

New RSource & RSourceFilings Functionality FAQs for Customers

RSourceFilings.com

What browsers can I use to access the new RSource or RSourceFilings?

- Mozilla Firefox 5 and above; Microsoft Internet Explorer 9 and above; Apple Safari 5 and above; Google Chrome

Can I change my password?

- **Yes.** Click your user name at the top of screen and choose 'Change Password'

I forgot my password. Can I get it sent to me?

- **Yes.** From the login page, <http://rsourcefilings.com>, simply click the 'Forgot Password' link and it will be emailed to you.

How long can I stay logged in?

- Six hours

Can I link directly to documents?

- **Yes.** You can grab the URL in Browser's address field. The URL is automatically included whenever you Print, Email or Download document(s).

When I search for a Filing, I see it's Exhibits in the Table of Contents, but also see Exhibits as part of Related Content. Why are they in both?

- While RSourceFilings treats Exhibits as distinct documents, it automatically incorporates them into a Filing's Table of Contents, so that they are easy to access. Exhibits will NOT be searched when using 'Find Within' to locate terms within a Filings. Instead you can search them by selecting "View Related" and running a search across the related exhibits.

How far back can I see New & Updated Content?

- New & Updated Content will be available for 1 year

What is included in New & Updated Content?

- Statutes, Regulations, Rules, Forms and SEC Guidance

Does New & Updated Content change when Browsing your CONTENT CATEGORIES?

- No, it remains the same, showing you the most recent laws, regs, rules, forms and SEC guidance materials updated, regardless of which Content Categories you have browsed.

I like how Advanced Search Operators let me focus a search in RBSourceFilings. Are there any Advanced Search Operators for RBSource material (laws, regs, rules, forms, SEC guidance)?

- Citations is the only advanced search operator available for RBSource material.

For Example:

- cit: [15c3-3]
- cit: [17 CFR 240.15c3-1]
- cit: [15(c)(3)]

What are 'Editorially Selected EDGAR Filings'?

- These are a subset of filings that have been reviewed by Wolters Kluwer Editorial Researchers and deemed to be good examples of representative filings. The easiest way to locate these filings is to Browse TOPICS from main Dashboard. You'll see a tile appear with listing of pertinent 'Editorially Selected EDGAR Filings'. When you open one of these documents, the Information in left panel will contain an 'Explanation' describing the filing.

Sometimes I see an 'Explanation' in the information tab for a filing. What is that?

- Explanations are included in 'Editorially Selected EDGAR Filings' - these are summaries about the filing written by our Research Staff that point out unique language or issues included in the filings.

Can I receive Alert notifications for my Saved Searches?

- **Yes.** Once you have saved a search, then you can open 'Saved Items', Open 'Saved Searches' and then check the box and Add it to Alerts. Afterwards, you'll see a little alarm icon next to Saved Searches that have been tagged for Alerts.



Saved Searches	
Sort by Last Run	
Last Run	Name
<input checked="" type="checkbox"/> 7/23/2014 5:10:09 PM	mine
<input type="checkbox"/> 7/21/2014 11:43:36 AM	uneal

If I configure my Alerts so that Channel is 'Email', does that do Email AND Onsite by default?

- **Yes.** Email Channel will include both Email and Onsite notification.

How long will messages appear in the Alert section on the Home page?

- It is up to user to keep alerts. A user can stop the feed by removing (deleting) alert from Configure Alerts overlay.

Can I receive automatic emails when content is added or updated?

- **Yes.** After creating Alerts to documents and saved searches, use the 'Configure Alerts' command to change the default 'Channel' setting to 'Email and On Site'. You can also set the Frequency to receive emails Upon Publication, Daily, Weekly, or Monthly

What is the difference between 'Clear All' and 'Reset' in search results?

- **Clear All** - unchecks all of the boxes within a single area of Filters. You must click APPLY if you want to initiate another search.
- **Reset** - clears all check boxes and returns to original set of search results.

How often is RBSource or RBSourceFilings updated?

- RBSource materials (Laws, Regs, Rules, Forms and SEC Guidance) can be updated Daily
- RBSourceFilings materials (Filings, Exhibits & SEC Comment Letters) are updated continuously

Is there a limit to how many Worklists I can create?

- No

Is there a limit to how many Favorites I can have?

- No

Is there a limit to how many Saved Searches I can have?

- No

How far back can I retrieve my research History?

- History will hold up to 3 years of Documents viewed and searches executed.

Can I use Boolean operators in 'Find within'?

- No

Which filings will have the 'Search within section' widget?

- The 'Search within Section' widget is available for 8-Ks, 10-Ks, 10-Qs, and Registrations (S-1, S-3, F-1, F-3). You can access it by via 'Form Type' on Home page (click 'See All' to access complete listing of Form Types).

What happens if a document containing my Notes & Highlights is removed?

- You will receive an automatic warning e-mail informing you that a piece of content with notes and highlights has been removed by an update.

How can I save multiple documents into a single PDF?

- You can download multiple documents into a single PDF file by using the Print command and then change your printer to 'Save to PDF'.

Are Filters applicable to all documents?

- **No.** Only the **Document Type** filter applies to all content.
- The rest of the filters - Form Types, Date, Industry/SIC Code, etc. apply to Filings, Exhibits and SEC Comment Letters.
- Filter groups are 'ANDED' together, so that choosing both Document Type AND Form Type requires both criteria to be met.
- Items within a Filter are connected via 'OR' so that you can retrieve multiple selections. E.g., Document Type = Rules, Filings, C&DIs

Can I search within results?

- **No.** You can modify and re-apply filters, but, when you change terms in the main search window and hit GO, a new search will be performed.

What does the Filter for 'Top 50 Law Firms' represent?

- This Filter displays firms that have been named as either issuers counsel or underwriters counsel to registrations. It ranks the firms based on number of results, and cuts off the display after showing the 50 law firm names with most occurrences and puts them in alpha order by firm name.

Where are downloaded documents saved to?

- Downloaded documents get saved automatically to your computer's default 'Download' directory.
For example: `C:\Users\User.Name\AppData\Local\Temp\Temporary Internet Files\Content.IE5\LK5D...\`

Why would a personalized item (a document that you added Notes and/or Highlights) be deleted?

- As the law is updated sections may be removed. You'll receive an email notification if any text/documents that you've annotated are removed.

Can I customize the Home page?

- **Yes.** You can create customized 'Content Collections' where you specify what items you want to see in CONTENT CATEGORIES.

Steps:

- Click your user name (at top of display) > Manage Content Collection > Create New Collection
- Choose a Category and desired items
- Include Comparables, if desired
- Review & Save - naming your content collection > Close
- Choose a Content Collection from the Home Page by clicking the drop-down arrow at top left next to 'All Content'. (All Global Searches will be limited to this Content Collection)
- Select 'All Content' when you wish to access all materials in your subscription again

What should I expect to see in my results when I use the advanced search operator 'Form:[]'?

- Form searches using the form:[] token will return, Filings, Exhibits, and Comment Letters related to the specified Form Type.

Why would I put quotes around a single term when searching?

- Putting quotes around a single term, such as "debt" ensures that the system locates ONLY the term debt and not any of its synonyms (in effect removing it from the thesaurus)

When would I put quotes around multiple terms in a search string?

- Putting quotes around a phrase, such as "signing bonus" ensures that the system locates ONLY that phrase (in effect removing the implicit AND between the two terms). It also ensures that the system locates ONLY that phrase (in effect, removing it from the thesaurus)

Can you explain more about using Boolean operators with advanced search operators (Tokens)?

- You can combine advanced search operator (token) with a Boolean operator but not have a Boolean operator within the advanced search operator (token). **Examples:**
 - section:["Item 1A. Risk Factors" contains: key employees] OR section:["Item 1A. Risk Factors" contains: weather] — **OK**
 - section:["Item 1A. Risk Factors" contains: key employees OR weather] — **NOT OK**
 - co:["LOCKHEED MARTIN CORP"] OR co:["BOEING CO"] — **OK**
 - co:["LOCKHEED MARTIN CORP" OR "BOEING CO"] — **NOT OK**
 - form:[10-K] AND co:["MICROSOFT CORP"] — **OK**
 - form:[10-K] AND co:["MICROSOFT CORP"] AND GPS — **OK**

Does 'Comparison & Update' only work on Registrations Filings? (Does it work on any other type of document)?

- The 'Comparison & Updates' icon has two different functions depending upon the type of document it appears:
 - Registrations (S-1, S-3, F-1, F-3 and Amendments) - lets you compare original against amended text.
 - Statutes, Rules & Regulations - available when both Current and Future language exists within the document. This command lets you choose to view just Current, just Future or both (default).