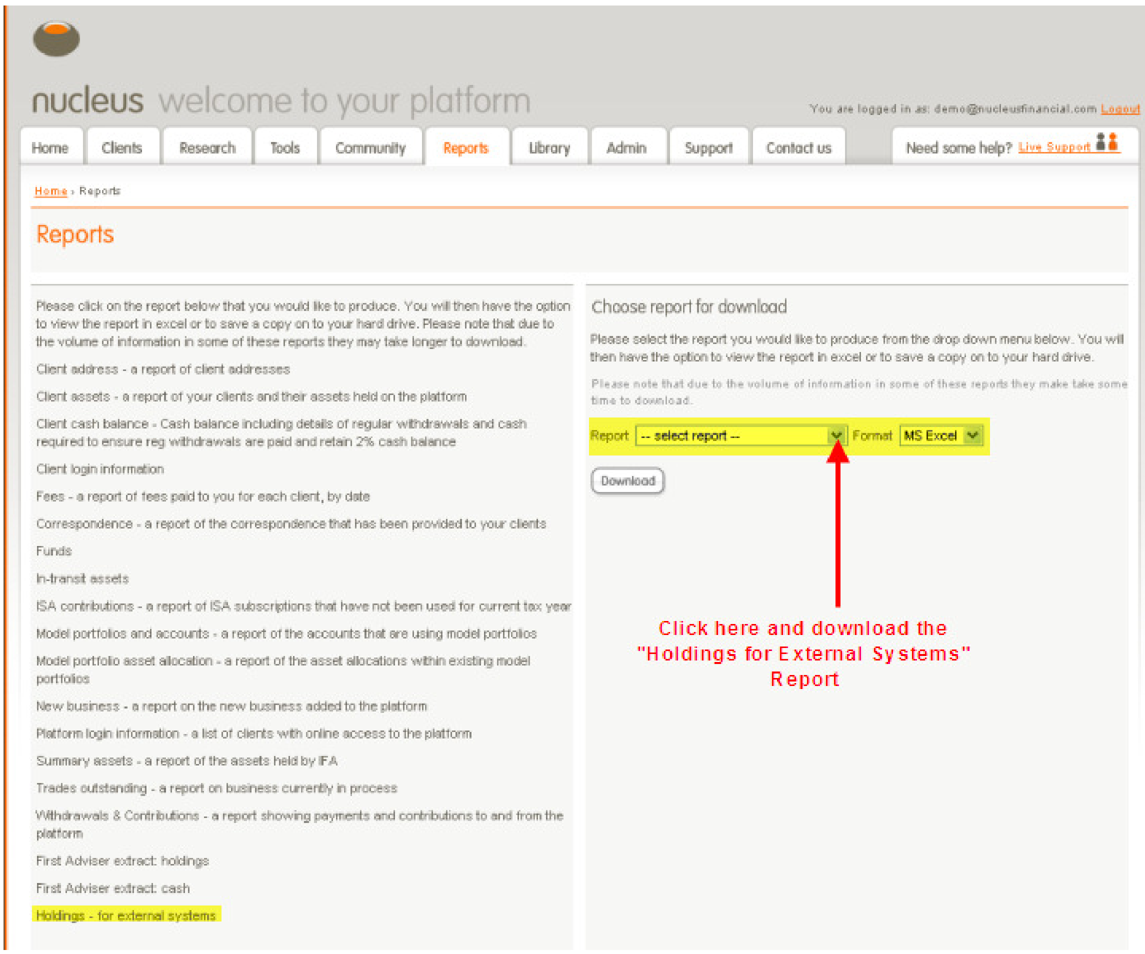
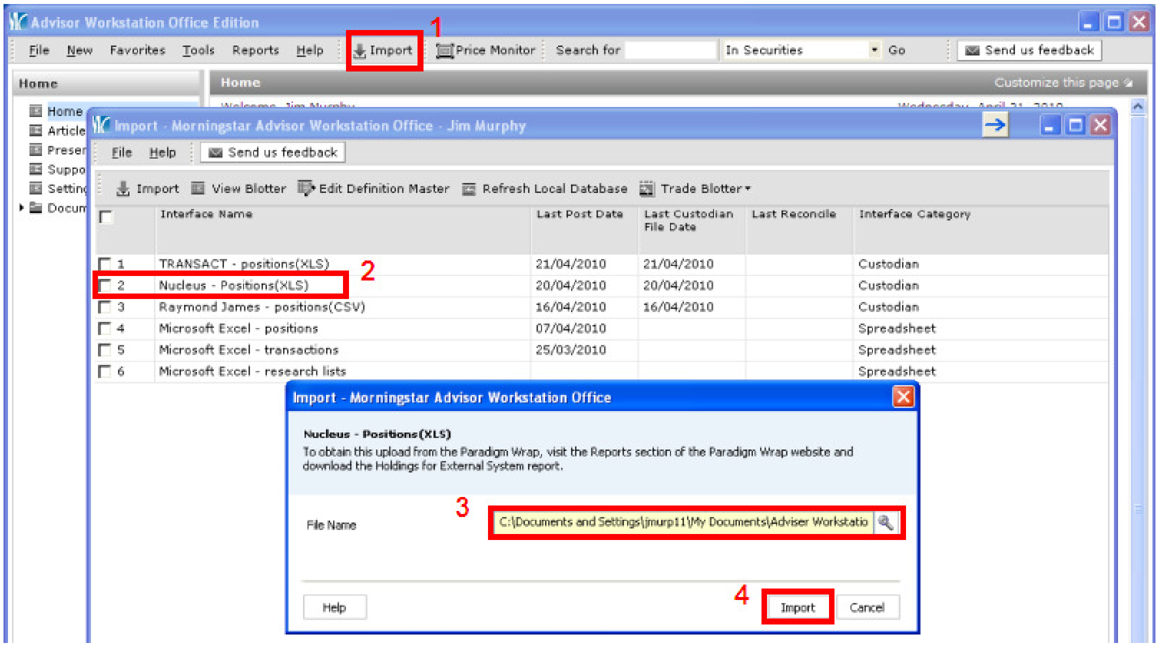
Importing Client Portfolios from Nucleus to Morningstar Adviser Workstation

This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from the Nucleus platform. This import process will create a record for each client in Adviser Workstation and allow you to create compelling reports and charts showing portfolio analysis and performance. This import should be done on a regular basis to update portfolio positions of all clients.

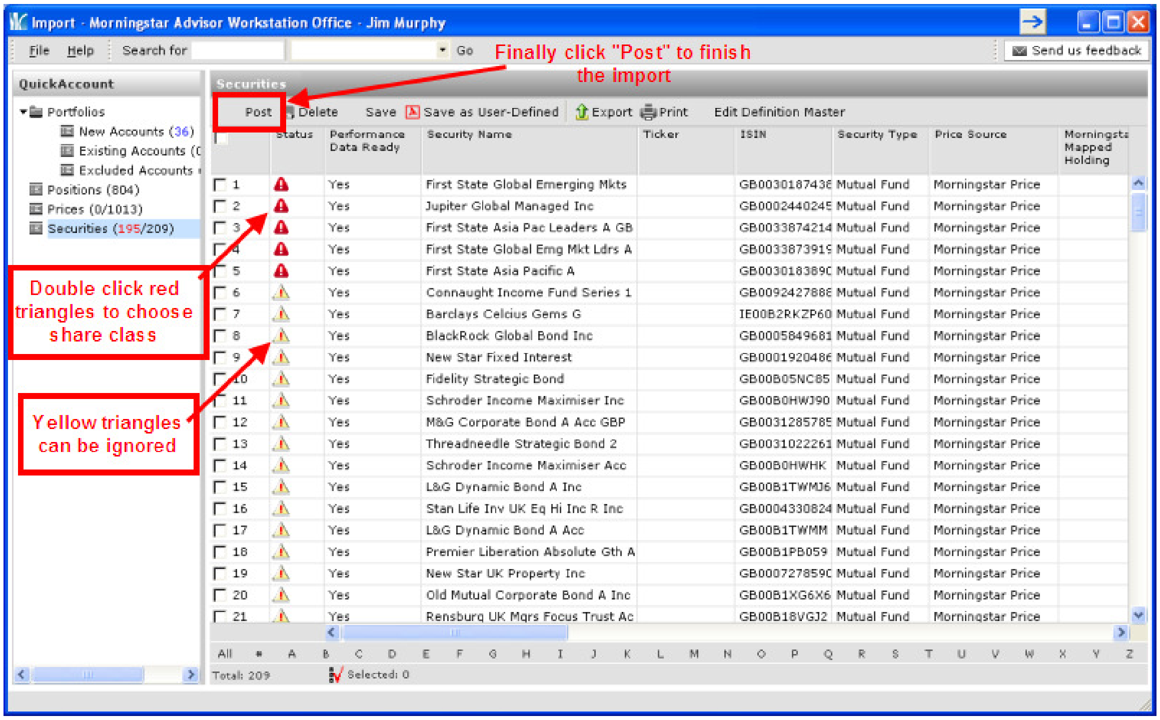
Step 1:
Login to Nucleus and download the “Holdings for External Systems Report”



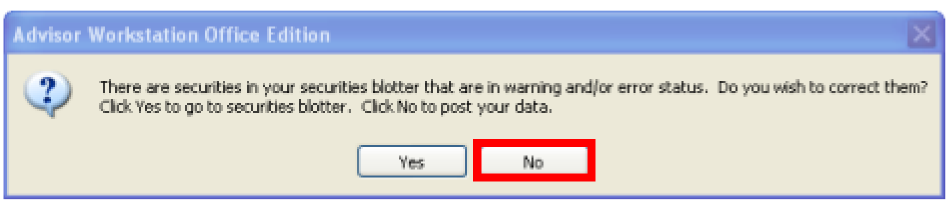
Step 2:
Login to Adviser Workstation, click the Import button, double click the Nucleus Positions template, choose the file you just downloaded from Nucleus, then click the "Import" button.



Step 3:
This will open the import blotter which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class. Once items in red have been addressed, click the "Post" button to finish the import.



Step 4:
When you see this message click "No". You want to ignore those securities with yellow triangles in warning status.



Now go to the Client Management area of Adviser Workstation to see your imported clients, access their current portfolio holdings and generate analytical reports and charts.