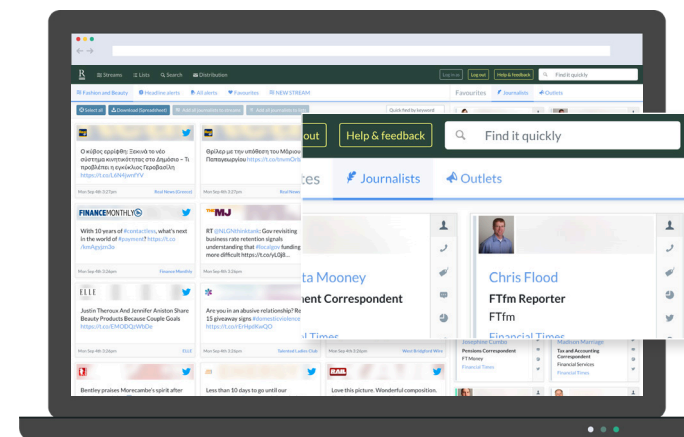


Look up a journalist, outlet or company with 'Find It Quickly'

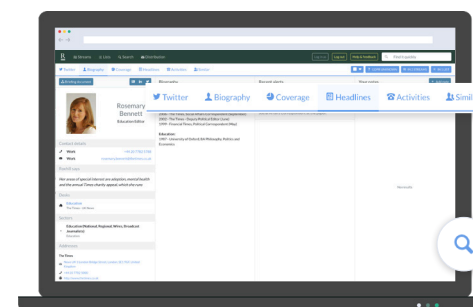
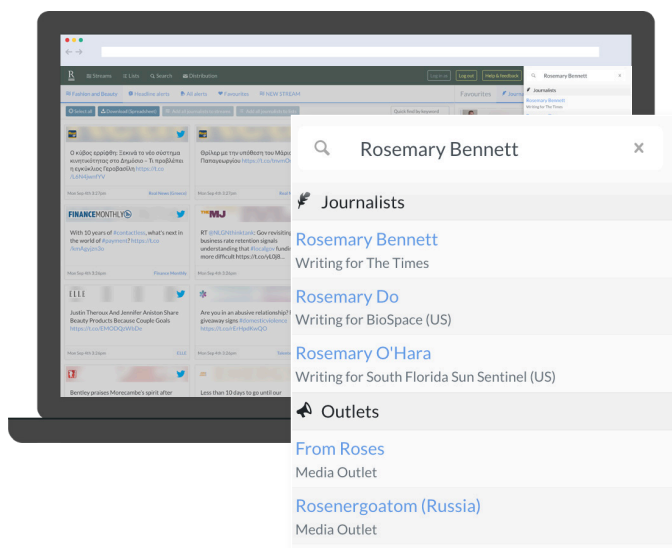
Find it quickly allows you to quickly look for journalists, outlets, companies and desks by typing in their name.

Journalist Search

- To start your search, go to the 'Find it quickly' box located on the top right.



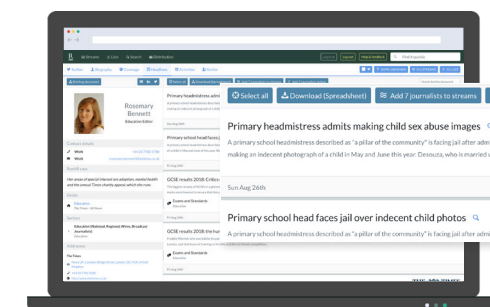
- Type in the name of a journalist.
- Select the name under the **Journalist** drop-down menu.



- You'll now see their **Biography** details.
- Flick through the various tabs to learn more about them.

P.S. Don't forget to check out their live twitter feed.

Discover their latest headlines



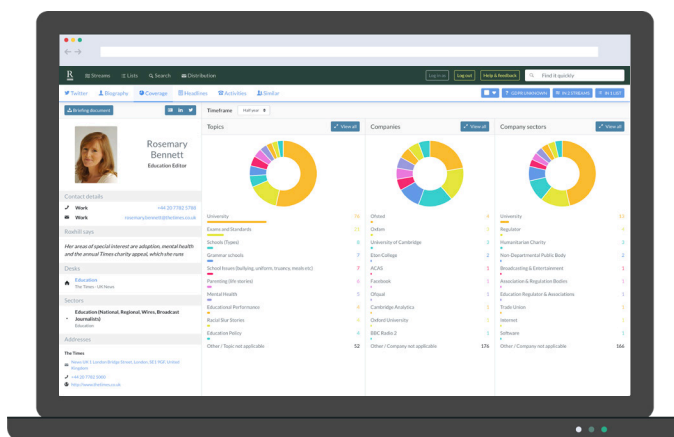
Note: Covers UK Nationals and Regionals only.

- Select the **Headlines** tab.
- Click on the to find the full story via Google search.

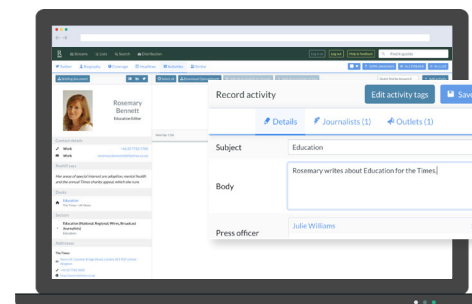
Review their coverage

Note: Covers UK Nationals and Regionals only.

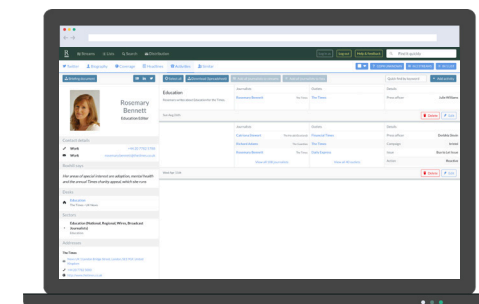
- Go to the **Coverage** tab [Coverage](#).
- Select your preferred timeframe (defaults to last 6 months).
- This displays the top 12 topics or companies covered. Click [View all](#) for a full breakdown.
- Click on a topic or company to display the corresponding headlines.



Need to record an activity?



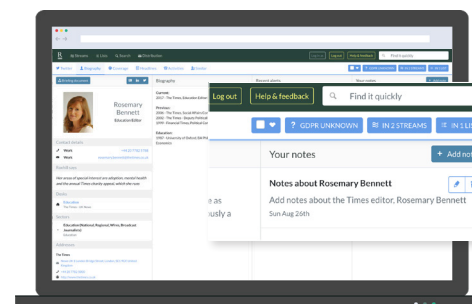
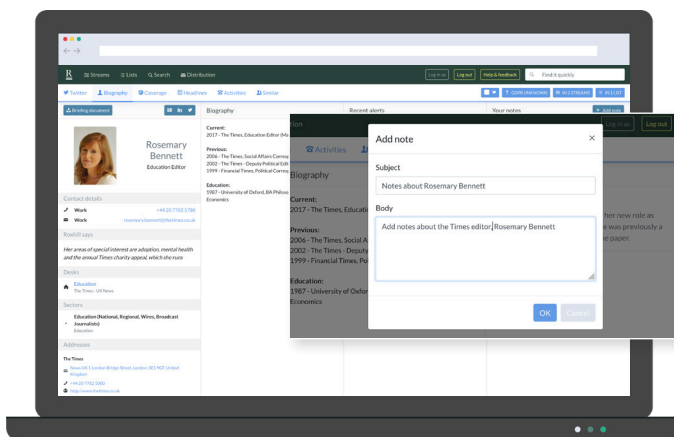
- Click on the **Activities** tab [Activities](#).
- Select the 'Add activity' button [+ Add activity](#) located on the top right.
- Enter your comments and click [Save](#).



- You'll find all notes under your **Activities** [Activities](#) tab.
- To delete simply select your note and click the 'Delete' button [Delete](#).

Need to make notes?

- Go to the **Biography** tab [Biography](#).
- Select the 'Add note' button [+ Add note](#) located on the top right.
- Enter your comments and click [OK](#).



- Your notes will now appear in the right-hand column on the journalist's **Biography** tab.
- To delete your notes simply click the [Delete](#) button.
- To edit your notes click the [Edit](#) button.
- Notes are only visible to you and users within your team.

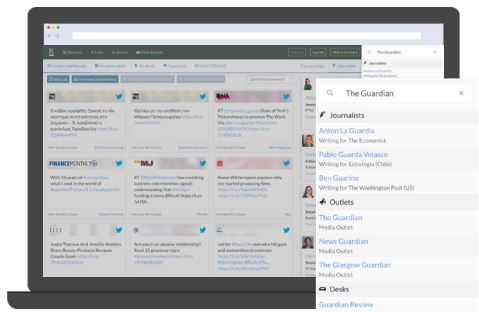
Get a full journalist summary ready for your next meeting or presentation

Top Tips

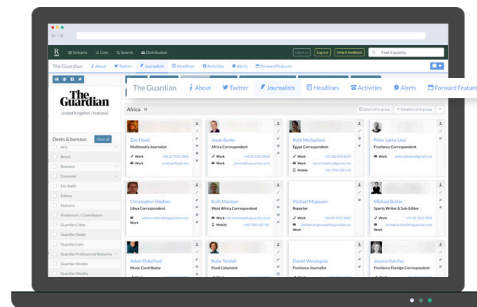
Simply select the [Briefing document](#) located in the journalist profile.



Outlet Search

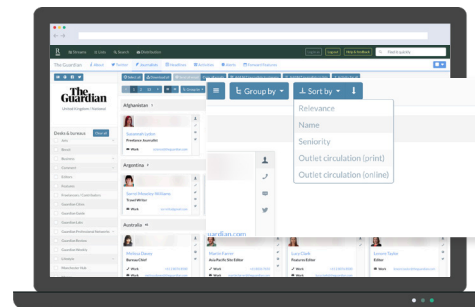


- Type in the name of a media outlet.
- Select the preferred name under the **Outlets** drop-down menu.



- You'll now see an overview of all journalists, desks and bureaus associated with your chosen outlet.
- Flick through the various tabs to see more information.

Group and sort Journalists

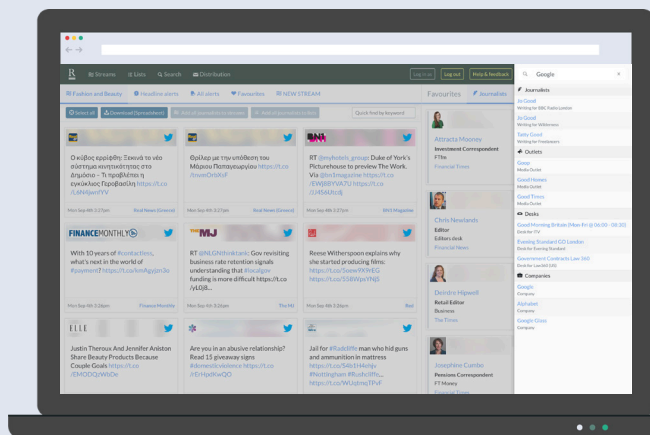


- Select the 'Group by' button **Group by** to group journalists by country, sector, job title and outlet type, frequency or desk.
- Select the 'Sort by' button **Sort by** to sort journalists by relevance, name, seniority and outlet circulation.

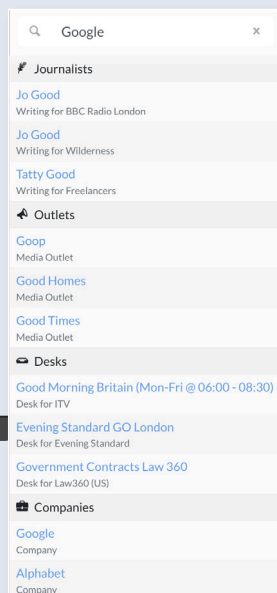
Need a little extra help?

If you need any more help use the [Help & feedback](#) button and we'll come back to you.

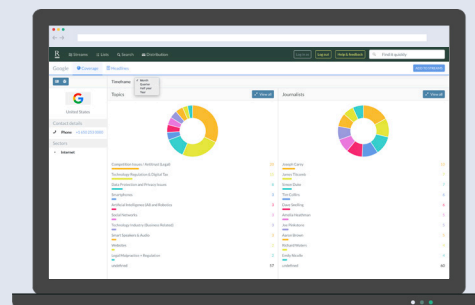
Company Search



- Type in the name of a company.
- Select the preferred name under the **Companies** drop-down menu.
- You'll land on the **Coverage** tab **Coverage**, detailing the journalists writing stories about your chosen company.



Review coverage by Journalist & Topic



Note: Covers UK Nationals and Regionals only.

- Select preferred date range from the drop-down menu (defaults to last 6 months).
- To view by all **Journalists** or all **Topics** click corresponding View all button **View all**.

Want alerts for articles on this company?

Top Tips

- Select the Add to Streams button **ADD TO STREAMS** located on the top right.
- Type in the stream name in the 'Enter stream name to find or create a new stream' textbox or select an existing stream from the dropdown list.
- Select the button.

You'll find your new company alert in 'Streams'.