

Standard & Poor's ExecuComp Access Database

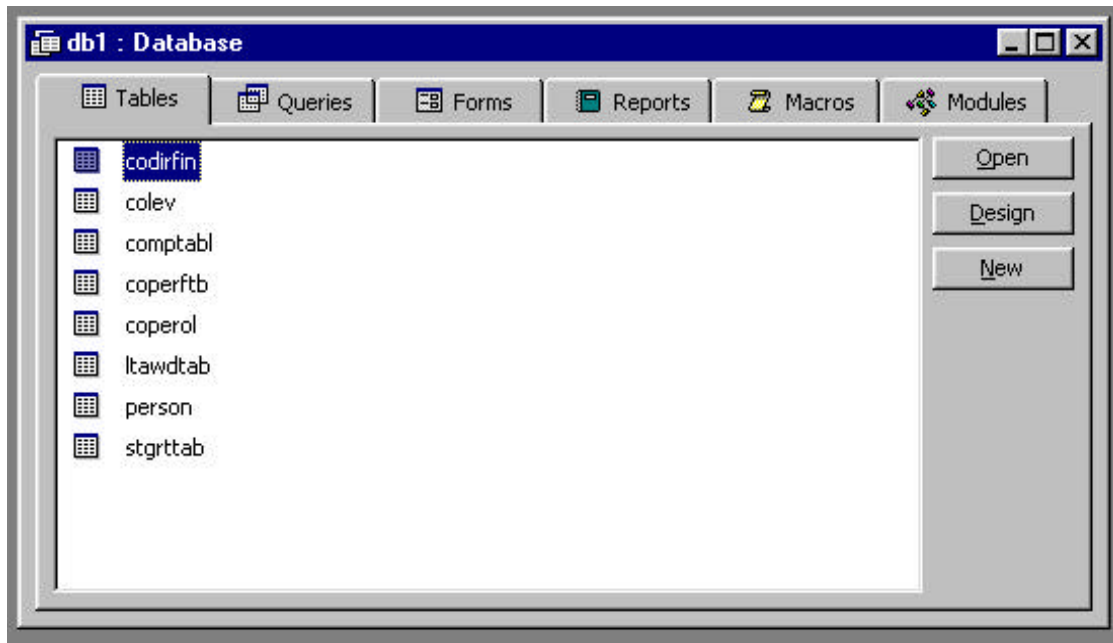
Initially, you will need to download the Execucomp Access Database from Market Insight. For complete instructions, see the document "Download the Access Database" available in the Help, How To section. **NOTE:** Executive Compensation is an add-on feature of Market Insight. Please contact your Account Representative for more information, or to subscribe.

Step-by-step instructions for building a query in Microsoft Access

Queries within Microsoft Access are user-defined filters of the raw data in the Execucomp tables. You may build a query to pull specific Executive Compensation information that is stored in the tables.

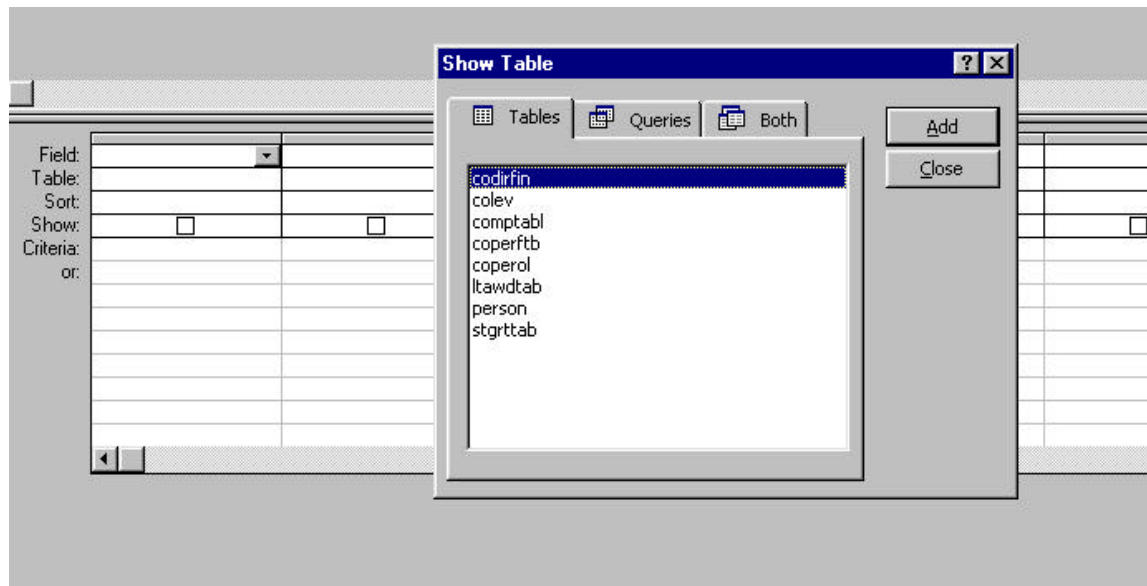
To build a query, follow the below steps:

1. Locate the saved Executive Compensation database on your hard drive and open the database in Microsoft Access.
2. Once the file is open, you should see a similar dialog box displaying the 8 different tables:



3. Select the "Queries" tab.
4. Then click on "New".
5. In the New Queries dialog box select "Design View" and click OK.

6. Your screen should now look like this:



7. From the Show Table dialog box select the following tables:

COLEV, COMPTABL, COPEROL, PERSON

These tables will provide you with the majority of the executive compensation information.

The other four tables: CODIRFIN, COPERFTB, LTAWDTAB and STGRTTAB will provide you with Director information, Company Financial information and Stock Option Grant information.

8. Some tips on working with the STGRTTAB and LTAWDTAB tables:

All executives do not receive stock option grants and long-term incentive awards. When working with either of these tables, if you wish to display data both for executives that have grants/awards, and those that do not, the following steps need to be followed:

8a) Delete the join line between the coperol and stgrttab table: Click on the line, then hit the delete key.

8b) Create an “outer join” between the comptabl table and the stgrttab table:

a) Double click on one of the join lines between the two tables.

b) In the option box that comes up, choose the option “Include ALL records from ‘comptabl’ and only those records from ‘stgrttab’ where the joined fields are equal.”

c) Select OK

d) Repeat A-C for the other join line.

8c) Continue building the query as normal.

9. After selecting the desired tables, close the Show Table Dialog Box.

10. From each of the tables start selecting your specific items by double clicking on the item (The definitions for each Execucomp data item is available through Market Insight in the Help tab, under Definitions, in the Executive Compensation Reports section).

11. Add your specific items and define specific filtering criteria to you query window. (As shown below).

The screenshot shows the Microsoft Access Query Design view for a query named "Query6 : Select Query". The design grid is as follows:

Field:	CO_NAME	TICKER	YEAR	SPINDEX	EXEC_LNAME	EXEC_FNAME
Table:	colev	colev	comptabl	colev	person	person
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"ibm" "dell" "ge" "gm"	"1999"			

12. Now that you have selected all of your items, you can run the query by clicking on the “!” icon.

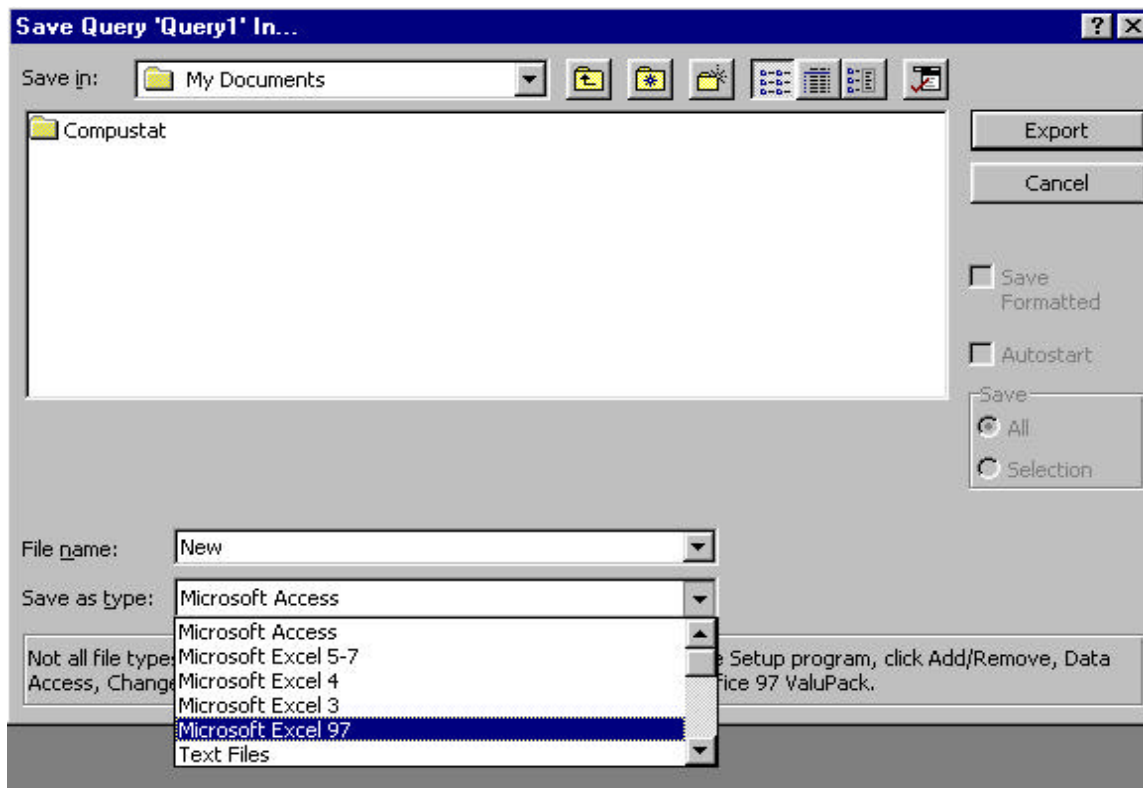


13. Once the query is completed, Microsoft Access allows you to export the data to another application such as Microsoft Excel.

13a) From the “File” menu select “Save as/Export”.

13b) Choose “To an External File or Database” and click OK.

13c) Name the file and select a file type (for example: new.xls).



13d) In Excel, open up the file.