Basic Bloomberg Tech Functions

**BTTC<Go>:** This is a global homepage for Bloomberg Technical Training Certification.

**PRTL<Go>:** This function provides clients technical and administrative support from the terminal.

**<ALT> <K>:** This function provides the user with an image of the current keyboard setting.

**<ALT> <L>:** This function provides the user with a screen display of Bloomberg action keys.

**UPGR <Go>:** This function provides a complete list of software versions for all Bloomberg software components.

**PDF<Go>:** This function allows the user to customize their Bloomberg by changing defaults that affect their display of Bloomberg functions:

- **Language/Time/Local Conventions** – This enables the user to set their local time zone, international clock, their language preference and their currency defaults to the particular market they are trading or need information.

- **Workstation Defaults** – This enables the user to customize the Bloomberg windows to their needs. This is also available as a right mouse option.

- **User Information/Password** – This enables the user to quickly check all of their default settings as well as their profile information.

**<HELP>:** When run from the Cancel screen, this function provides a user the phone numbers for Bloomberg offices worldwide. This function also provides help screens for each function.

**<HELP> <HELP>:** This function provides the user with 24-hour access to the Analytics desk. The user enters a question or issue, and the Bloomberg Analytics desk will respond.

**HDSK <Go>:** This function is a historical view of a client’s help desk inquiries.

**DOCS<Go>:** This function provides the user access to online Bloomberg documents which may be downloaded using Adobe Acrobat or Excel.

**BBPC <Go>:** This function provides technical specifications and guidelines to install and support the Bloomberg service. You can also find bandwidth requirements.

**EIS<Go>:** This function enables a user to see which exchanges they are currently signed, and provides information for each exchange.

**EXC<Go>:** This function tail enables a user to display current exchange information for a selected security. (e.g., IBM <EQUITY> EXC <Go>)

**MSGM<Go>:** This is the message system home page that provides a list of functions that enables the user to send and receive messages, create mailing lists and send trade ticket information along with Bloomberg screens.

- **MSG<Go>** – This function provides a list of incoming messages.

- **MSG9<Go>** – This function enables the user to set their message greeting, copy messages to another user, set up notification alerts, set spam security levels and adjust other MSG defaults.

- **IB<Go>** – The INSTANT BLOOMBERGSM is a multi-window chat communication tool within the BLOOMBERG PROFESSIONAL service.

- **SPDL<Go>** – This function enables a user to create a speed dial list for Bloomberg messaging, and also serves as an address book.

**BMAIL<Go>:** This function provides information on Bloomberg’s email compliance.
PFM<Go>: This function enables a user to organize their files into specific folders and send files using the Bloomberg message system.

<ALT> <B>: This function enables the creation of customized macros in the form of buttons that reside on the toolbar at the top of the Bloomberg screens.

CONN<Go>: The Connection Wizard is a customer diagnostic tool that assists the user in troubleshooting Bloomberg connectivity. The Serial Number tab provides a user the ability to perform the Bloomberg B-Change.

BERRY<Go>: This is a homepage for setting up a user to retrieve Bloomberg messages, top news, company news, worksheets, stock quotes, movers, indices, currencies, Launchpad, NW worksheets and charts from a Blackberry® device.

BU<Go>: This function displays a menu of Bloomberg training resources worldwide. It includes information about in-house training, self-study courses, external seminars and academic study.

BLP<Go>: On your primary screen, this function will manually activate the BLOOMBERG LAUNCHPADSM.

LOGU<Go>: Using this function allows a BLOOMBERG ANYWHERESM user to authorize another BLOOMBERG ANYWHERE user within the same firm to login as that user.

LOGR<Go>: A BLOOMBERG ANYWHERESM user would use this function with LOGU. Once the BLOOMBERG ANYWHERESM user completes their LOGU session, then the user should run LOGR to log back in with their regular login.

DAPI/BBXL <Go>: This function provides a comprehensive overview how a user can import Bloomberg data into Microsoft® Excel. It includes a step-by-step guide, cheat sheets, common error messages and resolutions, and descriptions of recent enhancements. This function will also display information on performing Bloomberg calculations in Excel.

BA<Go>: This function enables a Bloomberg user to convert from a traditional Bloomberg to BLOOMBERG ANYWHERE. As well as enrolls the B-UNIT® login authentication device.

APOD<Go>: This function displays all APODs created by a user and by the firm. In addition, the function identifies the APOD administrator of the firm.

AV<Go>: This is the Home page for Bloomberg multimedia.
   - VID<Go> – This function broadcasts BLOOMBERG TELEVISION® live in nine countries.
   - LIVE<Go> – This function broadcasts live events globally using the Bloomberg.

VERS <Go>: - This function displays the current version of Bloomberg application software.

VSAT <Go>: - This function displays the name of the server where the terminal is getting its data from.

IAM <Go> or IAMX<Go>: This function displays detailed information about the terminal and the user who is currently logged in.