EMIS

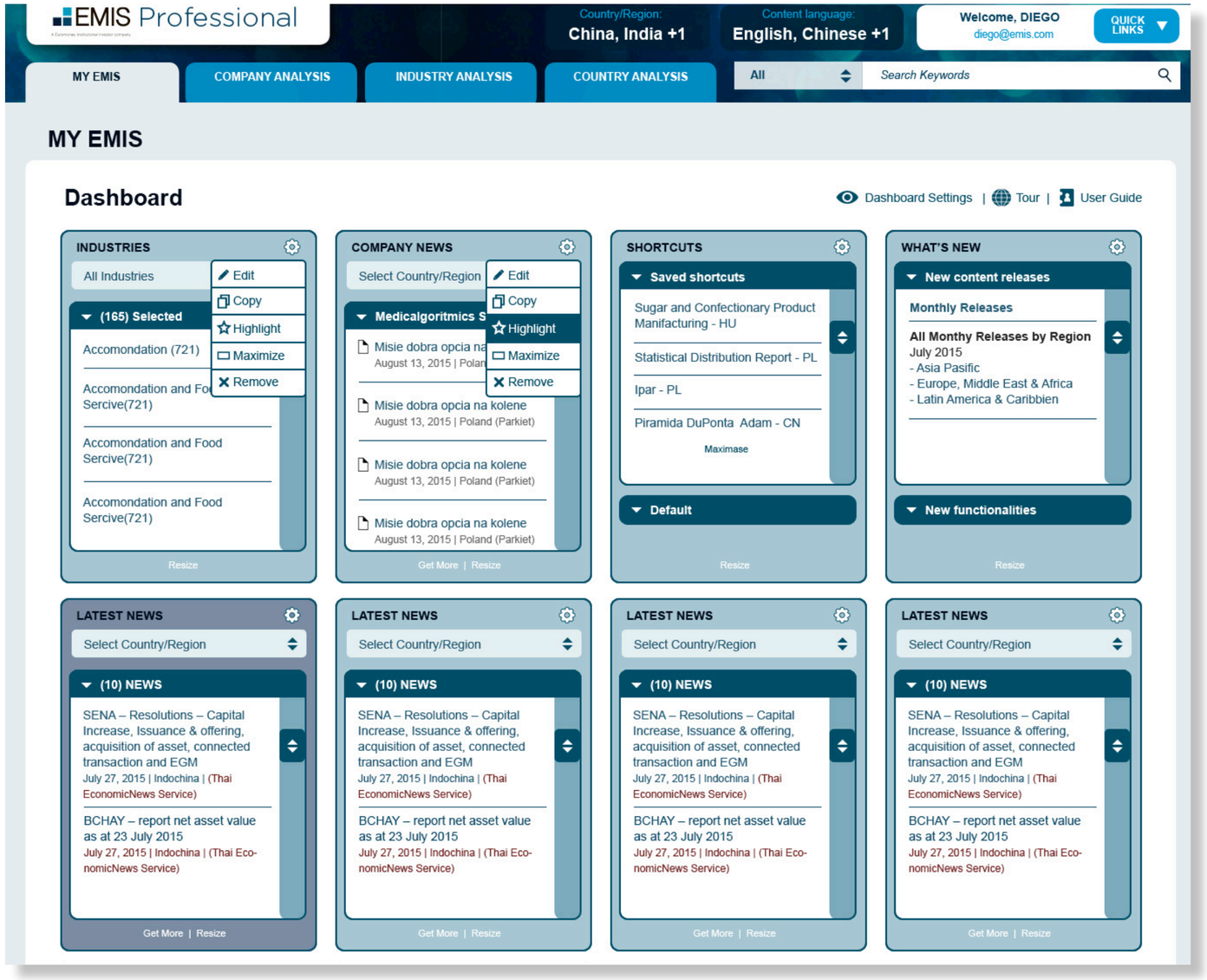
A Euromoney Institutional Investor company

USER GUIDE - DASHBOARD

1.1. Landing Page

MY EMIS' Dashboard is the default landing page for EMIS. It is designed to help users customise and save favorites, allowing them to keep up with the latest updates on frequently used companies, industries, research, news and publications, providing easy access to favorites:

- Personal profile for each end user to save preference settings;
- Customisable widget content / selection / location / size;
- Recommended content based on your preference;
- Intuitive wizard and tour to help you get quickly acquainted with Dashboard features



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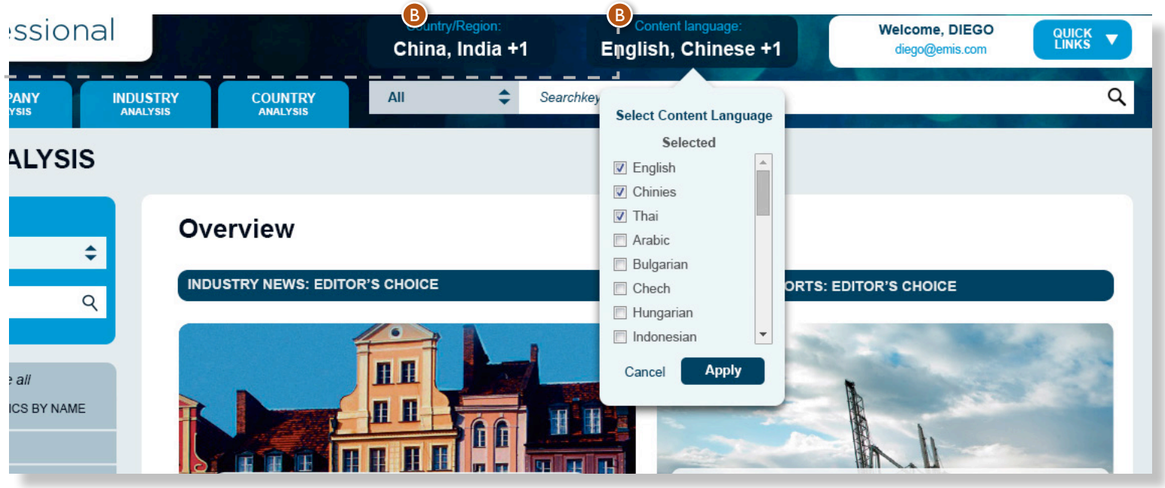
1.2 Viewing content language

Ⓐ Allows you to select the content language you want to display

1.3 Top Navigation Bar

Ⓑ Country / Interface language selection: when you click on the Edit link, a dropdown menu will appear that allows you to switch countries or change interface language.

Please note that this section is not available in Dashboard.



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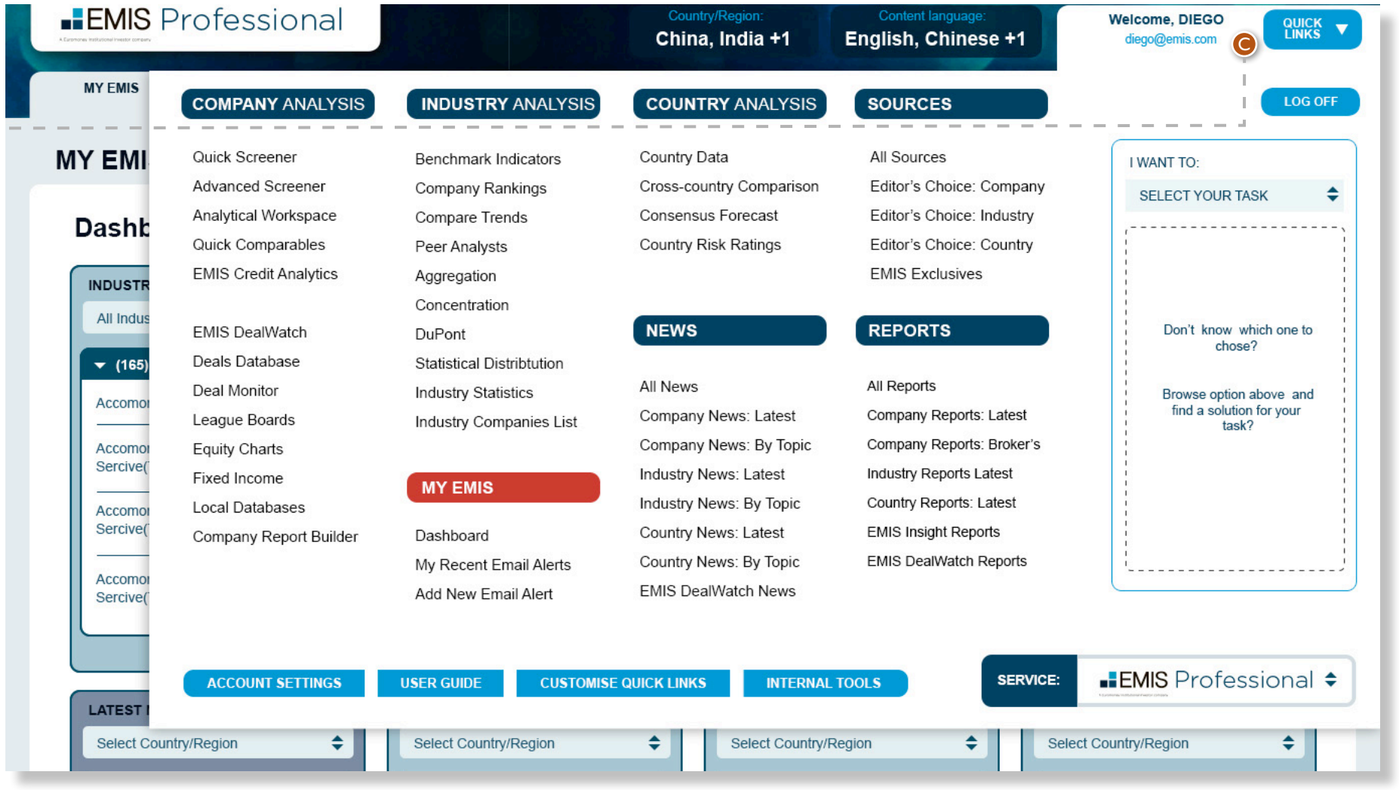
1.4 Quick Links

- Quick Links in the top right corner of EMIS allows you to go directly to any of our services.



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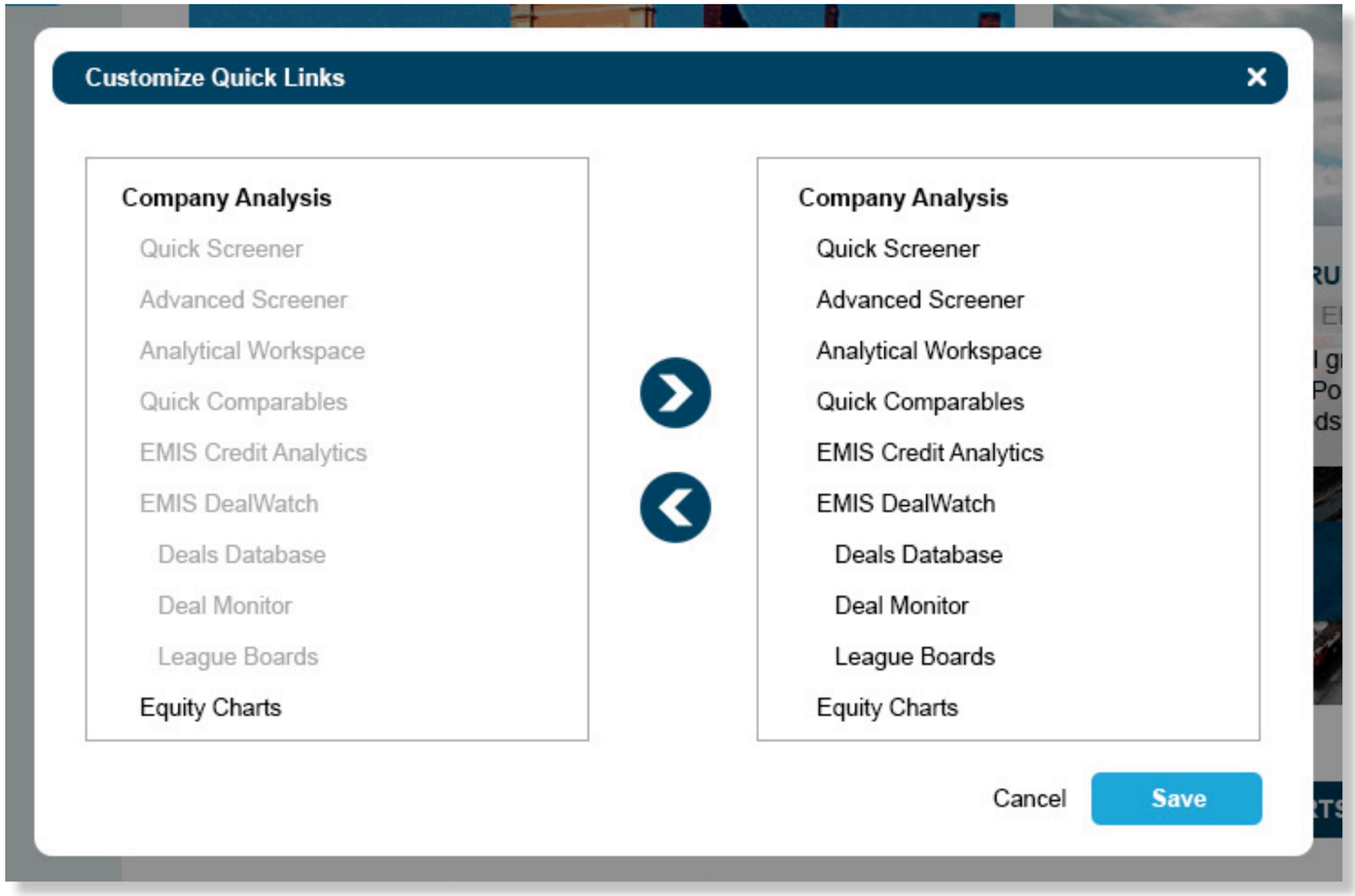
1.5 Dashboard Settings

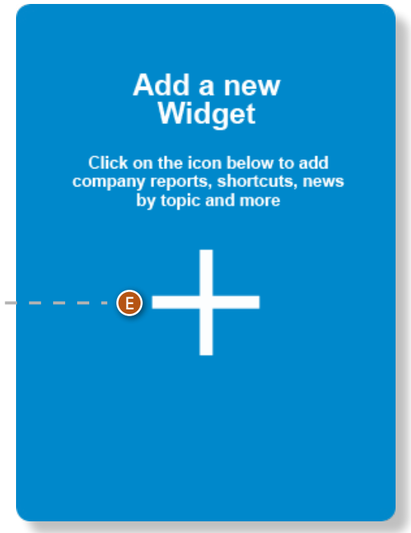
- Dashboard Settings

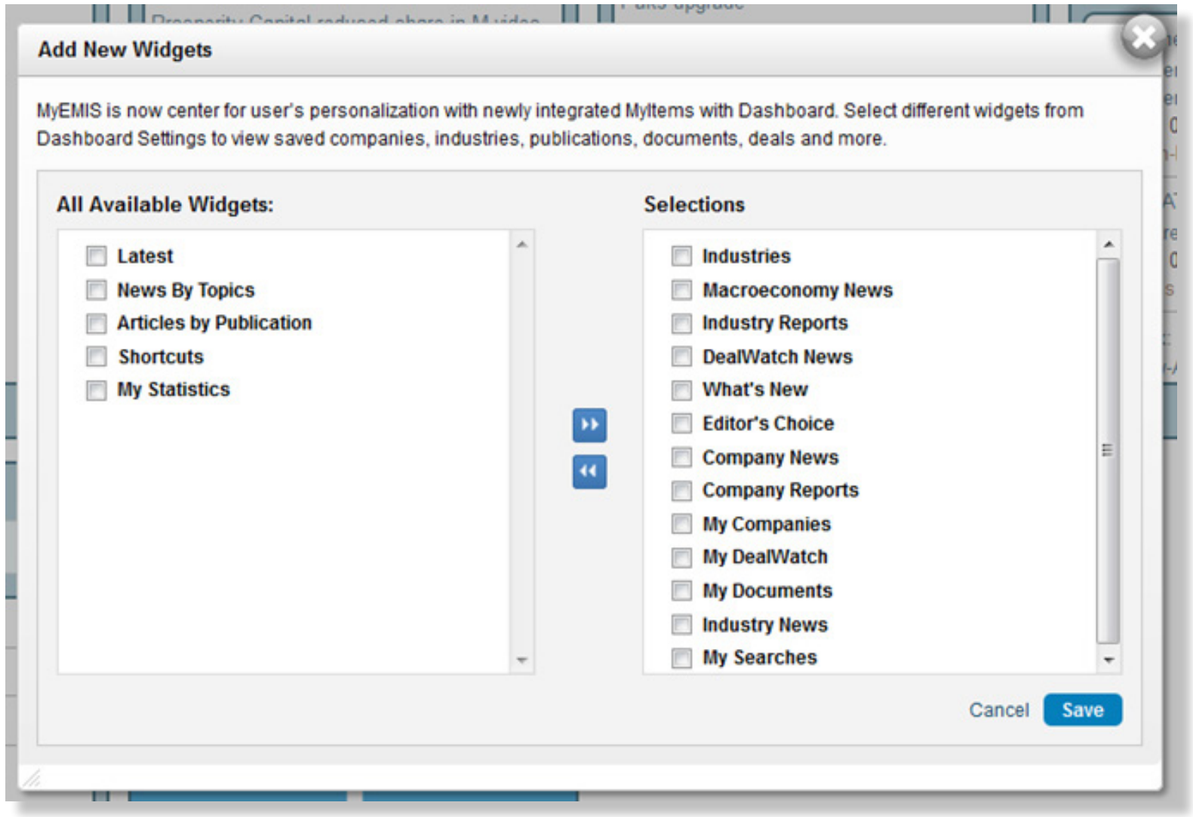
- If you click on the Dashboard Settings button on the top right of the Dashboard, a popup will appear allowing you to change your widget selection and/or preference industry setting.



1.6 Add a New Widget

If you click on the + button on the Add a New Widget placeholder, a popup will appear allowing you to change your widget selection.





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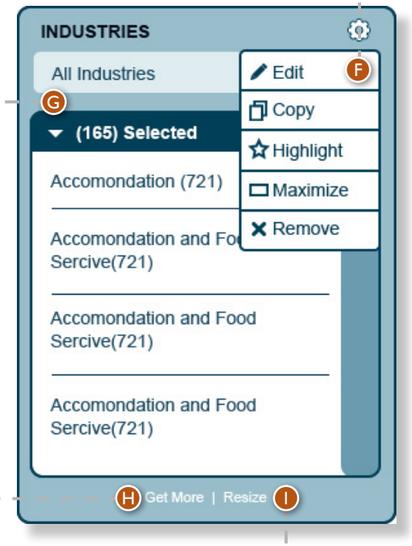
1.7 Widget function



G When you make any customization, e.g. selected companies / industries / topics, your selections will be displayed in this dropdown menu

F **Edit:** When the Edit button is active, you can click on it to customise the widget content.

Copy: Make a copy of the widget

Highlight: Highlight the header of the widget

Maximize: Widget content will be displayed in a popup

Remove: Remove this widget from the Dashboard

Country dropdown: View content from selected countries

H By clicking on this link, you will be redirected to the corresponding EMIS page

I Change the size of the widget

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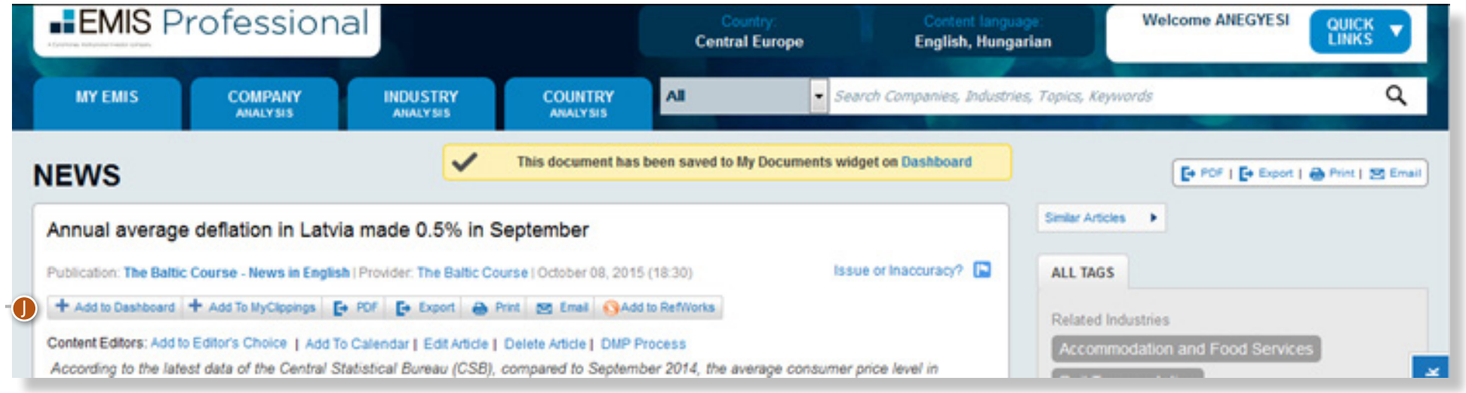
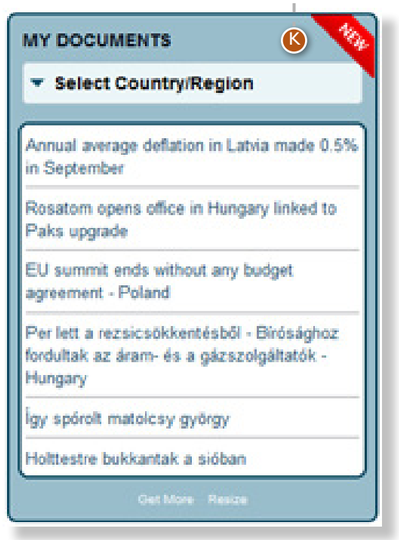
1.8 Add to Dashboard

J You can use "Add to Dashboard" to save the item onto Dashboard. When you add something, you will see a successfully added message like below.



K When an item is saved, corresponding My widget will be auto added if it is not on Dashboard with a "New" badge.