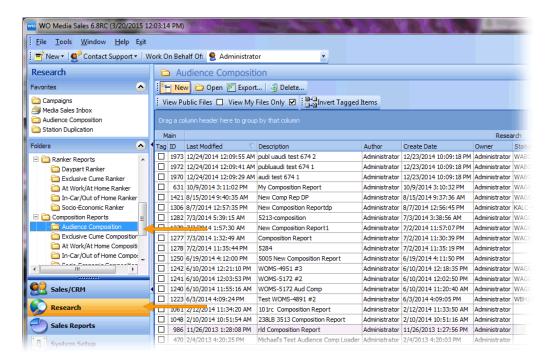


## **Audience Composition Report**

Create Composition Reports comparing audiences among stations in *WO Media Sales*. Using a base demo, the system will show each demo's audience breakout. You can apply multiple demos and dayparts, choose all or selected stations and print or export the report to Excel.

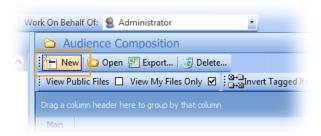
Click the **Research** bar at the bottom of the left navigation pane then click on **Audience Composition** under **Radio Research**, **Composition Reports**.





**Caution**: You may see different options under Radio Research. The list depends on what type of radio data is available for your station.

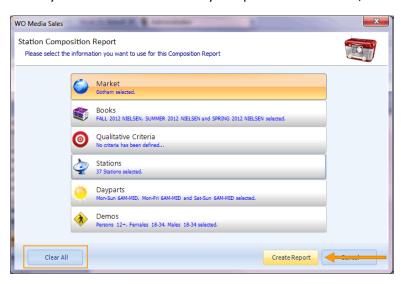
Click **New** to begin building your Audience Composition Report.





**Caution**: If this is your first time running this report in *WO Media Sales*, some options may appear grayed out. If so, just click on each report specification and make your desired selections. The system will remember your last used report specs.

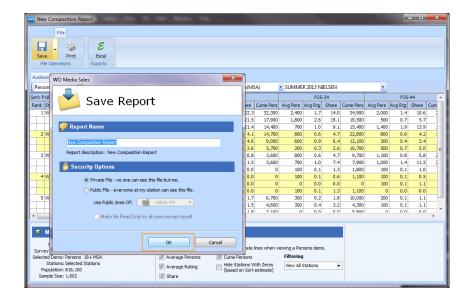
Click Clear All to remove any current selections. When your specifications are set, click Create Report.



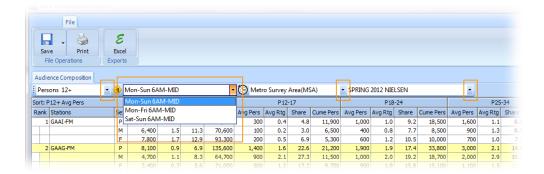


**Tip**: You can select multiple dayparts and demos here, but can only view, print, and export one daypart/demo combination at a time.

The following screen will appear. Click **Save** and name the report, then click **OK** to save.



Switch between multiple report specs (if selected) by clicking on the drop-down arrow of each.



From the **Display Options** at the bottom of the Audience Composition screen you can edit the display of your Audience Composition by choosing to hide or display items.



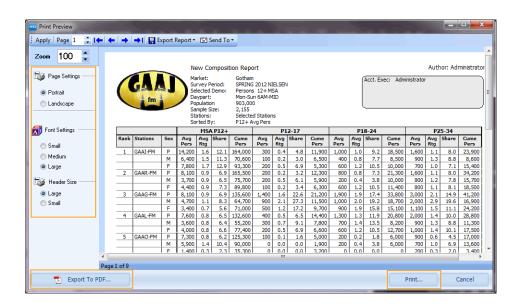
When you are finished, click **Print**. The **Configure Audience Compostion Report** will appear. Make any necessary selections or edits to the screen.

Click **Print** to go to the Print Preview or **Cancel** to go back to the Audience Composition screen.

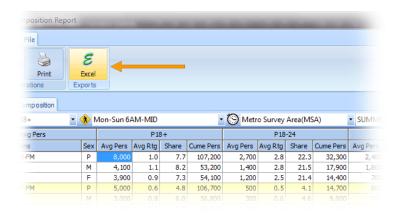


Print to a local or network printer by clicking the **Print** button or create a PDF by clicking the **Export to PDF** button in the lower left-hand corner. To export or email using an alternate file format, click on either the **Export Report**, or **Send To** buttons at the top of the screen.

You can also change the orientation, font, and header settings of the report using the options found in the left panel.



Export the Audience Composition to Excel by choosing the Excel button in the WO Media Sales ribbon.

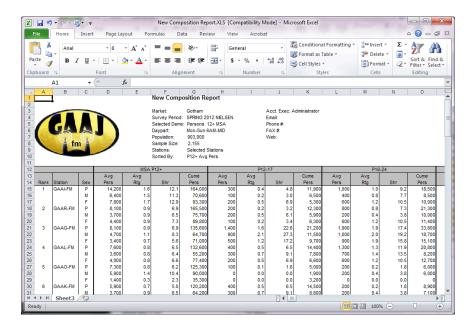


The export dialog will come up showing your last saved location. Select where you want to save your file, and give the Excel report a name.

After clicking **Save**, the **Configure Audience Composition Excel Export** dialog will appear. If everything looks correct, click the **Export** button.

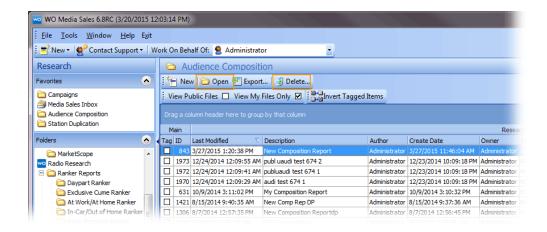


Excel will open and load your Audience Composition report. You can **Print** from Excel if you would like.



Once a report is saved, you can reopen it later by double-clicking on the report header or highlighting the report and clicking **Open**.

Any old or unwanted reports can be removed from the list by selecting the report(s) and clicking the **Delete** button.



You will be asked to confirm before you permanently delete the report.



If you have questions or concerns you can call or email Support.

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