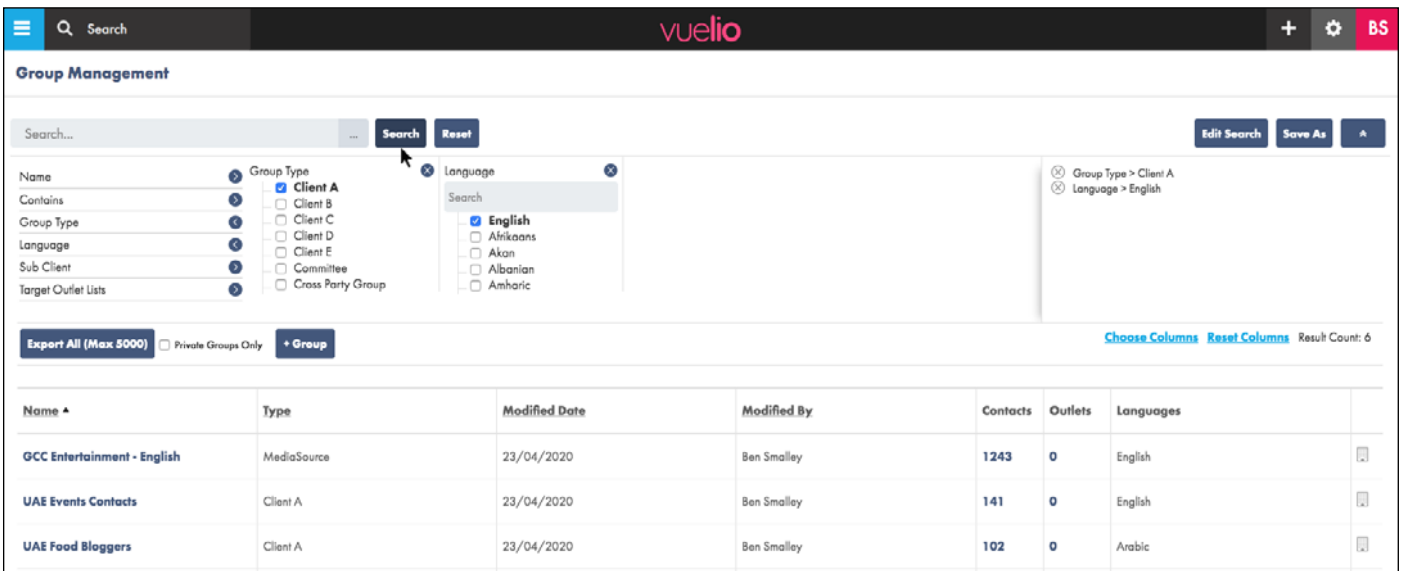


Group Management

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



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):



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.

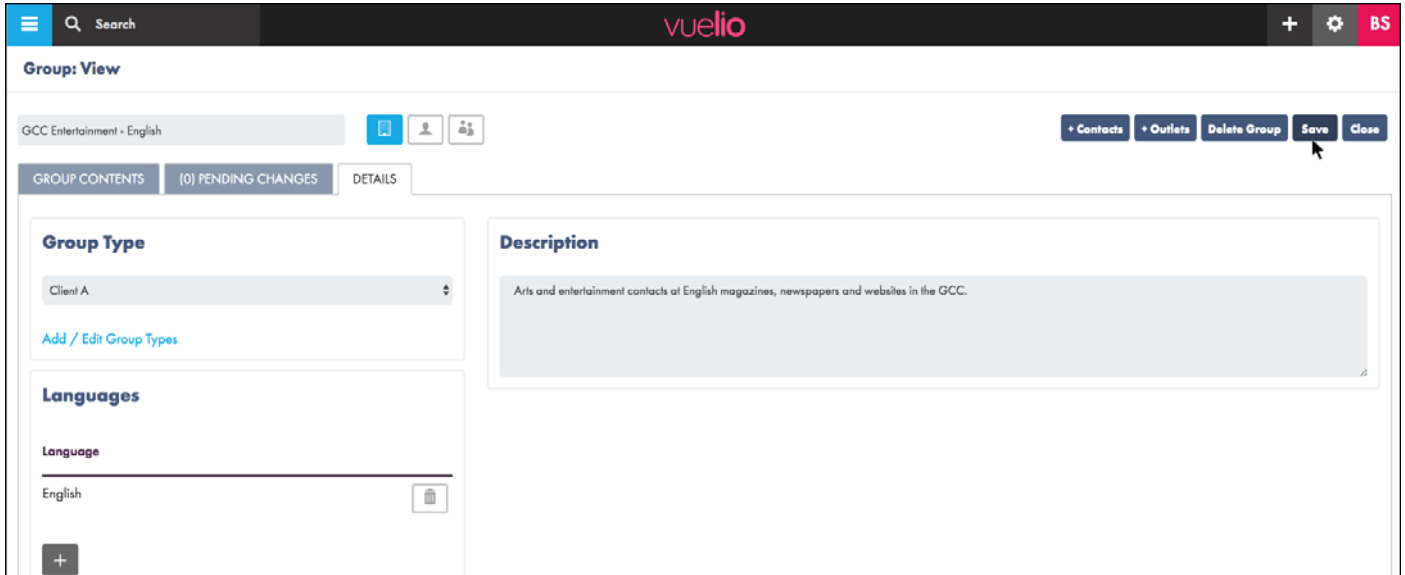
Filter boxes can be closed once you have made your selection (closing the box won't remove the selection), and a summary of the **Filters** you have chosen appears on the right of the screen. Press the **Search** button to apply the filters you have selected and view your **Search Results**. You can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



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:



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:

The screenshot shows the 'Group: View' interface for 'GCC Entertainment - English'. The 'GROUP CONTENTS' tab is active, and a red notification bubble indicates '(2) PENDING CHANGES'. A search bar and filter options are visible. Below, a table lists contacts with columns for Name, Job Title, Outlet, Email, Phone, Category, Media Type, Focus, and Record Type. A red trash icon is next to the contact 'Abbas Al Lawati'.

Name	Job Title	Outlet	Email	Phone	Category	Media Type	Focus	Record Type
Aarti Saundalkar	Junior Online Reporter	WhatsOn.ae	aarti@motivate.ae	+971 (4) 427 3054	Media	Online Version	National	Contact
Abbas Al Lawati	Drive Time Presenter	T FM	radio@timesofoman.com	+968 (24) 990099	Media	Radio Station	National	Contact
Abbas Al Lawati	Presenter	Cruise Control - T FM	radio@timesofoman.com	+968 (24) 990099	Media	Radio Show	National	Contact
Abdul Basit	Editor	The UAE News	abdulbasit@theuae...	+971 (50) 163 2100	Media	News Web Site	National	Contact
Abdul Hafidh Al Harthy	Afternoon & Weekend ...	Radio Oman 90.4 F...	hafidh.alharthy@gmail...	+968 (24) 943353	Media	Radio Station	National	Contact

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

The screenshot shows the 'Pending Changes' tab in the 'Group: View' interface. It displays a 'Change Details' section with a table listing the items selected for deletion.

Name	Outlet	Record Type	Action
Abbas Al Lawati	T FM	Outlet	Remove
Abdul 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:

The screenshot shows the Vuelio interface with a search filter for 'United Arab Emirates' and 'Fashion & Beauty'. The results table is as follows:

	Outlet	Job Title	Name	Contact Topics	Outlet Topics	Media Type	Email	Phone
<input type="checkbox"/>	Mr Max	Microblogger	Maxim Bouchard	Fitness & Exercise, Life...	Fitness & Exercise, Life...	Microblog	maxim.bouchard9...	+44 (7852) 850858
<input checked="" type="checkbox"/>	Fashion Chameleon	Microblogger	Jim Jaquica	Cars, Fitness & Exercis...	Cars, Fitness & Exercis...	Microblog	jim@fashionchame...	+971 (55) 887 2997
<input checked="" type="checkbox"/>	Mitzie Mee	Blogger	Sanne Overgaard Møller	Bars, Clubs & Pubs, NI...	Bars, Clubs & Pubs, NI...	Blog	mitziemee@mitzie...	+971 (55) 661 6805
<input type="checkbox"/>	Maiha 3	Microblogger	Maiha Ahmed	Beauty, Food, Home D...	Beauty, Home Decora...	Microblog	maiha@peonyand...	
<input checked="" type="checkbox"/>	The Style Choreo	Microblogger	Paul Ramos	Food, Men's Fashion, T...	Food, Men's Fashion, T...	Microblog	thestylechoreo@g...	+971 (50) 382 2240
<input type="checkbox"/>	DoinDubai	Blogger	Manica Kapila	Beauty, Entertainment, ...	Beauty, Entertainment, ...	Blog	doindubai@gmail...	
<input type="checkbox"/>	Love, Life & The Little One	Lifestyle & Mummy Bla...	Meghna Dixit	Beauty, Motherhood, ...	Beauty, Motherhood, P...	Microblog	lovelifelittleone@g...	+971 (56) 816 1232

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**:

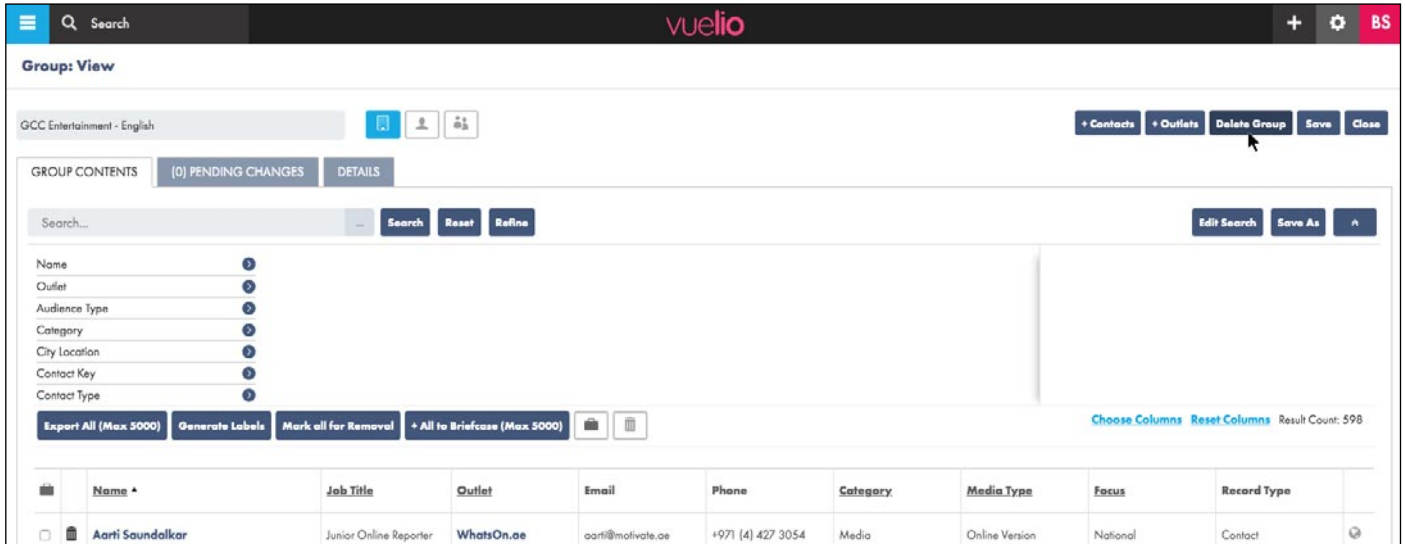
The screenshot shows the 'Pending Changes' tab with the following table:

Name	Outlet	Record Type	Action
Jim Jaquica	Fashion Chameleon	Contact	Add <input type="checkbox"/>
Sanne Overgaard Møller	Mitzie Mee	Contact	Add <input type="checkbox"/>
Paul Ramos	The Style Choreo	Contact	Add <input type="checkbox"/>

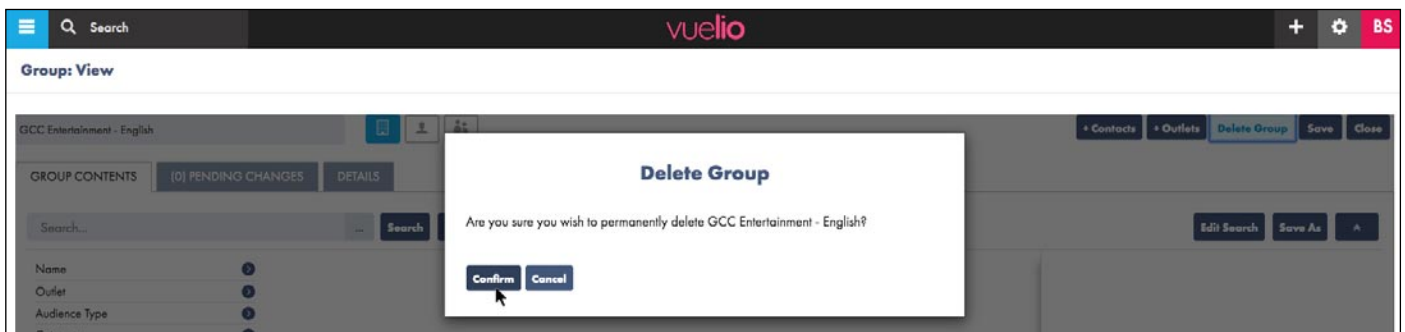
Note: You can also add new entries to an existing **Group** by performing a brand new search from the **Contact Management** or **Outlet Management** screens and saving your selected **Search Results** to the existing **Group**.

Deleting a Group

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



You will receive a prompt asking for confirmation:



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