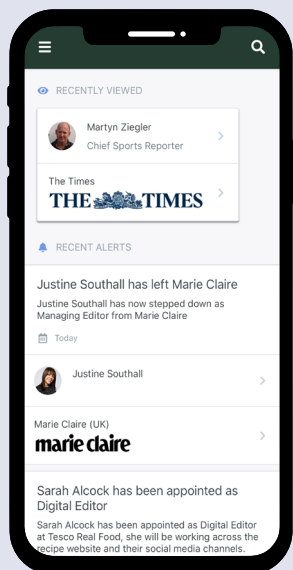# Navigating the new Roxhill Media mobile app

The Roxhill Media mobile app allows you to access your most important tools on-the-go. Search Journalists and Outlets, access your Streams, Lists and Activities from your pocket.
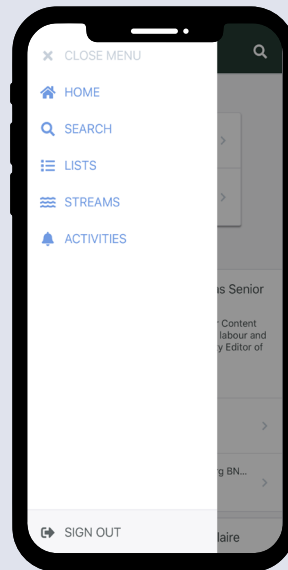
Log into your Roxhill Media account

- Once you've downloaded and/or updated the Roxhill Media app on your phone, you will be asked to log in.

- Your log in credentials are the same on mobile as they are on your computer.

- If you've forgotten your password, you can tap "Forgotten your password?" and follow the instructions to reset it.
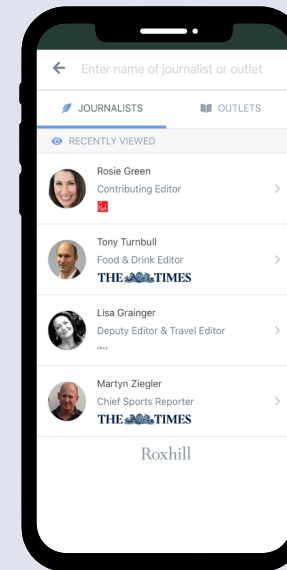
Your homepage

- Your app homepage is defaulted to display your recent alerts, which you will have set up in your ≋ Streams.

- Specifically on the homepage, all your alerts are displayed together, in order of release.

- If you've performed a 🔍 Search within the app, you will see it displayed under 👁 Recently viewed
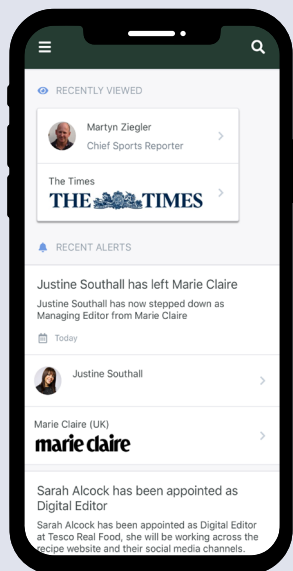
Navigation

- Tap the ☰ icon to open the navigation bar.

- From here, you can access your 🏠 Homepage, 🔍 Search, ☰ Lists, ≋ Streams and 🔔 Activities, or you can ⏏ Sign Out.

- To close the menu, simply tap Close Menu or tap the right-hand side of the screen.

- You can ⏏ Sign Out of your Roxhill Media account at any time.
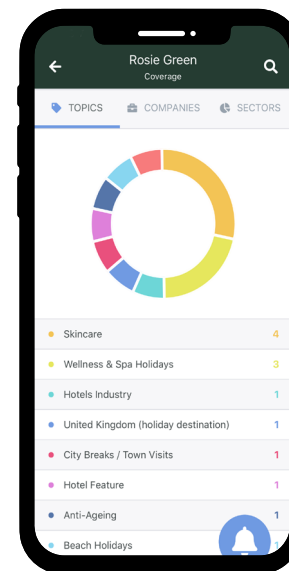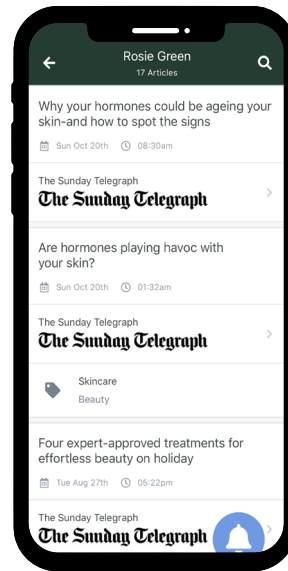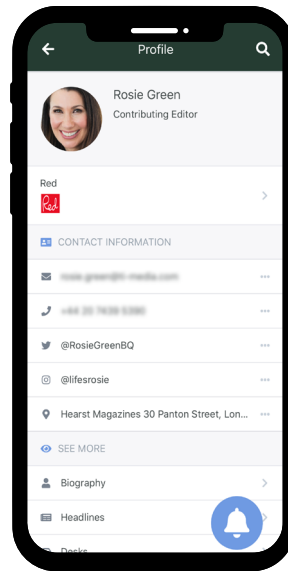
Search

- Tap 🔍 Search to open up a new search.

- Toggle between the Journalists or Outlets tab depending on what you're searching for.

- Journalist and/or Outlet suggestions will come up as you type.

- Your Recently Viewed Journalists and Outlets are displayed for quick access, should you need them again.
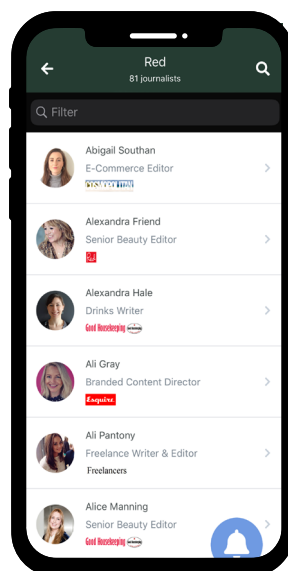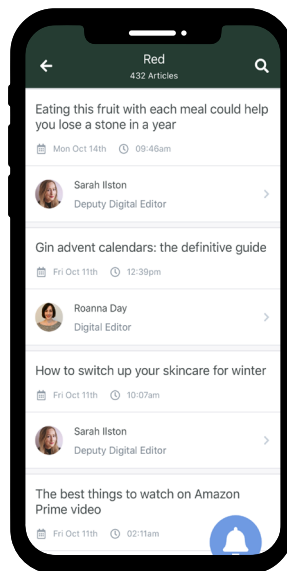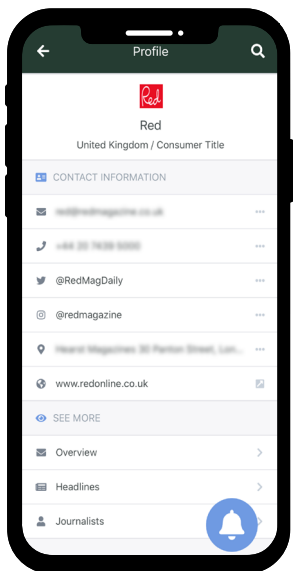
Quick Search

- To perform a 🔍 Quick Search, tap the 🔍 icon on the top-right-hand corner of your screen.

- Start typing in the name of the Journalist or Outlet you'd like to find. Suggestions will start to appear.

- Tap the Journalist or Outlet you're looking for, and you'll be taken to their Journalist or Outlet profile.
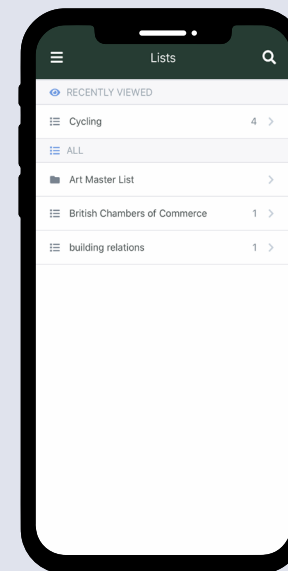
Journalist Profiles

- Tap into a 🖋 Journalist Profile to get the information you need, as you would on the desktop app.

- See everything from the Journalist's contact details to their biography, recent headlines, desks, sectors they cover and the topics they write about.

- Tap the 🔔 icon to add an Activity in relation to that Journalist. See page 3 for more information on 🔔 Activities.

Outlet Profiles

- Tap into an 📖 Outlet Profile to get the information you need, as you would on the desktop app.

- See everything from the 📖 Outlet's contact details to their overview, recent headlines, and journalists writing for them.

- Tap the 🔔 icon to add an Activity in relation to that Outlet. See page 3 for more information on 🔔 Activities.
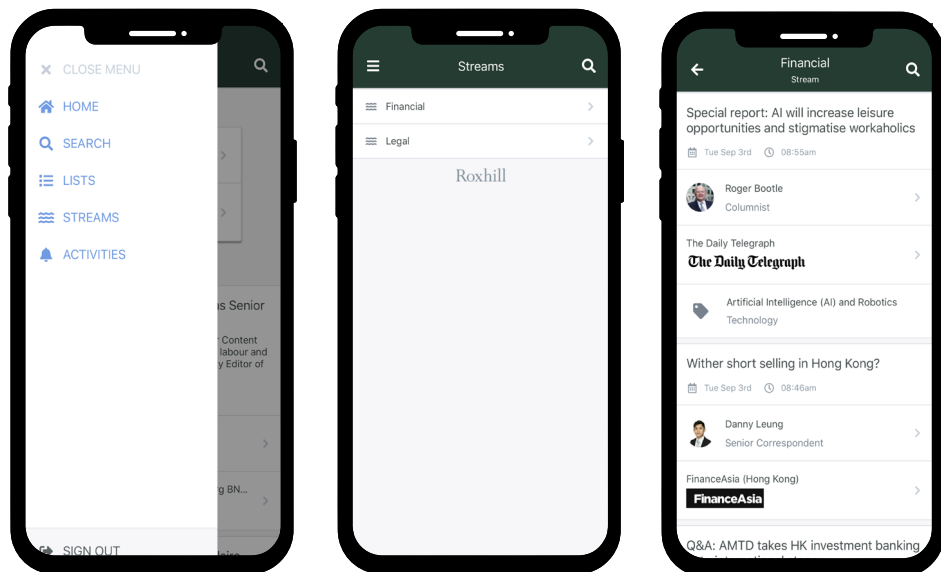
Lists

- Go into ☰ Lists to view your folders and lists as you would on desktop.

- Tap the list you need to view the journalists you've included in each list.

- Your most 👁 Recently Viewed list will appear at the top.

Note: You cannot add or remove journalists from your lists on the mobile app.
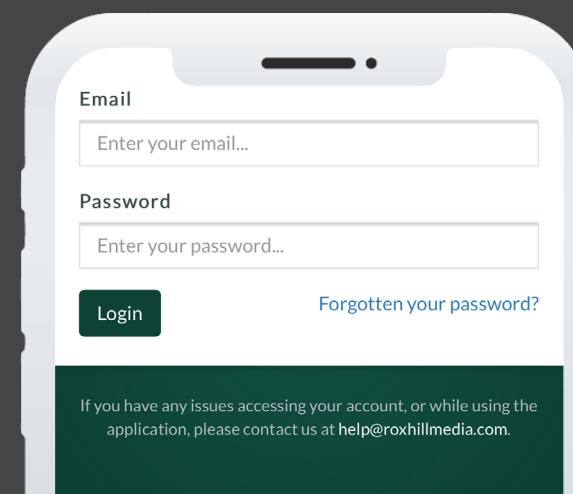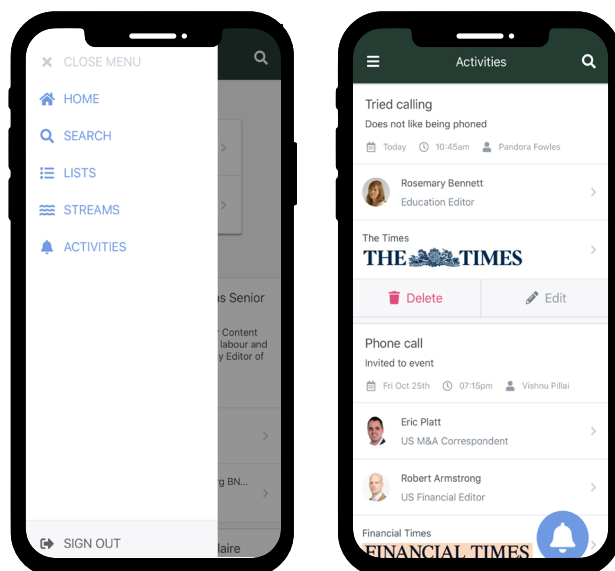
Streams

- Tap into your ≋ Streams to access the alerts you set up on the desktop app.

- You will see a list of all the different ≋ Streams you set up. If this appears empty on your screen, ensure that you've set up ≋ Streams on your desktop app.

Note: You cannot edit or create new streams from within the app. This must be done on the desktop app.
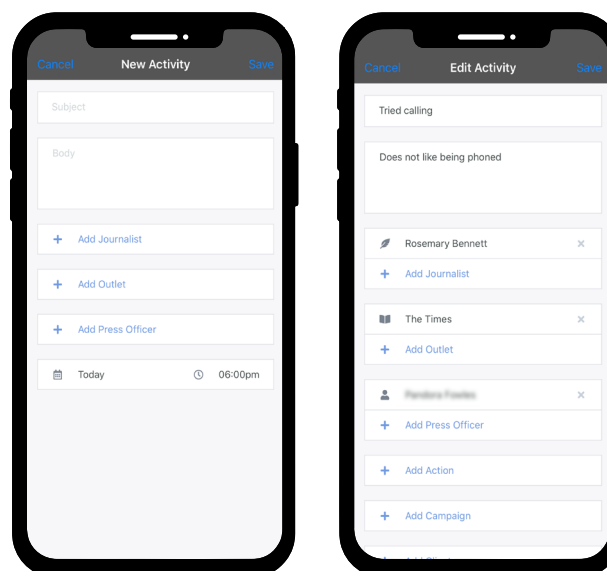
Top Tips

Activities

- Tap into 🔔 Activities to view a list of notes taken by you and the rest of your team.

- You can view these notes, edit or delete them.

- To create a new 🔔 Activity, tap the blue 🔔 icon on this or any Journalist/Outlet page.

Note: Any Activity you add or create on mobile or desktop will be visible to the rest of your team.

- Creating a new 🔔 Activity is very simple. You can add as much or as little information as you need - but make sure you add a ✒ Journalist or 📖 Outlet so you know who the note is referring to.

- You can add a Subject or Body, tag a ✒ Journalist and/or 📖 Outlet, tag yourself or another team member, and add instructions for next steps.