

- 1 Login to the AudioNET™ site www.audionet.com.au with the username and password provided to you.
- 2 You will see the AudioNET Media Wizard™ Quick Links in the middle of the page, click "Compliance Reports".
- 3 Select "Data from a BCC Export File" and then select "Compliance Report." Click the "Next Step" button.
- 4 a) If you want to use a saved BCC Export File, use the dropdown arrow to find the Export File you want. (optional) Click the Preview button to check details and then hit the "Use Saved Report" button.
b) If you want to upload a new BCC Export file, use the browse button to find the file you want. Click the 'Upload' button. You can change report name to make it easier to find next time, and then click the "Save Report" button.
- 5 a) Review the information about the BCC Export File you've uploaded. You can change report name, contact details, date format and check the stations are correct. Make any changes needed, and then click the "Save the Report" button. If you've uploaded the wrong file, hit the "go back" button and resume at point 5.
b) Once you have reviewed the information about your uploaded BCC Export File, click the "Next Step" button. If your saved BCC Export File has key numbers in it, Media Wizard will generate your Exception Report. See point 9.
- 6 The next page will show you which radio stations are on your report. If correct hit the 'Next Step' button. If not correct, click 'go back' and resume from point 5b).
- 7 a) If your BCC File has key numbers in it, Media Wizard will automatically generate your Exception report. See point 9.
b) If your BCC File has no key numbers in it, Media Wizard will present you with key numbers to choose from, based on your campaign information. Review the key numbers you want to appear in your Exception report. Choose one, some or all of the key numbers suggested by the Media Wizard or select "show all spots for this client." Click "View Report."
- 8 Your Summary Exception Report gives you top-line results of spots booked, received, missed, out of session or bonus spots. For detailed information about a station click any of the individual 'Detail' buttons next to a station, or click the "Reports" button, bottom right hand of the page will give you the various views of the data, i.e. **Summary**, **Detail**, **AirPlay** (List of spots), **Spread Report** (Shows the % of spread through the day parts), **Position in Break** and **Adjacency report** (Shows any spots in a break with a competitor and names the competitor).
- 9 The "Save or Print Report" button at the bottom left of the Exception Report or the AirPlay Report will produce a PDF copy of the report on screen, which can be printed, saved or e-mailed.

AudioNET 24 hour Support Contacts
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