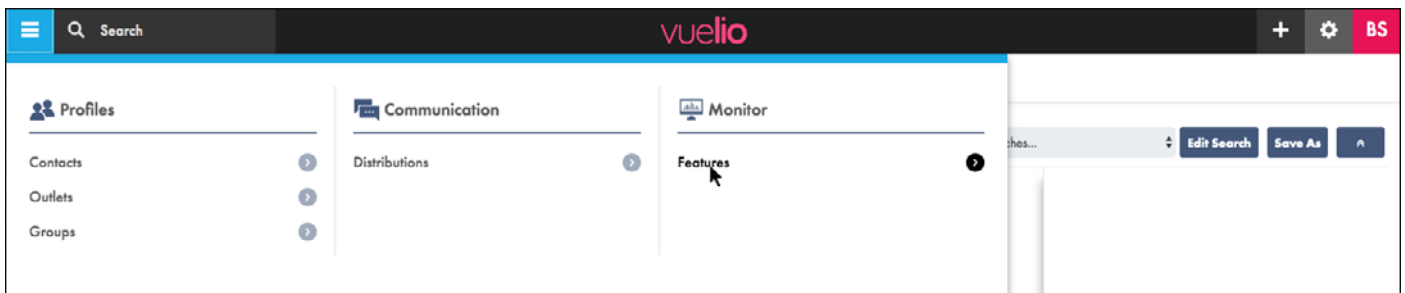


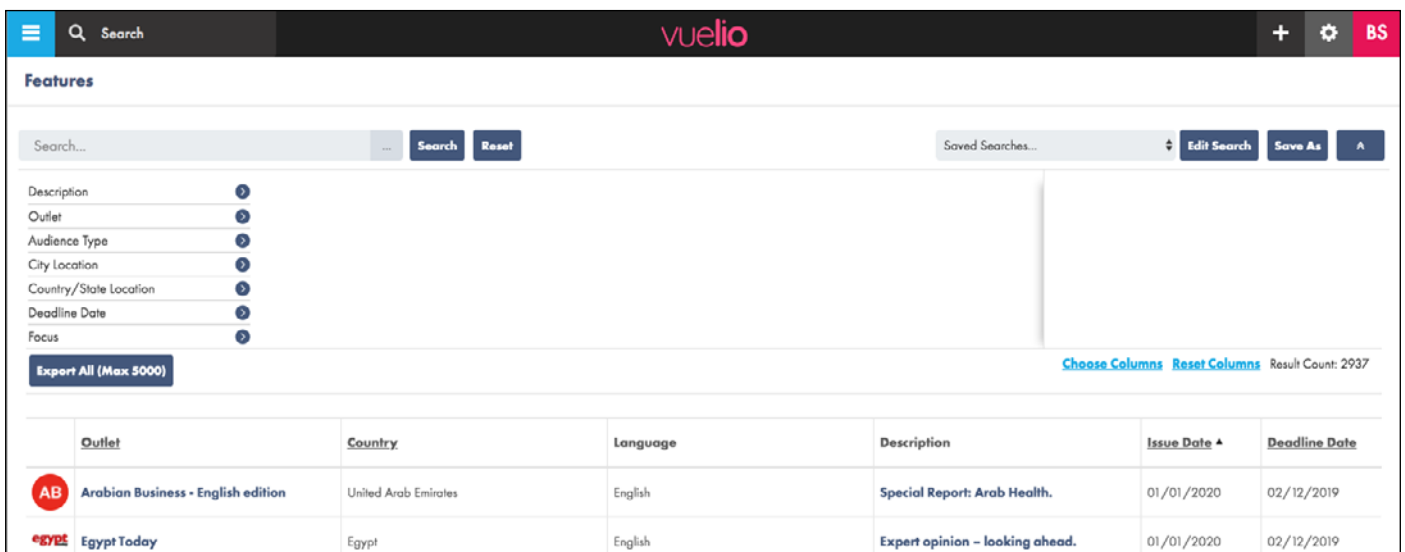
## Editorial Calendars

You can search editorial calendars to find the subjects **Outlets** plan to cover as **Features** in the coming months, which is helpful for planning ahead and identifying coverage opportunities.

To search **Editorial Calendars**, select **Features** from the main menu:



All the available features display on the screen that opens, and you can use one, or a combination, of the **Filter** options at the top of the screen to search for the ones relevant to you:



**Top Search Box** - enables a 'free text' search across all fields.

**Description** - enables a 'free text' search within the feature profile text.

**Outlet** - search for the features from a particular outlet.

**Audience Type** - mostly used to select between **Trade** or **Consumer** titles.

**City Location** - search by the town/city where the outlet is based.

**Country/State Location** - search by the country where the outlet is based.

**Deadline Date** - search by feature deadline date using **From** and **To** date parameters.

**Focus** - search by the editorial focus of the outlet (**International**, **National**, **Regional**, **Local** etc).

**Frequency** - search by the publishing frequency of the outlet (**Weekly**, **Monthly** etc).

**Issue Date** - search by feature publication date using **From** and **To** date parameters.

**Language** - search by the language the outlet is published in (**English**, **Arabic** etc).

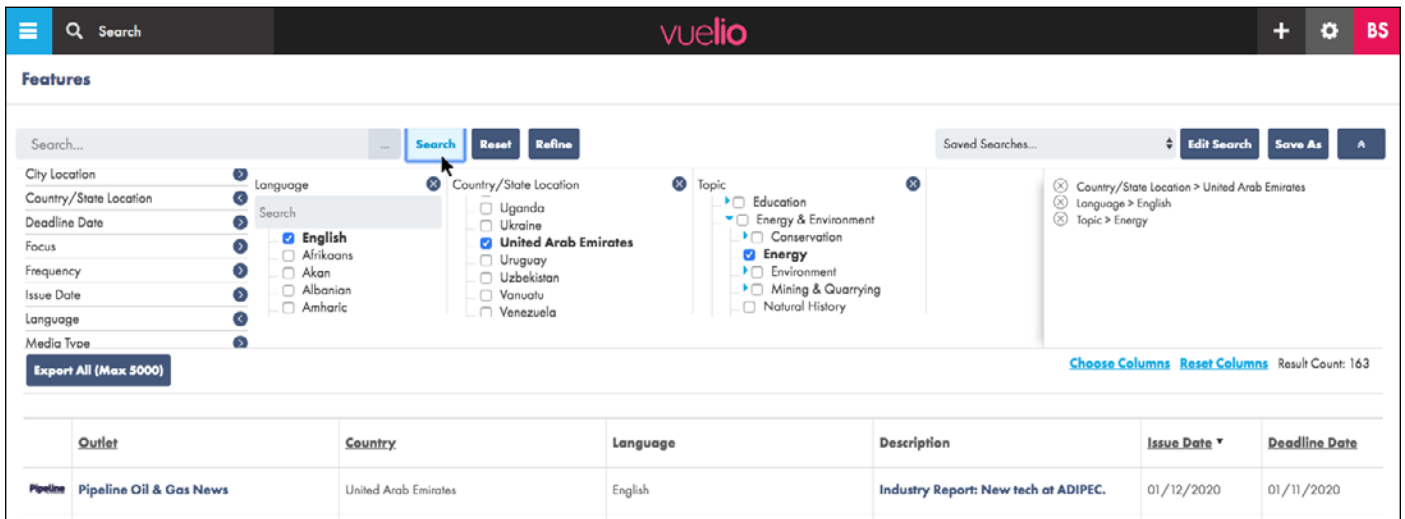
**Media Type** - search by media type (MENA features are only included for **Magazines**).

**Topic** - search for features using topics/interest words.

**Topic (Contact)** - search by the topics/interest words attached to the editorial contact for features.

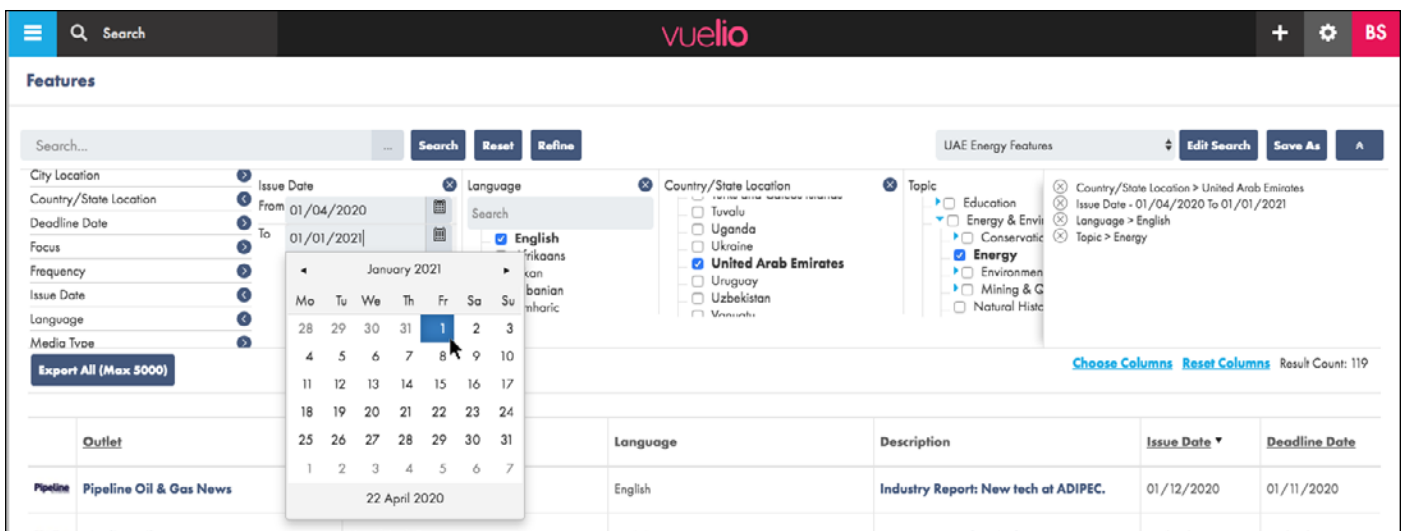
**Topic (Outlet)** - search for features by the topics/interest words attached to the outlet.

A typical search would involve using **Topic** and **Country/State Location**, and you may also want to include **Language** - for example, to find *English* language features relating to *Energy* in the *United Arab Emirates*:



Once you have entered your criteria, press the **Search** button to view your **Search Results**. If required, you can use the **Refine** button to apply further filters to your **Search Results**.

To only include 'forward features' which have yet to be published, use either the **Issue Date** or **Deadline Date** fields to set future **From** and **To** date parameters:

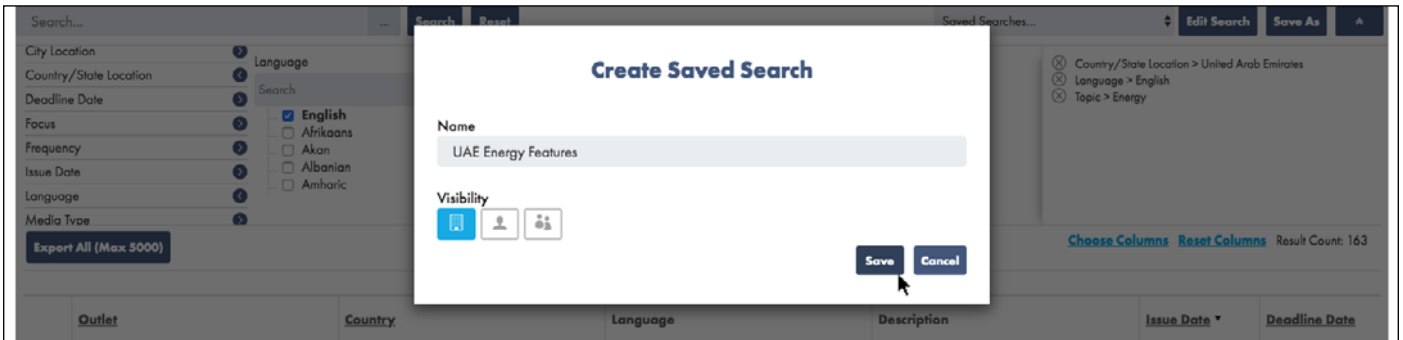


Press the **Search** button again to update your **Search Results** with your new search criteria.

**Note:** To start a new search, use the **Reset** button to remove any search criteria previously selected.

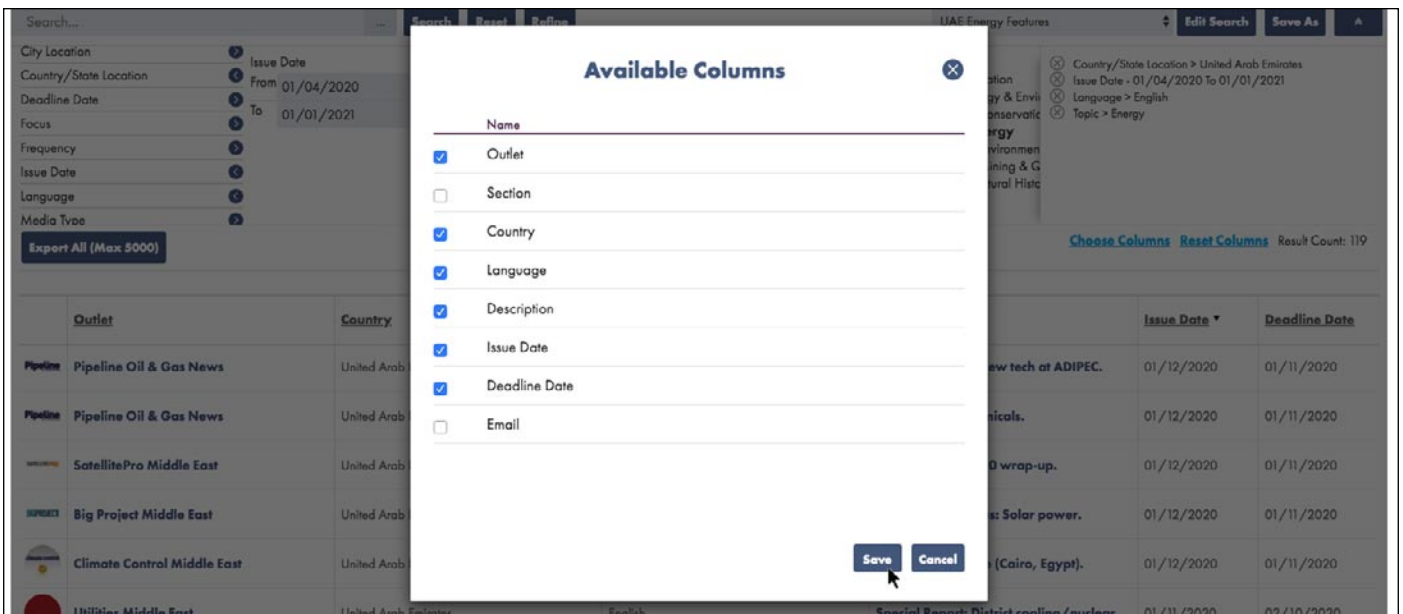
## Save Your Forward Feature Search

The **Save As** button enables you to save the search criteria you have used, which is helpful if you need to run the exact same search again in the future. Give your search a **Name**, and also set its **Visibility** to determine whether it can only be used by your log-in, or is also available to any other users of your account:



## Choose Columns Displayed

The **Choose Columns** link enables you to select which columns display on the screen:



You can also re-arrange the order of the columns by dragging and dropping the column headings into new positions:



**Note:** Pressing the **Reset Columns** link restores the selected columns and their order back to the system default.

## Export Feature Details to Excel

The **Export All (Max 5000)** button enables you to export your **Search Results** from the platform to a CSV file (.csv), which will open in **Excel**.

The columns displayed on the screen are the columns that will be included in the export, so first select the columns you wish to include, arrange them in the order you want, and then press the **Export All** button to generate the exported file:

The screenshot shows the Vuelio search results interface on the left and an Excel spreadsheet on the right. The Vuelio interface includes a search bar, a 'Features' sidebar with filters for Description, Outlet, Audience Type, City Location, Country/State Location, Deadline Date, and Focus. The 'Export All (Max 5000)' button is highlighted. The Excel spreadsheet displays the following data:

	Country	Language	Outlet	Issue Date	Description	Deadline Date
1	United Arab Emirates	English	Global Supply Chain	01/01/2021	Theme: Oil and gas.	02/12/2020
2	United Arab Emirates	English	Utilities Middle East	01/12/2020	Power Focus: Cybersecurity.	01/11/2020
3	United Arab Emirates	English	Utilities Middle East	01/12/2020	Water Focus: Storage.	01/11/2020
4	United Arab Emirates	English	Utilities Middle East	01/12/2020	Power Focus: Solar equipment testing/standards.	01/11/2020
5	United Arab Emirates	English	Utilities Middle East	01/12/2020	Special Report: Solar.	01/11/2020
6	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Event: ADIPEC review issue.	01/11/2020
7	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Feature: Oil and gas logistics.	01/11/2020
8	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Country Geofocus: Kuwait.	01/11/2020
9	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Feature: Health, safety & environment.	01/11/2020
10	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Industry Report: New tech at ADIPEC.	01/11/2020
11	United Arab Emirates	English	Pipeline Oil & Gas News	01/12/2020	Feature: Petrochemicals.	01/11/2020
12	United Arab Emirates	English	SatellitePro Middle East	01/12/2020	Event: ADIPEC 2020 wrap-up.	01/11/2020
13	United Arab Emirates	English	Big Project Middle East	01/12/2020	Infrastructure Focus: Solar power.	01/11/2020
14	United Arab Emirates	English	Climate Control Middle East	01/12/2020	Event: Utility Value (Cairo, Egypt).	02/10/2020
15	United Arab Emirates	English	Utilities Middle East	01/11/2020	Special Report: District cooling/nuclear.	02/10/2020
16	United Arab Emirates	English	Utilities Middle East	01/11/2020	Power Focus: Women in utilities.	02/10/2020
17	United Arab Emirates	English	Utilities Middle East	01/11/2020	Power Focus: Smart network monitoring.	02/10/2020
18	United Arab Emirates	English	Utilities Middle East	01/11/2020	Power Focus: Mobile field computing.	02/10/2020
19	United Arab Emirates	English	Pipeline Oil & Gas News	01/11/2020	Features: Rigs.	02/10/2020
20	United Arab Emirates	English	Pipeline Oil & Gas News	01/11/2020	Event Publication: ADIPEC show dailies.	02/10/2020
21	United Arab Emirates	English	Pipeline Oil & Gas News	01/11/2020	Features: Offshore industry.	02/10/2020
22	United Arab Emirates	English	Pipeline Oil & Gas News	01/11/2020	Feature: Artificial lifts.	02/10/2020
23	United Arab Emirates	English	Pipeline Oil & Gas News	01/11/2020	Event: ADIPEC 2020.	02/10/2020
24	United Arab Emirates	English	Logistics News Middle East	01/11/2020	Sector Focus: Oil & gas logistics.	02/10/2020
25	United Arab Emirates	English	Logistics News Middle East	01/11/2020	Event: ADIPEC.	02/10/2020
26	United Arab Emirates	English	Middle East Consultant	01/10/2020	Focus: Energy modeling.	01/09/2020
27	United Arab Emirates	English	Utilities Middle East	01/10/2020	Power Focus: Power distribution.	01/09/2020
28	United Arab Emirates	English	Utilities Middle East	01/10/2020	Power Focus: UAV technology.	01/09/2020