

SmartSearch

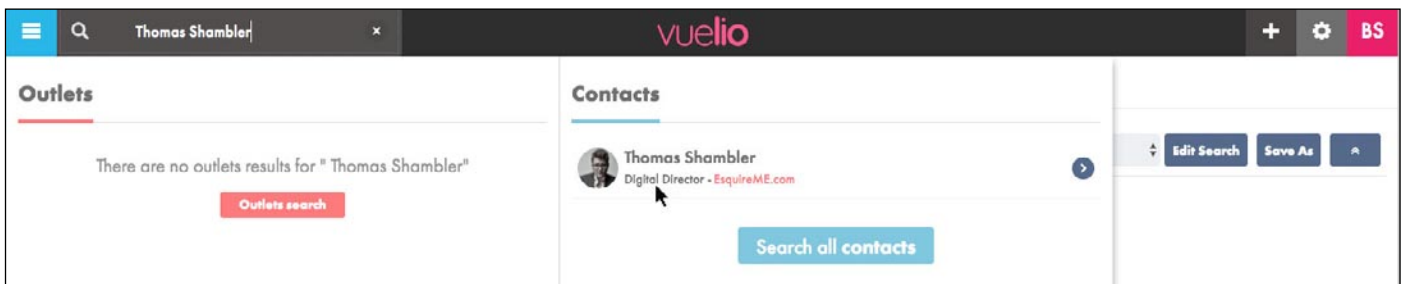
The **SmartSearch** is used to find specific **Contacts** or **Outlets**, and is accessed from the search panel in the top left corner of the screen:



Contact Search

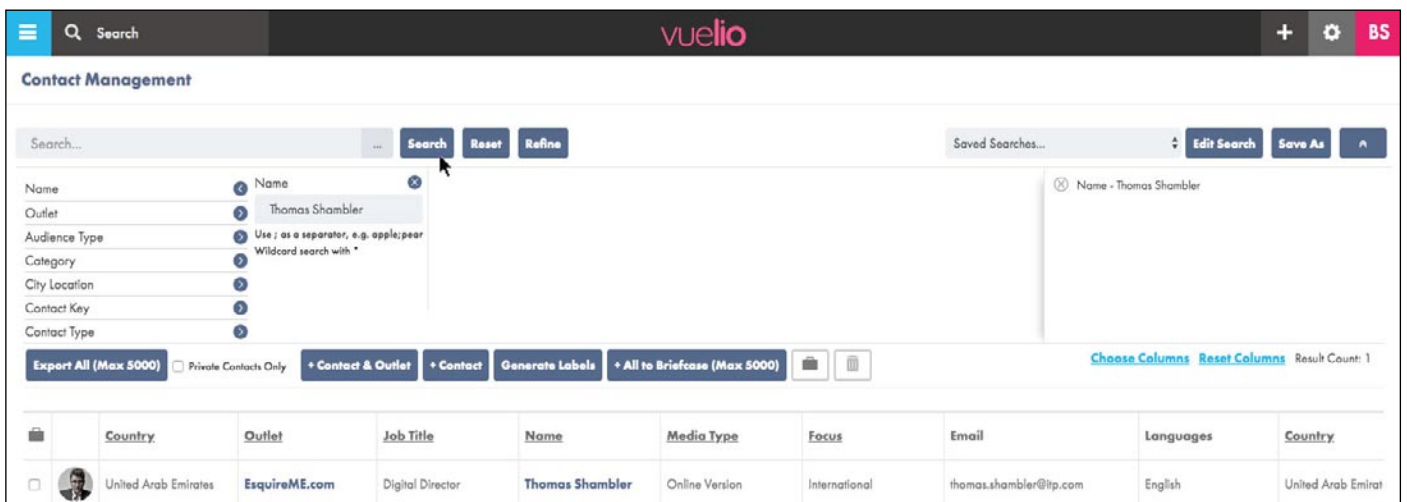
To search for a named journalist or influencer, type their name in the search panel. You can enter contact names as **Firstname Surname** or **Surname, Firstname**, and can also search using an email address, part of a name, or choices such as News Desk, Sports Desk, Business Desk etc.

Any exact, or similar, matches from the database will automatically appear as you finish typing:



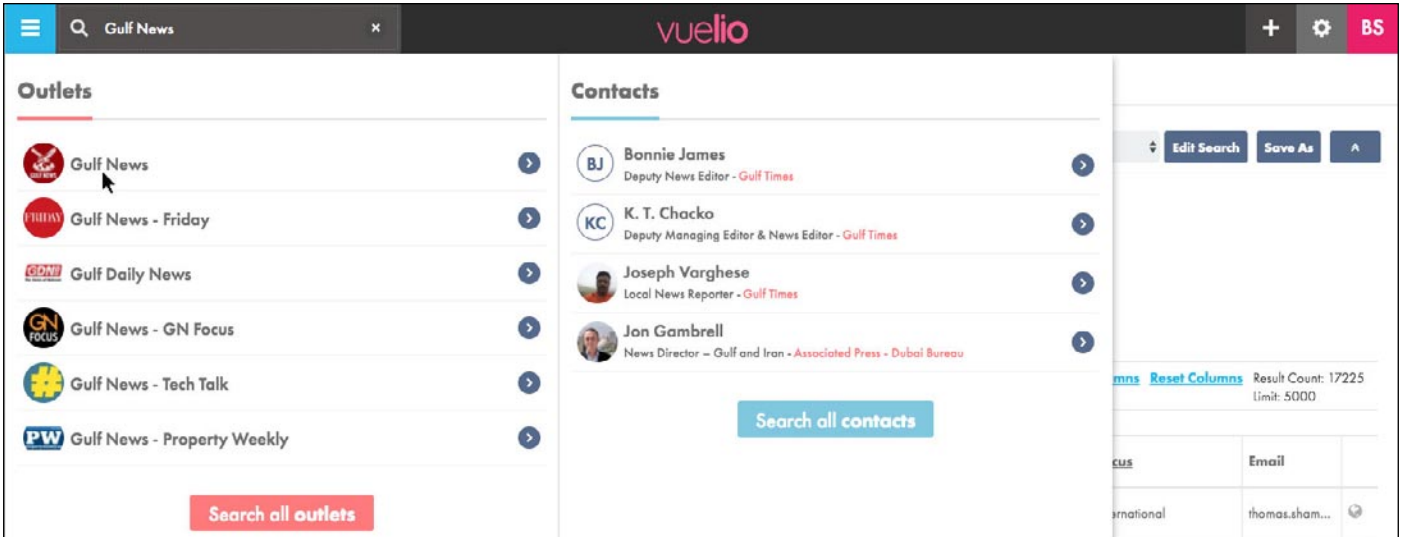
You can now click on the person's name to open their record card and view their full details.

Note: You can also search for people by **Name** from the **Contact Management** screen:



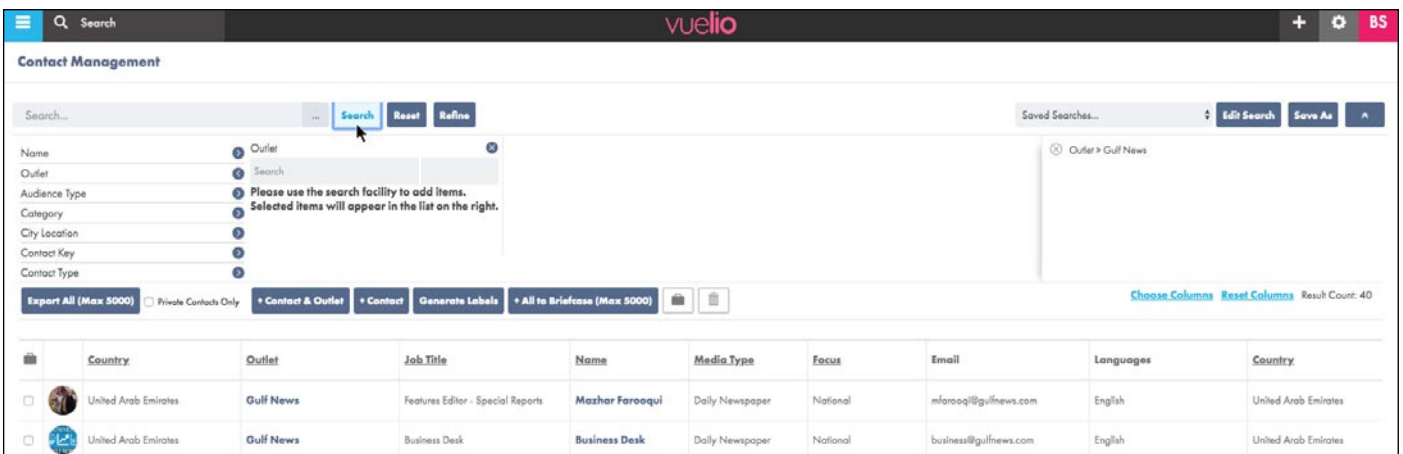
Outlet Search

To search for an **Outlet**, enter its name in the search panel and any exact, or similar, matches from the database will automatically start to appear as you finish typing:



You can now click on the outlet's name to open its record card and view its details in full.

Note: Searching by **Outlet** from the **Contact Management** screen will find all of the **Contacts** listed at that particular **Outlet**:



And, you can also find specific outlets by searching by **Name** on the **Outlet Management** screen:

