

Mediaportal Reports are the perfect way to share information and keep your key stakeholders informed.

Report Builder is one of the most commonly used parts of Mediaportal. You can find the Report Builder tool under Monitor in the navigation sidebar, to the left of your screen.

Before you click on *Report Builder* you'll need to add some media items to your report. If your report is empty, you'll see this prompt.



Start building a report

Select media items and then click Add to Report on the bar that appears at the bottom of the screen

[View coverage](#)

Adding items to a report

You can add coverage to your report from multiple briefs or folders inside Mediaportal. Just select the media items using the checkbox on the left hand side of every item, and then click *Add to report* on the bright blue action bar that appears at the top of your screen.

95 ITEMS SELECTED: Add to Report Add to Folder Export to Excel

Mobile Phone Competitors ▾
Group by Media type ▾ Sort by Date ▾

AM Radio 1 Items ^

- Interview with Dr Mary Redmayne, Adjunct Research Fellow, Monash University School of Public Health and Preventiv...
By Paul Culliver
- ABC Eyre Peninsula and West Coast, Port Lincoln, Mornings at 09:11 20 Feb 2017 9:11AM

Newspaper 7 Items ^

- Merkel hits back at US, saying weak euro beyond her control
By Patrick Donahue

Your selected items will be saved in Report Builder until you logout or clear your report.

Adding Stories to a report

If you use the Stories module in Mediaportal you can also add Stories to your Custom Report. Just select items from your Stories and then select *Add story to report* on the bright blue action bar that appears at the top of your screen. This will pull the whole Story card into your report, along with relevant insights.

6 ITEMS SELECTED: Add story to report Add to report Add to folder Export to Excel

- Telstra unveils new Telstra TV with 4K live TV streaming and inbuilt search
By Unassigned author
 finder.com.au 23 Oct 2017 11:44 AM
- Telstra TV liberates the way Australians watch TV in newly released spot via Chief Entert...
By @Unassigned author
68 TOTAL AUDIENCE
3 TOTAL SHARES
 Campaign Brief 3 SHARES 23 Oct 2017 2:57 PM
- EGlobal Travel Media 24 Oct 2017 2:42 AM
- B&T Online 23 Oct 2017 2:57 PM

Building your report

Once you've added all the items you need click on *Report Builder* on the left hand side of your screen to start creating your report.

First, click on the dropdown menu under *Templates* on the left hand side of your screen to choose your report format. You can choose from five different report formats:

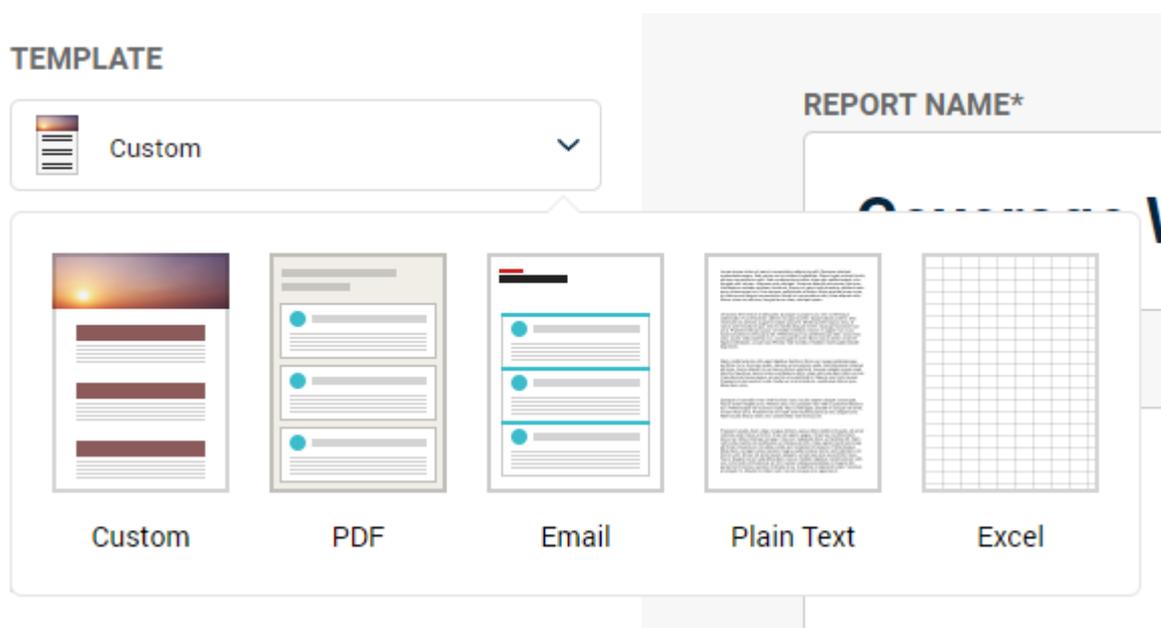
- Custom
- PDF
- Email
- Plain text file
- Excel file

The options available to customise your report will depend on which format you select.

Use the *Templates* dropdown menu on the left side of the Report Builder screen to select your report format.

TEMPLATE

 Custom 



REPORT NAME*

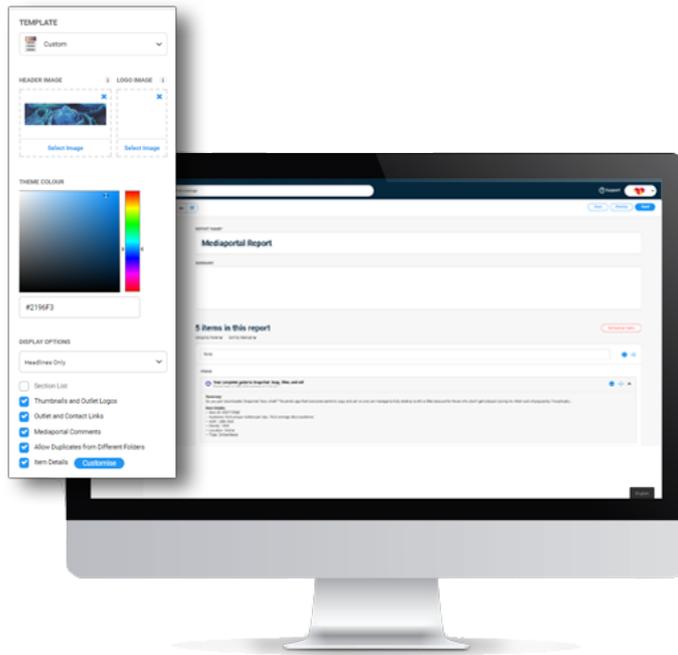
Custom PDF Email Plain Text Excel

Custom Reports

Custom reports are web-based which means they're flexible, responsive and easy-to-share.

When you select the Custom report format, you'll see all of the options to customise the way your report displays down the left hand side of your screen.

Use the tools in the left hand panel to add a header image, a logo and pick your theme colour.



Below the report theming options, you'll see a list of *Display Options* where you can control the level of detail you see in your report.

Choose how your coverage will appear in your report. Selecting Headlines Only will make your report smaller, whereas Headlines and Summaries or Full Text will create reports with more detail.

DISPLAY OPTIONS

Headlines Only

- Section List
- Thumbnails and Outlet Logos
- Outlet and Contact Links
- Mediportal Comments
- Allow Duplicates from Different Folders
- Item Details

[Customise](#)

Use these checkboxes to control the level of detail in your report. The Section List will allow recipients to easily navigate through your report.

Formatting your Custom report

When you've made changes to how your report will be displayed, you can move into the body of the Report Builder to adjust your report content.

Click here to rename your report.

The Summary allows you to add some extra commentary to your Report. This is a great place to add context or alert your reader to particular items. Just type any commentary you have into the text box. If you don't need to add any commentary just leave this field blank.

The screenshot shows the Report Builder interface. At the top, there is a 'REPORT NAME*' field containing 'Mediaportal Report'. Below this is a 'SUMMARY' section with a rich text editor toolbar (B, I, U, A, 24px) and a text area containing 'This is my executive summary.' and 'You can add context to your report by including an executive summary.' Below the summary is a section titled '2 items in this report' with 'Group by Date' and 'Sort by Manual' dropdown menus. A 'Remove all items' button is located in the top right corner of this section.

Use the *Group by* and *Sort by* menus report to organise the order in which your media items appear. You can also drag and drop your items into place using the crosshairs icon to the right of each media item.

Use the *Remove all items* button to clear your report at any time.

Items in your Custom Report

Below the summary, you'll find your media items sitting in Report Builder.

Rename your media item Group titles to add extra context for your recipients. You'll see these Group titles in your Sections list.

Use the crosshairs icon to drag and drop your items, or your item groups into your preferred order.

Newspaper

ITEMS

- Taking a punt on the mugs among us**
MATT HOLDEN at Age on 23 Oct 2017.
- Cheap petrol sites cannot beat giants**
Shana Morgan at Border Mail on 23 Oct 2017.

Add external source

When you're building a Custom report, you can include content that hasn't been delivered to Mediaportal. Just click on *Add external source* to build an all-encompassing report for your stakeholders.

Use the elipsis icon to add a comment to your media item, or your media item groups. This is also how you can delete items or item groupings.

Sending your Custom report

You can use the *Preview* button in the top right corner to check out what your report looks like at any time. When you're good to go, click on the *Send* button in the same place - the top right corner of your screen.



Custom reports are web-based, which means they're really easy to share with your stakeholders. When you click the *Send* button, you can choose between sending the report as an email via Mediaportal or just copying the link for easy sharing.

Other report formats - PDF, Email , Plain Text and Excel

Just click on the dropdown menu under *Templates* on the left hand side of the Report Builder screen to choose another report format like PDF, Email, Plain Text or Excel.

Below the *Templates* dropdown, you'll see some further Options to customise your report.

TEMPLATE

 PDF ▼

OPTIONS

List headlines ▼

- Show thumbnails and outlet logos
May increase file size and build time
- Include comments
- Add links to full text
- Add links to outlet and contact details
- Append original print articles
- Allow duplicates from different folders

Choose how your coverage will appear in your report. Selecting *Headlines Only* will make your report smaller, whereas *Headlines and Summaries* or *Headlines and Full Text* will create reports with more detail.

Use these checkboxes to control the level of detail in your report. You'll only see the checkboxes here that are applicable for the format you've selected in *Templates*.

Formatting your other report formats

When you've made changes to how your report will be displayed, you can move into the body of the Report Builder to adjust your report content.

Click here to rename your report.



REPORT NAME*

Mediaportal Report

SUMMARY

B **I** **U** **A** 13px ▾

Please pay special attention to media coverage picked up on radio overnight.

The Summary allows you to add some extra commentary to your Report. This is a great place to add context or alert your reader to particular items. Just type any commentary you have into the text box and use the buttons above to format. If you don't need to add any commentary just leave this field blank.



3 items in this report

Group by None ▾ Sort by Manual ▾

Remove all items



Use the *Group by* and *Sort by* menus. to organise the order in which your media items appear. When you've selected 'Sort by Manual' you can also drag and drop your items by hovering your mouse to the left of each media item and using the crosshairs icon that appears into place..

Use the *Remove all items* button to clear your report at any time. You can also select each item using the checkbox on the left to remove items individually.

Building your other report formats

When you've finished building your report just click *Build report* in the top right hand corner of your screen.



Build report

If you selected PDF, Plain Text file or Excel file as your report format, your report will begin to build straight away. If you selected to send as email, your report will be sent to the email address associated with your login. You can check and modify this email address in your Mediaportal Settings.

