



### Working with POTN News Module

The POTN **News** function enables you to see all Platts Alert Service pages as scrolling headlines or define specific pages or sectors of information for easy retrieval.

Primary Alert Services are available for specific sectors:

PGA = Platts Global Alert

PMA = Platts Metal Alert

PEA = Platts Electricity Alert

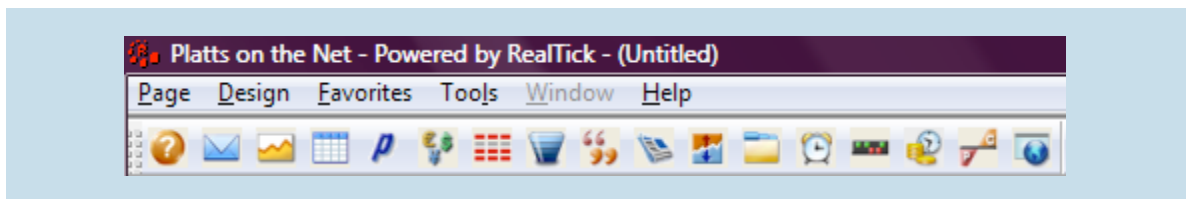
PCA = Platts Petrochemical Alert

PGN = Platts Natural Gas Alert

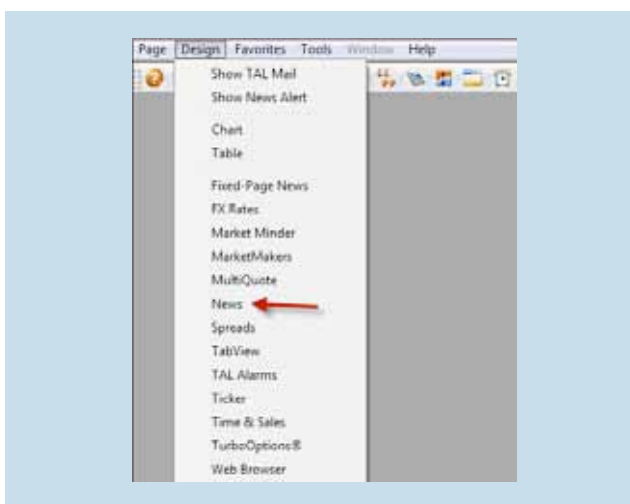
Platts also offers secondary or Add-on Services, such as **Bunkers, Tankers, Forward Curves**. Your subscription will be filtered to show only service in your subscription.

#### Setting up basic headlines

As with all POTN functions, you may use the top line to pull down a drop down of options or use the corresponding icon.

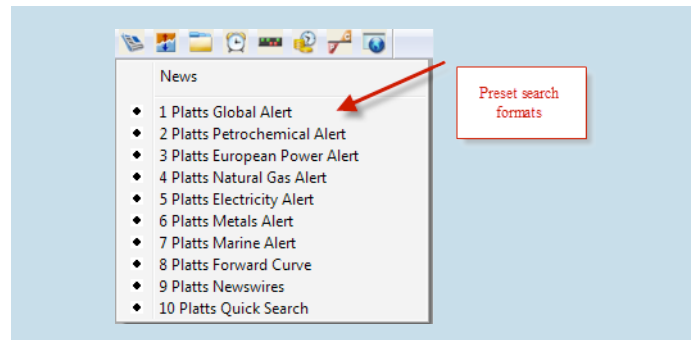


**Note:** Use the **Design** menu option or **News icon** to create news panes on your desktop.



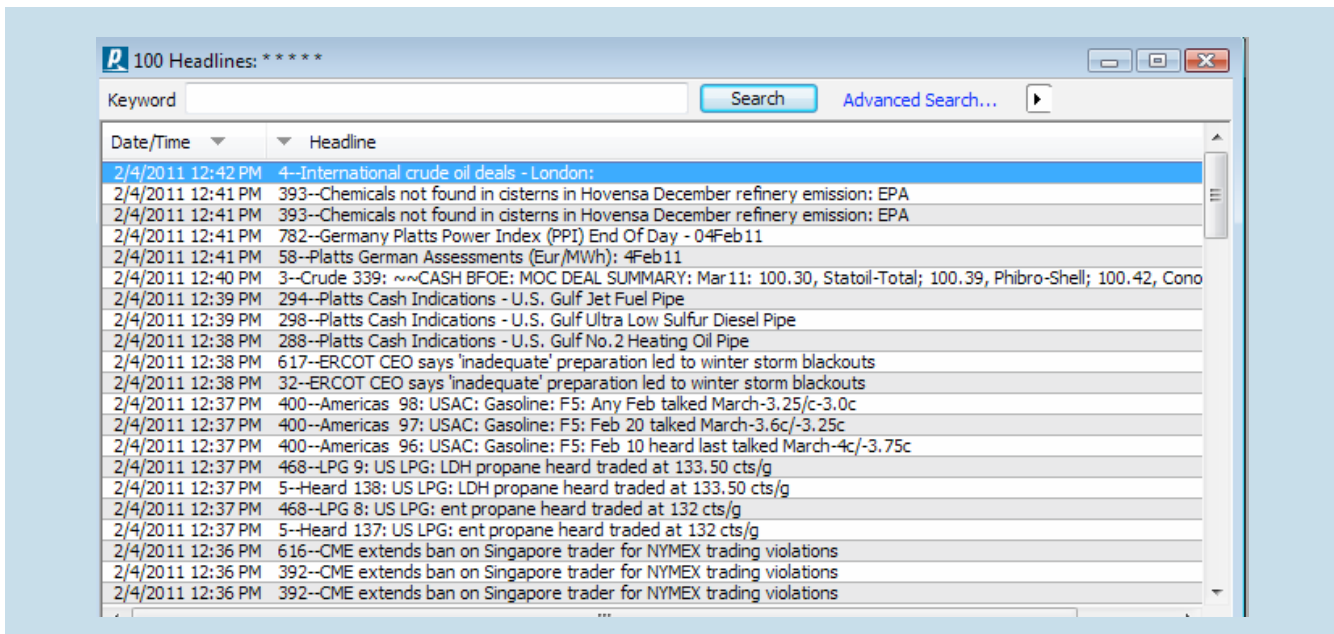
News icon 

The **Favorites > News** path will display preset formats to get your started.



Before beginning any design function, bring up a blank desktop or open the desktop on which you will place the news pane.

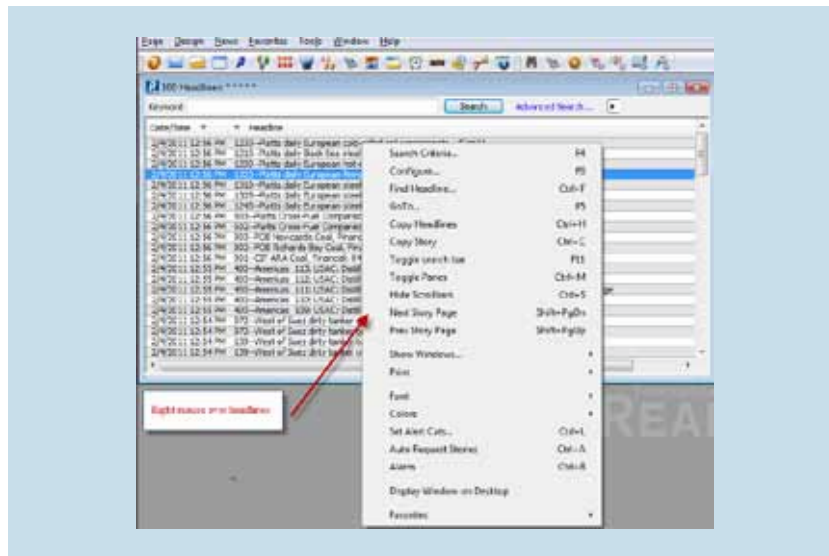
Selecting the **Design News** function or icon will bring in unfiltered scrolling headlines. The latest news / page will come into the top of the screen.



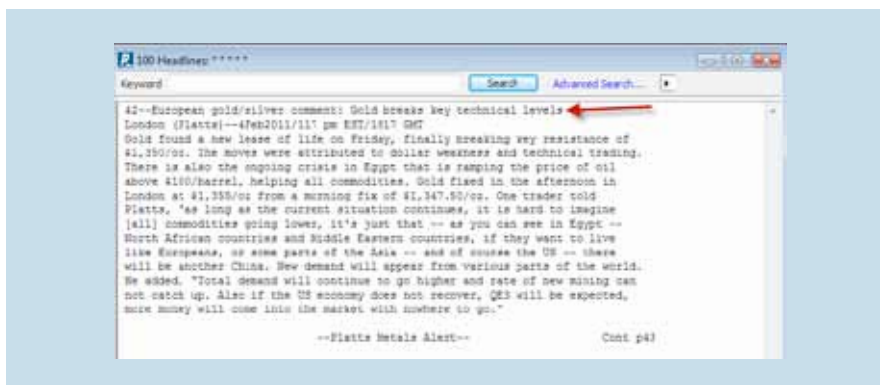
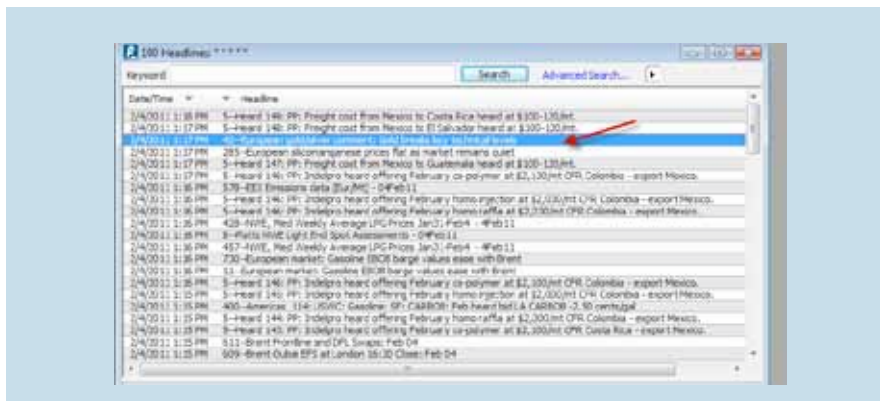
This is the basic news screen. It can be saved on a desktop to refer to up-to-date information at a glance. If you refer back to the icon line, you will see a new group of icons that are news related on the right side of the bar. As the cursor is rolled over the icons, a reference to the icon's function is revealed.



The same functions are available placing the cursor on top of the headlines and clicking **right-mouse**. Note the keyboard shortcuts you can also use when you view the dropdown.



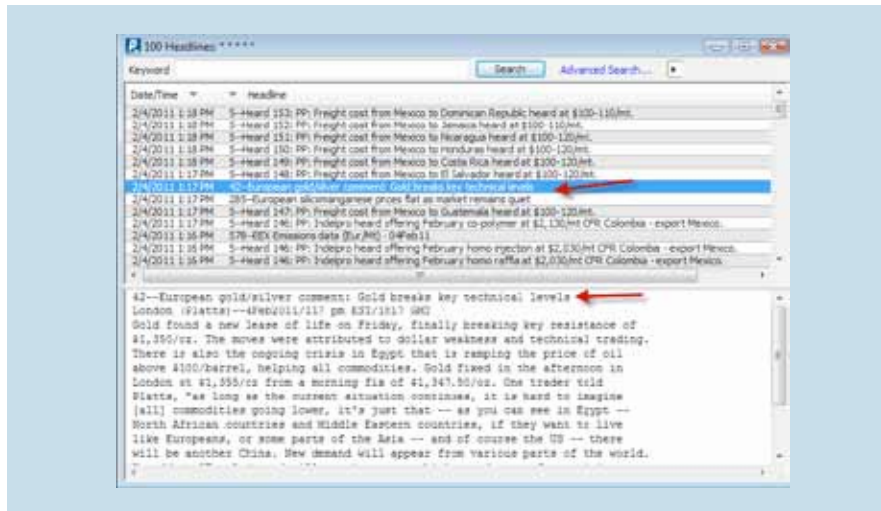
To view the story behind the headline, simply **double-click** on it. This will open the story



To return back to the headline stack, use the ESC key or **double-right click** again. 

There is a function that will allow you to toggle and split the headline, temporarily or permanently. To toggle, select the **toggle icon**, **right mouse** and select **Toggle Panes** or key **Ctrl+M**. The configuration that is active when the desktop is saved will be held.

Basic split screen view:



## Retrieving Pages by Page Number or Keyword

Example: Find PGA 12 for the last 30 days.

Create a headline window using the News Icon - 

Click on the **Advanced Search** box. This will open a Quick Search Criteria Box

**Filter:** In this field, enter either a **page number** or a **keyword**.

**No. Of Days Back:** Platts holds approximately 90 days of news page history.

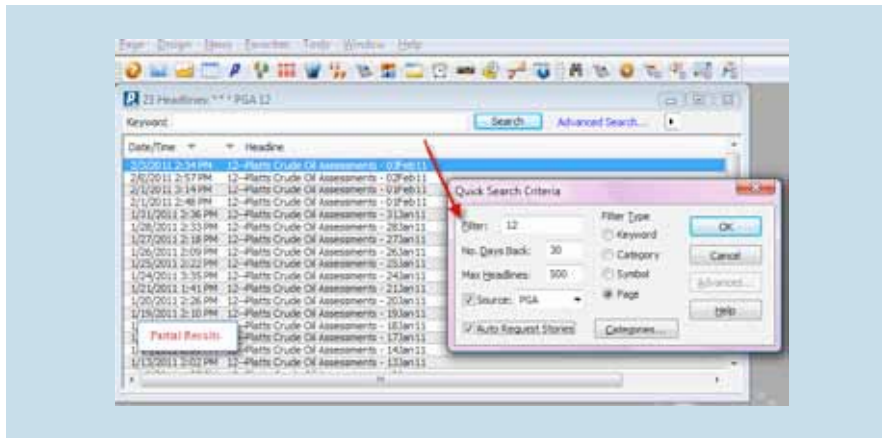
**Max Headlines:** Total headlines brought back from the search without changing criteria. Recommended = 500

**Filter Type:** Indicate filter type = **page number** or **keyword**

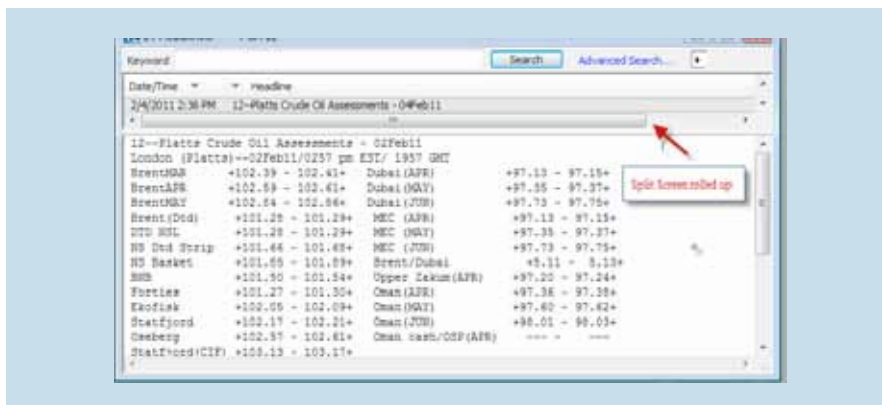
**Source:** Click the dropdown to select the Alert – in this example PGA

**Auto Request Stories:** Check to automatically display news stories in the story pane of the News window as they update.

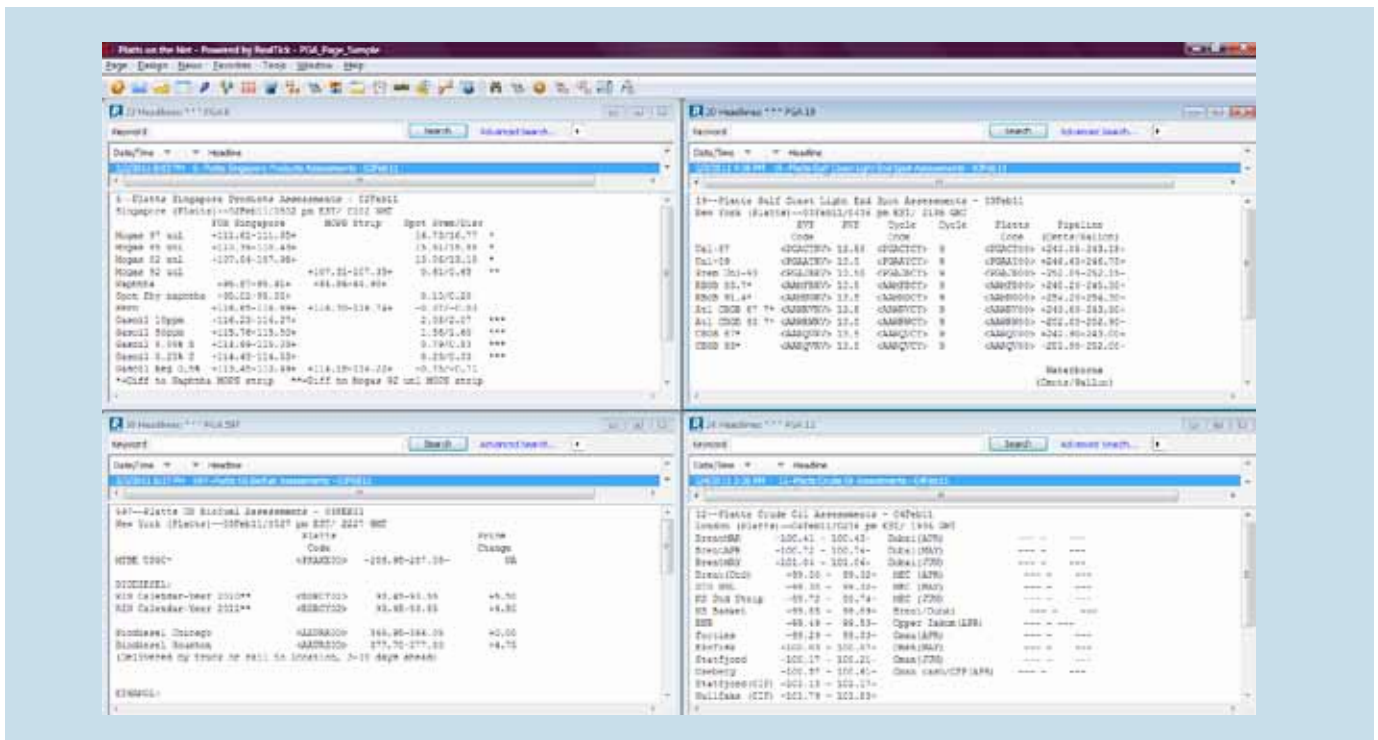
**Note:** \* = **all** in the **Filter** box. You may also leave it blank. In the **Source** selection, if you subscribe to multiple Alert Services, you may check those sources you want to view.



To affix this window to a desktop so you may view the price / story automatically, set the window in a split screen, and grab and roll up the split line until it is just below the headline stack.



To create a permanent desktop view that holds several of the Alert pages you will frequently use, repeat the setup steps for this type of window on the same desktop – up to a maximum of 15 requests. Save this page with a unique name.



Note: If you would like to free up space on the News panes, **right-mouse** for choices such as **Hide Scroll Bars** and **Toggle Search Bar**. You may also need to fully open the individual window to view all the page information.

### Retrieval of Alert Pages using the simple Search Criteria Keyword selection

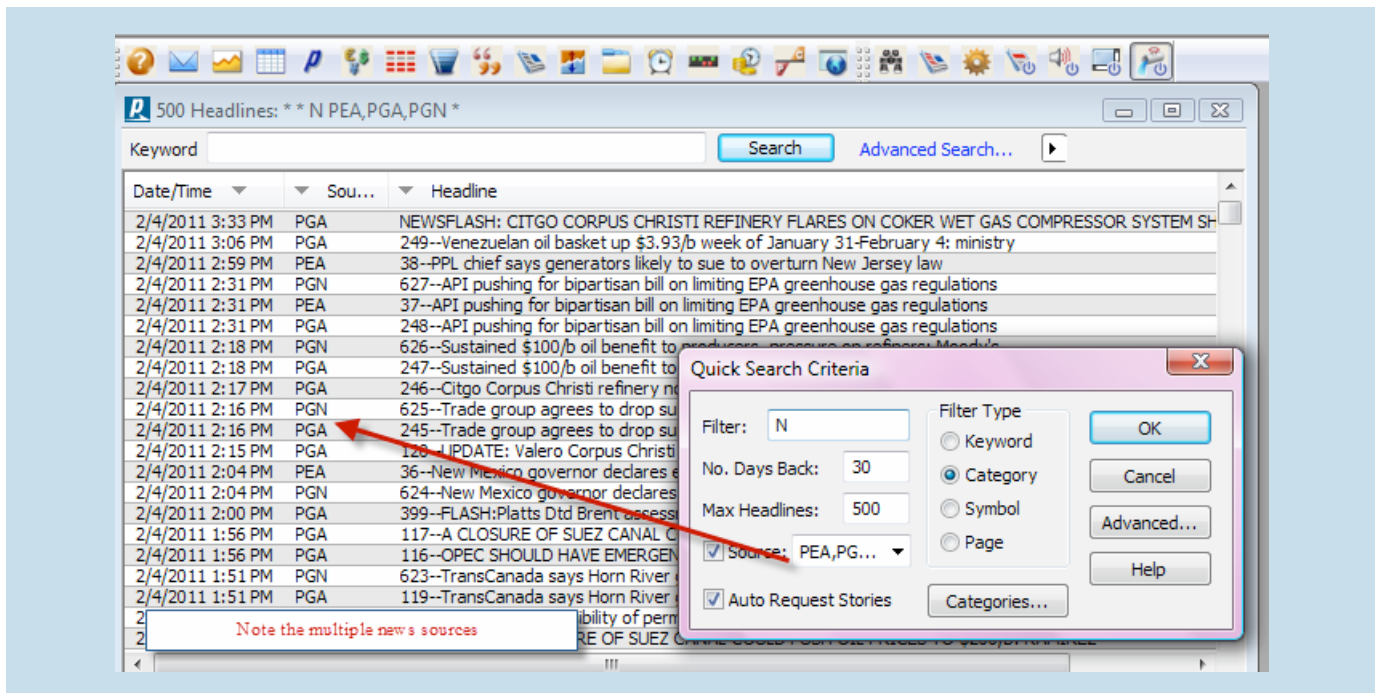
Using the steps above, create a news headline stack. **Right-mouse** click to use the dropdown for Search Criteria or, as above, click on the Advanced Search.

Type the word you are searching in the **Filter Box**. Change the **Filter Type** to **Keyword**. This simple search will go through **headlines** only. In depth search techniques through text will follow.

Retrieval of Alert Pages using the simple Search Criteria Category selection

Page 100 is being restructured across the sources to display news only headlines, eliminating assessments, subscriber notices, etc. You will see Newsflashes.

While page 100 is being built across the sectors, below is an example of how to use Category = N

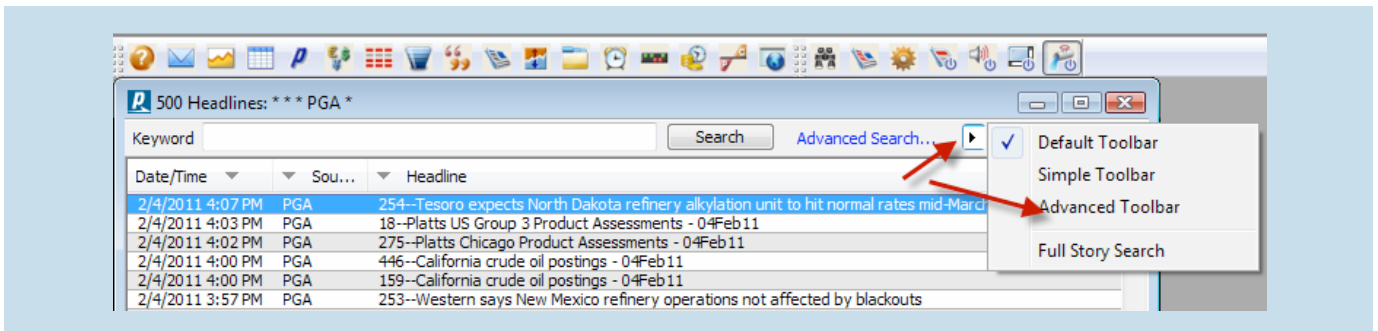


As you can see, the **Quick Search Criteria** screen is a powerful, easy to use tool that allows quick searches of Alert information. If you find a search that you will be using often, be sure and affix it to a desktop for easy retrieval, using **Page, Save**. Otherwise, it is quick and easy to bring the Quick Search Criteria box forward to filter on any number of requests.

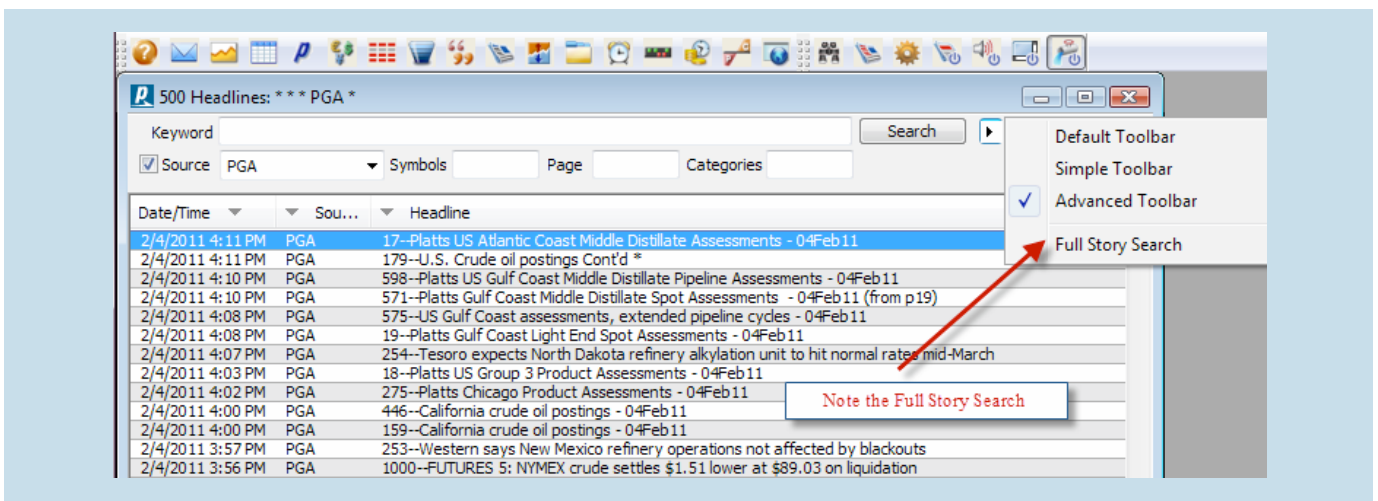
### Using expanded news search

This is a useful tool especially for our MOC e-Window clients or anyone that would like to narrow down searches to more specific areas.

To open up the 'advanced' toolbar that is shown in the instructions below, click on the arrow box next to Advanced Search and select Advanced Toolbar.



The screen expands and now looks like this:



In the Advanced Search arrow box for selection you will also note a check box for **Full Story Search**. If the box is checked, all news searches will include story body text as well as headlines. It is very useful if you are looking for something specific, but please note it also will slow down retrieval of search results. **If you do not need Full Story Search specifically, it is recommended this setting be turned off to increase performance times.**

**Boolean search** logic can be applied to either body text or headline only searches to allow even more specific searching criteria. You may use the following parameters to narrow down the results:

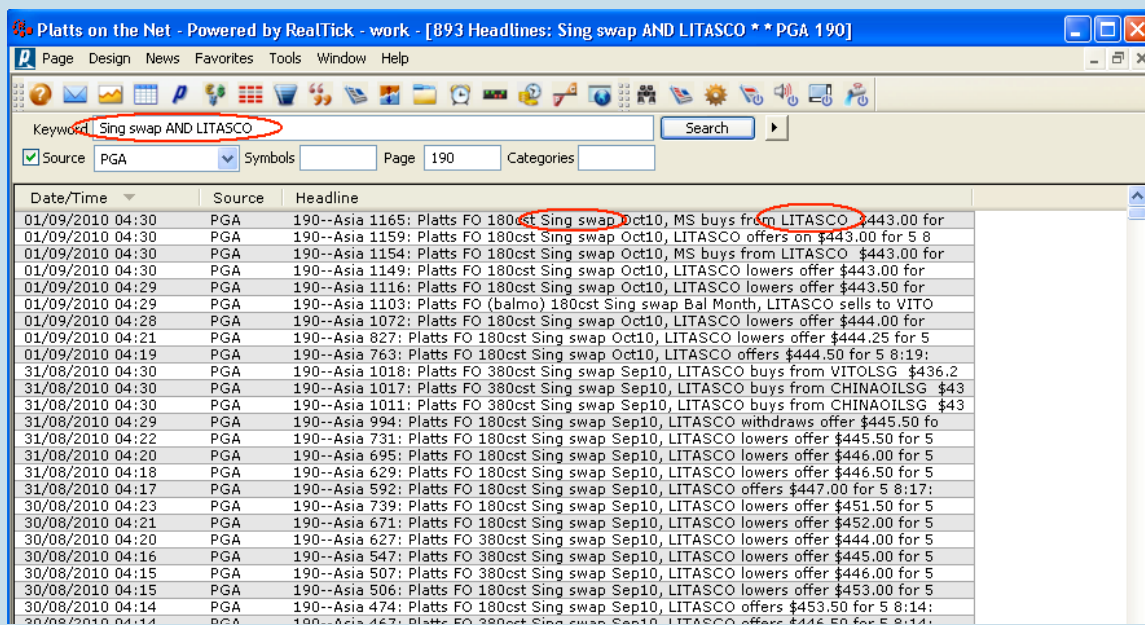
AND  
OR  
NOT

The parameter must be in CAPS and must have a space on each side. See the examples below:

### Using AND

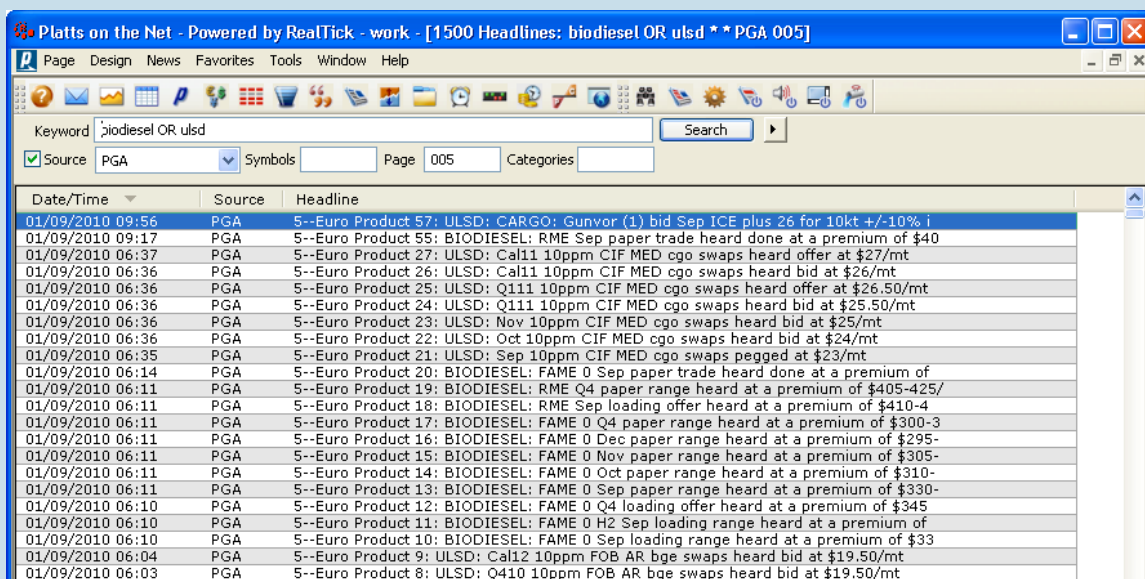
Sing swap AND LITASCO – looks for 2 sets of keywords

Where Sing swap and LITASCO are both used in the headline. Full Text Search is turned off.



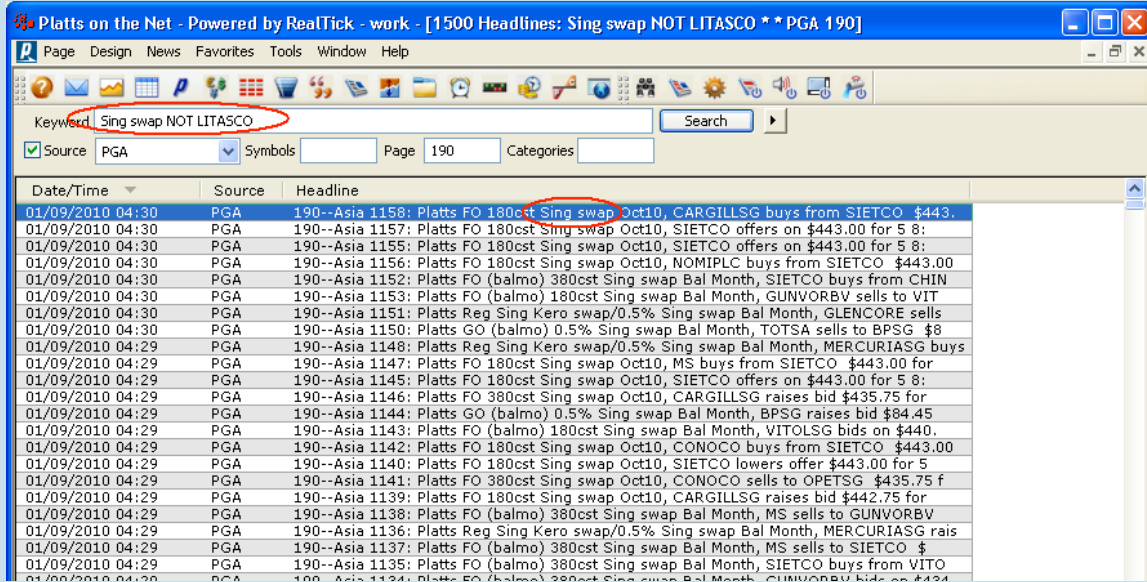
### Using OR

Biodiesel OR ULSD – looks for headlines that contain the words biodiesel or ulsd



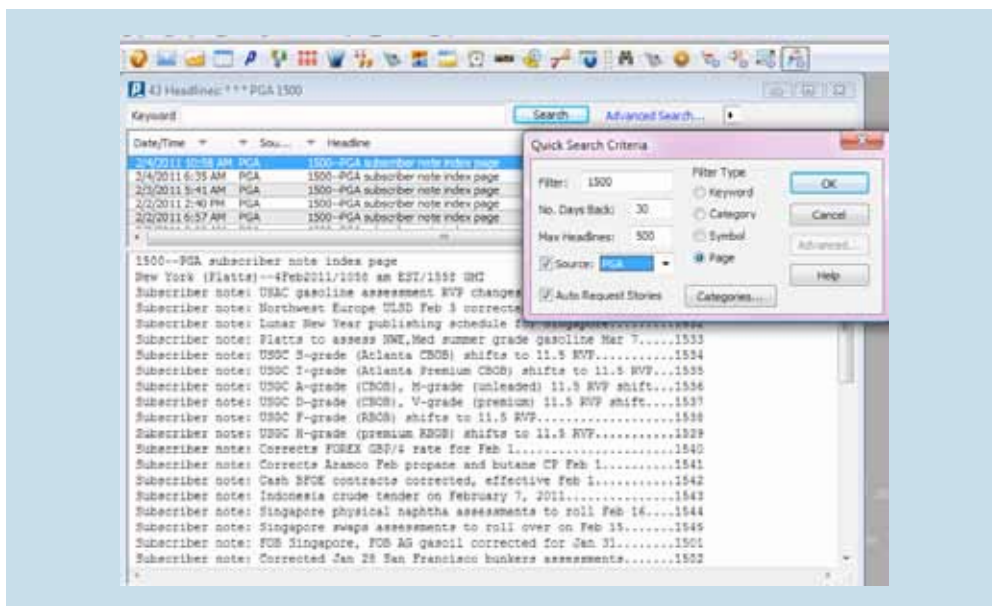
Using NOT

Sing swap NOT LITASCO - looks for headlines which contain Sing swap but does not contain the word Litasco



Subscriber Services Notices

It is recommended that a window be set up for **Subscribers Notes**. Platts Editorial publishes notices of corrections, RVP and assessment changes, etc. **Across all Alert Services, page 1500 is designated as the Subscribers Notice Index page.** If you have multiple Alerts, indicate all in the Source box. The window below illustrates using the Page = 1500 with the Index Page open. The Index Page shows the page number for a specific notice.





### Backup POTN to protect the customized views and desktops

It is always a good idea to have a backup. The POTN program files are easily downloaded from platts.com. There are a specific group of files that should be backed up on a CD, network drive or flash card. With these files, the POTN program can be recreated with little effort and no lost time.

The files to protect are:

C:\platts\tal.ini

C:\platts\pages

C:\platts\parm

C:\parm\favorites

