Setting Alerts for Investments

Morningstar Office Cloud



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Contents

| Overview |
|---|
| When is an alert triggered? |
| Exercise 1: Subscribe to an alert for an existing list |
| Exercise 2: Subscribe to an alert for a new list |
| What are the notification options in a Morningstar Manager Research alert? |
| Exercise 3: Subscribe to an alert for Morningstar Manager Research |
| How can I view multiple Morningstar Manager Research alerts from a daily or weekly email?11 |
| Exercise 4: Change a list's or security's alert settings |
| What happens to alerts if a list is removed? |
| Change an alert type's settings 15 |
| Exercise 5: Respond to an alert notification |
| Exercise 6: Explore a price alert notification |
| Exercise 7: View past alert notifications |
| Exercise 8: Mark all notifications as read |
| Exercise 9: Mark an individual notification as read or unread |
| Exercise 10: Filter the display of notifications |
| What are the alert types? |
| How can I use the Research area with Morningstar Manager Research alerts? |
| Exercise 11: Create a Morningstar Manager Research alert in the Research area 25 |
| Exercise 12: Modify a Morningstar Manager Research alert in the Morningstar Research area28 |

Setting Alerts for Investments

In this guide, you will learn how to create alerts in OfficeSM 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.

Overview

| Home | | |
|------------------------------|--|---------------------------------------|
| Home > | | When an alert you set is triggered, a |
| EXPLORE | | notification appears nere. |
| Morningstar Research | | |
| Markets | Q. Search for Clients, Securities, Reports, and Research | |
| CLIENT MANAGEMENT & ANALYSIS | | |
| Clients & Accounts | ice Management Reports | |
| Prospects | | |
| Billing | sights into your practice by starting a spreadsheet report on: | |
| Redtail CRM | Your assets under | |
| ▶ Reporting | performance for all your clients | |
| PRACTICE MANAGEMENT | | |
| * Workspace | | |
| Lists & Screens | ts | |

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? (page 5)
- Exercise 1: Subscribe to an alert for an existing list (page 5)
- Exercise 2: Subscribe to an alert for a new list (page 7)
- What are the notification options in a Morningstar Manager Research alert? (page 9)
- Exercise 3: Subscribe to an alert for Morningstar Manager Research (page 10)
- How can I view multiple Morningstar Manager Research alerts from a daily or weekly email? (page 11)
- Exercise 4: Change a list's or security's alert settings (page 12)
- ► What happens to alerts if a list is removed? (page 14)
- Change an alert type's settings (page 15)
- Exercise 5: Respond to an alert notification (page 17)
- Exercise 6: Explore a price alert notification (page 18)
- Exercise 7: View past alert notifications (page 19)
- Exercise 8: Mark all notifications as read (page 21)
- Exercise 9: Mark an individual notification as read or unread (page 22)
- Exercise 10: Filter the display of notifications (page 23)

- ► What are the alert types? (page 24)
- How can I use the Research area with Morningstar Manager Research alerts? (page 25)
- Exercise 11: Create a Morningstar Manager Research alert in the Research area (page 25)
- Exercise 12: Modify a Morningstar Manager Research alert in the Morningstar Research area (page 28)

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).

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.

When is an alert triggered?

Exercise 1: Subscribe to an alert for an existing list

| Home > | |
|------------------------------|--|
| EXPLORE | |
| Morningstar Research | Notice the highlighted selection |
| Markets | Q Search for Clients, Securities, Reports, and Research |
| CLIENT MANAGEMENT & ANALYSIS | |
| Clients & Accounts | ractice Management Reports |
| Prospects | |
| Billing | ain insights into your practice by starting a spreadsheet report on: |
| Redtail CRM | √T ℓ Your sesate undar |
| ► Reporting | management (O) performance for all y |
| PRACTICE MANAGEMENT | |
| ▼ Workspace | |
| Lists & Screens | lients 🖄 Create Lists & Screens |
| Models | Hada Mala |
| Custom Benchmarks | ame Market value Name lype |

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.

| | Lists & Screens | | | | | | | | |
|---------|--|-------------------------|---------------------|------------------------------------|--|--|--|--|--|
| 0/28 Se | 0/28 Selected 🛛 🗹 Create List 🖉 Create Screen 💷 Delete | | | | | | | | |
| Click a | list or screen to begin your analy | sis. To manage your lis | sts and screens, us | | | | | | |
| | Name | Ту | ре | | | | | | |
| | 1 Blockchain | 💽 Lis | st | | | | | | |
| | 2 Sustainable Landscape | Actions | | Notice the highlighted selections. | | | | | |
| | 3 Morningstar Prospects C | Rename | | | | | | | |
| | 4 Morningstar Open Inde | Share | | | | | | | |
| | 5 Ultimate Stock Picker | Add/Edit Alerts | | | | | | | |
| | 6 List | Delete | | | | | | | |
| | 7 Equity Watch List | Lis | st | | | | | | |

- 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.

| Add Alerts: Blockchain | Cancel Save | |
|---|--------------------|---|
| Advisor Change You will be notified if the individual or individuals who are employed by the company who takes primary responsible for managing the fund changes | | This slider is in the On position. |
| ETF LIST MANAGED PRODUCT/FUND | | |
| Annual Report Adjusted Operating Expense Ratio Change | 🔽 In-App 🛛 🔽 Email | |
| for operating expenses and management fees changes. The | FREQUENCY | |
| expense ratio typically includes the following types of fees: accounting, administrator, advisor, auditor, board of directors, custodial, distribution (12b-1), legal, organizational, professional, registration, shareholder reporting, sub-advisor, and transfer agency. The ratio does reflect fee waivers in effect during the time period, and does not include interest and dividends on borrowed securities. The expense ratio does not reflect the fund's brokerage costs or any investor sales charges. | Daily | You can select both In Office and Email. |
| ETF LIST MANAGED PRODUCT/FUND | | |

Exercise 2: Subscribe to

an alert for a new list

- 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.

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.

| | Untitled List | — E | dited V | | | | | 16 |
|--------------|--------------------|------|--|--------|-------------------------|---------------------------|------------------------|--|
| \checkmark | 0 25 | List | Actions | i Set: | Manager Res | search Read Onl | iy V | If you are creating a new list, this field displays Untitled Lis — Edited. |
| | | D | Open | | | Total Ret % Rank | Morningstar | |
| | Name | ≞ | Save | | Morningstar Category | Cat 3Y mo-end (mo-end) | Rating 3Y (mo- end) | |
| | • | | Changes to your list will also show up in the deskton edition | | | | | |
| | 1 AB Discovery Gro | | desktop editori. | JBNM | Mid-Cap Gro | 19 | **** | |
| | 2 AllianzGI NFJ Mi | Ľ | Import List |)FGI | Mid-Cap Value | 11 | **** | |
| | 3 American Centu | + | Create New List | 56S9 | Mid-Cap Value | 35 | **** | |
| | 4 BlackRock Mid-C | + | Create New Screen |)L29 | Mid-Cap Gro | 6 | ***** | |
| | 5 Columbia Mid Ca | | | J6PS | Mid-Cap Blend | 61 | *** | |
| | 6 Diamond Hill Mic | | | JIV8 | Mid-Cap Value | 53 | *** | |

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

| Enter a name to save changes | |
|--|--------------------|
| Mid-Cap Funds ① Changes to your list will also show up in the desktop edition. | Use a unique name. |
| Cancel Save | |

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



- 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.

| Add Alerts: Mid-Cap Funds | Cancel Save | |
|---|-------------------|--|
| Advisor Change You will be notified if the individual or individuals who are employed by the company who takes primary responsible for managing the fund changes. | Â | This slider is in the On position. |
| ETF LIST MANAGED PRODUCT/FUND | | |
| Valuate the notified when the percentage of fund assets paid for operating expenses and management fees changes. The expense raio typically includes the following types of fees: accounting, administration, adviors, advi | recuency Daily | You can select both In-App and Email. |
| ETF LIST MANAGED PRODUCT/FUND | | |

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

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

| 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 | Immediately: Receive an alert notification as soon as the information is published. |
| alerts, see How can I view multiple Morningstar Manager Besearch alerts from a daily or | Daily: Receive only one notification a day. A daily notification might include multiple alerts. |
| weekly email? on page 11. Note: The email comes from MorningstarOfficeNotifications. | 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.

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**.

Exercise 3: Subscribe to an alert for Morningstar Manager Research



- 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.

| Morn You wi new re Global pieces | iingstar N ill be notifie esearch tha I Fund Repo s, and white | lanage ed when t mentio orts, Ana e papers | r Research Morningstar's analysts release ns your securities. This includes lyst Notes, sustainable investing and commentaries. | pase In-App udes FREQUENC Isting | | Email | Weekly delivery is available only when you select Email. | |
|--|--|---|---|--|--|----------------------------|--|--|
| ETF | EQUITY | LIST | MANAGED PRODUCT/FUND | | | Weekly | | |

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

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.

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

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

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.

| Home | | $\bigcirc \bigcirc$ |
|-------------------------------|--|---------------------|
| | | ^ |
| Home > | | |
| EXPLORE | M RNINGSTAR Office C | |
| Morningstar Research | | |
| Markets | Q Search for Clients, Securities, Reports, and Research | |
| CLIENT MANAGEMENT & ANALYSIS | | |
| Clients & Accounts | ice Management Reports | |
| Prospects | | |
| Billing | sights into your practice by starting a spreadsheet report on: | |
| Redtail CRM | C. Your assets under | |
| ▶ Reporting | management (O) performance for all your clients | |
| PRACTICE MANAGEMENT | | |
| Workspace | | |
| Lists & Screens | ts Pi Create Lists & Screens Pi Create V | |

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

| E Home | Notifications |) VX | |
|--------|-----------------------|------------------------------|----------------------|
| | Settings | | Note the highlighted |
| | Notification Settings | <u>line set Gliead Apart</u> | selections. |
| | Mark all as read | | |

- 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.

- 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.

| Notification Settings | | | | | $\ensuremath{\bigcirc}\xspace$ Search for Securities and Research | n û 🖉 🥐 | |
|-----------------------|--|--|------------------------------------|----------------------|---|------------------|--|
| Alerts > Research | List & Security View A This view shows your list | Add Alerts Add Alerts and securities that have alerts se | et up. Click | on a row to edit the | alert notifications you're receiving, | Number of Alexa | List & Security View is selected by default. |
| | Name Blockchain View List | | | Identifier | list | Number of Alerts | |
| | Janus Henderson Grow Janus Henderson US M Mid-Cap Funds T. Rowe Price Blue Chip | 12 Securities in Blockchain Accenture PLC Class A Amazon.com Inc Apple Inc Bank of America Corp C.H. Robinson Worldwide Inc | ACN AMZN AAPL BAC CHRW | x x x | Open End Fund Open End Fund List Open End Fund | 1 1 1 1 | Click here to display the list's contents. |
| | | eBay Inc General Electric Co Intel Corp Intercontinental Exchange Inc Intercontinental Rusiness Machines | EBAY GE INTC ICE IRM | | | | Scroll down to see more of the list. |

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.

| Notification Settings | | Q | Search for Securities and Research | Q V (? | |
|-----------------------|---|---------------------------------|------------------------------------|------------------|-------------------------|
| Alerts > | List & Security View Alert Type View Add Alerts | | | | |
| Research | This view shows your list and securities that have alerts set up. Click | c on a row to edit the alert no | tifications you're receiving. | | |
| | Name | Identifier | Туре | Number of Alerts | |
| | Advance Auto Parts Inc | AAP | Equity | 4 × | |
| | Blockchain | - | List | 1 | This stock is selected. |
| | Janus Henderson Growth And Income D | JNGIX | Open End Fund | 1 | |
| | Janus Henderson US Managed Volatility I | JRSIX | Open End Fund | 1 | |
| | Mid-Cap Funds | - | List | 1 | |
| | T. Rowe Price Blue Chip Growth | TRBCX | Open End Fund | 1 | |

- 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.

| Edit | Alerts: Apple Inc | | (| Cancel Sav | /e | |
|------|---|--|--------------------------|------------|----|---|
| | You will be notified if the name of a security changes. EQUITY ETF INDEX LIST MANAGED PRODUCT/FUND Parcent Change from Lact Close Price | | | | ^ | |
| | You will be notified if the price of the security increases and/or decreases from it's last closing price by the percentage you specify. This alert is currently available for US stocks/ETF only and is sent on a 15-minute delay. This alert type will not be available if you have selected more than one security at a time. EQUITY ETF | Up or Down V 10.000 % + Add another threshold | FREQUENCY Immediately | | | Some alert types require additional settings, such as a threshold. |
| | EQUITY ETF LIST MANAGED PRODUCT/FUND | | In-App | 🗌 Email | | |

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

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.

What happens to alerts if a list is removed?

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

Change an alert type's settings

Do the following:

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

| Home | 우 ① 관 · | Click this icon. |
|-------------------------------|--|------------------|
| Home > | | |
| EXPLORE | | |
| Morningstar Research | | |
| Markets | Q Search for Clients, Securities, Reports, and Research | |
| CLIENT MANAGEMENT & ANALYSIS | | |
| Clients & Accounts | ice Management Reports | |
| Prospects | | |
| Billing | sights into your practice by starting a spreadsheet report on: | |
| Redtail CRM | Vour assets under | |
| ▶ Reporting | management (O) performance for all your clients | |
| PRACTICE MANAGEMENT | | |
| Workspace | | |
| Lists & Screens | ts 🛛 Create Lists & Screens 🖉 Create 🗸 | |

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

| E Home | Notifications |) XV | |
|-----------------------|-----------------------|------------------------|----------------------|
| | Settings | line Set Cilcuit Acces | Note the highlighted |
| | Notification Settings | ine set dilead Apart | selections. |
| NIC JKNINDOIAK UTTICE | Mark all as read | | |
| | | | |

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.

| Notification Settings | | Q Search for Securities a | |
|-----------------------|--|---|------------------------------------|
| Alerts > Research | List & Security View Alert Type View Add Alerts This view organizes your lists and securities by alert type. Click on a row | to edit the alert notifications you're receiving. | Click here to view alerts by type. |
| | Name | Numbers of Alerts | |
| | Absolute Price Threshold | - | |
| | Advisor Change | - | |
| | Annual Report Adjusted Operating Expense Ratio Change | 1 list | |
| | Fund Manager Change | _ | |
| | Fund Subadvisor Change | _ | |
| | Gross Expense Ratio (Prospectus) Change | _ | |
| | Low Carbon Designation Change | _ | |
| | Morningstar Analyst Rating Change | _ | This alert is associated |
| | Morningstar Category Change | _ | with three securities |
| | Morningstar Equity Style Box Change | _ | and one list. |
| | Morningstar Fixed Income Style Box Change | - | |
| | Morningstar Manager Research | 3 securities and 1 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.

| Edit Alerts: Morningstar Manager Research | Cancel |) Save |
|---|---|--|
| You will be notified when Morningstar's analysts release new research that mer Notes, sustainable investing pieces, and white papers and commentaries. | ntions your securities. This includes Global Fund Reports, Ar | nalyst |
| ${\rm Q}_{\rm c}$ Search to add a List, Equity, ETF, Managed Product, or Fund | | |
| Janus Henderson Growth And Income D OPEN END FUND | In-App 🗌 Email | Click here to remove this alert type from |
| JPEN ENU PUNU | Immediately Daily | this list or security |
| Janus Henderson US Managed Volatility I OPEN END FUND | In-App 🗌 Email | × |
| | Immediately Daily | |

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

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. Exercise 5: Respond to an alert notification

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.

| | Notifications () $\qquad \bigtriangledown \times$ | |
|---|---|---|
| $M \cap RNINGSTAR$ Office \frown | ALERT Absolute Price Threshold Apple Inc AAPL increased to \$180.01 Jan 18, 2018 | Click an alert to learn more about it. |
| Q Search for Clients, Securities, Reports, and Research | NOTE Mercury test302 created a new note May 10, 2017 | |

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. |



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:

Exercise 6: Explore a price alert notification

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



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.

Exercise 7: View past alert notifications

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.

| Home | | | | | |
|---------------------------------|--|------------------------------|----------------------------|---------|------------------------------|
| Home | > | | | | |
| EXPLORE Morningstar Research | | M RNINGST | R Office 🗁 | | Soloot Manu Warkenasa Alarta |
| Markets | Q Search | for Clients, Securities, F | Reports, and Research | | Select MenuWorkspaceAlerts |
| CLIENT MANAGEMENT & ANALYSIS | | | | | |
| Clients & Accounts | ractice Management Report | c . | | | |
| Prospects | | 5 | | | |
| Billing | ain insights into your practice by start | ing a spreadsheet report on: | | | |
| Redtail CRM | Your assets under | Your | rractice's overall | Unrea | |
| ► Reporting | management | (O) perfor | mance | for all | |
| PRACTICE MANAGEMENT | | | | | |
| ▼ Workspace | | | | | |
| Lists & Screens | lients | 🖄 Create | Lists & Screens | | |
| Models Custom Benchmarks | ame | Market Value 🔺 | Name | Туре | |
| Data Sets | IVESTMENT PLANNING CLIENT | * \$24,504,131.34 | Mid-Cap Medalists | Screen | |
| Analytical Views | usan & David Gilmour | \$10,594,665.17 | Blockchain | Lis | |
| | dro Family | \$811,798.33 | Sustainable Landscape U.S. | Lis | |
| Alterta | | 00,000,000 | | | |

- 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.

| Menu | Alerts | | | | Q Searc | h for Securities and Research 🚺 🖉 🧑 🖉 |
|-----------------|------------------------|--------------------|-------------------------------------|---------------|--------------------|---|
| This is an arch | ive of the alerts you' | ve received. To ed | it your alerts, go to the <u>No</u> | 2 | | |
| ± Export | + Add Alerts | | | | | |
| Date | Name | Identifier | Alert Type | Alert Content | Affected Lists | Filter |
| Apr 9, 2019 | Apple Inc | AAPL | Morningstar Rating Change | — to ★ | - | Date Range |
| Apr 8, 2019 | Apple Inc | AAPL | Morningstar Rating Change | **** to — | <u> </u> | |
| Apr 8, 2019 | Apple Inc | AAPL | Morningstar Rating Change | ★ to ★★★★ | - | Securities Search securities |
| Apr 3, 2019 | Apple Inc | AAPL | Morningstar Rating Change | ★★★ t0 ★ | | W Alest Taxa |
| Apr 3, 2019 | Apple Inc | AAPL | Morningstar Rating Change | **** to *** | - | Absolute Price Threshold |
| Apr 3, 2019 | Apple Inc | AAPL | Morningstar Rating Change | *** to **** | <u></u> | Controversy Score vs Category Change Fund Manager Change |
| Apr 1, 2019 | Apple Inc | AAPL | Morningstar Rating Change | — to *** | 9 57 69 | Gross Expense Ratio (Prospectus) Change |

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

| Alerts | | | | | | |
|------------------|-------------------------|----------------------|----|--|--|-------|
| This is an archi | ve of the alerts you've | received. To edit yo | 'C | | | |
| ± Export | + Add Alerts | | | | | Click |
| Date | Name | Identifier | | | | |
| Mar 2, 2020 | Amazon.com Inc | AMZN | | | | |

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



- 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.

In the Notifications panel, when a new notification is triggered, it is considered unread. When you have opened it, it is marked as read. Exercise 8: Mark all notifications 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**.



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.



- 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.



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:

Exercise 10: Filter the display of notifications

- ► 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.

The alert types are described in this table.

What are the alert types?

| 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 | a fund's Controversy Score rank compared to its category increases or decreases. |
| Category Rank | 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. |

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.

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.
 - M RNINGSTAR Office Q. Search for Clients, Securities, Reports, and Research. CLIENT MA -----Clients & Accounts Select Menu...Research ractice Management Reports Prospect Billing ain insights into your practice by starting a spreadsheet report on Redtail CRM Your assets under Your practice performance Unrealized gains & los for all your clients Ð ► Reporting PRACTICE MANAGEMEN ► Workspa lients Lists & Screens 🕑 Create 🖄 Create 🗸 Integrations Import

Name

Market Val

- How can I use the Research area with Morningstar Manager Research alerts?
- Exercise 11: Create a Morningstar Manager Research alert in the Research area

Securities

Last Modified

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

| Menu Resear | rch | Q Search for Securities and Research | |
|-------------------|-----|---|-----------------------|
| Featured | > | E Featured | |
| Latest | | s VS | |
| Publications | | Editor's Picks | |
| Topics | | MACRO & MARKETS | |
| Videos | | An Up-and-Down First Half of 2018 For Markets in 6 Morningstar Index Charts | |
| Your Research | | A look at the roller-coaster ride among global financial | |
| Alerts | > | markets through the lens of Morningstar Indexes finds equity markets taking a round trip in the first half of 2018 | Click have to percess |
| Bookmarks | | | Morningstar Manager |
| ► Lists & Screens | | Full Report: Morningstar Market Outlook for 30 2018 Click Here for More Research on Marro and Markets | Research alerts. |
| ► Following | | - onex nere for more nescaren on macro and markets | |

- 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.

| Research | Q Search for Secu | |
|-------------------|--|------------|
| Featured | Morningstar Manager Research Alerts Manage Alerts | Click here |
| Latest | Hea this page to see a history of your Margingster Personne alacte based on your calested lists and individual | |
| Publications | securities. Once a new piece of research or commentary is published that mentions on your selected securities, you | |
| Topics | can find it here. | |
| Videos | | |
| | | |
| Your Research | | |
| Alerts | | |
| Bookmarks | | |
| ► Lists & Screens | | |
| ► Following 9+ | | |
| - chorning | | |

- 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.

| u will be notified when Morningstar's analysts otes, sustainable investing pieces, and white pa | release new research that mentions y apers and commentaries. | our securities. This includes Global Fu | ind Reports, Analyst | |
|--|---|---|----------------------|--------------------------------|
| Q mid | | | × | Note the highlighted selection |
| Lists | | | | |
| Name | Last Modified Date | | | |
| Mid-Cap Funds | 3/13/2020 | | | |
| Securities | | | | |
| Name | Identifier | Туре | | |
| Midwood Long/Short Equity Instl | MDWDX NASDAQ | Open End Fund | | |
| Midas | MIDSX NASDAQ | Open End Fund | | |
| Midas Magic | MISEX NASDAQ | Open End Fund | | |

- 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.

| Mid-Cap Funds | 🗸 In-App 🗌 Email | × | |
|---------------|------------------|---|------------------------------|
| LIST | FREQUENCY | | Morningstar Manager Research |
| | Immediately | | these options. |
| | O Daily | | |
| | | | |

- 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.

| Mid-Cap Funds | 🗸 In-App | 🗹 Email | × | Manufational Disease for every table |
|---------------|---------------------------------|---------------------------------|---|--------------------------------------|
| | FREQUENCY | | | vveekiy delivery is available |
| | Immediately | Immediately | | only when you select Email. |
| | 🔿 Daily | Daily | | |
| | | O Weekly | | |
| | | | · | |

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

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.



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

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.

| Research | | ○ Search for Secu. | |
|-------------------|----|--|-----------|
| Featured | | Morningstar Manager Research Alerts Manage Alerts | Click her |
| Latest | | Use this page to see a history of your Morningstar Research alerts based on your selected lists and individual | UNER THE |
| Publications | | securities. Once a new piece of research or commentary is published that mentions on your selected securities, you | |
| Topics | | can find it here. | |
| Videos | | | |
| Your Research | | | |
| Alerts | > | | |
| Bookmarks | | | |
| ► Lists & Screens | | | |
| ► Following | 9+ | | |

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.

| Edit Alerts: Morningstar Manager Research | Cancel | Save | |
|---|---|-------|-------------------------------------|
| You will be notified when Morningstar's analysts release new research that mention Notes, sustainable investing pieces, and white papers and commentaries. | s your securities. This includes Global Fund Reports, Ana | alyst | |
| \bigcirc Search to add a List, Equity, ETF, Managed Product, or Fund | | | |
| Janus Henderson Growth And Income D open end fund | In-App 🔄 Email | | You can change an of these options. |
| | Immediately Daily | | |

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