

Introduction to Plan Management



- **Create** – learn how to create a new media plan and the basics of entering the high level details



- **Flight** – draw flights by media type on the flowchart, and learn how they move between the budgeted, planned, booked and actual status



- **Flowchart** – create custom views and filters for the plan as well as use the fact sheet for high level reporting



- **Approval** – learn how to save multiple versions of a plan and submit each for internal or external approval

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