

# QUICK START GUIDE

# Getting started

## Launching:

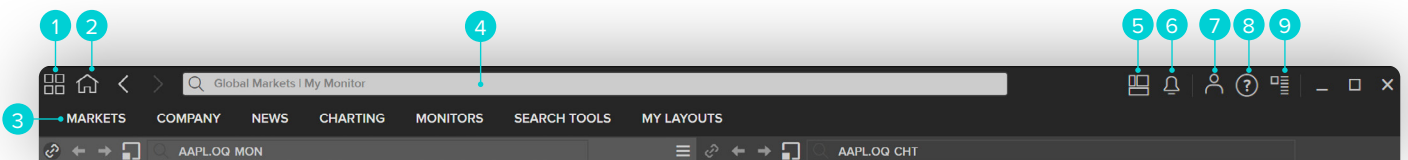


To open Refinitiv Workspace, use the icon on your desktop.

## Browser

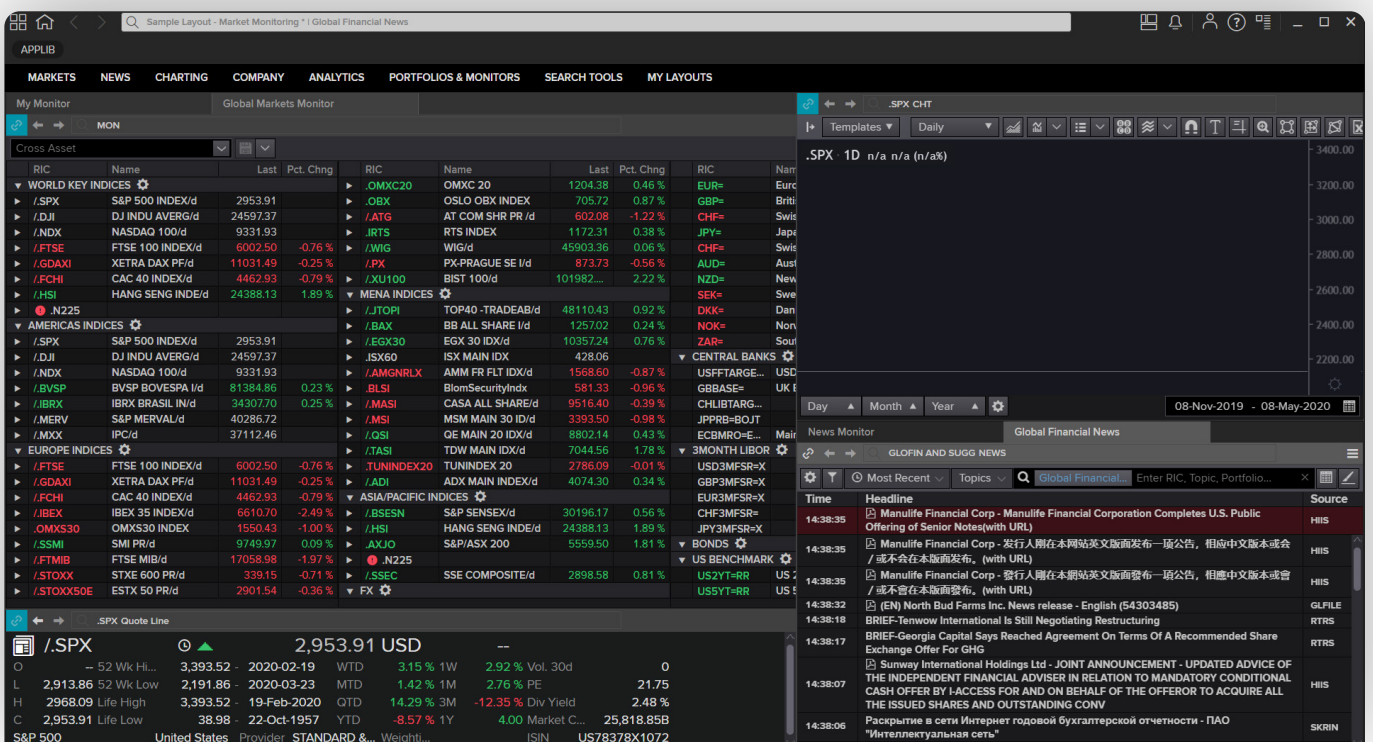
Refinitiv uses a single browser window to help organize your workflows.

1. App Library
2. Home Page
3. Navigation Bar
4. Search Bar
5. Tiles
6. Alerts
7. User Menu
8. Help
9. App Menu



## Browser with customized menus:

- The Browser is your means to explore Refinitiv Workspace
- The Browser will adapt to your job role by providing quick menu access to relevant apps
- You can confirm your profile by selecting the User Menu and opening Profile



## Searching

You can use search to find data or apps from the main **Search Bar** or the **Launcher** tool by pressing **CTRL – Shift – Space**.

Use natural language:

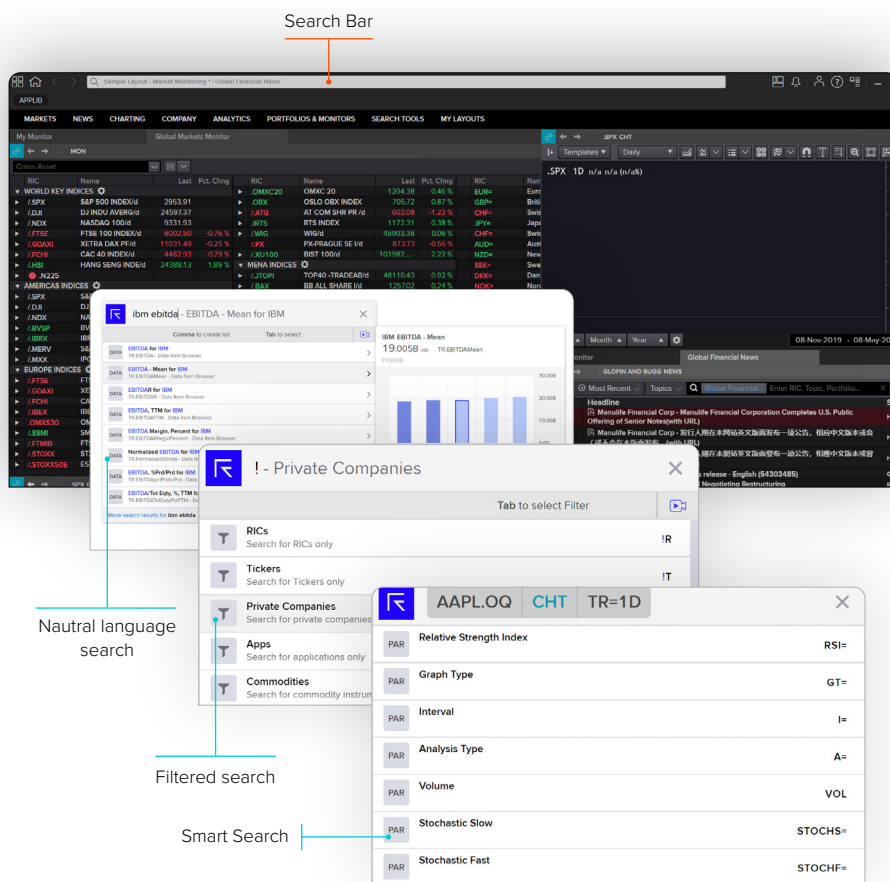
- Type in the entity you want to view and include any app name you want to use or specific data set

Filter for specific data:

- Use **“!”** to select a content type
- Find apps or data within that content type

Smart Search:

- Type in an entity and a set of parameters will appear. Click on one to select
- Then press **Tab** to move onto the next parameter, once complete it will instantly perform the command



## Organize your Apps

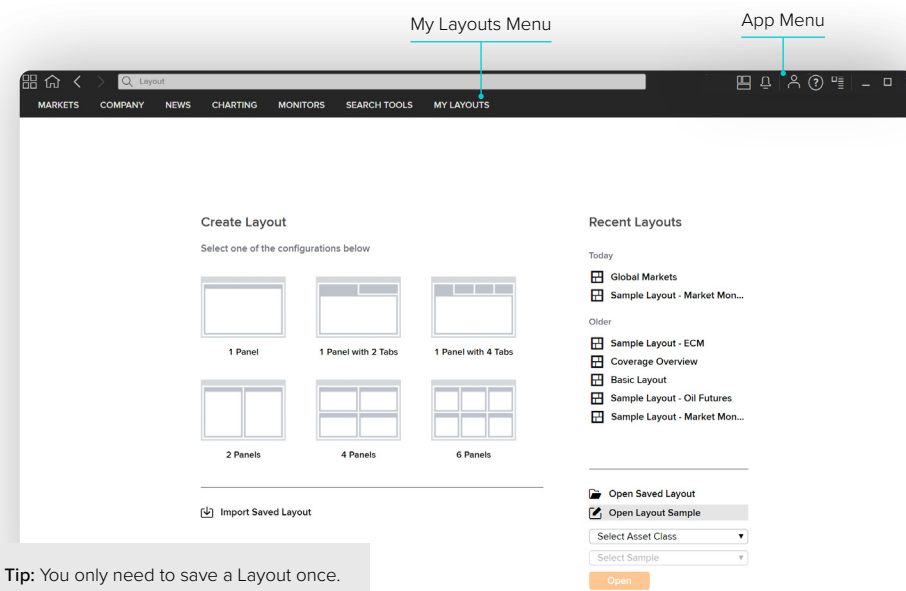
### Layouts

You can access existing and pre-defined Layouts from the **My Layouts** menu to monitor the different markets you are interested in.

Select **New Layout** to create a new Layout, or select **Open Saved Layout** to access your existing Layouts.

To **Save** a Layout:


1. Go to the **App Menu**
2. Choose **Save Layout As**
3. Give your Layout a name

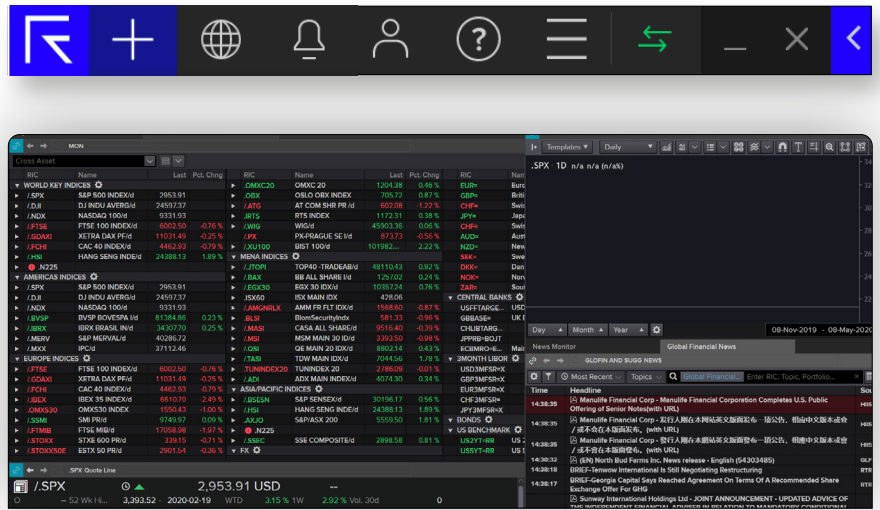


**Tip:** You only need to save a Layout once. After that, any further changes will be automatically saved.



## Tiles

- Tiles lets you display Apps anywhere on your desktop to monitor the markets, rather than having them restricted to the Browser
- To access Tiles click on the Tiles icon  in the Browser. The Tile Manager and a default display will appear on your screen
- To set up Tiles\* from the Tiles Manager menu, select '+', then select the application you would like to add. Move it to your desired position. You now have the option to save



\*Tils is only available on the installed desktop version of Refinitiv Workspace.

## Other ways to access Refinitiv Workspace



### Excel

Select the Refinitiv tab within the Excel ribbon.



### Web

Navigate to workspace. [refinitiv.com/web](https://refinitiv.com/web) from your browser on any device, including tablets.



### Mobile

Contact your account team to request access. Currently available for iOS 10.0 or higher only.

## Support and Feedback

Please contact your administrator

## Find out More

You can find videos on how to use Refinitiv Workspace [here](#).

Visit [refinitiv.com](https://refinitiv.com)

