Morgan Stanley

Eaton Vance

Recording Trans-Specs

Updated as of 6/26/2026

DANA Fields	Requirements	
Type	**Normal – New (SF) – By Default** **Normal – Existing (SF) - (For Existing Activities)** **Follow-up (When a note requires (2) two follow-up activities, use this type on the 2nd follow-up note**	
Wholesaler Preferences	**READ CAREFULLY before proceeding.** **There are wholesaler preferences which contain instructions like "*Trigger words such as spoke merits an Outbound call interaction type instead of a face to face meeting". (e.g. Spoke with John Smith)***	
Special Instructions	As necessary	
Internal Comments	As necessary	
Date	As dictated	If none, use recording date or contextual clues. Send clarification if otherwise.
Time	As dictated	If none, leave blank *(default time for breakfasts, lunches, dinners does not apply). Apply end time when applicable based on context (e.g. The meeting started at 9. Took us about 45 mins.)*
Advisor name	As provided *(FINRA-generated names are also accepted e.g. Jim Smith vs James Smith)*	
	If none provided for individual activities	**- [None Provided]**
	If none provided for group activities, but WS specified the firm	**- Ex. Merrill Lynch Advisors**
	If only the group or team name was provided (e.g. The Durso Group)	**- Write down as is**
1on1 tick box	If applicable	
Follow-up tick box	If applicable	
Follow-up dropdown fields	**Type:** Always "Open" **Due Date:** Next business day (unless otherwise specified) **Subject:** "*Follow-Up*" should suffice **Text:** Simply copy the Main Note Text **Assigned To:** Defaults to the internal partner *as the only option* **Assigned To Others:** As provided *(free form)*	
Broker/Dealer	As provided	DANA-embedded ***FINRA-generated*** *broker-dealer results are also accepted (e.g. Merrill vs MERRILL LYNCH, PIERCE, FENNER & SMITH INCORPORATED).* *(DISCLAIMER: If the FINRA result is totally different from the mentioned b/d, use the b/d provided by the wholesaler)*
City	As dictated.	If none, leave blank
State	As dictated.	If none, leave blank
Location	As dictated	Not to be confused with City and State. Use this field for specific floors, avenues, etc.
Group tick box	As necessary	
Group follow-up tick box	1. If applicable. (Still use this even if the follow-up is intended for only one contact, but was part of a group meeting).	
Group follow-up dropdown fields	**Same with the individual follow-up**	
Interaction Type	**As dictated.** ***may vary in special cases**	
	If none provided, use Face-to-Face by default:	
	In-Person Meetings (regardless of the # of attendees)	**Face-to-Face Meeting**
	Virtual Meetings (Zoom, Teams Meeting, etc)	**Virtual Meeting**
	Branch Meeting	**Branch Meeting (should specifically be mentioned)**
	Default for Emails	**Outbound Email**
	Default for Phone calls	**Outbound Call**
	Incoming Calls	**Inbound Call**
	Conference Calls	**Conference Call**
	Seminars, Client Events	**Client Event / Seminar**
	Dinner, Golf, Happy Hour, etc	**Social / Entertainment**
Interaction Purpose	*Business Development by default*	Should be changed if stated otherwise in the recording.
Subject	***Please take note that "Meeting" should be changed if a different activity was indicated. Frequently used are Call, Breakfast, Lunch, Dinner, Seminar, Conference Call, Zoom Meeting, Email, Golf, Drinks, Client Event, etc.***	
	One advisor	**Meeting - John Smith**
	Two advisors	**Meeting - John Smith and Sam Jones**
	Three or more	**Meeting - John Smith and Other FAs**
	Branch or meeting with an entire office, but no specific FA names were provided	**Meeting – Morgan Stanley, Miami, FL**
	Meeting with one or two internal attendees – name/s should be included in the subject	**Meeting with Lenore Reiner – John Smith** **Meeting with Lenore Reiner and David Richman – John Smith**
	Meeting with more than two internal attendees - names should be included in note text field	**Meeting - John Smith** *(Note text: e.g. Had Lenore Reiner, Holly Swan, David Richman as co-presenters.)*
	Multiple 1on1 activities	**Meeting – [Rep name]**
Text	**Meeting Notes**	

	(If with follow-up, add another paragraph with heading as below, tick follow-up box) **To-Do: (Follow-up items here)** *for internal WS ffup **To-Do (External): (Follow-up items here)** *for external WS ffup	
Strategy/Fund(s)	***Refer to EV Products List. Skip if none specified.***	
Business Probability Score	As provided	If none, leave blank
Interaction Outcome	As provided	If none, leave blank
Internal Attendee	As provided	If none, leave blank
Investment Team(s)	As provided	If none, leave blank (Should specifically be instructed)
Topic	As provided	If none, leave blank *(Advisor Institute being the most common)*
Models	As provided	If none, leave blank
Campaign	As provided	If none, leave blank
Pre-Meeting Note	As provided	If none, leave blank
Morningstar Report	Check the box only if instructed.	If not, leave box unchecked
Send Feedback Reminder	Check the box only if instructed.	If not, leave box unchecked