Radio MATRIX

Bookings

QUICK REFERENCE GUIDE

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Version 1.5

RadioMATRIX

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Overview

Welcome to the RadioMATRIX Bookings Tool!

This is your quick reference guide for Bookings.

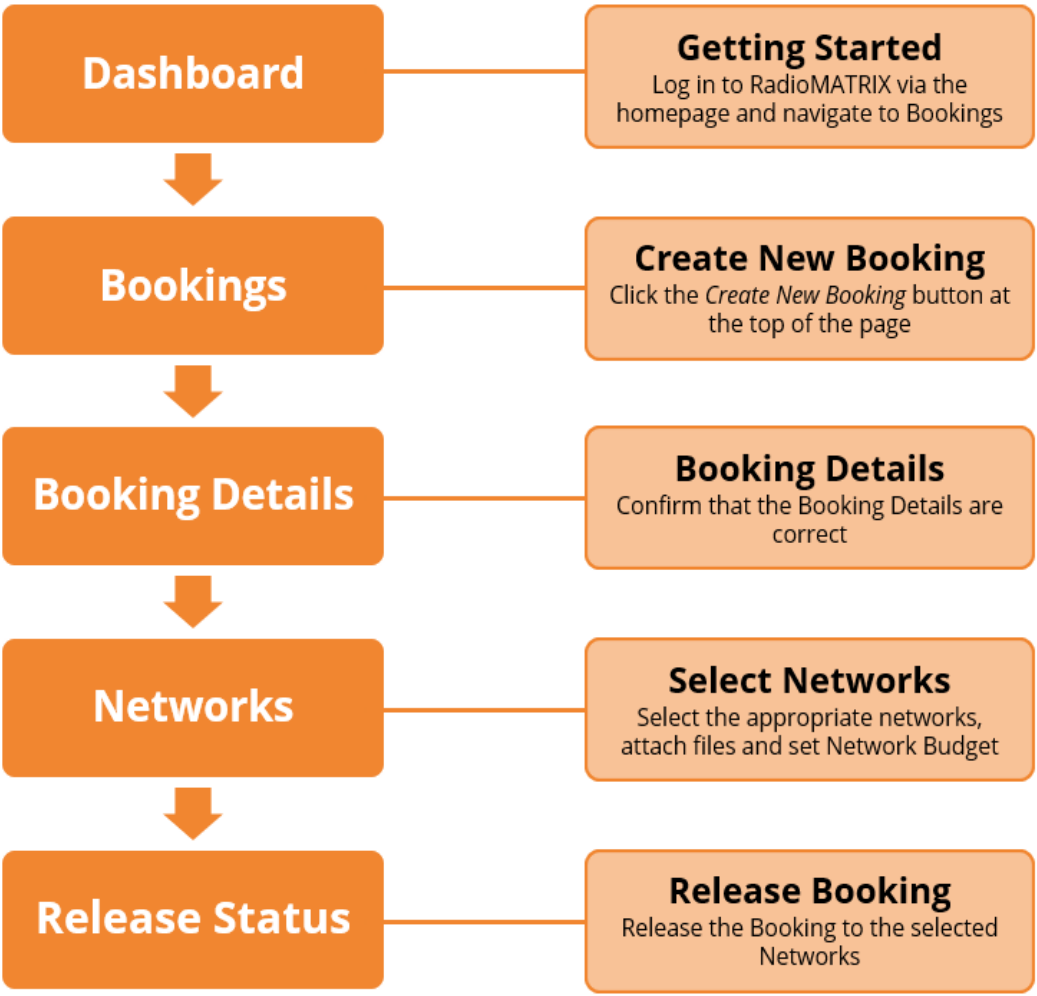
The RadioMATRIX Bookings tool provides the flexibility to customise individual elements of a Booking Request for contracted rate Clients.

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

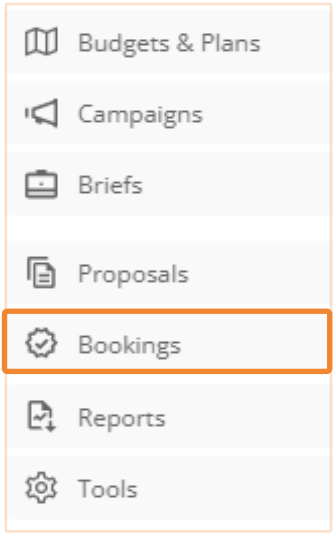
If you have any feedback or additions you would like to suggest, please contact us at communications@radiomatrix.com.au

We hope you enjoy the using the new Booking tool!

Client Rates Booking Flow Overview



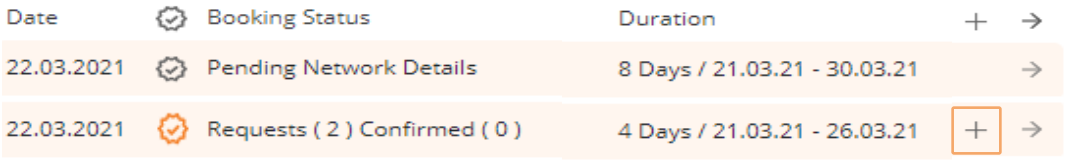
Bookings Dashboard



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

Recent and previous booking requests can be seen here

Select **Create New Booking**



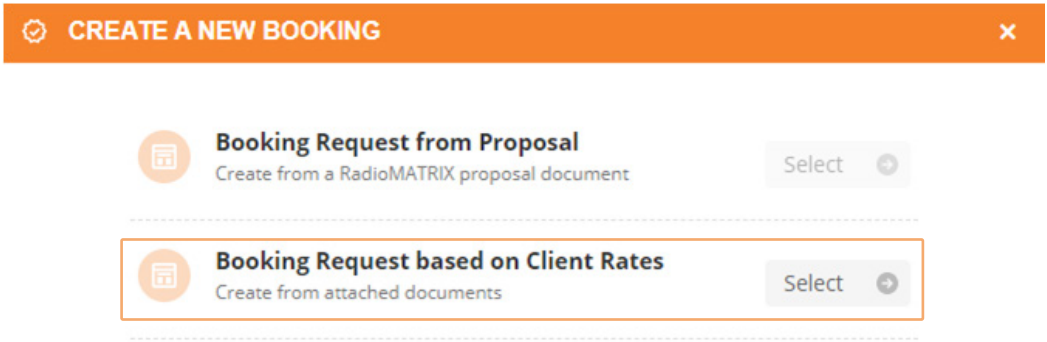
To view more information on the Booking, click the + symbol

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

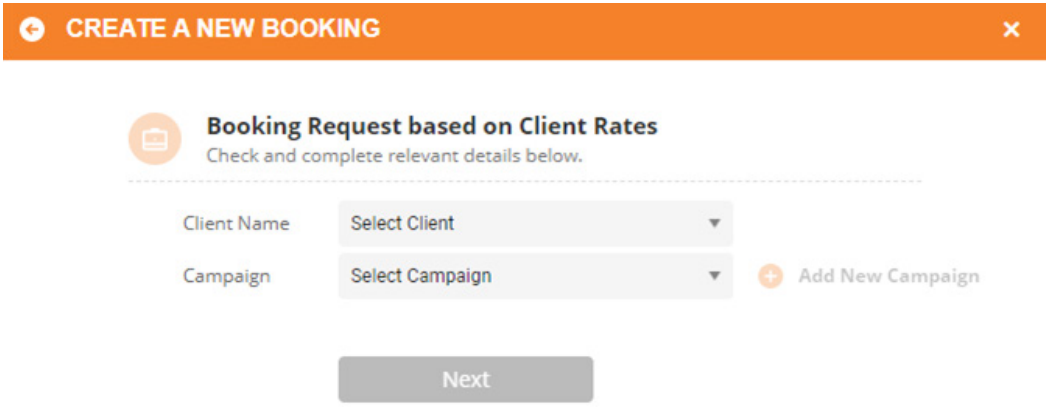
Create Booking

Select **Booking Request based on Client Rates**

Note: Booking Request from Proposal is currently not available

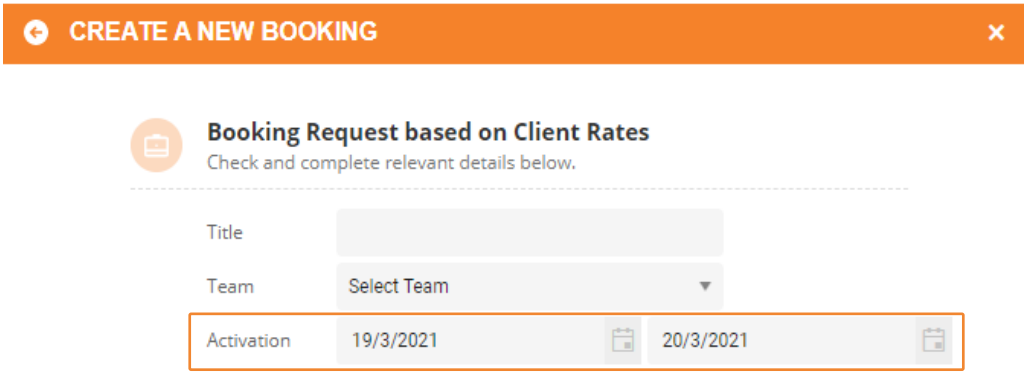


Select a client and campaign from the drop down, or by selecting Add New Client/Add New Campaign



Set your start and end date.

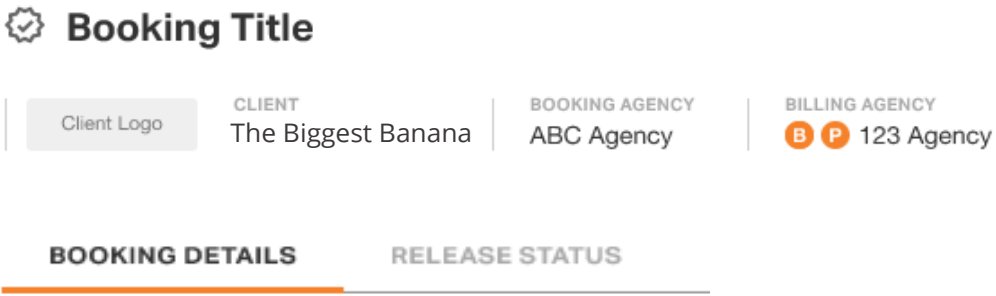
Note: The end date is **inclusive**.



Select **Create Booking**

Booking Details

A basic summary of the client information

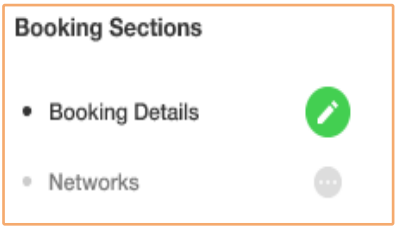


The booking request is seperated into 2 sections.

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

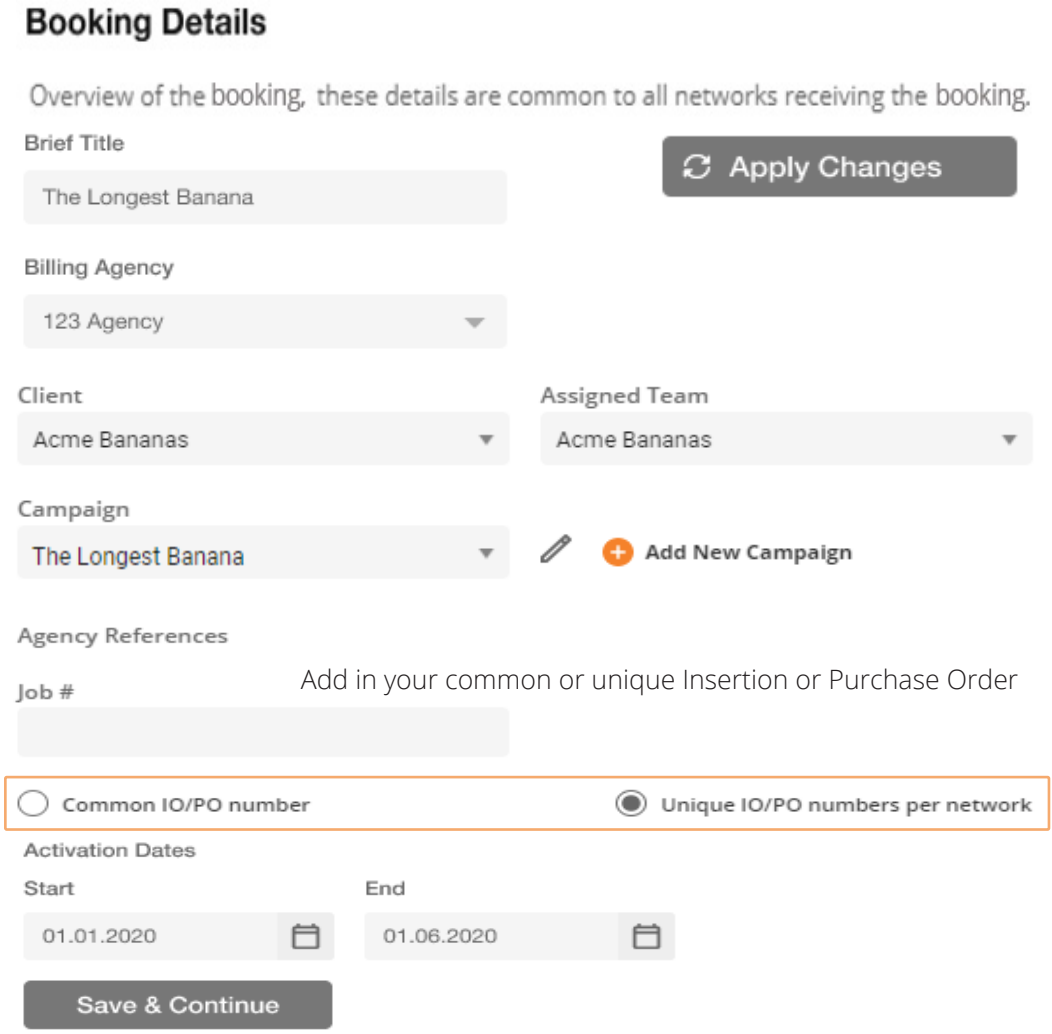
Release Status is where you can release the booking request to selected networks.

We will start with Booking Details.



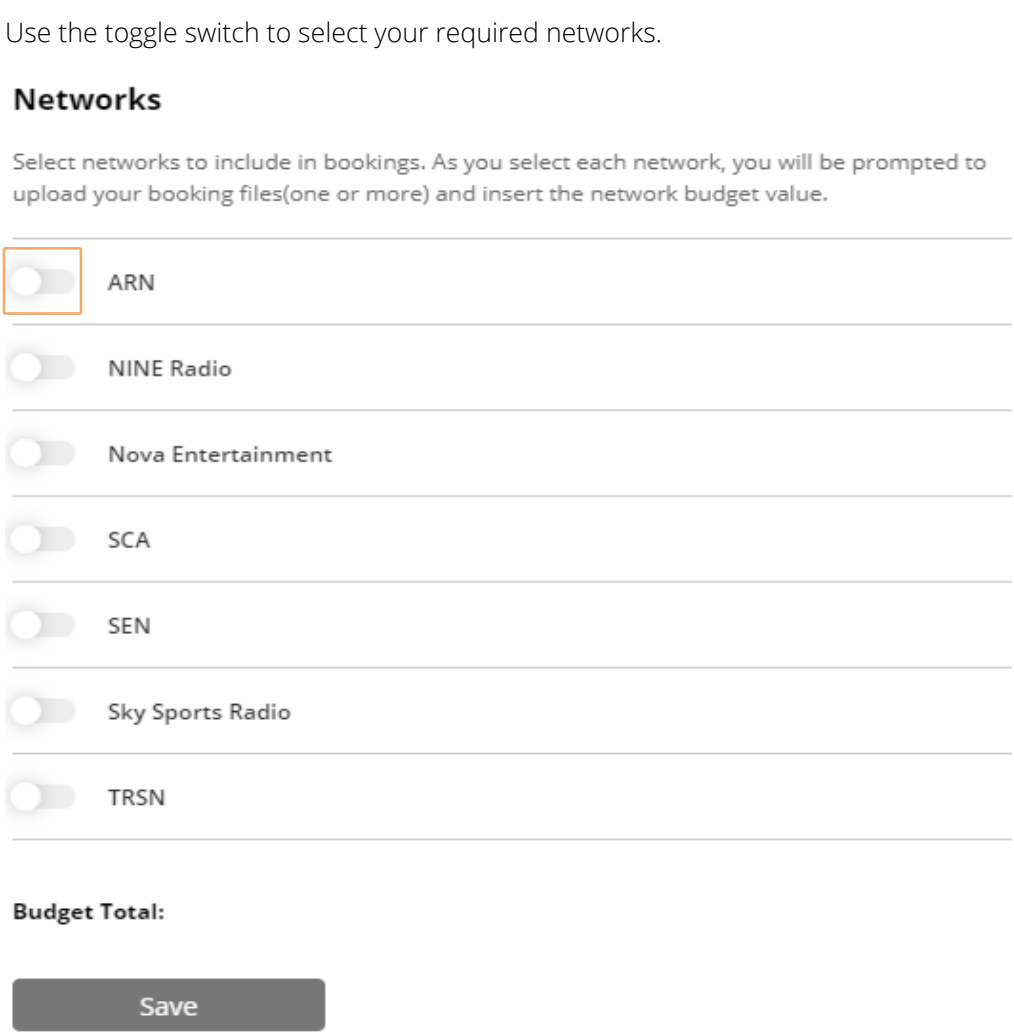
Navigate through the different sections of your booking by using these tabs

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

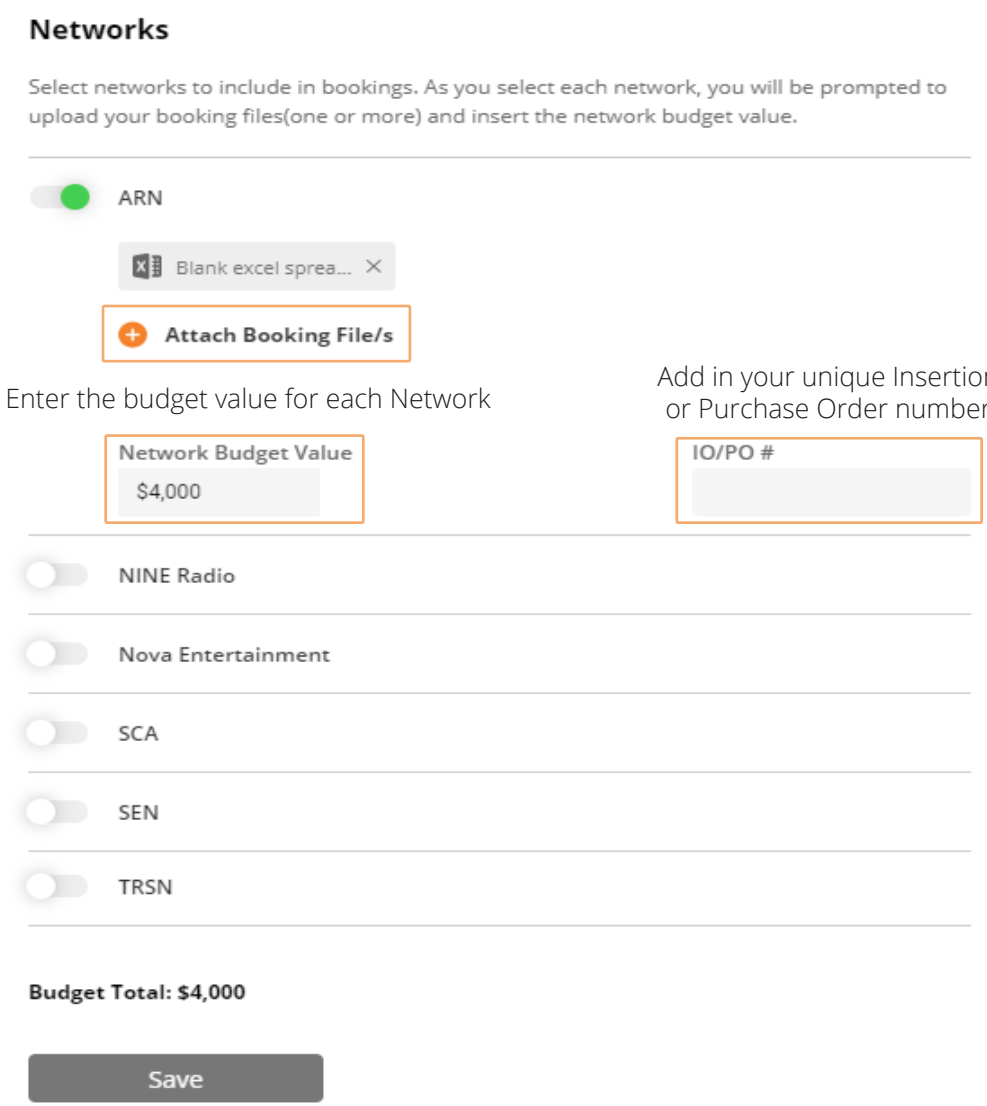


Networks

Use the toggle switch to select your required networks.



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

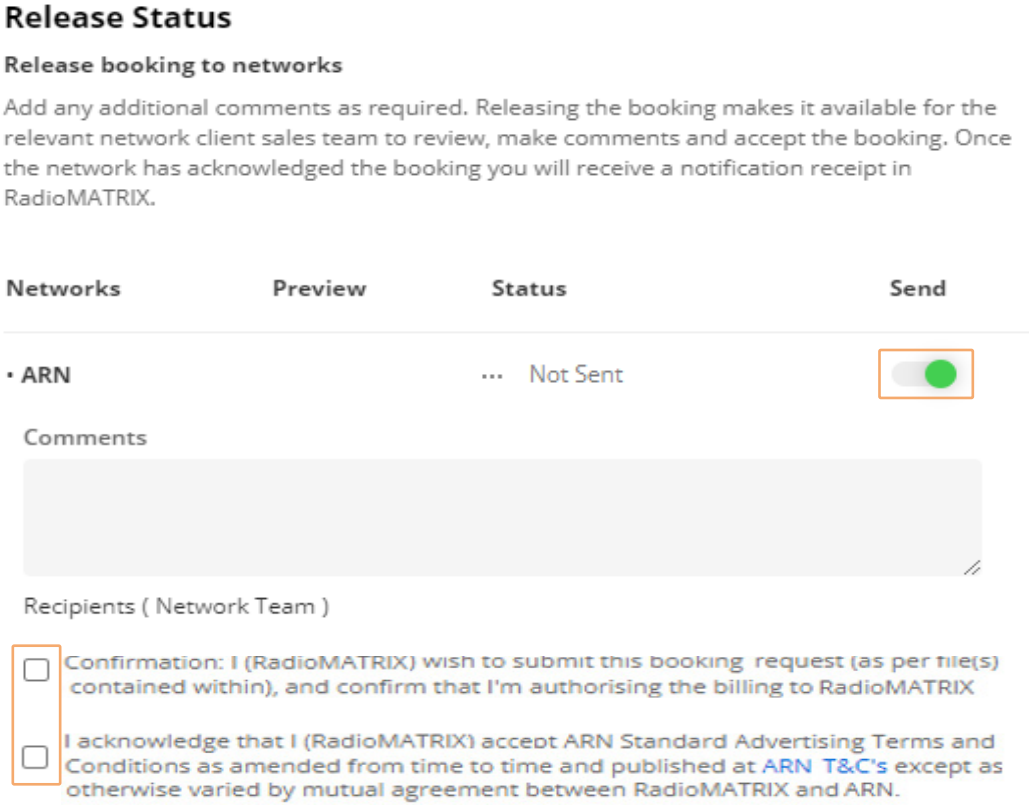


Release Status

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

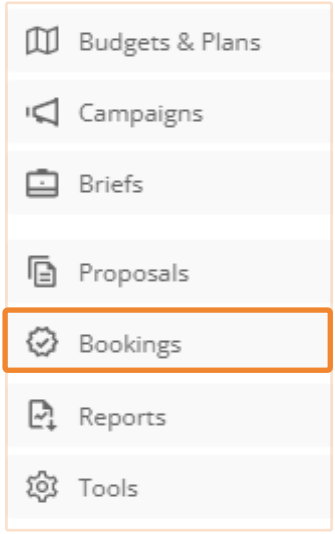
Use the toggle buttons to select each network the booking is ready to be released to.

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

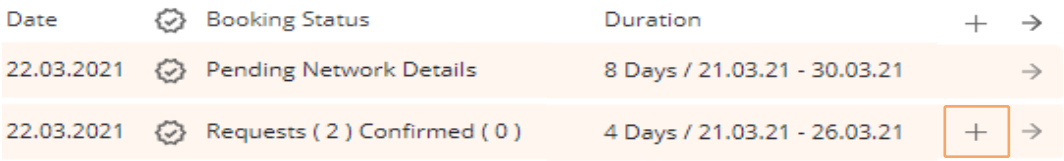


You must tick both confirmation boxes before submitting the booking to the network.

Amended Bookings

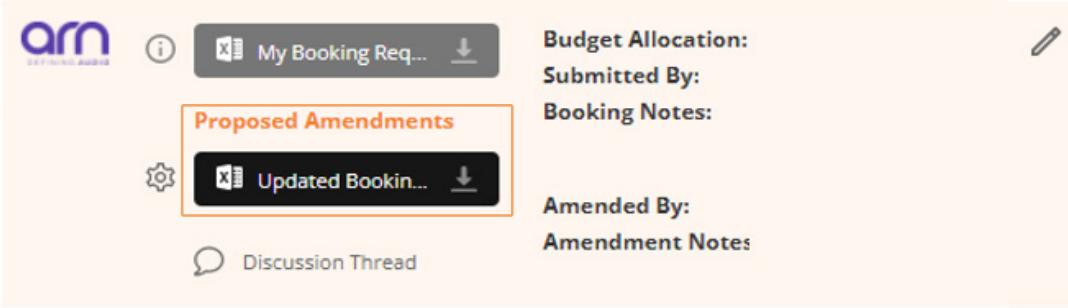


Bookings request can be accessed by clicking on **Bookings** in the left hand menu



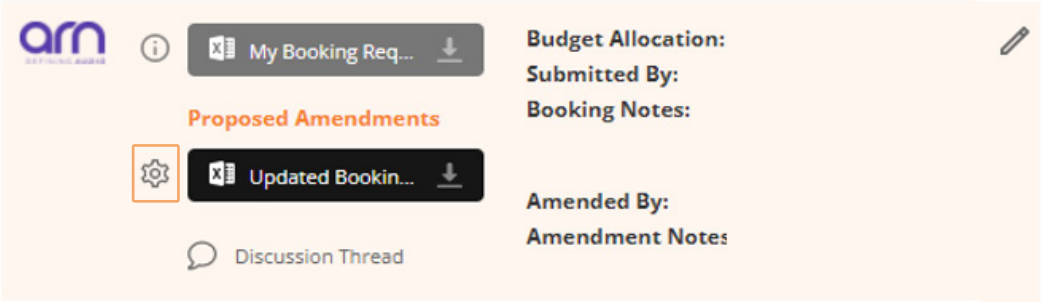
To view more information on the Booking, click the **+ symbol**

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

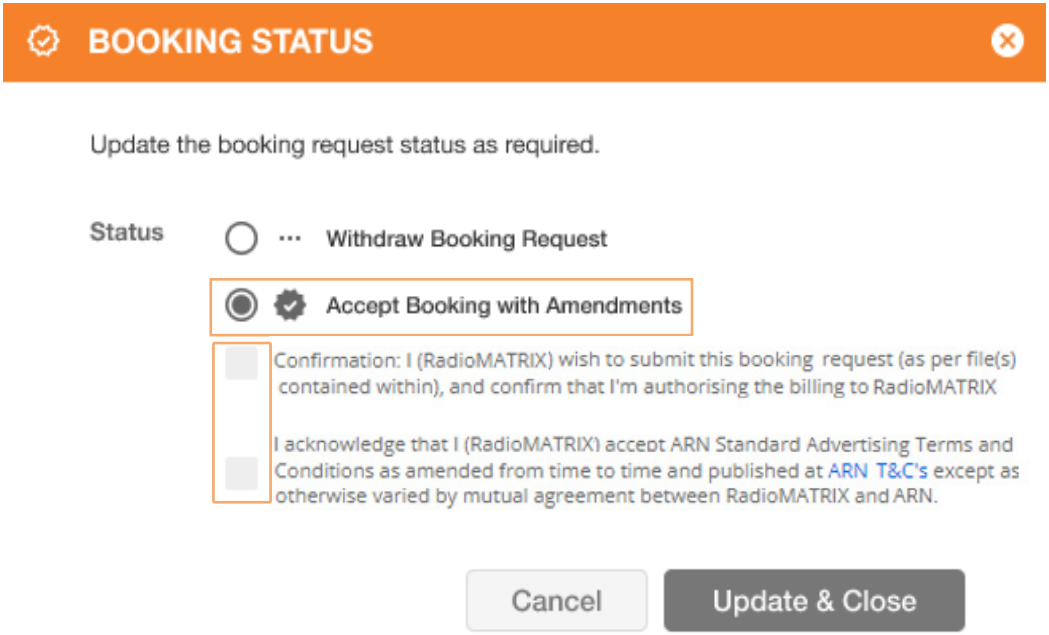


Accept Amended Booking

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



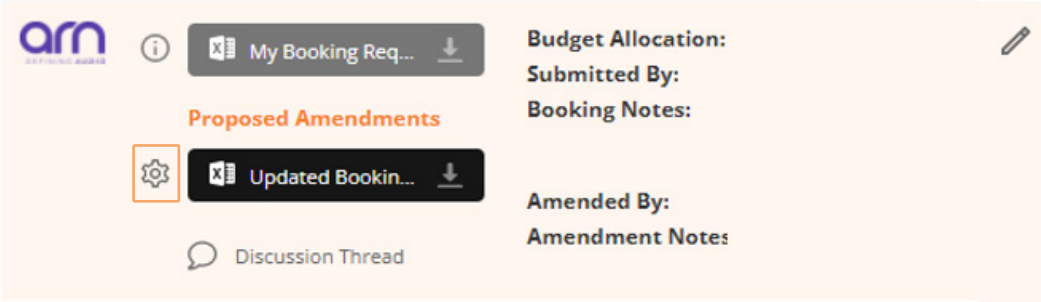
Change the status to **Accept Booking with Amendments**.



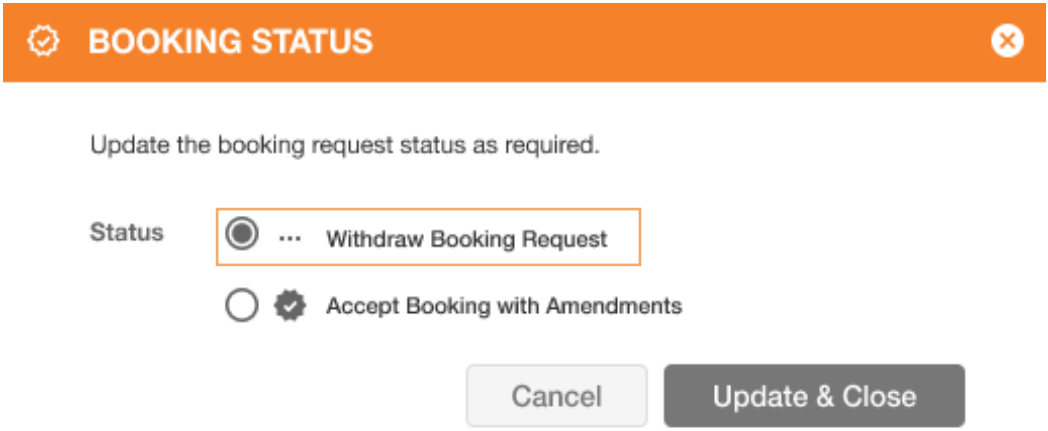
You must tick both confirmation boxes before accepting the booking request

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

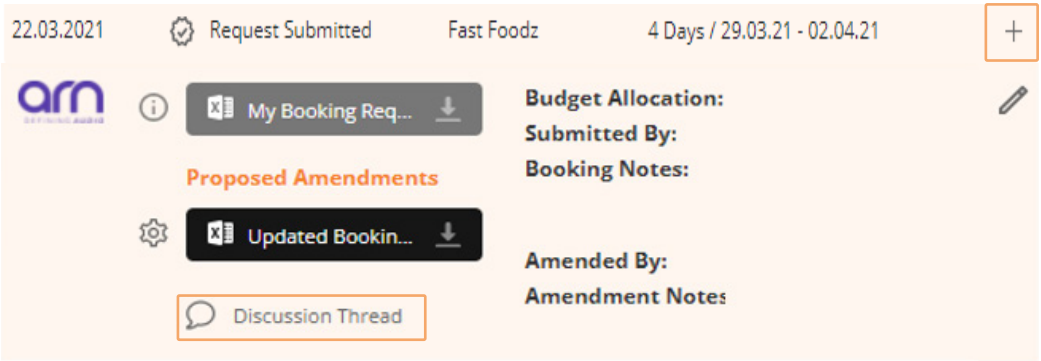


Change the status to **Withdraw Booking Request**

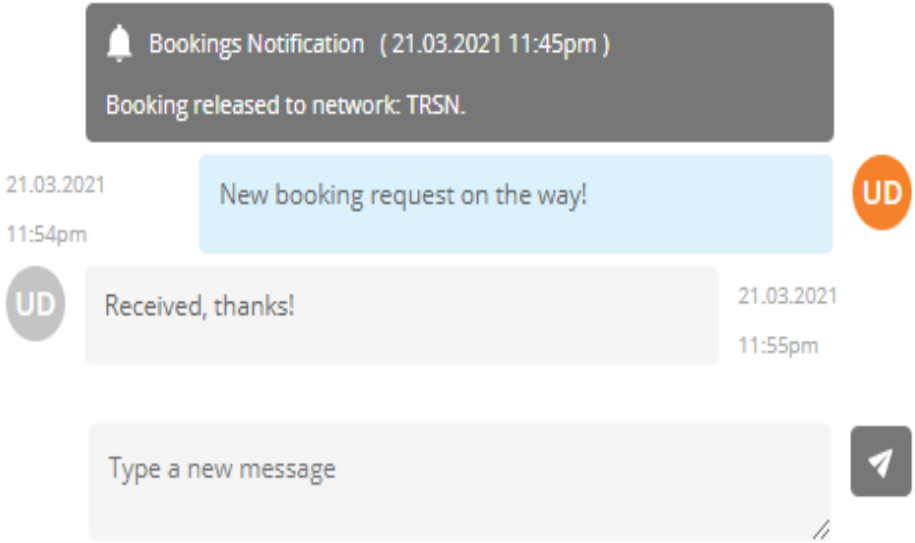


Discussion Thread

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



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.



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 statues.

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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