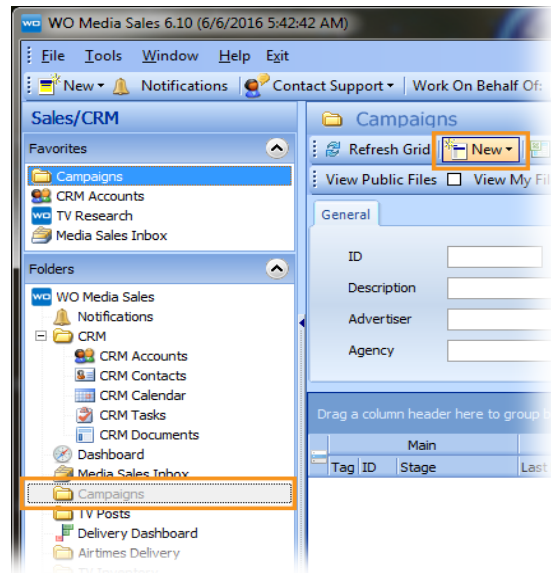


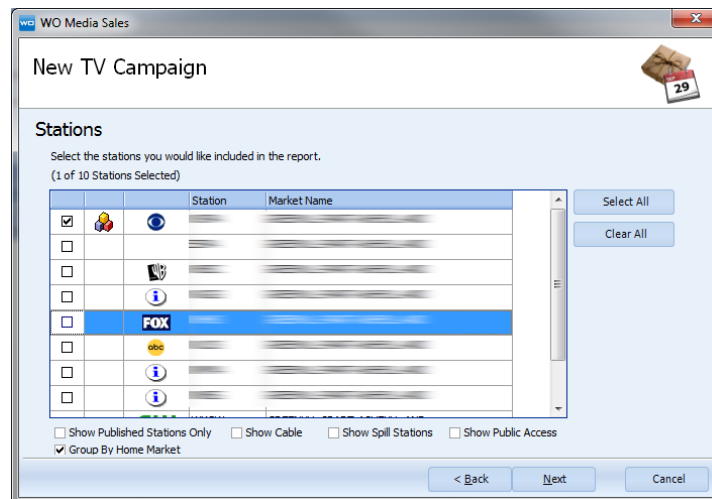
How to Create an Avail with Tiered Rates

The Tiered Avail

To begin, select **Campaigns** from the left navigation pane and access the **Campaign** wizard by clicking **New**.









Follow the wizard and select **Station, Books, Rate Levels, Report Dates, Programming, Advertisers** (if applicable), **Agencies** (if applicable), and **Demo** when prompted at each screen.





Tip: For more information on creating a **Campaign**, see *Campaigns - Avails and Planner for New Users* in the **Quick Tips** section of *WO Media Sales*.

Once selections are in place, click **Finished** to view the **Avail**. It will look similar to this one.

<div>Save</div> <div>Print</div> <div>Import</div> <div>Excel</div> <div>Send</div> <div>File Operations</div>					<div>Copy Line</div> <div>Paste Line</div> <div>Aval Actions</div>		<div>Delete Line</div> <div>Delete Product</div>		<div>Default Sort Codes</div> <div>Add One-Time-Only</div> <div>Programming Actions</div>		<div>Clone Program</div> <div>Program Details</div>		
TV		Internet		NTR		Multi-Media							
Avails													
Planner													
Planner Charts													
Order													
Edit Demos...													
Sorting...													
Program Info										DMA HH			
Tag	Station	DP	Program Name	Time	Book	Rate Level	Rate	SL		Rtg	HUT	CPP	
<input type="checkbox"/>			C GD MORN SA SA	Mo-Fr 5:00a-5:30a	4th Quarter	4th Qtr 2016	\$400.00	:30		p2.7	p17.4	\$148.15	
<input type="checkbox"/>			C GD MORN SA 530A	Mo-Fr 5:30a-6:00a	4th Quarter	4th Qtr 2016	\$600.00	:30		p3.8	p20.5	\$157.89	
<input type="checkbox"/>			C GD MORN SA SA	Mo-Fr 6:00a-7:00a	4th Quarter	4th Qtr 2016	\$800.00	:30		p4.8	p27.0	\$166.67	

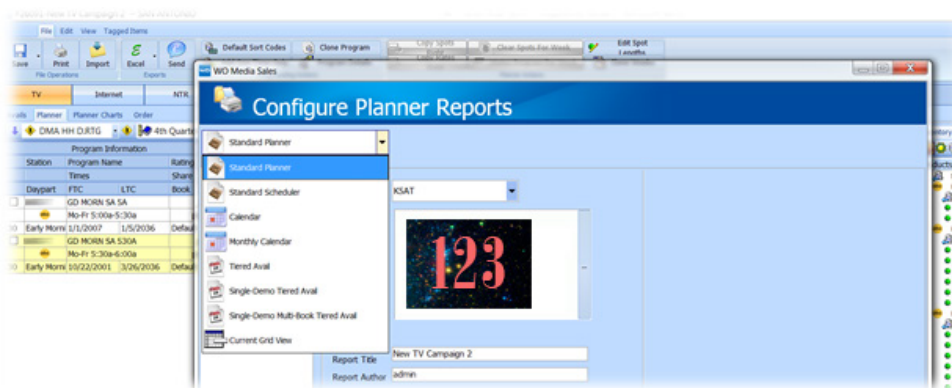
To turn this into a **Tiered Avail**, move from the **Avails** tab to the **Planner** tab.

TV			Internet		NTR		Multi-Media											
Avails			Planner		Planner Charts		Order											
DMA HH D.RTG			4th Quarter		Copy Rates from Avail										Sorting...			
Program Information			09/26	10/03	10/10	10/17	10/24	10/31	11/07	11/14	11/21	11/28	12/05	12/12	12/19	Totals		
Station	Program Name	Rating	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	GRPs	
Times	Share		Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate		
Daypart	FTC	LTC	Book	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP		
<input type="checkbox"/>	GD MORN SA SA	p2.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	
<input type="checkbox"/>	Mo-Fr 5:00a-5:30a	p15.7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	
30	Early Morni	1/1/2007 1/5/2036	Default	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<input type="checkbox"/>	GD MORN SA 530A	p3.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	
<input type="checkbox"/>	Mo-Fr 5:30a-6:00a	p18.3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	

In **Planner**, the **Avail** will open up into multiple weeks. Enter rates for the applicable weeks using the right-click menu option and **copy rates right** or **clone weeks**. In our example, the rates change from month to month in the first line of programming. In the second line of programming, the rates change every two weeks. There is no need to add spots to the **Campaign** because the system is designed to recognize this as a **Tiered Avail**.

Avails																	
Planner																	
Planner Charts																	
Order																	
DMA HH D.RTG 4th Quarter Copy Rates from Avail Sorting...																	
Program Information				10/03	10/10	10/17	10/24	10/31	11/07	11/14	11/21	11/28	12/05	12/12	12/19	Totals	
Station	Program Name		Rating	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	Spots	GRPs
	Times		Share	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Cost	CPP
Daypart	FTC	LTC	Book	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP	CPP		
<input type="checkbox"/>	GD MORN SA SA		p2.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
<input type="checkbox"/>	Mo-Fr 5:00a-5:30a		p15.7	\$50	\$50	\$50	\$50	\$50	\$100	\$100	\$100	\$100	\$150	\$150	\$150	\$0	\$0.00
30	Early Morn	1/1/2007 1/5/2036	Default	\$18.52	\$18.52	\$18.52	\$18.52	\$18.52	\$37.04	\$37.04	\$37.04	\$37.04	\$55.56	\$55.56	\$55.56		
<input type="checkbox"/>	GD MORN SA 530A		p3.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
<input type="checkbox"/>	Mo-Fr 5:30a-6:00a		p18.3	\$50	\$50	\$100	\$100	\$50	\$50	\$100	\$100	\$50	\$50	\$100	\$100	\$0	\$0.00
30	Early Morn	10/22/2001 3/26/2036	Default	\$13.16	\$13.16	\$26.32	\$26.32	\$13.16	\$13.16	\$26.32	\$26.32	\$13.16	\$13.16	\$26.32	\$26.32		

To print, click **Print** in the ribbon and select one of the **Tiered Avail** options from the drop-down menu in the **Configure Planner Report** dialog.



You now have an **Avail** with tiered rates! This can be exported into a pdf, Excel document and/or sent to a buyer as an xml file that can imported into their system as a **Tiered Avail**.

Station	Time		Program Name				Run Dates						
Spot Length	Books												
Week of	10/03/16	10/10/16	10/17/16	10/24/16	10/31/16	11/07/16	11/14/16	11/21/16	11/28/16	12/05/16	12/12/16	12/19/16	
	DMA	DMA	DMA	DMA	DMA	DMA	DMA	DMA	DMA	DMA	DMA	DMA	
	HH	HH	HH	HH	HH	HH	HH	HH	HH	HH	HH	HH	
	RTG	RTG	RTG	RTG	RTG	RTG	RTG	RTG	RTG	RTG	RTG	RTG	
Mo-Fr 5:00a-5:30a GD MORN SA SA 1/1/2007-1/5/2036													
Q30 4th Quarter													
Rate:	\$50	\$50	\$50	\$50	\$50	\$100	\$100	\$100	\$100	\$150	\$150	\$150	
Spots:	0	0	0	0	0	0	0	0	0	0	0	0	
Stg/000	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	p2.7	
Share	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	
Out/Hut	17.4	17.4	17.4	17.4	17.4	17.4	17.4	17.4	17.4	17.4	17.4	17.4	
PP/CPM	\$18.52	\$18.52	\$18.52	\$18.52	\$18.52	\$37.04	\$37.04	\$37.04	\$37.04	\$55.56	\$55.56	\$55.56	
Mo-Fr 5:30a-6:00a GD MORN SA 30A 10/22/2001-3/26/2036													
Q30 4th Quarter													
Rate:	\$50	\$50	\$100	\$100	\$50	\$50	\$100	\$100	\$50	\$50	\$100	\$100	
Spots:	0	0	0	0	0	0	0	0	0	0	0	0	
Stg/000	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	p3.8	
Share	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	
Out/Hut	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	
PP/CPM	\$13.16	\$13.16	\$26.32	\$26.32	\$13.16	\$13.16	\$26.32	\$26.32	\$13.16	\$13.16	\$26.32	\$26.32	

It's as simple as that.

But if you have questions or concerns, you can call or email anytime. *WO Media Sales* support staff are ready to help!

WO Media Sales Support:
415.675.6775 Option 2, 1
sales-support@wideorbit.com