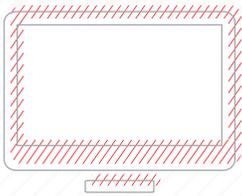
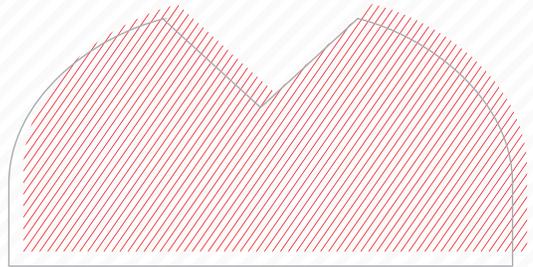
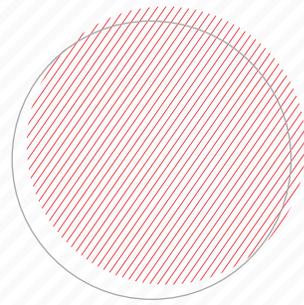
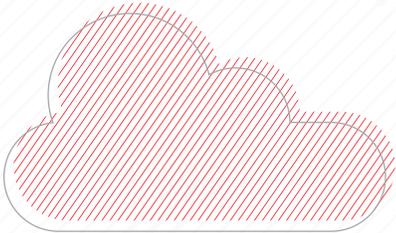
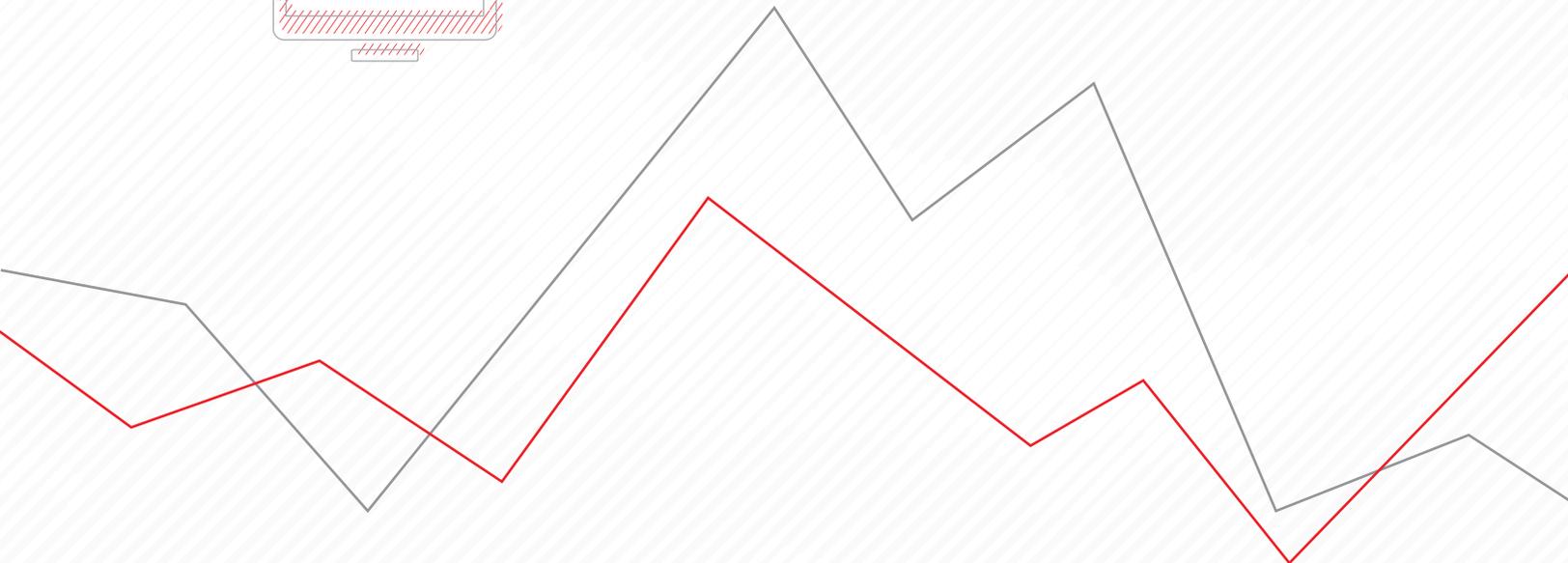


Creating Investment Alerts in Morningstar Direct

Onboarding Guide



MORNINGSTAR Direct



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Creating Investment Alerts in Morningstar DirectSM

Morningstar DirectSM allows users to create alerts to be notified of any significant changes – such as a manager change or a Morningstar Rating change – for an investment of your choice. The following types of alerts can be created:

- ▶ Price alerts
- ▶ Morningstar alerts, and
- ▶ Filings alerts.

This guide shows users how to create each alert type with the following exercises:

- ▶ [Exercise 1: Update the default settings for alerts \(page 5\)](#)
- ▶ [Exercise 2: Create a price alert for a stock \(page 6\)](#)
- ▶ [Exercise 3: Create a Morningstar Alert \(page 8\)](#)
- ▶ [Exercise 4: Create a Filings Alert \(page 11\)](#)
- ▶ [Exercise 5: Edit an alert rule \(page 12\)](#)
- ▶ [Exercise 6: Delete an alert rule \(page 13\)](#)

Overview

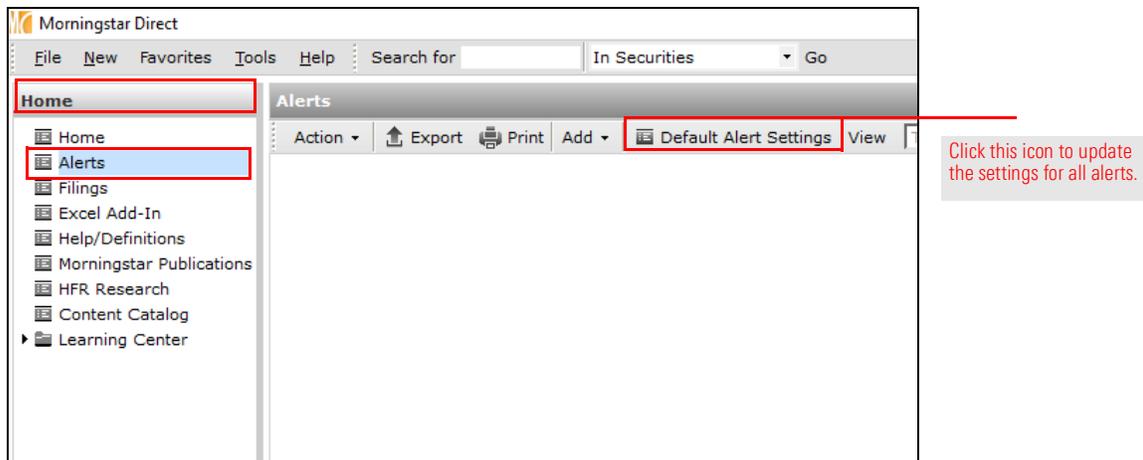
Prior to creating alerts, it is recommended to review the settings for alerts. Users can add up to 25 additional email addresses, separated with a comma. By doing so, all recipients will receive all alerts you set up under the Alerts section. The following table describes the settings users can alter for alerts:

Exercise 1: Update the default settings for alerts

This option...	Does the following...
Additional Email Address	Enter up to an additional 25 email addresses of others to receive an email when an alert is triggered. Separate each email address with a comma and no space.
Make Alert Inactive	Check this box to set an alert to be inactive once it is triggered. Leave the box unchecked to have the alert trigger if the value is met again in the future.
Send email	Check this box to receive an email yourself when an alert is triggered. (Otherwise, triggered alerts can be seen from the Home > Alerts page.)
Auto Delete Triggered Results after 30 days	Check this box to automatically remove triggered alerts from the Home > Alerts page after 30 days. Otherwise, users need to manually delete these items.

To review or change alert settings, do the following

1. Select the **Home** module, then select the **Alerts** page.
2. From the toolbar, click **Default Alert Settings**. The Alert Details dialog box opens.



3. Click **Save**.

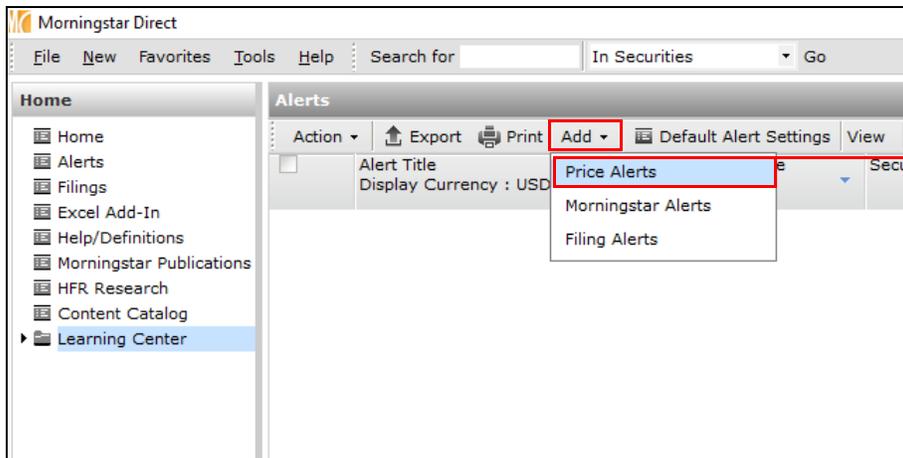
Users can set an alert for securities to know if the price of the investments went up or down by a certain percentage amount. Investments must be manually added for a price alert; users cannot monitor a list, for example, to watch all items saved there.

Exercise 2: Create a price alert for a stock

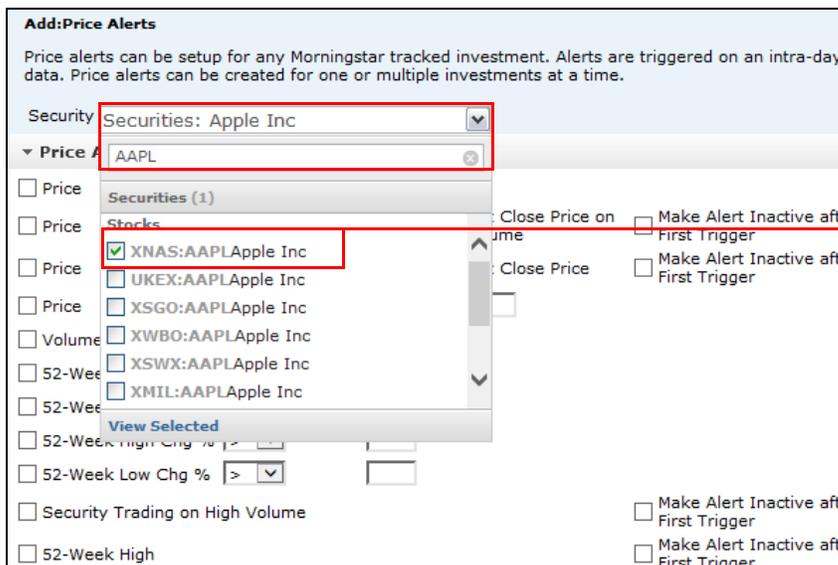
Note: Other options for price alerts are also available.

To create an alert for a price change for a collection of stocks, do the following:

1. The **Alerts** page in the Home module should be selected.
2. From the toolbar, click **Add > Price Alerts**. The Add: Price Alerts dialog box opens.



3. From the **Security** drop-down field, search for **AAPL**.
4. Select the **checkbox** to the left of the stock trading on the Nasdaq.



5. Remove **AAPL** from the Search field.

6. Repeat steps 3-5 to search for and select the following stocks:
 - ▶ CVX (trades on the New York Stock Exchange)
 - ▶ PFE (trades on the New York Stock Exchange)
 - ▶ VOD (select the ADR trading on the Nasdaq), and
 - ▶ XOM (trades on the New York Stock Exchange).
7. Click away from the Security field to close it.
8. Select **Price >= 2% of last Close Price**.

Add: Price Alerts

Price alerts can be setup for any Morningstar tracked investment. Alerts are triggered on an intra-day basis based on real time price data. Price alerts can be created for one or multiple investments at a time.

Security: 5 Selected

Price Alerts

<input type="checkbox"/> Price	>=		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Price	increased by	% of last Close Price on High Volume	<input type="checkbox"/> Make Alert Inactive after First Trigger	<input type="checkbox"/> Send Email <input type="checkbox"/> Auto Delete
<input checked="" type="checkbox"/> Price	increased by	2 % of last Close Price	<input type="checkbox"/> Make Alert Inactive after First Trigger	<input type="checkbox"/> Send Email <input type="checkbox"/> Auto Delete
<input type="checkbox"/> Price	increased to	% of	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Volume	>		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> 52-Week High	>		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> 52-Week Low	>		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> 52-Week High Chg %	>		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> 52-Week Low Chg %	>		<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Security Trading on High Volume			<input type="checkbox"/> Make Alert Inactive after First Trigger	<input type="checkbox"/> Send Email <input type="checkbox"/> Auto Delete

9. Click **Save**. You are returned to the Alerts page.
10. From the toolbar, use the **View** drop-down field to select **Alerts Rules**. The newly created alerts display on screen.

Alerts

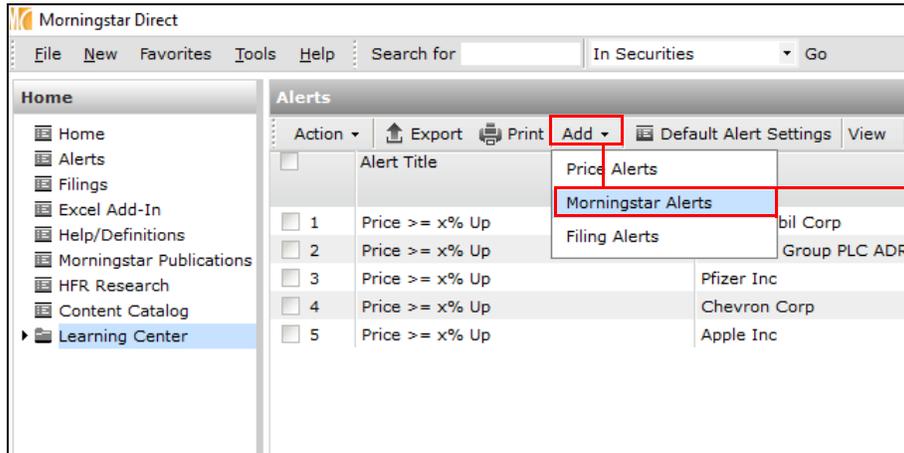
View | Alert Rules

	Alert Title	Security	Additional Information
<input type="checkbox"/> 1	Price >= x% Up	Exxon Mobil Corp	
<input type="checkbox"/> 2	Price >= x% Up	Vodafone Group PLC ADR	
<input type="checkbox"/> 3	Price >= x% Up	Pfizer Inc	
<input type="checkbox"/> 4	Price >= x% Up	Chevron Corp	
<input type="checkbox"/> 5	Price >= x% Up	Apple Inc	

Morningstar Alerts flag any changes to Morningstar ratings, peer group classifications, Equity and Fixed Income Style boxes, and much more. This exercise shows users how to select an Investment List saved in Workspace, and apply multiple alerts for the selected securities. To create a Morningstar Alert, do the following:

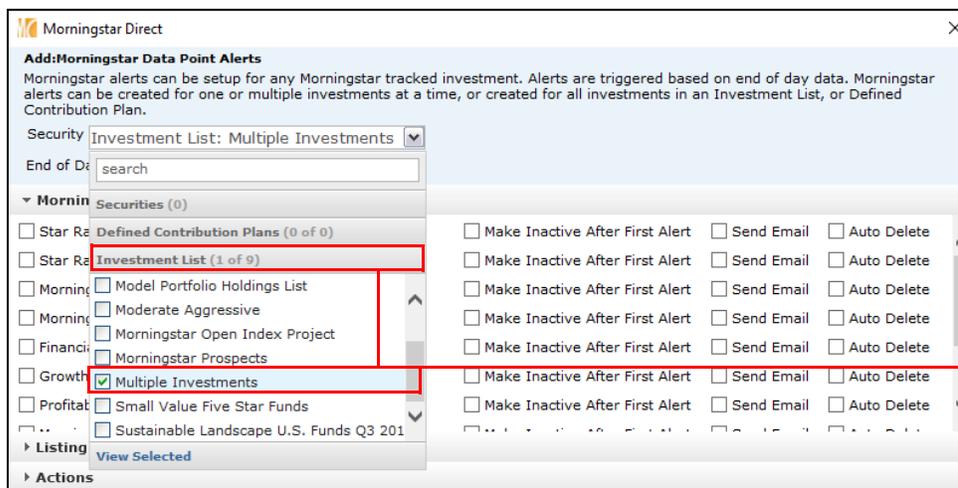
Exercise 3: Create a Morningstar Alert

1. The **Alerts** page in the Home module should be selected.
2. From the toolbar, click **Add > Morningstar Alerts**. The Add: Price Alerts dialog box opens.



Select this option to create Morningstar Alerts for a list.

3. From the **Security** drop-down field, click **Investment List**.
4. Select the **Multiple Investments** list, which was created during the Working with Lists onboarding exercise guide.



If this list is not available, select any other investment list containing funds.

5. Click the **Securities** section.

- Search for **MWNIX** and select it.

Add: Morningstar Data Point Alerts
 Morningstar alerts can be setup for any Morningstar tracked investment. Alerts are triggered based on alerts can be created for one or multiple investments at a time, or created for all investments in an In Contribution Plan.

Security 2 Selected

End of Day Alerts MWNIX

▼ Morningstar Securities (1)

Open-End Funds

XNAS:MWNIXMFS International New Discover

Defined Contribution Plans (0 of 0)

Investment List (1 of 9)

View Selected

Actions

Search for and select this fund.

- Click away from the Security field to close it.
- The Morningstar Ratings and Analysis section should be expanded. Select the boxes for both **Star Rating** and **Morningstar Analyst Rating Change**.

Add: Morningstar Data Point Alerts
 Morningstar alerts can be setup for any Morningstar tracked investment. Alerts are triggered based on alerts can be created for one or multiple investments at a time, or created for all investments in an In Contribution Plan.

Security 2 Selected

End of Day Alerts

▼ Morningstar Rating and Analysis

Star Rating

Star Rating < ▼

Morningstar New Analyst Report

Morningstar Analyst Rating Change

Financial Health Grade change

Growth Grade

Profitability Grade

Listing

Actions

Note the two selected items here.

- Expand the **Fund Portfolio** section.

10. Select the boxes for both **Morningstar Category** and **Morningstar Fixed Income Style**.

Morningstar Direct

Add: Morningstar Data Point Alerts
 Morningstar alerts can be setup for any Morningstar tracked investment. Alerts are triggered based on alerts can be created for one or multiple investments at a time, or created for all investments in an In Contribution Plan.

Security 2 Selected

End of Day Alerts

- ▶ Morningstar Rating and Analysis
- ▶ Listing
- ▶ Actions
- ▶ EPS Estimates
- ▼ Fund Portfolio
 - Morningstar Category
 - SITCA Category Change
 - Morningstar Fixed Income Style
 - New Turnover Ratio
 - Turnover Ratio >= % of Previous value

Make Inactive After First Alert

Note the two selected items here.

11. Expand the **Nuts & Bolts** section.

12. Select the boxes for both **Fund Manager Change** and **Equity Style box**.

Morningstar Direct

Add: Morningstar Data Point Alerts
 Morningstar alerts can be setup for any Morningstar tracked investment. Alerts are triggered based on alerts can be created for one or multiple investments at a time, or created for all investments in an In Contribution Plan.

Security 2 Selected

End of Day Alerts

- ▶ Morningstar Rating and Analysis
- ▶ Listing
- ▶ Actions
- ▶ EPS Estimates
- ▶ Fund Portfolio
- ▶ Performance
- ▶ Operations
- ▶ Risk/Return
- ▼ Nuts & Bolts
 - Fund Open/Close to New Investors
 - Fund Manager Change
 - Equity Style Consistency < High
 - Equity Style box
 - Average Credit Quality

Make Inactive After First Alert

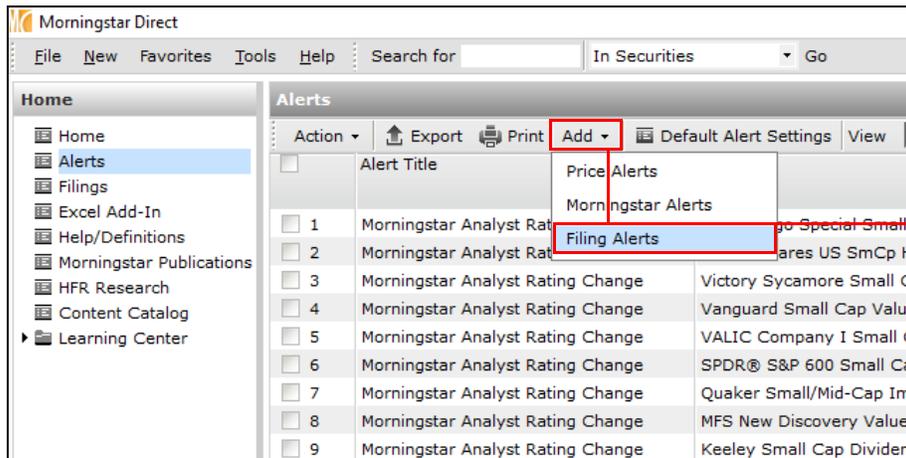
Note the two selected items here.

13. Click **Save**. The rules just added now show on the Alert Rules page.

Filing Alerts show users any new stock or fund government reports such as annual reports, prospectuses, and much more. This exercise shows users how to select an investment list (saved in the Workspace module) and how to set up multiple alerts for the selected securities. To create a Filing Alert, do the following:

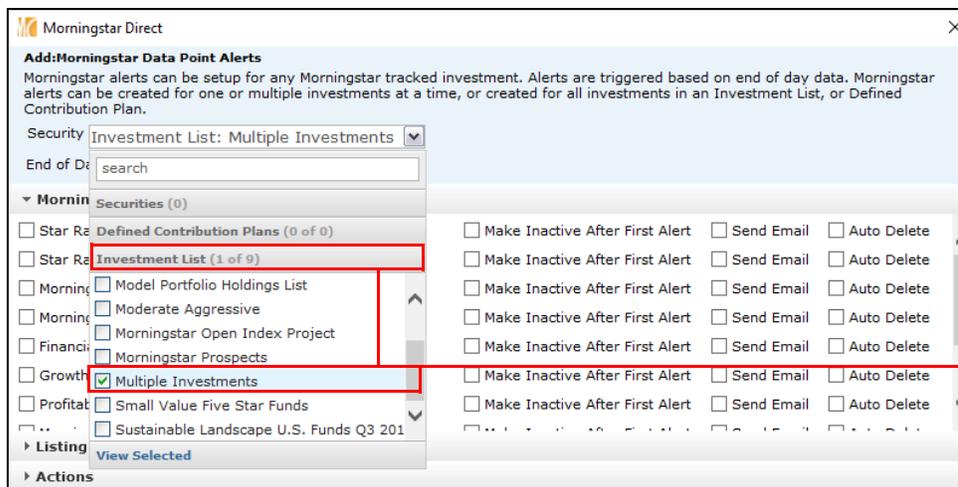
Exercise 4: Create a Filings Alert

1. The **Alerts** page in the Home module should be selected.
2. From the toolbar, click **Add > Filing Alerts**. The Add: Price Alerts dialog box opens.



Select this option to create Filing Alerts for a list.

3. From the **Security** drop-down field, click **Investment List**.
4. Select the **Multiple Investments** list, which was created during the Working with Lists onboarding exercise guide.



If this list is not available, select any other investment list containing funds.

5. Click away from the Security field to close it.
6. **Expand** the Fund Filings section.

7. Select the boxes for **Annual Report**, **Factsheet**, and **Prospectus**.

Morningstar Direct

Add: Filing Alerts

Filing alerts can be setup for any Morningstar tracked investment. Alerts can be triggered on an intra-day basis based on real time filing data, or setup based on end of day data. Filing alerts can be created for one or multiple investments at a time, or created for all investments in an Investment List, or Defined Contribution Plan.

Security ▼

Frequency Real Time Alerts End of Day Alerts

▶ Stock Filings

▼ Fund Filings

<input checked="" type="checkbox"/> Annual Report	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input checked="" type="checkbox"/> Factsheet	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Pricing Supplement	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input checked="" type="checkbox"/> Prospectus	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Prospectus Preliminary	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Prospectus Summary	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Risk and Return	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete
<input type="checkbox"/> Rulebook/Statutes	<input type="checkbox"/> Make Inactive After First Alert	<input type="checkbox"/> Send Email	<input type="checkbox"/> Auto Delete

Note the three selected items here.

8. Click **Save**. The Filing Alerts just created are now available on the Alert Rules page.

Once an alert rule have been created, its notification settings can still be changed. To edit a rule, do the following:

Exercise 5: Edit an alert rule

1. On the **Alerts** page, ensure the **Alert Rules** view is selected.
2. **Double-click** one of the rules. The Edit Security Alert dialog box opens.
3. Select the box for **Make Alert Inactive after First Trigger**.

Morningstar Direct

Edit Security Alert

Modify settings for the alert.

Alert Type
New Filing

Security
Wells Fargo Special Small Cap Value A

New Filing
Prospectus

Make Alert Inactive after First Trigger

Send Email

Auto Delete Triggered Results after 30 days

Save Cancel

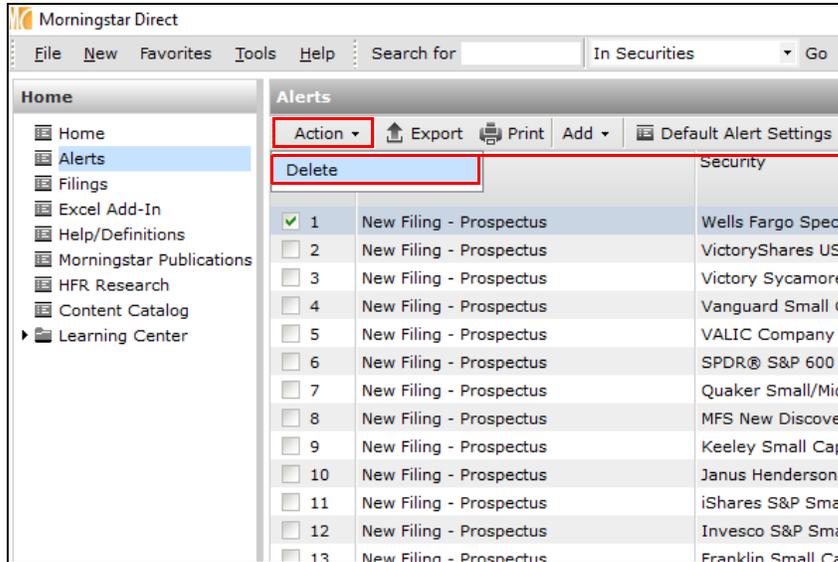
Make changes to the alert settings here, then click Save.

4. Click **Save**. The Edit Security Alert dialog box closes.

To delete a rule, do the following:

1. On the **Alerts** page, ensure the **Alert Rules** view is selected.
2. Select the **checkbox** to the left of the rule to be deleted.
3. From the toolbar, select **Action > Delete**.

Exercise 6: Delete an alert rule



4. When the confirmation message opens, click **OK**. The rule is deleted.