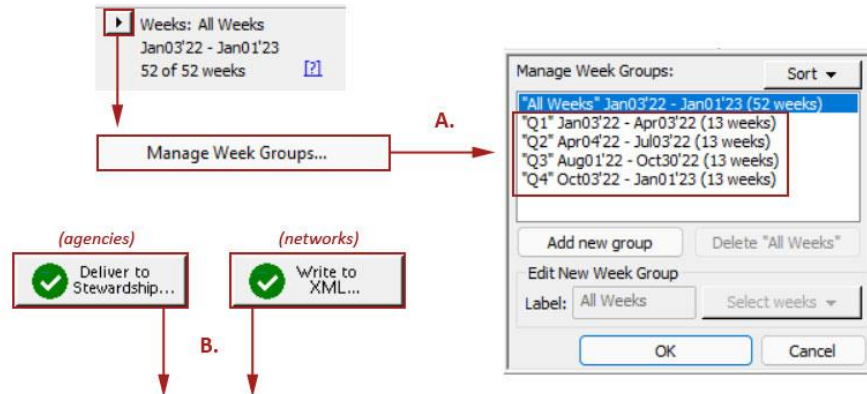


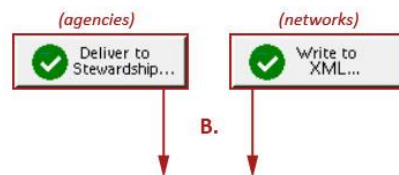
Did you know...

In v10.5 software, Planner now supports the ability to **automatically** “chop up” proposals into any desired week ranges as part of writing/exporting XML files (and/or Prisma files). Some buyers prefer to plan their buy using 52-week proposals in Planner & Affiliate System, but ultimately need to “chop up” these proposals into 4 quarterly proposals (or in other ways) for import into agency order systems to properly track budgets. Networks can optionally use this feature too. Note this feature works on any length proposal (not just 52-week proposals) and can be chopped up in customizable ways (not just into quarterly proposals). For example, users could chop up a 52-week proposal using fiscal quarters, or chop up a 36-week proposal into monthly proposals or into several proposals related to various campaigns.

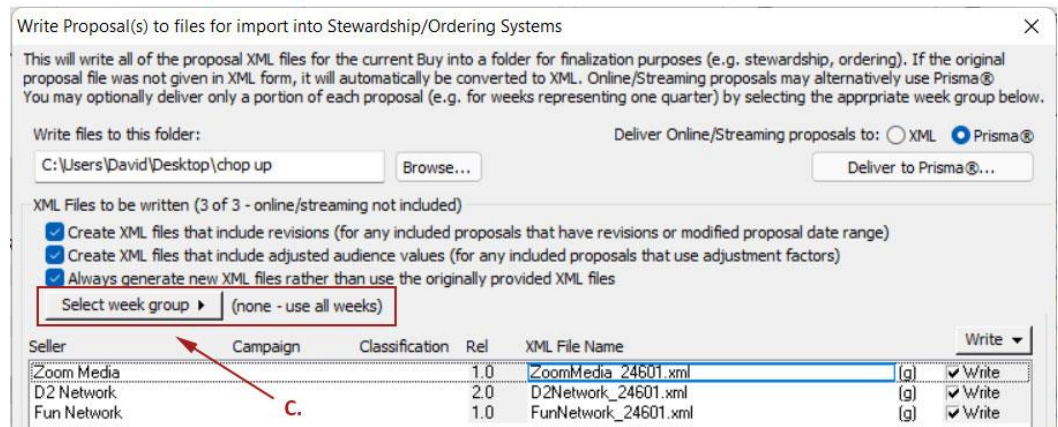
A. Use **Manage Week Groups** to create your desired week ranges. In this example, we created Q1, Q2, Q3, and Q4 week ranges (each with 13 weeks to represent the 4 quarters).



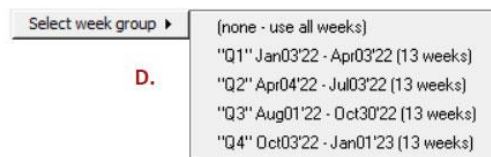
B. Click **Deliver to Stewardship** (agencies) or **Write to XML** (networks).



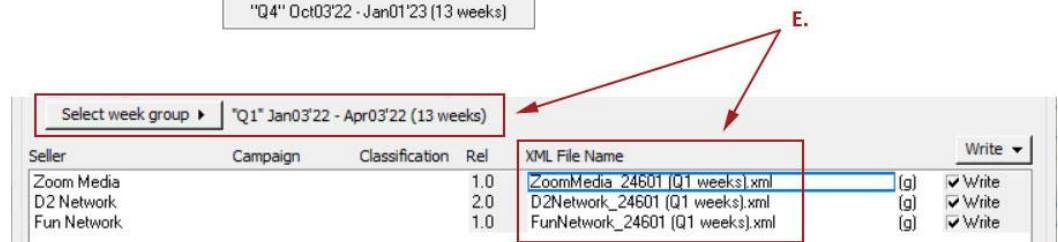
C. By default, no week group is selected, meaning all weeks will be used when writing XMLs (preserving the original full weeks of all proposals).



D. Click **Select week group** to display a list of the week ranges from step A.



E. Here, we selected the Q1 week range, which also gets appended to XML file names. Users can quickly write all quarterly proposals by: (1) selecting a week range, (2) writing the proposals, and (3) repeating that process for each quarter. The final XMLs will all be clearly labeled.



*Note: If a proposal does not intersect with the selected week range, it will be grayed-out and the **Write** checkbox will be disabled.*

Note: Users can also “chop up” proposals when writing online/streaming proposals to Prisma files.