

## Maintaining your lists

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TradingExpert Pro provides a number of functions for maintaining the data contained in your Group/Sector List and all other lists that you have created. This section lists the data maintenance functions for lists and provides instructions for using each function.

### Delete a list

□ *Follow these steps to delete a list:*

1. Open the **Data Manager** application.
2. From the *Selected List* text box located on the toolbar, select the list that you want to delete. The selected list will be displayed in the List window.
3. Click the **List** command on the menu bar.
4. Choose **Delete** on the drop-down menu. The *Delete List* dialog box appears with the name of the selected list displayed.
5. Choose **Yes** to delete the list or **No** to cancel.



*Delete List dialog box*

### Rename a list

This function is used when you want to change the name of an existing list..

□ *To rename a list:*

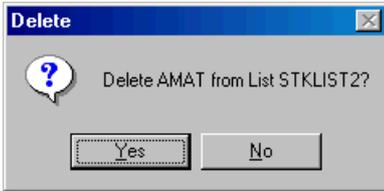
1. Open the **Data Manager** application.
2. From the *Selected List* text box located on the toolbar, select the list that you want to rename. The selected list will be displayed in the List window.
3. Click the **List** command on the menu bar.
4. Choose **Rename** on the drop-down menu. The *Rename List* dialog box appears with the name of the selected list in the text box.
5. Type a new name in the text box.
6. Choose **OK** to execute the change.



*Rename List dialog box*

### Remove ticker from a list

When a ticker is removed from a list, all tickers underlying that ticker are also removed. For example, if you remove an industry group, all stocks in that group are also removed from the list.



*Remove Ticker from List dialog box*

### □ *To remove a ticker:*

1. Open the **Data Manager** application.
2. From the *Selected List* text box located on the toolbar, select the list that contains the ticker you want to delete. The selected list will be displayed in the List window.
3. Expand the list, then select the ticker to remove by clicking on its name.
4. Click the **Remove from List** button on the toolbar (or select the **Remove Ticker** command from the *List* sub-menu). The *Remove Ticker from List* dialog box appears.
5. Choose **Yes** to delete the ticker (and all underlying tickers) from the list, or **No** to cancel.

### Insert tickers into a list

The **Insert ticker(s)** function is used to insert one or more tickers into a list.

### □ *To insert tickers:*

1. Open the **Data Manager** application.
2. From the *Selected List* text box located on the toolbar, select the list that you want to add to. The selected list will be displayed in the List window.
3. Highlight, by clicking, the insertion point in the list. The insertion point can be a sector, a group, or the list itself.
4. In the Master Ticker List, select the ticker (or tickers) that you want to insert into the displayed list.
  - To select a single ticker, click on the ticker name to highlight it.
  - To select multiple tickers, hold down the **Ctrl** key while selecting tickers.
5. Click **List** on the menu bar.
6. Choose **Insert Ticker(s)** on the drop-down menu.

## Warning

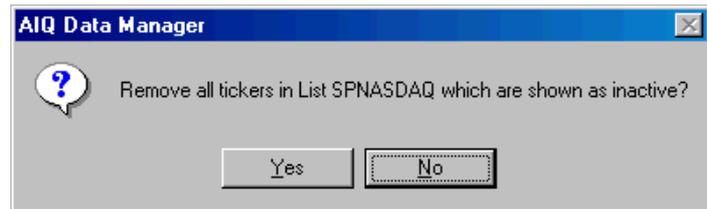
Do not remove inactive tickers from your Group/Sector List. These tickers will become active if their symbols are added to your Master Ticker List.

## Remove inactive tickers

When tickers are inactive, they appear in gray type in a list. This function is used to remove the inactive tickers.

□ *To remove inactive tickers:*

1. Open the **Data Manager** application.
2. From the *Selected List* text box located on the toolbar, select the list that contains inactive tickers. The selected list will be displayed in the List window.
3. Click the **List** command on the menu bar.
4. Choose **Remove inactive tickers**. A window appears asking if you want to remove all inactive tickers in the selected list. Choose **Yes**.



*Remove inactive tickers window*

5. A second window appears verifying that you want to remove the inactive tickers.
6. Choose **Yes** again, or **No** to cancel.

## Converting a list to decimal format

You can convert your AIQ data files from fraction to decimal format with this special *Utilities* menu function. The tickers you are converting must be in an AIQ list.

□ *To convert a list to decimal format:*

1. Open the **Data Manager** application and, from the **Utilities** menu, choose **Convert List to Decimal**.
2. From the list box at the top of the *Decimal Conversion Utility* screen, select the list you want to convert.
3. Select the option with the number of decimal places you prefer.
4. Click the **Start Conversion** button. Messages pertaining to the conversion will appear in the *Results* box.
5. When the conversion is completed, click **Done**.



*Decimal Conversion Utility screen*

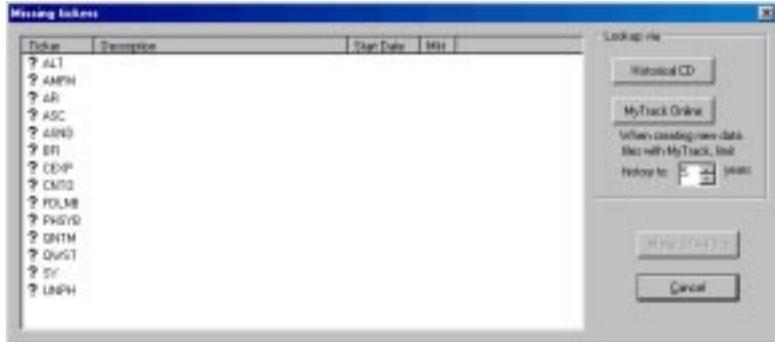
## Find & Create

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If an AIQ list contains tickers that are not in your Master Ticker list, you can use this utility to find all missing tickers in the list and to quickly create new Master Ticker List entries for them. *Find & Create* retrieves the necessary ticker information (Description, Start Date, and Market) from either the AIQ Historical Data CD or from myTrack Online via the internet, then creates data files for those tickers for which information is found.

□ *To open Find & Create:*

1. Open **Data Manager**. In the List section of the main window, display the list you want to examine for missing tickers.
2. Select **Find & Create** from the *List* menu.



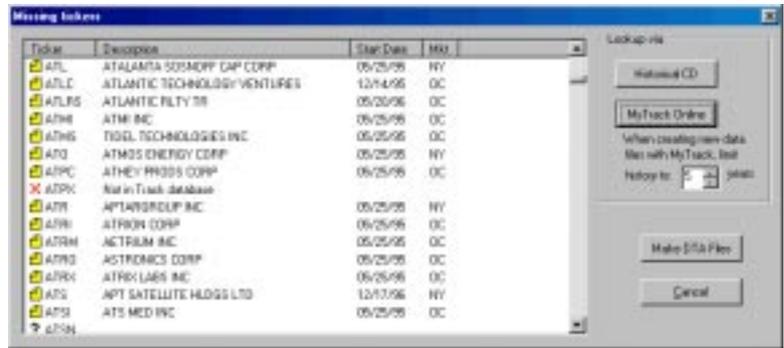
*Missing tickers dialog box*

3. The *Missing tickers* window will appear. This window shows all tickers that are missing from the selected list.
4. Your next step is to retrieve the data necessary to create a new data file for each of the missing tickers. Continue below.

□ *To retrieve the missing tickers:*

1. Select one of the two *Lookup via* command buttons. This choice determines where the function looks for the information that it uses to set up ticker data files. Choosing either one of these commands initiates the data retrieval process. The choices are:
  - **Historical CD:** Data is copied directly from the AIQ Historical Data CD.
  - **myTrack Online:** After the online data base is accessed, data is downloaded via the internet.

2. If you choose myTrack Online, use the list box at the top right to specify the maximum number of years of historical price/volume data that you want to retrieve for each ticker.
3. When data retrieval is completed, the *Missing tickers* window will display a file icon next to those tickers for which information was found. Also, information will be shown in the *Description*, *Start Date*, and *Mkt* data fields. Any tickers not found in the selected data base will display an X in place of a file icon.



*Missing tickers dialog box after lookup completed*

4. Your next step is to retrieve the data necessary to create a new data file for each of the missing tickers. Continue below.

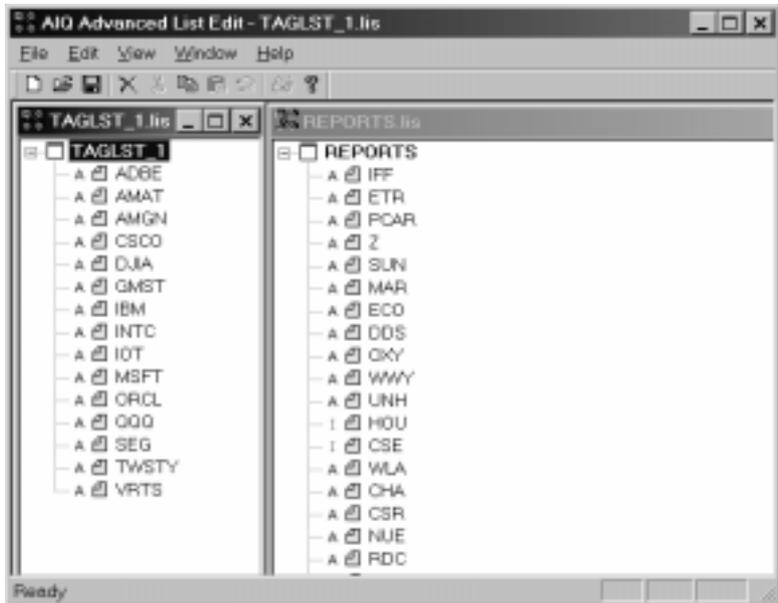
□ *To create data files for the missing tickers:*

1. To create data (.dta) files for each ticker found in the selected database, click the **Make DTA Files** command button. Files will be created for all found tickers and the tickers will be inserted into your Master Ticker List.
2. To exit the *Missing tickers* window, click **Done**.

## Advanced List Edit

This utility is used to import/export lists and to perform various editing functions on AIQ list files.

- You can open multiple lists and drag/drop or cut/paste between the lists.
- You can import CSV list files from Excel.
- You can export list files to CSV format, which allows you open and work with them in Excel.



*Advanced List Edit window  
with two lists displayed*

□ To access *Advanced List Edit*:

- Select **Advanced List Edit** from the List menu.
- or-
- Click the **Advanced List Edit** toolbar button.

The *Advanced List Edit* window appears. The large empty window is used for displaying one or more lists.

## Opening lists in Advanced List Edit

### □ *To open an existing AIQ list file:*

1. From the *File* menu, select **Open**.

-or-

Click the **Open** toolbar button.

2. The standard Windows *Open* dialog box will appear.
3. Go to your winTes32 folder and select the list file (.lis) that you want to open.
4. Click the **Open** command button.
5. The list will appear in the *Advanced List Edit* window. Lists are displayed in exactly the same format as in the List section of the main *Data Manager* window.

### □ *To open multiple lists:*

1. Open each list using the same procedure as above. You can only open one list at a time. As each list is opened, it is displayed in a separate panel within the *Advanced List Edit* window.
2. Use the **Tile** and **Cascade** commands on the *Window* sub-menu to arrange panels in the configuration you prefer. You can also move and resize individual list windows with your mouse using standard Windows procedures.

## Creating a list in Advanced List Edit

### □ *To create a new list:*

1. From the *File* menu select **New**.

-or-

Click the **New** toolbar button.

2. In the *List Name* dialog box, type a name for the new list
3. Click **OK** to open a new panel which contains the new list. At this point, the new list consists only of the list name.

## Moving, copying tickers from one list to another

### □ *To move a ticker from one list (source list) to second list (target list) using Drag and Drop with mouse:*

1. In source list, find ticker you want to move to target list.

2. Select ticker and, while holding down the left mouse button, move the mouse to the location in the target list where you want the ticker to appear.
3. When you release the button, the ticker will appear in target list and is removed from source list.

□ *To move a ticker from one list (source list) to second list (target list) using Cut and Paste:*

1. In source list, find ticker you want to move to target list and select.
2. Choose **Cut** from *Edit* menu.
3. In target list, select list or ticker where you want ticker to be inserted.
4. Choose **Paste** from *Edit* menu. The ticker will appear in target list and is removed from source list.

□ *To copy a ticker from one list (source list) to second list (target list):*

1. In source list, find ticker you want to copy to target list and select.
2. Choose **Copy** from the *Edit* menu.
3. In target list, select list or ticker where you want ticker to be inserted.
4. Choose **Paste** from the *Edit* menu. The ticker will appear in target list and remains in source list.

□ *To remove a ticker from a list:*

1. Find and select ticker.
2. Select **Delete** from the *Edit* menu and click **Yes** to confirm the delete.

### Importing/Exporting CSV list files

A properly formatted CSV file can be imported by *Advanced List Edit*. Once in *Advance List Edit*, the file can be saved in the AIQ list file format.

The CSV (Comma delimited) file format is one of the formats in which an Excel worksheet may be saved. When an Excel worksheet is saved in the CSV file format, the text and values displayed in cells of the worksheet are saved. All rows and all characters in each cell are saved. Columns of data are separated by commas, and each row of data ends in a carriage return.

#### Note

The *Undo* button on the toolbar removes last edit (only one level).

## Note

The **Import** and **Export** commands found on the **List** submenu may also be used to import/export CSV list files to and from *Data Manager*.

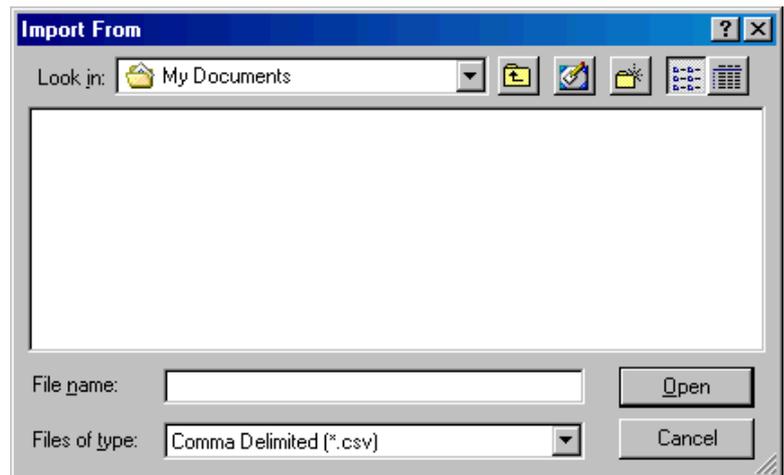
Most screening software will allow you to export the results of a screen in the form of a CSV formatted file. If necessary, you can then use Excel to make modifications to the file so that it can be read by Advanced List Edit.

The CSV format is suitable for multi-level structured lists as well as simple one level (flat) lists. Creating a multi-level list, such as a sector/group/stock structured list, will require some manipulation in Excel and is beyond the scope of this documentation.

## Importing CSV List Files

□ *To import a CSV file:*

1. Open **Advanced List Edit** and click the **New** toolbar button.
2. In the *List Name* dialog box, type a name for the new list (this is the list file that will contain the imported list file). Click **OK**.
3. Choose **Import** from the *File* menu. (You need to have a file open before this option shows on the menu).



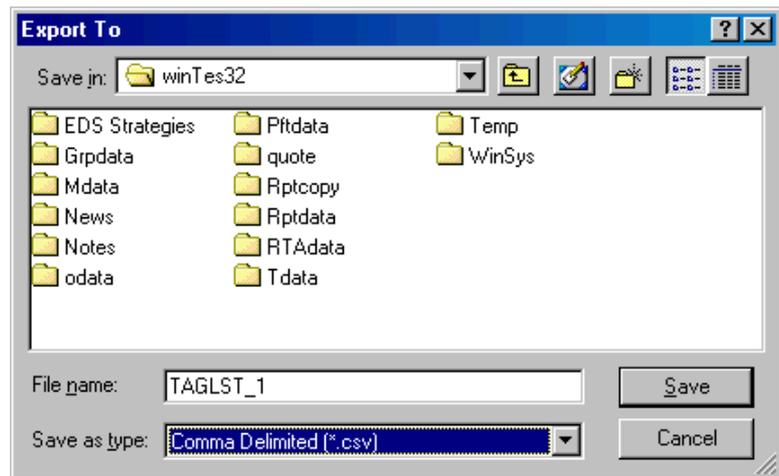
*Import From dialog box*

4. Use the *Import From* dialog box to locate the CSV file you want to import. When you have the file selected, click **Open**.
5. When the processing of the imported CSV file is complete, the imported list will appear in the *Advanced List Edit* window under the name of the list created in step 2.

## Exporting a list as a CSV file

□ *To export a CSV file:*

1. Open **Advanced List Edit** and click the **Open** toolbar button. The standard Windows *Open* dialog box will appear.
2. Use the *Open* dialog box to find and select the AIQ list (.lis) file that you want to export.
3. Click the **Open** command button. The list will appear in the window.
4. Choose **Export** from the *File* menu. (You need to have a file open before this option shows on the menu).



*Export To dialog box*

5. Use the *Export To* dialog box to specify a location for the exported CSV file. The *Save as type* list box should display **Comma Delimited (\*.csv)**.
6. Click the **Save** command button to initiate the exporting process. When complete, the exported list file will be saved in the folder specified in step 5.

## Advanced Search

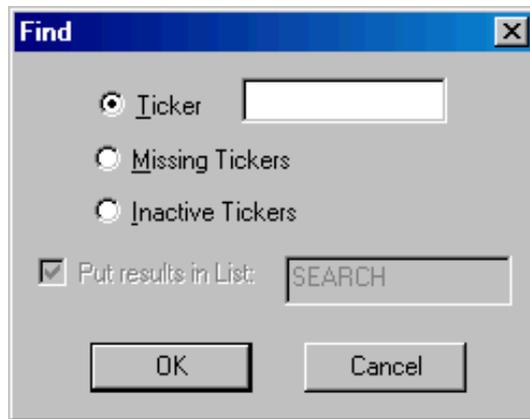
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This special List function examines the active list and does any of the following:

- Finds a specific ticker in the list.
- Creates a list of all tickers that are missing from the Master Ticker List
- Creates a list of all tickers that are designated inactive.

□ *To open Advanced Search:*

1. Open **Data Manager**. In the List section of the main window, display the list you want to examine for missing tickers, etc.
2. Select **Advanced Search** from the *List* menu.
3. The *Find* dialog box will appear. This dialog box provides three options:
  - Ticker
  - Missing Tickers
  - Inactive Tickers

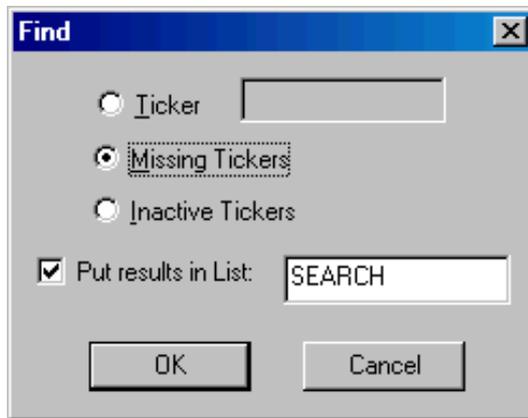


□ *To find a ticker in the active list:*

1. Choose **Ticker** and type in the symbol of the ticker you want to find in the list box at the right.
2. Click **OK**. When the **Data Manager** window reappears, the list in the list window will display the ticker you specified.

□ *To find missing tickers in the active list:*

1. Choose **Missing Tickers**. This option finds tickers in the list that are not also in the Master Ticker List.



2. To create a list of all missing tickers, the option box titled *Put results in List* must be checked. The default name for the list is SEARCH. To change the name of this list, type a new name in the text box at the right. If a list is not created, the results of the search will be shown in the List window.
3. Click **OK**. When the **Data Manager** window reappears, the list in the list window will display the search results.

□ *To find inactive tickers in the active list:*

1. Choose **Inactive Tickers**. This option finds tickers in the list that are designated inactive.
2. To create a list of all inactive tickers, the option box titled *Put results in List* must be checked. The default name for the list is SEARCH. To change the name of this list, type a new name in the text box at the right. If a list is not created, the results of the search will be shown in the List window.
3. Click **OK**. When the **Data Manager** window reappears, the list in the list window will display the search results.

## 6. Compute Group/Sector Indices function

In order for you to use the group/sector analysis capabilities of AIQ TradingExpert Pro, you must create group and sector index files. These index files are created from the stock data in your data base and the information in your Group/Sector List. You should have complete data for all tickers in new groups that are created. Any gaps in the data will be reflected in the computed index.

Uses of this function include:

- You can recompute all of the indices in your entire Group/Sector List or you can selectively recompute a specific group or sector in your Group/Sector List.
- You can compute a new index for a user created group list.
- If you create a new group or sector, or you add new equities to a group, and you want to see an analysis at once without waiting for your next data retrieval, you can use this function to create the index.
- You can use this function to recompute a group and sector after you have performed a stock split on an equity within that group or sector.

### Note

Group and sector indices are also created, automatically, during the data retrieval process. Once created by either data retrieval or by using the *Compute Group/Sector Indices* function, indices are updated after each data retrieval session.

## How to use Compute Group/Sector Indices

*Compute Group/Sector Indices* is a function on the sub-menu of **Utilities** in *Data Manager*. Displayed is the dialog box for the *Compute Group/Sector Indices* function. The dialog box contains two sections. Select options from each section according to the following instructions.



*Compute Group/Sector Indices*  
dialog box

## Source

*Choose one of these two options:*

1. **Compute List(s)** - Computes indices for any existing list - your Group/Sector List or any user created list. Use this option to compute indices in one list or in multiple lists. If the selected list is comprised of more than one level, such as the Group/Sector List, all group and sector indices within the list will be computed.

*To use this option:*

Click the option button and then select one or more lists from the text box. To select more than one list, hold down the **Ctrl** key while clicking each additional list.

2. **Selected Group Symbol(s)** - Computes only Group/Sector List indices. With this option, you can limit the groups and sectors computed to only those that you select.

*To use this option:*

Click the option button and then select one or more groups and/or sectors from the text box. To select more than one group or sector, hold down the **Ctrl** key while clicking each additional ticker.

When you select this source option, you have the choice of also computing associated child symbols, parent symbols, both, or neither for the selected group or sector. Make your selections as follows:

- **Compute Child Symbols** (default option)

Checking this option computes only child symbols. For example, when you compute the index for a single sector, the indices for all groups within that sector will also be computed. However, the index for the sector's parent sector (if any) will not be computed.

- **Compute Parent Symbols**

Checking this option computes all parent symbols. For example, when the data for a single stock has changed, you can use this option to recompute the affected parent group, and the indices for all associated sectors will also be computed.

- **Compute both Child and Parent Symbols**

By checking both options, both parent and child symbols will be computed.

### Note

When a check mark appears in the check box of a command, that command is "turned on." To turn the command "off," simply click the check box to remove the check mark.

- **Compute neither Child or Parent Symbols**

By removing checks from both options, only the selected group or sector index will be computed.

## Range

Choose one of these three options:

1. **Update from Last Date of Data** (default)

Computes indices only from the last date of data to the present time. Use this option to compute a new index.

2. **Recompute All Dates**

Select this option to recompute from the earliest data date for the selected ticker to the present time.

3. **Recompute Range of Dates**

Select this option to recompute for a specific time period. Specify the first and last dates for the recomputation in the text boxes provided.

When you have completed all entries, click **OK** to continue with computation of indices, or click **Cancel** to abort.

## 7. Set RS Symbols

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### Setting up the Relative Strength indicators

TradingExpert Pro provides two Relative Strength indicators on charts, RS Index (Indx) and RS Ticker (Tkr). Before you can use these two indicators to track the relative strength of tickers in your data base, you must first enter RS Symbols for each of the indicators. There are two methods to set the symbols for the Relative Strength indicators:

#### Note

For more information on using TradingExpert Pro's two Relative Strength indicators, refer to the Technical Indicators Reference Manual.

- You can separately enter RS Symbols for each individual ticker. If you choose this method, the *New Ticker* and *Edit Ticker* dialog boxes provide text boxes where you can enter or change the RS Symbols for either indicator.
- You can enter RS Symbols globally (for the Master Ticker List or for individual lists) with the *Set RS Symbols* function.

### Using the Set RS Symbols function

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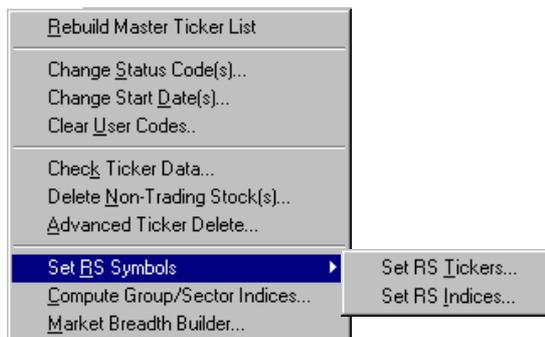
This function is used to globally set the Relative Strength symbols for TradingExpert Pro's two Relative Strength indicators.

□ To access *Set RS Symbols*:

1. Open the **Data Manager** application.
2. Click the **Utilities** command on the menu bar.
3. Choose **Set RS Symbols** from the drop-down menu.

Two options are available.

- *Set RS Tickers* sets RS Symbols for the RS Ticker indicator
- *Set RS Indices* sets RS Symbols for the RS Index indicator.



*Set RS Symbols submenu*

## Set RS Tickers

This option sets the Relative Strength symbols for the RS Ticker indicator to conform with the relationships defined in a list. It is included primarily to provide an easy way to set the Relative Strength symbols in accord with group/sector relationships. For all tickers in the Group/Sector List, RS Symbols are set to their parent tickers (i.e., tickers one level higher in the group/sector pyramid structure).

Although its primary function is for setting relationships in a Group/Sector List, *Set RS Tickers* is also used for setting relative strength relationships in any user created list that has a parent/child structure. For example, in a list of tickers with a group index, the tickers are set to their parent (group) ticker.

This function may also be used to clear all settings for the RS Ticker indicator.

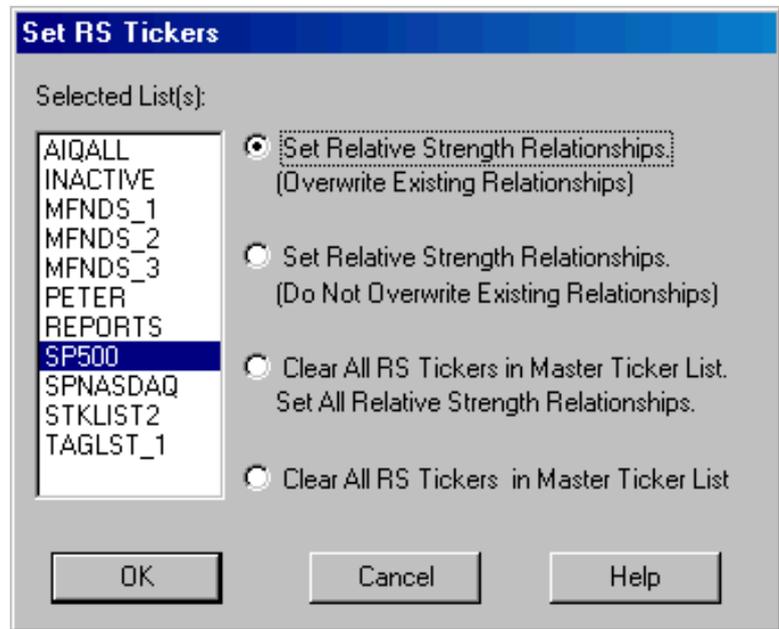
Shown is a chart of IBM with IBM's parent ticker, 3570 (Computer Systems group), set as the RS Ticker (RS Tkr 3570). The RS Ticker indicator is displayed in the lower window, showing the relative strength of IBM compared to its parent group, Computer Systems.



*Chart of IBM  
with RS Tkr3570 (ComputerSystems)*

## To set RS Tickers

When you choose *Set RS Tickers* from the *Set RS Symbols* sub-menu, a dialog box is displayed. Two entries are required.



*Set RS Tickers dialog box*

### Note

If a ticker in a user created list does not belong to a parent group, no symbol will be set for the RS Ticker.

### Selected List(s)

*Select one or more lists:*

This text box displays your Group/Sector List and all of your current user created lists. Select a list by clicking on it with your mouse (click on a selected list to deselect it). Hold down the **Ctrl** key to select multiple lists.

### Tasks

In addition to setting RS Symbols for the selected list, you can, at the same time, elect to clear all RS Ticker symbols in the Master Ticker List. You can also elect to set RS Symbols only for those tickers that do not currently have RS Symbols.

*Select one of these four tasks by clicking the option button:*

- **Set Relative Strength Relationships (Overwrite Existing Relationships)**

This option sets all RS Tickers to parent tickers (for example, all stocks in a group would have the group ticker as their RS Ticker, and all groups in a sector would have the sector ticker as their RS Ticker). Existing relationships are overwritten.

- **Set Relative Strength Relationships (Do Not Overwrite Existing Relationships)**

This option also sets RS Tickers to parent tickers, but only for those tickers that do not currently have an RS symbol. In other words, all existing settings are preserved.

- **Clear All RS Tickers in Master Ticker List and Set All Relative Strength Relationships**

This option first clears all settings for the RS Ticker indicator, then sets the RS Tickers in the specified list(s) to parent tickers.

- **Clear All RS Tickers in Master Ticker List**

This option clears all RS Symbol settings for the RS Ticker indicator. The RS Ticker in the Control Panel of charts will be displayed with a ? mark (RS Tkr ?). When a symbol for the RS Ticker is set, the symbol will replace the ? mark.

## Set RS Indices

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This function sets the Relative Strength symbols for the RS Index indicator. *Set RS Indices* allows you to globally set RS Symbols to a user specified market index.

### To set RS Indices

When you select *Set RS Indices* from the *Set RS Symbols* sub-menu, a dialog box is displayed. Four entries are required.

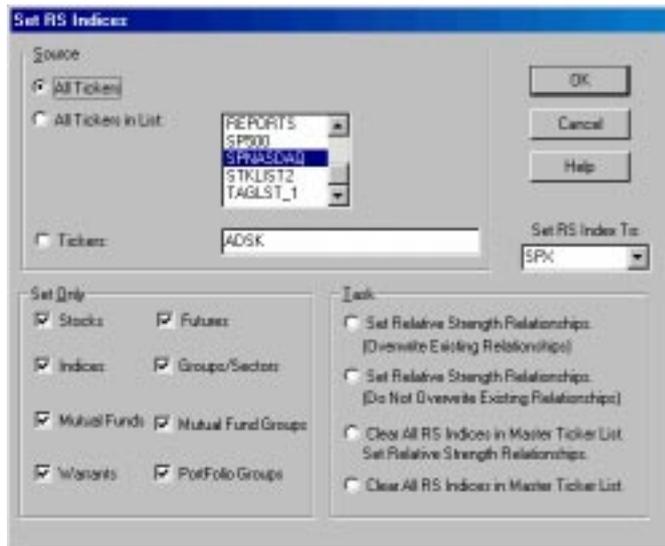
#### Note

TradingExpert Pro for Windows is delivered with the SPX (S&P 500 Index) as the default RS Symbol for the RS Index indicator.

Therefore, when a chart of a ticker is displayed, **RS Indx SPX** will appear on the Control Panel (see IBM chart).

### Source

This entry specifies which tickers will receive RS Index symbols. That is, when charts are displayed for these tickers, the RS Index will be set to a specified index ticker.



*Set RS Indices dialog box*

*Select one of these three options by clicking the option button:*

- **All tickers** - Sets all of the tickers in your data base.
- **All tickers in List** - Sets all of the tickers in the list(s) selected in adjacent text box. The text box displays all of your current lists including your Group/Sector List. Select a list by clicking on it with your mouse (click on a selected list to deselect it). Hold down the **Ctrl** key to select multiple lists.
- **Tickers** - Sets only those tickers shown in the adjacent text box. Any number of tickers can be entered here. Separate tickers by semicolons (;). The currently selected ticker or tickers in your Master Ticker List are initially displayed in this box.

#### Set RS Index to:

This entry specifies the market index that RS Symbols will be set to. Select a market index from the text box. Use the arrows to display 12 different indices. Choose an index by clicking it with your mouse.

#### Set Only

This entry limits which tickers will be set regardless of which *Source* option is selected. There are eight types of tickers which can be designated. By placing a check in the appropriate check boxes, you can select all eight types or as few as none.

Example situations:

- *Source* specifies **All Tickers** but you only want to set RS Index symbols for the stocks in your data base. By checking **Stocks** and unchecking all other types in the *Set Only* window, the function will limit the setting of RS Index symbols to just the stocks in your data base.
- If there is a conflict between *Source* and the *Set Only* options selected (or not selected), the *Set Only* options will supersede. For example, if *Source* specifies a list which contains only mutual fund tickers and the mutual fund type is not checked in *Set Only*, RS Index symbols will be set regardless of the *Source* designation.

## Task

In addition to setting RS Symbols for the selected tickers, you can, at the same time, elect to clear all RS Index symbols in the Master Ticker List. You can also elect to set RS Index symbols only for those tickers that do not currently have an RS Index symbol and thereby preserve all existing settings.

*Select one of the four task options by clicking the option button:*

- **Set Relative Strength Relationships (Overwrite Existing Relationships)**

This option sets all RS Index symbols for the specified source to the selected index. Existing RS Index symbols are overwritten.

- **Set Relative Strength Relationships (Do Not Overwrite Existing Relationships)**

This option sets RS Index symbols only for those tickers that do not currently have an RS Index symbol. All existing settings are preserved.

- **Clear All RS Indices in Master Ticker List and Set Relative Strength Relationships**

This option first clears all settings for the RS Index indicator, then sets all RS Index symbols for the specified source to the selected index.

- **Clear All RS Indices in Master Ticker List**

This option clears all settings for the RS Index indicator. The RS Index indicator in the Control Panel of charts will be displayed with a ? mark (RS Indx ?).

## 8. Printing data lists

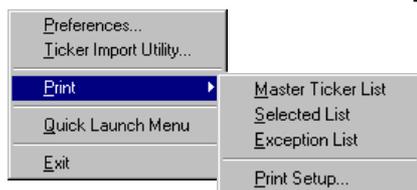
### Note:

If you have not previously done so, check that your printer is set up correctly. Select **Print Setup** on the **Print** sub-menu. Verify that the settings are correct and make any changes if necessary.

You can, in **Data Manager**, print a paper copy of the Master Ticker List, the Group/Sector List, any user created list, or an Exception List. This latter list is a list of all tickers not included in a particular list.

### To print a list:

1. Open the **Data Manager** application.
2. If you wish to print your Group/Sector List, any user created list, or an Exception List, you must first select that list from the *Selected List* text box on the menu bar.
  - Click the arrow on the right side of the text box to display a list of your available lists.
  - Click on the name of the list that you want to print.
3. Click the **Manager** command on the menu bar, and select **Print** from the drop-down menu.
4. From the **Print** sub-menu, choose one of the three print options:
  - *Master Ticker List* displays a dialog box with nine type designations for printing. Choose any or all of the types by clicking the check boxes. Choosing all types prints your complete Master Ticker List.
  - *Selected List* immediately prints the selected list.
  - *Exception List* immediately prints the selected list.



*Print sub-menu*



*Master Ticker List  
print designations*

## 9. File management

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A key to working successfully with TradingExpert Pro is astute management of your data base; that is, knowing when to delete stocks and other data, how to maintain proper sized price data files, and how to keep your data clean and free of errors. All are important for efficient and effective file management.

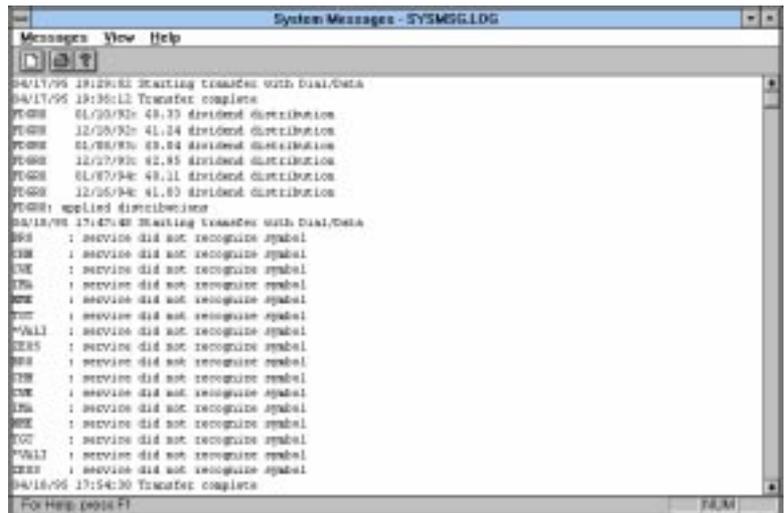
### Keeping your data clean

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TradingExpert Pro provides several functions to help you keep your data clean and free of errors. One very helpful function is the *Messages* log.

After every update from your data service, messages about the update, such as data error notes and information on stock splits and mutual fund distributions are written to a *Messages* log. AIQ recommends that you examine the *Messages* log frequently and correct all data errors as soon as possible. After an update is complete, you should check the Messages file. By conscientiously maintaining your data on a daily basis, you can prevent errors from accumulating. Otherwise, if ignored for a long time, the situation can get out of hand. It is the user's responsibility to keep the data base up-to-date and free of errors.

*Messages window*



```
System Messages - SYSMSG.LDG
Messages View Help
[Icons]
04/17/96 19:29:52 Starting transfer with Dial/Data
04/17/96 19:36:12 Transfer complete
PTGG 01/09/93: 49.39 dividend distribution
PTGG 12/09/93: 41.24 dividend distribution
PTGG 01/08/93: 43.84 dividend distribution
PTGG 12/07/93: 42.85 dividend distribution
PTGG 01/07/94: 49.11 dividend distribution
PTGG 12/05/94: 41.83 dividend distribution
PTGG: applied distributions
04/18/96 17:47:40 Starting transfer with Dial/Data
MS  : service did not recognize symbol
IBM  : service did not recognize symbol
TSE  : service did not recognize symbol
TNA  : service did not recognize symbol
MSE  : service did not recognize symbol
MST  : service did not recognize symbol
**ALL : service did not recognize symbol
MRS  : service did not recognize symbol
MSB  : service did not recognize symbol
IBM  : service did not recognize symbol
MSE  : service did not recognize symbol
TNA  : service did not recognize symbol
MSE  : service did not recognize symbol
TGC  : service did not recognize symbol
**ALL : service did not recognize symbol
MRS  : service did not recognize symbol
04/18/96 17:54:30 Transfer complete
Fox Hqs. press F1
```

To make it convenient for you to check messages frequently, the *Messages* log is easily accessible from the *Quick Launch Menu* button on the toolbar of all TradingExpert Pro applications (except *Data Retrieval*). Messages can also be accessed from the TradingExpert Pro Program Group window. Simply click on the *Messages* icon in either of these places, and accumulated messages from your telephone updating sessions are immediately displayed on your screen. You can print the messages file by clicking the **Print** button on the toolbar of the *Messages* window.

TradingExpert Pro also provides a data checking function called *Check Ticker Data* which can be used to automatically inspect one or more price/volume data files. *Check Ticker Data* writes a list of data inconsistencies and possible errors to the Messages log. Use the *Check Ticker Data* function to look for data errors in files that you suspect may have problems. When viewing a file with this function, any large errors such as zero's or far out-of-range prices will be immediately apparent.

*Check Ticker Data* can be found on the sub-menu of *Utilities* in *Data Manager*.

Following are some other *Data Manager* functions that are helpful for file management.

### Manage ticker files with Edit function

An important tool in *Data Manager* for maintaining your data properly is the *Edit* function. Using *Edit*, you can view and make changes to price and volume data for every ticker in your Master Ticker List. *Edit* provides the means to adjust data for stock splits and mutual fund distributions. Also, you can change any of the general data for an individual ticker.

### Change status codes to Inactive for tickers of no interest

A ticker designated Inactive will not be updated through your data service. The data file for this ticker remains in your data base, however, and can be reactivated to retrieve current data by changing the status code back to Active. Use the Change Status Codes function to make tickers inactive.

### Delete superfluous data

In this age of mergers and acquisitions, some stocks disappear from the market. When this happens, you should get an error message

from your data service indicating that the ticker symbol is no longer recognizable. It is time to delete that ticker from your data base.

To delete a ticker, use the *Delete* function found on the sub-menu of the *Ticker* command in **Data Manager**. This function deletes the ticker from the Master Ticker List. Also, the ticker's price data file is deleted from your disk. To delete a group or sector from a list, use the *Delete* function from the *List* sub-menu. This function removes the specified group or sector from the list and deletes the price data file from your data base.

When you request an action that will result in the deletion of data, TradingExpert Pro warns you that you are about to delete data files and asks you to confirm before any data is actually deleted.

## Maintain proper sized price data files

Each day, as new prices are added to your data files, they continue to grow until you take the explicit action of reducing them. To eliminate old data from your data files, use the *Change Start Dates* function. This function will reduce all your data files or selected data files

Remember, daily charts will display up to one year of data, and weekly charts will display up to 4 1/2 years of weekly data. For valid Expert Rating signals, you need a minimum of 200 periods (days or weeks) of historical data. Use these figures as guidelines to determine how much historical data to keep in your files.

