



## Creating a WO Traffic Order from an Avail or a Proposal

Once an Avail or Proposal is created, you can submit it as a WO Traffic Order. Below is the list of steps to create a Traffic Order from either.

### Opportunities/Avails and Proposals

#### Search Screen

- The search screen allows you to filter your search for any saved Avail or Proposal.
- Select one or more Avails or Proposals by clicking the check box then select Submit Orders from the Actions menu.
- Alternatively, open an Avail or Proposal you wish to convert to an Order.

#### Avail or Proposal tab

- An Avail can be converted directly to a WO Traffic Order without creating a Proposal first. And, once an Avail or Proposal is submitted, you can add, edit or remove information directly from the Order. *For example:* Avails can be submitted without units and updated in the actual Order.
- Select the lines you want to submit by using the checkbox to the left of each line.
- From the **Actions** menu on the top right, select **Submit Order Lines**.

#### Submit Order Lines dialog box

- Enter an optional comment, choose to submit as an Avail or Proposal and submit rates as either Weekly or Global.
- The checkbox for **Include Lines with No Units** can be selected or de-selected. *Note:* Lines without units can be edited from the WO Traffic Order.
- Click the **Submit** button to launch the WO Traffic window.

#### WO Traffic Order

- Advertiser, Agency, Account Executive, Flight Date and Restrictions will auto-populate the Order header.
- The Lines tab will display the Rates, Ratings, Inventory and Time Period adjustments made from the Avail and/or Proposal. Lines can be edited individually or view all lines on the Order Grid and make edits on the screen where necessary such as Priority Code, Spot Type and Spot Length.
- Ready the Order and it will be sent through the customary approval process for your station.

#### Avails and Proposals in WO Sales

- Avails and Proposals submitted as WO Traffic Orders are represented with the Status Icon displaying a dollar sign on the Avails and Proposals search screen.
- Avails and Proposals submitted as WO Traffic Orders cannot be deleted from the system.

#### Mark as Order

- Mark as Order is an option in the Actions menu available on the search screen and within an Avail or Proposal. Mark as Order removes revenue from the pending pipeline and should be used when a WO Traffic Order has been created separately from the WO Sales Avail or Proposal. Or when an Avail or Proposal Sales Stage is set to Closed/Won and the money should be removed from pending.

*Note:* Once an opportunity is Marked as an Order in WO Sales submitting order lines cannot be done from within the Avail or Proposal through WO Sales.