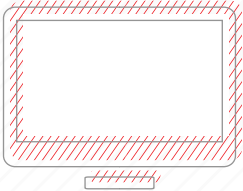
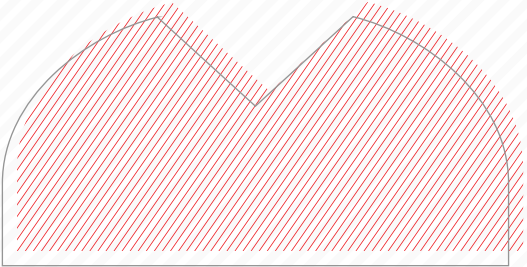
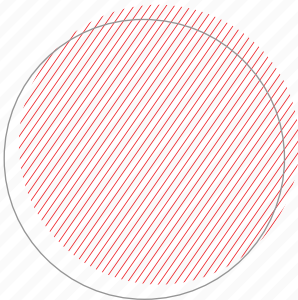
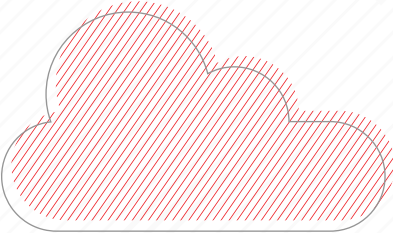
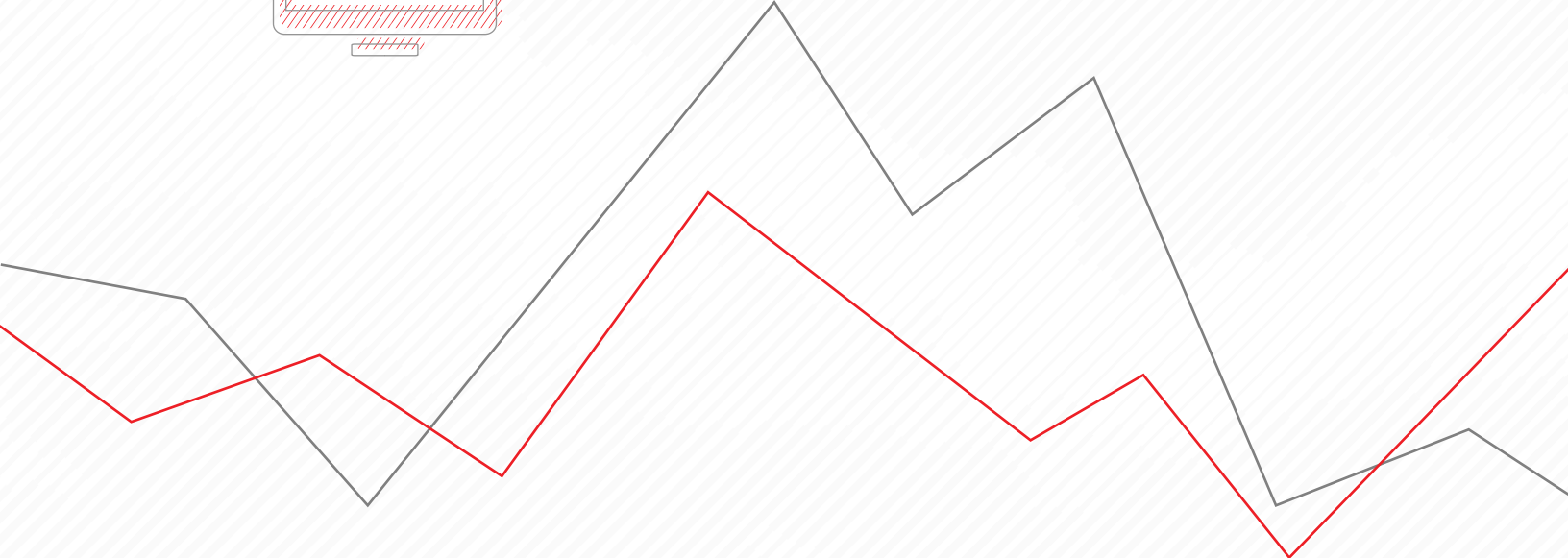


Viewing Charts, Reports, and Fund Holdings in Morningstar Direct

Onboarding Guide



MORNINGSTAR Direct



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Viewing Charts, Reports, and Fund Holdings in Morningstar DirectSM

Once a set of investments is available as either a list or search criteria, additional research can be done with these investments not just by swapping out different data sets in the grid view, but also by leveraging several options available from both the Actions menu and the right-click menu.

Overview

This exercise guide focuses on accessing charts, reports, and holdings information from the Workspace module and Presentation Studio, but they are also available from the Local Databases, Global Databases, and Performance Reporting modules. Please note these exercises require the desktop edition (3.20.011) of Morningstar DirectSM or later.

 Note: Find the desktop edition version number by clicking Help > About Morningstar Direct.

The following exercises are covered here:

- ▶ [Exercise 1: View the Growth chart for a fund \(page 5\)](#)
- ▶ [Exercise 2: Show Growth chart and table \(page 8\)](#)
- ▶ [Exercise 3: Add an Investment \(page 10\)](#)
- ▶ [Exercise 4: Change the data showing on a chart \(page 11\)](#)
- ▶ [Exercise 5: Save a chart as a template \(page 11\)](#)
- ▶ [Exercise 6: Send Growth chart to Presentation Studio \(page 12\)](#)
- ▶ [Exercise 7: Correlation Matrix exercise list \(page 13\)](#)
- ▶ [Exercise 8: Generate a Correlation Matrix chart \(page 16\)](#)
- ▶ [Exercise 9: Update the Correlation Matrix chart settings \(page 17\)](#)
- ▶ [Exercise 10: Save a chart as a template \(page 18\)](#)
- ▶ [Exercise 11: Generate a Historical Sustainability chart \(page 19\)](#)
- ▶ [Exercise 12: Compare two funds \(page 20\)](#)
- ▶ [Exercise 13: Generate a Holdings-Based Style Trail chart and Holdings-Based Style Map chart \(page 21\)](#)
- ▶ [Exercise 14: Save a Presentation Studio template \(page 25\)](#)
- ▶ [Exercise 15: Generate the Global Fund Report \(page 26\)](#)
- ▶ [Exercise 16: Generate the Morningstar Report \(page 31\)](#)
- ▶ [Exercise 17: View a fund's holdings \(page 32\)](#)
- ▶ [Exercise 18: Retrieve a fund's owner information \(page 33\)](#)

This exercise uses the Small Value Five Star Funds list created during the [Working with Lists Onboarding Exercise Guide](#). If you have not created this list, another list of funds can be used. In addition to opening the Growth chart, users will also see how to modify it.

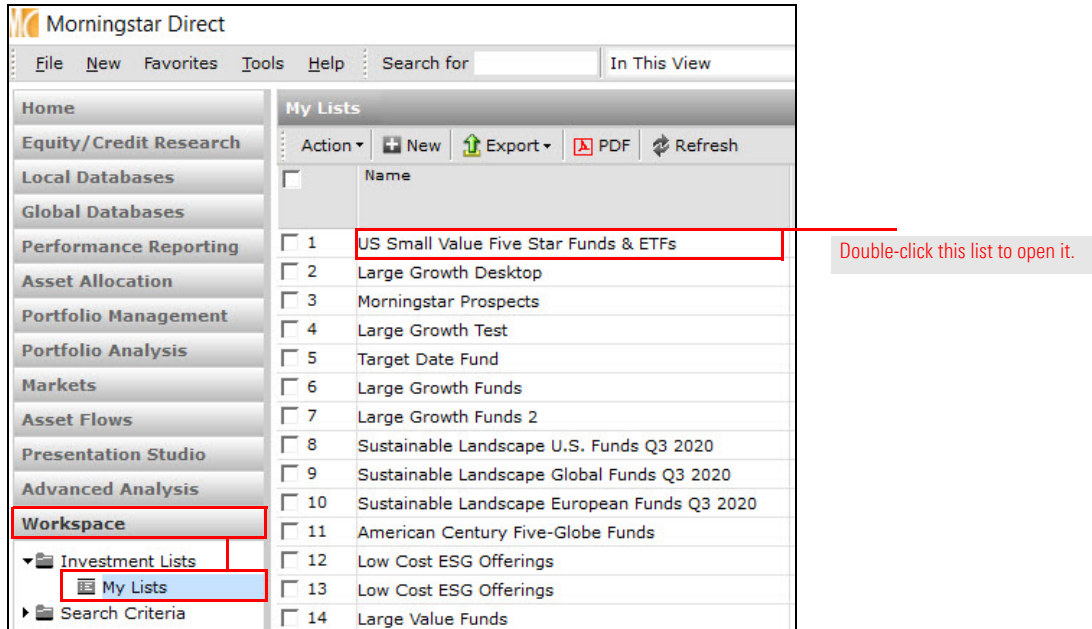
Exercise 1: View the Growth chart for a fund

The Growth chart is one of the sixteen interactive charts available in the desktop access point of Morningstar Direct. Below is a list of the available charts:

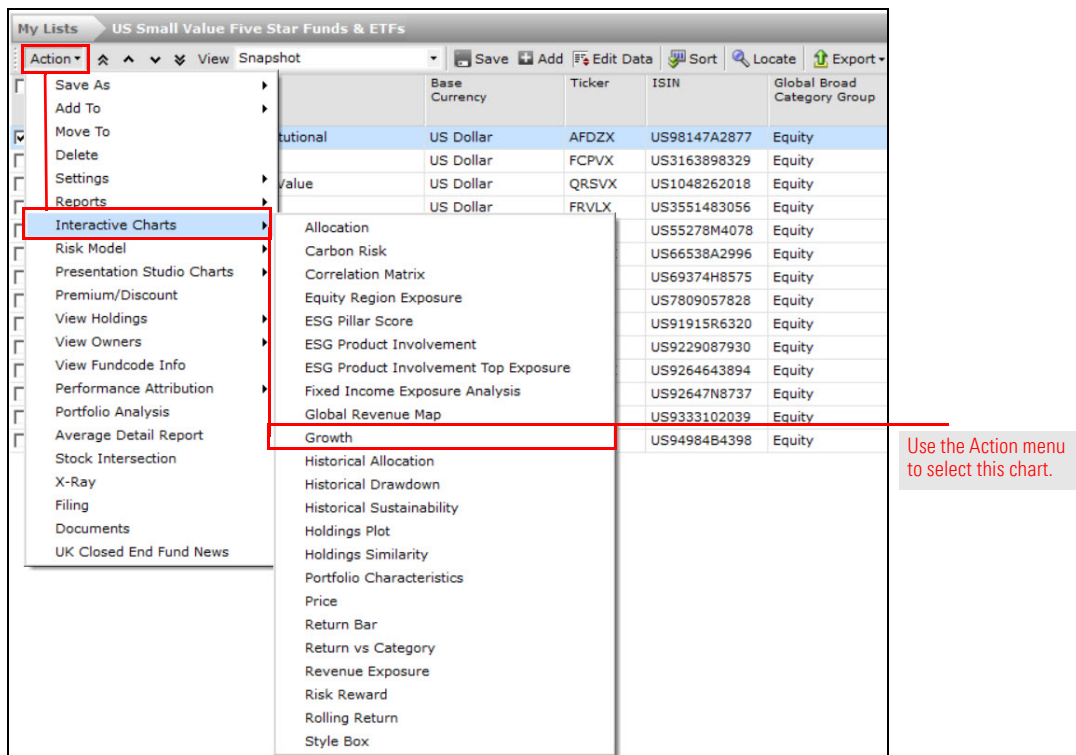
Interactive Charts	Interactive Charts
Allocation	Historical Sustainability
Carbon Risk	Holdings Plot
Correlation Matrix	Holdings Similarity
Equity Region Exposure	Portfolio Characteristics
ESG Pillar Score	Price
ESG Product Involvement	Return Bar
ESG Product Involvement Top Exposure	Return vs Category
Fixed Income Exposure Analysis	Revenue Exposure
Global Revenue Map	Risk/Reward
Growth	Rolling Return
Historical Allocation	Style Box
Historical Drawdown	

The Growth chart allows users to investigate a fund's performance over custom periods. The Growth chart shows a fund's performance based on how \$10,000 invested in the fund would have grown over time with dividends reinvested. To investigate a fund from the list using the Growth chart, do the following:

1. Select the **Workspace** module. The My Lists page should be selected by default.
2. **Double-click** the **US Small Value 5 Star Funds & ETFs** list.



3. Check the **box** to the left of the first investment in the list.
4. From the **Action** menu, select **Interactive Charts > Growth**. The Growth chart opens in a new window.



Charts open in a new window, and offer a number of capabilities from a series of icons on the toolbar. These are described in the following table:

What capabilities exist for charts?



This icon...	Does the following...
Clipboard	Copies the image to the computer's clipboard, so it can be pasted into another application.
PowerPoint	Exports the chart to Microsoft® PowerPoint®.
Create PDF	Exports the chart to a PDF.
Export Excel	Exports the underlying data to Microsoft® Excel®.
Save	Makes the chart available from the Chart Templates page under the Workspace module.

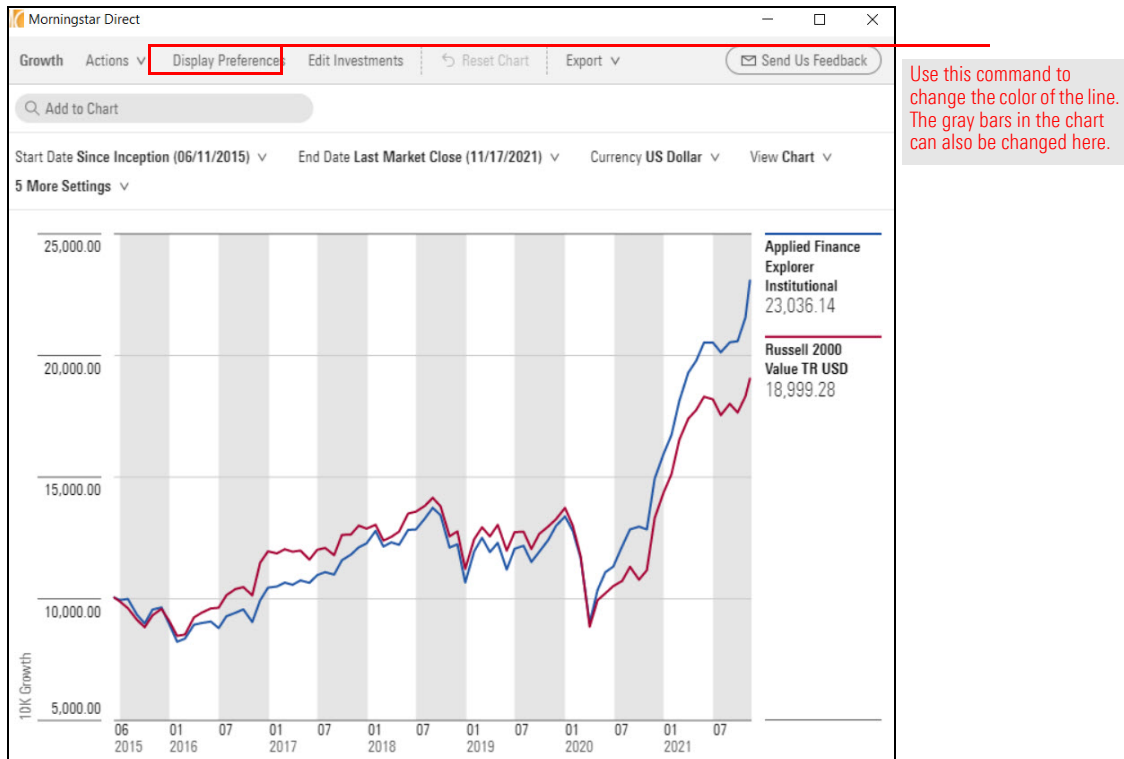
Users can show the data in the Growth chart in a chart and table format. Users can also update the color and weight of the line in the chart. To show the data in a chart and table format and update the color of the line, do the following:

Exercise 2: Show Growth chart and table

1. From the toolbar, click **View Chart > Split**.



- From the top of the page, click **Display Preferences**. The Display Preferences window opens in the Investments tab by default.



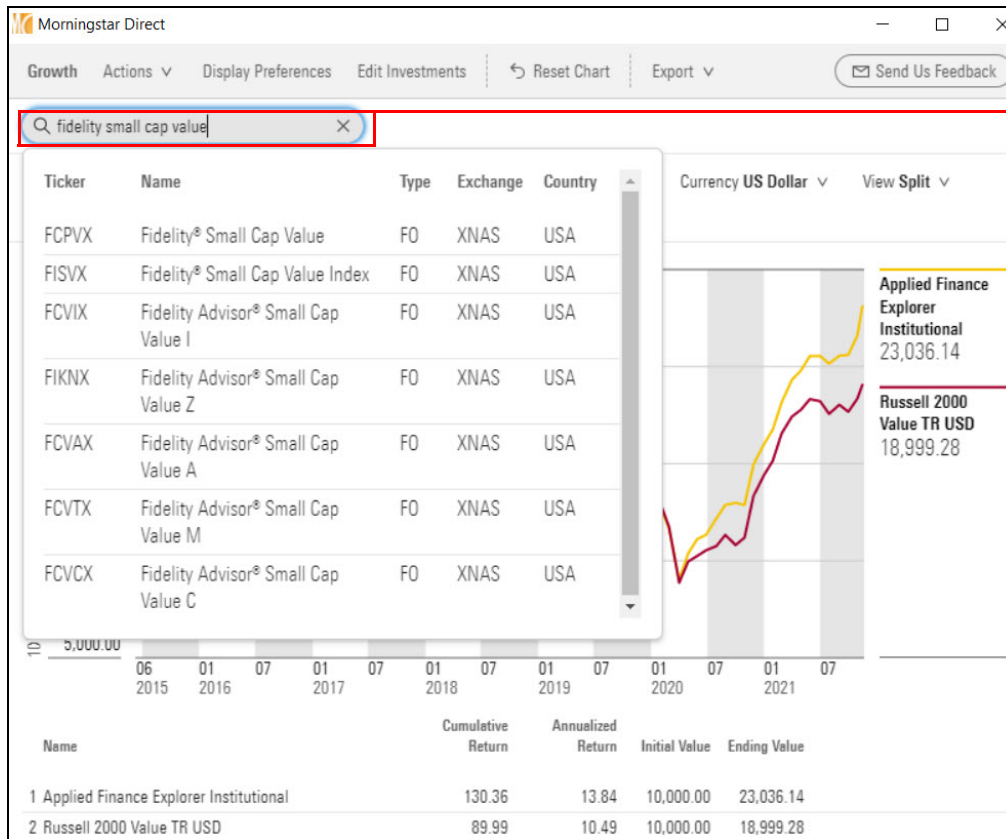
- For Applied Finance Explores Institutional, click the **Color** caret. The color options display.
- Select **yellow** then click **update**.

The screenshot shows the 'Display Preferences' window. It has two tabs: 'Investments' and 'Chart'. Under the 'Chart' tab, there are two rows of settings. The first row is for 'Applied Finance Explorer Institutional' with a blue color selection and a line thickness dropdown. The second row is for 'Russell 2000 Value TR US' with a red color selection and a line thickness dropdown. A color palette is open over the first row, showing various color options. A red box highlights the color palette. A gray callout box on the right contains the text: 'Note the color options.'

The Add to Chart field and Edit Investments icon above a chart can be used to both add and investments and benchmarks. To add an investment, do the following:

Exercise 3: Add an Investment

1. From the Add to Chart field, search for **Fidelity Small Cap Value**.
2. Select the **first** option. The investment is added to the chart.



Search for the investment you want to add.

3. From the top of the page, click **Display Preferences**. The Display Preferences window opens in the Investments tab by default.
4. For Fidelity Small Value, click the **Color** caret. The color options display.
5. Select **blue** then click **update**.

In the Growth chart, the 10k Growth data point value is displayed by default. This exercise shows users how to change the Growth chart to display the Cumulative Return% instead of 10k Growth. To change the data displayed on the chart, do the following:

Exercise 4: Change the data showing on a chart

1. From the **4 More Settings** drop-down field, **click Data Point**.
2. Select **Cumulative Return %**.

The screenshot shows the Morningstar Direct interface for a Growth chart. The 'Data Point' dropdown menu is open, showing three options: '10K Growth' (selected), 'Cumulative Return %', and 'Excess Value'. A red box highlights the 'Cumulative Return %' option. A red arrow points from the text 'Select Cumulative Return %.' to this option.

Name	Cumulative Return	Annualized Return	Initial Value	Ending Value
1 Applied Finance Explorer Institutional	130.36	13.84	10,000.00	23,036.14
2 Fidelity® Small Cap Value	105.85	11.87	10,000.00	20,584.94
3 Russell 2000 Value TR USD	89.99	10.49	10,000.00	18,999.28

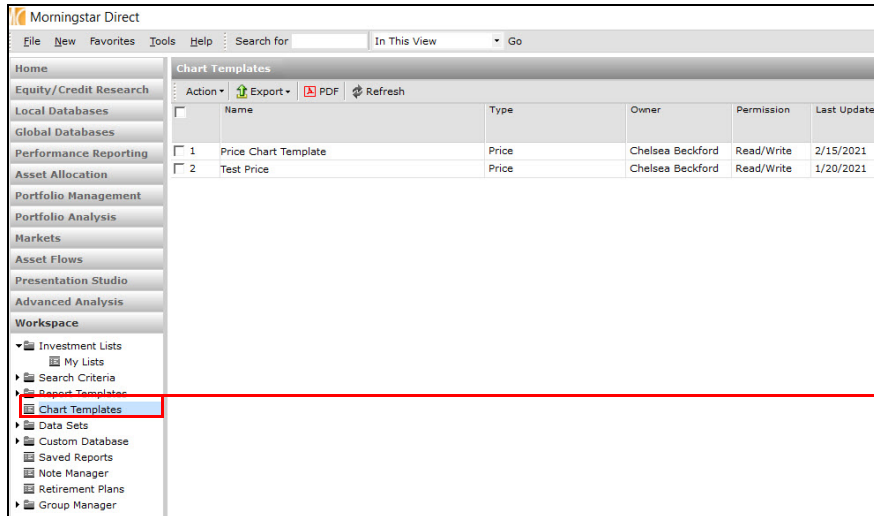
A user can save a chart as a template and retrieve it within the desktop access point of Morningstar Direct. To save a chart as a template, do the following:

Exercise 5: Save a chart as a template

1. In the Charts window, from the Actions icon, click **Save Chart**. The Save As window opens.

The screenshot shows the Morningstar Direct interface for a Growth chart. The 'Actions' dropdown menu is open, showing the 'Save Chart' option. A red box highlights the 'Save Chart' option. A red arrow points from the text 'Click Save Chart.' to this option.

2. In the **Name** field, enter **Growth Chart Template**.
3. Click **OK**. The Save As window closes.
4. From the **Workspace** module, click **Chart Templates**. The new template is displayed.

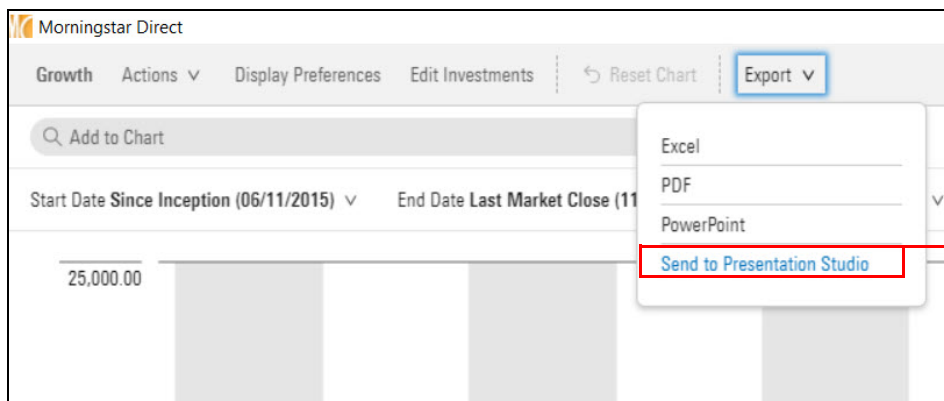


Click the Chart Template module.

The Export menu now offers an option for Send to Presentation Studio. When this option is selected, the Presentation Studio module opens and the chart is automatically added as a component to a new Workbook template. To send the Growth chart to Presentation Studio, do the following:

Exercise 6: Send Growth chart to Presentation Studio

1. Open the **Growth chart** window.
2. From the toolbar, click **Export > Send to Presentation Studio**.

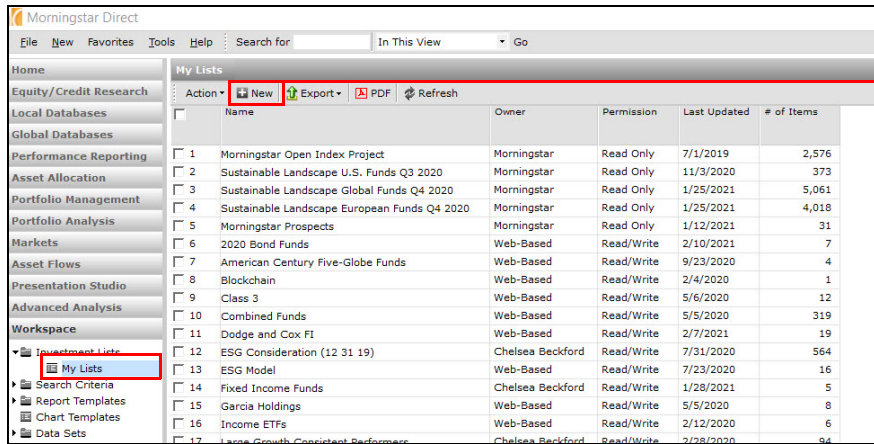


Select this option.

This exercise shows users how to create a list in the desktop access point of Morningstar Direct. To create a list, do the following:

Exercise 7: Correlation Matrix exercise list

1. From the **Workspace** module, click **My Lists**.
2. From the toolbar, click **New**. The Select Investments window opens.



	Name	Owner	Permission	Last Updated	# of Items
1	Morningstar Open Index Project	Morningstar	Read Only	7/1/2019	2,576
2	Sustainable Landscape U.S. Funds Q3 2020	Morningstar	Read Only	11/3/2020	373
3	Sustainable Landscape Global Funds Q4 2020	Morningstar	Read Only	1/25/2021	5,061
4	Sustainable Landscape European Funds Q4 2020	Morningstar	Read Only	1/25/2021	4,018
5	Morningstar Prospects	Morningstar	Read Only	1/12/2021	31
6	2020 Bond Funds	Web-Based	Read/Write	2/10/2021	7
7	American Century Five-Globe Funds	Web-Based	Read/Write	9/23/2020	4
8	Blockchain	Web-Based	Read/Write	2/4/2020	1
9	Class 3	Web-Based	Read/Write	5/6/2020	12
10	Combined Funds	Web-Based	Read/Write	5/5/2020	319
11	Dodge and Cox FI	Web-Based	Read/Write	2/7/2021	19
12	ESG Consideration (12 31 19)	Chelsea Beckford	Read/Write	7/31/2020	564
13	ESG Model	Web-Based	Read/Write	7/23/2020	16
14	Fixed Income Funds	Chelsea Beckford	Read/Write	1/28/2021	5
15	Garcia Holdings	Web-Based	Read/Write	5/5/2020	8
16	Income ETFs	Web-Based	Read/Write	2/12/2020	6
17	Laron Growth Consistent Performance	Chelsea Beckford	Read/Write	2/28/2020	94

Click New.

3. Select the **Multiple Investments** option.
4. Click **OK**. The Find Investments window opens.

5. From the **Within** drop-down field, select **Funds (Open End and Exchange Traded Funds)**.
6. From the **Find By** drop-down field, select **Ticker**.
7. Enter the following **tickers** into the search field:

☞ Note: To search for multiple funds, enter multiple tickers separated by commas.

- | | |
|---------|---------|
| ▶ PIGIX | ▶ BMNSX |
| ▶ DFSCX | ▶ ITOT |
| ▶ MGIAX | ▶ NEFRX |
| ▶ NEWFX | ▶ TRMCX |
| ▶ AWSHX | ▶ GSMHX |
| ▶ OSMAX | ▶ FGMNX |

The Correlation Matrix chart allows users to determine how investment returns move together (or don't). The objective of building a diverse portfolio is to reduce portfolio risk by selecting investments whose returns do not move together—whose returns are “uncorrelated.” The Correlation Matrix calculates the correlation of returns between each pair of investments in the chart, and displays the correlation coefficients in matrix. Please note that a maximum of fifteen investments of any type can be displayed in the chart.

Exercise 8: Generate a Correlation Matrix chart

To investigate the list using the Correlation Matrix chart, do the following:

1. The Correlation Matrix list should still be open in the grid view. Check the **box** in the column header to select all items in the list.

Action	Name	Base Currency	Ticker
<input checked="" type="checkbox"/>	1 PIMCO Investment Grade Credit Bond Instl	US Dollar	PIGIX
<input checked="" type="checkbox"/>	2 DFA US Micro Cap I	US Dollar	DFSCX
<input checked="" type="checkbox"/>	3 MFS International Intrinsic Value A	US Dollar	MGIAX
<input checked="" type="checkbox"/>	4 American Funds New World A	US Dollar	NEWFX
<input checked="" type="checkbox"/>	5 American Funds Washington Mutual A	US Dollar	AWSHX
<input checked="" type="checkbox"/>	6 Invesco Intl Sml-Mid Com A	US Dollar	OSMAX
<input checked="" type="checkbox"/>	7 Baird Core Intermediate Municpl Bd Inv	US Dollar	BMNSX
<input checked="" type="checkbox"/>	8 Loomis Sayles Core Plus Bond A	US Dollar	NEFRX
<input checked="" type="checkbox"/>	9 GMO SGM Major Markets VI	US Dollar	GSMHX
<input checked="" type="checkbox"/>	10 Fidelity® GNMA	US Dollar	FGMNX
<input checked="" type="checkbox"/>	11 iShares Core S&P Total US Stock Mkt ETF	Mexican Peso	ITOT
<input checked="" type="checkbox"/>	12 iShares Core S&P Total US Stock Mkt ETF	US Dollar	ITOT

Check this box to select the funds.

2. From the **Action** menu, select **Interactive Charts > Correlation Matrix**. The Correlation Matrix chart opens in a new window.

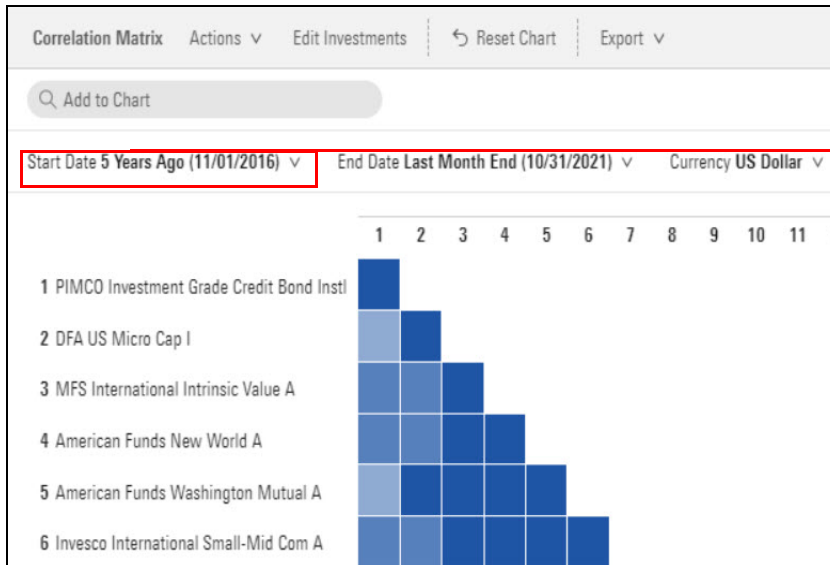
Action	Name	Base Currency	Ticker	ISIN
<input checked="" type="checkbox"/>	1 PIMCO Investment Grade Credit Bond Instl	US Dollar	PIGIX	US7220058165
<input checked="" type="checkbox"/>	2 DFA US Micro Cap I	US Dollar	DFSCX	US2332035045
<input checked="" type="checkbox"/>	3 MFS International Intrinsic Value A	US Dollar	MGIAX	US55273E3018
<input checked="" type="checkbox"/>	4 American Funds New World A	US Dollar	NEWFX	US6492801047
<input checked="" type="checkbox"/>	5 American Funds Washington Mutual A	US Dollar	NEWFX	US6492801047
<input checked="" type="checkbox"/>	6 Invesco Intl Sml-Mid Com A	US Dollar	NEWFX	US9393301067
<input checked="" type="checkbox"/>	7 Baird Core Intermediate Municpl Bd Inv	US Dollar	NEWFX	US00900W5711
<input checked="" type="checkbox"/>	8 Loomis Sayles Core Plus Bond A	US Dollar	NEWFX	US0570716490
<input checked="" type="checkbox"/>	9 GMO SGM Major Markets VI	US Dollar	NEWFX	US63872R7989
<input checked="" type="checkbox"/>	10 Fidelity® GNMA	US Dollar	NEWFX	US3620146239
<input checked="" type="checkbox"/>	11 iShares Core S&P Total US Stock Mkt ETF	Mexican Peso	NEWFX	US31617K1051
<input checked="" type="checkbox"/>	12 iShares Core S&P Total US Stock Mkt ETF	US Dollar	NEWFX	US4642871507

Select Correlation Matrix.

In the previous Price chart exercises, users investigated fund and benchmark data for a specific time period (trailing five years). In this exercise, users will update the time period and update the color scheme. The default view displays a one-color scheme, but a two-color scheme is available within Chart settings. The two-color scheme option displays funds that are positively correlated in blue and funds that are negatively correlated in yellow. To update chart settings, do the following:

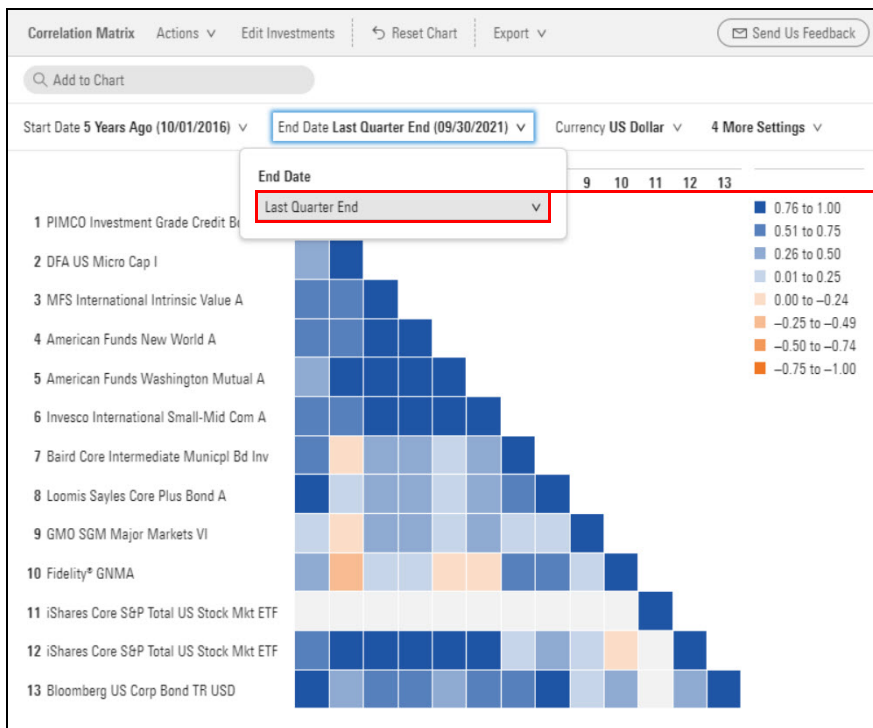
Exercise 9: Update the Correlation Matrix chart settings

1. From the **Start Date** drop-down field, select **5 Years Ago**.



Note the updated value for the highlighted field.

2. From the **End Date** drop-down field, select **Last Quarter End**.

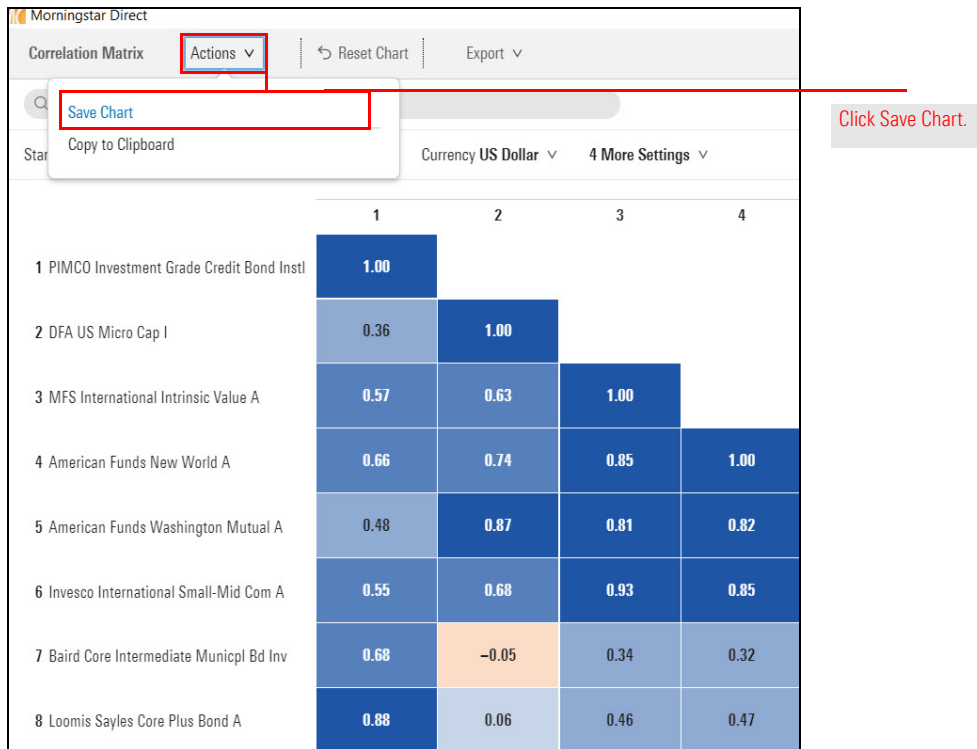


Note the updated value for the highlighted field.

A user can save a chart as a template and retrieve it within the desktop access point of Morningstar Direct. To save a chart as a template, do the following:

Exercise 10: Save a chart as a template

1. The Correlation Matrix should still be open in the Charts window. From the toolbar, click **Actions > Save Chart**. The Save As window opens.



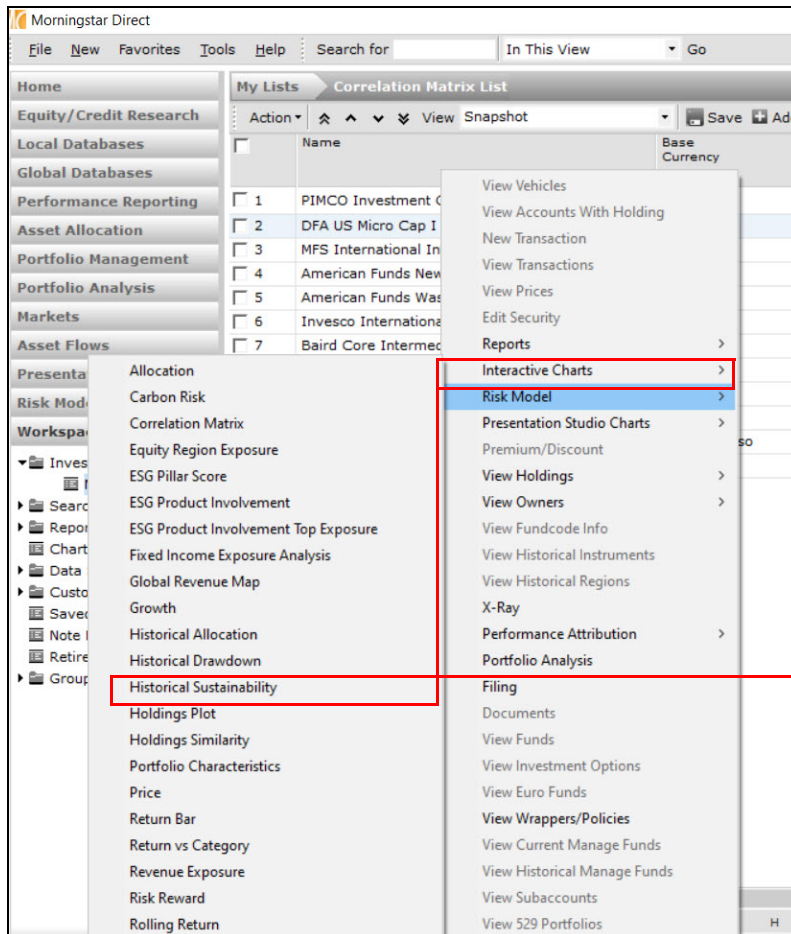
2. In the **Name** field, enter **Correlation Matrix chart**.

3. Click **OK**. The Save As window closes.
4. Click **X** to close the Charts window.

The Historical Sustainability chart allows users to analyze a fund's past ESG scores as a time series to evaluate trends and changes in companies owned by the fund. It displays a fund's Portfolio ESG score on a monthly, quarterly, or annual basis. To investigate a fund using the Historical Sustainability chart, do the following:

Exercise 11: Generate a Historical Sustainability chart

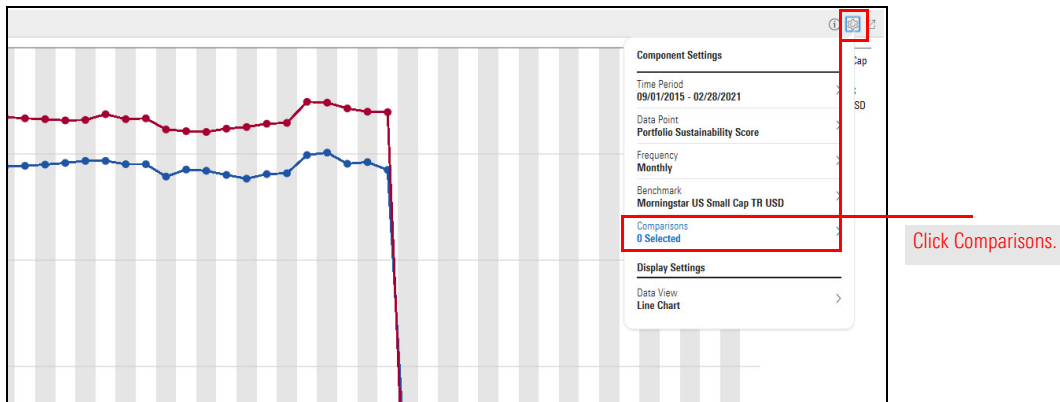
1. From the grid, **right-click DFA US Micro Cap I**. The right-click menu opens.
2. From the right-click menu, select **Interactive Charts > Historical Sustainability**. The Historical Sustainability chart opens in a new window.



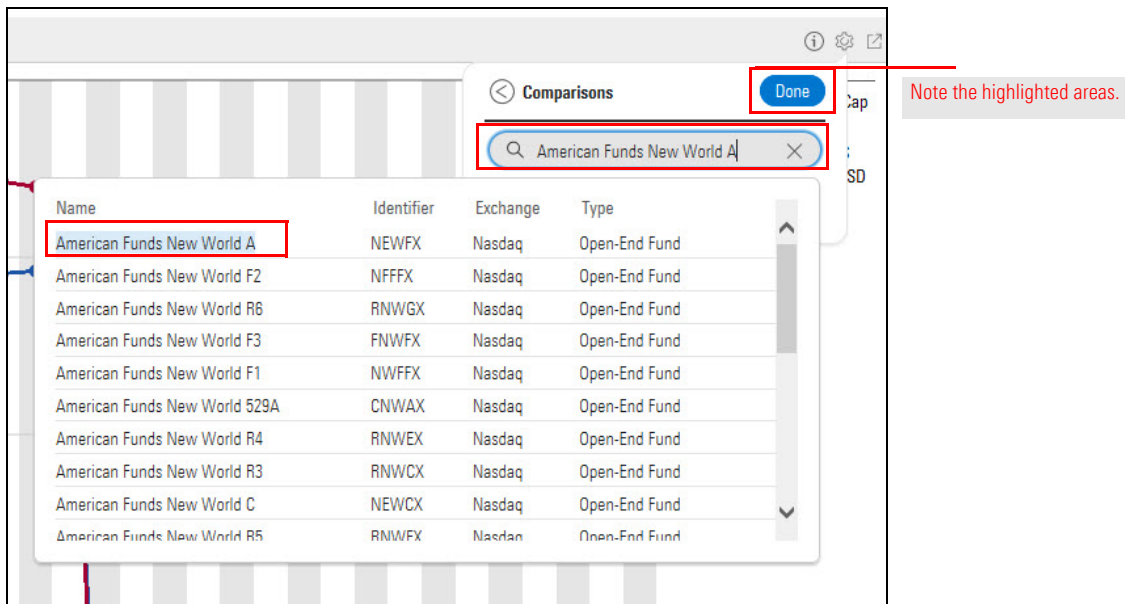
In the previous Historical Sustainability chart exercise, users investigated the historical sustainability data for DFA US Micro Cap I. In this exercise, users will compare the historical sustainability data for DFA US Micro Cap I and American Funds New World A. To compare the funds, do the following:

Exercise 12: Compare two funds

1. Click the **Component Settings** icon. The Component Settings window opens.
2. Click **Comparisons**. The Comparisons window opens.



3. Type **American Funds New World A** in the search field.
4. Select the **first fund**, then click **Done**. The fund is added to the Historical Sustainability chart.



5. **Click away** from the Component Settings window to close it.
6. Click **X** to close the Charts window.

The Holdings-Based Style Trail chart maps a fund's location on the Morningstar Equity Style Box, allowing users to see the changes for the equity portion of the fund over time. The Holdings-Based Style Map chart gives users a view of the holdings-based style of a portfolio. This exercise shows you how to generate both of these charts in Presentation Studio on one page.

Exercise 13: Generate a Holdings-Based Style Trail chart and Holdings-Based Style Map chart

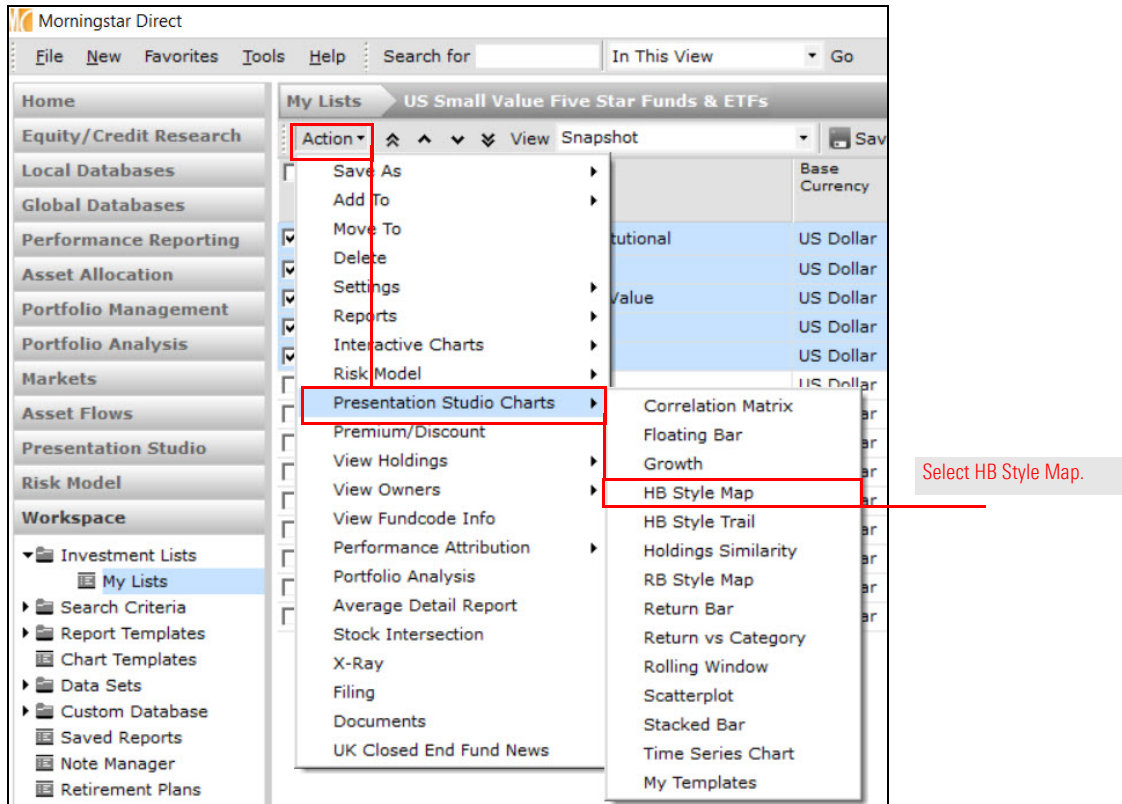
To see these charts, do the following:

1. In the desktop access point of Morningstar Direct, select the **Workspace** module. The My Lists page opens.
2. **Double-click** the **US Small Value Five Star Funds & ETFs** list. The list opens in the Grid.
3. Check the **boxes** next to the first five investments.

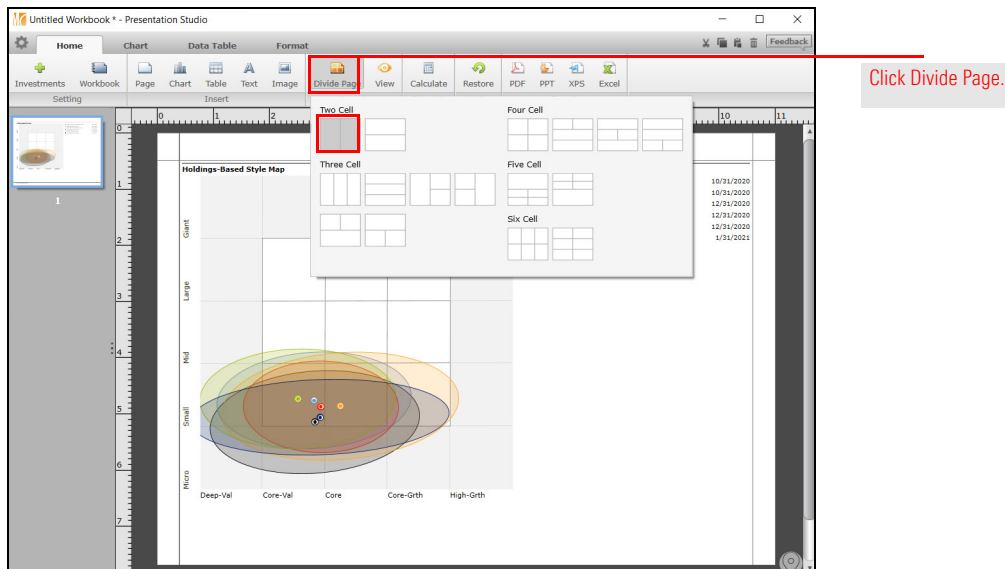
	Name	Base Currency	Ticker
<input checked="" type="checkbox"/>	1 Applied Finance Explorer Institutional	US Dollar	AFDZX
<input checked="" type="checkbox"/>	2 Fidelity® Small Cap Value	US Dollar	FCPVX
<input checked="" type="checkbox"/>	3 FPA Queens Road Small Cap Value	US Dollar	QRSVX
<input checked="" type="checkbox"/>	4 Franklin Small Cap Value A	US Dollar	FRVLX
<input checked="" type="checkbox"/>	5 MFS New Discovery Value I	US Dollar	NDVIX
<input type="checkbox"/>	6 North Star Micro Cap I	US Dollar	NSMVX
<input type="checkbox"/>	7 Pacer US Small Cap Cash Cows 100 ETF	US Dollar	CALF
<input type="checkbox"/>	8 Royce Special Equity Invmt	US Dollar	RYSEX
<input type="checkbox"/>	9 VALIC Company I Small Cap Special Val	US Dollar	VSSVX
<input type="checkbox"/>	10 Vanguard Small Cap Value Index Inv	US Dollar	VISVX
<input type="checkbox"/>	11 Victory Sycamore Small Company Opp R	US Dollar	GOGFX
<input type="checkbox"/>	12 VictoryShares US SmCp Hi Div Vol Wtd ETF	US Dollar	CSB
<input type="checkbox"/>	13 Walthausen Focused Small Cap Val Ins	US Dollar	WSVIX
<input type="checkbox"/>	14 Wells Fargo Special Small Cap Value A	US Dollar	ESPAX

Check the boxes.

- From the **Action** menu, select **Presentation Studio Charts > HB Style Map**. The Holdings Based Style map opens in Presentation Studio.

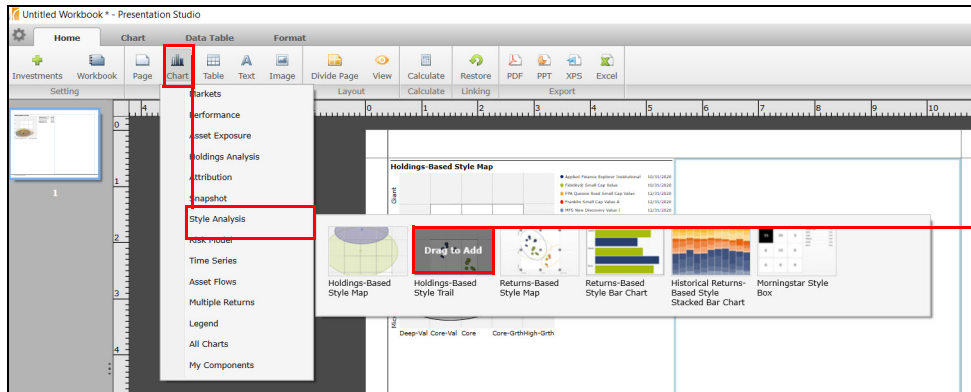


- Click the **Divide Page** icon, then select the **first option** in the Two Cell section.

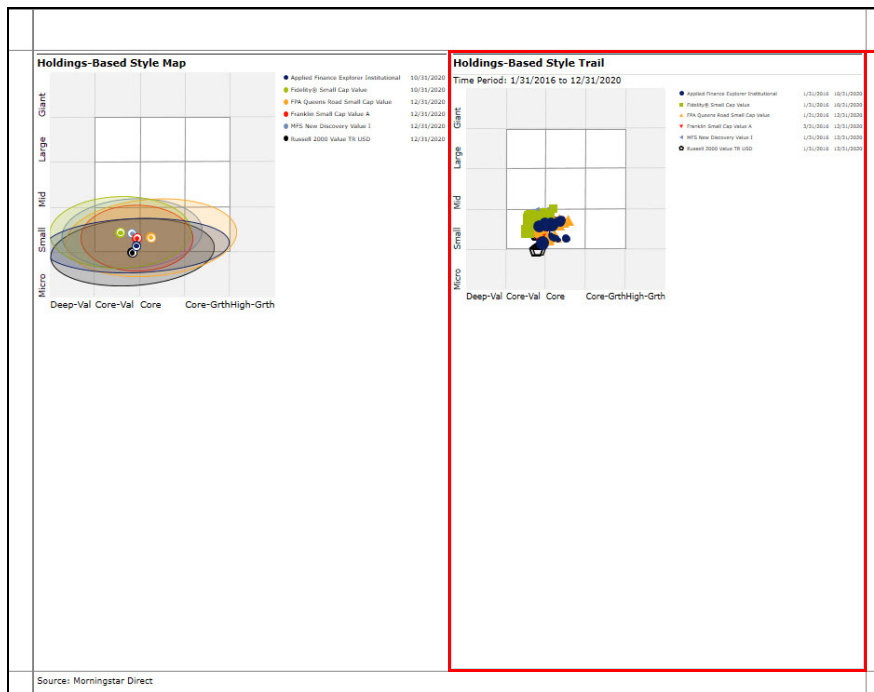


- Click in the **right-hand side** of the page to select it, then click the **Chart** icon.

7. Select **Style Analysis**, then **drag-and-drop** the **Holdings-Based Style Trail** to the right-hand side of the page.

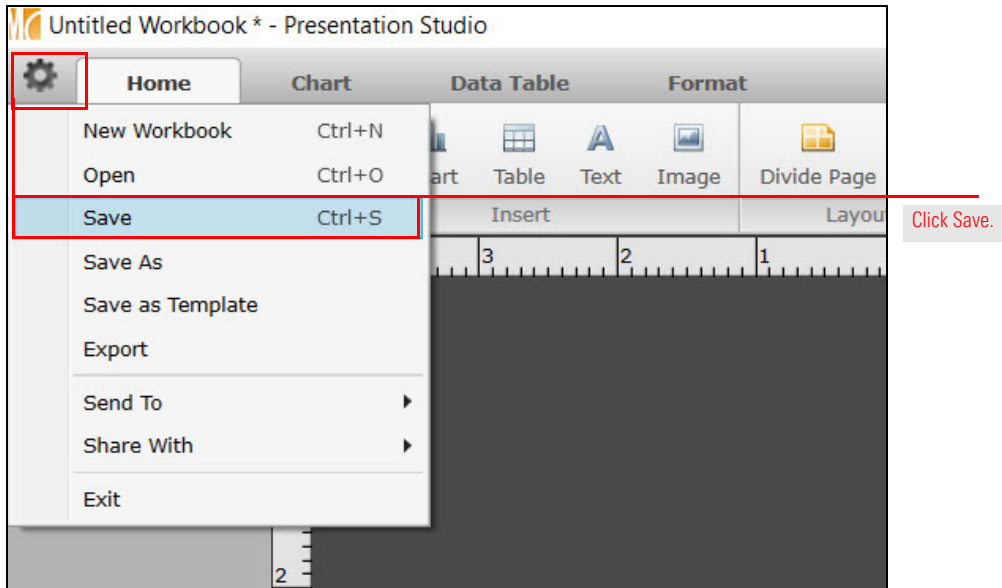


Drag-and-drop the highlighted chart.



Note the placement of the chart.

8. In the upper-left corner of the window, click the **gear** icon, then select **Save**.
9. In the **Workbook Name** field, enter **Holdings-Based Charts**, then click **Save**.

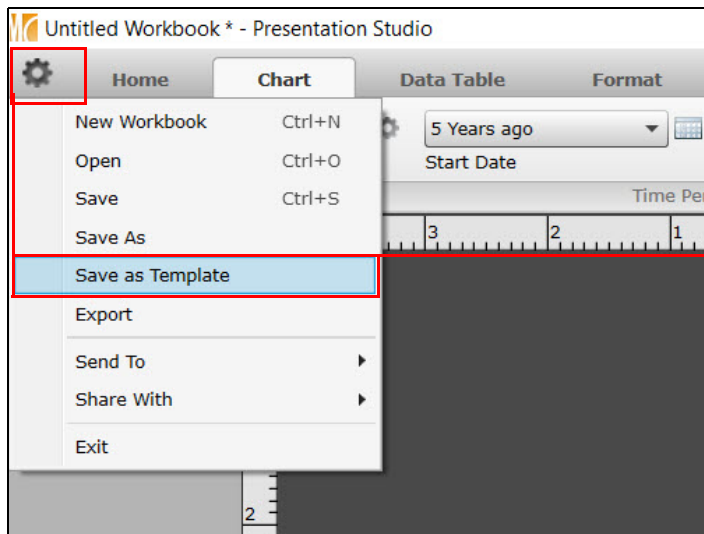


In the next exercise, users will save this report as a Presentation Studio template.

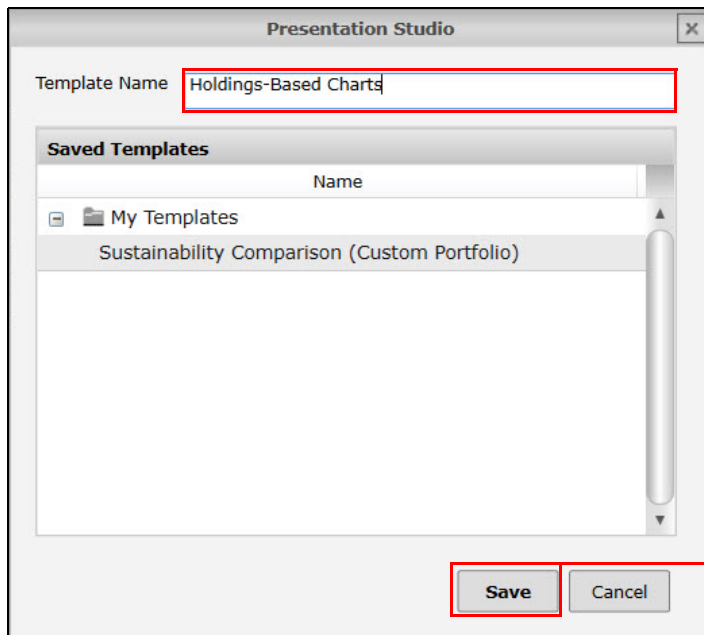
In the previous exercise, users created a Presentation Studio report using the Holdings-Based Style Map and the Holdings-Based Style Trail. In this exercise, users will learn how to save the report as a template. Saving as a template allows users to re-open the report template with different funds. Saving as a report allows the users to re-open the report only with the original fund(s).

Exercise 14: Save a Presentation Studio template

1. In the upper-left corner of the window, click the **gear** icon, then select **Save as Template**.
2. In the **Workbook Name** field, enter **Holdings-Based Charts**, then click **Save**.



3. In the **Template Name** field, enter **Holdings-Based Charts**, then click **Save**.



4. To learn more about Presentation Studio, read the [Using Presentation Studio guide](#).

Morningstar Direct offers a variety of pre-created reports. These reports open as PDFs and cannot be edited, unlike the templates created in Presentation Studio.

Exercise 15: Generate the Global Fund Report

In the previous exercises, you practiced generating charts including as Presentation Studio templates. The next couple exercises show some alternate reports you may want to use as part of an investment analysis. To generate the Global Fund Report for a qualified fund, do the following:

1. Select the **Workspace** module. The My Lists page opens.
2. **Double-click** the **US Small Value 5 Star Funds & ETFs** list.
3. On the toolbar, click **Edit Data**. The Select Data Points window opens.

The screenshot shows the Morningstar Direct application window. The title bar reads 'Morningstar Direct'. The menu bar includes 'File', 'New', 'Favorites', 'Tools', and 'Help'. A search bar is present with the text 'Search for' and a dropdown menu set to 'In This View' with a 'Go' button. The main window is divided into a left sidebar and a main content area. The sidebar contains various navigation categories: Home, Equity/Credit Research, Local Databases, Global Databases, Performance Reporting, Asset Allocation, Portfolio Management, Portfolio Analysis, Markets, Asset Flows, Presentation Studio, Advanced Analysis, and Workspace. Under 'Workspace', 'Investment Lists' is expanded to show 'My Lists' and 'Search Criteria'. The main content area displays a table titled 'My Lists' with the subtitle 'US Small Value Five Star Funds & ETFs'. The table has columns for 'Action', 'Name', 'Base Currency', 'Ticker', and 'ISIN'. There are 14 rows of fund data. A red box highlights the 'Edit Data' button in the toolbar above the table. A red arrow points from this box to a text box on the right.

Action	Name	Base Currency	Ticker	ISIN
<input type="checkbox"/>	1 Applied Finance Explorer Institutional	US Dollar	AFDZX	US98147A
<input type="checkbox"/>	2 Fidelity® Small Cap Value	US Dollar	FCPVX	US316389
<input type="checkbox"/>	3 FPA Queens Road Small Cap Value	US Dollar	QRSVX	US104826
<input type="checkbox"/>	4 Franklin Small Cap Value A	US Dollar	FRVLX	US355148
<input type="checkbox"/>	5 MFS New Discovery Value I	US Dollar	NDVIX	US55278M
<input type="checkbox"/>	6 North Star Micro Cap I	US Dollar	NSMVX	US66538A
<input type="checkbox"/>	7 Pacer US Small Cap Cash Cows 100 ETF	US Dollar	CALF	US69374H
<input type="checkbox"/>	8 Royce Special Equity Invmt	US Dollar	RYSEX	US780905
<input type="checkbox"/>	9 VALIC Company I Small Cap Special Val	US Dollar	VSSVX	US91915R
<input type="checkbox"/>	10 Vanguard Small Cap Value Index Inv	US Dollar	VISVX	US922908
<input type="checkbox"/>	11 Victory Sycamore Small Company Opp R	US Dollar	GOGFX	US926464
<input type="checkbox"/>	12 VictoryShares US SmCp Hi Div Vol Wtd ETF	US Dollar	CSB	US92647N
<input type="checkbox"/>	13 Walthausen Focused Small Cap Val Ins	US Dollar	WSVIX	US933310
<input type="checkbox"/>	14 Wells Fargo Special Small Cap Value A	US Dollar	ESPAX	US94984F

Use this icon to add a data point and discover which funds can be used to generate the Global Fund Report.

4. From the **View** drop-down field, **scroll down** and select **Morningstar Ratings and Grades**.

Select Data Points

Choose a Universe, then locate data points by selecting an existing view, or searching by name. To change the general or calculation settings of a selected point, use the Settings button.

Available Data Lists

Universe: Open End Funds

Find Data Point By: View Name containing

Available Data Points

Total Data Points: 147

Name	View
Base Currency	Firm Level Data
Virtual Class	Operations (Global)
Ticker	Returns (Daily)
ISIN	Returns (Month-End)
Global Broad Category Group	Returns (Quarter-End)
Global Category	Returns (Calendar Year)
Morningstar Category	Dividend (Calendar Year)
Morningstar Institutional Category	Estimated Share Class Net Flow (Month-End)
	Estimated Fund-Level Net Flow (Month-End)
	Post-tax Returns (Daily)
	Post-tax Returns (Month-End)
	Post-tax Returns (Calendar Year)
	Risk - Total Return (Month-End)
	Risk - Total Return (Quarter-End)
	Morningstar Ratings and Grades
	Asset Allocation
	CAN Asset Allocation

Selected Data Points

Total Data Points: 68

Name: []

Select this view.

5. **Scroll down** to select **Morningstar Analyst Rating**, then click **Add**.

Select Data Points

Choose a Universe, then locate data points by selecting an existing view, or searching by name. To change the general or calculation settings of a selected point, use the Settings button.

Available Data Lists

Universe: Open End Funds

Find Data Point By: View Name containing

Morningstar Ratings and Grades

Available Data Points

Total Data Points: 67

Research Flagship Fund - Y/N
Morningstar Analyst Rating
Morningstar Analyst Rating - Process Pillar
Morningstar Analyst Rating - Performance Pillar
Morningstar Analyst Rating - People Pillar
Morningstar Analyst Rating - Parent Pillar
Morningstar Analyst Rating - Price Pillar
Flagship Fund Analyst Rating
Flagship Fund Share Class Id

Selected Data Points

Total Data Points: 68

Name: []

Add Add All

Select this data point, then click add.

6. **Scroll** to the bottom of the Selected Data Points area, select the **Morningstar Analyst Rating** data point just added, then click the **Move to Top** button.

Select Data Points

Select Data Points
Choose a Universe, then locate data points by selecting an existing view, or searching by name. To change the general or calculation settings of a selected point, use the Settings button.

Available Data Lists

Universe: Open End Funds

Find Data Point By: View Name containing

Morningstar Ratings and Grades

Available Data Points
Total Data Points: 67

- Research Flagship Fund - Y/N
- Morningstar Analyst Rating**
- Morningstar Analyst Rating - Process Pillar
- Morningstar Analyst Rating - Performance Pillar
- Morningstar Analyst Rating - People Pillar
- Morningstar Analyst Rating - Parent Pillar
- Morningstar Analyst Rating - Price Pillar
- Flagship Fund Analyst Rating
- Flagship Fund Share Class Id

Add Add All

Selected Data Points
Total Data Points: 69

- Price Data Ready
- Operations Data Ready
- Portfolio Data Ready
- Note Effective Date
- Related Notes
- Primary Share in GIFS Classification
- Target Date Report Date
- Equity Profile Report Date
- Morningstar Analyst Rating**

Settings Remove Remove All

Use this button to move the selected data point to the top of the list.

- Click the **Down** button twice to move the Morningstar Analyst Rating data point down two spots, so it is just before Ticker.

Select Data Points

Select Data Points
Choose a Universe, then locate data points by selecting an existing view, or searching by name. To change the general or calculation settings of a selected point, use the Settings button.

Available Data Lists

Universe: Open End Funds

Find Data Point By: View Name containing
Morningstar Ratings and Grades

Available Data Points
Total Data Points: 67

- Research Flagship Fund - Y/N
- Morningstar Analyst Rating**
- Morningstar Analyst Rating - Process Pillar
- Morningstar Analyst Rating - Performance Pillar
- Morningstar Analyst Rating - People Pillar
- Morningstar Analyst Rating - Parent Pillar
- Morningstar Analyst Rating - Price Pillar
- Flagship Fund Analyst Rating
- Flagship Fund Share Class Id

Add Add All

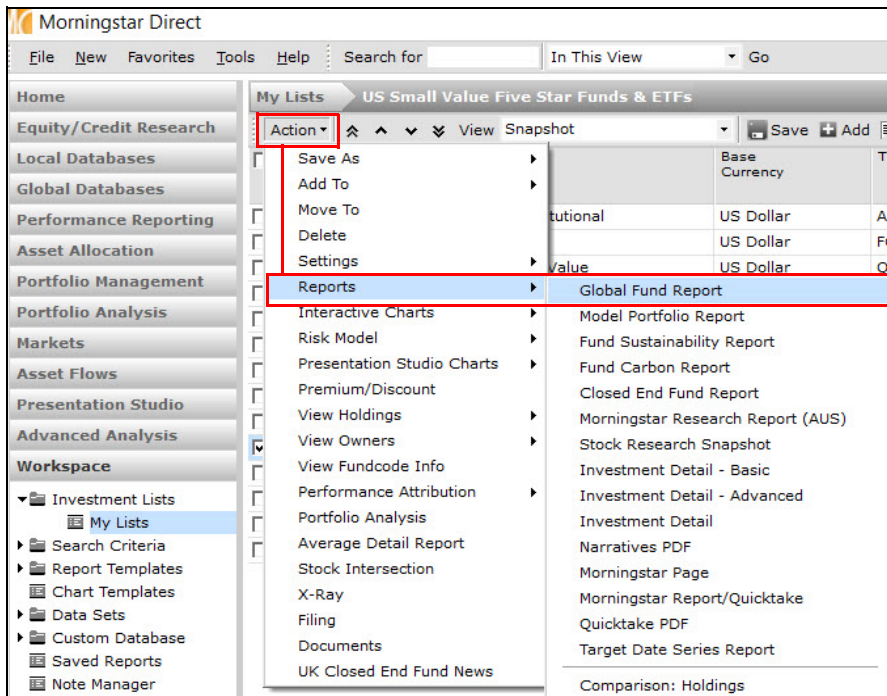
Selected Data Points
Total Data Points: 69

- Name
- Base Currency
- Morningstar Analyst Rating**
- Ticker
- ISIN
- Global Broad Category Group
- Global Category
- Morningstar Category
- Morningstar Institutional Category

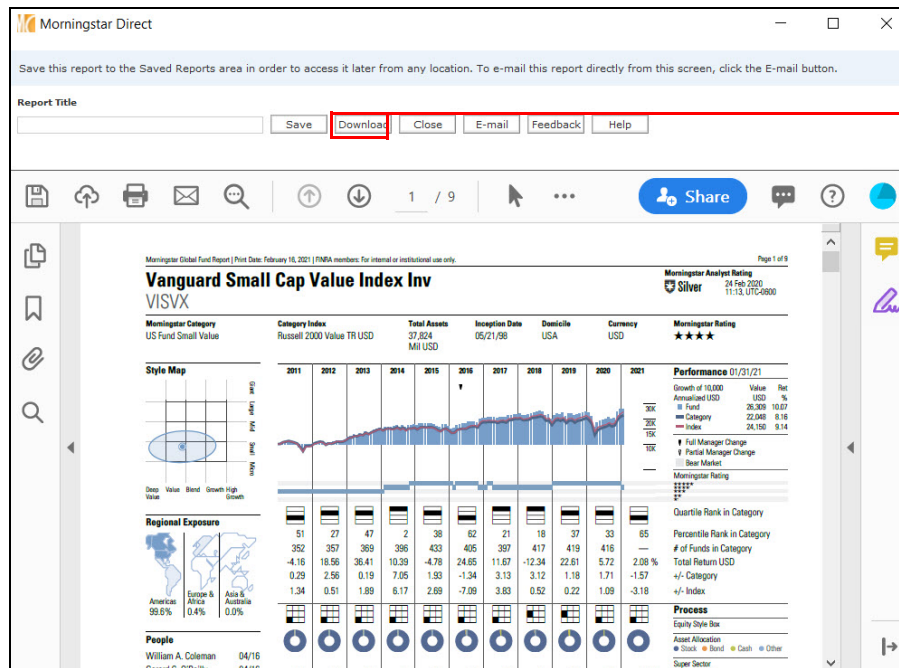
Note the final location for this data point.

- Click **OK** to close the Select Data points window. The Grid refreshes.
- Check the **box** to the left of a fund with a Morningstar Analyst Rating of Gold, Silver, or Bronze.

- From the **Action** menu, select **Reports > Global Fund Report**. The PDF opens in a new window.



Select this report from the Action menu.



Click Download to download the report to your desktop.

- Click **X** to close the report window.

The Morningstar Report, (formerly known as the Quicktake report) opens in a browser window. To generate the Morningstar Report from the grid view, simply **double-click** the **name** of a fund. Scroll up and down the page, or use the navigation menu at the top to move to a specific section of the report.

Exercise 16: Generate the Morningstar Report

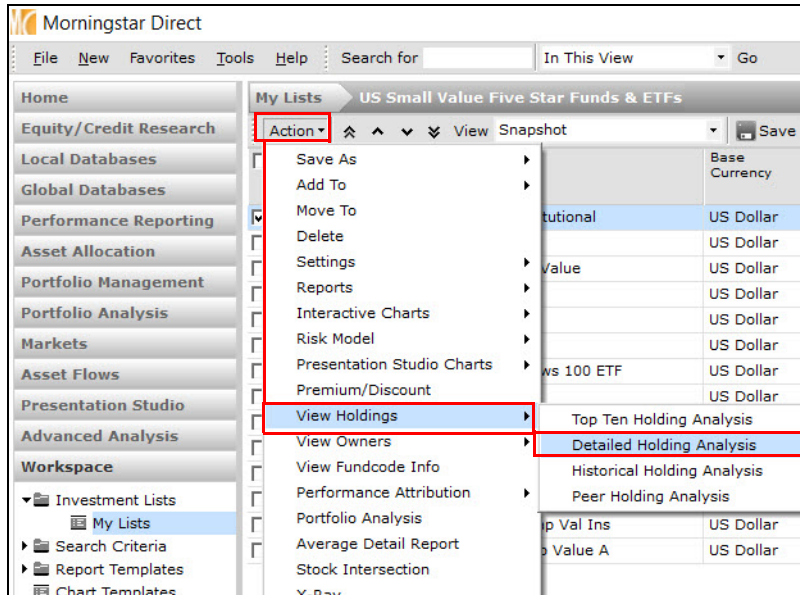
Use these controls to navigate to different parts of the report.

Quote Analysis Performance Risk Price Portfolio People Strategy Parent					
Applied Finance Explorer Fund Institutional Shares AFDZX ★★★★★ Gold					
NAV / 1-Day Return 14.94 / 0.20%	Total Assets 60.2 Mil	Adj. Expense Ratio ⓘ 0.830%	Expense Ratio 0.830%	Fee Level Below Average	Load None
Category US Fund Small Value	Investment Style Small Value	Minimum Initial Investment 10,000	Status Open	TTM Yield 0.44%	Turnover 229%
<small>USD NAV as of Jan 28, 2021 1-Day Return as of Jan 28, 2021, 5:45 PM CST Quantitative Rating as of Sep 30, 2020, 5:00 AM</small>					
Morningstar's Analysis ⓘ Quantitative Take Ratings					
Process ⓘ Sep 30, 2020 High	People ⓘ Sep 30, 2020 High	Parent ⓘ Sep 30, 2020 Above Average			

Charts and the pre-canned reports are two ways to analyze investments in Morningstar Direct. For managed investments, a third option is available for users needing to examine underlying holdings. To view a fund's full set of holdings, do the following:

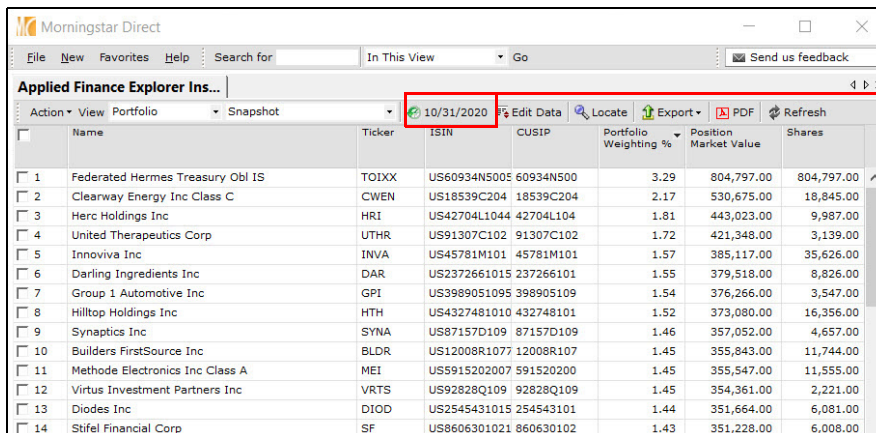
Exercise 17: View a fund's holdings

1. The US Small Value 5 Star Funds & ETFs list should still be open in the grid view. Check the **box** to the left of a fund in the list.
2. From the **Action** menu select **View Holdings > Detailed Holding Analysis**. The holdings open in a new window. They are sorted in descending order by weight.



Select this option to see all holdings for a fund.

3. Click the **date icon** on the toolbar to select a previous portfolio for the same fund.



Note the sort order being used by default in this window.

Morningstar Direct can also help you identify any fund of funds investing in a particular fund. This function is useful when identifying any funds investing in another fund. The analysis highlights the following information:

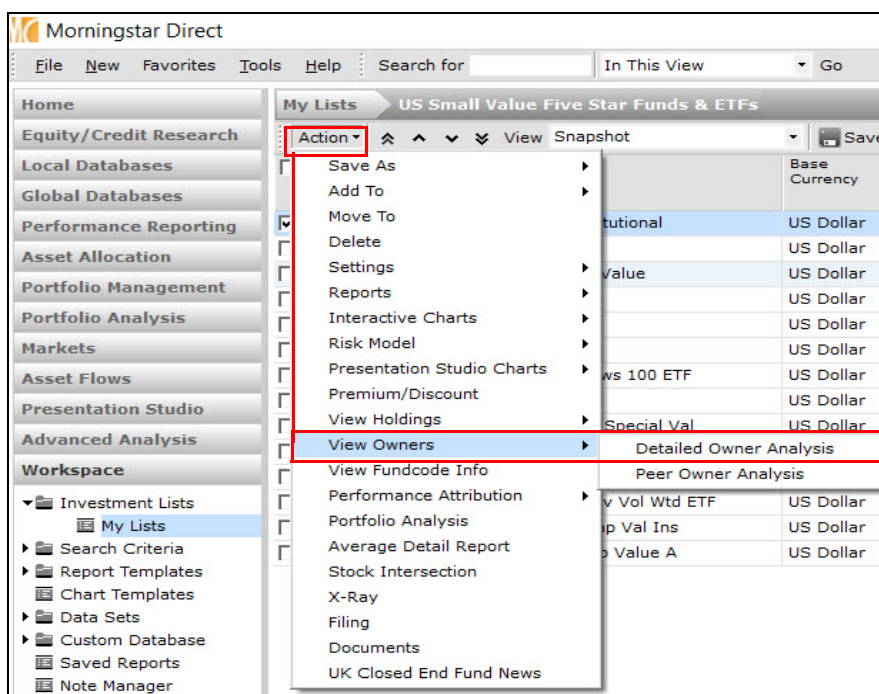
- ▶ the date of the portfolio for each fund owning the selected fund
- ▶ the weighting the subject fund represents in each owning fund, and
- ▶ the position market value of the subject fund in the owning fund.

☞ Note: This option is also valid for identifying funds investing in certain stocks.

Exercise 18: Retrieve a fund's owner information

To retrieve owner information, do the following:

1. The US Small Value Five Star Funds & ETFs list should still be open in the grid view. Check the **box** to the left of a fund in the list.
2. From the **Action** menu, select **View Owners > Detailed Owner Analysis**. The owners open in a new window.



Select this option to see if any other funds own this fund as a holding.

The screenshot shows the 'Detailed Owner Analysis' window. At the top, it identifies the fund as 'Fidelity® Small Cap Value Franklin Small Cap Value A'. Below is a table with columns: Name, Date, Portfolio Currency, Portfolio Weighting %, Position Market Value USD, # of Days to Liquidate (3 Mo Avg Vol), and % Mark. The first row is highlighted with a red box, showing the owner 'ME NextGen FT Small Cap Value'.

Name	Date	Portfolio Currency	Portfolio Weighting %	Position Market Value USD	# of Days to Liquidate (3 Mo Avg Vol)	% Mark
ME NextGen FT Small Cap Value	12/31/2020	US Dollar	100.00	47,650,299.00		

This Franklin fund is owned by ME NextGen FT Small Cap Value.