

# USER GUIDE EMIS Professional



## **USER GUIDE – SYSTEM REQUIREMENTS**

EMIS database supports the following browsers.

For the best experience, please use the recommended browser versions

Browser	Minimum Version	Recommended Version
Chrome	v14 and above	v21 and above
Opera	v7 and above	vII.6 and above
Internet Explorer	vII	vII
Firefox	v6 and above	v12 and above
Safari	v4 and above	v5 and above

Besides, your browser need to support:

#### • JavaScript

To access EMIS, JavaScript must be enabled for your browser.

#### Cookies

To log in and do customization, cookies must be enabled for your browser.

#### Adobe Flash Player

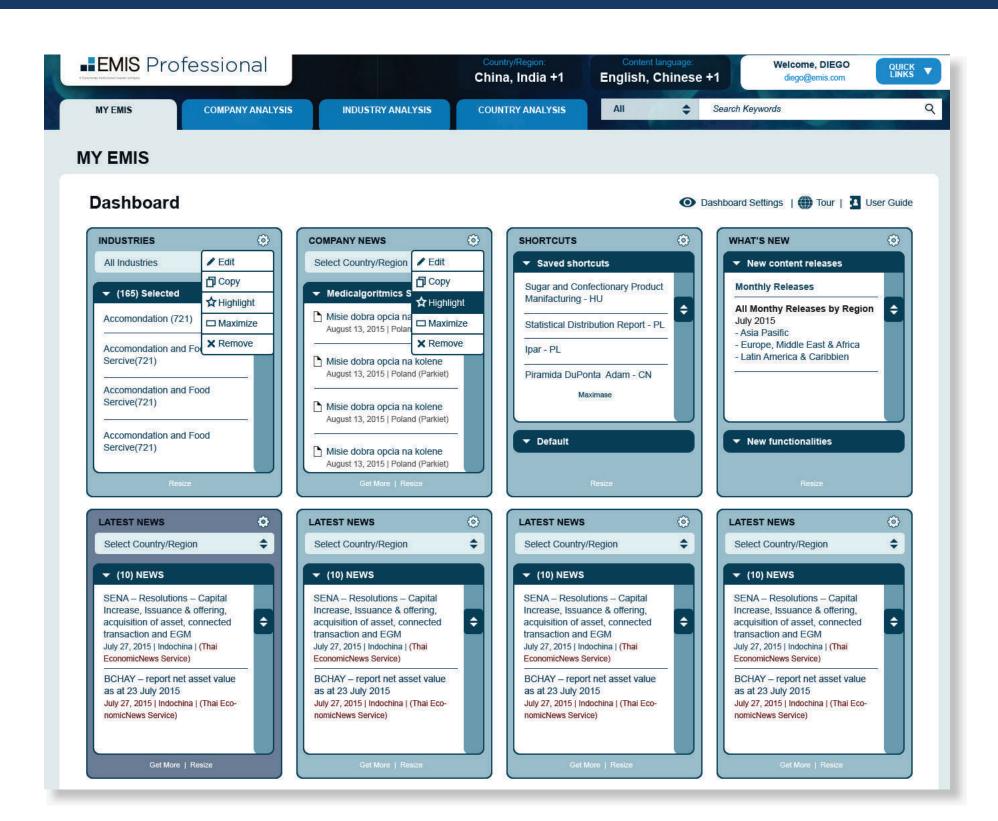
To view some charts, including the tutorials, you need to have the latest versions of Adobe Flash Player installed, which is freely available for download from the Adobe website.



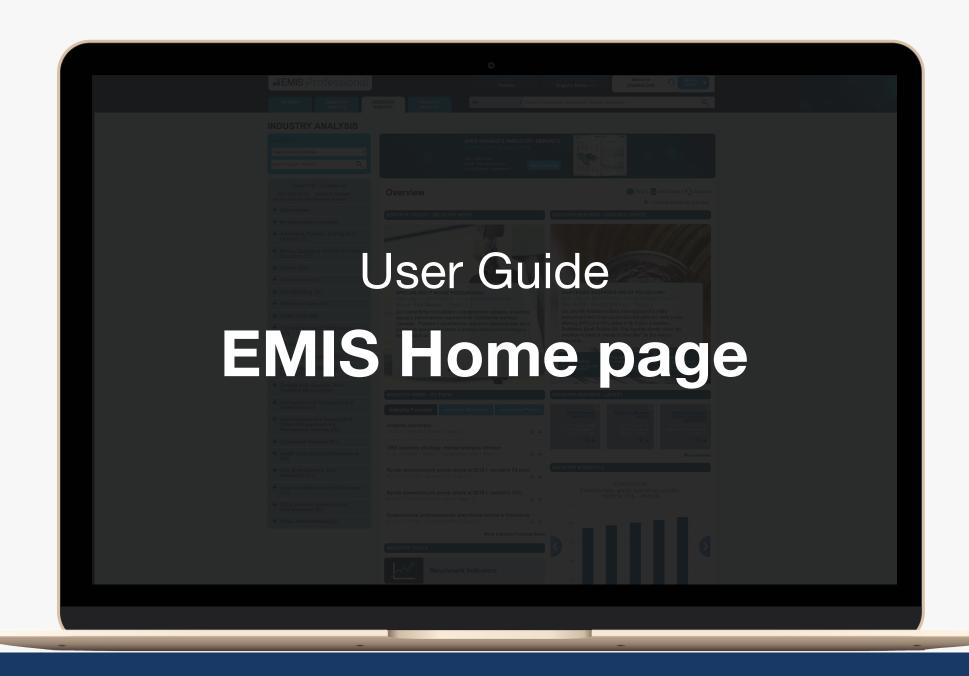
#### I.I. Landing Page

MY EMIS' Dashboard is the default landing page for EMIS. It is designed to help users customise and save favorites, allowing them to keep up with the latest updates on frequently used companies, industries, research, news and publications, providing easy access to favorites:

- Personal profile for each end user to save preference settings;
- Customisable widget content / selection / location / size;
- Recommended content based on your preference;
- Intuitive wizard and tour to help you get quickly acquainted with Dashboard features

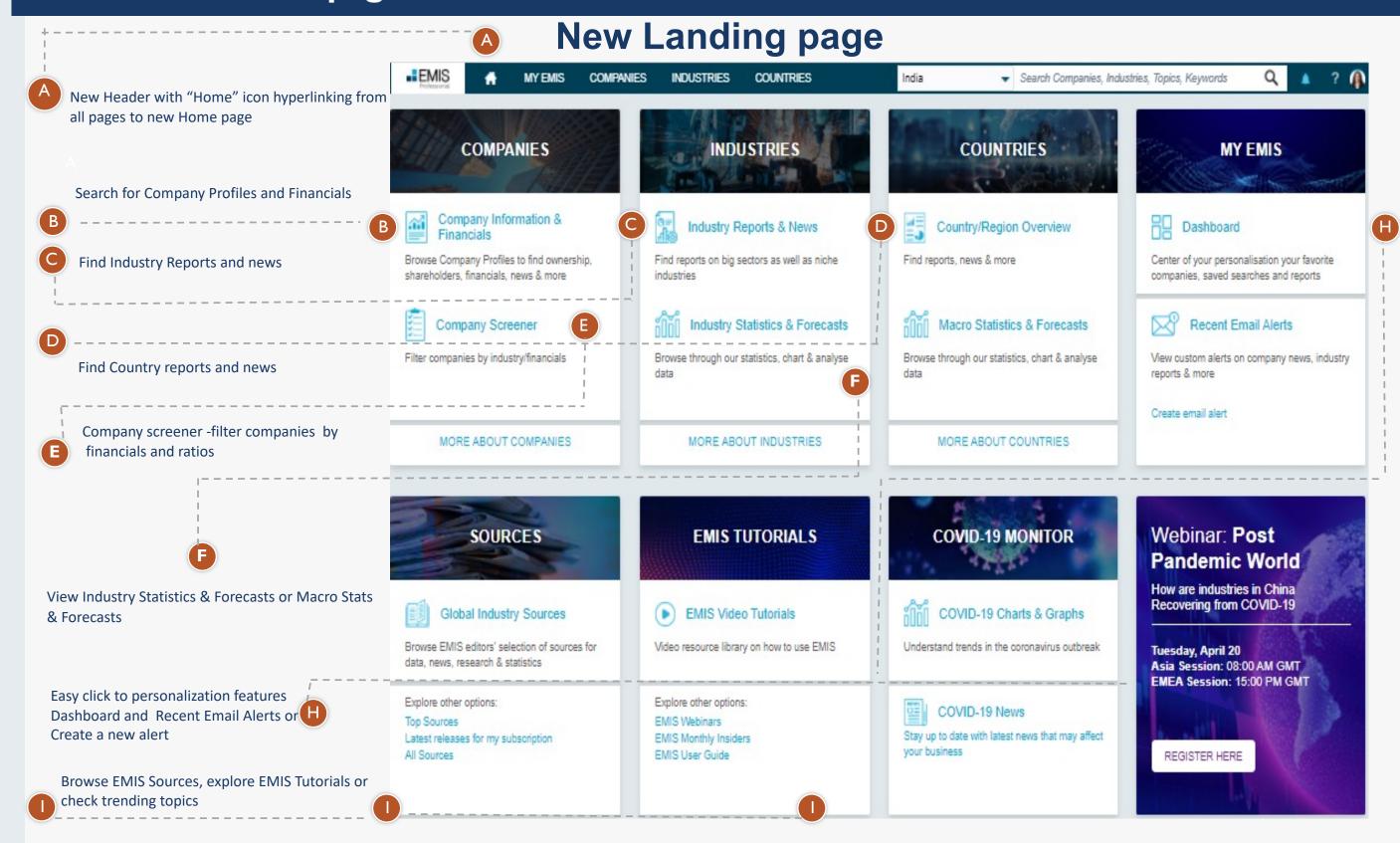






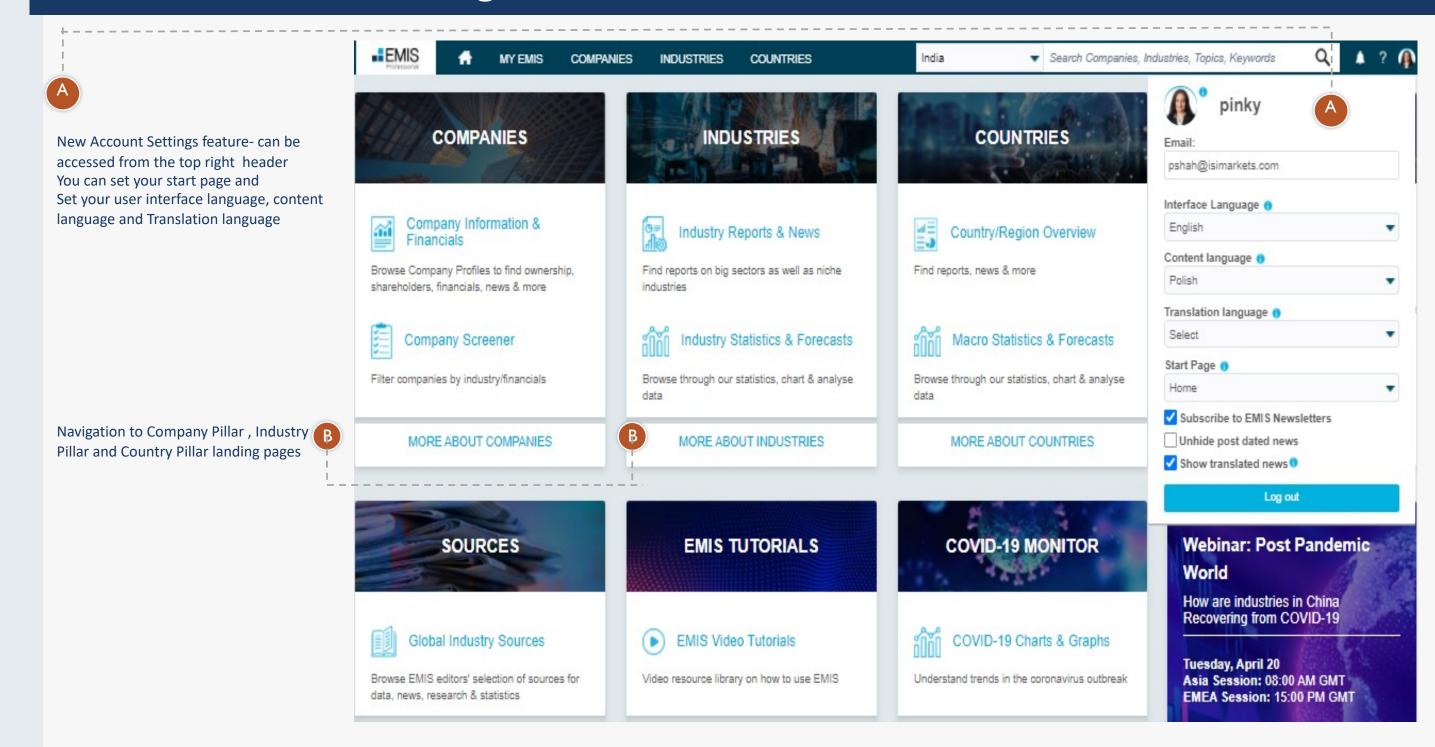


## **EMIS** Home page





## **EMIS Account Settings**

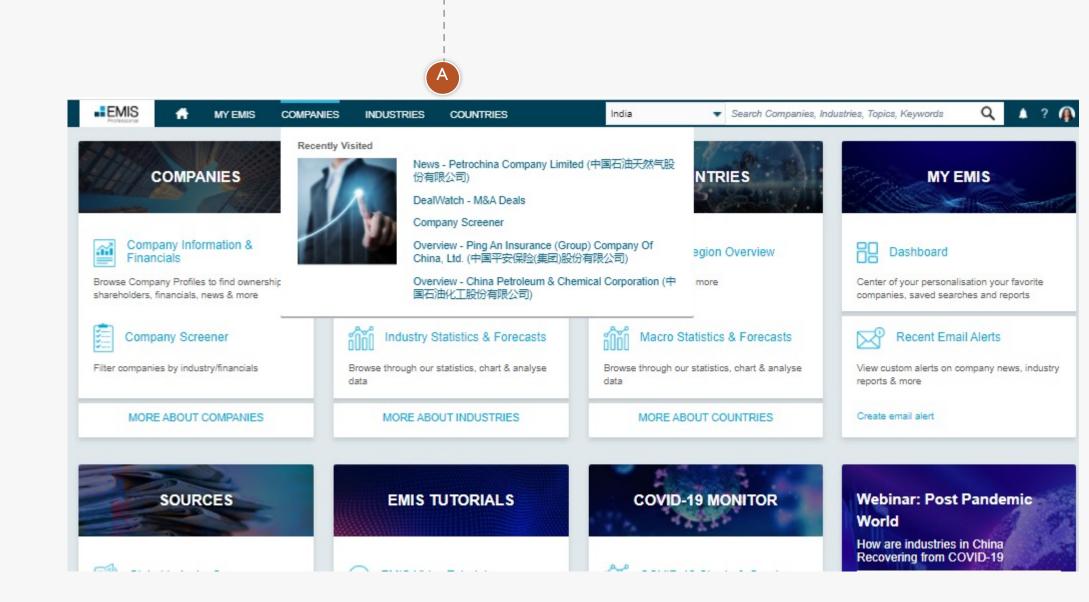




## **EMIS Tab Menu**



Recently Visited pages that allows users to quickly navigate to last visited pages in Company Profile, Industry Profile and Country Profiles and last used features

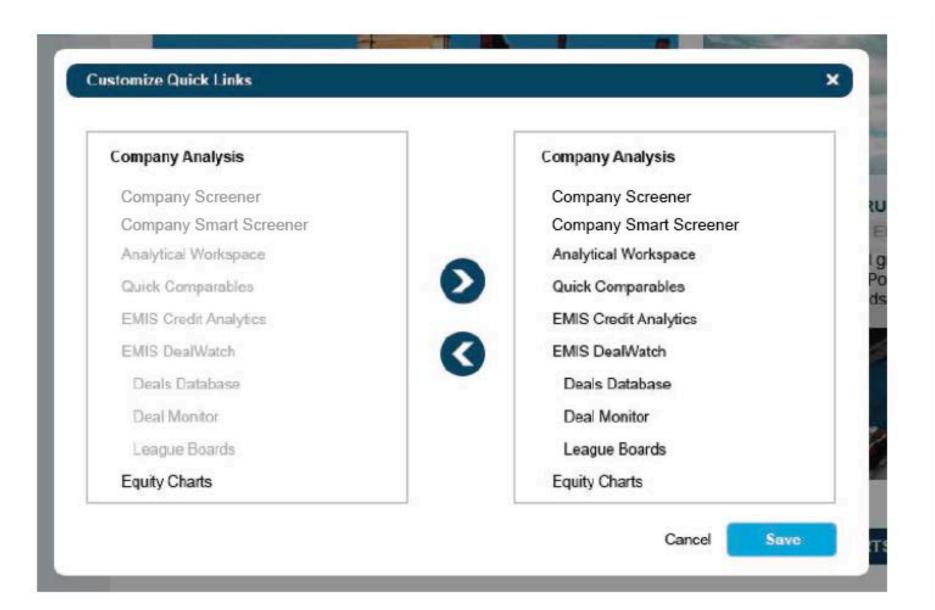




#### **I.5 Dashboard Settings**

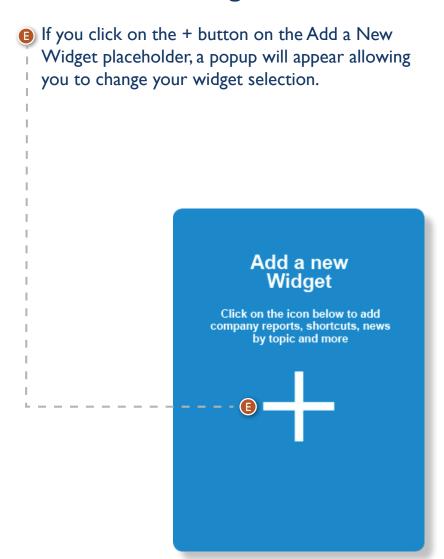
Dashboard Settings

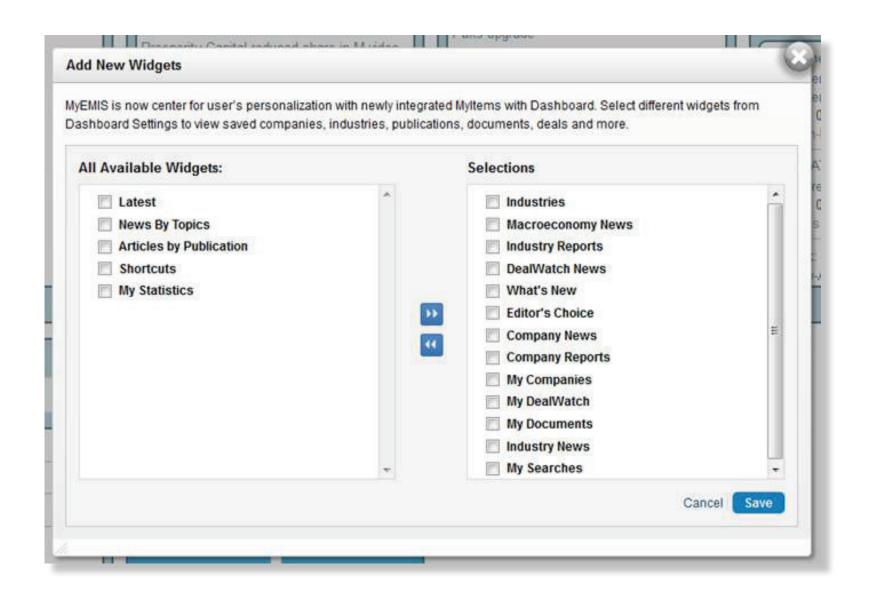
If you click on the Dashboard Settings button on the top right of the Dashboard, a popup will appear allowing you to change your widget selection and/or preference industry setting.





#### I.6 Add a New Widget







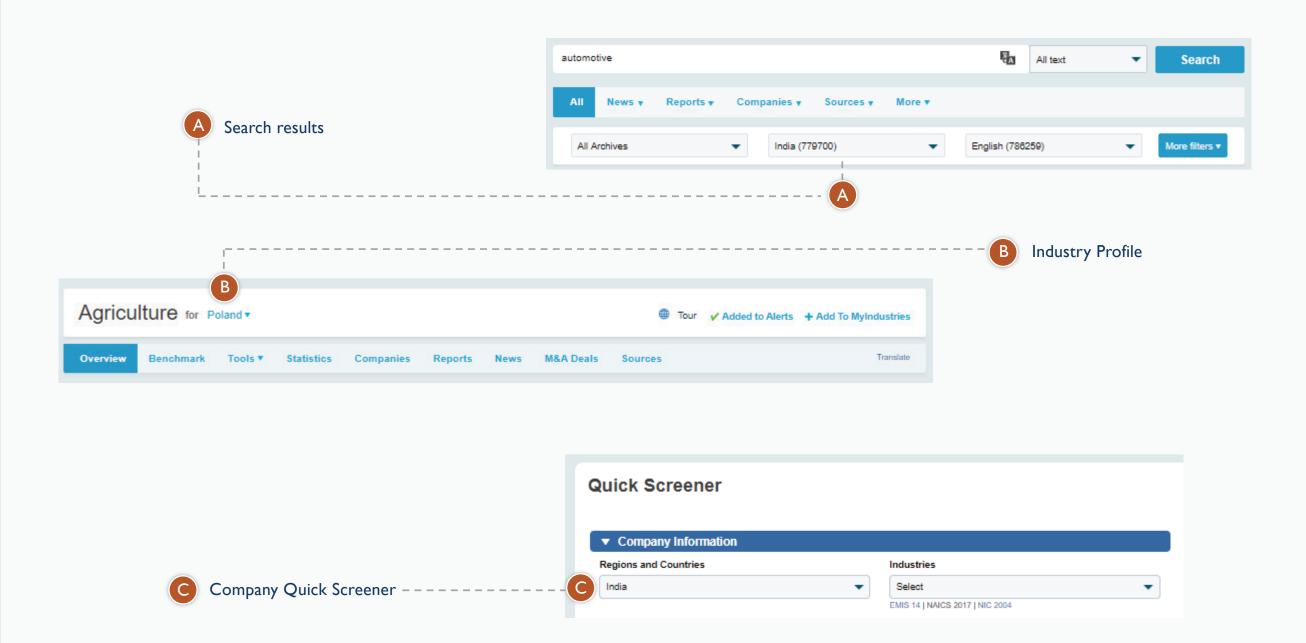
#### 1.7 Widget function

 When you make any Edit: When the Edit button is active, you can click on it to customization, e.g. selected customise the widget content. companies / industries **INDUSTRIES** / topics, your selections Copy: Make a copy of the widget F **▶** Edit All Industries will be displayed in this **П** Сору dropdown menu **Highlight:** Highlight the header of the widget ▼ (165) Selected ☆ Highlight Accomondation (721) Maximize: Widget content will be displayed in a popup □ Maximize × Remove Accomondation and Fo Remove: Remove this widget from the Dashboard Sercive(721) Accomondation and Food Country dropdown: View content from selected Sercive(721) countries Accomondation and Food Sercive(721) By clicking on this link, you will be • Change the size of the widget redirected to the corresponding EMIS page



## I. COUNTRY SELECTION

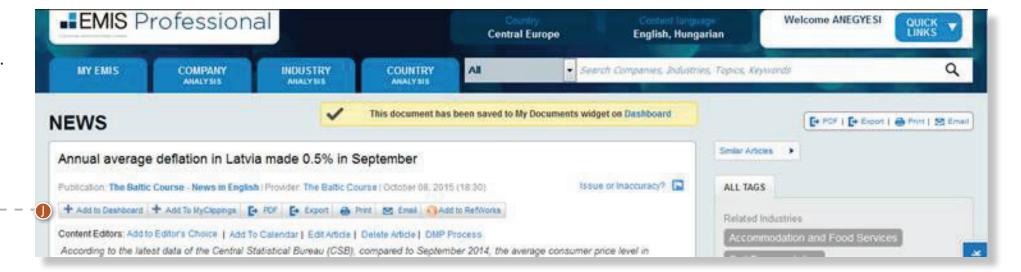
If you have a multi country subscription, you can find an option to switch between countries and regions where needed – check these examples





#### 1.8 Add to Dashboard

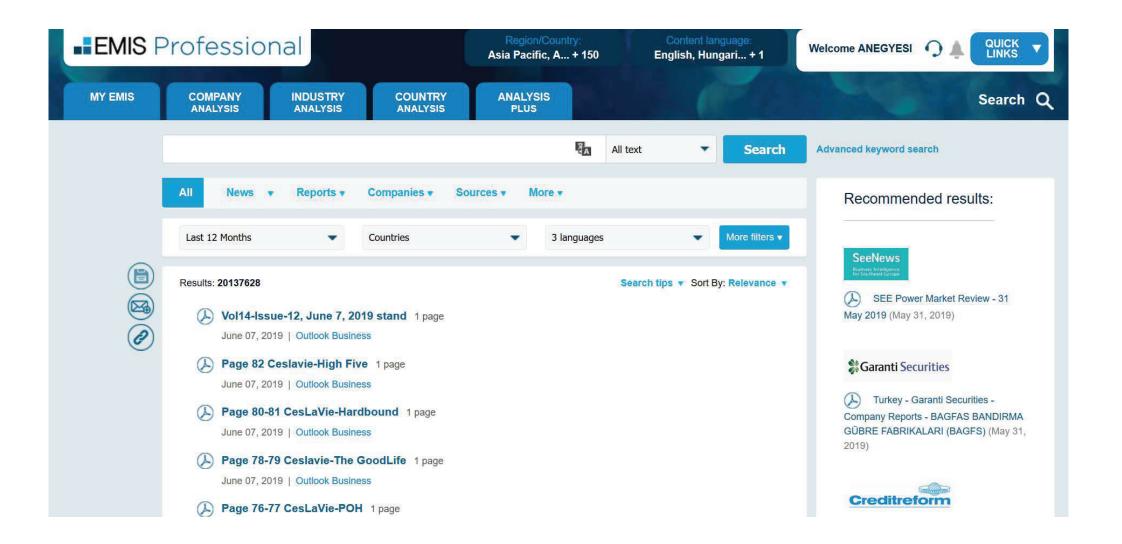
You can use "Add to Dashboard"
 to save the item onto Dashboard.
 When you add something, you
 will see a successfully added
 message like below.



When an item is saved, corresponding My widget will be auto added if it is not on Dashboard with a "New" badge.







#### I. The Search Bar

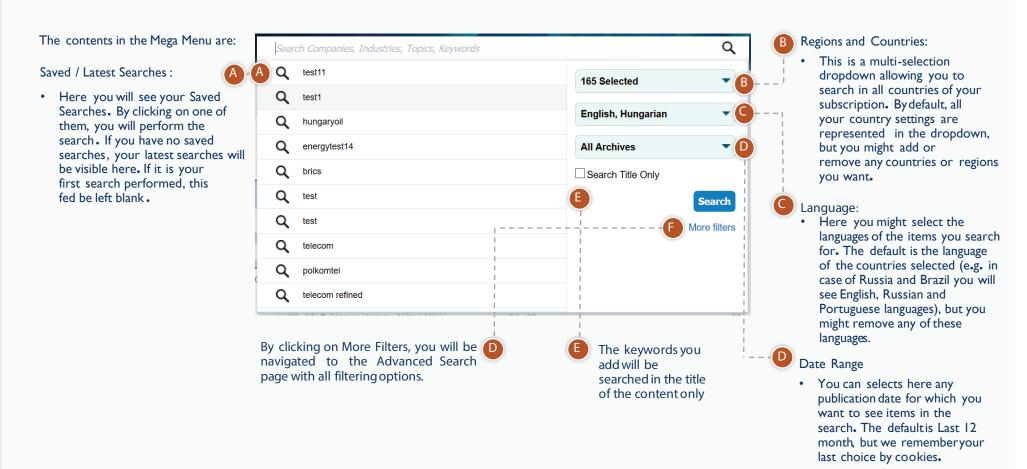


The search bar is available in all tabs of EMIS. The search is done in the full database, so as the result you are likely to see articles, researches, companies and lot more.



#### I.I Mega Menu Booleans

When ever you click in the search bar, a Mega Menu will appear with some filters you can use to make your search more precise.



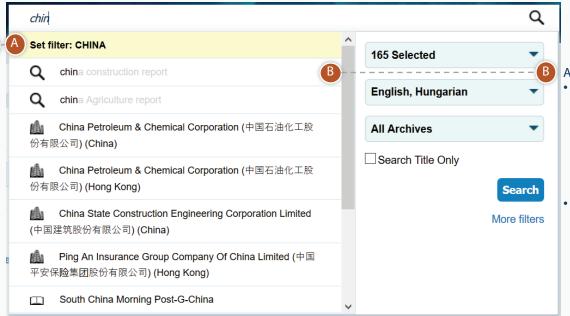


#### I.I Mega Menu Booleans

When ever start typing the left pane will be transformed to auto-complete and keyword transformation bok sz.

#### **Keyword Transformation**

- If you are starting typing and the last keyword you type matches a country/industry/publication type, we will offer you addinga filter instead of the keyword.
   E.g. if in the case displayed you click on Set filter: China, chin will be removed and China will be added as a country filter (replacing the currently selected 165 countries)
- Priority order is: country>publication type>industry
- Amongindustries the main ones are supported(2-3 digit NAICS usually).
- Supported publication types news, reports, statistics
- Transformation is always based on your user interface language



Auto Complete:

- When you will type a keyword in the search box, you will get automatic Company, Industry, Sources and Previous Searches suggestions If you click on one of them, you will be navigated directly to that pageinstead of the search results.
- E.g. if you start typing China, you will get China Petroleum and Chemical Corporation as a suggestion



#### 2. Boolean Search Operators and Search Functionalities

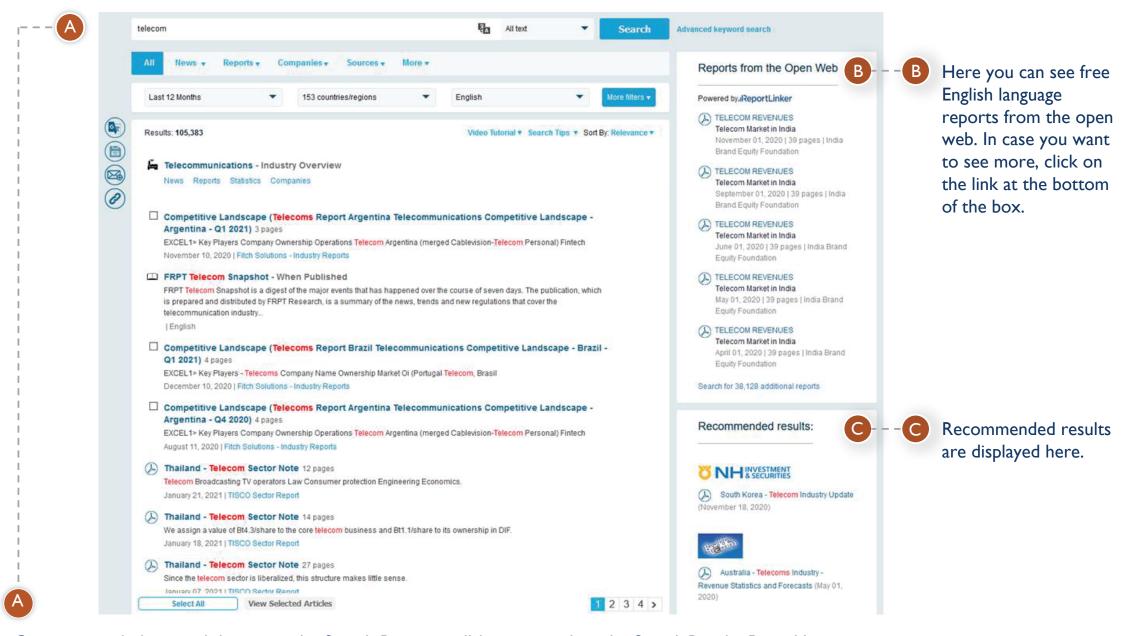
Both within the search bar and in the "Refine Search" view in the results page, you are allowed to use Boolean operators. These are:

<b>Operators</b>	Examples		
AND	Using AND means that you want all keywords with AND between them within the search results. So, if you search for <b>telecom AND industry AND growth</b> you will get hits containing all 3 words.		
	Please note that AND is the default Boolean operator we use (except in Chinese language, where OR is the default), so if you do not add any other operators between keywords, we consider that you want to see all keywords in the results. If you type <b>telecom industry</b> for in-		
	stance, it is equivalent to <b>telecom AND industry</b> .		
OR	telecom OR industry		
	This search will retrieve articles that contain either the word <b>telecom</b> or <b>industry</b> or both.		
NOT	telecom NOT industry		
	This search will retrieve articles that contain the word <b>telecom</b> , but not <b>industry</b> .		
NEAR	internet nearN banking (where N is an integer)		
	This search will retrieve articles that contain Internet within N words (or less) of the keyword		
	Banking.		
	Note: The N is optional; if omitted, the number 10 is assumed. Values must be 1 or more.		
Parentheses	Use parentheses () to separate search operators. Take for instance, a search such as the		
()	following:		
	(PE OR "private equity") AND ITES		
	This search will retrieve articles containing any of the words (phrases) in within the parentheses, and the word ITES.		
*	bank* This will retrieve articles containing words derived from bank: bank, banks, banking, banker, etc. It can be used only at the end of words.		
?	The ? operator will substitute for any character . Use ? to search for words which can be spelled in different ways.  For example: if you search for <b>organi?ation</b> , the search will retrieve results containing either <b>organisation</b> or <b>organization</b> .		
%, \$, £, ¥, €, +	These special characters are considered in search, so if you will search for \$100, your search results will not contain words without "\$".		
Stemming	When you are doing a single language search, we enable stemming. Stemming means that we find your keyword's root form and we will search for all keywords with the similar root.		
	For example: If you search for <b>manufacturing</b> , you will get results with the following keywords: <b>manufacturing</b> , <b>manufacturer</b> , <b>manufacturers</b> etc.		
	If you want to turn off stemming, put your keywords into quotation marks. Stemming is by default turned off in the following languages: Turkish, Hungarian		

Please note that if you use any Boolean items in search, those are always treated as Boolean operators and not as keywords unless you put them into quotation marks. E.g. if you search for has not confirmed, you will get results containing has, but not confirmed. If you search for "has not confirmed", you will get articles containing the exact phrase has not confirmed.



#### 3. The Search Results Page

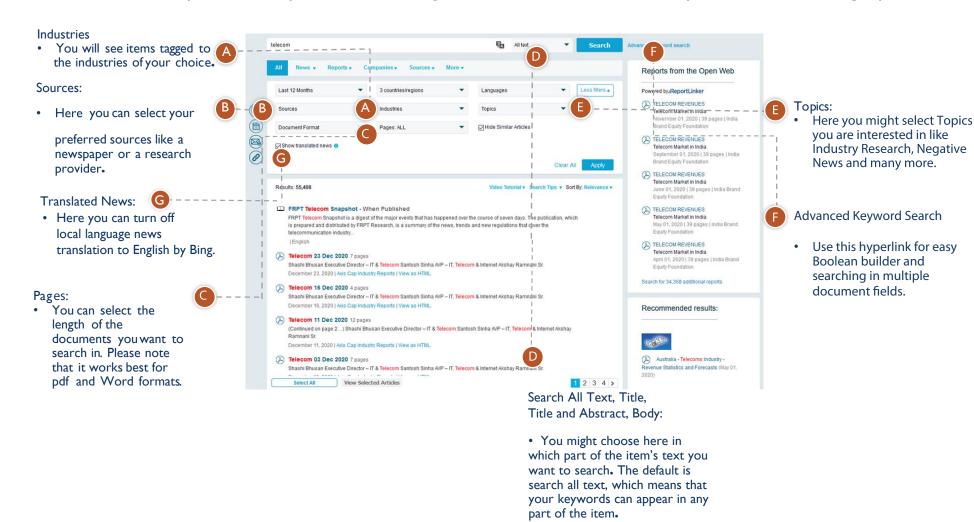


Once you push the search button in the Search Bar, you will be navigated to the Search Results Page. Here next to the number of results you see all the filters you have selected in the Mega Menu. In the search bar you see the keywords you searched for. Below the search bar you see the search results sorted by relevance.



#### 3.1 The Filters

In the search filters you have all options as in the Mega Menu and in addition to those you have the following options:





#### 3.2 The Results

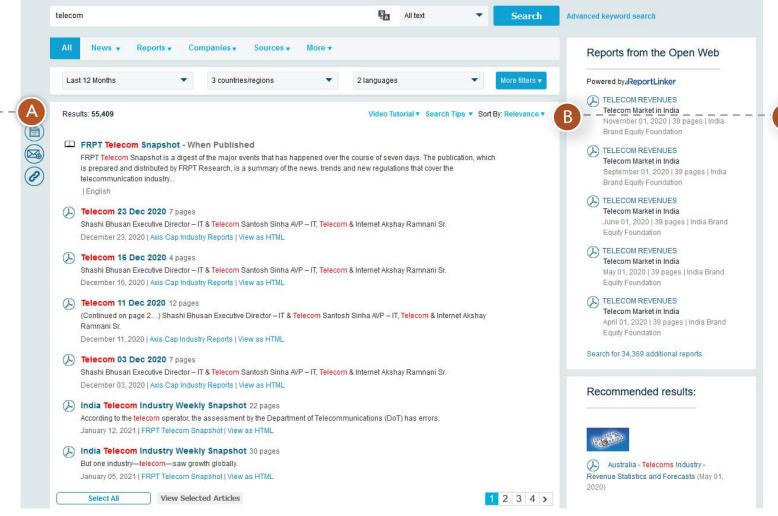
The results of your search are grouped by types in tabs.

- By default you will see all results in the "All" tab.
- You may navigate between these tabs if you want to see specific results like

Companies, News etc.

- Only tabs with search results are displayed. If there are no results for statistics, the Statistics Tab is not displayed.
- As many of these types have subtypes as well, you have an additional level of navigation. For instance in the Reports Tab you might choose to display only Global Market Research or Macroeconomic Reports.

  You might select multiple non-pdf article results and view them.



B Results can be sorted by relevance (default), date and other parameters depending on the tab selected.



## **ADVANCED KEYWORDS SEARCH**

#### 3.3 Easy Boolean Builder

• Here you can build Booleanqueries easily. All of these words means an AND logic between words, At least one of these words is for OR logic, None of these words is for NOT logic and with Exact phrase you can search for exact phrase matches.



## extra search bars and set some

keywords to be searched in All text, while others in Title, Body or Title and Abstract.

#### Simple keyword search

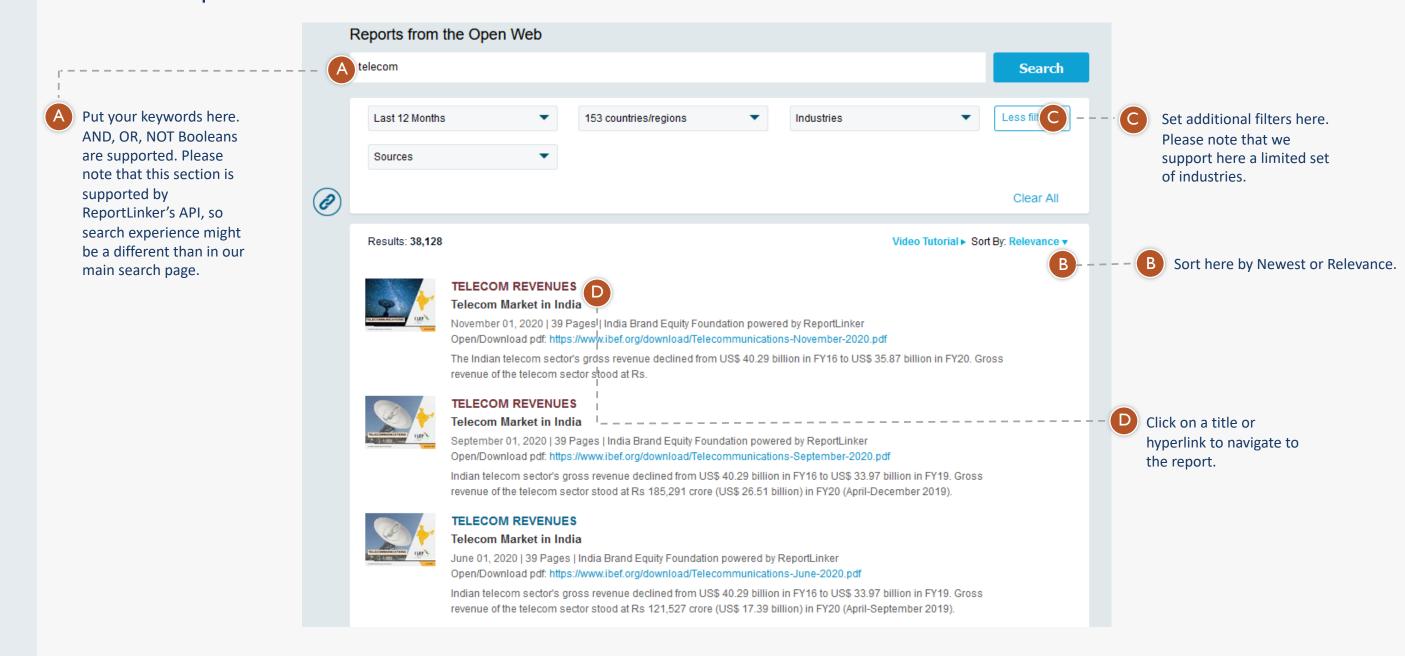
• Here you can go back to Single keyword search view.



#### **EMIS DealWatch**

## 3.4 Open Web Reports

Open Web Reports powered by ReportLinker is a new capability that allows you to browse and download open web reports for your keyword search, hence complementing your research analysis. You can find here over 1.8 million open web reports, across valuable sources like USDA, World Bank, EIA, EBC, WHO, etc.

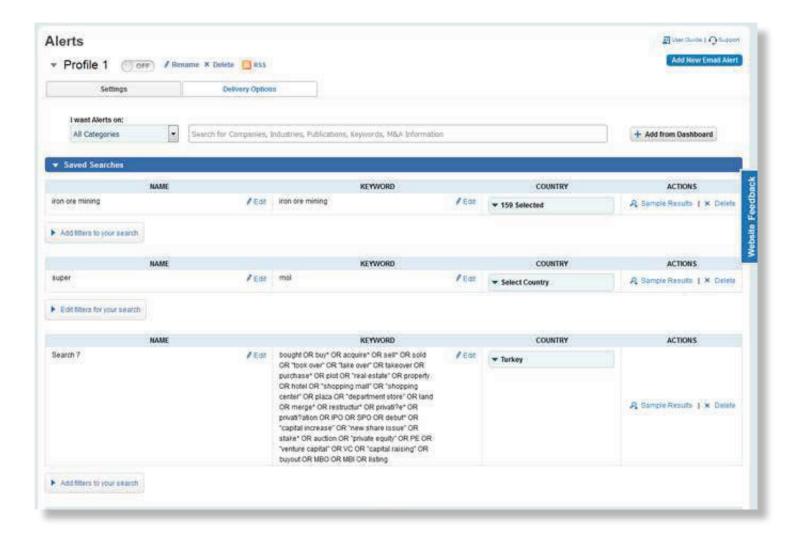




#### I.I Landing Page

Email Alert is a powerful clipping tool, which allows you to receive scheduled updates on:

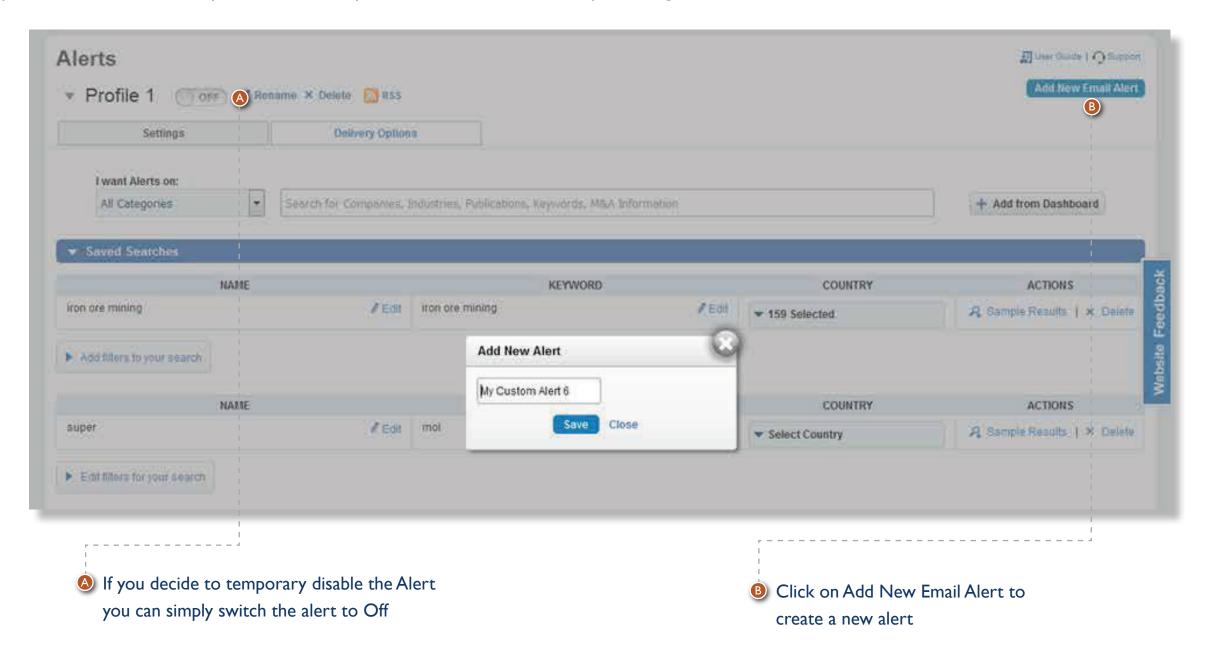
- Up to 20 customizable saved searches
- Editor's Choice from different countries
- News and reports from top Industries
- News and reports from specific companies,
- Updates on publications





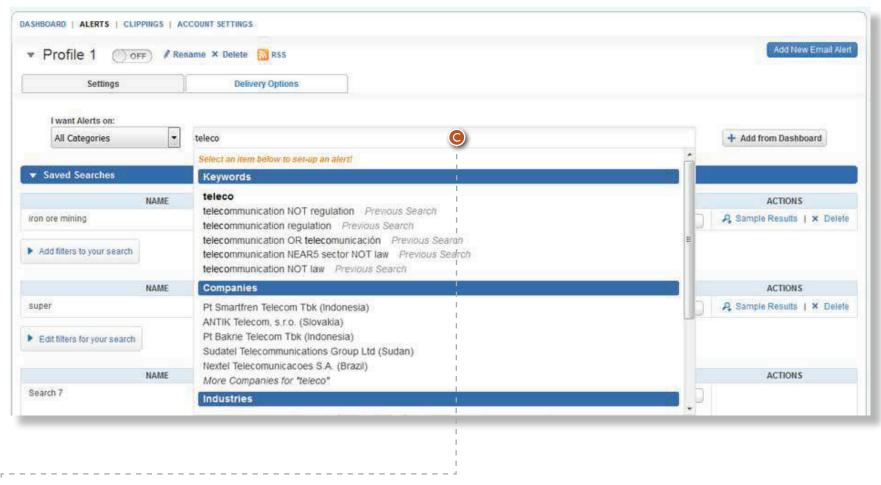
#### **1.2 Settings**

After you created a saved search, you can edit the keywords, restrict the search to specific Regions and/or Countries.





#### 1.2.1 Create alerts



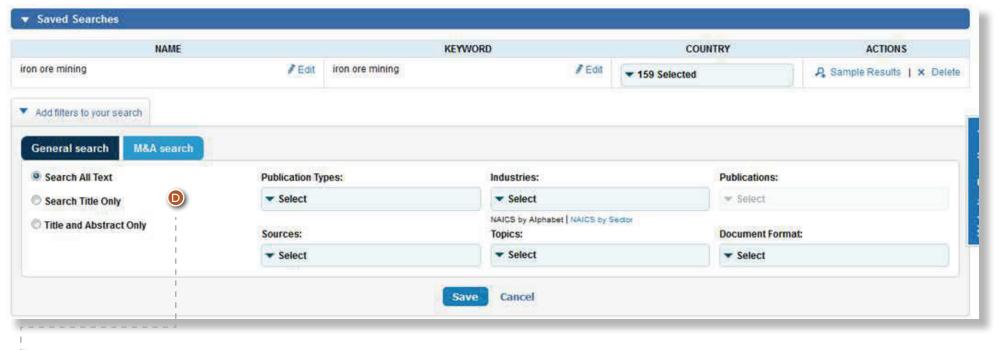
- Search box will be the main entry point for creating alerts. When you input a keyword, an auto-suggest popup will appear, which contains below 5 sections:
  - Keywords
  - Countries Editor's Choice
  - Companies
  - Industries
  - Publications

When you click an item from the popup, corresponding alert will be added



#### 1.2.2. Saved Searches

After you created a saved search, you can edit the keywords, restrict the search to specific Regions and/or Countries



In Addition filters, you can further specify filters used for this search, and Dealwatch search filters are also provided here

#### 1.2.2.2. Editor's Choices

Editor's Choice can be added by enter country names in the search box





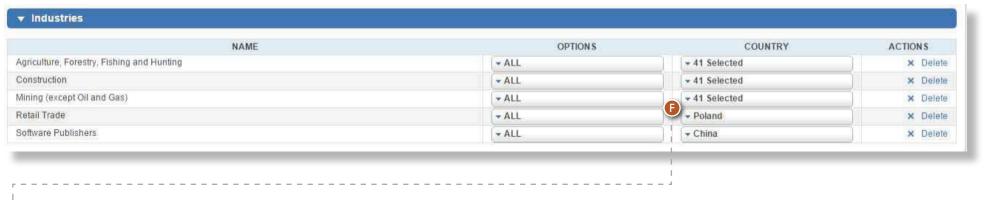
#### I.2.2.3. Companies

You can add up to 20 companies for each alert



#### 1.2.2.4. Industries

You can add up to 20 industries for each alert

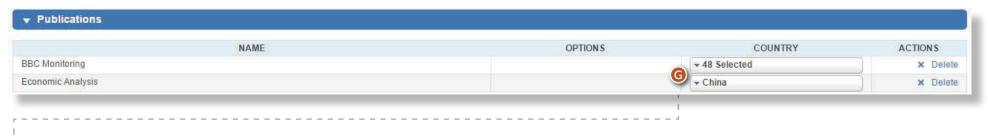


Once you have added an industry, you can further specify countries and select type of content (news or reports) you would like to receive:



#### 1.2.2.5. Publicationst

In this category you can select up to 20 publications from multiple regions/countries and receive all the updates from those specific publications.

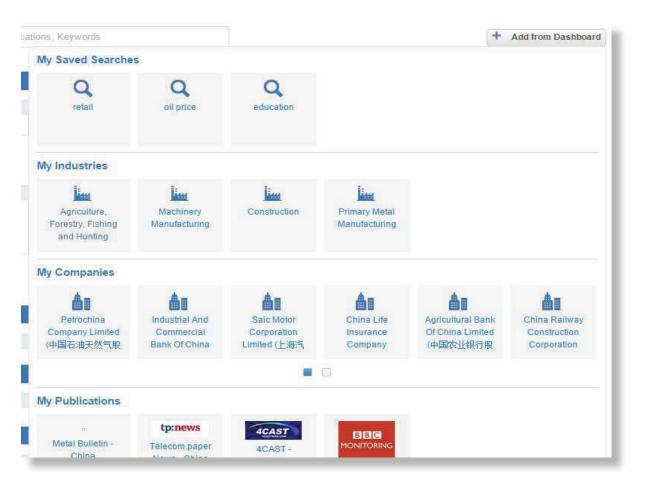


6 In case a publication is available for more than one country, you can specific which countries you want to receive alerts

#### 1.2.2.6 Add from Dashboard

When you mouse over "Add from Dashboard" button, a popup will appear, which list all your saved searches, companies, industries and publications.

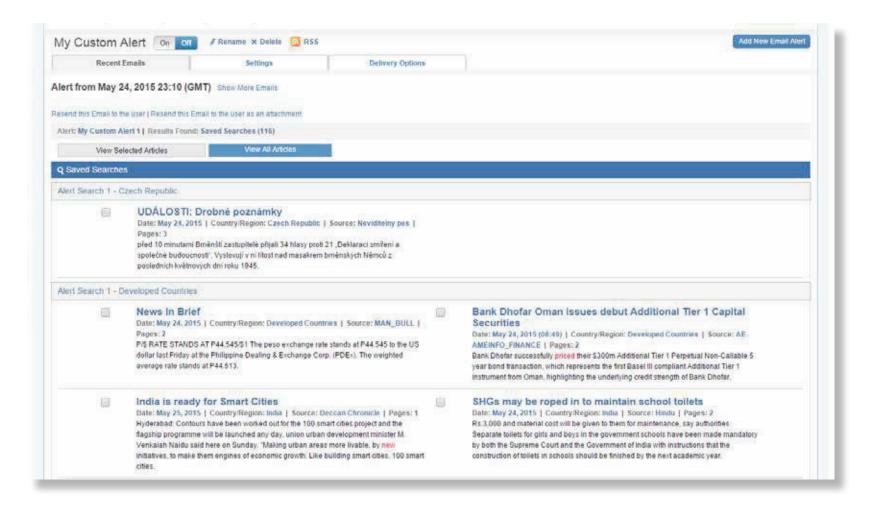
You can quickly add them into alert by a click





#### **1.3 Recent Emails**

Here you can read latest 25 alert emails.

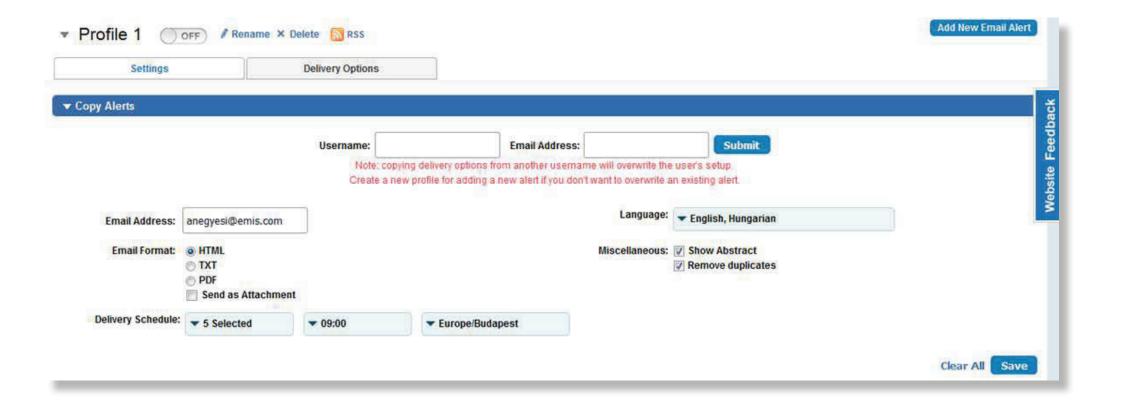




#### **I.4 Delivery Options**

On this page, you can change the settings for corresponding alert:

- The format of the E-mail (html, text, PDF, or send as attachment
- Select the languages of the content you will receive,
- The time in which you would like to receive the emails

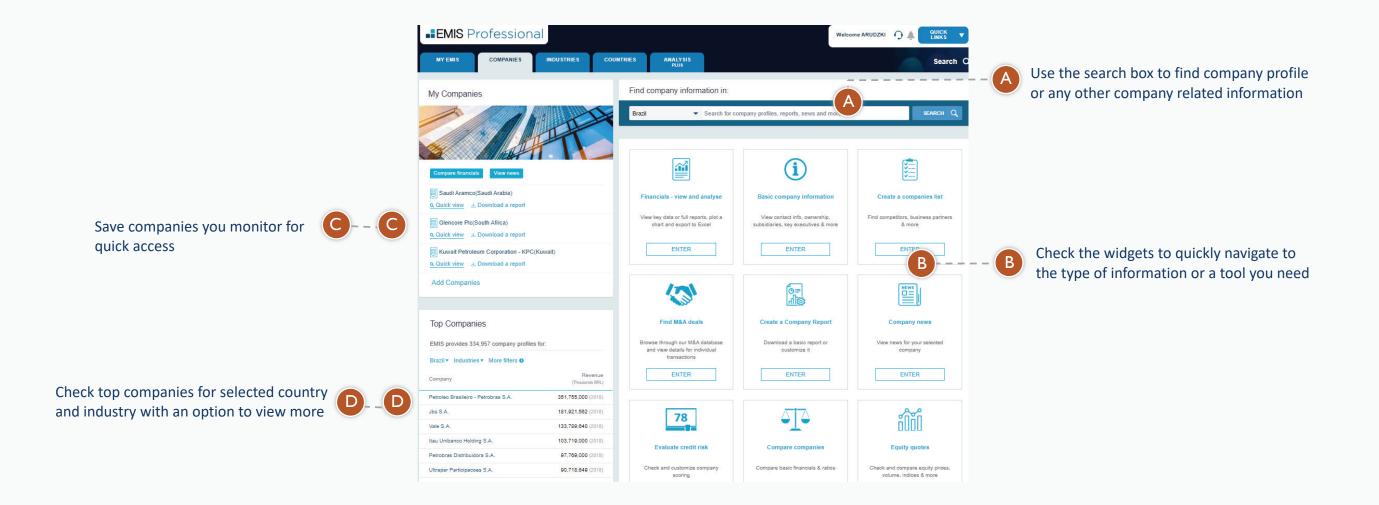




## **USER GUIDE - COMPANIES**

#### 1.1 Landing page

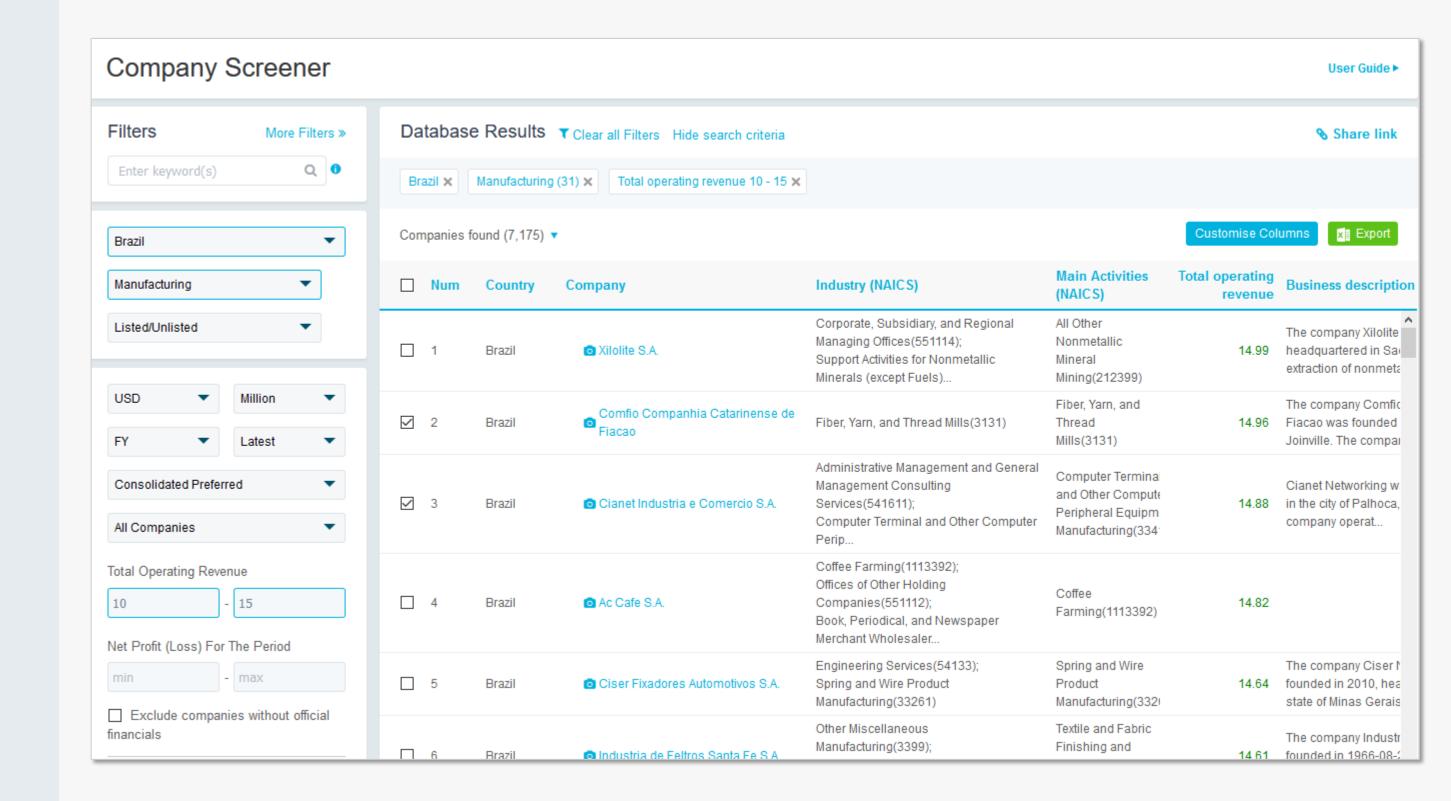
This page allows you to search and browse for any company related information you need.













## **Filters**

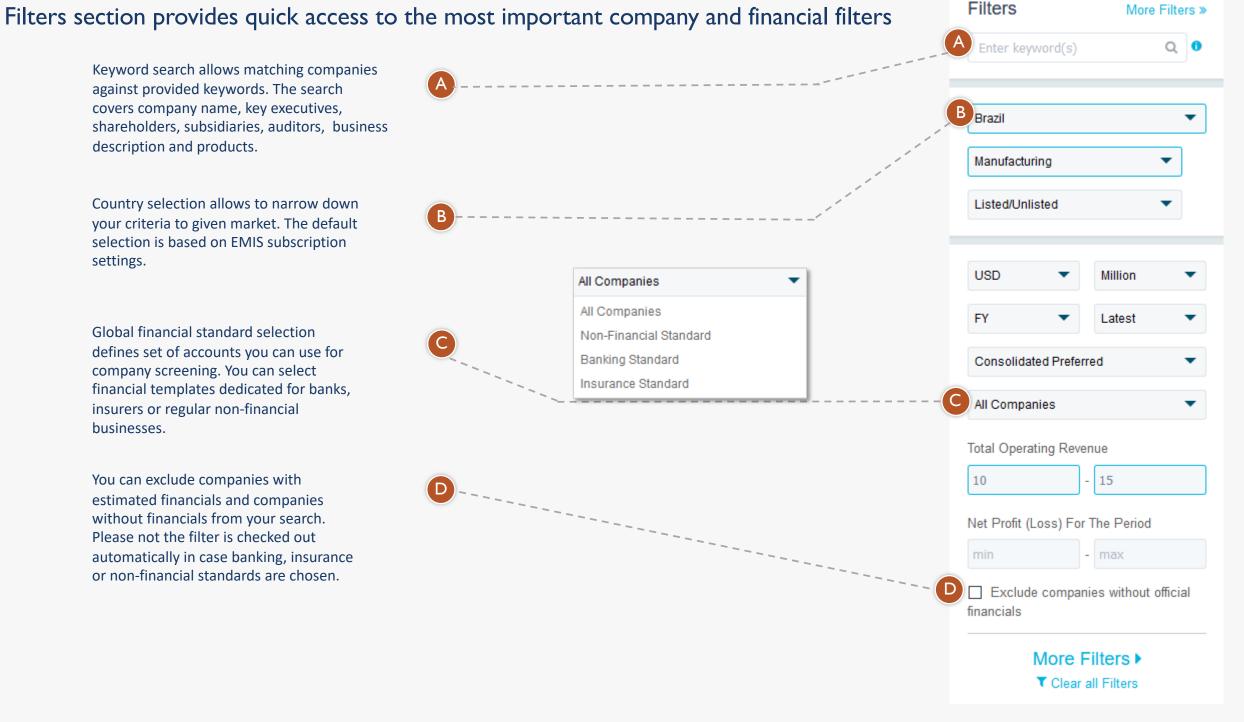
Keyword search allows matching companies against provided keywords. The search covers company name, key executives, shareholders, subsidiaries, auditors, business

description and products.

Country selection allows to narrow down your criteria to given market. The default selection is based on EMIS subscription settings.

Global financial standard selection defines set of accounts you can use for company screening. You can select financial templates dedicated for banks, insurers or regular non-financial businesses.

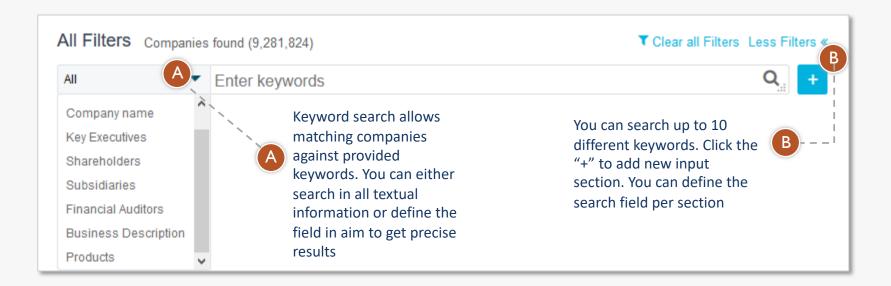
You can exclude companies with estimated financials and companies without financials from your search. Please not the filter is checked out automatically in case banking, insurance or non-financial standards are chosen.

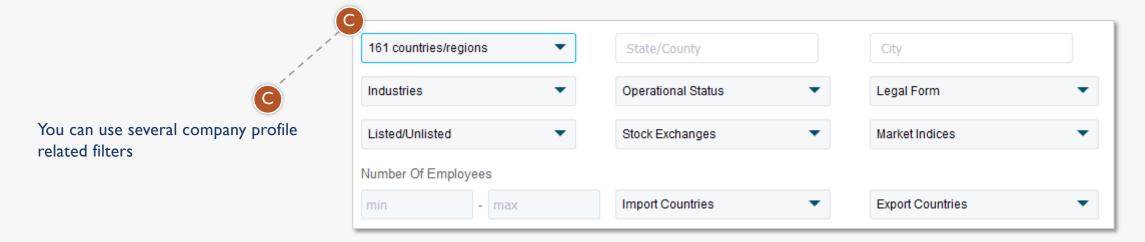




## **More Filters**

Filters section provides access to searchable company data points on EMIS. It starts with keyword search, followed by company information and financial filters.

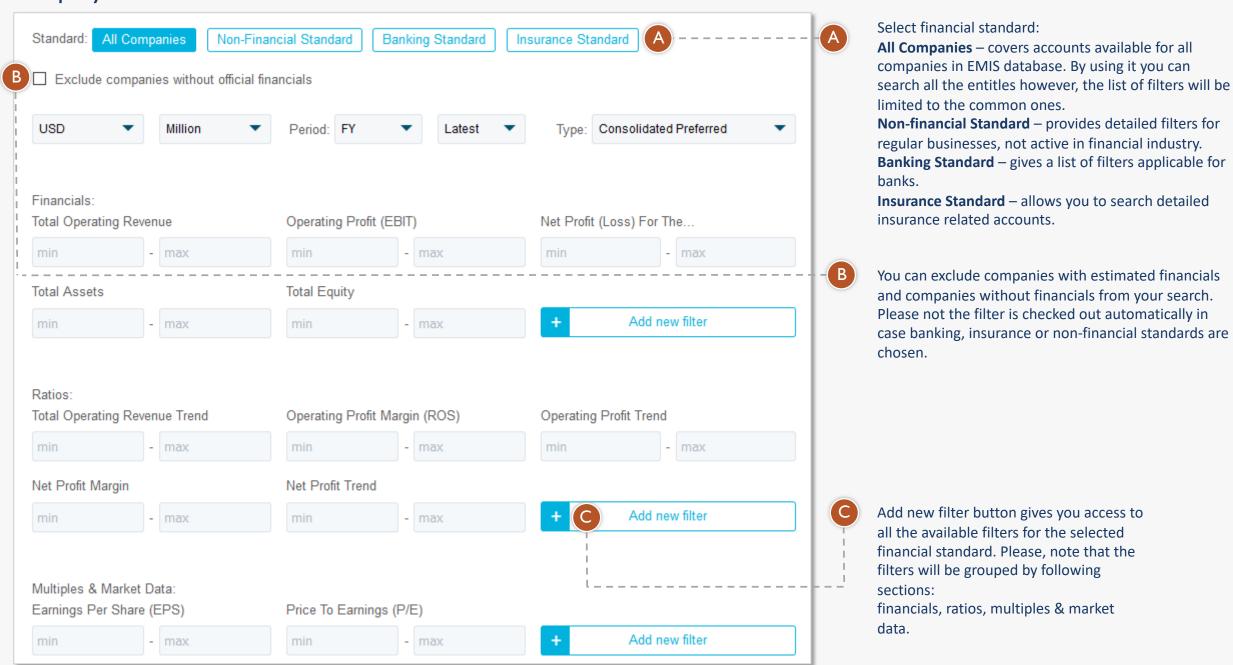






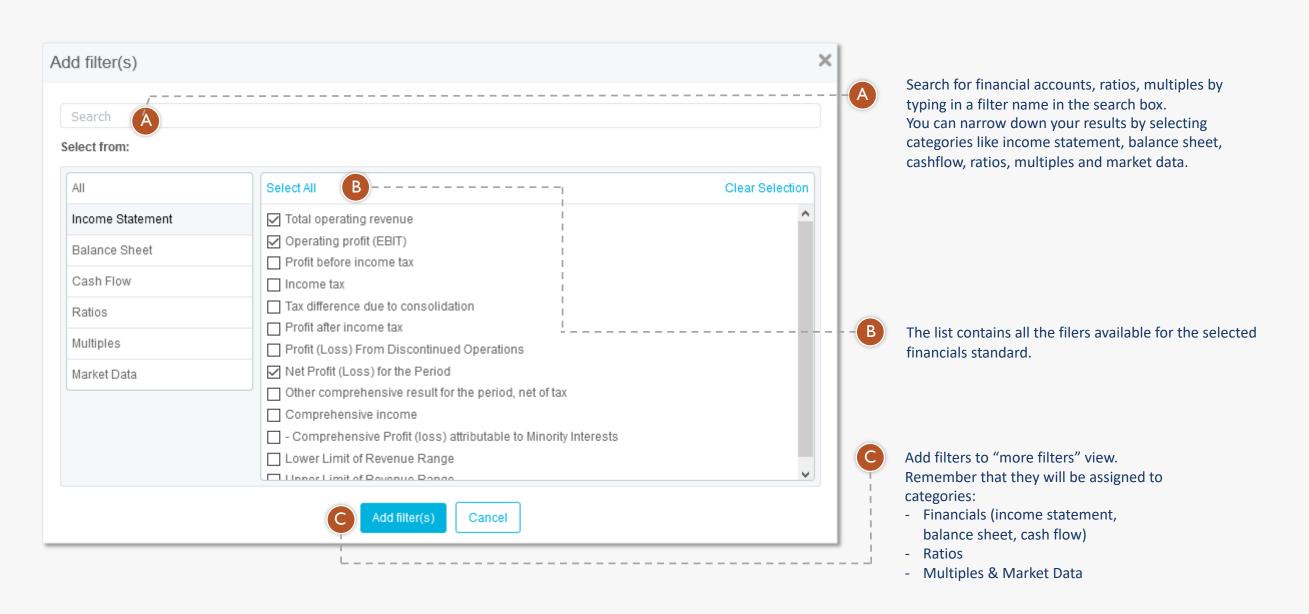
## **More Filters**

Filters section provides access to searchable company data points on EMIS. It starts with keyword search, followed by company information and financial filters.



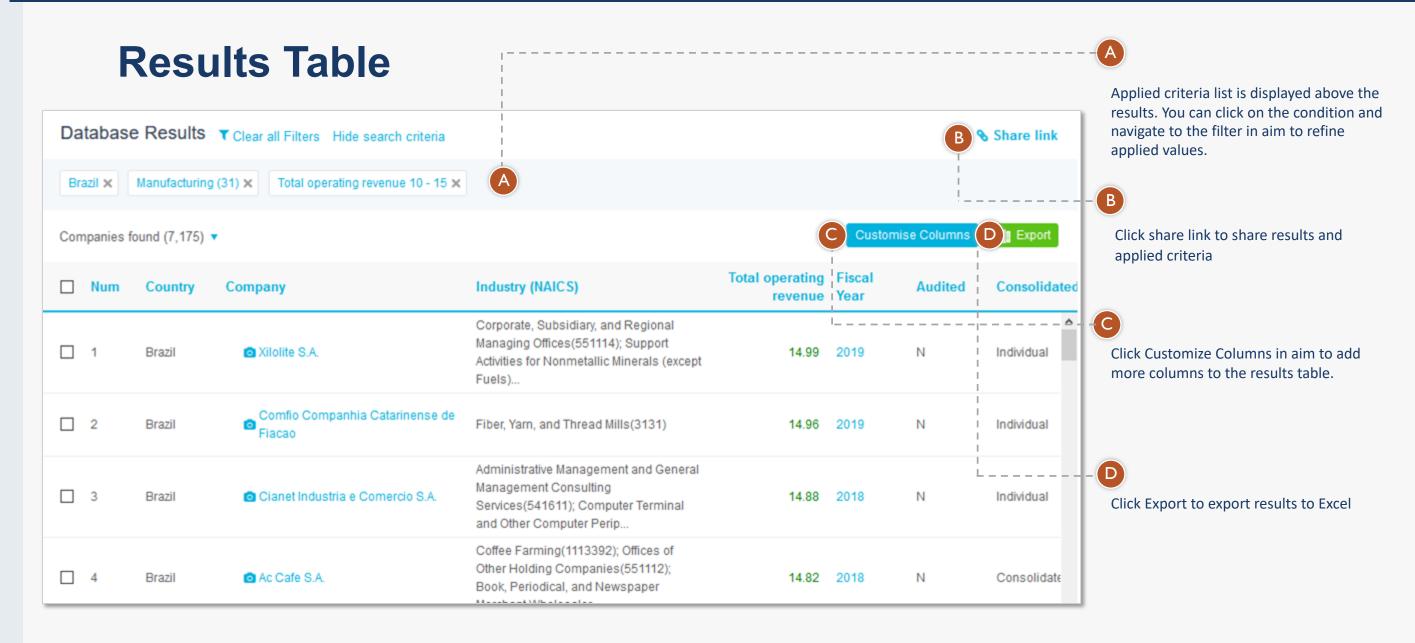


## More Filters – add new filter





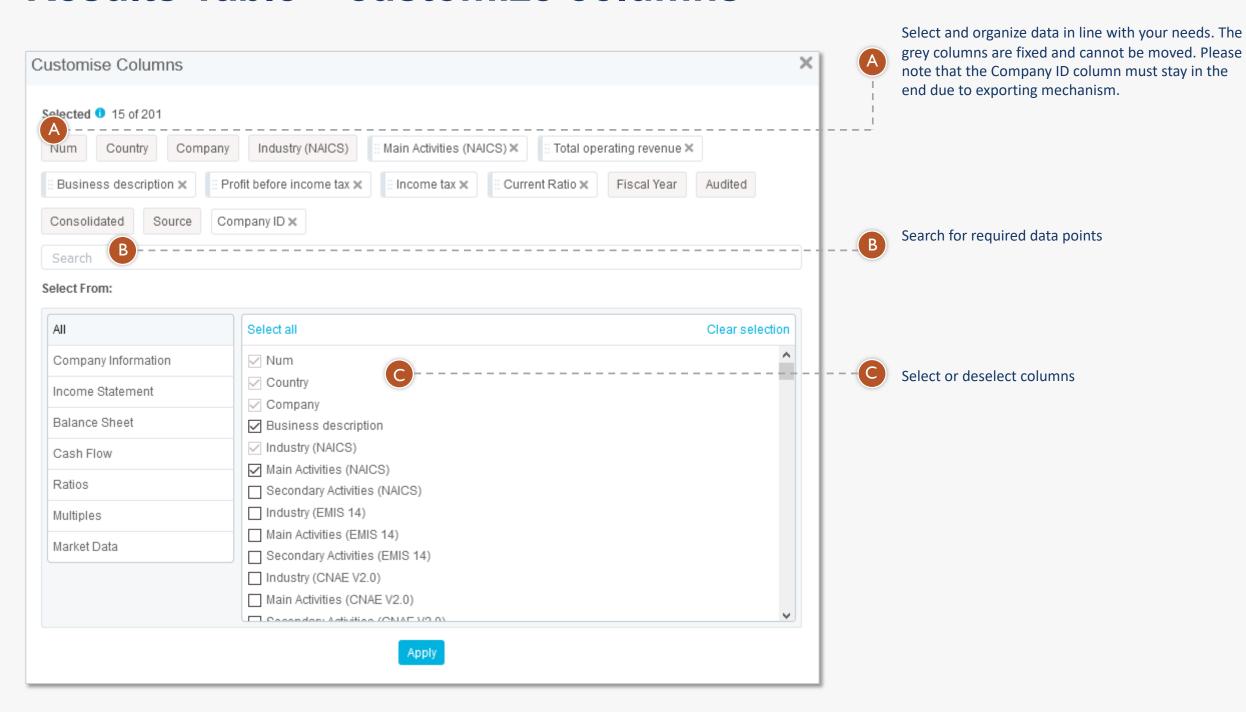
# **EMIS Company Screener**





# **EMIS Company Screener**

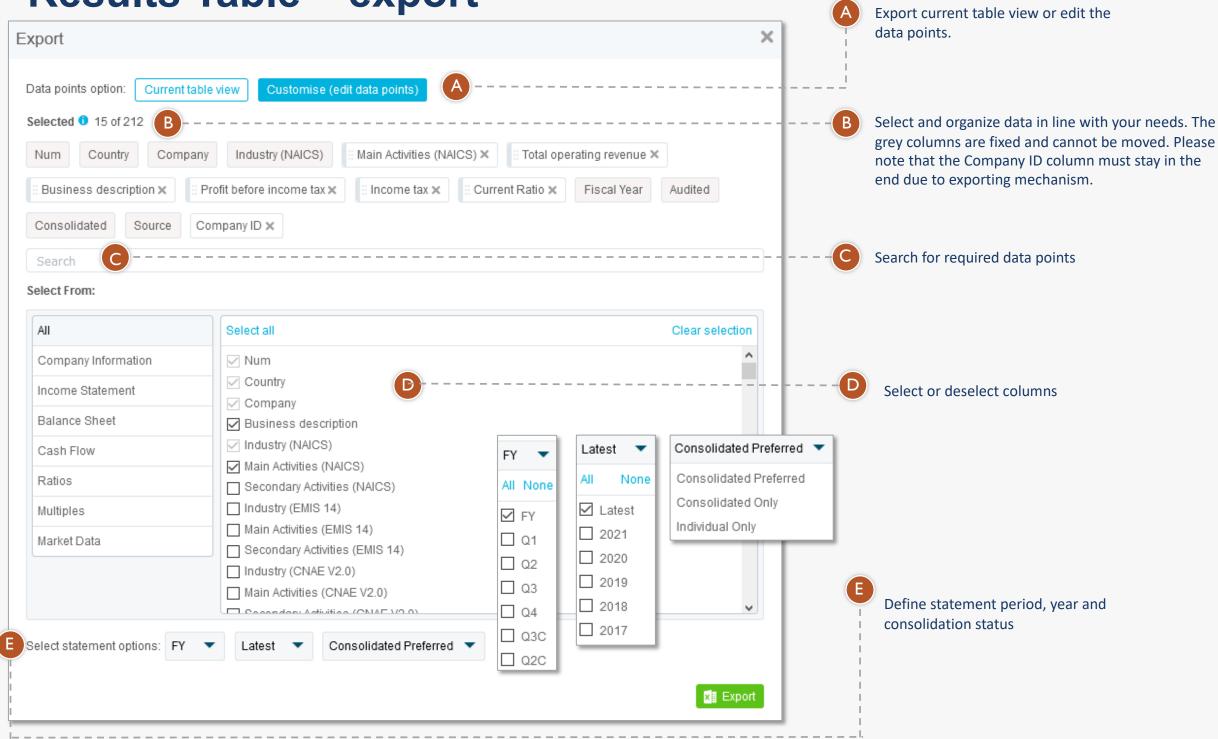
# **Results Table – customize columns**





# **EMIS Company Screener**

**Results Table – export** 





#### **News**

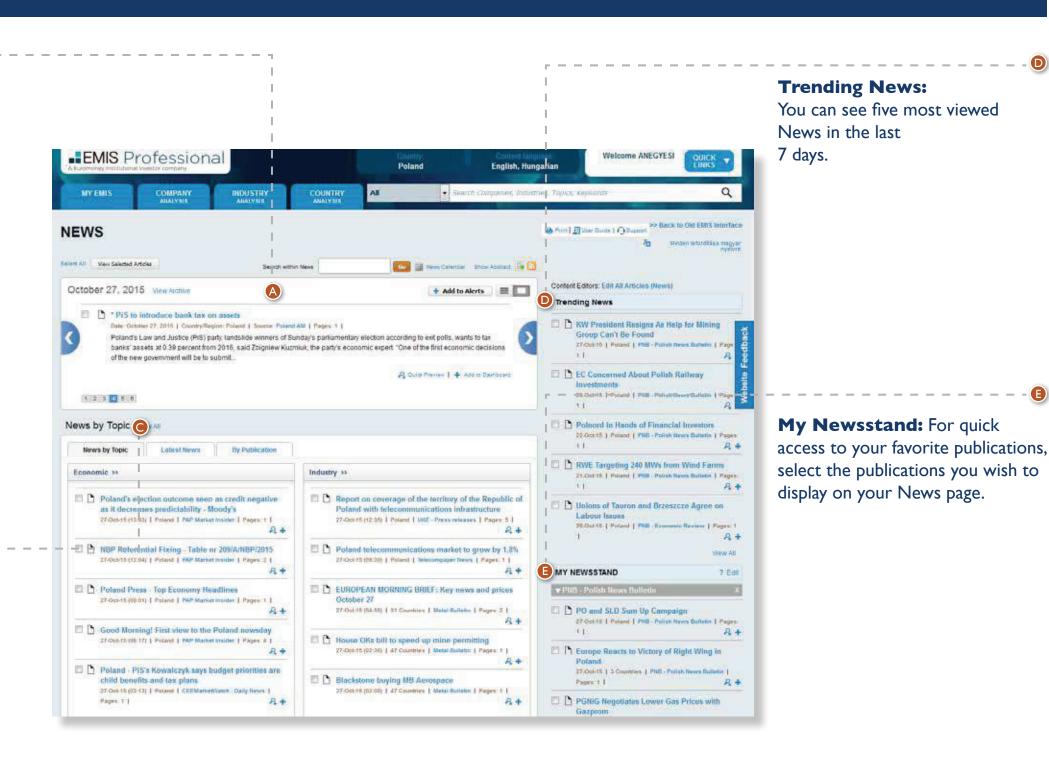
The News section is designed to provide you with quick access to thousands of news sources in 15 languages from nearly 100 countries.

The news platform can be accessed through Quick Links

#### **USER GUIDE - NEWS**

Editor's Choice: The Editor's Choice content provides a selection of the most important stories of the day for the respective country or region, put together by the EMIS editorial team from leading local and global publications. Two views are provided for this section: abstract view and listed view. Under abstract view, only one top story article will be displayed at one time, with abstract, user can use the numbers below to switch to other articles.\*

News by Topics: Our editors select the relevant news for each country and categorize the information into six sections – Political, Company, Industry, Financial Markets, Economic and Environmental for easy access.\*\*





#### News

The News section is designed to provide you with quick access to thousands of news sources in 15 languages from nearly 100 countries.

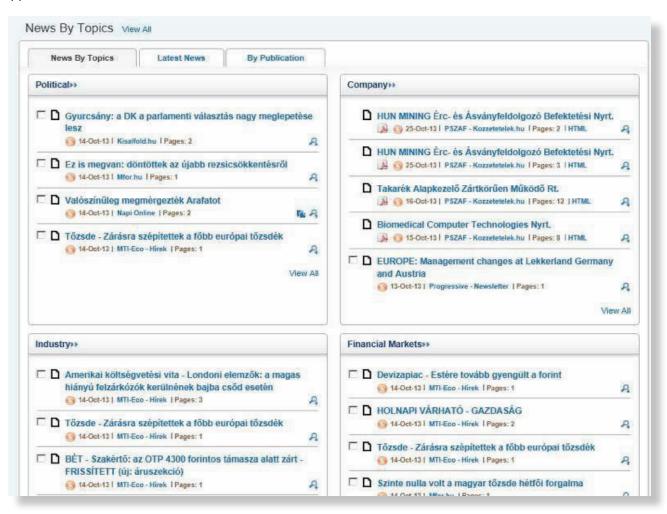
The news platform can be accessed through Quick Links

# **USER GUIDE - NEWS**

\*



\*\*





#### Reports

EMIS is a premier provider of a comprehensive collection of industry information, corporate and analytical content on the world's emerging markets. The Reports section of the service offers quick and easy access to the most credible research and analytical sources available in a single location.

Search through more than 2.800 trusted business and financial sources from around the world. Gain industry insight from Dun & Bradstreet, Oxford **Economics**, Business Monitor International, Standard & Poor's and more.

#### **USER GUIDE – REPORTS**

publications:

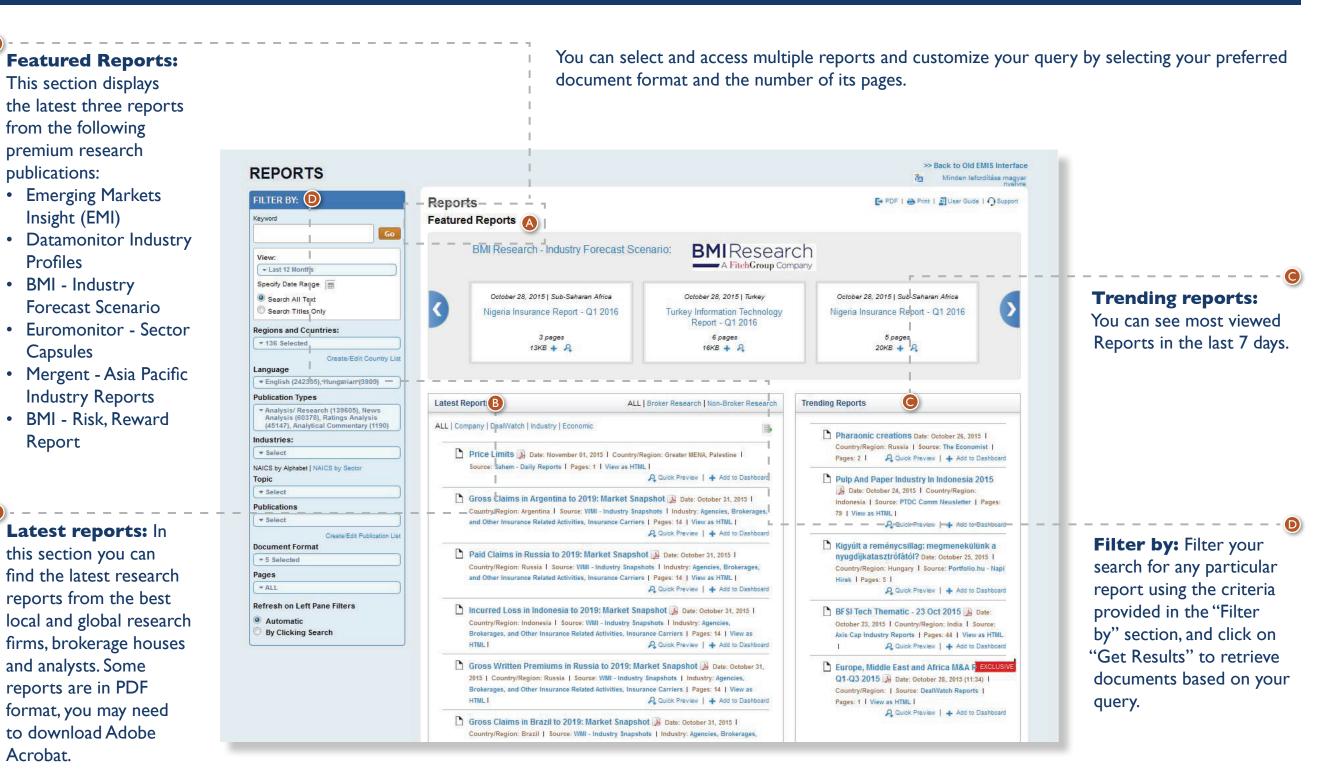
**Profiles** 

Capsules

Report

Acrobat.

Insight (EMI)

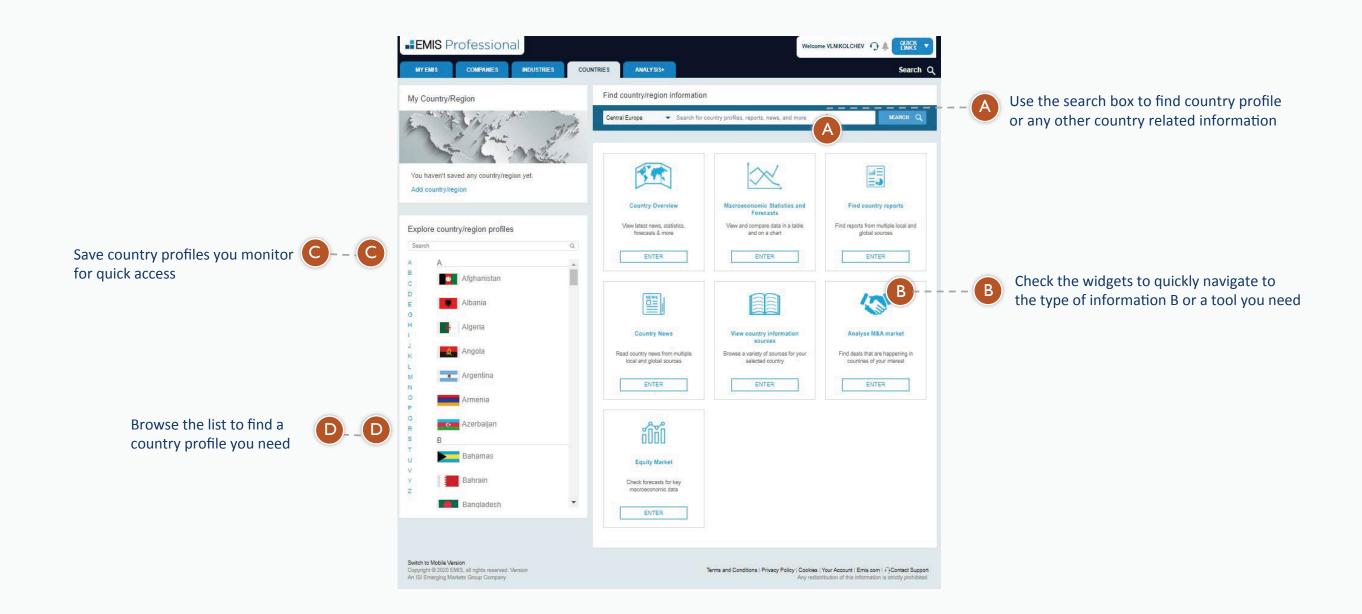




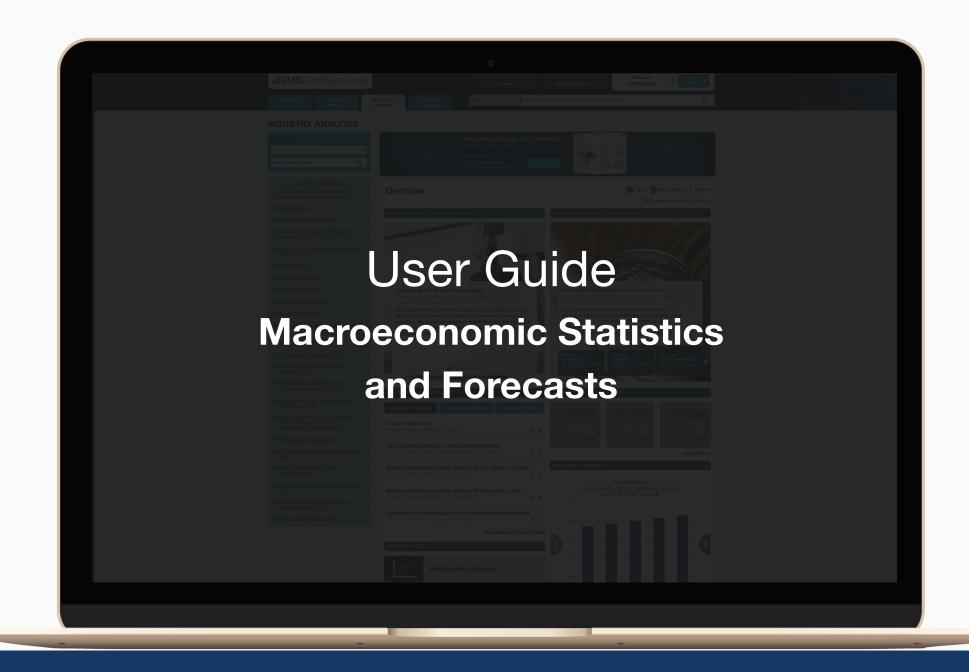
# **USER GUIDE - COUNTRIES**

#### 1.1 Landing page

This page allows you to search and browse for any country related information you need.





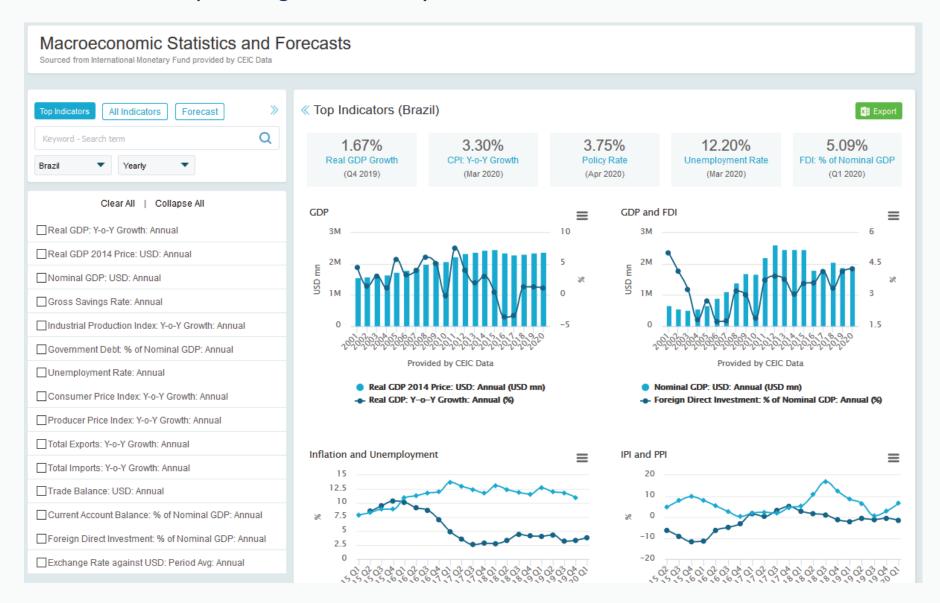




# **Overview**

The Macroeconomic Statistics and Forecasts service allows users to get a quick snapshot of country performance, create their own quick data snapshot or deep-dive in historic and forecast data to get detailed macroeconomic information. Comparing countries is also made easy.

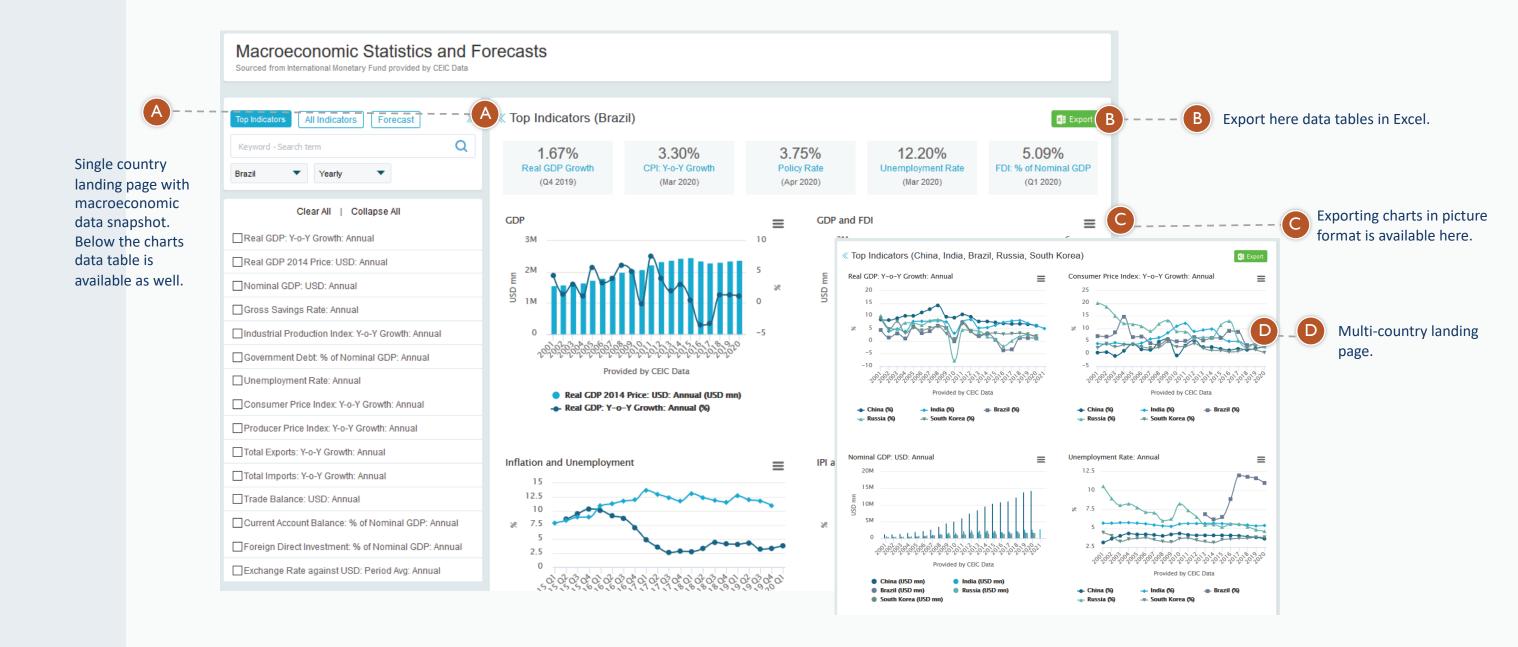
The data is from IMF and CEIC, providing a trustworthy source of information.





# **Landing Page**

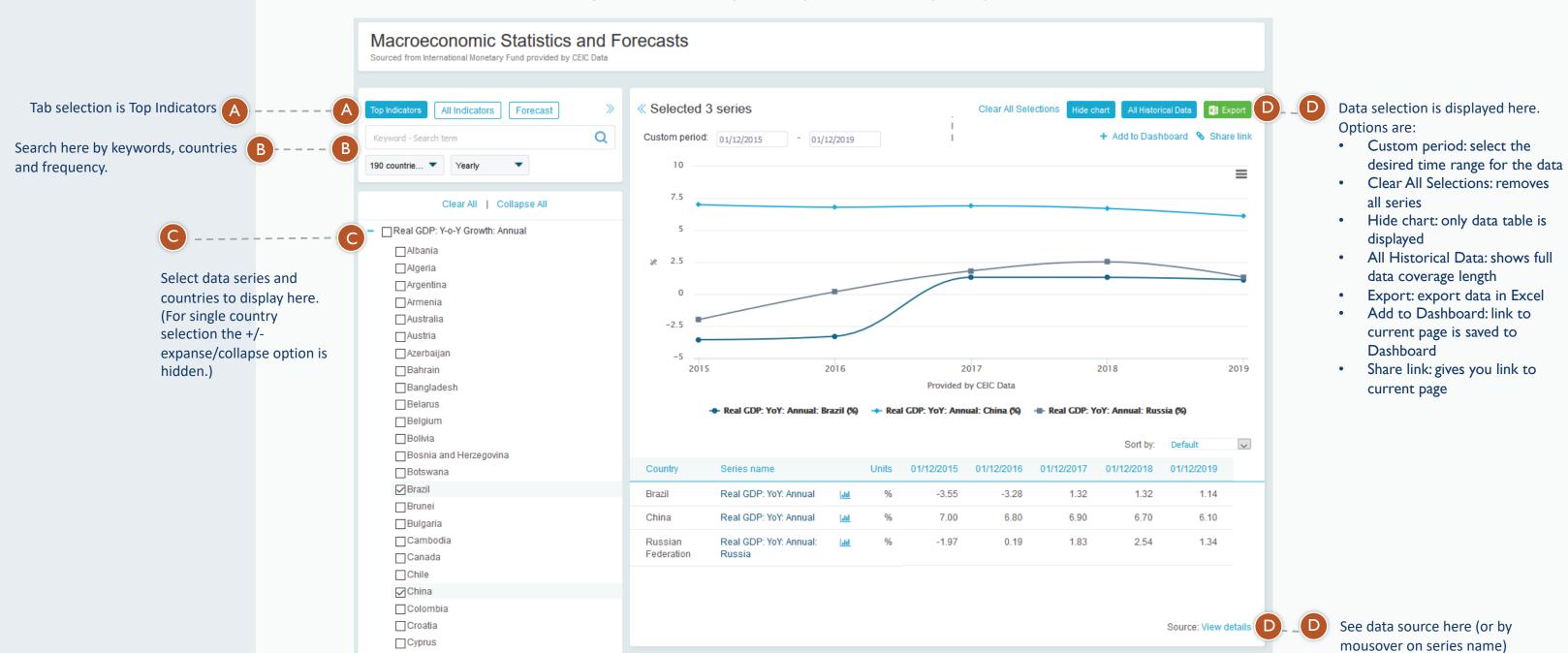
In the right pane of the landing page we provide you a quick snapshot of single country data or top country comparison. You can export data here directly, or can go further and use the left pane to get exactly what you need.





# **Top Indicators**

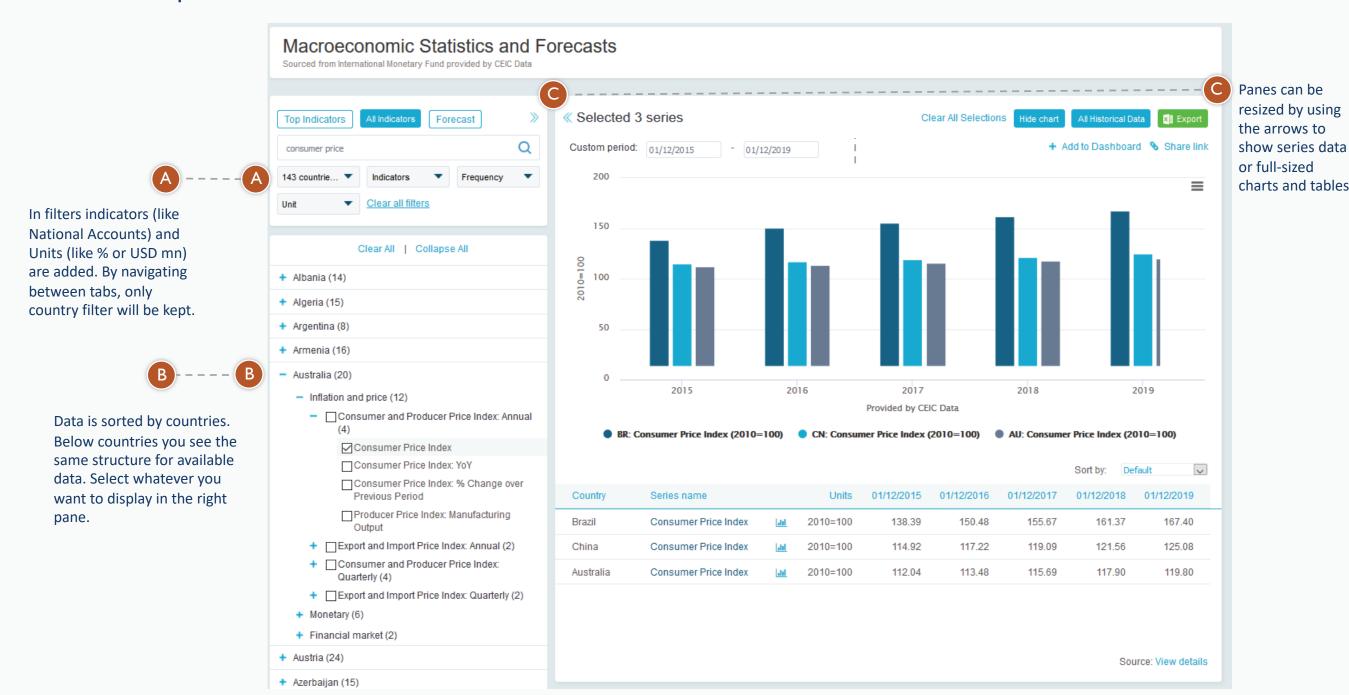
In the Top Indicators tab you can select and export/compare key data for one or more countries. By default we have selected annual data, but you can view quarterly and monthly frequencies as well.





# **All Indicators**

This is the place for historic data, where actual statistics can be discovered in details.



resized by using

charts and tables.

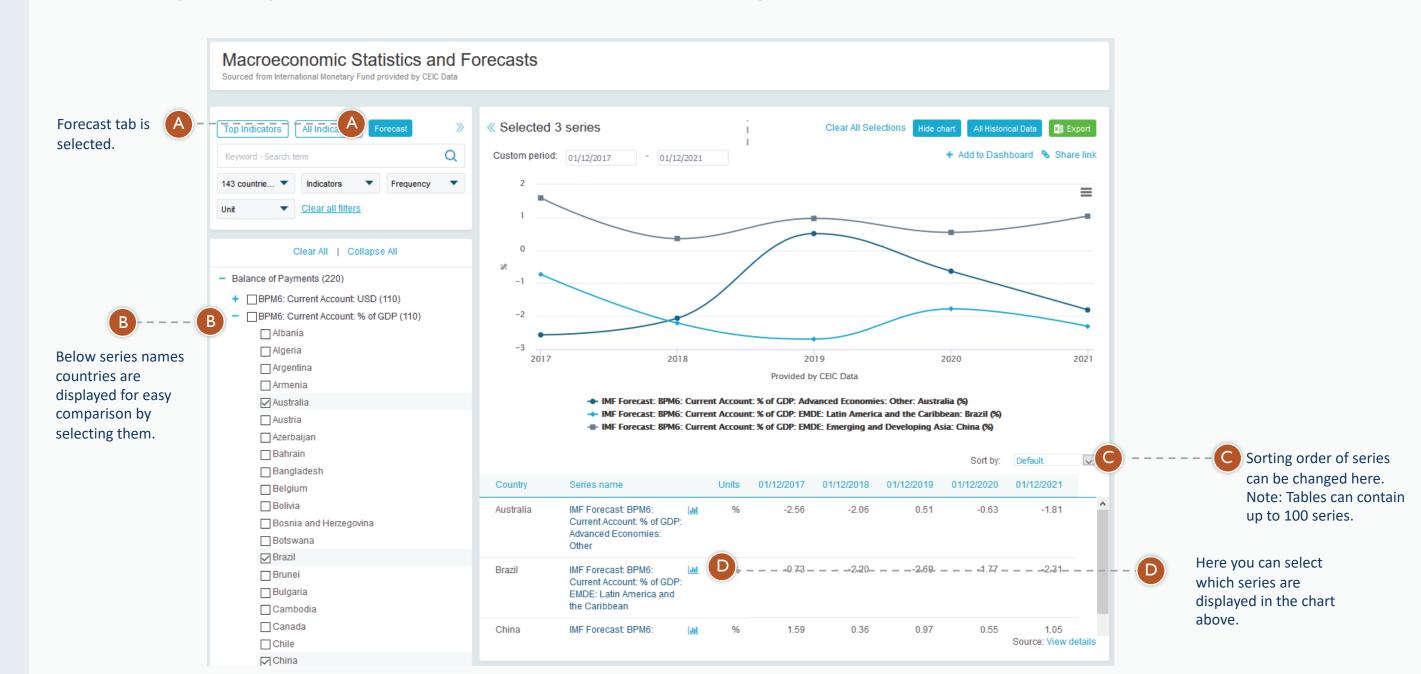
the arrows to

or full-sized



# **Forecast**

In the Forecast tab predictions on future data by IMF are displayed. Most data also has historic parts as well, so you can compare the past and the future in the same chart immediately.





### **USER GUIDE - COUNTRY ANALYSIS**

#### **1.6 Reports**

This section is accessed by clicking on the headers of the Reports boxes in the Overview Section of Country Analysis. The section provides access to premium publications providing Country forecast overviews, Country risk reports or Macroeconomic Insights from leading think tanks and consultancies that facilitate users make sense of complex economic events.

#### I.7 News

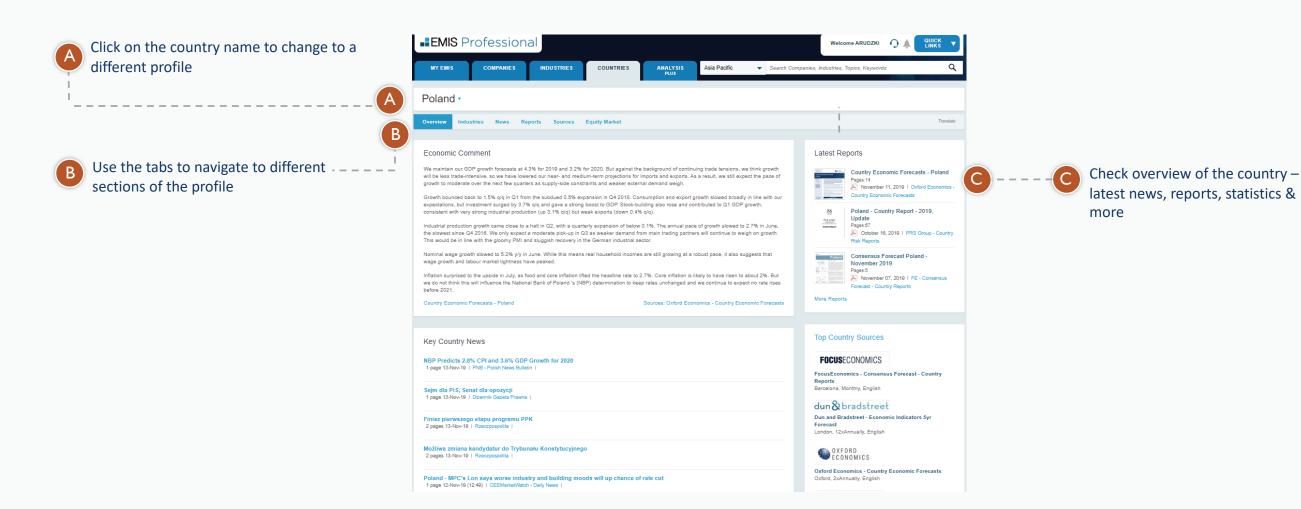
This section is accessed by clicking on the headers of the News boxes in the Overview Section of Country Analysis. The section allows users to understand and act on the latest opportunities or looming risks, or simply stay up-to-date on critical macroeconomic news that may affect their businesses.



# **USER GUIDE - COUNTRIES**

#### 1.2 Country profile

This page allows you to browse all kind of country information – economical, political, financial markets related & more.

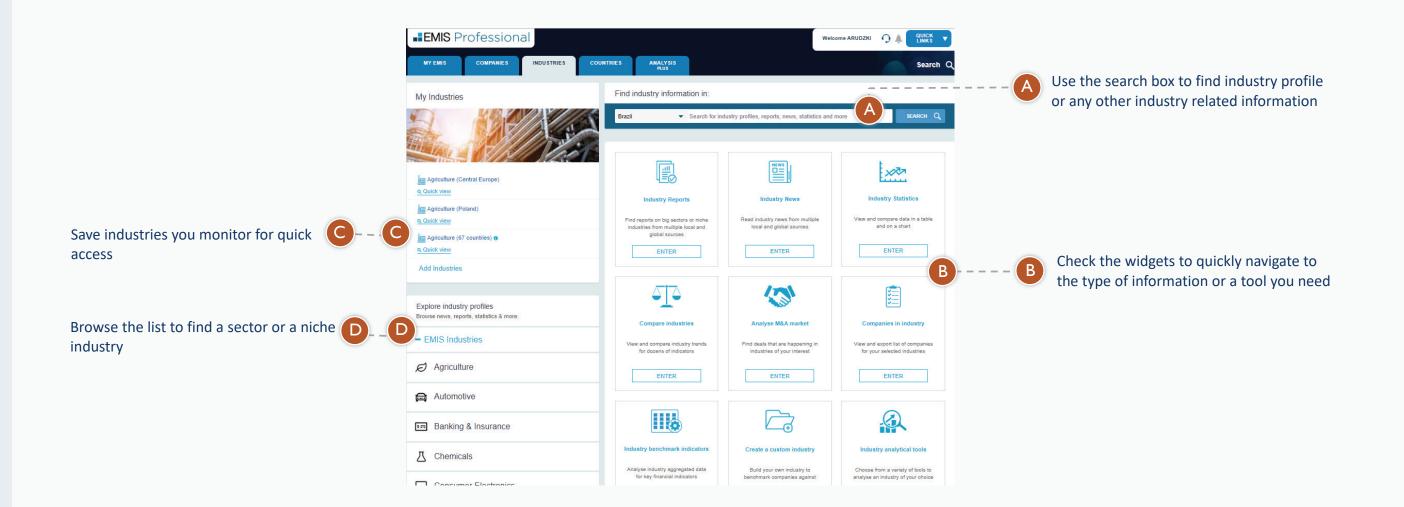




# **USER GUIDE - INDUSTRIES**

#### 1.1 Landing page

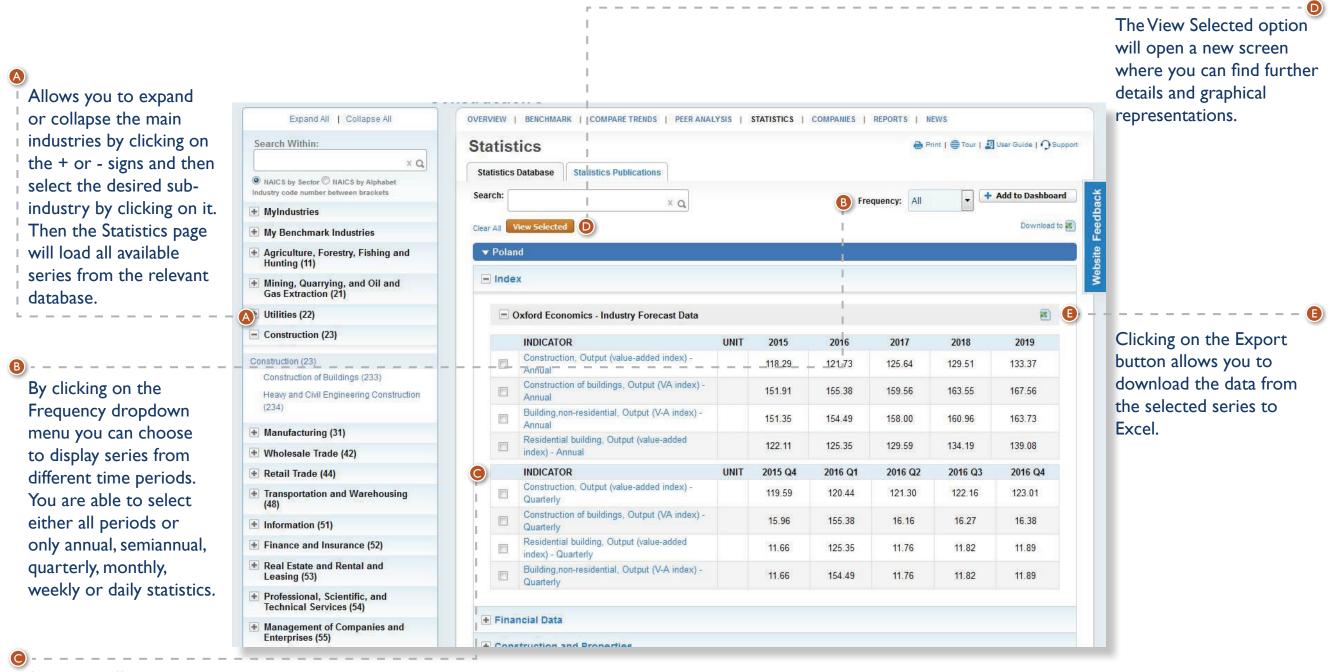
This page allows you to search and browse for any industry related information you need.





### **INDUSTRY ANALYSIS**

#### I.2. Statistics Database

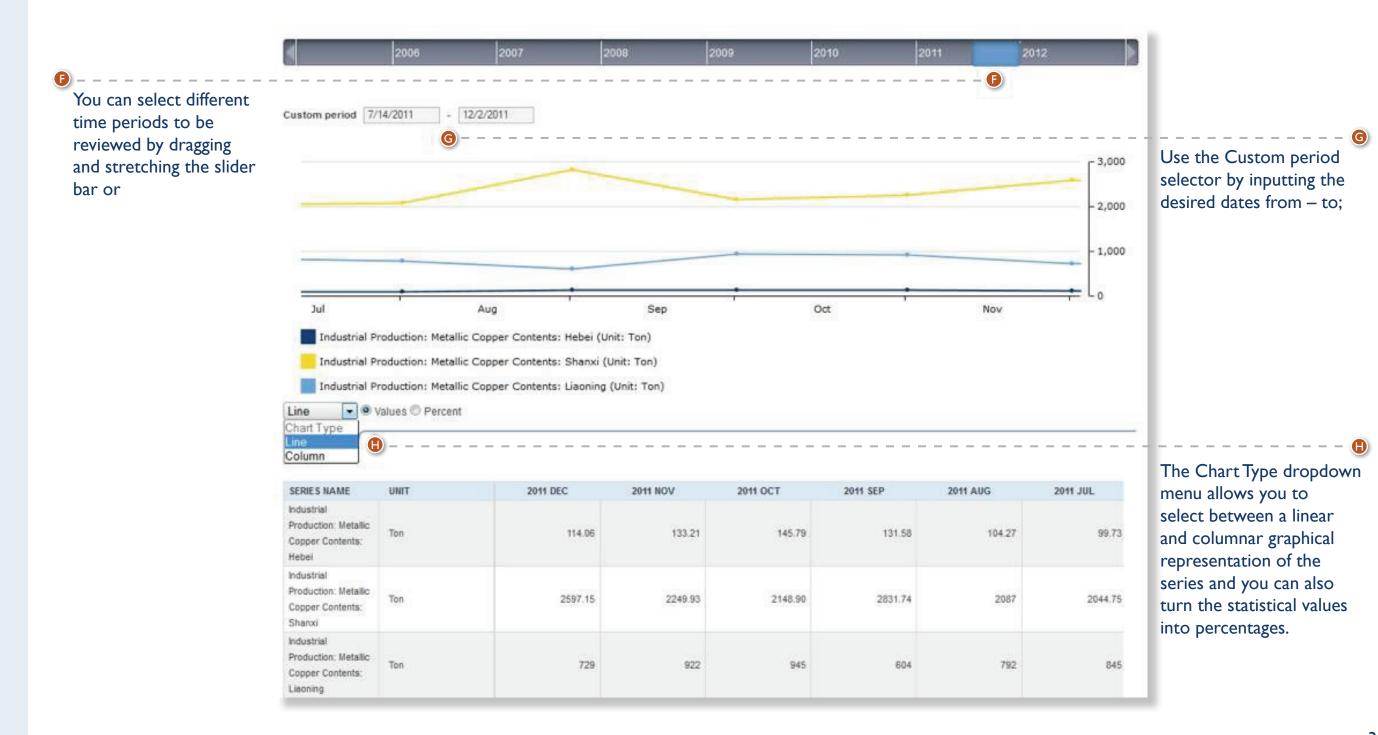


Selecting different statistics can be done by marking the checkboxes of the desired series.



## **INDUSTRY ANALYSIS**

#### 1.2. Statistics Database





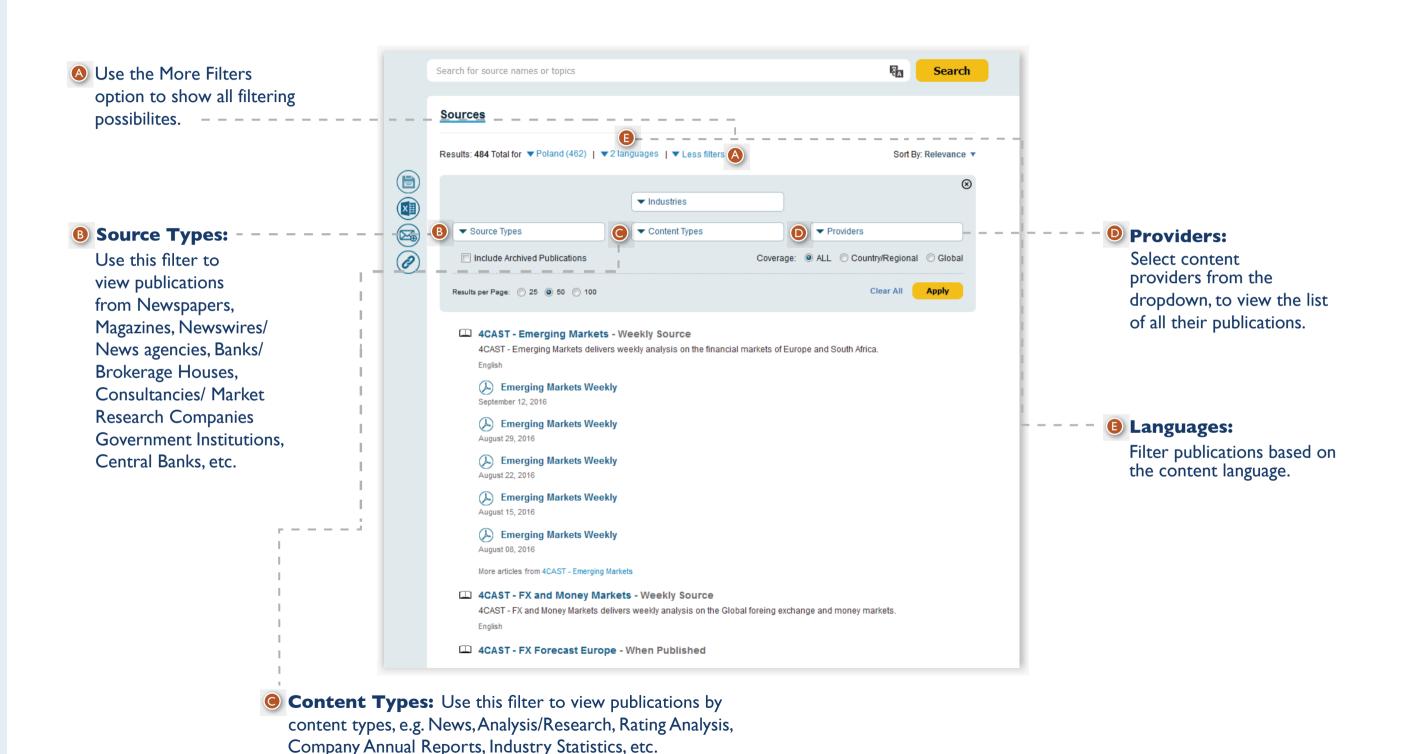
#### **Sources**

EMIS is a premier provider of company and industry information, alongside the relevant proprietary and multi-source news, research and analytics on the world's emerging markets.

The service delivers proprietary and multi-source news and research from over 16,000 publications in 15 languages, covering more than 100 countries.

The Sources section can be reached from the Quick Links menu.

### **USER GUIDE - SOURCES**

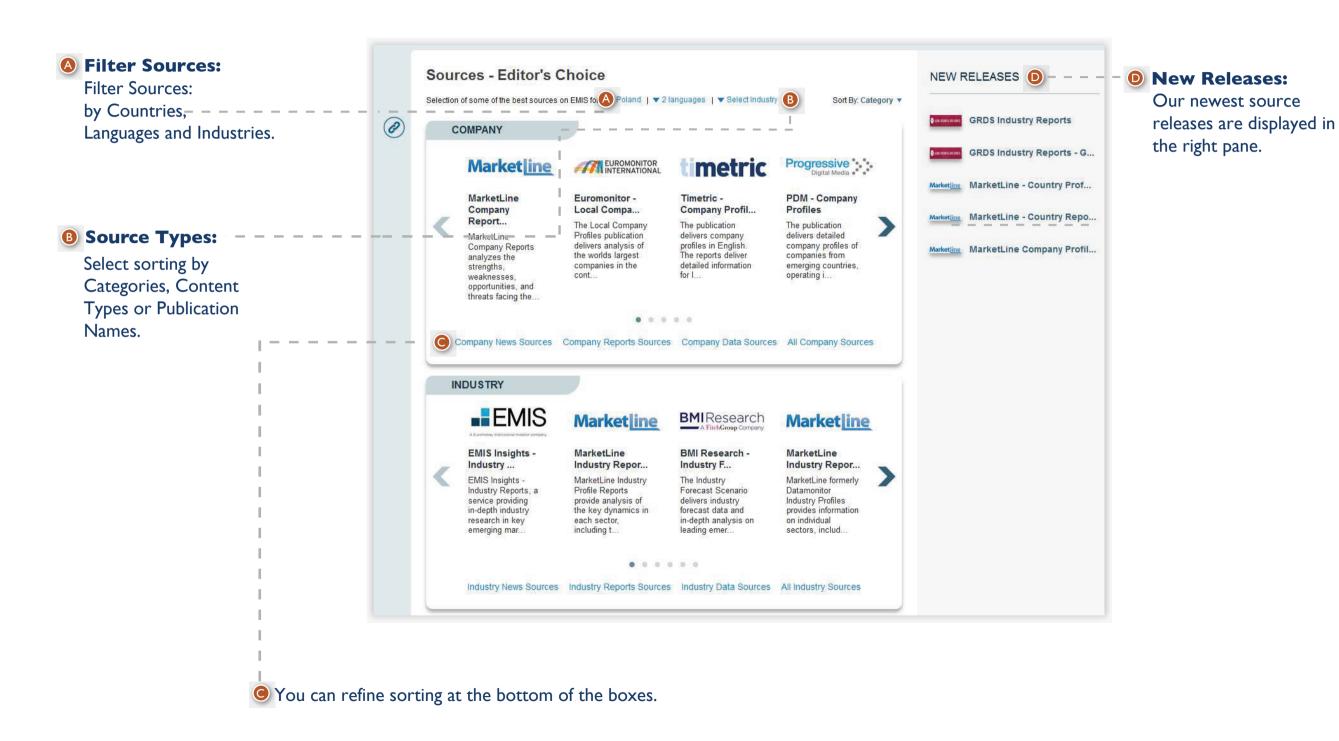




#### **Editor's Choice**

You can see a selection of the best sources of EMIS in the Sources - Editor's Choice page. You can reach it from Quick Links.

### **USER GUIDE – SOURCES**





#### I. Key Indicators

Benchmark can be accessed be accessed after selecting an industry from left pane in Industry Analysis Note that Benchmark tab is available only in those countries/industries that have at least five companies with financial data. Also, Benchmark is available only for non-financial industries.

**Industry tree** will allow for navigation to different industries. Selected industries will be highlighted in this tree. Search box can be used to find a particular industry.

Key Indicators will provide a comprehensive image of selected industry, by showing aggregated data for assets, sales, net profit, number of employees, as well as different financial ratios.

**INDUSTRIES** Construction Benchmark Import to Agriculture, Forestry, Fishing and ▼ Sum Mining, Quarrying, and Oil and Gas Extraction (21) + Utilities (22) 2009 161,437,579 138.309.208 153,555,857 174.824.361 150,554,970 Construction of Buildings (233): 209,564,516 216,856,680 230,240,895 237,119,070 215,778,527 2,688,681 -6.560.295 -145.784 8.001.821 7,000,945 79.573.921 12.441.824 73.160.501 + Manufacturing (31) GROWLH @ 2010 2009 Net Saljes Growth Rate % 12.17% -0.55% -2.90% 9.29% 9.27% Inc. / Dec in Assets -3.35% -5.81% 1.28% Inc. / Dec in Net Income 148.36% 3.714.06% -101.82% 19.29% increas(e (Decrease) in Equi -0.00% 9.85% 19.37% 2013 2011 2010 PROFITMILITY 2012 4.99% \* Finance and Insurance (52) Net income / Net Sales -3.62% 4.99% Return On Assets 1.28% -2.56% -0.06% 3.37% 3.66% Net inclime / Net Wort 4.03% -0.19% 10.06% 10,01% Operational Profit / Sales 4.66% -2.78% 3.26% 7.11% 7.70% 2012 2010 2009 INDEBTEDNESS 212.78% 198.40% 191.62% 196.41% 192.53% Leverage 102.56% 89.32% 85.99% 61.78% 63.25% 63.25% 54.23% 55.87% EFFICENCY 2009 171

**Income Statement** shows the industry aggregated data for revenues, expenses, profit, and different financial accounts that are part of an income statement.

Cash Flow displays industry aggregated data for net operating cash flow, free cash flow, and other financial accounts that are part of a cash flow statement.

**Rankings** tab presents all companies that are part of the selected industry, sorted from top company to bottom company.

> Data in Key Indicators table can be viewed either as a sum of all companies present in selected industry, either as an average of all companies. Additionally, data can be viewed in local currency, Euro, or USD, and, depending on the availability of data, in annul or quarterly figures.

Balance Sheet displays industry aggregated values for total assets, liabilities, shareholders' equity, plus other relevant accounts for a balance sheet statement. Data can be viewed for 5 years history.



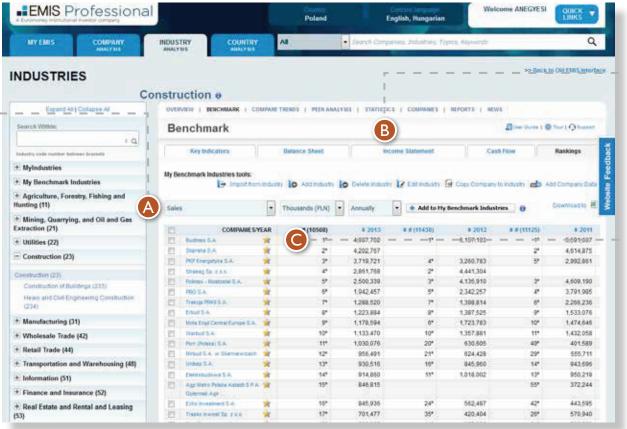
#### 2. My Benchmark Industries





#### 3. Ranking

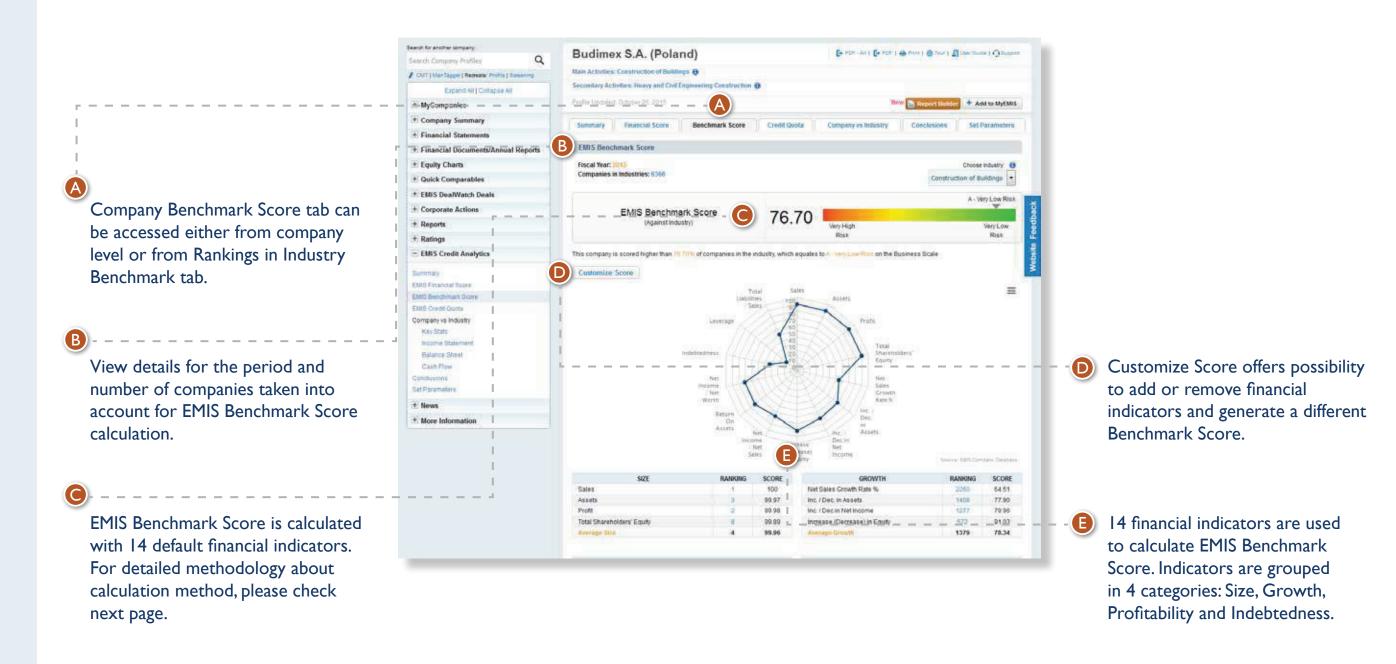
Industry Ranking: you can select from 26 different financial criteria, in order to view the ranking of companies. Indicators vary from financial statement accounts like Sales or Assets, to different profitability or efficiency ratios.



- B Ranking table displays data for the last 5 available years. Also, you can view companies sorted from top to bottom or in reverse order, for any of those 5 years.
- Select the star icon to view the EMIS Benchmark Score for any company.



#### 4. EMIS Benchmark Score





#### 5. EMIS Benchmark Score calculation methodology

EMIS Benchmark score is calculated based on a simple average of 14 different indicators:

- I. Sales
- 2. Assets
- B. Profit
- 4. Total Shareholders' Equity
- Net Sales Growth Rate %
- 6. Inc. / Dec. in Assets
- 7. Inc. / Dec.in Net Income
- 8. Increase (Decrease) in Equity
- 9. Net Income / Net Sales
- 10. Return On Assets
- 11. Net Income / Net Worth
- 12. Indebtedness
- 13. Leverage
- 14. Total Liabilities / Sales

Additionally, user can customize the Benchmark Score by removing indicators from default selection or by adding new ones (12 more indicators)

- I. Operational Profit / Sales
- 2. Current Liabilities / Total Liabilities
- 3. Days Receivables
- 4. Days Inventory
- 5. Suppliers Turnover
- 6. Operational Cycle
- 7. Current Ratio
- 8. Quick Ratio
- 9. Working Capital
- 10. Gross Profit
- 11. Other Income
- 12. Total Employee

All indicators are calculated using the ranking of company in industry, which is transformed to a scale where 100 is top position and 1 the lowest position.

As an example, if an industry has 50 companies, sorted by Total Assets from top company to bottom company, then the first company in this ranking will have a score of 100 for Total Assets.

Similarly, the second company in this ranking will have a score of 98 for Total Assets – position 2 out of 50 represents a drop of 2 points on a scale of 100.

Or the company from 10th position will have a score of 80 for Total Assets.

So, after calculating all different indicators (Sales, Assets, etc.), EMIS Benchmark Score is calculated as a simple average of the 14 default indicators or of the indicators selected by the user.

As a brief interpretation, the higher the score is, the better the company is positioned in its industry. Additionally, user can see the average positioning of companies in industry below of the EMIS Benchmark Score chart.

All financial accounts present in Benchmark Score are calculated by our team (with credit analysis experience), and are based on local financial data. Basically, Benchmark functionality is based on a global financial template developed by EMIS, and we calculate financial accounts for these template using local data.

This way we ensure a global methodology and option to compare companies across sectors and countries.

Furthermore, all ratios present in Benchmark use same methodology. To check how particular ratios are calculated, you can go to Key Indicators in Benchmark industry page, and on mouse over a ratio you will see the formula used.

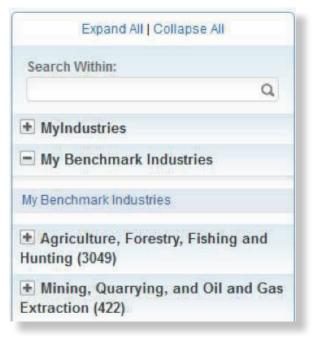


#### 6. How to manage My Benchmark Industries

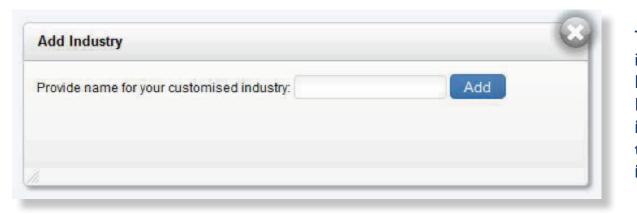
In order to perform an analysis that requires a customized set of companies, users can create their own industry, add the desired companies, and generate industry aggregated data, rankings and EMIS Benchmark Score.

#### **Step I: Create an industry**

Go to Industry Tree Menu and select "My Benchmark Industries"



Next, select "**Add Industry**" and input a name for the new industry.



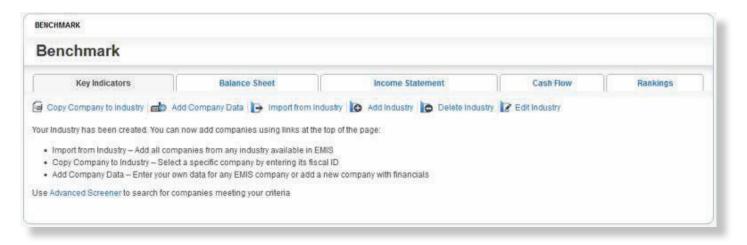
The new industry will appear in left Industry tree, under My Benchmark Industries.

Please note that the new industry will be solely to the user that created the industry.

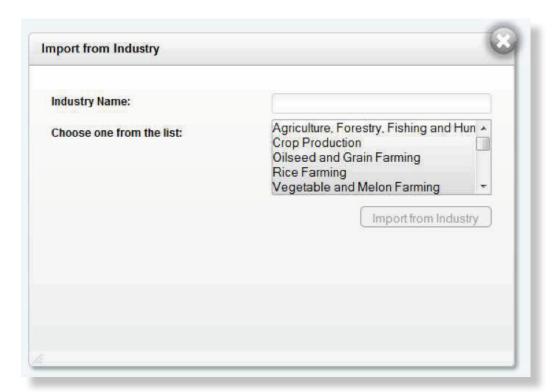


#### **Step 2: Add companies to the new industry**

Three different functionalities can be used to populate the new industry with companies.



A. "Import from Industry" functionality can be used to import an entire set of companies from an EMIS Industry.



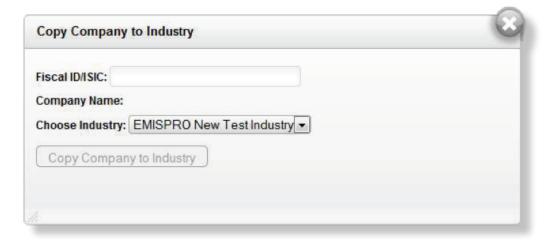
Find the name of the industry in the list box or use the search form to filter the industries, and press "Import from Industry".

All companies present in the selected industry will be added to your industry.

Please note that depending on the number of companies imported to your industry, this operation can take a couple of minutes, period during which you won't see the companies.

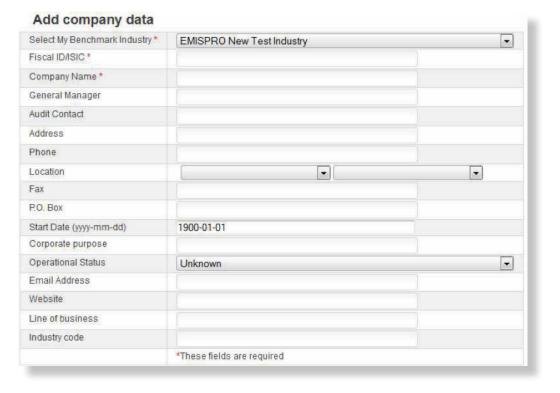


B. "Copy Company to Industry" functionality can be used to add only one company to your new industry.



Searching for a particular company (present in EMIS database) can be done using the fiscal ID. Simply input a valid ID, and "Company Name" will be displayed automatically. Next, select "Copy Company to Industry".

C."Add Company Data" functionality can be used to add to your Benchmark industry a company that is not present in EMIS database. Also, this form can be used to add financial data for an existing company, in case this data is missing.



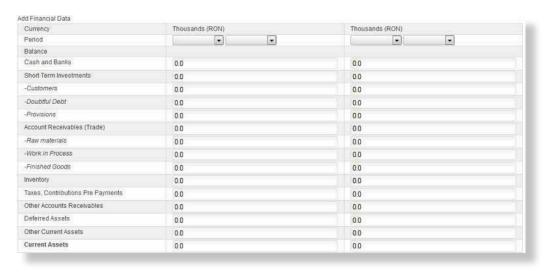
First step input a valid fiscal ID. In case the company exists in our database, then the rest of the fields (Company Name, contact information, or Industry Code) will be automatically populated with proper information.

If the company is not present in our database, then you need to add a company name (mandatory field) and contact information (optional fields).

Please note that if you add a new company, then it will be vEMISble only to the user that created the company.



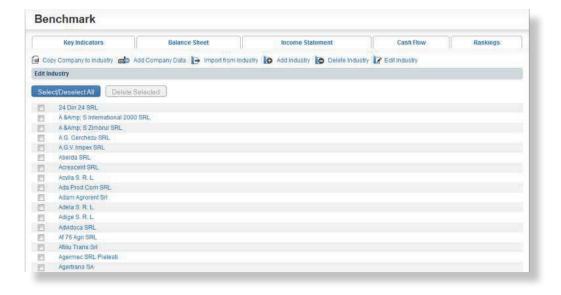
Add Financial Data – you can add data for two different periods (annually, quarterly or monthly). If you want to add more data, simply reuse the "Add Company Data" form, using the same fiscal ID.



Note: Financial Data form is checking that data is correct, and Save will be available only if data input does not contain any errors.

#### **Step 3: Edit Industry**

This form can be used to remove companies that you don't want to be included in your industry.



Simply select the companies you want to be remove and press "**Delete Selected**".



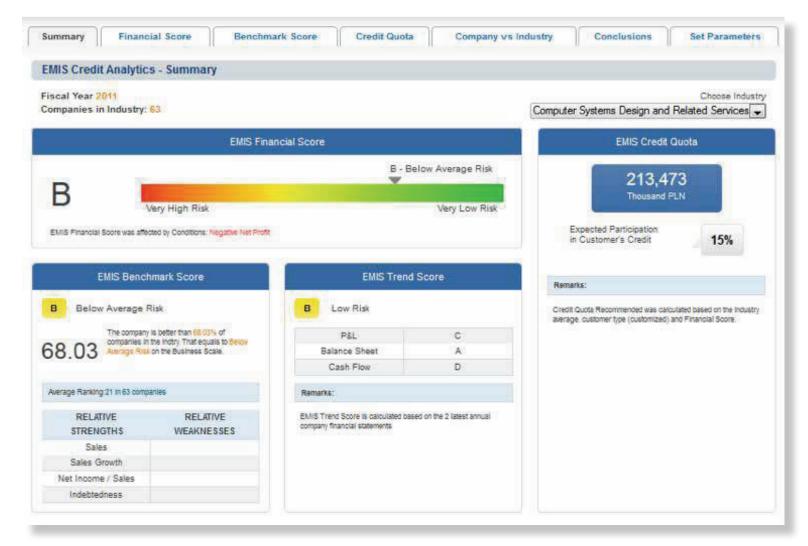
#### I.I. Landing Page

EMIS Credit Analytics is a risk assessment model based on the concept of industry benchmark.

The scoring mechanism takes into consideration:

- relative performance of the company against the industry;
- analysis of the company's financial statements by key indicators and ratios.

The tool provides a credit risk score and calculates a target credit exposure recommendation for a given business, adjusted by a set of parameters customized by users.



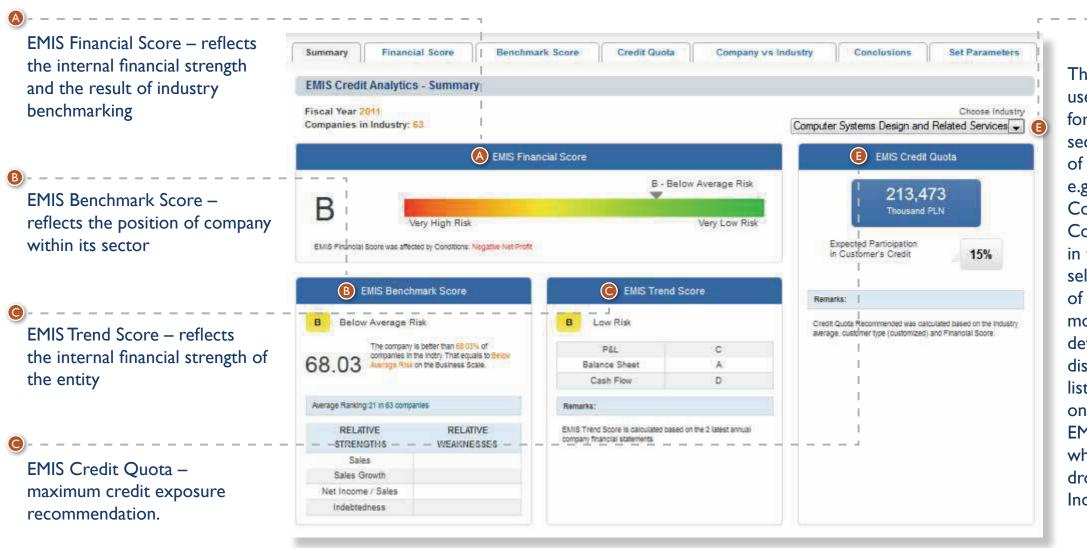
EMIS Credit Analytics allows you to:

- verify the creditworthiness of your customers;
- benchmark your customers' portfolio against the industry;
- mitigate counterparty risk;
- manage risk exposure;
- customize the scoring model.



#### I.2. Summary Tab

The Summary Tab presents the key results of the scoring process.



The dropdown list allows users to select a sector relevant for the company's main and secondary activities. All industries of a higher level are also available, e.g. if the company is classified as Construction of Buildings (223), Construction (22) is also available in the dropdown list. The default selection is the main activity of the lowest level. If there is more than one main activity, the default option is the first activity displayed in the company profile list. If the Industry is changed on one page, it also affects all other EMIS Credit Analytics pages, where the Industry selection dropdown list is available or the Industry selection is relevant.



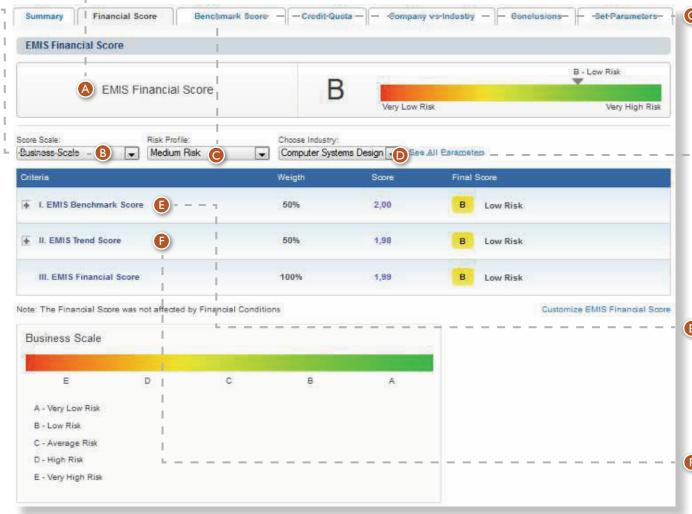
#### 1.3. EMIS Financial Score

EMIS Financial Score – reflects the internal financial strength and the result of industry benchmarking, it is the same score as on the Summary Tab

Score Scale –The user can select between two Score Scales – Financial Scale (8 notches) and Business Scale (5 notches). The Business Scale is selected by default. The notches are presented in the tables below:

Business Scale				
	Α	Very low risk		
2	В	Low risk		
3	C	Average risk		
4	D	High risk		
5	Е	Very high risk		

Financial Scale					
П	AA	Very low risk			
2	Α	Low risk			
3	BB	Moderate low risk			
4	В	Below average risk			
5	CC	Above average risk			
6	C	Moderate high risk			
7	D	High risk			
8	Е	Very high risk			



- Risk Profile The user can select from3 Risk Profiles:
  - Normal Risk;
  - High Risk;
  - Low Risk.

Normal Risk is the default setting.

The dropdown list allows users to select a sector relevant to the company's main and secondary activities. All industries of a higher level are also available, this is the same dropdown list as on the Summary Tab.

- Allows you to look up EMIS Benchmark Score details. The EMIS Benchmark Score functionality is fully described in section 1.4. EMIS Benchmark Score of this manual.
- Allows you to look up EMIS Trend Score details





The EMIS Benchmark Score functionality is fully described in the section 1.4. EMIS Benchmark Score of this manual.

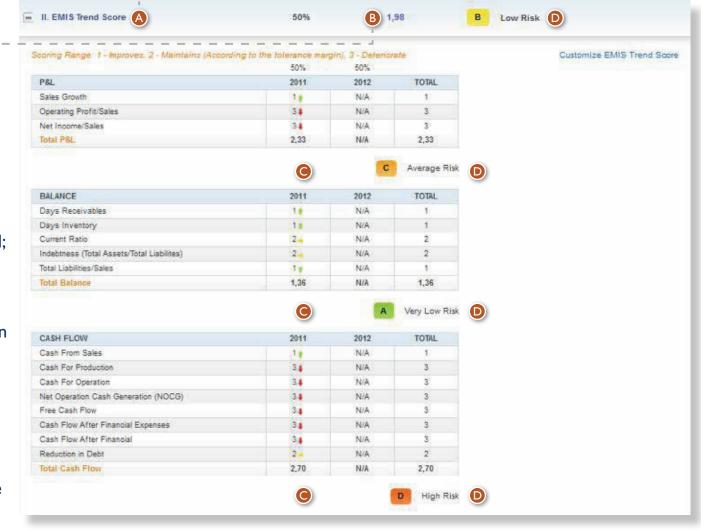


EMIS Trend Score presents 3 tables with indicators, for 3 parts of the financial statement - Balance Sheet, Income Statement and Cash Flow. The selected indicators from all 3 sections are used to calculate the Score.

- Each indicator's value is compared to its previous period value to determine the period-over-period change. EMIS Trend Score uses a three-level score of numbers from I to 3. Each indicator will have a number assigned:
- I if the indicator improves;
- 2 if the indicator maintains its trend;
- 3 if the indicator deteriorates.

There is a tolerance range which describes the percentage of change that is tolerated in order to decide on improvement or deterioration. It can be customized in the Set Parameters page.

Each table presents an average value at the bottom that can be any number from 1 to 3. The averages are weighted based on the settings in the Set Parameters page. The final score 
3 is also a weighted average.



The final Trend Score, as well as the 3 sections' separate scores have their equivalents on the Financial Score letter scale, which are presented after each table, together with text explanations. If there is no data for the period directly preceding the latest period, a Score of 2 will be assigned.



#### 1.4. EMIS Benchmark Score



EMIS Benchmark Score radar
 chart – graphical presentation of
 the strengths and weaknesses of
 the analysed company.



Customize EMIS Benchmark Score Select/Deselect accounts to customize							
✓ Sales	✓ Assets	☑ Profit					
✓ Net Worth	$\!$	☑ Inc. / Dec. in Assets					
☑ Inc. / Dec.in Net Income	☑ Increase (Decrease) in Equity	✓ Net Income / Net Sales					
Return On Assets	✓ Net Income / Net Worth	Operational Profit / Sales					
▼ Indebtedness	Leverage	▼ Total Liabilities / Sales					
Days Receivables	Days Inventory	Suppliers Turnover					
Operational Cycle	Current Ratio	Quick Ratio					
Working Capital	Gross profit / Net sales	Other Income / Net Profit					
Current Liabilities / Total Liabilities  Apply Cancel	☐ Total Employee	Reduction in Debt					

A The window allows users to select financial parameters that they consider fundamentally important for the benchmarking process in a given industry.



#### **I.4. EMIS Benchmark Score**

A Ranking: shows the rank of a business in the industry by given financial parameters. Score: a number assigned to the ranking. Score is expressed as a number on the 0-100 scale (1 place in the industry scores 100).



B Score: a number assigned to the ranking. Score is expressed as a number on the 0-100 scale (1 place in the industry scores 100).

EMIS Benchmark Score is calculated as an average scoring calculate on the basis of the following sets of financial indicators and ratios:

- Business size:
- Profitability;
- Growth;
- Indebtedness.



EMIS Benchmark Score is first translated to the letter scale, and then from the letter scale to the I-3 score scale. The assigned I-3 notch and the letter notch are vEMISble on EMIS Financial Score tab.





Translation of EMIS Benchmark Score to the letter scale is conducted on the basis of the below tables:

#### FINANCIAL SCALE

NOTCH	NORMAL RISK		HIGH RISK		LOW RISK	
AA	70.000	100.000	77.00	100	63	100
Α	60.000	69.999	66.00	76.9989	54.00	62.9991
BB	50.000	59.999	55.00	65.9989	45.00	53.9991
В	40.000	49.999	44.00	54.9989	36.00	44.9991
CC	30.000	39.999	33.00	43.9989	27.00	35.9991
С	20.000	29.999	22.00	32.9989	18.00	26.9991
D	10.000	19.999	11.00	21.9989	9.00	17.9991
Е	0.000	9.999	-	10.9989	-	8.9991

#### **BUSINESS SCALE**

NOTCH	NORMAL RISK		HIGH RISK		LOW RISK	
Α	70.000	100.000	77.00	100	63	100
В	59.999	69.999	66.00	76.9989	54.00	62.9991
С	39.999	59.998	44.00	65.9978	36.00	53.9982
D	10.000	39.998	11.00	43.9978	9.00	35.9982
Е	0.000	9.999	-	10.9989	-	8.9991

The translation of EMIS Benchmark Score to the I-3 score scale is conducted on the basis of the below tables:

#### FINANCIAL SCALE

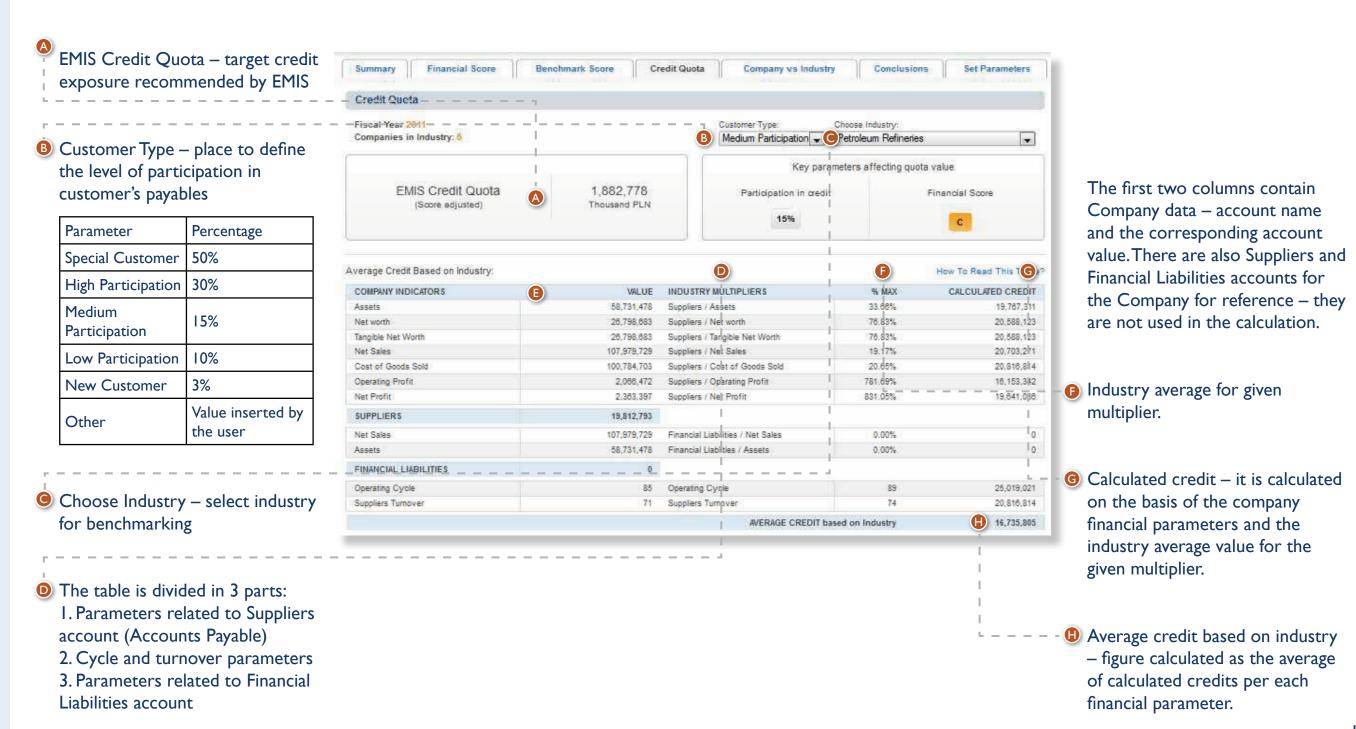
CATEGORY	NORMAL RISK	HIGH RISK	LOW RISK
AA	1.500	1.35	1.65
Α	1.700	1.53	1.87
BB	2.000	1.8	2.2
В	2.300	2.07	2.53
CC	2.450	2.205	2.695
С	2.650	2.385	2.915
D	2.850	2.565	3.000
E	3.000	3	3.00

#### **BUSINESS SCALE**

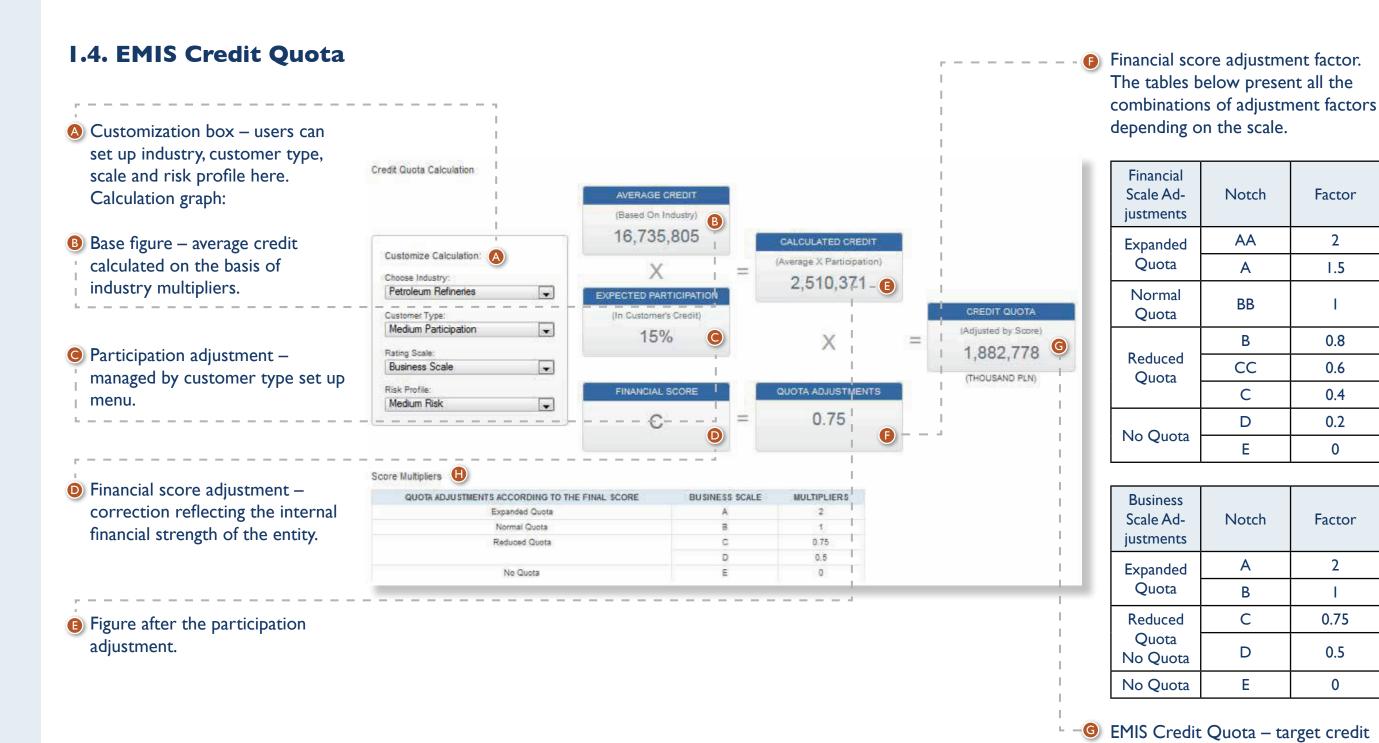
CATEGORY	NORMAL RISK	HIGH RISK	LOW RISK
Α	1.500	1.35	1.65
В	2.000	1.8	2.2
С	2.650	2.385	2.915
D	2.850	2.565	3
E	3.000	3	3



#### 1.4. EMIS Credit Quota







2

0

2

0

exposure recommended by EMIS,

final figure.



# I.5. Company vs IndustryI.5.I. Company vs Industry – Key Stats

The Company vs Industry section is built up by the following subsections:

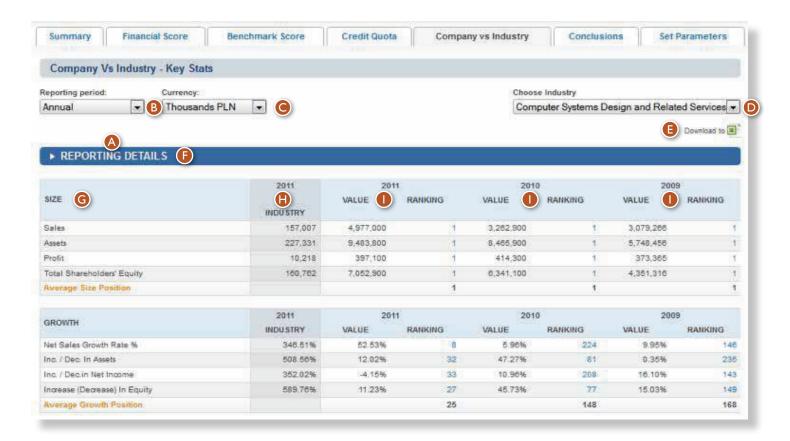
- Key Stats;
- Income Statement:
- Balance Sheet:
- Cash Flow.

At the top of Company vs Industry pages there are:

- B Reporting Period dropdown
- © Currency selection dropdown (available only on Key Stats page)
- Industry selection dropdown
- Download to Excel icon

The Key Stats page has the standard elements plus the Currency dropdown. The upper part shows the Reporting Details section, which is a collapse/expand section, collapsed by default. It contains the following information for the 4-year period of company data:

- Statement Type: shows the kind of financial statement Individual or Consolidated;
- Audited: shows if the Financial statement is Audited or Non Audited;
- Provider: Display Source name;
- Companies in Industry: shows the number of companies in the industry for each year;
- EMIS Benchmark Score: shows the score for the company for each year.



	2011	2010	2009
Statement type	Consolidated	Consolidated	Consolidated
Audited	Audited	Audited	Audited
Provider	CorporateDB/Notoria	CorporateDB/Notoria	CorporateDB/Notoria
Companies in Industry	63	498	532
EMIS Benchmark Score	68.03	70.68	71.20

Below Reporting Details there is a table with data that contains one-year data for the Industry and four-year data for the company.

The first column shows Indicators' names . The second column displays Industry average for the latest year . The next columns . Show Company data. The last row of each table contains the Average Company Ranking of all the Rankings for individual indicators. When the user hovers the mouse over an indicator's name, it shows a detailed formula of calculation.



#### 1.5.2. Company vs Industry

Income Statement, Balance Sheet,
 Cash Flow



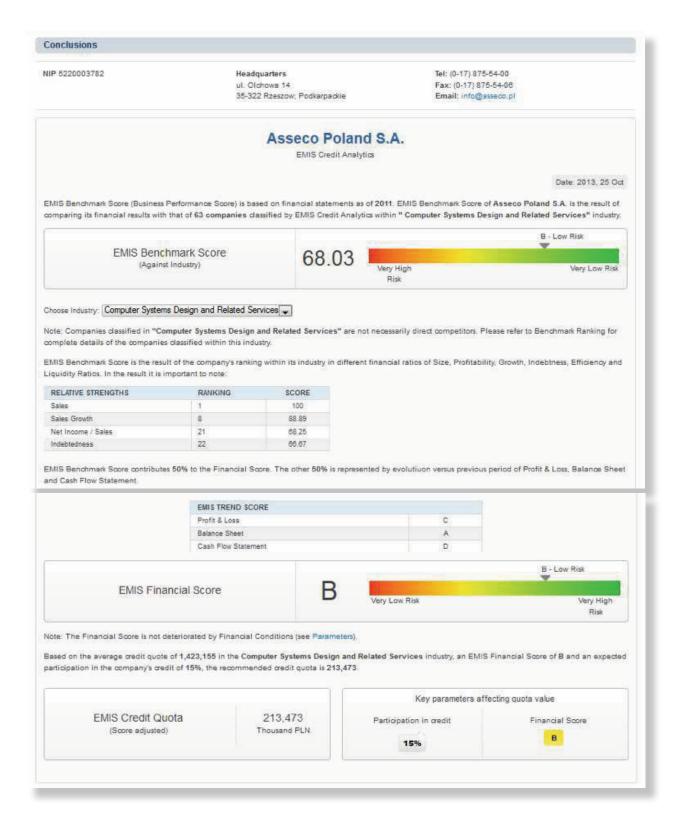




#### 1.4. Conclusions

The Conclusions page is a ready-to-print one page report that is also available as a separate page online.

It has the Industry dropdown list for quick toggle between the selected company's activities.





#### 1.4. Set Parameters

The Set Parameters page allows users to customize some of the settings of the EMIS Financial Score, as well as Score Scales and Risk Profiles. The page is divided into two parts:

- I. Score Scales and Risk Profiles
- 2. EMIS Financial Score parameters

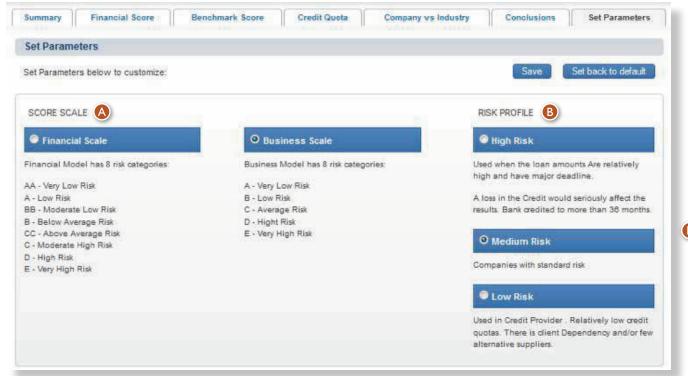
A Score Scales: users can choose

between two Score Scales: Business

Scale (set as default) and Financial

Scale. These settings affect all pages

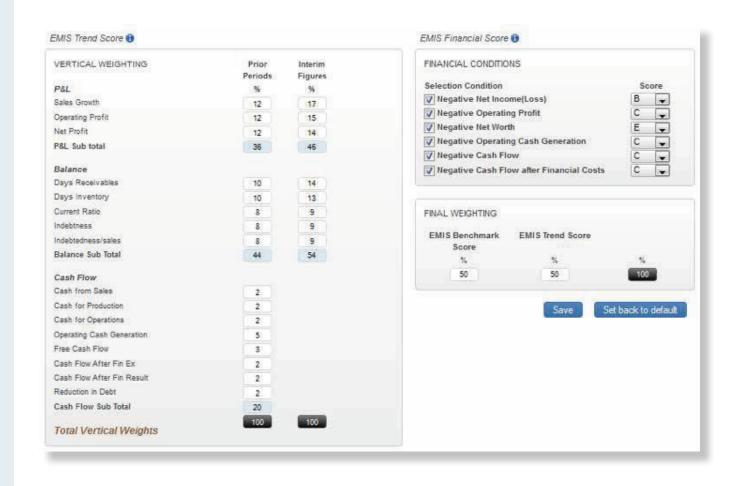
where the letter scale is displayed.



B Risk Profiles: the user can choose between three Risk Profiles: High Risk, Medium Risk (set as default) and Low Risk. These settings affect EMIS Trend Score and EMIS Financial Score calculations (translation of the scores between different scales).



#### 1.4. Set Parameters



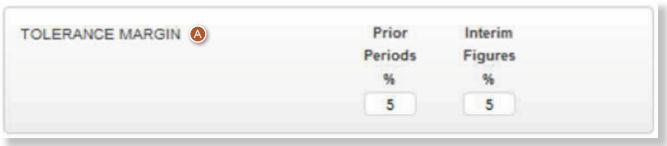
- White boxes (a) are editable fields in which the user can type their own numbers.
- Blue boxes <sup>®</sup> show total weight for each of the financial statement part.
- Black boxes 9 show the total 100% that other boxes need to sum up to.
- Save button saves the settings for all companies in EMIS, for the particular user profile. If there is no profile and the user is a site/intranet user, the settings are remembered until the user logs out.

After saving, the parameters should be applied to all other company profiles the user vEMISts, and also remain as changed when the user logs out and then logs in for another session.

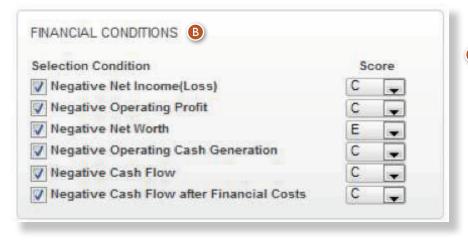
Vertical weighting – it describes how much each parameter weights when calculating EMIS Trend Score average. All vertical weights must sum up to 100%. If the user enters numbers that do not sum up, he will see a dialog box saying "Please make sure all vertical weights sum up to 100%" and relevant boxes will be highlighted.



#### 1.4. Set Parameters



Tolerance Margin – defines the maximum percentage each indicator can increase or deteriorate to have a score of 2 assigned.



B Financial Conditions – there is a list of conditions that affect both EMIS Trend Score and final EMIS Financial Score. They define the maximum score that can be assigned given that the condition is met. The user can customize the maximum score, by choosing the letter from the dropdown list that is available next to each Condition. The Conditions can be deactivated by unchecking the check box on the left of each Condition.



# **USER GUIDE – EQUITY CHARTS**



#### **Symbol lookup:**

Allows you to search for any quote or index present on the local stock exchange.

#### **Quick Links:**

You can quickly navigate to view different market segments or view market summary and comments for the previous day.



# **USER GUIDE – EQUITY CHARTS**

Company/Index
Name: Below the
company or index name
you can view details
about the last trading
day.

Compare: This option allows you to view evolution of two or more quotes or indices. Simply click on compare button, and input the name of the next quote you would like to see. Please note that this type of comparison will work only with a line chart type.

Overlays: For company quotes, you can add to the chart news from different publications or news by topic, like financial results, corporate changes, ownership changes or investor relationship reports.

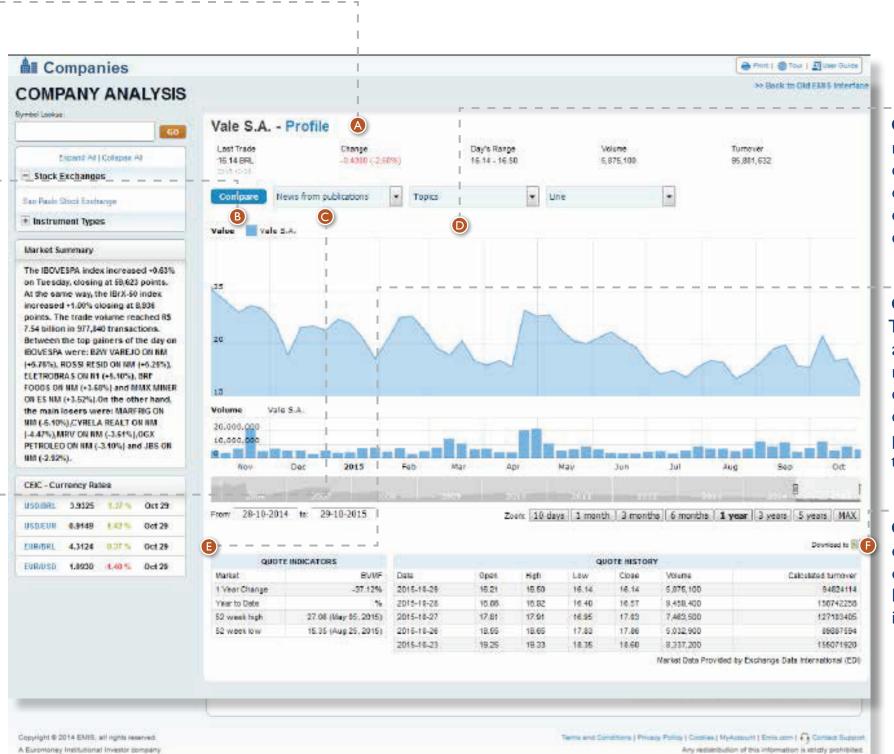


Chart type: You can modify the chart type, by choosing one of these options: line chart, area chart, step chart, or OHLC chart.

#### **Quote Indicators:**

Table presents information about last year of trading: minimum and maximum quotation, percentage change in one year, or percentage change since the beginning of the year.

**Quote History:** You can view last 5 trading days, or you can export the full history for any quote or index.







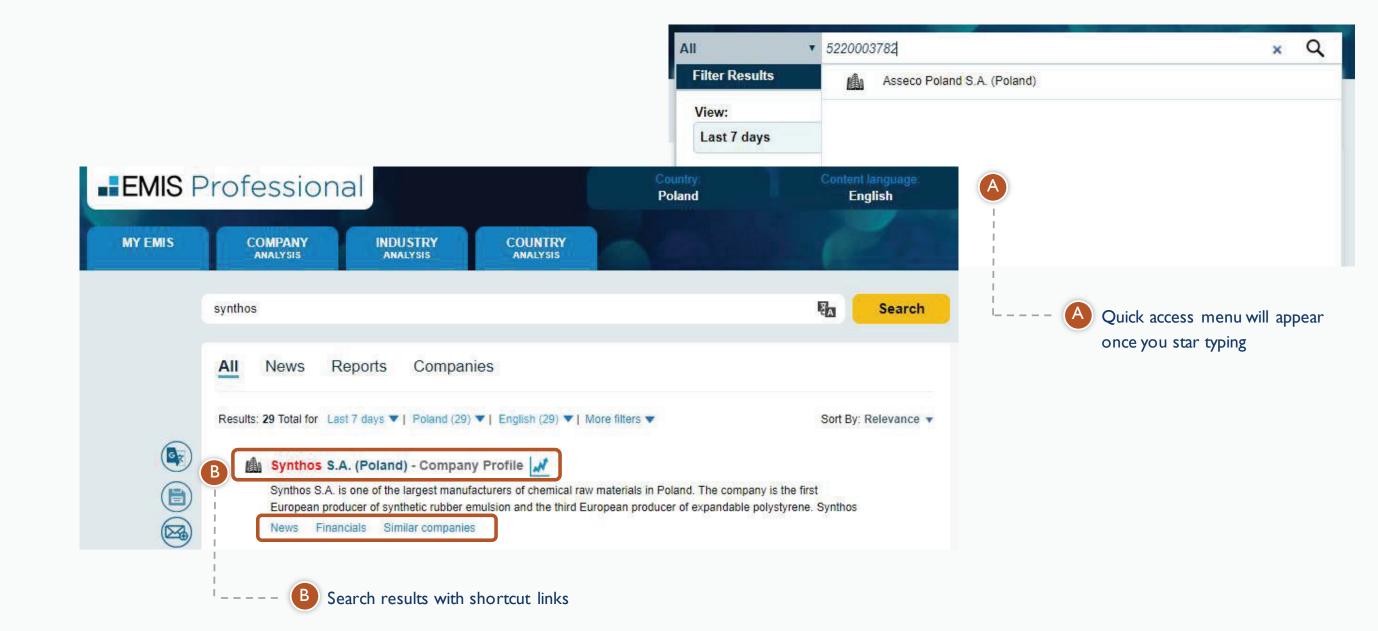
# User Guide on Company Profiles

- Overview,
- Financials,
- Similar Companies.



#### 1.1. Finding company profiles

Find companies using the search box on the top right corner of each page. You can find companies using their names or company ID number, such as fiscal ID. Click on a name in quick access menu or go to search results page to select your company. Click on the name or links below to find information you need.

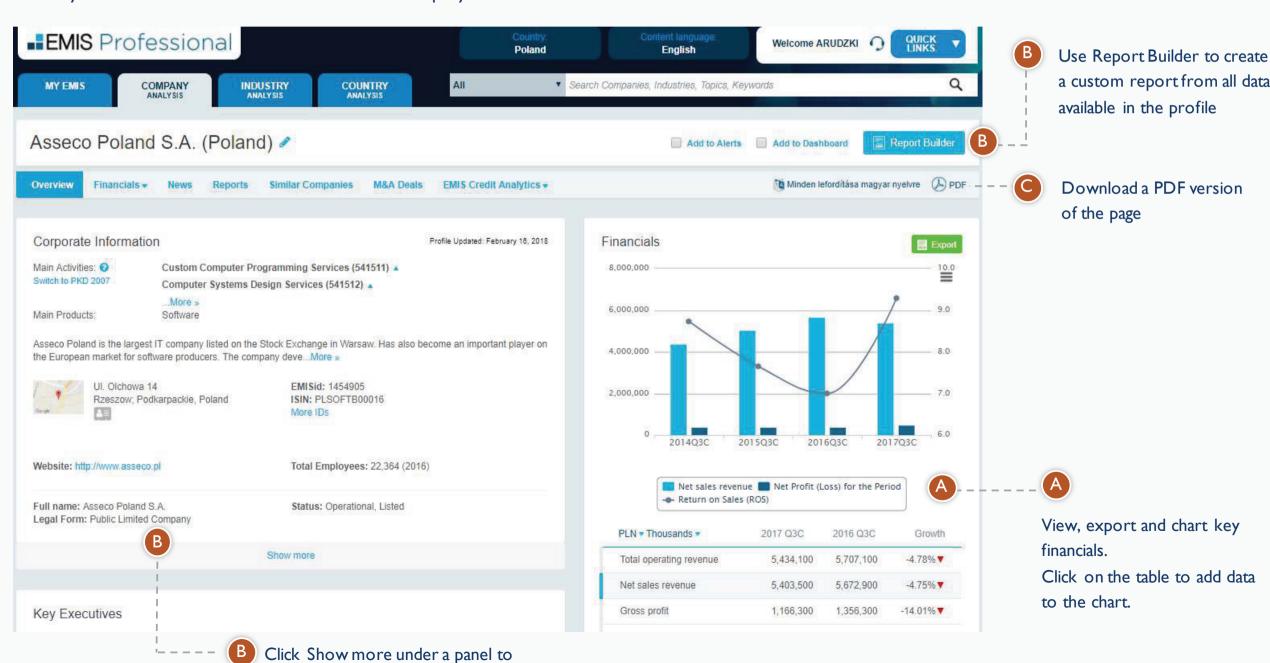




#### 1.2. Company Overview

In this section you can find all basic information about the company.

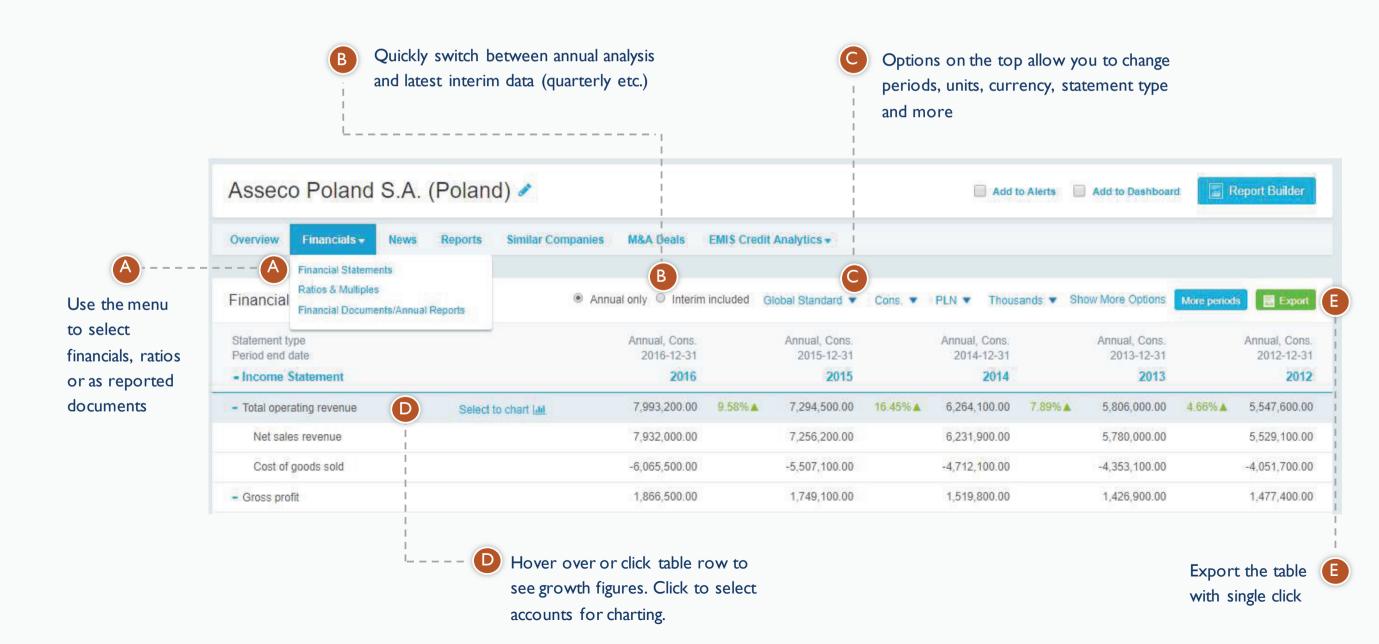
view more data





#### 1.3. Financials

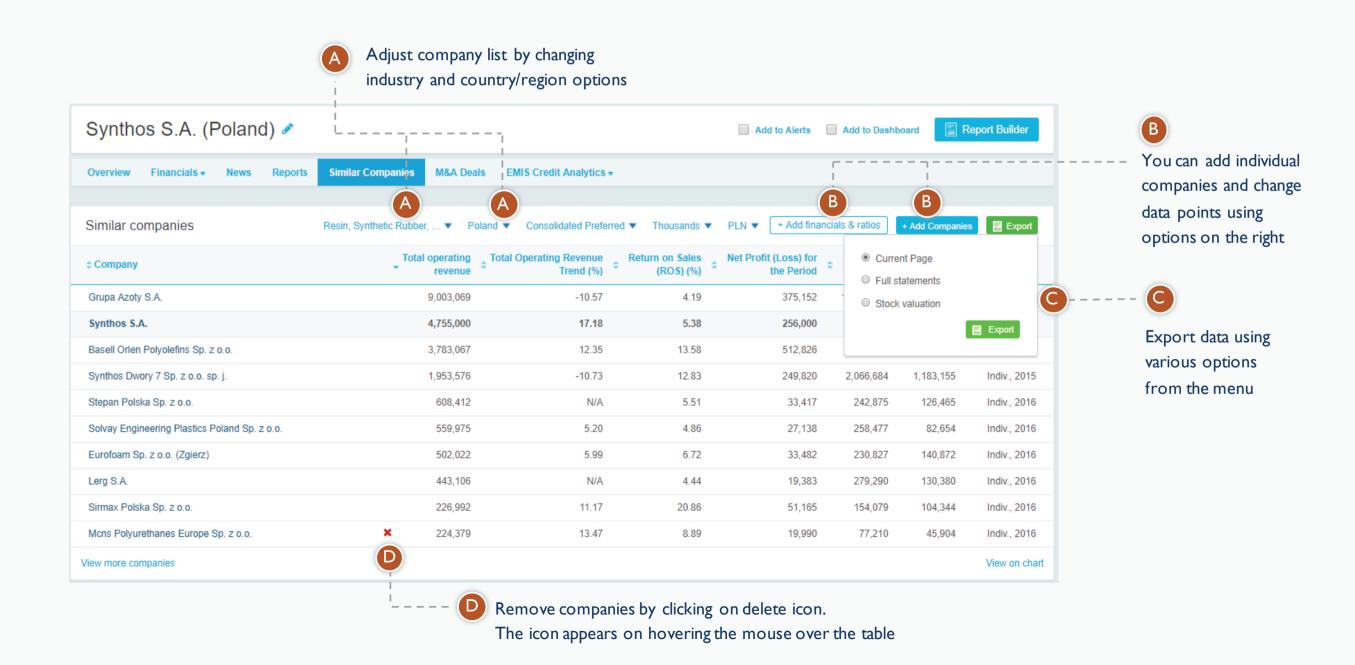
In this section you can view interactive tables with company financials and rations, as well as access source documents (financial data as reported by the company).





#### 1.4. Similar Companies

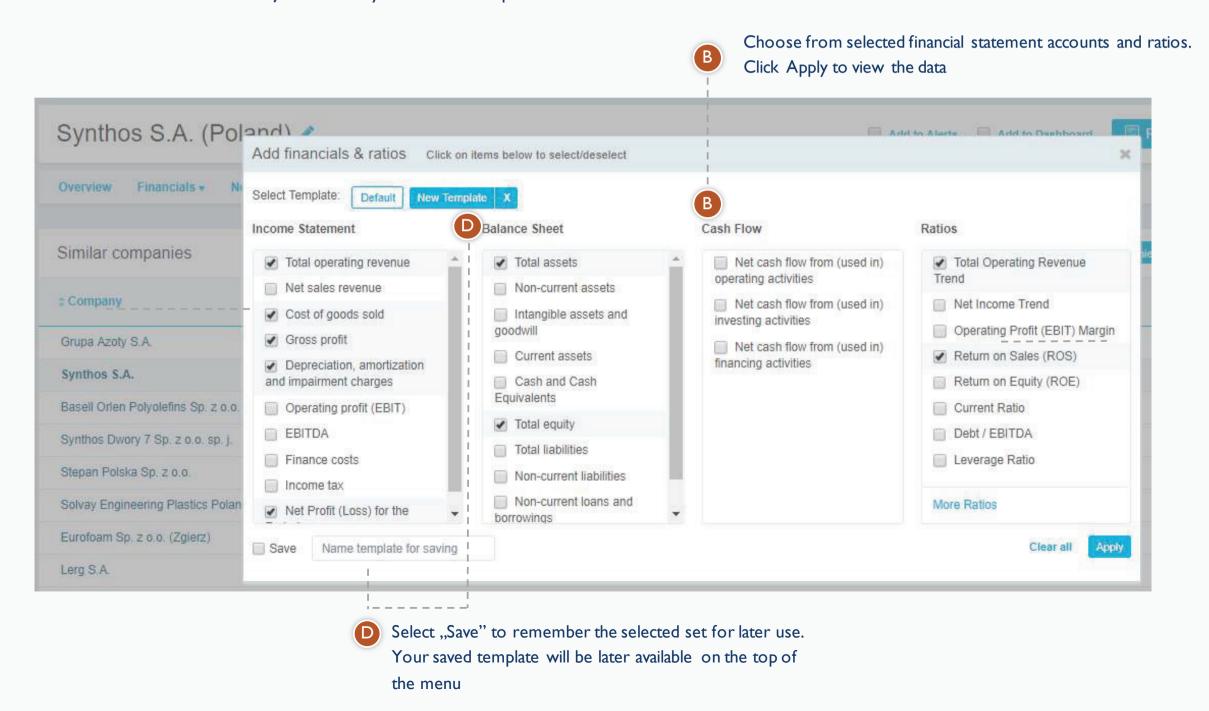
In this section you can view a list of companies that are similar to the selected company in terms of business line and size (based on revenue). You can also compare selected financials and export the selected data, as well as full statements.





#### 1.4. Similar Companies – add financials

Use Add financials & ratios menu to adjust the data you want to compare





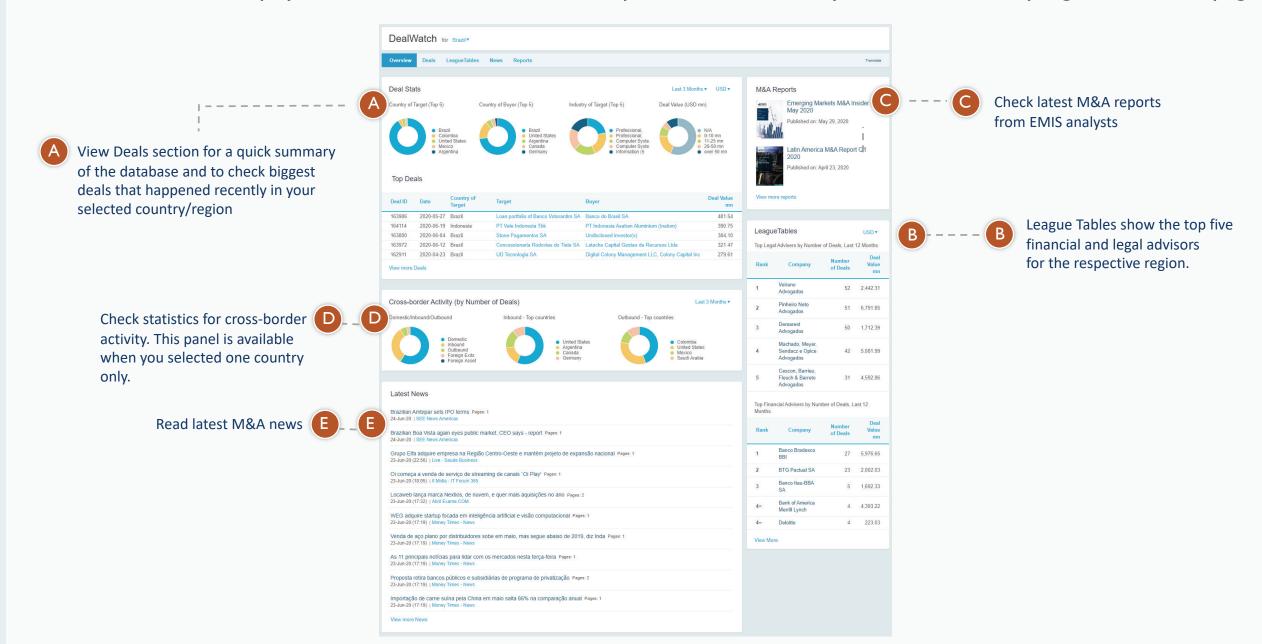




# **Overview**

The Overview tab provides a quick summary of the latest from all DealWatch sections – deals, deal news and reports, and the top financial and legal advisors.

The content displayed is based on the user's subscription and the country selected in the top right side of the page

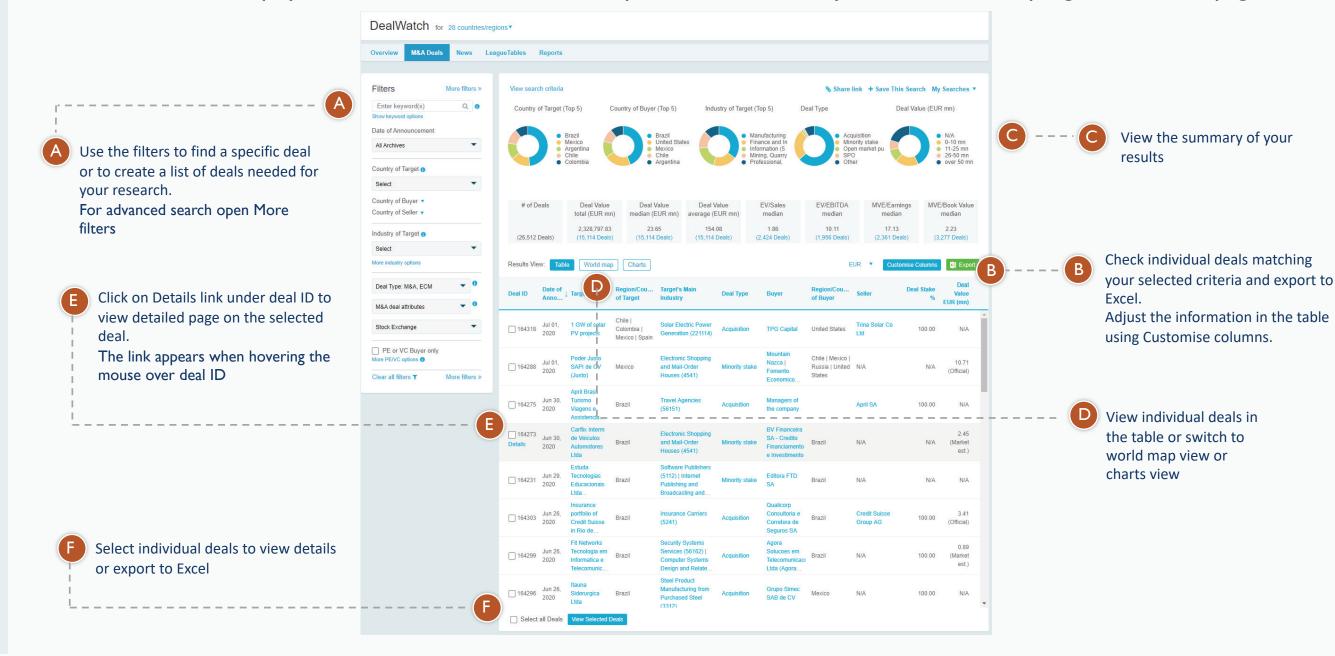




# **Deals**

The Overview tab provides a quick summary of the latest from all DealWatch sections – deals, deal news and reports, and the top financial and legal advisors.

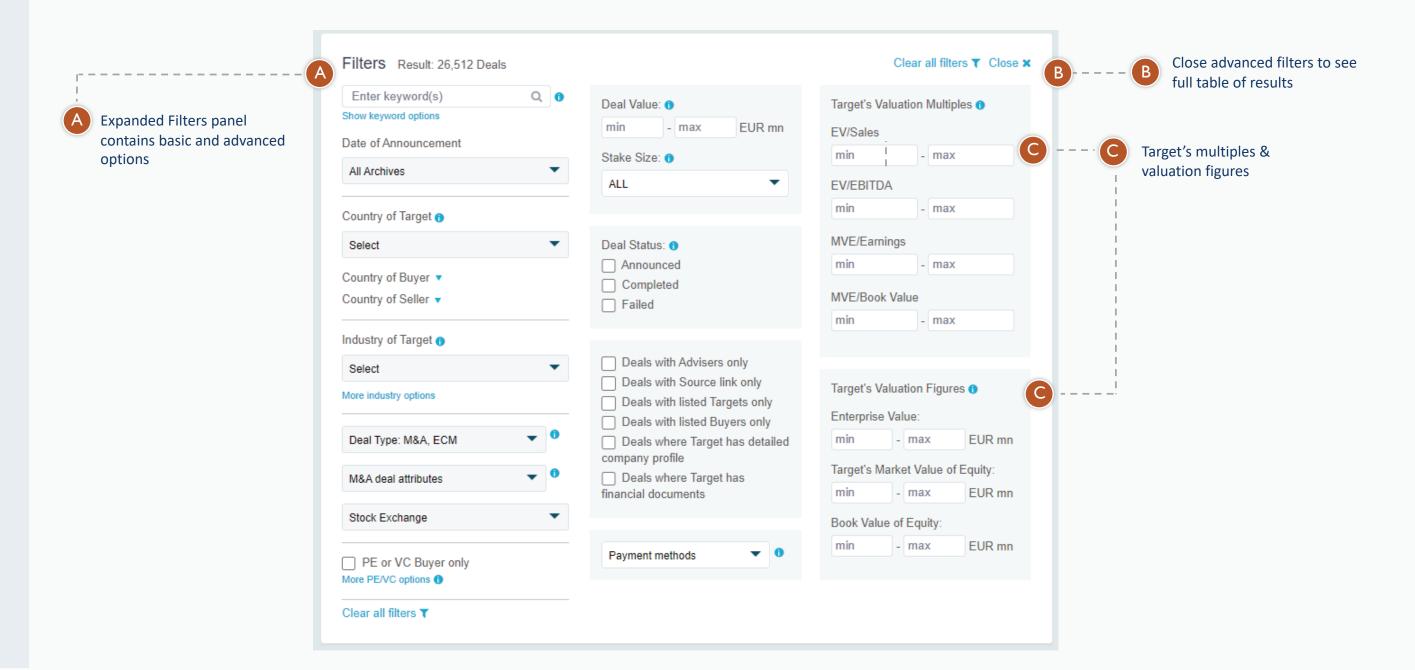
The content displayed is based on the user's subscription and the country selected in the top right side of the page





## **Deals – Advanced Search**

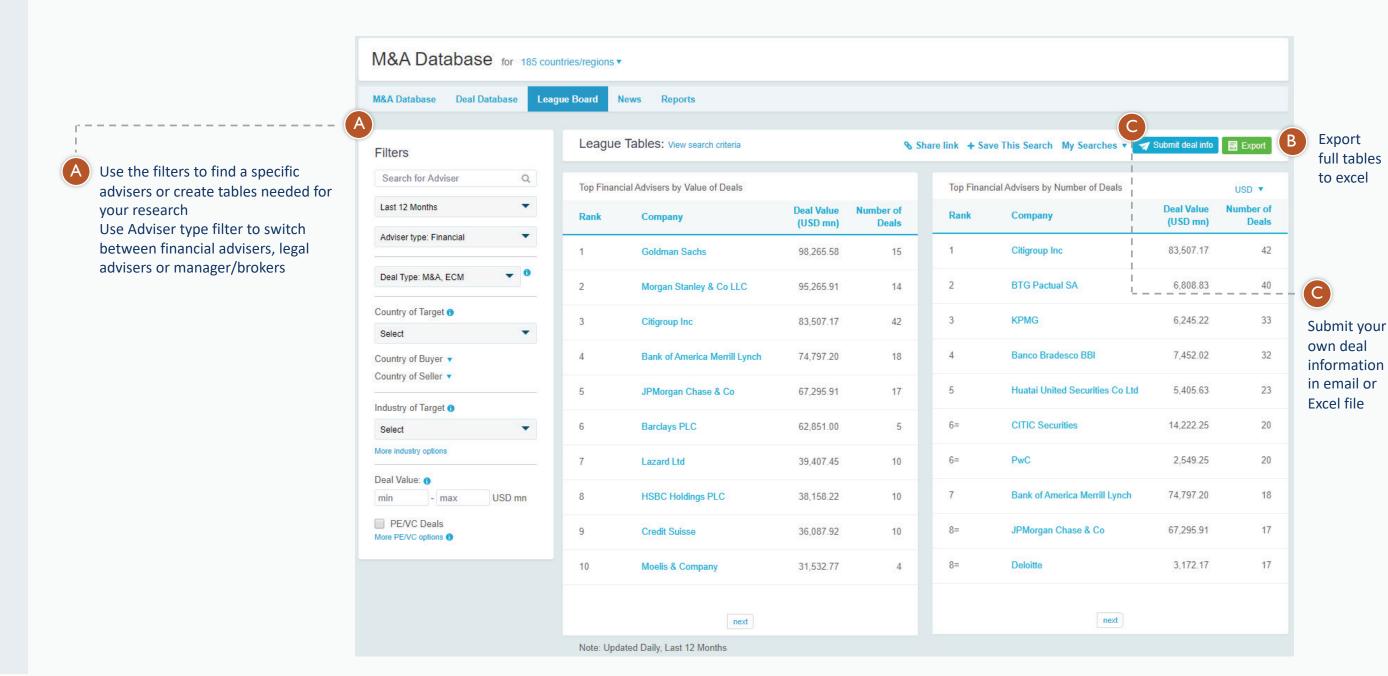
If you would like to perform a more detailed search in the Deals database you can use advanced filtering options that are available via More filters link. These include financial indicators, payment methods, deal status & more.





# **League Tables**

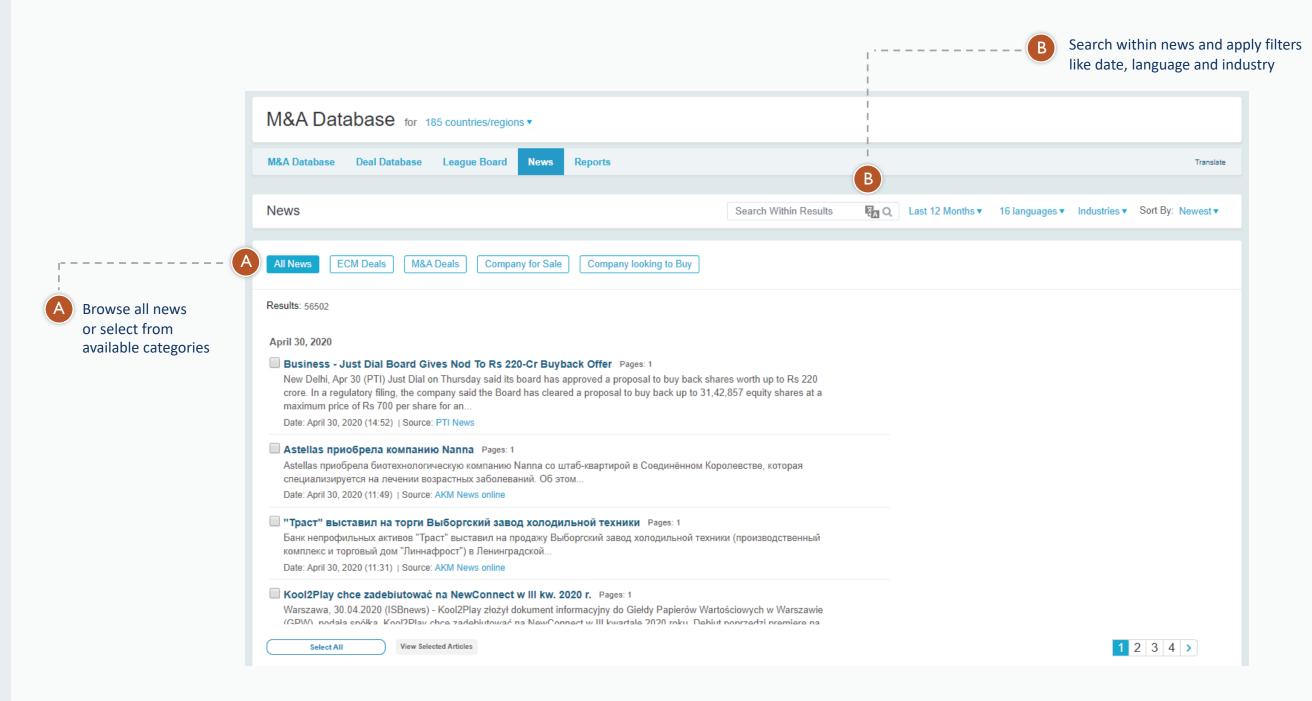
The League Tables is a searchable ranking of M&A and ECM financial and legal advisors. The ranking is based on the total deal value and the number of deals they advised.





# **M&A News**

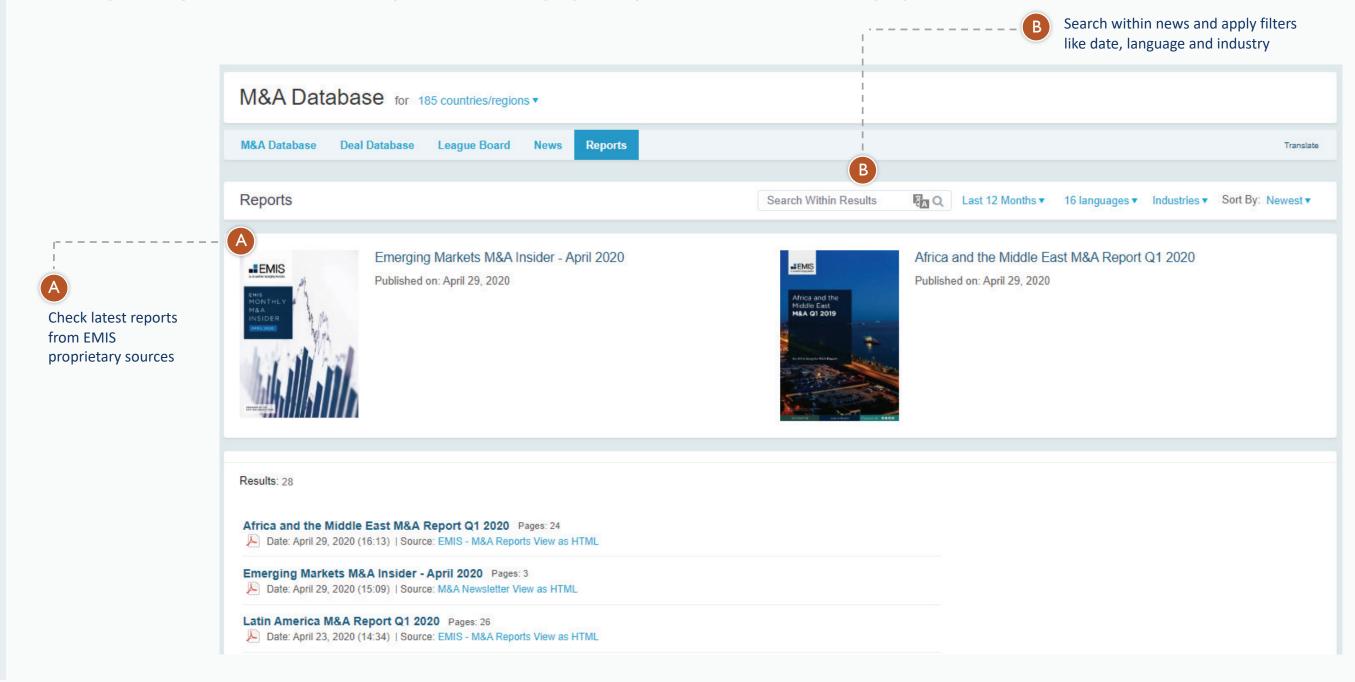
On the News tab you can access latest articles published about M&A and ECM news, as curated by our editorial team.





# **M&A Reports**

The Reports tab contains proprietary DealWatch content – monthly M&A newsletters on global M&A developments, quarterly and annual M&A reports on Emerging Europe, Latin America, Emerging Asia, Africa & Middle East









# User Guide on Industry Tools

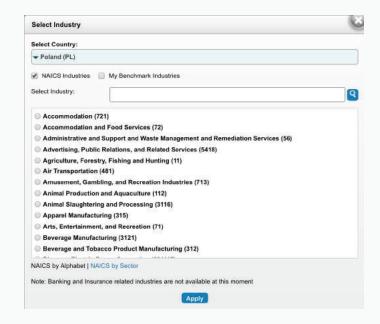
- DuPont Pyramid,
- Concentration Analysis,
- Distribution Analysis.



#### I.I. DuPont Pyramid

The tool is available under Industries Analysis tab in the Tools section.



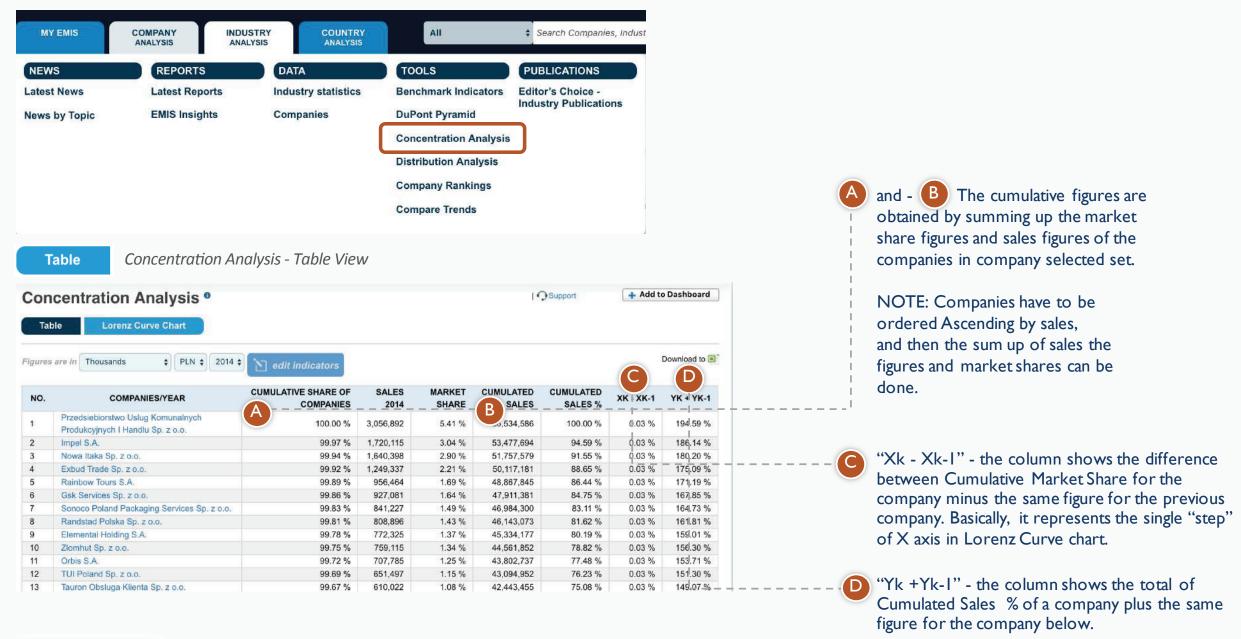


The analysis is done per given industry in a given country hence, user must select **country** and **industry** before checking the results however, the selection can be changed at any time on the result page.



#### 1.2. Concentration Analysis

The tool is available under Industries Analysis tab in the Tools section.





#### **DuPont Analysis Page**



ROE = Net Profit Margin \*Total Assets Turnover\*Financial Leverage | Where,

Net Profit Margin = Net Income / Revenues

Total Assets Turnover = Revenues / Total Assets

Financial Leverage = Total Assets / Total Equity



Possibility to see the results in a Table format

# Switch to Extended DuPont analysis

Extended DuPont

ROE = Tax Burden\*Interest Burden\*EBIT Margin\*Asset Turnover\*Financial Leverage Where,

Tax Burden = Net Income / EBIT

Interest Burden = EBT / EBIT

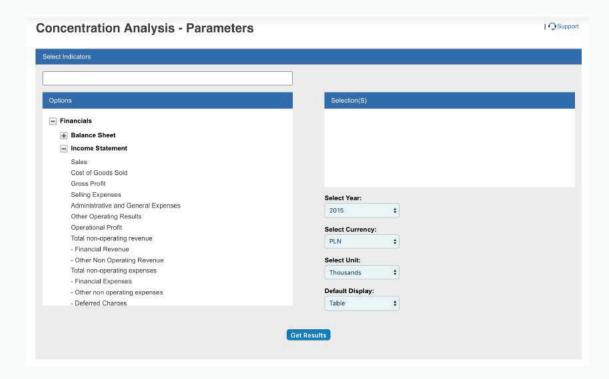
EBIT Margin = EBIT / Revenues

Total Asset Turnover = Revenues / Total Assets

Financial Leverage = Total Assets / Total Equity

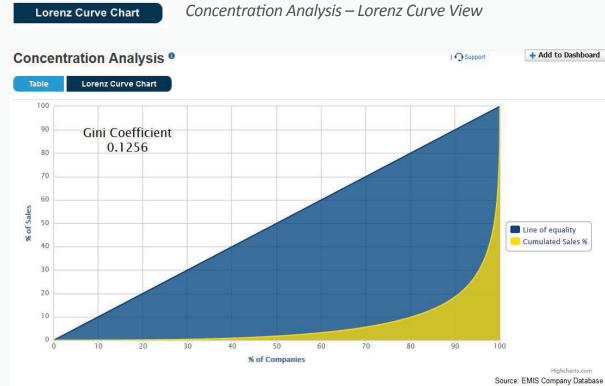


#### 1.2. Concentration Analysis



Only one financial indicator can be selected in order to perform the selected type of analysis.

Only one year can be selected for the analysis.



Lorenz Curve shows the proportion of distribution assumed by the bottom % market shares, where it shows what y% of the market share for the bottom x% of companies in the sector have.

Equality Line represents a state where the market revenues are equally shared amongst all the companies in the sample



#### **1.3. Distribution Analysis**

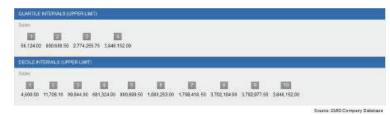




#### 1.3. Distribution Analysis



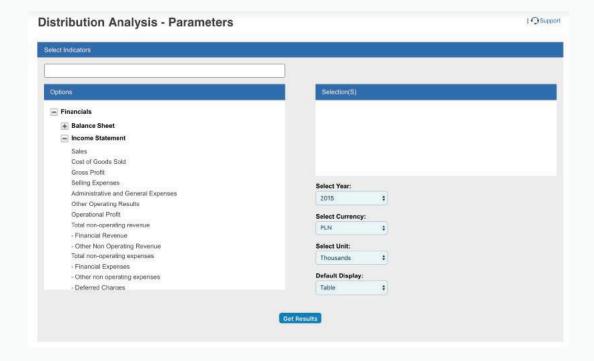
Upper limits for Quartiles and Deciles







#### 1.3. Distribution Analysis - Parameters



Only one financial indicator can be selected in order to perform the selected type of analysis.

Only one year can be selected for the analysis.

Chart Distribution Analysis - Chart View



User will be able to see both charts on the same page.
Also, if user searches for a company, chart will automatically show relevant quartile/decile.

Note: Chart is constructed using a logarithmic Y axis.



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