

## FIN24 EXPERT USER GUIDE: Market Data

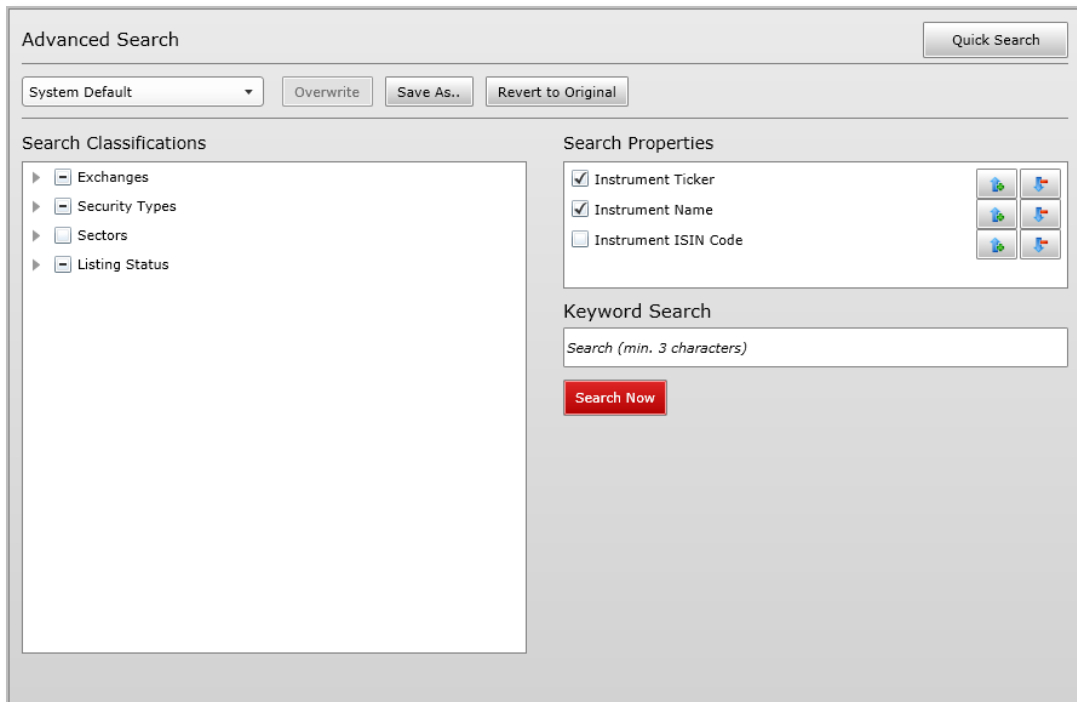
### 1. Instrument Search

#### 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



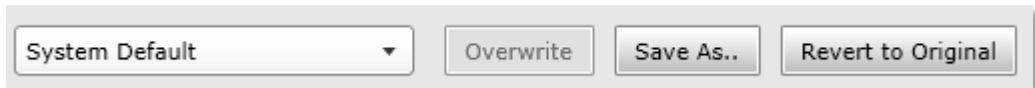
##### i. Search Properties

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.

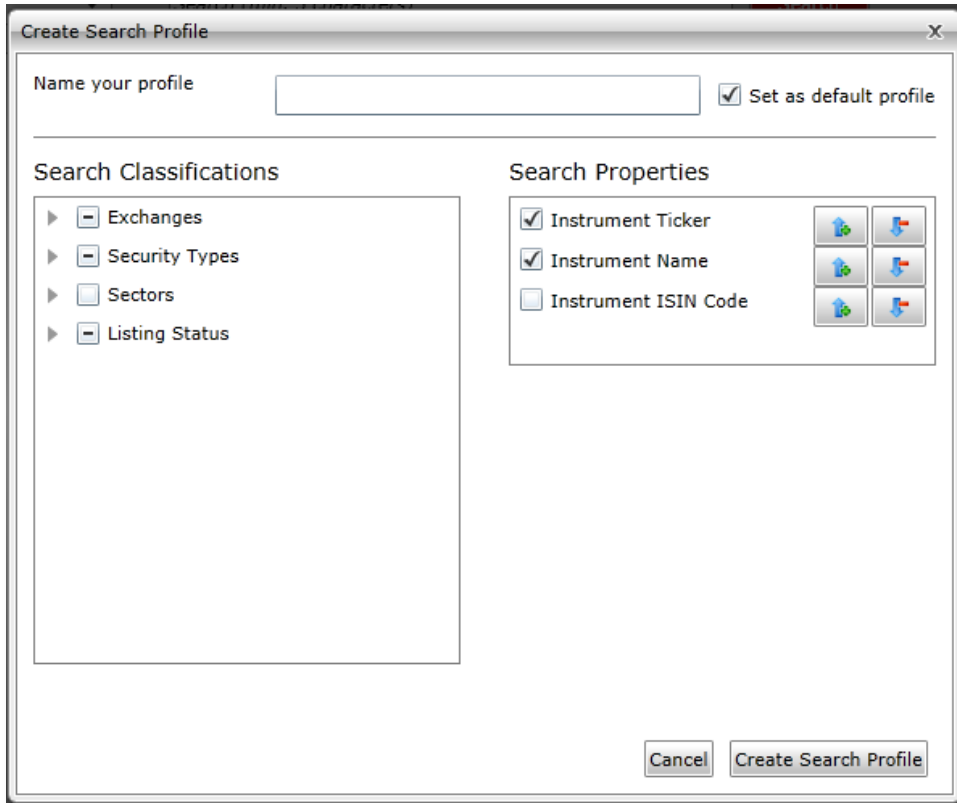
##### ii. Search Classifications

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.

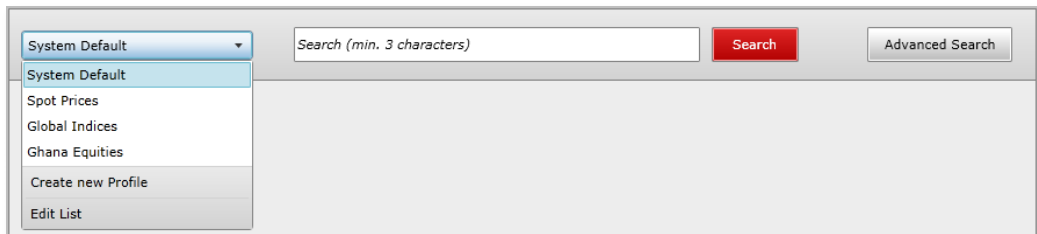
iii. Search Profiles



*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'.

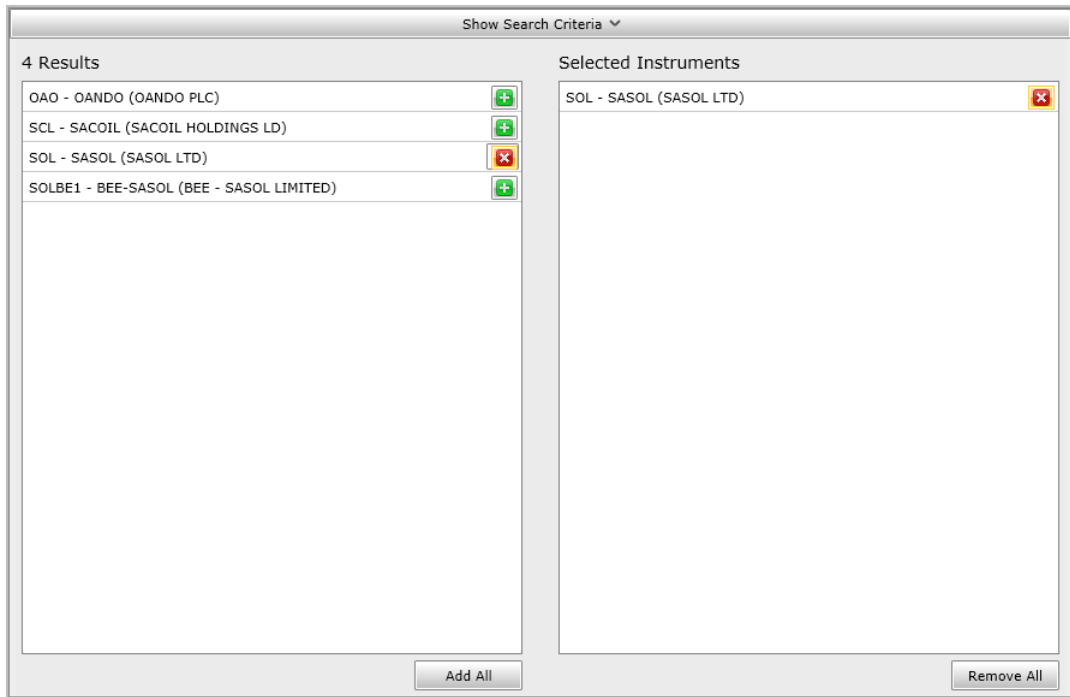


If this profile is used in your searches, you will only get results from within the specified categories.



### 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.

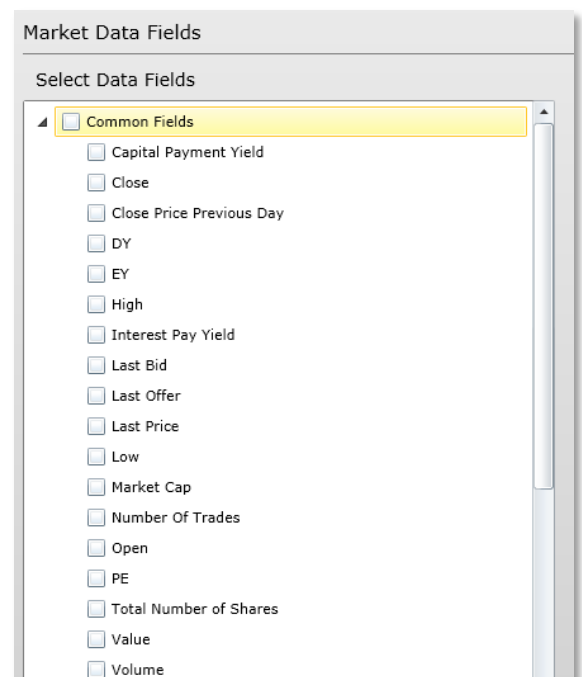
### d. Selected Instruments (Basket)

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. **Market Data Fields**

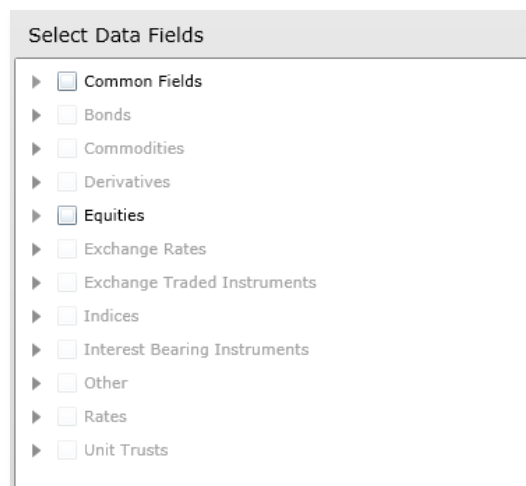
### a. Common Fields

Users can select fields that are common amongst their selected instruments either by selecting all the fields or by opening the tree structure to select individual ones.



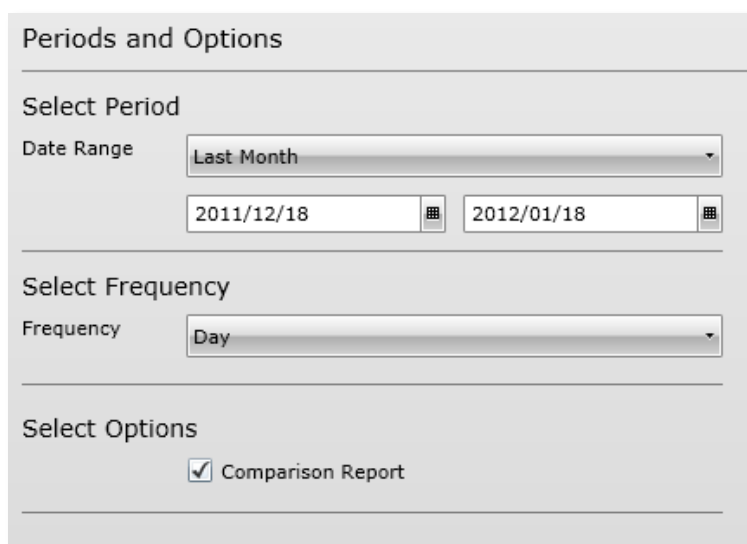
### b. Additional Fields

Depending on the instruments you have selected, certain field groups based on security type will become active for selection. You can select individual fields by opening the tree structure or select the entire group by checking the box to its left.



## 3. Periods and Options

### a. Date Range



The **Date Range** can be selected to view the data for the specified period:

- Last 5 Days
- Last Month (Default)
- Latest 1 Year
- Latest 5 Years
- Latest 10 Years
- Custom Range

### b. Frequency

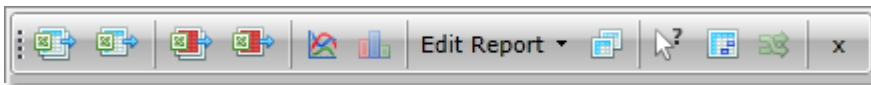
Users can change the frequency of data that is being returned. E.g. Selecting 'Month' will return the closing price at every month end for your selected period, but opening price at the beginning of every month for the selected period.

### c. Comparison Report

When more than one instrument has been selected, you will have the option to either view the data reports on one tab per instrument, or alternatively all on one tab allowing comparison between instruments.

## 4. Report Functionality

### a. Report Options



This shows a full list of the report options available. Partly transparent buttons 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).



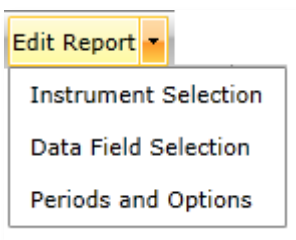
Exports all current open tabs to Excel to use with the Excel Add-In tool so that the data can be dynamically updated. This export requires that the Excel Add-In is installed.



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.



Edit the selections made for the report and recreates 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.

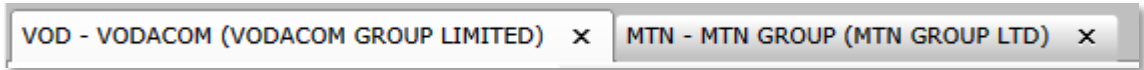


Provides the ability to select individual cells within the report grid so that these can be copied to another application. To select multiple cells, hold in the Ctrl key and select by clicking on the relevant cells. You can copy the cells by holding Ctrl and 'C'.



Closes all the open report tabs.

**b. Tabbed Reports**



Every report with 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**

VOD - VODACOM (VODACOM GROUP LIMITED)				
DATE	CLOSE	HIGH	LOW	OPEN
2011 August				
2011 July				
2011 June				
2011/06/30	8395	8415	8275	8295
2011/06/29	8265	8300	8201	8220
2011/06/28	8210	8220	8166	8215
2011/06/27	8200	8401	8170	8199
2011/06/24	8490	8510	8440	8500
2011/06/23	8440	8470	8375	8400
2011/06/22	8450	8500	8410	8500
2011/06/21	8465	8500	8425	8425
2011/06/20	8410	8533	8360	8440
2011/06/17	8460	8600	8450	8568
2011/06/15	8600	8600	8530	8530
2011/06/14	8540	8560	8507	8530
2011/06/13	8515	8525	8362	8450
2011/06/10	8379	8500	8338	8475

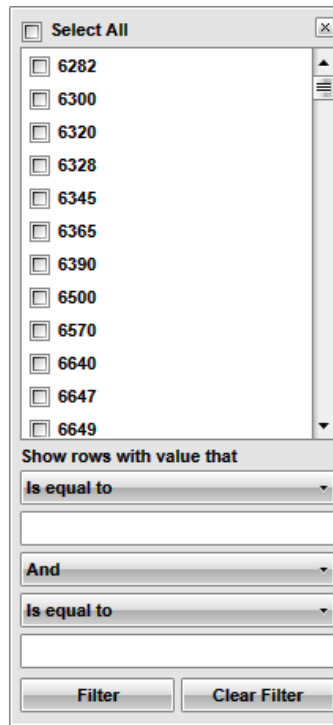
The report grid is where all data is displayed.

**i. Sorting**

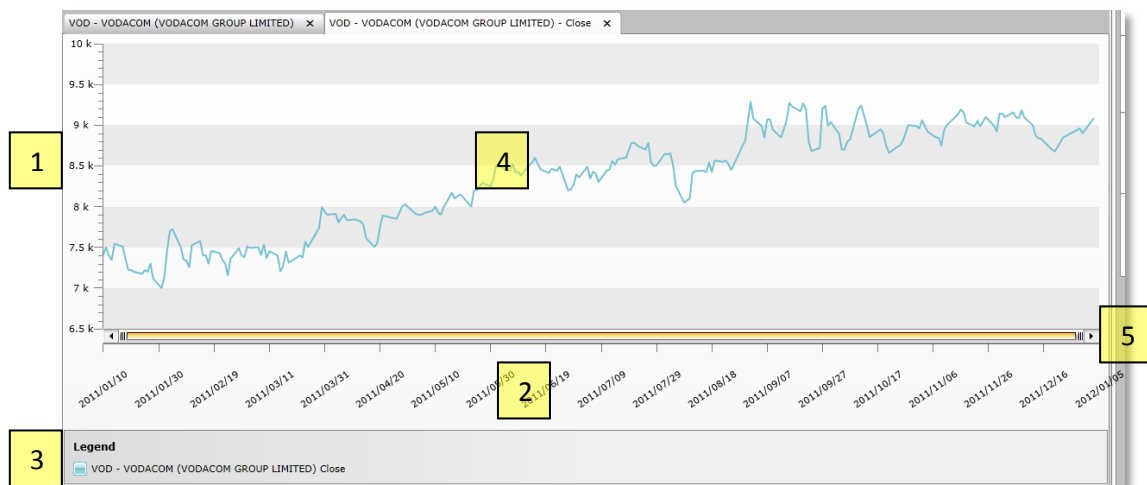
The data within the grid can be sorted by clicking on the column heading. 1<sup>st</sup> click sorts in ascending order, 2<sup>nd</sup> in descending order, and 3<sup>rd</sup> reverts back to the default setting of unsorted.

**ii. Filtering**

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

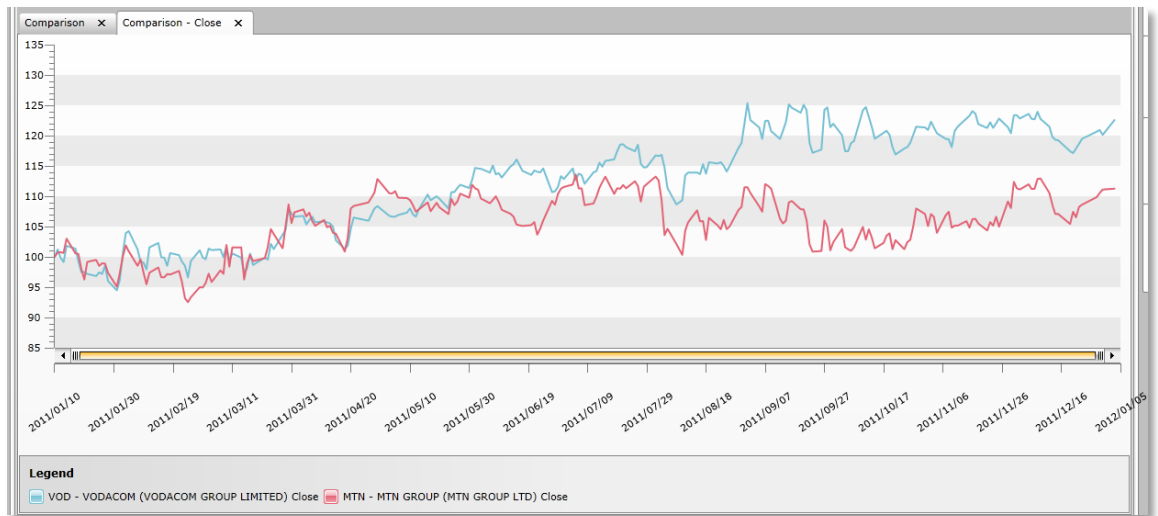


#### d. Line Chart



1. **Y-Axis:** Provides the data values up the left hand side of the chart.
2. **X-Axis:** Shows the time period for the chart.
3. **Legend:** 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.

e. **Based Chart**



When viewing a comparison report and selecting the option to chart the data, you will be presented with a comparison chart that is based to 100 allowing the ability to do trend analysis per field.

f. **Chart Markers**



Once a chart has loaded you can add markers that will show the following:

- SENS
- McGregor BFA News
- Directors' Dealings
- Dividends

Hovering over the marker will provide further information and clicking on a News/SENS synopsis, will open up the full article.

