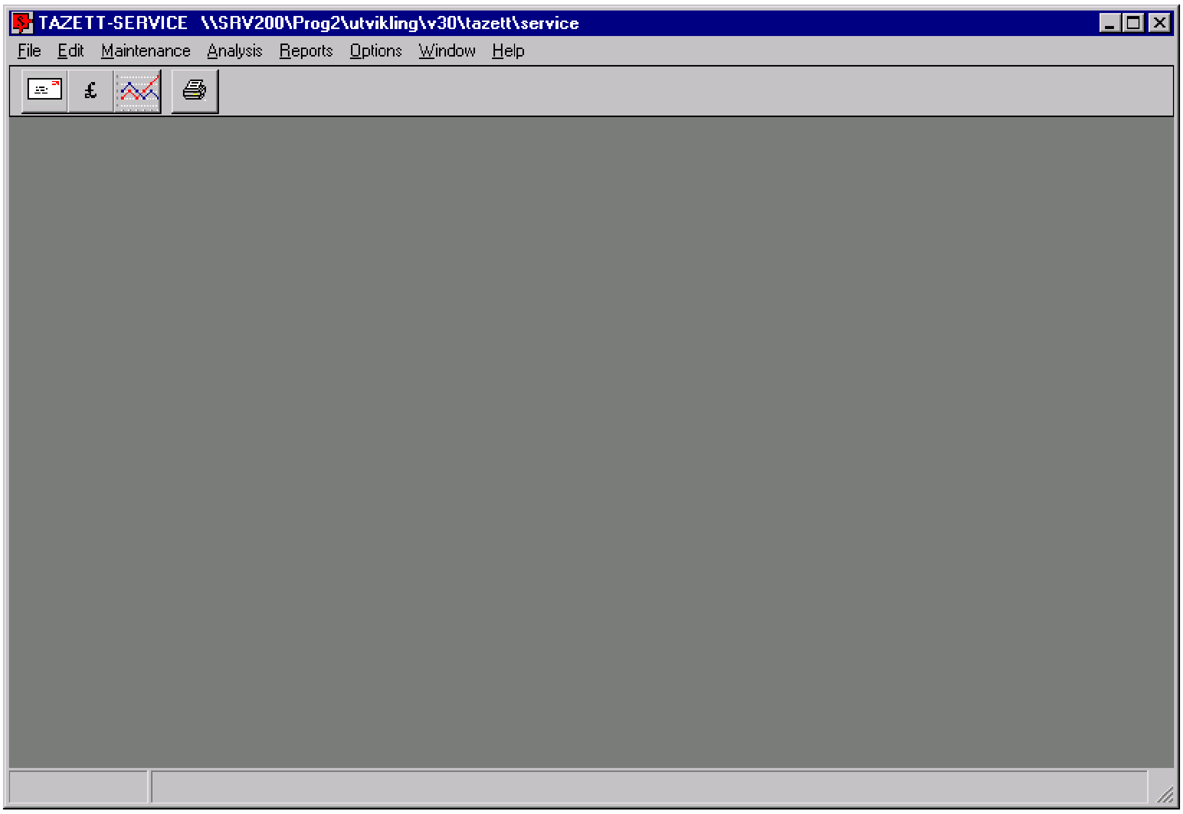
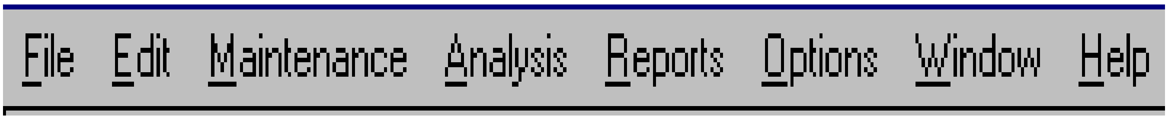
CONTENTS

Opening window

You first come into the opening window:



The menu



Each of these options contains actions within its topics.
We shall return to these later in the user documentation.
The menu option **File contains** a sub menu that shows you all the registration windows that can be opened.

File:

One click on **File** gives you a menu for what actions/options you can carry out under it.
The first option is Open, which once again gives you a sub menu with various options:

Open	Has the sub menus: **Addresses** – Address register **Categories** - Category register **Currency** - Currency register **Interest** – Updating of interest **Portfolio** – Portfolio register **Market Model** – Market model **Criteria** – Criteria for report **Import from file** - Import from file **Export to file** - Export to file **Organizer** – Updating calendar **History** – Updating rates
Close	Finishes off the individual records
Close All	Finishes off all the records
Import from file	Import from file

Export from file	Export to file
Print Set-up	Allows you to select printer, how many copies you want to print, etc.
Print	Go directly to printer
Repair/Update Database	Adds new fields in the database
Exit Tazett Service	Closes the program

Edit

Cut	Allows you to cut the screen shot over to other programs such as: Power Point, Excel, Word, Paint etc.
Copy	Allows you to copy the screen shot over to other programs, such as: Power Point, Excel, Word, Paint etc.
Paste	Pastes data from the Clipboard (e.g. after you have selected *Copy*)

Maintenance

The menu options under Maintenance correspond to the row of buttons.

New Record	Register a new record in the database
Edit Record	Edit a registered record
Delete Record	Delete a record
Save Record	Save a record
First Record	Scroll to first record

Next Record	Scroll to next record
Previous Record	Scroll to previous record
Last Record	Scroll to last record
Find Record	Search for a particular record

Reports

By clicking on a selected report the report will be automatically created. To stop a report, press the ESC button on the keyboard. You can chose between the following reports:

Favourites	Saves "favourite"-reports
Address list	Address list
Telephone list	Telephone list
Memos	List of tasks
Address Labels	Address labels
Category list	Category list
Currency list	Currency list
Address Info	Address information
Market Model	List of market models
Portfolios	Portfolio list
Categories	List of addresses with categories
Follow up	Following up
Owner list	Owner details

Adviser list Adviser list

Additional Info Additional information

Multi Report Common report, data from several systems

You can find examples of the various reports as an appendix to the manual.

Options

General Set-up System options. Language, company logo, name etc.

Select File format Options for fetching rate information

Window

Tile vertically

Tile horizontally

Cascade

Help

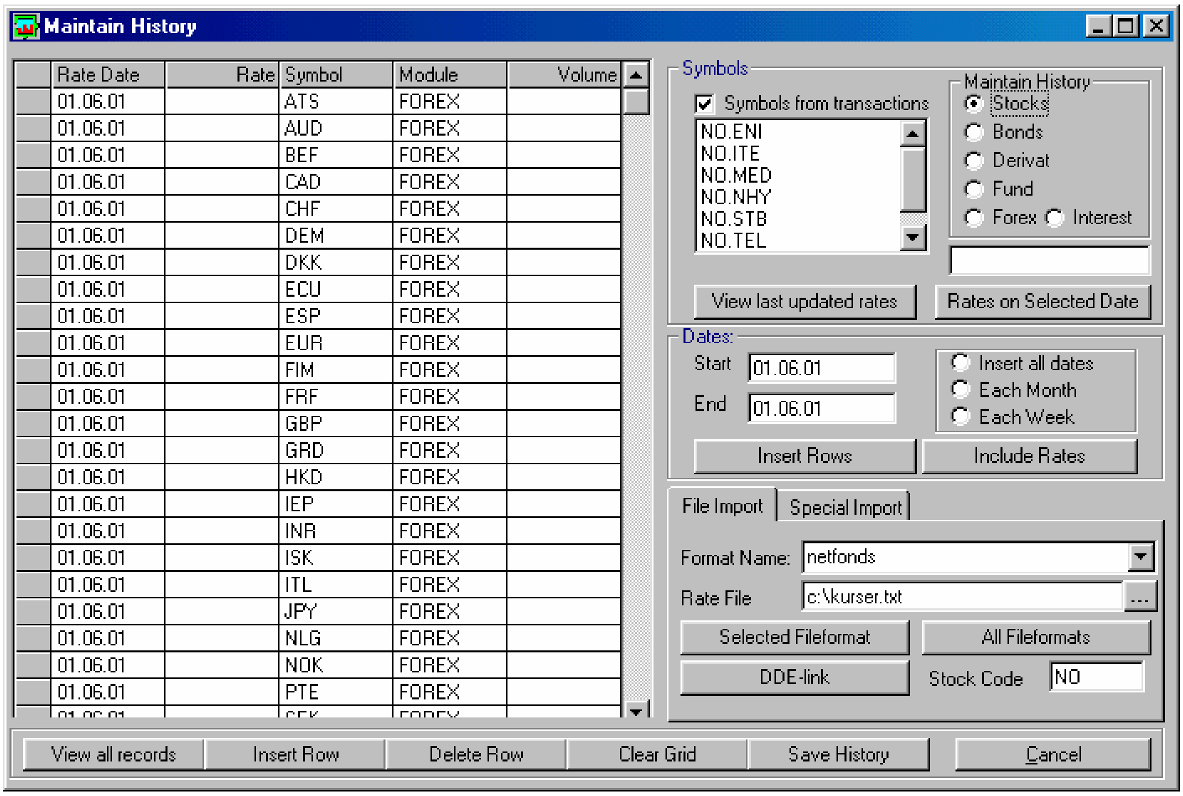
About Tazetta Financial Tools

The version of Tazett, date and system information.

Registering and maintenance of data

When the windows for Addresses, Currency, Portfolio and Category are opened then all the buttons for registering will be displayed at the top of the main window.
These windows are so-called registering windows.
Use the menu File, Open, History…

Rate updating



Updating of rates will take place in this window. Old rates will also be accessible in this system so that it will be possible to create reports back in time.
By opening this window you will be given a record as at the day's date so that you can enter the day's rate in the table. After you have updated the rates click on the *Save History* button to save the rates.

Select symbols from transactions
If you cross off here then the list will only show symbols that have a balance as at the day's date.
Remove this cross if you also want to update rates for securities that you no longer have a balance in. If Forex (currency) is selected, all the registered currency codes will appear.

Maintain History
Select from which Tazett system you want to update rates.
Click on *Insert Rows* to update the list.

View last updated rates
When you click on this button the last updated rate for each symbol (for the selected module) will be shown in the table.

Start Date
Before you click on *Insert Rows* you chose the start date from which the rows in the table are to start from.

End Date
Before you click on *Insert Rows* you chose the end date to which the rows in the table are to end up.

Insert all dates, Each Month, Each Week
Here you select the interval that the list is to have between each rate insertion when choosing *Insert Rows*.

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

Format Name
Here you choose which import format you are to update rates from. These are registered in the menu *Options, Select File format...*
If you want to update all registered file formats, you ought not to select anything here, but just click on *All File format*.

Rate File
Here comes the file name that the selected file format is to fetch rates from. This is defined under the menu *Options, Select File format...* If you want to alter the file name, you must do it here.

Selected File format
Click here to update rates for the file format that is selected in the list *Format Name*. Various *Format Name* are defined under the menu *Options, Select File format...*

All File format
Click here to update rates for all the file formats that are defined in the menu *Options, Select File format...*

DDE link
Fetches rates from Falcon, Reuter, Ecovision and other suppliers of rate information. The code for fetching this information is added into each individual Tazett module. In the Service module this information is added to the currency register.
In Stocks this is added in Maintain Stocks, in Bonds under Maintain Bonds etc.

Stock Code
This field is set by the option *Format Name*. This is the stock market code that is to be added to the securities code when importing from file.
This is set in the file format under *Format Name*.
This is only to be altered if you want to overwrite the stock market code on the selected file format.

Tazett File (under Special Import)
If you here want to update the history database with a rate history file, you specify the history file name here. Click on the Tazett History button to update from the file.

MS Dir
If you want to update the history database from MetaStock, you specify the catalogue in which MetaStock is to be found here. Click on the button MetaStock History to update from MetaStock. MetaStock must be accessible on the network.

 # Subdir's
Here you specify how many sub directories there are under MetaStock.

BC View File
Click here to update from BC View. You must first select a file format that is based on BC View.

View all records
Shows all registered records in the table. If you want to cancel this process click on the ESC button on the keyboard.

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

Delete Row
Click on the row in the table that you want to delete. It removes the record from the history database that you selected in the table.

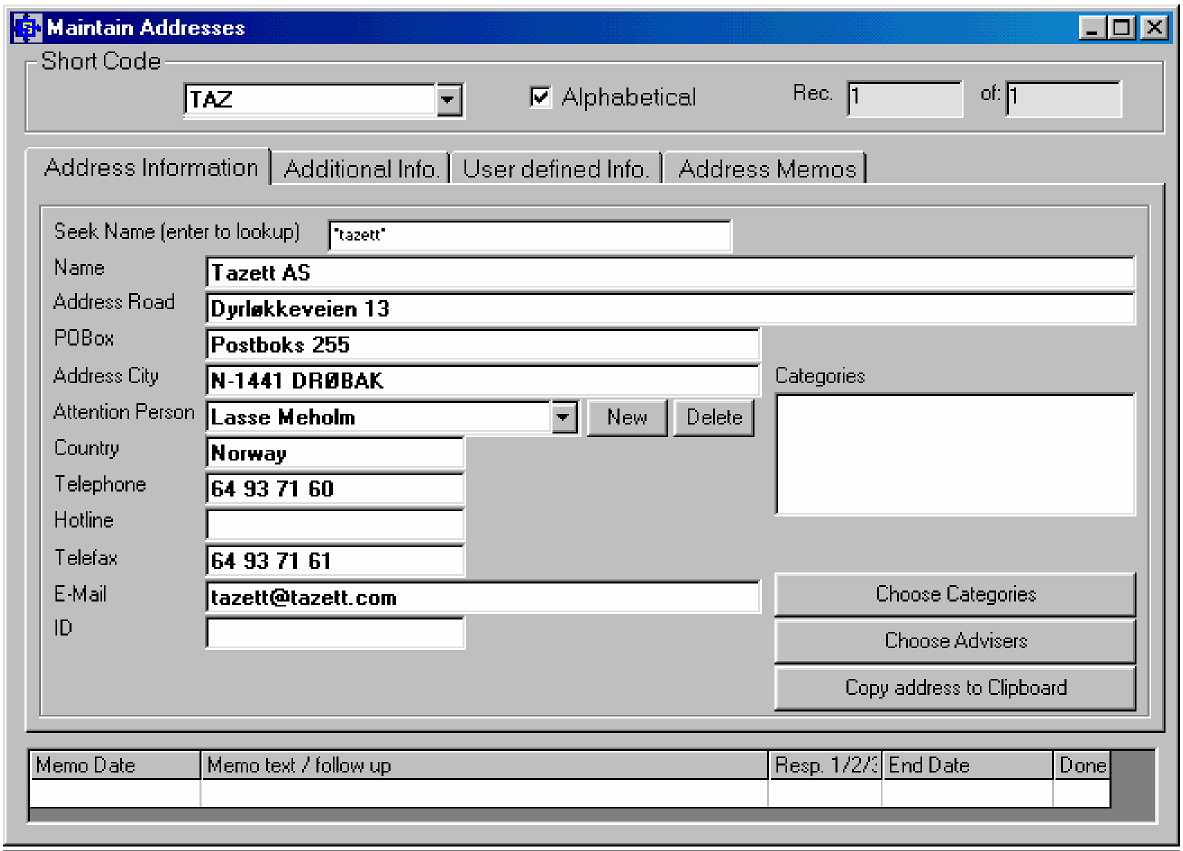
Clear Grid
Deletes all rows in the table. Values in history will not be deleted.

Save History
Saves the records that you have registered in the table.

Cancel

Closes the History window.

Maintain addresses



A description of the fields in the address registration window follows below:

Short Code
This is the short code name for the address/firm. The Short Code for the address MUST be unique for the address since it is the Short Code that is used to fetch an address. The Short Code can be a person's last name, or the name of a company. A tip for separating private addresses and company addresses is to start the private addresses with P- (e.g. P-LARSEN), and the company addresses with F- (e.g. F-TAZETT). The reason for this is that a list of Short Code that is sorted alphabetically will show the company addresses first, and the private addresses last.

To jump directly to an address:

1. You click on the down arrow behind the **Short Code** field to produce a list over the Short Code for all addresses, and then click on the Short Code for the address you want.

2. In the **Seek field**, you enter the name for the company/person you want to jump to and then click on *Enter*. As the system finds a name in the database that contains what you have entered, then the short code and name will appear. You then answer choose if you want to look up the selected address.

3. By clicking on the **Find** button in the row of buttons, you can search for all information in the address. This is the best method of carrying out a search.

Name
The name of the firm (e.g. Tazett AS), the broker, the bank, or the name of the private individual (Ford, Harrison). If you specify the name of private persons as shown above, they will be sorted according to last name, but on the printout the name will be altered to Harrison Ford.

Seek Name (Enter to lookup)
Behind the name there is a small search field to search for the name in an address.
If you want to fetch a record where you know the start of the name, you can enter the beginning of the address name in this field, and click *Enter*. You will then be presented with the addresses that contain this name. This field will NOT be saved.

Address Road
The road/street name in the address.

P.O. Box
Any post-box address in the address (e.g. Post-box 255).
Note that the post-box address will be used on reports and printouts if NOTHING is written in Address Road.

Address City
Post number and post place in the address (e.g. London W1J 4AP).
If something is filled out in the P.O.Box field, then the post number must refer to the post-box address.

Attention Person
The contact person if the address is a company address, or contact person if the Name field is to a non unique person.
If you want to save the value in the Attention Person field, and you want to enter a new contact person, then click on the **New** button. All contact persons for the address can then be found in the list box in the field. Click on **Delete** to delete the selected contact person.

Country
The country the address belongs to.

Telephone
The telephone number for the address.

Hotline
The extra telephone to the address, which may be an internal number.

Telefax
The fax number for the address.

E-Mail
The e-mail address for the address.

ID
Here you specify the company number for companies, or the identity number for private persons. You can also enter client number for transferring to accounts in this field.

When you click on this button you will be presented with a list of all entered categories. You choose which category is to be linked to the address by clicking on the category in the list. The category will then be highlighted. To delete the category that is linked to the firm, you click once more on the category that is highlighted. When all categories linked to the company have been selected, you click on the OK button to continue.
The aim with categorising the addresses is that on reports you can

choose for example investors with a particular category.

Choose Advisers

Click here to select which users of the system are to have access to this address. This only applies if one has set up the system as *Multi User System*, and selected ☑ Show Only Accessible Investors in Options, User Set-up.

If you do not choose anything in the *Adviser* list, then all users will get access to the Investor. This is standard when entering new investors.

Read more about user rights in the chapter *User Set-up*.

Copy address to Clipboard

Click here to copy the address to the Clipboard.

You can then choose Edit, Paste in other programs to enter the address. (E.g. in MS Word).

Alphabetical

Click on Alphabetical to sort the addresses alphabetically. You must jump to the first record (press|<) after this option to activate the function.

Additional info

Internal Company
This is an option box where you choose whether the company is an internal company or not. This is selected by clicking on respectivelyYes and No.
Some reports in the different Tazett modules are dependent upon whether it is an internal company. If it is internal, then this means that an internal loan in the group will not be considered to be a loan externally.

Own By #1, Own By #2, Own By #3
Here you enter the short code for the firm/company that owns the firm in the address if any. You can also register 3 owner shares for a company in respectively Own By #1, Own By #2, Own By #3.
You can also select the short code from the combo box.
This is only used for internal loan calculation in Tazett Money.

% #1, % #2, % #3
Here you enter the owner share as a percentage for the owner company/group if any. You can register 3 owner share percentages for a company in respectively Own % #1, % #2, % #3.

Bank Account
The bank account number for the company/person in the address.
This field is used if the customer is to pay money into an account that you manage. Examples of this are accounts for payment of invoices in Money, as well as Auto Payment in Fund.

Invest. Account
The investment account number for the firm/person in the address.
This will automatically be selected in the various Tazett modules as the investment account in the case of new deals for the investor.
The account must also be registered in Tazett Money, in exactly the same way as here.

VPS/Security Account
Here you specify the standard VPS account. This is the securities account (VPS for Norway, VPC for Sweden etc.).
This will be set for new transactions.

Report Language
If you have reports that are to be sent to clients who want a particular language on the report, then you select the relevant language here.
You can then choose ☑ Only Investors with Selected Language on the report.

Address Type
Here you choose from the combo box which type of address that the address is. If one is talking about an investor, one chooses Investor, or Private/Company.
If the address is a broker, you choose Broker from the combo box.
If you want to register a bank connection, you choose Bank.

Market Model
Here you choose the model in which the investor is going to trade.
Market Model is registered under *File, Open, Market Model...*
A *Market Model* consists of a selection of securities that the client shall trade from. This is used if several investors are to have the same combination in the portfolio.
To calculate the transactions that must be performed to satisfy the market model, the Block functions must be used.
This function is found in Stocks and Bonds.

Tax County No.
Here one specifies the tax code for the tax report to the county council. This code can then be selected for reports.

Tax Country Code
Here one specifies the tax code for the tax report to the state.
This code can then be selected for reports.

☐ Fund Customer
Cross off here if the address is a unit holder for the Fund system.

Is only used by Tazett Fund.

Cross off here if the address is a unit holder, and the unit holder wants to reinvest the calculated interest and dividend in new units. Only used by Tazett Fund.

Open Date
This is the date when the client began as customer. This can be used on reports in order for example to select new clients in a period.

Close Date
This is the date when the customer ceased to be a client. This can be used on reports for example to select those who stopped being customers in a period. You can also add criteria to the report to include only customers that have NOT ceased.
An example in *Advanced Criteria* in a report to include existing:
(Address.CloseDate > «ReportEndDate» OR IsNull(Address.CloseDate))

Average Booking
If in Stocks and Bonds one sells according to the FIFO principle, and in one's financial statements records them as an average, then one crosses off here. All sales will then be calculated according to average and FIFO.
If one sells by average, one does NOT need to cross off here.

Fee Date
Here one specifies the date when the first administration fee is to be paid for the investor. Calculation of the administration fee takes place under *File, Open, Fee* in Stocks and Bonds.

Fee %
Here one specifies the administration fee percentage that the investor is to pay.

Fixed Fee
Here one specifies the fixed administration fee that the investor is to pay.

Term of Fee

This is the number of fee payments per year that the investor is to pay. This is selected from the list.

Brokerage %
Here you enter the percentage rate that the broker takes as commission of the amount if one calculates the brokerage based on the selected broker in Stocks and Bonds. If one chooses to calculate brokerage based on the selected Investor in Stocks and Bonds, then this will be the percentage rate for the investor that is registered.

Minimum Brokerage
Here you enter the minimum brokerage that the broker takes in commission/the investor is to pay.

Brokerage
Here you enter the fixed brokerage that the broker takes in commission/the investor is to pay.

Additional info

This page contains 6 custom defined fields that one changes under Options, User Set-up.
There one can decide the data type and size.
This is only used if one is otherwise lacking some fields on the address.

Address memos

This row of buttons can be used to add new memos, delete, alter or scroll through them. Refer to help about the rows of buttons in the start of the documentation for help. Memos have their own button row, because one can add several memos for the address on which one is located in the screen window.

Memo Date

This is the date when the memo was inserted/received. By clicking on the today button, you will bring up the day’s date in the field. The field to the right produces the time for the memo. For example 10:30:00.
Click on *Today* for the day’s date.

End Date

The date within which the task is to be carried out, the memo is to be performed, the answer is returned, the project is to be completed, etc.
The field to the right is the time for the end. For example 10:30:00.
Click on *Today* for the day’s date.

Receiver

Who has received the message or suggested a task.

Responsible 1, 2 and 3

Who is the 1st 2nd and 3rd person responsible for the task being completed and that follow-up is carried out.

Memo Text

The memo text or the description of the memo, action, task or follow-up.

Done

Click here to indicate that the memo/task has been carried out. A cross (X) indicates that it has been performed. You can also cross off in the table on *Address Information* in the column *Done* to mark

this cross.
This is also possible on the *Follow Up* report and cross off in the OK column.

The Memo List
At the bottom of the window under Address Information there is a list that shows all memos that are linked to the address. This list is used as a reminder for all tasks that have to do with the address. The list will show the memo from the latest date first, and older memos lower down the list.

Link File
It is possible to link each memo with a data file, which one can see and alter. Here you enter/select the file name for the data file that the memo is to be linked to. Data files can be for example documents created in AmiPro, Word for Windows, Lotus 1.2.3, Excel, Paintbrush etc.
By clicking on the button behind the field, you can select the file from a list. If you have specified the program type for the file in the field Link Program, then only files of that type will be shown in the file list. NB: The field must be automatically updated if the relevant file has had the name changed from the Link Program or from the Operating System.

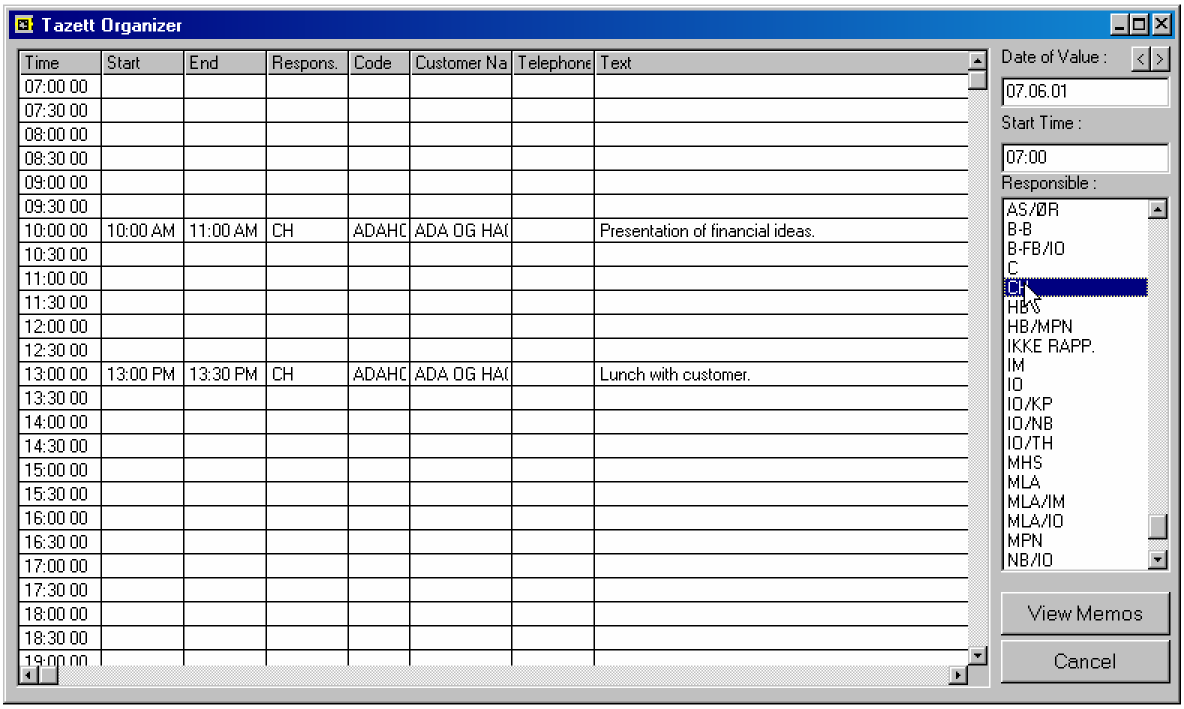
Link Program
Here you select the link program that the Link File is to be linked with. The system uses OLE technology, which is one of the program communications in Windows.
To bring up the alternatives for Link Programs, click on the button behind the field. In this list you choose which program the Link file is linked to, and click on OK if you want to start with a new file, or you select Create from File and specify a file name.

Click on this button if you want to go into the Link File to look at it or to alter it. The file will be opened in the program selected in *Link Program*.

Press on this button to remove the Link File and Link Program. The Link File will NOT be deleted from the hard disk.

Remember to click on the button to save the memo.

An appointment book is provided that shows all appointments. Click on this button to access the appointment book. The appointment book recognizes all memos that have been filed under Memos.



An example of an appointment book.

Date of Value :

Here you enter the date you wish to view the appointment book for.

Start Time :

Here you enter the time from which you want to view the appointment book.

Responsible :

Here you choose who’s meeting plan you want to look at.

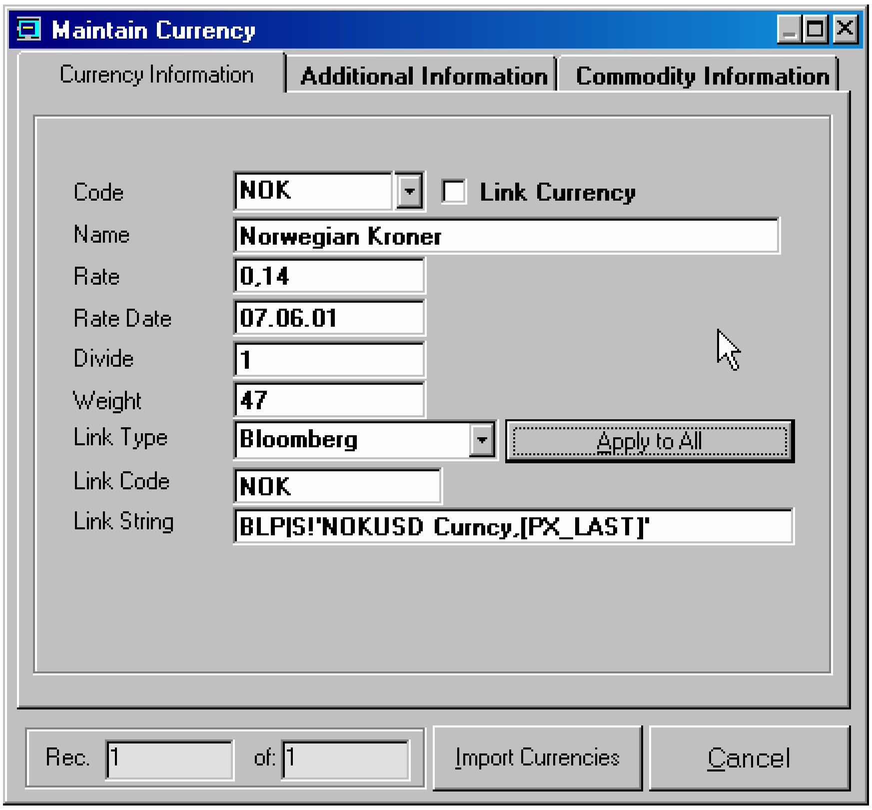
This will be fetched from all the Responsible fields from the memo.

The table displays all meetings/appointments one has on the date specified.

Click here to update the meeting table.

Press Cancel to finish off.

Maintain Currency



In this window you register currency units. Most are already registered, but if a new currency unit appears, then you choose here a new record to add it.

The currency window contains the following fields:

Code

Here you enter the currency code for the currency unit. (E.g. USD for American dollars). To jump directly to a currency unit:

Click on the down arrow behind the Code field to bring up a list of all registered codes, then click on the code for the currency you require.

Name
The name of the currency unit (e.g. American dollars).

Rate
The rate for the currency unit in relation to the local currency unit. This is updated from *History* when updating currency rates.

Rate Date
Here comes the day's date when making alterations to *Rate*.
This is the date when the currency rate last updated the rate.
This date can be included in reports in order to check the validity of the currency rate that is used on reports.

Divide
Which unit the rate is to be divided by in order to show the ration between the currency unit and the local currency (e.g. for DEM against NOK the rate is 423,43, *Divide* will be 100 in order to arrive at 4,2343 as a ration).

Weight
The international weight that is appropriate for the currency unit. This weighting determines whether the conversion from one currency to another is to be done by division or multiplication. Weight will ONLY be used in the Tazett-Forex currency system to calculate cross rates.

Link Type
Here you select the rate supplier for currency rates, when updating rates via the DDE link.
If one is using one's own format, you select *User Defined*.
User Defined is defined under *Options, Select File format...*

Click here to add Link Type and Link String to all currency units.

Link Code
If the code in *Link String* is not to be the same as the currency code, the relevant code is specified here.
E.g. If the code for USD in the rate feeder system is USDOL, then USDOL is specified in the field. Then when choosing *Link Type*, this code will be put into the *Link String*.

Link String
This is the formula for how the system is to fetch the rate from the rate feeder system via the DDE link.
This is built up by *Link Type* as well as the *Code* or *Link Code* fields. You yourself can modify the formula.

Additional Information

Year Rate
The currency rate for the currency as at 1/1 in the current year. This can be inserted in reports. The calculation of the reports does NOT use this field, but rather the currency rate from history. This field is therefore for private use, if one wants some special reports that use this rate.

Last Year Rate
The currency rate for the currency as at 1/1 in the previous year. This can be inserted into reports, as with Year Rate.

Month Rate
The currency rate for the currency as at 1st of this month. This can be inserted into reports, as with Year Rate.

Last Month Rate
The currency rate for the currency as at 1st of the previous month. This can be inserted into reports, as with Year Rate.

Country ISO Code
Here you indicate the ISO code for the country to which the currency belongs. 2 symbols.

Commodity Information

Commodity Currency

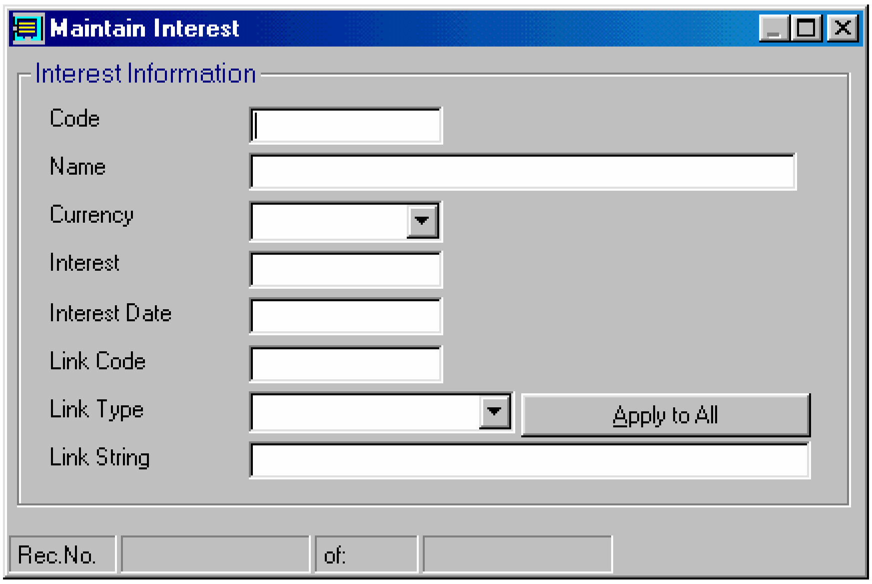
If the “currency” one has registered is a commodity, one must specify which currency the commodity is traded in here. This is used by reports in Tazett-Forex for commodities.

Commodity Rate

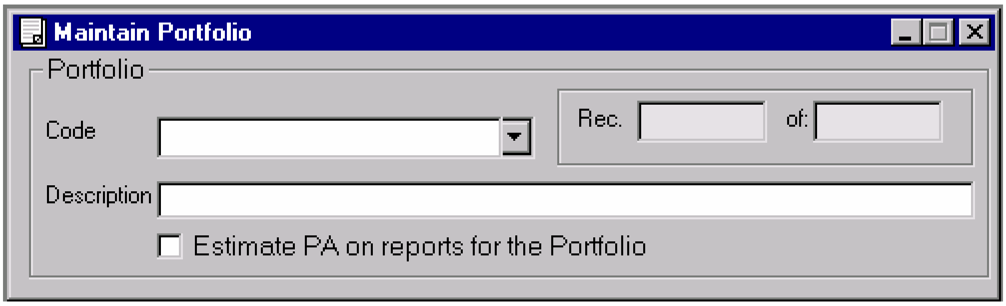
Here you specify the market rate for the commodity.

Press here to close.

Maintain Interest:



Maintain Portfolio:



The Portfolio makes it possible to gather several capital movements in the Tazett system to one unit.
All registration windows where one registers values, have a *Portfolio* code.
Portfolio also determines how one transfers values to Tazett-Ledger, which is the accounting system in Tazett.
Examples of a Portfolio are LONG and SHORT.
Portfolio is used by all registered investors.

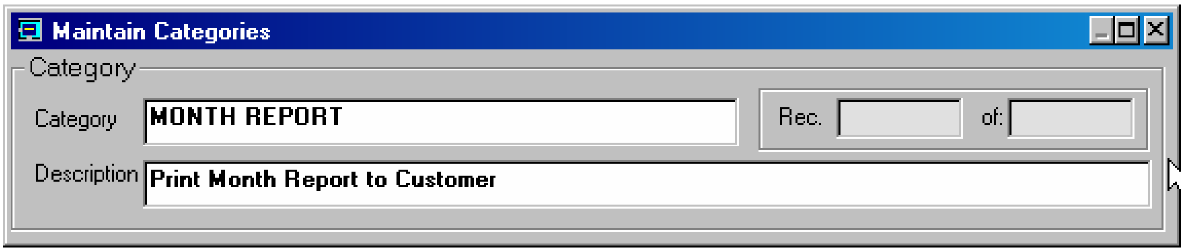
The portfolio window contains the following fields:

Code
The short code for the portfolio, which is used as reference in the other Tazett modules. To jump directly to a portfolio:
Click on the down arrow behind the Code field to bring up a list of all registered codes, and then click on the code for the portfolio you require.

Description
The name of the portfolio (e.g. Short Trading of Stocks).

Estimate PA on reports for the Portfolio
Cross off if you want the PA (Per Annum) yield to be calculated for this portfolio on reports.
By default the PA is calculated on all portfolios, however one can use this option to exclude the calculation of certain portfolios on reports.

Maintain Category



In this window you register all the categories that are to be available to link each address with.

The category window contains two fields:

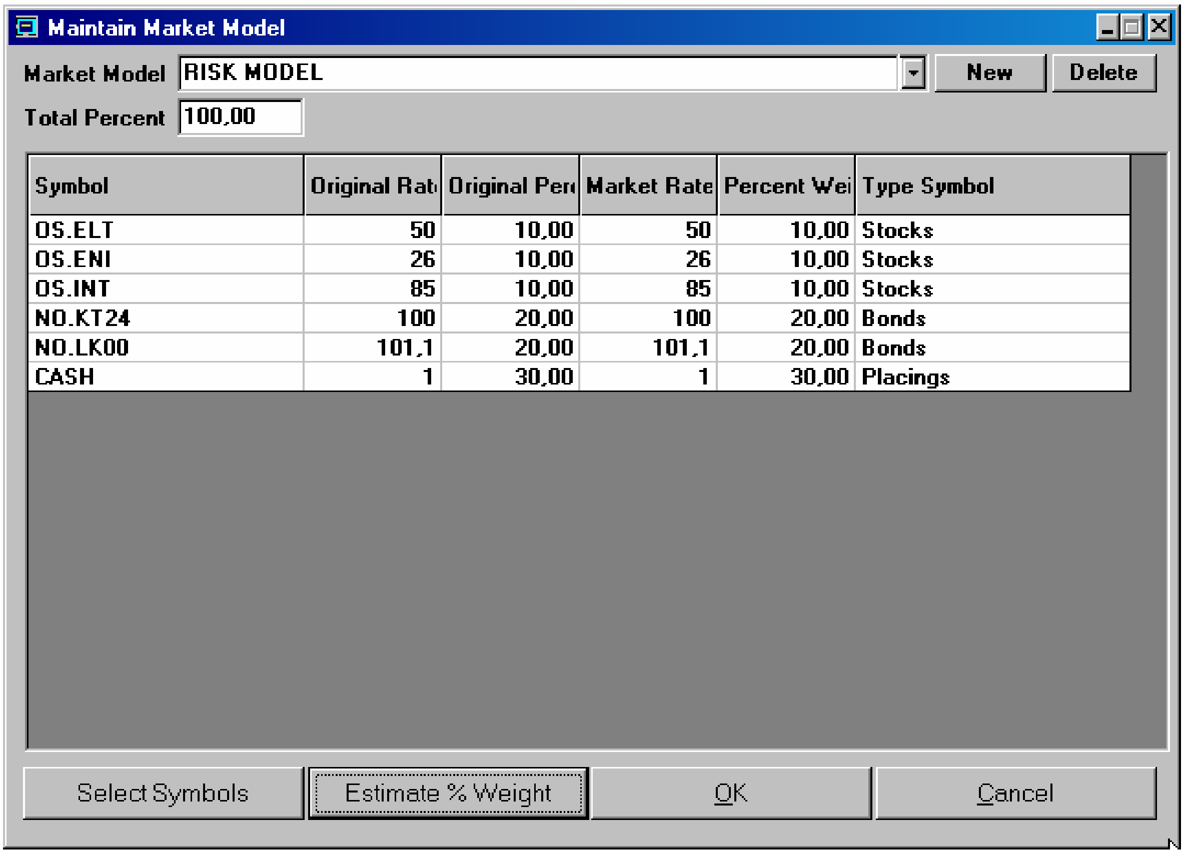
Category
Here you describe the category. If you want to describe a client in the address window as insurance, you add a record where you enter INSURANCE in this field.
You can also add your own categories for securities here.
In *Maintain Stocks/Bonds*, you can choose between these categories.

Category can be selected as a choice on all types of report.
If you want to choose securities with a particular category, this must be done under *Advanced Criteria*, since *Category* on *Simple Criteria* refers to the investor's category.
Example of a choice of securities with a particular category:

Stocks. Category Like '*SHIPPING*'

Description
If you want a further description of the category, you can use this field.

Market Model



Symbol	Original Rat	Original Per	Market Rate	Percent Wei	Type Symbol
OS.ELT	50	10,00	50	10,00	Stocks
OS.ENI	26	10,00	26	10,00	Stocks
OS.INT	85	10,00	85	10,00	Stocks
NO.KT24	100	20,00	100	20,00	Bonds
NO.LK00	101,1	20,00	101,1	20,00	Bonds
CASH	1	30,00	1	30,00	Placings

In this window you register model portfolios that you want registered investors to follow.
This is in connection with the *Block* function in Stocks/Bonds.

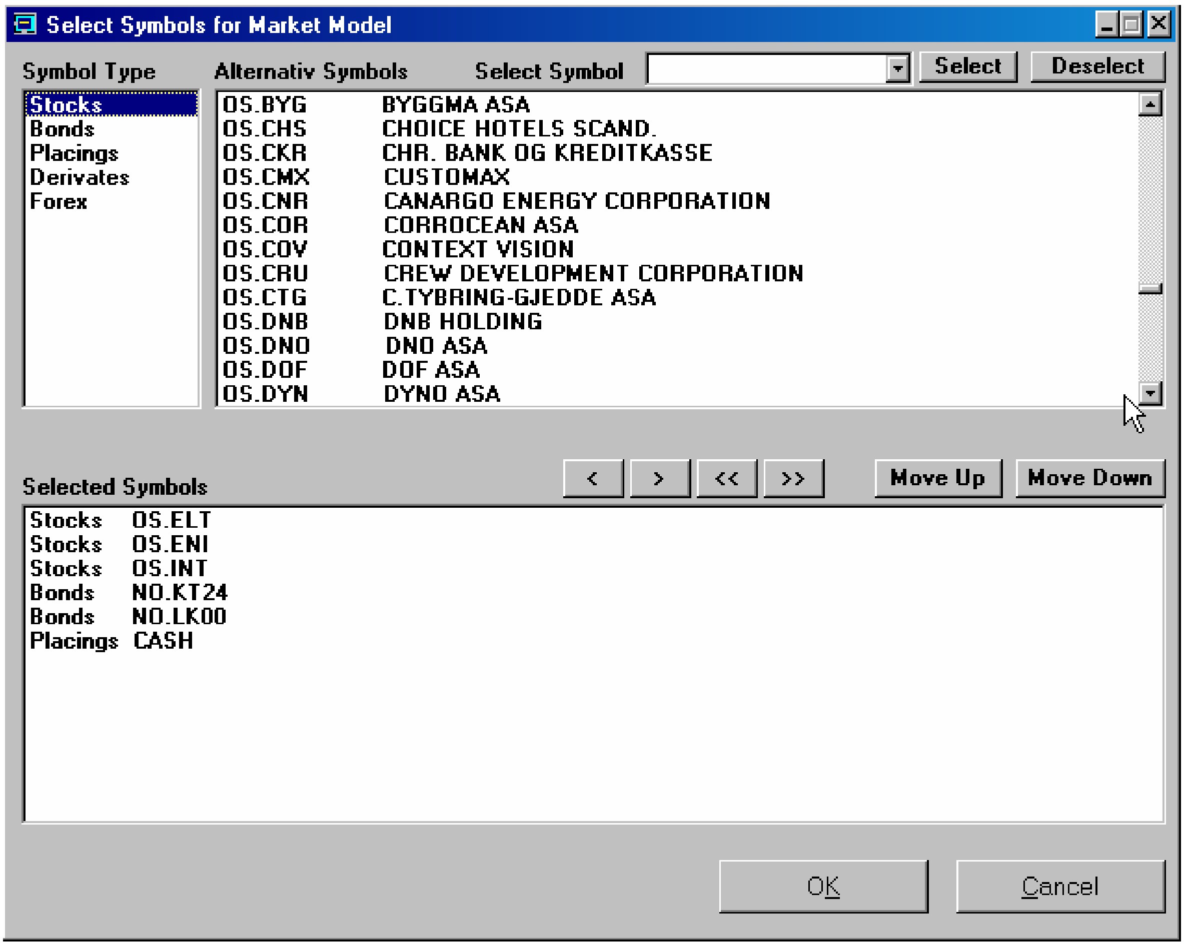
The aim of this is that several investors have the same percentage distribution in different securities, as well as the manager having an overview of what must be done so that the investors fulfil the market model.
All calculations of transactions that must be carried out are found in the *Block* window as described in Stocks/Bonds.

Market Model
Here you specify the name of the model you want to register, or fetch an existing one from the list.
Market Model must then be put on the address to all the investors who are going to belong to that model.

Click on New to blank out the fields on the screen, in order to register a new *Market Model*.

Click on Delete to remove the registered *Market Model*.

Click here to specify which security is to be included in the selected *Market Model*.
The window with the inserted securities then appears:



You first choose to which model you want to add securities from *Symbol Type*.
Under the securities list, you select the securities you want to add to in the model, and click on the  button.

If you want to delete any securities from the Selected Symbols, you select them and click on the < button.

Click Move Up and Move Down to alter the position of the security in the *Selected Symbols* list.

In order for the block calculation to function, Tazett-Money MUST be installed.
You must then also select a portfolio from Tazett-Money, which is going to be included in the calculation.
It can be practical to register CASH or MONEY as portfolio concepts in the investment accounts in Money.

The example on the previous page shows a model that consists of 3 stock securities, 2 bonds securities and cash.

Select

If the list of securities is long, you can enter the code for the security in Select Symbol, and then click on Select to choose it, or Deselect to cancel the choice.

OK

Click here to save the selected securities, and exit.

Cancel

Click here to close without saving the selected securities.

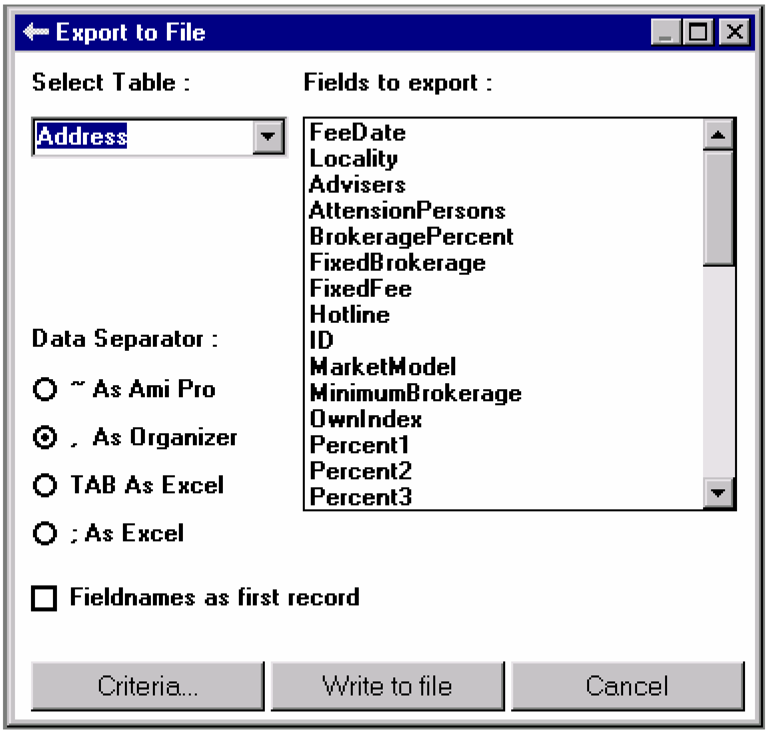
You must click on this button in order for the system to find out what percentage one should have in each security.
The columns *Original Rate* and *Original Percent* are the values that one started with when the model portfolio was created.
As the rate changes the percentages must be adjusted in order that the total value may remain constant.
If the rate for a security has doubled since the beginning, then the percentage value for the company has also increased. This results in the *Percent Weight* for the security needing to be adjusted downwards, so that the total value is the same.
When you fetch the *Market Model*, the market rate for all the securities will be inserted in the *Market Rate* column.
The only thing one then needs to do, is to update the market rates, fetch the Market Model, and click on OK to save.

Total Percent
The Total Percent in the *Market Model*. Normally this will be 100%, but you can define a *Market Model* that is less than 100 percent.
The calculation is then based on the fact that one also has other securities in the portfolio than those that are in the *Market Model*.

Click here to save the *Market Model*, and exit.

Click here to finish without saving anything.

Export to file:



In this window you can export all data that is accessible in the address module.
This data can then be fetched by another program that reads ASCII files.
An ASCII file is a data file that consists of text only and that one can view by using the Windows program Notepad from the Windows menu.
To export data from the system you must carry out the following points:

1. Select from which register (table) you are going to export data by clicking on the down arrow in the **Select Table** field, and then clicking on the table you want.

2. In the list **Fields to Export**, you click on the data fields that you want to export.

3. In the option for data separator you click on the separator you want between the data fields. This depends on the program you want to transfer data to.
   If you want to transfer data to a spreadsheet, you select TAB As Excel. If you want to transfer to Lotus Organizer, you choose As Organizer. If it is a DOS program, it usually fetches data as, As Organizer or; As Excel. If the program you are exporting to can fetch the file format CSV, as most of the Lotus applications can, you select; As Excel.

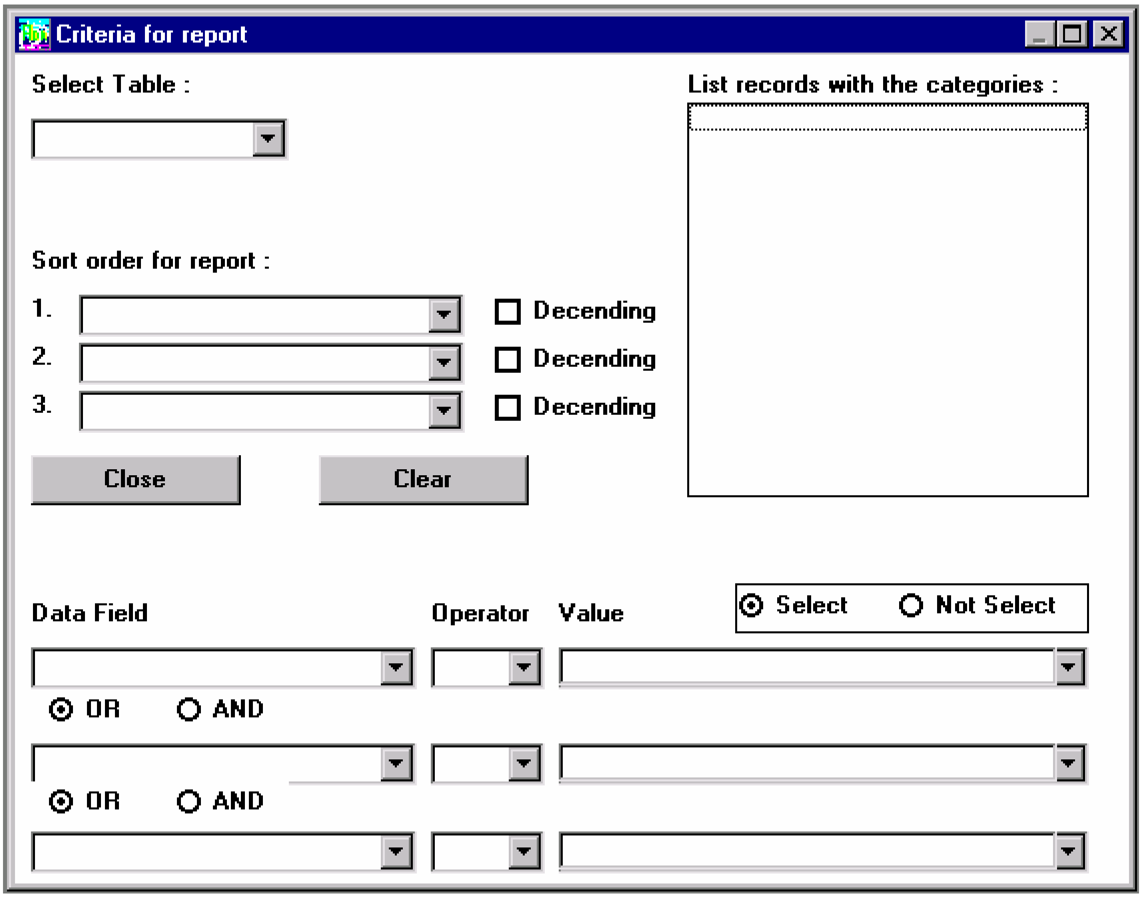
4. If you want the file to have the names of the data fields, you click on Fieldnames as first record.

5. Press on *Criteria* to select the records that are to be exported. It is important that this corresponds to the table choice in *Export to File* and *Criteria*.

6. Press on the *Write to file* button to export the data to the ASCII file. In the dialogue box that appears, you enter the name of the file you want to export to. You can well use the standard name ADDRESS.CSV as file name. Normal extensions in ASCII files are TXT and CSV.

Press Cancel to close.

Criteria:



In this window you decide what records are to be selected for the different purposes.

You can only set criteria for the data from one table at a time. The window consists of five parts that are described below:

Table
The tables that you can set criteria for are brought up by clicking on the down arrow in the **Select Table** field.
The table that you are going to set criteria for is dependent on what report you want to set criteria for, from what table you want to export data, or in which table you want to delete data.
If you want to set criteria for a report, the choice of table depends on which report has been selected. If you want to delete data from the base, or export data, then this depends on what registration window one refers to.

Below is a summary of which table the various reports fetch data from, and in which window the table data is registered:

Report
Table
Window for registration

Address list
Address
Maintain Addresses

Telephone list
Address
Maintain Addresses

Memos
Memo
Memos (from Address)

Address Labels
Address
Maintain Addresses

Category list
Category
Maintain Category

Currency list
Currency2
Maintain Currency

Portfolios
Portfolio
Maintain Portfolio

Categories
Category
Maintain Category

Follow Up
Memo
Maintain Addresses

Owner List
Address
Maintain Addresses

Adviser List
Address
Maintain Addresses

Owner List
Address
Maintain Addresses

Additional Info
Address
Maintain Addresses

Multi Report
Future report
Future report

Criteria Selection:

As soon as you have selected the right table, you can bring up the table's data fields in the window's combo box.

The bottom three lines in the window represent the criteria selection area itself.
You can insert three different criteria selections for which records to be included.
The criteria selections can be combined with either OR or AND.
The bottom two criteria lines will be considered as a unit before the first criteria line is considered. This can be used to express the formula:
Date Field1=Value1 AND (Date Field2=Value2 OR Date Field3=Value3).
As we see the system will automatically put brackets around the last two criteria selections if all three are used.

A criteria selection consists of a data field, an operator and a value.
To select a data field, you click on the down arrow in the **Data Field** field in the first criteria selection, and thereafter on the required data field. The data field's name is the same as the field's name in the windows where they have been registered, but without the space. If you cannot remember what the various data fields are, you can either look in the description for registration of data in the various windows, or you can go into the registration window and look at the records that have been registered.
An example of a data field is a **Short Code** from the address window. This will appear in the **Short Code** list.
The reason that the data fields from the base do not have a hyphen is that the database does not permit it.

Once one has selected the data field, you must select the operator.
You bring up the different operators by clicking on the down arrow in the **Operator** field.
The operator tells us whether the data field is to be greater, smaller, equal to or be like a particular value.

When you have selected operator, you enter the value that the data field is to be greater than, less than or the same as. If you use the 'Like' operator to determine that a value is to begin with A, then you enter A* in the value field.

If it requires several lines to describe the selection criteria, then you can use line 2 and 3, and choose whether the criteria lines are to be put together with OR or AND.

Sorting Order

Here you select the data field that the report or the exporting of data is to be sorted according to. Line 1 is the first order sorting, line 2 the second order sorting and line 3 the third order sorting.
The 2nd order sorting is used if the value in the field for the 1st order sorting is the same for several records, and 3rd order sorting is used if the value for the 2nd order sorting is the same for several records.

The option boxes behind the various sort orders determine whether the sorting is to be ascending or descending. If you click in the box to set a cross, the records will be sorted in descending order. Otherwise it will be ascending.

Example

If a number of addresses have been added that have the name Hansen, and Name is set as 1st order sorting, then it will be necessary with 2nd order sorting.
If then the field in the 2nd order sorting is set to **Address City**, and several Hansens live in the same place, then it is necessary with 3rd order sorting. If then the 3rd order sorting is set like **ShortCode**, the sorting order for all the records will be decided based on the fact that the **ShortCode** is unique.

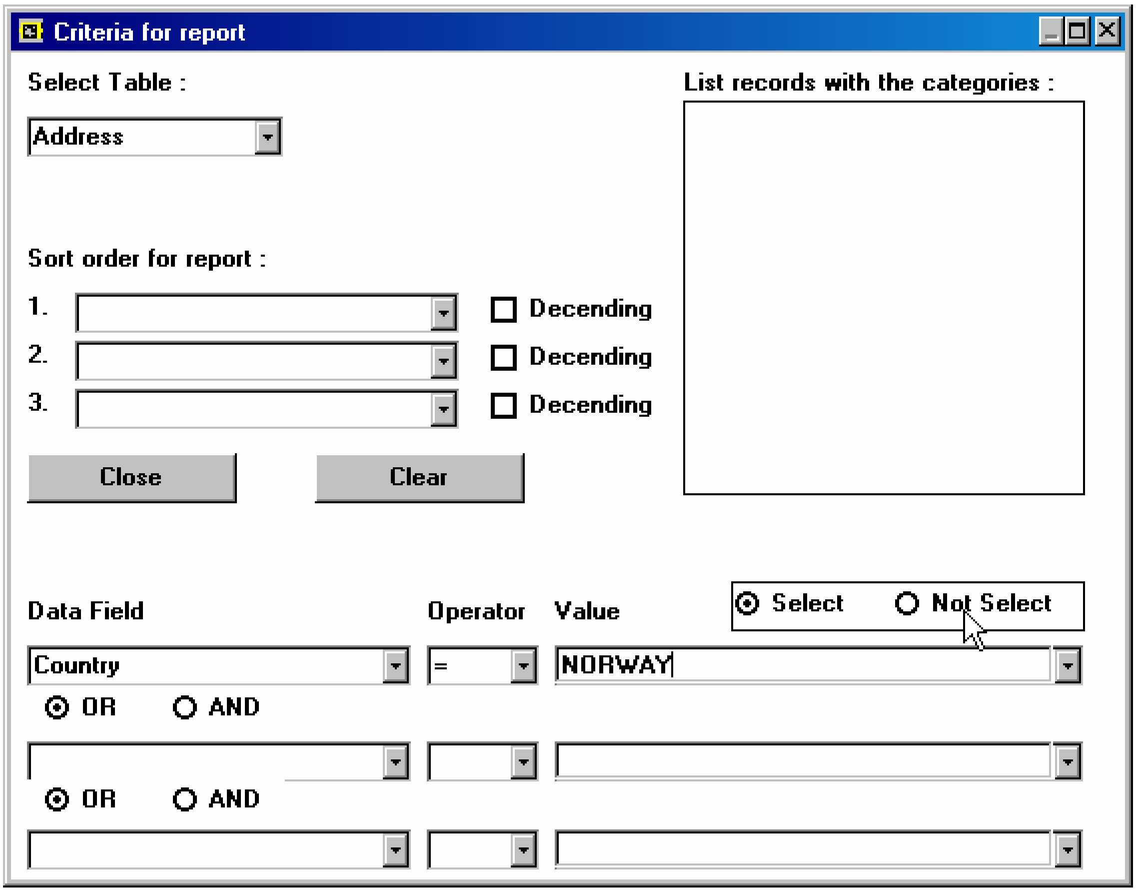
Including records with category

In the **List records with the categories** list, you click on the categories that the address records or memo records must be of in order for them to be included.
If the address record or the memo records have a category that corresponds to at least one of the highlighted categories, it will be

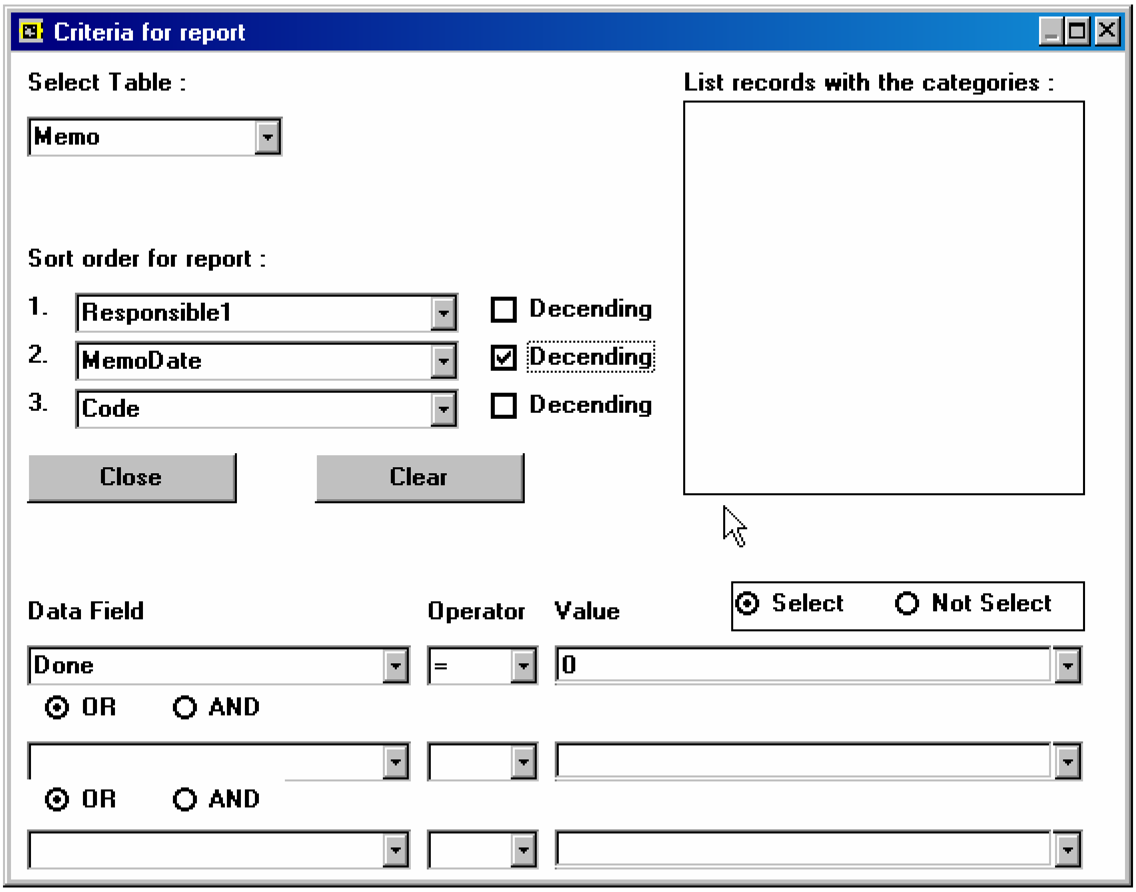
included, if the remaining criteria agree with the record.
Note that it is only the reports that make use of the Address and Memo table that use the category selections.

Select/Not Select
In the field you decide if the criteria settings you have chosen are for records that are going to be chosen, or if they are records that are NOT going to be chosen.
Then you click on **Select** if the are to be selected, and **Not Select** if they are not to be selected.

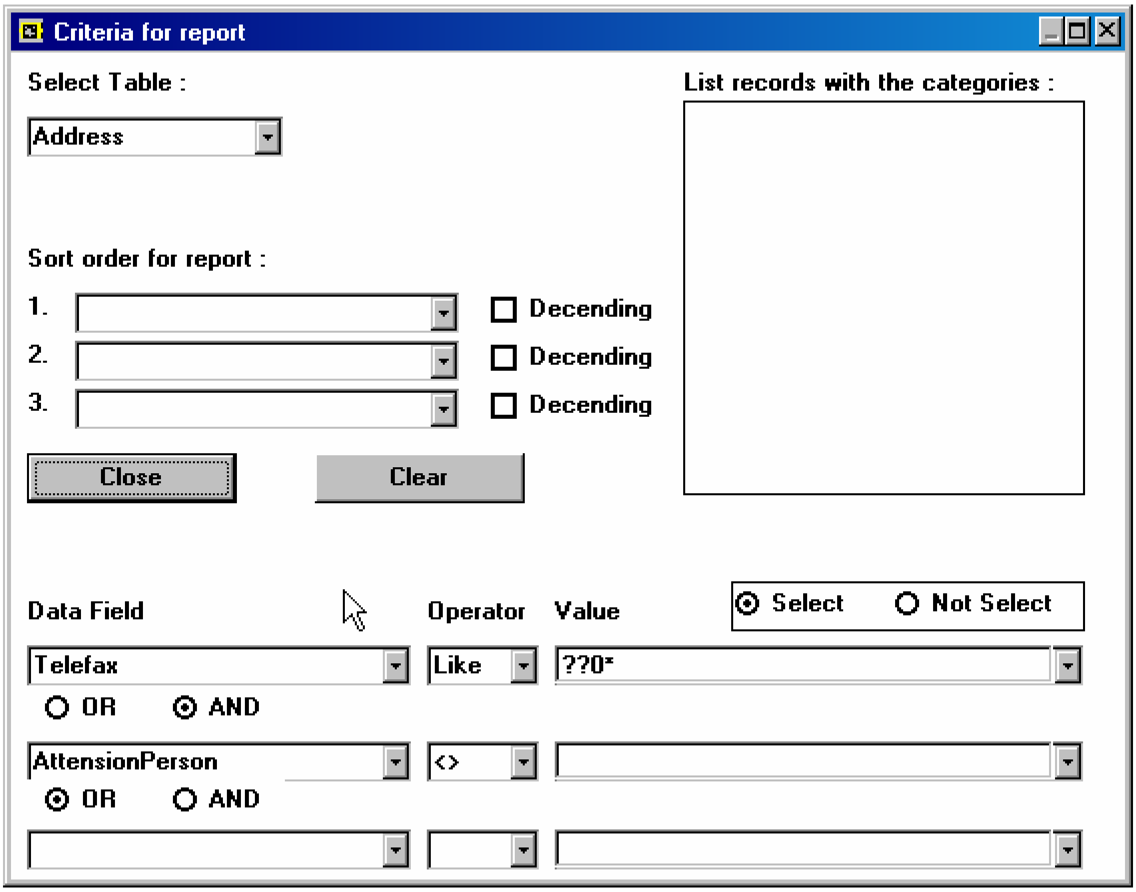
Examples of criteria settings
A list is required of all registered addresses in Norway:
Since this is an address list, we see from the table below that **Select Table** must be set to Address. We see that the only criterion is that the address is in Norway, and that we only need one criteria selection. **Data Field** is set to Country, the Operator is set like =, and the value field is set to Norway. This is as shown below:



A list is required of memos from before 1/1/2001 that have not been acted upon. The responsible person is Hansen or the responsible person begins with Olsen.
The list is to be sorted according to responsible person first, then in respect to memo date descending (latest memo first), and then in respect to the short code of the firm linked to the memo.
The first thing we do is to set **Select Table** to Memo.
As we see here, there are three criteria for the records that are to be included. We therefore need to use all three criteria selections. We choose the 1st, 2nd and 3 rd order sorting to be respectively Responsible, Memo Date and Code.
We click on **Descending** behind Memo Date because it was to be sorted in descending order.
The result of this will be as in the window below:



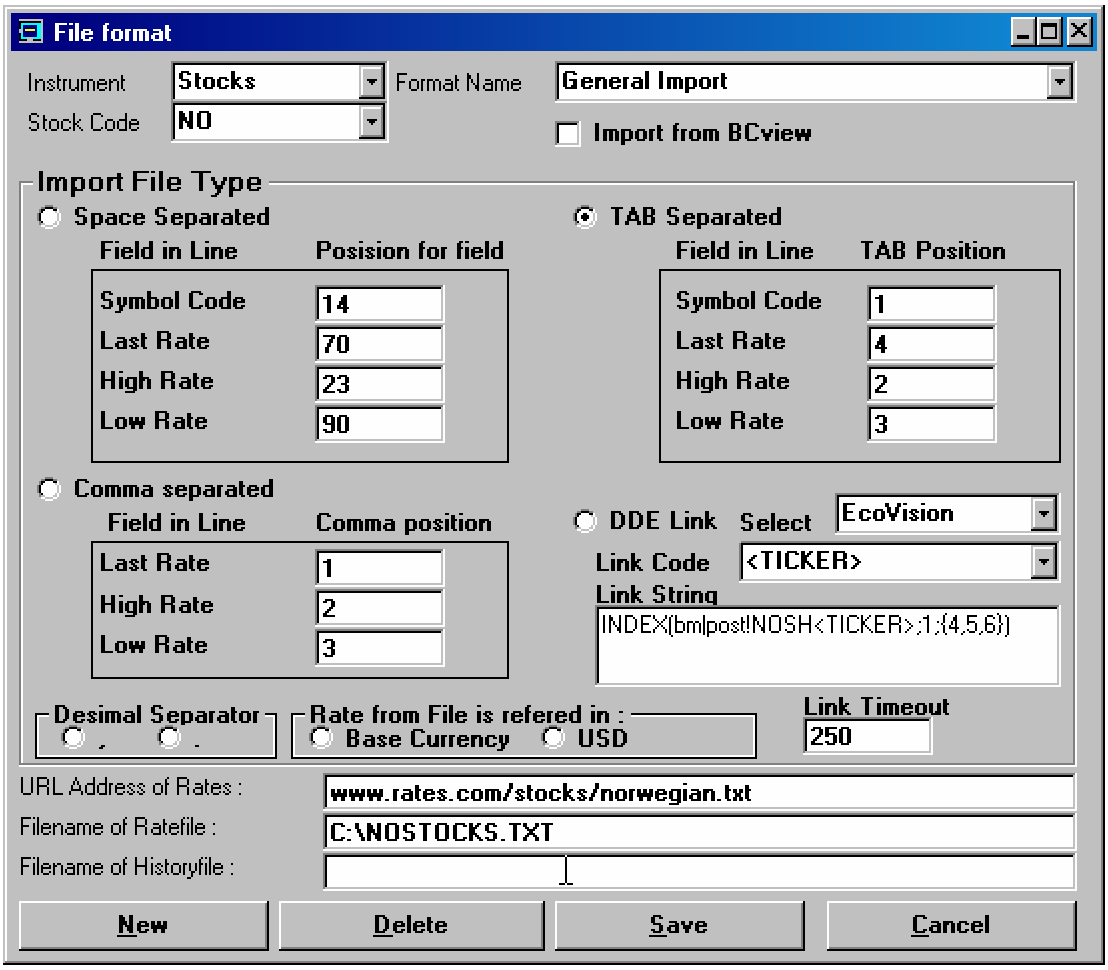
In the third example we want a telephone list for all banks and computer companies in Norway where the fax number's third digit is 0, and that in addition has a contact person. The whole example is to be sorted by postal address and then by telephone number. Note that it is possible to sort by postal address even though this isn't shown in Telephone list. The settings in **Criteria** will be as shown below:



As we see, the symbol ? is used to replace a symbol that we do not know in the Value field in the first criteria selection.

Select File Format

Use menu Options, Select File format:



This window is common for all the Tazett systems.
Here you set how all types of rates are to be fetched in the system.
With the selection *All File formats* in *History*, all these formats will be updated.

Instrument
Here you select which module you wish to save rates for.

Format Name
Here you specify the name of the format you want to save.
This name must be unique.

Stock Code
If the text file you are going to fetch does not contain stock market code in the beginning of the security code, as it is in Tazett, you have to here register the stock exchange code that is to be added to the code when importing.
Example: In Tazett there is the security NO.NHY.
A text file has a line with the code NHY.
In order for the system to understand that it is the same code, you have to specify NO in the *Stock Code* field.

The Stock Code is to be blank when registering currency format.

Cross off here if the import format is from a BC View file.

Import File Type
There are four different methods for fetching rates into the system. Three of the methods are based on the rates being fetched from an ASCII data file that is stored on hard disk or floppy disk, and the forth method is based on the machine being able to exchange rates using Dynamic Data Exchange (DDE).
To use DDE, you must be connected to systems such as Falcon's, Reuter or the Telerates link system.
ASCII data files are data files that consist only of the normal symbols we see on the keyboard. On these ASCII files all the rates are systematically stored under one another on each line.
Common to all three ASCII settings is that the order of the fields on each line is as follows:

TICKER	LASTRATE	HIGHRATE	LOWRATE

LASTRATE is the rate that is to be fetched down.
The aim of the set-up in this window is to decide how the various fields in the currency lines are compiled.
The ASCII files can be obtained by someone who has access to DDE, which with the aid of special programs can produce these ASCII files.

The most normal way of getting hold of the ASCII files is via the Internet.
You must then fill out a file name on the Internet in the *URL Address of Rates* field.
Below is a description of the different importing methods.

Space Separated
If you have an ASCII file where the fields are separated from one another by a fixed number of spaces, you click on Space Separated. You then have to specify at which position in the file the different fields start.

Ticker Code:	Position in the line for the Ticker code field.
Last Rate:	Position in the line for the Last Rate field.
High Rate:	Position in the line for the High Rate field.
Low Rate:	Position in the line for the Low Rate field.

Example:
```
0000000001111111111222222222233333
1234567890123456789012345678901234
SEK        96,50      96,70      96,30
USD         6,60       6,72       6,54
^      ^          ^          ^
```
Symbol: 1 Last Rate: 08 High Rate: 18 Low Rate: 28

As we see, the position is specified as symbols BEFORE the numbers begin, just in case some have a rate with many digits.

Comma Separated
If you have an ASCII file where the fields are separated with a comma symbol, you click on Comma Separated. You must then enter the comma number after which the fields Last Rate, High Rate and Low Rate come:

Example:
SEK,96.50,96.70,96.30
USD,6.60,6.72,6.54
Last Rate: 1 High Rate: 2 Low Rate: 3

As we see, this file format must start with the code for security/currency. The comma symbol MUST be a full stop in such file formats.

TAB Separated
If you have an ASCII file where the fields are separated from one another with the TAB symbol (tabulator, ASCII symbol 9), you quite simply specify in which TAB position the relevant field is. If this follows the pattern above, the order will be 1 on Ticker, 2 on Last Rate, 3 on High Rate and 3 on Low Rate.

DDE Link
If you run an application which is connected to Reuter, Telerate, Falcon or other rate updating systems, you can get the rate updated in the system automatically by selecting DDE.
<u>If you cannot find your rate feeder in Stocks/Bonds</u>, you can use the fields below to set up a special formula for the DDE link.
If the DDE format is quite like an existing system, you can choose this from the combo box in the *Select* field.
Immediately you have clicked on your link application, the fields *Topic* and *Item* will be filled out with default values.
<u>In Stocks/Bonds, you must choose *User Defined* to use these settings.</u>

Topic
Here you enter the application name for your DDE application, as well as the subgroup within the application. Separate the application name and the subgroup with the '|' symbol which you can find at the top left side of your keyboard. This can for example be Excel

Item
Here you enter the field name for the field within the application where the stock rate to the ticker is to be fetched from. The line must contain a word from the Link Code list, such as the word <TICKER>. <TICKER> will be replaced with the currency/security code for which you are going to fetch the rate in the application.

The comma separator in the rate fields from the ASCII file can be the American full stop (.) or comma (,). Click on the correct value.

Link String

Here comes the finished *Link String* formula that can be altered manually.

Rate from File is referred in

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

Link Timeout

If the DDE system does not have access to the DDE link values that are being asked about, the system will wait for a response from the DDE system for a number of mille-seconds, which is specified here. The standard is 250 ms, which corresponds to ¼ second.
If you have a slow DDE connection, you can try to increase this value.

URL Address of Rates:

Here you enter the file name of the rate file from the Internet.
If you find a text file on the Internet, WITHOUT html code that it is possible to import to Tazett, you can copy the address from the net browser, and paste it in here.

If you have indicated on the file format a file name in this field, the system will automatically connect to the Internet to download the file when you choose to import from the file format in *History*, or select the function *All File formats*.

File name of Rate file:

Here you must specify a file name that there is on the ASCII file to be imported. If the file is to be fetched from the Internet, it will be saved locally with this file name.

File name of History file:

Here you must specify a file name that there is on the history file to be imported. If you have specified a valid file here, all the other fields will be unimportant. This is a database file that is distributed by the supplier of Tazett.

If you want to look at your ASCII file with the rates, to find out about the format, you can do the following:

* Select the Start button, choose Run.
* Enter NOTEPAD in the field, and click OK
* Scroll to the folder where the ASCII file is stored; click on the file and then on OK.

Click here to register a new, blank import set.

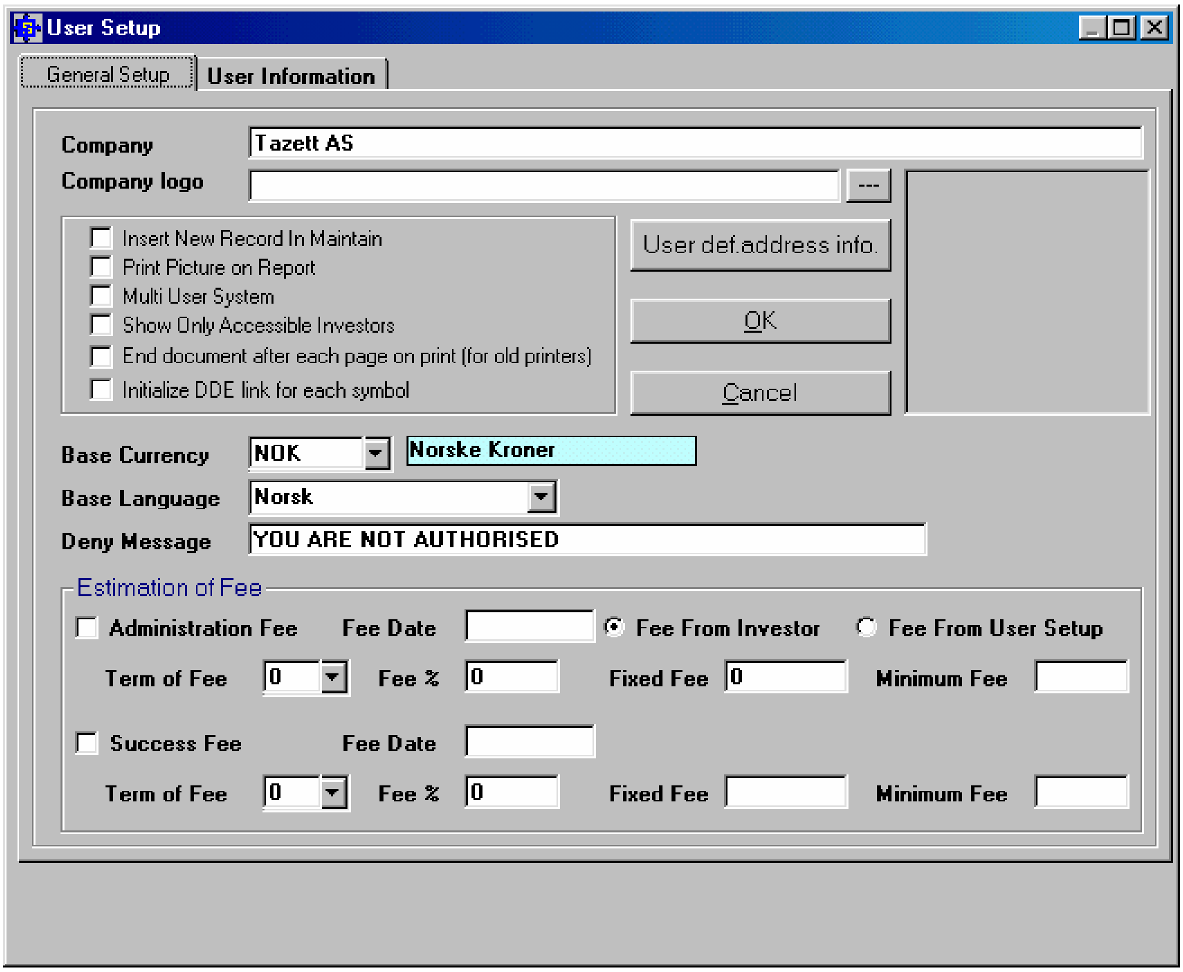
Click here to delete the selected import set.

Click here to save the imported set. This must be done to save the changes

Click here to close without saving.

User Set-up

Use the Menu Options, General Set-up… :



Fixed data (general set-up) contains the following fields:

Company
Here you enter the name of your own company. This will appear on all reports in the TAZETTA systems.

Company Logo
Here you have the possibility to insert a logo on all the reports. First you must have created your logo on a BMP file. This is the most usual format in Windows.
When the BMP file has been saved you can quite simply click on the  button, and choose the file in the window that appears. The logo will appear on all reports that have not selected their own logo.

Insert New Record
Here you choose whether a new record is to automatically appear or not in the Memo window when it is fetched from the address window.

Print Picture on Report
Here you choose whether the logo is to appear on the printouts.
NB: If you select this (cross off in the box), the report will take much longer to print, since graphics contain a lot more information. Some older printers will also have problems with printing graphics.

Multi User System
Security measures have been added in the Tazett systems, which prevent those that do not have access from getting into the systems. If you cross off here, you make the system a multi user system, with user name and password. You can also determine the user level for the various users who are approved by the system. If you have altered this option, and you click on the OK button, you must log in to the system with the USERNAME as SYSTEM, with the password to SYSTEM. The password to the SYSTEM user is only to be known by one person, who then is responsible for adding and removing users (this can only be performed by SYSTEM).

Show Only Accessible Investors
This option activates the user controlled investor access.
You must run *Multi User* to make this option take effect.
In *Maintain Addresses* you must select which *Advisers* (Users) are to have access to the various addresses with the option *Choose Advisers*.
Users are added under *User Information.*
Only SYSTEM can alter Adviser information.

End document after each page on print (for old printers)
If the printer you are printing on has too little memory, you ought to activate this option.

Initiate DDE link for each symbol
If when fetching rates with the aid of DDE you are required to initialise DDE for every rate you fetch, then you must cross off here. This applies for example to some versions of Reuters.

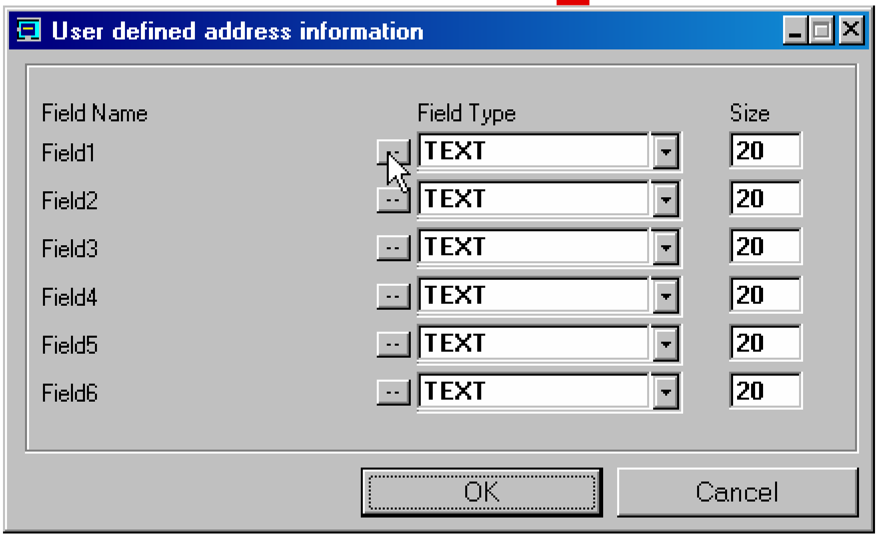
Insert number as short code
This option makes the code in Tazett-Fund automatically set for new unit holders.

Base Currency
Here you enter the currency that all the Tazett systems are to work against. All the rates for the currency units in the currency register (Currency) must be specified in this currency.

Base Language
Here you choose the language that all the reports in the Tazett systems are to have. This applies primarily to the standard reports. By clicking on the combo box you are presented with the languages that are installed.

Deny Message
If a user attempts to access a function that the person does not have admission to, the message from this field will be shown to the user.

Click here to come to the definition window for user defined address fields.



Field Name
To alter the field name to one of the user defined fields, you click on the button for the field you want to alter.
Specify the field name ONLY with numbers and letters (no space).

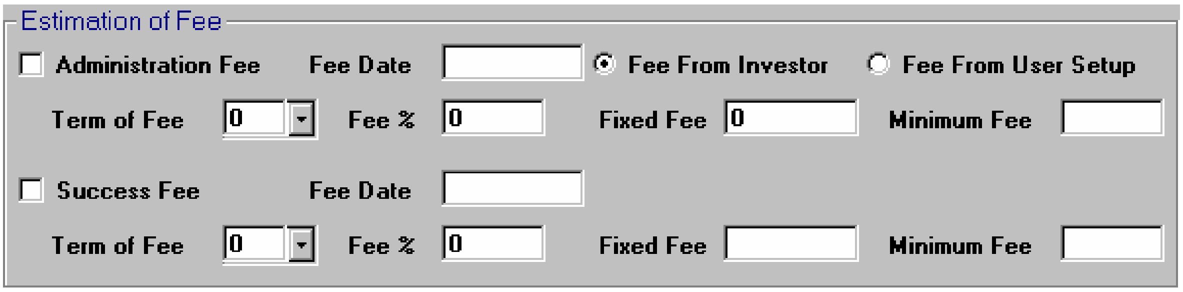
Field Type
Choose the field type from the list box under *Field Type*.
TEXT is a text field.
DOUBLE is a number with decimals.
INTEGER is whole numbers up to +-65.535 without decimals.
DATE is a date field
LONG is whole numbers up to +-2.147.483.647 without decimals.

Size
Here you enter the number of positions you want the field to consist of.
The maximum value is 255. Only TEXT fields need Size.

Click here to update the fields on the address window with the new values.
If some of the fields have changed value, the system will go through all the existing records to convert all the records.

Click here to break off making the changes and close.

Calculation of fees in Stocks and Bonds



The fields above are used in connection with general calculation of Administration Fee and Success Fee for all investors.
A description of the fields is to be found under Maintain Addresses.

User Information

Below is a description of the multi user system functions:

Users
This list shows a list of all the users installed in the system.

User Functions
You can make detailed selections from this list about which options the user has access to. By default the new user has access to all functions, but limited by level in *User Level*.

New User button
Press on this button to add a new user to the system.
Only SYSTEM users can add new ones.

You must enter the following regarding the new user:

User Code:	A code for the user name of the user, use capital letters, and only letters and numbers in the user name. Max 20 characters.
User's Name:	Here you enter the user's private name such as Ola Normann. Max 50 characters.
Password:	The user's password. The user enters this

himself or herself, without anyone else seeing. Avoid using system name or personal names as password. The password should be altered frequently. You can use letters, numbers and the codes over the row of numbers on the keyboard.

Password again: The user must enter the same password again as a check.

Level: The level for user. There are 5 possibilities:
1: Back office (All rights)
10: Front office (Approved not allowed)
20: Controller (View records, not change)
30: Reports only (Save Report allowed)
40: Reports only (Save Report not allowed)

Delete User button
Press on this button to remove a user from the system.
Only SYSTEM users can remove users. You must first select user from the *Users* list.

Change Password Button
Press on this button to alter the password.
You must enter the following to alter the password:

User name: A code for the user's user name, use capital letters, and only letters and numbers in the user name. Max 20 characters.
You will ONLY be asked about user if you have logged on as SYSTEM. This enables the system to alter the password on all users (if they have forgotten the password).

Old password: The user' s old password.

New password: The user' s new password

New password again: The user's new password again as a check.

Click here to save the settings for the selected user. If you choose a new user from the User list WITHOUT saving, the changes will disappear.

Report Description:

Menu Reports w/submenus

Favourites
Here you can save the most commonly used reports that you have defined yourself.

Address List
List of all who are registered in the address register. Contains the columns: Code, Firm/Name, Street address, Post box, Place address, Contact person and Country

Telephone List
Telephone list. Contains the columns: Code, Firm/Name, Contact person, Telephone and Telefax.

Memos
List of jobs. Contains the columns: Firm/Name, Memo date, Memo text, Responsible1, Responsible 2, Responsible 3, Recipient, End date and Done.

Address Labels
Prints all addresses as labels.

Category List
Shows which categories each of the individual addresses are linked to.
Contains the columns: Code, Firm/Name and Category

Currency List
All currencies in a list.
Contains the columns: Unit, Name, Rate, Dividend and Weight.

Address Info
Address information. User defined fields of user.

Market Model

List of market models.

Portfolios
Portfolio list. Shows the various portfolio codes and a description of each portfolio.

Categories
List of categories. Shows how many addresses are linked to each category.

Follow up
Contains the columns: Follow up, Firm/Name, Contact, Code, Resp. 2/3, Telephone, Category, Memo text, Resp. 1, OK and Memo date.

Owner List
Owner relationship.
Shows who owns a company and how great the owner's share is (in percent).

Adviser List
Contains the columns: Code, Name and Adviser.

Additional Info
Detailed information about an address.
Contains the columns: Code, Name, Address Type, Investment account, Bank account, VPS account, Opening date, End date, Brokerage, Minimum brokerage, Fee date, Fee %, Minimum fee and Market model.

Multi Report
This report takes care of all registered reports from the report generator.