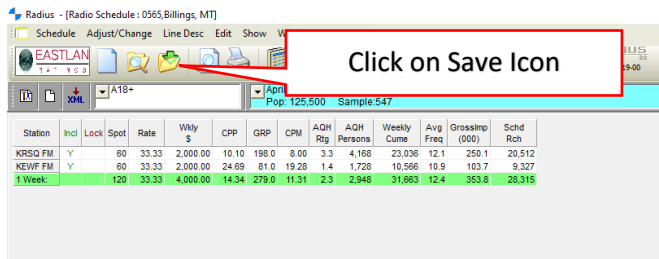




# EASTLAN R A T I N G S

## Saving and Opening Schedules

TO SAVE A SCHEDULE: Click the Save Icon..... **PRO NOTE:** Be sure you targeted the schedule before saving



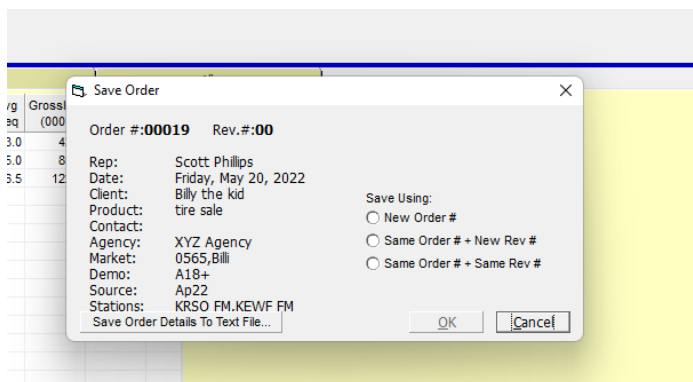
A popup window comes up. First time you save a new schedule you will only see NEW ORDER. If resaving an order, you will get the following three choices:

**“New Order#”** Create schedule as a new Order

**“Same Order# + New Rev #”** Keep original order but create a new version

**“Same Order# + Same Rev#”** This is the save over all button. It keeps the same order and/or revision number but puts the revised schedule over the old ones (both original and revisions). If you are not creating a revision or a new order, you just want to copy over what you were working on, then also just click this button.

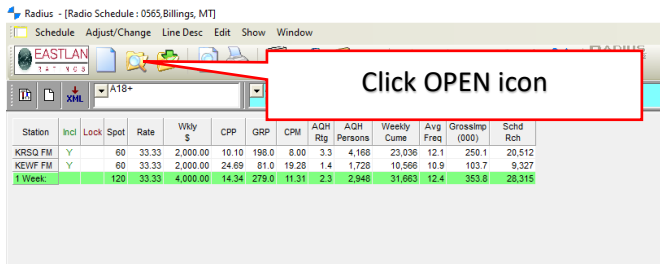
Click the one you want and then on OK. Your schedule is saved.



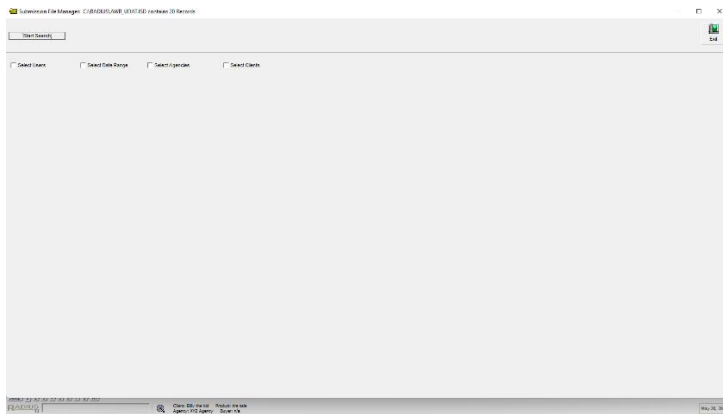
Continue to find out how to open a saved schedule....

**To open a saved file.**

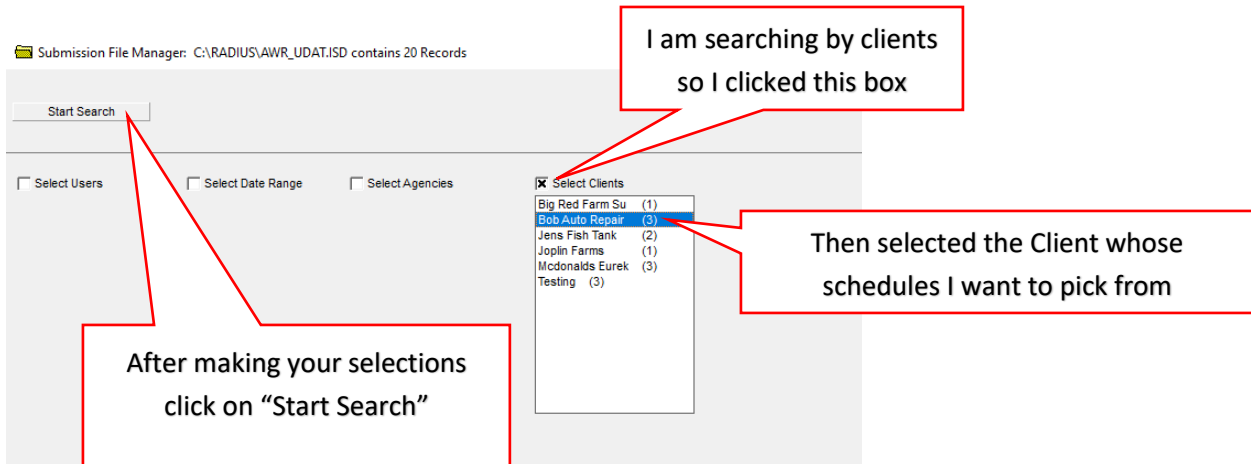
In Scheduler click on the OPEN icon.



Then the following Screen will appear. NOTE: sometime this popup screen will not appear and that is because it is hidden on your desktop task bar under the Radius Icon. If that is the case, you will need to click on it down there so it will open.



Select how you want to search. In this example I am searching based on Client names. When I clicked the Client box the drop down window appears with all the clients listed. Scroll down to the one you want, highlight it then click Search.....



All the schedules you saved for that client will appear. Find the one you want and then double click to open it up in Scheduler.

Submission File Manager: C:\RADIUS\AWR\_UDAT.ISD contains 20 Records

Delete Selected (1)

3 Records Retrieved  
 Users Selected: All  
 No Date Range Selected  
 Agencies Selected: All  
 Clients Selected: 1

Define Search

Click Column Heading to Sort -- Dbl-Click Row to Open -- Ctrl-Click to Select Multiple Rows

ID/Rev.	Area	Created	Last Revised	Start Date	Weeks	Len	Stations	Demo	Book	Client	Product	Agency	Contact	Plan CPP	CPP	Plan GRP	GRP	Plan Wkly\$	Avg Wkly\$	Rep
0000200	0663 Fort	Sep 8 21	Sep 8 21 9:42a	Sep 8 21			WBCL FM, WAJI FM, WIOE FM	A25-54	Jn21	Bob Auto Repair	GOING OUT OF				30.92		19.6		606	Scott Phillips
0001000	0800 Eurek	Oct 12 21	Oct 12 21 11:22a	Oct 12 21			KSLG FM	A25-54	Wl21	Bob Auto Repair	Grand Opening		Bob Wright		24.04		26.0		625	Scott Phillips
0001100	0572 Santa	Apr 5 22	Apr 5 22 2:48p	Apr 6 22			KRSH FM, KNOB FM	A25-54	Fe22	Bob Auto Repair	Grand opening				75.00		3.9		293	Scott Phillips