

WO MEDIA SALES

Radio Posting Quick Start Guide - 6.9 and above

Start from the beginning - open the Post

- 1. Select the Radio Post folder on the main screen of WO Media Sales.
- 2. Click Clear, then Search to see all available posts.
- 3. Scroll down to the post required and tag the box next to it.
- 4. Click the **Open** button near the top of the window.
- 5. Select one survey from the dialog presented and click Next.
- 6. Change the demo or click **Next** to accept the currently selected demo.
- 7. Click **Finished** to open the post.

Sales/CRM	🗅 Radio Posts 🔶 😁
Favorites 📀	Carl Open Carl Open Saved Post
Campaigns Strain CRM Accounts Media Sales Inbox	Clast Date
Folders 📀	Clear Clear
CRM Contacts	Advertser Apercy Select One Radio Survey
CRM Documents	radio survey you would like induded in the report.
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Too few or too many lines? Verify Status Filters

- 1. Choose **Reconciled** to see spots that have been reconciled.
- 2. Select Preempted to view spots that have been removed from the log.
- 3. Choose Invoiced to view spots that have been invoiced.
- 4. Choose **Placed** to show spots that are logged but have not aired.
- 5. Select **Displaced** to view spots that have been placed but are not on the log.

elivery 433.6 GRP	s Delivered	Grid Options	Post Options	Status Filters	
Actuals Adjusted		 Display Ordered Column 	Show CPP/CPM	Invoiced	
0.0 🗘 GRPs Goal	90 🗘 % to Post	 Single Line Grid 	Round Seconds to the Nearest Minute	Preempted	
+ 433.6 Difference	0.0 Adjusted Goal	O Two Line Grid			
0.0% % Delivered	0.0% % Delivered	Show Comments on Grid			

Please note: Status filters available for selection reflect the types of spots contained within the post.

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Modify on the fly with WO Media Sales right-click menus

- 1. Right-click inside of the post and select **Daypart Name Source** to change daypart names.
- 2. Change the book for all lines easily with the **Globally Set Book** option.

	Station Info								Daypart Info			
	Tag	Station	Agency		Book	Advertiser	Order No	Day	Date	Time	Length	
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		a 🥸	Globally Set Book	•	LS NIELSEN PPM	McDonald's	8505	Mon	12/30/2013	10:44:56 AM	:60	2.
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	Deliver 3		Tag All		Grid	Options	Post Option	15		Status Fil	ters	
			Invert Tags		ed 🕑 Display Ordered Column					Invoiced		
			Reset Grid Columns									

Print it your way!

- 1. To print or save as a PDF to email, click the **Print** button under the **File** tab.
- 2. Add report header info, create a cover page, and choose from multiple report options.
- 3. Preview the post by clicking **Print**. The **Output to PDF** dialog opens.
- 4. Choose a location to save the PDF and click **Save**.

	🚾 Print Wizard			
Posted Spots: xx80532-2C - Rosetta Stone Ltd.	ure Output ect the options for your report.		Coutput to PDF	
1.2 2 2.0	Report Header		Computer > OS (C:) > Temp	 ✓ 4 Search Temp
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Exports Exports	Report Options		Favorites	
🚦 🔰 👸 Add Daypart Mode 🚯 Edit Demo	Post Information	Delivery Totals	Favorites Search Cloud I	Date modified: 6/30/2016 1:40 PM Size: 103 KB
Drag a column header here to group by that column	Show Week Of	Show Reach & Frequency	Desktop	Date modified: 6/27/2016 5:01 PM Size: 757 KB
Station Info Tag Station Agency	Show Spot Type	Show GRPs/Impressions	Recent Places	SIZE 737 KB
FM Entravision Solutions Rosetta S	Show Inventory	Show CPP/CPM		
Entravision Solutions Rosetta S	Show Priority Code	Show Total Cost	📜 Libraries	
FM Entravision Solutions Rosetta S FM Entravision Solutions Rosetta S	Show Revenue Code	Actual Delivery	Documents	
FM Entravision Solutions Rosetta S	Show Cost	Show GRP Goal	Pictures	
FM Entravision Solutions Rosetta S FM Entravision Solutions Rosetta S	Show ISCI	Show Difference	File name: Jeans Post	
-FM Entravision Solutions Rosetta S	Show House #	Show % Delivered	Save as type: Adobe PDF File (*.pdf)	4
	Show Status		Save as type: Moobe PDP File (.pdi)	4
		Adjusted Delivery	Hide Folders	Save Cancel
	Show Ordered Rating	Show % to Post	le Hide Folders	
	Show Ordered CPP/CPM	Show Adjusted Goal 3		
	 Show Demo Rating 	Show % Delivered		
	Show Demo CPP/CPM		Print Cancel	

The PDF is saved to the selected location and opened on the desktop. Print the PDF or email the saved file.

For more information on posting, please see our comprehensive guide on radio posting entitled "Posting Guide" in *WO Media Sales*.

Please contact us with any questions or concerns regarding your own posts.

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