

Radio MATRIX

Bookings

QUICK REFERENCE GUIDE

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AUSTRALIA

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Version 1.5

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







 Budget Negotiations
 Campaigns
 Briefs
 Proposals
 Bookings
 Holdings

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

Home / Briefs

Bookings

Your dashboard will display your currently active booking requests

22.09.2021		Proposed Amendments	My Banana Bread	ACME Bananas	
22.09.2021		Request Submitted	Banana Time	ACME Bananas	
22.09.2021		Booking Confirmed	Big Yellow Car	ACME Bananas	

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

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 agency, or that you have sent back your own amendments.



Booking Confirmed

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



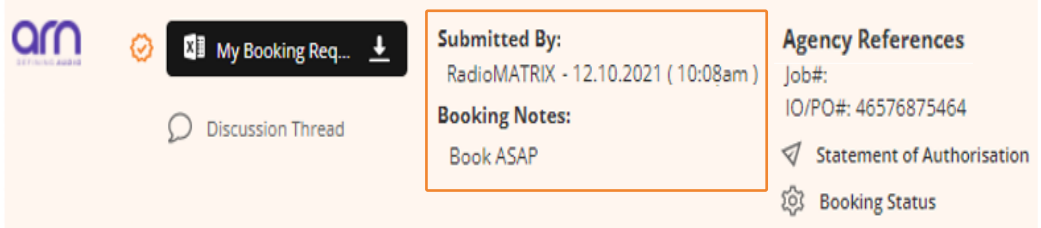
Request Withdrawn

Request withdrawn will be displayed next to a booking option or booking request if the agency have decided not to go ahead with the booking

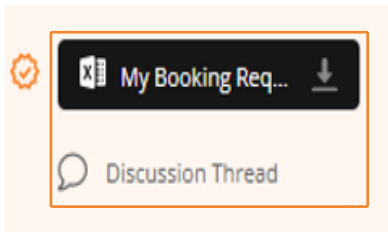
Booking Details

Your dashboard will show a summary of the booking including who it was submitted by and when, as well as any key reference numbers.

Any notes provided for the booking request can be found here



The screenshot shows the 'arn' logo on the left. In the center, there is a button labeled 'My Booking Req...' with a download icon and a checkmark icon. Below it is a 'Discussion Thread' link with a speech bubble icon. On the right, there is a box containing 'Submitted By: RadioMATRIX - 12.10.2021 (10:08am)' and 'Booking Notes: Book ASAP'. To the right of this box is the 'Agency References' section, which includes 'Job#: IO/PO#: 46576875464', a 'Statement of Authorisation' link with a flag icon, and a 'Booking Status' link with a gear icon.



This close-up shows the 'My Booking Req...' button with a checkmark icon and a download icon, and the 'Discussion Thread' link with a speech bubble icon.

Select the attachment to download and view the booking schedule

The discussion thread will allow you to communicate with the agency in real time
See page 9 for more information

Agency References


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

Statement of Authorisation

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

Booking Status

The booking request can be accepted or amended by updating the Booking Status. See pages 6-8 for more information



This close-up shows the 'Agency References' section, which includes 'Job#: IO/PO#: 46576875464', a 'Statement of Authorisation' link with a flag icon, and a 'Booking Status' link with a gear icon.

Statement Of Authorisation

This is the authorisation from the agency to go ahead with the booking. Forward the Statement of Authorisation to the appropriate departments in line with your current business practices, i.e. Order Management or AirTime Management, using the Select Recipients text box. Enter the email address of those you want to receive the Statement of Authorisation. The email addresses will need to be separated by a comma



AGENCY AUTHORISATION




Date: 12.10.2021 (10:08am)

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.

Select Recipients (emails - comma delimited)

billing@arn.com.au,





 **Send to Recipients**

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

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

Accept a Booking

If you are all happy with the booking request, select the **Booking Status** to update the status

 My Booking Req... 

Budget Allocation:


Submitted By:


Booking Notes:


Agency References

Job#:

IO/PO#: 46576875464

 Statement of Authorisation

 **Booking Status**

 Discussion Thread

To accept the booking request in it's current state select **Agree to booking request, as supplied.**

BOOKING STATUS

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

- Agree to booking request, as supplied.
- Amendments, as per notes and/or attached schedule (optional)

Notes

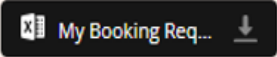


...


Cancel

Submit

Amend a Booking


If you need to make amendments to the booking request, select the **Booking Status**




Discussion Thread 

Budget Allocation:
Submitted By:
Booking Notes:

Agency References
Job#:
IO/PO#: 46576875464

 Statement of Authorisation


 **Booking Status**

Select **Amendments, as per notes and/or attached schedule (optional)** then use the attach function to upload the updated booking schedule

BOOKING STATUS



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

- Agree to booking request, as supplied.
- Amendments, as per notes and/or attached schedule (optional)
-  Attach Amendment Documents

Notes

...

Cancel

Submit





Once an amended booking request is upload and released to the Agency, you will be able to view it on your Bookings dashboard under Proposed Amendments


The screenshot displays the ARN system interface. On the left, there is a navigation menu with the ARN logo, an information icon, a 'My Booking Req...' button with a download icon, a 'Proposed Amendments' section highlighted with an orange border containing an 'Updated Bookin...' button with a download icon, a settings gear icon, and a 'Discussion Thread' link with a speech bubble icon. The main content area on the right is divided into two columns. The left column contains 'Budget Allocation:', 'Submitted By:', 'Booking Notes:', 'Amended By:', and 'Amendment Notes'. The right column contains 'Agency References' with 'Job#' and 'IO/PO#: 46576875464', 'Statement of Authorisation' with a flag icon, and 'Booking Status' with a gear icon.

Discussion Thread

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



22.09.2021 ✓ Request Submitted Big Yellow Car ACME Bananas +

   My Booking Req... 


 Discussion Thread

Budget Allocation:
Submitted By:
Booking Notes:

Agency References
Job#: IO/PO#: 46576875464


 Statement of Authorisation
 Booking Status

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.

 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 

Navigation

Primary left hand navigation

 Budgets & Plans	Develop and maintain client budgets and plans
 Campaigns	Manage multiple briefs for one campaign
 Briefs	Access the Briefs dashboard to view recent and previous briefs
 Proposals	Access the Proposals dashboard to view recent and previous proposals
 Bookings	Access the Bookings dashboard to view recent and previous booking requests
 Holdings	Allows you to identify and resolve any booking problems before the spots go to air
 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, Holdings 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)



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