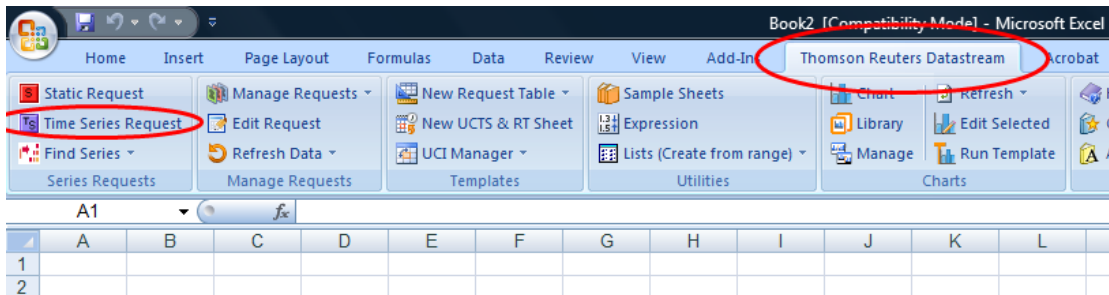
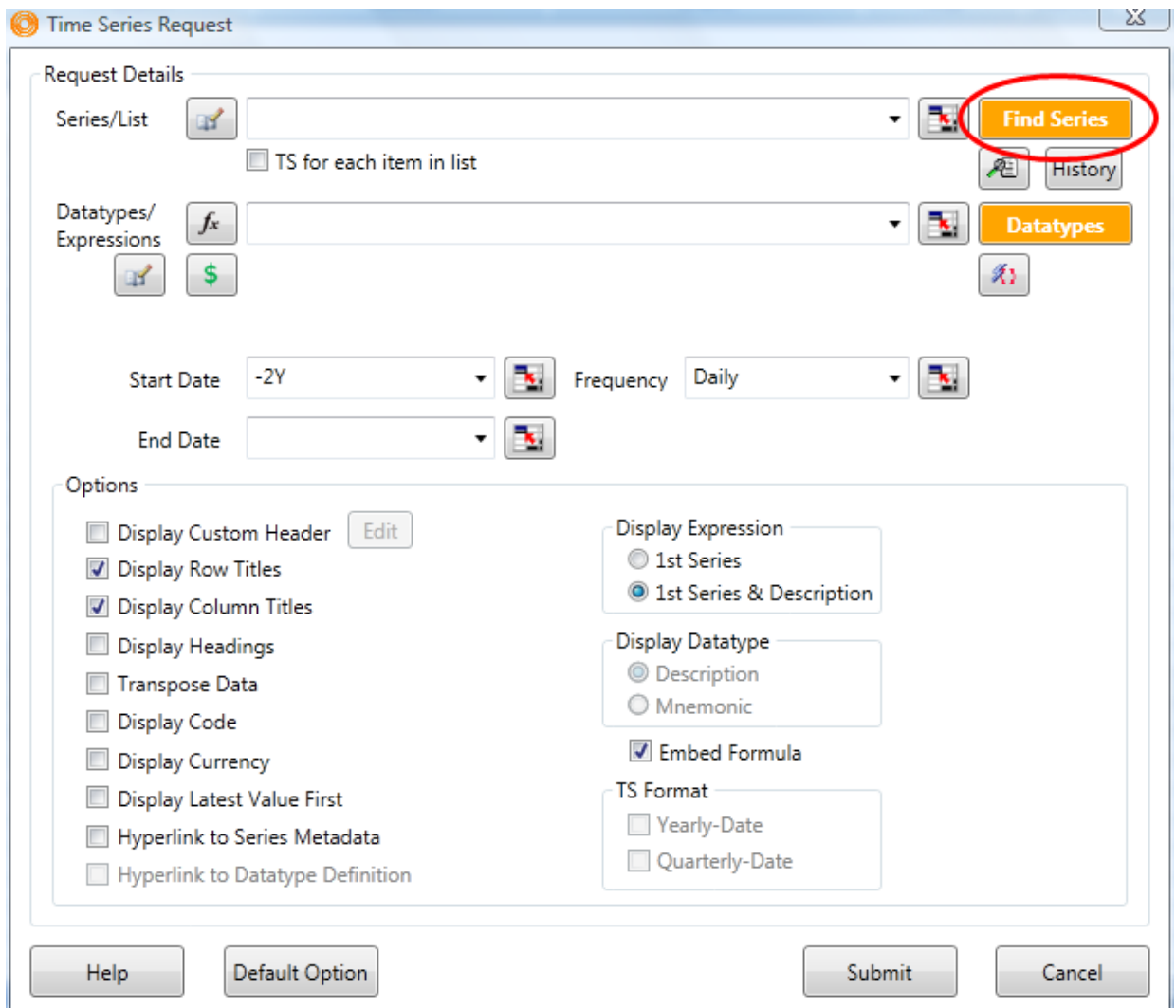


How to access ASSET4 ESG via the Datastream Professional Excel Add-in

1. Open Excel. Select **Time Series Request** under the **Thomson Reuters Datastream** add-in menu.



2. In the **Time Series Request** search window, select **Find Series**



5. On the results screen, **check the box** beside the companies you wish to select, then click the **Use Selected** link.

Series Search
Data Category: Equities
Results for Advanced Search: Name starts with apple
Displayed Results: 75

Name	All Results	Use Selected	DS Mnemonic	DS Code	Market	Base Date	Currency
APPLE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	@AAPL	992816	United States	Dec 12 1980	United States C
APPLE (BSE)	<input type="checkbox"/>	<input type="checkbox"/>	RM:APP	87471W	United States	Apr 18 2012	Romanian Leu
APPLE (FRA)	<input type="checkbox"/>	<input type="checkbox"/>	D:APC	775871	United States	Nov 13 1991	Euro
APPLE (XET)	<input type="checkbox"/>	<input type="checkbox"/>	D:APCX	291843	United States	Apr 14 2000	Euro
APPLE FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	IN:APE	148429	India	Jan 1 1990	Indian Rupee
APPLE INTERNATIONAL	<input type="checkbox"/>	<input type="checkbox"/>	J:APPI	27964N	Japan	Dec 1 2003	Japanese Yen
APPLE RUSH	<input type="checkbox"/>	<input type="checkbox"/>	@APRU	51195M	United States	Nov 27 2007	United States C
APPLERA	<input type="checkbox"/>	<input type="checkbox"/>		27665F	United States	Sep 25 2003	United States C

Items 1-8 of 8

Printable version Enable Preferences Nav Build:3627

6. You will be returned to the **Time Series Request** search window. Notice that the mnemonic codes for the companies you selected now appear. Now, select **Datatypes**.

Time Series Request

Request Details

Series/List: @AAPL (with red arrow pointing to it) Find Series History

TS for each item in list

Datatypes/Expressions: Datatypes (circled in red)

Start Date: -2Y Frequency: Daily

End Date:

Options

- Display Custom Header Edit
- Display Row Titles
- Display Column Titles
- Display Headings
- Transpose Data
- Display Code
- Display Currency
- Display Latest Value First
- Hyperlink to Series Metadata
- Hyperlink to Datatype Definition

Display Expression

- 1st Series
- 1st Series & Description

Display Datatype

- Description
- Mnemonic

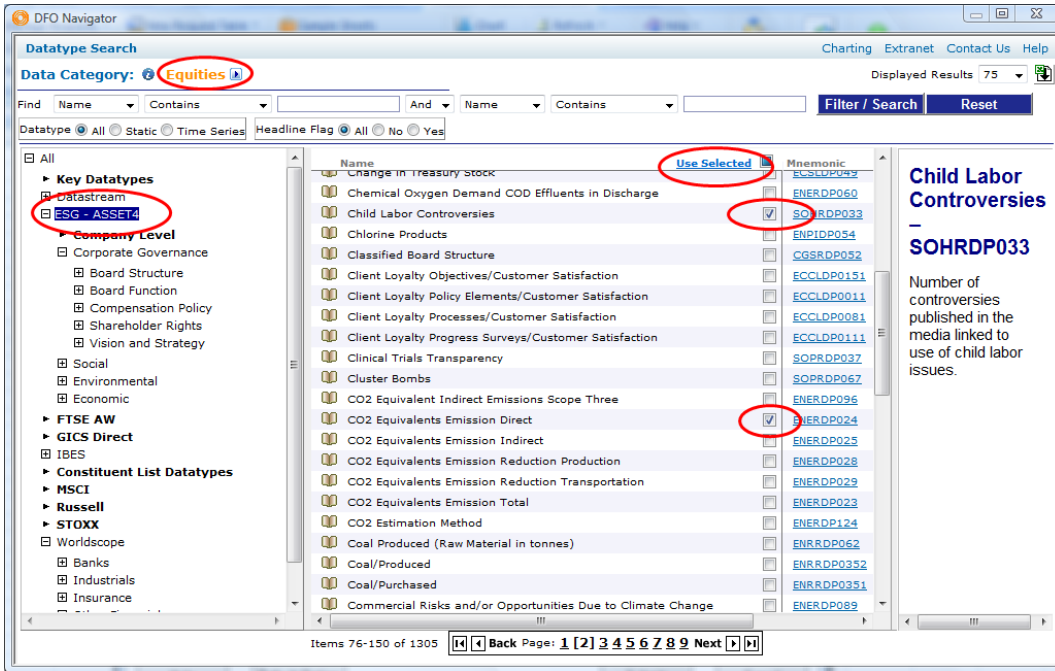
Embed Formula

TS Format

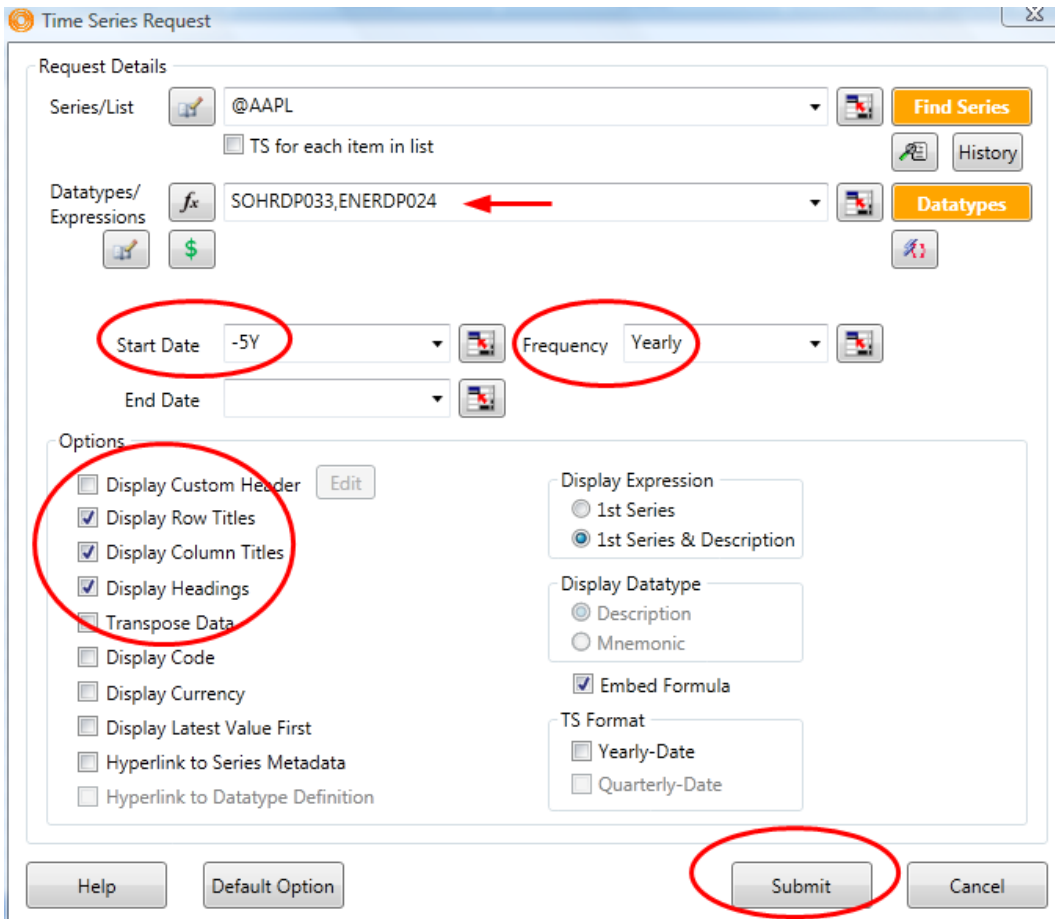
- Yearly-Date
- Quarterly-Date

Help Default Option Submit Cancel

7. The **Datatype Search** window will appear. Select **Data Category= Equities**. Select **ESG – ASSET4** from the menu at left. **Check the box** beside the variables you wish to select, then click the **Use Selected** link.



8. You will be returned to the **Time Series Request** search window. Notice that the mnemonic codes for the variables you selected now appear. Select the **dates** and **frequency** of your data. Select **Options** for displaying your data. Then click the **Submit** button.



Your data will now appear in the Excel spreadsheet. Note that coverage varies depending on the companies and variables you have selected. Some variables are not available for all years for all companies. Not all companies are included in ASSET4 ESG.

A1		fx =DSGRID("@AAPL","SOHRDP033;ENERDP024",-5Y",-0D,"Y",Row		
	A	B	C	D
1	Start		2009	
2	End		2014	
3	Frequency	Y		
4	Name	APPLE - Child Labor Controversies	APPLE - CO2 Equivalent Emission Direct	
5	2009	NA	24476	
6	2010		1 NA	
7	2011		0 NA	
8	2012	NA		16118
9	2013	NA	NA	
10	2014	NA	NA	