

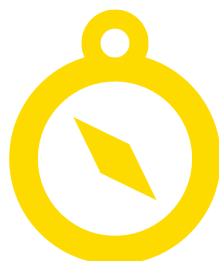
# User Guide

Get the most out of your subscription to MLex Market Insight.

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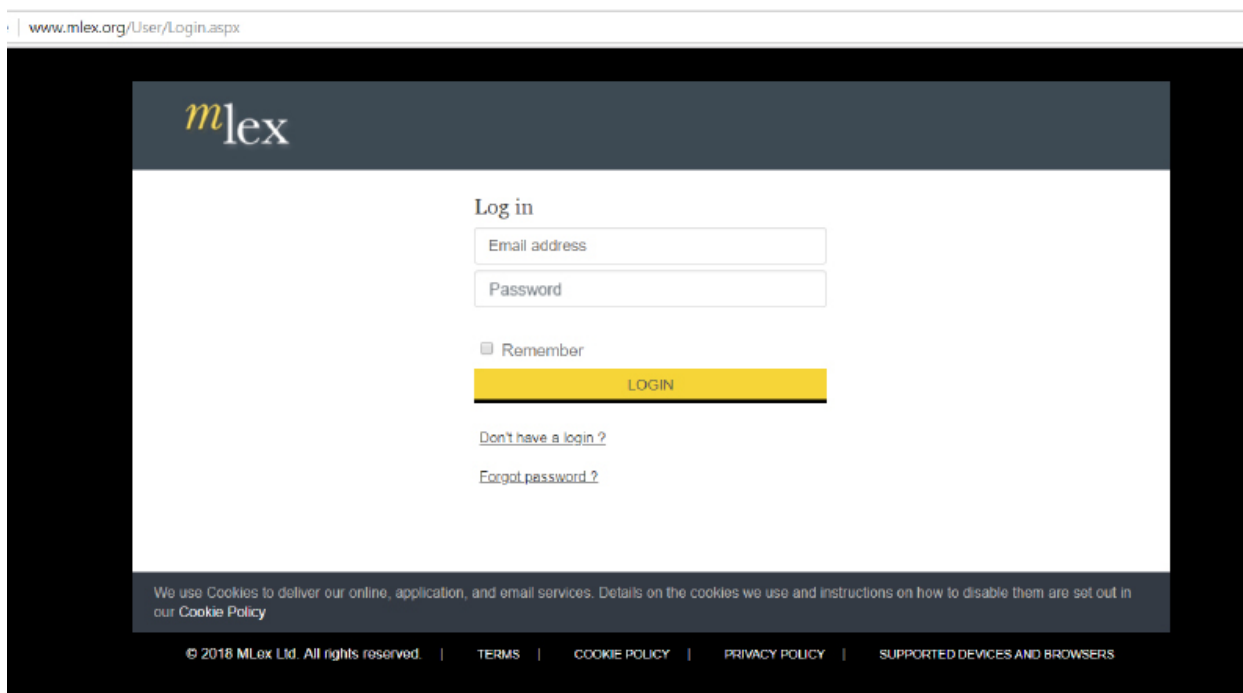
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# 1. Login

Go to <http://www.mlex.com/User/Welcome.aspx> and sign in. If you are redirected to mlexmarketinsight.com, click on the Subscriber Login button in the top right-hand corner. Enter your login credentials and tick the “Remember” box. You will need to accept the Terms & Conditions.

If you forget your password please use password reset on the Login page – click on “Forgot Password?” You will be directed to the Forgot Password page and prompted to input your email address (username). A link to reset your password will be emailed to you.



## Changing Your Password

Clicking on the “[First Name]’s Mlex button in the top right-hand corner of any page and selecting “Profile” from the drop-down list will show you your current details and also allow you to change your password. For security reasons, we recommend you change your password when you first log in.

Remember to click “Save” to confirm any changes.



## 2. Navigating Your News Page

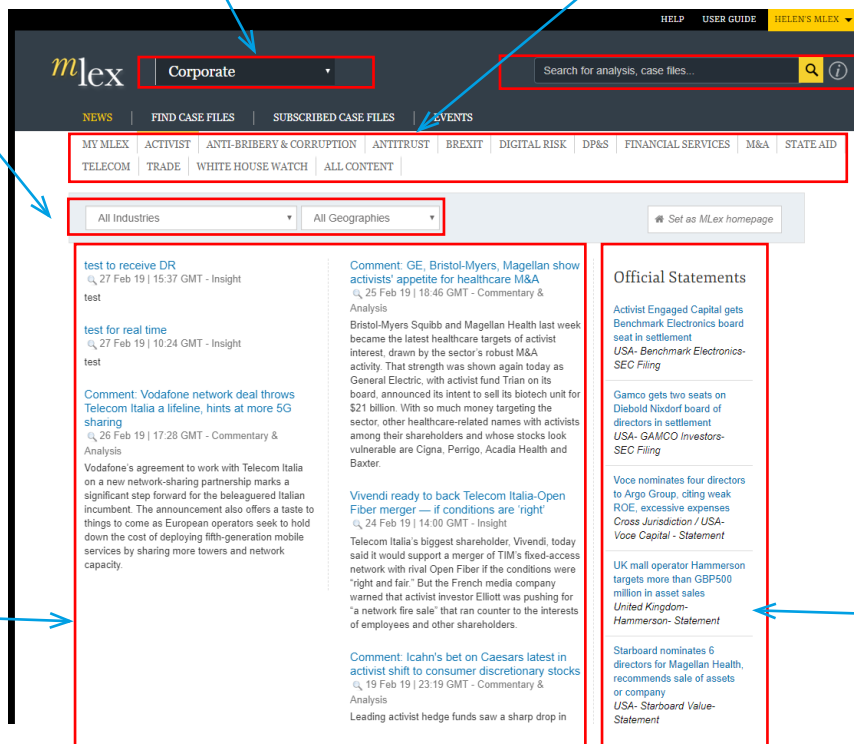
Depending on your subscription, the content on your front page may look different to the example provided below.

**Product** – If you have access to more than one MLex product, please use the drop-down menu to switch between products.

If you have access to more than one module use the tabs to move between them. If you subscribe to more than one module you can click “All Content” to get a single view of your modules.

User the drop-down menus to filter the coverage

**Search** - Enter a key-word(s) to search across the content in your selected product. You will be able to filter to refine your results on the search results page.



Articles appear in order of publication – the most recent will be at the top. See below for an explanation of the different content types.

Official Statements from governments, regulators, business and other stakeholders are listed here.

### Content Types:

**MLex Insight:** MLex proprietary content reporting breaking news and key, incremental developments relating to legislation, court hearings and marketplace evolution MLex is tracking.

**MLex Commentary & Analysis:** MLex proprietary content written in a more detailed style analyzing the wider factors and implications of a key issue, predicting future changes in the regulatory environment.

**Official Statements:** External documents relevant to cases and legislation MLex is following. These include court documents, press releases, official reports, legal authority decisions and legislative process documents.



Click on the “[First name]’s MLex button in the top right-hand corner to access a drop-down menu to:

- **Portal Page** – this will only appear in the drop-down if you have access to more than one product.
- **Dashboards** – this feature enables you to access and share content with colleagues. Dashboards are created using keywords. See page 11 for more information on dashboards. Please note: Dashboards are only available as part of an Enterprise subscription.
- **Saved Searches** – this enables a user to save a keyword(s) search for future use. Email Alerts can also be created using the Saved Search feature.
- **Favorites** – add a story or a Case File to your Favorites for quick access to it.
- **Alerts** – this is where you set your email alert preferences
- **Settings** – amend your personal details, and change your password.

The screenshot shows the MLex user interface. At the top right, there is a navigation menu for 'HELEN'S MLEX' with options: Portal page, Saved Searches, Favorites, Alerts, Admin, Settings, and Log Out. The main header includes the MLex logo, a 'Corporate' dropdown menu, and a search bar. Below the header are navigation tabs for NEWS, FIND CASE FILES, SUBSCRIBED CASE FILES, and EVENTS. A secondary row of tabs includes MY MLEX, ACTIVIST, ANTI-BRIBERY & CORRUPTION, ANTITRUST, BREXIT, DIGITAL RISK, DP&S, and FINANCIAL SERVICES. Further down, there are tabs for TELECOM, TRADE, WHITE HOUSE WATCH, and ALL CONTENT. Two dropdown menus are visible: 'All Industries' and 'All Geographies'. A 'Set as MLEX' button is also present. The main content area displays several news articles, including 'test to receive DR', 'test for real time', 'Comment: Vodafone network deal throws Telecom Italia a lifeline, hints at more 5G sharing', 'Comment: GE, Bristol-Myers, Magellan show activists' appetite for healthcare M&A', 'Official Statements' section with sub-articles like 'Activist Engaged Capital gets Benchmark Electronics board seat in settlement', 'Gamco gets two seats on Diebold Nixdorf board of directors in settlement', 'Voce nominates four directors to Argo Group, citing weak ROE, excessive expenses', and 'UK mall operator Hammerson targets more than GBP500 million in asset sales'.



### 3. Setting up email alerts

You can customize your Mlex subscription to send you an alert every time content relevant to your work or interests is published. These alerts are sent to the email address associated with your account.

There are different types of alerts

- i. Real-time Alert** - An alert is sent to you as soon as a new story is published. See below for information on how to set up Real-time Alerts.
- ii. Daily Alerts** - A round-up alert of all the new stories published in a day, emailed to you at 6.30pm in your selected time zone.
- iii. Saved Search Alerts – Keyword Alert:** You can also create a customized alert based on a keyword. Every time your keyword appears in a story Mlex has written or an Official Statement, you will be sent an alert.
- iv. I'm getting too many email alerts** – if you find you're receiving too many email alerts, you can adjust these in the alerts management section or unsubscribe to stop receiving all.

#### Alerts Management

This page will help you set up alerts at a basic level, based on your interested areas. If you wish to refine this to a more granular level then we'd suggest using the saved search feature to do a keyword search and filtering on this.

To find alerts go to "[First Name]'s MLex" and select "Alerts" from the drop-down menu. You will be directed to the Alerts set-up page (below)

Configure your alert settings and remember to save.

Please note that if you click the "Unsubscribe" button you will be unsubscribed from all MLex email alerts. You won't be able to edit your preferences once the button is pressed, but you can return to your original settings by clicking the button.

#### i. My Real-time Alerts

My Real-time Alerts

Select the Content Type(s) you want to be alerted on.

Choose at least one selection from each section.

Content Types:  All Content Types  Insight  Commentary & Analysis  Official Statements

Categories: All Categories ...

Industries: All Industries ...

Geographies: All Geographies ...

Clear all Copy to Customized Daily Active

Button is green showing the user is subscribed to receive alerts

Wherever you see the inactive/active button, this must be switched on, in order to receive alerts.



## ii. Daily Alerts

A round-up alert of all the new stories published on a product in a day, is emailed to you at 6.30pm in your selected time zone.

To set up a Daily Alert, scroll to the alerts section and select a time zone, and make sure the button is active.

Switch on press roundups in order to receive them

Press Roundups

Europe  North America

If no time zone is selected, you will not receive a daily alert. You can select multiple time zones.

MLex Daily Alerts  Active

Mlex Daily Alerts are sent after 6:30pm in this time zone(s)

Brussels  Washington  Sao Paulo  Beijing

You must select at least one time zone in order to receive MLex daily alerts

You can set your customized daily in the same way as the real-time alerts, but these will be collated in one email, sent in the timezone(s) of your choice

My Customized Daily    Active

Content Types  All Content Types  Insight  Commentary & Analysis  Official Statements

Categories  ...

Industries  ...

Geographies  ...

Customized daily alerts are sent after 6.30pm in the chosen time zone(s)

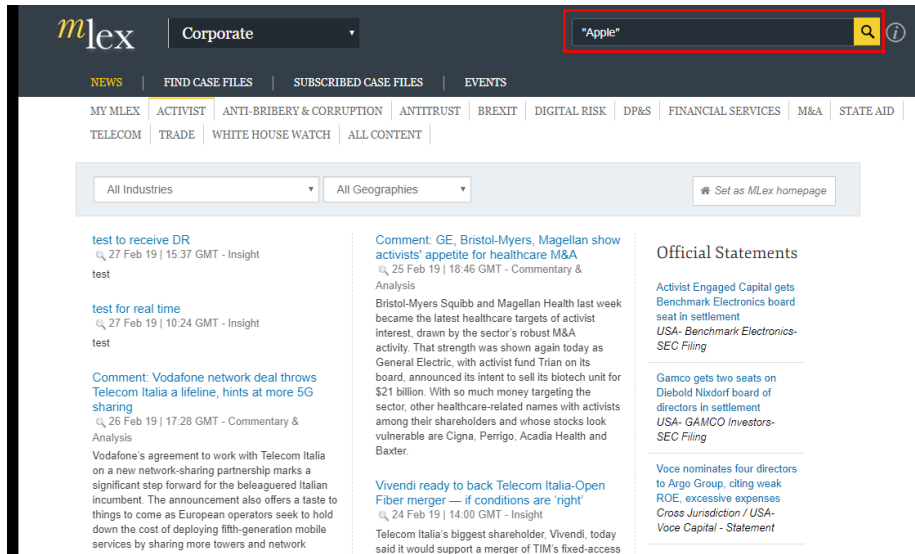
Brussels  Washington  Sao Paulo  Beijing

Copy buttons exist, so you can quickly copy the settings from Real-time alerts to Customized Daily.



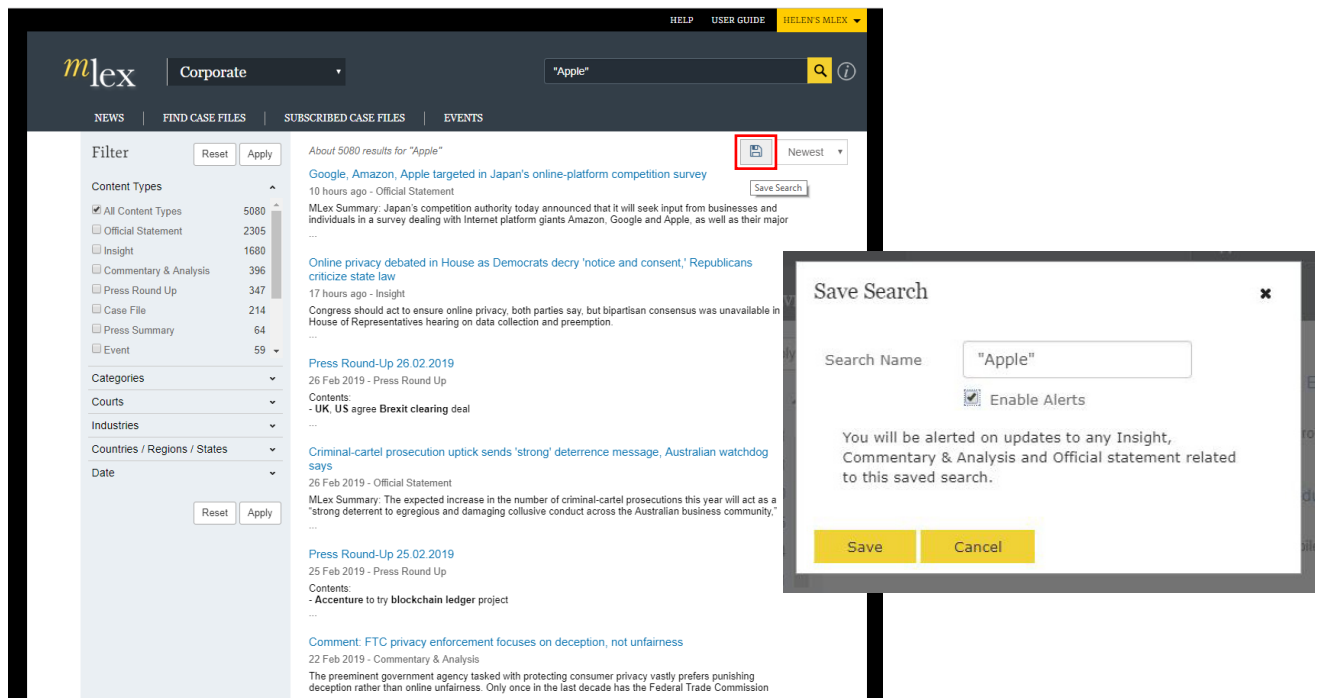
### iii. Saved Search Alerts

You can also create alerts based on saved searches. Type a keyword into the Search box and search. You will be taken to the Search Results Page.



From here you can refine your search using the Filters on the left.

When you are ready to save your search click on the Save icon. A pop-up box will appear – from here you can save your keyword as a Saved Search and Enable an alert.





### iii. Saved Search Alerts

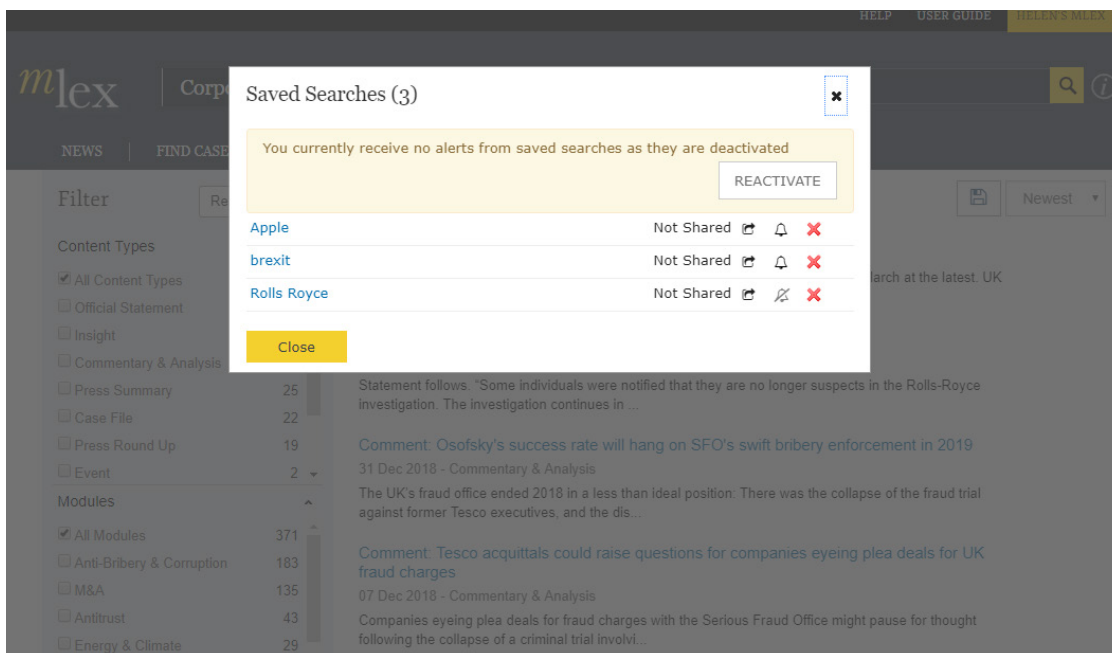
From the Alerts Management page, you can turn the Saved Search Alerts off. Perhaps this would be helpful if you're going on holiday, and don't wish to change the settings. You can also access a list of Saved Searches by clicking on the link.

#### Saved Search Alerts

[Click to review your Saved Searches](#)



If you have switched these saved searches off you will be prompted that you can reactivate these.







#### iv. I'm getting too many email alerts

If you find you're receiving too many email alerts, you will now find two links at the bottom of the emails received, that will enable you to change this.



**Press Round-Up 20.04.2018**

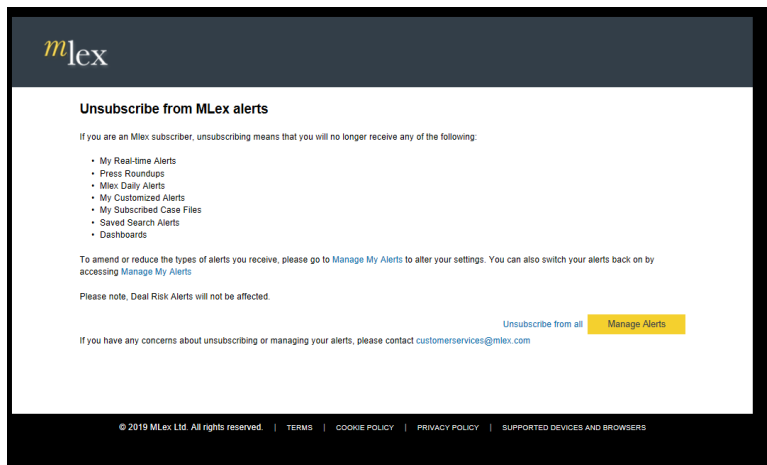
20 Apr 18 | 13:00 GMT

Intro

[Read more >>](#)

Note: This email is in relation to your Alert settings. [Update your preferences](#). To stop receiving alerts related to your Mlex subscription [unsubscribe](#). If you have any concerns about unsubscribing or managing your alerts, please contact [customerservices@mlex.com](mailto:customerservices@mlex.com)

Click on “unsubscribe” and you will be taken to the page below that allows you either to access your alerts, or unsubscribe to all Mlex email alerts. Please be aware that if you click the link to unsubscribe from all, you will no longer receive any email alerts for Mlex content and the date and time that you unsubscribed will be shown here.



Click on “Manage My Alerts” and you will be taken to your Alerts management page.



## 4. Searching for content

As well as reading new stories as they are published, your Mlex subscription allows you to search through more than 10 years of insights, commentary and analysis.

To start a new search simply enter a search terms or keyword in the search box and click the search icon.

Refine your search by using the filters. Depending on your subscription, there may be search filter options for Content Type, Categories, Courts, Industries, Geographies. You can also filter using a date range.

This is also an excellent way to search for Case Files – after searching on your keyword, tick Case File on the Content Types filter.

The screenshot displays the Mlex search interface. At the top left is the Mlex logo and a 'Corporate' dropdown menu. A search bar at the top right contains the text 'Apple' and a search icon. Below the search bar are navigation links: NEWS, FIND CASE FILES, SUBSCRIBED CASE FILES, and EVENTS. On the left side, there is a 'Filter' panel with 'Reset' and 'Apply' buttons. The 'Content Types' filter is expanded, showing a list of options with their respective counts: All Content Types (5080), Official Statement (2305), Insight (1680), Commentary & Analysis (396), Press Round Up (347), Case File (214), Press Summary (64), and Event (59). Other filter categories include Categories, Courts, Industries, Countries / Regions / States, and Date. On the right side, the search results are displayed, starting with 'About 5080 results for "Apple"'. The first result is 'Google, Amazon, Apple targeted in Japan's online-platform competition survey', dated '10 hours ago - Official Statement'. The second result is 'Online privacy debated in House as Democrats decry 'notice and consent,' Republicans criticize state law', dated '17 hours ago - Insight'. The third result is 'Press Round-Up 26.02.2019', dated '26 Feb 2019 - Press Round Up'. The fourth result is 'Criminal-cartel prosecution uptick sends 'strong' deterrence message, Australian watchdog says', dated '26 Feb 2019 - Official Statement'. The fifth result is 'Press Round-Up 25.02.2019', dated '25 Feb 2019 - Press Round Up'. The sixth result is 'Comment: FTC privacy enforcement focuses on deception, not unfairness', dated '22 Feb 2019 - Commentary & Analysis'. There are 'Save Search' and 'Newest' buttons in the top right corner of the results area.

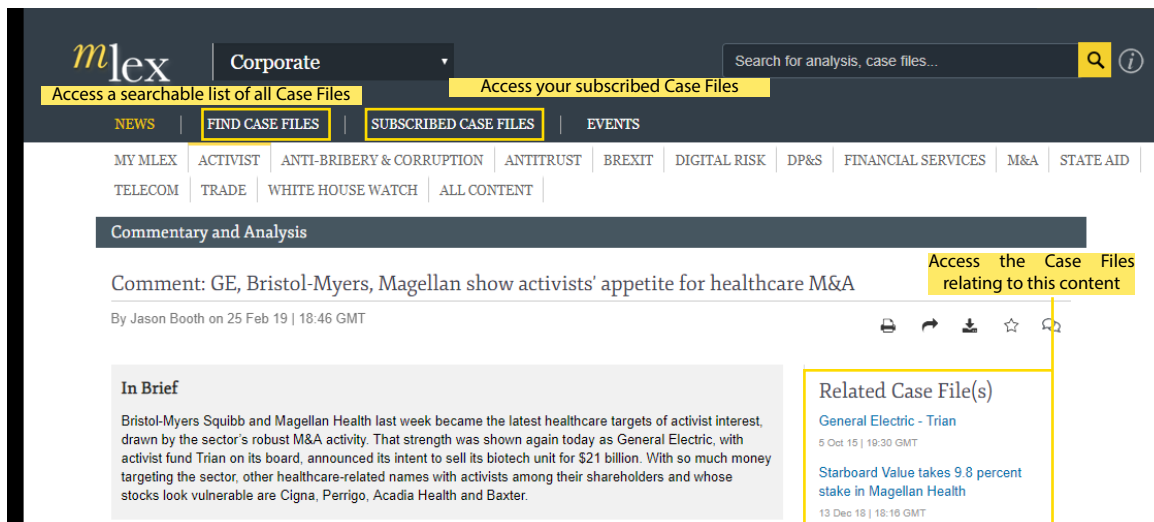
You can save your search for future use as well as set the search up as an alert (see above).



## 5. Using Case Files

Content published on MLex is organized into Case Files. Each Case File includes a mix of our proprietary insights, commentary and analysis, key dates and official statements.

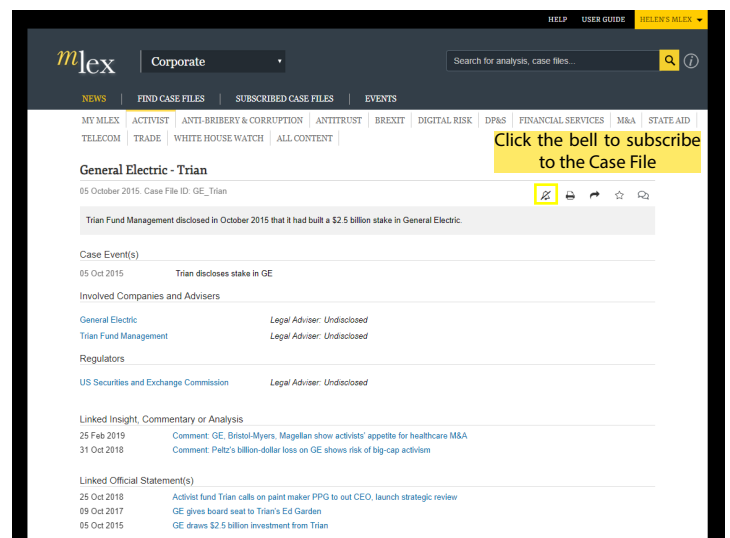
You can access relevant Case Files from any content through the “Related Case Files” section next to the In Brief Summary. You can also access a searchable database of all Case Files from the “Find Case Files” link in the top menu and choose to receive alerts on the Case Files you subscribe to.



On the Case File page you’ll find:

- a summary of the case
- a list of key dates
- relevant companies, advisors and regulators
- a list of relevant proprietary content
- a list of linked official statements
- A bell icon that allows you to subscribe to the Case File and receive alerts

*Right: An MLex Case File. Users can scroll down for further linked content including relevant Official Statements from companies, regulators and other stakeholders.*



Make subscribed files Active/Inactive on the product alert page

Subscribed Case Files Alerts

Click to review your [Subscribed Case Files](#)





## 6. Dashboards

Please note: Dashboard functionality is available as part of an upgrade service. Speak to your Account Manager to find out more.

The Dashboard feature enables you to access and share relevant Mlex content quickly and easily.

### i. Key Dashboard Features & Functions

The screenshot shows the Mlex dashboard interface. At the top, there is a navigation bar with the Mlex logo, a dropdown menu for 'Global Advisory', and a search bar. Below the navigation bar, there are tabs for 'NEWS', 'FIND CASE FILES', 'SUBSCRIBED CASE FILES', and 'EVENTS'. The main content area is titled 'taxation' and includes a 'Last updated: 16:52' timestamp and several utility icons (refresh, share, info, close, alert). The dashboard is organized into four columns representing different content categories:

- Insight / Commentary:** Includes articles like 'dashboard taxation' (7 hours ago) and 'Telecom operators face reinforced EU obligation to hold data, under new e-privacy draft' (25 Feb 2019).
- Official Statements:** Includes articles like 'Fabricated steel imports from Canada, China, Mexico to undergo antidumping, antisubsidy probes, US Commerce Department says' (18 hours ago) and 'Steel rack imports from China dumped in US, Commerce Department preliminary results find' (18 hours ago).
- Press Summaries:** Includes articles like 'Brexit spurs Panasonic to move European HQ from London to Amsterdam' (30 Aug 2018) and 'Japan ushers in plea deals for financial-crime cases' (01 Jun 2018).
- Case Files:** Includes articles like 'EU – GDPR – Enforcement – Netherlands' (15 Feb 2019) and 'EU – Competition Law – Global Context - Reform' (08 Feb 2019).

1. Dashboard Name
2. Content Categories – Each dashboard organizes the relevant content into four different categories - Insight/Commentary, Official Statements, Press Summaries, Case Files.
3. Refresh – Click to ensure you are viewing the latest content.
4. Share – Click to share your Dashboard with colleagues you specify.
5. About – Click to access information about the shared dashboard – who created it, when it was created, who shared it with you and when they shared it.
6. Delete - Click to delete this Dashboard. NB This will only delete the Dashboard from your Dashboard homepage. It will not delete Dashboards you have shared with colleagues.
7. Alert – the bell icon indicates whether an alert has been set for this dashboard.



ii. How to Create a Dashboard

Search for a specific keyword or phrase. On the Search Results page, refine your search using the filter options on the left-hand side.


The screenshot shows the MLEX search results page for the keyword 'Apple'. On the left, there is a 'Filter' sidebar with sections for Content Types, Modules, Categories, Courts, and Industries. The 'Content Types' section includes options like 'All Content Types' (5108), 'Official Statement' (2277), 'Insight' (1690), 'Press Round Up' (401), 'Commentary & Analysis' (399), 'Case File' (204), 'Press Summary' (66), and 'Event' (57). The 'Modules' section includes 'All Modules' (5108), 'Digital Risk' (4042), 'Global Antitrust' (3093), 'Antitrust: N. America' (2301), 'Tech & Telco: Antitrust' (1913), 'Tech & Telco: Frand & Sep' (1638), 'Antitrust: Europe' (1099), and 'Data Privacy & Security' (726). The 'Create Dashboard' pop-up box is overlaid on the right, showing the dashboard name 'Apple', a checked 'Enable Alerts' option, and a success message: 'Your query is saved successfully as Dashboard.' with a 'Close' button.

Click the Dashboard to create a new dashboard

Use the filters to refine your search query. Remember to Click Apply after selecting appropriate filters.

A pop-up box will appear asking you to create a Dashboard name - the default name will be your search term. You can also enable an alert for this Dashboard.

**iii. How to Share a Dashboard**

To share a Dashboard, open the Dashboard and click on the Share icon 

A pop-up box will appear – Click in the Choose Contacts area and either select from the list or type the first part of a name or email address. Once your list is complete you can select whether to set up alerts for the colleagues you are sharing the dashboard with.

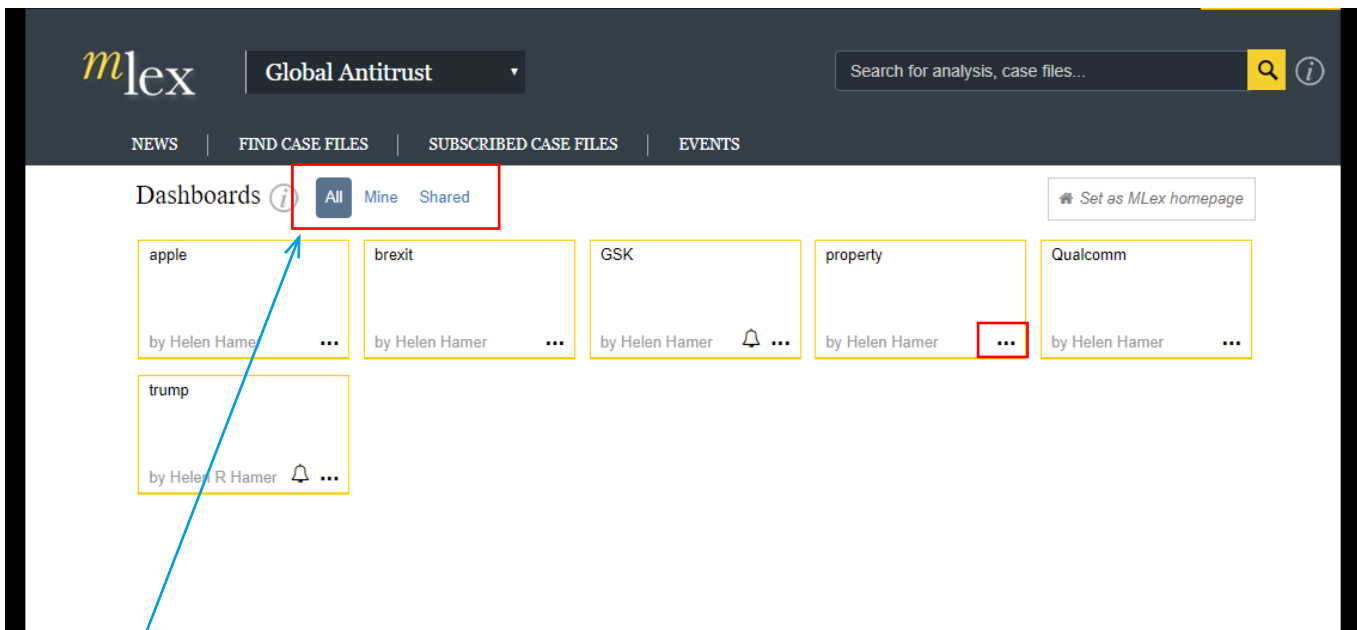
Select Share when you are finished. An email will be sent to all the addresses you select informing the recipients that you have shared a Dashboard with them.

**iv. How to Access your Dashboards**

To access and manage your Dashboards, Click on “[First Name]’s MLex in the top right-hand corner and select Dashboards from the drop-down menu.

Your Dashboards homepage will appear. This page lists your Dashboards in alphabetical order. Click on a dashboard to open it.

Activate and De-activate your Dashboard alerts using the bell icon.



All – All Dashboards – ones you have created and ones that have been shared with you.

Mine – Dashboards you have created

Shared – Dashboards that your colleagues have created and shared with you.



If you wish to switch your dashboards off for a particular product, you can make the section inactive. Your Dashboard settings won't be affected, so if you reactivate, the same settings for dashboards will resume.

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### Dashboard Alerts



Click to review your [Dashboards](#)

You have made changes to your Alerts settings. Do you want to Save or Discard these?

Save

Discard