### **Group Management**

To open a saved list, select **Groups** from the main menu in the top left corner of the screen.

E Q Search				vue <b>lio</b>				+	٥	BS
Contacts Outlets	0	Communication Distributions	0	A Monitor	0	rved Searches	tdit Search	Save	~	^
Groups	0									

The **Group Management** screen opens and displays the **Groups** you have created on your account. There are various search options above the list of **Groups** which can be used to help find the lists you are looking for (particularly if you have dozens of lists saved on your account):

📃 Q. Search		vue <b>lic</b>	)			+	¢ BS
Group Management	Client D //	nglish Jirikaans Jikaan Ibaarian			⊗ Group ⊗ Langua	Edit Search Save As Type > Client A ge > English	*
Target Outlet Lists		mharic				Choose Columns Reset Columns Result	Count: ó
Name *	Туре	Modified Date	Modified By	Contacts	Outlets	Languages	
GCC Entertainment - English	MediaSource	23/04/2020	Ben Smalley	1243	0	English	
UAE Events Contacts	Client A	23/04/2020	Bon Smalley	141	0	English	
UAE Food Bloggers	Client A	23/04/2020	Bon Smalley	102	o	Arabic	

Among the search options are:

Name - enables you to search for a Group by name.
Contains - whether a list contains Contacts or Outlets.
Group Type - enables you to search by any Group Type you have assigned to a list.
Language - enables you to search by any Language(s) you have assigned to a list.

Filter boxes can be closed once you have made your selection (closing the box won't remove the selection), and a summary of the **Filters** you have chosen appears on the right of the screen. Press the **Search** button to apply the filters you have selected and view your **Search Results**. You can then also then use the **Refine** button, if required, to apply further filters to your **Search Results**.

To start a new search, use the **Reset** button. To remove specific **Filters**, click its 'x' icon in the right panel and that **Filter** will be removed. Click **Search** again to refresh the results accordingly.

Note: Clicking on a **Column Heading** will sort that column alphabetically, numerically or by date (depending on the column type).



### Adding Details to a Group

To assign **Group Type, Language** and add a **Description** to a **Group**, open the list by clicking its name from the **Group Management** page and select the **Details** tab:

E	Q Search		vue <b>lio</b>		+	٥	BS
G	Froup: View						
G	CC Entertainment - English	<u>.</u> **		+ Contacts + Outlets Delete Group	Save	d	050
	GROUP CONTENTS (0) PENDING CHANGES DETAILS	i					
	Group Туре		Description				
	Client A	\$	Arts and entertainment contacts at English magazines, newspapers and websites in the GCC.				
	Add / Edit Group Types						
	Languages						¢
	Language						
	English	Î					
	+						

If you have made the list for a particular client or project, you can create a **Group Type** of the client or project name and assign it to the **Group**. Similarly, you can add a **Language** to denote it is an Arabic list, English list, French list etc. Press **Save** to apply the details and you will now be able to **Search** for your **Group** on the **Group Management** page using the internal **Group Type** and **Language** details you have assigned.

#### Searching within a Group

Once you open a **Group**, you can search within the list using the various search options at the top of the screen. To make a new list from your search results, select the items you wish to include so they are moved to the **Briefcase**, or use the **+All to Briefcase** button to select them all:

🗧 Q. Search			vue	lio				+ 4	•
Group: View									
iCC Entertainment - English		ň,				+6	ontacts + Outlets	Delete Group Save	Clos
GROUP CONTENTS (0) PE	NDING CHANGES DETAILS								
Search	Search	Reset					Edi	Search Save As	*
Contact Type	🔊 Media Type 🛛 🔇					⊗ Me	dia Type > Magazine		
Country/State Location	Magazine					_			
Focus	Online								
Frequency	Political								
Job Title	Radio     Television								
Language	Other								
Media Type	0								
Balance Carriers Marked									
Export All (Max 5000) Gen	erate Labels Mark all for Removal + All t	o Briefcase (Max 5000)	💼 📤 108 🛛 🕅			2	hoose Columns Rese	t Columns Result Coun	it: 108
			<b>N</b>						
Name *	Job Title	Outlet	Email	Phone	Category	Media Type	Focus	Record Type	

Click the Briefcase icon to view its contents, type a new Group Name for the list, and press Save.



#### **Deleting Items from a Group**

To delete entries from a **Group**, click the **Trash** icon next to their name. The **Trash** icon will turn red once selected, and the entry will be added to the **Pending Changes** tab:

		Search			100	e <b>lio</b>				+	۰
oup	: Vi	iew									
C Enter	rtain	nment - English	1	ů3					+ Contacts + Ou	tlets Delete Graup Sa	we d
ROUP	P CC	ONTENTS (2) PENDING CHAN	IGES DETAILS								
Searc	ch	<b>`</b>	Search	Resot						Edit Search Save As	
ontac	ct Typ	рв 🕖									
	y/S	itate Location									
eque		0									
b Title		0									
angua	age	•									
angua Aedia	Тур										
angua Aedia	Тур	10 O	Mark all fas Barrand & All a	B-1-6 (M 5000)	-				Choose Column	s Reset Columns Result Co	ount: 598
angua Aedia	Тур	10 O	Mark all for Removal + All to	s Briefcase (Max 3000)					Choose Column	s Reset Columns Result Co	ount: 598
ngua edia t	Type ort A	10 O	Mark all far Removal + All to J <u>ab Title</u>	Briefcase (Mex 5000) <u>Outlet</u>	Email	Phone	<u>Category</u>	<u>Media Type</u>	Choose Column Focus	s Reset Columns Result Co Record Type	ount: 598
ingua iedia it	Type of A	e O Canada Habad Ul (Max 3000) Generate Labels				Phone +971 (4) 427 3054	Category Media	Media Type Online Version			
ingud edia t Expo	Type ort A	re D Terrana Markad Mil (Max 5000) Generate Labels Name A	<u>Job Title</u>	Outlet	Email				Facus	Record Type	Q
ingua iedia t Expo	Type of Cort A	ve O Caraces Lindows O Mil (Max 5000) Generate Labels Name A Aarti Saundalkar	Job Title Junior Online Reporter	<u>Outlet</u> WhatsOn.ae	Email aanti@motivate.ae radio@timesofoman.com	+971 (4) 427 3054 +968 (24) 990099	Media	Online Version	Focus National	Record Type Contact	0
ingua iedia t Expo	Type and C ort A	e Source Marked Conserve Labels Conserve Labels Conserve Labels Conserve Labels Conserve Labels Conserve Labels Conserve	Job Title Junior Online Reporter Drive Time Presenter	<u>Outlet</u> WhatsOn.ae T FM	Email aanti@motivate.ae radio@timesofoman.com	+971 (4) 427 3054 +968 (24) 990099	Media Media	Online Version Radio Station	Focus National National	Record Type Contact Contact	ount: 598

Clicking into the **Pending Changes** tab gives you an overview of your selections:

≡	Q Search		vue <b>lio</b>	+	¢ BS
Gro	oup: View				
GCC	Entertainment - English	26 L		+ Contacts + Outlets Delete Group Sav	e Close
GR	OUP CONTENTS (2) FENDING (	OWING SS DETAILS			
Chan	ige Details				
Na	me	Outlet	Record Type	Action	
Abb	as Al Lawati	T FM	Outlet	Remove	×
Abd	lul Basit	The UAE News	Outlet	Remove	×

Press Save to permanently delete the selected items from your Group.



#### **Adding Contacts or Outlets to a Group**

To add new **Contacts** or **Outlets** to an open **Group**, use the **+Contacts** or **+Outlets** buttons in the top right corner to perform a new search. Use the tick boxes to select from your results, and press the **Add** button:

	arch			e.	aved Searches	¢ Edit Sea	ch Save As A		
	arch	U						Edif Sear	Save As A
	Location		Country/State Location	🔇 Topic				ountry/State Location > United	Arab Emirates
	lact Key	0	🗌 🗌 Uganda	irrates     Magazine     Magazine     Mogazine     Mogazine     Newspaper     Newspaper     Online			🛞 м	edia Type > Microblog edia Type > Blog	
Con	lact Type	0	Ukraine				⊗ To	pic > Fashion & Beauty	
Cou	ntry/Stat	te Location		Government & Politic	is Blo				
Focu		0	Uzbekistan Vanuatu	Home		<b>croblog</b> ws Web Site			
	uency	0	- V	L* Law	⊢ ⊔ Ne	Ws TTO ONE			
	R Forget	Ø					Cho	ose Columns Reset Col	mas Result Count: 303
P	rivate Only	Ŷ							
		Outlet	Job Title	Name	Contact Topics	Outlet Topics	Media Type	Email	Phone
0	Na Va	Outlet Mr Max	Job Title Microblogger	Name Maxim Bouchard	Contact Topics	Outlet Topics Fitness & Exercise, Life		Email maxim.bouchard9	Phone +44 (7852) 850858
•	(2)				Fitness & Exercise, Life		Microblog		
•	() () () () () () () () () () () () () (	Mr Max	Microblogger	Maxim Bouchard	Fitness & Exercise, Life Cars, Fitness & Exercis	Fitness & Exercise, Life	Microblog Microblog	maxim.bouchard9	+44 (7852) 850858
2	<ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li>(c)</li></ul>	Mr Max Fashion Chameleon	Microblogger Microblogger	Maxim Bouchard Jim Joquico	Fitness & Exercise, Life Cars, Fitness & Exercis Bars, Clubs & Pubs, N	Fitness & Exercise, Life Cars, Fitness & Exercis	Microblog Microblog Blog	maxim.bouchard9	+44 (7852) 850858 +971 (55) 887 2997
0		Mr Max Fashion Chameleon Milizie Mee	Microblogger Microblogger Blogger	Maxim Bauchard Jim Jaquica Sanne Overgaard Meller	Filness & Exercise, Life Cars, Filness & Exercis Bars, Clubs & Pubs, N Beouty, Food, Home D	Fitness & Exercise, Life Cara, Fitness & Exercis Bara, Clubs & Pubs, Ni	Microblog Microblog Microblog	maxim.bouchard9 jim@fashionchame mitziemee@mitzie	+44 (7852) 850858 +971 (55) 887 2997
2	<ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li>(c)</li></ul>	Mr Max Fashion Chameleon Mitzie Mee Maitha 3	Microblogger Microblogger Blogger Microblogger	Maxim Bauchard Jim Joquico Sanne Overgoard Meller Moliha Ahmed	Fitness & Exercise, Life Cars, Fitness & Exercis Bars, Clubs & Pubs, N Beouty, Food, Home D Food, Men's Fashion, T	Fitness & Exercise, Life Cars, Fitness & Exercis Bars, Clubs & Pubs, Ni Beauty, Home Decora	Microblog Microblog Microblog Microblog	maxim.bouchard9 jim@fashionchame mitziemee@mitzie maitha@peonyand	+44 (7852) 850858 +971 (55) 887 2997 +971 (55) 661 6805

Your selections will be added to the **Pending Changes** tab which you can click into to review, then press **Save** to permanently add the selections to your **Group**:

≡ Q Search	vue <b>lio</b>		+ 🌣 BS
Group: View			
GCC Entertainment - English	2. 45		+ Contacts + Outlets Delete Group Save Close
GROUP CONTENTS (3) PENDING CHANGES	DETAILS		
Change Details			
Name	Outlet	Record Type	Action
Jim Joquico	Fashion Chameleon	Contact	K bbA
Sanne Overgaard Møller	Mitzie Mee	Contact	Add
Paul Ramos	The Style Choreo	Contact	Add K

Note: You can also add new entries to an existing **Group** by performing a brand new search from the **Contact Management** or **Outlet Management** screens and saving your selected **Search Results** to the existing **Group**.



#### **Deleting a Group**

To delete a **Group**, open the list and select the **Delete Group** button in the top right of the screen:

	Q Search			VI	ue <b>lio</b>				+	•
roup	p: View									
CC Ente	ertainment - English	. 1	** Ø2					+ Contacts + Out	tlets Delete Group So	rve Clos
GROU	JP CONTENTS (0) PENDING	CHANGES DETAILS							7	
Sear	rch		Reset						Edit Search Save As	•
		-								
Name	ê									
		0								
Outlet	ŧ									
Outlet Audie	t ence Type	0								
Outlet Audie Categ	t Ince Type gory	0								
Categ City La	t ince Type gory ocation oct Key	0 0 0								
Outlet Audie Categ City Lo Conta	t ince Type gory ocation oct Key	0000								
Outlet Audie Categ City La Conta	t ince Type gory ocation oct Key	0 0 0 0 0	9 Briefcase (Max 3000					Choose Column	s Reset Columns Result Co	ount: 598
Outlet Audie Categ City La Conta	t Inno Type gory occilion Sct Key Sct Type	0 0 0 0 0	9 Briefcase (Max 5000	9) <b>(</b>				Choose Column	s Reset Columns Result Co	ount: 598
Outlet Audie Categ City La Conta	t Inno Type gory occilion Sct Key Sct Type	0 0 0 0 0	Diriofcase (Max 5000 Outlet	) 💼 🗐	Phone	Category	Media Type	Choose Column	s Reset Columns Result Co Record Type	ount: 598

You will receive a prompt asking for confirmation:

=	Q Search		vue <b>lio</b>		+	٥	BS
G	roup: View						
GC	C Entertainment - Englis			+ Contacts + Outlets Delete Gra	sup S	ave (	loso
	GROUP CONTENTS	(0) PENDING CHANGES DETAILS	Delete Group				
			Are you sure you wish to permanently delete GCC Entertainment - English?	Edit Search	Save A		
	Name Outlet	0	Confirm Cancel				
	Audience Type	0	R				

Note: Take care when deleting **Groups** as they cannot be recovered once they have been deleted.

