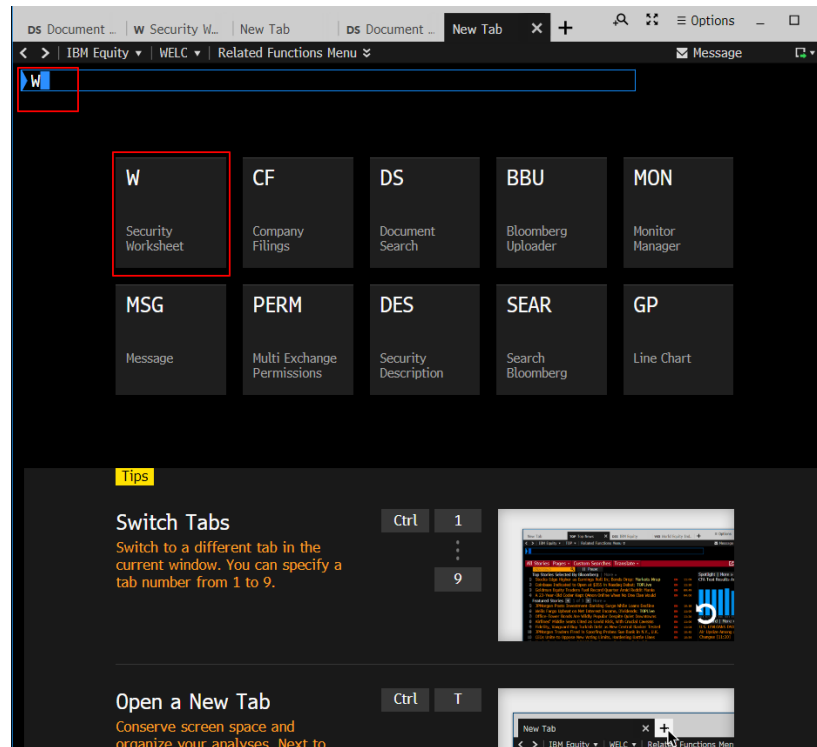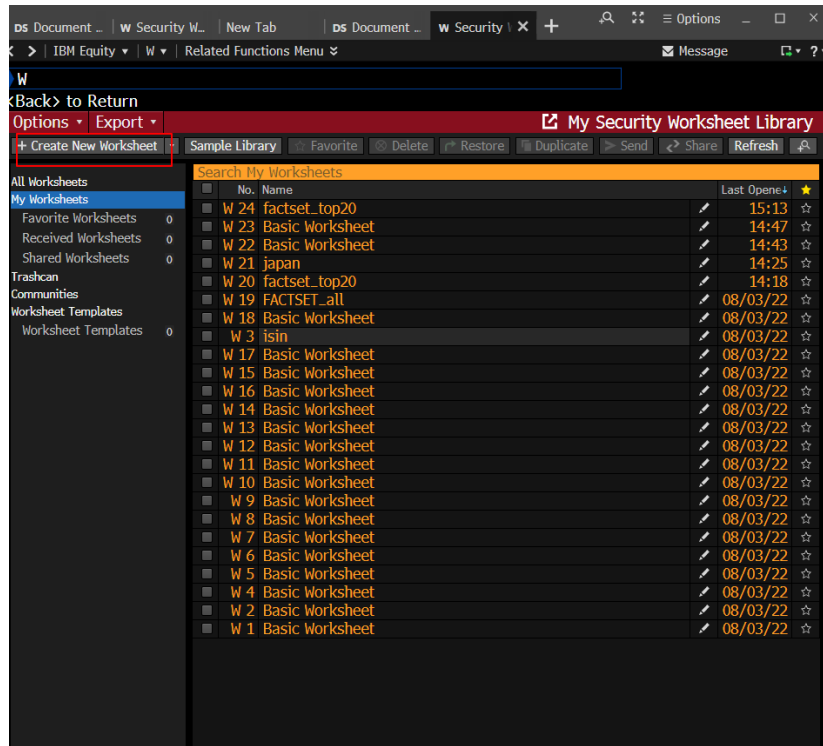1. Register an account on Bloomberg Terminal at the 244 room at Van Pelt Library
2. Prepare a worksheet including all companies you need with ISIN code
   - Open a new tab and click Security Worksheet, or you can search W at the bar

- Click 'Create new Worksheet'

- Click "Create"

- Copy the ISIN number from the Excel and paste it to the Ticker column in the new BT worksheet
  - Tips: use **right click** instead of **ctrl+v** to paste on BT

o Once you paste the ISIN number on BT, it will turn to Ticker automatically

- Add an ISIN column by search if you need

- Rename the file
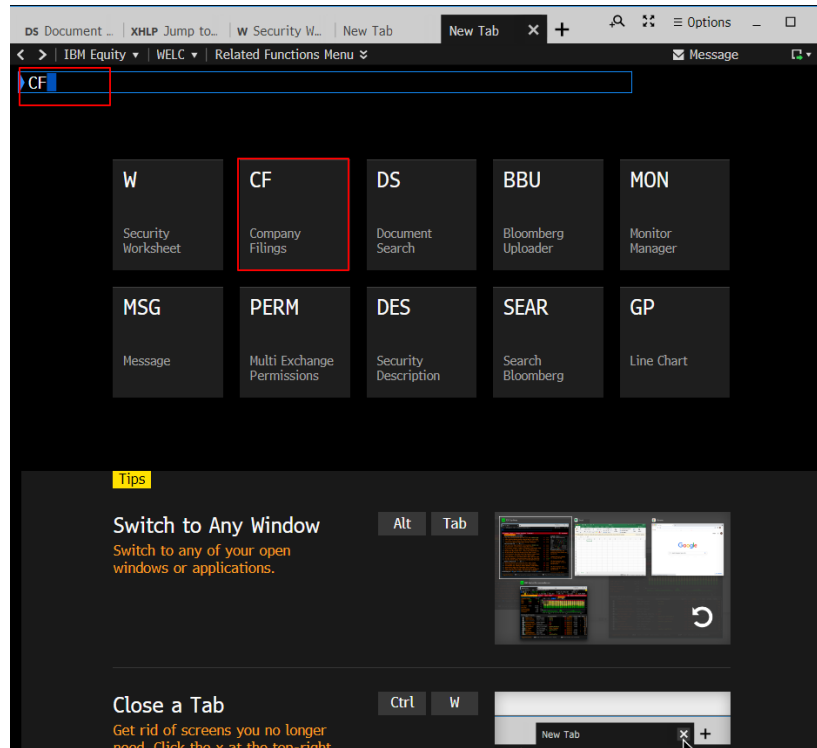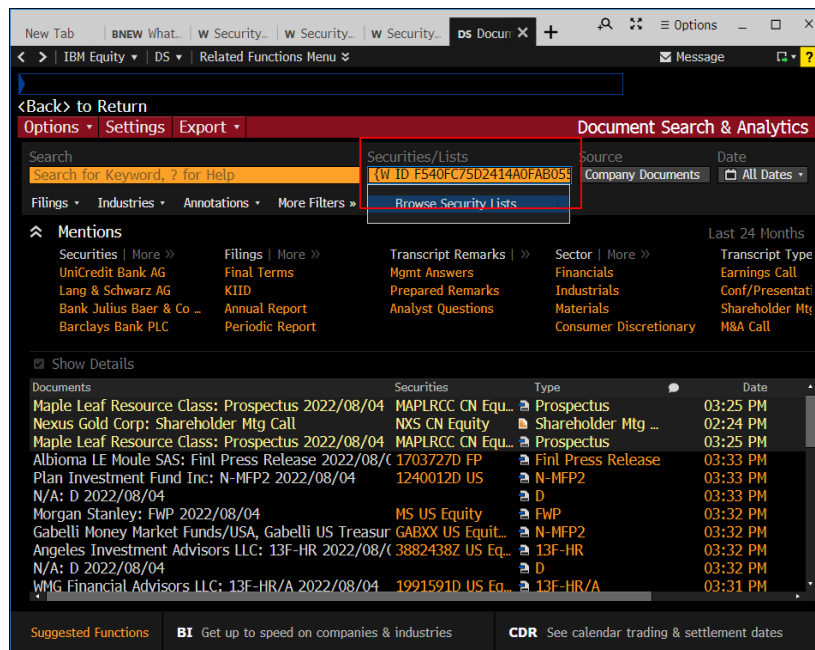

- Copy the link

3. Download the reports on Company Filings tab
   - Open a new tab and click company filings or search the CF in the bar
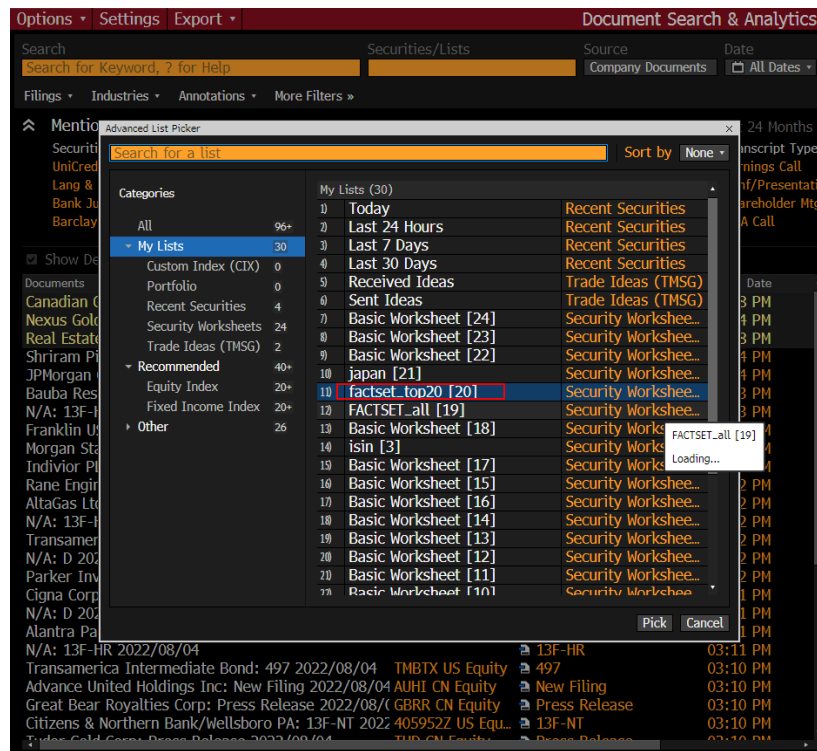

   - Paste the link you copied on Security Worksheet tab to Securities/Lists bar, and click Browse Security Lists
     - Tip: use the **ctrl+v** to paste here

   - choose the file you make

- o Tips: it may take some time for the software process and show your table here

- Click Filings to set the filters for documents you want:

- Set date here

- Export