

# Getting started

## Portfolio creation and saving

Nordea Analytics



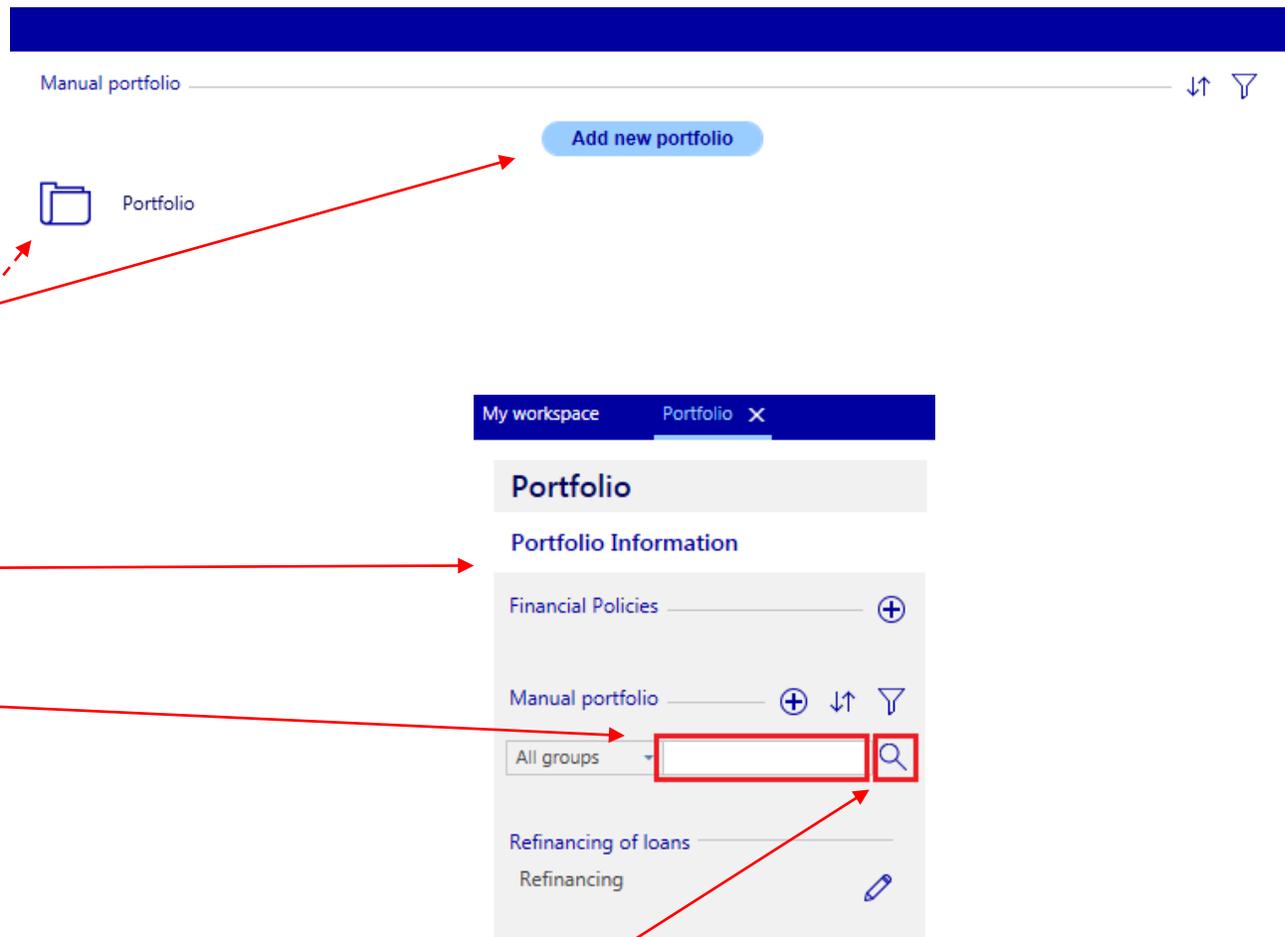
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## Create portfolio

In order to run most reports, a portfolio has to be created and instruments added to it.

1. Create an empty Portfolio
2. Double-click the portfolio to open
3. A new screen appears from where instruments can be added
- 4.a Type a full or partial bond name / ISIN into the search bar and press Enter to start searching



- 4.b Select the magnifying glass to use Advanced Search

## Search for instruments

After importing the portfolio, remember to save it. Portfolios are saved in what is called a workspace, which is a file that is saved to your computer. This allows for easy sharing of portfolios with colleagues.

3. Search by instrument name or bond ISIN. Finish by pressing Enter. Now select which instruments to add to the portfolio.

It is possible to narrow down the search results by asset type.

Manual portfolio

Add new portfolio

Portfolio

1. Create a new Portfolio

2. Double-click the portfolio to open

3. Search by instrument name or bond ISIN. Finish by pressing Enter. Now select which instruments to add to the portfolio.

It is possible to narrow down the search results by asset type.

Advanced search, see next slide.

Start

New portfolio Portfolio X

Portfolio

Portfolio Information

Financial Policies

Manual portfolio

All groups dk00020

STANDARD INSTRUMENTS

- DK00020 (2)
- DK0002021856 (NDA 5 01Jan18 Blt (2))
- DK0002046176 (NDA 0.5 01Oct50 (2))
- DK0002010222 (NDA (EUR) 4 01Jan07 Blt)
- DK0002015882 (NDA 4 01Jan17 Blt (1))
- DK0002009729 (NDA 4 01Jan12 Blt)
- DK0002005222 (NDA 4 01Jan99 Blt)
- DK0002002120 (NDA 8 01Jul26 (1))
- DK0002023555 (NDA (DKK) 2 01Apr12 Blt)
- DK0002042506 (NDA 1 01Apr20 Blt AR (2) (2018b))
- DK0002045442 (NDA 1 01Jan23 Blt A IO (2))
- DK0002046846 (NDA 1 01Oct21 Blt AR IO (2))
- DK0002011972 (NDA 5 01Oct25 (1))
- DK0002043744 (NDA 1 01Oct24 Blt A (2))

All groups dl

- All groups
- Bonds
- Interest Derivatives
- Equities
- Bond Indices
- FX Forwards
- FX Fixings
- FX Spot
- FX Swaps

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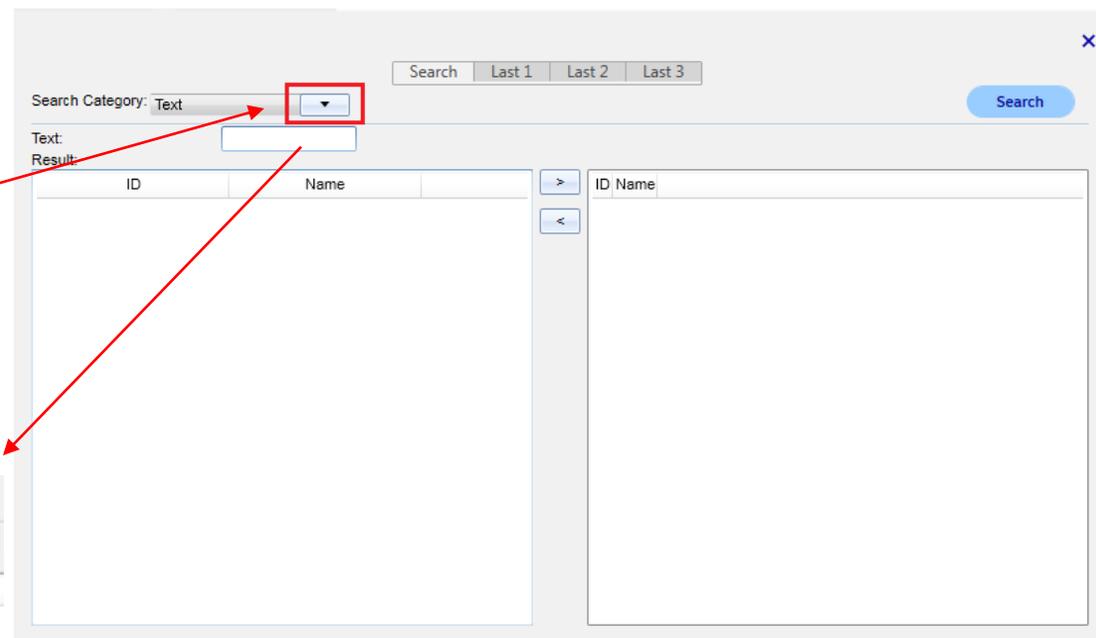
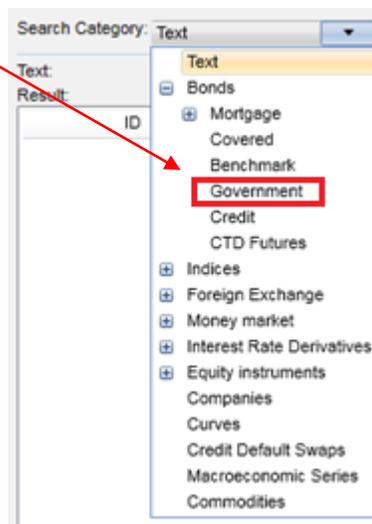
## Advanced search

Advanced search is useful when the name or ISIN is unknown, but the criteria for the instrument are clear.

See the previous slide on how to open the advanced search window.

1. Select the drop-down menu.

2. Choose the relevant asset type to search for. As example we will choose Government bonds

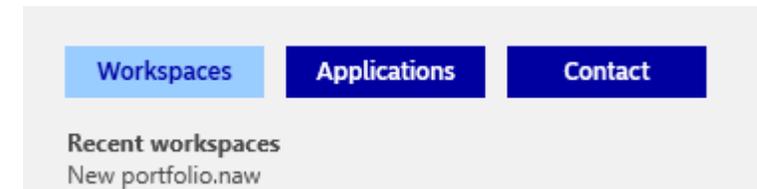
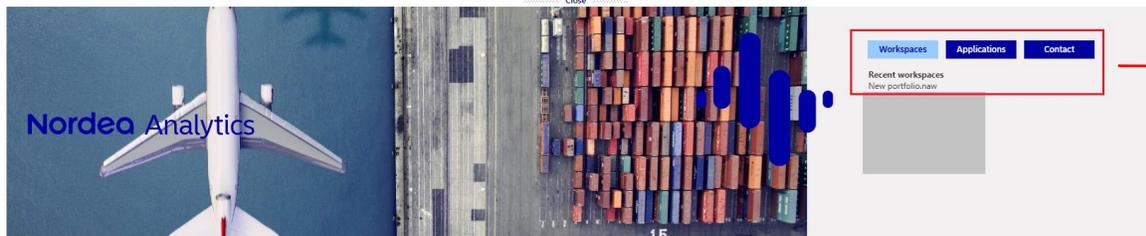
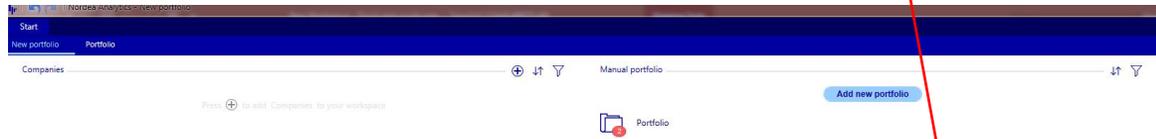
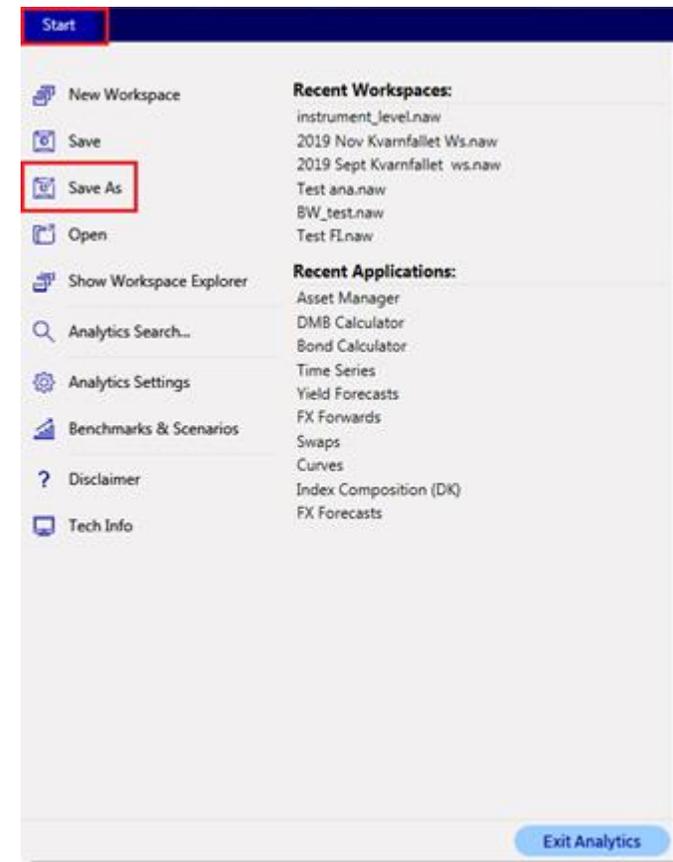




# Save portfolios

After creating a portfolio, remember to save it. Portfolios are saved as a workspace, which is a file that is saved to your computer. This means it is easy to share portfolios with colleagues. A workspace can contain multiple portfolios.

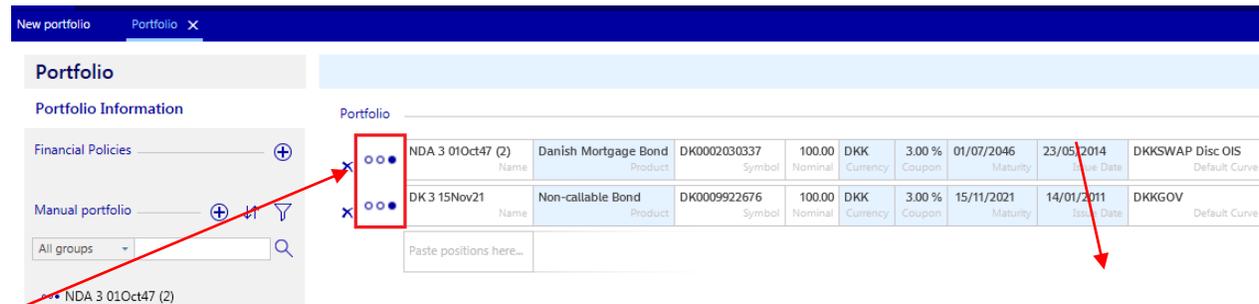
1. In the top-left corner, select Start and Save As.
2. Save the workspace somewhere easy to find.
3. Recently used workspaces can quickly be opened again from the front page.



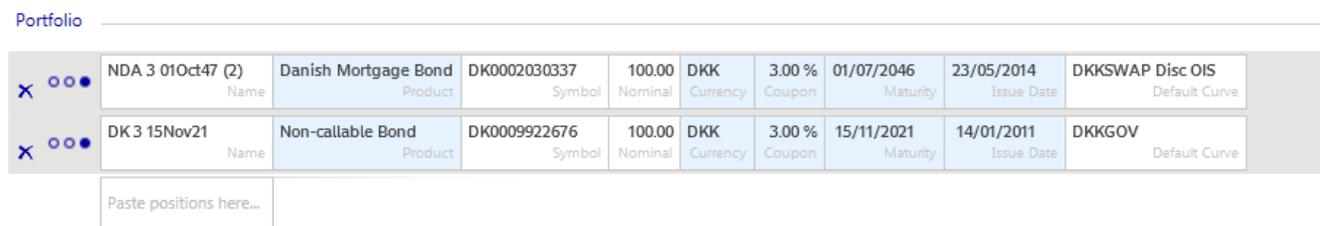
# Copy and paste of instruments

Nordea Analytics supports various functions that are commonly used in Excel such as copy and paste.

1. Open a portfolio that has instruments in it.



2. Hold Ctrl down and press the three blue dots next to the instruments that should be copied. They will now be highlighted in grey.



3. Press Ctrl+C and Ctrl+V and the instruments will be duplicated.

