



ZELOS USER MANUAL

bitonlive

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Zelos

Zelos is the **BitOnLive** program for management and programming advertising.

Allows the creation of products with the relative price list and of advertising packages in such a way as to be able to offer customers all the options in a simple and fast way.

Zelos manages the customer demographics, advertising contracts, and agents with an intuitive interface and easy management.

Is the instrument of advertising analysis ideal for every need, with accurate and detailed statistics.

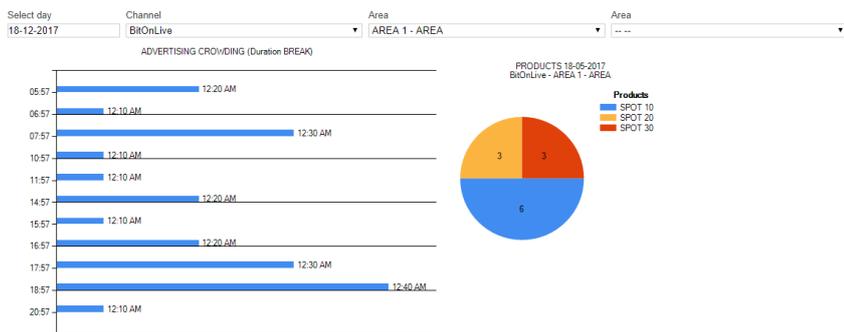
Zelos can generate advertising planning in manual or automatic mode and thanks to the synchronization with **Philo Media Manager** and **Flu-or**, immediately integrate the advertising planning with the broadcasting.

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In the first screen of the **Zelos** is represented the advertising crowding for the day, with respect to the selected channel and area.



Select Day: select from the calendar on the day that you want to display the crowding

Channel: Select the channel to view

Area: Select the area you want to view (also by entering the second area, if present, it is possible to view a comparison of the crowds on different areas)

Sales

Through the Sales menu, it is possible to manage personal data of customers, make quotations and manage tasks and the documentation of the radio.

Leads, Contacts and Customers Lists

The records of leads, contacts, and customers are identical between them, changing only the functions associated with these different types

Press **Add**  to enter a new registration.

Status: Type of Contact (lead, contact or customer)

Int. Code: unique code of contact (automatically assigned)

External Code: alphanumeric code to communicate with external programs

Company: The name of the company

Name: additional field for the name

VAT no: VAT number

Tax Code: tax code

Address: (street, city, state, zip code, country)

Contacts: (phone, fax and e-mail)

Payment: Payment defined by the user (Tables -> Payments menu)

Note: Additional Notes

Group: group for the newsletter (A-Z)

Once you have saved the ignition, are enabled the other tab

Referents

Each contact can have multiple contacts differ by area of competence.

DETAILS REFERENTS

LASTNAME	<input type="text"/>	NAME	<input type="text"/>
PHONE	<input type="text"/>	PHONE	<input type="text"/>
FAX	<input type="text"/>	E-MAIL	<input type="text"/>
ROLE	<input type="text"/>	SEND	-- --
		GROUP	<input type="text"/>

Name, contacts and role: Contact Information

Send: area of competence for the material sending (programming, commercial, invoice)

Group: group for the newsletter (A-Z)

Activities

For each contact, you can add tasks

DETAILS ACTIVITIES

SUBJECT	<input type="text"/>	STATUS	Planned
DATE START	18-12-2017 11:53	RELATED TO	test
DATE END	18-12-2017 12:08	LOCATION	<input type="text"/>
ASSIGNED	admin	REMINDER	<input type="checkbox"/>
DESCRIPTION	<input type="text"/>		

Subject: Scope of Activity

Status: Status of the activity (planned, open, closed)

Date Start/End: the day and hour of the beginning and the end of the activity

Related to: indication of the name of the lead/contact/customer

Location: place of activity

Assigned: Name of the user who insert the task

Reminder: Enables or disables the notification of the activity

Description: activity description

Documents

For each contact, you can also associate private (visible only to the user who puts them) and public documents (visible by all users).

DETAILS DOCUMENTS

ASSIGNED	Ferrante	RELATED TO	test
	<input type="button" value="Choose File"/> No file chosen		
DESCRIPTION	<input type="text"/>		
CATEGORY	Document	PUBLIC	<input type="checkbox"/>

Assigned: (automatically displays the user entering the document)

Related: indication of the name of the lead/contact/customer

Choose File: Opens the search window for the indication of the file to upload

Description: File Description

Category: (document, quote, contract, material, various, invoice)

Public: indicates whether the document is public or private and defines if the inserted document is visible to other users

Global List

This section allows you to view the entire list of leads, contacts, and customers registered with the indication of the **Name**, **VAT number** and the name of the contact assigned **user**.

Quotes

Click **Add**  to add a new quote

Details

Customer: (you can add it through the key  if not yet entered in the registry)

Agency: Agency name

Quote No.: progressive quotes automatically inserted and manually modifiable

External code: alphanumeric code to communicate with external programs

Date Stipulation

Alias: alternative name for the quote

Internal Note

Agents

In this section, you can add sales agents (already inserted in the appropriate section) and the relative percentage and possibly a sub-agent.

Products

Enter the products to be quoted

Channel: choose the reference channel

Area: Choose the area of splitting of advertising

Show: List of the Media Manager Shows (for the sponsorship)

Packet: Choose the package of products from the list

Product: Choose from the list the product object of the quote

Quantity: quantity of products (or packets) selected

Unit Price

Total Price

Including Free: quantity of free product (or packets) selected

Price for Optional: value for the free optional

Notes

Summary

This section shows the detail of the products quoted with the indication of: Channel; Area; Product; Quantity purchased; Number of free; Number planned; Number remained

Channel	Area	Product	Purchased	Free	Scheduled	Remaning
CH1	AREA 1	SPOT 10	400	0	396	4
CH1	AREA 1	SPOT 20	200	0	198	2
CH1	AREA 1	SPOT 30	50	10	81	-31

Rate

For the purposes of invoices, you can insert in this section details relating to the contract payment.

Due Date	Payment	Description	Vat	Amount	Vat Amount	Total Amount
30-06-2017	Bonifico bancario	Giugno 2017	22,00	1.000,00	220,00	1.220,00
31-07-2017	Bonifico bancario	Luglio 2017	22,00	1.000,00	220,00	1.220,00
31-07-2017	Bonifico bancario	Agosto 2017	22,00	1.000,00	220,00	1.220,00
30-09-2017	Bonifico bancario	saldo contratto 2017/000001	22,00	1.000,00	220,00	1.220,00

TYPE:
 DUE DATE:
 PAYMENT:
 DESCRIPTION:
 AMOUNT:
 VAT:
 TOTAL AMOUNT:

Click Add to add a new installment.

Due Date: Select Calendar from the expiry date of the installment

Payment: Select mode of payment

Description: Enter a description indicative

Amount: Enter the amount of the installment

Vat: Select the rate to be applied

Total Amount: automatically displays the total of the amount of the installment.

Schedules

You can add the indicative programming already in the quotation stage

Channel	Area	Product	Purchased	Free	Scheduled	Remaning
CH1	AREA 1	SPONSOR	1	0	0	1

Ext. CODE:
 ADV CAMPAIGN:
 PRODUCT:
 ADV CATEGORY:
 SUB CATEGORY:
 DAY QUANTITY: DAY QUANTITY OPTIONAL:
 DATE START:
 DATE END:
 PRIORITY:

TIMES RANGE (HH:MM): From To
 00:00 START TIME FIRST DAY
 24:00 END TIME LAST DAY
 NOTE:

External code: alphanumeric code to communicate with external programs

- Campaign:** Name of the advertising campaign
- Product:** Select the product to be programd
- Merch category:** Select a category from the list
- Under Category:** Choose from the menu the sub category
- The daily quantity:** number of products to be programd per day
- Start Date and End Date:** time interval within the day
- Priority:** The priority value for the choice in the programming phase of the product
- Interval Times:** detail of the intervals within the day
- Hours Start First Day / End Time Last Day**
- Notes**

Through the icon  you can view the calendar of the programming period selected.

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
DECEMBER 2017																					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JANUARY 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																						
FEBRUARY 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																						
																					ALTERNATE EVERY 3 <input type="text" value="3"/> DAYS			ALTERNATE WEEKS			ALTERNATE DAYS			ALL DAYS		

You can enable or disable days by removing the checkmark from days affected.
 By selecting the number on the column, you can enable or disable all day with the same number of several months.
 By selecting the day of the week, will be enabled or disabled all days relating to all the weeks of programming and selecting the month you can enable or disable entire months of programming.

It is possible to disable some days of programming also using the keys:

DAYS"/>

Activities

In this section, it is possible to insert the activities, which relate to the different contacts.

DETAILS ACTIVITIES

SUBJECT
 STATUS
 DATE START
 DATE END
 ASSIGNED
 RELATED TO
 LOCATION
 REMINDER
 DESCRIPTION

- Subject:** Scope of Activity
- Status:** Status of the activity (planned, open, closed)
- Date Start/End:** the day and hour of the beginning and the end of the activity
- Related To:** indication of the name of the lead/contact/customer
- Location:** place of activity
- Assigned:** Name of the assigned user
- Reminder:** Enables or disables the notification of the activity
- Description:** activity description

Documents

It is possible to insert documents (public or private) to be able to bind to different customers.

DETAILS DOCUMENTS

ASSIGNED: RELATED TO:

No file chosen

DESCRIPTION:

CATEGORY: PUBLIC:

Assigned: (automatically displays the user entering the document)

Related to: indication of the name of the lead/contact/customer

Choose File: Opens the search window for the indication of the file to upload

Description: File Description

Category: (document, quote, contract, material, various, invoice)

Public: indicates whether the document is public or private and defines if the inserted document is visible to other users

Customer List

Press **Add** to enter new costumer

CUSTOMER	REFERENTS	ACTIVITIES	DOCUMENTS	EMAIL
STATUS	Customer	USER	Ferrante	
INT. CODE	CL00006	PHONE		
EXTERNAL CODE		PHONE		
COMPANY	XWZ ltd	FAX		
NAME		E-MAIL		
(IF INDIVIDUAL COMPANY)		PAYMENT	-- --	
VAT NO		NOTE		
TAX CODE				
ADDRESS				
ADDRESS				
ZIP CODE				
CITY				
PROVINCE				
COUNTRY	Italy	GROUP		
<input type="button" value="Back"/> <input type="button" value="Save"/>				

- Status:** Type of Contact (lead, contact or customer)
- Int. Code:** unique code of contact (automatically assigned)
- External Code:** alphanumeric code to communicate with external programs
- Company:** The name of the company
- Name:** additional field for the name
- VAT no:** VAT number
- Tax Code:** tax code
- Address:** (street, city, state, zip code, country)
- Contacts:** (phone, fax and e-mail)
- Payment:** Payment defined by the user (Tables -> Payments menu)
- Note:** Additional Notes
- Group:** group for the newsletter (A-Z)

Once you have saved the ignition, are enabled the other tab

Referent

Each company can have multiple contacts differentiated by area of competence.

DETAILS REFERENTS

LASTNAME	<input type="text"/>	NAME	<input type="text"/>
PHONE	<input type="text"/>	PHONE	<input type="text"/>
FAX	<input type="text"/>	E-MAIL	<input type="text"/>
ROLE	<input type="text"/>	SEND	-- --
		GROUP	<input type="text"/>
<input type="button" value="BACK"/> <input type="button" value="SAVE"/>			

- Name, contacts and role:** Contact Information
- Send:** area of competence for the sending of material (programming, commercial invoice)
- Group:** group for the newsletter (A-Z)

Activities

For each contact, you can also add tasks

DETAILS ACTIVITIES

SUBJECT

STATUS

DATE START

RELATED TO

DATE END

LOCATION

ASSIGNED

REMINDER

DESCRIPTION

- Subject:** Subject of Activity
- Status:** Status of the activity (scheduled, Open, Closed)
- Date of beginning and end:** the day and hour of the beginning and the end of the activity
- Related to:** indication of the name of the lead/contact/customer
- Location:** place of activity
- Assigned:** Name of the user who is assigned the task
- Reminder:** Enables or disables the notification of the activity
- Description:** activity description

Documents

For each contact, you can associate private documents (visible only to the user who puts them) and public (visible by all users).

DETAILS DOCUMENTS

ASSIGNED

RELATED TO

No file chosen

DESCRIPTION

CATEGORY

PUBLIC

- Assigned:** (automatically displays the user entering the document)
- Related:** indication of the name of the lead/contact/customer
- Choose File:** Opens the search window for the indication of the file to upload
- Description:** File Description
- Category:** (document, quote, contract, material, various, invoice)
- Public:** indicates whether the document is public or private and defines if the inserted document is visible to other users

Contracts

Click **Add** to add a new quote

Details

Customer: (you can add it through the key if not yet entered in the registry)

Agency: Agency name

Quote No.: progressive quotes automatically inserted and manually modifiable

External code: alphanumeric code to communicate with external programs

Date Stipulation

Alias: alternative name for the quote

Internal Note

Agents

In this section, you can add sales agents, the relative percentage, and a sub-agent.

Products

Enter the products to be quoted

Channel: choose the reference channel

Area: Choose the area of splitting of advertising

Show: List of the Media Manager Shows (for the sponsorship)

Packet: Choose the package of products from the list

Product: Choose from the list the product object of the quote

Quantity: quantity of products (or packets) selected

Unit Price

Total Price

Including Free: quantity of free product (or packets) selected

Price for Optional: value for the free optional

Notes

Summary

This section shows the detail of the products quoted with the indication of: Channel; Area; Product; Quantity purchased; Number of free; Number planned; Number remained

Channel	Area	Product	Purchased	Free	Scheduled	Remaning
CH1	AREA 1	SPOT 10	400	0	396	4
CH1	AREA 1	SPOT 20	200	0	198	2
CH1	AREA 1	SPOT 30	50	10	81	-31

Cancel Save

Rate

For the purposes of invoices, you can insert in this section details relating to the contract payment.

Due Date	Payment	Description	Vat	Amount	Vat Amount	Total Amount
30-06-2017	Bonifico bancario	Giugno 2017	22,00	1.800,00	220,00	1.220,00
31-07-2017	Bonifico bancario	Luglio 2017	22,00	1.800,00	220,00	1.220,00
31-07-2017	Bonifico bancario	Agosto 2017	22,00	1.800,00	220,00	1.220,00
30-09-2017	Bonifico bancario	saldo contratto 2017/000001	22,00	1.800,00	220,00	1.220,00

Total Amount: 7000.00
 Difference: 4000.00
 Total Price Net: 3000.00
 Total VAT: 660.00
 Total Amount: 3660.00

TYPE:

DUE DATE:

PAYMENT:

DESCRIPTION:

AMOUNT:

VAT:

TOTAL AMOUNT:

Click Add to add a new installment.

Due Date: Select Calendar from the expiry date of the installment

Payment: Select mode of payment

Description: Enter a description indicative

Amount: Enter the amount of the installment

Vat: Select the VAT to be applied

Total Amount: automatically displays the total of the amount of the installment.

Schedules

You can add the indicative programming already in the quotation stage

External code: alphanumeric code to communicate with external programs

Adv Campaign: Name of the advertising campaign

Product: Select the scheduled product

Adv Category: Select a category from the list

Sub Category: Choose from the menu the sub category

Day Quantity: number of products per day

Day Quantity Optionals: Number of free products per day

Start Date and End Date: time interval within the day

Priority: The priority value for the choice in the programming phase of the product

Times Range: detail of the intervals within the day

Start Time First Day / End Time Last Day

Notes

Through the icon you can view the calendar of the programming period selected.

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
DECEMBER 2017																						T	F	S	S	M	T	W	T	F	S	S
JANUARY 2018	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
FEBRUARY 2018	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W				
																					ALTERNATE EVERY 3 DAYS	ALTERNATE WEEKS	ALTERNATE DAYS	ALL DAYS								

You can enable or disable days by removing the checkmark from days affected.

By selecting the number on the column, you can enable or disable all day with the same number of several months.

By selecting the day of the week, will be enabled or disabled all days relating to all the weeks of programming and selecting the month you can enable or disable entire months of programming.

It is possible to disable some days of programming also using the keys:

Materials

The table lists all the files relating to programming that you are managing.

		Id	Description	Filename	Length
▶	A	22	def	COMMERCIALS\def.mp4	00:11.400
▶	B	23	demi	COMMERCIALS\demi.mp4	00:06.600
▼	C	24	dest.ingros	COMMERCIALS\dest.ingros.mp4	00:10.760
~		Valid	From	To	Area
▶	D				
▶	E				
▶	F				
▶	G				
▶	H				
▶	I				
▶	J				

Materials - Insertion

Double clicking on the rows it is possible to insert the files relating to programming. If is also used **Philo Media Manager** will be shown automatically a table with all the material present in the **Philo Commercial** Section, from which it is possible to select the desired file.

Table	Title	Filename	File Length	Length	ModifyDate
External File	adf spot 5 secondi	COMMERCIALS\adf spot 5 secondi.mp4	00:06.200	00:06.200	04-04-2017
	anticorrosione	COMMERCIALS\anticorrosione.mp4	00:06.480	00:06.480	04-04-2017
	arcobaleno weekend	COMMERCIALS\arcobaleno weekend.mp4	00:06.560	00:06.560	04-04-2017
	bevi scritte ridotte	COMMERCIALS\bevi scritte ridotte.mp4	00:06.200	00:06.200	04-04-2017
	caffè ovvio_1	COMMERCIALS\caffè ovvio_1.mp4	00:22.880	00:22.880	04-04-2017
	calcio settimanale 01 04 17	COMMERCIALS\calcio settimanale 01 04 17.mp4	00:42.640	00:42.640	04-04-2017
	cioccol_2	COMMERCIALS\cioccol_2.mp4	00:12.720	00:12.720	04-04-2017
	colorificio 2p	COMMERCIALS\colorificio 2p.mp4	00:12.280	00:12.280	04-04-2017
	colorificio sulotano	COMMERCIALS\colorificio sulotano.mp4	00:12.080	00:12.080	04-04-2017
	comidiesel	COMMERCIALS\comidiesel.mp4	00:07.440	00:07.440	04-04-2017
	cremone giro di boa	COMMERCIALS\cremone giro di boa.mp4	00:06.200	00:06.200	04-04-2017
	crepes	COMMERCIALS\crepes.mp4	00:50.680	00:50.680	04-04-2017
	def	COMMERCIALS\def.mp4	00:11.400	00:11.400	04-04-2017
	demi	COMMERCIALS\demi.mp4	00:06.600	00:06.600	04-04-2017
	dest.ingros	COMMERCIALS\dest.ingros.mp4	00:10.760	00:10.760	04-04-2017
	di ione	COMMERCIALS\di ione.mp4	00:12.360	00:12.360	04-04-2017
	econocida	COMMERCIALS\econocida.mp4	00:07.200	00:07.200	04-04-2017

If the file is not present in the list of **Philo**, select from the checkbox menu “Files” and through the Upload button it is possible to select the desired file (in this case the file will not be visible inside of the archive of the Media Manager and will be played as it is loaded).

File

FILE

Upload

DESCRIPTION

DURATION

Cancel Save

File: Path and name of the file

Description: The name of the file being displayed for the broadcast

Duration: indicative duration for the calculation of the duration of the advertising bar

Materials – Validity

Once you have entered the materials, it is possible to add the validity information.

	A	Id	Description	Filename	Length
		22 def		COMMERCIALS\def.mp4	00:11.400
	Valid	From	To	Area	
	+ Add @ Del				

Click **+ Add** to add a period of validity or non-validity

Date From Date To Area

Not Valid ▾ AREA 1

Cancel **Save**

Select from the combo-box menu Valid or Not Valid and enter the dates for the beginning and end of the validity period, and then select the area with which to associate the validity period (if not selected any area, the period of validity will be associated with all areas of the current programming).

Materials - Rotation

If for a single programming are inserted more materials it is possible to define the rotation of different files (if not defined will be selected in succession with one another), and you can define different rotations for specific periods.

	Date From	Date To	Type
	21-04-2017	30-04-2017	Replace ▾
	Rotation #		
	A B B A C C		
	+ Add @ Del		
	+ Add @ Del		

1 **+ Add @ Del** 2 **+ Add @ Del**

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Click **+ Add** (1) to add a new rotation period.
 Select the period of rotation validity (Date From and Date To)

Type: Replace (Indicates whether the new rotation goes to replace the previous one) ADD (whether it should be added to that already defined).

Once you have added the rotation period, you can specify the spots sequence.

Click **+ Add** (2) to add a new sequence and enter the letters corresponding to the spot that should be selected alternated by a space (e.g. A B B A C B).

To save the details of the rotation press the Enter key on the keyboard.

Once you have finished all settings, click Save to commit all the changes.

Area

To access the tab **Area** return to the tab **Scheduler** and in correspondence of each programming open specifications through the arrow **(1)** and click **Add** **+ Add** **(2)**.

Id	ExtCode	Product	Adv Campaign	Adv Category	Sub Category	From	To	Quantity	Priority	Note
6		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5	
		AREA 1	Area *		Days	Mon Tue Wed Thu Fri Sat Sun		Fixed	Time Type	
7		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5	
6		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5	

Opens the **Area** tab.

Area: Select the programming area

Type Time: Select the type of programming:

- **Fixed:** programming at fixed times
- **Rotation:** programming a clockwise rotation
- **Manual:** manual programming

Template: Select the template for the rotation programming (software proposes a base template that you can modify in the Template section)

Days of week: Enable through the tick the days of the week

In the table to the right, it is possible to insert the quantity of spots to be inserted inside the hourly Sets already defined.

Depending on the selected type, hours will be proposed a method of insertion of the programming.

Fixed

The programming at fixed times proposes a list of times relative to the selected area and you can select them through the tick.

The timetables thus selected will be taken for all the programming days that you are scheduling.

At the end of the changes click **Save**.

Rotation

The rotation scheduling does an automatic control, whilst respecting the rules set in the template and in all the other parameters entered and assigns the best times for programming of the spot.

Click the button **Best Times** to start the calculation of the position of the spots.

Best Times

01-05-2017
05-07-2017

Days 66
Times 3
Tot Times 162

Date	1	2	3	4	5	6	7	8	9
01-05-2017	06:57	10:57	17:57						
02-05-2017	07:57	11:57	18:57						
03-05-2017	08:57	12:57	19:57						
04-05-2017	06:57	13:57	17:57						
05-05-2017	07:57	14:57	18:57						
06-05-2017	15:57								
07-05-2017	16:57								
08-05-2017	06:57	10:57	17:57						
09-05-2017	07:57	11:57	18:57						
10-05-2017	08:57	12:57	19:57						
11-05-2017	06:57	13:57	17:57						
12-05-2017	07:57	14:57	18:57						
13-05-2017	15:57								
14-05-2017	16:57								
15-05-2017	06:57	10:57	17:57						
16-05-2017	07:57	11:57	18:57						
17-05-2017	08:57	12:57	19:57						
18-05-2017	06:57	13:57	17:57						
19-05-2017	07:57	14:57	18:57						
20-05-2017	15:57								
21-05-2017	16:57								
22-05-2017	06:57	10:57	17:57						
23-05-2017	07:57	11:57	18:57						

Cancel Save

At the end of the automatic positioning is still possible to make changes by selecting the desired time and from the pop-up menu choose an alternative time.

At the end of the changes click **Save**.

Manual

The manual programming allows manual selection of timetables for every single day.

Best Times

01-05-2017
05-07-2017

Days 66
Times 3
Tot Times 162

Date	1	2	3	4	5	6	7	8	9
01-05-2017	06:57	10:57	17:57						
02-05-2017	07:57	11:57	18:57						
03-05-2017	08:57	12:57	19:57						
04-05-2017	06:57	13:57	17:57						
05-05-2017	07:57	14:57	18:57						
06-05-2017	15:57								
07-05-2017	16:57								
08-05-2017	06:57	10:57	17:57						
09-05-2017	07:57	11:57	18:57						
10-05-2017	08:57	12:57	19:57						
11-05-2017	06:57	13:57	17:57						
12-05-2017	07:57	14:57	18:57						
13-05-2017	15:57								
14-05-2017	16:57								
15-05-2017	19:57								
16-05-2017	06:57	10:57	17:57						
17-05-2017	07:57	11:57	18:57						
18-05-2017	08:57	12:57	19:57						
19-05-2017	06:57	13:57	17:57						
20-05-2017	07:57	14:57	18:57						
21-05-2017	15:57								
22-05-2017	16:57								
23-05-2017	06:57	10:57	17:57						
24-05-2017	07:57	11:57	18:57						

Cancel Save

To enter the times double click on the boxes in the table and select from the dropdown menu the desired time

At the end of the changes click **Save**.

Related programming

You can add additional audio to the programmed spot through the tab "related programming"

- Type Programming:** indicate if the weft tail must precede or close the main Spot
- External code:** code to communicate with external programs
- Adv Campaign:** Name of the advertising campaign
- Product:** Select the product to schedule
- Adv Category:** Select a category from the list
- Sub Category:** Choose from the menu the sub category
- Day Quantity:** number of products to program per day may not exceed the number of steps of the main spot
- Date Start and Date End:** time interval within the day
- Priority:** value of priority in the selection of the ends
- Times Range:** detail of the intervals within the day
- Start Time First Day / End Time Last Day**
- Notes**

Through the icon you can view the calendar of the programming period selected.

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
DECEMBER 2017																						T	F	S	S	M	T	W	T	F	S	S
JANUARY 2018	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
FEBRUARY 2018	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W				
	<input checked="" type="checkbox"/>																															
																					ALTERNATE EVERY 3	DAYS	ALTERNATE WEEKS	ALTERNATE DAYS	ALL DAYS							

You can enable or disable days by removing the checkmark from days affected.
 By selecting the number on the column, you can enable or disable all day with the same number of several months.
 By selecting the day of the week, will be enabled or disabled all days relating to all the weeks of programming and selecting the month you can enable or disable entire months of programming.

It is possible to disable some days of programming also using the keys:

ALTERNATE EVERY 3 DAYS ALTERNATE WEEKS ALTERNATE DAYS ALL DAYS

The programming periods depends to the days of the main spot.

Materials

The table lists all the files relating to programming that you are managing.

		ID	Description	Filename	Length
▶	A	22	def	COMMERCIALS\def.mp4	00:11.400
▶	B	23	demi	COMMERCIALS\demi.mp4	00:06.600
▼	C	24	dest.ingros	COMMERCIALS\dest.ingros.mp4	00:10.760
▼	Valid From To Area				
▶	D				
▶	E				
▶	F				
▶	G				
▶	H				
▶	I				
▶	J				

Materials - Insertion

Double clicking on the rows of the table it is possible to insert the files relating to programming. If is also used **Philo Media Manager** will be shown automatically a table with all the material present in the **Commercial Section**, from which it is possible to select the desired file.

Table	Title	Filename	File Length	Length	Modify Date
External File	adf spot 5 secondi	COMMERCIALS\adf spot 5 secondi.mp4	00:06.200	00:06.200	04-04-2017
	anticorrosione	COMMERCIALS\anticorrosione.mp4	00:06.480	00:06.480	04-04-2017
	arcobaleno weekend	COMMERCIALS\arcobaleno weekend.mp4	00:06.560	00:06.560	04-04-2017
	bavi scritte ridotte	COMMERCIALS\bavi scritte ridotte.mp4	00:06.200	00:06.200	04-04-2017
	caffè rosso_1	COMMERCIALS\caffè rosso_1.mp4	00:22.880	00:22.880	04-04-2017
	calcio settimanale 01 04 17	COMMERCIALS\calcio settimanale 01 04 17.mp4	00:42.640	00:42.640	04-04-2017
	cioccol_2	COMMERCIALS\cioccol_2.mp4	00:12.720	00:12.720	04-04-2017
	colorificio 2p	COMMERCIALS\colorificio 2p.mp4	00:12.280	00:12.280	04-04-2017
	colorificio sulotano	COMMERCIALS\colorificio sulotano.mp4	00:12.880	00:12.880	04-04-2017
	comdiesel	COMMERCIALS\comdiesel.mp4	00:07.440	00:07.440	04-04-2017
	cremone giro di boa	COMMERCIALS\cremone giro di boa.mp4	00:06.200	00:06.200	04-04-2017
	crepes	COMMERCIALS\crepes.mp4	00:50.680	00:50.680	04-04-2017
	def	COMMERCIALS\def.mp4	00:11.400	00:11.400	04-04-2017
	demi	COMMERCIALS\demi.mp4	00:06.600	00:06.600	04-04-2017
	dest.ingros	COMMERCIALS\dest.ingros.mp4	00:10.760	00:10.760	04-04-2017
	di ionio	COMMERCIALS\di ionio.mp4	00:12.360	00:12.360	04-04-2017
	ecoriscia	COMMERCIALS\ecoriscia.mp4	00:07.200	00:07.200	04-04-2017

If the file is not present in the list of **Philo**, select from the pulldown menu files and through the Upload button it is possible to select the desired file (in this case the file will not be visible on the inside of the archive of the Media Manager and will be aired as it is loaded).

File

FILE

DESCRIPTION

DURATION

File: Path and name of the file

Description: The name of the file being displayed for airing

Duration: indicative duration for the calculation of the duration of the advertising bar

Materials - Validity

Once you have entered the materials it is possible to add the informations of validity.

	A	Id	Description	Filename	Length
	Valid	22 def		COMMERCIALS\def.mp4	00:11.400
		From	To	Area	
	+ Add @ Del				

Click to  add a period of validity or non validity

AREA 1

Select from the pulldown menu Valid Or Not Valid and enter the dates for the beginning and end of the period of validity of the file, and then select the area with which to associate the validity period (if not selected any area, the period of validity will be associated with all areas of the current programming).

Materials - Rotation

If for a single programming are inserted more materials it is possible to define also the rotation to be assigned to the selection of different files (if not defined will be selected in succession with one another), and you can define different rotations for specific periods.

Click  on (1) to add a new period of rotation.

Select the period of validity of the rotation (Start Date and End Date)

Type: Indicates whether the new rotation goes to replace the previous one (Replace) or whether it should be added to that already defined(ADD).

Once you have added the rotation period you can specify the sequence that the spots will have during the selection.

Click  on (2) to add a new sequence and enter the letters corresponding to the spot that should be selected alternated by a space (e.g. A B B A C B).

To save the details of the rotation press the Enter key on the keyboard.

Once you have finished all the settings press Save to commit all the changes.

Area

To access the tab **Area** return to the tab **programming connected** and in correspondence of each programming open specifications through the  arrow (1) and  **Add** click **Add** (2).

BITONLIVE S.R.L. - 2017/0000											
SCHEDULER											
Id	ExtCode	Product	Adv Campaign	Adv Category	Sub Category	From	To	Quantity	Priority	Note	
6		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5		
		AREA 1		Area *		Days		Fixed		Time Type	
				Mon Tue Wed Thu Fri Sat Sun							
7		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5		
6		SPOT 20		INFORMATICA		14-04-2017	14-04-2017	1	5		

At this point opens the tab **area** where are shown the schedule details for the different areas.

In this section are repropose the parameters of the programming of the main spot view only in so far as the ends resume all references from the programming of the element to which they are linked.

AREA			Description	Quantity
AREA	AREA 1		00:00 - 24:00	
TIME TYPE	FIXED		Drive Mattina	
TEMPLATE	base		Drive Sera	
DAYS OF WEEK			Drive Time	
MON	TUE	WED	THU	FRI
<input checked="" type="checkbox"/>				
SAT	SUN			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily q.ty 5		Tot sets 0

Area: programming area

Type Timetables: type of programming:

- Fixed: programming at fixed times
- Rotation: programming a clockwise rotation
- Manual: manual programming

Template: template of reference for the automatic programming (software proposes a base template that you can modify in the appropriate section)

Days of week: days of the week enabled and disabled

Statistics

The Playlist

The statistics of the playlists allow you to view the playlist advertising within a day.

PLAYLIST

Select day Optionals

Channel

Area

Player

Select Day: Select from the Calendar the day to display

Channel: Select the reference channel

Area: Select the area to filter

Player: Select the player to filter

To view the statistics click the key Filter

Time	Title	Filename	Duration	Priority	Position	Customer	Adv Category	Sub Category	Area	Channel	Product	
07:57				5	2	ORCESE IMPIANTI S.r.l.	IMPIANTI CLIMATIZZAZIONE		AREA 1	BitOnLive	SPOT30	✘
07:57				5	2	ORCESE IMPIANTI S.r.l.	IMPIANTI CLIMATIZZAZIONE		AREA 1	BitOnLive	SPOT30	✘
07:57				5	2	ORCESE IMPIANTI S.r.l.	IMPIANTI CLIMATIZZAZIONE		AREA 1	BitOnLive	SPOT30	✘
10:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
10:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
10:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
10:57	tim cup	COMMERCIALS\tim cup.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
10:57	tim cup	COMMERCIALS\tim cup.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
10:57	tim cup	COMMERCIALS\tim cup.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
12:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
12:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘
12:57	caffè cosсу_1	COMMERCIALS\caffè cosсу_1.mp4	00:22	5	2	asd			AREA 1	BitOnLive	SPOT20	✘

Are Indicated programming time, title and name of the file, the duration, priority, customer, product category, etc. in the last column it is possible to verify the existence of the file. A blue line separates the advertising blocks.

Media Exist

Through the section of Media exists, it is possible to verify the existence of the files of advertising elements program in a specific day.

LIST MEDIA EXIST

Channel

Area

Player

Select day

Channel: indicate the reference channel

Area: Select the area to filter

Player: Select the player to filter

Select Day: select from the calendar day to display.

To view the statistics click the key Filters

Title	Filename	Customer	Area	Channel	Product
6_Tono 60	L:\008\materia\6_Tono 60.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT20
ORCESE 10 sec	L:\008\materia\2_Bianco 10.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT10
ORCESE 30 sec	L:\008\materia\4_Tono 60.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT30

The row of the not found file is highlighted in red.

Crowding

The crowding statistics allow you to view the duration of the advertising blocks within several days.

ADVERTISING CROWDING

From To Sets

Channel Adv Type

Area Adv Category

Totals Sub Category

From/To: select from the calendar date of beginning and end of the analysis period

Channel: Select the channel to display.

Area: Select the area to display.

Date	05:57	06:57	07:57	08:57	09:57	10:57	11:57	12:57	13:57	14:57	15:57	16:57	17:57	18:57	19:57	20:57
18-05-2017	00:20	00:10	00:30			00:10	00:10			00:20	00:10	00:20	00:30	00:40		00:10
19-05-2017			00:10	00:30	00:10	00:20		00:10		00:20		00:10	00:40	00:30	00:10	00:20
20-05-2017	00:20	00:10				00:10		00:10	00:20	00:10	00:20			00:10		00:10
21-05-2017			00:10	00:10		00:20	00:10			00:20		00:10	00:10		00:10	00:20
22-05-2017	00:20		00:10		00:10			00:10		00:20	00:10	00:20		00:10		00:10
23-05-2017	00:10				00:10	00:20			00:10	00:20		00:10	00:10		00:10	00:20
24-05-2017	00:20	00:10				00:10	00:10			00:20	00:10	00:20		00:10		00:10
25-05-2017			00:10		00:10	00:20		00:10		00:20		00:10	00:10		00:10	00:20
26-05-2017	00:20	00:10				00:10		00:10	00:20	00:10	00:20			00:10		00:10
27-05-2017			00:10		00:10	00:20	00:10			00:20		00:10	00:10		00:10	00:20
28-05-2017	00:20		00:10			00:10		00:10	00:20	00:10	00:20			00:10		00:10
29-05-2017	00:10			00:10		00:20			00:10	00:20		00:10	00:10		00:10	00:20
30-05-2017	00:20	00:10			00:10		00:10			00:20	00:10	00:20		00:10		00:10
31-05-2017			00:10		00:10	00:20		00:10		00:20		00:10	00:10		00:10	00:20

Order List

Through the order list, it is possible to view the order in a date range.

ORDER LIST

From To

Status

Channel

Area

Customer

User

From/To: select from the calendar dates of the period to analyze

Status: Select the status of the programming from view (All, Start, End)

Channel: Select the channel to view

Area: Select the area

Customer: filter schedules related to a specific customer

User: filter the user to view the schedules enter

To view the results click on button Filters

Title	Filename	Customer	Area	Channel	Product
4_Tono 40	L:\8083\material\4_Tono 40.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT20
ORCESE 10 sec	L:\8083\material\2_Bianco 10.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT10
ORCESE 30 sec	L:\8083\material\4_Tono 40.mp3	ORCESE IMPIANTI S.r.l.	AREA 1	BitOnLive	SPOT30

In the table that appears are specified: Area, Customer, contract number, customer alias, programed product, dates from/to, priorities and programming days.

Business

Business statistics allow you to view the details of the active listings in a given period.

BUSINESS STATISTICS

From To

Channel

Product

USER

Area Group Area

AREA 1 AREA 2

From/To: select from the calendar dates of the period from view

Channel: Select the channel to analyze

Areas: tick the areas to display

Product: filter by type of product to analyze

User: filter for user who has entered the Production

To view the results click on button Filters

Customer n.	ContractNr	Agent	Scheduler	Adv Campaign	Date From	Date To	Product	Area	Quar	Total	TotalPrice
ORCESE IMPIANTI S.r.l.	2017/00004	Sangalli	5		01-05-2017	05-07-2017	SPOT 30	AREA 1	3	18	50.00
ORCESE IMPIANTI S.r.l.	2017/00004	Sangalli	4		01-05-2017	05-07-2017	SPOT 20	AREA 1	3	42	400.00
ORCESE IMPIANTI S.r.l.	2017/00004	Sangalli	3		01-05-2017	05-07-2017	SPOT 10	AREA 1	6	84	400.00

In the table are specified for each element: Customer, Nr Contract, Agent, Scheduler ID, Campaign Name, Programming period, Product type, Area, Quantity per day, total number and total price of programming.

Accounting

The accounting statistics show the list of the products purchased by customers.

ACCOUNTING

From To

Channel

Product

USER

STATUS

Area Group Area

AREA 1 AREA 2

Group Contract

From/To: select from the calendar dates of the period from view

Channel: Select the channel to analyze

Areas: tick the areas to display

Product: filter by type of product to analyze

User: filter for user who has entered the Programming

Status: All, Quotation, Contract

To view the results click on button Filters

Customer	Contract Nr	Agent	Date From	Date To	Product	Area	Quantity	Total Price
asd	2017/00001		07-04-2017	00-00-0000	SPOT 20	AREA 1	50	0
asd	2017/00003		11-04-2017	00-00-0000	SPOT 20	AREA 1	100	0
asd	2017/00002		07-04-2017	00-00-0000	SPOT 10	AREA 1	1	0
BitOnLive s.r.l.	2017/00005		14-04-2017	00-00-0000	SPOT 20	AREA 1	1	100
ORCESE IMPIANTI S.r.l.	2017/00004	Sangalli	13-04-2017	00-00-0000	SPOT 30	AREA 1	50	850

In the table are specified for each element: Customer, Nr Contract, Agent, Validity period, Product type, Area, Products quantity and total price of programming.

The number of rows displayed with a white background are related to quotes, those with gray background are related to the contracts.

Administration

In this section, you can manage invoices documents

Generating invoices

In this section, Zelos is able to automatically generate the provisional invoices of different customers by a single click.

INVOICES GENERATION

DATE FROM	<input type="text" value="01-12-2017"/>	DATE TO	<input type="text" value="31-12-2017"/>
CUSTOMER FROM	<input type="text"/>	CUSTOMER TO	<input type="text"/>
DATE INVOICE	<input type="text" value="21-12-2017"/>		

Date from/to: Enter the time period, click on the field of the date for bring up the calendar and select the desired date

Customer from/to: Enter the name of the customer to define a range of customers to filter. (Alphabetical order)

Invoice Date: Enter the date of the invoice

Clicking on Zelos automatically creates the invoices for all customers who have an installment due to expire during the indicated period.

Invoices created will be inserted in the list of provisional invoices to be amended, corrected or integrated.

Provisional Invoices

In the window of the provisional invoices are listed all invoices not yet issued.

PROVISIONAL INVOICES

	+	×	↻							
	id	Invoice	Date	Customer	Net Amount	Vat	Total	Payment	Note	
	2	2	2017-06-30	FCA	1755.00	386.10		2141.10	Bonifico bancario	
	1	1	2017-06-30	Coca-Cola Italia Srl	1000.00	220.00		1220.00	Ri.Ba.	

-  Adds a new provisional invoice
-  Delete the provisional invoice selected
-  Makes definitive the selected invoice

Clicking on the Add button or double clicking on the desired invoice opens the Edit window of the invoice.

Header

INVOICE

DATE
21-12-2017
No
1

DETAILS CUSTOMER
CUSTOMER
XWZ Ltd
Int. Code
CL00006
ADDRESS
CITY
ZIP CODE
PROVINCE
COUNTRY
Italy
VAT
Tax Code

In the upper part of the window are set automatically the progressive number and the date of creation (editable by clicking on the field and selecting an alternative date from the calendar).

In section detail customer, enter the customer name: by typing the first three letters will be proposed the list of clients matching already entered to be able to select.

The personal information will be automatically filled for the parts already inserted in the section customer demographics of Zelos.

Details Payment

DETAILS PAYMENT
PAYMENT
-- --
NOTE PAYMENT
INTERNAL NOTE

Payment: select from the list the payment mode

Note Payment: Additional Notes concerning the payment

Internal Note: Additional Notes that will not be included in the invoice

Invoice Detail

For each element to be inserted in the invoice, click **Add** at the bottom of the window.

Description	Units	Quantity	Price
+ Add			

In the window that appears, enter:

- Description
- Unit of Measure
- Quantity
- Price
- Discount (percentage)

The Net Amount field will be automatically calculated

DESCRIPTION

UNITS	QUANTITY	PRICE	DISCOUNT	NET AMOUNT	VAT
NR			0.00	0.00	---

Cancel Save

Upon completion of all the fields click Save, all elements inserted will be listed in the table.

The totals of the invoice will be reported at bottom page

	IMPONIBILE	IVA	IMPORTO COMPLESSIVO
TOTALE	5970.00	1313.40	7283.40

Invoices

In the window of the provisional invoices are listed all invoices not yet issued.

PROVISIONAL INVOICES

Id	Invoice	Date	Customer	Net Amount	Vat	Total	Payment	Note
2	2	2017-06-30	FCA	1755.00	386.10	2141.10	2141.10	Bonifico bancario
1	1	2017-06-30	Coca-Cola Italia Srl	1000.00	220.00	1220.00	1220.00	Ri.Ba.

-  Adds a new provisional invoice
-  Delete the provisional invoice selected

Clicking on the Add button or double clicking on the desired invoice opens the Edit window of the invoice.

Header

Unlike the provisional invoices in the final invoices is also present the tick for closing the invoice.

INVOICE

DATE
21-12-2017

No
1

CLOSED

DETAILS CUSTOMER

CUSTOMER
XWZ ltd

Int. Code
CL00006

ADDRESS

CITY

ZIP CODE

PROVINCE

COUNTRY
Italy

VAT

Tax Code

In the upper part of the window are set automatically the progressive number and the date of creation (editable by clicking on the field and selecting an alternative date from the calendar).

In section detail customer, enter the customer name: by typing the first three letters will be proposed the list of clients matching already entered to be able to select.

The personal information will be automatically filled for the parts already inserted in the section customer demographics of Zelos.

Details Payment

DETAILS PAYMENT

PAYMENT

NOTE PAYMENT

INTERNAL NOTE

Payment: select from the list the payment mode

Note Payment: Additional Notes concerning the payment

Internal Note: Additional Notes that will not be included in the invoice

Invoice Detail

For each element to be inserted in the invoice, click **Add** at the bottom of the window.

Description	Units	Quantity	Price
+ Add Item			

In the window that appears, enter:

- Description
- Unit of Measure
- Quantity
- Price
- Discount (percentage)

The Net Amount field will be automatically calculated

DESCRIPTION

UNITS	QUANTITY	PRICE	DISCOUNT	NET AMOUNT	VAT
NR			0.00	0.00	--

Cancel Save

Upon completion of all the fields click Save, all elements inserted will be listed in the table.

The totals of the invoice will be reported at bottom page

	NET AMOUNT	VAT	TOTAL AMOUNT
TOTAL	2000.00	440.00	2440.00

Print Invoices

Click the button  Print Invoice to print the invoice. In the window that appears, you can also select the “send mail” box to send it to the customer.

Export

To export the adv listings and make them available to the **Flu-O Payout** select:

Channel: channel whose export programming

From: date from which to start the export

Days: indicate the number of days to export

EXPORT

Channel	Tutti	▼
From	21/12/2017	
Days	30	

Cancel	Export
--------	--------

Once done, click **Export**

Certification

Click **Import** to import the items information from the payout.

CERTIFICATION

From		To		Customer	---	▼
Channel	---			Contract	---	▼
Area	---			Scheduler	---	▼

Cancel	Filter	Import
--------	--------	--------

From / to: enter the dates for the beginning and end of the period to search

Customer: list of customers in the archive

Channel: list of channels

Contract: List of contracts

Area: list of areas

Programming: list of programming periods

Once you have selected the fields click **Filter**.

Select the line relative to the information that you want to certify, to save the file summary of the spots to certify press **Print**.

Tables

Adv category

To insert a new **product category**, click **Add** +

DETAILS ADV CATEGORY

Description	<input type="text" value="HOTEL"/>
External code	<input type="text"/>

Description: name of Category

External code: alphanumeric code to communicate with external programs

Press **Save** to save changes

Sub Category

To insert a new **sub category** click on **Add** +

DETAILS SUB CATEGORY

Description	<input type="text"/>
External code	<input type="text"/>

Description: name of sub category

External code: alphanumeric code to communicate with external programs

Press **Save** to save changes

Agents

To insert a new **Agent** click on **Add** +

DETAILS AGENTS

External code	<input type="text"/>
Lastname	<input type="text" value="Sangalli"/>
Name	<input type="text" value="Daphne"/>
Phone	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Commission	<input type="text" value="0.00"/>
Note	<input type="text"/>

External code: alphanumeric code to communicate with external programs

Last Name/First Name: Demographics Agent

Phone/Fax/Email: Contact Agent

Commission: commission percentage of the agent (numbers from 0 to 100)

Note: Additional Notes

Press **Save** to save changes

Products

To insert a new **product** click on Add +

DETAILS PRODUCTS

Code SPOT10
 External code
 Description SPOT 10
 Units NUMBER
 Value 0
 Price A 0.00
 Price B 0.00
 Price C 0.00
 Format TIME
 Type SPOT
 Background
 Fontcolor

Preview

Back Save

Code: product name

External code: alphanumeric code to communicate with external programs

Description: Description of the product

Unit: Unit of measure for this product (definable by the user in the Unit section)

Value: value to be assigned to the product (e.g. 10 seconds spot: Unit =Seconds, Values = 10)

Price A / B / C: bands of the price of the product

Format: Type of product (TIME, LABEL, BANNER, AUX)

Background: double click to select a background color to identify the product

Text Color: double click to select a color for the text

Packages

To insert a new **package** click on Add +

DETAILS PACKETS

Description 20 30
 5% sale
 NOTE

Description: Identification Name of the package

Note: Additional Notes

Products		
Product	Quantity	
SPOT 20	100	
SPOT 30	50	

1 2
 Add Save Visualizza 1 - 2 di 2

Add products to the packet through the **Add button (1)** to confirm the product inserted click **Save (2)**

Product: Select the type of product

Quantity: Enter the quantity of the product

Price List

To insert a new **price list** click on **Add** 

DETAILS PRICE LIST

TYPE	<input type="text" value="Product"/>	CHANNEL	<input type="text" value="BitOnLive"/>
NAME	<input type="text" value="SPONSOR"/>	AREA	<input type="text" value="--"/>
PRICE 1	<input type="text" value="0.00"/>		
PRICE 2	<input type="text" value="0.00"/>		
PRICE 3	<input type="text" value="0.00"/>		
DATE START	<input type="text"/>	DATE END	<input type="text"/>
NOTE	<div style="border: 1px solid #ccc; height: 40px;"></div>		

Type: Product or Package

Name: Select the product or package

Channel: Select the channel of reference

Area: Select the reference area

Price 1 / 2 / 3: prices of differentiated price list

Start Date / End: period to which to apply the price list (if not specified, Zelos consider as fixed price list)

Note: Additional Notes

To make the changes press **Save**.

Type Advertising

To insert a new **Adv Type** click on **Add** 

DETAILS ADV TYPE

Description	<input type="text" value="SPOT"/>
External code	<input type="text"/>
Opener	<input checked="" type="checkbox"/>
Intraspot	<input checked="" type="checkbox"/>
Closure	<input checked="" type="checkbox"/>

Description: Name identifier

External code: alphanumeric code to communicate with external programs

Opening / Intraspot / Closing: Enables or disables the jingles of opening / intraspot / closure

To make the changes press **Save**.

Unit

To insert a new **Unit of measure**, click **Add** +

DETAILS UNITS

Description

Abb

Description: indicative Name

Abb: abbreviation of the units of measure

Sets

To add new **Set** click on **Add** +

DETAILS SETS

* Channel

* Area

Type

Description

Channel: Select the channel of reference

Area: Select the area

Type: The type of definition (Group, Interval)

Description: Identification Name of the band

- For the **Group type**:
Select the validity days and timetables of the set.

	Mo	Tu	We	Th	Fr	Sa	Su
08:57	<input type="checkbox"/>						
09:57	<input type="checkbox"/>						
10:57	<input type="checkbox"/>						
11:57	<input type="checkbox"/>						
12:57	<input type="checkbox"/>						
13:57	<input type="checkbox"/>						
14:57	<input type="checkbox"/>						

- For **Range type** :
From / to: Enter the start and end times of the band

* From

* To

Times

To insert new **adv time** click on **Add** 

DETAILS TIMES +

CHANNEL

AREA

TIME

DAYS

MON	TUE	WED	THU	FRI	SAT	SUN
<input checked="" type="checkbox"/>						

Channel: Select the channel of the time that you are inserting

Area: Select the Reference Area

Time: Enter the time (HH:MM)

Days: Select the validity days of the week for the time

In the following table, you can indicate periods of validity for specific times (e.g. Christmas period, provisional, etc.)

Validity	
From	To
19/05/2017	21/05/2017
26/05/2017	28/05/2017

+ Add Del Save Visualizzati 1 - 2 di 1

Click **Add** to add a new period of validity and **Save** to confirm your changes.

In the table of **Time types** is required the insertion of content types for each advertising block. You can insert different types of advertising for each block.

To insert new types of advertising click on **Add**

Adv Type	Max Nr.	Max Length	Group
SPOT	0	04:00	0

+ Add Del Save Visualizzati 1 - 1 di 1

Adv Type: Select the type of advertising already defined by the user

Max Nr: Enter the maximum number of elements for the advertising block

Max Length: indicate the maximum duration of advertising block (mm:ss format)

Group: numeric field that allows the grouping of the various types of advertising inserted.

The advertising block assumes as maximum duration the sum of the durations of the different groups set. The highest duration value among the same adv group is the total duration of the advertising group.

Show

This section lists all the **Show** inserted in **Philo Media Manager**.

The shows on the list will then be selectable in the appropriate sections in the step of quotation or contract.

Setup

Channel

To insert a new **channel**, click **Add**. 

DETAILS CHANNEL

Name	BitOnLive
Shortname	CH1
Default	<input checked="" type="checkbox"/>
Logo	<input type="button" value="Choose File"/> No file chosen
	 <input type="button" value="Delete image"/>

Name: indicative

Shortname: abbreviation

Default: if enabled shows the information of the channel in the Home screen

Logo: Click on Choose File You can insert your logo of the channel to be displayed

To make the changes effective click **Save**

Area

To enter a new **area** click **Add**. 

DETAILS AREA

Channel	BitOnLive
Name	AREA 1
Description	AREA
Code	1
External code	3
Destination Path	C:\inetpub\wwwroot_8083\Zelos\export\ <input type="button" value="..."/>
Common Area	-- --
Area Type	Single
Export Type	Daily file
Default	<input checked="" type="checkbox"/>

Channel: Select the channel to which the area refers

Name: The name to identify the area that you are creating

Description: Additional Identifier

Code: technical parameters to define with the assistance

External code: Code for communication with external applications

Destination Path: target path of the export file

Common Area: Select the common area of channel reference

Area Type: Indicate if the area is splitting (single) or if it is National (Global)

Export Type: Select the type of file you want to export (Single, Daily)

Default: if enabled shows the information of the area in the Home screen

To make the changes effective click **Save**

Template

The template defines the rules for the programming of the advertising rotation.

To add a new **template** then click **Add**.



DETTAGLI TEMPLATE

Default

Descrizione base

Conditions	Condition	Enable	Violation
↓	Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑ ↓	SubCategory	<input type="checkbox"/>	<input checked="" type="checkbox"/>
↑ ↓	Length Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑ ↓	Length Used	<input type="checkbox"/>	<input type="checkbox"/>
↑ ↓	Number Used	<input type="checkbox"/>	<input type="checkbox"/>
↑ ↓	Number Left	<input type="checkbox"/>	<input type="checkbox"/>
↑ ↓	Distance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑ ↓	Customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Indietro | Salva

Default: if enabled will be taken as the default template in the rotation programming

Description: Identification Name

The table lists all the parameters checked for the automatic scheduling of the advertising rotation. It is possible to move the parameters and changing the priority using the arrows in the first column. To enable the control of a parameter and the eventual violation double click on the corresponding checkbox.

Category

Category

Enable Violation Min. Max.

Back Save

Enabled: Indicates whether the parameter must be considered for the adv scheduling

Violation: Indicates whether the rule can be violated

Min: Minimum number of spots separation within the same block in case of category rule breach

Max: Maximum number of spots separation within the same block in case of category rule breach

Distance

Distance

Enable Violation Steps

Back Save

Enabled: Indicates whether the parameter must be considered for the adv scheduling

Violation: Indicates whether the rule can be violated

Step: Minimum number of advertising blocks that should separate the spots.

Sub Category / Customer / Length Used / Length Left / Number Used / Number Left

Length Used

Enable Violation

Back Save

Enabled: Indicates whether the parameter must be considered for the adv scheduling

Violation: Indicates whether the rule can be violated

User

In this section, you can manage the users.

To add a new **user** click on **Add** 

DETAILS USER

Name	Ferrante
LastName	
E-mail	
User	ferrante
Password
Password Confirm	
Level	Administrator
Channel	BitOnLive
Signature	

Name: The name of the user

Last name: Last name of the user

E-mail: mail address for the user

Password and Confirm

Level: definition of the level of the user (Super Admin, Administrator, Billing, Commercial, Guest, User)

Channel: Select the channel you want to assign to the user

Signature

Access Log

In this section, it is possible to have a historic relative to the accesses of the different users to Zelos