

# Viewing Goal Summaries



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## 1. Goal Summary overview

There are several ways to view goal summary information for an estimate in Spectra OX. You are able to filter options by market, product, etc. This document will outline some of the possibilities.

## 2. Creating goal summaries

- From the Navigation Bar, enter GOAL in the **Search** field.
- Double click on **Spot Goal Maintenance\*\***. The Goal Maintenance program opens.

- Enter or select the **Location ID**, **Media**, **Client ID**, and **Estimate Number**.
- Click **Goal Summary**. The **Goal Summaries** window appears.

- You are able to filter what goals you want to view by entering/selecting values in this window's fields.
- Product (required)** enables you to filter in a few ways:
  - Enter/select one product to view a summary of only that product.

Goal Summary									
Product	Market	DP	Len	Info	Total	SEP28	OCT05	OCT12	
BOOT	CHI IL	PR	30	Pts	98.00	7.00	7.00	7.00	
				Dol	98000.00	7000.00	7000.00	7000.00	
				CPP	1000.00	1000.00	1000.00	1000.00	

- EACH**: Enter **EACH** to view a summary of all your products, broken out by product, market, daypart and length.

Goal Summary									
Product	Market	DP	Len	Info	Total	SEP28	OCT05	OCT12	
BOOT	CHI IL	PR	30	Pts	98.00	7.00	7.00	7.00	
				Dol	98000.00	7000.00	7000.00	7000.00	
				CPP	1000.00	1000.00	1000.00	1000.00	
FLAT	CHI IL	PR	30	Pts	95.20	6.80	6.80	6.80	
				Dol	85680.00	6120.00	6120.00	6120.00	
				CPP	900.00	900.00	900.00	900.00	
FLAT	NY NY	EM	30	Pts	42.00	3.00	3.00	3.00	
				Dol	21000.00	1500.00	1500.00	1500.00	
				CPP	500.00	500.00	500.00	500.00	

- COMB**: Enter **COMB** to view a summary of all your products together, broken out by market, daypart and length.

Goal Summary									
Product	Market	DP	Len	Info	Total	SEP28	OCT05	OCT12	
COMB	CHI IL	PR	30	Pts	193.20	13.80	13.80	13.80	
				Dol	183,680	13,120	13,120	13,120	
				CPP	950.72	950.72	950.72	950.72	
COMB	NY NY	EM	30	Pts	42.00	3.00	3.00	3.00	
				Dol	21000.00	1500.00	1500.00	1500.00	
				CPP	500.00	500.00	500.00	500.00	

- To filter by date**: (optional) Select dates that fall within the displayed dates in the **Period** fields to see a subset of goals that fall within those dates.
- To filter by market**: (optional) Select a market in the **Single Market** field to see goals only in that market. You may also limit results for one **Market Group Scheme** by entering a value in that field.
- To filter by daypart**: (optional) Select a **Daypart** to view goals only for that daypart.
- Enter the desired filters and click **OK**. The Goal Summary page displays your filtered results.
- Right click anywhere in the table and select **Export as Excel Spreadsheet** to see your results in Excel.

- Click **Back** to return to the **Goal Summaries** window.
- Enter new information to summarize, or click **Cancel** to return to the Goal Maintenance main screen.