

Thomson Reuters Regulatory Intelligence User Guide

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About this user guide

This user guide has been designed to assist you in using RI Feeds. It goes through the complete range of tools and features and will ensure you are able to use the solution to its fullest potential.

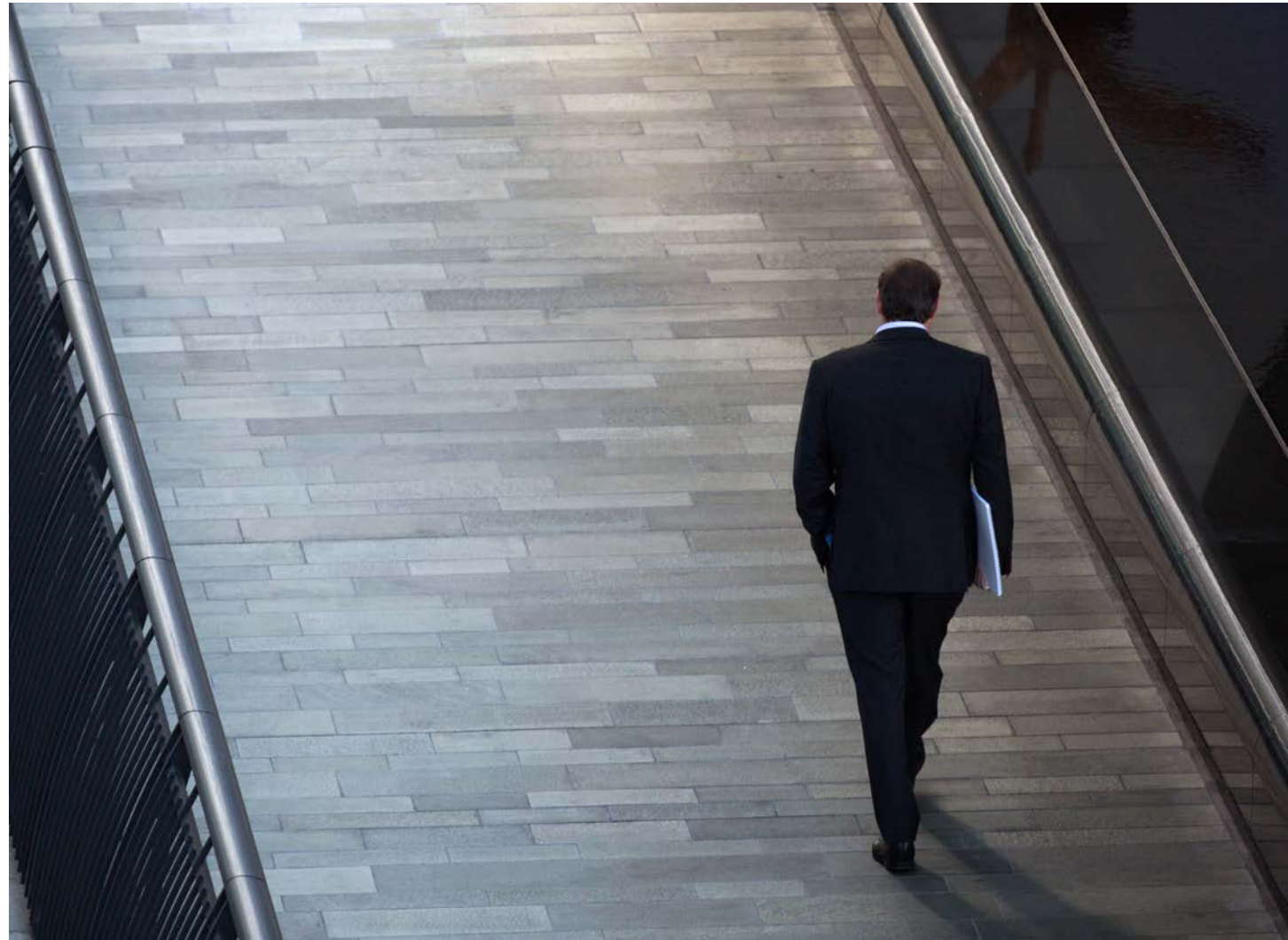
For further information and guidance, please contact our Global Client Support team who will be happy to assist you:

Email: grc.crr.clientsupport@thomsonreuters.com

Tel: **+44 (0)870 042 6410**

Please note that live training is also available on request. If you are interested, please contact our Training Team at:

Email: grc.wc.training@thomsonreuters.com



Part 1: Log in and log out

1.1 Log in

RI Feeds is accessible via the Internet from any computer using the latest versions of Internet Explorer®, Google Chrome™, Firefox® or Safari® (with auto-updates turned on). Google Chrome is recommended for optimal user experience and performance.

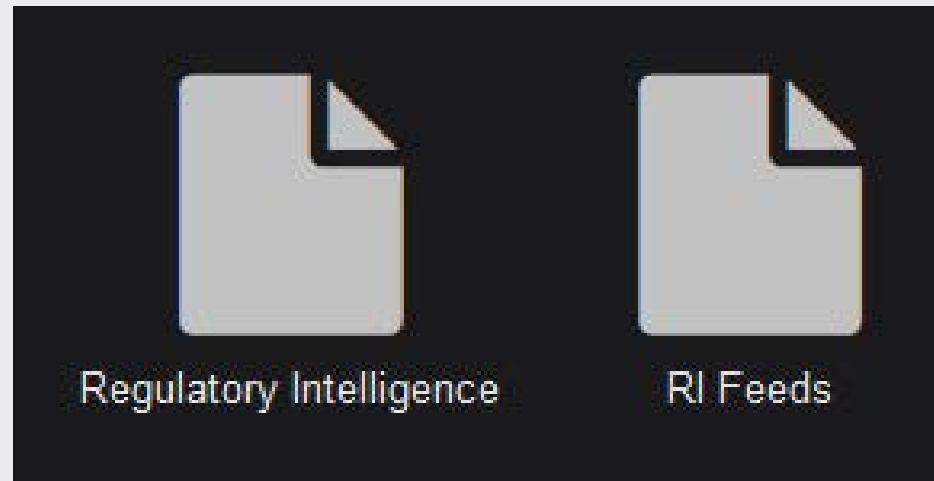
Click on the following link to access RI Feeds:

<https://login.accelus.com>

Once you are on the login page, you will be prompted to enter your OnePass username and password*.

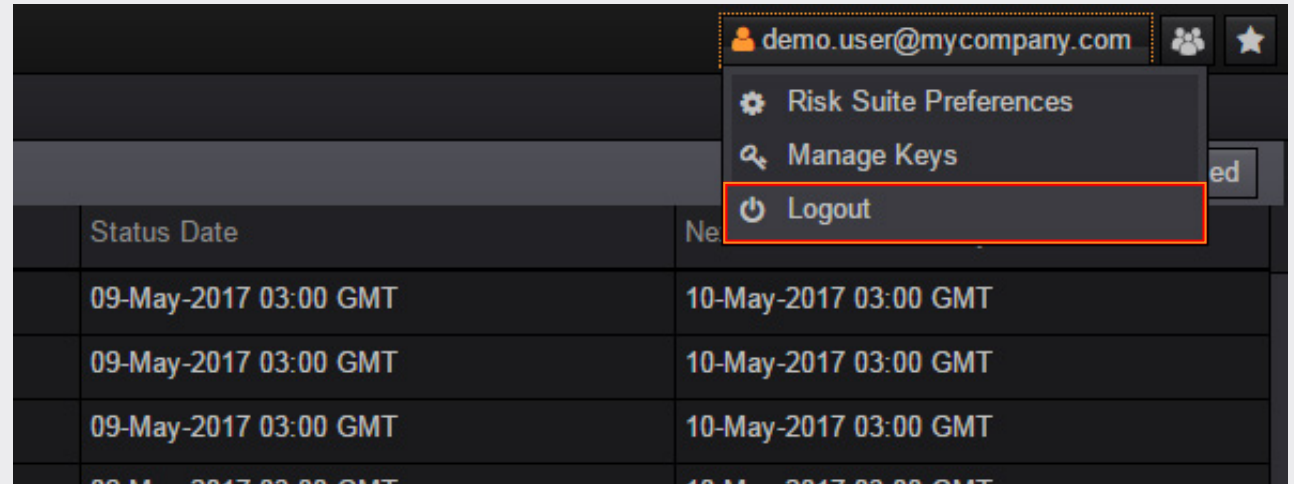
*Please note: In order to first access RI Feeds, you are required to create a OnePass profile (or update an existing profile) using the registration key provided to you via your Account Activation email. If you require assistance with the OnePass login, please refer to the OnePass Quick Start Guide.

Upon logging in, you may be presented with the following options, from which you will select RI Feeds.



1.2 Log out

Click on the user account button at the top right-hand corner of the screen and select **Logout** from the list of options.



Part 2: Homepage

The screenshot shows the Thomson Reuters Regulatory Intelligence homepage. The navigation bar includes the Thomson Reuters logo (1), a search bar (4), and the user email 'demo.user@mycompany.com'. Below the navigation bar, there are tabs for 'RI FEEDS' (3) and 'Home' (3). The 'RI FEEDS' tab is active, and it has sub-tabs for 'PUBLISHED' (2) and 'DRAFT' (2). A 'Create Feed' button (6) is located in the top right corner of the feed table. The table lists several feeds with columns for Name, Created By, Delivery Status, Status Date, and Next Scheduled Delivery.

<input type="checkbox"/>	Name	Created By	Delivery Status	Status Date	Next Scheduled Delivery
<input type="checkbox"/>	Banking Reform	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	EU Legislation	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Retail - Mortgage Lending	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Global Securities & Commodities	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	OSC Enforcement and Rules of Procedure	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	CFPB Regulations	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Insurance	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT

Once you have logged in, you will be able to view the following sections and options directly from the Homepage.

RI Feeds Home (1):

Selecting the RI Feeds home icon will reload the site.

Note: For customers with access to the Regulatory Intelligence application, you will be presented with the option to access the Regulatory Intelligence Application or RI Feeds as depicted in 1.1 Log In.

Published & Draft Feeds Toggle (2):

The Published & Draft Feeds toggle located at the top left-hand side of the screen provides the ability to load any published or draft feed details.

By default, the Published tab is selected and any feeds that are published and therefore actively delivering content will be presented in the table.



Selecting the Draft button allows you to load and view any feeds that are in the process of being configured and that have not yet been published (i.e., actively delivering content). When selected, the table will display all the applicable feeds.

Home (3):

The drop-down menu allows you to move easily between the Homepage, Settings and Create Feed sections.

Search (4):

For customers with access to the Regulatory Intelligence application, you will be provided with access to the Global Search control. This control allows you to conduct a global search on RI by inputting keyword(s). When you enter the keywords, the system will generate a drop-down list of suggested documents. You can choose to click on any of these documents directly or hit **Enter** to return a full list of related results. Refer to [4.1.2.1 Add content from search](#) for more details on search options.

Delete Feeds (5):

This button allows you to permanently delete feeds that you no longer require when the associated feed's checkbox is selected.

Create Feed (6):

This button allows you to create a new feed.

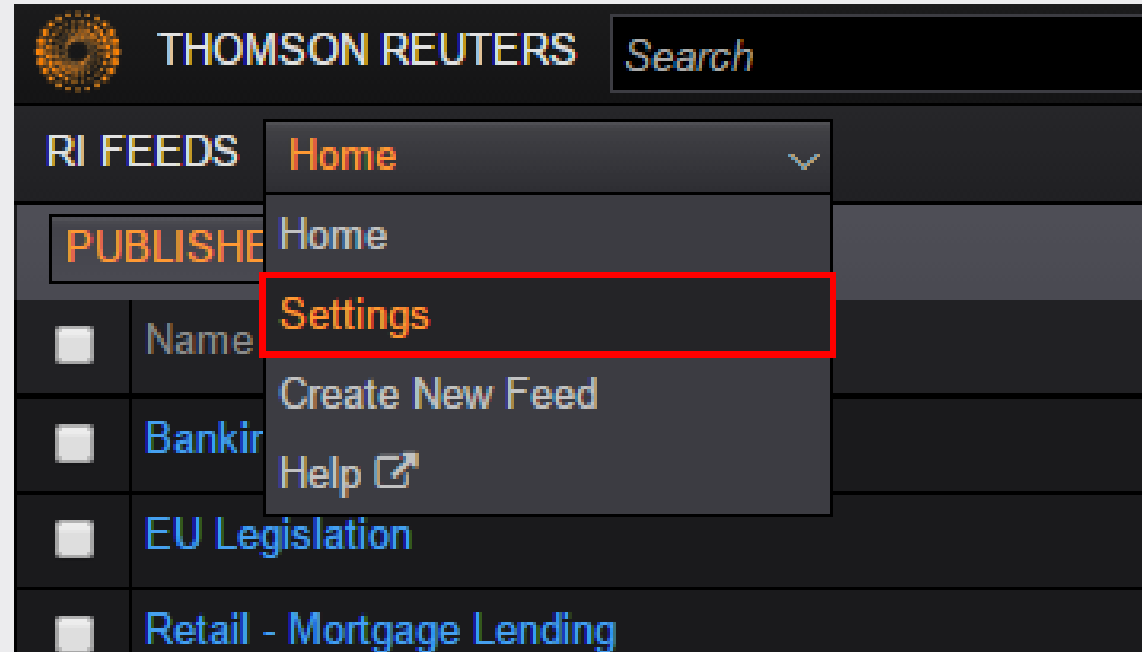
The screenshot displays the Thomson Reuters Regulatory Intelligence interface. At the top, there is a search bar labeled 'THOMSON REUTERS Search' (4) and a user profile 'demo.user@mycompany.com'. Below the search bar, there is a navigation menu with 'RI FEEDS' and a dropdown menu 'Home' (3). The main content area shows a table of feeds with columns: Name, Created By, Delivery Status, Status Date, and Next Scheduled Delivery. The table lists several feeds, all with a 'Delivered' status and a 'Next Scheduled Delivery' date of '10-May-2017 03:00 GMT'. At the bottom right of the table, there is a 'Create Feed' button (6) and a 'DRAFT' button (2). A 'PUBLISHED' button is also visible.

<input type="checkbox"/>	Name	Created By	Delivery Status	Status Date	Next Scheduled Delivery
<input type="checkbox"/>	Banking Reform	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	EU Legislation	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Retail - Mortgage Lending	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Global Securities & Commodities	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	OSC Enforcement and Rules of Procedure	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	CFPB Regulations	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Insurance	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT

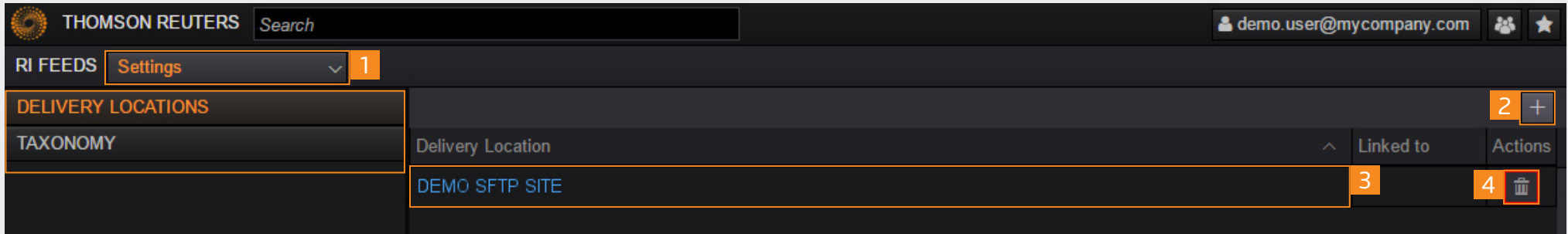


Part 3: Settings

From the Homepage drop-down menu, select **Settings** to view Delivery Locations and Taxonomy settings.



3.1 Delivery locations



Once you have loaded Settings, you will be able to view the following sections and options.

Settings menu (1):

This menu provides access to your Delivery Locations and Taxonomy settings.

By default, the Delivery Locations tab is selected and any existing delivery locations for your organization that have been configured by yourself or any fellow users under the same account will be presented. This allows you to manage the delivery locations used by your account.

Add delivery location (2):

This button allows you to add a new delivery location to your account, which can be used for the delivery of feed files and taxonomy data.

View delivery location details (3):

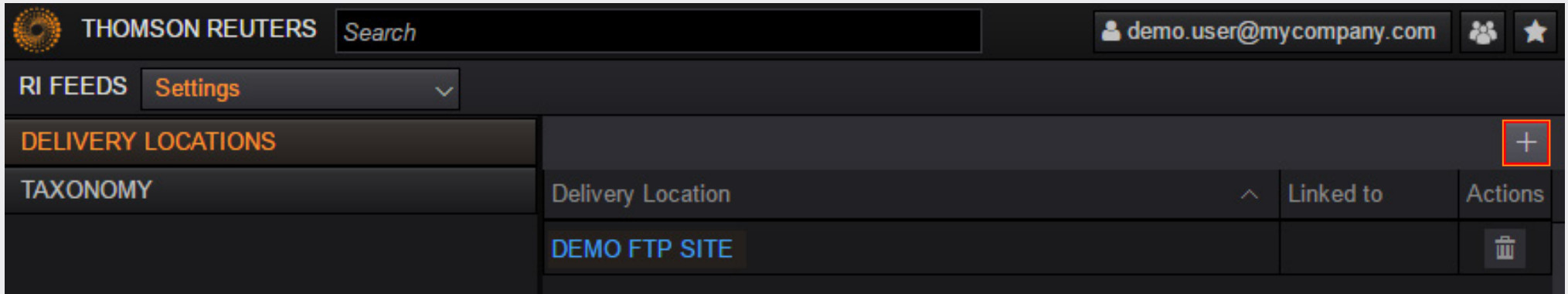
Click the title of your configured delivery locations to view their details.

Delete delivery location (4):


The delete button found beside a delivery location will allow you to permanently remove settings. Please note that this will only be enabled for delivery locations that are not currently in use.



3.1.1 Configure delivery locations

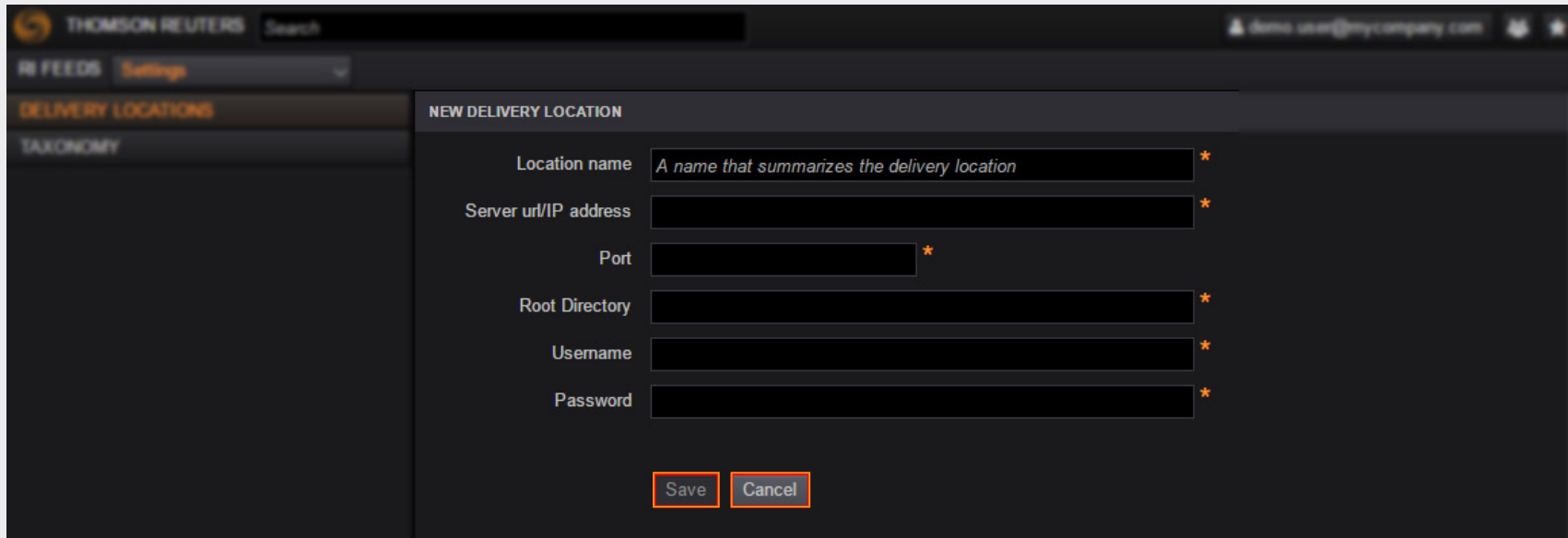


The screenshot shows the Thomson Reuters Regulatory Intelligence user interface. At the top, there is a search bar and a user profile for 'demo.user@mycompany.com'. Below the search bar, the 'RI FEEDS' menu is open, showing 'Settings' as the selected option. The 'DELIVERY LOCATIONS' section is highlighted, and a plus sign icon is visible in the top right corner of this section, enclosed in a red box. Below this, the 'TAXONOMY' section is visible, showing a table with columns for 'Delivery Location', 'Linked to', and 'Actions'. A single entry, 'DEMO FTP SITE', is listed under 'Delivery Location'.

Delivery Location	Linked to	Actions
DEMO FTP SITE		

From the Settings, Delivery Locations page, click the plus + icon located at the top right-hand side of the page.

You will be presented with the fields required to define your SFTP delivery location. This information should be provided to you by your network administrator.



The screenshot shows a web application interface for Thomson Reuters. The main content area is titled 'NEW DELIVERY LOCATION'. It contains several input fields, each followed by a red asterisk indicating a required field:

- Location name: A name that summarizes the delivery location *
- Server url/IP address *
- Port *
- Root Directory *
- Username *
- Password *

At the bottom of the form, there are two buttons: 'Save' and 'Cancel', both of which are highlighted with red boxes.

Location name: The unique title that will be used as a reference for your delivery location.

Server url/IP address: The address of your SFTP site.

Port: The port number to be used for your SFTP server. Typically, this is "2222" by default.

Root Directory: The location within your SFTP server where your content will be deposited. If the content is expected to be deposited into the default directory, this should be defined as ".".

Username: The username associated with your SFTP account.

Password: The password associated with your SFTP account.

Save & Cancel: The save button allows you to save the SFTP account settings. Please note that all fields are required before you are allowed to save your settings.

The cancel button navigates you back to the Delivery Locations main page.

Note: If any settings are applied when this is clicked, they will be permanently lost.

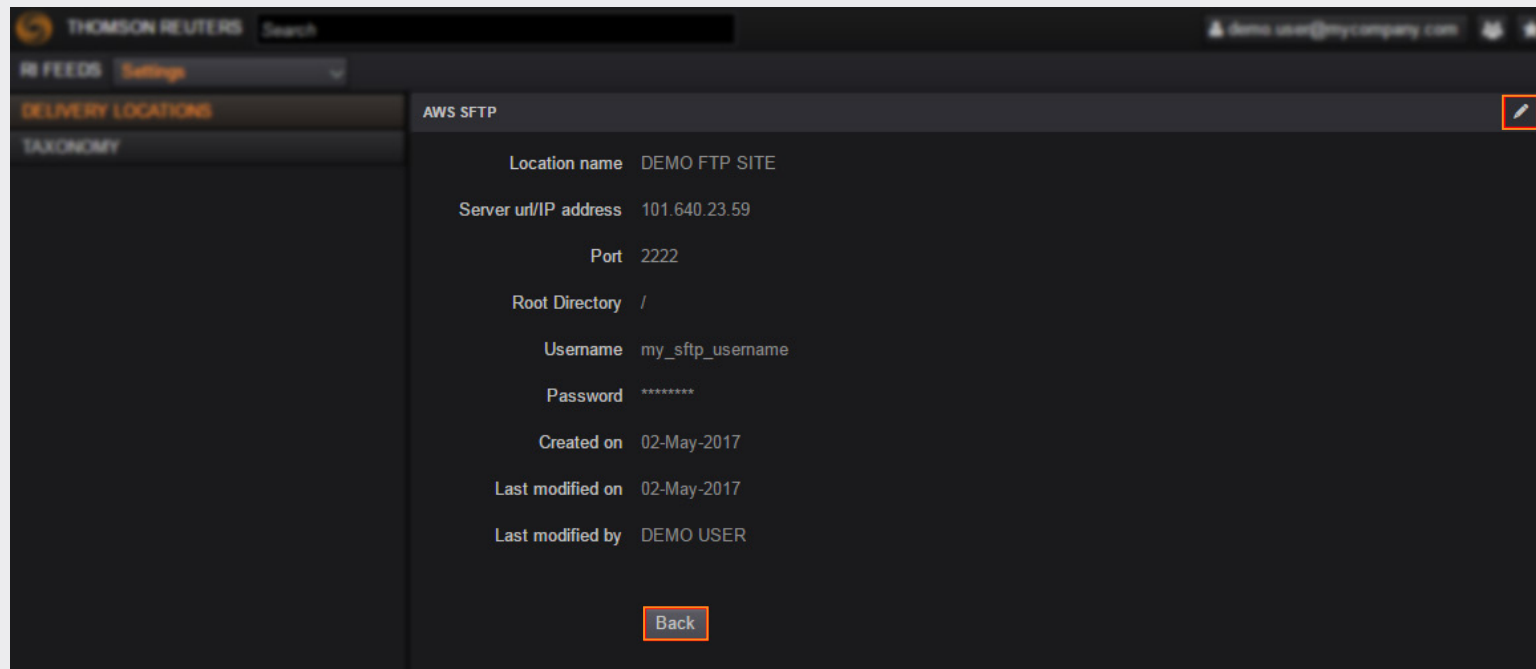


3.1.2 View delivery location settings

The screenshot displays the Thomson Reuters Regulatory Intelligence user interface. The top navigation bar includes the Thomson Reuters logo, a search bar, and the user's email address 'demo.user@mycompany.com'. Below the navigation bar, there is a sidebar with 'RI FEEDS' and 'Settings' (selected). The main content area shows a table with 'DELIVERY LOCATIONS' as a header and a table with columns 'Delivery Location', 'Linked to', and 'Actions'. One entry, 'DEMO FTP SITE', is highlighted with an orange border.

DELIVERY LOCATIONS	Delivery Location	Linked to	Actions
TAXONOMY	DEMO FTP SITE		

From the Settings, Delivery Locations page, click the delivery location that you want to view.



You will be presented with the details of the selected delivery location.

Location name: The title of the selected delivery location.

Server url/IP address: The address of your SFTP site.

Port: The port number to be used for your SFTP server.

Root Directory: The location within your SFTP server where your content will be deposited. If the content is expected to be deposited into the default directory, this should be defined as "/".

Username: The username associated with your SFTP account.

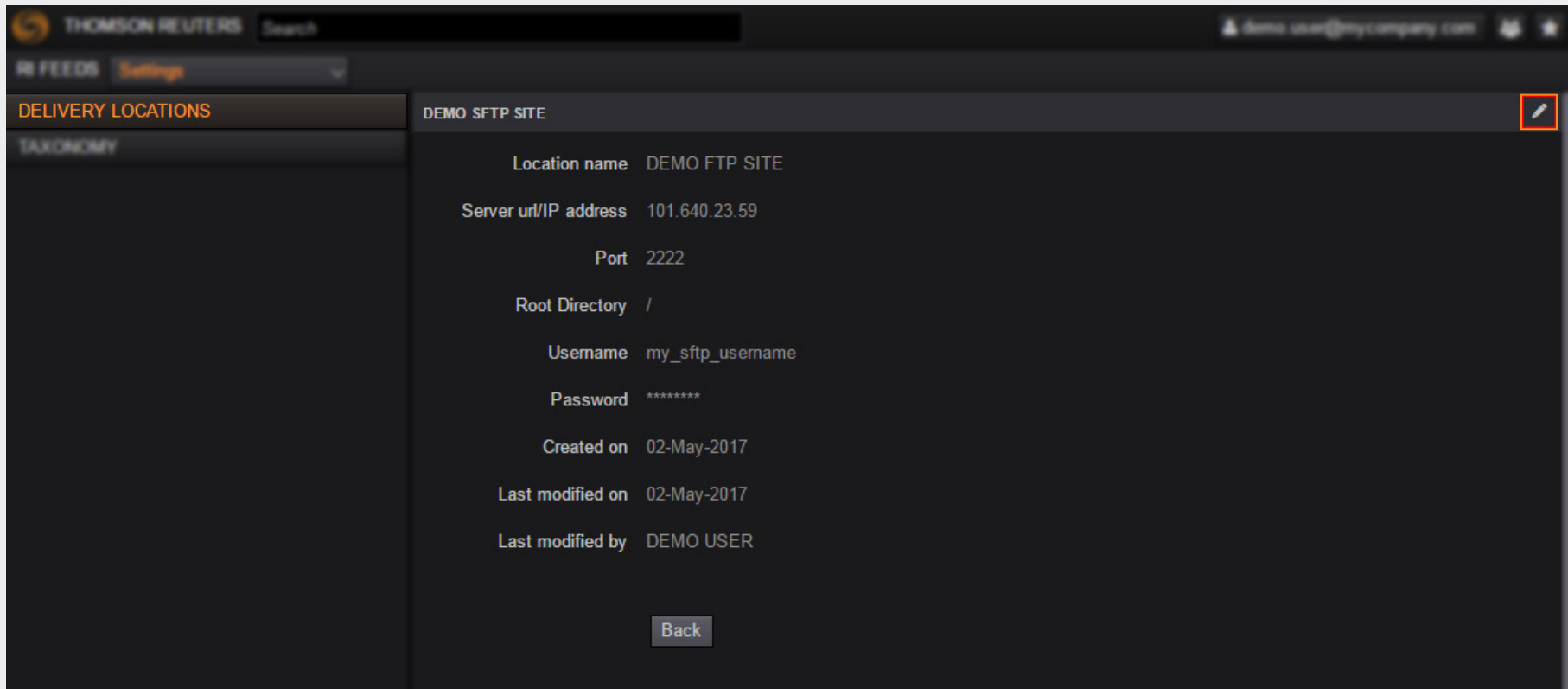
Password: The password associated with your SFTP account.

Edit button (top right): This allows you to amend the SFTP settings.

Back button: This button navigates you back to the Delivery Locations main page.



3.1.3 Manage delivery location settings

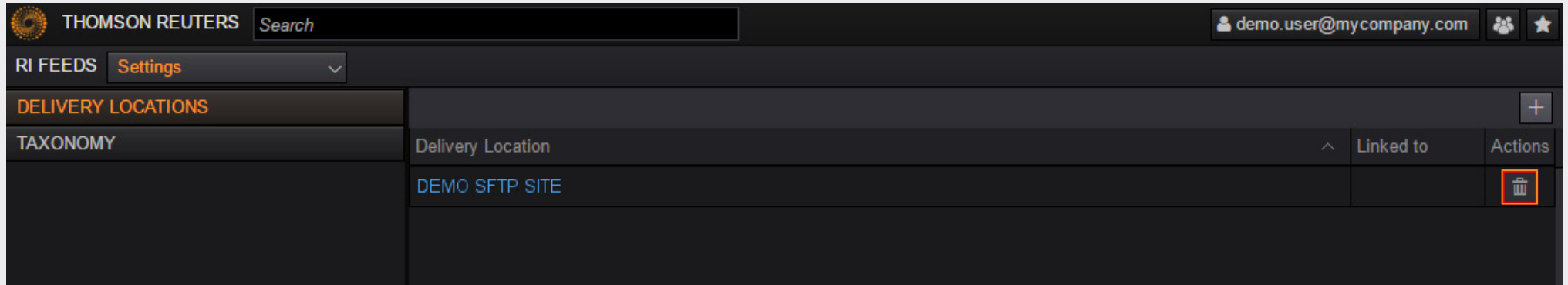


When viewing the details of a Delivery Location that you would like to amend (see [3.1.2 View delivery location settings](#)), click the edit button located at the top right-hand side of the screen.


See [3.1.1 Configure delivery locations](#) for further details on how to edit the delivery location settings.



3.1.4 Delete delivery location



The screenshot shows the Thomson Reuters interface. At the top left is the Thomson Reuters logo and a search bar. The user's email address, 'demo.user@mycompany.com', is displayed in the top right. Below the search bar, there are navigation tabs for 'RI FEEDS' and 'Settings'. The main content area is titled 'DELIVERY LOCATIONS' and contains a table with the following columns: 'Delivery Location', 'Linked to', and 'Actions'. The table has one row with the entry 'DEMO SFTP SITE'. The trash can icon in the 'Actions' column for this entry is highlighted with a red box.

Delivery Location	Linked to	Actions
DEMO SFTP SITE		

When viewing your list of defined delivery locations (see Part [3.1 Delivery locations](#)), click the trash can icon (located under the Actions column) for the delivery location you wish to delete.

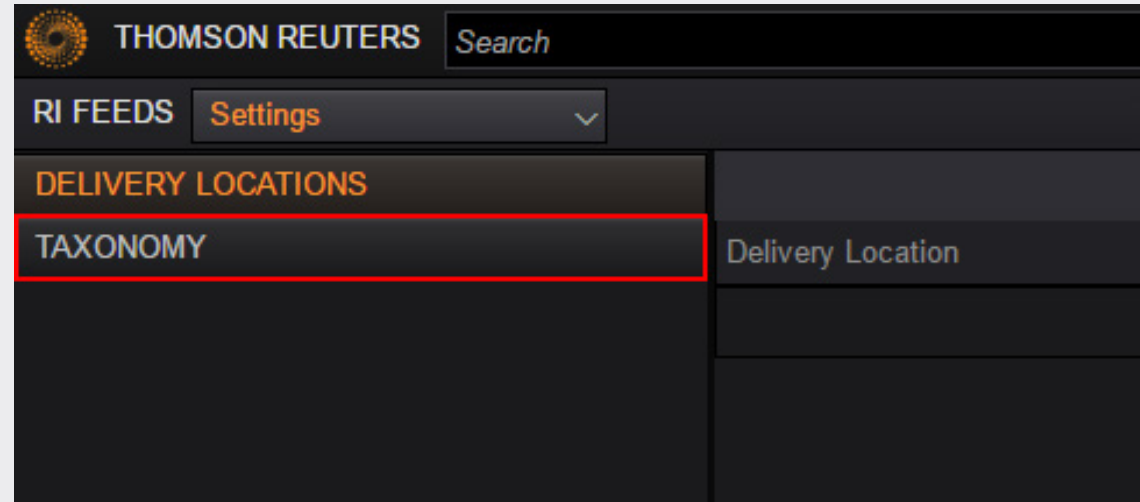
You will only be allowed to remove delivery locations that are not in use. Please note, you will be prompted to confirm the deletion of the selected delivery location before it is fully removed.

3.2 Taxonomy

You will find that RI Feeds content references Thomson Reuters classifications by a unique reference ID, which represents precise taxonomy values within the set hierarchy. To ensure that you are able to decipher these values and make full use of the classified data, we provide the ability to receive the taxonomy source files.

The following section provides information on how to configure your account to receive this data.

From the Settings area, select **Taxonomy** from the left menu.



3.2 Taxonomy

While the Taxonomy Delivery settings are undefined, you will be presented with the form that you can configure to deliver the taxonomy files to the desired location.

Delivery Location (1): You are provided with the ability to have your taxonomy files delivered to one of your existing SFTP locations or delivered to an email address.

Taxonomy Subscription (2): This option allows you to automatically receive taxonomy file updates when changes are published.

Save (3): Once you have defined all required taxonomy delivery settings, you can either simply save the settings or save the settings and request for the current version to be delivered.

After taxonomy delivery settings are saved by yourself or by any fellow users under your organization's account, each time you visit this area you will be presented with the stored taxonomy delivery settings.

The screenshot displays the Thomson Reuters web interface for configuring Taxonomy Delivery Settings. The page is titled "TAXONOMY DELIVERY SETTINGS" and includes a breadcrumb trail: "Home > Settings > Taxonomy". The main content area is divided into two sections: "DELIVERY LOCATIONS" and "TAXONOMY".

The "TAXONOMY" section contains the following elements:

- A descriptive text: "Thomson Reuters occasionally updates the content taxonomy. You can choose to receive this updated structure once it is released and/or as required."
- A "Delivery Mode" section with the question: "How and where would you like to receive the updated taxonomy files?"
- Two radio buttons for "Delivery Location" (selected) and "Email". A red box labeled "1" highlights the "Delivery Location" radio button.
- A dropdown menu for "Select Delivery Location" with a red box labeled "1" around it. The dropdown is open, showing "Select Delivery Location" and "DEMO SFTP SITE".
- A checkbox labeled "Send taxonomy files as they are updated" with a red box labeled "2" around it.
- Two buttons at the bottom: "Save" and "Save and send taxonomy now", with a red box labeled "3" around both.



3.2 Taxonomy

Edit Taxonomy Delivery Settings (1):

This button allows you to amend your taxonomy delivery settings.

Delivery Location Settings Summary:

The contents of this page provide a summary of the delivery location details that are currently in use.

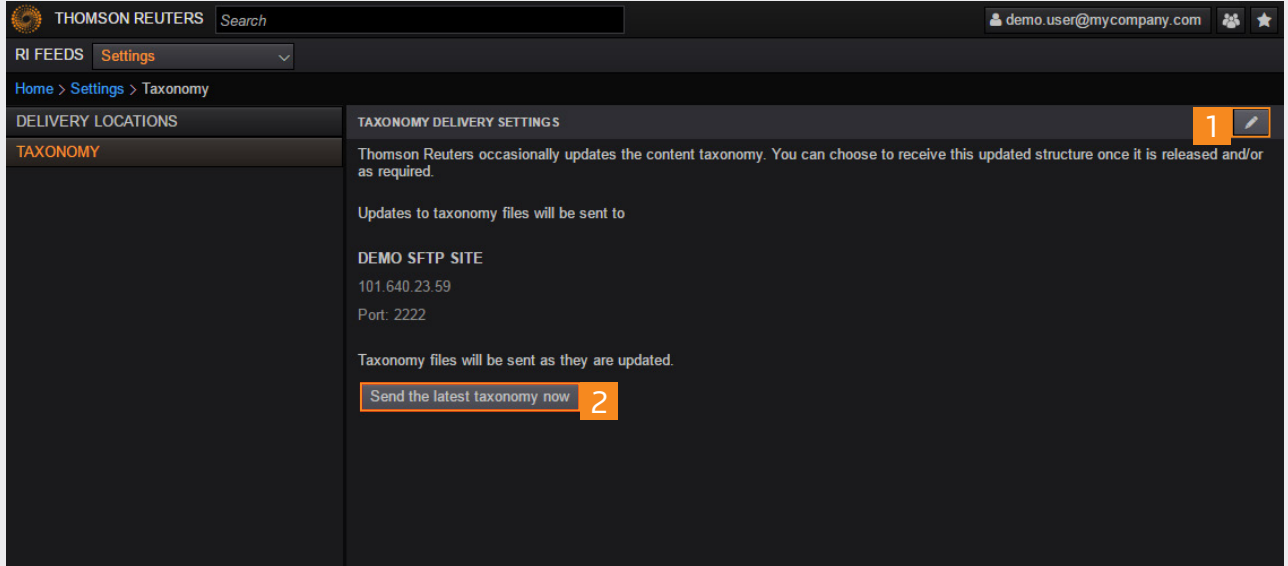
Where the taxonomy delivery settings are configured to use an SFTP location, you will be presented with the SFTP address and port. Where the delivery location is set as an email address, you will be presented with the applied value.

If you have selected to automatically receive taxonomy file updates, then this setting will also be indicated here.

Send the latest taxonomy now (2):

This button allows you to manually request the delivery of the current version of the taxonomy file.

See [3.2.1 Deliver taxonomy to SFTP](#) and [3.2.2 Deliver taxonomy to email](#) for more details on how to configure this section.



The screenshot displays the Thomson Reuters Regulatory Intelligence user interface. At the top, the header shows 'THOMSON REUTERS' with a search bar and the user's email 'demo.user@mycompany.com'. Below the header, the navigation menu includes 'RI FEEDS' and 'Settings'. The main content area is titled 'TAXONOMY DELIVERY SETTINGS' and contains the following information:

- DELIVERY LOCATIONS**: A section header for the current delivery locations.
- TAXONOMY**: A section header for the taxonomy settings.
- TAXONOMY DELIVERY SETTINGS**: A section containing the following text:
 - Thomson Reuters occasionally updates the content taxonomy. You can choose to receive this updated structure once it is released and/or as required.
 - Updates to taxonomy files will be sent to
 - DEMO SFTP SITE**
 - 101.640.23.59
 - Port: 2222
 - Taxonomy files will be sent as they are updated.
- Send the latest taxonomy now**: A button to manually request the latest taxonomy file.

Red callout boxes with numbers '1' and '2' highlight the edit icon and the 'Send the latest taxonomy now' button, respectively.



3.2.1 Deliver taxonomy to SFTP

You can use the Delivery Location option in the Taxonomy Delivery Settings to define to which of your existing delivery locations the taxonomy file will be delivered.

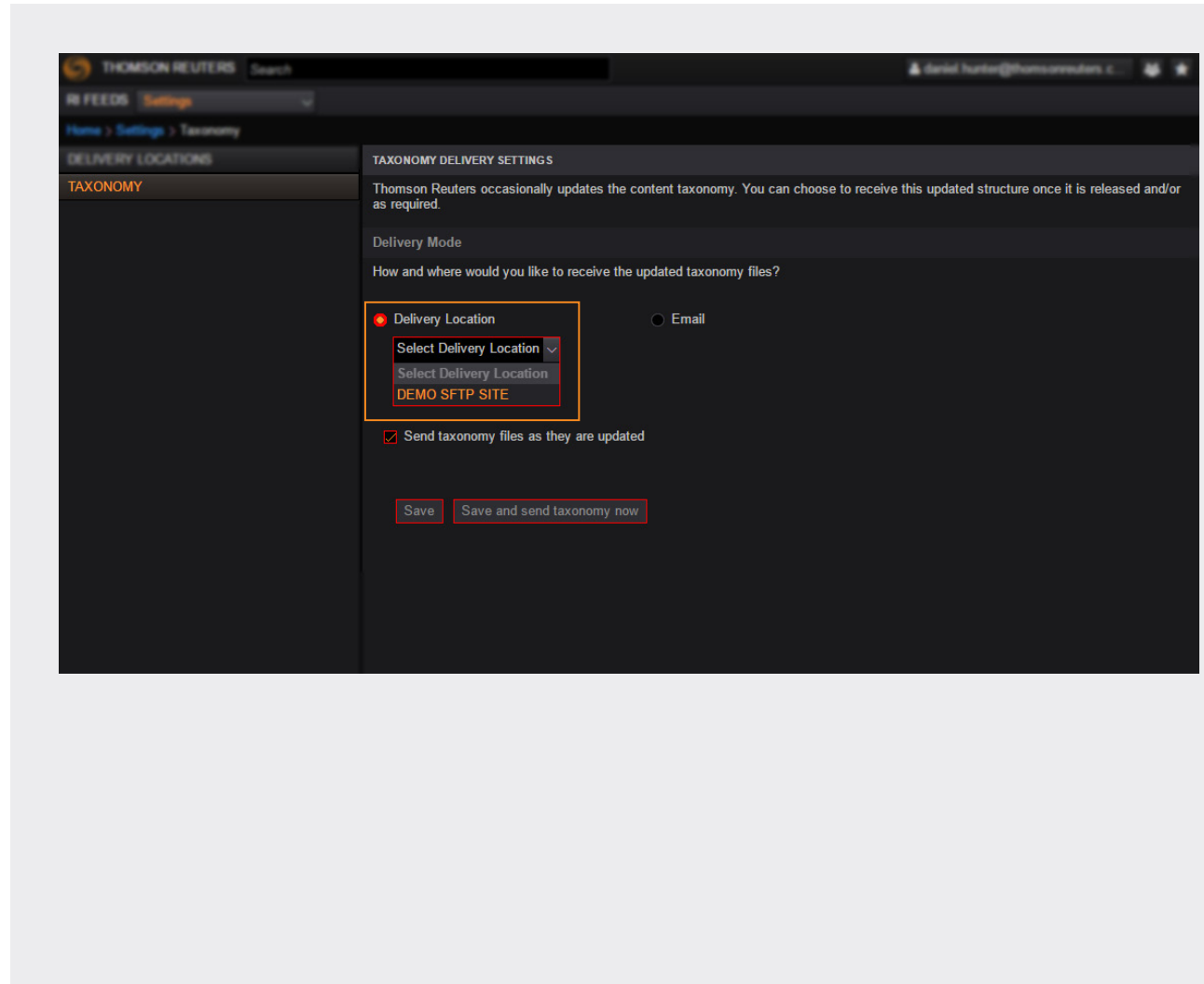
From the Settings, Taxonomy page, select the Delivery Location radio button. Click the drop-down list labelled **Select Delivery Location** to expand the list of SFTP sites that have been configured and are available (if the list is empty, please see **3.1.1 Configure delivery locations**).

Select the appropriate delivery location.

If you would like to automatically receive taxonomy file updates when changes are made, then select the check box labelled **Send taxonomy files as they are updated**.

Once you are satisfied with the SFTP delivery location settings applied, you can click the **Save** button to store your settings or click **Save and send taxonomy now** to both store your SFTP settings and to immediately deliver the current version of the taxonomy file to your specified location.

Upon clicking either option, you will be presented with a summary of the settings applied.



3.2.2 Deliver taxonomy to email

You can use the Email option in the Taxonomy Delivery Settings to define an email address to which the taxonomy file will be delivered.

From the Settings, Taxonomy page, select the Email radio button.

In the text field, provide a single email address that will receive the taxonomy file.

Please note that your email provider may prevent receipt of the taxonomy file emails. If this is the case, please speak to your systems administrator or select an alternative delivery setting.

If you would like to automatically receive taxonomy file updates when changes are made, then select the check box labelled **Send taxonomy files as they are updated**.

Once you are satisfied with the email location settings applied, you can click the **Save** button to store your settings or click **Save and send taxonomy now** to both store your email settings and to immediately deliver the current version of the taxonomy file.

Upon clicking either option, you will be presented with a summary of the settings applied.

THOMSON REUTERS

Home > Settings > Taxonomy

DELIVERY LOCATIONS

TAXONOMY

TAXONOMY DELIVERY SETTINGS

Thomson Reuters occasionally updates the content taxonomy. You can choose to receive this updated structure once it is released and/or as required.

Delivery Mode

How and where would you like to receive the updated taxonomy files?

Delivery Location

Email

someone@companyname.com

Note: Your email provider may prevent the receipt of the taxonomy file emails. If this is the case, please speak to your administrator

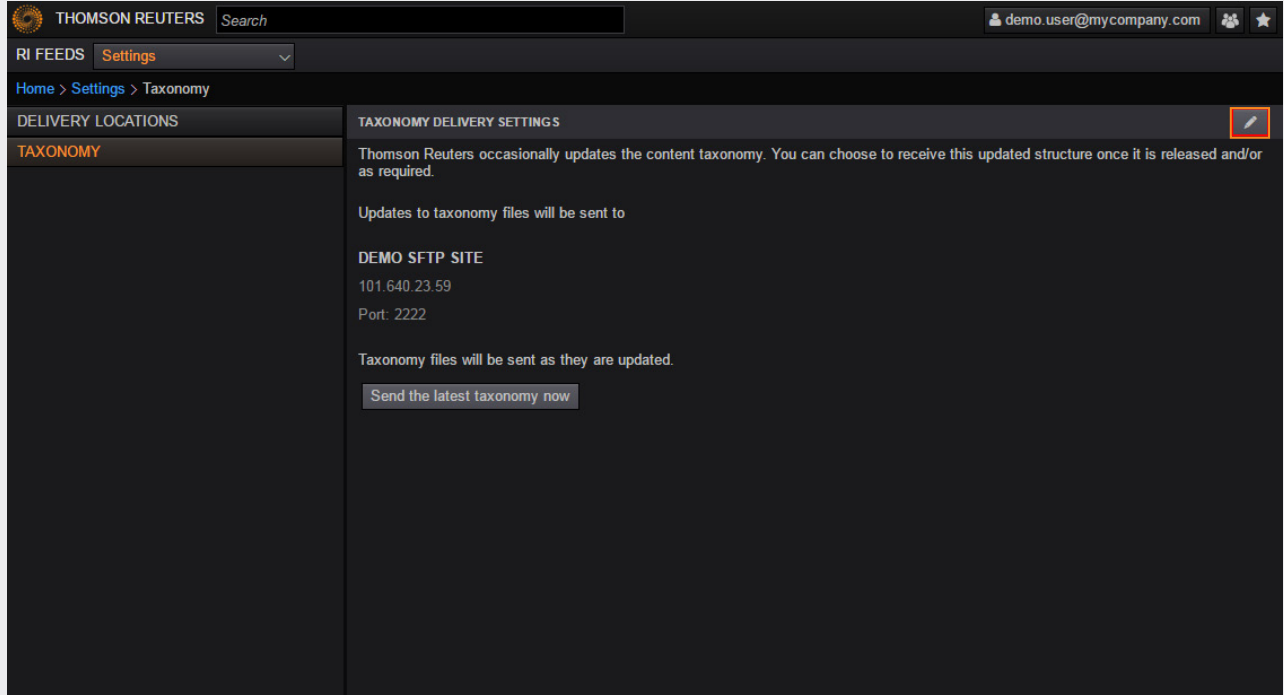
Send taxonomy files as they are updated

Save Save and send taxonomy now

3.2.3 Manage my taxonomy delivery settings

From the Settings, Taxonomy page, click the edit button found at the top right-hand side of the screen.

Please note that this instruction only applies to accounts that have previously saved taxonomy delivery settings as explained in [3.2.1 Deliver taxonomy to SFTP](#) and [3.2.2 Deliver taxonomy to email](#).

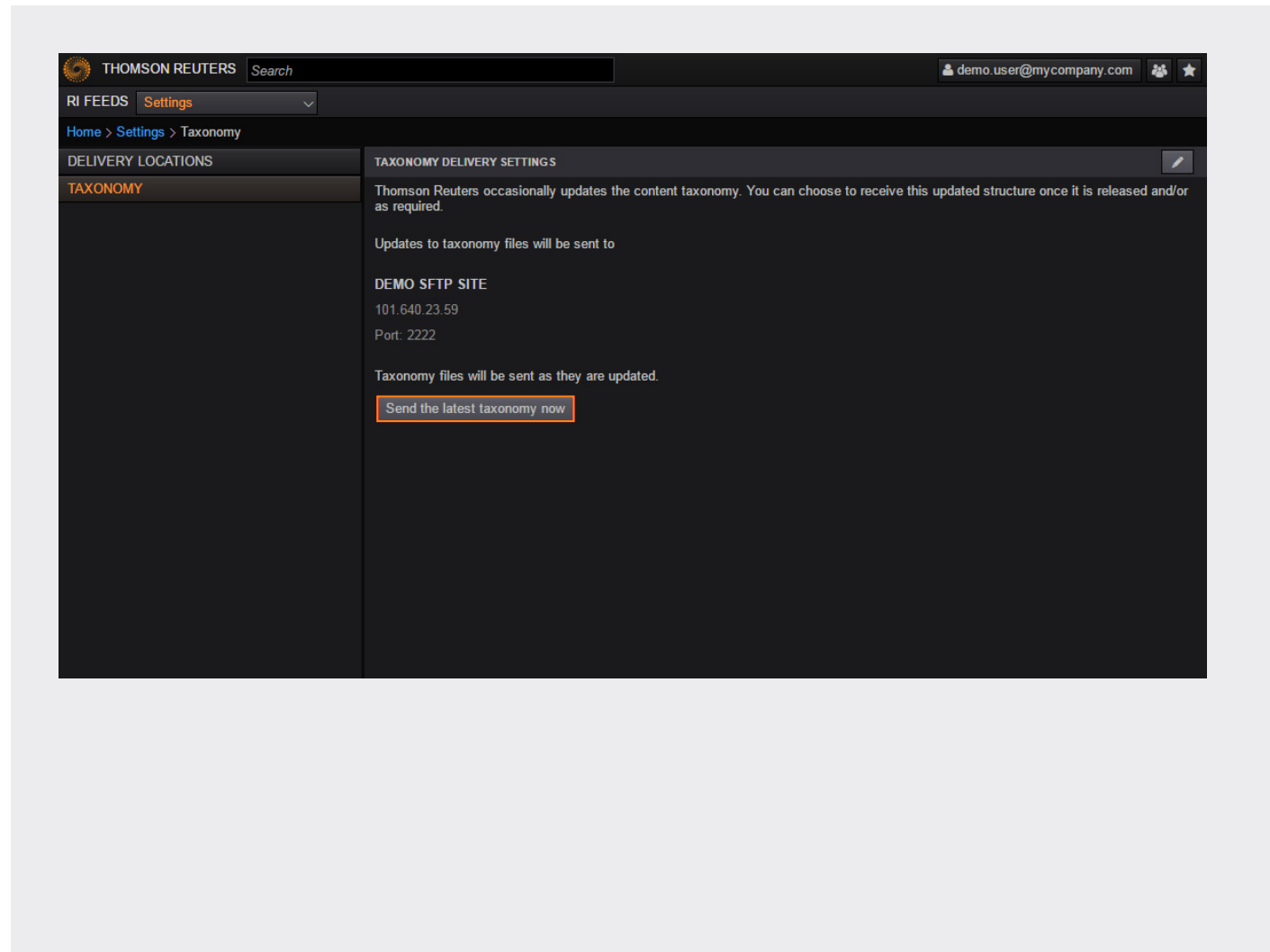


The screenshot displays the Thomson Reuters Regulatory Intelligence user interface. At the top, the header includes the Thomson Reuters logo, a search bar, and the user's email address (demo.user@mycompany.com). Below the header, the navigation menu shows 'RI FEEDS' with a dropdown arrow, and the current page is identified as 'Settings > Taxonomy'. The main content area is divided into two columns. The left column, titled 'DELIVERY LOCATIONS', has 'TAXONOMY' selected. The right column, titled 'TAXONOMY DELIVERY SETTINGS', contains the following information: a note that Thomson Reuters occasionally updates the content taxonomy and provides an edit button; a section for 'DEMO SFTP SITE' with the IP address 101.640.23.59 and port 2222; and a note that taxonomy files will be sent as they are updated, with a 'Send the latest taxonomy now' button.

3.2.4 On-demand taxonomy delivery

From the Settings, Taxonomy, Taxonomy page, click the **Send the latest taxonomy now** button located in the lower portion of the screen.

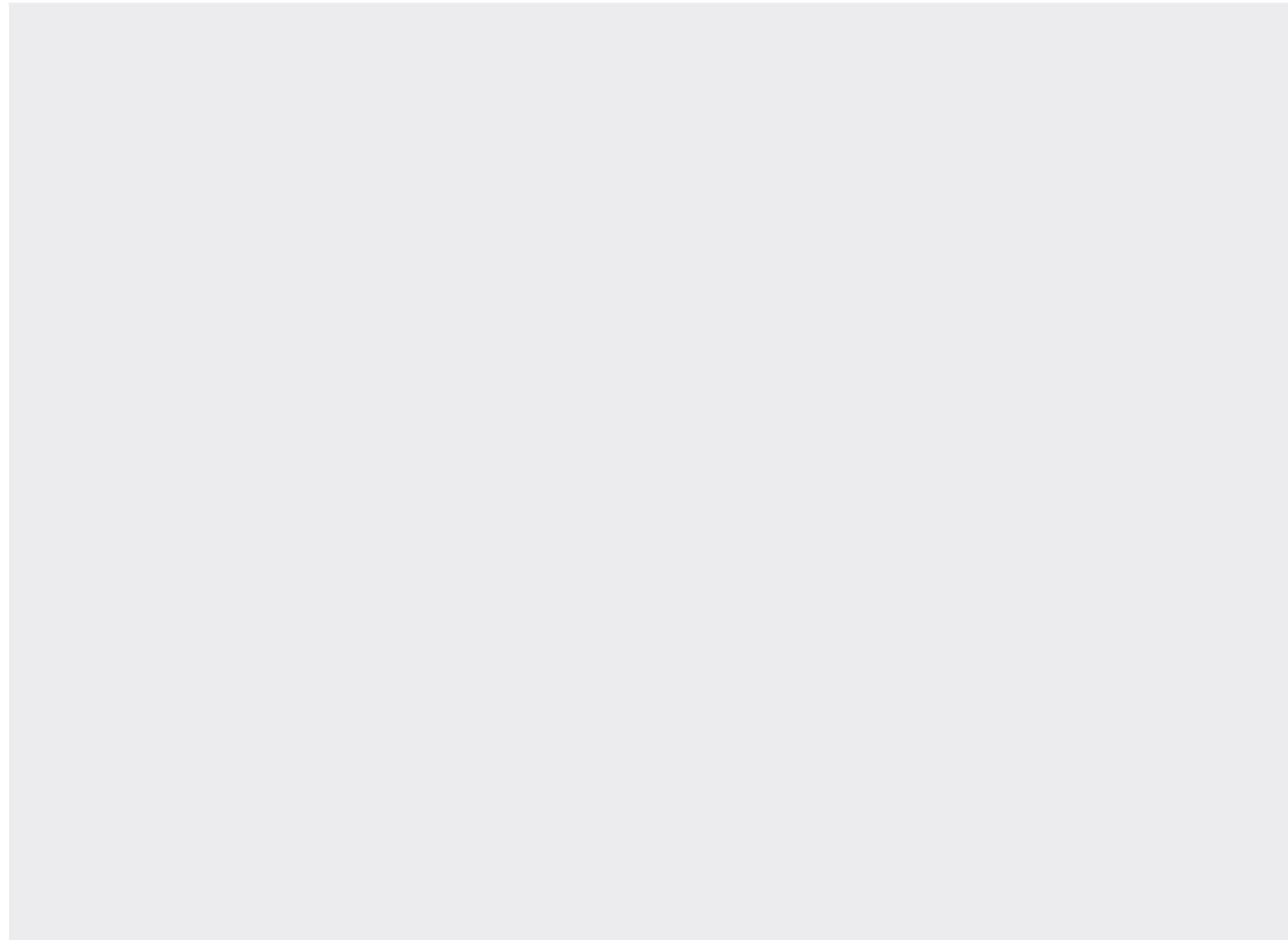
Please note that this instruction only applies to accounts that have previously saved taxonomy delivery settings as explained in **3.2.1 Deliver taxonomy to SFTP** and **3.2.2 Deliver taxonomy to email**.



Part 4: Feeds

Before feeds can be configured, a valid delivery location will need to be created. If you haven't done so already, please review section

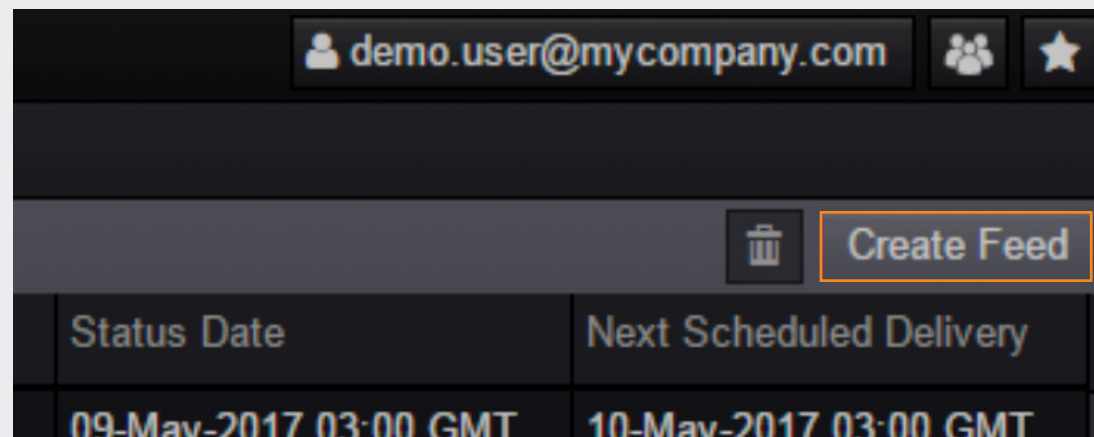
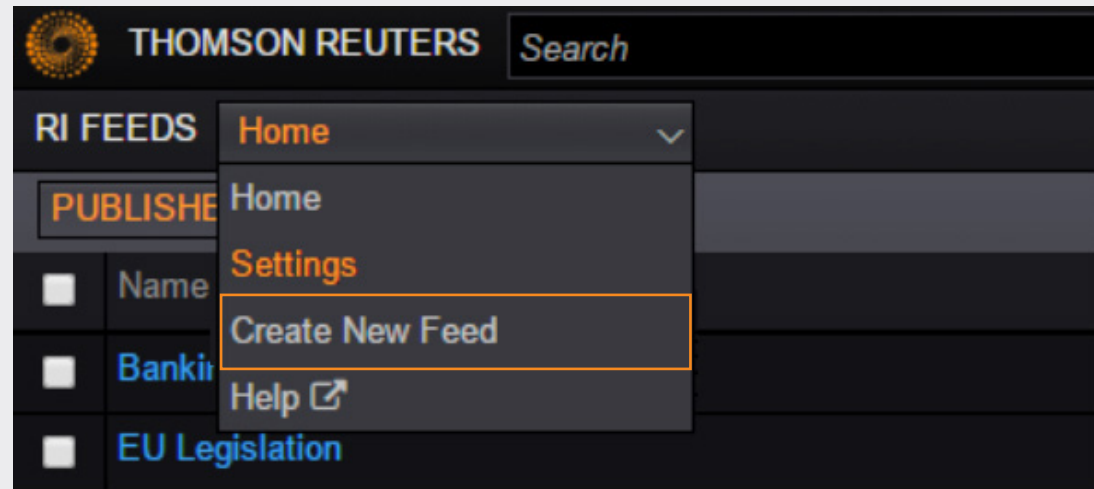
3.1 Delivery locations.



4.1 Configure draft feeds

From anywhere in the RI Feeds Web application, expand the drop-down menu located at the top left-hand side of the screen and select the **Create New Feed** option.

Alternatively, you can click the **Create Feed** button located at the top right-hand side of the Homepage Published and Draft screens.



4.1.1 General Detail

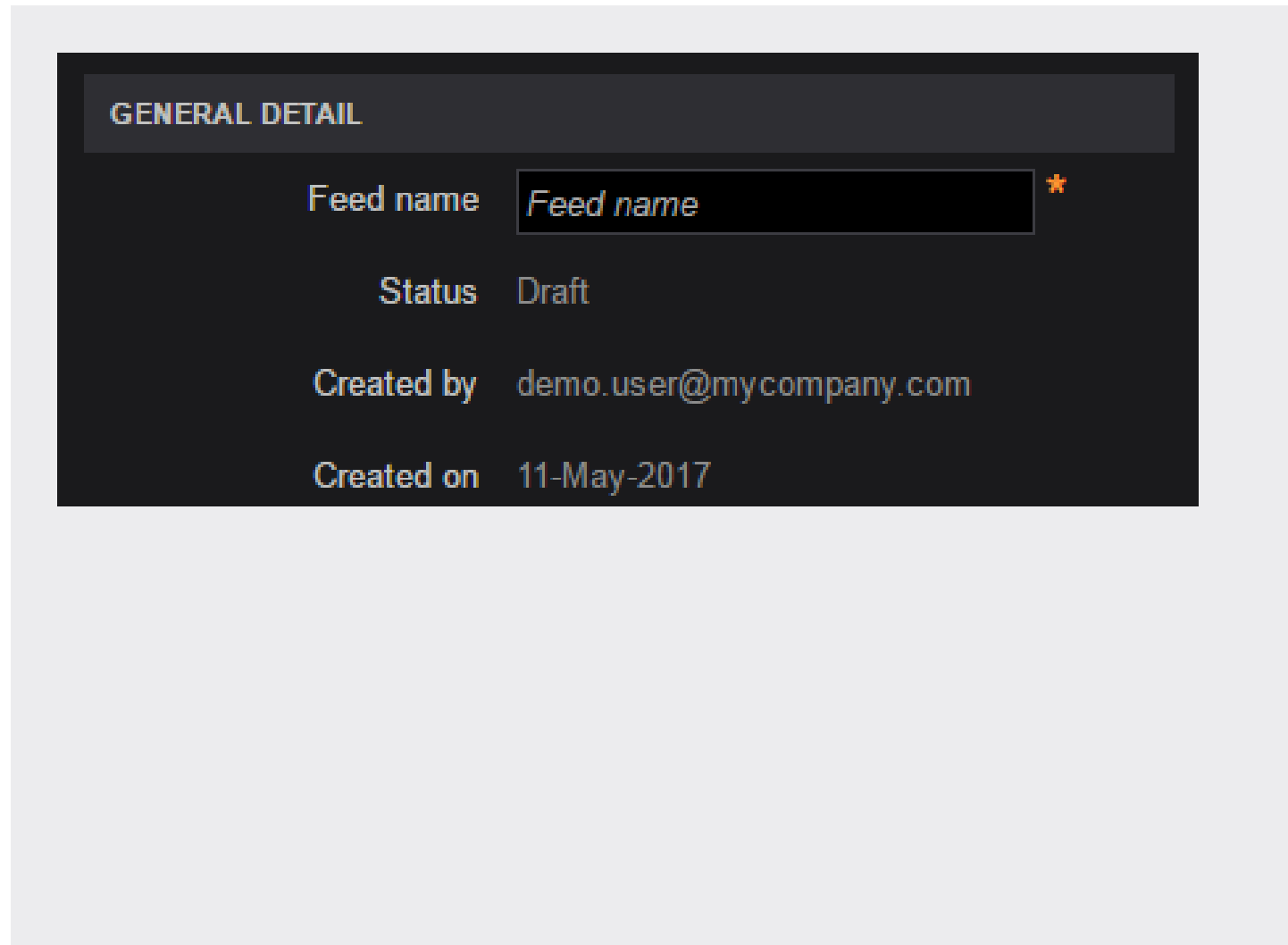
In the General Detail section of the Create Feed form, all that is required is for you to input a unique name for your feed in the *Feed name* field.

Basic details of the feed will be automatically populated and displayed here, including:

Status: The status of feeds will remain “draft” until they are published and become active.

Created by: The details of the user that created the feed.

Created on: The date that the feed was first created and saved.



GENERAL DETAIL	
Feed name	<input type="text" value="Feed name"/> *
Status	Draft
Created by	demo.user@mycompany.com
Created on	11-May-2017

4.1.2 Feed Content

The Feed Content section of the Create Feed form allows you to define the data that will be included in your feed files, where the following options are provided:

Content (1): This drop-down list provides the ability to add content to your feed file using “Add from Search” or “Add from Library”. See [4.1.2.1 Add content from Search](#) and [4.1.2.2 Add content from Library](#) for more details.

Content Includes (2): Using the Content Includes drop-down, you can select to receive either the current version of your selected content (also referred to as a baseline file) and all updates moving forwards, or just the content updates.

FEED CONTENT

Click Add to include content in your feed.

Content **Add** ▾

Content Includes **Current version of content and updates** ▾

4.1.2.1 Add content from Search

Search enables you to define parameters in order to capture refined results, relevant to your organization, while reducing the “noise” of extraneous information.

From the Create Feed, Feed Content section, expand the Content drop-down list and select the **Add from Search** option.

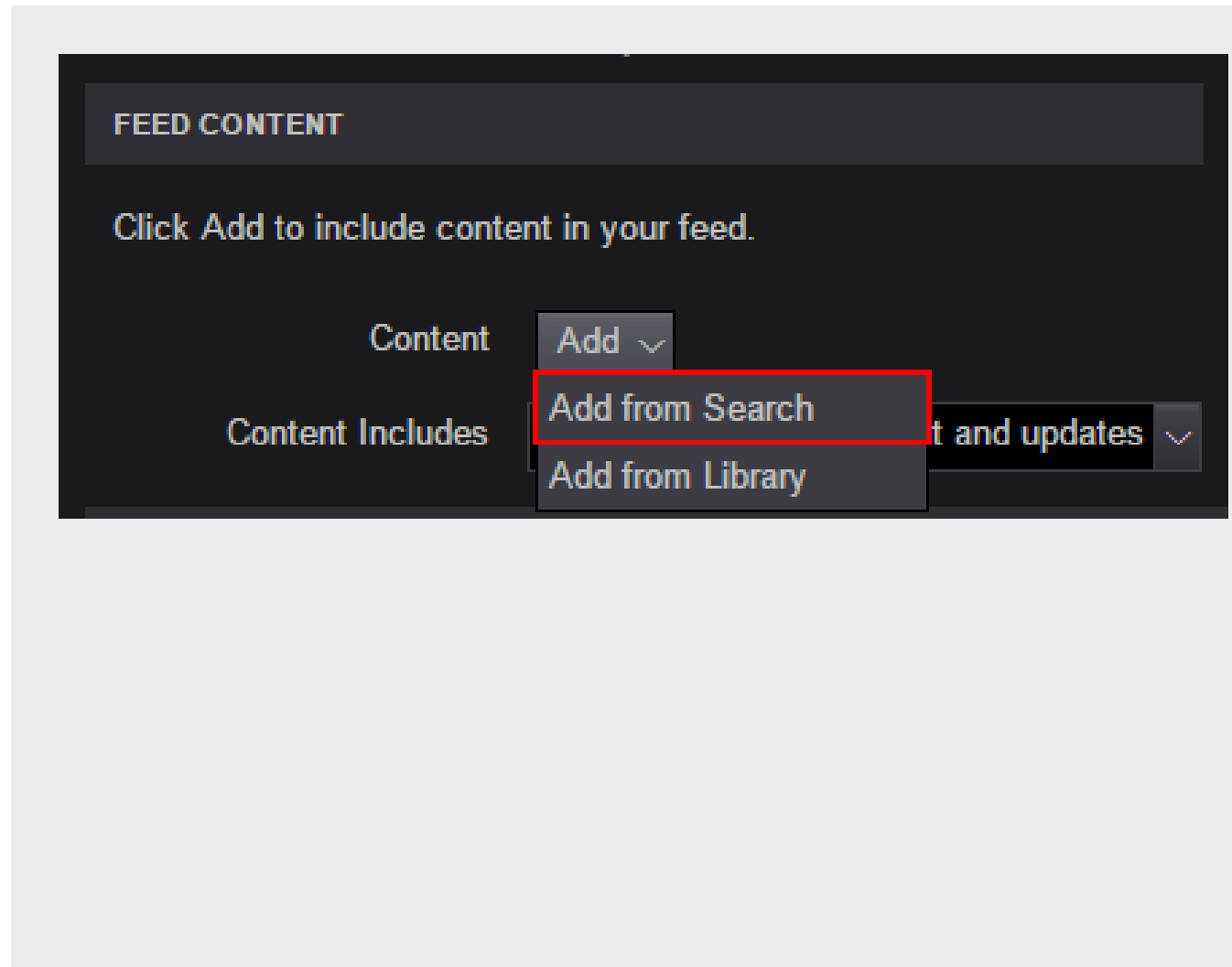
The following parameters can be selected for an Advanced Search:

Keyword: Using the Guided Boolean search, you can monitor content containing specific words, terms or phrases and also exclude content that contains specific terms.

Date Restrictions: Allows you to restrict your search results to specific time periods.

Date Types: You can further narrow your search by selecting from a series of regulatory event date types such as **Effective Date, Source Publication Date, Approval Date**, e.t.c. Click on the **+** icon to view the event date types in full.

Please see the Appendix for the full list of date types and definitions.



4.1.2.1 Add content from Search

Filter Parameters:

Geography: Allows you to narrow down your search to a specific region or regions:

- Europe
- Africa
- Asia
- North America
- Australia and Oceania
- Middle East
- Latin America and Caribbean

By choosing a region, you will be selecting all countries in that specific region. Alternatively, you can expand the region to show the list of underlying countries or regions to make the selection at that level (for example, select **North America** > select **United States of America** > select **Federal** or any of the underlying states). If you do not specify any geographical region, the system gives results from all regions.

Sector: Allows you to narrow your search to specific sectors:

- Banking
- Insurance
- Securities and Commodities
- Human Resources
- Healthcare

You can also drill down further within certain sectors (for example, **Banking** > **Retail-Mortgage lending**). If you do not specify a sector, the system gives results from all sectors.

Content Type: Enables you to restrict your search to one of five major categories:

- Legislative Materials
- Executive Materials
- Regulatory Materials
- Editorial Summaries and Analysis
- Secondary Sources

You can also drill down further within each category (for example, **Legislative Materials** > **Statutes**). If you do not specify a content type, the system gives results from all types.

Organizations: This lets you narrow your search for information published by specific organizations:

- Central Banks
- Courts and Tribunals
- Government Departments and Ministries
- International and Regional Bodies
- Legislative Bodies
- Publishers
- Regulators
- SROs, Exchanges, ATSS and Clearing Agencies
- Trade Associations

You can drill down further within each organization type (for example, **Central Banks** > **Federal Reserve**). If you do not specify an organization, the system gives results from all organizations.



4.1.2.1 Add content from Search

Themes: Enables you to narrow your search to specific themes:

- Entity Establishment and Governance
- Internal Oversight
- Business Activities
- Business Conduct Standards
- Regulatory Structure and Oversight

You can also further refine your search within each general theme (for example, **Business Activities** > **Offerings** > **Beneficial Ownership**). If you do not specify a theme, the system gives results from all themes.

All the above criteria work in an AND relationship.

For example, if a user specifies the following criteria for search:

Keyword: Reform

Geography: UK

Sector: Banking

then the search results will contain the keyword “reform” and will be taxonomized to “UK” and “banking.”

When a keyword is specified, the system carries out a Google-like search to return results that carry the keyword in their title or anywhere in the body text.

Click the **Save as Feed** button once you have configured the search to capture the desired content.

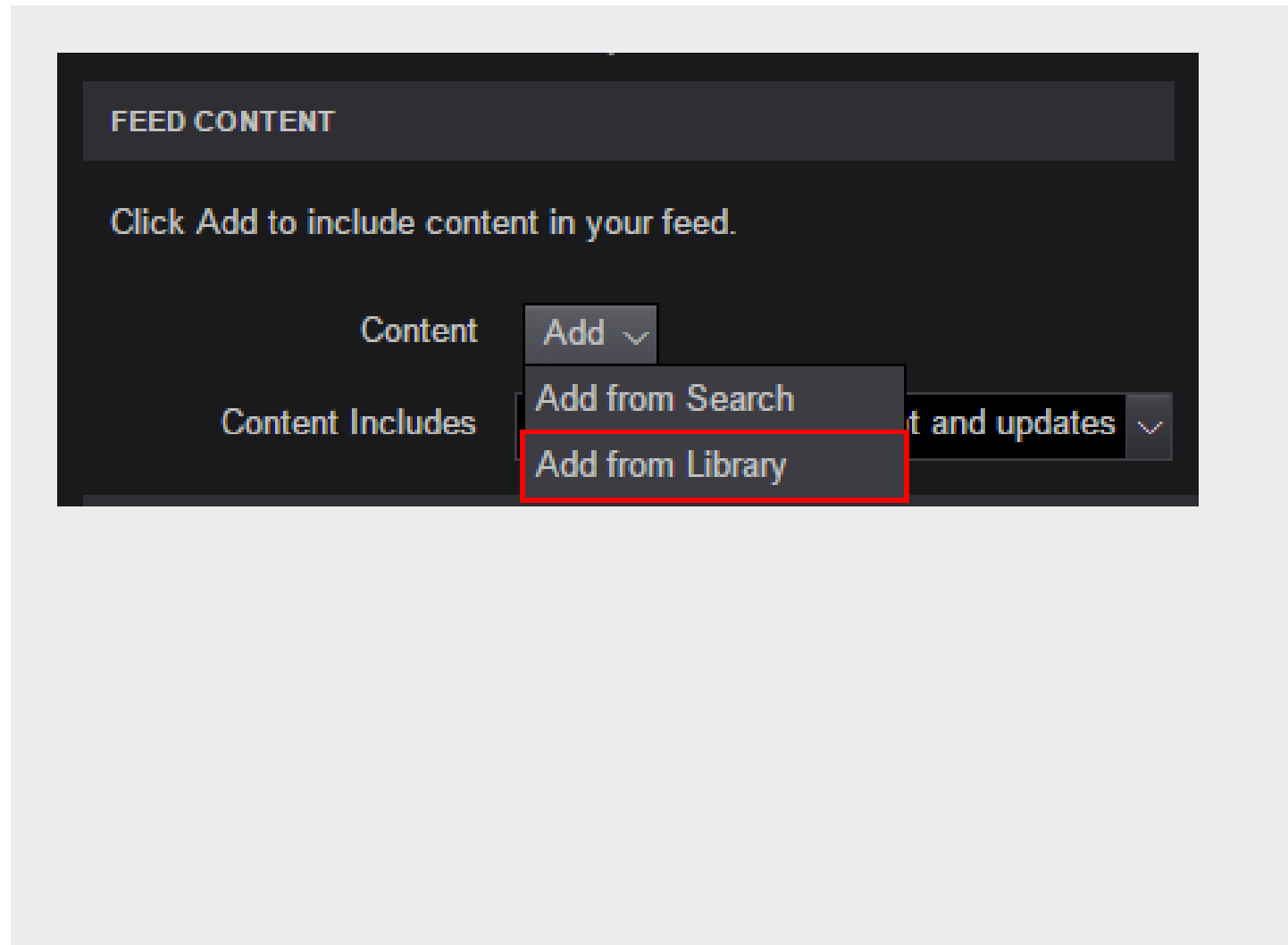
This will return you back to the feed settings page.



4.1.2.2 Add content from Library

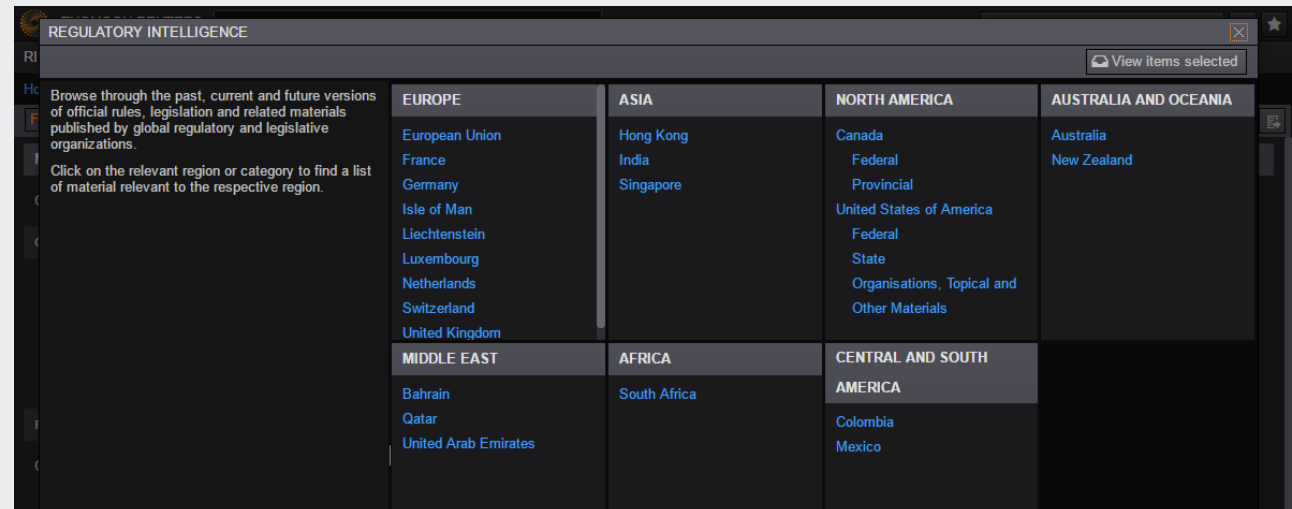
The Library allows you to browse through the past, current and future versions of official rules, legislation and related materials published by global regulatory and legislative bodies.

From the Create Feed, Feed Content section, expand the Content drop-down list and select the **Add from Library** option.



4.1.2.2 Add content from Library

You can then select the relevant region, for example **UK**, to view all of the content within the UK.

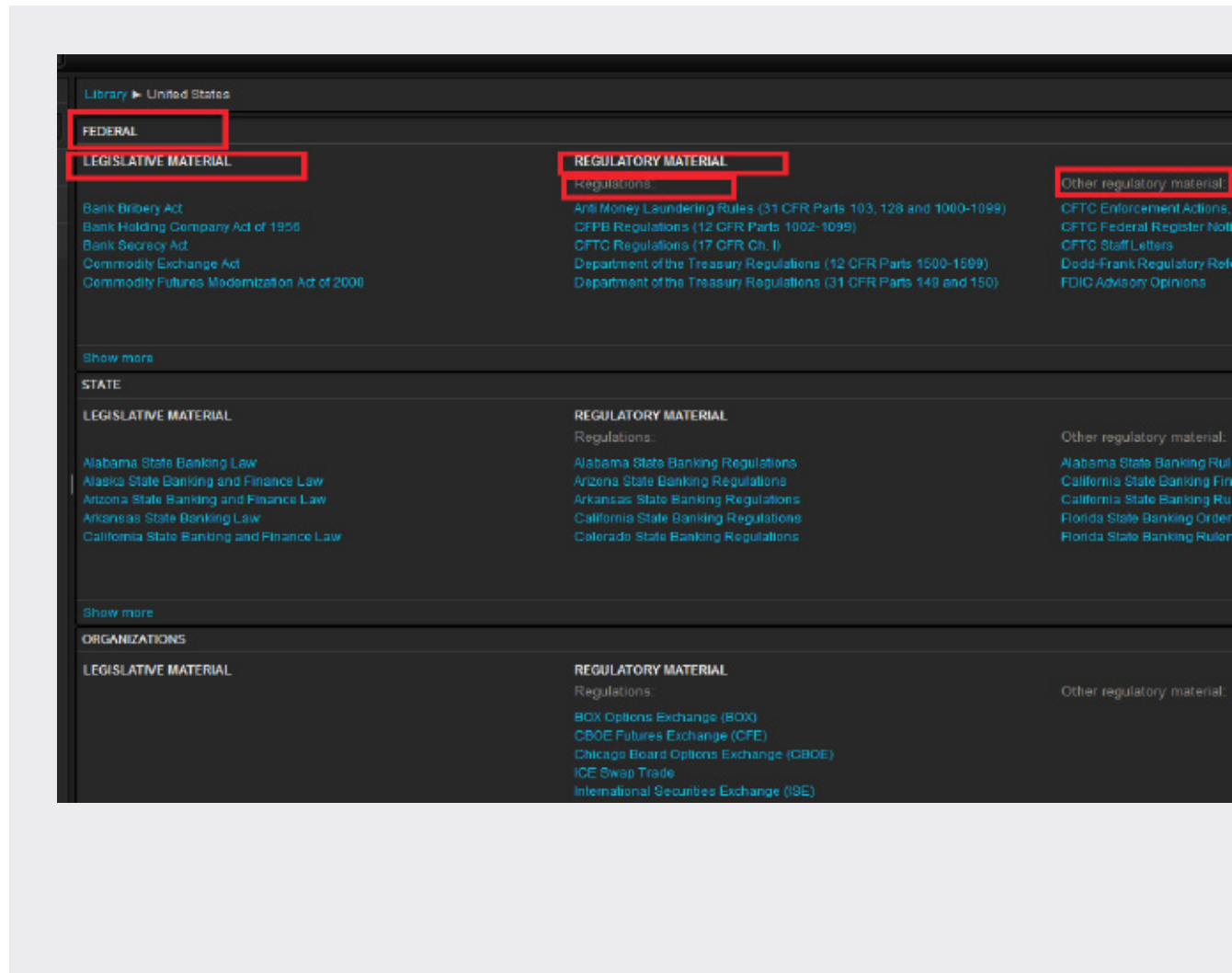


Within the majority of the regions, content material is categorized under Legislative Material, Regulatory Material, Regulations and Other regulatory material. Results are listed in alphabetical order.



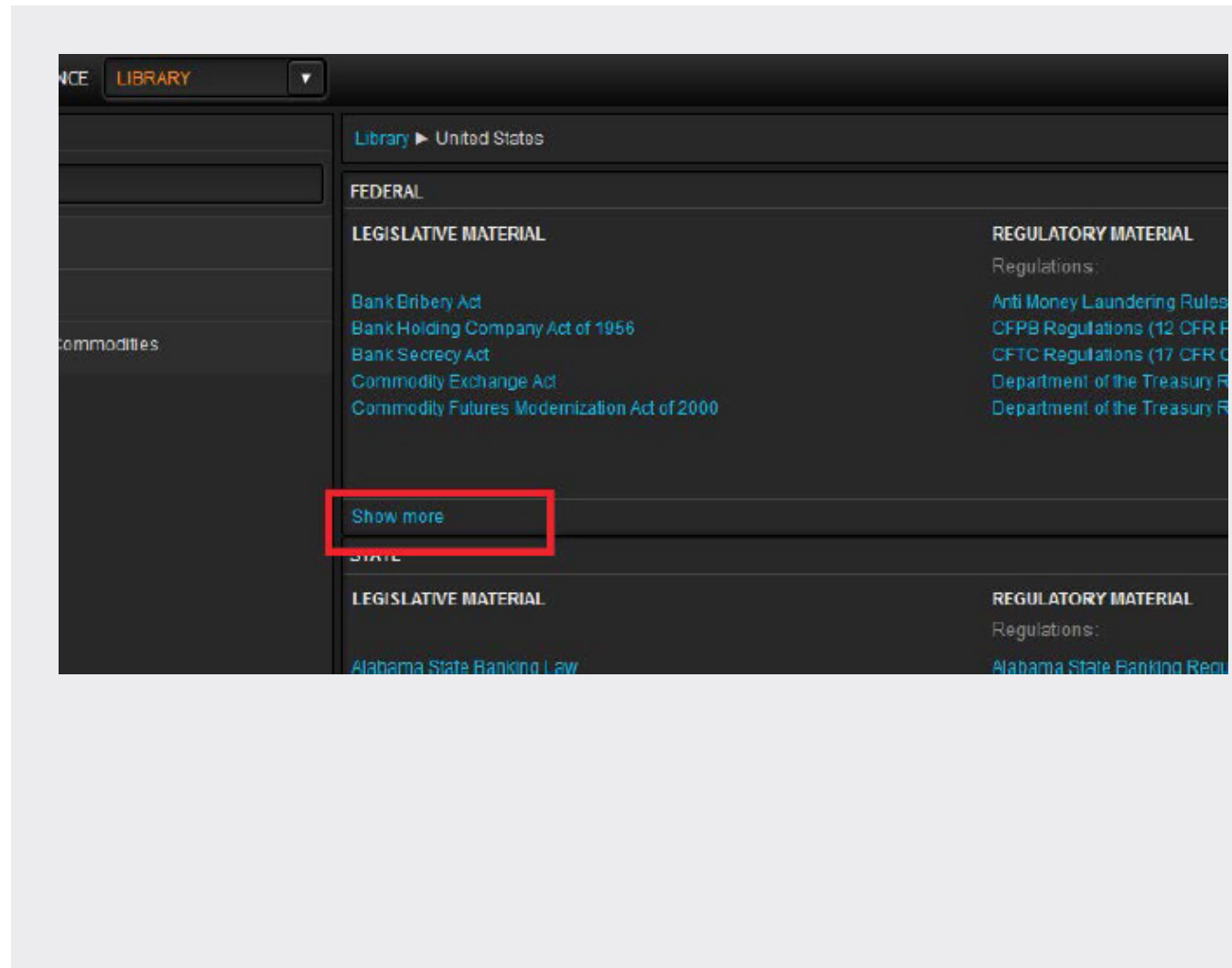
4.1.2.2 Add content from Library

Note that within the United States, content is first divided by Federal, State and Organizations and is then categorized under Legislative Material, Regulatory Material, Regulations and Other regulatory material.



4.1.2.2 Add content from Library

Select **Show more** to see the complete results per section.



The screenshot displays the Thomson Reuters Regulatory Intelligence Library interface. At the top, there is a navigation bar with a dropdown menu set to "LIBRARY". Below this, the main content area is titled "Library ▶ United States". The content is organized into sections: "FEDERAL", "STATE", and "REGULATORY MATERIAL". Under the "FEDERAL" section, there are two columns: "LEGISLATIVE MATERIAL" and "REGULATORY MATERIAL". The "LEGISLATIVE MATERIAL" column lists several acts, including the Bank Bribery Act, Bank Holding Company Act of 1956, Bank Secrecy Act, Commodity Exchange Act, and Commodity Futures Modernization Act of 2000. The "REGULATORY MATERIAL" column lists regulations, including Anti Money Laundering Rules, CFPB Regulations (12 CFR), and CFTC Regulations (17 CFR). A "Show more" button is highlighted with a red box, indicating that clicking it will expand the list of results for each section. The "STATE" section is partially visible at the bottom, showing "Alabama State Banking Law".

4.1.2.2 Add content from Library

Select the rulebooks that you wish to receive updates for.

To navigate through each available level of rulebook content, click the white triangle icon button located beside each section title.

Note: All selections are added to the Selected Items Tray, which can be accessed via the Selected Items Tray button located at the top right-hand side of the Library screen.

The screenshot displays the 'REGULATORY INTELLIGENCE' application window. On the left, a 'TABLE OF CONTENTS' sidebar lists various sections under the 'FCA Handbook' category, including 'Status Check', 'Glossary', 'High Level Standards', 'Prudential Standards', 'Business Standards', 'Regulatory Processes', 'Redress', 'Specialist Sourcebooks', 'Listing, Prospectus and Disclosure', 'Handbook Guides', 'Regulatory Guides', 'Standards', 'Archived Sourcebooks and Guides', 'Reader's Guides', 'Legal Instruments', 'Forms', 'Minor Non-Legal Changes', 'Current Waivers', 'Financial Ombudsman Service', and 'Finalised Guidances'. A 'Save to Feed' button is visible at the bottom of this sidebar.

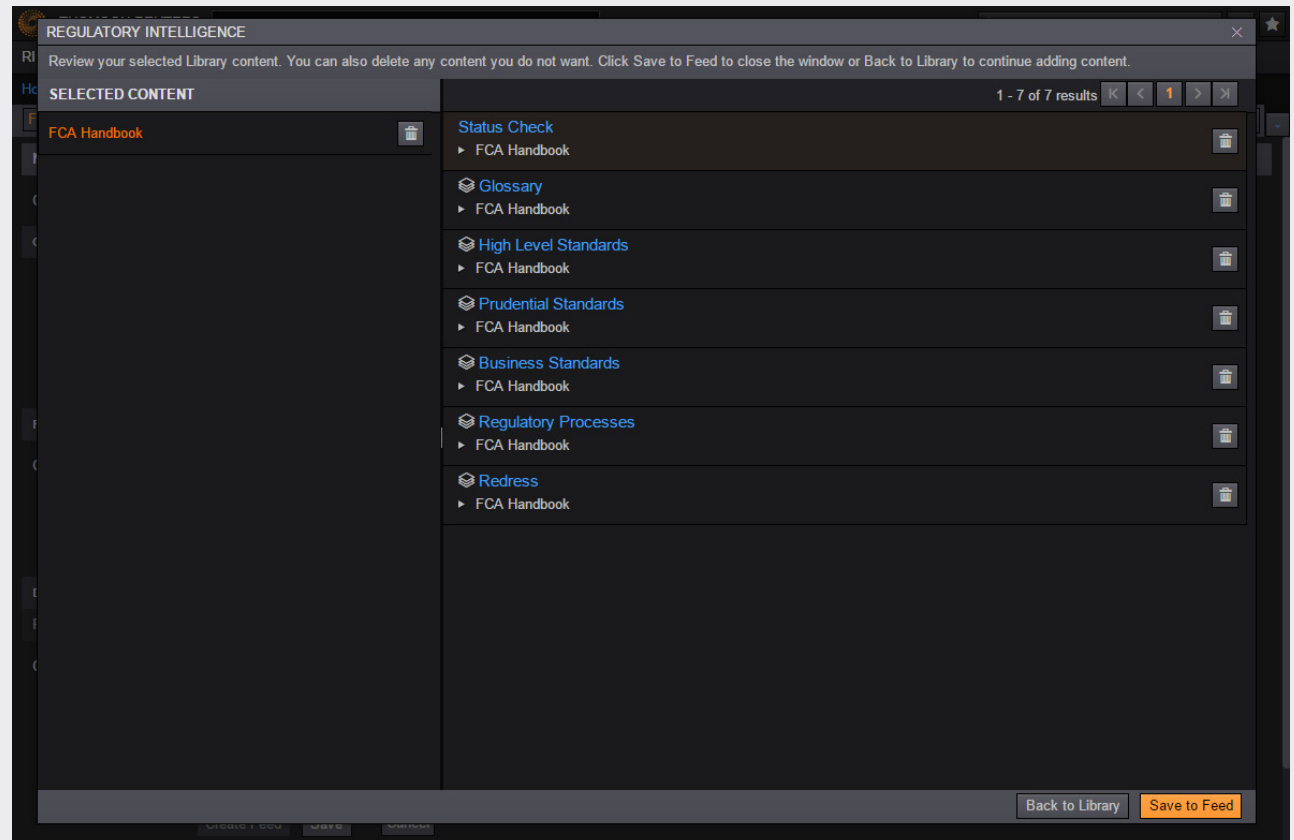
The main content area shows the 'FCA Handbook' selected, with a list of sub-sections: 'Status Check', 'Glossary', 'High Level Standards', and 'Prudential Standards'. Each sub-section has a list of related items, such as 'Guidance on the Glossary', 'Definitions', 'Principles for Businesses (PRIN)', 'Senior Management Arrangements, Systems and Controls (SYSC)', 'Code of Conduct (COCON)', 'Threshold conditions (COND)', 'Statements of Principle and Code of Practice for Approved Persons (APER)', 'The Fit and Proper Test for Approved Persons and specified significant-harm functions (FIT)', 'General provisions (GEN)', 'Financial Stability and Market Confidence Sourcebook (FINMAR)', 'Training and Competence (TC) (versions from November 1, 2007) (for earlier versions see Archive)', 'Fees Manual (FEES)', 'General Prudential Sourcebook (GENPRU)', 'Prudential sourcebook for Banks, Building Societies and Investment Firms (BIPRU)', 'Prudential sourcebook for Investment Firms (IFPRU)', and 'Prudential Sourcebook for Insurers (INSPRU)'. A 'Selected Items Tray' is overlaid on the right side of the main content area, containing the text: 'Your selections are kept here until you are ready to save them to your feed' and a 'Do not show again' checkbox. A 'Close' button is also present in the tray.



4.1.2.2 Add content from Library

All Library items that you select will be displayed in the Selected Items Tray view.

You can use the **Save to Feed** button to save the settings and return to the feed settings page.



4.1.2.2 Add content from Library

Alternatively, you can use the **Save to Feed** button provided on the library main screen located beneath the Table of Contents.

The screenshot displays the 'REGULATORY INTELLIGENCE' application window. On the left, the 'TABLE OF CONTENTS' is visible, with the 'FCA Handbook' section expanded. A note states: 'Note some top level sections do not have content. Selecting these will include the subsections in your feed, while the section heading itself may not appear in the feed.' The 'FCA Handbook' section includes a list of items with checkboxes: Status Check, Glossary (checked), High Level Standards (checked), Prudential Standards, Business Standards, Regulatory Processes, Redress, Specialist Sourcebooks, Listing, Prospectus and Disclosure, Handbook Guides, Regulatory Guides, Standards, Archived Sourcebooks and Guides, Reader's Guides, Legal Instruments, Forms, Minor Non-Legal Changes, Current Waivers, Financial Ombudsman Service, and Finalised Guidances. A 'Save to Feed' button is located at the bottom right of the Table of Contents panel.

The main content area shows the 'FCA Handbook' library view. It lists the following sections and their contents:

- Glossary**
 - Guidance on the Glossary
 - Definitions
- High Level Standards**
 - Principles for Businesses (PRIN)
 - Senior Management Arrangements, Systems and Controls (SYSC)
 - Code of Conduct (COCON)
 - Threshold conditions (COND)
 - Statements of Principle and Code of Practice for Approved Persons (APER)
 - The Fit and Proper Test for Approved Persons and specified significant-harm functions (FIT)
 - General provisions (GEN)
 - Financial Stability and Market Confidence Sourcebook (FINMAR)
 - Training and Competence (TC) (versions from November 1, 2007) (for earlier versions see Archive)
 - Fees Manual (FEES)
- Prudential Standards**
 - General Prudential Sourcebook (GENPRU)
 - Prudential sourcebook for Banks, Building Societies and Investment Firms (BIPRU)
 - Prudential sourcebook for Investment Firms (IFPRU)
 - Prudential Sourcebook for Insurers (INSPRU)
 - Prudential Sourcebook for Mortgage and Home Finance Firms and Insurance Intermediaries (MIFPRU)

A 'SELECTED ITEMS TRAY' is visible in the top right corner, containing the text: 'Your selections are kept here until you are ready to save them to your feed' and a 'Do not show again' checkbox. A 'Close' button is also present.



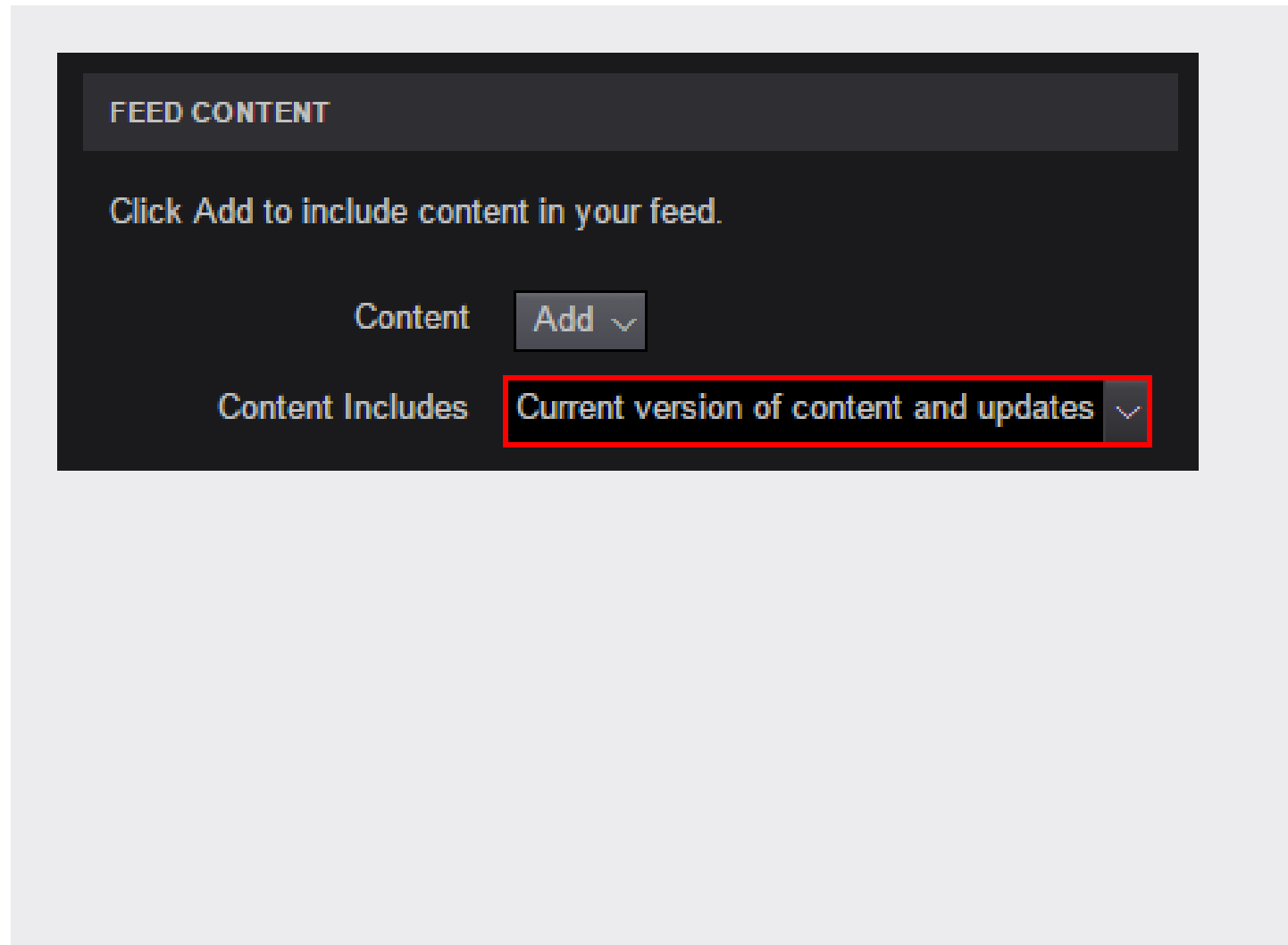
4.1.2.3 Content Includes options

From the Create Feed, Feed Content section, you are provided with a control labelled "Content Includes." This provides you with the following two options:

Current version of content and updates:

This option ensures that you receive the current version of your selected content data plus any updates that occur during the feed's lifetime.

Only content updates: This option ensures that you only receive updates for the selected data.

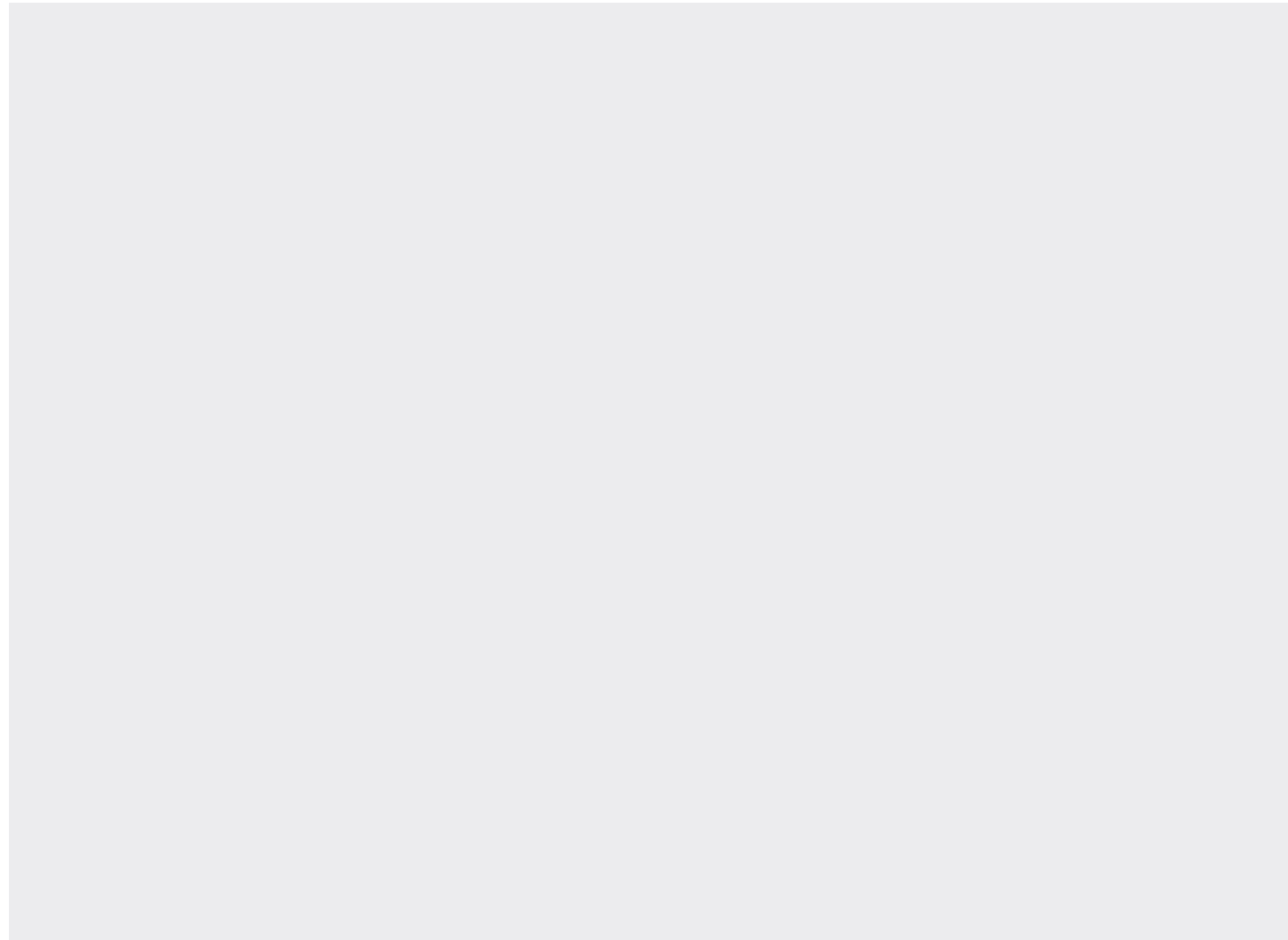


4.1.3 Delivery settings

The Delivery Settings section of the Create Feed form provides the ability to define two main details:

1. Frequency
2. Delivery (location)

The following sections go into more detail regarding how to configure each area.



4.1.3.1 Frequency

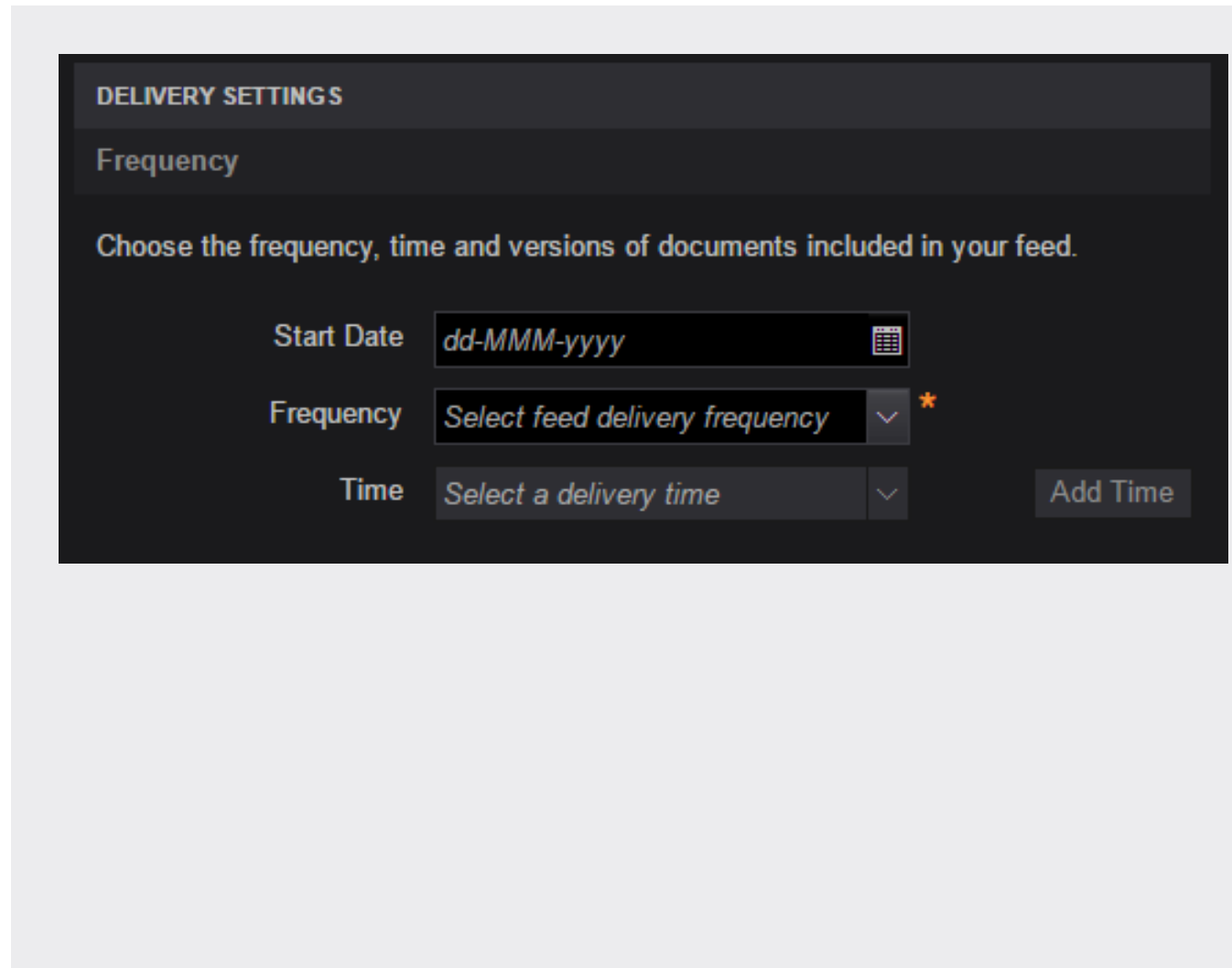
The Delivery Settings, Frequency area will provide the following options for you to determine the schedule for which your content will be sent.

Start Date: The date from which your feed will be active and you will start to receive data. Please note that this cannot be the current day or any historical days.

Frequency: Allows you to control how often your content is delivered: daily, weekly or monthly.

Time: Allows you to define the time at which the feed will execute and be delivered in Greenwich Mean Time (GMT). A maximum of three deliveries per day per feed can be configured.

Note: The Time control only becomes active upon selecting a valid frequency value.



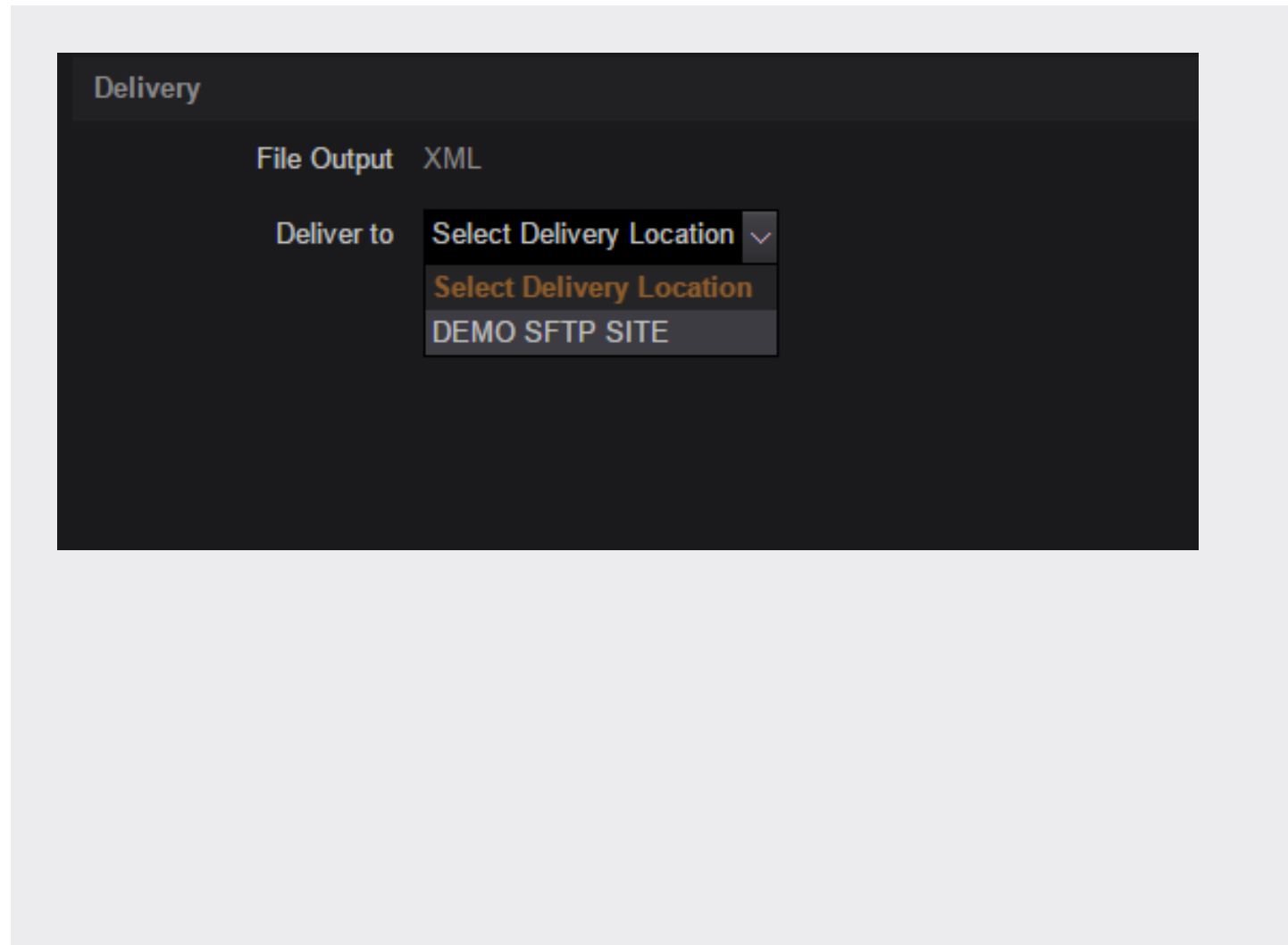
The screenshot displays the 'DELIVERY SETTINGS' interface for configuring the 'Frequency' of a feed. The title 'DELIVERY SETTINGS' is at the top. Below it, the section 'Frequency' is highlighted. A instruction reads: 'Choose the frequency, time and versions of documents included in your feed.' The configuration includes three fields: 'Start Date' with a text input 'dd-*MMM*-yyyy' and a calendar icon; 'Frequency' with a dropdown menu showing 'Select feed delivery frequency' and an asterisk; and 'Time' with a dropdown menu showing 'Select a delivery time'. An 'Add Time' button is located to the right of the 'Time' dropdown.

4.1.3.2 Delivery

The Delivery Settings, Delivery allows you to determine to which of your delivery locations you want the feed to be sent.

Using the *Deliver to* drop-down list, select the desired delivery location.

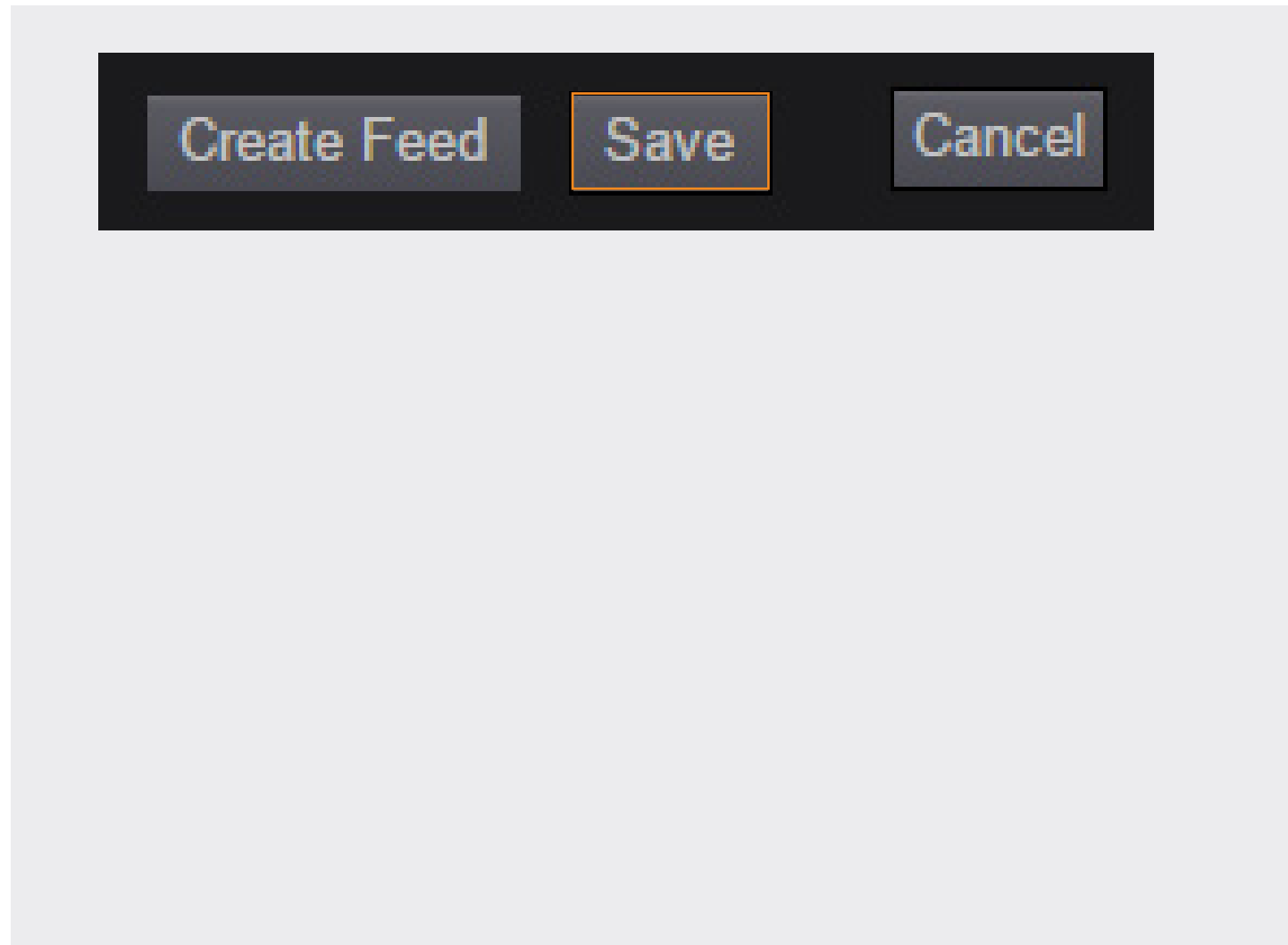
If your list is empty, please review [3.1.1 Configure delivery locations](#).



4.1.4 Save Draft feed

At any point, you are free to save your feed settings by clicking the **Save** button located at the bottom of the Create Feed form.

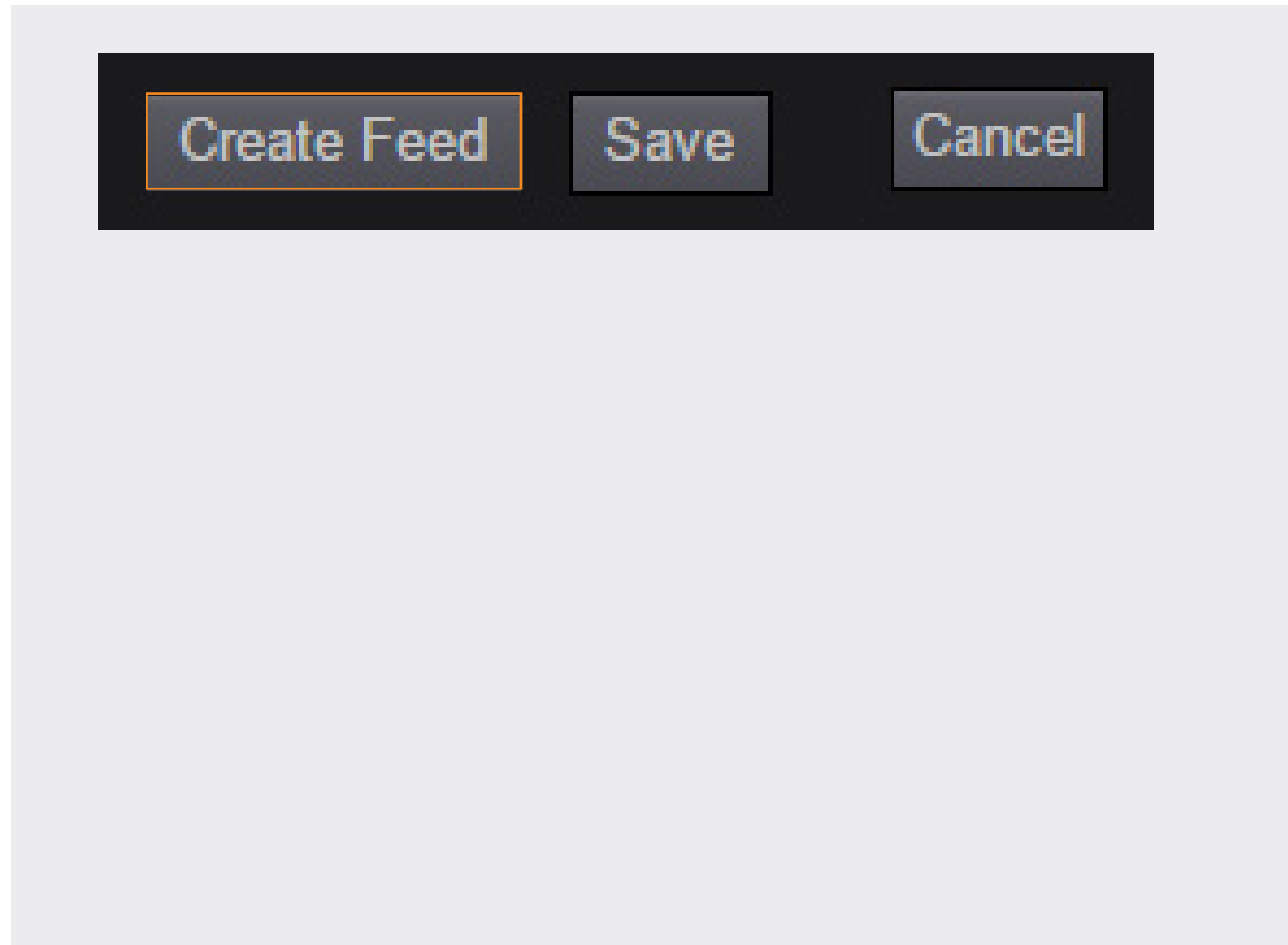
By default, all saved feeds are labeled as draft. The feed details may be incomplete or the feed is not ready to be made live. See [4.2 Publish Draft feeds](#) for how to make a feed active.



4.2 Publish Draft feeds

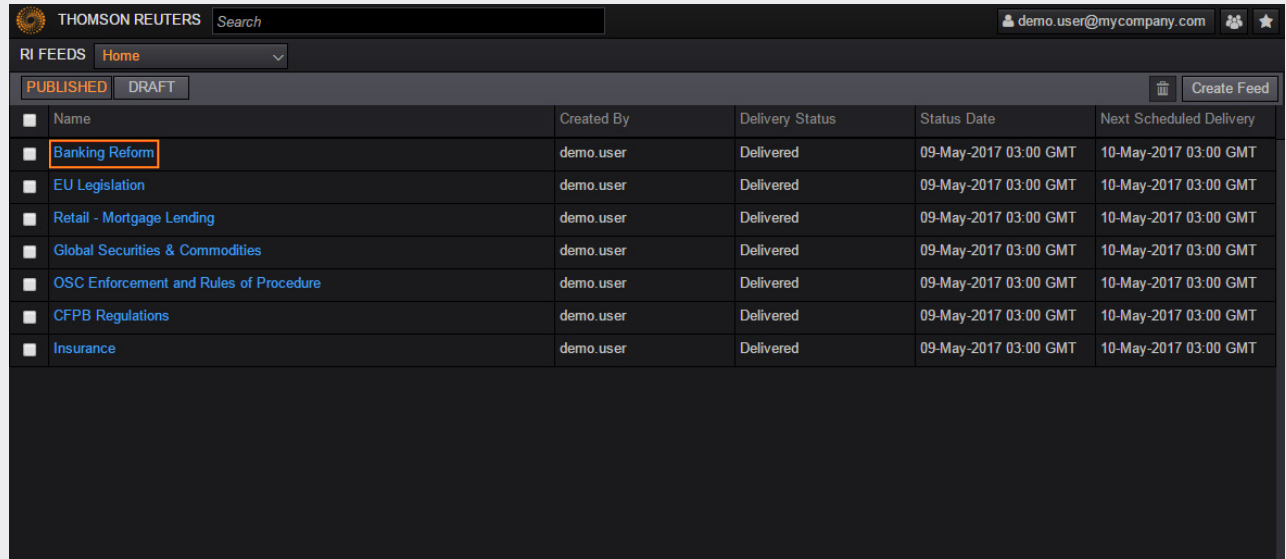
Once you have provided all required details to fully configure your draft feed and saved those settings, the Create Feed button will become active.

When ready, click the **Create Feed** button to publish your feed. This will activate your feed and commence delivery of your selected content at the set schedule.



4.3 View feed details

From the Homepage (Published or Draft), click the name of the feed that you wish to view the details of.



The screenshot displays the Thomson Reuters Regulatory Intelligence interface. At the top, there is a search bar and a user profile for 'demo.user@mycompany.com'. Below this, the 'RI FEEDS' section is visible, with a dropdown menu set to 'Home'. There are two tabs: 'PUBLISHED' (active) and 'DRAFT'. A 'Create Feed' button is located in the top right corner of the table area. The table lists several feeds, with 'Banking Reform' highlighted in a red box. The table columns are: Name, Created By, Delivery Status, Status Date, and Next Scheduled Delivery.

<input type="checkbox"/>	Name	Created By	Delivery Status	Status Date	Next Scheduled Delivery
<input type="checkbox"/>	Banking Reform	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	EU Legislation	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Retail - Mortgage Lending	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Global Securities & Commodities	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	OSC Enforcement and Rules of Procedure	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	CFPB Regulations	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Insurance	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT

4.3 View feed details

You will be presented with the read-only display of your feed details to review.

The screenshot displays the Thomson Reuters Regulatory Intelligence user interface. The top navigation bar includes the Thomson Reuters logo, a search bar, and the user's email address (demo.user@mycompany.com). The main content area is titled 'RI FEEDS' and 'Feed Details'. The breadcrumb trail shows 'Home > Source Content'. The 'Feed Detail' section is highlighted. The page is divided into four main sections, each with a red pencil icon indicating edit functionality:

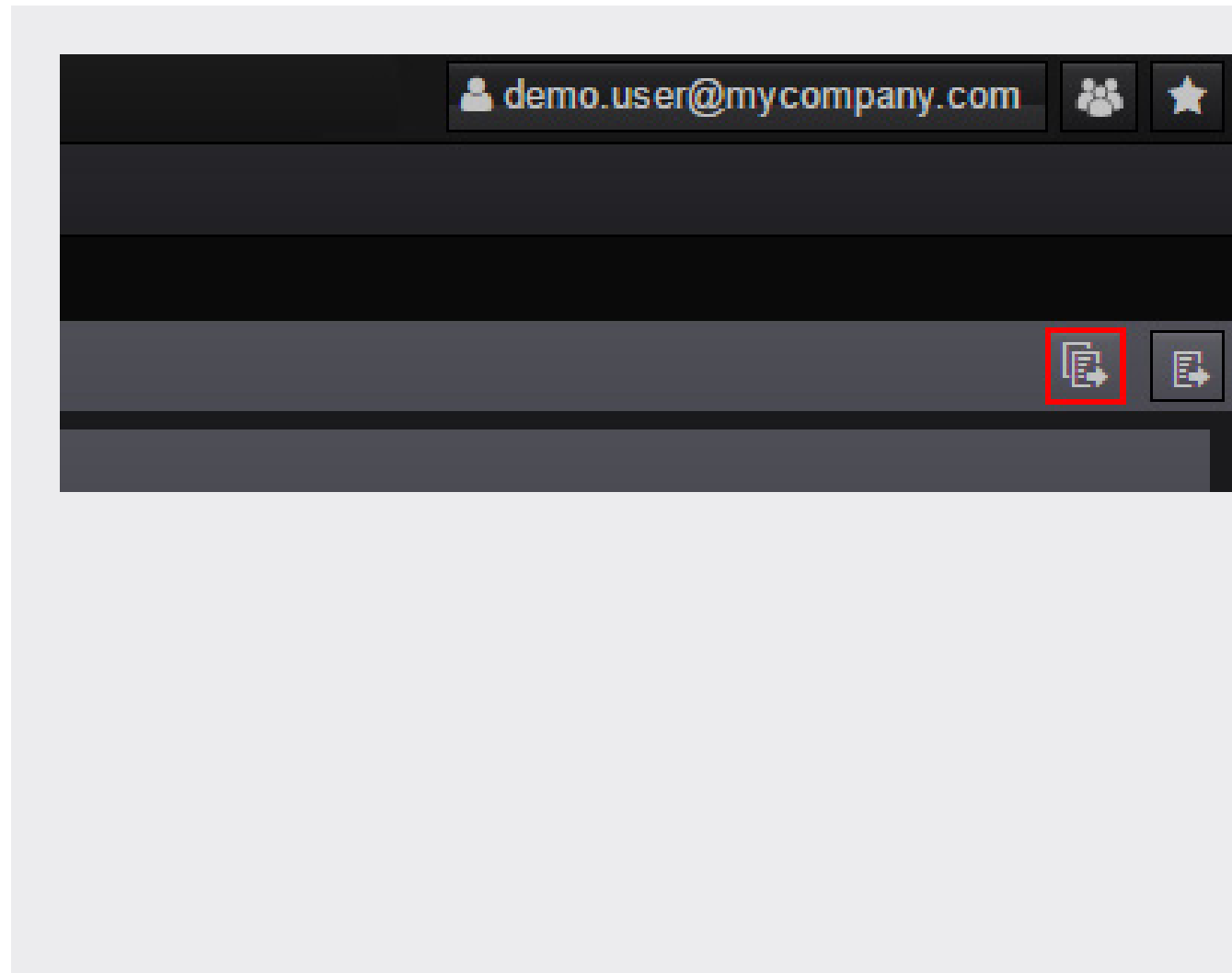
- PUBLISHED FEED**
- GENERAL DETAIL**:
 - Feed name: Banking Reform
 - Feed ID: f16b6d78-e857-4547-b32f-6654cd8d31a1
 - Status: Delivered
 - Created by: Demo User
 - Created on: 23-Feb-2017
- FEED CONTENT**:
 - Content: Filters
 - Content Includes: Current version of content and updates
- DELIVERY SETTINGS**:
 - Frequency:
 - Start Date: 24-Feb-2017
 - Frequency: Daily
 - Time: 08:00 GMT
 - Delivery:
 - File Output: XML
 - Deliver to: DEMO SFTP SITE



4.3.1 Rebaseline feeds

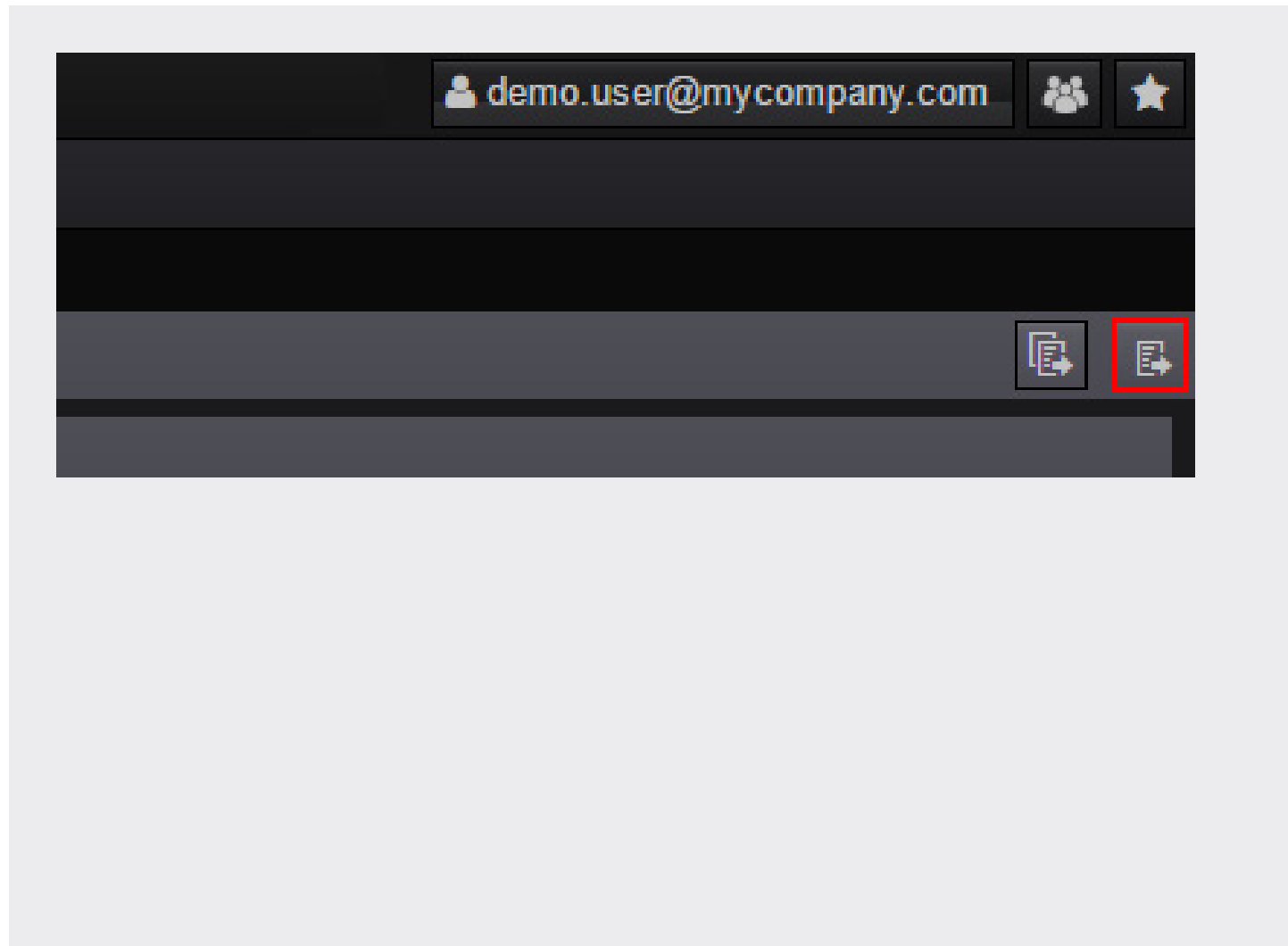
If you need to receive all of the content encapsulated by your feed search or library criteria, then you can choose to rebaseline your feed. This will instruct your next delivery (scheduled or on-demand) to include this extended data.

From the feeds settings view (see [4.3 View feed details](#)), click the rebaseline button located at the top right of the page.



4.3.2 On-demand delivery (deliver feed now)

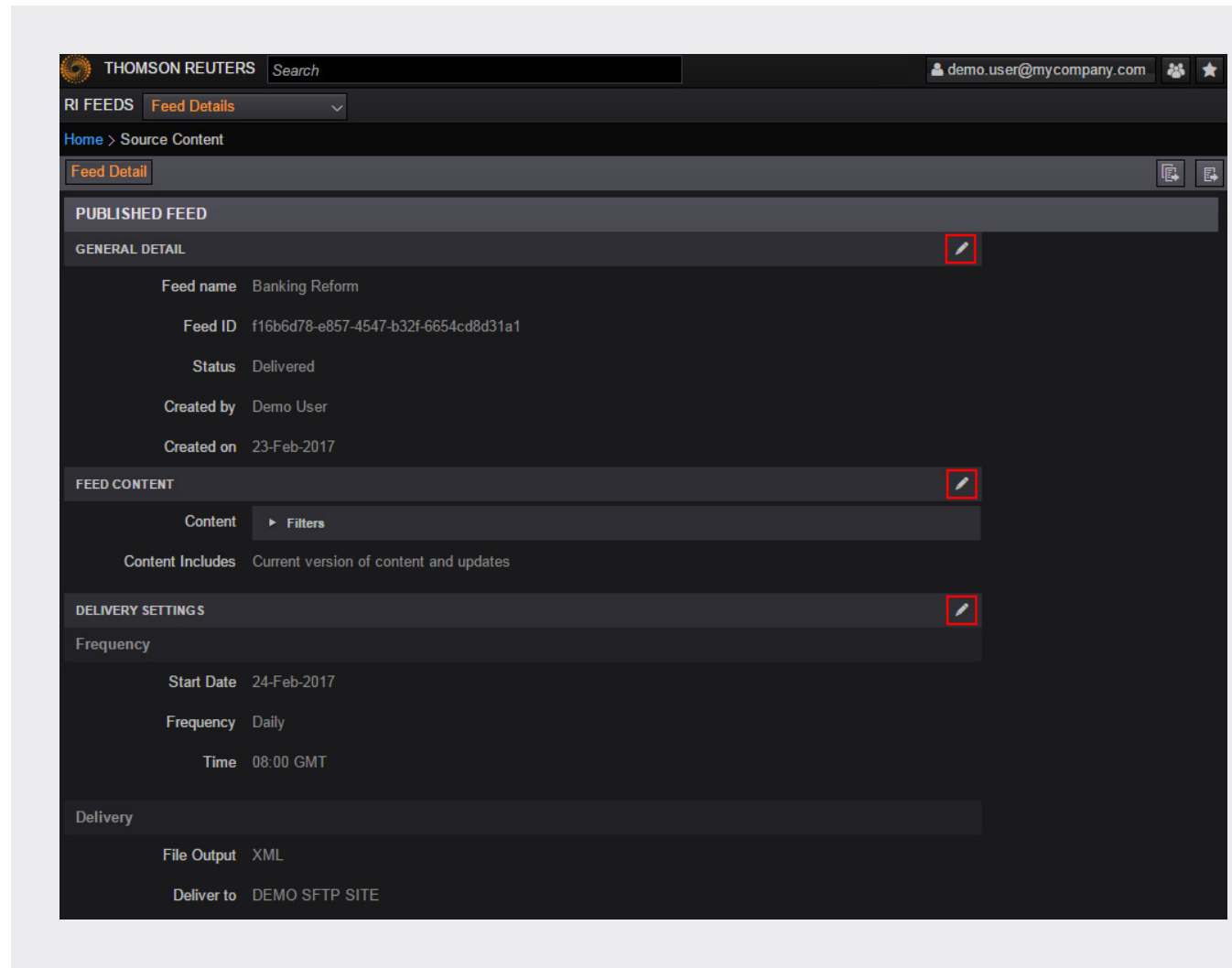
From the feeds settings view (see [4.3 View feed details](#)), click the deliver now button located at the top right of the page.



4.4 Manage feeds

From the Feed Details page of the feed that you wish to amend (see [4.3 View feed details](#)), click the edit button beside the area(s) of your feed settings that you wish to change: **General Detail**, **Feed Content** or **Delivery Settings**.

For more information regarding how to configure your feed, please review [4.1 Configure draft feeds](#).



The screenshot displays the Thomson Reuters Regulatory Intelligence user interface. At the top, the logo and name 'THOMSON REUTERS' are visible, along with a search bar and the user's email address 'demo.user@mycompany.com'. The main navigation bar shows 'RI FEEDS' and 'Feed Details'. The breadcrumb trail indicates 'Home > Source Content > Feed Detail'. The page is divided into three main sections, each with an edit icon (pencil) in the top right corner:

- PUBLISHED FEED**
 - GENERAL DETAIL**
 - Feed name: Banking Reform
 - Feed ID: f16b6d78-e857-4547-b32f-6654cd8d31a1
 - Status: Delivered
 - Created by: Demo User
 - Created on: 23-Feb-2017
 - FEED CONTENT**
 - Content: Filters
 - Content Includes: Current version of content and updates
 - DELIVERY SETTINGS**
 - Frequency:
 - Start Date: 24-Feb-2017
 - Frequency: Daily
 - Time: 08:00 GMT
 - Delivery:
 - File Output: XML
 - Deliver to: DEMO SFTP SITE

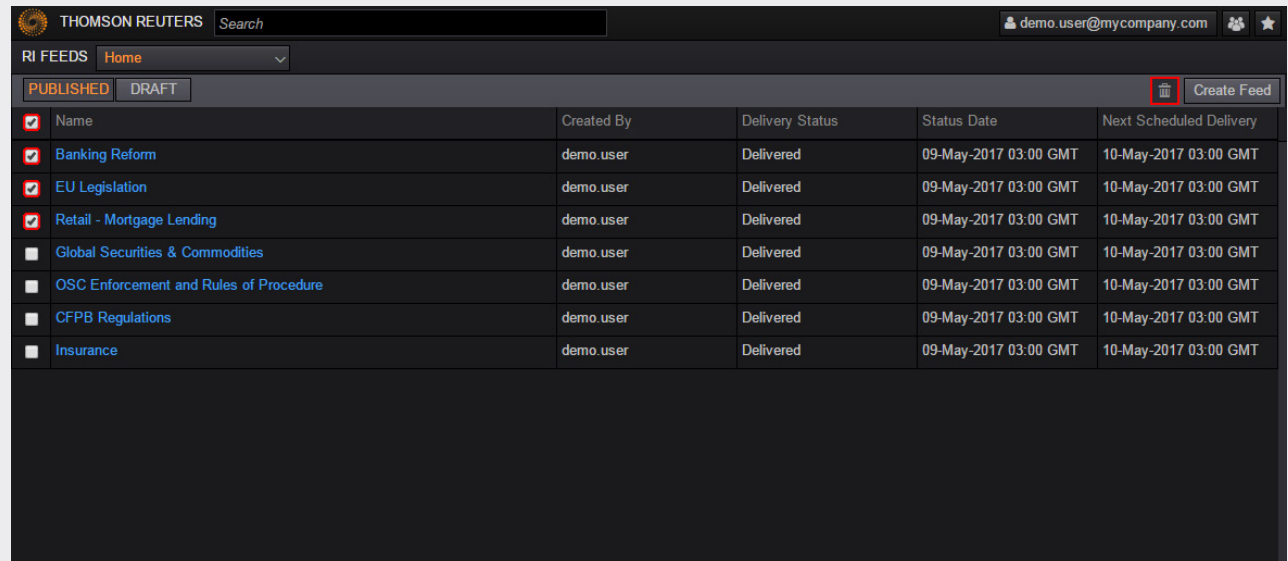


4.5 Delete feeds

From the Homepage, select the check boxes located beside the names of the feeds that you wish to delete and then click the delete button located at the top right of the screen.

You will be prompted to confirm the deletion of feeds before they are removed.

Note: This action will permanently and irreversibly remove the selected feeds.



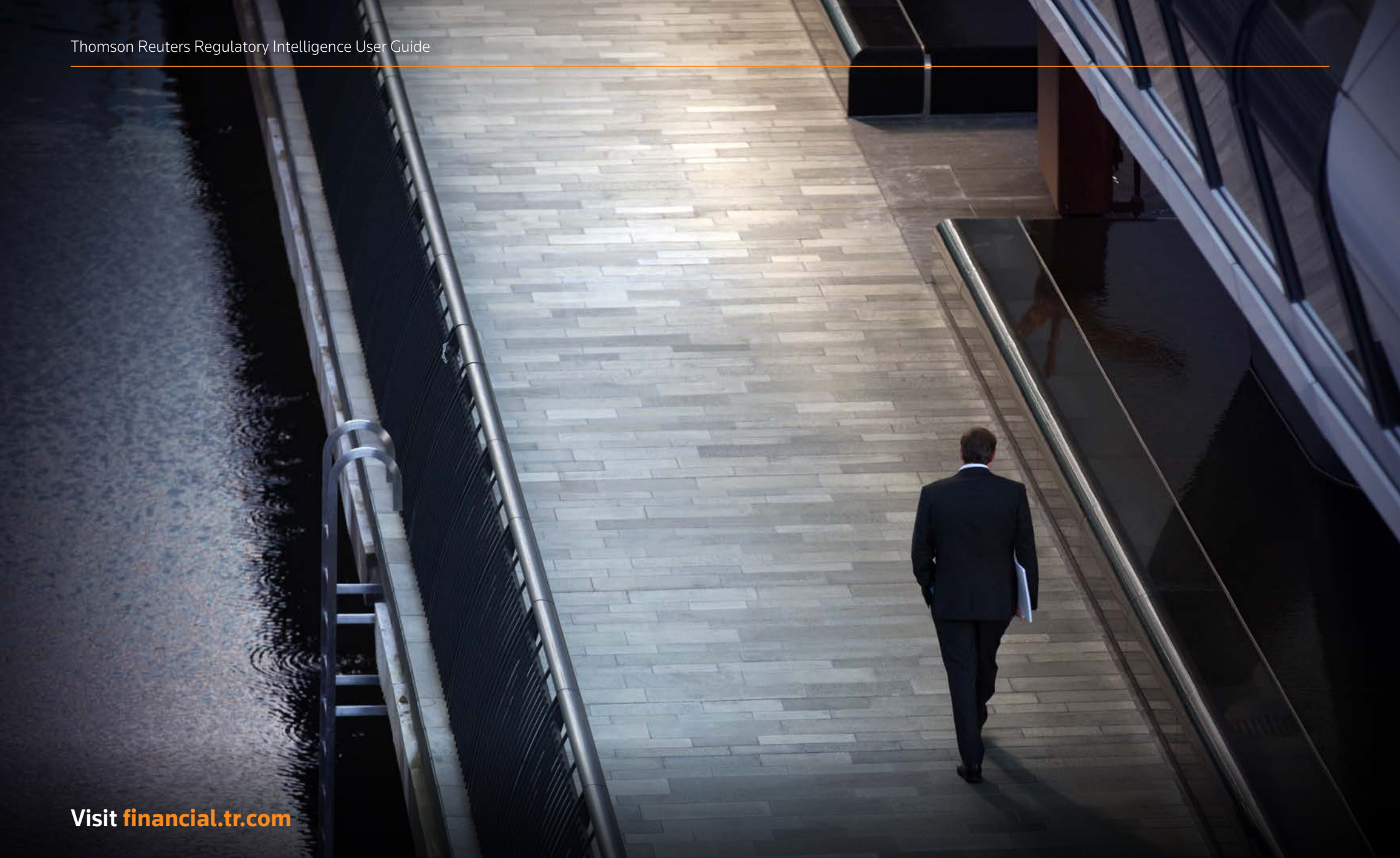
The screenshot shows the Thomson Reuters Regulatory Intelligence interface. At the top, there is a search bar and a user profile for 'demo.user@mycompany.com'. Below this, there are tabs for 'PUBLISHED' and 'DRAFT', with a 'Create Feed' button on the right. A table lists several feeds, each with a checkbox in the first column. The 'Banking Reform', 'EU Legislation', and 'Retail - Mortgage Lending' feeds have their checkboxes checked. A red box highlights the delete button (represented by a trash can icon) in the top right corner of the table area.

<input checked="" type="checkbox"/>	Name	Created By	Delivery Status	Status Date	Next Scheduled Delivery
<input checked="" type="checkbox"/>	Banking Reform	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input checked="" type="checkbox"/>	EU Legislation	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input checked="" type="checkbox"/>	Retail - Mortgage Lending	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Global Securities & Commodities	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	OSC Enforcement and Rules of Procedure	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	CFPB Regulations	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT
<input type="checkbox"/>	Insurance	demo.user	Delivered	09-May-2017 03:00 GMT	10-May-2017 03:00 GMT

Appendix: Date type definitions

Date name	Definition
Adopted Date	This is the date when a rule or amendment was adopted by the regulator.
Approval Date	This is the date when the proposed rule or amendment was approved.
Comment Date	This is the deadline date for comments in a rulemaking initiative.
Compliance Date	This is the date by which the industry must comply with the rule change.
Document Date	This is the date when the regulator created the document.
Effective Date	This is the date when a new rule or change takes effect.
Expected Future Date	This defines a date when a regulatory event is expected to happen.
Expiration Date	This is the end date of an interim or temporary rule.
Filing Date	This is the date when an SRO (State Regulatory Organization) submits the rule for filing with the SEC.
Publication Date	This is the date when Thomson Reuters publishes a document – such as a news, analysis or regulatory event.
Source Publication Date	This is the date when the source document was published by the source regulator/organization.





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