

Adding NTR into TAPSCAN Web Schedules

Step 1: Click the “Schedule” tab and choose dates, “Create Schedule”

Home Research **Schedules** Proposals Orders Accounts

Create New Schedule

Name: Description:

*Start Date: 08/05/2013 *End Date: 09/08/2013

Create Schedule Clear Form

Step 2: Select parameters, then click “Apply changes”

Radio **NTR** All Media

Survey: WI13 (JAN / FEB / MAR) Market: HARTFORD-NEW BRITAIN-Geo: Metro
Demo: P 25-54 Start/End Date: 08/05/2013 - 09/08/2013
QualCategory: Use Qualitative Adjustment QualSurvey: Scarborough R1 2013: Feb

Apply Changes

*Note – after selecting parameters the Radio selection box will appear – you can create a Radio Schedule and then click the NTR tab or click “Cancel” and then click the NTR tab to proceed.

Step 3: Click the “NTR” tab.

Home Research **Schedules** Proposals Orders Accounts

Radio **NTR** All Media

Step 4: Click on the “Actions” Box

Step 5: Click on “Add Rows”

Radio **NTR** All Media

Save As Export to Excel View/Print as PDF **Actions** Layouts Estimates

cription **Add Rows**

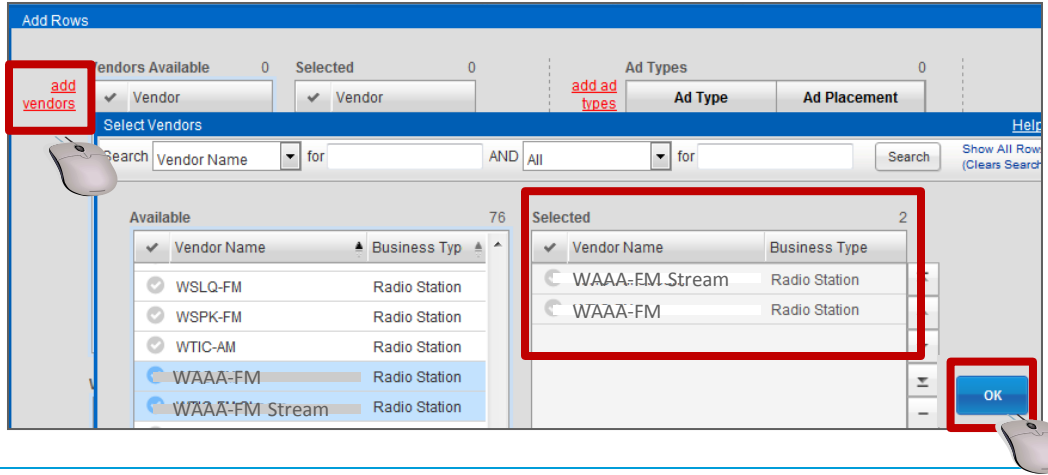
Adding NTR into TAPSCAN Web Schedules

Step 6: Choose "Vendor(s)"

Add Vendors

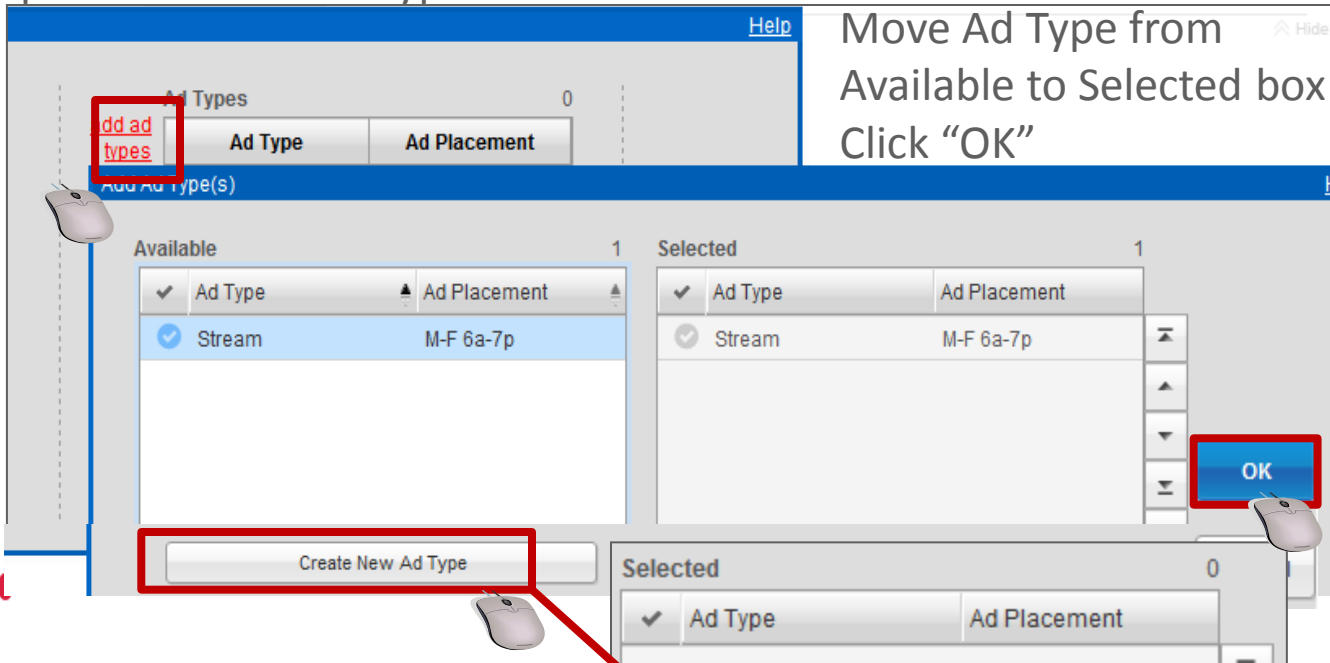
Move from available to selected box

Click "OK"



Step 7: Click "Add Ad Types"

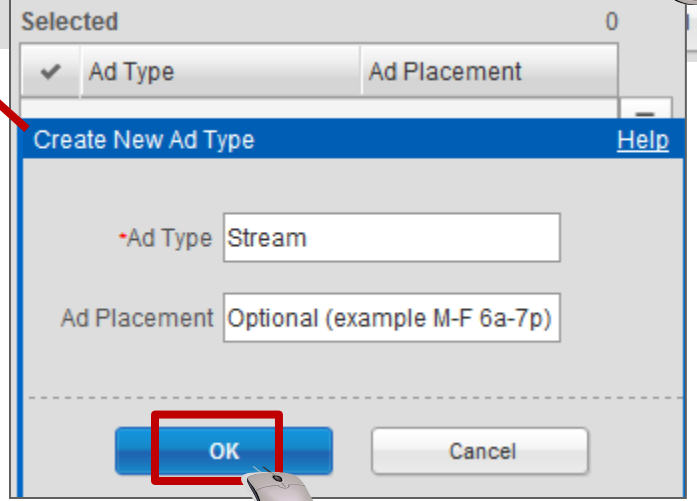
Move Ad Type from Available to Selected box
Click "OK"



To create New Ad Types – Click "Create New Ad Types"

Type in Ad Type and Ad Placement (optional)

Click "OK"



Adding NTR into TAPSCAN Web Schedules

Step 8: Choose the weeks to run the Ad Type (in the selected box)
 Optional – add units, size, and/or rate (can add later)
 Click “Add Rows”

Step 9: Update rows in the schedule where needed
 Add or change Estimates on the screen, etc.

	Ad Type	Units /ln	Ad Size/l	Unit Rate	Total Cost	Average Persons	CPM	GIs
NTR Total		100		\$25.00	\$2,500.00	5,000	\$5.00	500,000
Radio Station Total		100		\$25.00	\$2,500.00	5,000	\$5.00	500,000
WAAA-FM Stream 1		100		\$25.00	\$2,500.00	5,000	\$5.00	500,000
One Week Total (5 wks)		20		\$25.00	\$500.00	5,000	\$5.00	100,000
	Stream†	20	:30	\$25.00	\$500.00	5,000	\$5.00	100,000
	Add a Row							

Step 10: Click Print -you can print from the NTR or the All Media Tab

Tips:
 “Create Vendors” first in the Account Tab
 Save and Reuse Templates