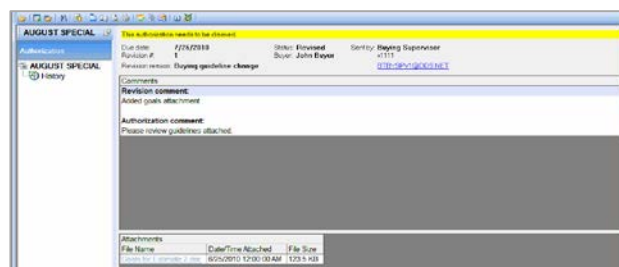


# Managing Authorizations in Spot Buy Toolkit

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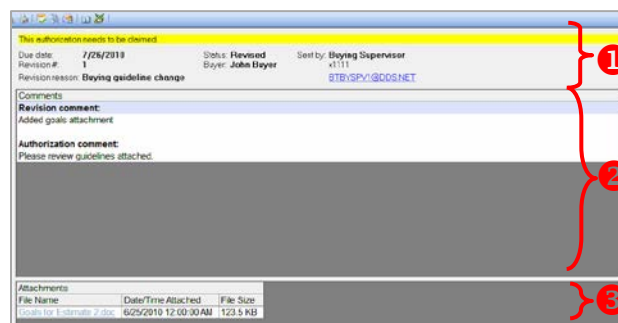
TABLE OF CONTENTS	
1. Spot Buy Toolkit Home Window .....	1
2. Open the Authorization .....	1
3. Review the Authorization .....	1
4. Claim an Authorization .....	2
5. Submit the Buy for Approval .....	2
6. View the Authorization Order Details .....	2
7. Claim Cancel .....	3
8. View Authorization History .....	3

- Review the authorization as appropriate. You can return to the authorization details at any time by clicking the **Authorization** link on the sidebar from within the buy folder.



## 3. Review the Authorization

The authorization details are divided into three sections: header information, comments, and related attachments.



- Authorization header

The authorization header includes the due date, status, supervisor, and revision number (if applicable) for the open authorization. The yellow status bar above the header shows the next action you need to take.

- Comments panel

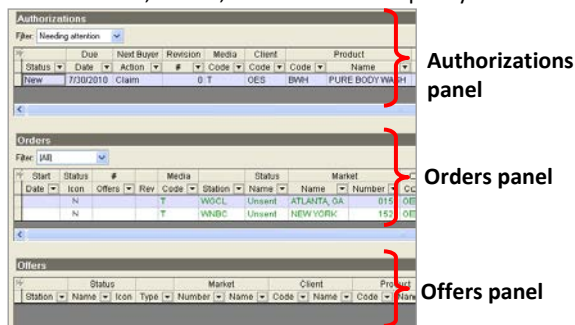
If comments have been added to the authorization, they appear in the Comments panel.

- Attachments panel

If attachments have been added to the authorization, they appear as links in the Attachments panel. Click a link to open the attachment in a separate window.

## 1. Spot Buy Toolkit Home Window

When you log on to Spot Buy Toolkit, the Home window appears. It is divided into three panels that highlight the authorizations, orders, and offers that require your attention.




## 2. Open the Authorization

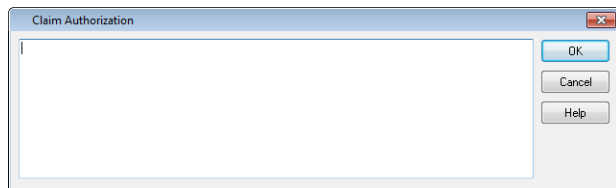
- To view the details of an authorization, open it using one of the following methods:
  - Double-click the authorization line
  - Right-click the authorization and select **Open Buy Folder for Authorization**.
  - Select the authorization and click the **Open Buy Folder for Authorization** button on the toolbar.

The authorization opens within the authorization section of the corresponding buy folder.

## 4. Claim an Authorization

To create a worksheet and manage the buy, you must first claim the authorization.

1. From the Authorizations panel, select a new authorization.
2. Right-click the selected authorization and select **Claim** or click the **Claim** button  on the toolbar.
3. (Optional) Enter a comment on the Claim Authorization dialog.



4. Click **OK**.

**\* Status update**

When you claim the authorization, the status is updated to CLAIMED.

## 5. Submit the Buy for Approval

After you have completed the standard buy and prebuy process, you must submit the buy back to your Supervisor for approval.

1. Open the Buysheet.
2. On the **Buy** menu, click **Submit Buy**.

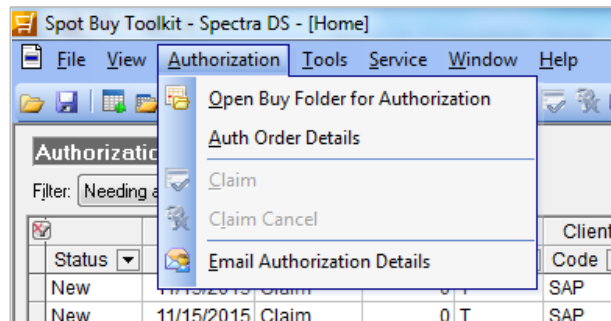
**\* Status update**

When you submit the buy, the authorization status is updated to SUBMITTED.

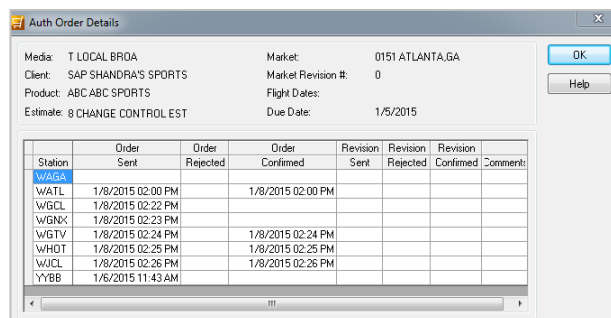
## 6. View the Authorization Order Details

After the buy has been placed, you can review the Authorization Order Details. Authorization Order Details shows all stations with attached orders. It displays station information including the date the order was sent, the date the order was confirmed and/or rejected, and the sent and confirmed dates of any revisions. To view the Authorization Order Details:

1. From the Authorization menu, select **Auth Order Details**.




The Authorization Order Details dialog displays the station, the dates the order was sent and confirmed, revision information and comments.



## 7. Claim Cancel

If an authorization has been cancelled by your supervisor, you need to claim the cancellation and adjust your buy and/or orders accordingly.

1. On the **Authorizations** panel in the Home window, select the cancelled authorization.
2. Right-click the authorization and select **Claim Cancel** or click the **Claim Cancel** button  on the toolbar.

### \* Status update


When you claim the cancelled market, the market status is updated to **CANCELLED**.

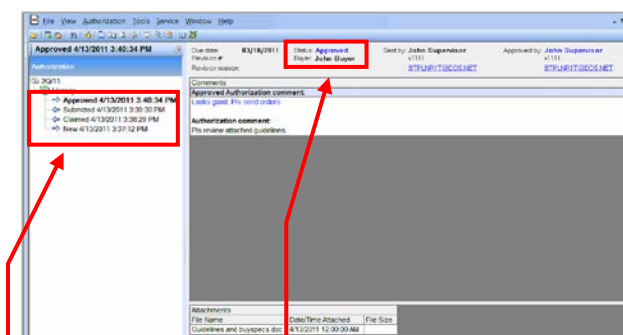
3. Adjust your buys and/or orders using standard Spot Buy Toolkit functionality.

## 8. View Authorization History

As actions are taken on an authorization, whether by you in Spot Buy Toolkit or by your supervisor in Buy Tracker, the details of the authorization are recorded in the authorization history.

For each action, the full details of the authorization are stored, including information on who took the action, when it was taken, and what comments and/or attachments were included on the authorization at the time.

1. To view the history of an authorization click  **History** on the sidebar.
2. Links to historical versions of the authorization appear in the sidebar. Click a link to view a previous version of the authorization.



Links to historical versions of the authorization

Authorization details that changed between this version and the next are highlighted in **blue**

As shown in the following example, for each version, the sidebar link includes an arrow indicating whether the action was taken in Buy Tracker (right arrow) or Spot Buy Toolkit (left arrow), the status that resulted from the action, and the date and time the action was taken.

