

MEDIADISK 2006

Error help sheet - Cannot select a primary non-private person

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CISION 

This warning will occur if an attempt is made to select a different contact for an outlet via the **Contacts** page of the **Outlet Details** window when adding the title to a list. This is due to a misunderstanding of the purpose of the primary column (see below).

1. Perform a Power Search.
2. In the **Search Results** window, click the outlet name (Figure 1).

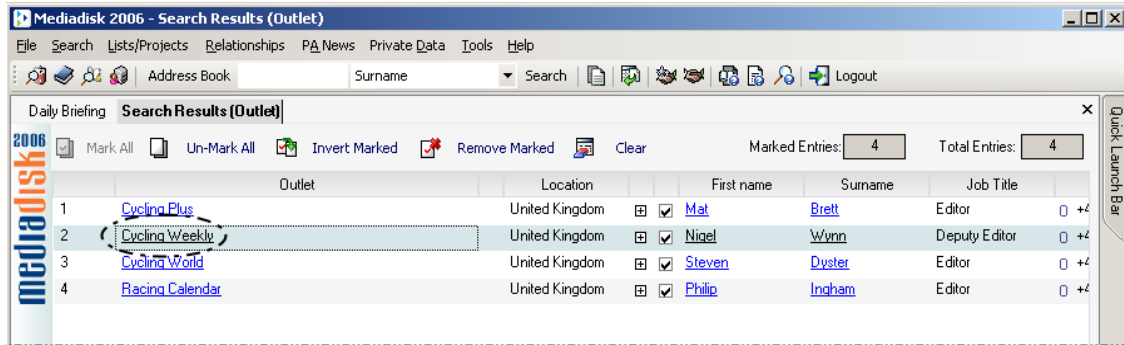


Figure 1

3. The **Outlet Details** window will be displayed. Click the **Contacts** page. If the user clicks the **Primary** check box for the required person, an error message is displayed (Figure 2). This is because the purpose of the checkbox is to indicate which contact is primary, not to select another contact for the search results.

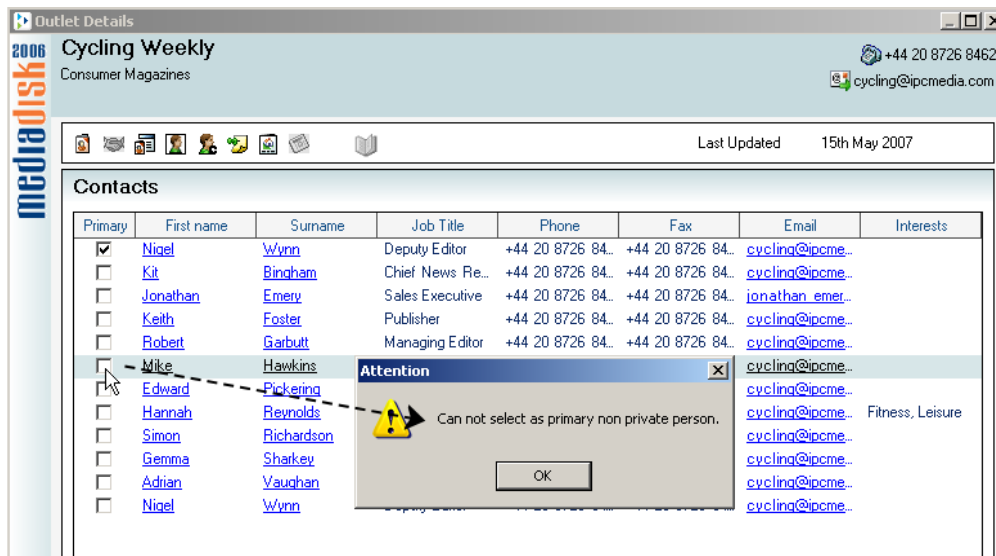


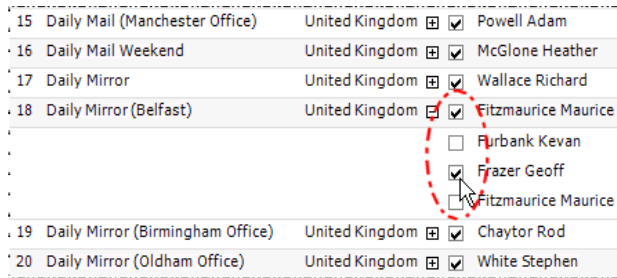
Figure 2

4. To change or select contacts, click the **+** button to the left of the existing person's name (Figure 3). If no button is displayed, the contact whose name is displayed is the only person at the outlet on whom we hold information.



Figure 3

- The entry will be expanded to display the names of the other employees at the outlet and the button will be replaced with a . To change the contact, deselect the check box for the original person and click to select an alternative name or names in the expanded list. To include additional people, leave the original contact's check box marked and make your additional selections (Figure 4).



15	Daily Mail (Manchester Office)	United Kingdom	<input checked="" type="checkbox"/>	Powell Adam
16	Daily Mail Weekend	United Kingdom	<input checked="" type="checkbox"/>	McGlone Heather
17	Daily Mirror	United Kingdom	<input checked="" type="checkbox"/>	Wallace Richard
18	Daily Mirror (Belfast)	United Kingdom	<input checked="" type="checkbox"/>	Fitzmaurice Maurice
			<input type="checkbox"/>	Furbank Kevan
			<input checked="" type="checkbox"/>	Frazer Geoff
			<input type="checkbox"/>	Fitzmaurice Maurice
19	Daily Mirror (Birmingham Office)	United Kingdom	<input checked="" type="checkbox"/>	Chaytor Rod
20	Daily Mirror (Oldham Office)	United Kingdom	<input checked="" type="checkbox"/>	White Stephen

Figure 4

- When you have finished selecting, click . The additional contacts will be added to your list of results and included in any contact lists you create, or any processing you perform using the search results (e.g. reports, data files, distributions etc).