Morningstar Office℠
Desktop to Cloud

Beta Transition Guide
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Morningstar Office Desktop to Cloud Beta Transition Guide

This manual is designed to help you transition from Morningstar Office desktop to Office Cloud. As more functionality is developed in this platform, content and additional exercises will be added to this manual. The following topics are covered:

- Transitioning from the Morningstar Office Desktop to the Cloud environment
- Reviewing differences between Cloud areas and Desktop modules, including:
  - Morningstar Research
  - Investment Workbooks
  - Portfolio Workbooks
- Managing Tools in Office Cloud
- Utilizing functionality of Morningstar Office Cloud in workflows
Making the Transition to Morningstar Office Cloud

As you start using Morningstar Office Cloud, this section helps you make the transition to the new environment by answering such questions as:

- What am I looking at?
- How is Morningstar Office Cloud designed to be used?

This section also provides an overview of the different areas of Morningstar Office Cloud, including:

- Morningstar Research
- Investments Workbooks, and
- Portfolio Workbooks.

Some of the fundamental differences between the desktop version of Morningstar Office and Morningstar Office Cloud are also described here.

To start, here is a quick orientation to the Home page for Morningstar Office Cloud:
## What am I looking at in Morningstar Office Cloud?

<table>
<thead>
<tr>
<th>Element</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Menu icon</td>
<td>This icon gives you access to every part of the Morningstar Office Cloud application, which means you do not have to return to the Home page each time you want to visit a different part of the program.</td>
</tr>
<tr>
<td></td>
<td>Find icon</td>
<td>You can find Morningstar reports for securities with this icon. When you type in a name or ticker symbol (or other identifying element, such as Sec ID), you can click on a result and instantly see the Morningstar Report in a flyover panel.</td>
</tr>
<tr>
<td></td>
<td>Notifications icon</td>
<td>This icon shows you when a notification is waiting for you to read it (to come in a later version), as well as when a subscription you created in the Morningstar Research area has new content available for you.</td>
</tr>
</tbody>
</table>
|           | Create icon   | From this icon you can create the following tools:  
  ❯ Client Accounts  
  ❯ Model Portfolios  
  ❯ Custom Benchmarks  
  ❯ Lists  
  ❯ Screens  
  ❯ Workbooks |
|           | Help icon     | Access a variety of documentation, videos, and Walk-Thrus from this icon. A Walk-Thru is a form of performance support that highlights various parts of the application to walk you through the steps to complete a procedure. |
|           | Account icon  | This icon allows you to make global setting changes, and gives you access to the File Management page, where you can rename, delete, or share your lists, searches, and other saved files. |
Reviewing differences within the Morningstar Research Area

Use the Morningstar Research tab to learn what Morningstar’s Research Analysts think of specific investments, or the market in general. The following content is available within the area:

- Articles and videos written by Morningstar’s research team. This content is updated Monday-Friday.
- The Topics page, which groups content from Morningstar into a variety of subjects, which you can subscribe to in order to see when new content is available.
- Subscription publications to which users can also subscribe.
Unlike the Morningstar Office Desktop, where Morningstar Analyst research is spread throughout the program and its companion iPad application, Morningstar Office Cloud provides all Analyst Research in one convenient spot.

The following table describes where valuable Analyst content is available within each version of Morningstar Office:

<table>
<thead>
<tr>
<th>Content</th>
<th>Morningstar Office Desktop, iPad App</th>
<th>Morningstar Office Cloud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morningstar Analyst Articles and Commentary</td>
<td>iPad: Markets area</td>
<td>Morningstar Research …Latest</td>
</tr>
<tr>
<td></td>
<td>Desktop: Home … Articles and Commentary</td>
<td></td>
</tr>
<tr>
<td>Morningstar Video Commentary</td>
<td>iPad, Markets area</td>
<td>Morningstar Research … Videos</td>
</tr>
<tr>
<td>Articles grouped by Topics of interest, i.e.,</td>
<td>N/A</td>
<td>Morningstar Research …Topics</td>
</tr>
<tr>
<td>Sustainable Investing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morningstar Subscription Publications</td>
<td>Desktop, Home tab… Morningstar Publications</td>
<td>Morningstar Research … Publications</td>
</tr>
<tr>
<td>Morningstar Presentations</td>
<td>Desktop, Home tab … Presentations</td>
<td>Morningstar Research … Publications</td>
</tr>
</tbody>
</table>
In addition to accessing Morningstar Analyst research and commentary, you can also create bookmarks to return to content at a later date, subscribe to publications and topics, and create lists and screens related to securities referenced in articles.

What functionality is available within the Morningstar Research area?

Use these icons to print, share, download or bookmark an article of interest.

Click here to view securities referenced within the article.

Use this menu to create an investment list or add to an existing list.

Click here to view lists and screens you created, or create them from scratch.

Access the topics and publications, and authors you subscribed to here.

Neither PIMCO’s New CEO, nor Parent Allianz, Plan to Upset Their Apple Cart

Both Manny Roman and Allianz know a good thing when they see it.

By Eric Jacobson | May 02 2017

In July 2016, PIMCO announced that it had hired former head of the LSE-listed Man Group EMG, Emmanuel “Manny” Roman, as its CEO effective Nov 1, 2016.
Reviewing differences in the Investment Workbooks Area

A workbook contains worksheets, and worksheets are comprised of one or more components (tables or graphs). The options here allow you to build a workbook for either managed investments (mutual funds, ETFs, etc.), financial markets, or to create a completely blank template you can build from scratch.

You can populate a workbook (and by extension, its components) with the investments from a saved list or screen, or you can create one from scratch.

In Morningstar Office Desktop, the following tools are built within the Research or Workspace tabs of the program:

- Investment Lists
- Search Criteria
- Model Portfolios
- Custom Benchmarks

Each tool populates within a grid view and each grid view contains a series of data points, which can be edited using the Edit View tool.

Morningstar Office Cloud also contains lists, searches, models portfolios and custom benchmarks. The table below describes where you create the various tools.
How do investment research tools differ between Morningstar Office Desktop and Cloud?

### Reviewing differences in the Investment Workbooks

After lists and screens are created, use them to populate a workbook and its accompanying set of worksheets. Use models and benchmarks with your client portfolios to review a strategy or as a comparison mechanism.

The first worksheet of each workbook contains a Grid View, where you can also edit the data points contained within the grid view. This is known in Morningstar Office Cloud as a **Column Set**.

The following table orient you to the changes related to investment research tools:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lists</td>
<td>Create Icon, Investment Workbooks</td>
</tr>
<tr>
<td>Screens</td>
<td>Create Icon, Investment Workbooks</td>
</tr>
<tr>
<td>Model Portfolios</td>
<td>Create Icon</td>
</tr>
<tr>
<td>Custom Benchmarks</td>
<td>Create Icon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desktop name</th>
<th>Cloud name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspace tab</td>
<td>File Management</td>
</tr>
<tr>
<td>Grid View</td>
<td>Grid View</td>
</tr>
<tr>
<td>Investment Lists/My Lists</td>
<td>Lists and Screens from File Management</td>
</tr>
<tr>
<td>Search Criteria/My Search Criteria</td>
<td>Lists and Screens from File Management</td>
</tr>
<tr>
<td>Model Portfolios</td>
<td>Model Portfolios from File Management</td>
</tr>
<tr>
<td>Custom Benchmarks</td>
<td>Custom Benchmarks from File Management</td>
</tr>
<tr>
<td>Custom/Edit Views</td>
<td>Column Sets</td>
</tr>
<tr>
<td>Charts/Data Tables</td>
<td>Components (components can be either a chart or grid)</td>
</tr>
</tbody>
</table>
Reviewing differences in the Investment Workbooks Area

What functionality is available within an Investment Workbook?

Each worksheet within an Investment Workbook includes a grid view. The first worksheet includes only a grid, so you can analyze a list of investments within the format you are accustomed to. Next to the grid view worksheet are a series of worksheets that contain different components used to analyze securities. On pages that contain components, you can expand and collapse your grid view with.

You can also create your own custom worksheet and mix and match components that are most important to you.

A worksheet contains one or more components. Components are charts and grids, which can be customized using the Component Settings icon. In addition, you can export a component to Microsoft Excel, and expand a component to fit the full screen.

Note: The component setting options will differ, depending on the component you choose.
You can even build your own worksheet and by mixing and matching the components of your choosing from the Component Library.
Security-level reports are available in any area that you find investments. In future versions, additional reports will become available. The Morningstar Report and factsheet reports can also be generated by selecting a single row and using the Actions icon above the grid view.
Reviewing differences in the Portfolio Workbooks Area

Within this area, you can view and analyze your clients’ portfolios at the Summary or individual Account level. This information can be viewed within the Clients and Portfolios template, or you can build your own workbook from scratch. You can also create a quick account based on a list you already created, or build a quick account from scratch. Transactional accounts will continue to be imported using the desktop version of Morningstar Office.

With this Beta version, you are unable to create clients, prospects and transactional accounts within Morningstar Office Cloud. However, clients, prospects and transactional accounts created in desktop, are available within Cloud.
Within Morningstar Office Cloud, clients and portfolios are available in the workbook format, similar to Investment Workbooks. These worksheets are designed for summary or individual account level analysis and contain performance, risk/return, asset allocation and other worksheets and components. In addition, you can mix and match components to create your own worksheets.

Note: Future releases of Morningstar Office Cloud beta will contain additional components and worksheets

The following table orients you to the changes related to Clients and Portfolios:

<table>
<thead>
<tr>
<th>Morningstar Office Desktop</th>
<th>Morningstar Office Cloud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Management tab</td>
<td>Portfolio Workbooks</td>
</tr>
<tr>
<td>Clients page</td>
<td>Focus Panel</td>
</tr>
<tr>
<td>Accounts page</td>
<td>Accounts button, access via the Focus Panel</td>
</tr>
<tr>
<td>Reports menu</td>
<td>Reports drop-down field</td>
</tr>
<tr>
<td>Charts/Data Tables</td>
<td>Components</td>
</tr>
</tbody>
</table>

The first worksheet of each workbook will include an Overview of Account Performance and Asset Allocation, at both the Summary (or aggregate) level and individual Account level. Subsequent worksheets allow you to provide deeper analysis into your clients’ portfolios.
Reports are available within the Overview worksheet of each Client workbook. In this version of Morningstar Cloud, you can run the following reports:

- Snapshot
- Client Return Summary, and
- Performance Summary.

In future versions, more reports will be added.

Client reports are generated from this menu.
Managing Tools in Office Cloud

In an effort to streamline the workflow experience in Office Cloud, we have centralized the location where tools can be created and managed. While you can create tools, such as Workbooks, Lists, Models, Accounts, etc, from individual areas within Cloud, you can quickly and efficiently use the Create icon at the top right of the screen from anywhere in the program.

Once created, most of these tools can be viewed and managed from the File Management page. The one exception is Client Accounts, which will always remain attached to the account owner.

Within the Create icon, you can quickly create the tools you need to aid in your investment and portfolio analysis. The table below shows all the places you can create tools.

<table>
<thead>
<tr>
<th>This tool</th>
<th>Can be created in these areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Account</td>
<td>▶ Create Icon</td>
</tr>
<tr>
<td></td>
<td>▶ Clients and Portfolio Workbook</td>
</tr>
<tr>
<td>Model Portfolio</td>
<td>▶ Create Icon</td>
</tr>
<tr>
<td>Custom Benchmark</td>
<td>▶ Create Icon</td>
</tr>
<tr>
<td>List</td>
<td>▶ Create Icon</td>
</tr>
<tr>
<td></td>
<td>▶ Import screen</td>
</tr>
<tr>
<td></td>
<td>▶ Morningstar Research area</td>
</tr>
<tr>
<td></td>
<td>▶ Investments Workbook area</td>
</tr>
</tbody>
</table>
### How do I manage tools in Office Cloud?

Managing Tools in Office Cloud

<table>
<thead>
<tr>
<th>This tool ...</th>
<th>Can be created in these areas ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screens</td>
<td>➤ Create Icon</td>
</tr>
<tr>
<td></td>
<td>➤ Morningstar Research area</td>
</tr>
<tr>
<td></td>
<td>➤ Investments Workbook area</td>
</tr>
<tr>
<td>Workbooks</td>
<td>➤ Create Icon</td>
</tr>
<tr>
<td></td>
<td>➤ Clients and Portfolios Workbook area</td>
</tr>
<tr>
<td></td>
<td>➤ Investments Workbook area</td>
</tr>
<tr>
<td>Column Sets</td>
<td>➤ Investment Workbook area</td>
</tr>
</tbody>
</table>

No matter where you create the tools to help analyze accounts and investments, you can manage them from the File Management area. Here, you can rename, share or delete the following items:

- Workbooks
- Lists & Screens
- Model Portfolios
- Custom Benchmarks
- Column Sets

How do I manage tools in Office Cloud?

Click on any of these pages to view the tools you have created.

After you click on this drop down menu, manage individual tools.
Utilizing Morningstar Office Cloud Functionality Workflow 1

This section includes a series of exercises combining functionality within each area into a single workflow. The following topics are reviewed:

- Viewing a Morningstar Research article
- Creating and saving a list within Morningstar Research tab
- Analyzing the list within an investment workbook
- Creating and saving a worksheet
- Editing and saving a column set
- Creating and saving a screen

Begin the workflow by entering the Morningstar Research area to gain insight into current market trends. To view an article, do the following:

1. From the Home page, under the Morningstar Research area, click Latest.

2. Click on any article of interest that contains holdings.
Exercise 2: Create a list based on the securities within the article

Using an article of interest that contains holdings, create a list using the securities mentioned within the article. To create a list from an article, do the following:

1. From the article of your choosing, click on the Info icon.
2. Click on the Actions menu next to Mentioned Securities.
3. From the Actions menu, click Save As New List. The Save As New List dialog box opens.
4. In the Enter List Name field, type a name for the list.
5. Click Done.
To gain deeper insight into the securities within your list, open it in the Managed Investment workbook. To open the list in the Managed Investments Template workbook, do the following:

1. In the upper-left corner of the window, click the **Menu** icon. The menu opens.
2. Under the **Investment Workbooks** area, click **View All**.
3. Select the **Managed Investments Template**.
4. Choose the **Investment List** you created in Exercise 2.
5. From the Grid View worksheet, analyze securities by using the **data points** within the column set.

![Image of Grid View worksheet](attachment:image.png)

The Summary set appears by default, and includes a variety of data points.

**Note:** Right-click on any column header to view the data definition.

6. To change the column set, click **Column Set...Open**.

![Image of Column Set dialog](attachment:image.png)

Select from other standard Column Set options here.
7. Choose from any standard column set.

You can also type a search term into this box and column sets containing your search will dynamically appear.
Exercise 4: Create a custom column set

Rather than select a pre-built column set, you can create your own to contain only those data points that are most important to you. Once created, you can use Column Sets across multiple workbooks, and share them with other members of your firm. To create a custom column set, do the following:

1. From the **Column Set** menu, click **Create New**. The Select Data Point dialog box opens.

2. In the **Search for data points** text field, type the following data points into the **Search for Data Points** field:
   - Ticker
   - Morningstar Category
   - Morningstar Rating…Overall

3. Click **Done**.
Once you select the data points that are most important to you, the next step is to save your custom Column Set. Once saved, your custom Column set can be reused with other lists and screens. To save the Column Set you just created, do the following.

1. From the Column Set menu, select Save As Template. The Save Column Set As dialog box opens.

2. In the Untitled Column Set field, type Sample Column Set.

3. Click Save.

The Managed Investments Template includes several worksheets grouped by a specific topic, such as Performance, Characteristic, MPT statistic, and so on. However, you can also customize how you want to analyze investments by mixing and matching components most important to you within a custom worksheet. To create a custom worksheet, do the following:

1. To the right of the last worksheet in the workbook, click the + sign. A new worksheet opens.
2. Drag and drop the following components from the Edit Components area onto your worksheet:
   - Advanced Performance Chart
   - Allocation
   - Basic Performance Chart

3. Click Done.

Now that you’ve added components to your blank worksheet, the next step is to save your custom worksheet.

4. Click on the Untitled 1 tab at the top of the screen, then click Rename.
5. Type **Sample Worksheet** into the text field.

![Image of worksheet name input]

6. Click **Save**.

You can delete workbooks, lists, screens and column sets from a single location. To delete the list you just created earlier, do the following:

1. In the upper-left corner of the window, click the **Menu** icon, then select **File Management**.

2. Click **Lists and Screens**.
3. Select the **List** you created in Exercise 2.
4. Click the **Trash** icon.
In some cases, you may know the type of investments you would like to create a list for, but are unsure of the exact funds to use. Use the Screen tool to search for investments based on a set of criteria.

Note: This tool is similar to the Search by Criteria tool within the desktop version of Morningstar Office.

To create a screen, do the following:

1. From the upper-left corner of the screen, click the Menu icon, then select View All under Investment Workbooks.

2. Select the Managed Investments Template.

3. Click New Screen.
Exercise 9: Create a screen using a set of criteria

4. Use the Criteria in the table below to run your screen. Click OK after selecting each criteria value.

<table>
<thead>
<tr>
<th>Criteria type</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment type</td>
<td>N/A</td>
<td>Open-End Fund</td>
</tr>
<tr>
<td>Morningstar Category</td>
<td>Include</td>
<td>Large Growth</td>
</tr>
<tr>
<td>Morningstar Analyst Rating</td>
<td>Include</td>
<td>Bronze, Silver and Gold</td>
</tr>
<tr>
<td>Morningstar Rating Overall</td>
<td>Include</td>
<td>4 and 5 Stars</td>
</tr>
<tr>
<td>Oldest Share Class</td>
<td>Include</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. Click Done.
If you want to save the set of criteria you created to use at a later date, be sure to save your screen. Once saved, you can open your screen in any new or existing template or workbook. To save a screen, do the following:

1. From the Grid View worksheet within your workbook, click the Untitled List.
2. Select Save. A dialog box opens.
3. In the Untitled List field, type Large Growth, Bronze, Silver and Gold, 4 and 5 Stars.
4. Click Save.

Now that you’ve screened for investments using a set of criteria, and saved the screen, select investments you want to include in a List. In this example, we will later use the list to create a Quick Account.

Note: Unlike the screen, which is dynamic, the investments you include in your list remain static, and will be the same each and every time you open it.

To select investments for a screen to include in an Investment List, do the following:

1. From the Grid View worksheet of the Sample List workbook, click inside the circle of the first five investments from the screen.
2. From the Grid View header, click the Actions menu.
3. Select **Save As New List**. The Save As New List dialog box opens.

4. Type **List for Quick Account** into Enter List Name field.

5. Click **Done**.
Utilizing Morningstar Office Cloud Functionality Workflow 2

This section includes a series of exercises combining functionality within each area into a single workflow. The following topics are reviewed:

- Turning a list of investments into a Quick Account
- Analyzing Accounts within a Client Portfolio
- Creating a Quick Account.
- Running a Snapshot Report

In Workflow 1, you created a list based upon a specific strategy you compiled into a screen. From there, you created a static list of investments.

Now, use the investments within this list to create a Quick Account. Once created, you can then view the Quick Account in a clients and portfolio workbooks, and run a Snapshot report. To create a Quick Account, do the following:

1. From the Create icon on the right side of screen, click Client Account. An Account window opens.

2. Click Add a Client and select a client from your practice.

Exercise 1: Use Investments from your screen to create a quick account

In addition to Quick Accounts, you can also create lists, screens and workbooks from this menu.

You must attach quick accounts to existing clients that you created in the Desktop version of the program.
3. Click the + icon on the left side of the window. Then click From Investment List.

4. Select your List for Quick Account investment list.
5. Add each investment by selecting Add All 6 Investments.
6. Click inside the Weight field for each security and type 20.

7. Click Recalculate.
Utilizing Morningstar Office Cloud Functionality Workflow 2

Once you save the Quick Account you created, it will automatically populate within your Client’s portfolio. From here, you can analyze the Quick Account using a worksheets and components.

Note: Worksheets within Clients and Portfolio templates are similar to those within and Investment template.

To save a quick account, do the following:

1. From the Untitled menu at the top of screen, click Save As.

2. In the Untitled field, type Sample Client Account.

3. Click Save. The click X to close the Quick Account window.
Exercise 3: Analyze the quick account within a Portfolio Workbook

Once created, review performance, risk, and other statistics for your quick account within the Clients and Portfolios workbook. To access the Clients and Portfolios workbooks, do the following:

1. From the upper-left corner of the screen, click the **Menu** icon, then select **View All** under **Portfolio Workbooks**.

2. Click on the **Clients and Portfolios Template**.

3. Locate the **Client** you created the Quick Account for and click **Accounts**.
4. Use the **worksheets** to analyze the portfolio at the **Summary** level or the **Individual Account** level.

The final step in this workflow is to run a client facing report to illustrate the Quick Account you just created. To run a Snapshot report, do the following:

1. From the **Overview** worksheet, click **Reports...Snapshot**. The Setting dialog box opens.

---

**Exercise 4: Run a Snapshot report**

Click on each item to view details about each account or a summary of the entire portfolio.

The Reports menu is available within each Client record.
2. From the Settings dialog box, select **Last Month End**.

![Settings: Snapshot Report on undefined](image)

3. Click **Run**.

The Snapshot report opens in a new tab. While you are unable to save the Snapshot within your Client record in this version of Morningstar Office Cloud, you can download the report onto your hard drive, or print and immediately share with your client.

![Use these tools to save a snapshot report generated in Cloud](image)
Now that you’ve run a Snapshot report to review the quick account you’ve just created, run the Client Return Summary to review performance for the transactional accounts within the household. Just like in Office Desktop, the Client Return Summary will only run performance on transactional accounts.

To run the Client Return Summary, do the following:

1. From the **Menu**, select **View All** under Portfolio Workbooks.

2. Click on the **Clients and Portfolios Template**.

3. Locate the **Client** you want to run the report for.
4. From the Reports menu, select **Client Return Summary**. The Generate Report box opens.

5. Select the **Report Options** you want to include.

6. Click **Run**. After your report is generated, a message will appear at the top of the screen.
7. Click on the **Report Management** worksheet, and click on the **Client Return Summary**.
Utilizing Office Cloud Functionality in a Workflow 3

In workflow 1, you created a list based upon an article of interest, and used the list to create an Investment Workbook. You also created an investment list based upon a screen.

Workflow 2 took you into a Portfolio Workbook, and you practiced creating a Client Account, analyzing the account in a Workbook, and running reports.

In this workflow, you will once again start with a list of investments; however, this time you will import it from Excel.

This list will contain investments that are part of your recommended strategy for a portfolio. From there, you will use the list to create a model portfolio which you will use to analyze within a Client Portfolio.

The following topics are reviewed:

- Importing a list from Excel
- Turning the list into a Model Portfolio
- Creating a new Worksheet
- Comparing Client Accounts with a Model Portfolio
- Running the Client Return Summary

Click here to download a spreadsheet that contains tickers to use in your Excel Spreadsheet. Once downloaded, save the file to your local drive.

Begin the workflow by using the Menu to enter the Import area. To import an Investment list, do the following:

1. From the Menu, click Import.
2. From the **Select File Type** drop down, click **Investment List**.

![Select File Type](image)

3. Click the **Upload File** icon. The Import Status message appears.

![Upload File](image)

Files can be formatted to include one list. To import a list file, structure the file to contain one of the following Security Types: CUSIP, ISIN, SEDOL, VALOR, WKN, Symbol, OsloBore, APIR, CNPJ, ANBIMA, SecID, PerfID, FundID, Kt Code, CA Fund Code.

4. From the **Default Identifier** drop down menu, select **Symbol/Ticker**.
5. From **Security Mapping Options**, leave all three options selected.
6. In the **Enter New List Name** field, type **Preferred Investments**.

![Enter New List Name](image)

7. Click the **Exchange and Currency Exchange Preference** drop down.
8. In the Search for Exchange search field, type **Chicago**.
9. Select **Chicago Board of Trade (XCBT)**
10. Under **Preview Options**, leave Preview all content before import selected
Exercise 1: Import an Investment List

Utilizing Office Cloud Functionality in a Workflow

11. Click **Preview Data**. The **Import Status** appears.

12. Under Investment list, click **Preview Data Section**. Your Imported List appears.

13. Select the **Investments you want to import** and click **Import**.
Exercise 2: Use the Investment List to create a Model Portfolio

Now, that you’ve entered your preferred strategy, use these investments to create a Model Portfolio. To create a Model portfolio, do the following.

1. From the Create icon, select Model Portfolio. The Model Portfolio window opens.

2. Click on the + icon on the left side of the screen.

3. Select From Investment List.

4. In the Search Investment List field, begin typing Preferred Investments.

5. Click the arrow next to the Preferred Investments List.
6. Click **Add All 5 investments**.

7. Use the table below to enter **Weight**.

| For this ticker ... | Use this weight percentage ...
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSUMX</td>
<td>30</td>
</tr>
<tr>
<td>FMIJX</td>
<td>10</td>
</tr>
<tr>
<td>JENSX</td>
<td>20</td>
</tr>
<tr>
<td>PARMX</td>
<td>20</td>
</tr>
<tr>
<td>PKSFX</td>
<td>20</td>
</tr>
</tbody>
</table>

8. Click **Recalculate**.
9. Click on the **Untitled** menu, and select **Save As**. The Save portfolio box appears.

![Save portfolio box](image)

10. Type **Preferred Investments**.

![Save portfolio as Preferred Investments](image)

11. Click **Save**.

Use your preferred investments Model Portfolio to analyze your clients allocation using a worksheet component. To compare a model against a client account, do the following:

1. From the **Menu**, click **Portfolio Workbook ... View All**.

![Portfolio Workbook menu](image)

2. From the File Management area, click **Workbooks**.

![Workbooks menu](image)
3. Select the Clients and Portfolios Template.

4. Choose the Client you created a Client Account for in Workflow 2.
5. Select the Account you created in Workflow 2.

7. Select the Component Settings icon.
8. Select the **arrow** next to No Benchmark. The Benchmark menu appears.

9. Select **User Created**. The **User Created** box appears.

10. Click **Model Portfolios** and select **Preferred Investments**.

Use the expand button to view a side by side comparison of your client’s current statement vs. the preferred strategy.