CISION
LuQi

User guide

LuQi - Monitoring

LuQi Advanced subscription

Uptaded : Decembe 2023

CISION
Eclaireur de Marques

Summary

About LuQi

LuQi is a PR plateform that allows you to monitor, send information (your clippings) and control your reputation.
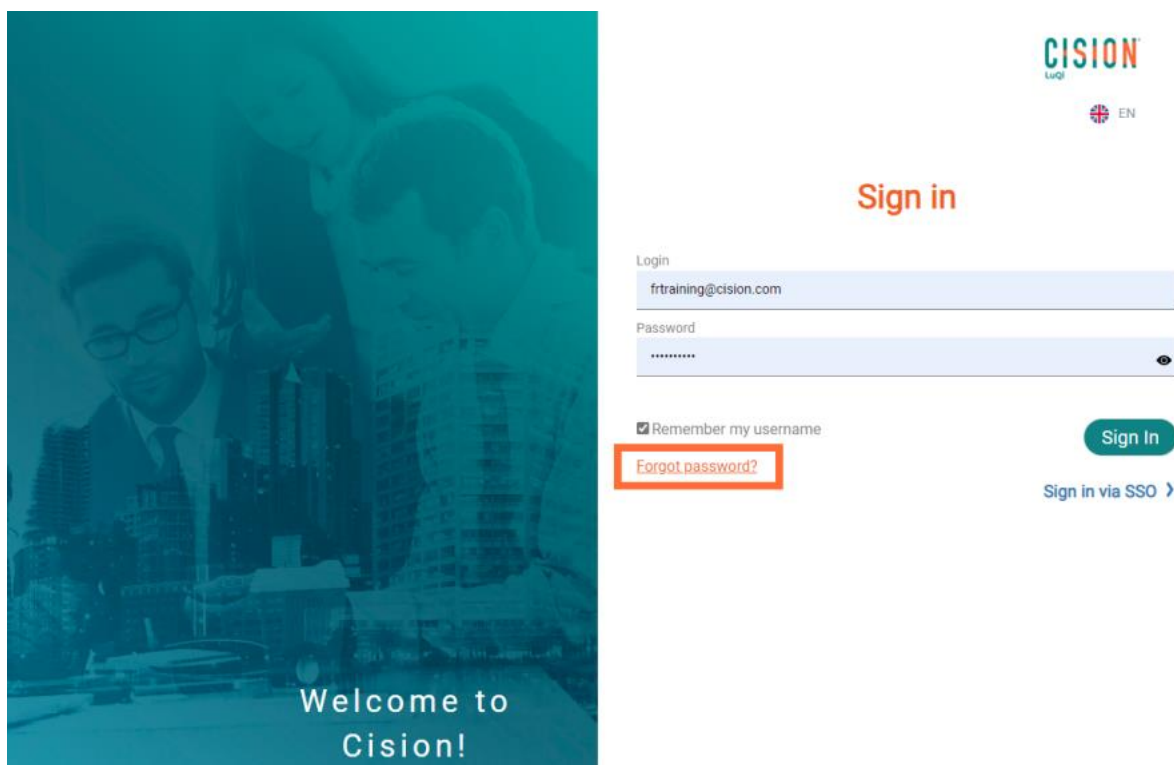
This guide details monitoring and analysis functionalities available in your subscription **LuQi Advanced.**
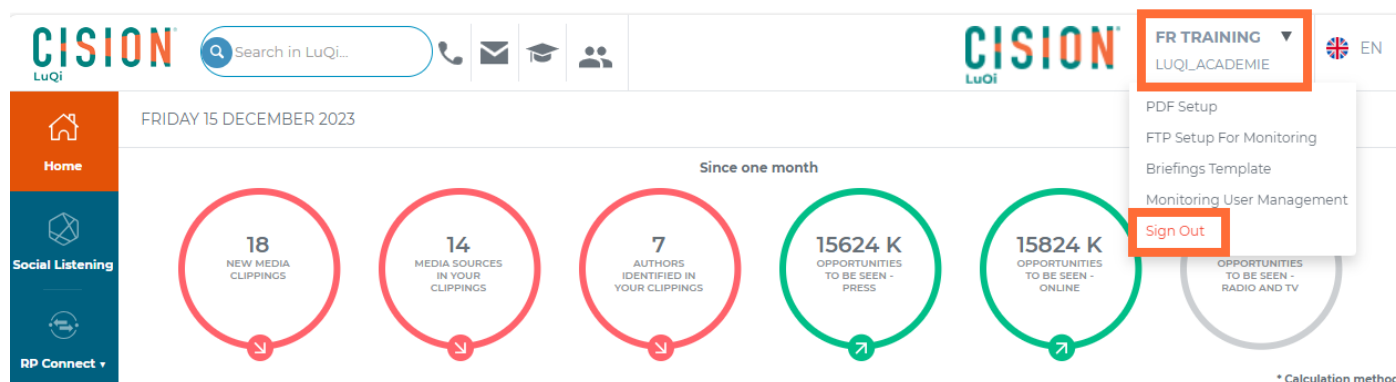
Log in

Log in to your LuQi account from the following address : www.luqi.fr

To access the interface, you will need your Login and Password.

To reset your password, click on "Forgot password"

To **log out** of your LuQi account, click on your name at the top right, then "Sign out".

Technical requirements

Any computer able to connect to internet and equipped with a recent web browser can access to LuQi.

Screen resolution: Your screen must have at least a definition of 1280 x 768 pixels. Below this resolution, access to LuQi remains possible, in degraded conditions *(graphic charter, ergonomics, and layout may not be optimal)*.

Internet connection: A broadband connection (ADSL, Cable, dedicated lines, fibre optic is recommended).

LuQi complies with Internet standards. To access it, all you need is an internet browser.

We recommend using the two latest versions of **the following browsers**:
- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Safari (Apple)

💡 *It's particularly recommended to use google Chrome or Mozilla Firefox browsers and to have a screen resolution close to 1440x900.*

Types of access

There are three types of LuQi user profiles.

- **"Les Décideurs" (Decision makers)**: allows you to administer the interface and access all the features included in your LuQi Advanced budget. This profile has full access to the platform.

- **"Les Lecteurs" (Readers)**: allows you to consult the media coverage (monitoring) and to set-up email alerts on a LuQi account.

- **"Les Destinataires Panorama" (Briefings recipients)**: allows you to only receive and read briefings produced, without having access to LuQi platform. Recipients are added by the "Les Décideurs" in the list of users.

Multi-account access

If you have several LuQi budgets, simply navigate between the different portals for your services by clicking on the "change budget" drop-down menu (see below).
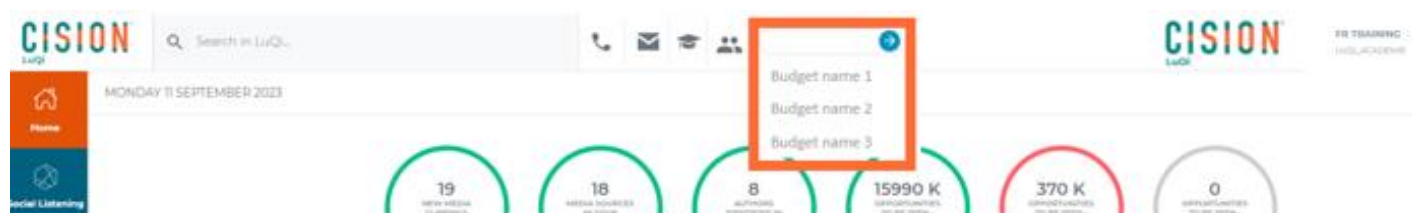
Home

Indicators of your coverage over the last month

From Home, find different counters which provide you information on the content of your monitoring over the last month (30 rolling days).

- Number of new media clippings received,
- Number of different media outlets from your clippings,
- Number of authors identified in your clippings,
- Opportunities to be seen in the print* outlets (readership),
- Opportunities to be seen in the online* outlets (UVPM = unique visitors per month),
- Opportunities to be seen in broadcast* outlets (broadcast audience).

* Calculation method is available, if you want to find out more.
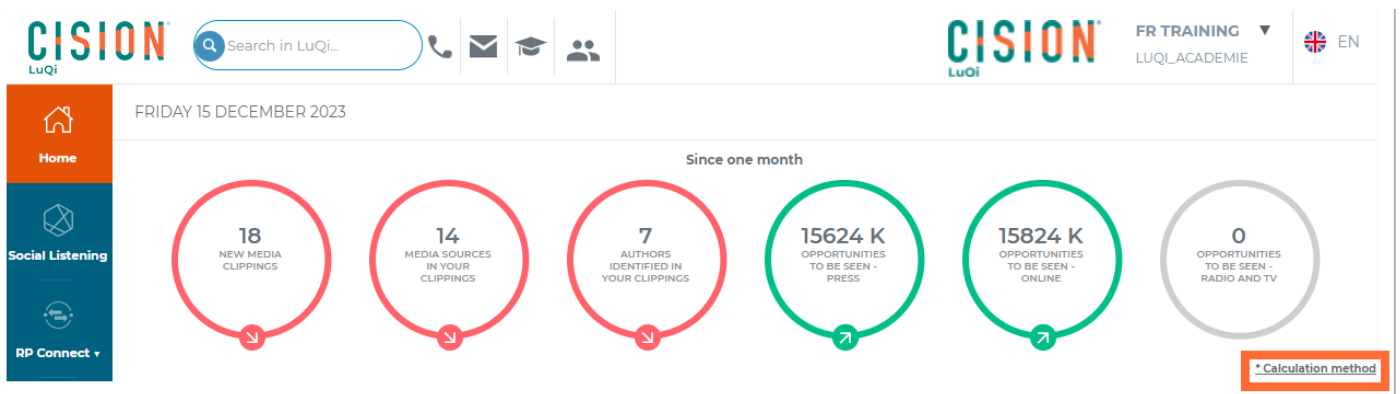
"Media line" section

Find your latest clippings in "Media Line" section. Color codes make it easy to identify the types of media (red: print, blue: online, green: broadcast).
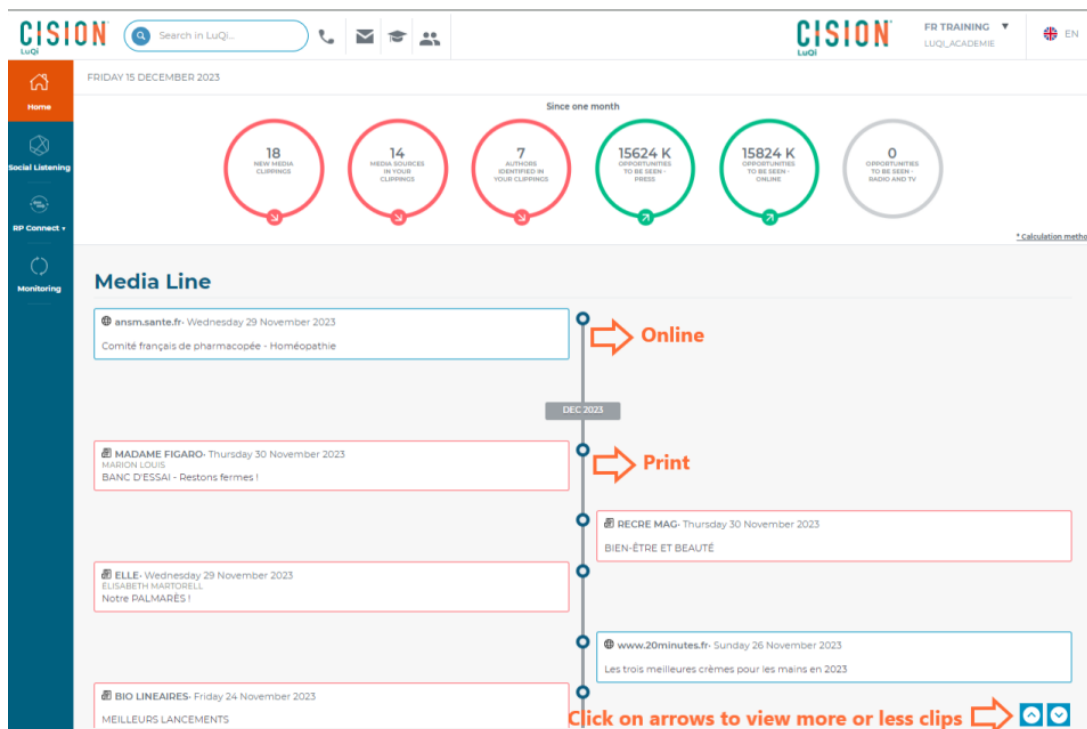
Modules

From your LuQi account, navigate between the different features using modules (Social Listening, RP Connect, Monitoring).

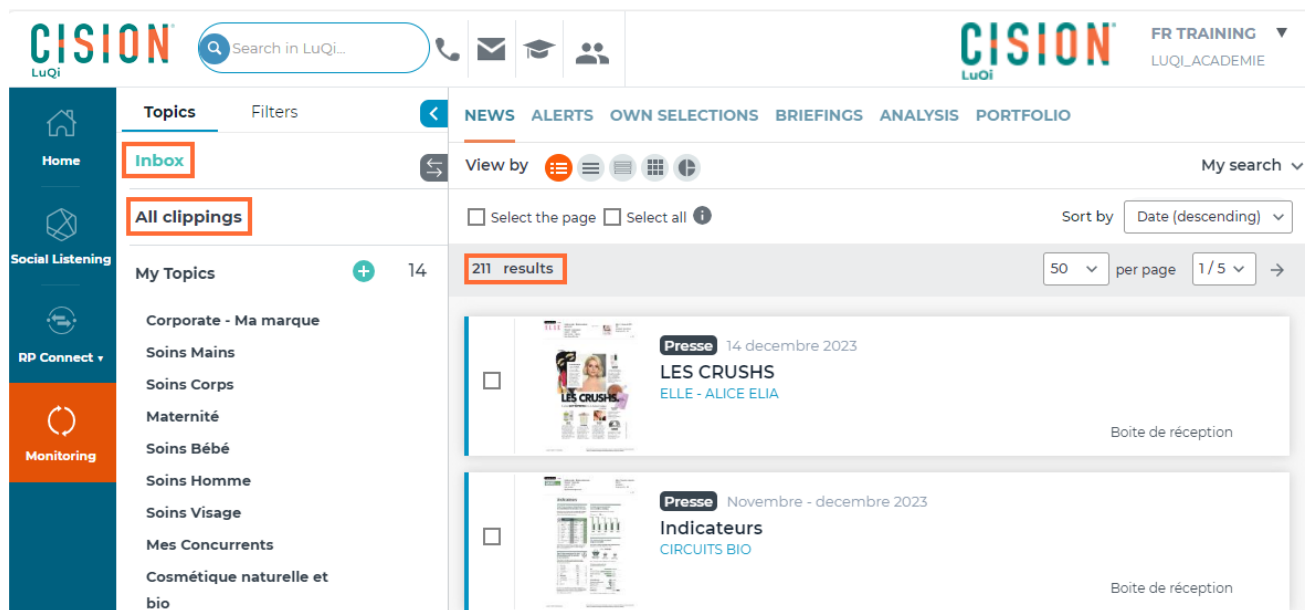💡 *Active modules on your account depend on your subscription.*

"Monitoring" module

Inbox

The inbox contains all your clippings which are not yet classified in the "Topics" (over the last 24 months): see below.

All clippings

"All clippings" contains all the clippings from your coverage, classified or not yet classified in "Topics" (over the last 24 months).

Search in your coverage

Search clippings using different criteria in "My search" (see below):

1. Choose one or more types of media (print, online, radio, etc.)...
2. Choose the countries from which the published media coverage comes.
3. Select publication dates of your clippings using calendars.
4. Enter one or more keywords mentioned in your results.
5. Click on Search in order to display only clippings corresponding to the selected criteria.
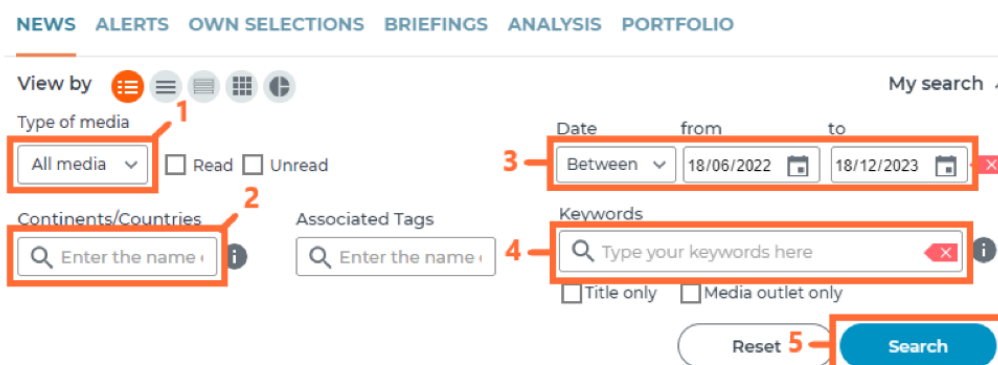
💡 Use keyword search tips by hovering your mouse over the icon ⓘ :

> The search is based on the words in the article title, the words in the article and the name of the publication.
> Combine several terms with the <u>following connectors</u> (in uppercase letters):
>
> - AND or a space between terms = all terms must appear in the media clipping
> - OR = at least one of the terms must appear in the media clipping
> - EXCEPT = the term preceded by "except" will be excluded from the search
> - Use quotation marks "…" to search for an exact phrase.
> - Use the "*" asterisk to find all the variations of the term.

The operators (entered in capital letters) allow you to refine your search by crossing, adding or excluding words entered.

Here are some examples:

➡ health AND environment (the two words will be together in the same clip)

➡ health OR environment (either word will be in the clip)

➡ health EXCEPT economy (the word "health" will appear in the clip, but not when it is associated with the word "economy")

➡ " Sustainable development " (to find the exact expression, put the words in quotation marks)

➡ ecolog* (to find all the words that start with ecolog: ecology, ecologies, ecological, ecologist...)
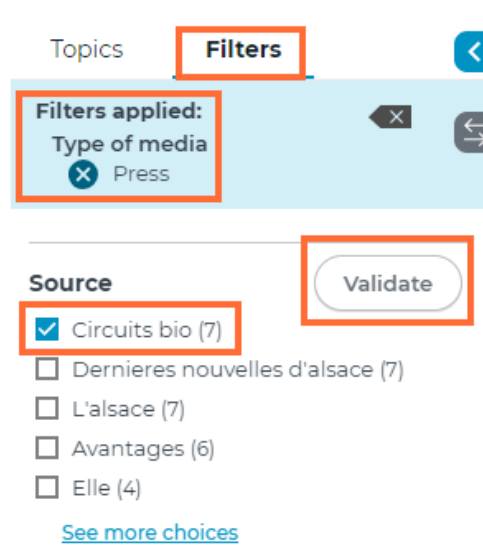
Filter your clippings

Click on your "Inbox" or on "All clippings" in the "Topics" tab, in order to select the media coverage to be filtered.
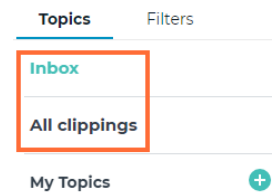
From "Filters" tab, choose the desired filters by media type, source (media outlet), marked clips (which you have manually marked with an orange flag), sentiment, etc.

Depending on the filters chosen (by clicking on "Validate"), results in the central column will be updated to display only the clippings corresponding to your filters. Several filters can be combined.

Different views of your clips

In the central column, in the "News" tab, your clippings are displayed in a list's form. You can customise display of this list by clicking on the icons below:


Set-up the display that suits you: thumbnail list, summary list, mosaic (from left to right).

"Pie Chart" display (icon ⊙) is only available for "Les Décideurs" profile. This display provides access to charts and counters that analyse media coverage.

You can thus consult them (charts are displayed one after the other on the page):

- Media clippings, authors identified and media outlets counters,
- Keywords cloud (company names in blue, personal names in grey and organization names in black),
- Breakdown by type of media,
- Breakdown by press family,
- Temporal curves of each type of media,
- Breakdown by topic,
- Breakdown by editorial target.

1. By filtering in "My search", on the date, media type, or keyword, charts and counters are automatically updated.
2. Tick the box to select a chart.
3. Click on "export" to download it (it is also possible to save it in the "Portfolio" section).
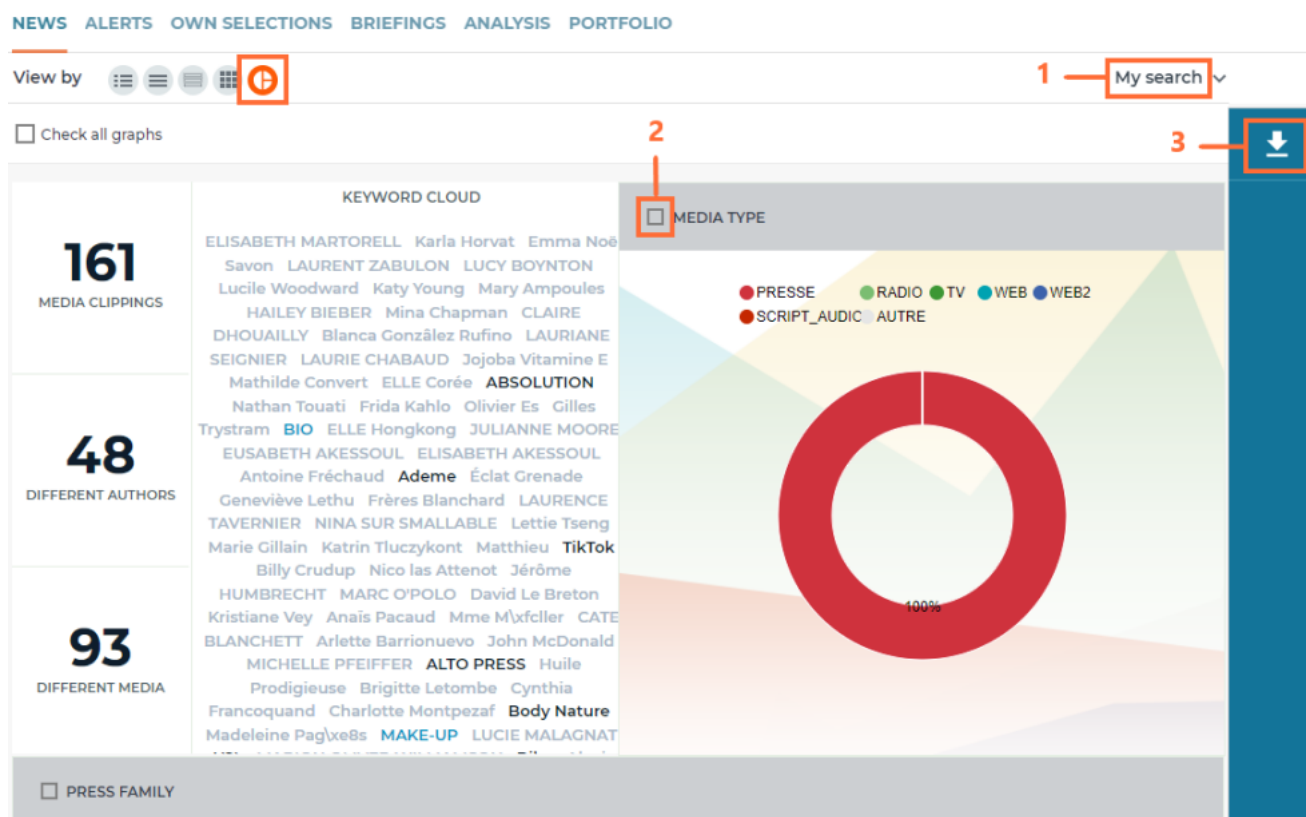
View a clipping

Media coverage can be viewed from the central "News" tab (by clicking on their title) in different formats:

- Print and online media coverage are available in a PDF format.
- Broadcast coverage from radio and television are provided with a streaming extract and summary made by our reading teams *(Extracts are available a month)*.
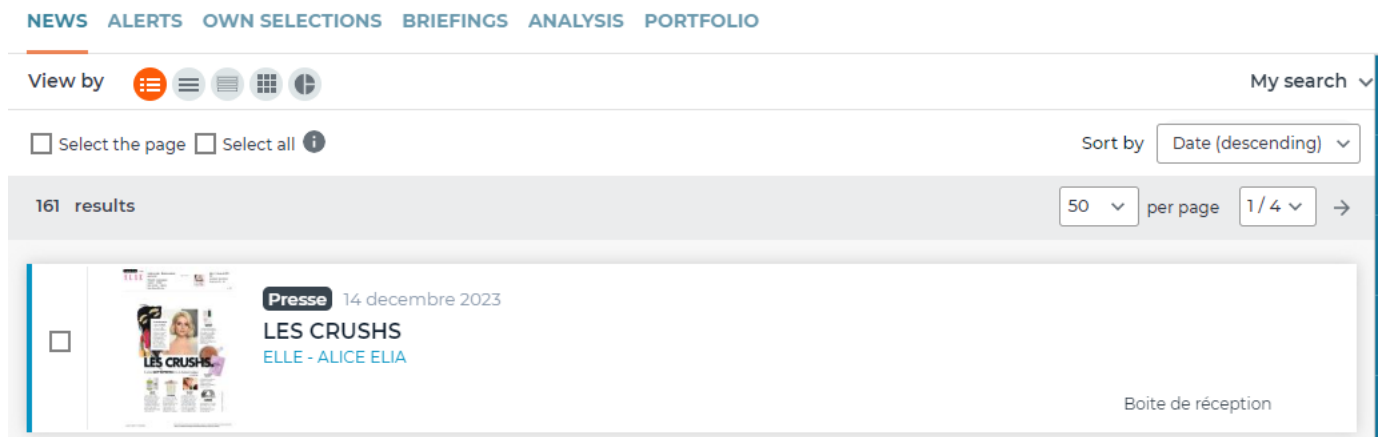
1. Access to the details of the clipping.
2. Download the clipping as a PDF on your computer.
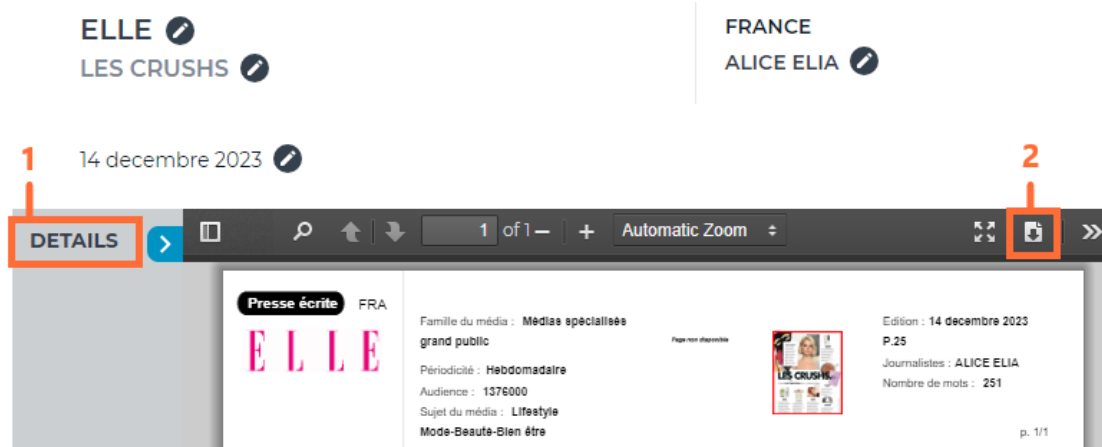
Clipping details provide you different information:

- Full text of the news,
- Number of characters in the article,
- Media value of the article...
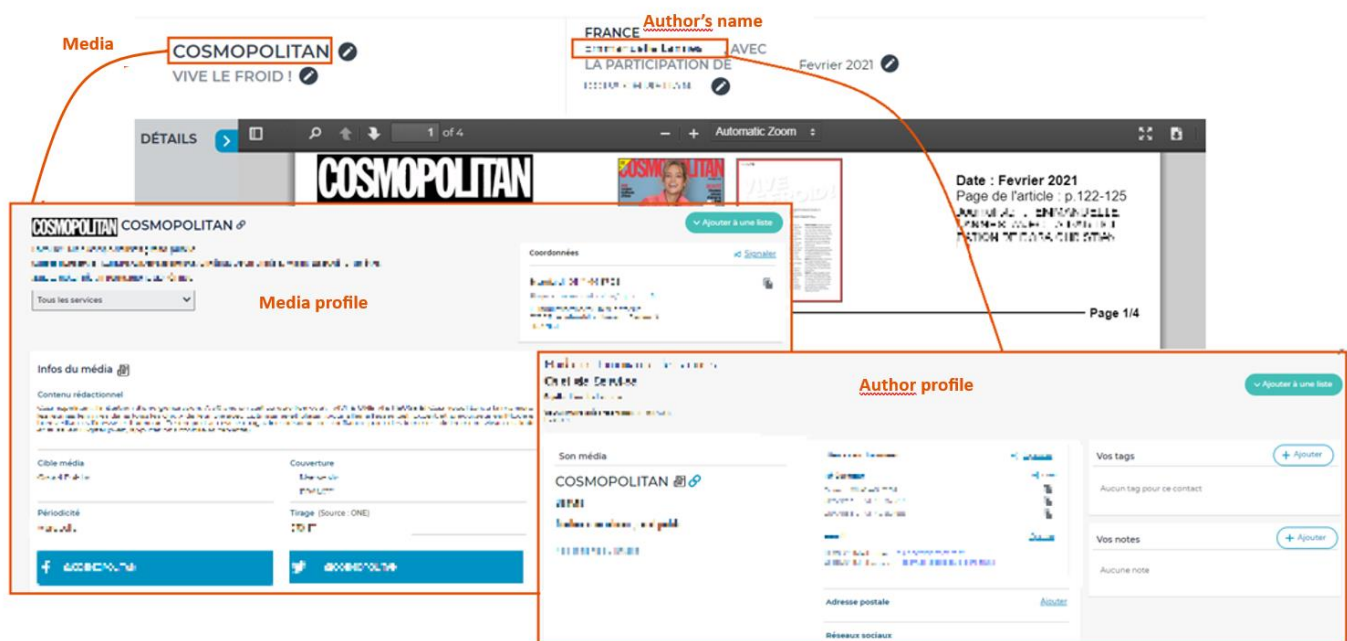
Media value of the article is automatically calculated based on the editorial space (number of characters in the article). It does not take into account the editorial space of the brand, competitors or visuals.

Media value can therefore be modified via the "pencil" icon
(*function only available for "Les Décideurs" profile*).

Media value of the article :	16 000 € (automatic calculation) ✏
	€ [▾]
	€ [0.00]

Media and authors of your clipping:

Consult authors and media outlets forms from your news by clicking on the name of the media or the name of the author. Access to the contact details of the media and authors of your monitoring (*functionality only available for "Les Décideurs" users and depending on your LuQi subscription - contact forms are only available for LuQi RP Connect module subscribers*).

To modify title, media outlets or author names of a print or online clipping, click on the title of the clip and on the "pencils" icons (see below), (*function only available for "Les Décideurs" profile*).

CISION
Eclaireur de Marques

Actions on clippings

From the "Inbox" or from "All clippings", you can carry out different actions on one or more clippings.

Select your clippings and click on the desired action button in the blue column on the right.
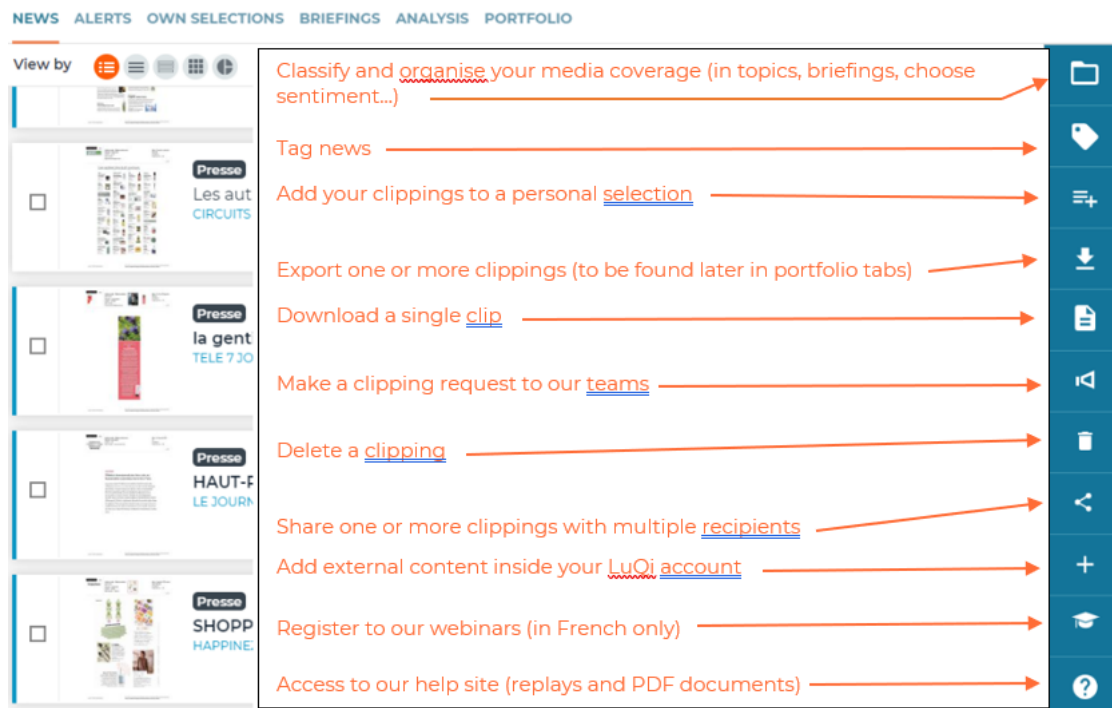
Classify your clippings:

With this button, access to different classification/qualification actions on your results:

1. Mark your very important clippings with an orange flag (to find them easily with filters).
2. Choose sentiment of your clippings.
3. Classify your clippings in a topic (news will be visible inside the selected theme on the left column "Topics").
4. Keep your clippings in a new briefing
5. Or in an already existing briefing.

Clippings classified in the briefings will be visible from the "Monitoring" module into BRIEFINGS
(see "Briefings" section of this guide for more details).

Classify and organize your monitoring

1 — Mark the clipping(s): 🔖 🔖

Sentiment: ⚪ 🔴 🟠 ✅ 🟢 **— 2**

Classify in my topics:

Search ❌

Inbox
3 — Corporate - Ma marque ✅
Soins Mains
Soins Corps
Maternité
Soins Bébé
Soins Homme
Soins Visage
Mes Concurrents
Cosmétique naturelle et bio
Homéopathie
  Santé
Hygiène

Classify in my briefings:

in a new briefing

Create a new briefing ⓘ

Corporate briefing ✅ **— 4**

in my briefing currently being created

Mon panorama du jour (05/12/2023) **— 5**
Panorama21112023 (21/11/2023)
Panorama 26092023 (26/09/2023)
Panorama 12092023 (12/09/2023)
Panorama Formation29/08 (29/08/2023)

Cancel   Save

Add to a selection

1. Add clippings to a new selection, name it.
2. Or keep them into an existing selection.

💡 *Clippings will be visible from "Monitoring" module into* **OWN SELECTIONS** *(see "own selections"* *section of this guide).*

Add to my selection

Register for a selection:

New selection:
1 — Name your selection

Add into my available selections:

2 — December selection

Export

1. Name your export.
2. Different export formats are available: ZIP, PDF, Excel.
3. Tick "display according to the classification plan" if you want the names of topics to appear inside your export.
4. Classify your clippings by date, media type, media outlet…
5. Exclude clippings from "Inbox" and/or "Recycle Bin".
6. Tick "Save this export in my portfolio" if you want to keep a record of this export.

💡 By clicking on "create", you download it.

Export ✕

Name it:

1 ─ News export

What subtitle/date do you want to give to this document:

Choose your format:
○ ZIP   ● PDF   ○ Excel   ○ Simple NewsML
○ Complete NewsML   ○ C3 format
                    2

Choose the order of the media clippings:
3 ─ ☑ Display according to the classification plan

Select ⌄

Date (ascending)
Date (descending)   ☑ Recycle Bin
Media type   y portfolio
4 ─ Media Outlet
Title   **Create**
Area

Exclude from my deliverable   ─ 5
    ☑ Inbox   ☑ Recycle Bin
☐ **Save this export in my portfolio** ─ 6

Create

📄 **Download**

Clippings can be downloaded, one by one, in a PDF format directly to your browser or your computer.

📢 **Clipping Request**

Report to our team a clipping that is missing or does not suit you. Specify the nature of your request (see below).

Specify the nature of your request   ✕

○ Does not concern my monitoring ❓   Content does not match with your criteria (keywords, media outlets, etc.)

○ Deteriorated quality ❓   Clipping quality is not compliant (visual and/or extract of the text is missing, illegible and/or incomplete clip, etc.)

○ Received in duplicate ❓   Your received same media coverage several times (not considered as duplicates: print and online version, clipping published on different media outlets, etc.)

○ Media clipping missing   Missing clippings from your monitoring need to be requested to our support team

(Cancel)   (**Validate**)

CISION
Éclaireur de Marques

🗑 Delete

Select one or more clippings and delete them. They will still be available on your LuQi account as part of your monitoring.

< Share

Function only available for « Les Décideurs » users.

1. Add a subject to your email
2. Choose recipients. You can search for specific recipients with the input box, or choose a recipient profile to select all users in that profile.
3. Or choose users directly in the list.
4. Click "submit": recipients will receive an email containing the selected clippings.

＋ Add content

This feature allows you to import external documents into your LuQi account. *It is only available for "Les Décideurs" users.*

Fill in the fields indicated in the pop-up (below) and import a PDF file or an URL link, then click on "Save".

You will find downloaded content in the "Inbox", in selected topic or briefing.

🎓 LuQi Academy

By clicking on this icon, access a page with replays and PDF documents to help you, on the left button (Tutoriels). You will also find the link to register to Cision Académie (*collective online webinars, in French only*).

❓ Help

Access to a page containing training replays: these tutorials explain one or more features of the "Monitoring" module of your LuQi account (*in French, except this guide*).

Organise your monitoring: Topics

In the left column, you can create, modify and personalise your **"Topics"** which establish a **classification plan** for your clippings.

1. Create a new topic. Click on the white plus sign and name your topic.
2. Delete a topic or subtopic section.
3. Drag and drop clippings into your topic/subtopic section (or select your clippings, then use the "classify" icon ▢)
4. Create a subtopic section and name it.
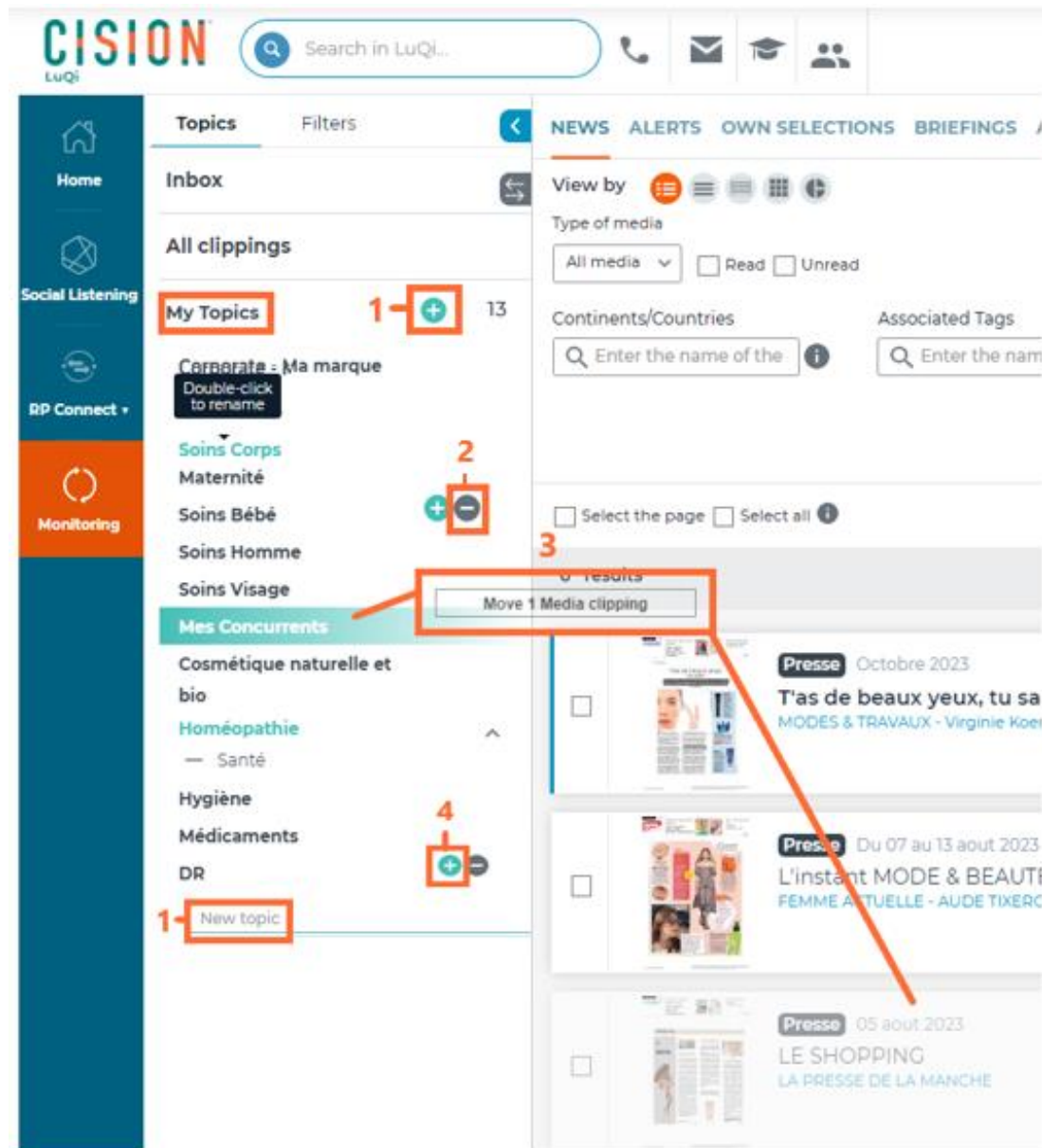
To **change the order of your topic/subtopic** section, click on it, drag and drop it where you want.

It is possible to create "topics" and "subtopics ", **move** them, and **delete** them. A subtopic can be moved to another topic.

To **rename** a topic or subtopic, double-click its name.

💡 *If any clippings have been stored in topic/subtopic you wish to delete, LuQi will first ask you to move your clippings to another topic or delete them.*

Briefings

💡 Briefings contain clippings classified from the "News" tab using the "Classify" icon. Clippings can be stored in a new briefing or in one currently being created (see below).

From "Monitoring" module, in "Briefings" section, find all the briefings in your LuQi account: currently being created, distributed, and those received.

1. Click on the name of a briefing to view it.
2. Click on "see all briefings" to filter them by creation date, and then view them.

Inside a briefing, you can choose the display preferences for your clippings:

1. Change the name of your briefing.
2. Display clippings classified according to your classification plan: your topics will appear into the list.
3. Sort your clips by media type, media outlet, title ("custom" allows you to drag and drop your clippings in the chosen order), and by date (ascending or descending).
4. Filter to display only read or unread news.
5. Move to the next briefing.

Take action on your clippings from a briefing: select clippings. *Functionality only available for briefings currently being created.*

1. Classify clippings into topics or briefings.
2. Add clippings to a selection.
3. Export clippings into PDF, ZIP or Excel format.
4. Share clippings by email in a briefing (see details below).
5. Delete clippings from your briefing.
6. Temporarily hide one or more clippings from your briefing.
7. Show tags on clippings.

By clicking on the icon , you can share the briefing:

1. Enter the title of your briefing, subject of your email and subtitle.
2. "Sender" is the person sharing the briefing.
3. Choose a return email to which your recipients can respond.
4. Choose your briefing template (clippings display).
5. Select a recipient group.
6. Or choose recipients from the list.
7. You can preview your briefing.
8. Receive a test email to check your briefing formatting (test will remain in "being created" briefing).
9. Share your briefing. You will find it in the "briefings distributed"

CISION
Eclaireur de Marques

Customise displays of your briefings from the "account settings" section of this guide.

Own selections

Make clippings selections from "Monitoring" module, inside "News" tab. Select your clippings in the list, then click on "Add to a selection".
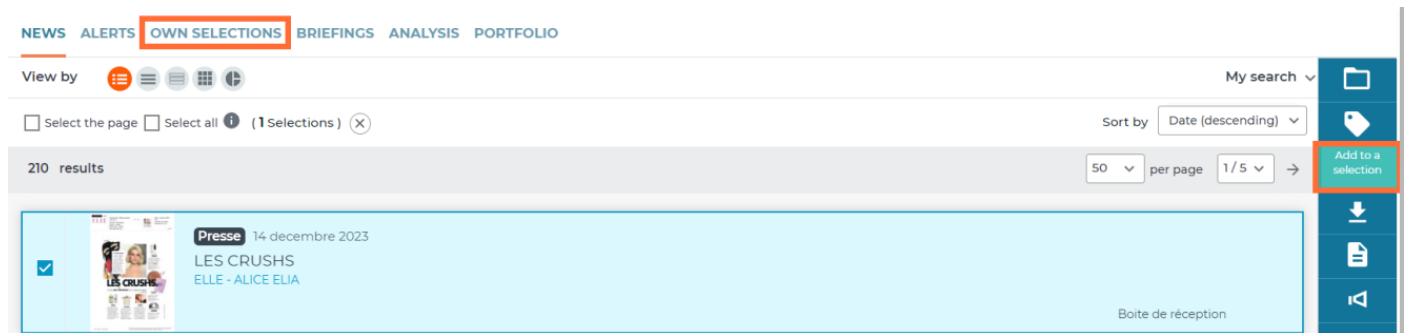
In the pop-up that opens,

1. Add clips to a new selection (name it).
2. Or in an existing selection.

💡 *Clippings will be then visible in "Monitoring" module inside* **OWN SELECTIONS**

Click on the name of a selection to display its details.
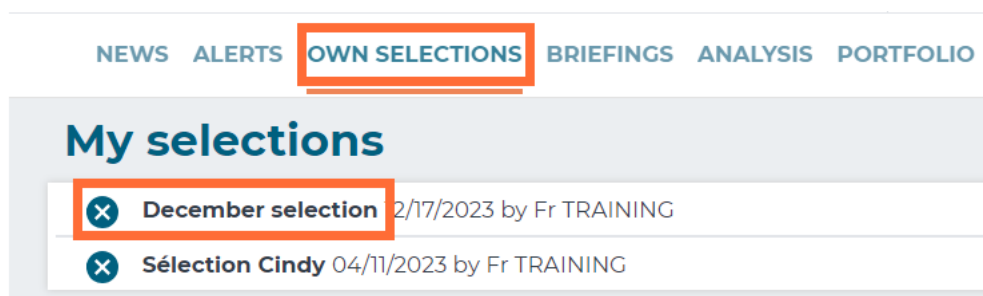
From a selection, you can choose the display preferences for your clippings:

1. Modify the name of your selection.
2. Display clippings classified according to your classification plan: your topics will appear into the list.
3. Sort your results by media type, media outlet, title ("custom" allows you to drag and drop your clippings in the chosen order), and by date (ascending or descending).
4. Filter to display only read or unread news.
5. Click on next or previous selection of your "own Selections".

Take action on your clippings from an own selection: select clippings.

1. Classify clippings into topics or briefings.
2. Add clippings to another own selection.
3. Export clippings into PDF, ZIP or Excel format.
4. Delete clippings from your own selection.
5. Temporarily hide one or more clippings from your selection.
6. Show tags.

Email Alerts

Activate email alerts on your media coverage, by clicking on "Alerts" (see below).

💡 **You can choose between two types of alerts**: "**all clippings**" and "**new alert**" for specific keywords or media outlets.

➢ *By default, an alert on "all clippings" is set every day, 3 times a day (9 am, 12 am and 3 pm) as soon as your LuQi access is activated.*

"All clippings" allows you to receive an email alert with all of your media coverage.

1. Click on Alerts tab's.
2. Choose a maximum number of characters displayed in the email for each clipping.
3. Receive your alert continuously: an email for each new clipping.
4. Receive a grouped email by selecting reception days and times (several days and times can be entered).
5. Receive a grouped email on a chosen day and a fixed time slot.
6. You can also decide to not receive email alert and consult clippings on your LuQi account.
7. Validate to activate your alert.
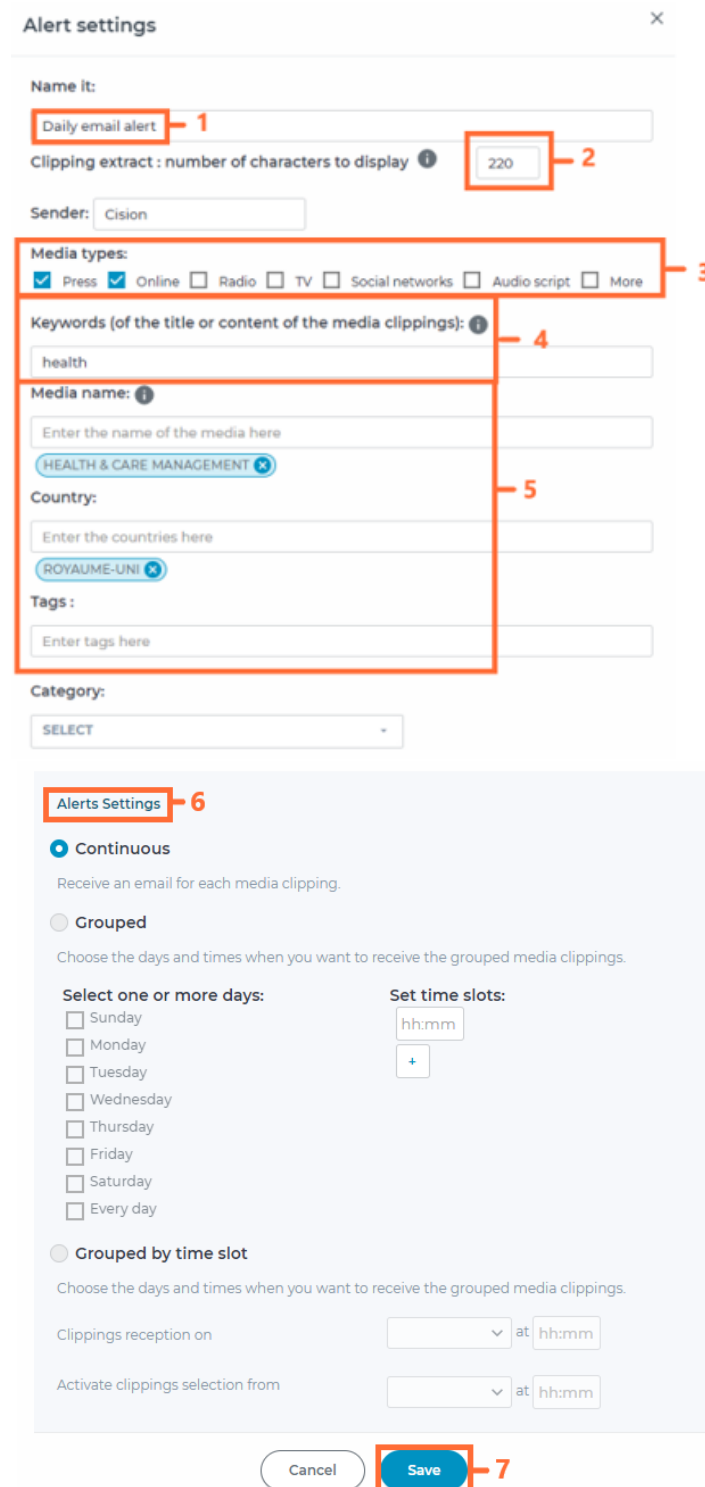
Create a "**new alert**" to receive your media coverage by selecting specific keywords or media outlets.

At the bottom of the page, click on "new alert" button [New alert] .
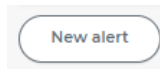
1. Name your alert.
2. Choose a maximum number of characters displayed in the email for each clipping.
3. Choose one or more types of media outlets.
4. Filter clippings with one or more keywords.
5. Add other filters: on specific media name, countries, tags, categories...
6. Set-up the alert options (same for "all clippings").
7. Save to activate the alert.

If you no longer wish to receive this specific alert, click on "delete".

"Analysis"

"Analysis " allows you to create a dashboard using your media coverage. This data can be used in widgets which will allow you to follow trends in your media coverage.
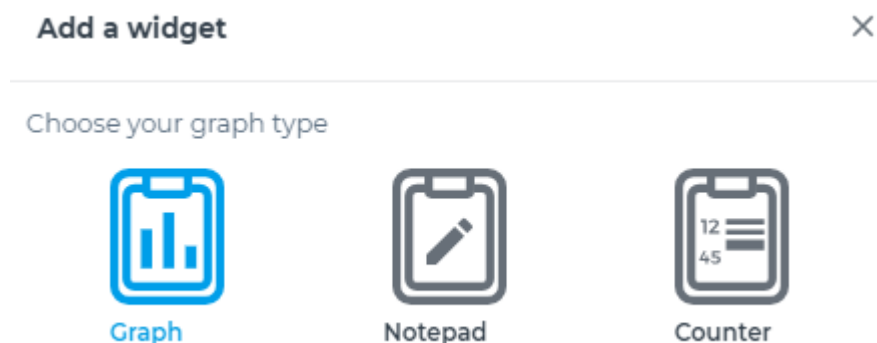
"Analysis" function is only available to "Les Décideurs" users. Dashboard is common to all "Les Décideurs".
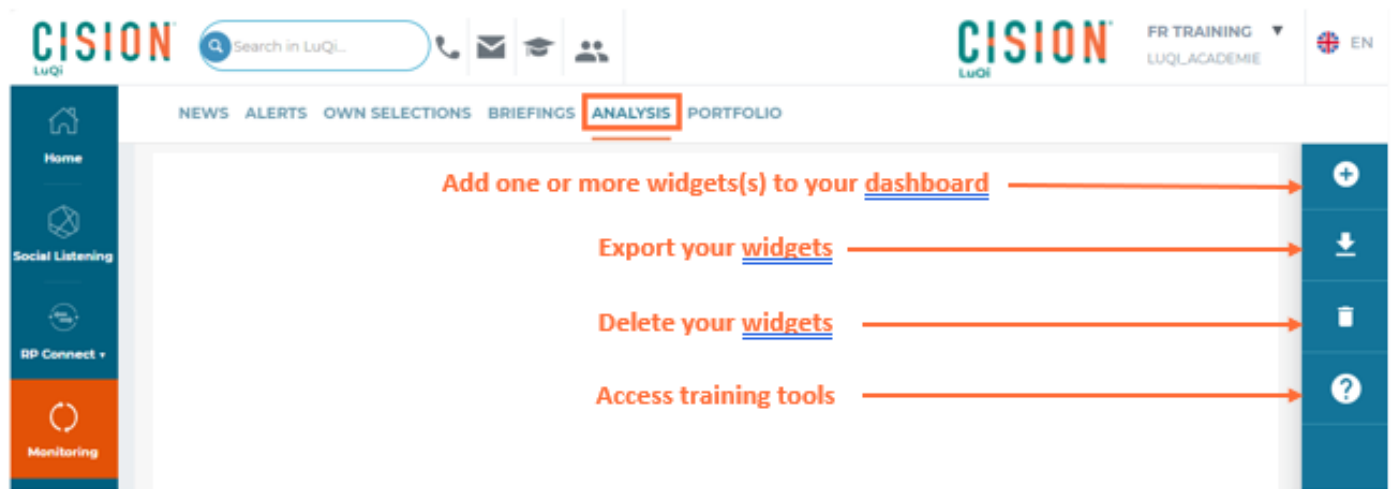
Create your dashboard

To get started, click on "add a chart" (or widget).
Three options are available to create your widget: graph, notepad and counter.

Graphs widgets allow you to track:

- Breakdown by type of media,
- Breakdown by media category,
- Time Breakdown by media type,
- Breakdown by topic and subtopic,
- Breakdown by editorial target,
- Breakdown by sentiment,
- Breakdown by region, country, tag, area,
- Media value,
- Keywords cloud from your media coverage,
- Top 15 sources

Click on the chosen chart from the list (see below), then a pop-up will allow you to name your widget.

You can also add filters to your graph:

- By keywords using operators,
- By period,
- By media type,
- By media category (for example: national daily press, blogs, etc.)
- By topics (to only analyse clippings classified in specific topics)
- Or by tags.

Combine multiple terms with the following operators (in uppercase letters):

AND or a space between terms = all terms must appear in the media clipping
OR = at least one of the terms must appear in the media clipping
EXCEPT = the term preceded by «except» will be excluded from the search
Use quotation marks « ... » to search for an exact phrase.

Use the «*» asterisk to find all the variations of the term.

By clicking "save", you add your widget to the dashboard.

1. View your widget in full screen.
2. Modify or delete your widget by clicking on "options"; or change your chart's style (see below: transformation to "curves").
3. Click on "see the XX media clippings" to display them in "Monitoring" module.
4. Find details of the filters used for your widget.
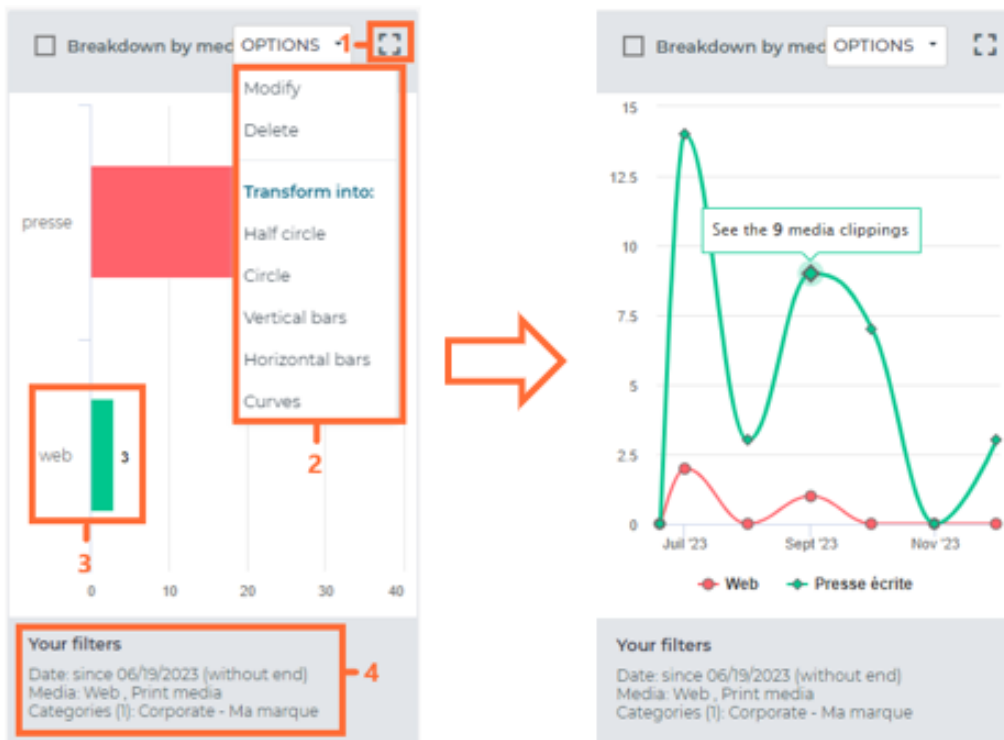
💡 *Widgets update every day with the new associated clippings.*

Notepad widget allows you to have free text areas on your dashboard.

Select "notepad" widget and name it. Once it appears in the dashboard, enter your text directly inside. Your notes are saved automatically.

CISION
Éclaireur de Marques
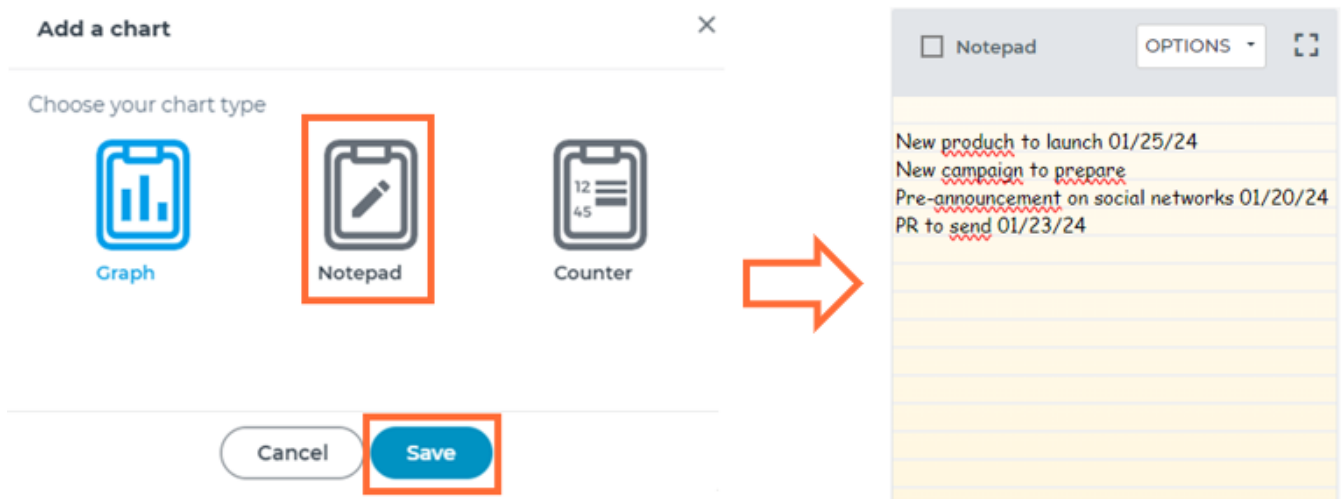
Counter widget allows you to track:

- Number of clippings, media outlets and authors identified in your coverage.
- Opportunities to be seen based on audiences from media outlets.

Choose your counters type, name it. You can filter by adding keywords, a period, a media outlet, a media category, topics or tags.

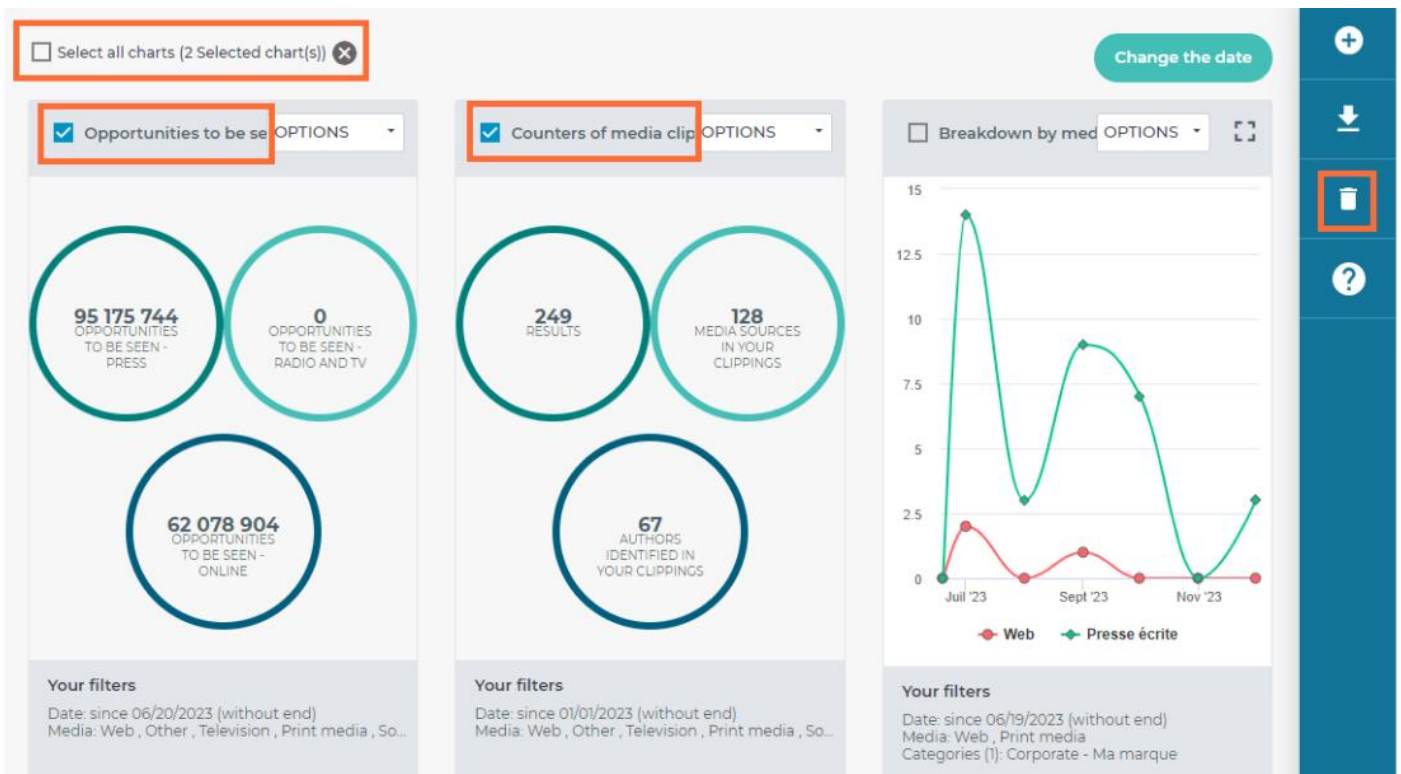By clicking on "options", modify or delete the widget.

Manage your dashboard

With the white plus icon, **add** a new widget to your dashboard.

Drag and drop widgets to change the display of your dashboard: click on a widget then move it to the desired area.

Select widgets you do not need anymore, then **remove them** from the dashboard by clicking on the recycle bin icon

Export

To **export** one or more widgets, select them and click on the "export" icon

Name your export. A PowerPoint file containing your formatted widgets is then downloaded into your browser (and into the "Portfolio" section if you tick the box "Save my export in the portfolio").

"Portfolio"

Inside "Portfolio" section, you can find all the exports made, if you have ticked the box "Save this export in my portfolio".

- CSV – Excel exports of media contact lists,
- PDF briefings,
- Zipped clippings files,
- Charts reports.

1. Sort your documents by date, wording, universe (analysis, monitoring, etc.) or format (CSV, PDF, ZIP, etc.).
2. Select your document.
3. Click on the document's name or "View your document" to download it to your browser.
4. Delete your documents from "Portfolio" section.
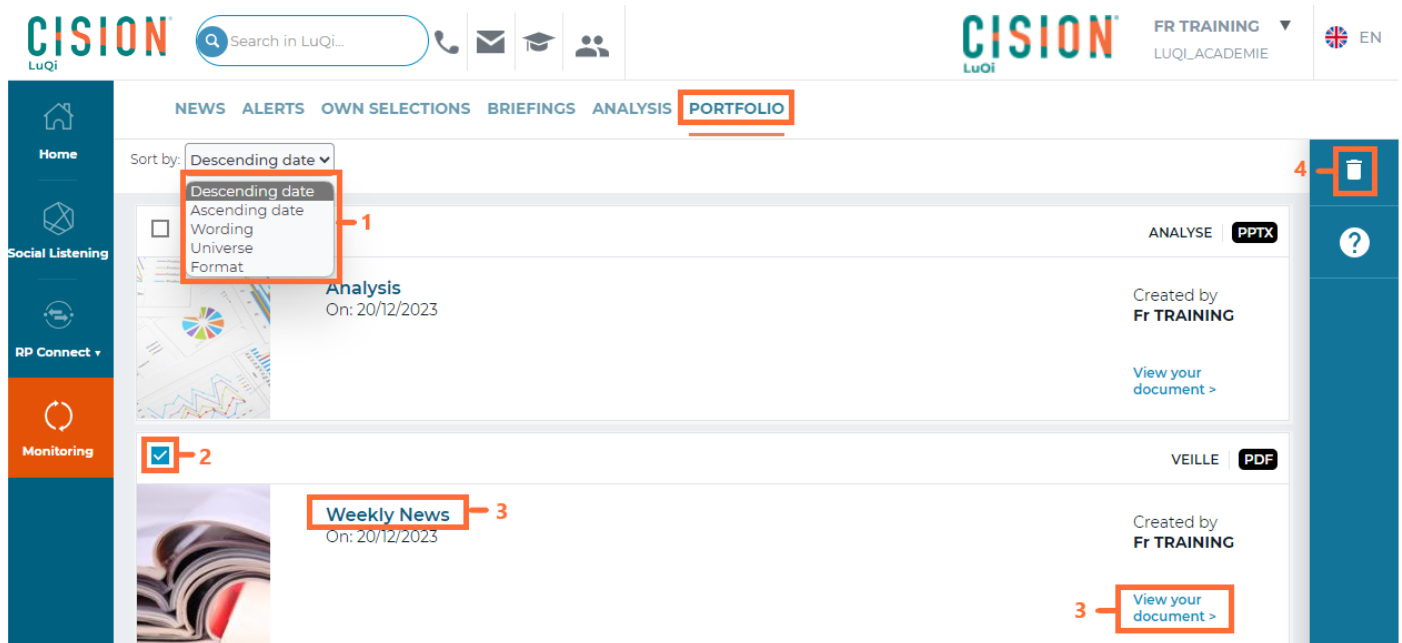
Global search

LuQi global search allows you to easily find:

- Your clippings containing your keywords ("content" category),
- France Media Outlets (*only available for "RP Connect" module subscribers*),
- France Contacts (*only available for "RP Connect" module subscribers*),
- International Media Outlets (*only available for "RP Connect" module subscribers*),
- International Contacts (*only available for "RP Connect" module subscribers*).

1. In the search bar, enter your keywords, then click on "enter" or 🔍 to run your search.
2. Five categories of results are displayed: Contents, France Media, France Contacts, International Media and International Contacts. Click on the blue number to filter the list and to have only access to results from one category.
3. Click on the media name, to view the media outlet form (*only available for "RP Connect" module subscribers*).
4. Click on a clipping to view it in full text on your screen.

By filtering your results on "**Media"** category, find all media containing your keyword (*only available for "RP Connect" module subscribers*).

- Navigate through the different pages that display your results.
- Click on the name of the media outlet to read the details of its form.


By filtering your results on "**Contacts"** category, find all the contacts containing your keyword (*available only for "RP Connect" module subscribers*).

Your personal settings

Access to your personal settings by hovering your mouse over your name, at the top right corner, from your LuQi account.

You will access to a dropdown menu (PDF Setup, Briefings templates, Monitoring User Management).
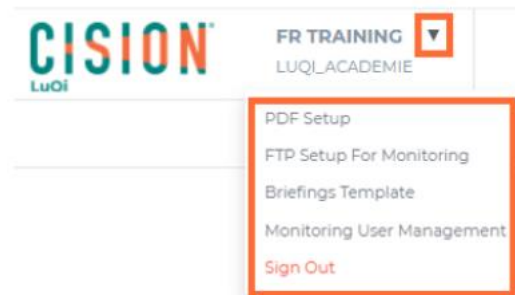
Adding your logo

Click on the pencil icon to the left of your name to add your logo. If a logo is already displayed, you can click on it to change it.

Once downloaded, your logo will be displayed on LuQi platform, the cover of your PDF, and PPT exports and on your emails.

PDF setup

From "PDF Setup" tab, find all the options to customise your PDF exports.

You can customise the cover, summary and dividers of your documents.

1. To enable personalisation, push the button to turn it blue. To deactivate it, click on it to turn it to grey.
2. For each option, click on "personal preferences" to access the customisation interface.
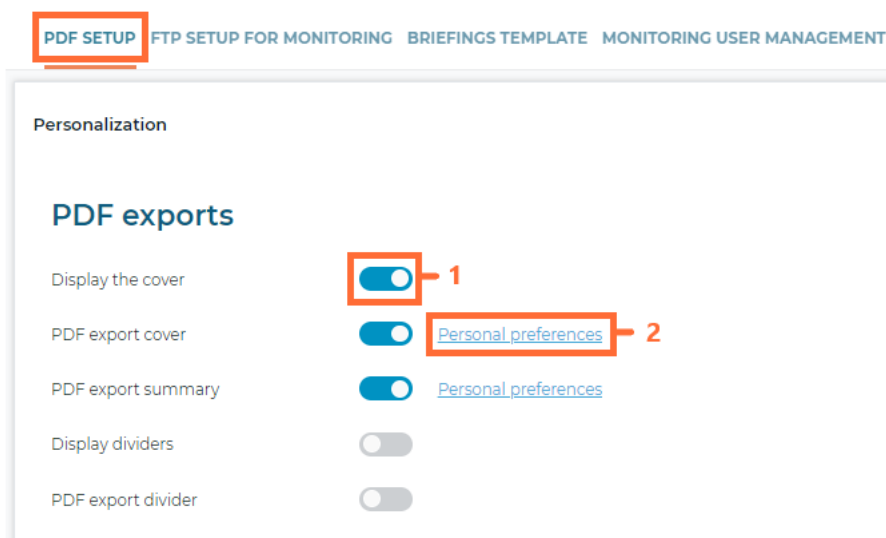
Custom PDF export **cover** of your media coverage (by clicking on "personal preferences"):

1. Click on the top to import your header visual, then click on "Save".
2. Click on the text to define its style (font, size, color…).
3. Click on the bottom to import your logo, then click on "Save".
4. Click "reset" to return to the default style.
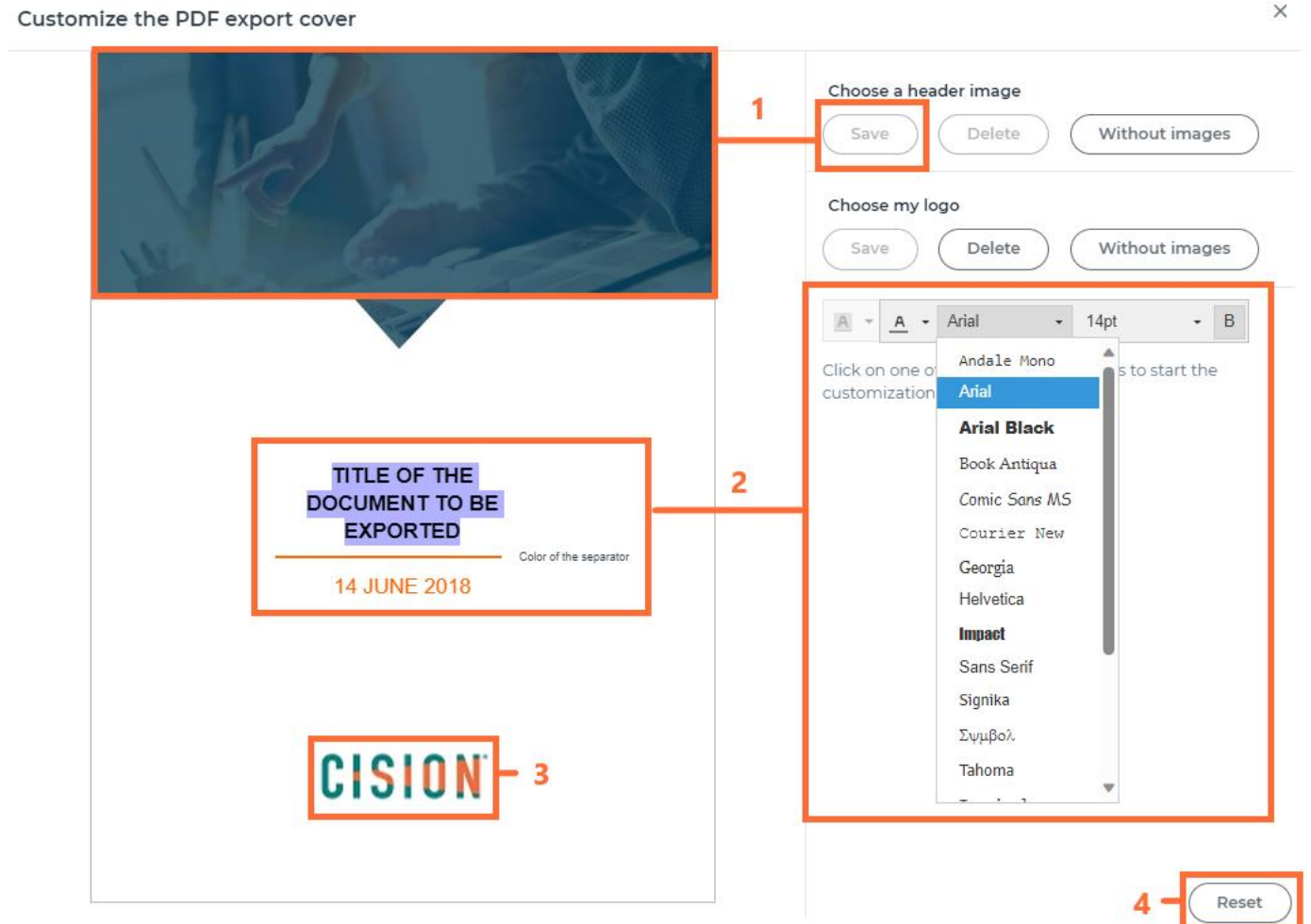
💡 For **image processing**: Zoom in/out the image using your mouse wheel to choose the size. Move the image marquee to place your image.

Custom PDF export **summary** of your media coverage (by clicking on "personal preferences")

1. Click on the top to import your header visual, then click on "Save".
2. Click on the bottom to import your footer visual, then click on "Save".
3. Click on the text to define its style (font, size, color...).
4. Click "reset" to return to the default style.

Custom PDF export **dividers** of your media coverage (by clicking on "personal preferences ")
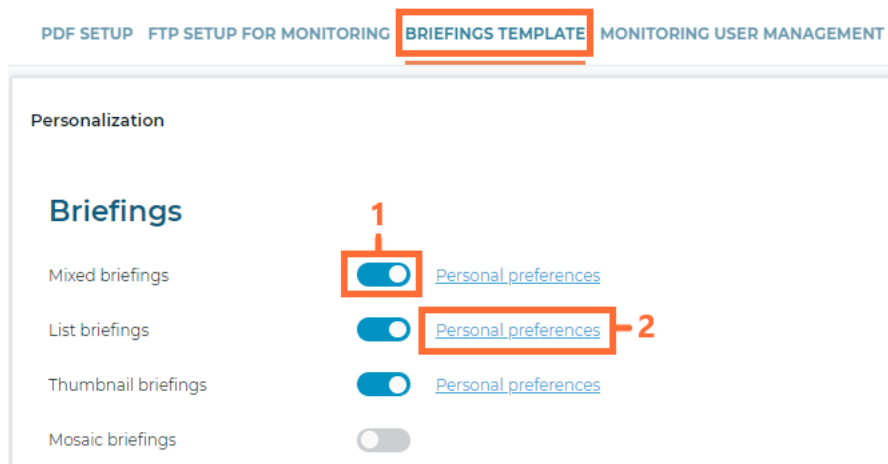
1. Click on the top to import your header visual, then click on "Save".
2. Click on the bottom to import your footer visual, then click on "Save".
3. Click on the text to define its style (font, size, color…).
4. Click "reset" to return to the default style.
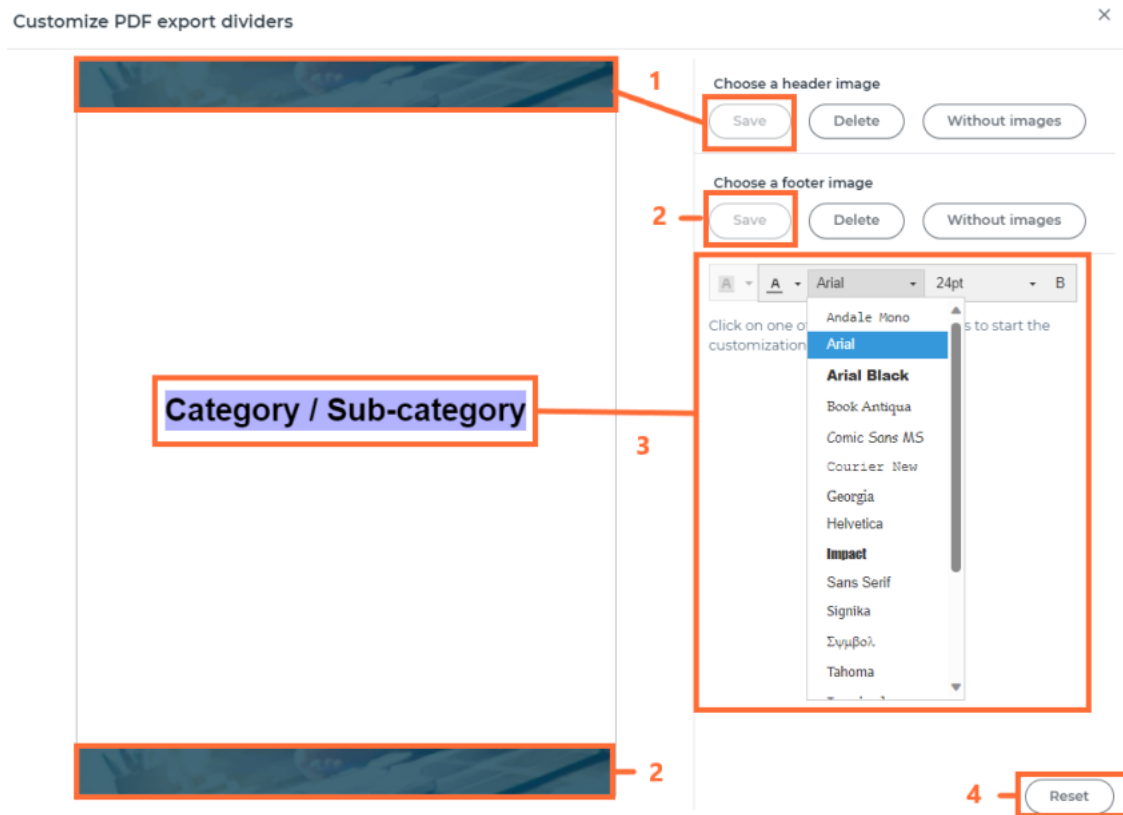
Briefings Templates

From "Briefings Templates" tab, find all the options to customise your briefings. You can choose your briefing style: mixed, list, thumbnail or mosaic. Your choice will determine how clippings will be visually displayed inside your briefing.

1. To enable personalization, push the button to turn it blue. To deactivate it, click to turn it to grey.
2. For each option, click on "personal preferences" to access the customisation interface.

By clicking on "**personal preferences**", you can customise different styles of briefings.

Example below with the **mixed briefing:**

1. Click on the top to import your logo, then click "Save".
2. Click on the text to define its style (font, size, color…).
3. Let in green "show counters" if you do want to see them appearing in your briefing (counters display: number of clippings, by media type, number of different media outlets).
4. Click "reset" to return to the default style.

Monitoring User Management

This tab allows you to view and manage all users of your subscription to LuQi monitoring module (in groups or individually). *Tab only available to "Les Décideurs" profile.*

1. Add briefings recipients is instantaneous. Only add their emails addresses is needed. *Recipient does not have access to LuQi, he is only receiving briefings.*
2. Export users (in an Excel format file), after selecting them in the list.
3. Delete briefings recipients.
4. By default, there are 3 groups of users based on the 3 profiles: Les Décideurs, Les Lecteurs, and Les Destinataires Panorama (for more details, see the section "types of access" of this guide).


If you have "Les Décideurs" access, you can choose **categories displayed** based on profiles. Click on the name of the user group (for example: Les Décideurs), then select categories to display and click on "Validate".

💡 For any request to **create a new "Les Lecteurs" or "Les Décideurs" user**, please send an email to Customer Service specifying last name, first name, position, telephone number, email address and type of profile desired ("Les Lecteurs" or "Les Décideurs").

My account

From "My account", find information about your LuQi budgets.
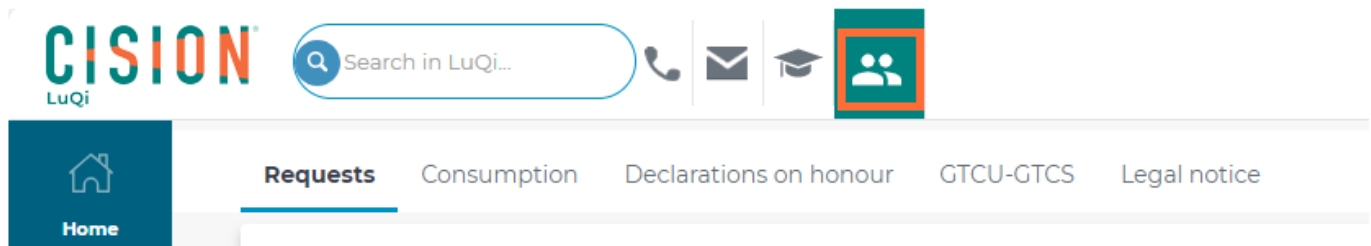

In "**My requests**" section, find all your requests sent to CISION Customer Service:

- via "clipping request" button on "Monitoring" module.

- via online chat (*available only for RP Connect subscribers*).

- Via the "order" button (to order audio or video extracts).

From this "my requests" tab, you can follow requests already submitted and their processing progress.

1. Filter your requests by reception channel, date or module ("Veille" (Monitoring) or "RP connect").
2. Filter your requests by type (Signalement, commande, modifier mon domaine expéditeur, autre demande) or by status (En cours (In progress), Réceptionnée (Received), Traitée (Processed)).
3. Tick the box to only display requests you have submitted.
4. View details of a request.
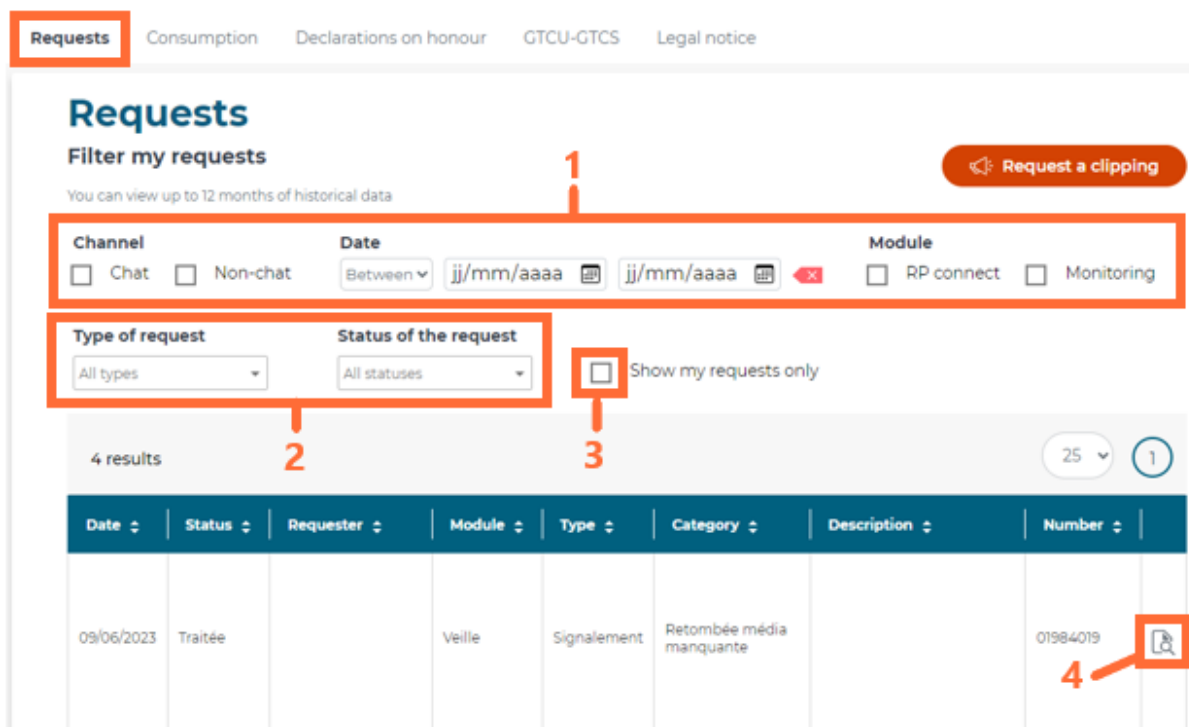
In "**Consumption**" section, find your consumption in detail.

- Consult your balance of clippings already consumed (since the starting date of your "package" contract or since the starting date of your current series of units).
- Download (in a CSV file) details of the clippings already consumed.

In **"Declarations on honour"** section, you will find details (i.e. declaration number of recipients of media coverage).

💡 *Each modification made to the list of users and/or users groups results in an update of the declaration on honour. It must be up to date for copyrights. If this is not validated by one of the "Les Décideurs", then access to LuQi account will be suspended.*

1. Modify your declarations on honour (*for "Les Décideurs" profiles only*).
2. Download your declaration in a PDF format (to valid and archived declarations).
3. By clicking on "details", view users groups, number of users per group, as well as number of themes to which groups have access.