

LOG IN/LOG OUT

To log in to i-Search:

- (1) Start your web browser and type www.i-search.nzx.com into the address bar.
- (2) Your web browser will display the i-Search log in screen. If the i-Search log in screen is not displayed, speak to your local system administrator before contacting the NZX Data.
- (3) Enter your username (this is the email address supplied when requesting the i-Search account), password (the password is emailed to you when the account is created), then press the Log in button.
- (4) If you have accidentally deleted or misplaced the email with your password in it – enter your email address in the “username” box and click on the “Forgot Password?” link. A new password will be automatically sent to your email address in the next few minutes. If you have not received your new password within 10 minutes call NZX on +64-4-472-7599 and ask to speak to NZX Data.
- (5) You are now logged in to the i-Search system. Remember to log out of i-Search once you have finished.
- (6) Note that if you get your password wrong six times in a row, your user account will be locked out. Call NZX on +64-4-472-7599 and ask to speak to NZX Data to have your user account unlocked.

To log out of i-Search:

- (1) Click the log out link on the left navigation bar.
- (2) i-Search will display the log in screen to confirm that you are now logged out of i-Search.

SEARCH ANNOUNCEMENTS

To search for a released announcement:

- (1) Click the *Advanced Search* link on the i-Search homepage.
- (2) Enter the parameters for your search into the fields.
- (3) If you do not enter anything in the search fields and click the search button, the most recent announcements will display in time order.
- (4) Click the Search button.
- (5) Scroll down to view your results.

To gain an overview of the most recent announcements:

- (1) Click the **Quick Search by Date** link on the i-Search homepage.
- (2) Ensure the ‘most recent’ box is checked.
- (3) Click the Search button.
- (4) Scroll down to view the most recently released announcement headlines. If you would like to investigate a particular announcement further, click on the headline to go through to the summary. In addition, you may download the original document supplied to NZX.

CORPORATE ACTIONS

- (1) To access the Weekly Diary, the Security Code & Description List or the Daily Corporate Actions file select the *Corporate Actions* tab.
- (2) For the Weekly Diary click on *Weekly Diary* The Diary is available to view or download in pdf or word format.
- (3) There are 2 Daily Files, the Corporate Actions CSV and the Security Code & Description List; both of these are in CSV format. (CSVs can be opened in Excel and many other applications including Word).
- (4) The Date field on the right hand side can be used to search for historic files.

INDICES

- (1) To access any of the NZX Index reports click on the *Indices* tab.
- (2) For Index Memos click on the *Index_Memo* tab. The Index Memos are a combination of pdfs and excel spreadsheets.
- (3) For the NZX Index Methodology click on *Index_Methodology*
- (4) For the Index Constituents & Weightings, the Daily Index Report and the Daily Gross with Imputation Report click on the *Daily_Files* tab.
- (5) The Date field on the right hand side can be used to search for historic files.

MARKET SHARE STATISTICS

- (1) To access any of the Market Share reports click on *Market_Share_Statistics* tab.
- (2) On the next page select the tab you require either, *Market_Share_Statistic* or *Late Settlement_Report* .
- (3) The Date field on the right hand side can be used to search for historic files.

MARKET ACTIVITY

- (1) To assess the Market Activity file click on *Market_Activity* tab.
- (2) The Date field on the right hand side can be used to search for historic files.