

### ***New Description***

The last description entered for this ticker will be shown. If there is a change in the description, you can overwrite it by typing in the text box.

### ***New Market***

If there is a change in the market on which the ticker is traded, you may enter a new Market code. The code shown is the last market entered for this ticker.

### ***New Alias***

Enter the new alias (substitute symbol) if it has changed. For more information about an alias, see the section *Entering new tickers in Master Ticker List* previously in this chapter.

## **Change Status Codes**

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This function will change the status codes of all the tickers in your Master Ticker List, all the tickers in a group list, or a selection of tickers. All types of tickers can be activated or inactivated. The function provides a convenient way to make a global change to status codes.

**[***To change Status Codes, do the following:*

1. Open the **Data Manager** application.
2. If you want to change the status codes of a selection of tickers in the Master Ticker List, first select the tickers.
  - To select a single ticker, click on the ticker name in the Master Ticker List.
  - To select multiple tickers, click on each ticker while holding down the **Ctrl** key.
  - To select a continuous range of tickers, first select the ticker at the top of the range, then hold down the **Shift** key and click on the ticker at the bottom of the range.
3. Click **Utilities** on the menu bar.
4. Choose **Change Status Codes** on the drop-down menu. The *Change Status Codes* dialog box will appear.

*Change Status Codes dialog box*

**Change Status Codes**

Source

All Tickers

All Tickers in List: SP500

Tickers: Z

Change Only

Stocks  Futures

Indices  Groups/Sectors

Mutual Funds  Mutual Fund Groups

Warrants  Markets

Tasks

Change to Active

Change to Inactive

OK Cancel Help

5. Select one of the three *Sources* by clicking the appropriate option button.
  - *All Tickers* - This activates or inactivates all tickers in your Master Ticker List.
  - *All Tickers in List* - This activates or inactivates all tickers in the list selected from the adjacent text box.
  - *Tickers* - This activates or inactivates all tickers shown in the adjacent text box. The tickers shown are those that you selected in the Master Ticker List (step 2 above). You can add to or delete entries by clicking an insertion point in the text box, then typing. Entries should be separated by semicolons (;).
6. Select one of the *Task* options by clicking the appropriate *Change to Active* or *Change to Inactive* option button.
7. To limit the tickers you want changed according to type, uncheck (by clicking) any of the eight types listed in the *Change Only* section. Only checked types will be changed. If there is a conflict with the *Source*, the entry in *Change Only* will take precedence. If, for example, the source you specify contains only mutual funds and the mutual fund type is not checked, no status codes will be changed.
8. Finally, choose **OK** to make the changes you have specified, or **Cancel** if you decide to abort the changes.

## Change Start Dates

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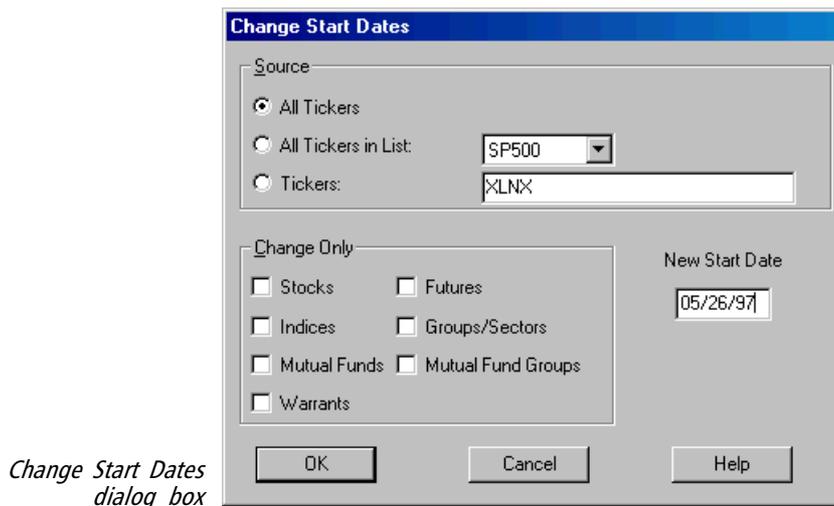
*Change Start Dates* is used to reduce the size of your ticker data files by changing the starting date for the data to a more recent date. You have the choice of changing the Start Dates of all your ticker data files, or you can change one ticker or a group of tickers.

The size of your data base increases with daily downloads of data. Eventually, you will have in your data base a lot of old data that you are no longer using. Unless you do extensive what/if analysis, you will want to keep your data base current and concise.

The New First Date that you enter is based on how much data you want to keep. When a date is entered, all data prior to that date is eliminated and the new date appears in your Master Ticker List. If, for any reason, you want to save the old data, you should first copy the existing data files from your data directory to another directory or a floppy disk.

□ *To change Start Dates, do the following*

1. Open the **Data Manager** application.
2. If you want to change the Start Dates of a selection of tickers from the Master Ticker List, first select the tickers.
  - To select a single ticker, click on the ticker name in the Master Ticker List.
  - To select multiple tickers, click on each ticker while holding down the **Ctrl** key.
  - To select a continuous range of tickers, first select the ticker at the top of the range, then hold down the **Shift** key and click on the ticker at the bottom of the range.
3. Click **Utilities** on the menu bar.
4. Choose **Change Start Dates** on the drop-down menu. The *Change Start Dates* dialog box will appear.



5. Select one of the three *Sources* by clicking the appropriate option button.
  - *All Tickers* - This changes start dates of all tickers in your Master Ticker List.
  - *All Tickers in List* - This changes start dates of all tickers in the list selected in the adjacent text box.
  - *Tickers* - This changes start dates of all tickers shown in the text box. The tickers shown are those that you selected in the Master Ticker List (step 2 above). You can add or delete entries by clicking an insertion point in the text box, then typing. Separate entries with semicolons (;).
6. Enter a **New Start Date** in the text box provided.
7. To limit the tickers according to type, uncheck (by clicking) any of the eight types listed in the *Change Only* section. Only checked types will be changed. If there is a conflict with the *Source*, this entry will take precedence. If, for example, the source you specify contains only mutual funds and the mutual fund type is not checked, no changes will be made.
8. Finally, choose **OK** to make the changes you have specified, or **Cancel** if you decide to abort the changes.

## Check Ticker Data

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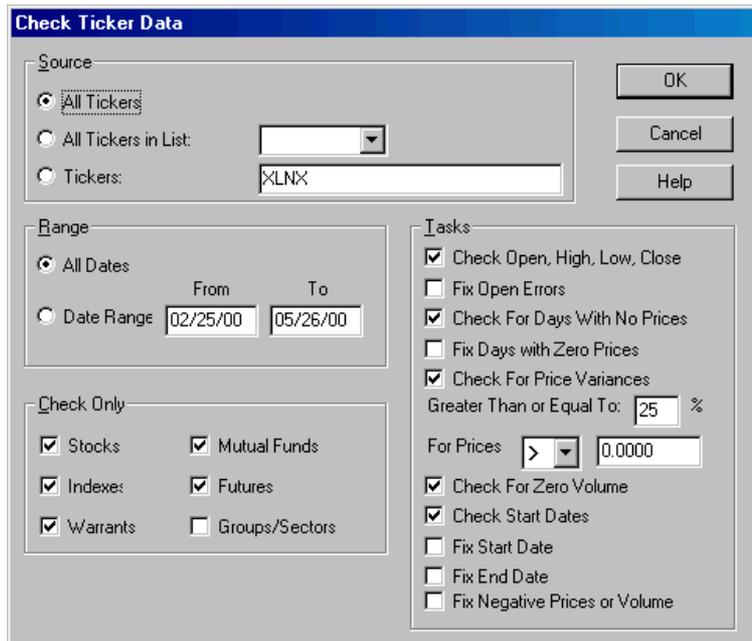
TradingExpert Pro provides a data checking function called *Check Ticker Data* which can be used to automatically inspect one or more price/volume data files. *Check Ticker Data* writes a list of data inconsistencies and possible errors to the **Messages** Log. This function also can be instructed to fix Open Price and Start Date errors.

□ *To check data for a ticker in your Master Ticker List:*

1. Open the **Data Manager** application.
2. Select the ticker (of any type except group, sector, or market) that you want to check by clicking on the ticker name in the Master Ticker List.
3. Click **Utilities** on the menu bar.
4. Choose **Check Ticker Data** on the drop-down menu. The *Check Ticker Data* dialog box that appears contains four sections. Continue by making selections in each of these sections.
5. Select one of the *Source* options by clicking on the appropriate option button:
  - *All tickers* - Checks all tickers in Master Ticker List.
  - *All tickers in list* - Checks all tickers in the selected list.
  - *Tickers* - Text box shows currently selected ticker but you can change or add additional tickers.
6. Select one of following two *Range* options:
  - *All Dates* - Checks all dates from first to last date for each ticker.
  - *Date Range* - Checks the dates specified (From through To).
7. To limit the tickers checked according to type, uncheck (by clicking) any of the types listed in the *Change Only* section. Only those types with check marks will be checked. If there is a conflict with the *Source*, this entry will take precedence. If, for example, the source you specify contains only mutual funds and the mutual fund type is not checked, no mutual funds will be checked.
8. Select one or more of the following Tasks:
  - *Check Open, High, Low, and Close* - Looks for Open and Close values not consistent with High and Low values.
  - *Fix Open errors* - If Open greater than High, sets Open to High. If Open less than Low, sets Open to Low

### Note

Data checking is available for stocks, indexes, mutual funds, warrants, and futures data only.



*Check Ticker Data dialog box*

- *Check For Days With No Prices*
- *Fix Days with Zero Prices* - If close price is zero, all prices for that date are set to zero.
- *Check for Price Variances Greater Than or Equal To* - This function, which looks for day-to-day price changes greater than or equal to the percentage specified, has additional entries. Use the *For Prices* entries to limit the prices checked for variance to only those values above or below a certain dollar amount. To impose a limit, specify a dollar amount and select whether you want only those prices that are greater than (>) or less than (<) this amount to be checked. (The default is to check all prices greater than 0 dollars. You can change the default values by typing new entries in the text boxes.)
- *Check for Zero Volume*
- *Check Start Dates*
- *Fix Start Date* - Compares actual date of first data against First Date. If actual date of first data is later than First Date, resets First Date to actual date (and reduces size of file). If First Date falls on a holiday, First Date is changed to next non-holiday date.

- *Fix End Date* - Compares End Date with date of last update. If End Date is greater than last update, resets End Date to date of last update.
  - *Fix Negative Prices or Volume* - Sets all negative values to zero. If any price (Open, High, Low, or Close) is negative, all prices and volume for that date are set to zero. If volume is negative, only the volume figure is set to zero.
9. When you have completed your entries, choose **OK** to proceed with the data checking, or choose **Cancel** to abort.
  10. During the data checking process, a window is displayed showing you what is occurring. You can stop data checking at any time by clicking the **Cancel** command button in this window.

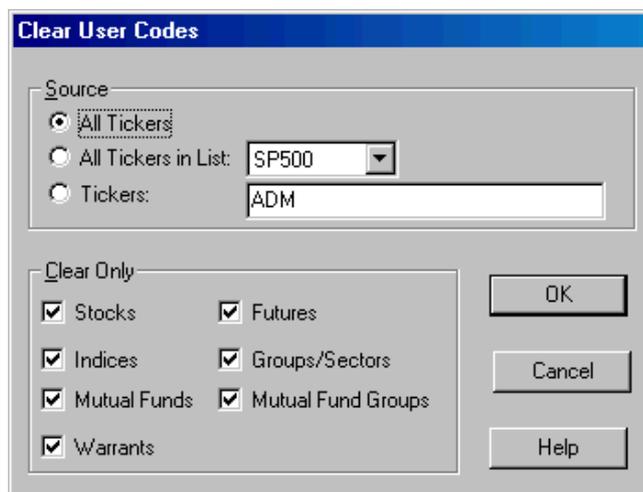
## Clear User Codes

A User Code, a code of up to six characters in length, can be entered for each ticker symbol. The User Code can be viewed on the Master Ticker List and appears as part of the ticker name on all reports. The User Code is entered through the *New* or *Edit* ticker functions located on the *Ticker* sub-menu of **Data Manager**.

The *Clear User Codes* function will globally clear existing User Code entries. You have the choice of clearing codes from all of your tickers, or you can clear a group of tickers or a selection of tickers.

□ *To use Clear User Codes, do the following:*

1. Open the **Data Manager** application.
2. If you want to clear User Codes for a selection of tickers from the Master Ticker List, first select the tickers as follows:
  - To select a single ticker, click on the ticker name in the Master Ticker List.
  - To select multiple tickers, click on each ticker while holding down the **Ctrl** key.
  - To select a continuous range of tickers, first select the ticker at the top of the range, then hold down the **Shift** key and click on the ticker at the bottom of the range.
3. Click **Utilities** on the menu bar.
4. Choose **Clear User Codes** on the drop-down menu. The *Clear User Codes* dialog box will appear.



*Clear User Codes dialog box*

5. Select one of the three *Sources* by clicking the appropriate option button.
  - *All Tickers* - This clears User Codes from all tickers in your Master Ticker List.
  - *All Tickers in List* - This clears User Codes from tickers in the list selected in the adjacent text box.
  - *Tickers* - This clears User Codes from all tickers shown in the adjacent text box. The tickers shown are those that you selected in the Master Ticker List (step 2 above). You can edit the entries in this text box by clicking an insertion point in the text box, then typing. Separate entries with semicolons (;).
6. To limit the tickers cleared according to type, uncheck (by clicking) any of the eight types listed in the *Change Only* section. Only checked types will be changed. If there is a conflict with the *Source*, this entry will take precedence. If, for example, the source you specify contains only mutual funds and the mutual fund type is not checked, no changes will be made.
7. Finally, choose **OK** to clear User Codes from the tickers you have specified, or **Cancel** if you decide to abort.

## Delete Non-Trading Stocks

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This feature, found on the *Utilities* sub-menu, searches your data base for non-trading stocks. When you select the *Delete Non-Trading Stocks* function, a dialog box appears that allows you to enter the date you want the search to begin. Stocks that have not been updated since that date will be deleted from your data base. Also, a check box in the *Delete Non-Trading Stocks* dialog box gives you the option of deleting the non-trading stocks from all lists.



*Delete Non-Trading Stocks  
dialog box*

## Using Edit function to modify ticker data

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TradingExpert Pro provides a multi-purpose function called *Edit* that is used for modifying individual ticker data. *Edit* is found on the sub-menu of the *Ticker* command. Uses of the *Edit* function are outlined below.

1. *Edit* allows you to modify the following general data for a ticker:

- Description
- Market Code
- Alias
- Status (Active or Inactive)
- Has Options (Yes or No)
- RS Symbols
- User Code
- Display As (data format)
- Market Breadth and Price Tickers (for Markets)

2. *Edit* is used for viewing, editing, and entering price and volume data for a ticker.

3. *Edit* contains two special features for maintaining your data:

- *Check Data* function which will automatically inspect an entire price volume data file and produce a list of data inconsistencies and possible errors. (This function is identical to *Check Ticker Data*, found on the sub-menu of *Utilities*.)
- *Split* function where you are able to adjust historical price and volume data for stock splits and mutual fund distributions.

4. In the *Edit* function, you can write or change notes that TradingExpert Pro stores for individual tickers.

### Tip

Click the right mouse button to display a pop-up menu that provides quick access to often used commands.

### Note

Your data is automatically updated by interface with a data service using the ***Data Retrieval*** functions.

Normally, this is how you would update all your data. Should you have to enter or modify data by direct entry, the *Data* option of the *Edit* function can be used to do this.

## Modifying general data for all tickers except Market tickers

You can change any of the entries made when a ticker was first entered in the Master Ticker List.

### 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.

To modify general data, do the following:

1. Open the **Data Manager** application.
2. Select the ticker (of any type except Market) that you want to modify by clicking on the ticker name in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.

The screenshot shows the 'Edit Ticker' dialog box with the following fields and options:

- Ticker: IBM
- Type: Stock
- Description: International Business Machs
- Market: NY
- Alias: (empty)
- Active:
- Relative Strength Symbols: Index: SPX, Ticker: (empty)
- User Code: (empty)
- Date Ranges: First: 10/11/91, Last: 05/25/00
- Display As:  nnn nn/32,  nnnnn.n,  nnnnn.nnnn,  nnnnnnnn
- Store As:  nnn nn/32,  nnnnn.n,  nnnnn.nnnn,  nnnnnnnn

Buttons at the bottom: OK, Cancel, Help, Data..., Notes...

*Edit Ticker dialog box*

4. To change data items in this dialog box (Dates and Store As cannot be changed), do the following:
  - *Description, Market, Alias, RS Symbols, and User Code:* Click an insertion point in the text box and type in your change.
  - *Active:* A check in this box means the ticker status is active.
  - *Display As:* Click the option button next to your selection.

5. When you have completed your changes, choose **OK**. Or choose **Cancel** to abort any changes you have made.

### Modifying general data for Market tickers

You can change Description, Price Ticker, or Status for a Market ticker in your Master Ticker List.

□ *To modify data, do the following:*

1. Open the **Data Manager** application.
2. Select the Market ticker that you want to modify by clicking on the ticker name in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Modify Market* dialog box will appear.

**Modify Market**

Market Symbol: DJIA

Description: Dow Jones - NYSE Volume & Breadth

**Market Breadth Data Source**

Download via telephone for the: New York Stock Exchange

Compute from all stocks in List:

Compute from all stocks in Sector:

Compute from all stocks in Group:

Price ticker: INDU

Active

**Market Breadth Dates**

First: 12/01/69 Last: 05/25/00

OK Cancel Help Data... Notes...

*Modify Market dialog box*

4. To change data items in this dialog box (Breadth Data Source and Dates cannot be changed), do the following:
  - *Description*: Click an insertion point in the text box and type in your change.
  - *Market Breadth Data Source*: Cannot be changed.
  - *Price Ticker*: Click the **arrow** next to the text box to display

a list of available Price Tickers (market indices). Select a ticker from this list by clicking on its name.

- *Market Breadth Dates:* Cannot be changed.
- *Active/Inactive:* Click on the check box to change the status. A check in this box means the ticker status is active.

5. When you have completed your changes, choose **OK**.

## Viewing/editing price and volume data files

*Edit* includes a *Data* function that provides access to historical price and volume data for all tickers, as well as breadth data for Market tickers. This function serves a threefold purpose.

- You can view on screen the price and volume data of any ticker in the Master Ticker List.
- You can manually enter new data.
- You can alter existing data, such as errors that may have occurred in data transmission.

Most errors in price data will be self-evident when you view the chart of a ticker - the price for a particular day will be obviously out of line with the surrounding data. The *Messages* log will also inform you of situations where a data error may have occurred. A data checking function, which is accessed from *Edit*, can also be used to automatically inspect an entire price volume data file. This function writes a list of data inconsistencies and possible errors to the *Messages* log.

Viewing/editing data for stocks, indexes, futures, groups, or sectors

□ To view, edit, or enter price and volume data, do the following:

1. Open the *Data Manager* application.
2. Click on the name of the ticker you want to modify in your Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.
4. Click the **Data** command button. A window containing a tabulation of the last 13 days of data for the selected ticker appears.



*Edit Ticker dialog box*

International Business Machines Data					
Date	Open	High	Low	Close	Volume (x100)
04/18/95	0	0	0	0	0
04/17/95	87	88 1/2	86 7/8	87 7/8	22688
04/14/95 (H)	0	0	0	0	0
04/13/95	85 7/8	87 3/8	86 1/8	86 3/8	13594
04/12/95	86 1/2	87 5/8	86 1/8	87 1/8	18855
04/11/95	85 7/8	86 7/8	85 5/8	86 3/4	25470
04/10/95	84	86	84	86	20760
04/07/95	83 3/4	85 1/8	83 1/2	84	23694
04/06/95	84 3/8	84 5/8	83 5/8	83 7/8	14375
04/05/95	82 7/8	84 1/8	82 7/8	84	19797
04/04/95	83 1/8	83 5/8	82 1/2	83	16845
04/03/95	82 1/4	83 1/2	82 1/4	82 7/8	18751
03/31/95	82 1/8	83 1/2	81 3/8	82 1/8	26180
03/30/95	83 1/8	83 3/8	81 3/4	82 3/8	29560

Buttons: OK, Cancel, Help, Data (Check Data..., Split...)

Data tabulation

- Move the highlighted cursor to the date that you want to modify. The cursor can be moved in several ways:
  - With your mouse, slide the scroll box on the vertical scroll bar or click the up or down arrows on the scroll bar.
  - If the date is displayed within the window, click on the date with your mouse.
  - Press the up and down arrow keys on your keyboard.
- Once the date is selected, move the highlight over the first data field that you want to change and type in the new data for that field. (Information for each data-entry field can be found in the following section.)
- Repeat this process until you have completed all of your price and volume data modifications.
- Click **OK** to make your changes and redisplay the *Edit Ticker* dialog box. Click **OK** again to exit from *Edit Ticker*.

Data-entry fields for stocks, etc.

### Description

When you choose the *Data* command, the name of the ticker is displayed at the top of the window. This allows you to verify that you are editing the correct ticker symbol.

### Date

Enter the month, day, and year in the format displayed. An (H) next to the date indicates a holiday.

### ***Open, High, Low, Close***

Enter the prices for the date, using fractions or decimals (the data format will appear as specified by the Store As entry for this ticker).

### ***Volume (for stocks and futures only)***

Enter volume in hundreds, as listed in your financial newspaper. (Volume is displayed in thousands on the ticker chart.)

Viewing/editing data for mutual funds (or mutual fund groups)

□ *To view, edit, or enter price and volume data, do the following:*

1. Open the **Data Manager** application.
2. Click on the name of the mutual fund or mutual fund group you want to modify in your Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.
4. Click the **Data** command button. A window containing a tabulation of the last 13 days of data for the selected ticker appears.

Date	Adjusted Price	Unadjusted Price	Dividend Distribution
04/18/95	0.00	0.00	0.0000
04/17/95	18.48	18.48	0.0000
04/14/95 (H)	0.00	0.00	0.0000
04/13/95	18.53	18.53	0.0000
04/12/95	18.51	18.51	0.0000
04/11/95	18.51	18.51	0.0000
04/10/95	18.56	18.56	0.0000
04/07/95	18.59	18.59	0.0000
04/06/95	18.53	18.53	0.0000
04/05/95	18.36	18.36	0.0000
04/04/95	18.29	18.29	0.0000
04/03/95	18.17	18.17	0.0000
03/31/95	18.16	18.16	0.0000
03/30/95	18.25	18.25	0.0000

*Data tabulation for a mutual fund*

5. Move the highlighted cursor to the date that you want to modify. The cursor can be moved in several ways:
  - With your mouse, slide the scroll box on the vertical scroll bar or click the up or down arrows on the scroll bar.

- If the date is displayed within the window, click on the date with your mouse.
  - Press the up and down arrow keys on your keyboard.
6. Once the date is selected, move the highlight over the first data field that you want to change and type in the new data for that field. (Information for each data-entry field can be found in the following section.)
  7. Repeat this process until you have completed all of your data modifications.
  8. If you have entered a Dividend Distribution, you should process the distribution before exiting this window. To process a distribution, proceed as follows:



*Process Mutual Fund Distribution*

- Click the **Distribution** command button on the bottom of the *Data* window. The *Process Mutual Fund Distribution (s)* dialog box will appear.
  - If the mutual fund is in a mutual fund group, this function will also recompute the group with the adjusted price. To recompute the group, do not remove the check from the box labeled *Recompute Appropriate Groups/Sectors*.
  - Choose **OK** to process distributions.
9. Choose **OK** to make all the above changes and redisplay the *Edit Ticker* dialog box. Choose **OK** again to exit *Edit Ticker*.

## Data-entry fields for mutual funds

### *Description*

When you choose the *Data* command, the name of the selected mutual fund appears at the top of the window. This allows you to verify that you are editing the correct mutual fund.

### *Date*

Enter the month, day, and year in the format displayed. An (H) next to the date indicates a holiday.

### *Adjusted price*

This is the mutual fund NAV price after adjustment for distributions. You should have no reason to change this value.

### *Unadjusted price*

Enter the NAV price for the day, using decimals (the data format will appear as specified by the Store As entry for this ticker).

### ***Dividend Distribution***

Place an entry in this field if you are adjusting for a distribution. Enter the amount of the mutual fund distribution (capital gains and dividends) for this date. Then, process the distribution by choosing the *Distribution* command button.

## Viewing/editing Market data

□ To view, edit, or enter price, volume, and breadth data, do the following:

1. Open the **Data Manager** application.
2. Click on the name of the market you want to modify in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Modify Market* dialog box will appear.

**Market Data Maintenance for Dow Jones - NYSE Volume & Breadth**

INDU prices

Open	High	Low	Close	Date:
10490.12	10644.32	10207.75	10323.92	05/25/00

Breadth for MKTDATA

	Number	Volume
Advancing Issues:	1293	330430
Declining Issues:	1600	567000
Unchanged Issues:	514	73040
Total Issues:	3407	970470
Issues Making New Highs:	36	
Issues Making New Lows:	83	

Previous Day <<

Next Day >>

OK Cancel Help

*Market Data Maintenance window*

### Note

If you access the Market Data Maintenance window intraday, before a telephone update, there will be no data available for the current date and the window will contain zero's.

4. Click the **Data** command button. A *Market Data Maintenance* window for the selected market will appear.
5. The date of the data that is displayed (date shown in *Date* text box) can be changed to another date as follows:
  - Type the date that you want to view or modify in the *Date* text box. Press the **Enter** key to display data for that date.
  - Click the **Previous Day** command button to move the date back by one day or click the **Next Day** button to move forward one day.
6. Any of the four price values or any of the 10 breadth values may be changed. To change a value, click an insertion point in the text box containing that value and type in a new value.

7. After completing all changes for the currently displayed date, move to the next date that requires changing and complete all changes. Continue this process until you have made all changes.
8. Choose **OK** to make your changes and redisplay the *Modify Market* dialog box. Choose **OK** again to exit *Modify Market*.

## Manual Data Entry

If you are entering market data manually from a published source, AIQ recommends using data from *The Wall Street Journal*, or a publication that coincides closely with *The Wall Street Journal* such as the *New York Times*, the *Los Angeles Times*, or *Investor's Business Daily*. Price and volume figures from each of these sources vary due to the various data providers. No one source is suggested to be better than another, but be sure to be consistent. Updating from multiple sources may result in invalid signals. If open prices are not available, use yesterday's close.

## Data-entry fields for Market Data Maintenance

### ***Market Description***

The Market description is displayed at the top of the window. This allows you to verify that you are editing the correct market.

### ***Prices (for Price Ticker specified for this Market)***

The name of the Price Ticker (market index) is displayed.

Enter the open, high, low, and close prices for this specified market index.

### ***Breadth (for Market Breadth Ticker specified for this Market)***

The name of the Market Breadth Ticker is displayed.

#### **Advancing Issues**

Enter the number of stocks that advanced for the day, and the total volume of the advancing stocks. Enter volume in thousands.

#### **Declining Issues**

Enter the number of stocks that declined for the day, and the total volume of the declining stocks. Enter volume in thousands.

#### **Unchanged Issues**

Enter the number of stocks that remained unchanged in price, and the total volume of the unchanged stocks. Enter volume in

thousands. (Generally, this figure is calculated by subtracting advancing and declining volume from total volume.)

**Total Issues**

Enter the total number of stocks traded and the total volume (in thousands).

**Issues Making New Highs / New Lows**

Enter the number of stocks that reached new highs for the day, and the number of stocks that made new lows for the day.

## Checking ticker data

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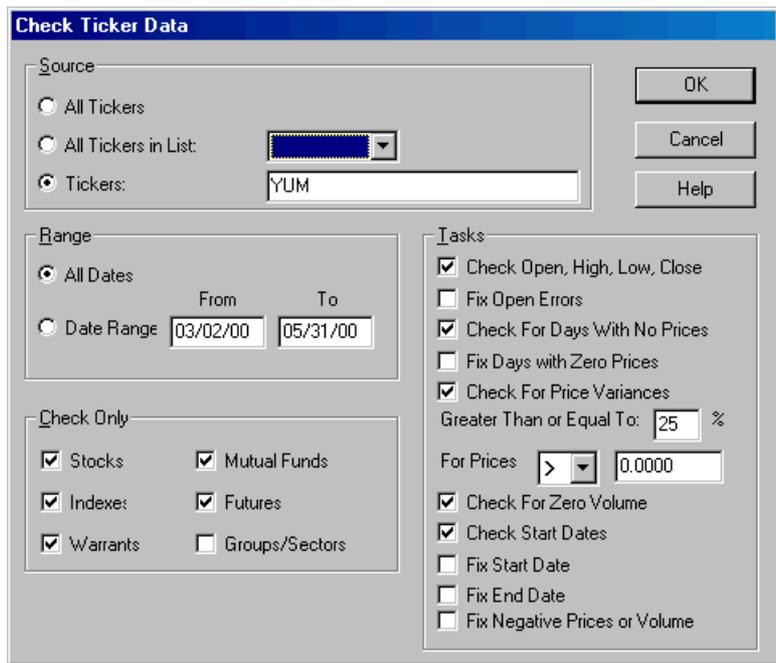
*Edit* provides a data checking function which can be used to automatically inspect one or more price/volume data files. This function writes a list of data inconsistencies and possible errors to the *Messages* Log. It also can be instructed to fix Open Price and Start Date errors. Data checking is available for stock, index, mutual fund, warrant, and futures data only.

□ *To check data for a ticker using the Edit function:*

1. Open the **Data Manager** application.
2. Select the ticker (of any type except group, sector, or market) that you want to check by clicking on the ticker name in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.
4. Click the **Data** command button to display the data window.
5. Click the **Check Data** command button to display the *Check Ticker Data* dialog box.
6. The *Check Ticker Data* dialog box contains four sections. Continue by making selections in each of the sections. For more information, see *Check Ticker Data* in the *Maintaining Your Master Ticker List* section of this chapter.

**Note**

This data checking function is identical to *Check Ticker Data*, which can be accessed directly from the *Utilities* menu.



7. When you have completed your entries, choose **OK** or choose **Cancel** to abort. During the data checking process, a window is displayed showing you what is occurring. You can stop data checking at any time by clicking the **Cancel** command button on this window.

## Fixing data for Stock Splits and Mutual Fund Distributions

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The *Edit* function provides a special option called *Split* which allows you to adjust historical price and volume data for stock splits and mutual fund distributions. In addition to this function, splits and distributions are also processed by the following methods:

- Splits and distributions can be adjusted in the **Charts** application, using a method similar to the one provided here in the *Edit* function. (See Chapter IV.)
- AIQ's **Data Retrieval** function automatically processes stock splits and mutual fund distributions when identified by your data service.

### Adjusting data for Stock Splits

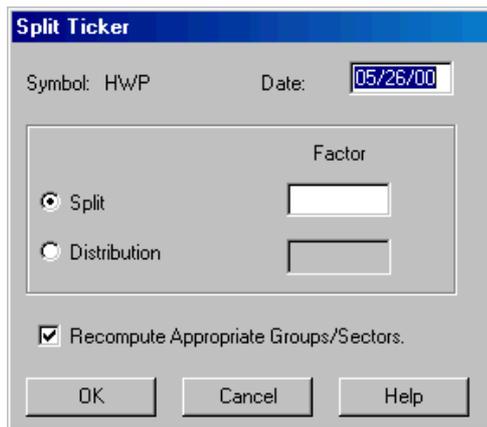
Periodically, a stock will be split. The split is usually upward — for example, a two-for-one split, where you get two new shares for each current share. When a stock split occurs, you can use the *Split* function to adjust historical stock price data in your TradingExpert Pro data base to make the older data compatible with the split price. The *Split* function modifies all the data prior to the stock split

Publicly traded closed-end investment companies periodically pay out realized capital gains which represent a dilution in the value of the shares. When a distribution occurs, you can use the *Distribution* command on the *Split* function to enter the per share dollar amount. The price data prior to the distribution will be modified to reflect the distribution.

Although it rarely happens, indices occasionally are split. This function may also be used to adjust your data for the split of an index.

□ *To fix data for a split (or distribution), follow these steps:*

1. Open the **Data Manager** application.
2. Select the ticker (of type stock or index only) that you want to adjust for a split by clicking on the ticker name in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.
4. Click the **Data** command button. A window will appear displaying a tabulation of the ticker's price and volume data.
5. Click the **Split** command button on the bottom of this window to display the *Split Ticker* dialog box.



*Split Ticker dialog box*

6. The *Split Ticker* dialog box requires four entries (more information on these entries can be found below):
  - *Date*: Enter the effective date for the split (or distribution) in text box.
  - *Split or Distribution*: Select one by clicking the option button.
  - *Factor*: Enter the appropriate split factor or the per share dollar amount of the distribution in adjacent text box.
  - *Recompute Appropriate Groups/Sectors*: Remove check (by clicking) if you don't want groups/sectors recomputed.
7. When you have completed your entries choose **OK**, or choose **Cancel** to abort.
8. The split or distribution will be processed.
9. Choose **OK** to redisplay the *Edit Ticker* dialog box. Choose **OK** again to exit the *Edit* function.

### Split Ticker data-entry fields

#### ***Symbol***

The name of the ticker currently selected in the Master Ticker List will be displayed. If this is not the stock or index you want to adjust, click **Cancel** until you have escaped from the **Edit** function, then choose the correct ticker.

#### ***Date***

The date entered is the date that the stock split is effective. All data in your data base before this date will be modified.

### ***Split Factor***

Enter the Split Factor in decimal form. To determine the correct split factor, divide the number of new shares by the number of old shares. For example:

<b>New Shares</b>	<b>Old Shares</b>	<b>Split Factor</b>
3	1	3.0
2	1	2.0
3	2	1.5
1	2	0.5
1	3	0.333

### ***Distribution Factor***

Enter the Distribution Factor in dollars per share. For example, enter 9.45 for a distribution of \$9.45 per share.

### ***Recompute Appropriate Groups/Sectors***

It's important for the stock split to be reflected in all group and sector indices of which the stock being processed is a component. To recompute group and sector indices, the check box for *Recompute Appropriate Groups/Sectors* must be checked.

What to do if incorrect data is entered for a split

If incorrect data is entered for a stock split, data prior to the date of the split will be in error. To correct, re-enter the *Split* function, then change the data back to the original by entering a factor which is the inverse of the incorrect factor. For example, to reverse split factor 1.5, enter a factor of .666 (1/1.5). When you have verified that the original data has been restored, start again using the correct split factor.

As an alternative, to restore the original data you can delete the stock data file by deleting the stock from the Master Ticker List. Then, re-enter the stock in the Master Ticker List, and retrieve the full history again by ***Data Retrieval***. In most cases, the new historical data will reflect the split. If not, you can re-enter the stock split with the correct data.

## Adjusting data for Mutual Fund Distributions

Mutual fund share prices (also called NAV or Net Asset Value) reflect distributions of dividends and capital gains made by the fund to shareholders. When a distribution is made, the fund NAV drops by an amount equal to the per share amount of the distribution. Therefore, if you are a mutual fund shareholder who reinvests distributions, distributions do not alter the value of your investment. In this sense, a mutual fund distribution is equivalent to a stock split.

As stock prices must be adjusted to compensate for stock splits, mutual fund share prices must be adjusted to compensate for distributions. Although mutual fund quarterly dividend distributions are usually small and barely noticeable on the price chart, annual distributions of capital gains can be large and have substantial impact on share price.

The *Edit* function allows you to adjust historical mutual fund prices for distributions. You first enter the amount of the distribution for the effective date on the mutual fund data tabulation. Then, when you process the distribution, new prices are computed for all dates prior to the effective date of the distribution.

□ *To fix data for a mutual fund distribution, follow these steps:*

1. Open the **Data Manager** application.
2. Select the mutual fund that you want to adjust for a distribution by clicking on the ticker name in the Master Ticker List.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker. The *Edit Ticker* dialog box will appear on your screen.
4. On the bottom of this dialog box, click the **Data** command button. A window will appear displaying a tabulation of the last 14 days of data for the selected mutual fund (see next page). Mutual funds report only end-of-day price (NAV) and no volume figures. In addition to listing the reported price (Unadjusted Price), the window also lists Dividend Distributions and an Adjusted Price (which is the unadjusted price less dividend distributions).

*Data tabulation  
for a mutual fund*

Date	Adjusted Price	Unadjusted Price	Dividend Distribution
04/18/95	0.00	0.00	0.0000
04/17/95	18.48	18.48	0.0000
04/14/95 (H)	0.00	0.00	0.0000
04/13/95	18.53	18.53	0.0000
04/12/95	18.51	18.51	0.0000
04/11/95	18.51	18.51	0.0000
04/10/95	18.56	18.56	0.0000
04/07/95	18.59	18.59	0.0000
04/06/95	18.53	18.53	0.0000
04/05/95	18.36	18.36	0.0000
04/04/95	18.29	18.29	0.0000
04/03/95	18.17	18.17	0.0000
03/31/95	18.16	18.16	0.0000
03/30/95	18.25	18.25	0.0000

Buttons: OK, Cancel, Help, Data (Check Data..., Distribution...)

5. Move the highlighted cursor to the date for which you want to add a distribution (i.e., the effective date of the distribution). The cursor can be moved in several ways:

- With your mouse, slide the scroll box on the vertical scroll bar or click the up or down arrows on the scroll bar.
- If the date is displayed within the window, click on the date with your mouse.
- Press the up and down **arrow** keys on your keyboard.

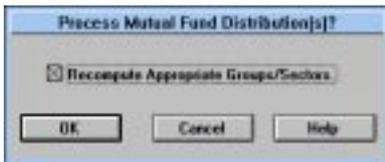
6. Once the date is selected, move the highlight to the Dividend Distribution data field by pressing the **right arrow** key. Type in the distribution amount.

7. Repeat this process to add any additional distributions.

8. Before exiting this window, process the distribution by doing the following:

- Click the **Distribution** command button on the bottom of the window. The *Process Mutual Fund Distribution(s)* dialog box appears.
- If the mutual fund is in a mutual fund group, the function will recompute the group with the adjusted price. To recompute the group, do not remove the check from the check box for *Recompute Appropriate Groups/Sectors*.
- Choose **OK** to process distribution(s).

9. When the data window reappears, choose **OK** to redisplay the *Edit Ticker* dialog box. Choose **OK** again to exit the *Edit* function.



*Process Mutual Fund Distribution*

## Entering and viewing Notes

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TradingExpert Pro provides a function, called *Notes*, which allows you to record a note for any ticker in your Master Ticker List. *Notes* is the Windows *Notepad* function. Notes are entered, saved, and printed in exactly the same way as a Windows *Notepad* document.

□ *To enter a note for a ticker in the Master Ticker List:*

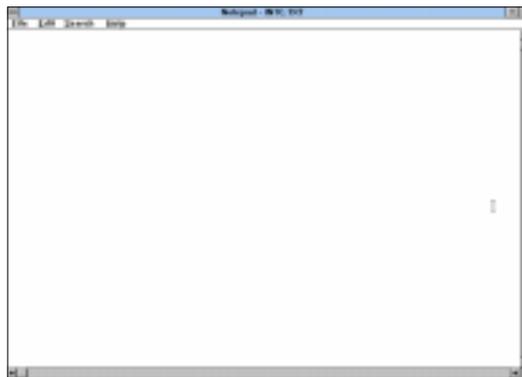
1. Open the **Data Manager** application.
2. In the Master Ticker List, select the ticker that you want to note.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker.
4. In the *Edit Ticker* dialog box, click the **Notes** command button.
5. The *Notepad* window appears, with the name of the ticker identified.
6. Begin typing your note at the prompt.
7. To save your note, click **File** on the *Notepad* menu bar, then click **Save** on the sub-menu.

### Note

You can write and view notes when working in **Data Manager** or **Charts**. The notes are communal -- regardless of where the notes originate, they can be read and edited in any of the two functions.

□ *To view a previously saved note for a ticker:*

1. Open the **Data Manager** application.
2. In the Master Ticker List, highlight the ticker that has the note you want to view.
3. Click **Ticker** on the menu bar, and choose **Edit** on the drop-down menu. Or, double click with your mouse on the highlighted ticker.
4. In the *Edit Ticker* dialog box, click the **Notes** command button.
5. A window appears with the saved note.



*Notes window*