Spot Goal Upload

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1. Goal upload overview

The **Spot Goal Upload** program enables you to upload goals into the OX system. Depending on the upload method, multiple clients, estimates, markets, and dayparts may be uploaded in the same file. Once the upload is complete, goal data may be viewed in the Spot Goal Maintenance program.

2. Create an upload file

Multiple clients, estimates, markets, and dayparts may be uploaded in the same file. Columns in the template must not be altered, or the upload will fail. See your account representative for an Excel template.
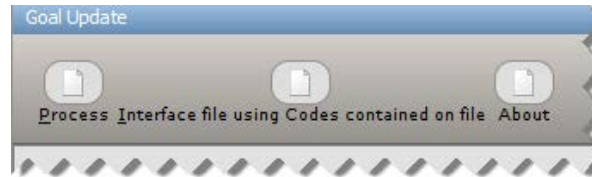
1. Enter your goals in **Excel** with these columns:

   - **Client** – Enter the client code.
   - **Media** – Select **Television**, **Radio**, or **Network**.
   - **Estimate** – Enter the estimate number.
   - **Flight Name** – (Optional) Enter a flight name.
   - **Demo** – Enter the demo code.
   - **Market** – Enter the market code.
   - **Daypart** – Enter the daypart code.
   - **Product** – Enter the product code.
   - **Len** – Enter the length.
   - **Week** – Enter the week in the format MM/DD/CCYY.
   - **CPP** – Enter the cost per point.
   - **TRP** – Enter the target rating points.
   - **Spots** – (Optional) Enter the spots.
   - **Cost** – (Optional) Enter the cost.

2. Save the file as **Text (Tab Delimited).** This is the only format accepted by the Spot Goal Upload program.

3. Upload the file

1. From the **Navigation Bar**, search for GOAL.

2. Double click on **Goal Upload****. The Goal Upload program opens and the main screen displays.
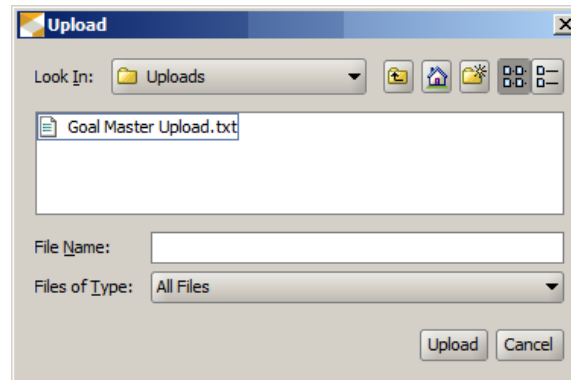

3. Your goal file can be uploaded two ways- by using the **Process** button in conjunction with the fields on the screen or by using the **Interface file using Codes contained on file** button.
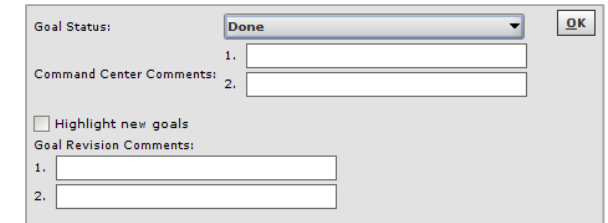
Upload using the Interface file using Codes contained on file
If you created a goal upload file using the steps in the previous topic *Create an upload file,* you will use **Interface file using Codes contained on file.**

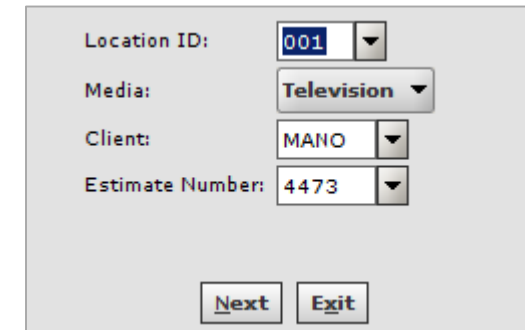1. Click **Interface file using Codes contained on file**. The **Upload** dialog appears.

2. Navigate to and select the .txt file you created.

3. Click **Upload**. The **Goal Status Update** screen appears.

4. Click **OK**. If successful, the **Goals are uploaded** message will appear in the top left corner. If the upload is not successful, a message will appear. Errors found – see Print Queue.

Upload using Process
If you have received a goal file from a third party that you would like to upload into Spectra OX, you will use **Process.**

5. Enter or select the **Location ID** assigned to the client.

6. Select the **Media – Television**, **Radio** or **Network**.

7. Enter or select the **Client** ID.

8. Enter or select the **Estimate Number**.

9. Click **Next** to validate the information. A message appears that Edits have passed.

10. Click **Process** to have the system add these values to your data during the upload.

✳ *Using this method limits your upload to one Client and Estimate Number.*