Creating Investment Alerts in Morningstar Direct

Onboarding Guide



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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:

Overview

- ► 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)

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.

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Home	Alerts			
E Home	Action - 🏦 Export	🖶 Print 🛛 Add 👻 🧾 Default Ale	rt Settings View	
Alerts		- , ,		the settings for all alerts.
Filings				the cortange for an alorto.
Excel Add-In				
Help/Definitions				
Morningstar Publications				
HFR Research				
Content Catalog				
🕨 🚞 Learning Center				

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

The second secon

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.

Morningstar Direct			
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp Search for	In Securities - Go	
Home	Alerts		
🗉 Home	Action 👻 🏦 Export 🖷 Print	Add 🗸 🖬 Default Alert Settings View 🗍	
Alerts	Alert Title	Price Alerts e Secur	Select this option to greate a
回 Filings 回 Excel Add-In	Display Currency : USL	Morningstar Alerts	price alert for investments.
Help/Definitions		Filing Alerts	
Morningstar Publications			
HFR Research			
Content Catalog			
🕨 🚞 Learning Center			

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

Add:Price Alerts				
Price alerts can be setup for any Mornin data. Price alerts can be created for one	gstar tracked inve or multiple inves	estment. Alerts ar tments at a time.	re triggered on an intra-day	
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• Price A AAPL	8			
Price Securities (1)				
Price Stocks		Close Price on	Make Alert Inactive afte	
Price VXNAS:AAPLApple Inc UKEX:AAPLApple Inc		Close Price	Make Alert Inactive after First Trigger	Be sure to select the correct security when setting alerts.
Price XSGO:AAPLApple Inc				
Volume XWBO:AAPLApple Inc				
52-Wee XSWX:AAPLApple Inc	~			
52-Wee		-		
52-Week mgn eng /0 12	1			
🗌 52-Week Low Chg % > 🔽				
Security Trading on High Volume			☐ Make Alert Inactive after First Trigger	
52-Week High			Make Alert Inactive after First Trigger	

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.

📶 Morningstar Direct					×
Add:Price Alerts					
Price alerts can be setu data. Price alerts can be	p for any Mornings created for one o	star tracked investment. Alerts a or multiple investments at a time	re triggered on an intra-day ba a.	asis based on re	al time price
Security 5 Selected		~			
 Price Alerts 					
Price	>= 💙			Send Email	Auto Delete
Price	increased by 🗸	% of last Close Price on High Volume	☐ Make Alert Inactive after First Trigger	Send Email	Auto Delete
✓ Price	increased by 🗸	2 % of last Close Price	Make Alert Inactive after First Trigger	Send Email	Auto Delete
Price	increased to 🔽	% of		Send Email	Auto Delete
Volume	> 💙			Send Email	Auto Delete
52-Week High	> 💙			Send Email	Auto Delete
52-Week Low	> 💙			Send Email	Auto Delete
52-Week High Chg %	> 💙			Send Email	Auto Delete
52-Week Low Chg %	> 💙			Send Email	Auto Delete
Security Trading on H	ligh Volume		Make Alert Inactive after First Trigger	Send Email	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.

🌈 Morningstar Direct				
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp Search for	In Securities • Go		
Home	Alerts			
国 Home 国 Alerts 国 Filings	Action - 1 Export Print	Add - Default Alert Settings Vie Security	ew Alert Rules 🔽 Additional Information	Note the selection from this field.
 Transp Excel Add-In Help/Definitions Morningstar Publications HFR Research Content Catalog ▶ Learning Center 	1 Price >= x% Up 2 Price >= x% Up 3 Price >= x% Up 4 Price >= x% Up 5 Price >= x% Up	Exxon Mobil Corp Vodafone Group PLC Pfizer Inc Chevron Corp Apple Inc	ADR	

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.

<u>H</u> elp	Search for	In Securities	5	▪ Go	
Alerts					
Action •	🔹 🏦 Export 🖷 Print	Add 👻 🔟 Defa	ault Alert S	Settings View A	
	Alert Title	Price Alerts			
		Morningstar Ale	erts		
1	Price >= x% Up	Filing Alerts		bil Corp	Select this option to create Morningstar Alorts for a list
2	Price >= x% Up			Group PLC ADR	Worningstal Alerts for a list
3	Price >= x% Up		Pfizer Inc	0	
4	Price >= x% Up		Chevron	Corp	
5	Price >= x% Up		Apple Inc	5	
	Help Alerts Action 1 2 3 4 5 5	Help Search for Alerts Action ▼ ▲ Export ■ Print ▲ Alert Title ■ 1 Price >= x% Up 2 Price >= x% Up 3 Price >= x% Up 4 Price >= x% Up 5 Price >= x% Up	Help Search for In Securities Alerts Add • ■ Def Action •	Help Search for In Securities Alerts Add → Image: Default Alert S Alert Title Price Alerts 1 Price >= x% Up 2 Price >= x% Up 3 Price >= x% Up 4 Price >= x% Up 5 Price >= x% Up	Help Search for In Securities Go Alerts Action ▼

- 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.

Morningstar Direct		\times	
Add:Morningstar Data Point Alerts Morningstar alerts can be setup for any Morningstar tracked alerts can be created for one or multiple investments at a ti Contribution Plan. Security Investment List: Multiple Investments 💌	investment. Alerts are triggered based on end of day data. Morningstar me, or created for all investments in an Investment List, or Defined		
End of Da search			
Star Ra Defined Contribution Plans (0 of 0) Star Ra Investment List (1 of 0) Morning Model Portfolio Holdings List Morning Moderate Aggressive Financia Morningstar Open Index Project Financia Morningstar Open Index Project	Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete	^	If this list is not available, select any other investment list containing funds.
Growth Multiple Investments Profitat Small Value Five Star Funds Usuationable Landscape U.S. Funds Q3 201 Listing View Selected Actions	Make Inactive After First Alert Send Email Auto Delete	>	

5. Click the **Securities** section.

6. Search for MWNIX and select it.

Morningsta	ar Direct			
Add:Mornings Morningstar a alerts can be Contribution F	star Data Point Alerts alerts can be setup for any Morningstar tracke created for one or multiple investments at a Plan.	d investment. Alerts are triggered base time, or created for all investments in a	d on n In	
Security 2 S	Selected 💌			
End of Da MV	WNIX			
.▼ Mornin _{Sec}	curities (1)			Search for and select this func
Star Ra Ope	en-End Funds	Make Inactive After First Alert		
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Morning		Make Inactive After First Alert		
🗌 Financia		Make Inactive After First Alert		
Growth		Make Inactive After First Alert		
Profitat Def	fined Contribution Plans (0 of 0)	Make Inactive After First Alert		
Inv	vestment List (1 of 9)			
Listing Vie	ew Selected			
♦ Actions				

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

Morningstar Direct		
Add:Morningstar Data Point Alerts Morningstar alerts can be setup for any Mornings alerts can be created for one or multiple investm Contribution Plan.	star tracked investment. Alerts are triggered base lents at a time, or created for all investments in a	d on n In
Security 2 Selected	~	
End of Day Alerts		
 Morningstar Rating and Analysis 		
Star Rating	🗌 Make Inactive After First Alert	
Star Rating < 🔽	Make Inactive After First Alert	
Morningstar New Analyst Report	Make Inactive After First Alert	
✓ Morningstar Analyst Rating Change	Make Inactive After First Alert	
Financial Health Grade change	Make Inactive After First Alert	
Growth Grade	Make Inactive After First Alert	
Profitability Grade	Make Inactive After First Alert	
▶ Listing		
Actions		

9. Expand the Fund Portfolio section.

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

1/1 Morningstar Direct		
Add:Morningstar Data Point Alerts Morningstar alerts can be setup for any Morningstar tracked alerts can be created for one or multiple investments at a ti Contribution Plan.	l investment. Alerts are triggered based me, or created for all investments in an	on In
Security 2 Selected		
End of Day Alerts		
Morningstar Rating and Analysis		
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EPS Estimates		
▼ Fund Portfolio		
Morningstar Category	Make Inactive After First Alert	
SITCA Category Change	Make Inactive After First Alert	
✓ Morningstar Fixed Income Style	Make Inactive After First Alert	
New Turnover Ratio	Make Inactive After First Alert	
Turnover Ratio >= 💌 🥟 of Previous value	Make Inactive After First Alert	
		_

- 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 trace alerts can be created for one or multiple investments at Contribution Plan.	ked investment. Alerts are triggered base a time, or created for all investments in a	d on n In
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	Make Inactive After First Alert	
✓ Fund Manager Change	Make Inactive After First Alert	
Equity Style Consistency < 🔽 High 🔽	Make Inactive After First Alert	
✓ Equity Style box	Make Inactive After First Alert	
Average Credit Quality	Make Inactive After First Alert	

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.

Morningstar Direct							
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> ool	s <u>H</u> elp	Search for	In Securities	; •	Go		
Home	Alerts						
🗉 Home	Action •	🔹 💼 Export 🛛 🖨 Print	Add 👻 🔟 Defa	ault Alert Set	ttings View A		
Alerts		Alert Title	Price Alerts				
目 Filings 同 Excel Add-In			Morn ngstar Ale	rts			
Help/Definitions	1	Morningstar Analyst Rat	Filing Alerts	90	- Special Small (
Morningstar Publications Im HER Research 3	2	Morningstar Analyst Rat	Thing Alerta	ar	res US SmCp Hi	Select this option to create	
	3	Morningstar Analyst Rat	ing Change	Victory Syc	amore Small Co	Filing Alerts for a list.	
Content Catalog	4	Morningstar Analyst Rat	ing Change	Vanguard S	Small Cap Value		
Learning Center	5	Morningstar Analyst Rat	ing Change	VALIC Com	npany I Small C		
	6	Morningstar Analyst Rat	ing Change	SPDR® S&	P 600 Small Cap		
	7	Morningstar Analyst Rat	ing Change	Quaker Sm	all/Mid-Cap Imp		
	8	Morningstar Analyst Rat	ing Change	MFS New D	iscovery Value 1		
	9	Morningstar Analyst Rat	ing Change	Keeley Sma	all Cap Dividend		

- 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.

Morningstar Direct		×	
Add:Morningstar Data Point Alerts Morningstar alerts can be setup for any Morningstar tra- alerts can be created for one or multiple investments at Contribution Plan. Security Investment List: Multiple Investments End of Dt search	ed investment. Alerts are triggered based on end of day data. Morningstar t time, or created for all investments in an Investment List, or Defined		
Mornin Securities (0) Star Ra Defined Contribution Plans (0 of 0)	Make Inactive After First Alert Send Email Auto Delete	~	If this list is not
Star Ra Investment List (1 of 9) Morning Model Portfolio Holdings List Morning Moderate Aggressive Morningstar Open Index Project Financi Morningstar Prospects	Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete Make Inactive After First Alert Send Email Auto Delete		available, selec any other investment list containing func
Growth Multiple Investments Profitat Small Value Five Star Funds Listing View Selected	□ Make Inactive After First Alert □ Send Email □ Auto Delete □ Make Inactive After First Alert □ Send Email □ Auto Delete □ Make Inactive After First Alert □ Send Email □ Auto Delete	<	

- 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 Mu data, or setup based on end of day investments in an Investment List,	nningstar tracked investment. Alerts can be triggered on data. Filing alerts can be created for one or multiple inve or Defined Contribution Plan.	i an intra-day basis t estments at a time, o	based on real time filir or created for all	ng	
Security Investment List: Multi	ole Investments 💌				
Frequency 💿 Real Time Alerts	O End of Day Alerts				
Stock Filings					
▼ Fund Filings					
✓ Annual Report	Make Inactive After First Alert	Send Email	Auto Delete	~	
✓ Factsheet	Make Inactive After First Alert	Send Email	Auto Delete		Note the three
Pricing Supplement	Make Inactive After First Alert	Send Email	Auto Delete		Selected Items
✓ Prospectus	Make Inactive After First Alert	Send Email	Auto Delete		
Prospectus Preliminary	Make Inactive After First Alert	Send Email	Auto Delete		
Prospectus Summary	Make Inactive After First Alert	Send Email	Auto Delete		
Risk and Return	Make Inactive After First Alert	Send Email	Auto Delete		
Rulebook/Statutes	Make Inactive After First Alert	Send Email	Auto Delete		

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.

	1			
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	Make changes to the alert			
Send Email	settings here, then click Save.			
Auto Delete Triggered Results after 30 days				
Save Cancel				

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

Exercise 6: Delete an

alert rule

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**.

Morningstar Direct						
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	Search for	In Securities	▼ Go		
Home Alerts						
🗉 Home	Action	🛛 🏦 Export 🖷 Print 🗛	ld 👻 🔟 Defa	ault Alert Settings		
 Alerts Filings 	Delete			Security	Use the Action menu to	
Excel Add-In	✓ 1	New Filing - Prospectus		Wells Fargo Specia	delete selected alert rules.	
Morningstar Publications	2	New Filing - Prospectus		VictoryShares US		
HFR Research	3	New Filing - Prospectus		Victory Sycamore		
E Content Catalog	4 New Filing - Prospectus		Vanguard Small C			
🕨 🚞 Learning Center	5	New Filing - Prospectus		VALIC Company I		
	6	New Filing - Prospectus		SPDR® S&P 600 S		
	7	New Filing - Prospectus		Quaker Small/Mid-		
	8	New Filing - Prospectus		MFS New Discover		
	9	New Filing - Prospectus		Keeley Small Cap		
	10	New Filing - Prospectus		Janus Henderson S		
	11	New Filing - Prospectus		iShares S&P Small		
	12	New Filing - Prospectus		Invesco S&P Smal		
	13	New Filing - Prospectus		Franklin Small Car		

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