

Adhoc Reporting Workflow Curtin University



# Workflow

on Create search for Topic

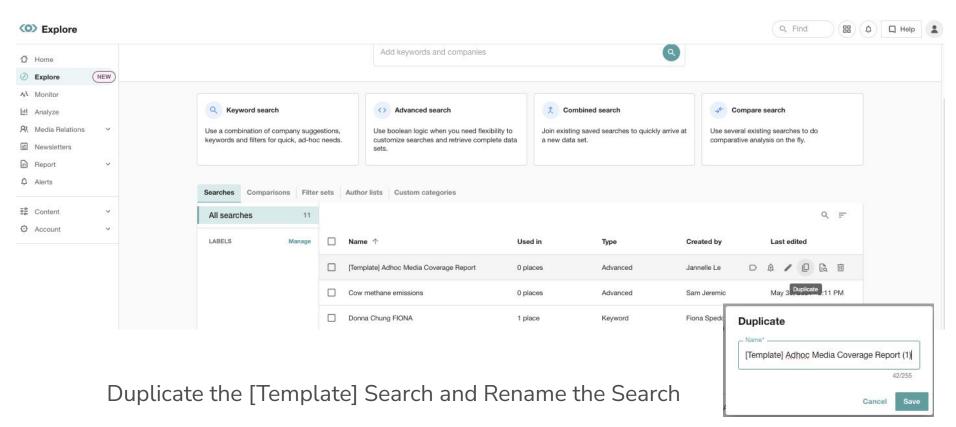
O2 Create Alert for Topic

O3 Create Dashboard for Topic

04 Download Report



# **Create Search for Topic**



# **Create Search for Topic**

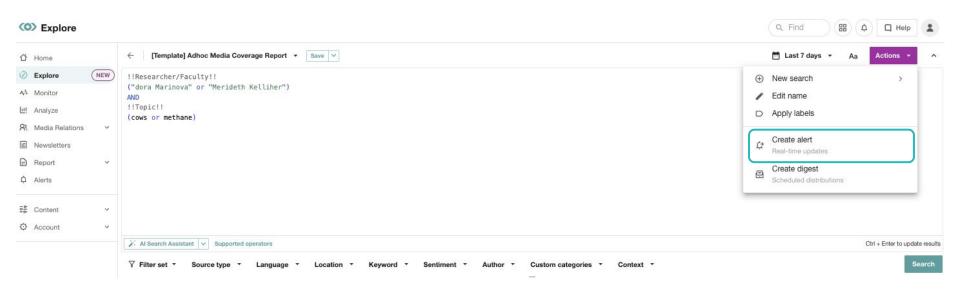
!!Researcher/Faculty!!
("dora Marinova" or "Merideth Kelliher")
AND
!!Topic!!
(cows or methane)

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

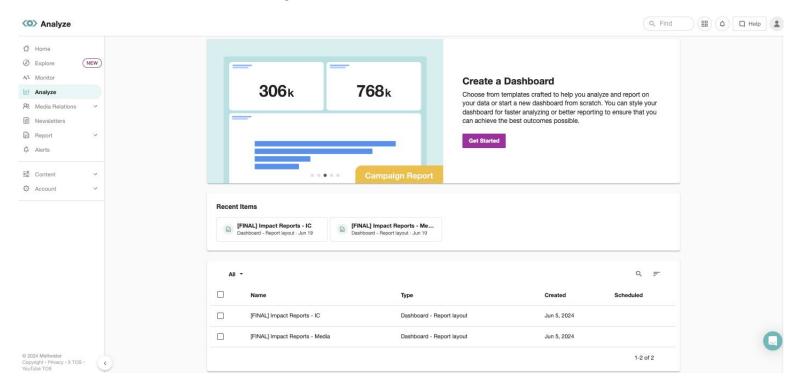


# **Create Alert for Topic**



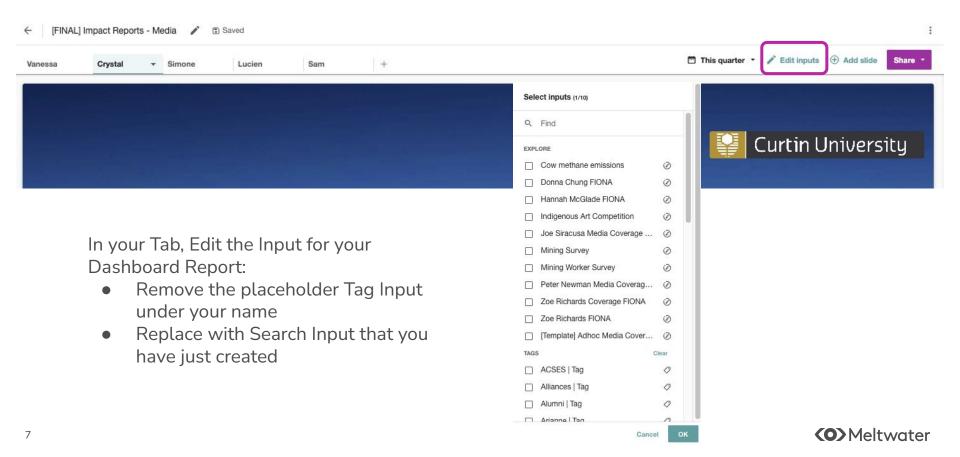
Create an Alert (Spike Detection / Every Mention) for the Search created to receive real-time alerts on the Topic that you have set up





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



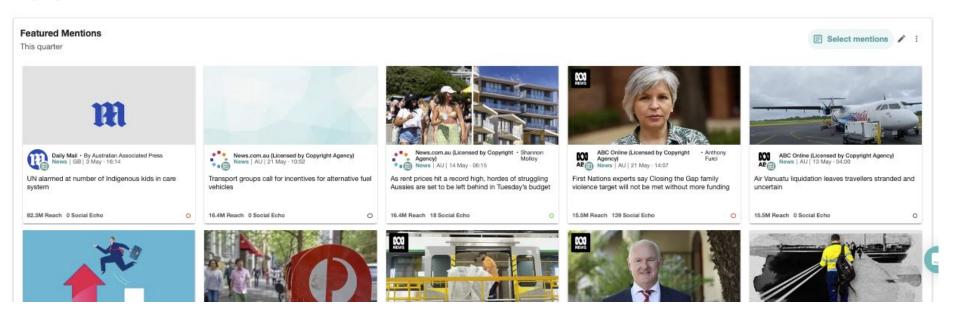




Title your Report by clicking to Edit the Insight



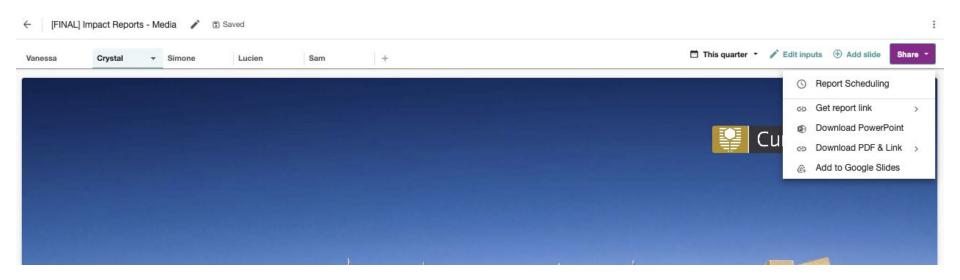
#### **Highlights**



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



# **Download Report**



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