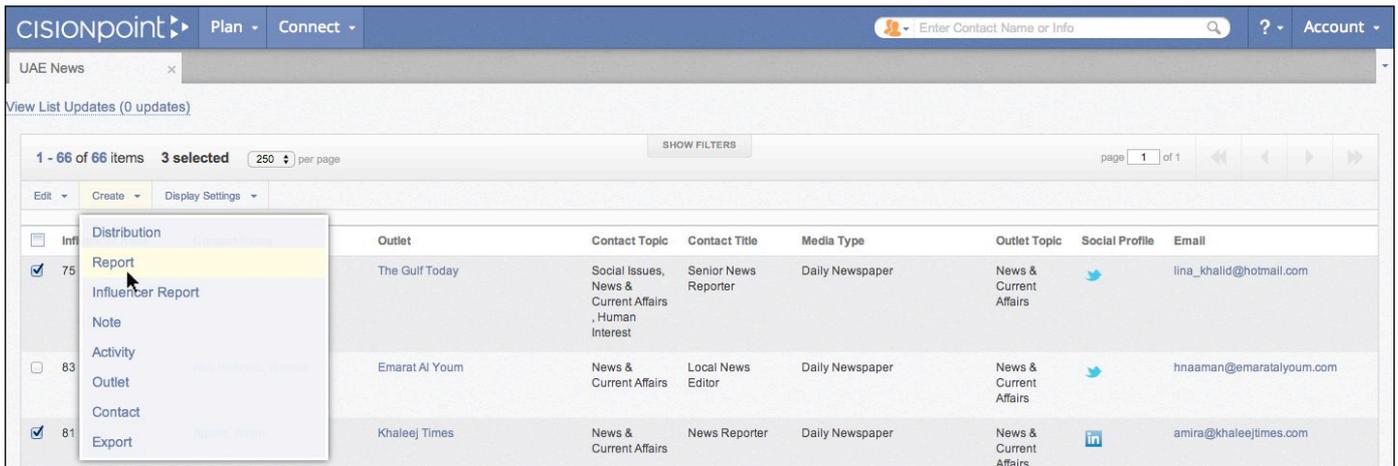


# Generating Reports & Labels

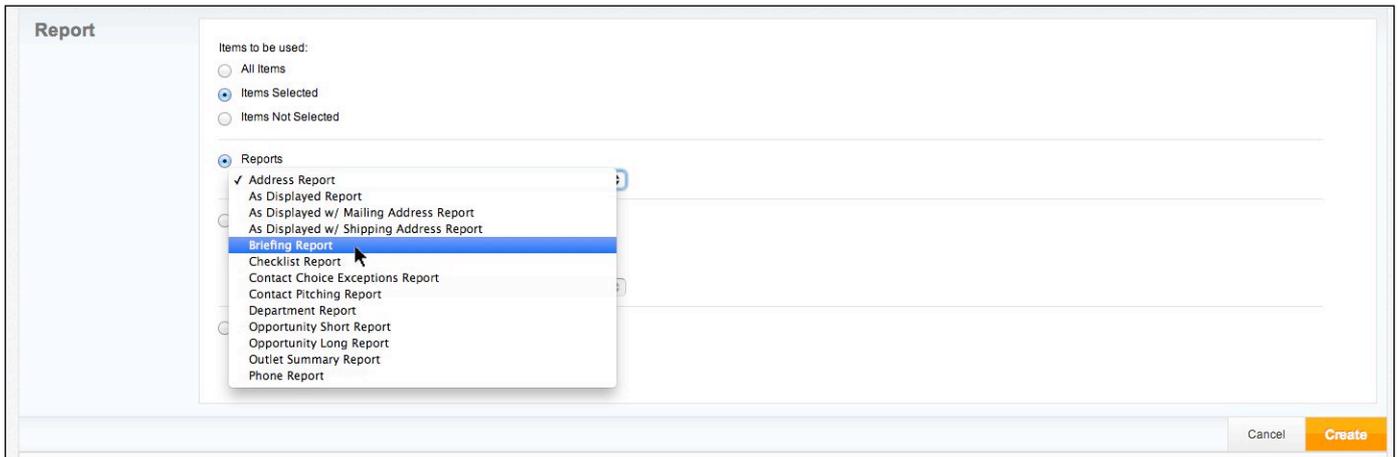
## Reports

Once you have performed a **Search** or opened a **Saved List**, you can use the information from the displayed **Contact**, **Outlet** or **Opportunity** records to generate a variety of different **Reports**.

If you only wish to include certain records in your report, select them by ticking and then go to the **Create** menu and select **Report**:



There are a number of different **Report** templates to choose from:



Once you have made your selection, press the **Create** button to generate your report.

**Note: Reports** open in a pop-up window - if you try to create a **Report** and nothing happens, check to ensure you have enabled pop-ups in your browser:

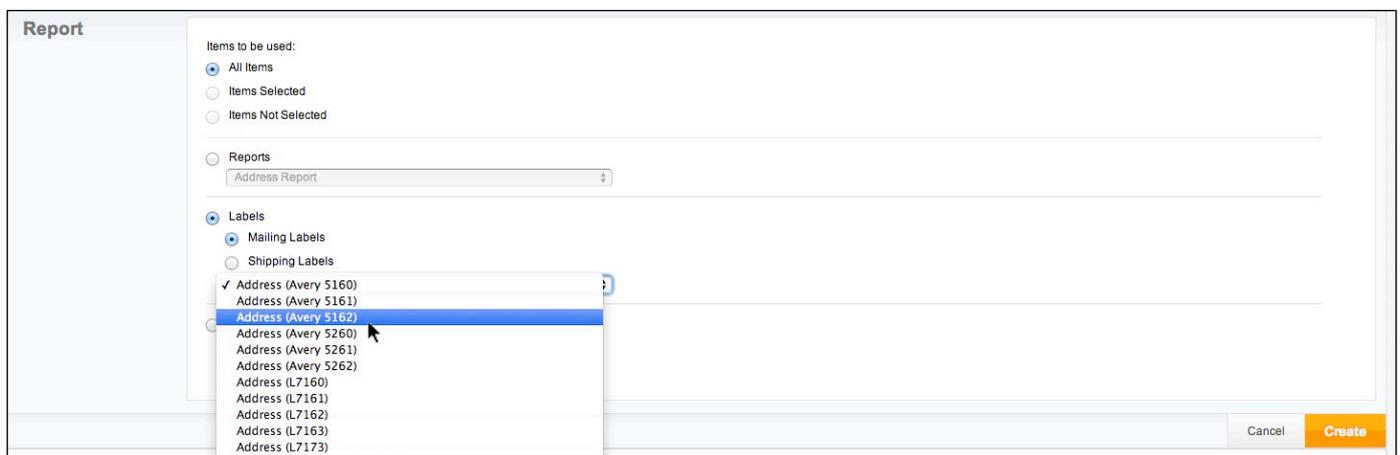


Your chosen **Report** will generate in a new window which can be printed direct from the screen, or exported as a document. To export, select the **Format** you wish the document to be produced in from the **Select a format** menu (Word, PDF, CSV etc) and then click **Export** to generate and download your **Report**.

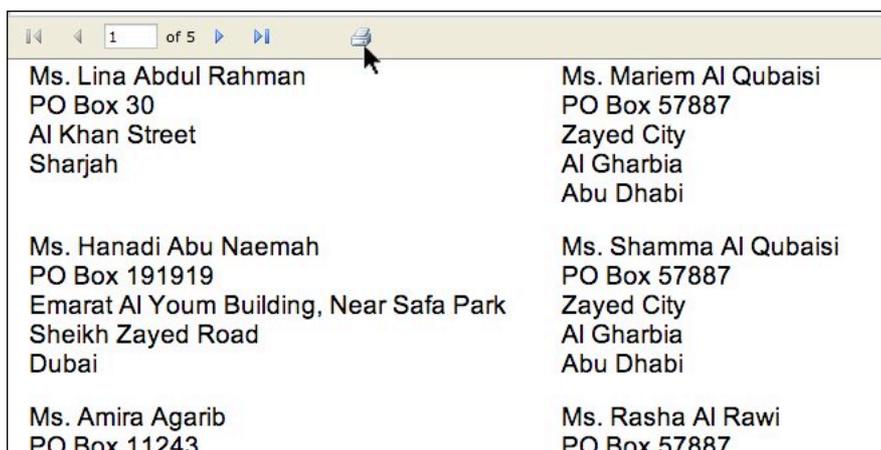


## Address Labels

To create address labels for the contacts or outlets in a **Saved List** or set of **Search Results**, go to the **Create** menu and select **Report** as above. Choose the **Labels** option and select the size of address label you use:

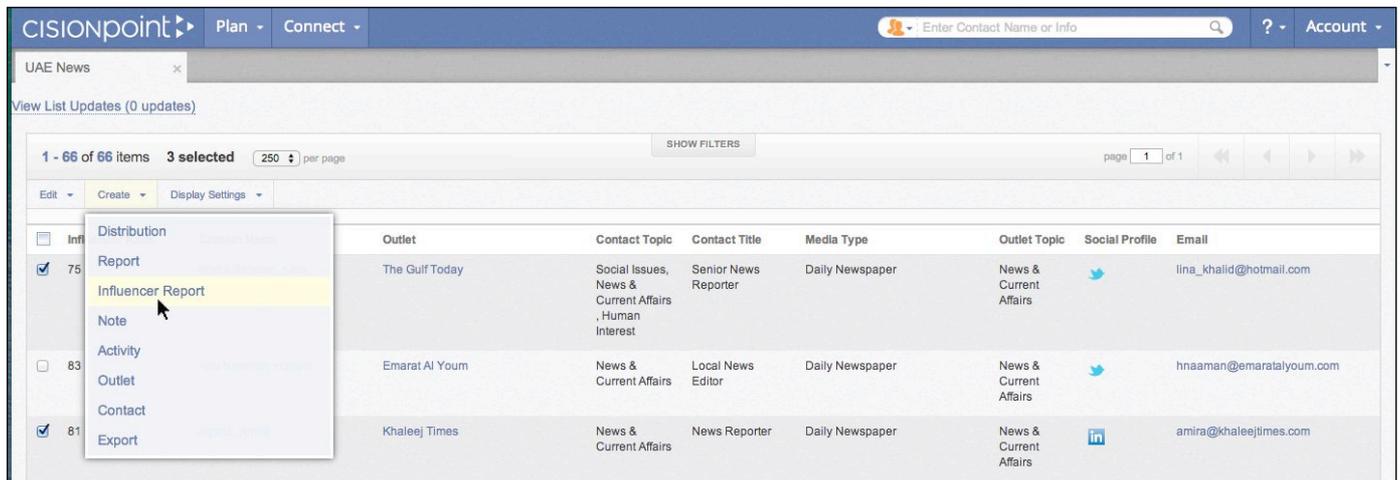


Press the **Create** button and your labels will generate in a new window ready for printing:



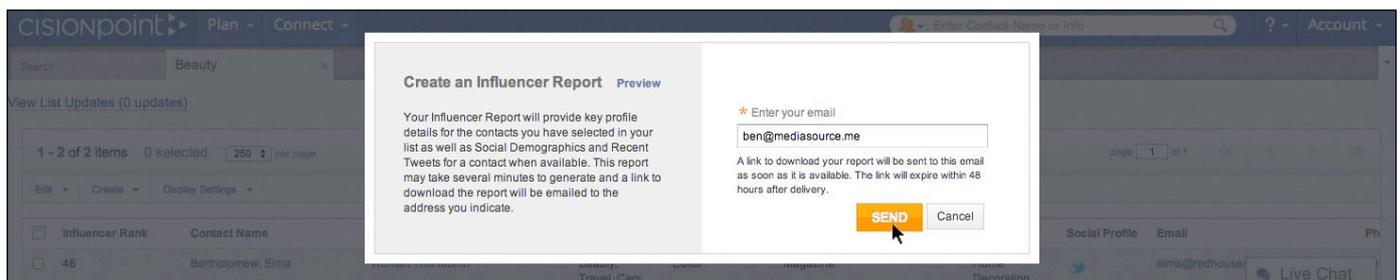
## Influencer Reports

**Influencer Reports** enable you to export key profile information for **Contacts** in a **Saved List**, as well as **Social Demographics** and recent **Tweets** (where applicable). To generate an **Influencer Report**, open your list, go to the **Create** menu and select **Influencer Report**:



**Note:** **Influencer Reports** can only be generated for a maximum of 100 contacts at a time.

Enter your email address and the report will be sent to you once it has been generated:



Click on the link in the email you receive and your **Influencer Report** will open as a **PDF** in your browser, which you can then save to download:

