START GUIDE

CDMNEXT
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1. PRODUCT OVERVIEW

CDMNext offers a transformed version from a generic data extraction tool to a web-based solution focusing on user workflow. The product conveys a new concept in data discovery, visualization, transformation, extraction, integration, management, collaboration and engagement by driving usage and improving user experience.

2. STARTING CDMNEXT

To access the product, log in with your registered email address on insights.ceicdata.com.

For first time users who prefer to navigate the product without registration, we offer a guest access with less functionalities such as saving a template / insight, user setting, and collaborating with others.

2.1 Prerequisites

CDMNext currently supports the following browsers and versions.

<table>
<thead>
<tr>
<th>Browsers</th>
<th>Resolutions</th>
<th>Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 8, 7</td>
<td></td>
<td>Desktop computers</td>
</tr>
<tr>
<td>1) Internet Explorer 9+</td>
<td>Desktop (with resolution 1920 x 1080 and up)</td>
<td>iPad 3+</td>
</tr>
<tr>
<td>2) Google Chrome 31+</td>
<td>Laptop (with resolution 1366 x 768)</td>
<td></td>
</tr>
<tr>
<td>3) Firefox 30+</td>
<td>Tablet (1024x768 - landscape orientation)</td>
<td></td>
</tr>
<tr>
<td>4) Safari (latest)</td>
<td>Tablet (768x1024 - portrait orientation)</td>
<td></td>
</tr>
<tr>
<td>5) Opera (latest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) 360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac OS X Mavericks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Chrome (latest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Firefox (latest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Safari (latest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iOS 8.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Chrome (latest)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2) Firefox (latest)  
3) Safari (latest)  
4) Opera (latest)  

**Android 5.0**  
1) Chrome (latest)  
2) Firefox (latest)  
3) Opera (latest)  

**Window 8, 7**  
1) Baidu  
2) Sogou  
3) QQ  
4) Maxthon  
5) Liebao  

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2.2 **Landing Page**

To select one of the two landing pages available upon login, click on the ‘Defaults’ on the drop-down menu located in the upper right corner of the interface.

a) Home page – direct to all available insights / user workspaces  
b) New insight – open a new insight with the option to display data tab in search or browse (list of all CEIC databases)
3. DATA DISCOVERY

On the home page, there are two main routes to access data and insights.

a) Search for Insights

The first option is to access existing insights that are previously created and saved or shared by others. A list of saved insights can be retrieved on the home page. Alternatively, users can search for an insight by typing in keywords in the search bar. The system supports searching insights by the following criteria:

a) Name  
b) Creator  
c) Description  
d) Category  
e) Tags

Users have the option to mark a template as a favorite and add tags for grouping.
b) Search for Time Series

Another option to access data is to start a new workflow by creating an insight. The default templates are available to start a workbook based on user task.

3.1 Discovery

In creating a new insight, the first action is data discovery.

In data discovery, the system supports two types of search – live and manual.

While typing, the systems provides keyword autocomplete in keyword predictions (max of 10 displayed items), which is managed by stemming, search suggestion, acronyms/synonyms. On the right hand side of the search drop down, CEIC suggestion is available to facilitate facet predictions (max of 6 displayed items).
Besides live search, users can click on manual search available next to the search bar.

Next to manual search, additional options available are advanced search, series ID search and saved searches.

While advanced search honors the same behavior as CDM in keyword combination, series ID search is able to filter out non-series ID inputs such as keywords and/or operators.
Ultimately, the search results focus only on inputs of series IDs.

3.2 Selection

Upon searching, users can drag and drop selected series from data discovery to data selection to continue with data manipulation.

Within selection, users have the option to view selected data in a list or a table mode.
### 3.3 Transformation

To apply math functions, users can right click on selected series or select the function editor in the tool bar.

In the formula bar, users can type in a function or a combination of functions. Function suggestion is available while searching.
Opening the function editor, users can access the full view of available functions.

The same formula bar is presented to allow searching and browsing. Alternatively, users can insert a function from the list of categories.

Additionally, a brief description for each function is available.

3.4 Visualization

After data discovery and/or transformation, the second tab on the menu bar is visualize. The available visualization tools are chart, table, map, text and attachment.

With selected series, users can simply drag and drop a visual in the content area.

In visual configuration, CEIC provides up to 4 in-built defined styles for users to choose from. Alternatively, users can save their own preferred style.
Other visual configurations such as date range, attributes, values, legend, and data labels are available.

Under visual, users can create maximum of 10 tabs. Each tab / view can support up to 20 charts, 1000 tables and 200 maps. Each insight can also support up to 20 attachments.

Users can drag and position each visual to fit into the content area.

### 3.5 Download

In the latest release, only data download to excel is available without auto/manual refresh. Individual visual image is available to download in PNG, JPEG, PDF, or SVG.

### 3.6 Share

To share an insight with others within the same organization, invite specific users with option to view, edit or manage.
### Share insight

The following people can access the insight:

<table>
<thead>
<tr>
<th>CEIC DATA</th>
<th><a href="mailto:vchan@ceicdata.com">vchan@ceicdata.com</a></th>
<th>owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any user of CVision</td>
<td>can view</td>
<td></td>
</tr>
<tr>
<td>Any user within Internal Accounts</td>
<td>can view</td>
<td></td>
</tr>
</tbody>
</table>

**Invite specific:**
- Users
- Accounts
- Companies

Select people you want to invite

**Save**  **Cancel**

Currently, users are not allowed to share an insight with others outside the organization.

### 4. USER SETTING

#### 4.1 General Setting

On the upper right hand corner, users can modify personal information, interface language and defaults.

The interface languages are available in English and Simplified Chinese.
To select one of the two landing pages upon login, select home page or new insight.

a) Home page – direct to all available insights / user workspaces
b) New insight – open a new insight with the option to display data tab in search or browse (list of all CEIC databases)

4.2 Insight Setting

Located on the upper left hand corner, users can modify specific permission setting on an insight level.

4.3 Alerts
The alert provides the ground rule of user comments and notifications to facilitate collaboration which can be viewed and managed below.

<table>
<thead>
<tr>
<th>Alert Reason</th>
<th>Notification</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Someone comments on the insight</td>
<td>Not Available</td>
<td>ON</td>
</tr>
<tr>
<td>Someone changes the settings of the insight</td>
<td>ON</td>
<td>ON</td>
</tr>
<tr>
<td>Someone opens the insight</td>
<td>ON</td>
<td>ON</td>
</tr>
<tr>
<td>Someone marks the insight as favorite</td>
<td>ON</td>
<td>ON</td>
</tr>
</tbody>
</table>
5. ABOUT CEIC AND OUR DATABASES

For more information about CEIC, visit our website:

http://www.ceicdata.com

For more information about our databases, visit our website: