

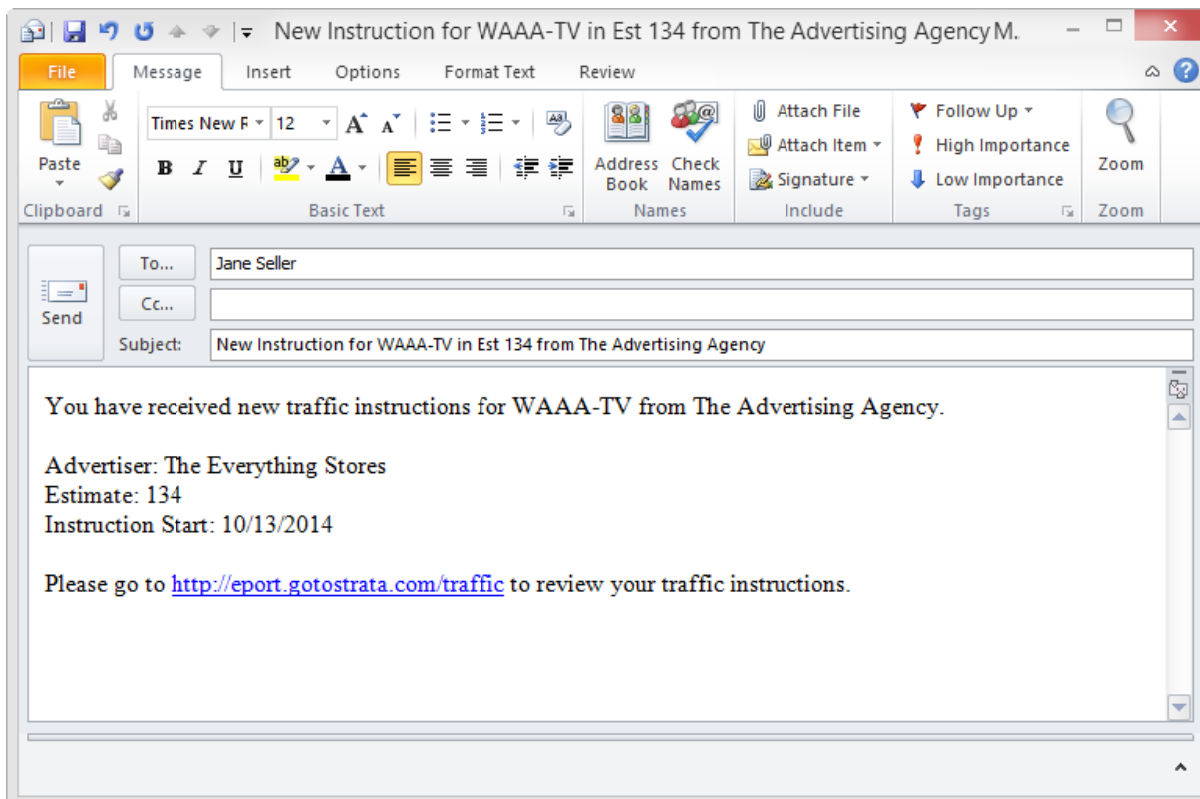
ePort TRAFFIC SALES USER GUIDE



Welcome to STRATA's ePort® Traffic service! Please refer to this quick reference guide to help you get up to speed on how to use the service. If you have questions or need help please e-mail us at ePortTRAFFIC@STRATAG.COM.

Notification via Email

When a buyer sends traffic instructions, you will receive an email with a link to retrieve the instructions. Click on the link to open the login page for ePort Traffic. Enter your user name and password and click Sign In. You may need to accept the User Agreement if you have not done so already.



Registered Users Log In Here

Username:

Password:

Forgot username/password? [Click here](#)

Need Help?

Call STRATA Client Service: 1-800-9STRATA (1-800-978-7282)

Or Email: eportsupport@stratag.com

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Pulling Traffic Instructions

Welcome Jane Seller! [Logout](#)

Instruction	Revision	Instruction Name	Estimate	Start Date	End Date	Agency	Advertiser	Station/System	Comments	PDF
<input checked="" type="checkbox"/>	1	QA Test (Revised)	130	10/13/2014	11/16/2014	The Advertising Agency	The Everything Stores	WAAA-TV		View
<input type="checkbox"/>		QA Test	130	10/13/2014	11/16/2014	The Advertising Agency	The Everything Stores	WBBB-TV		View
<input type="checkbox"/>		Oct Traffic	131	10/13/2014	10/26/2014	The Advertising Agency	The Everything Stores	WAAA-TV		View
<input type="checkbox"/>		Oct	133	10/6/2014	10/31/2014	The Advertising Agency	The Everything Stores	WAAA-TV		View
<input type="checkbox"/>		New	134	10/13/2014	11/16/2014	The Advertising Agency	The Everything Stores	WAAA-TV		View
<input type="checkbox"/>		New	134	10/13/2014	11/16/2014	The Advertising Agency	The Everything Stores	WBBB-TV		View

Station/System	Comments	PDF
WAAA-TV		View

- To see your traffic instruction click [View](#) in the PDF column.
 - If you do not have Adobe Reader installed, click the Get Adobe Reader icon located at the lower-right of the order window.
- If there is a comment on the Instruction you will see in the Comments column.
 - To view the comment, place your mouse pointer over the icon.
 - Comments do not show in the PDF.



Inbox		Cor
<input type="checkbox"/>	Instruction	Revision
<input checked="" type="checkbox"/>	31433	
<input type="checkbox"/>	31434	
<input type="checkbox"/>	31433	1

- To confirm the instruction, click the checkbox to the left of the Instruction(s) you want to confirm.
 - To select all Instructions, click the checkbox at the top of the column.
 - Once the Instruction(s) have been selected, click Confirm.



- The Confirm Instruction dialog box pops up.
 - All Instructions selected for confirmation are displayed.
 - Optionally add Comments.

Confirm Instructions ✕

Instructions: 31433 QA Test

Comments:

Confirm
Cancel

- Click Confirm to confirm the Instruction. A notification will be sent to the Agency user who sent the instruction.
- Click Cancel to return to the Instruction list without confirming.

- Once Instructions have been confirmed they will move to the Confirmed tab.