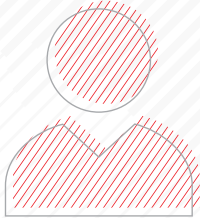
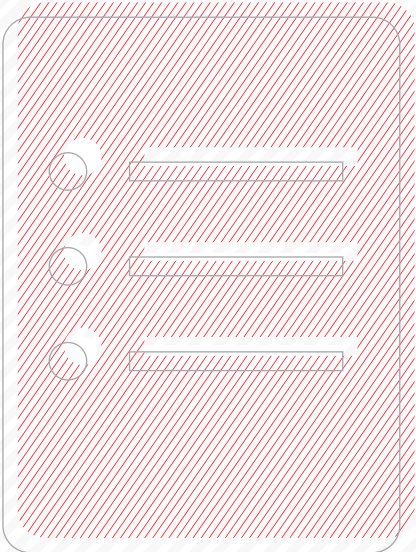
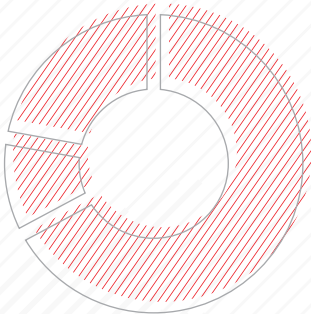
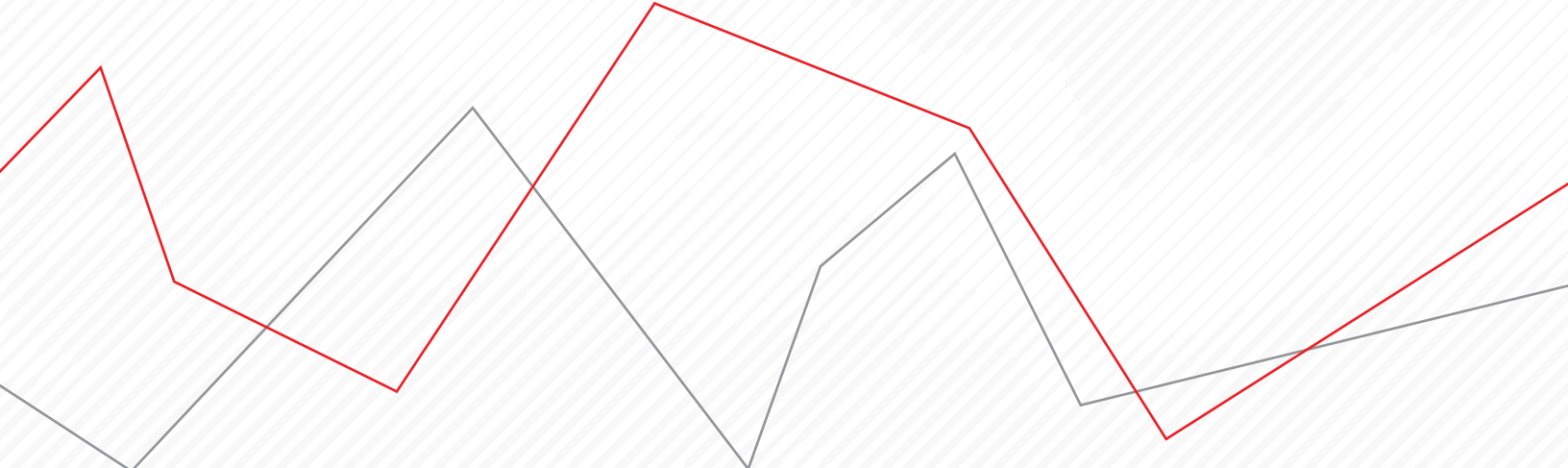


Upgrading to Morningstar Office Cloud

User Manual



MORNINGSTAR Office



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Upgrading to Morningstar Office Cloud

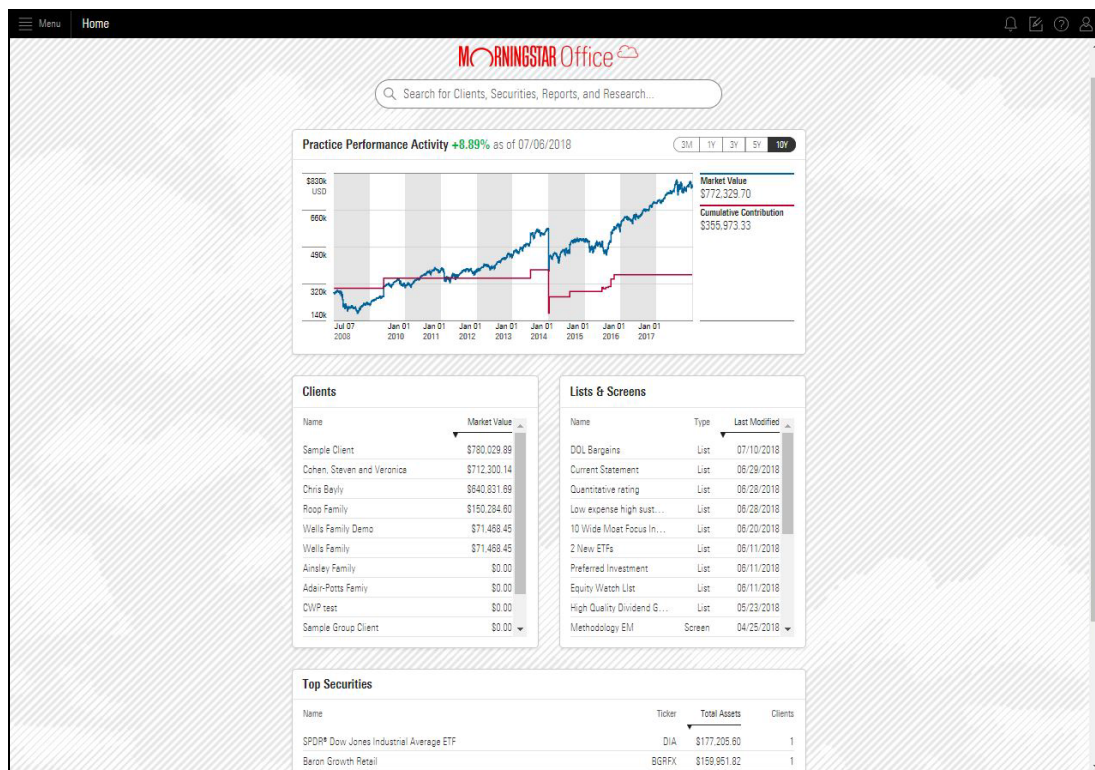
Welcome to Morningstar OfficeSM Cloud — a new platform designed to help you work faster and more efficiently. This manual is created to help you start using the platform.

Overview

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:

- ▶ [Preparing to Upgrade to Morningstar Office Cloud \(page 5\)](#)
- ▶ [Navigating within Morningstar Office Cloud \(page 10\)](#)
- ▶ [Earning Morningstar Office Cloud Certifications \(page 19\)](#)



Preparing to Upgrade to Morningstar Office Cloud

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

- ▶ How does Morningstar Office Cloud differ from the desktop version? ([page 5](#))
- ▶ What is a workbook? ([page 6](#))
- ▶ What tools created in Office desktop can I see in Office Cloud today? ([page 7](#))

Morningstar Office Cloud brings ease of use to your practice, including:

Difference	Description
Mobility	Can be used across multiple platforms, including: <ul style="list-style-type: none"> ▶ Mac, ▶ PC, and ▶ Tablet.
Simplicity	Two distinct points of entry, including: <ul style="list-style-type: none"> ▶ A ubiquitous Create icon allows you to create most objects to be used throughout the program, and ▶ A single menu to find the different objects you create.
Fewer reports/more interactivity	Reduced the number of standard reports and added interactive workbooks allowing you to analyze lists, screens, model portfolios, client accounts and other detailed data on demand.

Overview

How does Morningstar Office Cloud differ from the desktop version?

Workbooks are the primary means with which you will interact with content in Morningstar Office Cloud. A workbook is a series of tabs, tabs contain components, and components are charts, tables and research tools. You will find this construction similar to an Excel workbook. Components can be customized using the Component settings icon, exported to Microsoft® Excel®, and expanded to fit the full screen. You can also rearrange, add, and remove components from any tab.

What is a workbook?

Note: The component setting options differ, depending on the component you choose.

The collection of tabs in a workbook is an empty shell until you input your data, such as lists and screens, clients and accounts, or model portfolios. Start with a pre-built workbook template, such as Managed Investments. Once data is added, use the workbook to analyze investments and portfolio objects.

The screenshot shows the Morningstar Office Cloud interface with several red callout boxes providing instructions:

- Select a list or a screen here:** Points to the '10 Fund Rating Upgrades' dropdown menu.
- Conduct deeper analysis for individual securities using the components within these tabs:** Points to the 'Performance' tab in the 'Analyst Research' section.
- Create a custom tab by clicking here and adding your own set of components:** Points to the '+ New Tab' button.
- Use these icons to discard, add, locate or export investments. You can also add to or save as other lists using the Action icon:** Points to the icons (checkmark, plus, magnifying glass, trash) in the list header.

The interface displays a list of funds, a line chart for 'Return Growth' (10K Growth) from 2009 to 2019, and a 'Performance Analysis' table.

Name	Return Type	As of Date	1 Month	3 Months	6 Months	YTD	1 Year	3 Years	5 Years	10 Years
1 Buffalo Discovery	Total	08/30/2019	6.24	8.33	27.08	27.08	13.12	16.47	11.27	16.34
2 Russell Mid Cap Growth TR USD	Market	08/30/2019	7.02	5.40	26.08	26.08	13.94	16.49	11.10	16.02
3 US Fund Mid-Cap Growth	Total	08/30/2019	6.99	5.53	24.83	24.83	9.25	15.14	9.22	13.90
4 Percentile Rank in Category	Total	08/30/2019	75	43	33	33	36	38	30	14

Morningstar Office Cloud is built on the same platform as Morningstar Office desktop. Therefore, you do not need to convert your data to begin using Office Cloud. All of your clients and their accounts are available the very first time you log in.

What tools created in Office desktop can I see in Office Cloud today?

However, functionality for certain Morningstar Office Cloud tools has been enhanced. Due to these enhancements, such as the ability to create custom time periods for data points and combining universes in a single search, these tools must be recreated within Office Cloud. The table below helps you to identify which tools already created in Office desktop are available within Office Cloud today, and which tools you must recreate within Office Cloud.

This tool created in Office desktop...	Is available in Office Cloud...	And requires this action...
Clients & Accounts	Yes	Client & Accounts are automatically available within the Clients & Portfolios workbook. Custodial importing is not available within Office Cloud, but you can continue to import custodian files through Office desktop. If you are a current Back Office Services customer, your custodial import process remains the same. If you are interested in adding the service, contact your Customer Success Manager.
Prospects	Yes	Prospects are automatically available within the Prospects workbook. Once signed, they can easily be converted to the Clients & Portfolios workbook.
Data Management Reports	Yes	Traditional data management reports found in Office desktop have been replaced with the data issues banner located on the bottom of the Home page. Use this page to track new accounts added to your practice and review reconciliation errors. ☞ Note: The data issues page is for reference only. You cannot resolve reconciliation errors within Office Cloud. If you are a BOS subscriber, the team is aware of the reconciliation error and will resolve it. Once resolved, the data issue will fall off the report. If you do your own Import and reconciliation, you must resolve the reconciliation error within Office desktop.
Lists	Yes	Lists created in Office desktop are available in Office Cloud as read-only files and will display within an Investment workbook. To edit the list within Office Cloud, you must first save the list in Office Cloud with a new name. ☞ Note: Lists created in Office Cloud are not available within Office desktop.

This tool created in Office desktop...	Is available in Office Cloud...	And requires this action...
Searches	No	<p>Searching for investments by a set of criteria has been enhanced in Office Cloud. Searches are called screens and allow you to do the following:</p> <ul style="list-style-type: none"> ▶ Edit the criteria you add ▶ Include criteria across multiple investment types, and ▶ Allow for missing values, and much more. <p>Screens must be built within Office Cloud and results display within an Investment workbook.</p> <p>☞ Note: Screens created in Office Cloud are not available within Office desktop.</p>
Model Portfolios	Yes	<p>Analyze investments constituting static model portfolios created in Office desktop within the Model Portfolios workbook. Or, assign model portfolios to clients and accounts, use them with select components within the Clients & Portfolios workbook, and assign them to select reports.</p> <p>☞ Note: Variable models created in Office desktop are not available in Office Cloud. Models created in Office Cloud are available within the Static Models page within Office desktop.</p>
Custom Benchmarks	Yes	<p>Assign simple custom benchmarks created in Office desktop to clients and accounts, or use them with select components within the Clients and Portfolios workbook, and assign them to select reports.</p> <p>☞ Note: Staged Benchmarks created in Office desktop are not available in Office Cloud. Benchmarks created in Office Cloud are available within Office desktop.</p>
Archived Reports	No	<p>Reports created within Office desktop are not archived in Office Cloud. Also, reports created in Office Cloud do not surface in Office desktop.</p>
Batch Schedules and Templates	No	<p>In Office desktop, Batch Schedules and Batch Templates are created and maintained separately. Office Cloud contains just one tool, the Batch Schedule, which contains all vital information to automate client reporting.</p>
Report Studio	No	<p>In Office Cloud, custom reports are created in Presentation Studio - a standalone tool that resides on your desktop. Once created, you can publish custom templates to multiple logins within your firm.</p>
Alerts	No	<p>Alerts must be created and triggered for a list or single investment within Office Cloud.</p>
Management Fees	Yes	<p>Management fees created in Office Desktop are available in Office Cloud within the Billing page.</p>
Integrations	Yes	<p>If your firm integrated Redtail CRM with Office desktop, Redtail is automatically integrated with Office Cloud.</p>
Tasks	No	<p>Tasks are no longer available in Office Cloud.</p>

This tool created in Office desktop...	Is available in Office Cloud...	And requires this action...
Notes	No	Notes must be entered in Office Cloud. Archived notes will remain within Office desktop
Custom Securities	Yes	User-defined securities imported or created in Office desktop are available within the Securities page.

Navigating within Morningstar Office Cloud

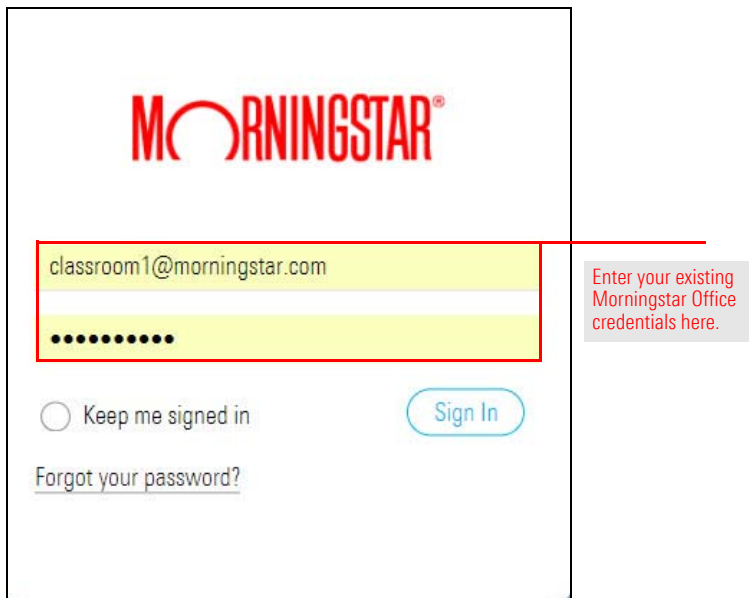
This section describes how to navigate your way around Morningstar Office Cloud. The following topics are covered:

- ▶ Logging into Office Cloud ([page 10](#))
- ▶ Navigating the Home page ([page 11](#))
- ▶ Locating different areas within Office Cloud, and ([page 15](#))
- ▶ Creating Global Settings in Office Cloud. ([page 17](#))

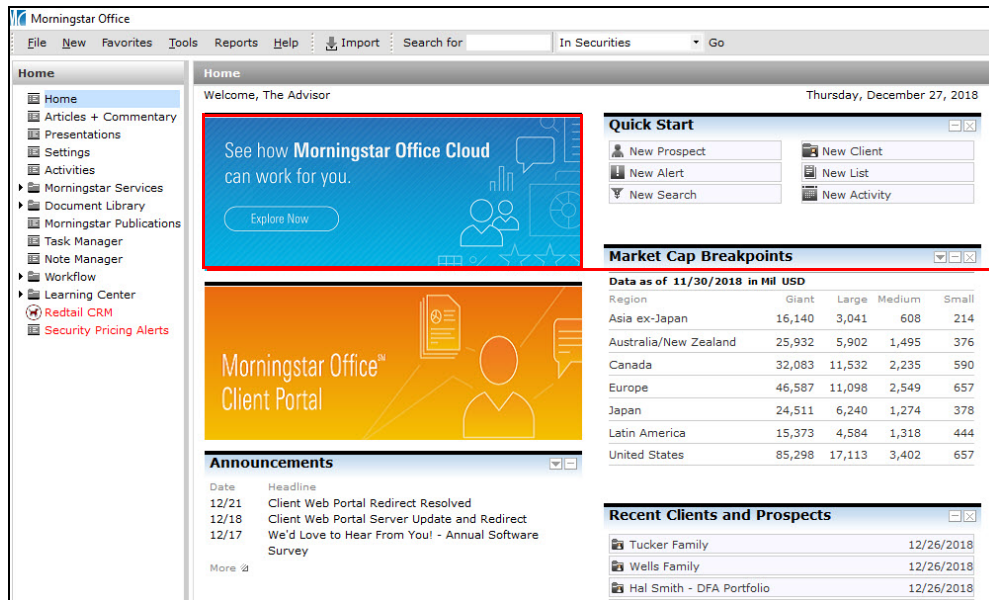
Overview

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 your existing Morningstar Office credentials.

How do I log in to Office Cloud?



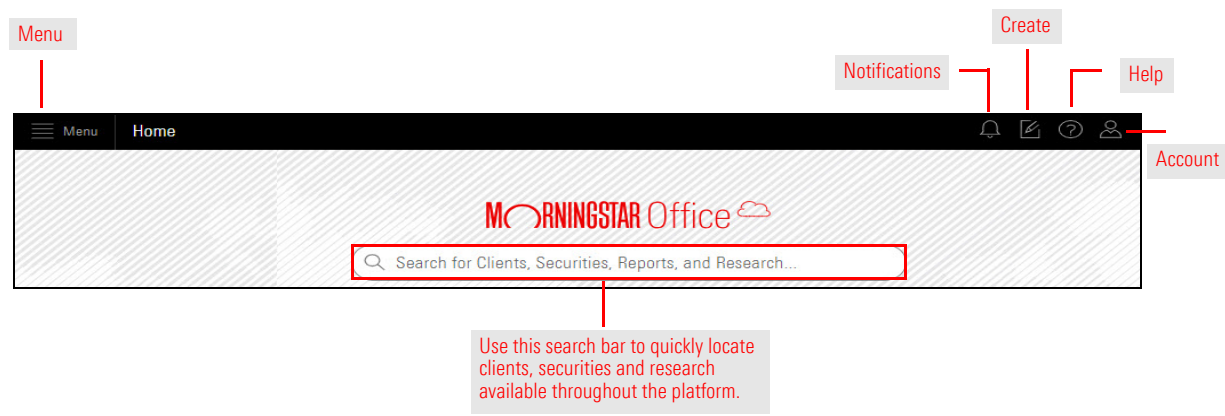
You can also access Morningstar Office Cloud directly from Office desktop.








Click here to access Office Cloud without leaving the desktop version.

After logging in, start with a 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.
	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.
	Create icon	<p>From this icon you can create the following content:</p> <ul style="list-style-type: none"> ▶ 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.
	Account icon	<p>From this icon, you can access the following:</p> <ul style="list-style-type: none"> ▶ 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.

The screenshot shows the Morningstar Office Cloud Home page with four main widgets. A yellow banner at the bottom indicates 'We found 4 data issues today (12/21/2018)'. Callout boxes provide instructions for each widget:

- Practice Performance Activity:** Provides a high-level look into your practice performance at different time frames.
- Clients:** Click on a client, list or screen to open within a workbook.
- Lists & Screens:** Click on any security to access the Morningstar Page fly-in panel.
- Top Securities:** Click on this banner to review new accounts or data reconciliation issues.

This widget...	Contains this information...
Practice Performance Activity	Interactive performance graph showing performance at the practice level for 3m, 1y, 5y, 10y. ⚠ Note: Only accounts containing transactions are calculated. This includes both open and closed transactional accounts. Quick accounts do not contain transactions.
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.

This widget...	Contains this information...
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 or data issues within your practice. If no new accounts or data are present, the banner is gray. When new accounts or data issues are present, the banner turns yellow. Click on the See Issues button to launch the page and review.

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

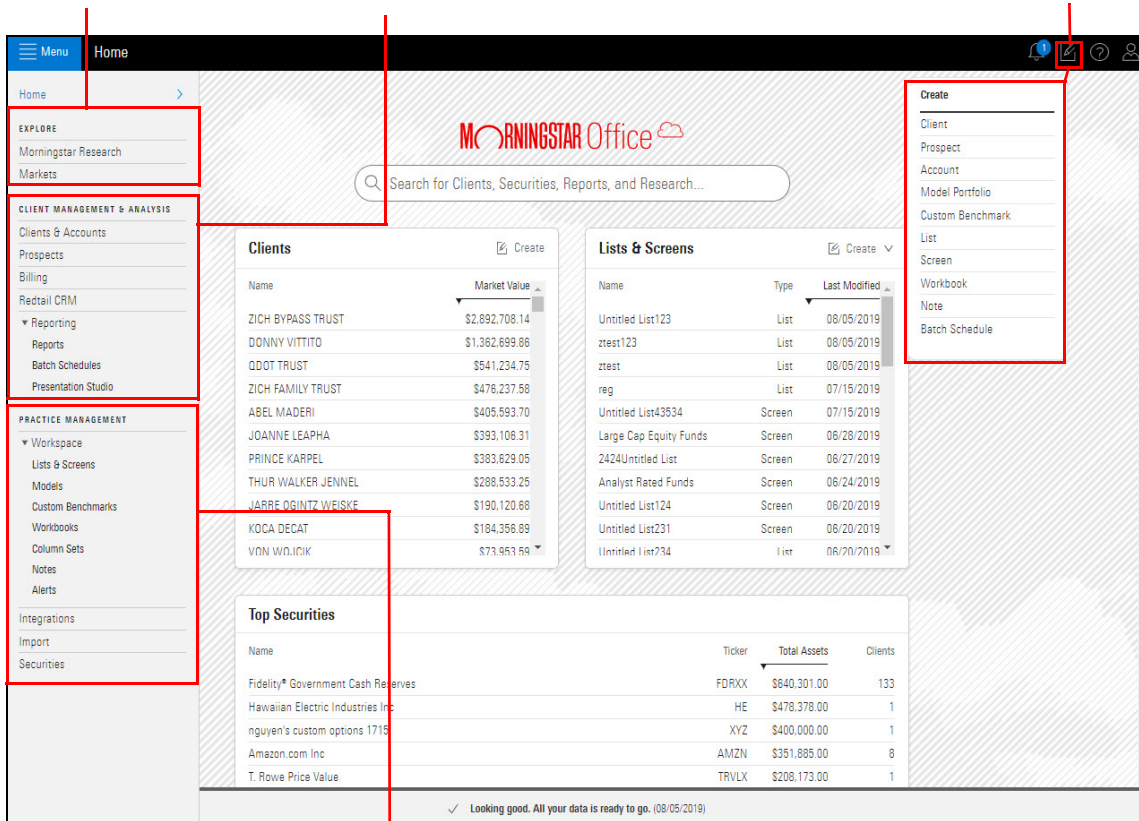
- ▶ Create icon - where you create most content, such as lists, screens, accounts, and so on. In some instances, you can create these items directly from a specific platform area, such as creating a Model Portfolio from the Model Portfolios workbook.
- ▶ Menu - where you find the content you've created. The menu also takes you to other areas, such as Morningstar Research and utilities, such as Alerts, Billing and Notes.

Where do I locate content in Office Cloud?

Access the latest Morningstar Research and Monitor markets in real time here.

View clients, accounts and prospects here.

Most of the content you need to create in Office Cloud can be done from here.



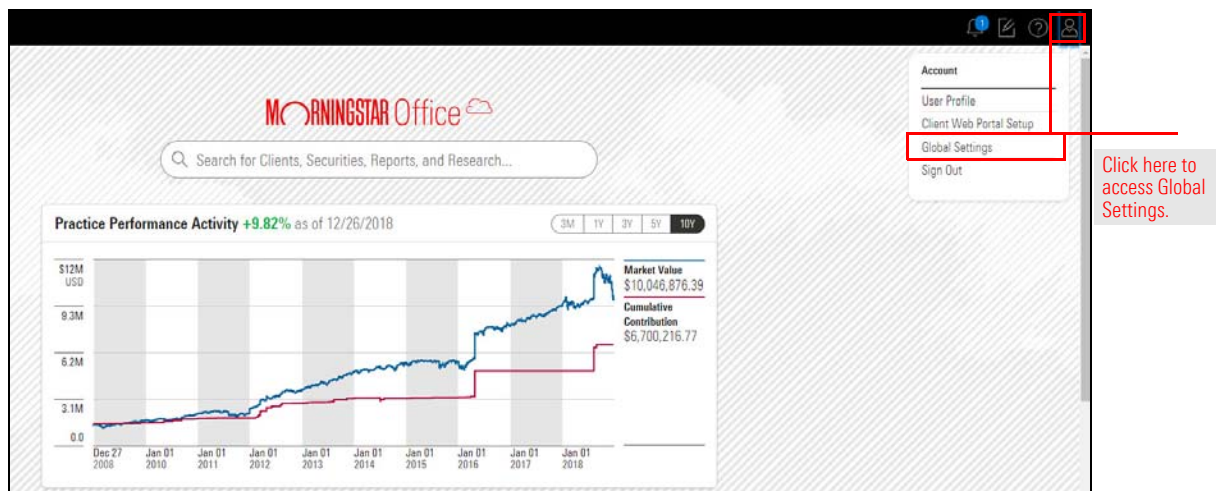
Access tools you create using these pages.

The table below describes which tools reside under each grouping:

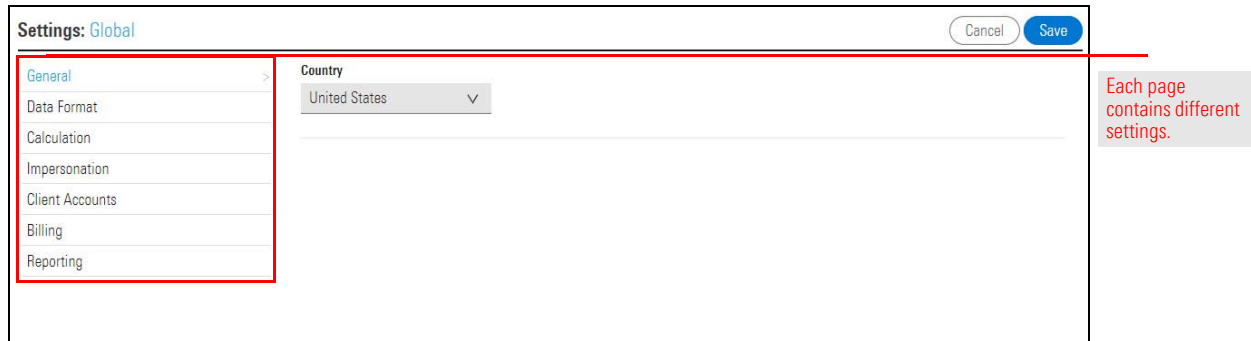
This grouping ...	Contains these tools ...	For this purpose ...
Explore	<ul style="list-style-type: none"> ▶ Morningstar Research Portal ▶ Markets Monitoring Workbook 	Access the latest Morningstar Analyst Research and monitor markets in real time.
Client Management & Analysis	<ul style="list-style-type: none"> ▶ Clients & Accounts Workbook ▶ Prospect workbook ▶ Billing ▶ Redtail CRM ▶ Reporting, including <ul style="list-style-type: none"> ▶ Report Management ▶ Batch Reporting ▶ Presentation Studio 	Conduct and access all of your client/prospect tasks in one convenient location.
Practice Management	<ul style="list-style-type: none"> ▶ Lists & Screens ▶ Models ▶ Custom Benchmarks ▶ Column Sets ▶ Notes ▶ Alerts ▶ Integrations ▶ Import ▶ Securities 	Conduct and access all of your investment tasks in one convenient location.

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. Many global settings, such as assistant set up, fee methodology, and return type carry over from settings created in Office desktop.

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.



The following table describes setting options within each page:

This page ...	Contains these settings ...
General	<ul style="list-style-type: none"> ▶ Country
Data Format	<ul style="list-style-type: none"> ▶ Decimal ▶ Decimal Separator ▶ Thousands separator ▶ Negative indicator ▶ Date Format ▶ Time Zone ▶ Numbering system
Calculation	<ul style="list-style-type: none"> ▶ Currency ▶ Custom peer group ranking ▶ Return Annualized by Default ▶ Extended performance
Impersonation	<ul style="list-style-type: none"> ▶ Assistant First Name ▶ Assistant Last Name ▶ Assistant E-mail Address
Client Accounts	<ul style="list-style-type: none"> ▶ Primary Benchmark ▶ Secondary Benchmark ▶ Tertiary Benchmark ▶ Show liquidated holdings ▶ Use Morningstar Price ▶ Capital Inflow Limit for TWR Calculation (%)

This page ...	Contains these settings ...
Billing	<ul style="list-style-type: none"> ▶ Default Management Fee ▶ Include Margin Balance in Management Fee Calculation ▶ Use Absolute Values of Short Positions in Management Fee Calculation ▶ Default Disclosure ▶ Disclosure Creation
Reporting	<ul style="list-style-type: none"> ▶ Reporting Currency ▶ Return Type ▶ Fee Type ▶ Display Accrued Interest ▶ Include Inception to Date Return on Performance Reports ▶ Cover Page Inclusion ▶ Cover Page Logo ▶ Footer Logo ▶ Default Disclosure ▶ Disclosure Creation

Earning Morningstar Office Cloud Certifications

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 a 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 19](#))
- ▶ How do I sign up for Morningstar Community? and ([page 20](#))
- ▶ How do I access Academy after I register? ([page 21](#))

Overview

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 purpose of Morningstar Community?

The screenshot shows the Morningstar Community homepage. At the top, there is a navigation bar with the Morningstar logo and links for Register and Sign In. Below the navigation bar, there are tabs for Community, Discussions, Knowledge, Academy, and Insights. The main header area features the text "Morningstar Community" and "Find solutions, share ideas, and connect with other Morningstar customers." A search bar is present with the text "Search all content in community" and a dropdown menu set to "All community". Below the search bar, it indicates "3 Members Online | 149 Discussions | 12 Solutions".

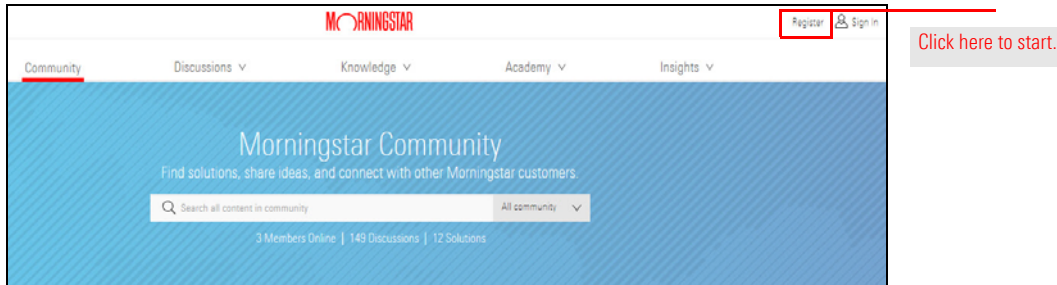
The main content area is divided into several sections:

- Community Activity:** A list of recent posts with user avatars, titles, and timestamps. The posts include:
 - "Practice Performance splash page" by Ego Explorer in Product Support (9 hours ago) with 0 likes and 2 replies.
 - "two-step authentication for Office Cloud" by DavidM Followed in Product Support (yesterday) with 0 likes and 1 reply.
 - "November/December Upgrades to Morningstar Office Cloud" by Elizabeth Employee in Product Support (Monday) with 0 likes and 0 replies.
 - "What's New in Morningstar Direct Cloud - December 2018" by ChadLoren Employee in Product Support (Friday) with 1 like and 0 replies.
 - "Importing Investment Lists" by DavidM Community Manager in Morningstar Knowledge Base (a week ago) with 0 likes and 0 replies.
 - "Using a Presentation Studio Template in a Batch Report" by DavidM Community Manager in Morningstar Knowledge Base (a week ago) with 0 likes and 0 replies.
- Welcome to Morningstar Community!** A message box asking users to complete a short questionnaire and the Community Questionnaire, with a link to learn how to change their avatar.
- Announcements:** A section with a message: "Please complete the T3 Inside Information Annual Software Survey".
- View Community Content by Product:** A section showing the number of posts for different products:
 - Morningstar Direct: 234 posts
 - Morningstar Office: 143 posts

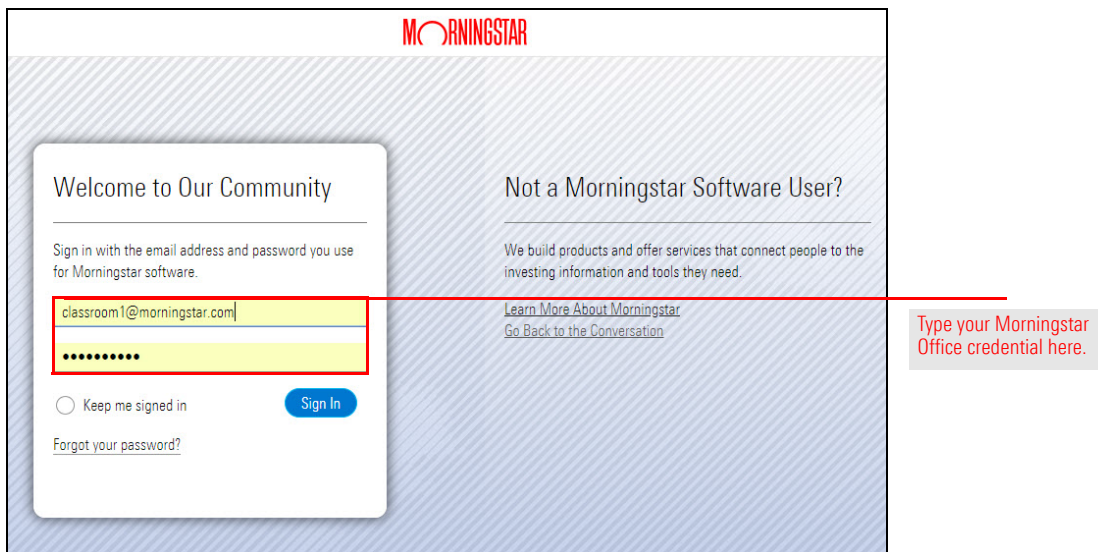
In order to participate in the Morningstar Community, you must first register using your Morningstar Office credentials. To register for the Morningstar Community, do the following:

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.

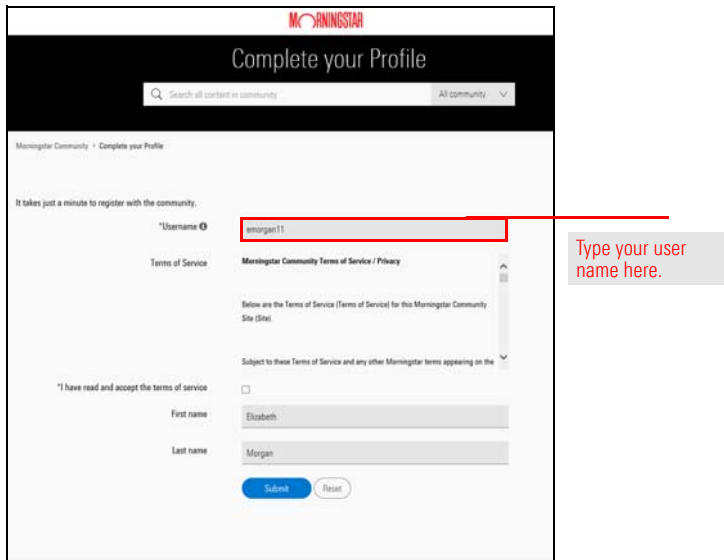


3. In the Welcome to Our Community box, type the **E-mail** and **Password** you use to log into Morningstar Office.



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**.

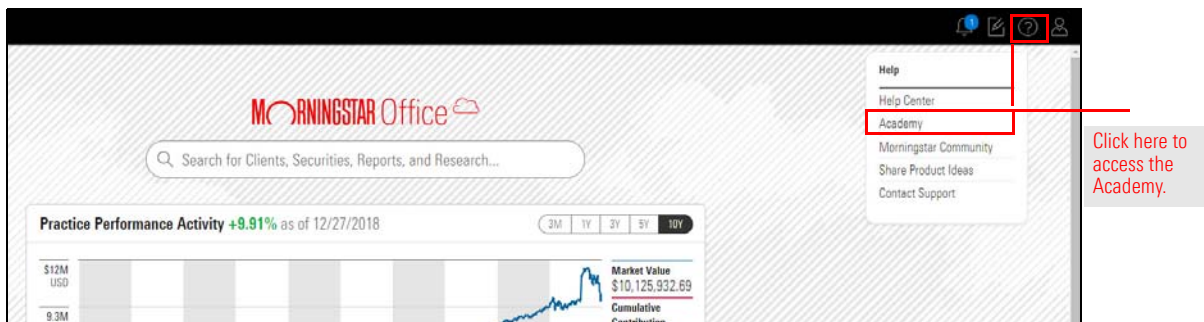
7. In the **Last Name** field, type your **last name**.



8. Click **Submit**.

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

How do I access Academy after I register?



The help icon offers you 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. After completing the exercise manuals, test your knowledge and earn certification badges.

The Content Library offer the following three sections:

- ▶ Certification 1 - Getting Started
- ▶ Certification 2 - Administration
- ▶ Certification 3 - Morningstar Methodology.

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

The screenshot shows the Morningstar Office Academy page. At the top, there are navigation tabs: Community, Discussions, Knowledge, Academy (highlighted), and Insights. Below the navigation is a search bar with the text "Search all content in community" and a "Knowledge base" dropdown. The main heading is "Morningstar Office Academy". Below this is a "Content Library" section with several content cards:

- Certification I - Getting Started:** "These videos and PDF guides show you how to perform basic tasks in Morningstar Office Cloud." Callout: "Learn basic skills like Building lists and managing accounts."
- Certification II - Administration:** "Learn how to use the Client Web Portal, bill clients, and set up batch reporting." Callout: "Keep current with upgrades to Morningstar Office Cloud here."
- Certification III - Morningstar Methodology:** "Learn about Morningstar's proprietary classifications and ratings." Callout: "Familiarize with Morningstar methodology here."
- Morningstar Office Events:** "See what workshops and forums are happening around the country." Callout: "Sign up for a hands on workshop in a city near you."
- What's New in Morningstar Office Cloud:** "Learn about changes to Morningstar Office Cloud with these informative webinars." Callout: "Set up tools to be used multiple times, such as Billing and Batch Reporting."