### **User Manual**

**My Integrum service** offers its customers up-to-date online information on specific topics of interest to them: any and all aspects of political, economic, social and cultural life in Russia, the countries of the former Soviet Union and the world.

The News Feeds are updated every hour or every six hours on customer demand.

The News Feeds are pre-set by the personal manager in accordance with the customer's Themes and Objects.

**1.** For the customer's convenience information can be presented by Themes only or by Objects within a Theme.

To hide Themes and Objects click



(The Theme Finland-Politicians, its Objects and the list of relevant articles)

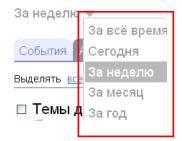
On the right side of the screen the user chooses the Theme and the corresponding Objects within the Theme are displayed. By clicking on the Theme only relevant articles are displayed on the left side of the screen.

2. The user may change the Theme by clicking ▼

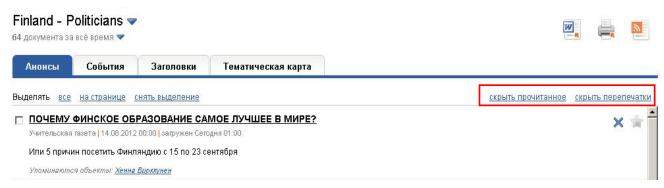


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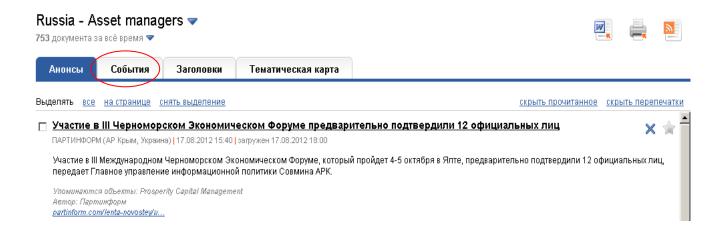
**3.** The user may choose the period of articles displayed: for the whole period, today, week, month, year



4. To hide read or double articles click СКРЫТЬ ПРОЧИТАННОЕ СКРЫТЬ ПЕРЕПЕЧАТКИ



- **5.** The **«Анонсы»** mode contains the following information:
  - Information agency
  - title of the article
  - publication date
  - download date
  - article summaries
  - link to the source in case of Internet sources



6. The «Тематическая карта» mode presents articles of a particular Theme in tables.

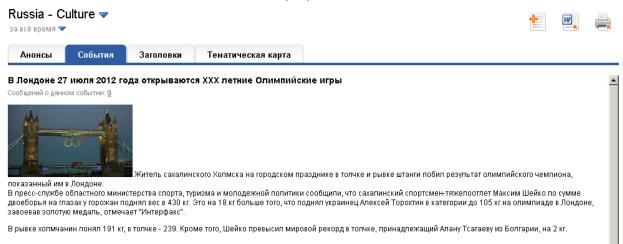


Publications can be sorted by Date Aata M BDEMS, Author ABTOD, Noticeability 3aMethoctb Noticeability 3aMethoctb demonstrated the popularity of the article within the readership. Noticeability depends on the authoritativeness of the information agency and the contents of the article.

7. The mode «Заголовки» displays the title of the article, the publication date, the download date and the link to the full-text.



8. The mode **«События»** presents articles of the News Feeds relating to the day's agenda. The first and the last article downloaded are displayed on default.



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# Functional buttons:

- 1. hide/display Themes and Objects
- 2. export to Word
- 3. print
- 4. × remove articles from the News Feed
- 5. add to/delete from favourite
- 6. settings
- 7. contact personal manager

## **User Manual**

Besides the News Feeds the service provides Media analysis

Анализ СМИ

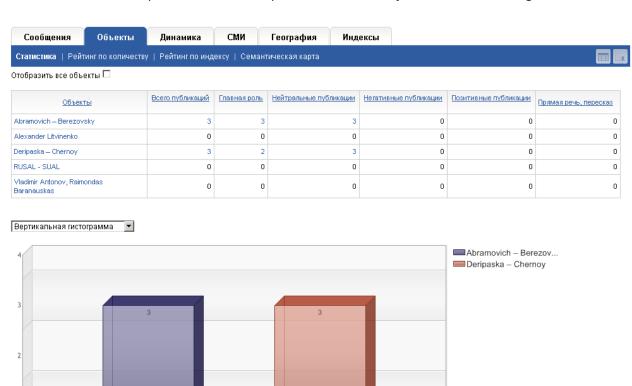
**Media analysis tool** provides analyses and generates readymade, formatted analytical Reports, all based on user-selected Themes.

The Reports may contain a selection of full-text mass media publications for a specified time period and/or analytical information in the form of charts and graphs using parameters set by the customer.

The information can be presented in the following modes.



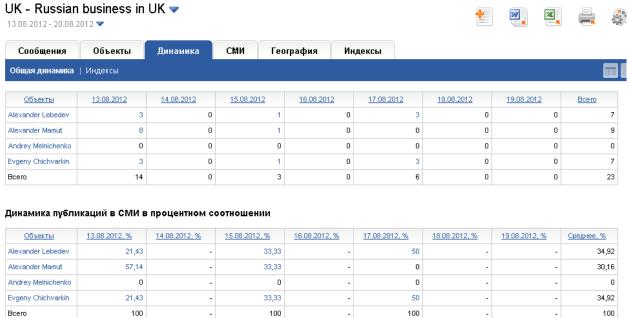
The mode «Объекты» provides data about publications of all Objects in tables and diagrams.



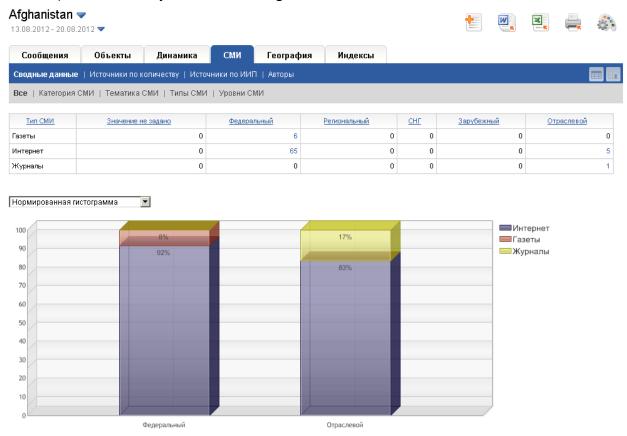
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### **User Manual**

The **«Динамика»** mode traces the dynamics of publications in mass media of all Objects of monitoring (for a week monitoring - daily, for a month monitoring - weekly).

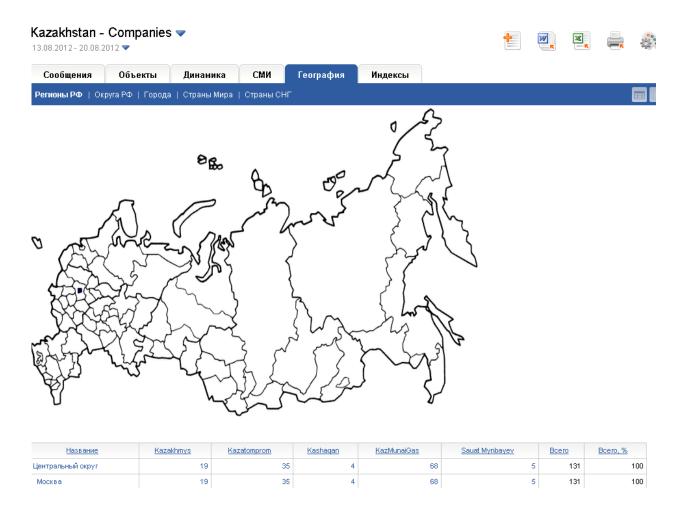


The **«CMU»** mode provides data about mass media with the highest amount of publication (more than 2%) relevant to Objects of monitoring.



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The mode «География» distributes publications by regions.



The «Индексы» mode provides the following data:

Readership Index, Circulation Index and Positive/Negative Index.

