

7IM - Seamless Import

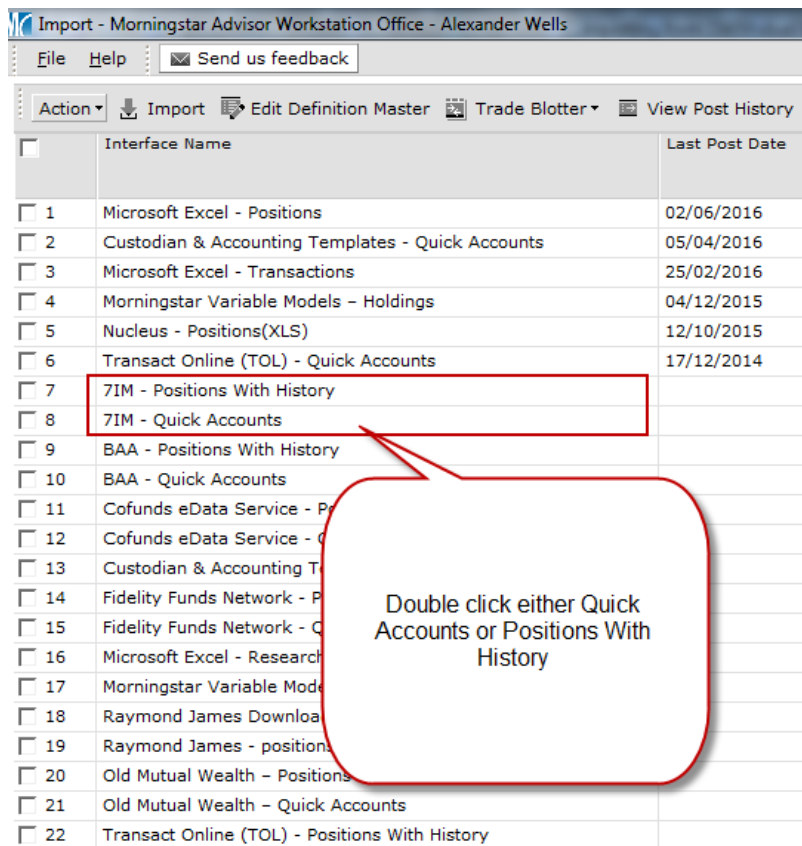
This quick guide provides step-by-step instructions for importing client portfolios into Adviser Workstation from Seven Investment Management (7IM)

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.

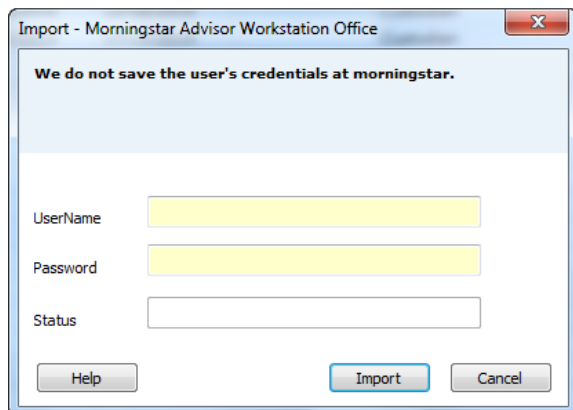
This import should be done on a regular basis to update portfolio positions of all clients. In order to obtain client portfolio data, you are required to log into your account with 7IM and obtain your password.

Once you have this, you are then ready to import into Advisor Workstation using the following steps:

- 1 • Login to Adviser Workstation, click the Import button
- 2 • Double click “7IM- Positions With History” or “7IM - Quick Accounts” depending on your type of portfolio



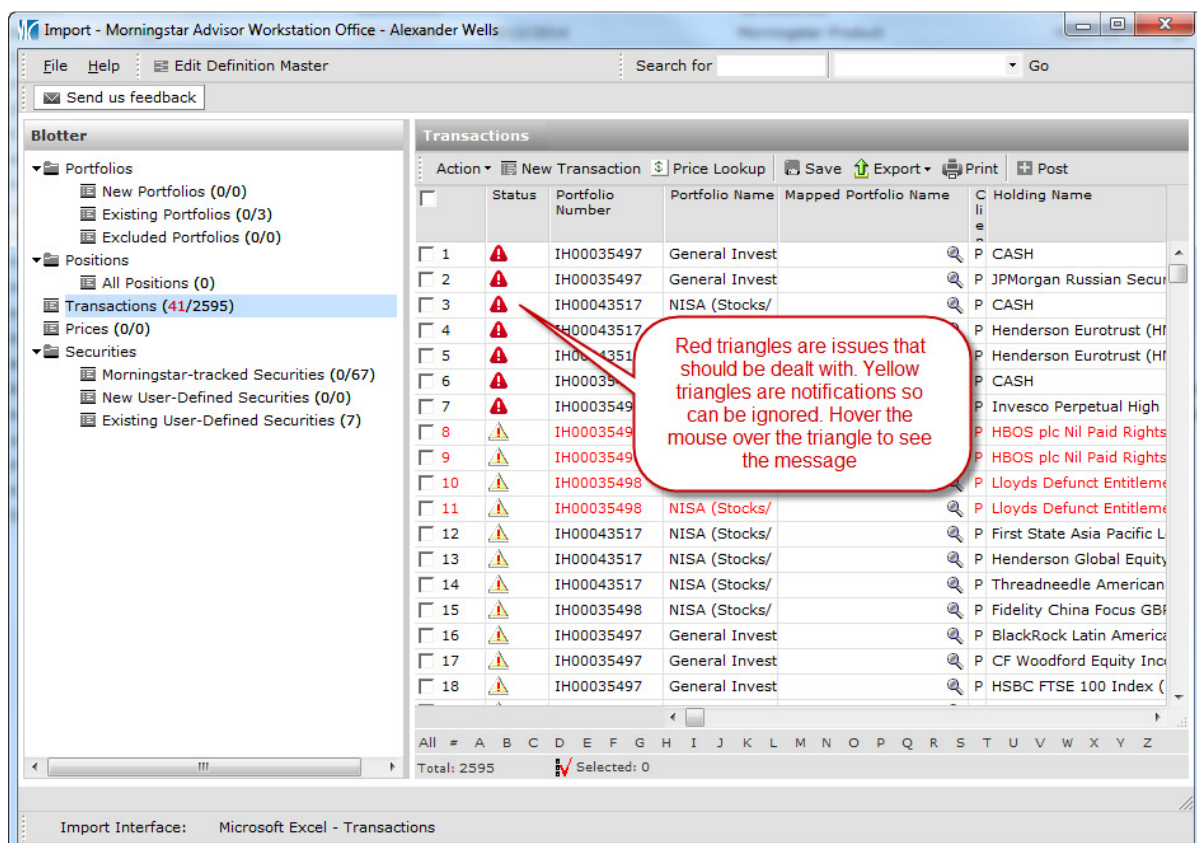
3 • You will then be prompted with the log in box below, where you will need to input your 7IM Username and Password



The dialog box is titled "Import - Morningstar Advisor Workstation Office". It contains a message: "We do not save the user's credentials at morningstar." Below this are three input fields: "UserName", "Password", and "Status". At the bottom are three buttons: "Help", "Import", and "Cancel".

4 • Click the "Import" button. Please note, the import will run for several minutes.

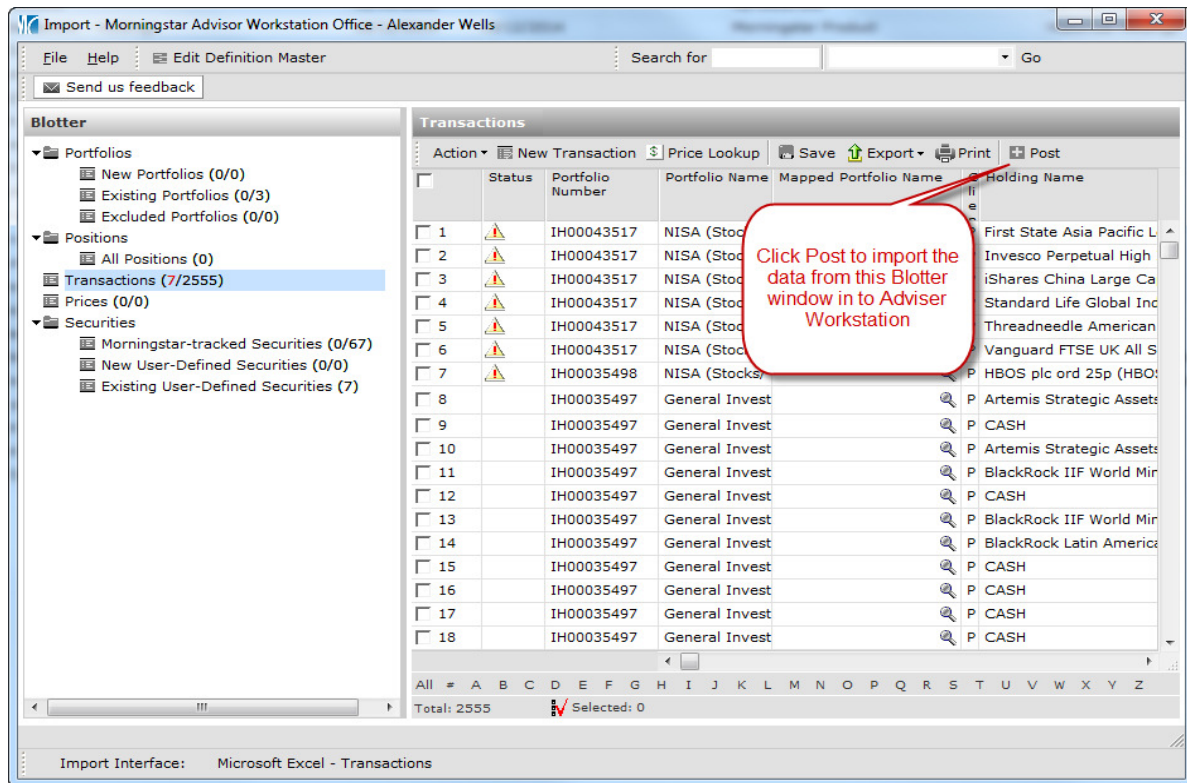
5 • Next the import blotter will open, which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class.



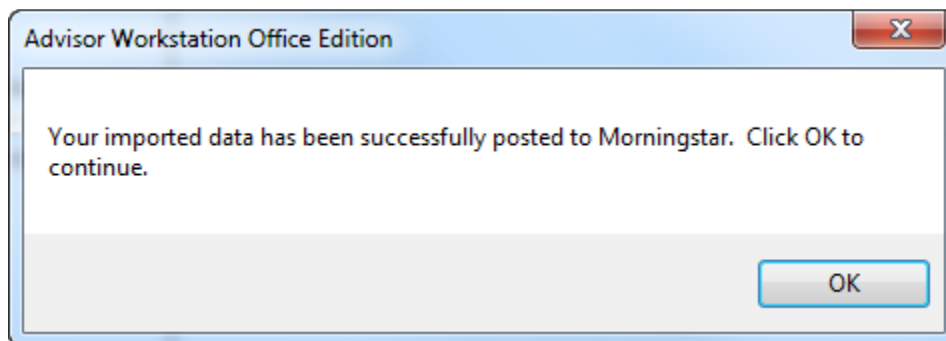
The blotter window shows a list of transactions. The left sidebar has a tree view with categories: Portfolios (New, Existing, Excluded), Positions (All, Transactions, Prices), and Securities (Morningstar-tracked, New User-Defined, Existing User-Defined). The main table has columns: Action, Status, Portfolio Number, Portfolio Name, Mapped Portfolio Name, Holding Name, and a column for holding type (P, S, etc.). A red callout box points to a red triangle icon in the Status column, stating: "Red triangles are issues that should be dealt with. Yellow triangles are notifications so can be ignored. Hover the mouse over the triangle to see the message".

Action	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	Holding Name	Holding Type
1	Red Triangle	IH00035497	General Invest		CASH	P
2	Red Triangle	IH00035497	General Invest		JPMorgan Russian Secur	P
3	Red Triangle	IH00043517	NISA (Stocks/		CASH	P
4	Red Triangle	IH00043517	NISA (Stocks/		Henderson Eurotrust (H	P
5	Red Triangle	IH00043517	NISA (Stocks/		Henderson Eurotrust (H	P
6	Red Triangle	IH00035497	General Invest		CASH	P
7	Red Triangle	IH00035497	General Invest		Invesco Perpetual High	P
8	Yellow Triangle	IH00035497	General Invest		HBOS plc Nil Paid Rights	P
9	Yellow Triangle	IH00035497	General Invest		HBOS plc Nil Paid Rights	P
10	Yellow Triangle	IH00035498	NISA (Stocks/		Lloyds Defunct Entitleme	P
11	Yellow Triangle	IH00035498	NISA (Stocks/		Lloyds Defunct Entitleme	P
12	Yellow Triangle	IH00043517	NISA (Stocks/		First State Asia Pacific L	P
13	Yellow Triangle	IH00043517	NISA (Stocks/		Henderson Global Equity	P
14	Yellow Triangle	IH00043517	NISA (Stocks/		Threadneedle American	P
15	Yellow Triangle	IH00035498	NISA (Stocks/		Fidelity China Focus GB	P
16	Yellow Triangle	IH00035497	General Invest		BlackRock Latin America	P
17	Yellow Triangle	IH00035497	General Invest		CF Woodford Equity Inc	P
18	Yellow Triangle	IH00035497	General Invest		HSBC FTSE 100 Index	P

6 • Once items in red have been addressed, click the "Post" button to finish the import.



7 • Holdings data has now been imported to Adviser Workstation



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