# Advisen Quick Start Guide



# TABLE of CONTENTS

Advisen Quick Start Guide	3
Logging On	3
Front Page News	4
Overview of the Advisen Screen	8
Browsing for Information	10
Searching for Information	11
Researching a Company	13
Researching an Industry	16
Getting More Information	17
Comparing Insurance Policies & Laws	18
What's Next?	22

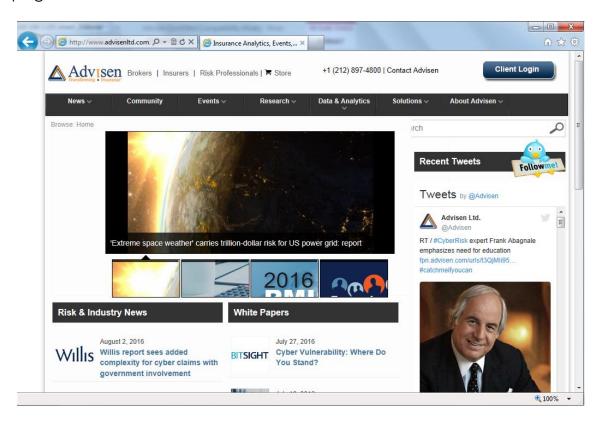
#### **Advisen Quick Start Guide**

Welcome to the Advisen community! You now have access to the industry's leading set of insurance and risk management research, company & industry data, benchmark comparisons, and user productivity tools. Some of these features require training and practice for you to master, but many do not – this guide introduces you to the basics of Advisen and how to get to work right away using a number of our most popular features.

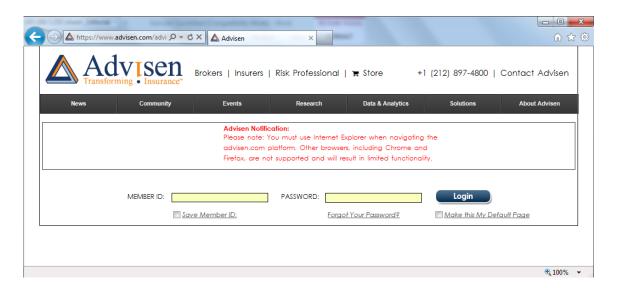
You may want to keep this document open while starting to learn Advisen, so you can switch back and forth to it as needed – or, you could just print it out so you can refer to it while Advisen is displayed on your computer screen.

# **Logging On**

To get started, use your Internet Explorer browser to go to <u>www.advisenltd.com</u>; you'll see a page like this:



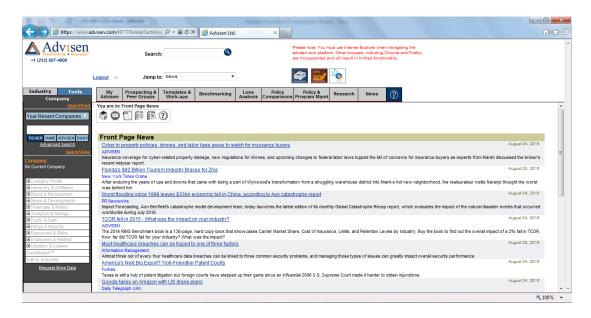
Click in the Client Login button located in the upper right hand of the screen.



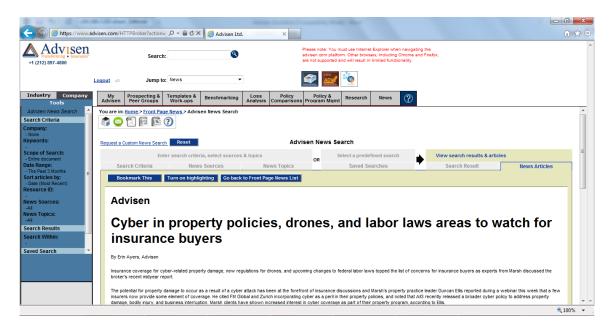
Click in the box labeled MEMBER ID and type the member ID you've been given. Next, press the "tab" key to move to the PASSWORD field and type the password you've been assigned (each character will appear as an "\*"). Press the "enter" key, or click on "Login".

## Front Page News

You should now be looking at a screen similar to the following (the actual news items will, of course, be different).



**Front Page News** (FPN) is sent through email to over 30,000 recipients every morning (you probably receive it yourself); it is also included in the Advisen system. Click once on the headline of any article, and it will open as follows (of course, the contents you see will be different):



You can scroll up and down to read the article; you also have 2 choices of action buttons at the top of the screen:

- Find More Articles Like This which will search Advisen's news sources for similar items (more to come later about searching)
- Bookmark This which will let you save a link to the article where you can easily find it later

You should also notice the standard Advisen "action palette" just above the blue "Find More Articles Like This" action button – this will appear throughout the system and will, depending on where you are, let you perform a variety of actions.

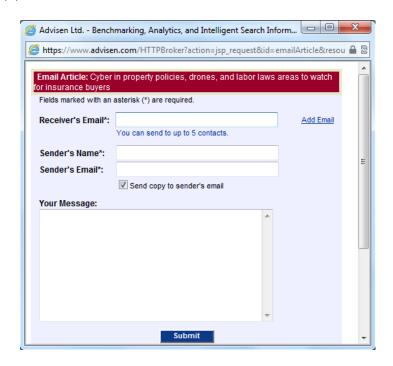


The icons on the palette which are grey are disabled – that means you can't do those things at this point in Advisen. However, the 2 reddish icons are enabled, meaning that you can now:

Print – which will open the standard Windows "Print" window, from which you
can choose your printer and print a correctly-formatted version of the article

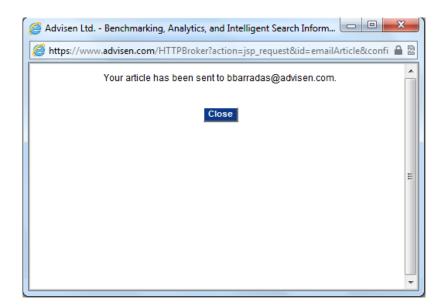
• **Email** – which let's you send the article to someone else (colleague, client, prospect, in-law, etc.) to read

Or, you could click on the underlined wordlink "Front Page News" to go back to the previous screen. For now, just click on the "Email" icon and a new window similar to the following will appear:



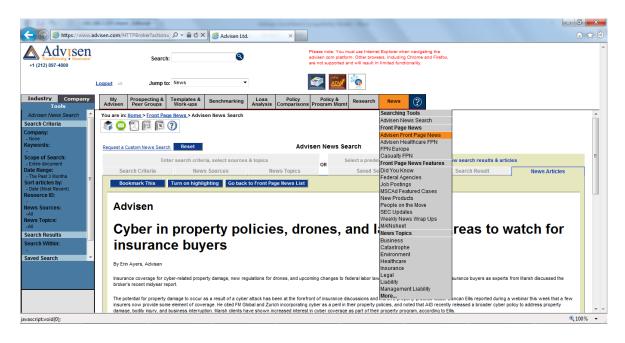
You can type the name & email address of the person you want to receive the article, your own name and email address, a cover message, and then click the "Submit" button to send the article when you've finished filling out this information. (If you decide not to send the article after all, just click in the small black "x" in the upper-right corner to close the window.)

To try it out, send this article to yourself – in a few minutes it should be available in your email in-box. After you click on "Submit", Advisen will confirm to you that the email has been sent.



Click on "Close Window" and you'll be right back at the article where you started. If you have a printer available, try out the "Print" icon now as well.

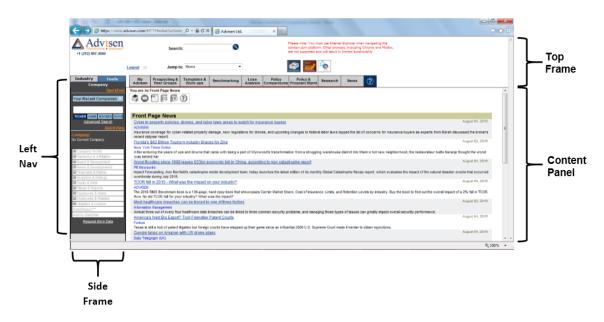
When you're done, click on the "Home" wordlink above the palette. You could also pass your cursor over the grey "News" button near the top of the screen, and move down to highlight and click on "Front Page News" – you can do this from anywhere in the system if you want to get back to FPN.



Forwarding (or printing and mailing) articles of interest is a great way to share your Advisen-acquired knowledge with your colleagues.

#### Overview of the Advisen Screen

You've already learned some basic Advisen navigation, how to change your password, and how to share articles of interest with colleagues (and anyone else you want) using email or a printed copy. Before we go much further, let's take a look at the different parts of the Advisen screen.



The **Content Panel** is where you will see the Advisen feature you are presently using – in the example above, you see today's FPN stories. Earlier, when you logged in for the first time, you saw your Profile information. The standard "action palette" typically appears in the upper right of the content panel.

The **Side Frame** stays in place no matter where you are in Advisen, but what is displayed there in the **Left Nav** (for "navigation") changes for many Advisen features.

The **Top Frame** also stays the same no matter where you are in the Advisen system. There are a number of important things in the top frame:

• The grey menu buttons (one of which is blue...) control access to the various parts of the Advisen system. If you roll your cursor across these menus, various menu choices appear. If you pause ("hover") your cursor on one of these menus, the choices stay in place. Go ahead and try this now. To choose one of the menu items which appears, simply move the cursor down until it is pointing to the correct item (the menu items highlight, with an orange background, when the cursor is pointing to them), and click once.

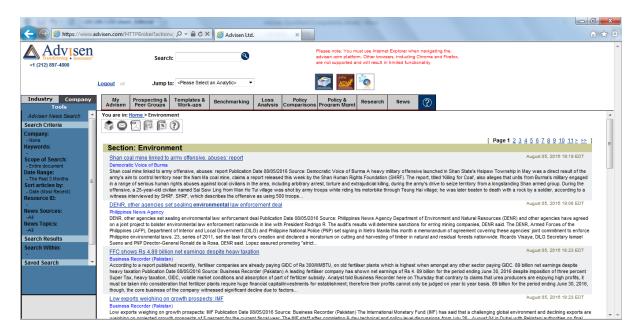
- The **underlined "Logout" wordlink** is towards the left of the Top Frame, above the grey "My Advisen" menu. You should always click on "Logout" when you are ready to leave Advisen, since this formally closes your session. If you just close the Internet Explorer window instead, Advisen won't know that you've logged out, and you may not be able to log back in for a few minutes.
- The unobtrusive **ADVx graphic** links you to our ADVx premium index, which can also be reached through choices on the "Benchmarking" menu.
- The area to the right of the ADVx graphic is where periodic announcements will appear, about new features, releases, and other important information.

OK, enough of an overview – on to more ways you can use Advisen!

#### **Browsing for Information**

Advisen contains a lot of information about many different things; some of this information is licensed from outside sources, and some of it is authored by Advisen's own research department.

You already know how to get to FPN, from the grey "News" menu. Hover your cursor over that menu again, and you'll see some other choices under the **News Topics Section**; choose something of interest, say "Environment", and you will get a list of articles tagged to that topic:



Click once on an underlined blue headline, and the article will open – you'll have the same capabilities and options as you did when reading the FPN article, earlier.

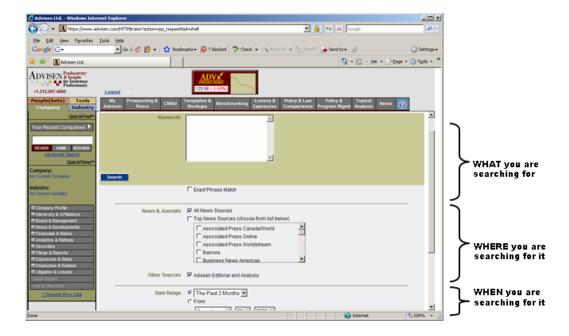
The articles are displayed in "most recent first" order. You can scroll up and down to see more articles, and you can click on the "Page" navigation numbers (towards the upper right) to display progressively older articles.

If, instead, you had selected an itme under the grey **Topical Analysis menu** button, let's say "Insurance Market", the same navigation and options would be available along with one other: under the name and description of each article is a "Download PDF" button which let's you open a document in Adobe Acrobat format – you can read, print, or save the document in this format if you want.

You can find other information under both the **Topical Analysis** and **News** buttons in exactly the same way. Go ahead and look into some of the topics and articles, to get a feel for what's there.

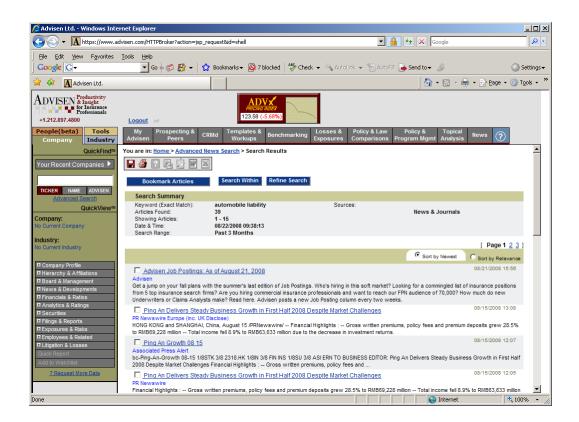
#### **Searching for Information**

Now that you've learned how to browse for articles using Advisen-defined topics and categories, let's show you how to search for information using YOUR OWN key words and choices. First, hover your cursor over the grey "News" menu, and select "Advisen News Search". You'll see our standard "search" screen as follows:



This screen consists of 3 sections, which we'll go through step by step.

The topmost section is where you type the keywords for the information you want to find. Try typing "automobile liability" in the keywords box; if you click the Search button now, Advisen will find articles which include the word "automobile" OR the word "liability", or both. In this case, you are probably looking for articles which contain the complete phrase "automobile liability", so select "Exact Phrase Match" and then click the Search button. You'll get a list of matching articles similar to the following:



This looks a lot like the lists you've seen before, with a few additional features. For now, just open any article (remember, click once on the underlined title) – your options when the article is opened are exactly the same as for the FPN article opened earlier. The only difference is that the keywords you searched for are highlighted wherever they appear. Click on the "Search Results" wordlink near the top to go back to the listing screen, and then click "Refine Search" – this takes you back to the standard search screen with your keywords and selections left intact.

The middle section of the search screen lets you pick which sources you want to search in. By default, **All News Sources** (over 9,000 of them!) and **Advisen Editorial and Analysis** are selected. You can change your search by selecting and deselecting these various options. For example, to search ONLY Advisen-authored content, you would de-select "All News Sources" and leave the other choices the same. To search ONLY in Canadian publications, you would de-select everything else, then scroll through the **Top News Sources** list and select only those from Canada.

The lower section lets you define the time period you want to search in – you can use "relative" dates from the drop-down list (e.g. The Past 3 Months), or absolute dates by entering from and to dates; relative dates are based on the date you run the search, and are very powerful when you want to save and periodically rerun the same search.

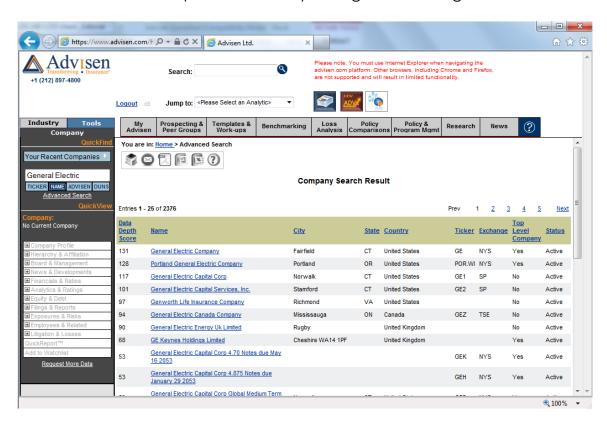
By choosing different source and date options, you can make search look very specifically or very broadly, whichever you want it! That covers the basics, but there are a lot more things you can do with **Advisen Search** - they are covered in our training sessions.

#### Researching a Company

Advisen's company database (sometimes called AMF, for "Advisen Master File") contains information on over 5 million organizations! Depending on the size of a company and whether it is public or not, we may have a lot of in-depth information about it, or only some basic data. Depending on whether you are a broker, carrier, risk manager, law firm, or other insurance professional, you can use this information in many different ways. To get started,

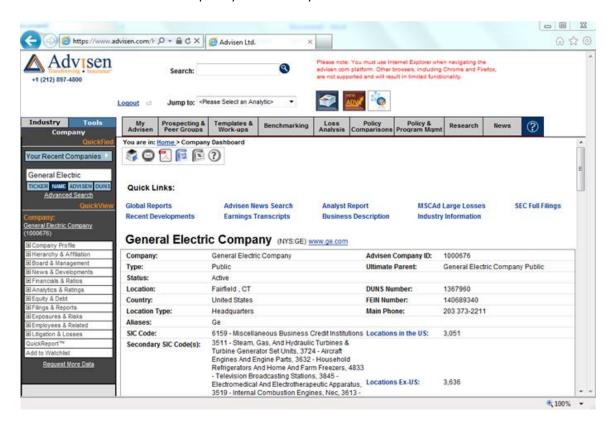
- click on the "Company" tab in the left nav to be sure it is active
- type "General Electric" in the QuickFind text box near the top
- click the "NAME" button directly beneath it

Advisen returns a list of companies it thinks you might be looking for, as follows:



We are looking for GE, so click once on the name of the company with the ticker symbol "GE" (if we had known that was the ticker symbol, we could have typed "GE" in the QuickFind box and clicked on the "TICKER" search button, to bypass this list of company choices).

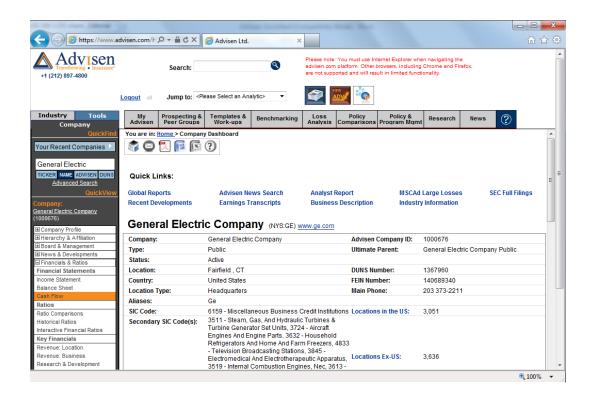
You should now see the Company Summary for General Electric, similar to:



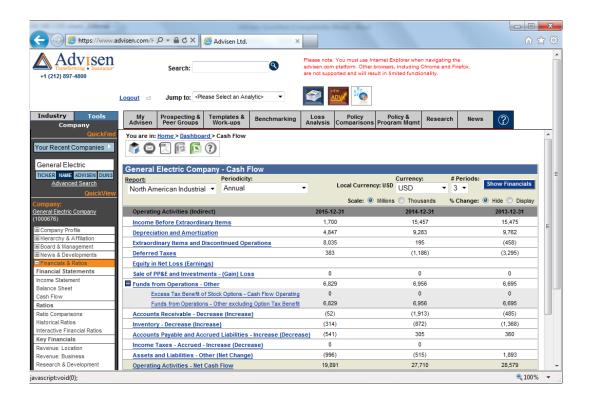
You can scroll the content panel down to see the rest of the summary information.

The grey menu categories in the left nav contain all of the various types of information available about GE through Advisen. You can look at any of this information by clicking on the small "+" sign next to each category; this will "open the category to show all the types of information you can get – just click on what you want to see!

(If you look up a smaller private company - for example, "Advisen" - there would be less data available, but still some basic information.)



For example, selecting "Cash Flow" from the Financials & Ratios menu shows you:



Menu items appear in grey (disabled) if Advisen knows there is no data there, and you cannot select them. If a menu item is available, there will usually – but not always – be something there to look at.

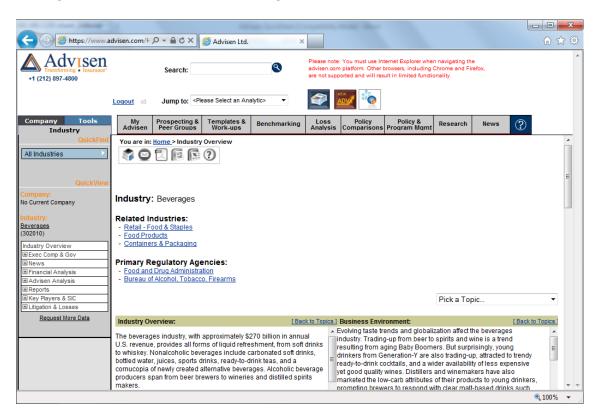
There is a LOT of information available on GE, so go ahead and browse through it. We can't describe what all these things are in this QuickStart guide (well, we could, but then it wouldn't be very "quick"...); if you have questions ask your service representative.

#### Researching an Industry

Industry research is very similar to company research.

- click the "Industry" tab in the left nav to activate it
- hover your cursor over the "All Industries" menu category in QuickFind
- select the industry you want from the menu items

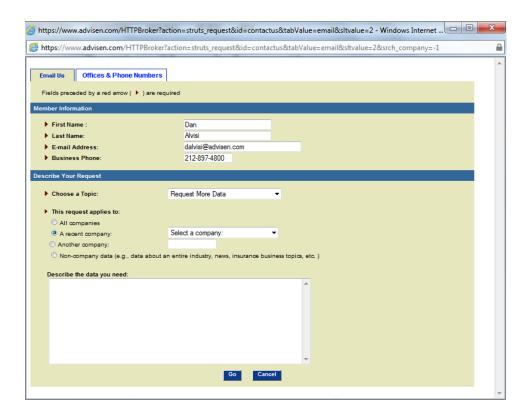
The following example is for the "Beverages" industry:



As with companies, click the "plus" sign next to any of the grey menu categories on the left to see what's available, and browse through the information. Advisen provides information on over 70 different industries, based on the GICS classification scheme.

#### **Getting More Information**

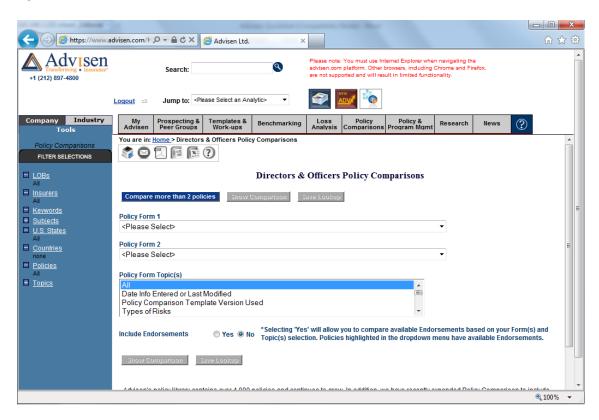
If you can't find information on an industry or a company you are looking for, use the "?Request More Data" wordlink near the bottom of the left nav. This will open a window similar to:



Make the appropriate selections and provide as much descriptive information as you can in the text box, and click "Go" – someone from Advisen will respond quickly.

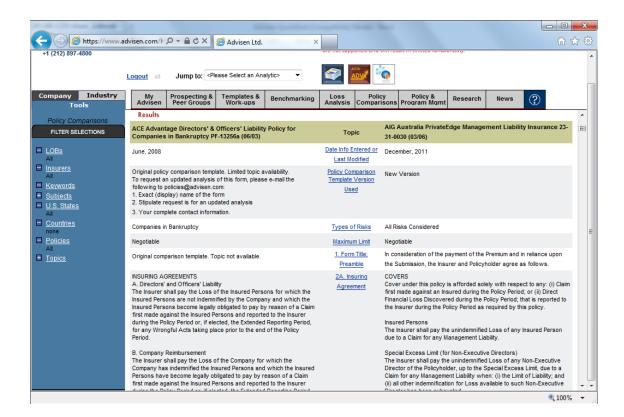
## **Comparing Insurance Policies & Laws**

It can take a lot of time and effort to wade through policy language looking for relevant information. Advisen makes this much easier with our "Policy & Law Comparisons" feature. Let's say you need to compare two different D&O forms – simply hover your cursor over the grey Policy & Law Comparisons button in the top frame, and select "Directors & Officers"; you'll see something very similar to the following screen:



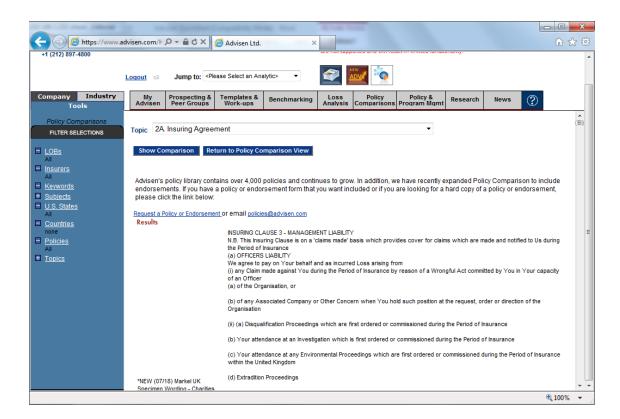
Before going on, please take a look at the text message right below the "Submit" button. If you can't find the policy form you want to compare in Advisen, but have a copy of it, please send it in! We'll get it added to the system as soon as possible.

Now, use the pull-down lists for "Policy Form 1" and "Policy Form 2" to select 2 different policies (no, you don't have to select 2 – Advisen lets you look at the wording for only one if you want). After you've chosen, click the "Show Comparison" button. The results will look like the following (with data for the policies you chose):



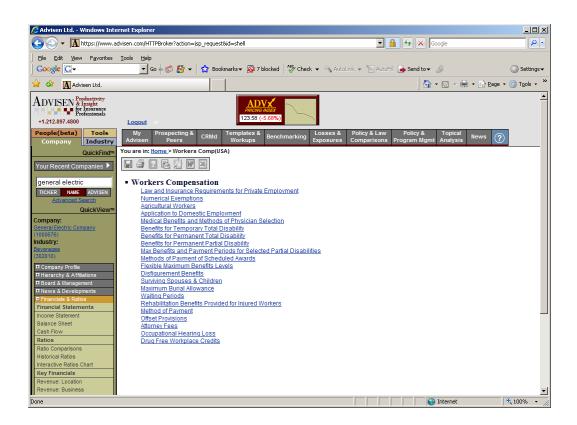
Information from each policy is in a separate column, with the topics shown in the center column. By using the icons in the "action palette", which should be somewhat familiar by now, you can save this comparison to review later, print it out, or export it to Word, where you can add your own comments, highlight text, and anything else you want to do.

You can also get a complete "glossary" for any topic, for all the polices in the Advisen system for the line of business you are in. Just click on the highlighted topic in the middle column – the following example shows this listing for the topic of "2A. Insuring Agreement":



Now the policy names are in the leftmost column, with the wordings next to them.

The other Insurance Policy comparisons work very similarly, as do the Law comparisons – some of the more complex ones ask you to choose an information category first, before picking what you want to compare. The following is an example, and the first screen you would see if you picked "Workers Comp(USA)" under Laws and Regulations.



From there, you could pick a category, and then which states to compare and topics on subsequent screens.

That's about it for this Advisen QuickStart – don't forget to click the "Logout" wordlink in the upper right of the screen, so Advisen knows you are done.

#### What's Next?

There are many, many more things you can do with Advisen, using tools like

- Workup Templates
- Prospecting/Peers lists
- Benchmarking
- MSCAd (Master Significant Cases & Actions database)
- Program Management
- Advanced Policy Comparisons
- Venture Xpert
- Risk Management Library
- Loss Triangle & Target

and a lot more details about the features we already went over, but you're already off to a good start. If you haven't already done so, you should schedule a training session (or sessions) with your Advisen sales/service representative.

Advisen also runs periodic "webcast" training sessions for any members who want to sit in; these are announced in advance through FPN. Also in FPN are frequent "Did You Know?" articles describing ways you can use Advisen more effectively. Finally, whenever you have any questions, don't hesitate to contact Advisen support – that's what we're here for!

Again, welcome to the community of Advisen members!