WO MEDIA SALES

Adding Additional Spot Lengths

On the **Avails** tab, click on **Grid Options** at the bottom of your screen. In this example schedule, the stations already have the :30 spot length applied to the programs.

Grid Options RTF Commer	its Logic Flow TV Demo Profile	Flighting	Calculations	Delivery
3 Line Avail Format Show Rationale Image: Show Disabled Programs	Show Dayparts Show Books Show Rate Level Show Rate Cable Zones Show Ratings/000's Show Ratings/000's Show PATS/HUTS Show PATS/HUTS Show CPP/CPM	○ :05 ▲ ○ :10 ○ ○ :15 ○ ○ :20 ▽ ○ :30 ≡ ○ :45 ○ ○ :45 ○ ○ :40 ○ ○ :20 ▽ ○ :45 ○ ○ :40 ○ ○ :20 ○ ○ :20 ○ ○ :20 ○ ○ :20 ○	Rate Rounding:	Show Need Rate I Rate Ratings/000s CPP/CPM

To add in another, select the spot length you would like to see by checking it. Upon checking the spot length, you will be presented with a screen that will allow you to select which programs you would like to add the selected spot length for. Choose the Program(s) and click **OK**.

• WO Media Sales						
Add Program Spot Length						
Add :60 Spot Lengths						
Select the programs to add the spot length to.						
Description Maria	Tara	Select All				
	Thu 8:00p-11:00p					
CSPAN	Wed 8:00p-11:00p	Clear All				
C-SPAN	Mo-Fr 8:00p-11:00p					
C-SPAN	Fri 8:00p-11:00p					
C-SPAN	Tue 8:00p-11:00p					
C-SPAN	Mon 8:00p-11:00p					
V Vk Average	Mo-Fr 8:00p-11:00p					
V Vk Average	Thu 8:00p-11:00p					
4 Wk Average	Mon 8:00p-11:00p					
VARIOUS	Mon 8:00p-11:00p					
VARIOUS	Tue 8:00p-11:00p					
VARIOUS	Tue 8:00p-11:00p					
VARIOUS	Wed 8:00p-11:00p					
	Fri 8:000-11:000					
	ОК	Cancel				

You now have multiple spot lengths for the program(s). Repeat the process if there is another spot length you wish to add to your schedule.

Caution: You cannot tag the programs and delete the program spot lengths you would not like to sell. You will have to uncheck the spot length in the Spot Lengths column, and select "No" do not clear all spots, recheck the spot length and uncheck the programs you no longer wish to associate with that spot length.



Tip: When you print your Avail don't forget to select Show Spot Length in your Report Options so everything will print.

Those additional spot lengths will be added to the **Planner** tab as well. But if you wish to add spot lengths on the **Planner** tab, click on **Grid Options** at the bottom of your screen and repeat the same process.



You can always call or email any ime.

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