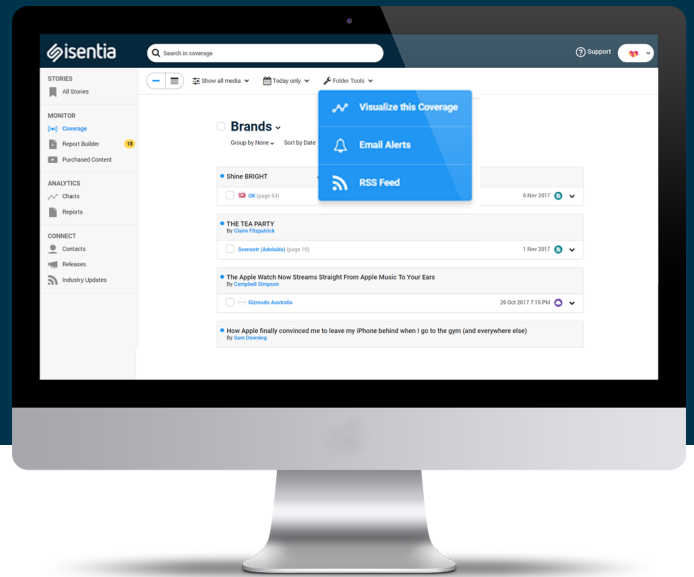




CHEAT SHEET

Mediaportal Alerts



With Mediaportal's responsive design, you can use the platform anytime, anywhere. When you're busy, you might want that content to come straight to you.

With Mediaportal Alerts, we can push information straight to your email as a regular digest or alert you to certain types of content as soon as it appears in your portal.

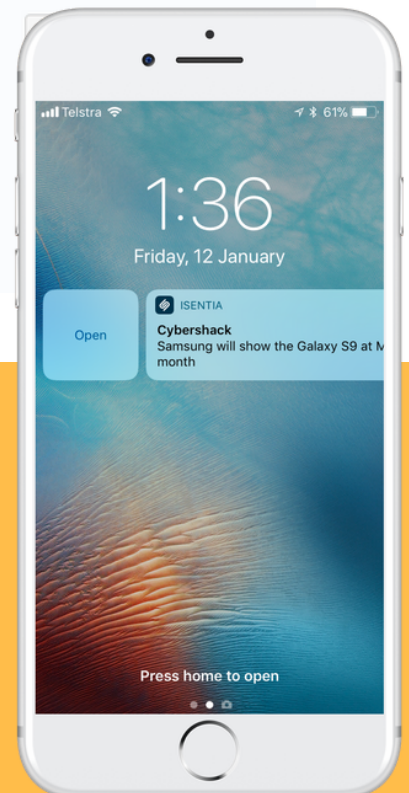
Setting up your Mediaportal Alerts

Click the bell icon on a brief or folder to set up, modify or delete Mediaportal Alerts. A blue bell indicates an Alert already exists for that folder, whereas a clear bell indicates no active Alert.



Stay informed on the go with App Notifications!

Download the Isentia App today to start using App Notifications. These notifications can be pushed straight to your lock screen to keep you informed even when you're not in your inbox.





Title your alert

Alert title (this title will also be used in the subject line of your email alerts)

Mediaportal Alert - Telco World

Customise the title of your Alert to appear in the email subject line.



Determine your schedule

Alert title (this title will also be used in the subject line of your email alerts)

Mediaportal Alert - Telco World

Schedule Format Recipients

No alerts for this folder

For each new coverage item

Regular digest:

MON TUE WED THU FRI SAT SUN

Every 15 minutes

Custom digest:

MON TUE WED THU FRI SAT SUN

08 : 00

14 : 00

Add another time

Cancel Save

Receive an email alert as soon as an item is delivered to your folder

OR

Receive batched email alerts on a nominated schedule that meets your needs




Format your alert

Alert title (this title will also be used in the subject line of your email alerts)

Mediaportal Alert - Telco World

Schedule **Format** Recipients

LOGO IMAGE  [Upload logo](#)

Upload a custom logo to appear in your alert

Include media item

Summaries

Alerts with more than 300 items will show a link to view the items online

Group by: Media type | Sort by: Date | Email format: HTML (default)

Select between HTML, Plain Text and Table format options

Set your grouping order

| | |
|------------------|------|
| TV | ⬆️⬆️ |
| AM Radio | ⬆️⬆️ |
| FM Radio | ⬆️⬆️ |
| Conference | ⬆️⬆️ |
| Online news | ⬆️⬆️ |
| Magazine | ⬆️⬆️ |
| Newspaper | ⬆️⬆️ |
| Forums | ⬆️⬆️ |
| Social Networks | ⬆️⬆️ |
| Blogs | ⬆️⬆️ |
| Q&A | ⬆️⬆️ |
| Images and Video | ⬆️⬆️ |

Include thumbnails and logos (HTML only)

Allow recipients of this Alert to view and order Broadcast files/Transcripts, this could incur extra cost

Easily review broadcast content by including links to audio and video files

Cancel Save

Include headlines, summaries or full text in your alert

Select between HTML, Plain Text and Table format options

Group and sort your media items in a way that makes sense to you. Apply a custom order to groups with drag and drop.

Easily review broadcast content by including links to audio and video files

4

Build your audience

Alert title (this title will also be used in the subject line of your email alerts)

Mediaportal Alert - Telco World

Schedule Format Recipients

In addition to you, also send this Alert to the following (up to 1500 characters):

Tara.Hajek@isentia.com

QUICKLY SELECT PEOPLE IN YOUR ORGANISATION

- Balaji Maraippan
- Ben Wintle
- Beth Pitman-Dennahey

Cancel Save

Alerts will be sent to your email by default, however you can include additional recipients by entering their email or selecting their Mediaportal login from the list.



Combine the power of Personal Folders and Alerts!

Personal Folders can be set up inside Mediaportal to help isolate the coverage that matters to you, such as sensitive issues, campaign work, product recalls or industry issues.

Stay informed across these topics by linking an Alert to a Personal Folder. Leverage immediate alerts for priority coverage.

Negative CEO Mentions

Folder name Required

Negative CEO Mentions

Description

Negative coverage that mentions our CEO.

Filed under

Spokespeople

Share folder...

Folder criteria

You can manually assign coverage to this personal folder at any time. Mediaportal can also automatically assign coverage to this folder based on any criteria active below.

Containing keyword(s)

[CEO Name]

Creating effective keyword search terms

From briefs or folders

Sentiment

Positive Negative Neutral Not scored

Media types

Geographic regions

