

# Radio MATRIX

## Bookings

### QUICK REFERENCE GUIDE

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# Overview

Welcome to the RadioMATRIX Bookings Tool!

This is your quick reference guide for Bookings.

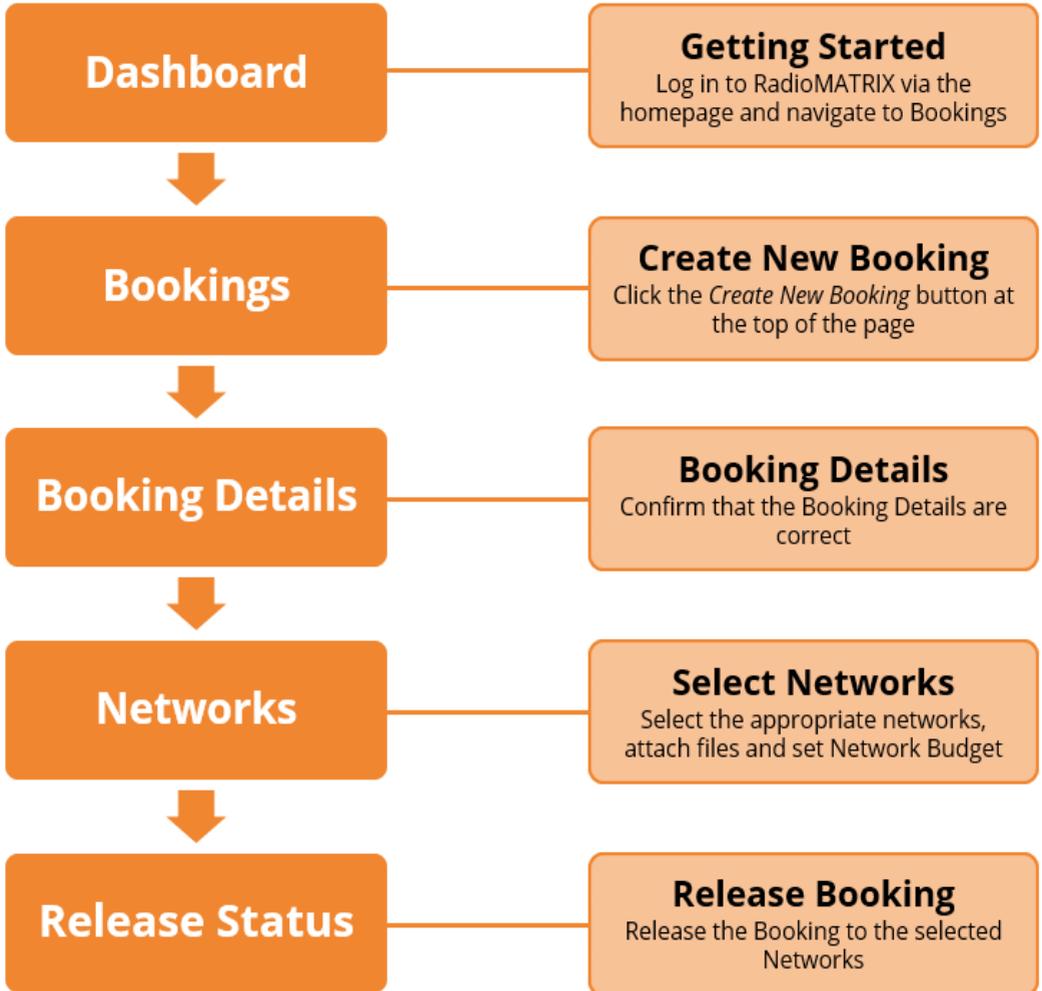
The RadioMATRIX Bookings tool provides the flexibility to customise individual elements of a Booking Request for contracted rate Clients.

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](mailto:communications@radiomatrix.com.au)

We hope you enjoy the using the new Booking tool!

# Client Rates Booking Flow Overview



# Bookings Dashboard

 Budgets & Plans
 Campaigns
 Briefs
 Proposals
 <b>Bookings</b>
 Reports
 Tools

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

Home / Briefs

## Bookings

 **CREATE NEW BOOKING**

Recent and previous booking requests can be seen here

Select **Create New Booking**

Date	 Booking Status	Duration	+ →
22.03.2021	 Pending Network Details	8 Days / 21.03.21 - 30.03.21	→
22.03.2021	 Requests ( 2 ) Confirmed ( 0 )	4 Days / 21.03.21 - 26.03.21	 →

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

**Note:** If the booking status shows Pending Network Details, this will mean that the booking has been created, but no further information has been entered

# Create Booking

Select **Booking Request based on Client Rates**

**Note:** Booking Request from Proposal is currently not available

 **CREATE A NEW BOOKING** 

---

 **Booking Request from Proposal** Select   
Create from a RadioMATRIX proposal document

---

 **Booking Request based on Client Rates** Select   
Create from attached documents

Select a client and campaign from the drop down, or by selecting Add New Client/Add New Campaign

 **CREATE A NEW BOOKING** 

---

 **Booking Request based on Client Rates**  
Check and complete relevant details below.

---

Client Name

Campaign   Add New Campaign

Set your start and end date.

Note: The end date is **inclusive**.

← CREATE A NEW BOOKING



### Booking Request based on Client Rates

Check and complete relevant details below.

Title

Team

Select Team



Activation

19/3/2021



20/3/2021



Create Booking

Select **Create Booking**

# Booking Details

A basic summary of the client information

## Booking Title

	CLIENT The Biggest Banana	BOOKING AGENCY ABC Agency	BILLING AGENCY  123 Agency
----------------------------------------------------------------------------------	------------------------------	------------------------------	----------------------------------------------------------------------------------------------------------------

**BOOKING DETAILS**

RELEASE STATUS

The booking request is separated into 2 sections.

**Booking Details** is where you will enter the details of your booking request.

**Release Status** is where you can release the booking request to selected networks.

We will start with Booking Details.

### Booking Sections

- Booking Details
- Networks



Navigate through the different sections of your booking by using these tabs

You can preview the booking details you have entered when creating the booking request and make any changes here.

## Booking Details

Overview of the booking, these details are common to all networks receiving the booking.

Brief Title

The Longest Banana

 Apply Changes

Billing Agency

123 Agency

Client

Acme Bananas

Assigned Team

Acme Bananas

Campaign

The Longest Banana



Add New Campaign

Agency References

Job #

Add in your common or unique Insertion or Purchase Order

Common IO/PO number

Unique IO/PO numbers per network

Activation Dates

Start

01.01.2020



End

01.06.2020



Save & Continue

# Networks

Use the toggle switch to select your required networks.

## Networks

Select networks to include in bookings. As you select each network, you will be prompted to upload your booking files(one or more) and insert the network budget value.



ARN



NINE Radio



Nova Entertainment



SCA



SEN



Sky Sports Radio



TRSN

**Budget Total:**

Save

You can attach a booking request file by selecting **Attach Booking File/s**

## Networks

Select networks to include in bookings. As you select each network, you will be prompted to upload your booking files(one or more) and insert the network budget value.

ARN

 Blank excel spre... X

 **Attach Booking File/s**

Enter the budget value for each Network

Add in your unique Insertion or Purchase Order number

Network Budget Value

\$4,000

IO/PO #

NINE Radio

Nova Entertainment

SCA

SEN

TRSN

**Budget Total: \$4,000**

Save

# Release Status

Navigate to Release Status to release the booking request to the networks

BOOKING DETAILS

RELEASE STATUS

Use the toggle buttons to select each network the booking is ready to be released to.

You can release the booking request to multiple Networks at the same time.

## Release Status

### Release booking to networks

Add any additional comments as required. Releasing the booking makes it available for the relevant network client sales team to review, make comments and accept the booking. Once the network has acknowledged the booking you will receive a notification receipt in RadioMATRIX.

Networks

Preview

Status

Send

• ARN

... Not Sent



Comments

Recipients ( Network Team )

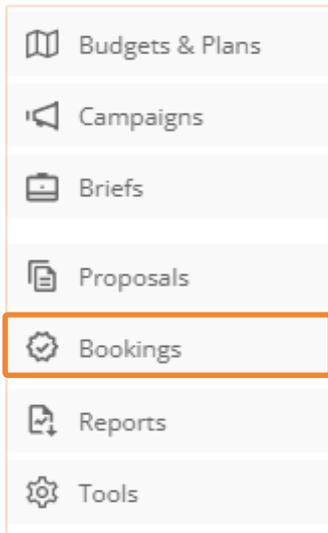
Confirmation: I (RadioMATRIX) wish to submit this booking request (as per file(s) contained within), and confirm that I'm authorising the billing to RadioMATRIX

I acknowledge that I (RadioMATRIX) accept ARN Standard Advertising Terms and Conditions as amended from time to time and published at [ARN T&C's](#) except as otherwise varied by mutual agreement between RadioMATRIX and ARN.

You must tick both confirmation boxes before submitting the booking to the network.

Send to Selected

# Amended Bookings



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

Date	Booking Status	Duration	+ →
22.03.2021	Pending Network Details	8 Days / 21.03.21 - 30.03.21	→
22.03.2021	Requests ( 2 ) Confirmed ( 0 )	4 Days / 21.03.21 - 26.03.21	→

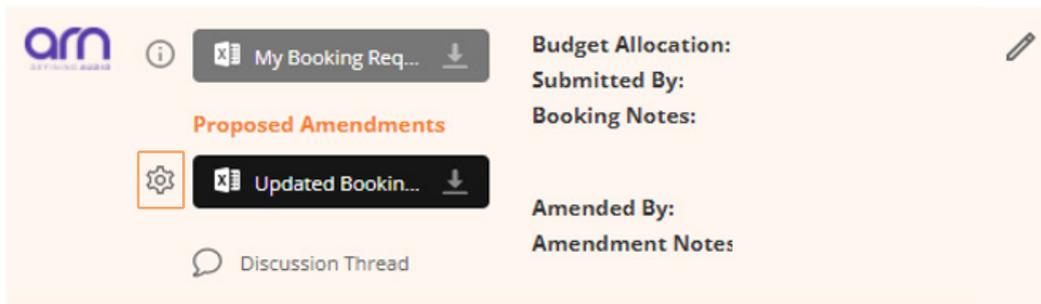
To view more information on the Booking, click the **+ symbol**

If the network has returned the booking request with some amendments, you can view the amended booking schedule document under the booking request

A detailed view of a booking request. On the left, there's an 'arn' logo and an information icon. Below it is a button 'My Booking Req...' with a download icon. A red box highlights a 'Proposed Amendments' section containing an 'Updated Bookin...' button with a download icon. Below that is a 'Discussion Thread' icon. On the right, there are sections for 'Budget Allocation:', 'Submitted By:', 'Booking Notes:', 'Amended By:', and 'Amendment Notes'. A pencil icon is in the top right corner.

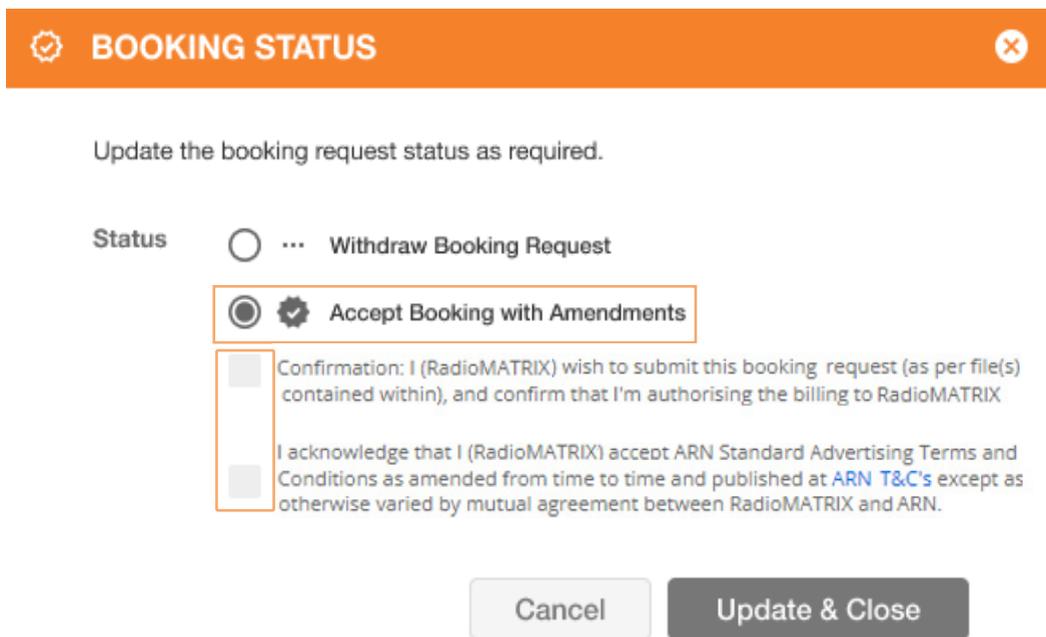
# Accept Amended Booking

If you are all happy with the amendments to the booking request, select the cog symbol to update the status



The screenshot shows a booking request interface. On the left, there is an ARN logo and an information icon. Below that, there are two buttons: 'My Booking Req...' and 'Updated Bookin...'. The 'Updated Bookin...' button has a gear icon (cog symbol) next to it, which is highlighted with an orange box. To the right of these buttons, there are sections for 'Budget Allocation:', 'Submitted By:', 'Booking Notes:', 'Amended By:', and 'Amendment Notes:'. At the bottom left, there is a 'Discussion Thread' link with a speech bubble icon.

Change the status to **Accept Booking with Amendments**.

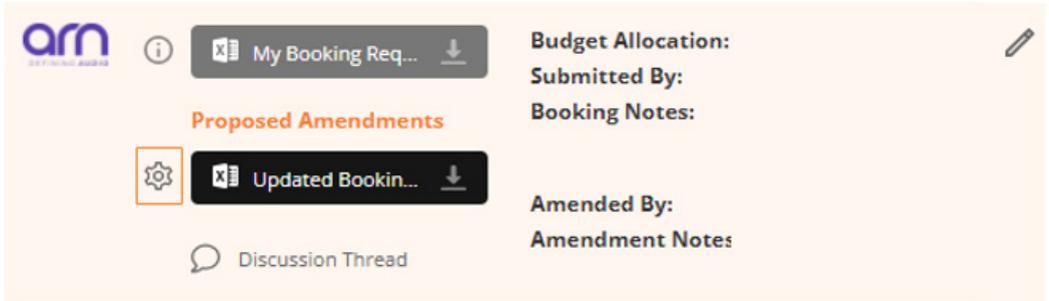


The screenshot shows a dialog box titled 'BOOKING STATUS' with a close button (X) in the top right corner. The main text reads: 'Update the booking request status as required.' Below this, there are two radio button options under the label 'Status':  
1.  ... Withdraw Booking Request  
2.   **Accept Booking with Amendments**  
The second option is highlighted with an orange box. Below the radio buttons, there are two confirmation checkboxes, also highlighted with an orange box:  
-  Confirmation: I (RadioMATRIX) wish to submit this booking request (as per file(s) contained within), and confirm that I'm authorising the billing to RadioMATRIX  
-  I acknowledge that I (RadioMATRIX) accept ARN Standard Advertising Terms and Conditions as amended from time to time and published at [ARN T&C's](#) except as otherwise varied by mutual agreement between RadioMATRIX and ARN.  
At the bottom of the dialog, there are two buttons: 'Cancel' and 'Update & Close'.

You must tick both confirmation boxes before accepting the booking request

# Withdraw Booking

If you wish to withdraw the booking request you can do this at anytime by selecting the cog symbol to withdraw the booking request



The screenshot shows a booking management interface. On the left, there is an 'arn' logo and an information icon. The main card displays 'My Booking Req...' with a download icon. Below this, there is a section for 'Proposed Amendments' with a gear icon and 'Updated Bookin...' with a download icon. At the bottom left of the card is a 'Discussion Thread' link. On the right side of the card, there are fields for 'Budget Allocation:', 'Submitted By:', 'Booking Notes:', 'Amended By:', and 'Amendment Notes:'. A pencil icon is visible in the top right corner of the card.

Change the status to **Withdraw Booking Request**

## BOOKING STATUS

Update the booking request status as required.

Status

... Withdraw Booking Request

 Accept Booking with Amendments

Cancel

Update & Close

# Discussion Thread

You can locate the discussion thread for a booking request on the Bookings dashboard by clicking on the + symbol.

22.03.2021 Request Submitted Fast Foodz 4 Days / 29.03.21 - 02.04.21 +

am My Booking Req... Budget Allocation:  
Submitted By:  
Booking Notes:

Proposed Amendments

Updated Bookin... Amended By:  
Amendment Notes:

Discussion Thread

Use the discussion thread to talk to your network counterparts about the booking request. Messages are sent in real time and saved against the booking for future reference.

Bookings Notification (21.03.2021 11:45pm)  
Booking released to network: TRSN.

21.03.2021 11:54pm UD New booking request on the way!

UD Received, thanks! 21.03.2021 11:55pm

Type a new message

# Icons

## Primary left hand navigation

 Budgets & Plans	Develop and maintain client budgets and plans
 Campaigns	Manage multiple briefs for one campaign
 Briefs	Acces the Briefs dashbaord to view recent and previous briefs
 Proposals	Acces the Proposals dashbaord to view recent and previous proposals
 Bookings	Acces the Bookings dashbaord to view recent and previous booking requests
 Reports	Allows you to compare sales or planning team performances
 Tools	Allows you to view the Client Teams you are currently in and allows you to add yourself into new Client Teams

**Note:** Budgets & Plans, Campaigns and Reports are still in development and are currently not available to use.

## Selection process

Selected



Not Selected



Excluded



Some Selected (applicable if subgroups exist)



# Booking Status

When viewing your Bookings Dashboard you will see the following booking statuses.



## **Request Submitted**

Request submitted will be displayed next to a recently submitted booking request



## **Proposed Amendments Accept with Amendments**

Proposed Amendment and Accept with Amendments will display the same icon. This will let you know that an amendment has been submitted by the network, or that you have sent back your own amendments.



## **Booking Confirmed**

Booking confirmed will only be displayed once the booking request has been accepted



## **Request Withdrawn**

Request withdrawn will be displayed next to a booking option or booking request if you have decided not to go ahead with the booking

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