

To access LSPD 2008 (delivered in 2008 but refereeing to 2007) (Notes updated by Trevor Sharp September 08 & June 09)

There is a level of confusion in that LSPD has started to refer to its product by the year it was released rather than the last full year it contains. Therefore LSPD2006 contains up to the end of 2006 where as LSPD2008 contains up to the end of 2007.

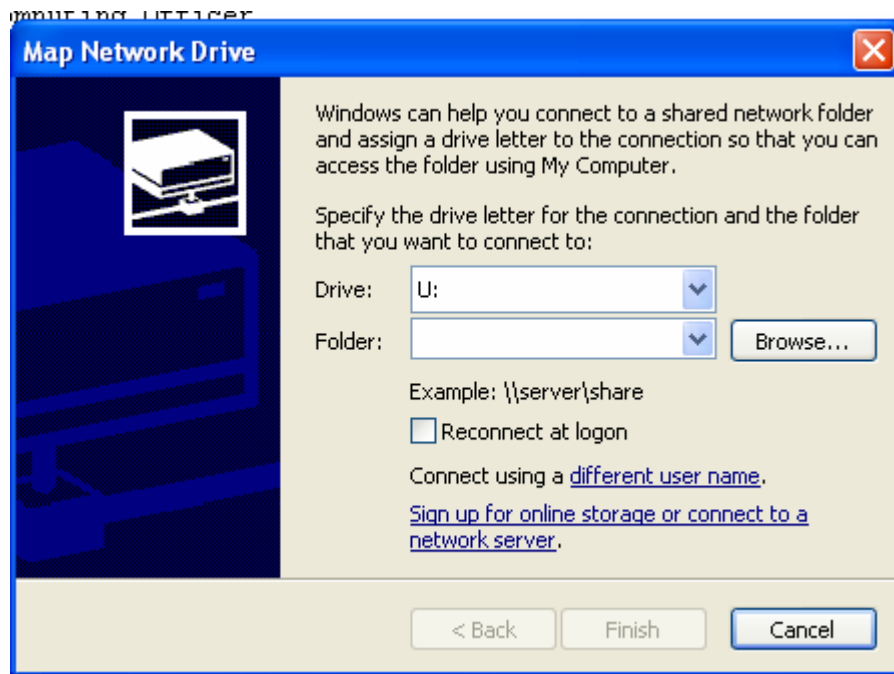
The data is on the “N: drive of the business school. (N:\Financial Databases\databases\LSPD). In that folder are folders from the last few years. 2007 and 2008 actually contain the same files due to the issue mentioned above.

Your username needs to be allowed to access this folder. This covers all staff and PhD students. If you are in these groups please contact the helpdesk and ask for access to the folder.

The aim for taught students is to hold the data on the hard disk of the PCs in the Thomson Reuters lab.

Once you are sure you have access to this folder and you are not logged into Active Directory here are some notes to get the data.

1. You need to be connected to the university network, either directly through a wire or via VPN
2. Right click on “My Computer” on your PC and select “Map a network drive”



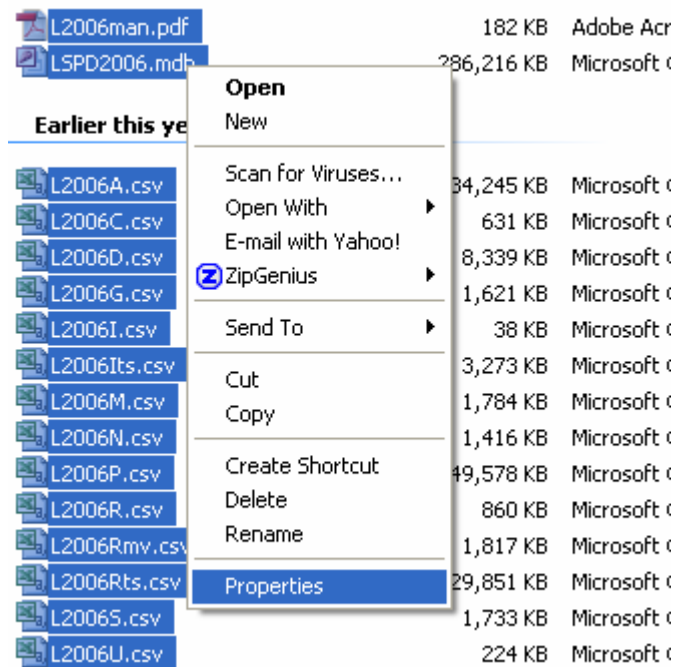
3. Set up the drive share:
 - a. In the folder box type:
\\isad.isadroot.ex.ac.uk\uo\schools\uebs\Financial Databases\databases\LSPD

- b. Click on Reconnect at logon if you always want this link to be available – My intention is that you only connect once and download the files to your hard disk, but you may want to go back to the originals occasionally.
- c. Click on “different user name”:
 - i. Type in the username box “isad\YOURUSERNAME”
 - ii. Password box “YOURPASSWORD”

Where the credentials are your normal email username and password.

This should then open a new window with all the files there. These files are all read only so if you want to edit them you will need to copy and change the attributes of the file.

4. Create a folder on your hard disk called LSPD2007 or similar and copy all the files from the server to this new folder.
5. Change the attributes by highlighting all the files you want to change, right click and select “Properties”.



6. In the Properties box uncheck the box next to Read Only.

