Setting Alerts for Investments

Morningstar Office Cloud

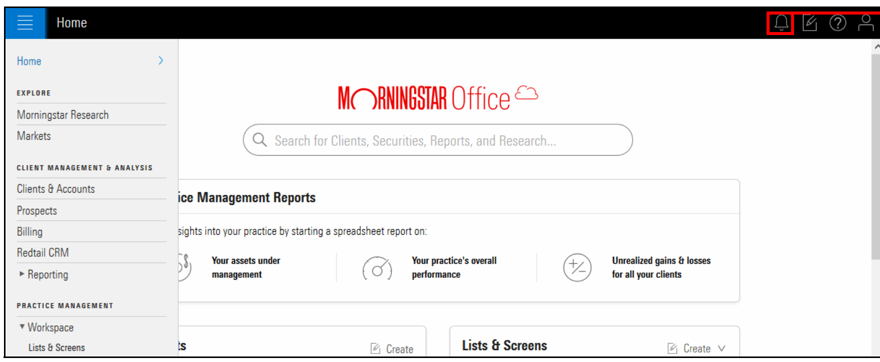
Morningstar Office

Contents

Setting Alerts for Investments

Overview

In this guide, you will learn how to create alerts in Office[SM] Cloud to receive a notification when the alert is triggered. By setting an alert, you ensure you are notified when a significant change—such as a manager change or Morningstar Rating™ change—happens to an investment in a list you've saved.



When an alert you set is triggered, a notification appears here.

When you see that an alert has been triggered, you can do the following:

- see what value triggered the alert and what the new value is for the investment
- read a Morningstar report or research about the investment(s) in question, or
- open the investment in a data set to conduct further analysis.

In this manual, you will learn about the following:

When is an alert triggered?

A notification message is displayed in the header of web-based Morningstar Office Cloud as soon as an alert is triggered. The timing of this depends on the type of alert. For example, an alert for a change to the Morningstar Rating cannot happen until month-end processing is complete and new Morningstar Rating statistics are available for all funds. Other alerts, such as that for a manager change, are triggered as soon as the information is available in the Morningstar database.

> ☞ Note: With a Morningstar Manager Research alert. you can specify how often you want to receive a notification. See Exercise 4 on page 12.

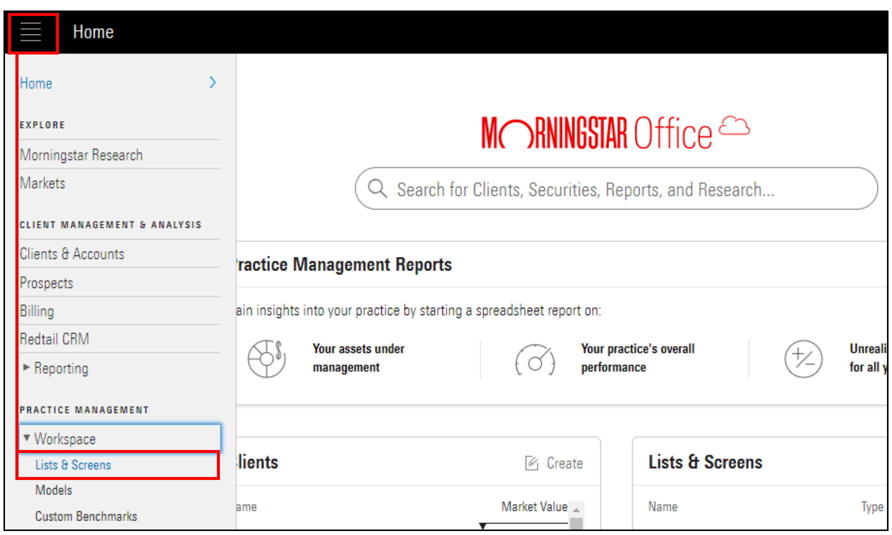
You can subscribe to alerts for the following:

- an existing list (Exercise 1 on page 5), and
- a new list you have just created (Exercise 2 on page 7).

Exercise 1: Subscribe to an alert for an existing list

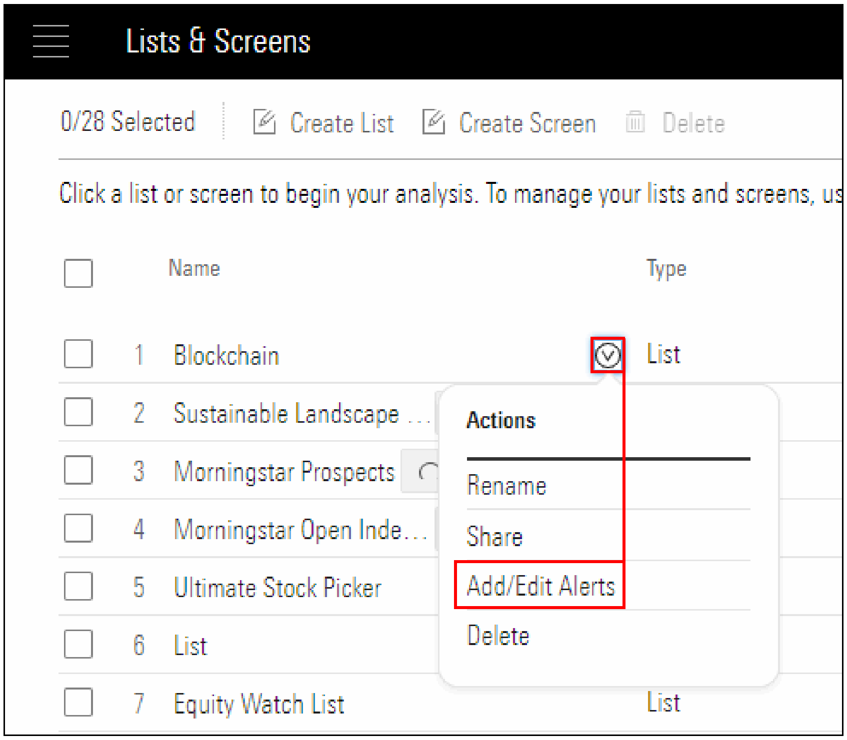
The first step is to subscribe to alert notifications. You can choose the alerts to be notified of, and the lists to monitor. To subscribe to an alert notification for an existing list, do the following:

1. From anywhere in Office Cloud, in the header, hover the cursor over the **Menu** icon, then select **Lists & Screens**. The Lists & Screens page opens.



Notice the highlighted selections.

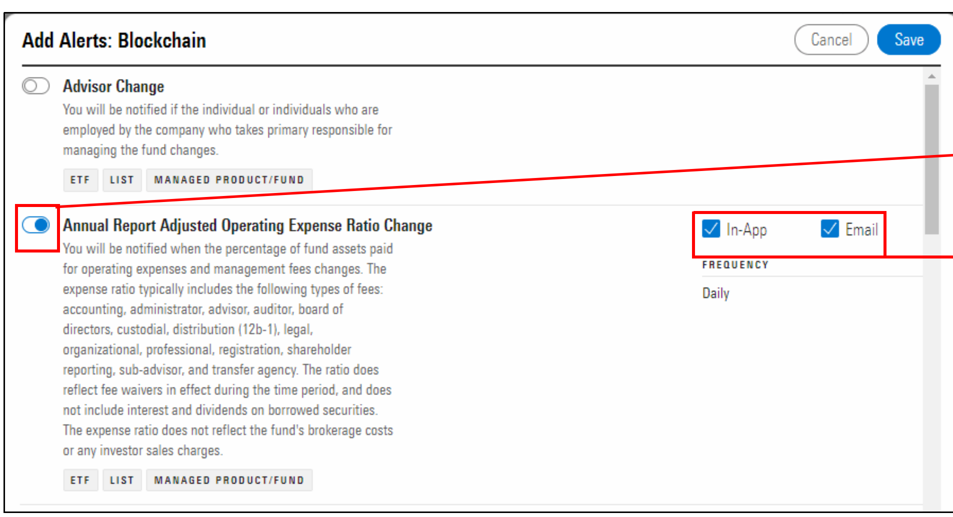
2. For the list to be subscribed to, **hover the cursor** over the list's row and click the **Actions** icon. From the **Actions** menu, select **Add/Edit Alerts**. The Add Alerts window opens.



Notice the highlighted selections.

3. When you locate an alert type you want to associate with the list, do the following:
   - Click its **slider**, and
   - Select your preferred **delivery method(s)** (In App and/or Email).

Note: If you deselect **In DirectOffice**, you will not receive notifications as described in this guide.



This slider is in the On position.

You can select both In Office and Email.

4. **Scroll down** to see more alert types.

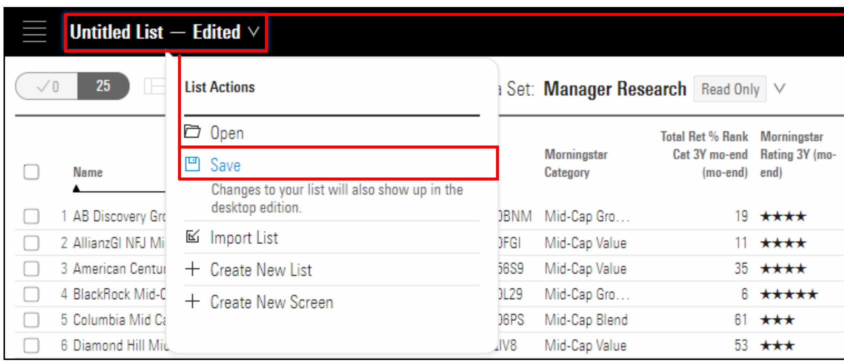
   ☞ Note: Each alert type includes a description.

5. When you have finished selecting alert types and delivery methods, click **Save**.

Exercise 2: Subscribe to an alert for a new list

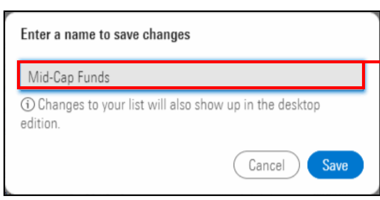
You can also subscribe to alert notifications after creating a new list. To subscribe to an alert notification for a new list, do the following:

1. **Create** a new list or **open** an existing one to use as the basis for a new list.
2. When you are satisfied with the list's contents, from the **Lists & Screens** menu, select **Save** (for a new list) or **Save As** (for an existing list you have edited). A dialog box opens, prompting you to enter a name for the list.



If you are creating a new list, this field displays Untitled List — Edited.

3. **Name** the list and click **Save**. A dialog box opens, prompting to you add alerts.



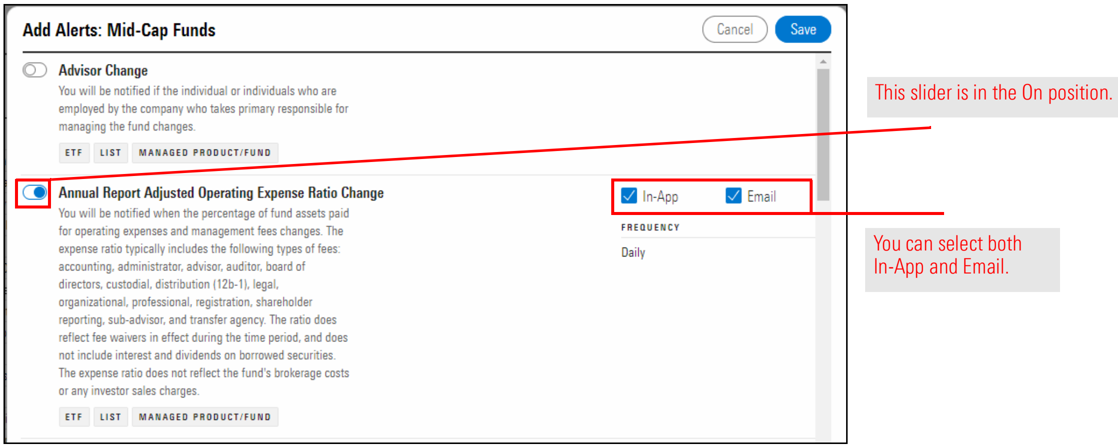
Use a unique name.

4. Click **Add Alerts**. The Add Alerts window opens.

Click here.

5. Locate an **alert type** you want to associate with the list, then do the following:
   - Click its **slider**, and
   - Select your preferred **delivery method(s)**.

   ☞ Note: A Morningstar Manager Research alert offers additional delivery options, See What are the notification options in a Morningstar Manager Research alert? on page 9.



6. **Scroll down** to see more alert types.
7. When you have finished selecting alert types and delivery methods, click **Save**.

What are the notification options in a Morningstar Manager Research alert?

If you subscribe to a Morningstar Manager Research alert, you are notified when Morningstar analysts release new research mentioning your tagged securities or lists. You can select how often you want to receive an alert notification and how you want the alert notification to be delivered—in the application or in your email. The details are described in this table:

Delivery Method	Notification Frequency
In-App	Immediately: Receive an alert notification as soon as the information is published.
	Daily: Receive only one notification a day. A daily notification might include multiple alerts.
Email For more information about email alerts, see How can I view multiple Morningstar Manager Research alerts from a daily or weekly email? on page 11. ☞ Note: The email comes from MorningstarOfficeNotifications.	Immediately: Receive an alert notification as soon as the information is published.
	Daily: Receive only one notification a day. A daily notification might include multiple alerts.
	Weekly: Receive only one notification a week. A weekly notification might include multiple alerts.

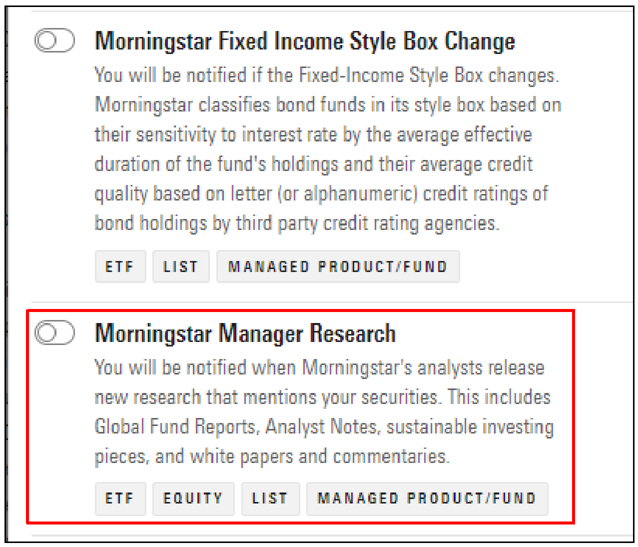
Keep the following in mind when selecting daily or weekly notifications:

- Daily notifications are sent at 6 a.m. (Chicago time) and only when one or more alerts have been triggered in the previous 24 hours.
- Weekly notifications are sent on Thursdays at 10 a.m. (Chicago time) and only when one or more alerts have been triggered in the previous seven days, and
- If an alert has not been triggered during the time period, you will not receive a notification.

Exercise 3: Subscribe to an alert for Morningstar Manager Research

Do the following:

1. Create an **alert** for a new or existing list, as you did in Exercise 1 on page 5 and Exercise 2 on page 7.
2. When the Add Alerts dialog box opens, **scroll down** to Morningstar Manager Research and click its **slider**.



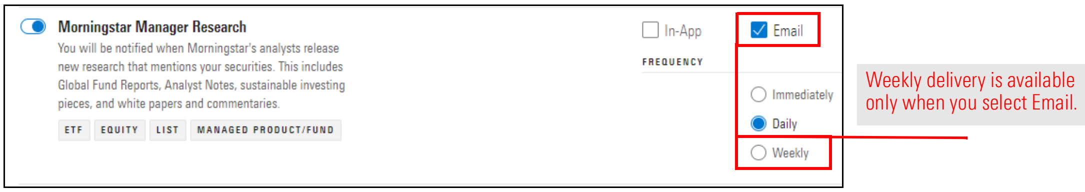
The alert types are listed alphabetically.

3. Select one or both of the following for the notification method:
   - **In-App**, and/or
   - **Email**.
4. If you have chosen to be notified in-app, select how often you will receive notifications. The options are as follows:
   - **Immediately**, or
   - **Daily**.

Note: To learn more about the notification options, read What are the notification options in a Morningstar Manager Research alert? on page 9.

5. If you have chosen to receive notifications via email, select how often you will receive deliveries. The options are as follows:
   - **Immediately,**
   - **Daily**, or
   - **Weekly**.

   Note: To learn more about the notification options, read What are the notification options in a Morningstar Manager Research alert? on page 9.



6. Click **Save**. A message opens, notifying you that the alert has been saved.

How can I view multiple Morningstar Manager Research alerts from a daily or weekly email?

If you have selected Daily or Weekly email notifications, and multiple alerts have been triggered, the email contains only a single document. In that document, you find a link to each triggered alert. You must click each link to view an individual alert.

You can also access all the alerts at once. The email contains a “Click here” link to the Alerts page in the Morningstar Research area. By clicking that link, you can view all your triggered Morningstar Manager Research alerts together.

Exercise 4: Change a list's or security's alert settings

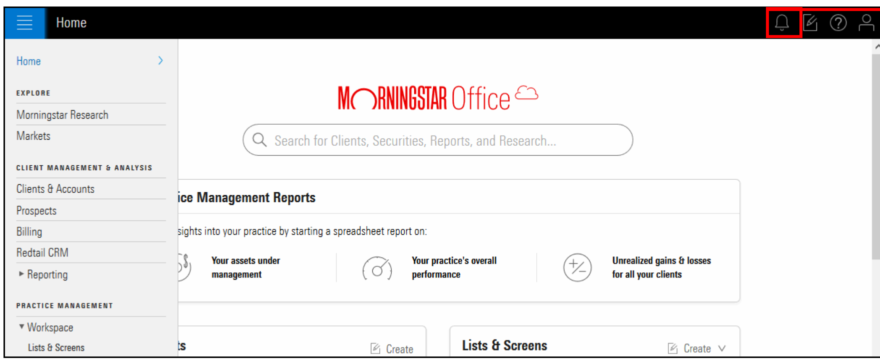
When you first subscribe to alert notifications for securities or lists, you choose which alerts to activate and how to be notified (either in the application or via Email). You can later decide to modify the alert settings, such as which alerts to monitor, how to be notified, and what threshold needs to be met (for certain alert types).

Before adding, editing, or deleting an alert from a list, it can be helpful to know the list's contents.

In this exercise, you will view a list's contents and then change its alert settings.

To modify alert settings, do the following:

1. From anywhere in Office Cloud, in the header, click the **Notifications** icon. The Notifications flyover opens from the right.



Click this icon.

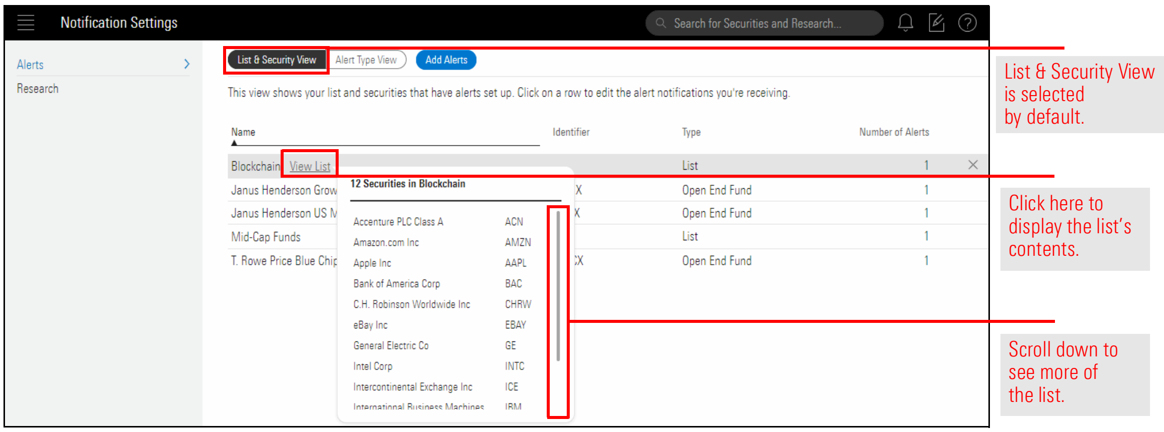
2. At the top of the flyover, click the **Settings** icon, then from the **Settings** menu, select **Notification Settings**. The Notification Settings page opens.

Note the highlighted selections.

3. Do one of the following:
   - If you are changing a list's alert settings, go to step 4 on page 13.
   - If you are changing a security's alert settings, go to step 6 on page 13.

4. Before changing a list's alert settings, it can be helpful to first review the list's contents. **Hover the cursor** over the **list row**. View List appears to the right of the list name. Click **View List**.

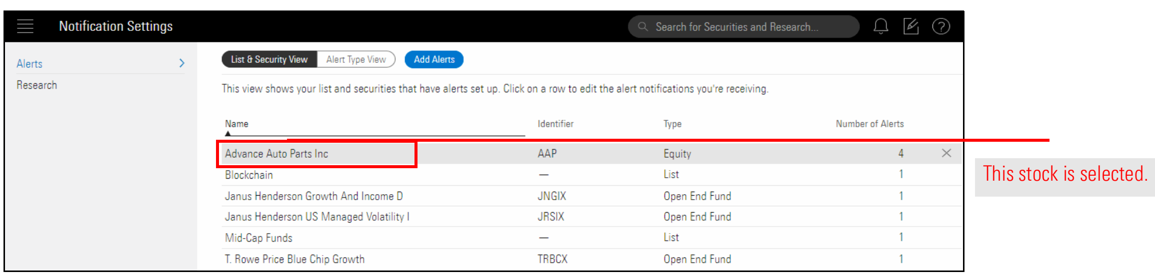
   ☞ Note: From View List, you cannot make changes, such as delete a security.



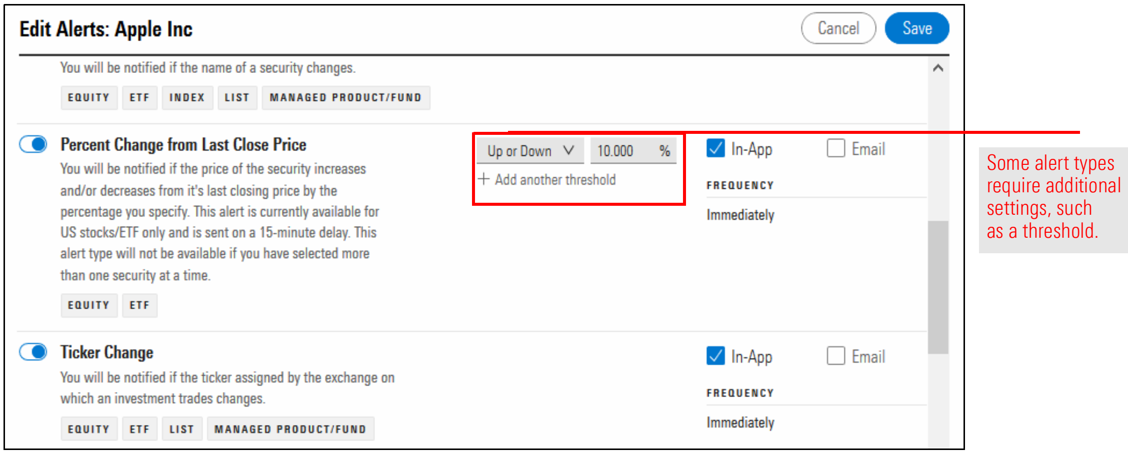
5. **Click away** from the list to close it.

   Now you can decide whether to change the list's alert settings, knowing it will affect the notifications you receive about the list's securities.

6. Click a **security** or **list** to edit its alert settings. The Edit Alerts window opens.



7. Locate the **alert** you want to change. You can change any or all of the following:
   - **Click** the slider to the left of the alert's name to enable or disable the alert
   - **Add** or **remove** a delivery method, and
   - **Modify** other settings specific to that alert type, such as a threshold.



8. When you have finished editing the alerts, click **Save**.

What happens to alerts if a list is removed?

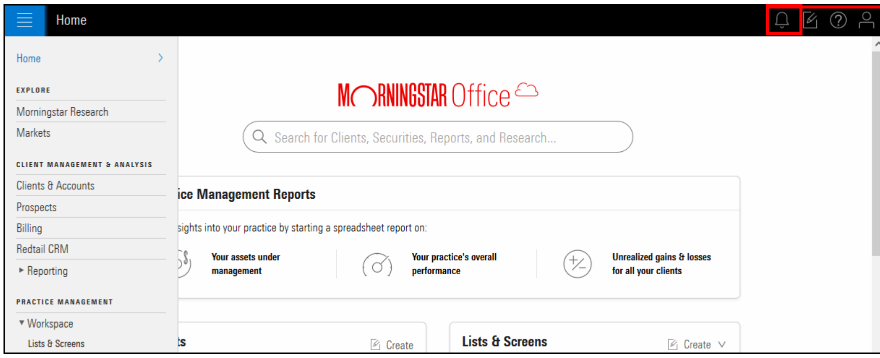
If you delete a list for which alerts have been set (or if a list someone shared with you is subsequently unshared), then the alerts for that list are also removed from the Alerts page. The next time you visit the Notification Settings page, you will see a message noting that this change has taken place.

Change an alert type's settings

If you decide to change an alert type's setting or the lists or securities it is associated with, use the Alert Type View.

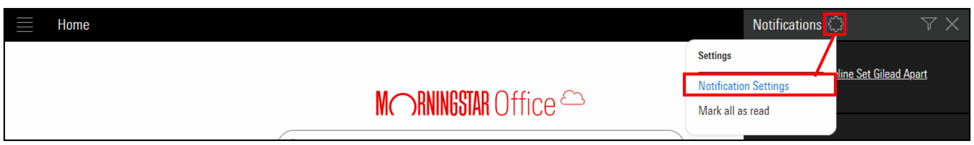
Do the following:

1. From anywhere in Morningstar Office Cloud, in the header, click the **Notifications** icon. The Notifications flyover opens from the right.



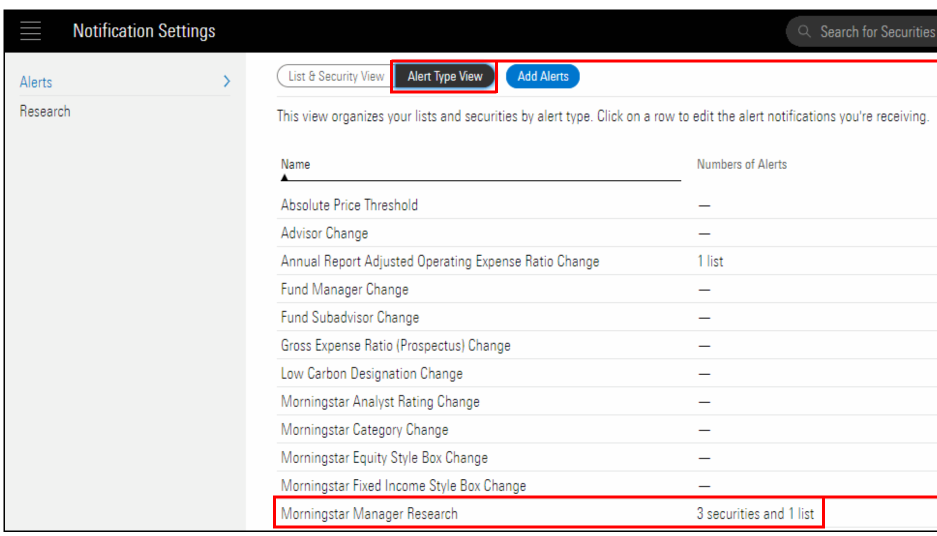
Click this icon.

2. At the top of the flyover, click the **Settings** icon and from the **Settings** menu, select **Notification Settings**. The Notification Settings page opens.



Note the highlighted selections.

3. Select **Alert Type View**. In this view, your active alert types are listed, along with the number of securities and lists associated with each alert.

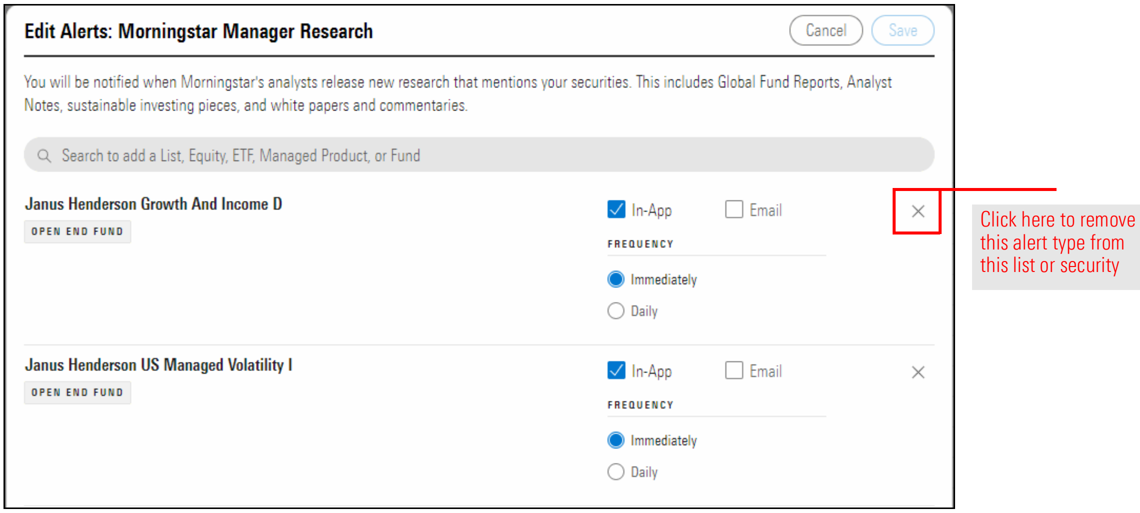


Click here to view alerts by type.

This alert is associated with three securities and one list.

4. Click an **alert type** to edit its settings. The Edit Alerts window opens.

5. In the Edit Alerts window, you can do any of the following for each list and security displayed:
   - Change the **delivery method(s)**, and/or
   - **Remove** the alert type from that list or security.



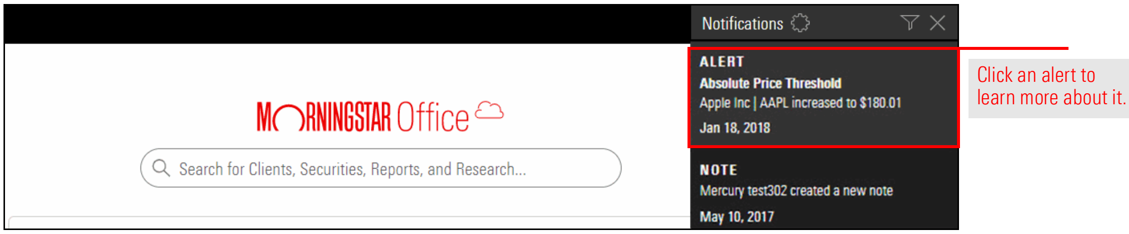
6. When you have finished editing the alert type, click **Save**.

Exercise 5: Respond to an alert notification

When an alert is triggered, a number appears on the Notifications icon in the header. The number on the Notifications icon is also displayed if you are tagged in a note, or if a subscription from Morningstar Research has new content. The only way to see whether the notification pertains to an alert is to click the Notifications icon.

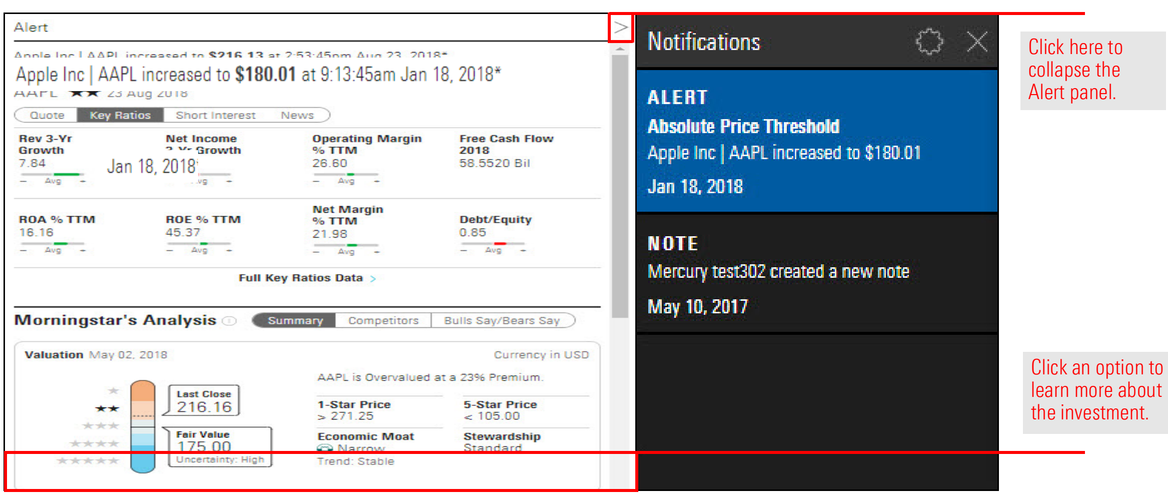
When the Notifications icon shows a number, do the following:

1. In the header, click the **Notifications** icon. The Notifications flyover opens.
2. Click an **alert** to read more about it. The Alert panel opens.



3. At the bottom of the Alert panel, click one of the options described in this table.

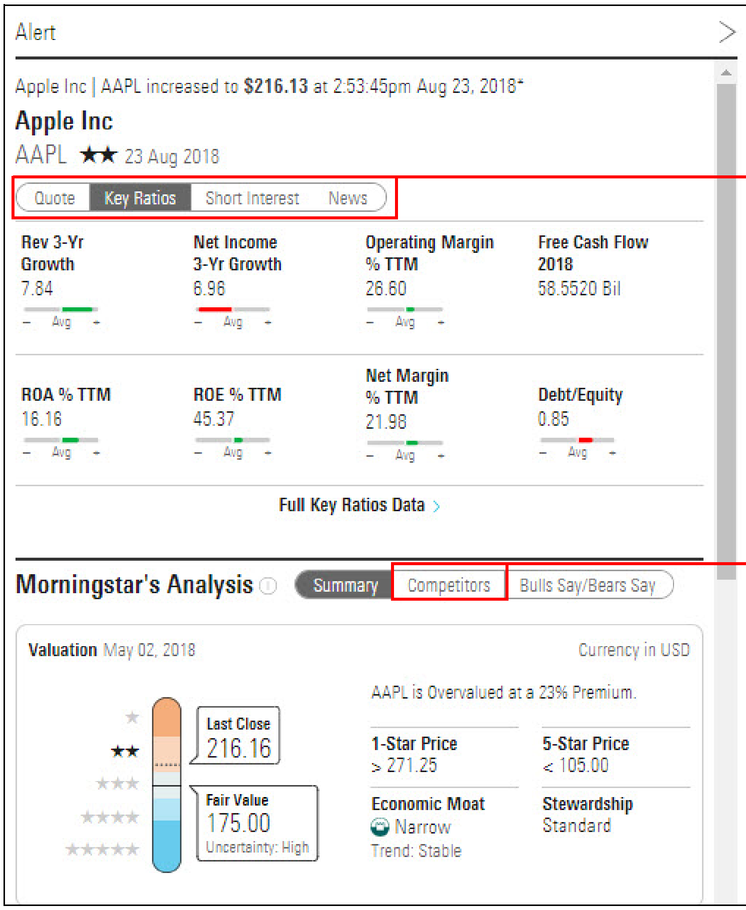
Click this option…	To do this…
View Morningstar Report	Open the Morningstar Report for the security in a flyover panel.
View Morningstar Research	Open a new tab and see stories and articles from Morningstar analysts about the security.
See Markets Data	Open the Markets view and conduct research on the investment.



Exercise 6: Explore a price alert notification

In Exercise 5 on page 17, the example showed an Absolute Price Threshold alert. Did you notice that the alert included information in addition to the price change? In addition to price, the price alerts—Absolute Price Threshold and Percent Change from Last Close Price—offer the following information:

- recent news about the security, and
- the Morningstar analysis of the security when compared to its competitors.



This toggle defaults to Key Ratios. Click to select, Quote, Short Interest, or News.

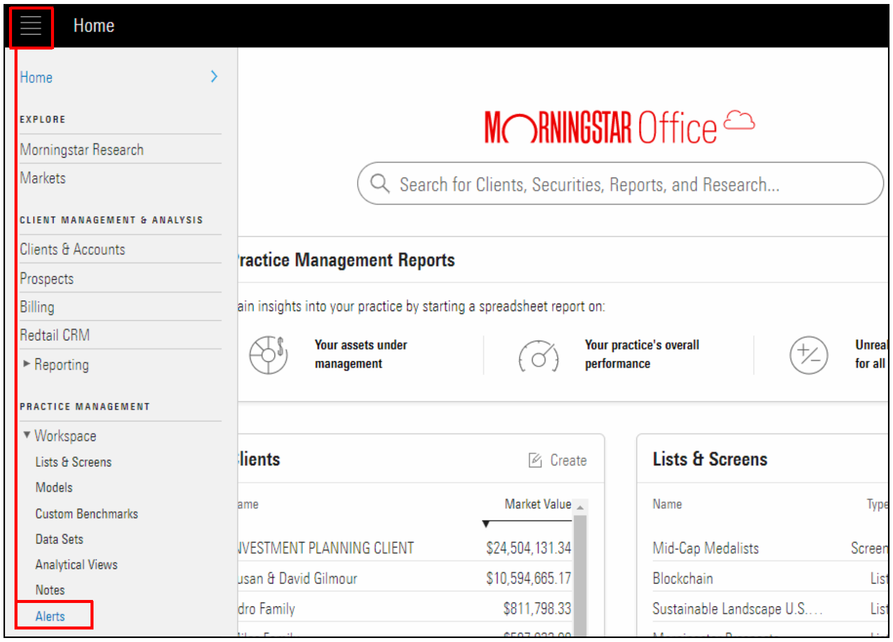
Click here to view information about the investment's competitors.

Exercise 7: View past alert notifications

Older alert notifications do not display in the Notification flyover, but you can download a spreadsheet of your alert history. You can filter the contents of the spreadsheet by date range, security, and alert type.

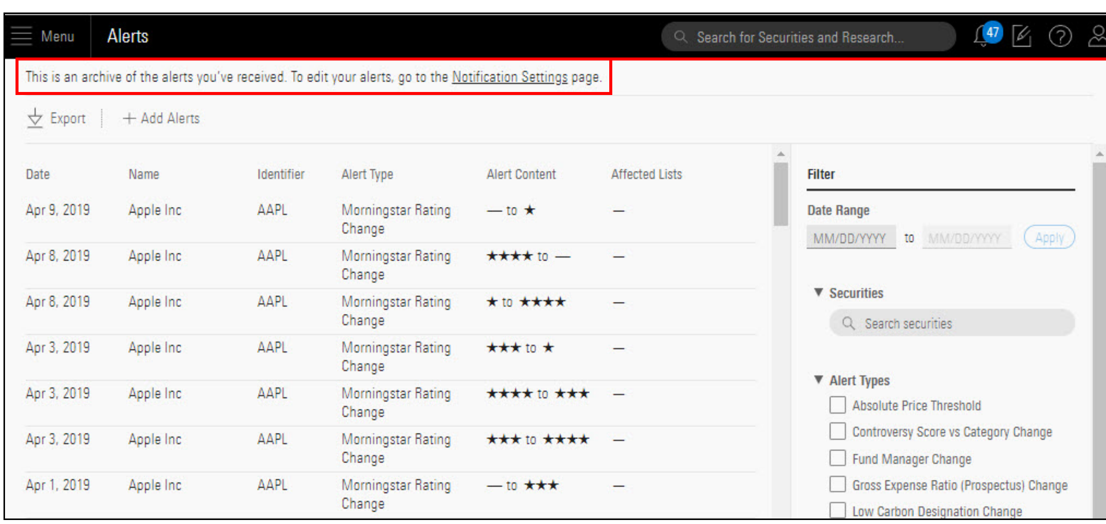
To download your alert history, do the following:

1. From anywhere in Morningstar Office Cloud, from the **Menu**, select **Alerts**. The Alerts page opens, displaying the list of your past alert notifications.



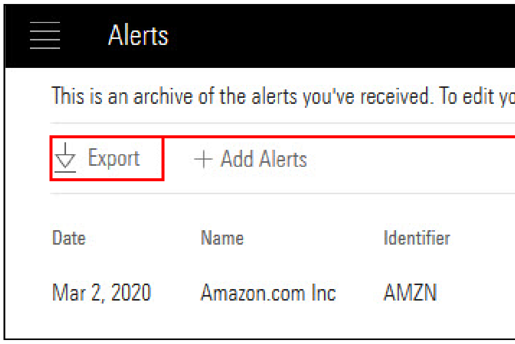
Select Menu...Workspace...Alerts

2. (Optional) On the right side of the page, in the Filter panel, set the parameters of the content to download by doing any of the following:
   - Enter **dates** in the **Date Range** fields and click **Apply**
   - Search for one or more **securities**, and/or
   - Click one or more **Alert Type checkboxes**.



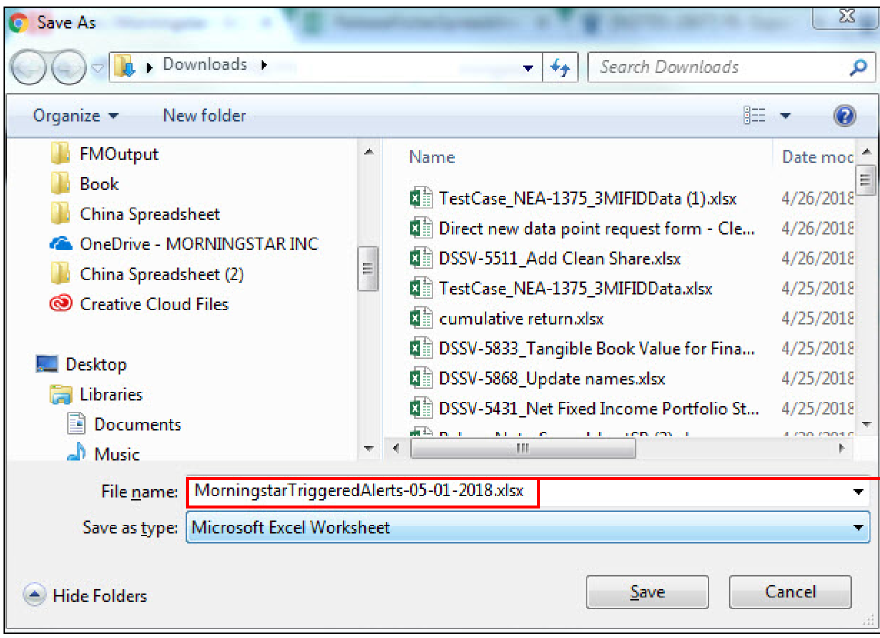
Alerts banner

3. In the upper-left corner of the page, click the **Export** icon. A system navigation window opens.



Click here.

4. **Navigate** to the location where you want to save the list of alerts, and if you want, change the **name** of the file.



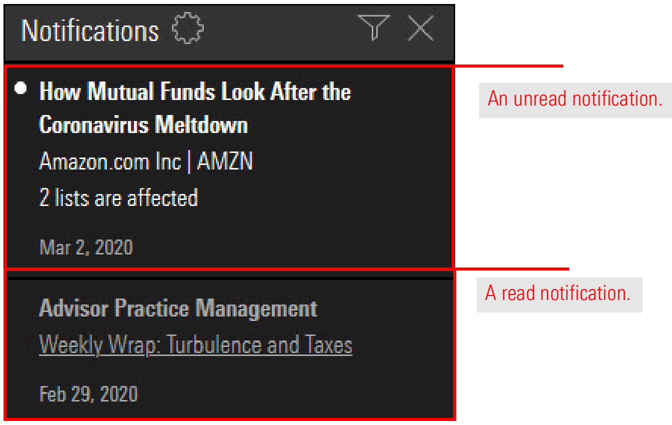
This shows a sample of a default filename.

5. Click **Save**.
6. **Open** the file, which is a spreadsheet. The spreadsheet displays the following:
   - Date Triggered
   - Alert Type
   - Security Name, and
   - Symbol.

   The content of the other columns depends on the alert type.

Exercise 8: Mark all notifications as read

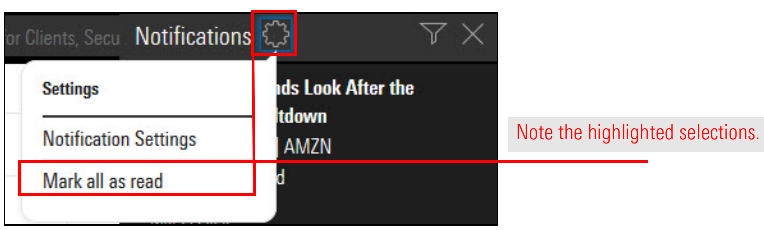
In the Notifications panel, when a new notification is triggered, it is considered unread. When you have opened it, it is marked as read.



Suppose you have a number of unread notifications and perhaps they are out-of-date. To mark all your notifications as read, do the following:

1. In the upper-right corner of the header, click the **Notifications** icon. The Notifications panel opens.

2. At the top of the Notifications panel, click the **Settings** icon. Then from the menu, select **Mark all as read**.

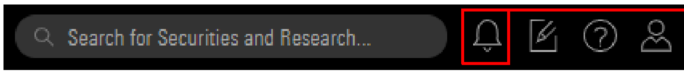


Exercise 9: Mark an individual notification as read or unread

Suppose you wanted to tag an important notification so that you can locate it again later. You have the option of marking individual notifications as read or unread.

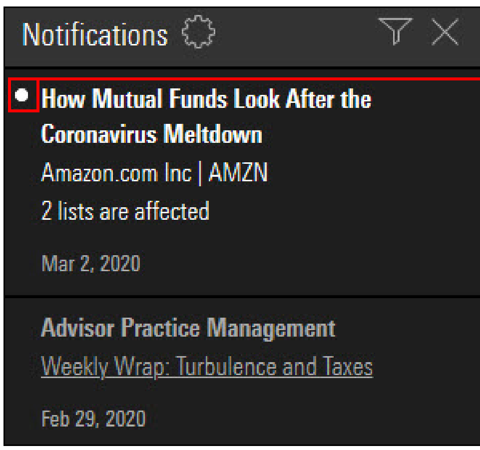
Do the following:

1. In the upper-right corner of the header, click the **Notifications** icon. The Notifications panel opens.



Click this icon to open the Notifications panel.

2. In the Notifications panel, **hover the cursor** over a notification whose read/unread status you want to change. A circle appears to its right as follows:
   - A hollow circle indicates the notification has been read, and
   - A filled circle indicates the notification has not been read.
3. Click the **circle** to change from read to unread, and.vice versa.



Hover the cursor over a notification, then click the circle to change from read to unread, and.vice versa.

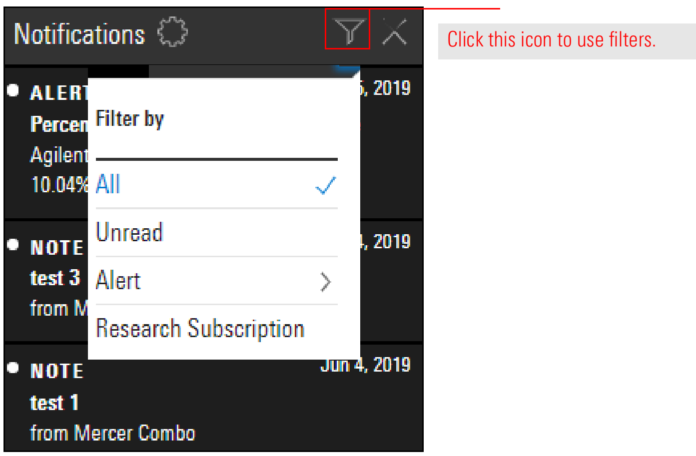
Exercise 10: Filter the display of notifications

To help you specify your preferred content type to view in triggered notes and alerts, a filter is available in the Notifications panel. It provides the following options:

- All
- Unread
- Alert, and
- Research Subscription.

Do the following:

1. In the upper-right corner of the header, click the **Notifications** icon. The Notifications panel opens.
2. Click the **Filter** icon. The Filter menu opens.



3. From the menu, select one of the **options**, described in the following table:

To view these notifications…	Select this…
All (default)	All
Unread notes and alerts	Unread
Alerts only	Alert Note: When you select Alert, another menu opens where you select an alert type to view. This selection does not affect any Alert Type filters you have set on the Alerts page, and vice versa.
Research subscriptions only	Research Subscription

The Notifications list rewrites according to your selection.

Note: When you close the Notifications panel, the Notifications filter resets to All.

What are the alert types?

The alert types are described in this table.

This alert…	is triggered when…
Absolute Price Threshold	the price of the security increases or decreases to the dollar-value threshold you specify. ☞ Note: In addition to price data, an Absolute Price Threshold alert displays recent news and the Morningstar analysis of the security when compared to its competitors.
Controversy Score vs Category Rank	a fund's Controversy Score rank compared to its category increases or decreases. A low value indicates fewer controversies for a fund's holdings relative to the holdings of other funds in its category, and is therefore preferable to a high value.
Fund Manager Change	the individual or individuals who are employed by the advisor or sub-advisor who are directly responsible for managing the portfolio changes.
Gross Expense Ratio	a change occurs in the percentage of fund assets used to pay for operating expenses and management fees, including 12b-1 fees, administrative fees, and all other asset-based costs incurred by the fund, except brokerage costs.
Low Carbon Designation	a fund's low carbon designation changes. To receive the Low Carbon designation, a fund must have a 12-month average Portfolio Carbon Risk Score below 10 and a 12-month average Fossil Fuel Involvement % of less than 7% of assets.
Morningstar Analyst Change	the Morningstar Analyst Rating changes.
Morningstar Category Change	the Morningstar Category changes.
Morningstar Equity Style Box Change	the Equity Style Box changes.
Morningstar Fixed Income Style Box Change	the Fixed Income Style Box changes.
Morningstar Manager Research	Morningstar publishes new research that mentions your securities. ☞ Note: A Morningstar Manager Research alert has delivery options other alert types do not (Exercise 3 on page 10), and it can be created and modified from the Morningstar Research area (How can I use the Research area with Morningstar Manager Research alerts? on page 25).
Morningstar Quantitative Rating Change	the Morningstar Quantitative Rating changes.
Morningstar Rating Change	the Morningstar Rating changes.
Name Change	the name of a security changes.
Net Expense Ratio (Prospectus)	the net expense ratio (prospectus) changes.
Obsolete Type Change	an investment has stopped pricing because it has been liquidated or merged.

This alert…	is triggered when…
Open/Closed to New Investors Change	a fund's status changes to open or closed to new investors.
Percent Change from Last Close Price	the price of the security increases and/or decreases from its last closing price by the percentage you specify. ☞ Note: In addition to price data, a Percent Change from Last Close Price alert displays recent news and the Morningstar analysis of the security when compared to its competitors.
Ticker Change	the ticker assigned by the exchange on which an investment trades changes.

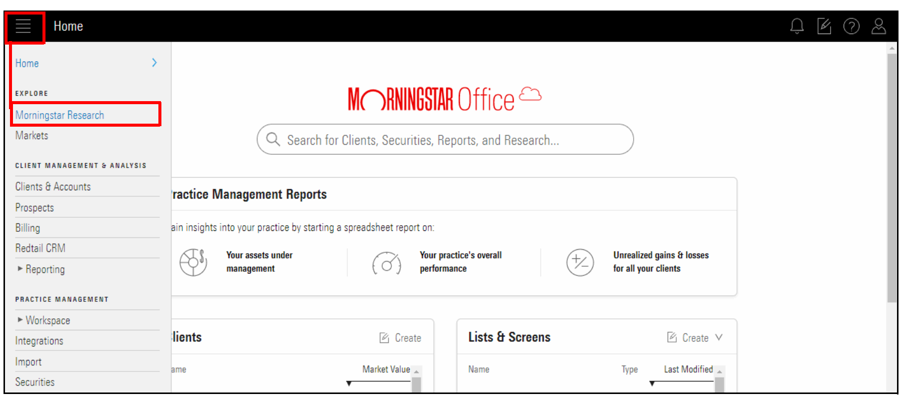
How can I use the Research area with Morningstar Manager Research alerts?

As you learned in Exercise 3 on page 10, you can create a Morningstar Manager Research alert to be notified when Morningstar analysts release new research. In these next exercises, you will learn how to create and modify a Morningstar Manager Research alert from the Research area.

Exercise 11: Create a Morningstar Manager Research alert in the Research area

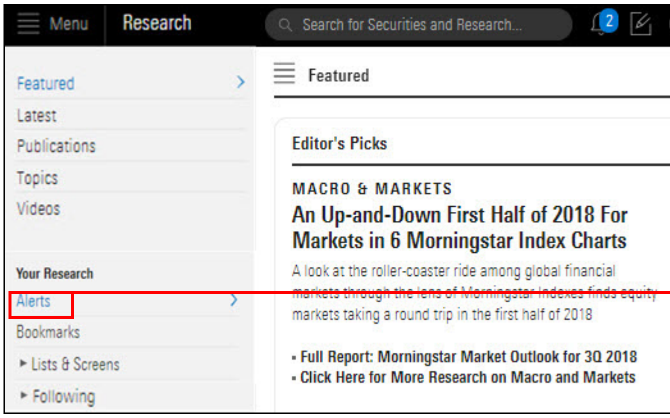
To create a Morningstar Manager Research alert in the Research area, do the following:

1. On the header, **hover the cursor** over the **Menu** icon, then select **Morningstar Research**. The Morningstar Research page opens.



Select Menu...Research

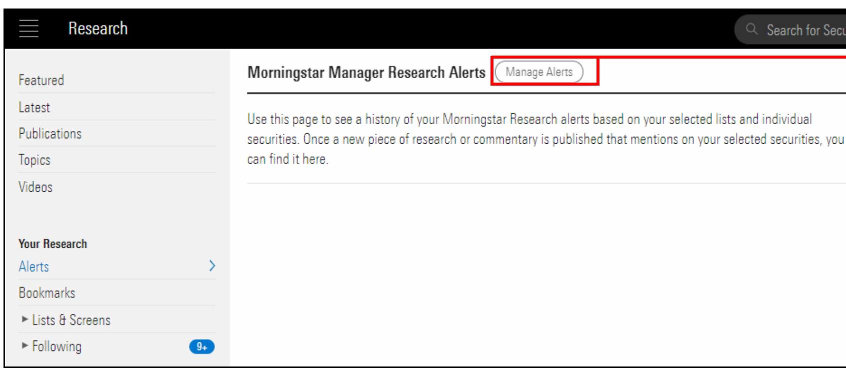
2. In the Navigation pane on the left, under My Research, select **Alerts**. The Morningstar Manager Research Alerts page opens.



Click here to access Morningstar Manager Research alerts.

3. Click **Manage Alerts**. The Edit Alerts page opens.

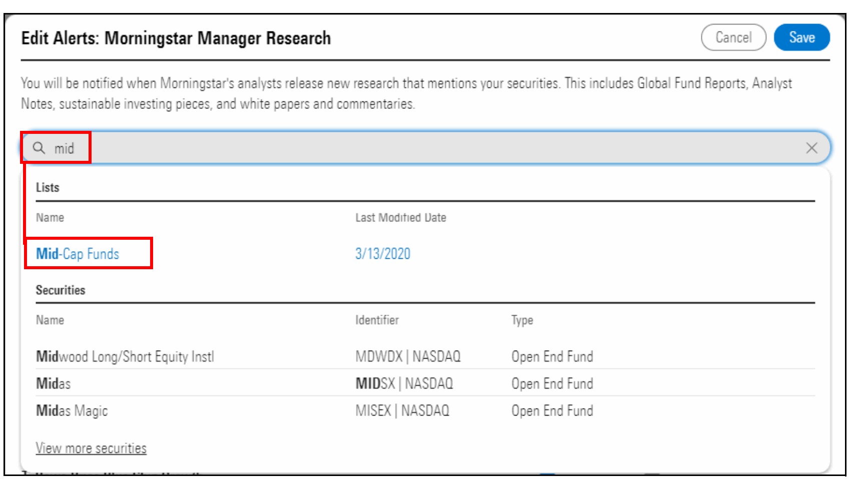
   ☞ Note: When one of your Morningstar Manager Research alerts is triggered, it is shown here in addition to being displayed on the Notifications list.



Click here.

4. In the **Search for lists and securities** field, enter the **name** of one of your lists (or a keyword in the name).

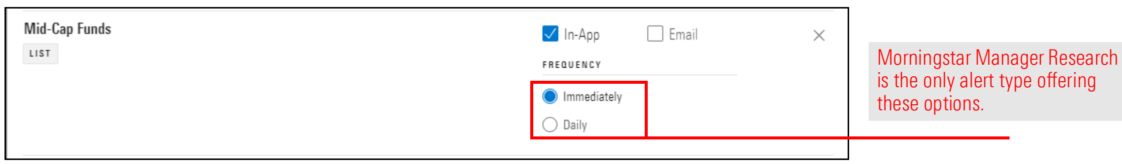
5. From the search results, select a **list**. A new Edit Alerts dialog box opens.



Note the highlighted selections.

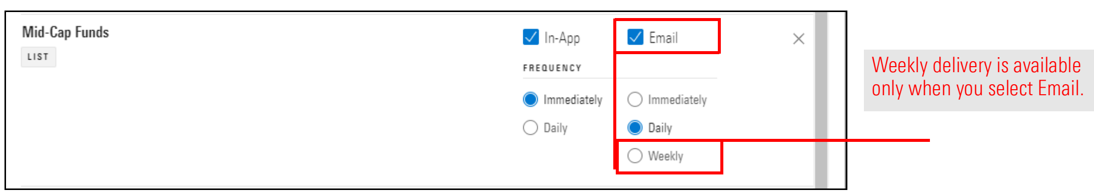
6. Select one or both of the following for the notification method:
    - **In-App**, and/or
    - **Email**.
7. If you have chosen to be notified in Office Cloud, select how often you will receive notifications. The options are as follows:
    - **Immediately**, or
    - **Daily**.

    Note: To learn more about the notification options, read What are the notification options in a Morningstar Manager Research alert? on page 9.



8. If you have chosen to receive notifications in email, select how often you will receive deliveries. The options are as follows:
    - **Immediately**
    - **Daily**, or
    - **Weekly**.

    Note: To learn more about the notification options, read What are the notification options in a Morningstar Manager Research alert? on page 9.



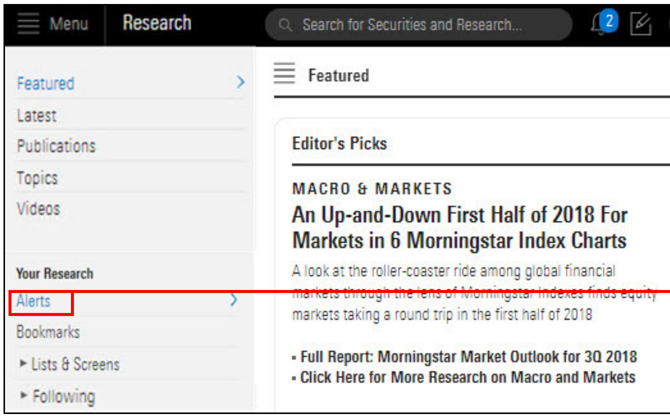
9. Click **Save**. A message opens, notifying you that the alert has been saved.

Exercise 12: Modify a Morningstar Manager Research alert in the Morningstar Research area

When modifying a Morningstar Manager Research alert, you have the option of using the Morningstar Research area.

Do the following:

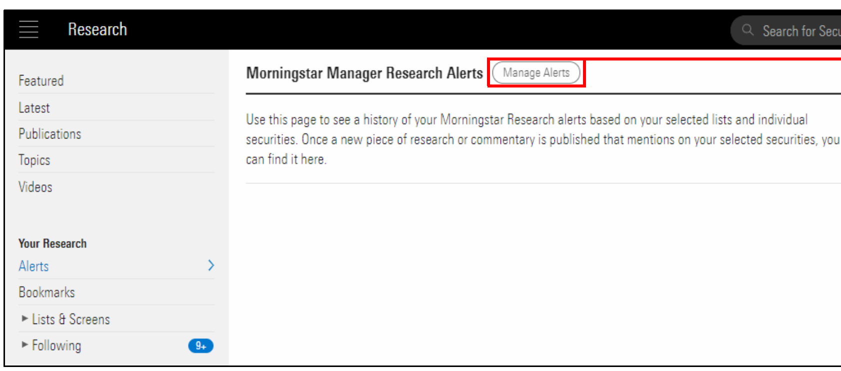
1. On the Morningstar Research page, in the Navigation pane on the left, under My Research, select **Alerts**. The Morningstar Manager Research Alerts page opens.



Click here to access Morningstar Manager Research alerts.

2. Click **Manage Alerts**. The Edit Alerts page opens.

   ☞ Note: When one of your Morningstar Manager Research alerts is triggered, it is shown here, as well as displayed on the Notifications list.

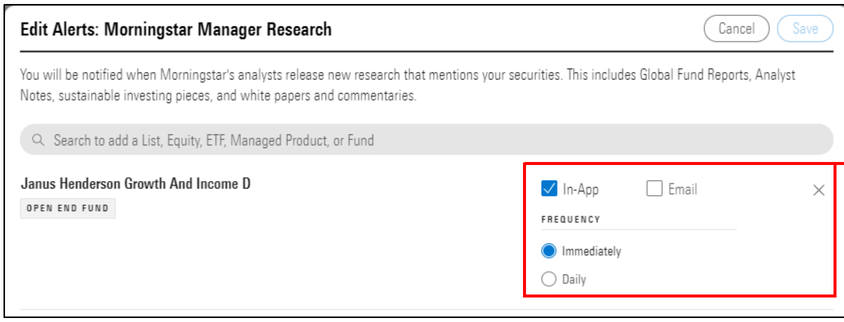


Click here.

Your Morningstar Manager Research alerts are listed.

☞ Note: You can use the **Search for lists and securities** field to create a new Morningstar Manager Research Alert. See step 4 on page 26.

3. In any listed Morningstar Manager Research alert, you can do the following:
   - change the notification method(s)
   - change the notification frequency, or
   - click the **X** to delete the alert.



You can change any of these options.

4. Click **Save**. A message opens, notifying you that the alert has been saved.