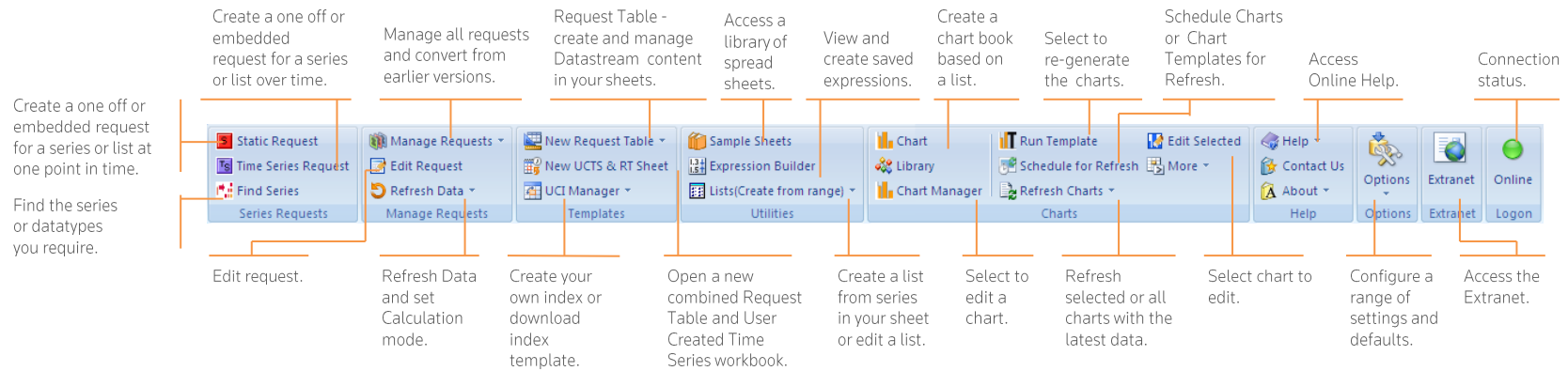


DATASTREAM FOR OFFICE (DFO) ADD-IN

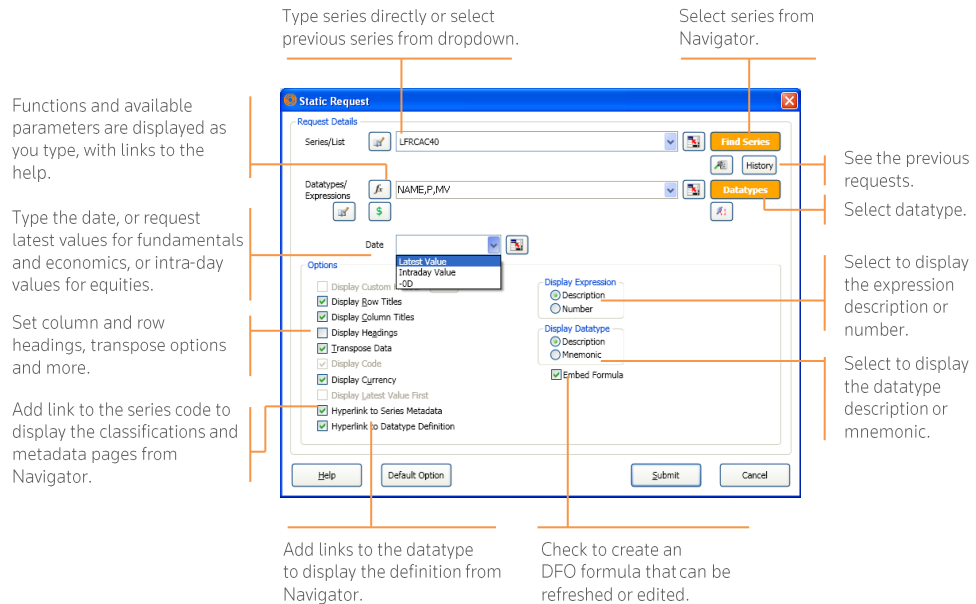
QUICK REFERENCE CARD

DATASTREAM FOR OFFICE (DFO) ADD-IN RIBBON FOR OFFICE 2007 AND LATER



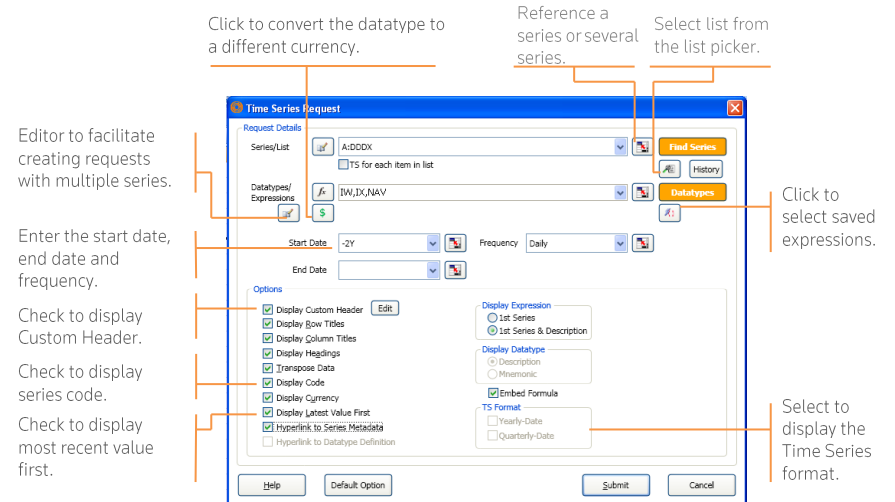
STATIC DATA REQUEST

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



TIME-SERIES REQUEST

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



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.

The screenshot shows the Thomson Reuters Datastream software interface. The main window displays a 'REQUEST TABLE' with columns for 'Update', 'Request Type', 'Format', 'Series Lookup', 'Datatype/Expressions', 'Start Date', 'End Date', and 'Freq'. The 'REQUEST TABLE' contains several rows of data, including series names like 'BARC', 'MKS', and 'UKPOPTOT', along with their respective datatypes and expressions.

Annotations and their descriptions:

- Update table.** Points to the 'Process Table' button.
- Select if request should update.** Points to the 'Update' column in the 'REQUEST TABLE'.
- Choose static, time-series, list, chart requests.** Points to the 'Request Type' column in the 'REQUEST TABLE'.
- Update central system list (L#) with series in your sheet.** Points to the 'Series Lookup' column in the 'REQUEST TABLE'.
- Update Datastream Charts with different series based on charting template.** Points to the 'Format' column in the 'REQUEST TABLE'.
- Use Data sheet for manipulating downloaded data. Note: this sheet can then be hidden.** Points to the 'Data Sheet' tab at the bottom.
- Use the Time Series template to upload series to Datastream.** Points to the 'Time Series' tab at the bottom.
- Select series (or lists) using Navigator.** Points to the 'Find Series' button.
- Create user list for requests.** Points to the 'Series Lookup' column in the 'REQUEST TABLE'.
- Create or select user list for requests.** Points to the 'Series Lookup' column in the 'REQUEST TABLE'.
- Create chart requests.** Points to the 'Format' column in the 'REQUEST TABLE'.
- Select datatypes and expressions from Navigator.** Points to the 'Datatype/Expressions' column in the 'REQUEST TABLE'.
- Links the series code to the different requests, including chart requests.** Points to the 'Datatype/Expressions' column in the 'REQUEST TABLE'.
- Select the start date, end date and frequency.** Points to the 'Start Date', 'End Date', and 'Freq' columns in the 'REQUEST TABLE'.
- Schedule tables to update using the DFO Index.** Points to the 'Process Table' button.
- Set column and row headings, transpose options and more.** Points to the 'Format' column in the 'REQUEST TABLE'.
- The editors facilitate the creation and editing of requests with multiple series (or datatypes & expressions).** Points to the 'Series Lookup' column in the 'REQUEST TABLE'.
- Run macros before and after update.** Points to the 'On Open', 'Pre-Request Macro', and 'On Completion' fields.
- Select to refresh template based Datastream Charts after update (taking account of series changes in list).** Points to the 'Refresh Charts' and 'Refresh Chart Templates' checkboxes.
- Process the request in sequence order.** Points to the 'Enable Sequencing' checkbox.
- This allows you to include display code option if it is a time series request with Transpose turned off.** Points to the 'Display Details' checkbox.
- Enables data destination references to be auto-filled for columns.** Points to the 'Support RIC1 Reference' checkbox.
- Switch to maintain the destination references when cells are inserted and deleted in the destination sheet.** Points to the 'Display Destination as an' checkbox.
- Hide comments on requests.** Points to the 'Suppress Comments' checkbox.
- Specify the text to use for the not available string.** Points to the 'Use as "not available"' checkbox.
- Select to update all user time series after update.** Points to the 'Update' column in the 'REQUEST TABLE'.
- Select the destination for the data.** Points to the 'Data' column in the 'REQUEST TABLE'.

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