



## 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 Tab/Programs

To create a new Program, click the **New** button located on the top right-hand side of the screen. You can select either Program or Time Period Rotator.

- 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.

Enabled for Selling  Yes  No

**Enabled for Selling** is located in the upper right hand corner. Selecting “Yes” or “No” determines whether the newly created Program is complete and available for selling.

Save Program

Once Program is created, click **Save Program**. If there is a conflict with another program, a notice will come up and ask you if you want to proceed with the save.

A list of Programs can be exported to Excel from the Actions menu on the main Programs search screen.



### 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**.

Update Air Time & Days

Days of Week: \*

Time: \*