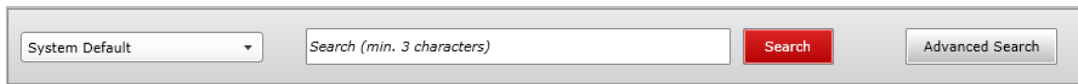


FIN24 EXPERT USER GUIDE: Dividend Report

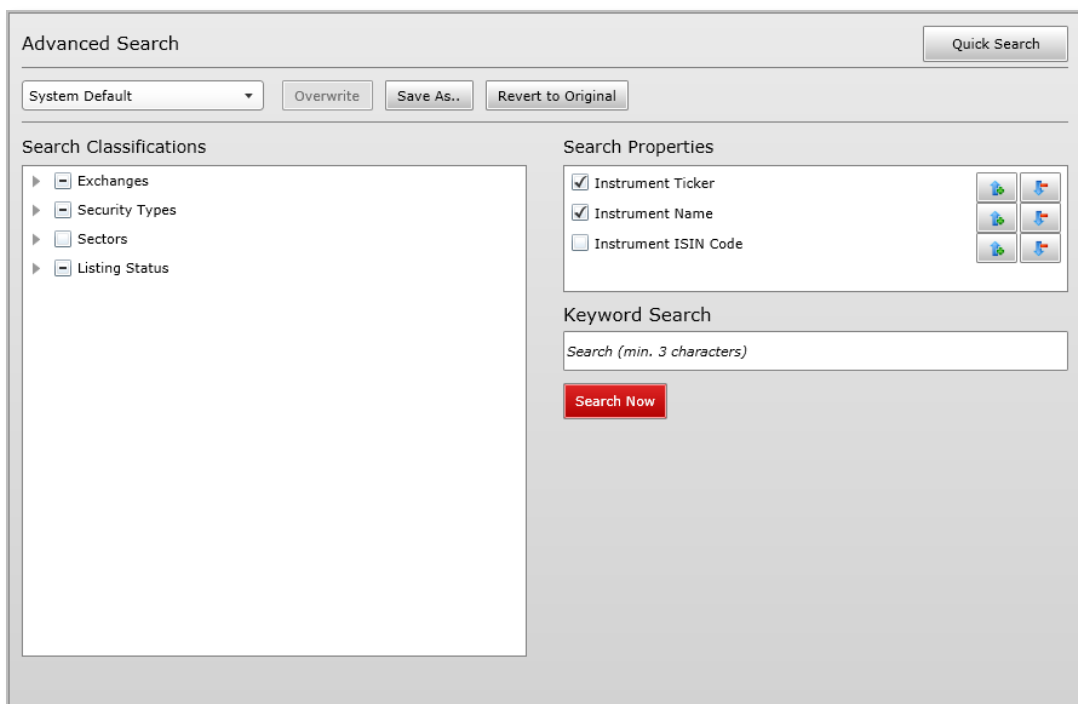
1. Instrument Search

a. Quick Search




Quick Search allows you to search for an instrument by entering a minimum of 3 characters that will be found at the beginning of a particular word within the Instrument Name, Ticker or ISIN Number.

b. Advanced Search Options



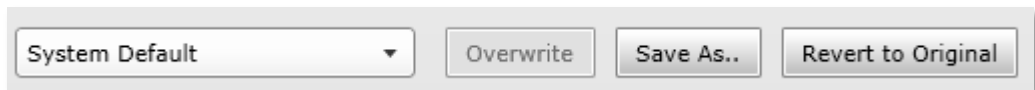
i. Search Properties

Users can enable or disable search properties as well as set the order in which the results are displayed. Should you wish your search phrase to be applied on Ticker first, you can simply click on  to send it up in the list and your result ordering will change accordingly.

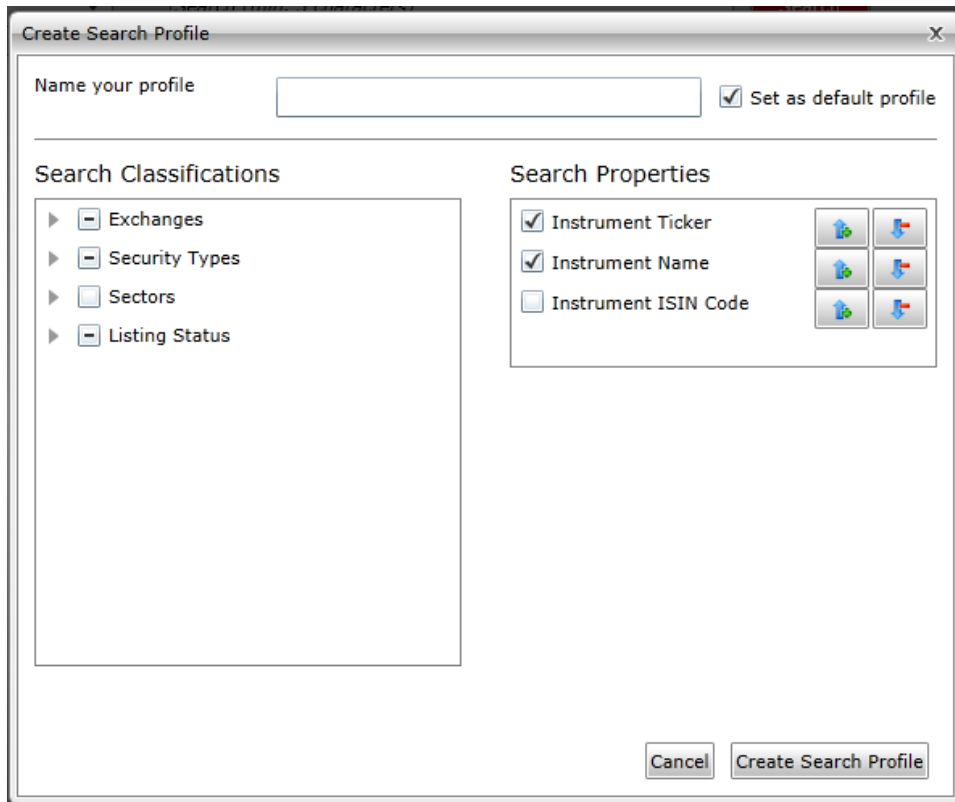
ii. Search Classifications

To filter your search results, you have the ability to open up the various hierarchies and set certain classifications. For example, you can open up 'Exchanges' and select 'Ghana Stock Exchange'. When you perform a search, the results will only contain instruments that exist on this particular exchange.

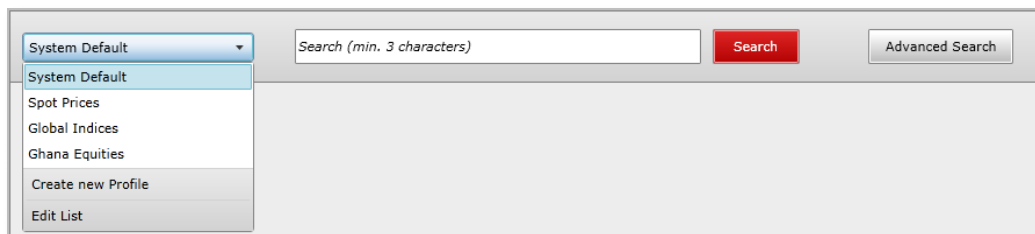
iii. Search Profiles



Search Profiles lets you set up different search criteria and save them for future use. E.g. Should you only be interested in equities on the Johannesburg Stock Exchange, you can go into the 'Exchanges' hierarchy, select 'JSE', and under 'Security Types' select 'Equities'.

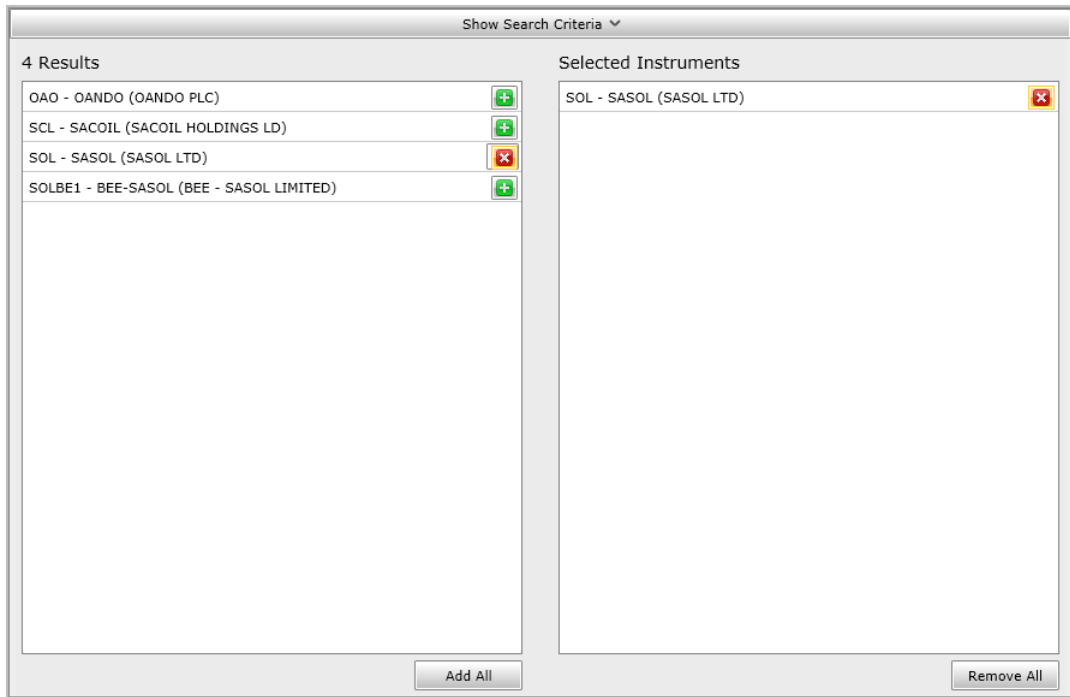


If this profile is used in your searches, you will only get results from within the specified categories.



c. Results

Once a search has been completed, the results will be presented.



Should you then wish to select an instrument and add it to your selection basket, click on the green plus icon. Once selected, the icon will change to allow you to remove it again.

After the instrument has been added to your basket, you can continue searching for additional instruments to add or simply continue with setting up your report.

d. Selected Instruments (Basket)

Instruments that have been selected will show in your basket and you can now run reports on them. To remove the instrument, simply click the icon next to the name.

2. **Periods and Options**

a. To Date

The screenshot shows a dialog box titled "Periods and Options Selection". It contains three input fields: "To Date" with the value "2012/01/18" and a calendar icon to its right; "Number of Dividends" with the value "10"; and "Dividend Date" with a dropdown menu showing "Declaration Date".

To view the dividends you are most interested in analysing, select **To Date** and the **Number of Dividends**.

b. Dividend Date

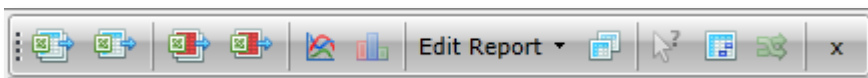


This option allows you to select your primary dividend date for the report. It will also then be sorted according to this date. Options are:

- Declaration Date
- Payment Date
- Last Date to Trade.

3. Report Functionality

a. Report Options



This shows a full list of the report options available. The buttons that are partly transparent are not applicable to the current report.



Exports all current open tabs to Excel (if it is a grid report) or as a .png image (if it is a chart).



Exports only the active tab to Excel (if it is a grid report) or as a .png image (if it is a chart).



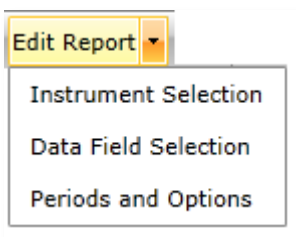
Exports all current open tabs to Excel to use with the Excel Add-In tool so that the data can be dynamically updated. This export requires that the Excel Add-In is installed.



Exports only the active tab to Excel to use with the Excel Add-In tool so that the data can be dynamically updated. This export requires that the Excel Add-In is installed.



Plots the entire data range of the report to a line chart or alternatively the individual data points if they have been selected in the report grid.



Edits the selections made for the report and regenerates it. You can also jump to any step within the report creation wizard by clicking on the drop down arrow and selecting the relevant step.



Creates a copy of the current report and allows you to edit it and create a new report on a new tab.

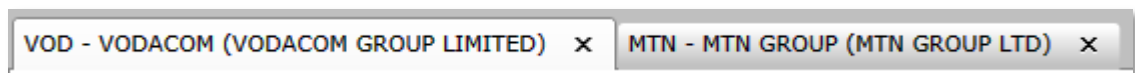


Provides the ability to select individual cells within the report grid so that these can be copied to another application. To select multiple cells, hold in the Ctrl key and select by clicking on the relevant cells. You can copy the cells by holding Ctrl and pressing C.



Closes all the open report tabs.

b. Tabbed Reports



Every report within the open module is opened in a new tab. These have report names to identify them and can also be closed separately.

c. Report Grid

DECLARATION DATE	LAST DATE TO TRADE	PAYMENT DATE	DIVIDEND TYPES	CURRENCY	AMOUNT
2009/11/09	2009/12/04	2009/12/07	INTERIM	South African Ra	110
2010/05/17	2010/07/02	2010/07/05	FINAL	South African Ra	175
2010/11/08	2010/12/03	2010/12/06	INTERIM	South African Ra	180
2011/05/16	2011/07/01	2011/07/04	FINAL	South African Ra	280

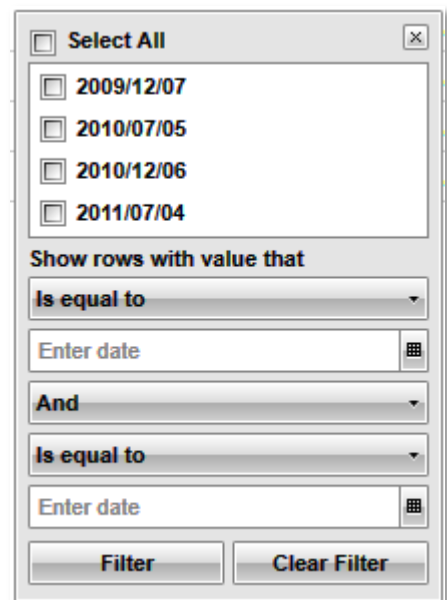
The report grid is where all data is displayed.

i. Sorting

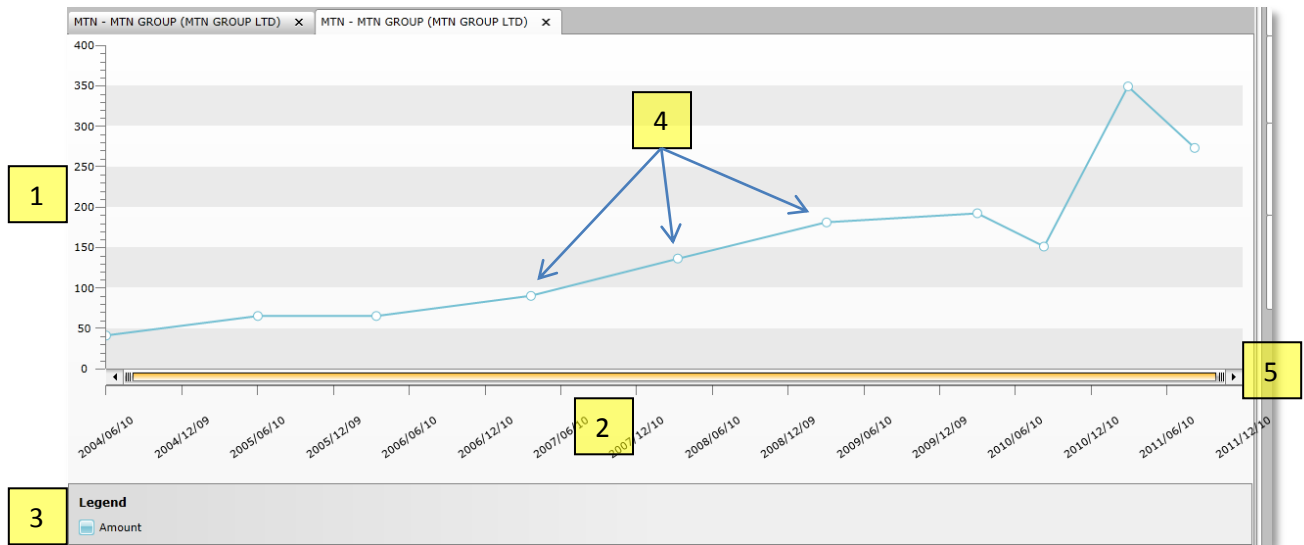
The data within the grid can be sorted by clicking on the column heading. 1st click sorts in ascending order, 2nd in descending order, and 3rd reverts back to the default setting.

ii. Filtering

The data in the grid can be filtered according to specific criteria.



d. Chart



1. **Y-Axis:** This provides the data values up the left hand side of the chart.
2. **X-Axis:** This shows the time period for the chart.
3. **Legend:** This provides the legend key to show what is being displayed on the chart.
4. **Data point details:** When hovering over the chart line, a tool tip is provided that displays information pertaining to the specific data point.
5. **Zooming:** Clicking and dragging on a section of the chart will zoom into that section. Adjusting the horizontal bar under the chart allows you to scroll horizontally and expand the selected area.