

## Instructions on how to book daily

- Open the Smart Daily application. This should display the calendar view—if that isn't the case, select the “Calendar” tab. The day highlighted in yellow
- corresponds to the next issue of The Daily that will be released. You can book releases and products for any date beyond that day.
- Browse the calendar and select the date on which you would like to book your product. This will display the booking page for that day.
- Within the Products section, select Book. Unlike with releases, there is no limit to the number of registered products that can be released on a given day. The “Book products” window will open, displaying a list of the products registered under your division. That list is generated from the Corporate Database of Products and Services.
- Choose the product you wish to book and select OK.
- If the product that you would like to book does not appear in the list, contact the Author Liaison team. Note that infographics and data visualization products are registered under the FRC “72800—Dissemination.”
- The “Choose media” window will open so that you can choose your product's publication media (i.e., HTML and/or PDF). By default, all media that apply to your product are selected. Uncheck the media that do not apply and select OK.
- The product will appear in green in the Products section.

If you get an error message saying “The remote server returned an error: (500) Internal Server Error,” see Resolving the “(500) Internal Server Error” issue.