

KISS Broadcast Business Management User Manual

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Overview

This document serves as a user manual for NVerzion's Keep It Simple Scheduler (KISS) Broadcast Business Management solution. The components of the suite described below include the following.

- ❖ Sales
- ❖ Billing & Affidavits
- ❖ Scheduling
- ❖ Reporting
- ❖ Inventory Management
- ❖ Customer Management

Typographic Conventions

The following typographic conventions will be used throughout this text.

Convention	Use
Bold	Bold indicates text the user must enter or select, such as menu items, buttons, and commands, and other named items in the user interface.
<i>C: \myfile.txt</i>	Paths and file names are in <i>italics</i> .
<code>username</code>	Text the user must type or enter is in a mono-spaced font.
ENTER	Capital letters are used for the names of keys and key sequences, such as ENTER and CTRL+R.
ALT + F1	A plus sign (+) between key names indicates a combination of keys. For example, ALT + F1 requires the user to hold down the ALT key while pressing the F1 key.
	Step-by-step procedures. You can follow these instructions to complete a specific task.

KISS Software Suite

Launch the KISS software by clicking on the **KISS** icon. This will display the following login window.

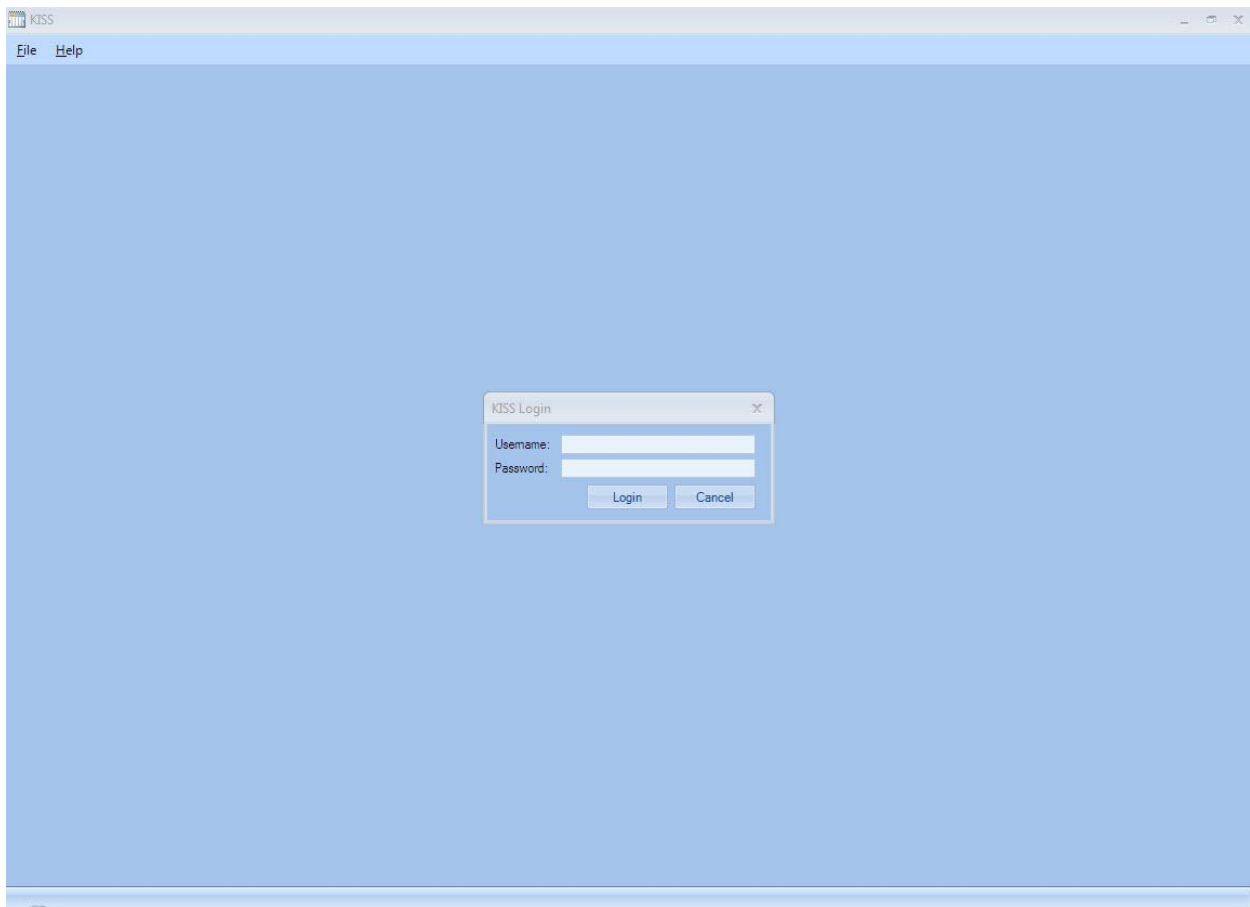


FIGURE 1

This window allows users to login with a password into the KISS software suite. Each user is classified as either an administrator or an operator. The KISS Login window provides administrative tools to administrators and operational functionality to operators. Users who log in as operators are provided access to adding/deleting or editing Customers and Inventory and changing their password. In addition to these functions, administrators can also modify license agreements, add additional associates and change the original inventory number.

Main Interface

Once the user is logged into the KISS software the various functions are accessed through the simple interface shown below.

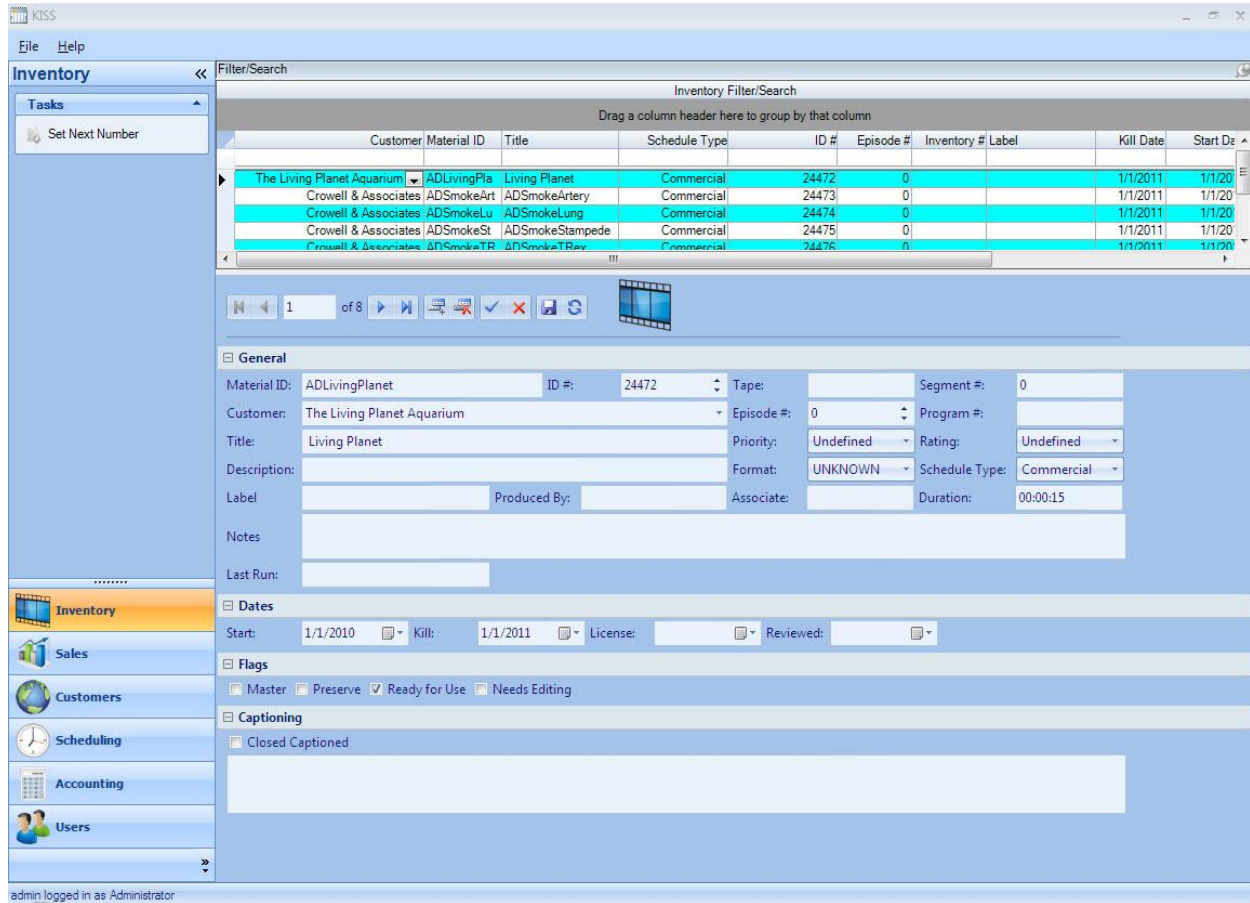
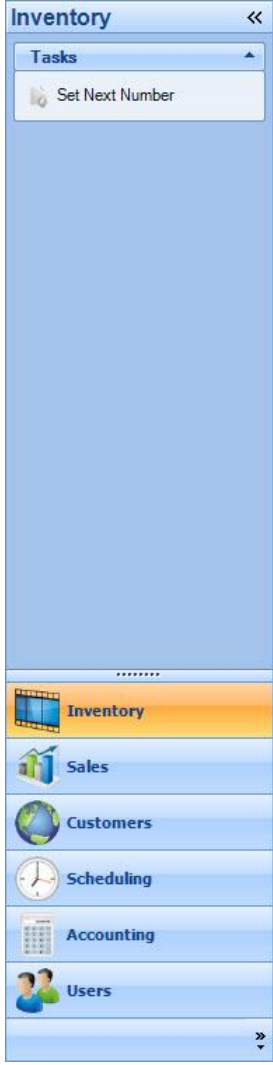


FIGURE 2

Some of the features will not be available to users logged in with operator privileges.

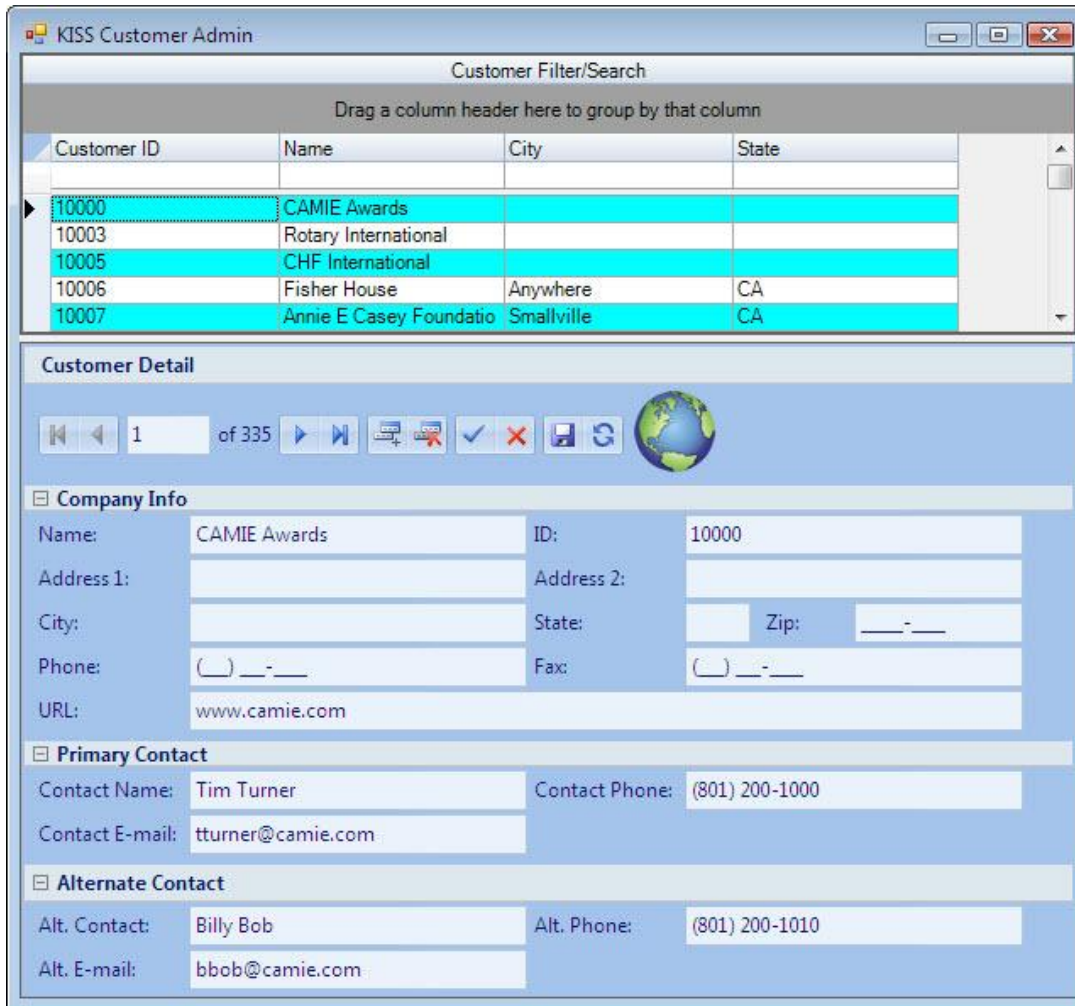
Select one of the buttons at left to access the utilities described in the sections below.



Customers



Selecting the **Customers** button as shown above will display the customer details form shown below. Records can be grouped and sorted by **Customer ID**, **Name**, **City** and **State** by dragging that column header to the sort field located directly above it.



The screenshot shows the 'KISS Customer Admin' window. At the top is a 'Customer Filter/Search' section with a prompt to 'Drag a column header here to group by that column'. Below this is a table of customer records. The first record, 'CAMIE Awards' with ID 10000, is selected. Below the table is the 'Customer Detail' section for the selected record. It includes a navigation bar with '1 of 335' records and various action buttons. The details are organized into three sections: 'Company Info', 'Primary Contact', and 'Alternate Contact'.

Customer ID	Name	City	State
10000	CAMIE Awards		
10003	Rotary International		
10005	CHF International		
10006	Fisher House	Anywhere	CA
10007	Annie E Casey Foundatio	Smallville	CA

Customer Detail

1 of 335

Company Info

Name: CAMIE Awards ID: 10000

Address 1: Address 2:

City: State: Zip: -

Phone: () - Fax: () -

URL: www.camie.com

Primary Contact

Contact Name: Tim Turner Contact Phone: (801) 200-1000

Contact E-mail: tturner@camie.com

Alternate Contact

Alt. Contact: Billy Bob Alt. Phone: (801) 200-1010

Alt. E-mail: bbob@camie.com

FIGURE 3

The above form displays a list of current customers with their company information and a customer contact for each. Buttons on the form allow the user to progress forward and backward through the entire customer list, add and remove records and save changes to the database.

The figures below demonstrate how to group customers by a particular header. Select a column header and drag it to the sort field in order to group customer records by that heading. The first example below shows the records sorted by Customer Name. Click on the header to toggle between ascending and descending order. Multiple headers may be dragged to the sort field to further specify sort criteria. The second example below shows records sorted first by descending order of city, then descending order of name. Simply drag the header back to its original location to remove it from the search criteria.

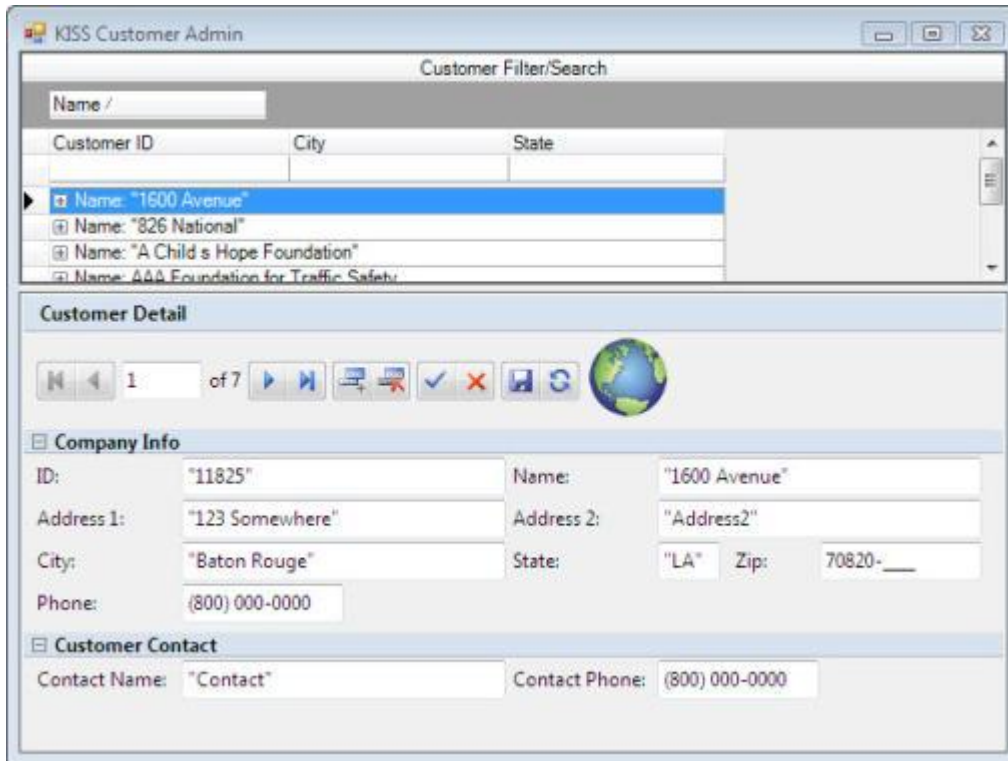


FIGURE 4

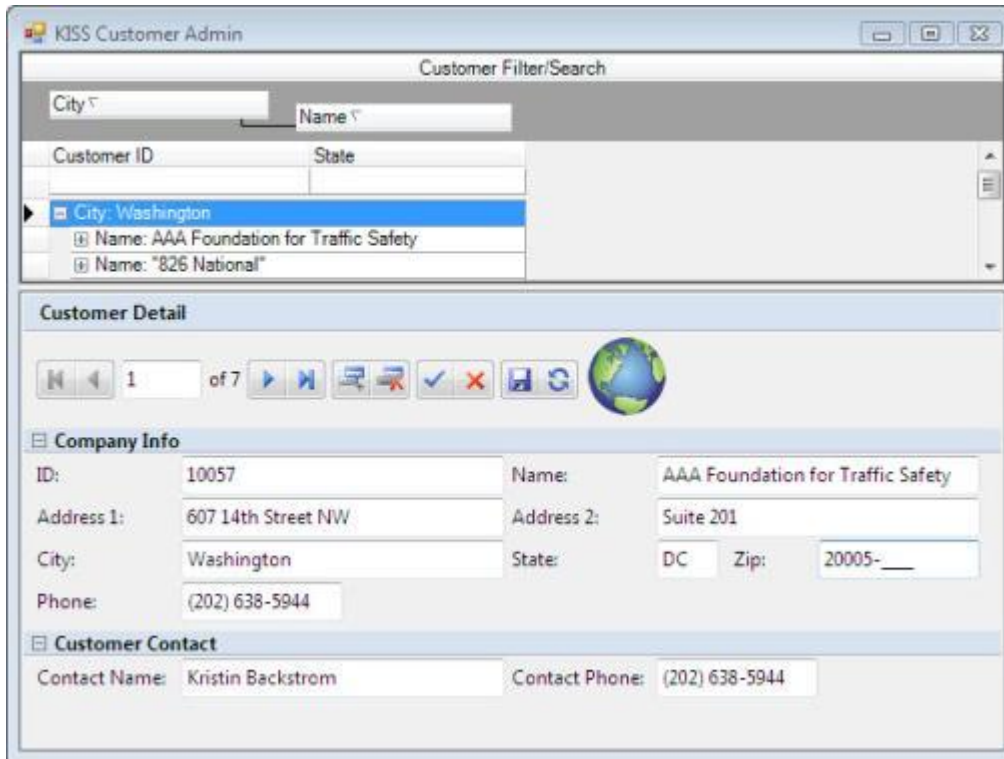
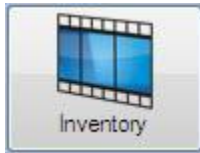
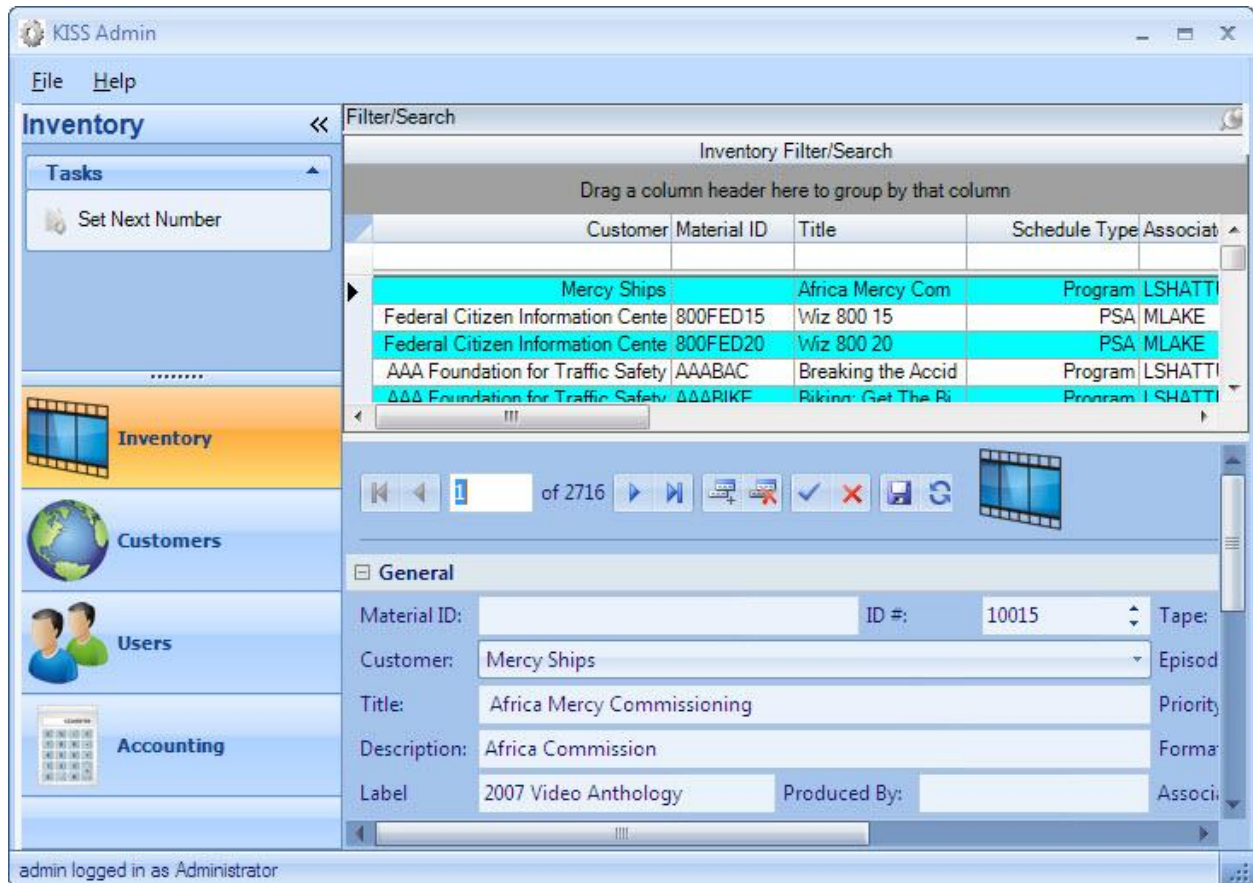


FIGURE 5

Inventory



Selecting the **Inventory** button displays the form shown below.



The screenshot shows the KISS Admin web application interface. The main window is titled "Inventory" and contains a "Filter/Search" section with a table of inventory records. The table has columns for Customer, Material ID, Title, Schedule Type, and Associate. The records are as follows:

Customer	Material ID	Title	Schedule Type	Associate
Mercy Ships		Africa Mercy Com	Program	LSHATTI
Federal Citizen Information Cente	800FED15	Wiz 800 15	PSA	MLAKE
Federal Citizen Information Cente	800FED20	Wiz 800 20	PSA	MLAKE
AAA Foundation for Traffic Safety	AAABAC	Breaking the Accid	Program	LSHATTI
AAA Foundation for Traffic Safety	AAAARIKE	Rikins: Get The Pi	Program	LSHATTI

Below the table is a "General" section with the following fields:

- Material ID: ID #: 10015 Tape:
- Customer: Mercy Ships Episod:
- Title: Africa Mercy Commissioning Priority:
- Description: Africa Commission Form:
- Label: 2007 Video Anthology Produced By:
- Associ:

The interface also includes a sidebar with navigation buttons for Tasks, Inventory, Customers, Users, and Accounting. The status bar at the bottom indicates "admin logged in as Administrator".

FIGURE 6

This form allows the user to sort and filter inventory records according to a selected header. The user can add or delete records by selecting the respective buttons. Once an individual record is selected it can be edited and saved to the database by pressing the save button.

Information displayed under the **DATES** section allows the user to designate when the inventory will be available to run (start), when it will terminate (kill) as well as its license, reviewed and last run dates.

The figure below demonstrates how to group inventory by a particular header. Select a column header and drag it to the sort field in order to group customer records by that heading. Click on the header to toggle between ascending and descending order. Multiple headers may be dragged to the sort field to

further specify sort criteria. The example below shows inventory records sorted first by ascending order of date, then descending order of customer. Simply drag the header back to its original location to remove it from the search criteria.

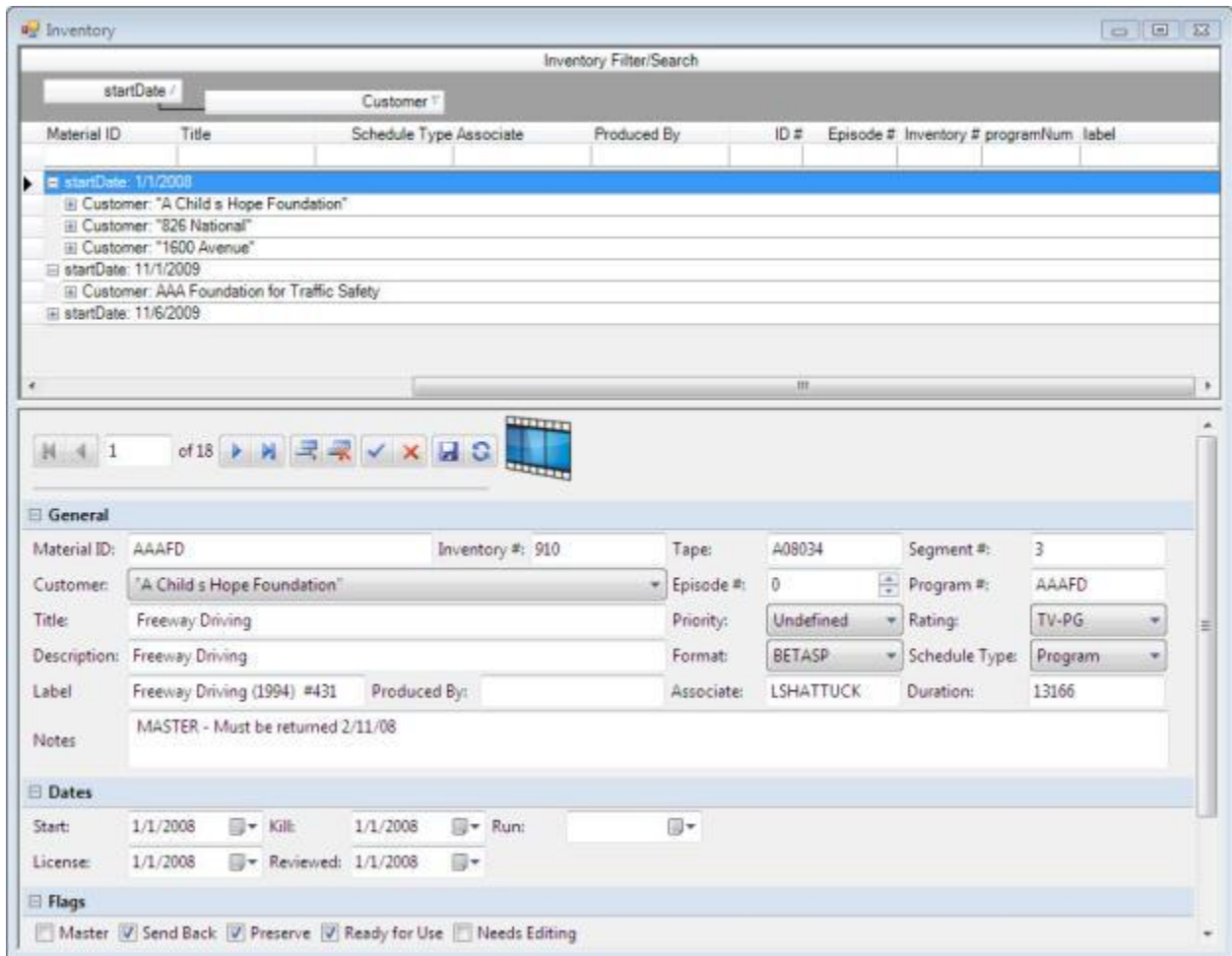


FIGURE 7

Select a column header and type a desired value or select from a drop down menu to search for specific results as in the figure below.

The screenshot shows the 'Inventory Filter/Search' window. At the top, there is a search bar and a table with columns: Customer, Material ID, Title, Schedule Type, Associate, Produced By, ID #, Episode #, and Inventory # prog. Below the table is a navigation bar with '1 of 5' and various icons. The main area is divided into sections: General, Dates, and Flags.

General

Material ID:	AAACIT	Inventory #:	915	Tape:	A08035	Segment #:	4
Customer:	'826 National'	Episode #:	0	Program #:	AAACIT	Rating:	TV-Y7
Title:	Children In Traffic	Priority:	Undefined	Format:	BETASP	Schedule Type:	Program
Description:	Children	Associate:	LSHATTUCK	Duration:	24136		
Label:	Children In Traffic (1999) #964 Produced By:						
Notes:	MASTER - Must be returned 2/11/08						

Dates

Start:	1/1/2008	Kill:	1/1/2008	Run:	
License:	1/1/2008	Reviewed:	1/1/2008		

Flags

Master
 Send Back
 Preserve
 Ready for Use
 Needs Editing

Mandatory fields include

- Material ID
- The Organization (or Customer)
- The Start and Kill Dates
- The Duration
- The Schedule Type

Descriptions of each field and its purpose are as follows:

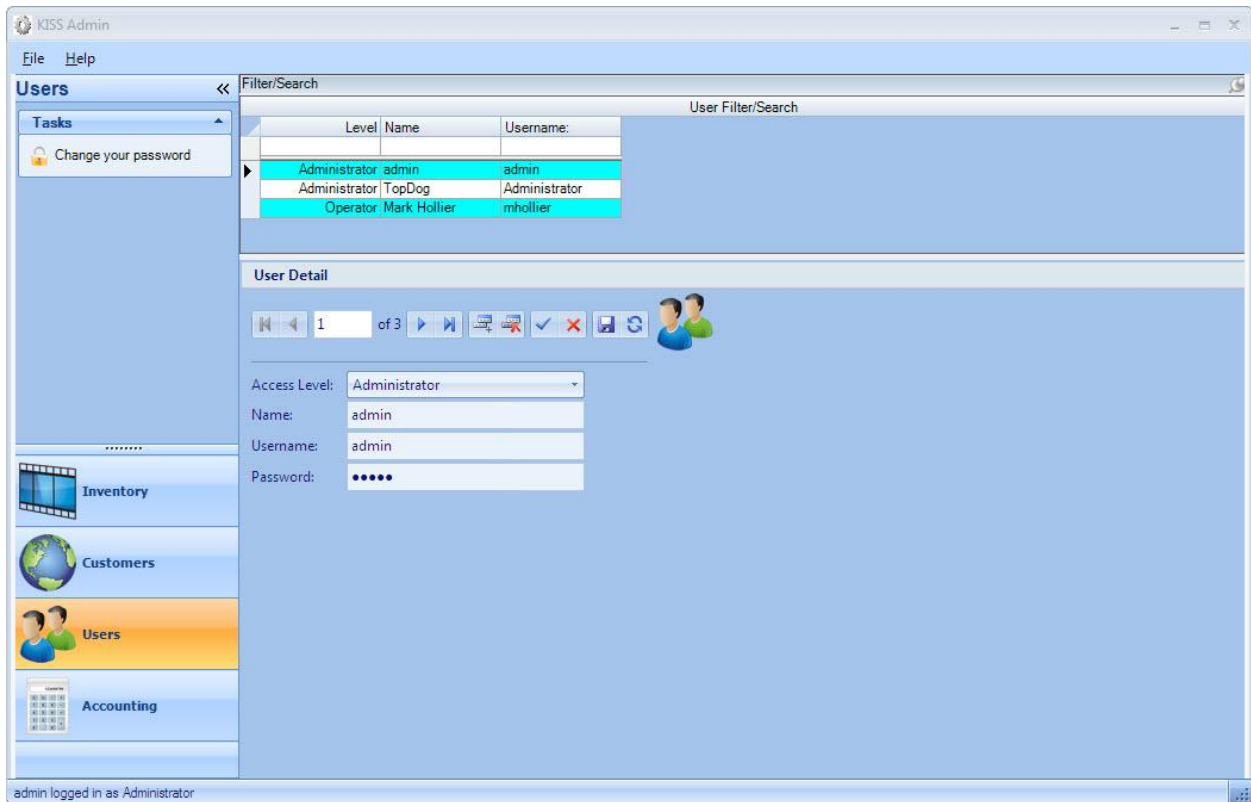
- **Material ID:** This identifies the material and must be unique for each piece of material in the database. This window is an editable drop down window. If this is existing material then you may choose the material from the drop down window. If this is new, then you may enter the new (unique) material ID and fill in the appropriate new information.
- **Inventory Number**

- Organization (or Customer): This window provides a list of available organizations, or Customers, that you have entered into your system using the Customer List window or extracted from Quick Books. This is mandatory for billing or reconciliation purposes. If this is non-revenue generating, or for the benefit of the company, such as promos, then list the Customer as your company.
- Title:
- Description:
- Start Date: This is the date that the Material is start running to air.
- Kill Date: This is the date that Material is to run for the last time to air.
- Date Reviewed: This is used to indicate the date that material has been reviewed and QC'd to ensure that the material meets the standards of your operation.
- License Date:
- Tape Number:
- Tape Seg Number:
- Episode Number:
- Program Number:
- Produced By:
- Notes:
- Captioning:
- Veoh ID:
- Veoh Thumb:
- Priority:
- Rating:
- Media Format: This is a drop down list box of available media types. Choose the one that is applicable. If the media has been delivered to you as a file, such as what is used on a video server, choose 'File'.
- Schedule Type: Use this drop down list box to specify what type of Scheduled Event this material is. Choose from Commercial, Filler, ID, Program, Promo or PSA. The scheduling software will start by filling in Program information, followed by Commercial information and Promos. It uses Fillers Ids and PSAs to fill in available holes in the schedule.
- Send Back:
- Preserve:
- Ready for Use:
- Needs Editing:
- Is Master Copy:
- Closed Captioning:
- Duration: This field is used to indicate the actual duration of the material that is to be shown. This is not the duration of the media. This duration will be passed to automation for presentation.
- Associate:

Users



Selecting the **Users** button will display the form shown below.



Level	Name	Username
Administrator	admin	admin
Administrator	TopDog	Administrator
Operator	Mark Hollier	mhollier

User Detail

Access Level: Administrator

Name: admin

Username: admin

Password:

FIGURE 8

This form displays the names and access levels of individual users. Access levels include administrator and operator. Administrators may add/delete users and change access levels from this screen.

Change Password Task



Selecting the **Change your password** task located at left in the **Users** form displays the following.

A screenshot of a "Change Password" dialog box. The dialog has a light blue header with the title "Change Password" and a close button (X). Below the header are three text input fields: "Old Password:", "New Password:", and "Confirm Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

FIGURE 9

From here users with administrator and operator access may change their password.

Scheduling



To start the KISS scheduler, click the **KISS Scheduler** button at left. This will display the following window.

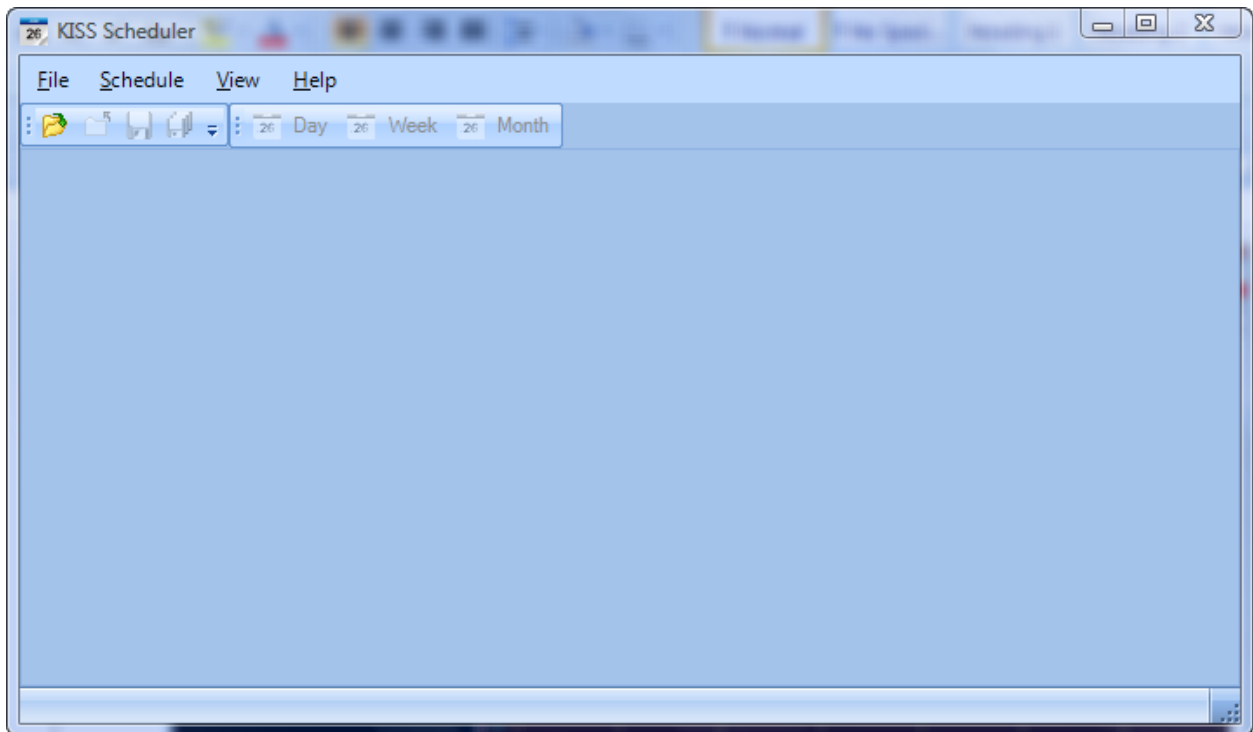


FIGURE 10

This is the Kiss Scheduler software. Use this software to build and review schedules. The software takes information from the Inventory database and builds the schedules. Schedules are stored in the database. These can be deleted, edited or sent to automation.

There are two menu choices **File** and **Schedule**. Clicking **File->Open** will open the following window. Multiple channels may be opened and edited simultaneously.

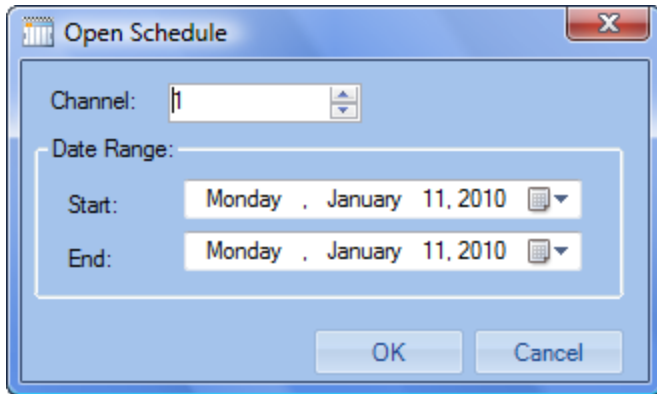


FIGURE 111

This Open File(s) window displays a list of available schedules. You may highlight the one you want and click the open button.

File->SaveSelected: This will save the currently selected file.

File->SaveAll: This will save all the schedules currently loaded in the review window

File->Delete: This will display a window similar to the Open File(s) window that will allow you to choose the files you want to delete and delete them.

File->Exit: Choose this to exit the Program

Schedule->Add Programs: This will cause the scheduler to automatically add programs from the inventory database to the currently open schedule and display them as follows.

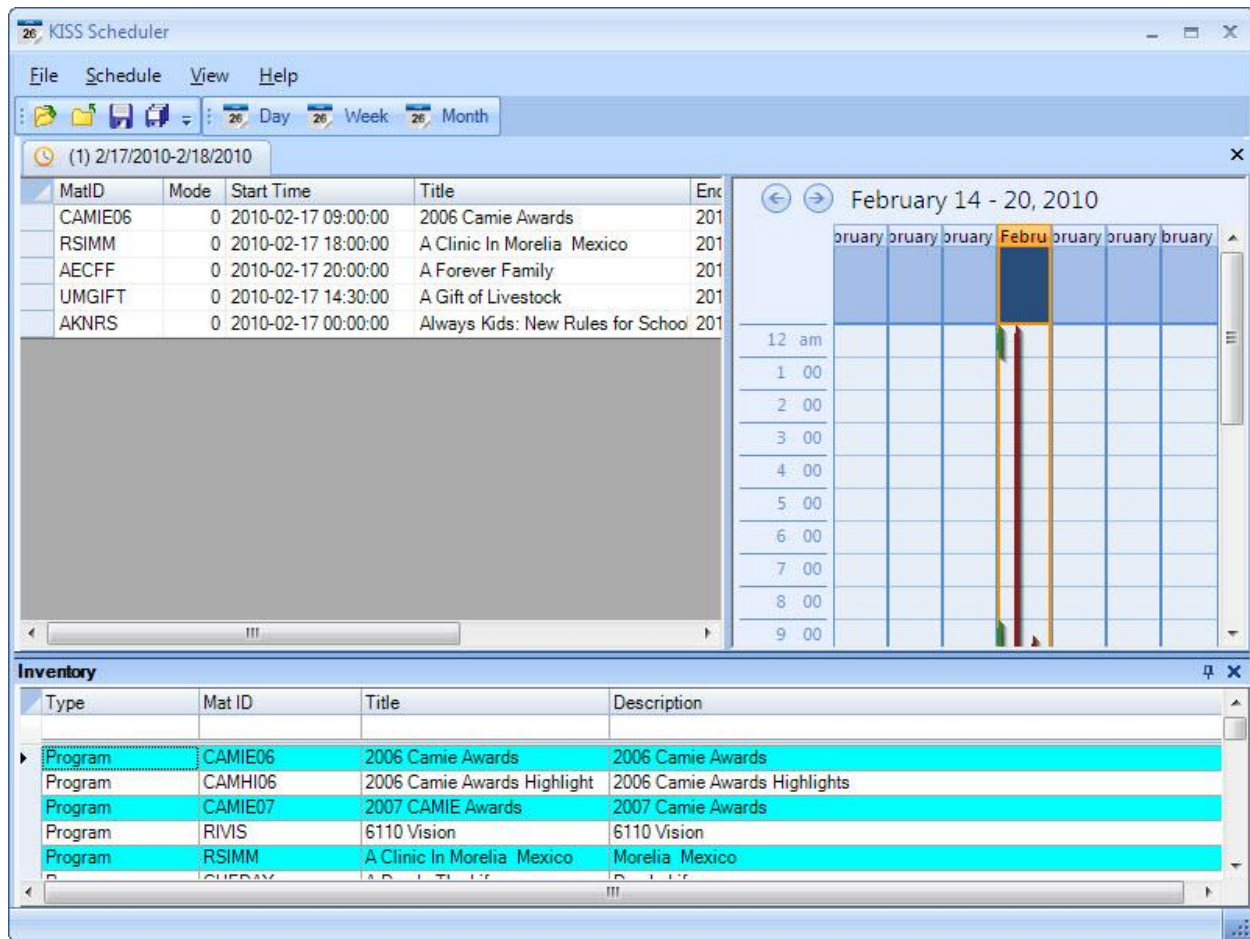


FIGURE 12

- **Schedule->Add Short Programs:** This is designed to add the non-fixed programs and programs of less than 15 minutes to the schedule to fill in spaces left by the longer programs.
- **Schedule->Add Commercials:** This is designed to add in commercials that were not specified at specific times.
- **Schedule->Add Ids:** This is designed to fill in remaining gaps, normally less than 5 seconds but longer than 2 seconds.
- **Schedule->Add Filler:** This is designed to add in non-revenue generating material such as promos and PSA's to fill out the schedule.
- **Schedule->Add All Else:** This will take whatever it can and fill in the remaining gaps in the schedule.

The following is an example of a day's worth of loaded schedules.

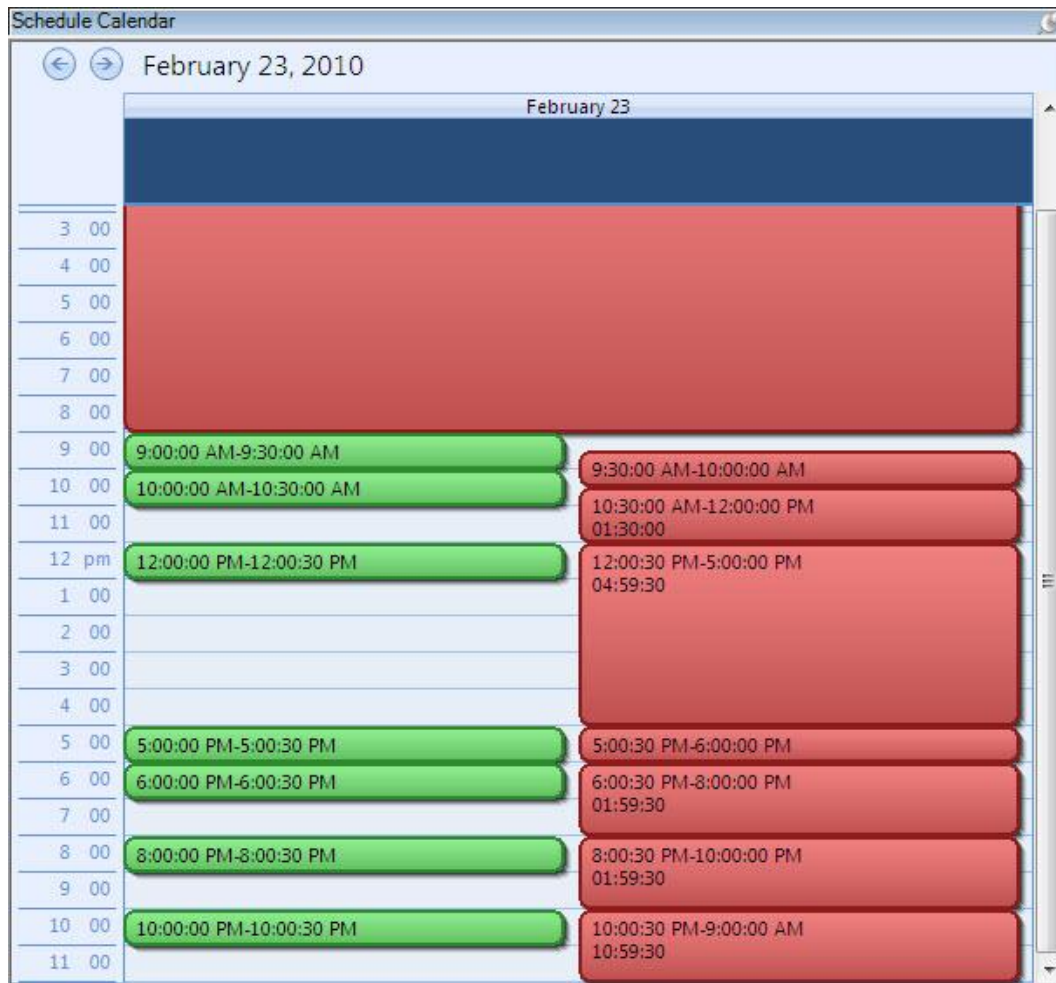
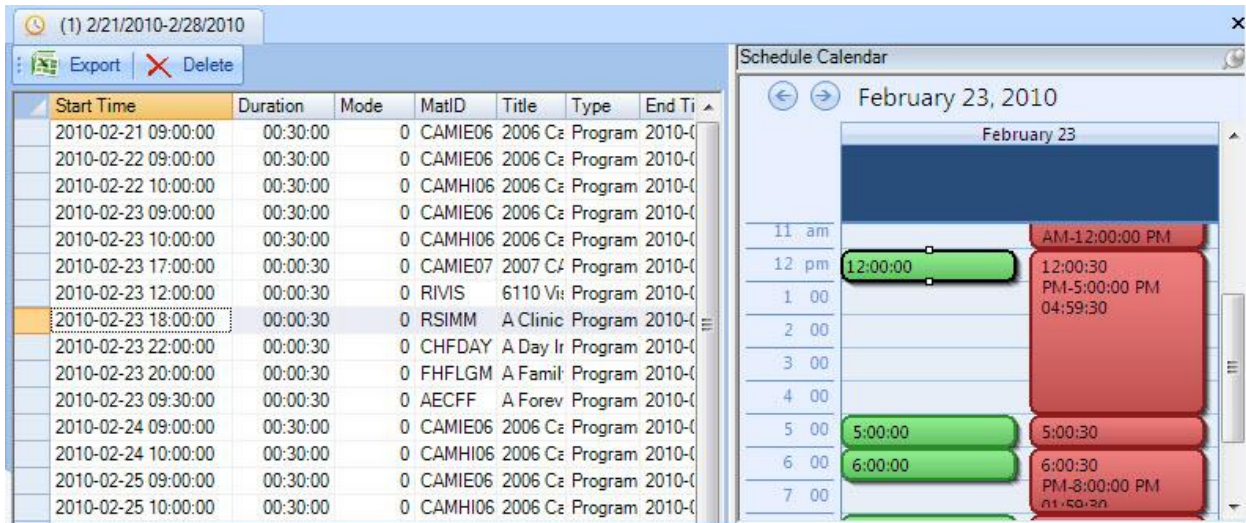
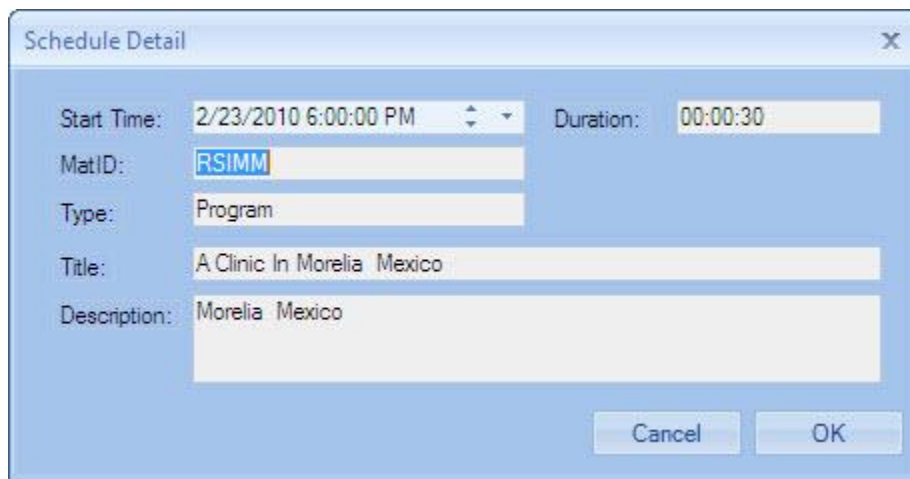


FIGURE 13

This includes the date at the top of the schedule, time indication on the left and the times for scheduled material displayed in green. Red indicates times that were not scheduled and are available to be filled. The Scroll bar allows you scroll through the entire 24 hour period of events.



Clicking on an inventory item will load a detail window as displayed below. This display provides more detailed information and can be used to edit the schedule as needed.



Selecting the Export button will export the current schedule to an Excel file which can be saved and reviewed as needed.

Type	Show	Run Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Fixed Time Position		09:00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fixed Time Position	0	10:00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This information is used by the scheduling software to determine when to schedule the particular clip. Depending on the Run type you select, other windows may be displayed to allow you to enter data specific for that run type. The table on the right indicates the current run information. The Run Days check boxes allow you to multiply select from the days of the week you want to schedule the material to air.

The Slug Info table (on the far left) displays what slugs you have made available for a particular program.

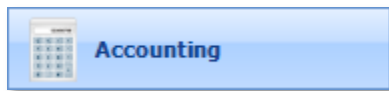
NOTE: The windows associated with Slug Information are only displayed if the Schedule Type is set to Program. Slugs are the breaks in a program that Commercial information will be inserted into. As an example, a 30 minute program might have 4 commercial breaks in it. The first second and third breaks might have 2 minutes available for you to insert commercials into, or a 2 minute slug, and the final one might be 1 minute. With the Program you would use the Add, Delete and Modify buttons below the Slug Info table to enter 2:00, 2:00, 2:00 and 1:00. The scheduling software uses this Slug information when placing commercials in the schedule.

There are a number of Run Types that can be used to specify how you want the material to be scheduled. You may have many different run types in the run list. Choose from the following...

- **Any Old Time:** This will schedule the material whenever it can. The Scheduling software will put priority programs and commercials in first. Any available remaining slots will be equally divided by material that is designated as Any Old Time
- **Even Spaced:** This will schedule material evenly with all other material specified as evenly spaced.
- **Even Spaced Afternoon, Evening, Morning, Overnight:** These are the same as Even Spaced except they will only schedule them at the time segment specified. Overnight is Midnight to 6 AM and all other segments are 6 hours long.
- **Fixed Show:** This will assign the material to play associated with a particular program. When this option is chosen, the Run Show drop down list is displayed, enabling you to choose which show you want this to play with.
- **Fixed Show Segment:** Similar to Fixed Show, this allows you to specify which segment (or Slug) of which show you want this to play in.
- **Fixed Time Segment:** Expanding further on Fixed Show Segment, you can specify which slug to play in and which sub segment of that slug to play in.
- **Set Half Hour:** This allows you specify which half hour of the day you want the material to play at. When this is chosen, a window is displayed that allows you to specify the half hour you want to play the material at.
- **Set Hour:** Similar to Set Half Hour, this will schedule the material within in the hour specified.

When you are completed entering data you may choose to click the Add / Modify button which will update the information in the database. You may also choose to delete the material by clicking the Delete button.

Accounting



With QuickBooks running, launch the **KISS Accounting** software by clicking on the **Accounting** icon. This will display the following window.

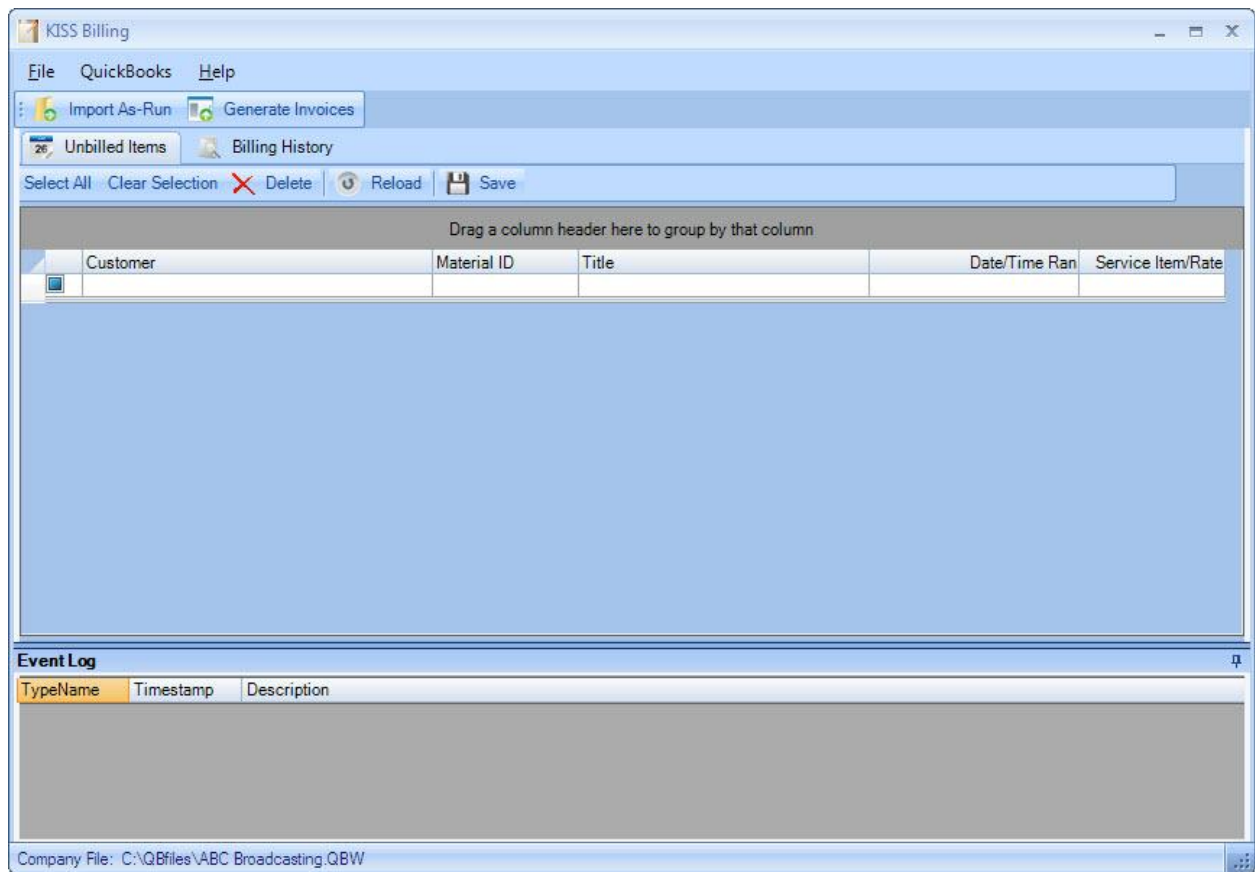


FIGURE 14

Select **Import As-Run** to retrieve all data generated as of the last execution.

Select the individual items for which invoices are to be generated or click the select all button to generate invoices for all items displayed.

Drag a column header here to group by that column

	Customer	Material ID	Title	Date/Time Ran	Service Item/Rate
<input type="checkbox"/>					
<input type="checkbox"/>	Rotary International	ROTARY_T		10/30/2009 12:56:38 AM	Rate_A
<input type="checkbox"/>	Lung Cancer Alliance	LCABUCK30		10/30/2009 12:56:54 AM	Rate_A
<input type="checkbox"/>	Womens Voices Womens Vote 2006	VOTEEMAIL30	PSA	10/30/2009 12:57:25 AM	Rate_A
<input checked="" type="checkbox"/>	Rotary International	RISB1M30		10/30/2009 12:58:00 AM	Rate_A
<input checked="" type="checkbox"/>	Starfish	STAR_DOM26		10/30/2009 12:59:32 AM	Rate_A
<input checked="" type="checkbox"/>	Rotary International	ROTARY_I		10/30/2009 1:00:00 AM	Rate_A
<input type="checkbox"/>	Rotary International	RISAS	Service Above Self	10/30/2009 1:00:15 AM	Rate_A
<input type="checkbox"/>	Employee Benefit Research Institute	CTSFS30	Father/Son 30	10/30/2009 1:59:16 AM	Rate_A
<input type="checkbox"/>	Starfish	STAR_ALANA_11		10/30/2009 1:59:47 AM	Rate_A
<input type="checkbox"/>	The Song of Nyumbani	SONGNYUM	The Song of Nyumbani	10/30/2009 2:00:00 AM	Rate_A
<input type="checkbox"/>	Foundation For A Better Life	FBLCAFE10		10/30/2009 2:36:57 AM	Rate_A

Edit the billing rates as needed.

Select **Generate Invoices** to then export the data to QuickBooks.

Select the **Billing History** tab to view invoiced data within a specified date range as in the figure below. Type a specific date for either value or select from a drop down calendar. Press the **refresh** button to update the desired data when making changes to date ranges.

Company File: C:\QBfiles\ABC Broadcasting.QBW

Date/Time Ran	MatID	Title	Customer	Invoice Date	Invoice #
11/1/2009	ABC	Accident Chain	AAA Foundation fo	11/24/2009	4
11/2/2009	ASASJOSE		AAA Foundation fo	11/20/2009	25
11/2/2009	ABC	Accident Chain	AAA Foundation fo	11/24/2009	4
11/2/2009	ABC	Accident Chain	AAA Foundation fo	11/20/2009	25
11/3/2009	ASASJOSE		AAA Foundation fo	11/24/2009	4
11/3/2009	ABC	Accident Chain	AAA Foundation fo	11/20/2009	25
11/5/2009	ASASJOSE		AAA Foundation fo	11/24/2009	4
11/5/2009	AAAPOST	At Your Post	"1600 Avenue"	11/25/2009	8
11/6/2009	AAAPOST	At Your Post	"1600 Avenue"	11/25/2009	8
11/7/2009	AAASAT	Just Another Satur	"A Child s Hope Fo	11/25/2009	9
11/7/2009	AAASAT	Just Another Satur	"A Child s Hope Fo	11/25/2009	9
11/8/2009	AAASAT	Just Another Satur	"A Child s Hope Fo	11/25/2009	11
11/8/2009	CHROL	A Child s Hope	"A Child s Hope Fo	11/30/2009	13
11/8/2009	CHROL	A Child s Hope	"A Child s Hope Fo	11/30/2009	13
11/8/2009	CHROL	A Child s Hope	"A Child s Hope Fo	11/30/2009	14
11/8/2009	CHROL	A Child s Hope	"A Child s Hope Fo	11/30/2009	14
11/8/2009	AAAFN	Just Another Frida	"A Child s Hope Fo	12/1/2009	15
11/8/2009	AAAST	Managing Space &	"A Child s Hope Fo	12/1/2009	15

FIGURE 15

Once the KISS Billing software has been used to create the invoices QuickBooks can be used to manage transactions.

In QuickBooks select the **customer center** tab to display the following screen. Choose a customer and double click the desired row to display the invoice page.

Customer	Item	Date	Due Date	Aging	Amount	Open Balance
"1600 Avenue"	7	11/25/2009	11/25/2009		100.00	0.00
"1600 Avenue"	8	11/25/2009	11/25/2009		50.00	0.00
"1600 Avenue"	9	11/25/2009	11/25/2009		50.00	0.00
"1600 Avenue"	11	11/25/2009	11/25/2009		50.00	0.00
"826 National"	5	11/25/2009	11/25/2009	8	100.00	100.00
"A Child's Hope Found..."	10	11/25/2009	11/25/2009	8	200.00	200.00
"A Child's Hope Found..."	12	11/25/2009	11/25/2009	8	200.00	200.00
"A Child's Hope Found..."	13	11/30/2009	11/30/2009	3	100.00	100.00
"A Child's Hope Found..."	14	11/30/2009	11/30/2009	3	150.00	150.00
"A Child's Hope Found..."	15	12/01/2009	12/01/2009	2	100.00	100.00
AAA Foundation for Tr...	1	11/24/2009	11/24/2009	9	550.00	550.00
AAA Foundation for Tr...	2	11/24/2009	11/24/2009	9	550.00	550.00
AAA Foundation for Tr...	3	11/24/2009	11/24/2009	9	550.00	550.00
AAA Foundation for Tr...	4	11/24/2009	11/24/2009	9	300.00	300.00
AAA Foundation for Tr...	6	11/25/2009	11/25/2009	8	100.00	100.00
Customer		11/24/2009	11/24/2009		25.00	0.00
					3,175.00	2,900.00

A sample invoice is shown below. Note the customer information, descriptions and rates are completed automatically by the KISS Billing software when the **Create Invoices** function is activated.

ABC Broadcasting - QuickBooks Pro 2008 - [Create Invoices]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Home Customer Center Vendor Center Employee Center Report Center Help Upgrade Reminders Search Feedback Services Payroll Credit Cards

Previous Next Print Send Ship Find Spelling History Letters Customize

Customer: Job
A Child's Hope Foundation

Template: Print Preview
Input Product Invoice

Invoice

Bill To
"A Child's Hope Foundation"
"123 Hollywood Blvd"
"suite 3"
"Hollywood", "CA" "90210"

Date: 12/01/2009 Invoice #: 15
Ship To: Ship To 1
"A Child's Hope Foundation"
"123 Hollywood Blvd"
"suite 3"
"Hollywood", "CA" "90210"

P.O. Number	Terms	Rep	Ship	Qty	Price Each	Amount	Tax	P.O.B.
			12/01/2009	1	50.00	50.00	Tax	
				1	25.00	25.00	Tax	
				1	25.00	25.00	Tax	

Quantity Item Code Description Price Each Amount Tax

1 Rate_B 11/8/2009 5:00 AM: Just Another Friday Night 50.00 50.00 Tax

1 Rate_C 11/8/2009 5:30 AM: Managing Space & Time For Safe Driving 25.00 25.00 Tax

1 Rate_C 11/22/2009 5:30 AM: Managing Space & Time For Safe Driving 25.00 25.00 Tax

Customer: [Dropdown] Tax: [Out of State] (0.0%) 0.00

Total 100.00

Customer Message [Text Box]

To be printed
 To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied 0.00
Customer Tax Code Tax Balance Due 100.00

Memo [Text Box]

Learn about our payment processing and online invoicing solutions.

Save & Close Save & New Revert

Reporting

Launch the **KISS Reporting** software by clicking on the **Reporting** button. This will display the following window.

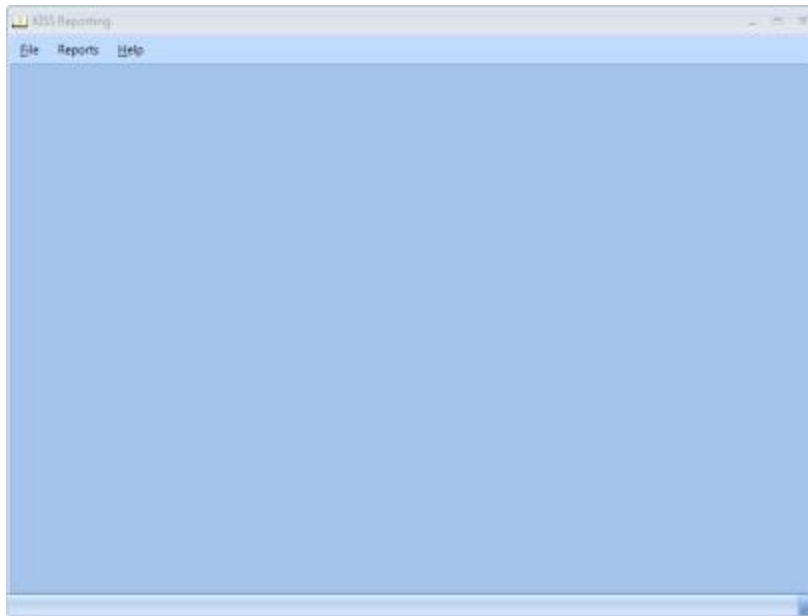


FIGURE 16

Select the **reports** tab to generate customers, billing history and unbilled items reports similar to the following.

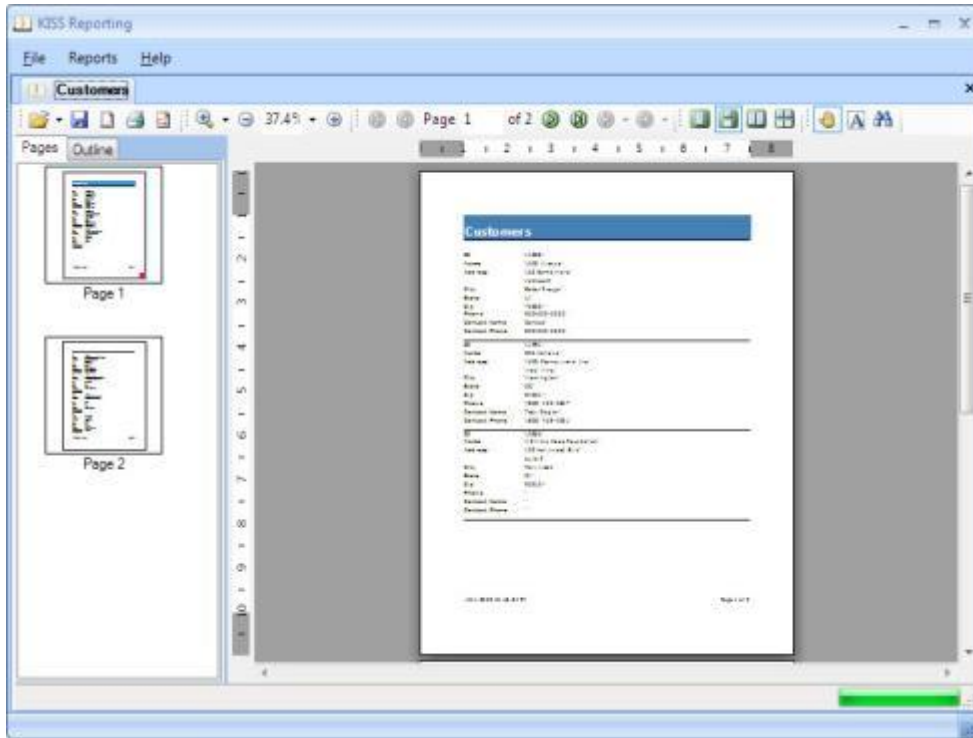


FIGURE 17

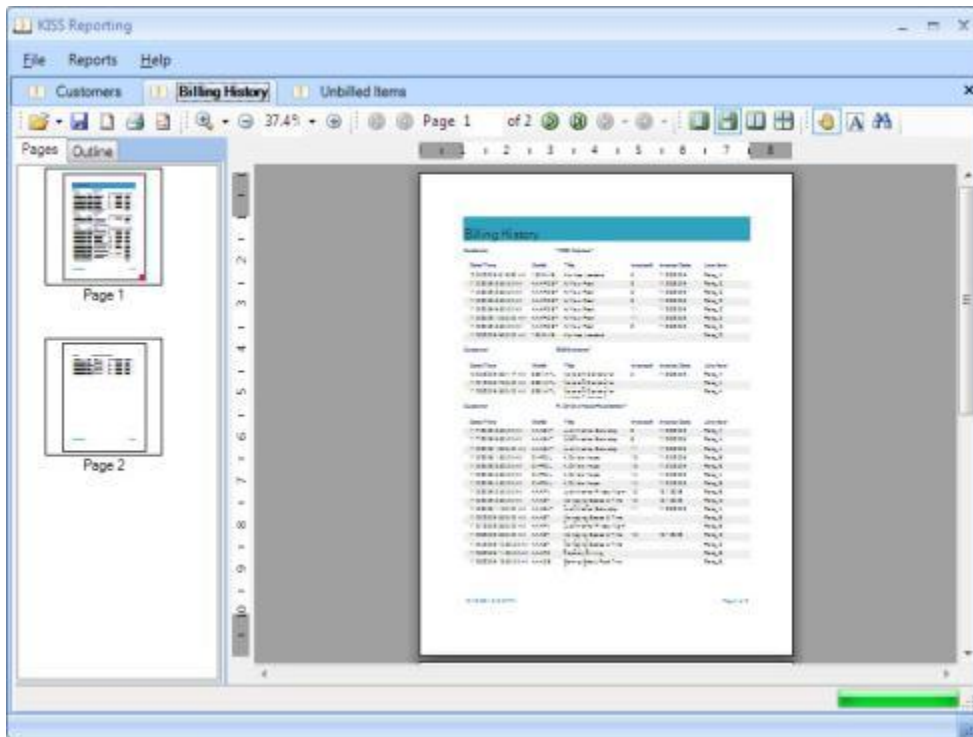
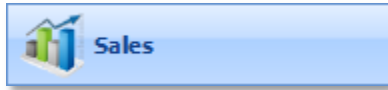


FIGURE 18

Sales



Launch the Sales Software by clicking the **Sales** button. This will display the following window.

Drag a column header here to group by that column

Order #	Customer	Order Date	Active	Salesperson
1	The Living Planet Aquarium	3/11/2010	<input checked="" type="checkbox"/>	Millais
2	Wild Spirits Nature & Photography	2/1/2010	<input checked="" type="checkbox"/>	Rossetti
5	Crowell & Associates	3/1/2010	<input checked="" type="checkbox"/>	Millais

Broadcast Order

1 of 3

Order #: 1 Customer: The Living Planet Aquarium Affidavit Required
 Date: 3/11/2010 PO #: Active
 Advertiser Product: Aquarium Exhibit Salesperson: Millais

Notes:

Order Items

Begin Dat	End Dat	M	T	W	Th	F	Sa	Su	Block Start	Block End	Show	Spot Duratio	Spots/Week	Total Spot	Spot Pric	Total Pric
4/1/2010	4/26/20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07:00:00	08:00:00		00:30:00	5	20	\$10.00	\$200.00

Totals

Total Spots: 20
 Sales Order Total: \$200.00
 Deposit Amount: \$412.00

Select the desired order to edit or select add new to create a new order. For new orders select the customer from the drop-down menu. Enter the date, PO#, product and salesperson information. Select begin and end dates from the calendar select menus. Determine the weekdays the product may be scheduled to run by selecting the appropriate check boxes. Enter the necessary show information, spots per week and total desired spots. Input the price per spot and a total is calculated for each item and then added to the order total. Select the report button to generate a printed copy of the order.