

DATASTREAM FOR OFFICE (DFO) ADD-IN

QUICK REFERENCE CARD

DATASTREAM FOR OFFICE (DFO) ADD-IN RIBBON FOR OFFICE 2010 AND LATER

Callouts for the ribbon functions:

- Static Request:** Create a one off or embedded request for a series or list at one point in time.
- Time Series Request:** Create a one off or embedded request for a series or list over time.
- Series Requests:** Find the series or datatypes you require.
- Manage Requests:** Manage (edit, refresh & delete) requests.
- Refresh Data:** Refresh Data and set Calculation mode.
- New Request Table / UCI Manager:** Create your own index or download index template.
- Request Table - create and manage Datastream content in your sheets.**
- Templates / Expression / Lists (Create from Range):** Open a new combined Request Table and User Created Time Series workbook.
- Utilities:** Create a list from series in your sheet or edit a list.
- Chart / Library / Manage:** Select to edit a chart.
- Refresh Charts / Edit / Run Template:** Refresh selected or all charts with the latest data.
- Generate Report:** Create a chart book based on a list.
- Help / Contact Us / Options / Infobase:** Access Online Help.
- Options / Infobase:** Configure a range of settings and defaults.
- Options / Infobase:** Access Datastream on MyRefinitiv.

STATIC DATA REQUEST

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

Callouts for the Static Request dialog:

- Series/List:** Type series directly or select previous series from dropdown.
- Datatypes/Expressions:** Select to use RIC codes.
- Date:** Select series from Navigator.
- Options:** Functions and available parameters are displayed as you type, with links to the help.
- Display Row Titles / Display Column Titles:** Type the date, or request latest values for fundamentals and economics, or intra-day values for equities.
- Display Custom Header / Display Row Titles / Display Column Titles:** Set column and row headings, transpose options and more.
- History:** See the previous requests.
- Datatypes:** Select datatype.
- Display Datatype:** Select to display the expression description or number.
- Embed Formula / Auto Refresh:** Select to keep the DSGRID formula – and if the request should be refreshed on open.
- Default Option:** Add links to the datatype to display the definition from Navigator.

TIME-SERIES REQUEST

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

Callouts for the Time Series Request dialog:

- Series/List:** Click to convert the datatype to a different currency.
- Datatypes/Expressions:** Reference a series or several series.
- Start Date / End Date / Frequency:** Enter the start date, end date and frequency.
- Options:** Editor to facilitate creating requests with multiple series.
- Display Custom Header / Display Row Titles / Display Column Titles:** Check to display Custom Header.
- Display Datatype / Display Code / Display Currency / Display Latest Value First:** Check to display series code.
- Hyperlink to Series Metadata:** Check to display most recent value first.
- History:** Click to select saved expressions.
- Datatypes:** Click to select datatype.
- TS Format:** Select to display the Time Series date 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.

The image shows the Refinitiv Datastream Request Table interface within an Excel spreadsheet. The interface is divided into several sections, each with a callout explaining its function:

- Schedule tables to update using the DFO Index.** (Callout pointing to the 'Update' column in the table)
- Set column and row headings, transpose options and more.** (Callout pointing to the 'Request Type' and 'Format' columns)
- The editors facilitate the creation and editing of requests with multiple series (or datatypes & expressions).** (Callout pointing to the 'Series Lookup' and 'Datatype/Expressions' columns)
- Run macros before and after update.** (Callout pointing to the 'Pre-Request Macro' and 'On Completion Macro' fields)
- Select to refresh template based Datastream Charts after update (taking account of series changes in list).** (Callout pointing to the 'Refresh Charts' checkbox)
- Process the request in sequence order.** (Callout pointing to the 'Process Table' checkbox)
- This allows you to include display code option if it is a time series request with Transpose turned off.** (Callout pointing to the 'Display Details' checkbox)
- Enables data destination references to be auto-filed for columns.** (Callout pointing to the 'Display Destination as an Excel formula' checkbox)
- Switch to maintain the destination references when cells are inserted and deleted in the destination sheet.** (Callout pointing to the 'Support R1C1 Reference Style' checkbox)
- Specify the text to use for the not available string.** (Callout pointing to the 'Use as "not available" string' checkbox)
- Select destination for the data.** (Callout pointing to the 'Latest Value (TS)' column)
- Update Datastream Charts with different series based on charting template.** (Callout pointing to the 'Update' column)
- Use Data sheet for manipulating data. Note: this sheet can then be hidden.** (Callout pointing to the 'Data Sheet' tab)
- Select series (or lists) using Navigator.** (Callout pointing to the 'Find Series' button)
- Create user list for requests.** (Callout pointing to the 'Series Lookup' column)
- Create chart requests.** (Callout pointing to the 'Refresh Chart Templates' checkbox)
- Select datatypes and expressions from Navigator.** (Callout pointing to the 'Datatypes' column)
- Select different functions and expressions.** (Callout pointing to the 'Datatype/Expressions' column)
- Select the start date, end date and frequency.** (Callout pointing to the 'Start Date', 'End Date', and 'Freq' columns)

The central table contains the following data:

Update	Request Type	Format	Series Lookup	Datatype/Expressions	Start Date	End Date	Freq						
Y	YN	N	S	TS	TSL	L	CH	SelectFormat	Find Series	Datatypes	Latest Value (Static)	Latest Value (TS)	Monthly
YES			S						BARC	NAME,INDM,MV,RI,ISOCUR,PCH#(X,1M),INDC,GEOGC			=Data Sheet!\$
YES				TS					BARC	X,X(X(LI)PE,X(PE)/X(LI#PE)			=Tearsheet!\$
YES				TSL					LEANKSUK	X,PE			=Tearsheet!\$
YES			CH						7633,=Data Sheet!\$B\$2,375,500,EMF,-5Y,-0D				=Tearsheet!\$