DCU Library User Guide - DataStream Advance 5.1

What is DataStream?

Data Stream is a historical financial and economic information database. It covers financial instruments, securities and indicators for over 140 countries and 60 markets, spanning 30 years, or more for some series.

Where is DataStream available?

Users can only access DataStream on DCU PCs with the DataStream software installed. It cannot be used off-campus. DataStream is installed on the following DCU computers:

- One dedicated PC in the Library Information Commons (ground floor). Ask at Information Desk for further information.
- PCs in the Business School in QG30 and QG31
- Staff only: contact the Business Librarian if you want to install DataStream on your office PC.

Accessing DataStream

Access in DCU is restricted to one concurrent user, i.e. only one person at a time in DCU can use it. You may occasionally get an error message telling you that access is denied because of this.
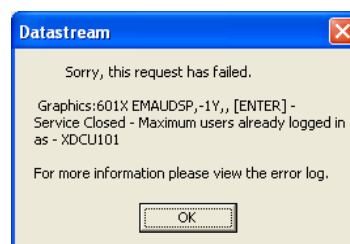
Getting Started: DataStream in DCU Library

1. **Booting up**: Switch on the designated DataStream PC in the Library's information commons. You'll be prompted to "Enter Password". Type **terminal** (all lower case) and press Return (↵). *Note that no text will appear as you type (the keyboard is not broken!).*
2. **At Novell Login**: "Workstation only" must be ticked. This automatically enters "datastream" under Username. Now type "datastream" (all in lower case) in the Password field.
3. **Opening a Session**: click on the Advance 5.1 icon on the Desktop.

Main Features

The default page: DataStream opens on its **Request** page (see the tab on the bottom left of the DataStream page).

DataStream's basic features:

To perform a search you'll typically go through the following steps:

1. **Data Category**: select the category you want, e.g. Equities or Exchange rates
2. **Enter Series**: if you are not sure what to enter in this field, click on the **Search** button. This takes you to the **DataStream Navigator**, a page for identifying, say, a code for a company or index. Navigator will load your target details into Advance so you can proceed with your search.
3. **Analysis**: from this list, select the way you want your data to be presented, e.g. single or multiple series, chart or report
4. **Time Period**: click on a time period button or select your own date range from **Settings**
5. **Currency**: you may need to specify a currency from a drop down list
6. **Run Now!**: you are now ready to run your search

Saving your data

You can save data onto a memory stick or onto your H: drive. To access your H: drive, go to *Start > Programs > Novell (Common)> Novell Login* and enter your student ID and password. Staff cannot access their H: drive from this PC.

Learning to use DataStream

Click on *Help* to access a wide range of manuals, including a Getting Started PDF.

See also http://training.thomsonreuters.com for DataStream video tutorials.

Help Desk: if you have any problems or questions you can phone the DataStream UK help desk from a phone at the Library's information desk – **0044 870 191 0581**. The phone is some distance from the DataStream PC so your may want to ask the DataStream person to call you back on your mobile. If you are doing this, please clear it with the Library staff at the desk.
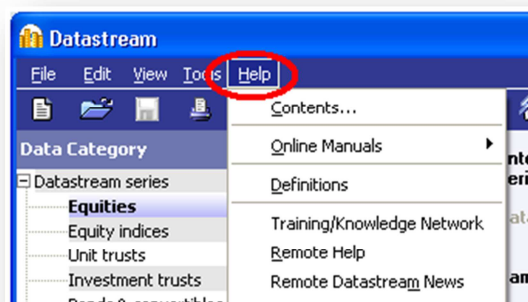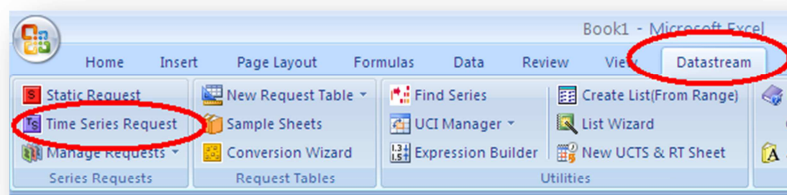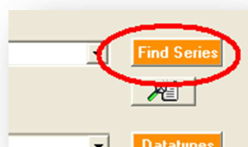
Ending your session

1. Close DataStream by clicking on **X** at the top right hand corner
2. If you have opened your H: drive, don't forget to log out of your student account.

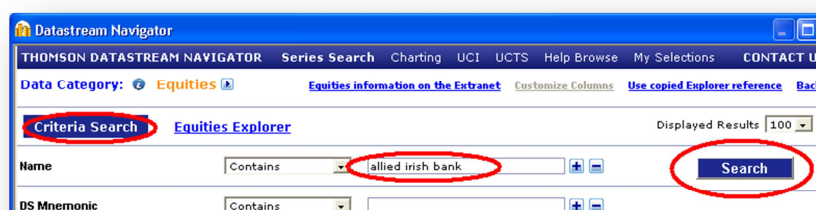# Request Data from DataStream Using Excel: Search Example

1. Open Excel2007
2. Select the *DataStream* Ribbon and click on *Time Series Request*

3. Click on *Find Series* to open the *DataStream Navigator*

4. Click on *Criteria Search,* enter your search terms and click on *Search*.

5. Double-click on the *DS Mnemonic* you want and then click on *Submit*

   The data you requested will appear in Excel

Problem with search codes for companies and indices

If you have a problem obtaining search codes for companies and indices, follow these steps:

Clear the DataStream Navigator Cache

1. Start DataStream and click on *Tools > Options*
2. Select the *Internet* Tab
3. Click on *Clear Navigator Caches > Yes > OK*
4. Close DataStream

Clear Internet History

1. At the bottom left of the screen, click on *Start > Settings > Control Panel > Internet Options*
2. Select the *General* tab
3. Click on *Delete Cookies*
4. Click on *Delete Files*. Select *"Delete all offline content"* and click on *OK*
5. Click on *Clear History* and click on *OK* to close the window.

Restart DataStream.