



# EPORT

---

## SELLER USER GUIDE

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SUITE 1900  
CHICAGO, IL 60603  
312-222-1555  
[WWW.GOTOSTRATA.COM](http://WWW.GOTOSTRATA.COM)

CLIENT SUPPORT: 800-9 STRATA

## Seller User Guide to

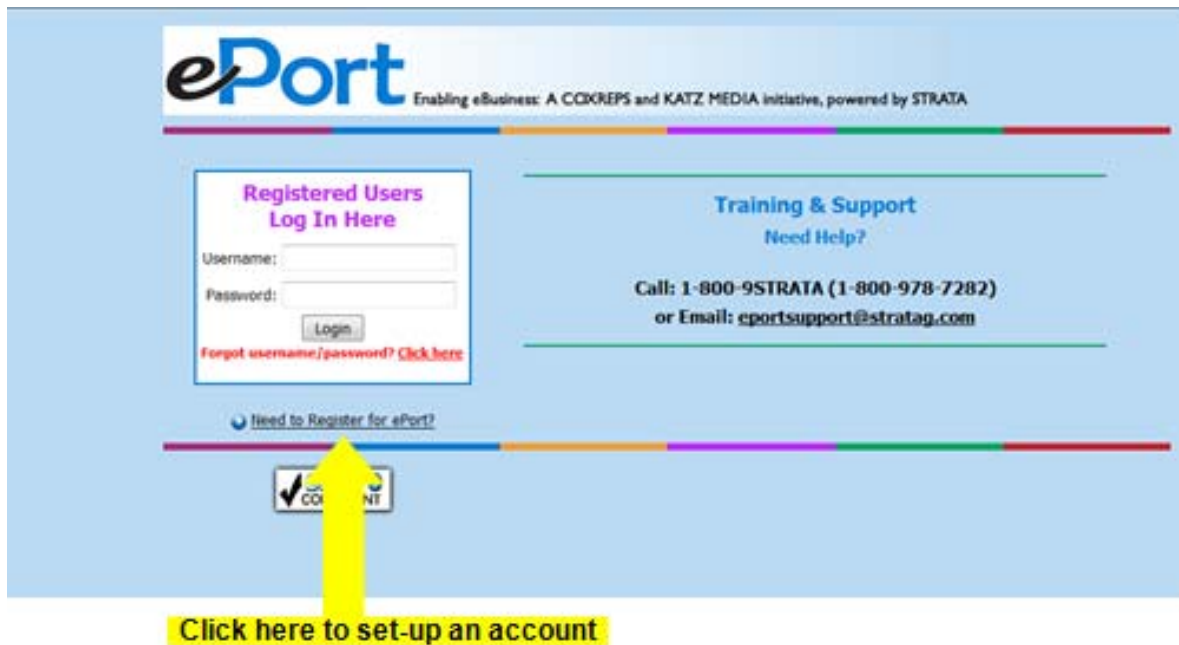


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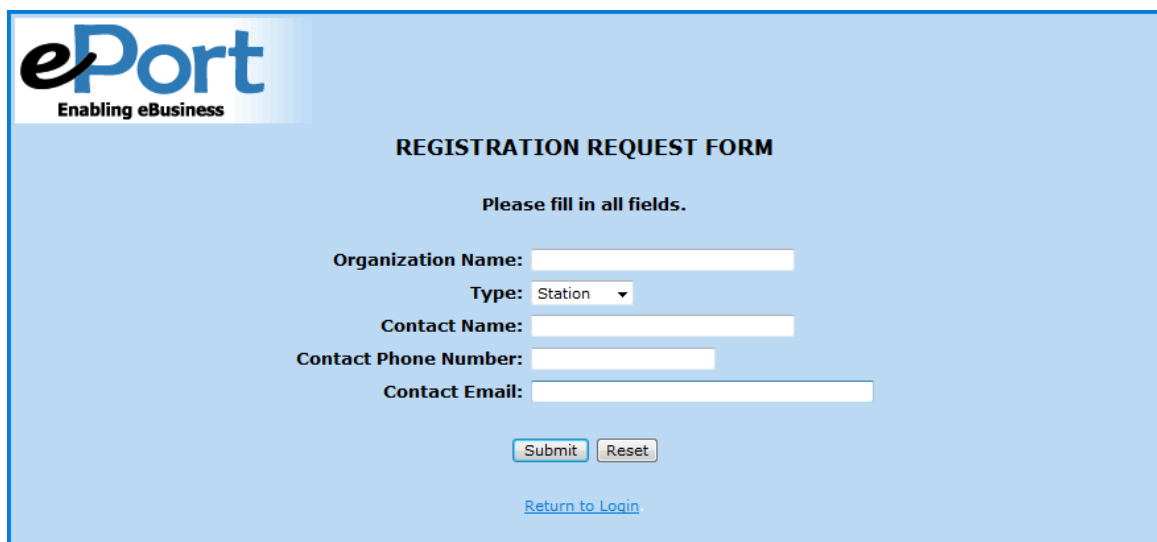
## Register for the Service

**Step 1:** Open your web browser and go to <http://eport.gotostrata.com>

**Step 2:** Click on the link that says "Need to Register for ePort?"



**Step 3:** On the registration page, please fill in all fields.



**Step 4:** Once you enter the registration information and click "Submit" your information will be received by ePort. Within 24 hours you will be notified by ePort to complete the registration process.

**Step 5:** The email you receive from ePort will ask you to confirm your username and password. After you confirm, you can go to the website and log in for the first time.

## FIRST LOGIN

**Step 1:** Open your web browser and go to <http://eport.gotostrata.com>

**Step 2:** Log in to your account.

**Step 3:** Click on the links as shown below to read the ePort Terms of Use and ePort Privacy Policy.



**Step 4:** If you accept the terms of the Service Agreement, click "**I ACCEPT.**" You will be logged in. You only need to accept the Service Agreement upon the initial login.

If you do not accept the terms of the Service Agreement click "**I DO NOT ACCEPT.**" You will be declined access to the ePort site. The next time you login to the site, you will be prompted with the Service Agreement again. Successful login will only occur after the EULA is accepted.

## OVERVIEW OF THE INTERFACE

The main ePort screen has 4 tabs: (1) Inbox (2) Pending (3) Drafts and (4) Completed. Each main tab has one or more related sub-tabs. The number of unread documents within each sub-tab is displayed in parentheses. A summary of the order contents is displayed in a list for each main tab.



The screenshot shows the ePort interface with the following elements:

- Navigation Bar:** Includes "Quick Search", "Logout", and "Need Help?".
- Header:** "ePort" logo and "Welcome Test Seller! You are viewing documents for Test Seller." with a "Display 10 documents per page Refresh" option.
- Tabs:** "Inbox", "Pending", "Drafts", and "Completed".
- Sub-Tabs:** "Orders (18)", "Revisions (2)", "Makegoods (1)", "Log Times (7)", "Order Sync (0)", "Avail Request (0)", and "Avails (0)".
- Action List:** A dropdown menu with options: "Accept", "Cancel", "Confirm", "Reject", "Upload Log Times", "Upload Order Sync", "Print", "Export to Excel", "Export to XML", "Export to DARE", "Admin", "Org Admin", and "Search".
- Table:** A table with columns: Date Received, Station, Agency, Advertiser, C/P/E, Ver. #, and a status column. The table contains 10 rows of order data.

### TABS:

**Inbox** – Transactions (orders, revisions, makegoods) which require action.

**Pending** – Transactions (makegoods) that do not require action at the current time because a reply on the makegood is necessary from the trading partner.

**Drafts** – Transactions (makegoods) that have been saved, but not yet sent.

**Completed** – Confirmed or rejected transactions (orders, revisions, makegoods) which do not require any further processing by the seller.

### ACTION LIST:

Within the summary listing page, a list of actions is available in the "What do you want to do?" drop-down field, depending on the status of the order. You can Accept a Cancellation, Confirm or Reject an order, Create a Makegood, or Print or Export an Order/Revision. Additionally, you have Admin and Search capability, which are described in detail later in this document.

# OPENING AN ORDER

**Step 1:** On the selected summary screen click on the station call letters to open the order and view the spot placement.

**Click on the station call letters here to view the schedule**

Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
8/15/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080815DAILY	1	New	[Icon]
8/15/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080815B	1	Pending Review	[Icon]
8/15/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/C01/20080815A	1	New	[Icon]
8/14/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080814A	1	Pending Review	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813H	1	New	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813G	1	New	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813F	1	New	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813E	1	New	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813D	1	New	[Icon]
8/13/2008	<b>WABC</b>	External Agency	Acme Widget, Inc.	AW1/B01/20080813C	1	New	[Icon]

**Step 2:** The Order Details screen displays the full schedule including the header, dayparts and spots.

**Order Details**

Agency: External Agency  
 Agency Office: New York  
 Buyer: Test Buyer - (212) 891-2255  
 Client: AW1 - Acme Widget, Inc.  
 Product: B01 - BOTTLE OPENER  
 Piggyback Product: SS1 - SALAD SPINNER  
 Estimate: 20080814A - 20080814A

Local/National: Local  
 Order Type: Normal  
 Cancel Date:  
 Billing Cycle: Weekly  
 Billing Calendar: Broadcast

Flight Start: 09/29/2008  
 Flight End: 11/30/2008  
 Hiatus:

Primary Demo: A18-24  
 Demo 2: A18-24  
 Demo 3:  
 GRP: 1.8  
 CPP: \$1,055.56

Station: WABC  
 Rep Office:  
 AE: Test Seller - (212) 891-2255  
 Order Id: 4108  
 Status: Pending Review

Air Time Dollars: \$1,900.00  
 Interactive Dollars: \$3,250.00  
 Non-Airtime Dollars: \$2,000.00  
 Total Dollars: \$7,150.00  
 Total Spots: 18  
 Market Share: \$0.00  
 Dollar Breakout:  
 Spot Breakout:  
 Version: 1 /

**Weekly Airtime Lines:**

Ln	Type	Days	Time	Program	Demo	Len	Dpt	Rate	Gross	C/T	Spots	GRP	Rtg	CPP	Note	Start Day	09/29	10/06	10/13	10/20	10/27	11/03	11/10	11/17
1	Normal	MTuWThF	4:00 PM-5:00 PM	Oprah	A18-24	30	a	\$200.00	\$200.00	C	1	1.8	1.8	\$111.11	View	Monday	1	0	0	0	0	0	0	0
2	Normal	M	1:00 PM-2:00 PM	aaa	A18-24	30	b	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
3	Normal	Tu	2:00 PM-3:00 PM	bbb	A18-24	30	c	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
4	Normal	W	3:00 PM-4:00 PM	ccc	A18-24	30	d	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
5	Normal	Th	4:00 PM-5:00 PM	ddd	A18-24	30	e	\$100.00	\$200.00	C	2	0.0	0.0	\$0.00		Monday	0	2	0	0	0	0	0	0
6	Normal	MTuWThF	3:00 PM-4:00 PM	hhh	A18-24	30	i	\$100.00	\$200.00	C	2	0.0	0.0	\$0.00		Monday	0	2	0	0	0	0	0	0
7	Normal	Th	7:00 PM-8:00 PM	mmm	A18-24	30	m	\$100.00	\$300.00	C	3	0.0	0.0	\$0.00		Monday	0	0	3	0	0	0	0	0
8	Normal	F	8:00 PM-9:00 PM	nnn	A18-24	30	n	\$100.00	\$300.00	C	3	0.0	0.0	\$0.00		Monday	0	0	3	0	0	0	0	0
9	Normal	Sa	9:00 PM-10:00 PM	ooo	A18-24	30	o	\$100.00	\$400.00	C	4	0.0	0.0	\$0.00		Monday	0	0	0	4	0	0	0	0

**Interactive Lines:**

Ln	Flight Dates	Description	Unit Type	Quantity	Rate	C/T	Gross Cost	Rate Type	Cancel Date	Note
10	10/01/2008-10/15/2008	banner on www.wmkt.com	Action	5000	\$0.40	C	\$2,000.00	Unit		
11	10/16/2008-10/30/2008	banner on www.dnkt.com	Action	5000	\$0.25	C	\$1,250.00	Unit		

**Non-Airtime Lines:**

Ln	C/T	Description	Category	Quantity	Unit Cost	Gross Cost
12	C	Commercial Recording	Production	1	\$1,500.00	\$1,500.00
13	C	Commercial Recording	TalentFee	1	\$500.00	\$500.00

Close

\* = additional information on hover

**Step 3:** An expandable section lists all comments for the order. Expanding the Comments section displays a grid with the date created and the comment text.

## Order Details

[Quick Search](#) [Logout](#) [Need Help?](#)

Welcome **Test Seller!** What do you want to do? ▾

<b>Agency:</b> External Agency	<b>Local/National:</b> Local	<b>Flight Start:</b> 09/29/2008
<b>Agency Office:</b> New York	<b>Order Type:</b> Normal	<b>Flight End:</b> 11/30/2008
<b>Buyer:</b> Test Buyer - (212) 891-2255	<b>Cancel Date:</b>	<b>Hiatus:</b>
<b>Client:</b> AW1 - Acme Widget, Inc.	<b>Billing Cycle:</b> Weekly	
<b>Product:</b> BO1 - BOTTLE OPENER	<b>Billing Calendar:</b> Broadcast	
<b>Piggyback Product:</b> SS1 - SALAD SPINNER		
<b>Estimate:</b> 20080814AA - 20080814AA		
<b>Primary Demo:</b> A18-24	<b>Station:</b> WABC	<b>Air Time Dollars:</b> \$1,900.00
<b>Demo 2:</b> A18-24	<b>Rep Office:</b>	<b>Interactive Dollars:</b> \$3,250.00
<b>Demo 3:</b>	<b>AE:</b> Test Seller - (212) 891-2255	<b>Non-Airtime Dollars:</b> \$2,000.00
<b>GRP:</b> 1.8	<b>Order Id:</b> 4136	<b>Total Dollars:</b> \$7,150.00
<b>CPP:</b> \$1,055.56	<b>Status:</b> Pending Review	<b>Total Spots:</b> 18
		<b>Market Share:</b> \$0.00
		<b>Dollar Breakout:</b> View
		<b>Spot Breakout:</b> View
		<b>Version:</b> 1 ▾ / ▾

**Comments**

Date Created	Org Type	Comment
08/18/2008	Agency	This is a test order. The show names are obviously not real, except for line 1 on the order.

**Weekly Airtime Lines:**

Ln	Type	Days	Time	Program	Demo	Len	Dpt	Rate	Gross	C/T	Spots	GRP	Rtg	CPP	Note	Start Day	09/29	10/06	10/13	10/20	10/27	11/03	11/10	11/17
1	Normal	MTuWThF	4:00 PM-5:00 PM	Oprah	A18-24	30	a	\$200.00	\$200.00	C	1	1.8	1.8	\$111.11	View	Monday	1	0	0	0	0	0	0	0
2	Normal	M	1:00 PM-2:00 PM	aaa	A18-24	30	b	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
3	Normal	Tu	2:00 PM-3:00 PM	bbb	A18-24	30	c	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
4	Normal	W	3:00 PM-4:00 PM	ccc	A18-24	30	d	\$100.00	\$100.00	C	1	0.0	0.0	\$0.00		Monday	1	0	0	0	0	0	0	0
5	Normal	Th	4:00 PM-5:00 PM	ddd	A18-24	30	e	\$100.00	\$200.00	C	2	0.0	0.0	\$0.00		Monday	0	2	0	0	0	0	0	0
6	Normal	MTuWThF	3:00 PM-4:00 PM	hhh	A18-24	30	i	\$100.00	\$200.00	C	2	0.0	0.0	\$0.00		Monday	0	2	0	0	0	0	0	0
7	Normal	Th	7:00 PM-8:00 PM	mmm	A18-24	30	m	\$100.00	\$300.00	C	3	0.0	0.0	\$0.00		Monday	0	0	3	0	0	0	0	0
8	Normal	F	8:00 PM-9:00 PM	nnn	A18-24	30	n	\$100.00	\$300.00	C	3	0.0	0.0	\$0.00		Monday	0	0	3	0	0	0	0	0
9	Normal	Sa	9:00 PM-10:00 PM	ooo	A18-24	30	o	\$100.00	\$400.00	C	4	0.0	0.0	\$0.00		Monday	0	0	0	4	0	0	0	0

**Interactive Lines:**

Ln	Flight Dates	Description	Unit Type	Quantity	Rate	C/T	Gross Cost	Rate Type	Cancel Date	Note
10	10/01/2008-10/15/2008	banner on www.wmkt.com	Action	5000	\$0.40	C	\$2,000.00	Unit		
11	10/16/2008-10/30/2008	banner on www.dmkt.com	Action	5000	\$0.25	C	\$1,250.00	Unit		

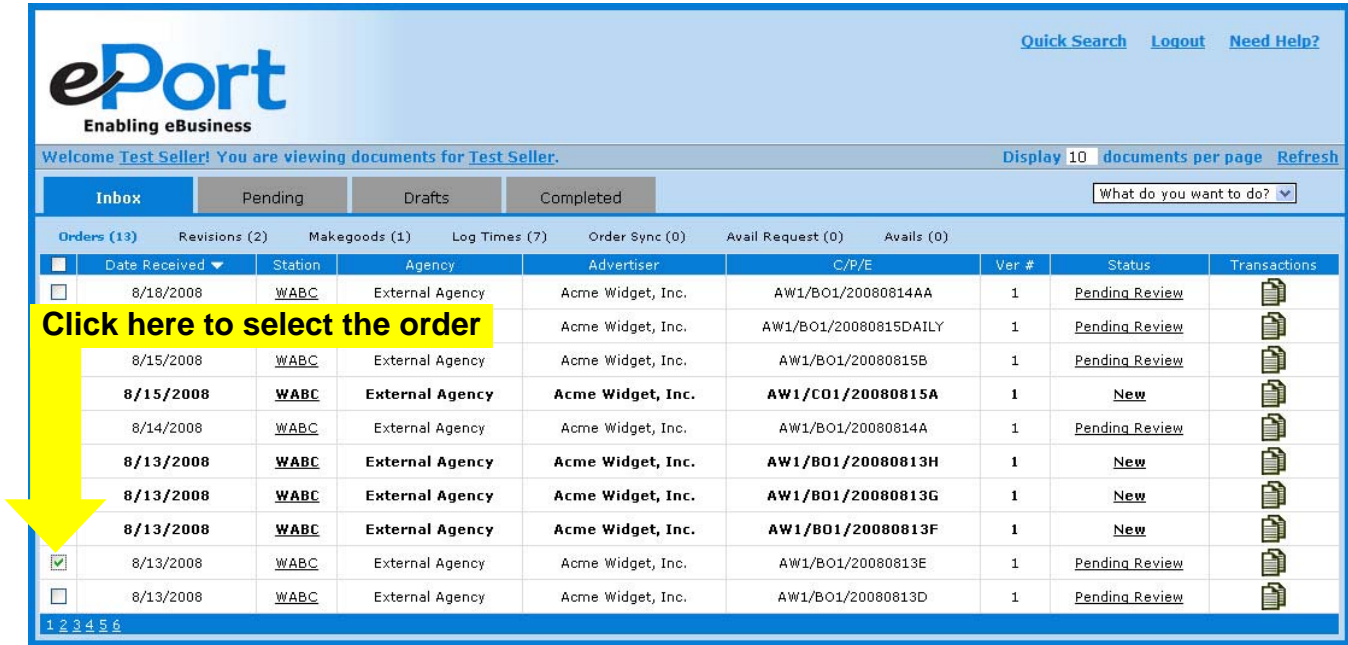
**Non-Airtime Lines:**

Ln	C/T	Description	Category	Quantity	Unit Cost	Gross Cost
12	C	Commercial Recording	Production	1	\$1,500.00	\$1,500.00
13	C	Commercial Recording	TalentFee	1	\$500.00	\$500.00

\* = additional information on hover

# CONFIRMING AN ORDER

**Step 1:** Within your Inbox tab, select an order from your Orders sub-tab or select a revised order on your Revisions sub-tab.



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

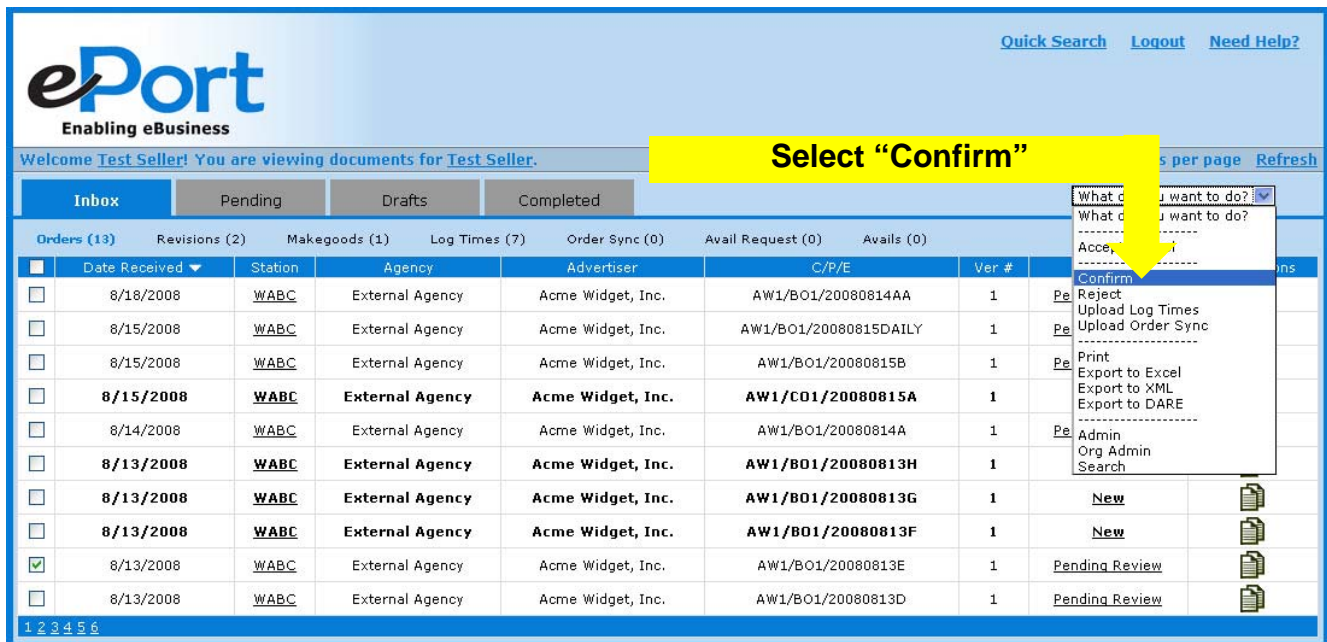
Inbox Pending Drafts Completed

Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6

**Step 2:** From the "What do you want to do?" drop-down list select "Confirm."



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

Inbox Pending Drafts Completed

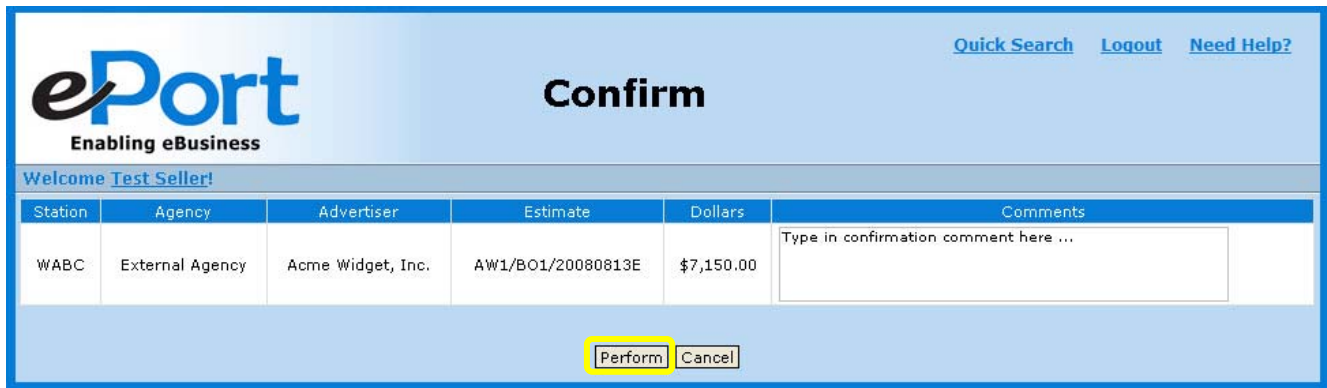
Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pe	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pe	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pe	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	Pe	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pe	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	Pe	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6



**Step 3:** Enter a confirmation note to be sent back to the agency.

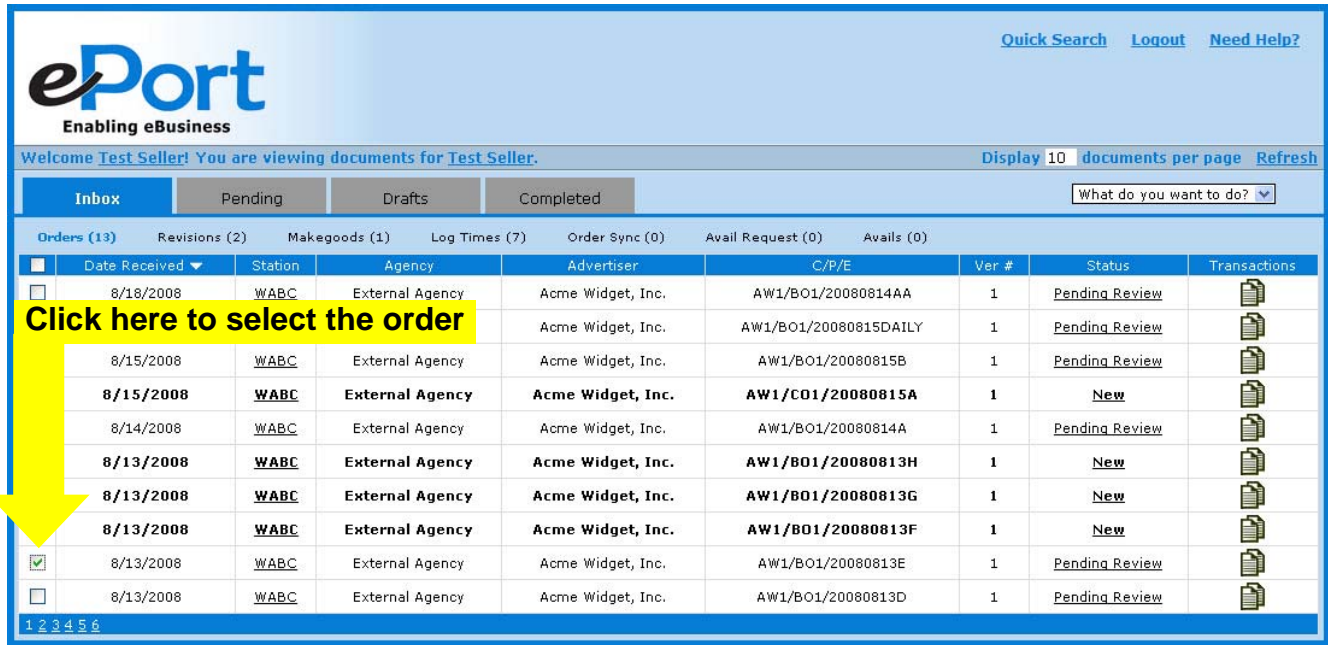


Station	Agency	Advertiser	Estimate	Dollars	Comments
WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	\$7,150.00	Type in confirmation comment here ...

**Step 4:** Click "Perform" to complete the action. Click "Cancel" to cancel the action.

# REJECTING AN ORDER

**Step 1:** Within your Inbox tab, select an order from your Orders sub-tab or select a revised order on your Revisions sub-tab to reject.



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

Inbox Pending Drafts Completed

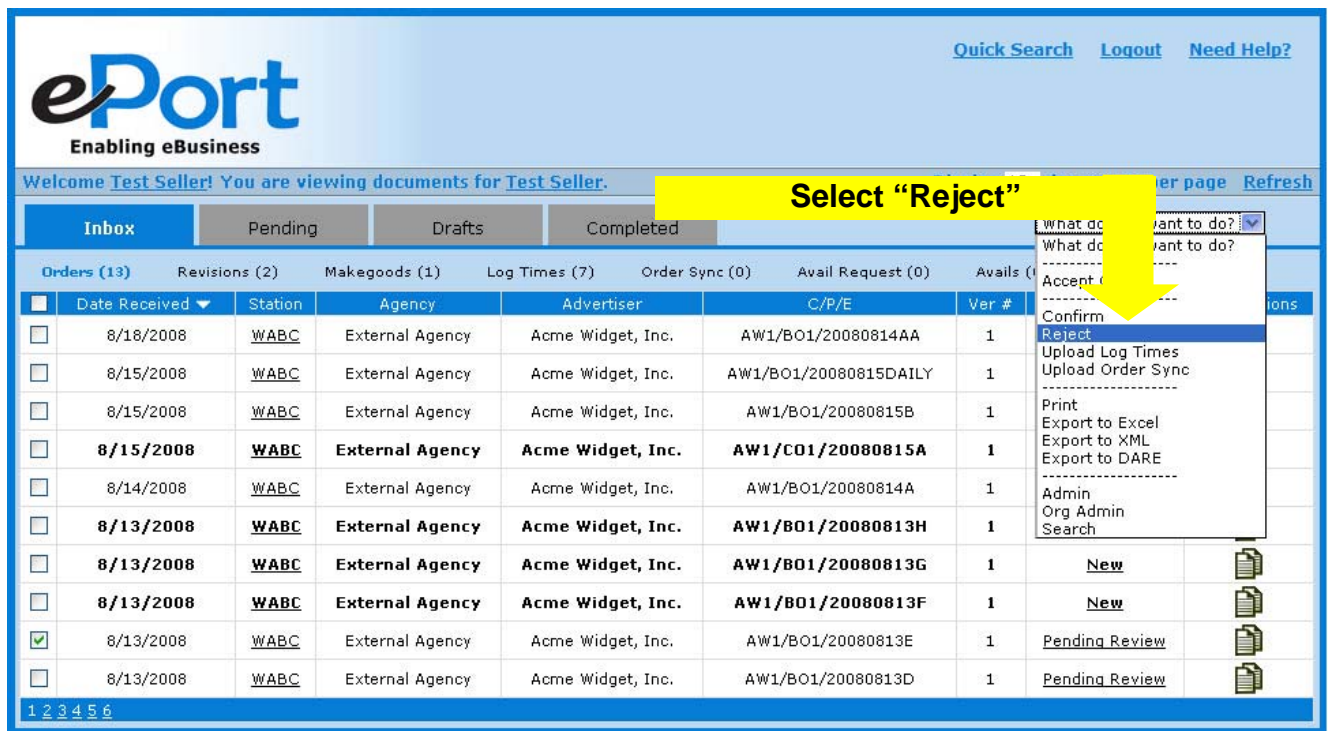
What do you want to do?

Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6

**Step 2:** From the "What do you want to do?" drop-down list select "Reject."



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

Inbox Pending Drafts Completed

What do you want to do?

What do you want to do?

Accept  
Confirm  
**Reject**  
Upload Log Times  
Upload Order Sync  
-----  
Print  
Export to Excel  
Export to XML  
Export to DARE  
-----  
Admin  
Org Admin  
Search

Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6

**Step 3:** Enter a rejection note (required) to be sent back to the agency.

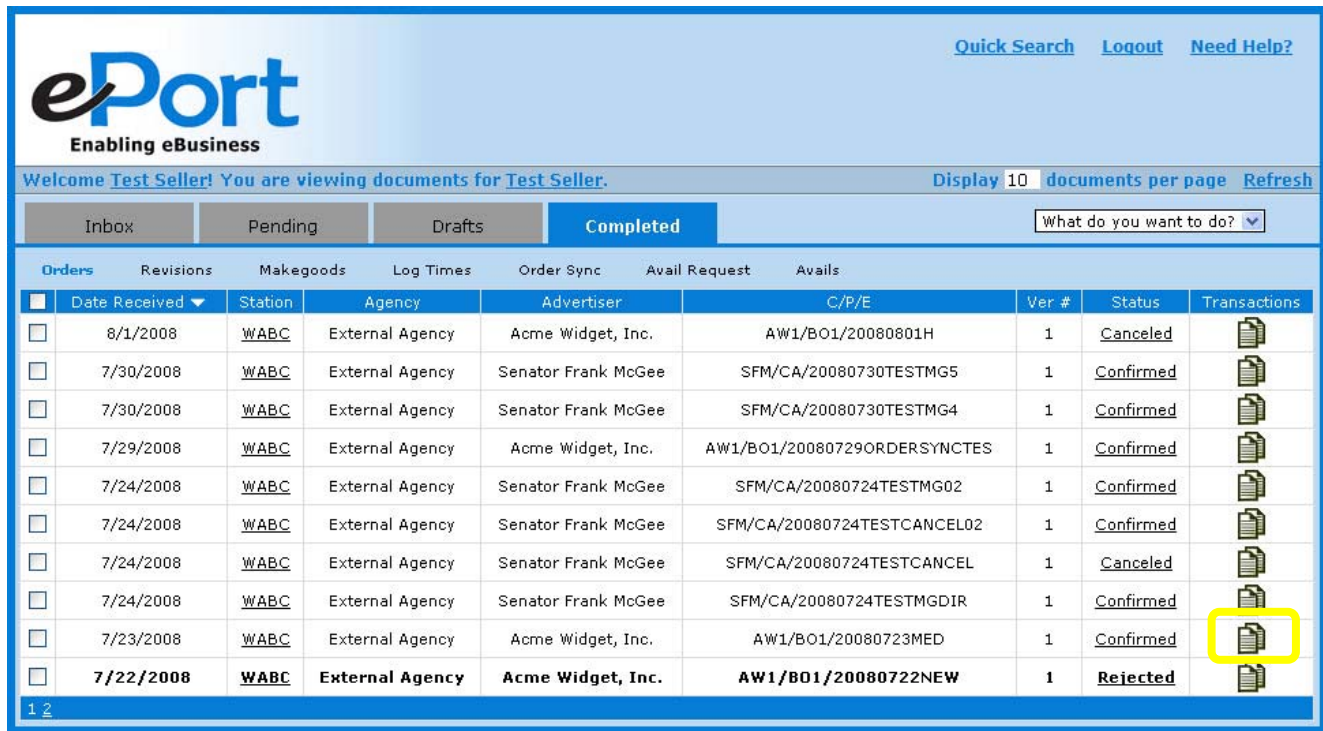


Station	Agency	Advertiser	Estimate	Dollars	Comments
WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	\$7,150.00	Comments here detailing why the order is rejected ...

**Step 4:** Click "Perform" to complete the action. Click "Cancel" to cancel the action.

## VIEW TRANSACTION HISTORY

**Step 1:** Click the  icon in the TRANSACTIONS column for the desired order.



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Enabling eBusiness

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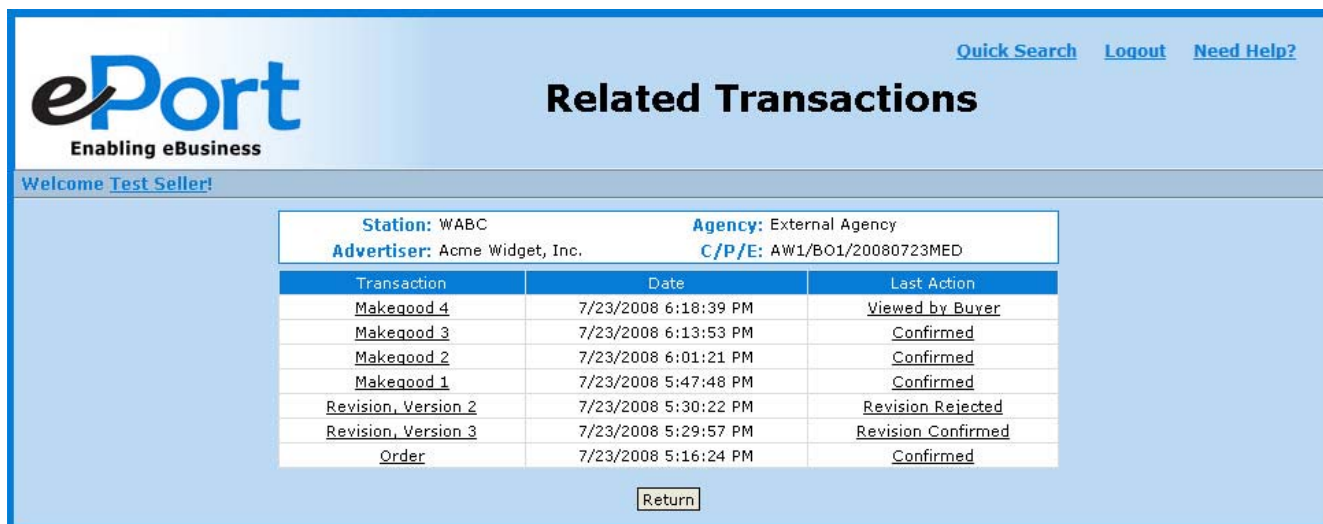
Inbox Pending Drafts **Completed**

Orders Revisions Makegoods Log Times Order Sync Avail Request Avails

<input type="checkbox"/>	Date Received ▼	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/1/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080801H	1	<a href="#">Canceled</a>	
<input type="checkbox"/>	7/30/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080730TESTMG5	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/30/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080730TESTMG4	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/29/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080729ORDERSYNCTES	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/24/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080724TESTMG02	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/24/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080724TESTCANCEL02	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/24/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080724TESTCANCEL	1	<a href="#">Canceled</a>	
<input type="checkbox"/>	7/24/2008	<a href="#">WABC</a>	External Agency	Senator Frank McGee	SFM/CA/20080724TESTMGDIR	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/23/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080723MED	1	<a href="#">Confirmed</a>	
<input type="checkbox"/>	7/22/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080722NEW	1	<a href="#">Rejected</a>	

1 2

**Step 2:** The Related Transactions will appear.



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### Related Transactions

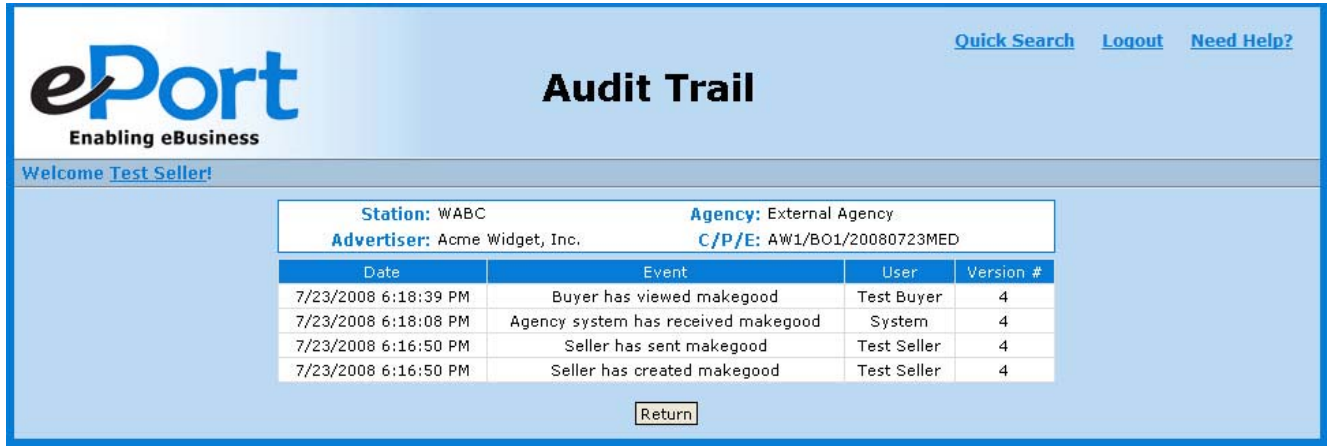
<b>Station:</b> WABC		<b>Agency:</b> External Agency	
<b>Advertiser:</b> Acme Widget, Inc.		<b>C/P/E:</b> AW1/BO1/20080723MED	

Transaction	Date	Last Action
<a href="#">Makegood 4</a>	7/23/2008 6:18:39 PM	<a href="#">Viewed by Buyer</a>
<a href="#">Makegood 3</a>	7/23/2008 6:13:53 PM	<a href="#">Confirmed</a>
<a href="#">Makegood 2</a>	7/23/2008 6:01:21 PM	<a href="#">Confirmed</a>
<a href="#">Makegood 1</a>	7/23/2008 5:47:48 PM	<a href="#">Confirmed</a>
<a href="#">Revision, Version 2</a>	7/23/2008 5:30:22 PM	<a href="#">Revision Rejected</a>
<a href="#">Revision, Version 3</a>	7/23/2008 5:29:57 PM	<a href="#">Revision Confirmed</a>
<a href="#">Order</a>	7/23/2008 5:16:24 PM	<a href="#">Confirmed</a>

## VIEW AUDIT TRAIL

**Step 1:** Navigate to the Related Transaction screen.

**Step 2:** Click on the Last Action of the transaction. The audit trail for that transaction will appear.



**ePort**  
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**Audit Trail**

Quick Search Logout Need Help?

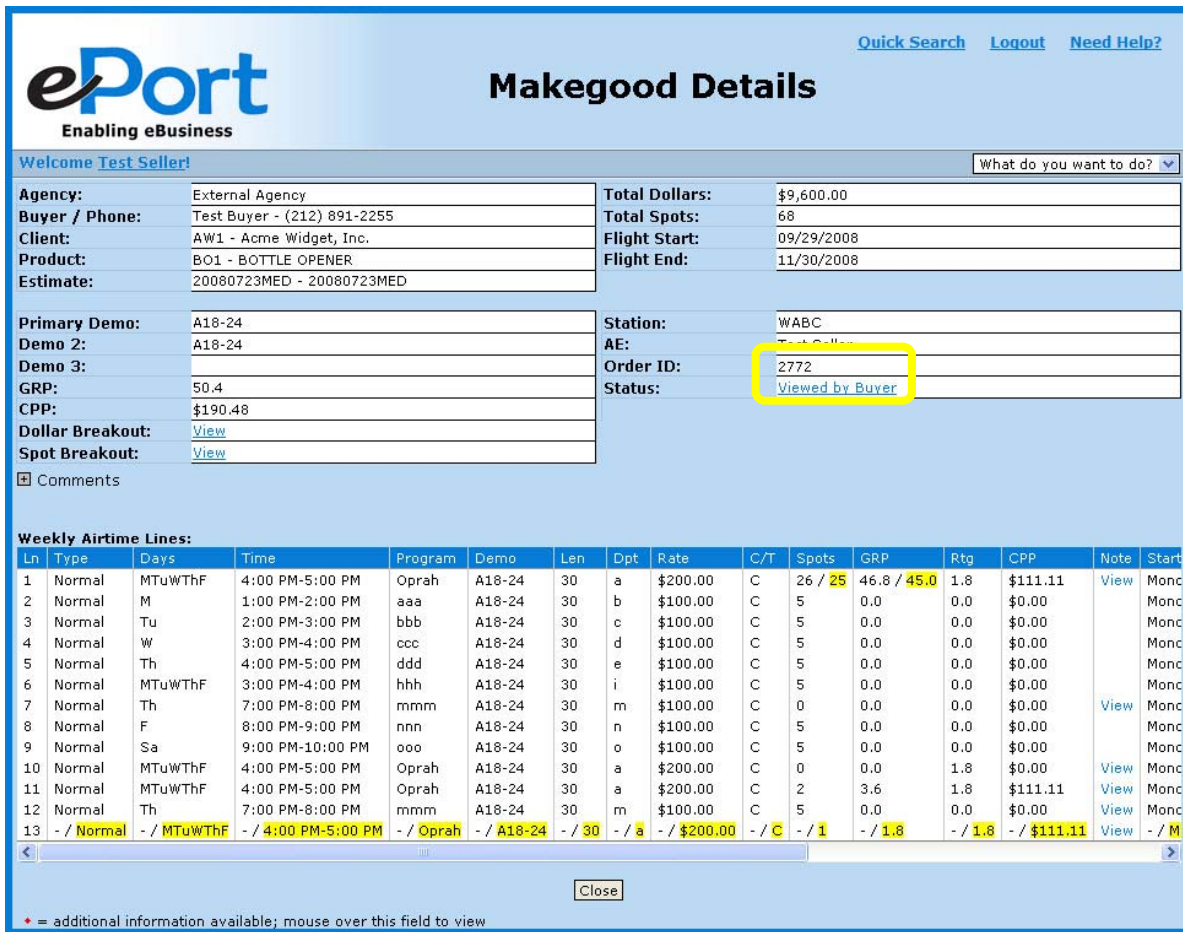
Welcome Test Seller!

Station: WABC Agency: External Agency  
Advertiser: Acme Widget, Inc. C/P/E: AW1/BO1/20080723MED

Date	Event	User	Version #
7/23/2008 6:18:39 PM	Buyer has viewed makegood	Test Buyer	4
7/23/2008 6:18:08 PM	Agency system has received makegood	System	4
7/23/2008 6:16:50 PM	Seller has sent makegood	Test Seller	4
7/23/2008 6:16:50 PM	Seller has created makegood	Test Seller	4

Return

**Step 3:** You may also view a transaction's audit trail by navigating to the Order or Makegood Details screen.



**ePort**  
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**Makegood Details**

Quick Search Logout Need Help?

Welcome Test Seller!

What do you want to do? ▾

Agency: External Agency Total Dollars: \$9,600.00  
Buyer / Phone: Test Buyer - (212) 891-2255 Total Spots: 68  
Client: AW1 - Acme Widget, Inc. Flight Start: 09/29/2008  
Product: BO1 - BOTTLE OPENER Flight End: 11/30/2008  
Estimate: 20080723MED - 20080723MED

Primary Demo: A18-24 Station: WABC  
Demo 2: A18-24 AE: Test Seller  
Demo 3: Order ID: 2772  
GRP: 50.4 Status: Viewed by Buyer  
CPP: \$190.48  
Dollar Breakout: View  
Spot Breakout: View

Comments

**Weekly Airtime Lines:**

Ln	Type	Days	Time	Program	Demo	Len	Dpt	Rate	C/T	Spots	GRP	Rtg	CPP	Note	Start
1	Normal	MTuWThF	4:00 PM-5:00 PM	Oprah	A18-24	30	a	\$200.00	C	26 / 25	46.8 / 45.0	1.8	\$111.11	View	Monc
2	Normal	M	1:00 PM-2:00 PM	aaa	A18-24	30	b	\$100.00	C	5	0.0	0.0	\$0.00		Monc
3	Normal	Tu	2:00 PM-3:00 PM	bbb	A18-24	30	c	\$100.00	C	5	0.0	0.0	\$0.00		Monc
4	Normal	W	3:00 PM-4:00 PM	ccc	A18-24	30	d	\$100.00	C	5	0.0	0.0	\$0.00		Monc
5	Normal	Th	4:00 PM-5:00 PM	ddd	A18-24	30	e	\$100.00	C	5	0.0	0.0	\$0.00		Monc
6	Normal	MTuWThF	3:00 PM-4:00 PM	hhh	A18-24	30	i	\$100.00	C	5	0.0	0.0	\$0.00		Monc
7	Normal	Th	7:00 PM-8:00 PM	mmm	A18-24	30	m	\$100.00	C	0	0.0	0.0	\$0.00	View	Monc
8	Normal	F	8:00 PM-9:00 PM	nnn	A18-24	30	n	\$100.00	C	5	0.0	0.0	\$0.00		Monc
9	Normal	Sa	9:00 PM-10:00 PM	ooo	A18-24	30	o	\$100.00	C	5	0.0	0.0	\$0.00		Monc
10	Normal	MTuWThF	4:00 PM-5:00 PM	Oprah	A18-24	30	a	\$200.00	C	0	0.0	1.8	\$0.00	View	Monc
11	Normal	MTuWThF	4:00 PM-5:00 PM	Oprah	A18-24	30	a	\$200.00	C	2	3.6	1.8	\$111.11	View	Monc
12	Normal	Th	7:00 PM-8:00 PM	mmm	A18-24	30	m	\$100.00	C	5	0.0	0.0	\$0.00	View	Monc
13	- / Normal	- / MTuWThF	- / 4:00 PM-5:00 PM	- / Oprah	- / A18-24	- / 30	- / a	- / \$200.00	- / C	- / 1	- / 1.8	- / 1.8	- / \$111.11	View	- / M

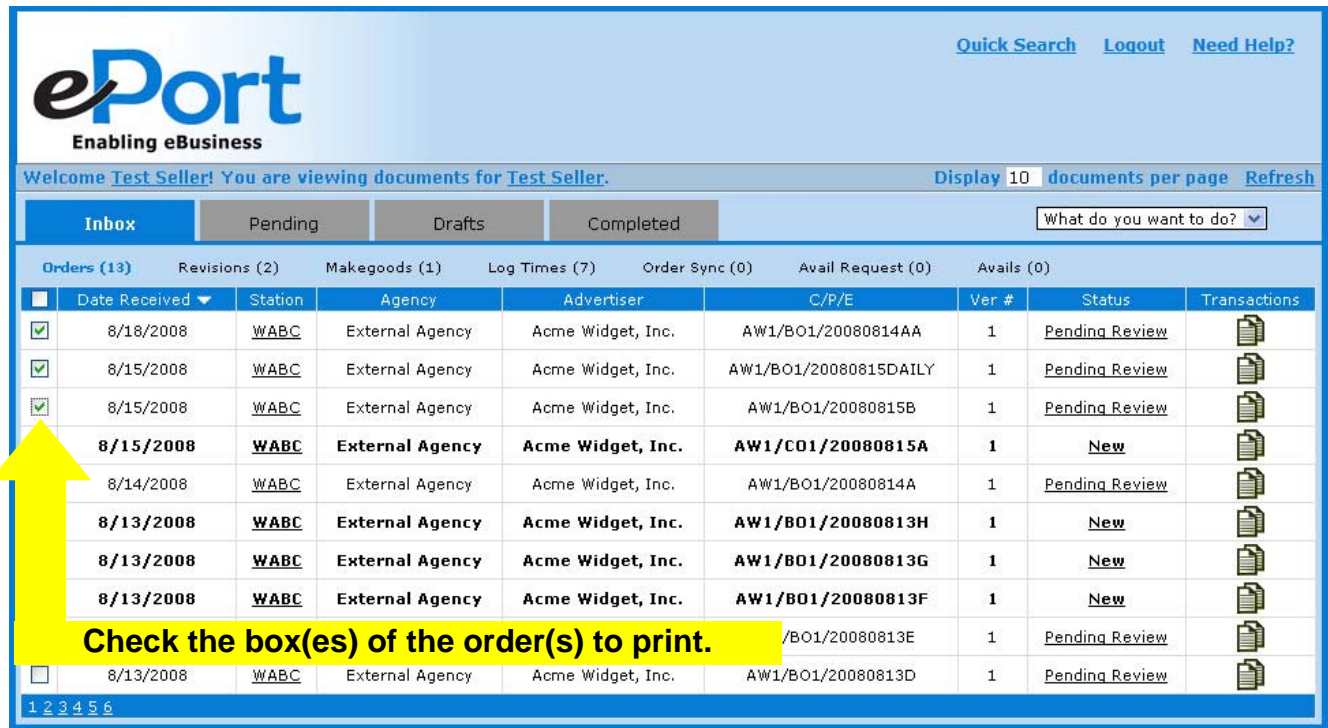
Close

\* = additional information available; mouse over this field to view

**Step 4:** Click on the Status link. The audit trail will appear.

# PRINTING AN ORDER

**Step 1:** Select the order you wish to print.



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

Inbox Pending Drafts Completed

What do you want to do? ▾

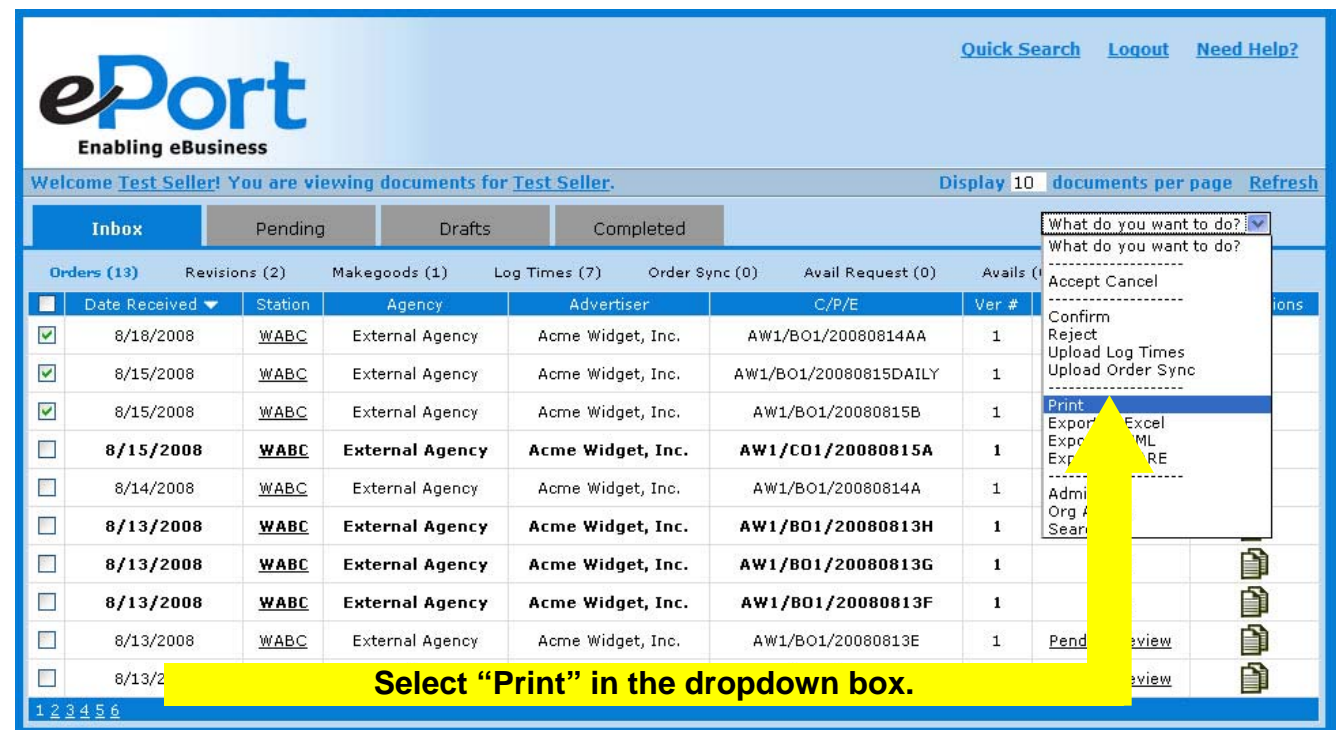
Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received ▾	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input checked="" type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input checked="" type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input checked="" type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input checked="" type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6

**Check the box(es) of the order(s) to print.**

**Step 2:** From the “What do you want to do?” drop-down list select “Print.”



Quick Search Logout Need Help?

Welcome Test Seller! You are viewing documents for Test Seller. Display 10 documents per page Refresh

Inbox Pending Drafts Completed

What do you want to do? ▾

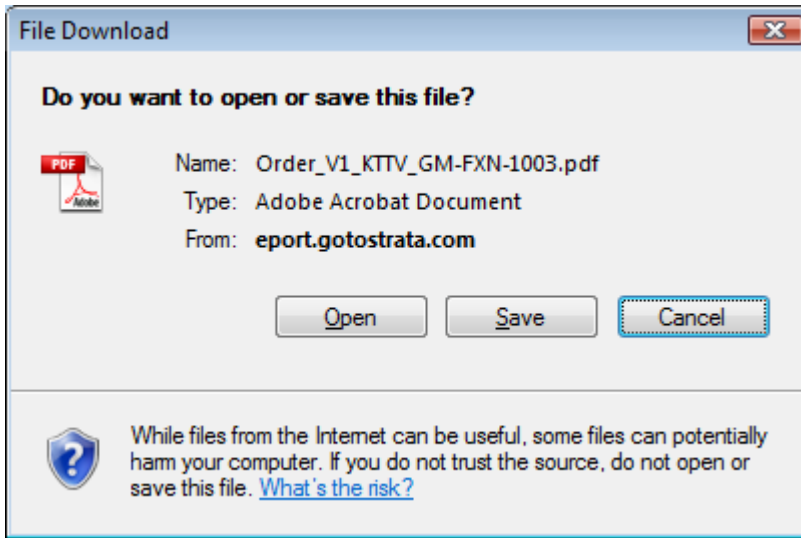
Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received ▾	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input checked="" type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input checked="" type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input checked="" type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

1 2 3 4 5 6

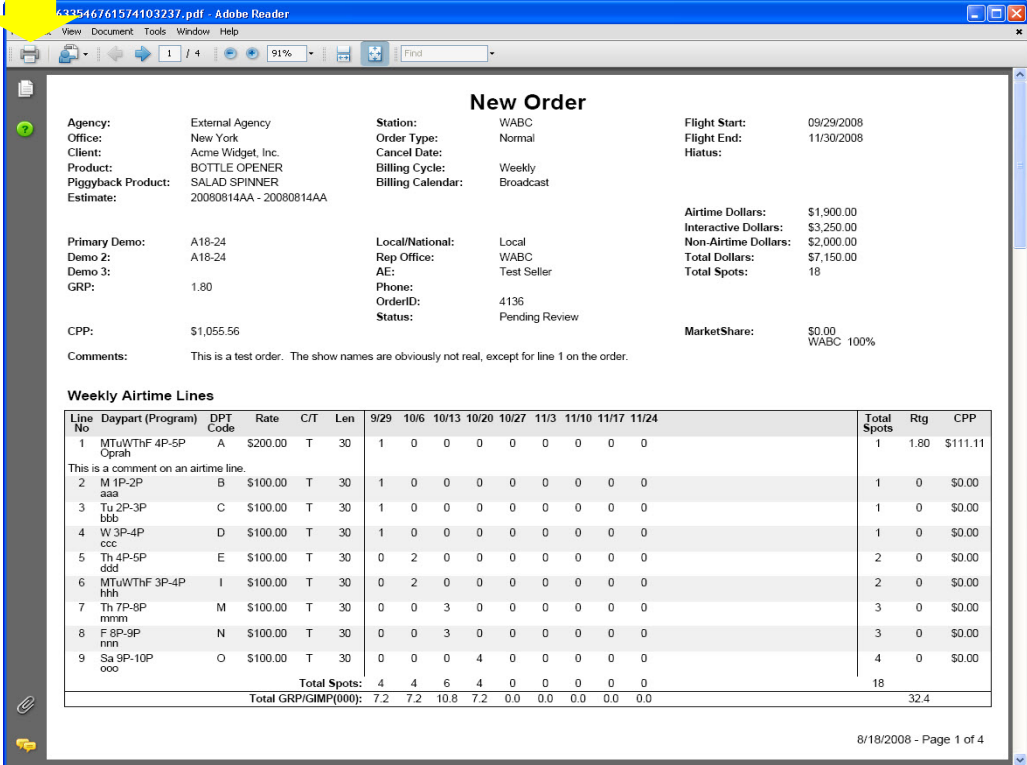
**Select “Print” in the dropdown box.**

**Step 3:** You will be prompted to "Open," "Save" or "Cancel."



**Step 4:** If you click the "Open" button, your orders will open in a viewable/printable format in Adobe® Acrobat®. Click the print button to print your orders.

**Click here to print your orders**

**New Order**

Agency: External Agency Station: WABC Flight Start: 09/29/2008  
 Office: New York Order Type: Normal Flight End: 11/30/2008  
 Client: Acme Widget, Inc. Cancel Date:  
 Product: BOTTLE OPENER Billing Cycle: Weekly  
 Piggyback Product: SALAD SPINNER Billing Calendar: Broadcast  
 Estimate: 20080814AA - 20080814AA

Primary Demo: A18-24 Local/National: Local  
 Demo 2: A18-24 Rep Office: WABC  
 Demo 3: AE: Test Seller  
 GRP: 1.80 Phone: OrderID: 4136 Status: Pending Review  
 CPP: \$1,055.56 MarketShare: \$0.00 WABC 100%

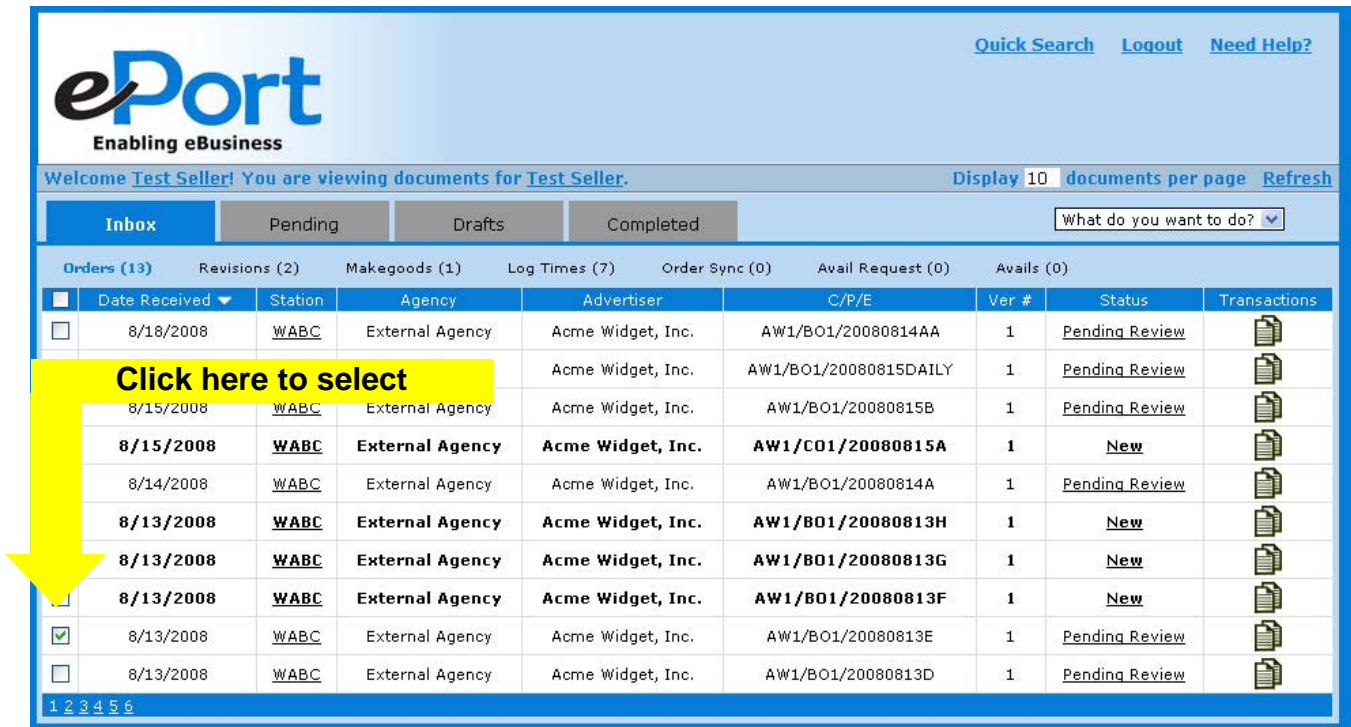
Comments: This is a test order. The show names are obviously not real, except for line 1 on the order.

Line No	Daypart (Program)	DPT Code	Rate	C/T	Len	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	Total Spots	Rtg	CPP														
1	MTuWThF 4P-5P Oprah	A	\$200.00	T	30	1	0	0	0	0	0	0	0	0	1	1.80	\$111.11														
This is a comment on an airtime line.																															
2	M 1P-2P asa	B	\$100.00	T	30	1	0	0	0	0	0	0	0	0	1	0	\$0.00														
3	Tu 2P-3P bbb	C	\$100.00	T	30	1	0	0	0	0	0	0	0	0	1	0	\$0.00														
4	W 3P-4P ccc	D	\$100.00	T	30	1	0	0	0	0	0	0	0	0	1	0	\$0.00														
5	Th 4P-5P ddd	E	\$100.00	T	30	0	2	0	0	0	0	0	0	0	2	0	\$0.00														
6	MTuWThF 3P-4P hhh	I	\$100.00	T	30	0	2	0	0	0	0	0	0	0	2	0	\$0.00														
7	Th 7P-8P mmm	M	\$100.00	T	30	0	0	3	0	0	0	0	0	0	3	0	\$0.00														
8	F 8P-9P nnn	N	\$100.00	T	30	0	0	3	0	0	0	0	0	0	3	0	\$0.00														
9	Sa 9P-10P ooo	O	\$100.00	T	30	0	0	0	4	0	0	0	0	0	4	0	\$0.00														
<b>Total Spots:</b>															4	4	6	4	0	0	0	0	0	0	18						
<b>Total GRP/GIMP(000):</b>															7.2	7.2	10.8	7.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	32.4		

8/18/2008 - Page 1 of 4

# EXPORT TO MICROSOFT® EXCEL®

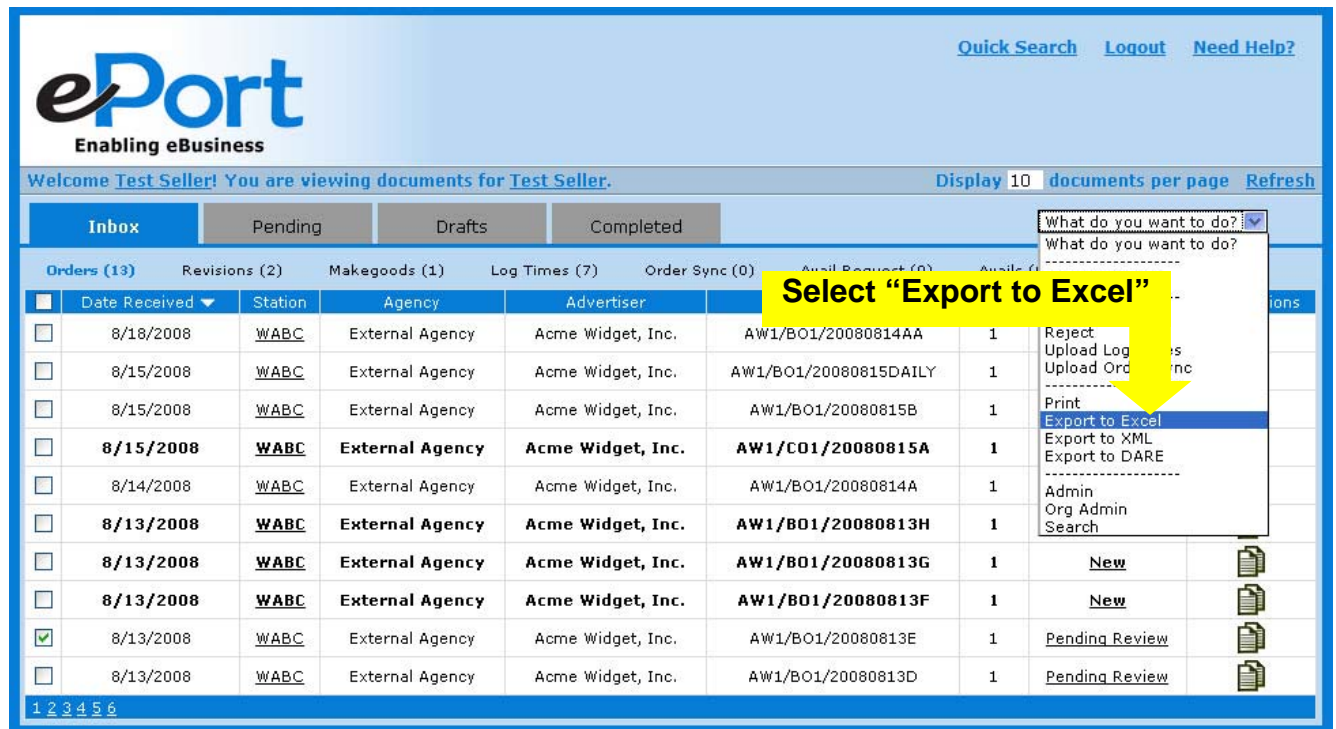
Step 1: Select the order you wish to export.



**Click here to select**

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

Step 2: From the "What do you want to do?" drop-down list select "Export to Excel."

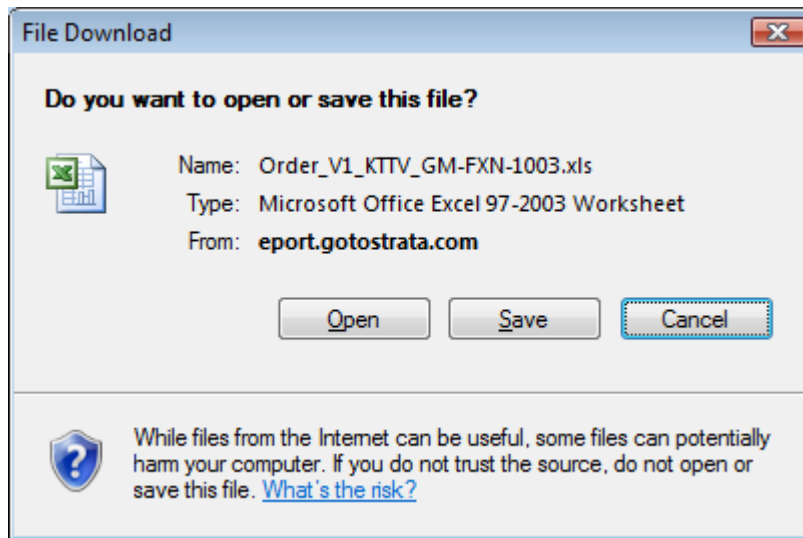


**Select "Export to Excel"**

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Pending Review	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review	

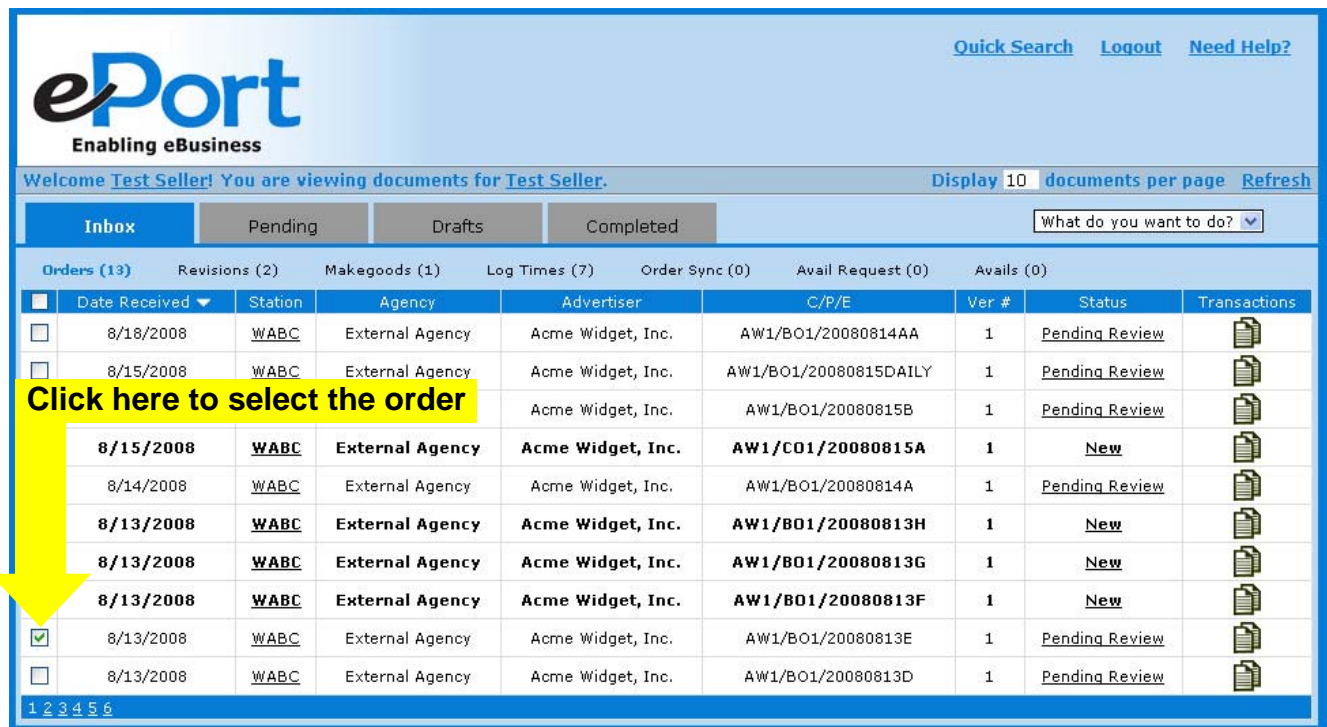


**Step 3:** You will be prompted to "Open," "Save" or "Cancel."



## EXPORT TO XML

**Step 1:** Select the order you wish to export to XML.



**ePort**  
 Enabling eBusiness

Welcome **Test Seller!** You are viewing documents for **Test Seller.** Display 10 documents per page Refresh

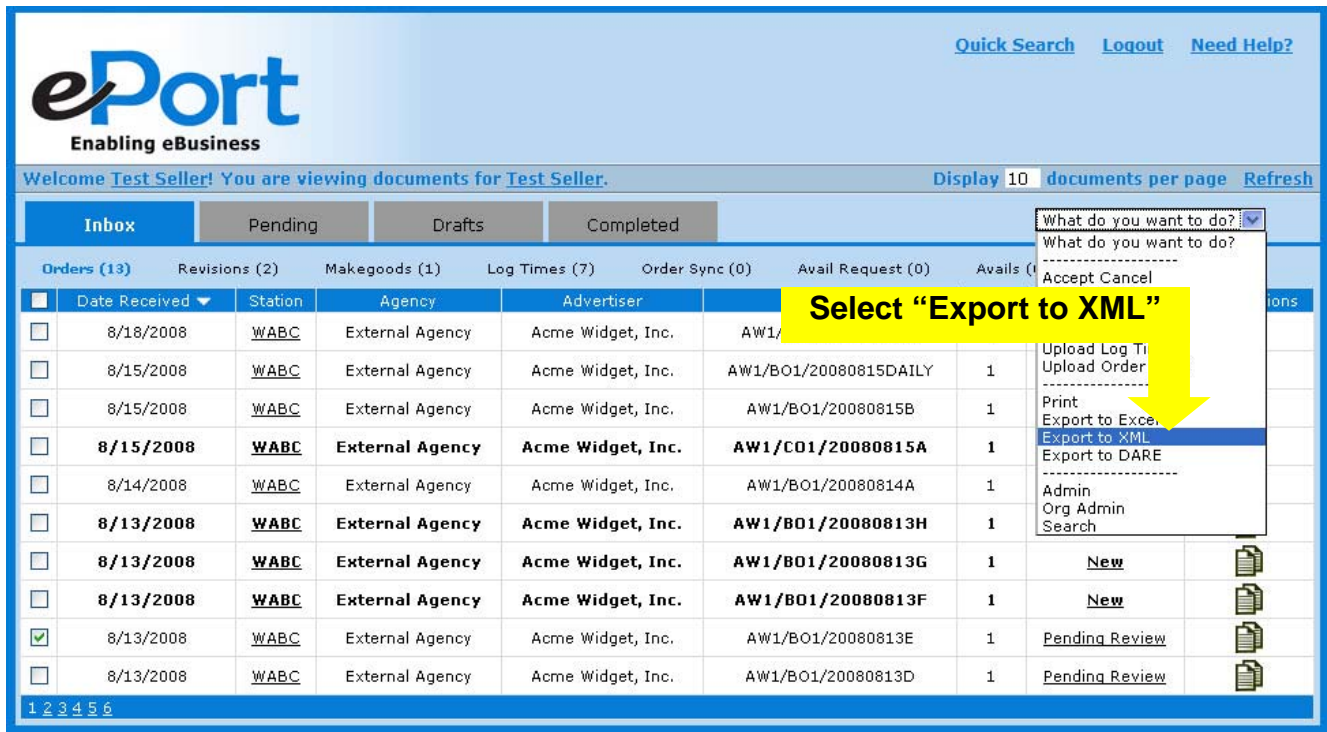
Inbox Pending Drafts Completed What do you want to do?

Orders (13) Revisions (2) Makegoods (1) Log Times (7) Order Sync (0) Avail Request (0) Avails (0)

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Status	Transactions
<input type="checkbox"/>	8/18/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	<a href="#">Pending Review</a>	
<input type="checkbox"/>	8/15/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	<a href="#">Pending Review</a>	
<input type="checkbox"/>	8/15/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	<a href="#">Pending Review</a>	
<input type="checkbox"/>	8/15/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	New	
<input type="checkbox"/>	8/14/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	<a href="#">Pending Review</a>	
<input type="checkbox"/>	8/13/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New	
<input type="checkbox"/>	8/13/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New	
<input type="checkbox"/>	8/13/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New	
<input checked="" type="checkbox"/>	8/13/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	<a href="#">Pending Review</a>	
<input type="checkbox"/>	8/13/2008	<a href="#">WABC</a>	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	<a href="#">Pending Review</a>	

1 2 3 4 5 6

**Step 2:** From the "What do you want to do?" drop-down list select "Export to XML."



The screenshot shows the ePort interface with a table of documents. A context menu is open over one of the rows, and the 'Export to XML' option is highlighted with a yellow arrow. The table contains the following data:

Date Received	Station	Agency	Advertiser	Order ID	Quantity	Status
8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/		
8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	
8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	
8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	
8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	
8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	
8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New
8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New
8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review
8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813D	1	Pending Review

**Step 3:** You will be prompted to "Open," "Save" or "Cancel."



The screenshot shows a 'File Download' dialog box with the following information:

- Do you want to open or save this file?**
- Name: Order\_V1\_KTV\_GM-FXN-1003.xml
- Type: XML Document
- From: eport.gotostrata.com

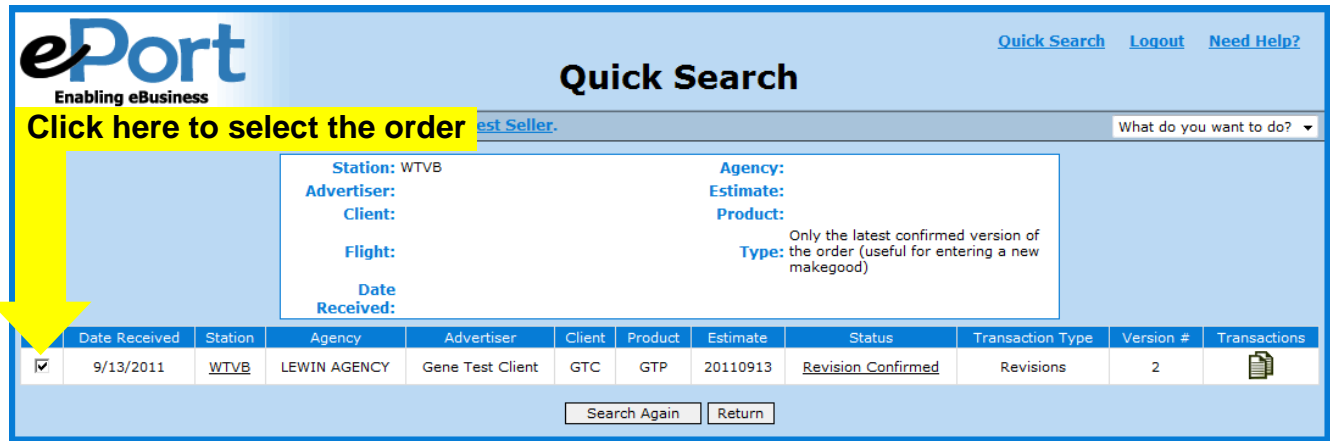
Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

# MAKEGOODS

**Step 1:** Navigate to the Completed tab or use [Quick Search](#) to locate the latest confirmed version of your order.

**Step 2:** Select the Confirmed Order or Revised Order for which you wish to enter a makegood.




**ePort** Enabling eBusiness [Quick Search](#) [Logout](#) [Need Help?](#)

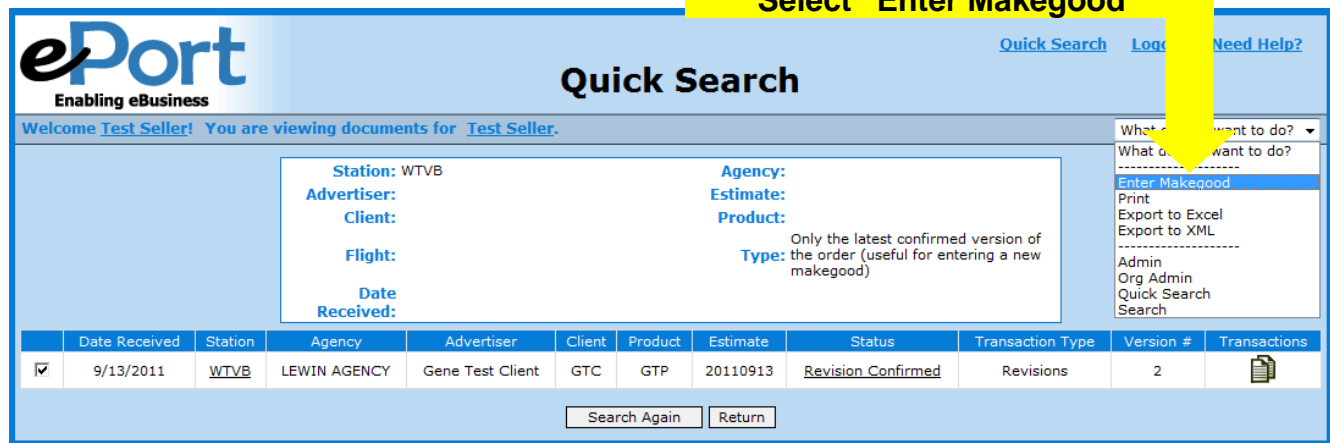
**Quick Search**

Click here to select the order [Test Seller](#). What do you want to do? ▾

**Station:** WTVB **Agency:**  
**Advertiser:** **Estimate:**  
**Client:** **Product:**  
**Flight:** **Type:** Only the latest confirmed version of the order (useful for entering a new makegood)  
**Date Received:**

	Date Received	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Type	Version #	Transactions
<input checked="" type="checkbox"/>	9/13/2011	<a href="#">WTVB</a>	LEWIN AGENCY	Gene Test Client	GTC	GTP	20110913	<a href="#">Revision Confirmed</a>	Revisions	2	

**Step 3:** From the "What do you want to do?" drop-down list select "Enter Makegood."



**ePort** Enabling eBusiness [Quick Search](#) [Logout](#) [Need Help?](#)

**Quick Search**

Welcome [Test Seller!](#) You are viewing documents for [Test Seller](#). What do you want to do? ▾

**Station:** WTVB **Agency:**  
**Advertiser:** **Estimate:**  
**Client:** **Product:**  
**Flight:** **Type:** Only the latest confirmed version of the order (useful for entering a new makegood)  
**Date Received:**

What do you want to do?

What do you want to do?

**Enter Makegood**

Print

Export to Excel

Export to XML


-----

Admin

Org Admin

Quick Search

Search

	Date Received	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Type	Version #	Transactions
<input checked="" type="checkbox"/>	9/13/2011	<a href="#">WTVB</a>	LEWIN AGENCY	Gene Test Client	GTC	GTP	20110913	<a href="#">Revision Confirmed</a>	Revisions	2	

**Step 4:** The Enter Makegood screen is displayed. You may change spot counts for existing lines or add new daypart lines to the schedule.

**Step 5:** Enter missed spots directly on the existing buy line(s).

**Step 6:** Add a new line by clicking the icon.

**ePort**  
 Enabling eBusiness

Welcome Test Seller!

Agency:	LEWIN AGENCY	Total Dollars:	\$19,025.00
Buyer / Phone:	Gene Lewin	Total Spots:	73
Client:	GTC - Gene Test Client	Flight Start:	02/07/2011
		Flight End:	03/27/2011
		Station:	WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

New Change Comment

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21							
										Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.								
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	2	3	3	4	5	5	6	6	7	7	
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	1	2	2	2	2	2	2	2	2	3	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing wit	:30	PT	285	7	2.6	Add	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	F	10P-11P	Law and Ord	:30	PT	260	10	2	Add	1	1	2	2	1	1	2	2	1	1	2	2	1	1

	Current	Proposed
Total Dollars	19025	19025
Total Spots	73	73

**Step 7:** Copy an existing line by clicking the icon on the line you wish to copy, and select the type of copy you want to perform.

**ePort**  
 Enabling eBusiness

Welcome Test Seller!

Agency:	LEWIN AGENCY	Total Dollars:	\$19,025.00
Buyer / Phone:	Gene Lewin	Total Spots:	73
Client:	GTC - Gene Test Client	Flight Start:	02/07/2011
Product:	GTP - Gene Test Product	Flight End:	03/27/2011
Estimate:	20110913 - 20110913	Station:	WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

New Change Comment

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21							
										Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.	Cur. Prop.								
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	2	3	3	4	5	5	6	6	7	7	
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	1	2	2	2	2	2	2	2	2	3	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing wit	:30	PT	285	7	2.6	Add	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	F	10P-11P	Law and Ord	:30	PT	260	10	2	Add	1	1	2	2	1	1	2	2	1	1	2	2	1	1

**Copy Line**

Please select which type of copy you want to perform:

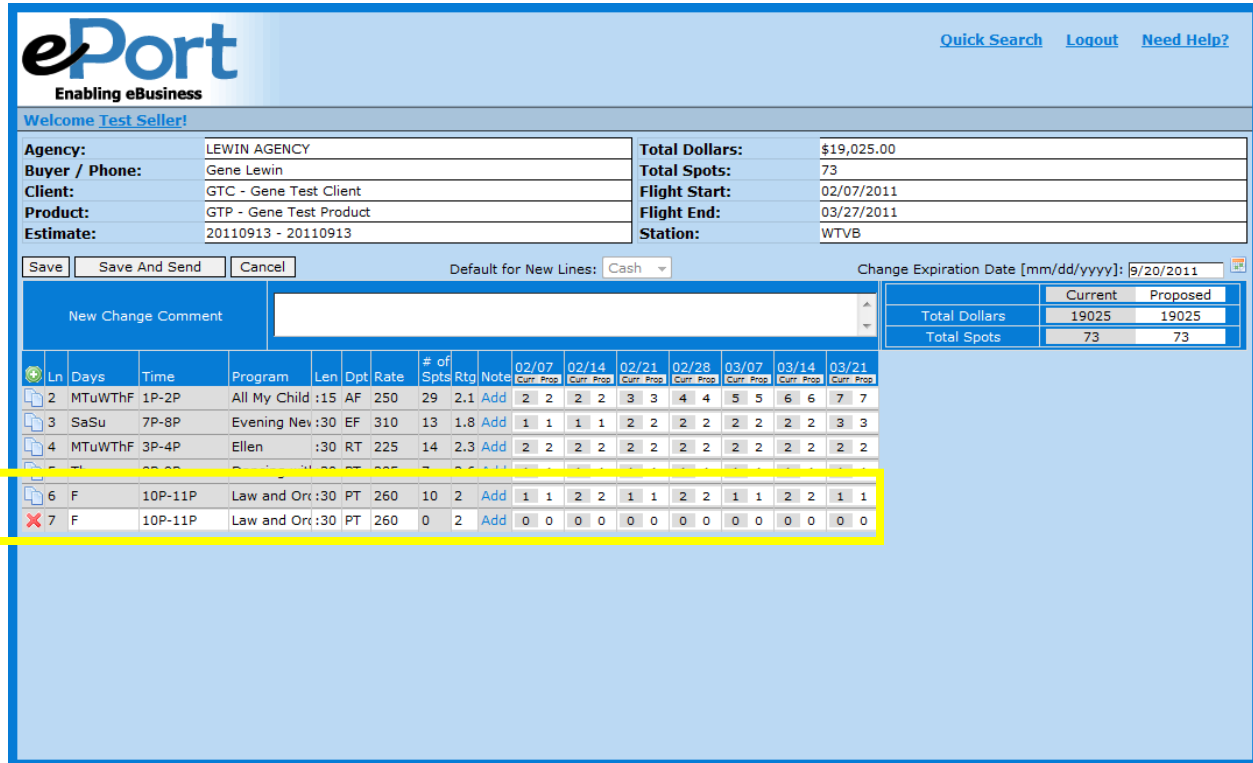
**Copy:** If you select this option a new line will be created, all program information will be copied (program name, daypart, rate, etc.). There will be no change to spot counts on the line being copied, and spot counts on the newly created line will be all 0.

**Program Change:** If you select this option, a new line will be created, all program information will be copied \*except program name\*, all spots will be copied to the newly created line, and all spots will be zeroed out on the line being copied.

Copy Cancel

	Current	Proposed
Total Dollars	19025	19025
Total Spots	73	73

**Copy:** If you select this option a new line will be created, all program information will be copied (program name, daypart, rate, etc.). There will be no change to spot counts on the line being copied, and spot counts on the newly created line will all be 0.



The screenshot shows the ePort interface with the following details:

- Agency:** LEWIN AGENCY
- Buyer / Phone:** Gene Lewin
- Client:** GTC - Gene Test Client
- Product:** GTP - Gene Test Product
- Estimate:** 20110913 - 20110913
- Total Dollars:** \$19,025.00
- Total Spots:** 73
- Flight Start:** 02/07/2011
- Flight End:** 03/27/2011
- Station:** WTVB

Buttons: Save, Save And Send, Cancel. Default for New Lines: Cash. Change Expiration Date [mm/dd/yyyy]: 9/20/2011.

New Change Comment		Current		Proposed													
Total Dollars	Total Spots	19025	73	19025	73												
Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21	
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	2	3	3	4	4
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	1	2	2	2	2
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2
6	F	10P-11P	Law and Or	:30	PT	260	10	2	Add	1	1	2	2	1	1	2	2
7	F	10P-11P	Law and Or	:30	PT	260	0	2	Add	0	0	0	0	0	0	0	0

**Program Change:** If you select this option, a new line will be created, all program information will be copied *\*except program name\**, all spots will be copied to the newly created line, and all spots will be zeroed out on the line being copied.

**ePort**  
Enabling eBusiness

Welcome Test Seller!

Agency: LEWIN AGENCY  
Buyer / Phone: Gene Lewin  
Client: GTC - Gene Test Client  
Product: GTP - Gene Test Product  
Estimate: 20110913 - 20110913

Total Dollars: \$19,025.00  
Total Spots: 73  
Flight Start: 02/07/2011  
Flight End: 03/27/2011  
Station: WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

New Change Comment

		Current	Proposed
Total Dollars		19025	19025
Total Spots		73	73

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	3	4	5	6	7
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	2	2	2	2	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2
6	F	10P-11P	Law and Ord	:30	PT	260	0	2	Add	1	0	1	0	1	0	1
7	F	10P-11P		:30	PT	260	10	2	Add	0	1	0	2	0	1	0

- Step 8:** Enter the program name, day(s) and time, daypart, rate, rating, spots and any other relevant information for the new lines added and/or copied.
- Step 9:** Optionally add line-level comments with a description for the buyer of what is being changed on the line(s).

**ePort**  
Enabling eBusiness

Welcome Test Seller!

Agency: LEWIN AGENCY  
Buyer / Phone: Gene Lewin  
Client: GTC - Gene Test Client  
Product: GTP - Gene Test Product  
Estimate: 20110913 - 20110913

Total Dollars: \$19,025.00  
Total Spots: 73  
Flight Start: 02/07/2011  
Flight End: 03/27/2011  
Station: WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

**Click "Add" to enter line-level comment**

**Enter Comment for MG line number 7**

Comments:  
Adding Law & Order Monday spots

Save Cancel

		Current	Proposed
Total Dollars		19025	19025
Total Spots		73	77

Ln	Days	Time	Program	Len	Dpt	Rate	Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	3	4	5	6	7
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	2	2	2	2	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing wtl	:30	PT	285	7	2.4	Add	1	1	1	1	1	1	1
6	F	10P-11P	Law and Ord	:30	PT	260	10	2	Add	1	1	2	2	1	2	1
7	M	8P-9P	Law and Ord	:30	PT	200	4	3.0	Add	0	0	0	0	1	0	1

**Step 10:** After your changes have been made, enter an optional "Makegood Comment" that describes the makegood to the buyer.

**Enter Makegood Comment**

Quick Search Logout Need Help?

Welcome Test Seller!

Agency: LEWIN AGENCY Total Dollars: \$19,025.00  
 Buyer / Phone: Gene Lewin Total Spots: 73  
 Client: GTC - Gene Test Client Flight Start: 02/07/2011  
 Product: GTP - Gene Test Product Flight End: 03/27/2011  
 Estimate: 20110913 - 20110913 Station: WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

New Change Comment: This is an overall comment for the makegood

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21	
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	3	4	5	6	7
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	2	2	2	3	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing wtl	:30	PT	285	7	2.6	Add	1	1	1	1	1	1	1	1
6	F	10P-11P	Law and Orc	:30	PT	260	10	2	Add	1	1	2	2	1	2	2	1
7	M	8P-9P	Law and Orc	:30	200	0	4	3.0	View	0	0	0	0	1	0	1	0

	Current	Proposed
Total Dollars	19025	19025
Total Spots	73	77

**Step 11:** Enter the Makegood Expiration Date.

Quick Search Logout Need Help?

Welcome Test Seller!

Agency: LEWIN AGENCY Total Dollars: \$19,025.00  
 Buyer / Phone: Gene Lewin Total Spots: 73  
 Client: GTC - Gene Test Client Flight Start: 02/07/2011  
 Product: GTP - Gene Test Product Flight End: 03/27/2011  
 Estimate: 20110913 - 20110913 Station: WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 9/20/2011

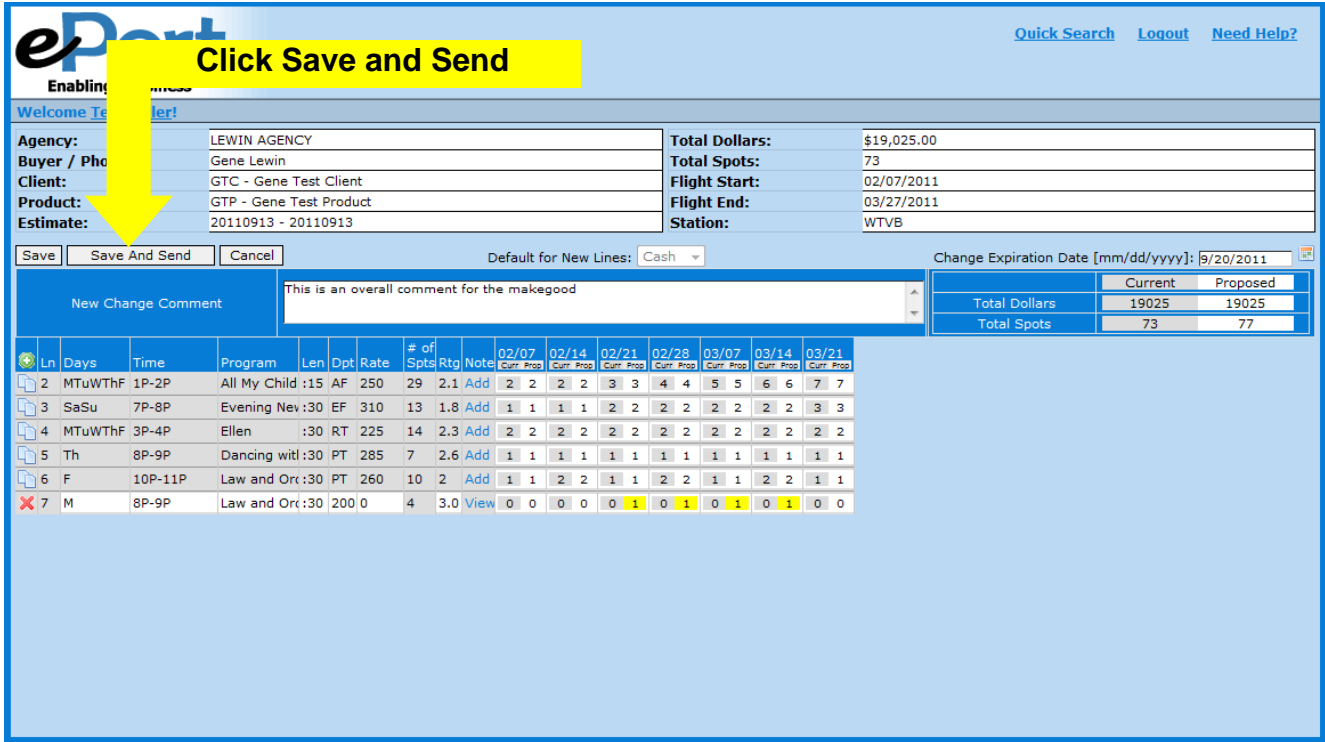
New Change Comment: This is an overall comment for the makegood

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21	
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	3	4	5	6	7
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	2	2	2	3	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing wtl	:30	PT	285	7	2.6	Add	1	1	1	1	1	1	1	1
6	F	10P-11P	Law and Orc	:30	PT	260	10	2	Add	1	1	2	2	1	2	2	1
7	M	8P-9P	Law and Orc	:30	200	0	4	3.0	View	0	0	0	0	1	0	1	0

	Current	Proposed
Total Dollars	19025	19025
Total Spots	73	77



**Step 12:** When you are ready to send your makegood to the buyer click "Save and Send."



**Click Save and Send**

Quick Search Logout Need Help?

Welcome To ePort!

<b>Agency:</b>	LEWIN AGENCY	<b>Total Dollars:</b>	\$19,025.00
<b>Buyer / Phone:</b>	Gene Lewin	<b>Total Spots:</b>	73
<b>Client:</b>	GTC - Gene Test Client	<b>Flight Start:</b>	02/07/2011
<b>Product:</b>	GTP - Gene Test Product	<b>Flight End:</b>	03/27/2011
<b>Estimate:</b>	20110913 - 20110913	<b>Station:</b>	WTVB

Save Save And Send Cancel Default for New Lines: Cash Change Expiration Date [mm/dd/yyyy]: 5/20/2011

New Change Comment: This is an overall comment for the makegood

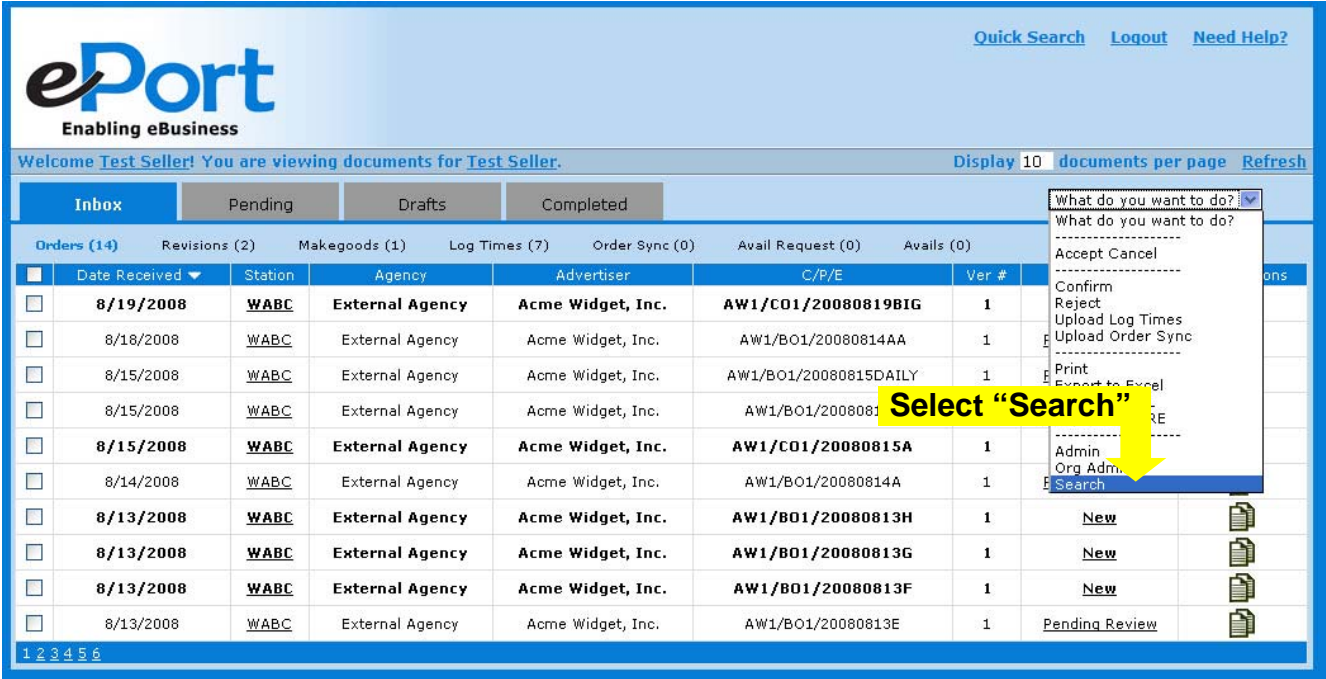
		Current	Proposed
Total Dollars		19025	19025
Total Spots		73	77

Ln	Days	Time	Program	Len	Dpt	Rate	# of Spts	Rtg	Note	02/07	02/14	02/21	02/28	03/07	03/14	03/21							
										Curr	Prop	Curr	Prop	Curr	Prop	Curr	Prop						
2	MTuWThF	1P-2P	All My Child	:15	AF	250	29	2.1	Add	2	2	2	2	3	3	4	4	5	5	6	6	7	7
3	SaSu	7P-8P	Evening Nev	:30	EF	310	13	1.8	Add	1	1	1	1	2	2	2	2	2	2	2	2	3	3
4	MTuWThF	3P-4P	Ellen	:30	RT	225	14	2.3	Add	2	2	2	2	2	2	2	2	2	2	2	2	2	2
5	Th	8P-9P	Dancing w/it	:30	PT	285	7	2.6	Add	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	F	10P-11P	Law and Ord	:30	PT	260	10	2	Add	1	1	2	2	1	1	2	2	1	1	2	2	1	1
7	M	8P-9P	Law and Ord	:30		200	0	3.0	View	0	0	0	0	0	1	0	1	0	1	0	1	0	0

# SEARCHING

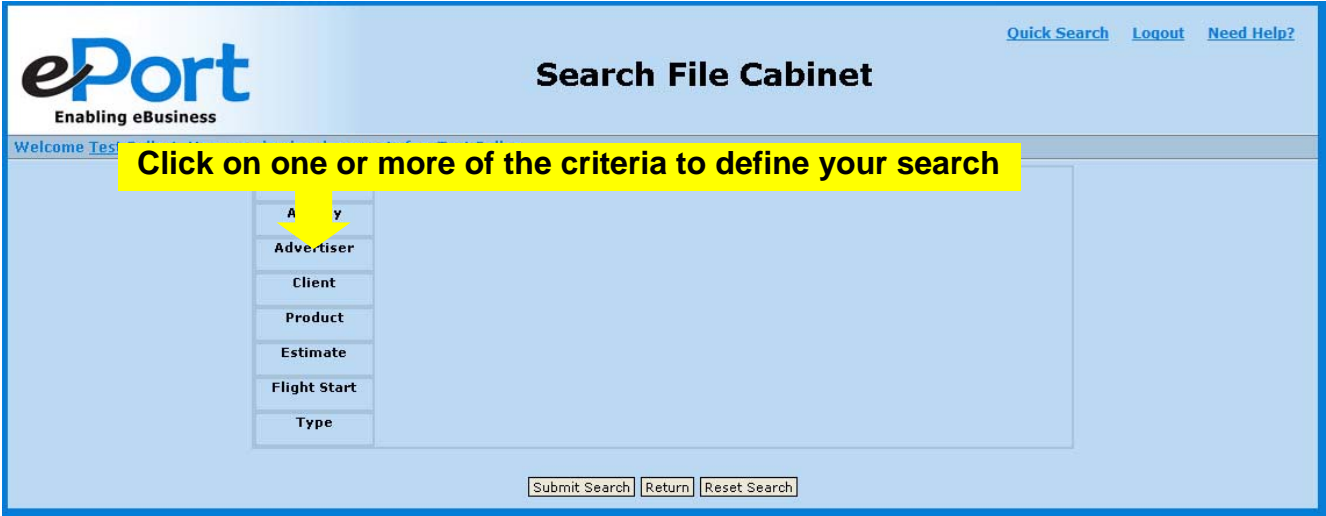
You have the capability to search for a document based on the criteria of station, agency, advertiser, flight, estimate, and transaction type. The default for each criteria type is "All". The Search action allows you to search for any transaction type.

**Step 1:** From the "What do you want to do?" drop-down list select "Search."



<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	Actions
<input type="checkbox"/>	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080819BIG	1	
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815A	1	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review

**Step 2:** The File Cabinet search screen is shown. You can pick one or more criteria to search by including Station, Agency, Advertiser, Client, Product, Estimate, Flight Start and Type.



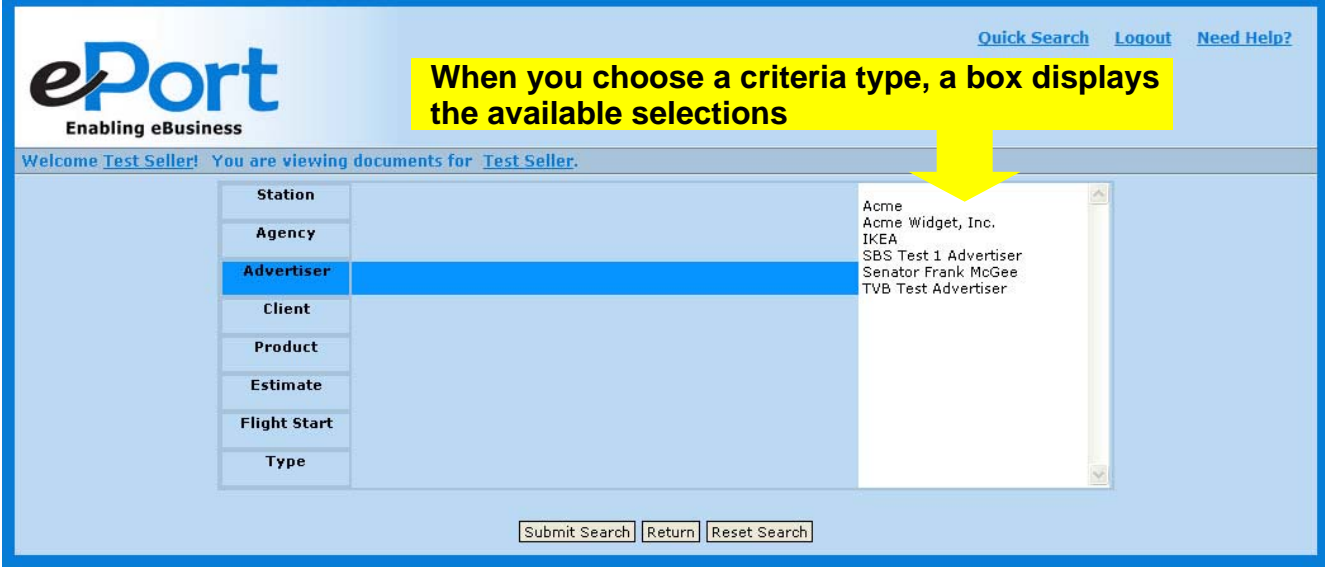
**Search File Cabinet**

Click on one or more of the criteria to define your search

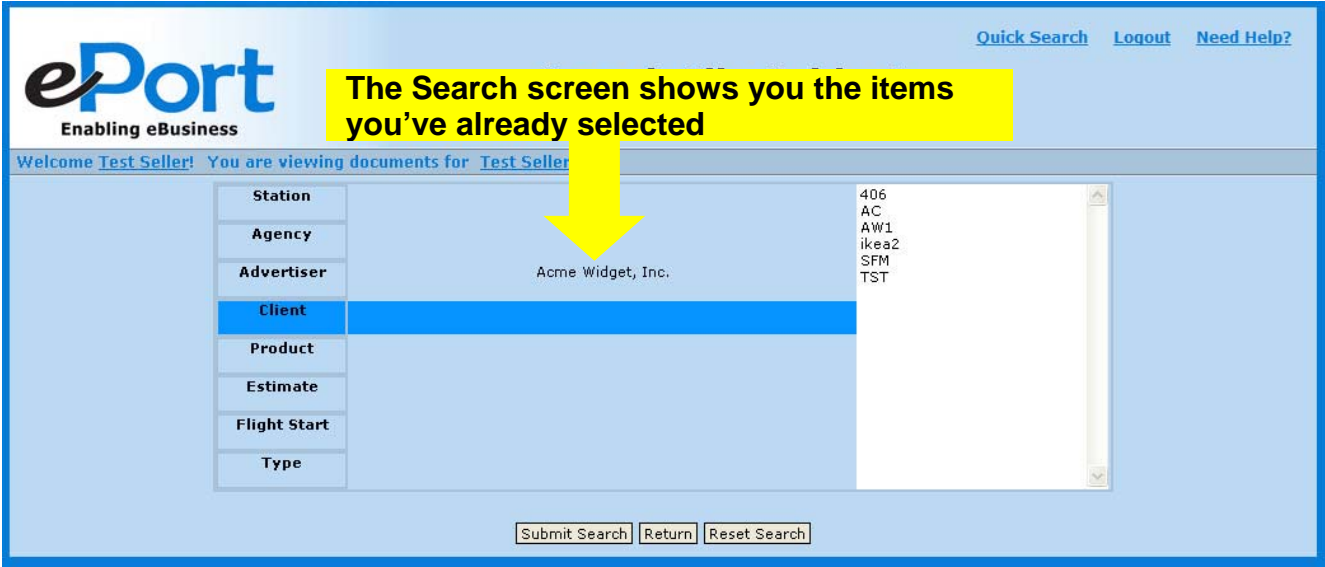
- Agency
- Advertiser
- Client
- Product
- Estimate
- Flight Start
- Type

Submit Search Return Reset Search

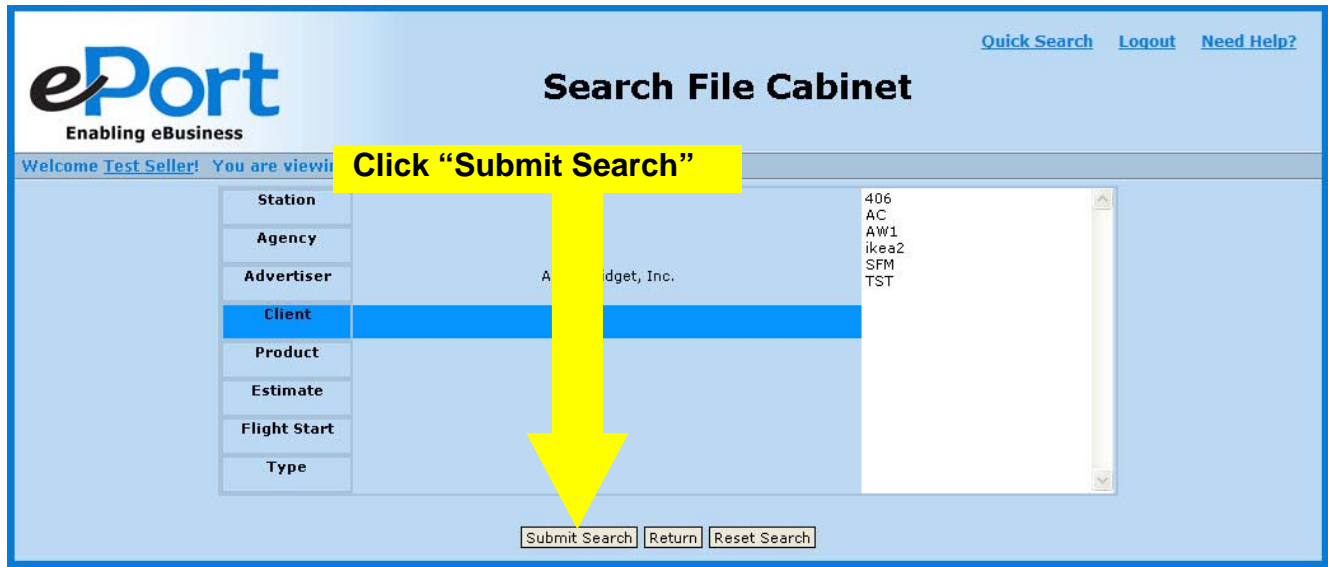
**Step 3:** Once you click on the criteria you want to use to search (e.g., Advertiser) you will see a box with the available selections. The values listed are limited to those contained within your documents. Click or Ctrl-Click in the list to make your selections.



**Step 4:** Select additional search criteria.



**Step 5:** When you have selected all of your search criteria, click "Submit Search."



**ePort**  
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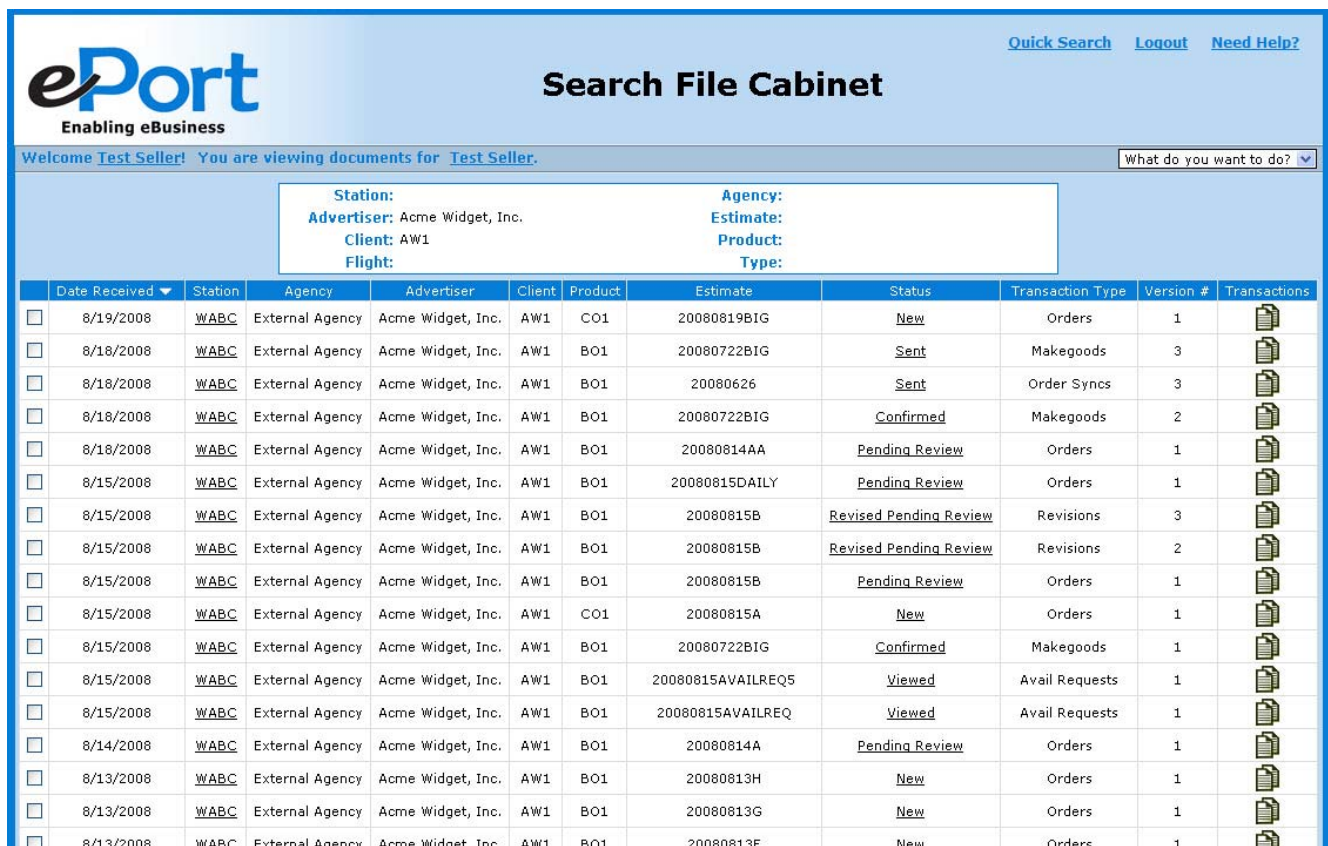
**Search File Cabinet**

Welcome **Test Seller!** You are viewing **Click "Submit Search"**

Station  
 Agency  
 Advertiser  
 Client  
 Product  
 Estimate  
 Flight Start  
 Type

406  
AC  
AW1  
ikea2  
SFM  
TST

**Step 6:** Your search results will be returned.



**ePort**  
Enabling eBusiness

**Search File Cabinet**

Welcome **Test Seller!** You are viewing documents for **Test Seller.**

**Station:**  
**Advertiser:** Acme Widget, Inc.  
**Client:** AW1  
**Flight:**

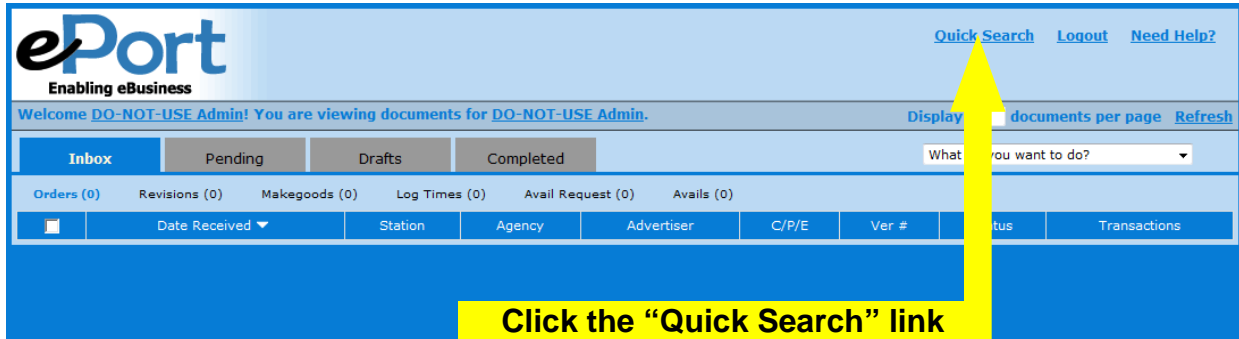
**Agency:**  
**Estimate:**  
**Product:**  
**Type:**

<input type="checkbox"/>	Date Received	Station	Agency	Advertiser	Client	Product	Estimate	Status	Transaction Type	Version #	Transactions
<input type="checkbox"/>	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1	CO1	20080819BIG	New	Orders	1	
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080722BIG	Sent	Makegoods	3	
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080626	Sent	Order Syncs	3	
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080722BIG	Confirmed	Makegoods	2	
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080814AA	Pending Review	Orders	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815DAILY	Pending Review	Orders	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815B	Revised Pending Review	Revisions	3	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815B	Revised Pending Review	Revisions	2	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815B	Pending Review	Orders	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	CO1	20080815A	New	Orders	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080722BIG	Confirmed	Makegoods	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815AVAILREQ5	Viewed	Avail Requests	1	
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080815AVAILREQ	Viewed	Avail Requests	1	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080814A	Pending Review	Orders	1	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080813H	New	Orders	1	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080813G	New	Orders	1	
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1	BO1	20080813F	New	Orders	1	

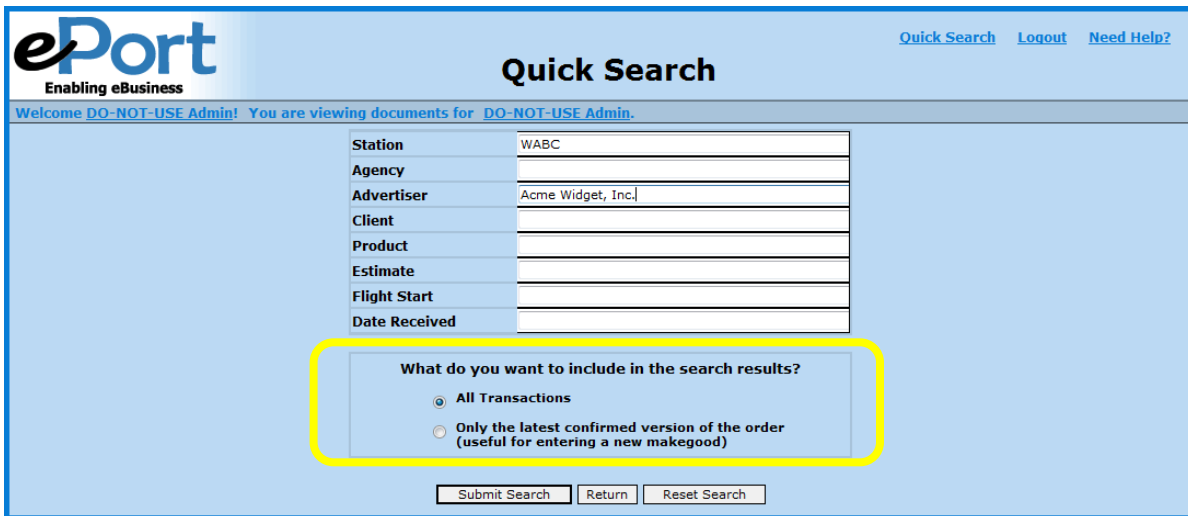
# QUICK SEARCH

Quick Search allows you to easily search all transactions or search for the latest confirmed version of an order, which is especially useful when entering makegoods.

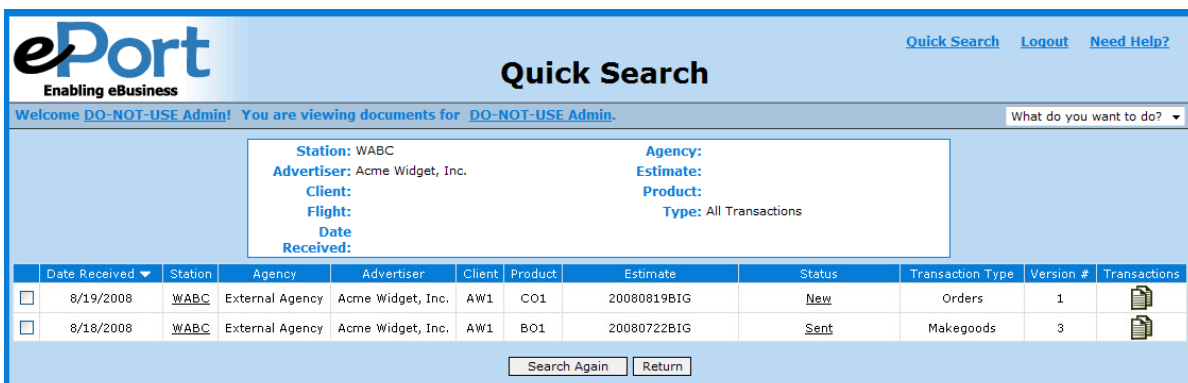
**Step 1:** Click the Quick Search link at the top of the page.



**Step 2:** Fill out at least one of the criteria fields. Under "What do you want to include in the search results?" click "All Transactions" to display all related transactions based on the search criteria. Click "Only the latest confirmed version of the order" to display only the most recent confirmed version of an order.



**Step 3:** Click "Submit Search" and your search results will be returned.



## STORE & FORWARD CONSIDERATIONS

- What is Store & Forward?
  - When an agency sends out an order, it passes through ePort and gets “Forwarded” directly to the station’s recipient system (e.g. the station’s order management and/or traffic system).
- What is different if I’m getting my orders via Store & Forward?
  - AEs will not need to log in to ePort to process an order.
  - All responses come from the station’s recipient system.
    - When a new Forwarded order is received, the station’s recipient system is responsible for notifying the AE; ePort will not send out email notification to the AE.
    - ePort will still display each transaction so that the AE can do subsequent non-integrated workflows on those transactions (e.g. makegoods or revisions) from within the ePort interface.
    - A Forwarded order will appear in the Completed tab of the ePort interface.
    - Currently, most Store & Forward orders are not setup to process makegoods and revisions, only the initial version of the order. This is true for OSi™ and DDS Reppak™. Wide Orbit™ and Harris Medialine™, however, are able to handle order, revisions and makegoods that are sent through ePort.
- How do I confirm a Store & Forward Order?
  - Forwarded orders are confirmed from within the station’s recipient system.
  - A Forwarded order that’s been confirmed will appear in the Completed tab of the ePort interface.
- Can I still send a makegood in ePort if I’m receiving my orders via Store & Forward?
  - Makegoods for a Forwarded order can still be created in the ePort interface and sent to the agency.
- If Store & Forward is turned on for Orders, Revisions, & Makegoods, will I need the ePort website interface (or this manual) at all?
  - In this scenario, you would not need to use the ePort interface.
  - The processing of the initial order, revisions, & makegoods are all performed in the station’s recipient system. Stations that have Wide Orbit™ or Harris Medialine™ will be able to process orders, revisions and makegoods without using the ePort interface. Stations with OSi™ or DDS Reppak™ would have to use the ePort interface for revisions and makegoods.

- What are the ePort statuses that a Forwarded order, revision, or cancellation can have?
  - Forwarding in Progress: The order is currently in transit, on its way to the station's recipient system.
  - Forwarded: The order has been successfully forwarded into the station's recipient system.
  - Forwarded Confirmed: The order has been confirmed by the station's recipient system.
  - Revision Forwarded: A revision to an order has been successfully forwarded into the station's recipient system.
  - Revision Forwarded Confirmed: A revision forwarded to the station's recipient system has been confirmed by the station's recipient system.
  - Forwarded Cancel Requested: A cancel request has been sent for a confirmed order. The AE has to select Accept Cancel in the ePort interface to change the status to Forwarded Canceled.
  - Forwarded Canceled: A cancel request has been sent for a Forwarded order that has not yet been confirmed. It can be marked as complete in the ePort interface and no additional steps are required, but the cancellation would still need to be processed manually in the station's recipient system.

## ADMINISTRATION

The Admin section allows you to set your personal account settings including: (1) delegating user access (2) changing your password and (3) defining which email notifications you would like to receive.

**Step 1:** From the “What do you want to do?” drop-down list select “Admin.”

The screenshot shows the ePort interface with a document list. The 'What do you want to do?' dropdown menu is open, and the 'Admin' option is highlighted. A yellow arrow points to the 'Admin' option.

	Date Received	Station	Agency	Advertiser	C/P/E	Ver #	
<input type="checkbox"/>	8/19/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/2008		
<input type="checkbox"/>	8/18/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814AA	1	Per
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815DAILY	1	Per
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080815B	1	Per
<input type="checkbox"/>	8/15/2008	WABC	External Agency	Acme Widget, Inc.	AW1/CO1/20080815A	1	
<input type="checkbox"/>	8/14/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080814A	1	Per
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813H	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813G	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813F	1	New
<input type="checkbox"/>	8/13/2008	WABC	External Agency	Acme Widget, Inc.	AW1/BO1/20080813E	1	Pending Review

**Step 2:** Delegate user access rights. All sellers assigned to the same organization(s) are listed and can be assigned access.

- Access Descriptions:
  - View Only – allows user to view your documents but not process any actions.
  - View and Edit – allows user to view your documents and process actions.
  - View, Edit and Email Notify – allows user to view your documents and process actions. Additionally, they will receive the same email notifications that you receive.

The screenshot shows the ePort Administration page. The 'Settings' tab is selected, and the 'User Delegate Settings' section is visible. A yellow arrow points to the 'Settings' tab.

**Administration**

**User Delegate Settings**

Choose the user delegates and access rights:

Organization: WABC

First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify
Nick	Alivernia		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Troy	Brown		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jake	Fox		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arthur	Clampett		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robtest	Seller		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Change Password

Old Password:

New Password:

Re-enter New Password:

Save Close

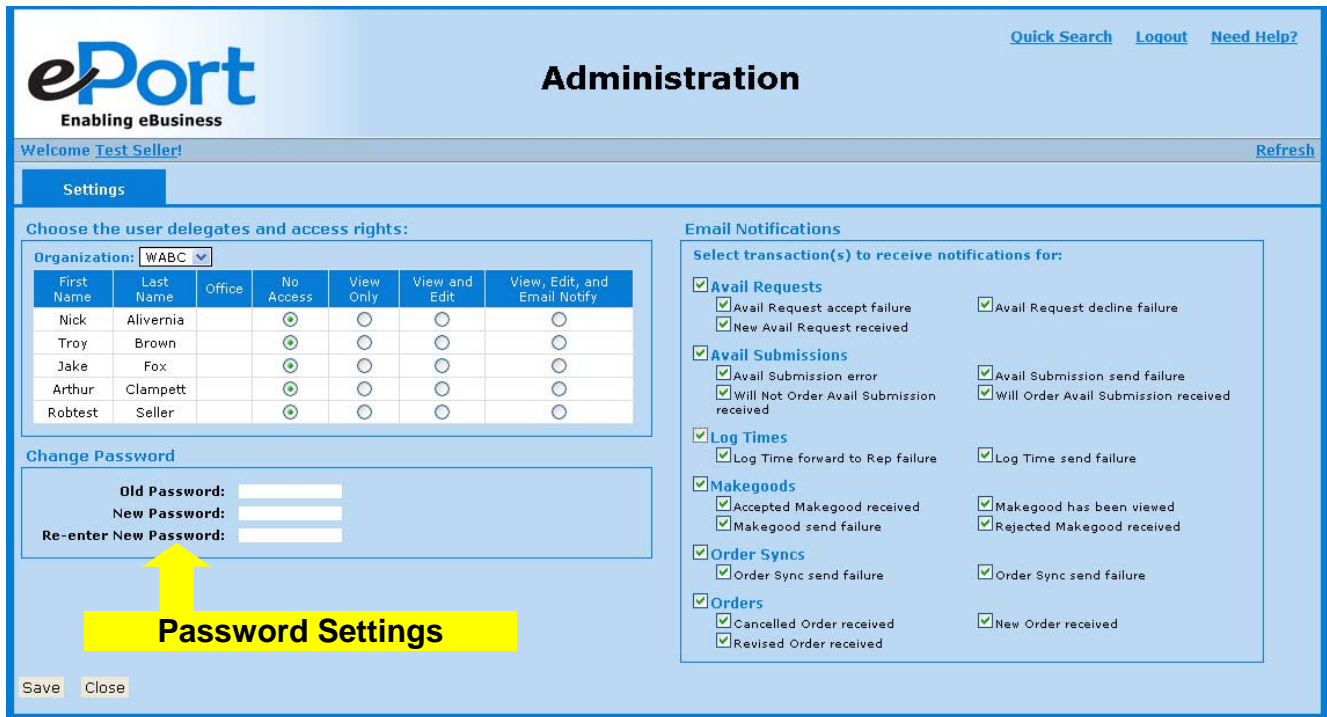
Email Notifications

Select transaction(s) to receive notifications for:

- Avail Requests
  - Avail Request: accept failure
  - Avail Request decline failure
  - New Avail Request received
- Avail Submissions
  - Avail Submission error
  - Avail Submission send failure
  - Will Not Order: Avail Submission received
  - Will Order: Avail Submission received
- Log Times
  - Log Time forward to Rep failure
  - Log Time send failure
- Makegoods
  - Accepted Makegood received
  - Makegood send failure
  - Rejected Makegood received
- Order Syncs
  - Order Sync send failure
  - Order Sync send failure
- Orders
  - Cancelled Order received
  - New Order received
  - Revised Order received



**Step 3:** Change password. Type your existing password, enter a new password and re-enter your new password for confirmation.



**ePort**  
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Administration

Welcome Test Seller! Refresh

Settings

Choose the user delegates and access rights:

Organization: WABC

First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify
Nick	Alivernia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Troy	Brown		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jake	Fox		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arthur	Clampett		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robtest	Seller		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Change Password

Old Password:

New Password:

Re-enter New Password:

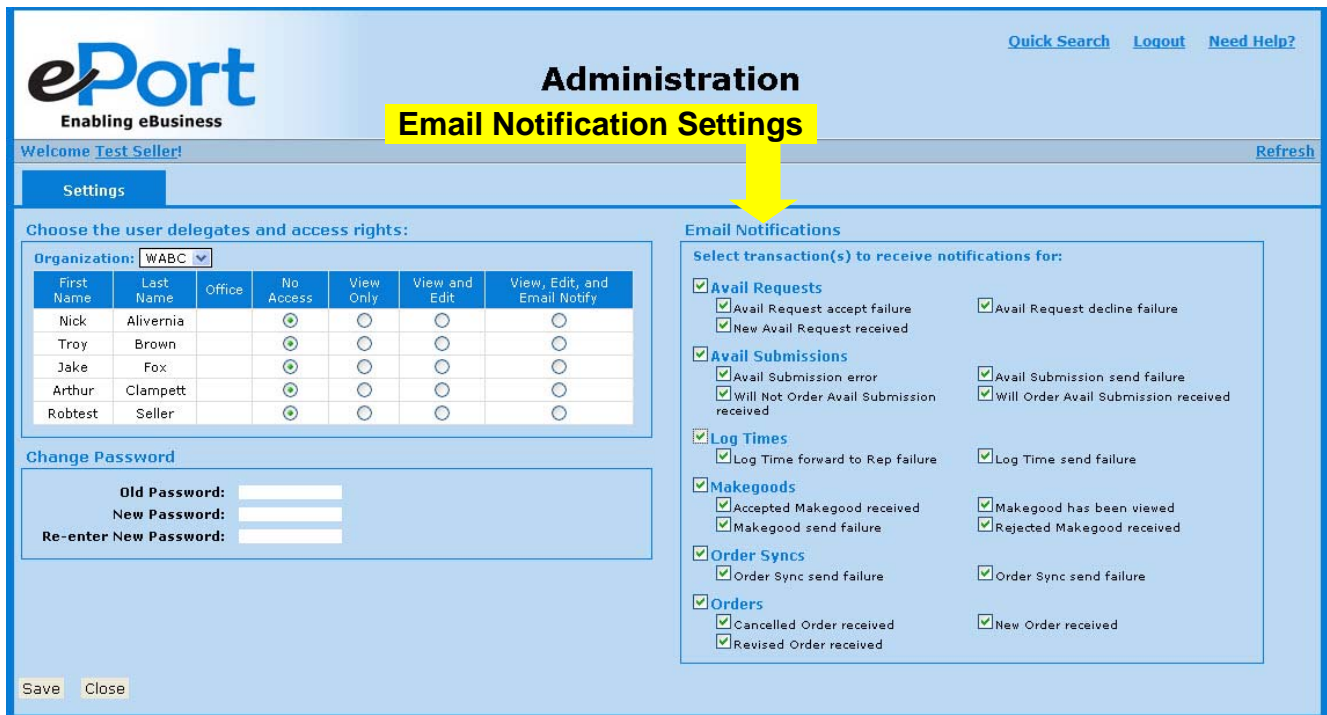
Save Close

Email Notifications

Select transaction(s) to receive notifications for:

- Avail Requests**
  - Avail Request accept failure
  - New Avail Request received
  - Avail Request decline failure
- Avail Submissions**
  - Avail Submission error
  - Will Not Order Avail Submission received
  - Avail Submission send failure
  - Will Order Avail Submission received
- Log Times**
  - Log Time forward to Rep failure
  - Log Time send failure
- Makegoods**
  - Accepted Makegood received
  - Makegood send failure
  - Makegood has been viewed
  - Rejected Makegood received
- Order Syncs**
  - Order Sync send failure
  - Order Sync send failure
- Orders**
  - Cancelled Order received
  - Revised Order received
  - New Order received

**Step 4:** Select events for which you would like to receive email notifications.



**ePort**  
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Administration

Email Notification Settings

Welcome Test Seller! Refresh

Settings

Choose the user delegates and access rights:

Organization: WABC

First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify
Nick	Alivernia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Troy	Brown		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jake	Fox		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arthur	Clampett		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robtest	Seller		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Change Password

Old Password:

New Password:

Re-enter New Password:

Save Close

Email Notifications

Select transaction(s) to receive notifications for:

- Avail Requests**
  - Avail Request accept failure
  - New Avail Request received
  - Avail Request decline failure
- Avail Submissions**
  - Avail Submission error
  - Will Not Order Avail Submission received
  - Avail Submission send failure
  - Will Order Avail Submission received
- Log Times**
  - Log Time forward to Rep failure
  - Log Time send failure
- Makegoods**
  - Accepted Makegood received
  - Makegood send failure
  - Makegood has been viewed
  - Rejected Makegood received
- Order Syncs**
  - Order Sync send failure
  - Order Sync send failure
- Orders**
  - Cancelled Order received
  - Revised Order received
  - New Order received

**Step 5:** Click "Save" to save all user settings or "Close" to cancel and return to your Inbox.