

## 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](mailto: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 colleagues as **Private Data** so you can easily include yourselves as recipients 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**:

The screenshot displays the 'Contacts' section for the 'Gulf News' outlet. On the left, a table lists existing contacts with columns for Name, Job Title, and Email. A '+ Selected to Group' button and a search bar are at the top of the list. A '+ Selected to Group' button is also visible at the bottom left of the table. On the right, a sidebar shows the outlet's profile, including a recent tweet about a coronavirus isolation facility, a 'Geographic Distribution Area' section listing Bahrain, Oman, and the United Arab Emirates, and an 'Attributes' section listing Owner (Al Nisr Publishing LLC), Frequency (Daily), and Languages (English).

Name	Job Title	Email
Sadiq Bhat	Deputy Opinion Editor	sbhat@gulfnews.com
Layelle Saad	GCC & Middle East Editor	lsaad@gulfnews.com
Sara Diaa	Business Reporter	sgamal@gulfnews.com
Abdul Hamid Ahmad	Editor in Chief	ahamid@gulfnews.com
Sajilla Saseendran	Senior News Reporter	ssaseendran@gulfnews.com
Anjana Kumar	Local News Reporter	ankumar@gulfnews.com
Ashley Hammond	Chief Reporter	ahammond@gulfnews.com

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:

**Contact: Edit**

**Gulf News**

**Details**

Job Title: News Reporter

Salutation: Mr.

First Name: Joe

Last Name: Bloggs

Name Suffix:

Honorific:

Sub Category: [Not set]

**Profile**

Profile notes: Joe Bloggs is a News Reporter at XYZ.

**Topics**

Topic	Title
+	

**Address**

Save Cancel

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

**Add Topics**

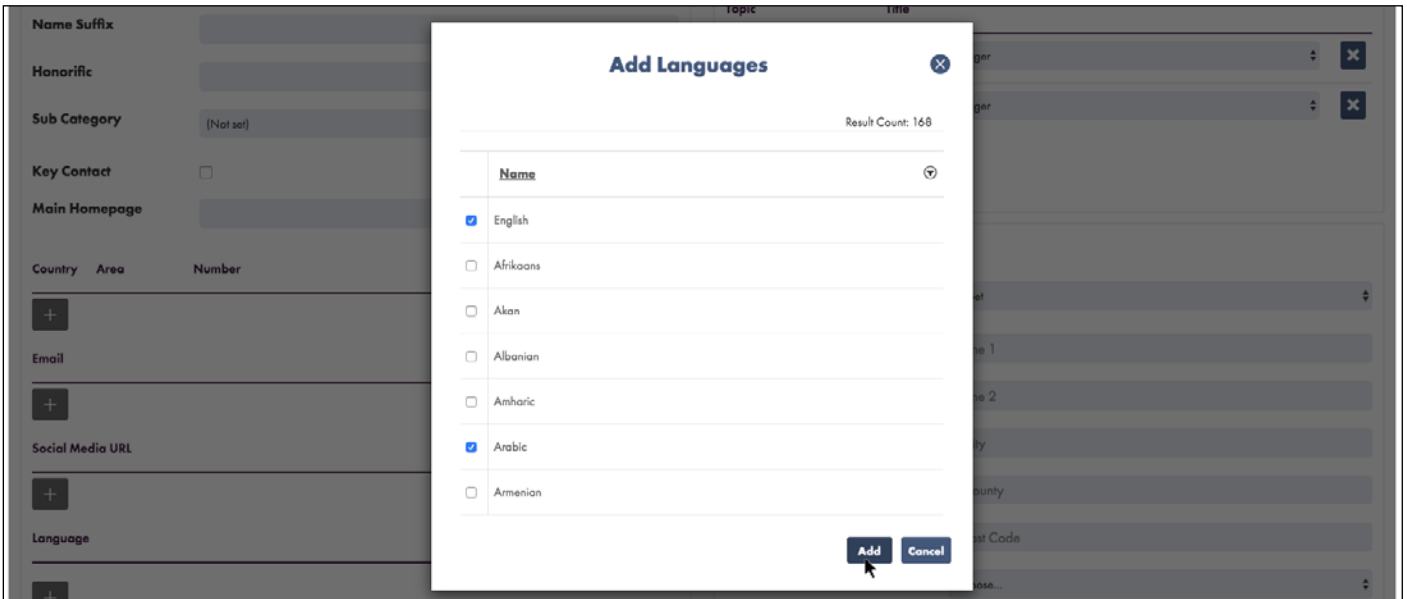
Result Count: 1849

Name ▾

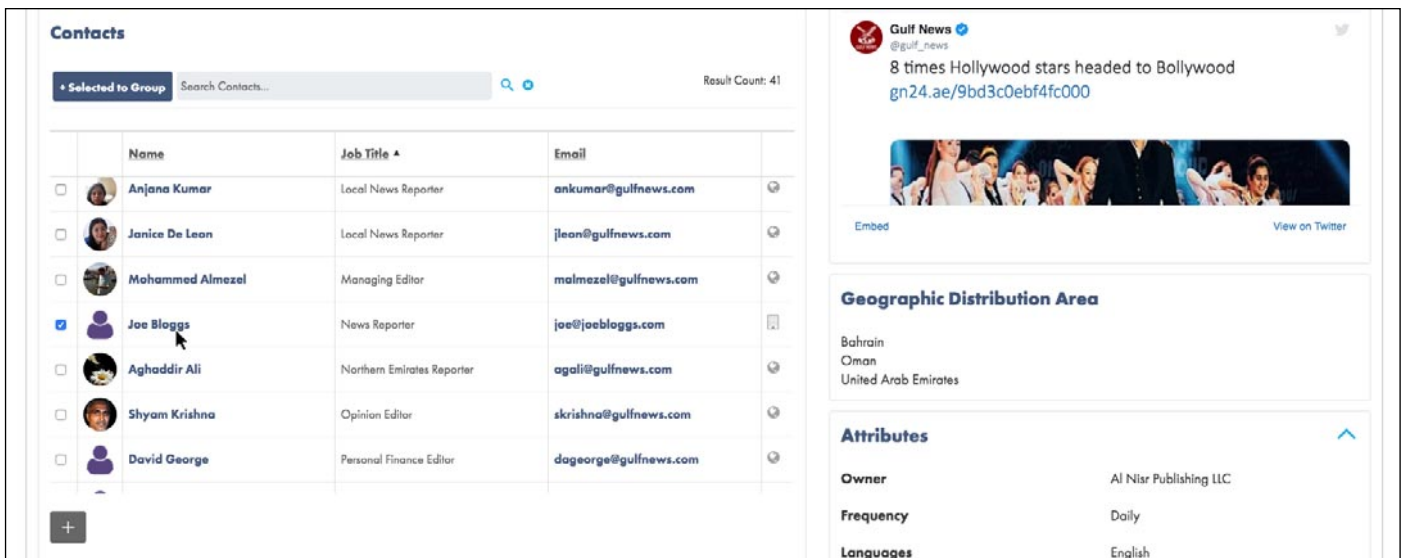
- Local History
- Local News
- Local News Service
- Local Politics
- Local Sales
- Logistics
- Long Term Care

Add Cancel

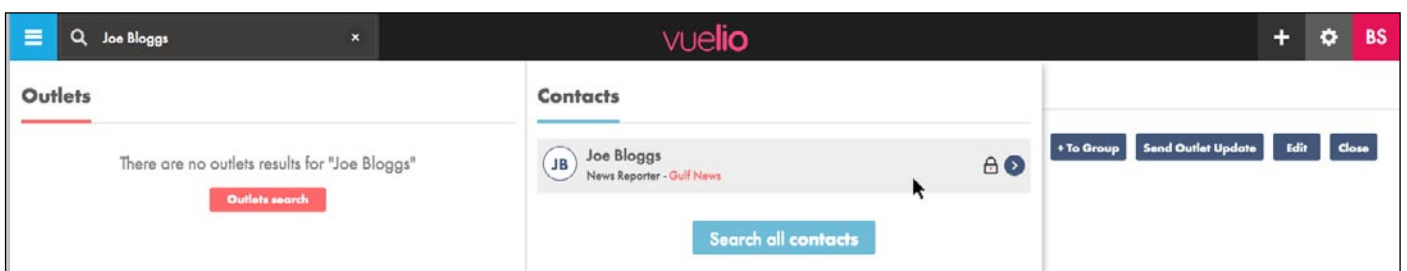
Similarly, add relevant **Language(s)** if you wish to be able to find the **Contact** in any future language-based contact searches:



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**:



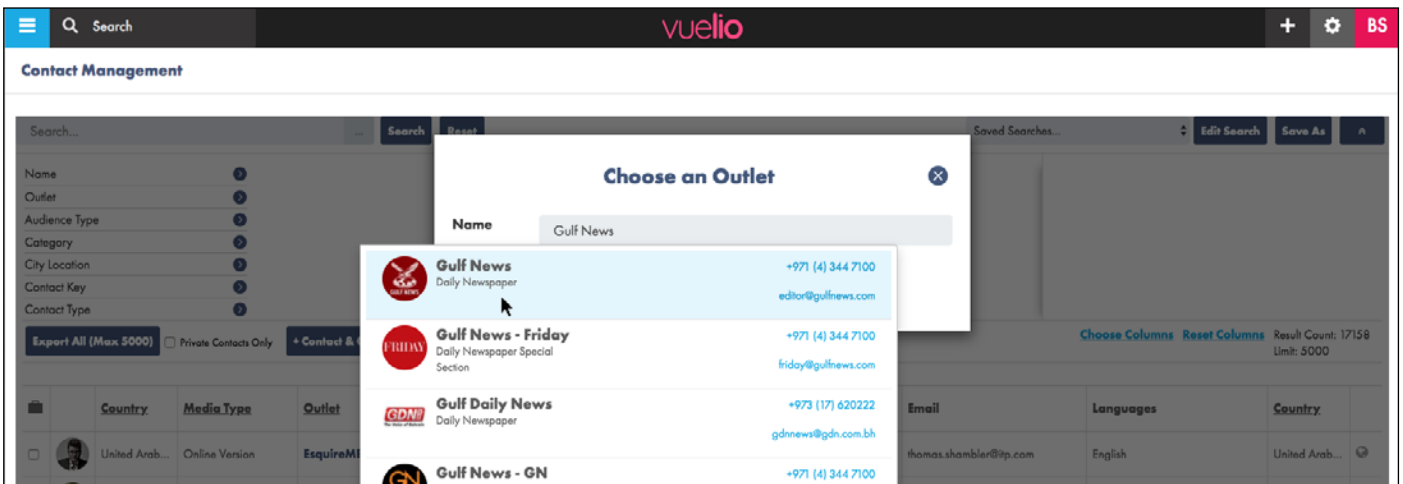
And will also now be found in searches, and can be added to new and existing **Groups**:



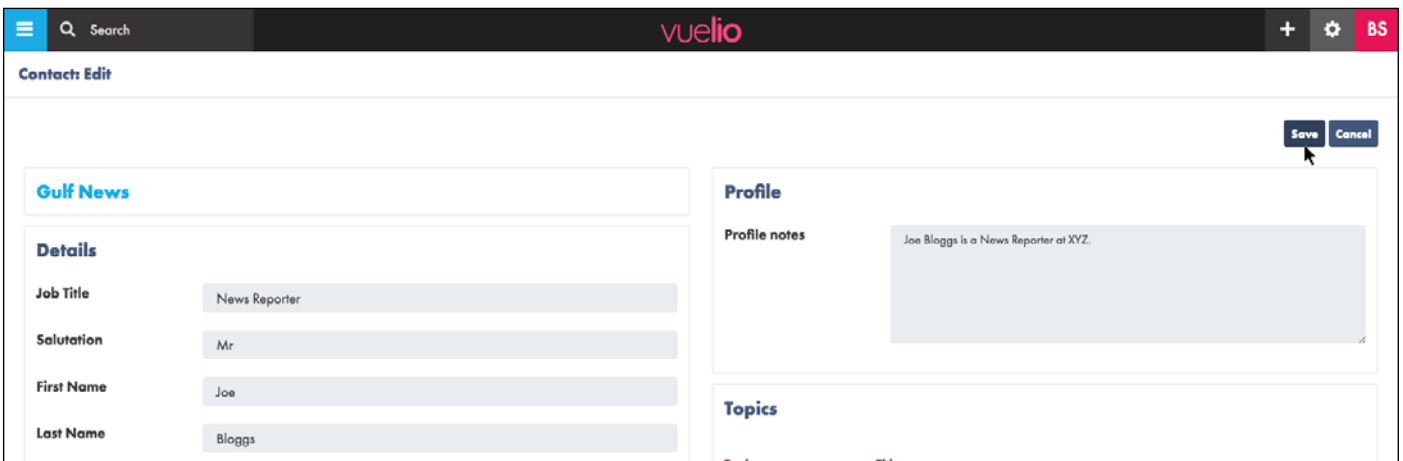
2) To add a new **Private Data Contact** to an existing **Outlet** from the **Contact Management** screen, select the **+Contact** button:



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:



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:



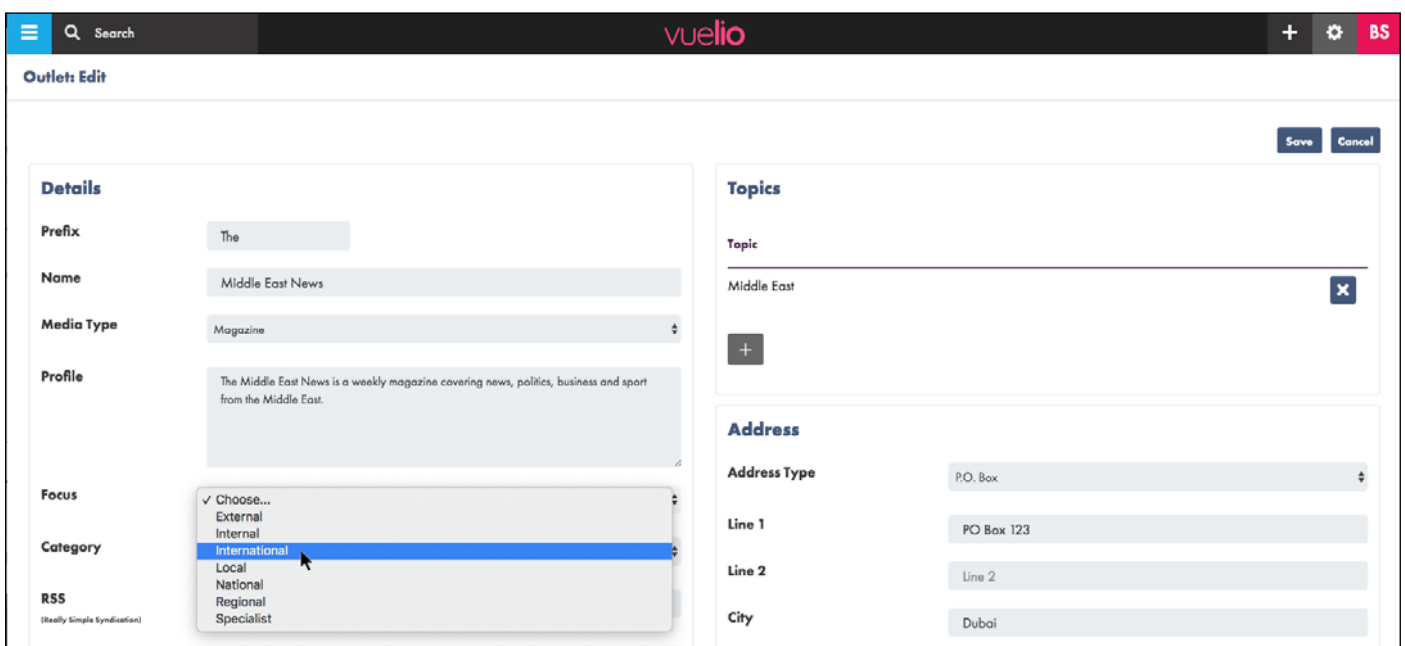
Once you have completed all the relevant information, press **Save** and the **Private Data Contact** will be added to the **Outlet** you selected.

## Adding an Outlet as Private Data

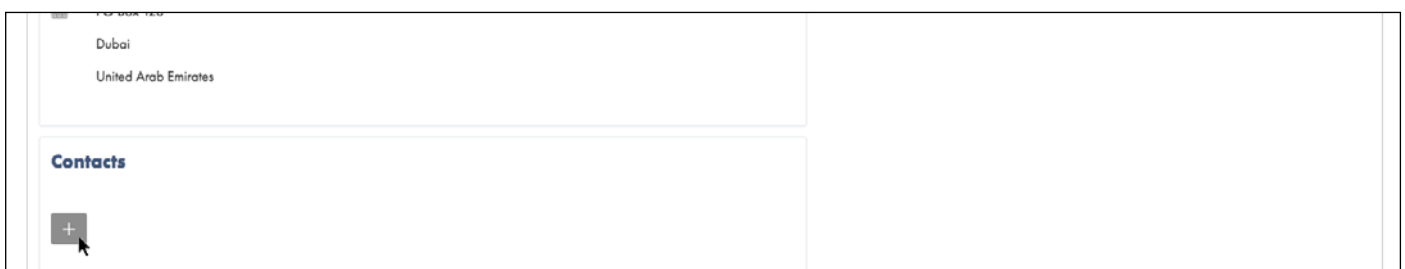
If an **Outlet** does not already exist in the database, you can create a new **Private Data Outlet** from the **Outlet Management** screen by selecting the **+Outlet** button:



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:



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**:

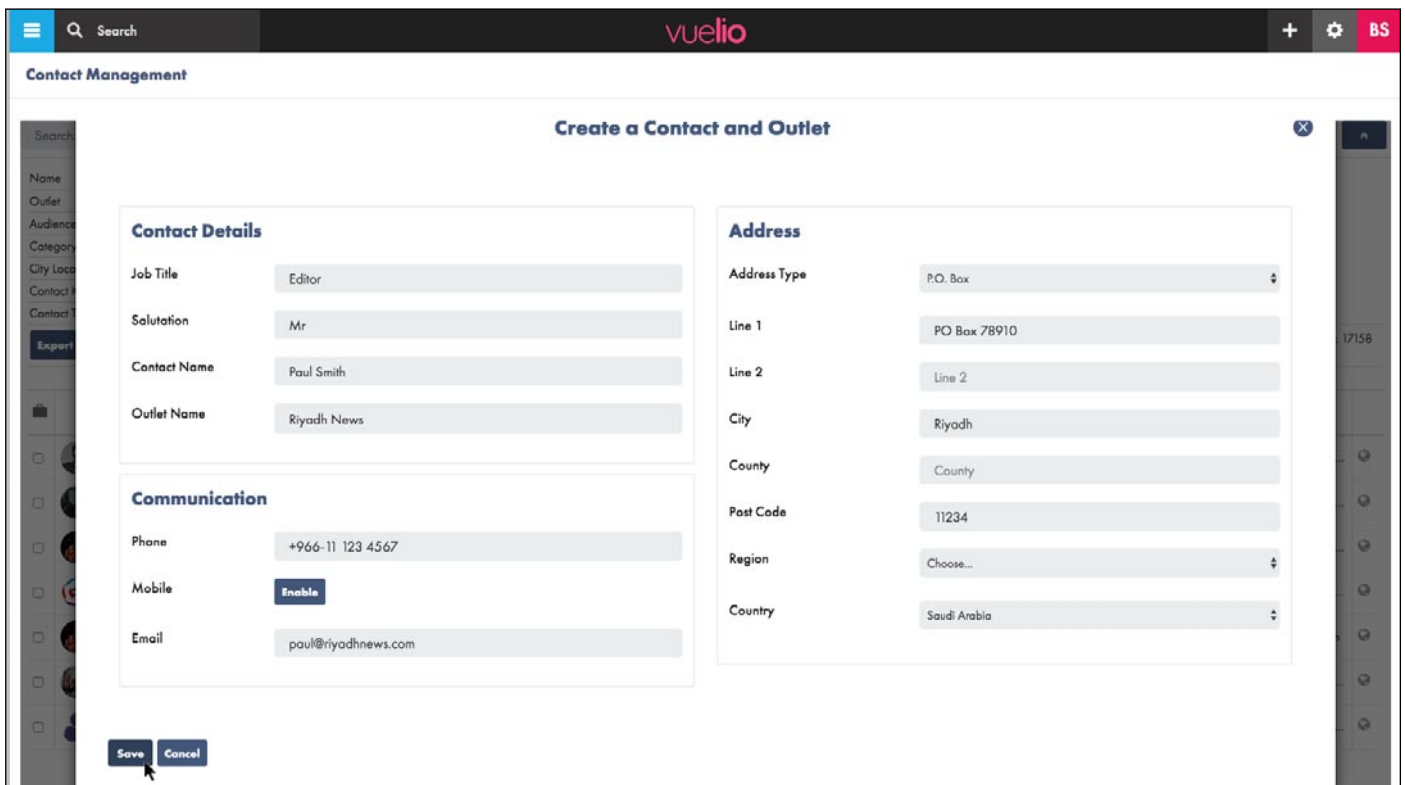


## Adding a Contact and Outlet as Private Data

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:



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:



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:

The screenshot shows the 'Contact Management' interface in Vuelio. At the top, there is a search bar and navigation icons. Below the search bar, there are several filter buttons: 'Export All (Max: 5000)', 'Private Contacts Only' (which is checked), '+ Contact & Outlet', '+ Contact', 'Generate Labels', and '+ All to Briefcase (Max: 5000)'. To the right, there are 'Choose Columns' and 'Reset Columns' links, and a 'Result Count: 4' indicator.

	Country	Media Type	Outlet	Job Title	Name	Email	Languages	Country
<input type="checkbox"/>	United King...	Daily Newspaper	Gulf News	News Reporter	Joe Bloggs	joe@joebloggs.com	Arabic, English	United King...
<input type="checkbox"/>	Saudi Arabia	News Web Site	Riyadh News	Editor	Paul Smith	paul@riyadhnews.com		Saudi Arabia
<input type="checkbox"/>	United Arab...	Other	MediaSource	Managing Director	Ben Smalley	ben@mediasource.me		United Arab...

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:

The screenshot shows the 'Outlet Management' interface in Vuelio. At the top, there is a search bar and navigation icons. Below the search bar, there are several filter buttons: 'Export All (Max: 5000)', 'Private Outlet Only' (which is checked), '+ Outlet', and '+ All to Briefcase (Max: 5000)'. To the right, there are 'Choose Columns' and 'Reset Columns' links, and a 'Result Count: 3' indicator.

	Country	Media Type	Name	Languages	Url	Email
<input type="checkbox"/>	United Arab Emirates	Other	MediaSource		http://www.mediasource.me	sales@mediasource.me
<input type="checkbox"/>	United Kingdom	News Web Site	Riyadh News			

## Editing Private Data

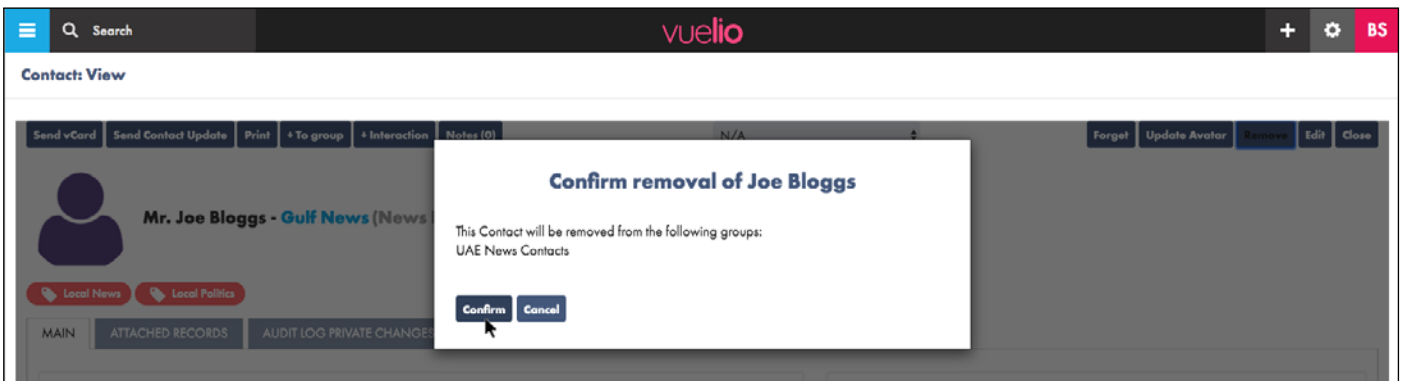
To make changes to any of your **Private Data Contacts** or **Private Data Outlets**, open their record card and select the **Edit** button in the top right corner:



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:



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](mailto:research@mediasource.me) so we can make the required changes outside of our normal updating schedule.