**Media United**

**User manual**

**Providers**

**Registration**

Start by selecting what media type you produce. The selections are Print, TV & Radio.

Next select your production duration from Daily, Weekly, Fortnightly or Monthly.

Next fill in your organisation details & then create your login details.

Once the details have been entered click on the Register button.

**Provider Area**

Within this area you can update your details by clicking on the Update Information link.

To upload your media pack click on Click to Upload Media PDF file link.

**Creating Advertising Slots**

Once within your provider area, click on the Add Slot Information button.

Configure Slot

Here you can create your slot types by either slot sizes e.g. A4 (210 X 297 mm) or slot times e.g. 15 Seconds.

The slot type created here will be used when adding new slots.

Production Dates

Select your start & end date for your production cycle and then click on the Add Dates button. Based on the production duration you entered when you registered, dates will be created from the start date to the end date.

Below this you will see all dates that have been created. If you need to remove any dates between your start & end dates, you can click on the Remove Date link next to that date and the date will be removed from the list.

When creating slots you can create slots for each production date listed.

View & Add Slots

Clicking on the above link will display all created slots.

To add a new slot, click on the Add New Slot link.

Enter your slot name and description, then the cost price for Media United.

Select either the slot time or slot size based on your slot configuration.

You can either create a slot for one of the dates created or for all created dates.

Slot deadline dates are created 10 days before production dates.

To edit a slot click on the Select link, modify the required details and click on the Save button.

**Administration**

**New Slots**

Select New Slots from the main menu. A list of new slots will be displayed.

From the list of new slots click on the slot you want to update.

You will be presented with a form displaying the new slot you selected.

Within the form update the selling price & set the slot to live.

Use the Update Option to decide if to update just this slot or for all occurrences.