Copying Avails and Proposals

Once an Avail or Proposal is created, you can copy it to create a new schedule. This is particularly useful when presenting the same package to multiple clients or placing the same schedule on a second channel. Below are the steps for copying an Avail or Proposal.
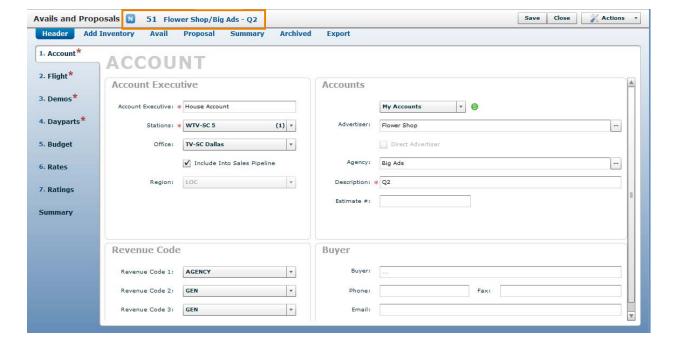

Opportunities: Avails and Proposals

- Locate the Avail or Proposal you want to copy on the Search screen.
- It is possible to copy any version of an Avail or Proposal, including those previously submitted as orders.
- Check the box to the left of the item then select **Duplicate** from the **Actions** menu.

Note: The original Avail or Proposal may not be editable, but the new copy is fully editable.

- Copy one Avail or Proposal at a time; if more than one is selected, the Duplicate option will be greyed out in the Actions menu.
- After selecting Duplicate, a system generated message appears asking "Do you want to include previously submitted order lines?" – Click **Yes** or **No**.
- A new Avail/Proposal **Id** number is created.
- Open the new Avail or Proposal to edit any necessary information.

Header Information

Account
Make any necessary changes to the Account, including the Description.
- To change the Advertiser, delete the associated Agency, then enter the new Advertiser in the Advertiser field. The correct Agency will populate the Agency field. As wells as other information associated with the advertiser, such as Buyer information and Revenue Codes.

Flight
If it is necessary to change flight dates, you may shift the flight and maintain all rates and unit information.
- Deleting the original flight will delete all Inventory. You would then add inventory as if you are starting a new Proposal.
- To shift flight dates, double click the flight on the right side of the screen, **Clear** the displayed dates, select new dates, then click **Update Flight**. The system then presents multiple options in a Shift Flight dialogue box.

Shift
Shifts the original week's rates and units to the new schedule.
- Additional weeks will display 0 units and ratecard rates.

Clear
Clears all scheduled units to 0.
- Rates are cleared and will reflect rate card rates for the new dates.

Keep
Keeps the rates and units in the weeks they were originally scheduled in, based solely on date.
- Rates and Units scheduled within their original dates, will remain as initially scheduled.
- Units scheduled outside the original dates will display 0 and Rates will reflect the new date's rate card rates.

Demos and Dayparts
Demographics and Dayparts can be adjusted if necessary.
Note:The demographic window displays the demographic that was associated with the original schedule. If the advertiser is changed in the Account window, and the demographic for the new advertiser is not the same as the original, it can be changed here.

Budget
Expected Closing Date and **Expiration Date** may need to be changed if the flight dates differ.
- Other goals, such as **Station Budget** or **GRP** may be adjusted in the new copy.

Rates
The Rate Card selected in the original schedule will be applied to the new copy.
- Changing the Rate Card must be done in the Workspace.

Ratings
The Rating Book(s) associated with the original schedule will be applied to the new copy.
- Adding/Removing a Rating Book must be done in the Workspace.

Workspace

Inventory tab

If you deleted the original flight or added a new flight, you must add inventory as if the Avail or Proposal is new.

- If there are multiple flights, select a specific flight from the Flights drop-down menu.
- If adding the same inventory to all scheduled flights, click the Add to all Flights checkbox before adding the inventory.
- The **Add to all Flights** checkbox will *not* copy inventory that was added to a previous flight to new flights.
- The **Add to all Flights** checkbox will add newly added inventory to previous flights if checked.

Avail or Proposal tab

- The new copy acts as a brand new Avail or Proposal and all standard functionality and editing capabilities apply.
- If you have multiple flights, select specific flights from the Flight view menu to view that flights' inventory, rates and weeks.

Note: Comments entered by User on an original version will not carry over to the new copy