

Getting started: Logging-in

Sign in with

or

Client Sign In

Customer ID

3545785

User Name

ben@mediasource.me

Password

.....

Can't access your account?

SIGN IN

Power your stories with CisionPoint, the fully integrated, on-demand PR Solution.

- Find detailed contact profiles for thousands of journalists and bloggers.
- Share your news through social and traditional news distribution services.
- Track social media, online, print, and broadcast coverage of your stories.
- See how well your stories performed with media analysis tools.

New to Cision?

Watch a Video Request a demo

Do you know the power of CisionPoint?

CisionPoint is accessible online at <http://www.cisionpoint.com> - log-in using your **Customer ID Number, Username** and **Password**.

Browser

The recommended browser, for both PCs and Macs, is **Google Chrome**. If you don't currently have **Chrome** installed on your computer, you can download it for free from www.google.com/chrome

Licences

The number of **Users** that can be logged-into your account at any one time is determined by how many **Licences** you have purchased. If you receive the message below when logging-in, it means the maximum number of users allowed on your account are already logged-in and one of your colleagues will need to log-out before you can log-in:

All concurrent user licenses are in use.

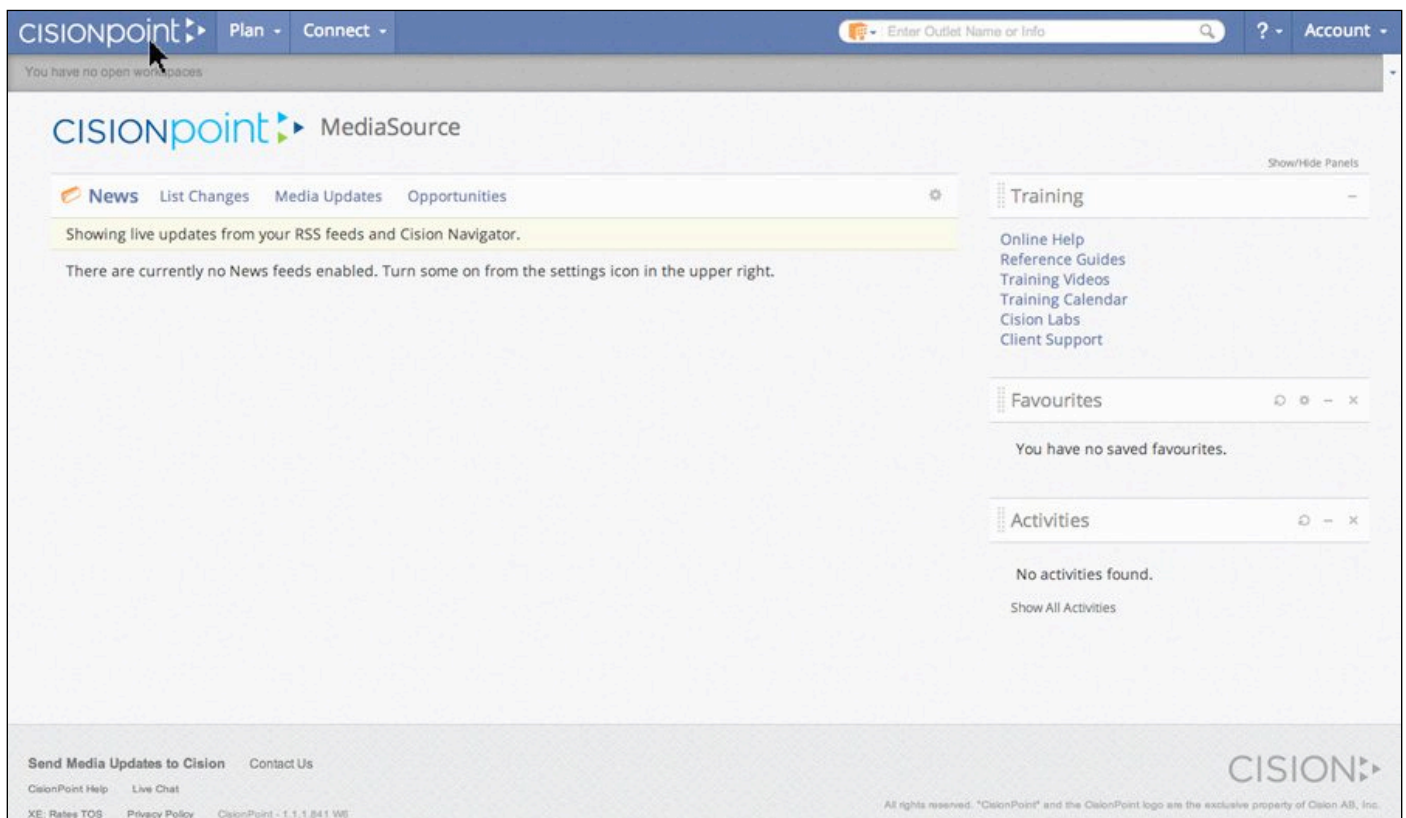
Can't access your account?

If required, additional licences can be purchased and added to your account at any time - please contact sales@mediasource.me for details.

Customise your Home Page

Once you have logged-in, you arrive at your **Home Page** which can be customised to suit your own requirements and display content relevant to you.

Note: You can click the **CisionPoint** logo in the top left corner of the screen to return to your **Home Page** at any time.



The central **Dashboard** of your **Home Page** displays:

News – shows specified pre-selected news feeds, or customise by adding any RSS feeds you wish to display on your **Home Page**.

List Changes – the lists you save in **CisionPoint** are automatically updated to reflect ongoing changes made by our research team. A snapshot of any changes to your **Saved Lists** is displayed on your **Home Page** to keep you informed, and provides you with a description of what was changed and the name of any lists affected by the change.

Media Updates – keeps you informed of key media changes impacting your industry.

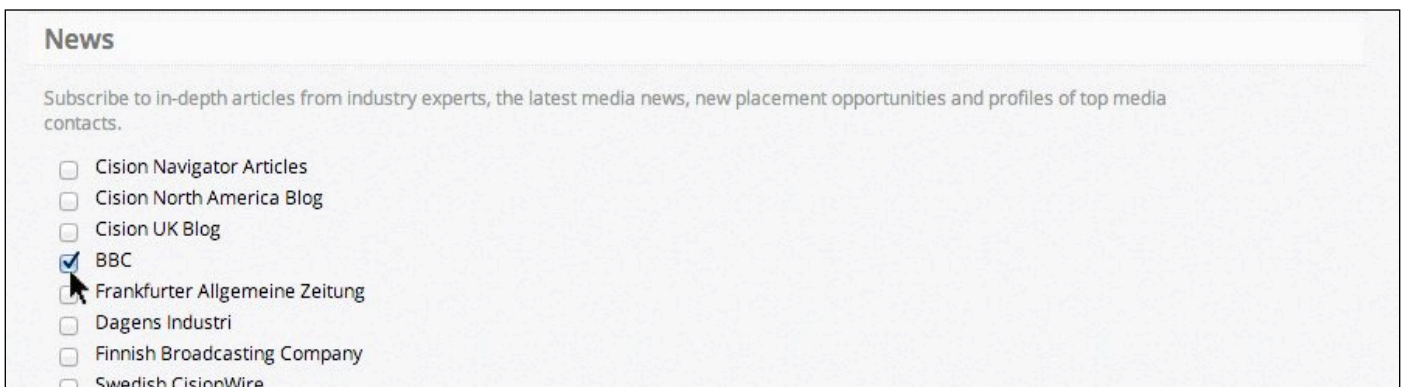
Opportunities – shows any upcoming editorial opportunities (such as forward features) newly added in **CisionPoint** based on your chosen **Topics**.

Customise your News feed

To customise the **News** feed displayed on your **Home Page**, click the **Settings** wheel:



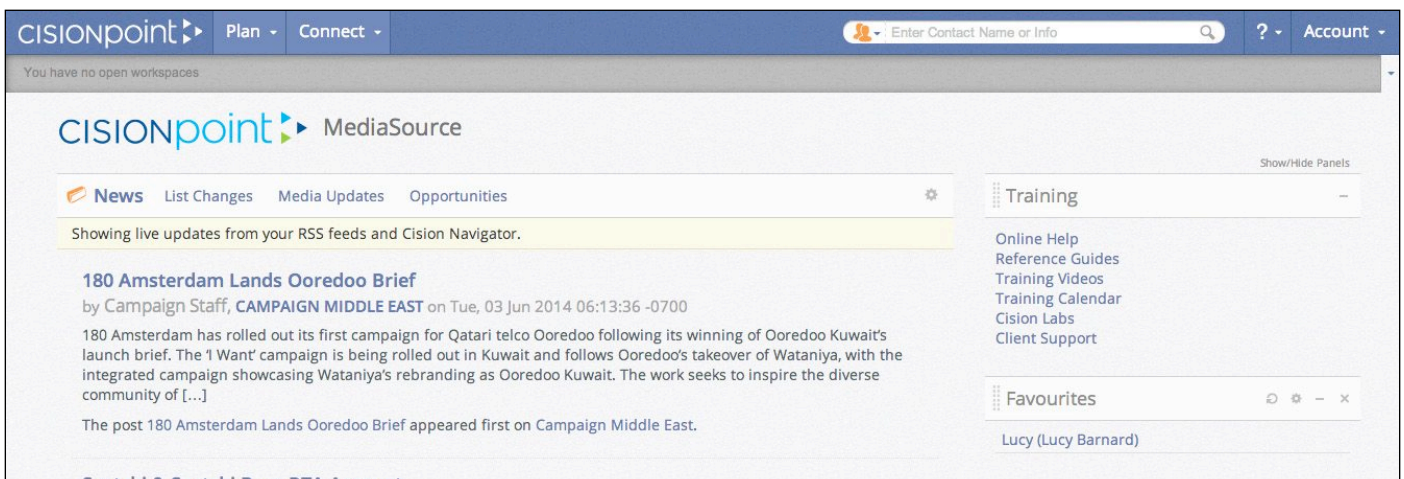
The **News** section offers a number of options to select from - tick any you wish to display on your **Home Page**:



Alternatively, customise your displayed **News** by copying and pasting the URL of any RSS feed you wish to view on your **Home Page** into the **Custom RSS Feeds** section and click **Add**:

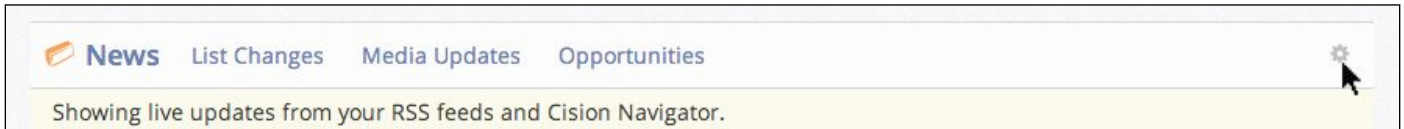


Press the **Save All** button and your chosen **News** selection(s) will display on the **News** tab of your **Home Page**:

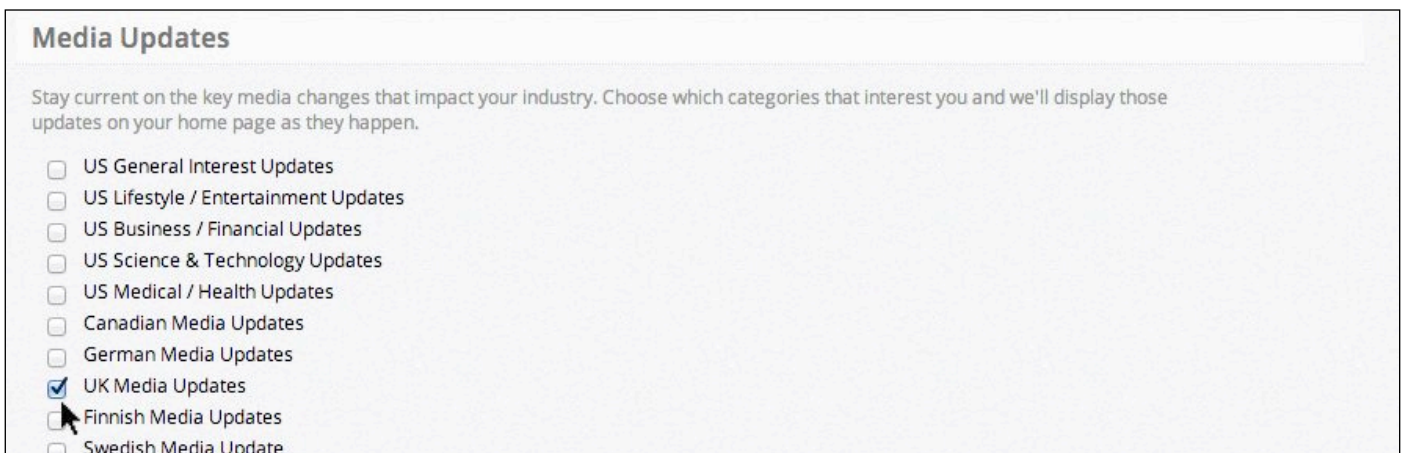


Customise Media Updates

To customise the **Media Updates** displayed on your **Home Page**, click the **Settings** wheel:

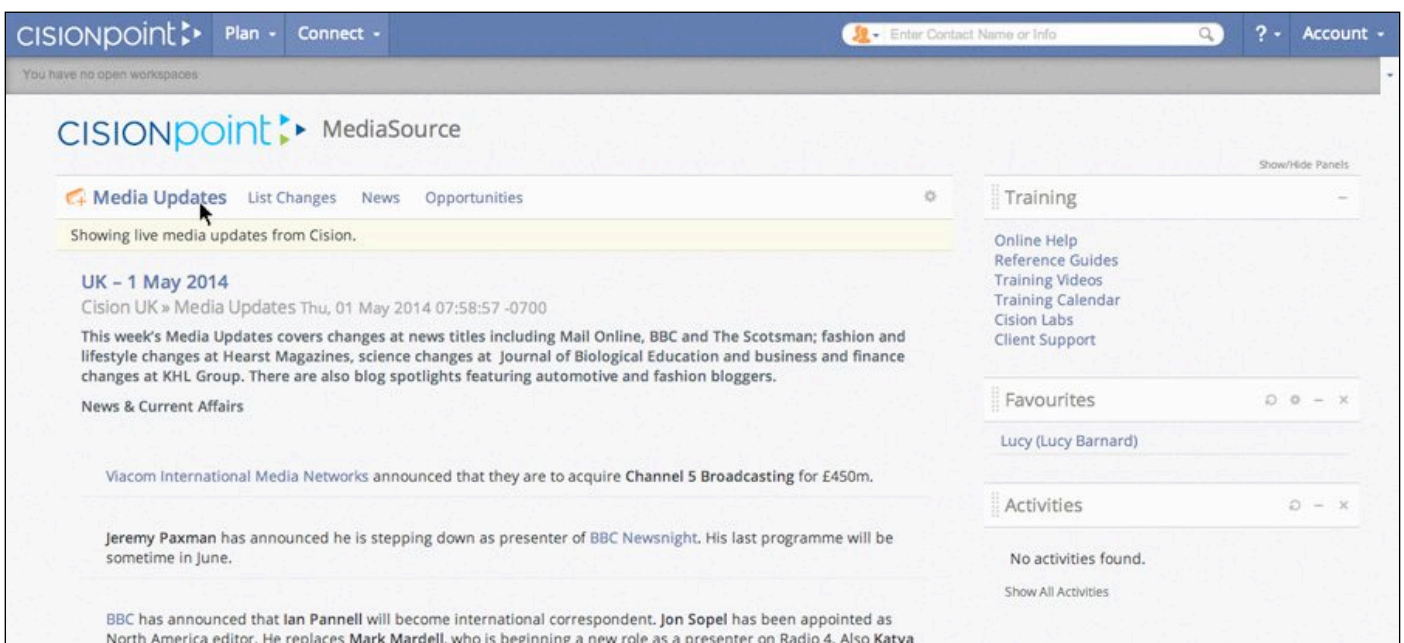


The **Media Updates** section offers a number of options to select from - tick any you wish to display on your **Home Page**:



Note: The available **Media Updates** only include countries where **Cision** maintains the data, which does not include the Middle East & North Africa. If you have access to European or North American data on your account you may find this information useful. Updates for the MENA region can be found on the **MediaSource** website - <http://www.mediasource.me> - and in our newsletters.

Press the **Save All** button and your chosen selection(s) will now display on the **Media Updates** tab of your **Home Page**:

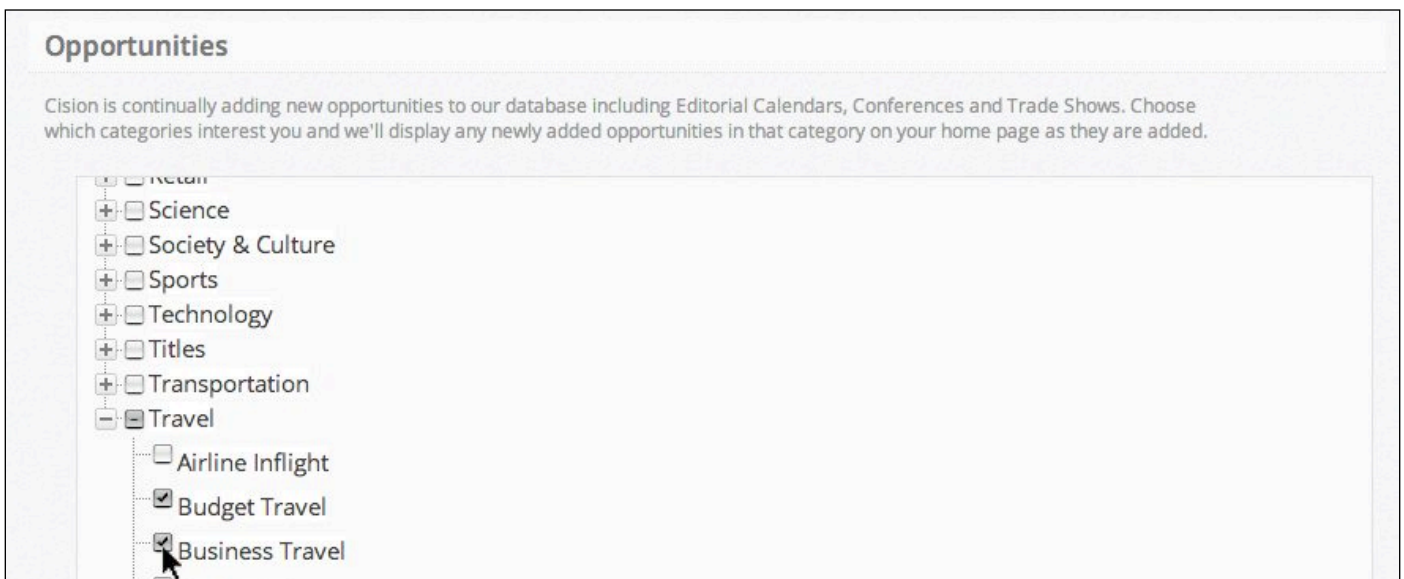


Customise Opportunities

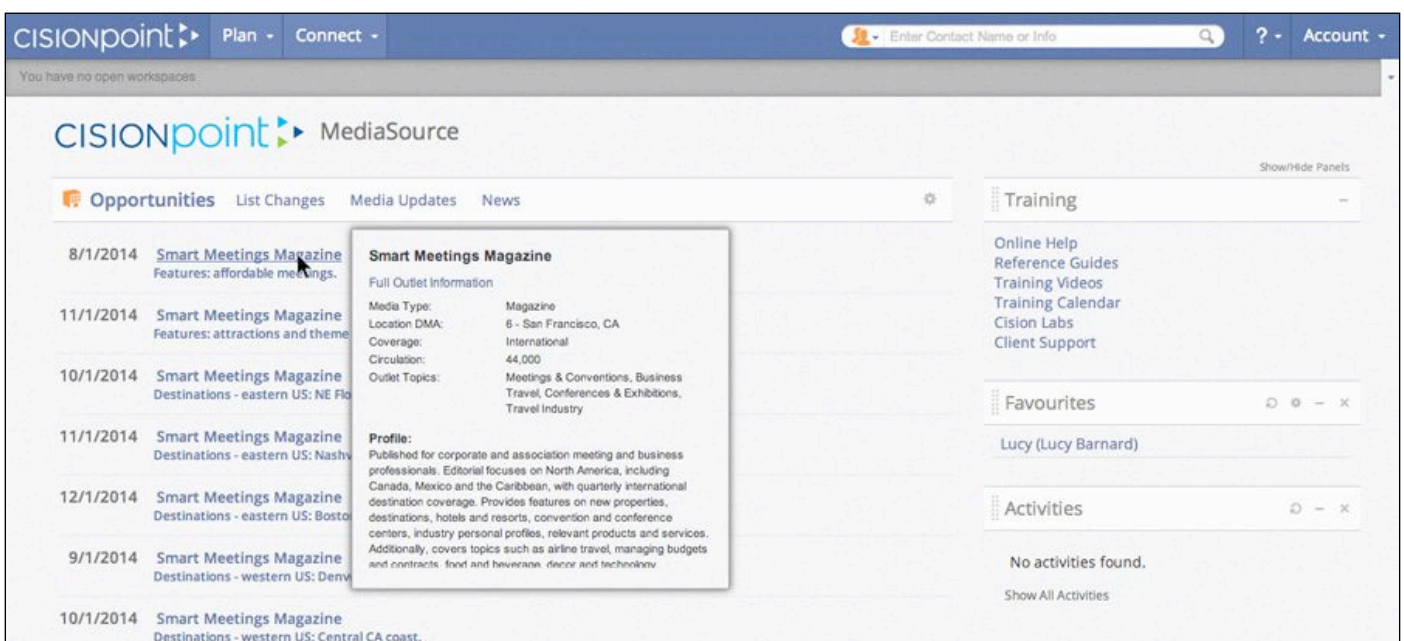
To customise the **Opportunities** displayed on your **Home Page**, click the **Settings** wheel:



The **Opportunities** section offers a number of **Topics** to select from - choose by ticking any that are of interest to you:



Press the **Save All** button and any **Forward Features** newly added to **CisionPoint** that relate to the **Topics** you selected will now display on the **Opportunities** tab of your **Home Page**:



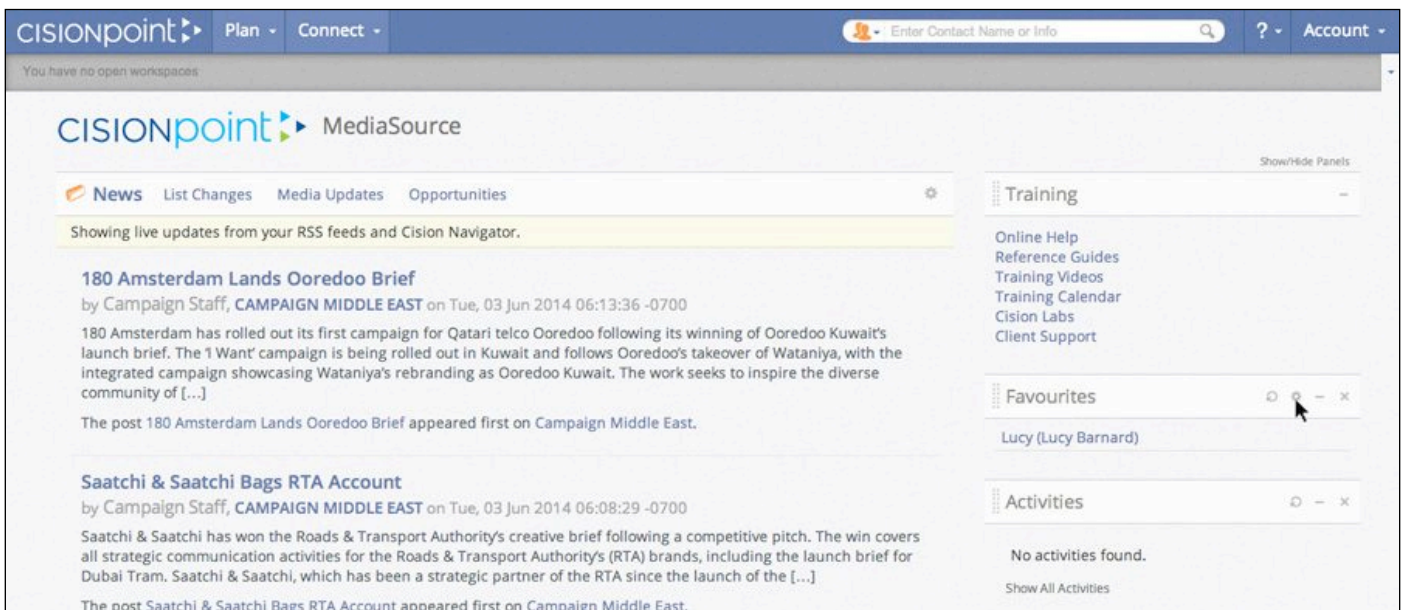
Home Page side panels

To the right of the main section of your **Home Page** you will find three side panels:

Training - gives you access to a variety of training resources.

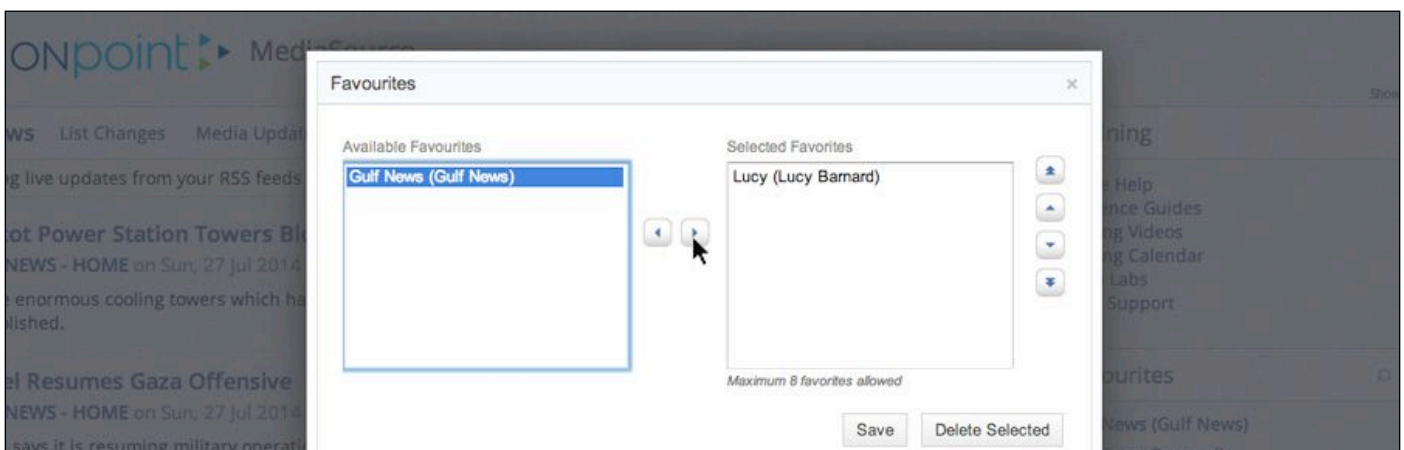
Favourites - provides quick links to any **Outlets**, **Contacts** or **Lists** you have marked as **Favourites**.

Activities - enables you to manage pending deadlines, incoming or outbound communication, and other daily tasks.



The screenshot shows the CISIONpoint MediaSource interface. The main content area displays news items, including "180 Amsterdam Lands Ooredoo Brief" and "Saatchi & Saatchi Bags RTA Account". To the right, there are three side panels: "Training" with links like "Online Help" and "Reference Guides"; "Favourites" showing "Lucy (Lucy Barnard)"; and "Activities" with the message "No activities found." and a "Show All Activities" link.

Your **Favourites** panel can display up to eight **Contacts**, **Outlets** and/or **Lists** - you can choose which of your favourites are displayed, as well as deleting any old items, by clicking the **Settings** wheel in the panel to manage its content:



The screenshot shows the "Favourites" settings dialog box. It has two columns: "Available Favourites" and "Selected Favorites". In the "Available Favourites" column, "Gulf News (Gulf News)" is selected. In the "Selected Favorites" column, "Lucy (Lucy Barnard)" is listed. There are navigation arrows between the columns and a "Settings" wheel icon in the "Selected Favorites" column. At the bottom, there are "Save" and "Delete Selected" buttons. A note at the bottom of the dialog says "Maximum 8 favorites allowed".

Note: You can also customise your **Home Page** by minimising, removing or moving (drag and drop) any of the side panels, if required. To restore deleted panels, use the **Show/Hide Panels** link at the top of the section.