Morningstar Direct Release Notes March 31, 2017

Overview

This document covers the following new features and enhancements in Morningstar Direct[SM].

In Presentation Studio…	Go to…
A new start date option, First Investment Inception (Oldest Share Class), is available.	page 2

In Report Portal…	Go to…
The following new features are available in Report Portal: ▸ a new start date option, First Investment Inception (Oldest Share Class), has been added ▸ home office administrators can now disable users' ability to delete reports, thereby preserving the audit trail for compliance, ▸ the Report Portal User Guide is fully updated, and ▸ the Report Portal Administrator Guide is fully updated.	page 3

New in Presentation Studio

Overview

When the new start date option, First Investment Inception (Oldest Share Class), is selected, all investments will use the start date of the first investment's oldest share class inception.

> ☞ Note: The first investment is the investment added first to the template or report

As with other Oldest Share Class options, when Extended Performance is enabled, components calculate from Oldest Share Class; when Extended Performance is disabled, components calculate from the first investment's inception date.

> ☞ Note: Because factsheets usually cover only one investment, this start date option is used mainly in workbooks.

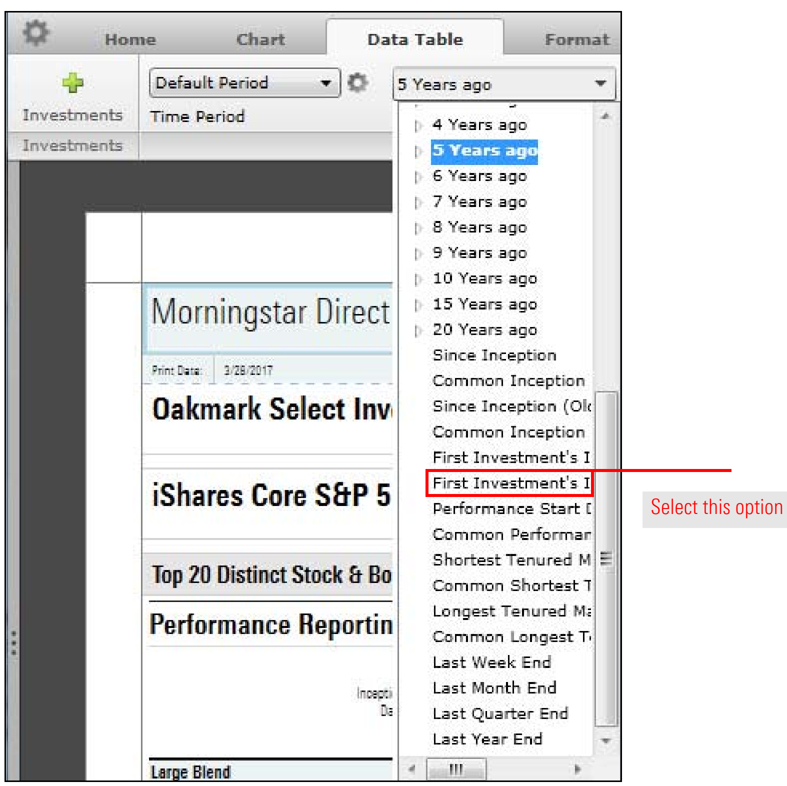
In this section, you will learn how to select the new start date option.

How can I use the new start date option?

In this sample, you will learn how to use the new start date option in a table but you can also use it in a chart.

To use the new start date option, do the following:

1. With a Presentation Studio report or template open, select the **Data Table** tab.
2. Click the **Start Date** (**5 Years ago** in the screenshot shown here). **Scroll down** until you see two options reading "First Investment's I."
3. Select the **second option**.



New in Report Portal

Overview

New features have been added for both users and administrators.

In this section, Report Portal users will learn the following:

- what the new start date option, First Investment Inception (Oldest Share Class), does (page 3)
- how to select the new start date option as a user (page 4)
- what topics are covered in the updated Report Portal User Guide (page 7)
- access the updated Report Portal User Guide from within Report Portal (page 7), and
- access the updated Report Portal User Guide in the Morningstar Direct Learning Center (page 8).

In this section, Report Portal administrators will learn to do the following:

- what the new start date option, First Investment Inception (Oldest Share Class), does (page 3)
- how to select the new start date option as an administrator (page 5)
- disable a user's ability to delete their reports (page 6), and
- what topics are covered in the updated Report Portal Administrator Guide (page 7)
- access the updated Report Portal Administrator Guide (page 8).

What does the new start date option do?

When the new start date option, First Investment Inception (Oldest Share Class), is selected, all investments will use the start date of the first investment's oldest share class inception.

> ☞ Note: The first investment is the investment added first to the template or report

As with other oldest share class options, when Extended Performance is enabled, components calculate from oldest share class; when Extended Performance is disabled, components calculate from the first investment's inception date.

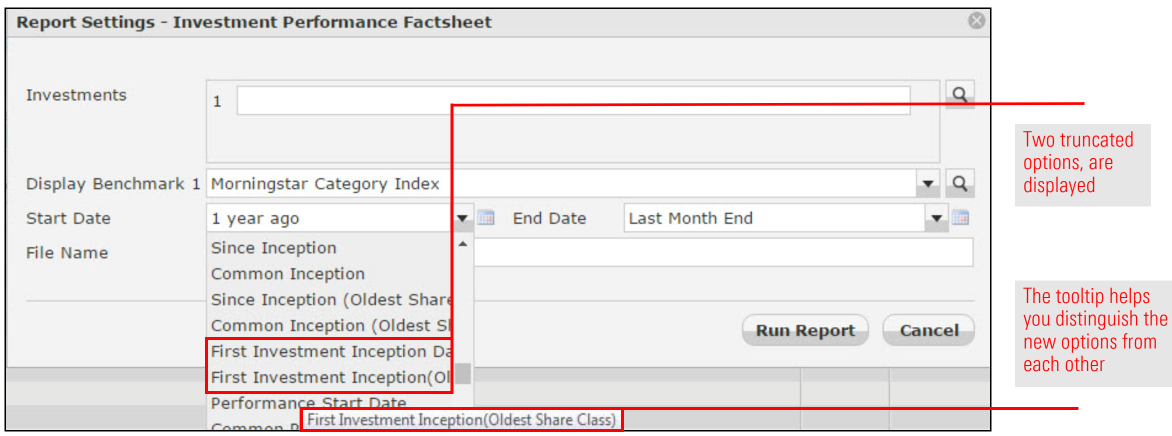
As a Report Portal user, how do I select the new start date option?

As a Report Portal user, you select a start date for the report when creating or editing a report.

To use the new start date option, do the following:

1. Do one of the following:
   - If you are creating a new report, select the **Run Reports** tab, locate the **template** you want to use and in that row, click **Run**. The Report Settings dialog box opens.
   - If you are editing an existing report, select the **Run Reports** tab and **double-click** the report you want to edit. The Report Settings dialog box opens.
2. In the Report Settings dialog box, in the **Start Date** drop-down field, **scroll down** until you see two options that begin with “First Investment Inception.”

   ☞ Note: To see the full name of a drop-down field option, **hover** your mouse near the option. A tooltip displays the full name.



3. Select **First Investment Inception (Oldest Share Class)** (the second option).

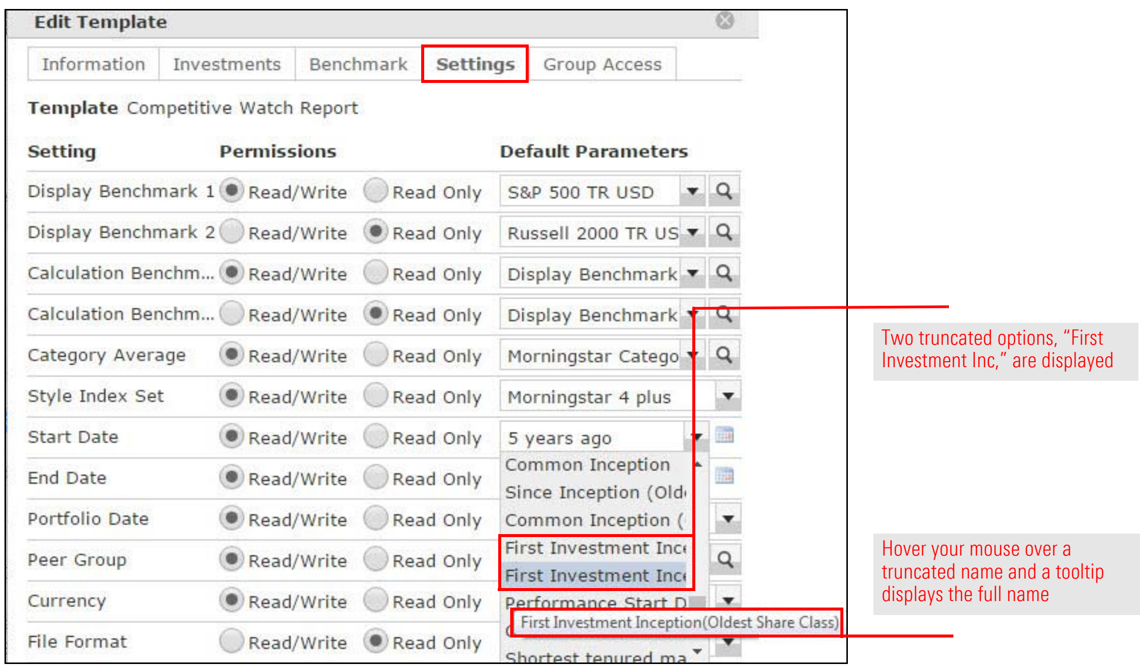
As a Report Portal administrator, how do I select the new start date option?

As a Report Portal administrator, you select a start date when publishing or editing a template.

To use the new start date option, do the following:

1. Do one of the following:
   - If you are creating a new template, select the **Templates** tab. The Publish Template window opens.
   - If you are editing an existing template, select the **Templates** tab and **double-click** the template you want to edit. The Edit Template window opens.
2. In the Publish Template or Edit Template window, select the **Settings** tab**.**
3. In the **Start Date** drop-down field, **scroll down** until you see two options that begin with "First Investment Ince."

   Note: To see the full name of a drop-down field option, **hover** your mouse near the option. A tooltip displays the full name.



4. Select **First Investment Inception (Oldest Share Class)** (the second option).

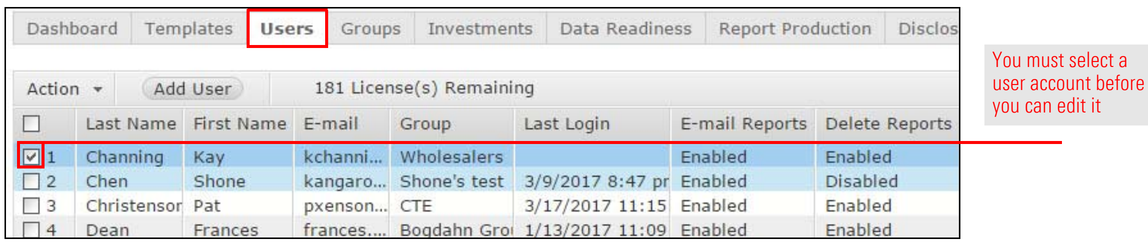
How do I disable a user's ability to delete reports?

By default, users cannot delete reports generated by others, but they can delete their own reports. When reports are deleted, they do not appear in the compliance audit trail. Now, an administrator can disable a user's ability to delete their reports.

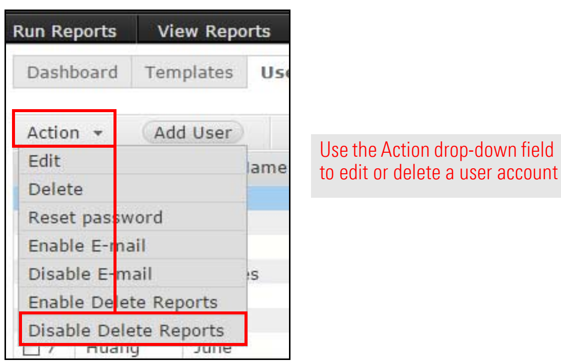
To ensure an accurate compliance audit trail, you should disable the ability to delete reports.

To disable a user's ability to delete their reports, do the following:

1. Log in to **Report Portal** as an administrator.
2. Select the **Users** tab, then select a **user account**.



3. From the **Action** menu, select **Disable Delete Reports**.



☞ Note: No confirmation alert appears; however, you can re-enable Delete Reports from the Action menu.

What topics are covered in the new Report Portal User Guide and the Report Portal Administrator Guide?

The Report Portal User Guide and the Report Portal Administrator Guide have been updated to provide the information you need to make the most of Report Portal.

A new Report Portal user receives a welcome message with a link to the Report Portal User Guide, but you can access the guide at any time. The topics in the Report Portal User Guide are as follows:

- understand user functions and workflows in Report Portal
- create a report
- save a report
- share your reports
- organize your reports
- work with portfolios
- access other types of files, and
- access reports from a batch.

If you are a Home Office user with Report Portal administrator rights, the new Report Portal Administrator Guide is your reference to relevant tasks and topics, including the following:

- create and edit Report Portal group and user accounts
- create a report template
- publish a list, search, model portfolio, and blend to be used in reports
- work with Smart Disclosures
- share files from sources other than Report Portal
- monitor usage
- create and manage batch reports, and
- understand data readiness statistics.

How do I access Report Portal User Guide from within Report Portal?

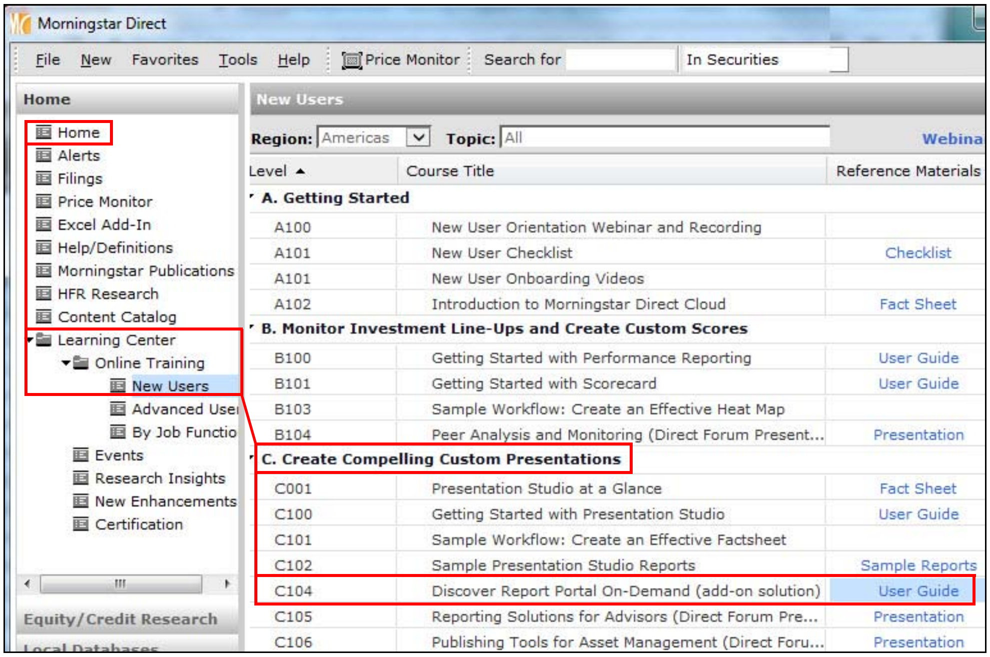
If you no longer have your welcome email or just want to view the updated Report Portal User Guide, you can access it from within Report Portal by clicking the **Help** icon in the upper-right corner of the window.

☞ Note: You can also access the Report Portal User Guide in the Morningstar Direct Learning Center. See How do I access the Report Portal User Guide and Report Portal Administrator Guide in the Learning Center? on page 8.

How do I access the Report Portal User Guide and Report Portal Administrator Guide in the Learning Center?

You can access either guide in the Morningstar Direct Learning Center, as follows:

1. In Morningstar Direct, select the **Home** tab, then select **Learning Center**…**Online Training**…**New Users**.
2. In the right pane, under C. Create Compelling Custom Presentations, locate **C104 Discover Report Portal On-Demand (add-on solution)**.
3. In the Reference Materials column, click **User Guide**. A new window opens.



In the Learning Center, you will find user guides, video demonstrations, release notes, and more

4. From this window, you can access either guide. Do one of the following:
   - Under Report Portal On-Demand for Wholesalers and Advisors, click **View User Guide**, or
   - Under Report Portal On-Demand for Product Managers at Home Office, click **View User Guide**.

Click here to open the User Guide

Click here to open the Administrator Guide