Morningstar Direct is a global investment analysis platform that unites all of Morningstar's data and institutional research, private and third-party content, rigorous analytics, and productivity tools. The Direct team offers unlimited access to complimentary training methods, including on-site trainings, live sessions, and much more.

To help you get started, below is an outline of the product layout along with additional general information. As you read each user guide chapter, you will find the necessary steps to learn about Morningstar Direct's navigation and functionality.

Outline

- Product Layout
- Folder Definitions
- User Preferences
- Sending and Sharing Files

Product Layout

Morningstar Direct is organized by folders. After logging in, begin in *Home*. The left navigation for each folder works in a similar fashion. The Main Menu bar at the very top does not change regardless of where you are in the application.

<u>File New Favorites Tool</u>	Is Belo III QuoteSpeed Search for In Securities • Go 🔤 Send us feedback	
Home	Home	Customize this page 🕯
E Home	Thursday, July 19, 2012	
Alerts	Alerts Markets	
E Filings		
QuoteSpeed	Alert Trie Security Symbol Date 2/Cay 21600 21600 2000 100	
Excel API	Morningstar Category Change IVDBX 5/31 Morningstar	
Help/Definitions	Morningstar Category Change IVVIX 5/31	
Morningstar Publications	Morningstar Category Change IVDAX 5/31	
Content Catalog	Morningstar Category Change IBNYX 5/31 2,442.00	
Training	Morningstar Category Change IVDCX 5/31	
Live Sessions/Video	Morningstar Category Change IBNCX 5/31 3,440.00	
Classroom Training	Morningster Category Change IBNAX 5/31	
Did You Know?	Morningstar Category Change IBNBX 5/31	
Certification	Morningstar Category Change IVDYX 5/31 3,433.00	
Feedback	Morringsar Category Change 105X 5/31	
	More 8 3,430.00	
	Value NChange	
	Announcements I-Day 1-Mo 3-Mo 1-Yr YTD	
	Date Headline Morningstar 3,443 +0.27 +2.13 -1,24 +4.04 +9.02	
	7/16 HFR Webinar: Quarterly Industry HighlightsS&P 500 1.377 +0.28 +2.08 -0.89 +5.16 +9.16	
	7/16 Service Alert - Retirement of Mominastar Direct Dow Jones 12,938 +0.23 +1.31 -0.95 +4.23 +5.66 versions 3.8 and lower Nasdag 2,967 +0.63 +1.63 -2.93 +6.42 +12.95	
	versions 3.8 and lowerNasdaq 2,967 +0.03 +1.63 -2.93 +6.42 +12.95 7/16 U.S. Open-end Asset Flows Commentary - July 2012S&P/TSX 11.646 +0.58 -0.19 -4.53 -12.64 -3.14	
	7/10 U.S. Openend Asset nows commentary - July 2012 (Control Proto Parts Control Proto Parts Proto Pa	
	7/3 Morningster Direct Europe Asset Flows Update – June	
	2012	
	7/1 Morningstar Direct Monthly Performance Data Update Security Analysis	
	Schedule Date	
	6/20 IGSA Retirement Update 7/18 Oppenheimer Main Street Select A	
	6/20 NEW FEATURES! Morningstar Direct Portfolio Analysis 7/18 Oppenheimer Rising Dividends B	
	6/20 U.S. Open-end Asset Flows Commentary - June 2012 7/18 American Century Small Cap Value R 6/18 Service Alert – Extended Performance for Accounts 7/18 American Funds Growth Fund of Amer R6	
	5/18 Service Alert – Extended Performance for Accounts //18 American Funds Growth Fund of Americk 7/18 Brown Capital Mart Small Co Insti	
4 <u> </u>	6/5 Reclassification of 38 UCITS Funds from Hedge Fund More Ia	
Research	to Open End Universe	
	5/25 Morningstar Direct Europe Asset Flows Commentary -	
Local Databases	May 2012 Fund Analyst Category Reviews	
Global Databases	5/24 Academic Morningstar Direct Certification Results -	
Performance Attribution	March and April 2012 S/22 ONLY A FEW DAYS LEFTI Free Trial of MFR Indexes is Market Barometer	
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Performance Reporting	5/16 Service Alext - Undate to 1A SBB1 US Inflation Value Core Growth Style Indexes Value %Change	
Asset Allocation	S/15 Merrinestar Offsberg India Fund Sov - 01 2012	
Portfolio Management	5/15 Retirement of Original Morningstar Equity and Fixed	
	Income Sectors	
Portfolio Analysis	5/14 U.S. Open-end Asset Flows Commentary - May 2012	
Asset Flows	5/8 HFR Hedge Fund Indexes Commentary – April 2012 7 Mid Growth 2 031 +0.14	
Presentation Studio	5/7 Enhancements to Morningstar Direct Excel API E 0.00 0.01 0.14 Small Value 2,474 +0.00	
	Small Core 3,127 +0.01	
Workspace	-1.25 0% +1.25 Small Growth 1.650 +0.14	

1. Go to Global Databases and click on a folder to reveal its sub folders -- for example, those listed under

Funds/Managed Products on the left where the view in this image defaults to Open End Funds.

<u>File New Favorites Tools</u>	Help III QuoteSpeed Search for	In Securities •	Go	Send us feedback	< Contract of the second secon
Home	Open End Funds				Customize this pag
Research				Thursday, July 19, 2012	Customize and pag
Local Databases	Morningstar-defined Universes	VEX			
Global Databases	Name	Size			
🗎 Morningstar Analysis	Global Open-End Funds	172,763			
Funds/Managed Products	130/30 (Leveraged Net Long)	196			
Category/Sector Av	All Europe Open-End Funds	80,850			
Closed End Funds	All Offshore Open-End Funds	47,323			
College Saving Plar	Australia Investment Trusts (Domiciled)	3,168			
College Saving Port	Austria Open-End Funds (AFS)	27,191			
	Bahrain Open-End Funds (AFS) Belgium Open-End Funds (AFS)	2,537			
Exchange-Traded Fi	Brazil Open-End Funds	12,035			
Hedge Funds	Canada Mutual Funds	10,244			
Money Market Fund	Chile Open-End Funds (AFS)	10,791			
Open End Funds	China Open-End Funds (AFS)	1,421			
European Pension/L	Denmark Open-End Funds (AFS)	8,482			
Insurance and Pens	Enhanced Index Funds	1,269			
UK Life and Pension	Finland Open-End Funds (AFS)	14,191			
Variable Annuities	France Open-End Funds (AFS)	28,791			
🔟 Variable Annuity Su	Funds of Funds	22,638			
🔟 Variable Life	Germany Open-End Funds (AFS)	28,448			
🔟 Variable Life Subac	Greece Open-End Funds (AFS)	8,172			
Separate Accounts/	Hong Kong Open-End Funds (AFS)	5,542			
Unit Investment Tru	Hungary Open End Funds (AFS)	3,189			
Private Funds	Iceland Open-End Funds (AFS)	1,542			
_	Index Funds	4,778			
Restricted Investors	India Open-End Funds (AFS)	2,937			
Stocks	Indonesia Open-End Funds (AFS)	264			
🕨 🛅 Ownership Analysis	Institutional Funds	20,457			
Economics	Israel Open-End Funds (AFS)	1,247			
🕨 🚞 Market Analysis	Italy Open-End Funds (AFS)	17,325			
🗎 People	Japan Open-End Funds (AFS) Jordan Open-End Funds (AFS)	4,667 732			
🕨 🚞 Institutions	Kuwait Open-End Funds (AFS)	110			
	Lebanon Open-End Funds (AFS)	271			
	Life Cycle Funds	2,894			
	Lithuania Open-End Funds (AFS)	1,174			
	Malaysia Unit Trusts (Domiciled)	604			
	Mexico Open-End Funds (AFS)	2,551			
	Netherlands Open-End Funds (AFS)	18,716			
4	New Zealand Investment Trusts (Domiciled)	267			
Performance Attribution	Norway Open-End Funds (AFS)	12,652			
	Oman Open-End Funds (AFS)	740			
Performance Reporting	Pakistan Open-End Funds (AFS)	177			
Asset Allocation	Philippine Open-End Funds (AFS)	133			
	Poland Open-End Funds (AFS)	4,192			
Portfolio Management	Portugal Open-End Funds (RFS)	15,441			
Portfolio Analysis	Qatar Open-End Funds (AFS)	722			
Asset Flows	Saudi Arabia Open-End Funds (AFS)	262			
Asset Flows	Singapore Open-End Funds (AFS)	3,786			
Presentation Studio	Singapore Restricted Funds	12,252			
Workspace	Slovenia Open-End Funds (AFS) Socially Conscious Funds	934			

2. Within the *Open End Funds* universe, all the Morningstar-Defined Universes are listed on the right.

Morningstar Direct					
<u>File New Favorites Tool</u>	ls <u>H</u> elp I I QuoteSpeed Search for	In Securities	• Go	Send us feed	back
lome	Open End Funds				Customize this page
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Local Databases	Morningstar-defined Universes				
Global Databases	Name	Size			
	Global Open-End Funds	172,763			
🕨 🛅 Morningstar Analysis	130/30 (Leveraged Net Long)	196			
Funds/Managed Products	All Europe Open-End Funds	80,850			
Category/Sector Av	All Offshore Open-End Funds	47,323			
E Closed End Funds	Australia Investment Trusts (Domiciled)	3,168			
E College Saving Plar	Austria Open-End Funds (AFS)	27,191			
E College Saving Port	Bahrain Open-End Funds (AFS)	2,537			
Exchange-Traded Fi	Belgium Open-End Funds (AFS)	11,099			
Hedge Funds	Brazil Open-End Funds	12,035			
	Canada Mutual Funds	10,244			
III Money Market Fund	Chile Open-End Funds (AFS)	10,791			
Open End Funds	China Open-End Funds (AFS)	1,421			
European Pension/L	Denmark Open-End Funds (AFS)	8,482			
Insurance and Pens	Enhanced Index Funds	1,269			
I UK Life and Pension	Finland Open-End Funds (AFS)	14,191			
Variable Annuities	France Open-End Funds (AFS)	28,791			
Variable Annuity Su	Funds of Funds	22,638			
	Germany Open-End Funds (AFS)	28,448			
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Private Funds	Index Funds	4,778			
Restricted Investors	India Open-End Funds (AFS)	2,937			
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Ownership Analysis	Institutional Funds	20,457			
	Israel Open-End Funds (AFS)	1,247			
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🕨 🚞 Institutions	Kuwait Open-End Funds (AFS)	110			
	Lebanon Open-End Funds (AFS)	271			
	Life Cycle Funds Lithuania Open-End Funds (AFS)	2,894 1,174			
	Malaysia Unit Trusts (Domiciled)	604			
	Malaysia Unit Trusts (Domiciled) Mexico Open-End Funds (AFS)	2,551			
	Netherlands Open-End Funds (AFS)	18,716			
4 III +	New Zealand Investment Trusts (Domiciled)	267			
		12,652			
Performance Attribution	Norway Open-End Funds (AFS) Oman Open-End Funds (AFS)	740			
Performance Reporting	Pakistan Open-End Funds (AFS)	177			
	Philippine Open-End Funds (AFS)	133			
Asset Allocation	Poland Open-End Funds (AFS) Poland Open-End Funds (AFS)	4,192			
Portfolio Management	Poland Open-End Funds (AFS) Portugal Open-End Funds (RFS)	4,192			
-		15,441 722			
Portfolio Analysis	Qatar Open-End Funds (AFS)	222			
Asset Flows	Saudi Arabia Open-End Funds (AFS)	262 3,786			
	Singapore Open-End Funds (AFS)				
Presentation Studio	Singapore Restricted Funds	12,252			
Workspace	Slovenia Open-End Funds (AFS)	934			
	Socially Conscious Funds	3,426			

3. Click on a *file* to access its content in the grid view. For this example, click *Global Open-End Funds*.

Morningstar Direct					
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lome	Open End Funds				Customize this page
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ocal Databases	Morningstar-defined Universes				
Global Databases	Name	Size			
	Global Open-End Funds	172,763			
Morningstar Analysis	130/30 (Leveraged Net Long)	196			
Funds/Managed Products	All Europe Open-End Funds	80,850			
E Category/Sector Av	All Offshore Open-End Funds	47,323			
E Closed End Funds	Australia Investment Trusts (Domiciled)	3,168			
🔟 College Saving Plar	Austria Open-End Funds (AFS)	27,191			
College Saving Port	Bahrain Open-End Funds (AFS)	2,537			
Exchange-Traded Fi	Belgium Open-End Funds (AFS)	11,099			
Hedge Funds	Brazil Open-End Funds	12,035			
Money Market Fund	Canada Mutual Funds	10,244			
Open End Funds	Chile Open-End Funds (AFS)	10,791			
European Pension/L	China Open-End Funds (AFS)	1,421			
	Denmark Open-End Funds (AFS)	8,482			
Insurance and Pens	Enhanced Index Funds	1,269			
UK Life and Pension	Finland Open-End Funds (AFS)	14,191			
Variable Annuities	France Open-End Funds (AFS)	28,791			
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🗉 Variable Life	Germany Open-End Funds (AFS)	28,448			
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Unit Investment Tru	Hungary Open-End Funds (AFS)	3,109			
Private Funds	Iceland Open-End Funds (AFS)	1,542			
Restricted Investors	Index Funds	4,778			
	India Open-End Funds (AFS)	2,937			
E Stocks	Indonesia Open-End Funds (AFS)	264			
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🗎 Market Analysis	Italy Open-End Funds (AFS)	17,325			
E People	Japan Open-End Funds (AFS)	4,667			
🗎 Institutions	Jordan Open-End Funds (AFS)	732			
-	Kuwait Open-End Funds (AFS)	110			
	Lebanon Open-End Funds (AFS)	271			
	Life Cycle Funds	2,894			
	Lithuania Open-End Funds (AFS)	1,174 604			
	Malaysia Unit Trusts (Domiciled)	604 2,551			
	Mexico Open-End Funds (AFS)				
4 III >	Netherlands Open-End Funds (AFS) New Zealand Investment Trusts (Domiciled)	18,716 267			
	Norway Open-End Funds (AFS)	12,652			
Performance Attribution	Oman Open-End Funds (AFS)	740			
Performance Reporting	Pakistan Open-End Funds (AFS)	177			
	Philippine Open-End Funds (AFS)	133			
Asset Allocation	Poland Open-End Funds (AFS)	4,192			
Portfolio Management	Portugal Open-End Funds (AFS)	15,441			
_	Qatar Open-End Funds (AFS)	722			
Portfolio Analysis	Saudi Arabia Open-End Funds (AFS)	262			
Asset Flows	Singapore Open-End Funds (AFS)	3,786			
	Singapore Restricted Funds	12,252			
Presentation Studio	Slovenia Open-End Funds (AFS)	934			
Workspace	Socially Conscious Funds	3,426			

4. In the grid view, go to the *View drop down* and toggle to any pre-defined data points to populate the list. See the Custom Data Sets and Calculations chapter for more detail.

Morningstar Direct		-			-				
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Local Databases	Г	Name	Snapshot Operations	^	Base Currency	Virtual Class	Ticker	ISIN	Broad Category Group
Global Databases			Returns (Daily)		Currency				Category Group
🕨 🚞 Morningstar Analysis	□ 31798	Cajari	Returns (Month-End) Returns (Quarter-End)		Euro	No		ES0122713003	Alternative
- Eunds/Managed Products		Cajas	Returns (Calendar Year) Dividend (Calendar Year)		Euro	No		ES0115512032	Equity
E Category/Sector Av	□ 31800	Cajas	Estimated Share Class Net		Euro	No		ES0114893037	Allocation
Closed End Funds	□ 31801	Cajas	Estimated Fund-Level Net Fl Post-tax Returns (Daily)		Euro	No		ES0115445035	Fixed Income
🔟 College Saving Plar		Calac	Post-tax Returns (Month-En		Euro	No		ES0114894035	Allocation
College Saving Port	□ 31803	Calain	Post-tax Returns (Calendar	-	Euro	No		ES0116012032	Allocation
Exchange-Traded Fi	□ 31804	Calaïs	6		Euro	No		FR0007079215	Allocation
Hedge Funds	□ 31805	Calam	nos Blue Chip A		US Dollar	No	CBCAX	US1281196253	Equity
Money Market Fund Open End Funds	□ 31806	Calam	nos Blue Chip A Load Waived		US Dollar	No	CBCAX.lw	r	Equity
European Pension/L	□ 31807	Calam	nos Blue Chip B		US Dollar	No	CBCBX	US1281196170	Equity
Insurance and Pens	□ 31808	Calam	nos Blue Chip C		US Dollar	No	CBXCX	US1281195917	Equity
UK Life and Pension		Calam	nos Blue Chip I		US Dollar	No	CBCIX	US1281195834	Equity
Variable Annuities	□ 31810	Calam	nos Blue Chip R		US Dollar	No	CBCRX	US1281194274	Equity

Folder Definitions

Home

The Home page contains many "apps" that help users stay informed of product updates, training, definitions, data, market commentary, research updates, and more.

Access Excel API from this location as well where you can learn how to retrieve data points from the Morningstar databases and load them into Microsoft Excel for further calculation, formatting, or charting. Take advantage of the thousands of widely used data points available for each investment type.

Research Reports

Use the Research folder to access equity, credit, and alternative investment research reports.

Local Databases

Local Databases provide access to Morningstar's fund databases specific to the local country specified in User Preferences - Open End Funds, Separate Accounts, Exchange-Traded Funds, Stocks, Variable Annuity Products, Stocks and much more.

Global Databases

Global Databases provide access to Morningstar's fund databases across all countries - Open End Funds, Separate Accounts, Exchange-Traded Funds, Stocks, Variable Annuity Products, Stocks and much more.

Performance Attribution (Equity and Total Portfolio Attribution)

Learn how to create an *equity attribution* report of your portfolio or your competition's portfolio to decompose the excess return and identify the impact of investment decisions. Learn how to produce a *total portfolio attribution* report to identify excess return based on asset allocation and manager selection.

Performance Reporting

Learn how to streamline and simplify your performance reporting process for various investments across multiple asset classes and custom groups. Select peer groups, specify performance periods, and customize benchmarks to monitor your results. Use the scorecard to conduct further analysis by creating custom grades to calculate overall scores of your list of investments.

Asset Allocation

Learn how to use the asset allocation tool to create optimal asset allocation policies for specific investment goals. Develop asset class assumptions, identify your target portfolio(s), and forecast future performance.

Portfolio Management

Learn how you can use the portfolio management workspace to build model portfolios and import private investments.

Portfolio Analysis

Use real-time portfolio analysis to help monitor your portfolio and make better investment decisions.

Asset Flows

Take advantage of comprehensive, worldwide asset flow data to assess investor trends and perform competitive analysis, develop new products, and market managed investment products. Start with aggregated data, drill down to specific findings, and export data for further analysis.

Presentation Studio

Learn how to easily create professional, custom-branded fact sheets and presentations, incorporating your company's logos, colors, fonts, and custom disclaimers. Start with pre-built Morningstar templates or design your own, using data from Morningstar's database or your imported proprietary investment data. Save your report as Adobe PDF documents or Microsoft Powerpoint files for easy sharing and distribution.

Workspace

Workspace is the electronic file cabinet for Morningstar Direct. Build data sets directly from this area or modify information in the local or global databases to be stored in Workspace. File management capabilities such as sending, sharing, and renaming files are also available in this location.

User Preferences

1. Global Settings in the File menu define settings on the application level. Go to File and click Set User Preferences.

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Set User Preferences	Home			
New Folder	Welcome			Thursday, July 19, 2012
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E Filings	Alerts	EX	Markets	
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Excel API	Morningstar Category Change IVDBX	5/31	Morningstar	
Help/Definitions	Morningstar Category Change IVVIX	5/31		
Morningstar Publications	Morningstar Category Change IVDAX	5/31	M	
E Content Catalog	Morningstar Category Change IBNYX	5/31	3,445.00	
Training	Morningstar Category Change IVDCX	5/31		
Live Sessions/Videc	Morningstar Category Change IBNCX	5/31	3,440.00	
Classroom Training	Morningstar Category Change IBNAX	5/31	3,440.00	
Did You Know? Certification	Morningstar Category Change IBNBX	5/31	\M/	
Feedback	Morningstar Category Change IVDYX	5/31	3,435.00	
	Morningstar Category Change IYSYX	5/31		
	More 🖄		3,430.00	

2. Go to the *General* tab to change the default data universe, PDF page size, PDF orientation, benchmarks, risk-free proxy, and more.

Set User Preferences		×
Set User Preferences		
General Portfo	olio Management Import Export Return Settings	
Decimal places	5 🔹	
PDF page size	US Letter 💌	
PDF orientation	Portrait C Landscape	
Benchmark 1	S&P 500 TR	Find
Benchmark 2		Find
	☑ Don't use benchmark 2	
Risk-free proxy	USTREAS T-Bill Auction Ave 3 Mon	Find
Currency	Base Currency 💌	
Local country	Canada 🔹	
Default universe	Open End Funds	
Return/Price type	Pre-tax 💌	
Language	English	
Asset class type	United States Allocation 💌	
 Extended performance Use ETF Proxy for Una 		

3. Go to the *Portfolio Management* tab to set performance calculation return types as well as defining settings for Accounts and Reports.

Set User Preferences	
Set User Preferences	
General Portfolio Management Impo	ort Export Return Settings
Performance calculation Default Return Type	5
Missing Security	Zero return 👻
Closed End Funds	Total return 💌
ETFs	Total return 👻
Cash Component	Use Risk-Free Proxy Return
Account Setting	
Show Liquidated Holding	
Capital flow Limit for TWR Calculation (%)	10
Tax lot methods	Morningstar Default Tax Lot Method Settings 🔹
Transaction	Morningstar Default Transaction Settings
Report Settings	
Report Setting	Morningstar Default Report Settings
Add Logo to Cover Page	Find
Add Logo to Footer	Find

4. Go to the *Import* tab to set the default price source for imported security performance calculations. Select security matching filter settings and position account automated import settings relevant to custodian templates for import automation.

Set User Preferences	-						×
Set User Preferences							
General Portfolio	Managen	nent Impo	ort	Export	Ret	turn Settings	
Choose your default pric	e source s	etting for im	ported s	ecurity perfor	mance o	alculations:	
Price Source	Price Source O Use Morningstar Prices O Use Imported Prices						
Choose your imported portfolio default general settings							
Rebalancing frequency		Monthly				•	
Rebalancing based on		Calendar Peri	od End			•	
Performance calculation start	date	Earliest Comm	non			•	
Choose your investment	matching	filter setting	s				
Investment Matching Filters:	Set E	xchange Filter		Set Currer	ncy Filter		
	V Auto-S			formance Stream			
		Note: This	option wil	exclude virtual	fund class	investments.	
Choose your Account Au	tomated 1	(mport Settin	gs				
Schedule Batch Job	Create / Modify Schedule			Delete S	chedule		
Create Batch Job	Creat	e / Modify Job					
Choose your Custom Dat	abase Set	tings					
Custom Database	Append	New Entries		Overwrite F	ull Databa	se	

5. Go to the *Export* tab to customize the summary statistics settings applicable to exporting data from Morningstar Direct to Microsoft Excel. Also, settings for exporting Morningstar Star Ratings and Morningstar Style Boxes as numbers/text can be defined.

Ket User Preferences		23	
Set User Preferences			
General Portfolio Mar	nagement Import Expo	rt Return Settings	_
Choose the summary stati	stics you wish to include in printing/	exporting.	
Verage	Sum	Count	
Maximum	V Minimum	Median	
Std deviation			
n/tile breakpoints			
🔘 Quartile	Quintile	Decile	
) and Morningstar Style Box as numbers/ta) and Morningstar Style Box as symbols	ext	

6. Go to the *Report Settings* tab to choose a default return type applicable to custom calculations within each universe.

Set User Preferences	
Set User Preferences	
General Portfolio Man	agement Import Export Return Settings
Default Return Type Mappin	ig
When choosing the default return to select the return type.	n type for custom calculations, use the drop down options below
	Return type
Open-End Fund	Total Return 👻
Exchange-Traded Fund	Total Return 💌
Closed-End Fund	Total Return 💌
Separate Account	Gross Return 💌
Stock	Market Return
VA Subaccount	Total Return 💌
Insurance Product Fund	Total Return
Hedge Fund	Total Return 🔻
Index	Market Return 🔻
	Reset
Date Setting	
Week Ends On	Saturday 🔹

Sending and Sharing Files

1. In Morningstar Direct, files can be sent or shared with other Morningstar Direct users. These files can be sent or shared from various locations such as Workspace, Presentation Studio, Performance Attribution, Performance Reporting, and more. Sending a file means that the recipient receives a copy of the file. Any changes made by the original user will not be reflected in the recipient's version.

<u>File New Favorites To</u>	ols <u>H</u> elp i	QuoteSpeed	Search for	In This View	▼ Go		
Home	My Lists						
Research	Action	🗄 New 🔒 🗘 Exp	ort 🚺 PDF 🗳 Refresh				
Local Databases	Γ Edit	•		Advisor	Permission	Last Updated	# of Items
Global Databases	Share	With 🕨					
Performance Attribution	C Renam	ne			Read/Write	5/2/2012	61
Performance Reporting	Γ Save A			4	Read/Write	6/21/2011	25
-	C Send T	Fo 🕨	Within My Firm		Read/Write	3/9/2011	1
Asset Allocation	C Assign	to Folder	Outside My Firm		Read/Write	5/23/2012	1
Portfolio Management	☐ 53 laza	ard			Read/Write	12/22/2011	1
Portfolio Analysis	☐ 54 Lipp	per Eq Income			Read/Write	6/15/2011	86
Asset Flows	☐ 55 list				Read/Write	3/28/2012	5
Presentation Studio	☐ 56 Mar	rketing avg US S	M LG managers vs index		Read/Write	6/22/2011	9
	☐ 57 MC	UE ex A and B			Read/Write	5/1/2012	56
Workspace	[58 Mid	-Cap Value			Read Only	10/10/2011	465
📲 Investment Lists	☐ 59 Mor				Read/Write	8/12/2011	2,512
🕶 🛅 My Lists		W 401k			Read/Write	6/18/2012	9
I new list	_						

2. Sharing a file means that the recipient has read/write access to the shared file. Any changes made by the original user or by the recipient are reflected in this shared file. Read-only access is also an option to limit editing rights to only the original user.

Morningstar Direct	Number 1						
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Performance Reporting	L 233	re As			Read/Write	6/21/2011	25
Asset Allocation	1	d To			Read/Write	3/9/2011	1
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Portfolio Management	[53 la	53 lazard			Read/Write	12/22/2011	1
Portfolio Analysis	[54 L	54 Lipper Eq Income			Read/Write	6/15/2011	86
Asset Flows	□ 55 li	ist			Read/Write	3/28/2012	5
Presentation Studio	∏ 56 M	56 Marketing avg US SM LG managers vs index			Read/Write	6/22/2011	9
	□ 57 M	MCUE ex A and B			Read/Write	5/1/2012	56
Workspace	□ 58 M	Mid-Cap Value			Read Only	10/10/2011	465
📲 Investment Lists	☐ 59 M	59 Morningstar indices			Read/Write	8/12/2011	2,512
✓ ■ My Lists					Read/Write	6/18/2012	9