



Adhoc Reporting Workflow

Curtin University



Workflow

- 01 Create search for Topic
- 02 Create Alert for Topic
- 03 Create Dashboard for Topic
- 04 Download Report



Create Search for Topic

The screenshot shows the Meltwater Explore interface. On the left is a sidebar with navigation options: Home, Explore (marked with a 'NEW' badge), Monitor, Analyze, Media Relations, Newsletters, Report, Alerts, Content, and Account. The top right contains a search bar with the text 'Add keywords and companies' and icons for Find, grid, notifications, Help, and a user profile. The main content area features four search method cards: Keyword search, Advanced search, Combined search, and Compare search. Below these is a tabbed interface with 'Searches' selected, showing 'All searches' (11 items). A table lists search entries with columns for Name, Used in, Type, Created by, and Last edited. The first entry is '[Template] Adhoc Media Coverage Report' by Jannelle Le. A 'Duplicate' button is visible next to the last entry. A modal dialog titled 'Duplicate' is open in the bottom right, showing the search name '[Template] Adhoc Media Coverage Report (1)' and a 'Name*' field. The dialog also shows a page indicator '42/255' and 'Cancel' and 'Save' buttons.

Explore

Find

Add keywords and companies

Home

Explore **NEW**

Monitor

Analyze

Media Relations

Newsletters

Report

Alerts

Content

Account

Keyword search

Advanced search

Combined search

Compare search

Use a combination of company suggestions, keywords and filters for quick, ad-hoc needs.

Use boolean logic when you need flexibility to customize searches and retrieve complete data sets.

Join existing saved searches to quickly arrive at a new data set.

Use several existing searches to do comparative analysis on the fly.

Searches Comparisons Filter sets Author lists Custom categories

All searches 11

LABELS Manage

| <input type="checkbox"/> | Name ↑ | Used in | Type | Created by | Last edited |
|--------------------------|--|----------|----------|-------------|----------------------|
| <input type="checkbox"/> | [Template] Adhoc Media Coverage Report | 0 places | Advanced | Jannelle Le | |
| <input type="checkbox"/> | Cow methane emissions | 0 places | Advanced | Sam Jeremic | May 3, 2023 12:11 PM |
| <input type="checkbox"/> | Dorina Chung FIONA | 1 place | Keyword | Fiona Speed | |

Duplicate

Name*

[Template] Adhoc Media Coverage Report (1)

42/255

Cancel Save

Duplicate the [Template] Search and Rename the Search

Create Search for Topic

**!!Researcher/Faculty!!
("dora Marinova" or "Merideth Kelliher")
AND
!!Topic!!
(cows or methane)**

Edit the keywords in the [Template] Search with the relevant keywords for your Topic

***Reminder to add all possible variations of the keywords required, inclusive of local market translations where needed

Create Alert for Topic

The screenshot displays the Meltwater Explore interface. On the left is a sidebar with navigation options: Home, Explore (marked with a 'NEW' badge), Monitor, Analyze, Media Relations, Newsletters, Report, Alerts, Content, and Account. The main area shows a search query: `!!Researcher/Faculty!! ("dora Marinova" or "Merideth Kelliher") AND !!Topic!! (cows or methane)`. Above the query is a breadcrumb trail: `[Template] Adhoc Media Coverage Report`. To the right of the query is a 'Save' button. On the far right, there are icons for 'Find', a grid, a bell, 'Help', and a user profile. Below these is a 'Last 7 days' filter and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'New search', 'Edit name', 'Apply labels', 'Create alert' (highlighted with a red box and labeled 'Real-time updates'), and 'Create digest' (labeled 'Scheduled distributions'). At the bottom of the interface, there is a row of filter categories: Filter set, Source type, Language, Location, Keyword, Sentiment, Author, Custom categories, and Context. A 'Search' button is located at the bottom right. A status bar at the very bottom indicates 'Ctrl + Enter to update results'.

Create an Alert (Spike Detection / Every Mention) for the Search created to receive real-time alerts on the Topic that you have set up

Create Dashboard for Topic

The screenshot shows the Meltwater Analyze dashboard. On the left is a sidebar with navigation links: Home, Explore (marked with a 'NEW' badge), Monitor, Analyze (highlighted), Media Relations, Newsletters, Report, Alerts, Content, and Account. The main content area features a 'Create a Dashboard' section with a visual template showing two large boxes with values '306k' and '768k', and a horizontal bar chart. Below this is a 'Recent Items' section with two dashboard thumbnails. At the bottom is a table of dashboard items.

Create a Dashboard

Choose from templates crafted to help you analyze and report on your data or start a new dashboard from scratch. You can style your dashboard for faster analyzing or better reporting to ensure that you can achieve the best outcomes possible.

[Get Started](#)

Recent Items



- [FINAL] Impact Reports - IC
Dashboard - Report layout - Jun 19
- [FINAL] Impact Reports - Media
Dashboard - Report layout - Jun 19

| <input type="checkbox"/> | Name | Type | Created | Scheduled |
|--------------------------|--------------------------------|---------------------------|-------------|-----------|
| <input type="checkbox"/> | [FINAL] Impact Reports - IC | Dashboard - Report layout | Jun 5, 2024 | |
| <input type="checkbox"/> | [FINAL] Impact Reports - Media | Dashboard - Report layout | Jun 5, 2024 | |




1-2 of 2

From Analyze, click into the Dashboard where you can find your respective Tabs
Impact Reports - IC : Leigh / Natassia / Arianne
Impact Reports - Media : Vanessa / Crystal / Simone / Lucien / Sam

Create Dashboard for Topic

← [FINAL] Impact Reports - Media   Saved












Vanessa **Crystal** Simone Lucien Sam +


This quarter  Edit inputs  Add slide  Share





Select inputs (1/10)

Find


EXPLORE

- ☐ Cow methane emissions 
- ☐ Donna Chung FIONA 
- ☐ Hannah McGlade FIONA 
- ☐ Indigenous Art Competition 
- ☐ Joe Siracusa Media Coverage ... 
- ☐ Mining Survey 
- ☐ Mining Worker Survey 
- ☐ Peter Newman Media Coverag... 
- ☐ Zoe Richards Coverage FIONA 
- ☐ Zoe Richards FIONA 
- ☐ [Template] Adhoc Media Cover... 

TAGS 

- ☐ ACSES | Tag 
- ☐ Alliances | Tag 
- ☐ Alumni | Tag 
- ☐ Arianne | Tag 

Cancel OK

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In your Tab, Edit the Input for your Dashboard Report:

- Remove the placeholder Tag Input under your name
- Replace with Search Input that you have just created

Create Dashboard for Topic

The screenshot shows a web application interface for creating a dashboard. At the top, there is a navigation bar with a back arrow, the text "[FINAL] Impact Reports - Media", a pencil icon, and a "Saved" status. Below this is a user selection bar with names: Vanessa, Crystal (selected), Simone, Lucien, Sam, and a plus icon. On the right side of the navigation bar, there are buttons for "This quarter", "Edit inputs", "Add slide", and "Share". The main content area features a large photograph of the Curtin University building. In the top right corner of the image, the Curtin University logo and name are displayed. In the bottom right corner of the image, the Meltwater logo is visible. In the bottom left corner of the image, there is a white rectangular box with a blue border. Inside this box, the text "Impact Report" is displayed, and below it is a small "Edit insight" button. The overall layout is clean and professional, with a focus on the university building image.

Title your Report by clicking to Edit the Insight

Create Dashboard for Topic

Highlights

Featured Mentions

This quarter

Select mentions



Daily Mail • By Australian Associated Press
News | GB | 3 May - 16:14

UN alarmed at number of Indigenous kids in care system

82.3M Reach 0 Social Echo



News.com.au (Licensed by Copyright Agency)
News | AU | 21 May - 10:52

Transport groups call for incentives for alternative fuel vehicles

16.4M Reach 0 Social Echo



News.com.au (Licensed by Copyright Agency) • Shannon Molloy
News | AU | 14 May - 06:15

As rent prices hit a record high, hordes of struggling Aussies are set to be left behind in Tuesday's budget

16.4M Reach 18 Social Echo



ABC Online (Licensed by Copyright Agency) • Anthony Furl
News | AU | 21 May - 14:07

First Nations experts say Closing the Gap family violence target will not be met without more funding

15.5M Reach 139 Social Echo



ABC Online (Licensed by Copyright Agency)
News | AU | 13 May - 04:30

Air Vanuatu liquidation leaves travellers stranded and uncertain

15.5M Reach 0 Social Echo



Scrolling down to the Highlights Slide, click on Select Mentions to pick your Feature Stories for your Report

Download Report

← [FINAL] Impact Reports - Media Saved

Vanessa **Crystal** Simone Lucien Sam +

This quarter Edit inputs Add slide **Share**

- Report Scheduling
- Get report link
- Download PowerPoint
- Download PDF & Link
- Add to Google Slides

Finally, when the Report is complete, click on Share and select your export format