Morningstar Office Cloud Onboarding Guide

User Manual

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Starting with Morningstar Office Cloud

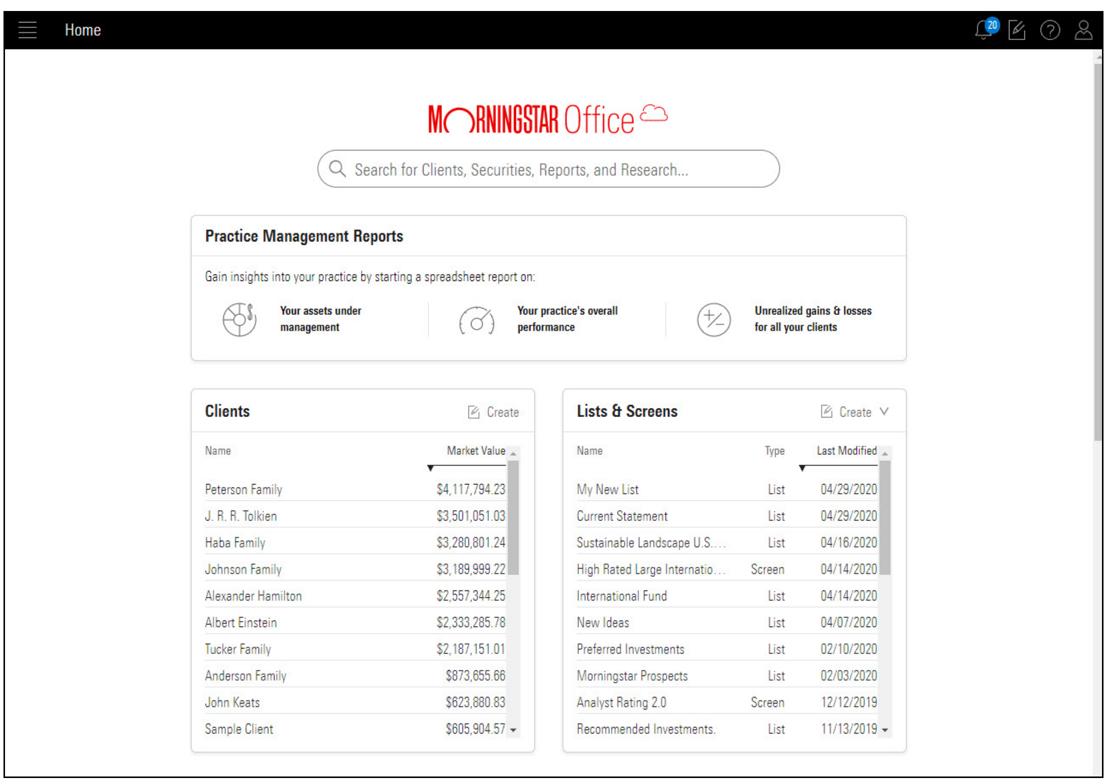
Overview

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

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

The following topics are covered:

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



Understanding Morningstar Office Cloud

Overview

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

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

What is Morningstar Office Cloud?

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

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

What are commonly-used terms in Office Cloud?

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

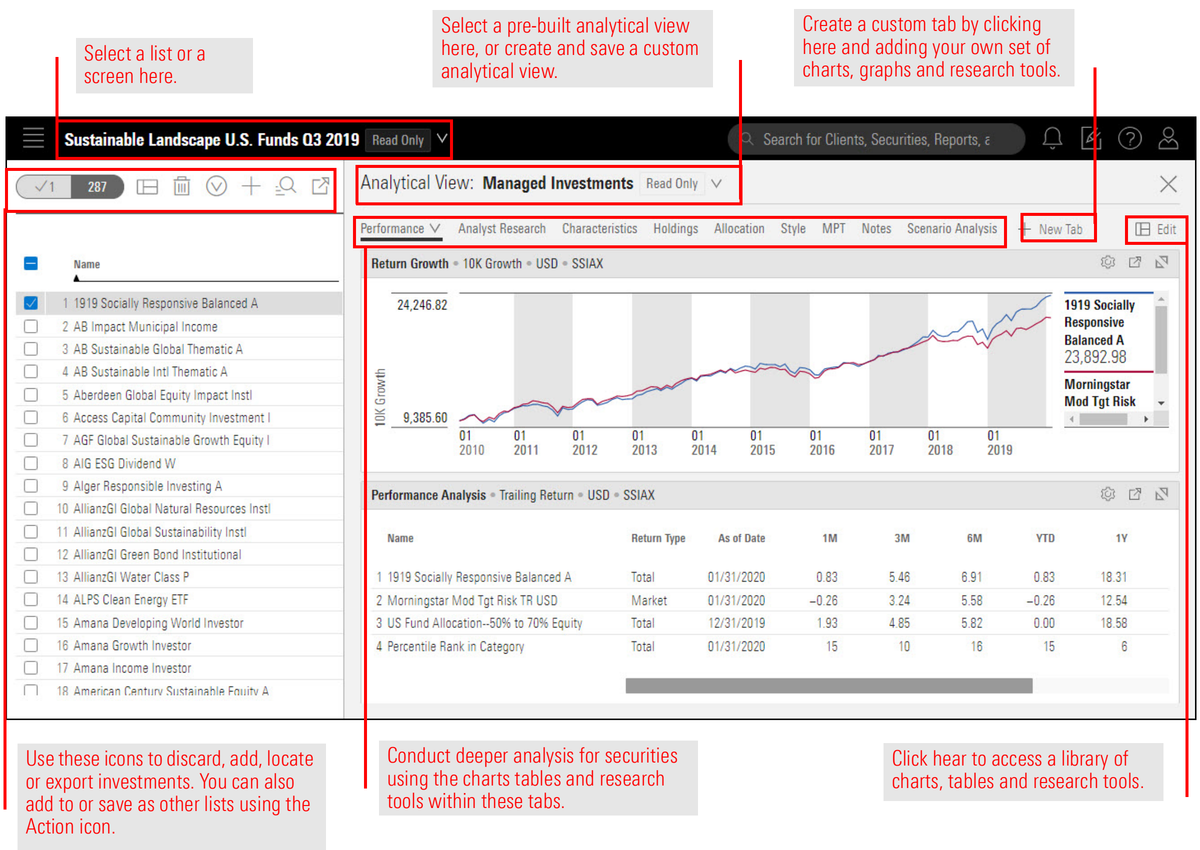
Term	Definition
The Cloud	The cloud means that the platform is hosted on the Web.
Product Areas	Sometimes referred to as modules, product areas refer to the different capabilities available within the platform.
Lists	A static list of investments.
Screen	A dynamic list of investments based upon a set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

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

How do I interact with Morningstar Office Cloud?

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

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



Navigating within Morningstar Office Cloud

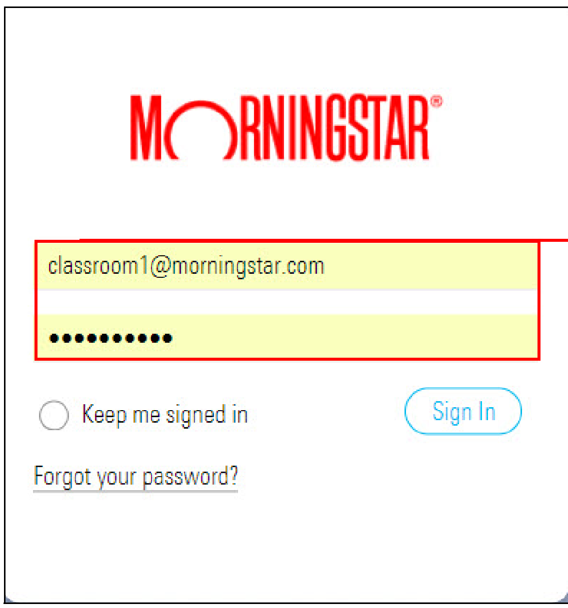
Overview

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

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

How do I log in to Morningstar Office Cloud?

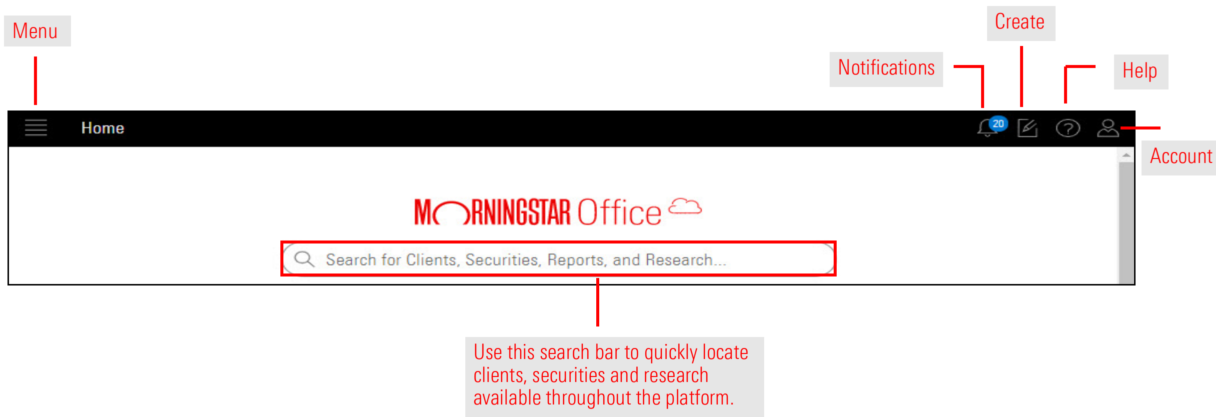
To access Morningstar Office Cloud, type office.morningstar.com into your browser. Bookmark this page to easily return to it later. From here, log in using the Morningstar Office credentials provided to you.

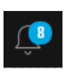
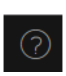
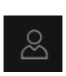


Enter your existing Morningstar Office credentials here.

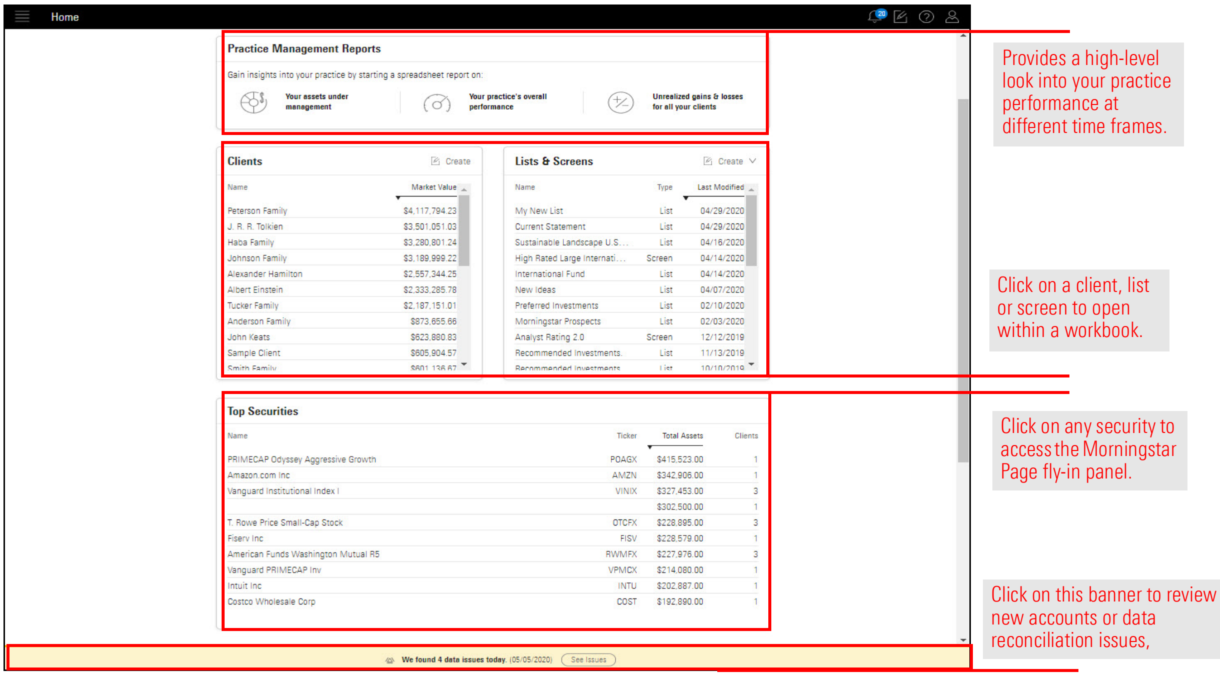
How do I navigate the Home page?

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



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	From this icon you can create the following content: ▸ Clients ▸ Prospects ▸ Accounts ▸ Model Portfolios ▸ Custom Benchmarks ▸ Lists ▸ Screens ▸ Workbooks ▸ Notes ▸ Batch Schedules
	Help icon	Access a variety of documentation, videos, and Walk-Thrus from this icon.
	Account icon	From this icon, you can access the following: ▸ User Profile ▸ Client Web Portal Set up ▸ Global Settings box ▸ Sign out box

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

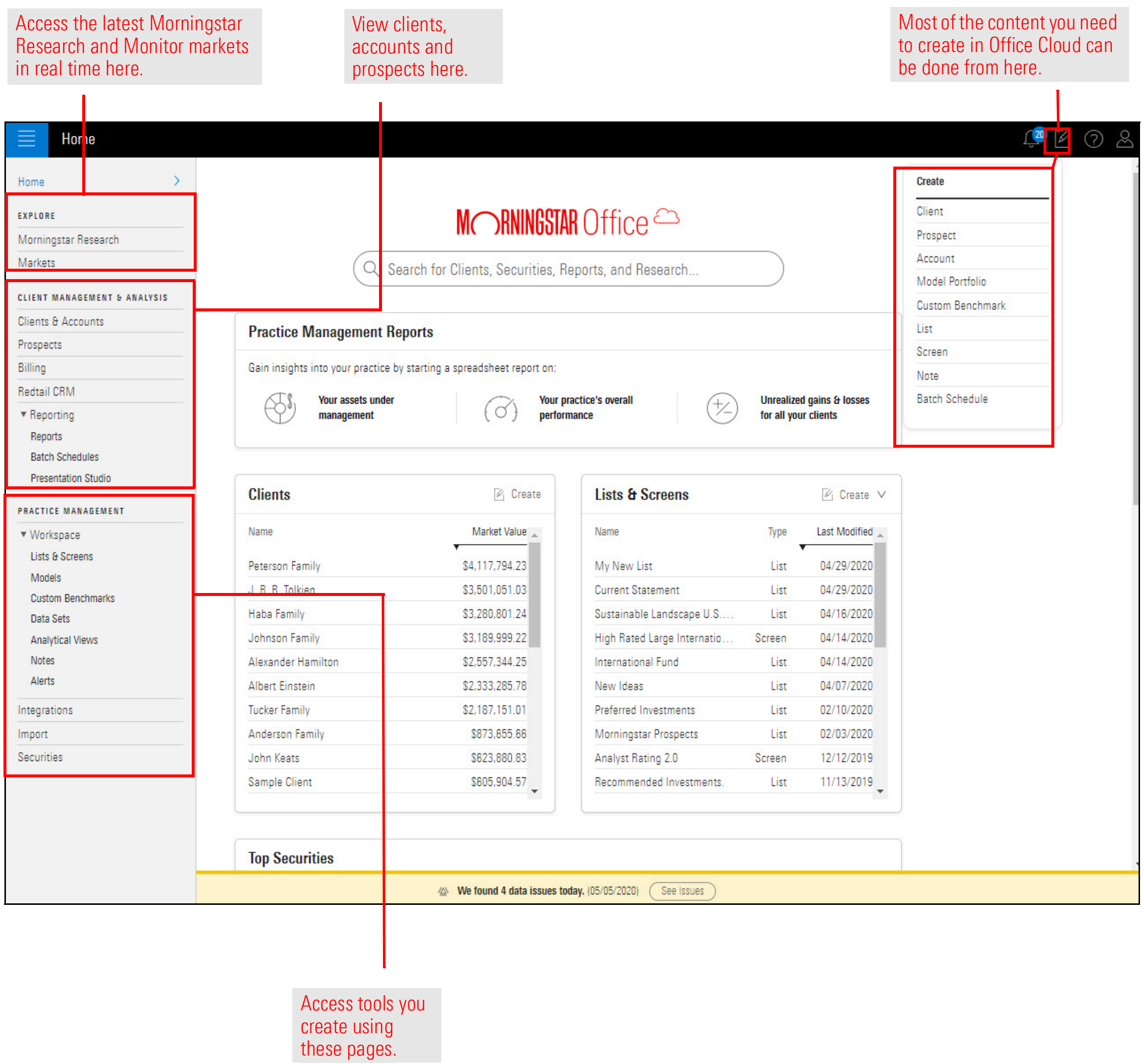


This widget…	Contains this information…
Practice Management Reports	Microsoft Excel reports that help evaluate the overall health of your practice. Report options include the following: ▸ Assets under Management ▸ Overall Practice Performance ▸ Unrealized Gains and Losses
Clients	Quick access to all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

Where do I locate tools in Morningstar Office Cloud?

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

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



The table below describes which tools reside under each grouping.

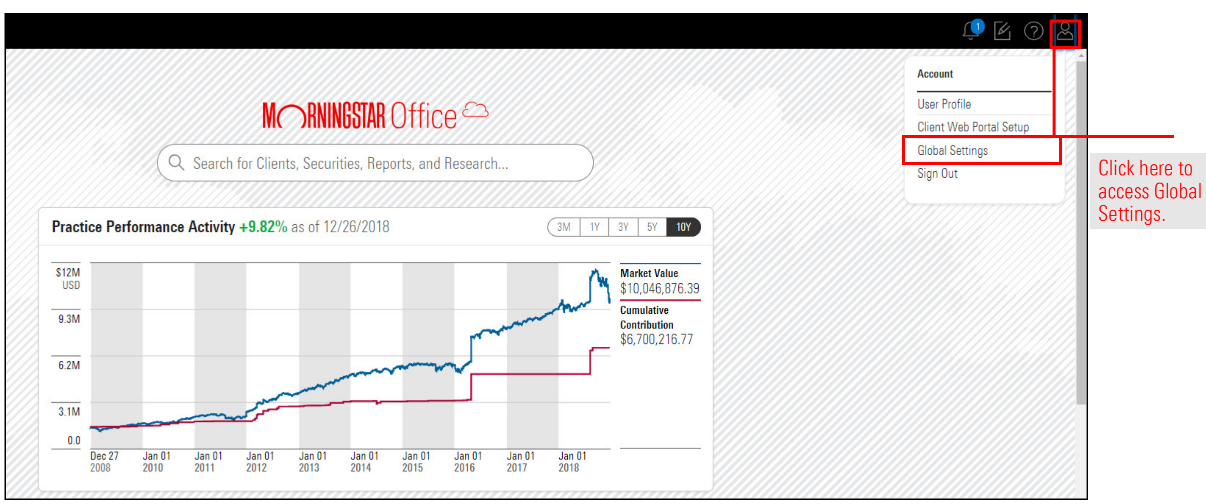
This grouping …	Contains these tools …	For this purpose …
Explore	▸ Morningstar Research Portal ▸ Markets Monitoring Workbook	Access the latest Morningstar Analyst Research and monitor markets in real time.

Client Management & Analysis	▸ Clients & Accounts Workbook
	▸ Prospect workbook
	▸ Billing
	▸ Redtail CRM
	▸ Reporting, including
	    ▸ Report Management
	    ▸ Batch Reporting
	    ▸ Presentation Studio
		Conduct and access all of your client/prospect tasks in one convenient location.

Practice Management	▸ Lists & Screens ▸ Models ▸ Custom Benchmarks ▸ Data Sets ▸ Analytical Views ▸ Notes ▸ Alerts ▸ Integrations ▸ Import ▸ Securities	Conduct and access all of your investment tasks in one convenient location.

Where do I access Global Settings in Office Cloud?

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.



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

Accessing Morningstar Office Cloud Academy

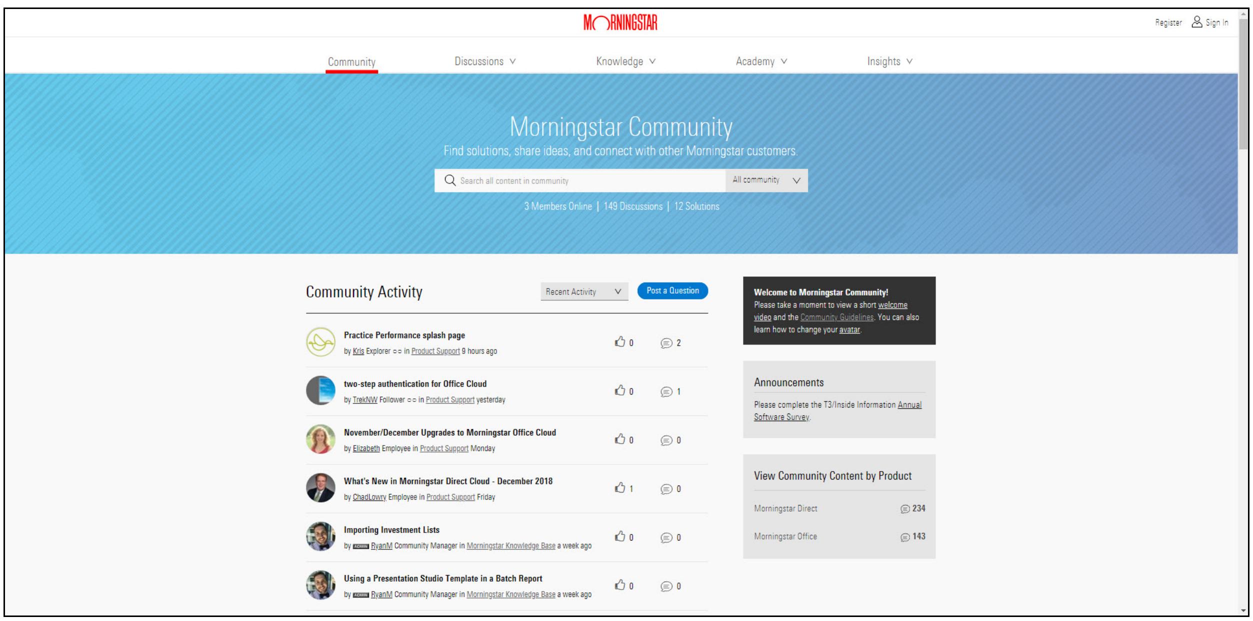
Overview

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

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

What is the Morningstar Community?

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.



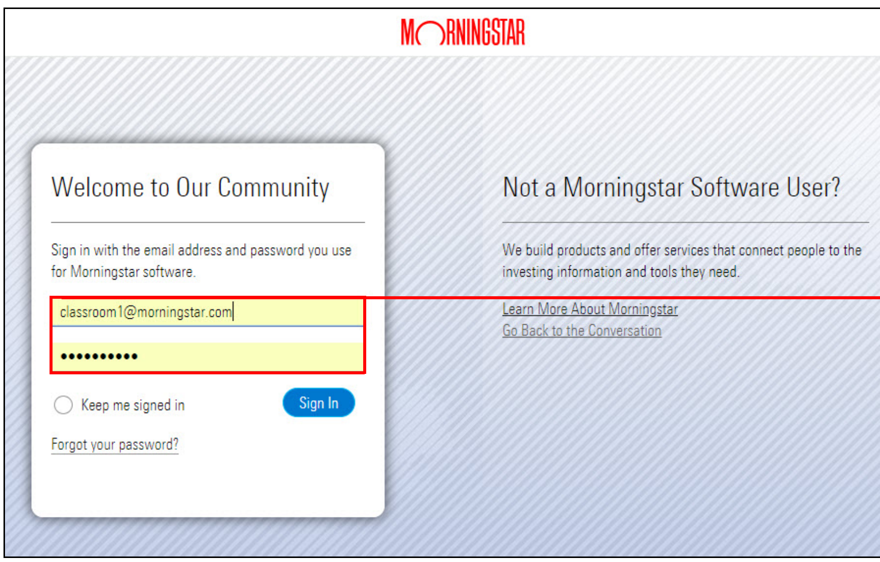
How do I sign up for Morningstar Community?

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:

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

Click here to start.

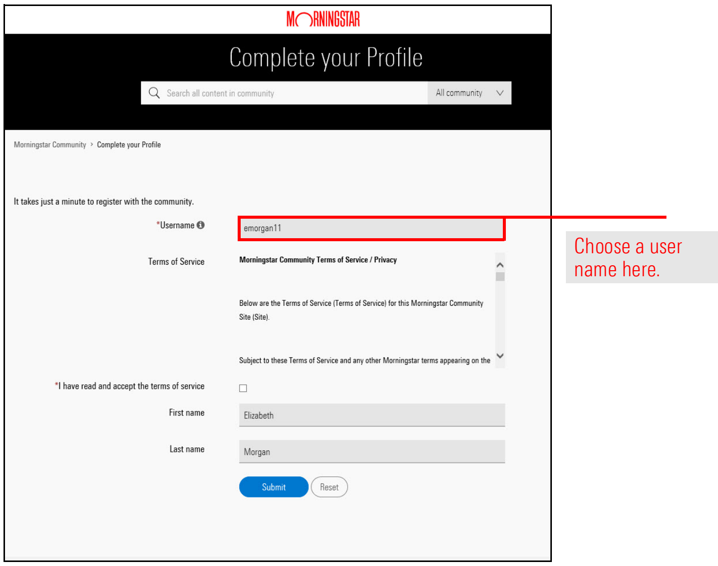
3. In the Welcome to Our Community box, type the **E-mail** and **Password** you use to log into Morningstar Office.



Type your Morningstar Office credential here.

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**.

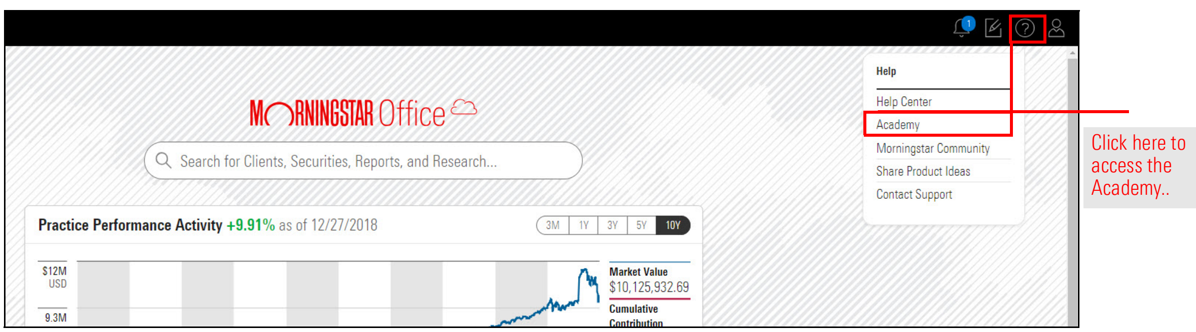
7. In the **Last Name** field, type your **last name**.



8. Click **Submit**.

How do I access Academy after I register?

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



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

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