



Download Tab

For

Enhanced User Guide

This section will take you through all your export options (Excel, Word, PDF, PowerPoint and many more), plus Sorting options, Client Manager and how to temporarily customize proposal titles when sending the same proposal to multiple clients.

Visual Advertising Sales Tools

Phone: 866-980-8278

Updated March 2016

Download Tab Sorting/Output Options

Click on the Download tab to export to any of the options shown (*Note: You will not necessarily see all these icons - You will only see the icons for options that are available to you.*)

See next page to view the different excel options.

Default sorting is shown. You may click on the dropdowns to re-arrange sorting for this proposal.

Defaults are checked. You may uncheck any options you don't want for this proposal.

Note: "Show Ratecard" and "Add Terms & Conditions" only apply to those organizations who have either purchased our Ratecard module or who have supplied us with their Terms & Conditions.

For adSails - see user guide in the Help & Tutorials section.

For Strata

For Avails

You will only see the camera image if you have our mobile device subscription.

Make sure you "Save" your proposal to your desktop or client folder.



The screenshot shows the 'Download' tab in the ShowSeeker+ application. The interface includes a top navigation bar with tabs: Proposal Manager, Build Proposal, Download (selected), Calendar, Packages, Help & Tutorials, and a user profile icon. Below the navigation bar, there are two main sections: 'Sorting' and 'Output Options'. The 'Sorting' section has three dropdown menus: 'Date', 'Time', and 'Network', with a 'Default Sorting' button below them. The 'Output Options' section has a list of checkboxes: 'Include Logos' (checked), 'Include Description' (checked), 'Include New' (checked), 'Hide Rates' (unchecked), 'Show Ratecard on Proposal' (unchecked), and 'Add Terms & Conditions' (unchecked). To the right of these sections is a grid of icons for different export formats: Standard (Excel), adSails, Report (Excel), SCX, Detail (Excel), XML, Avail, Images, No Rates, PowerPoint, and PDF. A red box highlights the 'Download' tab in the navigation bar. A yellow box highlights the 'Output Options' section. A red box highlights the 'Save' button in the bottom right corner of the application window.

Download Tab Excel Options

Enhanced User Guide

Network	DayPart	Show	Start	End	Wks	Spots Wk	Rate	Total Spots	Total
Zone: Los Angeles									
	Tu 6A-6:30A Season Premiere	I Hate My Kitchen <i>Creating an Eclectic Open Kitchen Concept From a Closed-In 70s Kitchen Disaster</i> James Young create an open-concept kitchen.	3/8/16	3/8/16	1	1	50.00	1	50.00
	Tu 7P-8P Series Premiere	Intervention: Codependent <i>Alex & Paige</i> Paige and Alex's drug-fueled corrosive relationship.	3/8/16	3/8/16	1	1	75.00	1	75.00
	Tu 8P-9P Season Finale	Team Ninja Warrior <i>Finals Week 2</i> Four teams compete to advance; the winning team is crowned.	3/8/16	3/8/16	1	1	50.00	1	50.00



Prem Fin										Flight Dates				Start		3/8/16		End		3/8/16		VAST									
Order										Billing										Totals											
AE		Barbara Thomsen								Address								Total Spots		8		Gross \$		\$500.00							
Agency										City						State				Zip				Commission							
Client										Contact						Phone															
RepFirm																						Net \$		\$500.00							
#	Network	Show	M	T	W	Th	F	S	S	Start	End	From	To	Wks	Spot Wk	Rate	Total Spots	Total Amount	W1 03-07												
Zone: Los Angeles SysCode: 8910																															
1	DIY	I Hate My Kitchen		x						3/8/16	3/8/16	06:00	06:30	1	1	\$50.00	1	\$50.00	1												
2	LMN	Intervention: Codependent		x						3/8/16	3/8/16	19:00	20:00	1	1	\$75.00	1	\$75.00	1												
3	ESQ	Team Ninja Warrior		x						3/8/16	3/8/16	20:00	21:00	1	1	\$50.00	1	\$50.00	1												
4	TLC	The Little Couple		x						3/8/16	3/8/16	21:00	22:01	1	1	\$75.00	1	\$75.00	1												
5	ENT	Just Jillian		x						3/8/16	3/8/16	22:00	23:00	1	1	\$50.00	1	\$50.00	1												
6	TBSC	Separation Anxiety		x						3/8/16	3/8/16	22:00	23:00	1	1	\$75.00	1	\$75.00	1												
7	USA	Chrisley Knows Best		x						3/8/16	3/8/16	22:00	22:32	1	1	\$50.00	1	\$50.00	1												
8	TRU	10 Things		x						3/8/16	3/8/16	22:30	23:01	1	1	\$75.00	1	\$75.00	1												
Los Angeles Totals																		\$500.00	8												

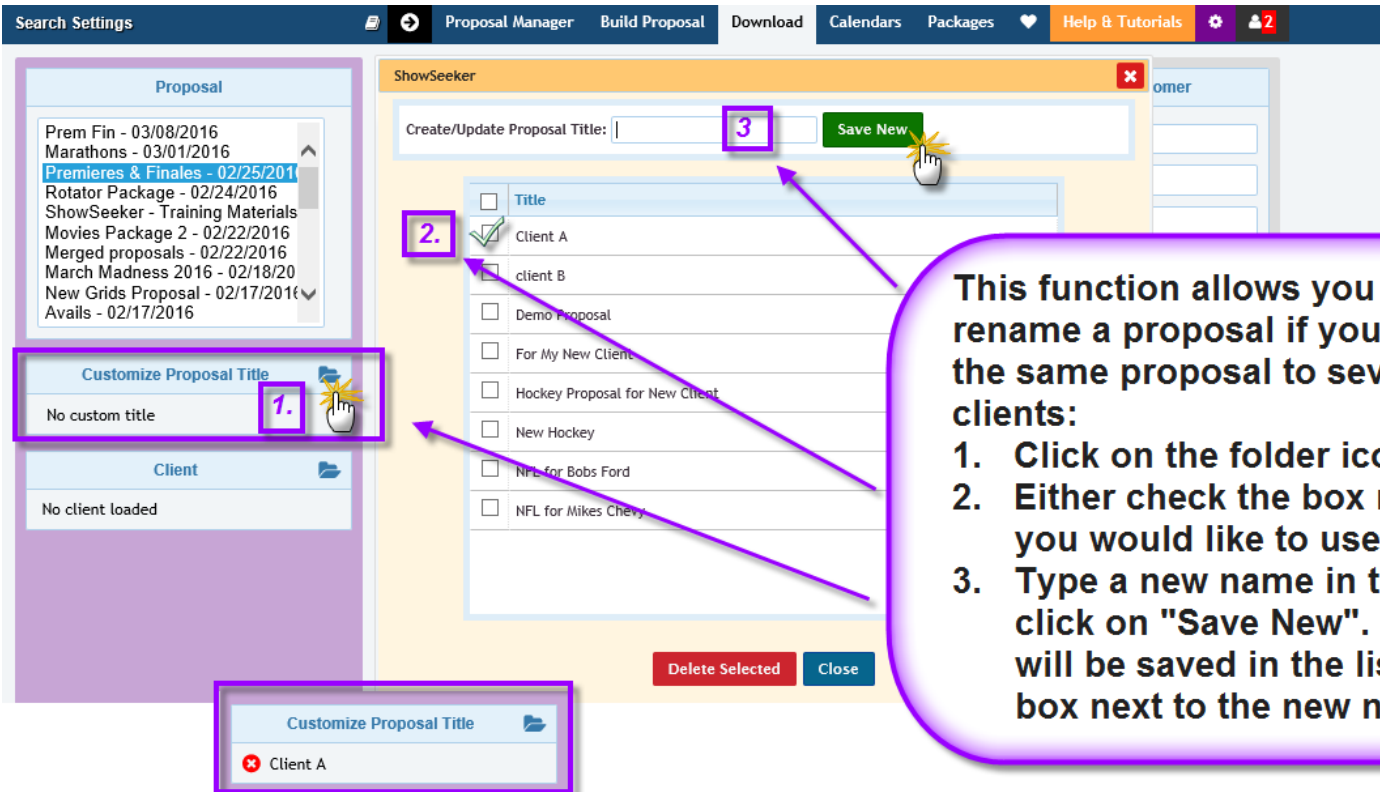


Net	Program	Episode	Description	Day	Airdate	Starts	Ends	Du	Status	Genre	Genre2
Zone : Los Angeles											
DIY	I Hate My Kitchen	Creating an Eclectic Open Kitchen Concept From a Closed-In 70s Kitchen Disaster	In Emily and Dave's 1970s kitchen, contractor James Young demolishes all of the walls to create an open-concept kitchen, while adding new cabinets, slab-door countertops, an art-glass chevron backsplash, and a brass sink.	TUE	3-8-16	6A	6:30A	30	Season Premiere	home improvement	how-to
LMN	Intervention: Codependent	Alex & Paige	Paige and Alex's drug-fueled corrosive relationship is difficult to balance and they must break free	TUE	3-8-16	7P	8P	60	Series Premiere	reality	



Download Tab

Customize Proposal Title



Proposal

Prem Fin - 03/08/2016
Marathons - 03/01/2016
Premieres & Finales - 02/25/2016
Rotator Package - 02/24/2016
ShowSeeker - Training Materials
Movies Package 2 - 02/22/2016
Merged proposals - 02/22/2016
March Madness 2016 - 02/18/20
New Grids Proposal - 02/17/2016
Avails - 02/17/2016

Customize Proposal Title

No custom title

Client

No client loaded

ShowSeeker

Create/Update Proposal Title: [3] **Save New**

2.

☒ Title
☒ Client A
☐ client B
☐ Demo Proposal
☐ For My New Client
☐ Hockey Proposal for New Client
☐ New Hockey
☐ NFL for Bobs Ford
☐ NFL for Mikes Chevy

1.

3.

Delete Selected **Close**



Customize Proposal Title

Client A

This function allows you to temporarily rename a proposal if you would like to send the same proposal to several different clients:

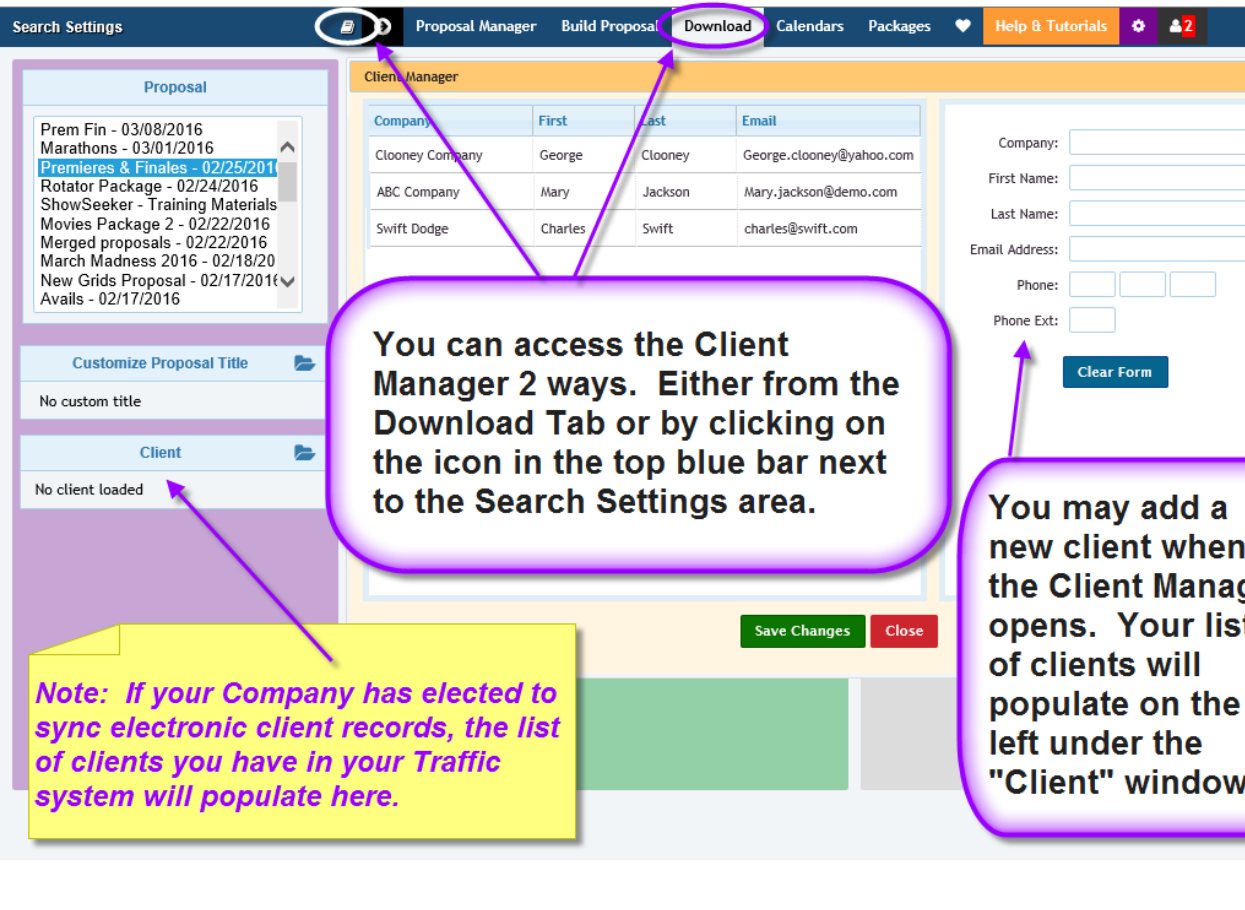
1. Click on the folder icon.
2. Either check the box next to the name you would like to use, or:
3. Type a new name in the Title Box - click on "Save New". Your new title will be saved in the list, then check the box next to the new name.

Your checked proposal will be listed in the Customize Proposal Title area. From here just select your export format. Your new proposal will temporarily be created with the new name. Click the red "x" to remove the Title from this area.

Client A									
Network	DayPart	Show - Description	Start	End	Wks	Spots Wk	Rate	Total Spots	Total
Zone: Los Angeles									
	Tu 6A-6:30A Season Premiere	I Hate My Kitchen <i>Creating an Eclectic Open Kitchen Concept From a Closed-In 70s Kitchen Disaster</i> James Young create an open-concept kitchen.	03-08-16	03-08-16	1	1	50.00	1	50.00
	Tu 7P-8P Series Premiere	Intervention: Codependent <i>Alex & Paige</i> Paige and Alex's drug-fueled corrosive relationship.	03-08-16	03-08-16	1	1	75.00	1	75.00

Download Tab Client Manager

Enhanced User Guide



You can access the Client Manager 2 ways. Either from the Download Tab or by clicking on the icon in the top blue bar next to the Search Settings area.

You may add a new client when the Client Manager opens. Your list of clients will populate on the left under the "Client" window.

Note: If your Company has elected to sync electronic client records, the list of clients you have in your Traffic system will populate here.

Company	First	Last	Email
Clooney Company	George	Clooney	George.clooney@yahoo.com
ABC Company	Mary	Jackson	Mary.jackson@demo.com
Swift Dodge	Charles	Swift	charles@swift.com

Form fields: Company, First Name, Last Name, Email Address, Phone, Phone Ext. [Clear Form]

Buttons: Save Changes, Close

It is recommended that you save your proposal and email your client from your Company's server; however, we have provided this as a courtesy. **Please note - since this is being sent from ShowSeeker's server, the return email address will show our support@showseeker.com email address.**

To Email Your Customer

Company:

First Name:

Last Name:

Message:

Subject Line:

Email 1:

Email 2:

☐ Attach Word Document
☐ Attach Word no Rates
☐ Attach Excel Document
☐ Attach PDF File
☐ Attach Strata File

[Send Email]