Roxhill Media
List Pages

Roxhill
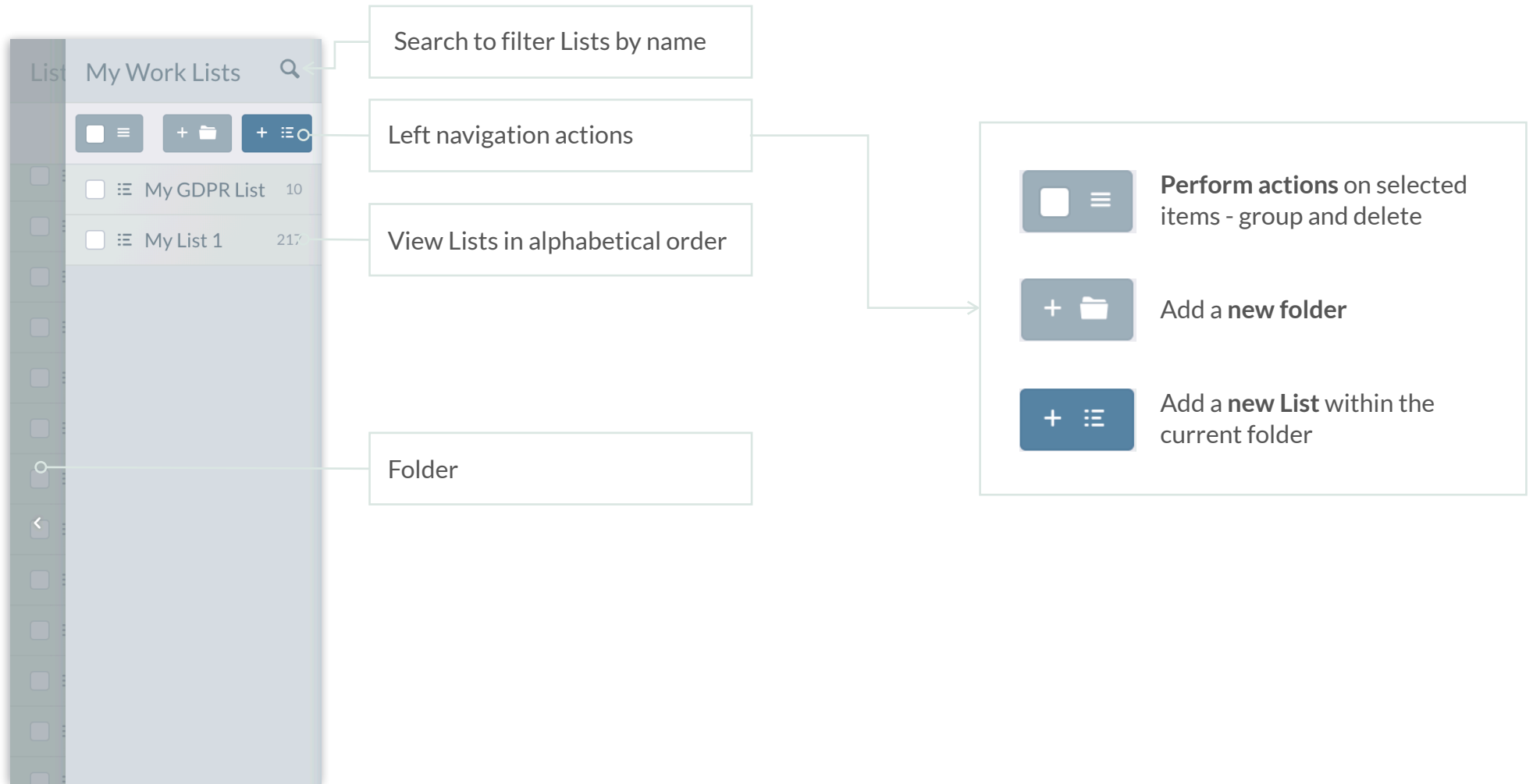
Contents

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.
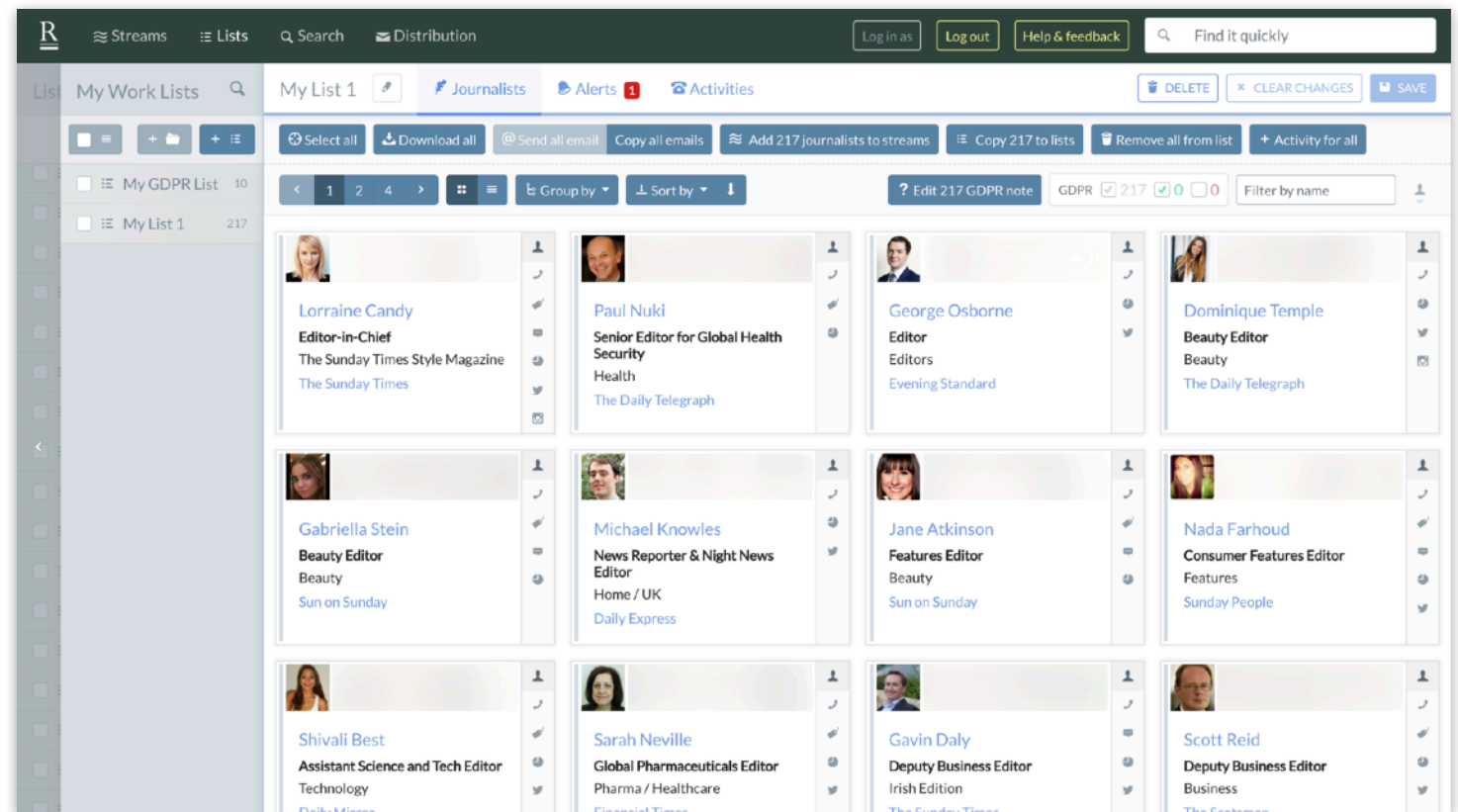
Lists

Left Navigation

List My Work Lists 🔍

My GDPR List 10

My List 1 217

Search to filter Lists by name

Left navigation actions

View Lists in alphabetical order

Folder

Perform actions on selected items - group and delete

Add a **new folder**

Add a **new List** within the current folder

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

⊕ 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

Lorraine Candy
Editor-in-Chief
The Sunday Times Style Magazine
The Sunday Times

Paul Nuki
Senior Editor for Global Health Security
Health
The Daily Telegraph

George Osborne
Editor
Editors
Evening Standard

Dominique Temple
Beauty Editor
Beauty
The Daily Telegraph

Gabriella Stein
Beauty Editor

Michael Knowles
News Reporter & Night News

Jane Atkinson
Features Editor

Nada Farhoud
Consumer Features Editor

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

Lists

Alerts within a List

⊕ Select all   ⤓ Download (Spreadsheet)   ✓ Dismiss all alerts   ✕ Remove all journalists   ≋ Add 2 journalists to streams   ☰ Add 2 journalists to lists   Quick find by keyword

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 [Quick find by keyword]

Lunch	Journalists		Outlets	Details	
Lunch	Jane Croft	Financial Times	Financial Times	Press officer	Alex Northcott
				Spokesperson	Dan Simon
				Client	Barclays
				Status	Draft
				Action	Incoming
Tue Sep 5th				Delete	Edit

Interview	Journalists		Outlets	Details	
Interview	Pilita Clark	Financial Times	Financial Times	Press officer	Vishnu Pillai
				Spokesperson	David Hostert
				Status	Completed
Fri Jul 28th				Delete	Edit

Interview	Journalists		Outlets	Details	
Interview	Pilita Clark	Financial Times	Financial Times	Press officer	Vishnu Pillai
				Spokesperson	David Hostert
				Client	Barclays
				Status	Green
				Action	Proactive
Fri Jul 28th				Delete	Edit

Select all | Download (Spreadsheet) | Add all journalists to streams | Add all journalists to lists | Quick find by keyword | + Add activity

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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

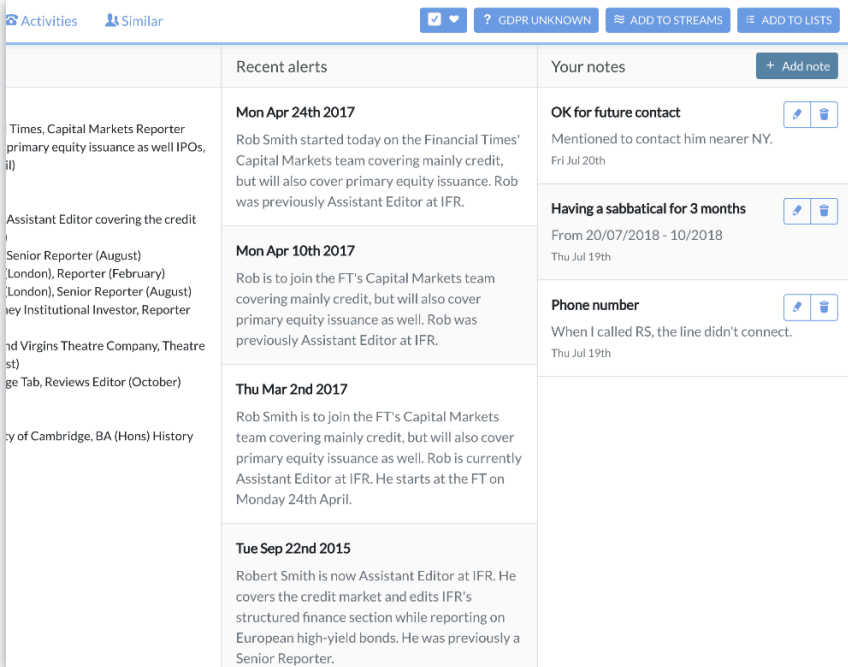Drag and drop or browse files.

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 ADD TO LISTS button.

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.

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 ✓ Ok . Alternatively, create a new List directly by entering a name of your choice.
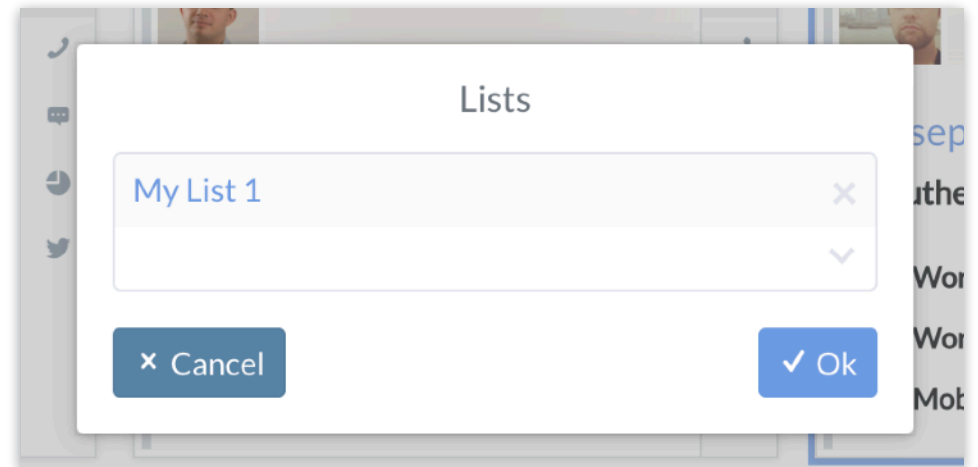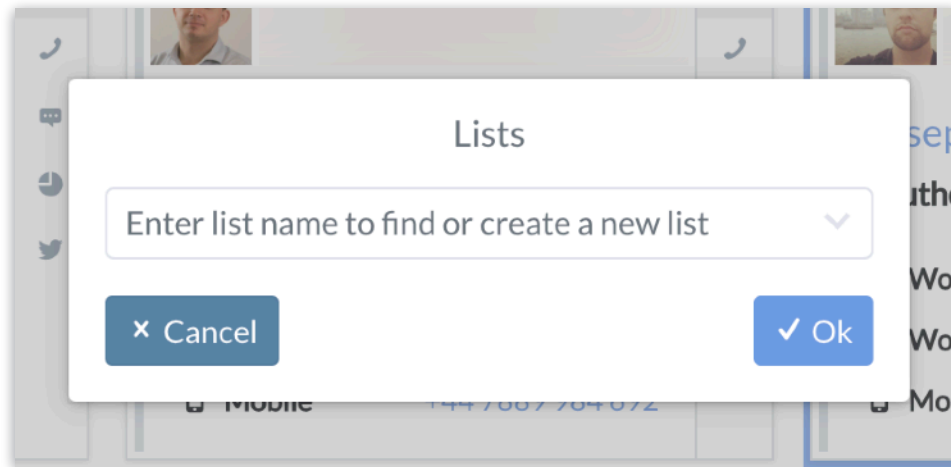
Contact

If you have any questions

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

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