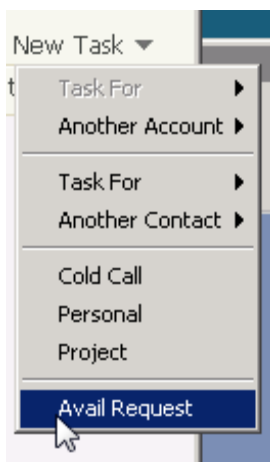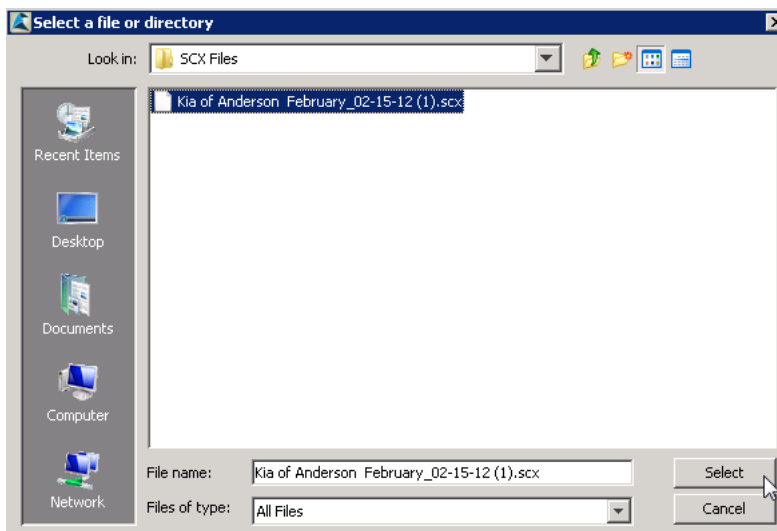# Importing ShowSeeker ᵗʰ files in Tasks

To import a ShowSeeker Plus file into adSails you must use the Avail Request option found in Tasks.

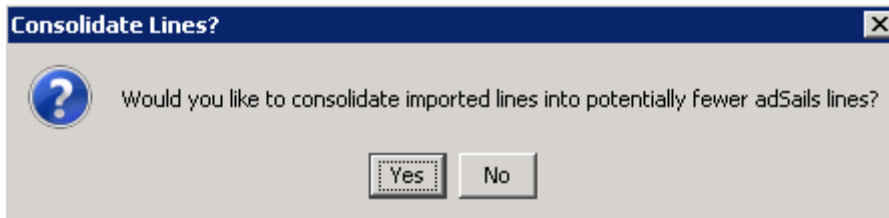**Go to the Tasks Tab – >click New Task – >Avail Request.**

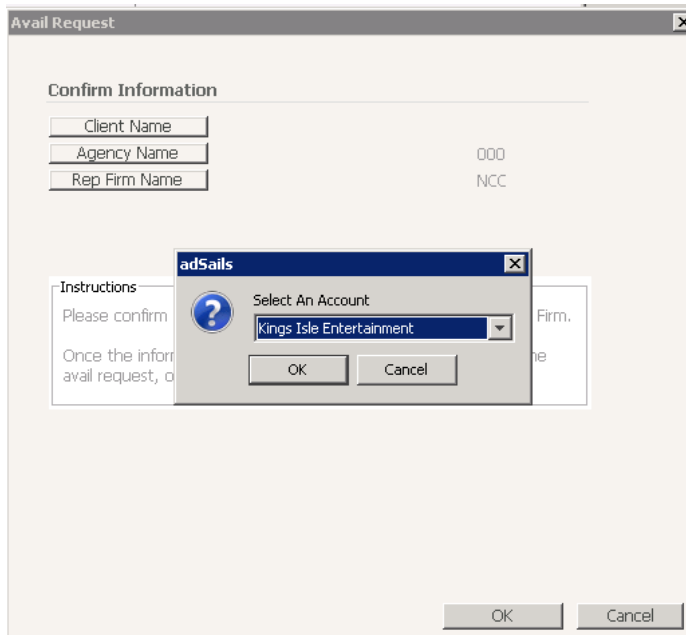**A directory window will open.**

Find your .scx file and click Select.

You will be prompted: "Would you like to consolidate imported lines into potentially fewer adSails lines?" – click your preference.

The Avail Request window will open.

- ➢ Click to indicate the client for which the import will belong.
- ➢ Confirm the agency name by clicking in the same manner.
- ➢ When done, click OK.
- ➢ Select the probability of Close and then OK.

Upon selecting OK, the file will begin to import. When the file is done importing, you will see the details on your Tasks screen.

To view the schedule, click on it as shown with the arrow below. You are brought to the schedule screen to view the order.