

Telemet America, Inc.

TeleFlash

Internal Research Notes and Custom Data Publisher

800-368-2078

The TeleFlash publisher offers a quick and convenient way to share research notes, files or data produced by analysts, portfolio managers or traders at a firm.

The research notes, files and data are kept in a central database and ‘pushed’ to the team members every 15 seconds. The research notes, files and data are searchable and are also attached to individual ticker symbols.

Installation of the TeleFlash Publisher

NOTE: There are two parts to the TeleFlash publisher installation: the TeleFlash DB (Research.mdb) and the TeleFlash Editor, which is used to publish the research notes and data.

The TeleFlash editor can also be installed with Telemet Orion. If selected the TeleFlash package installation process will run automatically as part of the installation.

Non Telemet Orion Users

Non-Telemet Orion users can publish Research Notes in TeleFlash. This feature allows users of other platforms and research systems to publish Research Notes and Corporate Custom data for Telemet users. To do this the person publishing information must install the TeleFlash Editor using its stand alone installation package.

Telemet Orion users are required to have v8.2.00.07 or higher to see Research Notes and data published by other team members.

Installation Notes Organization

Part I – Instructions for installing the TeleFlash Database and editor without Telemet Orion.

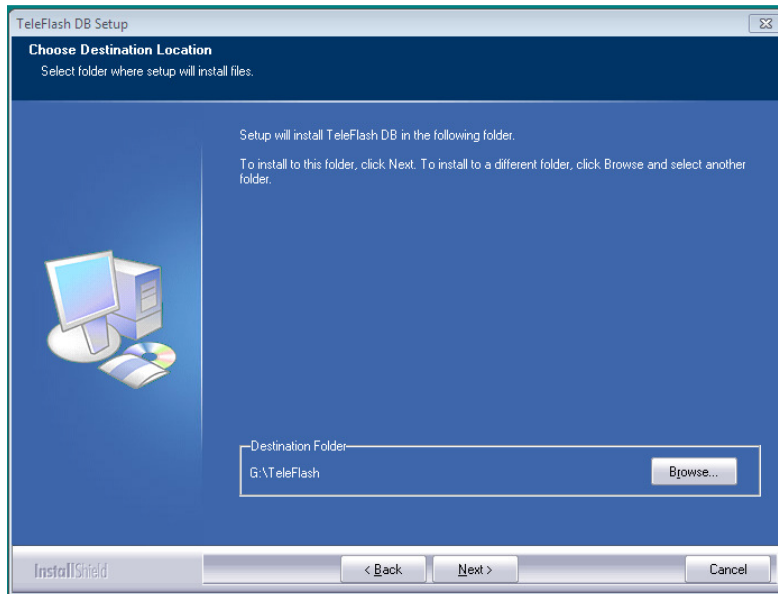
Part II – Instructions for installing the TeleFlash editor in combination with an installation of Telemet Orion.

Part III - Outlines the operation of the TeleFlash platform and its use.

PART I

Installation of the TeleFlash Database.

Note: It is required that the TeleFlash Database be installed as the first step in the TeleFlash configuration process. Download the TeleFlash Database Setup installation file (named “tfdatabase.exe”) from <http://www.taquote.com/support/download.html> to your local drive. After it is finished downloading run it to install the TeleFlash DB (Research.mdb) file. ‘Research.mdb’ is the name of the TeleFlash database.



The default location for the TeleFlash DB is C:\Program Files\Telemet\TeleFlash but a different folder may be selected at the installer’s option. Telemet recommends the database be located on a shared network folder where all users have at least read access rights. During the install use the browse button to select a location to store the TeleFlash Database file. The location must be accessible to anyone who will read and/or publish research notes and data. The ..\database\ folder contains the file “Research.mdb” which is the database. This database holds all corporate custom data, research notes and any attached files.

The ..\Database\AttachFiles and ..\Database\Temp subfolders are created during the TeleFlash DB installation. These folders are required for the TeleFlash DB.

If it is ever necessary to reinstall (overwrite) a TeleFlash DB file (Research.mdb) you must first uninstall the “TeleFlash DB” using the standard Control Panel, Add/Remove Programs, and then you may reinstall the TeleFlash Database.

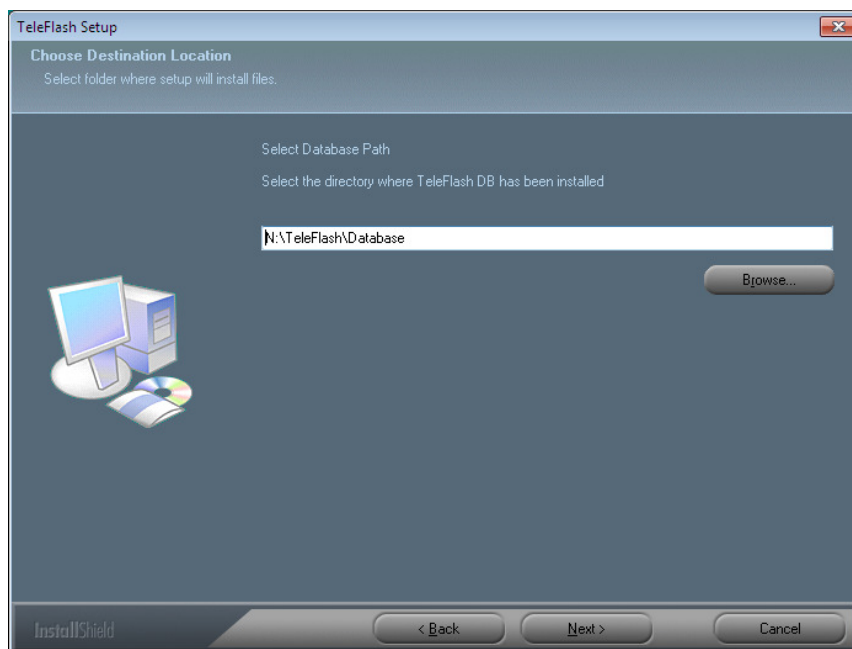
The TeleFlash Editor Standalone Installation.

The TeleFlash Database must be installed prior to installing the TeleFlash Editor. The TeleFlash Editor may be installed on any computer that will publish research notes, custom data and attached files for the firm's team by running the tfeditor.exe installation file. Thus every analyst, manager or trader that wants to present research notes, attach files or proprietary data to the firm's team may have the TeleFlash Editor installed.

The TeleFlash Editor can be installed separately with a standalone installation or as part of a Telemet Orion upgrade or new installation. If Telemet Orion is already in use on the target computer it is recommended that you skip to Part II to continue.

Download the TeleFlash Editor installation file (named "tfeditor.exe") from <http://www.taquote.com/support/download.html> to your local drive. After it is finished downloading run it to install the TeleFlash Editor. The default location for the TeleFlash editor is C:\Program Files\Telemet\TeleFlash. The editor is installed into the ..\TeleFlash\Bin subfolder. If a different folder is designated the editor will be installed in the ..\{folder name}\Bin folder.

You will be asked the path to the TeleFlash Database file (research.mdb). Use the browse button to select the correct path of the database that was installed earlier.



Once the installation is complete you will have an opportunity to start TeleFlash. Leave the check in the check box to start TeleFlash when the installation is completed.

The TeleFlash icon is put on the desktop after the TeleFlash Editor is successfully installed.

Telemet Editor Password Setup

Before setting up TeleFlash on the computers of people who are going to publish TeleFlash information, passwords must be created by the administrator of the TeleFlash Database. This is done using the TeleFlash Editor.

The first time a Telemet Orion user logs in to run “TeleFlash Editor” the password settings are: user “Administrator” and password “” (blank).

To add TeleFlash Administrators, Authors and Readers in TeleFlash click on the menu item Tools, Users. Only users with “Administrators” rights can edit “Corporate Fields” and publish “Corporate Data”. Any user, regardless of rights, can publish a Research Note and/or attach files to a research note.

PART II

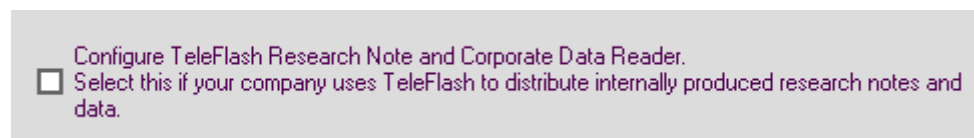
Installation of Telemet Orion with TeleFlash Editor.

Note: The TeleFlash Database (Research.mdb) must be already be installed and be accessible by the computer on the company network (See Part I for instructions).

While the TeleFlash Database can be installed anywhere on the firm's network, the TeleFlash Editor – which is used to input research notes, attach files and corporate custom data - must be installed on each computer that will be used to publish research notes, files or corporate custom data to members of the team. Note that the TeleFlash Editor is not needed to view research notes, attached files or corporate custom data. These are viewed within Telemet Orion.

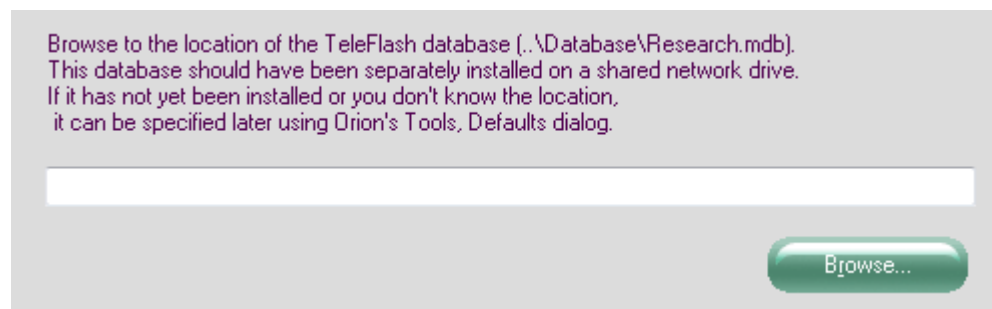
Upgrade Installations:

1) Run the Telemet Orion upgrade as you normally would. When you get to the Install Default Settings screen you will see the following check box at the bottom:



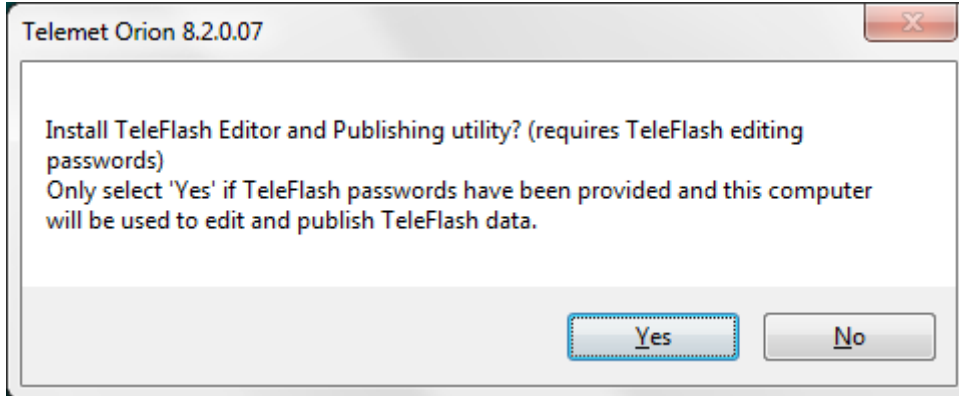
Check this box to indicate that Orion should be able to access research notes, files and corporate data published via TeleFlash, then click Next.

2) Continue with the installation as normal. After the upgrade's files have been installed you will see the following choice:



Use this Browse dialog to browse to the location of the TeleFlash Database on the network. The default location is *..\TeleFlash\Database* and it can be on any drive on the network. Once you have selected the database location click Next.

3) You will now see the following choice:



Please note that completion of the installation of the TeleFlash Editor requires TeleFlash passwords that have been provided by the local administrator of the TeleFlash Database.

If you do not have TeleFlash Editor passwords please select “No” to complete the upgrade without installing the TeleFlash Editor. TeleFlash Editor can be installed separately if passwords are provided at a later time.

Selecting “No” will finish the upgrade and Telemet Orion will be configured to access and display research notes, files and corporate data published by others using TeleFlash.

If you do have TeleFlash Passwords please select “Yes”.

Selecting “Yes” will begin the installation of the TeleFlash Editor which will allow this workstation to publish research notes, files and corporate data.

4) The TeleFlash Editor Installation

- a) Select Next on the Welcome screen
- b) The location for the TeleFlash Editor’s files can be chosen. Telemet recommends using the default setting of *C:\Program Files\Telemet\TeleFlash*
- c) Enter your TeleFlash Editor passwords on the following screen:

A screenshot of a password entry screen. The text reads: "Please specify TeleFlash User Name and Password.
These passwords are provided by the local administrator of the TeleFlash database." Below this text are two input fields. The first field is labeled "User Name" and the second field is labeled "Password". Both fields are empty.

Then click Next.

- d) Click Finish to complete the upgrade.

The TeleFlash Shortcut.

The TeleFlash icon is created if Telemet Orion is installed with the TeleFlash Editor. When the icon appears, the Telemet Orion installation with TeleFlash is complete. The TeleFlash configuration settings can be reviewed in Telemet Orion by clicking on Tools, Defaults and selecting the Research tab.

Once the TeleFlash Editor is installed and configured the user can add or edit notes with the TeleFlash editor by clicking on Display, Research, Add Research Note menu items in Telemet Orion, or by opening the TeleFlash Editor using the desktop shortcut.



Part III


Set up the TeleFlash Editor within Telemet Orion

If necessary you can specify the location of the TeleFlash Database manually if you have Telemet Orion v8.2.00.07 or later. This might be necessary if the location of the database has been changed or if TeleFlash Editor was installed separately from Telemet Orion. In the Tools, Defaults menu item you may select the TeleFlash DB location under the Research tab. This will allow Telemet Orion to read all TeleFlash notes and custom column data. Note that only users with the TeleFlash Editor installed are able to add research notes or publish custom data.

Publishing TeleFlash Research Notes

Click on Display, Research, Add Research Note then enter the Ticker Symbol and a title for your note. Enter the text of your note in the large white box below the title.

- To enter a hyperlink click on the link button in the toolbar: 
- To attach a file click on the paperclip button in the toolbar: 
- To categorize your note with a subject, recommendation, industry or statistical grouping make the desired choice(s) from the dropdown menus on the right.

When your note is complete click on the Save icon in the toolbar  then confirm the name of the note and choose OK to publish it. The new note will be displayed on the Notes Summary tab of TeleFlash and will be pushed out to Telemet Orion users at your firm.

Reading TeleFlash Research Notes

TeleFlash Research Notes are viewed in Telemet Orion as news stories. These stories can be primarily seen by double-clicking the standard news alert (N) on a Snap Quote, Chart or Custom Price Page. Other ways to view the notes:

- Add TeleFlash specific alert columns to a Custom Price Page: *Click on Options, Columns then open the Alert folder and click on either “TFMostRecentDate” or “Count – TeleFlash Stories Today” (or both) to add them to the page.*
- Set up a double-click action to bring up TeleFlash stories: *Double-click on the column header that you want to set the double-click action for, click on “Double Click Action” in the Attributes box, select “TeleFlash Story” from the dropdown on the right and then choose “OK.*
- Click on Display, Research, TeleFlash Stories and enter a ticker.
- Create a News Query or edit an existing News Query using TeleFlash as a news source: *Display, News, New, make your selections making sure to select the TeleFlash checkbox before saving.*
- Navigate to the workspace named “TeleFlash Data Monitor” located in the Equity Research workspace group.

Research Notes and data are updated every 15 seconds. TeleFlash Research Note headlines are marked as “TF”. If a TF Research Note headline has text, it is marked “⌘” . If a TF Research Note headline has a attached file, it is marked “â”. If both text and a file attachment are part of the note, both marks are displayed. To see an attached file, click on the underlined attached file URL in the note.

Publishing Corporate Custom Data Fields

Corporate Custom Data fields present comments, numeric scores, rankings and other customized data to the Telemet users as Corporate Custom columns on any Telemet Orion custom price page. These fields may be generated by anyone using the TeleFlash Editor with Administrator login rights.

Begin the process on the “Corporate Fields Setup” panel in the TeleFlash Editor. Here you can create or edit a list of fields (columns) to be pushed to Telemet users. Note that TeleFlash Editor users can not publish corporate data without the custom fields being defined in advance.

After defining the desired fields a text based file must be created to hold your information. Telemet recommends creating a .csv file using Excel, but other text delimited files can be used as well.

The first line of the text file may be a header line with field names from your definition. The file must have Ticker Symbol as column A which may be named as “Symbol”, “Issue”, “Security”, or “Ticker”. The other columns should represent the fields set up on the “Corporate Fields Setup” tab. A Security Type column is not required, but may be used to differentiate between stocks and other security types such as indices and mutual funds. If no security type is used TeleFlash will consider all listed securities as stocks. The column header for security type may be “Type” or “Stype”.

An example of a simple TeleFlash data file viewed in Excel:

	A	B	C	D
1	Ticker	Rating	Score	Manager
2	AA	76	C	Joe
3	C	82	B-	Clara
4	MSFT	80	B-	Elizabeth
5	ORCL	73	C-	Aaron
6	SO	89	B+	Paul
7	T	81	B-	Clara

Once the data file has been created it should be stored in a network location that is accessible by anyone who will be using the TeleFlash Editor to modify/publish the data. After copying the text file to this location use the Browse button on the TeleFlash Editor’s “Publish File” tab to select the file. Once selected you should see a representation of the file’s contents in the data file area. Please verify that the “Start Import at row” selection is correctly accounting for your file’s heading line and that the Delimiter Type drop down represents “Comma” for a .csv file or whatever is appropriate if you have a different type of file.

When you have verified that the data is being shown correctly, to push the data out to Telemet Orion users click on the Publish Corporate Data button.

A message will appear at the bottom of the screen if problems are noted in the data file.

Displaying Corporate Custom data in a regular Custom Column Page

Data fields published by the TeleFlash Editor will be available to choose to add to a Telemet Orion Custom Page. From a Page, click on Options, Columns, select the “Corporate Custom” folder, click on any data columns you want to add to the page and then choose OK. Make sure you save the Page to retain the changes. You will then be able to see data on the tickers that are included in the published list.

Displaying Corporate Custom data in the “TeleFlash Monitor Page”.

The TeleFlash Monitor Page is a special page that shows the Corporate Custom data status. A workspace (in the Equity Research workspace group) has been created that will open the TeleFlash Monitor Page. This monitor will display all custom corporate data for all symbols that are published through TeleFlash.