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About this Document

Intended Readership

This document is intended for users of Thomson Reuters SDC Platinum.

In this Document

This user guide introduces SDC Platinum, a software application with web connection that is the industry standard for information on new issues, M&A, syndicated loans, private equity, project finance, poison pills, and more.

Feedback

For help with SDC Platinum, visit Thomson Reuters Customer Zone at https://customers.reuters.com/Home. You must register to use this site. Customer Zone is the online entry point to Thomson Reuters support and service functions, which include the following:

- **Contact Us**: A list of contact numbers and an electronic form to request support. Customer Zone sends an on-screen confirmation number and responds to your service request within 15 minutes. [https://customers.reuters.com/crmcontactus/support.asp](https://customers.reuters.com/crmcontactus/support.asp)
- **Alerts and Notifications**: Product change notifications and service alerts.
- **Community**: Archive of Thomson Reuters newsletters and customer events.

If your product is not in the Product drop-down when you go to Contact Us in Customer Zone, select Product not Found...Search More, type the product name, and then enter the remaining items.
Chapter 1  Overview

SDC Platinum is a software application with web connection that is the industry standard for information on new issues, M&A, syndicated loans, private equity, project finance, poison pills, and more. Backed by Thomson Reuters international team of expert analysts, SDC Platinum satisfies your need for a global reach from a local perspective.

The world’s foremost financial transactions database, SDC Platinum is your source for the most thorough and accurate account of the global financial marketplace. SDC Platinum provides users with a robust database for analyzing investment banking and deal trends, identifying comparable deals, monitoring deal activity, and generating industry-leading league tables and market-share analysis.

SDC Platinum Databases

• Global New Issues
• Mergers & Acquisitions
• Corporate Governance
• Corporate Restructuring
• VentureXpert
• Securities Trading
• Global Public Finance

Sample Sessions

You can best understand the range of SDC Platinum’s offerings by working through some sample sessions. These sessions take you through a defined workflow to illustrate the process of specifying databases and dates, selecting and executing search criteria, creating custom reports, and running analyses. This user guide includes these sample sessions:

• New Issues
• M&A
• Municipal
• Analysis

Client support and contact information

<table>
<thead>
<tr>
<th>Client services phone</th>
<th>1-888-989-8373</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client support e-mail</td>
<td><a href="mailto:Thomson-TRCSBangaloreTechnicalSupport@thomsonreuters.com">Thomson-TRCSBangaloreTechnicalSupport@thomsonreuters.com</a></td>
</tr>
<tr>
<td>Sales phone</td>
<td>1-800-782-5555</td>
</tr>
<tr>
<td>SDC website</td>
<td><a href="http://thomsonreuters.com/products_services/financial/financial_products/a-z/sdc/">http://thomsonreuters.com/products_services/financial/financial_products/a-z/sdc/</a></td>
</tr>
</tbody>
</table>
Get Started

Log into SDC Platinum
1. Double-click the SDC Platinum icon.
2. Click Login.
3. Enter your registered user initials and click OK. The SDC Bulletin Board opens.
4. Click OK.
5. If prompted, enter a project description, and click OK.

Select Database(s) and Dates

In the Database Selection window you choose which SDC Platinum database(s) you want to work with.
1. Click a tab to see a list of the databases in that group.
2. Select one or more databases.
3. Click OK.
4. Specify a range of dates in the Date Range window.

5. Click OK.

**Search Items**

After you select a database and date range, SDC Platinum opens the Main Session window and the Search Items window. The Main Session window is where you build, store, execute, and modify your requests. You can use the icons or drop-down menus to perform tasks related to your session.

The Main Session window includes buttons for common features such as starting a new session (New), saving a session (Save), cutting, and pasting. There are also buttons for the main SDC Platinum functions:

- **Search** - build a custom search
- **Report** - open a standard report
- **League** - open a standard league table
- **Analysis** - open a standard analysis
To begin building your search, click **Search** to see categorized lists of the most frequently searched items. If you want to see a list of every available data item, you can use the **All Items** tab.

### Main Session Window Features

<table>
<thead>
<tr>
<th>Session Window Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New" /></td>
<td>Start a new session</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save the current session</td>
</tr>
<tr>
<td><img src="image" alt="Wizards" /></td>
<td>Start a Wizard session</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut the selection</td>
</tr>
<tr>
<td>Session Window Button</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Copy</td>
<td>Copy the selection</td>
</tr>
<tr>
<td>Paste</td>
<td>Paste the cut or copied selection</td>
</tr>
<tr>
<td>Search</td>
<td>Begin to define search criteria</td>
</tr>
<tr>
<td>Report</td>
<td>Open a standard report</td>
</tr>
<tr>
<td>League</td>
<td>Open a standard league table</td>
</tr>
<tr>
<td>Analysis</td>
<td>Open a standard analysis</td>
</tr>
<tr>
<td>Up</td>
<td>Move the highlighted request up</td>
</tr>
<tr>
<td>Down</td>
<td>Move the highlighted request down</td>
</tr>
<tr>
<td>Use</td>
<td>Use an earlier request to perform another request</td>
</tr>
<tr>
<td>View</td>
<td>View results of the highlighted request</td>
</tr>
<tr>
<td>Execute</td>
<td>Execute your search, report, or league table requests</td>
</tr>
</tbody>
</table>
Chapter 2   New Issues Sample Session

For this sample session you enter search criteria and produce two reports. The first report is a standard list of software related IPOs in the U.S. Marketplace since 01/01/2008 where the percent change in stock price from offer date to present is 50% or greater. Using the results you produce a brief customized report and export it to Excel. You then produce a customized top 10 manager league table based on the number of issues book managed. You will also save the session for future use.

Session Requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Common Stock in the New Issues Database</td>
</tr>
<tr>
<td>2</td>
<td>Specify the offer date range 1/1/2008 to today</td>
</tr>
<tr>
<td>3</td>
<td>Select all IPOs</td>
</tr>
<tr>
<td>4</td>
<td>Select software companies, using all SIC codes</td>
</tr>
<tr>
<td>5</td>
<td>Select issues with 50% or greater change in offer price from issue date to today</td>
</tr>
<tr>
<td>6</td>
<td>Execute search criteria</td>
</tr>
<tr>
<td>7</td>
<td>Design a new custom report</td>
</tr>
<tr>
<td>8</td>
<td>Save report output to a spreadsheet</td>
</tr>
<tr>
<td>9</td>
<td>Print report output</td>
</tr>
<tr>
<td>10</td>
<td>Create a Managing Underwriters League Table</td>
</tr>
<tr>
<td>11</td>
<td>Save the session for future use</td>
</tr>
<tr>
<td>12</td>
<td>Load the saved session</td>
</tr>
</tbody>
</table>
Step 1: Select a New Issues Database

1. In the Database Selection window, select **Global New Issues Databases > Common Stock**.

   ![Database Selection Window]

2. Click OK.

Step 2: Specify the Offer Date Range

1. In **From** type 2008.
2. In **To** type Today.

3. Click OK.

**Note:** You can click ![Calendar Icon] to choose dates from a calendar or ![Relative Date Icon] to choose a relative date, such as **Today** or **Last Month**.
Step 3: Select IPOs

1. From the Search Items window Deal tab, double-click IPO Flag.
2. Accept the default, Select All IPOs.
3. Click OK.

Note: To see SDC’s definition of an item such as IPO Flag, highlight it and click Definition.

Step 4: Select Software Companies

In the Search Items window, you can select companies by criteria such as nation, industry, or SIC code.

1. From the Issue/Borrower tab, double click Issue/Borrower All SIC.
2. In the Find area, type software.

Note: You can type more than one word and specify AND (search for industries containing both words) or OR (those containing either word.)

3. Double-click Prepackaged Software and Computer and peripheral equipment and software.
4. Right-click and select Display Selected Items.
5. In the **Action** area, choose **Select** to include all issuers or borrowers with these SIC codes.

6. Click **OK**.

**Step 5: Select Issues with a 50% or Greater Change in Offer Price**

In the Search Items window, you can search for issues using criteria such as historical performance.

1. From the **Deal** tab, double-click **Percent Change Offer Price to Closing Price Yesterday**.
2. Replace **LO** with **50**. Keep **HI** as the upper bound.

   **Note:** For a range with no lower bound, such as "50% or lower", keep **LO** as the lower bound.

3. Click **OK**.
4. Click **Close**.
Chapter 2 New Issues Sample Session

Step 6: Execute Search Criteria

The Main Session window is where you build, store, execute, and modify your requests. You can use the icons, drop-down menus, or right-click menu to perform tasks related to your session (see "Main Session Window Features" on page 5).

SDC recommends that you execute search criteria, then enter and execute report criteria.

Click **Execute** or select **Session > Execute**.

The **Hits** column shows the number of transactions that meet your criteria. To modify a request after executing, double-click the search request and make the necessary changes in the window.

Step 7: Create a Custom Report

SDC Platinum offers a variety of brief and comprehensive standard reports. You can also create your own reports.

1. **Select Report > New Custom**.
2. **Select items as shown below.**
3. Click OK.

4. In the **Design Custom Report Format** window, you can click **Up** or **Down** to move an item or **Page** to insert a page break.

5. Click OK.

6. In the **Custom Report** area type the report name **Software** and click **Save**.

7. In **Report Options** you can enter additional descriptive titles. In the **Format** area, select **Columnar Grid**.

8. Click OK.

9. Click **Execute**.

You can click a column heading to sort by that column and click **F** to see the filing for an issue.
**Step 8: Save Report Output to a Spreadsheet**

SDC displays your report output in the Document Window. From there you can save your report to a text or Microsoft Excel file. SDC adds the file name to the custom report request description in the Main Session window.

1. Click **Save**.
2. Give the file a name.
3. Select an Excel file type.
4. Click **Save**.
Step 9: Print Report Output

You can print a report from the Document Window.

1. Click Print
2. Double-click a report to select it.
3. Click OK.

Step 10: Create a Managing Underwriters League Table

You can create league tables using a wide range of criteria.

1. Select League Table > New Custom > Express.
2. In Type of League Table, choose Managing Underwriters.
3. In Rank Basis, choose Number of Issues.
4. In Show Top, choose 10.
5. In Allocation Method, choose Equal to Each Bookrunner.

Note: Additional criteria are available in the Advanced and Sectors tabs.
6. Click OK.

7. Name the league table Software.

8. In Ranking Options > Titles and Options you can enter additional titles.

![Image of Ranking Options window with options and text]

9. Click OK.

**Note:** You can use the Save As tab to export your League Table data to an Excel or text file. During execution, your League Table data is downloaded to the file. The advantage to exporting your League Table data before you execute is that the Excel or text file becomes part of your session. If you modify and re-execute your session, the data in the file automatically gets updated.

### Step 11: Save your session

You can save a session for future use.

1. In the Main Session window, click Save.
2. In Session, type Software IPOs.
3. In Description, type Software IPOs.
4. In Comments, type U.S. Domestic Software IPOs where the Percent Change from Offer Price to Closing Price Yesterday was 50% or Greater. 01-01-01 - Present.
5. Click Save.
Step 12: Load a saved session

You can load any saved session, modify the criteria (for example, the offer date), and execute the new session. You can also load and use any saved session as is.

1. Select Session > Open Existing > Custom.
2. Choose the session you want to open.
3. Click Open.
Chapter 3  M&A Sample Session

For this sample session you produce a brief report for all Worldwide M&A transactions involving cable, radio, and television broadcasting companies as targets since 1/1/2008. The transactions must be completed and $500 million and greater. You then create a brief M&A report and export it to an Excel worksheet. Finally, you save the session.

Session Requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select US targets and non-US targets</td>
</tr>
<tr>
<td>2</td>
<td>Specify the date range 1/1/2008-today</td>
</tr>
<tr>
<td>3</td>
<td>Select the broadcasting industry</td>
</tr>
<tr>
<td>4</td>
<td>Specify a deal value</td>
</tr>
<tr>
<td>5</td>
<td>Select disclosed value mergers and acquisitions</td>
</tr>
<tr>
<td>6</td>
<td>Select completed transactions</td>
</tr>
<tr>
<td>7</td>
<td>Execute search criteria</td>
</tr>
<tr>
<td>8</td>
<td>Design a brief M&amp;A report</td>
</tr>
<tr>
<td>9</td>
<td>Save your session</td>
</tr>
</tbody>
</table>
Step 1: Select an M&A Database


2. Click OK.

Step 2: Specify an Announcement Date

1. In the Announcement Date window, From text box, type 1/1/2008.
2. Press Tab on your keyboard.
3. In the Announcement Date window To text box, type TODAY.
4. Click OK.

Note: You can click ☐ to choose dates from a calendar or ☐ to choose a relative date, such as Today or Last Month.
Step 3: Select the Broadcasting Industry

In this step, you select all broadcasting deals. You can select commonly used search items from the Search Items window; the All Items tab contains a list of all available data items.

1. From the Search Items window Company tab, double-click Target All SIC.
2. Click the Find down arrow and select OR, then in the Find field type cable radio television tv and press enter.
3. Double-click Radio broadcasting stations, Television broadcasting stations, and Cable and other pay television services.

4. Click OK.

Step 4: Select a Deal Value

1. From the Search Items window Deal tab, double-click Deal Value ($ Mil).
2. In the LO text box type 500, in the HI text box accept the default, HI.
3. Click OK.
Step 5: Select Disclosed Value Mergers and Acquisitions

1. From the Search Items windows Deal tab, double-click Deal Type.
2. Select Disclosed Value Mergers & Acquisitions.
3. Click OK.

Step 6: Select Completed Transactions

1. From the Search Items window Deal tab, double-click Deal Status.
2. Double-click Completed and Unconditional.
3. Click OK.
4. Click Close.
Step 7: Execute the Search

You entered all your search criteria and can now execute.

1. Click **Execute** or select **Session > Execute**. During the execution, the status window opens on top of the Main Session window.

2. When the Search Breakdown window appears, click **OK**.

The Main Session window **Hits** column shows the number of transactions that meet your criteria.

To modify a request after executing, double-click the search request and make the necessary changes in the window.
Step 8: Designing a Brief M&A Report

2. From the Express Report Items window check the data items as seen below:

   ![Express Report Items](image)

3. Click OK.

4. In the Design Custom Report Format window, the first row, Date Announced as shown here, will be the first column of your report with a width of 9 characters. Date Effective will be the second column and so on. Click OK to accept the placement of columns on the report.

5. Since the report is too wide to print, click Yes to return to design mode.

6. Select Transaction Value and click Page. Now your report will consist of two pages, the first with 7 columns of data, the second with 2 columns of data.

7. Click OK to accept the position of all data items on the report page.
8. In the Save Custom Report window, choose a directory in which to save your custom report. In the Custom Report text box type Brief M&A Report, and click Save.

9. In the Report Output Options window Titles and Options tab type the following title lines:
   - Worldwide M&A Activity
   - Cable, Radio and Television Broadcasting
   - Completed Deals $500 Million and Greater
   - 1/1/2008 to Today

   ![Report Options Window]

   Note: SDC suggests you add titles to your reports and make them as descriptive as possible.

10. In the Format Box, select Columnar Grid.

11. Click the Save As tab to save the report output to Excel.

12. Click OK to close the Report Options window. The report request is added to the Request Description list box in the Main Session window.
13. From the Session menu, click **Execute**. SDC Platinum generates and displays your report output. It is also saved as an Excel file in the folder you previously specified.

14. In the Report Output for Request 6 window, double-click the arrow next to the column heading **Date Announced** to change the sorting from ascending to descending. You can sort by any another data item by double-clicking the column heading.

15. Select **Document > Close** to return to the Main Session window.
Chapter 4  Municipal Sample Session

For this sample session you select California tax-exempt municipal transactions greater than $100 million issued from March 1, 2010, to March 1, 2011. You then select a Managing Underwriters League Table and create a Sale Date Report.

Session Requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select US New Issues</td>
</tr>
<tr>
<td>2</td>
<td>Specify the date range 3/1/2010 to 3/1/2011</td>
</tr>
<tr>
<td>3</td>
<td>Select California Issuers</td>
</tr>
<tr>
<td>4</td>
<td>Specify par amount equal to or greater than $100 million</td>
</tr>
<tr>
<td>5</td>
<td>Select tax-exempt issues</td>
</tr>
<tr>
<td>6</td>
<td>Execute search criteria</td>
</tr>
<tr>
<td>7</td>
<td>Select a Managing Underwriters League Table</td>
</tr>
<tr>
<td>8</td>
<td>Design a Sale Date Report</td>
</tr>
</tbody>
</table>
Step 1: Select a Municipal Database

1. From the Database Selection Global Public Finance tab, select **U.S. New Issues**.

2. Click **OK**.

Step 2: Specify an Issue Sale Date

1. In the Sale Date window **From** text box, type **3/1/2010**.

2. In the **To** text box, type **3/1/2011**.

3. Click **OK**.

**Note:** You can click **date picker** to choose dates from a calendar or **relative date** to choose a relative date, such as **Today** or **Last Month**.
Step 3: Select the State of the Issuer

1. From the Search Items window Issuer tab, double-click State of issuer.
2. Double-click West.
3. Double-click California.

Note: To locate a state quickly, in the Find text box type the first few letters of the state and press Enter on your keyboard. Double-click the state you want.

4. Click OK.

Step 4: Specify a Par Amount Range

1. From the Search Items window Issue tab, double-click Par Amount.
2. In the **LO** text box, type **100** and in the **HI** text box accept the default, **HI**.

Note: If the desired range is a value or higher, type a value in the **LO** text box and leave **HI**. If the desired range is a value or lower, type a value in the **HI** text box and leave **LO**.

3. Click **OK**.

**Step 5: Select Tax-Exempt Issues**

1. From the Search Items window **Issue** tab, double-click **Tax status**.
2. Double-click **Tax exempt**.
3. Click **OK**.
4. Click **Close**.
**Step 6: Execute the Search**

You entered all your search criteria and can now execute.

1. Click **Execute** or select **Session > Execute**. During the execution, the status window appears on top of the Main Session window.
2. When the Search Breakdown window opens, click **OK**.

The Main Session window **Hits** column shows the number of transactions that meet your criteria.

To modify a request after executing, double-click the search request and make the necessary changes in the window.

**Step 7: Select a League Table**

1. Click **League** or select **League Table > Open Existing > SDC Standard**.
2. Double-click **Managing Underwriters**.
3. In the Report Output Options window **Titles and Options** tab, type the following title lines:
   - California
   - Tax Exempt Municipal Transactions
   - $100 million and greater
   - March 1, 2010 - March 1, 2011

   ![League Table Screenshot]

   **Note:** SDC suggests you always add titles to your reports and make the titles as descriptive as possible.
4. Click OK.
5. Click *Execute*. SDC Platinum generates and displays your League Table output.
6. Click *Close*.

**Step 8: Create a Custom Report**

SDC offers standard brief and comprehensive reports. It also lets you create custom reports. In this step you create a custom report that includes the sale date, issuer name, description of the issue, par amount, and lead manager.

2. From the Express Report Items window *Issue* tab, select:
   - Issue description
   - Par amount
   - Sale date
3. From the Express Report Items window *Firm/Issuer* tab, select:
   - Issuer name
   - Lead manager
4. Click OK.
5. In the Design Custom Report Format window you can highlight a data item and click the arrows to change the order. You can also click *Page* to insert page breaks in the report.
6. Click OK.
7. In the Save Custom Report window *Custom Report Name* text box, type *cataxex* and click *Save*. 
8. In the Report Output Options window Titles and Options tab, type:
   - California
   - Tax Exempt Municipal Transactions
   - $100 million and greater
   - March 1, 2010 - March 1, 2011

   **Note**: You can use the Save As tab to export your League Table data to an Excel or text file. During execution, your League Table data is downloaded to the file. The advantage to exporting your League Table data before you execute is that the Excel or text file becomes part of your session. If you modify and re-execute your session, the data in the file automatically gets updated.

9. Click OK.
10. Click Execute. SDC Platinum generates and displays your report output.
11. From the Document menu, click Close.
12. From the Main Session window Session menu, click Exit.
13. Click Yes to save the session.
14. In the Save Session window Session text box, type taxex-ca.
15. Click Save.
Chapter 5  Analysis Sample Session

In this sample session, you find US targets in the M&A database and run an analysis by rank date. You then drill down into the results and save the output.

Session Requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select US targets and year 2011</td>
</tr>
<tr>
<td>2</td>
<td>Select rank date</td>
</tr>
<tr>
<td>3</td>
<td>Execute the analysis</td>
</tr>
<tr>
<td>4</td>
<td>Drill down into January 2011 data</td>
</tr>
<tr>
<td>5</td>
<td>Save your session</td>
</tr>
<tr>
<td>6</td>
<td>Exit SDC Platinum</td>
</tr>
</tbody>
</table>

Step 1: Select an M&A Database and Date Range

1. From the Main Session window, click New.
2. From the Database Selection window Mergers & Acquisitions tab, select U.S. Targets and click OK.
3. In the Announcement Date window From and To text boxes, type 2011.
4. Click OK.

Note: You can click to choose dates from a calendar or to choose a relative date, such as Today or Last Month.

Step 2: Analyze by Rank Date

1. In the Main Session Window, select Analysis > New Custom or click Analyze.
2. In the Standard Analysis window **Volume Totals** tab, double-click **Rank Date**.

![Standard Analysis window](image)

3. In the Analysis Options window **Title and Options** tab, type the following lines:
   - US M&A Transactions
   - Analysis by Rank Date
   - 2011

4. Click OK.

**Step 3: Execute the Search**

1. Click **Execute** or select **Session > Execute**.

![Session window](image)

The Main Session window **Hits** column shows the number of transactions that meet your criteria.

When the analysis is complete, the results display in the Report Output window.

**Step 4: Drill Down**

1. In the Report Output window, highlight the data for **January 2011**.
2. Click **Drill Down**.
3. When prompted to confirm, click OK.

**Step 5: Save Your Session**

1. From the Main Session window, click **Save**.
2. In the Save Session window Save Session text box, type **marankval**.
3. If necessary, select the drive and directory or the group.
4. Click **OK** to save the session and return to the Main Session window.

**Step 6: Exit SDC Platinum**

1. From the Main Session window select **Session > Exit**.
2. Click **No** because you already saved the session.
Chapter 6 Helpful Utilities

SDC Platinum includes several utilities to help in creating and reusing searches and reports.

SDC Standard Sessions

There are a number of standard sessions available to SDC Platinum users. These sessions are regularly reviewed by a roundtable of clients and revised as necessary to reflect current practices.

1. Select Session > Open Existing > SDC Standard.
2. Navigate through the folders to the session you want to open.

Regional New Issues Marketplaces

There are several regional New Issues Marketplaces available as alternatives to the Global New Issues database.

1. In the Main Session window, select Utilities > Options.
2. In the Reports tab, clear the Global New Issues Databases check box.
3. Click OK.
4. Start a new session.
5. On the Global New Issues tab, select one or more New Issues Marketplaces.
6. Click OK.
7. In the Category Selection window, select one or more categories.

8. Click OK.
9. Specify dates and search for items as in any other SDC Platinum database.

**Logical Set Operations**

You can use Boolean logic to do the following:

- **Union** - combine the results of two or more requests (OR)
- **Intersect** - find the common transactions in two or more requests (AND)
- **Difference** - subtract the transactions in one or more search requests from another (MINUS)

1. From the Utilities menu, select **Logical Set Operations**.

2. Drag the requests from the Main Session window Request Description list box to the Request # list box of the Logical Set Operations window. The request numbers appear in the Request # list box.

3. Select:
   - **Union**
   - **Intersection**
• Difference (remember to enter the sequence numbers in the correct order)

4. Click OK. The Boolean request is added to the Request Description list box of the Main Session window.

5. Execute the requests.

Import Items from a List

You can import items from a pre-existing list rather than input them individually.

1. From the Issuer/Borrower tab, double-click Issuer/Borrower 6-digit CUSIP.

2. Click Codes.

3. Copy and paste a list of CUSIPs from a text or other file.

4. Click Load.

5. Click OK.

Create a List of Distinct Values

After you have executed a search, you can create a list of distinct values from the results. You can name the list so you can recall it at a future time.

1. Select List Management > Distinct.

2. Click the down arrow to display a list of values.
3. Select a value.

4. Click OK.

5. Select the drive and directory where you want to save the list or click the Group down arrow, and select the group.

6. In the List Name text box, type the name of the list.

7. Type a description and comments if you want.

8. Click OK.

The Executing Lookups window opens, showing the phase and number of transactions. When the execution is complete, SDC Platinum returns to the Main Session window.

**Note:** If you see a message that the matches exceed the maximum number and will be saved on the host, click OK. You will not be able to load and edit very long lists of values.
Top N Deals

SDC Platinum lets you identify the top deals in your search results, such as the top 10 M&A deals by value or the top 25 common stock issues by manager fees.

1. Select Utilities > Top N Deals.

2. Select an item description or, in the Item Code text box, type a code.

3. In the Top N Deals box, select the number of deals you want to display.

4. Choose to include or ignore ties.

5. Click OK. The request is added to the Request Description list box on the Main Session window.

6. Execute the requests.
Statistics

You can use the statistics feature to calculate aggregate data, such as the sum, minimum, average, maximum, and median, on your search results.

1. Select Utilities > Statistics.

2. Click on an item code or in the Item Code text box, type the code.

3. Select Detailed or Overall.

   **Note:** Detailed gives a breakdown by specific database. If you are querying on only one database there will be no difference between Detailed and Overall.

4. Click OK. The request is added to the Request Description list box on the Main Session window.

5. Execute the requests.

Quick Display

The SDC Platinum Quick Display feature allows you to display a list of transactions for the current search result. You can select transactions to keep or exclude from your search result. You can also request a detailed report on selected deals.

1. Select Utilities > Quick Display.

2. Choose either **Standard Display** (the most common data items requested) or **Custom Display** (specify your own data items)

   **Note:** The Executing Lookups window shows you the phase and number of matches. When the search is complete, the Quick Display window lists transactions for your request.
### Chapter 6 Helpful Utilities

**Note:** The transactions are sorted by date. You can click on a column heading to sort the transactions by that heading. Click once to sort in ascending order; click again to sort in descending order.

3. Double-click the transactions to keep or exclude.

**Note:** If you want to see a tearsheet on a selected transaction, click **Tearsheet Report**.

4. Click OK.

5. Select **Keep** or **Exclude** for selected transactions. The request is added to the Request Description list box on the Main Session window.

6. **Execute** the requests.

### Save a Session

Saving a Session will save all the requests listed in the Request Description list box of the Main Session window. The requests can include search, report, and/or League Table criteria. After you save a session, you can load it whenever you want. You can then modify any of the criteria listed in the Request Description list box.

**To save a new session:**

1. Click **Save** or select **Session > Save As**.

2. Select the drive and directory where you want to save the session or select the Group.

3. In the **Session Name** text box, type the name of the session.

4. Type a description and comments if you want.

5. Click **OK**. SDC Platinum saves the session.

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Issuer Name</th>
<th>Security Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2012</td>
<td>Osaka Corp.</td>
<td>Ord/Comm. Shs.</td>
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<td>01/02/2012</td>
<td>Rukun Rahaja Tbk PT</td>
<td>Ord/Comm. Shs.</td>
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<td>01/02/2012</td>
<td>IOI Netcom Ltd</td>
<td>Ord/Comm. Shs.</td>
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<td>01/02/2012</td>
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<td>01/02/2012</td>
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<td>Ord/Comm. Shs.</td>
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<tr>
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<td>Units</td>
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<td>01/03/2012</td>
<td>Patient Home Monitoring Corp</td>
<td>Convertible Dbs</td>
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<tr>
<td>01/03/2012</td>
<td>Metal Storm Ltd</td>
<td>Convertible Dbs</td>
<td>0.717</td>
</tr>
</tbody>
</table>
Save a Search Result

Saving a Search Result saves the results of the last executed search request. If the last request is a report or League Table request, SDC Platinum will find and save the last executed search request.

1. Make sure you have executed your session.
2. Select Utilities > Save Current Search Result.
3. Select the drive and directory where you want to save the search result or select the group.
4. In the Search Result Name text box, type the name of the search result.
5. Type a description and comments if you want.
6. Click OK.
7. SDC Platinum saves the search result and returns to the Main Session window.
8. Execute the saved search result.

Save a Custom Report Format or League Table Criteria

1. Create your custom report format or custom League Table criteria and click OK.
2. Select the drive and directory where you want to save the custom report format or League Table criteria or select the group.
3. In the Custom Report or Rank Name text box, type the name of the custom report format or League Table criteria.
4. Type a description and comments if you want.
5. Click OK. SDC Platinum saves the custom report format or League Table criteria. You can format your report or League Table, for example add titles, search details, and summary statistics, or sort data.

Saving and Loading a List of Selections

You can save groups of frequently used items such as CUSIP numbers, SIC codes, ticker symbols, and security codes for use in later searches. You can load and use the saved lists to search any SDC database.

To create a list of selections, you must be in the specific window. For example, to create a list of Target SIC codes, you must be in the Target SIC Codes window.

1. From the Search Items window select the items to include in your list.
2. Select List Management > Save Selections As List.

3. Select the drive and directory where you want to save the session or select the group.

4. In the List Name text box, type the name of the list.

5. Type a description and comments if you want.

6. Click OK. SDC Platinum saves the list.

7. To load a saved list, select List Management > Load Saved List.

Create Your List of Favorite Data Items

You can use the Search Items window List tab to create a list of data items you use regularly. The data items open in the Search Items window My Favorites tab. In addition, your SDC Platinum administrator can create a list of data items your company uses regularly.

1. Click Search and select the All Items tab or select Request > Search > Items and select the All Items tab.

2. In the Find text box, type at least three characters of a data item or code and press Enter.

   Note: The characters can be anywhere in an item description or code. For example, if you type value, SDC Platinum displays all data items with the word value in the description, such as Market Values and Value of Common Shares.

3. You can type more than one word in the Find text box (e.g., total fee) and select AND or OR. AND finds data items with all the words in them (e.g., all data items with "total fee"). OR finds data items with any one of the words in them (e.g., all data items with "total" or with "fee").

4. Scroll through the displayed list and select a data item.
5. Click **Add to My Favorites**. The item is added to the Search Items window **My Favorites** tab.

6. Click **Close**.

**Managing SDC Platinum Files**

You can delete, move, or copy your saved SDC Platinum files from SDCTools File Explorer, or Windows Explorer. The following table lists the SDC Files and their extensions:

<table>
<thead>
<tr>
<th>Extension</th>
<th>File type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ssh</td>
<td>Sessions</td>
</tr>
<tr>
<td>lst</td>
<td>Lists</td>
</tr>
<tr>
<td>rpt</td>
<td>Report formats</td>
</tr>
<tr>
<td>rnk</td>
<td>Rank formats</td>
</tr>
<tr>
<td>qrs</td>
<td>Search results</td>
</tr>
</tbody>
</table>
Chapter 7  
Online Help

What's in online help?
You can use SDC Platinum online help to find information such as

- Complete descriptions of SDC databases
- Step-by-step instructions on how to perform specific tasks
- Answers to frequently asked "How can I..." questions

From within many Help topics you can jump to related topics.

Main Session Window Description

The Main Session window is where you enter your search criteria and build, store, execute, and modify your requests. You can use the icons and pull-down menus to perform tasks related to your session. You can also use right mouse commands. [Click here for right mouse commands.]

Related topics:
Main Session Window Features
Changing Requests
Deleting Requests
Reordering Requests
Using a Previous Search Request
Executing Requests for Search, Report, Analysis & League Table Steps

Context-sensitive help
You can access online help that is specific to whatever you are working on in SDC Platinum. For example, open the database selection window and select a tab. Highlight a marketplace or product and press F1. Help for that marketplace or product opens.
Copying online help topics
To share or save for reference, you can copy some or all of any help topic and then paste the text into another document such as Microsoft Word or Windows Notepad.

1. Open a Help window
2. Select Edit > Copy to copy the entire topic or highlight a portion of a topic and copy it

Printing online help topics
From the Help window File menu, select Print.

Note: You cannot print information from a pop-up window.