

How to Find Morningstar's Methodology and Data Definitions in Morningstar DirectSM

This manual explains how to find the following information:

- ▶ Data definitions in the desktop version of Morningstar DirectSM
- ▶ Data definitions in the next generation of Morningstar Direct
- ▶ Morningstar Methodology documentation explaining such metrics as the Morningstar Rating for Funds, Morningstar Analyst Rating, Morningstar Sustainability Rating, and more.

Overview

In the desktop version of Morningstar Direct, data point definitions can be found in two different places:

- ▶ the **Help/Definitions** page of the Home module, or

How do I find data point definitions in the desktop version of Morningstar Direct?

The screenshot shows the Morningstar Direct interface. On the left is a navigation pane with 'Home' selected. The main content area is titled 'Help/Definitions' and contains a search bar and a table of 'Latest Available Documents'. The table has columns for Date, Name, Language, Type, and Methodology. Several rows are highlighted with red boxes, and callout boxes provide instructions on how to search and click on data point names.

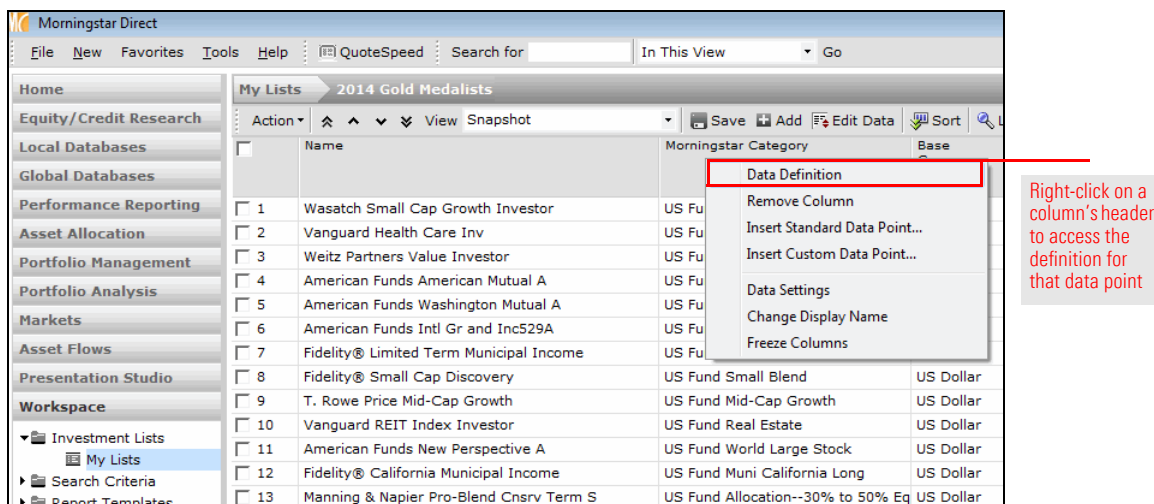
Date	Name	Language	Type	Methodology
5/3/2017	Research Highlights in Morningstar Direct Cloud	English	Announcements	
5/1/2017	April US Fund Category Performance Snapshot	English	Announcements	
5/1/2017	Morningstar Direct Release Announcement	English	Announcements	
5/1/2017	Morningstar Direct Scheduled Maintenance	English	Announcements	
5/1/2017	Morningstar Methodology Update	English	Announcements	
5/1/2017	Morningstar Monthly Performance Data Update Schedule	English	Announcements	
4/29/2017	Credit Qual Date (Calculated)	English	Data Point Definition	
4/29/2017	Credit Qual AA % (Calculated)	English	Data Point Definition	
4/29/2017	Credit Qual A % (Calculated)	English	Data Point Definition	
4/29/2017	Credit Qual B % (Calculated)	English	Data Point Definition	
4/29/2017	Credit Qual Not Rated % (Calculated)	English	Data Point Definition	
4/29/2017	Average Effective Duration (Calculated)	English	Data Point Definition	
4/29/2017	Average Effective Maturity (Calculated)	English	Data Point Definition	
4/29/2017	Average Yield to Maturity (Calculated)	English	Data Point Definition	
4/29/2017	Average Effective Duration (Calculated) - Percent of Assets	English	Data Point Definition	
4/29/2017	Average Modified Duration (Calculated) - Percent of Assets	English	Data Point Definition	
4/29/2017	SITCA Yield Date	English	Data Point Definition	
4/29/2017	SITCA Yield	English	Data Point Definition	
4/29/2017	Branding Company Manager Retention Year Ending Period	English	Data Point Definition	
4/29/2017	Branding Company Manager Retention 1 Year	English	Data Point Definition	
4/29/2017	Branding Company As of Date	English	Data Point Definition	
4/29/2017	Branding Company Success Ratio 5 Year	English	Data Point Definition	
4/29/2017	Branding Company Average Net Expense Ratio	English	Data Point Definition	

You can search for a data point

Note the page where Data Point definitions are found

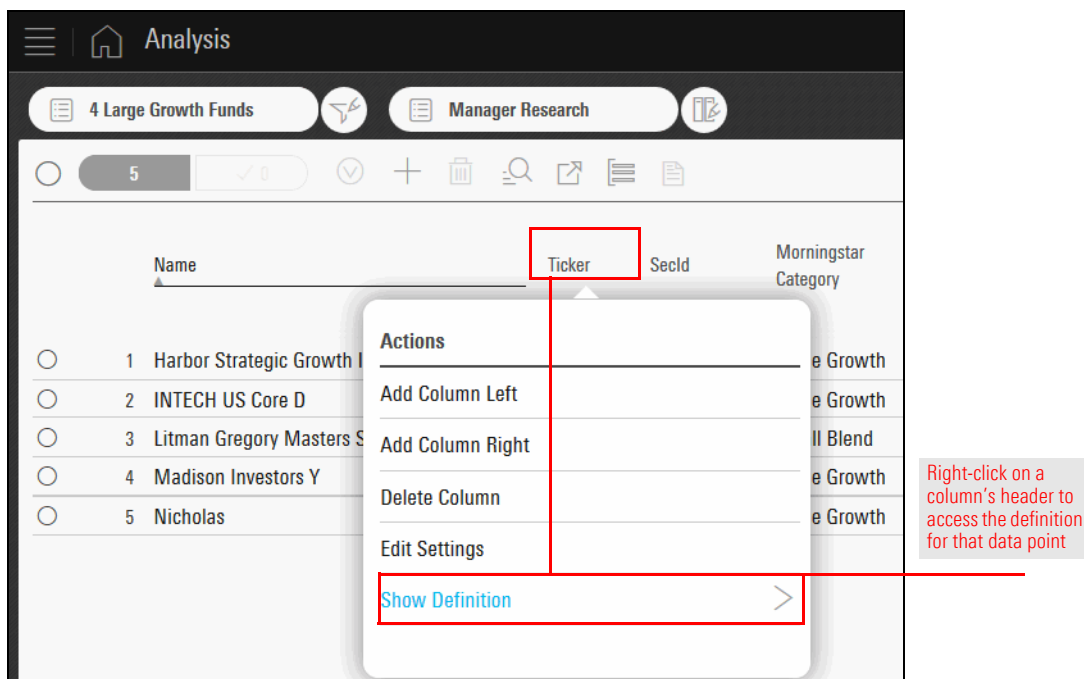
Click once on a data point's name to read its definition

- ▶ the grid view in the Local Databases, Global Databases, Workspace, or Performance Reporting modules, by **right-clicking** on a **column's header**.



To find data point definitions in the next generation of Morningstar Direct, simply **right-click** on a column's header in the Grid View, and select **Show Definition**.

How do I find data point definitions in the next generation of Morningstar Direct?

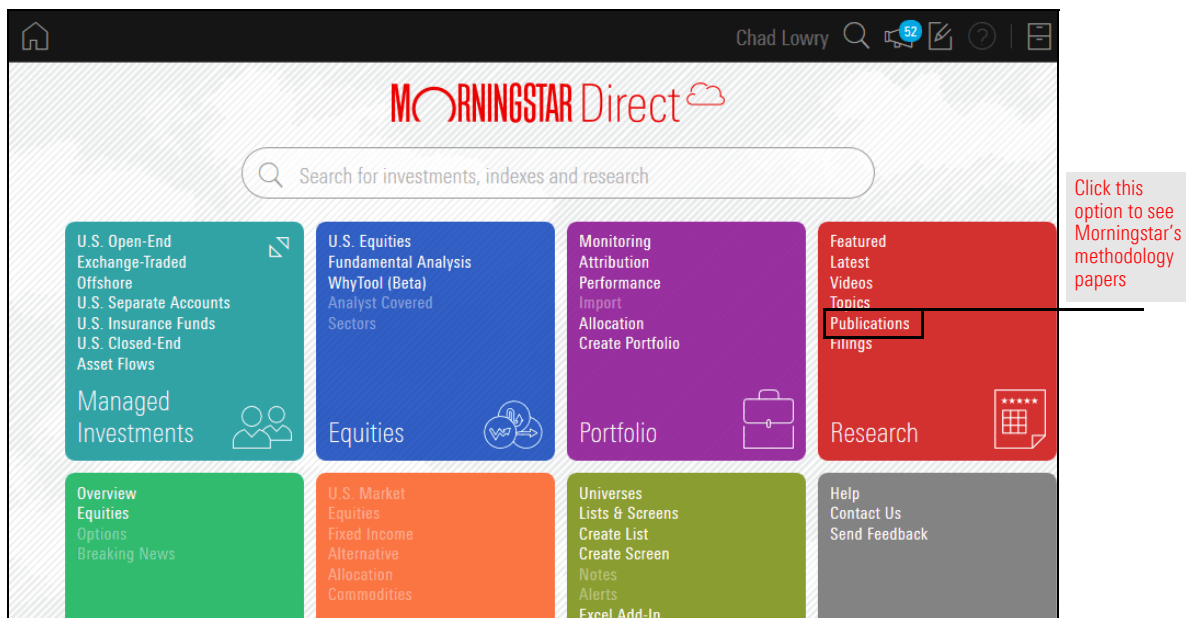


Morningstar Methodology documents are always found in the next generation of Morningstar Direct. To access these, do the following:

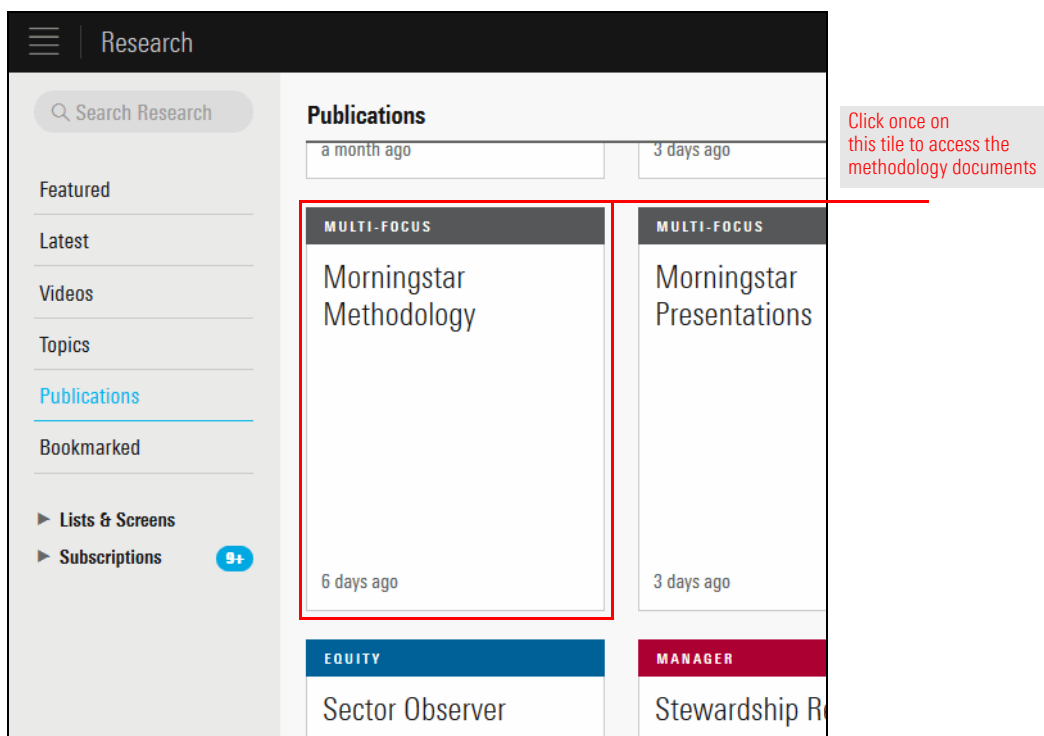
Note: You can login to the next generation of Morningstar Direct at <https://direct.morningstar.com> using the same credentials you use to access the desktop version of Morningstar Direct.

Where can I find Morningstar Methodology documents?

1. From the Home page, click the **Publications** link from the Research area.



2. Scroll down on the Publications page, then click once on **Morningstar Methodology**.



3. Click once on a **title** to open a methodology paper.

The screenshot shows the 'Research' section of the Morningstar website. On the left is a navigation sidebar with options like 'Featured', 'Latest', 'Videos', 'Topics', 'Publications', 'Bookmarked', 'Lists & Screens', and 'Subscriptions'. The main content area is titled 'Morningstar Methodology' and includes a 'DESCRIPTION' section and a list of 'ALL RELATED RESEARCH'. One article title is highlighted with a red box: 'Morningstar Categories (for Portfolios available in Europe, Asia and South Africa) Effective April 28, 2017'. A red callout box on the right contains the text 'Click the name of any article to read it' with a line pointing to the highlighted title.