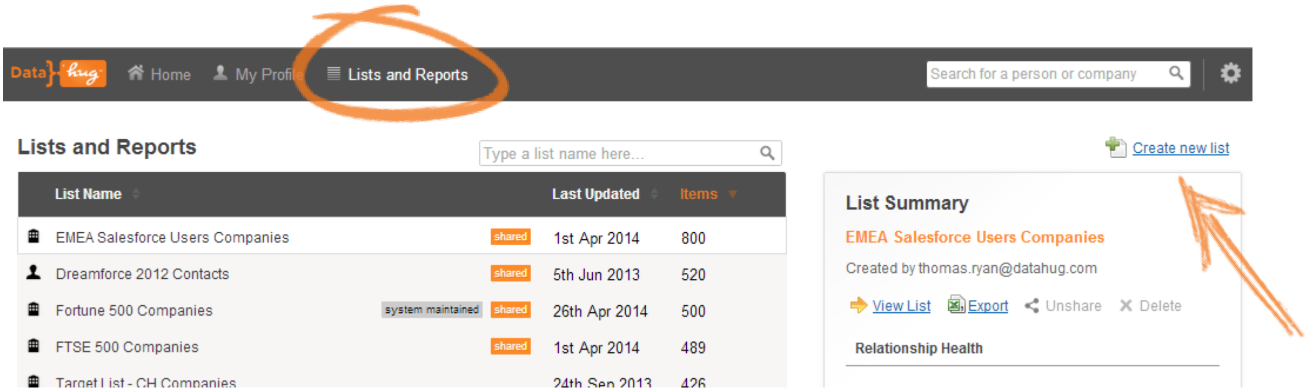
# Target Lists and Reports

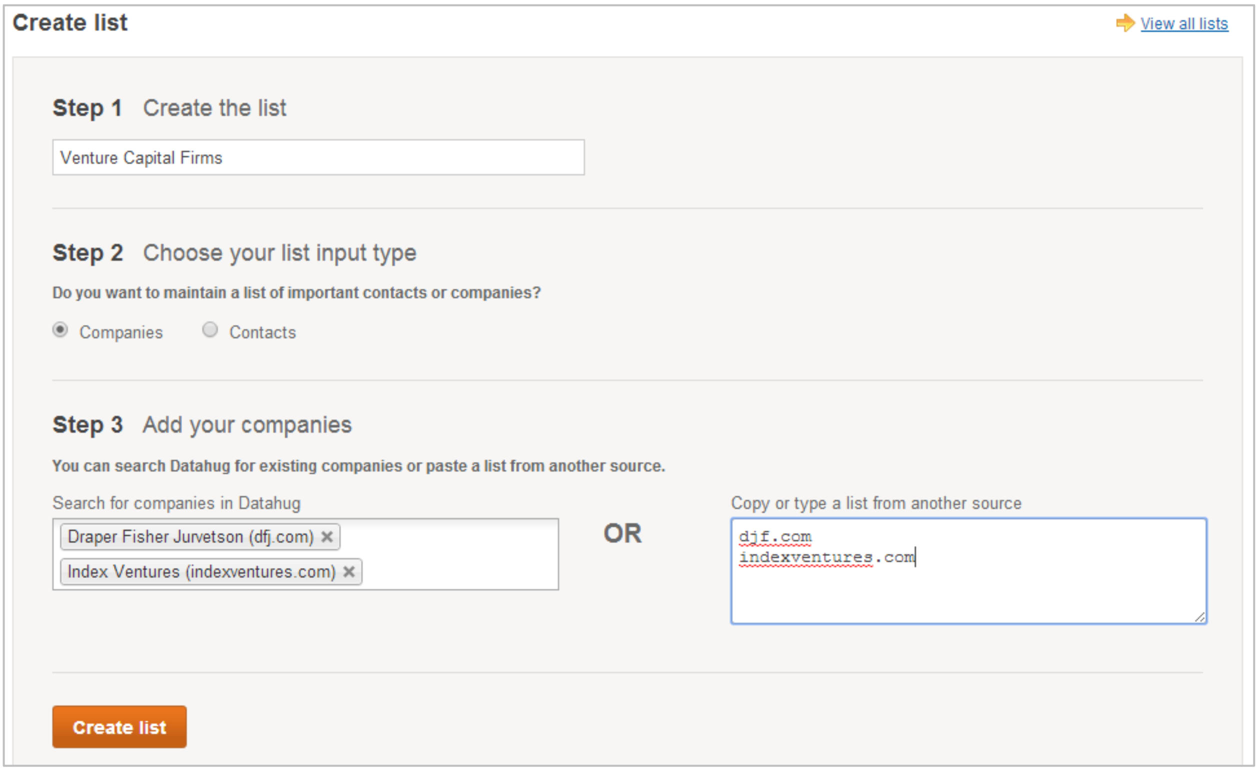
Datahug provides you with a single view of all the B2B relationships that exist within your organization. You can use the Lists and Reports functionality to create a list of target companies or contacts that you're looking to engage.

### Create a Target List

Click on the Lists and Reports option and hit Create new List.



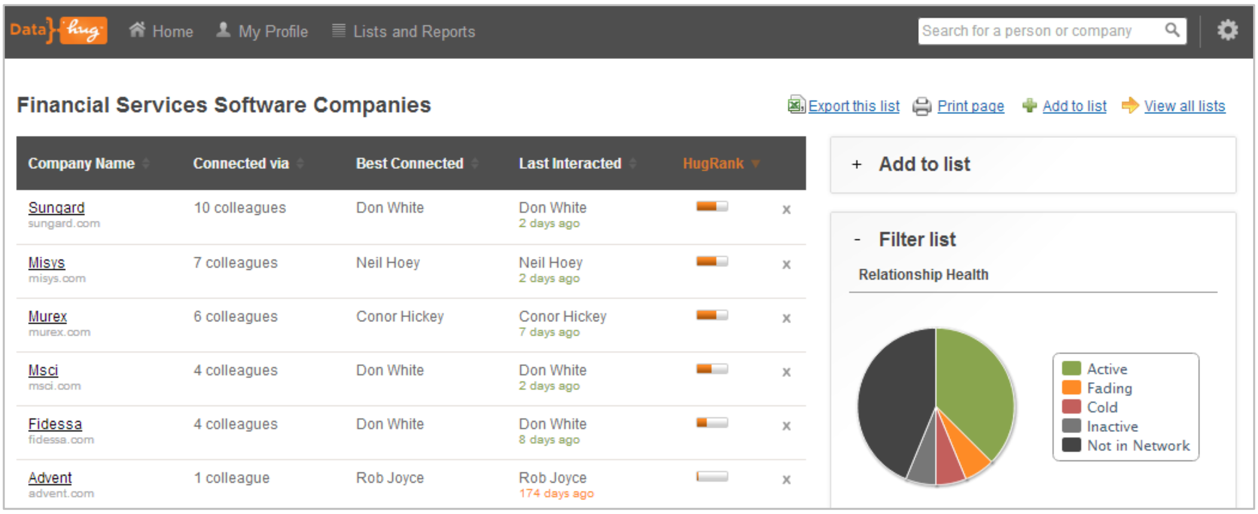

Enter a name for the List and select whether it is a list of target companies or contacts. You can then either type in the names of each of the targets individually or copy and paste a list from a spreadsheet.



***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.



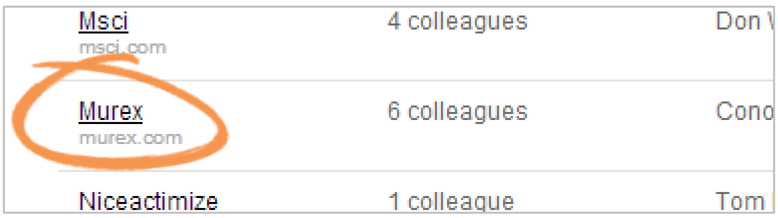

The following information is shown in the list

| | |
|---|---|
| Company Name | Name of the target company / contact |
| Connected Via | The number of colleagues who have a connection to that company / contact |
| Best Connected | The colleague with the strongest connection to the company / contact |
| Last Interacted | The date of the last interaction with the company / contact |
| HugRank | The HugRank between your company and the target company / contact |

You can order the list by each of the columns to find the warmest target for example.

**Drill down to Company or Contact**

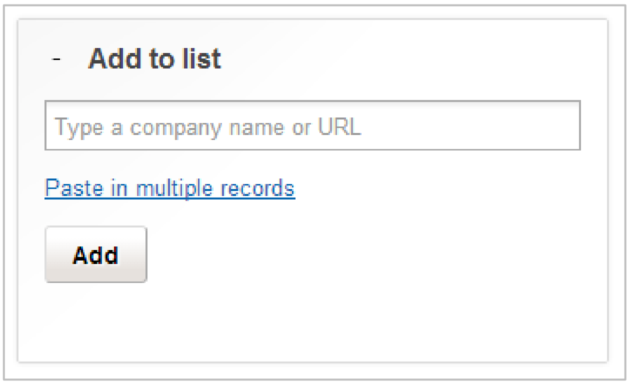
Clicking on the company / contact name will bring you to their Datahug profile page.



### Edit the List

You can remove an item from the list by clicking on the X icon next to it. You can add another company / contact to the list by clicking on Add to List.

You can add companies or contacts individually or in bulk by pasting them in.




### Export the List

You can export this list to a spreadsheet to further analyze and embellish the data if you wish by hitting "Export this list".

### Advanced Reports

There are a number of advanced reports available to the end-user if more in-depth data is required. Please contact your Customer Success Manager to find out more about these.