

# User Guide for GBV Website

## What Is Inside [www.global-benefits-vision-com](http://www.global-benefits-vision-com) ?

- **In-depth articles**, written by subject matter experts, for practitioners. A subscription is required to access this section.
- **News**. Keep up to date with what's happening in the field. Access is free and no registration is required. News articles are written by GBV staff; we never publish press releases as-is.
- **GBV magazine**. Published 10 times a year, it includes all in-depth articles and key news in our fully laid-out format. Subscription required.

## Where Can I Find the News and the In-Depth Articles?

All the news and in-depth articles are arranged in chronological order on our home page. Click on the title to access the smartphone version.

To access the fully laid-out online magazine, click on the Cover Page of the current issue (third column) or search for your issue by month and year ("July 2018") or by number ("issue 030") and click on the link.

## Looking for Something?

Because it is so knowledge-rich, GBV offers several ways to browse for and to find information.

The simplest **Search** tool can be found at the right of the top menu as a looking glass  ; just enter a keyword or two to find what you are looking for.

If you would like to browse the News, using the **Table of News** page is your best option.

- In the Main Menu (black bar), go to "Knowledge Base" (last option on the right), wait for the list of choices to open, then click on "Table of News".
- The table is sorted by date (most recent first); you can change the order of the table by clicking on the small arrows at the top of each column
- You can filter by Tags by choosing a tag in the Filter box (huge dropdown list)
- You can search for one or several words of your choice by entering them into the Search box

If you would like to browse the in-depth Articles without knowing exactly what you are looking for, using the **Table of Articles** page is your best option.

- In the Main Menu (black bar), go to "Knowledge Base" (last option on the right), wait for the list of choices to open, then click on "Table of Articles".
- The table is sorted by date (most recent first); you can change the order of the table by clicking on the small arrows at the top of each column
- You can search for one or several words of your choice by entering them into the Search box

- Clicking on a Tag in the right-most column will take you out of the Table of Articles page and will display all News and all in-depth Articles with that tag.
- Click on the Title to go to the in-depth articles in HTML format
- Or click on the “Issue XXX” (for example, “Issue 030”) tag in the last column to be taken to the online magazine

If you would like to read in-depth articles in fully laid-out format, you can also use the

**“GBV Current Index of Articles and Authors”**

- In the Main Menu (black bar), go to “Knowledge Base” (last option on the right), wait for the list of choices to open, then click on “Index of Articles and Authors”
- All articles are listed in chronological order (most recent first) and the link in the last column (“Issue XXX”) takes you straight to the correct issue of the online magazine.

If you would like to search in the News and the in-depth Articles at the same time, consider using the **Advanced Search** page.

- In the Main Menu (black bar), go to “Knowledge Base” (last option on the right), wait for the list of choices to open, then click on “Advanced Search”.



OR – click on the advanced looking glass  image at the extreme right of the top menu

- You can change the sort order of the table by clicking on the small arrows at the top of each column
- You can search for one or several words of your choice by entering them into the Advanced Search box
- You can filter by dates to narrow your search
- Items with a lock symbol require a subscription
- Tag in the right-most column are there for reference only and cannot be clicked.

## How to Login

- If you have subscribed to the magazine, you have received an email with your username (it is your email) and a password. You will need both to login.
- You must login for full access to the in-depth Articles and the magazine. The login area is located on the right-hand side of the homepage, about halfway down: below an ad block, the “Current Issue”, “Your Account”, and before the “Subscribe to Our RSS Feeds” section.
- Enter your username (or email) and password in the login fields, then click on the LOG IN button.
- If you haven’t subscribed, you still have access to most of the website (including regular news, announcements, conference information, interviews, and the directory).

## I Can’t Find My Password

- Locate the login area on the right-hand side of the homepage, about halfway down: below an ad block, the “Current Issue”, “Your Account”, and before the “Subscribe to Our RSS Feeds” section.

- Below the “Username or E-Mail” and the “Password” fields and the LOG IN button, find the “Forgot Password” link.
- Click on the “Forgot Password” link and follow the instructions: enter your Username or Email Address, then click on the “Request a Password Reset” button.
- Further instructions are sent to your email address.

## I Don't Remember My Login

- Try your business email address(es), especially if you are part of a group subscription.
- Otherwise, send us an email and we will look for your record in the database.

## Structure of the Website

- Use the tabs at the top of the page to find what you need.
  - Click on **'Magazine'** to access the current and all past issues.
  - The **'People'** tab includes new appointments and company organization announcements.
  - **'Products'** includes announcements of new products and partnerships.
  - **'Conferences'** includes conference announcements, agendas and a registry of past and upcoming conferences with links to registration pages.
  - In the **'Resources'** tab you will find reports, white papers, studies and guides.
  - The **'Subscribe'** tab links to a short online data form for on-the-spot subscription.
  - The **'Directory'** tab provides access to the most recent version of the directory (see *'how to access the directory'*).
  - The **'Knowledge base'** is a database of all posts to date. This also includes the advanced search function (see *'how to do an advanced search'*).

## How to Do an Advanced Search

- Click on the **advanced search** icon at the top right of the website.
- In the search fields you can filter to the last 6 months or last 12 months, or input a custom date range.
- Results can be sorted by date, title, author or tags. A lock icon appears next to articles which require a subscription to view.

## How to Access The Directory

- Access the directory via the **'Directory'** tab on the homepage.
- The directory can be downloaded as a PDF file (via the clickable link) or viewed online.
- To read it via the built-in viewer, enter full-screen mode by clicking on the **'Fullscreen'** icon (which looks like two opposing arrows).
- Using the built-in viewer, you can also bookmark, annotate, share, print and download the directory by clicking on the corresponding icons along the bottom of the viewer.

## How to Receive New Material from GBV Automatically

You can have all GBV news items delivered to you automatically, without having to go to the website, through RSS reader software or email systems such as Microsoft Outlook, which has a built-in RSS reader.

You can download free RSS readers for Windows, iPhone/ iPad/ iOS, Android, MacOS, Linux, etc.; RSSOwl is perhaps the best known among the many options.

Once your RSS reader is installed, just click on <https://www.global-benefits-vision.com/feed>. Or for ultimate convenience, Microsoft Outlook (or many other email software systems) has a built-in RSS reader: look for the "RSS Feed" folder in the message view (usually, it is at the bottom of the list of message folders); right-click on the "RSS Feed" folder; choose "Add new RSS Feed"; type or copy/paste <https://www.global-benefits-vision.com/feed> and you are done.