MB Risk Management®
Software - Consultancy - Training
an FSS® - Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

QUICK START GUIDE
UNIVERSAL Add-ins®

This "quick start guide" (file README.DOC) is very useful as an initial roadmap of how to use our software. You can refer back to it by either :

- Clicking the shortcut "**Quick Start Guide**" in the "**Universal Add-ins**" program group (accessed via Windows' "Start" button, then "Programs"). The shortcuts can also be used to view the **manuals, brochures, price list, discount schemes, order form, press extracts, client feedback, background article on risk management system development, Visual Basic and C/C++ examples** etc.
- Or, using Microsoft Word to open the file **README.DOC** (in the installation directory, e.g. **C:\MBRM**).

1. Installing the Universal Add-ins

The Universal Add-ins auto-install program will automatically install the Universal Add-ins. The install program can be re-started at any stage by running the SETUP.EXE program (e.g. to install other Universal Add-ins).

Windows NT / 2000 users should note that whilst any user can install the software, it is recommended that the installer should be logged on with a user name having local administrator (or Operator) privilege. This ensures that the program shortcuts in the "Universal Add-ins" program group can be created.

2. Knowing Your Machine id

The Universal Add-ins auto-install program will inform you of the unique "machine id" of your machine.   The machine id is a number (6 digits or less). Please make a note of this machine id since you will need to enter it on the application form. Do not confuse the machine id returned by the Universal Add-ins with a "desk" or "serial" number allocated internally by your IT department. The machine id would remain the same even if you switched the machine off, or reinstalled the Universal Add-ins on the same machine.

If you load any of our add-ins (e.g. using the shortcuts in the "Universal Add-ins" program group, or using the "long way" of opening the .XLM/.XLA files as described in section 4), the add-ins will quote the same machine id and ask you to enter a licence number to activate the Universal Add-ins. Once the licence number is entered, the add-in will not ask you for the licence number again.

Useful Tip : Excel users should also note that once the Universal Add-ins are attached in Excel, the menu "MBRM" on Excel's menu bar (located next to "Help") displays the "machine id" and confirms which of the Universal Add-ins are attached to Excel (and their version numbers).

If your machine id is negative or begins with a "T", this is a temporary machine id and could change every time you log on as a different user [which would require you to get a new licence number]. To avoid this, you should log in with a user name having administrator (or Operator) privilege and then re-run the installation

MB Risk Management ®

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

program (as mentioned in section 1 above) which will also ensure you can use the shortcuts.

MB Risk Management ®

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

3. Getting your Licence Number

After you have installed the Universal Add-ins (steps 1 and 2 above), you will be prompted to enter a licence number when you first try to use the Universal Add-ins. Without a valid licence number, the Universal Add-in functions will all return either 0 or the error value of -99,999,999.9 (which could be displayed as -1E+8 if the column width is not wide enough to display the number in full).

The only difference between the purchased and free trial versions of the Universal Add-ins is the validity period of the LICENCE NUMBER which we will provide.   If at the end of a trial you decide to purchase the add-ins, you don't need to reinstall the software since you can simply enter the new indefinite licence number which will be allocated to you when you place the purchase. This considerably easies the migration from trial period to full running.

You can IMMEDIATELY get this licence number by going to our **MBRM Web Service** :

http://www.mbrm.com/asp

- If you don't have an existing account on our **MBRM Web Service**, you can quickly register on-line by using the "**New Users Register Here**" box.
- If you do have an existing account, but you don't know your password, you can request it by using the "**Forgotten password**" box.

Once you log into the **MBRM Web Service**, you can :

- Obtain both free trial and purchased licence numbers by choosing the main menu options :
  "Licence Administrator for FREE 30 Day Trial Requests"
  or
  "Licence Administrator for Purchased Software"

- Administer all supported users by choosing the main menu option :
  "Register the users to be covered by your Support Contract"

- See a listing of previous licence requests by choosing the main menu option :
  "Your Universal Add-ins Licence History"
  With this option, you can get a licence of all your previously issued licence numbers. Indeed, it is a free asset tracking system which provides a record of where our software is installed in your organisation.

Note about alternative hardware protection devices :
We believe our software based licence number scheme offers many more advantages to our users than if we chose to use physical hardware protection devices (which are sometimes called "Dongles"). Most of these hardware devices require background "driver" software to be installed and left running on your machine even when you are not using the software. This can potentially complicate the maintenance, enhancement, compatibility and upgradeability of your machine. Also, if a "Dongle" is lost, stolen or breaks down, it is much slower to get a replacement than the alternative of getting a new licence number from our MBRM Web Service. Using licence numbers, it is also easier to enable parallel test running when moving machines.

MB Risk Management®
Software - Consultancy - Training
an FSS® - Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

4. Attaching the Universal Add-ins

If calling the Universal Add-ins from a programming language (e.g. Visual Basic, C/C++, Fortran or ActiveX/COM), please refer to sections 12 to 14 below.

If using Excel, the easiest way to attach the Universal Add-ins to Excel (i.e. enable the add-in's functions to be accessed via Excel) is to use the shortcuts in the "Universal Add-ins" program group (accessed via Windows' "Start" button, then "Programs"). There is a separate shortcut for every add-in. Each shortcut will start Excel, attach the requested add-in, and also load the sample spreadsheet(s) for that add-in.

Once the add-in is attached, you can then attach other Universal Add-ins (see section 5 below) and/or load any of the sample spreadsheets supplied (see section 10 below for the actual file names).

5. Alternative method of Attaching the Universal Add-ins using the .XLM/.XLA files

Alternatively to the above, you can attach the Universal Add-ins by loading Excel first and then loading the .XLM (or equivalent .XLA) file for the desired add-in (e.g. UNIVOPT.XLM, or UNIVSWAP.XLM). If more than one add-in is required, you can open each .XLM (or equivalent .XLA) file in turn, one after another.

Once the add-ins are attached, you can then load the sample spreadsheets supplied for the add-in (see section 10 below for the actual file names).

Note to Excel specialists : the Universal Add-ins are fully .DLL & .XLL compliant.

6. Real-Time Feeds

The Universal Add-ins work with all the Real-Time data feeds which can communicate with Microsoft Excel e.g. Bloomberg, Bridge, Reuters, Dow Jones, S&P ComStock.

Therefore, whenever the market prices (or rates) alter, the input cells which our add-in functions look at would automatically alter in real-time, and therefore our add-in functions will recalculate with the latest market values.

The input cells for the Universal Add-ins can be linked with the real-time feed data items by simply "dragging and dropping" the quote from the real-time feed's screens into the add-in's Excel input cells (e.g. the input cells in the sample spreadsheets which are coloured red). We recommend that the real-time feed provider shows you how to link their feed to a blank Excel spreadsheet. You would use the exact same technique to link the real-feed to spreadsheets using the Universal Add-ins.

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

MB Risk Management ®

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

7. Calling the add-in functions

Each add-in's functions are only useable when the add-in is attached (see sections 4 & 5 above for instructions on how to attach the add-in). You can still safely open your spreadsheet files containing the Universal Add-in functions without having the add-in attached, but these will only calculate after you have attached the Universal Add-in (Excel would display #NAME? until the add-in is attached).

Since every time you exit Excel, the add-ins detaches automatically, you need to attach it after you next start Excel.   This can be done automatically by using Excel's "Tools > Add-ins" menu, using "BROWSE" to attach either the .XLM (or equivalent .XLA) file. Other ways to automatically load the add-in are to move the .XLM file(s) to your EXCEL auto-open directory (e.g. EXCEL\XLSTART), or alternatively by passing the file name(s) as parameters to the "excel.exe" program when starting Excel from an icon.

From Excel's menu, you can use the "Insert Function" option (or the Function Wizard "f_x" button). The add-in functions would be in the Function Category :

"mbrm Universal ... Add-in"

Alternatively, the formula can be manually typed into a spreadsheet's cell.

8. FILE PROTECTION

The sample spreadsheets supplied are protected to avoid accidental alterations. The market data can be entered (in the red cells) and the answers seen in the black cells even with the spreadsheet being protected.

The spreadsheets can be unprotected by the user, without requiring a password, by first selecting the sheet to be unprotected, and then using the "Tools > Protection > Unprotect Sheet" command in Excel. It is recommended to re-protect the sheet after the alterations are done using "Tools > Protection > Protect Sheet".

The exception to the above is that, during the trial period, a few sample sheets (e.g. the Bond Asset Swap Monitor sheet in USAEXAMP.XLS) are password protected. The password can be acquired from MBRM once the add-ins are fully licensed, thus you can customise the sheets to your needs (and see how we have implemented the sheet using our standard functions).

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

MB Risk Management ®

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

9. MANUALS, DOCUMENTATION AND BROCHURES

You can refer to these manuals and documents by either :

- Clicking the shortcuts in the "**Universal Add-ins**" program group (via Windows' "Start" button).
- Or, using Microsoft Word to open the files in the installation directory, e.g. **C:\MBRM**.

manUOA.doc	manual for UNIVOPT - Universal Options Add-in
manUEA.doc	manual for UNIVEXOT- Universal Exotics Add-in
manUIA.doc	manual for UNIVINT - Universal Interpolating Add-in
manUYA.doc	manual for UNIVYLD - Universal Yield Add-in
manUSA.doc	manual for UNIVSWAP- Universal Swap Add-in
manCMS.doc	manual for UNIVCMS - Universal CMS & Swaptions Add-in
manUCA.doc	manual for UNIVCONV- Universal Convertibles Add-in
UDAintro.htm	Introduction to UNIVDRV - Universal Derivatives Add-in
manUDA.doc	manual for UNIVDRV - Universal Derivatives Add-in
	This is a combined manual for :
	UNIVEXOT+ - Universal Analytical Exotics Add-in
	UNIVFDIF - Universal Finite Difference Add-in
	UNIVGARCH - Universal Garch Add-in
manUVA.doc	manual for UNIVVAR - Universal VaR Add-in "Value-at-Risk"
manUCDA.doc	manual for UNIVCDRV- Universal Credit Derivatives Add-in
manFTR.doc	manual for MBRM Futures/FRAs Arbitrage Module
Broch.doc	Full brochure and order form
Feedback.doc	Feedback from our clients
MBRMuser.doc	List of some of our clients
Licence.doc	MBRM's Licence and Limited Warranty
OrderFrm.doc	Order Form and Price List
PressExt.doc	Press Extracts
RiskMgmt.doc	Article on Development of Risk Management Systems
Remove.doc	Instructions on how to deinstall the Universal Add-ins
SwapGrid.doc	description of the MBRM Single/Cross-Currency Swap Grid
Version82.doc	New features in Version 8.2 of our Universal Add-ins

Supported users should visit the online Support/Discussion Forums and searchable Support Knowledgebase (located at the MBRM WEB SERVICE "http://www.mbrm.com/asp"). This will assist you in maximizing the benefit from using our Universal Add-ins and ensure you are one of the first to preview the latest models and enhancements.

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

MB Risk Management ®

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

10. Names of the Sample Spreadsheets (workbooks) for Excel

The sample spreadsheets (workbooks) have extensions .XLS. These include multiple example sheets, including sheets which hold portfolios. The market data are entered in the red cells and the answers seen in the black cells. If you would like to see the "row & column headers" (i.e. the column labels A, B, C ... on the top of the sheet and the row numbers on the left of the sheet) you would use Excel's "Tools > Options > View" and ensure the box "Row & column headers" is ticked.

As a convention, MBRM uses the first letters of the function or file name to identify the add in toolkit used (e.g. functions or files beginning with "UEA" would refer to the "Universal Exotics Add-in").

UNIVOPT - Universal Options Add-in :
UNIVOPT.XLM	Add-in "program" file (or equivalent UNIVOPT.XLA)
UOAexamp.XLS	Sample spreadsheet/workbook.

UNIVEXOT - Universal Exotics Add-in :
UNIVEXOT.XLM	Add-in "program" file (or equivalent UNIVEXOT.XLA)
UEAexamp.XLS	Sample spreadsheet/workbook.
QUANTBSK.XLS	Quanto average rate and standard options on multi-currency baskets. This spreadsheet is provided free with UNIVEXOT

UNIVINT - Universal Interpolating Add-in :
UNIVINT.XLM	Add-in "program" file (or equivalent UNIVINT.XLA)
UIAexamp.XLS	Sample spreadsheet/workbook.

UNIVYLD - Universal Yield Add-in :
UNIVYLD.XLM	Add-in "program" file (or equivalent UNIVYLD.XLM)
UYAexamp.XLS	Sample spreadsheet/workbook.

UNIVSWAP - Universal Swap Add-in :
UNIVSWAP.XLM	Add-in "program" file (or equivalent UNIVSWAP.XLA)
EUR.XLS	Currency sheet for Euros.
GBP.XLS	Currency sheet for Sterling.
JPY.XLS	Currency sheet for Japanese Yen.
USD.XLS	Currency sheet for US Dollars.

For additional currencies, the above files can be copied using "File > Save As"

USAexamp.XLS	Sample spreadsheet/workbook.
USASENS.XLS	Portfolio sensitivity to parallel and non-parallel yield shifts.
USAFXOPT.XLS	Foreign Exchange Forwards and exotic/plain vanilla Options portfolio analysis.
SWAPGRD2.XLS	Single currency Swap Grid. Entered market rates and the calculated FRA & Swap values are displayed on the same spreadsheet.
SWAPGRID.XLS	Single / Cross-currency Swap Grid.

MB Risk Management

Software - Consultancy - Training

an FSS® - Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

UNIVCMS - Universal CMS & Swaptions Add-in
UNIVCMS.XLA   Add-in "program" file
MBRMCMS.XLS   (requires UNIVSWAP to be attached)

UNIVLMM - Universal LIBOR Market Model Add-in
UNIVLMM.XLA   Add-in "program" file
ULAexamp.XLS   Sample spreadsheet/workbook.

UNIVCONV - Universal Convertibles Add-in :
UNIVCONV.XLM   Add-in "program" file (or equivalent UNIVCONV.XLA)
UCAexamp.XLS   Sample spreadsheet/workbook.

UNIVDRV - Universal Derivatives Add-in :
A combined package of :
      UNIVEXOT+   - Universal Analytical Exotics Add-in
      UNIVFDIF   - Universal Finite Difference Add-in
      UNIVGARCH   - Universal Garch Add-in

UNIVDRV.XLM   Add-in "program" file (or equivalent UNIVDRV.XLA)
UDAexamp.XLS   Sample spreadsheet/workbook.

UNIVVAR - Universal VaR Add-in (Value-at-Risk) :
UNIVVAR.XLM   Add-in "program" file (or equivalent UNIVVAR.XLA)
UVAexamp.XLS   Sample spreadsheet/workbook.

  ** UNIVVAR and UNIVDRV users should also see sample spreadsheet :
  UDAEXAMP.XLS, sheets "Garch VaR" and "Delta-Gamma VaR".

UNIVCRD - Universal Credit Risk Add-in :
UNIVCRD.XLA   Add-in "program" file
UCRAexamp.XLS   Sample spreadsheet/workbook.

UNIVCDRV - Universal Credit Derivatives Add-in :
UNIVCDRV.XLM   Add-in "program" file (or equivalent UNIVCDRV.XLA)
UCDAexamp.XLS   Sample spreadsheet/workbook.

MBRM Futures/FRAs Arbitrage Module :
MBRMFTR.XLS   (requires UNIVSWAP to be attached)

MBRM Exchange Traded Options System :
MBRMETO.XLS   (requires UNIVOPT and UNIVINT to be attached)

MBRM Bond Futures "Cheapest To Deliver" (CTD) Analyser
MBRMCTD.XLS   (requires UNIVYLD to be attached)

MB Risk Management®

Software – Consultancy – Training

an FSS® – Financial Systems Software® company

Warnford Court
Throgmorton Street
London EC2N 2AT
United Kingdom
Tel: +44 20-7628 2007
Fax: +44 20-7628 2008
E-mail:mbrm@mbrm.com
Website: www.mbrm.com

Financial Systems Software (UK) Ltd Co. Registration No. 2327962   VAT No. GB523 053 975

11. Portfolio handling

Every Universal Add-in can handle portfolios. This could be by way of :

(a) Links to your in-house database. See article "RISK MANAGEMENT SYSTEM DEVELOPMENT USING LOW COST ADD-IN TOOLKITS". The article's file name is RISKMGMT.DOC and it is located in the installation directory (e.g. C:\MBRM). It can also be accessed via the shortcut "Developing with ADD-IN TOOLKITS" which is located via the Windows' :
   "Start > Programs > Universal Add-ins > MBRM Manuals & Documentation"

You should also see the article on the "MBRM Development Partnership Program" (MBRMDPP.DOC). It can also be accessed via the shortcut in Windows' :
   "Start > Programs > Universal Add-ins > MBRM Brochures"

and/or

(b) Every Universal Add-in has Excel sheets already set up with portfolio and deal entry facility, e.g. :

UNIVOPT - Universal Options Add-in
        UOAexamp.XLS   Sample spreadsheet/workbook.
                           See sheet :   Portfolio
                                         Portfolio2
                                         Hedge

UNIVYLD - Universal Yield Add-in :
        UYAexamp.XLS   Sample spreadsheet/workbook.
                           See sheet :   Portfolio

UNIVSWAP - Universal Swap Add-in :
        USAexamp.XLS   Sample spreadsheet/workbook.
                           See sheets :   FRA-IRG
                                         Swap Port
                                         CapColFlr

        USASENS.XLS   Multi-Instrument Portfolio sensitivity
                           to parallel and non-parallel yield shifts.

        USAFXOPT.XLS   Foreign Exchange Forwards and
                           exotic/plain vanilla Options portfolio analysis.

UNIVCMS - Universal CMS & Swaptions Add-in
        MBRMCMS.XLS   Sample spreadsheet/workbook.
                           See sheets :   CMS_CapColFlr
                                         CMS_Quanto_CapColFlr

UNIVCONV - Universal Convertibles Add-in
        UCAexamp.XLS   Sample spreadsheet/workbook.
                           See sheet :   Portfolio

                  See section marked "PORTFOLIO HANDLING" in the Appendix of manual MANUCA.DOC

MBRM Futures/FRAs Arbitrage Module :

> MBRMFTR.XLS   Sample spreadsheet/workbook.
>
> See sheet :   Today's Trades

MBRM Exchange Traded Options System

> MBRMETO.XLS   Full trade entry and position keeping
>
> for exchange traded and OTC options.

All the above spreadsheets can be enhanced by the user. Indeed, many users of Excel simply call the Universal Add-in functions directly from their existing Excel spreadsheets in order to calculate their portfolio's sensitivities.

12. Visual C/C++ : Calling the add-in functions from C/C++

Please see the Universal Yield Add-in manual, MANUYA.DOC, section 4.10 "CALLING THE FUNCTIONS FROM C/C++".

Please also see the C/C++ sample file **MBRMSAMP.CPP** which is located in the installation directory (e.g. C:\MBRM). This is compilable with either C or C++. This illustrates how to call our add-ins from C/C++. Header files (*.H) and Library link files (*.LIB) are also located in the installation directory.

13. Visual Basic : files which illustrate use of the add-ins in VB

(files located in the installation directory, e.g. C:\MBRM)

UCA_VB32.BAS	UCDA_LIC.BAS	UDA_VB32.BAS
UEA_VB32.BAS	UEA_VBA .BAS	UIA_VB32.BAS
UIA_VBA .BAS	UOA_LC32.BAS	UOA_VB32.BAS
USA_VB32.BAS	USA_VBA .BAS	UVA_VB32.BAS
UYA_VB32.BAS		

As a convention, MBRM uses the first letters of the function or file name to identify the add in toolkit used (e.g. functions or files beginning with "UEA" would refer to the "Universal Exotics Add-in").

Please see the Universal Options Add-in manual, MANUOA.DOC, section 4.29 "CALLING THE FUNCTIONS FROM VISUAL BASIC / VBA".

14. Fortran : files which illustrate use of add-ins from Fortran

Please see the Universal Options Add-in manual, MANUOA.DOC, section 4.30 "CALLING THE FUNCTIONS FROM FORTRAN".