Adhoc Reporting Workflow
Curtin University

Meltwater

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Workflow

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Create Search for Topic

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

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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

Create Dashboard for Topic

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

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

Title your Report by clicking to Edit the Insight

Create Dashboard for Topic

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

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