

Welcome to the new Premier

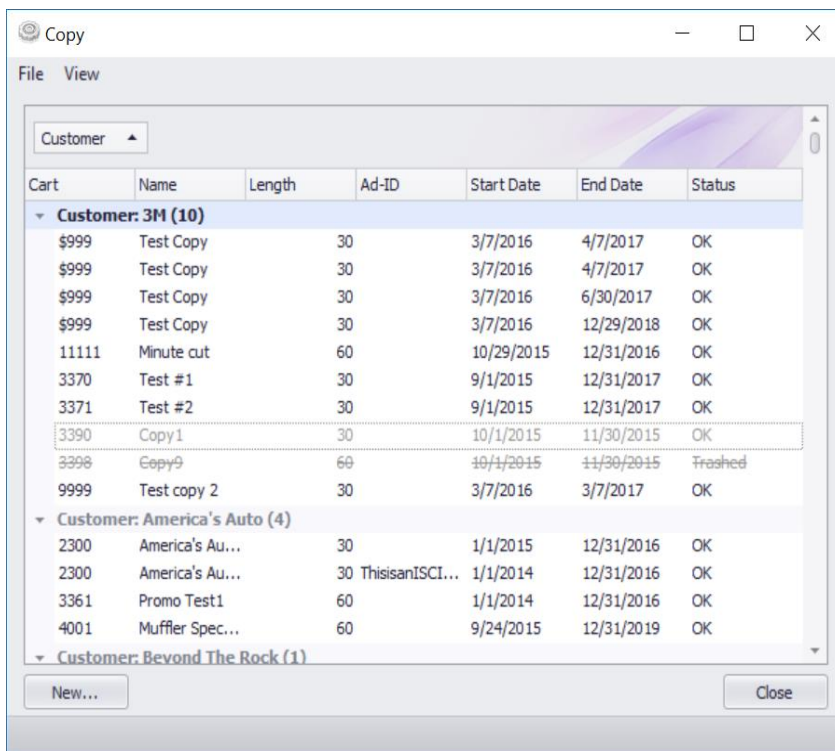
This guide explains enhancements and improvements to your RadioTraffic Premier service.

Release notes

Release Notes are easier to use and review. From the dashboard, click View > Release Notes. The window can be minimized and maximized. With the notes window open, you can also navigate throughout Premier so you can compare the notes to the software.

Copy

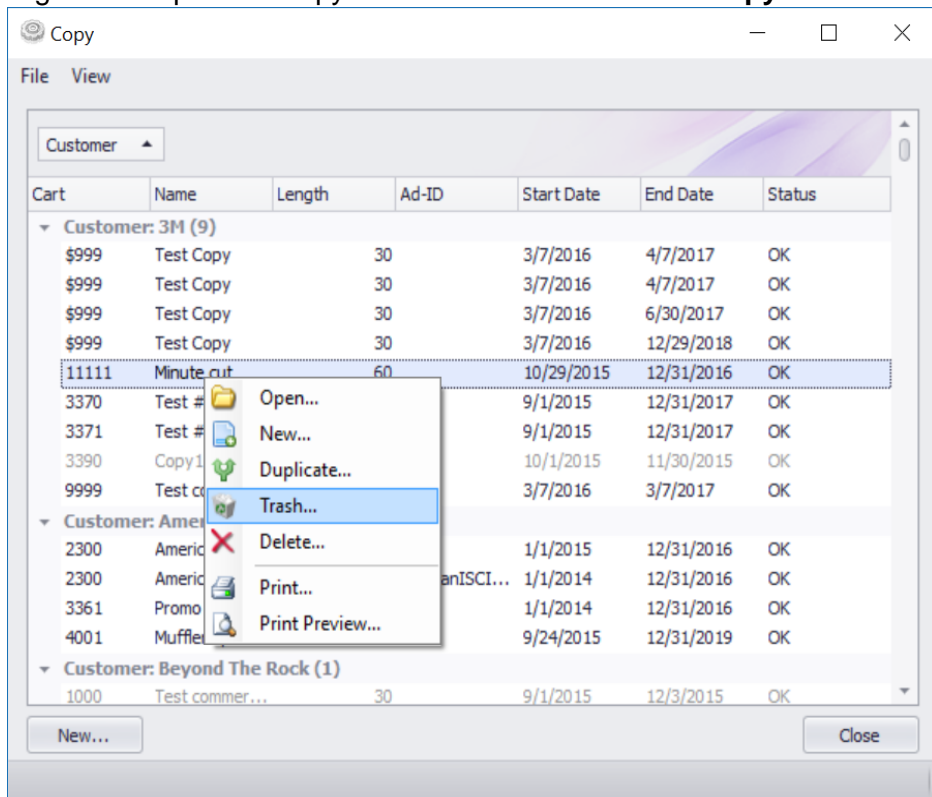
Copy status is now easily identifiable. Current copy appears in bold in the copy list, and expired copy is grayed out.



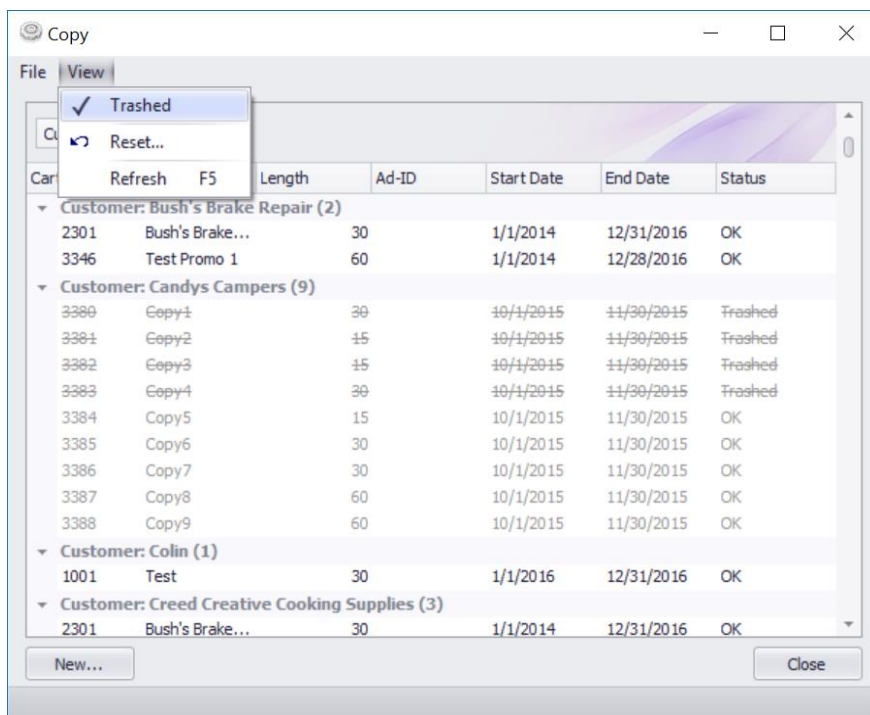
Cart	Name	Length	Ad-ID	Start Date	End Date	Status
Customer: 3M (10)						
\$999	Test Copy	30		3/7/2016	4/7/2017	OK
\$999	Test Copy	30		3/7/2016	4/7/2017	OK
\$999	Test Copy	30		3/7/2016	6/30/2017	OK
\$999	Test Copy	30		3/7/2016	12/29/2018	OK
11111	Minute cut	60		10/29/2015	12/31/2016	OK
3370	Test #1	30		9/1/2015	12/31/2017	OK
3371	Test #2	30		9/1/2015	12/31/2017	OK
3390	Copy1	30		10/1/2015	11/30/2015	OK
3398	Copy9	60		10/1/2015	11/30/2015	Expired
9999	Test copy 2	30		3/7/2016	3/7/2017	OK
Customer: America's Auto (4)						
2300	America's Au...	30		1/1/2015	12/31/2016	OK
2300	America's Au...	30	ThisisanISCI...	1/1/2014	12/31/2016	OK
3361	Promo Test1	60		1/1/2014	12/31/2016	OK
4001	Muffler Spec...	60		9/24/2015	12/31/2019	OK
Customer: Beyond The Rock (1)						

Removing Expired Copy

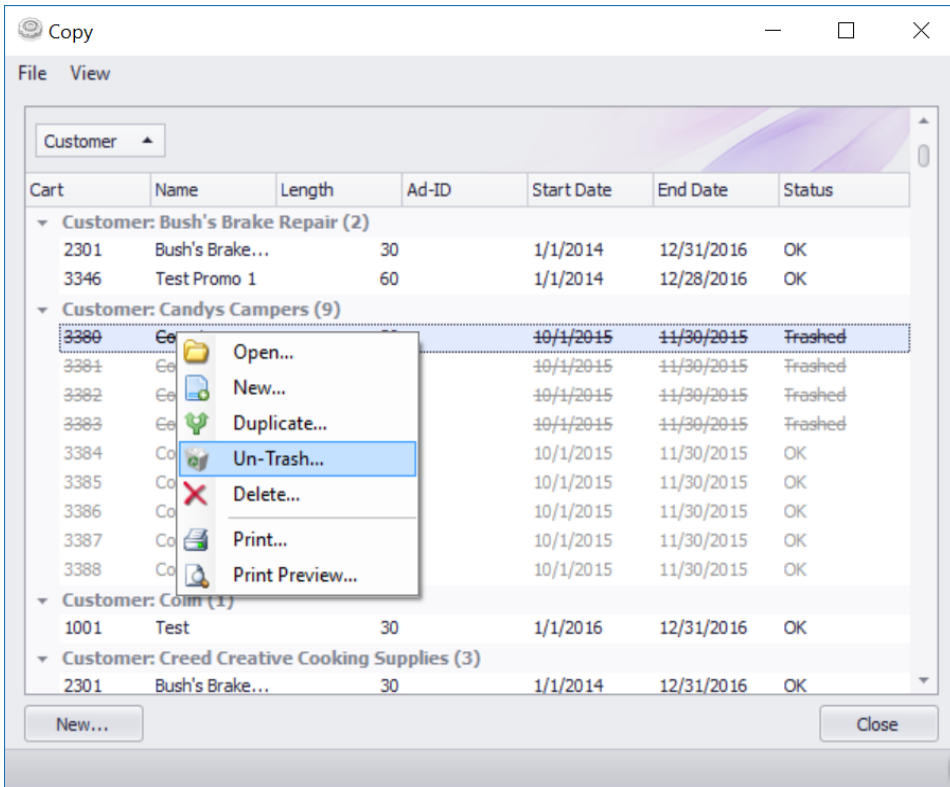
Premier now allows you to remove expired copy from your Copy list and place it in your system's Recycle Bin. Right click a piece of copy and select Trash. **Trashed copy is not deleted.**



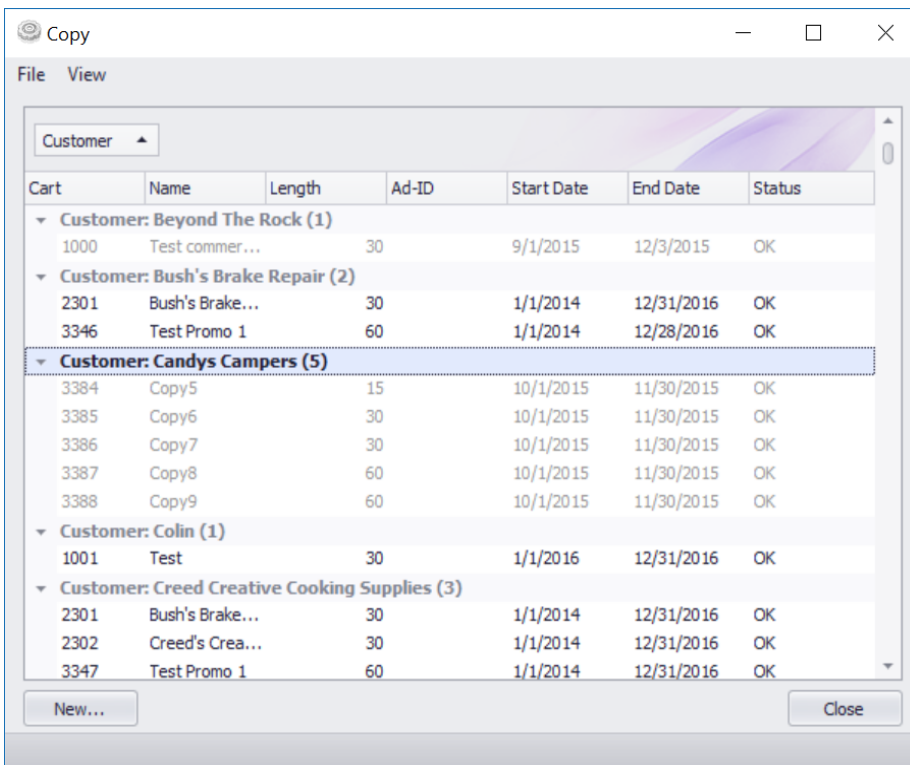
Once a spot has been Trashed it can only be seen by going to View and selecting Trashed. A Trashed spot will appear with a strike-through.



With View Trashed enabled in the copy window, right click the trashed spot and select Un-Trash to restore the copy to your active copy list.



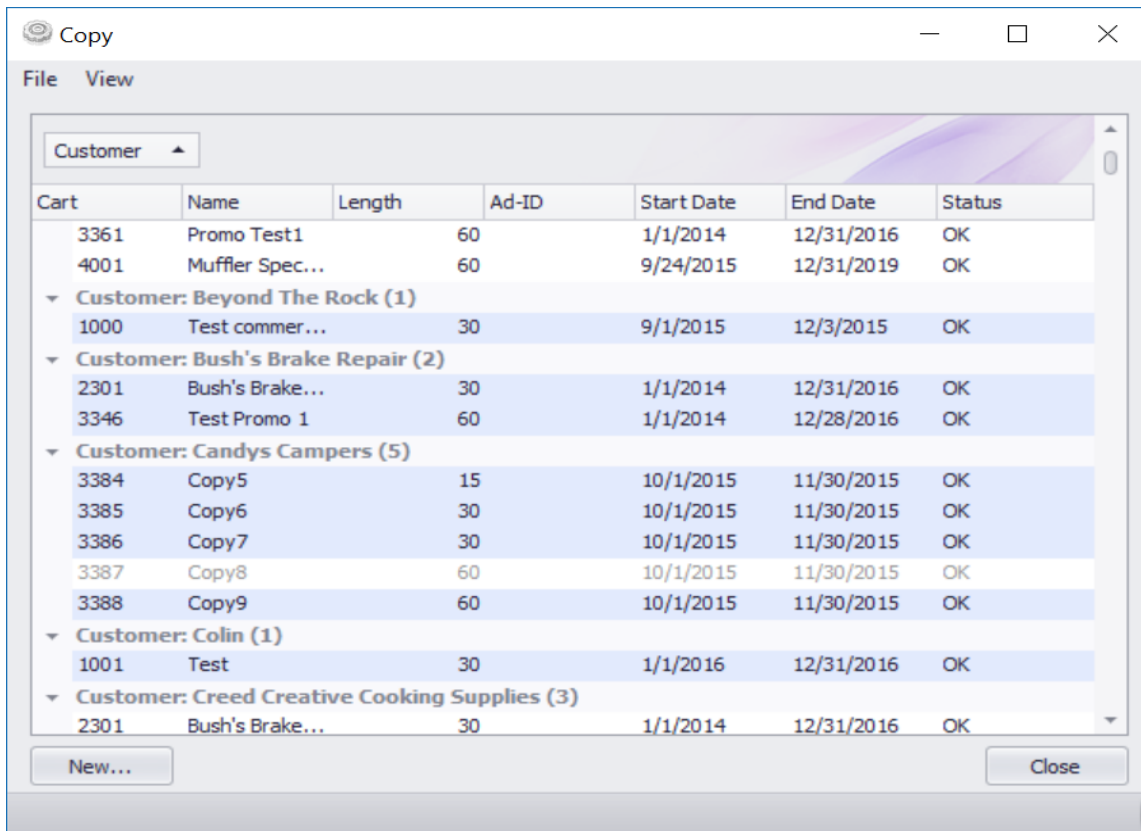
The default layout of the copy window is grouped by customer, and includes a total number of pieces of copy.



Multi-Select

Multi-Select works in RadioTraffic in a similar manner as it does in Windows

- To select a consecutive group of files or folders, click the first item, press and hold down the Shift key, and then click the last item.
- To select non-consecutive files or folders, press and hold down the Ctrl key, and then click each item that you want to select.



Contracts

While in the Contract window, you can use arrow keys to navigate between the customer list and contract list.

The Status column in the default view of the Contracts window shows the following statuses:

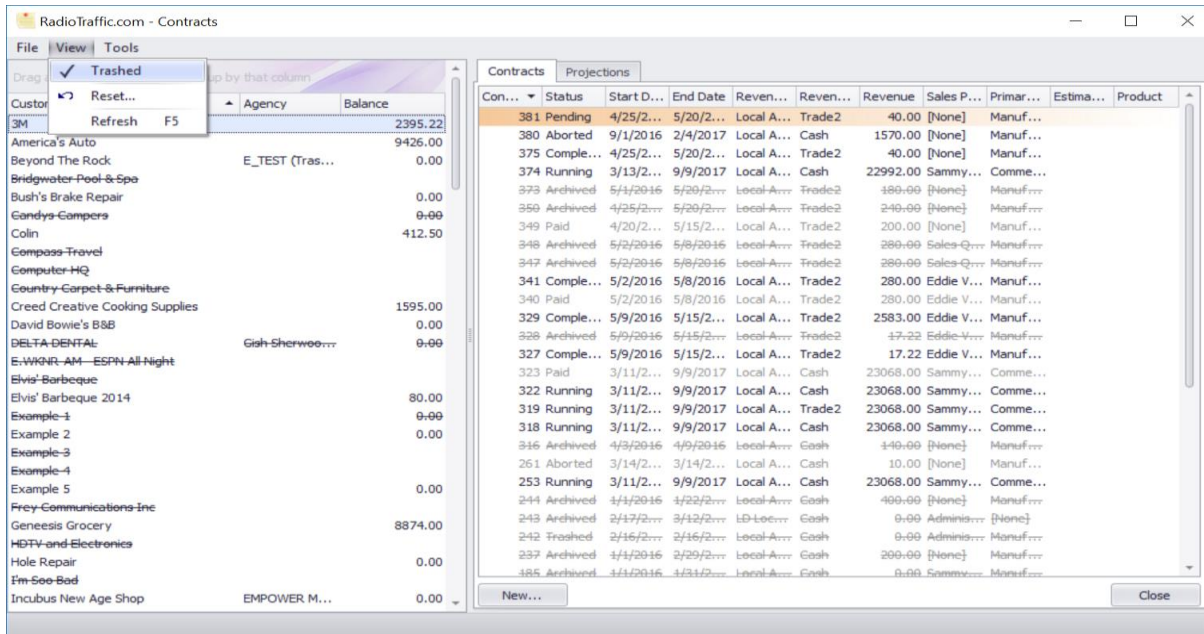
- **Pending** - The contract is pending approval.
- **Running** - Spots on the contract are placed on current logs.
- **Completed** - All spots on the contract have aired and are on the invoice.
- **Paid** - All related invoices for this contract has been paid.
- **P. Canceled** - Pending Canceled
- **Canceled** - Canceled during or after running
- **Archived** - This contract has been trashed so it doesn't appear in the active contracts window.
- **Aborted** - Canceled prior to start date

Con...	Status	Start D...	End Date	Reven...	Reven...	Revenue	Sales P...	Primar...	Estima...	Product
381	Pending	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
380	Aborted	9/1/2016	2/4/2017	Local A...	Cash	1570.00	[None]	Manufa...		
375	Completed	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
374	Running	3/13/2016	9/9/2017	Local A...	Cash	22992.00	Sammy ...	Commer...		
349	Paid	4/20/2016	5/15/2016	Local A...	Trade2	200.00	[None]	Manufa...		
341	Completed	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
340	Paid	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
329	Completed	5/9/2016	5/15/2016	Local A...	Trade2	2583.00	Eddie V...	Manufa...		
327	Completed	5/9/2016	5/15/2016	Local A...	Trade2	17.22	Eddie V...	Manufa...		
323	Paid	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
322	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
319	Running	3/11/2016	9/9/2017	Local A...	Trade2	23068.00	Sammy ...	Commer...		
318	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
261	Aborted	3/14/2016	3/14/2016	Local A...	Cash	10.00	[None]	Manufa...		
253	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		

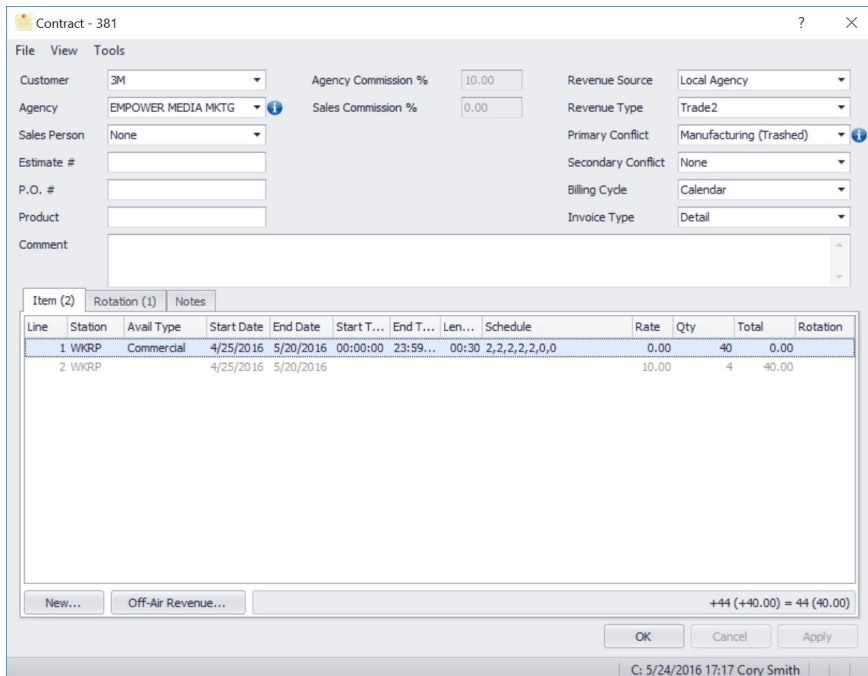
Inactive contracts are grayed out so current contracts are easier to see.

You can also archive contracts, which speeds up load time for the Contract module.

Archived orders will be faded out and a strike-through them and can be seen by enabling View > Trashed.



Informational glyphs call your attention to contract fields that are different from the customer defaults in the Contract and Line Item windows. In the following example the Agency and Primary conflict were changed from customer defaults.



The following contract fields can be changed at any time without Correction Mode:

In the main contract window

- Invoice Types
- Secondary Conflict

In the line items in the contract

- Placement
- Avail Type

Contract - 374

File View Tools

Customer: 3M Agency Commission %: 10.00 Revenue Source: Local Agency

Agency: Test (Trashed) Sales Commission %: 12.00 Revenue Type: Cash

Sales Person: Sammy Hagar (Trashed) Primary Conflict: Commercial

Estimate #: P.O. #: Product: Invoice Type: Time/Rates

Comment:

Line	Station	Avail Type	Start Date	End Date	Start T...	End T...	Len...	Schedule	Rate	Qty	Total	Rotation
1	KLMI-FM	Commercial	3/13/2016	9/9/2017	06:00:00	15:00...	00:30	3,3,3,3,0,0	12.00	1170	14040.00	
2	KEPD-FM	Commercial	3/13/2016	9/8/2017	12:30:00	18:00...	00:30	2,2,0,2,2,0,0	8.00	624	4992.00	
3	WEEY-...	Commercial	3/13/2016	12/31/2...	00:00:00	23:59...	00:30	2,0,2,0,2,0,0	12.00	252	3024.00	
4	KLMI-FM	Commercial	3/13/2016	9/8/2017					12.00	78	936.00	
5	WKNR-...	Commercial	3/13/2016	12/23/2...	00:00:00	23:59...	00:30	2,2,2,2,2,0,0	0.00	410	0.00	

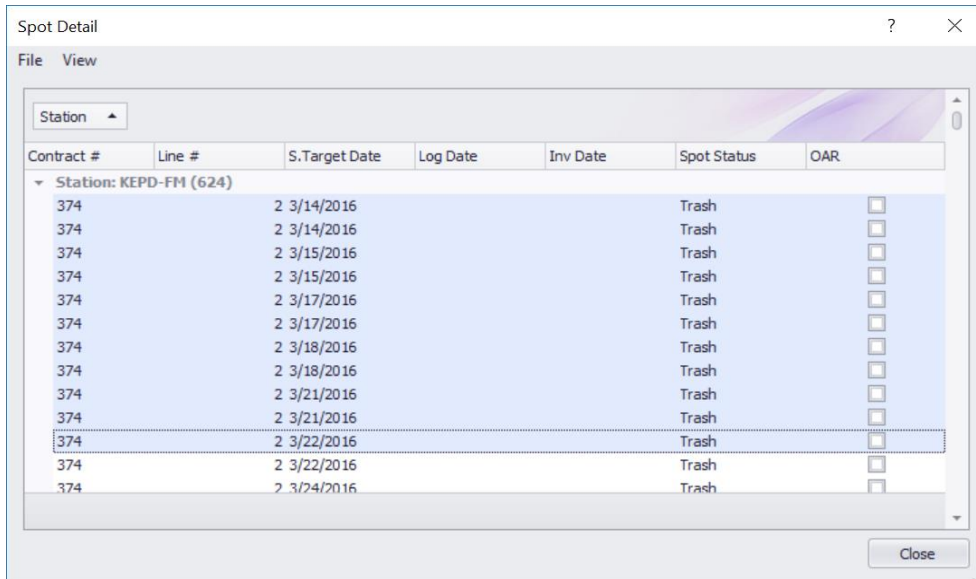
New... Off-Air Revenue... #2534 (22992.00), 1378 (-2944.00) = 2156 (20048.00)

OK Cancel Apply

C: 5/19/2016 20:33 Cory Smith | A: 4/27/2016 07:42 Cory Smith

Spot Detail

You can select multiple spots at once in the Spot Detail window as explained in the Copy – Multi-Select section above.



Spot Detail

File View

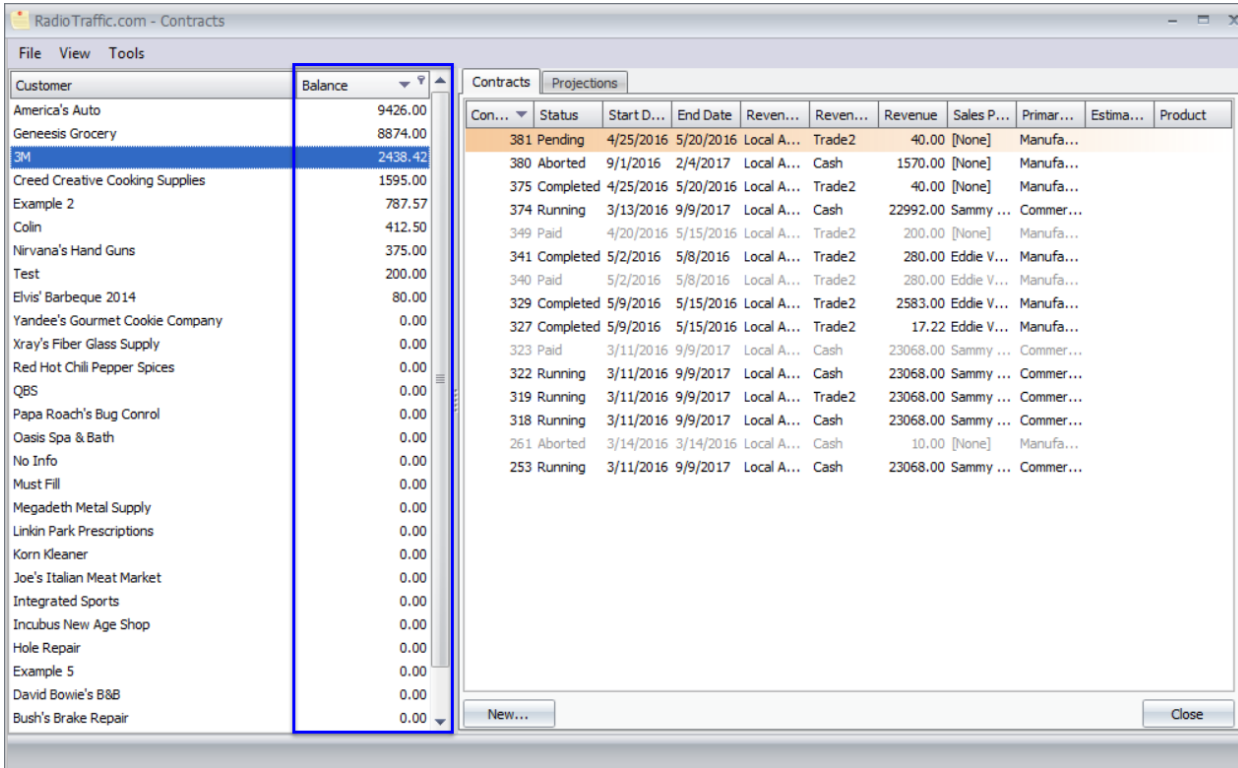
Station

Contract #	Line #	S.Target Date	Log Date	Inv Date	Spot Status	OAR
Station: KEPD-FM (624)						
374		2 3/14/2016			Trash	<input type="checkbox"/>
374		2 3/14/2016			Trash	<input type="checkbox"/>
374		2 3/15/2016			Trash	<input type="checkbox"/>
374		2 3/15/2016			Trash	<input type="checkbox"/>
374		2 3/17/2016			Trash	<input type="checkbox"/>
374		2 3/17/2016			Trash	<input type="checkbox"/>
374		2 3/18/2016			Trash	<input type="checkbox"/>
374		2 3/18/2016			Trash	<input type="checkbox"/>
374		2 3/21/2016			Trash	<input type="checkbox"/>
374		2 3/21/2016			Trash	<input type="checkbox"/>
374		2 3/22/2016			Trash	<input type="checkbox"/>
374		2 3/22/2016			Trash	<input type="checkbox"/>
374		2 3/24/2016			Trash	<input type="checkbox"/>

Close

Customer List

The Balance column is shown in the customer list default view.

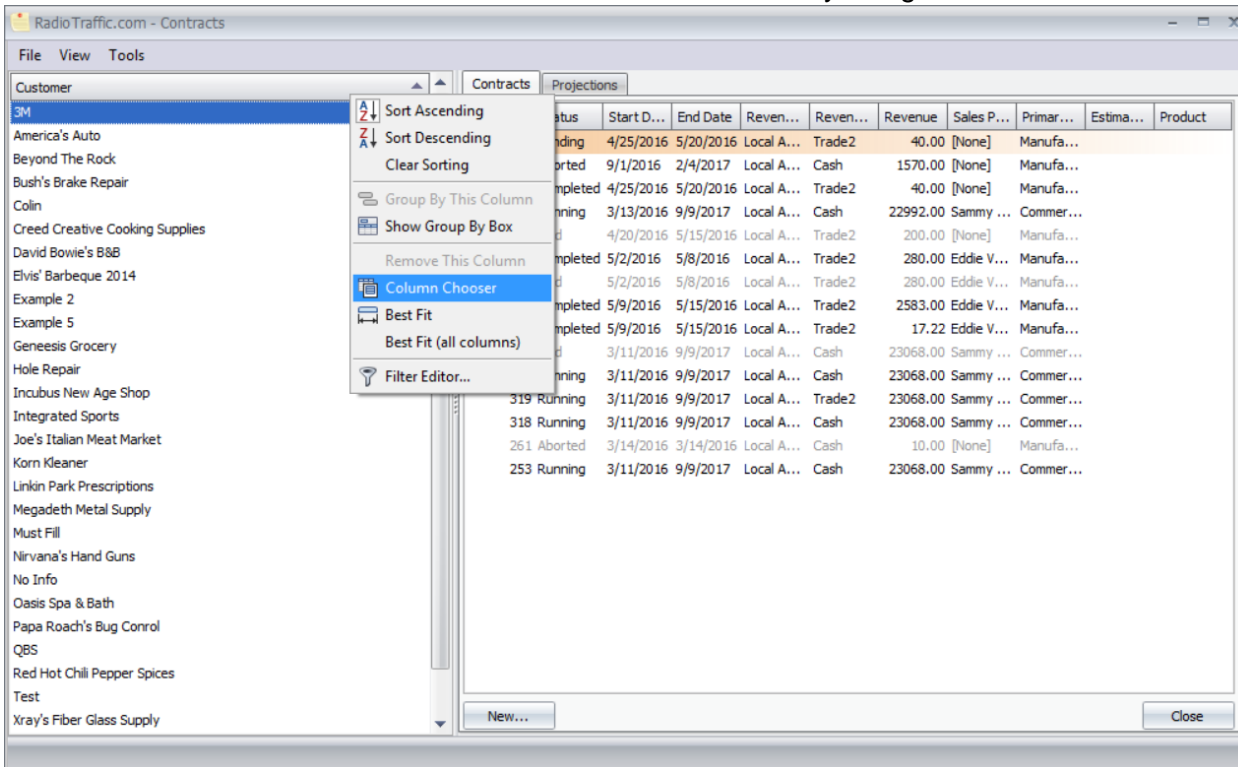


The screenshot shows the 'RadioTraffic.com - Contracts' window. On the left, the 'Customer' list is displayed with a 'Balance' column highlighted in blue. The 'Balance' column values range from 0.00 to 9426.00. The '3M' customer is selected. On the right, the 'Contracts' table is visible, showing columns for Contract ID, Status, Start Date, End Date, Revenue, and Product.

Customer	Balance
America's Auto	9426.00
Genesis Grocery	8874.00
3M	2438.42
Creed Creative Cooking Supplies	1595.00
Example 2	787.57
Colin	412.50
Nirvana's Hand Guns	375.00
Test	200.00
Elvis' Barbeque 2014	80.00
Yandee's Gourmet Cookie Company	0.00
Xray's Fiber Glass Supply	0.00
Red Hot Chili Pepper Spices	0.00
QBS	0.00
Papa Roach's Bug Control	0.00
Oasis Spa & Bath	0.00
No Info	0.00
Must Fill	0.00
Megadeth Metal Supply	0.00
Linkin Park Prescriptions	0.00
Korn Kleaner	0.00
Joe's Italian Meat Market	0.00
Integrated Sports	0.00
Incubus New Age Shop	0.00
Hole Repair	0.00
Example 5	0.00
David Bowie's B&B	0.00
Bush's Brake Repair	0.00

Con...	Status	Start D...	End Date	Reven...	Reven...	Revenue	Sales P...	Primar...	Estima...	Product
381	Pending	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
380	Aborted	9/1/2016	2/4/2017	Local A...	Cash	1570.00	[None]	Manufa...		
375	Completed	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
374	Running	3/13/2016	9/9/2017	Local A...	Cash	22992.00	Sammy ...	Commer...		
349	Paid	4/20/2016	5/15/2016	Local A...	Trade2	200.00	[None]	Manufa...		
341	Completed	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
340	Paid	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
329	Completed	5/9/2016	5/15/2016	Local A...	Trade2	2583.00	Eddie V...	Manufa...		
327	Completed	5/9/2016	5/15/2016	Local A...	Trade2	17.22	Eddie V...	Manufa...		
323	Paid	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
322	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
319	Running	3/11/2016	9/9/2017	Local A...	Trade2	23068.00	Sammy ...	Commer...		
318	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
261	Aborted	3/14/2016	3/14/2016	Local A...	Cash	10.00	[None]	Manufa...		
253	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		

You can customize the Customer list in the Contracts window by using the Column Chooser.



The screenshot shows the 'RadioTraffic.com - Contracts' window with the 'Column Chooser' menu open over the 'Customer' list. The menu options include: Sort Ascending, Sort Descending, Clear Sorting, Group By This Column, Show Group By Box, Remove This Column, Column Chooser (highlighted), Best Fit, Best Fit (all columns), and Filter Editor... The 'Customer' list is visible in the background, with '3M' selected.

Customer	Balance
3M	2438.42
America's Auto	9426.00
Beyond The Rock	
Bush's Brake Repair	
Colin	412.50
Creed Creative Cooking Supplies	1595.00
David Bowie's B&B	0.00
Elvis' Barbeque 2014	80.00
Example 2	787.57
Example 5	0.00
Genesis Grocery	8874.00
Hole Repair	0.00
Incubus New Age Shop	0.00
Integrated Sports	0.00
Joe's Italian Meat Market	0.00
Korn Kleaner	0.00
Linkin Park Prescriptions	0.00
Megadeth Metal Supply	0.00
Must Fill	0.00
Nirvana's Hand Guns	375.00
No Info	0.00
Oasis Spa & Bath	0.00
Papa Roach's Bug Control	0.00
QBS	0.00
Red Hot Chili Pepper Spices	0.00
Test	200.00
Xray's Fiber Glass Supply	0.00

Balance, Sales Person, and Agency columns are available.

RadioTraffic.com - Contracts

File View Tools

Customer

- 3M
- America's Auto
- Beyond The Rock
- Bush's Brake Repair
- Colin
- Creed Creative Cooking Supplies
- David Bowie's B&B
- Elvis' Barbeque 2014
- Example 2
- Example 5
- Genesis Grocery
- Hole Repair
- Incubus New Age Shop
- Integrated Sports
- Joe's Italian Meat Market
- Korn Kleaner
- Linkin Park Prescriptions
- Megadeth Metal Supply
- Must Fill
- Nirvana's Hand Guns
- No Info
- Oasis Spa & Bath
- Papa Roach's Bug Control
- QBS
- Red Hot Chili Pepper Spices
- Test
- Xray's Fiber Glass Supply

Contracts Projections

Con...	Status	Start D...	End Date	Reven...	Reven...	Revenue	Sales P...	Primar...	Estima...	Product
381	Pending	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
380	Aborted	9/1/2016	2/4/2017	Local A...	Cash	1570.00	[None]	Manufa...		
375	Completed	4/25/2016	5/20/2016	Local A...	Trade2	40.00	[None]	Manufa...		
374	Running	3/13/2016	9/9/2017	Local A...	Cash	22992.00	Sammy ...	Commer...		
349	Paid	4/20/2016	5/15/2016	Local A...	Trade2	200.00	[None]	Manufa...		
341	Completed	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
340	Paid	5/2/2016	5/8/2016	Local A...	Trade2	280.00	Eddie V...	Manufa...		
329	Completed	5/9/2016	5/15/2016	Local A...	Trade2	2583.00	Eddie V...	Manufa...		
327	Completed	5/9/2016	5/15/2016	Local A...	Trade2	17.22	Eddie V...	Manufa...		
323	Paid	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
322	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
319	Running	3/11/2016	9/9/2017	Local A...	Trade2	23068.00	Sammy ...	Commer...		
318	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		
261	Aborted	3/14/2016	3/14/2016	Local A...	Cash	10.00	[None]	Manufa...		
253	Running	3/11/2016	9/9/2017	Local A...	Cash	23068.00	Sammy ...	Commer...		

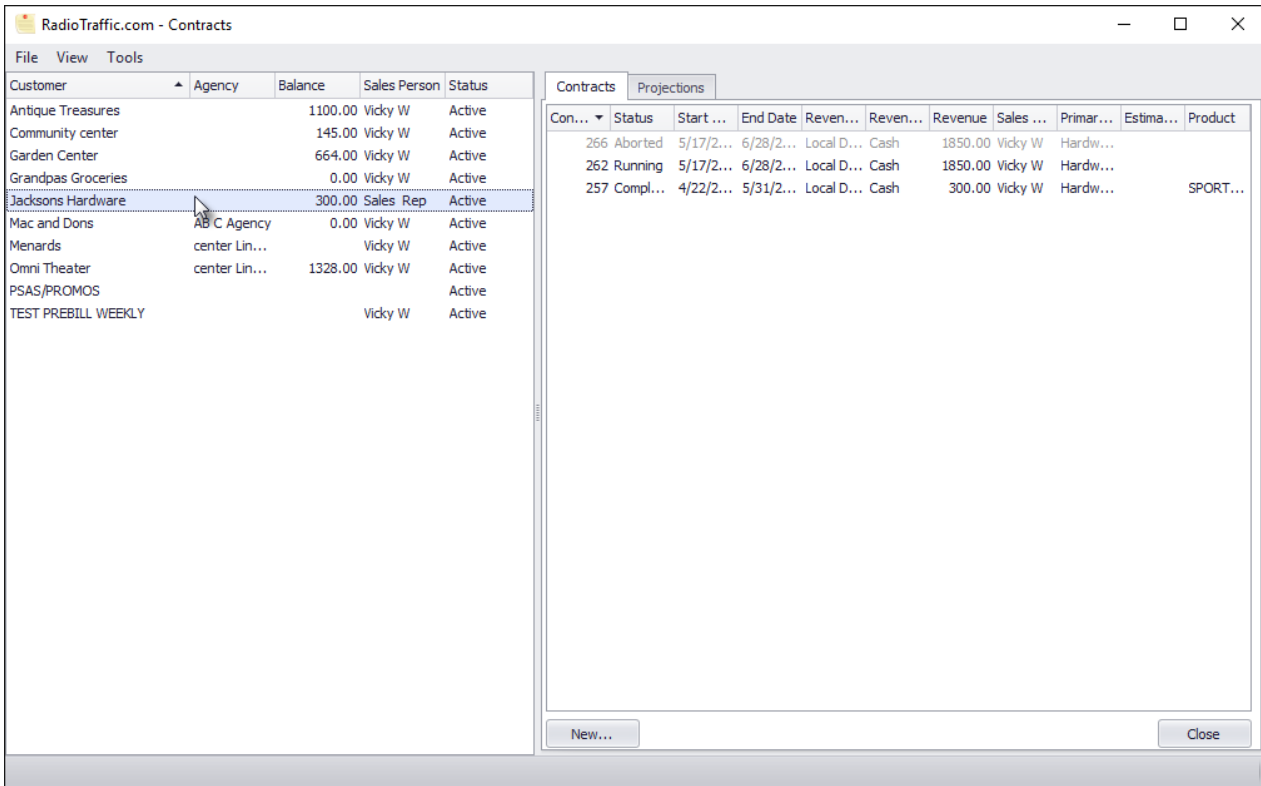
Customization

- Agency
- Balance
- Sales Person
- Status

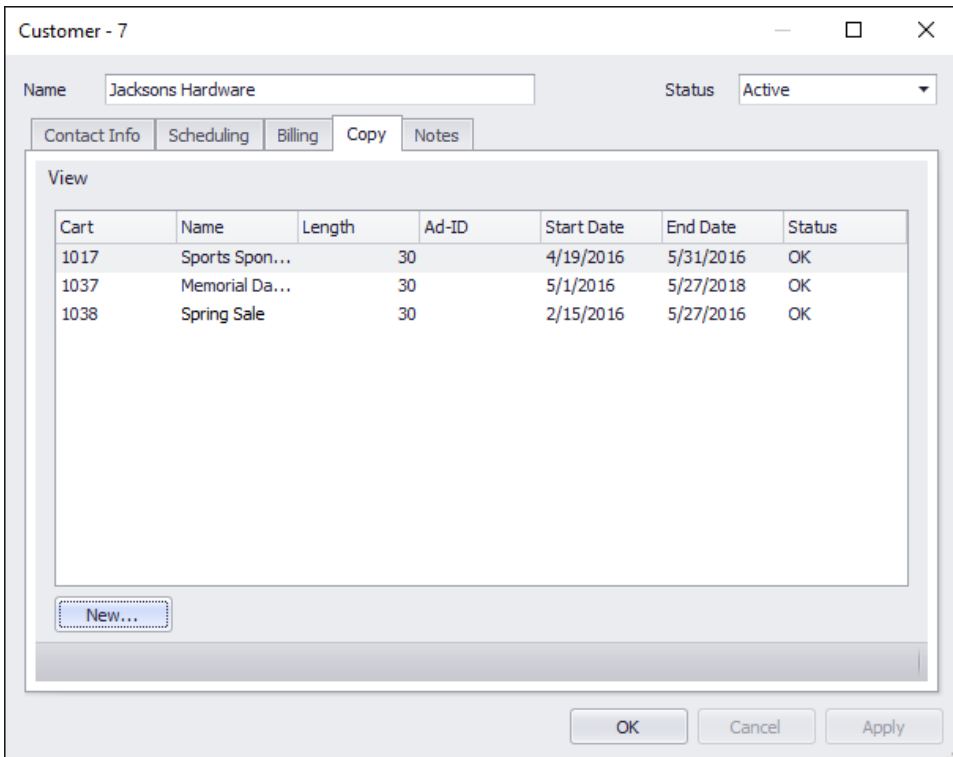
New... Close

Customer Window

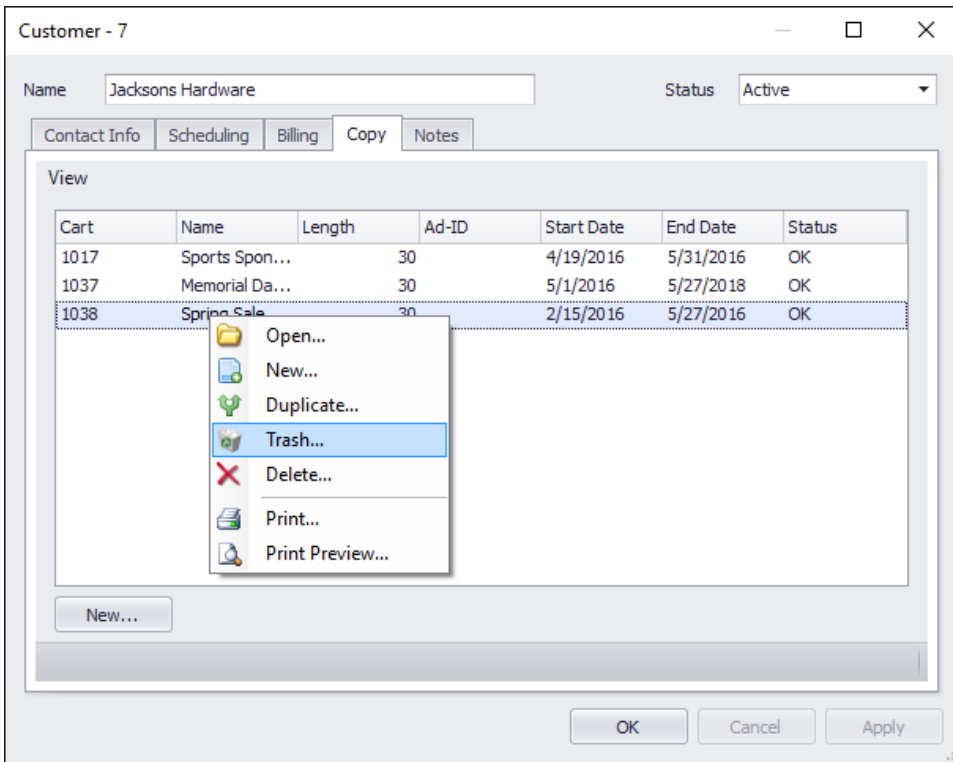
Double click on a customer to open the Customer Window.



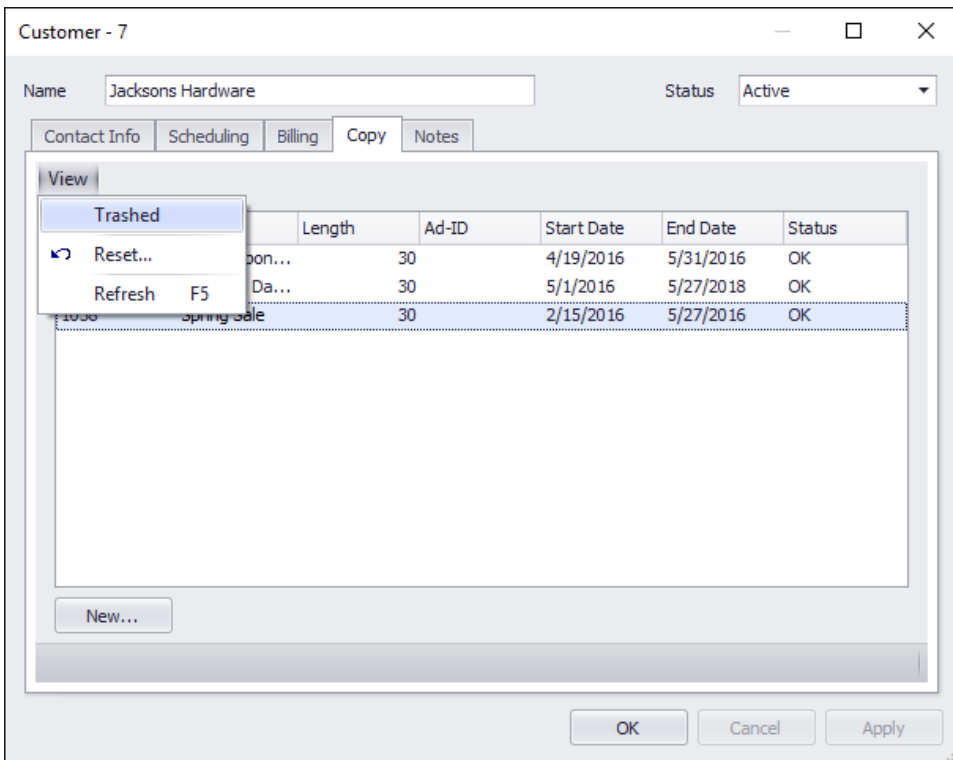
From the Copy tab, you can Trash and Un-Trash that customer's copy.



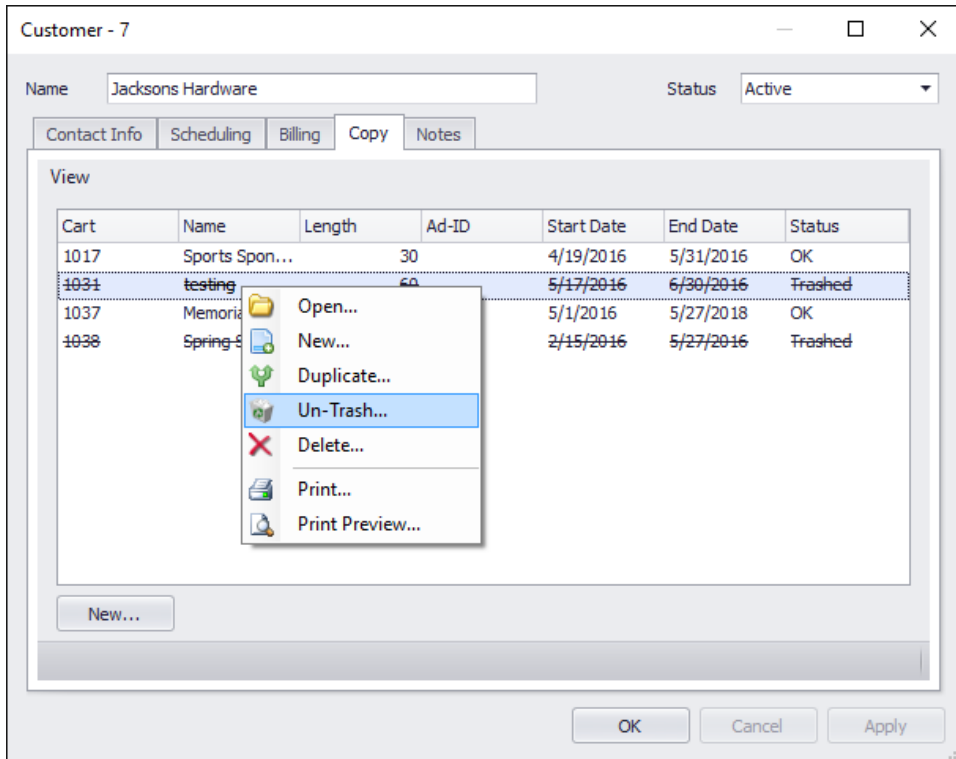
Right-click on a piece of copy and select Trash to remove it from the list of active copy.



Enable View > Trashed to see trashed copy in the copy list.



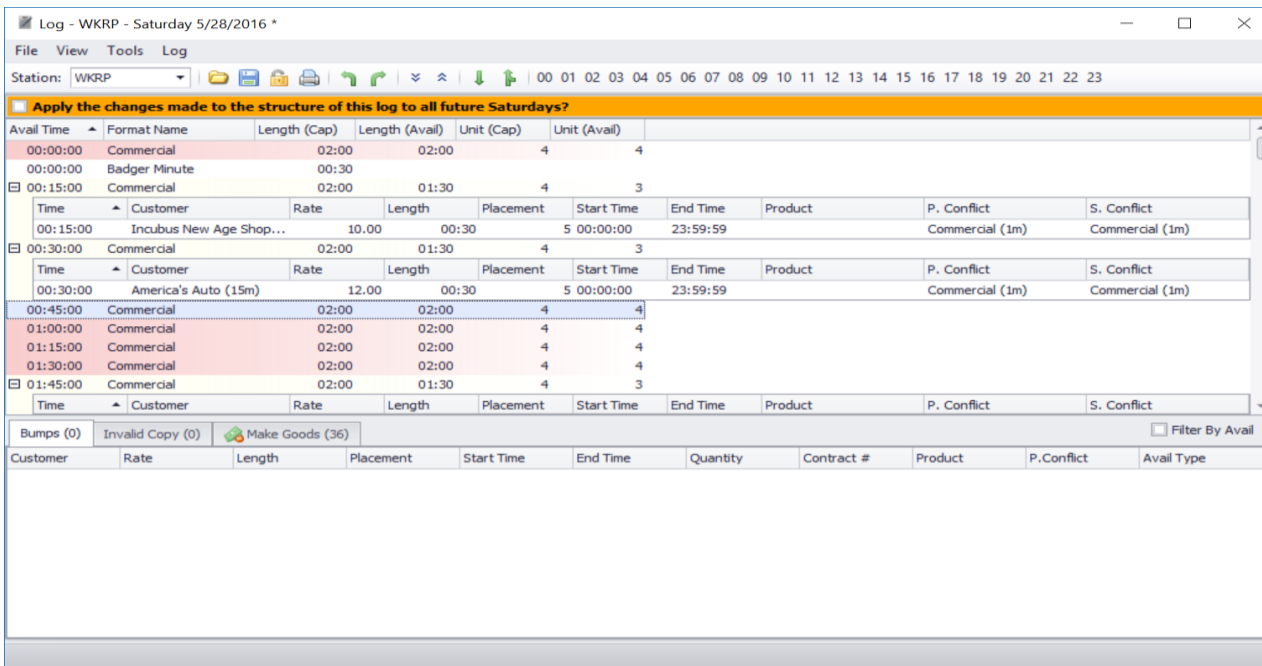
Trashed copy appears in the list with a strike-through. Right-click and select Un-Trash to add copy to the list of active copy.



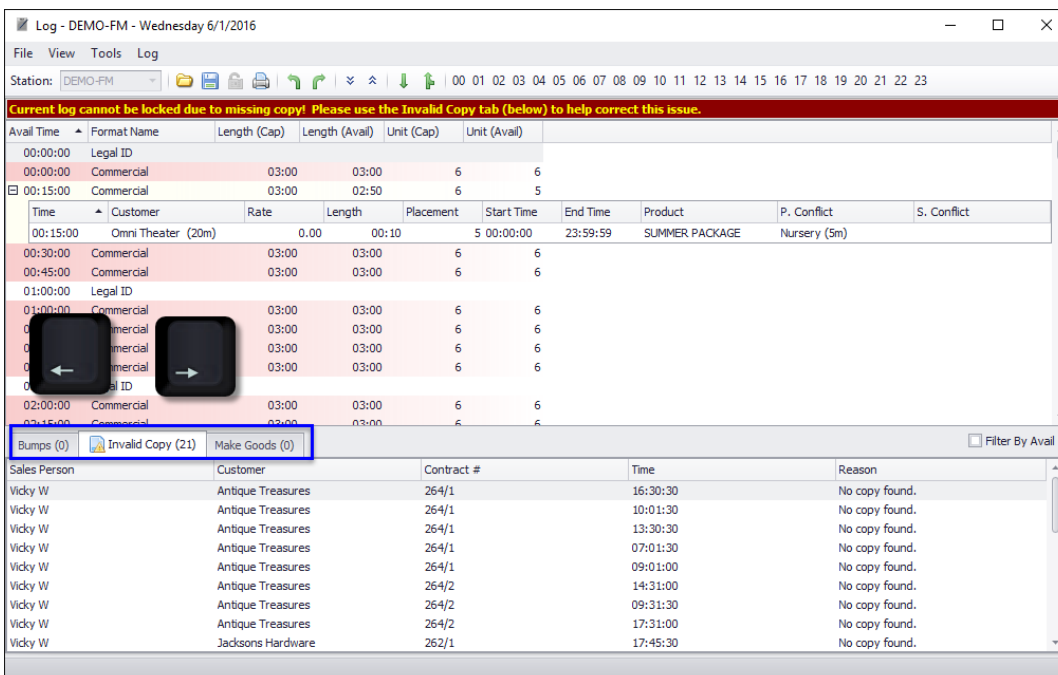
Log Editor

Use the delete key to bump an individual spot instead of adding a Bump column to the editor to reduce noise and conserve real estate of the Log Editor window.

The Log Editor allows you to make changes to your log templates. After modifying the structure of a log – such as adding a new break to every hour in a daypart – RadioTraffic will place an orange bar with the question "Apply the changes made to the structure of this log to future [DayOfTheWeek]?" If you check, this every DayOfTheWeek from then on will match changes you have made.



Use right and left arrow keys to switch between the Bumps, Invalid Copy, and Make Goods tabs at the bottom of your log editor window.



In the Bumps, Invalid Copy, and Make Goods lists, select multiple spots at once by holding the shift or control key while clicking.

With multiple spots selected, you can Reschedule ...

Log - WKRP - Tuesday 5/31/2016

Station: WKRP

Avail Time	Format Name	Length (Cap)	Length (Avail)	Unit (Cap)	Unit (Avail)
07:45:00	Commercial	02:00	02:00	4	4
08:00:00	Commercial	02:00	02:00	4	4
08:15:15	Commercial	02:00	02:00	4	4
08:30:00	Commercial	02:00	02:00	4	4
08:45:00	Commercial	02:00	02:00	4	4
09:00:00	Commercial	02:00	02:00	4	4
09:15:00	Commercial	02:00	02:00	4	4
09:30:00	Commercial	02:00	02:00	4	4
09:45:00	Commercial	02:00	02:00	4	4
10:00:00	Commercial	02:00	02:00	4	4
10:15:00	Commercial	02:00	02:00	4	4
10:30:00	Commercial	02:00	02:00	4	4
10:45:00	Commercial	02:00	02:00	4	4
11:00:00	Commercial	02:00	02:00	4	4

Bumps (57) Invalid Copy (0) Make Goods (40) Filter By Avail

Customer	Rate	Length	Placement	Start Time	End Time	Quantity	Contract #	Product	P.Conflict	Avail Type
Creed Creativ...	10.00	60	01	12:00:00	18:00:00	*2,2,2,2,2,2	321/1		Commercial (1m)	Commercial
Creed Creativ...	10.00	60	01	12:00:00	18:00:00	*2,2,2,2,2,2	321/1		Commercial (1m)	Commercial
Elvis' Barbeque...	6.75	30	05	00:00:00	23:59:59	2,2,2,2,2,2	7/1		Commercial (1m)	Commercial
Elvis' Barbeque...	6.75	30	05	00:00:00	23:59:59	2,2,2,2,2,2	7/1		Commercial (1m)	Commercial
Korn Kleaner (1a)	8.25	30	05	00:00:00	23:59:59	*2,2,2,2,2,2	12/1		Commercial (1m)	Commercial
Korn Kleaner (1a)	8.25	30	05	00:00:00	23:59:59	*2,2,2,2,2,2	12/1		Commercial (1m)	Commercial
Papa Roach's ...	9.00	30	05	00:00:00	23:59:59	*4,4,4,4,4,4	17/1		Commercial (1m)	Commercial
Papa Roach's ...	9.00	30	05	00:00:00	23:59:59	*4,4,4,4,4,4	17/1		Commercial (1m)	Commercial
Papa Roach's ...	9.00	30	05	00:00:00	23:59:59	*4,4,4,4,4,4	17/1		Commercial (1m)	Commercial
Papa Roach's ...	9.00	30	05	00:00:00	23:59:59	*4,4,4,4,4,4	17/1		Commercial (1m)	Commercial
Genesis Grocer	17.00	30	05	00:00:00	23:59:59	*5,2,3,3,5,2,3	36/1		Commercial (1m)	Commercial

... Or Trash spots.

Log - WKRP - Saturday 5/28/2016

Station: WKRP

Avail Time	Format Name	Length (Cap)	Length (Avail)	Unit (Cap)	Unit (Avail)
00:00:00	Commercial	02:00	02:00	4	4
00:00:00	Badger Minute	00:30			
00:15:00	Commercial	02:00	02:00	4	4
00:30:00	Commercial	02:00	02:00	4	4
00:45:00	Commercial	02:00	02:00	4	4
01:00:00	Commercial	02:00	02:00	4	4
01:15:00	Commercial	02:00	02:00	4	4
01:30:00	Commercial	02:00	02:00	4	4
01:45:00	Commercial	02:00	02:00	4	4
02:00:00	Commercial	02:00	02:00	4	4
02:15:00	Commercial	02:00	02:00	4	4
02:30:00	Commercial	02:00	02:00	4	4
02:45:00	Commercial	02:00	02:00	4	4
03:00:00	Commercial	02:00	02:00	4	4
03:15:00	Commercial	02:00	02:00	4	4
03:30:00	Commercial	02:00	02:00	4	4

Bumps (51) Invalid Copy (0) Make Goods (36) Filter By Avail

Customer	Rate	Length	Placement	Start Time	End Time	Quantity	Contract #	Product	P.Conflict	Avail Type
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	60	01	00:00:00	23:59:59	8,8,8,8,8,8	317/2		Commercial (1m)	Commercial
Must Fill (0m)	0.00	30	01	00:00:00	23:59:59	8,8,8,8,8,8	317/1		Commercial (1m)	Commercial

Log Elements can now be managed in the log.

Station: DEMO-FM - Wednesday 6/1/2016

File View Tools Log

Station: DEMO-FM - Wednesday 6/1/2016

00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Current log Log Elements

- Avails...
- Automation Commands...
- Log Notes...
- Programs...

Copy tab (below) to help correct this issue.

Time	Customer	Rate	Length	Placement	Start Time	End Time	Product	P. Conflict	S. Conflict
00:00:00	Legal ID								
00:00:00	Commercial	03:00	03:00	6	6				
00:15:00	Commercial	03:00	02:50	6	5				
00:15:00	Omni Theater (20m)	0.00	00:10	5	00:00:00	23:59:59	SUMMER PACKAGE	Nursery (5m)	
00:30:00	Commercial	03:00	03:00	6	6				
00:45:00	Commercial	03:00	03:00	6	6				
01:00:00	Legal ID								
01:00:00	Commercial	03:00	03:00	6	6				
01:15:00	Commercial	03:00	03:00	6	6				
01:30:00	Commercial	03:00	03:00	6	6				
01:45:00	Commercial	03:00	03:00	6	6				
02:00:00	Legal ID								
02:00:00	Commercial	03:00	03:00	6	6				
02:15:00	Commercial	03:00	03:00	6	6				

Bumps (0) Invalid Copy (21) Make Goods (0) Filter By Avail

Sales Person	Customer	Contract #	Time	Reason
Vicky W	Antique Treasures	264/1	16:30:30	No copy found.
Vicky W	Antique Treasures	264/1	10:01:30	No copy found.
Vicky W	Antique Treasures	264/1	13:30:30	No copy found.
Vicky W	Antique Treasures	264/1	07:01:30	No copy found.
Vicky W	Antique Treasures	264/1	09:01:00	No copy found.
Vicky W	Antique Treasures	264/2	14:31:00	No copy found.
Vicky W	Antique Treasures	264/2	09:31:30	No copy found.
Vicky W	Antique Treasures	264/2	17:31:00	No copy found.
Vicky W	Jacksons Hardware	262/1	17:45:30	No copy found.

Reduction of noise on non-avail log items.

Station: WKRP - Saturday 5/28/2016

File View Tools Log

Station: WKRP - Saturday 5/28/2016

00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Log Elements

- Avails...
- Automation Commands...
- Log Notes...
- Programs...

Avail Time	Format Name	Length (Cap)	Length (Avail)	Unit (Cap)	Unit (Avail)
00:00:00	Commercial	02:00	02:00	4	4
00:00:00	Badger Minute	00:30			
00:15:00	Commercial	02:00	01:30	4	3
00:30:00	Commercial	02:00	01:30	4	3
00:45:00	Commercial	02:00	02:00	4	4
01:00:00	Commercial	02:00	02:00	4	4
01:15:00	Commercial	02:00	02:00	4	4
01:30:00	Commercial	02:00	02:00	4	4
01:45:00	Commercial	02:00	01:30	4	3

Bumps (0) Invalid Copy (0) Make Goods (36) Filter By Avail

Customer	Rate	Length	Placement	Start Time	End Time	Quantity	Contract #	Product	P.Conflict	Avail Type
00:15:00	Incubus New Age Shop...	10.00	00:30	5	00:00:00	23:59:59		Commercial (1m)	Commercial (1m)	
00:30:00	America's Auto (15m)	12.00	00:30	5	00:00:00	23:59:59		Commercial (1m)	Commercial (1m)	
01:45:00	Papa Roach's Bug Contr...	9.00	00:30	5	00:00:00	23:59:59		Commercial (1m)	Commercial (1m)	

Accounts Receivable

Current transactions in the Accounts Receivable window are dark black, while concluded or pending items are grayed out, drawing your eye to only transactions that require your attention.

The Balance column is included in the default view of the A/R window.

Use right and left arrow keys to toggle between the Customer and Transaction lists.

Debit and Credit columns in the Transaction list are cleaner with only numbers in the appropriate columns instead of showing zero-dollar values.

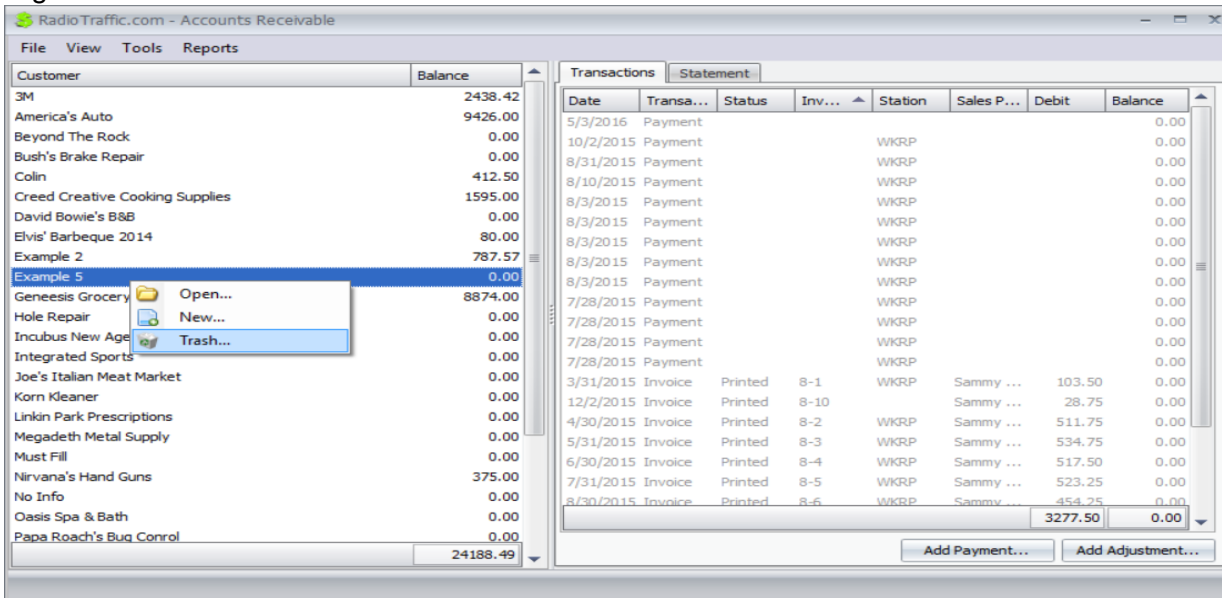
Customer	Balance	Date	Transaction	Status	Invoice	Station	Sales Person	Debit	Credit	Balance
3M	2095.42									
America's Auto	540.00	12/31/2016	<i>Invoice</i>	<i>Gathering</i>	44-1	WKRP	Sammy Hagar (...)	4344.00		
Beyond The Rock	0.00	12/31/2016	<i>Invoice</i>	<i>Gathering</i>	45-2	WKRP	Sammy Hagar (...)	636.00		
Bush's Brake Repair	0.00	5/31/2016	<i>Invoice</i>	<i>Gathering</i>	370-1	KEPD-FM	Sammy Hagar (...)	0.00		
Candys Campers	0.00	5/31/2016	<i>Invoice</i>	<i>Gathering</i>	372-10	WKNR-AM	Sammy Hagar (...)	242.25		
Coln	412.50	5/29/2016	<i>Invoice</i>	<i>Gathering</i>	371-7	KLMI-FM	Frankie Valen	67.50		
Creed Creative Cooking Supplies	1595.00	5/19/2016	Credit Adjustment						382.50	0.00
David Bowie's B&B	0.00	5/19/2016	Credit Adjustment						382.50	0.00
Elvis' Barbeque 2014	80.00	5/19/2016	Credit Adjustment						382.50	0.00
Example 2	0.00	5/19/2016	Credit Adjustment						395.25	0.00
Example 5	0.00	5/19/2016	Credit Adjustment						395.25	0.00
Genesis Grocery	8874.00	5/19/2016	Credit Adjustment						331.50	0.00
Hole Repair	0.00	5/19/2016	Credit Adjustment						395.25	0.00
Incubus New Age Shop	0.00	5/19/2016	Credit Adjustment						382.50	0.00
Integrated Sports	0.00	5/19/2016	Credit Adjustment						191.25	0.00
Joe's Italian Meat Market	0.00	5/19/2016	Credit Adjustment						382.50	0.00
Korn Kleaner	0.00	5/19/2016	Credit Adjustment						1080.00	0.00
Linkin Park Prescriptions	0.00	5/19/2016	Credit Adjustment						540.00	0.00
Megadeth Metal Supply	0.00	5/19/2016	Credit Adjustment						1147.50	0.00
Must Fill	0.00	5/19/2016	Credit Adjustment						1417.50	0.00
Nirvana's Hand Guns	375.00	5/19/2016	Credit Adjustment						1080.00	0.00
No Info	0.00	5/19/2016	Credit Adjustment						1215.00	0.00
Oasis Spa & Bath	0.00	5/19/2016	Credit Adjustment						0.00	0.00
Papa Roach's Bug Control	0.00	5/17/2016	Invoice	Printed	29-11	WKNR-AM	Sammy Hagar (Tra...	191.25		0.00
QBS	0.00	5/15/2016	Invoice	Printed	324-2	KEPD-FM	Sammy Hagar (Tra...	0.00		0.00
Red Hot Chili Pepper Spices	0.00	5/6/2016	Invoice	Printed	140-7	KLMI-FM	Frankie Valen	540.00		0.00
Test	0.00	5/6/2016	Invoice	Printed	371-6	KLMI-FM	Frankie Valen	540.00		540.00
Xray's Fiber Glass Supply	0.00									
Yandee's Gourmet Cookie Comp...	0.00									
	14771.92							52219.25	46389.50	540.00

The use of color in the A/R window is only to highlight invoices under the following conditions:

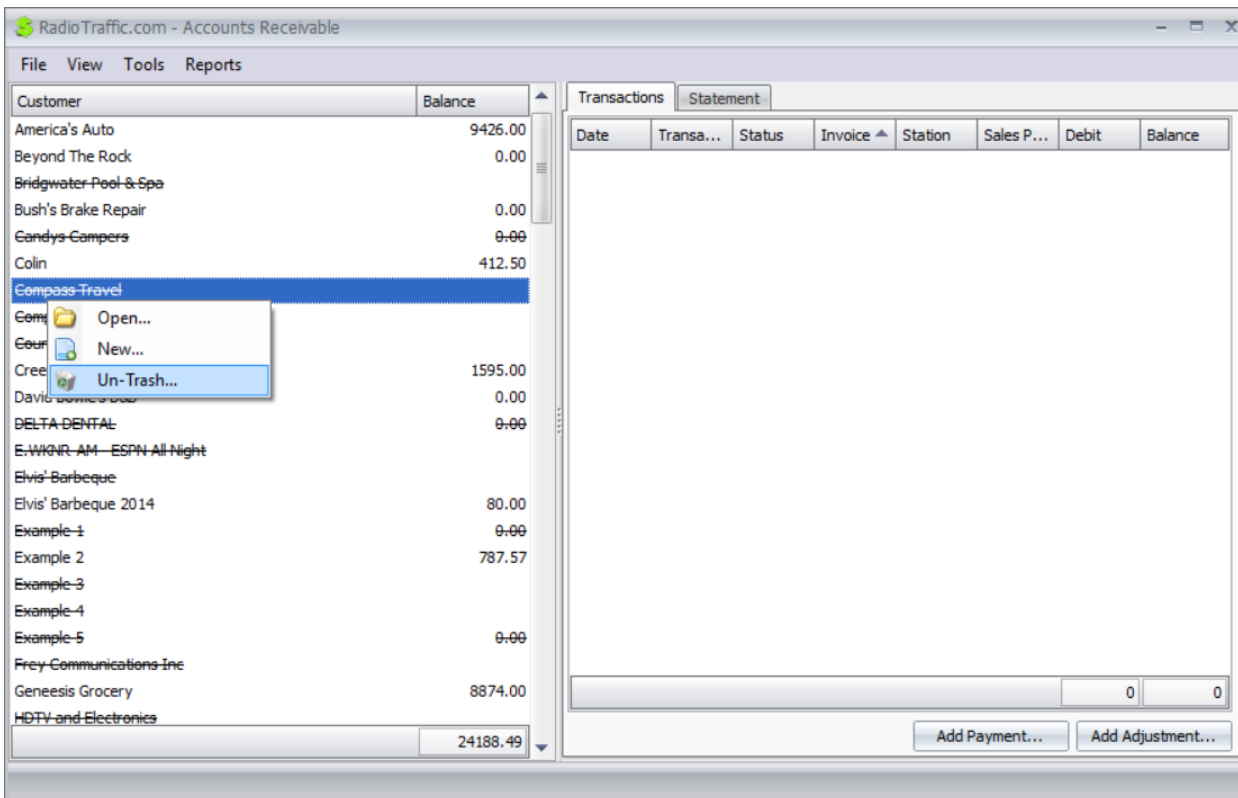
- An invoice highlighted in yellow means it has past the end date for that billing cycle by up to 10 days.
- An invoice highlighted in orange means is past ten days.
- An invoice highlighted in red means you have a significant problem. Please call Tier II support directly at 817-400-4335 for assistance.

You can Trash and Un-Trash customers from the A/R window. Again, **the customer is not deleted, but removed from your list of active customers** to improve loading times of the Accounts Receivable module.

Right-click a customer and select Trash.



Enable View > Trashed. Trashed customers appear on the list with a strike-through. Rick-click on a trashed customer and select Un-Trash to restore it to the list of active customers.



Use the balance column to filter out transactions you don't need to see for a cleaner A/R window.

The screenshot shows the 'Accounts Receivable' window with a 'Filter Editor' dialog box open. The filter is set to '[Balance] Is greater than 0.00'. The 'Transactions' table is visible, showing a list of invoices with columns for Date, Transa..., Status, Invoice, Station, Sales P..., Debit, and Balance. A blue box with the text 'Less Noise' is overlaid on the transactions table, indicating the result of the filter.

Date	Transa...	Status	Invoice	Station	Sales P...	Debit	Balance
7/31/2015	Invoice	Printed	32-1	WKNR-AM	Sammy ...	204.00	204.00
8/31/2015	Invoice	Printed	32-2	WKNR-AM	Sammy ...	1175.25	1175.25
9/30/2015	Invoice	Printed	32-3	WKNR-AM	Sammy ...	1282.50	1282.50
11/30/2...	Invoice	Printed	32-5	WKNR-AM	Sammy ...	1282.50	1282.50
12/31/2...	Invoice	Printed	33-13	WKNR-AM	Sammy ...	1325.25	1325.25
3/31/2016	Invoice	Printed	33-16	WKNR-AM	Sammy ...	1325.25	42.75
4/30/2016	Invoice	Printed	33-17	WKNR-AM	Sammy ...	1282.50	1282.50
3/31/2016	Invoice	Printed	36-6	WKRP	Sammy ...	1224.00	1127.25
4/30/2016	Invoice	Printed	36-7	WKRP	Sammy ...	1152.00	1152.00

Using the Column Chooser, you can add Agency, Aging, Sales Person, and Status to your Customer list in the A/R window.

The screenshot shows the 'Accounts Receivable' window with a 'Customization' menu open. The menu options are Agency, Aging, e.Invoice, e.Statement, Sales Person, and Status. The 'Customer' list is visible, showing a list of customers with columns for Customer, Balance, Agency, Aging, Sales Person, and Status. The 'Sales Person' column is highlighted in blue, indicating it has been added to the list.

Customer	Balance	Agency	Aging	Sales Person	Status
3M	2438.42				
America's Auto	9426.00				
Beyond The Rock	0.00				
Bush's Brake Repair	0.00				
Colin	412.50				
Creed Creative Cooking Supplies	1595.00				
David Bowie's B&B	0.00				
Elvis' Barbeque 2014	80.00				
Example 2	787.57				
Genesis Grocery	8874.00				
Hole Repair	0.00				
Incubus New Age Shop	0.00				
Integrated Sports	0.00				
Joe's Italian Meat Marke	0.00				
Korn Kleaner	0.00				
Linkin Park Prescriptions	0.00				
Megadeth Metal Supply	0.00				
Must Fill	0.00				
Nirvana's Hand Guns	375.00				
No Info	0.00				
Oasis Spa & Bath	0.00				
Papa Roach's Bug Corro	0.00				
OBS	0.00				

Payment Window

You have the option restrict which invoices a payment can be applied to in the payment window. By changing the value in the Station, Revenue Source, Revenue Type, or Sales Person fields from Any, payments can only be applied to invoices with those exact values. We strongly recommend that you leave those values as Any.

Payment - NEW

Date: 5/27/2016 Amount: ⓘ

Type: Check Check #:

Comment:

Station: DEMO-FM

Revenue Source: Any

Revenue Type: Any

Sales Person: Any

0 item(s) applied..... 0.00
remaining..... 0.00

Date	Invoice	Description	Balance	Applied
4/30/2016	260-1	May Auction	150.00	0.00
5/26/2016	260-2	May Auction	950.00	0.00

OK Cancel Apply

When entering a payment amount, hit the Enter key to save the payment and close the window, bypassing the need to click OK.

Payment - NEW

Date: 5/27/2016 Amount: 150 Station: DEMO-FM

Type: Check Check #: Revenue Source: Any

Comment: Revenue Type: Any

Sales Person: Any

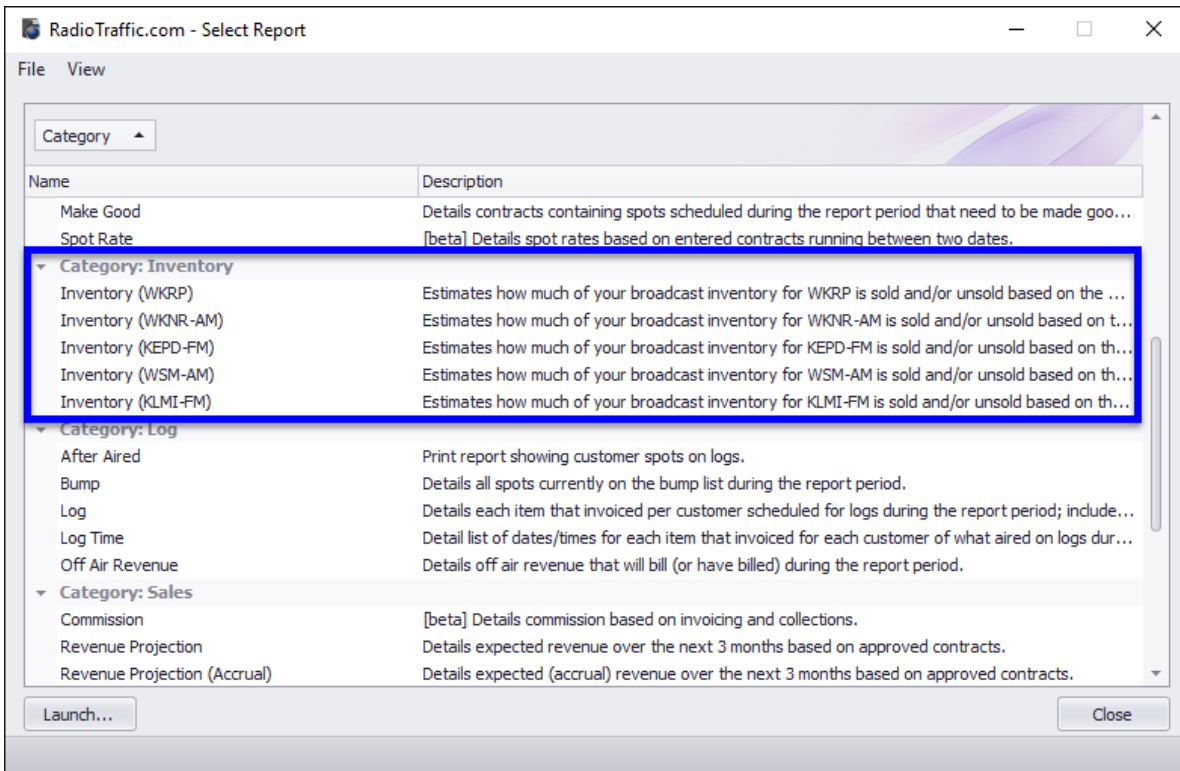
0 item(s) applied..... 0.00
remaining..... 150.00

Date	Invoice	Description	Balance	Applied
4/30/2016	260-1	May Auction	150.00	pay 0.00
5/26/2016	260-2	May Auction	950.00	pay 0.00

OK Cancel Apply

Reports

Each station has its own Inventory Report to speed loading time and eliminate the need to filter out multiple stations.



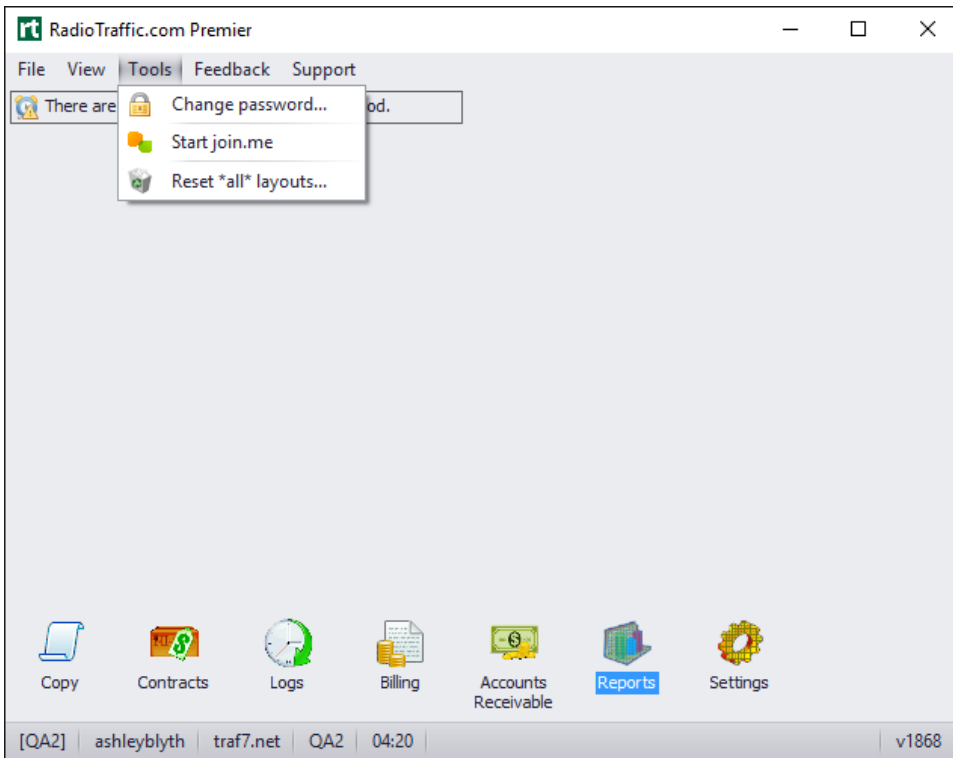
Settings

In several of the Settings windows, you now have the column chooser to add a variety of columns.

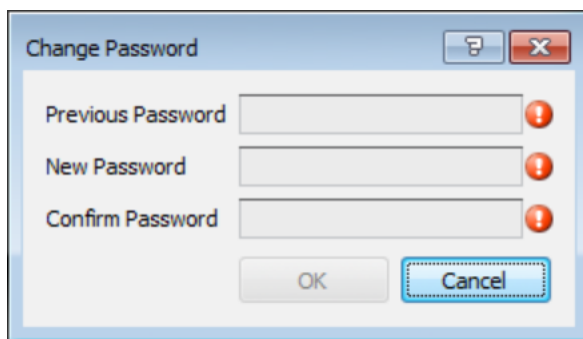
The Dashboard

Tools

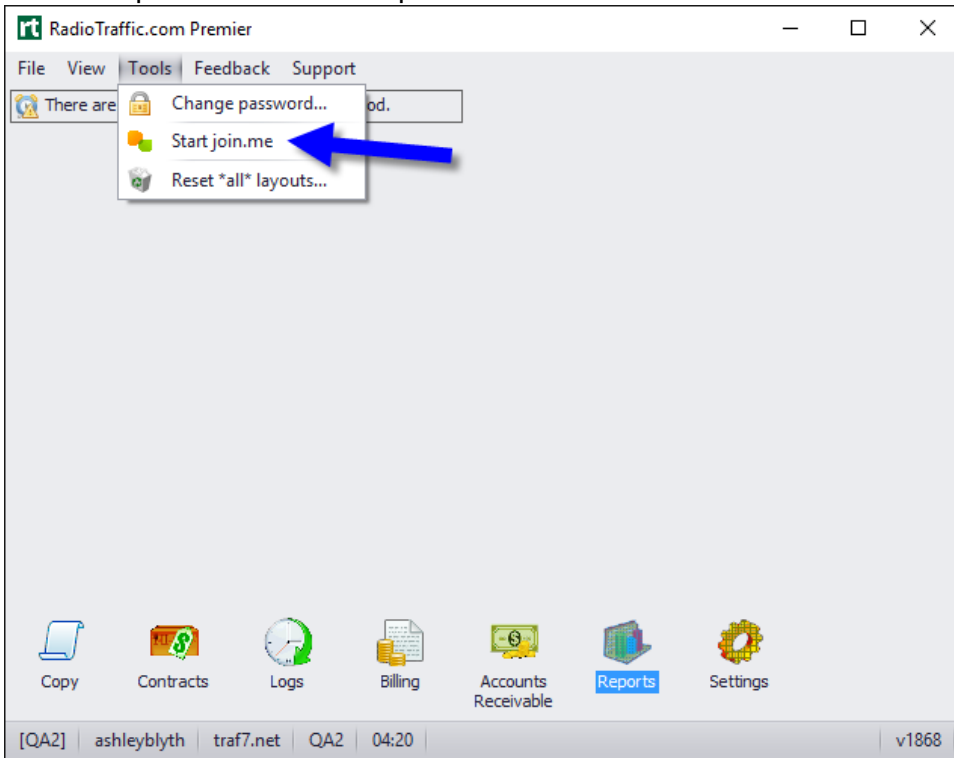
We have added the ability to change your password and sign into a support meeting via Join.me.



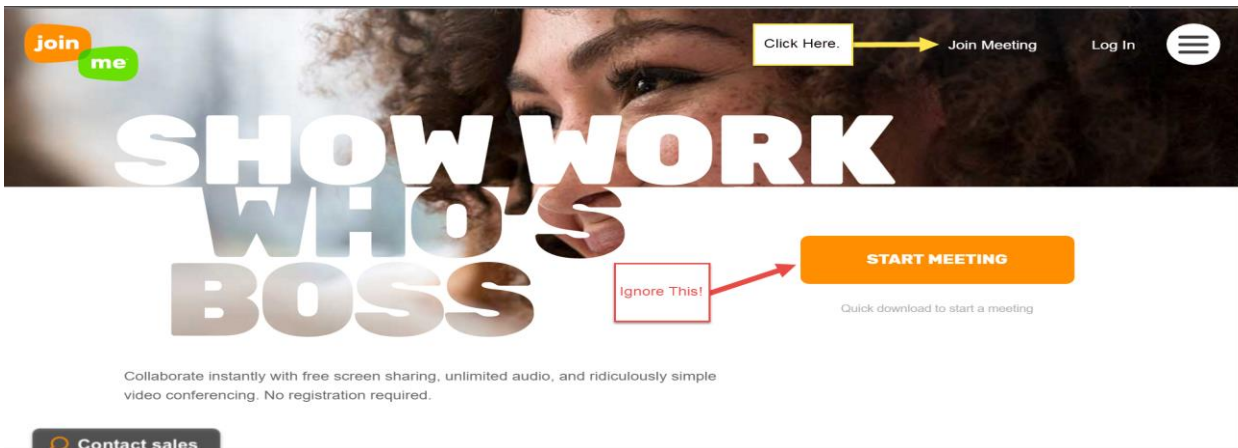
Change password allows you to change your RadioTraffic.com password. For your security and protection, your previous password must be entered before you can select a new password.

A dialog box titled "Change Password" with a question mark icon and a close button (X) in the top right corner. It contains three text input fields: "Previous Password", "New Password", and "Confirm Password". Each input field has a red exclamation mark icon to its right, indicating a warning or error. At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a blue border.

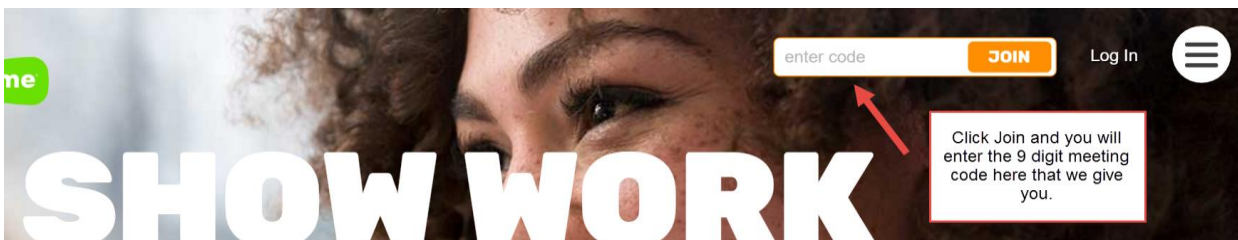
If we need to see your screen, we will ask you to navigating to Tools > Start Join.me from your RT dashboard. That will open a Web browser pointed to Join.me.



Click the white **Join Meeting** link at the top of the page.



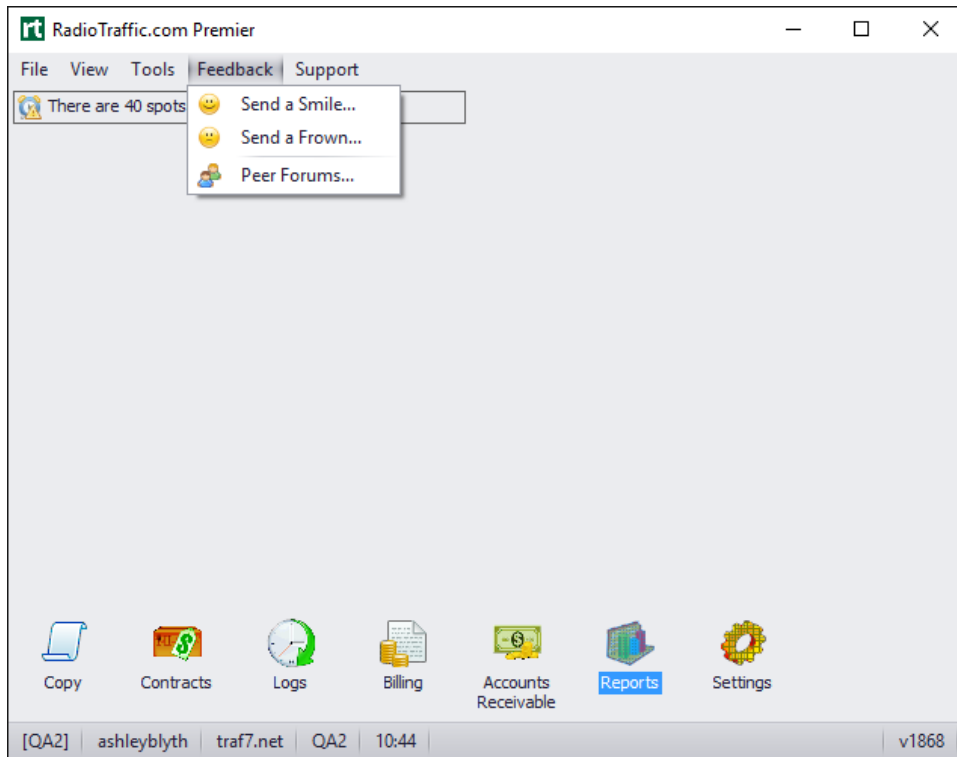
We will give you a 9-digit meeting code to enter in the Join box at the top of the page.



Feedback

Feedback is our new feature that allows you to directly contact us either via the Peer Forums or by sending us a Smile or a Frown.

Did you have a good day? Did RT contribute to that? Send us a smile to let us know! Had a a bad day? Did RT contribute to that? Send us a frown to let us know that as well!



- **Send a Smile** allows you to send us a note if we have done a good job or if you like a feature that helps you out.
- Also, when we address any questions you have or frowns we resolve, we will ask you to send us a smile to let the other members of our team to know that we finished helping you out.
- **Send a Frown** if you have a question or a problem; if you have multiple issues, please send us multiple frowns.
- **Peer Forums** is the place to share suggestions, feedback on new features, comments on the software, or general questions for your peers outside your own group. This also the place that where our developers look for general feedback from our customers for future improvements.