



MAKEGOODS FOR RADIO & CABLE ORDERS

Creating Radio or Cable Changes

- From the order summary screen or the file cabinet, select the order you wish to change and click on the Change button.

	Date Received	Vendor	Media Type	Agency	Advertiser	Estimate	Estimate Name	Flight Start	Dollars	Vers #	Export Status	Exp. Order #	Order Status	C/T
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	959	3rd Quarter v2	9/25/2017	\$6,525.00	1			Viewed	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	970	3rd Quarter v13	9/25/2017	\$6,525.00	1			Received	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	969	3rd Quarter v12	9/25/2017	\$6,525.00	1			Received	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	968	3rd Quarter v11	9/25/2017	\$6,525.00	1			Received	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	967	3rd Quarter v10	9/25/2017	\$6,525.00	1			Received	c
<input checked="" type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	966	3rd Quarter v9	9/25/2017	\$6,525.00	1			Received	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	965	3rd Quarter v8	9/25/2017	\$6,525.00	1			Received	c
<input type="checkbox"/>	8/22/2017	YYYY-FM	Radio	Paradis Advertising QA	paradis client qa	964	3rd Quarter v7	9/25/2017	\$6,525.00	1			Received	c

- The Enter Station Change screen displays the schedule in an edit mode allowing you to change the existing set of dayparts as well as copy and add new lines. There are a few different ways to change the order within this screen. You may not use all options for every order. Please see below for different ways to make changes to your AEInbox order.

Making Changes to Existing Lines

Edit existing lines by making changes directly on the existing line to any of the dayparts or spots. When the number of spots is changed on a line, the new proposed number of spots will show in red.

(Note: Rtg and Dpt cannot be changed on existing lines.)

Ln	Ref	Days	Program Name	Time	Len	Dpt	Rate	Rtg	C/T	Notes	9/25 CurProp	10/2 CurProp	10/9 CurProp	10/16 CurProp	10/23 CurProp			
1		MTWTF	Morning Drive	08:00a-10:00a	60	MD	\$175.00	0	c		3	3	4	4	2	2	2	2
2		MTW	Morning Drive	10:00a-11:00a	60	MD	\$170.00	0	c		2	0	2	2	1	3	1	1
3		TF	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		5	5	5	5	0	0	2	2

Total Dollars: 6525 6185.00
Total Spots: 38 36

Adding a New Line

Add a new line to the bottom of your screen by clicking the “Add New Line” button. Enter daypart and spot information for the new line.

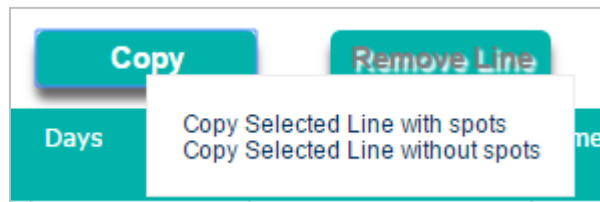
The screenshot shows the 'Enter Station Change' interface. At the top, there are buttons for 'Add Line', 'Copy', and 'Remove Line'. The 'Add Line' button is highlighted with a red box. Below the buttons is a table with columns: Ln, Ref, Days, Program Name, Time, Len, Dpt, Rate, Rtg, C/T, Notes, 9/25, 10/2, 10/9, 10/16, 10/23. The table contains three rows of data. At the bottom, there are buttons for 'Save Draft', 'Cancel', and 'Send'.

Copying a Line

1. Copy an existing line by selecting the line and clicking the Copy Select Line button.

The screenshot shows the 'Enter Station Change' interface. The 'Copy' button is highlighted with a red box. The table below it has the same data as the previous screenshot. The 'Copy' button is located above the table.

2. Once the Copy button is clicked, you can choose to copy the daypart line with the spots or copy the line without the spots.



Referencing a Line (for new lines)

An original line number can be referenced on a new line. On the new line, use the dropdown in the Ref column to indicate the original line number.

Ln	Ref	Days	Program Name	Time	Len	Dpt	Rate	Rtg	C/T	Notes	9/25 CurProp	10/2 CurProp	10/9 CurProp	10/16 CurProp	10/23 CurProp			
1		MTuWThF	Morning Drive	08:00a-10:00a	60	MD	\$175.00	0	c		3	3	4	4	2	2	2	2
2		MTuW	Morning Drive	10:00a-11:00a	60	MD	\$170.00	0	c		2	2	2	2	1	1	1	1
3		ThF	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		5	5	5	5	0	0	2	2
4	3	ThF	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		0	0	0	0	0	0	0	0

Total Dollars: 6525.00
Total Spots: 38

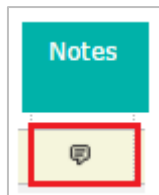
Line Level Comments

1. A line level comment can be added with a description for the buyer as to what is being changed on the line. To enter a note, click inside the “Notes” field on the line for which you wish to enter a comment. This will pop up a box where you will be able to type a note and click “Save”.

Ln	Ref	Days	Program Name	Time	Len	Dpt	Rate	Rtg	C/T	Notes	9/25 CurProp	10/2 CurProp	10/9 CurProp	10/16 CurProp	10/23 CurProp			
1		MTuWThF	Morning Drive	08:00a-10:00a	60	MD	\$175.00	0	c		3	3	4	4	2	2	2	2
2		MTuW	Morning Drive	10:00a-11:00a	60	MD	\$170.00	0	c		2	2	2	2	1	1	1	1
3		ThF	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		5	5	5	5	0	0	2	2
4	3	Sa	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		0	0	0	0	0	0	0	0

Total Dollars: 6525.00
Total Spots: 38

2. Once this comment is saved, you will see a speech bubble icon on the line indicating a saved comment. If you wish to view this comment again, you can click on this icon.



3. Once your changes have been made, enter a New Change Comment that describes this set of changes to the buyer. When you are ready to send your changes to the buyer, click “Send”.

Enter Station Change

[Click here for Makegood instructions.](#)
 Freeze Pages

Add Line
Copy
Remove Line

Change Expiration Date [mm/dd/yyyy]: 09/29/2017
 Auto Confirm Makegood?:

Ln	Ref	Days	Program Name	Time	Len	Dpt	Rate	Rtg	C/T	Notes	9/25 CurProp	10/2 CurProp	10/9 CurProp	10/16 CurProp	10/23 CurProp	
1		MTUWTHF	Morning Drive	08:00a-10:00a	60	MD	\$175.00	0	c		3	3	4	4	2	2
2		MTUW	Morning Drive	10:00a-11:00a	60	MD	\$170.00	0	c		2	2	2	2	1	1
3		THF	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		5	5	5	5	0	0
4	3	Sa	Morning Drive	06:00a-10:00a	60	MD	\$170.00	0	c		0	0	0	2	0	0

Change Comment: Please note the new makegoods on line 4, for the spots on line 3 that did not run.

Save Draft
Cancel
Send

Total Dollars	6525	6525.00
Total Spots	38	38

- Repeat steps 1 - 3 for each subsequent set of related changes to a Buy. Only related changes that need to be accepted/rejected by the Agency together should be entered at the same time.

Tracking and Confirming your Changes

When a change is proposed for an order, the order is moved to the **My Proposed Changes** tab. This tab allows you to see currently proposed changes, changes that have been accepted by the Agency, and changes that have been rejected by the Agency.

- You can view the status of your change in the My Proposed Changes tab. You will see the status of the change as 'Sent to Agency' and 'Unconfirmed' until it is either accepted or rejected by the buyer.

Account Settings Logout Help

MARKETRON
CHANGE
CONFIRM
REJECT
PRINT
SAVE
FILE

You are viewing orders for **John.Doe_***
*Click the user name to view orders for another user
Display 10 orders per page Refresh

Orders Received
My Proposed Makegoods

[Click here for Makegood instructions.](#)

Station/System	Media Type	Agency	Advertiser	Estimate	Estimate Name	Flight Start	Dollars	Unconf'd	Accpt'd	Rjct'd	C/T
XXXXFM	Radio	Paradis Advertising QA	paradis client qa	966	3rd Quarter v9	9/25/2017	\$6,525.00	1	0	0	c
Proposed Change 1 : Sent: Expires: 9/29/2017 Number of Offers: 1 Status: Sent to Agency Offer 1 : Please note the new makegoods on line 4, for the spots on line 3 that did not run.											

- Changes that are accepted by the Agency are displayed with an 'Accepted by Agency' status and are listed under the Accpt'd column, highlighted in green. Changes that are rejected by the Agency are displayed with a 'Rejected by Agency' status and are listed under the Rjct'd column highlighted in red.

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Orders Received
My Proposed Makegoods

[Click here for Makegood instructions.](#)

Station/System	Media Type	Agency	Advertiser	Estimate	Estimate Name	Flight Start	Dollars	Unconf'd	Accpt'd	Rjct'd	C/T
XXXXFM	Radio	Paradis Advertising QA	paradis client qa	966	3rd Quarter v9	9/25/2017	\$6,525.00	0	1	1	c
Proposed Change 1 : Sent: Expires: 9/29/2017 Number of Offers: 1 Status: Rejected by Agency											
Proposed Change 2 : Sent: Expires: 9/29/2017 Number of Offers: 1 Status: Accepted by Agency											
Offer 1 : Thanks!											



- 3. Confirm the accepted change by selecting the check box next to the change you wish to confirm and click “Confirm”. Once all changes for an order have been confirmed, the order will be moved to the File Cabinet. (Please note that if the makegood was sent with “auto-confirm” on and the buyer confirmed this before the expiration date listed on the makegood, you will see your change automatically confirmed and moved back to your file cabinet.)**

Account Settings Logout Help

You are viewing orders for John.Doo...
*Click the user name to view orders for another user

Display 10 orders per page Refresh

Orders Received **My Proposed Makegoods**

[Click here for Makegood instructions.](#)

Station/System	Media Type	Agency	Advertiser	Estimate	Estimate Name	Flight Start	Dollars	Unconf'd	Accpt'd	Rjct'd	U/T
<input type="checkbox"/>	XXXX-FM	Radio	Paradis Advertising QA	paradis client qa	966	3rd Quarter v9	\$6,525.00	0	1	1	c
<p><input type="checkbox"/> Proposed Change 1 : Sent: Expires: 9/29/2017 Number of Offers: 1 Status: Rejected by Agency Offer 1 : Please note the new makegoods on line 4, for the spots on line 3 that did not run.</p> <p><input checked="" type="checkbox"/> Proposed Change 2 : Sent: Expires: 9/29/2017 Number of Offers: 1 Status: Accepted by Agency Offer 1 : Thanks!</p>											