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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:

■ Q Search VUEIO + A BS

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.

			Search Reset	Refine		Saved Searches	¢ Edit Search	Save As
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Note: You can also search for people by Name from the Contact Management screen:



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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:

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Outlets		Contacts				
Gulf News	٥	BJ Bonnie James Deputy News Editor - Gulf Times	0	¢ Edit Search	Save As	۸
Gulf News - Friday	٥	(KC) K. T. Chacko Deputy Managing Editor & News Editor - Guilf Times	0			
Gulf Daily News	Ø	Joseph Varghese Local News Reporter - Gulf Times	0			
Gulf News - GN Focus	0	Jon Gambrell News Director – Gulf and Iran - Associated Press - Dubai Bureau	٥			
😲 Gulf News - Tech Talk	0			mns Reset Column	Result Count: 1 Limit: 5000	7225
EW Gulf News - Property Weekly	0	Search all contacts		cus	Email	
Search all outlets				ərnational	thomas.sham	0

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**:

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lame		Outlet	• •				8	Outlet > Gulf News	
Dutlet		Search							
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Contact Typ	II (Max 5000) 🗆 Private Contact	s Only + Contact & Outlet	+ Contact Generate Labels + All to B	riefcase (Max 5000)				Choose Colum	Ina React Columna Result Count: 4
ii .	Country	Outlet	Job Title	Name	<u>Media Type</u>	Focus	Email	Languages	Country
			Features Editor - Special Reports	Mazhar Farooqui	Daily Newspaper	National	mfarooq/8gulfnews.com	English	United Arab Emirates
6	United Arab Emirates	Gulf News	realizes carrer - opecial haperte						

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

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Outlet	Mana	gement								
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Name			Name	* 0				Name - Gulf News		
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Thy Loc	ation		Wildcard sear	rch with "						
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ocus			0							
requen	cy		0							
Expor	+ All (Max	5000) Private	outlet Only + Outlet	+ All to Briefcase (Max 5000				Ch	oose Columna Reset Columna Re	esult Count: 9
	Rat	ting Name		Category	Media Type	Focus	Url	Topics	Email	
	91	Gulf Ne		Media	Daily Newspaper	National	https://gulfnews.com	News & Current Affairs	editor@gulfnews.com	0

