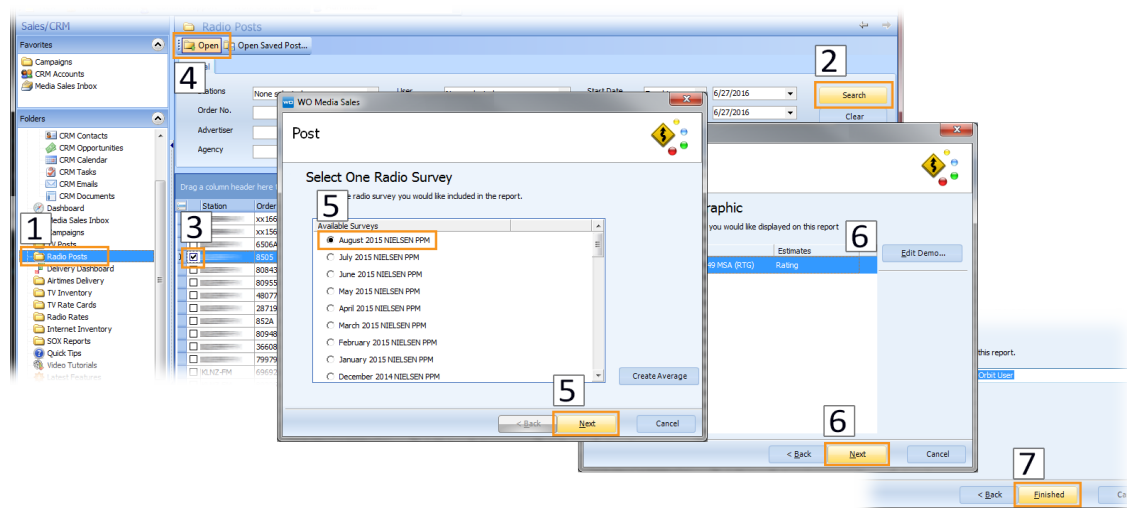


## Radio Posting Quick Start Guide - 6.9 and above

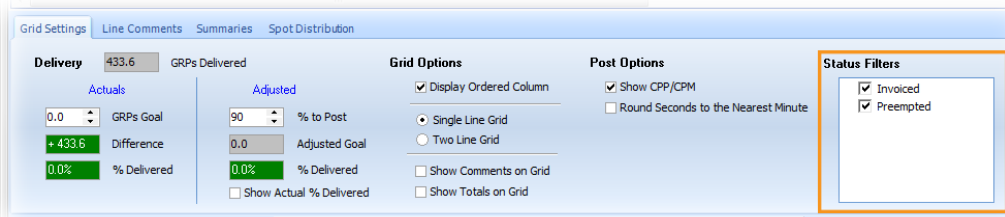
Start from the beginning - open the **Post**

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.



## Too few or too many lines? Verify **Status Filters**

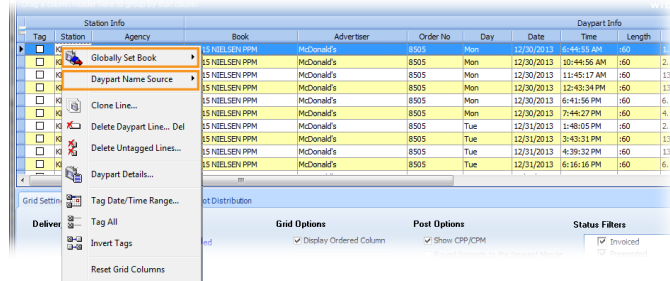
1. Choose **Reconciled** to see spots that have been reconciled.
2. Select **Preempted** to view spots that have been removed from the log.
3. Choose **Invoiced** to view spots that have been invoiced.
4. Choose **Placed** to show spots that are logged but have not aired.
5. Select **Displaced** to view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



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

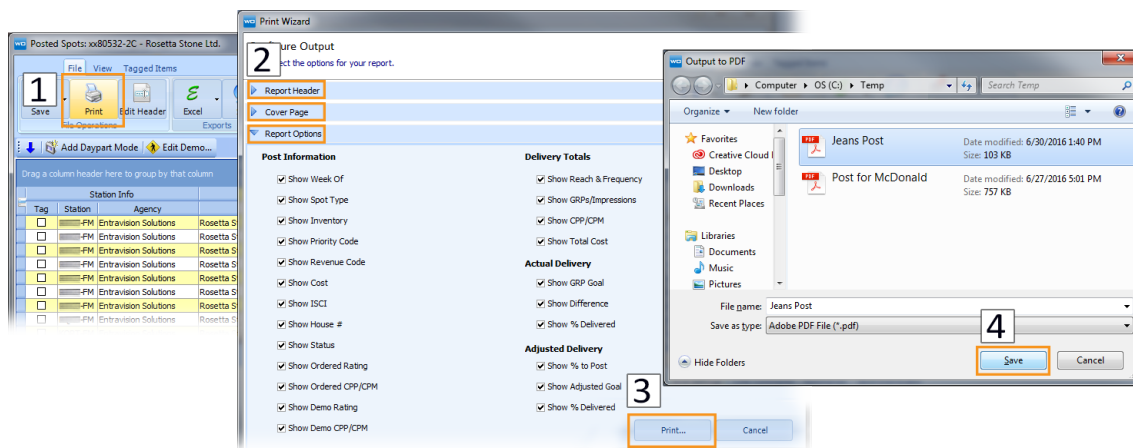
## Modify on the fly with WO Media Sales right-click menus

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.



## 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**.



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:**  
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