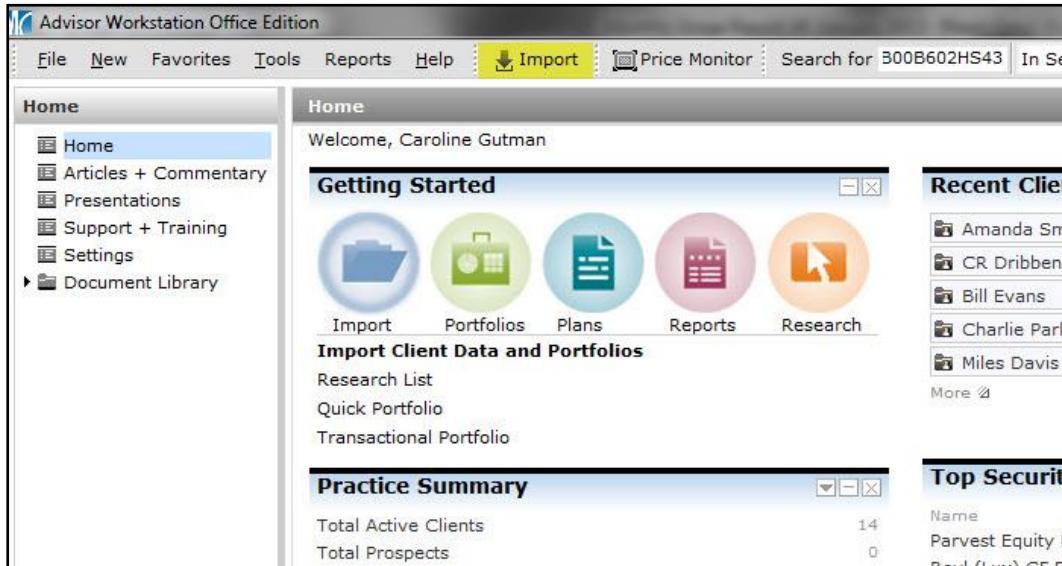


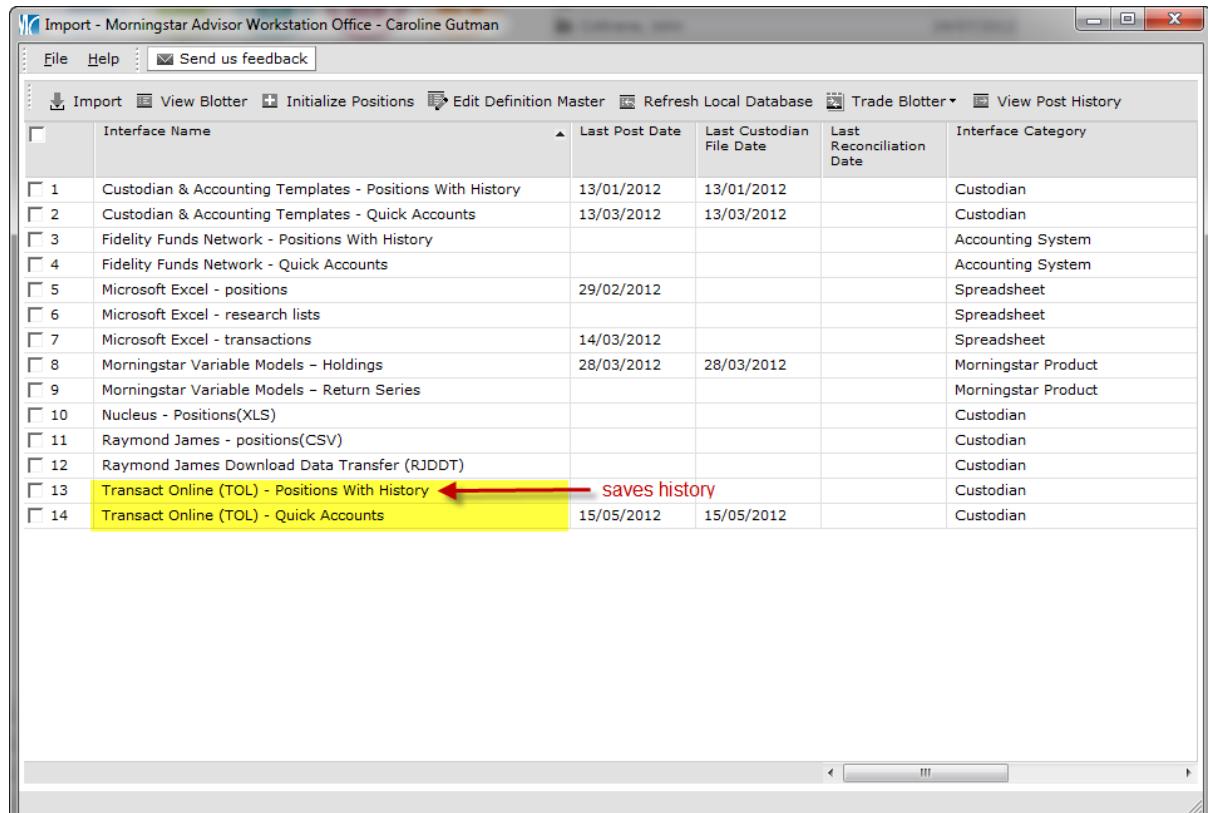


Transact Online Seamless Import

To seamlessly import from Transact Online, log into Adviser Workstation and click Import:

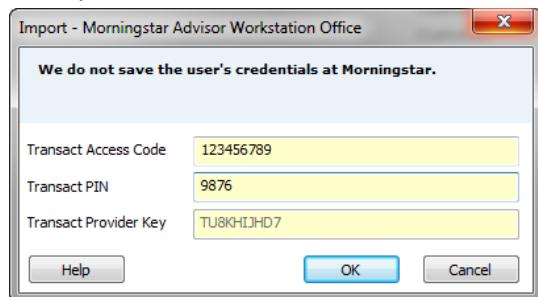


Select either Transact Quick Accounts (only current positions) or Positions with History (saves history) by double clicking:





Enter your Transact access code and PIN, click OK and Adviser Workstation will take care of the rest:



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:

The screenshot shows the 'Import - Morningstar Advisor Workstation Office - Caroline Gutman' window. On the left, the 'Historical Position Portfolio' pane shows a tree structure with 'Portfolios', 'Positions (70)', and 'Securities'. Under 'Securities', 'Morningstar-tracked Securities (70/70)' is selected. On the right, the 'Morningstar-tracked Securities' pane displays a list of 70 securities. The 'Status' column for all securities shows a yellow triangle icon. A red box highlights the 'Status' column, and a red arrow points to the number 8 in the list, with the text 'ignore yellow triangles' next to it. The list includes securities like Aberdeen European Equity Fund, Aberdeen Emerging Markets Acc, and AXA Rosenberg American Acc.

	Status	Performance Data Ready	Security Name	Ticker	ISIN	M M S
1	⚠	Yes	Aberdeen European Equity Fund		GB00B0LG6N1	M
2	⚠	Yes	Aberdeen Emerging Markets Acc		GB00B322819	M
3	⚠	Yes	Aberdeen European Smaller Cos		GB00B0XWN4	M
4	⚠	Yes	Aberdeen Ethical World Acc		GB000683371	M
5	⚠	Yes	Aberdeen Ethical World Inc		GB000683360	M
6	⚠	Yes	Aberdeen UK Equity Fund Acc		GB00B0LG6HS	M
7	⚠	Yes	Architas Multi-Manager Caut Inco		GB003425202	M
8	⚠	Yes	Kames American Equity Fund		GB000745185	M
9	⚠	Yes	Kames Ethical Corporate Bond Ac		GB000534264	M
10	⚠	Yes	Artemis Income Fund Acc		GB003256792	M
11	⚠	Yes	Artemis Income Fund Inc		GB000657246	M
12	⚠	Yes	AXA Rosenberg American Acc		GB000746058	M
13	⚠	Yes	AXA Rosenberg European Acc		GB000746081	M
14	⚠	Yes	AXA Global High Income Fund Inc		GB003001970	M
15	⚠	Yes	Santander MM Balanced Fund Inc		GB003345731	M
16	⚠	Yes	Santander MM Cautious Fund Acc		GB003345775	M
17	⚠	Yes	Allianz RCM Dynamic Growth Acc		GB003071791	M
18	⚠	Yes	Barclays Income Plus Portfolio Cl		GB00B4T9CR6	M
19	⚠	Yes	Baillie Gifford Global Discovery A		GB000605911	M

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



Additional Information

This import connects to the Transact Online Remote Service.

To access this service you will need to complete a **Transact Online Remote Data Services (A004) agreement** with Transact. Please list Morningstar as the Remote Data Service Company (RDSC) in section 2:

Morningstar UK
1 Oliver's Yard
55-71 City Road
EC1Y 1HQ London

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