

DATASTREAM FOR OFFICE

USER MANUAL FOR EXCEL ISSUE 1



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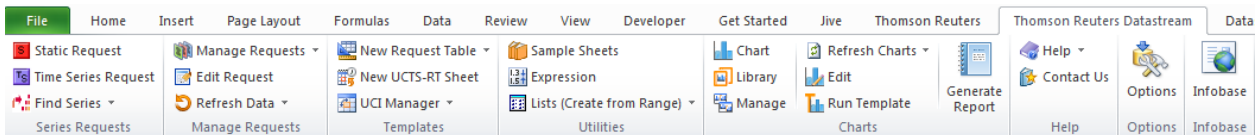


1 INTRODUCTION

THE DATASTREAM FOR OFFICE (DFO) INTERFACE

To use Datastream for Office (DFO), use the **Datastream Thomson Reuters** menu in your Excel application.

DFO menu in Excel 2007 and above



USING DATASTREAM FOR OFFICE

In DFO you can make static, and time series requests.

Static requests

To request data for a specific date. For example, the price, PE and dividend yield for Pepsico and Coca-Cola for 01/01/05.

For more information, see [Creating a static request](#).

Time series requests

To request data over a specific period, defined by a start date, end date, and frequency of data. For example, the daily price for Pepsico from 01/01/05 to 01/01/06.

For more information, see [Creating a time series request](#).

Request Manager

Use the Request Manager to manage your embedded requests. All the chart and data requests in your Excel work book are listed with their details. You can edit, delete, or refresh the requests individually or together.

For more information see [Using the request manager](#).



2 USING DFO OPTIONS DIALOG

SETTING THE EXCEL ADD-IN SYSTEM OPTIONS

System options are available for you to control the way you use the Excel Add-In and how data is presented. These options include:

- Request Format options

For assistance on using Thomson Reuters Datastream's Excel functionality and content - use the **Contact Us** option on the menus.

To select these options:

1. Choose **Options** from the **Thomson Reuters Datastream** menu.
The **Options** dialog is displayed.
2. Select the **Request Format** tab.
3. Select the options you require by checking the boxes:

4. Click **OK**.

REQUEST FORMAT OPTIONS

These options define the default display options for data requests in Excel. They can be overridden by the request format options on the **Static Data Request** and **Time Series Request** dialogs. Clicking the **Default Option** button on these dialogs returns the format options back to the default settings on the **Options** dialog.

Changes to the settings on the **Options** dialog will only take effect after Excel has been re-launched, or if the **Default Option** button on the request dialog is used.

The request format options are:

- **Row Titles** - displays the series code at the top of each row for each series.
- **Column Titles** - displays the datatype mnemonic at the top of each column.
- **Headings** - displays a general heading for row and column titles. For example, the date of the request.
- **Currency** - displays an additional column with the title Currency and with the traded currency of each selected series.
- **Transpose Data** - displays individual time series data across the Excel spreadsheet in rows. This is particularly useful if you are requesting data over very short time periods or larger reporting frequencies, that is quarterly or yearly. The maximum number of columns that you can use in Excel is 255.
- **Latest Value First** - displays the latest value first in the request result.
- **Display code** - displays the series mnemonic. This option is available for Time Series request.
- **Hyperlink to metadata or Datatype definition** - Adds a hyperlink to the series code to link to the classifications and metadata pages from Navigator for the series (also enable series that are now dead or inactive to be identified in your workbook).
- **Cell Referencing** - this enables this with or without the trigger cell. This trigger uses a cell above the request to detect if the contents of the referenced cells have changed to initiate an update.
- **Embed Formula** - ensures that the request is embedded in Excel as a dynamic, refreshable object when saved. If you do not select this option, the results of the request cannot be refreshed and remains as plain text/numbers.
- **Suppress Comments** - removes row headings e.g Date, Type, Currency etc.

Display Datatype - According to the option selected, the Datatype description or mnemonic is displayed in the Static request results.

Display Expression - According to the option selected, the Expression description or number is displayed in the Static and Time Series request results.

Data options - The **Not Available String** field enables you to type the text that you want displayed in Excel when data is not available from Datastream. For example, **#N/A, Blank**.

Note: Enter "Blank" word in Not Available String input field if you have not entered any.

UCTS Options: Overwrite all values if series exists - to overwrite existing values.

Calculation Options

- **Suppress Auto Calculation on Open** - you can enable the auto calculation on startup.
- **Refresh Only DFO Formulas** - only DFO Formulas get refreshed.



Menu (right click mouse)

- **ShortCut** - makes the **Static Request**, **Time Series Request**, and **Request Management** options available from the Excel worksheet right mouse click menu.

Recent Series / Datatypes - Recent series to display those used in both static and time series requests in the dropdowns in static and time series requests.

Auto Correct List

- **Autocorrect options Delete "..."** from the list is removed from Excel's default Autocorrect settings whereby "." is replaced by the symbol "...".

Suppress Run on Startup (DFO Index) – overrides the automatic refresh setting of any embedded requests.

Intelligence: This option enables you to see the functions and parameters available for the functions with links to the help files.

Enable Ctrl+R shortcut (to process RT): You can enable and disable shortcut (Ctrl+R) for process request in Request Table using options dialog.

Path

- **DFO Index:** This specifies the location where DFO Index file are stored.

Sample Sheet

- **Samples URL:** This specifies the URL from where DFO Samples can be downloaded.
- **Download Path:** The download path for the DFO Samples file can be specified here.


CREATING DATA REQUESTS IN EXCEL

Datastream for Office (DFO) enables you to create and issue data requests from within Excel, rather than creating your data requests in Datastream and then embedding them in Excel. When you issue a request from Excel, it is passed directly to Datastream, bypassing Datastream. The results are returned as dynamic, refreshable objects. This means that your data requests can be saved and refreshed within Excel without having to launch Datastream. The breadth of Datastream's historical data is available for use in your spreadsheets. Any number of data requests can belong to a spreadsheet and be refreshed as a batch using the **Request Manager**. See [Using the Request Manager](#).

The data request creation facilities available in Datastream are also available in Excel.

Static Data	Time Series Data
Series selection – including Datastream equities, market indices, commodities, bonds, interest and exchange rates, investment and unit trusts, warrants and economic series.	Series selection – including Datastream equities, market indices, commodities, bonds, interest and exchange rates, investment and unit trusts, warrants and economic series.
List selection – including user created mainframe lists and constituent lists.	List selection – including user created mainframe lists and constituent lists.
Datatype selection – static datatypes for Datastream, MSCI, I/B/E/S and FTSE.	Datatype selection - time series datatypes for Datastream, MSCI, I/B/E/S and FTSE.
Expression selection - including Datastream global and user created expressions.	Expression selection – including Datastream global and user created expressions.
	Frequency of reported data - including daily, weekly, monthly, quarterly and yearly.
Currency Convertor - including currency	Currency Convertor - including currency.
Date of requested data.	Start and end dates for display period.
Format options - including selection of column and row title and headings.	Format options - including selection of column and row title and headings.

The [Intellisense](#) option enables you to see the functions and parameters available for the functions with links to the help files.

The **Editor**  option enables multiple series or datatypes/functions/expressions to be easily reviewed, edited and extended with links to the metadata.

The **Hyperlink to Metadata** option enables series codes to be linked to the Navigator classifications and metadata pages. This also enables series that are now dead or inactive to be identified in your workbook via the **Search For Dead Codes** menu options.

The **Hyperlink to Datatype Definition** option enables series codes to be linked to the Navigator Datatype Definition page.

Static Request

Request Details

Series/List:

Datatypes/Expressions:

Date:

Options

☒ Display Row Titles
☒ Display Column Titles
☒ Display Headings
☐ Transpose Data
☐ Display Cols
☐ Display Currency
☐ Display Latest Price Value
☒ Hyperlink to Series Metadata
☒ Hyperlink to Datatype Definition

Display Expression

☒ Description
☐ Number
☐ Display Datatype
☒ Description
☐ Mnemonic
☒ Embed formula

TESCO - Windows Internet Explorer

Name	TESCO
OS Mnemonic	TSCO
OS Code	900803
Market	United Kingdom
Base Date	Dec 30 1994
Currency	United Kingdom Pound
IBES	Yes
MSCI	Yes
WS	Yes
Primary Quote	Yes
Datatypes	P-1264 MV-1264 DY-1264 PE-1264 PS-1264 RJ-1264 more
Major Security	Yes
Adjusted Prices	Yes
Status	Active
Instrument Type	Equity
Exchange	London
Sector	Food & Drug Retailers
SEDOL	0884709
ISIN	GB0008847096
Local Code	UK:TSCO
IBES Ticker	0:BTSC
RIC	
Expanded Name	Tesco

	A	B	C	D	E
1					
2	Date	01/31/2011			
3	Type	VOQ	BARC	TSCO	IBM
4	P	175.35	293.75	402.7	160.34
5	MARKET VALUE	91081.13	35786.53	32336.01	199200.1

Market value, (market capitalisation) (MV) - Windows Internet...

Market value / market capitalisation – datatype (MV)

Market value on Datastream is the share price multiplied by the number of ordinary shares in issue. The amount in issue is updated whenever new tranches of stock are issued or after a capital change.

- For companies with more than one class of equity capital, the market value is expressed according to the individual issue.
- Market value is displayed in millions of units of local currency.

See also
[Market value consolidated](#)

Countries for which available

G1

Done ☒ Trusted sites 100%



CREATING STATIC DATA REQUESTS

Static data requests are created using the **Datastream Static Request** dialog to enter your request parameters. Choose **Static Request** from the **Thomson Reuters Datastream** menu.

The minimum you need to do to create a static data request is select a series, a datatype, and a start date on the **Datastream Static Request** dialog. You can then **Submit** the request to Datastream. The results are displayed directly in the spreadsheet with row and column headings (if selected).

Example - Five series and static datatypes

- 1 Click the **Series Navigation** button to display Datastream Navigator. Here you can select a data category of interest (e.g., Equity) and browse through the displayed list or type a few letters to restrict the list.

- 2 Click the **Currency** picker button to specify the required currency.
- 3 Select the date that you want to retrieve. (Latest / Intraday value)
- 4 Click the **Submit** button to issue the request to Datastream.

5 The result of your static data request are embedded in the worksheet at the current cell position.

	A	B	C	D	E	F	G	H	I	J
1	Date									
2	Type	MARKET VALUE	EARNINGS PER SHARE							
3	IBM	202293.6	11.52	162.83						
4	VOD	91974.33	16.15	177.1						
5	BMSFT	234762.4	2.35	27.94						
6	@GOOG	152025	26.31	612						
7	@INDO	21598.96	6.77	16.57						

Selecting series


The Datastream Navigator, displayed by clicking the **Series Navigation** button, **Find Series** enables you to select individual series. When you select a series, the series mnemonic is copied to the Series field on the Request dialog. Multiple selections are automatically separated by commas.

- 1 Select a Category from the list.
- 2 Simply type the text you believe best describes the series in the input box and Hit Enter or select **Search** button.

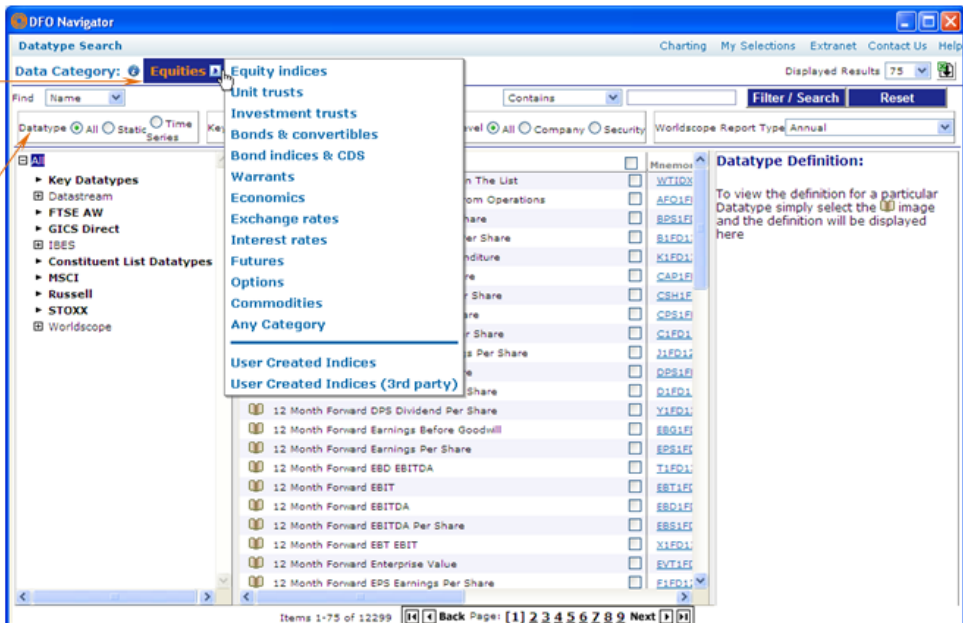
Note: You can also use "Advance Search" option for specific criteria search.



Selecting datatypes

The Datatype Mnemonic Picker, displayed by clicking the **Datatypes** button , enables you to select individual datatypes per request. When you select a datatype, the Datastream mnemonic for the Datatype, for example, MV for Market Value, is copied to the Datatypes field on the Request dialog. Multiple selections are automatically separated by commas.

The following example shows you how to search and select the Datastream equity datatype EPS (earnings per share) by typing its mnemonic in the Datatype Mnemonic Picker.



1 Select the Datatype Category from the list. If your series is an Equity series, (as in this example) you will need to select Equities.

2 Select the type of datatype you want to use. In this instance it will be Time Series Datatypes, but you can select datatypes from the dropdown list.

3 When you have selected your Datatype Category and Datatype from the dropdown lists, select the criteria you would like to search by e.g. Mnemonic and type the Datastream mnemonic in the Search field, for example, eps. The datatype and its description is displayed for selection. Click the mnemonic to select it.


When you have selected your Datatype Category and Datatype from the dropdown lists, select the criteria you would like to search by e.g. Mnemonic and type the Datastream mnemonic in the Search field, for example, eps. The datatype and its description is displayed for selection. Click the mnemonic to select it.

If you don't know the Datastream mnemonic for the required datatype but you know the general description, for example Price, choose to find by **Name** and type **Price** in the **Search** Field. This lists all datatypes for the chosen **Data Category** and **Datatype** with descriptions beginning with Price (e.g. Price (adjusted), Price (unadjusted), and so on).

Selecting lists

You can use lists stored on the Datastream host, rather than selecting a number of individual series. These lists include:

- User lists (i.e. L#xxxx lists) that are stored on the Datastream host system. See [Creating user lists](#).
- Constituent lists; for example, LFTSE100.

To select a list, click the **List Picker** button , on the **Request** dialog. When you use a list of series for a data request, data is displayed for the selected datatypes for every series in the list in the order that they appear in the list. Selecting a list from the **List Picker** copies the list code into the **Series** field. This could be a list code for mainframe lists (e.g. L#A74953) or a list mnemonic for constituent lists (e.g. LNSABANK).



Example - User created list and 3 static datatypes


- 1 Click the **List Picker** button.
- 2 Select a **User Created Lists** from Navigator.

- 3 Complete the datatype, date and format details, and click **Submit**.

	D	E	F	G	H	I	J	K
10								
11	Date	3/16/2011						
12	Type	MARKET VALUE	DATASTREAM INDEX	EARNINGS PER SHR	CURRENCY			
13	LWABCD12	0.24	1184.53	0 US				
14	IS:BAR	159.2	366.45	1.28 IE				
15	F:BARB	11.98	1798.33	0.43 E				
16	BARC	34357.26	4075.34	30.4 E				
17	PO:BRK	541.48	157.69	0 PZ				
18	U:B	1117.18	1184.53	0.95 US				
19								

Selecting expressions

For static data requests, you can browse and select expressions stored on the Datastream host system. The

Static Request Expression Picker, displayed by clicking the **Expression Builder** button , on the Static Request screen, can display all user created expressions or Datastream global expressions, or both. See [Using Expressions](#). A **Refresh Grid** button enables you to update the list of expressions held on your PC from the Datastream host system.

Expressions can be used for static data requests where only one symbolic variable is used. For example, PCH#(X,1Y) calculates the percentage change over one year where X is either a single series or a constituent of a list that you select.



CREATING TIME SERIES REQUESTS

You can create time series requests for individual series (e.g. price indices, exchange rates, and expression, etc.) as well as for your User created lists, and Datastream constituent lists. Unlike static data requests, you can specify a time period which can start as far back as data is held for a specific stock right up to the latest value. A **Frequency** format option enables you to define periodicity of the data required.

Time series requests are created by using the **Time Series Request** dialog from the **Thomson Reuters Datastream** menu, supplying the required series (lists or expression), datatypes, time period, and frequency, and clicking **Submit**.

Example

1 Click the **List Picker** button to select the list from Datastream.

2 Click the **Datatype** button, select Time Series Datatype radio, select a data type (e.g., Price Adjusted) and click OK.

3 Click the **Currency Picker** button to specify the required currency.

4 Type the Start Date for the reporting period. This can be a date in the format dd/mm/yy or a period relative to the End Date, for example -3Y, that is three years ago from the End Date. For time series requests, you can leave the End Date blank, this defaults to yesterday's closing values, or before yesterday depending upon the series selected.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Start	02/02/2009										
2	End	02/02/2011										
3	Frequency	D										
4	Normal	ADIDAS - PRICE	ALIANZ -	ALTANA -	BASF -	PRIMOR -	PR BAYER -	PICONMERZ	CONTINENT	DANIEL -	DEUTSCHE	DEUTH
5		46.055	105.65	16.29	56.1	56.47	54.36	5.715	59.24	52.59	44.27	56
6	02/02/2011	45.91	106.21	16.29	56.01	56.37	54.45	5.695	58.9	53.54	44.02	56
7	01/13/2011	45.57	105.47	16.29	56.42	56.22	53.92	5.598	58	53.46	43.3	57
8	01/28/2011	45.825	99.9	16.29	56.21	56.87	53.48	5.548	58.34	54.52	43.33	57
9	01/27/2011	45.655	101.55	16.29	57.48	57.24	54.39	5.401	59.5	56.07	43.64	56
10	01/26/2011	46.43	97.38	16.29	57.29	57.06	53.04	5.606	59.17	56.28	43.4	57
11	01/25/2011	45.555	97.43	16.29	56.32	56.07	54.5	5.669	58.93	55.26	43.615	57
12	01/24/2011	45.24	98.7	16.29	55.93	55.47	54.11	5.789	58.99	54.64	44.39	57
13	01/23/2011	44.84	98.1	16.29	56.45	56.17	54.4	5.765	58.15	54.85	44.19	57

USING LISTS WITH TIME SERIES REQUESTS

When you use a Datastream list, or a constituent list with a static data request, between one and ten datatypes are returned for each series in the list. When you use a Datastream list, or a constituent list with a time series request, a sequence of data (i.e. the time series datatype and frequency) is returned for each constituent.


To indicate that you want a time series on each datatype that you enter, you must click the **TS for each item in list** check box. This can be switched off in the options dialog.



USING FUNCTIONS AND EXPRESSIONS WITH TIME SERIES REQUESTS

Selecting expressions

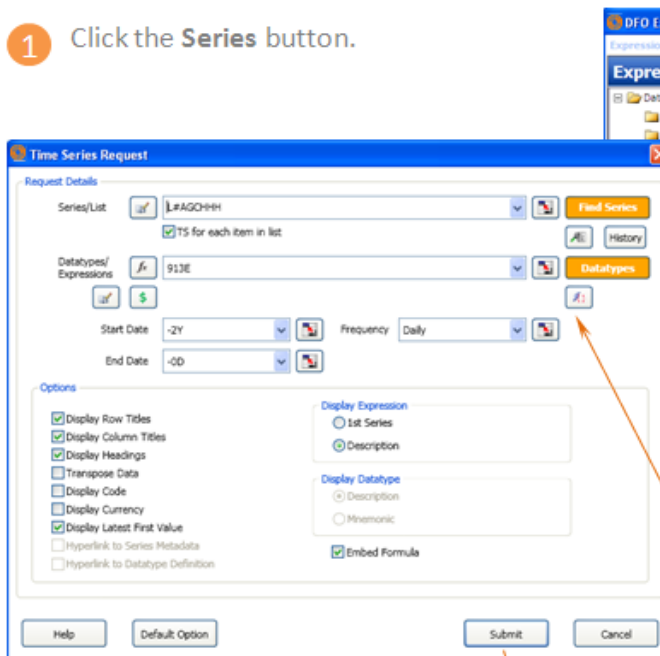
For time series data requests, you can browse and select expressions stored on the Datastream host system.

The **Time Series Data Request Expression Picker**, displayed by clicking the **Expression Picker** button  on the **Time Series Request** screen, can display all user created expressions or Datastream global expressions, or both. See [Using Expressions](#). A **Refresh Grid** button enables you to update the list of expressions held on your PC from the Datastream host system.

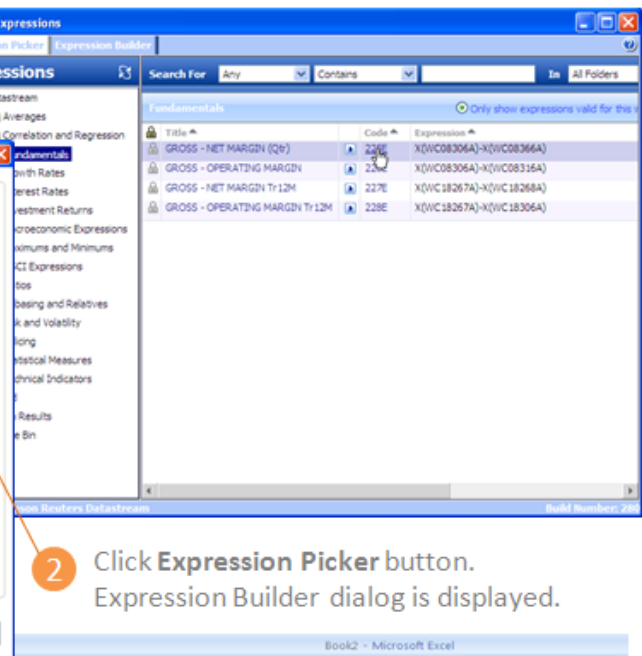
Expressions can be used for time series requests where only one symbolic variable is used. For example, PCH#(X,1Y) calculates the percentage change over one year where X is either a single series or a constituent of a list that you select.

Example - Percentage change over one year of market index constituents

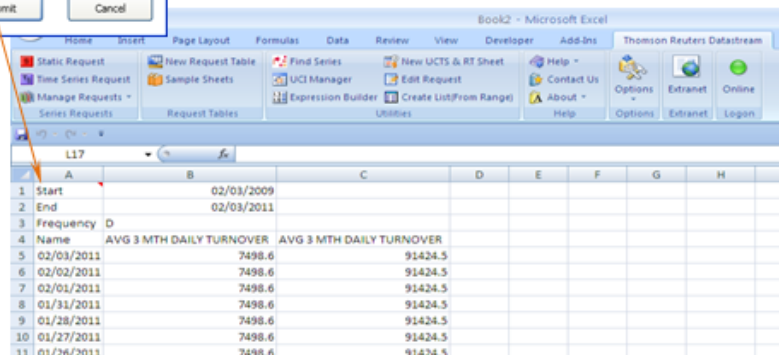
1 Click the **Series** button.



2 Click **Expression Picker** button. Expression Builder dialog is displayed.



3 Complete the Date field and click **Submit** to issue the static data request to Datastream.



	A	B	C	D	E	F	G	H
1	Start	02/03/2009						
2	End	02/03/2011						
3	Frequency	D						
4	Name	AVG 3 MTH DAILY TURNOVER	AVG 3 MTH DAILY TURNOVER					
5	02/03/2011	7498.6	91424.5					
6	02/02/2011	7498.6	91424.5					
7	02/01/2011	7498.6	91424.5					
8	01/31/2011	7498.6	91424.5					
9	01/28/2011	7498.6	91424.5					
10	01/27/2011	7498.6	91424.5					
11	01/26/2011	7498.6	91424.5					

Selecting dates

You can use locale date format such as mm/dd/yy – and the date will be held in the DSGRID formula in universal date format, for example 2011-01-01, enabling the sheet to be opened in different locale date formats (note if dates are entered in formulas in your locale data format, it will not then be possible to open with a different locale).



Dates can be typed as either a fixed date format, that is *dd/mm/yy*, or as a number of days (D), weeks (W), months (M), quarters (Q), or years (Y) ago from today, for example -3D which is three days ago from today.

Note: If the Date field is left blank, the last value (which may be prior to the date of the request) will be retrieved. You can also enter **TODAY** in the **Date** field to retrieve the latest intraday values. Latest Intraday prices are only available for European equities and indices where real time prices are subscribed to.

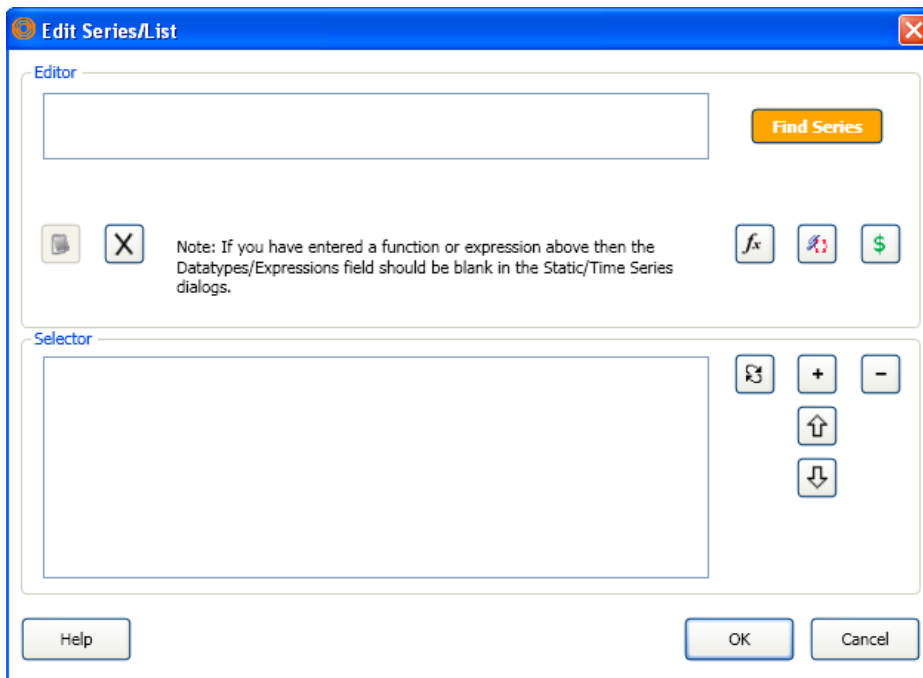
USING SERIES EXPRESSION EDITOR IN STATIC AND TIME SERIES DIALOGS






The Expression Editor helps you to edit long strings you have entered in the Series/Lists (Time Series dialog) or the Datatypes/Expressions (Static dialog) text boxes in Excel.

Series / Expression Editor launched from the Series/Lists (Time Series dialog)


In a **Time Series** request, you can enter series, datatypes and currency conversion combinations.

1. Click the **Editor** button  next to the **Series/Lists** textbox in the **Times Series** dialog. **Edit Series/Lists** dialog is displayed.





2. You can construct an expression in the Editor using the **Navigator** button  and/or the **Function**/Expression/Currency pickers   .
3. Click the **fx** button  to select a function. Once you select a function and click **OK**, **Function arguments** dialog is displayed.

4. When you click **OK** in the dialog above, if “X”, “Y”, “Z”, “A” is displayed the **Expression** field, then in the text returned to the Editor - Series1, Series2, Series3, Series4 are displayed depending on the number of substitutable variables in the function. In the example above, MAV#(X,1Y) is returned as MAV#(Series1,1Y).

5. When you click the **Expression Picker** button  in the **Edit Series/Lists** the **Expression Picker** is displayed showing **All the expressions on the ID**. When you return the expression to the Editor it returns the name of the Expression with symbolic placeholders “X”, “Y”, “Z”, “A” replaced by Series1, Series2, Series3 or Series4, as appropriate.

Title	Code	Expression	Var.	Amended	Own
GROSS - NET MARGIN (Qtr)	225E	X(WC08306A)-X(WC08366A)	1	09/06/2010	ADM
GROSS - OPERATING MARGIN	226E	X(WC08306A)-X(WC08316A)	1	09/06/2010	ADM
GROSS - NET MARGIN Tr12M	227E	X(WC18267A)-X(WC18268A)	1	09/06/2010	ADM

6. But, when you click the **Expression Picker** button  in the **Datatypes/Expressions (both Static and Time Series)** dialog) the **Expression Picker** is displayed showing only those expressions with 1 symbolic variable.
7. When you click the **Currency Picker** button  available in the **Times Series** request, **Datatype Currency** dialog is displayed. Select a Currency and click **Apply Last/Selected** button to apply currency like: SERIES~Currency (Eg: BAY~AL).

Other functionalities in the Expression Editor (both Static and Time Series dialog)



- Click this button to delete the text in the Editor area.



- Click this button to view classifications and metadata displayed from the Navigator. For functions, this button is not enabled.



- Click this button to replace the selected item in the Selector grid below the text in the Editor area.



- Click this button to add Editor text as new item in Selector.



- Click this button to delete item from Selector.





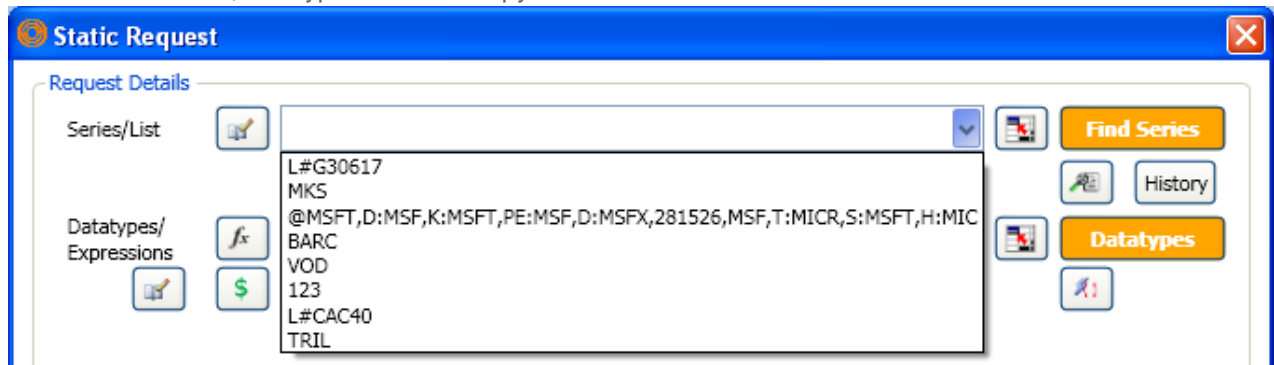
- Click these buttons to move items in the Selector up and down.

SHORTCUTS WHEN ENTERING REQUEST DETAILS

The data request dialogs have two features that enable you to speed up your typing of request parameters. These are:

- Series, datatype, and date dropdown lists

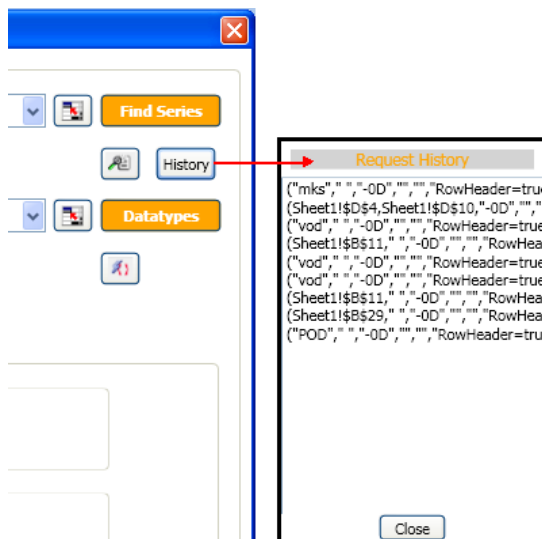
This feature enables you to select from a dropdown list, under the **Series**, **Datatype** and **Date** field, series, datatypes and dates that you have previously used in one Excel session. Simply click on the dropdown list and select a series, datatype or date to copy it into the field.



Note: You can merge list using “Merge recently used lists” option from **Options** dialog.

- Select last request parameters

You can re-insert the parameters for any of your previously used requests by clicking the History Button and selecting the request details from the displayed list, for example:



Selecting the request details from this list inserts all the details in the relevant fields. Click **Submit** to issue the request.



FORMAT OPTIONS

Format options for static and time series requests

Format options are available on the **Static Request** and **Time Series Request** dialogs. These options enable you to choose how to display the data and what you can do with it. Check the check boxes to select the options.

Options

☒ Display Custom Header Edit

☒ Display Row Titles

☒ Display Column Titles

☒ Display Headings

☐ Transpose Data

☒ Display Code

☒ Display Currency

☒ Display Latest Value First

☐ Hyperlink to Series Metadata

☐ Hyperlink to Datatype Definition

Display Expression

☐ 1st Series

☒ 1st Series & Description

Display Datatype

☒ Description

☐ Mnemonic

☒ Embed Formula

TS Format

☐ Yearly -YYYY

☐ Quarterly-QQ/YYYY

Note: [Custom Header](#), **Display Code** and **Display Latest First Value** options are not valid for Static request.

TS Format options: Yearly-Date and Quarterly-Date will display the dates in an Excel locale date format rather than 2011 or Q1 11.

Select or deselect the required format options and click the **Submit** button. The selected options are displayed when you make a request.

Click the **Default Option** button to return the format options back to their default settings, which are made on the **Options** dialog from the **Thomson Reuters Datastream** menu.

EDITING AN DFO FORMULA DATA REQUEST

There are two ways to edit data requests in Excel. You can use the Request Manager to view the details of all data requests DFO Formulas in your worksheet, edit the details, and resubmit the requests that are of interest to you. See [Using the Request Manager](#), for further details.

The quickest and most convenient method of editing a DFO Formulas data request in Excel is to using **Edit Request** option from **Thomson Reuters Datastream** menu. For example:

	A	B	C	D	E
2					
3					
4	Date	1/	=DSGRID("mks, VOD, TRIL, @ORCL, @MSFT", "MV;P", "-OD", "", "", "RowHeader=true;ColHeader=tr		
5	Type	M			
6	MKS				
7	VOD				
8	TRIL				
9	@ORCL		89458.5	171.9	
10	@MSFT		3428.86	1892	
11			157534.3	31.18	
			241180	28.19	

You can also access **Edit Request** option from mouse right click menu.



Start	4/8/2009								
End									
Frequency									
Name				AFON THOMSON	THOMSON REL				
4/8/2009				125.7	2963.1	1635			
4/9/2009				22.85	2993.9	1652			
4/10/2009				22.85	2993.9	1652			
4/13/2009				22.85	2993.9	1652			
4/14/2009				21.75	3100.83	1711			
4/15/2009				120.5	2972.16	1640			
4/16/2009				124.8	3001.15	1656			
4/17/2009				29.65	3106.27	1714			
4/20/2009				127.5	3019.28	1666			
4/21/2009				126.9	2957.66	1632			
4/22/2009				25.65	3019.28	1666			
4/23/2009				22.65	3015.65	1664			
4/24/2009				122.5	3088.14	1704			
4/27/2009				25.45	3089.96	1705			
4/28/2009				23.35	3035.59	1675			
4/30/2009									
5/1/2009	180130.2	20.24	65975.63						
5/4/2009	179685.2	20.19	65975.63						
5/5/2009	176125.4	19.79	66867.88						
5/6/2009	176125.4	19.79	66894.13	1					
5/7/2009	171942.5	19.32	63640	1					

3 USING LISTS

CREATING A USER LIST FROM A SET OF CODES (DATASTREAM, ISINS, SEDOLS, ETC) IN EXCEL (FOR EXAMPLE FROM A BACK OFFICE SYSTEM)

To create a local list:

1. Select **Create List (from Range)** from the **Thomson Reuters Datastream** menu.
2. The **List Creation for Excel** dialog is displayed.

Date	Type	X	T1 CODE	CURRENCY
	AUN	888.5	AUN-LN	€
	BODS	298	BOS-LN	€
	BOOT	702.5	BOOT-LN	€
	KGF	226.5	KGF-LN	€
	MKS	591.5	MKS-LN	€
	MTN	187.75	MTN-LN	€
	NKT	1640	NKT-LN	€
	SBRY	334.25	SBRY-LN	€
	TSCO	323.25	TSCO-LN	€
	WGC	549	WGC-LN	€

List Creation for Excel

Create Range

Sheet1!\$J\$12:\$J\$13

Change Selection

List Description

Created 17/10/2011

X# L#

List Name(L#)

Options

☐ Validate on Upload

OK

Cancel

Help

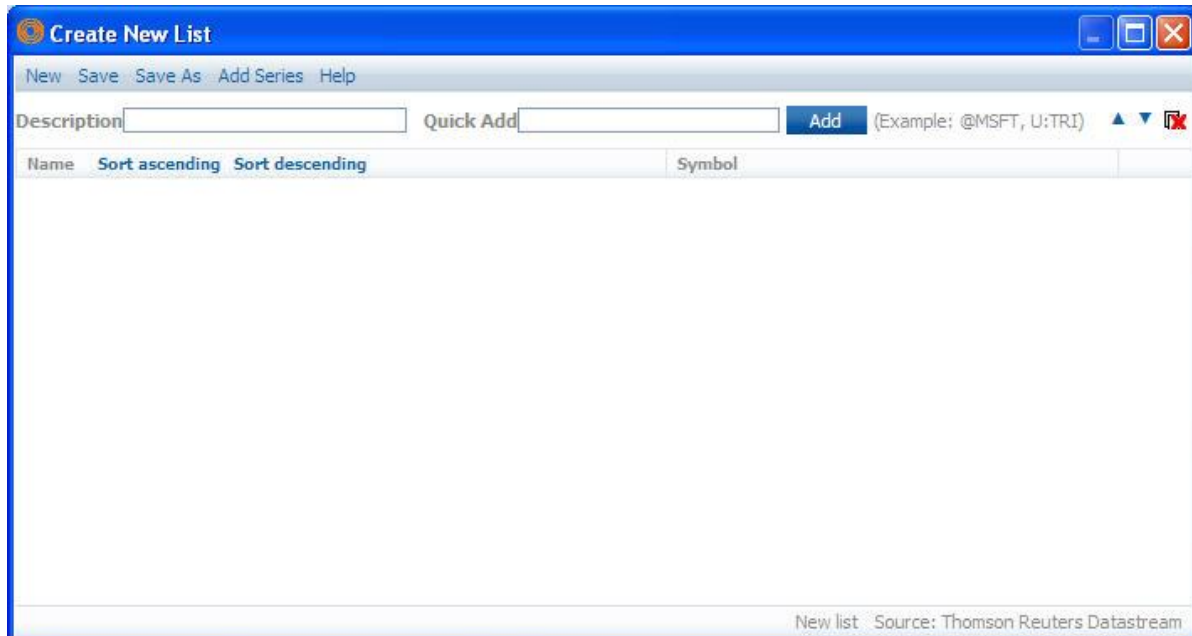
3. Click the **Change Selection** button to display the List's Code Range selection dialog.
4. Specify the series for list creation by highlighting a range of cells or entering the cell range in the input field.
5. Click **OK** button in List's Code Range selection dialog.
6. Select the **X#** (User Created Indies) or **L#** (User Created List) button.
7. Enter List name, note that list mnemonic must start with **L#** or **X#** and not exceed 8 characters.
8. Check the **Validate on Upload** checkbox.
9. Click **OK**.

Note: You can also use the **Create List (from Range)** option from **Request Table**.

CREATE A LIST USING NAVIGATOR.

To create new list:

1. Select the **Create List > Lists (Create from range)** from the **Thomson Reuters Datastream** menu.
2. The **Create New List** dialog is displayed.



3. Enter list description in **Description** input field.
4. Add series in **Quick Add** input field (multiple codes can be entered separated by commas) or use the **Add Series** menu option to find series from Navigator.
5. Use the controls at the top right to change the order or delete series.
6. Use the options at the top left to sort the series based in ascending or descending order.
7. Click the **Save** link and enter the **L#** mnemonic to use to retrieve the list.
8. Close the list dialog.

Note:

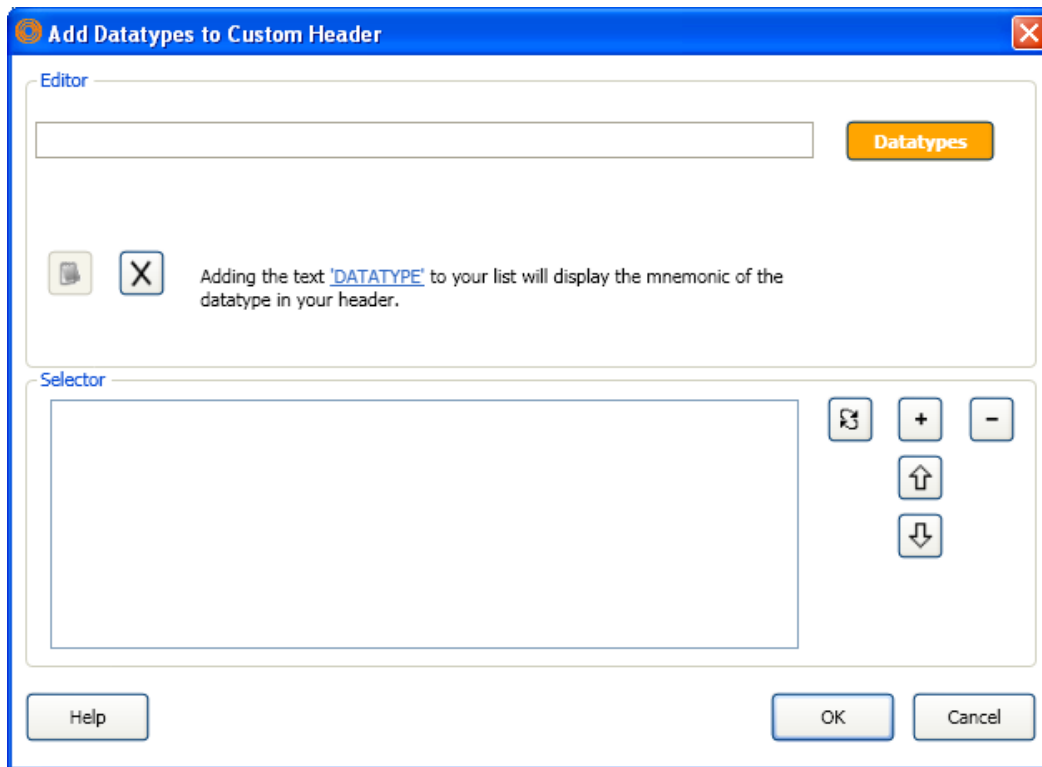
- If a Datastream maintained or a user list is used the constituents will be expanded out.
- You can also enter expressions – 009E(BARC) and series with datatypes BARC(PE) up to 12 characters.
- In addition to Datastream codes and mnemonics – you can also use other coding systems Datastream supports such as ISINs and SEDOLs (these must be in the form Datastream recognises - UK3134865).



USING CUSTOM HEADER IN TIMES SERIES REQUESTS

In a Time Series request, you can enter custom header for datatypes.

1. Choose **Time Series Request** from the **Thomson Reuters Datastream** menu.
2. Enter the required series and datatypes for the request.
3. Check **Display Custom Header** option, Add Datatypes to Custom Header window is displayed.





4. Click **Datatype**  button for pick the required datatypes to use in the header from Navigator.
5. Click '**DATATYPE**' hyperlink to add the datatype selected for the request in the header.
6. Click  button to add datatype to Selector area.
7. Click **OK**.

Other functionalities



- Click this button to delete the text in the Editor area.



- Click this button to view the datatype definition from the Navigator. For functions, this button is not enabled.



- Click this button to replace the selected item in the Selector grid below the text in the Editor area.



- Click this button to add Editor text as new item in Selector.




- Click this button to delete item from Selector.

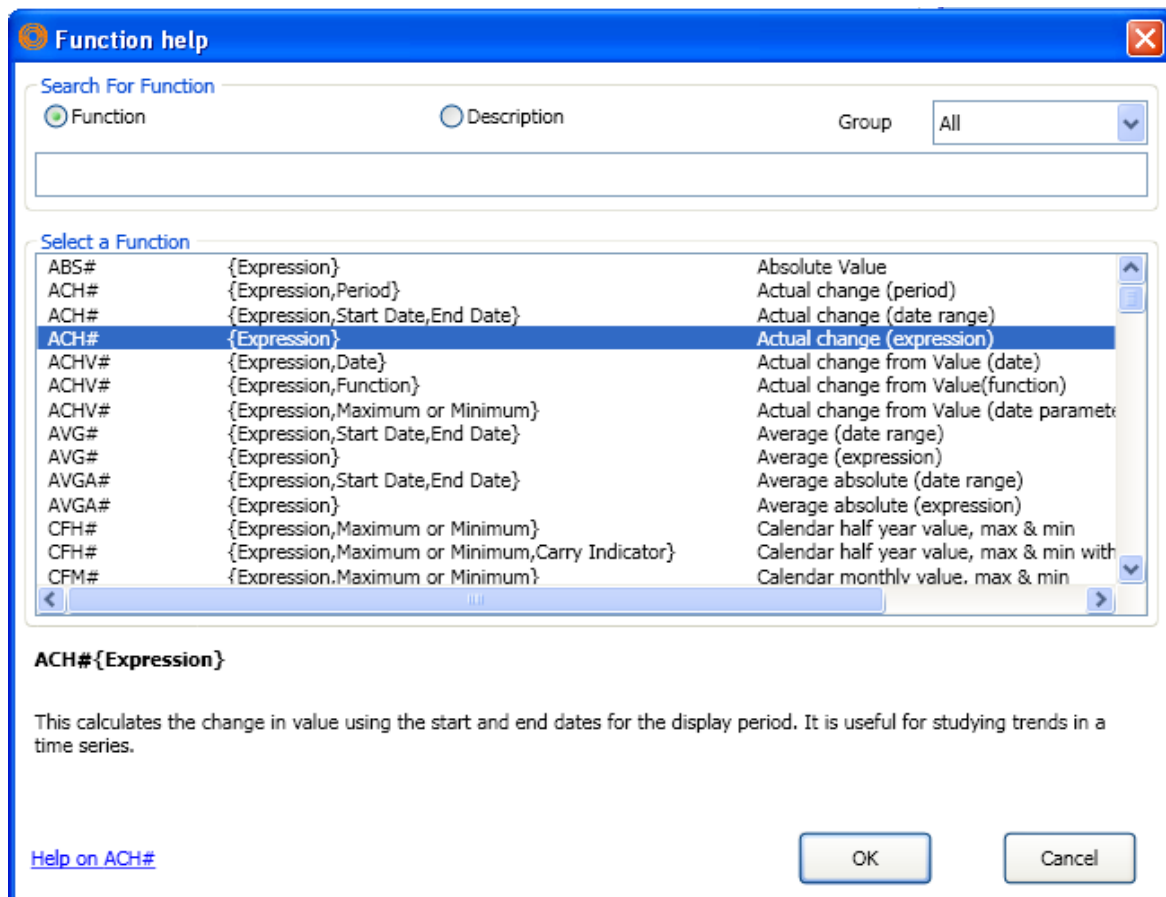


- Click these buttons to move items in the Selector up and down.

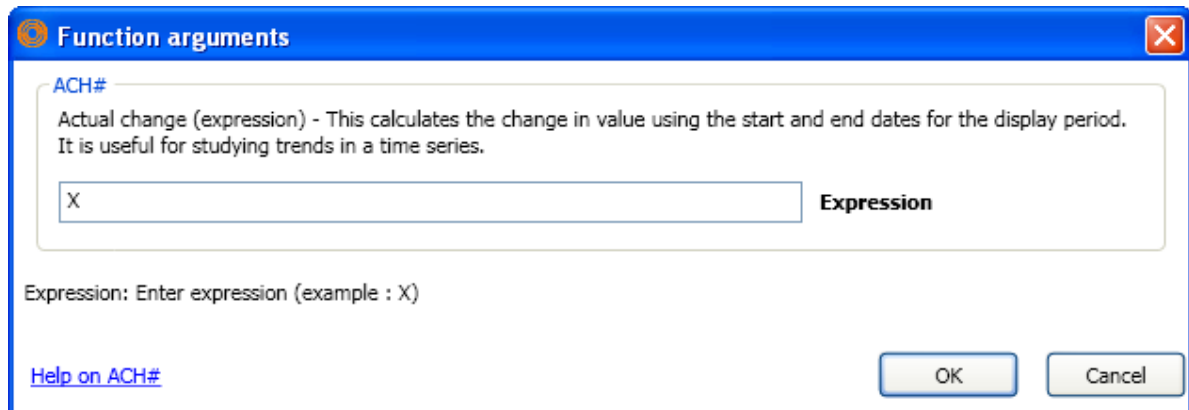
USING FUNCTION SELECTOR FOR EXPRESSION CREATION


1. Choose **Time Series Request** or **Static Request** from the **Thomson Reuters Datastream** menu.
2. Click **Function Selector** button  , The Function Help dialog is displayed.





3. Select a function from the list, for example ABS# and click **OK**. You can search for a function either by its Description or by the Group. The Function arguments dialog box is then displayed.



4. Click **OK**, the expression is displayed in Datatypes / Expression text field
- OR
5. If you know the function name already, then you can directly enter the function name in Datatypes/Expressions text field, and can use  button for completing the expression.

Note: You can use Help on this function link for more details.



CREATING EXPRESSIONS USING INTELLISENSE FEATURE

Intellisense automatically lists all the available Datastream functions. You can then select one by using the arrow keys and hitting a completion character when the correct member function is highlighted (note this feature can be switched off in the **DFO Options**).

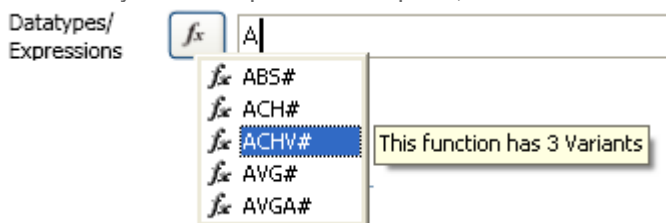
There are two ways you can create or select an expression with Intellisense:

- Using Intellisense feature - Writing directly in Input field, and selecting expression.
- Using Datatypes / Expressions Editor dialog.

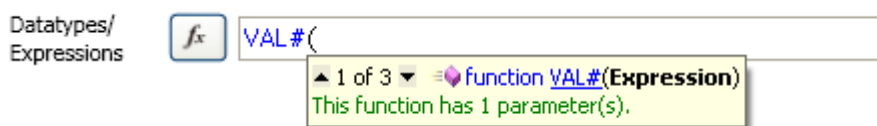
Using Intellisense feature

Note: You can enable and disable **Intellisense** option from **Options** dialog.


1. Choose **Time Series Request** or **Static Request** from the **Thomson Reuters Datastream** menu.
2. Enter a function name manually followed by an opening bracket - eg. VAL# .
3. Then enter a datatype before a function (eg. NAME, VAL#() and enter a comma after the datatype.
4. A dynamic drop down list opens, select and enter the function from the list.



5. Expression parameter popup opens, as shown below




Note: Using these buttons ▲ 1 of 3 ▼ you can see the different expression parameters details overloaded.

6. You can access **Function** help page by clicking on that particular function link eg. [function](#) to know more details.
7. In addition, you can access Function Picker by clicking on the **Function Selector** button  to complete your expression.
8. You can enter numeric values and/or maths operators before or after a function (eg. X/100*PCH# or MAV#()+P).

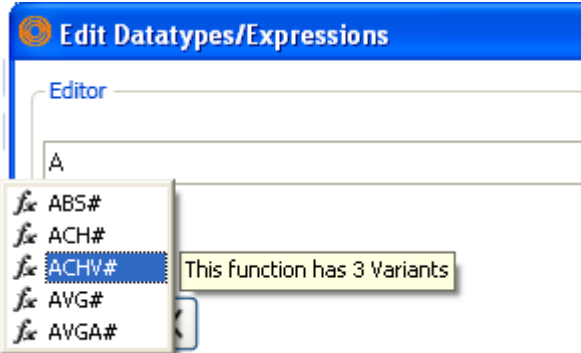
Note: Intellisense functionality is available for both simple and nested functions.

Using Datatypes / Expressions Editor dialog

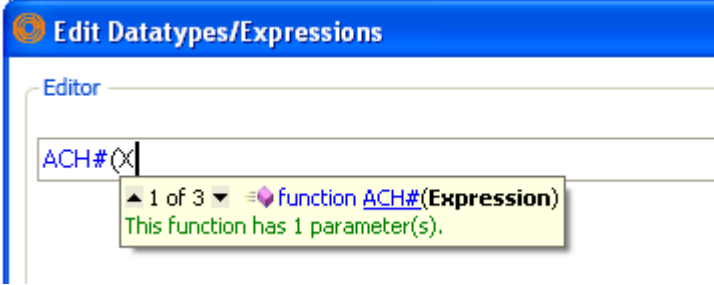
In a Time Series and Static request, you can enter datatypes and expression using Intellisense.

1. Click the **Editor** button  next to the Datatypes/ Expressions textbox in the Times Series dialog. Edit Datatypes / Expressions dialog is displayed.
2. Enter a function name manually followed by an opening bracket - eg. VAL# .
3. Then enter a datatype before a function (eg. NAME, VAL#() and enter a comma after the datatype.
4. A dynamic drop down list opens, select and enter the function from the list.





5. Expression parameter popup opens, as shown below




4 USING EXPRESSIONS

THE EXPRESSION PICKER

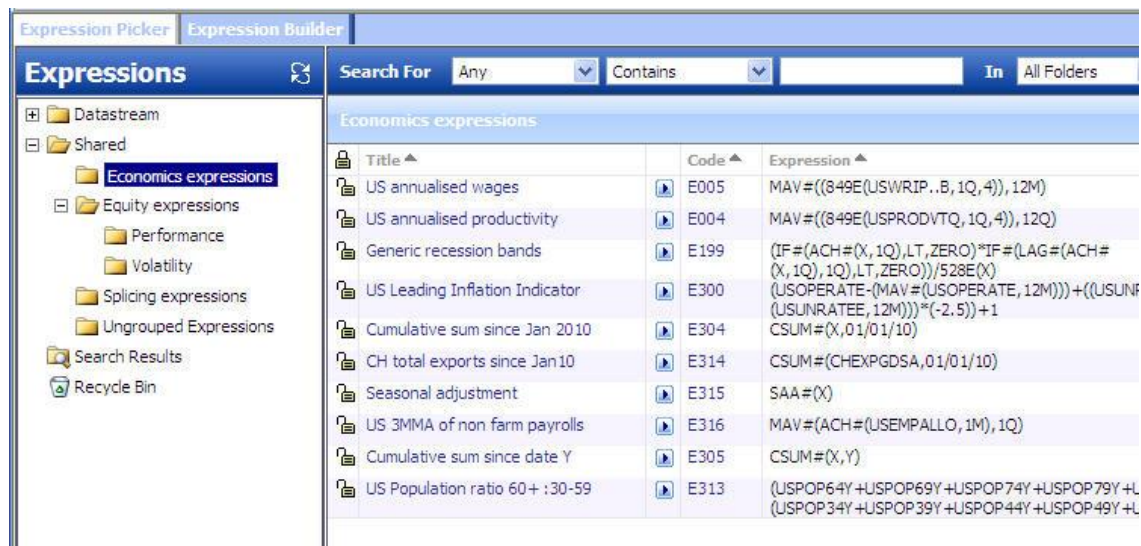
Several hundred useful pre-formatted Datastream expressions are available in the Expression Picker, together with any user created expressions saved on your Datastream login ID.

To select a stored expression:

Alternatively, you can also access **Expression Picker** via **Expression Build**  button from **Thomson Reuters Datastream** menu.

To find a stored expression:

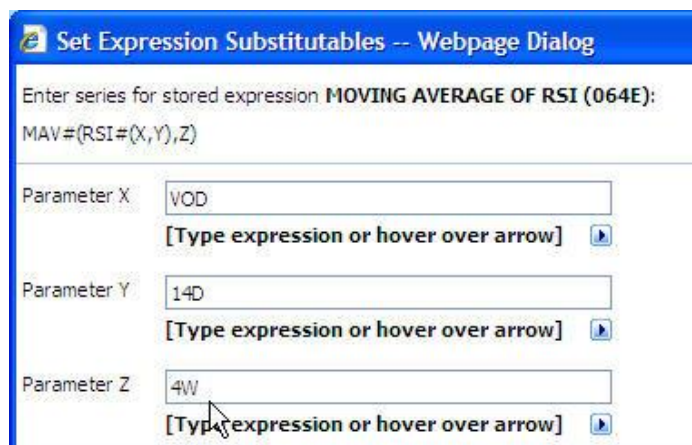
1. Click the **Expression Builder** button from **Thomson Reuters Datastream** menu.
2. The **Expression Builder** will open in a new window.
3. Click the **Expression Picker** tab.



The screenshot shows the 'Expression Picker' window with the 'Economics expressions' tab selected. The left pane shows a folder tree with 'Economics expressions' highlighted. The main pane displays a table of expressions:

Title	Code	Expression
US annualised wages	E005	MAV#((849E(USWRIP..B,1Q,4)),12M)
US annualised productivity	E004	MAV#((849E(USPRODVTO,1Q,4)),12Q)
Generic recession bands	E199	(IF#(ACH#(X,1Q),LT,ZERO)*IF#(LAG#(ACH#(X,1Q),1Q),LT,ZERO))/528E(X)
US Leading Inflation Indicator	E300	(USOPERATE-(MAV#(USOPERATE,12M)))+(USUNF(USUNRATE,12M))*(-2.5))+1
Cumulative sum since Jan 2010	E304	CSUM#(X,01/01/10)
CH total exports since Jan 10	E314	CSUM#(CHEXPGRSA,01/01/10)
Seasonal adjustment	E315	SAA#(X)
US 3MMA of non farm payrolls	E316	MAV#(ACH#(USEMPALLO,1M),1Q)
Cumulative sum since date Y	E305	CSUM#(X,Y)
US Population ratio 60+ :30-59	E313	(USPOP64Y+USPOP69Y+USPOP74Y+USPOP79Y+L(USPOP34Y+USPOP39Y+USPOP44Y+USPOP49Y+L

4. Select the expression you require by clicking the hyperlinked title or code.
5. If the expression contains any symbolic variables, specify the series or parameters you wish to use.



The screenshot shows the 'Set Expression Substitutable -- Webpage Dialog' window. It prompts the user to enter series for the stored expression 'MOVING AVERAGE OF RSI (064E):'. The expression is shown as 'MAV#(RSI#(X,Y),Z)'. Below, there are three input fields for parameters X, Y, and Z, each with a dropdown arrow and a button to 'Type expression or hover over arrow'.

Parameter X: VOD
 Parameter Y: 14D
 Parameter Z: 4W


For more on the **Expression Picker**, Click the **Help** icon  available on the **Expression Picker** window.

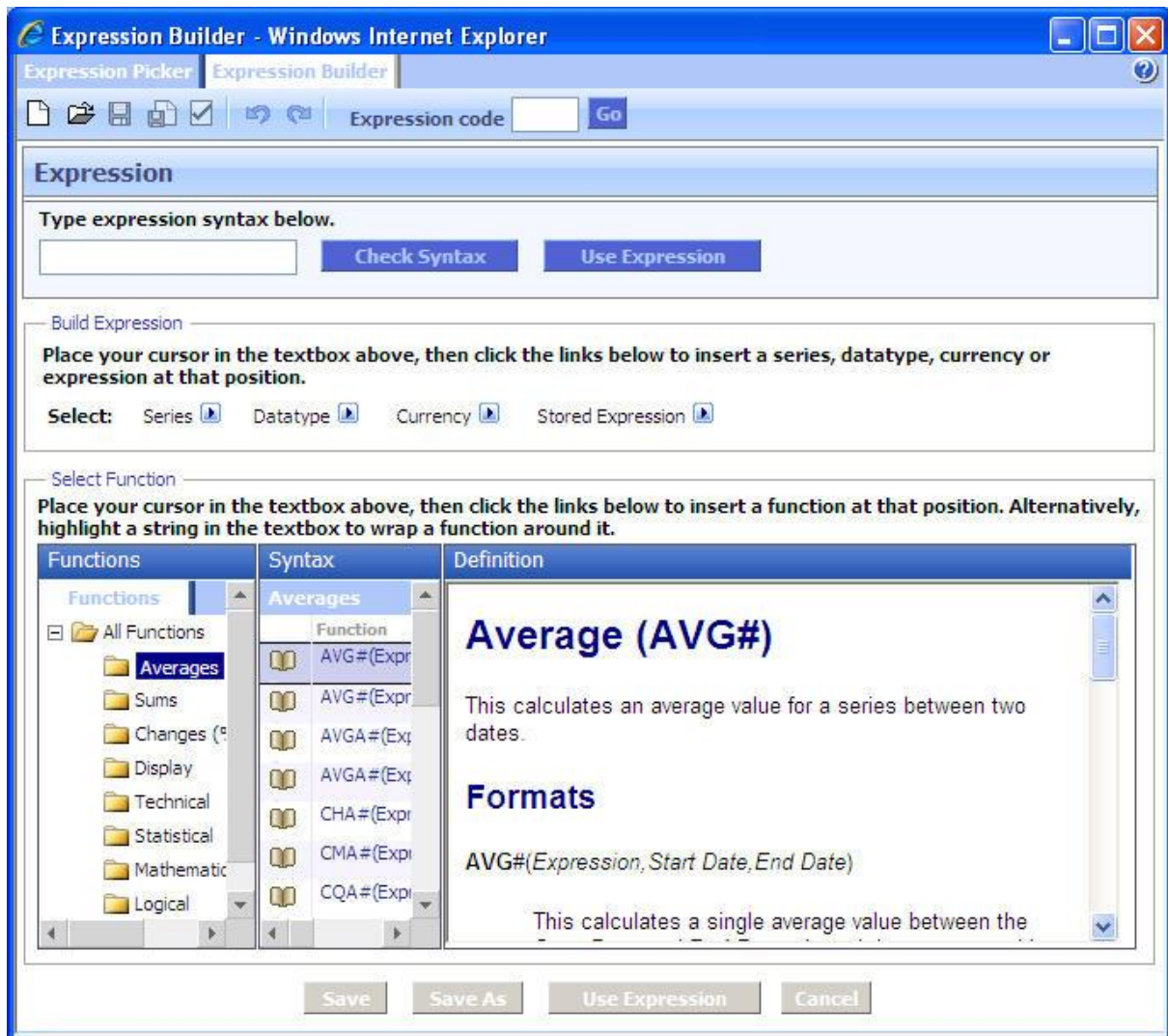




USING THE EXPRESSION BUILDER

You can create and edit your own expressions using Datastream's Expression Builder, where you can select the individual components that make up your expressions.

Creating a new expression

1. Click the **Expression Builder**  button from **Thomson Reuters Datastream** menu.
2. The **Expression Builder** will open in a new window.



3. If necessary, click on the **Create New Expression** icon  on the toolbar.
4. If you know the syntax you wish to use, type it in the text box and press Enter.
Alternatively, you can build your expression using the tools and links displayed. For more on this, see **Creating a new expression** or click the **Help** icon  in the **Expression Builder** window.

For more on the **Expression Builder**, Click the **Help** icon  available on the **Expression Builder** window.



5 USING THE REQUEST MANAGER

You can create and embed any number and type of data requests in a single worksheet. For example, a worksheet could contain an embedded time series data request and a static data request. If you want to change the time period for one request, you would need to search through the worksheet to find the required request and use the right-mouse click **Edit** option. The **Request Management** facility, however, enables you to quickly pinpoint the required request and edit, refresh, autorefresh, or delete its details.

The **Request Manager** dialog, displayed by selecting **Request Management>Request Manager** from the **Thomson Reuters Datastream** menu, displays details of all embedded requests within an Excel workbook. To edit, refresh, or delete a request, click on the request's detail line and click the appropriate button.

The **RequestManager** dialog box displays a table with the following data:

	Request	Location	Type
<input type="checkbox"/>	=DSGRID("@msft","",-0D",,,,,"RowHeader=true;C	Sheet1!\$B\$4	Static
<input type="checkbox"/>	=DSGRID("@adbe","",-0D",,,,,"RowHeader=true;C	Sheet1!\$F\$5	Static
<input type="checkbox"/>	=DSGRID("@ORCL","",-0D",,,,,"RowHeader=true;C	Sheet1!\$J\$6	Static

Annotations for the buttons:

- GoTo**: Click the **GoTo** button to locate the selected request within the worksheet.
- Edit**: Click the **Edit** button to display the Request type dialog with the details of the selected request for editing.
- Refresh**: Click the **Refresh** button to refresh the values / data of the selected request(s).
- Delete**: Click the **Delete** button to delete the selected request(s).
- Select All**: Click the **Select All** button to select all the requests displayed on this screen. This is useful if you want to Refresh or Delete all requests.

Each detail line of the Request Manager dialog represents one request. The details include the mnemonics of the series, the cell/row location in the worksheet and the type of request.

Buttons

GoTo - click to locate the highlighted request within the worksheet.

Edit - click to display the Request Type dialog with the details of the highlighted request for editing.

Refresh - click to refresh the values/data of the highlighted request(s).

Delete - click to delete the highlighted request(s).

Select All - click to highlight all the requests displayed on this screen. This is particularly useful if you want to Refresh or Delete all requests.



6 USING THE REQUEST TABLE

WHAT IS THE REQUEST TABLE?

If your use of Excel involves building models using several requests for data from Datastream, you can use the Request Table to administrate and edit these refreshable data requests. The request table is an Excel template with additional facilities for entering request parameters as individual Excel rows.

These parameters include:

The screenshot shows the Thomson Reuters Datastream DFO RequestTable 2.0 Excel interface. Annotations point to various features:

- Whether the request will be updated.** Points to the 'Update' button.
- How the request data will be laid out in the spreadsheet, e.g. with row and column headings.** Points to the 'Request Type' dropdown.
- Select to refresh template based Datastream Charts after update (taking account of series changes in list).** Points to the 'Refresh Charts' checkbox.
- Set the destination to formulas to enable rows/columns addition/ deletion.** Points to the 'Data Destination' dropdown.
- The type of data/chart request.** Points to the 'Y/N' dropdown.
- Add the current request to the DFO Index.** Points to the 'Add to Index' button.
- The Datastream series mnemonic or list.** Points to the 'Series' dropdown.
- Series picker and the List picker buttons can be moved to the result sheet. Series and lists can be changed in the result sheet itself and the change is reflected in Request Table also.** Points to the 'Find Series' button.
- The editors facilitate the creation and editing of requests with multiple series (or datatypes & expressions).** Points to the 'Datatypes' and 'Expressions' dropdowns.
- The Datastream datatype and expression.** Points to the 'Datatype' dropdown.
- The time period (start and end dates) and frequency of reported data.** Points to the 'Start Date', 'End Date', and 'Freq' dropdowns.
- The destination of the resulting data, e.g., worksheet1, cellB14.** Points to the 'Data Destination' dropdown.

Creating and storing regularly used Datastream data requests in the form of a table enables you to:

- Hyperlink to the series metadata or the Datatype Definition.
- Use of the Editor dialogs to edit series and datatypes.
- Option to process the request table when it is opened.
- Facility to specify the “no data” string to use for the request table (overriding the PC option).
- Options to run the Datastream Charting templates in the workbook and refresh all Datastream Charts in a workbook after the table has processed.
- Update an L# list using a set of codes in a defined range.
- Options to displayed/not displayed notes/comments.
- Facility to refresh all the UCTS in the sheet(s) when the Request Table has finished processing (combined Request Table/UCTS templates only).
- Buttons to upload/download via a single click all UCTS in the sheet(s).
- Enable/disable individual requests when they are required/not required.
- View the details of all requests in one glance.
- Reference request input parameters from other worksheets.
- Construct the requests in the table in an order (sequence) that they need to be processed so that returned values can be used as input parameters in subsequent requests).
- Specify different cell and worksheet references for individual requests.
- Schedule the request table to be processed in the future and ‘out of hours’.
- Continue processing, even if a datatype within a list of datatypes is invalid.

- Add a description against each row in the table.
- Copy a code button onto work sheets to access the series/datatype lookup.
- Link to charts and data.
- YES or NO allow you to set request to YES or NO rather than toggle from Yes to No.
- Functionality to update mainframe L# lists in the same way as Datastream Equity Screening.
- Request Table and UCTS templates merged to allow existing RT sheets to be converted to merged template.

CREATING A SET OF REQUESTS

To create a set of requests in a Request Table:

Note: You can insert the resulting data, using Data Destination, into several worksheets within the same or different workbooks.

1. Select the **New Request Table** option from the **Thomson Reuters Datastream** menu.
2. You are now prompted to save the request table under a new name. Click **Yes**, supply the Request Table name and directory location, and click **Save**.

Note: It is important that you do not overwrite the default Request Table template (Office 2007 and above DFORequestTable.xltm) as this will form the basis for all your Request Table generation. We recommend that you take a back up of the template, which is installed with Datastream in the location: C:\Program Files\Datastream\Datastream DFO Add-In.

The next stage in creating a set of data requests is to enter the request parameters as a single row in the worksheet labelled **Request Table**. To create other rows (i.e. data requests), repeat the following steps for each request you wish to add.

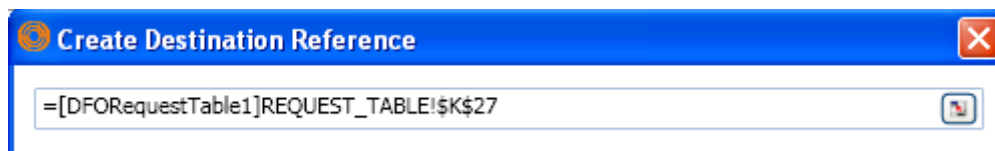
1. Click on the worksheet tab labelled **Request Table**. An empty Request Table is displayed.
2. Click the **Y, Y/N or N** button to select the **YES** option - that is, refresh this request. This option can be turned off by clicking the **Y/N** button again, where the cell contents will change to **NO**.
3. Select a Request Type by clicking the appropriate button. The buttons are:
 - **S** = Static data request
 - **TS** = Time series data request
 - **TSL** = Time series list data request
 - **L** = List update
4. Select a Format layout type from the dropdown list. You can select:

Format options	Worksheet codes
No headings	X
Row and column headings	RC
Titles with row and column headings	RCH
Titles with row headings	RH
Row and column data transposed with no headings	T
Row and column data transposed with row headings	TR
Row and column data transposed with column headings	TC
Row and column data transposed with row and column headings	TRC



In addition to the above formats, you can display the currency of the series selected in your request table. This format option is selected by clicking the **Always Include Currency** check box on the **Options** dialog. See [Request Table options](#). This feature is primarily intended to provide compatibility with earlier versions of the Request Table. If the **Always Include Currency** option is selected, any format options selected will have the currency symbol (\$) appended to the worksheet code; for example **RC\$**.

5. Select series or lists (i.e. Datastream mainframe lists and constituent lists) using the Series Lookup buttons. If the Request Type you selected is S or TS, click the Series Navigation button to display the Series Selection screen (see [Selecting Series](#)). You can select any number of series. If the Request Type you selected is TSL, click the List Picker button to display the List Picker (see [Selecting lists](#)).
6. Select a datatype, expression, or search format (created in the Datastream interface) by clicking the appropriate button. If you have selected Request Type S, you can select datatypes (see [Selecting Datatypes](#)) and expressions (see [Selecting Expressions](#)). If you have selected Request Types TS and TSL you can only select datatypes. If you have selected Request Type SCH, you can select the search format.
7. Place the cell cursor in the next adjacent cell, e.g., G7, and enter either a fixed start date in the form dd/mm/yy, a relative start date in the form -nY (that is n years ago from the End Date), or -nYE to retrieve accounts data for n year ends. For static data requests, this field is used to specify the date for which the data is to be requested.
8. Place the cell cursor in the next adjacent cell, e.g., H7, and specify an End Date in either a fixed date or relative end date format. This date is only needed for time series requests and can be left blank to specify previous day values.
9. Place the cell cursor in the next adjacent cell, e.g., I7, and select a data frequency from the dropdown list. The options are:
 - Daily
 - Weekly
 - Monthly
 - Quarterly
 - Yearly
10. Place the cursor in the next adjacent cell, e.g., J7. The next step is to specify where the result of the data request is to be inserted. This can be a specific cell location in any new worksheet within the same workbook, or a specific cell location in a different workbook. To specify a cell location in a worksheet within the same workbook:
 - Insert a new worksheet from the Insert menu.
 - Click on the **Request Table** tab
 - With the cell cursor at J7, click the **Data Destination** button. The **Create Destination Reference** screen is displayed. Click on the required worksheet tab and then click on the required cell location to automatically paste the cell reference into the dialog, for example:



- Click **OK** to insert the cell reference into the request table.

If you want to specify a cell reference in another workbook, simply click the **Data Destination** button, open the required workbook, activate the required cell and click **OK** on the **Create Destination Reference** screen.

11. You must now choose whether you want the data destination cell location to be displayed as either plain text reference or as a dynamic Excel formula. If you select the Display Destination as Excel Formula



option, this enables the position of the data results to be moved in the worksheet (e.g. after inserting a new row or column). If you select this option, any future processing of the Request Table will take into account the new cell location. If you do not select this option, the data will always be inserted at the same cell location.

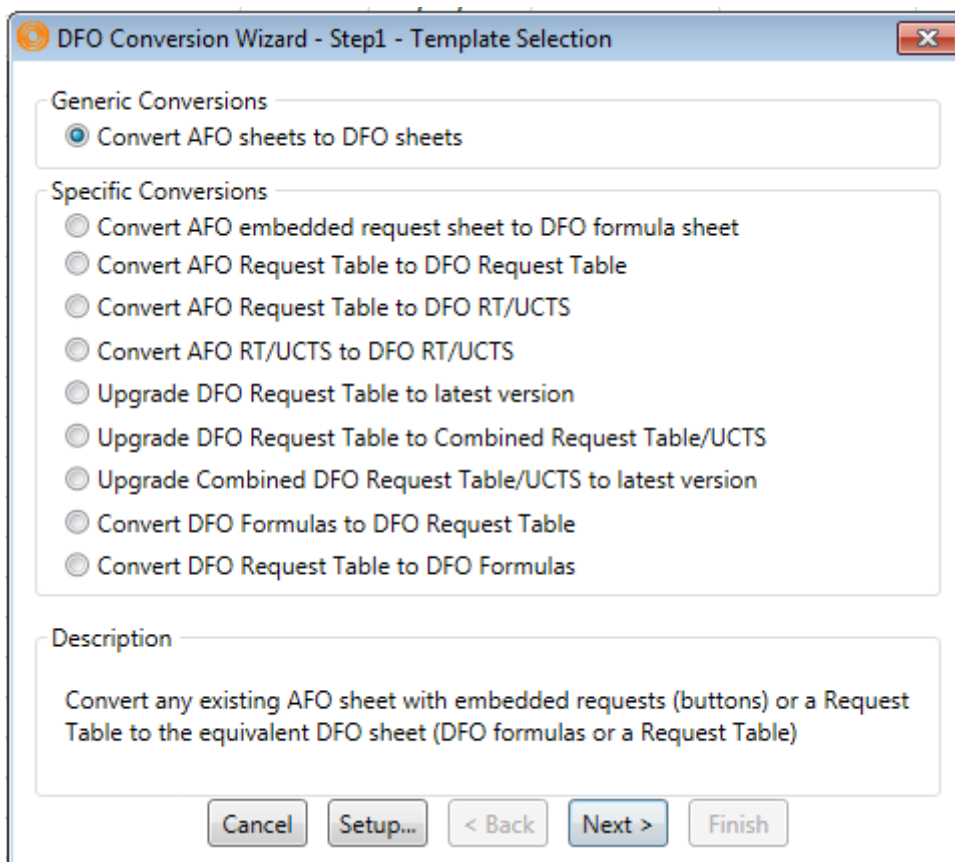
If the destination reference is to a closed external workbook, you must ensure that the Display Destination as Excel Formula check box is selected to enable the request table to open the workbook. This is particularly important if you are scheduling the Request Table to be refreshed 'out of hours' and the Request Table contains references to external workbooks that will be closed when the process is run.

12. Skip the cell column for Status as this is used by Datastream to inform you of the status of the latest update of this request. OK indicates the update has been successful.
13. Place the cursor in the next adjacent cell, e.g., L7, and enter a short (optional) description for the request.
14. From the Excel File menu, select Save to save the details of your Request Table.

The request is now ready to be processed.

CONVERTING AFO REQUESTS TO DFO REQUEST TABLES

1. Select **Conversion Wizard** from the **Thomson Reuters Datastream >New Request Table** menu.
2. **DFO Conversion Wizard** dialog is displayed.



3. Select the **Convert AFO Request Table to DFO Request Table** option.




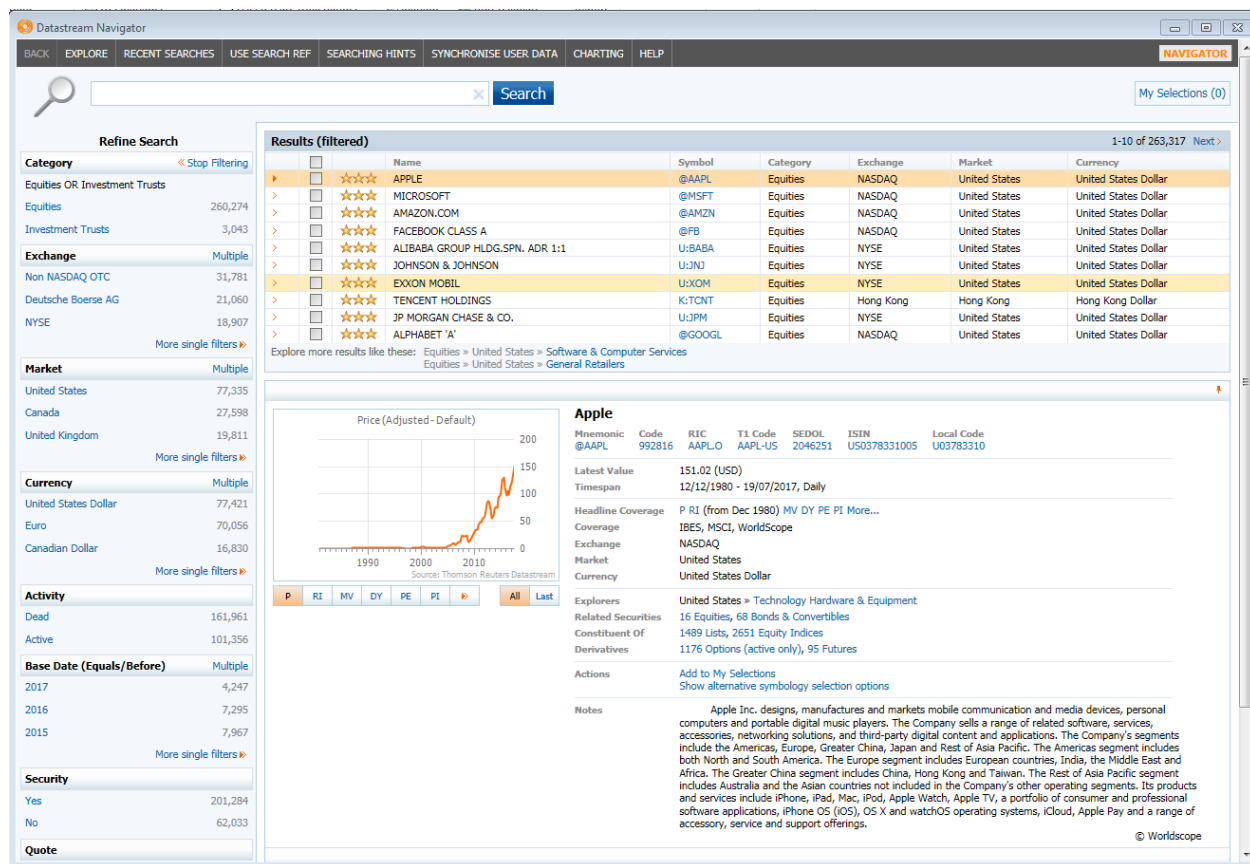
4. Click Setup to display the setup screen. Enter the path on your PC where the Datastream for Office (DFO) Request Table template (DFORequestTable.xltn) resides and click the Backup option check box.
5. Click **OK** to close Setup options.
6. Click **Next**.
7. Click **Add** and navigate to where the Excel workbooks that contain the AFO embedded links are located. Select the required .XLS workbooks and click OPEN. The workbooks you have selected appear in the conversion wizard.
8. Click **Next** and then click **Finish**.
9. You are now asked to confirm the conversion. Click **OK**. The conversion process now starts.
10. When the conversion process is complete, the message appears - Finished, no conversion errors encountered. Click **OK** to quit the Conversion Wizard.

Note: Destination cell that was selected using “Set Destination Cell” option will not be retained in the Find Series control of Request table when AFO RT is converted to DFO RT.



THE SERIES NAVIGATION BUTTON

You can link the **Series Navigation** button  to a cell in the Request Table, giving you access to the Datastream series selection dialogs (for all series including user lists). Double click on the **Series Navigation** button on the spreadsheet to select a different series.



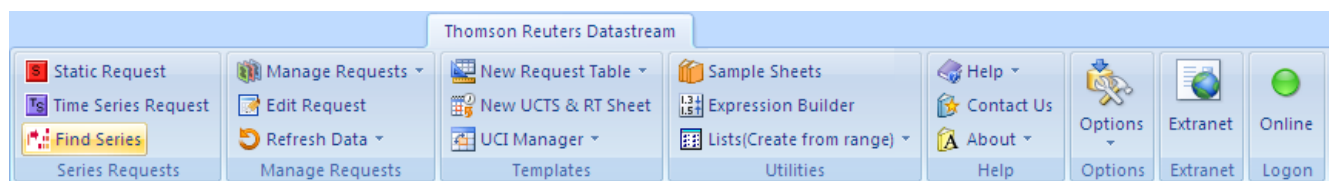
The screenshot shows the Datastream Navigator interface. On the left is a 'Refine Search' sidebar with filters for Category, Exchange, Market, Currency, Activity, Base Date, and Security. The main area displays 'Results (filtered)' for Apple (AAPL) and other stocks. Below the results is a detailed view for Apple, including a price chart (Price Adjusted - Default) from 1990 to 2017, and a table of company information and financial data.

Name	Symbol	Category	Exchange	Market	Currency
APPLE	@AAPL	Equities	NASDAQ	United States	United States Dollar
MICROSOFT	@MSFT	Equities	NASDAQ	United States	United States Dollar
AMAZON.COM	@AMZN	Equities	NASDAQ	United States	United States Dollar
FACEBOOK CLASS A	@FB	Equities	NASDAQ	United States	United States Dollar
ALIBABA GROUP HLDG.SPN. ADR 1:1	U:BABA	Equities	NYSE	United States	United States Dollar
JOHNSON & JOHNSON	U:JNJ	Equities	NYSE	United States	United States Dollar
EXXON MOBIL	U:XOM	Equities	NYSE	United States	United States Dollar
TENCENT HOLDINGS	K:TENT	Equities	Hong Kong	Hong Kong	Hong Kong Dollar
JP MORGAN CHASE & CO.	U:JPM	Equities	NYSE	United States	United States Dollar
ALPHABET 'A'	@GOOGL	Equities	NASDAQ	United States	United States Dollar

Apple
 Mnemonic: @AAPL, Code: 992816, RIC: AAPLO, T1 Code: AAPL-US, SEDOL: 2046251, ISIN: US0378331005, Local Code: U03783310
 Latest Value: 151.02 (USD)
 Timespan: 12/12/1980 - 19/07/2017, Daily
 Headline Coverage: P, RI (from Dec 1980) MV, DY, PE, PI, More...
 Coverage: IBES, MSCI, WorldScope
 Exchange: NASDAQ
 Market: United States
 Currency: United States Dollar
 Explorers: United States » Technology Hardware & Equipment
 Related Securities: 16 Equities, 68 Bonds & Convertibles
 Constituent Of: 1489 Lists, 2651 Equity Indices
 Derivatives: 1176 Options (active only), 95 Futures
 Actions: Add to My Selections, Show alternative symbology selection options
 Notes: Apple Inc. designs, manufactures and markets mobile communication and media devices, personal computers and portable digital music players. The Company sells a range of related software, services, accessories, networking solutions, and third-party digital content and applications. The Company's segments include the Americas, Europe, Greater China, Japan and Rest of Asia Pacific. The Americas segment includes both North and South America. The Europe segment includes European countries, India, the Middle East and Africa. The Greater China segment includes China, Hong Kong and Taiwan. The Rest of Asia Pacific segment includes Australia and the Asian countries not included in the Company's other operating segments. Its products and services include iPhone, iPad, Mac, iPod, Apple Watch, Apple TV, a portfolio of consumer and professional software applications, iPhone OS (iOS), OS X and watchOS operating systems, iCloud, Apple Pay and a range of accessory, service and support offerings.

Note 1: You can use [Advanced Search](#) option for to searching a series that match very specific criteria.
Note 2: For more on the Datastream Navigator, Click the **Help** link available on the Datastream Navigator window

Alternatively, you can also access **Navigation** from **Thomson Reuters Datastream** menu.



The screenshot shows the Thomson Reuters Datastream menu with various options categorized into Series Requests, Manage Requests, Templates, Utilities, Help, and Options. The 'Find Series' button is highlighted in the Series Requests category.

SEARCH FOR DEAD CODES

You can search dead code in worksheet or active sheet

Search for Dead Codes in worksheet

1. Submit a **Static Request** or **Time Series Request** from the **Thomson Reuters Datastream** menu.

Note: Make sure the Hyperlink to Metadata box is checked.

The results are displayed in the spreadsheet with row and column headings (if selected). A hyperlink is added to the series code and when clicked links with the Navigator Classifications and Metadata page for the series.

2. Select **Thomson Reuters Datastream >Manage Requests >Search for dead codes – Active Sheet**.

The series that are now dead or inactive are identified and displayed in the same worksheet in red as shown below:

	A	B	C	D
1				
2	Date			
3	Type	EARNINGS PER SHR	MARKET VALUE	P
4	MKS	33	5704.25	360
5	D:ARQ@	0	344.23	5.57
6	TRIL	122.02	3428.86	1892
7	BARC	12.4	36791.59	302
8				

Search for Dead Codes in workbook

1. Submit a **Static Request** or **Time Series Request** from the **Thomson Reuters Datastream** menu.

Note: Make sure the Hyperlink to Metadata box is checked.

The results are displayed in the spreadsheet with row and column headings (if selected). A hyperlink is added to the series code and when clicked links with the Navigator Classifications and Metadata page for the series.

2. Select **Thomson Reuters Datastream >Manage Requests >Search for dead codes - Workbook**

The series that are now dead or inactive are identified from the entire workbook and the combined result is displayed in a new worksheet Datastream dead codes as shown below:

A	B	C	D	E
code	name	status	address	
542573	£.SVG.AS.UNT.99/99	Dead	Sheet2!\$D\$6	
14580J	@ROAD (XET)	Dead	Sheet2!\$D\$7	
D:ARQ@	@ROAD (FRA)	Dead	Sheet2!\$D\$8	
ICI	IMPERIAL CHM.INDS.	Dead	Sheet1!\$B\$10	
542573	£.SVG.AS.UNT.99/99	Dead	Sheet3!\$A\$3	
14580J	@ROAD (XET)	Dead	Sheet3!\$A\$4	
D:ARQ@	@ROAD (FRA)	Dead	Sheet3!\$A\$5	
ICI	IMPERIAL CHM.INDS.	Dead	Sheet3!\$E\$13	
ICI	IMPERIAL CHM.INDS.	Dead	Sheet5!\$A\$4	

Set Hyperlink to Metadata as a default option



1. Choose **Options** from the **Thomson Reuters Datastream** menu. The **Options** dialog is displayed.
2. Select the **Hyperlink to Metadata** checkbox and click **OK**.

CALCULATION MODE

You can prevent Thomson Reuters Datastream Add-In from updating data or adding new values by turning the calculation mode from Automatic to Manual. When you are in Manual calculation mode, no values on your spreadsheet update.

For example, you can use Manual calculation mode if you are making changes to an expression but do not want the values to update in it or if you want to add a data item to your spreadsheet but do not want values to accompany the data item.

If you process a request while you are in Manual calculation mode, the value displays "Manual Calculation."

While you are in Manual calculation mode, you can refresh selected cells, the active worksheet, or the entire workbook. After you refresh, the items that displayed "Manual Calculation" change to the updated values.

The default calculation mode is Automatic.

When you save a workbook that is in Manual calculation mode, no values update.

To turn off Automatic calculation mode

1. On the **Thomson Reuters Datastream** menu, select **Automatic Calculation** from **Refresh Data** drop down.
2. To refresh a cell or multiple cells while in Manual calculation mode, highlight the cells, go to the **Thomson Reuters Datastream** menu, select **Refresh Selected Cell(s)** from **Refresh Data** dropdown.
3. To refresh the active worksheet while in Manual calculation mode, go to the **Thomson Reuters Datastream** menu, select **Refresh Active Worksheet** from **Refresh Data** dropdown.
4. To refresh the entire workbook while in Manual calculation mode, go to the **Thomson Reuters Datastream** menu, select **Refresh Entire Workbook** from **Refresh Data** dropdown.
5. To return to Automatic calculation mode, go to the **Thomson Reuters Datastream** menu, select **Automatic Calculation** from **Refresh Data** drop down.

THE DFO INDEX

The DFO Index spreadsheet enables you to schedule several request tables to run at a preset time and date. These tables are opened, updated, and closed when the DFO Index is run.

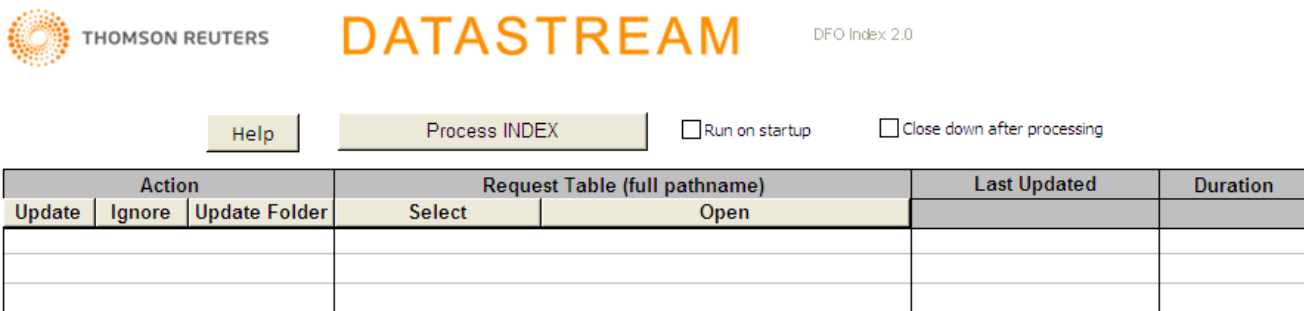
Using the DFO index with a 3rd Party scheduler

You can use a 3rd party scheduler to run the requests in the DFO index. For example, **Schedule Tasks** installed with Internet Explorer 5.

To use the DFO Index:

1. Choose **Request Table** from **Thomson Reuters Datastream** menu.
2. Click the **Add to Index** button.
3. Add to DFO index message box is displayed. Click **Yes** button to add the current Request Table to DFO Index or Click **No** to cancel.

DFO Index is opened.



Action			Request Table (full pathname)		Last Updated	Duration
Update	Ignore	Update Folder	Select	Open		

4. Click the **Update** button to select the Update option - that is, refresh this request. This option can be turned off by clicking the Update button again, where you do not want to refresh select **Ignore** button.
5. Select Request Table path, by clicking **Select** button, then browse, and select **xls** files.
6. Check **Close down after Processing** checkbox if you want to close DFO Index file after the process is completed. (this optional)
7. Check **Run on Startup** checkbox if you want to run the DFO Index when opened. (this optional).

Note 1: If your **User Account Control (UAC)** is high in Windows Vista and above operating system you will not be able to save Index spreadsheet in Default location.

Workaround: Save Index spreadsheet in different location and configure the same path in **Options > Request URL Settings** dialog.


Note 2: The DFO Index only works with request tables.

Note 3: You need to check "**Enable Login on Startup**" option from **Options** dialog before scheduling Index spreadsheet.

USER CREATED TIME SERIES

This workbook also includes a Request table to enable series to be downloaded manipulated - and then uploaded these series back to Datastream to be charted.

A user time series is a series of values (data) for different points in time created by you and uploaded for storage on Datastream. The values can be daily, weekly, monthly, quarterly, or yearly and you can save the series in management groups to help you organise them. You can combine them with Datastream maintained series and use functions and expressions to manipulate them. An Excel template is used to create and edit your time series. You can download an existing series to form the basis of a new one.

	A	B	C	D	E	F	G	H	I	J
1	 THOMSON REUTERS		DATASTREAM DFO UCTS 2.0 Quick Reference Card							
2										
3										
4										
5	Download Upload Download All Upload All		Delete New Sheet Help							
6	Multiple Time Series can be uploaded or downloaded by highlighting several codes		Enter an 8 character mnemonic starting with TS in the Code row (ie. row5). Keep the cursor in this cell to upload or download series.							
7	Name									
8	Code*									
9	Management Group									
10	Decimals									
11	Units									
12	As %									
13	Frequency Conversion									
14	Date Alignment									
15	Carry Indicator									
16	Currency									
17	Series Start Date									
18	Series End Date									
19	Frequency									
20	Upload Type									
21										
22										

THE USER CREATED TIME SERIES TEMPLATE:

Name	The series name (up to 64 characters).
Code	The series code. Use this to retrieve your series in Datastream and DFO. This must start with TS followed by 6 characters, eg TSUKRPI1.
Mgmt. Group	Management group. 1 - 10 characters. You can have up to 200 series in a group, eg UK.
Decimals	The number of decimal places for your values.
As %	No indicates the series are actual values. Yes indicates the series are expressed as percentages.
Freq. Conv.	Determines the adjustment to make when you use a series at a lower frequency than it is stored. For example, using series stored with daily values in a request for weekly values.
Sum	Sum all values for a calendar period. Avg - Average all values for a calendar period. End - The value at the end of a calendar period. Act - The actual value at the calendar intervals.



Date align.	For data adjusted for frequency, select where in the calendar period to align the data for plotting. 1st - Plot data from the beginning of the calendar period. Mid - Plot data from the middle of the calendar period. End - Plot data from the end of the calendar period.
Carry ind.	For null values. You can leave the values blank or carry forward the previous value. Yes - carries the previous value. No - leaves the value at null.
Upload type	When editing a series, you can upload only the values that have changed. Full - uploads all the values in the series. Partial - uploads the values that have changed.
Set date range	This is used to set the start and end dates, and the frequency for new series. Use this to change the end date when extending the series.
Optional:	
Units	A qualifying unit for your data. For example: tons, U\$ millions, index.
Currency	Select a currency for series with monetary values.
Other fields:	
Start date	The start date for the series data.
End date	The end date for the series data. Note, you can change this for Partial uploads - only data after the end date is uploaded.
Frequency	The frequency of values: daily, weekly, monthly, quarterly, or yearly.

CREATING A USER CREATED TIME SERIES

To create a time series:

1. Select **New UCTS & RT sheet** from the **Thomson Reuters Datastream** menu and save the workbook.
2. Type a **name** for the series.
3. Type the **series code**. This must start with TS followed by 6 characters, example TSUKRPI1.
4. Type the **management group** you want the series to belong to (up to 10 characters) example UK.
5. Select the **number of decimal places** for display. Type the number, or select from the drop down box and click the Add button.
6. Type the units, (optional). This is a qualifying unit for your data. For example: tons, U\$ millions, index.
7. Select **As %**. **No** indicates the values are actual values. **Yes** indicates the values are expressed as percentage. Used in the Latest Values and % change over 3 periods report.
8. Select the type of **Frequency conversion**. This determines how the series is handled if you use it a lower frequency than it is stored.
9. Select the **Date alignment** for data adjusted for frequency.
10. Select a **Currency** for monetary values (optional).
11. Select the **Upload type**. Select **Full** to upload all the values.
Use **Partial** to upload only the values that have changed when editing a series.

12. Set the **date range**. Click the Date range button and type the start and end dates.
Select the frequency of the data: Daily, weekly, monthly, quarterly, or yearly.
The dates are displayed in the date range column, ready for values to be added.
13. Type your values against the dates displayed.
14. Click the **Upload** button to save your series. Note the cursor must be in the Code field to upload the series. You can highlight more than one series to upload several series at the same time.

Note: You can also use **Upload All** button to upload all of the time series in worksheet, or the **Download All** button to download all the time series.

You can now use this series in Datastream or DFO requests.

EDITING AN EXISTING USER CREATED TIME SERIES

To edit a user created time series:

1. Select **New UCTS & RT sheet** from the **Thomson Reuters Datastream** menu and save the workbook.
2. Click the **Select code** button. Note the cursor must be in the **Code** field.
Datastream navigator is displayed with the series set up on your Datastream ID.
3. Search for and select the series you want to edit.
The selected series mnemonic is displayed in the Code field.
4. Click the **Download** button. Note the cursor must be in the **Code** field.
5. If you want to add new values, click the Set **date range** button and type a new end date.
6. Make your changes and select the **Upload** type.
Use **Full** upload to overwrite all existing values.
Use **Partial** upload to update only the new values and change the date in the **End date** field to indicate the new values to upload.
Note: see tick box in Options dialog.
7. Click the **Upload** button to save the series. Note the cursor must be in the **Code** field.

To delete a time series:

1. Place the cursor in the **Code** field of the series you want to delete.
2. Click the **Delete** button to delete the series.

To add a new worksheet to the workbook:

If you want to download or upload a series with an earlier start date or a different frequency, add a new worksheet.

1. Click the **New Sheet** button.
A new worksheet is displayed.

To configure the template:

1. Click the **Options** button.
The **Options** dialog is displayed.
2. Tick the **Overwrite all values if series already exists** box to overwrite existing values.

Note: The server for Navigator is configured via the **Thomson Reuters Datastream >Options>Request URL Settings** menu.



7 USING RIBBON BASED UI FOR DFO (IN MS-OFFICE 2007 AND ABOVE)

When you install Datastream for Office (DFO) **Thomson Reuters Datastream** menu is available as an Add-In tab. Datastream for Office provides following facilities in the form of eight separate groups.

Series Requests:

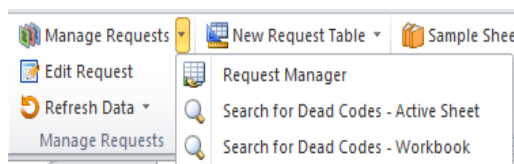
This group consists of three buttons.



Create a one off or embedded request for a series or list and datatype/expressions at one point in time.

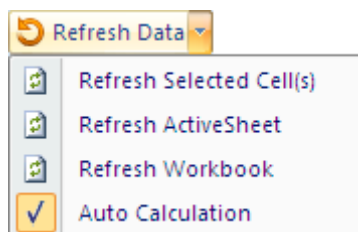


Create a one off or embedded request for a series or list and datatype/expressions over time.



Create requests for fundamentals information and view, update and edit your embedded requests. This drop-down list contains following buttons:

1. **Request Manager:** View, update and edit all requests in your workbook.
2. **Search for Dead Codes – Active Sheet:** Search dead codes in active sheet.
3. **Search for Dead Codes – Workbook:** Search dead codes in active workbook.
4. **Convert AFO to DFO –** Convert AFO embedded control to DFO formula. For more information [click here](#).

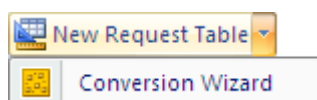


You can refresh embedded requests. This drop-down list contains following buttons:

1. **Refresh Selected Cell(s):** Refresh selected cell data request.
2. **Refresh Active Sheet:** Refresh all the data requests in your active sheet.
3. **Refresh Workbook:** Refresh all the data requests in your workbook.
4. **Auto Calculation:** For more information [click here](#).

Request Tables:

This group consists of three buttons.



New Request Table: Open a new Request Table to create, manage and update spreadsheets effectively with multiple Datastream requests.

Conversion Wizard: You can convert AFO Request Table sheets to DFO sheets.



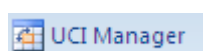
Access a library of spreadsheets illustrating how the Datastream content sets can be used in different range of workflows.

Utilities:

This group consists of six buttons.

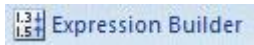


Find the series and datatype you require, using the extensive facilities available in Navigator and return these values to your spreadsheet.

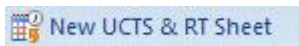


Click to display the interface to calculate and select User Created Indices on your Datastream ID, and the drop down to download the Excel template for specifying or editing the constituents of indices.

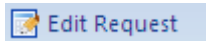




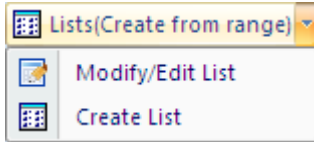
View and create the saved expressions on your Datastream ID.



Open a new User Created Time Series.



Edit requests.



Create a central system (I#), or User Created Index (x#) list from Datastream, SEDOL or ISIN codes in a range of cells.

Options



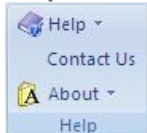
Datastream for Office: Configure a range of settings and defaults to reflect your preferences.

Extranet



Access the Extranet for information on Datastream content and functionality including details of the latest changes.

Help



Access Online help contents, Definitions, Contact Us link and Version details.

Help:

- **Help Contents:** View Datastream for Office - Online help.
- **Help Definitions:** View the syntax for Datastream functions and expression language.
- **User Manual:** View Datastream for Office using Excel manual.

Contact Us: Access Thomson Reuters contact details.

About:

- **Datastream for Office:** View Datastream for Office version details.



8 ADDITIONAL NOTES

USING VOLATILE FUNCTIONS

Issue: Using volatile functions such as TODAY() (<http://msdn.microsoft.com/en-us/library/bb687891.aspx>) directly in DSGRID functions will cause all the DFO requests in the sheet to be refreshed by several unrelated changes to the sheet.

Workaround: Where these functions are used – the entire contents of the datatype/expression field for the request should be concatenated in a single cell, and this cell should be referenced in the datatype/expression field.

