Wisers Information Portal

Greater China’s most diverse source of Information Intelligence

:: User Guide::
February 2013
# Table of Content

1. Wisers Information Portal Login Page .......................................................... 3
2. News Search Functions .................................................................................. 4
   2.1 Search with Basic Options ..................................................................... 4
   2.1.1 Free Text Search ............................................................................... 4
   2.1.2 Date Range ...................................................................................... 4
   2.1.3 Region .............................................................................................. 4
   2.1.4 Database ......................................................................................... 4
   2.2 Search with Advance Options .............................................................. 5
   2.2.1 Media ............................................................................................ 5
   2.2.2 Listed Company .............................................................................. 7
   2.2.3 Author / Column / Section ............................................................ 8
   2.2.4 Content Scope .............................................................................. 8
   2.2.5 Similar Words .............................................................................. 8
3. Save Search Criteria Function ..................................................................... 9
4. Result Display Functions ........................................................................... 10
   4.1 News Article Sorting .......................................................................... 10
   4.2 Display Order .................................................................................... 10
   4.3 Refine Search Results ....................................................................... 11
   4.4 Group Articles .................................................................................. 12
   4.5 Article Format .................................................................................. 13
   4.6 Highlight Option ............................................................................... 14
   4.7 Quick Search Function .................................................................... 14
   4.8 Related Articles Function ................................................................. 15
   4.9 Recent History Function .................................................................. 15
5. Search History .......................................................................................... 16
6. Save & Retrieval Functions ....................................................................... 16
   6.1 View Function .................................................................................. 16
   6.2 Email Function ................................................................................ 16
   6.3 Print Function .................................................................................. 17
   6.4 Download Function .......................................................................... 18
   6.5 Sort Articles Function .................................................................... 18
   6.6 Add to My Temp Folder Function .................................................... 19
7. Settings ..................................................................................................... 20
   7.1 User Interface Settings ...................................................................... 20
   7.2 Click Quotas Summary ..................................................................... 20
   7.3 My Contacts Settings ....................................................................... 21
8. Frequent Asked Question .......................................................................... 22
1 Wisers Information Portal Login Page

Login Box
Please input your Group ID, User ID & Password provided by Wisers or your administrator(s) to gain access to the system.

Save login information
To save your login information in your computer, click “Remember My Login Info”.

![Login Screen](image-url)
2 News Search Functions

Wisers Information Portal (WIP) provides you with multiple search options that allow you to access your news information accurately and efficiently.

2.1 Search with Basic Options

2.1.1 Free Text Search

Use alphabetical connectors “and”, “or”, “not”, or symbolic connectors “+”, “/”, “-” to build sophisticated search strings for more targeted results. You may click button to get search tips.

2.1.2 Date Range

Select search period by input the exact date range, by select from calendar, or from the pull down menu.

2.1.3 Region

Check the boxes in “Region” to search news information from desired location(s). “Mainland China” and “Other Regions” are breaking into more territories.

2.1.4 Database

Search news information across multiple databases.
2.2 Search with Advance Options

You can filter your search results by using below search options

2.2.1 Media

- Select source for search by using below functions
  
a) *Find a specific source*
  
You may search for sources by entering certain keywords in the input box
  
  - Enter publication name and click the Go button.
  
  - Publication that contains the entered keywords will be retrieved.

b) *Select the media list by type or region*

Click “[Select from Media List]” to access media search menu. Use the pull down menu to select the source list by region and type.

  - To select source by region, choose desired region and a list of source from chosen region will be shown.

  - You may use “All Media” to select specific media type, or

  - You may use both options to search specific source or media type from desired region.
Click on an option to add the selected item. The selected items will be shown in “Selected Media” displayed under the option list.

Double click an option to exclude particular source or group of sources for search and a connector, “not”, will be shown before the selected source.

To remove the selected source from the list, click on selected option again in menu; or

Press button either in menu or search page to remove from list.

Press “Confirm” to add selection(s) as search option and it will be displayed in search page.
2.2.2 Listed Company

- Select listed company for search by using below functions
  
  a) **Find a specific company**
     
     - Enter either the company code or company name. Then click the **Go** button.
     - Companies that contain the typed keyword/ stock code will be listed out.
  
  b) **Search by media type or region**
     
     Click “[View Company List]” to access listed company search menu.
     
     - Browse through the “Listed Company” list by choosing the region in the pull down menu and the selected listed company list will be displayed.
     - Click the company name to add for search. The selected company(s) will be shown in “Selected Listed Company”.

- You can select “or/ and” status to aggregate or expand the search among all your company selection.
- To remove the selected company from the list, click on selected option again in menu; or
- Press button either in menu or search page to remove from list.

Press “Confirm” to add selection(s) as search option and it will be displayed in search page.
2.2.3 Author / Column / Section

- You can filter your search results by using “Author”, “Column” or “Section”. Enter the author, section or column name into the input box.
- You can input multiple authors, sections or column by using commas (",") between each input item.

2.2.4 Content Scope

- You can narrow your search by choosing “Headline”, or “Content” in search scope.
- When performing search with more than one keyword, the pull down menu helps you to narrow the search within the same sentence, same paragraph or same document.

2.2.5 Similar Words

It allows you to associate keyword(s) with more terms for text search.
- Check the box “Search with similar words”, and then bilingual terms, abbreviations and acronyms will be automatically added to your keyword search string.
- Check the box “Search with My Thesaurus” in “Similar Words”, then any self-defined thesaurus terms will be automatically added to your keyword search string.
3 Save Search Criteria Function
You can save all the search criteria and filter selection permanently and retrieve the search query anytime. (Up to four “Search” templates provided.)

- Click “[SAVE]” button to save all selected search criteria in “New Search” or “Edit Search” Page.

- After clicking on the “[SAVE]” button, a pop up will be shown at the “New Search” page, choose any one radio-button in the pop up (you may also assign a name for this “Save Search”) and then click “CONFIRM” button.

- To modify a “Search” template, mouse over saved search option and click “Edit”. Fill in all information needed and save the new criteria again.
4 Result Display Functions

4.1 News Article Sorting

The news articles will be sorted by database and media type. Click on the options in sorting bars to view the results according to database or media type.

For example,

- You can browse the news articles of newspaper by select “Newspaper” in sorting bar.

- You can browse the news articles from particular database by select database name in sorting bar, e.g. WiseSearch.

- You can browse the news articles of specific media type from particular database by select database name and then media type. E.g. news articles of newspaper from WiseSearch Pro.

You may click “COLLAPSE” to hide the sorting bars and get plain view. Click “EXPAND” to open up the sorting bars again.

4.2 Display Order

You can change the display order of news headlines with the header on top of the result listing.
Choose “Title (by Relevancy)” to display articles in the order of their relevance to your original search terms.

Choose “Date” to display the news articles in ascending or descending order.

Choose “Source” to display articles according to the publications' alphabetical order.

Choose “Words” to display the news articles according the word count of article in ascending or descending order.

4.3 Refine Search Results
To narrow your search for more accurate results, you can modify your search criteria through edit search page by clicking edit search button to access.

You may also use some quick search tools in result page to refine the result quickly.

By Keywords:
- The searched keyword(s) will be displayed by moving the cursor over the input box.
- Enter your keyword(s) and connector(s) in the input box. The search will run with previous setting.
- Click “SEARCH WITHIN RESULTS” button to retrieve result.
- For “NEW SEARCH”, you can refer section 4.7.
By Source:
- The result can sort either by language type or by individual source.
- To sort by languages, press ENG to sort out English sources or press 中文 to sort out Chinese sources.
- For individual source, the sources are listed out by alphabetical order and the number of articles found for each source is indicated in a bracket.
- To return the original sets of results, select ALL.

By Date:
- Refine the searched date range to filter the result.
- Access searched date field by clicking the button.
- Adjust the date range and click the button to search with previous setting again.

4.4 Group Articles
- You can group the news headlines on top of the result listing.
  - “Same Headline” – group all articles having the same headlines together in result.
  - “Similar Article” – sort all the similar articles together in result listing page.
  - “Off” – list all search result in result listing page.

- Click the group article tab to view the grouped detail.
- To return the original sets of results, press “Back to Result Listing” button.
4.5 Article Format

Click on article format icon to view news article in desired format directly.

*Full Text of Article:*

- Click on the icon or click on the news headline to view full text.

*Image of Article:*

- Click on the icon and preview image will be displayed in a new pop up window.
- You can view the full image of the article or back to preview image by using the “Customized image viewer function” . To download the image, click on the .

*Web Article:*

- External URL links will be provided for web articles.
- When you mouse over a headline, excerpt will be shown.
- Click on the icon or the URL link in the excerpt will lead you to the web page in a new window.
4.6 Highlight Option

Click on "Highlight Keywords" to enable or disable the highlight function. Once enabled, your search term will be highlighted in the article.

4.7 Quick Search Function

a) Highlight & Search

- Run a search with the mouse left click.
- Press the button
- Select your preferred search criteria in the pop up and complete the search.
b) Quick Search Field

- Mouse over to database logo and the quick search field will be shown.
- Enter keyword and press the “Search” button to search with default search profile. You may conduct advance search in desired database by clicking the advance search link; Or
- You can also find the quick search field in result listing page. Enter keyword and press the “NEW SEARCH” button to do a quick search with default search profile.

4.8 Related Articles Function

a) More Articles

- You can browse related articles across databases and click “More” to retrieve.

b) News on the same page

- You can review other articles, which appeared on the same page with this article.

4.9 Recent History Function

You can retrieve history of read news articles.
5 Search History

You can go to Search History page to view the last 10-search history by clicking “Search History” tab on header bar.

- Click “Edit Search” to alter the search criteria.
- Click “Search” to conduct search again.
- Click “Save Search” to save the search history as “Search Criteria”.
- Click “Similar Word” to view the similar words or your thesaurus included in the search.
- Any modifications running on a search (e.g. search within result) will be treated as a new search history.
- Search History will be erased once logging out.

6 Save & Retrieval Functions

For easy retrieval of news while getting offline, check out the “View”, “Email”, “Print”, “Download” and save to “My Temp Folder” functions.

6.1 View Function

- Simply click on the news headline or icon and you can view the news article.
- To view multiple articles, select a list of articles and click button. You can preview all selected articles at the same time.

6.2 Email Function

- To email article(s), click on the check box(es) besides the chosen headline(s), and then click button. The Email browser will be shown.
6.3 Print Function

- To print article(s), click on the check box(es) besides the chosen headline(s), and then click button. The Print browser will be shown.
(a) Select print scope.
(b) Choose enable or disable the “Highlight Keywords” function.
(c) Choose to have “Print without Page Break” or not.

6.4 Download Function
- To download article(s), click on the check box(es) besides the chosen headline(s), then click  button and the Download browser will be shown.

(a) Select download scope.
(b) Choose article format, “PDF”, “RTF (Rich Text Format)”, “HTML”, “Text” or “JPG”.
(c) Choose to export multiple articles into separate PDF files zipped in 1 file.
(d) Choose enable or disable the “Highlight Keywords” function.

6.5 Sort Articles Function
- You can rearrange the articles’ sequence when printing, emailing or downloading articles. Click on  button to open the sort articles browser.
- To rearrange sequence of articles
Click on the headlines to select those you want to rearrange, using \[ \text{\rightarrow} \] and \[ \text{\leftarrow} \] buttons to move the headlines upward or downward; or

Type in the position in the input box and click \[ \text{\rightarrow} \] to move the selected headline directly.

Click “Done” when finished and continue printing, emailing or downloading. The articles will be arranged according to your assigned sequence.

6.6 Add to My Temp Folder Function

If you want to save the article(s) to “My Temp Folder” temporary (up to 200 articles), click on the check box(es) beside the chosen headline(s), then click \[ \text{\rightarrow} \] and then the Add to My Temp Folder browser will be shown.

To read your saved articles, click on “My Temp Folder” button on the header bar.
To delete your saved article(s), click on the check box(es) besides the chosen headline(s), then click button and the Delete browser will be shown.

All saved record(s) will be not kept once you logout of each session.

7 Settings
You can go to “Setting” to change your user interface, “my contacts” setting and check click quota.

7.1 User Interface Settings
Under the “User Interface” setting, user can change the language selection, display mode in result page, number of articles displayed per page and the default option in articles sorting.

7.2 Click Quotas Summary
You can check the usage in “Settings” page.

Individual click quotas summary

- Click the link “Article Display Format” under the “User Interface” setting.
- You will find the summary in “Click Quotas” section.
Click Count Report of the Group

- This function is open for the group administrator only.
- The click count report will show the total usage of all users.
- Click the link “Click Count Report” under the “Admin” setting.
- You can download last month’s click count report by click the links under the summary table.

7.3 My Contacts Settings

“My Contacts” helps you to organize your contacts. You can use it to store the contact information about individuals and groups and access it with an Internet connection anywhere.

Set Sender’s Information

- Enter the sender’s name and email address. The information will be automatically included in the sender’s name and email address fields in the email browser.
- If you want to receive a copy when sending out any emails, select the check box “By default copy to sender”.

Set My Address Book

- Enter the contact name and corresponding email address(es), then click the “Save” button.
- Update an existing contact, simply make the changes, then click “Save” button.
- Click “New” button to add more contacts and you can save as 20 contacts in the address book. For each contact, there is an entry limitation of 650 characters.
8 Frequent Asked Question

Is there any maximum number of connectors in one search query?
- No. However, the response time will increase according to the complexity of the query.

How to use the search operators?
- You can click the button to get the search tips.

What does space mean under the search query box?
- Space is treated as operator “and”. For example, if you want to find document(s) that contain student and classmate, you can simply enter student classmate without the operator “and” in between to save your time.

Do I have to insert space between keywords and connectors?
- It depends on whether you are using symbolic or alphabetical connectors. For example, if you want to search document(s) that contain either China or student, you can either input
  1. China<SPACE>or<SPACE>student
  2. China/student

What is Search by Similar Words?
- Check the box “Search with similar words”, then bilingual terms (in English, Traditional Chinese, Simplified Chinese), abbreviations, and acronyms will be automatically added to your keyword search string. For instance, if the term “hk” is used as keyword for search, by using Search with Similar Words the result listed out will include all articles that contain terms corresponding to the meaning of “hk” even though it appears in different names or formats, e.g. “sar”, “HKSAR”.

What is My Thesaurus?
- “My Thesaurus” allows you to associate keyword(s) with self-defined thesaurus terms. For example, East China = Shanghai or Shandong or Anhui or Zhejiang or Jiangxi
- Check the “Search with My Thesaurus” box in search form to include in search.

How to set up “My Thesaurus”?
- Type in your thesaurus term in the yellow box and your set of equivalent keywords in the grey box(es).
- To save your inputted thesaurus term(s), click the [Save] button.
- To set up more terms, click the [New] button. You can save as many as 10 thesaurus terms.

How many articles can I search each time?
- There is no limitation for the number of articles to be displayed. However, you can only e-mail, print or download a maximum of 1,000 articles.

How many articles can I export each time?
- You can only e-mail, print or download a maximum of 1,000 articles.
When will the click count report of the group update?
• The click count report will be updated on the 3rd in every month.

What is needed to open the audio and video files?
• To enjoy our radio and video clips you need to have Microsoft’s “Window Media Player” installed on your computer. You can find the download link in “Download” page that located in footer bar.

How to change the language setting?
• Go to “Setting”, select your setting option in the “Language Selection” and press [Save]

How to change the number of articles display per page?
• Go to “Setting”, select your setting option in the “Article Display Format” and press [Save]

How to change the articles sorting sequence?
• Go to “Setting”, select your setting option in the “Article Display Format” and press [Save]

How to switch to other subscribed products?
• You can switch to other products by clicking the “Other Products” on the header bar.

Where can I get the content provider list?
• Click “Content” in footer bar to view the content provider list.