

Nexis® User Guide



www.nexis.com

# Sign In

Go to the global login page at http://www.nexis.com



- 1 Choose the language you prefer to use within the Nexis interface. Based on your selection, region-specific customer support options will appear within the top navigation after login.
- 2 Enter your Nexis<sup>®</sup> user ID and password.
- 3 Check the **Remember My Sign-in Information** to save your password & ID for seamless login.
- 4 Read the "Welcome to Nexis" section highlighting important product and content updates, as well as helpful search tips and training resources.
- 6 Click Sign In.

TIP: Now, Nexis users can search the LexisNexis® news collection via the Nexis News Search iPhone® and iPad® application or the Nexis News Search mobile site at www.lexisnexis.com/nexisnews

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Nexis <sup>®</sup>		English (US)			Helpdesk: 1	800 543 6862	or 1 937	859 5398
Search Sources My	Alerts & Histor	English (UK)						
Power Search News Com	oany Market Ins	Deutsch	Public Records Lo	egal				
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» Easy Search™	• Terms and Co	Nederlands	l Language					
My Favorite Search Forms 👻		Português			Searc	h		
Power Search		Русский						

## Navigating in Nexis

- 1 Access other LexisNexis products and services via drop down menu in the top left navigation bar.
- 2 The My Documents, Settings, Language Preferences and Sign-Out links are located in the top right navigation bar.
- 3 Find Support Options through the **Help** link in the top right corner. Region-specific customer support options are displayed in the top right corner based on the preferred language selected at sign in.
- 4 The available Search tabs are specific to your Nexis subscription.

## Search

The **Power Search** form is the default homepage. Once signed in, you can customize your default homepage to any of the search forms under the **My Settings** link in the top right corner.

TIP: Customize the **My Favorite Search Forms** list for quick access to the pages you use most frequently. This list appears in the left hand navigation menu. Click the down arrow at the top of the list to open the selection box.



## Power Search

Use **Power Search** to search across all content source types, construct precise queries or use LexisNexis SmartIndexing Technology™ in your search.

LexisNexis Services 🔻	English (US) - My Documents (0) Project: None My Settings Contact Us He	lelp Sig	gn Out					
Nexis <sup>®</sup>	Helpdesk: 1 800 543 6862 or 3	1 937 859	9 5398	:				
Search Sources My A	lerts & History							
Power Search News Compa	ny Market Insight Biographies Public Records Legal							
Related Searches	Power Search			Ju	ly 20	15		•
» Power Search » Easy Search™		Su	Мо	Ти	We	Th	Fr	Sa
· U	Terms and Connectors     Natural Language				1	2	3	
ly Favorite Search Forms 🔻	Search	12	13	7	15	9	10	
ower Search		19	20	21	22	23	24	
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Inline Sources	\$ All News, All Languages 🗧 🗘	\$ Ma	ajor Woi	rld Publ	ications	(English	1)	
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lelp me building a search	More Sources	\$ All	Non-E	nglish I	anguag	e News		
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	Advanced source search	\$ D8	B Duns	Marke	t Identifi	ers Plus	(US)	
		\$ AB \$ Inc	BI INFOR dustry R	RM Reports	& Analy	is		
4	Add Index Terms							
	Start typing a subject or industry term	Rece	ent Sour	rces				
	Advanced index term look-up	\$ BB	C Monit	toring:	Internati	onal Re	ports	

- Power Search allows you to search using "Terms and Connectors" (Boolean logic) or "Natural Language." Choose your preference at the top of the form. Enter keywords or phrases into the search box.
- Select a time period from the drop down list or define a specific date range using the calendar feature to narrow the scope of your search.
- Select a popular source group or one of your preselected Favorite Sources from the drop down list or select a single source or group file from the More Sources link. Begin typing a source, group file or topic to see suggestions for related sources.

a. To change the Sources displayed, select **Edit** this list in the drop down list.

4 Click Add Index Terms to use LexisNexis SmartIndexing Technology<sup>™</sup> to refine your search by adding subjects or themes to your entered search terms. Begin typing a keyword to see suggestions for related index terms.

Nexis <sup>.</sup>				He
Search Sources My	Alerts & History			
Power Search News Comp	anies Industry & Country Reports	Biographies	US Public Records	Legal

TIP: Switch to different search forms using the links along the top of the Search tab.



## LexisNexis SmartIndexing Technology™

Construct more precise searches with LexisNexis SmartIndexing Technology™, a proprietary, rule-based, classification system applied to all documents within the Nexis<sup>®</sup> database. Use this advanced search technology to locate documents containing specific themes or subjects; choose from over 4,000 subject terms. LexisNexis terms inclu

- Compar
- Industrie •
- Subjects
- Geograp
- People •

exisNexis SmartIndexing Technology subject		Add Topics			Help
erms include:		To improve your	results,	select LexisNexis® Index Terms to add to your sea	arch.
Companies		Look-Up Options	Find	🔘 Hierarchy 🔘 Alphabet	Change Index: All terms 🔻
Industries		Find Terms: Con	taining	▼ healthcare Find	
Subjects					
Geographic Areas		How This Works			
Pooplo		1.Select from the	drop-d	wn list.	
reopie		2.Enter a word or show relation of with", enter the 3.Click the Find b	phrase f terms name a utton.	to find the appropriate term to add to your search. e.g., apple AND orange). When searching for peop s "Last Name, First Name", making sure you use a	<ol> <li>Use connectors (AND, OR, AND NOT) to ple using "exactly matching" or "starting a comma.</li> </ol>
Countries Search Biographical					
Useful Links	Previous week			•	
<sup>12</sup> New sources	From 11/06/2014 🎬 To 11/2	13/2014			
<sup>CC</sup> Searchable Directory of Online Sources Industry Classifications look up & Currency Converter Help me building a search	\$ US Publications			<b>v</b> 🔞	
View tutorials	More sources				
1	Add Index Terms				
•	Health			_	
	Advanced index term look-up				
	Group duplicates				
	Exclude Non-business news (obituar	ries, sports, reports, etc.)			OK - Add to Search Cancel
	Exclude Websites Exclude documents with fewer than	500 words	-	Add Index Terms	
				ki selah	
				Health	
				Health & Welfare Funds	
			_	Health Care Information Technolo	ogy
		orma		Health Information Exchange	
Forter a keyword in the box	The Index Term Word	Wheel		Health Food Stores	
will automatically show terr	ns related to that keyw	vord.		Health Care Facilities	

Use the Advanced Index-Term Lookup to browse all 2 subject terms or drill down by hierarchy.





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# Easy Search™

Use **Easy Search™** to run broad searches when you are unsure of which sources, publication dates and index terms will return the most relevant results.

Search Sources My Alerts & Histo	NFV		
Power Search News Company Industry	Country Profiles Bi	ographical Public Records Legal	
Related Searches	Facu Casuala	TM	
» Power Search	Easy Search		
■ Easy Search™			
My Favorite Search Forms 🗸	Search terms		Search 5
- Power Search			
News			
Company Profiles	3 Search within	Select All   Clear All	
Countries Search			Discussion
Biographical		Company	Countries
		Industry	🗌 🚯 🖕 Legal
Useful Links	Dualizata	•	Φ
C New sources	Options	What's this?	?
Searchable Directory of Online Sources	4 Specify date	Previous 2 years Vov 13 2012 T All available dates	o Nov 13 2014
View tutorials	-	Today Date is	
		Date is before Date is after	
		Date is between	
LexisNexis®		Previous month	
		Previous 3 months Previous 6 months	
		Previous year Previous 2 years	
		Previous 5 years Previous 10 years	
		Previous 20 years	

- 1 Navigate to the Easy Search form from the Search tab, and Power Search link, under the Related Searches section on the left navigation menu.
- 2 Enter a search term using natural language or Boolean logic. The Nexis service will automatically detect your search format preference.
- 3 Select one or more of the six major content categories based on your particular research needs.
  - News
  - Industry
  - Countries
  - Company
  - Biographical
  - Legal







## Sources

Source selection allows you to quickly find the sources you need, and create custom source sets for any particular research project.\*

LexisNexis Services 🔻		My Documents 🗁 (	(0) Project: None My Settings Contact Us Help Sign Out
Nexis <sup>®</sup>			Helpdesk: 1 800 543 6862 or 1 937 859 5398
Search Sources My Alerts & H	istory		
Browse Sources Find Sources			
Browse Sources			Help Find a Source
1. By O Publication Type   News & Business	Topics 🔘 Industry 🔘 Area of Law		
2 Filter by: Country Benelux Publication Type All Publication Typ Language All Languages	▼ es ▼		More Options
Multiple/Single Source All sources	• •		3
Trails Nours & Rucinoce Tonice		Name Selected Sources	Save as a favorite 00 Selected View 0K - Continue
<ol> <li>Select a category to view sources</li> </ol>	Search Sources My Alerts & History	Salacti	ad Sources
Constal Nave Sources	Browse Sources Find Sources	2	Linnin trav from page
Business & Management	Find Sources		onpin day non page
Company Information	1. By   Keyword   Source Name (A-Z)   Source Code	Remove	all
Economics	2 Enter keywords and/or select categories to find matching sources		
	Keyword		
	e.g., "New York Times"		
	Publication View All Publication Types		
ey	The second		
Click icon or link to see the folder's source	Industries & Markets		
	News & Business Topics Industry Legal		
CexisNexis®	Topics         All Topics         All Topics           General News Sources         General Industry Sources         General Industry Sources           Business & Management         Accounting & Tax         Accounting & Tax		About LexisNexis   Terms & Conditions   Privacy Policy   My ID Copyright © 2014 LexisNexis All rights reserved.
	Company Information Agriculture & Forestry Administrative Law Automotive Crime & Justice V Automotive V Administrative Procedure & Libitation	× -	
	Nore Options Regions of Coverage : All Countries Publication Languages : All Languages Frequency of Update : All Frequencies		
	Active Sources Only 🗹		

- Click on the **Sources** tab and select either **Browse Sources** or **Find Sources**.
  - The Find Sources tab allows you to search for sources of interest using publication name subject, media type, language and/or geography.
  - The Browse Sources tab allows you to browse sources—using publication name, subject, media type, language and/or geography.
- 2 To select a source, check the box next to the publication name or group file name. Once selected, it will appear in the Selected Sources tray.
- After selecting your preferred sources, you can choose to add them to your Favorite Sources and customize the name under which the group of sources will appear in the drop down list.
- Click the red OK-Continue button and you will return to the Power Search form where you will see the sources in the drop down list.

\*Not all sources can be combined

TIP: The **Find Sources tab** is best if you know all or part of the source name you are looking for, or if you would like to check to see if a source is available.

TIP: The **Browse Sources tab** is best if you'd like topic suggestions and want to take the guesswork out of finding appropriate sources.

Source Information
Healthcare Executive
COVERAGE: From January/February 2001 through current
COVERAGE-TYPE: Full-text
FREQUENCY: Bimonthly
UPDATE-SCHEDULE: Updated regularly - Atypical update schedule/as received from the vendor
LANGUAGE: English
CONTENT-SUMMARY:
Access to certain freelance articles and other features within this publication (i.e. photographs, classifieds, etc) may not be available.
Certain freelance articles previously available have been removed by LexisNexis pursuant to the Publisher's directions.
PROQUEST INFORMATION AND LEARNING COMPANY MAKES NO WARRANTY REGARDING THE ACCURACY, COMPLETENESS OR TIMELINESS OF THE LICENSED MATERIALS OR AIM WARRANTY, EXPRESS OR IMPLEO, INCLUDIOR AN WARRANTY OR MECHANITABLITY, OF FITNESS FOR A PARTICULAR VIRPOSE, MIO SHALL NOT BE LIABLE FOR DAMAGES OF AIM KIND OR LOST PROFITS OR OTHER CALMER SELETEO TO THE LICENSED MATERIALS OF THE USE.
Healthcare Executive focuses on a single critical management issue, such as human resources, physician roles, governance, technology, information systems, and career planning.
PUBLISHER: Produest Information and Learning Company

TIP: For information about a source or group of sources click the (1) icon adjoining a source name.



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# **Results** Page



- one or multiple categories.
  - To remove a filter, select the 'x' on that filters button.
  - Use the Search within results box to narrow your results to documents that contain or do not contain your search phrase.
  - Combine results with Moderate or High similarity using the Group Duplicates radio buttons.
- Use the drill-down list in the left navigation to narrow results by:
  - Publication
  - Language
  - Subject
  - Industry
  - Company
  - Geography

Click the **Preview** icon to see the full text of news articles and the first 500 words for other content types in a splitscreen preview pane without leaving your results.

TIP: In addition to licensed content, Nexis aggregates 1,000+ respected open-Web sources, vetted by LexisNexis editors for industry relevance and expertise. In the results list, Web-News articles are identified by the **P** icon.

ahead of

Earlier this year, the Mobile Acute Care Team received a Health Care Innovation Award of \$9.6 million from the CMS Innovation Center (CMMI) - one of only 39 such Health Care Innovation Awards chosen in round two of this highly selective program. The Hartford Foundation grant will provide an additional \$1.6 million over four years to evaluate the model and position it for widespread dissemination and implementation. The Foundation has a track record of collaborating on innovative health care projects with federal agencies ranging from the National Institute on Aging to the Corporation for National and Community Service.

"The Hospital at Home model is a very strong idea that was, in many respects, ahe. Its time," said Christopher Langston, PhD, program director at the John A. Hartford Foundation. "CMS" investment in this version of the model -- the Mobile Acute Care Team -- has the notential to be a name-channer in terms of building recognition and



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- To save or share an entire results list, select a delivery option at the top of the results page. The following immediate delivery options are available:
  - Print options include adding a brief note, cover or end page; document views; and font options.
  - Download results to a Microsoft<sup>®</sup> Word or Microsoft<sup>®</sup> Excel document or HTML, Text, PDF, HTML or RTF format.
  - Email documents to three email addresses using semicolons (;) to separate each one.
  - Download to Cloud allows you to save the file in PDF, HTML, Microsoft<sup>®</sup> Word, or RTF format to your Dropbox<sup>™</sup>, Google Drive<sup>™</sup>, Microsoft<sup>®</sup> OneDrive and BOX<sup>™</sup> account.
  - Export Bibliographic References directly to RefWorks to manage your references and create bibliographies. Alternatively use the **My Documents** folder, where you can compile documents from various searches to save or share together. The **My Documents** folder holds up to 500 documents for 24 hours.

- To add a document to the folder, select the **My Documents** icon next to the article title.
- Click on the **My Documents** link in the top right corner to manage, sort, download and share your saved documents in the formats as listed above.
- 2 Create an alert for continuous updates on a search via email. Continue reading for more details on setting up alerts.
- 3 Analyze your results in easy-to-read custom charts and graphs to help you uncover the trends within your research. The **Analyze your results** link will take you to an analysis dashboard (subscription sensitive).
  - a. Select the graph that best suits your analysis needs.
  - b. Customize the chart, values, title, colors, legend and trend lines.
  - c. Save, share and monitor your analysis from the download icon in the top right corner of your graph.

TIP: Click "Link to this search" to create a direct link to any query or document allowing your colleagues to execute searches and access documents.



# My History & Alerts

The **My History & Alerts** tab provides direct access to all alerts, saved searches, recent searches, recently viewed documents and saved analysis.

Nexis		^
Save Search/Schedule as Alert		telp
To save a search, enter a name then click Save. Or, to s Save as Project ID Ø Save as an Alert (Scheduled Search)	Ive it as an alert, enter a name, select the check box, then set a schedule and delivery method.          Patient Engagement         None       Change Project ID	
Scheduled Searches provide you with automatic updat NOTE: This search is set to run using sources not in	es to your search results at specified intervals. Click the Alerts tab to view a list of your Scheduled Searches. Acluded within your flat-rate subscription plan for this ID. An additional charge will be incurred each time it is run. Contact your administrator or a LexisNexis representative at if you have any question	15.
Run this ManuallyNo automated alerts Daily: Schedule Weekly: Monthly: Time zone *Daylight Savings Time not observed	Monday - Friday       ▼         1 ▼ time(s) per day at [08:00 ▼         Monday       ▼ at [08:00 ▼         Ist       ▼ day of the month at [08:00 ▼         Greenwich Mean Time, Western Europe (GMT)       ▼	
Delivery options  Delivery options  Optimize delivery options for e-mail and r  View online only  Email to  Email to Email to previously used address:  Add a brief note:	nobile devices What's this? sid@yehoo.com e.g.,name@company.com. Separate up to three email addresses using semicolons (;). To ensure access for all recipients, please select "Optimize delivery options for e-mail and mobile devices". No emails available	
Send as Alert me only if there are new results Include alert settings (e.g., frequency, results f Results format Default font Search Terms in Bold Type	Inline Text V Email format TTML V ormat) All Documents, List View only V Arial V	Ţ

#### History

Nexis automatically saves up to 100 searches for 7 days and the last 100 documents accessed for up to 48 hours after last accessed.

### Saved Searches

Save a frequently used or complex search to quickly access it in the future—select Save Search on any search forms or from the results page.

TIP: To access, rerun or edit any alerts, navigate to the Alerts tab. From this tab it's easy to see all searches, change the alert schedule, view the archive of the scheduled search, edit the search, or run the search outside of the alert schedule.

#### Alerts

Alerts may be created from any search via the results page or history section to enable automatic delivery of any new results to your email, since the last time the search was performed.

- Alerts may be scheduled to run as frequently as hourly, or at a specific time daily, weekly or monthly
- Optimize alert emails for mobile viewing
- Set alerts to be triggered only by new results
- Customize the format of alert emails to highlight search terms, include a cover page, and more.

#### My Analysis

Run, edit, and monitor saved analysis from your search results.



## Translation

Users may invoke the Google Translate<sup>™</sup> feature<sup>†</sup> to render results to any of 57 supported languages. Google Translate is accessed at the top-center of the menu options of the results page or document view. Translations are persistent through any research session; all documents are displayed in your language of choice until you sign out. You may turn translations off at any time using the pull-down list options. Alerts set from a translated search will be delivered in the original publication language, as will exported documents. The search interface, results lists, and articles are translated in the language of your choice, allowing users access to critical news, company, industry and biographical insights.



<sup>†</sup>A translation generated by machine-translation software is no substitute for a professional human translator. LexisNexis does not take responsibility for the accuracy, reliability or completeness of any translation; the results of any translation are "as is." No proprietary or identifying information is transmitted to the Google™ service, no data is cached and the Google service has no access to search logic.

Visit our LexisNexis user site at <u>www.lexisnexis.com/bis-user-information</u> for tips, training, self-paced online tutorials, printed literature, contact information and more.

Customer Support: 800.543.6862



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