If your use of Excel involves transferring and presenting large amounts of data from Datastream on a regular basis for the same series, you can use the Request Table to create and manage batches of refreshable data requests. The Request Table is an Excel template with additional facilities for entering request parameters as individual Excel rows.

Learn how to set up a Request Table and manage groups of refreshable requests.

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BENEFITS OF REQUEST TABLE

Using a Request Table is an easy way to:

- Enable/disable individual requests when they are required/not required.
- View the details of all requests in one glance.
- Reference request input parameters from other worksheets.
- List requests in the table in the order they need to be processed (to use returned values as input parameters in subsequent requests).
- Specify different cell and worksheet references for individual requests.
- Schedule the request table to be processed in the future and ‘out of hours’.
- Specify whether the request should be refreshed when the worksheet is opened.
- The chart request type enables Excel models, with data values and charts referencing a series in a cell, to be updated when the Request Table is processed.
- Specify the “not available” string to use in each Request Table.

CREATING REQUESTS

To create a set of requests in a Request Table go to the Thomson Reuters Datastream ribbon and select New Request Table:

A new Request Table opens:

The next stage in creating a set of data or chart requests is to enter the request parameters as a single row in the worksheet labelled Request Table. To create other rows (i.e. data requests), repeat the following steps for each request you wish to add:

1. Click the Y, Y/N or N button to select the YES option - that is, refresh this request. This option can be turned off by clicking the Y/N button again, where the cell contents will change to NO.

2. Select a Request Type by clicking the appropriate button. The buttons are:
   - S = Static data request
   - TS = Time series data request
   - TSL = Time series list data request
   - L = List update
   - CH = Chart request
3. Select a Format layout: click the Select Format button and tick the required format options.

4. Select series or lists using the Series Lookup buttons. If the Request Type you selected is S or TS, click the Find Series button to display Navigator. You can select any number of series. If the Request Type you selected is TSL, and you want to use a User created List, click the List Picker button.

5. To select datatypes click Dataypes, to select expressions click.

6. Place the cell cursor in the next adjacent cell, e.g., G7, and enter either a fixed start date in the form dd/mm/yy, a relative start date in the form -nY (that is n years ago from the End Date). For static data requests, this field is used to specify the date for which the data is to be requested. Note you must enter a space in the Start Date field when requesting the latest values for static data for company accounts items and economic codes.

7. Place the cell cursor in the next adjacent cell, e.g., H7, and specify an End Date in either a fixed date or relative end date format. This date is only needed for time series and time series for list requests and can be left blank to specify previous day values.

8. Place the cell cursor in the next adjacent cell, e.g., I7, and select a data frequency from the dropdown list.

9. Place the cursor in cell K7. The next step is to specify where the result of the data request is to be inserted. This can be a specific cell location in any new worksheet within the same workbook, or a specific cell location in a different workbook. To specify a cell location in a worksheet within the same workbook:
   - Insert a new worksheet from the Insert menu.
   - Click on the Request Table tab.
   - With the cell cursor at K7, click the Data Destination button. The Create Destination Reference screen is displayed. Click on the required worksheet tab and then click on the required cell location to automatically paste the cell reference into the dialog.
   - Press Enter to insert the cell reference into the request table.

If you want to specify a cell reference in another workbook, simply click the Data Destination button, open the required workbook, activate the required cell and press Enter.

To process the Request Table click the Process Table button.

SCHEDULING REQUESTS – THE DFO INDEX

The DFO Index spreadsheet enables you to schedule several request tables to run at a preset time and date. These tables are opened, updated, and closed when the DFO Index is run.

Click the Add to Index button. The Request Table will be added to the DFO Index:
You can now manually update all Request Tables in the DFO Index with one single mouse click on the Process Index button.

Alternatively you can use a 3rd party scheduler to run the requests in the DFO index. For example Microsoft’s Scheduled Tasks. Click the Run on startup box and the Close down after processing box. This opens the DFO index at the preset time, runs the requests, and closes the table on completion.

If you want to stop the DFO index from updating the specified Request Tables after you have opened it, you have 5 seconds to uncheck the Run on startup box.

Note: The DFO Index only works with Request Tables.

PRE-BUILT TEARSHEETS

The Datastream Extranet offers a wide range of ready-to-use pre-built tearsheets for different asset classes which you can download. These tearsheets usually use a Request Table to download the data. Here is an example of an Economics tearsheet:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Kingdom</td>
<td>United Kingdom</td>
<td>Consumer Confidence</td>
<td>Inflation</td>
<td>Money Supply %</td>
<td>Long Bond Yield</td>
<td>Short Term Int Rate</td>
<td>Real GDP %</td>
<td>US Trade Balance</td>
<td>Current Account Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>-2.10</td>
<td>2.15</td>
<td>3.0</td>
<td>3.35</td>
<td>6.69</td>
<td>1.94</td>
<td>-0.025.0</td>
<td>-12,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To request the data for another country select a country from the drop down menu then click Update Charts.

To download DFO samples click the Sample Sheets button in the Thomson Reuters Datastream ribbon. To access the Datastream Extranet click the Extranet button.
NEED HELP OR FURTHER TRAINING?

On data and functionality:
- You can select "Contact Us" from the Datastream For Office ribbon to receive an instant response. The system generates an e-mail and a member of the Thomson Reuters Support Staff will contact you within a few minutes.

On training:
- You can access comprehensive on-demand eLearning modules and/or register for our interactive training sessions directly via our website: [http://training.thomsonreuters.com/](http://training.thomsonreuters.com/) or
- You can contact your local training centre.