

# EPORT

## SELLER USER GUIDE

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CLIENT SUPPORT: 800-9 STRATA



### Seller User Guide to



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### **Register for the Service**

- Step 1: Open your web browser and go to <a href="http://eport.gotostrata.com">http://eport.gotostrata.com</a>
- Step 2: Click on the link that says "Need to Register for ePort?"

Registered Users Log In Here Username: Password: Login Forgot username/password? Click here	Training & Support Need Help? Call: 1-800-95TRATA (1-800-978-7282) or Email: <u>eportsupport@stratag.com</u>
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**Step 3:** On the registration page, please fill in all fields.

eport Enabling eBusiness		
REGISTRA	TION REQUEST FORM	
Plea	se fill in all fields.	
Organization Name		
Туре	Station 👻	
Contact Name		
Contact Phone Number		
Contact Email		
(	Submit Reset	
	Return to Login	

- **Step 4:** Once you enter the registration information and click "Submit" your information will be received by ePort. Within 24 hours you will be notified by ePort to complete the registration process.
- **Step 5:** The email you receive from ePort will ask you to confirm your username and password. After you confirm, you can go to the website and log in for the first time.



- **Step 1:** Open your web browser and go to <u>http://eport.gotostrata.com</u>
- **Step 2:** Log in to your account.
- **Step 3:** Click on the links as shown below to read the ePort Terms of Use and ePort Privacy Policy.

eport Enabling eBusiness	,	1
	1	1
Please note — Our term	s of use and privacy policy	y have recently been updated:
by clicking on "I a agree to the <b>e</b> P	Accept <sup>1</sup> elow, I acknowled Fort Terms of Use and the	ge that I have read and ePort Privacy Policy.
I	ACCEPT I DO NOT AC	ССЕРТ

**Step 4:** If you accept the terms of the Service Agreement, click "**I ACCEPT.**" You will be logged in. You only need to accept the Service Agreement upon the initial login.

If you do not accept the terms of the Service Agreement click "**I DO NOT ACCEPT**." You will be declined access to the ePort site. The next time you login to the site, you will be prompted with the Service Agreement again. Successful login will only occur after the EULA is accepted.



## **OVERVIEW OF THE INTERFACE**

The main ePort screen has 4 tabs: (1) Inbox (2) Pending (3) Drafts and (4) Completed. Each main tab has one or more related sub-tabs. The number of unread documents within each sub-tab is displayed in parentheses. A summary of the order contents is displayed in a list for each main tab.

e			<mark>bs</mark>			Acti	on	List	
Velco	ome <u>Te</u> l <mark>Uler</mark> ! Y	ou are viewi	ng documents for <u>Test</u>	Seller.		Displ	<b>ay</b> 10	doc <mark>e et</mark> s per	page <u>Refre</u>
	Inbox	Pending	Drafts	Completed	Sub-Tabs			What do you want What do you want	
Orde	ers (18) Revision	ns(2) Ma	kegoods (1) Log Tin	nes (7) Order Sync (0)	Avail Request () Avails (0)			Accept Cancel	
	Date Received 🔫	Station	Agency	Advertiser	C/P/E	Ver#		Confirm	on
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1		Reject	
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Per	Upload Log Times Upload Order Syn	
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1		Print Export to Excel	
Ó	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pe	Export to XML Export to DARE	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1		Admin	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1		Org Admin Search	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1		New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1		New	Ê
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1		New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813C	1		New	D

#### TABS:

**Inbox** – Transactions (orders, revisions, makegoods) which require action.

**Pending** – Transactions (makegoods) that do not require action at the current time because a reply on the makegood is necessary from the trading partner.

**Drafts** – Transactions (makegoods) that have been saved, but not yet sent.

**Completed** – Confirmed or rejected transactions (orders, revisions, makegoods) which do not require any further processing by the seller.

#### **ACTION LIST:**

Within the summary listing page, a list of actions is available in the "*What do you want to do?*" drop-down field, depending on the status of the order. You can Accept a Cancellation, Confirm or Reject an order, Create a Makegood, or Print or Export an Order/Revision. Additionally, you have Admin and Search capability, which are described in detail later in this document.



## **OPENING AN ORDER**

**Step 1:** On the selected summary screen click on the station call letters to open the order and view the spot placement.

						Qui	ick Search Logout	Need Help?
0	Dor	-						
E	Por	L						
		<mark>c on t</mark> h	ne station ca	all letters her	e to view the sche	dule		
elco	me <u>Test</u>					aalo	y 10 documents pe	r page <u>Refr</u>
	Inbox	Pi	Drafts	Completed			What do you wa	nt to do? 💌
Orde	ers (18) Revision		kegoods (1) Log Tin	nes (7) Order Sync (0)	Avail Request (0) Avails (0)			
	Date Received 💙	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transaction
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	New	Ê
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pending Review	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	Ď
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	New	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	New	D
-	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813C	1	New	Ď

**Step 2:** The Order Details screen displays the full schedule including the header, dayparts and spots.

Weld	come <u>Te</u>	est Seller!																			What d	do you	want to	do?
Agen			External Agency					/Nationa	d:	Loca						Flight St				9/2008				
	ncy Offic	ce:	New York					Type:		Norn	nal					Flight E	nd:		11/30	0/2008				
Buye			Test Buyer - (21		5			I Date:			1													
lien			AW1 - Acme Wid BO1 - BOTTLE O					Cycle: Calend		Wee						Hiatus:								
		roduct:	SS1 - SALAD SP				unning	calenu		Broadcast														
	nate:		20080814A - 200													Air Time Dollars:			\$1,90	00.00				
														Interact			\$3,25							
	ary Der	mo:	A18-24					WABC				Non-Air		ollars:	\$2,00									
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	omment kly Airti															Version:			1	¥ .	/	*		
₩eel	kly Airt	s ime Lines: Days	Time	Program	Demo	Len	Dpt	Rate	Gross	C/T	Spots	GRP	Rtg	CPP	Note	Version:	09/29	10/06		10/20	10/2	7 11/0	3 11/1	10 1:
Veel	<b>kly Airt</b> Type	ime Lines: Days		Program Oprah	Demo A18-24		Dpt		Gross \$200.00				-	CPP \$111.11				10/06 0			/ . 0 10/2: 0		)3 <b>11/1</b> 0	
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**Step 3:** An expandable section lists all comments for the order. Expanding the Comments section displays a grid with the date created and the comment text.

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Date (           08/18           // eekl           //	Created .8/2008 .ype lormal lormal lormal lormal lormal lormal lormal lormal lormal Flight D	Org Typ, Agency Days MTuWThF M Tu W Th MTuWThF Th Sa Sa	This is a test ord Time 4:00 PM-5:00 PM 2:00 PM-2:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 3:00 PM-4:00 PM 3:00 PM-9:00 PM 9:00 PM-10:00 PM 9:00 PM-10:00 PM	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Unit	Len 30 30 30 30 30 30 30 30 30	Dpt         Raf           a         \$20           b         \$10           c         \$11           d         \$12           d         \$12           i         \$11           m         \$10           n         \$11           o         \$11	e Gross 00.00 \$200.0 00.00 \$100.0 00.00 \$100.0 00.00 \$200.0 00.00 \$200.0 00.00 \$300.0 00.00 \$300.0 00.00 \$300.0 y Rate C/	C/T D C D C D C D C D C D C D C D C	Spots 1 1 1 1 2 2 3 3 4	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0
Date (           08/14           08/14           Veekl           I           N           2           N           3           N           5           N           5           N           5           N           3           N           3           N           3           N           3           N	Created 8/2008 9/2009 9/2009 9/2009 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9	Org Typ Agency Days MTuWThF M Tu W Th MTuWThF Th F Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa	This is a test ord Time 4:00 PM-5:00 PM 1:00 PM-2:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 4:00 PM-5:00 PM 3:00 PM-4:00 PM 9:00 PM-9:00 PM 9:00 PM-9:00 PM 9:00 PM-10:00 PM 2008 banner on w	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Diff Com Acti	E are ( 20 30 30 30 30 30 30 30 30 30 3	Dpt         Raft           a         \$20           b         \$10           c         \$10           d         \$11           e         \$10           i         \$10           m         \$11           o         \$11           o         \$10           2         Quantitit           5000         \$000	e Gross 00.00 \$200.0 00.00 \$100.0 00.00 \$100.0 00.00 \$200.0 00.00 \$200.0 00.00 \$200.0 00.00 \$300.0 00.00 \$300.0 00.00 \$400.0 y Rate C/ \$0.40 C	C/T D C D C D C D C D C D C D C D C D C D C	Spots <ol> <li>1</li> <li>1</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol> ss Cost 100.00	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0
Date ( 08/18 <b>reekl</b> <b>r</b> <b>r</b> <b>r</b> <b>r</b> <b>r</b> <b>r</b> <b>r</b> <b>r</b>	Created 8/2008 9/2009 9/2009 9/2009 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9/2000 9	Org Typ Agency Days MTuWThF M Tu W Th MTuWThF Th F Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa	This is a test ord Time 4:00 PM-5:00 PM 2:00 PM-2:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 3:00 PM-4:00 PM 3:00 PM-9:00 PM 9:00 PM-10:00 PM 9:00 PM-10:00 PM	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Diff Com Acti	E are ( 20 30 30 30 30 30 30 30 30 30 3	Dpt         Raf           a         \$20           b         \$10           c         \$11           d         \$12           d         \$12           i         \$11           m         \$10           n         \$11           o         \$11	e Gross 00.00 \$200.0 00.00 \$100.0 00.00 \$100.0 00.00 \$200.0 00.00 \$200.0 00.00 \$300.0 00.00 \$300.0 00.00 \$300.0 y Rate C/	C/T D C D C D C D C D C D C D C D C D C D C	Spots 1 1 1 1 2 2 3 3 4 4 55 Cost	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0
Date (           008/10           eekl           n           n           No	Created 8/2008 9 Jormal	Org Typ, Agency Mgency Days MTuWThF M Tu W Th F Sa Jines: ates 008-10/15, 008-10/30,	This is a test ord Time 4:00 PM-5:00 PM 1:00 PM-2:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 4:00 PM-5:00 PM 3:00 PM-4:00 PM 9:00 PM-9:00 PM 9:00 PM-9:00 PM 9:00 PM-10:00 PM 2008 banner on w	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Diff Com Acti	E are ( 20 30 30 30 30 30 30 30 30 30 3	Dpt         Raft           a         \$20           b         \$10           c         \$10           d         \$11           e         \$10           i         \$10           m         \$11           o         \$11           o         \$10           2         Quantitit           5000         \$000	e Gross 00.00 \$200.0 00.00 \$100.0 00.00 \$100.0 00.00 \$200.0 00.00 \$200.0 00.00 \$200.0 00.00 \$300.0 00.00 \$300.0 00.00 \$400.0 y Rate C/ \$0.40 C	C/T D C D C D C D C D C D C D C D C D C D C	Spots <ol> <li>1</li> <li>1</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol> ss Cost 100.00	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0
Date (         Oate (           08/18         08/18           1         1           2         No           3         No           5         No           6         No           7         No           8         No           9         No           10         1           11         1           00         -	Created .8/2008 lormal Jormal	Org Typ, Agency Mgency Days MTuWThF M Tu W Th F Sa Jines: ates 008-10/15, 008-10/30,	This is a test ord Time 4:00 PM-5:00 PM 1:00 PM-2:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 4:00 PM-5:00 PM 3:00 PM-4:00 PM 9:00 PM-9:00 PM 9:00 PM-9:00 PM 9:00 PM-10:00 PM 2008 banner on w	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Diff Com Action	E are ( 20 30 30 30 30 30 30 30 30 30 3	Dpt         Raf           a         \$20           b         \$11           c         \$10           d         \$11           m         \$10           n         \$11           o         \$11           s         Quantit           \$000         \$000	e Gross 10.00 \$200.0 10.00 \$100.0 10.00 \$100.0 10.00 \$200.0 10.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00	C/T C C/T C C C C C C C C C C C C C C C	Spots <ol> <li>1</li> <li>1</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol> ss Cost 100.00	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0
Date (         08/11           Veeklin         Ty           Ln         Ty           1         Not           3         Not           3         Not           5         Not           6         Not           5         Not           6         Not           7         Not           9         Not           10         J           111         J           Not         J           Not         Ln	Created .8/2008 Lype Jormal	Org Typ, Agency Days MTUWThF M Tu W Th MTUWThF Th F Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa Sa	This is a test ord Time 4:00 PM-5:00 PM 2:00 PM-3:00 PM 3:00 PM-4:00 PM 3:00 PM-4:00 PM 3:00 PM-4:00 PM 3:00 PM-9:00 PM 9:00 PM-9:00 PM 9:00 PM-10:00 PM 2:00 PM-2:00 PM 2:00 PM-2:00 PM 2:00 PM-2:00 PM 3:00 PM-3:00 PM 3:00 PM 3:0	Program Oprah aaa bbb ccc ddd hhh mmm nnn ooo	Demo A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 Diff Com Action	Len 30 30 30 30 30 30 30 30 30 30 30 30 30	Dpt         Raf           a         \$20           b         \$11           c         \$10           d         \$11           m         \$10           n         \$11           o         \$11           s         Quantit           \$000         \$000	e Gross 00.00 \$200.0 00.00 \$100.0 00.00 \$100.0 00.00 \$200.0 00.00 \$200.0 0.00 \$20	C/T 0 C 0 C 0 C 0 C 0 C 0 C 0 C 0 C	Spots <ol> <li>1</li> <li>1</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol> ss Cost 100.00	GRP 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Rtg 1.8 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	\$111.11 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Monday Monday Monday Monday Monday Monday Monday	1 1 1 0 0 0 0	0 0 0 2 2 0 0	0 0 0 0 0 3 3	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0



## **CONFIRMING AN ORDER**

**Step 1:** Within your Inbox tab, select an order from your Orders sub-tab or select a revised order on your Revisions sub-tab.

		-				Quid	<u>:k Search</u> Loqout	Need Hel
2	201	Т						
	Enabling eBusine	-						
elca	me <u>Test Seller</u> ! Yo	ou are viewin	g documents for <u>Test S</u>	eller.		Displa	y 10 documents p	er page <u>Ref</u>
	Inbox	Pending	Drafts	Completed			What do you wa	ant to do? 💌
		_			A			
	ars (13) Revision Date Received ▼	Station	egoods (1) Log Time Agency	s (7) Order Sync (0) Advertiser	Avail Request (0) Avails (0) C/P/E	Ver#	Status	Transaction
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Pending Review	Ď
li	<mark>ck here to</mark>	select	the order	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Pending Review	Ď
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pending Review	Ē
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	Ď
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	Ē
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	Ē
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	Pending Review	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	Ď

Step 2: From the "What do you want to do?" drop-down list select "Confirm."

1.12	nabling eBusine		1 documents for Test S	ollor	Select "Con	firm"			perpage Ref
vercu	Inbox	Pending	Drafts	Completed			W	nato Jw	vant to do? 🔽
Orde	rs (13) Revision	ns (2) Make	goods (1) Log Times	s (7) Order Sync (0)	Avail Request (0) Avails (0)	0.			vant to do?
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver #		nfirm	<mark>1</mark>
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Pe Re Up	ject Ioad Log Tir	nes
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1		load Order :	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pe Pri	nt port to Exce	
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Ex	port to XML port to DAR	
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pe Ad	min	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1		g Admin arch	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	<u>1</u>	New	D
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	<u>)</u>	New	Ê
<b>V</b>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	Pendir	ng Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Dondin	ng Review	Ď



**Step 3:** Enter a confirmation note to be sent back to the agency.

Ena	Por abling eBusiness p Test Seller!	t	Confi	rm	<u>Quick Search Logout N</u>	leed Help?
Station	Agency	Advertiser	Estimate	Dollars	Comments	
WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	\$7,150.00	Type in confirmation comment here	
			Perform	Cancel		

**Step 4:** Click "Perform" to complete the action. Click "Cancel" to cancel the action.



**Step 1:** Within your Inbox tab, select an order from your Orders sub-tab or select a revised order on your Revisions sub-tab to reject.

e	Por	't						
E	nabling eBusines	s	documents for Test S	eller.		Displa	y 10 documents po	er nage Refr
		Pending	Drafts	Completed.			What do you wa	
Orde	rs (13) Revisions	(2) Make	:goods (1) Log Times	(7) Order Sync (0)	Avail Request (0) Avails (0)			
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transaction
1	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Pending Review	Ď
Clie	ck here to	select	the order	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	Ê
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	D)
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/C01/20080815A	1	New	Ê
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	D
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D)
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	Ê
8	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
1	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	Ô

Step 2: From the "What do you want to do?" drop-down list select "Reject."

tolo	Enabling eBusin	2010/07/1	ewing documents for	r Tact Collar				page Refr
verc					Select "Re	ject"		
	Inbox	Pending	g Drafts	Completed			Lanana and Lanana	t to do? 🔽 t to do?
Ord	l <mark>ers (13)</mark> Revisi	ons (2)	Makegoods (1) L	og Times (7) Order S	ync (0) Avail Request (0)	Avails (	Accept	
	Date Received 🔝	Station	Agency	Advertiser	C/P/E	Ver #	Confirm	io
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Reject Upload Log Times	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Upload Order Syr	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Print Export to Excel	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Export to XML Export to DARE	
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Admin	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	Org Admin Search	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	Ď
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	Ď
~	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	D



**Step 3:** Enter a rejection note (required) to be sent back to the agency.

Ena	Porr bling eBusiness Test Seller!	t	Rejec	t	<u>Quick Search Loqout Need Help?</u>
Station	Agency	Advertiser	Estimate	Dollars	Comments
WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	\$7,150.00	Comments here detailing why the order is rejected
			Perform	Cancel	

**Step 4:** Click "Perform" to complete the action. Click "Cancel" to cancel the action.



### **VIEW TRANSACTION HISTORY**

**Step 1:** Click the D icon in the TRANSACTIONS column for the desired order.

	Po				Quick	<u>Search</u>	<u>Loqout</u>	<u>Need Help</u>
	Enabling eBusir Ime <u>Test Seller</u> ! '	12021240	viewing documents f	or <u>Test Seller</u> .	Display	10 <b>doc</b> i	uments per p	age <u>Refr</u>
Inbox		Pendir	ng Drafts	Completed		What	: do you want t	:o do? 💌
Orde	ers Revisions	Makeq	goods Log Times	Order Sync Avail	Request Avails			
	Date Received 👻 🚽	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactio
	8/1/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/BO1/20080801H	1	<u>Canceled</u>	<u>()</u>
	7/30/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080730TESTMG5	1	<u>Confirmed</u>	D
	7/30/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080730TESTMG4	1	<u>Confirmed</u>	D
	7/29/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/200807290RDERSYNCTES	1	<u>Confirmed</u>	D
	7/24/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080724TESTMG02	1	<u>Confirmed</u>	D
	7/24/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080724TESTCANCEL02	1	<u>Confirmed</u>	D
	7/24/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080724TESTCANCEL	1	<u>Canceled</u>	D
	7/24/2008	WABC	External Agency	Senator Frank McGee	SFM/CA/20080724TESTMGDIR	1	<u>Confirmed</u>	B
	7/23/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080723MED	1	<u>Confirmed</u>	D
	7/22/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080722NEW	1	Rejected	D

**Step 2:** The Related Transactions will appear.

Enabling eBusiness		Related Tran	sactions	<u>ch Loqout NeedHel</u> j
lcome <u>Test Seller</u> !				
	Station: WABC Advertiser: Acme Widge	Agency: Exte st, Inc. C/P/E: AW1	rnal Agency /B01/20080723MED	]
	Transaction	Date	Last Action	Í
	Makegood 4	7/23/2008 6:18:39 PM	<u>Viewed by Buyer</u>	
	Makegood 3	7/23/2008 6:13:53 PM	Confirmed	
	Makegood 2	7/23/2008 6:01:21 PM	Confirmed	
	Makegood 1	7/23/2008 5:47:48 PM	Confirmed	
	Revision, Version 2	7/23/2008 5:30:22 PM	Revision Rejected	
	Revision, Version 3	7/23/2008 5:29:57 PM	Revision Confirmed	
	<u>Order</u>	7/23/2008 5:16:24 PM	Confirmed	
	Revision, Version 3	7/23/2008 5:29:57 PM	Revision Confirmed	



#### **VIEW AUDIT TRAIL**

**Step 1:** Navigate to the Related Transaction screen.

**Step 2:** Click on the Last Action of the transaction. The audit trail for that transaction will appear.

	t	Audi	t Trail		<u>Quick Search</u>	<u>Loqout</u>	<u>Need Help?</u>
Welcome <u>Test Seller</u> !							
	Station: WABC		Agency: External	Agency			
	Advertiser: Acme	Widget, Inc.	C/P/E: AW1/BO:	1/20080723ME	D'		
	Date		Event	User	Version #		
	7/23/2008 6:18:39 PM	Buyer has	viewed makegood	Test Buyer	4		
	7/23/2008 6:18:08 PM	Agency system	has received makegood	System	4		
	7/23/2008 6:16:50 PM	Seller ha	s sent makegood	Test Seller	4		
	7/23/2008 6:16:50 PM	Seller has	created makegood	Test Seller	4		
			Return				

**Step 3:** You may also view a transaction's audit trail by navigating to the Order or Makegood Details screen.

											Quick Sea	<u>rch L</u>	<u>oqout Ne</u>	ed He	<u>lp?</u>
e		or	-		ман	ceg	00	d De	tai	IS					
We	Enablin	g eBusiness : Seller!										Wb	at do you wa	nt to d	07 🗸
	ncy:		nal Agency				Total	Dollars:	+	9,600.00				ne co a	
	er / Phone		har Agency Buγer - (212) 891-225	-											
	er / Filon		- Acme Widget, Inc.				Total Spots:         68           Flight Start:         09/29/2008								
	duct:		BOTTLE OPENER				Flight			1/30/200	<del></del>				
	mate:	NU CONT	0723MED - 20080723M	ED			r ingine	Liiu.	<u>+</u>	1/ 30/ 200					
							Statio		ū	ADO					
	nary Demo no 2:	A18-2 A18-2					AE:	11.		ABC					
	no 2: no 3:	A10-2	<b>:4</b> %				AE: Order	ID:		772					
	RP: 50.4						Status	77.7		iewed by	Buyer				
	PP: \$190.48						Status		<u> </u>	lewed by					
	Iar Breako		40												
	t Breakou														
	kly Airtim	1 PERCENT	Time	Program	Demo	Len	Dot	Rate	с/т	Spots	GRP	Rtg	CPP	Note	Star
LN 1	Type Normal	Days MTuWThF	4:00 PM-5:00 PM	Oprah	Demo A18-24	30	a	\$200,00	C	26 / 25	46.8 / 45.0		\$111.11	View	Mon
2	Normal	MIUWINE	1:00 PM-2:00 PM	aaa	A10-24 A18-24	30	b	\$200.00	c	5	46.67 45.0	0.0	\$0.00	VIEW	Моп
	Normal	Tu	2:00 PM-3:00 PM	bbb	A18-24	30	c	\$100.00	c	5	0.0	0.0	\$0.00		Мог
3	Normal	W											1111111111111111		
			3:00 PM-4:00 PM	000	A18-24	30	h	\$100.00	C	5	0.0	0.0	\$0.00		Mor
4	Normal	Th	3:00 PM-4:00 PM 4:00 PM-5:00 PM	ccc ddd	A18-24 A18-24	30 30	d e	\$100.00 \$100.00	C C	5 5	0.0 0.0	0.0 0.0	\$0.00 \$0.00		
4 5	Normal		4:00 PM-5:00 PM	1.5.5.5%	A18-24	10.53	e	\$100.00	с с с	5 5 5	0.0	0.0	\$0.00		Mor
4 5 6		Th		ddd	10000000	30	1.2		с	5		35355	2.5395(25)30	View	Mor Mor
4 5 6 7	Normal Normal	Th MTuWThF	4:00 PM-5:00 PM 3:00 PM-4:00 PM	ddd hhh	A18-24 A18-24	30 30	e i	\$100.00 \$100.00	c c	5 5	0.0 0.0	0.0 0.0	\$0.00 \$0.00	View	Mor Mor Mor
4 5 6 7 8	Normal Normal Normal	Th MTuWThF Th	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-8:00 PM	ddd hhh mmm	A18-24 A18-24 A18-24	30 30 30	e i m	\$100.00 \$100.00 \$100.00	c c c	5 5 0	0.0 0.0 0.0	0.0 0.0 0.0	\$0.00 \$0.00 \$0.00	View	Mor Mor Mor Mor
4 5 7 8 9	Normal Normal Normal Normal	Th MTuWThF Th F	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-8:00 PM 8:00 PM-9:00 PM	ddd hhh mmm nnn	A18-24 A18-24 A18-24 A18-24 A18-24	30 30 30 30	e i m n	\$100.00 \$100.00 \$100.00 \$100.00	с с с с	5 5 0 5	0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0	\$0.00 \$0.00 \$0.00 \$0.00	View	Mor Mor Mor Mor Mor
3 4 5 7 8 9 10 11	Normal Normal Normal Normal Normal	Th MTuWThF Th F Sa	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-8:00 PM 8:00 PM-9:00 PM 9:00 PM-10:00 PM	ddd hhh mmm nnn ooo	A18-24 A18-24 A18-24 A18-24 A18-24 A18-24	30 30 30 30 30	e i m n o	\$100.00 \$100.00 \$100.00 \$100.00 \$100.00	0 0 0 0 0	5 5 0 5 5	0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		Mor Mor Mor Mor Mor
4 5 7 8 9 10	Normal Normal Normal Normal Normal Normal	Th MTuWThF Th F Sa MTuWThF	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-8:00 PM 8:00 PM-9:00 PM 9:00 PM-10:00 PM 4:00 PM-5:00 PM	ddd hhh mmm nnn ooo Oprah	A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24	30 30 30 30 30 30 30	e i m n o a	\$100.00 \$100.00 \$100.00 \$100.00 \$100.00 \$200.00	00000	5 5 0 5 5 0	0.0 0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0 1.8	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	View	Mon Mon Mon Mon Mon
4 5 7 8 9 10 11	Normal Normal Normal Normal Normal Normal	Th MTuWThF Th F Sa MTuWThF MTuWThF	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-6:00 PM 8:00 PM-9:00 PM 9:00 PM-10:00 PM 4:00 PM-5:00 PM	ddd hhh mmm nnn ooo Oprah Oprah	A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24	30 30 30 30 30 30 30 30	e i n o a a	\$100.00 \$100.00 \$100.00 \$100.00 \$100.00 \$200.00 \$200.00	0000000	5 5 5 5 5 0 2	0.0 0.0 0.0 0.0 0.0 0.0 3.6	0,0 0.0 0.0 0.0 0.0 1.8 1.8	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$111.11	View View	Mon Mon Mon Mon Mon Mon Mon
4 5 7 8 9 10	Normal Normal Normal Normal Normal Normal Normal	Th MTuWThF Th F Sa MTuWThF MTuWThF Th	4:00 PM-5:00 PM 3:00 PM-4:00 PM 7:00 PM-8:00 PM 8:00 PM-9:00 PM 4:00 PM-5:00 PM 4:00 PM-5:00 PM 7:00 PM-8:00 PM	ddd hhh mmm nnn ooo Oprah Oprah mmm	A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24 A18-24	30 30 30 30 30 30 30 30 30	e i n o a a m	\$100.00 \$100.00 \$100.00 \$100.00 \$100.00 \$200.00 \$200.00 \$100.00	0000000	5 5 5 5 0 2 5	0.0 0.0 0.0 0.0 0.0 0.0 3.6 0.0	0.0 0.0 0.0 0.0 0.0 1.8 1.8 0.0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$111.11 \$0.00	View View View	Mon Mon Mon Mon Mon Mon

**Step 4:** Click on the Status link. The audit trail will appear.



#### **Step 1:** Select the order you wish to print.

	Enabling eBusin	ness						
elc	ome <u>Test Seller</u> !	You are vie	ewing documents for	<u>Test Seller</u> .	Di	splay 10	documents per	page <u>Ref</u>
	Inbox	Pending	) Drafts	Completed			What do you want	: to do? 💌
Ord	ers (13) Revisi	ions (2)	Makegoods (1) Lo	og Times (7) Order Sy	nc (0) Avail Request (0)	Avails	(0)	
	Date Received 👻	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactio
1	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Pending Review	
3	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Pending Review	D
9	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pending Review	D
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	D
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
	Check the	e box(	es) of the or	der(s) to print	/BO1/20080813E	1	Pending Review	D
1	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	Ď

Step 2: From the "What do you want to do?" drop-down list select "Print."

	Enabling eBusin	rt							
/elc	ome <u>Test Seller</u> ! `	You are vi	ewing documents for	Test Seller.	D	isplay 10	docum	ents per p	age <u>Refre</u>
	Inbox	Pending	Drafts	Completed				you want f	
Ord	ers (13) Revisi	ons (2)	Makegoods (1) Lo	og Times (7) Order S	nc (0) Avail Request (0)	Avails (	Accept (	you want 1 Cancel	.0 dor
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver#	Confirm		ion
~	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Reject		
~	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1		.og Times Order Sync	
<b>~</b>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Print Expor	Excel	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Expo	ML	
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Admi		
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	Org 4 Sear		
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1			D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1			D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pend	eview.	
	8/13/2		Soloct "F	Print" in the d	ondown box			eview	D



**Step 3:** You will be prompted to "Open," "Save" or "Cancel."

File Down	iload 💽
Do you	want to open or save this file?
	Name: Order_V1_KTTV_GM-FXN-1003.pdf Type: Adobe Acrobat Document From: <b>eport.gotostrata.com</b>
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

**Step 4:** If you click the "Open" button, your orders will open in a viewable/printable format in Adobe<sup>®</sup> Acrobat<sup>®</sup>. Click the print button to print your orders.

33546761574103	237.pdf - Ad	be Reader													
View Document Too															
🗊 •   🔶 🍦 [	1 / 4	91%	•		Find		•								
							Ne	N Ore	der						
Agency:	External	Agency			station:		v	VABC				Flight Start:	09/29/2008		
Office:	New Yo	'k		(	Order Ty	be:	N	lormal				Flight End:	11/30/2008		
Client:	Acme W	idget, Inc.		(	Cancel D	ate:						Hiatus:			
Product:		OPENER			Billing C			Veekly							
Piggyback Produc		SPINNER		E	Billing Ca	lendar:	E	iroadcast							
Estimate:	200808	4AA - 20080	0814AA												
												Airtime Dollars:	\$1,900.00		
												Interactive Dollars:	\$3,250.00		
Primary Demo:	A18-24				.ocal/Na			ocal				Non-Airtime Dollars:	\$2,000.00		
Demo 2:	A18-24				Rep Offic	e:		VABC				Total Dollars:	\$7,150.00		
Demo 3:	4.00				AE:			est Seller				Total Spots:	18		
GRP:	1.80				Phone: OrderID:			136							
								anding De							
CPP: Comments:		i6 test order.	The show	1	status:	usly not r	F	Pending Re		e order	1	MarketShare:	\$0.00 WABC 100%		
Comments: Weekly Airtim	This is a ne Lines ogram) DPT	test order.		v names a	status:		F real, exc	5	1 on th			MarketShare:	WABC 100%	ıl Rtq	
Comments: Weekly Airtim Line Daypart (Pr No	This is a ne Lines ogram) DPT Code	test order.	сл	v names a	6tatus: are obvio 29 10/6	10/13	F real, exc 10/20 1	ept for line 0/27 11/3	1 on the 11/10	11/17	11/24	MarketShare:	WABC 100%	s	a
Comments: Weekly Airtim	This is a ne Lines ogram) DPT Code	test order.		v names a	itatus: are obvio		F real, exc	ept for line	1 on th			MarketShare:	WABC 100%	al Rtg is 1.80	1 3
Comments: Weekly Airtim Line Daypart (Pr No 1 MTuWThF 4 Oprah This is a comment	This is a <b>ne Lines</b> ogram) DPT Code P-5P A on an airtime li	Rate \$200.00 ne.	слт т	v names a	itatus: are obvio 29 10/6 1 0	0	F real, exce 10/20 1 0	ept for line 0/27 11/3 0 0	1 on the 11/10 0	11/17 0	11/24 0	MarketShare:	WABC 100%	s 1.80	
Comments: Weekly Airtim No 1 MTuWThF 4 Oprah This is a comment 2 M IP-2P	This is a ne Lines ogram) DPT Codi P-5P A	Rate \$200.00	сл	v names a	6tatus: are obvio 29 10/6	10/13	F real, exc 10/20 1	ept for line 0/27 11/3	1 on the 11/10	11/17	11/24	MarketShare:	WABC 100%	s	
Comments: Weekly Airtim Ime Daypart (Pr No 1 MTuWThF 4 Oprah This is a comment 2 M 1P-2P aaa 3 Tu 2P-3P	This is a <b>ne Lines</b> ogram) DPT Code P-5P A on an airtime li	Rate \$200.00 ne.	слт т	v names a Len 9/ 30 30	itatus: are obvio 29 10/6 1 0	0	F real, exce 10/20 1 0	ept for line 0/27 11/3 0 0	1 on the 11/10 0	11/17 0	11/24 0	MarketShare:	WABC 100%	s 1.80	
Comments: Weekly Airtim Line Daypart (Pr No 1 MTuWThF 4 Orrah This is a comment 2 M 1P-2P aaa 3 Tu 2P-3P bbb bbb 4 W 3P-4P	This is a ne Lines ogram) DPT Cod P-5P A on an airtime li B	test order. Rate \$200.00 ne. \$100.00	слт T T	v names a Len 9/ 30 30	Status: are obvio 29 10/6 1 0 1 0 1 0	0 0	F real, excr 10/20 1 0	ept for line 0/27 11/3 0 0 0 0	1 on the 11/10 0	11/17 0 0	11/24 0 0	MarketShare:	WABC 100%	s 1.80	
Comments: Weekly Airtim No 1 MTuWThF 4 Oprah This is a comment 2 M 1P-2P aaa 3 Tu 2P-3P bbb	This is a ne Lines ogram) DPT Codu P-5P A on an airtime li B C	Rate \$200.00 ne. \$100.00 \$100.00	сл т т т	4 names a Len 9/ 30 30 30 30 30	Status: are obvio 29 10/6 1 0 1 0 1 0	0 0 0	F 10/20 1 0 0	0/27 11/3 0 0 0 0 0 0	1 on the 11/10 0 0	11/17 0 0	11/24 0 0 0	MarketShare:	WABC 100%	s 0 1.80 0 0	S
Comments: Weekly Airtim Line Daypart (Pr No 1 MTuWThF 4 Oprah This is a comment 2 M 1P-2P ada 3 Tu 2P-3P bbb bbb 4 W 3P-4P ccc 5 Th 4P-SP	This is a the Lines the Code P-5P A on an airtime li B C D E	Rate \$200.00 ne. \$100.00 \$100.00	сл т т т т	2 names a Len 9/ 30 30 30 30 30	Status:           are obvio           29         10/6           1         0           1         0           1         0           1         0           1         0           1         0	10/13 0 0 0 0	F 10/20 1 0 0 0	0/27 11/3 0 0 0 0 0 0 0 0	1 on the 11/10 0 0 0 0	11/17 0 0 0 0	11/24 0 0 0 0	MarketShare:	WABC 100%	s 0 1.80 0 0 0	
Comments: Weekly Airtim The Daypart (Pr No 1. MTuWThF 4 Oran This is a comment 2. M 1P-2P aaa 3. Tu 2P-3P bbb 4. W 3P-4P ccc 5. Th 4P-SP ddd 6. MTuWThF 3 5. Th 4P-SP ddd 6. MTuWThF 3	This is a the Lines the Code P-5P A on an airtime li B C D E	Rate \$200.00 ne. \$100.00 \$100.00 \$100.00 \$100.00	СЛ Т Т Т Т Т	2 names a 2 names a 2 1 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0	Status:           are obvio           29         10/6           1         0           1         0           1         0           1         0           1         0           1         0           1         0           1         0           1         0           1         0           1         0	0 0 0 0 0	F 10/20 1 0 0 0 0	O/27         11/3           0         0           0         0           0         0           0         0           0         0           0         0	1 on the 11/10 0 0 0 0 0 0 0 0	11/17 0 0 0 0	11/24 0 0 0 0 0	MarketShare:	WABC 100%	s 0 1.80 0 0 0	
Comments: Weekly Airtim The Daypart (Pr No 1 MTuWThF 4 Orran 2 M 1P-2P aaa 3 Tu 2P-3P bbb 4 W 3P-4P 4 W 3P-4P 5 Th 4P-SP 6 MTuWThF 3 6 MTuWThF 3 7 Th 7P-SP	This is a the Lines ogram DPT Code P-5P A on an airtime lin B C D E P-4P I	Rate           \$200.00           ne.           \$100.00           \$100.00           \$100.00           \$100.00           \$100.00           \$100.00	СЛ Т Т Т Т Т Т	Image: second	Status:           are obvio           29         10/6           1         0           1         0           1         0           1         0           20         2	0 0 0 0 0 0 0 0	F 10/20 1 0 0 0 0 0 0	opt for line           0/27         11/3           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	1 on the 11/10 0 0 0 0 0 0 0 0 0 0 0 0 0	11/17 0 0 0 0 0 0	11/24 0 0 0 0 0 0 0	MarketShare:	WABC 100%	s 0 1.80 0 0 0 0	
Comments: Weekly Airtim Image Daypart (Pr Oprah This is a comment Am 10-22 aaa 3 Tu 2P-3P 4 W 3P-4P 5 Thu 2P-3P 6 Thu 2P-3P 6 Thu 2P-3P 7 Th 7P-3P 7 Th 7P-3P 7 Th 7P-3P 7 Th 7P-3P 8 F 8P-9P	This is a ne Lines ogram) DPT Cod P-5P A B C C C D C C D C C D C C C C C C C C C C C C C	Rate \$200.00 ne. \$100.00 \$100.00 \$100.00 \$100.00 \$100.00 \$100.00	С/Т Т Т Т Т Т Т Т Т	Second	Status:           arre obvio           29         10/6           1         0           1         0           1         0           1         0           20         2           0         2           0         2           0         0           0         2           0         0	10/13 0 0 0 0 0 0 0 0 3	F 10/20 1 0 0 0 0 0 0 0 0	O/27         11/3           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	1 on the 11/10 0 0 0 0 0 0 0 0 0 0 0 0 0	11/17 0 0 0 0 0 0 0	11/24 0 0 0 0 0 0 0 0	MarketShare:	WABC 100%	s 0 1.80 0 0 0 0 0	5
Comments: Weekly Airtim Line Daypart (Pr 1 MT14WTh 4 Oprah This is a comment 2 aaa 3 Tu 2P-3P bbb 4 W 3P-4P comment 5 Th 4P-5P dod WMTh F 3 Mith 7 Th 7P-8P mmm 8 F 8P-9P 9 Sa 9P-10P	This is a ne Lines P-5P A on an airtime II B C C D C D C D C D C D C D C D D C D D D D D D D D D D D D D	Rate         \$200.00           s         \$100.00           \$100.00         \$100.00           \$100.00         \$100.00           \$100.00         \$100.00           \$100.00         \$100.00           \$100.00         \$100.00           \$100.00         \$100.00	С/Т Т Т Т Т Т Т Т Т Т	Second	Status:           are obvio           29         10/6           1         0           1         0           1         0           1         0           2         2           0         2           0         2           0         0           0         0           0         0           0         0	0 0 0 0 0 0 0 0 3 3	F 10/20 1 0 0 0 0 0 0 0 0 0 0	O/27         11/3           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	1 on the 11/10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	11/17 0 0 0 0 0 0 0 0 0	11/24 0 0 0 0 0 0 0 0 0 0	MarketShare:	WABC 100% Tot Spc 1 1 1 1 1 2 2 3 3 3	1.80 0 0 0 0 0 0 0	



## **EXPORT TO MICROSOFT<sup>®</sup> EXCEL<sup>®</sup>**

**Step 1:** Select the order you wish to export.

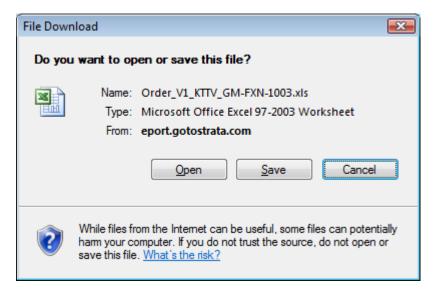
2	PO	rt						
	Enabling eBusin ome <u>Test Seller</u> ! `	3536560	ewing documents for	Test Seller.	Di	splay 10	documents per	page <u>Ref</u>
	Inbox	Pending	Drafts	Completed			What do you want	to do? 💌
Drd	ers (13) Revisi	ons (2)	Makegoods (1) Lo	og Times (7) Order Sy	nc (0) Avail Request (0)	Avails	(0)	
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver#	Status	Transactio
1	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Pending Review	D
	Click her	e to s	elect	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	<u>Pending Review</u>	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pending Review	D
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/C01/20080815A	1	New	D
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	Pending Review	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	D

Step 2: From the "What do you want to do?" drop-down list select "Export to Excel."

e	Po	rt				Quick S	<u>iearch Logout</u>	<u>Need Help</u>
_	Enabling eBusir	ness	ewing documents for	Test Seller.	Dis	play 1	documents per	page <u>Refr</u>
	Inbox	Pending	Drafts	Completed			What do you want What do you want	
Orde		ons (2)	Makegoods (1) Lo	og Times (7) Order Sy	Select "Exp	Ausile		
	Date Received 👻	Station	Agency	Advertiser				io
	8/18/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	Reject Upload Log s	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Upload Ord	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Print Export to Excel	
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Export to XML Export to DARE	
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Admin	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	Org Admin Search	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
~	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	D



**Step 3:** You will be prompted to "Open," "Save" or "Cancel."



#### **EXPORT TO XML**



0	PO							
-	a second s	_						
	Enabling eBusin me Test Seller!		ewing documents for	Test Seller.	Di	isplav 10	documents per	page Refr
	Inbox	Pending		Completed			What do you want	
irde	ers (13) Revisi	ions (2)	Makegoods (1) Lo	og Times (7) Order Sy	nc (0) Avail Request (0)	Avails (	(0)	
Î	Date Received 🕶	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactio
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Pending Review	D
lie	ck here to	select	the order	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	Ê
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	D
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	Ď



#### Step 2: From the "What do you want to do?" drop-down list select "Export to XML."

	Enabling eBusin	rt						
Velc	ome <u>Test Seller</u> ! '	You are vi	ewing documents for	<u>Test Seller</u> .	Di	splay 10	documents per p	age <u>Refr</u>
	Inbox	Pending	Drafts	Completed			What do you want t	
Ord	ers (13) Revisi	ons (2)	Makegoods (1) Lo	og Times (7) Order Sy	vnc (0) Avail Request (0)	Avails (	What do you want t  Accept Cancel	0 00?
	Date Received 💙	Station	Agency	Advertiser	Select "E	xport		io
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/	-	Upload Log Ti	
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	Upload Order	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Print Export to Exce,	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Export to XML Export to DARE	l į
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Admin	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	Org Admin Search	
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	ē
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	Ď
<b>&gt;</b>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	D
Π	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	Pending Review	Ď

**Step 3:** You will be prompted to "Open," "Save" or "Cancel."





#### MAKEGOODS

- **Step 1:** Navigate to the Completed tab or use <u>Quick Search</u> to locate the latest confirmed version of your order.
- **Step 2:** Select the Confirmed Order or Revised Order for which you wish to enter a makegood.

		ss				ick S	earch	า	<u>Quick Sea</u>	arch Logout	<u>Need Help?</u>
CI	ick here t	to sel	lect the o	rder est Seller						What do you	want to do? 👻
			Station: V Advertiser: Client: Flight: Date Received:	VTVB			Type:		d version of ering a new		
	Date Received	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Ty	vpe Version #	Transactions
V	9/13/2011	<u>WTVB</u>	LEWIN AGENCY	Gene Test Client	GTC	GTP	20110913	Revision Confirmed	Revisions	2	Ď
					Sea	rch Again	Return				

Step 3: From the "What do you want to do?" drop-down list select "Enter Makegood."

							Se	elect "Enter	<sup>.</sup> Makego	od"	
					Qu	ick S	Searcl	h	Quick Sear	<u>rch Log</u> e	Need Help?
Welc	ome <u>Test Seller</u> !	You are	viewing docume	nts for <u>Test Seller</u>						Whet c	want to do? 👻
			Station: V Advertiser: Client: Flight: Date Received:	VTVB			Agency: Estimate: Product: Type:			What a Enter Makeg Print Export to Ex Export to XN Admin Org Admin Quick Search Search	cel IL 
	Date Received	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Typ	e Version #	Transactions
	9/13/2011	<u>WTVB</u>	LEWIN AGENCY	Gene Test Client	GTC	GTP	20110913	Revision Confirmed	Revisions	2	Ď
					Sea	rch Again	Return				



**Step 4:** The Enter Makegood screen is displayed. You may change spot counts for existing lines or add new daypart lines to the schedule.

	Seller!												_		_		_								
ency:		EWIN AGENCY										al Do					<u> </u>	,025.	00						
iyer / Phone		Gene Lewin	Clinat									al Sp					73	07/20							
ient: oduct:		GTC - Gene Test GTP - Gene Test									_	ht St ht Er						27/20							
timate:		20110913 - 2011										ion:	u.				WT		/11						
ave Save	And Send	Cancel				Defaul	t for N	lew Li	ines:	Cash	-							Cha	ange	Expir	ation Date	e (mm	n/dd/yyyy]:	9/20/201	
																							Current	Propos	ed
New Char	nge Commei	nt																-			l Dollars		19025	1902	5
																				Tot	al Spots		73	73	
Ln Days	Time	Program L		t Rate	# of	Rtg N	02	/07	02/14	02/	21	02/2	в о	3/07	03	3/14	03	3/21							
2 MTuWThF		All My Child :				2.1 A			Curr Ph					urr Pro		rr Pro		rr Prop							
3 SaSu	7P-8P	Evening Nev :				1.8 A	_	_		_	-	2	-	2 2	_	2	_	3							
4 MTuWThF			30 RT			2.3 A	_			_	-	2		2 2	_	2	_	2							
5 Th	8P-9P	Dancing witl :			7	2.6 A	_			_	-	1	_	1 1	_	1	_	1							
6 F	10P-11P	Law and Ore:				2.0 A	_			_	-		_		_		_								
бг	IUP-IIP	Law and Orc:	SU PT	260																					

**Step 5:** Enter missed spots directly on the existing buy line(s).

Enabling eBusiness Welcome Test Seller!	t				<u>Quick Search</u>	<u>Loqout</u>	<u>Need Help?</u>
Buyer / Phone: Client: Product:	LEWIN AGENCY Gene Lewin GTC - Gene Test Client GTP - Gene Test Product 20110913 - 20110913		Total Dollars: Total Spots: Flight Start: Flight End: Station:	\$19,025.00 73 02/07/2011 03/27/2011 WTVB			
Save Save And Send New Change Comme C Ln Days Time 2 MTuWThF 1P-2P 3 SaSu 7P-8P 4 MTuWThF 3P-4P 5 Th 8P-9P 6 F 10P-11P	Cancel	Default for New Lines: Cas Enter misse On exis 14 2.3 Add 2 2 2 2 2 7 2.6 Add 1 1 1 1 1	ed spots dir sting lines.	ectly 2 2 2	Expiration Date [mm	/dd/yyyy]: [ Current 19025 73	9/20/2011 Proposed 19025 73



**Step 6:** Add a new line by clicking the <sup>(3)</sup> icon.

enc	•		WIN AGENCY									_	otal					_	-	25.00						
iyer ient	· / Phone :		ne Lewin C - Gene Tes	t Client									otal : light	-				_	3 2/07	/2011						
			<mark>dd a n</mark>		line	;	-					FI	light tatio	End				0	-	/2011						
ive		And Send ge Comment	Cancel			[	Defai	ult for I	New	Lines	: C	ash	Y							Chang	То	tal Do	llars	mm/	dd/yyyy]: Current 19025	Proposed 19025
Ln	Days	Time	Program	Len Dp	Rate	# of Spts	Rtg I	Note C	2/07 rr Prop	02/: Curr	14 Prop	02/2 Curr Pr	1 01 ropi Cu	2/28 rr Pro	03, Curr	/07 1 Prop	03/	14 Prop	03/2 Curr P	1		otal Sp	oots		73	73
	MTuWThF		All My Child					Add 2	_	2	2	3	3 4	4 4	5	5	6	6	7	7						
	SaSu	7P-8P	Evening Nev					Add 1	_	1		2		2 2		2	_	_	3	_						
	MTuWThF			:30 RT				Add 2		_	-	2	_	2 2	_	2	_	_	2	_						
	Th F	8P-9P	Dancing with		_			Add 1		_	_		_		_		_	_		_						
6	F	10P-11P	Law and Ord	:30 PT	260	10	2	t bbA	1	2	2	1	1 2	2 2	1	1	2	2	1	1						

**Step 7:** Copy an existing line by clicking the icon on the line you wish to copy, and select the type of copy you want to perform.

Agency:         LEWIN AGENCY           Buyer / Phone:         Gene Lewin           Client:         GTC - Gene Test Client           Product:         GTP - Gene Test Product           Estimate:         20110913 - 20110913	Default for New Lines: Cas	Total Dollars: Total Spots: Flight Start: Flight End: Station:	\$19,025.00 73 02/07/2011 03/27/2011 WTVB	Search Logout Need Help?
New Change Comment         Click to copy line         2       MTuWThF 1P-2P       All My Child :15 AF       250         3       SaSu       7P-8P       Evening Nev :30 EF       310         4       MTuWThF 3P-4P       Ellen       :30 RT       225         5       Th       8P-9P       Dancing witl :30 PT       285         6       F       10P-11P       Law and Orc :30 PT       260	no change to spot counts on newly created line will be a <b>Program Change:</b> If you program information will b	tion a new line will be (program name, daypa on the line being copied all 0. select this option, a ne e copied *except progr	to perform: created, all program art, rate, etc.). There will be d, and spot counts on the	Current Proposed 19025 19025 3 73 73 73



**Copy:** If you select this option a new line will be created, all program information will be copied (program name, daypart, rate, etc.). There will be no change to spot counts on the line being copied, and spot counts on the newly created line will all be 0.

_	ome <u>Test</u>																		_								
\gen			WIN AGENCY	(										al Do					-		25.00						
	r / Phone		ne Lewin											al Sp					73		(0.04.4						
lien <sup>:</sup> rodu			C - Gene Te											ht Si ht Er					_		/2011						
	nate:		110913 - 20										_	ion:	u.				_	TVB							
																							_				
Save	Save	And Send	Cancel				Def	ault fo	or Ne	w Lin	nes:	Cash	Ŧ							(	Change	Expi	ration I	Date [n	nm/	dd/yyyy]:	9/20/2011
																				-						Current	Proposed
	New Chan	ge Comment																			-		al Dolla			19025	19025
							_															To	tal Spo	ots		73	73
) In	Days	Time	Program	Len [	ont Ra	te Sr	of ts Rt	Note	02/0	07 0	2/14	02/	21	02/2	8 0	03/07	7 0	3/14	4 (	)3/2	1						
	MTuWThF		All My Child					. Add			2 2			4		5 5		5 6		7							
3	SaSu	7P-8P	Evening Ne				1.8	Add	1	_		_		2	2	2 2	2 2	2 2	-	_	_						
4	MTuWThF	3P-4P	Ellen	:30 R	T 22	5 14	2.3	Add	2	2	2 2	2	2	2	2	2 2	2 3	2 2	2	2	2						
-			-				-												. 1								
6	F	10P-11P	Law and Or	(:30 P	т 26	0 10	2	Add	1	1	2 2	1	1	2	2	1 1		2 2	2	1	1						
< 7		10P-11P	Law and Or	_	_		_			_		_			_												
	1	101 111	caw and or		1 20	• •		Auu	•	•	0 0	•	•		•	• •											

Program Change:

If you select this option, a new line will be created, all program information will be copied \**except program name*\*, all spots will be copied to the newly created line, and all spots will be zeroed out on the line being copied.

|--|

	or																			1	Quick S	Search	<u>h I</u>	<u>Logout</u>	Need Help
Enabling	eRusiness	-																							
elcome <u>Tes</u> t																									
jency:	Ľ	EWIN AGENCY										Гota	l Dol	lars:			\$:	9,025	5.00						
iyer / Phon		Gene Lewin											l Spo				73	·							
ient:		GTC - Gene Tes											nt Sta				_	2/07/2							
oduct:		GTP - Gene Tes											ht En	d:			_	3/27/2 TVB	2011						
timate:	2	20110913 - 201	10913									stati	ion:				vv	IVB							
ave Save	e And Send	Cancel				Def	ault fo	or Nei	w Lin	ies:	Cash	-						C	hange	e Expi	ration D	ate [m	nm/dd	d/yyyy]:	9/20/2011
																							0	Current	Proposed
New Cha	nge Commer	ht																-			al Dolla			19025	19025
																				То	tal Spot	s		73	73
Ln Davs	Time	Program	Len	Opt Rate	# 0		Note	02/0	70	2/14	02/	21	02/28 Curr Pri			03/1	4 (	)3/21							
2 MTuWTh		All My Child		-		_	Add		_	2 2	_	3	4 4		5	_	_	7 7	2						
3 SaSu	7P-8P	Evening Nev				1.8	Add	1	1	1 1	2	2	2 2	2	2	2	-	3 3							
4 MTuWTh	F 3P-4P	Ellen	:30 R	T 225	14	2.3	Add	2	2	2 2	2	2	2 2	_	2	2	2	2 2							
e =	00.00			<b>T</b> 005		2.0			. 1		1.0						•								
6 F	10P-11P	Law and Or	:30 P	т 260	0	2	Add	1	0 :	2 0	1	0	2 0	1	0	2	0	1 0							
7 F	10P-11P		.20 0	т 260								_					_		_						
						- 2	Add	0	1 (	0 2	0	1	0 2	0	1	0	2	0 1							

- **Step 8:** Enter the program name, day(s) and time, daypart, rate, rating, spots and any other relevant information for the new lines added and/or copied.
- **Step 9:** Optionally add line-level comments with a description for the buyer of what is being changed on the line(s).

ePort	Quick Search Logout Need Help?
Enabling eBusiness Welcome Test Seller!	
Agency:     LEWIN AGENCY       Buyer / Phone:     Gene Lewin       Client:     GTC - Gene Test Client       Product:     GTP - Gene Test Product       Estimate:     20110913 - 20110913	Total Dollars:         \$19,025.00           Total Spots:         73           Flight Start:         02/07/2011           Flight End:         03/27/2011           Station:         WTVB
Click "Add" to enter         Comments:           Ine-level comment         00           2 MTuWThF 1P-2P         All My Child 115 AF 250         29         2.         1         1           3 SaSu         7P-8P         Evening Nev :30 EF 310         13         1.         1	or MG line number 7       pe Expiration Date [mm/dd/yyyy]: 9/20/2011         der Monday spots       i         i       i         Save       Cancel         i       i         2       2       2         1       1       1         2       1       2         1       1       1         0       1       0



**Step 10:** After your changes have been made, enter an optional "Makegood Comment" that describes the makegood to the buyer.

P	D	or	Enter			°9		<u> </u>				01													<u>Qui</u>	ck Sea	arch	<u>Loqou</u>	t	Need Help?
Er	nabling e	Business	-																											
Velco	me <u>Test</u>	Seller!																												
geno	y:		LEWIN AG	ENCY											То	tal I	Dolla	irs:			\$	19,025	.00						_	
uyer	/ Phone	:	Gene Lew	in											То	tal s	Spot	s:			7	3								
ient	:		GTC - Ger	ne Test	Clier	ıt									Fli	ight	Star	t:			0	2/07/20	011							
odu			GTP - Ger			uct											End:					3/27/20	011							
tim	ate:		20110913	- 20110	0913							_		-	St	atio	n:				W	TVB								
ave	Save	And Send	Cancel						D	efault	t for	New		0	ash	-							Cha	ange	Expiratio	on Date	: [mm	n/dd/yyyy	]: 9	/20/2011
	_			This is	-	warall		t f	ior the		kons	and a																Current		Proposed
	New Cha	inge Comm	ent	I his is	and	overall	comn	ient i	or the	e mai	kego	000										~		Т	otal Dolla	irs		19025		19025
																						~		Т	otal Spo	ts		73		77
							# of	f		02/07	7 0	2/14	02/2	21	02/28	3 03	3/07	03/	14	03/21										
_		Time	Program		_	Rate					_		_	_	02/28 Curr Pr	_			_											
	MTuWThF		All My C						Add	_	_	2 2	3	3	4 4	4 5	55	6	6	7 7	<u></u>									
	SaSu	7P-8P	Evening				13	1.8	Add	1 :	1	1 1	2	2	2 2	2 2	2 2	2	2	3 3	3									
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2 2	2	22	2	2	2 2	2 2	22	2	2	2 2	2									
5	Th	8P-9P	Dancing	witl:30	PT	285	7	2.6	Add	1	1	1 1	1	1	1 1	. 1	1 1	1	1	1 1	1									
6	F	10P-11P	Law and	Orc:30	PT	260	10	2	Add	1 :	1	2 2	1	1	2 2	2 1	1 1	2	2	1 1	L									
7	м	8P-9P	Law and	Orc:30	200	0	4	3.0	View	0 0	0	0 0	0	1	0 1		0 1	0	1	0 0	)									

**Step 11:** Enter the Makegood Expiration Date.

Veic	ome <u>Test</u>	Seller!															En	to	r Cł	าวเ	nge Expi	ration	Dato
\gen	cy:		LEWIN AGEN	CY									Tot	tal Do	lla					jai	ige Expi		Date
Buye	r / Phone	e:	Gene Lewin										Tot	tal Sp	ots	:			73				
lien			GTC - Gene											ght S		:		-	02/07/20				
rod			GTP - Gene											ght E				-	03/27/20	011			
stim	ate:		20110913 - 2	01109	.3								Sta	tion:					WTVB				
ave	Save	And Send	Cancel					De	fault f	or New	/ Line	s: 🖸	Cash	-						Cha	ange Expiration Date	e [mm/dd/yyyy	]: 9/20/2011
			F	bis is a		ll comm	a a a t é	or the	make	aaad												Current	Proposed
	New Cha	ange Comm		115 15 81	i overal	r comm	ient i	or the	make	good									_		Total Dollars	19025	19025
																					Total Spots	73	77
	Days	_				# of			2/07	02/14	02/	/21	02/28	03/0	)7	03/14	03/2	1					
_	MTuWThF	Time	Program All My Child		pt Rate			Add		Curr Pro		r Prop	Curr Pro			Curr Prop							
3	SaSu	7P-8P	Evening Ne				1.8	_	1 1	1 1	_	2	2 2	_	2		3	_					
_	MTuWThF		Ellen		T 225			Add			_		2 2	_	-		2	_					
_	Th	8P-9P	Dancing wi			7		Add			_	1	_		-	1 1	_	_					
_	F	10P-11P	Law and Or					Add			_	1	1 1		-		_	_					
-		8P-9P	Law and Or		_	4	_	_			_		2 2	_	-	0 1	1	_					
7	м	8P-9P	Law and Or	4:30 2	0 0	4	3.0	view	0 0	0 0	0	1	0 1	0	1	0 1	0	0					



#### Step 12: When you are ready to send your makegood to the buyer click "Save and Send."

elco	ome <u>Te</u>	ler!																							
ene			LEWIN AGENC	Y									_		Doll					025.00	)				
	r / Pho <mark>l</mark>		Gene Lewin												Spo				73						
ent			GTC - Gene Te											_	t Sta					7/201					
	uct:		GTP - Gene Te 20110913 - 20												t End	:			03/2 WTV	7/201	1				
Im	ate:		20110913 - 20	11091	3								5	tati	on:				WIV	5					
ve	Save	And Send	Cancel					De	fault f	or Ne	w Lii	nes:	Cash	-							Cha	inge Expiration Date	e [mm/c	id/yyyy]:	9/20/2011
			Th	. is a	n overall	comm	ent f	or the	make	aaad													C	urrent	Proposed
	New Cha	inge Comme		5 15 61	overall	comm	ienc i	or the	make	good												Total Dollars	1	9025	19025
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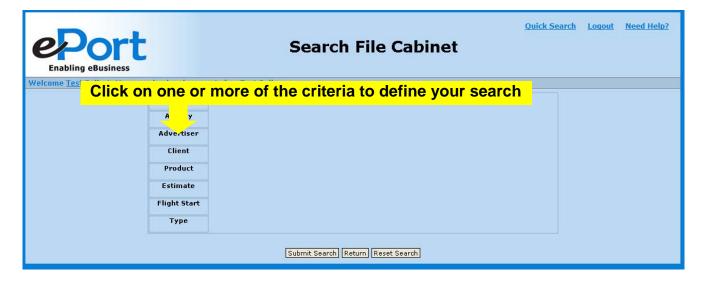
#### SEARCHING

You have the capability to search for a document based on the criteria of station, agency, advertiser, flight, estimate, and transaction type. The default for each criteria type is "All". The Search action allows you to search for any transaction type.

Step 1: From the "What do you want to do?" drop-down list select "Search."

		rt						
	Enabling eBusing							
Velco	ome <u>Test Seller</u> ! Y	ou are view	ing documents for <u>Tes</u>	it Seller.		Display	10 documents per p	oage <u>Ref</u>
	Inbox	Pending	Drafts	Completed			What do you want	
Ord	ers (14) Revisio	ns (2) M	akegoods (1) Log Ti	mes (7) Order Sync (0)	Avail Request (0) Avails	(0)	What do you want Accept Cancel	
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver#	Confirm	
	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080819BIG	1	Reject Upload Log Times	
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080814AA	1	E Upload Order Sync	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	F Print	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	aw1/B01/2008081 Sele	ect "S	Search"	
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Admin	
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Org Adm. E Search	
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	Ď
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	D
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	Pending Review	D

**Step 2:** The File Cabinet search screen is shown. You can pick one or more criteria to search by including Station, Agency, Advertiser, Client, Product, Estimate, Flight Start and Type.





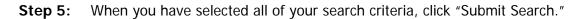
**Step 3:** Once you click on the criteria you want to use to search (e.g., Advertiser) you will see a box with the available selections. The values listed are limited to those contained within your documents. Click or Ctrl-Click in the list to make your selections.

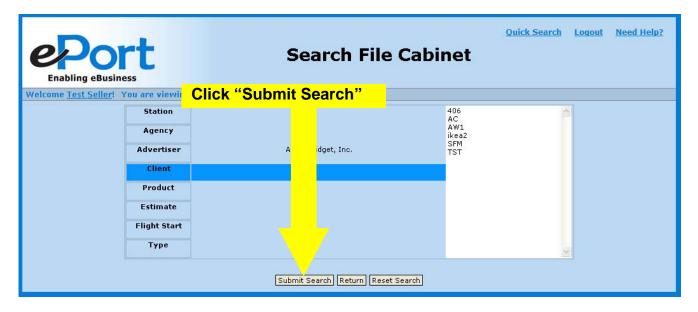
Enabling eBusin	ess	When you choose a criteria the available selections	<u>Quick Searc</u> type, a box dis	A CONTRACTOR OF
	Station		Acme Acme Widget, Inc.	
	Agency Advertiser		IKEA SBS Test 1 Advertiser Senator Frank McGee TVB Test Advertiser	
	Client		TVD Test Muveruser	
	Product			
	Estimate			
	Flight Start			
	Туре			×
		Submit Search Return Reset Search		

Step 4: Select additional search criteria.

Enabling eBusin	ess	The Search screen shows you the you've already selected	<u>Quick S</u>	<u>iearch Logout Need Help?</u>
Welcome Test Sener:	Station	4	06	
	Agency	A	∙C ∙W1 <ea2< th=""><th></th></ea2<>	
	Advertiser	s and the second s	keaz IFM IST	
	Client			
	Product			
	Estimate			
	Flight Start			
	Туре			*
		Submit Search Return Reset Search		







**Step 6:** Your search results will be returned.

		22.004.0046.0	<b>C</b>	ments for Test Se		ear	ch File Cab	inet	ſ	What do you	
reici	une <u>rescaene</u>	<u>.</u> 100 a	Stati Advertis Clie				Agency: Estimate: Product: Type:			what do you	want to do?
	Date Received 🔻	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Type	e Version #	and the second se
	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1	C01	20080819BIG	New	Orders	1	D
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080722BIG	Sent	Makegoods	3	Ď
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080626	Sent	Order Syncs	3	D
	8/18/2008	<u>WABC</u>	External Agency	Acme Widget, Inc.	AW1	B01	20080722BIG	Confirmed	Makegoods	2	D
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080814AA	Pending Review	Orders	1	D
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815DAILY	Pending Review	Orders	1	D
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815B	Revised Pending Review	Revisions	3	D
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815B	Revised Pending Review	Revisions	2	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815B	Pending Review	Orders	1	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	C01	20080815A	New	Orders	1	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080722BIG	Confirmed	Makegoods	1	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815AVAILREQ5	Viewed	Avail Requests	1	Ď
	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080815AVAILREQ	Viewed	Avail Requests	1	Ď
	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080814A	Pending Review	Orders	1	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080813H	New	Orders	1	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080813G	New	Orders	1	Ď
	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080813F	New	Orders	1	



Quick Search allows you to easily search all transactions or search for the latest confirmed version of an order, which is especially useful when entering makegoods.

**Step 1:** Click the Quick Search link at the top of the page.

						Quic	<u>:k Search</u>	<u>Loqout Ne</u>	ed Help?
Welcome DO-NOT	-USE Admin! You are	viewing documents	s for <u>DO-NOT-US</u>	E Admin.		Display	doci	uments per pag	e <u>Refresh</u>
Inbox	Pending	Drafts	Completed			What	/ou wan	t to do?	•
Orders (0) Rev	visions (0) Makegoo	ds (0) Log Time	s (0) Avail Req	uest (0) Avails (0)					
	Date Received 🔻	Station	Agency	Advertiser	C/P/E	Ver #	tus	Transact	ions
			Click	the "Quic	k Searc	h" link			

**Step 2:** Fill out at least one of the criteria fields. Under "What do you want to include in the search results?" click "All Transactions" to display all related transactions based on the search criteria. Click "Only the latest confirmed version of the order" to display only the most recent confirmed version of an order.

ePort Enabling eBusiness	¢	uick Search	<u>Quick Search</u>	<u>Loqout</u>	<u>Need Help?</u>
Welcome <u>DO-NOT-USE Admin</u> ! You are view	ing documents for <u>DO-</u>	NOT-USE Admin.			
	Station	WABC			
	Agency				
	Advertiser	Acme Widget, Inc.			
	Client				
	Product				
	Estimate				
	Flight Start				
	Date Received				
		latest confirmed version of the order or entering a new makegood)			

**Step 3:** Click "Submit Search" and your search results will be returned.

						Quic	k Search		<u>Quick Search</u>	<u>Loqout</u>	<u>Need Help?</u>
Weld	come <u>DO-NOT-U</u>	<u>SE Admi</u>	<u>n</u> ! You are viev	ving documents fo	r <u>DO-</u>	NOT-USE	<u>Admin</u> .		W	/hat do you	want to do? 👻
			Advertis Clie Flig	jht: ate	ю.		Agency: Estimate: Product: Type: All	Transactions			
	Date Received 👻	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Type	Version #	Transactions
	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1	C01	20080819BIG	New	Orders	1	D
	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	B01	20080722BIG	Sent	Makegoods	3	Ď
						Search	Again Return				

# **STRATA** STORE & FORWARD CONSIDERATIONS

- What is Store & Forward?
  - When an agency sends out an order, it passes through ePort and gets "Forwarded" directly to the station's recipient system (e.g. the station's order management and/or traffic system).
- What is different if I'm getting my orders via Store & Forward?
  - AEs will not need to log in to ePort to process an order.
  - All responses come from the station's recipient system.
    - When a new Forwarded order is received, the station's recipient system is responsible for notifying the AE; ePort will not send out email notification to the AE.
    - ePort will still display each transaction so that the AE can do subsequent nonintegrated workflows on those transactions (e.g. makegoods or revisions) from within the ePort interface.
    - A Forwarded order will appear in the Completed tab of the ePort interface.
    - Currently, most Store & Forward orders are not setup to process makegoods and revisions, only the initial version of the order. This is true for OSi<sup>™</sup> and DDS Reppak<sup>™</sup>. Wide Orbit<sup>™</sup> and Harris Medialine<sup>™</sup>, however, are able to handle order, revisions and makegoods that are sent through ePort.
- How do I confirm a Store & Forward Order?
  - Forwarded orders are confirmed from within the station's recipient system.
  - A Forwarded order that's been confirmed will appear in the Completed tab of the ePort interface.
- Can I still send a makegood in ePort if I'm receiving my orders via Store & Forward?
  - Makegoods for a Forwarded order can still be created in the ePort interface and sent to the agency.
- If Store & Forward is turned on for Orders, Revisions, & Makegoods, will I need the ePort website interface (or this manual) at all?
  - In this scenario, you would not need to use the ePort interface.
  - The processing of the initial order, revisions, & makegoods are all performed in the station's recipient system. Stations that have Wide Orbit<sup>™</sup> or Harris Medialine<sup>™</sup> will be able to process orders, revisions and makegoods without using the ePort interface. Stations with OSi<sup>™</sup> or DDS Reppak<sup>™</sup> would have to use the ePort interface for revisions and makegoods.



- What are the ePort statuses that a Forwarded order, revision, or cancellation can have?
  - Forwarding in Progress: The order is currently in transit, on its way to the station's recipient system.
  - Forwarded: The order has been successfully forwarded into the station's recipient system.
  - Forwarded Confirmed: The order has been confirmed by the station's recipient system.
  - Revision Forwarded: A revision to an order has been successfully forwarded into the station's recipient system.
  - Revision Forwarded Confirmed: A revision forwarded to the station's recipient system has been confirmed by the station's recipient system.
  - Forwarded Cancel Requested: A cancel request has been sent for a confirmed order. The AE has to select Accept Cancel in the ePort interface to change the status to Forwarded Canceled.
  - Forwarded Canceled: A cancel request has been sent for a Forwarded order that has not yet been confirmed. It can be marked as complete in the ePort interface and no additional steps are required, but the cancellation would still need to be processed manually in the station's recipient system.



#### **ADMINISTRATION**

The Admin section allows you to set your personal account settings including: (1) delegating user access (2) changing your password and (3) defining which email notifications you would like to receive.

Step 1:	From the "What do you want to do?" drop-down list select "Admin."

							Q	uick Search Loge	out <u>Need Help</u>
e	Por	7							
E	nabling eBusine								
Velco	me <u>Test Seller</u> ! Yo	ou are viewing	documents for <u>Test</u>	Seller.			Disp	lay 10 documents	per page <u>Refre</u>
	Inbox	Pending	Drafts	Completed					want to do? 🔽
Orde	rs (14) Revision	ıs (2) Make	goods (1) Log Tim	es (7) Order Sync (C	) Avail Request (0)	Avails (0)		What do you  Accept Canc	
	Date Received 🔻	Station	Agency	Advertiser		C/P/E	Ver#	Confirm	
	8/19/2008	WABC	External Agency	Acme Widget,	Inc. AW1/CO1	<sup>1/20081</sup> Sel	ect "	Admin"	nes
	8/18/2008	<u>WABC</u>	External Agency	Acme Widget,	Inc. AW1/BC	01/20080814AA	1	Pen Upload Or	Sync
	8/15/2008	WABC	External Agency	Acme Widget,	Inc. AW1/BO1	/20080815DAILY	1	Pen Print Export to	e 1.
	8/15/2008	WABC	External Agency	Acme Widget,	Inc. AW1/B	01/20080815B	1	Pen Export to Export to	7
	8/15/2008	<u>WABC</u>	External Agency	Acme Widget,	Inc. AW1/CC	11/20080815A	1	Admin	
	8/14/2008	WABC	External Agency	Acme Widget,	Inc. AW1/B	01/20080814A	1	Org Admin Pen Search	V1 84-87
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget,	Inc. AW1/BC	01/20080813H	1	New	Ď
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget,	Inc. AW1/BC	01/20080813G	1	New	<b>D</b>
	8/13/2008	<u>WABC</u>	External Agency	Acme Widget,	Inc. AW1/BC	01/20080813F	1	New	Ô
	8/13/2008	WABC	External Agency	Acme Widget,	Inc AW1/B	01/20080813E	1	Pending Review	Ď

**Step 2:** Delegate user access rights. All sellers assigned to the same organization(s) are listed and can be assigned access.

- Access Descriptions:
  - View Only allows user to view your documents but not process any actions.
  - View and Edit allows user to view your documents and process actions.
  - View, Edit and Email Notify allows user to view your documents and process actions. Additionally, they will receive the same email notifications that you receive.

e		rt				Admin	istration	Quick Search Logout Need Help
	ng eBi	Us	er D	)ele	gate S	Settings		
	st Seller!							Refn
Setting								
	e user dele	2	and acce	ss rights	51		Email Notifications	
)rganizati	on: WABC	~					Select transaction(s) to receive no	tifications for:
First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify	Avail Requests	✓Avail Request decline failure
Nick	Alivernia		۲	0	0	0	New Avail Request received	
Troy	Brown		۲	0	0	0	Avail Submissions	
Jake Arthur	Fox		() ()	0	0	0	Avail Submission error	Avail Submission send failure
Robtest	Clampett Seller		•	0	0	0	Will Not Order Avail Submission	Will Order Avail Submission received
hange Pa	100		0	0			Log Times Log Time forward to Rep failure	✓Log Time send failure
	Old Passwo New Passwo New Passwo	ord:					✓ Makegoods ✓ Accepted Makegood received ✓ Makegood send failure	✓ Makegood has been viewed ✓ Rejected Makegood received
							Order Syncs Order Sync send failure	♥ Order Sync send failure
							Orders     Cancelled Order received     Revised Order received	New Order received
ve Clos	ie i						-	



**Step 3:** Change password. Type your existing password, enter a new password and re-enter your new password for confirmation.

Enabl Welcome <u>T</u>						Admir	istration	<u>Quick Search Logout Need</u>	<u>I Help?</u> <u>Refresh</u>
Settin									
	e user del		and acce	ess right:	5:		Email Notifications		-
Organizat First Name	Last Name	<b>∽</b> Office	No Access	View Only	View and Edit	View, Edit, and Email Notify	Select transaction(s) to receive no		
Nick	Alivernia		۲	0	0	0	Avail Request accept failure New Avail Request received	Avail Request decline failure	
Troy	Brown		۲	0	0	0			
Jake	Fox		۲	0	0	0	Avail Submission error	Avail Submission send failure	
Arthur	Clampett		۲	0	0	0	Will Not Order Avail Submission	🗹 Will Order Avail Submission received	
Robtest Change Pa	Seller assword		۲	0	0	0	Log Times	✓Log Time send failure	
Re-enter	Old Passw New Passw New Passw	ord:					Makegoods  Accepted Makegood received  Makegood send failure  Order Syncs	✓ Makegood has been viewed ✓ Rejected Makegood received	
	Pa	SSW	ord S	<mark>Settir</mark>	ngs		Order Sync send failure Orders Cancelled Order received Revised Order received	<ul> <li>✓ Order Sync send failure</li> <li>✓ New Order received</li> </ul>	
Save Clo	se								

**Step 4:** Select events for which you would like to receive email notifications.

Enabling eBusiness Em						Quick Search Logout Need Help? Administration Email Notification Settings Refresh			
Settin	gs								
Choose th	e user del	egates	and acce	ess right:	5:		Email Notifications		
Organizati	ion: WABC	~					Select transaction(s) to receive no	tifications for:	
First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify	Avail Requests     Avail Request accept failure	✓Avail Request decline failure	
Nick	Alivernia		۲	0	0	0	New Avail Request received		
Troy	Brown		۲	0	0	0	Avail Submissions		
Jake	Fox		۲	0	0	0	Avail Submission error	Avail Submission send failure	
Arthur	Clampett		۲	0	0	0	Will Not Order Avail Submission	Will Order Avail Submission received	
Robtest Change Pa	Seller		۲	0	0	0	Log Time forward to Rep failure	✓Log Time send failure	
	Old Passw New Passw New Passw	ord:					✓ Makegoods ✓ Accepted Makegood received ✓ Makegood send failure ✓ Order Syncs ✓ Order Sync send failure	✓ Makegood has been viewed ✓ Rejected Makegood received ✓ Order Sync send failure	
Save Clo	se						Cancelled Order received Revised Order received	New Order received	

**Step 5:** Click "Save" to save all user settings or "Close" to cancel and return to your Inbox.