BIOCENTURY

CUSTOMER RESOURCE CENTER

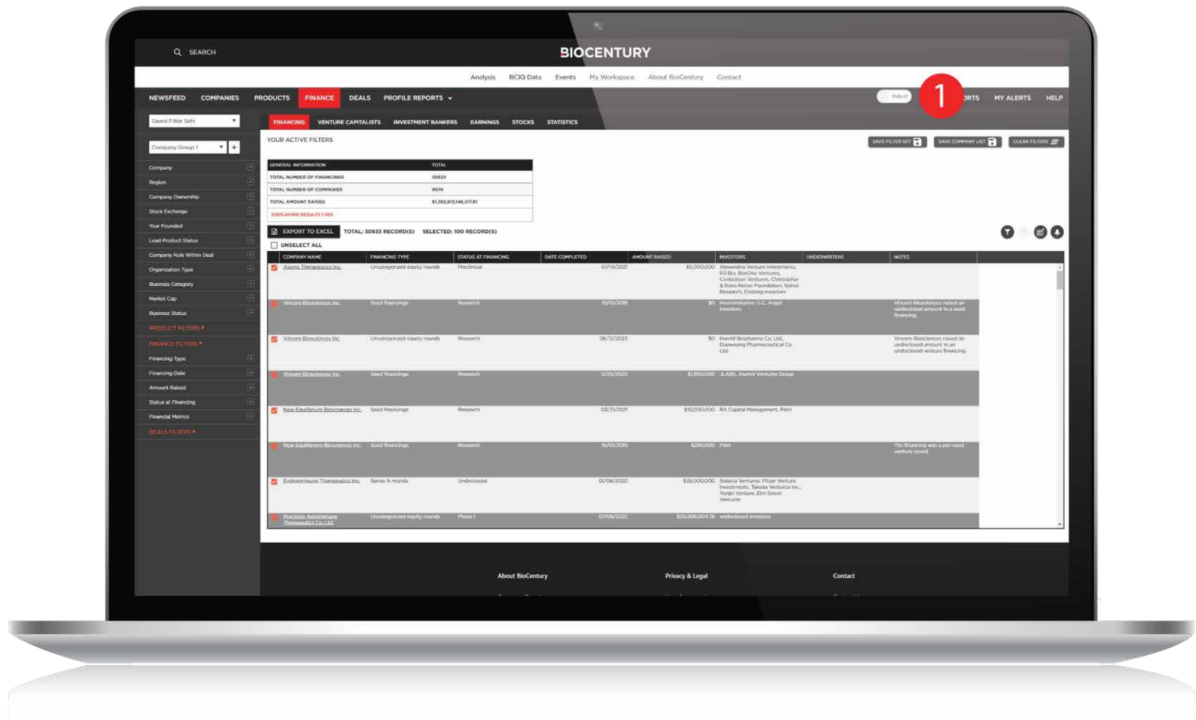
QUICK GUIDE

BCIQ **Tables View**

BCIQ's Table View allows you to customize your table with the columns you need, filter for further analysis, export to Excel, and set up alerts to track updates to customized reports. This Quick Guide will show you how to access Tables View and get the most out of your data.

Accessing Tables View

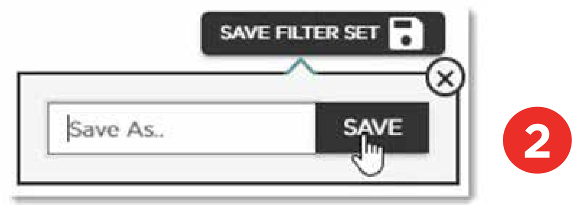
1. While in BCIQ, head to any of the **Modules** (Companies, Products, Finance or Deals) and click the **CHARTS** button at the top. The button will immediately switch to **TABLES**

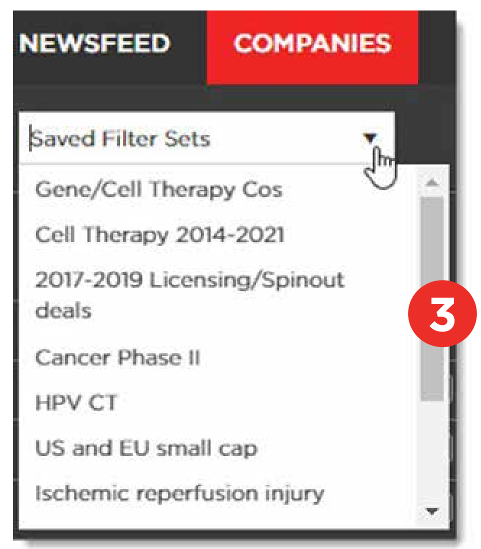


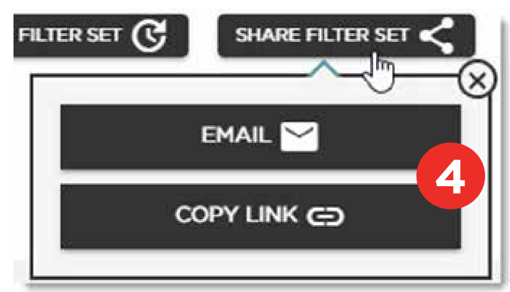
Saving and Sharing Filter Sets

There are reports you will want to come back to in the future. Tables View allows you to access these reports quickly and efficiently through the Save Filter Set feature.

1. Select your desired filters from the left-hand menu as you would normally to create a report
2. Click **Save Filter Set**, enter a name for the filter set and click **Save**
3. Type the name of the saved filter set at the top left or click the arrow to **view all saved filter sets**
4. Once you save a report, you can share it with a fellow BCIQ user by clicking **Share Filter Set**. Select to email the report directly or copy a link to the report to share through your preferred communication pathway







Customizing the Table

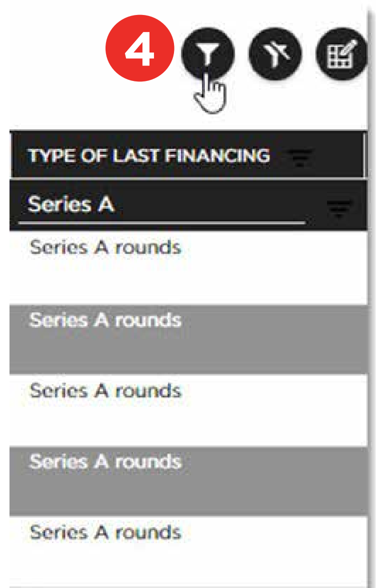
While tables in Charts view have a default layout with certain columns, Tables View allows you to view all available columns for a table and select the ones you need for your personalized report.

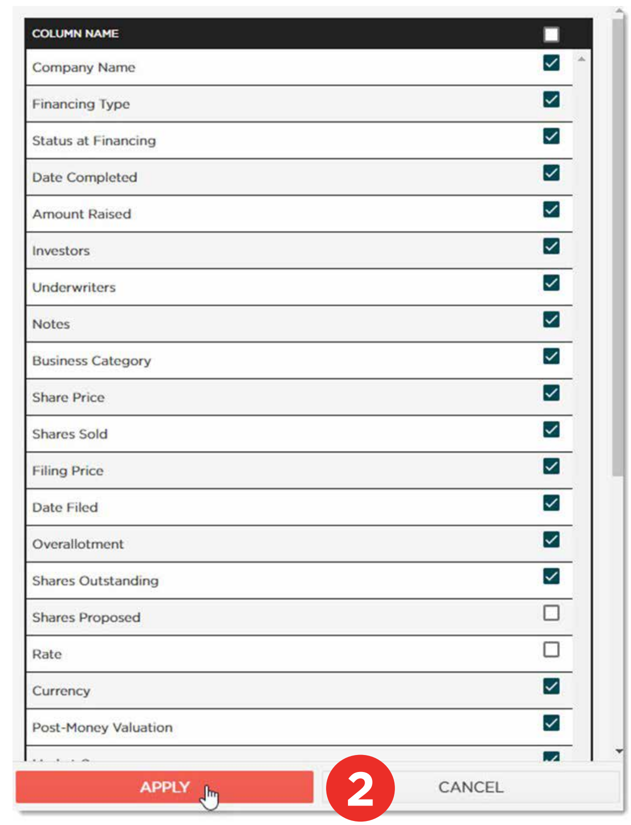
1. Click the **Column Settings icon** located on the top right corner of the table

2. Select the columns you want to view in the table and click **Apply**. The report will not reset to its default, so you can always come back to the same column settings you selected

3. You may also change the order of the columns by **dragging** the column headers to the preferred position

4. The **Filter icon** allows you to perform a word search within a column for further specificity





Export To Excel

While you can export from Charts View, it is highly recommended to do so from Tables View for a nicely formatted sheet.

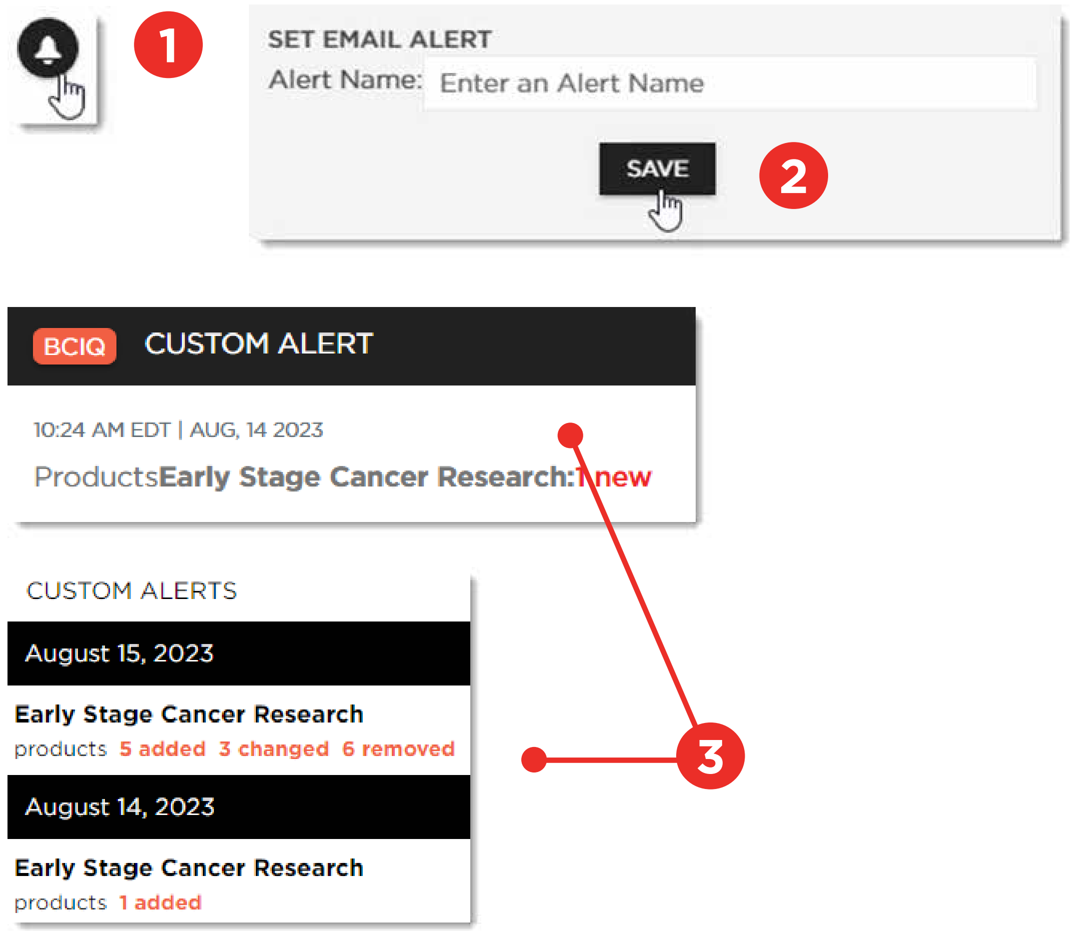
1. Once you have all your filters and columns set, click **Export to Excel**

By downloading and exporting any content or information you agree that as between you and BioCentury that BioCentury is the exclusive owner of the content. You also agree to place this attribution on the content or information as follows: Source: BioCentury Inc. Copyright © 2023 BioCentury Inc. All Rights Reserved.

Setting Up Alerts

The data in BCIQ is constantly being updated and curated, so reports can change drastically just as the biotech space does. It is highly recommended to set up alerts for these reports, so you are up to date with how the market is changing.

1. Click the **Set Email Alert icon**
2. **Enter a name** for the alert and click **Save**
3. These alerts will be sent to your **email**, and can also be found in both your **BCIQ Newsfeed**, as well as your **Saved Searches and Alerts** in your **Workspace** as a Custom Alert



Thank you for being a BioCentury subscriber!

Reach us at support@biocentury.com if you have any questions or would like to request training on our platforms.

Scan the QR code to explore our Customer Resource Center for more quick guides and tutorial videos.