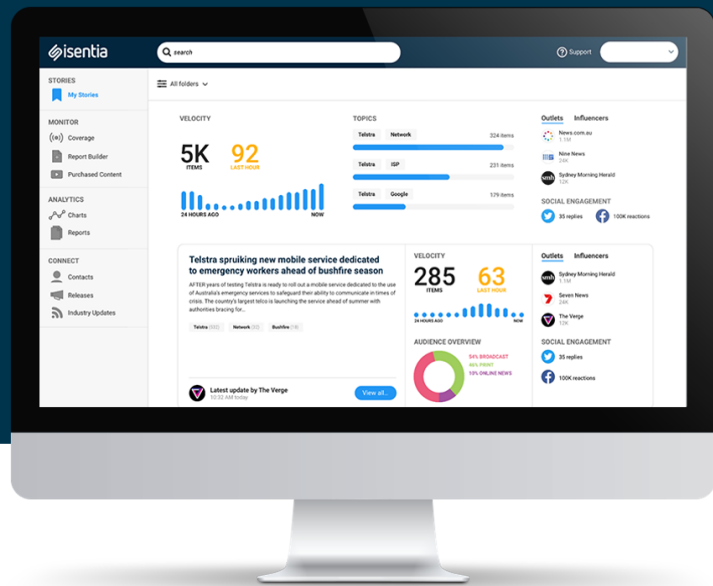


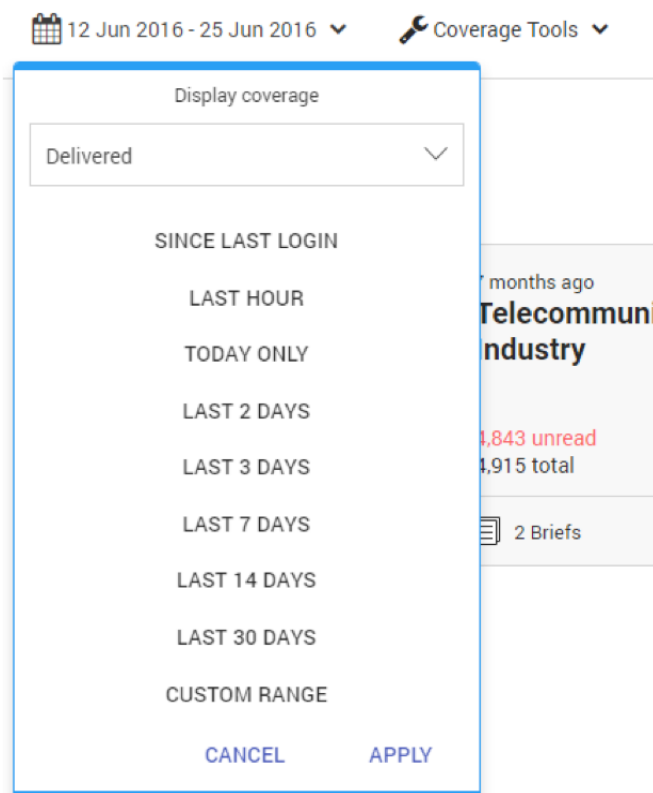
# CHEAT SHEET Search



The Mediportal search bar will help you find the media items you're looking for, the first time.



The search tool will automatically search the date range you have displayed on screen – if you'd like to change this, use the date picker to select your preferred date range.

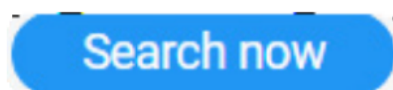


Choosing to search in Coverage will lead you to the media items that contain your search term. Here, there will be more options to narrow down your search.

The screenshot shows the 'Search coverage' interface with several search filters. Green callout boxes provide instructions for each filter:

- Date range:** A callout box points to the date picker showing 'Delivered 16 Jun 2016 - 20 Jun 2016' with a calendar icon. The text says: 'Use the date picker to search for coverage from a certain period, like the last calendar month.'
- Containing keyword(s):** A callout box points to the text input field containing 'iPhone'. The text says: 'Here you can enter or modify the keywords you want to search your Mediportal for.'
- Media types, Geographic regions, Media outlets, By media contacts:** A callout box points to the toggle switches for these filters. The text says: 'You can be extra specific about the type of content you'd like to search for – use the search criteria to narrow down to certain media types, geographic regions or outlets.'

Just click *Search now* to activate your search and see your results.



Once you've found the media items you need you can manage them right from your search results. Tick the checkbox to the left of every media item – a bright blue action bar will appear at the bottom of your screen. Use these options to export to Excel or to add items to a report or folder.

If you're planning on reusing your search criteria, you can save your search. Clicking on the *Save* button will give you the option to create a Folder to automatically capture any content that matches your criteria when it's delivered to Mediportal.

