

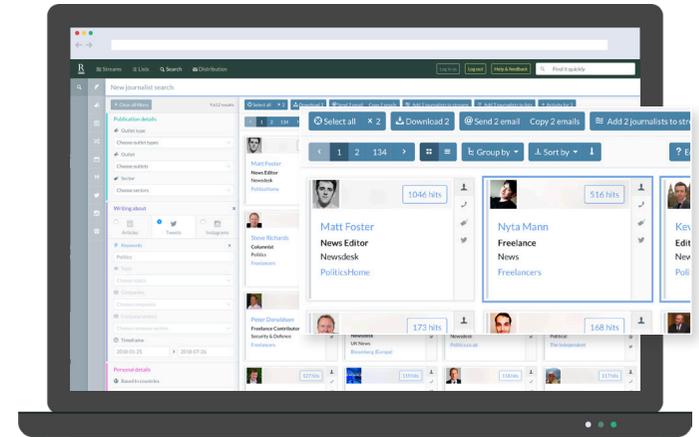


# How to build a media contact lists on Roxhill

Having run a search, you can select journalists from your search results to add to lists. This makes it easier to keep track of and contact relevant people.

## Creating lists from the search results page

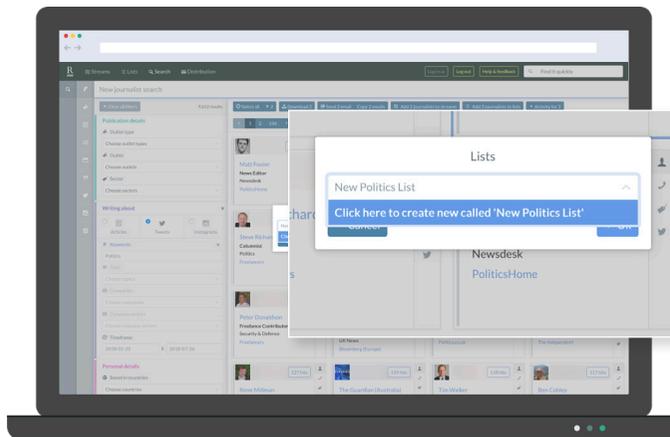
- To select individual journalists, click on the white space within their profile cards.
- Once the journalists have been selected, the outline of the profile card will turn blue.
- To deselect, click the selected journalists profile card a second time.
- Alternatively, you can select all journalists by clicking the **Select all**.
- To deselect all - click the **x2** displaying the number of profile cards selected.



## Adding journalists to your list

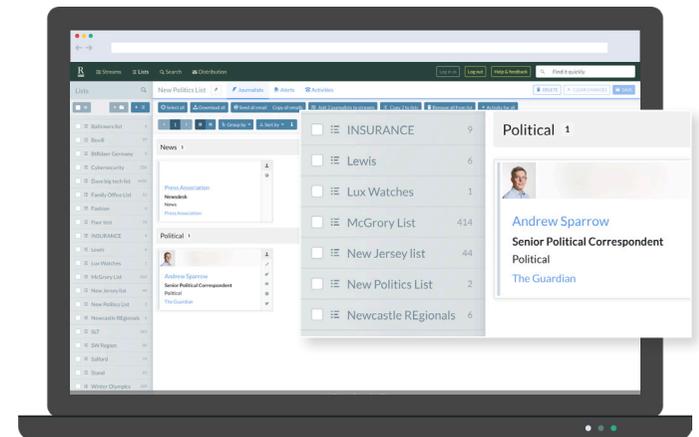
Once you have selected the journalists you want to add to your list.

- Click **Add 2 journalists to lists**. A text box will appear.
- **Either:** Enter the name of an existing list and select it from the drop-down. Select **Ok**.
- **Or:** To create a new list, type in a new list name and select 'Click here to create a new list called...'. Select **Ok**.
- When the green loading bar reaches 100%, the journalists will appear in your list.

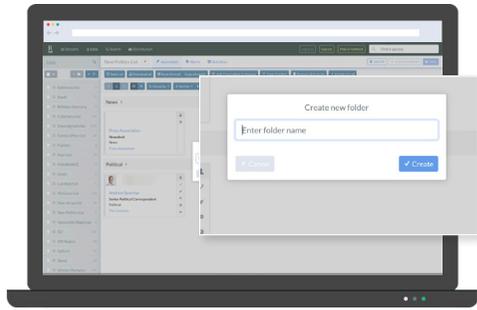


## How to view your new list

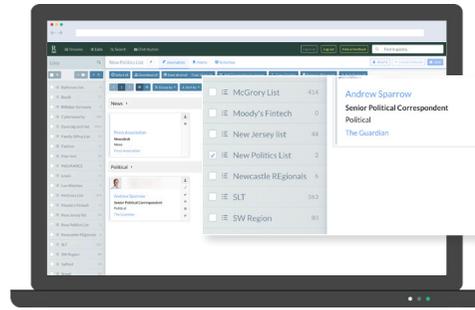
- Select **Lists** from the main menu (top left).
- Your new list will be shown on the left hand side.
- Lists appear in alphabetical order.



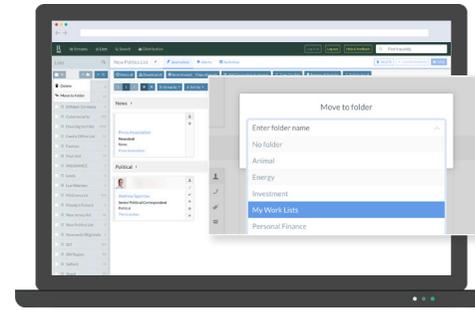
## Organising your lists into a new folder:



- To create a new folder, select .
- Enter a Name for the folder, then click 'Create' Create .



- To move lists into your folder, tick the white box on the left next to the list(s) you want to move.



- Click the button on the top left, just under **Lists** ().
- Select 'Move to folder' and enter the target folder name or select it from the drop-down list.
- Click 'Move' to complete the action. Note: Click arrow on left hand side of screen to go back.

## Use alerts to keep up-to-date on your Journalist moves.

Alerts **75**

Top Tips

If a journalist has changed jobs since your list was created, the 'Alerts tab' will display the number of alerts within your list, detailing all journalists' moves. You can then make the necessary changes to your contact lists.

Don't worry if you've added a journalist twice to the same list; we automatically de-duplicate all lists.

### Did you know?

All team members at your company have access to the same lists; each member can view and make changes

Select all Download all @ Send all email Copy all emails Add 9 journalists to streams Copy 9 to lists Remove all from list + Activity for all

< 1 > Group by Sort by

? Edit 9 GDPR note

GDPR  9  0  0

Filter by name

## Need a little extra help? The navigation bar explained

**Select all** Allows you to select all journalists listed.

**Download all** Allows you to download the selected journalists' details as an excel spreadsheet.

**@ Send all email** Links to your outlook account and automatically adds your selected journalists to BCC.

**Note:** The 'email all' option is limited to 50 email addresses MAX. To send an email to all when there are over 50 addresses use the **Copy all emails** button and then paste the.

**Copy all emails** Lets you copy your selected journalists to your clipboard, and paste where you want.

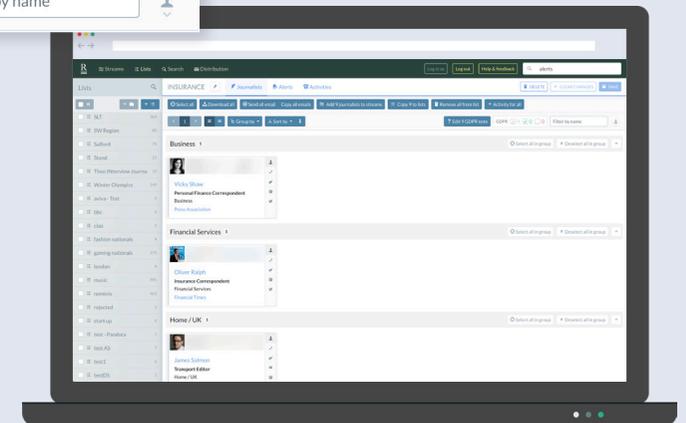
**Remove all from list** Lets you remove all or selected journalists from the list you are currently viewing.

**+ Activity for all** Allows you to make notes that will then be displayed on all of the selected journalists' profiles.

**Group by** Allows you to switch from grid to table view and vice versa

**Sort by** Lets you reorganise all the journalists listed on your page by country, sector, job title and outlet type, frequency or desk.

**Sort by** Allows you to reorganise the journalists in the list by relevance, name, seniority and outlet circulation.



**? Edit 12 GDPR note** Allows you to edit the GDPR status of the selected journalists and record notes.