

# 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.

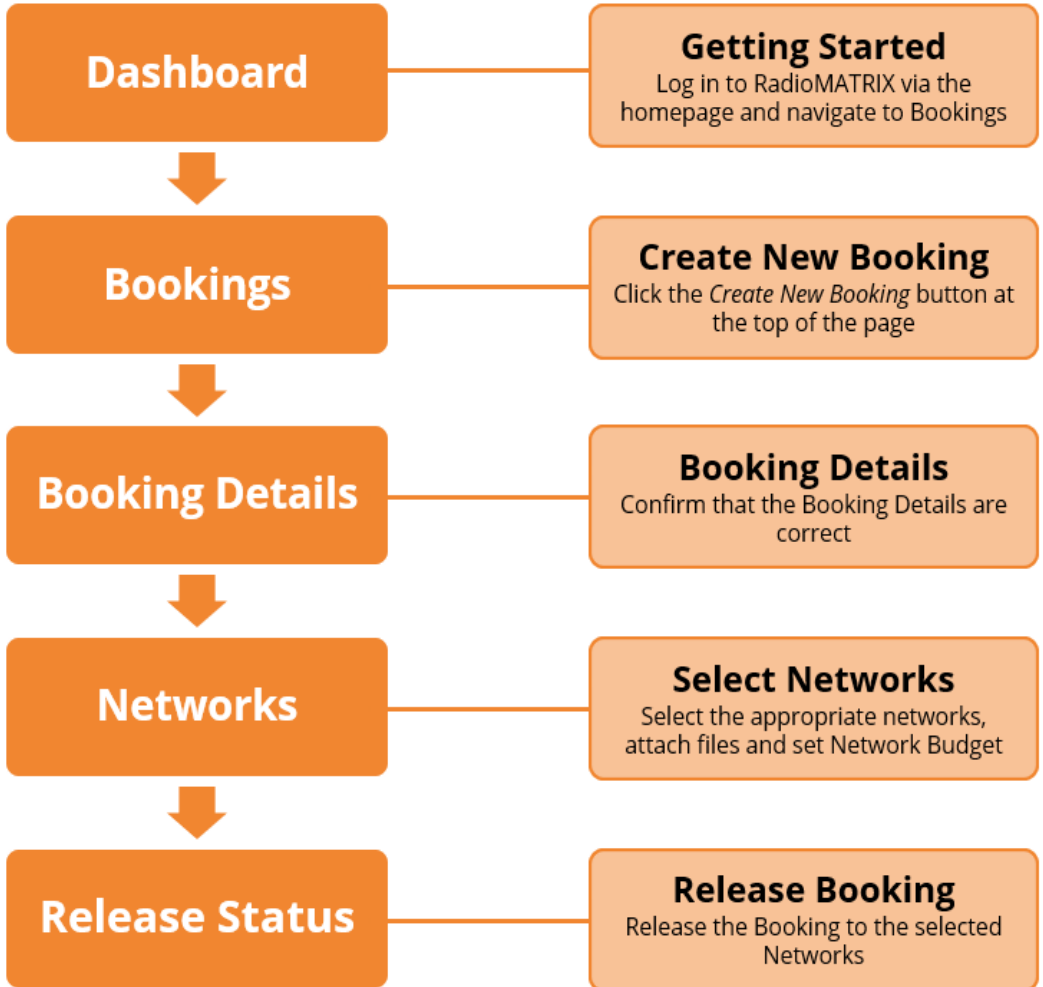
The RadioMATRIX Bookings tool provides the flexibility to customise individual elements of a Booking Request for contracted rate Clients.

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



# Create Booking

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

## Booking Requests

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.

Click on **Create New Booking**. This will display the below pop-up screen.



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

Select **Booking Request based on Client Rates**.

**CREATE A NEW BOOKING** ✕

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


---

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


Enter information into the fields provided.



Select a Client from the drop down box.

**CREATE A NEW BOOKING** ✕

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

---

Client Name Select Client 

Campaign Select Campaign   Add New Campaign

Next



A pop up calendar will appear.  
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	<input type="text"/>
Team	Select Team ▼
Activation	19/3/2021  20/3/2021 

Create Booking

Once you have entered all the Client Information into the above fields, click **Create Booking Request**



# Booking Details

A basic summary of the client information.

## Booking Title

Client Logo

CLIENT  
The Biggest Banana

BOOKING AGENCY  
ABC Agency

BILLING AGENCY  
  123 Agency

### BOOKING DETAILS

### RELEASE STATUS

Enter the specifics of your Booking Request under the Booking Details header

### Booking Sections

- Booking Details
- Networks



Navigate through the different sections of your Booking by using these tabs.

Here you can create the Booking Request and apply any changes.

## 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

Billing Team

Campaign

Booking Request UAT



Add New Campaign

Agency References

Job #

Add in your common or unique Insertion or Purchase Order number

Common IO/PO number

Unique IO/PO numbers per network

Activation Dates

Start

01.01.2020



End

01.06.2020



( W/C 8.11.2020 )

( W/C 8.11.2020 inclusive )

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

## 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.

<input checked="" type="checkbox"/>	ARN	Attach a Booking Request file	
		<input type="text" value="Blank excel sprea..."/>	
		<b>+ Attach Booking File/s</b>	
	Network Budget Value		IO/PO #
	<input type="text" value="\$4,000"/>		<input type="text"/>
<input type="checkbox"/>	NINE Radio	Enter the Budget value for each Network.	
<input type="checkbox"/>	Nova Entertainment		
<input type="checkbox"/>	SCA		
<input type="checkbox"/>	SEN		
<input type="checkbox"/>	Sky Sports Radio		
<input type="checkbox"/>	TRSN		

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

Save

# Release Status

BOOKING DETAILS

RELEASE STATUS

Navigate to Release Status to release the Booking Request to the Networks

## 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 ✓ Sent Send update

### Comments

Use the toggle buttons to select each Network the Booking is ready to be released to.

Training

You can release the Booking Request to multiple Networks at the same time.

### Recipients ( Network Team )

- Confirmation: I ( your Username ) wish to submit this booking request ( as per file contained within ), and confirm that I'm authorising the billing to the Agency. By selecting this I am agreeing to the terms and conditions of trade for ARN .
- I acknowledge that I ( your Username ) have read, understood and accept the Terms and Conditions of trade WITH ARN .

You must tick both confirmation boxes before submitting the Booking to the Network.

Send to Selected

# Amended Bookings

- Budgets & Plans
- Campaigns
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## Bookings

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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 Requests with some Amendments, you can view the Amendment Schedule document under the Booking Request

- ▶ Booking Request
- Proposed Amendments
- Amended Schedule ↓
- Discussion Thread

Submitted By:  
Booking Notes:

# Accept Amended Booking

If you are all happy with the amendments to the Booking Request, change the status to **Accept Booking with Amendments**.

## BOOKING STATUS



Update the booking request status as required.

Status



Withdraw Booking Request



Accept Booking with Amendments



Confirmation: I [user\_name], [company] wish to submit this booking request (as per file contained within), and confirm that I'm authorising the billing to [agency\_name].



I acknowledge that I have read and understood the terms of [agency\_name], as outlined in their terms & conditions document.

Cancel

Update & Close

You must tick both confirmation boxes before accepting the Booking Request

# Withdraw Booking

The Booking Request you can be withdrawn at anytime by changing the status to **Withdraw Booking Request**

## BOOKING STATUS



Update the booking request status as required.

Status

... **Withdraw Booking Request**

 **Accept Booking with Amendments**

Confirmation: I [user\_name], [company] wish to submit this booking request (as per file contained within), and confirm that I'm authorising the billing to [agency\_name].

I acknowledge that I have read and understood the terms of [agency\_name], as outlined in their terms & conditions document.


Cancel

Update & Close



# 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 Network 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



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