



## Add or Remove columns from Scheduler reports

When you are ready to create the report click on the Preview Icon....

Radius - [Radio Schedule : 0603,Syracuse, NY]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN RATINGS

Spring 2021 Syracuse, NY  
\$15,200 Sample:1,836

A18+

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH	W
WOLF FM	Y		30	26.67	800.00	100.00	8.0	22.90	0.2	1,165
1 Week:			30	26.67	800.00	100.00	8.0	22.90	0.2	1,165
4 Wks:			120	26.67	3,200.00	100.00	32.0	22.90	0.2	1,165

Click on the PREVIEW icon

WOLF FM		All											
Schedule	Description	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
MoSu 7p-12a	mosu 7p-12a		10	20.00	200.00	100.00	2.0	22.83	0.2	21,041	1.7	8.8	6,129
MoFr 6a-10a	MoFr 6a-10a		20	30.00	600.00	100.00	6.0	22.92	0.3	17,082	3.0	26.2	10,147

Next click on the setup icon.....

Print/Preview

Microsoft Print to PDF

Click on the SETUP icon

MoFr 6a-10a		20	30.
Totals	Spot	Rate	Wdy
WOLF FM	30	26.67	800.0
1 Week:	30	26.67	800.0
4 Wks:	120	26.67	3,200.0

From the popup window click on the "Tables" tab

Print/Preview Properties

Include | **Tables** | Page Style | Page Layout | Cover Page | Other

Include

- User Name: Scott Phillips
- Date
- Time
- Client
- Flights on Separate Pages
- Show Custom Combo definitions

Comment

Use    Font    Border

Click on "TABLES" tab

OK    Cancel    Apply

Highlight whatever you want to be shown on the Report, Unhighlight whatever you do not. Then click on Apply and then Ok. ( See image below)

PRO NOTE: When you create a new schedule remember whatever you unhighlighted will still not show on the new report. If you want it to show on the new report, you need to do this process again. Also, if the row of columns on the report are too wide to fit on the page you can adjust the width by change the length in the two drop down boxes as shown below.

The screenshot shows the 'Print/Preview Properties' dialog box with the 'Tables' tab selected. It features two columns of items: 'Detail Columns' and 'Total Columns'. In the 'Detail Columns' list, 'CallLetters', 'Schedule', 'Description', 'Len', 'Spot', 'Rate', 'Wkly \$', 'CPP', 'GRP', 'CPM', 'AQH Rtg', 'Weekly Cume', and 'Avg Freq' are highlighted in blue. In the 'Total Columns' list, 'Totals', 'Spot', 'Rate', 'Wkly \$', 'CPP', 'GRP', 'CPM', 'AQH Rtg', 'AQH Persons', 'Weekly Cume', 'Avg Freq', 'GrossImp (000)', and 'Schd Rch' are highlighted in blue. Below each list is a dropdown menu set to '9' and a width indicator (6.78 in for details, 6.33 in for totals). At the bottom are 'OK', 'Cancel', and 'Apply' buttons. A preview of a report is visible in the background, showing a table with columns for 'Totals' and 'WOLF FM', and rows for '1 Week' and '4 Wks'.

Print/Preview Properties

Include **Tables** Page Style Page Layout Cover Page Other

Detail Columns

- Station Details
- Unused Dayparts

Border Style

Total Columns

- Station Totals
- 1 Week Total
- Multi-Week Total
- Multi-Flight Total

9 6.78 in

9 6.33 in

OK Cancel Apply

Highlight what you want to show on report

Highlight what you want to show on the report

Change if the rows on the report are too wide. You can change one for Details row and the other for Totals row

Click APPLY and then OK