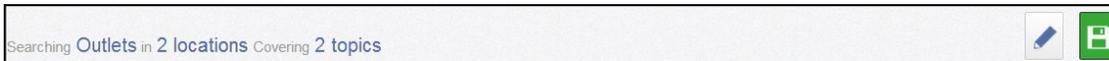


## CisionPoint: Lists

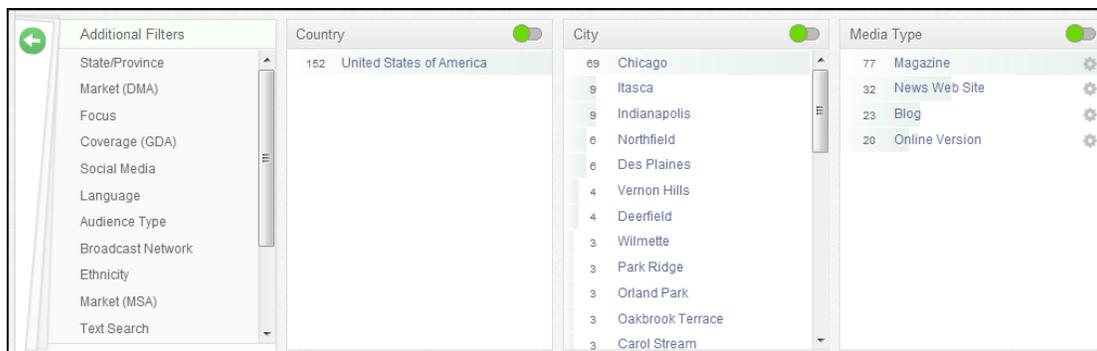
### LISTS

Lists are the results of the entered search criteria. There are many options for lists including editing, filtering, and saving. The returned list may not always be perfect. If the search qualifications need to be changed, click on the pencil icon and you will be allowed to revise the search.



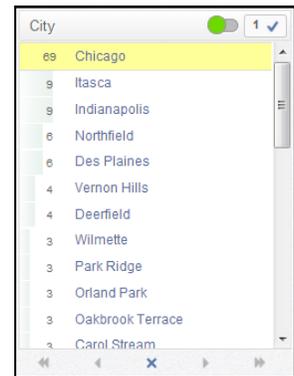
If you find this search particularly useful, and you believe you'll use it again, click on the green disk icon and you can save the search qualifications. Updates made to our database will reflect in the search each time you access a saved search. Saved searches can be accessed from the Plan menu by clicking on Lists and Searches.

The next area on the list page are the filters. Filters are used to narrow the list to the desired result.

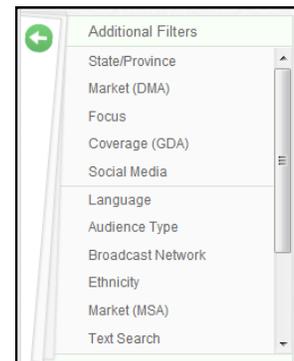


This list is made up of 152 results. By clicking on a filter, the results will narrow to the number besides the item. In the picture to the right, for example, Chicago was selected and the results narrowed to 69. Additional items can be clicked to increase the total. The number 1, with the checkmark next to it, in the upper right indicates how many items have been selected. Place the cursor over the checkmark to remove the selected items.

The green circle in the upper right toggles between including/excluding items. Click on the green circle to switch to excluding items. In this same example, clicking on Chicago while in exclude mode will narrow the 152 total results to 83.



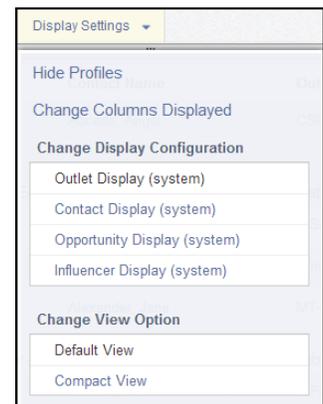
Clicking on an additional filter will add it to the filter row for use. The additional filters can also be hidden using the green arrow.



The results display below the filters. Each item has a check box next to it. Clicking the box will select the item. The check box at the top will allow you to select all of the items on the page, or every item in the entire list.

In addition to narrowing your results by utilizing filters, there are a number for display settings available as well.

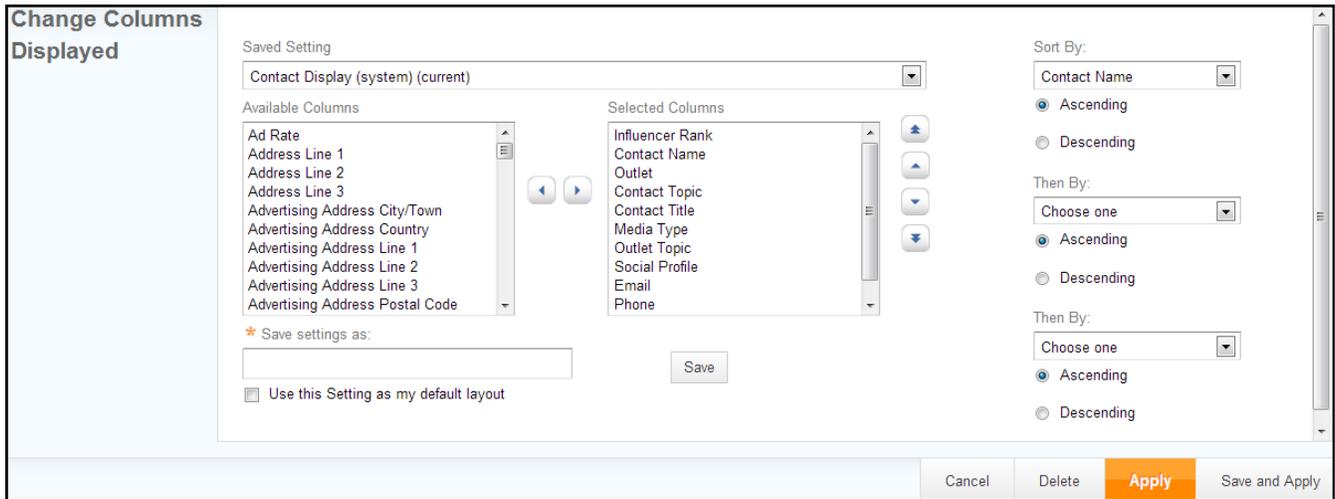
- **Hide Profiles:** This option will remove the profile text from the list view.
- **Change Display Configuration:** There are several options that will allow you to change the primary information displayed in the list.
- **Change View Option:** This option allows you to toggle between the full list view and a smaller, more compact view.



Change Columns Displayed allows you to customize how you see the information displayed in the list. You can choose whether or not you want to see a column, and what order they appear in. The Available Columns box displays columns that are not currently in the list view. The Selected Columns box shows the columns that are currently displaying. Select a column and use the left and right facing arrow to toggle a column between hide and display. The top facing arrow and the bottom facing arrow will allow you to customize the order in which the columns appear in the list.

Click the orange Apply button to make the selected changes to the column display. Column settings can also be saved for future use. Name the setting and click Save and Apply .



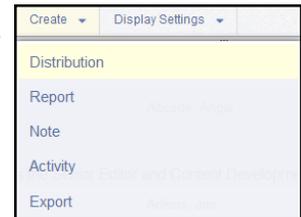


The options under Edit apply to selected items. Save As List will save the selected items as a List for future reference. Add To will allow you to add the selected items to an existing list. Remove will delete the selected items from the list view.



The Create menu features multiple options for working with the list.

- **Distribution:** This will open the Distribution wizard and allow you to reach out to the selected contacts/outlets. We'll have more on this in the Connect section.
- **Report:** A multitude of different concise reports can be created from the list using this option.
- **Note:** You can upload a note to a single item or multiple items in a single batch.
- **Activity:** You can assign an activity to a single item or multiple items at once.
- **Export:** This option allows you to download the information in the list into either a CSV file or an Excel file.



Lists & Searches is where you will find your saved lists and searches.