

Welcome to **I-Metrix**, your access to SEC filings and more! We've created this user guide to facilitate your use of this service.

If at any point you need additional assistance, contact our Customer Support team by calling 1-888-870-2316 or emailing contactsupport@edgar-online.com.

To begin, point your browser to:

http://i-metrix.edgar-online.com/

Login Page

Enter the Username and Password you received via email from **EDGAR Online**. Note: If you've misplaced your login identifiers, click the <u>Forgot your password</u>? link on the login screen.

TIP: For your convenience, your Username and Password will be saved by default and you will not be prompted to login again unless you manually click the logout link.

Subscriber Login		
User Name:	Password:	
		Login
🗹 Remember me on this c	omputer	
[Forgot Your Password?] [C	lick Here to Subscribe]	

Navigation



There is one main navigation bar consisting of **Tabs** at the top of every page that enable you to quickly navigate through the product areas

The Tabs represent the following:

- Dashboard Personalize, customize and consolidate the companies and data you are most interested in on this page.
- **Today** Quick access to the most recent SEC filings and company data of significance.
- Company Drill down into specific company details including standardized financial data, significant SEC filings, ownership data and company people.

- Industry Browse sector industry groups to find peers that fit your investing or financial models.
- Search Search SEC filings using full text search, data filters, segment by market and time period, or restrict your search to specific filing sections.
- Screener Create your own actionable target lists using over 200 variables, such as earnings estimates, market data, popular financial ratios, and industry comparisons.
- Analytics Quick access to templates and other I•Metrix tools.

Filing Search

With the **Filing Search** users can easily get to all the SEC filings for a company by entering the ticker symbol. Use the magnifying glass for more search options.



TIP: Don't know the ticker? Enter the company name and results matching your request will be returned instantly.

Company Search Results	[\$	how Criteria		
Company 🔕	Ticker	CIK	Latest Filing	All Filings
MICROSOFT AVN HOLDINGS, INC.		0001356955	03/21/06	View
MICROSOFT BENEFITS LLC		0001069973	09/04/98	View
MICROSOFT CORP	MSFT	0000789019	01/26/17	View
MICROSOFTWARE INTERNATIONAL INC		0000356946	01/12/95	View

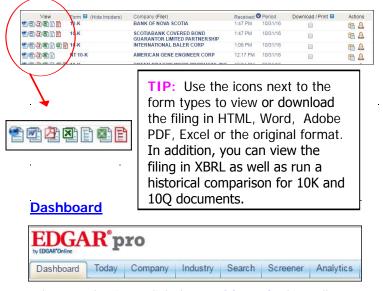
Search Results

Search Results are displayed with the most recent filings appearing at the top of the list. The left hand menu bar provides links to other company information, including access to the MD&A sections of recent filings, financial data, current stock pricing and ownership information, giving you all the information you need on one page. At the top of the page are the options to **Add** the filings for the company that was searched to your **Dashboard** and create a **Filings Alert** for that company.

🔍 Show Companies 🕂 Add Filing Results to Dashboard 🚨 Add Filings Alert

TIP: Use the "Back to Search Results" link when viewing documents instead of your browser toolbar – this will place a checkmark on items already viewed, otherwise, hit "refresh" to see indicators for the items you've looked at.





When you log in or click the **Dashboard** tab you'll initially see a page with Today's Filings as the default view. The filings are grouped by filing type.

ashboard Today	Compan		nalytics								Go
ashboard Today's Dashb	cerd •	Add Content 🚇 Share Set Current :	as Default					Recent Companies -Select One-	•		
oday's Annual Report	'ts				83	Today's Proxy S	tatements				8
	Form	Company (Filer)	Received I		Actions	View	Form	Company (Filer)	Received		Actions
		KB HOME		11/30/16	<u>م</u>		DEF 14A	AMTECH SYSTEMS INC	4:49 PM	03/16/17	B 🔒
1228 D 8 1		CLARCOR INC.		12/03/16	B &	2020) 1	PRE 14C	SG BLOCK S, INC.		01/27/17	B &
CARDOR 1		IHS MARKIT LTD.		11/30/16	₽ Δ	2028P	DEF 14A	A SA GOLD & PRECIOUS MET		03/16/17	B 🔒
a sera della della tata	10-K/A	ONCOBIOLOGICS, INC.		09/30/16	B A	***	DEFA14A	STARBUCKS CORP	4:39 PM		B &
1222	10-K/A	FIDELITY & GUARANTY LIFE	4:02 PM 0	09/30/16	6 A		DEFA14A	STONEGATE MORTGAGE CO	IRP 4:38 PM		B &
					More 🗈						More D
oday's Quarterly Rep	ports				83	Today's Current	Event (8-K) Fi	lings			8
View F	Form	Company (Filer)	Received R	Period	Actions	View	Form	Company (Filer)	Received	Period	Actions
		SKYPEOPLE FRUIT JUICE, INC		09/30/16	B 🔒	19940	6-K	VOXELJET AG		01/27/17	B 🔒
		SPDR GOLD TRUST		12/31/16	1 A	***	8-K	RLICORP		01/26/17	B &
		WASHINGTON FEDERAL INC		12/31/16	6 8	2000P	8-K	S&P GLOBAL INC.	5:04 PM	01/27/17	B &
15260 18 1	10-Q	MAXIM INTEGRATED PRODUCTS INC	4:21 PM	12/24/16	BA	25000D	8-K	VECTOR GROUP LTD	5.03 PM	01/27/17	B &
12280 BE 1	10-Q	A SHLAND GLOBAL HOLDINGS INC	4:07 PM	12/31/16	6 A		8-K	NET ELEMENT, INC.	5.02 PM	01/25/17	B &
					More D		1				More (
Today's C	urron	t Event (8-K) Filings			_						83
Viev			mpany	/ (File	er)			Received	Period	Acti	
2 🖻 🖄 🛙	3		XELJE					5:04 PM	01/27/17	6	2
	-	0 K DI	LCOD	-				E-04 DM	01/06/17		-

					More 🕟
2 2 2 1	8-K	NET ELEMENT, INC.	5:02 PM	01/25/17	B 🔒
****	8-K	VECTOR GROUP LTD	5:03 PM	01/27/17	B A
	8-K	S&P GLOBAL INC.	5:04 PM	01/27/17	
	8-K	RLICORP	5:04 PM	01/26/17	Fa 🔔

- Clicking anywhere in the row will bring you to a page giving more information on the filing and viewing options.
- Click on the icons to the left to view the filing in HTML, Word, PDF, Excel or HTML.
- Clicking on the **Company** name will bring you to all of the company's filings.
- Clicking on Folders enables you to quickly access • links to filings you frequently use or that you need

to access from multiple locations (branch office, main office, client site, home office).

- The Alerts icon 🚢 will set up an Alert for that Company and Form Type. An Alert allows you to follow companies by receiving notice via email or pop-up window when a filing meeting your criteria has been submitted.

 - The 🐨 🕅 buttons will move or close the window with the filings.

Use the Dashboard drop down menu to move between different dashboards. I-Metrix already has several dashboards set up.

Dashboard:	Today's Dashboard ⊻
	Today's Dashboard
	Today's Dashboard IPO Dashboard
	Create New

To customize your dashboard, select either: Add Content or Create New from the Dashboard drop down.

Dashboard	Today	Company	Industry	Search	Screener	Analytics
Dashboard C	reate New	× 0	🖉 Add Conte	ent & Sh	are	

You can add up to 10 customized content areas to a single dashboard by clicking on the Add Content button.

You can remove existing content from your dashboard by clicking the button located in each content area of your dashboard.

You can choose to add Company Summary Data Components, Stock Trade Data Components, SEC Filing Data Components and Ownership Data Components to your dashboard. You can save up to 10 different dashboards.

Just click on the items you want displayed on the Add **Content** page:



Enter Ticker Symbol:	Dashboard Name: Today's Dashboard
Company Summary Data Components	te de la companya de
Company Summary	
Company News	
Company Info	
Stock Trade Data Components	
Last Trade	
Interactive Chart	
SEC Filing Data Components	
Latest Insider Filings	
All Filings	
Ownership Data Components	
Ownership Summary	
Insider Trades	
Institutional Holders	
Add Content	

The **Add Content** page can also be reached through the **Preferences** link at the top every page.

Dashboards can be shared with your colleagues in read only mode.

Click on the **Share** link and you will be prompted for a list of email addresses to send the link to your dashboard.

🚨 Share

Use the Set Current as Default link to select the dashboard you would like to appear every time you login to I-Metrix or select the dashboard tab.

Set Current as Default

Today



The Today tab provides quick access to the most recent SEC filings and company data of significance.

View	Form 🖬 (Hide Insiders)	Company (Filer)	Received V	Period	Download / Print 🖾	Actions
2 2 <u>2</u> 8 B	485APOS	LEGG MASON ETF EQUITY TRUST	5:16 PM			B 🔒
100 <u>4</u> 00	485APOS	MORGAN STANLEY US GOVERNMENT SECURITIES TRUST	5:16 PM			B 🔒
***	4	INTEL CORP.(YOFFIE DAVID B)	5:15 PM	01/25/17		Ph 🔒
****	SC 13G/A	ATLAS AIR WORLDWIDE HOLDINGS INC: (AMAZON COM INC)	5:15 PM			E 🏔
***	NSAR-B	DREYFUS MANAGER FUNDS II	5:15 PM	11/30/16		m A
10000	497	VALIC CO I	5:15 PM			P 4
***	SC 13G/A	AIR TRANSPORT SERVICES GROUP, INC. (AMAZON COM INC)	5:15 PM			E 4

The day's filings are listed with the most recently received filing appearing at the top of the list.



Today's SEC Filing Activity

All Filings Annual Reports Quarterly Reports Proxy Statements Current Event (8-K) Filings Mutual Fund Filings Foreign Filings IPO Filings XBRL Filings

The menu bar on the left side of the Today page allows you to locate specific filing types, as well as IPO and SPO activity.

Today's IPO Activity IPO Summary

IPO Performance

Today's Secondary Activity Secondary Summary

Company

The **Company** tab allows you to drill down into specific company details including standardized financial data, significant SEC filings, ownership data and company people.

Dashboard	Today	Company	Industry	Search	Screener	Analytics	
Search Co	ompanie	s					
Ticker Symbo	I	Co	ompany Nan	ie	CIM	[Search
🔍 Symbol Lo	okup						

Simply enter in the company's ticker symbol or name to get the complete overview.

The 10 most recent SEC filings and current market information are provided at the top of the page. The main company page also gives you a summary of financial information, ownership information and current news. Use the left hand navigation bar to drill down further into company information including quick links to SOX Compliance information and the last MD&A.



.

QUICK START GUIDE

					Company	MICROSOF	T CORP (MSFT)				Summ
					Company Info	Last Trade:	Change:	Trade Time:	MICROSOFT as of 1/25/201	CORP	
					Risk Factors (10-Q 10/20/16)	\$64.08	· 0.40 (0.63%)	01:26 PM EST	as of 1/25/201	\$80.0	0
hboard Today Co	ompany Industry Search	Screener Analytics		Go P	SOX Compliance	Volume: 19,342,948	52 Week Range: \$48.03 - \$64.10	Market Cap:		70.0	0
ent Companies	Get Company Summary for	Co Diret & Add	Summary to Dashboard 🔔 Ad	d Filings Alort	Company News Industry	19,342,948	\$48.03 - \$64.10	\$498.24B	martine	50.0	10
t One- 🔻	Get Company Summary for	Go Brint & Add	Summary to Dashboard 📇 Au	a Fillings Alert	Transcripts 💩	Latest Filings ()	1		FMAMJ	JASOND	
npany mmary	MICROSOFT CORP (MS	SFT)		Summary	Stock Info	View	Form 🖬	Filer	Received Period	Download / Print 🖬	Actic
mpany Info			MICROSOFT CORP		Last Trade \$64.08 (0.40/0.63%)	****		BLACKROCK INC.	01/25/17		1
k Factors D-Q 01/26/17)	Last Trade: Change: \$65.78 • 1.51 (2	Trade Time: 35%) 04:15 PM EST	as of 1/26/2017	\$80.00	Interactive Charting	2028D		COURTOIS JEAN PHILIPPE	12/21/16 12/21/16		6
X Compliance	Volume: 52 Week F			70.00	Financials Balance Sheet	2028E		SMITH BRADFORD L	12/20/16 12/15/16		8
mpany News	44,808,032 \$48.03 - \$	64.54 \$511.46B	handreament	50.00	Income Statement	2028b		CAPOSSELA CHRISTOPHER C	12/20/16 12/14/16		1
lustry			FMAMJJASON	40.00 D	Cash Flow Financial Ratios	****		WARRIOR PADMASREE THOMPSON JOHN WENDELL	12/09/16 12/08/16 12/09/16 12/08/16		1
inscripts	Financials 💽		Fiscal Period: Q2 20	17 (Ends 12/31/16)	Financial Comparison			PETERSON SANDRA E	12/09/16 12/08/16		6
ock Info ast Trade					SEC Filings	2028) 2028)		NOSKI CHARLES H	12/09/16 12/08/16		
65.78 (1.51/2.35%)		TTM Y/Y Δ% LQ Δ% Cash Flo		Y/Y Δ% LQ Δ%	Last MD&A (10-Q 10/20/16)			LIST TERI L.	12/09/16 12/08/16		
eractive Charting			2 Cash Flow \$36.678 Cash Flow (\$48.788)	16.5 (45.5) 158 (20.1)	Lest Quarterly Filing			MICROSOFT CORP	12/08/16 12/08/16	8	-
ancials			Cash Flow \$13.48	(215) (79.0)	Las Annual Filin		(7.05)				1
lance Sheet		MRQ 4Q.0% LQ.0% Ratios) ттм -	Y/Y Δ% LQ Δ%	(10-10/28/14)	Financials - Valu	es in (000's) 🖘				
ome Statement		\$224.61B 5.69 5.69 Price / Et		(23.4) 5.86							
ish Flow timates	Total Cash S	\$122.78B (10.3) (10.3) Price / Bo	ook 7.07	21.5 9.61							
ios		\$155.88 9.60 9.60 Price / Sa	iles 5.68	12.0 6.97							
ancial Comparison	Latest Filings 🕞		Downle	/ her	L						
Filings	View Form		Received Period Print		Comment						
st MD&A	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	COURTOIS JEAN PHILIPPE	01/27/17 01/26/17	E A	Company						
10-Q 01/26/17) ist Quarterly Filing	😤 🖤 🖉 🖉 📄 😰 📄 10-Q	MICROSOFT CORP	01/26/17 12/31/16	B A	Summary						
10-Q 01/26/17)	8-K	MICROSOFT CORP	01/26/17 01/26/17	m A	Company Info	1		The left ha	nd		
ist Annual Filing 10-K 07/28/16)	SC 13G	A BLACKROCK INC.	01/25/17		Risk Factors						
ast Proxy Filing DEFA14A 11/10/16)	****	COURTOIS JEAN PHILIPPE	12/21/16 12/21/16		(10-Q 01/26/	17)		navigation	bar in the		
Filings	2 1 2 3 B 4	SMITH BRADFORD L	-		SOX Complia	nce					
Excluding Insider) I Filings		CAPOSSELA CHRISTOPHER		B A	Company Ne	NS		company s	ection		
Quarterly Filings				E A	Industry			provides qu	lick links to		
Annual Filings	4	WARRIOR PADMASREE	12/09/16 12/08/16	E A	Transcripts			provides qu		, ,	
Proxy Filings	4	THOMPSON JOHN WENDELL		🖷 🚨	Transcripts			the latest i	nformation		
C Comment Letters d Correspondence	😤 🖾 🚰 🖾 💼 🛛 🔺	PETERSON SANDRA E	12/09/16 12/08/16	🖻 🚨	Stock Info						
mership	Institutional Holders 🗊				Last Trade			on a comp	any.		
ummary					\$65.48 (-0.3)				5		
sider Trades		Total Number of Holders	2,357 72.35%		Interactive Ch	arting					
itest Insider Filings stitutional Holders		% of Shares Outstanding Total Shares Held	5,625,603,488		Financials			•			
% Ownership Filings	72%	Total Value of Holdings	\$361,557,536,173.76								
		Net Activity	(10,311,383)		Balance Shee	et					
mpany People xecutive Compensation	Insider Trades 🕞				Income Stater	ment					
					Cash Flow						
	40 30		Last 3 mos.	Last 12 mos.	Estimates						
	20	Number of Insider Trades Number of Buys	4	33	Ratios						
	10	Number of Sells	4	33	The second s						
	0 3Mth 12Mth	Net Activity	(42,583)	(50,365,420)	Financial Cor	nparison					
				-	SEC Filings						
	Latest Company News 🗊			Date							
	Microsoft earnings press rele PR NEWSWIRE	ease available on Investor Relations w	edsite	01/26/17 4:10 PM	Last MD&A (10-Q 01/26/	17)					
		to-market campaign featuring its Glass	sware 2.0 on Microsoft Azure	01/26/17 9:00 AM	Last Quarterly						
	Newsfie Gimmal Announces Growth Is	nvestment from Rubicon Technology F	Partners	01/25/17 6:05 PM	(10-Q 01/26/						
	PRWEB				Last Annual F						
	mcaConnect's D365 for Ener Azure	gy Enterprise Solution is Now Availabl	e to be Hosted in Microsoft	01/25/17 6:00 AM	(10-K 07/28/						
	BUSINESS WIRE				Last Proxy Fil						
	Global Computer Graphics In Imaging : Nvidia, Intel, Micros	dustry 2017 Market Applications for G	aming, Animation, CAD/CAM,	01/24/17 3:12 PM	(DEFA14A 1						
	ReleaseWire	SOIL			All Filings						
					(Excluding Ir	nsider)					
	(Quotes	provided by Thomson Reuters are delay	yed by 15 minutes or more.)		All Filings						
					All Quarterly F	Tilinas					
2017 EDCAR® Online	division of Donnelley Financia	ILLC. All rights reserved • Solutions for	Corporations • Terms of Use • Pr	ivacy Statement	All Annual Fil	-					
2017 EDGAR& Online, a	amark of the U.S. Securities and Evolution	ge Commission. EDGAR@Online is not affiliated with	n or approved by the U.S. Securities and	Exchange Commission.		-					
R® is a federally registered trac	and the old. Obcomes and Exchange	DIPART CARL									
IR® is a federally registered trac	annan or the 0.0. Decenter and Exchang	PERMI PARA			All Proxy Filin						
AR® is a federally registered trac		Personal Prize a			All Proxy Filin SEC Commer and Correspo	nt Letters					

Ownership

Summary Insider Trades Latest Insider Filings Institutional Holders 5% Ownership Filings

Company People

Executive Compensation



Industry

Dashboard Today Company Industry Search Screener Analytics

The Industry tab allows you to browse sector industry groups to find peers that fit your investing or financial models.

The Industry tab features a left hand navigation bar that lists different sectors.

Sector
Basic Materials
Consumer Cyclicals
Consumer Non-Cyclicals
Energy
Financials
Healthcare
Industrials
Technology
Telecommunication Services
Utilities

The Basic Materials Sector is the default setting and will appear when you click on the Industry tab.

Basic Materi	als					
Industry				Number of Companies	Filir Alei	
Agricultural	Chemicals			90	<u>A</u>	
Aluminum				39	0	
Commodity	Chemicals			221		
Construction	Materials			111		
Diversified C	hemicals			23		
Forest & Wo	od Products			71		
Gold				452	0	
Integrated M	ining			504		
Mining Supp	ort Services & E	quipment		26		
Non-Paper O	Containers & Par	kaging		117	0	
Paper Packa	iging			34	0	
Paper Produ	icts			85		
Precious Me	tals & Minerals			176		
Specialty Ch	emicals			120		
Specialty Mi	ning & Metals			241		
Steel				213		
Latest Basic	Materials Fil	ings				
View	Form 🔛	Company (Filer)	Received	Period	Download / Print 🖾	Action
	6-K	CRH PUBLIC LTD CO	01/26/17	01/25/17		67 /
	4	RISE RESOURCES INC.(SCHARFE BRADLEY)	01/26/17	11/30/16		67 4
	4	GOLDEN QUEEN MINING CO LTD.(CLAY THOMAS MORAGNE)	01/26/17	01/24/17		₽ 4
	4	SONOCO PRODUCTS CO.(SCHRUM ROGER P)	01/26/17	01/25/17		B (
1920	15-12G	PANEX RESOURCES INC.	01/26/17			B (

Each sector is broken down into industries that fall within that sector. To the right of the industry are the **Number of Companies** within that industry.

Under the list of Industries are the latest filings for that particular sector. Click on the icons to the left to see the filing. Clicking on the company name will bring you to the company overview page. You can also place the filing into a folder or set up an alert using the icons to the right of the listing.

Clicking on any industry will bring you to a list of the companies that fall within that industry. This page also provides the latest filing date and quick access to the company page.

Company 🔕	Ticker	CIK	Latest Filing
ABSOLUTE POTENTIAL, INC.		0001002360	10/08/14
ACETEX CORP		0001002929	07/20/05
AFS HOLDINGS, INC.		0001656596	06/30/16
AIR PRODUCTS & CHEMICALS INC /DE/	APD	0000002969	01/23/17
AIRGAS CARBONIC INC		0001158058	03/10/10
AIRGAS DATA LLC		0001158066	03/10/10
AIRGAS GULF STATES INC		0001158050	06/10/08
AIRGAS INC		0000804212	06/02/16
AIRGAS INTERMOUNTAIN INC		0001158051	03/10/10
AIRGAS MID AMERICA INC		0001158047	03/10/10
AIRGAS MID SOUTH INC		0001158193	03/10/10
AIRGAS NOR PAC INC		0001158052	03/10/10

On the far right side of the Sector page, **Filing Alerts** gives one click access to setting up an Alert for that industry that will let you know when any filings are submitted by any company within that industry.

Clicking on the bell icon under **Filing Alerts** brings up the **Add Alert** window that will be set up for the Industry Alert.

Add Alert	
You have chosen to add a	in alert for the following:
Industry: Commodity Ch	emicals
Please enter a unique nar your alert options:	me for this alert and choose
Alert Name	
Email Alert 🗹 🛛 Popup Al	lert 🗹
	Add Cance

Simply name the Alert, decide how you would like to be notified of a new filing – either via email or a popup window and click on Add and the Alert is set up.



<u>Search</u>

Dashboard Today Company Industry Search Screener Analytics

The **Search** tab allows users to search SEC filings using full text search, **data filters**, segment by market and time period, or restrict your search to specific filing sections.

The default search screen is the All Filings search:

Ticker Symbol 📴	Com	pany Name	Recent Companies	CIK	
			Select a Company	•	
Search Save Aler	t				
Full Text Search 🖬		Form Group - All Form Groups All Forms EXCEPT 3 All Forms EXCEPT 0 Annual Reports - 10k	Ownership	Form Type	
		Act Group		Filer Type	
SEC File Number Accession Number		All Acts		Include Paper Filings	
				Restrict to Interactive Data (XBRL)	
Vet Income [Revenue [
1	Hide Addition	al Options]			
Market Segment		Industry All Industries	a instant 0 Taskasla	Exchange All Exchanges	
- Market Segment [Sector All Sectors Basic Materials Consumer Cyclicals Consumer Non-Cycl		Advanced Medical E Advertising & Marke Aerospace & Defens	ting	NYSE Arca	
Sector All Sectors Basic Materials Consumer Cyclicals		Advertising & Marke	ting	NYSE Arca NYSE -	
Sector - All Sectors Basic Materials Consumer Cyclicals Consumer Non-Cycl		Advertising & Marke Aerospace & Defens State	ting se v	NYSE Arca NYSE -	

Enter the ticker, company name or CIK and select any filters and time period for your search and click search.

You can also search by form types, SEC file number, accession number or Act group without specifying a particular company as well as utilize full text search or apply data filters.

Full Tex	t Search	h 🖽			_
change	e <near< th=""><th>r/5> (</th><th>cont</th><th>rol</th><th></th></near<>	r/5> (cont	rol	
<near,< td=""><td>(5> de</td><td>finit:</td><td>ion</td><td>< and</td><td>></td></near,<>	(5> de	finit:	ion	< and	>
(emplo	yment	<or></or>	sto	ck	ň
option	<or></or>	sever	rand	e)	2

Data Filters [H	ide]				
	Last Fiscal Year International Trailing 12 months				
Data Item 😰	Is Greater or Equal to	Is Less or Equal to			
Latest Market Cap	30,000,000	40,000,000			
Net Income					
Revenue	200M				
Assets					

Clicking on the **Expand Form Types** link under the **Form Types** box will open a tree structure to help you locate the exact document needed without having to know the exact form number.

8 🔲	All Form Types
	All Forms Except 3,4,5, 144s
	All Forms EXCEPT Ownership
Ð	Annual Reports - 10K
Đ	🗌 Annual Reports (Foreign) - 20-F
Ŧ	Quarterly Reports - 10Q
8	Current Events - 8K
	6-K - Report of Foreign Issuer
	6-K/A - Amended Report of Foreign Issuer
	8-K - Unscheduled Material Events
	8-K/A - Unscheduled Material Events
Đ	Proxies (Definitive) - DEF
Ŧ	Proxies (Preliminary) - PRE
Ŧ	Insider(3,4,5,144) - INSDR
Ŧ	Institutional Ownership - 13F
Đ	Mutual Funds
Ŧ	Ownership Statements
Đ	Registration Statements
Đ	Registration Statements (Foreign)
Đ	Registration Withdrawal
	Foreign Company Filings
Enter F	orm Type

Clicking on **Save Alert** on the Search screen will create an Alert.

Search Save Alert

To search by a particular market segment, click on the **Market Segment** icon.

Sector		Industry	Exchange	
All Sectors		All Industries	All Exchanges	
Basic Materials		Advanced Medical Equipment & Technolo	all NYSE	
Consumer Cyclicals		Advertising & Marketing	NYSE	
Consumer Non-Cyclicals	-	Aerospace & Defense 👻	NYSE MKT	
City		State	SIC	
		All States 🔻		



Expanded Search

All Filings Expanded Form Types Annual Report Sections Quarterly Report Sections Proxy Statement Sections Current Event (8-K) Sections Foreign Companies Mutual Funds SEC Comment Letters and Correspondence **Financial Comparison** Ownership 13F Securities List **IPOs** Secondary Offerings Transcripts 🖲

On the left hand side of the search page are links to different options to help you quickly find the documents and information you need.

Other Options

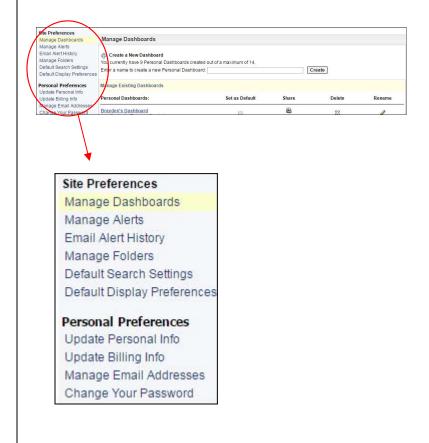


At the top right side of every screen is another menu bar.

My Alerts – manage your alerts and add new alerts from this screen.

Preferences presents a personalized screen of your **Site Preferences** - saved dashboards, alerts, folders, and the default search and display settings which will be used to pre-populate your home page with filings.

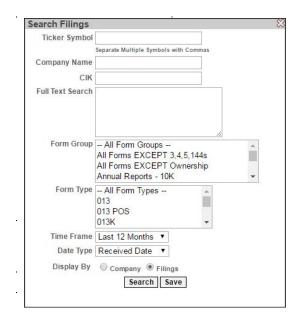
Personal Preferences – updating your Personal Information, managing email addresses and changing your password are also located in the preferences section.



Use the **Quick Search** feature at the top of every page to get the information you want quickly.



The magnifying glass e will enable you to narrow your search to bring back the results fitting your criteria.





Help is context sensitive and will provide instruction on how to navigate and utilize whichever **I-Metrix** screen you are on.

Contact Us links to EDGAR Online's contact information and a form that will enable you to be contacted by a Sales Representative.

About EDGAR Online links to EDGAR Online's home page where you can learn about all our product offerings.

Logout logs you out of I-Metrix and prevents unauthorized use.

FAQ's

Q: <u>Where is the IPO and SPO information?</u>
A: IPO and SPO information is located under the Today tab, on the left hand navigation bar.
You can also search for specific IPOs/SPOs using the **Expanded Search** menu. There is also an **IPO Dashboard** set up that can be accessed from the Dashboards page using the drop down menu.





Q: How do I find ownership information?

A: You can find ownership information using the Search tab and selecting Ownership under the Expanded Search menu. Or, you can use the Company Search at the top of the page and the Ownership Information will be located towards the bottom of the Company Profile that is returned from this search option. Expanded Search All Filings Expanded Form Types Annual Report Sections Quarterly Report Sections Proxy Statement Sections Current Event (8-K) Sections Foreign Companies Mutual Funds SEC Comment Letters and Correspondence Financial Comparison Ownership 13E Securities List IPOs Secondary Offerings Transcripts 🖲

(

SEC Filings Last MD&A	* • • • • • • • • • • • • • • • • • • •	NOSKI CHARLES H		12/09/16 12/08	/16	F 4
(10-Q 10/20/16)	100000 B	LIST TERI L.		12/09/16 12/08	/16	B A
Last Quarterly Filing (10-Q 10/20/16) Last Annual Filing	8-K	MICROSOFT CORP		12/08/16 12/08		64
(10-K 07/28/16) Last Proxy Filing	Financials - Values in (000's) 🕞					
(DEFA14A 11/10/16) All Filings	Quarter: Quarter Ending:	1st 9/30/2016	4th 6/30/2016	3rd 3/31/2016	2nd 12/31/2015	1st 9/30/2015
(Excluding Insider) All Filings	Balance Sheet					
All Quarterly Filings	Total Current Assets	\$157,909,000	\$139,660,000	\$128,421,000	\$127,812,000	\$121,656,00
All Annual Filings	Total Assets	\$212,524,000	\$193,694,000	\$181,869,000	\$180,098,000	\$172,896,00
All Proxy Filings	I Total Current Liabilities	\$58,810,000	\$59,357,000	\$44,354,000	\$42,643,000	\$49,399,00
SEC Comment Letters	Int. Total Liabilities	\$142,152,000	\$121,697,000	\$107,063,000	\$103,318,000	\$95,451,00
and Correspondence	Infl. Total Equity	\$70,372,000	\$71,997,000	\$74,806,000	\$76,780,000	\$77,445,00
Ownership	Income Statement					
Summary	all Gross Profit	\$12,609,000	\$12,635,000	\$12,809,000	\$13,924,000	\$13,172.00
Insider Trades Latest Insider Filings	all Operating Income	\$5,225,000	\$3,080,000	\$5,283.000	\$6,026,000	\$5,793,00
Institutional Holders	Met Income	\$4,690,000	\$3,122,000	\$4,058,000	\$4,716,000	\$4,902,00
5% Ownership Filings	Cash Flow					
Company People	Net Income	\$4,690,000	\$3,122,000	\$4,058,000	\$4,716,000	\$4,902,00
Executive Compensation	Net Cash Flow-Operating	\$11,549,000	\$8,464,000	\$10,669,000	\$5,316,000	\$8,876,00
All Company People	Ind Net Cash Flow	\$7,418,000	(\$660,000)	(\$15,000)	\$1,754,000	(\$164,000



. .

©2017 Copyright Edgar®Online, a division of Donnelley Financial Solutions