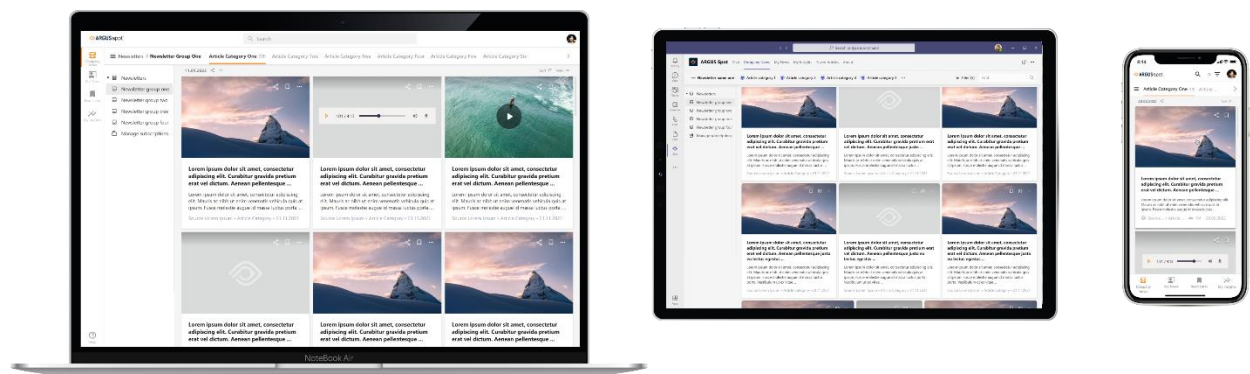


# ARGUSspot

## Deployment and login guide for the end user

August 2022



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## 1. INTRODUCTION

This document provides guidance for end users on how to log in to ARGUSspot, whether through the Microsoft 365 channel, Web Link or Mobile App. This document also provides information for users on how to get started with ARGUSspot.

### 1.1. 1.1 OVERVIEW OF ARGUSspot

#### Application description

With ARGUSspot, you receive your media monitoring contributions and your newsletters directly in Microsoft Teams, on your mobile phone as a mobile app for Android and iOS or as a browser-based desktop application. The top news stories appear as push notifications in the ARGUSspot app or in a designated chat.

#### Key benefits

##### Work from anywhere and on any device

With ARGUSspot you can read the news in the office, at home or on the go using the mobile app, the web-based desktop application or even Microsoft Teams.

##### Co-working without limits

This feature offers a convenient way to forward report links to registered users who may be interested in them. We have a selection of different channels available to do this.

##### Bookmark and read later

You can save interesting pieces in your favorites list, so you can read them later. The filter function for categories or channels makes it quick and easy to find the news that you are searching for.

#### Features

- Set filter
- Select / unselect categories
- Search
- Sharing articles and newsletters / media review via Microsoft Teams and Outlook
- Subscribe / unsubscribe to newsletter / media review
- Go to PDF only for print
- Meta data (reach, page, edition, date)
- Notification in Microsoft Teams and mobile app
- Guided tour

## 2. DEPLOYMENT GUIDANCE FOR TEAMS USERS

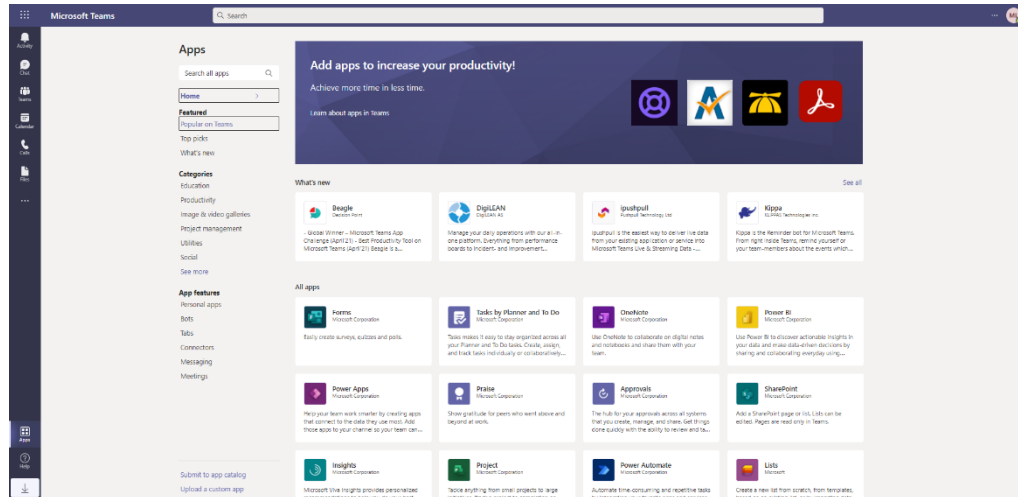
### 2.1. PREREQUISITES

- Active Microsoft Teams account
- Active ARGUSspot account

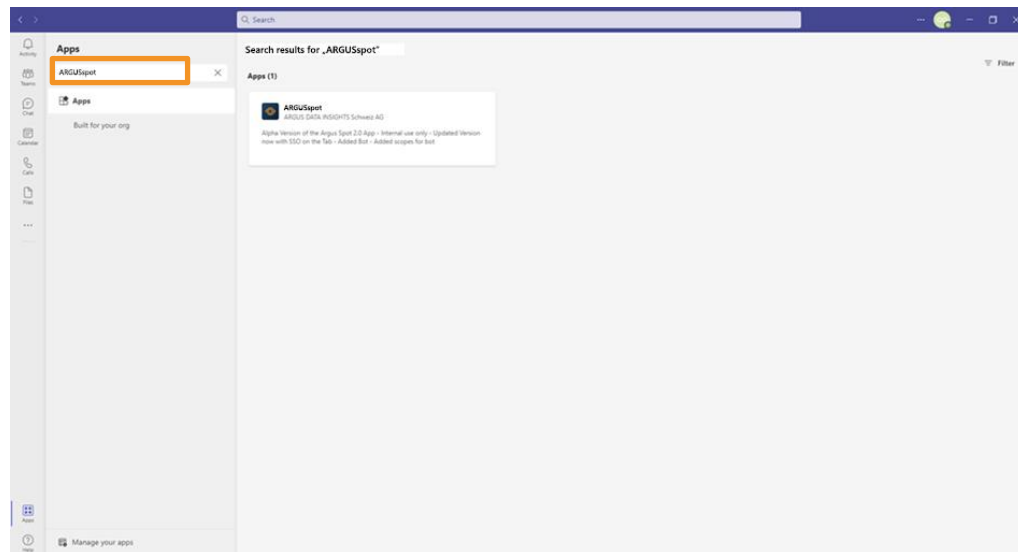
## 2.2. ADD ARGUSspot TO MICROSOFT TEAMS

Open Microsoft Teams and sign in.

Select the Apps icon on the left rail of the Microsoft Teams window.



Search for ARGUSspot.



Click on the application and press the **Add** button.

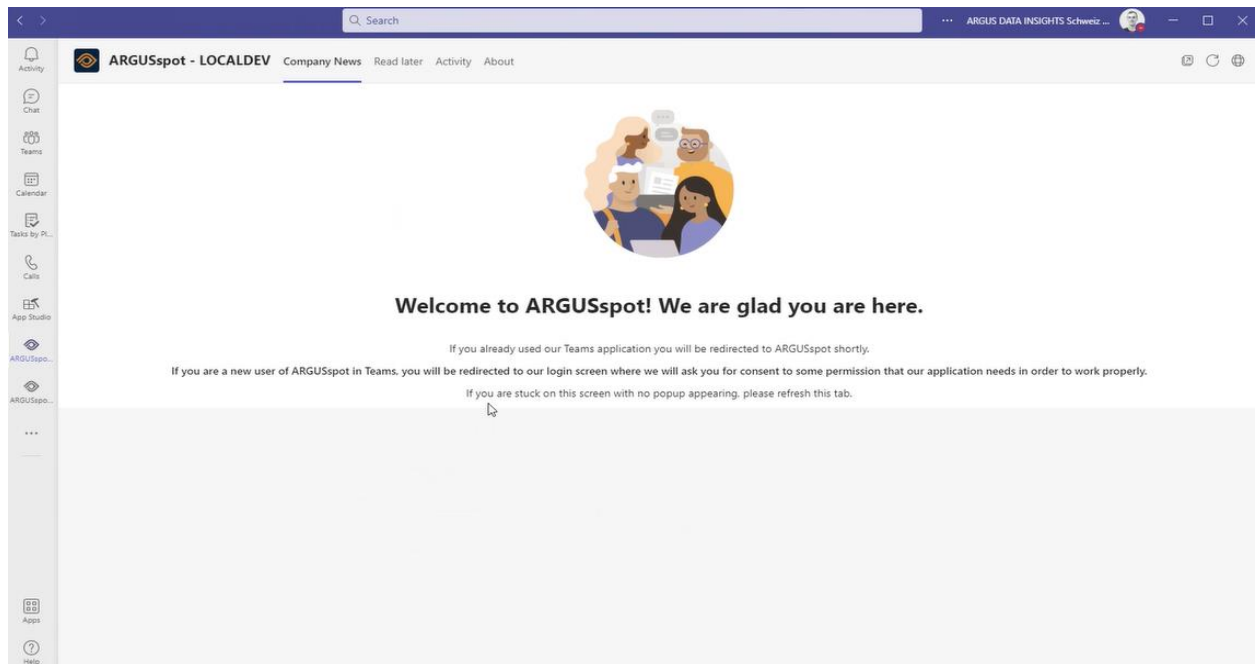
### 3. LOG-IN GUIDANCE FOR MICROSOFT TEAMS USERS

#### 3.1. PREREQUISITES

- Active Teams account
- Active ARGUSspot account
- ARGUSspot app already installed
- You have received the onboarding email from ARGUS DATA INSIGHTS
- An active ARGUSflat subscription
- IT administrator has already approved the app being installed or the IT administrator has already installed the app.
- ARGUSspot app has already been installed either by the IT administrator or by the end user (see deployment guidance for Teams users).

#### 3.2. ARGUSSPOT LOGIN WITH MICROSOFT TEAMS

As soon as the user clicks on the ARGUSspot app, he/she will see the following:

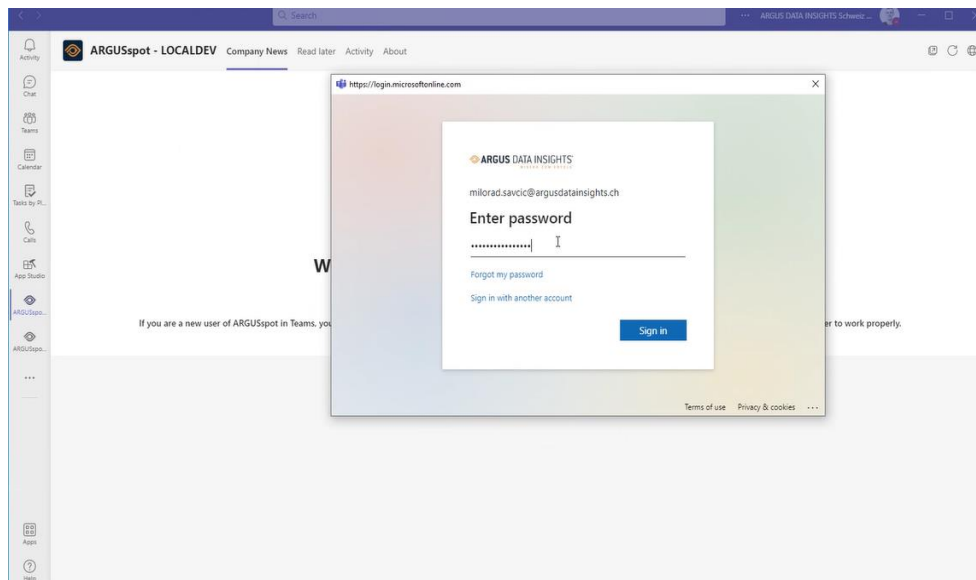


Followed by this:

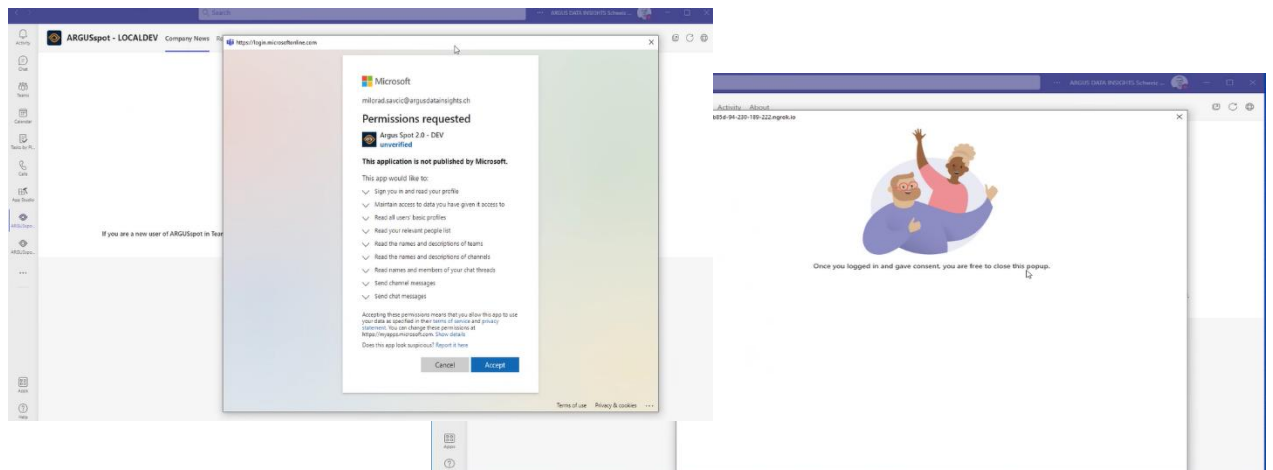
Here he/she simply needs to enter the active directory password and click on **Sign in**.

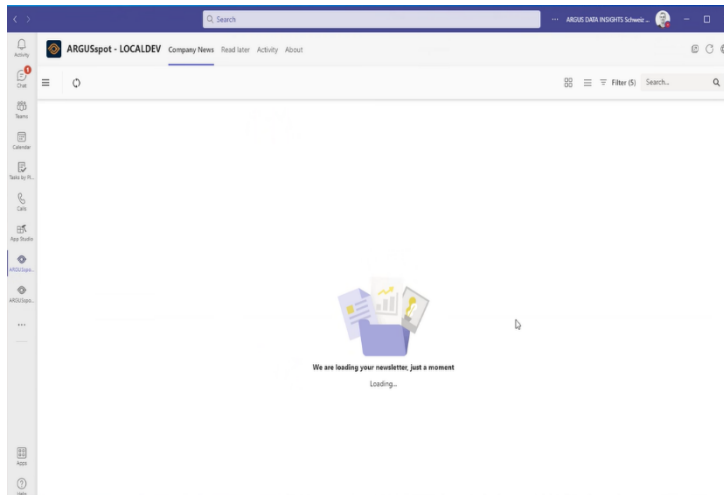
The user only needs to perform this process once.

From the next time onwards, the password will be saved automatically, and the user will be directly connected to the content of his/her app.

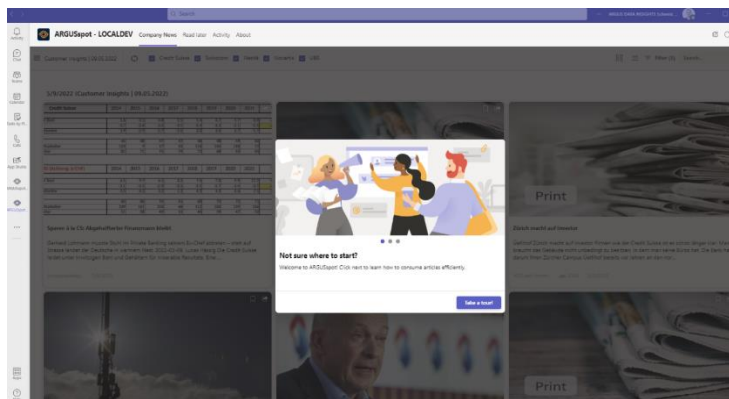


Now, he/she just needs to **accept**.

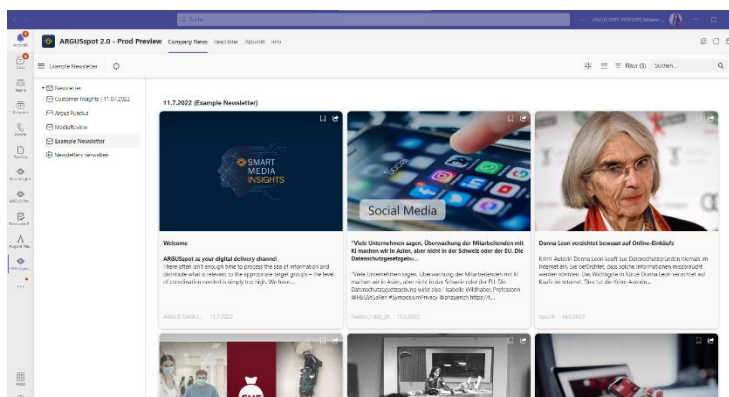




And that's it. The login process is completed; you just have to click on the **refresh** button.



After logging in for the first time, you will have to go through the guided tour to gain an insight into how ARGUSspot works. After this, as soon as news arrives (newsletter/media review), you will receive it automatically.



You can also see sample newsletters where you can get an overview of the look and feel of the app.

## 4. LOGIN GUIDANCE FOR WEB USERS AND MOBILE APP

With the ARGUSspot web app or mobile app, you have the following options for logging in:

- Create local account
- Active directory login
- Google account

### 4.1. PREREQUISITES

- Active ARGUSspot account
- An active ARGUSflat subscription
- Active directory (AD) login
- Google account

### 4.2. LOGIN TIMES RULES

Login times on the web and mobile apps for specific types of accounts:

- Sign in with local account (with «keep me signed in» disabled) – user will be logged out after 24 hours or after cookies are cleared
- Sign in with local account (with «keep me signed in» enabled) – user will be logged out after 90 days of inactivity or after cookies are cleared
- Sign in with Microsoft AD – user will be logged out after 90 days from logging in
- Sign in with Google – user will be logged out after 24 hours from logging in

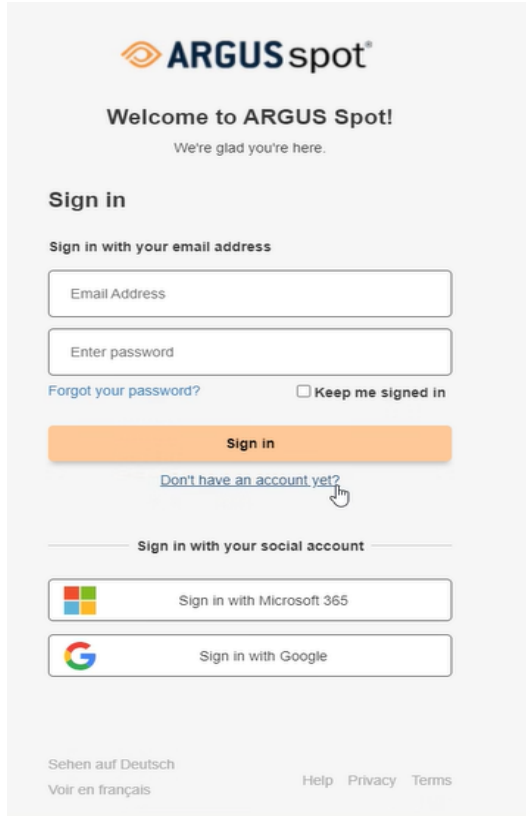
### 4.3. LOGIN WITH ACTIVE DIRECTORY (AD)

Signing in with AD is the seamless way to sign in to ARGUSspot, as it's just a matter of clicking «**Sign in with Microsoft 365**».

#### 4.4. LOGIN WITH LOCAL ACCOUNT

Go to: <https://spot.argusdatainsights.com>

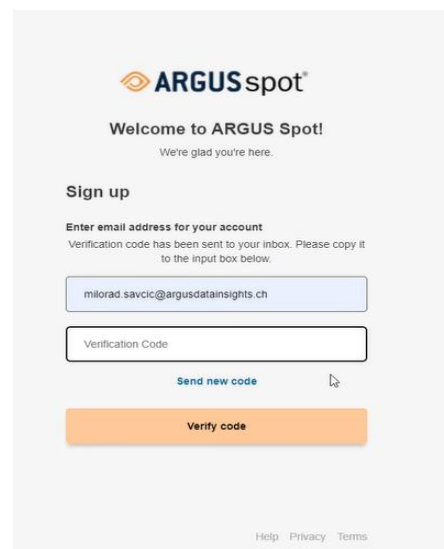
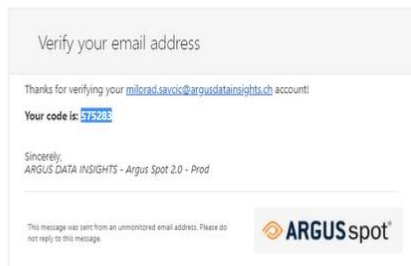
Select «don't have an account yet».



Enter the verification code you receive to your given email address.

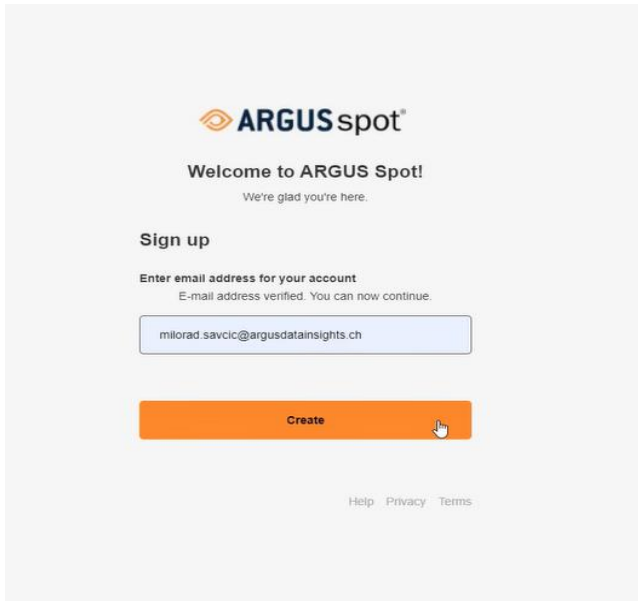
ARGUS DATA INSIGHTS - Argus Spot 2.0 - Prod account email verification code [Inbox](#) [ArgusData x](#)

Microsoft on behalf of ARGUS DATA INSIGHTS - Argus Spot 2.0 - Prod <msonlineserviceteam@microsoftonline.com> to milorad.savcic





Now just click on «Create» and enter your password.



**ARGUS spot®**  
Welcome to ARGUS Spot!  
We're glad you're here.

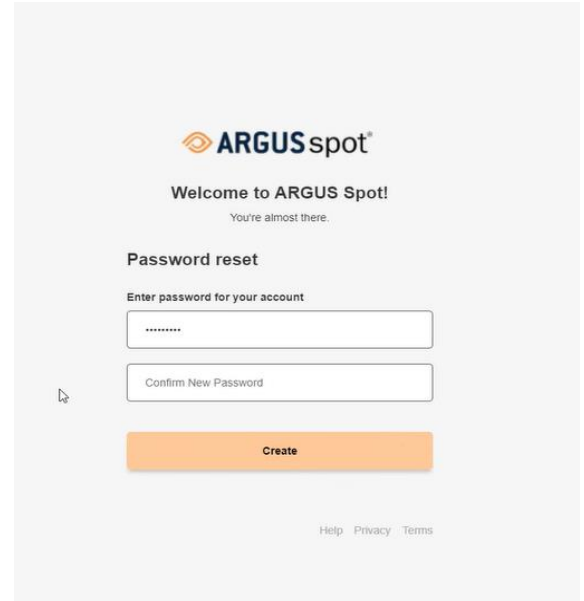
**Sign up**

Enter email address for your account  
E-mail address verified. You can now continue.

milorad.savvic@argusdatainsights.ch

**Create**

[Help](#) [Privacy](#) [Terms](#)



**ARGUS spot®**  
Welcome to ARGUS Spot!  
You're almost there.

**Password reset**

Enter password for your account

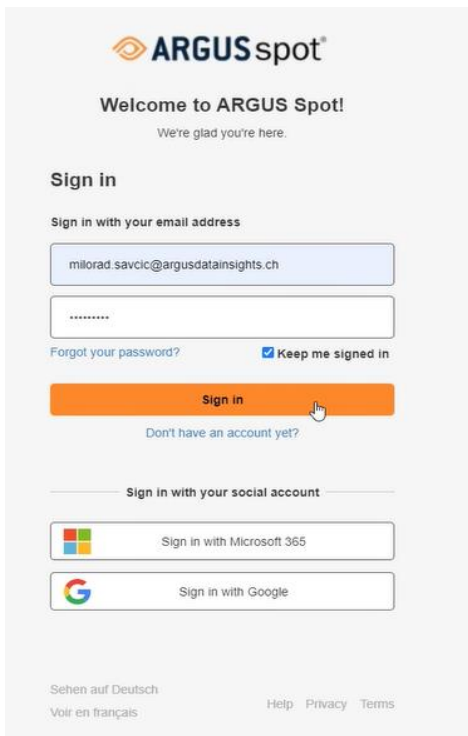
.....

Confirm New Password

**Create**

[Help](#) [Privacy](#) [Terms](#)

Once your account is created, you do not need to enter your login details the next time you log in, you just need to tick «keep me signed in».



**ARGUS spot®**  
Welcome to ARGUS Spot!  
We're glad you're here.

**Sign in**

Sign in with your email address

milorad.savvic@argusdatainsights.ch


.....


[Forgot your password?](#)  **Keep me signed in**

**Sign in**

[Don't have an account yet?](#)

Sign in with your social account

 Sign in with Microsoft 365

 Sign in with Google

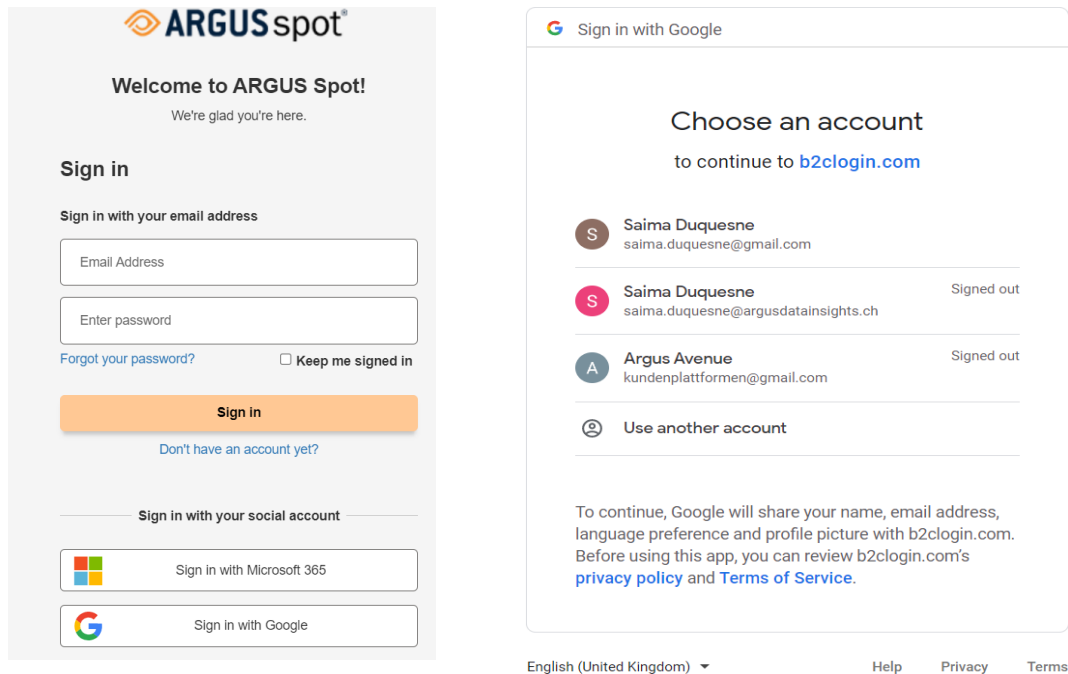
Sehen auf Deutsch  
Voir en français

[Help](#) [Privacy](#) [Terms](#)

#### 4.5. LOGIN WITH GOOGLE ACCOUNT

Click on «Sign in with Google».

Select the business account with which you would like to sign in.



Enjoy the guided tour and the sample newsletter until you receive content.

