

Did you know...

Week Groups May Include Non-Consecutive Weeks

You can create “Week Ranges” as a selected group of consecutive weeks or non-consecutive weeks.

A. Click on the pull-down menu to the left of **Weeks**, and select **Manage Week Groups**.

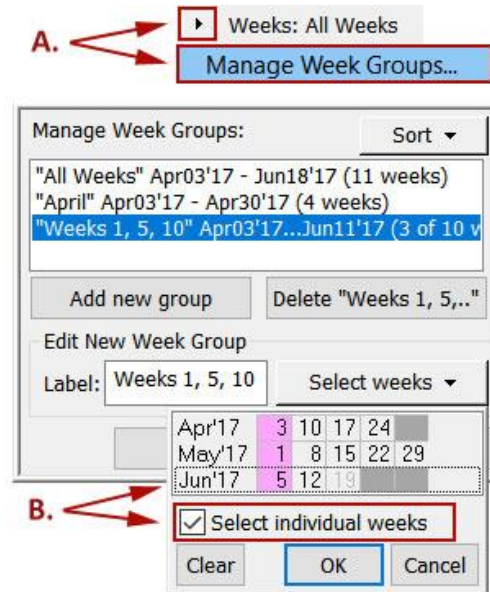
B. When selecting weeks for a week group, there is a new “**Select individual weeks**” checkbox. By checking this box, it enters a mode where you can turn weeks on or off individually.

In this example, we are making a non-consecutive week group, made up of the first week in each month; April 3 (week #1), May 1 (week #5), and June 5 (week #10).

*Note: To make a week group of consecutive weeks, simply leave the “Select individual weeks” checkbox **unchecked**. In that mode, clicking on two weeks (the start week and the end week) will automatically select all weeks in between.*

C. By choosing the week group, Planner automatically filters the display to only show the selected weeks (weeks #1, 5 and 10 in this case).

Note: This feature can be helpful when copying and pasting schedules from one week to another week (as described on the next page).



Weeks: "Weeks 1, 5, 10"
Apr03'17...Jun11'17
3 of 11 weeks

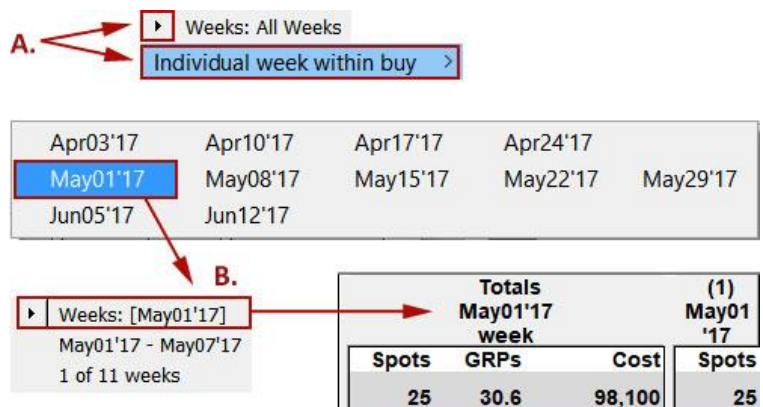
Totals			(1)	(5)	(10)
3/10 weeks			Apr03	May01	Jun05
in 'Weeks 1, 5, 10'			'17	'17	'17
Spots	GRPs	Cost	Spots	Spots	Spots
115	150.4	431,750	59	25	31

"Individual Week Group" Selection Option

Users no longer need to manually define a custom week group for an individual week. Planner now auto-generates a list of individual weeks for you.

A. Click on the pull-down menu to the left of **Weeks**, and select “**Individual week within buy.**”

B. The submenu shows each week of the buy (arranged with one row of weeks for each month). When an individual week is selected, Planner filters the display to only show the one individual week.



(continued on next page)

Copy & Paste Schedules from One Week to Another

You can copy spots schedules from one week to another week. This can be used in combination with non-consecutive week ranges (see previous page). For example, a user may want to copy and paste the same schedule to the first week of each month or each campaign.

A. In this case, spots have been modified for week #1, and you want to copy it to week #2.

B. Right-click the week #1 column header, and choose the “**Copy spots from...**” option. This message lets you know the total spots being copied, and from how many proposals they came from. In this example, we will be copying from the May 15 week (copying 15 spots coming from 3 proposals).

C. Right-click the week column header you’d like to paste to. In this example, we want to copy the spot schedule from week #1 to week #2. So we right-click week #2 (May 22) as the destination, and choose the **Paste** option.

Note: The paste option will be disabled if there is nothing that can be pasted (i.e., if proposals are locked, to weeks outside a proposal’s date range, etc.).

D. The paste menu will display some “paste notes” (colored gray) describing what the paste process will actually do, including what will be copied, what will be replaced, and what the total spot count should be when done.

E. After the Paste is done, week #2 has the same spots as week #1.

F. If you change your mind shortly after completing a paste process, you can right-click on that same week header, and click the “**Undo last paste...**” option.

Paste May15'17 spots to May22'17 (see notes below)

- Paste from May15'17 (15 spots in 3 proposals)
- Paste to May22'17 (40 spots in 3 proposals)
- All 40 spots will be replaced by the 15 pasted spots
- The total spots after pasting would be: 15 (All 15 = 15 pasted)

Copy spots from May15'17 (15 spots in 3 proposals)

Totals 3 weeks Memorial Day campaign				(1) May15 '17	(2) May22 '17	(3) May29 '17
Spots	GRPs	Cost	Spots	Spots	Spots	
TOTAL BUY [Memorial Day]	95	119.2	225,000	15	40	40
D2 Network [Memorial Day-Terrestrial]	60	59.5	120,000	12	24	24
Gary's Corner MF 3-7p	21	20.8	42,000	5	8	8
Rob Sports Network MF 6-10a	21	21.7	42,000	5	8	8
The David Show MF 6a-8p	18	17.0	36,000	2	8	8
Fun Network [Memorial Day-Terrestrial]	16	27.3	48,000	-	8	8
Fun Times MF 6a-7p	16	27.3	48,000	-	8	8
Zoom Media [Memorial Day-Terrestrial]	19	32.4	57,000	3	8	8
Zoom America MF 6a-7p	19	32.4	57,000	3	8	8

Undo last paste (from May15'17 to May22'17)

Totals 3 weeks Memorial Day campaign				(1) May15 '17	(2) May22 '17	(3) May29 '17
Spots	GRPs	Cost	Spots	Spots	Spots	
TOTAL BUY [Memorial Day]	70	85.3	162,000	15	15	40
D2 Network [Memorial Day-Terrestrial]	48	47.8	96,000	12	12	24
Gary's Corner MF 3-7p	18	17.8	36,000	5	5	8
Rob Sports Network MF 6-10a	18	18.6	36,000	5	5	8
The David Show MF 6a-8p	12	11.3	24,000	2	2	8
Fun Network [Memorial Day-Terrestrial]	8	13.6	24,000	-	-	8
Fun Times MF 6a-7p	8	13.6	24,000	-	-	8
Zoom Media [Memorial Day-Terrestrial]	14	23.9	42,000	3	3	8
Zoom America MF 6a-7p	14	23.9	42,000	3	3	8

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