

CisionPoint: Press Reports

PRESS REPORTS

When creating Press Reports you have the option to either view the report or save and view the report. Saved Press Reports will appear under this section of Monitor. You'll be able to access the report without needing to save a copy outside of CisionPoint.

To create a Press Report, select the desired items from your coverage. Click on Create, and then on Press Report. The Press Report wizard will open.

| Item Type | Date Received | Publication Date | Title | Outlet | Out |
|-----------|---------------------|------------------|------------------------------------------------------|-----------------------|------|
| News Item | 04/17/2013 10:55 AM | 04/17/2013 | International Champions Cup Coming To US This Summer | Soccer Tickets Online | Inte |

Give the report a name and choose how you would like the articles to be arranged in the report. Click Next from the bottom right when you are ready to proceed. On the next page, you'll choose what information and how you would like each type of article to display.

The next page will allow you to choose what format the report will be generated in, a PDF or a Word document. The final page is a last chance review for all of the previous options you went through. When you are all set, click on Generate from the bottom right and the report will open in the format you chose.