OSIRIS

Internet QuickGuide
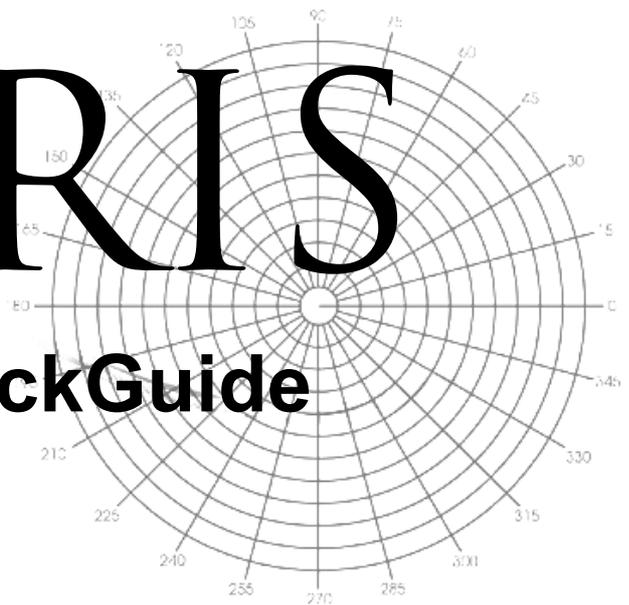
BUREAU VAN DIJK
ELECTRONIC PUBLISHING

Table of Contents

1.0 OSIRIS Introduction

OSIRIS is a database of financial information, ratings, earnings estimates, stock data and news on globally listed public companies, including companies and insurance firms.

OSIRIS allows you to search by any combination of criteria including: geographic location, ownership, stock data, industry code or activity description, number of employees, statement items, ratios, ratings and more.

The selected companies may be displayed or printed in a variety of customisable formats and exported to other applications such as word-processors, databases or spreadsheets. Company comparisons can be achieved using the **Peer Analysis** option while the **Statistical Analysis** option allows you to produce market sector reports.

For further information and assistance with OSIRIS, please refer to the information in the **Help** section of the product, located in the upper right toolbar.

1.1 System Requirements

In order to use Internet OSIRIS, you will need the following:

- Windows 3.1 or higher with a screen resolution of 800 X 600.
- Access to the Internet using either Internet Explorer version 3.02 or Netscape Navigator 3.01, or higher.
- A username and a password provided by Bureau van Dijk.

1.2 Getting Started

1. Start your browser and go to http://osiris.bvdep.com. The following login screen will appear.
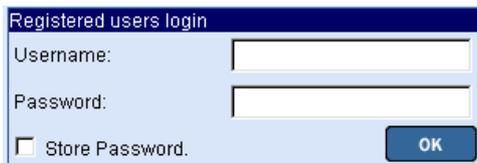
Registered users login
Username:
Password:
☐ Store Password.   OK

2. Enter your username and password in the appropriate boxes. Click the **OK** to begin.

3. Upon entering the product, you will be presented with either the **Quick Search** or the **Expert Search** (depending the option selected in your **User Profile**) screen.

4. If you see the screen shown below, you are viewing the **Quick Search**. This allows you to easily search using any combination of the eleven search criteria - *Company Name, Ticker, Location, Industry, Size, Company Type, Ownership, Status, News, M&A Deals,* or *Top Companies* - in a single search step.
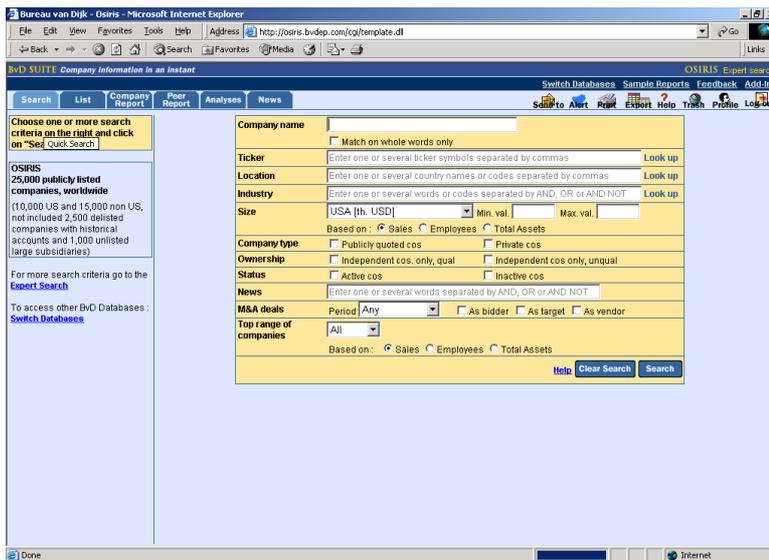
5. The **Expert Search** window, shown below, allows more search options, news, and segmentation tables.
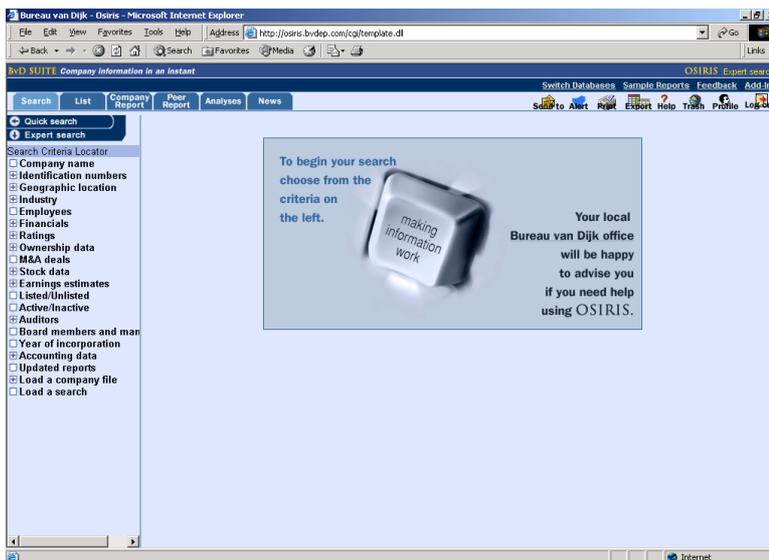
Tabs and icons across the top of the screen are defined below:

Search   Allows you to view the criteria for searching the database and displays a summary of the criteria used.

List   Displays the list of companies corresponding to the selected criteria.

Company Report   Displays the full reports for all retrieved companies.

Peer Report   Generates an automatic, customizable table of the companies in your search.

Analyses   Provides the option to perform various types of analyses including Segmentation, Group Report, Statistical and Peer Analyses.

Export	Enables exporting of the data from $OSIRIS$.
Help	Provides online assistance to help you use $OSIRIS$.
Profile	Customizes your user preferences.
Logout	Ends the connection.

2.0 Searching $OSIRIS$

There are two types of searches available on $OSIRIS$: the **Quick Search** and the **Expert Search**. This $OSIRIS$ QuickGuide will focus on using the **Expert Search**, which provides detailed search and analysis options.

You can search $OSIRIS$ using one or multiple options from the list of search criteria. After each search step is completed, the search criterion will be listed in the **Search Summary** window. By default, the steps are combined (using the AND Boolean operator). Users can change the search or enter their own search logic by clicking the *All ORs* or *Other Boolean Search radial buttons* at the bottom of the **Search Summary**.

2.1 Searching by Company Name

1. Click *Company name* from the search criteria and enter all or part of a name in the available box. Click **Search**. The index will retrieve the companies with text matching your entry.
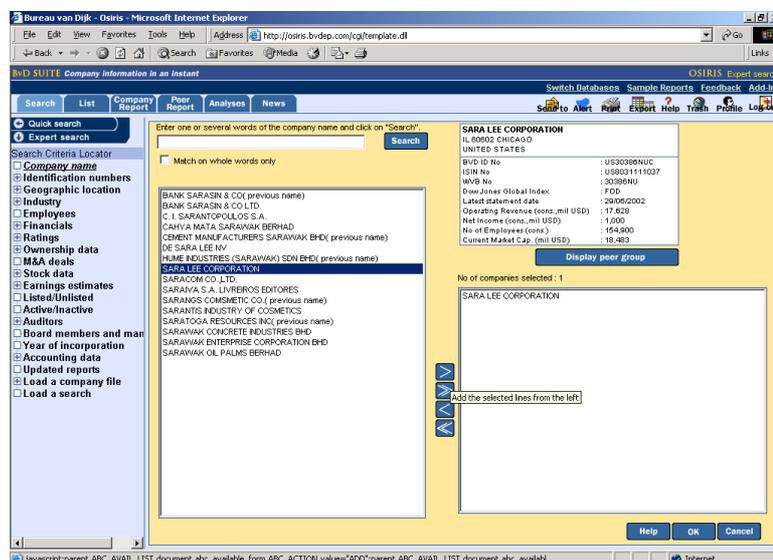
2. Highlight the company required and click **>** (to select several companies, hold down the SHIFT key or the CTRL key first). All selected companies will be sent to the selected area. Repeat the above process to find and select as many companies as necessary.

3. Clicking **OK** activates the search step and displays the **Search Summary** screen.   From there, you can view and manage the search criteria and display the results. Instructions for deleting, editing and enabling search steps can be found at the bottom of the **Search Summary** screen. Use the tabs above the window to view or analyse the results.
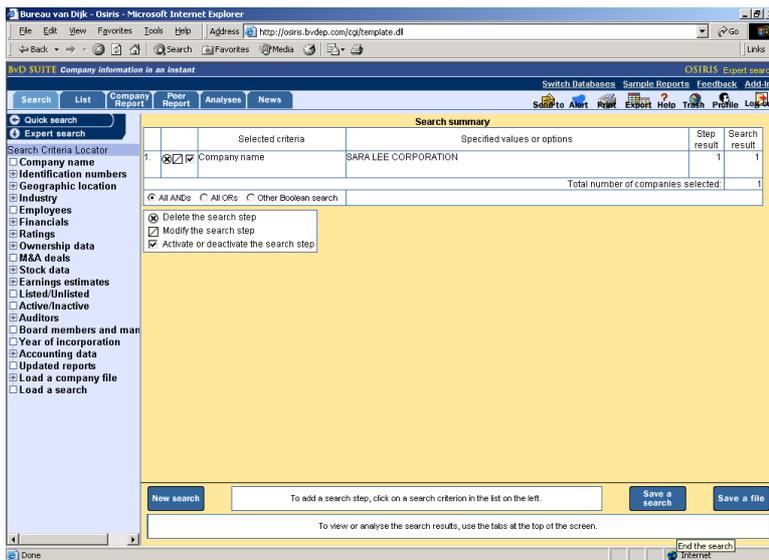
2.2 Searching by Financial Criteria

1. Click the **+** to the left of *Financials* in the list of search criteria. This opens a list of the financials and ratios with which you can search OSIRIS. The *Key Financials* and *Key Ratios* are broken out for immediate access. Select one of these or click on *All Financials* or *All Ratios* to search other items according to the relevant template.
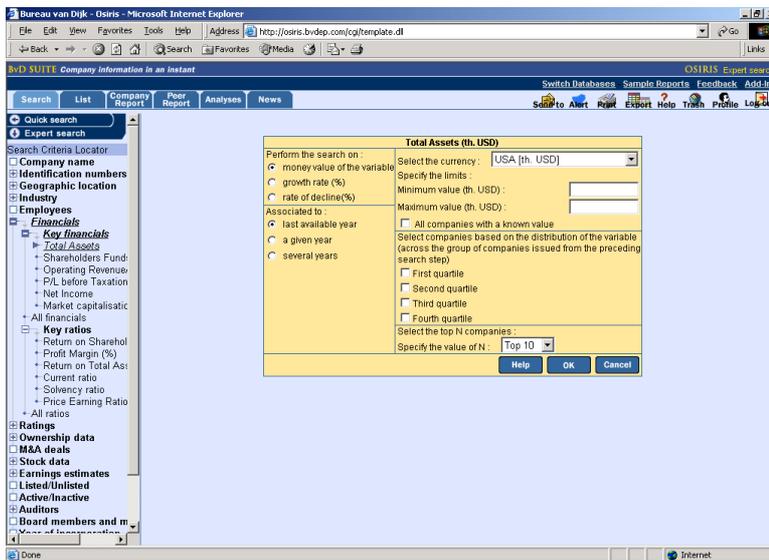
2. Complete each portion of the window (*Total Assets* is shown above). For example, choose the year or quarter by clicking the radial buttons, enter the minimum and/ or maximum amount, etc.

4. Clicking **OK** activates the search step and displays the **Search Summary** screen.   From there, you can view and manage the search criteria and display the results. Instructions for deleting, editing and enabling search steps can be found at the bottom of the **Search Summary** screen. Use the tabs above the window to view or analyse the results.

2.3 Multiple Criteria Searching

1. Several search criteria may be combined for a multiple criteria search. To combine steps, first select and complete the search window for a variable and click **OK**. While viewing the **Search Summary**, select another criterion. Continue until all search steps you desire are displayed in the **Search Summary**.

2. The default search logic combines each search criterion. In the search example below, 3 individual search steps are combined to select all companies with the DJGI of OIL, OIS or OIE, US companies and companies with a US shareholder.

3. To edit the search logic, click the Boolean options *All ANDs*, *All ORs*, *Other Boolean Search*. Using this, you can combine or exclude search steps by entering the operators *AND*, *OR*, *AND NOT* between search steps then clicking **OK** at the end of the line.
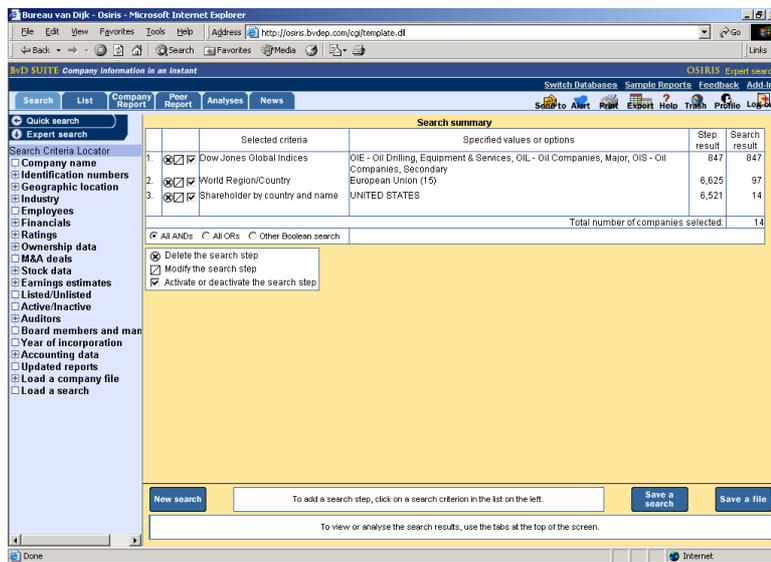
Note:
- To delete a search step, click on the ⊗ next to the step you wish to remove.
- To modify a search step, click the Ø next to the step you wish to change.
- *Step Result* shows the number of companies on the entire database satisfying the criterion.
- *Search Result* details the number of companies satisfying the criteria for **all** search steps up to that point.

2.4 Saving Strategies and Company Sets

Search Strategies: Any sequence of search steps (a search strategy) can be saved and reused at a later date. Doing this allows you to monitor companies that meet your criteria, but results may differ over time as each company's accounts are updated.

1. Perform all the required search steps and display the **Search Summary**.

2. Click **Save a Search** at the bottom of your screen and give a name to the strategy.

3. To use this strategy later, choose *Load a search* from the search criteria.

Company File: a company set differs from a search strategy because using it at a later date will NOT produce different results. The saved set is specific to the companies matching your search criteria and will not be affected as company information is updated.

1. Perform all the search steps need to retrieve your company set. Display the **Summary Search**.

2. Click **Save a File** at the bottom of your screen and give a name to the set of selected companies.

3. To use this company set later, choose *Load a company file* from the search criteria.

3.0 Listing Companies

1. At any time during a search it is possible to display the full list of the companies matching your search criteria by clicking on *List* tab.

2. Clicking on the company name will take you into the report.

Note:
- Click the check box to the left of the company name to mark companies for selection. This will allow you to delete companies using the **Delete** button. It will also mark companies to select them for export with the **Export** button.
- Sort companies in the **List** using the **Sort** button or by clicking on the column heading you wish to sort by.
- Icons to the left of the company name allow you to access the **Peer Report**, **Reuters News**, and the **SEC Filings**.

3.1 Creating a New List Format

1. List formats refer to the items displayed next to each company name in the list. You can create and store your own list formats. To create your own format, display a list by clicking the *List* tab.

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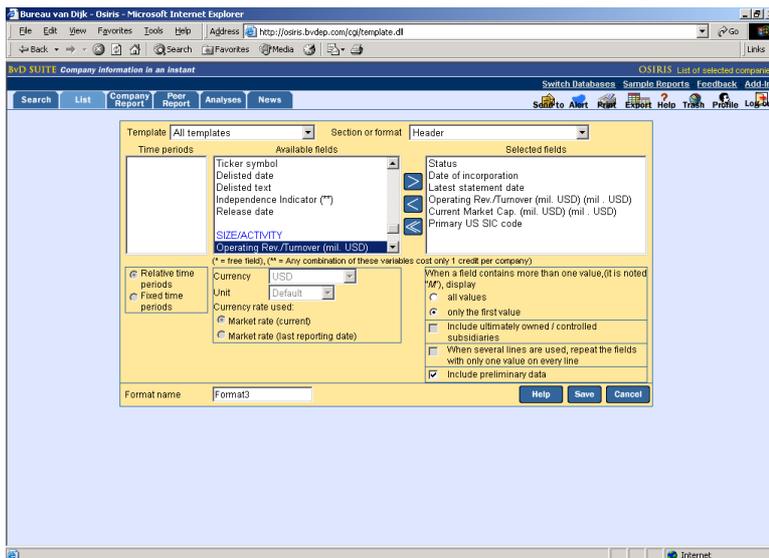
2. Once the list is displayed click the **Format** button at the bottom of the screen. The list of defined formats is displayed. You may select one of these or click **New** to create one.

3. From the drop-down lists, select the template and section with the data you wish to add. Then highlight the items you require and send them to the *Selected fields* area using the **>** key.

4. Type a name into the *Format name* text box to retrieve it easily at a future date. Click **Save** and the new format will be added to the list of available formats. Then click **OK** to return to the **List** (presented in your new format).

4.0 Viewing Company Reports

At any time during a search it is possible to display the full information available for the companies in your search by clicking the *Report* tab at the top of your screen.

The *Report* displays the full company information, including:

- Header
- Ratings
- Industry
- Segment Data
- Key Financials & No of Employees
- Key Ratios
- Profile
- Global
- Global Detailed
- Spreadsheet
- Raw Data
- Footnotes to Financials
- Accounting Practices
- Ratios
- Cash Flow Statement

- WVB Analyst Format
- WVB Master Format
- WVB Ratios Format
- Standard – Multex
- Company Specific – Multex
- Chairman Statement
- Director's Report
- Auditor's Report
- Future Outlook
- Security and Price Information
- Current Stock Data
- Annual Stock Data
- Current Stock Valuation
- Annual Stock Valuation
- Weekly Pricing Series

- Monthly Pricing Series
- Annual Earnings Estimates
- Quarterly Earnings Estimates
- Additional Estimates
- Shareholders
- Subsidiaries
- Board members and Officers
- Advisors
- Mergers & Acquisitions
- News Section
- Own Formats
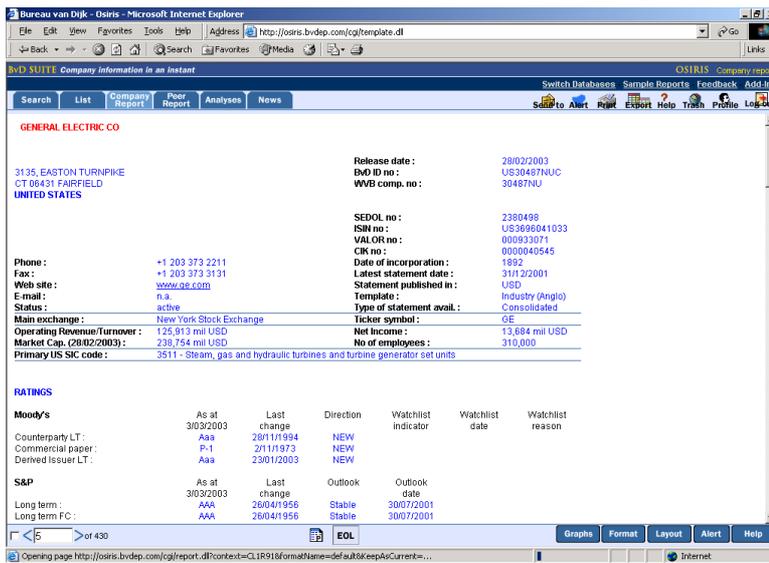
Note:
- Icons along the bottom of the screen enable access to the **Peer Report** for the company and access to filings from **Edgar Online**.
- Buttons allow you to **Graph** the company data, **Format** the data included in the report, adjust the years and currency of the report **Layout**, setup a new data **Alert** for this company, and access **Help**.

4.1 Creating a Report Format

Creating a customised report format allows you to choose what combination of sections is presented in a company report.

1. To create a new report format, first display a report by clicking the *Report* tab at the top of your screen.

2. Click the **Format** button at the bottom of the screen. A list of previously saved formats and individual report sections will be displayed. Click the **New** button.
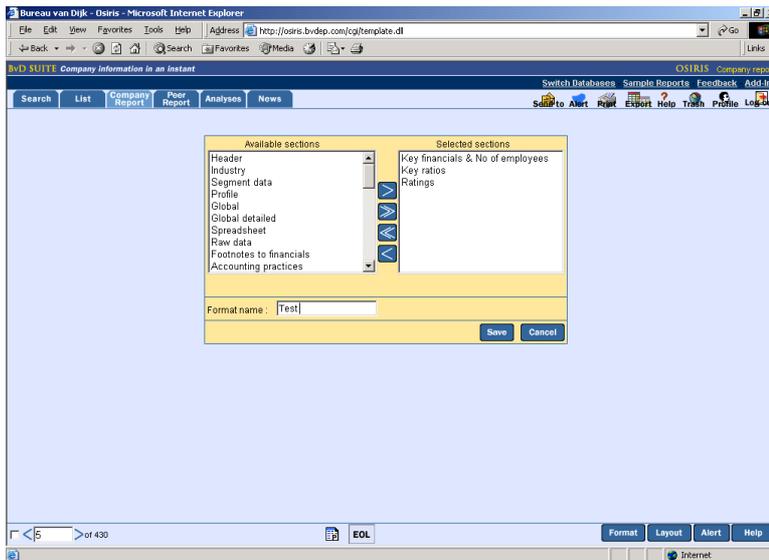
3. In the list, highlight the section you need and click **>** to move them to the S*elected sections* list. If necessary, repeat this process until all required sections are selected.

4. Type a name into the *Format Name* text box to retrieve it easily at a future date. If you do not enter a name for your formats OSIRIS will automatically name them format0, format1 etc.

5. Click the **Save** button: your new format will be added to the list of available formats.

4.2 Creating a Report Layout

Layouts refer to the columns of accounting data displayed in a company report. The default layout shows the years of accounts in the filing currency. Defining a layout lets you specify the years displayed, the order of years, and the currency.

1. Display the report by clicking **Report** from the frame at the top of your screen. Click the **Layout** button at the bottom of the screen. A list of previously saved layouts will appear.

2. Click the **New** button, highlight one or more years and click **>** to transfer them to the *Selected columns* list. If the *Relative* button is checked, the most recently available years will be displayed. If the *Fixed* button is selected, the absolute years will appear (if the data for the year selected is not available, the text "n.a." will be displayed in the report).
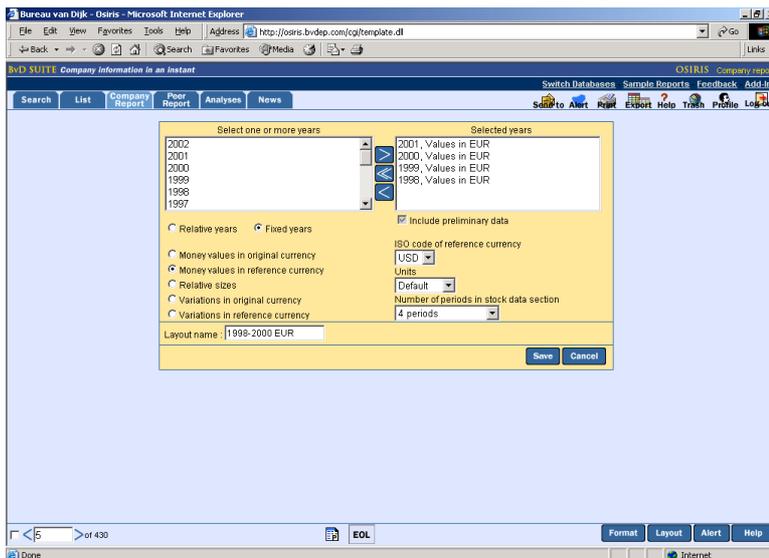
3. To view the layout in a currency other than the default, mark the appropriate radial button and choose the currency before transferring the data to the *Selected columns* list.

4. Type a name into the *Layout name* text box to retrieve it easily at a future date. If you do not enter a name for the layouts, OSIRIS will automatically name them layout0, etc.

5. Click the **Save** button: your new layout will be added to the list of layouts.

5.0 Exporting Information

OSIRIS enables exporting to other software programs, including spreadsheets, databases, word processors and ASCII formats. Exports can be performed for *Lists* or *Company Reports*. To export:
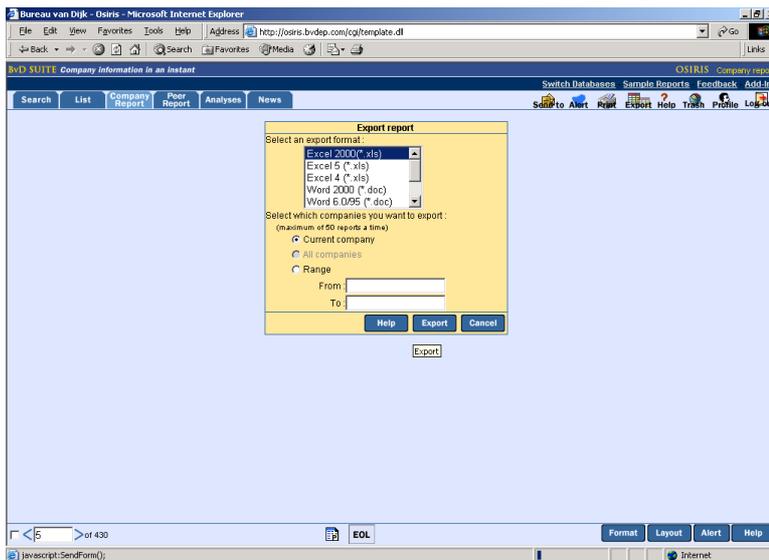
1. First, display your search results by clicking the appropriate tab – *List* or *Report*.

2. Click the **Export** button and select the format and data to be exported. Once the window is complete, click **Export** to transfer the data.

   Note:
   - To export a range of companies from a list, type the numbers corresponding to the number in front of the company name in the **List** view.
   - To export a specific company from the **Report** view, type in the number that appears in the left of your report screen.

6.0 User Support

Bureau van Dijk offers all users full support for both data and technical questions. For assistance, please visit our client support website support.bvdep.com or contact your account manager or the nearest Bureau van Dijk office:

Location	Email	Telephone
Austria	support@bvdep.at	43 (1) 95810 84
Belgium:	help@bvdep.com	32 (2) 639 06 06
Eastern Europe:	rudolf.cevela@bvdep.com	421 (2) 5063 3326
France:	info.france@bvdep.com	33 (01) 53 45 46 00
Germany:	info@bvdep.de	49 (69) 96 36 65 0
Italy:	info@bvdep.it	39 (02) 43 98 22 77
Japan:	japan@bvdep.com	81 (3) 5256 6720
Netherlands	informatie@bvdep.com	31 (20) 671 99 26
Portugal:	rb@bvdep.com	34 91 454 70 98
Scandinavia:	michael.klentz@bvdep.com	44 (20) 7549 5000
Singapore:	slt@bvdep.com	65 6325 1230
Spain:	rb@bvdep.com	34 91 454 70 98
United Kingdom:	help@bvd.co.uk	44 (20) 7549 5000
United States:	office@bvdny.com	1 (212) 797 7120