Quick Start Guide

For today's financial professional. Your new desktop has arrived.

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DATA IS JUST THE BEGINNING

Install and sign in

I. Install the application

Does my computer meet the requirements for Eikon?

- 1. Go to https://customers.thomsonreuters.com/Eikon
- 2. Click on **Run the Test** under System and Network Test.
- 3. Follow the on-screen instructions to run System Test.

How do I get my Eikon account?

- Your company's Market Data team or Refinitiv Account Manager requests an Eikon ID on your behalf.
- 2. You, or your Market Data team, will receive a Welcome email from Eikon.
- 3. Click the link in the Welcome email to activate your account.

How do I install Eikon?

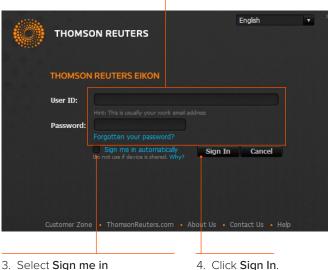
After checking that your computer meets the requirements and activating your account, you are ready to install Eikon:

- 1. Go to https://customers.thomsonreuters.com/Eikon/
- 2. Click Sign in & Download.
- 3. Follow the on-screen instructions to install Eikon.

II. Sign in

On your desktop

- 1. Click Start > Programs > Thomson Reuters and choose Eikon.
- 2. Type your user ID and password.



automatically to avoid signing in the next time you start the application.

On your mobile device

The single sign-on (SSO) feature with single exchange fees lets you access Eikon on iOS, Android™, and BlackBerry® devices.

Download the Universal App for iPhone® and iPad® from the Apple® App Store®. For BlackBerry, go to BlackBerry World®. For Android, go to the Google Play™ App Store.

For eLearning, go to http://training.thomsonreuters.com/eikon/mobile-solutions

On the Web

You can now access key Eikon news and data on the Web, without having to download an application. Just go to <u>http://eikon.thomsonreuters.com/login</u> and use your user ID and password.

III. Contact support

If you cannot sign in

Unable to sign in? The most likely cause is an incorrect password or no Internet connection.

Should the problem continue, contact:

1. Your local IT or Market Data team.

2. Refinitiv:

- Content & Functionality: 0800 44 20 00
- Technical: 0800 44 30 00
- Eikon Messenger: "Support" button at the top

After logging in, you can always access help by pressing **F1** or using **Help** in the app menu.

Get more help

• Click in the top right of your toolbar to find out what's new in Eikon.

Get training

Type **TRAINING** into the Search box to open the Training App:

- View on-demand video tutorials to help you get the most out of Eikon
- Learn the basics so you can get up and running quickly
- Explore learning by segment to ensure you are making the most of the tools available for your market
- Bookmark training so you can complete it at a time convenient to you



IV. Reset password

If you have forgotten your password, open Eikon and click Forgotten your password? on the sign-in pop-up. This is located below the Password box.

V. Customize your profile

Create your profile

When you sign in for the first time, Eikon prompts you to customize your profile. Be sure to fill in **Job Functions** and **Asset Classes:** this information is used to suggest the features and apps most appropriate for your role.

You can:

- Import your LinkedIn® profile
- Add a photo
- Fill in your work history and education
- Give details about your job role in General Info
- Enter contact details

This information appears in the Refinitiv financial directory and improves the results of people-related searches.

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Search Name and Company	💬 Send us feedback	Claire Cheape 🔻 🧸
EDIT PROFILE		
Claire Cheape		
View Product Permissions I Change Language I Change Password/Ma		
SUMMARY		
Job Title		
Marketing Executive]	
Bio		
Enter some information about yourself		
Headline	-	
WORK HISTORY		
+Add a position		
EDUCATION		

Update your profile

You can edit your profile information at any time.

Go to Settings > Profile to reopen your profile page and make your changes.

I. Get to know the toolbar Basic navigation Immediately after logging in, the toolbar appears at the top of your screen. Tip: To move the toolbar, just right-click it and choose Undock, then drag it to a new position. Tip: To minimize the toolbar, right-click it and choose minimize. Click to undock the toolbar. Tip: To lock the undocked toolbar to the top of your screen, right-click on the bar and choose Always On Top. Access My Files, My Briefcase, Settings and Favorites. Set and find alerts. Q .STOXX50E **v** 3404.67 -10.82 -0.32% EUR Workspace 2 Workspace 1 Eikon button. Click here to The Search box is powered by Autosuggest and Open workspaces appear You can create, save, close access the app menu, App Answers. Use it to find apps, data or answers to your here. Workspace 1 is open or load workspaces. Library, saved workspaces, questions. For more information, see page 5. by default. settings and Help. Set and find notifications for your You can access tips, help, areas and topics of interest. training and find out about new features in Fikon

For eLearning, type Training into the Eikon Search box, select Training for Eikon, choose Getting Started and Learn the Basics.

II. Find apps and define settings

Click to open the app menu. My Apps features apps for

your specific asset class. You can add, remove or rearrange apps in this menu.

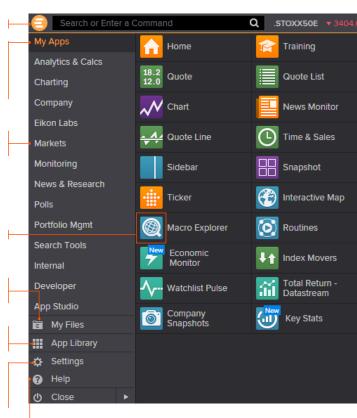
Other apps are displayed by category.

Click any app to open it. 🕨

My Files holds all your saved workspaces and layouts.

The **App Library** is a searchable database of all apps.

Click **Settings** to define global options, trading settings and more.



Click **Help** to access online help, to contact us, to find out what's new, and other support options.

III. Search for content and get Answers

Search box: a starting point for your workflow

The search box is your starting point to navigate anywhere. Just start typing and Autosuggest will propose results.

1. Start typing Vodafone in the Search box. 2. Autosuggest displays results.

🨑 vodaf Q	
EQ Vodacom Group Ltd Ordinary Share - US 'Other OTC' and Grey Market - VODAF	VODAF.PK
Overview	VODAF.PK OV
Business Info	VODAF.PK BUS
Quote	VODAF.PK Q
Chart	VODAF.PK CHT 🔸
Company Chart View	VODAF.PK CHTV
EQ Vodafone Group PLC Ordinary Share - London Stock Exchange - VOD	VOD.L
EQ Vodafone India Ltd Ordinary Share - BSE Ltd	IPO-VODA.BO
EQ Vodafone Qatar QSC Ordinary Share - Doha Securities Market - VFQS	VFQS.QA
EQ Fjarskipti hf (Vodafone a Islandi) Ordinary Share - OMX Nordic Exchange Iceland hf - VOICE	VOICE.IC
BOND Vodafone Group PLC - VOD 0.589% 06-Jun-2014 Fixed Margin over Index Bond - Underwritten-Agent	XS0304458564
INDX VODAFONE GROUP ANNUAL Stock Dividends Index Equity Index	.VODDIV
Vodafone Group PLC Ordinary Share - VOD	VOD.L
Cloud - Time and Sales	
More search results for "vodaf"	Shift+Enter •

Click a result to load content. For example, you can open the Chart App with data for Vodafone already loaded.

 If you don't find what you are looking for, press
 Shift+Enter or click here to run an advanced search.

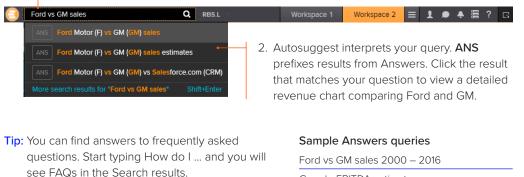
Sample searches

Company names or common abbreviations	Microsoft, Vodafone, ibm
Descriptive terms	Comex copper, vodafone common stock
Standard industry codes	Ticker, ISIN, Cusip, Sedol, WERT
Specific and partial codes	US4592200HJ3, MSFT, USTB
Ticker, coupon and maturity	VOD >7.5%, Vodafone 2015
Country names for country guides	France, UK, Japan
News searches on specific instruments or topics	IBM news, China news, UST news

Answers: ask your questions in natural language

Type a query using natural language. Eikon Answers will appear at the top of the results.

1. For example, you want to compare recent top-line trends for Ford and GM. Type Ford vs GM sales.



For more help and to see examples, type **ANSWERS** in the Search box and choose the top result.

Google EBITDA estimate French tech companies

IV. Navigating the Eikon homepage

Explore Eikon assets and related content

Type Home into the App Library or the Search box to find the Homepage app.

Navigate through news and features via the top or left-hand content menu.

HOME ASSET CLASSES T COUN	ITRIES V INDUSTRIES NEWS AND RESEARCH V MY EIKON V RE				Updated ¹	16-Mar-2017 12:08
ASSET CLASSES	What's new in Thor	nson Reuters Eikon?		KEY RATES		
Fixed Income	Click '?' icon on the toolbar and 'What	t's New' to discover the latest features			Display	Range: 1M - 50Y
Bonds	FIXED INCOME >					Yield
Loans Futures and Options Interest Rate Derivatives	- LONDON, March 16 (R early trade on Thursday suggested that populist party.	D YIELD HITS ONE-WEEK LOW AFTER DUTCH VOTE euters) - France's government bond yleids hit a one-week low after results of Wednesday's Dutch parliamentary elections party PVV would come a distant second to the current ruling		USBMK-3.136 EU		
Credit Default Swaps		edits firmer on feel-good sentiment reasuries; BOJ holds policy steady				
Securitized Products	Fed raises rates as job g			1M 1Y 10Y 20Y	30Y	-1 50Y
Fixed Income Indices				BENCHMARK BILLS >		æ
Foreign Exchange	Fixed Income Quick Links >			Name	Yield	Yld Net Chna
Money Markets	What's New in Fixed Income	CDS Dashboard		I US 3M T-BILL		
Equities	Rates Views	SDR View TradeWeb		EU 3M T-BILL		
Commodities	CreditViews			d≢ GB 3M T-Bill		
Funds	Issuer Ratings Monitor	Government Auctions Eixed Income New Issues Monitor		IF GB 3M T-BILL		
Real Estate	Ratings Changes TRACE Viewer	Bond Curve Analysis				
Islamic Finance	IFR Markets Credit	Swap Pricer		🖶 CA 3M T-Bill		
NEWS AND RESEARCH	Credit Default Swap Calculator	Bond Calculator BNDC		BENCHMARK BONDS >		æ
Reuters Top News	FX & Money Views Curve Charts	Bond Holders League Tables			Yiel	
Reuters Breakingviews	DealWatch (Japanese language)	Euro Zone Debt Crisis in Graphics		US 10Y Govt Bond		
FX Buzz	DealWatch Debt Database (Japanese language)	Economic Monitor		🖶 EU 10Y GOVT BOND		
IFR Markets	FactEntry Credit Corporate Actions			🖶 GB 10Y GOVT BOND)	
DealWatch (Japanese language)	CENTRAL BANKS & GLOBAL ECONOMY >	EMERGING MARKETS >		🖶 JP 10Y GOVT BOND		
	FUTURES UP ON FED'S DOVISH RATE-	CHINA, FOLLOWING FED, LIFTS		🖶 AU 10Y GOVT BOND)	
Global Press Advanced News Search		SHORT-TERM RATES TO STEADY YUAN, BATTLE DEBT		E CA 10Y GOVT BONE)	
Advanced Research Search	BOJ chief Kuroda sets high hurdles for tapering, rate hike in	Nigeria issues more bonds than planned as inflation falls -		CROSS MARKETS		
My News	 wake of Fed move China, following Fed, lifts short-term rates to steady yuan, 	DMO China, Saudi Arabia eye \$65 bln in deals as king visits		INTEREST RATE SWAPS >		æ
Reuters Best		Brazil expects to return to GDP growth in 2017 -finance		Name		Bid Net Chng
	Fed rate moves could spell end to Asian easing			USD 10Y SB/3L		
MONITORING	FIXED INCOME >	FRONT PAGE >		EUR 10Y AB/6E		
Create a New Flex	FRENCH GOVT BOND YIELD HITS ONE-	TRUMP VOWS TO APPEAL AGAINST		GBP 10Y SB/6L		
SUPPORT	WEEK LOW AFTER DUTCH VOTE	TRAVEL BAN RULING TO SUPREME COURT		I GBP 107 SB/6L		
Get Help	ASIA CREDIT CLOSE: Credits firmer on feel-good sentiment	Tillerson calls for "new approach" to N.Korea, no details				
Contact Us	JGBs rise tracking U.S Treasuries; BOJ holds policy steady	Dutch PM Rutte fends off far-right's Wilders		AUD 10Y SM/6AB		
Training	Fed raises rates as job gains, firming inflation stoke			CAD 10Y SB/3BA		

The homepage is personalized to your profile.

Use your floating workspace

Eikon features a floating workspace that displays multiple apps of your choosing. This flexible format means you are not restricted to one size or shape, and can customize screen real estate to suit your needs. With just a few clicks, you can:

- Add the apps you want
- Size them to meet your requirements •
- Group them together so that they move as a single entity
- · Stack them to create tabbed windows so that you can flip back and forth
- Arrange them around other applications such as Microsoft® Excel® or Outlook®
- Link them together so that they share data

I. Explore apps for your asset class

My Apps gives you one-click access to the apps most frequently used in your asset class. For example, default apps for an equities trader include Quote List, Option Watch, and Time &

Other categories help you find the apps suited to your workflow. Search or Enter a Command Q .STOXX50E 🔻 3404 My Apps Home Training Analytics & Calcs 18.2 Quote Quote List Charting Company N Chart News Monitor Eikon Labs Time & Sales Quote Line Markets Monitoring Sidebar Snapshot News & Research Interactive Map Ticker Polls Portfolio Mgmt \mathbf{O} (a)Macro Explorer Routines Search Tools Economic Index Movers Monitor Internal Total Return -Developer Watchlist Pulse Datastream App Studio Company Snapshots Key Stats an My Files App Library X Sotting

Click App Library to view the full list of

available apps.

Sales App.

Tip: You can rearrange apps in My Apps by dragging the icons and dropping them to a new location. You can also add or remove apps by clicking on the + beside the app name.



II. Browse the App Library



Begin typing an app name in the search box. asset class to narrow Results appear below.

Choose a category or down your results.

Search or Enter a Command	Q RBSL 4234					Workspace 1	Workspace 2	= 1	• •	讀 ?
 App Library 								(2 ≡	- 0
option	Category :	All Categories	Asset Class	All Asset-Classes						
OPTION WATCH OPA The Option Watch Ap (equity, Index, or future Monitoring, Equities, Co	displays real-time information for e es contract). The app allows you to	ptions on a specified un reate and modify filter o	 nderlytng riterie the	Analys	IN PRICER OPR te single option and ics & Calcs, Equities, I					
and futures (including	R OPTC is single security what if analysis on commodity) by celculating Greeks, es. Fixed Income, Commodities & Ener	breakeven price, premit	 ies, indices im over	Option that an	STRATECY OSC Strategy Calculate e monitored in real ics & Calcs, Equities, I	ir allows creating a time to review pot		strategies (b los in two-dir	raded and nensional	i OTC) I charts.
FX OPTIONS PRICE D This model gives an o Markets, FX & Money M				Use th	ADDITY OPTIONS A is calculator to dee ics & Celcs, Commod					
EX OPTIONS - IMPLI Overview of realized a Markets, FX & Money M	nd implied volatility curves for user			Calcul and p	TIONS CALCULAT ate Premium and G fice your own strip o ics & Calcs, FX & Mor	reeks for FX vanili or multi-leg strateg	a, exotic options a y, and solve for an	nd strategies y input to acl	. You can tieve a de	
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The base metals arbit	IND ARBITRAGE CALCULATOR MI age calculator design your own out in Metals Exchange) or contributed	ight curve suing spread	:⊕ s(Base C gold an	ANA CME O	GROUP GUIDE Suide for futures, sp erest Rates, and Inc					e, Metal

Click + to add an app to My Apps for faster access.

Tip: Use keyboard shortcuts to quickly access: F1 – Help F9 – News F4 – Quote F10 – Charts

III. Set up your workspace

Create a new workspace

Click a workspace name to make it the active workspace. You can have up to ten workspaces open at any time.



ip: You can share workspaces using Elkon Messenger by clicking on the workspace menu
 > open workspaces
 > see more workspaces > click on any workspace > click the share button > click send a copy > type the name of recipient and send.

PULSE	Q AALO +42.370000 USD		MYLIST = 1 🗩 🗕 🖀 ? 🛛
🔄 My Files			
NEW			
Search Workspace Q			Import Share V Delete
* CATEGORIES	Name 🔺		c # Share with
			🖞 Send a Copy
💀 Chart			Send to > Send to Support
Tex Fex			Send to Support
1 Index Movers			an opening coupe
Monitor	BEN's NEWS		
Nows			
🔛 Quote	BLUEBAY-Migrated		
Quote List			
📑 Workspace			
	DOG - Emerging Markets View		

Add apps to your workspace

When you open an app by selecting it in the app menu, the App Library or through the Search box, it automatically becomes part of your active workspace.

This example includes a Monitor, Option Watch, News Monitor and a chart.

Type in FTSE 100, clickthe drop-down triangleto see all constituents.ungroup the apps.

The active symbol (in this case, Renault <RENA.PA>) is the most recent financial instrument you have focused on. When you add an app, it automatically displays data for the active symbol.

									-				
9	Sear	ch or Enter a Com	mand	Q	BP ▼ 33.67	50 -0.3950 -1.1594% USD			Works	pace 1	Workspace 2	= 1 •	♣ 篇 ? □
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	▼ .FTS	SE FTSE 1	00 INDEX	7354	.35 -0.17 %	-12.73	13:43:	17 BRSCH - KRO: 2017 To Improve Over 2016 (9 p Securities, LLC KRO, N	oages) - Wells	Line, B			Price USD
111	AAL	L ANGLO	AMERICAN	▲ 11	75 -1.011 %	-12.0	13:43:		vereignty bre	-0.353			38
111	ABF.	L ASSOC	BR.FOODS	▲ 26	51 0.684 %	+18	13:43:						
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Ш		L BHP B		126	2.5 -1.019 %	-13.0		Ca <mark>ls Tic Last Net %Ch</mark>) Bid	A	lsk ImpVol	OInt Vo	Exp Date 🔺

Click an app title bar to move the app. Click and slowly drag an app until its frame touches another app: the two apps group together, and you can move them around as a single entity. Add News Monitor to your workspace to get:

- The latest market-moving news
- Historical news archives
- Feature-rich, intuitive user interface

Resize an app as you would any other window: just click the frame and drag to the new size.

Use auto-stacking so that new apps open automatically as tabs in the same window. This saves screen real estate.

Within the app, go to > View > Auto Stack Window to turn auto-stacking on.

Tip: In the monitor, add any financial instrument. i.e., 10Y Benchmark bond.

For more help, press F1 when in the app.

For eLearning, type Training into the Eikon Search box, select Training for Eikon app, choose Getting Started, select News and click The News Monitor App.

IV. Link apps together and access related information

You can link apps together so that they share the content of your chosen instruments. Colorcoded apps "tune in" to the same datastream.

 This example includes a Monitor, Option watch, News Monitor and a chart.

2. In the top left of each app, click Link Channel to choose a color.

Choose whichever color you prefer.

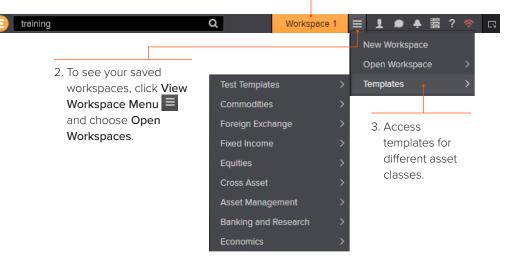
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ANTO.L	ANTOFAGASTA				12:43:11	PLTS - P	LATTS: 953-Tai			an Tenacity				
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BNZL.L	BUNZL	2320	0.826 %	+19	BPC17170	3050.U	3.39	0	0%	2.8	3.6	128.59	1	0 17/03/20
BP.L	BP	460.20	-0.712 %	-3.30	BPC17170		3.36		0%	2.35	3.1	60.12	88	0 17/03/20
BRBY.L	BURBERRY GRP	1795	-1.211 %	-22	BPC17170 BPC17170		1.67		0% 0%	2.1	2.18	51.16 44.25	108 370	0 17/03/20 0 17/03/20
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	COCACOLA HBC AG		0.153 %		BPC17170		• 0.8		-27.93%	0.7		35.1	652	1 17/03/20
CCLL	CARNIVAL		0.176 %	+8	BPC17170 BPC17170		 0.43 0.19 		-33.85% -47.22%	0.37	0.39 0.19	25.69 25.42	948	60 17/03/20 20 17/03/20
0000					BPC1/1/0	3400.0	0.19	-0.1/	-47.22%	0.16	0.19	25.42	4081	20 17/03/20

- 3. Now that the apps are linked, click any instrument on the Monitor; all other apps will automatically display content for the new instrument.
- **Tip:** Right-click on any instrument to access any related information.

V. Save or share your workspace

After creating your workspace, you can save it for later use or share it with colleagues. Just rightclick the workspace tab in the application toolbar, and choose **Save**. You will also be prompted to save any unsaved workspace changes when you close Eikon.

1. Right-click the workspace tab and choose Save.

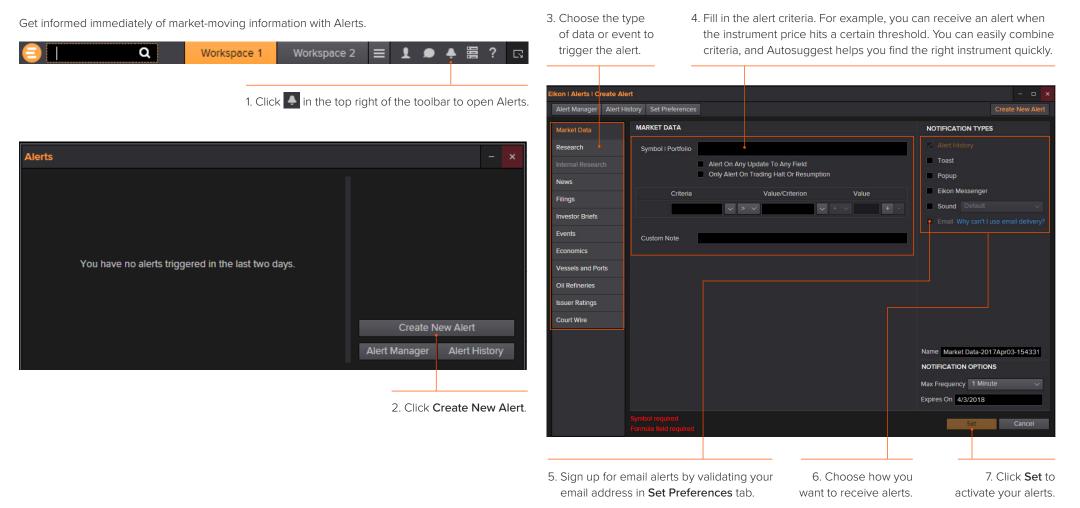


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NEW					🗭 Send us f	eedb	
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🚽 Workspace	Equity Monitoring space	Today 17:24:57	Workspace				
	Index Tracking	Today 17:25:26	Workspace				
	Monitor	26/09/2014 16:02:12	Monitor				
	Monitor 1	24/03/2016 17:43:25	Monitor				

For eLearning, type Training into the Eikon Search box, select Training for Eikon, choose Getting Started, select Learn the Basics and click Managing the Eikon Workspace.

 View your saved workspaces and layouts. You can share content with your colleagues or other Messenger contacts – just click Share.

VI. Get alerts for market-moving events



Tip: You can set alerts directly from other apps. Just right-click the instrument you are interested in and choose Set Alert.

For eLearning, type Training into the Eikon Search box, select Training for Eikon, choose Getting Started, select Price Discovery and click Creating and Managing Alerts.

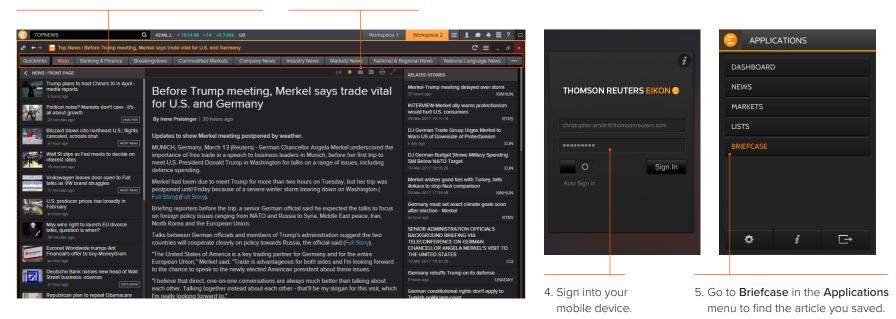
VII. Read news and broker reports offline

With **My Briefcase**, you can collect news and documents and read them later, either on your desktop application or from your mobile device, even when you are offline. You can open **My Briefcase** by clicking in the top right of your toolbar and click **My Briefcase My Briefcase**

1. Open an app and display filings, research, events or news.

For example, type TOPNEWS in the search bar to access Top News page; click on any story.

2. Use the top menu to navigate through topics. 3. Click Add to Briefcase.



Tip: Use the back button to navigate back to the main Top News page from a story.

For eLearning, type Training into the Search box, select Training for Eikon, choose Getting Started, select News and click Using the Briefcase.

Monitor your portfolios

I. Make a portfolio or list

Lists are sets of financial instruments that you define. Portfolios are predefined or custom lists that include the quantity of each financial instrument, as well as historical purchase prices. You can:

- Create lists and portfolios
- Use predefined portfolios, for example, based on major stock indices
- Share them with other colleagues
- Reuse them in other apps, or on your mobile device
- Export them to Microsoft Excel
- 1. Open Portfolios and Lists.

Remember, you can open an app from the app menu, or find it using the Search box, just type in **Portfolio and Lists**.

2. In this example, let's make a portfolio. On the **Portfolios And Lists** tab, click **Create New**.

3. Enter details for your new portfolio, including a name, benchmark index, primary asset class and currency.

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Short Name (Code)	Europe Value Stocks	 Market In
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Prebuilt Portfolios

4. Click Create to make your new empty portfolio.

On the next screen, you will add instruments and other details.

Europe Value Stocks Positions					
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Date 06/10/2014 🛗					
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	RIC - Units / Issue	r Issue Name	Weight Local Currency	y Local Local Co	st Basis Price

Tip: Refinitiv Integration Services can help upload your portfolios easily. Contact your Refinitiv representative.

5. Use the tabs at the top of the app to run analytics, create reports, search for news about the instruments in your portfolio and more.

> Add holdings to your portfolio here. You can then indicate transaction dates and values on the Transactions tab.

II. Follow news that affects your portfolio or monitor

News Discovery offers different insight into NewsWires, Global Press and Reuters Top News through data visualization.

- Get streaming and historical news enhanced by charts, videos, tweets and more
- Charts and story snippets in the headline dashboard tell you the crux of the story at a glance
- View news on the companies in your portfolios
- Filter by story sentiment (NewsWires only), or by date and time
- Add advanced filters and save them just as you do in News Monitor
- Create filters, order by date/time or sentiment or simply view news for the current day

News Discovery is available in the News & Research app menu or by typing NEWSD in the Search box.

Choose how you want to
filter news. In this example,
let's filter by portfolio.

Headline

Alerts

Select the portfolio you want. All news articles related to instruments in

your portfolio are displayed. your mobile device or Web browser. ☰ 1 ● ♣ 冨 ? Б C ≡ _ ∞ News Discovery: All News Filter By: BANKING PEERS Home My Portfolio/s Q All News 26 items in your Briefcase News Wire Global Press Web News 🖪 Standard Chartered ST: the DJ HK Bourse Update on Brazil Banks BBAS Still Our Top Pick; downside prevails Announcement From Beijing Enterprises Clean Energy... Downgrading ABC-.. Headline & Story Text ABCB4.5A -1.51% TTUB4.5A 0.74% **Bankinter : Financial** Santander GCB: Santander Italian Banks: Clean-up is not highlights - Exane BNP European Daily, Tuesday, 14 completed - Focus on quality Paribas - Models BKT.MC March 2017 (12 pages) -... (36 pages) - Credit Suisse -.. GAM.MC -1.54% BBVA.MC-0.58% M 📰 TODAY

Select the news sources you require, and add advanced filters in this area.

Use the Timeline toggle button to display news in reverse chronological order or based on the date and time criteria you have chosen.

Hover over the top right of an article

Add to Briefcase to save your article

so that you can read it on the go from

to display the Briefcase icon. Click

III. Watch the markets with Monitor

Monitor lets you watch instruments and multiple portfolios. You can create and modify your Monitor quickly and easily, choosing data fields from the Eikon database and sharing your list with colleagues. You will find Monitor in the Monitoring app menu.

Remember, you can open an app from the app menu, or find it using the Search box in the App Library.

To create your instruments, launch Monitor and just start typing. Enter ticker symbols or type a company name and choose from Autosuggest.

Press Enter to go to the next line. Delete to delete a row. Insert to add one. Ctrl-z to undo an action or Ctrl-y to redo one.

Right-click a header to sort data or add columns.

Also use the right-click menu to access display preferences.

You can create multiple Monitor lists. The app saves your changes automatically. To access saved lists or to rename lists, click the app menu and choose File > Open or Rename.

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For indices, you can expand or contract the list of constituents by clicking the gray arrow.

For eLearning, type Training into the Eikon Search bar, select Training for Eikon, choose Market Segments, select Asset Management, click Monitor your Portfolios and Lists.

Double-click a header name to change the data field. Autosuggest helps you find the Refinitiv data you are looking for.

For more help, press F1 in the Monitor app.

Charting and technical analysis

I. Use a workflow chart

Workflow charts are predefined charts for various asset classes. You can find them under Charting.

. Click to open the a	nn menu	My Apps	Rebasing Chart	Chart
		Analytics & Calcs	Seasonality Chart	Datastream
2. Click Charting. Workflow charts fo	r	Charting	E Chart	Chart Studies
your asset class w		Company Eikon Labs	Chart Studio	Datastream
appear along with Chart App.		Markets	Historical vs Consensus	Total Return Comparative
3. Select a chart, for		Monitoring	PE Bands	🕋 EV / EBITDA
example, select Rebasing Chart.		News & Research Polls	Forward PE	PE Comparison
		Portfolio Mgmt	PE Bands - Fixed Multiples	PE Relative to Market
		Search Tools Internal	Price vs Local Market	Price, Industry and Sector
 Click on See More Apps for more 	•	Developer	See More Apps	
options.		App Studio		
		🔄 My Files		
		App Library		
		🔅 Settings		
		Help		
		心 Close	▶	

4. Fill in the instrument, analysis parameters and other settings.



II. Create a custom chart in Chart App

Chart App is a powerful, flexible tool for technical analysis. Build your analysis from scratch and configure it to fit your needs.

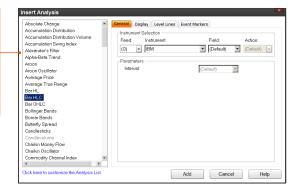
1. Click to open the app r	My A	pps	XX Iduata	Rebasing Chart (Preview)	\sim	Chart
2. Click Charting.	Analy Charl	rtics & Calcs ting		Seasonality Chart	ĩi	Datastream Chart Studies
Workflow charts for your asset class will	Com	pany 1 Labs	.	Datastream Chart Studio	iii	Total Return - Datastream
appear along with Chart App or press	Mark		ii	Historical vs Consensus	ĩi	Total Return Comparative
F10.		toring s & Research	ii	PE Bands	îí	EV / EBITDA
3. Select Chart .	Polls		i 🛍	Forward PE	ííi	PE Comparison
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4. Type an instrument code and press **Enter**.

 Use toolbar buttons to adjust your chart range, interval and line types. Click
 Analysis to add a new analysis.



6. In the **Insert Analysis** dialog box, select an analysis and click **Add** to insert it. To find out more about an analysis, select it and press **F1** to open online help.



For eLearning, type Training into the Eikon Search bar, select Training for Eikon, choose Getting Started, select Charting and click Getting Started with The Chart App. Tip: To edit your chart, just click any label and choose a new setting from the drop-down box that appears.

For more help, press F1 when in the Chart App.

Click on the toolbar to open Messenger.

Eikon Messenger

I. Use Eikon Messenger



Begin typing here to search the directory or your contacts.

Right-click a contact name to view their profile, or double-click to start a conversation.

View active conversations in this area.

Messenger is also a venue for chats and forums. Check out the weekly Global Markets Forum, where you can get commentary from leading Reuters journalists. Visit http://online.thomsonreuters.com/trading/gmf/ Use these buttons to add a contact, create a group or send a blast. 1: Director 🔍 Global Sales FX 15:21:11 Vanessa Lin The Dealing Room summary for APAC Macron seen as most convincing in the French debate poll, with Le Pen and Fillon tied for 3rd place be · EUR/USD and EUR crosses boosted from the day's low by this outcome sing and household debt, says difficult to assess labour mar · G10 mixed as euro crosses outperform; USD/AXJ bounces from early lows; USD/JPY fails on a downside tes als and gold lower; equities mixed; oil a bit higher • WTI +0.4%, London copper -1.2%, gold -0.3%, Nikkei -0.3%, MSCI AXJ +0.3%, UST 10y yield 2.48% date Macron does better than expected in the first round of elections next month-by either dent French pres tart to 9 metsate the metsate of the end of the interpretation of the interpretation of the end of Paddy Power-Macron 4/7 to win presidential election, Le Pen 11/4, Fillon 5/1 Hamon 40/1, Melenchon 66/1. Macron odds-on favourite since March 1 Macron seen winning French TV debate Monday http://reut.rs/ ing Brexit line, Le Pen warns of 'project fear' on eu French 10yr govt bond spread over bunds tightens 4bps to 64bps (nL5N1GY14L) First round of French presidential election Apr 23, top two run-off May 7 BUZZ-Euro bulls may charge if French voters echo Dutch (nIER5tsnNg) *8* 8 8 ⊠

Tip: Messenger is enhanced every month with new features.

To find out about new enhancements, don't forget to check the **What's New** page frequently. Just click in the top right of your toolbar.

For eLearning, type Training into the Eikon Search bar, select Training for Eikon, choose Getting Started, select Collaborating and click Get the Most out of Messenger. For more help, press **F1** when in the Messenger app.

II. Contact Customer Support for help

If you need help, you can contact Refinitiv Customer Support anytime from Messenger. Just click the **Support** button next to your name.



III. Send messages directly from the Search box

You can send a quick message to any of your contacts (including Customer Support) without opening Messenger.

1. Just type @ and your contact's name in the Search box ...



2. ... then type your message and press Enter.

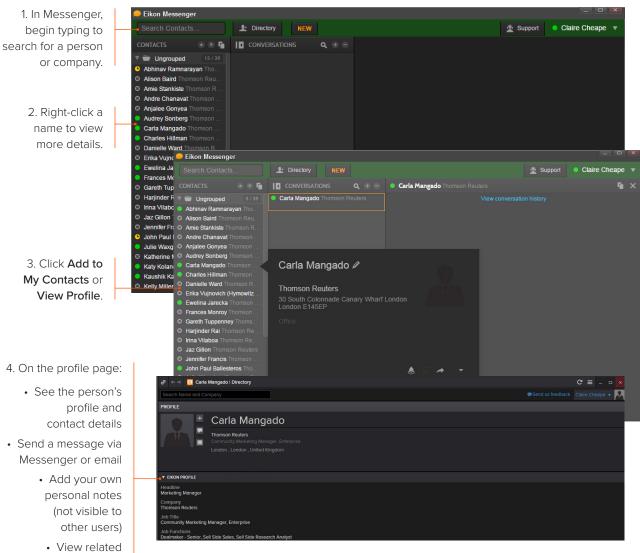
Nick Crowe	×	Hi Nick, you free now? 🔎

Tip: You can also write to chat rooms and groups you create in your list of contacts.

IV. Search the Directory, view profiles and build your network

Messenger gives access to a global financial services directory for the combined Eikon and Markit Collaboration Services networks. This is the financial services industry's first open, cross-network directory. It enables users across the industry – including those on internal networks – to find and communicate with each other safely and compliantly.

Over 300,000 users are now accessible across the combined Eikon and Markit networks.



contacts

Eikon – Microsoft Office

I. Discover Eikon – Microsoft Office

Eikon – Microsoft Office, an integral part of Eikon, is a selfinstalling Microsoft Excel add-in. With it, you can:

- Retrieve real-time, historical and fundamental data by using the Formula Builder or the In-Cell Builder
- · Analyze equities using the integrated Screener
- Build charts with your financial data in your worksheets for market analyses
- Access and customize advanced templates provided by Refinitiv
- Build lists and portfolios, and access those created in Eikon Desktop
- Export and link Excel data and charts to documents or presentations in Word or PowerPoint®
- Create presentations and documents customized to your company's own visual identity

For eLearning, type Training into the Eikon Search bar, select Training for Eikon, choose Eikon – Microsoft Office for a full list of training guides.

II. Log into Eikon – Microsoft Office

1. Start Microsoft Excel.

2. Click the Refinitiv tab to open the Eikon menu.

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 Click Log in and type your Eikon credentials if prompted.

III. Use the Formula Builder to retrieve Refinitiv data

1. Select a blank cell on your worksheet, then click **Build Formula** on the **Refinitiv** tab.

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2. Enter instruments with the help of Autosuggest. 3. Add data items rapidly with the help of Autosuggest. Or, select the category first, and then select the data items.

4. Specify parameters. Use Quick Functions for advanced analytics on real-time data.

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Issuer Level Credit Rating (30)	TRDIR Inclusion Score	Roll Periods	True
Price & Volume (340)	TRDIR Score	Fundamental Series Re	STD
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 Time Series Ratios (30) 	Women Managers	Include Partial Year	false
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5. Set the layout, header, footers, date-display, etc.

6. Review the formula, if required select Consolidate Formulas, then click insert. The worksheet embeds the new formula in the cell you selected, and retrieves the related data.

In this example, the TR function is used. To find out more about this powerful and versatile function, see <u>bit.ly/EikonTRfunctions</u>

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Tip: You can drag and drop from a Chart, Quote or Monitor into Excel.

IV. Enable Datastream, Deal Analytics, linking and presentation tools

Eikon – Microsoft Office includes additional apps to enhance your productivity.

Note: You must be permissioned to enable these apps.

1. Click **Options** on the **Refinitiv** tab.



2. Open Apps.

ptions			. 🗆 ×
About Settings Login	APPS		
Apps Support	▼ DATASTREAM	Enable	
	Current Version : 3.0.1.24829 Thomson Reuters Datatoream provides access to time series for more than 35 million financia instruments, securities and indicators globally across multiple assets classes. With up to 60 years of history, Thomson Reuters Datastream provides industry leading content for market and security research, asset allocation modelling, portfolio construction and alpha generation		
	► DATASTREAM CHARTING	Enable	
	► DEAL ANALYTICS	Enable	
		Enable	
	► PRESENTATION TOOLS	Enable	

- 3. Click to read about and enable the app(s) you require:
- Datastream[®]
- Datastream Charting
- Deal Analytics
- Linking

For more help, click the Help button in the Refinitiv tab on Microsoft Excel.

V. Use Adfin Analytics and other advanced features

Adfin Analytics is a set of powerful cross-market financial calculation libraries. The libraries are targeted for financial spreadsheet users and developers of financial applications. The libraries can be used in different environments, for example in Eikon – Microsoft Office.

Tip: In Microsoft Excel, go to Formulas > Insert Function to access the Adfin Analytics functions.

Contact information

For help: Click **Support** in Eikon Messenger

For more information on training: Access the Training app

Or contact your Refinitiv representative.

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