

Getting started

Portfolio creation and saving

Nordea Analytics



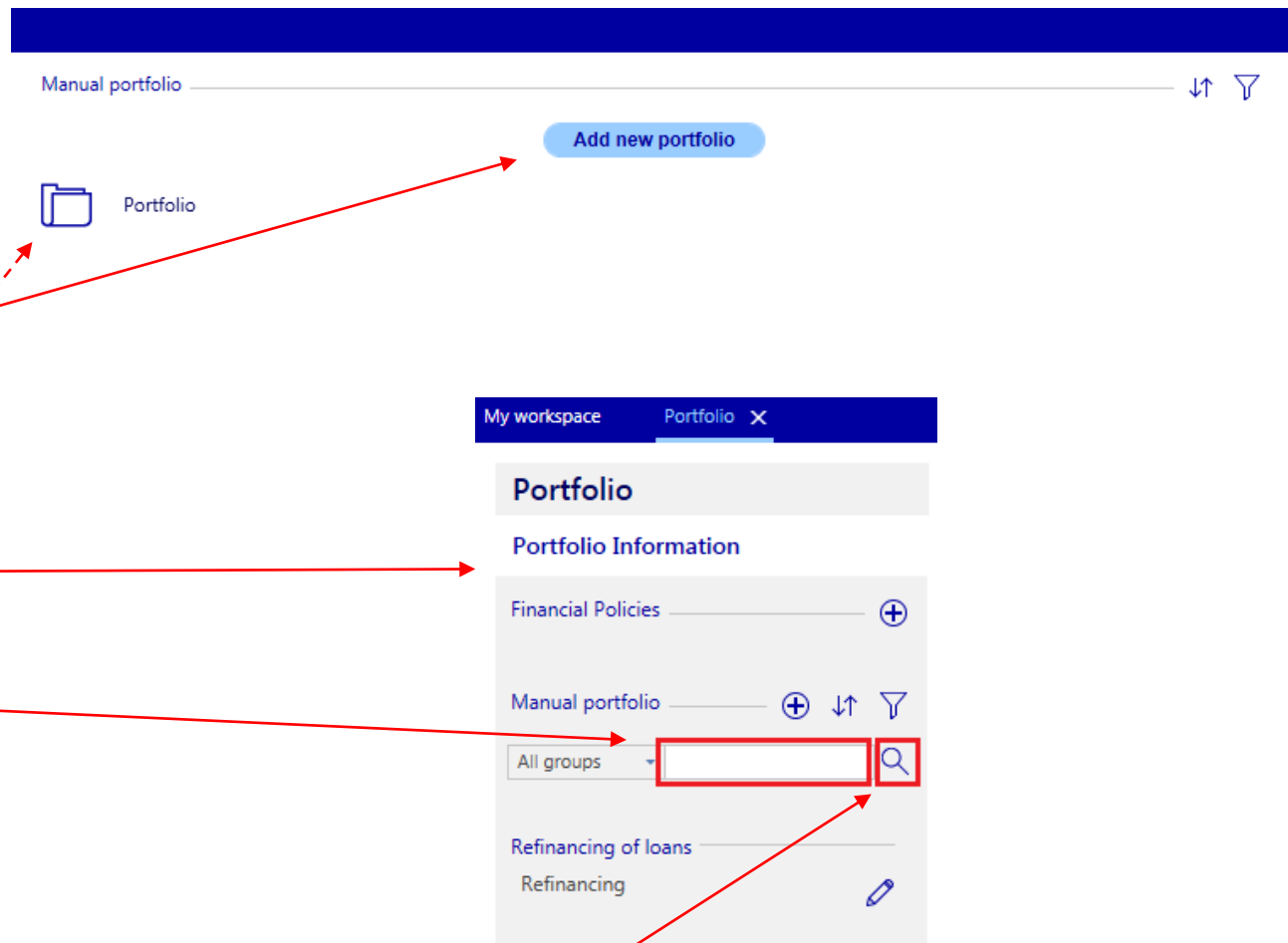
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Create portfolio

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

Portfolio

Add new 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.

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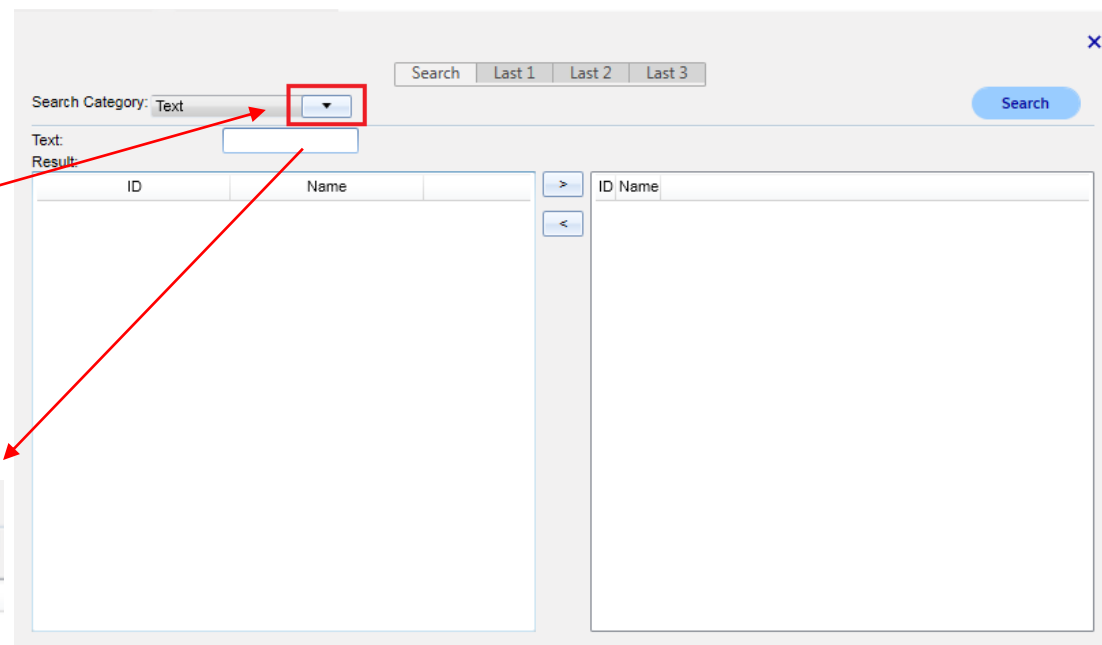
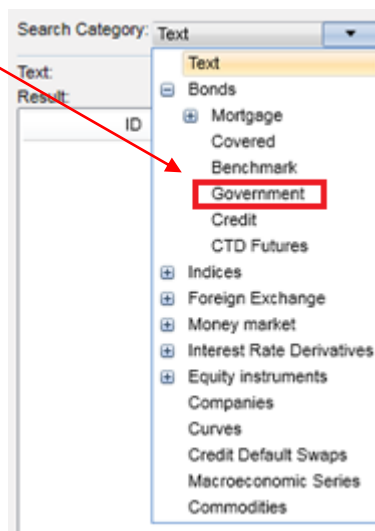
Advanced search

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



Advanced search cont.

After selecting an asset type the search criteria change accordingly.

2. Double-click (or use the right-hand arrow) on a bond in the left-hand window to add it to your portfolio. Do the same to bonds in the right-hand window to remove them again.

3. When done, press the cross in the upper right-hand corner.

1. Specify the search criteria and press Search

The screenshot shows a search interface with the following elements:

- Search Category:** Government
- Country:** Denmark
- Currency:** DKK
- Maturity:** >Today
- Search Button:** A blue button labeled "Search" in the top right corner.
- Advanced Search Section:** A section labeled "Advanced" with a dropdown arrow.
- Result:** A table with two columns: ID and Name. The table is split into two panes by a vertical line.

Annotations in the image include:

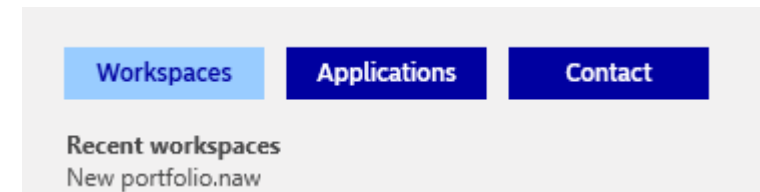
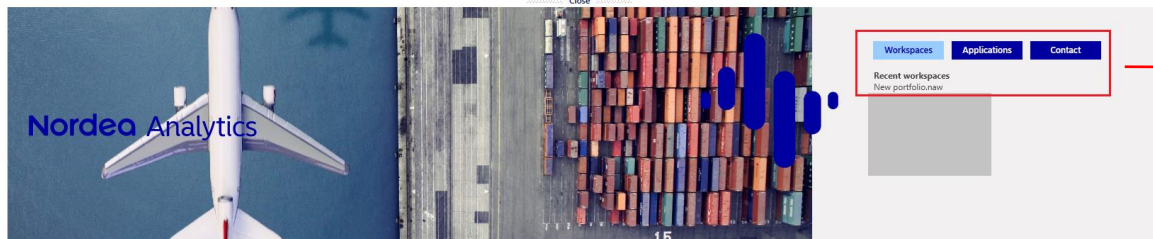
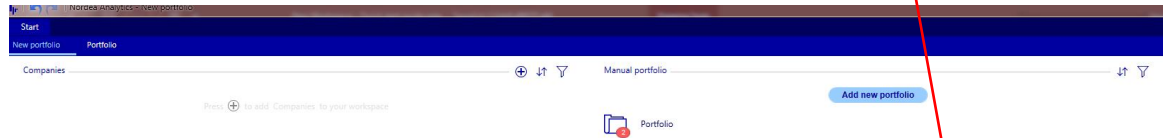
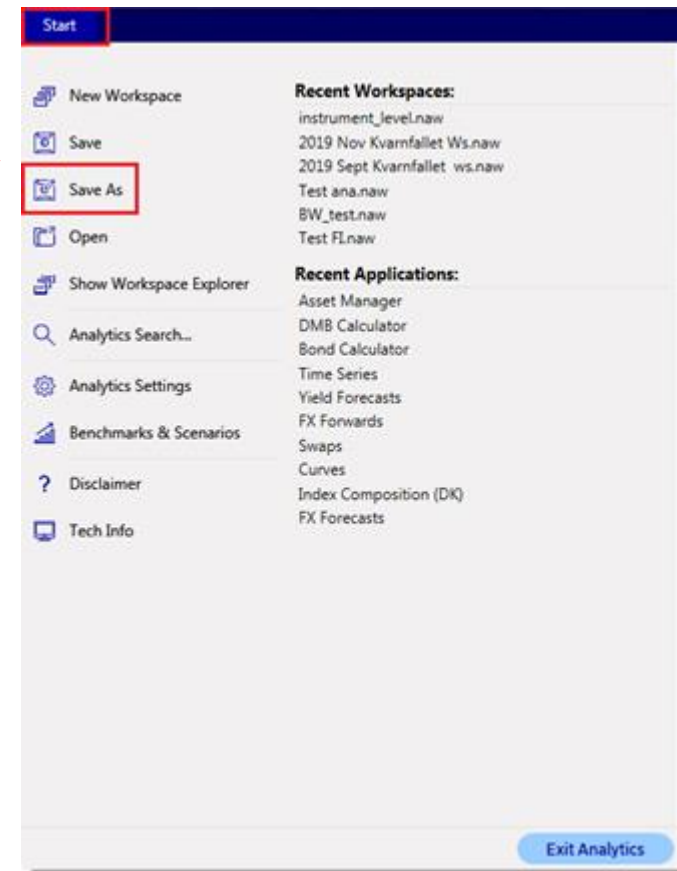
- Red arrows pointing to the "Search" button and the "Denmark" dropdown.
- A red box around the "Search" button.
- A red box around the right-hand pane of the "Result" table.
- A red arrow pointing to the right-hand arrow button in the "Result" table.

ID	Name	ID	Name
DK0009817454	DK TB 02Mar20	DK0009922676	DK 3 15Nov21
DK0009817538	DK TB 02Jun20		
DK0009923641	DK 0.25 15Nov20		
DK0009923997	DK 0.25 15Nov22		
DK0009922916	DK IL 0.1 15Nov23		
DK0003448264	STOBAL 2 15Dec23 Bit		
DK0009918138	DK 7 10Nov24		
DK0003431021	STOBAL 4 03Mar25 Bit		
DK0009923138	DK 1.75 15Nov25		
DK0009923567	DK 0.5 15Nov27		
DK0009923807	DK 0.5 15Nov29		
DK0009923724	DK IL 0.1 15Nov30		
DK0009922320	DK 4.5 15Nov39		
DK0009901753	DK 3.5 Perp (1909)		
DK0009901597	DK 3.5 Perp (1886)		
DK0009901670	DK 3.5 Perp (1901)		
DK0009901407	DK 3 Perp (1894)		
DK0009923054	DK 1.5 15Nov23		

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.

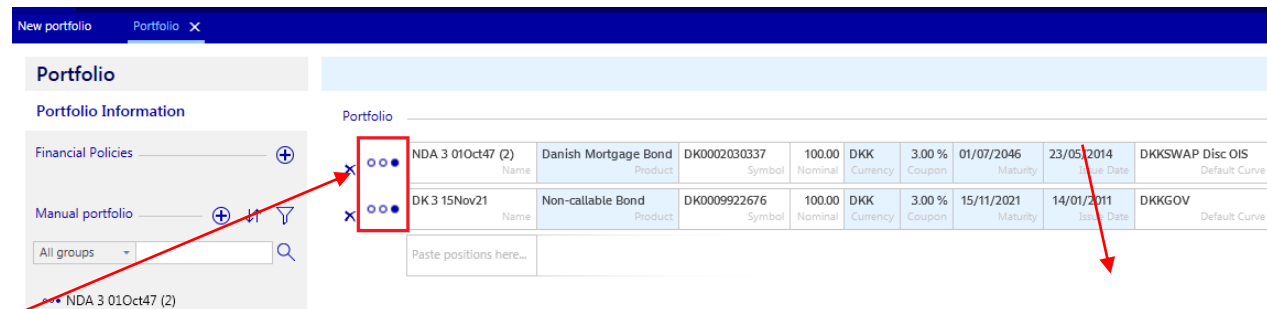
1. In the top-left corner, select Start and Save As.
2. Save the workspace somewhere easy to find.
3. Recently used workspaces can quickly be opened again from the front page.



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.

