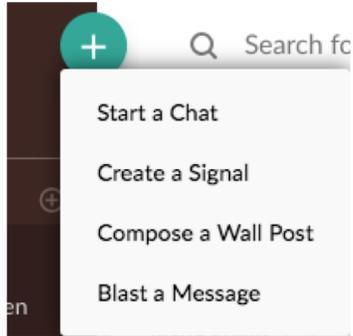GETTING STARTED WITH SIGNALS & TAGGING
Access, Create, & Aggregate Content Using #hashtags, $cashtags, & @mentions
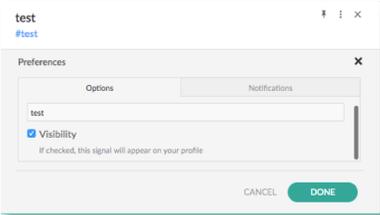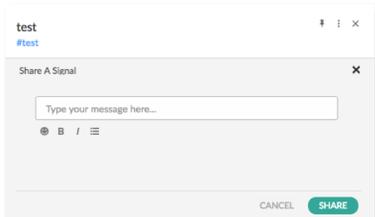
GETTING STARTED WITH SIGNALS

CREATE YOUR SIGNAL

1. Go to the **+** and select **Create a Signal.**
2. Name your signal.
3. Choose a prefix (#, $, @) and type the keyword, ticker symbol, or user you want to add to track.
4. Choose whether you want to keep your signal private or make it visible on your profile.
5. Click **Create.**

MAKE YOUR SIGNAL VISIBLE

1. Select the signal you would like to make visible.
2. Click the **More** icon and select **Preferences.**
3. Check the **Visibility** box to make your signal visible to all (note: you can only make your own signals visible).
4. The signal will now appear on your profile under the **Signals** tab.

SHARE YOUR SIGNAL

1. Select the signal you would like to share.
2. Click the **more** icon and select **Share.**
3. Type a message to accompany your signal.
4. Click **Share** and your signal will be posted to your wall, alerting your followers.

SIGNALS BEST PRACTICES

*Signals curate content based on relevant #hastags, $cashtags, and users (@mentions). Whenever an important message is posted with any keyword you are tracking, you will receive an alert. If you see a message or post that interests you, click **Context** to be taken to the original post.*

TAG SPARINGLY:
Tag only the most relevant messages or updates such as, "*#ProspectName* contract closed!" or "*#ClientName* update at 4pm" – not every message needs a tag.

BE CONSISTENT:
Use the same tags within teams and organizations to avoid multiple #hashtags for one topic. Instead of *#topnews*, *#breaking*, and *#newsupdate* for important news, pick one.

SIMPLIFY:
Use simple, broad tags in singular form to avoid creating duplicate tags – for example, *#trade* instead of *#trades*.

CATEGORIZE:
Tag by category – think topic, sector, clients – rather than overly-specific actions or ideas… Stay with keywords like *#ClientABC* or *#energy*.

AGGREGATE:
Track related tags in one signal. For example, combine $*GOOG*, $*FB*, *#tech*, and your top technology researcher @*Katie Andrews* into one signal you call *Tech Watch*.

UPDATE:
Rather than making new ones, continuously update the keywords in your signals by going to **More** and selecting **Manage Rules**. This way, you can always track what's relevant to you.

GETTING STARTED WITH SIGNALS & TAGGING
Suggested Tags & Keyboard Shortcuts to Get the Most Out of Symphony

SUGGESTED SIGNALS & TAGS

Automatically organize and filter the content you need by adding hashtags to your messages and posts. Below are some common tags you can leverage.

GENERAL
#*[name]*ToDoList
#project*[name]*
#*[clientname]*
#Important
#action[Name]
#urgent

ASSET CLASS
#fx
#eq
#credit
#fi
#rates
#prime

OPERATIONS
#termsheet
#tradeconfirm
#allocations
#ops

MARKET NEWS
#marketmover
#breakingnews
#tradecolor

EQUITIES
#tech
#earnings
#IPO
#buyer
#seller

CORPORATE COMMS
#internalcomms
#*[companyname]*news
#CorporateNews
#internal

FIXED INCOME
#highyield
#NYMEX
#newissue
#upgrade
#downgrade

PM & TRADER
#IOI
#blocktrade
#AXE
#betbuy
#betsell
#ticket1234
#RFQ
#tradeidea
#ECMdeal

SYMPHONY UPDATES
#SymphonyNews
#SymphonyTraining
#SymphonyFeedback
#newfeature
#newapp

CURRENCIES
$USD
$GBP
$USD_JPY
$EUR_USD

KEYBOARD SHORTCUTS

ACTION	SHORTCUT FOR WINDOWS	ACTION	SHORTCUT FOR MAC
New Chat	CTRL +ALT +C	New Chat	CMD + option + C
New Blast	CTRL + ALT + A	New Blast	CMD + option + A
New Post	CTRL + ALT + P	New Post	CMD + option + P
Cycle through open modules in grid	ALT + J/K	Cycle through open modules in grid	CMD + J/K
Bold font	CTRL +B	Bold font	CMD + B
Italic font	CTRL + I	Italic font	CMD + I
Remove focus from current input	ESC	Remove focus from current input	ESC
Autocomplete contact name	@[character] + tab	Autocomplete contact name	@[character] + tab
Close module	CTRL + space	Close module	CTRL + space
Pin module	CTRL + S	Pin module	CMD + S
Move focus to search bar	CTRL + ALT +F	Move focus to search bar	CMD + option + F
Format with bullet points	CTRL + ALT + 8	Format with bullet points	CMD + option + 8
Scroll to first unread message in conversation	CTRL + shift + U	Scroll to first unread message in conversation	CMD + shift + U
Open last unread Room	CTRL +ALT + R	Open last unread Room	CMD + option + R
Open last unread IM	CTRL + ALT + M	Open last unread IM	CMD + option + M
Open Settings	CTRL + shift + S	Open Settings	CMD + shift + S
Open social activity	CTRL + shift + M	Open social activity	CMD + shift + M
Upload file	CTRL + U	Upload file	CMD + U