Contact Records

Once you have performed a search (or opened a saved **Group**), you can access the full details of a journalist or influencer by clicking on their name to open their **Record Card**:

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Contact: View						
Send vCard Send Contact Update Print	+ To group + Interaction Notes (0)		¢	Forget	Edit Close	
	- Time Out Dubai (Editorial Director)					
	Sod & Drink S Nightlife S Personal Health & Wellness					
Profile			Rating			
June 2010, became Body & Mind, Comr	me Out Group at ITP Media Group. She joined Time Out Dubai as Music and Nightlife E munity and Sport Editor in October 2011, Features Editor in April 2013, Deputy Editor in ditor-in-Chief in January 2018 and Editorial Director in January 2019.	ditor in	\bigcirc	V		
Contact details			Outlet			
8			8-0-1			
⊠ holly.sands@itp.com ●			DUBAI			
+971 (4) 444 3485			Website			
ф.			https://www.timeoutdubai.com			
♥ (1)			Address PO Box 500024 ITP Building 14, Dubai Media City Dubai			

The top section of a **Contact Record Card** typically includes:

Details - the person's name, the name of the outlet they work for (clicking the outlet name will open the outlet's record card), and their job title.

Topics - contacts who cover specific topics (and wish to receive PR material) have relevant interest words attached so they can be found in topic-based searches.

Profile - a description of the person, which typically includes details of their role and career history. **Contact Details** - typically, the person's direct telephone number, mobile number (where available) and email address.

Social Media Details - links to the contact's presence on popular social media platforms such as *twitter*, *Facebook*, *Linkedin*, *Instagram* and *YouTube*.

Rating - a number from 5-95 which gives an indication of how influential the Contact is (95 is the most influential) based on algorithmic data from multiple sources, including **Kred** and **Moz**, which is then compiled into an average rating.

Outlet - shows details of the Outlet the Contact is linked to, including its contact and profile details.



The bottom section of a Contact Record Card typically includes:

	1 (4) 444 3485			Direct Phone			Tweets by Chollysands	G
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holl	y.sands@itp.com			Main			Time Out Dubal 🧇 @TimeOutDubal	
							Fancy winning two tickets to the Georg	
							BRUNCH at @DubaiCreekGolf & Yacht (12? Get tweeting @timeoutdubai with	
Doc	cuments						Michael-meets-brunch puns! (Full deet	
Cho	hoose Files No file chosen						winning here bit.ly/2pYTdtm)	
Gro	oups							
			Choose Colum	ns. Reset Colum	ns Result C	ount 1		
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Documents - enables you to upload and store any files relevant to the **Contact**.

Groups - only displays if the **Contact** has been saved in any of your **Groups**, and shows details of which **Group(s)** you have the **Contact** saved in.

GDPR - tracks any private data customisation you may have made to the contact's details.

Twitter - shows the contact's latest Tweets (if they have a Twitter handle listed).

Linked Profiles - shows details of any other Outlets the Contact is listed at.



Adding a Contact to a Group

To add a **Contact** to a new or existing **Group** from their **Record Card**, press the **+To Group** button at the top of the screen:

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Contact: View		
Send vCard Send Contact Update Print + To group + Interaction Notes (0)	N/A	\$ Forget Edit Close

To add to an **Existing Group**, select its tick box on the screen that opens and press **Save** (you can add the **Contact** to multiple **Groups** at the same time by selecting more than one):

Name Type Parent Contacts Out UAE Food Bloggers IMA Image: Contact State Image: Contact Image: Contact		Ac	dd To Group	
Name Type Parent Contacts Out UAE Food Bloggers IAE IAE <th>Add to a new group</th> <th>Add to existing groups</th> <th></th> <th></th>	Add to a new group	Add to existing groups		
UAE Food Bloggers 120 0	Enter group name	Search Groups	۹ ه	Choose Columns Reset Columns Result Count: 3
		Name	Type Parent	Contacts Outlets
2 UAF Events Controls 142 0		UAE Food Bloggers		120 0
		UAE Events Contacts		142 0
2 GCC Entertainment - English 1247 0		GCC Entertainment - English		1247 0

Note: If the **Contact** already exists in a selected **Group**, they will not be added twice.

To create a **New Group** instead, type a new **Group Name** in the text box on the left of the screen and then press **Save**.

Removing a Contact From a Group

The **Groups** section of a **Contact Record Card** only displays if the **Contact** has been saved in any of your **Groups**. To permanently delete the **Contact** from a **Group**, select the group using its tick box and press the **Remove Selected** button:

Gr	oups								
Ro	mave Selected			Choose Columns Re	aset Column	Result C	ount: 2	6	
	Name G	Тура	۲	Parent	۲	Count		Embed	View on Twitter
2	GCC Entertainment - English					1247			
						142		Linked Profiles	^



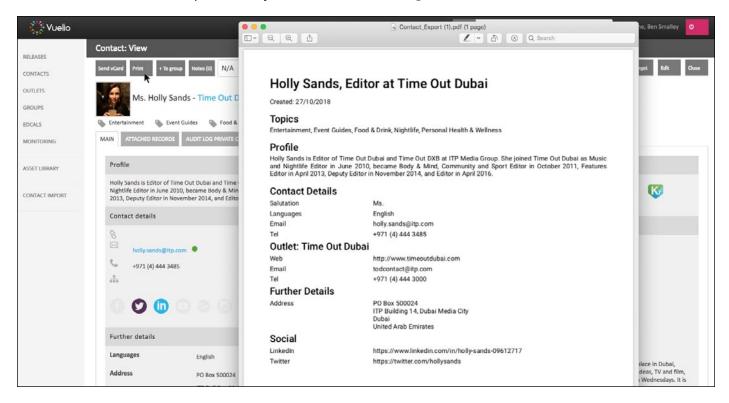
Sharing Contact Details by vCard

You can export and share the contact details of a journalist or influencer by creating a virtual business card. Press the **Send vCard** button at the top of the contact's **Record Card** and a **Virtual Contact File** (.vcf file) will be generated for you. Open the file and save the details to your email address book, or email the file to share the contact's details with a colleague:

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Se	nd vCard Send Contact Update Pris	Contact Ø Image: Save 8 Delete Save 8 Delete Email IM Call Forward Map It Categorize Follow Private Up	Forget	Close
	Ms. Holly Sand	Holly Sands Editorial Director Office, Department, Time Out Dubal		
	ATTACHED RECORDS	Contact Organization Details Notes Certificates Phone C Work& +971 (4) 444 3485 %		
	Profile	Internet 💿 Work E-mail© holly.sands@itp.com 🖂 🗗 💭		
	Holly Sands is Editorial Director of the in June 2010, became Body & Mind, 0		K	

Printing Contact Record Cards

To generate a 'print-friendly' version of a contact's **Record Card**, press the **Print** button at the top of the screen. You can then print the **.pdf** document that is generated:





Adding Notes to Contacts

You can add internal **Notes** to a **Contact** by pressing the **Notes** button at the top of the **Contact Record Card**, followed by the + button on the new window that opens:

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Contact: View						
Send vCard Send Contact Update Print	+To group + Interaction Notes (0)	N/A	÷	Forget	idit Cl	lose

Add a title and the details of your **Note** in the relevant boxes, and press the red disc icon to **Save**.

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So	nd vCard Send Contact Update P	rint + To group + Interaction N	tes (1)	N/A	\$	Forget	idir Cl	050
		nds - Time Out Dubai (Ed		Notes	۵			
	Entertainment Sevent Guides	Food & Drink Night	Title Description					
ſ	Profile							
	Holly Sands is Editorial Director of th June 2010, became Body & Mind, C November 2014, Editor in April 2016	Community and Sport Editor in Octo				K		
	Contact details							

Note: Any **Notes** added to a **Contact** are private to your account, but visible to all users of your account. You can attach multiple notes to the same contact, edit existing notes, and delete old notes you no longer require.

Assigning Contact Relationship Strength

You can assign the strength of your relationship with a **Contact** as *Green*, *Amber* or *Red* from the top of their **Contact Record Card**. This will enable you to **Search** for contacts, or **Filter** them in **Search Results** and saved **Groups**, according to the 'traffic light' colour you have assigned to them:

₩ Q Search	vue lio	+ 🌣 BS
Contact: View		
Send vCard Send Contact Update Print +Ta group + Interaction Notes (0) Ms. Holly Sands - Time Out Dubai (Editorial Director)	N/A V Green Amber Red	Forget Edit Close



Forget Contact

In accordance with European GDPR legislation, if a **Contact** asks to be removed, pressing the **Forget** button at the top of their **Contact Record Card** will remove them from all of your saved lists and searches, and permanently remove their details from your account:

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	Forget Contact	8					
You are about to 'forget' this co	You are about to 'forget' this contact.						
	arches, and you will no longer have access to their contact information.						
MAIN							
Details	Supporting Documentation						
Pn	Chaase Files No file chosen						
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4	https://www.timeoutdubal.com						

Note: You need to upload at least one piece of supporting documentation for reference, such as an email from the contact requesting removal.

Unsubscribe Contact

Contacts can unsubscribe from your **Distributions** using the opt-out link at the bottom of all emails sent through Vuelio. If a **Contact** has **Unsubscribed**, a red dot displays next to their email address on their **Contact Record Card** - a green dot means they are available to distribute to. If you wish to manually unsubscribe a **Contact** yourself, click the green dot next to their email address on their **Contact Record Card** and select the **Add Unsubscription** button on the screen that opens:

June			y.sands@itp.com	8
Co 8	MAIN ALL HISTORY			
8	Current Unsubscriptions			
ر. 4	Sub Client	Release	Spam Report	
E	Add Unsubaction			Close

Note: You can reverse this if required, but **Contacts** who have opted themselves out can only be re-subscribed if they provide their consent to opt back in.



Editing Contact Records

You can customise the database by adding your own extra details to a **Contact Record Card** by pressing the **Edit** button in the top right corner:

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54	nd vCard Send Contact Update P	rint To group I Interaction Notes (0)	Green	÷	Forg	get Ed	ił clo	

From the new screen that opens, you can customise the **Contact Details**, such as adding new social media handles, telephone numbers, email addresses and internal notes. Press **Save** once complete:

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Contact: Edit							
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Contact Specific			Contact Name Holly Sands				
Title							
			Outlet Time	Out Dubai			
Communication			Address				
Email Address			Address Type	Street		1	¢
	🗹 Use Email Address For Releases		Line 1	Line 1			
Phone Number			Line 2	Line 2			
Mobile Number			City	City			
Fax Number			County	County			
Facebook	+		Post Code	Post Code			
Twitter	•		Region	Choose			¢

Note: Any changes you make to a **Contact Record Card** are private to your account, but visible to all users of your account.

