



# NTOS USER MANUAL

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*NETworks Tours Online System – Dec 2013*

This manual describes the features of NTOS application for the intended users like screen navigations, screen flows, important business logics and the validations applied with the help of GUI snapshots.

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## 2 Diary

This screen is displayed after the successful login. This screen can also be accessed by clicking on the Networks logo or the Diary icon

**NETworks** NETworks Tours Online System

User Manual

Welcome mwp3 [Log Out]

New Search Templates Reports Admin

Date: 9/23/2013

Change the date by clicking the Calendar

Recent Navigations: --Select--

Recent 10 navigation links are listed here

1. The Diary display data from the Monday of the selected date till next year June 30th  
2. Clicking on the link will take to the Modify Engagement screen, whereas the blank cell click takes to new Engagement screen

DAY	DATE	BEAUTY & THE BEAST	ELF NU	MARY POPPINS	SHOW1	SHOW2	SLEEPING BEAUTY	TEST SHOW
Monday	09/23/2013			Baltimore, Maryland				
Tuesday	09/24/2013	Nashville, Tennessee						
Wednesday	09/25/2013	Nashville, Tennessee						
Thursday	09/26/2013	Nashville, Tennessee						
Friday	09/27/2013	Nashville, Tennessee					Des Moines, Iowa	
Saturday	09/28/2013	Nashville, Tennessee					Des Moines, Iowa	
Sunday	09/29/2013	Nashville, Tennessee						
Monday	09/30/2013							
Tuesday	10/01/2013						Des Moines, Iowa	
Wednesday	10/02/2013							
Thursday	10/03/2013							

## 3 Menus

Following menus and sub menus are available in NTO application

New	Search	Templates	Reports	Admin
Engagement		Deal	Route Report	Manage Users
Metro			Coversheet Report	Countries
Personnel			Settlement Reports	States
Venue			Market History Report	Cities
Show			Break Even Report	Titles
Presenter			Pro-Forma Report	Timezones
				Lookup List

### 3.1 Admin

These screens are used for administering the master data required for the application including the user management

#### 3.1.1 Manage Users

Users who need access to the NTOS application are added here

Manage Users - Windows Internet Explorer

http://nepenthesa/Users.aspx

Manage Users

NETworks







NETworks Tours Online System

Welcome msp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations: --Select--

User List

SI.No.	User Name	User Role	Status	Action
1	msp2	reader	Active	 
2	msp3	admin	Active	 
3	Sibam	compmanger	Active	 

Enter the NetworksTours user id, select a Role and click Add button

Edit button

Delete button

SI.No. User Name User Role Status Action

1 msp2 reader Active

2 msp3 admin Active

3 Sibam compmanger Active

Add

#### 3.1.2 Countries

All country names appering in the application are created through this screen

Manage Countries - Windows Internet Explorer

http://nepenthesa/Country.aspx

Manage Countries

NETworks



NETworks Tours Online System

Welcome msp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations: --Select--

Country List

SI.No.	Country	Status	Action
1	USA	Active	 

Enter the country name and click Add button

SI.No. Country Status Action

1 USA Active

Add

### 3.1.3 States

States are linked to Countries in this screen

























NETworks  
NETworks Tours Online System

Welcome nwp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations: --Select--

State List

Sl.No.	Country	State	Status	Action
1	USA	Alabama	Active	 
2	USA	Florida	Active	 
3	USA	Iowa	Active	 
4	USA	Maryland	Active	 
5	USA	Missouri	Active	 
6	USA	New York	Active	 
7	USA	Ohio	Active	 
8	USA	Pennsylvania	Active	 
9	USA	Tennessee	Active	 
10	USA	Virginia	Active	 
11	USA	Washington DC	Active	 
12	USA	CA	Inactive	 

USA  Add

Diary icon

Print icon

Refresh icon

Exit icon

Choose the country, enter the state name and click Add button

### 3.1.4 Cities

Cities are linked to States and Countries in this screen





































NETworks  
NETworks Tours Online System

Welcome nwp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations: --Select--

City List

Sl.No.	Country	State	City	Zip	Status	Action
1	USA	Pennsylvania	Allentown		Active	 
2	USA	Alabama	Athens		Active	 
3	USA	Maryland	Baltimore		Active	 
4	USA	Ohio	Cleveland	44115	Active	 
5	USA	Maryland	Columbia	21045	Active	 
6	USA	Missouri	Columbia		Active	 
7	USA	Iowa	Des Moines	50309	Active	 
8	USA	Virginia	Fairfax		Active	 
9	USA	Virginia	Falls Church		Active	 
10	USA	Florida	Miami	33132	Active	 
11	USA	Tennessee	Nashville	37219	Active	 
12	USA	New York	New Yoek		Active	 
13	USA	Florida	Orlando		Active	 
14	USA	Pennsylvania	Philadelphia		Active	 
15	USA	Pennsylvania	Pittsburg		Active	 
16	USA	Alabama	Sss		Active	 
17	USA	Alabama	Test Metro		Active	 
18	USA	Washington DC	Washington DC		Active	 

USA -Select-   Add

Choose the country, choose the state, enter the city name, zip, and click Add button

### 3.1.5 Titles

Personnel titles are created through this screen

Manage Titles - Windows Internet Explorer

http://nwptermshr:8081/Title.aspx

Manage Titles

NETworks

NETworks Tours Online System

Welcome nwp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations : --Select--

Title List

Sl.No.	Title	Status	Action
1	Administrative Assistant	Active	
2	Asst. General Manager	Active	
3	Box Office	Active	
4	COO	Active	
5	General Manager	Active	
6	House Tech Director	Active	
7	Manager	Active	
8	Marketing	Active	
9	Operations Manager	Active	
10	Presenter	Active	
11	Venue	Active	

Enter the Title name and click Add button

Add

### 3.1.6 Time zones

Time zones linked to Metro cities are created through this screen

Manage Timezones - Windows Internet Explorer

http://nwptermshr:8081/Timezone.aspx

Manage Timezones

NETworks

NETworks Tours Online System

Welcome nwp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations : --Select--

Timezone List

Sl.No.	Timezone	Status	Action
1	Central Standard	Active	
2	Eastern	Active	
3	Mountain	Active	
4	North	Inactive	
5	Pacific	Active	

Enter the Time zone name and click Add button

Add





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### 3.1.7 Look up List

All configurable dropdown options are created through this screen

The screenshot shows the 'Manage Lookup List' screen in the 'NETworks Tours Online System'. The page has a navigation bar with 'New', 'Search', 'Templates', 'Reports', and 'Admin'. Below the navigation bar, there's a 'Lookup List' section with a table of existing lookup items and a form to add new ones.

**Lookup List Table:**

Sl.No.	Lookup Group	Lookup Item	Status	Action
1	Engagement Contract Status	Sent	Active	 
2	Engagement Contract Status	Received	Active	 

**Add New Lookup Item Form:**

Engagement Contract Status

**Annotations:**

- Enter the dropdown option name and click Add button
- Click on these headers to expand/collapse sections



## 3.2 New

These are the main transaction screens where the user enter new records

### 3.2.1 Metro

This screen allows to create a new Metro city or to convert an existing city to Metro city

Existing matching cities are shown while typing. Choosing one will populate the data

User will be directed back to this screen after adding the theatre/venue

Select to link nearby cities to a Metro city

Changing the State or Country name of an existing city will be treated as new City here. Any city modifications have to be done through Admin Screen.

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Modify screen will appear after creating the new Metro record or by searching the Metro record. Modify screen allows the user to edit or delete the existing records

Add row button

Delete row button

Link venues to Metro city

Select the box to delete the row

Modify screen fields will be grayed out (disabled) for the deleted records

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### 3.2.2 Personnel

This screen captures personnel information for all people involved with Networks business like Networks employees, tour personnel, presenter personnel, venue personnel etc. During creation of venue, personnel etc. you can select these personnel to link the peoples associated with the screens. Example, if John is the contact person for “Broad Way Across America”, enter Mr. John’s details in this screen and while creating BSS presenter, select John from the list to attach John to BAA. This enables to link same person to multiple assignments, like one person assigned to multiple venues can be linked easily just by attaching the person to each of the Venues.

The screenshot shows the 'Create Personnel' form in a web browser. The form is divided into several sections: personal information, residential address, other address, and assignment management. Annotations highlight specific features:

- Existing matching names are shown while typing. Choosing one will populate the data:** Points to the 'First Name' field where 'Na' is entered, and a dropdown menu shows 'Nancy McDaniel' as a suggestion.
- Assign shows to a person:** Points to the 'Show Assignment' table, which has columns for 'Show Name', 'Assignment Date', 'End Date', 'Status', 'Option', and 'Delete'.
- See details in “Attach documents” section:** Points to the 'Attach Documents' section, which includes a 'Document' field and a 'Browse...' button.

The form fields include:

- First Name, Middle Name, Last Name, Title (dropdown)
- Company, Employee Type (dropdown: FullTime), Date of Hire, Termination Date
- DOB, Marital Status, Employee Status (dropdown: Active)
- Phone(Direct), Fax, Phone(Cell), Phone(Other)
- Email, Web Page, Facebook, Twitter
- Residential Address: Street address, City (dropdown), State (dropdown), Zip Code
- Other Address: Street address, City (dropdown), State (dropdown), Zip Code

Show Name	Assignment Date	End Date	Status	Option	Delete
--Select--			--Select--		

Document
Browse...

Modify screen will appear after creating the new Personnel record or by searching the Personnel record. Modify screen allows the user to edit or delete the existing records

Personnel - Windows Internet Explorer

http://nwptermovr/personal.aspx?personalid=2

Personnel

Welcome mwp3 [Log Out]

# NETworks

## NETworks Tours Online System

New Search Templates

Recent Navigations : --Select--

First Name : Nancy

Last Name : Mcdaniel Title : Presenter

Date of Hire : Termination Date :

Employee Status : Active

Phone(Cell) : Phone(Other) :

Facebook : Twitter :

Free Type : FullTime

Status :

Email : NMcdan1@aol.com Web Page :

### Residential Address

Street address : City : --Select-- State : Zip Code : Country :

### Other Address

Street address : City : --Select-- State : Zip Code : Country :

#### Show Assignment

Show Name	Assignment Date	End Date	Status	Option	Delete
Mary Poppins	08/14/2013		YES	Edit	<input type="checkbox"/>

#### Attach Documents

Document	Option
Browse...	Attach

Save icon will appear both in "Create" and "Modify" screens

Delete icon will appear only in "Modify" screens provided the record is not deleted

### 3.2.3 Venue

Existing matching venues are shown while typing. Choosing one will populate the data

Assign contact persons to a venue

User will be directed back to this screen after adding the person

NETworks Online System

Welcome mwp3 [Log Out]

Recent Navigations : --Select--

Venue

Venue Name : Arsht Center For Arts

Capacity :

Delivery/Directions :

Notes :

Street address :

City : --Select--

State :

ZipCode :

Country :

Metro City : --Select--

Metro State :

Contact Persons [+][x]

Title	First Name	Last Name	Phone (Direct)	Fax	Email	Option
--Select--	--Select--	--Select--				<a href="#">Add</a>

Attach Documents [+][x]

Document	Option
<a href="#">Browse...</a>	<a href="#">Attach</a>

Modify screen will appear after creating the new Venue record or by searching the Venue record. Modify screen allows the user to edit or delete the existing records

New link takes to create new record screen

NETworks Tours Online System

Welcome mwp3 [Log Out]

Recent Navigations : --Select--

Modify Venue

Venue Name : Arsht Center For Arts

Capacity : 18,528.00

Delivery/Directions :

Notes :

City : Miami

State : Florida

ZipCode : 33132

Country : USA

Metro City : Orlando

Metro State : Florida

Contact Persons [+][x]

Title	First Name	Last Name	Phone (Direct)	Fax	Email	Option
Presenter	Nancy	Mcdaniel	561-329-7170		NMcdan1@aol.com	<input type="checkbox"/>

Attach Documents [+][x]

Document	Option
<a href="#">Browse...</a>	<a href="#">Attach</a>

### 3.2.4 Show

Existing matching shows are displayed while typing. Choosing one will populate the data

Select alternate show preferences that are to be used for this show in pro-forma report

NETworks

Windows Internet Explorer

http://nwptermserver/show.aspx

Welcome mwp3 [Log Out]

New Search Templates

Recent Navigations : --Select--

Create Show

Show Name : Mary Poppins

Federal ID :

Wkly Operating Expense :

Overhead Nut :

Variable Royalties :

Show begin date : 12/04/2013

Corporate Information

Name :

Street Address :

City : --Select-- State :

Zip Code : Country :

Pro-forma Dependent Show Precedence

Preference Show	Order	Option	Delete
--Select--			

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Modify screen will appear after creating the new Show record or by searching the Show record. Modify screen allows the user to edit or delete the existing records

Modify Show

NETworks

Windows Internet Explorer

http://nwptermserver/show.aspx?showid=2

Welcome mwp3 [Log Out]

New Search Templates Reports Admin

Recent Navigations : --Select--

New

Show Name : Mary Poppins

Federal ID :

Wkly Operating Expense : 92,538.72

Overhead Nut :

Variable Royalties :

Show begin date : 09/23/2013

Corporate Information

Name : Networks Tours

Street Address : 7000 Minster Way

City : Athens State : Alabama

Zip Code : Country : USA

Pro-forma Dependent Show Precedence

Preference Show	Order	Option	Delete
Beauty & The Beast	1	Edit	
Sleeping Beauty	2		

Edit row link

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### 3.2.5 Presenter

Existing matching names are shown while typing. Choosing one will populate the data

Assign contact persons to a presenter

User will be directed back to this screen after adding the person

Modify screen will appear after creating the new Presenter record or by searching the Presenter record. Modify screen allows the user to edit or delete the existing records

Title	First Name	Last Name	Phone (Direct)	Fax	Email	Option
Manager	Sams	Rajan	999999			<input type="checkbox"/>
Presenter	David	Greene	2166408540			<input type="checkbox"/>
Presenter	David	Greene	2166408540			<input type="checkbox"/>

**Note:** Users can select an existing record and modify the data to create new records, but the key fields in these screens should be changed (Metro – city name or state/country, Venue – venue name, Show – show name, Presenter – presenter name)

### 3.2.6 Engagement

Engagements are created for a Show, City and Create date combination. Historical engagements available for a show can be seen after selecting the city name and create date.

The Schedule screen is enabled after creating the engagement. Similarly other details screens are enabled after submitting the schedule.

The screenshot shows a web browser window titled "Engagement Schedule - Windows Internet Explorer" with the URL "http://nwptermshr/EngagementSchedule.aspx". The page header includes the "NETworks" logo and the title "NETworks Tours Online System". A navigation bar contains links for "New", "Search", "Templates", "Reports", and "Admin". A "Recent Navigations" dropdown is set to "--Select--".

The main form is titled "Create Engagement" and contains the following fields:

Show : --Select--	City/State : --Select--	Create Date : --Select--	Mileage :
Presenter : --Select--	Contact : --Select--	Revision Date :	Travel Time(Hrs) :
Venue : --Select--	Price Scales : --Select--	Subscription : N	Contract : --Select--
Offer : --Select--	Repeat : N	Expense : --Select--	Deal Memo : --Select--
	Exchange Rate :	Status : --Select--	Metro City/State : --Select--

Below the form is a tabbed interface with tabs for "Schedule", "Deal", "Price Scales", "Expenses", "Box Office", "Discount", and "Coversheet". The "Schedule" tab is currently selected. A red message "Please Create Engagement First" is displayed below the tabs. The footer contains the copyright notice "Copyright © 2013, NETworks Presentations, Inc." and a zoom level of "100%".

### 3.2.6.1 Schedule

The engagement modification and the schedule details are submitted from this screen

Engagement Schedule - Windows Internet Explorer

http://nwptermsovr/EngagementSchedule.aspx?eng

Engagement Schedule

Welcome nwp3 [Log Out]

NETworks

NETworks Tours Online System

New Search Templates Reports Admin

Recent Navigations : --Select--

**Modify Engagement**

Show : Mary Poppins City/State : Baltimore / Maryland Create Date : 9/3/2013 Mileage :  
Presenter : Broad Across America Contact : Sams Rajan Revision Date : 9/3/2013 Travel Time(Hrs) :  
Venue : Hippodrome Contract : --Select--  
Offer : Pending Deal Memo : --Select--  
Metro City/State : Des Moines / Iowa

All schedule dates will appear in Diary screen, if the Type is "Performance" then the "City, State" name will be shown in the diary

Schedule Deal Price Scales Expenses Box Office Discount Coversheet

Type	Date	Day	Start Time	End Time	Notes	Option	
Performance 1	09/17/2013	Tue	8:00PM	11:00PM		Edit	
Performance 2	09/18/2013	Wed	8:00PM	11:00PM		Edit	
Performance 3	09/19/2013	Thu	8:00PM	11:00PM		Edit	
Performance 4	09/20/2013	Fri	8:00PM	11:00PM		Edit	

### 3.2.6.2 Deal

Users can select a deal template available for the show, modify the data (if required) and save against the engagement.

Engagement Deal - Windows Internet Explorer

http://nwptermsovr/EngagementDeal.aspx?en

Engagement Deal

Welcome nwp3 [Log Out]

NETworks

NETworks Tours Online System

New Search Templates Reports Admin

Recent Navigations : --Select--

**Modify Engagement**

Show : Mary Poppins City/State : Baltimore / Maryland Create Date : 9/3/2013 Mileage :  
Presenter : Broad Across America Contact : Sams Rajan Revision Date : 9/3/2013 Travel Time(Hrs) :  
Venue : Hippodrome Contract : --Select--  
Offer : Pending Deal Memo : --Select--  
Metro City/State : Des Moines / Iowa

Choose an existing template and modify if required to link deal to the engagement, or add new template and then link

Schedule Deal Price Scales Expenses Box Office Discount Coversheet

[Add Template](#)

Deal Type : A - 8 Performances Update Date : 09/02/2013

**Commissions**

Commission Type	Rate	Facility Fee On Each Ticket	Miscellaneous Other 1
Royalty	5.00%	2.50	11.00
Guarantee			

User will be directed back to this screen after adding the template



### 3.2.6.3 Price Scales

Engagement Price Scales - Windows Internet Explorer

http://nwptermovr/EngagementPriceScales.aspx?ter...

Number of weeks depends on the total duration of the schedule

Number of Performances from the schedule

Price Scales A

Week 1 Week 2

Tue 8:00PM Wed 8:00PM Thu 8:00PM Fri 8:00PM Sat 2:00PM Sat 7:00PM Sun 1:00PM Mon 8:00PM

Delete Price Scale [+] [x]

Singles					Subscriptions					Group	
Price Level	Seats	Ticket Price	Sale Amount	Seating Detail	Unit	Discount	Ticket Price	Unit	Discount	Ticket Price	Delete
A	720	\$100.00	\$72,000.00	VIP Seats	%	15.00	\$85.00	%	12.00	\$88.00	
B	7000	\$65.00	\$455,000.00		%		\$0.00	%		\$0.00	
C	10000	\$40.00	\$400,000.00		%		\$0.00	%		\$0.00	
Seat Total : 17720 Schedule Total : \$927,000.00 # of Shows : 2 Sale Sub Total : \$1,854,000.00											

Price Scale A Totals

Price Scales B

Week 1 Week 2

Tue 8:00PM Wed 8:00PM Thu 8:00PM Fri 8:00PM Sat 2:00PM Sat 7:00PM Sun 1:00PM Mon 8:00PM

Delete Price Scale [+] [x]

Singles					Subscriptions					Group	
Price Level	Seats	Ticket Price	Sale Amount	Seating Detail	Unit	Discount	Ticket Price	Unit	Discount	Ticket Price	Delete
A	820	\$90.00	\$73,800.00		%	15.00	\$76.50	%		\$79.20	
B	6850	\$0.00	\$0.00		%		\$0.00	%		\$0.00	
C	10050	\$0.00	\$0.00		%		\$0.00	%		\$0.00	
Seat Total : 17720 Schedule Total : \$73,800.00 # of Shows : 2 Sale Sub Total : \$1,021,550.00											

Performances selected in other Price Scale will be disabled

Deletes this Price Scale

Add/Delete rows in a Price Scale

### 3.2.6.4 Expenses

Engagement Expenses - Windows Internet Explorer

http://nwptermovr/EngagementExpenses.aspx?ter...

Engagement Expenses

Clear the field values entered

Schedule Deal Price Scales Expenses Box Office Discount Coversheet

Documented Expenses			Local Expenses		
	Budgeted	Actual		Budgeted	Actual
Advertising(Gross)	:\$100,000.00	\$106,310.85	ADA Expense	:	\$1,800.00
Stagehands(Load-In)	:	\$42,500.15	Box Office	:	\$457.00
Stagehands(Load-Out)	:	\$22,773.75	Catering	:	\$888.00
Stagehands(Running)	:\$75,000.00	\$31,899.95	Equipment Rental	:	\$235.00
Wardrobe and Hair(Load-In)	:	\$2,565.17	Group Sales Expenses	:	\$458.00
Wardrobe and Hair(Load-Out)	:	\$164.13	House Staff	:	\$1,546.00
Wardrobe and Hair(Running)	:\$25,000.00	\$21,060.22	League Fees	:	\$777.00
Labour Catering	:	\$1,497.00	Licenses/Permits	:	\$9,875.00
Musicians	:\$25,000.00	\$33,048.17	Limos/Auto	:	\$533.00
Insurance (On Drop Count) :	\$0.35	\$700.00	Orchestra Shell Removal	:	\$4,568.00
Ticket Printing	:\$0.10	\$195.00	Presenter Profit	:	\$1,154.00
Other 1	: Other Expenses	\$2,400.00	Police/Security/Fire Marshall	:	\$2,104.64
Other 2	:	\$12,547.00	Program	:	\$1,474.00
			Rent	:	\$5,558.00

### 3.2.6.5 Box Office

Engagement Box Office - Windows Internet Explorer

http://nwptermovr/EngagementBoxOffice.aspx?terv

Exchange Rate : Metro City/State : Des Moines / Iowa

Schedule Deal Price Scales Expenses **Box Office** Discount Coversheet

Tuesday, Sep 17, 2013 8:00PM Capacity : 17720 Performance : Performance 1

Gross Sales : \$100,289.75 Tax 1 : 0.05000 Tax/Facility Fee Commission : 4.00%  
 Drop Count : 17265 Tax Amount Over : \$11.00 Facility Fee on Each Ticket : \$2.50  
 Paid Attendance : 17260  
 Comps : 54

**Sales**

Tickets Sold Gross Receipts Facility Fee Amusement Tax Sales Less Amusement Tax & Facility Fee \$/% Net Commission Tax/Facility Fee Commission Total

Subscription	15005	\$8,000,000.00	\$37,512.50	\$379,166.07	\$7,583,321.43	12.00%	\$909,998.57	\$16,667.14	
Phone	500	\$15,000.00	\$1,250.00	\$654.76	\$13,095.24	5.00%	\$654.76	\$76.19	
Internet	150	\$1,501.00	\$375.00	\$53.62	\$1,072.38	5.00%	\$53.62	\$17.14	
Credit Card	45	\$400.00	\$112.50	\$13.69	\$273.81	3.00%	\$8.21	\$5.05	
Remote/Outlet	800	\$15,000.00	\$2,000.00	\$619.05	\$12,380.95	10.00%	\$1,238.10	\$104.76	
Single Tix	600	\$21,000.00	\$1,500.00	\$928.57	\$18,571.43	10.00%	\$1,857.14	\$97.14	
Group(<\$50,000)	70	\$1,500.00	\$175.00	\$63.10	\$1,261.90	5.00%	\$63.10	\$9.52	
Group(>\$50,000)	10	\$200.00	\$25.00	\$8.33	\$166.67	4.00%	\$6.67	\$1.33	
Other 1	35	\$100.00	\$87.50	\$0.60	\$11.90	\$11.00	\$385.00	\$3.52	
Other 2	50	\$140.00	\$125.00	\$0.71	\$14.29	\$11.00	\$550.00	\$5.03	

Box office data has to be entered for each Performance

Data from Deal

Data from Deal

### 3.2.6.6 Discount

Engagement Discounts - Windows Internet Explorer

http://nwptermovr/EngagementDiscount.aspx?eng

Presenter : Broad Across America Contact : Sams Rajan Revision Date : 9/3/2013 Travel Time(Hrs) :  
 Venue : Hippodrome Price Scales : Approved Subscription : N Contract : --Select--  
 Offer : Pending Repeat : N Expense : Received Deal Memo : --Select--  
 Exchange Rate : Status : Pending Metro City/State : Des Moines / Iowa

Schedule Deal Price Scales Expenses Box Office **Discount** Coversheet

Performance : Performance 1

Subscription		Group		Miscellaneous	
%	Tickets	%	Tickets	%	Tickets
1		< 50		1	
2		> 50		2	
3				3	
4				4	
5					
6					

Demand Pricing

Discount data has to be entered for each Performance

### 3.2.6.7 Coversheet

Engagement Coversheet - Windows Internet Explorer

http://nwptermovr/EngagementCoversheet.aspx?e

Engagement Coversheet

Schedule Deal Price Scales Expenses Box Office Discount **Coversheet**

Settlement Document List	Received	Notes
Settlement cover page (1 copy)	<input type="checkbox"/>	<input type="text"/>
Guarantee check (2 copies)	<input type="checkbox"/>	<input type="text"/>
Royalty check (2 copies)	<input type="checkbox"/>	<input type="text"/>
Overage check (2 copies)	<input type="checkbox"/>	<input type="text"/>
Settlement summary (2 originals)	<input type="checkbox"/>	<input type="text"/>
Venue settlement (if submitted)	<input type="checkbox"/>	<input type="text"/>
Box office sheet	<input type="checkbox"/>	<input type="text"/>
Box office statement (in reverse order)	<input type="checkbox"/>	<input type="text"/>
Labour bills (Signed off by TD)	<input type="checkbox"/>	<input type="text"/>
Musicians bills (if applicable)	<input type="checkbox"/>	<input type="text"/>
Local Documented expensive invoice	<input type="checkbox"/>	<input type="text"/>
Advertising (summary, invoices, tear sheets, etc.)	<input type="checkbox"/>	<input type="text"/>

Documents section

Engagement Coversheet - Windows Internet Explorer

http://nwptermovr/EngagementCoversheet.aspx?e

Engagement Coversheet

Musicians bills (if applicable) ☐

Local Documented expensive invoice ☐

Advertising (summary, invoices, tear sheets, etc.) ☐

Contract copy ☐

Direct Company Charges (Checks written)					
Charge	Check #	Notes	Option	Delete	
Ch1	\$500.00		Edit	<input type="checkbox"/>	
Ch2	\$2,000.00		Edit	<input type="checkbox"/>	
TOTAL:		\$2,500.00			

Charges section

Outstanding Company Receivables			
Charge	Notes	Option	Delete
TOTAL:			

Receivables section

Distribution List: Email

Enter Email ids with (,) separator!

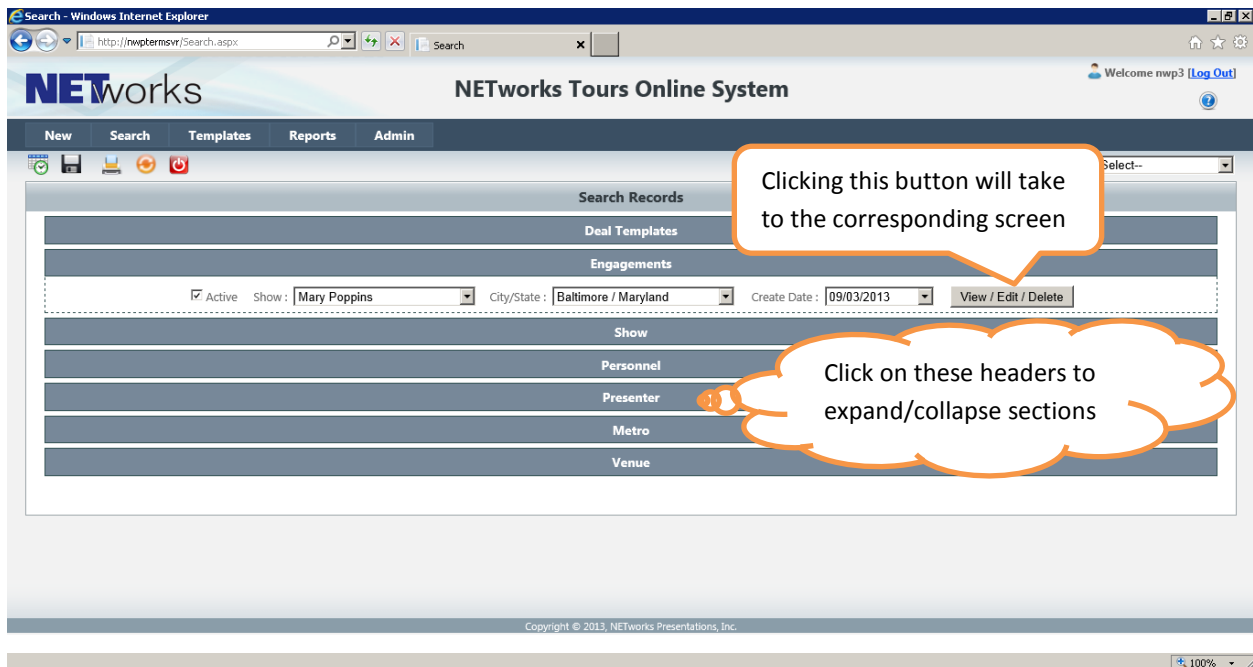
Separate multiple email ids with comma

### 3.3 Search

This screen is used to view/modify/delete an existing record. Deleted records can be searched by unselecting the “Active” box; deleted entries will display in red text in the dropdown

Following records can be searched through this screen

1. Deal Templates
2. Engagements
3. Show
4. Personnel
5. Presenter
6. Metro
7. Venue



## 3.4 Templates

### 3.4.1 Deal

Deal templates are created for a Show, Type and Create date combination. There may be multiple versions of a template with different update dates

Deal - Windows Internet Explorer

http://nwptermshr/Deal.aspx

New Search Templates Reports Admin

Recent Navigations : --Select--

Create Deal Template

Show : --Select-- Deal Type : --Select OR Enter-- Create Date : Update Date : --Select--

**Income**

Royalty : Guarantee : Company Middle Monies : Presenter Middle Monies : Middle Monies Cap : Producer Share of Split : Presenter Share of Split : Star Royalty : Income With Holding Tax Budget : Income With Holding Tax Actual :

**Commissions**

Subscription Sales : Phone Sales : Internet Sales : Credit Card Sales : Group (< \$50,000) Sales 1 : On Each Ticket : Miscellaneous Other 1 : Miscellaneous Other 2 : Tax/Facility Fee : Remote Sales : Single Tickets : Group (> \$50,000) Sales 2 :

Select an existing Type or enter a new one

Modify screen will appear after creating the new Deal Template record or by searching the Deal template record. Modify screen allows the user to edit or delete the existing records

Deal - Windows Internet Explorer

http://nwptermshr/Deal.aspx?dealid=4

New Search Templates Reports Admin

Recent Navigations : --Select--

Modify Deal Template

Show : Mary Poppins Deal Type : A - 8 Performances Create Date : 9/2/2013 Update Date : 9/2/2013

**Income**

Royalty : 10.00% Guarantee : \$365,000.00 Company Middle Monies : Presenter Middle Monies : Middle Monies Cap : Producer Share of Split : 70.00% Presenter Share of Split : 30.00% Star Royalty : Income With Holding Tax Budget : Income With Holding Tax Actual :

**Commissions**

Tax : 5.00% Facility Fee On Each Ticket : 2.50 Miscellaneous Other 1 : Miscellaneous Other 2 : Tax/Facility Fee : Remote Sales : Single Tickets : Group (> \$50,000) Sales 2 : Subscription Sales : 12.00% Phone Sales : 5.00% Internet Sales : 5.00% Credit Card Sales : 3.00% Group (< \$50,000) Sales 1 : 2.00%

## 3.5 Reports

### 3.5.1 Route Report

This report will display data for a selected show and the date ranges

Click to generate the report

Select the columns that are to be shown in the report

COUNT	WEEK	DAY/DATE	CITY/STATE	MILEAGE	SHOW-TIMES	NO OF PERF	VENUE	PRESENTER	WEEKLY TOTAL
1	1	Mon 23 Sep 2013	Baltimore/Maryland		20:00	1	Hippodrome	Broad Across America	
		Tue 24 Sep 2013							1 PERF
		Wed 25 Sep 2013							\$365,000.00 GNTES
		Thu 26 Sep 2013							\$0.00 EST ROY
		Fri 27 Sep 2013							\$365,000.00 TOTAL
		Sat 28 Sep 2013							NUT
		Sun 29 Sep 2013							\$365,000.00 NET
2	2	Mon 30 Sep 2013							
		Tue 01 Oct 2013							PERF
		Wed 02 Oct 2013							GNTES

### 3.5.2 Coversheet Report

This report will display data for a selected engagement

Select a format to export the report data

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

Show Schedule	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Monday	--	8:00PM	--	--	--	--
Tuesday	8:00PM	--	--	--	--	--
Wednesday	8:00PM	--	--	--	--	--
Thursday	8:00PM	--	--	--	--	--
Friday	8:00PM	--	--	--	--	--
Saturday	7:00PM 7:00PM	--	--	--	--	--

### 3.5.3 Settlement Reports

This screen will generate 3 settlements reports together; Box Office, Engagement and Snapshot report. All the reports will be generated in one excel sheet in multiple worksheet tabs.

Settlement Reports - Windows Internet Explorer

http://nwptermssvr/Reports/SettlementReport.asp

Settlement Reports

Welcome nwp3 [Log Out]

NETworks NETworks Tours Online System

New Search Templates Reports Admin

Recent Navigations: --Select--

Settlement Report

Show: Mary Poppins City: Baltimore Venue: Hippodrome Start Date: 09/17/2013 Week: Week 1

Extract

This Excel file image will appear after generating the report. Please click on it to download

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100%

### 3.5.4 Market History Report

This report will display all engagement data for the selected shows and the date ranges

Market History Report - Windows Internet Explorer

http://nwptermssvr/Reports/MarketHistoryReport.asp

Market History Report

Welcome nwp3 [Log Out]

NETworks NETworks Tours Online System

New Search Templates Reports Admin

Recent Navigations: --Select--

Market History Report

Show: All Venue: All Presenter: All Metro: All Column: All

From: 9/1/2013 To: 12/4/2013

Extract

Show	Presenter	Opened	Closed	Performance	Advertising (Gross)	StageHands (Load-In)	StageHands (Load-Out)	StageHands (Running)	Wardrobe and Hair (Load-In)	Wardrobe and Hair (Load-Out)	Labour Catering
Sleeping Beauty	Des Moines Performing Arts	09/27/2013	10/01/2013	4	29060.41	24442.98	16194.43	0.00	0.00	0.00	260.65

Scroll horizontally to view all the columns

Select the columns that are to be shown in the report

100%

This report is available both in screen and Excel formats. It will display data for a selected engagement

BreakEvenReport - Windows Internet Explorer

http://nwp3termisvr/Reports/BreakEvenReport.aspx

BreakEvenReport

Welcome nwp3

Log Out

NETworks

New

Search

Templates

Reports

Admin

Recent Navigations:

--Select--

BreakEven Report

Show:

Mary Poppin

City:

Baltimore

Venue:

Hippodrome

Start Date:

09/17/2013

End Date:

09/23/2013

Discount cap:

12.00%

Extract

Edit Parameters

excel

1 of 1

100%

Find | Next

		Weekly	Weekly	Weekly	Weekly	RUN	RUN	RUN	RUN	BREAK
House Capacity	0.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00
Performance Capacity	0.00	100.00%	90.00%	80.00%	70.00%	100.00%	90.00%	80.00%	70.00%	65.00%
Tickets Sold	0.00	\$708,800.00	\$637,920.00	\$567,040.00	\$496,160.00	\$708,800.00	\$637,920.00	\$567,040.00	\$496,160.00	\$460,720.00
Sub Load - in	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00
Box Office Gross	0.00	\$50,144.00	\$45,130.00	\$40,115.00	\$35,101.00	\$100,288.00	\$90,260.00	\$80,230.00	\$70,202.00	\$32,594.00
Less Discounts	12.00%	(\$6,017.00)	(\$5,416.00)	(\$4,814.00)	(\$4,212.00)	(\$12,035.00)	(\$10,831.00)	(\$9,628.00)	(\$8,424.00)	(\$3,911.00)
Adjusted Gross	0.00	\$44,127.00	\$39,714.00	\$35,301.00	\$30,889.00	\$88,253.00	\$79,429.00	\$70,602.00	\$61,778.00	\$28,683.00
Tax	5.00%	(\$2,206.00)	(\$1,986.00)	(\$1,765.00)	(\$1,544.00)	(\$4,413.00)	(\$3,971.00)	(\$3,530.00)	(\$3,089.00)	(\$3,089.00)
Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subscription Charge	12.00%	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)	(\$480,000.00)
Credit Card & Other Commissions	64.00%	\$2,531,759.00	\$2,534,583.00	\$2,537,407.00	\$2,540,231.00	\$2,503,518.00	\$2,509,165.00	\$2,514,815.00	\$2,520,462.00	\$2,541,643.00

**Edit BreakEven Parameters**

No of Shows Per Week :	<input type="text" value="8"/>
No of Weeks :	<input type="text" value="2"/>
Seats Per Show :	<input type="text" value="\$88,000.00"/>
Weekly Gross Potential :	<input type="text" value="\$323,289,000.00"/>
Net Avg Per Tix :	<input type="text" value="912"/>
Exchange Rate :	<input type="text" value="\$0.00"/>
Deal Type :	<input type="button" value="Guarantee Deal"/>

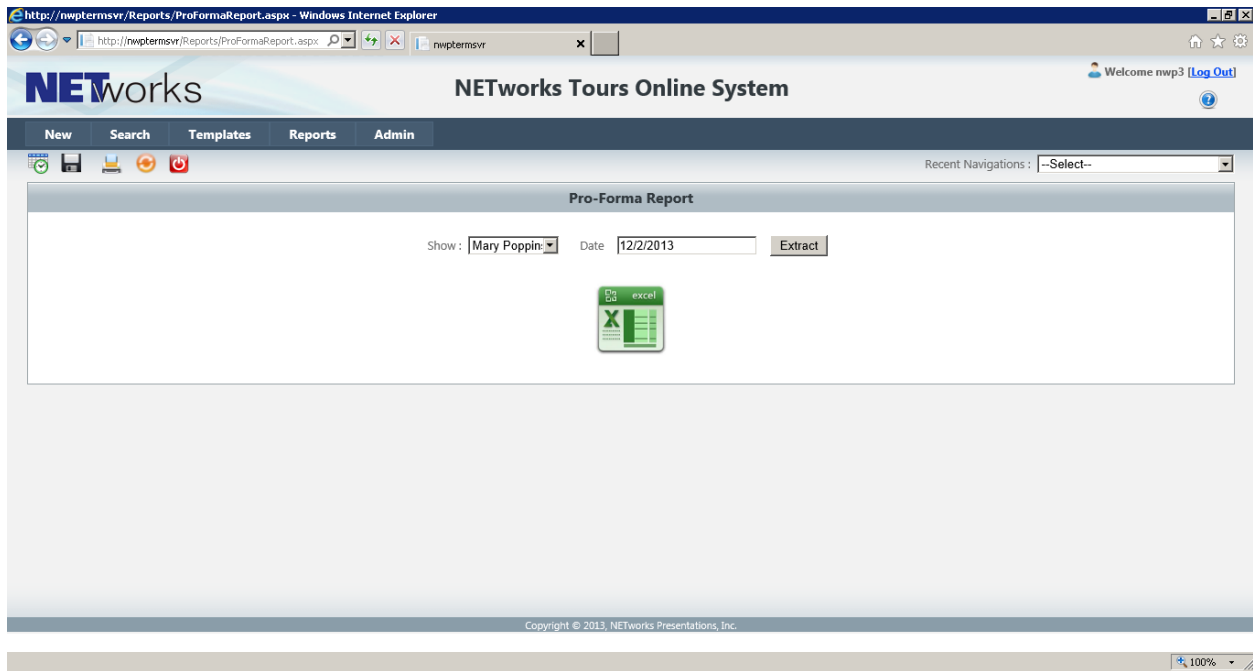
  

	Weekly	Weekly	Weekly	Weekly	RUN	RUN	RUN	RUN	BREAK
House Capacity	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00	\$708,800.00
Performance Capacity	<input type="text" value="100.00%"/>	<input type="text" value="00.00%"/>	<input type="text" value="80.00%"/>	<input type="text" value="70.00%"/>	<input type="text" value="100.00%"/>	<input type="text" value="00.00%"/>	<input type="text" value="80.00%"/>	<input type="text" value="70.00%"/>	<input type="text" value="05.00%"/>
Tickets Sold	\$708,800.00	\$637,920.00	\$567,040.00	\$496,160.00	\$708,800.00	\$637,920.00	\$567,040.00	\$496,160.00	\$450,720.00
Sub Load - in	<input type="text" value="\$4,000,000.00"/>	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00
Box Office Gross	\$50,144.00	\$45,130.00	\$40,115.00	\$35,101.00	\$100,288.00	\$90,280.00	\$80,230.00	\$70,202.00	\$32,594.00
Less Discounts	<input type="text" value="12.00%"/>	(\$6,017.00)	(\$5,416.00)	(\$4,814.00)	(\$4,212.00)	(\$12,035.00)	(\$10,631.00)	(\$9,628.00)	(\$8,424.00)
Adjusted Gross	\$44,127.00	\$39,714.00	\$35,301.00	\$30,889.00	\$88,253.00	\$78,429.00	\$70,602.00	\$61,778.00	\$28,883.00
Tax									



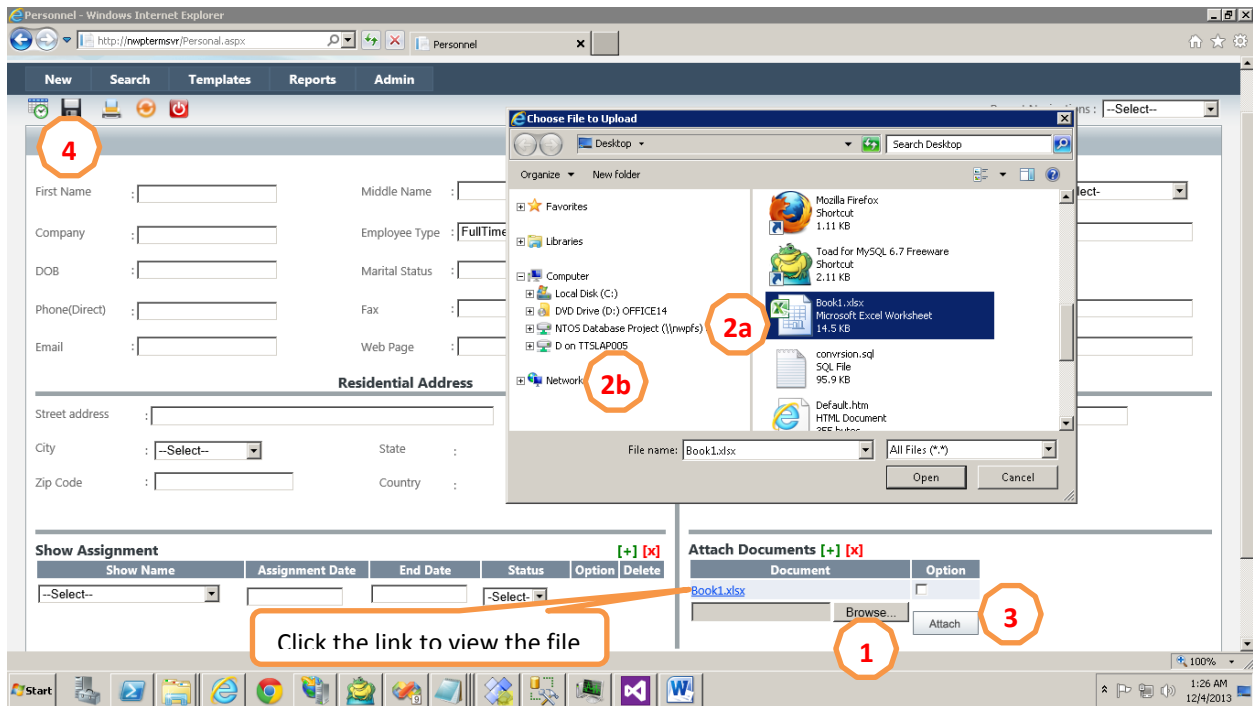
### 3.5.6 Pro-Forma Report

This report will display one year data (July to June) for the selected show and date year.



## 4 Attach Documents

This feature is same in all screens wherever applicable. The steps to be followed are given below



Step 1 – Click Browse button

Step 2 – Select the file name from 'nwpfs' share either from mapped 'U' drive (2a) or by navigating to the Network path (2b)

Step 3 – Click Attach button. Repeat above steps for each file to be attached

Step 4 – Click Save icon on top of the screen

## 5 Application Messages

### 5.1 Inline messages

1. Red asterisks (\*) – Required fields where the data should be entered for saving the record
2. Red hashes (#) – Data comparisons like Start time should be less than end time. Place mouse over the # symbol to view the full message text
3. Orange text messages – validation messages like “Field validations failed. Please check and rectify”
4. Green text messages – successful messages like “Engagement created successfully. Please enter the schedules below”
5. Red text messages – failure messages like “Engagement exists for the same Show, City and Create date. Please check and correct”

### 5.2 Popup messages

1. Confirmation messages before saving or deleting a record – E.g. Do you want to submit the data? Entire Engagement will be deleted. Do you want to delete? etc.
2. Alert messages while navigating from one screen to other without saving the data – E.g. Data not saved! Want to Exit?