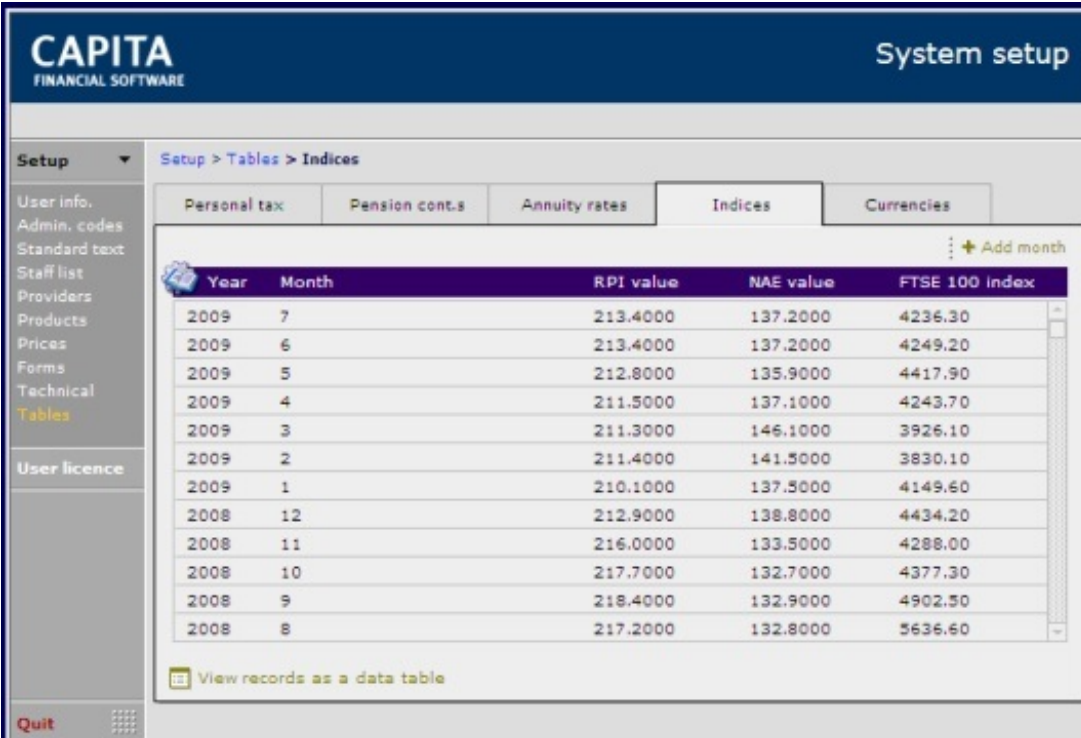


How do I add new indices?

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The indices help within the **Tables** area of the **Setup** module are used to analyse the performance of any client's assets against preset indices such as 'RPI', 'NAE' or the 'FTSE 100'. For this comparison to be accurate these indices need to be kept up to date. This article will explain how to update the indices.

Select the **Setup** module, **Tables** from the left hand menu and **Indices** tab:



The screenshot shows the CAPITA Financial Software System Setup interface. The left-hand menu is expanded to 'Setup', and the breadcrumb trail indicates the current location is 'Setup > Tables > Indices'. The 'Indices' tab is selected, showing a table of index data. The table has columns for Year, Month, RPI value, NAE value, and FTSE 100 index. The data is as follows:

Year	Month	RPI value	NAE value	FTSE 100 index
2009	7	213.4000	137.2000	4236.30
2009	6	213.4000	137.2000	4249.20
2009	5	212.8000	135.9000	4417.90
2009	4	211.5000	137.1000	4243.70
2009	3	211.3000	146.1000	3926.10
2009	2	211.4000	141.5000	3830.10
2009	1	210.1000	137.5000	4149.60
2008	12	212.9000	138.8000	4434.20
2008	11	216.0000	133.5000	4288.00
2008	10	217.7000	132.7000	4377.30
2008	9	218.4000	132.9000	4902.50
2008	8	217.2000	132.8000	5636.60

An 'Add month' button is located in the top right corner of the table area. At the bottom of the table, there is a link to 'View records as a data table'.

Select **Add month** from the top right of the screen. Enter the month the data relates to and then input the indices details accordingly.

Once entered, use the blue navigation trail at the top of the screen to return to the **Indices**.