

Get Started with Datahug

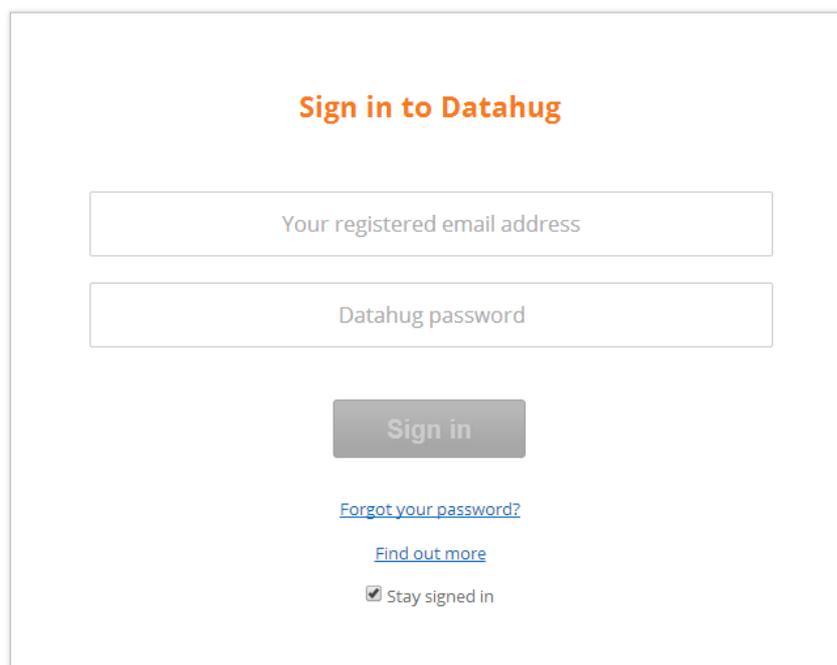
Datahug provides you with a single view of all the B2B relationships that exist within your organization.

User Setup

To start using Datahug you must first follow the link in the “Welcome to Datahug” email that was issued on the launch day. If you have not received one of these emails or the link is out of date please contact the Datahug project sponsor or the Datahug Customer Success Manager.

Sign in to Datahug

Go to <https://apps.datahug.com/> and sign in with your email address and password. Alternatively you can go to datahug.com and hit Login which will direct you here.



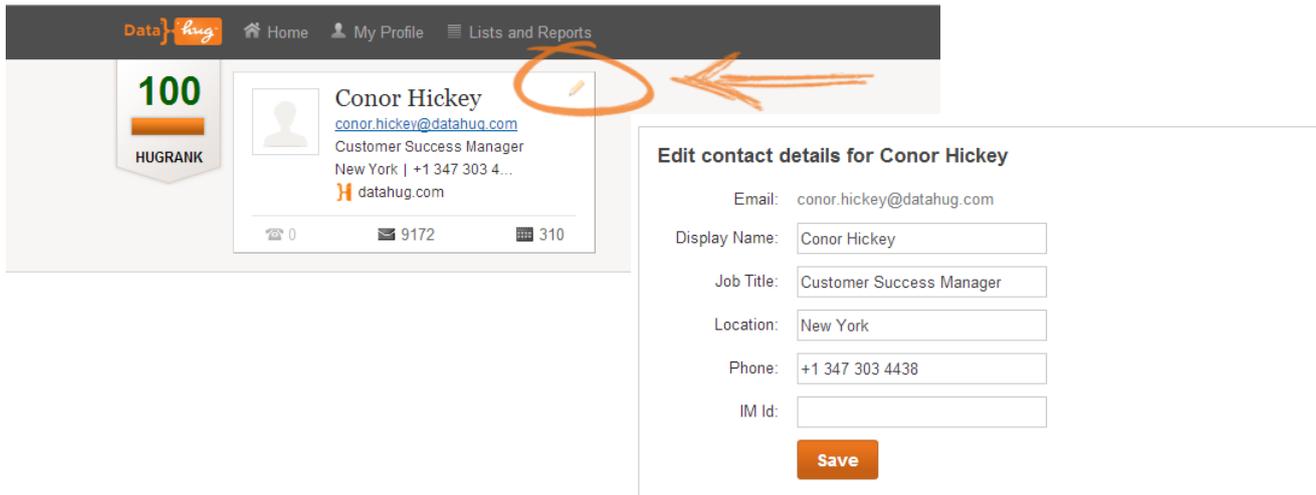
The screenshot shows a sign-in form with the following elements:

- Header: **Sign in to Datahug**
- Input field 1: Your registered email address
- Input field 2: Datahug password
- Button: Sign in
- Link: [Forgot your password?](#)
- Link: [Find out more](#)
- Checkbox: Stay signed in

If you have forgotten your password simply click on the “Forgot your password?” link.

My Profile

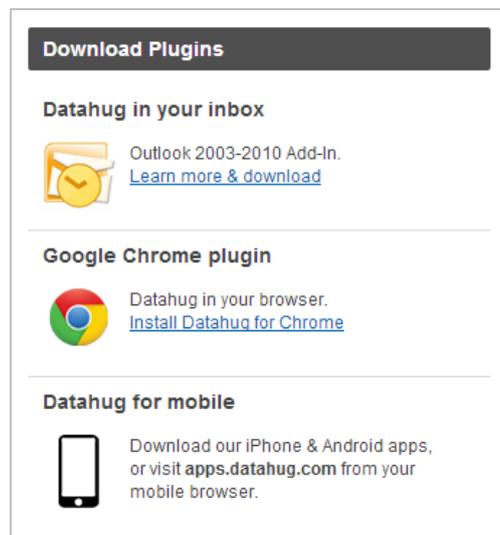
Click on My Profile to complete your Profile details and provide an accurate representation of your contact details and job title.



Install Datahug Plugins

Install the Datahug Outlook and Chrome browser plugin to leverage Datahug in your existing workflow. You can also download the Datahug iPhone and Android app for your smartphone.

The links for the plugins are on the bottom left of the home screen.



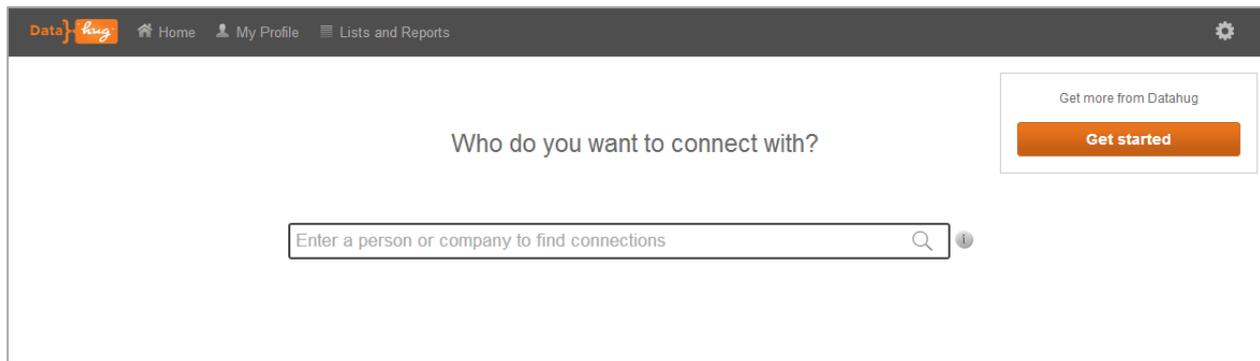
For more information on the Outlook and Chrome plugins please check out the Datahug Customer Success portal – success.datahug.com/webapp

Start Searching

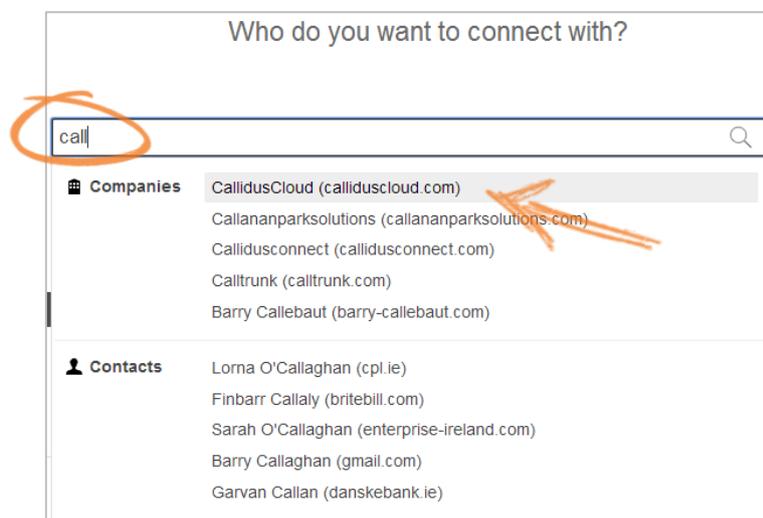
Now that you have set up your profile and downloaded the Datahug plugins you can start using the Datahug Search functionality.

Search for a Company

To search for a company simply start typing the company name into the Datahug Search box.

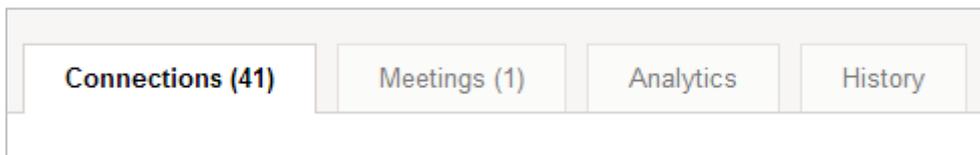


Hint Type the company name in slowly and select it from the dropdown list generated from the companies in your network.



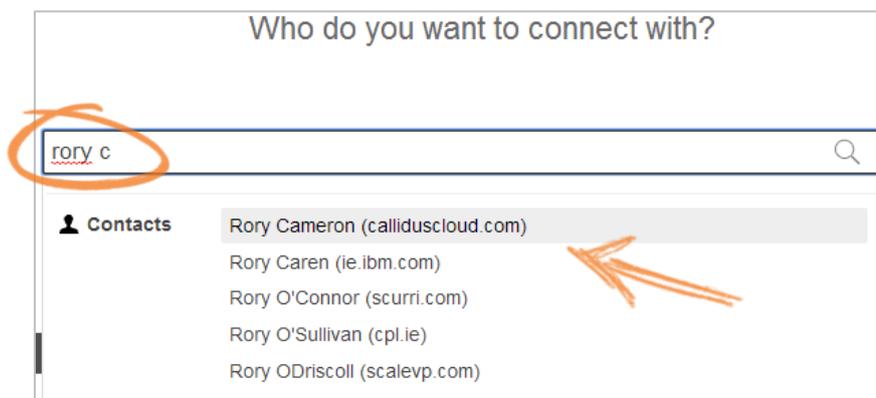
Datahug will return all the connections you have with that company. It will also show you which Colleagues are connected and the strength of all these relationships.

You can also view the recent and upcoming meetings (Meetings), the pulse of activity (Analytics) over the last 12 months and the last 10 interactions (History) by selecting the relevant tab.



Search for a Contact

You can search for a contact in the same way as you would search for a company - type in the person's name and hit search.



DataHug will return all the connections you have with that person. It will also show you which Colleagues are connected and the strength of all these relationships.

79 HUGRANK

Rory Cameron
 rcameron@calliduscloud.com
 SVP Corporate Development & Alli...
 San Francisc... | (925) 353-7626
 calliduscloud.com

4 | 279 | 7

Connections (12) Meetings (0) Introductions (5) Analytics History

12 colleagues know Rory

People at DataHug (12) | People at Calliduscloud (20) | People at other companies (6)

Sort by: HugRank | Filter: All

Type a name here...

DJ Cahill Client Services
 datahug.com | Dublin | +353 88 308 3102
 4 days ago | 103

Patrick Welsh Sales, Americas
 datahug.com | USA | +1 215-918-0572
 157 days ago | 126

Ray Smith Co-Founder
 datahug.com | Dublin | +353 87 657 5357
 7 days ago | 26

You can also view the recent and upcoming meetings (Meetings), the people the contact has introduced your company to (Introductions), the pulse of activity over the last 12 months (Analytics) and the last 10 interactions (History) by selecting the relevant tab.

Connections (12) Meetings (0) Introductions (5) Analytics History

Create a Target List

You can easily create a list of prospects and targets in DataHug using the Lists and Reports functionality. Simply click on Lists and Reports and Create new List.

Lists and Reports

Type a list name here...

List Name	Last Updated	Items
EMEA Salesforce Users Companies	shared 1st Apr 2014	800
Dreamforce 2012 Contacts	shared 5th Jun 2013	520
Fortune 500 Companies	system maintained shared 26th Apr 2014	500
FTSE 500 Companies	shared 1st Apr 2014	489
Target List - CH Companies	24th Sep 2013	426

List Summary
 EMEA Salesforce Users Companies
 Created by thomas.ryan@datahug.com
 View List Export Unshare Delete
 Relationship Health

Create new list

Enter a name for the List and select whether it is a list of target companies or contacts. You can then either type in the names of each of the targets individually or copy and paste a list from a spreadsheet.

Create list [View all lists](#)

Step 1 Create the list

Venture Capital Firms

Step 2 Choose your list input type

Do you want to maintain a list of important contacts or companies?

Companies Contacts

Step 3 Add your companies

You can search Datahug for existing companies or paste a list from another source.

Search for companies in Datahug

Draper Fisher Juvetson (dfj.com) x
Index Ventures (indexventures.com) x

OR

Copy or type a list from another source

dfj.com
indexventures.com

Create list

Hint Type the company or contact name in slowly and select it from the dropdown list generated from the companies in your network.

Hint Paste in the email domain / address of the company or contact to guarantee 100% accuracy.

Once you hit Create List you can view the results and see if you have any existing relationships.

Financial Services Software Companies [Export this list](#) [Print page](#) [Add to list](#) [View all lists](#)

Company Name	Connected via	Best Connected	Last Interacted	HugRank	
Sungard sungard.com	10 colleagues	Don White	Don White 2 days ago		x
Misys misys.com	7 colleagues	Neil Hoey	Neil Hoey 2 days ago		x
Murex murex.com	6 colleagues	Conor Hickey	Conor Hickey 7 days ago		x
Msci msci.com	4 colleagues	Don White	Don White 2 days ago		x
Fidessa fidessa.com	4 colleagues	Don White	Don White 8 days ago		x
Advent advent.com	1 colleague	Rob Joyce	Rob Joyce 174 days ago		x

+ Add to list

- Filter list

Relationship Health

- Active
- Fading
- Cold
- Inactive
- Not in Network

You can export this list to a spreadsheet to analyze the data if you wish by hitting “Export this list”.