



Sharing your Proposals

For

Enhanced User Guide

You may share a proposal with someone in your office or market or you can create a group*

****Note: Due to feeds being different for some time zones, proposals containing fixed position programs can only be shared within the same time zone in order to reflect accurate times.***

Visual Advertising Sales Tools

Phone: 866-980-8278

Updated March 2016

Sharing a Proposal

Search Settings

Markets: VAST
Zone: Los Angeles
Ratecard: 4th Quarter 2015
Networks: Select Networks Show Grid
Calendar: Broadcast Standard
Date Range: 12/17/2015 to 02/11/2016
Time Range: 06:00 AM to 11:59 PM
Days of Week: Select Days Dayparts
E-z Search: Title Keyword Actor
Sports: Sports Only Sports Live
Select: Prem/Fin Genres
Filter: Movies Live New
More: Marathons Nets by Demo
Rotators: Add Edit Avails
Reset All Filters Save
Search ShowSeeker

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Create New Proposal Checked Proposals

Barbara Thomsen's Proposals

Name	Zone	Lines	Spots	Net	Starts	Ends	Created	Updated
<input type="checkbox"/> Avails for Guide	Los Angeles	12	156	\$9620.00	12/28/2015	03/27/2016	12/16/2015	12/17/2015
<input type="checkbox"/> Rotator Package	Los Angeles	6	1365	\$23250.00	12/21/2015	07/31/2016	12/14/2015	12/16/2015
<input type="checkbox"/> Marathons example	Los Angeles							
<input type="checkbox"/> Auto Split Lines	Los Angeles							
<input checked="" type="checkbox"/> New Proposal for Guide	Los Angeles							
<input type="checkbox"/> NBA Package	Auburn							

Share Proposals

Select Users/Groups

Everyone Filter by Office Filter by Market

Select Group Group Name Create New Group

First Name...	Last Name	Title	Email	Office	Market
Super	User	Test Account	support+testi...	VAST	VAST
Support	User	Testing	support@sho...	VAST	VAST
Tiffany	Troutman	Programming Specialist	tiffany.trout...	VAST	VAST
Ivan	Martinez	IT	ivan.marti...	VAST	VAST
Kara	Aslanis	Executive Assistant	Kara.Asilan...	VAST	VAST
Barbara	Thomsen	Director of Client Services	barbara.tho...	VAST	VAST
Dave	Hardy	VP Sales	daveh@vasta...	VAST	VAST

To add more than 1 user to share with or to add a Group, use your Shift key to define a range, or your Ctrl key to add random users. Clicking more than 1 user without using one of these options will deselect all.

Message

Type a message here

Send Message/Share Cancel

You can share a proposal with someone in your office or market, or you can create a group. Check the box next to the proposal you want to share, then click on "Share".

A separate window will open. Click on the name of the person you want to share your proposal with, or create your own group (next page).

Type your message, then "Send".

By the way, the proposal that you share is only a copy and your original proposal will stay intact in your account.

Sharing a Proposal - Group

Create New Proposal

Checked Proposals

Copy Rename Merge Share

2. Click on "Share."

1. Check the Proposal you wish to share.

3. Select the people you want to add to this group. Note the instructions in the green box.

4. Create a group name.

5. Click on "Create New Group".

Your Groups will be saved in the "Select Group" dropdown.

Share Proposals

Select Users/Groups

Everyone Filter by Office Filter by Market

Select Group Barb's Group Barb's Group 2 Barb's Group 3

Group Name Create New Group


	Title	Email	Office
Barbara Thomsen	Director of Client Services	barbara.tho...	VAST
Dave Hardy	VP Sales	daveh@vasta...	VAST
Developer Team	Developer Team	developer@s...	VAST
Super User	Test Account	support+testi...	VAST
Support User	Testing	support@sho...	VAST
Help Admin	Customer Service	help@showse...	VAST
Ivan Martinez	IT	ivan.martine...	VAST

To add more than 1 user to share with or to add a Group, use your Shift key to define a range, or your Ctrl key to add random users. Clicking more than 1 user without using one of these options will deselect all.


Message

Type your message here

Receiving a Shared Proposal

Proposal Manager | Build Proposal | Download | Calendars | Packages | Help | 

Create New Proposal | **Checked Proposals**

Create | **Copy** | **Rename** | **Merge** | **Share** | 

Barbara Thomsen's Proposals

<input type="checkbox"/>	Name	Zone	Lines	Spots	Total	Created	Updated
<input type="checkbox"/>	NFL Copy for 2nd Client	Los Angeles				06/03/2013	06/03/2013
<input type="checkbox"/>	NFL	Los Angeles				06/03/2013	06/03/2013
<input type="checkbox"/>	NFL to Share with Barb: IMPORTED	MarketWide				05/30/2013	05/31/2013
<input type="checkbox"/>	Piers Newsroom MERGED					05/30/2013	05/30/2013
<input type="checkbox"/>	Piers					05/30/2013	05/30/2013
<input type="checkbox"/>	New Proposal for Guide					05/13/2013	05/31/2013
<input type="checkbox"/>	Hockey					05/09/2013	05/09/2013
<input type="checkbox"/>	Newsroom		6	81	\$0.00	05/09/2013	06/04/2013
<input type="checkbox"/>	Real Housewives		7	274	\$1,350.00	05/07/2013	05/31/2013
<input type="checkbox"/>	Dev Plus Sample						
<input type="checkbox"/>	Real						
<input type="checkbox"/>	New Test						
<input type="checkbox"/>	Demo Proposal						
<input type="checkbox"/>	Piers						
<input type="checkbox"/>	Fixed Schedule		15	15	\$500.00	03/14/2013	03/14/2013
<input type="checkbox"/>	Premieres		14	74	\$870.00	03/13/2013	03/14/2013
<input type="checkbox"/>	Rotator Package	Los Angeles, MarketWide	19	4750	\$118,750.00	03/05/2013	05/07/2013

Message Center

<input type="checkbox"/>	From	Title/Subject	Type	Sent
<input checked="" type="checkbox"/>	Mark Elmasri	My New Pr...	Proposal	06/04/2013
<input type="checkbox"/>	Dave Hardy	NFL to Sha...	Proposal	05/30/2013
<input type="checkbox"/>	Dave Hardy	Shared live...	Proposal	05/22/2013
<input type="checkbox"/>	Dave Hardy	NFL ESPN	Proposal	05/21/2013
<input type="checkbox"/>	Dave Hardy	another test	Proposal	05/09/2013
<input type="checkbox"/>	Mark Elmasri	MarketWid...	Search	05/08/2013

Import Item

Here is that proposal I told you about.

ShowSeeker Plus

Your item has been imported.

Close

Barbara Thomsen's Proposals

<input type="checkbox"/>	Name	Zone
<input type="checkbox"/>	My New Proposal: IMPORTED	Los Angeles
<input type="checkbox"/>	NFL Copy for 2nd Client	Los Angeles
<input type="checkbox"/>	NFL	Los Angeles

When a proposal or message has been sent to you, a number will light up in a red box in your Personal Settings box.

The Message Center will open and unread items will appear with an envelope next to the name of the Sender. Click on the box next to the envelope to read. Then, click "Import Item".

You will receive a confirmation

Your new Proposal will show up at the top of your Proposal window. You may now edit and/or download this file.