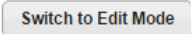


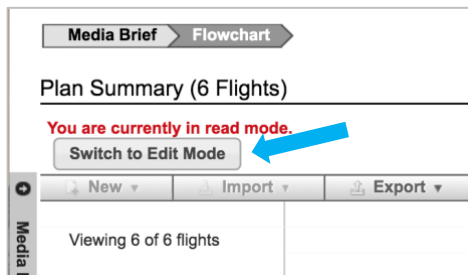
Lumina Plan Management - Flighting

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1. Edit Mode

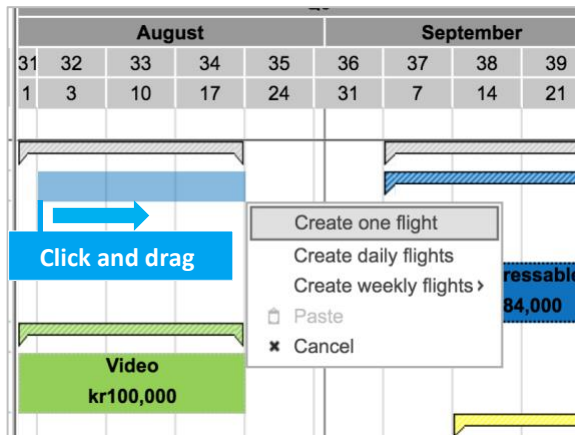
To create a flight or make any changes to it, first ensure your **Flowchart** is in **Edit Mode**.

Click  to begin.



2. Draw a Budgeted flight

1. Click and drag within the flowchart calendar to create your new flight.



2. Click **Create one flight**.

3. Fill in the required fields.

* *Required fields are indicated by an asterisk.*

- **Media Type:** All flights are created at this level, e.g., Digital, Television.
- **Media Sub-Type:** Specified sub-type within a given Media Type, e.g., Display, Search, Network TV.
- **National/Local:** If **Local** is selected, you can choose your specific **Local Market** from the drop-down menu.
- **Budget (Cost to Client):** Overall budget for a given flight (including non-working fees).
- **Discount:** Percentage deducted from **Gross Cost** (e.g., 15% in US).
- Click **Save and Close**.

3. Flight right-click menu options

Right-click a flight and choose from the following options:

- **Edit:** Click to edit the flight details.
- **Cut:** Click to cut and move the flight.
- **Copy:** Click to copy a flight for pasting.
- **Delete:** Click to delete the selected flight.
- **Send for Authorization:** Initiate the authorization process for your flight (only after vendors have been added).

* *Refer to the Approval and Authorization quickcards for more information.*

- **Export:** Export the flight details via export filters in the **Export Wizard - Start**.
- **Split All Vendor Details:** Divide your vendor details by chosen timeline.
- **Split Flight:** Divide your Flight by chosen timeline.
 - The flight is split based on your allocations and the KPIs.
 - Splitting a flight will also split its vendor details using the same option (weekly, monthly, and quarterly).

- If a flight's vendor details are authorized before splitting, the split vendor details will also be authorized.
- If you used Percent Mix on a flight, the split flights will continue to use the same mix values.
- **Update Firm/Flex:** All flights are **Flex** until you update to **Firm**. Choose Firm to denote when costs are locked and should not be changed. This feature is optional. Firm flights will show with a striped pattern on the flight bar.
- **Reference Data Check:** check for any pre-loaded rates.
- **Bulk Update Manager:** Make changes to multiple flights at once.
- **History:** Track changes made to your flights along with the editor's name and date and time of the change.

4. Flight status

Each flight falls under one of the following statuses:

- **Budgeted:** the first status all flights are created in. Media type specific budgets and high-level flight details can be specified here.
- **Planned:** Vendor specific information is added in this step, such as costs, KPIs and allocated totals.
- **Booked:** When the **Planned** flight details have been indicated as purchased.
- **Actual:** When post buy actualized figures are ready to be input

* *Actual is separated from the other statuses in the right-click menu. This is labeled as **Actualize**. For more information on populating actuals, please refer to the Actuals quickcard.*

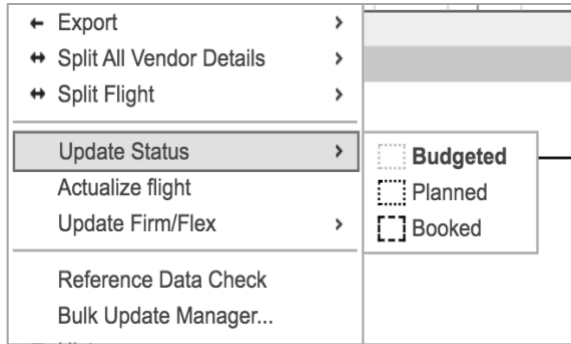
Changing flight status

You can progress a flight from the budgeted status all the way through to actual.

1. Right click on a budgeted flight and choose **Update Status** from the drop-down menu.

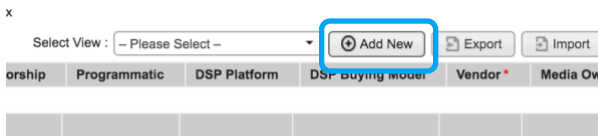
* *The current status of the flight is in bold.*

Lumina Plan Management - Flighting



2. Choose your status.
3. This will open the **Flight Details** window.

4. Click  to enter Vendor Details.

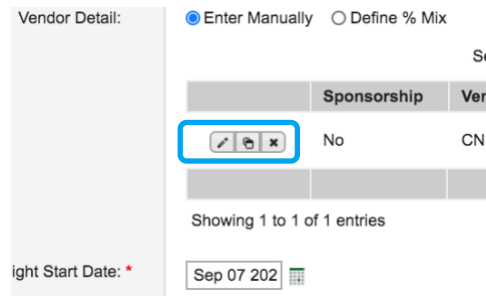


5. Fill in the required fields in any of the following tabs:

- **General Details:** Details such as vendor name (e.g., ABC, Facebook.com) spot length and date range are indicated.
- **Cost Methods:** Choose the appropriate Cost Methods and the key performance indicators, e.g., Impressions or Clicks.
- **Costs:** Displays all your cost totals included non-working fees or taxes.
- **Creatives:** Where you can add a new creative.
- **Authorization Details:** Displays applicable authorization details.
- **Buy System:** If working with an integrated Lumina instance, populate Buy Codes (MCPE) details.

6. Click **Save**.

7. Now that you have added a new vendor entry, you are back to the flight details window where your newly added row is displayed.



You can edit, duplicate or delete this row.

8. Click **Save and Close**.

* [Refer to Customizing the Flowchart to learn more about grouping information in the Flowchart.](#)