

Intelligence2day® Professional  
User Manual

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# 1 Introduction

Intelligence2day® Professional is an award-winning information access platform that provides a single point of access to information from multiple sources. It is a search-based software application designed to make knowledge workers more productive.

## About this Documentation

This manual provides guidance to the usage of the various functions of Intelligence2day® Professional. The described functions as well as the screen shot examples shown in this documentation are based on a standard installation. Treat any displayed data in the examples purely for illustration purposes.

## Copyright Notice

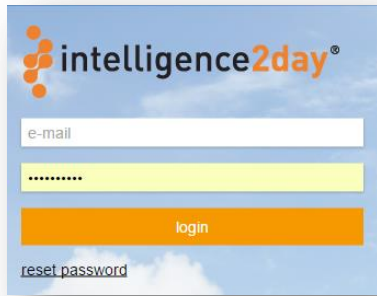
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## 2 Login

Login to Intelligence2day® Professional at <https://login.intelligence2day.com>.

In order to gain access to information and functionality, you first have to login with your secure **username** and **password** that have been sent to you by the administrator.



**Reset password:** In case you have forgotten your password, click the link in order to get a new one and reset.

## 3 My profile

The user profile shows by clicking on the username in the top right corner.

The profile consists of:

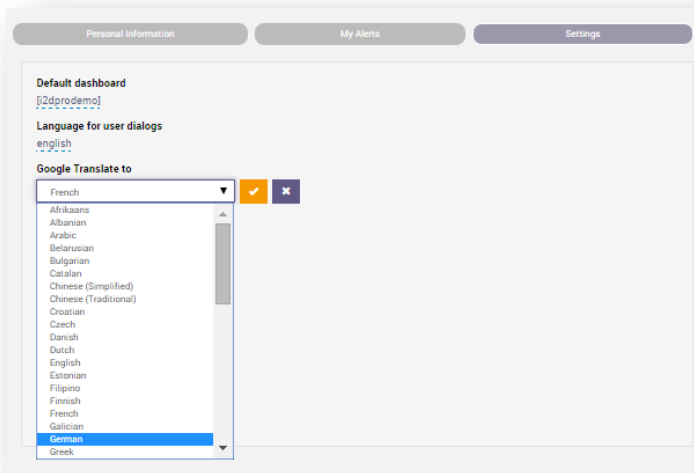
**Personal Information,  
My Alerts and Settings.**

It is also possible to see Users contribution: Articles and comments published by you as a user.

### 3.1 Settings - Google Translate to:

All articles in Intelligence2day® Professional can be translated with help of the integrated Google Translate functionality. The default setting is English.

This can easily be changed into another language from the dropdown menu. Click the relevant country and check-mark to <Save>.



The translate function is visible on top of an article:



## 4 Start Page

The Start Page presents all available content at one sight.

The screenshot shows the Intelligence2day Professional Start Page. At the top, there is a navigation bar with 'Start', 'Navigate', 'Publish', 'My Alerts', and 'My Library'. A search bar is located below the navigation bar, with a search icon and a 'START OVER' button. The search results are displayed in a list of five articles, each with a date, time, source, and title. On the right side, there are two charts: 'Organization' and 'Trends'. The 'Organization' chart is a bar chart showing the number of articles for various companies. The 'Trends' chart is a line graph showing the number of articles published over time.

Organization	Count
Ericsson	207
Cisco	170
Nokia	132
Huawei	127
Alcatel-Lucent	115
AT&T	96

The **search field** on top enables to free text search.

Objects to the right help to search by date/period, view graphs on existing volumes of articles on root-level topics (e.g. Organization), number of published articles illustrated on a timeline (Trends), articles published per Source as well as number of articles which were published manually as well as externally, Type which states different file types (eg. Powerpoint, PDF).

## 5 Search

### Freetext Search:

Type any keyword and click the <Search> icon.

You can use boolean search operands **AND**, **OR**, **NOT**, "Phrase".

### Combine with AND:

When typing several words, the default search operator is always **AND**. You can also type **AND** (capital letters) between each word with the same result. Search results should then match all of the words.

### Combine with OR:

Type **OR** between several words. Search results matches any of the words.

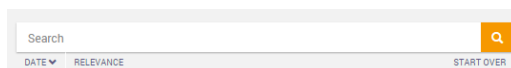
### Combine with NOT:

Exclude words from a search by adding **NOT** after one or a combination of words.

### Phrase search:

Use citation marks for phrase searches, e.g. "European Union"

Searches are case-insensitive.



All content (including file attachments like Word, PDF and Powerpoint) is searchable via the search box.

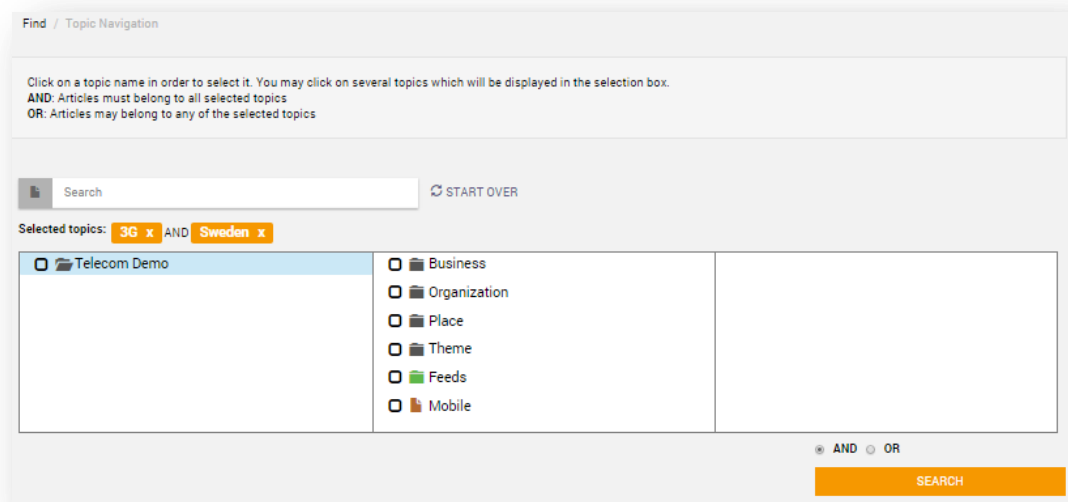
**Search Results** can be sorted by date and relevance.

## 6 Navigate

All content is structured into topics which you can navigate on.

Go to Navigate in the menu.

Combine one / several topics with AND / OR to get the Search results you want.

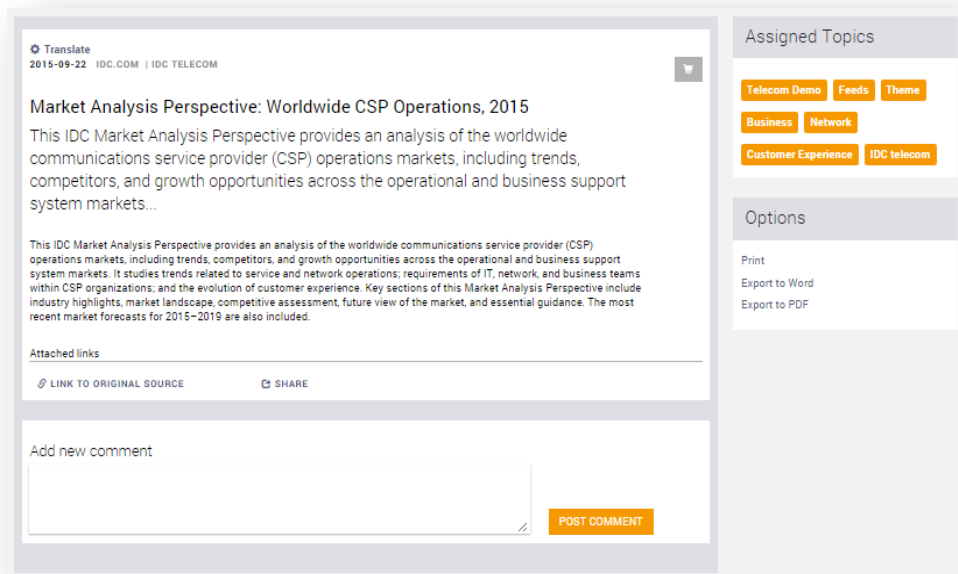




## 7 Article

### 7.1 Read article

All articles are presented in the same way, regardless of source. When you click on a title link, the article will appear. Title, publication date and publisher are always available.



**Assigned Topics:** Shows assigned topics for this article.

**Options:** An Article can be printed and exported to Word/PDF or saved to 'My Basket' for further actions.

**Attached files or links** are presented beneath the article.

### 7.2 Comment article

Type a comment in the 'Add new comment' field below the article. Once the comment is posted, the article will be marked with a speech bubble for recognition. Commented articles are shown under the facet 'Comments' on the Search page.

## 8 My Alerts - Search & Topic Alerts

Information can easily be monitored with help of personal Search or Topic alerts. Once an alert is set up, you will be notified automatically about new information on the **keywords** or **topics** of your choice, either as email or as a result list under My Alerts in the menu.

The screenshot shows the 'My Alerts' interface. At the top, it says 'Personalize / My Alerts' and 'Send to the following e-mail address: telecom@comintelli.com'. Below this, there are two alert cards. The first card is titled 'Nokia in China' and the second is '4G demystified - Indiaifoline'. Both cards show a timestamp of '2015-09-22' and the source 'INDIAINFOLINE.COM | TELECOMS'. To the right of these cards are two panels: 'Topic Alerts' and 'Search Alerts'. The 'Topic Alerts' panel has a table with columns 'Title' and 'Edit', showing 'Nokia in China' and 'Telecom DT Alert'. The 'Search Alerts' panel has a table with columns 'Title' and 'Edit', showing '\*\*'.

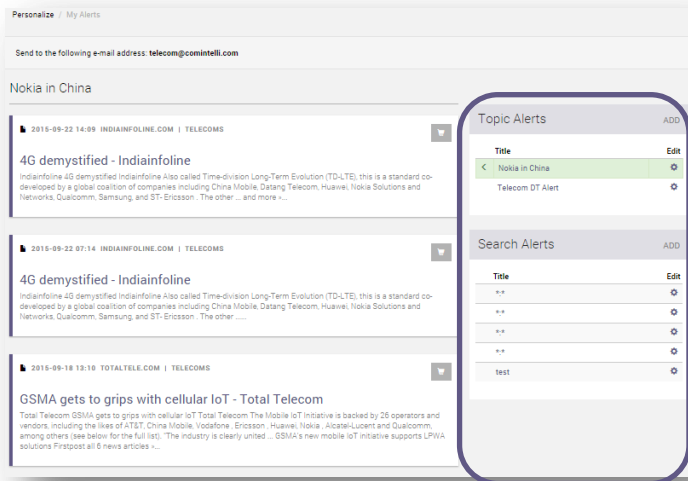
Search and Topic alert can be created from the Start Page by clicking 'Add Alert' in the top right corner or via My Alerts in the menu.

The screenshot shows the 'Start' page. The navigation menu includes 'Start', 'Navigate', 'Publish', 'My Alerts', 'My Library', 'Stats', and 'Admin'. Below the menu, there is a search bar with the text 'Search' and a search icon. To the right of the search bar are 'From' and 'To' input fields, each with a search icon. Below the search bar, there are 'DATE' and 'RELEVANCE' dropdown menus, and a 'START OVER' button. In the top right corner, there is an 'ADD ALERT' button.

## 8.1 Add Topic / Search Alerts

Go to **Navigate - My Alerts**.

A list of existing Search / Topics alerts is presented together with its output.



Click on 'Add' next to Topic Alerts / Search Alerts and proceed as follows:

1. Name the alert <Save>.
2. Select the topics / keywords to monitor. Combine topics / keywords with AND / OR <Save>.
3. 'Combined with' option in Topic Alert: Enables to combine two alerts (eg. (Topics combined with OR in Alert 1) AND (Topics combined with OR in Alert 2)).
4. Delivery options are: E-Mail (select frequency: instant, daily, weekly, monthly).

The screenshot shows the alert configuration form. At the top, it says 'Start with entering a title, then add topics and select how the alert should be delivered.' The form has two main sections. The left section is for 'Title' and 'Topics'. The 'Title' field contains 'New Competitors'. The 'Topics' section has a dropdown for 'AND/OR' set to 'OR'. Below this, there are three topic tags: 'Telecom Demo > Business > 3G', 'Telecom Demo > Business > 4G', and 'Telecom Demo > Business > Broadband'. There's a '+ COMBINED WITH' button and a 'DELETE' button. The right section is 'Edit Delivery options' with an 'E-Mail' sub-section. It has a 'Frequency' dropdown set to 'Send daily', a time dropdown set to '23:00', and a 'Maximum no. of results to show' field set to '100'. There are 'ON/OFF' toggle buttons for the frequency and time. At the bottom right, there is a 'SAVE' button.

## 8.2 Edit existing alerts

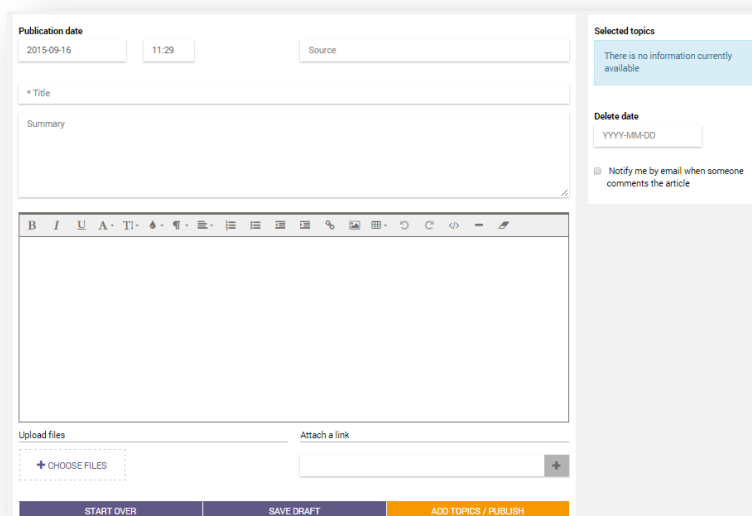
Click the cog icon next to the alert and change the scope of the alert.



## 8.3 Publish internal information

Internal information can easily be published and presented in a standardized format.

Click on **Publish** in the menu.



The screenshot shows a form for publishing internal information. It includes a 'Publication date' section with a date field (2015-09-16) and a time field (11:29), and a 'Source' field. Below is a 'Title' field and a 'Summary' field. A rich text editor is present with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and undo. At the bottom, there are 'Upload files' and 'Attach a link' sections. The 'Upload files' section has a '+ CHOOSE FILES' button. The 'Attach a link' section has a text input field and a '+' button. On the right side, there is a 'Selected topics' section with a message 'There is no information currently available' and a 'Delete date' section with a date field (YYYY-MM-DD) and a checkbox for 'Notify me by email when someone comments the article'. At the bottom of the form are three buttons: 'START OVER', 'SAVE DRAFT', and 'ADD TOPICS / PUBLISH'.

### 8.3.1 Write article

- Start to type a **title** (required). Additional text can be added in the summary field and/or body text under the Word Editor.
- **Publication date:** Can be changed manually.
- **Source:** States per default the Publishers name. If field is completed with a Source name, both Source and Publisher's name show in article.
- **Upload Files and Links:** Add files by upload or drag & drop. Copy/paste links in 'Attach a link' field.

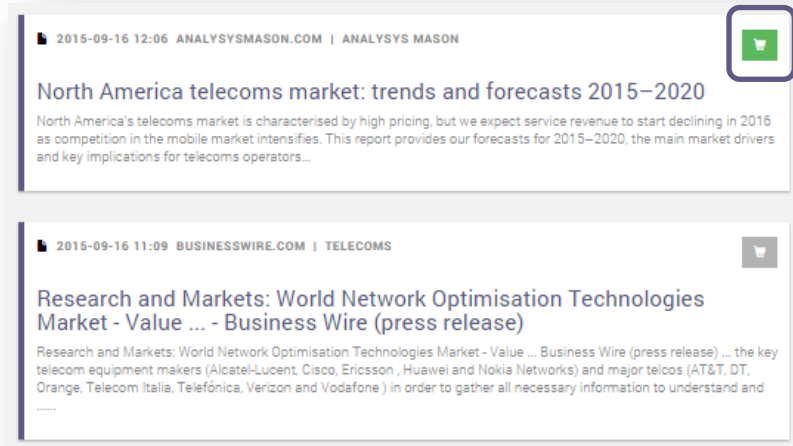
### 8.3.2 Add Topics/Publish

Topics are assigned automatically based on the content in your article. Topics can also be added manually by clicking on them from the topic tree (De-click topics facets in order to remove).

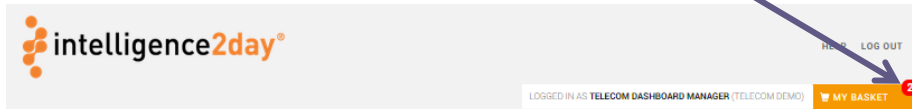
- Click **Publish** to make article available in the system.
- **Start over** to erase content.
- **Save draft** to keep article under Find - My articles for later reference.

## 9 My basket

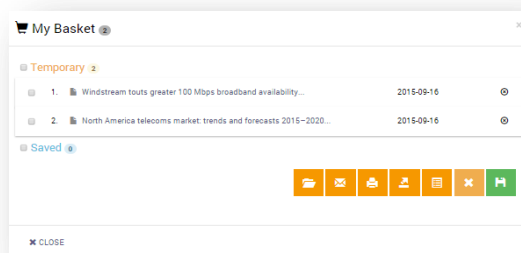
With 'My basket' it is easy to collect articles and use them for later reference.



Once articles are added to My basket, this will be indicated in red.



Articles are first added under Temporary (valid during current session), from there they can be selected in order to do the following actions:



- Save articles to My Library (to save articles more long-term)
- Share-by-mail
- Print
- Export
- Create report
- Save to Basket

## 10 My Library

In **My Library**, articles can be stored in an unsorted list or in folders. Folders are very convenient to use if in order to store articles in a structured way, Articles can be shared by e-mail, printed or exported from here.

**Add folder:** Name your folder and click the plus icon.

The screenshot displays the 'My Library' interface. At the top, there is a breadcrumb 'Personalize / My Library' and a description: 'My Library is where you find articles stored in folders and your created reports.' Below this are 'From' and 'To' date selection fields. A 'My Folders' button is visible. The main area is divided into two sections: 'Options for selected articles' and 'Add Folder'. The 'Options for selected articles' section includes buttons for 'SHARE BY E-MAIL', 'PRINT ARTICLES', and 'EXPORT'. Below these is a dropdown menu currently set to 'Unsorted'. The 'Add Folder' section has a 'Name' input field and a plus icon. Below the 'Add Folder' section, a list of folders is shown, including 'Marketing'. At the bottom, there is a 'Move/Remove' section with a 'None Selected' dropdown and a table of articles.

Title	Entry date
<input type="checkbox"/> Is communication technology bringing families closer together?	2015-08-20
<input type="checkbox"/> Ericsson enters ICT collaboration partnership with SK Holdings C&C	2015-08-18
<input type="checkbox"/> 'Ericsson literally many years ahead of the cloud crowd' according to 451 Research.	2015-08-17

Articles can initially be collected in **My Basket** and be saved to **My Library** and the folders you might have set up.

## 11 Contact Support

Intelligence2day® provides world-class technical support services and an exceptional staff of highly skilled support engineers. Support is available during standard business hours via e-mail.

Intelligence2day® Professional is available round the clock (24/7/365), except for scheduled maintenance.

Please send all your support enquiries to [support@intelligence2day.com](mailto:support@intelligence2day.com)  
Intelligence2day® Professional has an extensive partner network of competitive intelligence specialists available to support you with:

- Information and content strategy
- setting up a competitive intelligence function
- creating taxonomies
- monitoring data
- intelligence consulting and benchmarking
- market research
- virtual analysts
- intelligence training