



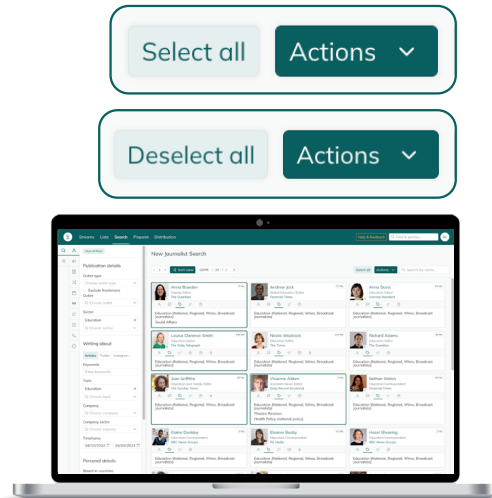
Roxhill

**USER GUIDES
BUILDING LISTS**

Having run a search, you can select journalists from your search results to add to lists. This makes it easier to keep track of and contact relevant people.

Creating lists from the search results page

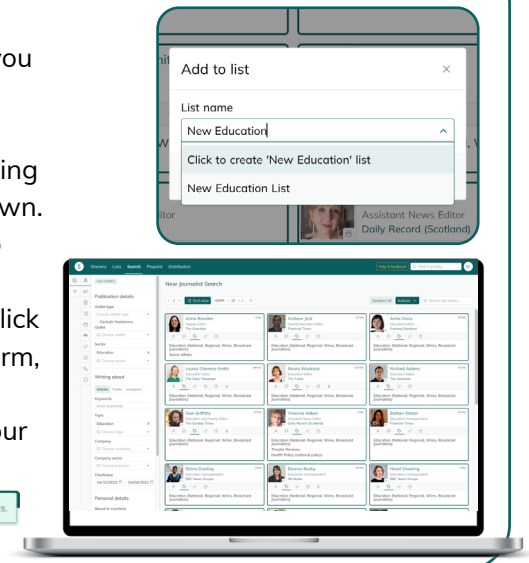
- To select individual journalists, click on the white space within their profile cards.
- Once the journalists have been selected, the outline of the profile card will turn green.
- To deselect, click the selected journalists profile card a second time.
- Alternatively, you can select all journalists by clicking 'Select all'.
- To deselect all, click 'Deselect all'.



Adding journalists to your lists

Once you've selected the journalists you want to add to your list:

- Click 'Add X journalists to list'.
- **Either:** Enter the name of an existing list and select it from the drop-down. Click to confirm, then click 'Add to list'.
- **Or:** Type in a new list name and click 'Click here to create X list' to confirm, then click 'Add to list'.
- You will see a notification once your contacts have been successfully added to your list:



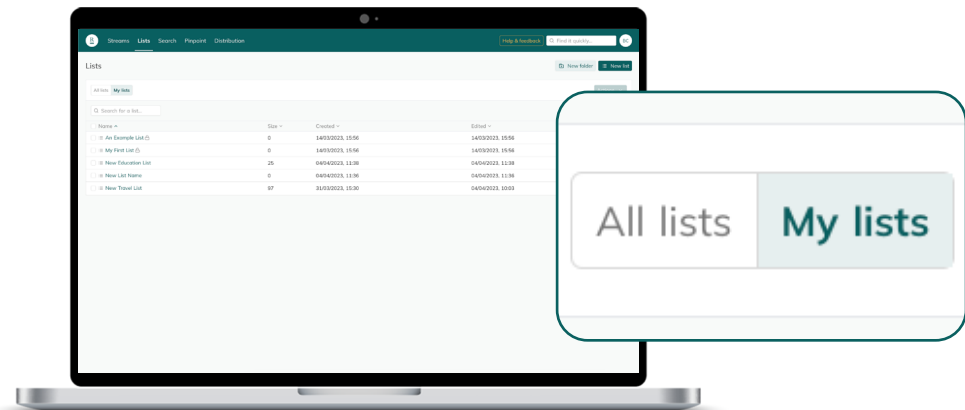
Need a little help?

If you need further help, contact your account manager via [Help & feedback](#) and they'll get back to you as soon as possible.

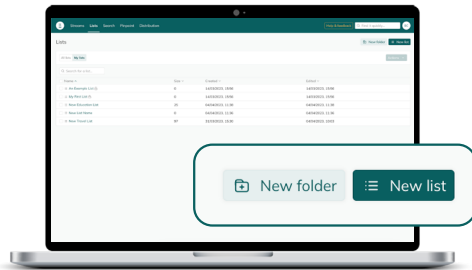
How to view your new list

- Select 'Lists' from the main menu (top left).
- Navigate to 'My lists' to view the lists that belong to you.
- Click into the list. This will display all your contacts.

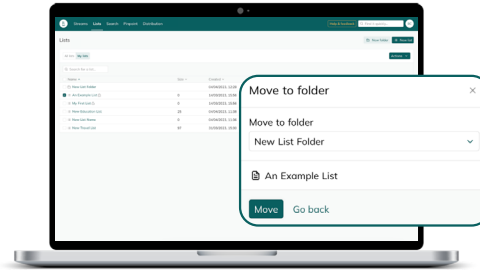
Note: Lists appear in alphabetical order.



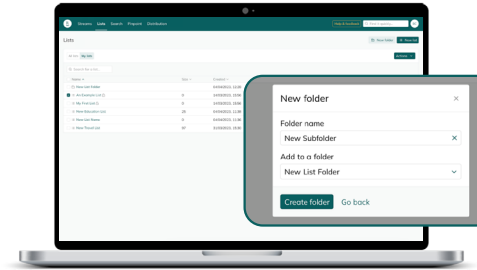
Organising your list into a folder



- To create a new folder, navigate to Lists and click 'New folder'.
- Enter a Name for the folder, then click 'Create'.
- This will create an empty folder for you to move lists into.



- To move lists into your folder, tick the white box on the left next to the list(s) you want to move.
- Click 'Actions' and select 'Move X to folder'.
- Select the folder you want to move your list into.



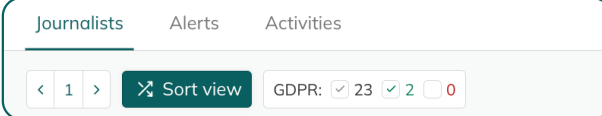
- Create subfolders by creating or moving one folder into another in the same way you'd move a list.
- Keeping your lists organised is a great way to stay on top of your GDPR practices.

Use alerts to keep up-to-date on your Journalist moves.

TOP TIPS

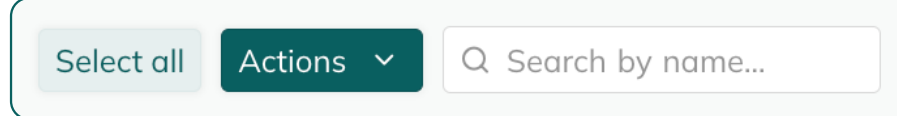
If a journalist has changed jobs since your list was created, the 'Alerts tab' will display the number of alerts within your list, detailing all journalists' moves. You can then make the necessary changes to your contact lists.

Don't worry if you've added a journalist twice to the same list; we automatically de-duplicate all lists.



Need a little extra help? The navigation explained...

- The **'Journalists'** tab shows you all the journalists added to your list.
- The **'Alerts'** tab will prompt you if a journalist in your list has changed roles, so you can check if they're still relevant to your list.
- The **'Activities'** tab will populate with any Activities you log with that journalist.
- You can use the '< and >' arrows to navigate through multiple pages in your list.



- **'Sort view'** allows you to reorganise the journalists in the list by relevance, name, seniority and outlet print circulation.
- **'Group by'** lets you reorganise all the journalists listed on your page by country, sector, job title and outlet type, frequency or desk.
- **'Display info'** lets you choose what information you see at a glance, from: contact information; their Roxhill bio; sectors; Twitter and Instagram stats.
- **'Select all'** and **'Deselect all'** lets you quickly select and deselect all the journalists on your list.
- The **'GDPR'** function allows you to toggle the view of specific journalists based on their GDPR status, edit their GDPR status, and to add notes.
- **'Actions'** gives you the options to download the selected contacts, send emails, copy their emails, add to Streams, add to other lists, add a joint activity for all selected contacts, and edit all GDPR notes in one click.
- Use **'Search by name'** to find the exact journalist you're looking for.