Adding Private Data

You can customise the database by adding your own **Contacts** and **Outlets** as **Private Data**. Any data you add yourselves is unique to your **Account** and can only be seen by your own users (and is therefore not maintained or updated by our research team).

If you are unable to find a particular Contact or Outlet, you have two options:

Let us know at research@mediasource.me and we will add it after confirming the details. We will inform you once it has been added, and it will then also be included in our update cycles.
Add it yourself as **Private Data**.

Note: You may also want to add yourself and colleages as **Private Data** so you can easily include yourselves as recipents in your own distributions.

Because all **Contacts** have to be linked to an **Outlet**, a **Private Data Contact** can be added:

- By adding the Private Data Contact to an existing Outlet.
- By creating a Private Data Outlet and adding the Private Data Contact to it.

Adding a Private Data Contact to an Existing Outlet

There are two different ways to add a Private Data Contact to an existing Outlet:

1) Open the outlet's record card, and click on the + button underneath the list of existing **Contacts**:

Image: Section of the section of th	+ Sel	ected to	Group Search Contacts	c	Q O Resu	lt Count: 40	Watch: Dubai builds a than a week gn24.ae,	a #coronavirus isolation fa /9bd38b7f238e000	cility in less
 Isoad@gulfnews.com Sara Diaa Sara Diaa Sara Diaa Suiness Reporter Sand@gulfnews.com Solilo Saseendran Solilo Sase		-	Name	Job Title	Email				
Image: Solution of the second of the seco	0	-	Sadiq Bhat	Deputy Opinion Editor	sbhat@gulfnews.com	ø	Embod		View on Twitter
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Image: Model Hamid Ahmad Editor in Chief ohamid@gulfnews.com Image: Model Hamid Ahmad Editor in Chief ohamid@gulfnews.com Image: Model Hamid Ahmad Oman Image: I		9	Sara Diaa	Business Reporter	sgamal@gulfnews.com	0	Geographic Distribution	Area	
Image: Solid Saseendran Senior News Reporter ssaseendran@gulfnews.com Image: State	•	1	Abdul Hamid Ahmad	Editor in Chief	ahamid@gulfnews.com	0	Oman		
	0	9	Sajila Saseendran	Senior News Reporter	ssaseendran@gulfnews.com	Q	United Arab Emirates		
Ashley Hammond Chief Reporter anammond@gulfnews.com G Owner Al Nisr Publishing ILC	0	0	Anjana Kumar	Local News Reporter	ankumar@gulfnews.com	ø	Attributes		1
	0		Ashley Hammond	Chief Reporter	ahammond@gulfnews.com	0	Owner	Al Nisr Publishing LLC	
	k						Languages	English	



In the new screen that opens, fill in the fields you have information for, such as the person's **First Name, Last Name, Email Address, Job Title, Profile** etc:

😑 Q. Gulf News	×	vue lio		+	٥	BS
Contact: Edit						
				Se	ovo Co	ancel
Gulf News		Profile			•	
Details		Profile notes	Joe Bloggs is a News Reporter at XYZ.			
Job Title	News Reporter					
Salutation	Mr.					8
First Name	eoL	Topics				
Last Name	Bloggs		122			
Name Suffix		Topic	Title			_
Honorific		+				
Sub Category	(Not set)	÷ Address				

Ensure to add **Topics** if you want to be able to find your **Private Data Contact** in future topic-based contact searches:

Gulf News		Г	Add Topics	s Ø	Save Canc
Details				Result Count: 1849	a News Reporter at XYZ.
Job Title	News Reporter		Name •	\odot	
Salutation	Mr.	0	Local History		
First Name	Joe	0	Local News		
Last Name	Bloggs	0	Local News Service		
Name Suffix		٥	Local Politics		Title
Honorific		0	Local Sales		
Sub Category	(Not set)	0	Logistics		
Key Contact			Long Term Care		
Main Homepage		١.,		Add Cancel	et ÷



Similarly, add relevant **Language(s)** if you wish to be able to find the **Contact** in any future language-based contact searches:

Name Suffix			Topic Tiffe	
			Add Languages 🛛 😵	ger ÷ 🗙
Honorific			Add Languages 🛛 🕹	
Sub Category	(Not set)		Result Count: 168	ger 🗘 🗙
Kau Cantant			Name 🕤	
Key Contact	0		Name	
Main Homepage		v	English	
Country Area	Number		Afrikaans	
+			Akan	*
Emoil			Albanian	10 1
+			Amhanic	ne 2
Social Media URL		v	Arabic	Y
+			Armenian	ounty
Language			Add Cancel	ust Code
+		_	- k -	josa \$

Once you have completed all the relevant information, press **Save** and the **Private Data Contact** will be added - and will now appear in the list of **Contacts** at the **Outlet:**

	alected 1	to Group Search Contacts	a	Rosu	t Count: 41	Guil News @guil_news 8 times Hollywood s gn24.ae/9bd3c0ebf4	tars headed to Bollywood 4fc000	
0	0	Name Anjana Kumar	Job Title A	Email ankumar@gulfnews.com	Q		M Ke	
0		Janice De Leon	Local News Reporter	jleon@gulfnews.com	0	Embed		View on Twitter
0	-	Mohammed Almezel	Managing Editor	malmezel@gulfnews.com	0	Geographic Distribution	Area	
۵	8	Joe Bloggs	News Reporter	joe@joebloggs.com		Bahrain	Aleu	
0	9	Aghaddir Ali	Northern Emirates Reporter	agali@gulfnews.com	0	Oman United Arab Emirates		
0		Shyam Krishna	Opinion Editor	skrishna@gulfnews.com	0	Attributes		
0	8	David George	Personal Finance Editor	dageorge@gulfnews.com	0	Owner	Al Nisr Publishing LLC	
4	1					Frequency	Daily	
+						Languages	English	

And will also now be found in searches, and can be added to new and existing Groups:

E Q. Joe Bloggs ×	vue lio			+	٥	BS
Outlets	Contacts					_
There are no outlets results for "Joe Bloggs" Outlets search	(JB) Joe Bloggs News Reporter - Gulf News Search all contacts	₽ 	+ To Group Send Outlet Update	Edi	c	lose .



2) To add a new **Private Data Contact** to an existing **Outlet** from the **Contact Management** screen, select the **+Contact** button:

📃 Q. Search	vue lio		+	٥	BS
Contact Management					
Search	Search Reset	Saved Searches 🗘 Edit Search	h Save	As	•
Name Ø Outlet Ø					
Audience Type S Category S					
City Location Ø Contact Key Ø					
Contact Type Export All (Max 5000) Private Contacts 0	Daly + Contract & Outliet + Contract Generate Labels + All to Briefcase (Mex 5000)	Choose Columns Reset Colum	ns Result C	ount: 171	58
Export All (Max 5000)			Limit: 50		

Type the name of the existing **Outlet** you wish to link the new **Contact** to, and select its name from the matches that automatically appear:

	Search Managemen					N	vue lio				+ 🌣
Search	.			Search	Reset				Saved Searches	¢ Edit S	earch Save As A
Name Outlet		0				Choose	e an Outlet	8			
Audience Ty Category	/pe	0			Name	Gulf News					
City Locatio Contact Key Contact Typ	1	0			Gulf News Daily Newspaper		+971 (4) 344 editor@gulfnew				
Export Al	l (Max 5000) 🔲	Private Contacts Only	+ Contact & (FRIDAY	Gulf News - Fri Daily Newspaper Spec Section		+971 (4) 344 friday@gulfnew			Choose Columns Reset Co	Limit: 5000
-		<u>Media Type</u>	Outlet	GDN®	Gulf Daily New Daily Newspaper	/5	+973 (17) 62 gdnnews@gdn.co	om.bh		Languages	<u>Country</u>
-	United Arab	Online Version	EsquireMI	GN	Gulf News - Gl	N	+971 (4) 344		ambler@ip.com	English	United Arab

In the new screen that opens, fill in the fields you have information for, such as **First Name, Last Name, Email, Job Title, Profile** etc. Ensure to also add **Topics** and **Language(s)** if you wish to be able to find the **Contact** in any future topic or language-based contact searches:

=	Q Search	VL	vue lio						
Cor	ntact: Edit								
					Sav	re Car	icel		
	Gulf News		Profile						
I	Details		Profile notes	Joe Bloggs is a News Reporter at XYZ.					
J	ob Title	News Reporter							
5	alutation	Mr					h		
F	irst Name	Joe	Topics						
ı	ast Name	Bloggs	Topics	Title					

Once you have completed all the relevant information, press **Save** and the **Private Data Contact** will be added to the **Outlet** you selected.



Adding an Outlet as Private Data

If an **Outlet** does not already exist in the database, you can create a new **Private Data Outlet** from the **Outlet Management** screen by selecting the **+Outlet** button:

=	Q Search	vue lio	+	٥	BS
Out	let Management				
Sec	arch		Save	As	*
rocu	•				
	uency 🔕				
Gro	up Type - Group 📀				
Lang	uage 🔊				
Med	lia Type 🛛 🔊				
Profi	le 🧿				
Soci	al Media 🛛 🔕				
Targ	et Area 🛛 🕖				
Ex	port All (Max 5000) 🗌 Private Outlet O	hly + Outlet + All to Briefcase (Max 5000)	Result C	Count: 50	10

In the new screen that opens, fill in the fields you have information for - such as the **Outlet Name**, **Media Type, Website Link, Profile** etc. Ensure to add **Topics** and **Language(s)** if you wish to be able to find the **Outlet** in future topic or language-based outlet searches:

😑 Q Search		VUe	vue lio			٥	BS
Outlet: Edit							
					Sar	~• C o	ancel
Details			Topics				
Prefix	The		Торіс				
Name	Middle East News		Middle East			×	ī
Media Type	Magazine	\$	+				
Profile	The Middle East News is a weekly magazine covering news, politics, business and from the Middle East.	sport					
	IGH RE MIGUE COL		Address				
Focus			Address Type	P.O. Box			¢
	✓ Choose External Internal	Î	Line 1	PO Box 123			
Category	International Local National	¢	Line 2	Line 2			
RSS (Really Simple Syndication)	Regional Specialist		City	Dubai			

Once you have completed the relevant information, press **Save** and the **Private Outlet** will be added. You can now add **Private Data Contacts** to your **Private Data Outlet** using the **+** button under the **Contacts** section of the newly created **Outlet Record Card**:

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	Dubai	
	United Arab Emirates	
Con	tacts	
+	Ļ	



Adding a Contact and Outlet as Private Data

If an **Outlet** does not already exist in the database, you can add both a new **Private Data Outlet** and a linked **Private Data Contact** at the same time using the **+Contact & Outlet** button on the **Contact Management** screen:

Contact	Manageme	tnt						
Search			Search	Reset		Saved Searches		Save As A
Name		0						
Outlet		0						
Audience T	ype	0						
Category		0						
City Locatio	on	0						
Contact Ke	У	0						
Contact Typ	ре	0						
Export A	ll (Max 5000)	Private Contacts Only	+ Contact & Outlet + Co	ontact Generate Labels + All to I	Briefcase (Max 5000)		Choose Columns Reset Column	Result Count: 17158 Limit: 5000
<u> </u>	Country	Media Type	Outlet	Job Title	Name	Email	Languages	Country

In the new screen that opens, fill in all the **Contact** and **Outlet** fields you have information for, such as **Contact Name, Outlet Name, Email** etc:

<u>ສ</u> ຊ	Search		vuelic	þ			+	٥	BS
Contact N	lanagement								
Search. Name Outlet			Create a Contact a	nd Outlet			⊗		^
Audience	Contact Details	5	1	Address					
City Loco Contact I	Job Title	Editor	A	ddress Type	P.O. Box	\$			
Contact T	Salutation	Mr	u	ine 1	PO Box 78910			171	158
	Contact Name	Poul Smith	u	ine 2	Line 2				
•	Outlet Name	Riyadh News	c	lity	Riyadh				
			c	County	County				0
	Communicatio	n	P	ost Code	11234			-	•
	Phone	+966-11 123 4567	R	egion	Choose	¢			0
	Mobile	Enable	c	Country	Saudi Arabia	\$			0
-	Email	paul@riyadhnews.com			June Arebu				0
									0
									0
	Save Cancel								

Press Save and the Private Contact and Private Outlet will be added.

You can add further details, such as **Topics** and **Language**, by opening the record card for the new **Contact** and/or **Outlet** and pressing the **Edit** button.



Adding Freelancers as Private Data

To add a **Freelancer** (or any individual) as **Private Data**, you must also create an **Outlet** to link them to. You can either create a single **Private Data Outlet** called *Freelancers* and link all **Private Data Contacts** you add as **Freelancers** to that one outlet, or create a new **Outlet** for each freelancer using the person's name as the **Outlet Name**.

Note: To add yourself or colleagues, add your company as a **Private Data Outlet** and then create **Private Data Contacts** of yourselves linked to that **Outlet**.

Viewing Your Private Data

To view all the **Private Data Contacts** created on your account, go to the **Contact Management** screen and select the **Private Contacts Only** tick box:

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ontac	t Manageme	nt							
Search.						Saved Searches			
Search.			Search R	esat		Saved Searches	¥ Edi	it Search Save As	^
Vame		0							
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udience		0							
ategory	1	Ø							
by Lease	tion								
,		0							
Contact K	Кеу	0							
City Locat Contact K Contact T Export	Кеу Гуре	0	+ Contact & Outlet + Contact	t Generate Labels + All to Brie	icase (Max 5000)		Choose Columns R	eset Columns Result C	Count:
Contact K Contact T	Кеу Гуре	0	+ Contact & Outlet + Contact	t Generate Labels + All to Brief	icase (Max 5000)		Choose Columns R	eset Columns Result C	Count:
Contact K Contact T	Кеу Гуре	0	+ Contact & Outlet + Contact	t Generate Labels + All to Brief Job <u>Title</u>	icase (Max 5000)	Email	Choose Columns R	eset Columns Result C Country	Count:
iontact K iontact T	Key İype All (Max 5000)	Private Contracts Only				Email [co@joabloggs.com			
Contact K Contact T	(ey (ype All (Max 5000) Country	Private Contracts Only	Outlet	Job Title	Name		Languages	<u>Country</u>	[

Similarly, to view the **Private Data Outlets** created on your account, go to the **Outlet Management** screen and select the **Private Outlets Only** tick box:

📃 Q. Search			vue lio				+	ф В5
Outl	et Ma	nagement						
Sea	rch		search R	Refine			Edit Search Sav	A a
Name	e	0						
	ince Type							
Categ		0						
	ocation	Location Ø						
Focus		Location Ø						
Frequ		0						
		Max 5000) Private Outlet Only	+ Outlet + All to Briefcase (Mc	ax 5000)			ose Columns Reset Columns I	Result Count: 3
8		Country	Media Type *	Name	Languages	Url	Email	
0	æ	United Arab Emirates	Other	MediaSource		http://www.mediasource.me	sales@mediasource.me	
0	H.	United Kingdom	News Web Site	Riyadh News				



Editing Private Data

To make changes to any of your **Private Data Contacts** or **Private Data Outlets**, open their record card and select the **Edit** button in the top right corner:

🔳 Q. Search		vue lio	+ 🗘 BS
Contact: View			
Send vCard Send Contact Update Prin	at + To group + Interaction Notes (0)	N/A	\$ Forget Update Avatar Remove Edit Close
Mr. Joe Bloggs	- Gulf News (News Reporter)		

You can now make any necessary changes to the entry's details before pressing Save.

Deleting Private Data

To delete a **Private Data** entry, open its record card and press the **Remove** button in the top right corner. A prompt will warn if you have the **Contact** or **Outlet** saved in any **Groups**. Click **Confirm** to proceed with the deletion:

≡	Q Search	vue lio	+	٥	BS
Con	ntact: View				
		Image: Second	iove I	idii Cl	240

Deleted entries will automatically be deleted from any **Groups** you have them saved in, while deleting a **Private Data Outlet** will also delete any **Private Data Contacts** linked to it.

Note: You are only able to delete your own **Private Data** in this way, not the data provided by either MediaSource or Vuelio. If you come across any system data that needs deleting or changing, please let us know at research@mediasource.me so we can make the required changes outside of our normal updating schedule.

