

*WO Sales v2.0*

**WideOrbit**  
**WO Sales Training Guide**



# **Avails and Proposals**

## Edits Made to the Header

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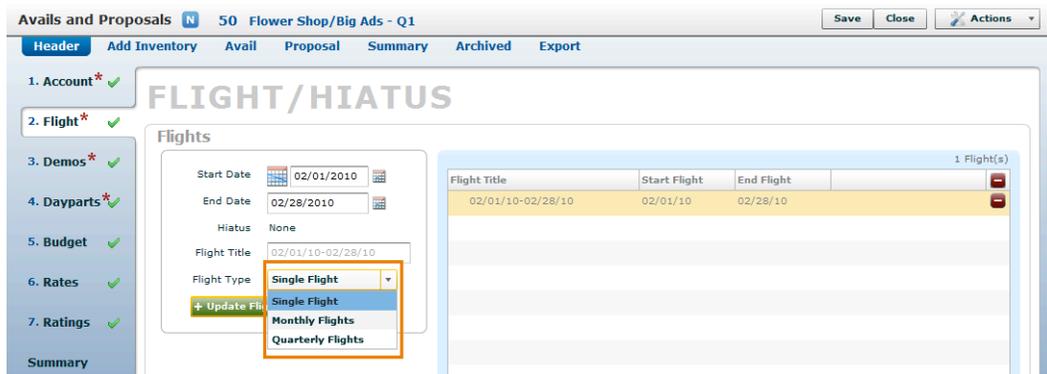
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## Editing and Shifting Flights

Editing and shifting flights for an Avail or Proposal can be done in a few simple steps. This procedure allows Flight changes to be done quickly without rebuilding entire schedules. Below is the list of steps required to both edit and shift flights.



**Flight Type** – The displayed flight date in the right panel represent a year long flight.

- The Flight Type drop down allows you to split your contracts and invoices into separate flights. For instance, a yearly flight can be split into Quarterly or Monthly flights.
- The Flight Type also allows you to merge separate flights into a larger flight in the same way.
  - When selections are made, the button will change to display **+ Update Flight**, **+ Split Flight** or **+ Merge Flights**.

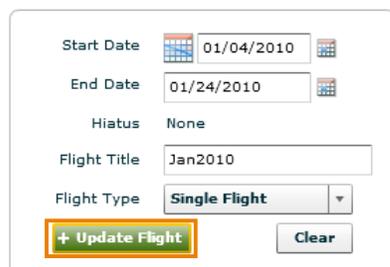
*Note: When flights are Split or Merged all program inventory and associated rate and unit information is deleted. You must treat the avail or proposal as new and rebuild the schedule.*

**Shifting a Flight** – To shift an existing flight, select the Flight in the right panel.

- Click the icon to the left of the Start Date field to open the calendar.
- Click **Clear** to refresh the calendar or drag the arrows, found under the original start and end date, to the new flight dates.
- Click **Select** to close the calendar and the new flight dates will appear.



- Utilize arrows at the top of the window to navigate forward and backward in time.
- Resize the window to display more or fewer months by dragging a corner of the window.



- Click **Update Flight** to confirm the changes and a Shift Flight window appears with multiple options for handling rates and units.

**Shift Flight** X

Do you want to shift/clear Rates and Units for this flight?

Shift      Clear      Keep

Rates:           

Units:

- Make the appropriate selections using the radio buttons in this window and click **OK**.

- **Clear** - Clears units to 0, rates are cleared and will reflect ratecard rates for the new dates.

01/04/10	01/11/10	01/18/10	
Rate	Rate	Rate	
\$100	\$200	\$300	
1	2	3	
↓	↓	↓	
03/01/10	03/08/10	03/15/10	03/22/10
Rate	Rate	Rate	Rate
\$100	\$200	\$300	\$475
1	2	3	0

- **Shift** – Moves original weeks’ rates and units to corresponding new weeks based on number of weeks. Additional weeks will reflect 0 units and ratecard rates.

*The illustration to the left displays an original 3 week flight in January. When shifted to a new 4 week flight, rates and units move week 1 to week 1, week 2 to week 2, etc. regardless of new dates. Added weeks contain 0 units and reflect rate card rates for the new dates.*

- **Keep** – Rates and units are kept in weeks they were originally scheduled in based solely on date. Weeks that did not have rates/units specified in original flight will reflect 0 units and ratecard rates.

*The illustration to the right displays an original 3 week flight in January. The new flight starts one week later. Rates and units have remained in their original weeks and the new third week reflects 0 units and ratecard rates for that week.*

01/04/10	01/11/10	01/18/10	
Rate	Rate	Rate	
\$100	\$200	\$300	
1	2	3	
	↓	↓	
	01/11/10	01/18/10	01/25/10
	Rate	Rate	Rate
	\$200	\$300	\$475
	2	3	0

### Changing a Flight

- Deleting a flight by clicking the **X** will remove all inventory associated with the flight, hence all rates and units as well.
- If you chose to change the Flight dates rather than shift weeks, open the calendar, click **Clear** to remove the existing flight dates, then select the new date range, including any hiatus dates. Click **Select** to accept the new date range, then click **Update Flight** to confirm the changes.

*Note: Remember to click **Save** located at the top right hand side of the Avail and Proposal window to confirm your changes.*

## Changing Demos

Demos are added to the Avail and Proposal from the Header tab. Multiple Demos may be added to a new or existing Avail or Proposal, but an additional step must be completed within the workspace for the additional demos to become visible. Below is a reference to guide you through how this is done.

**Avail/Proposal Header** – From the Header **Demo** window click the plus sign to add any Demo. As Demos are selected they will populate the right panel. Once the selections are made, click the **Avail** or **Proposal** tab.

**Avail/Proposal Tab** – To view the newly added Demo, access the **Manage Views** menu (Figure 1), and select the **Manage Columns** option which will open the **Edit Column Views** window (Figure 2).

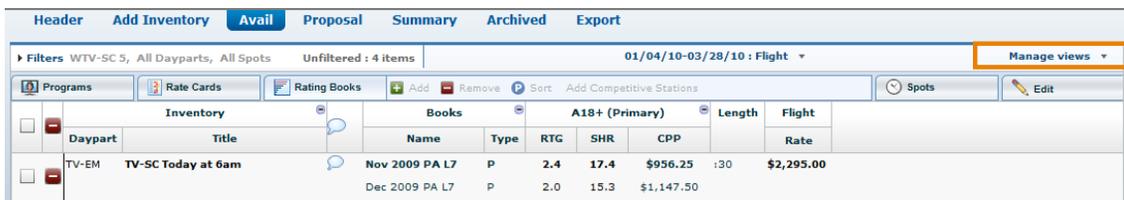


Figure 1

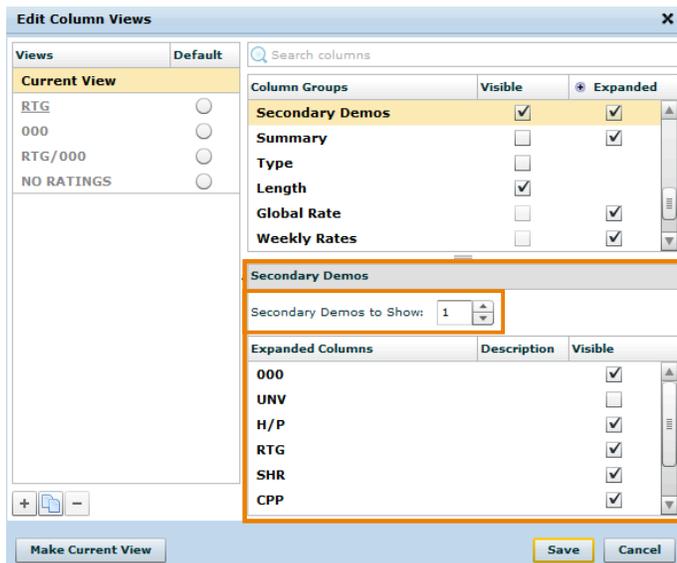


Figure 2

### Edit Column Views

- Mark the Secondary Demos Column Groups
- In the lower panel, choose the number of Secondary Demos you would like to display.
- Select at least one Expanded Column for the **Secondary Demo**.
- Click **Save**
- The Secondary Demo appears in the Workspace.

- The Secondary Demo appears in the Workspace (Figure 3).

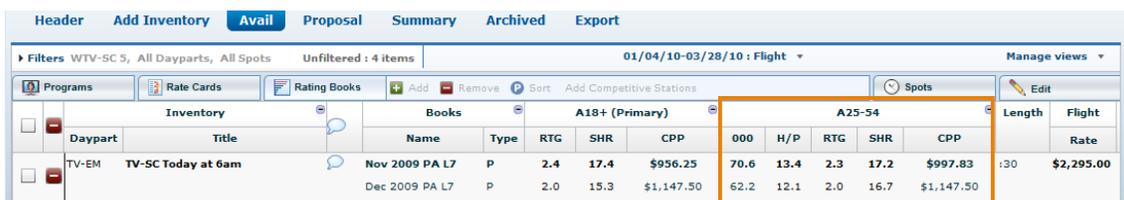


Figure 3

## Changing Dayparts

Dayparts and Spot lengths for a new or existing Avail or Proposal are selected in the Header. Below you will find an overview of how Dayparts and Spot lengths can be adjusted from an existing Avail or Proposal.

### Header

#### Select Dayparts

Dayparts	Abbrev	
Early Morning	TV-EM	
Daytime	TV-DY	
Early Fringe	TV-EF	
Early News	TV-EN	

2 Daypart(s)		
Dayparts	1	Abbrev
	Early Morning	TV-EM
	Daytime	TV-DY

- **Adding a Daypart** – To add a Daypart click the next to any available Daypart in the left-side panel, that then adds the selected Daypart to the box in the Right panel.
- **Removing a Daypart** – To remove a Daypart, click the from either panel of the Dayparts window to remove the selected Daypart from the available list.

### Add Inventory tab

- The Dayparts selected in the **Header** determine the Inventory that is available for the new or existing Avail or Proposal.
- Available inventory is listed in the left-side panel of the Add Inventory tab.
- When a Daypart is added to an existing Avail or Proposal, Program Inventory must be added here for it to appear in the Avail or Proposal workspace.

### Spot Lengths

- Spot Lengths must be added in the Workspace of the Avail or Proposal tab of any existing Opportunity.

#### Select media types

Please edit Opportunities with inventory in the Workspace.

Media Types	Custom spot
Name	
	Broadcast
	Spot: 05
	Spot: 10

1 Media type(s)	
Media Types	
	Broadcast:30