






If you need to transfer large amounts of data from Datastream once or on a regular basis for the same series, use the **Request Table** template built into **Datastream-AFO**, Excel Add-In component of Datastream. To perform a Time Series search using Request Table, follow these steps:

1. Open Excel. In Office 2007, click on the **Add-Ins** tab, then select **Datastream-AFO > Request Table > New Request Table**.
2. In a new window select Yes or No. Select location if you choose to save your Request Table.
3. Enter designation at top of each column. To add designation, click on the column label. Your selection will appear in the top cell of each column (except for the Data Destination column). To add designation to more than one row in each column, first place your cursor in the empty cell of the selected row, and then click on the column label.



Enter designations respectively as follows:

- In **Update** column – select **YES**
 - In **Request Type** column – select **TSL** (Time Series List –this selection lets you add securities and user-created lists in the same search)
NOTE: Other Request Type formats: **S** – Static request, **TS** – Time Series request, **CAF** – Company Accounts Formats request, **CH** – charts.
 - In **Format** column –click the check boxes in the pop-up window: **Row Titles**, **Column Titles**, and **Headings**. Alternatively, you can just enter **HRC** in the top cell.
 - In **Series Lookup** column – add securities by any or by a combination of the following methods:
 - Click the **Series Navigator**  button to select securities; you can add multiple securities; multiple securities are separated by comma; or select multiple securities on the Navigator result page and then click on the **Use Selected** link which appears in the **Name** box on the right after you checkmark any box on the list.
 - Click the **List Picker**  button to add previously created list either local or the list saved in Datastream Services
 - Create a new list in Excel using the **List Wizard** from **Datastream-AFO > Tools > List Wizard**. Or select **Datastream-AFO > Tools > Create List (from range)**. With the latter option, you can create and save a DS list from your list of tickers (without DS prefixes) in Excel spreadsheet. You can also use List Wizard to add the previously saved lists.
 - Cut and paste your own list of securities with Datastream prefixes, e.g. U:GM
 - In **Datatype** column – leave the field blank for default selection (adjusted stock price), or click the **Datatype Navigator**  button to select a different datatype or multiple datatypes.
 - In **Start Date-End Date** columns - enter the date range or enter the relative date, e.g. -1Y.
 - In **Freq** column - select frequency from the drop-down list.
NOTE: For definitions of available data formats, click the red arrow in the top right corner of label cells where available.
 - In **Data Destination** column - place the cursor in top empty cell. Click the **Data Destination** label. A pop-up **Create Destination Reference** window opens. **Important:** Do not close the window; just proceed.
 - a. Click on any cell where you want the results to appear, e.g. a new worksheet, or previously saved Excel file, or any cell on the active worksheet. The cell coordinates appear in the pop-up window.
 - b. Click **OK** on the pop-up window; the destination cell coordinates appear in the top cell of the **Data Destination** column.
3. Click the **Process Table** button. Requested data will populate your spreadsheet. If you use an unsaved worksheet, save the results as a file if you need to refresh data in the future.