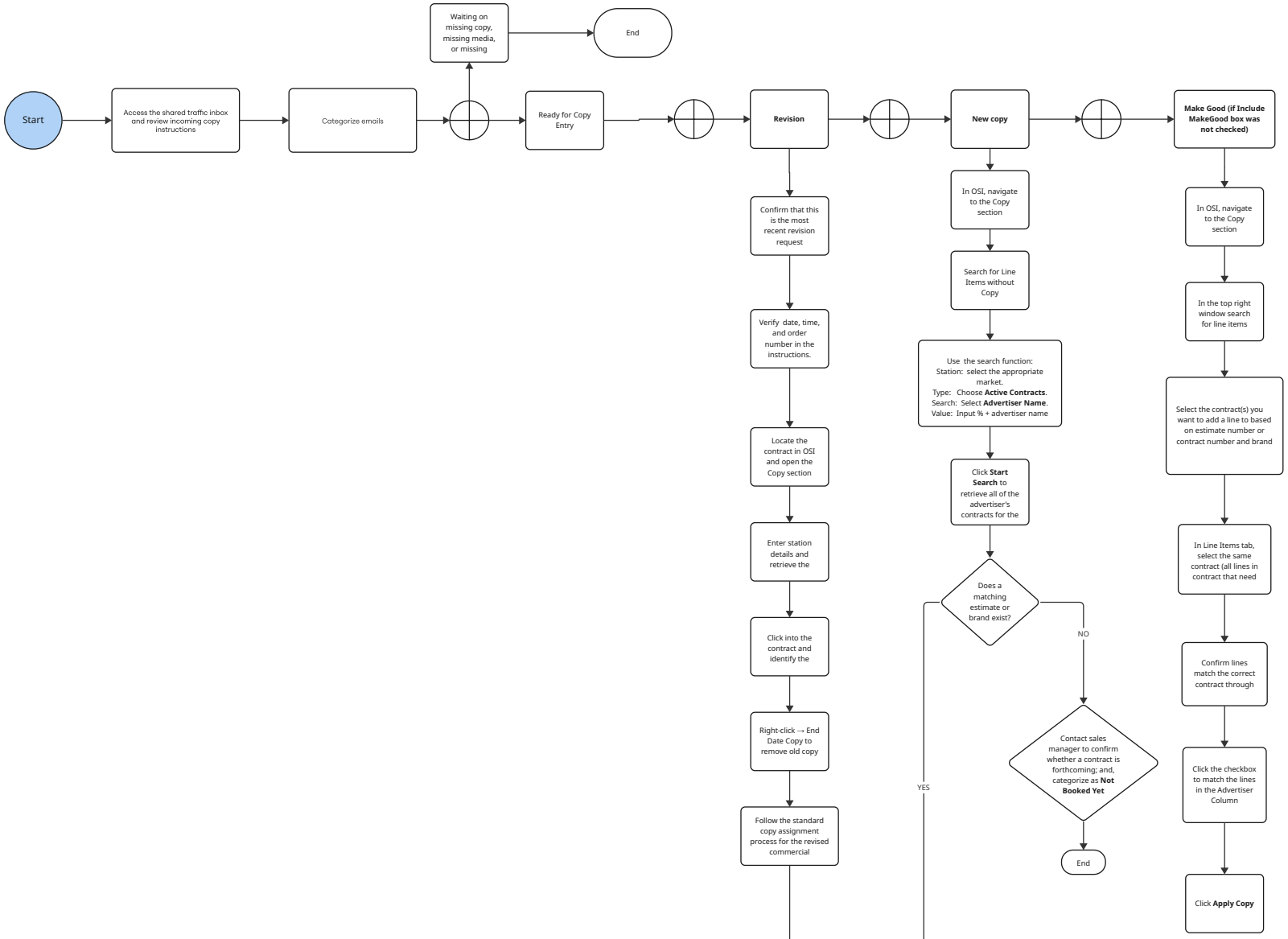
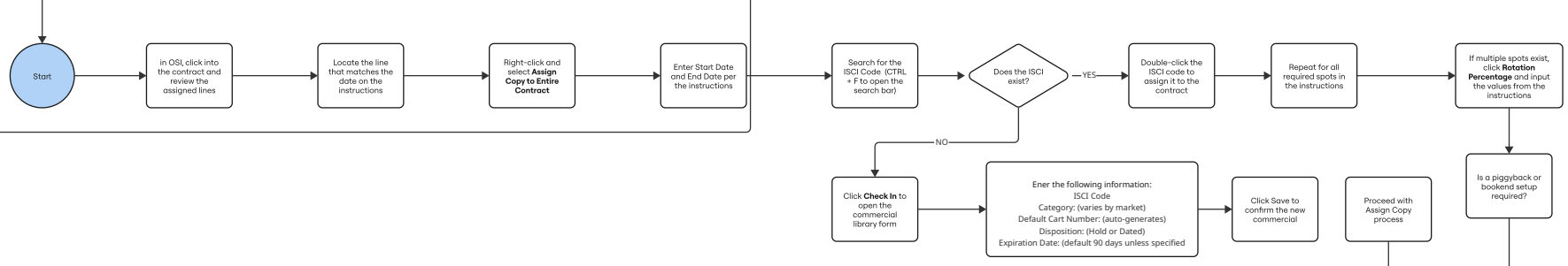
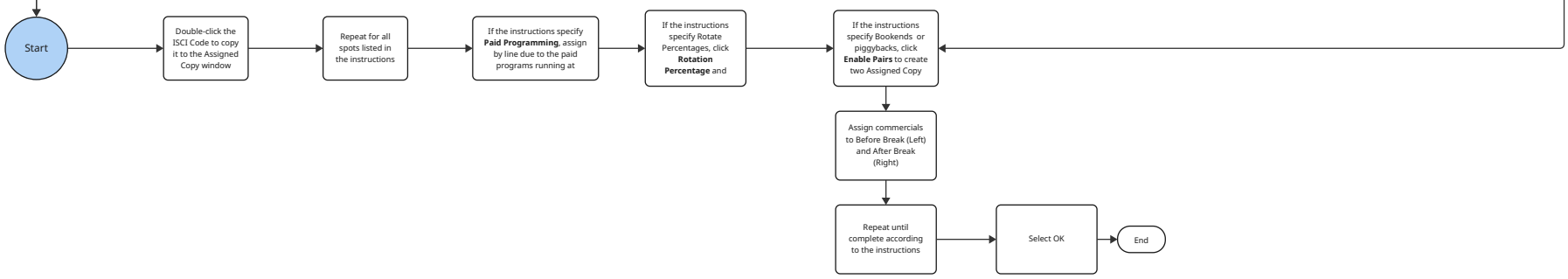
PROCESSING


Start
Access the shared traffic inbox and review incoming copy instructions
Categorize emails
Waiting on missing copy, missing media, or missing
End
Ready for Copy Entry
Revision
Confirm that this is the most recent revision request
Verify date, time, and order number in the instructions.
Locate the contract in OSI and open the Copy section
Enter station details and retrieve the
Click into the contract and identify the
Right-click → End Date Copy to remove old copy
Follow the standard copy assignment process for the revised commercial
New copy
In OSI, navigate to the Copy section
Search for Line Items without Copy
Use the search function:
Station: select the appropriate market.
Type: Choose **Active Contracts**.
Search: Select **Advertiser Name**.
Value: Input % + advertiser name
Click **Start Search** to retrieve all of the advertiser's contracts for the
Does a matching estimate or brand exist?
NO
Contact sales manager to confirm whether a contract is forthcoming; and, categorize as **Not Booked Yet**
End
YES
Make Good (if Include MakeGood box was not checked)
In OSI, navigate to the Copy section
In the top right window search for line items
Select the contract(s) you want to add a line to based on estimate number or contract number and brand
In Line Items tab, select the same contract (all lines in contract that need
Confirm lines match the correct contract through
Click the checkbox to match the lines in the Advertiser Column
Click **Apply Copy**

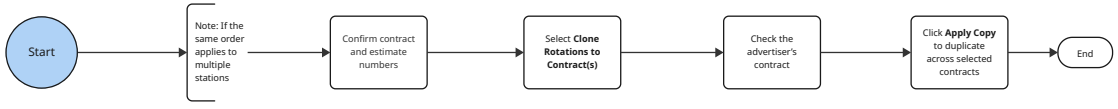
CHECKING FOR THE COMMERCIAL IN THE LIBRARY



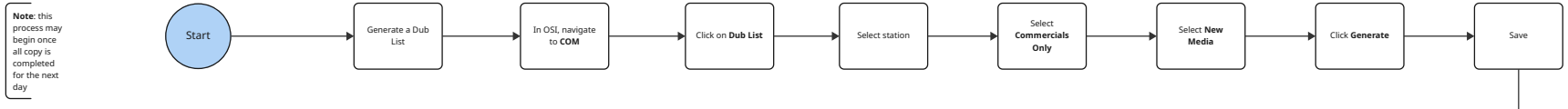
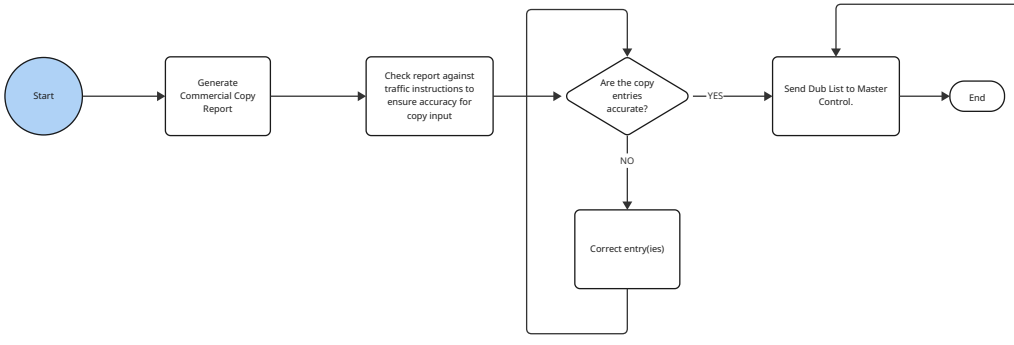
ASSIGN COPY



CLONING



COMMERCIAL COPY REPORT



COPY CHECKBACK