# **Creating Screens**



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## **Creating Screens**

By now, the Creating Lists manual should have been completed; it teaches users how to save a static set of investments as a list. This exercise guide shows users how to create a screen, which allows users to define specific criteria investments must meet to be seen. Unlike a list, whose members never change unless you manually add or remove them, a screen is dynamic. That is, a screen always displays the investments currently matching the criteria a user has defined. For example, a screen created in February to find undervalued stocks may return 140 stocks, and when it is opened in March, it could result in just 90 stocks being found, or perhaps more than 150, depending on the performance of stocks.

#### **Overview**

This guide provides practice in creating several different screens, and users will also learn new capabilities related to using Analytical Views.

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							Custom Scenario		icon on the heade
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							Model Portfolio		
		Name	Туре	Last Modified	Name	-	La Note		
		Preferred Investments	List	02/13/2020	Adams		0. Scheduled Export		
		Sustainable Landscape U.	S List	02/07/2020					

This guide includes the following exercises:

- Exercise 1: Screen for 5-star stocks (page 5)
- Exercise 2: Save the screen you created (page 10)
- Exercise 3: Screen for stocks by P/B Ratio (page 11)
- Exercise 4: Screen for Gold-rated funds (page 15)
- Exercise 5: Save the screen you created (page 19)
- Exercise 6: Modify a screen to find only U.S. large-cap funds (page 20)
- Exercise 7: Save funds from a screen to a list (page 22)
- Exercise 8: Group funds by category in the Grid (page 23)
- Exercise 9: Change the name of a screen (page 25)
- Exercise 10: Find passively managed funds (page 27)
- Exercise 11: Evaluate the ESG scores for large-cap separate accounts and CITs (page 29)

### **Creating and Saving Screens for Stocks**

The same basic process is used for each screen you create:

- 1. Select an **investment type** (for example, stocks, funds, and so on) as the basis for the screen.
- 2. Choose a **data point** related to those investment types to search for.
- 3. Determine acceptable values for that data point.
- 4. Click **OK** to accept the data point and its value.
- 5. Repeat steps 2-4 until all data points and criteria have been entered.
- 6. Click **Done** to close the Screener window and see the results in a data set.

This section provides practice in not only creating a screen, but also the following:

- changing the data set associated with a screen's results
- ► saving a screen
- ► modifying a screen
- changing the settings for a data point
- saving a modified screen with a new name, and
- ► saving a data set.

Stocks assigned a 5-star rating are those that Morningstar analysts believe are the most deeply undervalued. Because the Morningstar Rating for Stocks is updated everyday, creating and saving a screen to track 5-star stocks is helpful. Doing so allows you to open this screen each day to see which new stocks are now in 5-star territory, and thus discover new investment opportunities.

As with a list, a screen can be created from anywhere in Morningstar Direct for Wealth Management<sup>SM</sup> by clicking the Create icon on the header. To find 5-star stocks traded in the U.S., do the following:

1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.

Home		🤨 🗹 🖓 🕰	
		Create	A
	R Direct 🖴	List	
	In Direct —	Screen	Solact this option from
Q Search for Securities and Rese	arch	Client Account	Select this option from the Create menu.
Search for securities and nese		Custom Benchmark	the create menu.
		Custom Scenario	
Lists & Screens	Client Accounts	Policy	
		Model Portfolio	
Name Type Last Modified	Name	a Note	
Preferred Investments List 02/13/2020	Adams	0. Scheduled Export	
Sustainable Landscape U.S List 02/07/2020			

Overview

Exercise 1: Screen for 5-star stocks

- 2. In the Investment Type area, Select Equity.
- 3. Click **OK**. All investments matching the criteria appear in the Screener window's left-hand pane.

Screener		Cancel Done	
0/0 + 🖻 🖒	▼ Create your Universe	O Logic Mode	
	Investment Type Value Category Average Closed-End Fund Collective Inve Index	Insurance Fund Pooled Fund I Money Market Preferred Stock     Open-End Fund Separate Acco	Note that when Equity is selected, no other investment type can be selected

- 4. The system shows every instance of a stock, including every exchange it trades on; which results in some stocks appearing on the list more than once. To address this, narrow the results by adding more search criteria. In the Add Criteria area, in the Search for data points field, type **Exchange**.
- 5. Point your cursor at Exchange. Its data point definition appears so you can be sure this is the data point you want.
- 6. Click Exchange.

Screener				
0 / 102,112 + 🖻 🖒	<ul> <li>Create your Universe</li> </ul>			
(Y.Z) Queenco Ltd	Investment Type: Equity			
01 Communique Laboratory Inc	Add Criteria			
01 Communique Laboratory Inc				
01 Communique Laboratory Inc	Q Exchange	Y D	Data Definition for Exchange	When you point the cursor at a
01 Communique Laboratory Inc	~		Jata Demittion for Exchange	selection, its Data Definition appears.
01Cyberaton SA	Exchange	-	The evolution of evolutions the investment is	Click to select.
024 Pharma Inc			The exchange or exchanges the investment is isted on.	
024 Pharma Inc	Exchange Country		isted on.	
1 Page Ltd				
1 Production Film Co	Exchange Country Id			

7. In the Value search field, search for NYSE, then click to select NYSE ARCA.

Screener				
0 / 109,138 🛛 🕂 🖻 🖒	Create your Universe			
The Bancorp Inc	Investment Type: Equity			
Verizon Communications Inc	# Exchange			
Consolidated Edison Inc	Excitatige			
Lazard Ltd Shs A	Operator	Value		
Microsoft Corp				
Apple Inc	<ul> <li>Include</li> </ul>		low Missing Values	
GoPro Inc A	O Exclude			
Alaris Royalty Corp	C) Exclude			
VeriSign Inc				
Agilent Technologies Inc	Value			
Equinix Inc	Q. NYSE			
LKQ Corp	C. INTOL			Select NYSE A
Affiliated Managers Group Inc			O NYSE MKT LLC	
American Tower Corp			O NYSE MIKT LLC	
Walmart Inc			1	
Ameren Corp				
United Parcel Service Inc Class B				
Mettler-Toledo International Inc				
Quanta Services Inc				
Garmin Ltd				
Whirlpool Corp				
Xerox Corp				
Host Hotels & Resorts Inc				
Prologis Inc				

8. Clear the Value search field, then enter NASDAO and click it to select its option.

Screener			
0 / 109,138 🕂 🖻 🖒	<ul> <li>Create your Universe</li> </ul>		
The Bancorp Inc	Investment Type: Equity		
Verizon Communications Inc	# Exchange		
Consolidated Edison Inc			
Lazard Ltd Shs A	Operator	Value	
Microsoft Corp	Include	Allow Missing Values	
Apple Inc	Unclude		
GoPro Inc A	O Exclude		
Alaris Royalty Corp			
VeriSign Inc	Value		
Agilent Technologies Inc			-
Equinix Inc	Q NASDAQ		
LKQ Corp			-
Affiliated Managers Group Inc	AB NASDAQ OMX VILNIU	JS O NASDAQ OMX COPENHAGEN A/S	
American Tower Corp			
Walmart Inc	🥑 NASDAQ	NASDAQ OMX HELSINKI LTD.	Select this exchange
Ameren Corp	O NASDAQ DUBAI	NASDAQ OMX ICELAND HF.	ooloot this exchange
United Parcel Service Inc Class B	Ŭ	<u> </u>	
Mettler-Toledo International Inc			
Quanta Services Inc			
Garmin Ltd			
Whirlpool Corp			
Xerox Corp			
Host Hotels & Resorts Inc			

9. Clear the Value search field, then enter **New York** and click **New York Stock Exchange** to select its option.

Screener			
0 / 109,138   + 🖻 🖒	<ul> <li>Create your Universe</li> </ul>		
The Bancorp Inc	Investment Type: Equity		
Verizon Communications Inc	# Exchange		
Consolidated Edison Inc			
Lazard Ltd Shs A	Operator	Value	
Microsoft Corp	Include	Allow Missing Values	
Apple Inc	Unclude		
GoPro Inc A	O Exclude		
Alaris Royalty Corp			
VeriSign Inc	Value		
Agilent Technologies Inc	Value		
Equinix Inc	Q New York		Select this exchange
LKQ Corp			
Affiliated Managers Group Inc	NEW YORK STOC	K EXCHANGE, INC.	
American Tower Corp			
Walmart Inc			
Ameren Corp			
United Parcel Service Inc Class B			
An an an an an an an an an			

- 10. Click **OK**. Note that the number of matching stocks is reduced considerably.
- 11. To find stocks with a 5-star rating, in the Add Criteria area, in the **Search for data points** field, type **Rating**, then select **Morningstar Rating for Stocks**.

Screener		
0/4,654 + 🖻 🖒	Create your Universe	
1-800-Flowers.com Inc. Class A	Investment Type: Equity	
1st Constitution Bancorp	Exchange: NASDAQ, NEW YORK S	3TO
1st Source Corp	-	
Federated National Holding Co	# Add Criteria	
3D Systems Corp		Select this data poin
3M Co	Q Rating	after searching for it
51job Inc ADR		
8x8 Inc	Morningstar Rating for Stocks	1
Helios and Matheson Analytics Inc		

12. Select the option for  $\star \star \star \star \star$ .

By default, the Morningstar Rating data point is configured to show both qualitative and quantitative values. Additionally, it is set to show the star rating for a stock as of the previous month end, rather than the most recent value. Both of these values will be changed so you are seeing only qualitative ratings from the previous day-end.

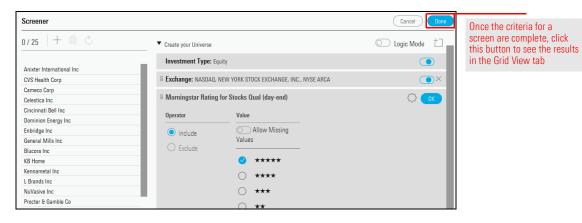
- 13. Click the **Settings** icon in the data point area. A set of fields opens.
  - Note: Stocks with a qualitative star rating are covered by a Morningstar analyst. Stocks with a quantitative rating have their rating assigned by an algorithm based on the process Morningstar analysts use to calculate the fair value estimate for a company.

Screener			Cancel Done	
0/40   + 🖻 🖒	<ul> <li>Create your Universe</li> </ul>		🔘 Logic Mode 📩	
Brookdale Senior Living Inc	Investment Type: Eq	uity		
Buckeye Partners LP	Exchange: NASDAQ,	NEW YORK STOCK EXCHANGE, INC., NYSE ARCA		
CVS Health Corp				
Cameco Corp	I Morningstar Rating	for Stocks Best (mo-end)	СК ОК	Click this icon to change
China Life Insurance Co Ltd ADR repr Class H	Orrenter	Value		the settings for a data point
China Mobile Ltd ADR	Operator	value		the settings for a data point
Consolidated Communications Holdings Inc	Include	Allow Missing		
Dean Foods Co		Values		
Enbridge Inc	O Exclude			
General Electric Co				
General Mills Inc		○ ★★★★		Note that the name of the
Hibbett Sports Inc		$\bigcirc$		data point reflects its settings
Lannett Co Inc		○ ★★★		
L Brands Inc		○ ★★		

- 14. From the End Date drop-down field, select Day End.
- 15. From the Source Type drop-down field, select Qual.

Screener		Cancel Done	
0/40 + 🖻 🖒	▼ Create your Universe	C Logic Mode	
Brookdale Senior Living Inc	Investment Type: Equity		
Buckeye Partners LP	# Exchange: NASDAQ, NEW YORK STOCK EXCHANGE, INC., NYSE ARCA		
CVS Health Corp			
Cameco Corp	# Morningstar Rating for Stocks Best (mo-end)	Reset OK	
China Life Insurance Co Ltd ADR repr Class H	Time End Date		
China Mobile Ltd ADR	Cho Date		
Consolidated Communications Holdings Inc	Most Recent V Day End V		
Dean Foods Co			
Enbridge Inc			
General Electric Co	Source Type Screen By		
General Mills Inc	Qual V Value V		Note the values
Hibbett Sports Inc	Value V		selected for these fields
Lannett Co Inc			
L Brands Inc			

- 16. Click **OK** to close the Settings window.
- 17. Click **OK** to accept the data point as it is configured.
- 18. Click Done. The Screener window closes, and the Equities Summary data set opens.



A screen is not automatically saved when you create it. In the upper-left corner of the window, note the name of the screen: Untitled Screen – Edited. This indicates that the screen has not been saved.

Exercise 2: Save the screen you created

Untitled Screen — Edited $\vee$	Q.,	Sear Note the name of
0 101	Data Set: Equities Summ	the unsaved scree nary
Name	Ticker Exchange	Bi Ci
1 Adient PLC	ADNT NEW YORK STOCK EXCHANGE, INC.	U
2 Aegon NV ADR	AEG NEW YORK STOCK EXCHANGE, INC.	N
3 Ambev SA ADR	ABEV NEW YORK STOCK EXCHANGE, INC.	В
4 AMC Networks Inc A	AMCX NASDAQ	U
5 American International Group Inc	AIG NEW YORK STOCK EXCHANGE, INC.	U

Once saved, the screens you create in web-based Morningstar Direct are dynamic; that is, when you open a screen, it always shows the securities matching the criteria associated with the screen. This allows you to always see the current results of a saved screen you open on a regular basis.To save the screen you created, do the following:

From the toolbar above the grid, click the drop-down field that reads Untitled Screen

 Edited, then select Save. A dialog box opens.

	Untitled Screen	— Edited V	♀ Search for S	
	101	Screen Actions Set: 1	Untitled — Edited $\vee$	
		🗁 Open		
	Name	🖾 Save	Business Country	Use this command
_		🗹 Import List		to save a screen.
	1 AMC Networks In	· · · · · · · · · · · · · · · · · · ·	USA	
	2 Amicus Therapeu	+ Create New List	USA	
	3 Blucora Inc	+ Create New Screen	USA	
	4 Cumberland Phar		USA	
	5 Diamondhaek East	EANC NASDAO	110 4	

- 2. In the name field, type 5-Star Stocks.
- 3. Click **Save**. The dialog box closes, and the name of the screen now appears at the top of the Grid.

Before moving on to creating a screen for funds, you should complete one additional exercise on screening for stocks. This exercise allows you to practice the following skills:

Exercise 3: Screen for stocks by P/B Ratio

- changing an existing screen
- ► screening for stocks with a Price-to-Book Ratio less than 1
- ► saving a new screen without changing an existing saved screen, and
- ► saving a data set to preserve a grouping.

#### Do the following:

1. From the Grid header, click the **Open Screener** icon. The Screener window opens.

5-Star Stocks ∨			♀ Search for	
		Data Set: Coreener	Untitled — Edited ∨	This icon allows you to open the screener window.
Name	Ticker	Exchange	Business Country	
1 AMC Networks Inc A	AMCX	NASDAQ	USA	
2 Amicus Therapeutics Inc	FOLD	NASDAQ	USA	
3 Blucora Inc	BCOR	NASDAQ	USA	
4 Cumberland Pharmaceuticals Inc	CPIX	NASDAQ	USA	
5 Diamondback Energy Inc	FANG	NASDAQ	USA	

2. To the right of the Morningstar Rating criterion, click the X to delete it.

Screener		Cancel Done
0/34 + 🖻 🖒	▼ Create your Universe	🔘 Logic Mode 📋
Adient PLC	Investment Type: Equity	
American International Group Inc		Click here to remove
Amicus Therapeutics Inc	II Exchange: NASDAQ, NEW YORK STOCK EXCHANGE, INC.	an item from a screen.
Anheuser-Busch InBev SA/NV ADR	# Morningstar Rating for Stocks Qual (day-end): Include Value: 5 S	Store
Anixter International Inc	a worningstal nating for Stocks dual (day-end). Include walle, 5.	
Blucora Inc	# Add Criteria	×
British American Tobacco PLC ADR		
Capital One Financial Corp	Q Search for	
Celestica Inc		
Cincinnati Bell Inc	Analyst Name	
Credit Suisse Group AG ADR		
Cumberland Pharmaceuticals Inc	Average Price	
CVS Health Corp	Ratio	
DaVita Inc	Branding Name Id	

3. In the Add Criteria area in the **Search** field, type **pe**, then click **Price Ratio**.

Screener		
0 / 4,579 🕂 🖻 🖒	▼ Create your Universe	
1-800-Flowers.com Inc Class A	Investment Type: Equity	
1st Constitution Bancorp		
1st Source Corp	I Exchange: NASDAQ, NEW YORK STOCK EXCHANGE, INC., N	1)
FedNat Holding Co	# Add Criteria	
3D Systems Corp	# Aut Griteria	
3M Co	Q pe	
51job Inc ADR	Q pe Data Definition for	۲
8x8 Inc	Company Product Involvement This definition wi	
Helios and Matheson Analytics Inc	This definition wi	Note the term to
A. Schulman Inc	Company Product Involvement	search for, and
A.O. Smith Corp	Percentage	the item to select
AAON Inc		<u> </u>
AAR Corp	Price Ratio	

4. The data point defaults to P/E Ratio day-end. To change this to the P/B Ratio, click the **Settings** icon.

Screener			Cancel Done	
0/4,654 + 🖻 🖒	Create your Universe		🔘 Logic Mode 📋	
1-800-Flowers.com Inc Class A	Investment Type: Equit	1		
1st Constitution Bancorp	Exchange: NASDAQ, NE	W YORK STOCK EXCHANGE, INC., NY	SE ARCA	
1st Source Corp				
Federated National Holding Co	I P/E Ratio day-end		С СК	Click this icon to
3D Systems Corp	Operator	Value		change the settings
3M Co		Value		for this data point.
51job Inc ADR	Greater than or	Allow Missing		for this data point.
8x8 Inc	Equal to	Values		
Helios and Matheson Analytics Inc	<u> </u>			
A. Schulman Inc	◯ Greater than	Value		
A.O. Smith Corp	O Equal to	Enter Value		
AAON Inc		<u> </u>		
AAR Corp	O Not Equal to	O Not Available		
ABB Ltd ADR	Less than or Equal			

5. From the Valuation per Share Type drop-down field, then select P/B.

Screener					
0/4,373 🕂 👘 🖒	 <ul> <li>Create your Universe</li> </ul>				
1347 Property Insurance Holdings Inc	Investment Type: Equity				
180 Degree Capital Corp	Exchange: NASDAQ, NEV		OCK EXCHANGE INC	NYSE ARCA	
1-800-Flowers.com Inc Class A	- Exchange, MODAG, MEY	rionicor	CONCENDINANCE, INC.,	NTOL ANDA	
1st Constitution Bancorp	# P/E Ratio day-end (day-e	nd)			
1st Source Corp					
21Vianet Group Inc ADR	Time		End Date		
2U Inc			i annann		
3D Systems Corp	Most Recent	~	Day End	×	
3M Co					_
500.com Ltd ADR	Valuation per Share Type		Screen By		
51job Inc ADR					Select this option from
58.com Inc ADR repr Class A	P/E	~	Value	~	this field.
8x8 Inc	P/E	1 +			
A H Belo Corp A					
A.O. Smith Corp	P/B				
A10 Networks Inc	P/S				
AAC Holdings Inc	Normalized P/E				
AAON Inc	Normalized P/E				
	P/FCF				
	P/CF				

- 6. Click **OK**.
- 7. The Operator column should show the option for Less than or Equal to selected. In the **Value** field, enter **1**.

Screener			Cancel Done	
0 / 4,654 🕂 🖻 🖒	<ul> <li>Create your Universe</li> </ul>		C Logic Mode	
1-800-Flowers.com Inc Class A	Investment Type: Equity			
1st Constitution Bancorp	Exchange: NASDAQ, NEV	V YORK STOCK EXCHANGE, INC., NYSE ARCA		
1st Source Corp				
Federated National Holding Co	# P/B Ratio day-end		СС ОК	
3D Systems Corp	Operator	Value		
3M Co		value		
51job Inc ADR	Greater than or	Allow Missing		Note the selections
8x8 Inc	Equal to	Values		
Helios and Matheson Analytics Inc				for these fields.
A. Schulman Inc	◯ Greater than	Value		
A.O. Smith Corp	O Equal to	1 ×		
AAON Inc				
AAR Corp	O Not Equal to	🔿 Not Available		
ABB Ltd ADR	Less than or Equal			
ABM Industries Inc	to			

- 8. Click **OK**.
- 9. Click Done. The Screener window closes, and the data set is displayed.

 The word "Edited" after the screen's name indicates the screen has unsaved changes. To save this screen with a new name, click the Screen Actions menu and select Save As.

5-Star Stocks	— Edited ∨				Q Set	arch for Secu	
1,123	Screen Actions		I	ta Set: <b>U</b>	ntitled — Edi	ted $\vee$	
	🗁 Open			Business	Market Cap (day-	Peee	
Name	💾 Save			Country		Currency	
1 1347 Property I	Save As		[	USA	33,245,000	US Dollar	Be sure to choose this
2 180 Degree Ca	🖾 Import List			USA	61,798,085	US Dollar	option, not Save.
3 1895 Bancorp c	+ Create New List			USA	53,643,447	US Dollar	
4 Abraxas Petrole	+ Create New Screen			USA	34,134,607	US Dollar	
5 Acacia Researc				USA	112,863,163	US Dollar	
6 Aclaris Therapeu	luca mu	AGIIG	DAUGAN	USA	47,758,145	US Dollar	
7 Acorda Therapeu	utics Inc	ACOR	NASDAQ	USA	55,676,546	US Dollar	

11. In the **name** field, enter **Undervalued Stocks**, then click **Save**. The new name appears at the top of the window.

### **Creating and Saving Screens for Funds**

The process of creating and saving screens for funds is almost identical to that for stocks. The only difference is the set of data points available for screening. In addition to practicing building additional screens, the exercises in this section also show you how to do the following:

- ► save investments from a screen to a list
- ► group funds by category in the Grid View tab
- ► change a screen's name, and
- ► find a data point if it does not automatically appear when searching for it by name.

For this exercise, you will create a new screen, this time for open-end funds and ETFs with a Gold rating from a Morningstar analyst. The funds must also be open to new investors. To screen for investments meeting these criteria, do the following:

Exercise 4: Screen for Gold-rated funds

- 1. From the **Screen Actions** menu, select **Create New Screen**. The Screener window opens.
  - Pote: You might be prompted to save changes to your data set.

Undervalued	Stocks V			
1,123	Screen Actions		Da	
	🗗 Open		_	
Name	🖺 Save		ge	
	Save As		-	
1 1347 Propert	🗹 Import List		40	Select this option from the Screen
2 180 Degree (	· · · · · · · · · · · · · · · · · · ·		40	Actions menu.
3 1895 Bancor	+ Create New List		40	
4 Abraxas Petr	+ Create New Screen		٩C	
5 Acacia Resea			40	
6 Aclaris Therap	euros mo	AUIU	NAUDAC	
7 Acorda Therap	eutics Inc	ACOR	NASDAC	

2. In the Investment Type area, click **Exchange-Traded Fund** and **Open-End Fund**, then click **OK**.

Screener				Cancel Done	
0/0 + 0 0	<ul> <li>Create your Universe</li> </ul>			O Logic Mode	
	Investment Type Select an investment type to start yo Value Category Average Closed-End Fund Collective Investment Tr Equity	Exchange-Traded Fund     Index     Insurance Fund	Model Money Market Fund Open-End Fund Pooled Fund	Preferred Stock Separate Account	After making your selection(s) for a field, be sure to click OK.

A criterion for Domicile: United States is automatically added. This saves you the trouble of having to filter for only those funds sold in the U.S.

Screener 0 / 29,185   + @ © 1290 Convertible Securities A	Create your Universe Investment Type: Exchange-Traded Fund, Open-End Fund	Cancel Done	The Domicile criteria is included automatically, and is set to United States.
1290 Convertible Securities I 1290 Convertible Securities R	Domicile: United States		
1290 Diversified Bond A	II Add Criteria	×	
1290 Diversified Bond I			
1290 Diversified Bond R	Q Search for data pi		

- 3. To find funds with a Gold Morningstar Analyst Rating, in the Add Criteria **Search** field, type **rating**.
- 4. Select Morningstar Analyst Rating > Overall.

Create your Universe		🔘 Logic Mode 📋 🔒
Investment Type: Exchange-Tra	ded Fund, Open-End Fund	
Domicile: United States		
Add Criteria		×
Q rating Annual Report Adjusted Ope <b>rating</b> Expense Ratio	Analyst Rating Type	
Credit Quality Breakdown >	Performance Pillar I Price Pillar	
Credit Rating Breakdown $>$ (Calculated)	People Pillar	
Firm % Assets By Rating $>$	Process Pillar	
Morningstar Analyst > Rating	Parent Pillar	

Note the search term, and the item to select.

5. Select **Gold**, then click **OK**.

Investment Type: E	xchange-Traded Fund, Open-End Fund								
Domicile: United Sta	tes	۰×							
I Morningstar Analy	st Rating (day-end)	С СК							
Operator	Value								
<ul> <li>Include</li> </ul>	Include     Allow Missing Values								
O Exclude	O Bronze								
	🥥 Gold		Select this option,						
	O Negative		then click OK.						
	O Neutral								
	◯ Silver								
	O Under Review								

6. To find a single instance of each fund, in the Add Criteria **Search** field, type **old**. Select **Oldest Share Class**. Additional fields appear.

▼ Create your Universe	🔘 Logic Mode 📋	
Investment Type: Exchange-Traded Fund, Open-End Fund		
Domicile: United States		
II Morningstar Analyst Rating: Gold		
II Add Criteria	×	
Q old X		
# of H <b>old</b> ings		
Country Available for Sale		
HOLDR		
Inception Date of Fund's Oldest Share Class		he search term, e item to select.
Oldest Share Class		_

7. The option for Yes should be selected already; click **OK**.



8. To find funds open to new investors, in the Add Criteria **Search** field, type **open**, then select **Closed to New Investors**.

▼ Create your Universe		🔘 Logic Mode 📋	
Investment Type: Exchan	nge-Traded Fund, Open-End Fund		
Domicile: United States		۰×	
II Morningstar Analyst R	ating (day-end): Gold	۰×	
II Oldest Share Class	Value: Yes	۰×	
# Add Criteria		×	
Q open	<sup>7</sup> Data Definition for Closed to New Investors		
Closed to All Investors	An indication that the fund is currently accepting investments from new		Note the search term, and the item to select.
Closed to New Investors	investors. Funds that are closed to new investors will accept additional investment from existing		

9. Select the option for No.

10. Click **OK**.

Investment Type: Exchange-Traded Fund, Open-End Fund			
Domicile: United States		•×	
II Morningstar Analyst Rating (day-end): Gold		•×	
II Oldest Share Class	Value: Yes	•×	
I Closed to New Investors		ОК	
Value			
Allow Missing			
Values			Be sure to select
			this option before clicking OK.
○ Yes			Defore clicking OK.
No No			
🔿 Not Available			

11. Click Done. The Screener window closes and the Manager Research data set opens.

To save the screen you created for Gold-rated funds, do the following:

1. Click the Screen Actions menu and select Save. A dialog box opens.

	Untitled Screen	— Edited V			
✓0 159 □		Screen Actions	Set:	Use this command	
		🗁 Open		to save the screen.	
	Name	凹 Save			
_		☑ Import List			
	1 American Funds A	+ Create New List		349	
	2 American Funds /			380	
	3 American Funds (	+ Create New Screen		3K7	
	4 American Funds E			)BJ	
	5 American Funds Fu	ican Funds Fundamental Invs A		FOUSA00CTS	
	6 American Funds Int	tl Gr and Inc F2	IGFFX	FOUSA06YLG	

Exercise 5: Save the screen you created

- 2. In the name field, type Analyst-Rated Funds.
- 3. Click Save. The name of the screen updates automatically.

In this exercise, the Analyst-Rated Funds will be modified to look for only U.S. large-cap funds, and then re-saved. You will also learn an alternate way to screen for a popular data point. Do the following:

Exercise 6: Modify a screen to find only U.S. large-cap funds

1. On the grid header, click the **Open Screener** icon. The Screener window opens.

Analyst-Rated Funds ∨ Search for Securities and Research							
159 ⊟ m ⊗ + <u>-</u> Q Z	BY	Data Set	Manager Research	Read Only V	Use this icon to open		
	Open Sc	reener		Total Ret % Rank	the Screener window.		
Name	Ticker	SecId	Morningstar Category	Cat 3Y mo-end (mo-end)			
1 American Funds AMCAP A	AMCPX	FOUSA00B49	Large Growth	81			
2 American Funds American Mutual A	AMRMX	FOUSA00B8C	Large Value	10			
3 American Funds Capital World Gr&Inc A	CWGIX	FOUSA00BK7	World Large Stock	46			

- 2. To add a data point to find only U.S. large-cap funds, in the bottom Add Criteria area, in the **Search** field, type **peer**.
- 3. Select Morningstar Category. Additional fields appear.

Screener			Cancel Done	
0/95 + 🖻 🖒	Investment Type: Open-End Fun	d, Exchange-Traded Fund		
American Funds AMCAP A	II Domicile: United States		۰×	
American Funds American Mutual A	# Morningstar Analyst Rating (	day-end): Gold		
American Funds Capital World Gr&Inc A	-			The smart search
American Funds Europacific Growth A	II Oldest Share Class	Value: Yes		
American Funds Intl Gr and Inc F2	Closed to New Investors	Value: No		capability can allow you to find a
American Funds New Economy A	# Glosed to New Investors	Value, NU		
American Funds New Perspective A	# Add Criteria		×	data point by searching for a
American Funds Washington Mutual A			$\sim$	<u> </u>
AMG Yacktman I	Q peer V Data	Definition for Morningstar Category		synonym of its name
Artisan Global Value Investor		bermition for morningstar outegory		
Causeway International Value Instl	Morningstar A pr	eer group assigned by Morningstar		
DFA US Micro Cap I	A pt	istinguish funds by their portfolio,		
DFA US Small Cap I		stment objective, and style.		
DFA US Targeted Value I	Most Recent	ningstar Category allows for a		

- 4. In the Value **Filter** field, type **large**. The list of available categories updates to match your search term.
- 5. Select Large Blend, Large Growth, and Large Value.

Screener				Cancel Done	
0 / 132   + 🖻 🖒	II Oldest Share Class		Value: Yes	•×	
AMG Yacktman I	II Closed to New Investors		Value: No	×	
American Funds AMCAP A	II Morningstar Category			ОК	
American Funds American Mutual A				_	
American Funds Capital World Gr&Inc A	Operator	Region	Value		
American Funds Europacific Growth A					
American Funds Fundamental Invs A	<ul> <li>Include</li> </ul>	United States 🗸 🗸	Allow Missing Values		
American Funds Intl Gr and Inc F2	🔘 Exclude		values		Use this field
American Funds New Economy A					to narrow the
American Funds New Perspective A	Global Broad Category Group	Value			list of options.
American Funds New World A					
American Funds Washington Mutual A	All S	Q large	×	$(\ll (1/1 \rightarrow \gg))$	
BlackRock LifePath® Index 2020 K	Allocation		-		
BlackRock LifePath® Index 2025 K		<ul> <li>Foreign Large Bler</li> </ul>	nd 🛛 🕜 Large (	Growth	0.1
BlackRock LifePath® Index 2030 K	Alternative	Foreign Large Grov	wth 🗸 Large \	/alue	Select the
BlackRock LifePath® Index 2035 K	Commodities	<ul> <li>Foreign Large Valu</li> </ul>			categories you want included
BlackRock LifePath® Index 2040 K	Convertibles		World	Large Stock	in the screen.
BlackRock LifePath® Index 2045 K	Equity	<ul> <li>Large Blend</li> </ul>			

- 6. Click **OK**.
- 7. Click **Done**. The Screener window closes and the data set is displayed.
- 8. From the **Screen Actions** menu, select **Save**. (In this exercise, it is OK to overwrite the previously saved screen.)

$\checkmark$	0 40 🖂 🔟	Screen Actions		
		🗁 Open		
	Name	凹 Save		
	·	🖾 Save As		Use this command to save the modified screen.
	1 American Funds AMC4	☑ Import List		
	2 American Funds Ameri			
	3 American Funds Funda	+ Create New List		
	4 American Funds Wash	+ Create New Screen		
	5 AMG Yacktman I			
	6 DFA US Large Company	ں ۱	TOON TOODHOUNDK	

Remember that the results of a screen are dynamic. Depending on the criteria you include, the investments found by a screen could change from day-to-day. This exercise shows you how to save the results of a screen to a list, in case you want to maintain a static list of items as well. Do the following:

Exercise 7: Save funds from a screen to a list

- 1. To choose the investments to be included in the list, in the Grid, click the **Select All** button.
  - Note: If any of the listed funds are already selected, click the Select All button to deselect them. Then, click it again to select all rows.

An	alyst-Rated Funds $\vee$			
√40			Data Set:	
Na Na	me	Ticker	SecId	Click this button
🔽 1 Am	erican Funds AMCAP A	AMCPX	FOUSA00B49	select all rows.
🔽 2 Am	erican Funds American Mutual A	AMRMX	FOUSA00B8C	
J 3 Am	erican Funds Fundamental Invs A	ANCFX	FOUSA00CTS	
🔽 4 Am	erican Funds Washington Mutual A	AWSHX	FOUSA00FUP	
🔽 5 AN	1G Yacktman I	YACKX	FOUSA00FOR	
🔽 6 DF/	A US Large Company I	DFUSX	FOUSA00AOK	
-	amond Hill Large Cap A	DHLAX	FOUSA02UMA	

2. On the Grid header, click the **Actions** icon and select **Save As New List**.

	Analyst-Rated Funds \	$\checkmark$				
√40	40 🖂 🛍 🤇	) + <u>⊧</u> Q	2	Y	7	
	Actions (" 40 ")			Γ		
	Add/Edit Alerts				Sec	
	Add to List		>	X //X	FOU	Use this command
	Remove from List			K	FOL FOL	to save the results of the screen to a list.
	Save As New List		>	(X	FOL	
	Generate Factsheet		(j)	¢	FOL	
	Morningstar Report		(j)	K X	FOL	
	Generate Workbook Rep	ort			F00	
				ł	F00 F00	

- 3. In the Enter list name field, type Gold-Rated Large Cap Funds.
- 4. Click **Done**. Note that the new list does not open in the data set. The Analyst-Rated Funds screener is still displayed.
- 5. Click the Select All button again to deselect the rows.

Now that you have used the Screener window to find the funds you want to analyze, you can use the Grid to visualize the data bit more clearly. One way to do this is to group the funds by Morningstar Category. While you could click the Morningstar Category column header to sort the rows, grouping the rows allows you to show or hide only the rows you want. Do the following:

## Exercise 8: Group funds by category in the Grid

1. On the right side of the Grid header, click **Show Peer Analytics**. The Peer Analytics panel opens on the right.

$\blacksquare$ Analyst-Rated Funds $\lor$				Search for Securities and Research					
40 ⊟ 🗊 🛇 + 🕰 🗗		Data Set:	Manager Res	search Read O	nly V		Show Peer Ar	nalytics 🔇	Click here to
Name	Ticker	SecId	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Rating 3Y (mo-	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Morningstar Category Prin Benchmark	open the Peer Analytics panel.
1 American Funds AMCAP A	AMCPX	FOUSA00B49	Large Growth	81	**	0	Gold	S&P 500	
2 American Funds American Mutual A	AMRMX	FOUSA00B8C	Large Value	10	*****	0000	Gold	S&P 500	
3 American Funds Fundamental Invs A	ANCEX	FOUSA00CTS	Large Blend	47	***	000	Gold	S&P 500	
4 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	54	***	000	Gold	S&P 500	
5 AMG Yacktman I	YACKX	FOUSA00FOR	Large Value	6	*****	0000	Gold	S&P 500	

- 2. Click the **Grouping** switch to activate it. In the drop-down field, Morningstar Category should already be selected.
- 3. Click Apply.

$\blacksquare$ Analyst-Rated Funds $\lor$	Q Search for Securities and Research Q 🖉 🧿 🖉	2
	B 🖹 🕅 Data Set: Manager Research Read Only V Hide Peer Analytics 🤇	$\supset$
Neme	Peer Analytics ©	
Name     A     A     A     A     A     A     A     A	Enhance your analysis by creating dynamic peer to peer comparisons. The settings within Peer Analytics will be saved as part of your data set.	
2 American Funds American Mutual A     3 American Funds Fundamental Invs A	AM V Grouping	Be sure this
4 American Funds Washington Mutual A     5 AMG Yacktman I	AW II Morningstar Category V	switch is activated.
6 DFA US Large Company I     7 Diamond Hill Large Cap A	DFL Add Grouping Level	
8 Dodge & Cox Stock 9 Fidelity® 500 Index	DOI Conditional Formatting	
10 Fidelity® Contrafund® K6     11 Fidelity® Total Market Index	FLC Dynamic Ranking	
12 iShares Core S&P 500 ETF     13 iShares Core S&P 500 ETF	ISU > Summary Statistics	
14 iShares Core S&P 500 ETF     15 iShares Core S&P 500 ETF	IW IW ► Scorecard	
16 iShares Core S&P 500 ETF     17 iShares Core S&P Total US Stock Mkt ETF		
18 iShares Core S&P Total US Stock Mkt ETF           19 iShares Core S&P US Growth ETF	1T0 01C	
20 iShares Core S&P US Growth ETF     21 iShares Core S&P US Value ETF	1US 3IS	then click
22 iShares Core S&P US Value ETF     23 JPMorgan Equity Income I	IUS HLI	this button.
24 Oakmark Investor     25 PRIMECAP Odvesev Crowth	OAI POT	

4. At the far right of the Grid header, click Hide Peer Analytics.

	Analyst-Rated Funds $\vee$		Q Search for Securities and Research	Û 🖉 🤉 😤	
$\checkmark$	0 40 ⊟ 🖩 🛇 + 🕰 🖓		$$ Data Set: Untitled – Edited $\lor$	Hide Peer Analytics 📎	Click here
			Peer Analytics	O	to hide this panel.
	▼ Name	Tick	Enhance your analysis by creating dynamic peer to peer comparisons. The settings within Peer	r Analytics	
	▼ US ETF Large Blend		will be saved as part of your data set.		
	1 iShares Core S&P 500 ETF	IW	▼ Grouping		
	2 iShares Core S&P 500 ETF	IW		_	
	3 iShares Core S&P 500 ETF	IW	II Morningstar Category V		
	4 iShares Core S&P 500 ETF	IW			
	5 iShares Core S&P 500 ETF	ISQ	Add Grouping Level		
	6 iShares Core S&P Total US Stock Mkt ETF	ITO.	Add drouping Lover		
	7 iShares Core S&P Total US Stock Mkt ETF	ITO.	Conditional Formatting	0	
0	0.01 1.000 1.01 FTTT	- 001			

5. In the Grid you can click the **group heading** for each Morningstar Category to collapse and expand the groups.

		Analyst-Rated Funds $\vee$					
$\sim$	0	40 ⊟ 🖩 🛇 + 🕰	R	) Y	Data Set:	Untitled —	
	•	Name		Ticker	SecId	Morningstar Category	
	►	US ETF Large Blend					US ETF Large Blend is collapsed.
	v	US ETF Large Growth					You cannot see the funds in this
	14	iShares Core S&P US Growth ETF	$\odot$	IUSG	FEUSA00015	Large Growth	Morningstar Category.
	15	iShares Core S&P US Growth ETF		01DW	FEUSA00015	Large Growth	
	V	US ETF Large Value					
	16	iShares Core S&P US Value ETF		3ISB	FEUSA00016	Large Value	
	17	iShares Core S&P US Value ETF		IUSV	FEUSA00016	Large Value	
	V	US OE Large Blend					
	18	American Funds Fundamental Invs A		ANCFX	FOUSA00CTS	Large Blend	
	19	American Funds Washington Mutual A		AWSHX	FOUSA00FUP	Large Blend	
	20	DFA US Large Company I		DFUSX	FOUSA00AOK	Large Blend	
	21	Fidelity® 500 Index		FXAIX	F00000LZSI	Large Blend	
	22	Fidelity® Total Market Index		FSKAX	F00000MJS0	Large Blend	
	23	Oakmark Investor		OAKMX	FOUSA00E9D	Large Blend	
	24	PRIMECAP Odyssey Stock		POSKX	FOUSA05B5B	Large Blend	

 Saving the data set ensures each time this data is opened, the peer analytics function groups the investments by Morningstar Category, whether you open this screen, another screen, or a list. To save the changes you just made, from the Data Set menu, select Save.

	Analyst-Rated Funds $\vee$		♀ Search for S	Securities	s and Re	
$\checkmark$		787	Data Set: Untitled — Edited ∨			
			Open Recently Viewed ⑦		gstar 3Y (mo-	
	▼ Name	Ticker	Manager Research			1
	<ul> <li>US ETF Large Blend</li> </ul>		All Data Sets	>		1
	▼ US ETF Large Growth					1
	14 iShares Core S&P US Growth ETF	IUSG	Data Set Actions			1
	15 iShares Core S&P US Growth ETF	01DW	Data Set Actions			1
	▼ US ETF Large Value		🖉 Edit			1
	16 iShares Core S&P US Value ETF	3ISB	Bave Save			
	17 iShares Core S&P US Value ETF	IUSV	{ <b></b>			Use this command
	▼ US OE Large Blend		+ Create New Data Set			to save the data set.
	18 American Funds Fundamental Invs A	ANCFX	F			
	19 American Funds Washington Mutual A	AWSHX	FOUSA00FUP Large Blend 5	i4 ***		1

7. In the name field, enter Morningstar Categories View, then click Save.

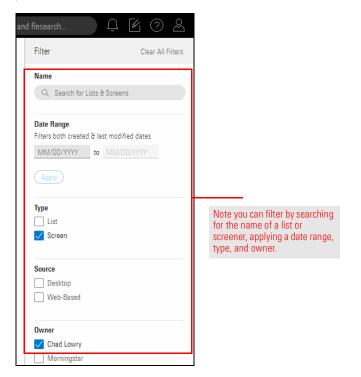
If you need to change the name of a screen, this can be done from the Lists & Screens page. To change the name of the Analyst-Rated Funds screen, do the following:

Exercise 9: Change the name of a screen

1. Hover your mouse over the Menu icon, then select Lists & Screens.

Analyst-Rated Fu	nds ∨				
Home	>	F <u>Q</u> Z		Data Set:	
EXPLORE					
Research			Ticker	SecId	
Markets					
ANALYZE			IUSG	FEUSA00015	Select this option to access the Lists & Screens page.
Client Accounts			01DW	FEUSA00015	
Lists & Screens					
Model Portfolios			3ISB	FEUSA00016	
			IUSV	FEUSA00016	

- 2. On the Lists & Screens page, the Filter panel offers several options to narrow the lists and screen displayed. In the **Type** area, select **Screen**.
- 3. In the **Owner** area, select **your name**. Now the left part of the page shows only screens you created.



- 4. If you have numerous items listed, **double-click** the **Created Date** column heading to display the screens you recently created at the top of the column.
- 5. Hover the cursor over the Analyst-Rated Funds row to display the Actions icon to the right of the screen's name. Click the Actions icon and select Rename.

Lists & Screens									
0/82 Selected 🛛 🖄 Create List 🖄 Create Screen 💷 Delete									
Click a	a list	t or screen to begin your ana	lysis. To manage y	your lists and scree	ens, use the action icon o	controls above.			
		Name		Туре	Owner	Source	Created Date		
	1	Analyst-Rated Funds	C	Screen	ryan mcclelland	Web-Based	06/21/2017	Be sure to hover your mouse over the correct row	
	2	Undervalued Stocks	Actions		ryan mcclelland	Web-Based	03/06/2020	before selecting this option.	
	3	5-Star Stocks	Rename	<u> </u>	ryan mcclelland	Web-Based	03/00/2020		
	4	Preferred Investments	Share		ryan mcclelland	Web-Based	11/30/2017		
	5	Sustainable Landscape	Delete		Morningstar	Web-Based	02/07/2020		
	6	Morningstar Prospects	C Kead Unly	List	Morningstar	Desktop	01/23/2020		

- 6. In the name field, enter Large Cap Gold-Rated Funds.
- 7. Click Save.

How many passively managed open-end funds and ETFs are in the Mid-Cap Value category? This exercise not only provides additional practice in creating and saving a screen, but also shows you another smart search term you can use to find a particular data point. Do the following:

Exercise 10: Find passively managed funds

1. At the top of the Lists & Screens page, click **Create Screen**. The Screener window opens.

	Lis	ts & Screens			
0/82 \$	Sele	cted 🕑 Create List 🖻 Create Screen	🕮 Delete		Clic
Click a	a list	or screen to begin your analysis. To manage yo	our lists and scre	eens, use the action icon or controls above.	
		Name	Туре	Owner Source	
	1	Large Cap Gold-Rated Funds	Screen	ryan mcclelland Web-Based	
	2	Undervalued Stocks	Screen	ryan mcclelland Web-Based	
	3	5-Star Stocks	Screen	ryan mcclelland Web-Based	
	4	Preferred Investments	List	ryan mcclelland Web-Based	
	5	Sustainable Landscape 🔿 Read Only	List	Morningstar Web-Based	
	6	Morningstar Prospects O Read Only	List	Morningstar Desktop	

#### 2. Select Exchange-Traded Fund and Open-End Fund.

Screener				Cancel Done	
0/0   + 🖻 🖒	▼ Create your Universe			🔘 Logic Mode  📩	
	Investment Type			С	
	Value				
	Category Average	C Equity	O Insurance Fund	O Pooled Fund	Be sure to select both investment types
	Closed-End Fund	📀 Exchange-Trad	O Money Market	O Preferred Stock	both investment types
	Collective Inves	O Index	🥑 Open-End Fund	O Separate Account	

#### 3. Click **OK**.

- 4. In the Add Criteria area, in the **Search** field, enter **peer**, then select **Morningstar Category**.
- 5. In the Filter field under the Value area, type mid, then select Mid-Cap Value.

Screener				Cancel Done	
0/432 + 🖻 🖒	II Morningstar Category			ОК	
AB Discovery Value A	Operator	Region	Value		
AB Discovery Value Advisor		Il chief Orester	Allow Missin		
AB Discovery Value B	<ul> <li>Include</li> </ul>	United States	Values	9	
AB Discovery Value C	O Exclude		101000		
AB Discovery Value I					
AB Discovery Value K	Global Broad Category Group	p Value			
AB Discovery Value R					
AB Discovery Value Z	All >	Q mid	×	$(\ll 1/1 \gg)$	Be sure to
AMG Managers Fairpointe Focused Eq	Allocation		-		select the
AMG Managers Fairpointe Focused Eq	Alternative	Foreign Small/	Mid Blend O	Mid-Cap Growth	correct cate
AMG Managers Fairpointe Mid Cap I		Foreign Small/	Mid Growth 🥢	Mid-Cap Value	
AMG Managers Fairpointe Mid Cap N	Commodities	<ul> <li>Foreign Small/</li> </ul>	Mid Value	World Small/Mid Stock	
AMG River Road Focused Absolute Val		0	$\cup$	wond Sman/wid Stock	
AMC River Read Ecoured Absolute Val		<ul> <li>Mid-Cap Blend</li> </ul>			

- 6. Click **OK**.
- 7. In the Add Criteria area, in the **Search** field, enter **passive**, then select **Index Fund**. The Value for this data point defaults to Yes.

Screener		Cancel Done	
0/432 + 🖻 🖒	Domicile, omteu states		
	II Morningstar Category: Mid-Cap Value		
AB Discovery Value A	# Add Criteria	· · · · · · · · · · · · · · · · · · ·	ote the search
AB Discovery Value Advisor			erm, and the ata point to select
AB Discovery Value B	Q passive X Y	u a	
AB Discovery Value C	Index Fund		
AB Discovery Value I	Index Fond		
AB Discovery Value K			
AB Discovery Value R			
AB Discovery Value Z			
AMG Managers Fairpointe Focused Eq			
AMG Managers Fairpointe Focused Eq			
AMG Managers Fairpointe Mid Cap I			
AMG Managers Fairpointe Mid Cap N			
AMG River Read Featured Absolute Val			

- 8. Click **OK**.
- 9. Click **Done**. The Screener window closes, and you are taken to the Manager Research data set.
- 10. Save the screen with the name Passive Mid-Cap Value Funds.

What do the ESG (Environment, Social, and Governance) scores look like for large-cap separate accounts and collective investment trusts (CITs)? This exercise allows you to screen for those investment types and display a particular data point in the Grid.

Exercise 11: Evaluate the ESG scores for large-cap separate accounts and CITs

- 1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.
  - ☞ Note: If you are prompted to save the data set, click **Don't Save**.

	Passive Mid-Cap Value Funds $\vee$		1				Q 56	earch for Securi	ties an	d Research	<u></u> 2	
$\checkmark$	₀ 46) ⊟ 🗊 🛇 + 🕰 🖄	B Y	Data Set	Manager Re	search Read O	nly 🗸				Create	r Analytics 🔇	
					Total Ret % Rank		Morningstar	Morningstar	Mor	List	pha Total (excess	
	Name	Ticker	SecId	Morningstar Category	Cat 3Y mo-end (mo-end)	Rating 3Y (mo- end)	Sustainability Rating (mo-end)	Analyst Rating (day-end)	Cate Ben	Screen	rn) (3Y - mo-end) Cat Curr	
	•	_								Client Account	_	Select
	1 Alpha Architect US Quantitative Val ETF	QVAL	F00000T8QF	Mid-Cap Value	45	**	00000	-	S&F	0	-10.09	this option.
	2 Cambria Shareholder Yield ETF	SYLD	F000000EUW	Mid-Cap Value	40	***	0000	-	S&F	Custom Benchmark	-8.62	1.10
	3 Deep Value ETF	DVP	F00000THK2	Mid-Cap Value	22	***	00000	-	S&F	Custom Scenario	-7.61	
	4 Direxion All Cap Insider Sentiment ETF	KNOW	F00000NAUG	Mid-Cap Value	79	**	000	-	S&F	Policy	-10.64	
	5 Direxion All Cap Insider Sentiment ETF	KNOW	F00000NAUG	Mid-Cap Value	-	**	000	-	S&F	Model Portfolio	-	
	6 Fidelity® Mid Cap Value Index	FIMVX	F000013GDJ	Mid-Cap Value	-	-	000	-	S&F		-	
	7 First Trust Dorsey Wright Momt & Div ETF	DDIV	F00000S85E	Mid-Cap Value	13	****	000	-	S&F	Note	-5.10	
	8 First Trust Dorsey Wright Momt & Val ETF	DVLU	F000010096	Mid-Cap Value	-	-	000	-	S&F	Scheduled Export	-	
	9 First Trust Multi Cap Val AlphaDEX® ETF	FAB	FOUSA06GIQ	Mid-Cap Value	-	**	00	-	S&F		_	
0	10. Com Tours Multi Con Mal Alabad DEVE ETC.	CAD	50110400010	Mid Des Malue			45.45		000	500 TO LIOD 0.00200	11.05	

 Select Collective Investment Trust, and Separate Account, then click OK. The investment type (or types) you select determine the subsequent data points available to you in a screen. For example, after selecting these two investment types, you cannot use "Morningstar Stock Star Rating" as a criterion for the screen because that data point does not exist for these two investment types.

Screener		Cancel Done	
0/0   + 🖻 🖒	▼ Create your Universe	C Logic Mode +	
	Investment Type	СК	
	Value		
	Category Aver Equity	O Insurance Fund O Pooled Fund	Be sure to select both
	Closed-End Fund Ckchange-Trad	O Money Market O Preferred Stock	investment types
	Collective Inve O Index	🔿 Open-End Fund 🥑 Separate Acco	

3. In the Add Criteria area, in the **Search** field, enter **social**. **Scroll down** to the bottom of the results list, then select **Socially Conscious**. The Value defaults to Yes.

Screener			Cancel Done	
D/15,887 🕂 🗐 🖒	<ul> <li>Create your Universe</li> </ul>		🔘 Logic Mode 📋	
12th Street Asset Management LP	Investment Type: Coll	ective Investment Trust, Separate Account		
12th Street Asset Opportunity	Add Criteria		0	
12th Street Small Cap Value	a Aud Griteria		· · · · · · · · · · · · · · · · · · ·	
1492 Small Cap Core Alpha	Q social	♥ Data Definition for Socially Conscious		
1492 Small Cap Dynamic Hedge	womingstar	Data Definition for Socially Conscious		
1492 Small Cap Growth	Sustainability	An indication that the fund selectively		
1492 Small Cap Value	Rating	invests based on certain noneconomic		
16th Amendment Long Performance		principles. Such funds may make		
16th Amendment Long Relative Value	Portfolio Category>	age Product investments based on such issues as		
16th Amendment Ultra Performance	Average Product			Scroll here
1919 SRI Balanced	Percentage	rights, or religious views. A socially		
1919 SRI Equity Institutional	reicentage	conscious fund may take a proactive		
1919 SRI Fossil Free Equity	Portfolio Product $>$ Involvement	stance by selectively investing in, for		
1919 SRI International ADR Equity		example, environmentally friendly		
361 Large Cap Concentrated Equity	Percentage	companies or firms with good		
361 Large Cap Concentrated Equity – Wrap	2.000	employee relations. This group also		
361 Large Cap Tax Aware Equity	Socially Conscious	includes funds that avoid investing in		
361 Large Cap Value Institutional		companies involved in promoting		

- 4. Click OK.
- The next data point, Ethical Issue Strategy Focus, finds investments particularly focused on the environment. In the Add Criteria area, in the Search field, enter focus. Note that only Product Focus appears as a data point.
- 6. To the right of the search field, click the **Filter** icon. The Filter by Investment Type menu opens. Separate Account and Collective Investment Trust are already selected.
- 7. Select Open-End Fund. This allows you to see data points for that universe as well.

Screener			Cancel Done	
0/8 + 🖻 🖒	▼ Create your Universe	0	🖸 Logic Mode 📋	
Trillium All Cap Core	Investment Type: Collective Investment Tr			
Trillium All Cap Core Wrap	Socially Conscious	Value: Yes	()×	
Trillium Fossil Fuel Free Core Comp	= Socially conscious	Value, 165		
Trillium Large Cap Core	# Add Criteria		×	
Trillium Large Cap Core Wrap				
Trillium Small/ Mid Cap Core	Q focus Y			
Trillium Small/Mid Cap Core Wrap				
Trillium Sustainable Opportunities	Filter by Investment Type			
	Select all			
	Open-End Fund			Click the Filter icon, then
	O Insurance Fund			select Open-End Fund.
	O Money Market Fund			Be sure not to deselect Separate Account
	C Exchange-Traded Fund			and Collective
				Investment Trust.
	C Equity			
	<ul> <li>Separate Account</li> </ul>			
	<ul> <li>Collective Investment Trust</li> </ul>			
	O Pooled Fund			
	O Preferred Stock			
	Category Average			
	Closed-End Fund			
	O Model			

- 8. Click away from the Filter by Investment Type menu to close it.
- 9. Select Ethical Issue Strategy Focus.

Screener			Cancel Done	
0/8  + 🖻 🖒	▼ Create your Universe		🔘 Logic Mode 📋	
Trillium All Cap Core	Investment Type: Colle	ective Investment Trust, Separate Account		
Trillium All Cap Core Wrap	Socially Conscious	Value: Yes	()×	
Trillium Fossil Fuel Free Core Comp	- obciany conscious	value, res		
Trillium Large Cap Core	I Add Criteria		×	
Trillium Large Cap Core Wrap			22.2	
Trillium Small/ Mid Cap Core	Q focus	C Data Definition for Ethical Issue		
Trillium Small/Mid Cap Core Wrap		Strategy Focus		
Trillium Sustainable Opportunities	Ethical Issue Strategy Focus	An indication that the fund follows a		Select this option
	Product Focus	community-responsible strategy.		

10. In the Value area, select Environmental Focus.

Screener				Cancel Done
0/8   + 🖻 🖒	▼ Create your Universe			🔘 Logic Mode 🕇
Trillium All Cap Core	Investment Type: C	ollective Investment Trust, Separat	e Account	
Trillium All Cap Core Wrap Trillium Fossil Fuel Free Core Comp	Socially Conscious		Value: Yes	X
Trillium Large Cap Core Trillium Large Cap Core Wrap Trillium Small/ Mid Cap Core Trillium Small/Mid Cap Core Wrap Trillium Sustainable Opportunities	Ethical Issue Strate     Operator     Include     Exclude	egy Focus Value One Allow Missing Values		OK
	Value O Filter			(《〈 1/1 〉》)
	Q Filter	al Focus		( 1/1 )

- 11. Click **OK**.
- 12. Click **Done**. The Screener window closes, and the data set is displayed.
- 13. Save the screen as Environmentally Focused CITs/SAs.