The Datastream for Office (DFO) Interface

To use Datastream for Office (DFO), use the Datastream Thomson Reuters menu in your Excel application.

DFO menu in Excel 2007 and above

Datastream Charting Excel Add-in
Static Request

Example - Five series and static datatypes

1. Click the **Series Navigation** button to display Datastream Navigator. Here you can select a data category of interest (e.g., Equity) and browse through the displayed list or type a few letters to restrict the list.

2. Click the **Currency picker** button to specify the required currency.

3. Select the date that you want to retrieve. (Latest / Intraday value)

4. Click the **Submit** button to issue the request to Datastream.

5. The result of your static data request are embedded in the worksheet at the current cell position.
Using DataStream Navigator - Series search

**FREE TEXT SEARCH PAGE**

Select data category. This example uses equities. Click for full list.

Enter the text and press the search button.
Using DataStream Navigator - Series search

RESULTS PAGE

Narrow down your search by filtering on one or more (+/-) markets, sources, etc.

Series the search engine has ranked as the best matches.

News on changes on Datastream.

Preview pane with chart and metadata for the series.
Using DataStream Navigator
-use Explorer to find a series

EXPLORER PAGE

Click the Explore link to open Explorer option.
Datatype Navigator

1. Select the Datatype Category from the list. If your series is an Equity series, (as in this example) you will need to select Equities.

2. Select the type of datatype you want to use. In this instance it will be Time Series Datatypes, but you can select datatypes from the dropdown list.

3. When you have selected your Datatype Category and Datatype from the dropdown lists, select the criteria you would like to search by e.g, Mnemonic and type the Datastream mnemonic in the Search field, for example, eps. The datatype and its description is displayed for selection. Click the mnemonic to select it.
**Item definitions:**

- **Row Titles**: Displays the series code at the left of each series.
- **Column Titles**: Displays the datatype mnemonic or expression at the top of the column for each datatype.
- **Headings**: Displays a general heading for row and column headings. For example, the date of the request.
- **Currency**: Displays the traded currency for each selected series.
- **Expression**: Displays the expression description or number.
- **Transpose**: Displays the series data in rows instead of columns.
- **Display T1 code**: Displays the Thomson ONE code for the series selected.
- **Embed**: The request is embedded as a dynamic, refreshable object when saved.
- **Auto Refresh**: Refreshes the request automatically when you open the spreadsheet.
- **Visible button**: Displays the Refresh button with the request results.
- **Trigger in Cell**: Select this option to run the request again if contents of the referenced cell change.
Time Series Request

1. Click the **List Picker** button to select the list from Datastream.

2. Click the **Datatype** button, select Time Series Datatype radio, select a data type (e.g., Price Adjusted) and click OK.

3. Click the **Currency Picker** button to specify the required currency.

4. Type the Start Date for the reporting period. This can be a date in the format dd/mm/yy or a period relative to the End Date, for example -3Y, that is three years ago from the End Date. For time series requests, you can leave the End Date blank, this defaults to yesterday's closing values, or before yesterday depending upon the series selected.
Help Information

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