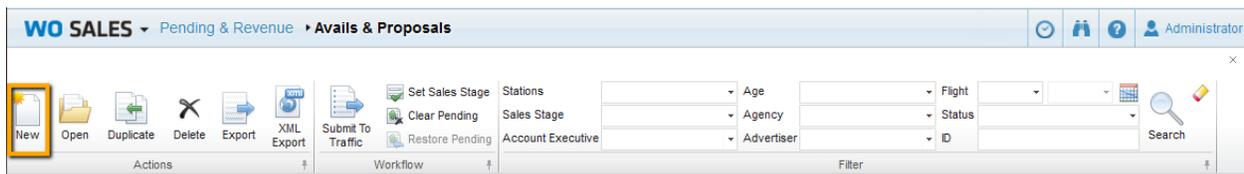


Avail/Proposal Setup Wizard

v3.0

Quickly create a new Avail or Proposal using the **Setup Wizard**. Use the wizard to assign an advertiser, set flight dates, choose rating books, and select rate cards. Return to the Setup Wizard at any time by clicking the **Setup** button located on the Avail or Proposal tabs within an open Avail or Proposal.



- Click **New** to create a new Avail or Proposal.
- The Avail/Proposal Setup Wizard is divided into four tabs: **General**, **Flights**, **Budget**, and **Ratings**.

General Tab

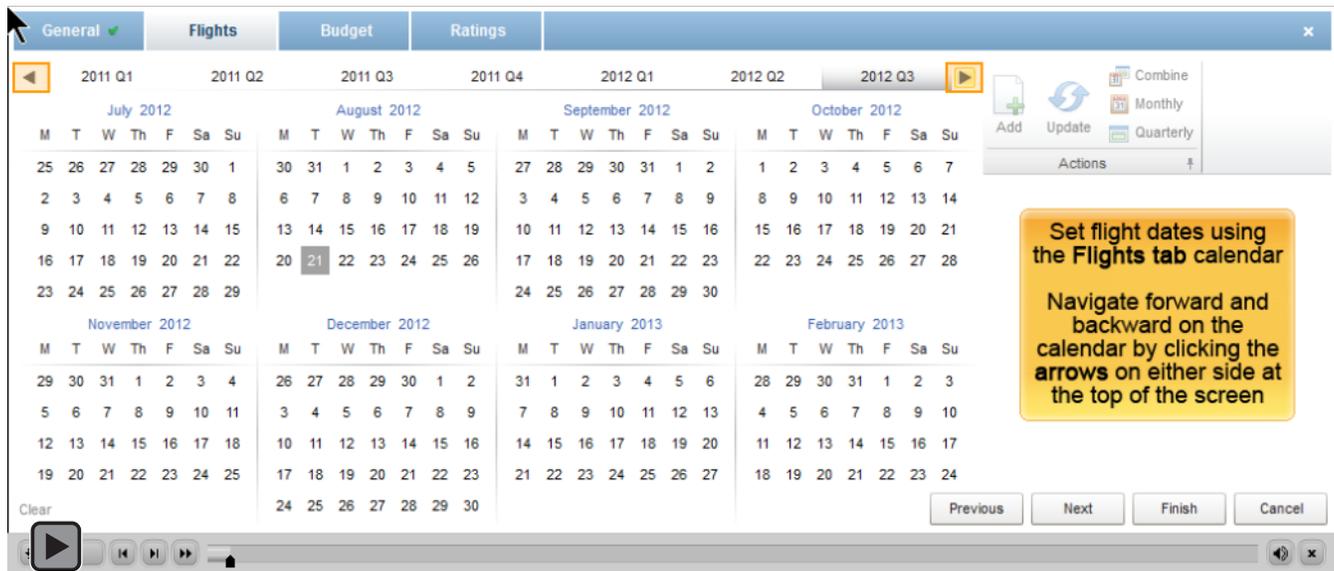
- Your Account Executive name, Sales Office, and Sales Region will be automatically selected.
- Some fields show a limited list. Toggle the button in the pull-down to display more items.
- Select your **Channel**, then assign an **Account**, or create a new account by clicking the icon.
- Enter a **Description**, then select your **Dayparts** to determine which inventory to add.
- The **Add Eligible Inventories** box is selected for you. This will add all programs that match your daypart, weekday, and flight selections to your new Avail/Proposal. You'll be able to remove programs from the workspace.
- Select a **Rate Card and Tier**. Click the **Next** button, or click on the **Flights** tab to proceed.

Flights Tab

- Navigate to different years and quarters using the left and right arrows.
- Click and drag to select a flight range. Click and drag again on top of your flight to add hiatus dates indicated in pink.
- Click the **Add** button to add your Flight to the Avail/Proposal.

VIDEO

Flight selector behavior can be seen in the video below. Click the arrow in the lower left corner to play:



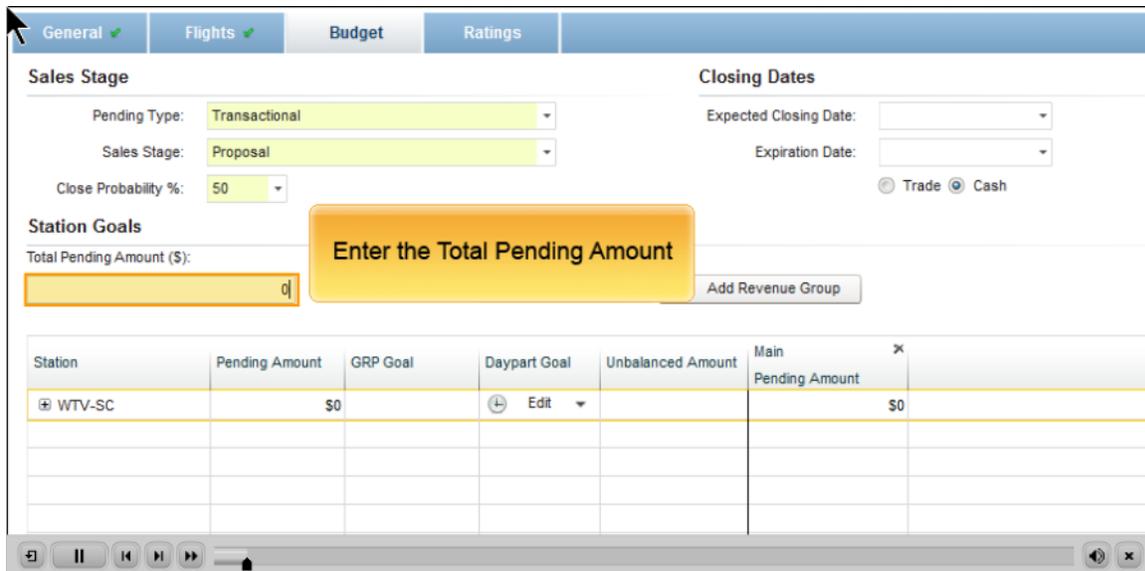
- Click the **Next** button, or click on the **Budget** tab to proceed.

Budget Tab

- Select your Pending Type, Sales Stage, and Close Probability percentage.
- Enter an Expected Closing Date or Expiration Date if you wish.
- Enter your Total Pending Amount. This is the amount that your station expects to receive.
- You can allocate your pending amount budget by station, month, and revenue group.

VIDEO

Budget grid behavior can be seen in the video below. Click the arrow in the lower left corner to play:



- Click the **Next** button, or click on the **Ratings** tab to proceed.

Ratings Tab

- Add books or projection books to your Avail/Proposal using the Search fields.
- To add a book, highlight a flight, then check the box to the left of the desired book. The book will display on the right below the flight.
- Click **x** to remove a book from a flight.
- Note that you cannot assign books to multiple flights at once – they must be added individually.

Creating the Avail/Proposal

- Click Finish to close the wizard and create the Avail/Proposal.



- On the Avail or Proposal tab, click Setup to open and edit the Setup Wizard.

