

## Avail/Proposal Export Wizard

### WO Sales v3.0

- Avail/Proposal exports have been completely redesigned for v3.0.
- Quickly export a formatted Avail or Proposal .pdf document, or export a “data dump” to Excel.



- Click **Export** from the Avail/Proposal search screen, the Avail tab, or the Proposal tab to generate an export document.
  - Clicking Export on the Avail tab will open the Avail Export wizard.
  - Clicking Export on the Proposal tab will open the Proposal Export wizard.
  - Clicking Export on the Search screen will open the Export wizard for the last edited tab.
- The Avail Export wizard is divided into two tabs: **Options** and **Preview**.
- The Proposal Export wizard has three tabs: **Options**, **Summaries**, and **Preview**.

### Proposal Options/Avail Options Tab

- The **Proposal Options** and **Avail Options** tabs are divided into sections that mimic the layout of the exported file.

**General Options**

☒ **Description:** Station: All ☐ Separate Stations

<input type="checkbox"/> Buyer: <input type="checkbox"/> Agency: <input type="checkbox"/> Advertiser: <input type="checkbox"/> Phone: <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail:	<input checked="" type="checkbox"/> AE: Administrator <input checked="" type="checkbox"/> Stations: <input type="checkbox"/> Sales Office: <input type="checkbox"/> Phone: <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail:	<input checked="" type="checkbox"/> Date: 08/22/12 <input type="checkbox"/> ID: 428
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Station Logo Appears Here

Enter General Comments Here.

☒ Flights: August
 ☒ Spots:
 ☒ Books:

- Use the **General Options** section to make header selections for your export.
- Check the boxes to select the items you want to display on your export.

- The **Program Information** section is slightly different on the Proposal and Avail exports, to reflect the differences in their export layouts:

#### Proposal Export:

Program Information	Units	<input type="checkbox"/> Line Totals	<input type="checkbox"/> Needs	<input checked="" type="checkbox"/> HH	<input type="checkbox"/> Secondary Demos
<input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Daypart <input checked="" type="checkbox"/> Days & Times <input checked="" type="checkbox"/> Active Dates <input type="checkbox"/> Call Letters <input type="checkbox"/> Programs w/o spots <input type="checkbox"/> Rates w/o spots	<input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Flight <input checked="" type="checkbox"/> Flight Hiatus	<input type="checkbox"/> # of Spots <input type="checkbox"/> Total \$	<input type="checkbox"/> Need Rate <input type="checkbox"/> Need CPP <input type="checkbox"/> Need RTG	<input checked="" type="checkbox"/> Book Name <input checked="" type="checkbox"/> RTG <input type="checkbox"/> 000 <input checked="" type="checkbox"/> Share <input checked="" type="checkbox"/> HUT/PUT <input type="checkbox"/> CPP <input type="checkbox"/> CPM	<input type="checkbox"/> Book Name <input type="checkbox"/> RTG <input type="checkbox"/> 000 <input type="checkbox"/> Share <input type="checkbox"/> HUT/PUT <input type="checkbox"/> CPP <input type="checkbox"/> CPM
<input checked="" type="checkbox"/> User Comments <input type="checkbox"/> Program Comments <input type="checkbox"/> Research Comments <input type="checkbox"/> Program Hiatus				<input type="checkbox"/> Proposal Totals <input checked="" type="checkbox"/> Signature Line	

  

Option Selections			
Spot Lengths:	Flights:	Secondary Books:	Secondary Demos:
All	All	All	All
<input checked="" type="checkbox"/> Show Primary Book Only			

- For example, the Proposal Export can contain Units and Totals information.
- Click **Next** to move to the next step in the wizard.

## VIDEO

Options tab behavior can be seen in the video below. Click the arrow in the lower left to play:

The screenshot shows the 'WO SALES' application interface. The 'Avail' tab is selected, and the 'Export' button is highlighted with an orange box. The interface includes a top navigation bar with 'Pending & Revenue', 'Avails & Proposals', and '160 - LaQuinta/Mullen - Vacation Packages'. Below the navigation bar, there are tabs for 'Avail', 'Proposal', and 'Activities'. The 'Avail' tab is active, showing a list of inventory items with columns for 'Rows', 'Station', 'Inventory', 'Books', 'Rtg', 'CPP', 'GRP', 'Units', 'Total \$', 'Rate Cards', and 'Lengths'. A yellow callout box with the text 'From the Avail & Proposals list view, or from an Avail or Proposal tab click the Export button' is overlaid on the inventory list. At the bottom of the screen, there is a video player control bar with a play button and a progress bar.

## Summaries Tab

- The **Summaries tab** is available only on Proposal exports.
- Select the **Summaries** you want to include.
- Select the **Options** that will be applied to those summaries. All selected options will apply to all included summaries.
- On multi-station and multi-flight proposals, you have additional options to break out or combine summaries by station/flight.
- Click **Next** to move to the final step in the wizard.

## Preview Tab

- Select a **Portrait** or **Landscape** page orientation.
- Select a **PDF** or **Excel** output.
  - PDF exports are non-editable.
  - Excel exports are formatted, but do allow for some editing.
- In a future version of WO Sales, you will be able to select a **Font Size**.
- Click **Refresh Preview** to see a print preview of your export document.
- Click **Send** to create your export and attach it to an email form in one step.
- Click **Export** to just create the export file.
- Click **Cancel** to close the wizard without creating an export.