LSEG WORKSPACE

Introduction to Workspace

LSEG Workspace is a single window display created to meet your workflow needs, offering a simple interface for easy navigation.

ws ≡ ጬ	<>	λ rzee mo	rkspace *								
MARKETS MA	CRO CON	IPANY	PORTFOLIO	FUND	INDEX	IDEA GENERA	TION	NEWS			
BREAKING		kpedia sha	ires rise 16.1	% after p	rofit beat, \$5 b	In share buy	back	VIEW			×
Q										0 📌 🗉	i (: Q_) 🛛 🕐
S&P 500		\sim		~ Σ	***						AAPLO Q O D V H ☆ ■ ≋ € 1 B T C I @ D T
			%Chg 🔻		DayRan	High			Yr.High		USD*
• S&P 500 🗘											APPLE INC 017424 H17515 L17335 C17408 -3.49 (-1.97%)
PODD.00			18.20	155.99	0000	166.90	125.82	e m <mark>l</mark> inne	335.84		MA 50 close 0 SMA 9 176.54 MA 20 close 0 SMA 9 174.81 176.54
EXPE.OQ			15.46	108.00	mum	112.39	82.39		124.94		174.81 174.03 180.00 - 24 architecture instruction of the second architecture in the second architectu
TT.N		38.94		364.58	mmi	378.70	292.83		377.37		A COLOR
PARA.OQ				12.85	11111	13.21	10.52	1 111111	25.93		160.00
ETSY.OQ	66.70		8.23	63.61	1111111	66.70	58.25		149.84		140.00
AESIN				15.65	1111111	16.56	11.44		29.87		
SBAC.OQ				223.13	mmm	230.81	185.73		309.35		120.00
NCLH.N				13.36	111111	13.91	11.77		22.68		Volume SMA 9 11 334M
MNST.OQ	55.76			55.36	1 unu	58.85	45.13		60.45		Intridict Internet all ID strategies in a start and start a strategies in the strategies and block and and a start a strategies in the str
CFG.N	26.35			25.93	10000	26.38	22.77	1 111111	44.82		
GNRC.N				103.00	1111111	105.13	79.87	111111	156.94	4.44	23 Mar May Jul Sep Nov 🗘
CZR.OQ				41.97		42.86	38.33		60.25		Q_) 0 ¢
KEY.N				11.38	mm	11.61	8.54		20.30		
CAH.N		4.79		96.17	mm	101.99	68.57		95.28		Wall Street opens higher as weak jobs Apple tumbles after warning of dull
CCLIN				12.20	111111	12.55	7.54	minn	19.55	54.78	data boosts rate-hike pause bets holiday quarter
BXP.N				57.44	1111111	58.63	46.19		79.36		8 minutes ago about 3 hours ago
ABNE.OQ	121.00		4.76	117.53		121.58	81.92	2 1111	154.93	41.29	
DXCM.OQ				96.48	mmu	98.72	74.75	5 m m	139.51		Nov 3 (Reuters) - Wall Street's main indexes opened higher on Friday
ZION.OQ	34.77			34.28		34.80	18.26	5 111 1111	56.10		after data pointing to slowing job
CMA.N				43.66		44.10	28.40		77.26		growth boosted expectations that growth will stay subdued in the
A OLI AAPLO										0 🤣 🖷	its rate hikes, while Apple shares slipped on a weak usually drives its strongest sales.
AAPL.O	🐨 Last	174.06	Net Chrig		Bid	174.05	Ask	174.08		333,649.00	holiday-quarter forecast.
Apple Inc		174.24				3 x 2		29.84	Div Yield 0.54		UK secures commitments from Amazon and Meta over
EPS - Mean 6.55		177.57		175.15	52 WEEK HIG			26.62	Dividend 0.9		GLOBAL MARKETS-Global stocks jump and dollar retail platforms
EPS - Q1 2.10				173.35		N 124.17	YID PP	8 33.83 %	Ex.Date 11	Aug-2023	slumps after weak U.S. jobs data TikTok CEO to meet top EU chiefs next week amid TikTok CEO to meet top EU chiefs next week amid disinformation worries

If you use Workspace on multiple devices, you have access to the same layouts, templates, and monitor lists wherever you are. Note, however, that you can only be signed in on one device at a time.

- For desktop access, go to your applications folder and select the blue LSEG Workspace icon.
- For web access, go to workspace.refinitiv.com/web for a streamlined web version of Workspace.
- For mobile access, go to the <u>App Store</u> or <u>Google Play</u> and download the LSEG Workspace app.



09/2023

Key interface elements

LSEG Workspace has the following key elements:

- Workspace menu
- Hamburger menu •
- Home page •
- Tabs •
- Search bar ٠
- **Bookmarks** •
- <u>Alerts</u> ٠
- Help menu •
- Save icon •
- App menu

Workspace menu		Search	bar	Tab						
Home page	9					Boo	kmark		Help menu	App menu
Global Monitor * TOPNE	1	VIE.PA ESG		PAL		+				_ 🗆 🗙
ws ≕ 🖧 < ⇒		Q PAL						4	모 🗿 🗅	û 🛱 🚥
As of 10 09 AM		[+ Searc	h for portfo	lios, lists or indices		Q Cre	ate New 🗸 🔁			2 C 0
and the second se										1000
the first base in the										
The second s										
										-
man harmon										
				of features.	-				1000	-
Hamburger menu								Alerts	-	Save icon

Alerts



The Workspace Menu

The Workspace menu enables you to perform various actions, including creating a new layout, opening a new Workspace window, accessing the App Library, changing your Workspace settings, editing your profile, accessing your downloads and briefcase, and signing out from or quitting the application.

Samp	le Lay	out - B	anking		+			
ws	\equiv	仚	<		Q			
LAUNC	н							
Nev	v Layo	ut		ALT	+W			
Nev	Brow	ser		CTRL	.+N			
Tiles	5		C	CTRL+AL	F+T			
Laui	ncher		CTRL+SHIFT+SPACE					
Арр	Librar	у		T+L				
MY WC	ORKSPA	CE						
My I	Files			AL	Γ+F			
Brie	fcase		ALT+B					
Dov	vnload	s	CTRL+J					
Sett	ings			AL	r+s			
Sigr	n Out							
Exit	LSEG	Works	pace					

The Hamburger Menu

With the Hamburger menu, you can find your recently used apps and layouts, as well as your Explore and Bookmarks bars if you have hidden them. When active, the Hamburger menu icon (3 lines) changes to an **X**.





LSEG WORKSPACE QUICK-START GUIDE — 09/2023

The Home Page

The home page is the screen you see when you launch LSEG Workspace. Your default home page is tailored to your job role. You can set your own home page – this could be a particular app or a new layout.

To set a new home page, go to the **App Menu** on the top right of the screen and select **Set as Home**.

				_		×				
?		[+	ſ)	60	000				
LAYOU	ITS									
New Layout ALT+W										
Open in Tile										
Ope	en					>				
Add	l Panel									
Add	l Sheet									
Set as Home										
SAVE /		IAGE VE	RSIC	ONS						
Sav	e Lavou	t								

More details

• Launching apps from the Explore bar

Tabs

Add up to eight tabs in a window to explore content without losing your current work and to make window management easier. Open a new tab by clicking the plus button at the top or pressing **Ctrl+T** on your keyboard.

Sample Layout - Banking			nking	PAL +
WS	\equiv	۲	<	Q PAL
As of 12:28 PM				[]← Search for portfolios, lists or indices

The Search bar

Here you can use natural language or codes to launch apps, access company information, or search for data.

Look for information about securities, derivatives, deals and other financial markets content – or ask a question to find relevant help articles.

The Search bar includes the Star icon, which you can use to bookmark apps and layouts.

More details

• <u>Search and navigation</u>



– LSEG WORKSPACE QUICK-START GUIDE – 09/2023

Bookmarks

Sample Layout - Banking	PAL	+			_ 0	×
ws \equiv \bigcirc < $>$	Q PAL		Ū ()			000
APPLIB MON NEWS2.0	FIXINGS PAL A QLI	RtC 🔒 OW	NS RtCont	rib TOPNEWS	»	Ð
As of 12:28 PM	■ Search for portfolios, lists	or in Q C	Create New	\sim \mathbb{F}	🛛 🖸	ල

Bookmarks enable you to save a page with its active instrument and parameters for easy access in future. It is convenient to access the saved pages from the Bookmarks bar.

More details

- Bookmarking a page
- Where do I see the Bookmarks bar?
- Showing/hiding the Bookmarks bar
- Moving the Bookmarks bar in LSEG Workspace

Alerts



Alerts enables you to keep up to date with what is important to you. Alerts notify you if there are any issues with your data including price, news, research, and company events. You can get them directly via Workspace or as email notifications.

Accessing the Alerts Manager, you can modify your alert settings or view the latest alerts.

More details

- <u>Creating alerts</u>
- How does Alerts work?
- How do I find unread alerts?



LSEG WORKSPACE QUICK-START GUIDE — 09/2023

Help



Click the Help menu icon or press F1 on the keyboard to view help articles, get support, and find training materials.

Click **Get Started** to take Workspace tours and submit feedback. The bottom line informs you about your current version of LSEG Workspace.

The Save Icon

You can save your work and layouts manually, or you can enable autosave via the App menu.

The App Menu

This enables you to create layouts or add panels and sheets to an existing layout. You can also manage layout versions, set your home page and print.





Layouts

A layout enables you to view multiple applications side by side in LSEG Workspace. This makes it easier for you to monitor what you're interested in.

You can include in the layout any app that is available in LSEG Workspace.

You can create as many layouts as you need. However, the best practice is to create a single layout sheet, for example Portfolio Manager with one sheet per portfolio, or to create multiple sheets that are part of a specific workflow, such as Wealth Manager with one sheet for each of the top people it advises.

Sample Layout - Banking						4L				+			
WS		公	<		(ک	Pal			Γ	7	Ū	?
LAUN	СН					÷	Search	for portfolic	os, lists	or in C	2	Create	New
Ne	w Layo	ut		AL	T+W								
Ne	w Brow	ser		CTR	L+N			Туре	∇	Name			Code
Tile				CTRL+AI				P		Europea	n Me	<u></u>	Europe
Lau	Incher		CTRL+S	HIFT+SP				Р		Port mo	derat	0	Port m
Арј	p Libraı	y		A	LT+L					- OIL IIIO	aciat	C	r on m
MY W	ORKSPA	CE						P		Investm	ent - I	ln	Investr

To create a new layout, click the **WS** icon in the top left corner and select **New Layout**. Alternatively, you can use the **Alt+W** keyboard shortcut.

Then you can select one of the preset layouts and begin adding the apps you want.

Sample Layout - Banking	PAL	Layout	+	_ 🗆 X		
ws \equiv \textcircled{G} < >	Q Layout		Ĺ	<u>ک</u> (؟)		
		REATE LAYOUT e of the configurations from b	pelow.			
			CREATE			



LSEG WORKSPACE QUICK-START GUIDE — 09/2023

Your recently used layouts are always available when you create a new start page. Click the + (**Plus**) tab to open the Start Page.



More details

- What are layouts?
- <u>Creating a new layout</u>
- Layout view modes
- Creating a layout using the Start page

Need more help?

To open the Help & Support app in Workspace, press **F1** or select the **Help** icon and select **Get Help & Support**. You can contact us directly through the Help & Support app via the **Contact Us** section. Find additional learning opportunities with the LSEG Academy: <u>Learning Catalogue | LSEG</u>.

