DATASTREAM FOR OFFICE (DFO) ADD-IN

QUICK REFERENCE CARD

DATASTREAM FOR OFFICE (DFO) 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.

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

Find the series or datatypes you require.

Manage (edit, refresh & delete) requests.

Request Table - create and manage Datastream content in your sheets.

Access a library of spread sheets.

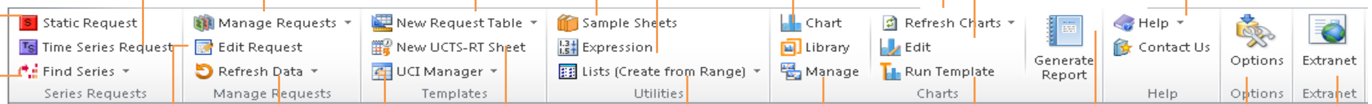
View and create saved expressions.

Create a chart book based on a list.

Select to re-generate the charts.

Select chart to edit.

Access Online Help.



Edit request.

Refresh Data and set Calculation mode.

Create your own index or download index template.

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

Create a list from series in your sheet or edit a list.

Select to edit a chart.

Refresh selected or all charts with the latest data.

Schedule Charts or Chart Templates for Refresh.

Configure a range of settings and defaults.

Access the Extranet.

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 to use RIC codes

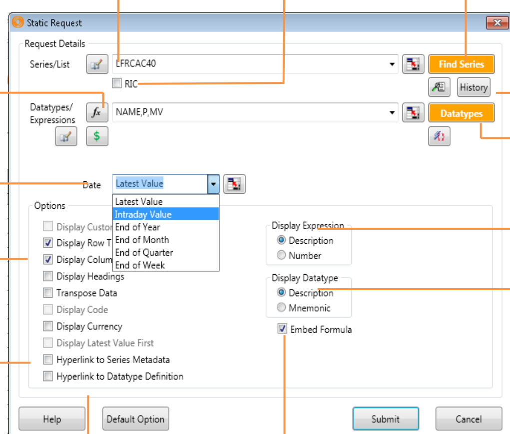
Select series from Navigator.

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.



See the previous requests.

Select datatype.

Select to display the expression description or number.

Select to display the datatype description or mnemonic.

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

Check to create an DFO formula that can be refreshed or edited.

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.

Reference a series or several series.

Select list from the list picker.

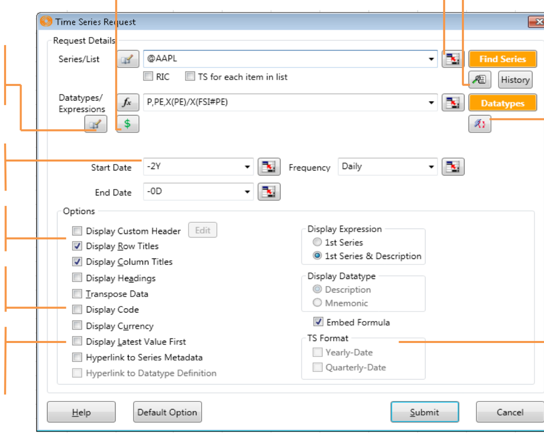
Editor to facilitate creating requests with multiple series.

Enter the start date, end date and frequency.

Check to display Custom Header.

Check to display series code.

Check to display most recent value first.



Click to select saved expressions.

Select to display the Time Series format.

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.

Schedule tables to update using the DFO Index.

Set column and row headings, transpose options and more.

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

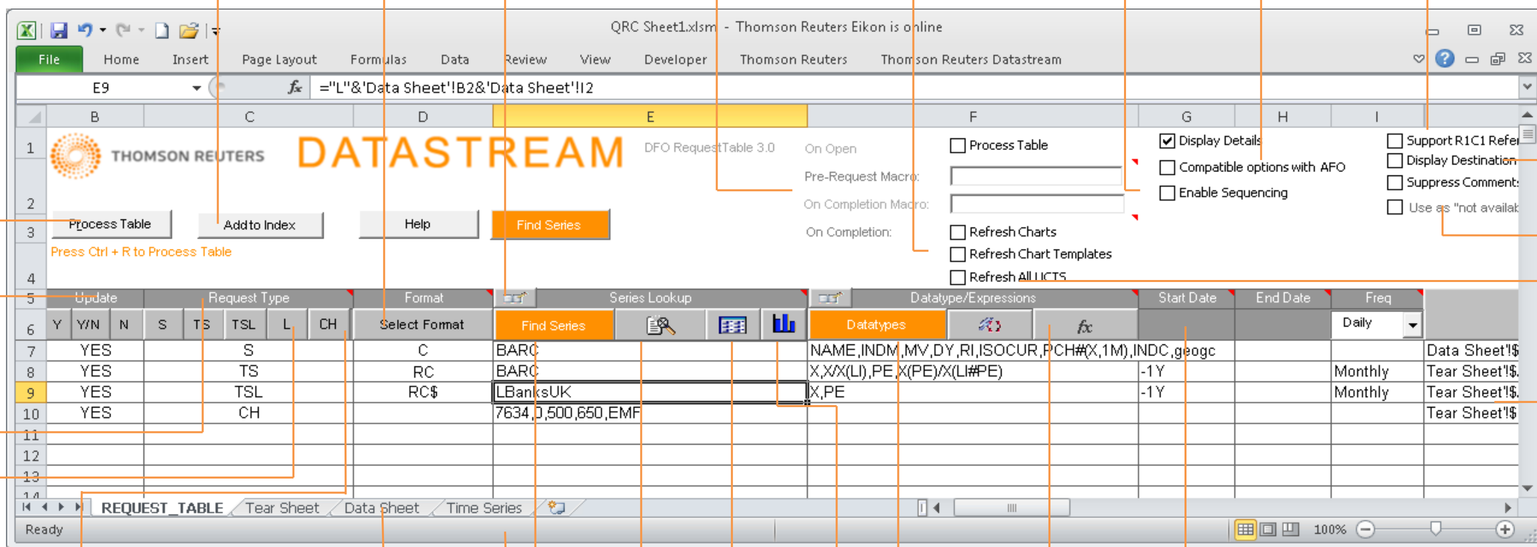
Run macros before and after update.

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

Process the request in sequence order.

This allows you to include display code option if it is a time series request with Transpose turned off.

Enables data destination references to be auto-filed for columns.



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

Update table.

Select if request should update.

Choose static, time-series, list, chart requests.

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

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.

Update Datastream Charts with different series based on charting template.

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

Use the Time Series template to upload series to Datastream.

Select series (or lists) using Navigator.

Create user list for requests.

Select datatypes and expressions from Navigator.

Select different functions and expressions

Select the start date, end date and frequency.

Create or select user list for requests.

Create chart requests.

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