



GuruFocus.com LLC.

GuruFocus Excel Add-in Manual

Version 1.0.0.16

Contents:

1. Installation Instructions
2. Log in
3. Gurus Data Download
4. Equity Data Download
5. User Portfolio Download
6. GuruFocus Excel Add-in Q&A

1. Installation Instruction

1. After downloading the file setup.exe, please run it as administrator.
2. Click on "More info" if you see the warning like Figure 2.1. Then, click on "Run anyway".

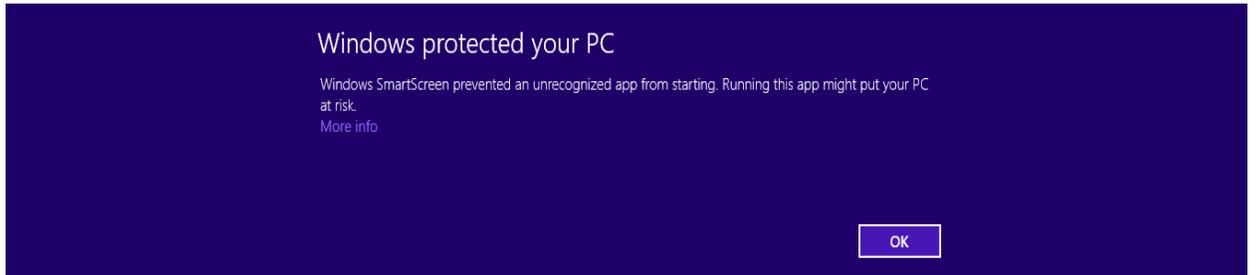


Figure 2.1

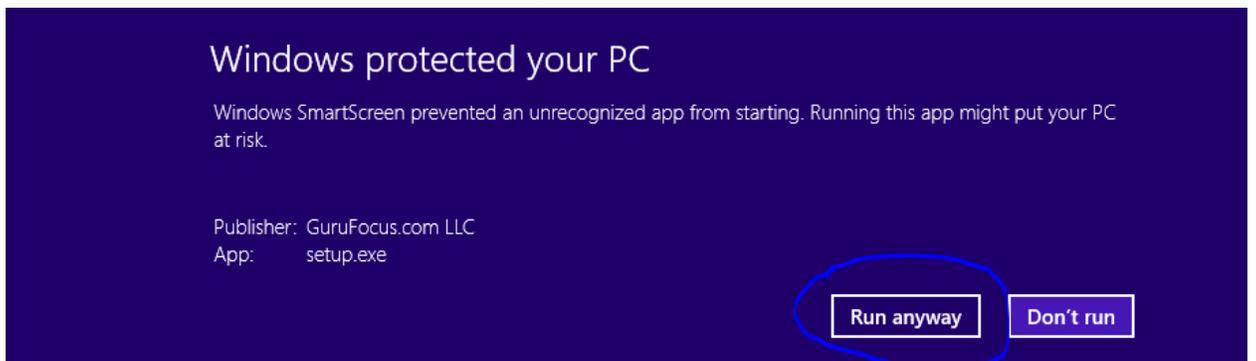


Figure 2.2

Note: GuruFocus Excel Add-in application has a code signing certificate and digital signature, please check the information in the Microsoft Office Customization Installer and make sure that the publisher is GuruFocus.com LLC, like the Figure 2.3, before you click the Install button.

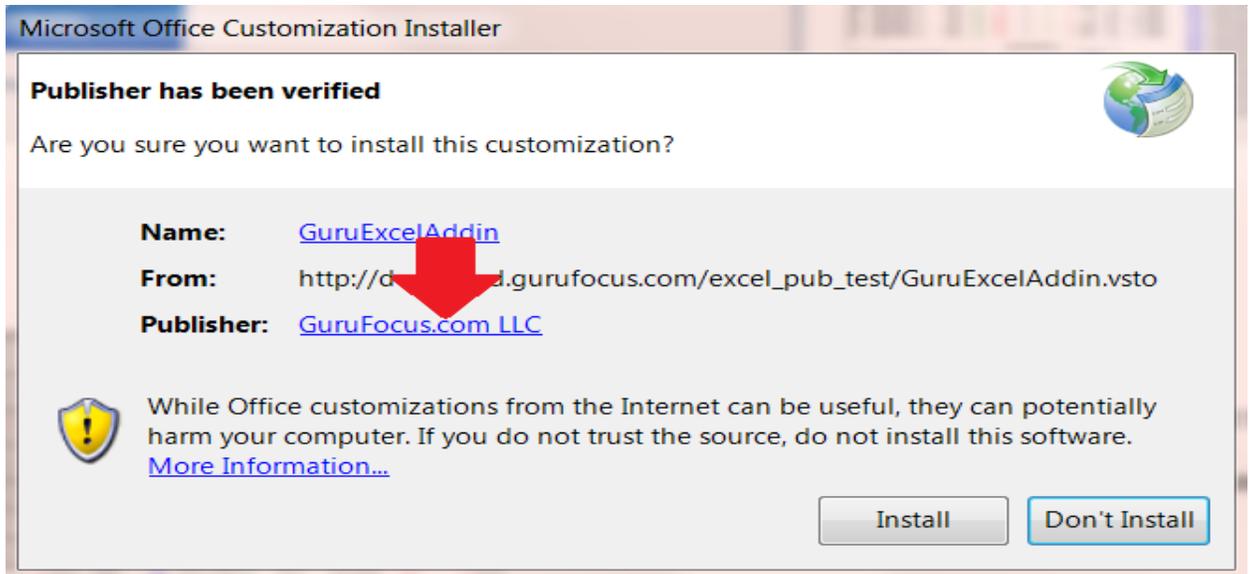


Figure 2.3

3. Install a set of prerequisite components, like Figure 3.1. GuruFocus Excel Add-in application require that the correct version of the .NET Framework and a few prerequisites components are installed on your computer. The installation program would download these components if your computer has no these components.



Figure 3.1

4. Click the Close Button. When your computer gets these components ready, it would start to install Excel Add-in application. And you can see the picture like Figure 4.1 when the software installed successfully.

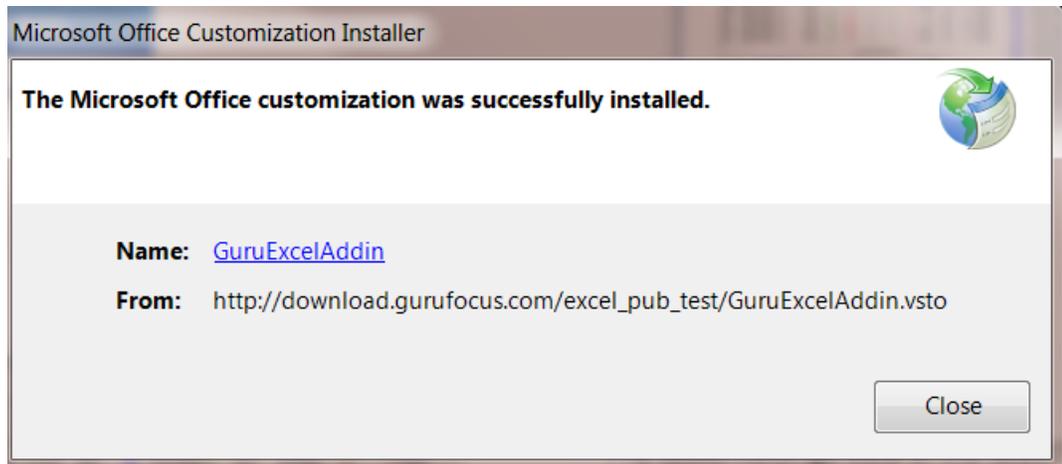


Figure 4.1

2. Login

1. Subscribers can use their Email address or GuruFocus username and password to log on the Excel Add-in. (Social account login is not supported). For new user registration and password reset, we would redirect the users to GuruFocus website. After login success, you would see a GuruFocus menu in your Excel, like Figure 2.2.

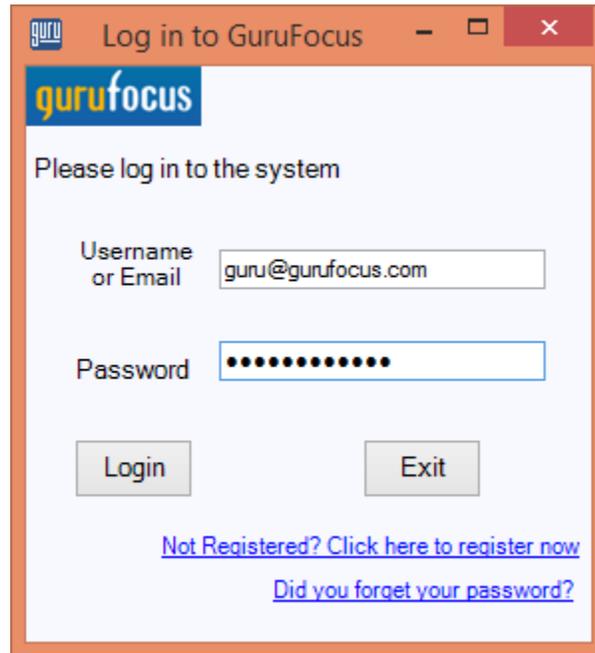


Figure 2.1

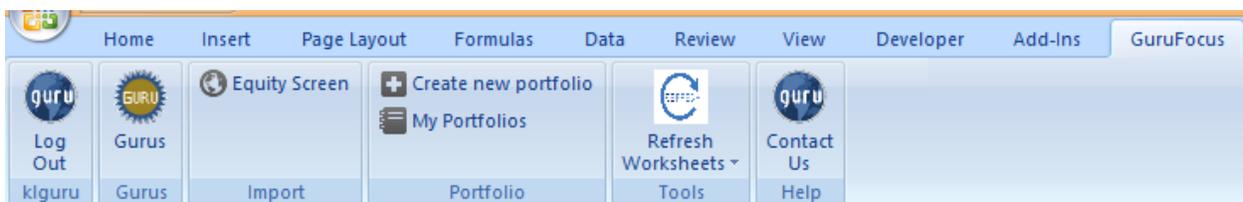


Figure 2.2

3. Gurus Data Download

1. The types of Guru data

One of the most important features of GuruFocus Excel Add-in application is that user can download the portfolio data of gurus. Users can choose which data, for instance, the latest portfolio data or the latest trading activities they want. And users can add extra data, like the consensus picks with the guru trades and the aggregated portfolios with the guru portfolio. For instance, if a user selects the guru trades, we provide the consensus picks, see Figure 3.2; and if user selects the guru holdings, we provide the aggregated portfolio, see Figure 3.3. After that, we have Portfolio Constructor for those stocks. User can choose the date and time they want for guru trades and how many stocks show in the aggregated portfolio.

Currently, we support the Personalized List of Gurus that users created on GuruFocus website. Users can add or remove guru any time, even add all or remove all.

For our region control, users who are Premium Plus member and only subscribe the US region are considered as US Premium plus Member and users who subscribe other regions but not the USA region are considered as Global Premium plus Member. US Premium plus Member can only download the data of US guru. Likewise, the global Premium plus Member can only download the International gurus. But users who subscribe the USA region and one or more other regions, such as Asia or Canada, can download the data of all gurus. (Currently, we only support download 10 or less gurus' data at one time.)

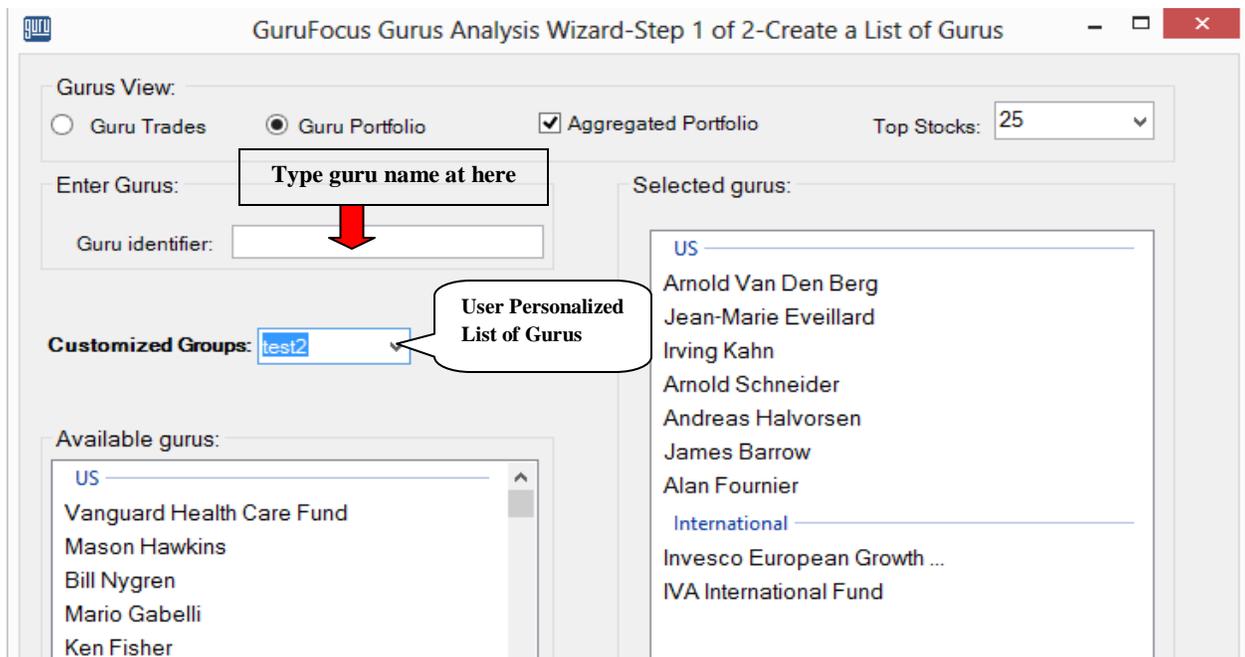


Figure 3.1



Figure 3.2 Download stock picks data

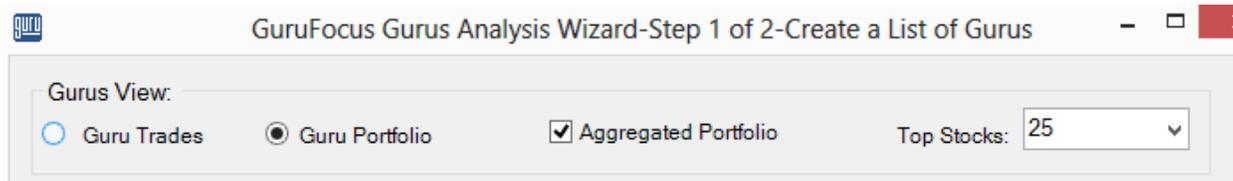


Figure 3.3 Download portfolio data

2. Select Fields

After selecting the gurus, users can select the fields they want for each stock in the gurus' portfolio. We have about 200 fields in 5 aspects: fundamental, performance, valuation, growth and quality. Note: for the guru trades and the guru portfolios, they have different default fields.

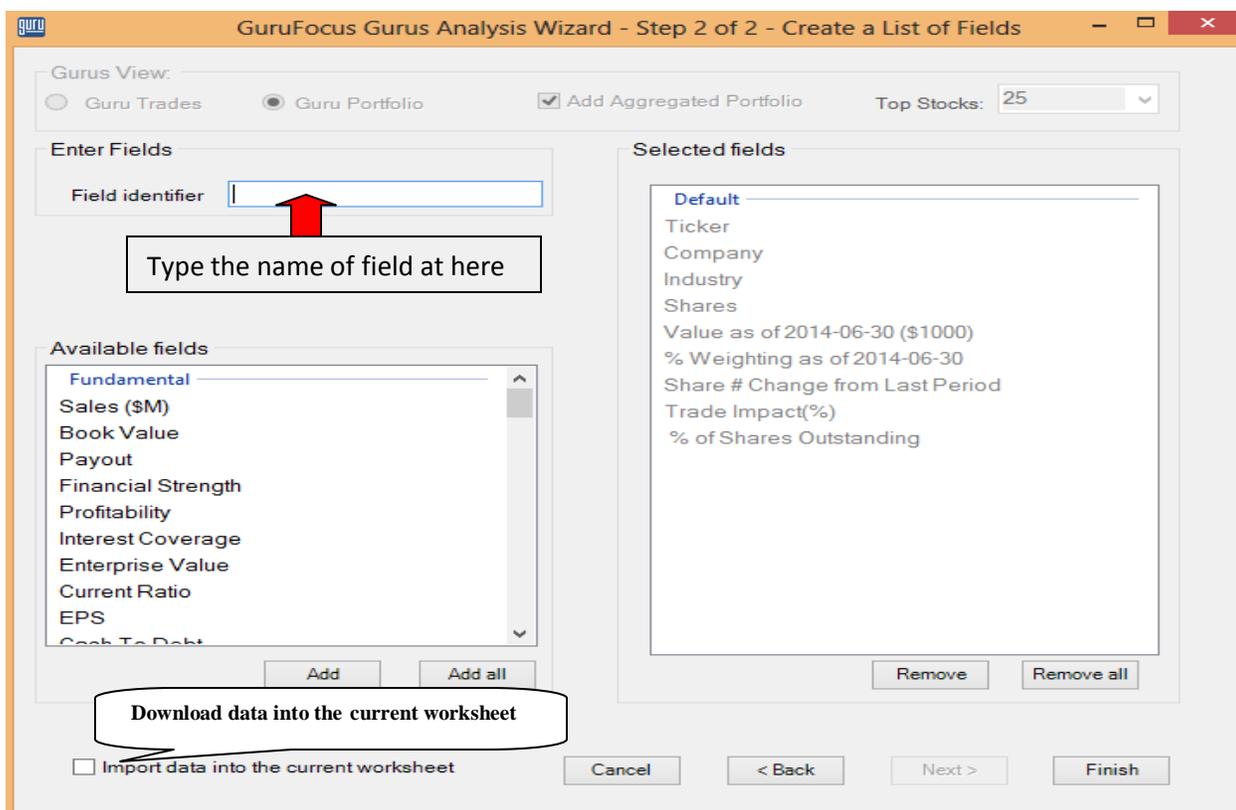
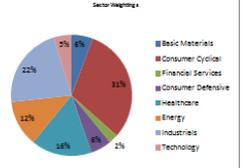
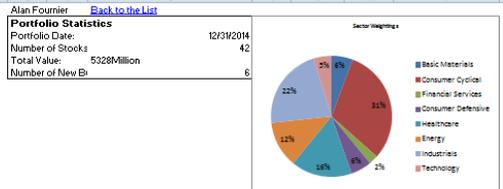
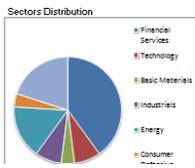


Figure 3.4

A1 Aggregated Portfolio														
Symbol	Company	Exchange	Currency	Price	1M	3M	6M	1Y	3Y	5Y	10Y	Yield	Market Cap (MM)	Dividend Yield
Guru List:	Aggregated Portfolio													
3	Alan Fournier	Citigroup	NYSE	\$	52.76	14.4	7.4	4	1	3	20.9	23.4	0.1	157288
4	Andreas Halvorson	Bank of America	NYSE	\$	15.8	9.1	13.2	4	1	3	3.09	4.4	1	162720
6	Arnold Schneiders	IBM	NYSE	\$	163.3	8.4	18	4	0	4	0.2549	13.6	2.7	159071
7	Juventus Europe	Monsan	NYSE	\$	119.96	11.9	6.9	3	1	1	5.39	25.4	1.6	54308
9	Ising Kaho	Delta Air	NYSE	\$	43.42	30.6	15	3	0	3	2.71	59.2	0.8	37222
9	VA International	Devon Energy	NYSE	\$	64.97	20.3	19.4	3	1	2	1.79	16.6	1.5	24836
10	James Barrow	Hartford	NYSE	\$	42.45	21.6	2.2	3	2	0	4.53	24.8	1.6	17559
11	Jean-Marie Evell	Val-Mar	NYSE	\$	80.64	10	11.4	3	3	0	3.18	16	2.4	285311
12	None	Anthem	NYSE	\$	155.27	41.6	3.3	3	0	3	2.69	17.2	1.2	41556
13	None	Amgen	NYSE	\$	125.3	19.4	9.4	3	2	0	0.8281	14.7	1.9	24028
14	None	Medtronic	NYSE	\$	78.33	28.7	1.5	3	1	2	3.42	25.1	1.6	11718
15	None	State St	NYSE	\$	76.57	18.2	5.4	3	2	1	3.3	16.7	1.6	30402
16	None	First Nib	NYSE	\$	8.99	21.2	5.1	3	1	2	1.97	0	3.6	3093.5
17	None	JPM	NYSE	\$	61.85	14.4	2.6	3	2	1	4.3071	11.7	2.6	228410
18	None	AIG	NYSE	\$	56.52	14.1	0.5	3	2	1	2.37	10.9	0.9	75103
19	None	VFC	NYSE	\$	54.49	14.8	3.2	3	1	1	7.9002	13.3	2.6	28161
20	None	CSCO	NYSE	\$	28.19	20.4	7	3	0	3	2.0393	17	2.8	110260
21	None	L	NYSE	\$	41.8	7.7	8.2	3	1	1	1.5014	26.5	0.6	15241
22	None	XOM	NYSE	\$	86.18	4.1	17.7	3	0	1	1.4815	11.4	3.2	359132
23	None	MRK	NYSE	\$	57.27	8.3	10	3	1	2	12.001	14	3.1	163196
24	None	PFE	NYSE	\$	35.39	22.3	0.2	3	2	1	1.31	24.9	3	212622
25	None	BP	NYSE	\$	41.24	15.4	22.9	3	1	1	7.1	42.5	5.9	129464
26	None	GSK	NYSE	\$	47.91	13.9	15.2	3	0	0	0.395	29.7	5.4	122754
27	None	CVX	NYSE	\$	107.32	7.9	20.6	3	0	2	0.1903	10.6	4	198138
28	None	GE	NYSE	\$	27.99	16.4	2.4	3	1	0	0.1417	18.6	3.2	245156



Symbol	Price	Value	Adjust	Value	Quantity
Total Amount:	#####	#####	#####	#####	#####
BAC	15.8	4.00%	#####	758.2	
IBM	163.3	4.00%	#####	2531.6	
MON	119.96	4.00%	#####	244.9	
DAL	43.42	4.00%	#####	333.4	
DEV	64.97	4.00%	#####	321.2	
HIG	42.45	4.00%	#####	615.7	
WMT	80.64	4.00%	#####	942.3	
			#####	496.0	



Symbol	Company	Industry	Market	Value	100%	% Weight	Share % Change from End	Trade Signal
TDG	TransDigm	Aerospace & Defense	2E-06	372722	7%	-11.22%	0.97%	
SIG	Signet	Luxury Goods	2E-06	239086	5.60%	20.87%	0.97%	
STZ	Constellation Brands	Beverages - Wineries & Distilleries	3E-06	297413	5.60%	0.00%	0.00%	
CEJ	Carter's	Apparel Manufacturing	3E-06	295492	5.50%	0.00%	0.00%	
NVZ	NVR Inc	Residential Construction	219002	280320	5.30%	-3.09%	-0.14%	
MON	Monsanto	Agricultural Inputs	2E-06	279470	5.20%	9.86%	0.47%	
MFC	Marathon	Oil & Gas Refining & Marketing	3E-06	276242	5.20%	10.93%	0.48%	
PCLM	Pfizer	Pharmaceuticals	2222239	253399	4.80%	-5.37%	-0.25%	
VCG	Veeva Systems	Health Care Plans	3E-06	254888	4.80%	20.80%	0.83%	
TSH	Team Health	Staffing & Outsourcing Services	4E-06	227140	4.30%	-13.13%	-0.60%	
WDAY	Workday	Software - Application	2E-06	200262	3.80%	0.00%	0.00%	
GILD	Gilead Sciences	Biotechnology	2E-06	201811	3.80%	15.05%	0.50%	
MID	The Midland Group	Diversified Industrials	2E-06	195891	3.70%	0.00%	0.00%	
NOG	Cheniere	Oil & Gas Midstream	3E-06	184016	3.50%	51.51%	1.19%	
DAVA	DaVita	Medical Care	2E-06	170112	3.20%	-17.58%	-0.62%	
EFAM	Bright Horizons	Personal Services	3E-06	152040	2.90%	0.00%	0.00%	
PRGO	Perrigo	Drug Manufacturers - Specialty & Generics	312457	155370	2.90%	0.00%	0.00%	
OCN	Ocean Group	Specialty Finance	8E-06	134540	2.50%	-3.90%	-0.16%	
VBC	Valeo	Auto Parts	1E-06	127027	2.40%	6.64%	0.15%	
MFRM	Mattress Firm	Specialty Retail	2E-06	110185	2.10%	29.93%	0.48%	
WCC	Westcoast	Industrial Distribution	1E-06	105564	1.90%	-17.23%	-0.35%	
EOG	EOG Resources	Oil & Gas E&P	2E-06	98198	1.80%	0.00%	0.00%	
TEV	Terex	Construction Equipment	3E-06	89650	1.70%	-27.31%	-0.68%	
GM	General Motors	Auto Manufacturers	2E-06	79057	1.40%	New Buy	1.40%	
MEK	Market	Business Services	3E-06	66736	1.30%	0.00%	0.00%	

Figure 3.5

4. Equity Data Download

GuruFocus Excel Add-in application also provides the download of the equity data and the valuation template, which are combined with Excel functions. Users are powered to do their customized research based on GuruFocus data and the built-in functions. Clicked the button called equity screen under the GuruFocus ribbon, marked in the Figure 4.2, you will see the window, security analysis wizard. After you type the ticker of the stock and you will see a popup list below the textbox and you can select the stocks you want. For equity data, we provide the advanced contents, like the summary, 10-year financials, and guru trades. And we support the download data of 5 stocks or less at one time. For the data of gurus and insiders, our user can use customized date control to limit the date. (You only can download the data of stock that belongs to your subscribed regions.) After choosing the stocks and data fields, you just click the Finish button, you will get the data as in Figure 4.2.

Ticker	Company	Exchange	Currency	Price
NYSE:WMT	Wal-M...	NYSE	\$	80.88
NAS:AAPL	Apple I...	NAS	\$	128.03
NYSE:D	Domini...	NYSE	\$	71.96
NAS:FB	Faceb...	NAS	\$	83.50

Figure 4.1

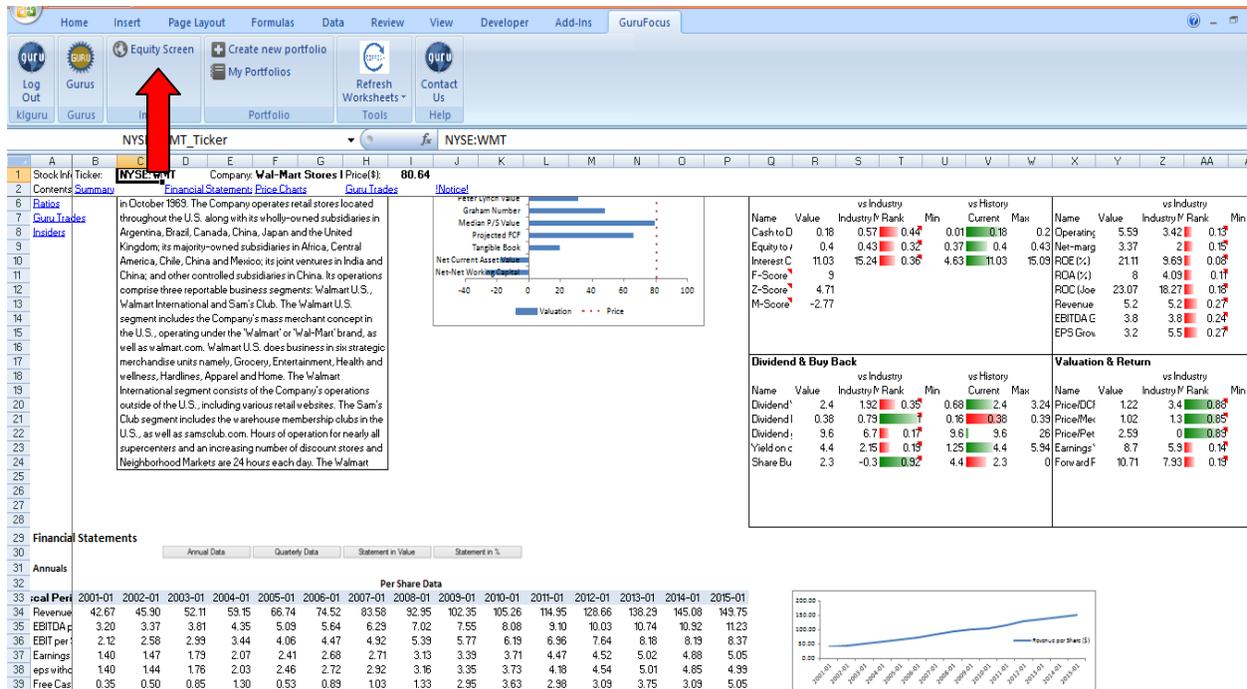


Figure 4.2

5. User Portfolio Download

Last but not the least feature of GuruFocus Excel Add-in we want to introduce is the user portfolio functions. It includes two parts, User My Portfolio and Create New Portfolio. For Create New Portfolio, user can freely create their own portfolio in the Excel and saved in their computer. User can refresh the price data with customized view data that user chosen any time. Additionally, user can add any stock at any time they want.

ValuationPort Portfolio																					
Add to portfolio																					
Last Price			Daily Gain/Loss				Total Gain/Loss				Cost Basis										
Symbol	Price	Change	Date Added	Day Dollar	Day Percent	Dollar	Percent	Current Value	Quant	Per Sh	Total	Currenc	Sales (\$M)	Book Value	Payout	Financ	Profitat	Inter	Enterprise	Curre	Sloan R
WMT	\$63.30	\$-0.29	9/23/2015	\$-29.00	-0.46%	\$330.00	5.50%	\$6330.00	100	60	6000 USD	485621.00	24.53	0.41	61.70	72.80	11.03	249030.13	0.89	-0.53	
AAPL	\$113.69	\$0.29	9/23/2015	\$14.50	0.26%	\$-65.50	-1.14%	\$5684.50	50	115	5750 USD	224337.00	22.03	0.22	66.00	86.80	#####	668057.46	1.09	1.02	
IBM	\$143.37	\$-1.06	9/23/2015	\$-106.00	-0.74%	\$337.00	2.41%	\$14337.00	100	140	14000 USD	86913.00	13.97	0.31	83.70	75.50	36.76	170496.22	1.27	-1.57	
C	\$50.13	\$-0.25	9/23/2015	\$-12.50	-0.50%	\$6.50	0.26%	\$2506.50	50	50	2500 USD	76622.00	67.72	0.02	56.70	55.00	1.05	249890.53	0.00	-3.67	
JPM	\$60.58	\$-0.34	9/23/2015	\$-34.00	-0.56%	\$558.00	10.15%	\$6058.00	100	55	5500 USD	94636.00	58.28	0.30	43.30	57.00	3.77	185036.89	0.00	5.86	
FB	\$93.43	\$0.47	9/23/2015	\$23.50	0.50%	\$171.50	3.81%	\$4671.50	50	90	4500 USD	14639.00	14.09	0.00	80.00	70.20	#####	249228.26	9.01	8.45	
BABA	\$60.33	\$-1.58	9/23/2015	\$-158.00	-2.62%	\$-467.00	-7.18%	\$6033.00	100	65	6500 USD	12887.86	11.81	0.00	73.30	76.80	8.41	140251.19	3.40	14.29	
GOOG	\$624.87	\$2.18	9/23/2015	\$109.00	0.35%	\$-756.50	-2.36%	\$31243.50	50	640	32000 USD	69611.00	155.93	0.00	83.30	80.80	#####	384710.20	4.85	10.01	
T	\$32.14	\$-0.14	9/23/2015	\$-14.00	-0.44%	\$214.00	7.13%	\$3214.00	100	30	3000 USD	132987.00	16.73	1.85	47.30	64.90	3.25	291049.14	1.07	-2.31	
F	\$13.62	\$-0.30	9/23/2015	\$-3.30	-2.20%	\$28.82	23.82%	\$149.82	11	11	121 USD	141953.00	6.53	0.60	62.30	59.60	4.62	120138.96	3.03	4.70	
H	\$49.11	\$0.27	9/23/2015	\$13.50	0.55%	\$-44.50	-1.78%	\$2455.50	50	50	2500 USD	4349.00	30.13	0.00	71.70	66.20	3.93	7698.12	1.92	-6.16	
A	\$34.92	\$-0.13	9/23/2015	\$-3.90	-0.37%	\$57.60	5.82%	\$1047.60	30	33	990 USD	6979.00	12.36	0.25	80.00	78.80	7.35	11155.63	4.08	0.21	
12		Total		\$-200.20	-0.24%	\$369.92	0.44%	\$3730.92	83361												

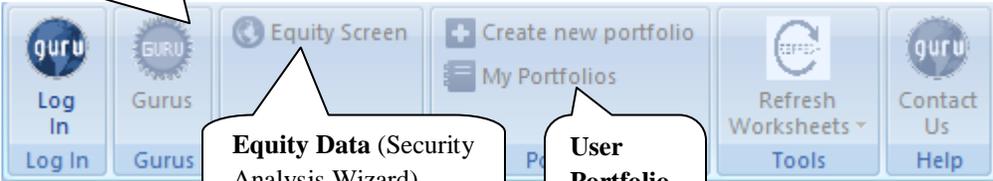
Figure 5.1

Besides, user can download their portfolios that they created in "My Portfolio" section at GuruFocus.com. After clicking the My Portfolios Button, you will get the data as in Figure 5.2.

Symbol	Current Price	Price Change(%)	Open	High	Low	Volume	Date Added	Cost per	Quantity	Value(\$)	Gain(%)	Gain(\$)	Day's Gain(\$)
Growth													
NAS:AAPL	127.1	0.54(0.43%)	125.95	127.21	125.26	4E+07	12/3/2014	114.63	0	0	0	10.88%	0
NAS:CSCC	13.86	-0.09(-0.65%)	14.04	14.2	13.73	21998	11/5/2014	12.18	50	693	84	13.79%	-4.5
OTCPK:SO	4.09	0.09(2.25%)	4.12	4.13	4.09	1400	10/27/2014	4.15	12048	49276.3	-722.88	-1.45%	1084.32
NYSE:BHE	24.72	0.35(1.44%)	24.43	24.84	24.33	248728	10/27/2014	22.22	2250	55620	5625	11.25%	787.5
NAS:KTCC	11.12	0.09(0.77%)	11.02	11.17	11.02	6754	10/27/2014	7.9	6329	70378.5	20379.4	40.76%	569.61
OTCPK:RS	8.55	0.00(0.00%)	0	0	0	0	10/27/2014	7.7	6494	55523.7	5519.9	11.04%	0
NAS:TECC	59.9	0.36(0.60%)	59.76	60.07	59.41	282783	10/27/2014	57.26	873	52292.7	2304.72	4.61%	314.28
NAS:SCSC	40.8	-0.02(-0.05%)	41.13	41.24	40.63	115808	10/27/2014	34.89	1433	58466.4	8469.03	16.94%	-28.66
NAS:PLUS	84.9	0.08(0.09%)	84.82	85.59	84.34	56788	10/27/2014	58.58	854	72504.6	22477.3	44.93%	68.32
NAS:EBIX	29.23	-0.14(-0.48%)	28.78	29.52	28.67	254030	10/27/2014	14.38	3477	101633	51633.5	103.27%	-486.78
NAS:CTG	7.68	-0.21(-2.66%)	7.94	7.94	7.66	28672	10/27/2014	8.5	5882	45173.8	-4823.24	-9.65%	-1235.22
OTCPK:SP	0.71	0.00(0.00%)	0	0	0	0	10/27/2014	0.75	66667	47333.6	-2666.68	-5.33%	0
NAS:CSCC	13.86	-0.09(-0.65%)	14.04	14.2	13.73	21998	10/27/2014	10.08	4960	68745.6	18748.8	37.50%	-446.4
OTCPK:SP	0.71	0.00(0.00%)	0	0	0	0	10/14/2013	0.88	10000	7100	-1700	-19.32%	0
NAS:AEIS	26.07	0.10(0.39%)	26.16	26.21	25.87	237977	10/14/2013	19.02	2801	73022.1	19747.1	37.07%	280.1
OTCPK:ITF	1.33	0.03(0.00%)	1.31	1.33	1.31	327883	4/10/2013	1.16	40000	53200	6800	14.66%	1200
Value													
HKSE:010	0.68757	0.00(0.00%)	5.4	5.4	5.29	5496884	11/2/2014	0.63	22857	15715.8	13858.2	746.03%	0
NYSE:K	65.73	0.24(0.37%)	65.66	65.98	65.38	1544135	11/2/2014	63.52	227	14920.7	501.67	3.48%	54.48
NAS:LQDT	9.3	-0.05(-0.53%)	9.4	9.44	9.23	187889	11/2/2014	12.44	1158	10769.4	-3636.12	-25.24%	-57.9
NYSE:CPB	45.82	-0.39(-0.84%)	46.21	46.29	45.7	1462001	11/2/2014	43.7	330	15120.6	699.6	4.85%	-128.7
NYSE:TDC	44.86	-1.03(-2.24%)	45.79	46	44.69	2158479	11/2/2014	44.06	327	14669.2	261.6	1.82%	-336.81
NAS:HIBE	49.74	0.04(0.08%)	49.92	50.03	49.36	159108	11/2/2014	45.49	317	15767.6	1347.25	9.34%	12.68
NAS:CTRX	59.61	0.30(0.51%)	59.23	59.65	59.23	4471059	11/2/2014	47.52	303	18061.8	3663.27	25.44%	90.9
NAS:QCOI	69.16	0.35(0.51%)	68.67	69.2	68.47	1E+07	11/2/2014	70.06	206	14247	-185.4	-1.28%	72.1
NYSE:WV	80.64	-0.02(-0.02%)	80.4	80.74	80.35	371167	11/2/2014	79.02	182	14676.5	294.84	2.05%	-3.64
NAS:EXAC	25.78	0.22(0.86%)	25.55	26.03	25.55	33860	11/2/2014	21.75	14069	362699	56698.1	18.53%	3095.18
NAS:IIVI	18.83	0.27(1.45%)	18.66	18.85	18.45	131438	11/2/2014	13.25	1087	20468.2	6065.46	42.11%	293.49

Figure 5.2

Gurus Data (Gurus Analysis Wizard)



Equity Data (Security Analysis Wizard)

User Portfolio Data

GuruFocus Excel Add-in Q&A

1. Which version of Excel supported by GuruFocus Excel Add-in?

Solution: GuruFocus Excel Add-in application developed target on the Microsoft Office Excel 2007 and 2010. And it also limited supports the newer Desktop-based Excel. For Cloud-based Excel, like Office 365, it isn't supported by the current version GuruFocus Excel Add-in.

2. Does Mac can use GuruFocus Excel Add-in?

Solution: No. Currently the Excel under the Mac operating system does not support the Excel Application-level Add-in.

3. Who can use GuruFocus Excel Add-in?

Solution: Only Premium Plus and premium member can use this application. Premium member have data download limit. The data and valuation template that available to download depend on the stock regions the users subscribed.

4. Some buttons embedded in the worksheet do not work.

Solution: These buttons can only work when you installed GuruFocus Excel Add-in application in the Excel and logged in this application. And the buttons can work when the zoom level at 100%.

5. Some buttons disappear when reopen the saved workbook

Solution: These buttons should be added back when you log in your account in GuruFocus Excel Add-in.

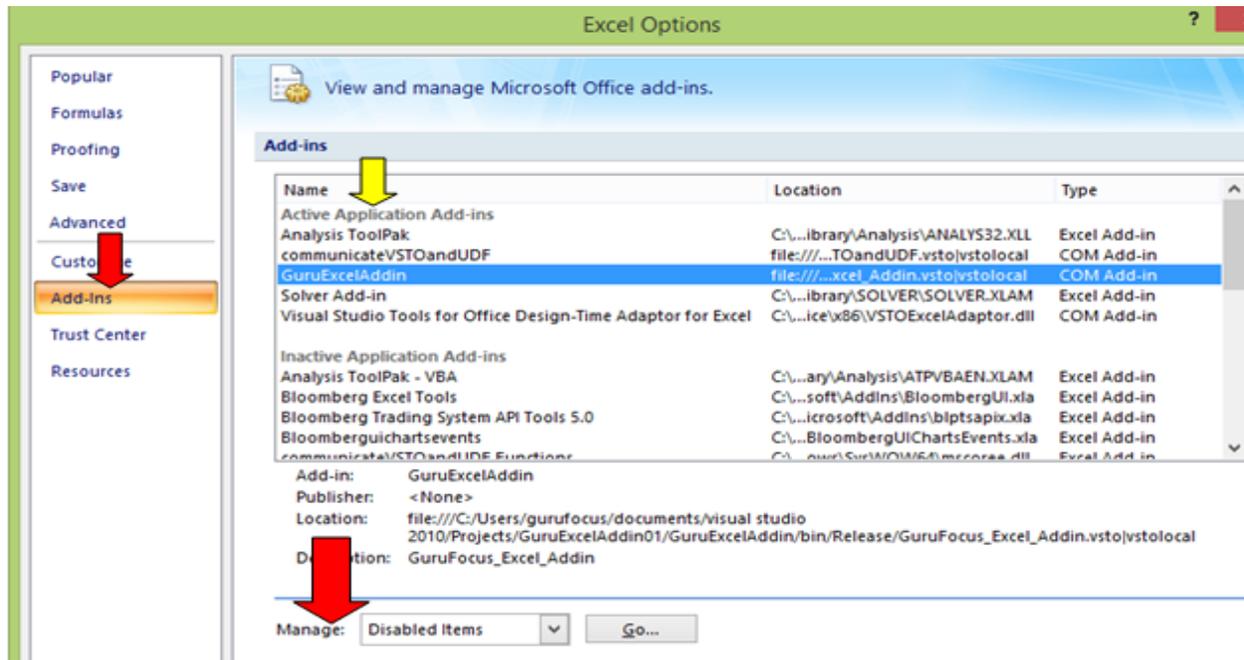
6. Install fail when using Firefox browser to download the setup application

Solution: Please try to download the setup application using other browser, like Chrome, and then install again.

7. Cannot find GuruFocus tab in the Excel ribbon after installed. && Cannot find the GuruFocus tab in the Excel ribbon after forced shut down the Excel Application when your Excel application are not respond.

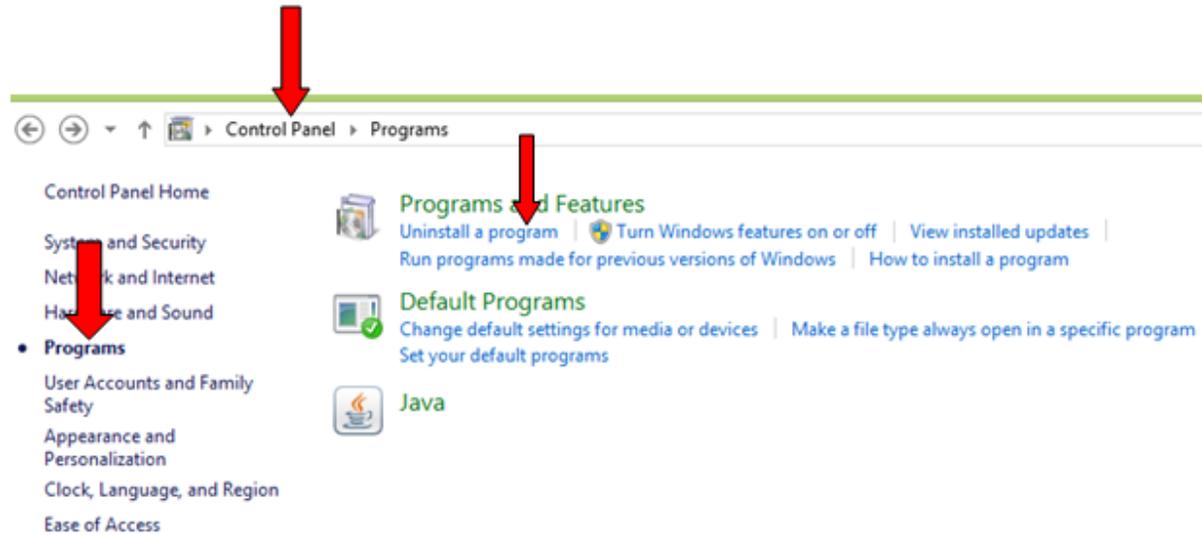
Solution: It usually caused by your office security settings. Clicks the Office icon in the top left of Excel Workbook, then goes to the Excel Options, finds the Add-ins button in the left menu. After that, you can find a drop list at the bottom and select the Disabled Items and click the Go Button at the right. If you find

the GuruExcelAddin in the list, you need to select the GuruFocusAddin and click the Enable button. After restarted your Excel, it will appear in your Excel ribbon. (Office->Excel Options->Add-ins->Disabled Items->Go)



8. How to uninstall GuruFocus Excel Add-in?

Solution: Go to the Control Panel of your windows system, then find Programs and click it. You will find Uninstall a Program under the Programs and Features. After you enter Uninstall a Program, you can find GuruExcelAddin in the list and uninstall it. (Control Panel->Programs->Uninstall a Program)



9. Financial Statement Data looks incorrect. The numbers seem 100 times more than they should be.

Solution: Please check the Language under the Region Settings of your Windows operating system. This error usually caused by data/date format mismatch. In German Excel, the comma is the point and the point is the comma. It has opposite display with English Excel. GuruFocus Excel Add-in was developed and tested only on devices have the format in English. Please make it change and try again.