

Learning Plan – Lumina Plan Management

Mediaocean Professional Services
 Training@mediaocean.com
 www.mediaocean.com

Visit support support.mediaocean.com and click CHAT on the right side of the page to chat with support specialist in real time.

To request courses or learn more, email us at training@mediaocean.com

Note that this is the recommended learning plan. Custom learning plans can be developed upon request.

Recommended Learning Plans	Type of Class	Role	eLearning	Quickcard
Introduction to Lumina Plan Management <ul style="list-style-type: none"> • What is Plan Management? • Home Page and navigation • Working with plans • Communicate and collaborate • Files and Creative • Build and save reports 	Webinar (1 hour) *Monthly Go-To webinar offered.	Any	Plan Management Overview	
Lumina Plan Entry <ul style="list-style-type: none"> • Creating a new plan • Creating flights • Flight workflow 	Hands-on-Learning Lab (1.5 hours) *Monthly Hands-on Learning webinar offered.	Media Planner/ Buyers	- Create a new plan - Working with flights	- Working with plans - Flying
Lumina for Advertisers <ul style="list-style-type: none"> • What is Plan Management • Home Page and navigations • Viewing media plans • Approval and Authorizations • Build and save reports 	Webinar (1 hour)	Advertiser	Plan Management Overview	- Approvals and Authorizations - Customizing the Flowchart - Reporting
Actualization (Non-integrated) <ul style="list-style-type: none"> • Splitting Flights • Actualization in Lumina • Actualizing via excel import • Customizing Views • Reporting 	Simulated Webinar (45 mins)	Media Planner/Buyer		- Flying

Recommended Learning Plans	Type of Class	Role	eLearning	Quickcard
Customizations <ul style="list-style-type: none"> • Summary Dashboard • Flowchart • Export options • Personal and Shared views • History and Comments 	eLearning	Any	Customization	-Customizing the Flowchart
Export and Import <ul style="list-style-type: none"> • Export the template • Working with the template • Importing 	eLearning	Media Planner/Buyer	-Exporting Vendor Details -Editing the worksheet -Importing Data	-Importing and Exporting Vendor Details
Approvals <ul style="list-style-type: none"> • Approval overview • Sending for approval • Requesting changes • Approving a plan • Viewing plan approval history 	eLearning	Any	Approvals Overview	-Approvals and Authorizations
Authorizations <ul style="list-style-type: none"> • Authorization overview • Sequence • Status • History 	eLearning	Any	About Authorizations Sending for Authorization Sequence and withdrawing Authorizing	-Approvals and Authorizations
Reporting <ul style="list-style-type: none"> • View existing reports • Create reports • Customize and save reports 	eLearning	Any	-Reporting	-Reporting
Tips and Tricks <ul style="list-style-type: none"> • Home screen groupings • Flighting tips • Viewing tricks • Reporting filters • Fact sheet and plan ID 	Simulated Webinar (30 mins)	Media Planner/Buyer	-Filter and Grouping	-Tips and Tricks

<p>Integrated Planning (BETA)</p> <ul style="list-style-type: none"> • Definition and benefits • Who uses Integrated Planning • Workflow across Lumina and Prisma • How it works 	<p>On Demand Webinar (30 mins)</p>	<p>Media Planner/Buyer</p>	<p>-On Demand</p>	<p>-Digital Goals</p>
<p>Sending Goals for Local TV/Radio to Spectra (BETA)</p> <ul style="list-style-type: none"> • Adding Buy Codes in Lumina • Entering Goal Details • Pushing Goals from Lumina to Spectra • Errors, Revisions and re-syncing • Filtering buy goal status. 	<p>eLearning</p>	<p>Media Planner/Buyer</p>	<p>-Spot Goals</p>	<p>-Spot Goals</p>
<p>Integrated Actuals from Prisma and Spectra/Local TV (BETA)</p> <ul style="list-style-type: none"> • Adding Buy Codes in Lumina • Triggers for Actuals from Prisma and Spectra (US and UK) • Lumina Notifications • Manual Sync of Actuals • Exceptions grid • Overrides 	<p>eLearning</p>	<p>Media Planner/Buyer</p>	<p>-Integrated Actuals</p>	<p>-Integrated Actuals</p>
<p>Lumina Admin</p> <ul style="list-style-type: none"> • User Manager • Event Manager • Data Manager • Currency Series Manager 	<p>Webinar (90 mins)</p>	<p>Admin</p>	<p>-Admin Overview</p>	<p>-Admin Overview</p> <p>-Currency Exchange</p> <p>-Security</p> <p>-Working with the business hierarchy</p> <p>-New User Registration</p> <p>-New User Registration (Platform Security)</p>