

DMS Portal

User Manual



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Table of Contents

1. Introduction.....	4
1.1. Purpose.....	4
1.2. Audience	4
1.3. Definitions, acronyms and abbreviations.....	4
2. DMS Booking Portal	5
2.1. Available Channels	6
2.2. Buy.....	6
<i>On Target.....</i>	<i>7</i>
<i>Sports Package.....</i>	<i>12</i>
<i>Multichannel Package</i>	<i>15</i>
2.3. Upload Media Plan	17
2.4. My Orders.....	20
<i>Order Confirmation –</i>	<i>23</i>
<i>Export Spot –.....</i>	<i>25</i>
<i>Clone –</i>	<i>27</i>
<i>Cancel –</i>	<i>28</i>
<i>Amend –</i>	<i>30</i>
2.5. My Cart.....	31
<i>Cart</i>	<i>31</i>
<i>Saved For Later</i>	<i>41</i>
2.6. Brief Us	43
2.7. Finance.....	44
2.8. Rate Card.....	47
2.9. Stats2Go.....	48

1. Introduction

This user manual covers the usage of various features and functionality of the **DMS Portal** application. The user manual covers all the topics along with a number of window shots.

An attempt is made to maintain a good balance between the basics that every user needs to know while, working on the application and more complex topics that may appeal to advanced users.

1.1. Purpose

The purpose of **DMS Portal** user manual is to help the user to perform the tasks easily, get the accurate information about various features, and to save the time and cost.

1.2. Audience

This document is prepared for the end-users of **DMS Portal**

1.3. Definitions, acronyms and abbreviations

Abbreviation	Description
DMS	DStv Media Sales
GTT	Guaranteed Target Trade
CPT	Cost Per Thousand
TVR	Television Viewership Rating
CPP	Cost Per Point
PO Number	Purchase Order Number
ATL	Above The Line
VAT	Value Added Tax

2. DMS Booking Portal

On latest version of any web browser like chrome, mozilla or safari browser use link,

<https://dmsbookingportaluat.multichoice.co.za/DMSWebBookingPortal/> to open DMS Booking Portal.

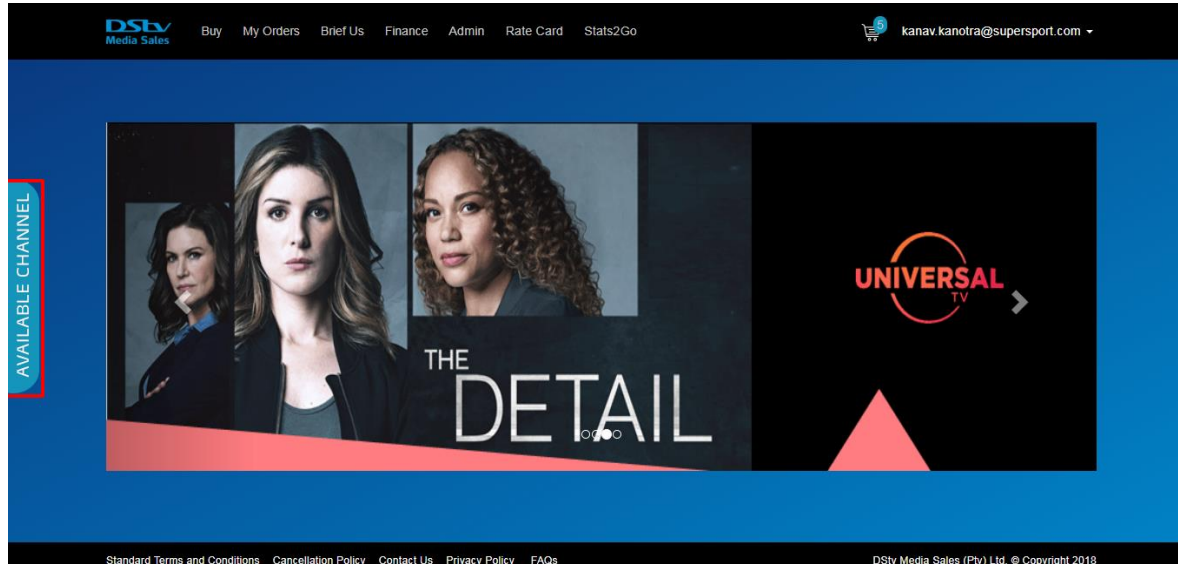
On the home page of DMS Booking Portal, system will display the below menu items,

- Available Channels – Displays the list of channels which are available/unavailable for booking but not yet contracting
- Buy – Module to be used for viewing the packed and purchasing one or many.
- My Orders – Module to be used for viewing old orders and tracking the orders placed with DMS
- Brief Us – Link to be used to create a brief of specific requirements if any and share with DMS users
- Finance – Module to view invoices and statements
- Admin – Only for DMS Admin users to manage roles and rights
- Rate Card – Link to be used to navigate to <http://www.dstvmediasales.com/rate-card> website of DStv Media sales to view the rate card
- Stats2Go – Link to be used to navigate to <http://dstvstats2go.com/> website of DStv

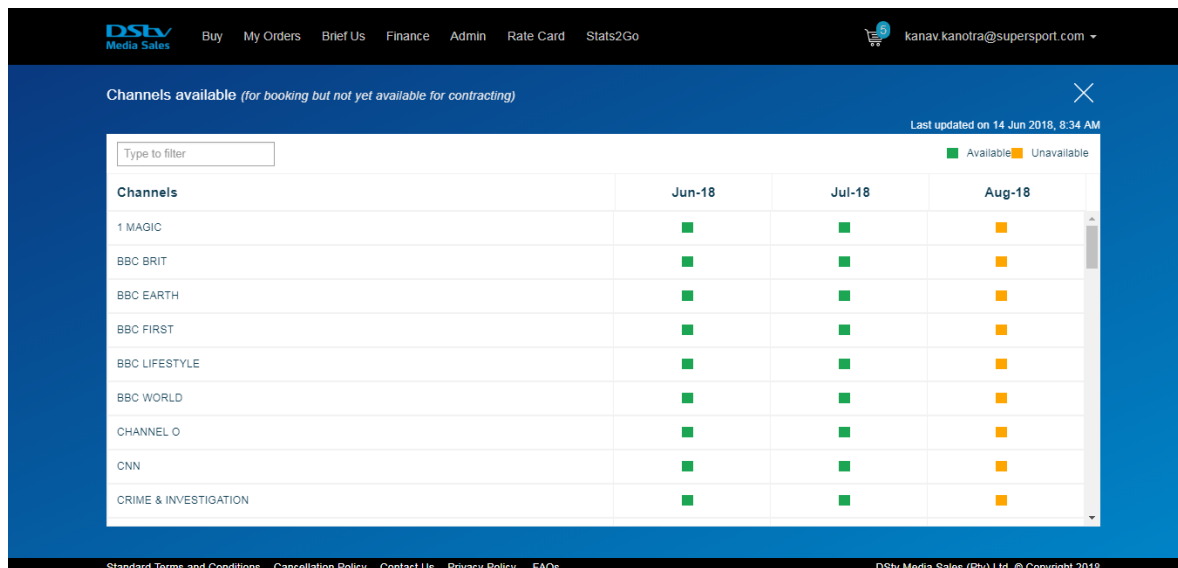
2.1. Available Channels

This section displays the list of channels which are available for Booking but not yet Contracting on month to month basis.

1. On Home page of DMS Booking Portal, click on 'Available Channels' button on the left.



2. System will open the list of channels



2.2. Buy

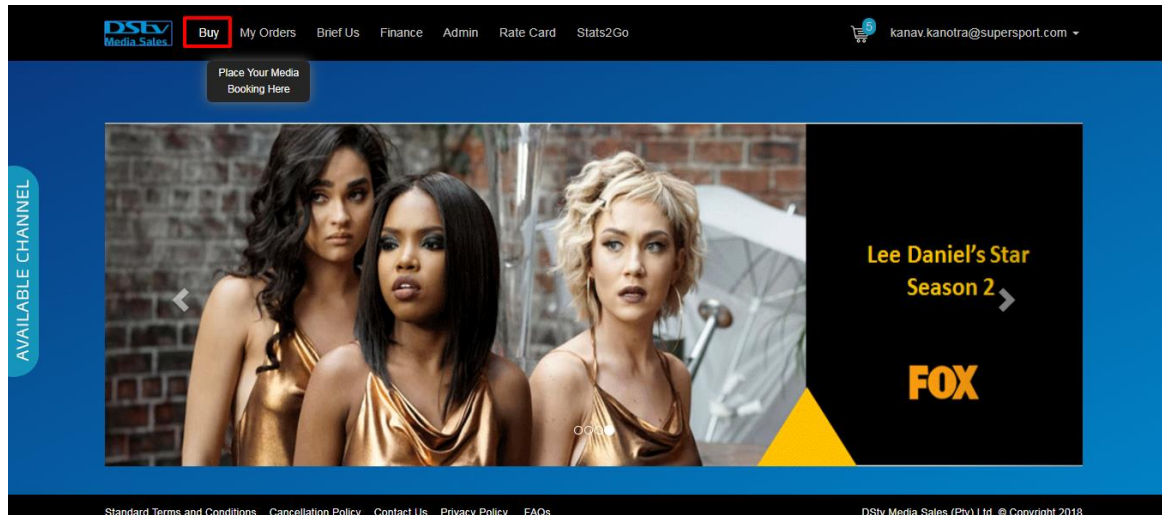
This section provides information of different packages available for viewing and buying.

On Home page of DMS Booking Portal, click on 'Buy' button

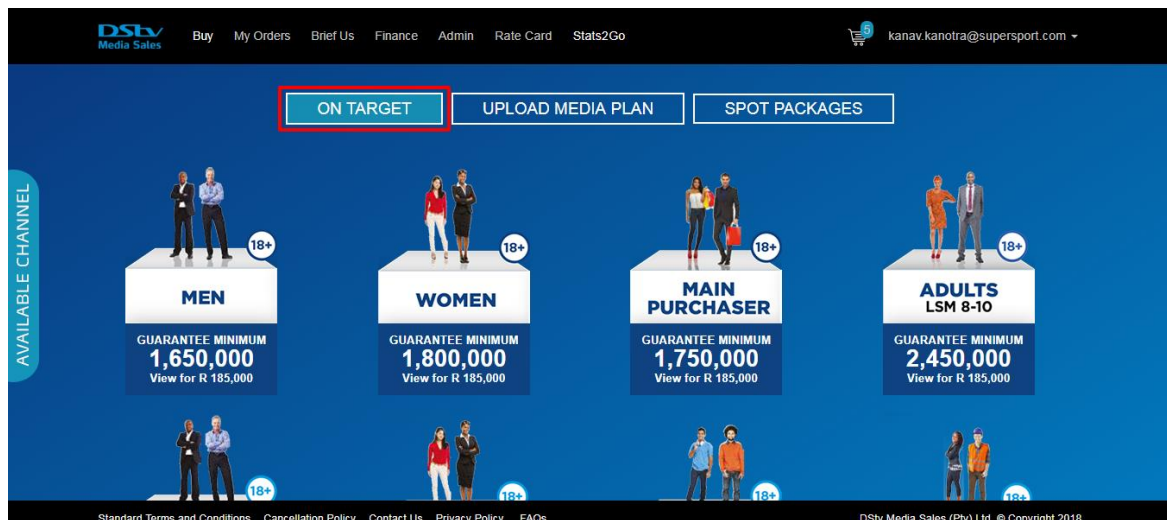
On Target

These are On Target or GTT (Guaranteed Target Trading) packages. These packages are primarily views based and offer minimum guaranteed views for selected target market.

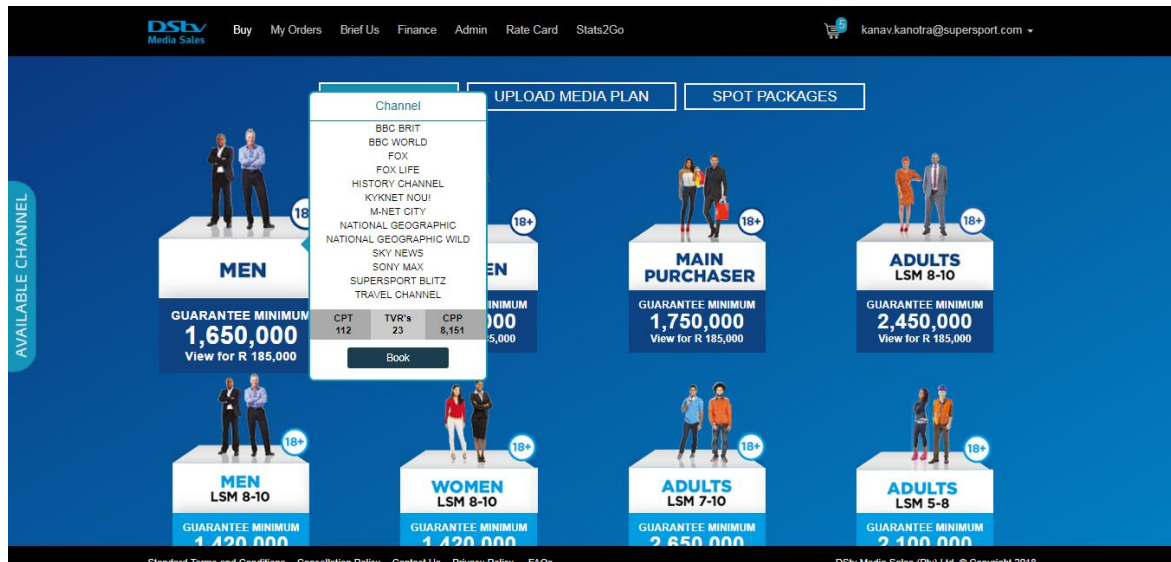
3. Click **Buy** from the main menu.




4. Click **On Target** to view all the On Target packages available for purchasing.



5. Click on any/ desired packages from the list displayed to see a balloon displaying the details of the package;



6. Click on 'Book' button on the balloon to open the page displaying
 - a. Campaign Details – where user needs to enter value for below fields
 - i. Agency
 - ii. Advertiser
 - iii. Product
 - iv. Campaign Name
 - v. Campaign Period
 - Start Date
 - End Date
 - vi. Length (in sec)
 - vii. PO Number
 - viii. Flighting Code
 - ix. + Symbol to add more Flighting Code(s)
 - b. Package Details
 - i. Target Market – System displayed as per the proposed and selected packages. There is an op
 - ii. Guaranteed Views – System displayed as per the proposed and selected packages
 - iii. Budget (Rands) – System displayed as per the proposed and selected packages
 - iv. Dayparts – System displayed as per the proposed and selected packages
 - v. Channels – Selected based on the package selected

- vi. Mark Campaign as favorite – field with  displayed which can be selected to mark the campaign as favorite

There will be additional details displayed as below which might or might not differ based on the selected packages;

vii. Package (30 Sec Equivalent)

- CPT – 130
- TVR's – 37
- CPP – 4995

viii. Customized

- CPT – 130
- TVR's – 37
- CPP – 4995

ix. Price – Total Price of the selected package

The screenshot shows the 'Campaign Details' and 'Package Details' sections of the DMS User Manual interface. The 'Campaign Details' section includes fields for Agency (NA), Advertiser (Enter Advertiser Name), Product (Enter Product Name), Campaign Name (Enter Campaign Name), Campaign Period (Start Date, End Date), Length (in sec) (30), PO Number (Enter PO Number), and Flighting Code (Enter Code). The 'Package Details' section includes Target Market (MEN 18+), Guaranteed Views (1,850,000), Budget (Rands) (185,000), Dayparts (Optimal Delivery), and Channels (BBC BRIT, FOX, HISTORY CHANNEL, M-NET CITY, NATIONAL GEOGRAPHIC WILD, SONY MAX, TRAVEL CHANNEL, BBC WORLD, FOX LIFE, KYONET NOU, NATIONAL GEOGRAPHIC, SKY NEWS, SUPERSPORT BLITZ). A 'Mark Campaign as favourite' button is visible. The 'PACKAGE (30 SEC EQUIVALENT)' summary shows CPT: 112, TVR's: 23, and CPP: 8,151. The 'CUSTOMISED' summary shows CPT: 112, TVR's: 23, and CPP: 8,151. The total price is R185,000.

7. User can customize/modify the 'Package Details' by clicking on the 'Customize' button and edit the below editable fields;
- a. Budget (Rands)
 - b. Channels – Different/ desired channel mix can be created by making selections using check boxes

The screenshot shows the 'Campaign Details' and 'Package Details' sections. The 'Customise' button is highlighted with a red box. The 'Package Details' section shows a 'Price: R185,000'.

8. After the customization is done, user can click on 'Preview' button to view the changes made
9. Or, can click on 'Reset' button to display the old information

The screenshot shows the 'Campaign Details' and 'Package Details' sections. The 'Preview' button is highlighted with a blue box. The 'Package Details' section shows a 'Price: R185,000'.

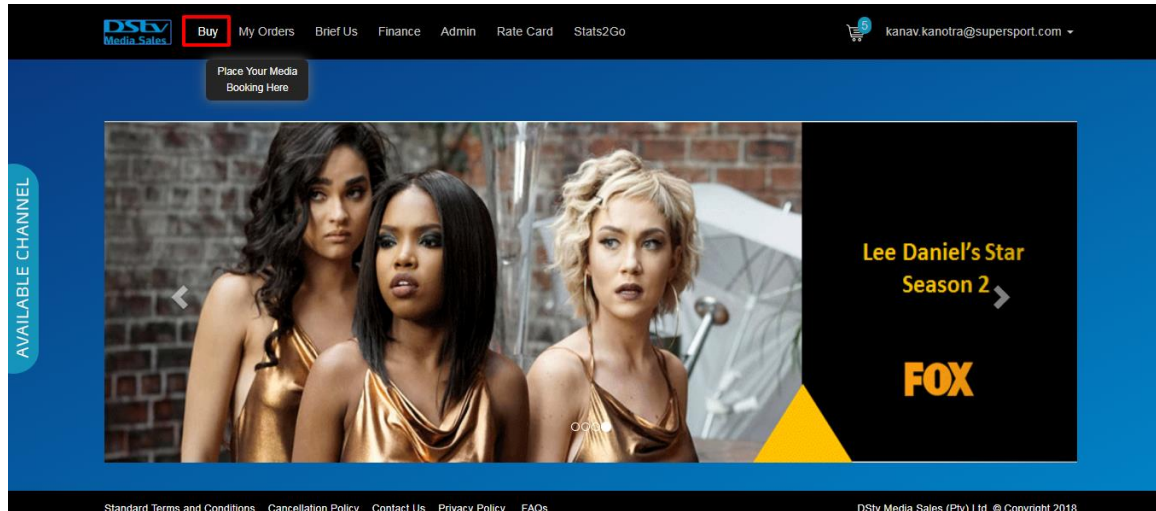
10. After user is happy with the campaign details and package details, click on Add to Cart button to move this package into cart and continue with either shopping and browsing with other options or one can checkout for making payments.

11. Once a campaign is added to the card, system will display a message “Campaign added to the card successfully!”

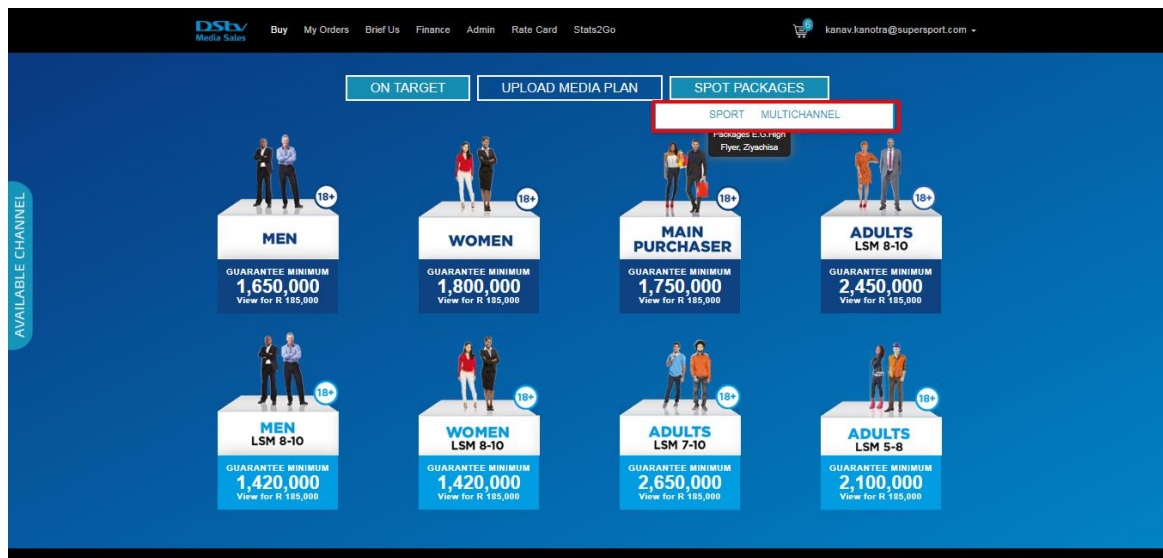
Sports Package

Sport packages are spot based and number of spots for selected sport category.

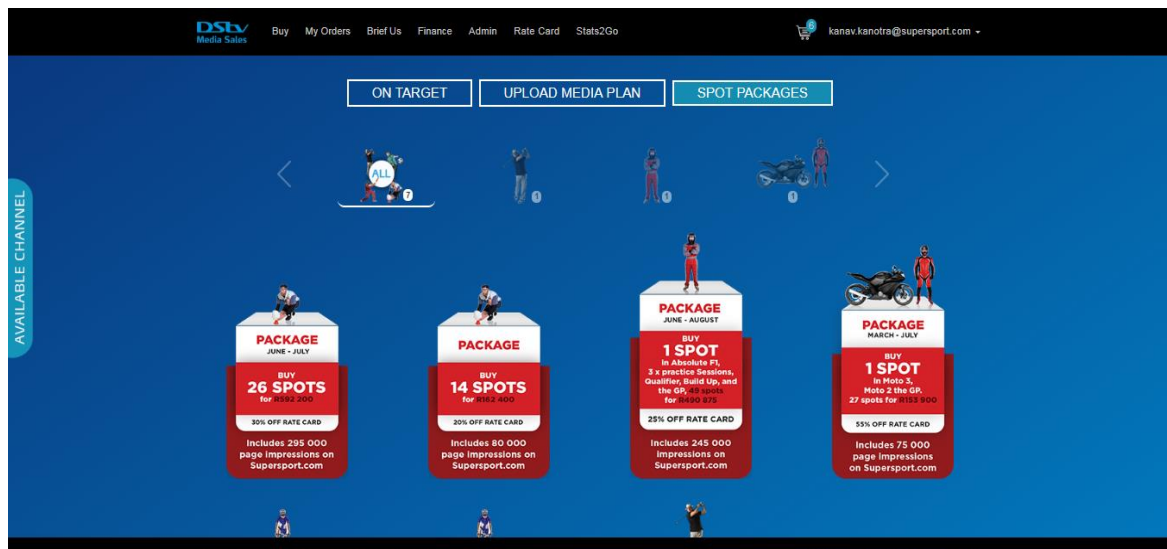
1. Click **Buy** from the main menu.



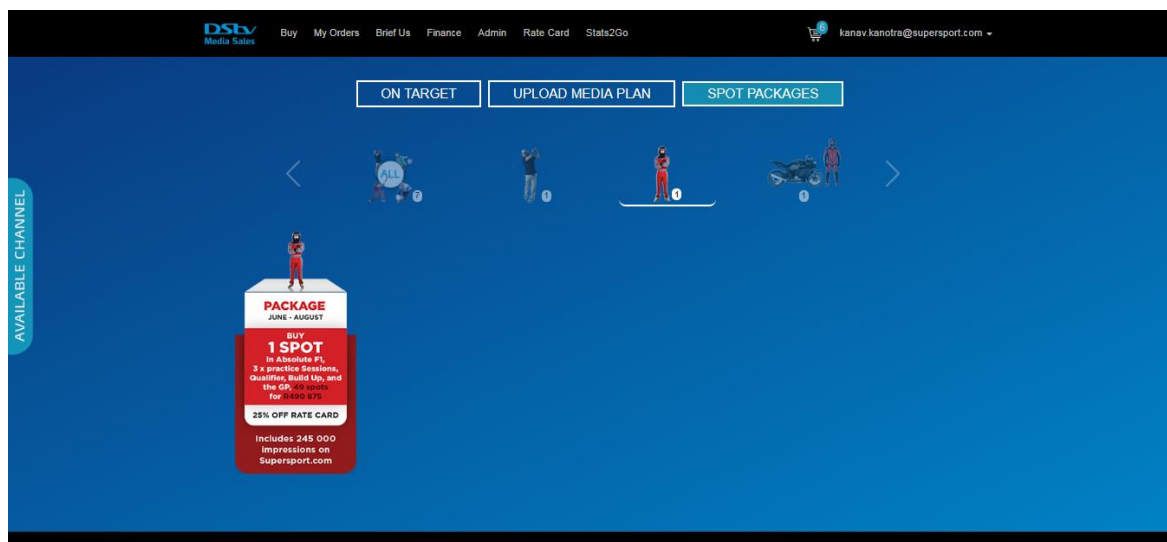
2. Click **Spot Packages** to view options as,
 - a. Sport
 - b. Multichannel



3. Click on **Sport** to view all the On-Target Sport Packages available to buy

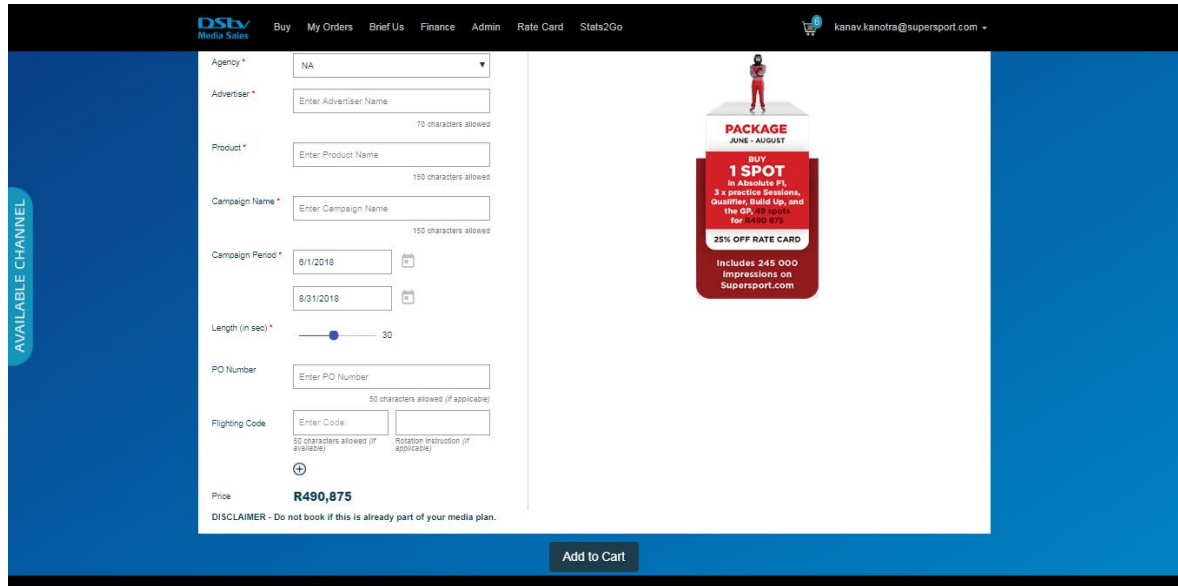


4. Click on sport related icons in the scroll bar, below On Target to view the selected sport related package available.

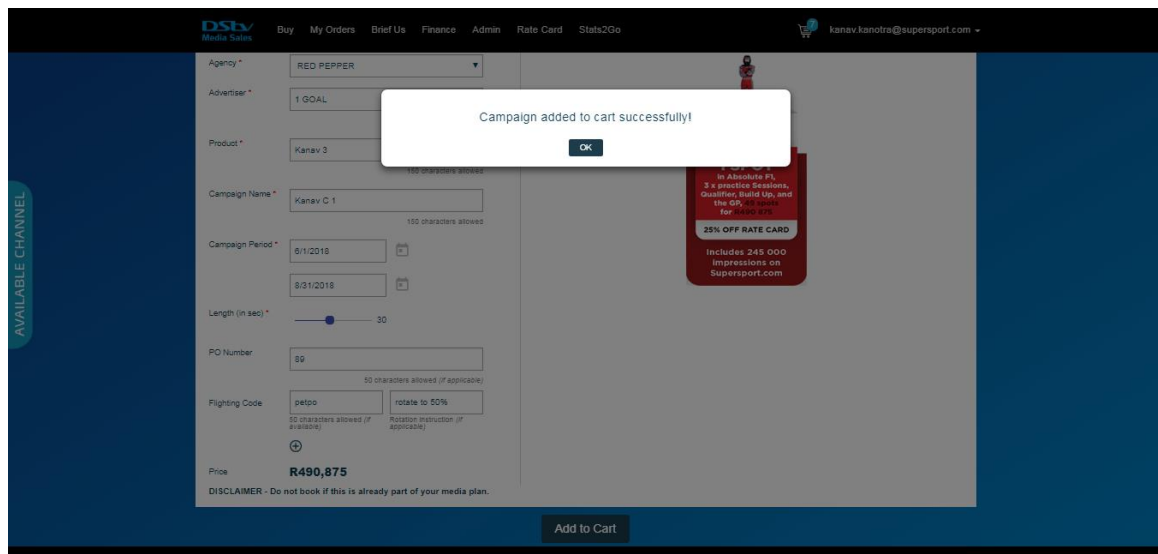


5. Click on desired package to open the page displaying
 - a. Campaign Details where user need to enter the below details
 - i. Agency
 - ii. Advertiser
 - iii. Product
 - iv. Campaign Name
 - v. Campaign Period
 - Start Date
 - End Date
 - vi. Length (in sec)
 - vii. PO Number

- viii. Flighting Code
 - ix. + Symbol to add more Flighting Code(s)
 - x. Price – Price of the selected package
 - b. Package Details displaying the details of the package
6. After user is happy with the campaign details and package details, click on Add to Cart button to move this package into cart and continue with either shopping and browsing with other options or one can checkout for making payments.



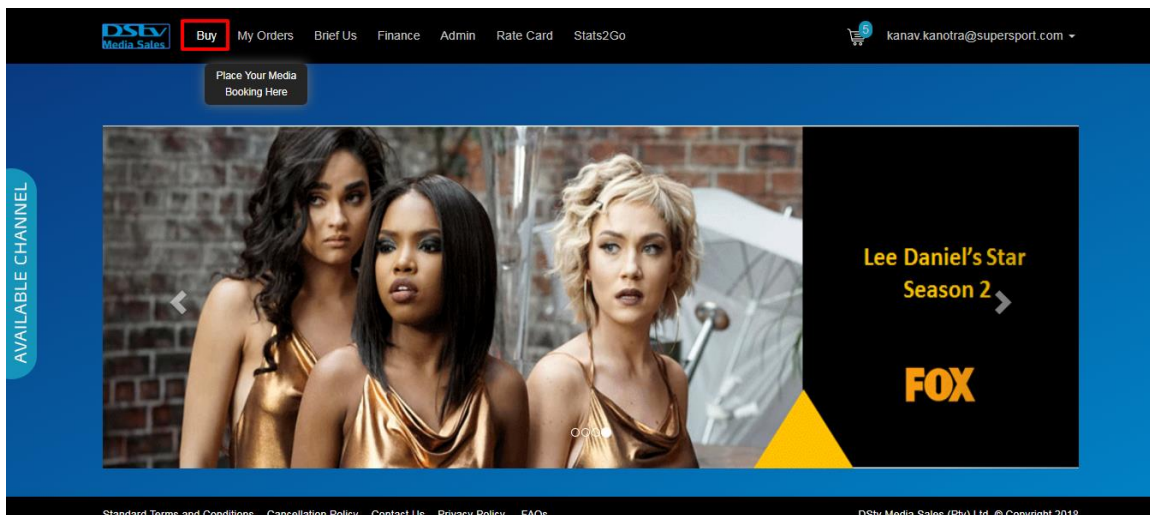
7. Once a campaign is added to the card, system will display a message “Campaign added to the card successfully!”



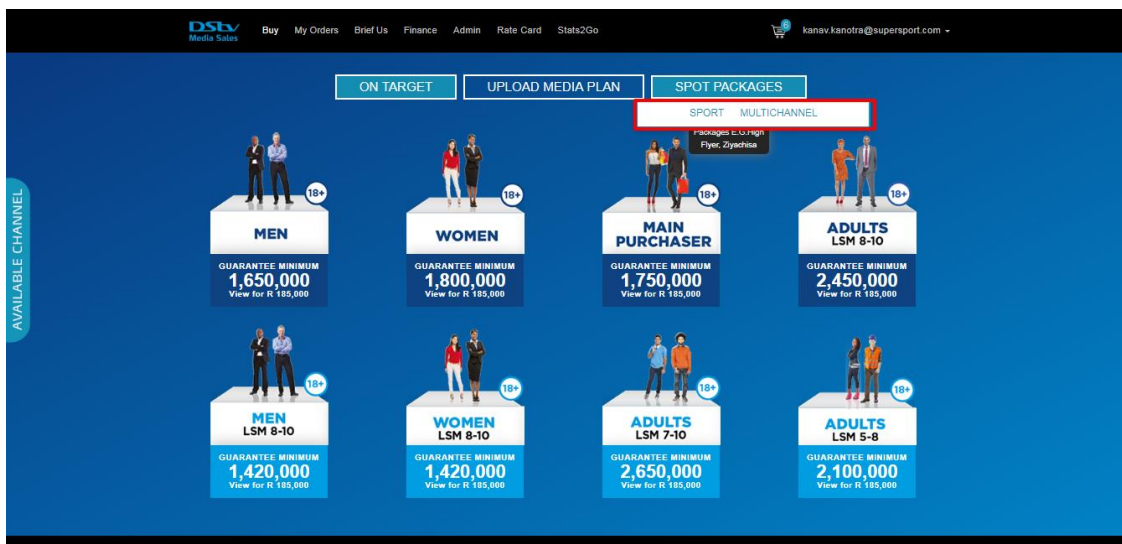
Multichannel Package

These are multichannel spot packages. These packages are spot based and number of spots for selected type of package.

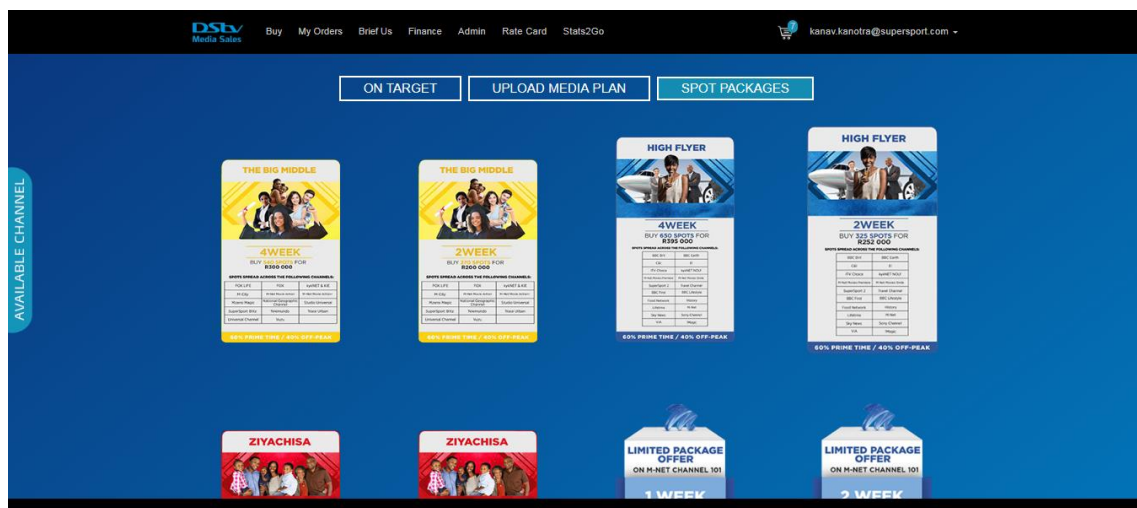
1. Click **Buy** from the main menu.



2. Click **Spot Packages**



3. Click **Multichannel** to view Multichannel On Target spot packages available to view and purchase



4. Click on desired package to open the page displaying
 - a. Campaign Details where user need to enter the below details
 - i. Agency
 - ii. Advertiser
 - iii. Product
 - iv. Campaign Name
 - v. Campaign Period
 - Start Date
 - End Date
 - vi. Length (in sec)
 - vii. PO Number
 - viii. Flighting Code
 - ix. + Symbol to add more Flighting Code(s)
 - x. Price – Price of the selected package
 - b. Package Details displaying the details of the package
5. After user is happy with the campaign details and package details, click on Add to Cart button to move this package into cart and continue with either shopping and browsing with other options or one can checkout for making payments.

Agency * NA

Advertiser * Enter Advertiser Name
70 characters allowed

Product * Enter Product Name
150 characters allowed

Campaign Name * Enter Campaign Name
150 characters allowed

Campaign Period * Start Date [calendar icon]
End Date [calendar icon]

Length (in sec) * 30

PO Number Enter PO Number
50 characters allowed (if applicable)

Fighting Code Enter Code [calendar icon] Rotation instruction (if applicable)
50 characters allowed (if available)

Price **R200,000**

DISCLAIMER - Do not book if this is already part of your media plan.

Add to Cart

- Once a campaign is added to the card, system will display a message “Campaign added to the card successfully!”

Agency * NEW CLICKS SOUTH AFRICA (PTY)

Advertiser * 1000 DRAWINGS

Product * Kanav 3

Campaign Name * Kanav C 1

Campaign Period * 6/23/2018 [calendar icon]
7/7/2018 [calendar icon]

Length (in sec) * 30

PO Number 34234

Fighting Code asdkjand [calendar icon] rotate to 50%
50 characters allowed (if available)

Price **R200,000**

DISCLAIMER - Do not book if this is already part of your media plan.

Campaign added to cart successfully!

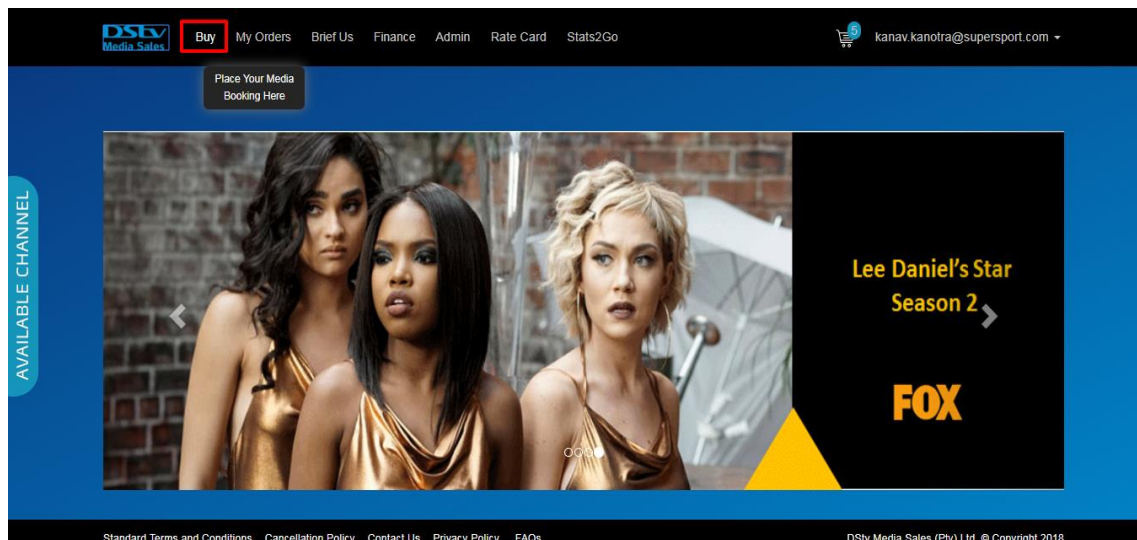
OK

Add to Cart

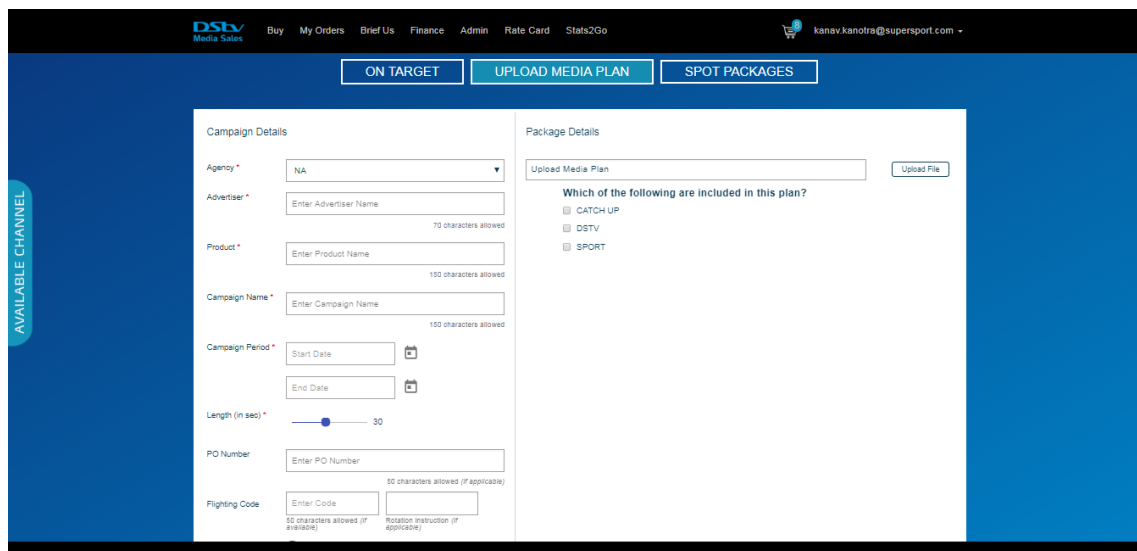
2.3. Upload Media Plan

This section provides information on how to upload a media plan and submit it to DMS.

- Click **Buy** from the main menu.



2. Click **Upload Media Plan** to open Upload Media Plan page

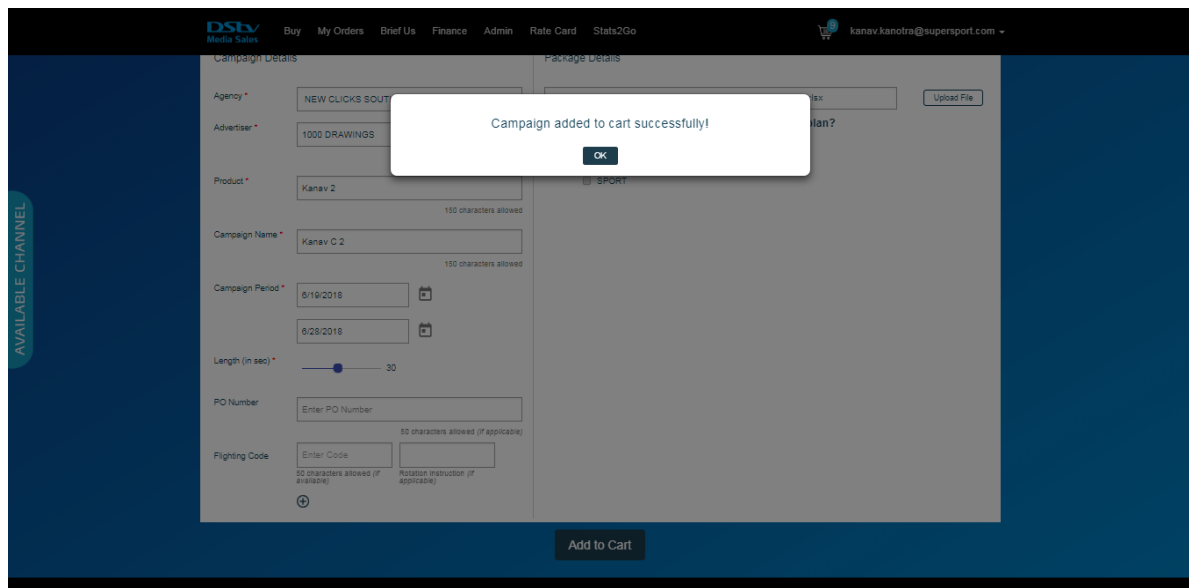


3. Below details will be displayed on upload media plan page,

i. Fill in all the Campaign details section displaying below fields

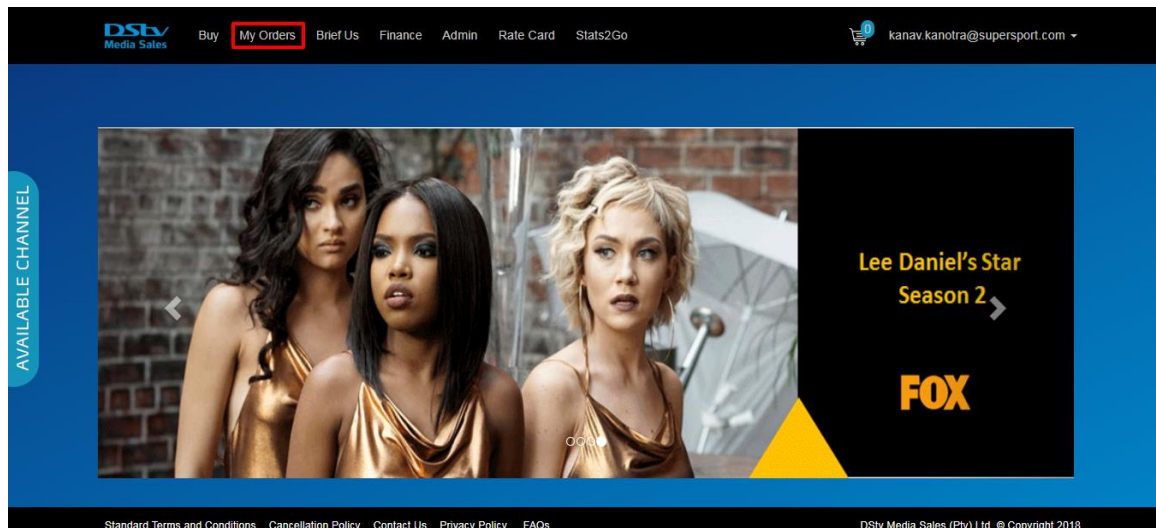
- Agency
- Advertiser
- Product
- Campaign Name
- Campaign Period
 - a. Start Date
 - b. End Date
- Length (in sec)
- PO Number
- Flighting Code

- + Symbol to add more Flighting Code(s)
- ii. Under Package details, click on 'Upload' to browse and upload media plan (Excel, CSV, PDF and Image files)
- iii. Add channels that are into Media Plan
 - CATCH UP, check box to select
 - DSTV, check box to select
 - SPORT, check box to select
- iv. Click on 'Add to Card' button add the media plan to the cart and continue with either shopping and browsing with other options or one can checkout for making payments.
- v. Once a campaign is added to the card, system will display a message "Campaign added to the card successfully!"



2.4. My Orders

This section provides information about My Orders Module in DMS portal where all the orders which are placed with DMS will display. To open My Order module, click on 'My Order' menu item in the main menu



1. System will display My Orders page with all your past orders and will display below search options to filter from or search from the list,

Search Options

 - a. Select Advertisers – Dropdown field to select from existing Advertisers to which the logged in users have access to
 - b. Start Date
 - c. End Date
 - d. Order ID/ Campaign No./Product Name – Free text fields where one can search from an existing Order ID and/ or Campaign No. and/ or Product Name
 - e. Select Status – Dropdown fields to select from the list of statuses available in the system,
 - i. Confirmed
 - ii. Pending
 - iii. Cancelled
 - iv. Active
 - v. Favourite
2. Click on Search button to search based on the input parameters entered.

3. Search Results will be displayed in the grid displaying below details,
 - a. Icon, there will be three legend icon buttons displayed with below color and numbers,
 - i. Confirmed – Fields displayed in Green color with read only text field to display the number of orders which are confirmed
 - ii. Pending – Fields displayed in Yellow color with read only text field to display the number of orders which are Pending
 - iii. Cancelled – Fields displayed in Red color with read only text field to display the number of orders which are Cancelled
 - b. Followed by the legend icons fields there is a grid to display the details of the orders places. The grid will display the below columns
 - i. Arrow key dropdown to expand the Order ID and view details of the order placed
 - ii. Select Check box
 - iii. Order ID
 - iv. Advertiser Name
 - v. Order Date
 - vi. Status – Status will be displayed based on the legends for Confirmed, Pending and Cancelled explained above

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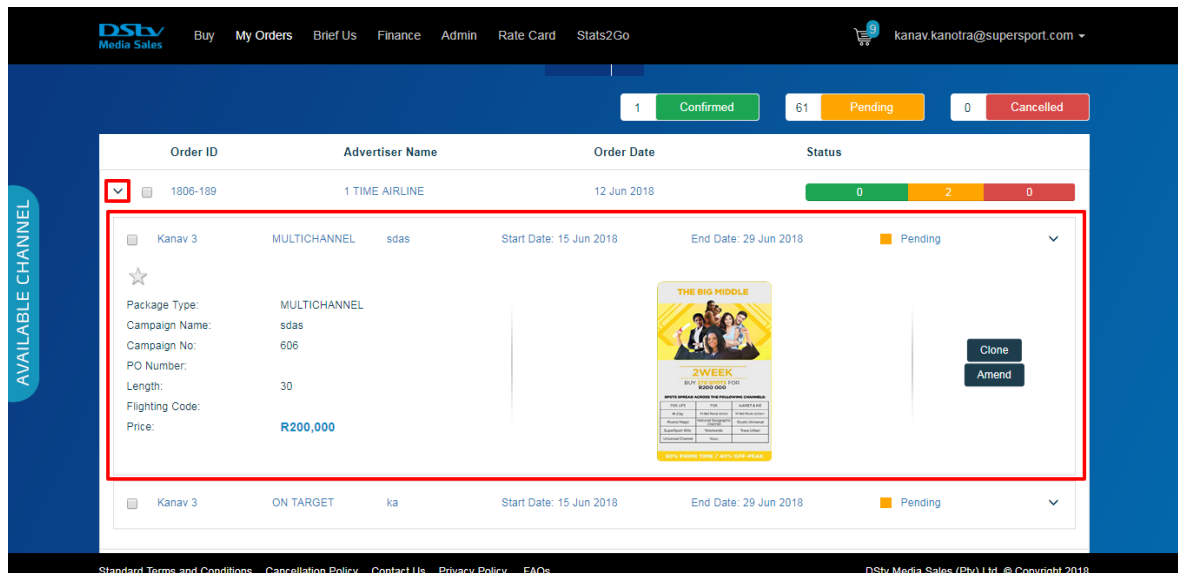
4. Click on the Arrow key dropdown to expand the result displayed in Search Result grid and view details an Order ID

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5. Following details will be displayed for an Order ID
 - a. Name of the Campaign – as entered by the user followed by details of the same
 - b. ON TARGET – Details of the on-target test campaign, followed by number of views and Price
 - c. Start Date
 - d. End Date
 - e. Status – as in if the order is Pending, confirmed, active or cancelled
 - f. List of channels selected in the campaign

g. Clone button

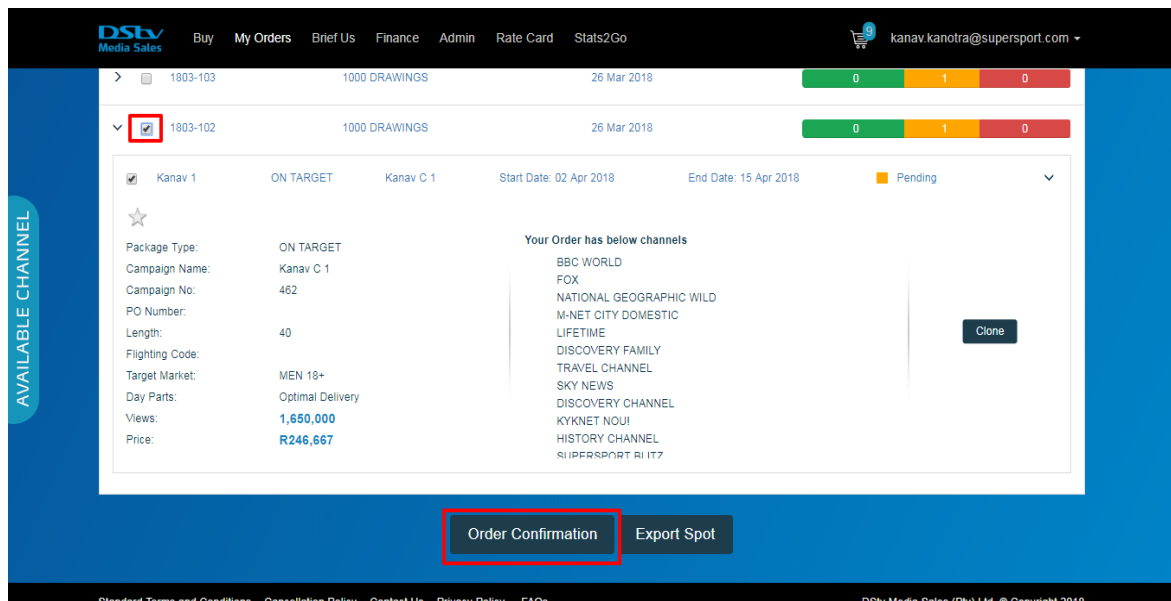


6. For the orders displayed on the 'My Orders' screen below actions can be performed,

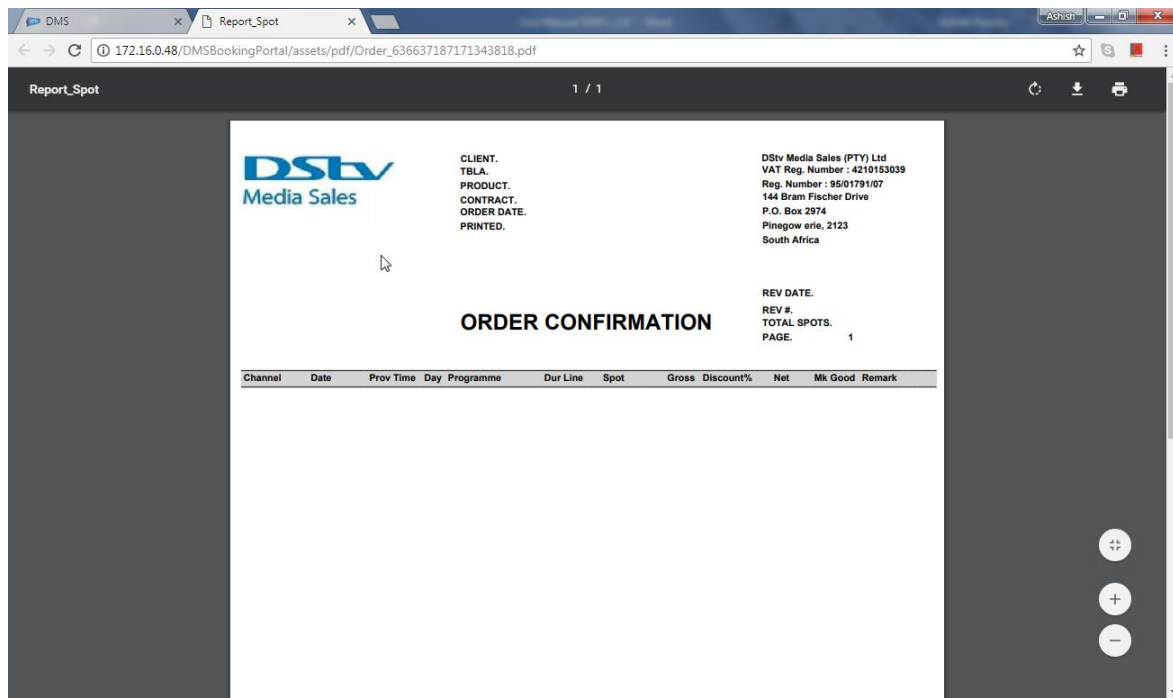
Order Confirmation –

a button to confirm the unconfirmed orders. Steps are,

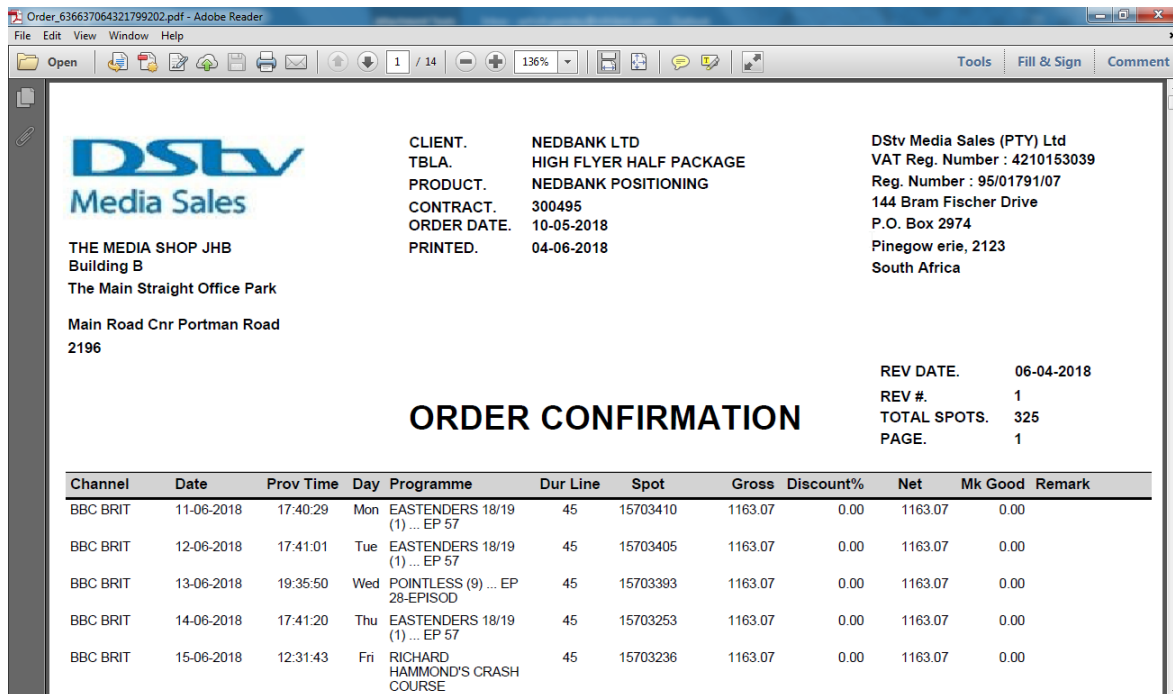
- i. Select an order from the list
- ii. Select an order using the select check box



iii. Click on 'Order Confirmation' button to export the pdf displaying the details of the confirmed order. Note if an order with Pending status is opened then Order Confirmation pdf will be opened as blank. See below the report for Order with Pending status



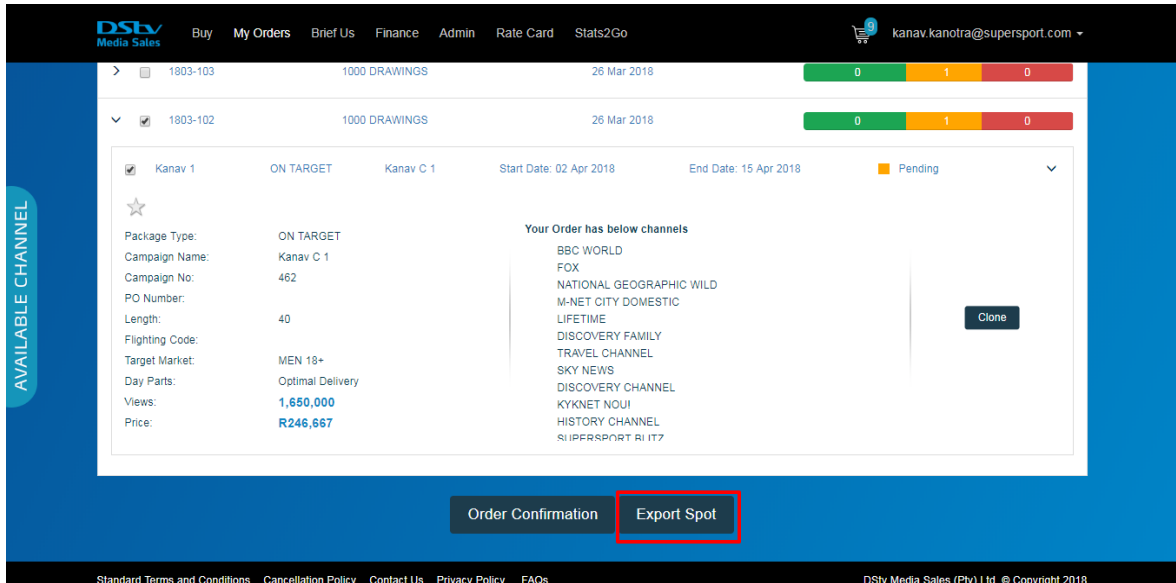
iv. See below the screenshot of order confirmation pdf for orders with confirmed status



Export Spot –

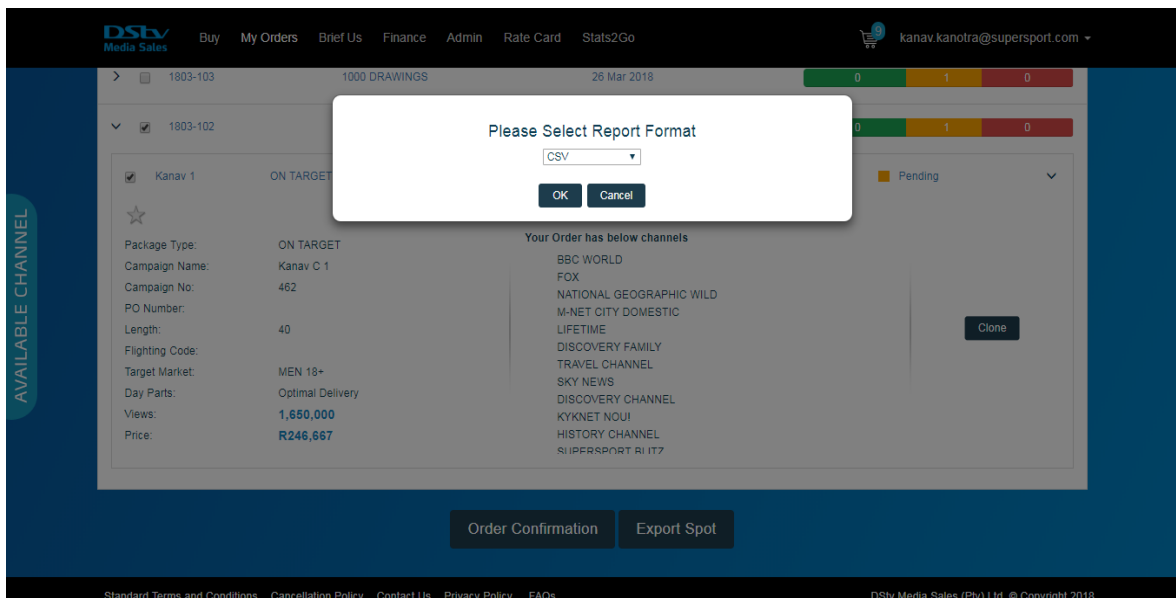
Button to export the details of the selected order. Steps are,

- i. Select an order using the Select Check box button and click on Export Spot button



- ii. System will display the pop-up, “Please Select Report Format” with options

- CSV
- Excel,



- iii. Select the desired format and click on Ok button to export the report for confirmed orders displaying spot information

AutoSave (20) Spot - Read-Only - Excel Ashish Pandey

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimal, Fraction

Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Sort & Filter, Find & Select

A	B	C	D	E	F	G	H	I	J	K
1	channeldatedurationdayprogrammespotrtgsimps									
2	BBCBRIT06-11-201845MonEASTENDERS 18/19 (1) ... EP 57157034100.0711817									
3	BBCBRIT06-12-201845TueEASTENDERS 18/19 (1) ... EP 57157034050.057642									
4	BBCBRIT06/13/201845WedPOINTLESS (9) ... EP 28-EPISOD157033930.2235968									
5	BBCBRIT06/14/201845ThuEASTENDERS 18/19 (1) ... EP 57157032530.069190									
6	BBCBRIT06/15/201845FriRICHARD HAMMOND'S CRASH COURSE157032360.034514									
7	BBCBRIT06/18/201845MonRICHARD HAMMOND'S CRASH COURSE157032320.023418									
8	BBCBRIT06/19/201845TueCRYSTAL MAZE: SET 01 (1) ... E157033220.0711495									
9	BBCBRIT06/20/201845WedTBA157032630.022886									
10	BBCBRIT06/21/201845ThuEASTENDERS 18/19 (1) ... EP 57157032690.0610350									
11	BBCBRIT06/22/201845FriINSIDE JAGUAR: BUILDING THE CA157032370.034514									
12	BBCBRIT06/24/201845SunMICHAEL MCINTYRE'S BIG SHOW (1157034090.1421813									
13	BBC Lifest06-12-201845TueGREAT SOUTH AFRICAN BAKE OFF 157033000.046078									
14	BBC Lifest06/13/201845WedCOME DINE WITH ME SOUTH AFRICA157033050.046594									
15	BBC Lifest06/14/201845ThuMILLION DOLLAR AMERICAN PRINCE157033080.0813139									
16	BBC Lifest06/15/201845FriEXTREME MAKEOVER: HOME EDITION157034020.0711866									
17	BBC Lifest06/17/201845SunELIZABETH ... EP 4-EPISEDE 4157032870.0914123									
18	BBC Lifest06/19/201845TueCOME DINE WITH ME: SUPERSIZED157032160.045917									
19	BBC Lifest06/20/201845WedCOME DINE WITH ME: SUPERSIZED157033470.057819									
20	BBC Lifest06/21/201845ThuELIZABETH ... EP 5-EPISEDE 5157032330.069335									
21	BBC Lifest06/22/201845FriEXTREME MAKEOVER: HOME EDITION157034110.0711656									
22	BBC Lifest06/23/201845SatMADE IN CHELSEA (13) ... EP 5-157034190.1117815									
23	BBC Lifest06/24/201845SunELIZABETH ... EP 5-EPISEDE 5157032880.0914123									
24	HIST06-11-201845MonANCIENT DISCOVERIES157032900.022902									
25	HIST06-11-201845MonMILWAUKEE BLACKSMITH157035350.058335									

Ready

- iv. If an order with Pending status is selected, then system will display a message as “Records are not available for the order”

DStv Media Sales Buy My Orders Brief Us Finance Admin Rate Card Stats2Go kanav.kanotra@supersport.com

1803-103 1000 DRAWINGS 26 Mar 2018 0 1 0

1803-102

Records are not available for the order.

OK

AVAILABLE CHANNEL

Kanav 1 ON TARGET

Package Type: ON TARGET
 Campaign Name: Kanav C 1
 Campaign No: 462
 PO Number:
 Length: 40
 Flighting Code:
 Target Market: MEN 18+
 Day Parts: Optimal Delivery
 Views: 1,650,000
 Price: R246,667

Your Order has below channels

- BBC WORLD
- FOX
- NATIONAL GEOGRAPHIC WILD
- M-NET CITY DOMESTIC
- LIFETIME
- DISCOVERY FAMILY
- TRAVEL CHANNEL
- SKY NEWS
- DISCOVERY CHANNEL
- KYKNET NOU!
- HISTORY CHANNEL
- SUPERSPORT RL I77

Clone

Order Confirmation Export Spot

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Clone –

This button provide feature to clone i.e. make a copy of the existing order

- i. From the displayed list of order under My Order page, click on Clone button

The screenshot shows the 'My Orders' page with a search bar and filters for 'Confirmed', 'Pending', and 'Cancelled' orders. A table lists orders with columns for Order ID, Advertiser Name, Order Date, and Status. One order is expanded to show details: Kanav 3, MULTICHANNEL, sdas, Start Date: 15 Jun 2018, End Date: 29 Jun 2018, Price: R200,000. A modal window is open over the order details, showing a 'Clone' button highlighted with a red box.

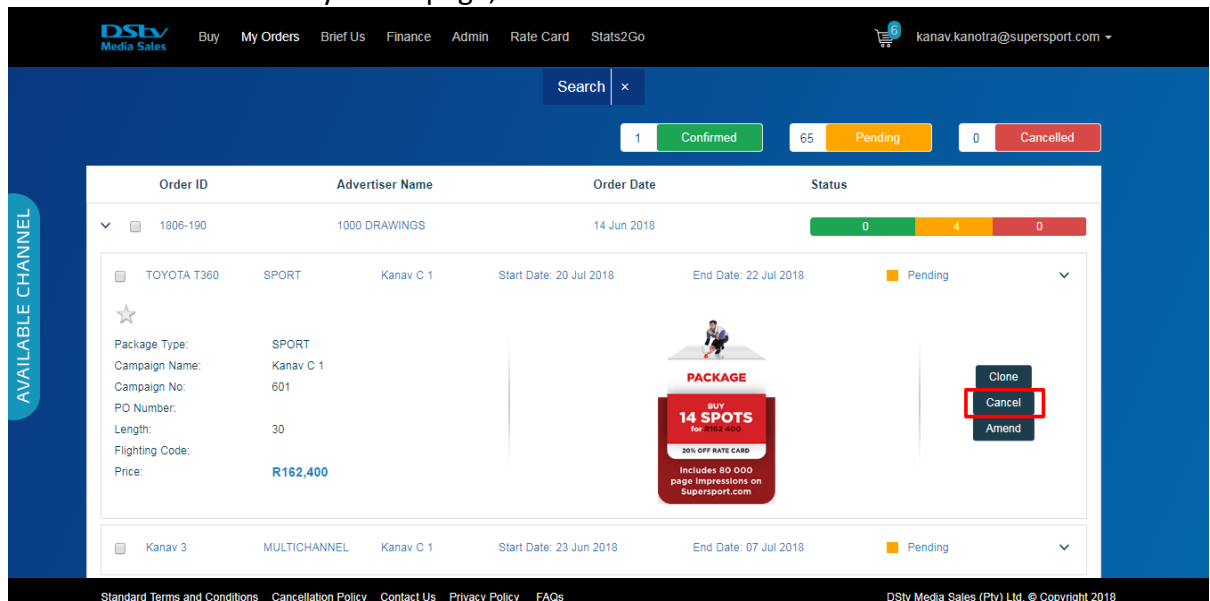
- ii. System will navigate to Buy package page with details pre-filled as per selected order. User can continue with the filled details to clone the order and create a new one.

The screenshot shows the 'Buy Package' page with a form for entering campaign details. The form is pre-filled with information from the selected order: Agency: NA, Advertiser: 1 TIME AIRLINE, Product: Kanav 3, Campaign Name: sdas, Campaign Period: 6/20/2018 to 7/4/2018, Length: 30 seconds, PO Number: Enter PO Number. The 'Spot Package Details' section shows a preview of the '2WEEK' package for 'THE BIG MIDDLE' with a price of R200,000.

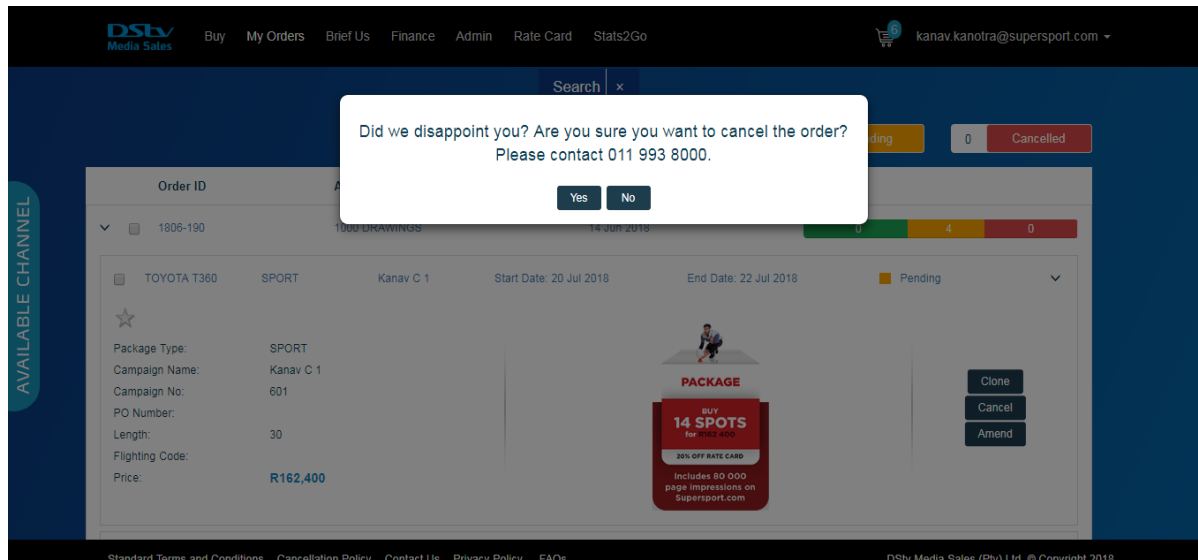
Cancel –

Already placed orders can also be cancelled provided, Orders are placed outside the 28 days cancellation period. If Start Date of the order is less than 28 days, then Cancel button is not visible to the end users

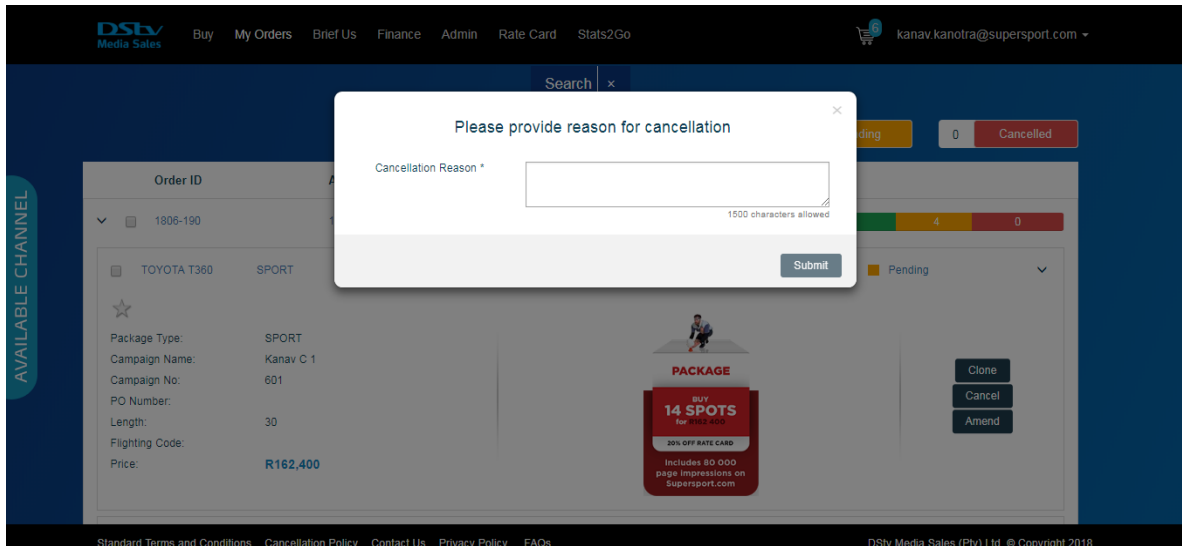
i. On My Order page, select the order and click on Cancel button



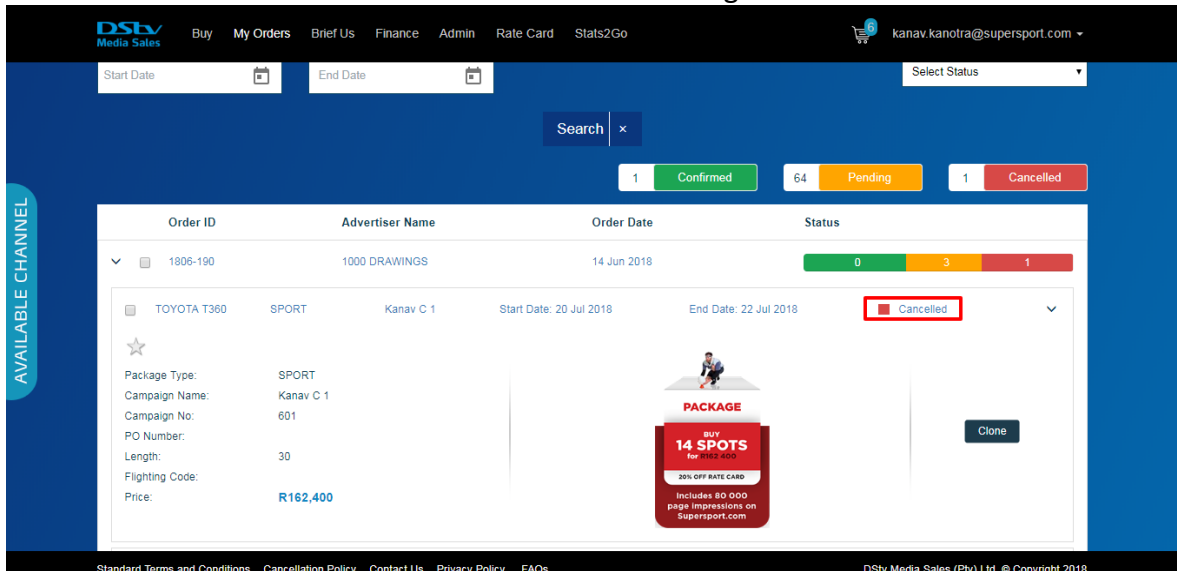
ii. System will display a pop up as displayed below with option as, Yes and No



iii. Click on Yes button view the pop up with free text box asking reason for cancellation.



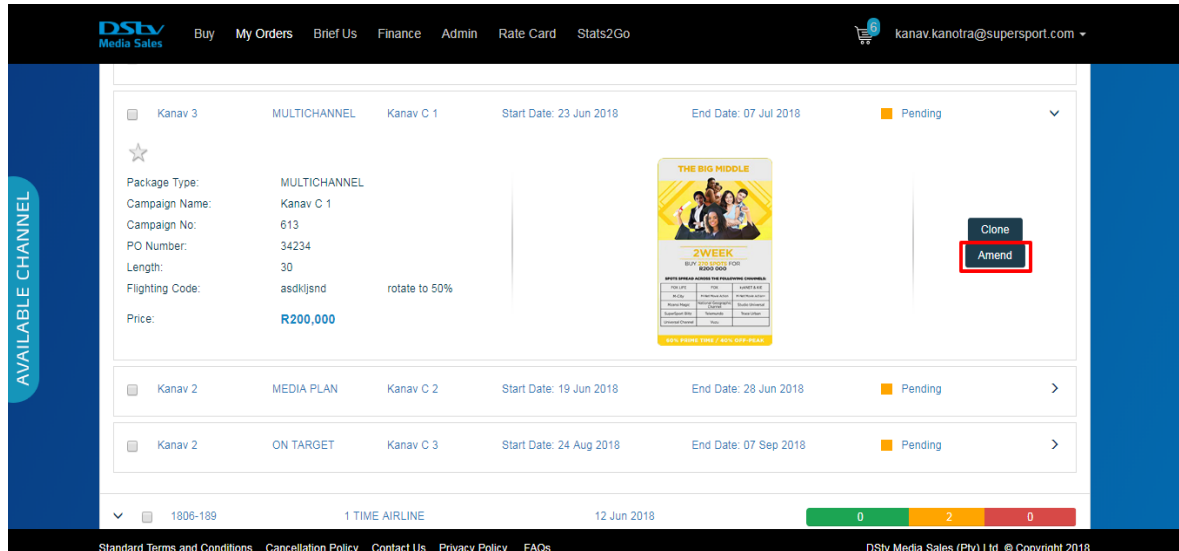
- iv. Enter the reason in the free text box field and click on submit button to submit the request for cancellation. System will cancel that order and navigate back to My Orders page displaying the order with status as Cancelled and legend color red.



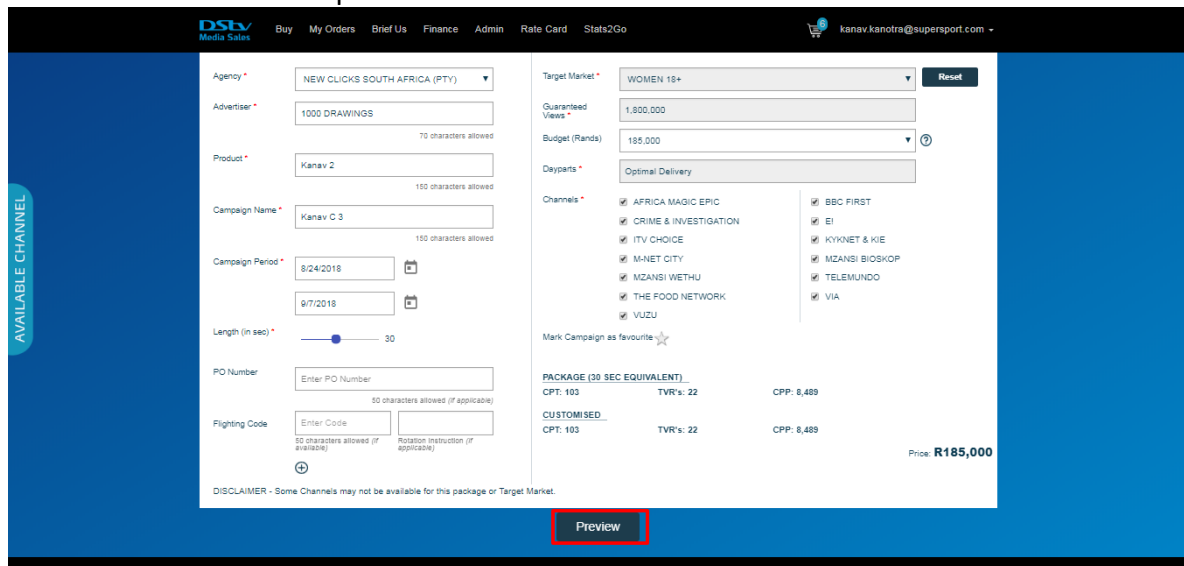
Amend –

User can click on Amend button to amend the details of the order placed with DMS.

On My Orders page, for an order already placed, click on Amend button

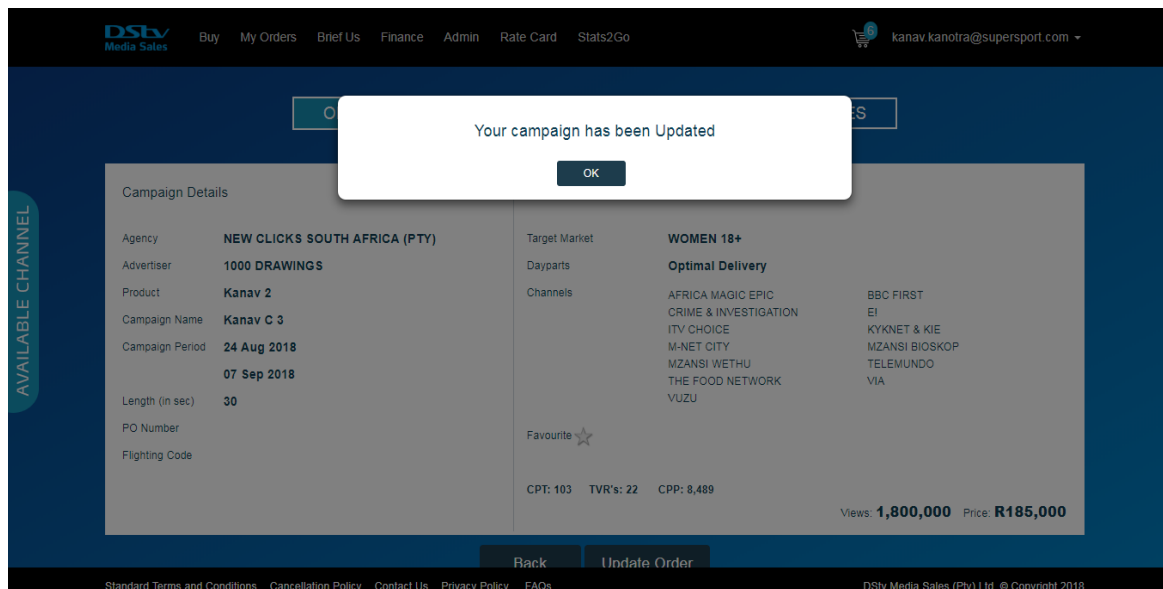


- i. System will open Buy page displaying already filled details. Modify the required editable fields and click on Preview button



- ii. System will open the summarized view of the updated order with options to,

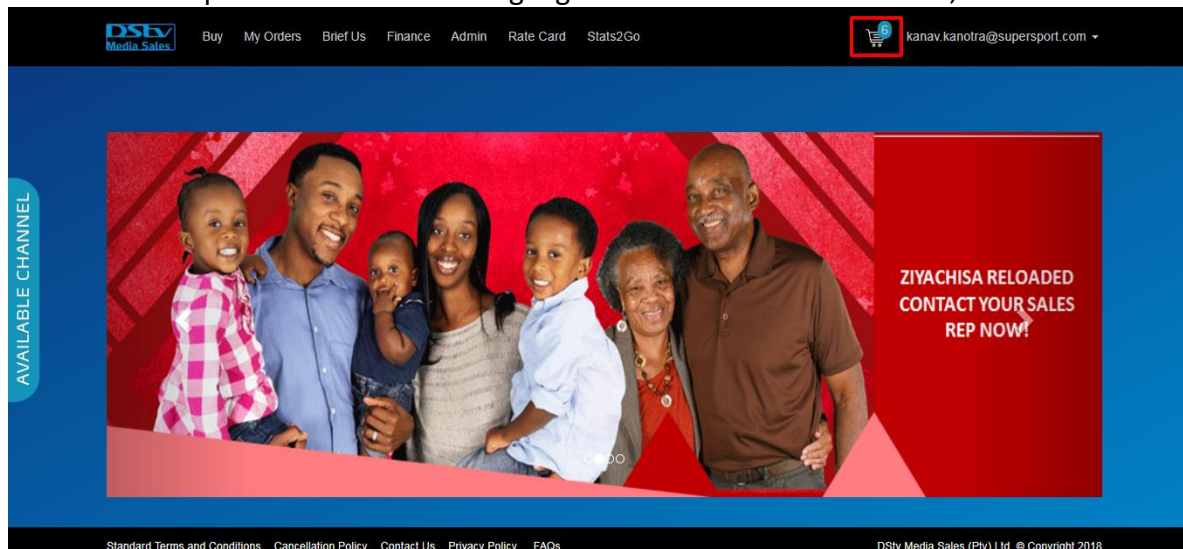
- Back – Click on this button to go back to buy page to edit any further information
- Update Order – Click on this button to update the order placed and view confirmation pop up message on the screen



2.5. My Cart

This section provides information of all the items added to the cart.

1. To open click on cart icon highlighted in the below screenshot,



2. System will open screen displaying;

Cart

Cart displays all the items i.e. packages added for purchase. See below the screenshot. Click on arrow to expand the items displayed.

Cart Continue Buying

▼ sadas Check Out

sad	MEDIA PLAN	sdas	14 Jun 2018	22 Jun 2018	▼
Length (in sec): 30		Your Order has below channels		Delete	
PO Number:		CATCH UP		Save For Later	
Fighting Code:				Add to Campaign	
Download Document: Adinsertion Exposure by Channel by Territory - 29 Jan 2018_08_06_2018_07_41_46.xlsx					
TOYOTA T360		ON TARGET	Toyota is going to launch a fully lo 28 Jun 2018	12 Jul 2018	▼
			aded car T360		

▼ 1+1 PIZZA Check Out

[Saved For Later](#)

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- i. System will display all the details of the items in the Cart. One can perform below operations on the same,

Continue Buying –

Alternately, if you want to continue shopping, click on continue buying to go back to buy page.

Cart Continue Buying

▼ sadas Check Out

sad	MEDIA PLAN	sdas	14 Jun 2018	22 Jun 2018	▼
Length (in sec): 30		Your Order has below channels		Delete	
PO Number:		CATCH UP		Save For Later	
Fighting Code:				Add to Campaign	
Download Document: Adinsertion Exposure by Channel by Territory - 29 Jan 2018_08_06_2018_07_41_46.xlsx					
TOYOTA T360		ON TARGET	Toyota is going to launch a fully lo 28 Jun 2018	12 Jul 2018	▼
			aded car T360		

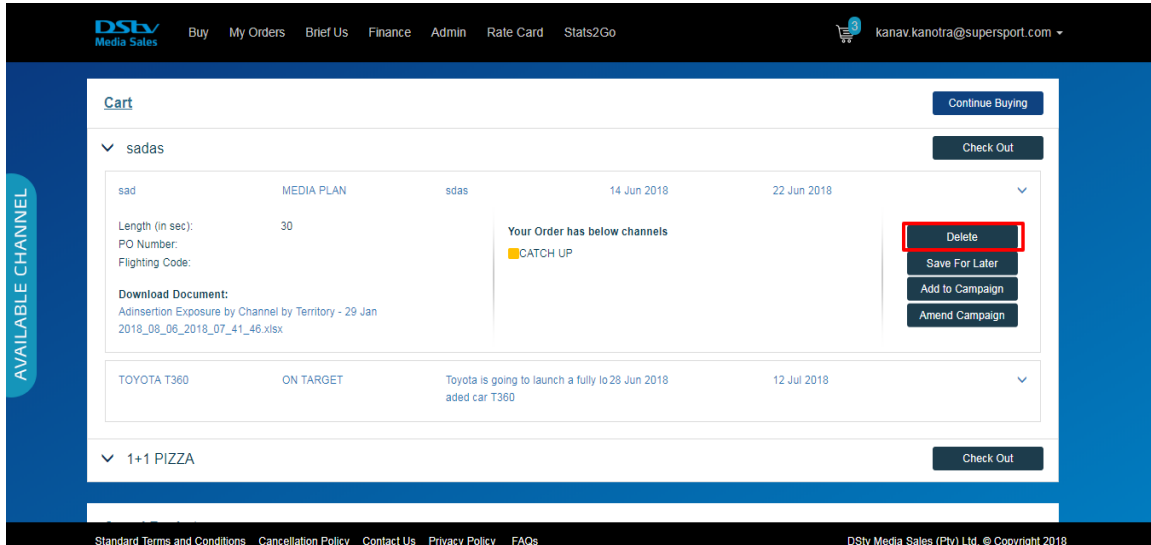
▼ 1+1 PIZZA Check Out

[Saved For Later](#)

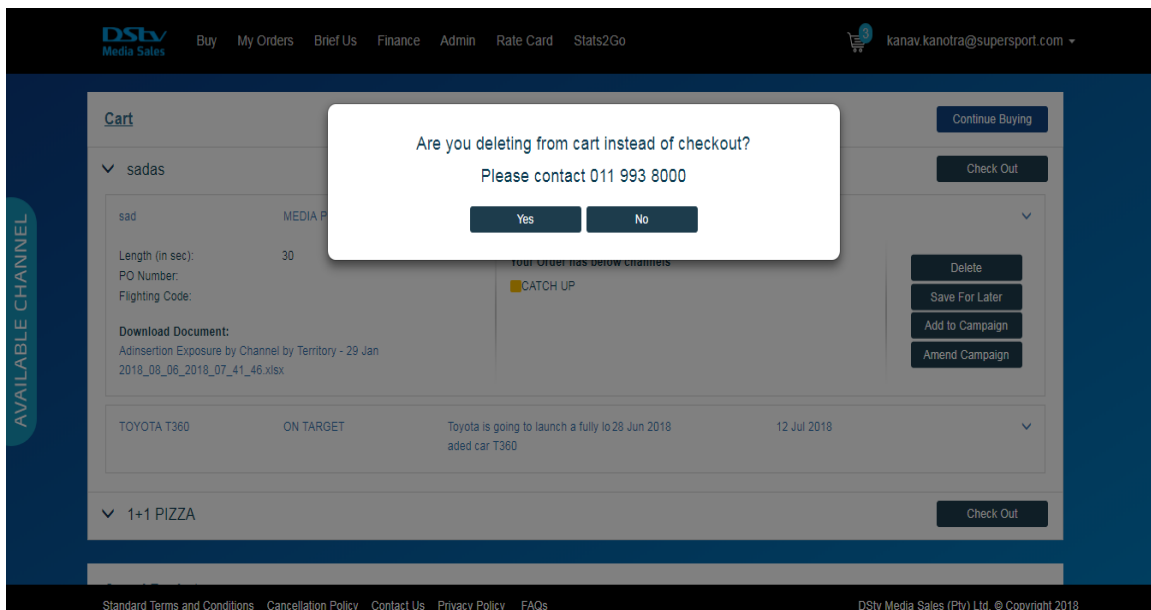
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Delete –

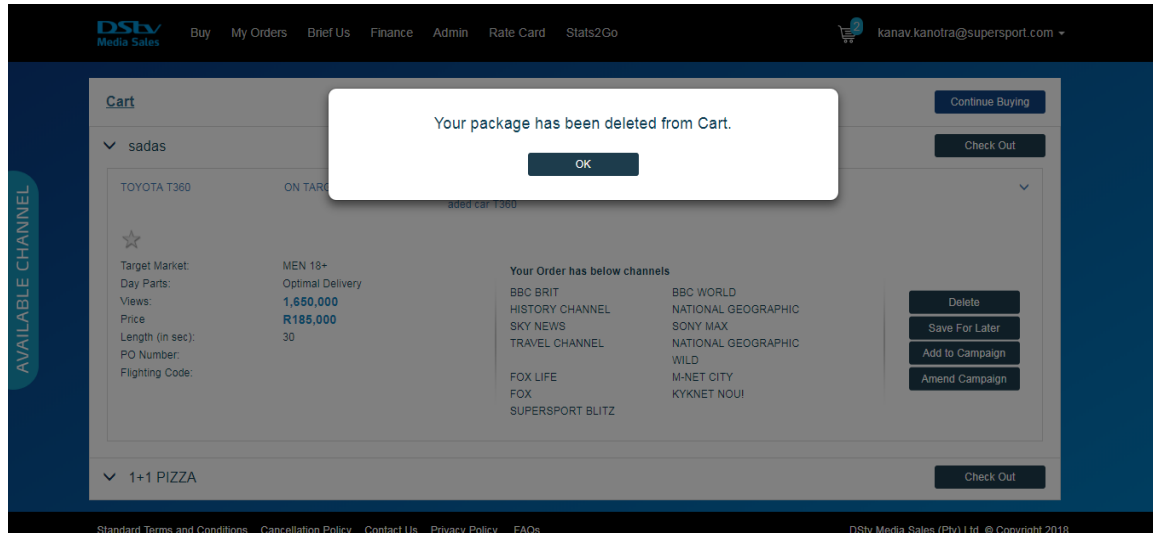
- a. Click on Delete button to delete the item from the cart.



- b. On Click of delete button system will display a pop up message confirming user the action

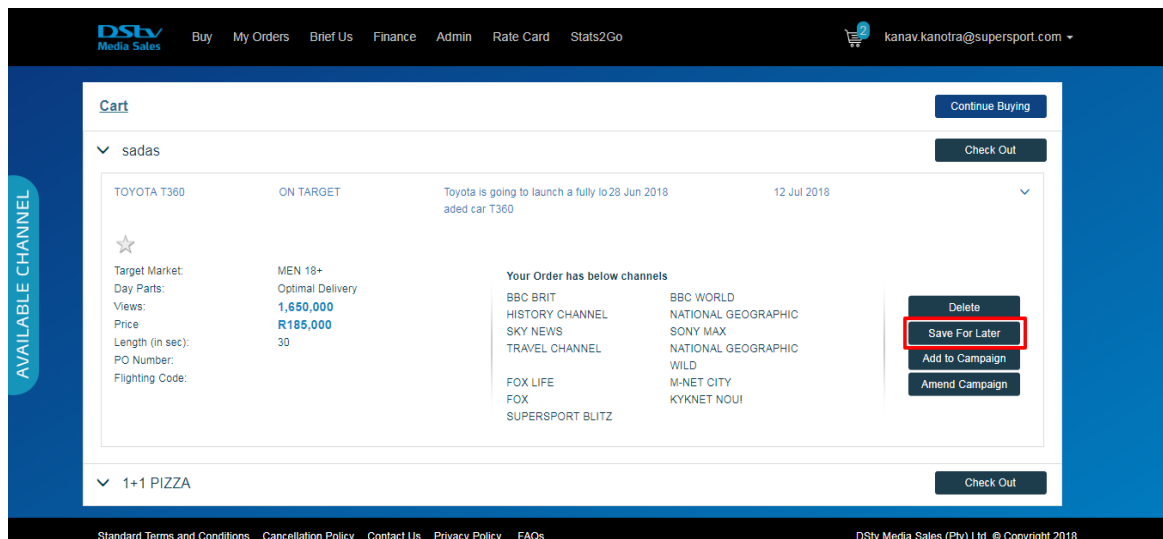


- c. Click on Yes to continue with Delete action, or No to go back to Cart



Save for Later –

Click on Save for Later button to move the package to Saved for Later section.



Confirmation message on an item being marked for Save for Later

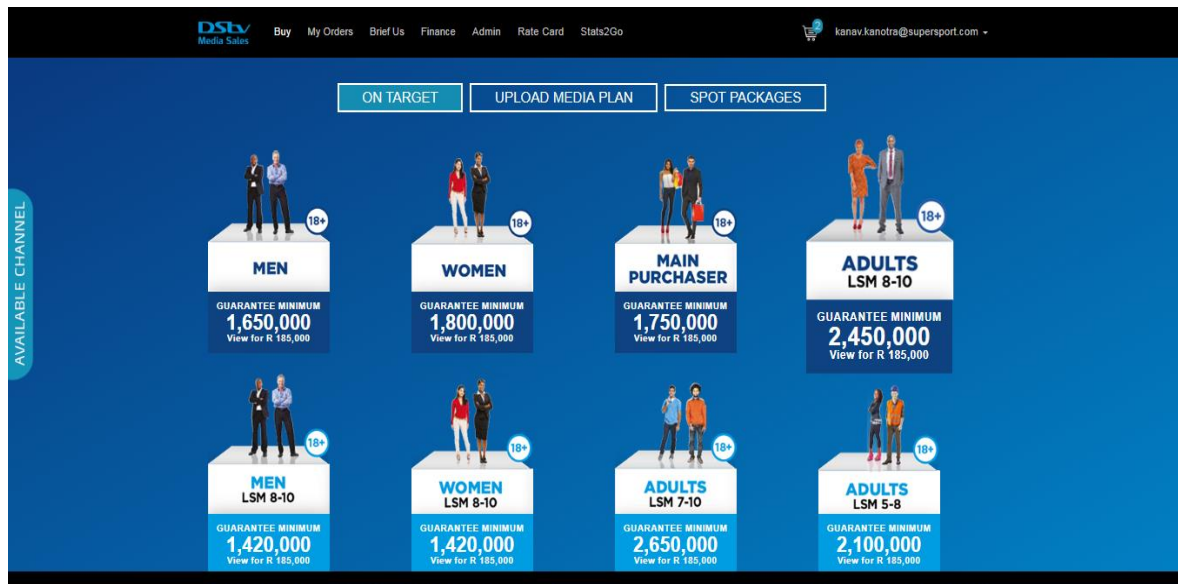
The screenshot shows the DStv Media Sales interface. At the top, there is a navigation bar with links: Buy, My Orders, Brief Us, Finance, Admin, Rate Card, Stats2Go. The user's email address, kanav.kanotra@supersport.com, is visible in the top right. A notification box in the center reads: "Your package has been saved for later." with an "OK" button. Below the notification, the "Cart" section shows a "1+1 PIZZA" item. The "Saved For Later" section shows a package for "sadas" with details for a Toyota T360 campaign. The package includes a target market of MEN 18+, a price of R185,000, and a list of channels: BBC BRIT, HISTORY CHANNEL, SKY NEWS, TRAVEL CHANNEL, FOX LIFE, FOX, SUPERSPORT BLITZ, BBC WORLD, NATIONAL GEOGRAPHIC, SONY MAX, NATIONAL GEOGRAPHIC WILD, and M-NET CITY. Buttons for "Delete" and "Move To Cart" are visible.

Add to Campaign –

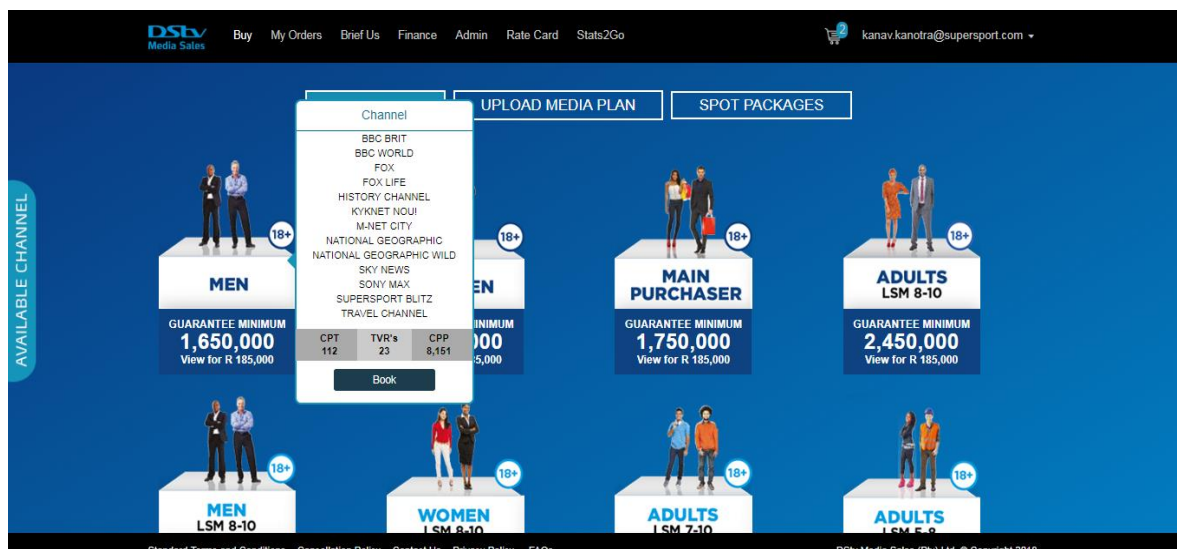
for the displayed item in the cart, click on Add to Campaign button

This screenshot shows the same DStv Media Sales interface as the previous one, but with the "Add to Campaign" button highlighted in red. The "Cart" section shows the "1+1 PIZZA" item. The "Saved For Later" section shows the Toyota T360 campaign package. The "Add to Campaign" button is located in the bottom right corner of the package details, below the "Delete", "Save For Later", and "Amend Campaign" buttons.

d. System will open the Buy page



e. Select a package and click on it to open the balloon on which click on Book button



f. System will open the On Target page with pre-populated details of the selected campaign.

- g. Modify the desired details, set the Campaign End Date and click on Add to Cart button to add it to the cart and proceed with checkout.

Amend Campaign –

Details of the item in the cart can be amended using this button

- a. Click on Amend Campaign button to amend the details of the already added campaign in the cart.

b. System will open the details of the campaign which is editable,

- c. Make desired changes to the details and click on Preview button, displayed in above screenshot to open preview page with options to either,
- i. Back – go back and make further modifications
 - ii. Update Cart – Click on this button to update the package in the cart.

The screenshot shows the 'AVAILABLE CHANNEL' page with the following details:

Campaign Details		Package Details	
Agency	NA	Target Market	MEN 18+
Advertiser	sadas	Dayparts	Optimal Delivery
Product	TOYOTA T360	Channels	BBC BRIT, FOX, HISTORY CHANNEL, M-NET CITY, NATIONAL GEOGRAPHIC WILD, SONY MAX, TRAVEL CHANNEL, BBC WORLD, FOX LIFE, KYKNET NOU, NATIONAL GEOGRAPHIC, SKY NEWS, SUPERSPORT BLITZ
Campaign Name	Toyota is going to launch a fully loaded car T360	Favourite	★
Campaign Period	28 Jun 2018 - 12 Jul 2018	CPT: 112	TVR's: 23
Length (in sec)	30	CPP: 8,151	Views: 1,650,000
PO Number			Price: R185,000
Flighting Code			

Buttons: Back, Update Cart

- d. Click on Update Cart button to get the confirmation of modified campaign being added to the cart.

The screenshot shows the same campaign details page as above, but with a modal dialog box in the center:

Your campaign has been Updated

OK

Buttons: Back, Update Cart

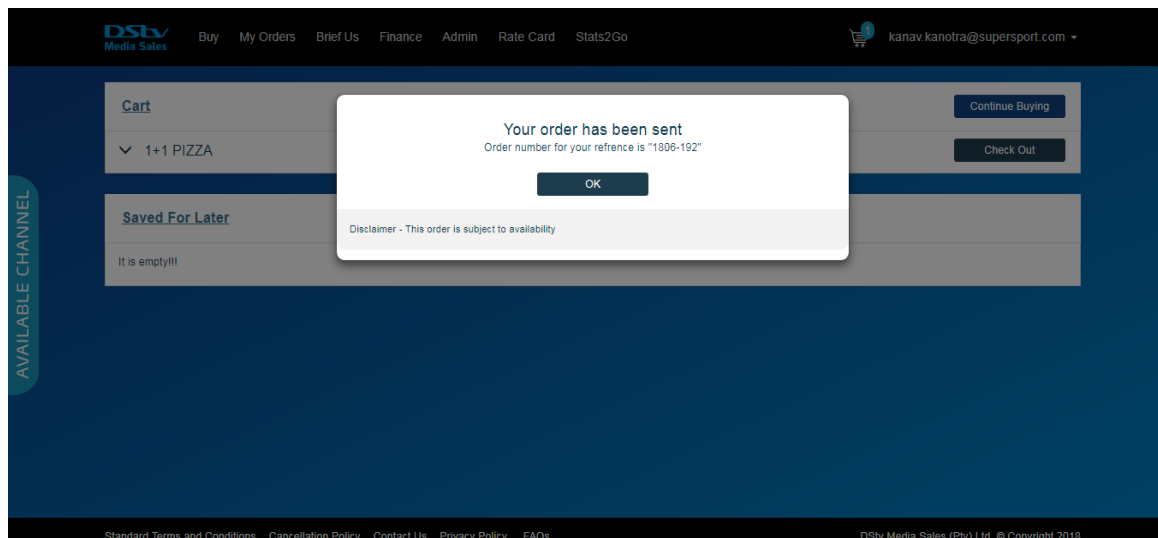
Checkout

Once all the changes to the items in the cart is done user can checkout to complete the buying process.

- a. Click on Checkout button

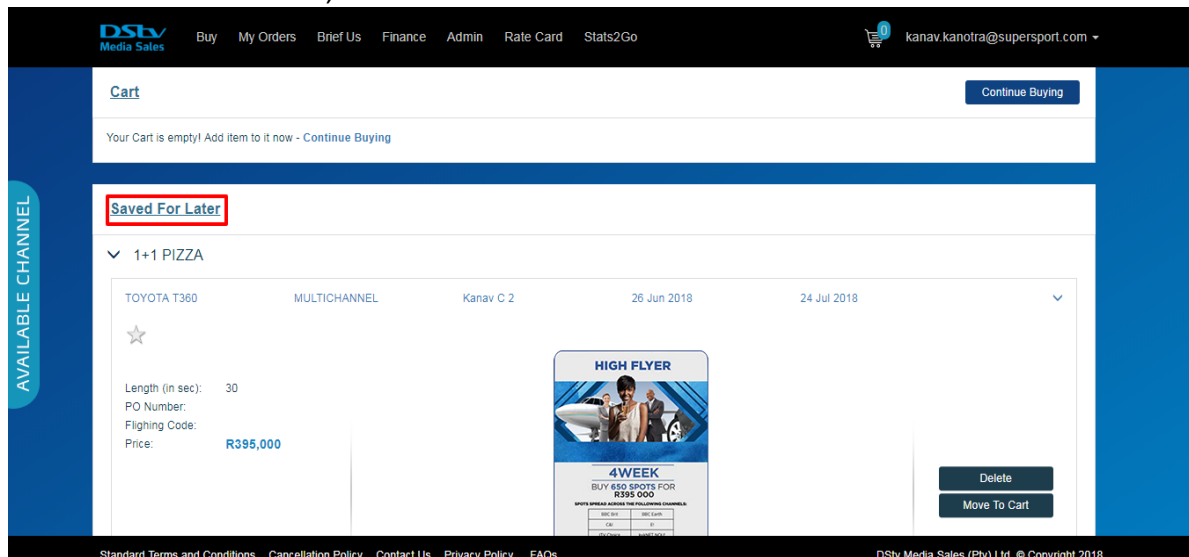
- b. On click of checkout button system will open a pop up asking user to accept the terms and conditions

- c. Click on Yes to send the order and an Order number will be generated and displayed for reference



Saved For Later

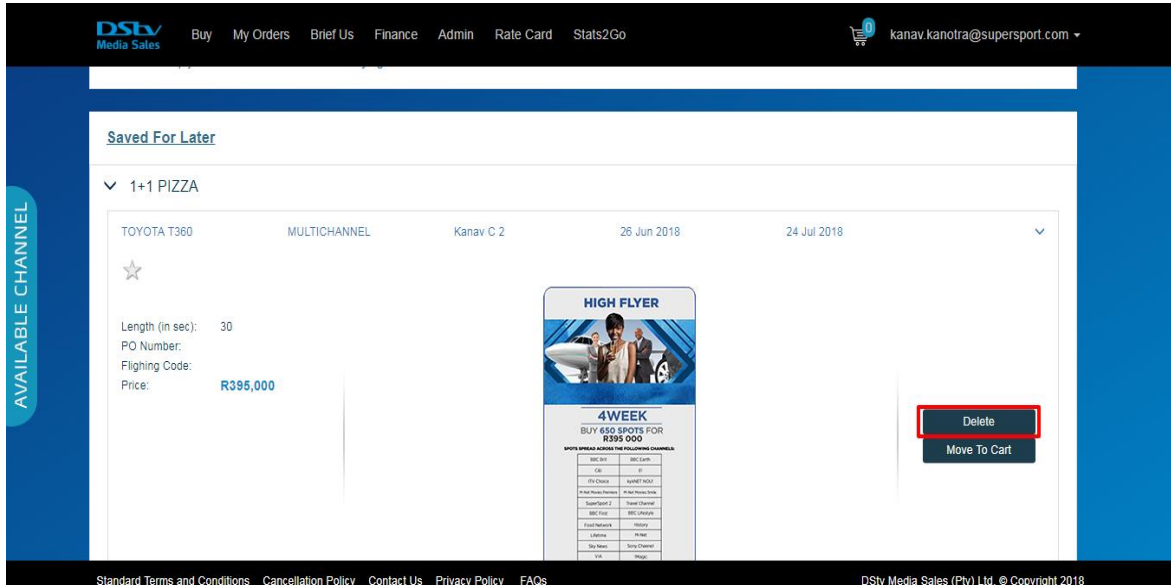
Saved for Later will display packages which are saved for future reference,



- i. System will display all the details of the items present in Saved For Later. One can perform below operations on the same,

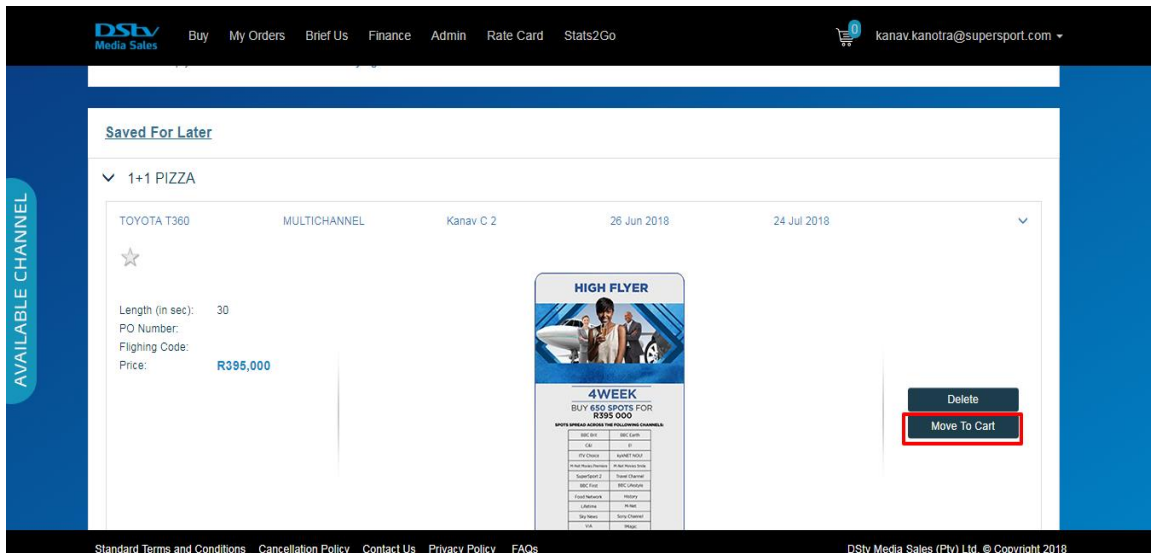
Delete –

- a. Click on Delete button to delete the item from the cart.



Move to Cart –

- a. Click on Move to Card button to move it back in the cart and checkout



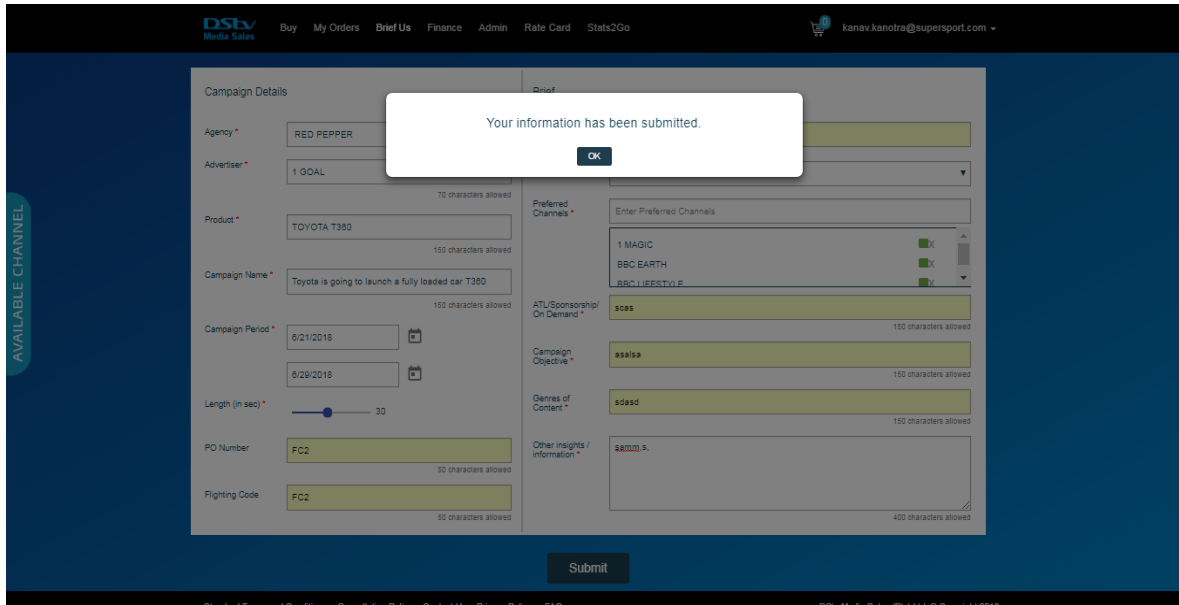
2.6. Brief Us

This section provides users with an option to create and provide a brief of the desired campaign if the existing ones donot fulfil the need of the Advertiser or Agency. Steps to create and submit a brief are displayed below;

On Home page of DMS Booking Portal, click on 'Brief Us' button to open the blank page with below details,

1. Campaign Details
 - a. Agency
 - b. Advertiser
 - c. Product
 - d. Campaign Name
 - e. Campaign Period
 - i. Start Date
 - ii. End Date
 - f. Length (in sec)
 - g. PO Number
 - h. Flighting Code
2. Brief,
 - a. Budget (Rands) – Enter the desired budget with a minimum value of R170,000
 - b. Target Market, of the campaign. Dropdown field to select from the list.
 - c. Preferred Channel, where the campaign should run. Dropdown field to select from the list.
 - d. ATL/ Sponsorship/ On Demand – Enter the value

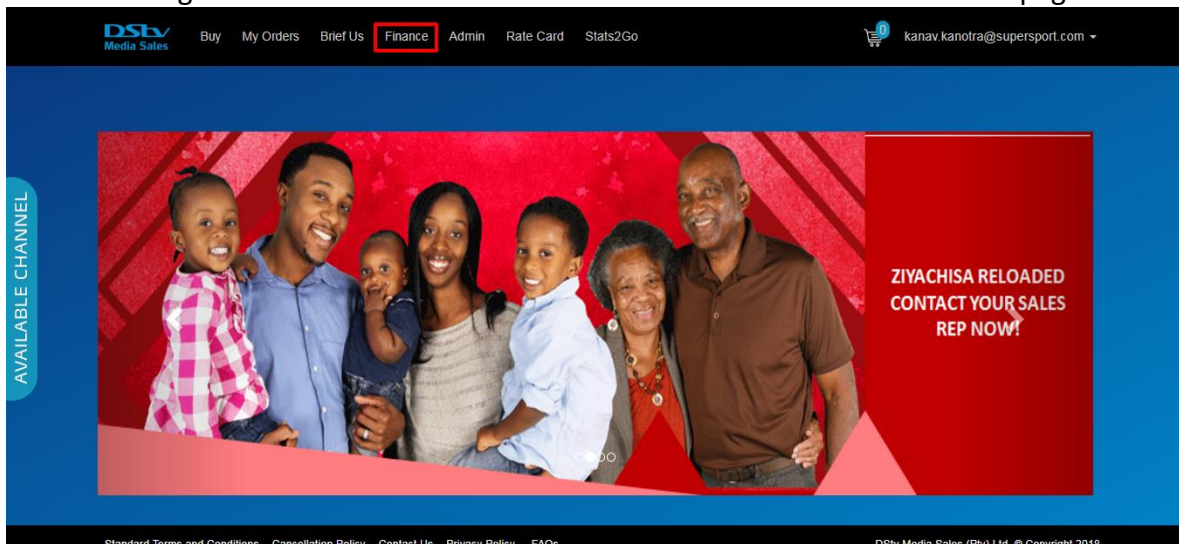
- e. Campaign Objective
 - f. Genres of the Content
 - g. Other insights/ information
3. After the details are filled, click on Submit button to view the confirmation of submission. Post submission of the brief a DStv media sales representative will get the email notification for action.



2.7. Finance

This section provides information about generating Invoices and Statements in in DMS portal

On Login to DMS Web Portal click on Finance menu item on the Home page



1. System will display page with option to either search from two report types,

- a. Invoices, selected by default
- b. Statements

Report Type: Invoice Statement

Month: Jun 2018 Jun 2018

NA Product Order

Select Advertiser Campaign Name Campaign Number

Invoice Number

Search x

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2. Enter Search Parameters using any of the following and click on Search button to view the details in the grid
 - a. Agency's Name – Role based and read only for all users except for Admin
 - b. Advertiser – dropdown to select from
 - c. Product
 - d. Campaign
 - e. Order
 - f. Campaign Number
 - g. Date From
 - h. Date To

Report Type: Invoice Statement

Month: Apr 2018 Jun 2018

THE MEDIA SHOP JHB Product Order

Select Advertiser Campaign Name Campaign Number

Invoice Number

Search x

<input type="checkbox"/>	Order Number	Invoice Number	Invoice Date	Advertiser	Product	Campaign Number	Camp
<input type="checkbox"/>		22734661	23/04/2018	TOYOTA	TOYOTA ISIBAYA SPONSOR	0	TOY
<input type="checkbox"/>		22734691	24/04/2018	MAHINDRA	MAHINDRA SURVIVOR SA V	0	MAH
<input type="checkbox"/>		22735281	30/04/2018	MAHINDRA	MAHINDRA BRAND	276625	MAH
<input type="checkbox"/>		22735282	30/04/2018	MAHINDRA	MAHINDRA BRAND	277325	MAH
<input type="checkbox"/>		22735283	30/04/2018	BRAVO GROUP	SEALY	290964	SEA
<input type="checkbox"/>		22735284	30/04/2018	BRAVO GROUP	SEALY	290965	SEA
<input type="checkbox"/>		22735285	30/04/2018	BRAVO GROUP	SEALY	290966	SEA
<input type="checkbox"/>		22735286	30/04/2018	BRAVO GROUP	SEALY	290967	SEA
<input type="checkbox"/>		22735287	30/04/2018	TIGER BRANDS	TIGER BEACON EASTER	291354	TIG
<input type="checkbox"/>		22735288	30/04/2018	LOREAL	D&L HC MAGIC RETOUCH	291508	D&L

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3. For the displayed results in the grid, user can perform the following operations
 - a. Export – Click on Export button to export the invoices in an excel format on the local machine

The screenshot shows the DMS web application interface. At the top, there is a navigation menu with options like 'Buy', 'My Orders', 'Brief Us', 'Finance', 'Admin', 'Rate Card', and 'Stats2Go'. Below the navigation is a search bar with the text 'Search x'. The main content area contains a table with the following columns: Order Number, Invoice Number, Invoice Date, Advertiser, Product, Campaign Number, and Campaign Name. The table lists several invoices, including those for TOYOTA, MAHINDRA, BRAVO GROUP, and SEALY. Below the table, there are two buttons: 'Export' (highlighted with a red box) and 'Generate'. At the bottom of the application, there is a footer with links for 'Standard Terms and Conditions', 'Cancellation Policy', 'Contact Us', 'Privacy Policy', and 'FAQs'. Below the application window, a file explorer shows a downloaded file named 'Invoice_export_15...xlsx' (highlighted with a red box).

Order Number	Invoice Number	Invoice Date	Advertiser	Product	Campaign Number	Campaign Name
	22734661	23/04/2018	TOYOTA	TOYOTA ISIBAYA SPONSOR	0	TOYOTA
	22734691	24/04/2018	MAHINDRA	MAHINDRA SURVIVOR SA V	0	MAHINDRA
	22735281	30/04/2018	MAHINDRA	MAHINDRA BRAND	276625	MAHINDRA
	22735282	30/04/2018	MAHINDRA	MAHINDRA BRAND	277325	MAHINDRA
	22735283	30/04/2018	BRAVO GROUP	SEALY	290964	SEALY
	22735284	30/04/2018	BRAVO GROUP	SEALY	290965	SEALY
	22735285	30/04/2018	BRAVO GROUP	SEALY	290966	SEALY
	22735286	30/04/2018	BRAVO GROUP	SEALY	290967	SEALY
Total:						

- b. Generate – Select records from the search result grid and click on Generate button to generate the pdf version for the invoices

The screenshot shows the DMS web application interface, similar to the previous one. The table of invoice data is displayed, and the 'Generate' button is highlighted with a red box. The table includes an additional column for 'Campaign Name' and shows more rows of data, including 'TIGER BRANDS' and 'LOREAL'. The 'Generate' button is located below the table, next to the 'Export' button.

Order Number	Invoice Number	Invoice Date	Advertiser	Product	Campaign Number	Campaign Name
<input checked="" type="checkbox"/>	22734661	23/04/2018	TOYOTA	TOYOTA ISIBAYA SPONSOR	0	TOYOTA
<input checked="" type="checkbox"/>	22734691	24/04/2018	MAHINDRA	MAHINDRA SURVIVOR SA V	0	MAHINDRA
<input checked="" type="checkbox"/>	22735281	30/04/2018	MAHINDRA	MAHINDRA BRAND	276625	MAHINDRA
<input type="checkbox"/>	22735282	30/04/2018	MAHINDRA	MAHINDRA BRAND	277325	MAHINDRA
<input type="checkbox"/>	22735283	30/04/2018	BRAVO GROUP	SEALY	290964	SEALY
<input type="checkbox"/>	22735284	30/04/2018	BRAVO GROUP	SEALY	290965	SEALY
<input type="checkbox"/>	22735285	30/04/2018	BRAVO GROUP	SEALY	290966	SEALY
<input type="checkbox"/>	22735286	30/04/2018	BRAVO GROUP	SEALY	290967	SEALY
<input type="checkbox"/>	22735287	30/04/2018	TIGER BRANDS	TIGER BEACON EASTER	291354	TIGER BRANDS
<input type="checkbox"/>	22735288	30/04/2018	LOREAL	O&L HC MAGIC RETOUCH	291508	O&L
Total:						

c. Sample pdf of the generated invoice is displayed below

DStv Media Sales (PTY) Ltd
4210153039
95/01791/07
144 Bram Fischer Drive
P.O. Box 2974
Pinegowrie, 2123
South Africa

Account Queries - Please contact:
Mzikazi Tyelo +27 (0) 11 329-5053
Ebrahim Nabi +27 (0) 11 329-5054
Michelle Sookhial +27 (0) 11 329-5158

ADVERTISER	GLASFIT		
PRODUCT	GLASFIT CONSUMER FOCUSED		
VAT REG NO.	4270168638	ACC. EXEC.	
REF. NO.		CAMPAIGN NO.	287647
INVOICE NO.	22725763	START DATE	2018/01/17
INVOICE DATE	2018/01/31	END DATE	2018/01/30

TAX INVOICE

SPOT	CHANNEL	PROGRAM	DATE	DAY	TIME	ORD LEN	COPY	RATE	REMARK
14678035		COUNT ARTHUR STRONG	2018/01/21	Sun	21:31:09	30	GLSS/30/124E/H	54.44	
14677154		THE VOICE UK (S2)...	2018/01/28	Sun	11:16:56	30	GLSS/30/123E/H	54.44	
14677574		THE VOICE UK (S2)...	2018/01/21	Sun	17:44:11	30	GLSS/30/125E/H	54.44	
14677522		THE VOICE UK (S2)...	2018/01/29	Mon	21:15:37	30	GLSS/30/125E/H	54.44	
14678037		THE DOCTOR BLAKE MYS	2018/01/27	Sat	21:28:43	30	GLSS/30/127E/H	54.44	
14677228		PAUL O'GRADY: FOR TH	2018/01/29	Mon	12:26:44	30	GLSS/30/122E/H	54.44	
14677492		THE DOCTOR BLAKE MYS	2018/01/27	Sat	13:57:29	30	GLSS/30/123E/H	54.44	
14677235		JUDGE RINDER'S CRIME	2018/01/23	Tue	09:51:50	30	GLSS/30/123E/H	54.44	
14677161		THE VOICE UK (S2)...	2018/01/27	Sat	23:34:59	30	GLSS/30/126E/H	54.44	

2.8. Rate Card

Click on this menu item on the home page of Booking portal to navigate to RateCard page of DStv Media Sales website's login page

Click on Rate Card menu item to be navigated to DStv Rate Card website

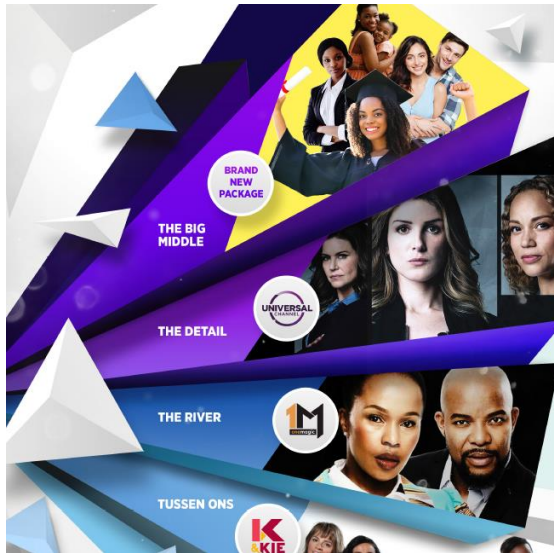
Navigation bar: Buy My Orders Brief Us Finance Admin **Rate Card** Stats2Go

Header: AVAILABLE CHANNEL

Promotional Banner: Lee Daniel's Star Season 2 FOX

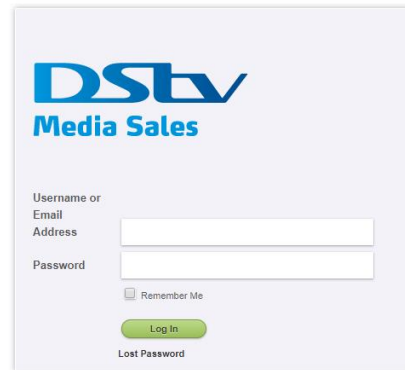
Footer: Standard Terms and Conditions Cancellation Policy Contact Us Privacy Policy FAQs DStv Media Sales (PTY) Ltd. © Copyright 2018

Dstv Rate Card website



July 2018

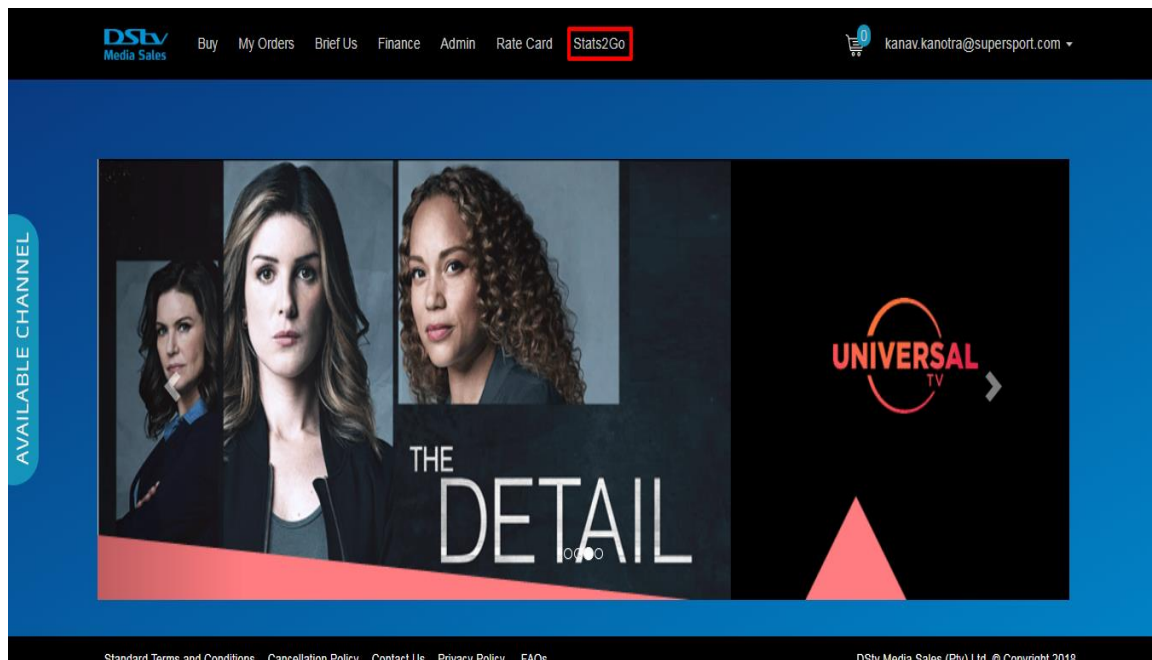
Register Now



A login form for DStv Media Sales. It features the DStv Media Sales logo at the top. Below the logo, there are two input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a 'Log In' button. A 'Lost Password' link is located at the bottom of the form.

2.9. Stats2Go

Click on this item from menu to get navigated to DStvStats2Go website



DstvStats2go website

