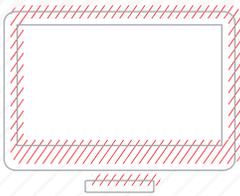
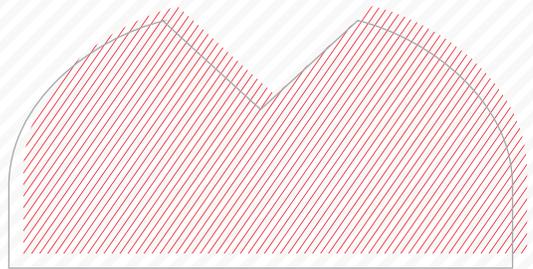
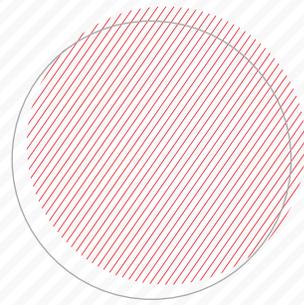
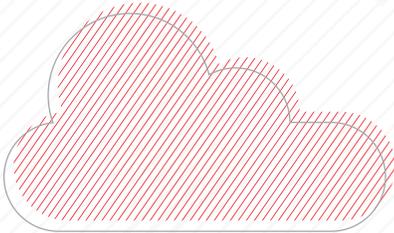


# Morningstar Direct<sup>SM</sup> Cloud

Creating and Managing Notes



MORNINGSTAR Direct



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# Creating and Managing Notes for Investments and Client Accounts

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Creating and managing notes in Morningstar Direct<sup>SM</sup> Cloud is an efficient, effective way to communicate amongst your team members. Notes in Morningstar Direct Cloud allow you to do the following:

- ▶ create categories with layouts specific to particular types of notes
- ▶ tag investments or strategies related to a note's content, and
- ▶ share a note with co-workers when it is posted.

Once one user at your organization creates a note category, everyone else at your organization can see it and use it as well. Be careful not to duplicate the work of another user in this regard.

In this manual, you will learn how to do the following:

- ▶ create and format note categories
- ▶ create a variety of note types, and
- ▶ manage the note content you create.

## Overview

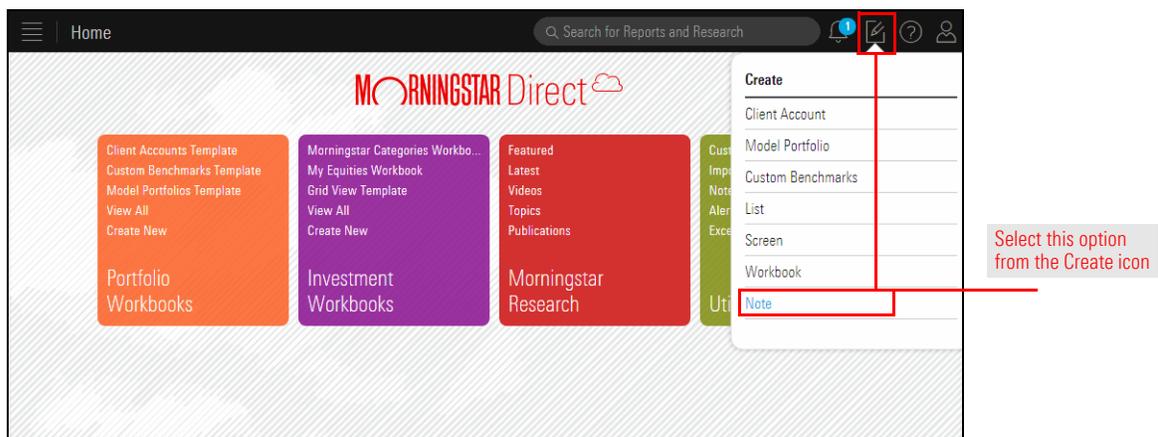
Before creating categories for notes, you should check to see if they already exist within your organization’s version of Morningstar Direct Cloud. If so, you can skip to [Exercise 8 on page 27](#).

**Exercise 1: Check to see if note categories exist**

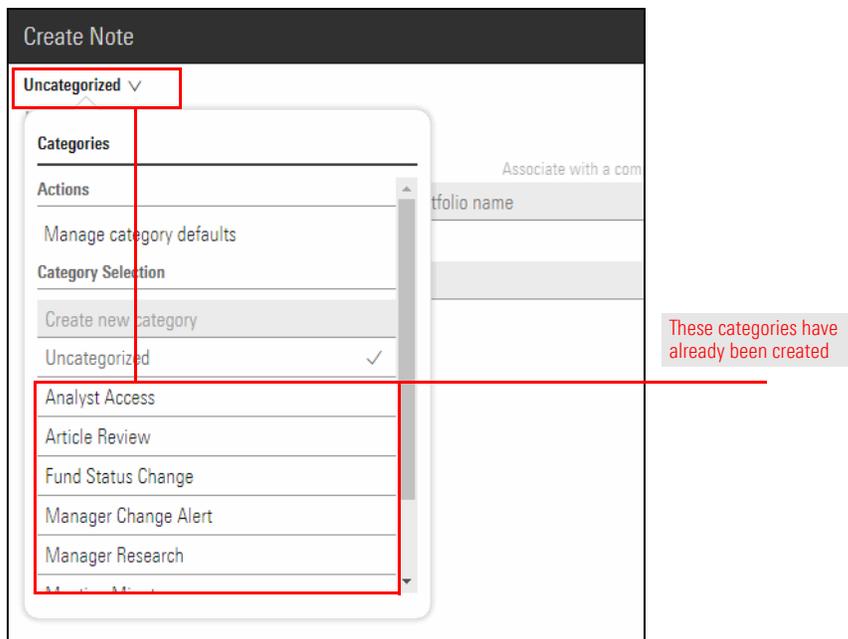
It’s important to note that when any member of your organization creates a note category, everyone at your firm has access to it. Further, you have read-write access to that category, which means you can edit or even delete the category. Therefore, be careful before making any changes to a note category; make sure such changes are useful and approved for everyone at your organization. If needed, you can always create your own note categories.

To see what categories exist at your organization, do the following:

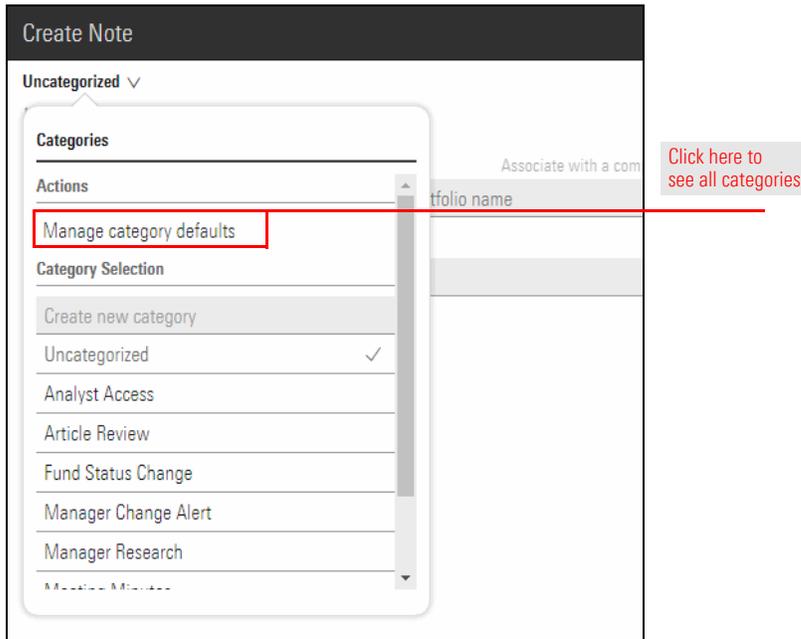
1. From the header, click the **Create** icon, then select **Note**. The Create Note flyover panel opens.



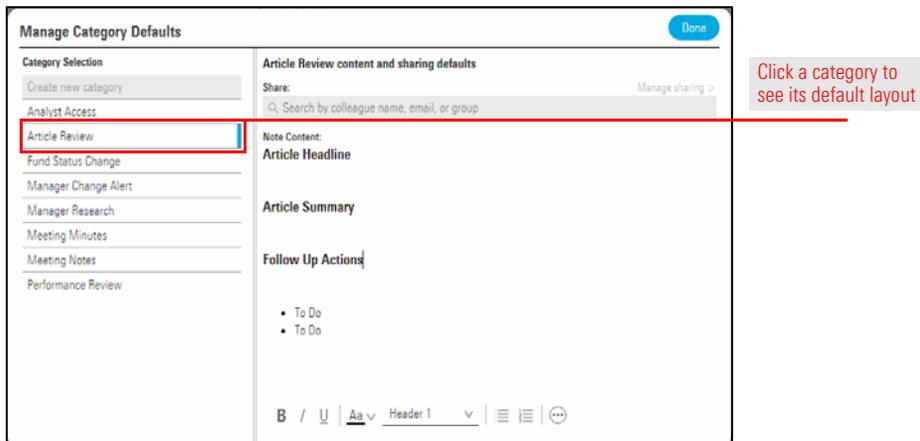
2. Click the **Category** drop-down field. If items appear under the Category Selection area, someone has created these categories. If you do not see any categories here, go to [Exercise 3 on page 12](#).



- To learn more about the categories, click **Manage category defaults**. The Manage Category Defaults window opens.



- Click a **category** to see its formatting.



- To close the Manage Category Defaults window, click **Done**.
- To close the Create Note flyover panel, click the **X** in the upper-right corner.

## Creating Note Categories

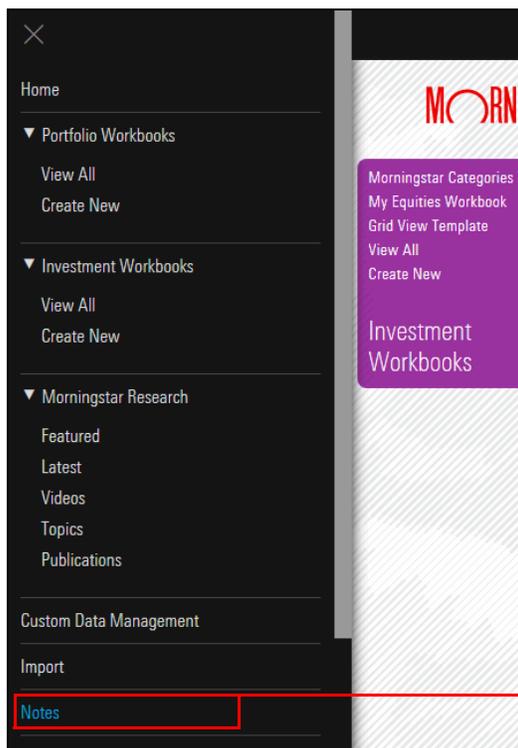
This section contains a number of exercises to help you create note categories. If this has already been done for your firm, feel free to move directly to [Creating Notes on page 27](#). If you notice a similar note category already exists for your firm, you can skip that exercise.

Additionally, Exercise 2 (below) provides a set of general instructions to follow when creating note categories, and a table to reference for the categories and default content you need to create for each one. If you feel confident in following these instructions, you can simply use the table on [page 11](#) as a reference to create all of the categories. If you instead prefer to see step-by-step instructions and screen shots for creating each category, skip Exercise 2 and go straight to [Exercise 3 on page 12](#).

This exercise provides basic information for creating a note category, and a table to reference to create all of the note categories you need for the exercises beginning on [page 27](#). If you prefer to see step-by-step exercises, skip this exercise and go to [Exercise 3 on page 12](#).

When you create a category, at a minimum, you want to provide a name for the category. Beyond that, you should also consider whether to tag certain people or groups in your firm by default, and provide as much default content (such as section headings) to help guide people through the process of entering all of the content you want to see for a note in that category. To create a note category, do the following:

1. Click the **menu** icon, then select **Notes**. The Notes page opens.

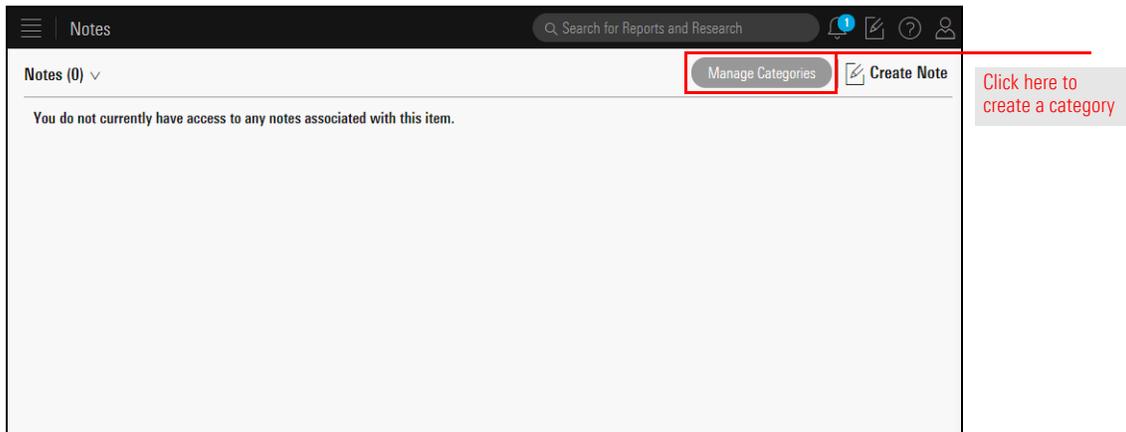


Use this command to see all notes you have either created or been tagged in

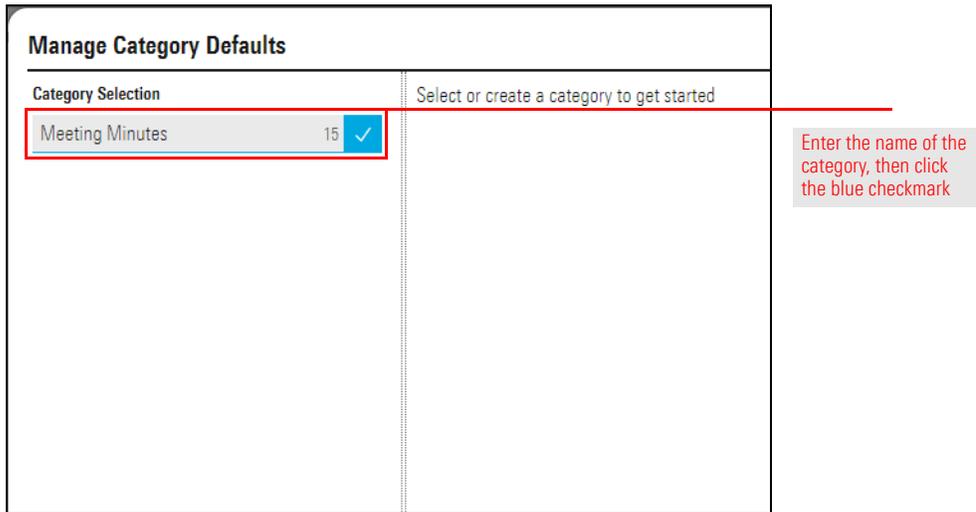
### Overview

### Exercise 2: Create all note categories at once (optional)

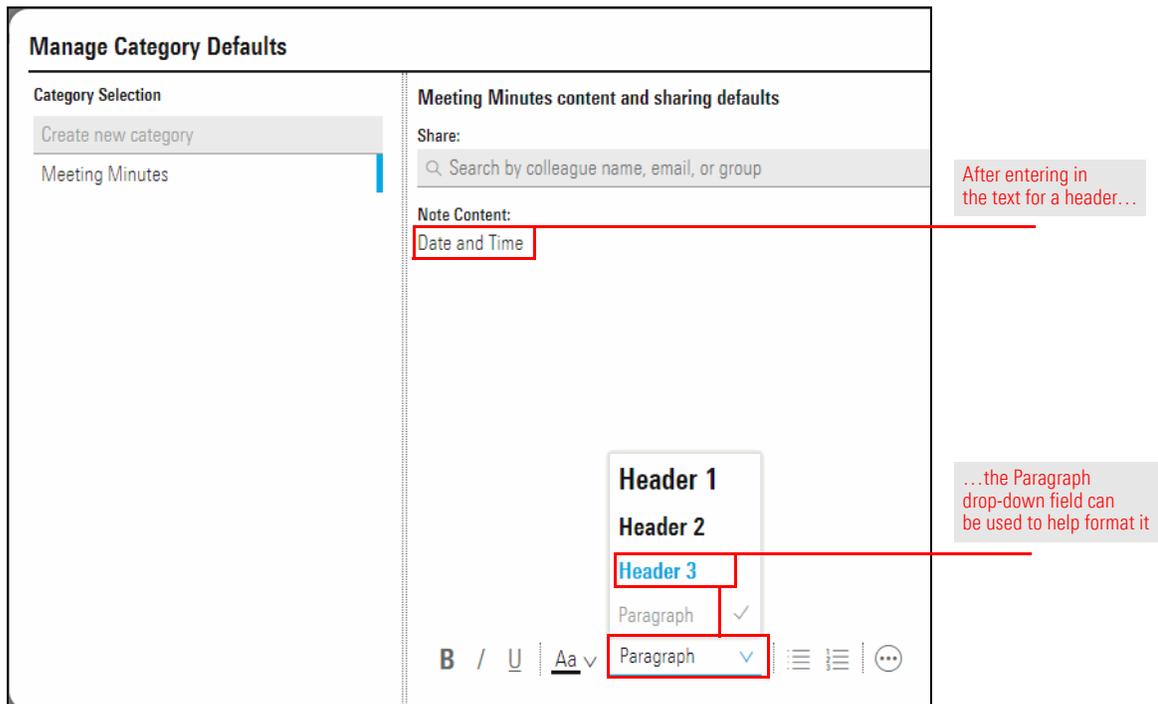
2. Click the **Manage Categories** button. The Manage Category Defaults window opens.



3. In the **Create new category** field, type the **category name** (see the table on page 11 for what to enter here for each category), then click the **checkmark** icon.



- In the **Note Content:** area, type the default content (such as headers, bulleted lists, or numbered items) you want to include in the category.



- After entering the default text, click **Done**. The Manage Category Defaults window closes. Whenever a user creates a note and selects this category, the note is automatically formatted with this layout.

Use the following table as a guide for the categories and default content to include; for the Headers, use Heading 3 as the paragraph format:

Category Name	Headers	Default Text
Meeting Minutes	Date & Time	n/a
	Participants	<ul style="list-style-type: none"> <li>▶ Name</li> <li>▶ Name</li> </ul>
	Summary	n/a
	Agenda	n/a
Article Review	Article Headline	n/a
	Article Summary	n/a
	Follow Up Actions	<ul style="list-style-type: none"> <li>▶ To Do</li> <li>▶ To Do</li> </ul>
Manager Change Alert	Funds Affected	<ul style="list-style-type: none"> <li>▶ Fund Name</li> <li>▶ Fund Name</li> </ul>
	Departing Manager(s)	n/a
	New Manager(s)	n/a
	Follow-Up Actions	<ul style="list-style-type: none"> <li>▶ To Do</li> <li>▶ To Do</li> </ul>
Manager Research	Manager Name	n/a
	Funds Managed	<ul style="list-style-type: none"> <li>▶ Fund Name</li> <li>▶ Fund Name</li> </ul>
	Strategy	n/a
	Morningstar Commentary (optional)	n/a
	Follow Up Actions	<ul style="list-style-type: none"> <li>▶ To Do</li> <li>▶ To Do</li> </ul>
Fund Status Change	Old Status	n/a
	New Status	n/a
	Funds Affected	<ul style="list-style-type: none"> <li>▶ Fund Name</li> <li>▶ Fund Name</li> </ul>
	Status Update	n/a

Once these categories and content are created, go to [Creating Notes on page 27](#).

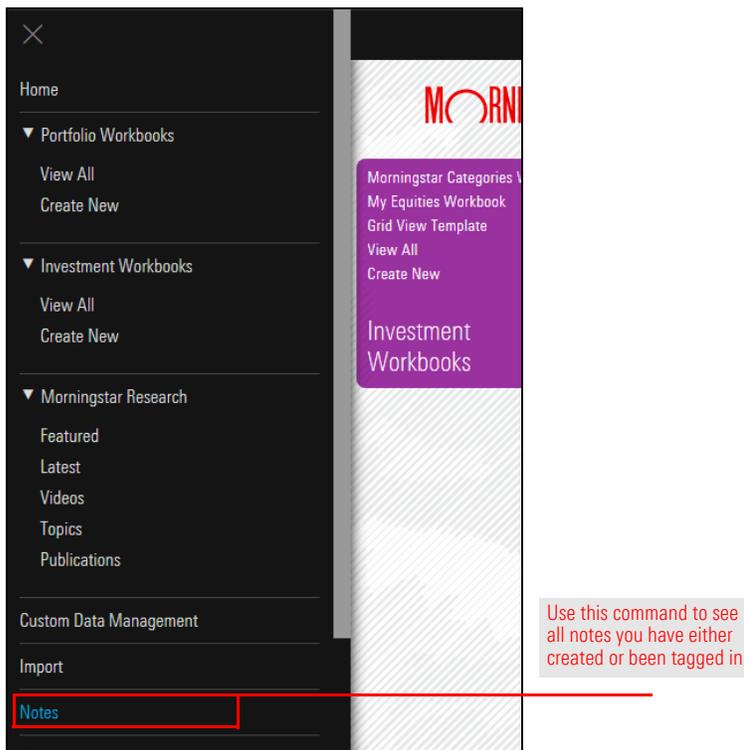
If you need to circulate action items or a summary of an internal meeting, a note is a great way to do that. In addition to creating a category, pre-formatting the category allows a user to simply fill in the information at the time the note is created. For a note related to meeting minutes, the following important information should be captured:

- ▶ Date and time of the meeting
- ▶ Participants
- ▶ Summary
- ▶ Agenda, and
- ▶ Action items and assignees.

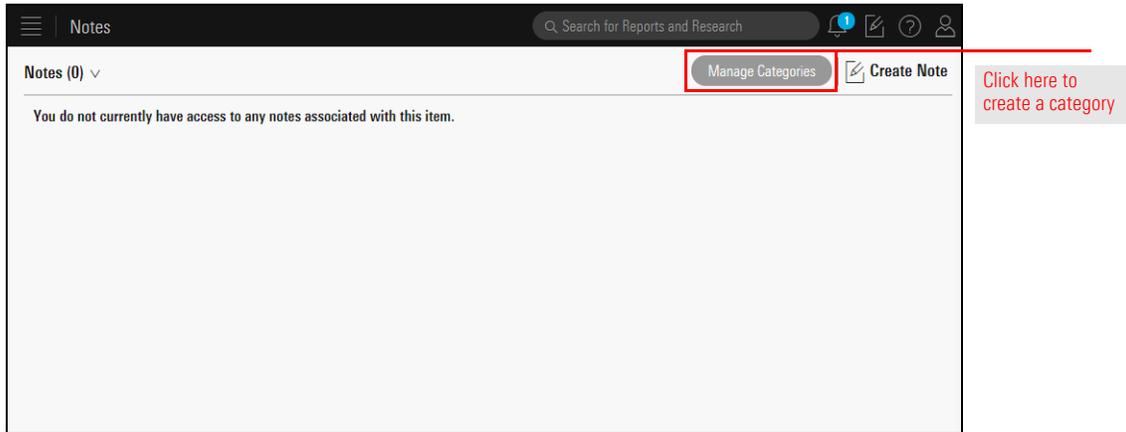
**Exercise 3: Create a category for meeting notes**

To create and format a category for meeting minutes, do the following:

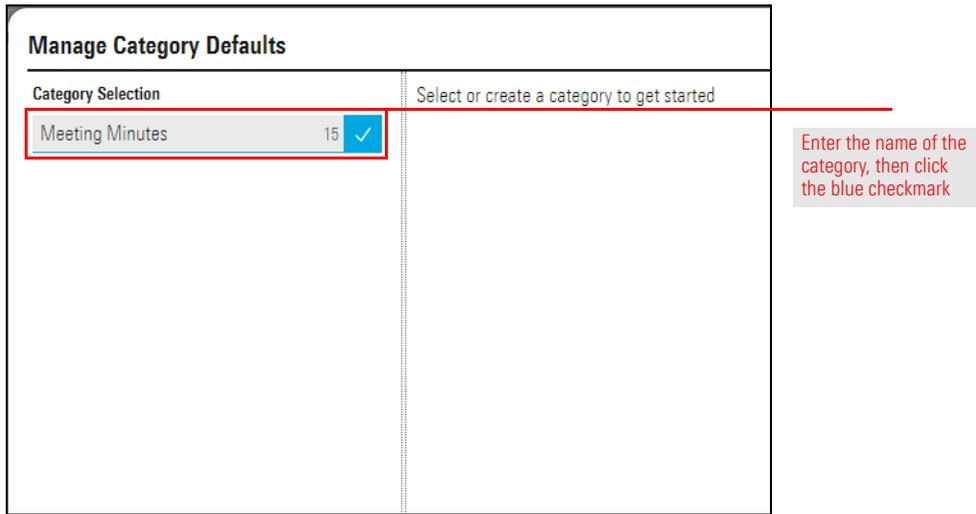
1. Click the **menu** icon, then select **Notes**. The Notes page opens.



- 2. Click the **Manage Categories** button. The Manage Category Defaults window opens.



- 3. In the **Create new category** field, type **Meeting Minutes**, then click the **checkmark** icon.



4. In the **Note Content:** area, type **Date and Time**.
5. From the format selection drop-down field, select **Header 3**. The text is selected, and its formatting changes.

**Manage Category Defaults**

Category Selection

Create new category

Meeting Minutes

**Meeting Minutes content and sharing defaults**

Share:

Search by colleague name, email, or group

Note Content:

Date and Time

Header 1

Header 2

Header 3

Paragraph ✓

Paragraph

B / U Aa

This text will appear by default each time this category is selected for a note

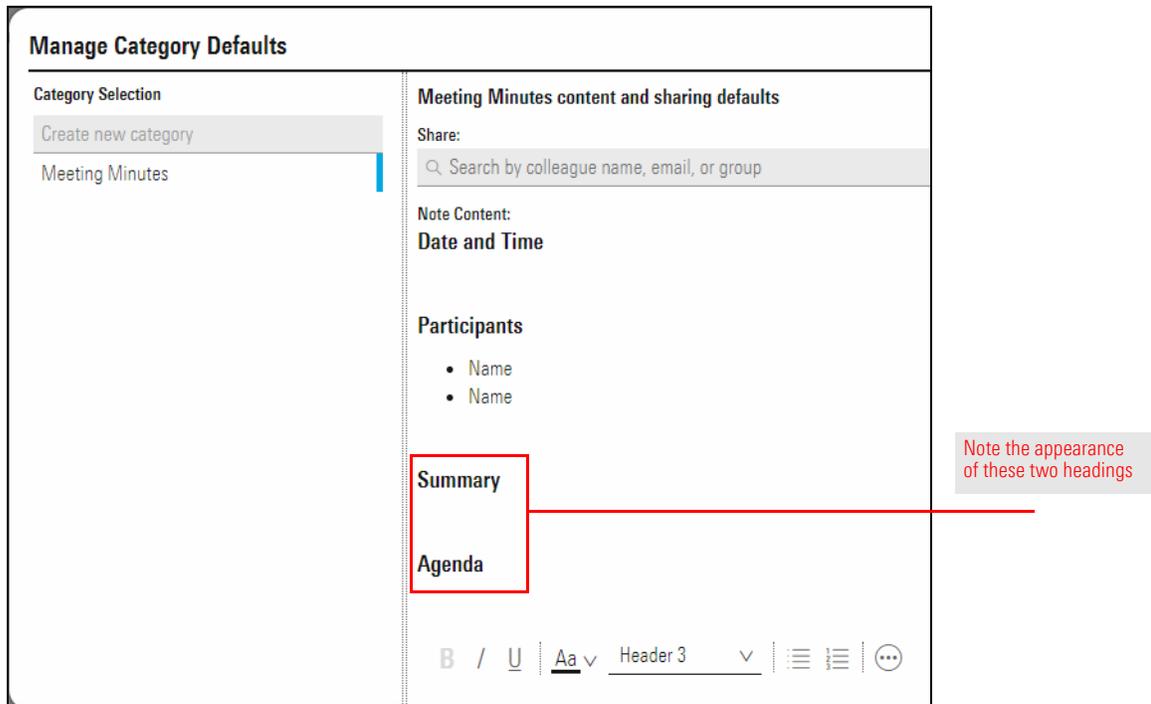
Note that the text does not need to be selected in order to apply a format to it

6. Click anywhere in the note to deselect the text.
7. Press <ENTER> twice.

8. Type **Participants**, then select **Header 3** from the format selection drop-down field.
9. Click anywhere in the note to deselect the text.
10. Press <ENTER>, then click the **Bulleted List** icon.
11. Type **Name**, then press <ENTER> and type **Name** again.

The screenshot displays the 'Manage Category Defaults' interface. On the left, under 'Category Selection', 'Meeting Minutes' is selected. The main area is titled 'Meeting Minutes content and sharing defaults'. It includes a 'Share:' section with a search bar and a 'Note Content:' section. The 'Note Content' section has a header 'Date and Time' and a sub-section 'Participants' which contains a bulleted list with two items, both labeled 'Name'. A red box highlights the 'Participants' section. At the bottom, a rich text editor toolbar is visible, with a red box around the bulleted list icon. Two callout boxes on the right provide instructions: 'Note the appearance of this section' pointing to the 'Participants' section, and 'Use this icon to create a bulleted list' pointing to the bulleted list icon in the toolbar.

12. Press <ENTER> three times.
13. Type **Summary**, then select **Header 3** from the format selection drop-down field.
14. Click anywhere in the note to deselect the text.
15. Press <ENTER> twice.
16. Type **Agenda**, then select **Header 3** from the format selection drop-down field.
17. Click anywhere in the note to deselect the text.



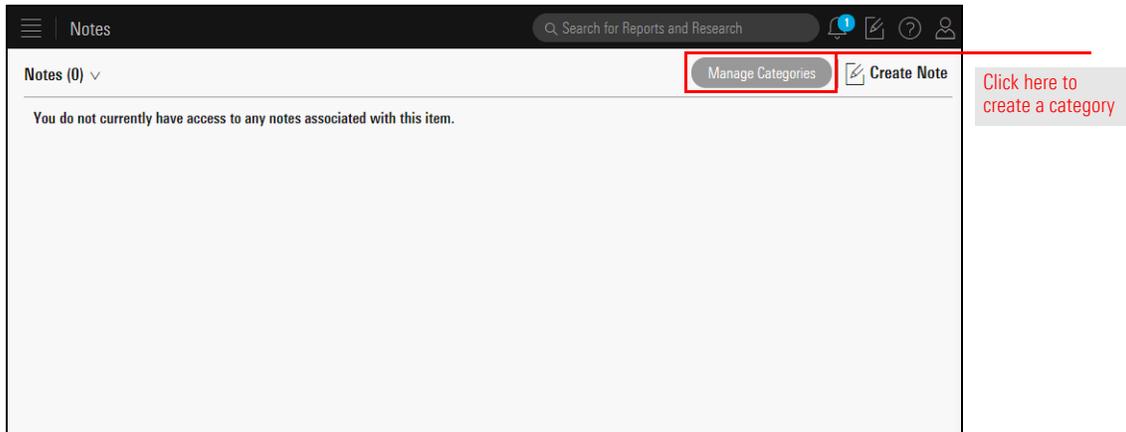
18. Press <ENTER>, then click **Done**. The Manage Category Defaults window closes. Whenever a user creates a note and selects this category, the note is automatically formatted with this layout.

If you read an article in the Morningstar Research area and want to make a note of investigating something based on what you read, or feel another member of your team would want to do the same, you can create a note format to help remind you to do this.

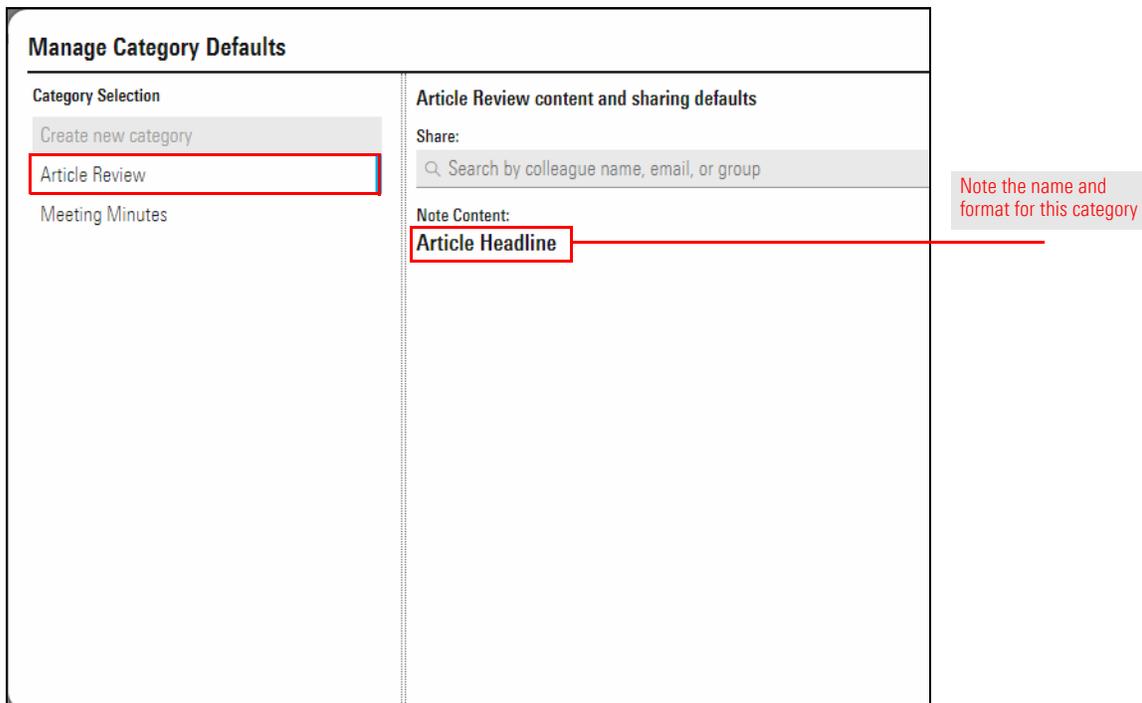
**Exercise 4: Create a category for an article review**

Do the following:

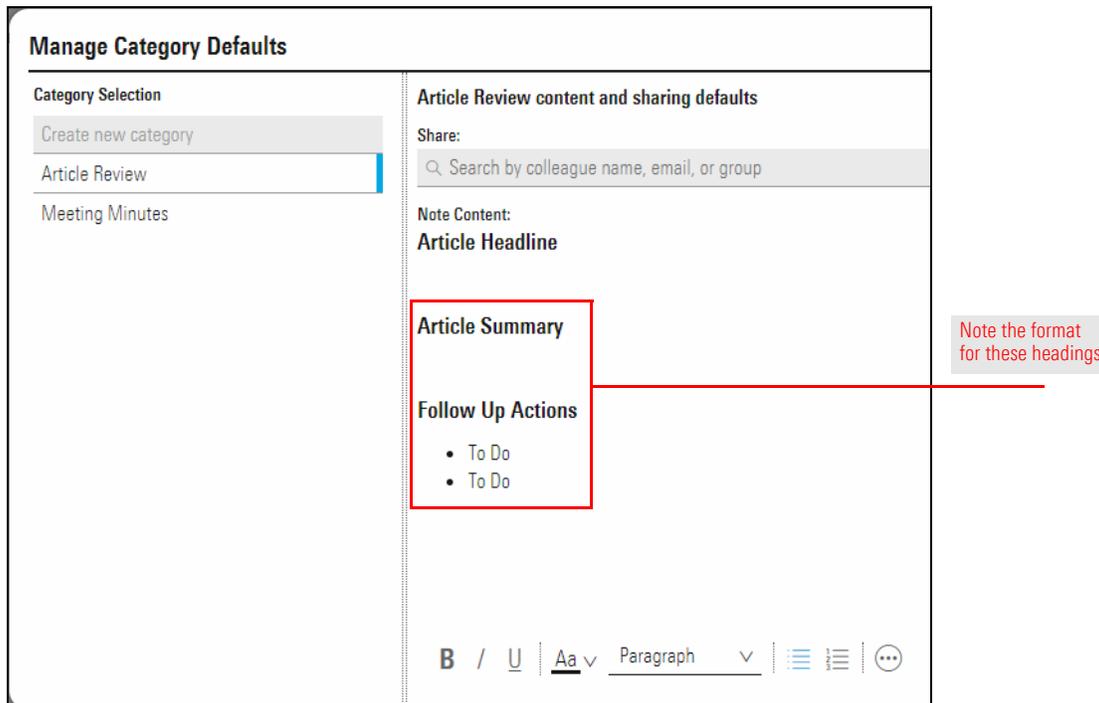
1. Click the **Manage Categories** button. The Manage Category Defaults window opens.



2. In the **Create new category** field, type **Article Review**, then click the **checkmark** icon.
3. In the **Note Content:** area, Type **Article Headline**.
4. From the format selection drop-down field, select **Header 3**.
5. Click anywhere in the note to deselect the text.



6. Press <ENTER> twice.
7. Type **Article Summary**, then select **Header 3** from the format selection drop-down field.
8. Click anywhere in the note to deselect the text.
9. Press <ENTER> twice.
10. Type **Follow Up Actions**, then select **Header 3** from the format selection drop-down field.
11. Click anywhere in the note to deselect the text.
12. Press <ENTER>, then click the **Bulleted List** icon.
13. Type **To Do**, then press <ENTER> and type **To Do** again.

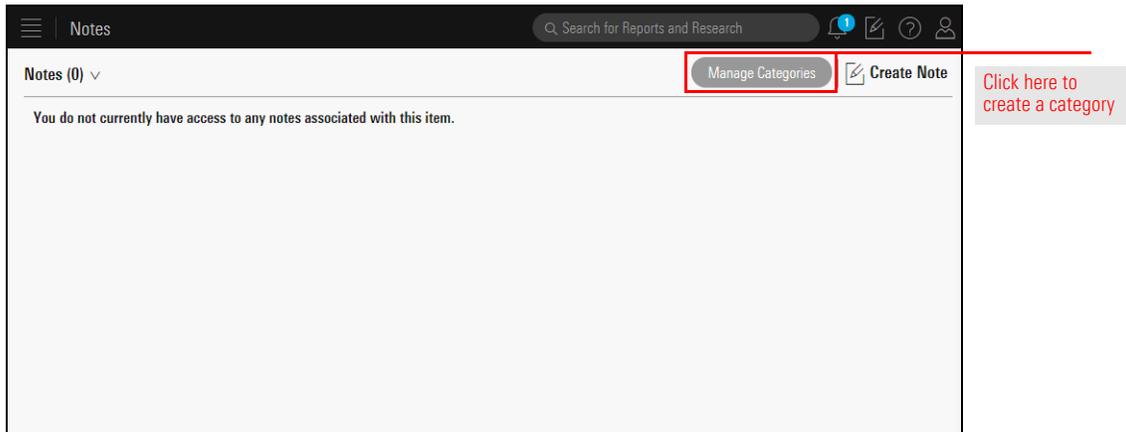


14. Click **Done**. The Manage Category Defaults window closes. Whenever a user creates a note and selects this category, the note is automatically formatted with this layout.

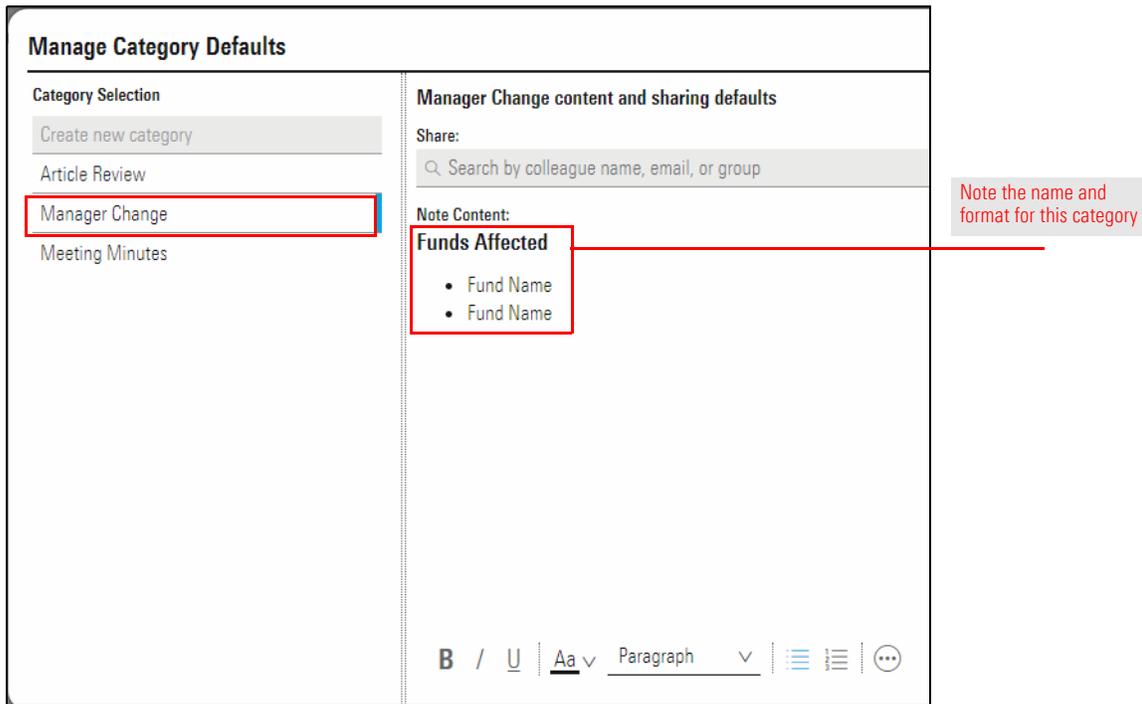
Whenever a manager change occurs at a fund, it is a significant event. While you may have an alert set to watch for this, it's possible other members of your team do not. Therefore, having a note category to quickly alert them of this event and what to do as a consequence of it is extremely useful. To create a category in the event of a manager change, do the following:

**Exercise 5: Create a category for a manager change alert**

1. Click the **Manage Categories** button. The Manage Category Defaults window opens.



2. In the **Create new category** field, type **Manager Change**, then click the **checkmark** icon.
3. In the **Note Content:** area, Type **Funds Affected**.
4. From the format selection drop-down field, select **Header 3**.
5. Click anywhere in the note to deselect the text.
6. Press <ENTER>, then click the **Bulleted List** icon.
7. Type **Fund Name**, then press <ENTER> and type **Fund Name** again.



8. Press <ENTER> twice.
9. Type **Departing Manager(s)**, then select **Header 3** from the format selection drop-down field.
10. Click anywhere in the note to deselect the text.
11. Press <ENTER> twice.
12. Type **New Manager(s)**, then select **Header 3** from the format selection drop-down field.
13. Click anywhere in the note to deselect the text.
14. Press <ENTER> twice.

**Manage Category Defaults**

**Category Selection**

- Create new category
- Article Review
- Manager Change
- Meeting Minutes

**Manager Change content and sharing defaults**

Share:

Search by colleague name, email, or group

Note Content:

**Funds Affected**

- Fund Name
- Fund Name

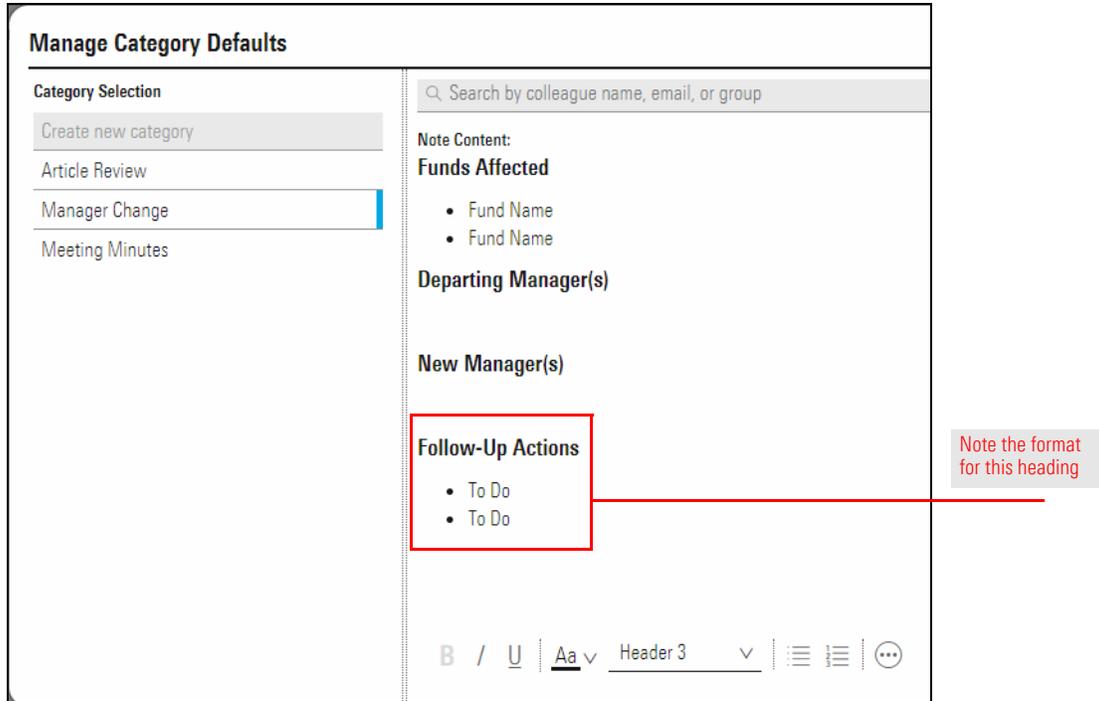
**Departing Manager(s)**

**New Manager(s)**

Note the format for these headings

**B** / U | **Aa** v Paragraph v | [List Icons] | [More Icons]

15. Type **Follow-Up Actions**, then select **Header 3** from the format selection drop-down field.
16. Click anywhere in the note to deselect the text.
17. Press <ENTER>, then click the **Bulleted List** icon.
18. Type **To Do**, then press <ENTER> and type **To Do** again.

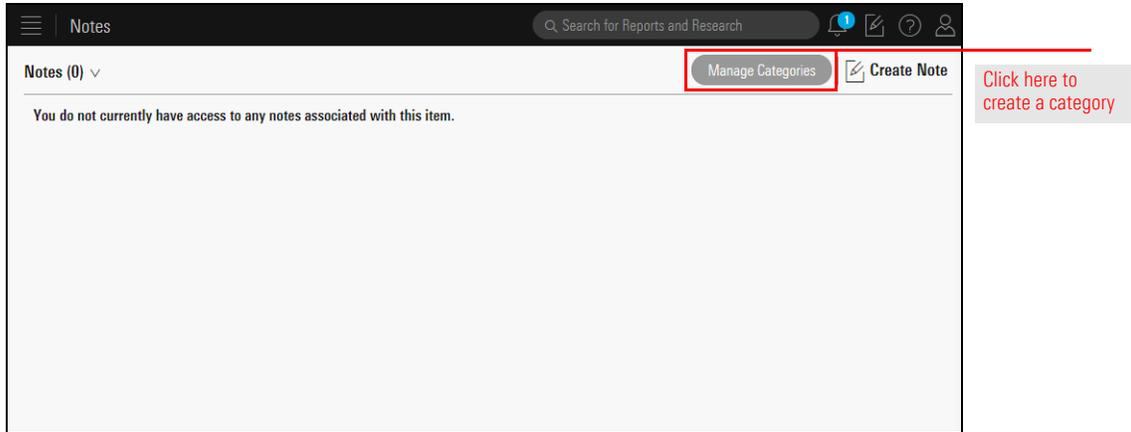


19. Click **Done**. The Manage Category Defaults window closes. Whenever a user creates a note and selects this category, the note is automatically formatted with this layout.

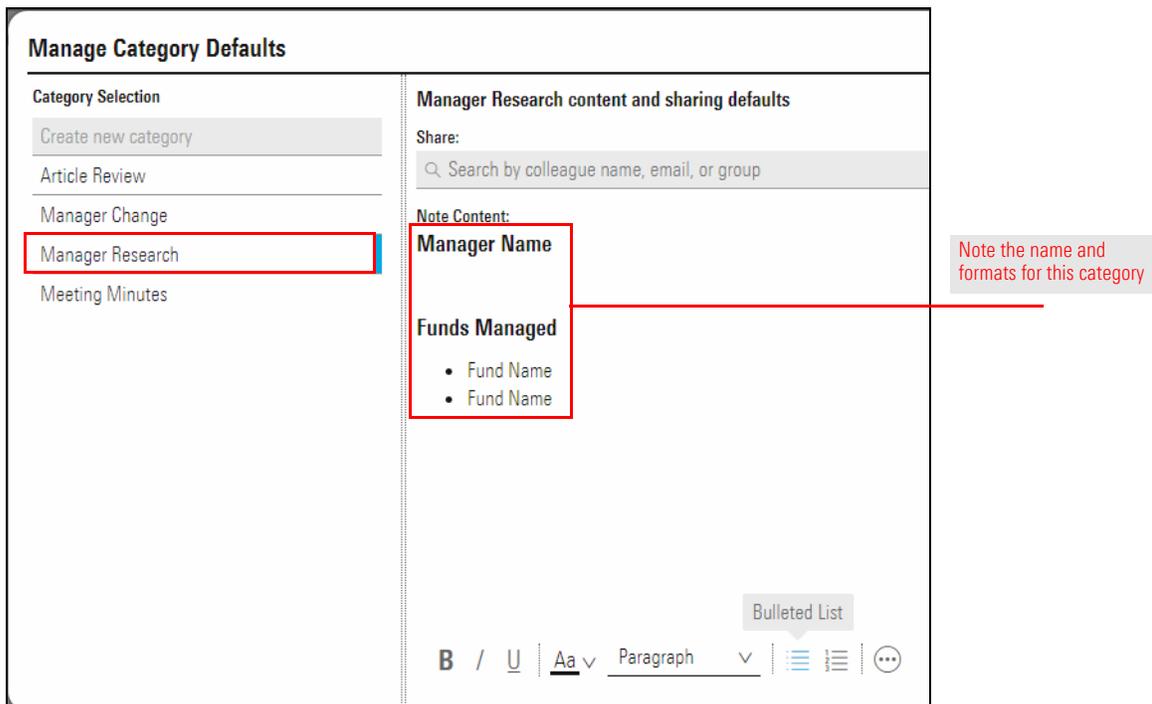
If part of your job involves conducting research on fund managers and then disseminating that information to your team, having a pre-formatted note category can speed the creation of this content. Do the following:

**Exercise 6: Create a category for manager research**

1. Click the **Manage Categories** button. The Manage Category Defaults window opens.



2. In the **Create new category** field, type **Manager Research**, then click the **checkmark** icon.
3. In the **Note Content:** area, Type **Manager Name**.
4. From the format selection drop-down field, select **Header 3**.
5. Click anywhere in the note to deselect the text.
6. Press <ENTER> twice.
7. Type **Funds Managed**, then select **Header 3** from the format selection drop-down field.
8. Click anywhere in the note to deselect the text.
9. Press <ENTER>, then click the **Bulleted List** icon.
10. Type **Fund Name**, then press <ENTER> and type **Fund Name** again.



11. Press <ENTER> twice.
12. Type **Strategy**, then select **Header 3** from the format selection drop-down field.
13. Click anywhere in the note to deselect the text.
14. Press <ENTER> twice.
15. Type **Morningstar Commentary (optional)**, then select **Header 3** from the format selection drop-down field.
16. Click anywhere in the note to deselect the text.
17. Press <ENTER> twice.

**Manage Category Defaults**

**Category Selection**

- Create new category
- Article Review
- Manager Change
- Manager Research**
- Meeting Minutes

**Manager Research content and sharing defaults**

Share:

Search by colleague name, email, or group

Note Content:

**Manager Name**

**Funds Managed**

- Fund Name
- Fund Name

**Strategy**

**Morningstar Commentary (optional)**

Note the format for these headings

B / U Aa Paragraph [List Icons] [More]

18. Type **Follow-Up Actions**, then select **Header 3** from the format selection drop-down field.
19. Click anywhere in the note to deselect the text.
20. Press <ENTER>, then click the **Bulleted List** icon.
21. Type **To Do**, then press <ENTER> and type **To Do** again.

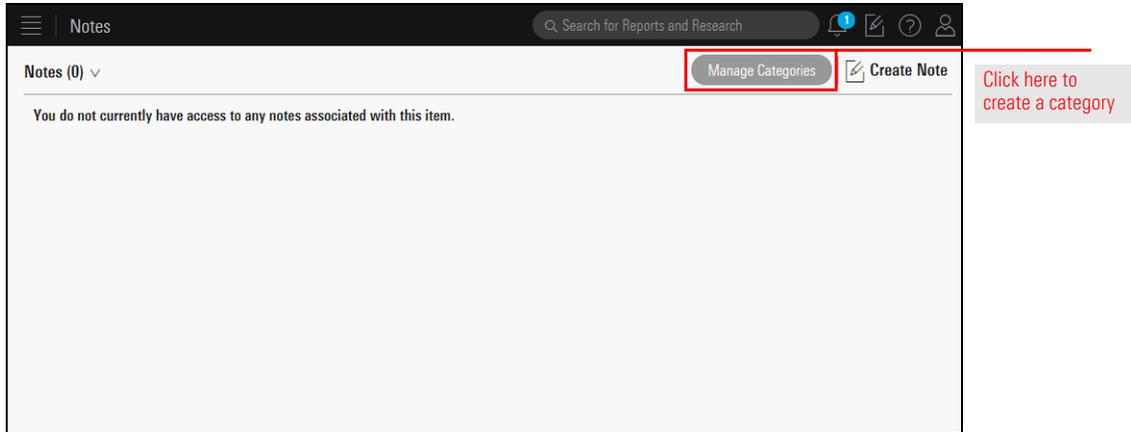
The screenshot shows the 'Manage Category Defaults' window. On the left, under 'Category Selection', 'Manager Research' is selected. The main area shows 'Note Content' with several sections: 'Manager Name', 'Funds Managed' (with two 'Fund Name' items), 'Strategy', and 'Morningstar Commentary (optional)'. A red box highlights the 'Follow-Up Actions' section, which contains two 'To Do' items. A red line points from a callout box on the right to the 'Follow-Up Actions' heading. The callout box contains the text: 'Note the format for this heading'.

22. Click **Done**. The Manage Category Defaults window closes. Whenever a user creates a note and selects this category, the note is automatically formatted with this layout.

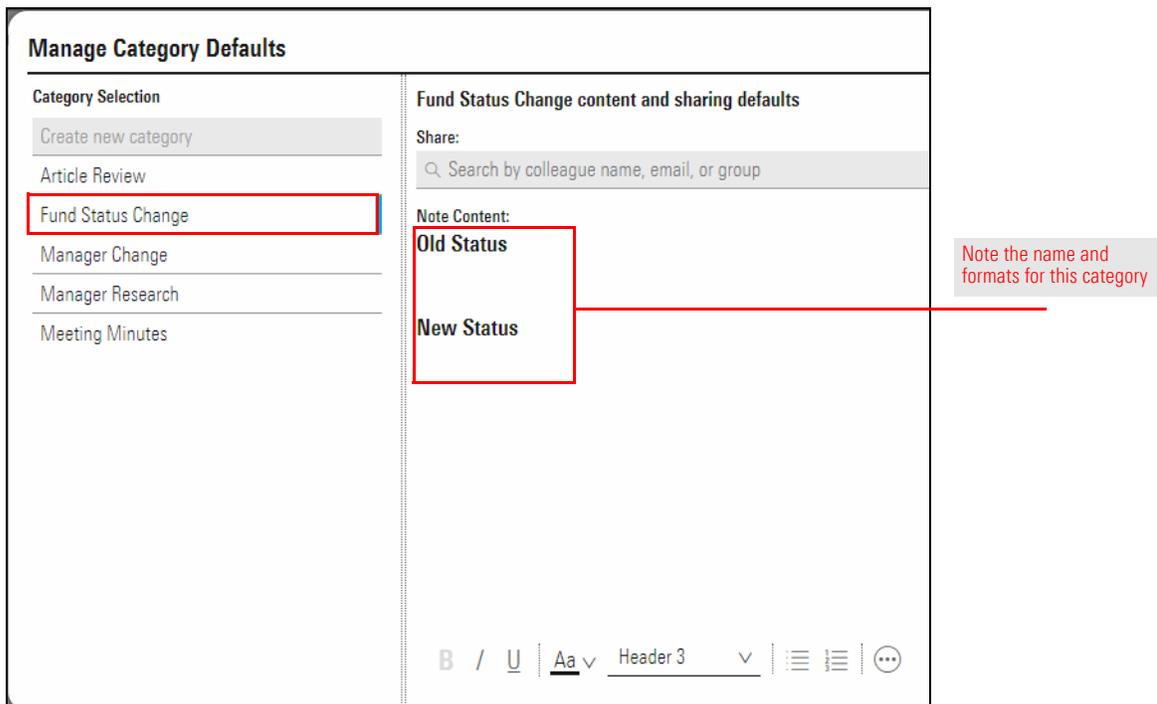
Whether a fund is added to your firm's approved list, removed from it, or placed on hold, this is critical information you need to disseminate to the field. To create a note category for this type of incident, do the following:

**Exercise 7: Create a category for a fund's status change**

1. Click the **Manage Categories** button. The Manage Category Defaults window opens.



2. In the **Create new category** field, type **Fund Status Change**, then click the **checkmark** icon.
3. In the **Share:** field, type the **name(s)** of the individuals or groups you want to be notified when this category of note is created.
4. In the **Note Content:** area, Type **Old Status**.
5. From the format selection drop-down field, select **Header 3**.
6. Click anywhere in the note to deselect the text.
7. Type **New Status**, then select **Header 3** from the format selection drop-down field.
8. Click anywhere in the note to deselect the text.
9. Press **<ENTER>** twice.





## Creating Notes

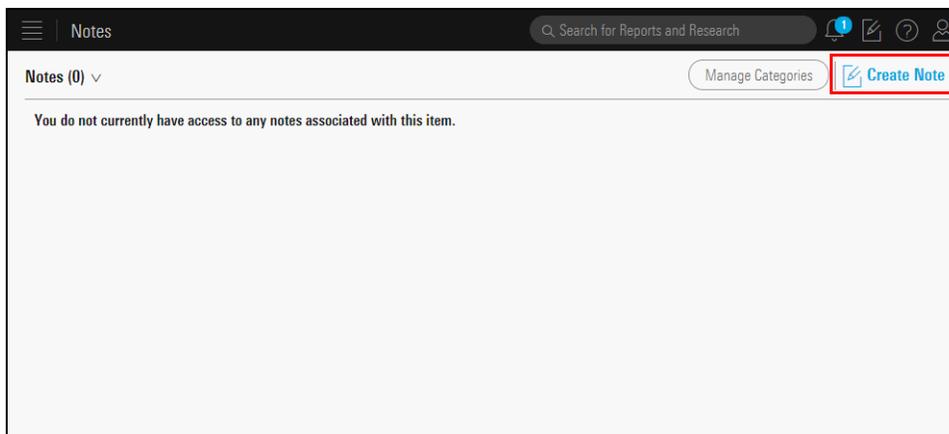
This section contains a series of exercises where you will create notes using the categories that have been developed in the previous exercises. If your firm created their own note categories, feel free to use the instructions to select a category closest to the one being described, or create a note that would be appropriate for the categories you have access to.

### Overview

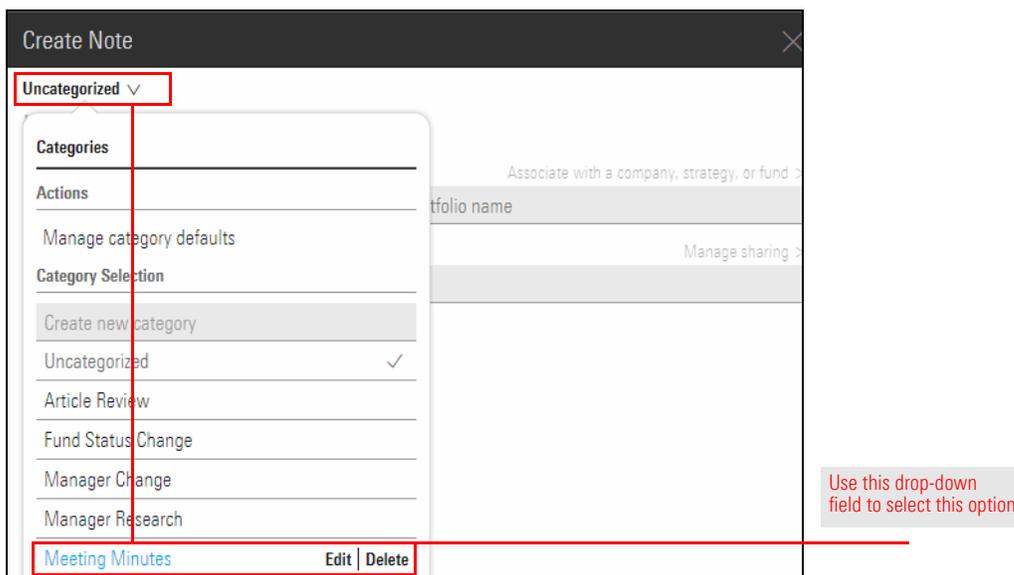
Now that several categories exist, you can begin to create some notes that utilize them. Do the following:

### Exercise 8: Create a meeting note

1. You should still be on the Notes page. Click the **Create Note** button. The Note flyover panel opens.



2. From the **Category** drop-down field, select **Meeting Minutes**.  
 Note: For an actual note, in the Share: field, you should type the name(s) of the colleague(s) you want to be notified of the note when it is created.



3. In the **Subject** field, type **Manager Research Meeting Recap**.
  - ☞ Note: The Subject field is at the top of the note panel. By default, it reads "Untitled."
4. Under the Date and Time header, type **today's date** and the **current time**.
5. Under the Participants header, type the **following names**, one per line:
  - ▶ **Dirk Gently**
  - ▶ **Farah Black**, and
  - ▶ **Todd Brotzman**.
6. Under the Summary header, type **This meeting was used to assign responsibilities for an upcoming analyst access meeting with Morningstar**.
7. Under the Agenda header, type:
  1. **Review funds to be covered**
  2. **Assign fund background to participants**
  3. **Develop questions for Morningstar's analyst**
7. Click **Save as Draft**. The flyover panel closes.

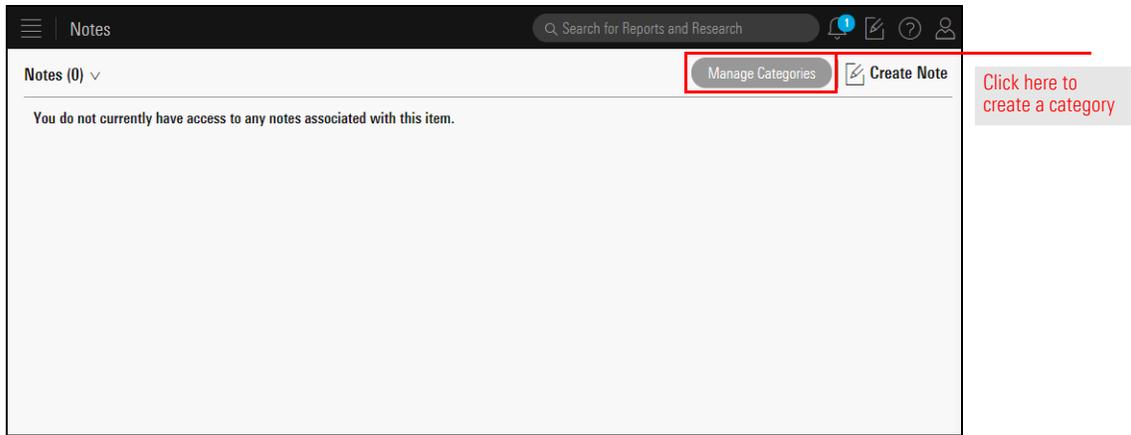
The screenshot shows the 'Create Note' dialog box with the following content:

- Meeting Minutes** (dropdown menu)
- Subject:** Manager Research Meeting Recap
- Tag:** Associate with a company, strategy, or fund >
- Share:** Manage sharing >
- Date and Time:** July 13, 2017 2 p.m.
- Participants:**
  - Dirk Gently
  - Farah Black
  - Todd Brotzman
- Summary:** This meeting was used to assign responsibilities for an upcoming analyst access meeting with Morningstar.
- Agenda:**
  1. Review funds to be covered
  2. Assign fund background to participants
  3. Develop questions for Morningstar's analystUn
- Buttons:** Save as Draft, Create

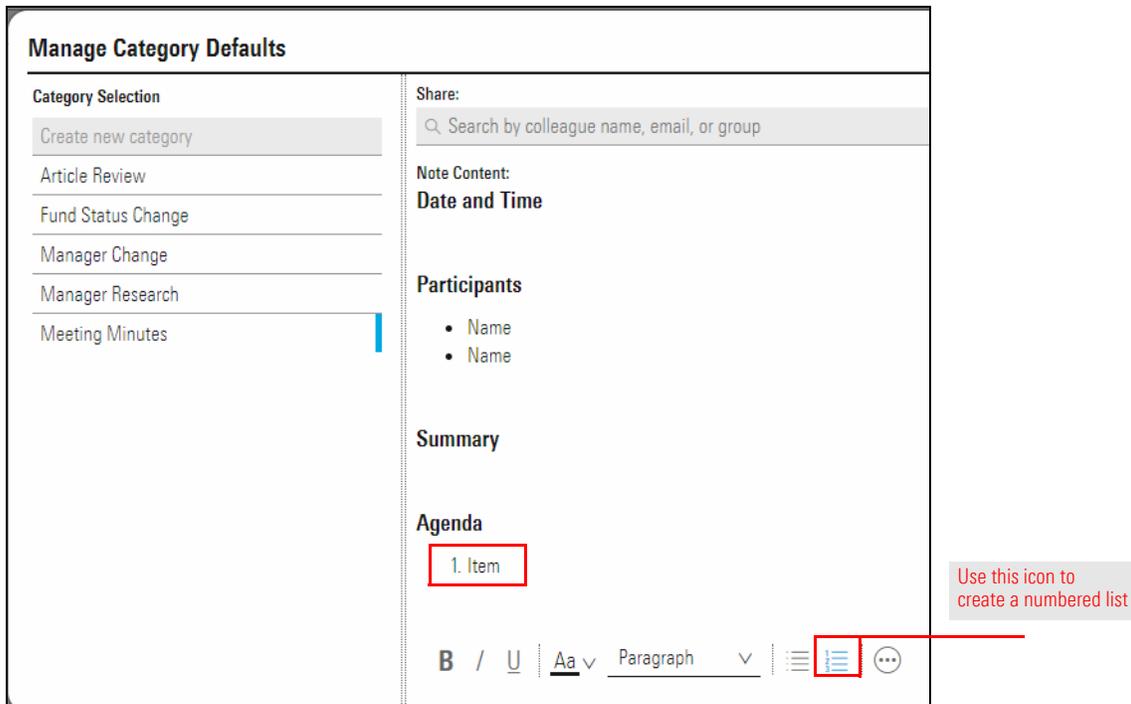
Now that you've created a note for a meeting, you realize the layout of the category could use some tweaking. To address this, do the following:

**Exercise 9: Edit a category's layout**

1. You should still be on the Notes page.
2. Click the **Manage Categories** button. The Manage Category Defaults window opens.



3. Click **Meeting Minutes**.
4. Under the Agenda header, click the **Numbered List** icon, then type **Item**.



5. Press **<ENTER>** twice.

6. Type **Action Items**, then select **Header 3** from the format selection drop-down field.
7. Click anywhere in the note to deselect the text.
8. Press <ENTER>, then click the **Numbered List** icon and type **To Do**.

### Manage Category Defaults

<p><b>Category Selection</b></p> <p>Create new category</p> <hr/> <p>Article Review</p> <hr/> <p>Fund Status Change</p> <hr/> <p>Manager Change</p> <hr/> <p>Manager Research</p> <hr/> <p>Meeting Minutes</p>	<p><small>NOTE CONTENT:</small></p> <p><b>Date and Time</b></p> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Name</li> </ul> <p><b>Summary</b></p> <p><b>Agenda</b></p> <ol style="list-style-type: none"> <li>1. Item</li> </ol> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p><b>Action Items</b></p> <ol style="list-style-type: none"> <li>1. To Do</li> </ol> </div>
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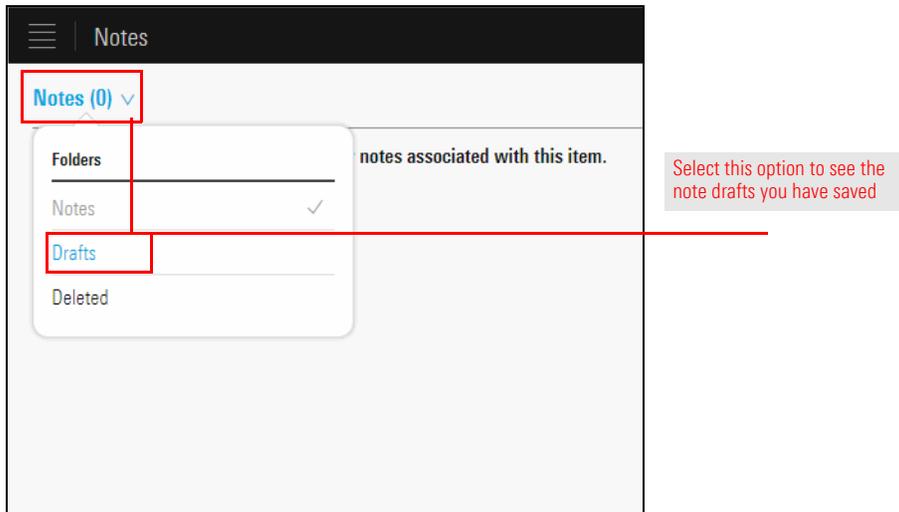
Note the format for this heading

9. Click **Done**. You can now revise the draft you saved earlier.

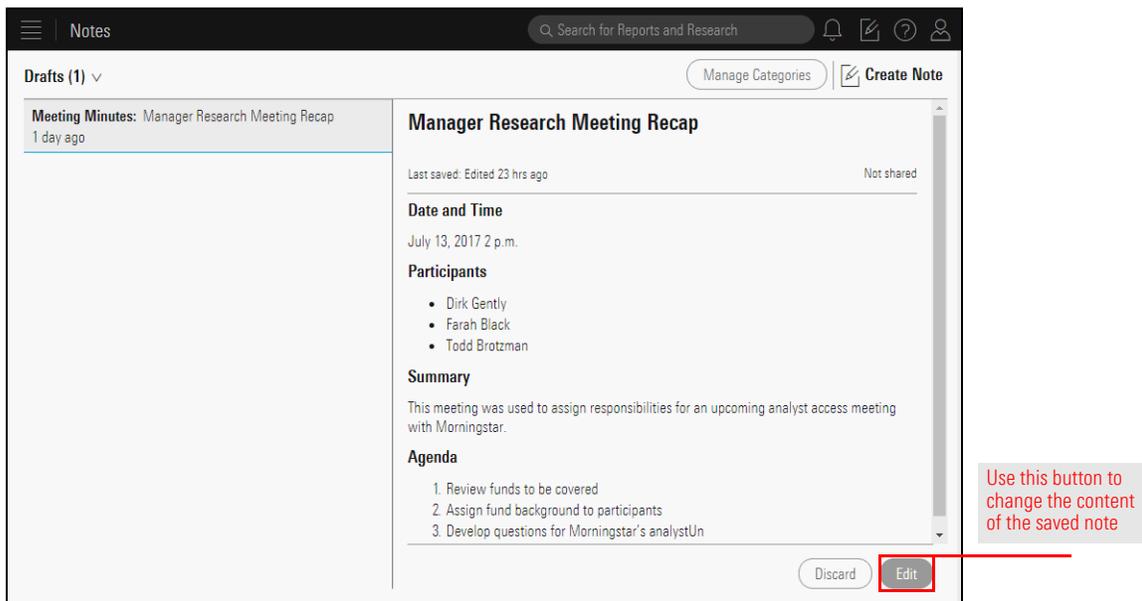
To revise the note draft you saved in [Exercise 8](#), do the following:

**Exercise 10: Revise a note draft**

1. You should still be on the Notes page. Click the **Folders** drop-down field, and select **Drafts**.



2. The draft you saved earlier should be selected and showing. In the bottom-right corner of the window, click **Edit**. The Create Note flyover panel opens.



3. The new formatting is not applied here. Once a note is created and assigned a category, changes to that category's formatting are not applied to saved drafts. Only new notes where that category is selected will show the current formatting for the category. Click at the end of the last Agenda item.
4. Press **<ENTER>** twice.

5. Type **Action Items**, then select **Header 3** from the format selection drop-down field.
6. Click anywhere in the note to deselect the text.
7. Press <ENTER>, then click the **Bulleted List** icon and type **Circulate questions for feedback/other ideas**.
8. Press <ENTER>, then type **Schedule next meeting**.
9. Click **Create**. The note disappears from the Drafts page. (You can now see it by selecting **Notes** from the **Folders** drop-down field.)

**Create Note**

Meeting Minutes ▾

## Manager Research Meeting Recap

**Tag:** Associate with a company, strategy, or fund >

Search by security name, ticker, CUSIP, ISIN, or portfolio name

**Share:** Manage sharing >

Search by colleague name, email, or group

**Date and Time**

July 13, 2017 2 p.m.

**Participants**

- Dirk Gently
- Farah Black
- Todd Brotzman

**Summary**

This meeting was used to assign responsibilities for an upcoming analyst access meeting with Morningstar.

**Agenda**

1. Review funds to be covered
2. Assign fund background to participants
3. Develop questions for Morningstar's analyst

**Action Items**

- Circulate questions for feedback/other ideas
- Schedule next meeting

Attachment icons: **B** / **U** | **Aa** ▾ | Paragraph ▾ | List icons | More options icon

Save as Draft Create

Note the new content here

At this point in this guide, you have two options:

- ▶ Use the following table as a shortcut to creating a series of notes, or
- ▶ Go to [Exercise 12 on page 34](#) and continue to follow a series of step-by-step instructions for creating the remaining notes.

**Exercise 11: Create a series of notes (optional)**

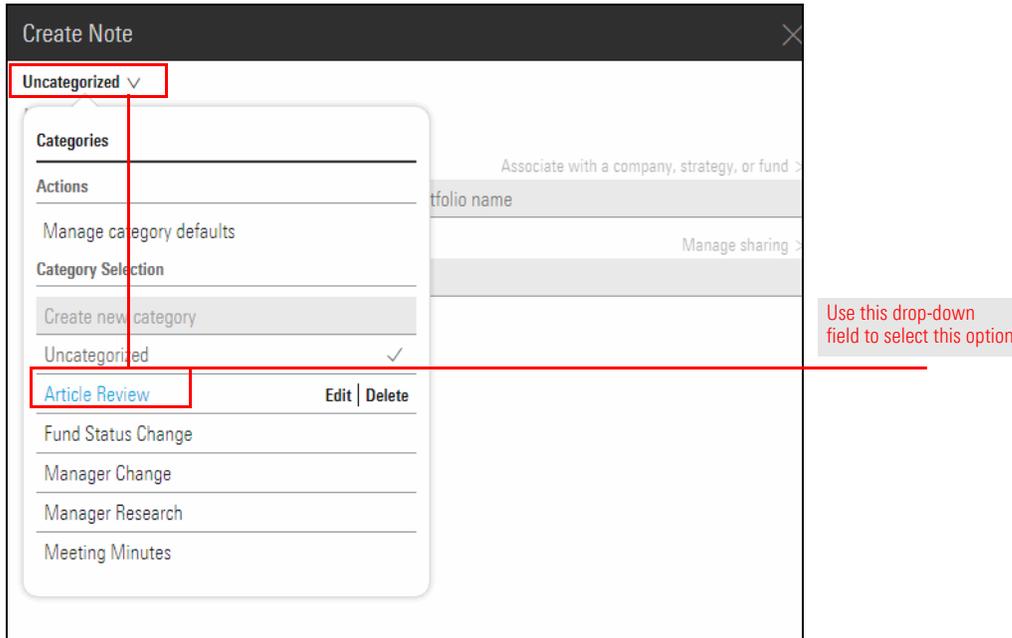
If you elect to use the table as a guide for creating the remaining notes, you can proceed to [Managing Notes on page 42](#) once you complete the final one.

For this note category...	Create a note with this content...
Article Review	<p><b>Subject:</b> Morningstar’s July Market Analysis</p> <p><b>Share:</b> [type a colleague’s name here]</p> <p><b>Article Headline:</b> Global Equity Sector Wrap</p> <p><b>Article Summary:</b> Morningstar sees continued value in international and value stocks.</p> <p><b>Follow Up Actions:</b></p> <ul style="list-style-type: none"> <li>▶ Investigate the new manager’s experience at other funds</li> <li>▶ Research the departing manager’s other funds</li> </ul>
Manager Change	<p><b>Subject:</b> Manager Change Notice</p> <p><b>Tag:</b> EQPGX</p> <p><b>Departing Manager(s):</b> N/A</p> <p><b>New Manager(s):</b> Asher Anolic.</p> <p><b>Follow Up Actions:</b></p> <ul style="list-style-type: none"> <li>▶ Read the article</li> <li>▶ Evaluate client accounts for exposure to the areas mentioned in the article.</li> </ul>
Manager Research	<p><b>Subject:</b> Manager Research for Oakmark International</p> <p><b>Tag:</b> OAKIX</p> <p><b>Introduction:</b> Despite a recent manager change, this fund continues to see reasonable risk-adjusted returns as it targets deep value, large cap stocks.</p> <p><b>Call to Action:</b> Continue to hold this fund in client accounts. For clients looking for more international equity exposure, this could be a good fit, unless they are looking for emerging markets investments, which is not a particular focus of this fund.</p>
Fund Status Change	<p><b>Subject:</b> International Equity Fund Under Review</p> <p><b>Tag:</b> LAGWX</p> <p><b>Old Status:</b> Approved</p> <p><b>New Status:</b> Under Review</p> <p><b>Funds Affected:</b> Lord Abbett Developing Growth</p> <p><b>Status Update:</b> This fund is being reviewed due to deviating from its strategy, as well as personnel changes, and significant portfolio turnover.</p>

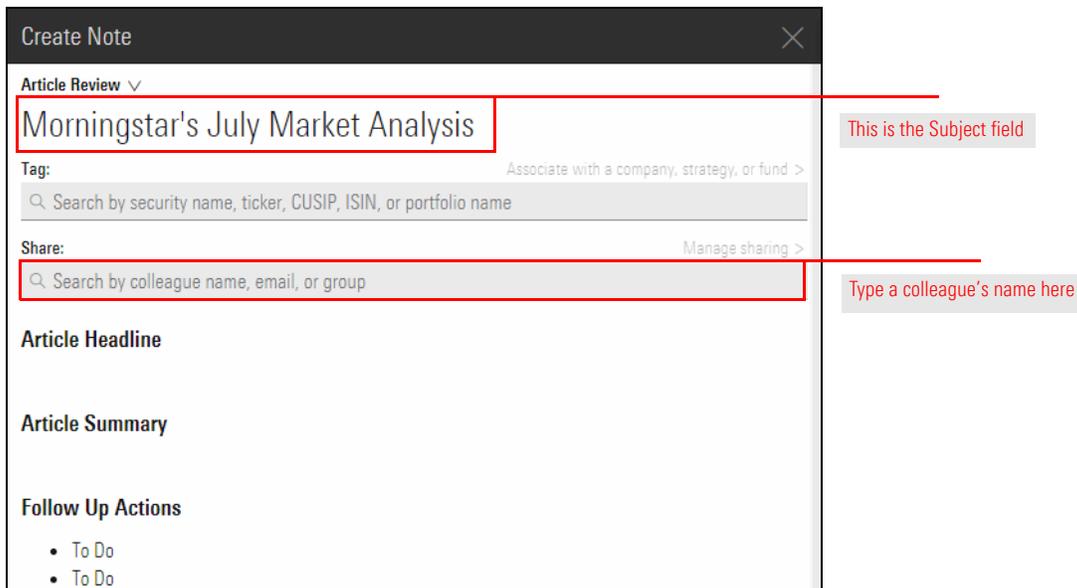
To create a note summarizing the importance of either a news item you read in a worksheet in the Markets workbook, or an article or video from the Morningstar Research area, do the following:

**Exercise 12: Create an article review note**

1. From the header, click **Create . . . Note**. The Create Note flyover panel opens.
2. From the **Category** drop-down field, select **Article Review**. The formatting for the category is applied to the note.



3. In the **Subject** line, type **Morningstar's July Market Analysis**.  
 Note: The Subject field is at the top of the note panel. By default, it reads "Untitled."
4. In the **Share:** field, type the **name** of a colleague with whom you want to share the note.



5. Under the Article Headline heading, type **Global Equity Sector Wrap**.
6. Under the Article Summary, type **Morningstar sees continued value in international and value stocks**.
7. Under the Follow Up Actions area, in the first bullet point, type **Read the article**.
8. Under the Follow Up Actions area, in the second bullet point, type **Evaluate client accounts for exposure to the areas mentioned in the article**.
9. Click **Create**. The Create Note flyover panel closes.

**Create Note** [Close]

Article Review ▾

## Morningstar's July Market Analysis

**Tag:** Associate with a company, strategy, or fund >

🔍 Search by security name, ticker, CUSIP, ISIN, or portfolio name

**Share:** Manage sharing >

🔍 Search by colleague name, email, or group

**Article Headline**

Global Equity Sector Wrap

**Article Summary**

Morningstar sees continued value in international and value stocks

**Follow Up Actions**

- Read the article
- Evaluate client accounts for exposure to the areas mentioned in the article

Your note should look like this

Use this button to save the note and have the colleagues you entered in the Share field be notified of it

📎 | **B** / U | Aa ▾ | Paragraph ▾ | ☰ ☷ ☰ ☷ ☰ ☷ | Save as Draft | **Create**

Imagine you receive a notification for a manager change alert you set. Once you see that notification, you want to create a note to tag other people in your department and alert them of the action to take, if any. Do the following:

**Exercise 13: Create a manager change note**

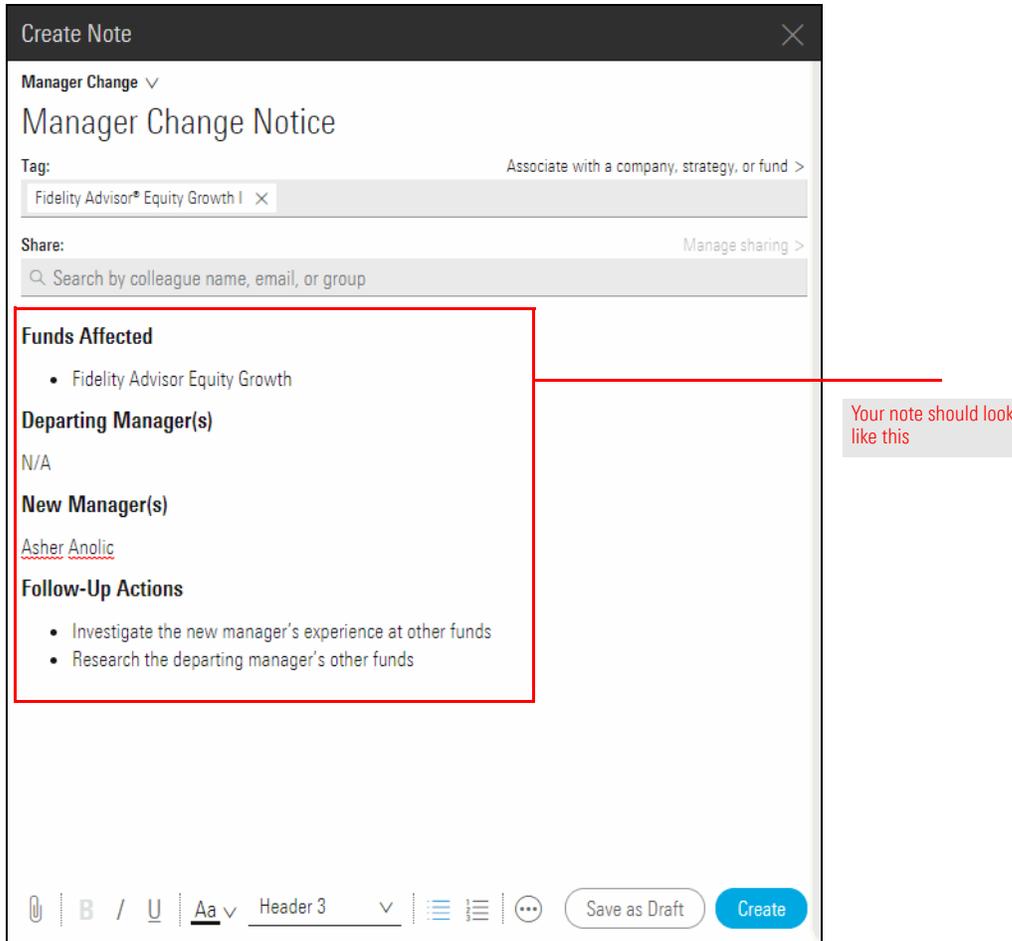
1. From the header, click **Create . . . Note**. The Create Note flyover panel opens.
2. From the **Category** drop-down field, select **Manager Change**. The formatting for the category is applied to the note.
3. In the **Subject** line, type **Manager Change Notice**.
4. In the **Tag:** field, type the **name** or **ticker symbol** of the fund undergoing a manager change (for the sake of this exercise, you can enter the name or ticker symbol of any fund you want to, or use **EQPGX**), then click its **name** when it appears.

The screenshot shows the 'Create Note' dialog box. At the top, the category is set to 'Manager Change' with a dropdown arrow. Below this, the subject line contains the text 'Manager Change Notice'. Underneath the subject line is a 'Tag:' field with a search icon and the text 'EQPGX'. To the right of the search field is a link that says 'Associate with a company, strategy, or fund >'. Below the search field are two tabs: 'Securities' (which is selected) and 'Portfolios'. Under the 'Securities' tab, there is a table with the following data:

Name	Identifier	Type
Fidelity Advisor® Equity Growth I	EQPGX   NASDAQ	Open End Fund

Below the table, the text 'Departing Manager(s)' is visible. Two red boxes highlight the 'Manager Change' category and the 'Manager Change Notice' subject line. A red box also highlights the search input 'EQPGX'. A third red box highlights the first row of the table. Two callout boxes provide instructions: one points to the category and subject line, and the other points to the table row.

5. Under the Funds Affected header, type the **name** of the fund in the first bullet point, and **delete** the second.
6. Under the Departing Manager(s) heading, type the **name** of the departing manager.
  - ☞ Note: If the Manager Change alert indicates simply that a new manager is joining the team, you can enter **N/A** in the Departing Manager(s) area.
7. Under the New Manager(s) heading, type the **name** of the new manager.
8. Under the Follow-Up Actions header, type the following:
  - ▶ **Investigate the new manager’s experience at other funds**
  - ▶ **Research the departing manager’s other funds**



9. Click **Create**.

After conducting research on a fund manager, you can communicate your findings to others at your firm by creating a note. Do the following:

**Exercise 14: Create a manager research note**

1. From the header, click **Create... Note**. The Create Note flyover panel opens.
2. From the **Category** drop-down field, select **Manager Research**. The formatting for the category is applied to the note.
3. In the **Subject** line, type **Manager Research for Oakmark International**.
4. In the **Tag** field, type **OAKIX**, then click its **name** when it appears.

The screenshot shows the 'Create Note' dialog box. At the top, the category is set to 'Manager Research'. The subject line contains the text 'Manager Research for Oakmark International'. Below this, the 'Tag' field has 'OAKIX' entered. A search results table is displayed under the 'Securities' tab, with one result highlighted:

Name	Identifier	Type
Oakmark International Investor	OAKIX   NASDAQ	Open End Fund

Two callout boxes provide instructions: one points to the category and subject fields, and another points to the highlighted table row.

- Under the Introduction heading, type **Despite a recent manager change, this fund continues to see reasonable risk-adjusted returns as it targets deep value, large cap stocks.**
- Under the Follow-Up Actions header, type **Continue to hold this fund in client accounts. For clients looking for more international equity exposure, this could be a good fit, unless they are looking for emerging markets investments, which is not a particular focus of this fund.**

**Introduction**

Despite a recent manager change, this fund continues to see reasonable risk-adjusted returns as it targets deep value, large cap stocks.

**Call to Action**

Continue to hold this fund in client accounts. For clients looking for more international equity exposure, this could be a good fit, unless they are looking for emerging markets investments, which is not a particular focus of this fund.

Your note should look like this

- Click **Create**.

When a fund’s status changes (such as from “Approved” to “Under Review” or “Not Approved”), you can create a note to make individuals at your firm aware of this update. Do the following:

**Exercise 15: Create a fund status change note**

1. From the header, click **Create . . . Note**. The Create Note flyover panel opens.
2. From the **Category** drop-down field, select **Fund Status Change**. The formatting for the category is applied to the note.
3. In the **Subject** line, type **International Equity Fund Under Review**.
4. In the **Tag:** field, type **LAGWX**, then click its **name** when it appears.

The screenshot shows the 'Create Note' interface. At the top, the category is set to 'Fund Status Change' and the subject is 'International Equity Fund Under Review'. The tag field contains 'LAGWX'. Below the tag field, there are tabs for 'Securities' and 'Portfolios'. A table under the 'Securities' tab shows the following data:

Name	Identifier	Type
Lord Abbett Developing Growth A	LAGWX   NASDAQ	Open End Fund

Below the table, there is a section labeled 'Funds Affected'.

Two callout boxes provide additional instructions: one points to the category and subject fields, and another points to the fund name in the table.

5. Under the Old Status header, type **Approved**.
6. Under the New Status heading, type **Under Review**.
7. Under the Funds Affected heading, type the **name** of the fund you tagged in the first bullet point, and **delete** the second.
8. Under the Status Update header, type **This fund is being reviewed due to deviating from its strategy, as well as personnel changes, and significant portfolio turnover.**

The screenshot shows a 'Create Note' window with the following content:

- Fund Status Change** (dropdown)
- International Equity Fund Under Review** (Title)
- Tag:** Associate with a company, strategy, or fund > (includes 'Lord Abbett Developing Grow...')
- Share:** Manage sharing > (includes search bar: 'Search by colleague name, email, or group')
- Old Status**: Approved
- New Status**: Under Review
- Funds Affected**:
  - Fund Lord Abbett Developing Growth
- Status Update**: This fund is being reviewed due to deviating from its strategy, as well as personnel changes, and significant portfolio turnover.

At the bottom, there is a rich text editor toolbar with icons for link, bold, italic, underline, font color, paragraph style, list, and more options, along with 'Save as Draft' and 'Create' buttons.

Your note should look like this

9. Click **Create**.

## Managing Notes

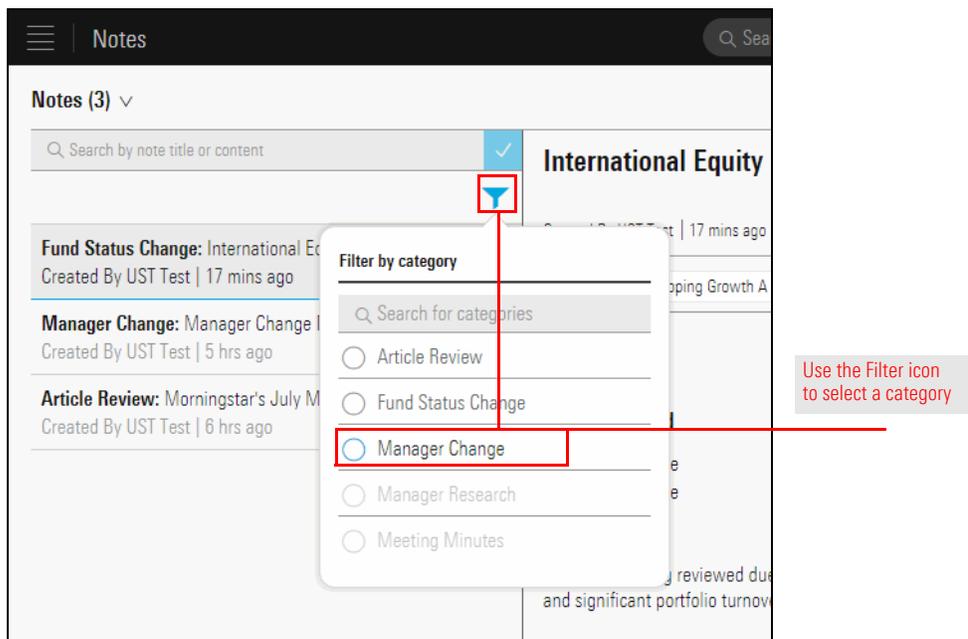
This section contains a number of exercises to help you learn how to manage the note content you create in Morningstar Direct Cloud.

### Overview

Now that you've created a number of notes, you can explore how to filter the notes you've created to help you find the one you're looking for more quickly. You can also search for specific text to help find a note. Do the following:

### Exercise 16: Filter and search notes in Morningstar Direct Cloud

1. If you are not already on the **Notes** page, use the **menu** icon to go there.
2. In the selection panel on the left, click the **Filter** icon and select **Manager Change**.



3. Click away from the Filter by category menu to close it. Only notes with that category now show in the selection panel.

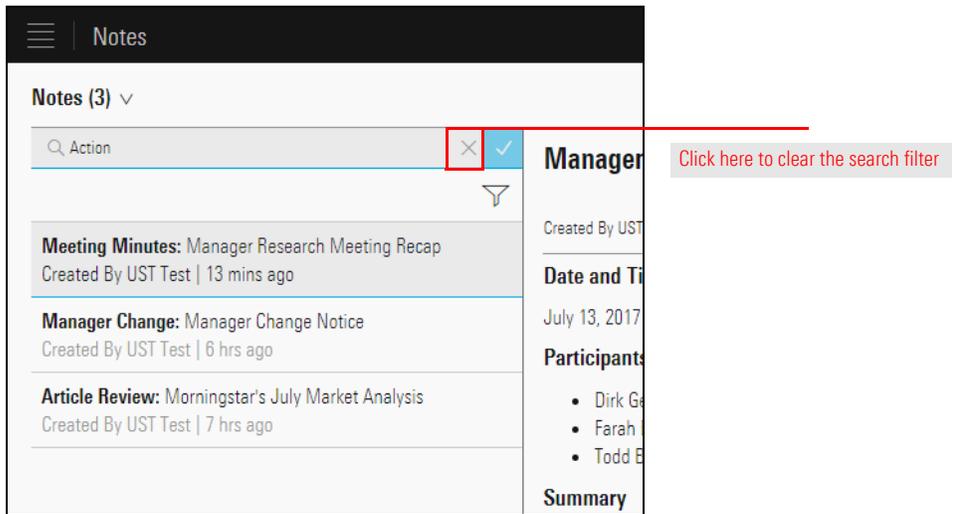
- To see all notes again, click **Clear** next to the filter item.

The screenshot shows the 'Notes' section of the Morningstar Direct Cloud interface. At the top, there is a search bar with the text 'Search by note title or content' and a blue checkmark button. Below the search bar, a filter is applied: 'Manager Change' with a red 'x' icon and a 'Clear' button. The 'Clear' button is highlighted with a red box. A red line points from the 'Clear' button to a callout box on the right that says 'Click here to remove the filter and see all notes again'. The main content area shows a list of notes, with the top note being 'Manager Change: Manager Change Notice' created by 'UST Test' 5 hours ago. To the right of the notes list, there is a detailed view for the selected note, including sections for 'Funds Affected', 'Departing Manager(s)', 'New Manager(s)', and 'Follow-Up Actions'.

- In the search field, type **Action**, then click the **blue checkmark** button. Only notes containing the word "Action" still appear.

The screenshot shows the 'Notes' section of the Morningstar Direct Cloud interface. The search bar at the top contains the text 'Action' and is highlighted with a red box. To the right of the search bar is a blue checkmark button, also highlighted with a red box. A red line points from the checkmark button to a callout box on the right that says 'Enter a search term, then click this button to execute the search'. The main content area shows a list of notes, with the top note being 'Meeting Minutes: Manager Research Meeting Recap' created by 'UST Test' 13 mins ago. To the right of the notes list, there is a detailed view for the selected note, including sections for 'Date and Time', 'Participants', and 'Summary'.

6. To remove the search filter, click the **Clear Search** button.

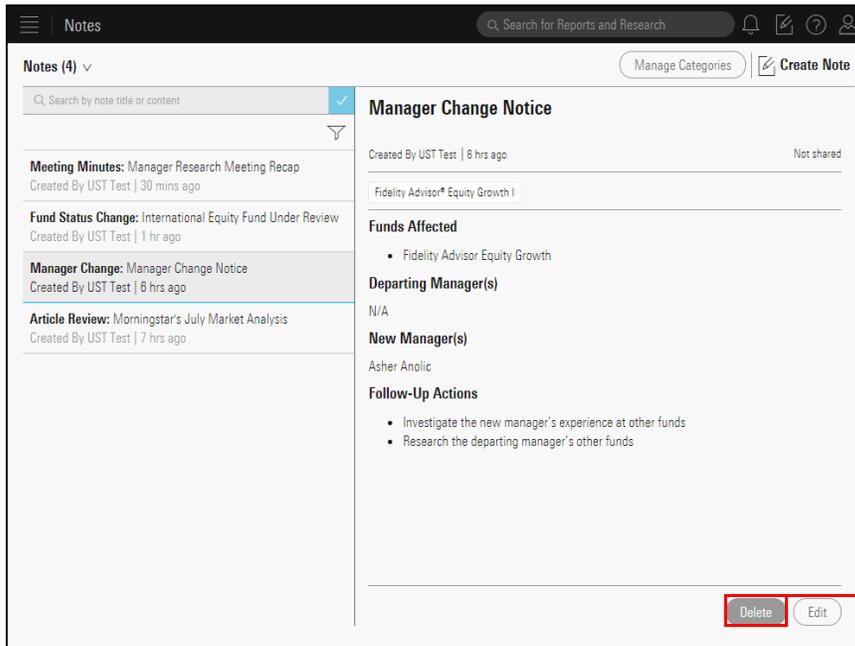


If you ever need to delete a note that has either been saved as a draft or created, do the following from the Notes page:

**Exercise 17: Delete a note**

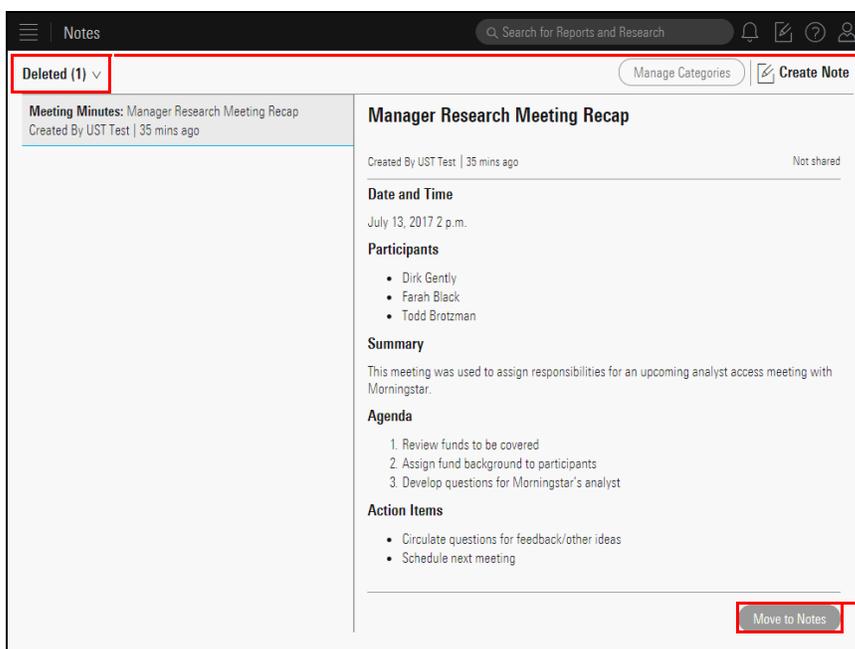
1. Select the **Meeting Minutes** note.
2. In the note panel, click **Delete**.

Note: You will not see a confirmation message before you delete a note, but you will see a message that allows you to Undo the deletion.



Use this button to delete a note

3. Click the **Folders** drop-down field, and select **Deleted**.
4. To restore the note, click **Move to Notes**.



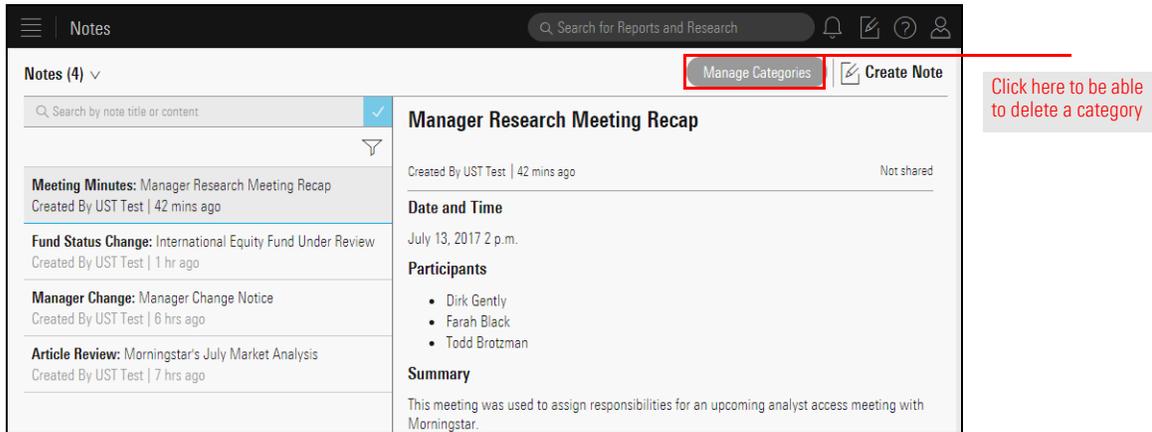
Select this page to see notes you have deleted

Use this button to move a deleted note back to the Notes page

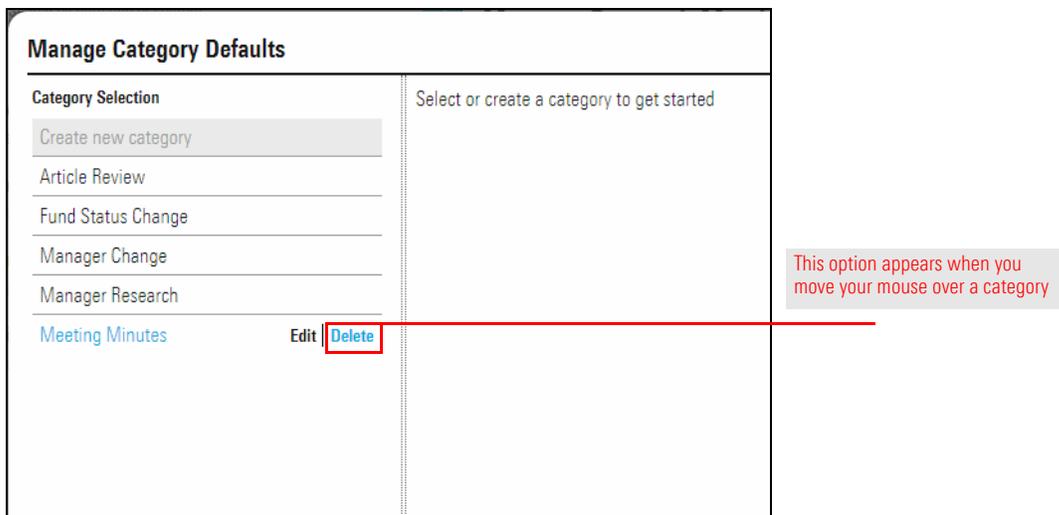
When you delete a note category, the notes tagged with that category are not deleted, but they will be uncategorized. Do the following from the Notes page:

**Exercise 18: Delete a note category**

1. Click **Manage Categories**. The Manage Category Defaults window opens.



2. Move your mouse over the Meeting Minutes category, then select **Delete**. A warning message opens.



3. Click **Delete**.

- Click **Done**. Although the Meeting Minutes note you created appears to still be tagged with that category in the notes panel, if you select that note and click Edit, you will see that it is Uncategorized.

Although the category seems to still apply here, editing the note shows you that it is, in fact, uncategorized

