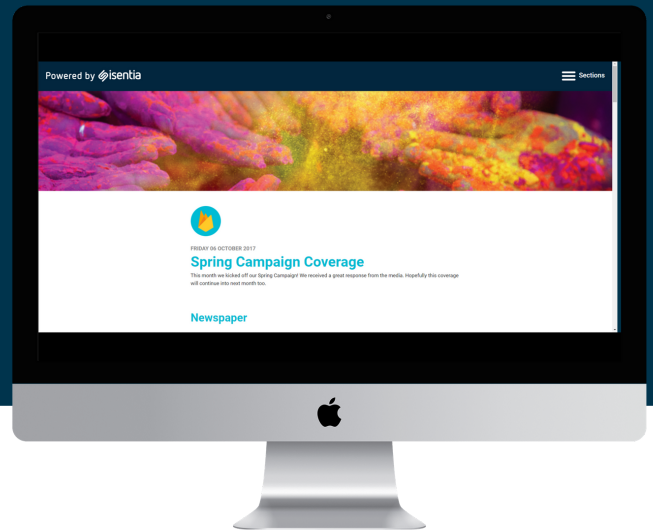


## CHEAT SHEET

# Custom Report

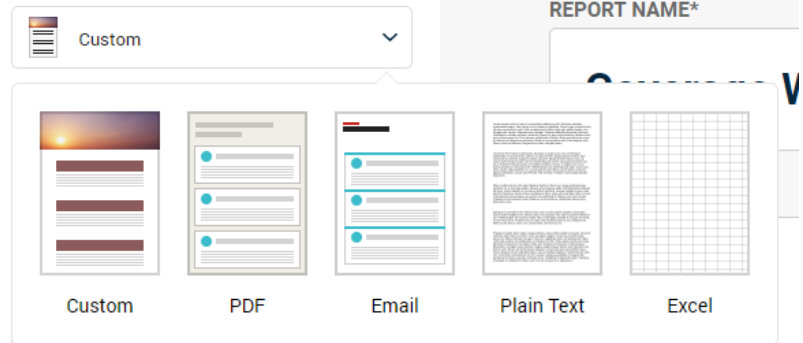


### The flexibility you need, to produce the reports that you want

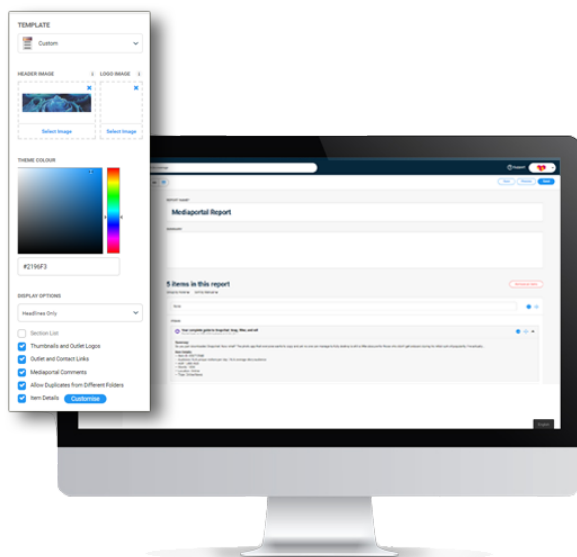
Use the Custom report format to produce crisp, clean, all-encompassing reports in a customised, responsive and easily shareable format

In Mediportal Report Builder, just select Custom under the Template option on the left hand side of your screen.

#### TEMPLATE



## Customisable look and feel



The Custom report format gives you the ability to produce reports that reflect the personality and brand of your organisation, using your own header, logo image and colour palette.


Once you've selected the Custom template just make your mark by adding your own header image, logo image and selecting a theme colour. You can preview your report at anytime by clicking *Preview* in the top right corner.

## Create an all-encompassing report

Create a single source for key media and company information with the ability to include external content such as board reports, web links, or other relevant items.

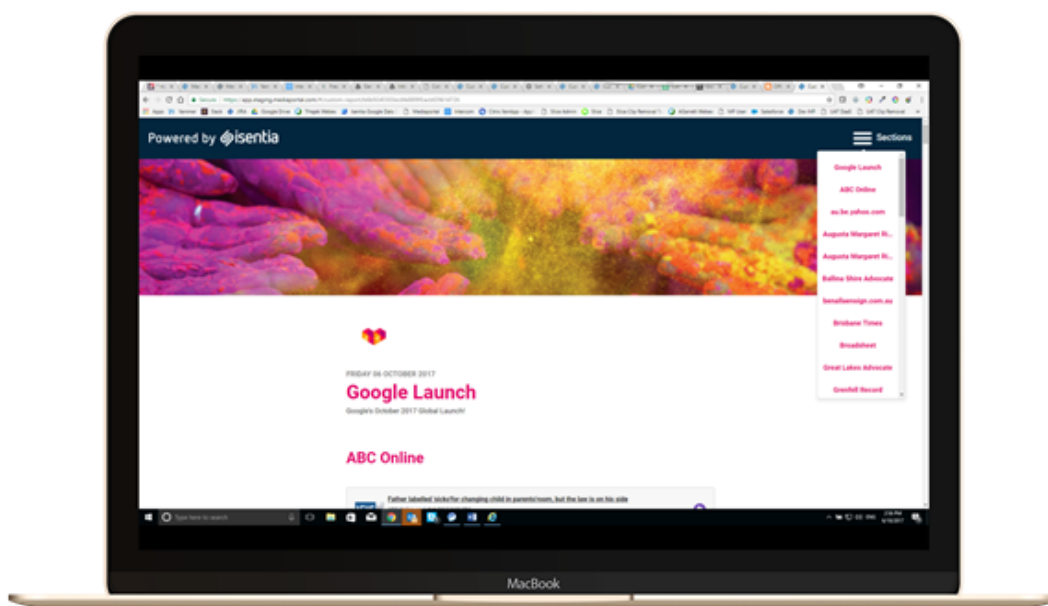
Just click 'Add external source' to quickly and easily add content from outside Mediaportal to your report.



 Add external source

## Easy to read reports, for busy stakeholders

Keep your organisation in the know and enable stakeholders to find and easily digest the content relevant to them with a navigation menu and customisable sections. Just tick the *Section List* checkbox under *Display Options* on the left hand side of your screen.



## Share the love

Easily distribute your report directly from Mediaportal via a simple web link that can be shared anywhere, anytime in a responsible format optimised for mobile experience.

Just click *Send* in the top right hand corner of your report to begin sharing information with your team. Send your report to multiple email addresses direct from Mediaportal or copy a web link to easily distribute to your colleagues.

Send Report

Share this report with a customised link.

Your link will expire in 30 days.

Cancel

Send link via email

Copy link

Note that this web link will expire in 30 days. You may want to use another template like PDF for reports that you need a little longer, or for reports containing more than 400 media items.



### Snapshots of the stories that matter

Share easy-to-understand statistics on the breadth of a story and quickly identify key influencers with the ability to now embed Stories data. Just select the items you want to report on from the Stories area and then select 'Add Story to report' on the bright blue action bar that appears.