

**Disnat Classic &  
DDWeb**  
User Guide  
Data Export



Master Your Trades.

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## 1. Introduction

The “Export” function available on the Disnat Classic website and Disnat Direct’s DDweb site allows you to download the following data for your account(s), in CSV format:

- Account history
- Account holdings details

The downloaded file can be opened in Excel or any other software that supports CSV formatted files.

This document outlines how to download and view your account data.

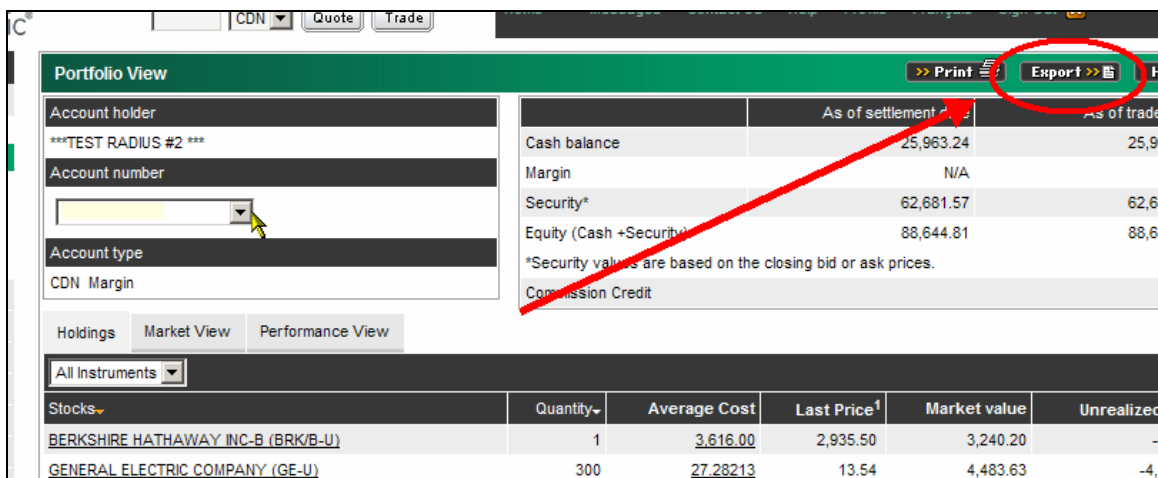
## 2. How to Export Your Account Data

Step 1: Login to disnat.com. Go to the “My Account” section. Next, click on the sub-section for which you wish to download data:

- “Portfolio View” data: select the account number  
or
- “History” data: select the account number and time period

Step 2: Click the “Export” button .

### “Portfolio View” Data



The screenshot displays the "Portfolio View" interface. At the top right, there are buttons for ">> Print" and "Export >>". A red circle highlights the "Export >>" button, and a red arrow points to it from the text below. The interface shows account details for "Account holder: \*\*\*TEST RADIUS #2 \*\*\*" and "Account number". Below this, there are tabs for "Holdings", "Market View", and "Performance View". A dropdown menu shows "All Instruments". The main table displays account summary data:

	As of settlement date	As of trade date
Cash balance	25,963.24	25,963.24
Margin	N/A	
Security*	62,681.57	62,681.57
Equity (Cash +Security)	88,644.81	88,644.81

\*Security values are based on the closing bid or ask prices.

Commission Credit

Below the summary table, there are tabs for "Holdings", "Market View", and "Performance View". A dropdown menu shows "All Instruments". The main table displays account holdings data:

Stocks	Quantity	Average Cost	Last Price <sup>1</sup>	Market value	Unrealized
BERKSHIRE HATHAWAY INC-B (BRK/B-U)	1	3,616.00	2,935.50	3,240.20	-
GENERAL ELECTRIC COMPANY (GE-U)	300	27,282.13	13.54	4,483.63	-4,483.63

## “History” Data

The screenshot shows the 'History' page with the following details:

- Account Holder: \*\*\*TEST RADIUS #2 \*\*\*
- Account Number: 20BHCL0
- Account Type: CDN Margin
- Display Criteria: Show History for: Past 3 Months
- Date Range: From: March 11, 2009 To: June 10, 2009
- Displaying: Transaction history from 03/11/2009 to 06/10/2009

Trade date	Settlement Date	Transaction Type	Description	Market	Quantity	Price	Currency	Commission Paid	Net Amount
06-09-2009	06-12-2009	BUY - STOCKS	BCE INC	CDN	10	24.99000	CAD	0.00	-249.90
06-09-2009	06-12-2009	BUY - STOCKS	BCE INC	CDN	11	24.99	CAD	0.00	-274.89
06-09-2009	06-12-2009	SELL - STOCKS	BCE INC	CDN	-10	24.96	CAD	0.00	249.60
06-09-2009	06-12-2009	SELL - STOCKS	BCE INC	CDN	11	25.01	CAD	0.00	275.11

Step 3: Click the Save button and specify where the downloaded file will be saved on your computer. The default date of the CSV file is the current date. CSV format files are compatible with Microsoft Excel.

The screenshot shows the 'Portfolio View' page with a 'File Download' dialog box open. The dialog box contains the following information:

- Do you want to open or save this file?
- Name: 2009\_06\_11.csv
- Type: Microsoft Excel Comma Separated Values File (.csv)
- From: disnat5.ymd.ca
- Buttons: Open, Save, Cancel

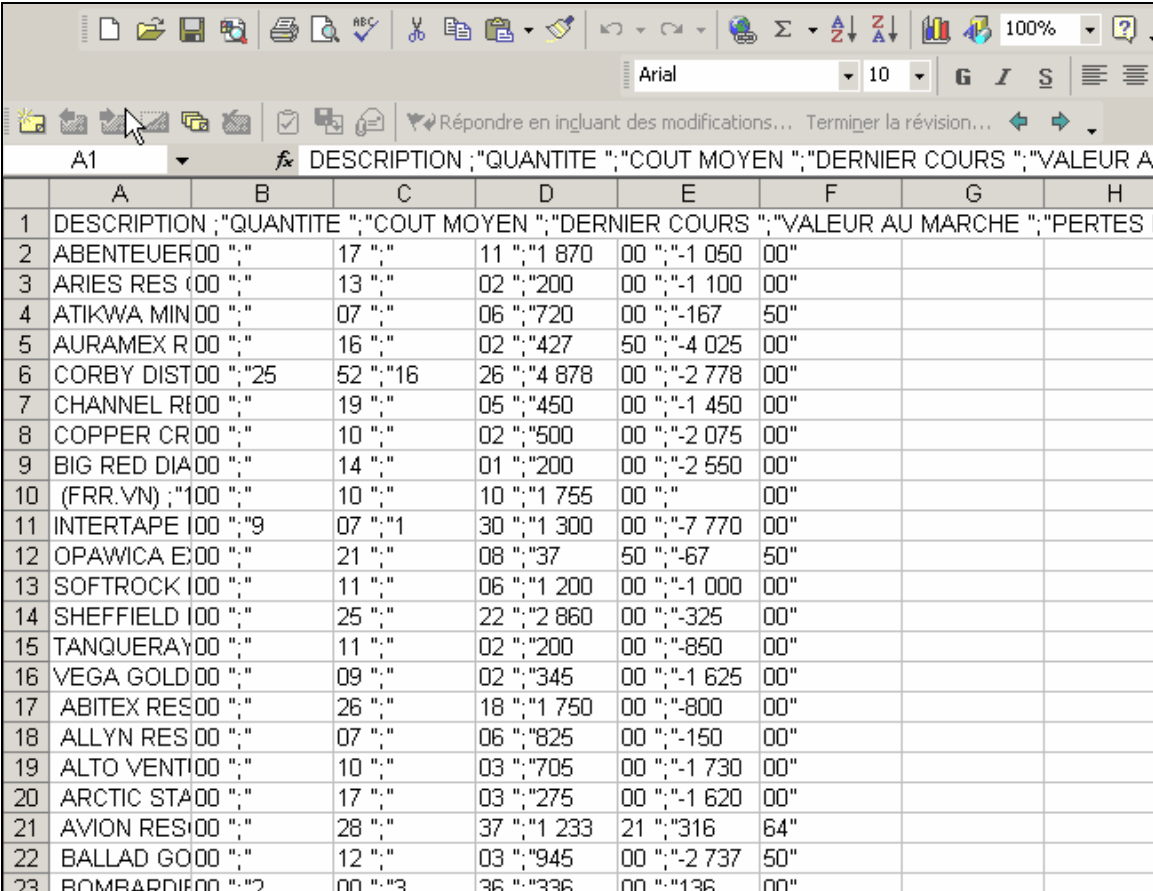
The background shows a table with columns: Average Cost, Last Price<sup>1</sup>, Market value, and Unrealized P&L<sup>2</sup>.

Average Cost	Last Price <sup>1</sup>	Market value	Unrealized P&L <sup>2</sup>		
3,616.00	2,935.99	3,240.74	-750.59		
27,282.13	13.55	4,488.60	-4,545.60		
15,098.82	16.34	27,778.00	2,110.00		
POWERSHR WATER RES PTF (PHO-U)	300	12.84	15.32	5,073.09	821.26
VANGUARD EURO PACIFIC ETF (VEA-U)	300	28.538	29.73	9,844.79	394.71

Step 4: Open the saved file in Excel. Your data should be displayed in the spreadsheet.

It is possible that your data may not be readable, that is, the data may not be separated by column (see the example below).

### Example of Unformatted “Portfolio View” Data



	A	B	C	D	E	F	G	H
1	DESCRIPTION ;,"QUANTITE ;,"COUT MOYEN ;,"DERNIER COURS ;,"VALEUR AU MARCHE ;,"PERTES							
2	ABENTUEUR00 ;,"	17 ;,"	11 ;,"1 870	00 ;,"-1 050	00"			
3	ARIES RES (00 ;,"	13 ;,"	02 ;,"200	00 ;,"-1 100	00"			
4	ATIKWA MIN00 ;,"	07 ;,"	06 ;,"720	00 ;,"-167	50"			
5	AURAMEX R 00 ;,"	16 ;,"	02 ;,"427	50 ;,"-4 025	00"			
6	CORBY DIST00 ;,"25	52 ;,"16	26 ;,"4 878	00 ;,"-2 778	00"			
7	CHANNEL RE00 ;,"	19 ;,"	05 ;,"450	00 ;,"-1 450	00"			
8	COPPER CR00 ;,"	10 ;,"	02 ;,"500	00 ;,"-2 075	00"			
9	BIG RED DIA00 ;,"	14 ;,"	01 ;,"200	00 ;,"-2 550	00"			
10	(FRR.VN) ;,"100 ;,"	10 ;,"	10 ;,"1 755	00 ;,"	00"			
11	INTERTAPE 100 ;,"9	07 ;,"1	30 ;,"1 300	00 ;,"-7 770	00"			
12	OPAWICA E:00 ;,"	21 ;,"	08 ;,"37	50 ;,"-67	50"			
13	SOFTROCK 100 ;,"	11 ;,"	06 ;,"1 200	00 ;,"-1 000	00"			
14	SHEFFIELD 100 ;,"	25 ;,"	22 ;,"2 860	00 ;,"-325	00"			
15	TANQUERAY00 ;,"	11 ;,"	02 ;,"200	00 ;,"-850	00"			
16	VEGA GOLD00 ;,"	09 ;,"	02 ;,"345	00 ;,"-1 625	00"			
17	ABITEX RES00 ;,"	26 ;,"	18 ;,"1 750	00 ;,"-800	00"			
18	ALLYN RES 00 ;,"	07 ;,"	06 ;,"825	00 ;,"-150	00"			
19	ALTO VENT100 ;,"	10 ;,"	03 ;,"705	00 ;,"-1 730	00"			
20	ARCTIC STA00 ;,"	17 ;,"	03 ;,"275	00 ;,"-1 620	00"			
21	AVION RES:00 ;,"	28 ;,"	37 ;,"1 233	21 ;,"316	64"			
22	BALLAD GO00 ;,"	12 ;,"	03 ;,"945	00 ;,"-2 737	50"			
23	BOMBARDIE00 ;,"2	00 ;,"3	36 ;,"336	00 ;,"136	00"			

This sort of display will occur when language settings of the downloaded CSV file are different from the language settings of the Windows operating system.


For example, if your Windows operating system is configured in English and you navigate the disnat.com website in French, the downloaded file will appear as above.

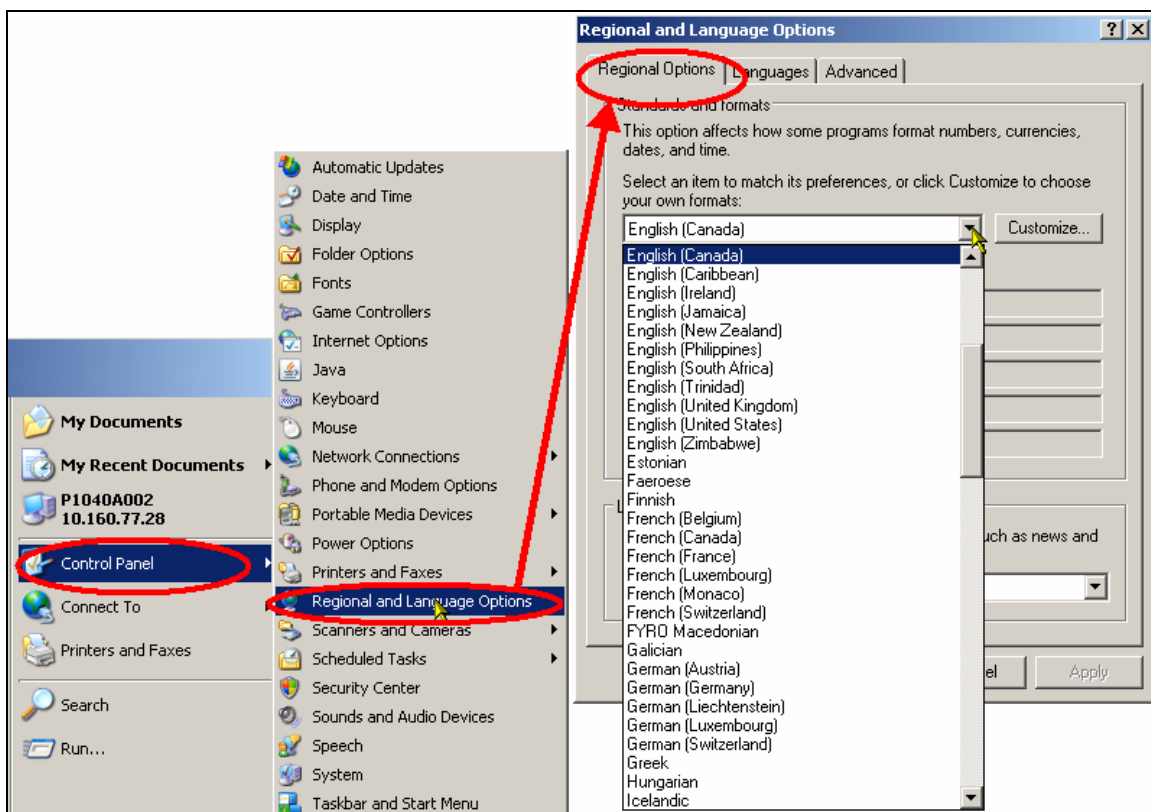
There are three ways the unformatted display can be corrected to obtain a readable file. These are detailed in sections 3, 4 and 5.

### 3. Changing the Windows Default Language

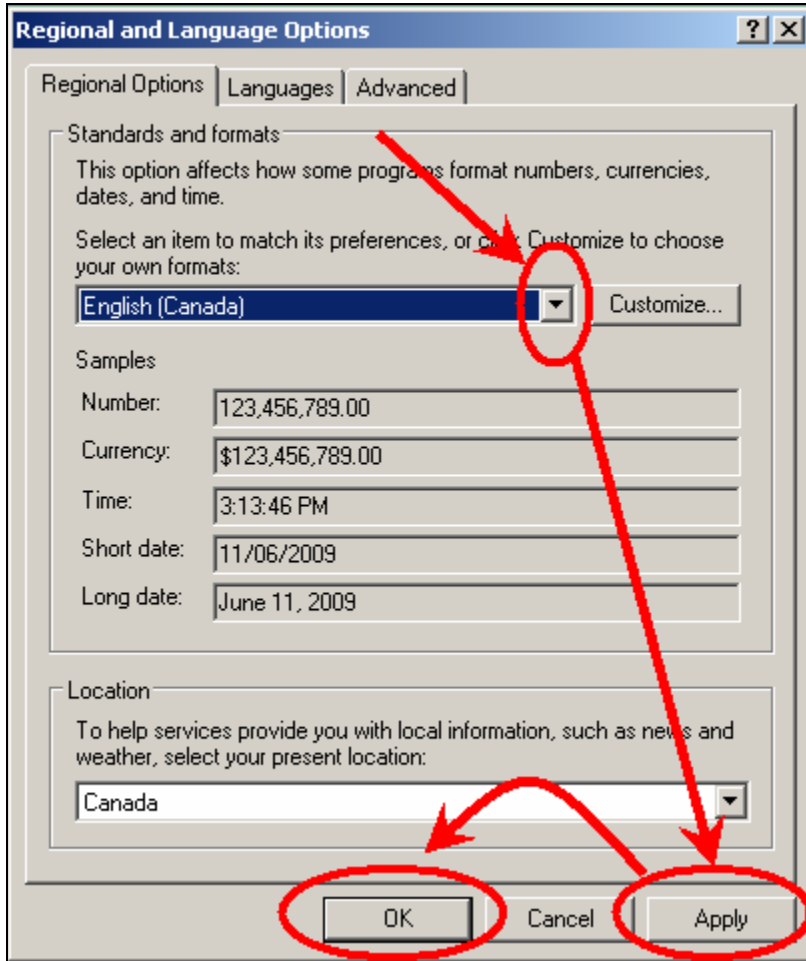
**Caution!** This procedure should correct future display problems for export files that you download from the disnat.com website. However, this option will modify your keyboard configuration; accents may no longer be available with the same keys as under your previous settings. If you do not wish to modify your keyboard

configuration, do not use this option but instead use one of the two options detailed in section 4 or 5.

1. Click on the “Start” menu button  then on “Control Panel.”
2. Select “Regional and Language Options.”
3. Under the “Regional Options” tab, open the language dropdown list and select a language:
  - a. Select “English (Canada)” from the Regional Option panel if you navigate the site in English.
  - b. Select “French (Canada)” from the Regional Option panel if you navigate the site in French.



4. Click on the “Apply” button, then the “OK” button.



5. You can now complete the operation detailed in section 2 to export your data.

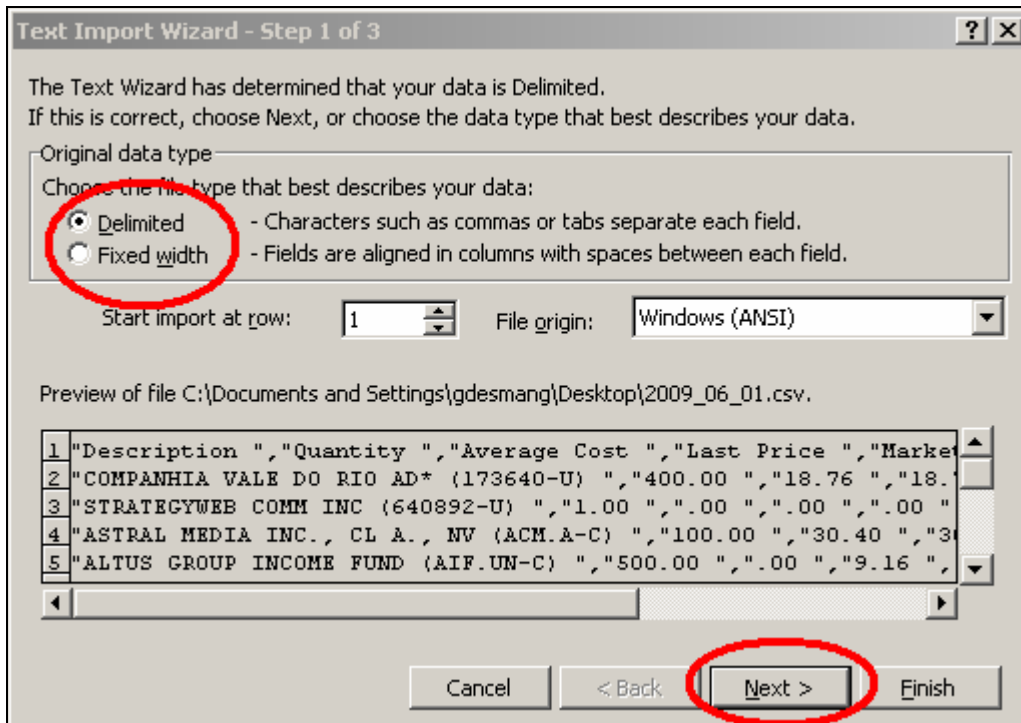
#### 4. Manual Formatting of File Columns

This option requires that you manually format the exported data each time a new file is downloaded. The advantage of this option is that you will not have to reconfigure your settings, which could change your keyboard layout.

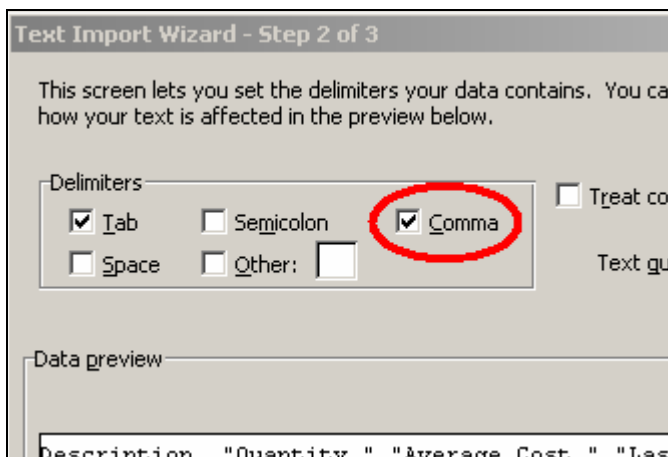
Here are the steps to follow:

1. Export and Save the file to your computer as described in section 2.
2. Open Microsoft Excel.
3. Open a new spreadsheet (if one is not already open) by clicking on the menu item "File," then "New."
4. Now select the menu item "Data," then "Import External Data," then "Import Data."

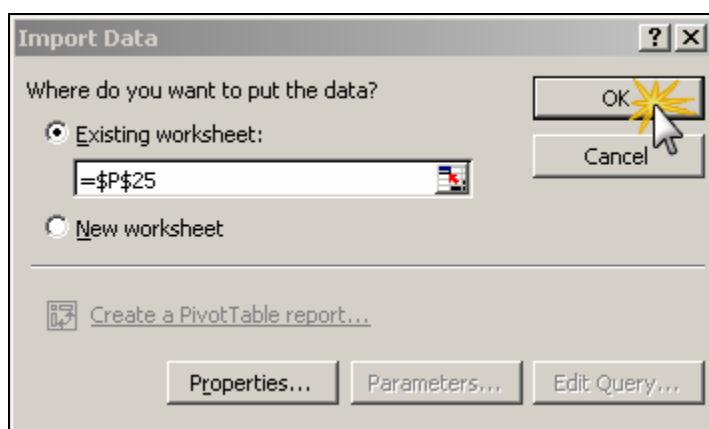
5. A new window will open. Find and highlight the file you exported from the disnat.com website. Click on “Open.”
6. The “Text Import Wizard” window will open. Select the “Delimited” button and click on “Next.”



7. Check the appropriate separator. If the file was downloaded from the English site, check the “Comma” checkbox. If the file was downloaded from the French site, select the “Semicolon” checkbox. Click the “Finish” button.



8. Click on “OK.”



9. Your data should now be properly displayed.

	A	B	C	D	E	F	G
1	Description	Quantity	Average Cost	Last Price	Market Value	Unrealized P&L	
2	COMPANHIA VALE DO RIO AD* (173640-U)	400	18.76	18.76	8,359.46	0	
3	STRATEGYWEB COMM INC (640892-U)	1	0	0	0	0	
4	ASTRAL MEDIA INC., CL A., NV (ACM.A-C)	100	30.4	30.89	3,089.00	49	
5	ALTUS GROUP INCOME FUND (AIF.UN-C)	500	0	9.16	4,580.00	4,580.00	
6	ALTAGAS INCOME TRUST (ALA.UN-C)	400	0	16.3	6,520.00	6,520.00	
7	AMBRILIA BIOPHARMA INC. (AMB-C)	200	0	0.06	12	12	
8	ALIMENTATION COUCHE-TARD INC., CL B SV (ATD.B-C)	800	0	13.55	10,840.00	10,840.00	
9	BROMPTON ADVANTAGED VIP INCOME FUND (AV.UN-C)	639	12.13	7.75	4,952.25	-2,798.82	
10	PROVINCE DE QUEBEC S/A 6.25% 1DEC10	-70,000.00	107.1	107.68	-75,373.90	-407.37	
11	PROVINCE DE QUEBEC S/A 5.5% 1JUI09	-45,505.00	102.68	100	-45,505.00	1,219.97	
12	HYDRO QUEBEC S/A 6.5% 15FEV11	47,000.00	0	108.96	51,211.67	51,211.67	
13	FINANCEMENT QUEBEC S/A 4.75% 1DEC09	70,000.00	0	102.12	71,481.90	71,481.90	
14	BELL ALIANT REGIONAL COMM. INCOME FUND (BA.UN-C)	500	22.15	24.85	12,425.00	1,350.00	
15	BCE INC. (BCE-C / BCE-U)	300	26.25	24.92	7,476.00	-399	
16	BANK OF NOVA SCOTIA (BNS-C / BNS-U)	600	28.19	39.02	23,412.00	6,498.00	
17	BRANCHEZ-VOUS! INC. (BZV-C)	100	0	0.2	20	20	
18	CITIGROUP INC. (C-U)	300	32.9	3.67	1,226.51	-9,768.67	
19	SCITI TRUST II (CIT.UN-C)	500	0	8.25	4,125.00	4,125.00	
20	CI FINANCIAL INCOME FUND (CIX-C)	400	15.03	18.29	7,316.00	1,304.00	
21	CANADIAN IMPERIAL BANK OF COMMERCE (CM-C / CM-U)	200	25.66	54.35	10,870.00	5,738.00	
22	CANADIAN NATIONAL RAILWAY CO. (CNR-C / CNI-U)	100	0	48.59	4,859.00	4,859.00	
23	CANADIAN OIL SANDS TRUST (COS.UN-C)	600	8.8	29.49	17,694.00	12,414.00	
24	CITADEL PREMIUM INCOME FUND (CPF.UN-C)	576	0	5.62	3,237.12	3,237.12	

## 5. Using the Same Language

Login to disnat.com in the same language your Windows operating system is configured in.

For example, if your Windows regional settings are English (Canada), navigate the disnat.com website in English before you choose to export a file as described in section 2.

**6. Questions?**

For more information, or if you need help to export your data, please contact Customer Service at one of the numbers indicated below:

<b>Disnat Classic</b>	<b>Disnat Direct</b>
514-842-2685 or 1-800-268-8471	<b>French</b> 514-842-4324 or 1-866-842-4324  <b>English</b> 514-842-0582 or 1-877-842-0582