Morningstar Office Cloud Onboarding Guide

User Manual



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Starting with Morningstar Office Cloud

Welcome to Morningstar OfficeSM Cloud — Morningstar's premier portfolio accounting platform designed to help you work faster and more efficiently. This manual is created to help you get started in the platform

In the final section you will find instructions for accessing Morningstar Office Academy, an expansive library of manuals and videos to help you learn the platform at your own pace. You can also sign up for a live hands-on workshop experience in a city near you.

The following topics are covered:

- Understanding Morningstar Office Cloud (page 5)
- Navigating within Morningstar Office Cloud (page 8)
- Accessing Morningstar Office Cloud Academy (page 14)

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Q Sea	irch for Clients, Securities, R	eports, and Research		
Practice Management Rep	oorts			
Gain insights into your practice by	starting a spreadsheet report on:			
Your assets under	Your p	ractice's overall	Unrealized for all you	l gains & losses
management			ior an you	r chema
Clients	🖄 Create	Lists & Screens		⊠ Create ∨
Name	Market Value 🔺	Name	Туре	Last Modified 🔺
Peterson Family	\$4,117,794,23	My New List	List	04/29/2020
J. R. R. Tolkien	\$3,501,051.03	Current Statement	List	04/29/2020
Haba Family	\$3,280,801.24	Sustainable Landscape U.S	List	04/16/2020
Johnson Family	\$3,189,999.22	High Rated Large Internatio	Screen	04/14/2020
Alexander Hamilton	\$2,557,344.25	International Fund	List	04/14/2020
	\$2,333,285.78	New Ideas	List	04/07/2020
Albert Einstein			List	02/10/2020
Albert Einstein Tucker Family	\$2,187,151.01	Preferred Investments	LISU	0111011010
Albert Einstein Tucker Family Anderson Family	\$2,187,151.01 \$873,655.66	Preferred Investments Morningstar Prospects	List	02/03/2020
Albert Einstein Tucker Family Anderson Family John Keats	\$2,187,151.01 \$873,655.66 \$623,880.83	Preferred Investments Morningstar Prospects Analyst Rating 2.0	List Screen	02/03/2020

Overview

Understanding Morningstar Office Cloud

As you start using Morningstar Office Cloud, this section helps acclimate you to the **Overview** new platform by answering such questions as:

- ► What is Morningstar Office Cloud? (page 5)
- ► What are commonly-used terms in Morningstar Office Cloud? (page 7)

Morningstar Office Cloud is a portfolio accounting system where transactional data from your custodian is housed for performance reporting, billing, investment planning, and research needs.

Office Cloud is part of a suite of products that enables you to take advantage of multiple products and services. Click here for a brief overview of the additional products and services included in your package.

The first step in learning the platform is to be able to identify and describe commonly used words and phrases. Not only will this help you learn this system, it also ensures that you and your Morningstar representative use the same terminology when working through issues. The table below defines commonly-used words and phrases:

What are commonlyused terms in Office Cloud?

What is Morningstar

Office Cloud?

Term	Definition
The Cloud	The cloud means that the platform is hosted on the Web.
Product Areas	Sometimes referred to as modules, product areas refer to the different capabilities available within the platform.
Lists	A static list of investments.
Screen	A dynamic list of investments based upon a set of search criteria (data points). Also known as a saved search.
Data Set	A custom data set (or custom layout) that appears at the top of a grid and used to analyze lists, screens, clients, accounts, and models.
Model Portfolio	A portfolio comprised of your preferred holdings designed to show the strategy you are proposing for your clients.
Custom Benchmarks	Blended indices used to compare against your clients' accounts and portfolios to ensure they are performing in lock-step with the market.
Analytical View	A series of tabs that contain charts, tables, and research tools.
Edit Panel	A fly-in panel available with all analytical views that allow you to change the layout of a tab.

Term	Definition
Markets Monitoring view	A pre-built analytical view template used to monitor markets in real-time and view third-party research.
	Mix and match charts, tables and research tools to create a custom Markets Monitoring view using the Edit panel.
Clients & Portfolios view	A pre-built analytical view template that allows you to analyze clients and accounts.
	Mix and match charts, tables and research tools to create a custom Clients & Portfolios view using the Edit panel.
Prospects view	A pre-built analytical view template that allows you to analyze prospects.
	Mix and match charts, tables and research tools to create a custom Prospects view using the Edit panel.
Managed Investments view	A pre-built analytical view template used to conduct quantitative investment research.
	Mix and match charts, tables and research tools to create a custom Managed Investments view using the Edit panel.
Models view	A pre-built analytical view template used to analyze model portfolios.
	Mix and match charts, tables and research tools to create a custom Models view using the Edit panel.
Morningstar Research Portal	A portal that houses all Morningstar analyst research including articles, videos, publications and methodology papers. It's where you conduct qualitative investment research.
Presentation Studio	Standalone custom reporting tool to build custom performance reports that you later publish to multiple Morningstar Office Cloud log ins.
Batch Schedules	Automated report generator to create multiple reports for multiple clients at once.
Client Web Portal	A secure web site (or client portal) your clients can log into using their email and custom password. It provides visibility into their portfolios and accounts and acts as a document repository.

Within Morningstar Office Cloud, start by selecting a list, screen, client, account, model and more. Once selected, build and save data sets and analytical views to complete research and analysis tasks. Your analysis consists of the following:

- Data Sets sets of data points used to analyze content within a grid. Select from Morningstar standard data sets or create your own custom data sets. In addition, you also have the option to apply peer analytics allowing you to conduct more effective analysis within a grid.
- Analytical View a series of tabs which contain charts, tables and research tools. Customize each tab to add or delete charts, tables or research tools using the Edit panel.

How do I interact with Morningstar Office Cloud?



Navigating within Morningstar Office Cloud

This section describes how to navigate your way around Morningstar Office Cloud. The following topics are covered:

- ► Logging into Morningstar Office Cloud (page 8)
- ► Navigating the Home page (page 9)
- ► Locating different areas within Morningstar Office Cloud, and (page 11)
- Creating Global Settings in Office Cloud. (page 12)

To access Morningstar Office Cloud, type office.morningstar.com into your browser. Bookmark this page to easily return to it later. From here, log in using the Morningstar Office credentials provided to you. How do I log in to Morningstar Office Cloud?

M RNINGSTAR [®]	
classroom1@morningstar.com	Enter your existing Morningstar Office credentials here.
Keep me signed in Sign In Forgot your password?	

After logging in, start with this quick orientation to the Home page. Let's start with icons located within the header and the Search bar.

How do I navigate the Home page?



Element	Name	Description
	Menu	This icon gives you access to every part of Morningstar Office Cloud.
<u></u>	Notifications icon	This icon indicates when a notification is waiting for you to read it, such as a triggered alert, or a subscription you follow in Morningstar Research with new content available.
Ľ	Create icon	 From this icon you can create the following content: Clients Prospects Accounts Model Portfolios Custom Benchmarks Lists Screens Workbooks Notes Batch Schedules
?	Help icon	Access a variety of documentation, videos, and Walk-Thrus from this icon.
2	Account icon	 From this icon, you can access the following: User Profile Client Web Portal Set up Global Settings box Sign out box

Within the body of the home page you find four widgets, each one provides a lens into a different area of your practice. The banner at the bottom of the screen alerts you to new accounts and any data maintenance issues you may encounter.

Practice Management Rep	orts				Provides a high-level
Gain insights into your practice by	starting a spreadsheet report on:				look into your practice
Your assets under management	(O) Your perfor	nactice's overall	Unrealized for all your	gains & losses clients	performance at different time frames.
Clients	🕑 Create	Lists & Screens		🖻 Create 🗸	
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Peterson Family	\$4,117,794.23	My New List	List	04/29/2020	
J. R. R. Tolkien	\$3,501,051.03	Current Statement	List	04/29/2020	
Haba Family	\$3,280,801.24	Sustainable Landscape U.S	List	04/16/2020	
Johnson Family	\$3,189,999.22	High Rated Large Internati	Screen	04/14/2020	
Alexander Hamilton	\$2,557,344.25	International Fund	List	04/14/2020	0.0.1
Albert Einstein	\$2,333,285.78	New Ideas	List	04/07/2020	Click on a client, list
Tucker Family	\$2,187,151.01	Preferred Investments	List	02/10/2020	or screen to open
Anderson Family	\$873,655,66	Morningstar Prospects	List	02/03/2020	
John Keats	\$623,880.83	Analyst Rating 2.0	Screen	12/12/2019	within a workbook.
Sample Client	\$605,904.57	Recommended Investments.	List	11/13/2019	
Smith Family	\$601 136 67	Recommended Investments	List	10/10/2019 *	
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Amazon.com Inc		AMZN	\$342,908	.00 1	Fage fly-in panel.
Vanguard Institutional Index I		VINIX	\$327,453	.00 3	
			\$302,500	.00 1	
T. Rowe Price Small-Cap Stock		OTCFX	\$228,895	.00 3	
Fiserv Inc		FISV	\$228,579	.00 1	
American Funds Washington Mutu	al R5	RWMEX	\$227,976	.00 3	
Vanguard PRIMECAP Inv		VPMCX	\$214,080	.00 1	
Intuit Inc		INTU	\$202,887	.00 1	Click on this hanner to
Costco Wholesale Corp		COST	\$192,890	1.00 1	chek on this barner to

This widget	Contains this information
Practice Management Reports	Microsoft Excel reports that help evaluate the overall health of your practice. Report options include the following:
	 Assets under Management Overall Practice Performance Unrealized Gains and Losses
Clients	Quick access to all clients within your firm. Clients are listed by market value, high to low. When you click on a client name, the client's record opens within the Clients & Portfolios workbook.
Lists & Screens	Quick access to all lists and screens you have created. Lists and screens are listed in order they were last touched (or modified). When you click the name of a list or screen, the securities comprising the list or screen open in an Investment workbook.
Top Securities	Displays total assets and number of clients attached to the top 10 securities within your firm. Click any security to launch its Morningstar report.
Data Issues	Alerts you to new accounts, custom securities or data issues within your practice. If there are no new accounts or data issues the banner is gray. If no new accounts or data issues are present, the banner is gray. Click on the See Issues button to launch the page and review.

As described above, Morningstar Office Cloud has the following points of entry for content:

- Create icon where you create most objects, such as lists, screens, accounts, and so on. In some instances, you may find a shortcut to create content within a specific product area. For example, you can create a model portfolio from the Model Portfolios workbook.
- Menu where you find the content you have created. The menu also takes you to other areas, such as Morningstar Research and utilities, such as Alerts, Billing and Notes.

Where do I locate tools in Morningstar Office Cloud?

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Access tools you create using these pages.

This grouping	Contains these tools	For this purpose
Explore	 Morningstar Research Portal Markets Monitoring Workbook 	Access the latest Morningstar Analyst Research and monitor markets in real time.
Client Management & Analysis	 Clients & Accounts Workbook Prospect workbook Billing Redtail CRM Reporting, including Report Management Batch Reporting Presentation Studio 	Conduct and access all of your client/prospect tasks in one convenient location.
Practice Management	 Lists & Screens Models Custom Benchmarks Data Sets Analytical Views Notes Alerts Integrations Import Securities 	Conduct and access all of your investment tasks in one convenient location.

The table below describes which tools reside under each grouping.

Global Settings apply to your entire practice. Some settings, such as Client and Account, Billing, and Reporting settings can be changed for individual clients and accounts, or one-off reports.

Where do I access Global Settings in Office Cloud?



Once selected, the Global Settings window opens. Settings are grouped into different pages, located on the left side of the screen.

Settings: Global		Cancel Save	
General >	Country		Each page
Data Format			contains different
Calculation			settings.
Impersonation			
Client Accounts			
Billing			
Reporting			

The following table describes setting options within each page:

This page	Contains these settings
General	► Country
Data Format	 Decimal Decimal Separator Thousands separator Negative indicator Date Format Time Zone Numbering system
Calculation	 Currency Custom peer group ranking Return Annualized by Default Extended performance
Impersonation	 Assistant First Name Assistant Last Name Assistant E-mail Address
Client Accounts	 Primary Benchmark Secondary Benchmark Tertiary Benchmark Show liquidated holdings Use Morningstar Price Capital Inflow Limit for TWR Calculation (%)
Billing	 Fee Calculation Preferences Default Management Fee Effective Rate Decimal Setting Fee Disclosure Management
Reporting	 Client Report Settings Disclosure Management Custom Header and Footer management (logos)

Accessing Morningstar Office Cloud Academy

Now that you know the basics of the platform, you are ready to learn more about the different areas of Morningstar Office Cloud. The best way to start is to visit Morningstar Office Cloud Academy within the Morningstar Community. Here you will find as series of manuals and videos, along with a certification test designed to reinforce your knowledge of the platform. In this section, the following topics are covered:

- ► What is the purpose of Morningstar Community?(page 14)
- ► How do I sign up for Morningstar Community?, and (page 15)
- How do I access Academy after I register?(page 16)

The mission of this online community is to provide a peer-to-peer and direct support channel. It is a central location for education and thought leadership on best practices, where we also ideate with customers directly on how to improve and extend the product platform. What is the Morningstar Community?

Overview

MORNINGSTAR							Register 🔏 Sign In 👘
Community	Discussions V K	nowledge N	v j	Academy ∨	Insights v		
	Mornings Find solutions, share ideas, and c Q. Basch all content in community 3 Members Online	tar Co onnect with 149 Discussio	n other Morningste h other Morningste ans 12 Solutions	ar customers. Il community 🗸 🗸			
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In order to participate in the Morningstar Community, you must first register using your Morningstar Office credentials. To register for the Morningstar Community, do the following:

How do I sign up for Morningstar Community?

- 1. Type community.morningstar.com into your browser.
- 2. On the top-right side of the screen, click **Register.** The Registration page opens.

		MMRNINGSTAR			Register 🖉 Sign In
Community	Discussions V	Knowledge 🗸	Academy V	Insights V	
	Mornir Find solutions, share ideas,				
	Q Search all content in community		All community 🗸		

3. In the Welcome to Our Community box, type the **E-mail** and **Password** you use to log into Morningstar Office.

МС		
Welcome to Our Community	Not a Morningstar Software User?	
Sign in with the email address and password you use for Morningstar software.	We build products and offer services that connect people to the investing information and tools they need.	
classroom1@morningstar.com	Learn More About Morningstar Go Back to the Conversation	Type your Morningstar Office credential here.
Keep me signed in Sign In Forgot your password?		

- 4. Click Sign-in. The Complete your Profile page opens.
- 5. In the **User Name** field, select the **user name** you would like to use when posting to the community.
- 6. In the First Name field, type your first name.

7. In the Last Name field, type your last name.

	M RNINGSTAR		
Q Search all content	in community	All community \sim	
Morningstar Community > Complete your Profile			
It takes just a minute to register with the community.			
*Username 🔀	emorgan11		
Terms of Service	Morningstar Community Terms of Service / Privacy	^	Choose a user name here.
	Below are the Terms of Service (Terms of Service) for this Mornin Site (Site).	ıgstar Community	
	Subject to these Terms of Service and any other Morningstar term	ns appearing on the \checkmark	
"I have read and accept the terms of service			
First name	Elizabeth		
Last name	Morgan		
	Submit (Reset		

8. Click Submit.

Once registered, you can access the Morningstar Office Academy from the **Help** icon within Office Cloud.

How do I access Academy after I register?

	Ļ 🖉	0 L	
	Help	Î	
	Help Center		
MIC JENNINGDIAR OTTICE	Academy		
	Morningstar Community		Click here to
C Search for Clients, Securities, Reports, and Research	Share Product Ideas		access the
	Contact Support		Academy
Practice Performance Activity +9.91% as of 12/27/2018		3////	
S12M Market Value			
1050 1070 1070 1070 1070 1070 1070 1070			
9.3M Contribution			

The help icon offers direct access to the **Academy** page within the Morningstar Community. Here, you will find a series of manuals and videos to help you master the new platform.

In addition, you will find a schedule of live events around the country, and recorded videos of monthly release webinars.

	Community	Discussions V	Knowledge 🗸	Academy ∨	Insights ∨	
		Morningsta Q Search all content in community				
	Momingstar Community > Academy > Mon	ingstar Office Academy			(Actions v)	
Learn basic skills like Building lists and managing accounts.	Certification 1 - Getting Started These videos and PDF guides show you how to perform basic tasks in Morningstar Office Cloud 0 1 10 Posted by man Ryank () What's New in Morningstar Office Cloud Learn about changes to Morningstar Office Cloud with these informative webinars	Certification II - Administration Learn how to use the Client Web Portal, JUI Clients, and set up batch reporting P 0 = 0 Posted by exam Ryanh (Image: second secon	orietary	Events ss and forums are the country	Sign up for a hands on workshop in a city near you. Familiarize yourself with Morningstar methodology here. Set up tools to be used multiple times, such as Billing and Batch Reporting.
	Keep current with upgrades to Morningstar Offic Cloud here.	e				