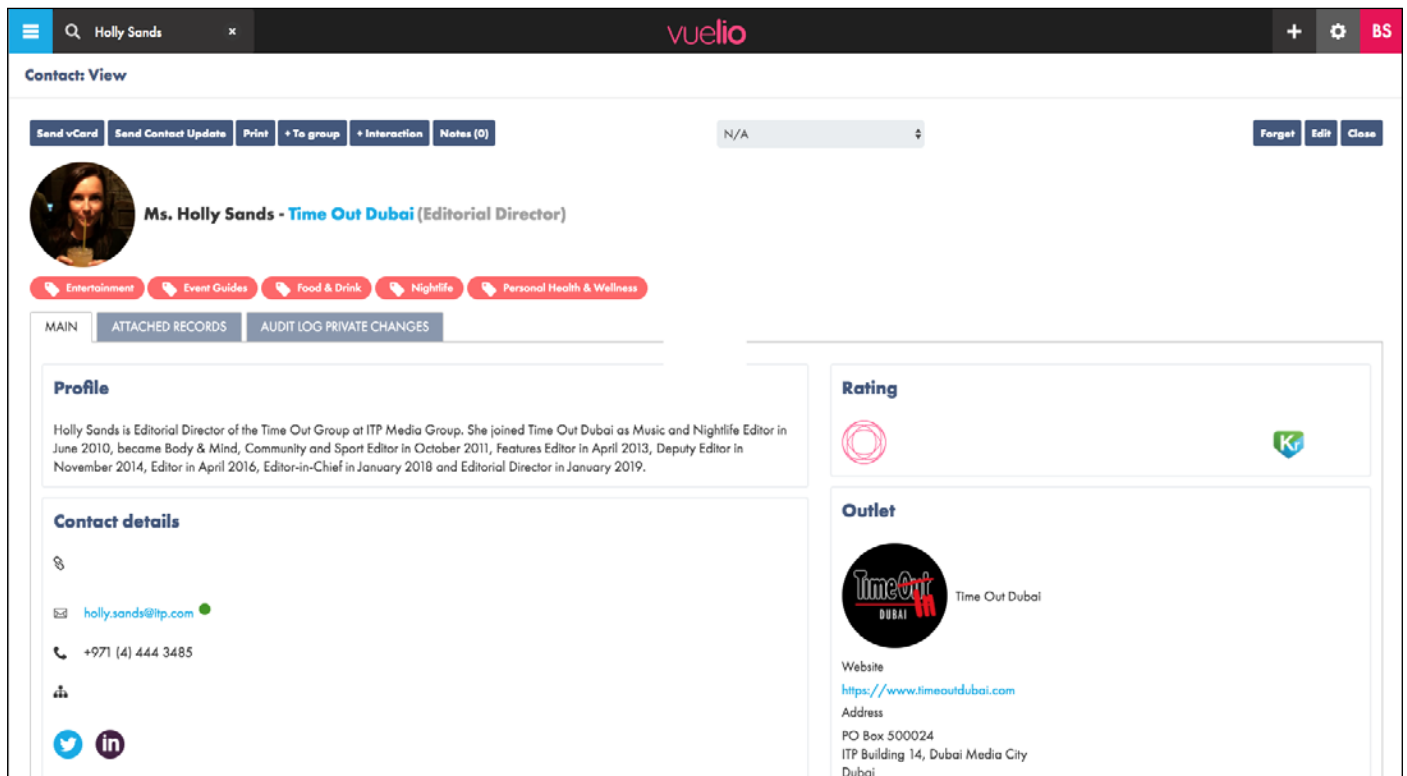


# Contact Records

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**:



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:

The screenshot displays a contact record card with the following sections:

- Contact Details:** Phone number (+971 (4) 444 3485) and email address (holly.sands@tp.com).
- Documents:** A section for uploading files, currently showing "No file chosen".
- Groups:** A table listing groups the contact belongs to.
 

Name	Type	Parent	Count
<input type="checkbox"/> GCC Entertainment - English			1247
- GDPR:** A section for privacy data, currently showing "No private data has been added to this contact".
- Tweets:** A section showing the latest tweets from the contact's Twitter handle (@hollysands). A tweet from Time Out Dubai is visible, mentioning a contest for George Michael tribute brunch tickets.
- Linked Profiles:** A section listing other outlets where the contact is listed, such as Time Out Bahrain, Dubai, DXB, and UAE Kids.

**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).

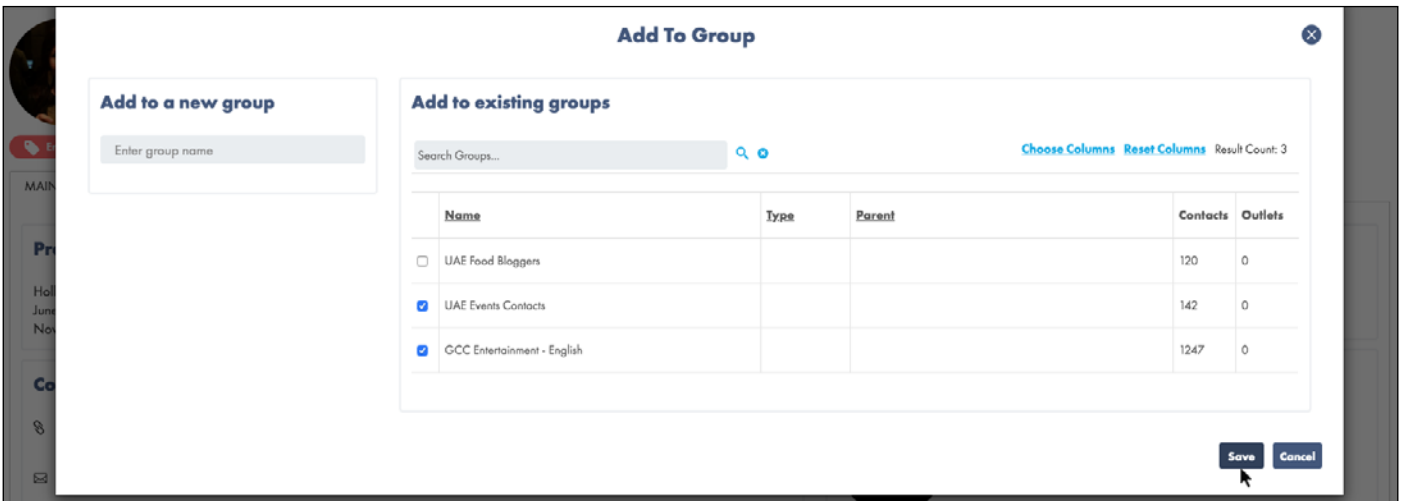
**Linked Profiles** - shows details of any other **Outlets** the **Contact** is listed at.

## 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:



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):



**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**.

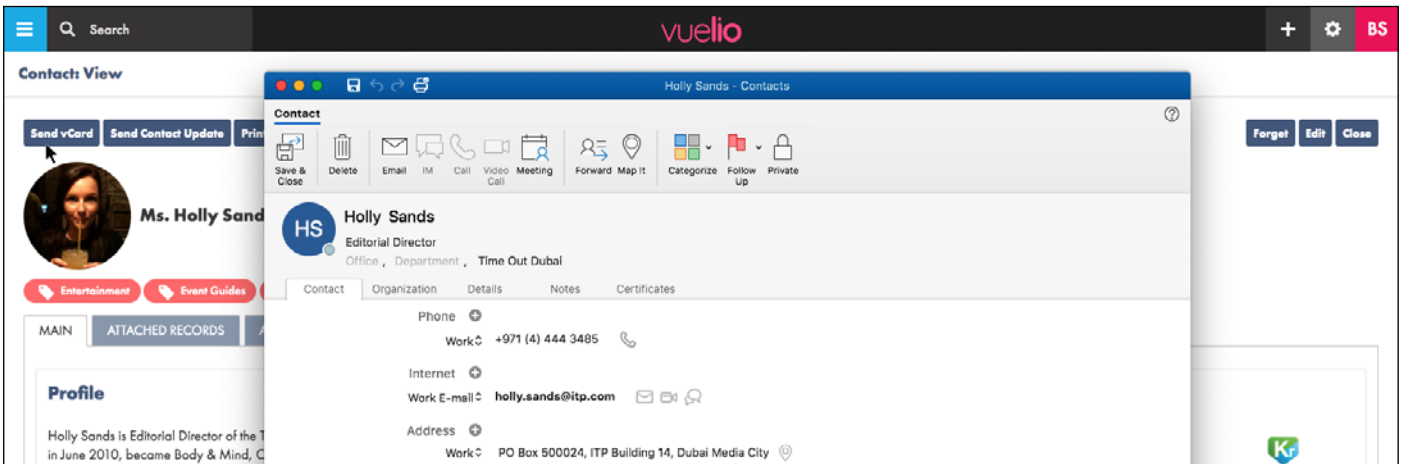
## Removing a Contact From a Group

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:



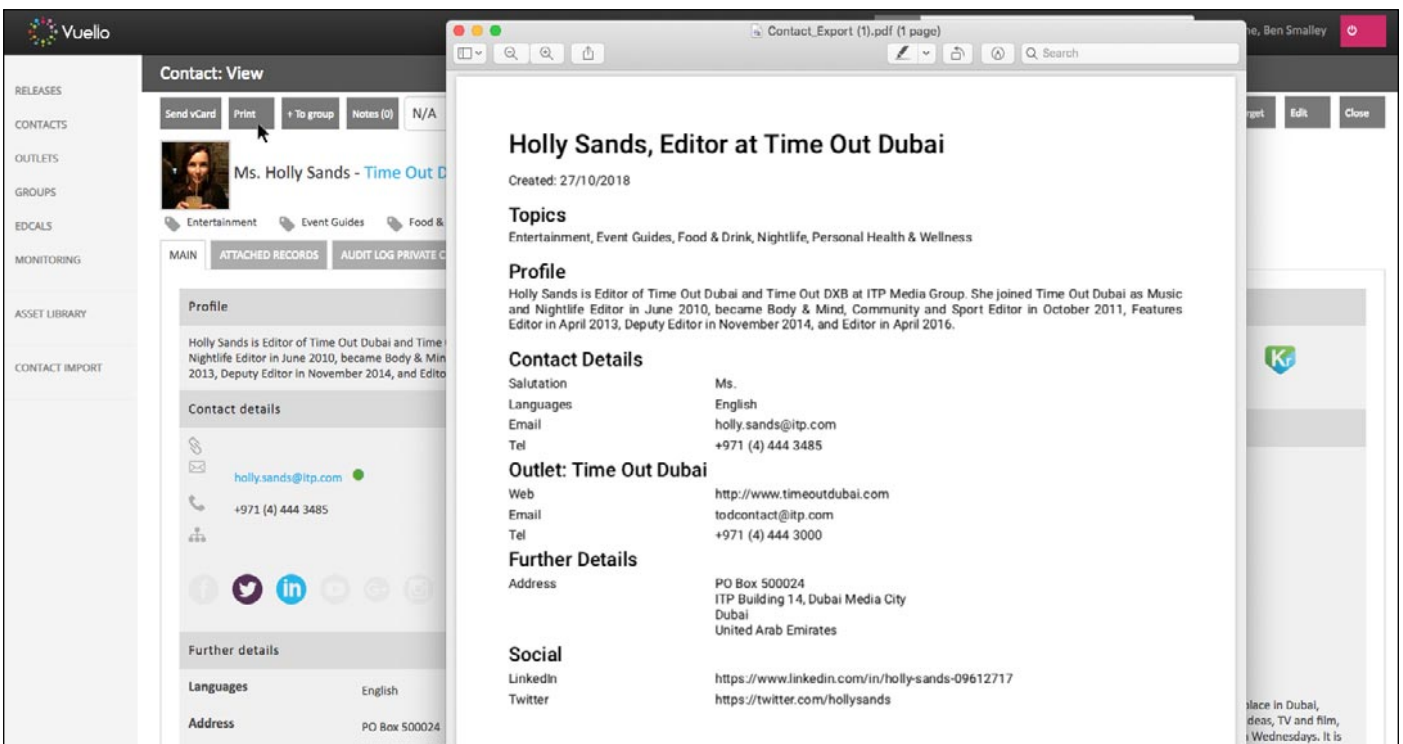
## Sharing Contact Details by vCard

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:



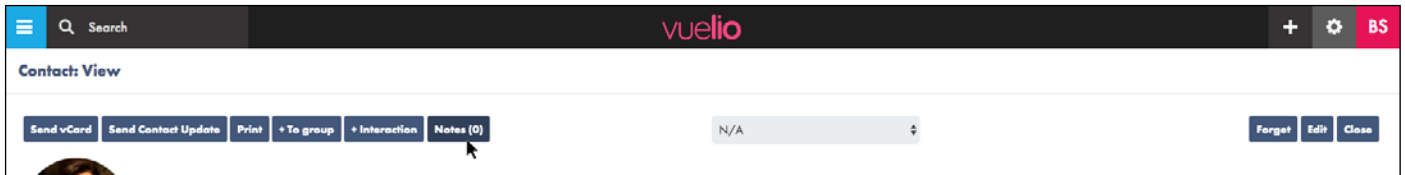
## Printing Contact Record Cards

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:

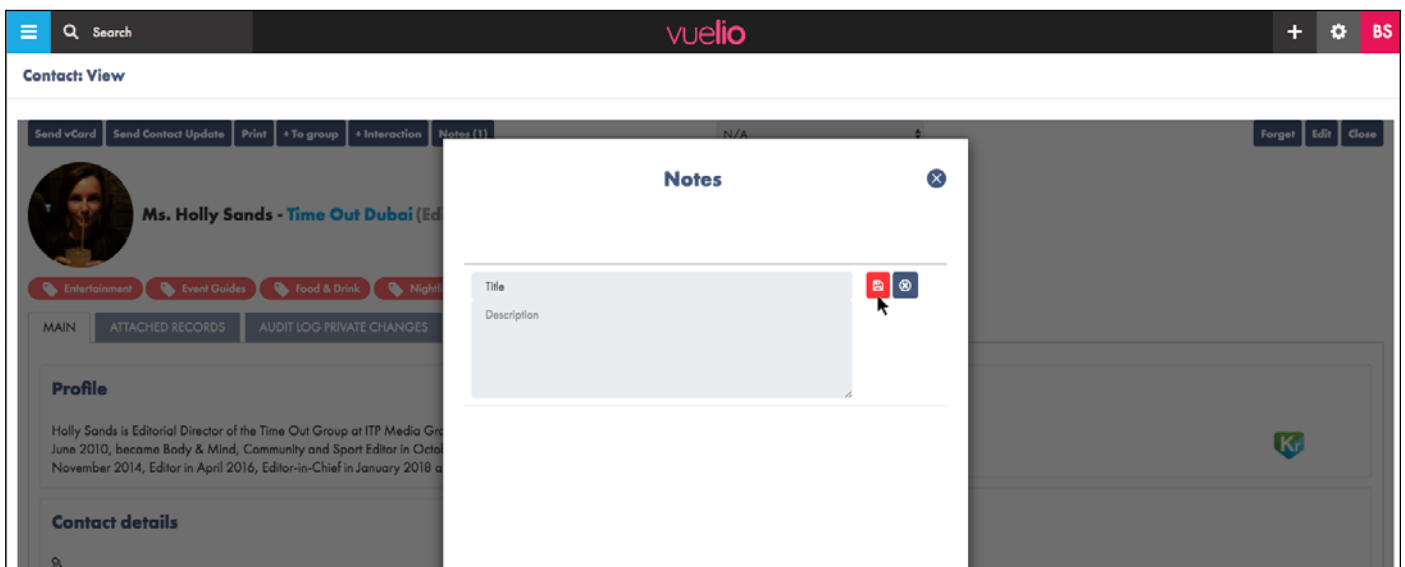


## Adding Notes to Contacts

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:



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



**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.

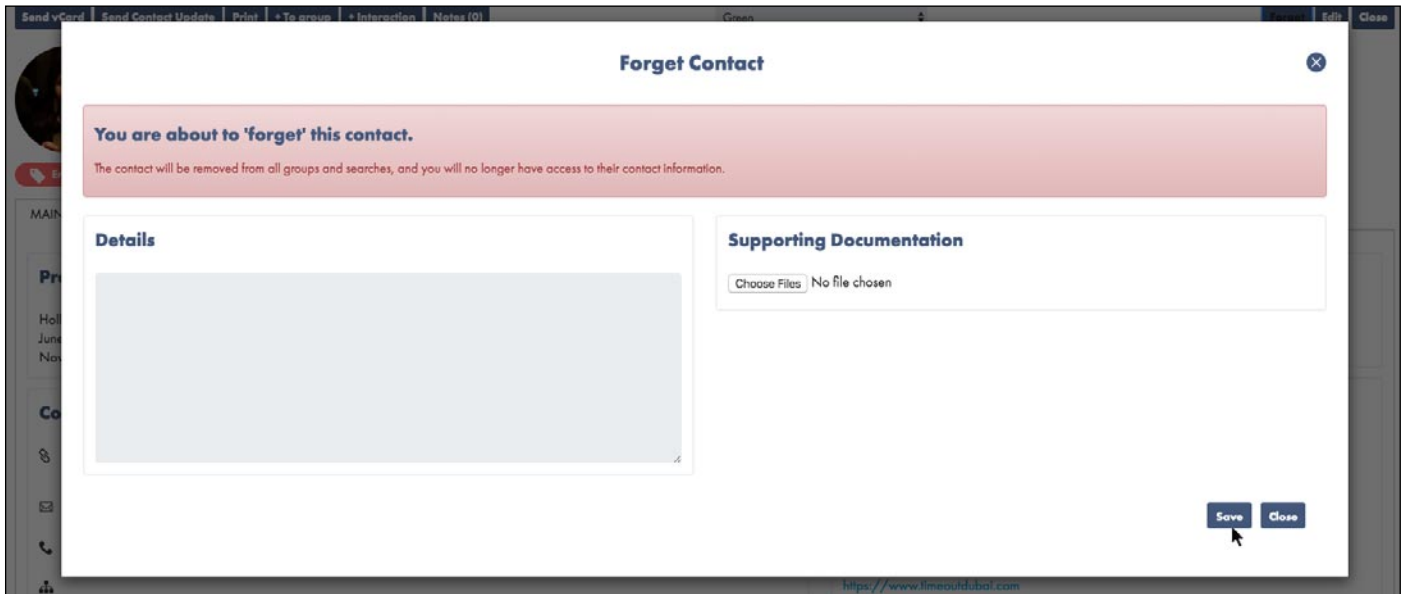
## Assigning Contact Relationship Strength

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:



## Forget Contact

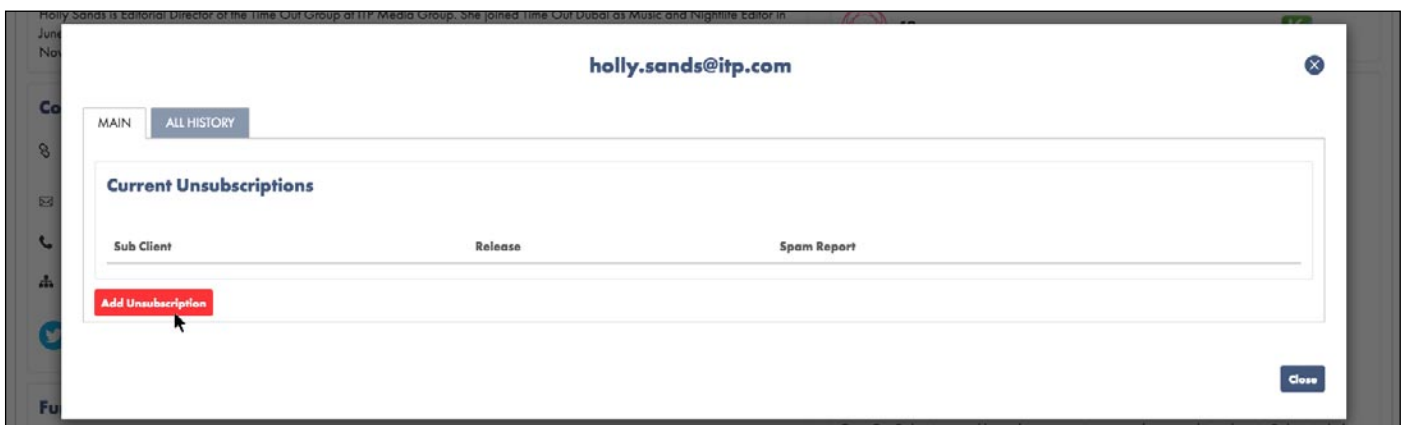
In accordance with European GDPR legislation, if a **Contact** asks to be removed, pressing the **Forget** button at the top of their **Contact Record Card** will remove them from all of your saved lists and searches, and permanently remove their details from your account:



**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

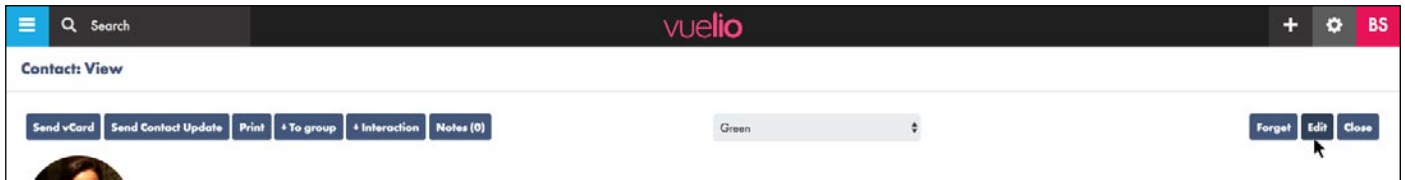
**Contacts** can unsubscribe from your **Distributions** using the opt-out link at the bottom of all emails sent through Vuelio. If a **Contact** has **Unsubscribed**, a red dot displays next to their email address on their **Contact Record Card** - a green dot means they are available to distribute 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:



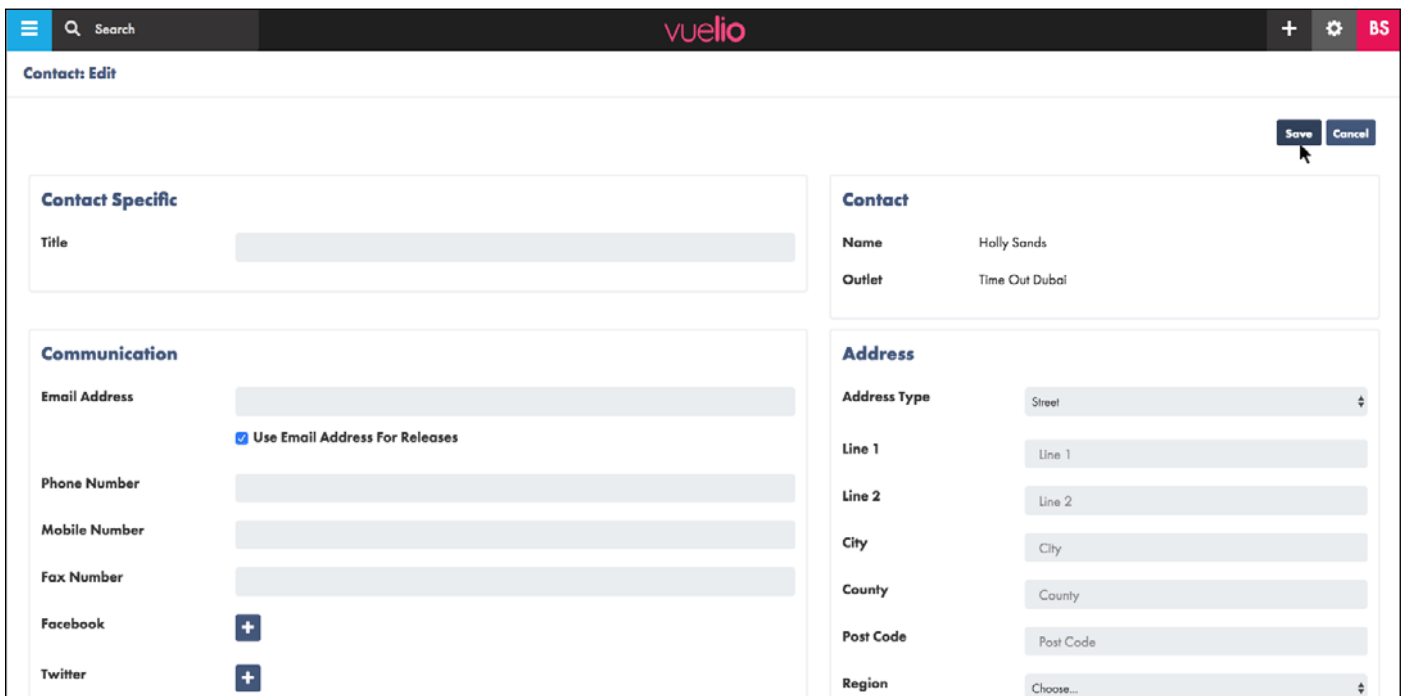
**Note:** You can reverse this if required, but **Contacts** who have opted themselves out can only be re-subscribed if they provide their consent to opt back in.

## 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:



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:



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