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Welcome to Tazett

We are happy that you have chosen a system from Tazett as.

This user's guide is intended to help you use our systems in an effective manner. We are very proud of our systems and hope that you will be able to discover all the possibilities that the systems give you.

When you ordered the system we installed it on your computer and in addition instructed you as to how to use it. We did this because we believe that it is important for both you and us that you are able to use the system effectively. Nonetheless it is clear that it isn't possible to teach you all the functions contained in such an extensive system in one simple tutorial. For this reason we have devoted time to write this user's guide for you.

Help.

Should any of our customers require information or help we are glad to be of assistance. Our support telephone is normally available on work days between 09.00 and 16.00.

Our telephone number is (47) 64 93 71 60, telefax (47) 64 93 71 61.

Or you can contact us via email: tazett@tazett.com.

Versions.

We introduced the first version of our systems on the market in autumn 1994. Since then we have at regular intervals introduced improved versions and new functions. The present version is the third in the series and is designated version 3.3. We intend to come with updates in the future and these will be numbered consecutively 3.4 , 3.5 , 3.6 etc.

Up until now we have sent out 2 versions per year. How often that will be in the future depends on the need for new versions. We intend to invest considerable resources in producing better versions.

New versions will be introduced in the form of new programs and upgrades of the databases. A typical package will consist of a CD and possibly an new manual. An installation procedure will be provided with each package.

Licences

The licences authorize usage according to the terms of delivery. The terms of delivery are formed as a contract and were signed by yourselves and Tazett AS before the installation took place.

You must ensure that copies do not fall into the hands of unauthorized persons.

The contractual relationship is moreover governed in accordance with the Copyright Act of 12th May 1962 and the American Copyright Law and Treaty Provisions.

Installation of server

The system is installed by Tazett AS or a representative of Tazett AS.

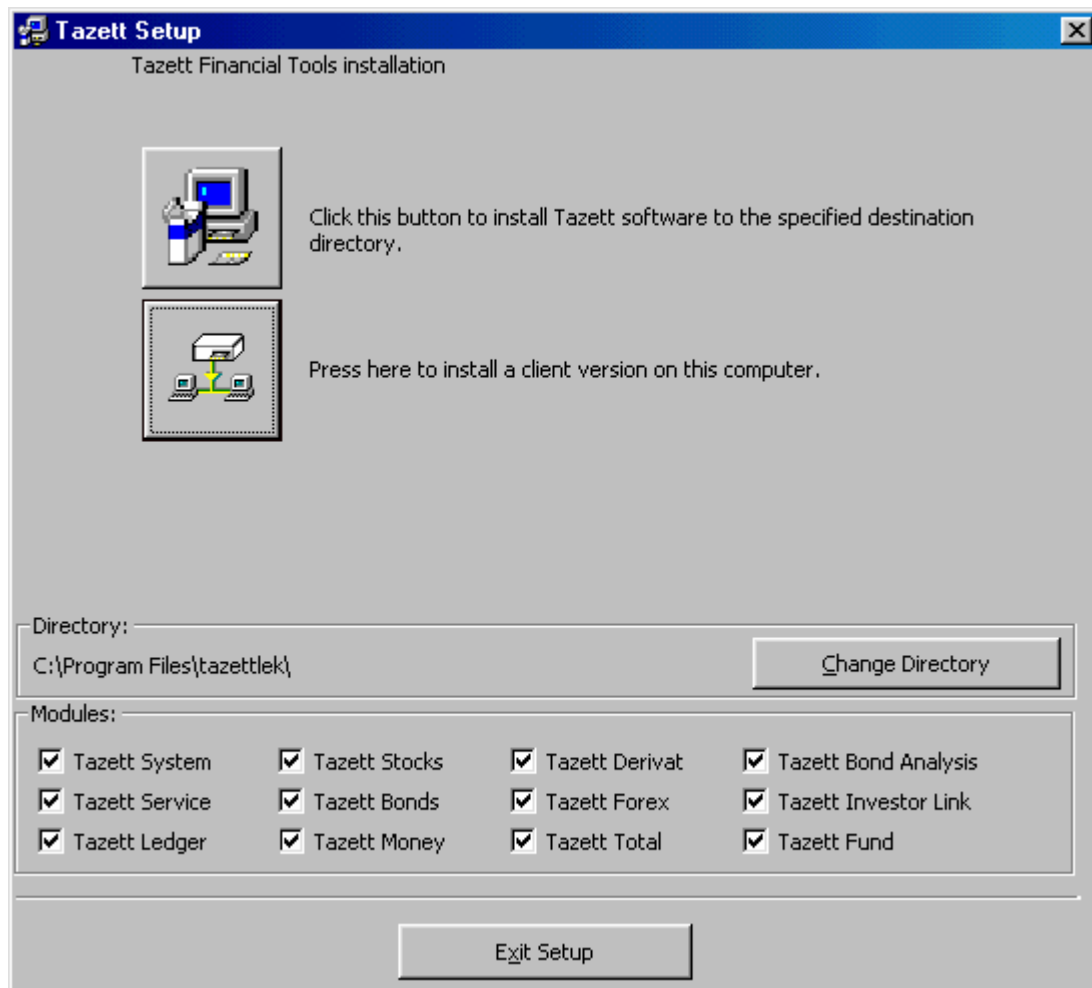
Installation is normally accompanied by some instruction.

If an installation is required for a new computer in a network, this is done by starting Setup.exe from the original CD. You must be working on the new computer when this process is commenced. The process involves a number of datafiles being transferred to the Windows folder on your computer. The system itself will always be located on the server, or on your computer if you do not have a network.

The installation starts automatically when you insert the CD. Should it not start, you must run Setup.exe from the CD.

The first window that appears is a key window where you need to specify the *Key number* that you have been issued. Each customer has received a key (a serial number) that identifies the customer. This serial number must not be disclosed to unauthorized persons.

Without this serial number it is not possible to continue with the installation, so it important that you keep it in a safe place.



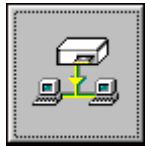
Place a cross in the boxes that apply to the systems you want to install. Your key/serial number will only allow you access to the systems that have been ordered and paid for.

Click on Change Directory to select where Tazett is to be installed, or where it is installed, if you want to make an installation for a new client.



Click on the first button to install the Tazett system on the server or locally. You must be working at a workstation and NOT on the server when you are installing. Click here ONLY if this is a first time installation. The next page describes how you are to install the system for a new user (new Client).

Installation, new user



Click on the second button to install a new client installation. This must be carried out from the workstation that is to have access to the system.

Before this takes place you must obtain clearance from Tazett AS that payment has been made for the new user in the network.

The system can be uninstalled in the normal manner with the procedures for this in Windows.

Databases and program files will not be uninstalled if other users have also installed the program.

Start-up



When the system has been fully installed a series of new icons will appear on your computer. The icons are formed like pieces of a puzzle.

You can start each system by double clicking on the icon.



Tazett Stocks, Stocks portfolio



Tazett Bonds, Bonds portfolio



Tazett Derivatives, Options & Futures portfolio



Tazett Forex, Currency portfolio & Currency insurance



Tazett Money, Deposit and loan portfolio



Tazett Analysis, Bonds analyses



Tazett Service, Addresses and common register

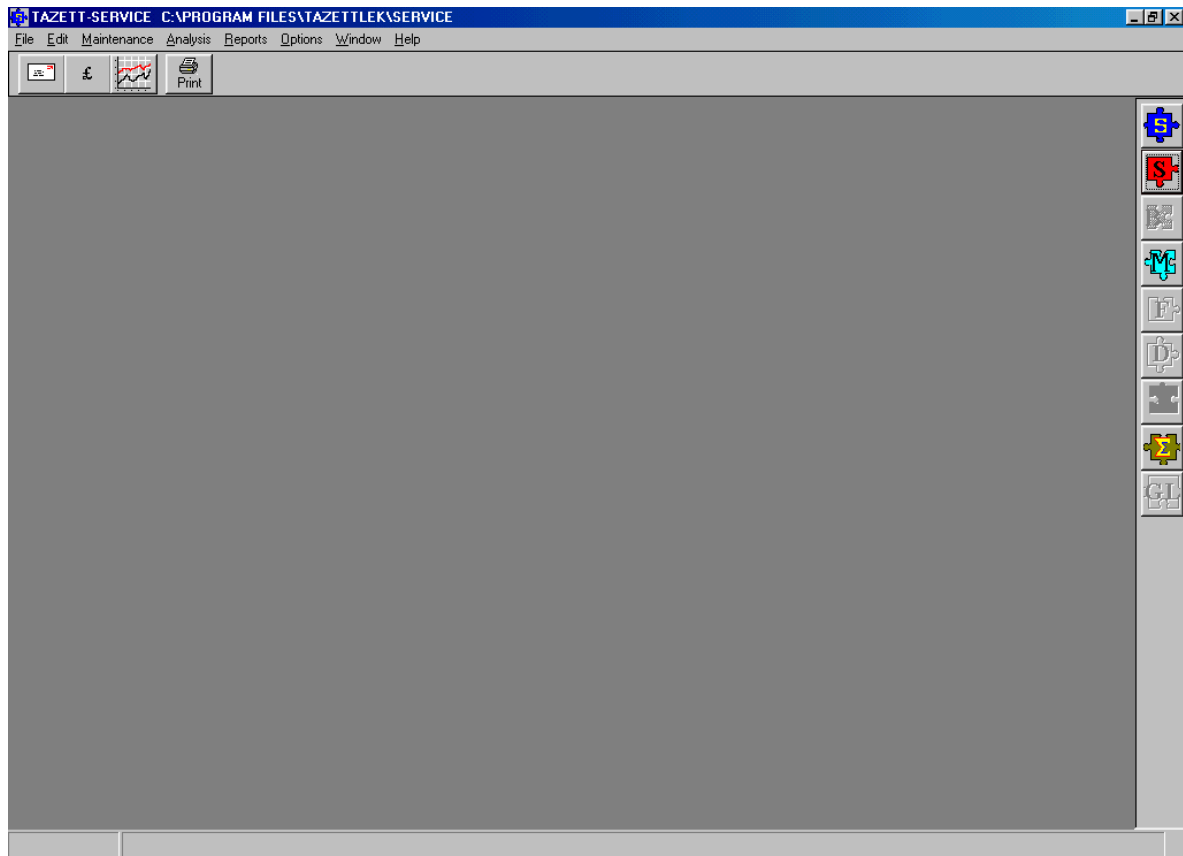


Tazett Fund, The funds system

To the right you will also see that in the opening window for each system the icons for the other systems are to be found. It is also quite possible to start up more than one system at a time, which makes it easier for you to swap from one system to another.

The opening window

You are now entering the opening window:



The opening window in Tazett Service

The opening windows for the other systems are very similar, although some of the icons at the top vary. This will be explained in each individual system.

The row of buttons

These submenus correspond to the row of buttons under the menu options which are:



Here we shall go through the various buttons which are the same in all windows relating to the registration of data in the database.



You use these icons to scroll through the records. The first record in the register, the previous record, the next record and the last record. The arrows with the lines enable you to scroll to the first and last records in the register.



New Record. By clicking on this icon you can begin to register a new record in the database. You must do this every time you want to add a new record.



View Record. Here you will scroll to the first registered record in the register. At the bottom left of the window you can see how many items you have registered and which one you are on now.

E.g. 17 230 which means that this is record 17 out of a total of 230 records.



Edit Record. In order to change information in the records you must:

Scroll to the record

Click on the record

Carry out changes

Save changes (the SAVE icon)



Undo. Allows you to undo changes in a record.



Find record. When you click on this icon you come into a window where you can enter search criteria. If you want to search for a particular record you can enter the criteria you want to use for the search here.

Remember to reset the criteria by clicking once more on this icon and make no selections. The criteria are reset every time you start the system.



Delete Record. If you want to delete records you must first highlight the "delete icon" (X).

This is done by first clicking on the Edit Record icon.



Save Record. Any new records and any changes can be saved by clicking on this icon.

History

This is the window where the updating of rates is carried out. Old rates will also be accessible in this system so that it will be possible to run reports from the past.

When you open this window you will be given a record as at the present date so that you can enter the day's rate in the table. When you have done the updating, click on the Save History button to save the rates.

If the window is opened from Service, the standard currency rates will be displayed. If it is fetched from Stocks, the stock rates will be displayed, etc.

You yourself can select which type of rates are to be updated, by selecting from the *Maintain History* column. You must then click on the *Insert Rows* button to update the table.

The screenshot shows the 'Maintain History' window with the following components:

Rate Date	Rate	Symbol	Module	Volume
24.07.02		NO.ACL	STOCKS	
24.07.02		NO.AwS	STOCKS	
24.07.02		NO.NHY	STOCKS	
24.07.02		NO.OPC	STOCKS	
24.07.02		NO.TNT	STOCKS	
24.07.02		SE.AZN	STOCKS	
24.07.02		SE.EURO	STOCKS	

Symbols

Symbols from transactions

Maintain History

- Stocks
- Bonds
- Derivat
- Fund
- Forex
- Interest

View last updated rates Rates on Selected Date

Dates:

Start: 24.07.02 Insert all dates

End: 24.07.02 Each Month

Each Week

Insert Rows Include Rates

File Import | Special Import

Format Name: [dropdown]

Rate File: [text box]

Selected Fileformat All Fileformats

DDE-link Stock Code: [text box]

View all records Insert Row Delete Row Clear Grid Save History Cancel

You can also copy a rate history but highlighting in the table and selecting Edit, Copy. This can be brought over into Excel for example.

Select symbols from transactions

If you place a cross here the list will only show symbols where a balance exists at the present date.

If you want to update history going back in time, you should remove this cross such that all symbols are included irrespective of whether there is a balance or not at present.

The list under the choice will at all times show the Symbol that will be included in the rate list when you choose the *Insert Rows* button.

View last updated rates

When you click on this button the last updated rate for each individual symbol (for the selected module) will appear in the table.

The Maintain History Column

Choose the Tazett system for which you want to update rates.

Rates on Selected Date

Here you can display rates that have been recorded for a particular date. You will then be asked for a date. If a rate is not present for exactly that date, the system will display the last recorded rate up to the specified date.

Start Date

Before you click on *Insert Rows* you must select the start date from when the rows in the table are to start.

End Date

Before you click on *Insert Rows* you must select the end date up to when the rows in the table are to end.

Insert all dates

Put a cross here to enter rates for all the days in the rate table from *Start to End Date*. Klikk deretter *Insert Rows* for å sette inn kurser.

Each Month

Put a cross here to enter rates for each month in the rate table from *Start to End Date*. Then click on *Insert Rows* to enter rates.

Each Week

Place a cross here in order to enter rates for weeks in the rate table from *Start* to *End Date*. Then click on *Insert Rows* to enter rates.

Include Rates

This button is to be used AFTER you have downloaded and saved the rates. By clicking on this button you will bring up all the rates that were updated (either from a file or via the DDE link), as well as all rates that have NOT been updated. This is in order to fill out all rates that have not been updated.

Insert Rows

Click on this button to insert rows in the table. One row will be inserted for each selected date between the *Start-* and *End Date*. You can enter relevant rates in the table and then click on the *Save History* button in order to update the rate database.

File Import

Here you can bring up rates either from a text file, or via the DDE link.

Format Name

You can define several import formats for fetching rates. This is done via the menu *Options, Select File format*.

In this field you select the defined formats for which you want to fetch the rates. To fetch in only the format you have selected you must click on the *Selected File format* button.

Rate File

This will be fetched from the selected format, but can be overruled, if the import file is located in another location than specified.

Selected Fileformat

Click here to fetch the format you selected in Format Name.

All Fileformats

Click here to fetch in all the defined file formats that are defined under the menu *Options, Select File format*.

DDE link

Brings up rates from Falcon, Reuter, Ecovision and others who supply rate information. The code for fetching this information is added to each individual Tazett module, in the *Link String* field from the basic data for the symbol. Rates will only be fetched for securities with DDE link that are in the rate table in the window (the table at the top left). You must therefore select module and click on *Insert Rows* to bring up more modules.

In connection with fetching via the DDE link the following criteria must be satisfied for it to function:

- 1 : One rate supplier (rate feeder) program must be installed on the same computer as the one on which you are going to fetch rates.
- 2 : The rate feeder program must be on the same Windows platform as Tazett, and not an ASP setup. In such a case DDE will not operate.
- 3 : The correct Link String must be indicated on all symbols that are included in the rate list. Particularly Falcon/Reuters will display errors if one of the *Link String* values are incorrect. If a symbol cannot fetch a rate from the rate feeder, because it cannot be found in the rate feeder, the value in the *Link String* field must be removed.

Stock Code

This will be fetched from the selected format, but can be overridden, if the stock exchange code that is to be added in the symbol identity is other than that which is specified.

Special Import

This column is used to fetch up special rate history files, that can be ordered from Tazett, or that come with the rate feeder program BC View.

Tazett File

Here you specify / select the button with the name of the file that has been sent to you by Tazett. This is an Access database file, with a special format that contains historic rates.

MS Dir

Here you specify the folder for the MetaStock files for import.

Subdir's

Here you specify the number of levels of sub folders from which history from MetaStock is to be fetched.

MetaStock History

Click here to bring up history from MetaStock, with the specified values.

BC View File

Click here to fetch rates from BC View. The system then fetches up all formats defined under *Options, Select File format*, that are crossed off as Import from BC view.

Tazett History

Click here to fetch up rates from the Tazett history file, specified in the field *Tazett File*.

View all records

This shows all the registered records in the table. If you want to cancel this process you must click on the ESC button on the keyboard.

Insert Row

Inserts a blank row in the table. Click on the *Save History* button in order to save the record after you have entered the data.

Delete Row

Click on this row in the table that you want to delete. It deletes the record you selected in the table.

Clear Grid

Deletes all the rows in the table (NB. They are not deleted if they have already been saved).

Save History

Saves the records that you have registered in the table.

Cancel

Closes the history window.

File Format

This is to define how rates are to be brought up in Tazett.
Use the menu Options, Select File format.

In the file format window, you make the settings regarding how you want to fetch rates in the system.

You select the *Options* menu, and then *Select File format* from the main menu.

This is a common window for installing all types of fetching of rates.

Instrument

Here you select the type of rate for which you wish to specify the settings.

If you have created a setup for fetching stock rates, you select Stocks here.

Format Name

Here you specify the name of the import set. This name must be unique.

Stock Code

This is the stock exchange code that is to be added to the codes that are read in from the file.

If you have the local stock exchange code NO for stocks, then you select NO here.

The aim of this is to make sure that text files that only contain ticker codes, also receive stock exchange codes. For example in the case of a file that contains the code NHY the system will, when reading in this line, add NO such that the symbol code becomes NO.NHY.

Only then will the system be able to relocate the code in the system.

Import from BCview

If the file that is to be fetched in is a special file from the system BCview, you place a cross here. The File name of Rate file then specifies the file name.

URL Address of Rates

If the system is to automatically fetch the rate file from the Internet, you must specify the URL file name in this field. The Internet file must in such a case be a simple ASCII file, without any html code.

Filename of Ratefile

Here you specify from which file you are going to fetch the rate. This file will appear every time you are going to fetch the rates from the History window.

If you have specified a URL file, then the file will be save locally with this file name.

It is really important that this file follows the pattern you have specified in this window before you choose Selected File format or All File formats from the History window. If you do not follow the pattern, you CAN risk fetching up some wrong rates in the history.

File name of History file

Here you specify from which file the rate is to be fetched, if it is going to be fetched from a rate history that Tazett will send out. This is an extra service that Tazett offers. This will then be the file name for the database with rates.

Import File Type

There are four different ways in which you can fetch stock rates in the system.

Three of the methods are based on the rates being fetched from an ASCII data file that is on the harddisk or floppy, and the fourth method is based on the machine exchanging rates with Dynamic Data Exchange (DDE).

In order to use DDE, you must be linked to such systems as Falcon's, Reuter or Telerate's link system.

The ASCII data file is a data file that only consists of the standard characters that you see on your keyboard. The rates are stored systematically under each other on each line on these ASCII files. Common for all three ASCII setups is that the order for the fields on each line is as follows:

SYMBOL LASTRATE HIGHRATE LOWRATE

Symbol is the symbol code for the symbol, LASTRATE is the rate to be fetched in.

The setup in this window consists of deciding how the various fields in the Symbol lines are put together.

The ASCII files can be obtained by anyone who has access to DDE, where with the aid of special programs you can produce these ASCII files.

On the next page there is a description of the different import methods.

Space Separated

If you have an ASCII file where the fields are separated from one another by a fixed number of spaces, then you click on Space Separated. You must then enter the number of spaces that there are between the fields:

Symbol Code The position in which the Symbol code starts in the line.

Last Rate The position in which the Last Rate rate starts in the line.

High Rate The position in which the High Rate rate starts in the line.

Low Rate The position in which the Love Rate rate starts in the line.

Comma separated

If you have an ASCII file where the fields are under one another in a systematic way where the commas in the rate fields are in the same position, then you click on Comma Separated. You must then enter the position in the line in which the comma for the Last Rate, High Rate and Low Rate fields comes:

Example:

```

0000000001111111111222222222233333
1234567890123456789012345678901234
NSIB 169,50    171,00    169,00
NYD  24,00    24,00    23,50
^      ^      ^      ^
    
```

Symbol : 1 Last Rate : 10 High Rate : 18 Low Rate : 27

TAB Separated

If you have an ASCII file where the fields are separated from one another by the sign TAB (tabulator), you quite simply specify in which TAB position the relevant field is. If this follows the pattern above, the order will be 1 for Symbol, 2 for Last Rate, 3 for High Rate and 4 for Low Rate.

DDE Link

If you run a rate feeder application that has not appeared on the list in the Link Type in the Stocks window, you can specify Link String in this window.

You must build up the Link String based on the name of the rate feeder, as well as what the rate feeder must have in the way of securities data in order to return the rate. As a rule this is the TICKER code for the security (NHY for Norsk Hydro), but it can also be other securities data such as RICCODE, NAME, ASSETNUMBER and COMPANYNUMBER.

You can also build up a Link String that is dependant on several of the previously mentioned securities data.

The settings that are made here, will appear as User Defined in Stocks/Bonds or the Currency window.

If the DDE format is based on one of the predefined rate feeders, you can select this from the combo box in the Select field.

By selecting the link application from the Select combo box, the Link String field will be filled out with standard values.

The system will enter the code for the Link Code in the Link String (<TICKER> if TICKER has been selected as Link Code. As a rule this is the Ticker code for the security. The system will also express this in stock exchange code (<BOURSE>) for the rate feeders that need this.

Link String

Here you enter the application name for your DDE application, as well as sub groups within the application. Separate the application name and the sub group by the symbol '|' which is to be found at the top left corner of the keyboard.

Following the application name you enter the field name in the application from where the stock rate for the Symbol is to be fetched. The line must contain one of the selections in the Link Code list (f. eks <TICKER>). The selected Link Code will be replaced with the Symbol for which you are going to fetch the rate in the application.

The INDEX function in the Link String

If the rate that is to be fetched is a part of a returned table from the DDE application, you must use the word function INDEX in the Link String.

This works in the same way as in Excel.

An example of the INDEX function in the Link String

The DDE program returns the following line upon an enquiry about the link for AKE :

AKE 1,5 133 133,5 133 133,5 131,5

We know that the 4th element in the line (133) is the last traded rate , and we want to fetch this value out of the line. The Link String for this will then be:

INDEX(bm|post!NOSHAKE;;4)

The example is for Ecovision rate updating.

The figure after the first semicolon tells us on which returned line from the DDE link the rate that we want is to be found. In this case it returns only one line, and the number for the line is therefore omitted.

The number following the second semicolon tells us in which returned column from the DDE link the rate we want is to be found. In this case the Last rate is in column 4, and we specify 4.

Priorities for fetching rates

If no value for Last or the Last traded rate exists via a DDE enquiry, the system may ask for other types of rates such as Buy and Sale rates . In order to specify in which order the DDE link is to fetch the rates, you must enter the priorities separated by a comma enclosed in the symbols { and }.

An example of prioritizing in the Link String

The DDE program line that was shown in the example above. We know that the values in the line represent values for the following rate data:

diff buy sell latest high low

If we want the system to first fetch the DDE linked rate for the latest traded rate (latest), and then the value for the buy rate if the latest traded had no value, or it returns 0. If the buy rate also has no value, we want to return the sell rate.

The format for the Link String to obtain this, without the rates being a part of a table / line, will be as follows:

wintick|rt!AKE&OS. {Last,Bid,Ask}

The example is for Falcon rate updates.

If you want a priority enquiry within a table, the format will be as follows:

`INDEX(bm|post!NOSHAKE;;{4,2,3})`

Error messages in the DDE link

If the link does not operate, you will get a message that appears on the screen in the History window telling you what did not work.

If this error message appears you should check the following:

- * Have you started up the program that sends out the DDE link?
- * Is your computer connected to the computer that produces the link?
- * Has the String been filled out correctly (Exclamation sign as separator must be included in the Link String) ?
- * Does a security exist with data for the relevant Link Code ?
- * Have the correct enquiry values been entered in the priority list in the Link String?
- * When using a priority list, is it enclosed with the symbols { and } ?
- * Is the syntax for any INDEX function correct?
Syntax : INDEX(topic!item;line;column)
- * Is the DDE application running, or has it stopped?
- * Are there too many programs running simultaneously?

Steps for building a Link String :

- * Go to your rate feeder application, and note a rate for the security NHY from the list of securities with the market rate.
- * Select Edit and Copy from the menu, or double click on the rate. In questions regarding copying, you select Copy to Clipboard, or Copy to Excel.
- * Go to the File Format window in Tazett, then to the field Link String, and press the Shift + Ins keys to paste the Link String.
- * Replace NHY in the Link String with <TICKER>. If the ISIN code for NHY appears in the Link String, replace it with <ASSETNUMBER>. If the international RIC code for the security appears, replace this code with <RICCODE>.
- * Replace OS in the Link String with <BOURSE>. If the system enters another code for the security than one of the alternatives in the Link Code combo box, you must specify your own code in the RICCODE field for the security, and replace NHY with RICCODE. If the inserted stock exchange code in the Link String varies from the stock exchange codes you have specified in the Symbol field

for all the securities (e.g. OS, SS and CS), then the stock exchange code must be implemented in the RICCODE field.

An example for building up a Link String :

* Having pasted in a value into the Link String field for the security NHY, the following shows in the Link String field:

FEEDER|WIN!STOCKNHY.LAST.NO

* OS has been selected as stock exchange code for Norwegian stocks.

* NHY is replaced by <TICKER> in the Link String.

* Since there isn't conformity between the country code in the Link String (NO) and the stock exchange code on the securities (OS), then the stock exchange code must be inserted into another field:

* Set NO in RICCode for all Norwegian securities, and SE for all Swedish.

* The finished Link String in the File Format will be as follows:
FEEDER|WIN!STOCK<TICKER>.LAST.<RICCODE>

By selecting User Defined in Link Type in Stocks, and then Apply to All, all securities will now get the right Link String, and you are now ready to click on the Import Rates button.

Decimal Separator of ASCII file

Here you specify whether the comma separator in the rate fields from the ASCII file is an American period (.) or a Norwegian comma (,).

Click on the right value.

Rate from File is referred in

This field is reserved for later use, where you specify the currency rate on the file in which it is referred.

If you want to view the rates on your ASCII file, to find out about the format, you must do the following:

* Scroll to Program Manager using Shift + TAB.

* Start up the Notepad program from the Main group.

* Select File and Open

* Scroll to the folder where the ASCII file is located, click on the file and then on OK.

Link Timeout

Here you specify how many milli seconds you want the system to wait at the maximum for the DDE link. If greater time than this elapses before the DDE program returns a rate value, you will receive an error message.

New

Click here to create a new format for the rate fetching. The fields in the screen window will be de-emphasized.

Delete

Click here to delete the format that was displayed in the screen window.

Save

Click here to save changes that have been made to the setup. This must be done with all changes. If you close without clicking here the setup will not be saved.

Cancel

Click here to close the window.

Investment Accounts

This window is used to define rules for the accounts that are to be selected in the various modules for new transactions.

Use the menu Options, Select File format.

This is used only if in some cases there can be several alternative accounts that are to be balanced when setting up a new transaction. If each investor has only one account, then it is sufficient to define this in Tazett Money.

An example of this can be that an investor uses two different accounts , dependent on the broker, or that one has an account per currency.

The screenshot shows a window titled "Maintain Accounts". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains several rows of data entry fields:

- Investment Account:** A text box containing "1234.56.78910" and a dropdown arrow. To its right is a button labeled "Get Account from Money".
- Investor:** A text box containing "INVESTOR2" and a dropdown arrow. To its right is a text box containing "Test Investor nr. 2".
- Portfolio:** A text box and a dropdown arrow, followed by a light blue highlighted text box.
- Broker:** A text box and a dropdown arrow, followed by a light blue highlighted text box.
- Currency:** A text box containing "DEM" and a dropdown arrow. To its right is a checkbox labeled "Default Account".
- Module:** A text box and a dropdown arrow.

At the bottom of the window, there are two input boxes labeled "Rec No" and "Tot Rec", and a "Close" button on the right.

The principle is that one defines a record per wanted combination. In this case account 1234.56.78910 is to be selected if the trade is in DEM. You must then also define records for all other alternative accounts.

The field that the choice of account is independent of, is to remain open.

Selection of account

When creating a new transaction, the system will fetch an account according to this principle:

A check is made whether any accounts are registered in *Investment Accounts*, that correspond to *Investor, Portfolio, Broker, Currency and Module* on the transaction.

If several accounts are found that correspond, it will come up with a list of all the alternative accounts. If a value for the address of the investor is entered in the *Investment Account* field, then this account (if it is found in the list), will be the default account that is selected. You yourself must select another account in the list if the default account is not to be selected. If no account is registered in *Investment Account* on the address of the investor, the system will mark the first account that is set as *Default Account*, or the first alphabetical account if none is set as *Default Account*.

If in *Investment Accounts* there is only one account to be found that corresponds with the filled out values for transactions, then this account will automatically be selected for the transaction.

If no records are defined in *Investment Accounts*, or no accounts are found that correspond, the system will show a list with all the accounts that are registered in Money, where the investor is implicated.

Investment Account from the address of the investor will be the default account chosen in the list.

Investment Account

Here you fill out the account number for the account for which an account rule is to be registered.

[Get Account from Money](#)

Click here to bring up a list of all accounts in Tazett Money.

Portfolio

Here you specify a portfolio that must be on the transaction in order for the account to be selected.

Broker

Here you select the broker that must be on the transaction in order for the account to be selected.

Currency

Here you select the currency that must be on the transaction in order for the account to be selected.

Default Account

If several equally ranked accounts have been registered, you can put a cross here in order that the system can automatically cross off this account in the account list when accounts are to be selected. If there is only one account per combination, this cross should not be used.

Module

Here you select the module in which the transaction is to be registered in order that the account can be selected.

As mentioned, fields that are irrelevant for the selection of account are to remain blank.

The row of buttons is to be used in the normal way to save and scroll through the registered records.

Close

Click here to close the window.

Limits...

Use menu File, Open, Limits...

In this window you can add your own limits for your market values. The limits are only for the report window, and they do not lead to automatic limitations in the buying of securities.

On the buy reports (Balances, Unrealized Profit etc), you can add columns that display limits. You must then group the report so that it fits with the Limits divisions you have registered. If you have added Limits per portfolio, the report must be grouped per portfolio. If you have Limits per security, the report is grouped according to Symbol.

Limit Value %

Here you register the percentage Limit you wish to register.

If you want to set a maximum of 20 percent in the SHORT portfolio, then 20 is registered in the field.

Limit Valid For

Module

You can make the limitation for all modules by specifying [ALL], or for the individual modules: Tazett Stocks, Tazett Bonds, Tazett Money, Tazett Forex or Tazett Derivat.

Investor Category

Here you can select category that the investor must have to be included the limit, or [ALL] in order that the limit may be for all categories.

Investor

Here you can select the Investor that is to be included in the limit, or [ALL] in order that the limit may be for all investors. If the limit is independent of the investor, you should not fill out this field.

Portfolio

Here you can include the Portfolio that is to be included in the limit, or [ALL] in order that the limit may be for all portfolios. If the limit is independent of the portfolio , you should not fill out this field.

Symbol Category

Here you can select category as Symbol. It must be crossed off in order to be included in the limit, or [ALL] in order that the limit may include all categories.

Symbol Type

Here you can select a security type, or [ALL] if the limit applies to all security types.

Company

Here you select a company, or [ALL] if the limit applies to all companies. The value is fetched from the *Issues* field in Stocks and Bonds.

Symbol

Here you can select a security , or [ALL] if the limit applies to all the securities.

Relative to

What are the limits to be relative to?

You can choose between: Module, Investor Category, Investor, Portfolio, Symbol Category, Symbol Type, Company or Symbol. If for example you have chosen a limit for a security, and Relative To is set to a portfolio, then the limit will be the part value of the security against the selected portfolio.

New Record



If you want to create a new stock limit you should click on this.

View Record



This button is used to search in the appropriate limits.

You will then see (at the bottom left corner in the screen) how many limit records there are, and which of these you are on now.

Edit Record



If you want to edit or delete the contents of a record, you should use this button.

Delete Record



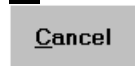
Click on this button to delete the stock limit you are looking at.

Save Record



Saves the stock limit you are looking at.

Cancel



Closes the Limits window.

An example of the use of Limits

You want to add a limit that all the investors can have a maximum of 20 percent in AAA stocks for the LONG portfolio and a maximum of 10 percent in AAA stocks in the SHORT portfolio. The limit is relative to the investors' total value.

Two records must be registered to cover this limit.

Record 1 must have the following values:

Limit Value % : 20
Module : Stocks
Investor : [ALL]
Portfolio : LONG
Relative to : Investor

Record 2 must have the following values:

Limit Value % : 20
Module : Stocks
Investor : [ALL]
Portfolio : SHORT
Relative to : Investor

On the Balances report the following columns must be included in the Column Setup:

Buy Percent Weight
Limits Description
Limits Percent

In Sorting and Grouping we have the following sorting

StockBuy.Investor
StockBuy.Portfolio
Group Field is set to StockBuy.Portfolio.

On the report you will now be given a column with the actual percentage for each portfolio , as well as the limit (Limit) that is set for the portfolio.

In the registration you will not be given any warning if you exceed any of the specified Limits. A report must be printed out to check.

Using reports.

We have developed a very advanced report generator in all the Tazett systems. This has been developed to help you to create your own reports as you want. This is the third generation report generator from us after the first generation was introduced in 1996. Our experience with the two first generations, forms the basis for the generation you have now received.

We have developed a very advanced tool, but at the same time we have tried to keep things simple for you as user. This is a great challenge for us, but we are going to continue to work with making the system more user-friendly in the future.

In this documentation we have explained the basic principles for the report generator. At the back of each system there is a list showing the fields that each report can contain. When you create your own report it is important to see the connection in the system, and where the information comes from. If for example you want to make a report showing realised profit then you must fetch the figures from the sales register. No realised figures are to be found in the buy register. Those who take part in our course will be given thorough instruction with many tasks / examples.

If you wish to enroll on a course please refer to our homepages www.tazett.com.

If you do not want to create your own reports, then we have a complete collection of DEFAULT reports. Here you can quite simply select the report you want and click on OK to run it, these reports are explained in each system.

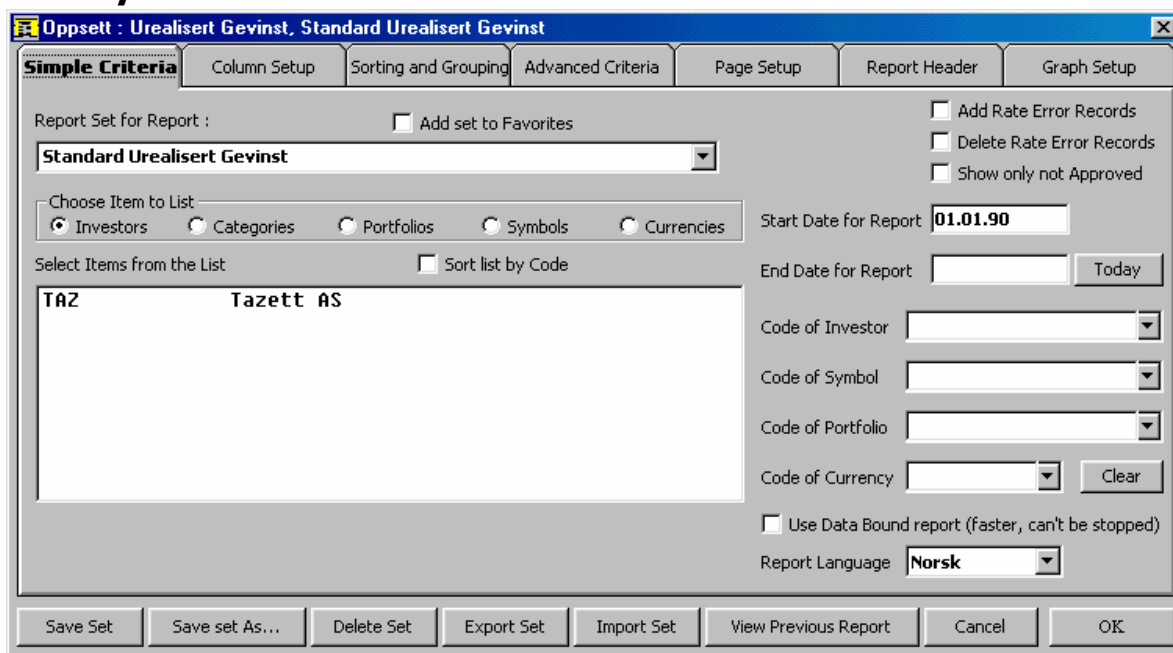
If you want a little help to create your own reports, we suggest that you start with a DEFAULT report as a “template” and then make changes in it according to what you want. Make one change at a time and take a printout between each change, in order to see the consequences of the selections you have made.

Saving the setup.

Below you will find a row of buttons to save a new report set: *Save set As*.

This report can be reused by making selections in *Simple Criteria* at the top.

The report criteria window



When you want to run a report you come into this window. In order to run a default report you click on the OK button.

Simple Criteria

This is the simplest way in which to select data.

Report Set for Report

The name of the report sets. There will always be one report set that is the default. When you have created your own report, and you have saved it, then this will also appear in this list.

Choose Items to List

The choices that are available come up in the list below. The alternatives are:

Investors, categories, portfolios, symbols, currency.

Sort list by Code

If you place a cross here this sorts the list according to a code. The default is name.

Add Rate Error Records

Saves the securities in their own register, where the rate is not updated.

Delete Rate Error Records

This deletes the register with rate errors before the report is run.

Start Date for Report

The date on which you want the report to start. This fetches the start date from the User Setup if you have not saved the start date.

End Date for Report

The date on which you want the report to end. This fetches the end date from the User Setup if you have not saved an end date.

Code of Investor

The investor that is included in the report that you have selected.

Code of Symbol

The symbol that is to be included in the report you have selected.

Code of Portfolio

The portfolio that is to be included in the report you have selected.

Code of Currency

The currency that is to be included in the report you have selected.

Use Data Bound report

If you put a cross here on this selection the report will be generated more quickly (the report is linked directly with the table). The disadvantage of this option is that you cannot close in the middle of of the report being generated.

Report Language

If you want to create a report, or select a report which is in another language than the system language (Base Language from General Setup in Service), you can overrule this via this list.

From Page Setup you can also choose that only customers with the selected language are to be included in the report. You select the language per customer from the address of the customer.

Column Setup

Oppsett : Urealisert Gevinst, Standard Urealisert Gevinst Tazett ukerapport

Simple Criteria **Column Setup** Sorting and Grouping Advanced Criteria Page Setup Report Header Graph Setup

Source for Columns: Choose by Category

- Address Information
- Buy Information
- Currency Information
- Portfolio Information
- Stock Information

Columns on Report (Drag and Drop on Table below to Insert Column) : Find... Language Norsk

Name	Size	Caption
Kjøp Beholdning med Utlån/Innlån	10	Beholdning
Kjøp Beholdning Transaksjon	10	Beholdning
Kjøp Beløp i Lokal Valuta med kurtasje	10	Kjøps Beløp
Kjøp Beløp i Lokal Valuta uten kurtasje	10	Kjøps Beløp
Kjøp Beløp i Trans. Valuta med kurtasje	10	Kjøps Beløp
Kjøp Beløp i Trans. Valuta uten kurtasje	10	Kjøps Beløp

Property\Name	Symbol Navn	Portefølje Navn	Kjøp Valuta	Kjøp Valuta Kurs	Kjøp Dato	Kjøp Beholdning	Kjøp
Size	20	15	5	5	7	10	
Caption	Verdipapir	Portefølje	Valuta	Valuta	Kjøp Dato	Beholdning	Kjøp
Data Field	Stocks.Name	Portfolio.Name	StockB	StockB	StockBuy.I	«ReportEndDat	«R
Decription	Verdipapirnavn fra Aksjen for	Portefølje Name for	Valuta	Valuta	Kjøpsdato	Rest antall	Kjøp
Type			W	D	SN	W	

Save Set Save set As... Delete Set Export Set Import Set View Previous Report Cancel OK

Source for Columns

This is for the selection of the columns you want to be included in the report.

The columns are divided up according to what type of information they provide.

If you want a column in the report that shows information about the address of the investor, you select Address Information here.

Columns on Report

A list of all the columns that it is possible for you to include in the selected report.

Find

Find...

Click here to make a search of a column in the column selection which contains a particular text. The system will find the first column.

Then press F3 to find the next column that matches.

Add Column

Add Column

Adds the column from the list. The column must first be highlighted in the Columns on Report list. You can also “drag” from the highlighted column using the mouse pointer, and then release it on the report table below. This must be done with the right mouse button.

New Column

New Column

This defines your own column. You will be asked for the necessary values for the column (see the description on the next page).

Edit Column

Edit Column

This defines your own column based on that which has already been defined. You must first highlight the column you want to edit in the report table at the bottom.

Delete Column

Delete Column

This deletes the column. The column must first be highlighted in the report table at the bottom. If you want you can highlight several columns at the same time. You can also press the Delete key on the keyboard to delete the highlighted columns.

Column table

All the columns that are included in the report are instantly shown in this table.

Name

The name of the relevant column. This name must be unique from all the other columns.

Size

The size of the column. The size is relative in relation to the other columns. I.e. If you have 10 columns and you choose 10 as the size then the column will be 1/10 of the breadth of the report table.

Caption

Whatever is written here will be the caption on the column in the report.

You cannot have the same Caption on two columns in the same report.

Data Field

This refers to the table or question to the database. This is a formula / expression for how the column is to be calculated / fetched up.

Description

A description of the column. This is used only as a description so that it is easier to build up your own reports.

Type

The letter code for the column type. For example you set a code if this column is to be totalled at the end of the report, and if there are any subtotals. Double click here to bring up a separate window with the column setup.

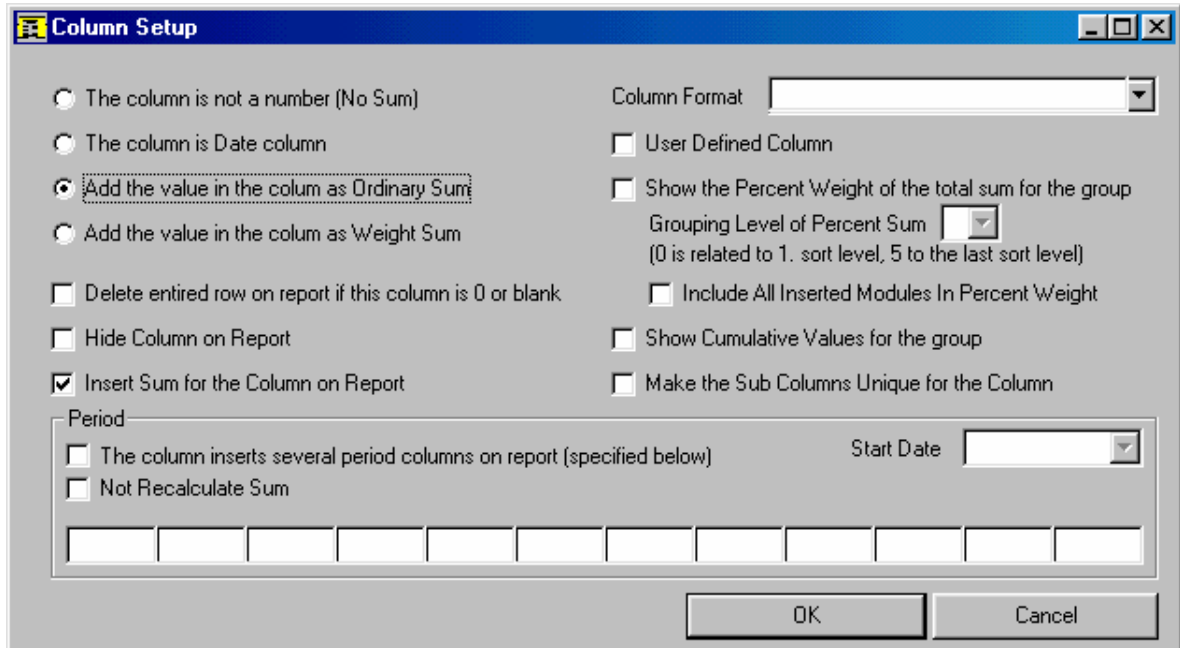
(see below).

Properties

This line is hidden, and contains the property options selected for the column, provided the report is the basis for a *Page Report*.

The column Setup window

In this window you select the type of columns the report is to contain. You gain access to this window by double clicking on Type in the report table in the Column Setup from the report criteria window.



The column is not a number (No Sum)

Select this if the column is a text column or is a value that cannot be used in calculation.

The column is Date column

Select this for date columns, which are to be formatted according to date.

Add the value in the column as Ordinary Sum

Select this if the value in the column is a number that is to be totalled in the normal manner, if grouping in the column has been selected, or a fraction is to be inserted. Typical columns for this are Amount and Number.

Add the value in the column as Weight Sum

Select this if the value in the column is a number that is to be totalled according to a weighed average, if grouping in the column has been selected, or a fraction is to be inserted. Typical columns for this are Rate and Yield. The formula for the column MUST contain

a help column which is called SumFormula, which then informs the expression against which the column is to be weighed.

Delete entire row on report if this column is 0 or blank

Select this if the line is to be deleted from the report, if the value in the column for which you change Type, is 0 or blank.

This is used primarily to delete lines that do not have a balance for securities on a balance report. If the report did not have this option, then the report would be a transaction report.

Hide Column on Report

Click here to make the column invisible on reports.

Insert Sum for the Column on Report

Click here to make the system insert a sum total for the column on reports.

Column Format

Here you can select the formatting that you want for the value in the column.

If no formatting has been selected, the values from *General Setup* will be used for numbers and values from the *Control Panel* by date.

User Defined Column

This will be set by the system if you have altered a default column, or you have created your own column. This ensures that an updating of the system never alters formulas in this column.

Show the Percent Weight of the total sum for the group

Click here to make the system show percentage values in the column, instead of the value that is otherwise in the column.

The percentage value will then be in relation to the first sum level, if nothing otherwise is indicated in the *Grouping Level of Percent Sum* field.

Grouping Level of Percent Sum

If you have several levels with sums in the report, and you want to add a percentage column, you here select the level that the percentage is to be in relation to.

If it is towards the first sum level, you specify either 0 or blank here.
If it is towards the second sum level, you specify 1 etc.

Include All Inserted Modules In Percent Weight

If you have converted a market value column to a percentage column, and at the same time you want to include values from other Tazett modules in the percentage calculation, you should place a cross here.

You must then select which modules are to be included in the *Page Setup*.

Show Cumulative Values for the group

If you want to see accumulated values for a column, you cross off here. If the report is grouped, you must enter The Column is not a Number field, and select a value in Format.

This is in order that the system does not accumulate grouped values.

Make the Sub Columns Unique for the Column

This will be set by the system, and indicates that you have added to the same column twice, but that you have substituted the date in the column.

Sorting and Grouping

The screenshot shows the 'Oppsett : Urealisert Gevinst, Standard Urealisert Gevinst Tazett ukerapport' dialog box with the 'Sorting and Grouping' tab selected. The 'Sort order for Report' section has five rows, each with a dropdown menu, a 'Descending' checkbox, an 'Insert Sum' checkbox, a 'Sum Text' input field, an 'Insert Header' checkbox, and a 'Header Text' input field. The first row is configured with 'StockBuy.Investor' in the dropdown, 'Descending' unchecked, 'Insert Sum' checked, and 'Insert Header' checked. The 'Grouping' section includes a 'Group Field' dropdown, a 'Page break after change in' dropdown, and a 'Sort Column' dropdown with a 'Descending' checkbox. A 'Preview' section shows a table with columns: Verdipapir, Portefølje, Valuta Kjøp, Valuta Kurs, Kjøp Dato, Beholdni, and Kur. The table data is as follows:

Verdipapir	Portefølje	Valuta Kjøp	Valuta Kurs	Kjøp Dato	Beholdni	Kur
Investor:	Investor1					
AAA	BBB	CCC	300,00	.08.01	5.000	
Investor Total					5.000	

Sort order for report

Specify all columns (1.,2.,3....) that are to be used for sorting in the report.

Data will then be fetched up in the report in the sorting order that was set.

Descending

Place a cross here if the sorting is to take place in descending order. If you do not cross off here the column will be sorted in ascending order.

Insert Sum

Cross off here if a sum is to be placed after the column.

Sum Text

The text that is to be inserted before the sum column.

E.g. *Sum per Investor*.

If you want a *Sum Text* that contains the value for the field for which you have the sum, you can insert a code for this.

E.g. *Totalsum [StockBuy.Investor]*, will become *Totalsum Investor1* on the report.

If the code itself is to stand in column 2, the *Sum Text* will become as follows:

Totalsum| [*StockBuy.Investor*] (pipe sign before the code).

Insert Header

Cross off if a *Header* is to be inserted before the sorting column.

Header Text

Header text. For example *Investor* :

If you want a *Header Text* that contains the value for the field for which you are going to insert the header, you can insert the code for this.

E.g. *Customer:[StockBuy.Investor]*, will become *Customer:Investor1* on the report.

If the code itself is to stand in column 2, the *Header Text* will become as follows:

Customer:| [StockBuy.Investor] (pipe sign before the code).

Grand Total

If you have chosen to insert a sum per investor (it can also be per portfolio or other sum lines), you can insert a grand total for all investors by inserting *Investor* in the *Grand Total* field.

Group Field

If you want to merge several rows to one, you must specify the gathering field you want here. If you want all purchases of Norsk Hydro on one line, then you insert *StockBuy.Symbol* in the *Group Field* field.

If no value is specified in the *Group Field*, then all transactions will appear on the report.

Page break after change in:

If you want to print the same report for all investors, and you want each individual investor on each page of the printout, then you enter *Investor* in the *Page break* field.

Sort Column

If you want to sort the report according to field sorting and grouping, based on the value in a column, then you select the sorting column you want here. It is most normal to sort the market value in descending order (*Descending* crossed off).

Start Total

You can insert a start total on reports, such as for example the opening balance on an account.

The selection of the report must in this case be from before the first record that is to be included in the start total. But then you select with the fields what the criteria are for whether the value is to be included in the start total or on the report lines.

If you want an opening balance for loan as at 01.01.2001 in Money, then you choose as a starting point the Transactions report and insert the following values:

Top n

This is in order to show only the first lines on the report for each group.

The most usual is to show the greatest values you have in securities. You **MUST** first have selected which columns Top n is to be based on in the Sort Column in Grouping.

An example with the 5 greatest values of stocks will appear thus:

The system will merge together the remaining lines into one line, with the text *Reminding stocks:* as the first column.

NB : ONLY columns that have sum totals, and amount in Local Currency, will be included in the summing of the *Reminding Line*.

Line Spacing on Report Lines

Here you choose the line height for the report lines. The default is 1.

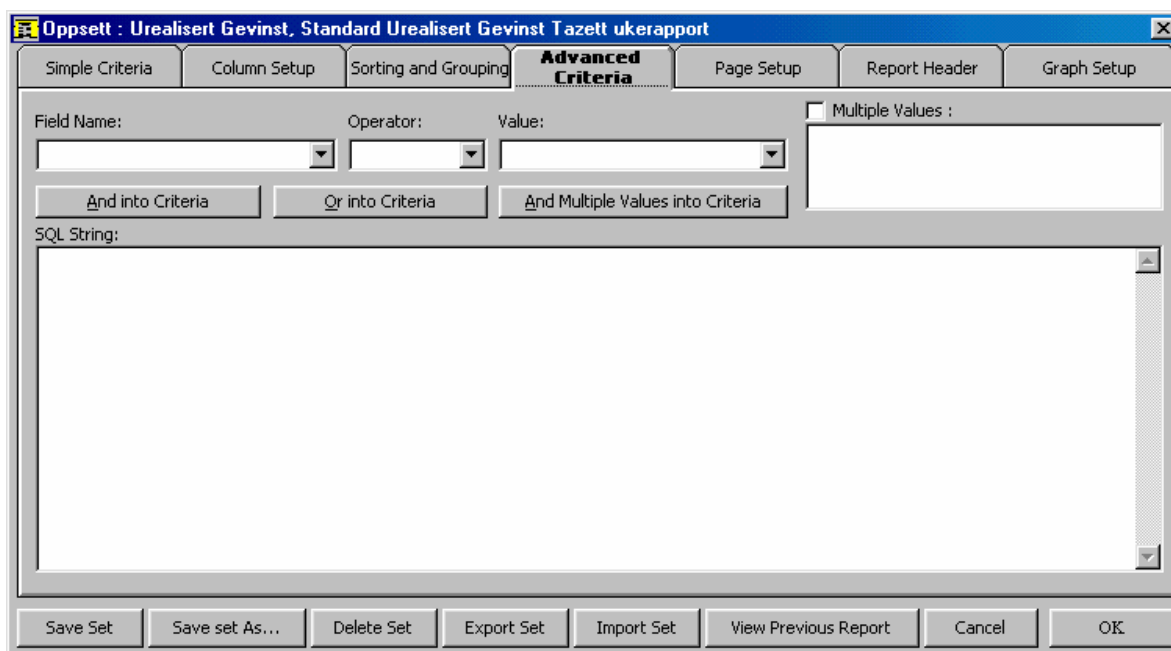
A

Click on this button to alter the Font for the field to the left of the button.

You can also alter the color and size here.

You can also alter the font and background color by double clicking on the *Preview* table at the bottom of the page on that which you want to alter.

Advanced Criteria



This part of the report generator is quite advanced and is best suited for those who have experience with SQL. SQL is an abbreviation for *Standard Query Language* and is an international way of fetching data from databases.

Field Name

The field for which you want to set criteria. E.g.
Address.AddressCity

Operator

Select from: >, >=, <, <=, **Like**, **Not Like**, **Is**, **Not Is**.

These are symbols for greater than, less than, equal to, not equal to, etc.

Value

The value for the field for which you want to set criteria. E.g. 0103 for one of the postcodes for OSLO.

SQL String

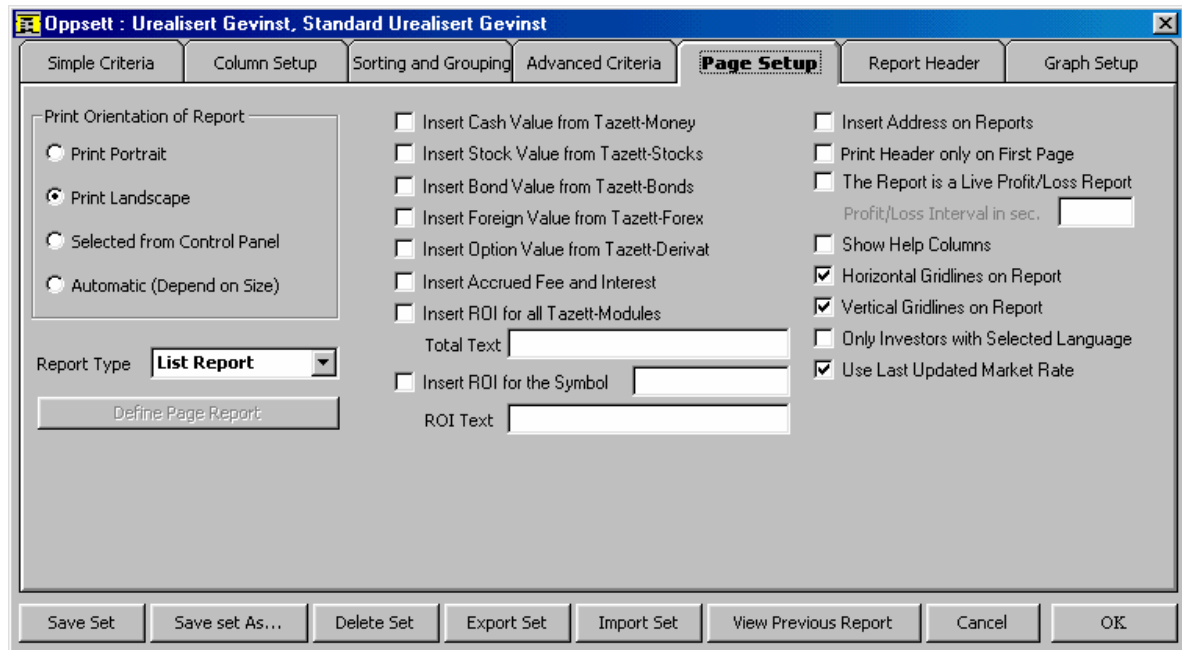
This field contains the total criteria that are available for the report. In order to add a criteria which you have chosen, you must click on the or buttons.

Multiple Values

You can also choose more values than are shown in the *Value* field. Then you do the following: cross off in the Multiple Values field, then you will be shown a list of various values in the list below. Highlight the values you want to include in the criteria by clicking on these.

When you have done this you click on *And Multiple Values into Criteria*.

Page Setup



Print Orientation of Report

Here you select how you want the reports to be printed. It is important to note that you can save this per report set.

Insert Address

Choose here if you want to insert an address for the investor in question on the printout of the report.

In *Sorting and Grouping* you MUST have a line where you have sorted according to an Investor field, and have crossed off in the Insert Header for this line.

Print Header only on First Page

Select here if you want to print the header for the report ONLY on the first page. The header will appear again if you have selected Page Break on the report.

Insert ... Insert Cash Value from Tazett-Money

You can choose if you want to include information from the other Tazett systems as a line at the bottom of the report. For example the balance on the account if you choose *Insert Cash value from Tazett Money*.

The Report is a Live Profit/Loss report

When you make this selection here, the report will automatically be updated according to the interval that you have selected in the Profit/Loss interval in sec. Max interval is 60 seconds. All rates will automatically be updated if you have the DDE link for rates, and all other values on the report, based on the transactions that have been added, will also be updated.

Show Help Columns

If you choose this, then ALL columns from the column definition for the report, will appear on the report. Help columns will then also be included. This is ONLY used if there is a value in a column for which you wanted to see the basis for calculation, or that the figure that appears in the column doesn't ostensibly tally.

Horizontal Gridlines on Report

Cross off here to include horizontal lines on the printout of the report.

Vertical Gridlines on Report

Cross off here to include vertical lines on the printout of the report.

Only Investors with Selected Language

Cross off here in order that the report may only include customers who have the same language in *Report Language* on the address that is on the report.

Use Last Updated Market Rate

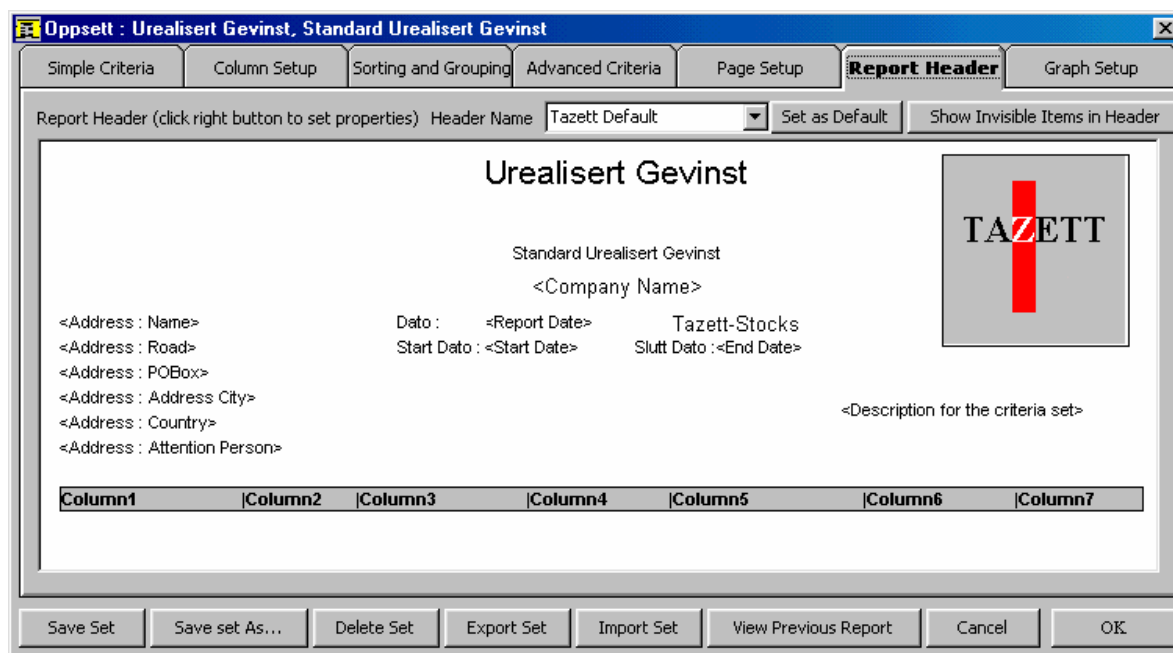
This cross decides whether the report is to fetch up historical balances / rates, or whether it should use net present values on the report.

If you have placed a cross here, the rate will be fetched from the Stocks table in the stocks system, the Bonds table in the bonds system and the Currency2 table in the Service system.

The rates in these tables will be updated each time you fetch up rates from the rate history. The balance on the reports will be the day's balance and NOT a historic balance.

If you remove the cross in this field, the system will use rates from history, as well as calculating the balance as at the report's end date. If the cross is removed, the reports will be radically slower to generate, since it will be necessary to fetch history for each line.

Report Header



This side of the report generator will allow you to alter the report title. You can also save different setups. If you alter the setup and want this to be the default for all reports, then you click on the Set as Default button.

Move fields

The fields are moved by dragging them to the place you want them to be.

Point with the left mouse button, and hold this down while you move the field.

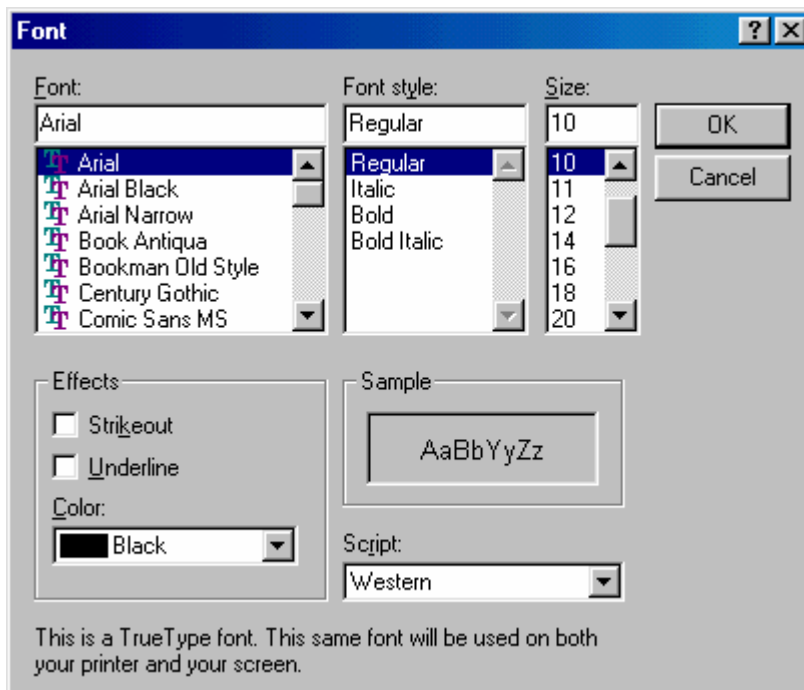
Change size

The fields are altered in size by taking hold of the little black square at the bottom right corner of the field that you want to alter, and then drag it with the mouse pointer (the mouse button is held down).

Altering text / properties

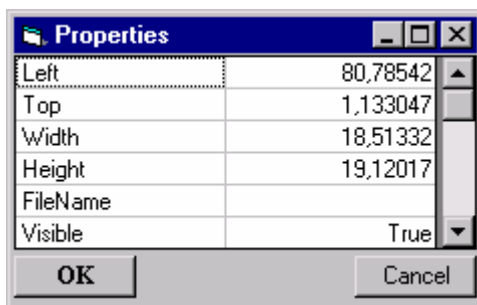
In order to alter any values for the field, what is written on the field, the font type, color etc. You must click with the right mouse button on the field.

A menu with different options for the field appears. Double click on this table in the column to the right in order to alter value.



Click with the right mouse button on the field that you want to alter, and then the following window as shown in the picture above will appear. When you have carried out the changes click on OK.

Selecting logo



Double click on the *FileName* field. A dialogue box will then appear where you can select the file with your logo.

Removing logo

Double click in the *Visible* field. When the *Visible* field contains *False* the logo will be invisible on the report.

Removing a field

Set *Property Visible* to *False* to remove a field from the *Report Header*.

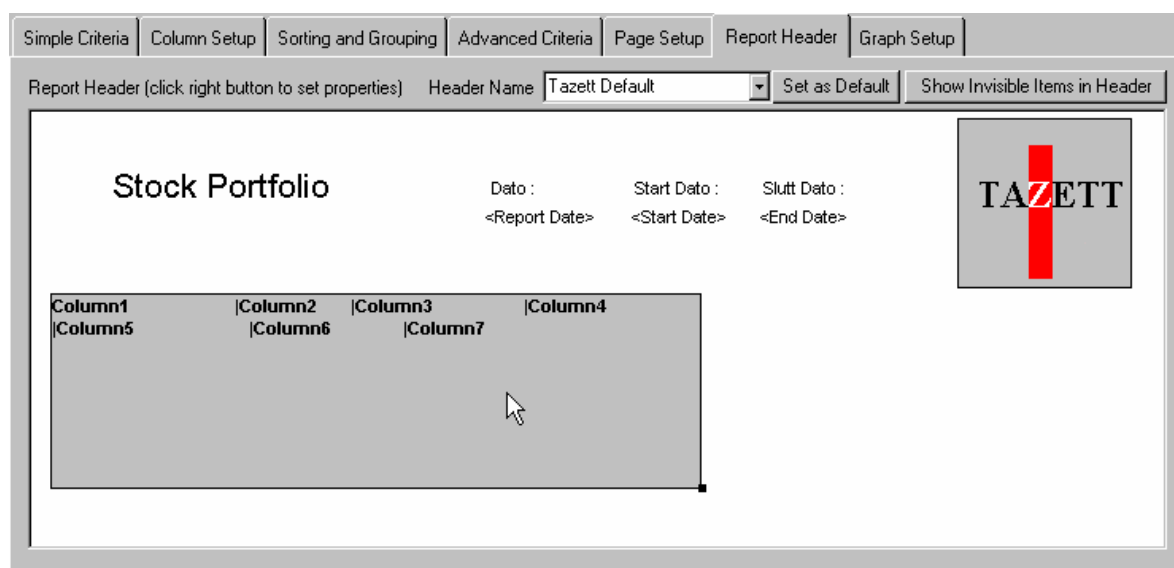
To make the field visible once more, click on [Show Invisible Items in Header](#)

Report table.

The grey field with the text Column 1 |Column2... , is the report table in the report.

You can also go in here and edit the properties.

If you want the report table to be placed in a different way on the printout, and you want other margins, you can move and enlarge this object.



Here you will get a slightly larger footer and right hand margin than usual, but less room in the Header.

[Set as Default](#)

Click here if you want ALL your reports to use the same layout as this. The report name will not be altered.

Save Set

Click here to save the report setup with the name that is specified.

Do not overwrite the *Default Report*, unless you are uncertain that the report is as you want it to be as default.

Save set As...

Click here to save the report setup with a new name.

Delete Set

Click here to delete the current report setup.

Export Set

Click here to export the report definition to a report file, that you can send to others that also have Tazett.

Import Set

Click here to import a report file, which has been created with *Export Set* on another Tazett system. This is used if for example Tazett AS has made a special report that has been sent to you.

View Previous Report

Click here to view the previous report. This is only possible if the report is working in the background, and has not been closed.

Cancel

Click here to finish off the report set up and close the window.

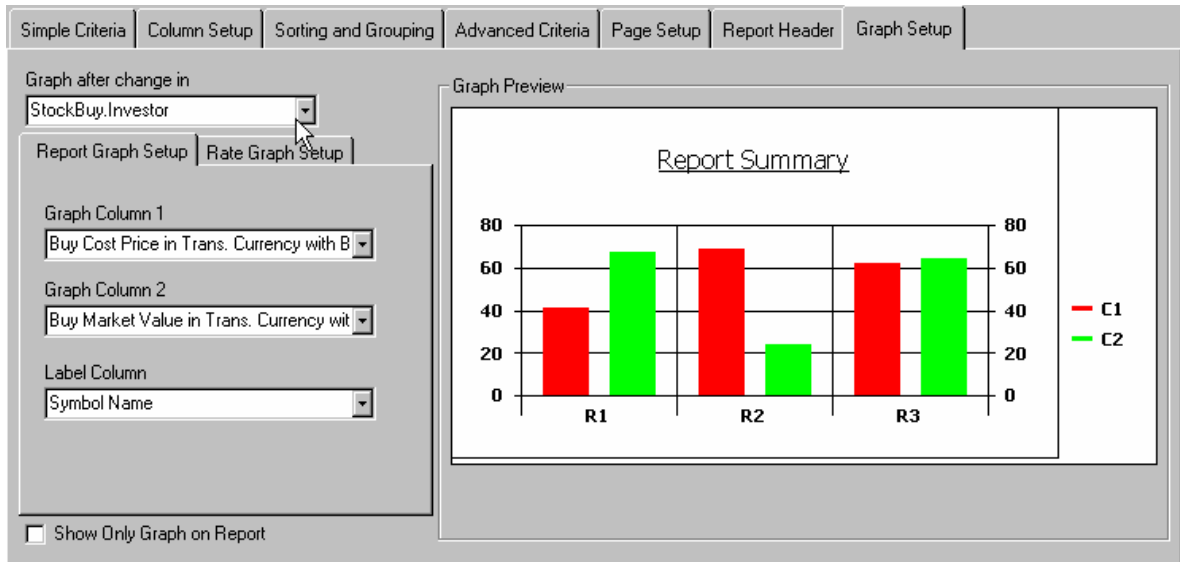
OK

Click here to start the report with the selected settings.
If anything has been altered in the report setting, this will not automatically be saved. Click here to save until the next time.

Graph Setup

Report Graph Setup

This is in order to insert a graph that is based on the report data in the report, for example the market value for securities.



Graph after change in

Here you specify when you want the graph presented. The normal setting is after each investor.

Graph Column 1

Here you specify column 1, e.g. cost price.

Graph Column 2

Here you specify column 2, e.g. market value.

Label Column

Here you specify what is to be entered as text in the graph data, e.g. the name of the security.

Show Graph Only on Report

When you cross off this option, then only the graph appears on the report, and not the table with all the figures that are the basis for the graph.

Rate Graph

This is for inserting a benchmark graph, and / or rate development graph.

Include Rate Graph

Cross off here in order to add rate / index in the graph.

Add Symbol

Click here to select the rates / indices that are to be included in the graph.

Delete Selected Symbols

Click here to delete from the list.

Percent From Start

Click here if the graph is to be displayed in percent from the start, and not with rate values.

Insert Investor ROI

Cross off here to insert the investor's return in the graph period. You have to choose between the *TWR* and *MVR* calculation methods (under *Page Setup*).

Recalc Investor Value

Cross off here to make the system recalculate the return for each investor. This is a very complicated job, and it takes a long time.

If you do NOT cross off here, the values will be fetched from the register that is calculated in Tazett nattbatch, which is an additional module in Tazett.

Investor Is Fund

This should be selected if each investor in the report is a fund, and you have calculated fund rates for the fund. In that case the value for "Investor" is fetched from the rate history, as the rate for the fund.

Report interval

The report interval is selected by going to *Start Date for Graph, End Date for Graph* og *Graph Interval*.

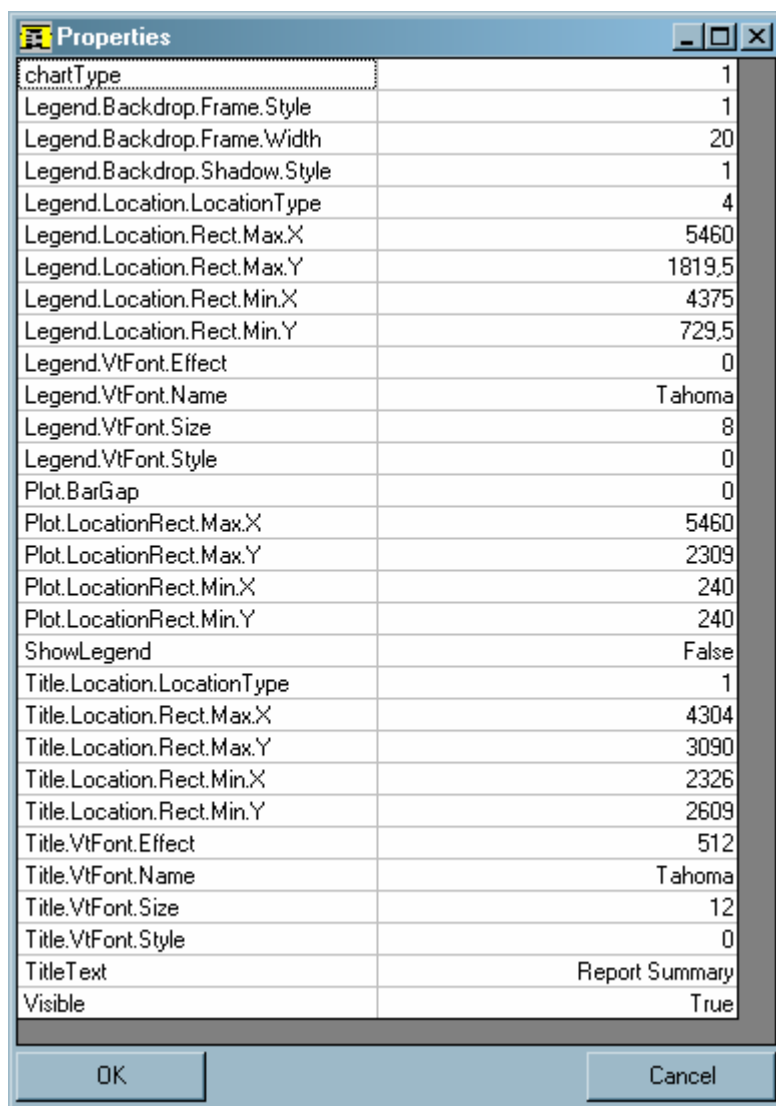
You can also specify your own dates in the intervals.

Report properties

You can click with the right mouse button on the graph to change the properties for the graph.

You can then for example alter *Chart Type*.

It can be a good idea to select *2DLine* for the benchmark graph.



How to get started.

1) Investors and brokers

The first thing you must do is to enter investors, brokers and banks. This is done in the Service systemet, new addresses.

2) Portfolio concept

After that portfolios must be created, in the service system.

3) Portfolio system.

Then you can enter buy / and sale in the portfolio systems. If the securities are not to be found they must be entered in the securities registers.

We supply the systems together with tutorials, and there we will go through the process of how to start operating.

We are open to both positive and negative comments, don't hold back:

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