User Manual

BERNAMA Library & Infolink Service
(BLIS)
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1. Subscribing to BLIS

You must have a valid BLIS user account to access the BLIS application. In order to create an account please visit [http://blis.bernama.com](http://blis.bernama.com) and subscribe or contact BLIS at the same URL.

The steps to subscribe to BLIS are as follows:

1. Type [http://blis.bernama.com](http://blis.bernama.com) in the URL of your browser and press “Enter”.
2. The BLIS home page will be displayed.
3. Click on the “Subscribe” link, which appears in the top right corner of the screen (The new user Sign up link in the login module can also be used).
4. The Subscription General Details page will be shown where you have to enter personal, contact and other particulars.
5. In the Subscription - General details page fields marked with *(asterisk) has to be completed compulsorily failing which the user cannot go to the next step for subscription.
6. There are three types of subscriptions namely:

   a. **Single Subscription (Subscriber)**
      
      This is best suited for individuals. They can choose from the wide array of modules BLIS has to offer.

   b. **Bulk Subscription (Bulk Subscriber)**
      
      This is best suited for organizations e.g.: Universities, news agencies, or corporations that may require multiple users. Access is based on the IP Address. You have to carefully key in the IP Address for IP based access to work. You can subscribe for the number of sessions you want to access BLIS based on this IP. Users from this IP are granted access to the BLIS application depending on the number of sessions you have subscribed for.

      Example: You can subscribe for 10 sessions for IP Address 192.168.2.1; this allows a maximum of 10 concurrent sessions from this IP address with the same Username and Password.

   c. **Trial Subscription (Trial Subscriber)**
      
      Access to some modules is granted free of charge for a limited time, based on certain terms and conditions.

2. Logging into BLIS

You must have a valid Username and Password in order to access BLIS by subscribing to BLIS first. Key in the Username and Password and click on the login button. The default session time out is 10 minutes. That is if the user remains idle for more than 10 minutes then the user must login again. If you want to login to BLIS directly without using the username and password then you can click the “remember me on this computer” checkbox in the login module and then login, this will allow you to login to BLIS without using the Username and Password.
Warning: It is advised not to use the “Remember me on this computer option” if you are using a public computer as other users logging into the system can misuse your account.

For Bulk users login to BLIS is IP Address based. Depending on the number of sessions the user has subscribed to that number of concurrent users can login simultaneously. If this limit is reached then the next user trying to log into the system has to wait till one of the users who is already logged in log outs.

For Trial users the access is for a limited number of days. A pop up message will show the number of days remaining as soon as the trial user logs in.

3. List of modules in BLIS

- **BERNAMA News**
  News content and press releases in English and Bahasa Malaysia archived and made available 24 hours after they have been released through BERNAMA.

- **Archival News**
  A rich source of newspaper clippings from major domestic newspapers in Malaysia.

- **Foreign News**
  A vast repository of news from news agencies around the world.

- **Information Providers**
  An exhaustive stockpile of periodic publications from the Department of Statistics, Malaysian Institute of Economic Research (MIER) and Economic Planning Unit (EPU) of the Prime Minister's Department.

- **Who's Who**
  An elaborate compilation of more than 5,000 profiles of the most important past and present national, political and corporate personalities in Malaysia.

- **Speeches**
  A compilation of speeches both in English and Bahasa Malaysia, delivered by important political figures in Malaysia.

- **Sectoral Reports**
  A rich collection of analytical reports on key industries that make up Malaysia's fast developing economy.

- **Databank**
  A collection of more than 50 topics of special interest neatly compiled and arranged in alphabetical and chronological order.

- **Facts & Figures**
  A quick reference to information on Malaysiana, primary commodities and profiles of Malaysian states.

- **Directory**
  An extensive directory of financial institutions in Malaysia.

- **Calendar of Events**
  A list of comprehensive schedule of various events for the year in Malaysia.
4. Navigating in BLIS

- **Home** - Brings you back to the initial home screen from anywhere within the BLIS site.
- **About Us** - Provides a summary of BLIS.
- **Contact Us** - Provides the contact details of BLIS personnel in case of any queries.
- **Rate sheet** - Provides the rates for subscription for the various modules.
- **Subscribe** - Where your particulars need to be filled in for subscription purposes.
- **Help** - Provides a guide to the BLIS web site.

Apart from these, various other features that are shown on the BLIS home page are:

- **Top news** - It shows the selected important news.
- **Announcement** - Displays latest announcements.
- **Important links** - Shows links to some important web sites, which you may be interested in.
- **Promotions** - Shows advertisements.

5. Search

5.1. Global Search

Global search is used to search articles based on key words. This search provides quick results based on the key words entered. For a more detailed search, Advanced Search is recommended.

To make a global search you have to enter the key words in the text box found in the top right corner of all pages and press “Enter” or click on the “Search” button located to the right of the global search text box.
5.2. Advanced Search

Advanced Search helps the user to narrow down the search. This search will generally be faster and more precise than the global search. Unlike global search, Advanced Search returns results only from the module in which you are searching.

The Advanced Search screen is different for the various modules based on the type of data in it. In Advanced Search, a user can search based on Date, Subject, Title, and Key Words, depending on the module selected. You have to key in at least one criterion for a successful search.

Date Picker:

The date picker helps the user to easily key in the dates. The left arrow is provided to move to the previous month while the right arrow is to move to the following month. To choose month or year, the drop down arrows need to be clicked. To reset the entered date, click on the Reset button.

The Advanced Search screens for the various modules are shown below.
In the Bernama News module you may search by Category, Title, Author, Date and Key Words. You must provide at least one search criterion. The search will be faster and much precise if more search criteria are entered.
In Archival News, Advanced Search can be made using Category, Title, Author, Subject, Date and Key Words.
5.2.3. Foreign News

In Foreign News, Advanced Search can be made using Category, Title, Author, Date and Key Words.

5.2.4. Info Providers

In Information Providers, Advanced Search can be made using Category, Title, Subject or Key Words.
5.2.5. Who’s Who

In the Who’s Who module, a search can be made using Name, Subject or Key Words. If a user does not remember the specific Name, then Subject and/or Key Words based search is recommended.

5.2.6. Speeches

In Speeches module, the Advanced Search can be made using Category, Title, Speaker, Date and/or Key Words.
5.2.7. Sectoral Reports

In Sectoral Reports, Advanced Search can be made using Category and/or Key Words.

Select Category

- All
- Auto. Component
- Aviation
- Electrical & Electronic
- Food
- Furniture
- MIDA REPORT
- Motorcycle
- Plantation
- Postal
- Telecommunications
- Tobacco
- Aerospace
- Automotive
- Construction
- Fisheries
- Forestry
- Housing
- Machinery & Equipment
- Oil and Gas
- Plastics
- Property
- Textile

Search Criteria

Key Words: [Text Input]

Search  Reset

In Sectoral Reports, Advanced Search can be made using Category and/or Key Words.
5.2.8. Databank

In Databank, Advanced Search can be made using Category, Title, Subject and Key Words.
5.2.9. Facts & Figures

In Facts and Figures, Advanced Search can be made using Category, Subject or Key Words.

5.2.10. Directory

In Directory, Advanced Search can be made using Category, Company name or Key Words.
5.2.11. Calendar of Events

Calendar Of Events Advanced Search

Select Category

- All
- Education Diary
- Exhibition And Conference Diary
- Social Diary
- Corporate Diary
- Entertainment Diary
- Seminar Diary
- Sports Diary

Search Criteria

Title:

From Date: [ ] To Date: [ ]

Key Words:

Search Reset

In Calendar of Events, Advanced Search can be done using Category, Title, Date, and Key Words.

5.3. Calendar/Date search

The calendar or date based search is another unique feature of BLIS, which provides a list of articles for a given date in a flash. To do a date based search you have to click on the small calendar icon provided below the Advanced Search button as shown. A calendar pop up appears, when you click on the date in the calendar, all articles from that date will be displayed.
6. Viewing articles in PDF format

To view PDF articles in BLIS you need Adobe Acrobat Reader to be installed on your computer.

You can download the latest version of the reader from www.adobe.com. A link to this URL is also available on the BLIS home page as shown below.

Note: "Adobe", "Acrobat" are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

7. How to contact BLIS

In case you have any queries or problems regarding BLIS you can contact us at:

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Malaysian National News Agency (BERNAMA)
Wisma BERNAMA
No 28, Jalan 1/65A
Off Jalan Tun Razak
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