Introducing

ICIS dashboard service

your view on the global petrochemical,
energy and fertilizer markets

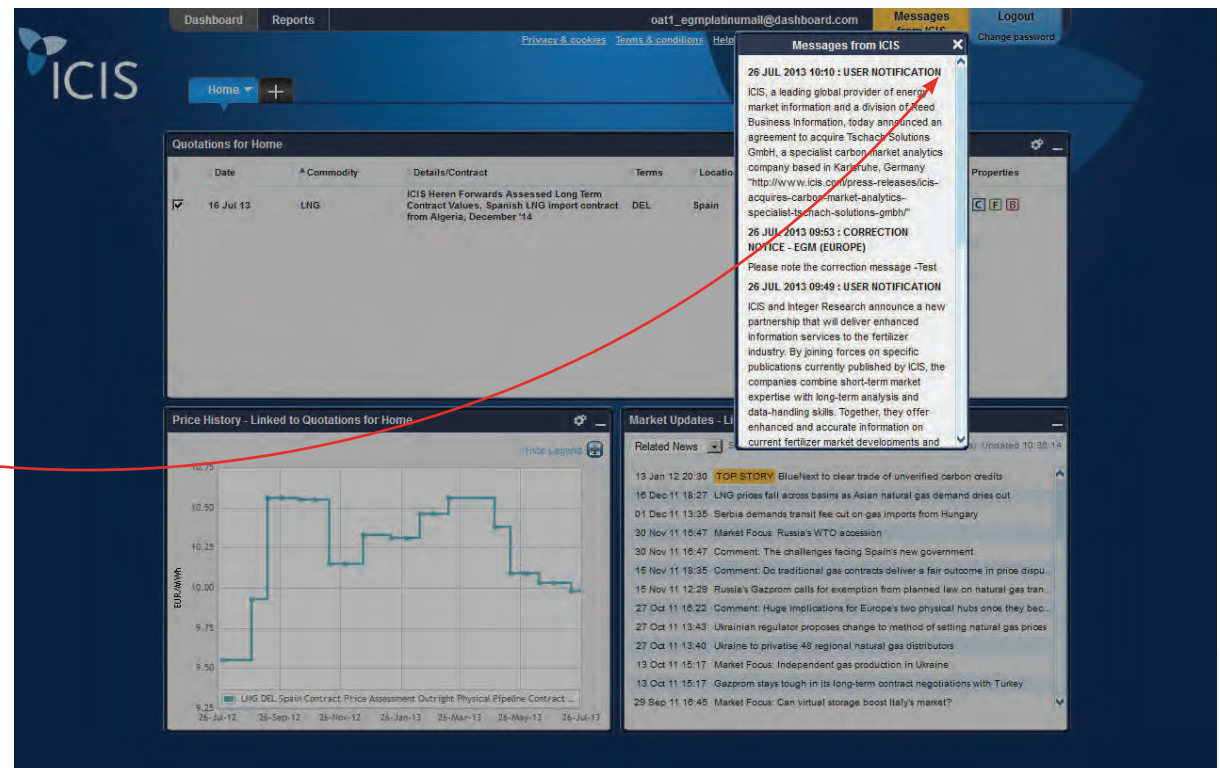# Login Page

Please log in here: www.icis.com/dashboard

Enter your user name (the email address you used to register for the service) and password.

If you have forgotten your password, you can reset it by clicking on the "Forgot your password" link.

If you are a first time user, a welcome message will pop up. When you close that message, you will be automatically directed to the Quotations Preference Window to make selections of the quotes you would like to see on your dashboard. More details on this follow in the next section.
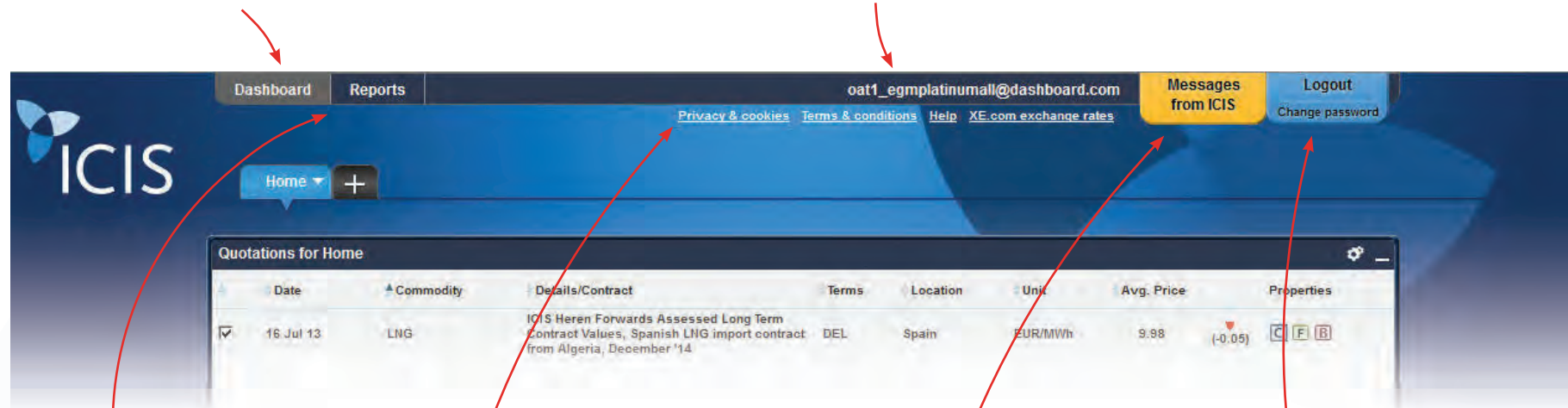
Once you log onto the dashboard, you will see the default view – the **dashboard view**. Every time you log in, the Messages from ICIS window will pop up. Close the window to proceed.

Dashboard View

The **Dashboard** button displays the dashboard view with Home and Workspace tabs.

The user name will display on this bar as well

The **Reports** button displays a page with a list of all reports a user has subscribed to plus filtering options. More detail on this page will be shown later in this video/document.

Links on this line refer you to ICIS's privacy policies page, ICIS's terms and conditions page and support materials for the dashboard on icis.com.

The XE.com exchange rates link opens up a table with exchange rate data from XE.com or Bloomberg for Energy subscribers.

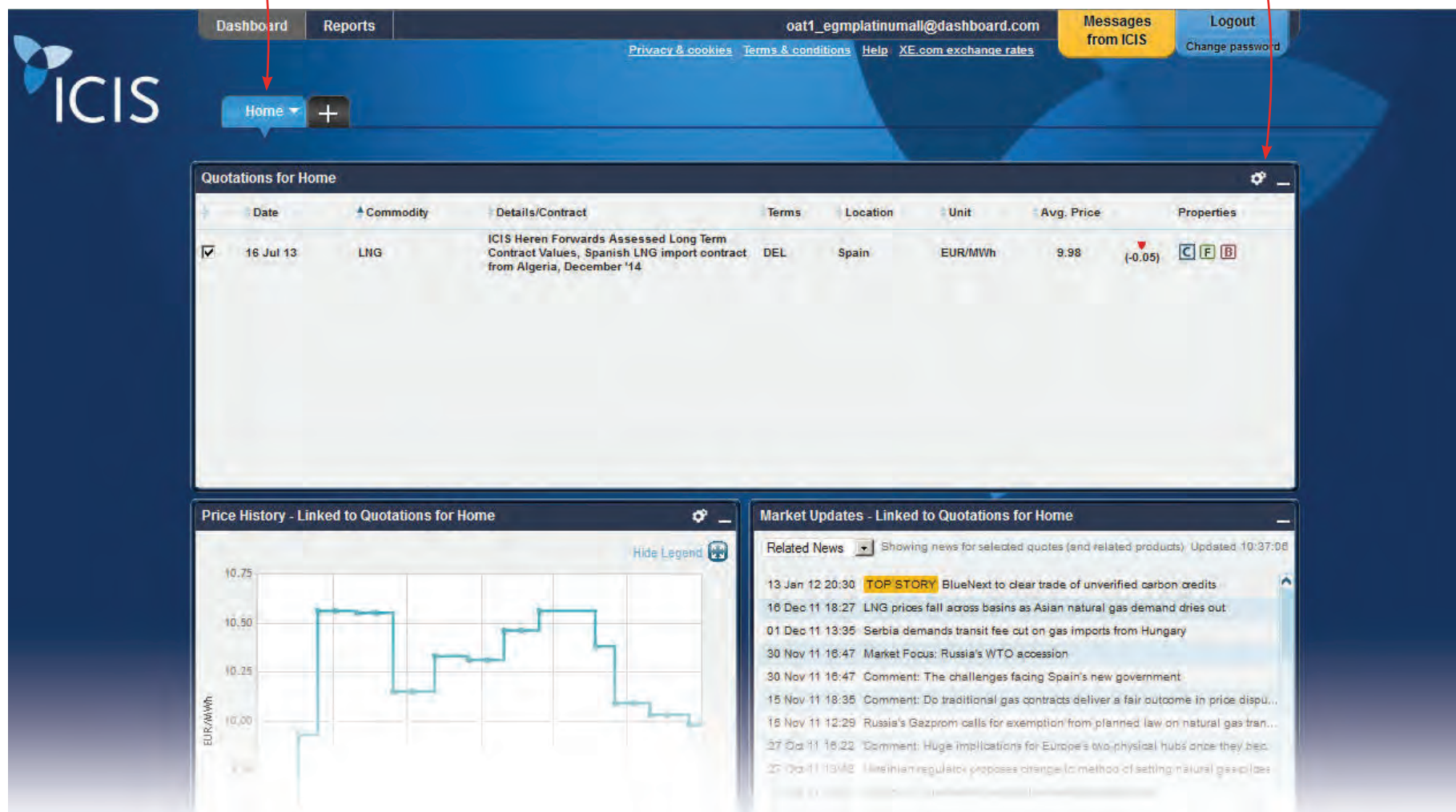The **Messages** from ICIS button (this window will pop-up when you first log onto the dashboard)

▸ After closing the window, you can click the yellow button at any time to display messages from ICIS. These messages auto-update every 55 seconds. An envelope icon will appear on the button when new messages come in:

▸ When price correction messages come in, the window will pop up automatically to make sure you are aware of any corrections to items included in your subscription.

The **Logout** button allows you to log out from the dashboard as well as change your password.

Home Tab

The **Home** tab button will always appear on the left hand side. This tab cannot be deleted or renamed. The windows on this tab are fixed and will always display a Quotations window, a Price History window and a Market Updates window.

▸ Click here to select your **quotations preferences**.
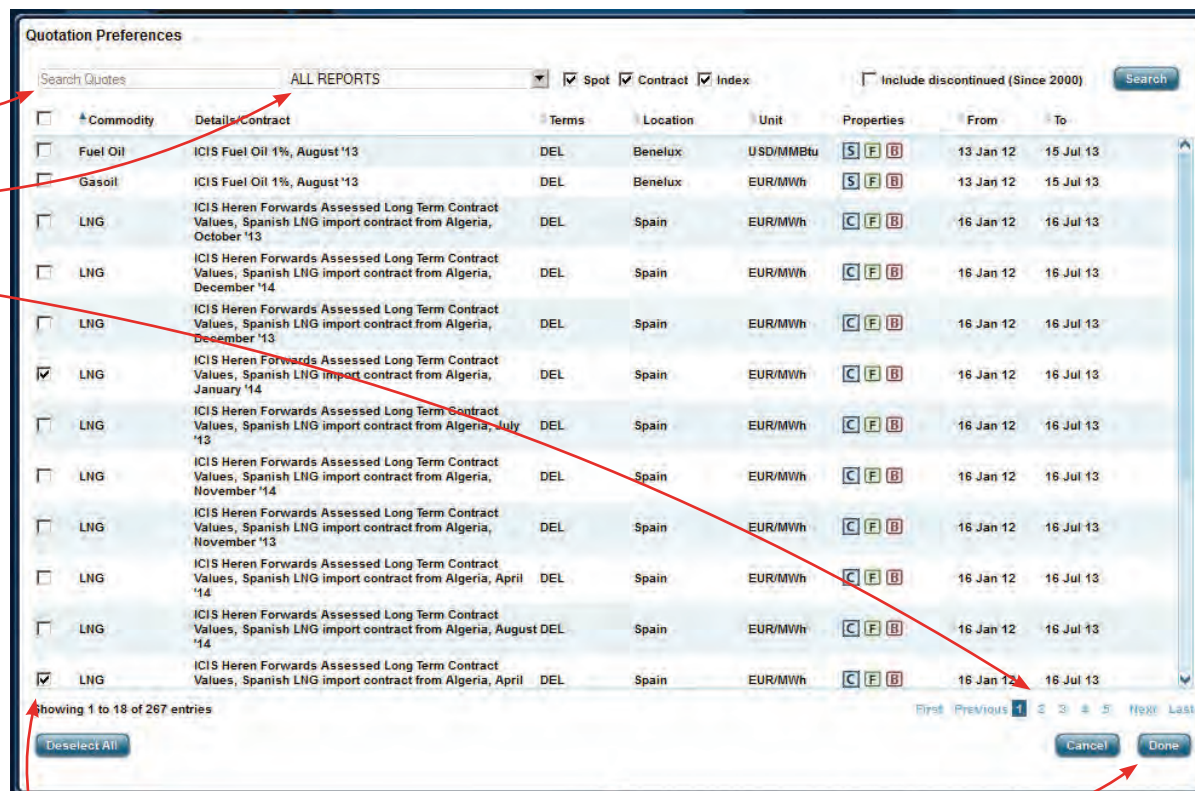
▸ A Quotation Preferences window will pop up.

Home Tab: Setting up Quotations Preferences

In the **Quotations Preferences** window, you can find quotes in three different ways.

▶ Use the search quotes box: enter your search term and click on the search button to the left

▶ Find the desired report in the "ALL REPORTS" drop-down menu and click on search

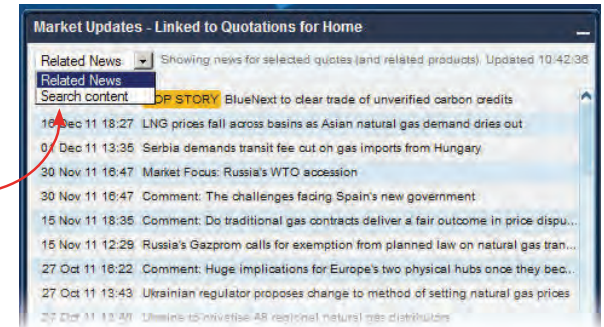▶ Click through the pages at the bottom right of the screen.

Once you find the report you are interested in, make your selection by clicking on the tick box at the left of the report name. You can make as many selections as you like.

▶ Click "Done" when you have finished selecting them. The quotes will appear in your Quotations Home Window.
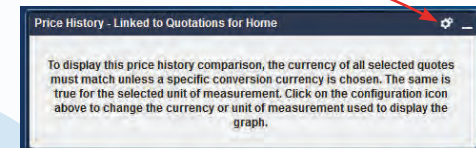
Home Tab: Price History and Market Updates Window

Select quotes that you wish to see price history information and related news and the information will automatically appear in the **Price History** and **Market Update** windows.
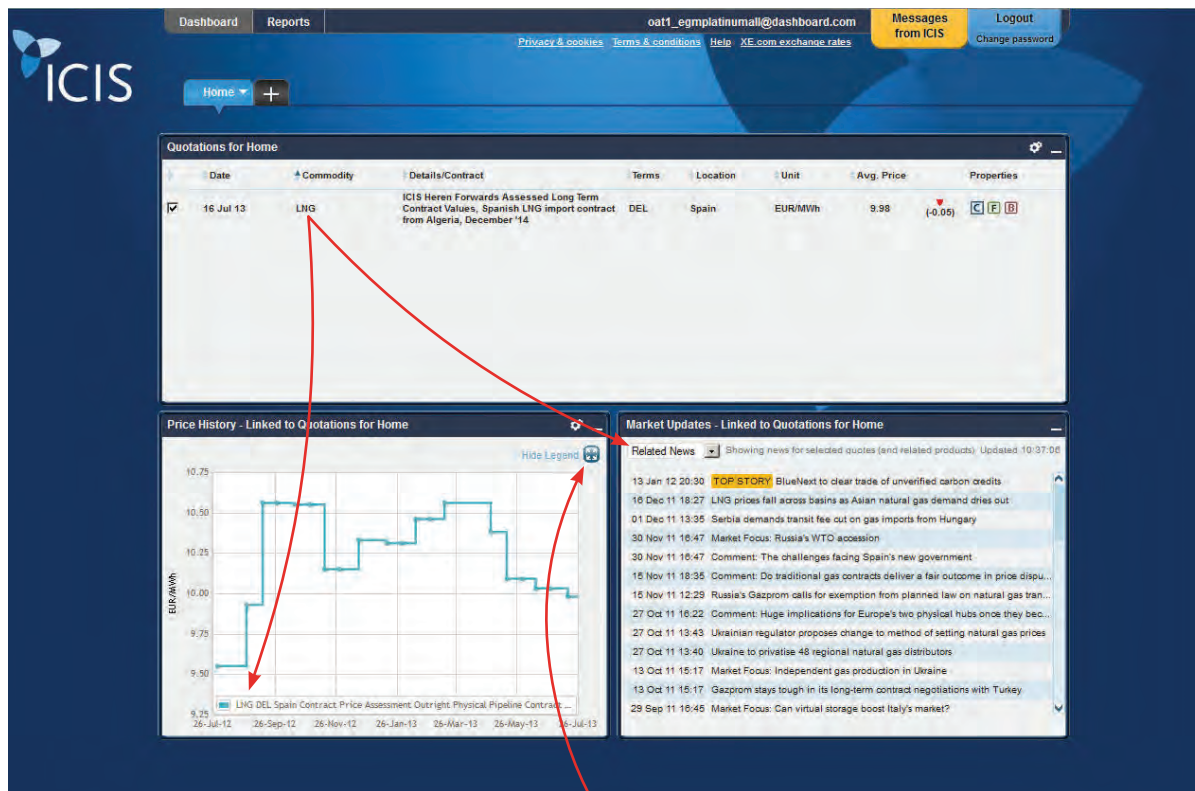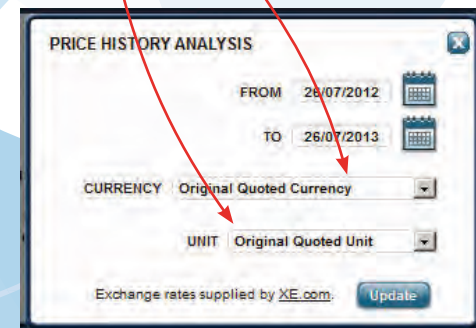
▸ As the default setting, you will see related news to your selections in the Quotations Home window in the Market Updates window. You can change the view to see all news that you are subscribed to or search for content in this window by making the relevant selection in the drop-down menu

▸ Keep in mind that when comparing different quotes, the units of selected quotations must match or you will get an error message in the Price History window. Click on the following icon to resolve the error:
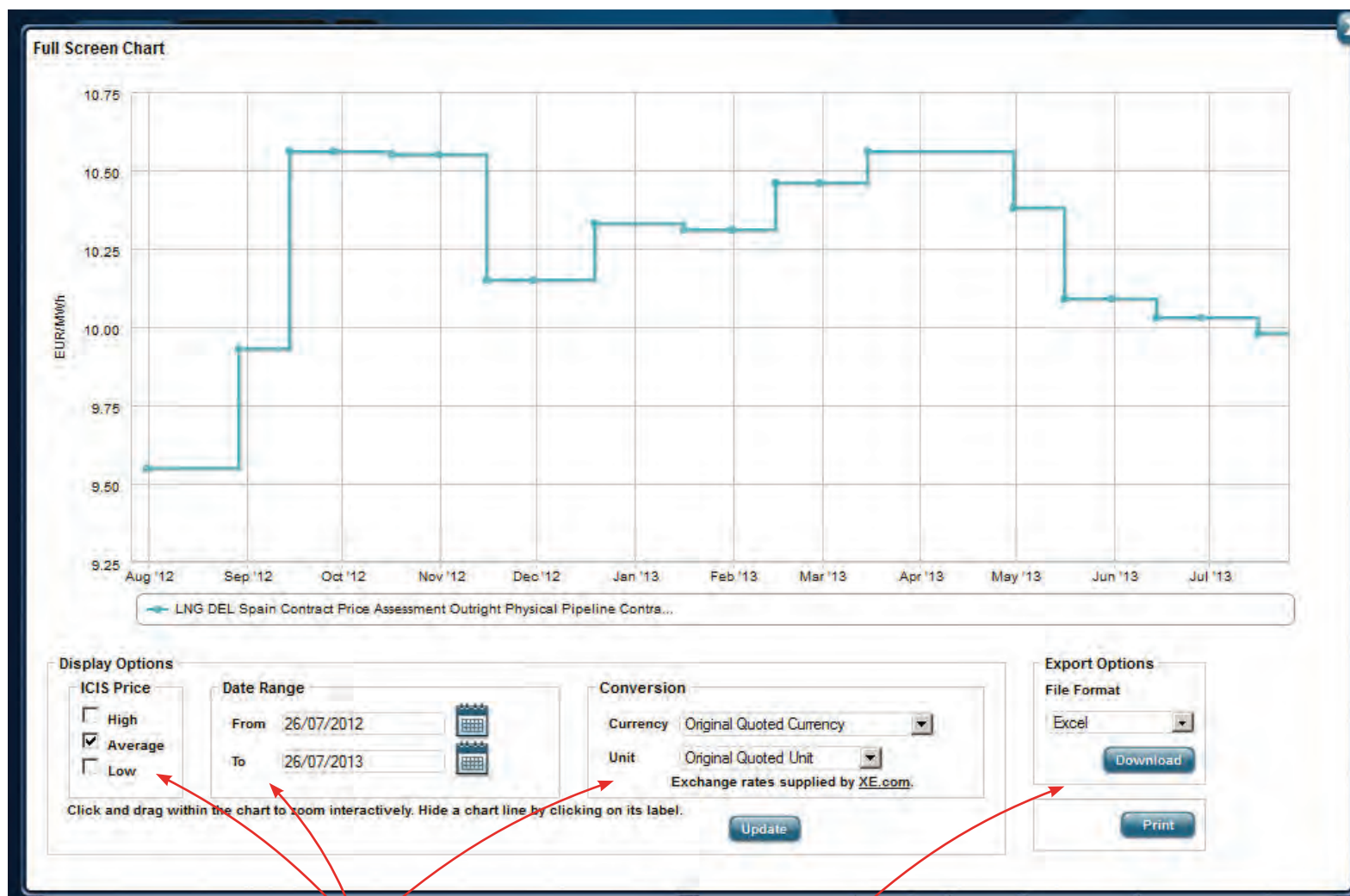

▸ A pop-up window will appear that allows you to edit the units and currency:

Click here to open up the chart in full screen mode (see next page)
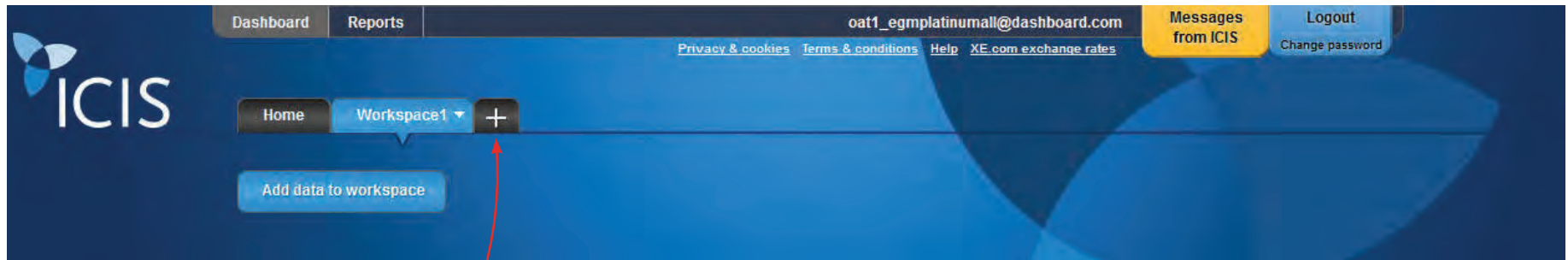
Home Tab: Price History Window – full screen mode

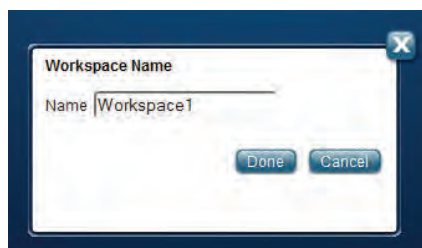Make your selections to change the display mode of the chart.

You can also download the data (Excel, CSV or image) or print the chart.
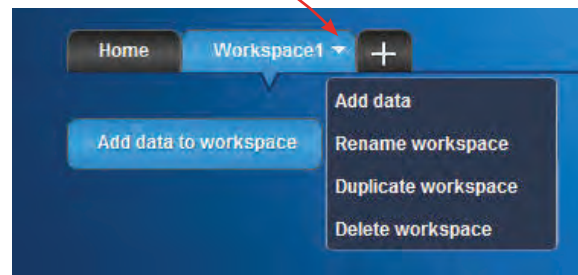
Workspaces: Creating Workspaces

Create additional workspaces by clicking here. Up to 15 workspaces can be created. The order of the workspaces can be rearranged by clicking on the tab, dragging and dropping (although they cannot be placed to the left of the Home tab which will always remain the first tab)

▶ The name of the workspace can be edited by double-clicking on the tab and renaming in the pop-up dialog box:

▶ Workspaces can also be renamed by clicking on the downward pointing triangle on the workspace tab.
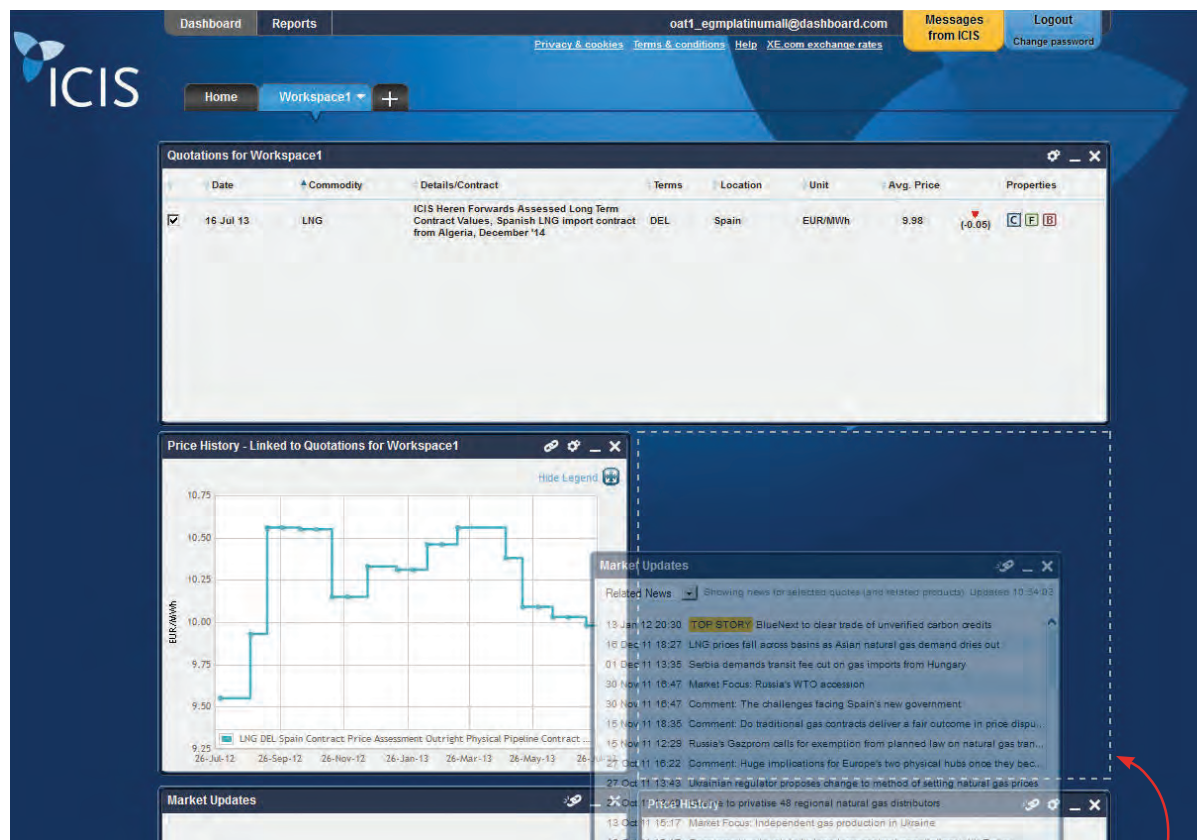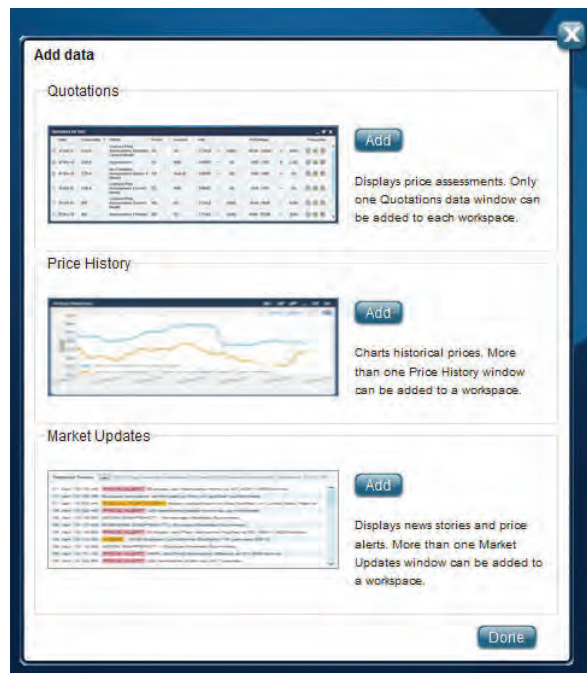

You can add data to a workspace by clicking on the button appearing at the top of the workspace as well.

▶ By clicking on the downward pointing triangle you can also add data to the workspace, duplicate the workspace or delete it entirely.

Workspaces: Adding data

When click on "**Add data to workspace**" a pop-up window will appear that allows you to make your selections.

You can add one Quotations window per workspace only. This window will always remain at the top of the workspace. You can add multiple Price History and Market Updates windows (up to a total of 11 per workspace).

These windows can be rearranged by dragging and dropping. Please note that if you include a Quotations window, it will always appear at the top of the workspace and cannot be moved. All windows can be minimized.
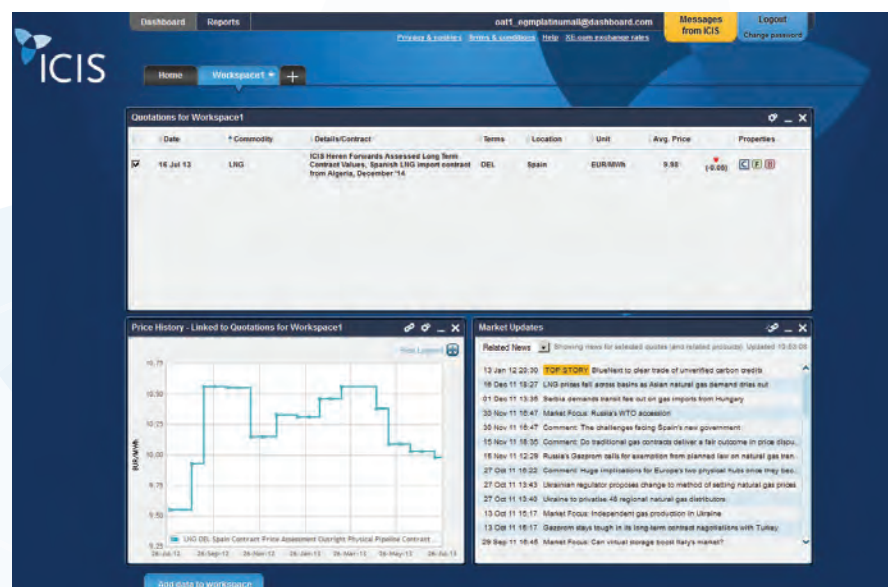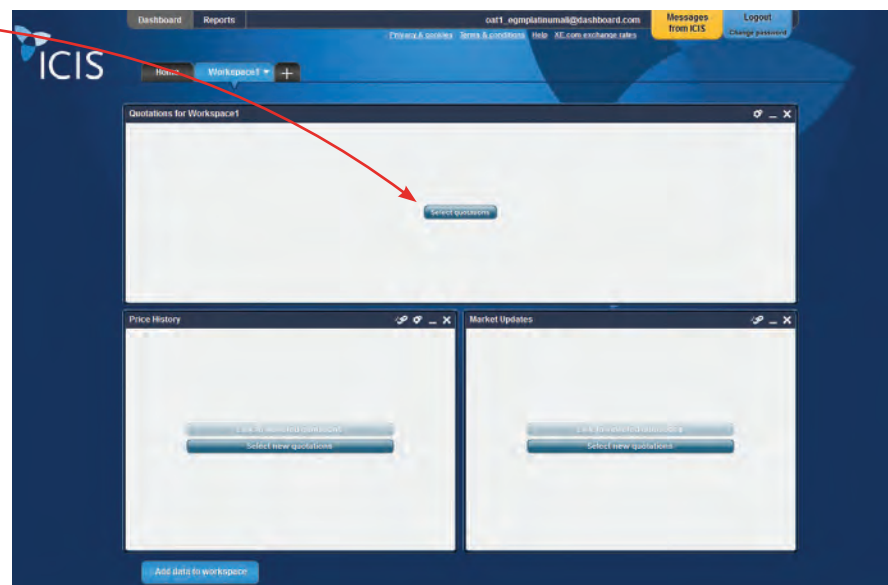
Workspaces: Adding data

Add data to the window by clicking on the "**Select quotations**" button or here. A Quotation Preferences window will pop up. Make your selections as shown on page 4. The quotations you selected will then appear in the quotations window.
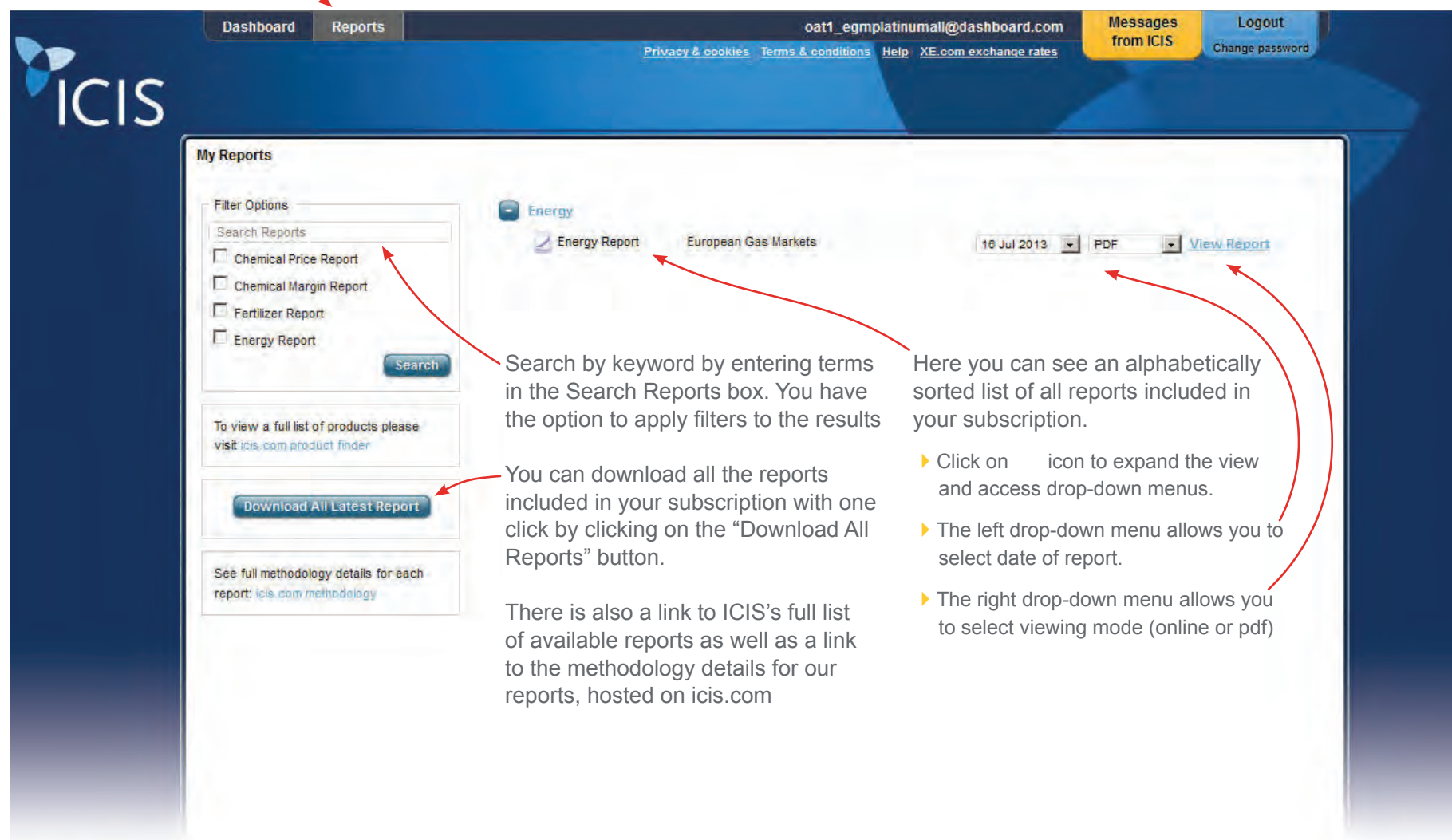
For Price History and Market Updates you have two options:

▶ You can display information related to the quotes you selected in the Quotations window by clicking on the "**Link to selected quotations**" button. If you choose this option, the link icon will appear closed to indicate the connection to the Quotations preference window.

▶ You can display information related to other quotes within your subscription. Click on the "**Select new quotations**" button to make your selections. If you choose this option, the link icon will appear broken to indicate that the information is not connected to the Quotations window.

Reports

By clicking on the Reports button on the top navigation bar, you can switch the view to see a list of reports you have subscribed to. This view allows you to search for reports, view them online or download them as pdfs.

Search by keyword by entering terms in the Search Reports box. You have the option to apply filters to the results

You can download all the reports included in your subscription with one click by clicking on the "Download All Reports" button.

There is also a link to ICIS's full list of available reports as well as a link to the methodology details for our reports, hosted on icis.com

Here you can see an alphabetically sorted list of all reports included in your subscription.

▸ Click on   icon to expand the view and access drop-down menus.

▸ The left drop-down menu allows you to select date of report.

▸ The right drop-down menu allows you to select viewing mode (online or pdf)

Support

Adding reports to your subscription

Please note that if you contact our sales team to add new reports to your subscription at a later date, the new subscriptions will not be automatically added to your Quotations window. You can add them to your Quotations window on the home tab or any other work-space by following the process outlined above.

In the report list view, the additional reports will automatically appear and you can download them as soon as the subscription period for these new reports begins.

Logging out of the dashboard

Click on the LOGOUT button. When you log out, your settings will be saved and you will see the same set-up the next time you log onto the dashboard.

Support

If you would like to speak with someone directly about the configurable dashboard, please contact csc@icis.com or call the ICIS Customer Support Centre on the numbers below.

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