



What is Tel-Me What's New?

Tel-Me What's New offers you a window into a world-wide collection of continually updated business information. Articles and news stories from specialist press sources around the globe are stored and indexed with Tel-Me's advanced "Data Engine" technology.

Using the intuitive What's New input screen you can then search for articles using one, or a combination, of the following criteria:

- | | |
|------------------------|-----------------------------------------------------------------------------------------|
| Industry Sector | Allows you to choose up to three subjects within one or more selected industries. |
| Country | Allows you to select up to three countries. |
| Company Name | Allows you to limit the search to articles concerning up to three particular companies. |
| Word Search | Allows you to define up to three keywords with which to search. |

With your search criteria set, What's New will first scan for appropriate headings and produce a list. From these headings you choose the stories that you wish to view. These are then retrieved and displayed in full.

See also

[Making a What's New Enquiry](#)

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Making a What's New Enquiry

Retrieving articles involves two main stages:



Firstly, you define and send a set of initial search criteria for which you receive a list of appropriate headlines.



Secondly, from the received headline list, you select items that are of interest and the corresponding articles are retrieved for viewing.




Retrieving Articles

Once a list of headlines has been returned from the initial enquiry, you can begin choosing which articles to retrieve in full.


You can:

- Tag or Un-Tag headlines individually, or
- Tag All or Un-Tag All headlines collectively.

Then when you have selected the appropriate headlines, you can begin the download process by clicking the **Retrieve Items** button in lower left hand corner of the screen.

For each selected headline, the adjacent tag  changes to a grey document

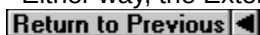


icon. As each article is retrieved in full, the grey document icon then changes to a colour document  to indicate its availability.

As soon as the grey document icon beside a headline becomes colour, you can view the corresponding article immediately by, either:

- Double-clicking on the headline,
- Moving the highlight bar to the headline and clicking the Expand button.

Either way, the Extended Information Screen will be displayed so that you can view the article.





Setting Alerts

For those who need to be regularly updated on particular subjects, there is an Alert feature. An Alert stores your search criteria and prompts you at selected intervals to make a new enquiry. When you make the enquiry, the stored criteria are applied and only new articles are retrieved.

To create a new Alert, specify a set of criteria in the usual manner and then click the **Add to Alert** button. The following dialog (after a short explanation message) will be displayed:

What's New Alert

Current Enquiry
Banking Regulation
United Kingdom
Any Company
No Word Searching

Name/Title
Banking


Frequency
3 Days

OK Cancel

Click on the required item for more information.

To set your alert:

1. Enter a name for the alert (maximum of eight characters).
2. Select the required Frequency of the Alert.
3. Click OK to store the new alert.


Alerts can be viewed by clicking the  button in the toolbar or by selecting the Current Alerts... option from the Options menu.

Return to Previous ◀

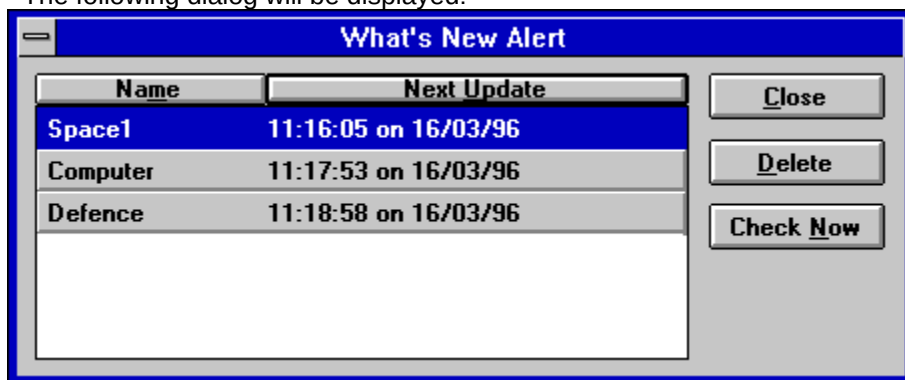


Viewing Current Alerts

To view alerts that are already set:

- Click on the  button in the toolbar, or
- Select the **Current Alerts...** option from the Options menu.

The following dialog will be displayed:



Click on the required item for more information.

Within this dialog, you can:

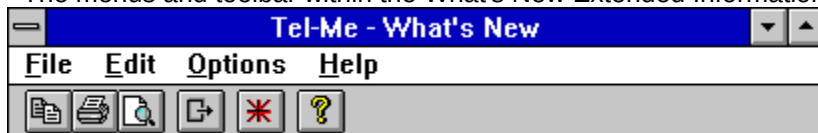
- Delte an existing alert, or
- Select an alert and make an immediate enquiry.





What's New Menus & Toolbar

The menus and toolbar within the What's New Extended Information Screen are arranged as follows:



Click on the required item for more information.

See also

[Making a What's New Enquiry](#)

[Defining Your Search Criteria](#)

[Setting Alerts](#)

Individual Tag and Un-Tag

To Tag a single headline:

- Move the highlight bar to the required headline and click the **Tag** button, or
- Move the highlight bar to the required headline and press the space bar, or
- Double-click on the required headline using the left mouse button, or
- Using any of the above methods, a tag icon will appear next to the selected headline.

To Un-Tag a single tagged headline:

- Move the highlight bar to the required headline and click the **Un-Tag** button, or
- Move the highlight bar to the required headline and press the space bar, or
- Double-click on the required headline using the left mouse button, or
- Using any of the above methods, the adjacent tag icon will disappear.

Collective Tag All and Un-Tag All

To Tag all headlines:

- Click on the **Tag All** button, or
- Tag icons will appear next to all of the currently returned headlines.

To Un-Tag all headlines:

- Click on the **Un-Tag All** button (this button is only available when all headlines are tagged), or
- The Tag icons will disappear from all of the headlines.

Current Enquiry Field

This field displays the current enquiry criteria that will be included in the new alert.

Name/Title Field

Use this field to enter a title for the new alert. You can use a maximum of eight standard characters or numerals, and no spaces are permitted.

Frequency Selection

Use this section to set the required frequency of the new alert. The first field allows you to set a number between 1 and 15 while the second field gives you the option of Days or Weeks. Thus, you can configure an alert enquiry to occur anywhere between once a day and once every fifteen weeks.

Deleting an Alert

To delete an alert:

1. Select the alert to be removed.
2. Click the **Delete** button.

Making an Immediate Alert Enquiry

To make an immediate enquiry using an alert:

1. Select the required alert.
2. Click the **Check Now** button.

Alerts Listing

Displays the name and corresponding scheduled update time for each alert that is currently stored.

Close

Exits from the dialog and accepts any changes that were made.

OK

Exits from the dialog box and saves any changes made.

Cancel

Exits from the dialog box and discards any changes made.

Delete

Removes the currently highlighted alert.

Check Now

Initiates an enquiry using the criteria stored within the currently highlighted alert.

File

Print... Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

Print Preview Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

Print Setup... Selects the Windows Printer Setup dialog box so that you may configure a selected printer.

Exit Closes the Extended Information Screen and returns to the Tel-Me product area.

Edit

Cut This option is not available within this product and remains greyed-out.

Copy Places a copy of the displayed information into the Windows clipboard so that it can be transferred to another program. Press **Ctrl** and **C** as a shortcut for this option.

Paste This option is not available within this product and remains greyed-out.

Options

Current Alerts... Displays the Current Alerts dialog so that you can view names and set frequencies of any alerts that are ready set.

Enable/Disable All Warnings Determines whether short warning messages are displayed before significant events occur within the What's New product.

Help

Contents Displays the main contents page of this help program.

Help on What's New Displays the initial page and contents of the help for this product. Press **F1** as a shortcut for this option.

About What's New Provides copyright and version details for this product and also indicates the system resources available.

Copy Button

Places a copy of the displayed information into the Windows clipboard so that it can be transferred to another program. Press **Ctrl** and **C** as a shortcut for this option.

This option is also selectable from the Edit menu.

Print Button

Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

This option is also selectable from the File menu.

Print Preview Button

Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

This option is also selectable from the File menu.

Exit Button

This is the same as using Alt-F4 and will close the Extended Information Screen to return control to the Product Area. This action has no effect on the data which will still be available in the Library for re-examination.

This option is also selectable from the File menu.

Current Alerts Button

Displays the Current Alerts dialog so that you can view names and set frequencies of any alerts that are ready set.

This option is also selectable from the Options menu.

Help Button

Displays the initial page and contents of the What's New help. Press **F1** as a shortcut for this option.

This option is also selectable from the Help menu.

