

Roxhill Media List Pages

Contents

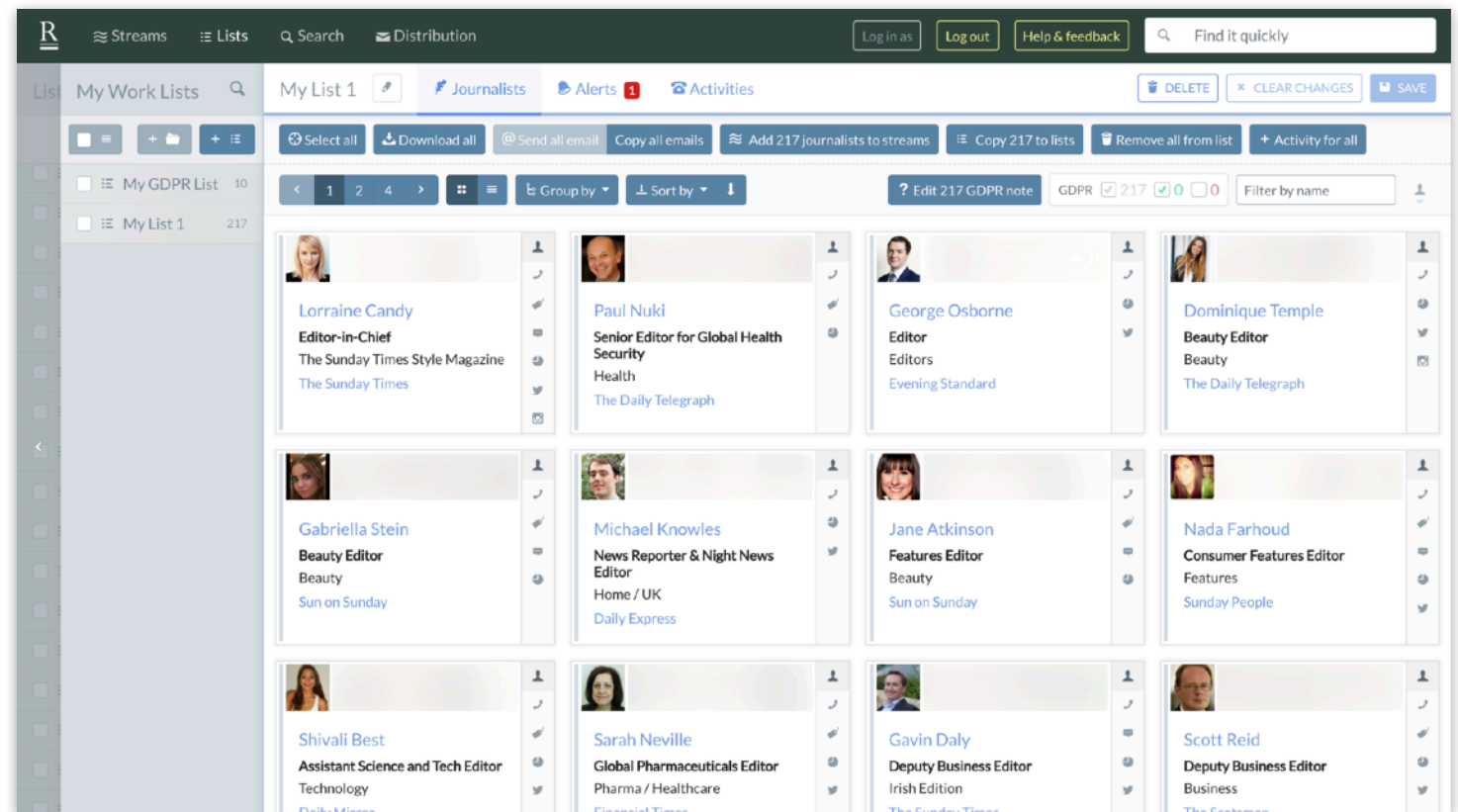
Layout of List Pages	3
Left Navigation	4
List Tabs & Action Buttons	5
Journalists	6
Alerts within a List	7
Activities within a List	8
Adding Journalists to a List	9
Adding a Journalist from a Journalist's profile page	9
Adding a Journalist from an Outlet Page, from Search & from Lists	10
If you have any questions	12

Lists

Layout of List Pages

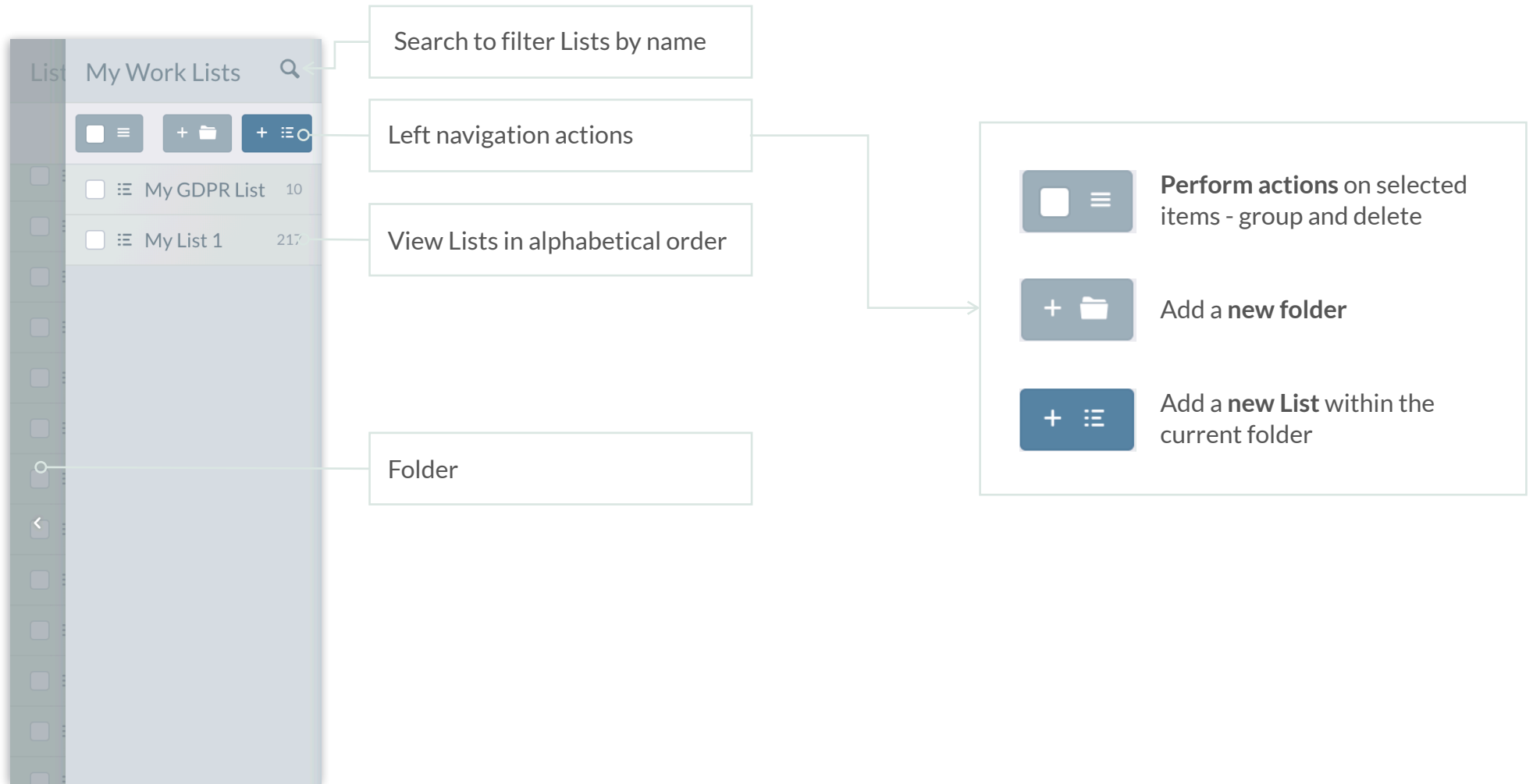
A List contains a selection of journalists which you have grouped together.

You can see all journalists within a List and, from here, view their profile pages. You can perform actions on the journalists - they are; batch emails, adding to Streams, activities and marking their GDPR levels.



Lists

Left Navigation





Lists


List Tabs & Action Buttons


Edit the name of the current List.


Save and Delete the current List. You can also clear any changes you've made prior to save.


My List 1 


 Journalists

 Alerts 1

 Activities

 DELETE

 CLEAR CHANGES

 SAVE

Journalists displays all journalists who have been added to the List.

Alerts shows the most recent moves and appointments for journalists within the List.

Activities shows all activities which have been added for any journalists within the list, in chronological order.

Lists

Journalists

My List 1



Journalists

Alerts 1

Activities

Select all

Download all

Send all email

Copy all emails

Add 217 journalists to streams

Copy 217 to lists

Remove all from list

+ Activity for all

< 1 2 4 >

Group by

Sort by

?

Edit 217 GDPR note

GDPR ☒ 217 ☒ 0 ☐ 0

Filter by name

<div>Lorraine Candy Editor-in-Chief The Sunday Times Style Magazine The Sunday Times</div>	<div>Paul Nuki Senior Editor for Global Health Security Health The Daily Telegraph</div>	<div>George Osborne Editor Editors Evening Standard</div>	<div>Dominique Temple Beauty Editor Beauty The Daily Telegraph</div>
<div>Gabriella Stein Beauty Editor</div>	<div>Michael Knowles News Reporter & Night News</div>	<div>Jane Atkinson Features Editor</div>	<div>Nada Farhoud Consumer Features Editor</div>

All journalists within a List are displayed under the Journalist tab. Once selected, actions on these journalists are available.

Lists

My List 1




Journalists

Alerts **2**

Activities

Alerts within a List

[Select all](#) [Download \(Spreadsheet\)](#) [Dismiss all alerts](#) [Remove all journalists](#) [Add 2 journalists to streams](#) [Add 2 journalists to lists](#)




THE CATERER

Vincent Wood starts as Senior Reporter

Vincent Wood has now started as a Reporter for The Caterer, covering restaurants and food service. He was previously a Production Journalist at The Sunday Times.

Mon Jul 23rd [Vincent Wood - Newsdesk](#)



DAILY EXPRESS


Luke John Smith promoted to Senior Motoring Journalist

Luke John Smith has been promoted to Senior Motoring Journalist at the Daily Express.

Fri Jul 20th [Luke John Smith - Motoring](#)

Each alert panel describes a journalist move or appointment.

To perform actions on these, select the relevant journalists, which the panels relate to.



DAILY EXPRESS

Luke John Smith promoted to Senior Motoring Journalist

Luke John Smith has been promoted to Senior Motoring Journalist at the Daily Express.

Fri Jul 20th [Luke John Smith - Motoring](#)

Lists

Activities within a List

To add a new Activity select [+ Add activity](#) and the right hand panel will appear. Enter details of the Activity and click [Save](#)



You can add activities for multiple journalists. Any saved Activities will be listed and you can search using

Select all		Download (Spreadsheet)		Add all journalists to streams		Add all journalists to lists		Quick find by keyword		+ Add activity	
Lunch Lunch				Journalists		Outlets		Details			
				Jane Croft		Financial Times	Financial Times	Press officer		Alex Northcott	
								Spokesperson		Dan Simon	
								Client		Barclay	
								Status		Draft	
								Action		Incoming	
Tue Sep 5th										<div>Delete</div> <div>Edit</div>	
Interview Interview				Journalists		Outlets		Details			
				Pilita Clark		Financial Times	Financial Times	Press officer		Vishnu Pillai	
								Spokesperson		David Hostert	
								Status		Completed	
Fri Jul 28th										<div>Delete</div> <div>Edit</div>	
Interview Interview				Journalists		Outlets		Details			
				Pilita Clark		Financial Times	Financial Times	Press officer		Vishnu Pillai	
								Spokesperson		David Hostert	
								Client		Barclay	
								Status		Green	
								Action		Proactive	
Fri Jul 28th										<div>Delete</div> <div>Edit</div>	

Record activity [Edit activity tags](#) [Save](#)

[Details](#) [Journalists \(0\)](#) [Outlets \(1\)](#)

Subject

Enter subject

Body

Enter body

Press officer

Karl Boatwright

Action

Select actions

Campaign

Select campaigns

Client

Select clients

Issue

Select issues

Status

Select statuses

Spokesperson

Select spokespersons

Type

Select types

Attachment

No attachment

[Drag and drop or browse files.](#)


Lists

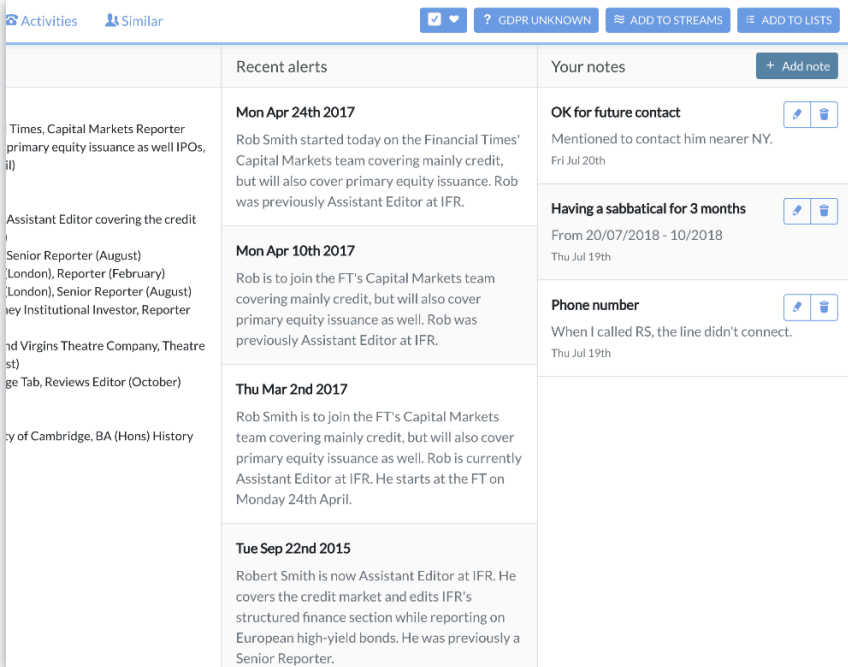
Adding Journalists to a List

There are three ways to add a journalist to a List:

1. From a journalist's profile page
2. From an Outlet page
3. Within the advanced Search
4. From within your Lists

Adding a Journalist from a Journalist's profile page

To add a journalist to a list from the journalist's profile page, click the  button.



The screenshot shows a journalist's profile page with a sidebar on the left and a main content area on the right. The sidebar contains a list of the journalist's roles and outlets, including "Financial Times, Capital Markets Reporter", "Assistant Editor covering the credit", "Senior Reporter (August)", "Reporter (February)", "Senior Reporter (August)", "Key Institutional Investor, Reporter", "and Virgins Theatre Company, Theatre", "ge Tab, Reviews Editor (October)", and "y of Cambridge, BA (Hons) History". The main content area is divided into two sections: "Recent alerts" and "Your notes". The "Recent alerts" section contains three entries: "Mon Apr 24th 2017", "Mon Apr 10th 2017", and "Thu Mar 2nd 2017". The "Your notes" section contains three entries: "OK for future contact", "Having a sabbatical for 3 months", and "Phone number". Each entry in the "Your notes" section has a small icon for editing or deleting the note.

Recent alerts	Your notes
Mon Apr 24th 2017 Rob Smith started today on the Financial Times' Capital Markets team covering mainly credit, but will also cover primary equity issuance. Rob was previously Assistant Editor at IFR.	OK for future contact Mentioned to contact him nearer NY. Fri Jul 20th
Mon Apr 10th 2017 Rob is to join the FT's Capital Markets team covering mainly credit, but will also cover primary equity issuance as well. Rob was previously Assistant Editor at IFR.	Having a sabbatical for 3 months From 20/07/2018 - 10/2018 Thu Jul 19th
Thu Mar 2nd 2017 Rob Smith is to join the FT's Capital Markets team covering mainly credit, but will also cover primary equity issuance as well. Rob is currently Assistant Editor at IFR. He starts at the FT on Monday 24th April.	Phone number When I called RS, the line didn't connect. Thu Jul 19th
Tue Sep 22nd 2015 Robert Smith is now Assistant Editor at IFR. He covers the credit market and edits IFR's structured finance section while reporting on European high-yield bonds. He was previously a Senior Reporter.	

Adding a Journalist from an Outlet Page, from Search & from Lists

Wherever you see several journalists on one page, you can perform actions on them using the buttons in the toolbar above the results.


The interface displays a toolbar with the following buttons: **Select all**, **Download all**, **Send all email**, **Copy all emails**, **Add 660 journalists to streams**, **Add 660 journalists to lists**, and **Activity for all**. Below the toolbar is a navigation bar with pagination (1, 2, 10), view toggles, a **Group by** dropdown, a **Sort by** dropdown, an **Edit 660 GDPR note** button, a GDPR status summary (658 checked, 2 green, 4 red), and a **Filter by name** search box.

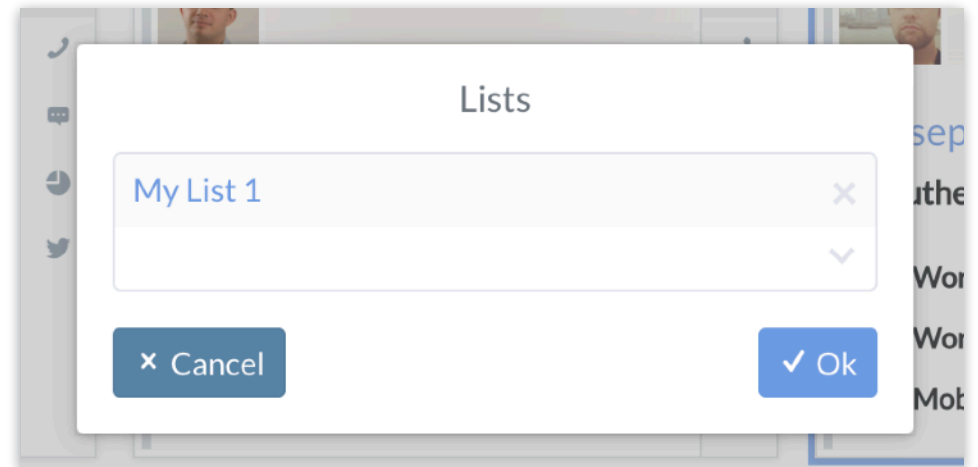
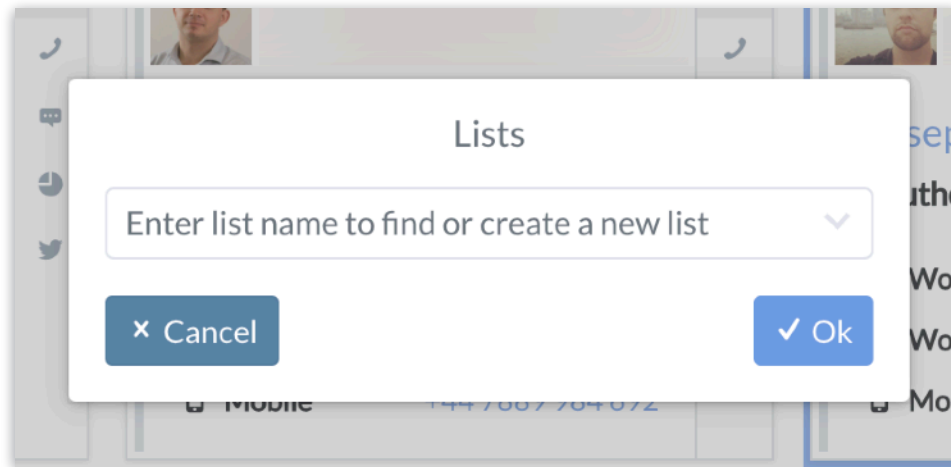
The results are shown as four journalist cards:

- Bruce Love**, Managing Editor
Work: +1 212 542 1288, bruce.love@ft.com
Mobile: +1 202 203 9182
- James Lamont**, Managing Editor
Work: +44 20 7873 3362, james.lamont@ft.com
Mobile: +44 7734 342 496
- Tyler Brûlé**, Editor-in-Chief
Work: +44 20 7725 4388, tb@monocle.com
- Vanessa Kortekaas**, Executive Producer
Work: +44 20 7873 3167, vanessa.kortekaas@ft.com

Within the results pages, select the **Add 660 journalists to lists** button to add all journalists to a List.

The number represents the number of journalists being displayed, in this case 660. To specify which journalists you would like to add, simply click on them to select each one. The number will account for the amount selected.

From the dropdown, select the name of the Lists you would like to add the journalists to and click . Alternatively, create a new List directly by entering a name of your choice.



Contact

If you have any questions

For any questions or if you need any advice, please contact our account managers, by email or phone:



help@roxhillmedia.com



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