

Introduction to the Web-Based Edition of Morningstar DirectSM

Knowing just three concepts can help you quickly learn how to use the web-based edition of Morningstar DirectSM. Once you understand these aspects of the application, you will be well prepared to become a proficient user of the platform. This document also shows you other key features of the application, and what to do next to become an expert user.

Overview

Create content.

Leverage the framework.

Access and manage your saved content.

To use the web-based edition of Morningstar Direct, users need to know how to do the following:

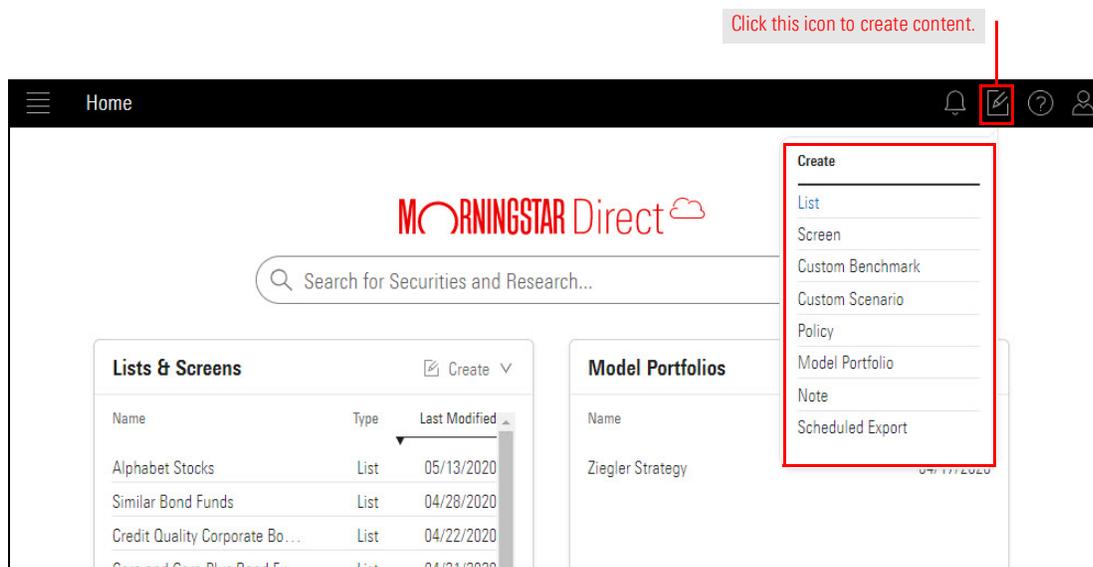
1. Create content, such as a list, screen, model portfolio, and more.
2. Leverage the framework of the application to combine tables, charts, or research tools, in a way that's meaningful to you, and
3. Access and manage the saved content you've created.

That's all a user needs to start. Learn those three key aspects (and understand a couple of important exceptions), and you can use almost every function available in the web-based edition of Morningstar Direct. Read on to learn more about each one.

What three key concepts will help me quickly use Morningstar Direct?

To start, it's important to know how to create content. Nearly every item created in the web-based edition of Morningstar Direct—static lists where you select investments, dynamic screens based on criteria you select, and more—can be accomplished using the Create icon in the application's header.

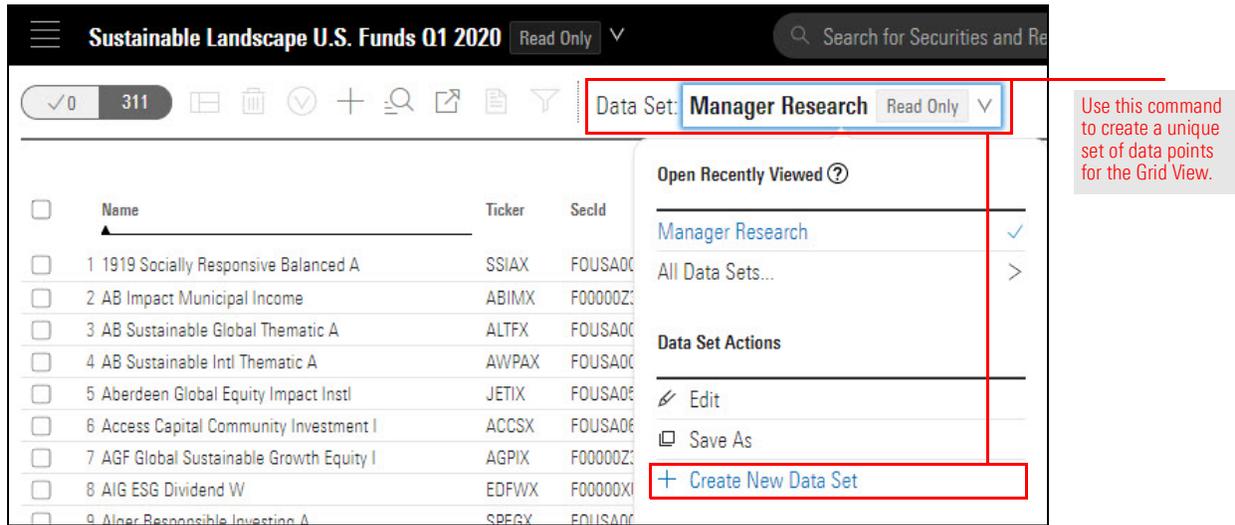
**Key Concept 1:
Create content in
Morningstar Direct**



As soon as an option is selected from the menu that appears, a window opens for the next action.

- 📌 Note: Creating an item does not mean it is automatically saved; you must manually save the items created or modified so they can be used later.

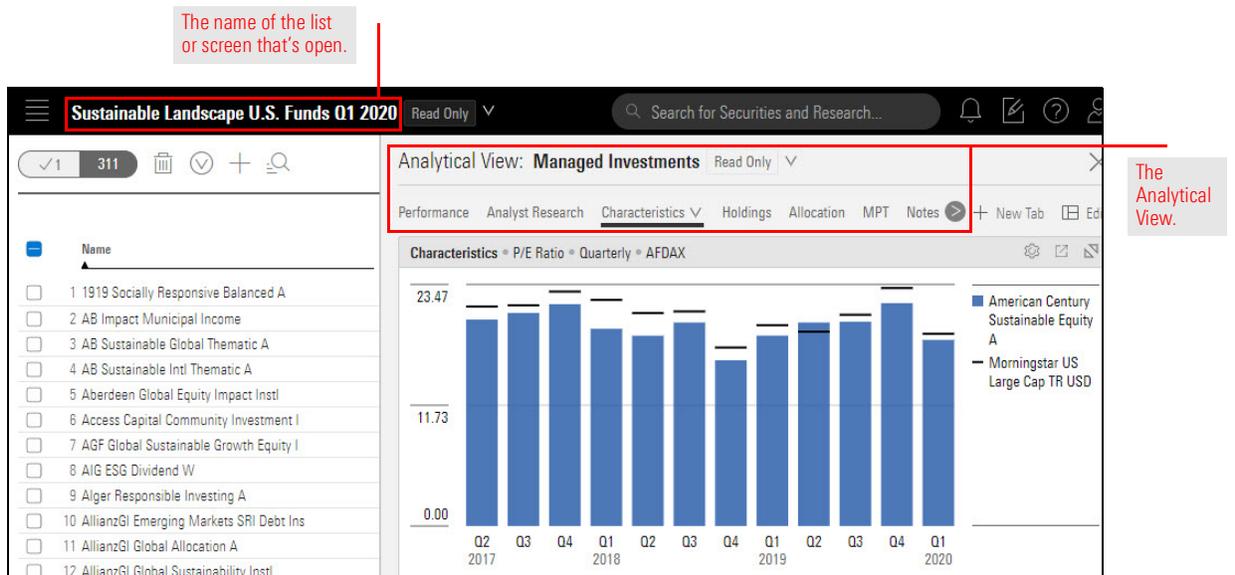
An important exception to this rule about creating content is custom data sets (collections of data points); these are created from the Grid.



Now that you know where to go to create content, the second key concept to understand is how the application is designed to be used. The web-based edition of Morningstar Direct allows you to work either in the Grid, where data can be seen, or in an Analytical View with tabs such as Holdings, Allocation, and so on.

**Key Concept 2:
Understand the application's framework**

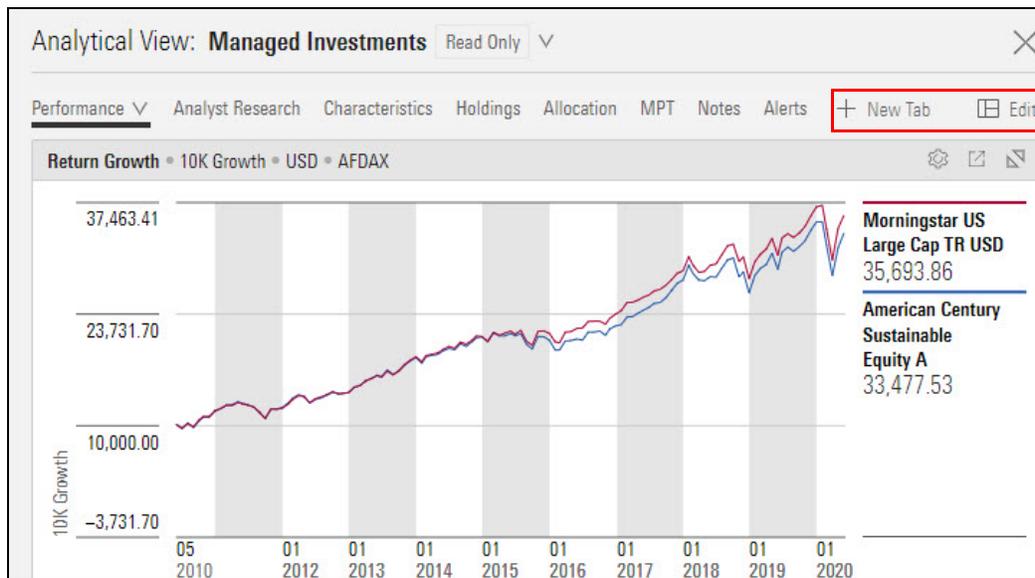
The Analytical View is seen simply by clicking an item's name in the Grid. Each tab in an Analytical View is an arrangement of one or more tables, charts, or research tools. The idea is to create (or open) a list, screen, model portfolio, or other item and use the tables, charts, or research tools in the Analytical Views to analyze it.



Several Analytical Views are provided in the application. If these already contain the information needed and you are satisfied with how it is presented, you might never need to alter or create one. However, you should take some time to explore each tab in each Analytical View to see what information it offers and consider how you might leverage it in your regular tasks.

In any Analytical View, you can edit a tab to rearrange, remove, or add tables, charts, or research tools, delete an entire tab, or add a brand-new tab with tables, charts, or research tools in an arrangement you choose.

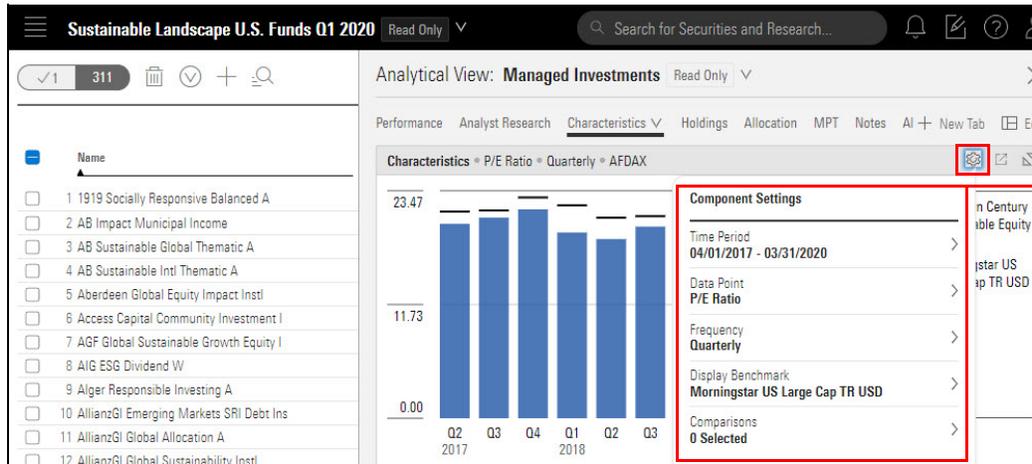
What should I know about Analytical Views?



Use these icons to add a tab, or to edit a tab.

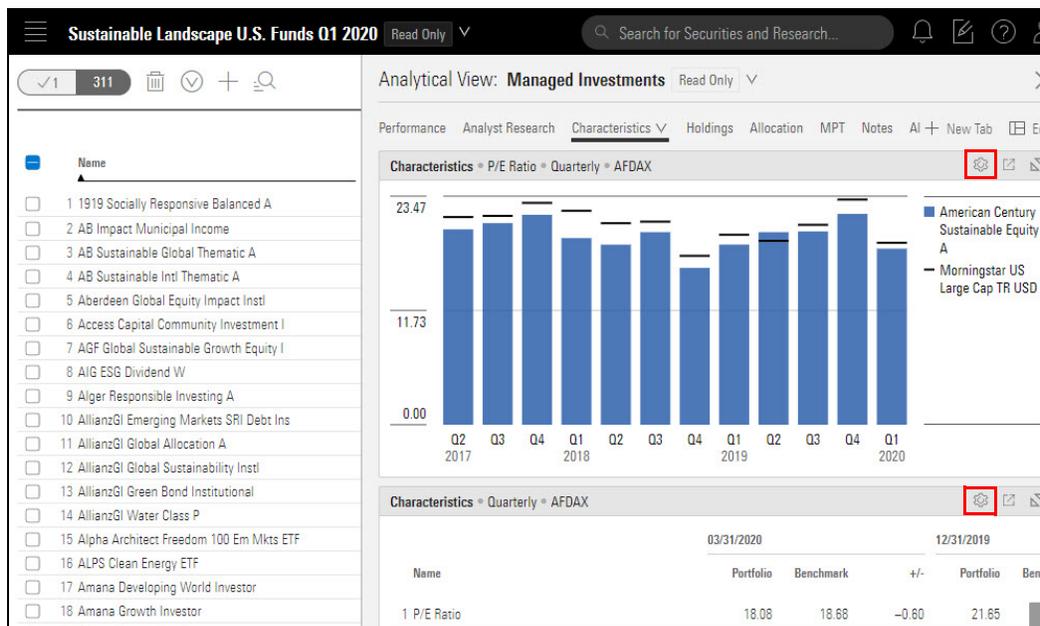
Part of understanding the web-based edition of Morningstar Direct means knowing how to change the appearance or content of a chart or table. Almost every chart or table can be modified by using the Component Settings icon in the chart or table's header. The Component Settings icon allows you to change such aspects as the time period being reflected in a chart or table, the benchmark being used for comparison, and even changing a chart to a table and vice versa.

How do I change the appearance or content of a chart or table?



The options available are different in each chart or table.

Keep in mind, the changes made to one chart or table in a tab are not automatically made to any other chart or table in the tab, or in the Analytical View. Each chart or table must be changed individually.



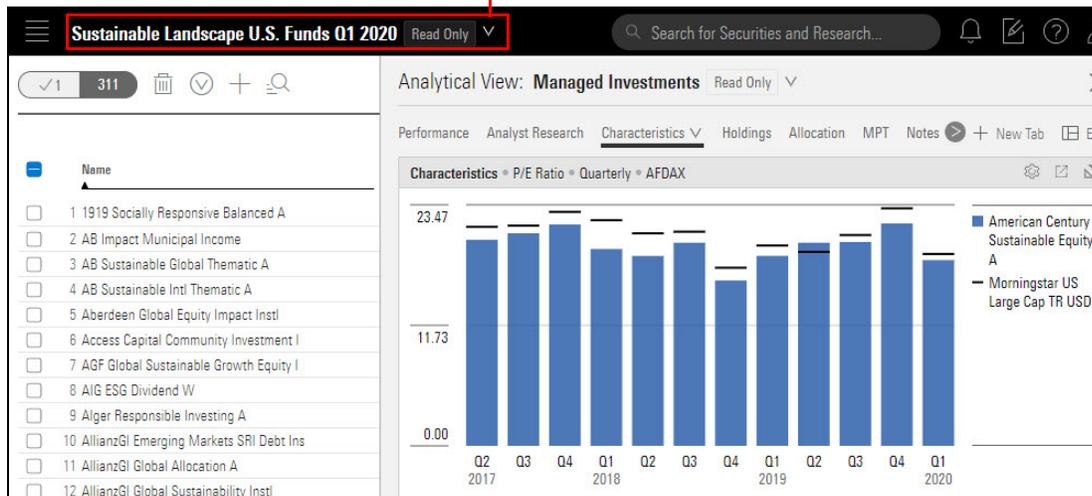
Note that each chart or table has its own Component Settings icon.

Finally, when you save content in the web-based edition of Morningstar Direct, you want to be sure you know how to open it in the future. After creating and saving a list or screen, you can access it the following ways:

Key Concept 3: Access your saved content

- ▶ open it from the Grid, if you're already there

Use this menu to open an existing list or screen.

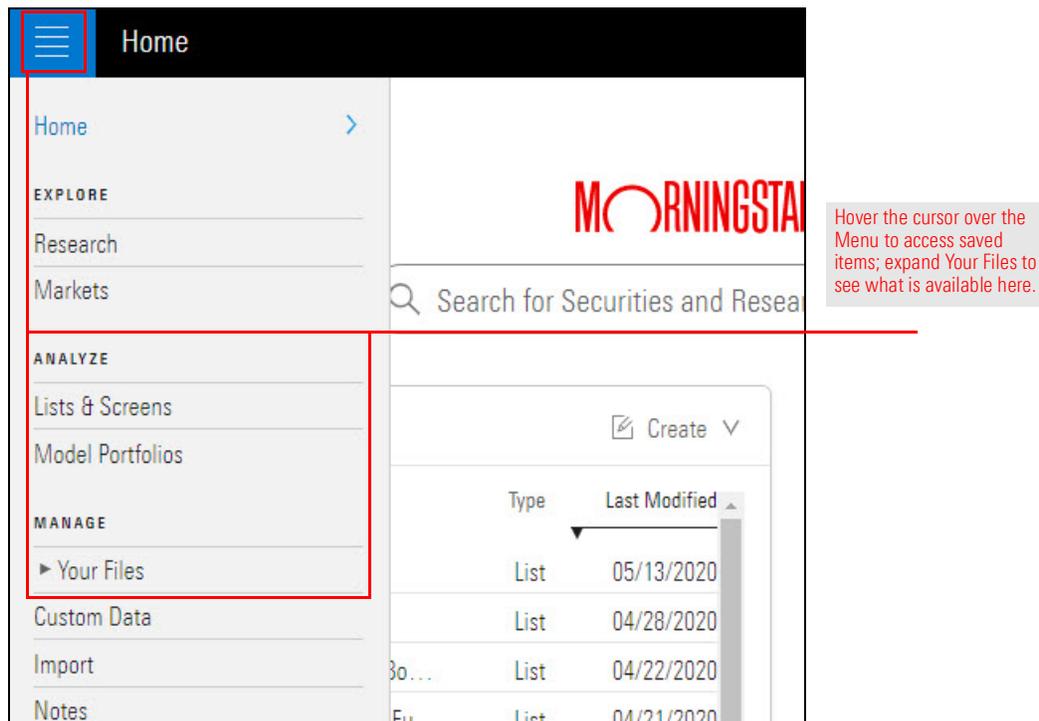


- ▶ open it from the Home page, or

Name	Type	Last Modified
Alphabet Stocks	List	05/13/2020
Similar Bond Funds	List	04/28/2020
Credit Quality Corporate Bo...	List	04/22/2020
Consolidated Corp. Bond Funds	List	04/21/2020

Click an item's name to open it in the Grid.

- ▶ use the Menu to access the content, edit an item's name, delete it, or share it with colleagues.



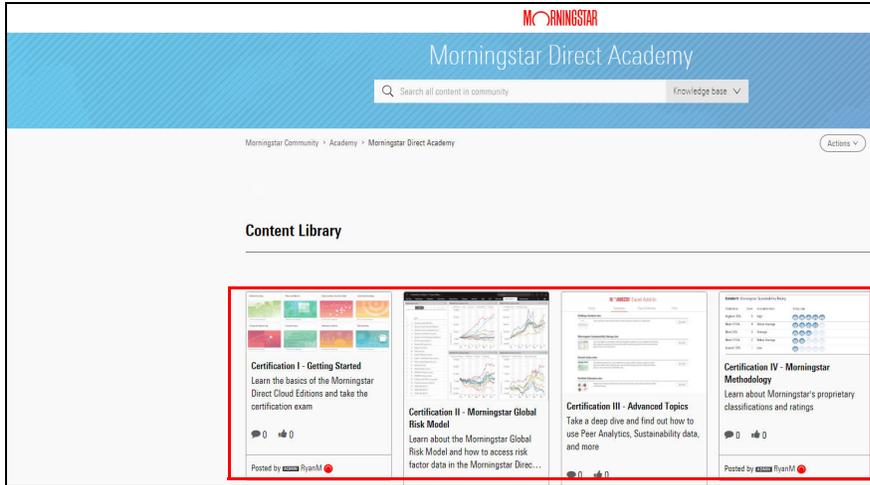
In addition to working with model portfolios, custom benchmarks, and investments, the web-based edition of Morningstar Direct also offers other significant features, enabling users to do the following:

- ▶ read Morningstar Research, a curated collection of reports and articles from Morningstar analysts, as well as methodology documents and regular publications
- ▶ create notes which can be categorized, tag investments, and connect to other Morningstar Direct users at your firm
- ▶ import investment lists
- ▶ develop a custom database with data points proprietary to your firm, and
- ▶ set alerts to let you know of important changes to investments.

What else should I know about using the web-based edition of Morningstar Direct?

Now that you have a basic understanding of the web-based edition of Morningstar Direct, begin to work through the exercise guides in the Morningstar Direct Academy. The step-by-step instructions in these guides will help you master the application in a matter of days.

What should I do next?



Click each tile to see the exercise guides available