DATASTREAM ADD-IN

QUICK REFERENCE CARD

DATASTREAM ADD-IN RIBBON FOR OFFICE 2007 AND LATER

Create a one off or embedded request for a series or list at one point in time.

Open a new Request Table to create manage and update spreadsheets.

Find the series you require.

Create a local list from series in your sheet.

Create a chart book based on a list.

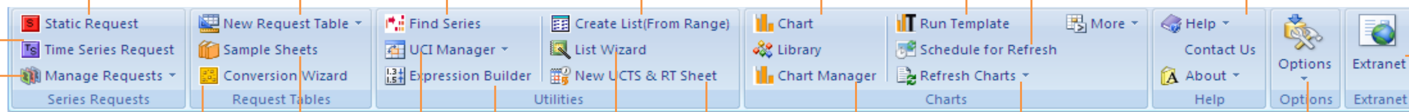
Select to re-generate the charts.

Schedule Charts or Chart Templates for Refresh.

Access Online Help.

Create a one off or embedded request for a series or list over time.

Manage all requests or create requests for fundamentals information.



Access the Extranet.

Upgrade spreadsheets to the latest version.

Access a library of spreadsheets.

View and create saved expressions.

Open a new combined Request Table and User Created Time Series workbook.

Select to edit a chart.

Refresh selected or all charts with the latest data.

Configure a range of settings and defaults.

Create your own index or download template.

Create local lists using series from navigator.

STATIC DATA REQUEST

Use to request data for a series or a list of series at a single date.

Type series directly or select previous series from dropdown.

Select series from Navigator.

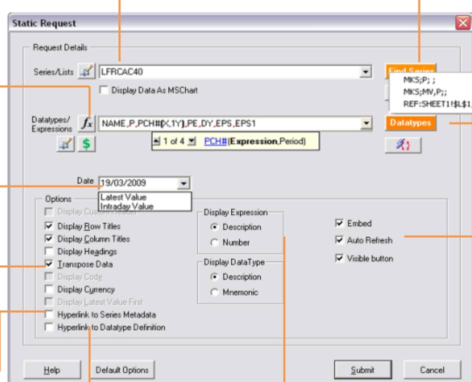
Right-click the Navigator button to see the last requests made.

Functions and available parameters are displayed as you type, with links to the help.

Type the date, or request latest values for fundamentals and economics, or intra-day values for equities.

Set column and row headings, transpose options and more.

Add link to the series code to display the classifications and metadata pages from Navigator.



Select datatype.

Check to create an embedded link that can be refreshed or edited.

Add links to the datatype to display the definition from Navigator.

Select to display the expression description or number.

TIME-SERIES REQUEST

Use to request data for series or list of series over a period of time.

Click to convert the datatype to a different currency.

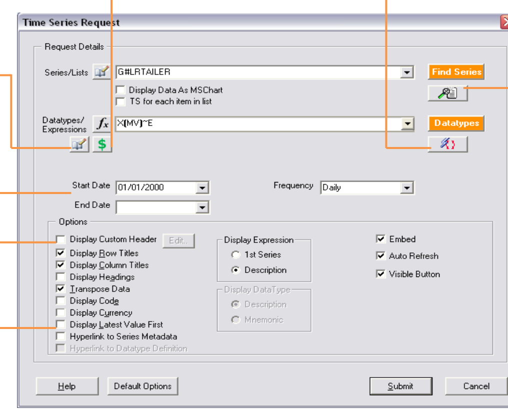
Click to select from a list of saved expressions.

Editor to facilitate creating requests with multiple series.

Enter the start date, end date and frequency.

Add custom header using selected datatypes.

Check to display most recent value first.



Select list from the list picker.

USING THE DATASTREAM REQUEST TABLE

The Request Table enables you to define the detail of each request – series, lists, expressions, datatypes, dates and the format, and control the updating of the requests, to facilitate the creation and modification of complex models.

Update table.

Select an equity search from the Datastream interface to update.

Schedule tables to update using the AFO Index.

The editors facilitate the creation and editing of requests with multiple series (or datatypes & expressions).

Create lists of series for requests.

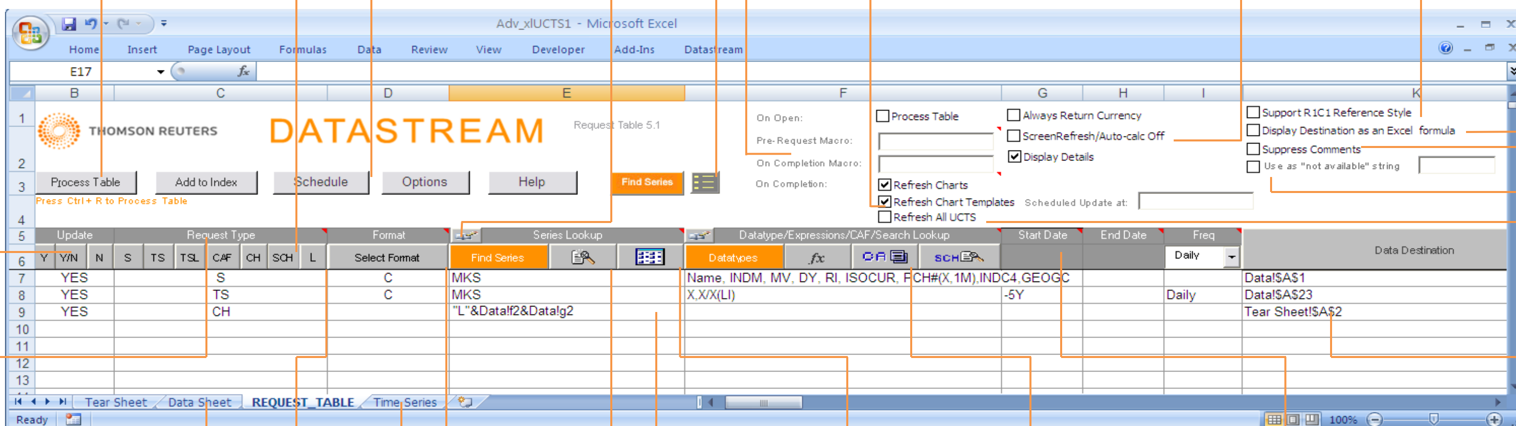
Run macros before and after update.

Select to refresh template based Datastream Charts after update (taking account of series changes in list).

Switch off screen updating and calculation to speed up update.

Enables destination references for columns to be auto-filed.

Switch to maintains the destination references when cells are inserted and deleted in the destination sheet.



Select if request should update.

Choose static, time-series or chart requests.

Hide comments on request.

Specify the text to use for the not available string.

Select to update all user time series after update.

Select the destination for the data.

Use Data sheet for manipulating downloaded data. Note: this sheet can then be hidden.

Update central system list (L#) with series in your sheet .

Set column and row headings, transpose options and more.

Links the series code to the different requests, including chart requests.

Create or select user list for requests.

Select datatypes and expressions from Navigator.

Select the start date, end date and frequency.

Use the Time Series template to upload series to Datastream.

Select series (or lists) using Navigator.

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