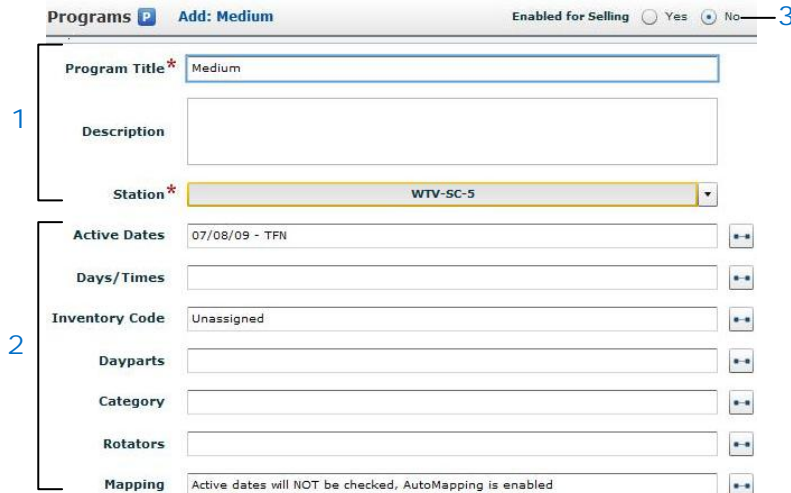



Creating and Editing Inventory

Inventory can be created and managed for your station as well as any competitive station you wish to maintain. Inventory that is built for your station will be tied to the **WO Traffic** system to allow for a seamless flow from Avail and Proposal to Orders.

Inventory menu / Creating Programs

To create a new Program, click the **New** button located on the top right-hand side of the screen.



- 1. Required Fields *** - Program Title and Station must be selected before the remaining Program details may be entered.
 - The Description will populate the **Main** comment in the Avail and Proposal workspace.
- 2. Program Details** - Define the Program Details by selecting the  button next to each field.
 - Multiple Dayparts can be included with a single Daypart designated as Primary.
- 3. Enabled for Selling** - Selecting "Yes" or "No" determines whether the newly created Program is complete and available for selling.
 - Once the Program is created, click **Save Program**.
 - The list of Programs can be exported to Excel from the Actions menu.

Inventory menu / Editing Programs

From the Programs search screen double click on a Program to be edited, or with the program selected choose the Edit option from the **Actions** menu.

Edit Screen - The top left-hand side of the window verifies the Program is in edit mode.

Adjustments - Utilize the filter buttons next to each field to make any necessary edits.

*Note: if a change is made to the Days/Times field the **Update** button must be clicked in order for the changes to take effect.*

- Once all edits are complete click **Save Program**.

