WO SALES



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.

WO SALES - Pending & Revenue - Avails & Proposals				0	Ä	0	2 Administrator
New Open Duplicate Delete Export XML Export Clear Pending Restore Pending Restore Pending	Stations	Age	Flight Status ID	•		▼	×
Actions + Workflow +		Filter					Ŧ

- 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 licon.
- 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.

General F		Budget										
Account Executive												
Account Executive:	Mary Joh	inson	*	Office:	RD-AM Sacramento	Sacramento						
Channels:	WRD-FM	- 99.1	•	Region:	LOC							
Accounts												
Account:	A-1 Com	ics / A-1 Comics	- /	Buyer:				- 🗋				
	✓ Includ	e Into Sales Pipeline		Phone:								
Description:				Fax:								
Estimate:				Email:								
Project:			•									
Demos:	M18-34		*									
Inventory												
Dayparts:			•	Add Eligible Inventories:	Filter Weekdays		-					
Media Types:	1:00		•	Restrict Days:								
Rate Card												
Rate Cards and Tiers:		*										
					Previou	IS Next	Finish	Cancel				

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:

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• 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 <u>your station</u> 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:

Sales Stage					Closing Dates	
Pending Type:	Transactional		*		Expected Closing Date:	*
Sales Stage:	Proposal		-		Expiration Date:	-
Close Probability %:	50 -					Trade O Cash
Station Goals						
Total Pending Amount (\$):	E	Enter the Tot	tal Pending	Amount		
	ø				Add Revenue Group	
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Station	Pending Amount	GRP Goal	Daypart Goal	Unbalanced A	Amount Pending Amount	×
Station WTV-SC	Pending Amount	GRP Goal	Daypart Goal	Unbalanced A	Amount Main Pending Amount	× \$0
Station WTV-SC	Pending Amount	GRP Goal	Daypart Goal	Unbalanced A	Amount Pending Amount	× \$0
Station WTV-SC	Pending Amount	GRP Goal	Daypart Goal	Unbalanced A	Amount Pending Amount	× \$0
Station WTV-SC	Pending Amount \$0	GRP Goal	Daypart Goal	Unbalanced A	Amount Pending Amount	\$0

• 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.

ancel

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

WO SALES - Pending & Revenue + Ava	ils & Proposals → 557 - Barbie's Beach	Bar/Barbie's Beach Bar - Barbie's Beach Ba	ar Avail 📀 👬 😮 💄 Administrator
Avail Proposal Activities			×
Save Setup Export Submit To Save a Snapshot	Add. Edit New Renumber	Duplicate Delete Adjust Days v Rates/Units	Updates Filter
Actions #	Inventory	Rates & Units	+ + 5