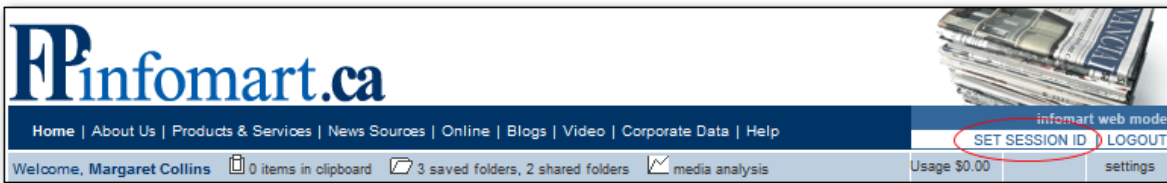


Session ID

Session IDs allow you to record a particular search by labeling that search with an identifier.

Session IDs allow for easy bill-back to clients or other departments in your organization, accurate tracking of project costs, as well as clear identification of different users who share the same user account. Session ID is an optional feature that is only available to those clients who subscribe to a transactional Infomart web contract.

To set a session ID, click the 'Set Session ID' link in the upper-right corner of your screen.



Your screen will refresh to the 'Session ID' page. Enter the name of your session identifier in the field provided. You may use any combination of letters or numbers for the ID, except for a backslash (\), a single quote ('), or an exclamation mark (!).

A screenshot of the 'Session ID' configuration page. The title is 'Session ID'. Below it, there is text: 'Usage details: [current session](#), [monthly reports](#).', 'Our optional Session ID feature lets you assign a code name ('session identifier') to any search session. This is useful for charge-backs to various cost centres.', and 'For transactional users, all searches (and related charges) performed under a common Session ID will be grouped on your monthly invoice.' The form has a 'Session ID' label above a text input field containing 'Canwest Interactive'. A red arrow points from a callout box 'Enter the identifier name of your search here.' to this field. Below is a dropdown menu with 'NONE' selected, with a red arrow pointing from a callout box 'Or select one from a list of recently used IDs' to it. There is a checked checkbox 'Always prompt me for a Session ID when I login'. At the bottom are 'SET' and 'CANCEL' buttons. A red arrow points from a callout box 'Click 'Set' once finished.' to the 'SET' button. Another callout box 'To force the use of a Session ID, place a checkmark here.' has a red arrow pointing to the checkbox.

If desired, use the 'select one from a list of recently used IDs' drop-down menu to select a recently used ID. All Session IDs used within the last 90 days will be listed on this alphabetical list.

Forced Entry of a Session ID

If you would like to ensure that a session ID is used each time that you search, you can use the 'Always Prompt me for a Session ID when I log in' feature.

To activate this feature, log in to FPinfomart.ca and click the 'Session ID' link, located at the upper-right corner of your screen.

Once your screen refreshes to the 'Session ID' page, place a checkmark in the box marked 'Always prompt me for a Session ID when I log in'. Click the 'Set' button.

If you activate this feature, you will not be able to proceed searching – during the current session or in those sessions to follow – without setting a session ID.

After entering a session ID, you will not be asked again during the current session to choose an ID. You will, however, be asked to set an ID at the beginning of your search the next time you log in.

Please note, this feature is activated on a per user ID basis. This means, if you have multiple users in your organization, with their own individual user IDs and passwords, you will have to enable this feature for each separate user if you would like everyone to be prompted to use a session ID.

You can set, or change a session ID at any time during your session by clicking the 'Set Session ID' link. However, only the charges incurred after a session ID is set will be attributed to the indicated ID.

Usage Details

On the 'Session ID' page, you have the ability to view your current, as well as month-to-date usage for each of your Session IDs.

If you would like a summary of your charges for the current session, click the 'current session' link. If you would like to see the current month's report, click on the 'monthly reports' link.

The screenshot shows the 'Session ID' page. At the top left, the text 'Session ID' is displayed. Below it, the text reads: 'Usage details: [current session](#), [monthly reports](#).' Two red arrows point from callout boxes to these links. The first callout box says 'To view your current search session's usage, click here.' and points to the 'current session' link. The second callout box says 'To view all usage this month, click here.' and points to the 'monthly reports' link. Below the links, there is a paragraph: 'Our optional Session ID feature lets you assign a code name ('session identifier') to any search session. This is useful for charge-backs to various cost centres.' Another paragraph follows: 'For transactional users, all searches (and related charges) performed under a common Session ID will be grouped on your monthly invoice.' At the bottom, there is a section titled 'Session ID' with a text input field containing the word 'Finance'.

The 'Current Session Summary' page gives a detailed break-down of the costs incurred in your current session.

The screenshot shows the 'Current Session Summary' page. At the top, the title 'Current Session Summary' is displayed. Below it, the text reads: 'Session ID: 'Finance''. A table follows with the following data:

	ITEMS	AMOUNT
Full article views	3	0.00
KVMC views	0	0.00
Redistributed articles	0	0.00
Latest News	0	0.00
Archives	3	0.00
Personal Profiles	0	0.00
Video Profiles	0	0.00
Industry Profiles	0	0.00
Managed Profiles	0	0.00
Corporate Data News	0	0.00
Corporate Data Lead Lists	0	0.00
Corporate Database Records	0	0.00
Total for Session ID: 'Finance'	3	0.00

Below the table, there is a section titled 'Select Session ID(s) to get a report for the current month.' with a dropdown menu containing the options: 'Communications', 'Finance', and 'NONE'. A red arrow points from a callout box to the 'Finance' option. The callout box says: 'To view the monthly report, select the appropriate session Id, and then click 'Get''. Below the dropdown menu, there are two buttons: 'GET' and 'CANCEL'.

You can get a month-to-date summary for any session ID from the 'Current Session Summary' page. Simply highlight the desired ID, and click 'Get'. This will retrieve a report that summarizes all usage for the indicated ID in the current month.

For further assistance with Media Session IDs, please contact us at 1-800-661-7678, or e-mail the Help Desk at helpdesk@FPinfomart.ca