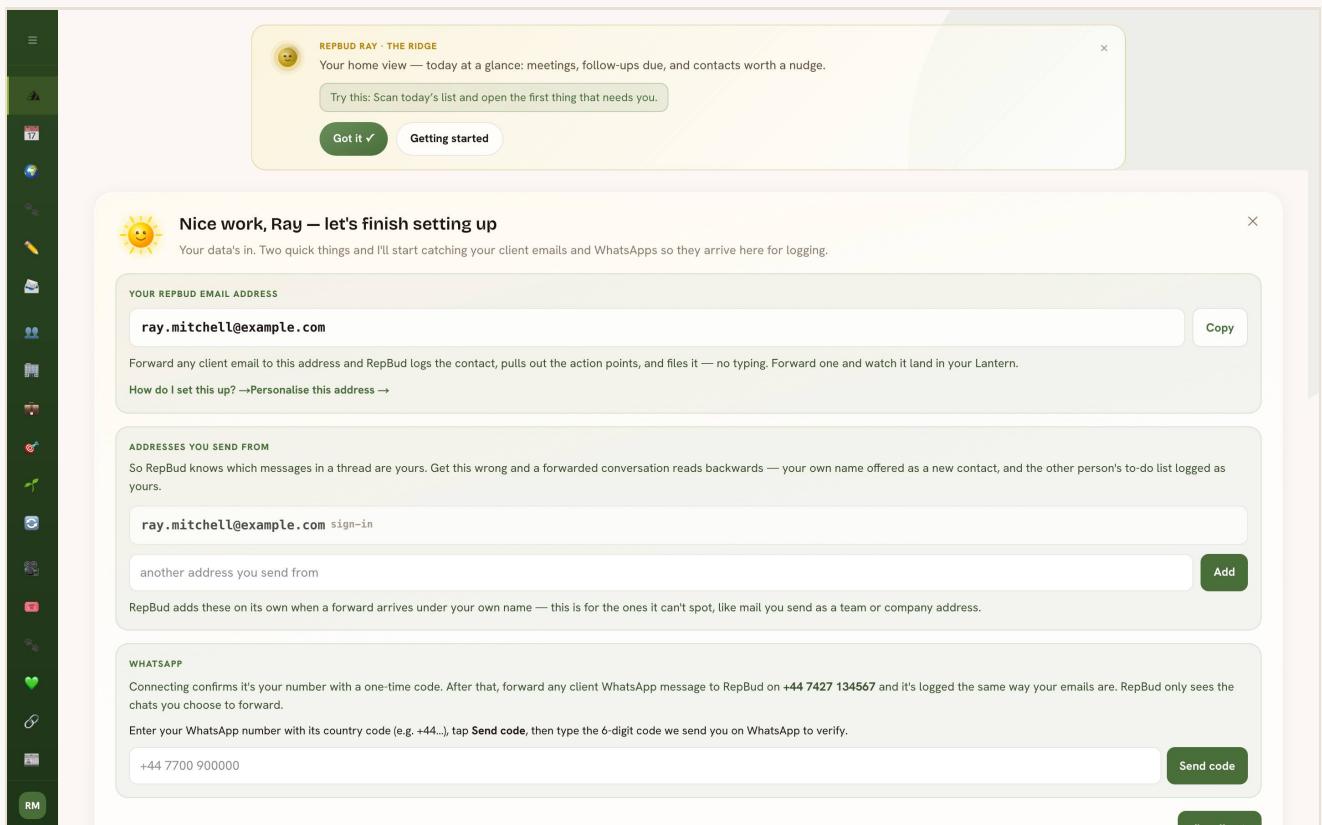


Reporter home & briefs

Your reporter home is where you post what you're working on and let connected reps come to you — here's the whole flow in under a minute and a half.

Covers /dashboard/reporter · for reporter



The screenshot shows the RepBud Reporter Home dashboard. At the top, there's a yellow notification box from "REPBUD RAY · THE RIDGE" stating: "Your home view — today at a glance: meetings, follow-ups due, and contacts worth a nudge. Try this: Scan today's list and open the first thing that needs you." with buttons "Got it ✓" and "Getting started". Below this is a main section titled "Nice work, Ray — let's finish setting up" with a sub-header "Your data's in. Two quick things and I'll start catching your client emails and WhatsApps so they arrive here for logging." The section contains three sub-forms: 1. "YOUR REPBUD EMAIL ADDRESS" with a text input field containing "ray.mitchell@example.com", a "Copy" button, and instructions: "Forward any client email to this address and RepBud logs the contact, pulls out the action points, and files it — no typing. Forward one and watch it land in your Lantern. How do I set this up? →Personalise this address →". 2. "ADDRESSES YOU SEND FROM" with instructions: "So RepBud knows which messages in a thread are yours. Get this wrong and a forwarded conversation reads backwards — your own name offered as a new contact, and the other person's to-do list logged as yours." It has a text input field with "ray.mitchell@example.com sign-in", another empty text input field labeled "another address you send from", an "Add" button, and a note: "RepBud adds these on its own when a forward arrives under your own name — this is for the ones it can't spot, like mail you send as a team or company address." 3. "WHATSAPP" with instructions: "Connecting confirms it's your number with a one-time code. After that, forward any client WhatsApp message to RepBud on +44 7427 134567 and it's logged the same way your emails are. RepBud only sees the chats you choose to forward. Enter your WhatsApp number with its country code (e.g. +44...), tap Send code, then type the 6-digit code we send you on WhatsApp to verify." It has a text input field with "+44 7700 900000" and a "Send code" button. A vertical sidebar on the left contains various icons, and a bottom bar shows "RM" and "Email sent".

The steps

01 Your reporter home

This is your home as a journalist on RepBud. Your name, medium and outlet sit up top, with everything you're working on below.

02 Post a brief

Under What I'm working on, post a commission and connected reps who can help will reach out.

03 Describe the assignment

Give it a headline, say what you're looking for, and pick the medium and deadline so reps can gauge fit.

04 Tag the destinations

Add the destinations the brief concerns. Connected reps and PR contacts who cover them will see it.

05 Track the responses

Each brief shows its status and any responses — the rep, their company and their message — so you can compare in one place.

06 Manage as it moves

When a brief lands, mark it fulfilled; tidy it away with close, or edit the detail anytime.

07 Your reps & PR contacts

Your connections are the reps and PR agencies who'll receive your briefs and send press-trip invitations.

08 Stay visible

Set whether you appear in Who's Nearby when you are in the same city as other members, and whether you receive press and FAM trip invitations.

Next: Set up your profile & discovery

Questions

Who sees the briefs I post?

Connected reps and PR contacts who cover the destinations you tag. Post what you're working on and the ones who can help reach out to you.

What's the difference between a brief's statuses?

Open means it's live and reps can respond; mark it fulfilled once a rep delivers; close it to tidy it away — you can reopen it later.

How do reps end up connected to me?

Find reps and PR agencies for the destinations you cover via Find more, and connect — that's how briefs reach them and invitations reach you.

What does "Appear in Who's Nearby" do?

It lets reps in the same city see you're there too — at a show or on a sales trip — so you can meet in person. Leave it off and you simply won't surface.