

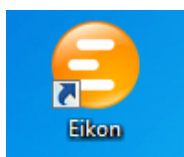
Thomson Reuters Eikon, Eikon Excel Add-In, Datastream – Autologin enabled at the Eikon PC in the Library

Eikon includes the Eikon program Web interface and the integrated Eikon Microsoft Excel Addin with Datastream. Datastream is no longer available as a stand-alone application; Datastream data contents are now available via the Eikon Excel Add-In.

Eikon PC in the Library: **INSTRUCTIONS**

- for **automatically LOGIN** to Eikon and Eikon applications
- for correct **closing** of the program

1. Use **desktop shortcut “Eikon”** to access the Eikon program directly. Note: All MS Office program applications (Excel, Word, PowerPoint) have to be closed before.



2. The **ID** and **password** will be **loaded automatically**. **Do not** click in the login area before this is complete, otherwise password will fail to load! It takes a few seconds for the password to load.



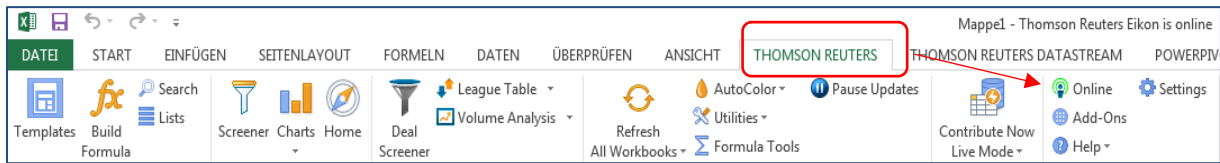
3. The Eikon toolbar appears at the top of the screen, after a few seconds the connection to Eikon is automatically established. The **Eikon program** is now activated.



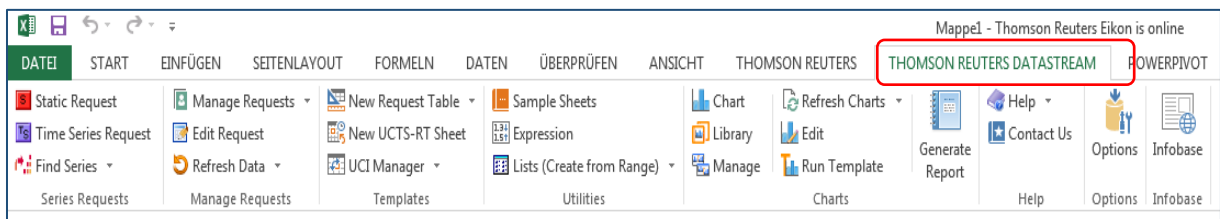
4. Launch Excel via the **“Eikon Microsoft Excel”** shortcut on the desktop.



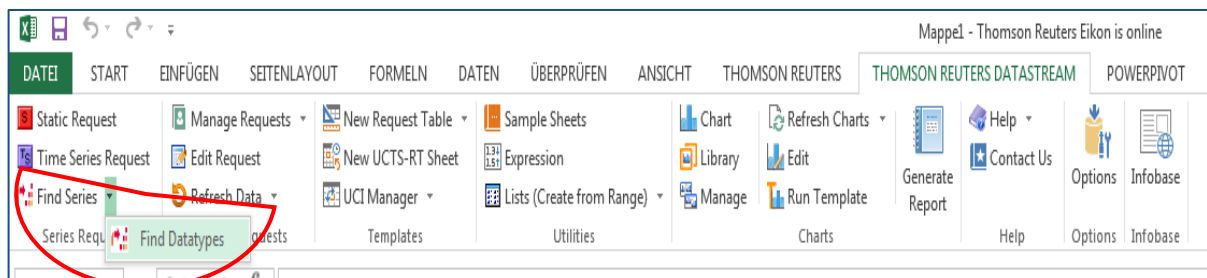
5. In Excel, under the tab „Thomson Reuters”, the connection status is “Online”. Eikon Excel Add-In has been activated automatically.



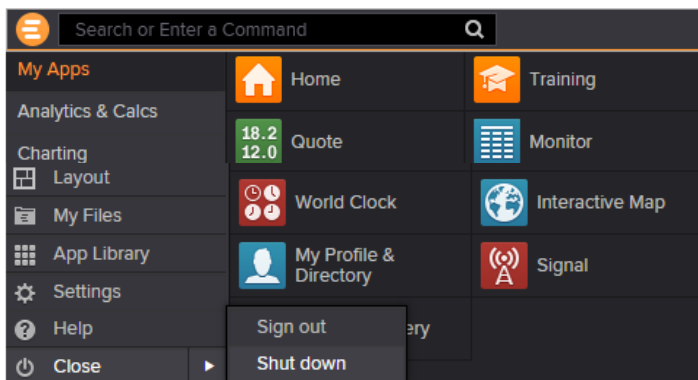
6. Together with the "Eikon - Microsoft Excel" connection, also the connection to Datastream via the tab "Thomson Reuters Datastream has been activated. There is no separate login to Datastream required.



Datastream content is now available under the Thomson Reuters Datastream tab. The retrieval settings are the same as in the previous version of Datastream. Access the Datastream search engine "Navigator" via the button -> "Find Series", the "Datatype Navigator" (with "Sources" display for data sources, including content from third-party providers such as IBES, Worldscope or MSCI) via -> "Find Datatypes". Click on "Static request" to request data for a specific date or "Time series request" to request data over a specific period.

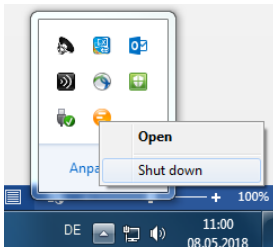


7. If you finish your session, please take care for a complete logout from and closure of all Eikon applications. Open the Eikon symbol in the Toolbar--> click on “Close” -> select “Shut down”

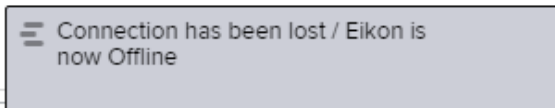
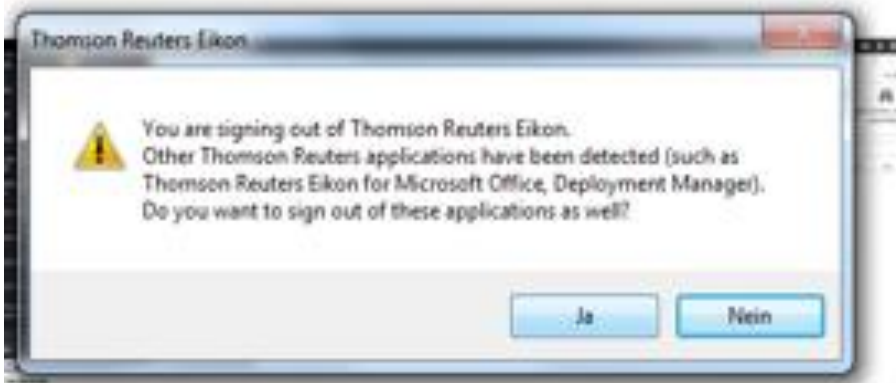


Close all applications and shut down Eikon

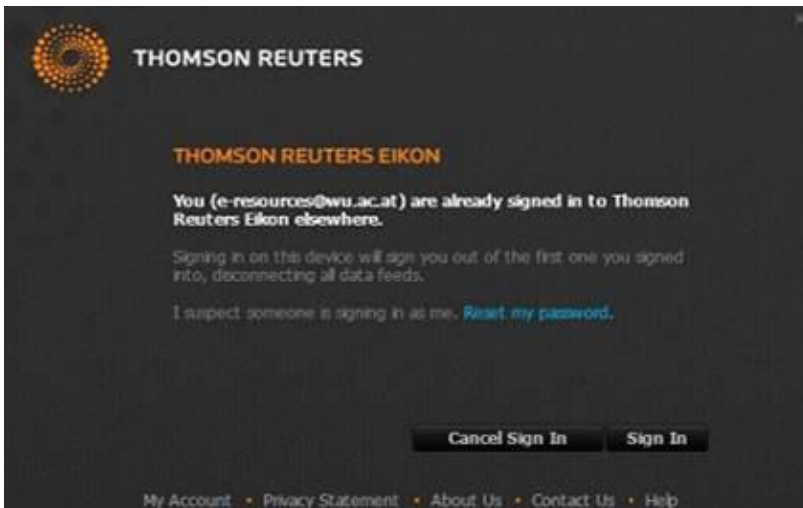
If necessary, close Eikon also in the taskbar on the bottom right of the PC, by right mouse click-> Shut down.



Close all applications.



If a complete logout from the previous session has not been accomplished, the following message may be shown when the program is started for the next session via auto login:



In this case, just click on "Sign-In" to be logged in.