

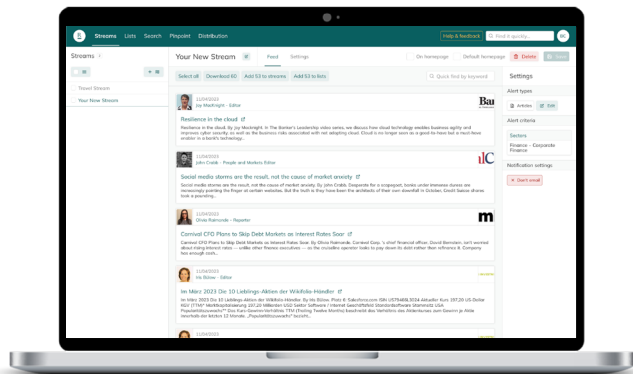


# Roxhill

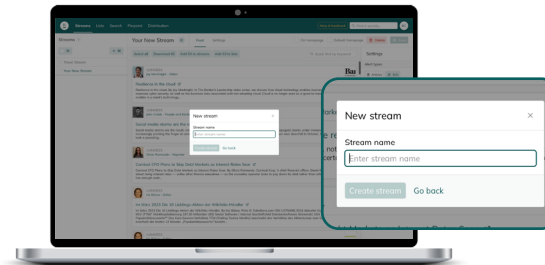
**USER GUIDES**  
**STREAMS USER GUIDE**

Stay informed of journalist moves, topic coverage and social media activity, with fully customised alerts. Receive headlines, forward features, media requests and keyword matches in real-time and **straight to your inbox.**

Set up bespoke Streams and get notified of any changes and updates within your world.



How to create a stream

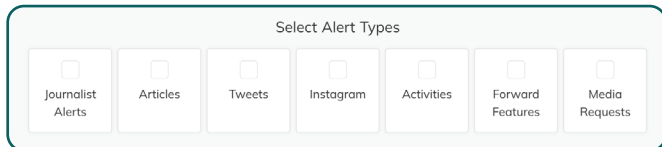


- Click '+' button to create a new stream.
- Give your stream a name.
- Click 'Create stream'.

**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.

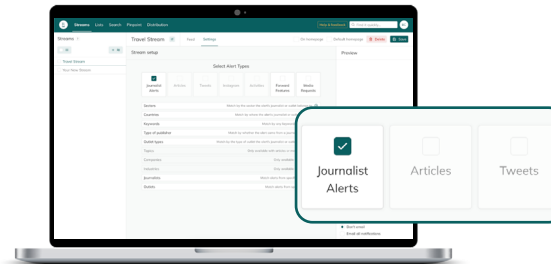
### Notification types



- You can choose to be notified about journalist alerts, articles, tweets, Instagram posts, activities, forward features, and media requests.

*Note: We recommend that you limit the amount of different alert types per stream.*

### Incompatible alert types



- When you select your first alert type, other alert types will become unavailable.
- If you'd like to set up alert streams for incompatible alert types, you must set up a new, separate stream for them.

Sectors
Countries
Keywords
Type of publisher
Outlet types
Topics
Companies
Industries
Journalists
Outlets

### Alert cheat sheet:



**Journalist Alerts:**  
Filter by Sector and Topic

**Articles Alerts:**  
Filter by Topic and Keywords

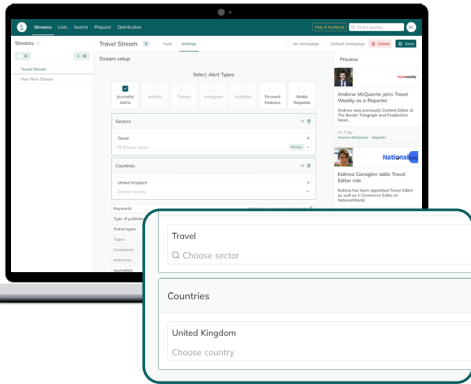
**Social Alerts:**  
Filter by Keywords

**Forward Features Alerts:**  
Filter by Sector and Keywords

**Media Request Alerts:**  
Filter by Sector and Keywords

## Customise your alerts

### Alert Criteria

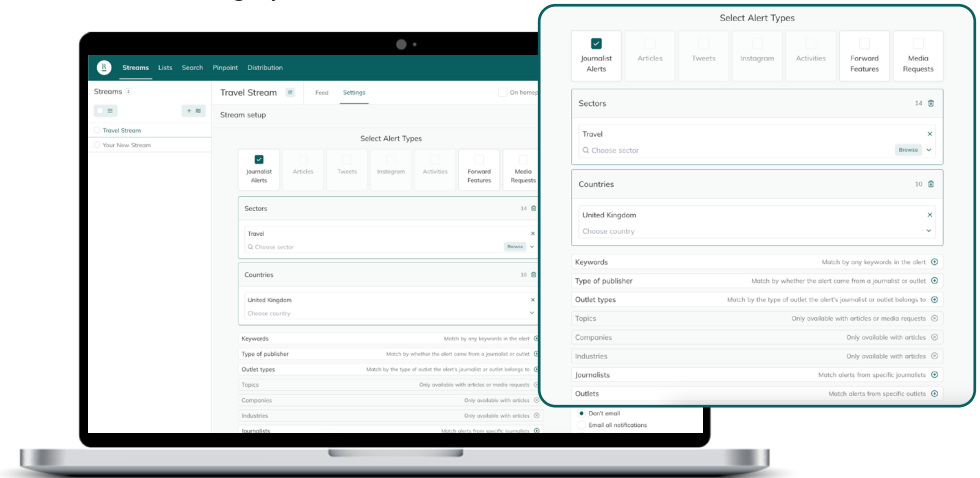


- Much like with our Search function, you can refine your search as much as you like.

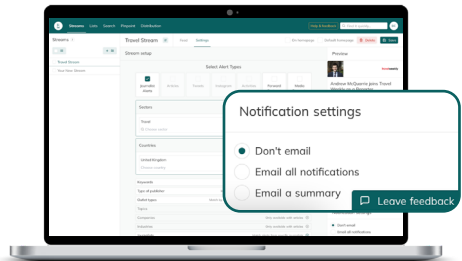
- Our search funnelling system allows you to ensure you're setting up a stream that will produce results, by showing you the amount of relevant results produced in the 'Preview' window.
- Pay attention to the results shown. If you notice that there are too few results, try broadening your criteria.

Note: These results are just an indication of the volume of results you can expect in the future. You will not be notified of past

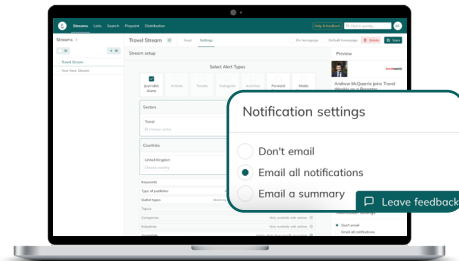
As with the alert types, any criteria incompatible with the alert types you've chosen will be 'greyed out'.



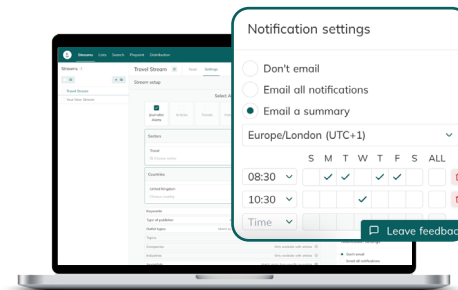
### Notification settings



- Choose from 'Don't Email', 'Email every notification', and 'Email a summary'.
- Each of your streams can be set up to alert you with a summary email as many times as you want, whenever you want.



- Tick 'Email all notifications' to receive an email for every individual notification.
- Note: We don't recommend this setting unless your stream is exceptionally specific and won't give you too many results per day.



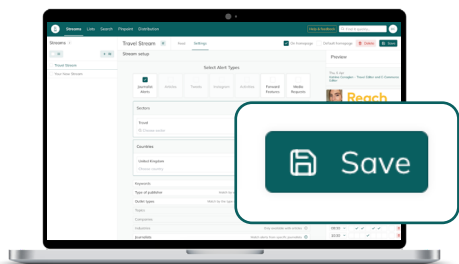
- Tick 'Email a summary' and choose the time and days of the week you want to receive it.
- You can choose to receive these summaries at the same time on various days, or at different times each day.

### Boolean Search Keys

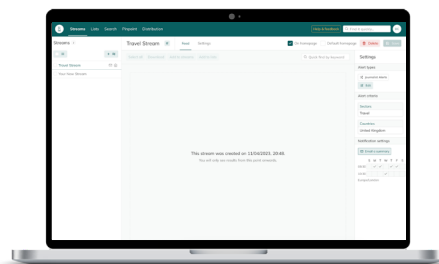


- AND** Combines search terms e.g. interest AND rates
- OR** Includes one word or the other e.g. interest OR rates
- NOT** Omit results which contain a specific word e.g. interest NOT rates
- \*** Searches for the word variations e.g. interests
- " "** Searches for specific phrases e.g. "interest rates"
- ()** Differentiate elements within a combined search e.g. Interest AND (rates OR level)

## Viewing your stream



- Click **'Save'** to save your Stream.
- In the **'Feed'** tab, you should see an empty screen and a message that says "You created this stream on [date], so you will only see results from this point forward."



- You're ready to go! You will receive alerts as per how you set them up.
- If you selected **'Don't email me'** in your settings, you can come back view your streams in the Feed tab at any time.

✓ On homepage

✓ Default homepage

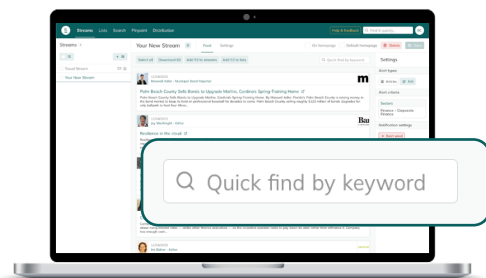
- Remember you can also **'On Homepage'** or **'Default homepage'** if you'd like your stream to show first when you log into your Roxhill account.
- This allows you to stay up to date with the latest alerts on your homepage, without having to receive emails or click into the Streams tab.

## Search for past results

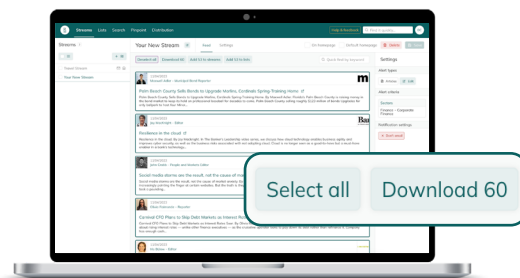
To view the results shown to you in the "Preview" sidebar, you can conduct a Search using the same criteria you used to create a stream.

[See our User Guide for Searching with Roxhill >>](#)

TOP TIPS



- Once you start receiving your stream alerts, you can search for specific things with the **'Quick find by keyword'** search bar.
- This will turn up results within your stream, according to whatever keyword you typed in.



- You can also **'Select all'** your results and download them into a spreadsheet **'Download X'**.
- Once you select the results you want, you can add those specific journalists to a new stream with the **'Add X to streams'** button and to stay updated on their moves.

If your stream is turning up results from journalists that you're keen to get in touch with, you can select the ones you're interested in and add them to your lists with the **'Add 6 to lists'** button.

