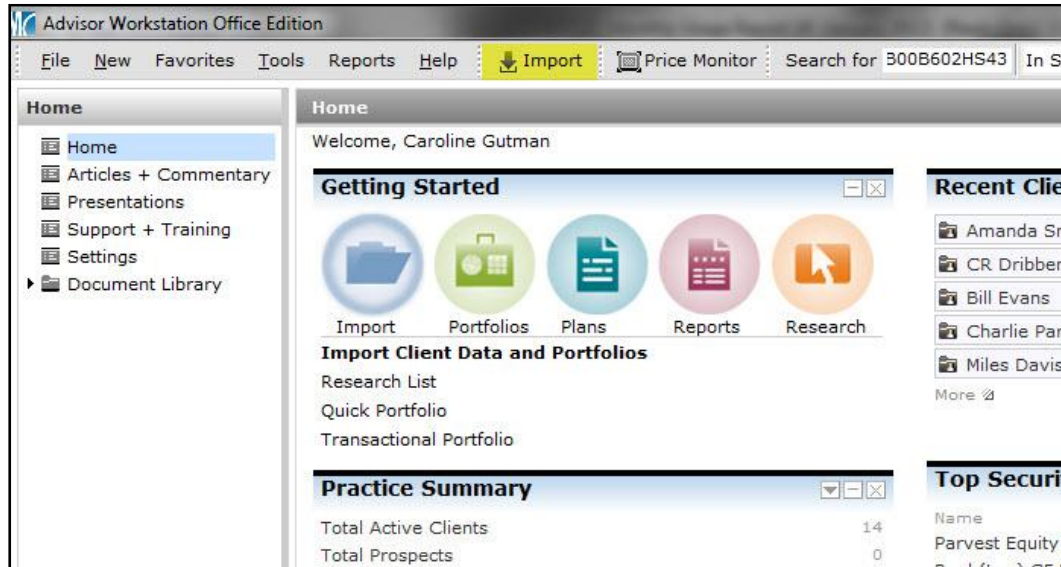
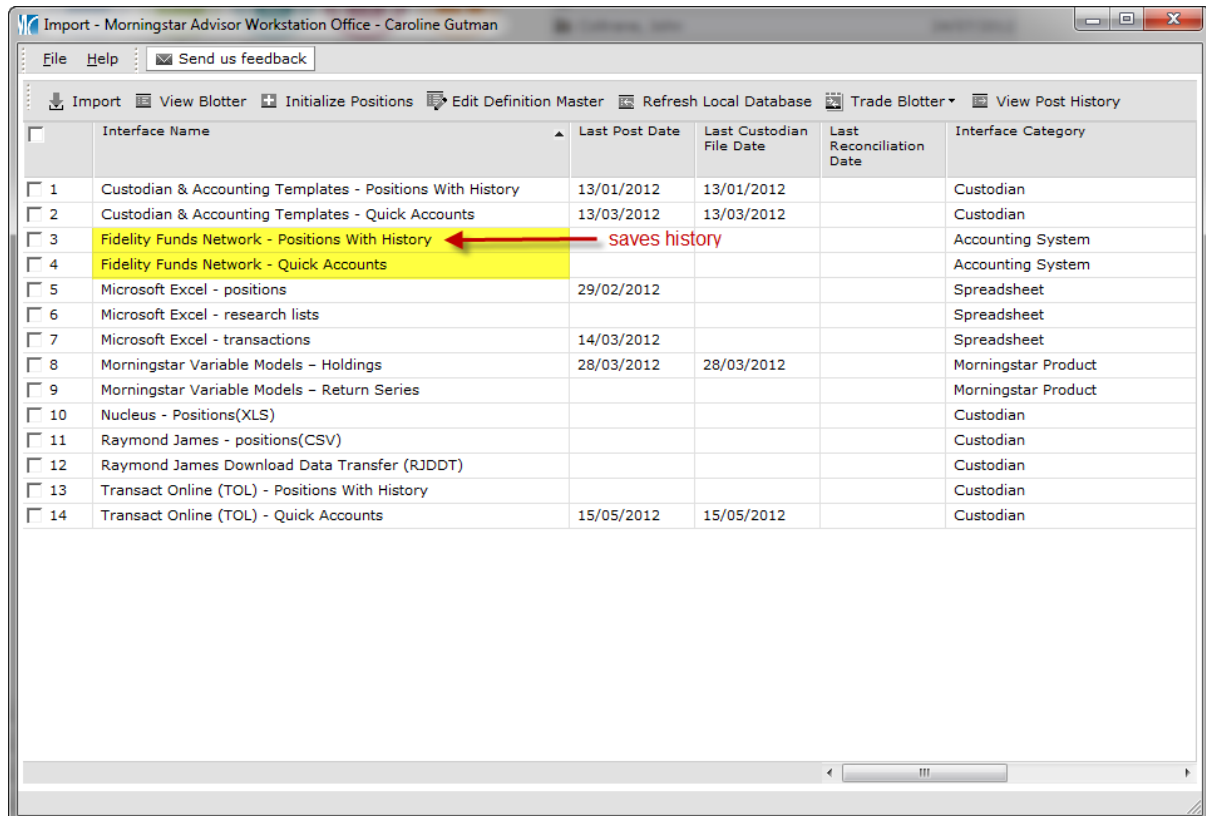


Fidelity Funds Network Seamless

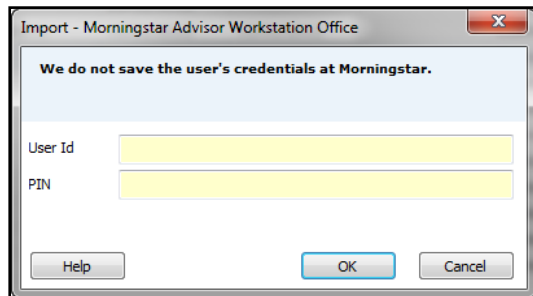
To seamlessly import from Fidelity Funds Network, log into Adviser Workstation and click Import:



Select either Fidelity Funds Network, Quick Accounts (only current positions) or Positions with History (saves history) by double clicking:



Enter your User ID and pin, click OK and Adviser Workstation will take care of the rest:



Import - Morningstar Adviser Workstation Office

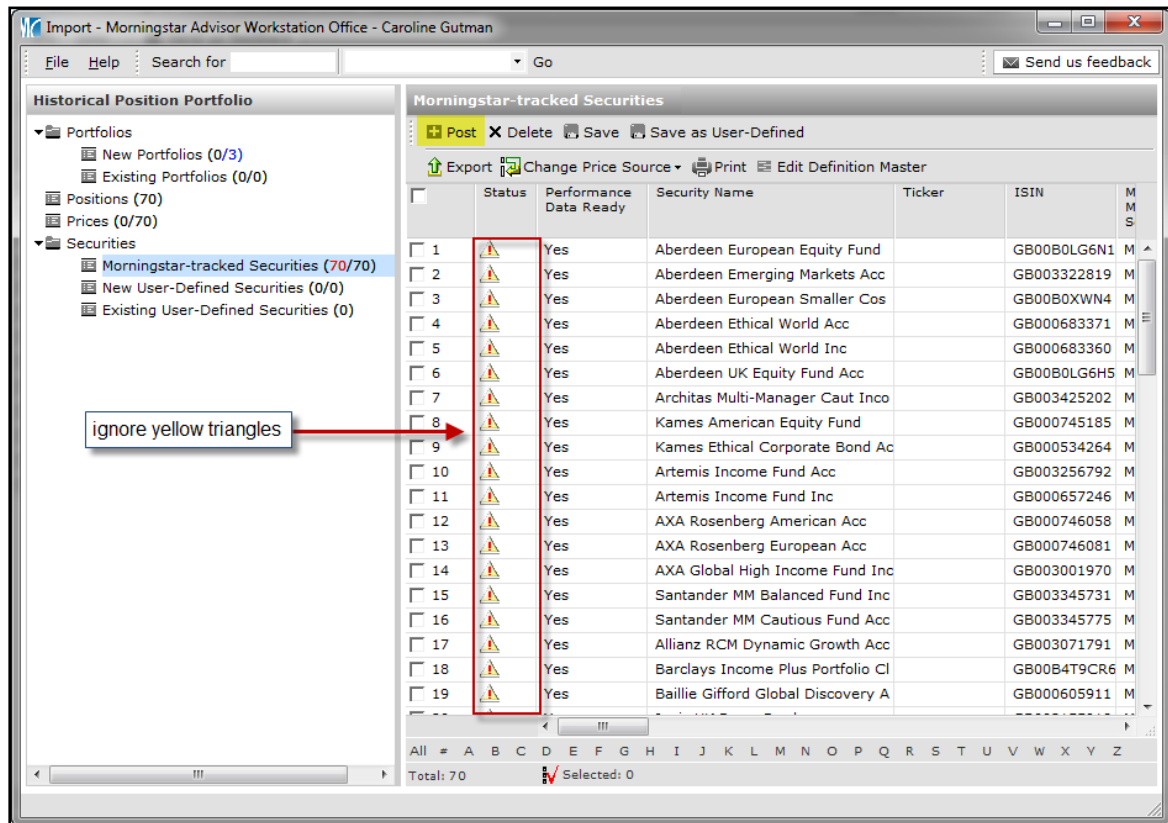
We do not save the user's credentials at Morningstar.

User Id

PIN

Help OK Cancel

If you see any red triangles in the next window, double click the security to select the currency, share class or stock exchange. Adviser Workstation will remember the selection for your next import. Ignore any yellow triangles:



Import - Morningstar Adviser Workstation Office - Caroline Gutman

File Help Search for Go Send us feedback

Historical Position Portfolio

- Portfolios
 - New Portfolios (0/3)
 - Existing Portfolios (0/0)
- Positions (70)
- Prices (0/70)
- Securities
 - Morningstar-tracked Securities (70/70)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0)

Morningstar-tracked Securities

Post X Delete Save Save as User-Defined

Export Change Price Source Print Edit Definition Master

	Status	Performance Data Ready	Security Name	Ticker	ISIN	M M S
<input type="checkbox"/> 1		Yes	Aberdeen European Equity Fund		GB00B0LG6N1	M
<input type="checkbox"/> 2		Yes	Aberdeen Emerging Markets Acc		GB003322819	M
<input type="checkbox"/> 3		Yes	Aberdeen European Smaller Cos		GB00B0XWN4	M
<input type="checkbox"/> 4		Yes	Aberdeen Ethical World Acc		GB000683371	M
<input type="checkbox"/> 5		Yes	Aberdeen Ethical World Inc		GB000683360	M
<input type="checkbox"/> 6		Yes	Aberdeen UK Equity Fund Acc		GB00B0LG6H5	M
<input type="checkbox"/> 7		Yes	Architas Multi-Manager Caut Inco		GB003425202	M
<input type="checkbox"/> 8		Yes	Kames American Equity Fund		GB000745185	M
<input type="checkbox"/> 9		Yes	Kames Ethical Corporate Bond Ac		GB000534264	M
<input type="checkbox"/> 10		Yes	Artemis Income Fund Acc		GB003256792	M
<input type="checkbox"/> 11		Yes	Artemis Income Fund Inc		GB000657246	M
<input type="checkbox"/> 12		Yes	AXA Rosenberg American Acc		GB000746058	M
<input type="checkbox"/> 13		Yes	AXA Rosenberg European Acc		GB000746081	M
<input type="checkbox"/> 14		Yes	AXA Global High Income Fund Inc		GB003001970	M
<input type="checkbox"/> 15		Yes	Santander MM Balanced Fund Inc		GB003345731	M
<input type="checkbox"/> 16		Yes	Santander MM Cautious Fund Acc		GB003345775	M
<input type="checkbox"/> 17		Yes	Allianz RCM Dynamic Growth Acc		GB003071791	M
<input type="checkbox"/> 18		Yes	Barclays Income Plus Portfolio Cl		GB00B4T9CR6	M
<input type="checkbox"/> 19		Yes	Baillie Gifford Global Discovery A		GB000605911	M

ignore yellow triangles

Total: 70 Selected: 0

Lastly, click Post to add the portfolios and clients to Adviser Workstation or update existing clients and portfolios.

Setting up a Bulk Valuation Service on Funds Network

1. Decide on ISA consolidation preferences

When using the Bulk Valuation service, FundsNetwork is able to offer you a choice of either reporting tax wrappers by individual plan year or as an alternative option, consolidated into a single plan for ISAs. If you select non-consolidated reporting with each individual plan years, you will need to maintain your accounts and create new plan years for each new financial year; If you use consolidated reporting this will not be necessary.

2. Activate the report on Funds Network

Once you have decided how you would like to display your ISA holdings you will now need to contact FundsNetwork on **0800 41 41 81** to request the activation of the report for your agency to enable Bulk Valuations. You will need your Unique Adviser Number (UAN) and request the IFA Holdings Report be activated. You can elect to receive Bulk Valuations on a daily, weekly, monthly or quarterly basis and you should specify your consolidation preference when requesting reports. Alternatively, you can request this report using the [online form](#). Please allow 24 hours for your report to be activated.

Additionally you will need to ensure that you have the relevant permissions to access the holdings reporting on the User ID being used in the software. If this is not enabled then you will need to ask your company's FundsNetwork PIN administrator to update your User Permissions via FundsNetwork's Client Management website to enable you for **Reporting Services – Full Access**

FAQs & Troubleshooting

I don't have a FundsNetwork User ID or PIN setup?

The FundsNetwork Valuation Service requires you to have a FundsNetwork User ID and PIN. If you have never been issued with a User ID or have forgotten your PIN, please contact FundsNetwork on 0800 414181 for further help.

When I try to run the bulk update service, I get a "report unavailable from provider at this time" message?

This error appears because the bulk holdings update service has not been enabled at FundsNetwork for you. To enable the service please call FundsNetwork on 0800 414181 or email integration@fundsnetwork.co.uk quoting your Unique Adviser Number, to enable your bulk holding service.

Key Contacts

Adviser Workstation Support: adviser@morningstar.co.uk / +44 (0) 20 3107 0050

Training: <http://adviserblog.morningstar.co.uk/training>

Product Sales: aws@morningstar.com / +44 (0) 20 3107 0040