

REFINITIV WORKSPACE

OFFICE 365 ADD-IN FAQ

What content sets are available?

Extensive data sets are available from a wide range of trusted sources, with multi-asset content that includes:

- global pricing data (intra-day and end-of-day)
- company fundamentals (including Environmental, Social and Governance data, and private company data)
- estimates, funds, indices, forex, fixed income, commodities, and derivatives.

Can I be signed into Workspace (for Desktop or Web), and Office 365 at the same time?

Yes. You can be signed into Workspace for Web and Office 365 in the same browser window.

We are currently working on supporting sign in to both Workspace for Desktop and Office 365 (in Chrome) concurrently.

Can I share workbooks with other Workspace users?

Yes. Other Workspace users with the Office 365 Add-in can open, edit and refresh your shared workbooks.

Keep in mind that data requests will not be available for other users to edit or refresh if they don't have access to Workspace.

How do I edit a request itself?

You can edit a request in 2 ways:

1. click the cell with a request, Add data items, and, to submit the changes, click:
 - **Enter** (Windows) or
 - **Return** (macOS).
2. click the cell with a request, the task pane is populated and picks up the request – you can make changes in the task pane. When you've finished, click **Update**, next to the request, at the top of the task pane.

How do I separate data items and identifiers in the request?

The only separator that we currently support for data items within the same parameter in the Office 365 Add-in is:

“;” - =RDP.DATA("IBM.N;VOD.L", "TR.Revenue")

How do I refresh the request to see the latest values?

There is a **Refresh** button in the ribbon that refresh the requests in the workbook, worksheet, or in a particular cell.

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Can I reference any RIC code, field, or parameter (for example, dates) in requests?

Yes. There are icons to the right of the entry boxes, so you can cell reference a RIC, a set of RICs, or field/s (including fields with parameters), such as:

```
TR.RevenueActValue(period=FY0 scale=6 curn=USD)
```

For parameters, such as dates, there is an option in the parameter dropdown to select Cell referencing. If you make any changes to the cells that are cell referenced, the function will be updated automatically.

How would I show the dates against the values for a time series request?

In the **Layout** section, select **Date** in the Row headers, and Fields and Instruments in the Column headers.

Note: you can drag the **Instrument** option from the Row to the Column header.

Are my Watchlists available to use in Office 365?

Yes. You can type their name/code in the **Instrument** section of the task pane.

Is the Screener available to evaluate different scenarios?

Not directly. You can run the Screener in Workspace (for Desktop or Web), save the list of stocks, and then select this list in the Instrument section of the task pane.

Or, if you're familiar with the syntax of the Workspace Add-ins, you can cell reference a formula for a set of peers (in this example, for AT&T) using the SCREEN function, in the **Instrument** field:

```
=RDP.DATA("SCREEN(U(IN(Peers(T))), , IN(TR.TRBCEconSectorCode, 58), TOP(TR.CompanyMarketCap, 10, number), CURN=USD)", "TR.TRBCEconSectorCode; TR.CompanyMarketCap", "CH:Fd RH:In")
```

Does the task pane support parameters for individual fields?

No. Currently, the Office 365 Add-in does not support complex functions with parameters for individual fields. Custom function does support parameters applied to all the fields.

Can I submit my feedback?

To submit your feedback about the Refinitiv Workspace Office 365 Add-in, click the **Feedback** button in the ribbon. This opens a new tab in your browser, where you can Add details and submit your feedback.