

Radio MATRIX

Bookings

QUICK REFERENCE GUIDE

Powered by

Audio_{NET}

in partnership with



COMMERCIAL RADIO
AUSTRALIA

Contents

Overview _____	1
Bookings _____	2
Statement Of Authorisation _____	5
Accept a Booking _____	6
Discussion Thread _____	7
Icons _____	8

Overview

Welcome to the RadioMATRIX Bookings Tool!

This is your quick reference guide for Bookings.

The RadioMATRIX Bookings tool provides the flexibility to customise individual elements of a Booking Request for contracted rate Clients.

Based on ongoing increases in functionality within RadioMATRIX this guide will be regularly updated and redistributed to you via your Change Champions.

If you have any feedback or additions you would like to suggest, please contact us at communications@radiomatrix.com.au

We hope you enjoy the using the new Booking tool!

Bookings

- Budgets & Plans
- Campaigns
- Briefs
- Proposals
- Bookings
- Holdings

Bookings Request can be accessed by clicking on Bookings in the left hand menu

Home / Briefs





Bookings


Recent and previous Booking Requests can be seen here.

Date	Booking Status	Client	Duration	+
22.03.2021	Request Submitted	Fast Foodz	4 Days / 29.03.21 - 02.04.21	+
22.03.2021	Request Submitted	BigCars4U	8 Days / 29.03.21 - 06.04.21	+
22.03.2021	Request Submitted	Acme Bananas	4 Days / 21.03.21 - 26.03.21	+
20.03.2021	Request Submitted	Acme Bananas	8 Days / 29.03.21 - 06.04.21	+

To view more information on the Booking, click the + symbol

This is the information sent by the Agency about the Booking.
We are going to have a look at each part of this in a bit more detail

...  


 Discussion Thread


Submitted By: Administrator Demo - 22.03.21, 12:58pm

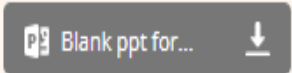

Booking Notes: Comments being sent to TRSN from the Release Status Page in Agency Bookings


RM Ref#: ABC12345

Agency Refereneeces
Job#: 467598683
IO/PO#: 004.004

 Statement of Authorisation

 Booking Status

...  

 Discussion Thread

Open and view any Booking Request documents here

View the Discussion Thread. See page 6 for more information

Submitted By: Administrator Demo - 22.03.21, 12:58pm

Booking Notes: Comments being sent to the Network from the Release Status Page in Agency Bookings

Any notes provided for the Booking Request can be found here

RM Ref#: ABC12345

RM Ref#

This is a RadioMATRIX reference number


Agency References

Job#: 467598683

IO/PO#: 004.004

Agency References

These details are references for the Agency Request
Job ID Number
Insertion Order or Purchase Order Number

 **Statement of Authorisation**

Statement of Authorisation

This will show the Statement of Authorisation from the Agency. See page 5 for more information

 **Booking Status**

Booking Status

The Booking can be accepted or amend the Booking Request by updating the Booking Status. See page 6 for more information

Statement Of Authorisation

This is the authorisation from the Agency to go ahead with the Booking.
Type in the email address of those you want to receive the Statement of Authorisation.
They will need to be separated by a comma



STATEMENT OF AUTHORISATION



Date: 16.10.21 (4:28px)

I Jim Smith (Agency 123) submit this booking request, confirming authorised billing to ABC Agency.

Select Recipients (emails - comma delimited)

adam@none.com.au

Once the email addresses have been entered, select **Send to Recipients**



Send to Recipients

Note: Email will contain a copy of the booking requested by the agency along with the statement of authorisation.

Accept a Booking

Booking Status

Here you can accept the Booking Request as it is, or you can make some amendments if necessary.



BOOKING STATUS



Update the agency with regards to the status of the booking request

- Accept the Booking Request in it's current state.
- Agree to booking request, as supplied.
- Respond with an amended Booking Request.
You can also attach amended files to the Booking Request
- Amendments, as per notes and/or attached schedule (optional)

Attach Amended file

Browse



Notes



...

Cancel

Submit

Discussion Thread

You can locate the Discussion Thread for the Booking Request on the Bookings screen and clicking on the + symbol.

22.03.2021  Request Submitted Fast Foodz 4 Days / 29.03.21 - 02.04.21 



Discussion Thread

Click on the Discussion Thread to open the chat window

Use the Discussion Thread to talk to your Agency counterparts about the Booking Request. Messages are sent in real time and saved against the Booking for future reference.



BOOKING REQUEST



Bookings Notification (21.03.2021 11:45pm)

Booking released to network: TRSN.

21.03.2021

11:54pm

New booking request on the way!

UD

UD

Received, thanks!

21.03.2021

11:55pm

Type a new message



Icons

There are a number of icons used within the RadioMATRIX Booking Tool which have specific meaning depending on their location within the tool.

Primary left hand navigation



Plans



Campaigns



Briefs



Proposals



Reports



Tools



Bookings

Booking Request Status



Pending Submission



Booking Submitted



Proposed Amendments



Accept with Amendments
Booking Confirmed



Booking Withdrawn

Selection process

Selected



Not Selected



Powered by

Audio  **NET**

in partnership with  **COMMERCIAL RADIO**
AUSTRALIA