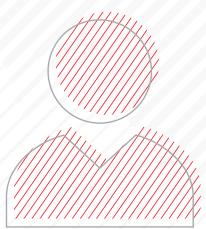
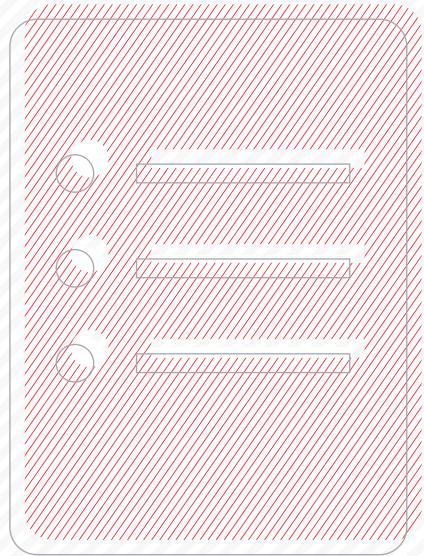
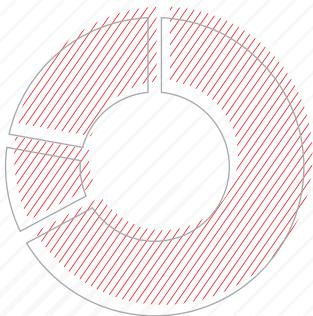


Upgrading to Morningstar Office Cloud

User Manual



MORNINGSTAR Office



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Upgrading to Morningstar Office Cloud

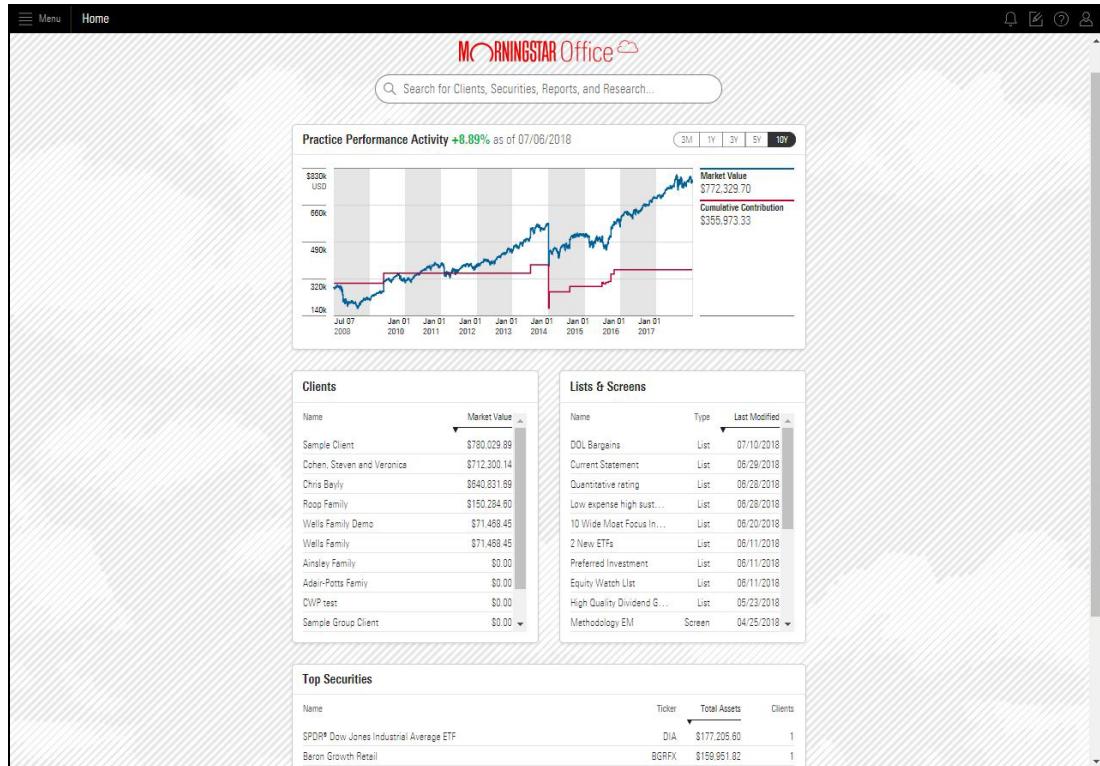
Welcome to Morningstar OfficeSM Cloud — a new platform designed to help you work faster and more efficiently. This manual is created to help you start using the platform.

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

The following topics are covered:

- ▶ [Preparing to Upgrade to Morningstar Office Cloud \(page 5\)](#)
- ▶ [Navigating within Morningstar Office Cloud \(page 7\)](#)
- ▶ [Using Morningstar Community \(page 14\)](#)

Overview



The screenshot displays the Morningstar Office Cloud homepage. At the top, a navigation bar includes 'Menu' and 'Home' buttons, a search bar ('Search for Clients, Securities, Reports, and Research...'), and a user icon. The main content area features a 'Practice Performance Activity' chart showing a 10-year growth trend from July 2008 to July 2018, with market value reaching approximately \$772,329.70 and cumulative contribution reaching \$355,973.33. Below the chart are two tables: 'Clients' and 'Lists & Screens'. The 'Clients' table lists various clients with their names and market values, such as 'Sample Client' (\$780,029.89) and 'Cohen, Steven and Veronica' (\$712,300.14). The 'Lists & Screens' table lists various lists and screens with their names, types, and last modified dates, such as 'DOL Bargains' (List, 07/10/2018) and 'Methodology EM' (Screen, 04/25/2018). At the bottom, a 'Top Securities' table lists the top securities with their tickers, total assets, and clients, such as 'SPDR® Dow Jones Industrial Average ETF' (DIA, \$177,205.60, 1 client) and 'Baron Growth Retail' (BGRFX, \$159,951.82, 1 client).

Preparing to Upgrade to Morningstar Office Cloud

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

- ▶ How does Morningstar Office Cloud differ from the desktop version? ([page 5](#))
- ▶ What is a workbook? ([page 6](#))

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

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

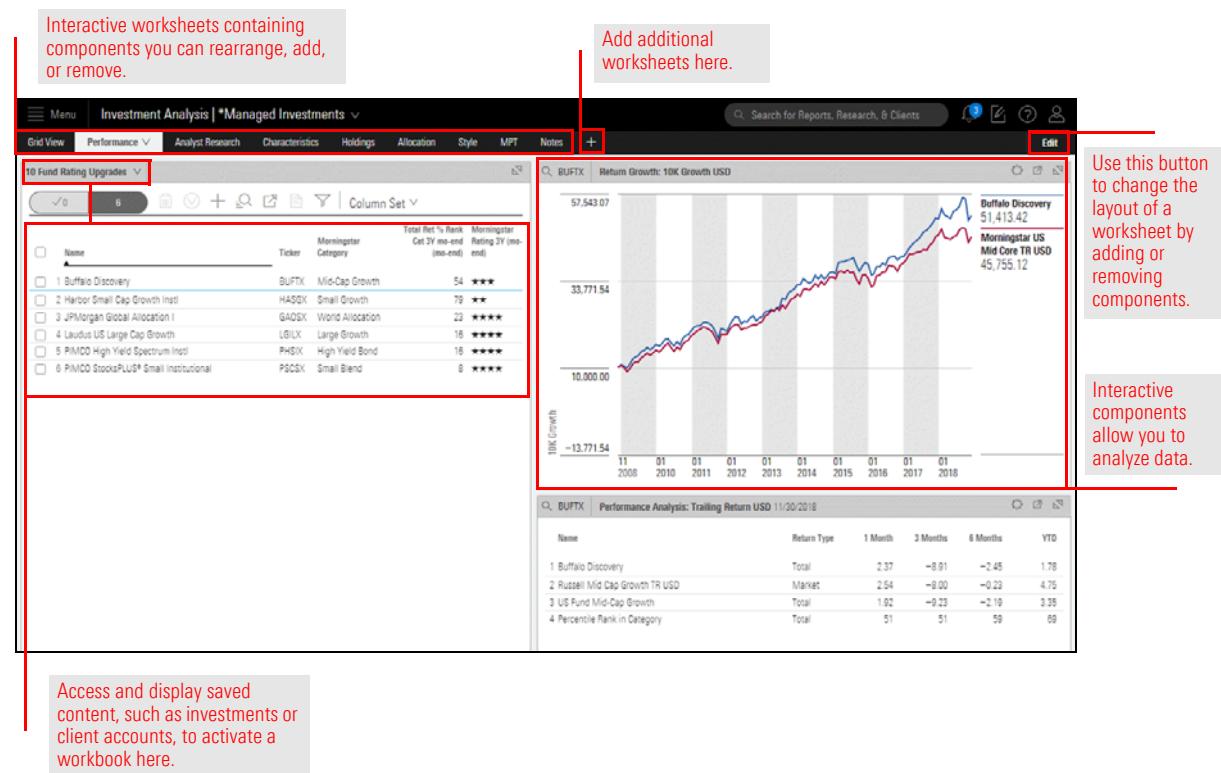
Overview

How does Morningstar Office Cloud differ from the desktop version?

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

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

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



Interactive worksheets containing components you can rearrange, add, or remove.

Add additional worksheets here.

Use this button to change the layout of a worksheet by adding or removing components.

Interactive components allow you to analyze data.

Access and display saved content, such as investments or client accounts, to activate a workbook here.

What is a workbook?

Navigating within Morningstar Office Cloud

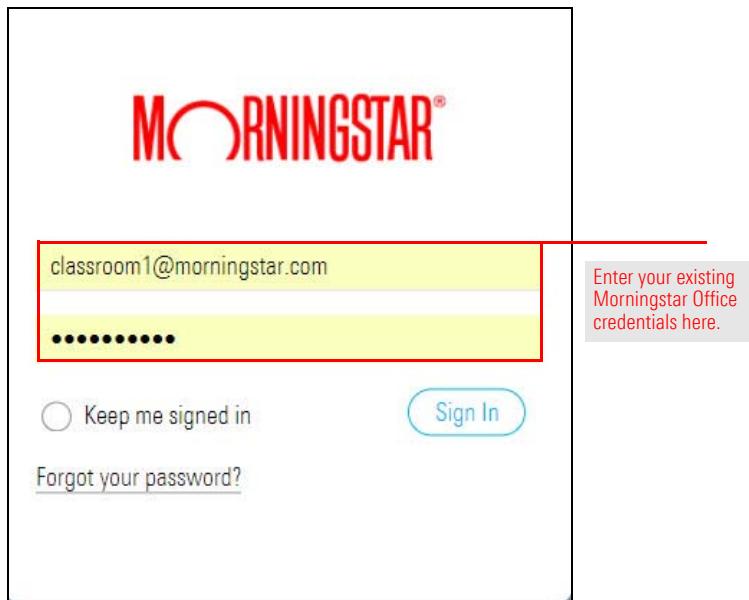
This section describes how to navigate your way around Morningstar Office Cloud. The following topics are covered:

- ▶ Logging into Office Cloud ([page 7](#))
- ▶ Navigating the Home page ([page 7](#))
- ▶ Locating different areas within Office Cloud, and ([page 10](#))
- ▶ Creating Global Settings in Office Cloud. ([page 12](#))

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

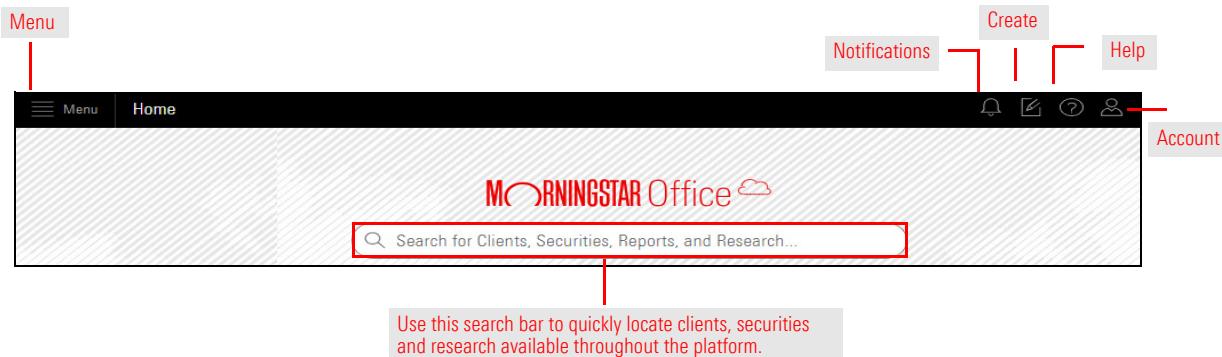
Overview

How do I log in to Office Cloud?



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

How do I navigate the Home page?



Element	Name	Description
	Menu	This icon gives you access to every part of Morningstar Office Cloud.
	Notifications icon	This icon indicates when a notification is waiting for you to read it, such as a triggered alert, or a subscription you follow in Morningstar Research with new content available.
	Create icon	From this icon you can create the following content: <ul style="list-style-type: none"> ▶ Clients ▶ Prospects ▶ Accounts ▶ Model Portfolios ▶ Custom Benchmarks ▶ Lists ▶ Screens ▶ Workbooks ▶ Notes ▶ Batch Schedules
	Help icon	Access a variety of documentation, videos, and Walk-Thrus from this icon.
	Account icon	From this icon, you can access the following: <ul style="list-style-type: none"> ▶ User Profile ▶ Client Web Portal Set up ▶ Global Settings box ▶ Sign out box

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

The screenshot shows the Morningstar Office Cloud Home page with the following components:

- Practice Performance Activity:** A line graph showing practice performance activity from Dec 21, 2009, to Jan 01, 2018. The Y-axis represents Market Value in USD, ranging from \$0M to \$12M. The graph shows a general upward trend with some fluctuations. A callout box to the right of the graph states: "Provides a high-level look into your practice performance at different time frames."
- Clients:** A table listing clients with their names and market value. A callout box to the right states: "Click on a client, list or screen to open within a workbook."
- Lists & Screens:** A table listing various lists and screens with their names, type, and last modified date. A callout box to the right states: "Click on any security to access the Morningstar Page fly-in panel."
- Top Securities:** A table listing top securities with their names, tickers, total assets, and clients. A callout box to the right states: "Click on this banner to review new accounts or data reconciliation issues."
- Banner at the bottom:** A yellow banner with the text "We found 6 data issues today (12/21/2018) [See issues]".

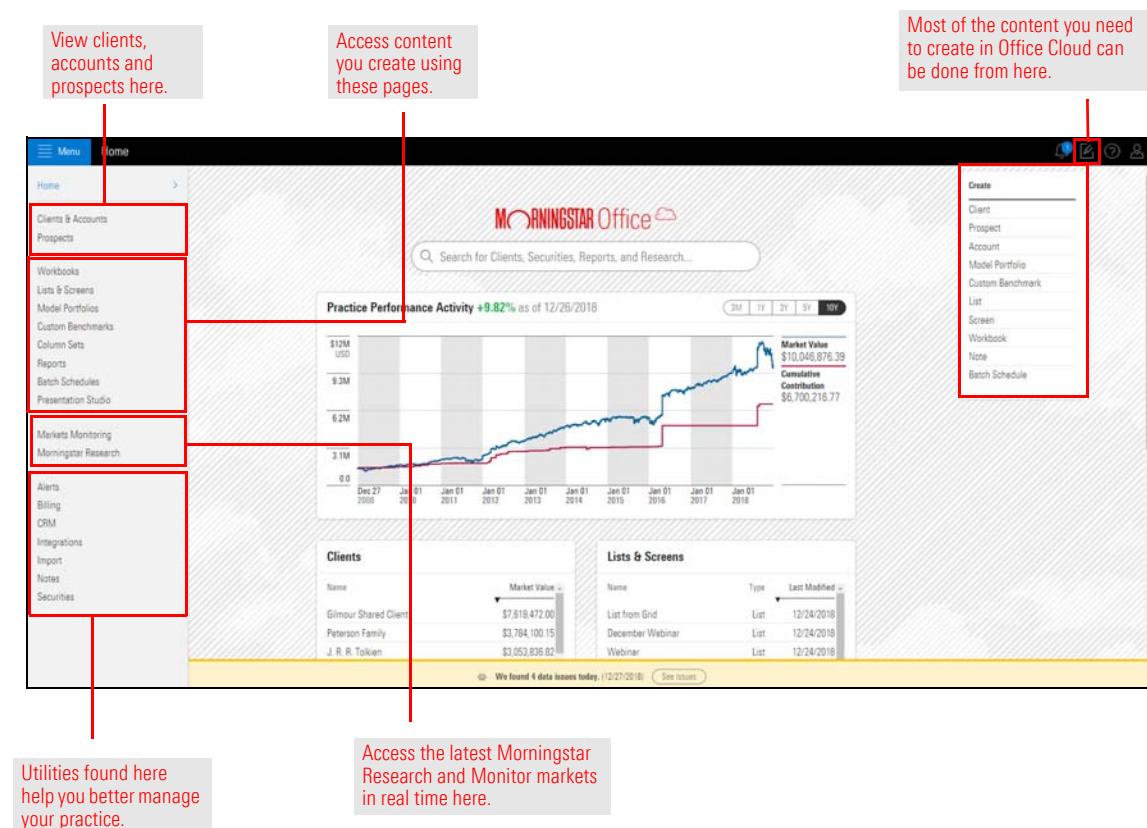
This widget...	Contains this information...
Practice Performance Activity	<p>Interactive performance graph showing performance at the practice level for 3m, 1y, 5y, 10y.</p> <p>☞ Note: Only accounts containing transactions are calculated. This includes both open and closed transactional accounts. Quick accounts do not contain transactions.</p>
Clients	Quick access to all clients within your firm. Clients are listed by market value, high to low. When you click on a client name, the client's record opens within the Clients & Portfolios workbook.
Lists & Screens	Quick access to all lists and screens you have created. Lists and screens are listed in order they were last touched (or modified). When you click the name of a list or screen, the securities comprising the list or screen open in an Investment workbook.

This widget...	Contains this information...
Top Securities	Displays total assets and number of clients attached to the top 10 securities within your firm. Click any security to launch its Morningstar report.
Data Issues	Alerts you to new accounts or data issues within your practice. If no new accounts or data are present, the banner is gray. When new accounts or data issues are present, the banner turns yellow. Click on the See Issues button to launch the page and review.

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

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

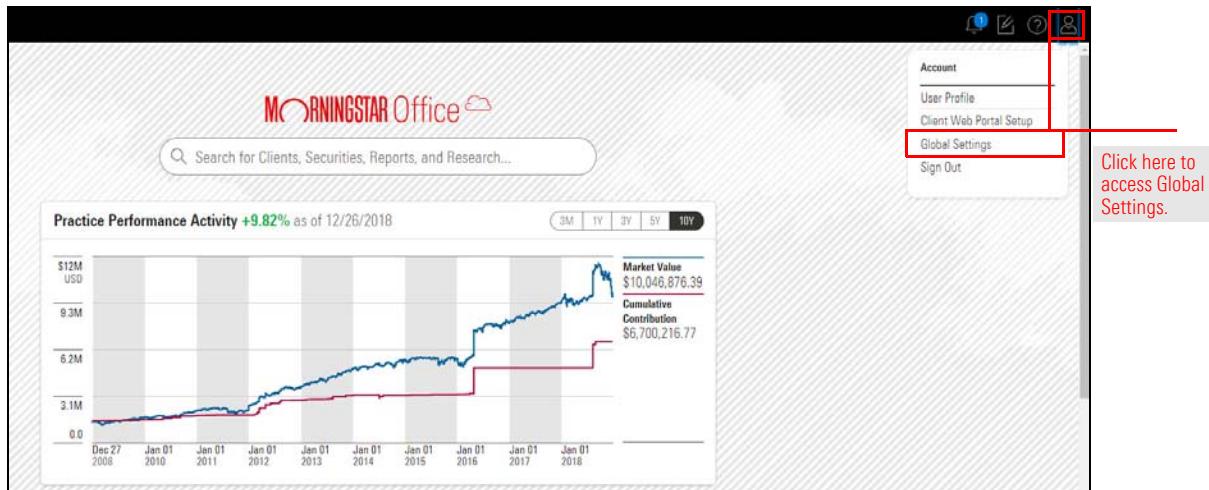
Where do I locate content in Office Cloud?



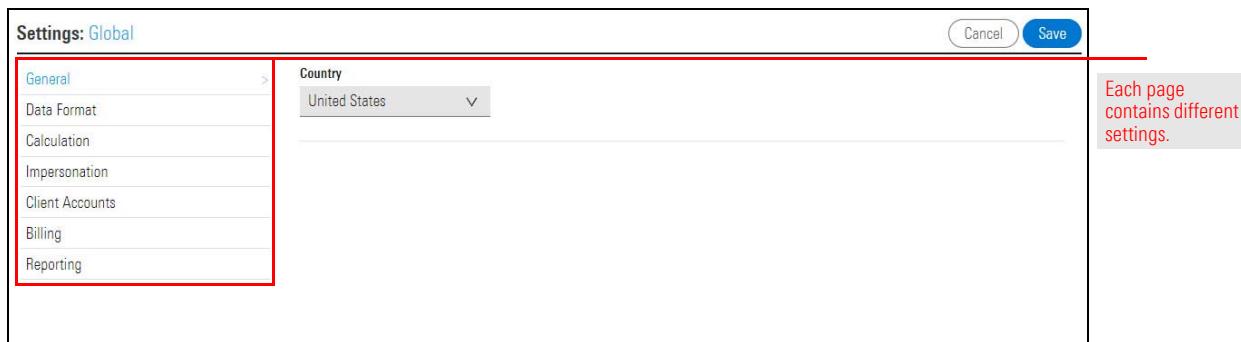
This product area...	Serves this purpose...
Create Icon	Use this icon to create most of the items you use in your practice daily, such as clients, quick accounts, lists and screens, model portfolios and more.
Clients & Accounts/Prospect Workbooks	<p>This area contains two separate workbooks:</p> <ul style="list-style-type: none"> ▶ Clients & Accounts - contains a full listing of all your clients and their underlying accounts within a customizable workbook. Use this workbook to apply settings, analyze portfolios, run reports and more. ▶ Prospects - a separate workbook containing prospects. Accounts entered here do not factor into overall AUM. Once the prospect is signed, you can convert a prospect to a client from this workbook.
Pages	Here, you find different content you created, such as lists and screens, workbooks, custom column sets, reports and more. Click on each page to manage and share these tools across your firm.
Morningstar Research and Markets Monitoring	<p>Content and capabilities exclusive to Office Cloud, containing the following information:</p> <ul style="list-style-type: none"> ▶ Morningstar Research - a central repository for Morningstar Analyst research (qualitative research), such as articles, publications, methodology papers and more. ▶ Markets Monitoring - real-time visibility into the markets and access to third-party news sources.
Utilities	This area contains other tools you can create and manage, such as Billing, Alerts, Notes, and CRM.

Global Settings apply to your entire practice. Some settings, such as Client and Account, Billing, and Reporting settings can be changed for individual clients and accounts, or one-off reports. Many global settings, such as assistant set up, fee methodology, and return type carry over from settings created in Office desktop.

Where do I access Global Settings in Office Cloud?



Once selected, the Global Settings window opens. Settings are grouped into different pages, located on the left side of the screen.



The following table describes setting options within each page:

This page ...	Contains these settings ...
General	<ul style="list-style-type: none"> ▶ Country
Data Format	<ul style="list-style-type: none"> ▶ Decimal ▶ Decimal Separator ▶ Thousands separator ▶ Negative indicator ▶ Date Format ▶ Time Zone ▶ Numbering system

This page ...	Contains these settings ...
Calculation	<ul style="list-style-type: none"> ▶ Currency ▶ Custom peer group ranking ▶ Return Annualized by Default ▶ Extended performance
Impersonation	<ul style="list-style-type: none"> ▶ Assistant First Name ▶ Assistant Last Name ▶ Assistant E-mail Address
Client Accounts	<ul style="list-style-type: none"> ▶ Primary Benchmark ▶ Secondary Benchmark ▶ Tertiary Benchmark ▶ Show liquidated holdings ▶ Use Morningstar Price ▶ Capital Inflow Limit for TWR Calculation (%)
Reporting	<ul style="list-style-type: none"> ▶ Reporting Currency ▶ Return Type ▶ Fee Type ▶ Display Accrued Interest ▶ Include Inception to Date Return on Performance Reports ▶ Cover Page Inclusion ▶ Cover Page Logo ▶ Footer Logo ▶ Default Disclosure ▶ Disclosure Creation

Using Morningstar Community

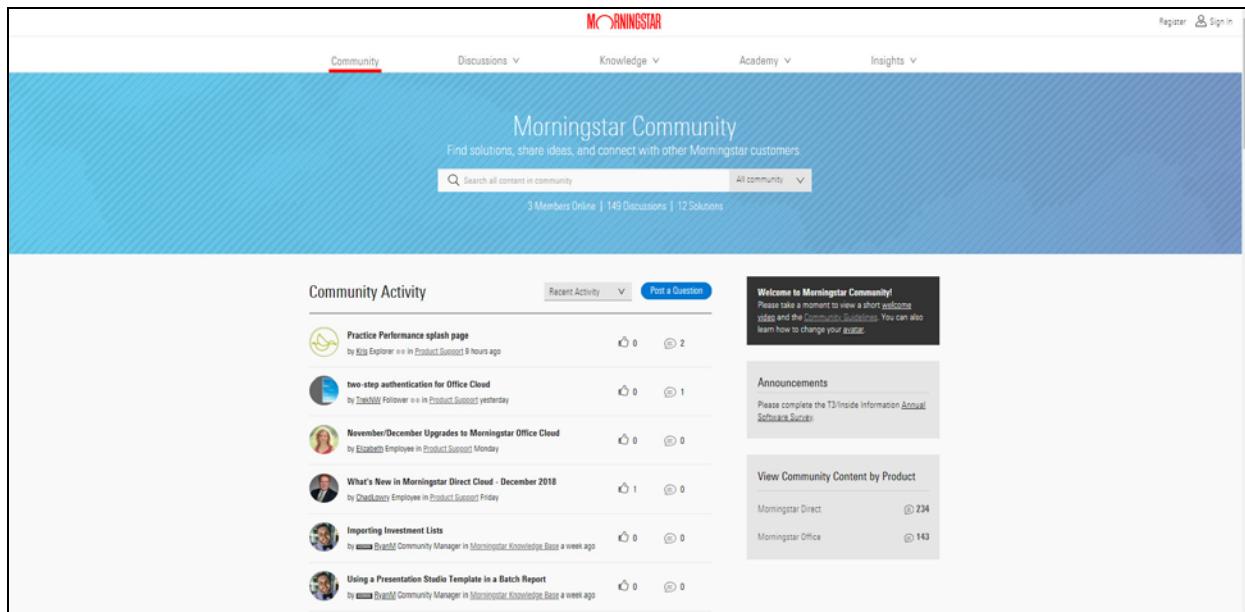
Now that you know the basics of the platform, you are ready to learn more about the different areas of Morningstar Office Cloud. The best way to start is to visit Morningstar Office Cloud Academy within the Morningstar Community. Here you will find a series of manuals and videos, along with a certification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

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

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.

Overview

What is the purpose of Morningstar Community?



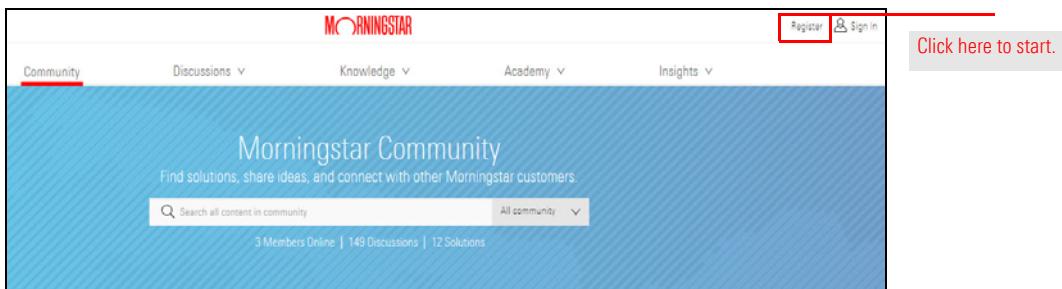
The screenshot shows the Morningstar Community homepage. The top navigation bar includes links for 'Community' (which is underlined in red), 'Discussions', 'Knowledge', 'Academy', and 'Insights'. The main header reads 'Morningstar Community' with the tagline 'Find solutions, share ideas, and connect with other Morningstar customers.' Below the header is a search bar and a dropdown menu for 'All community'. The main content area features a 'Community Activity' section with a list of recent posts:

- Practice Performance splash page by Kira Explorer 9 hours ago
- two-step authentication for Office Cloud by TracyW Follower 9 hours ago
- November/December Upgrades to Morningstar Office Cloud by Elizabeth Employee 1 day ago
- What's New in Morningstar Direct Cloud - December 2018 by ChadLavery Employee 1 day ago
- Importing Investment Lists by BryanM Community Manager 1 week ago
- Using a Presentation Studio Template in a Batch Report by BryanM Community Manager 1 week ago

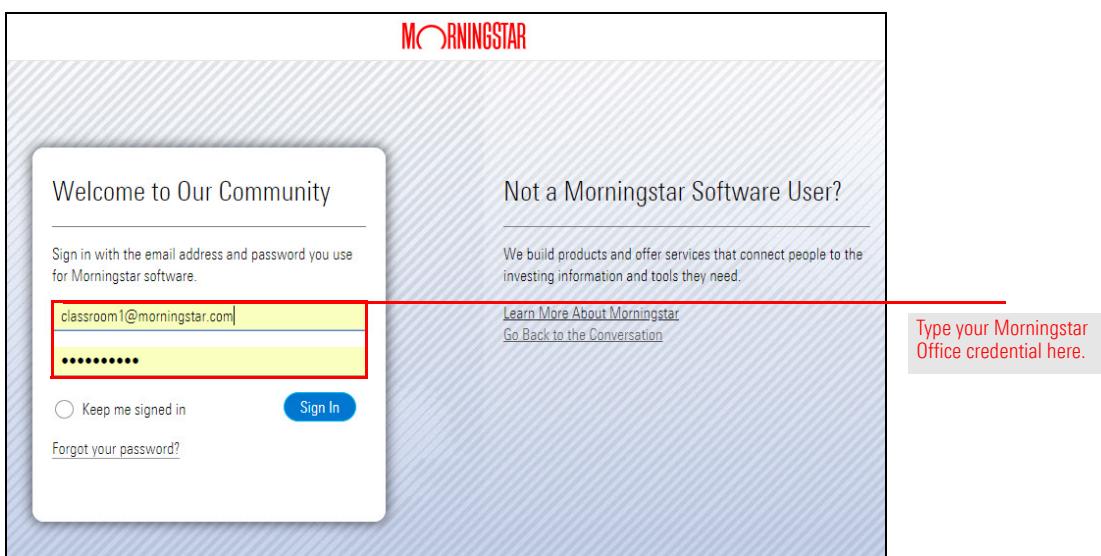
On the right side, there are two boxes: 'Welcome to Morningstar Community!' and 'View Community Content by Product' (listing Morningstar Direct and Morningstar Office).

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.



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



4. Click **Sign-in**. The Complete your Profile page opens.
5. In the **User Name** field, select the **user name** you would like to use when posting to the community.
6. In the **First Name** field, type your **first name**.

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

Complete your Profile

It takes just a minute to register with the community.

*Username

Terms of Service [Morningstar Community Terms of Service / Privacy](#)

Below are the Terms of Service (Terms of Service) for this Morningstar Community Site (Site).

Subject to these Terms of Service and any other Morningstar terms appearing on the Site.

*I have read and accept the terms of service

First name

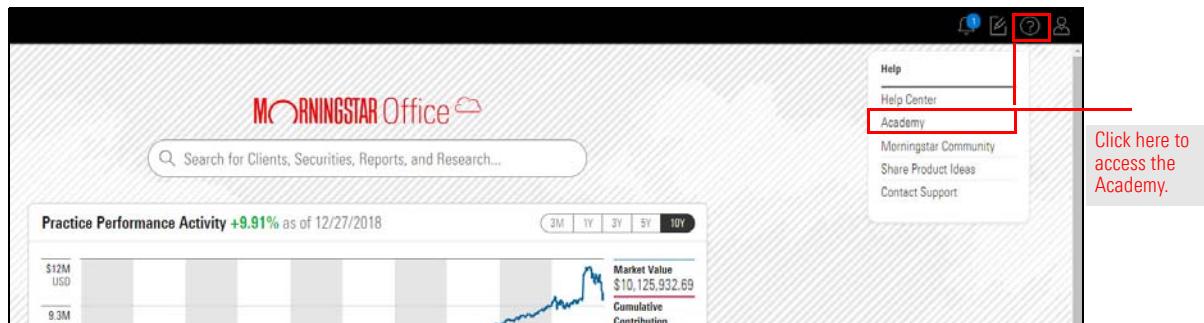
Last name

Submit **Reset**

8. Click **Submit**.

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

How do I access Academy after I register?



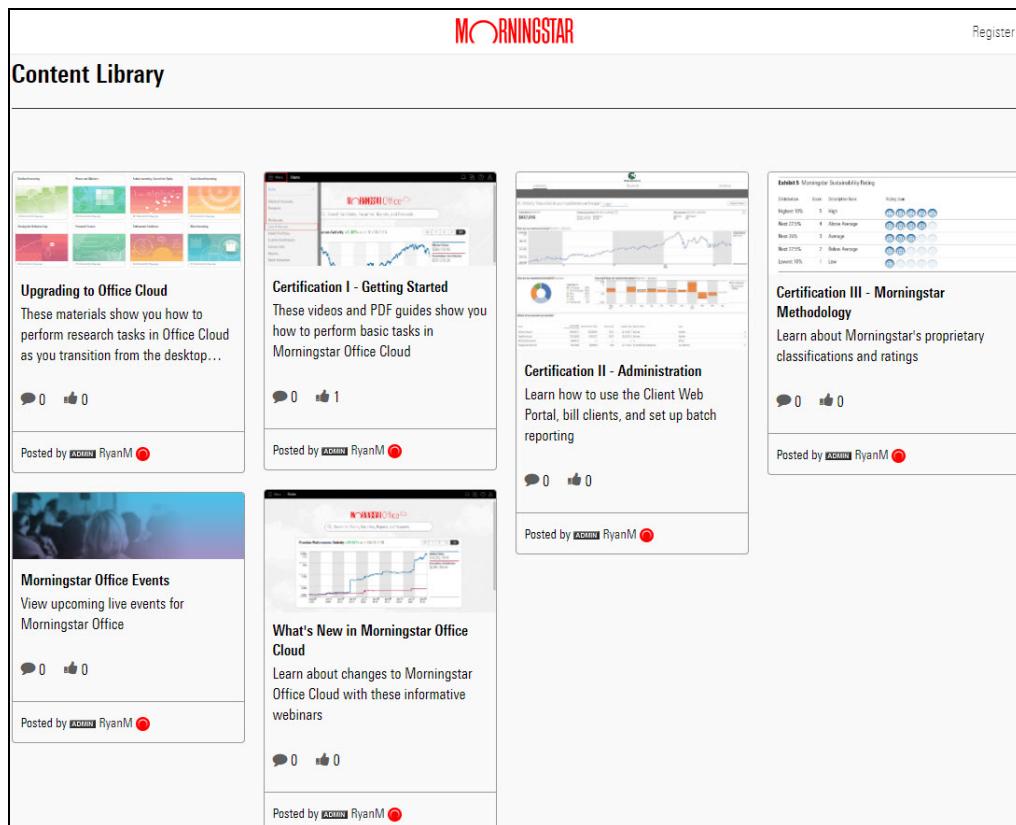
The help icon offers you direct access to the **Academy** page within the Morningstar Community.

Click on the [Upgrading to Office Cloud](#) tile to view a series of short videos designed to get you started with research tasks.

The Content Library also offers the following three levels of certification to help you master the new platform. After completing the exercise manuals, test your knowledge and earn certification badges.

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

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



The screenshot displays the Morningstar Content Library interface. At the top, there is a navigation bar with the Morningstar logo and a 'Register' button. Below the navigation bar, the title 'Content Library' is visible. The page is organized into several sections, each containing a tile with a thumbnail image, a title, a description, and social sharing icons (comment and like). The tiles include:

- Upgrading to Office Cloud**: Describes materials for transitioning from the desktop to Office Cloud.
- Certification I - Getting Started**: Provides videos and PDF guides for basic tasks.
- Certification II - Administration**: Teaches how to use the Client Web Portal, bill clients, and set up batch reporting.
- Certification III - Morningstar Methodology**: Explains Morningstar's proprietary classifications and ratings.
- Morningstar Office Events**: Lists upcoming live events.
- What's New in Morningstar Office Cloud**: Details changes to the Morningstar Office Cloud.

Each tile also includes a 'Posted by' section with the name 'RyanM' and a profile picture.