KISS Broadcast Business Management User Manual

March 24, 2010

Contents

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.
C: \myfile.txt	Paths and file names are in *italics*.
`username`	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.

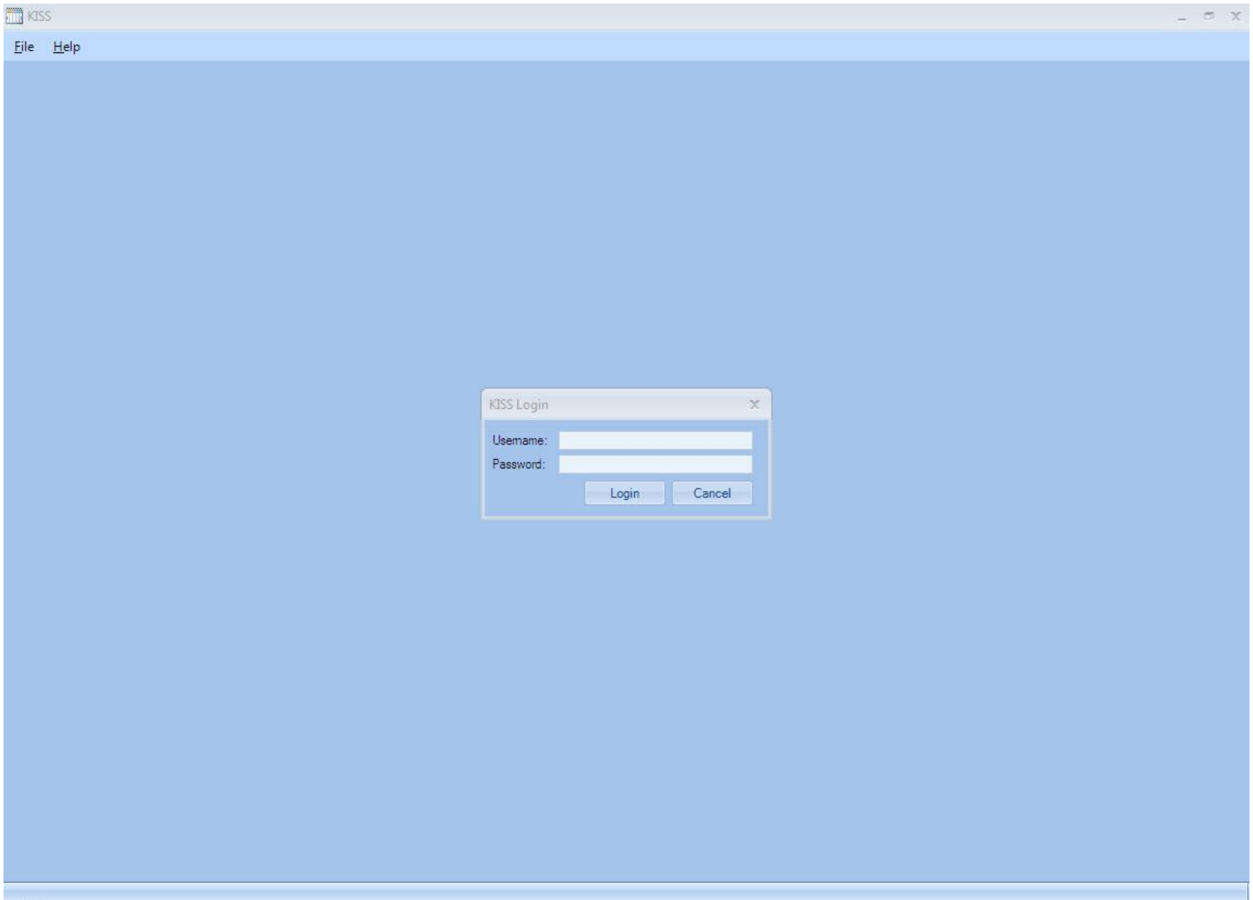


FIGURE 1

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.

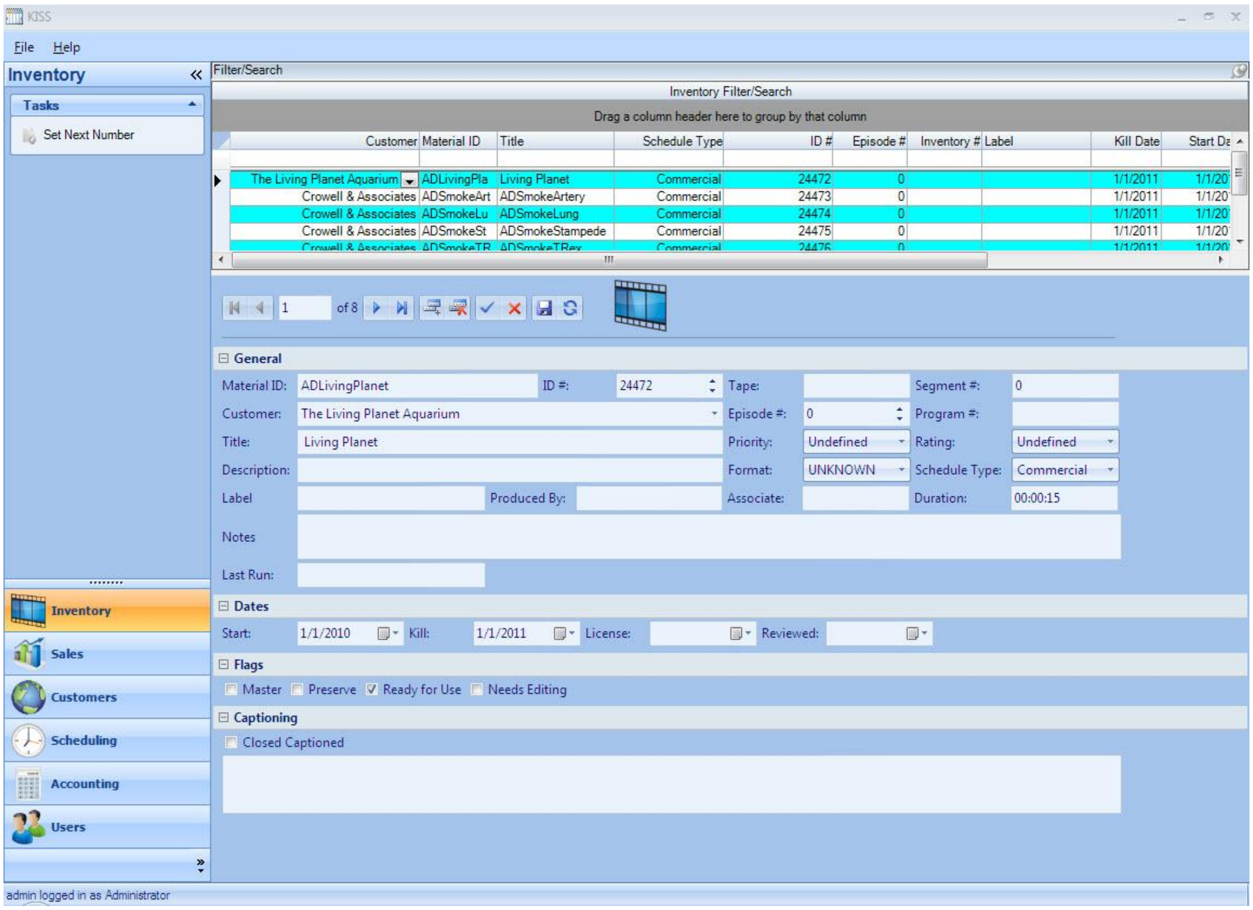
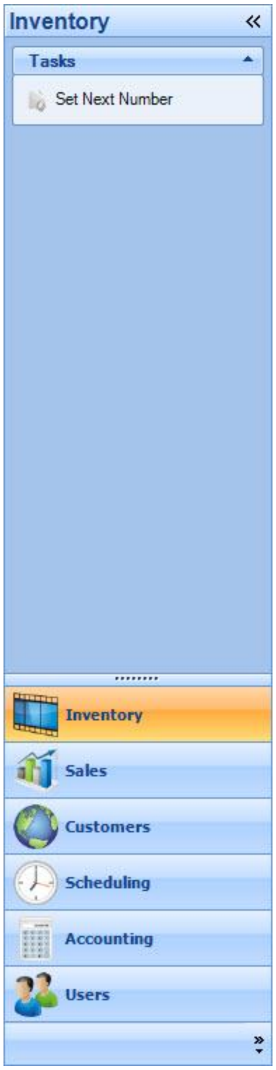


Figure 2

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.


Inventory
Tasks
Set Next Number
Inventory
Sales
Customers
Scheduling
Accounting
Users

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.

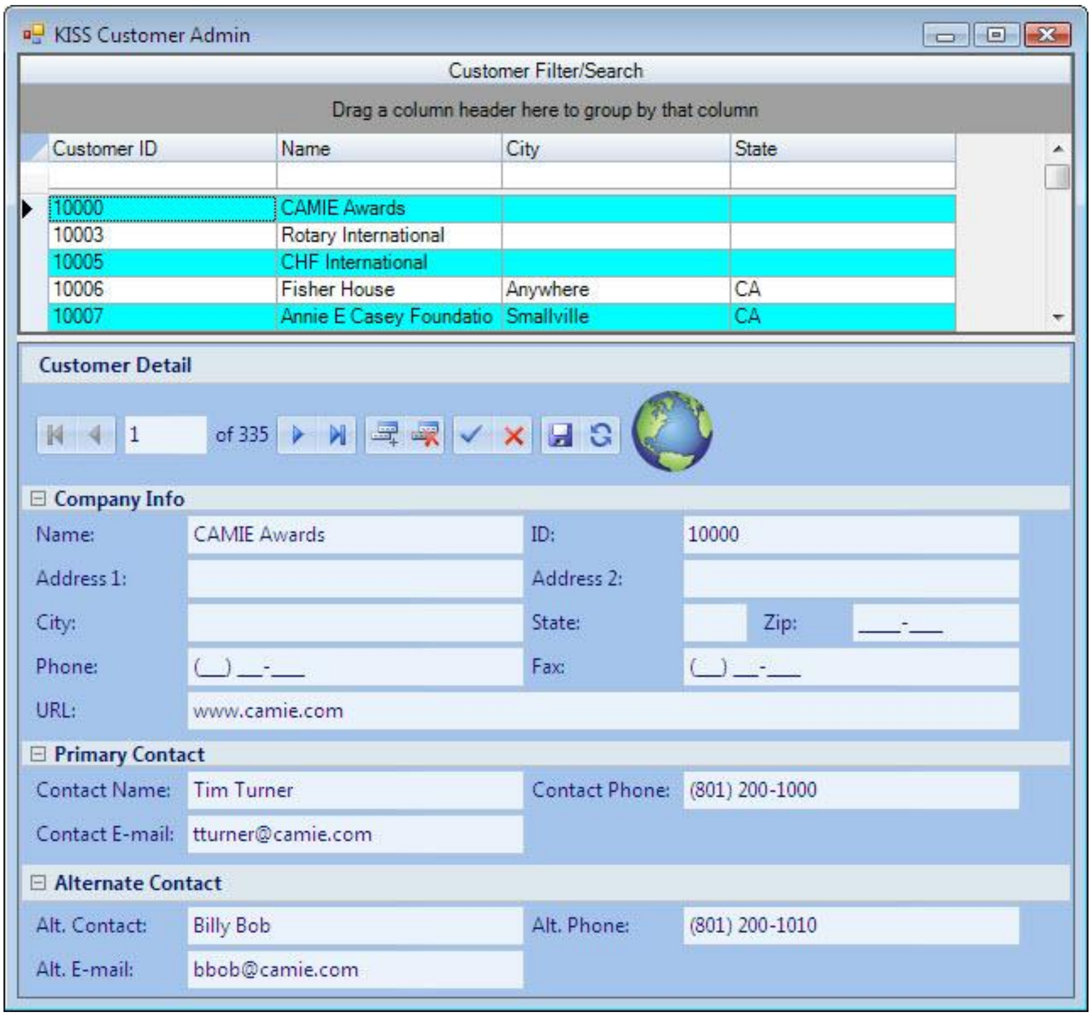


FIGURE 3

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.

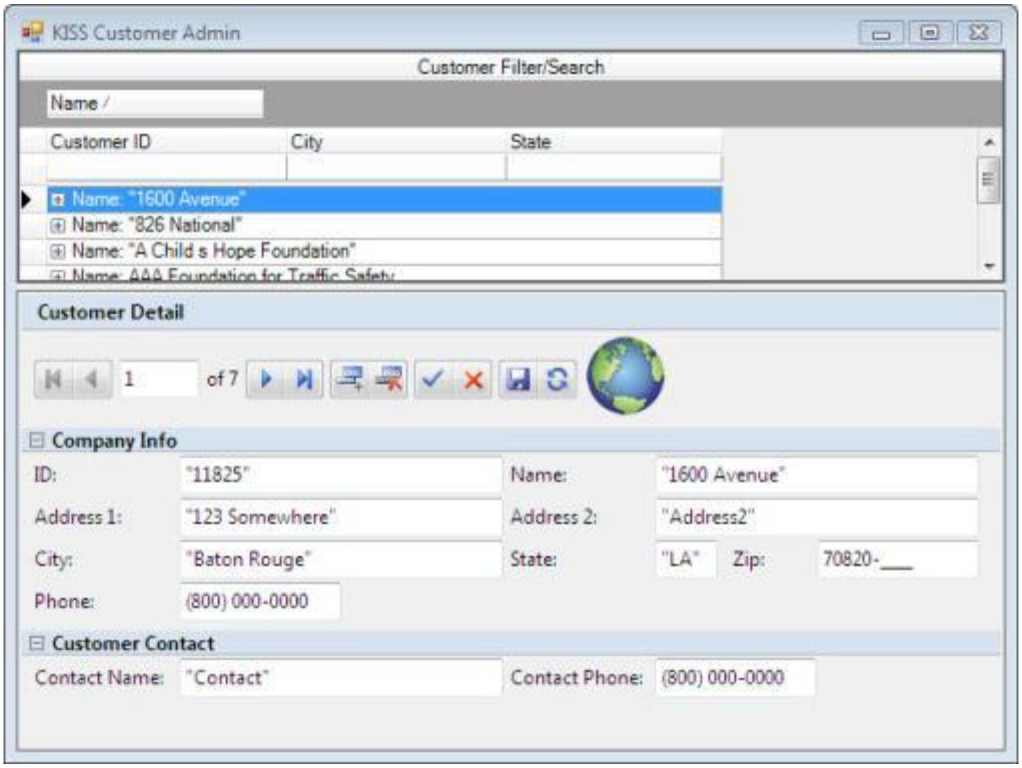


FIGURE 4

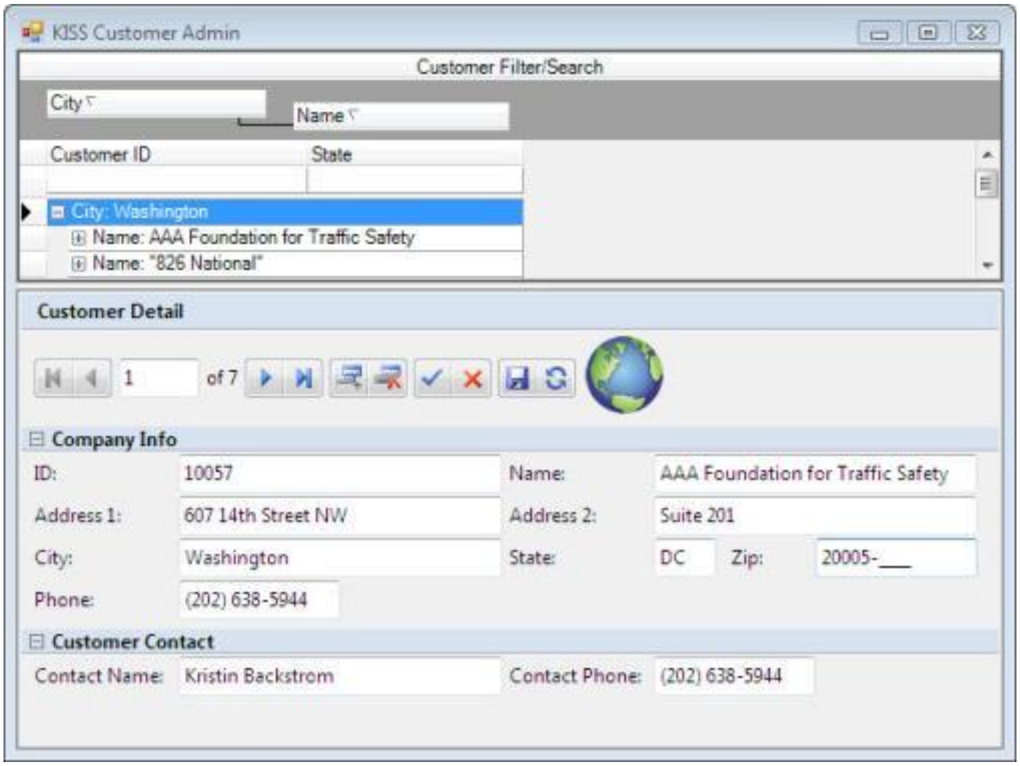

KISS Customer Admin
Customer Filter/Search
City
Name
Customer ID
State
City: Washington
Name: AAA Foundation for Traffic Safety
Name: "826 National"
Customer Detail
1
of 7
Company Info
ID:
10057
Name:
AAA Foundation for Traffic Safety
Address 1:
607 14th Street NW
Address 2:
Suite 201
City:
Washington
State:
DC
Zip:
20005-___
Phone:
(202) 638-5944
Customer Contact
Contact Name:
Kristin Backstrom
Contact Phone:
(202) 638-5944

FIGURE 5

Inventory

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

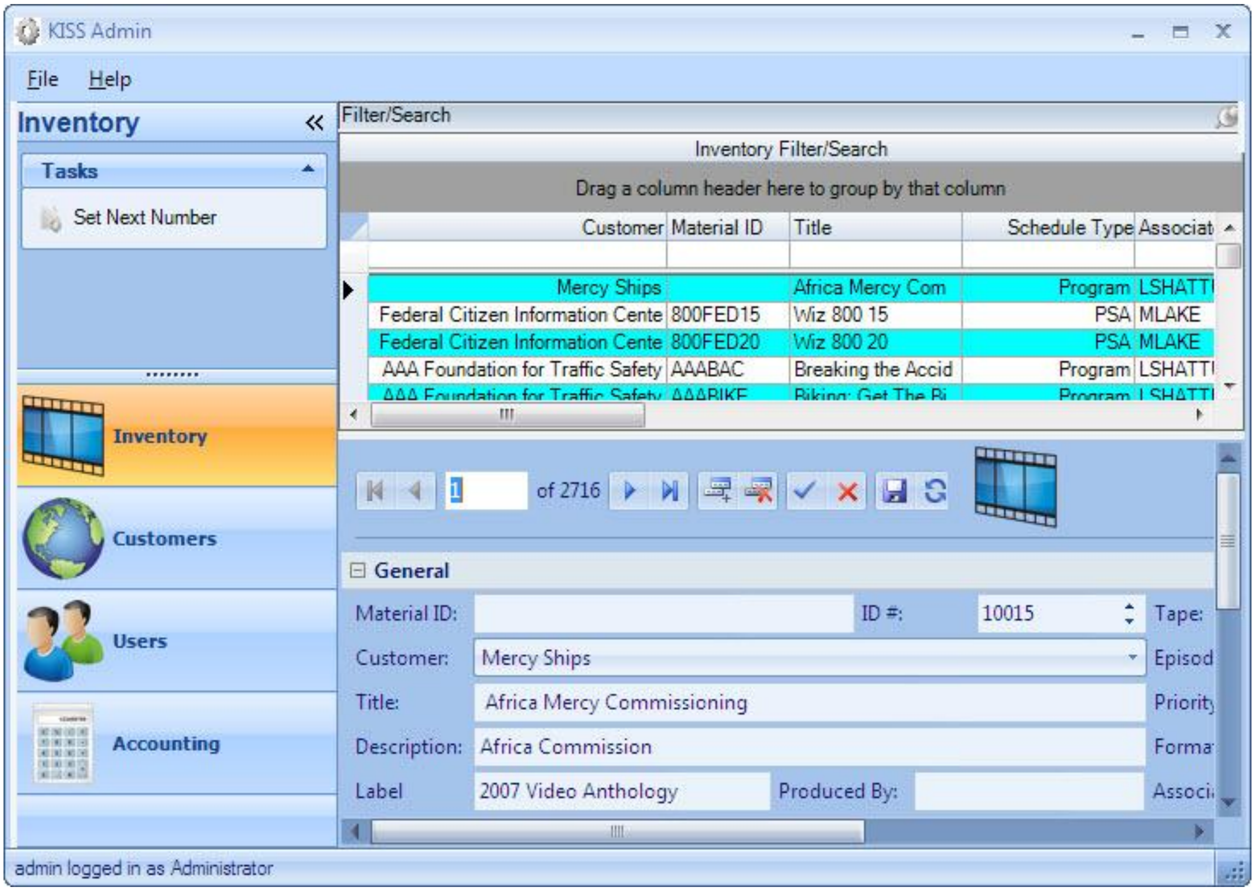


Figure 6

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.

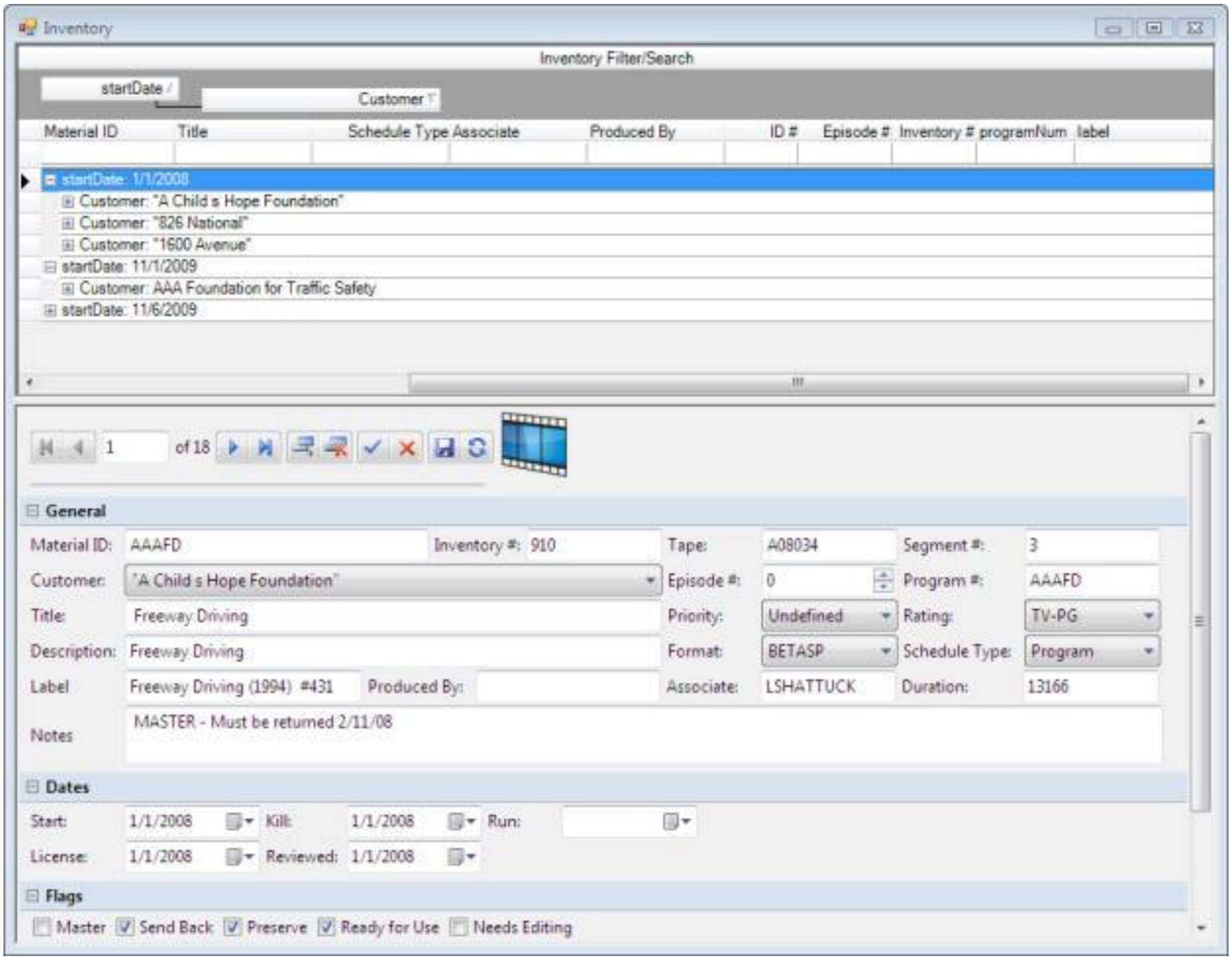
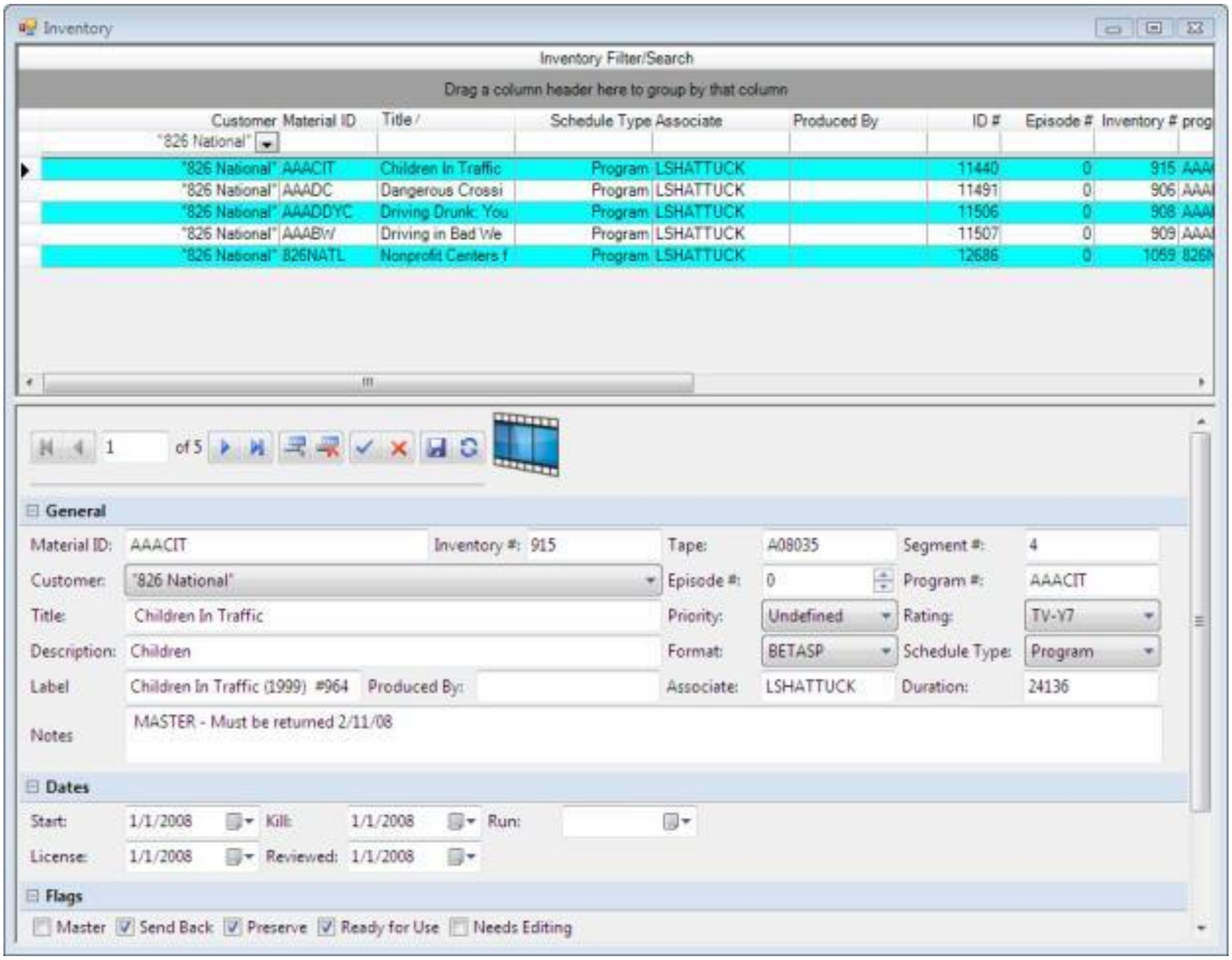


FIGURE 7

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.



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.

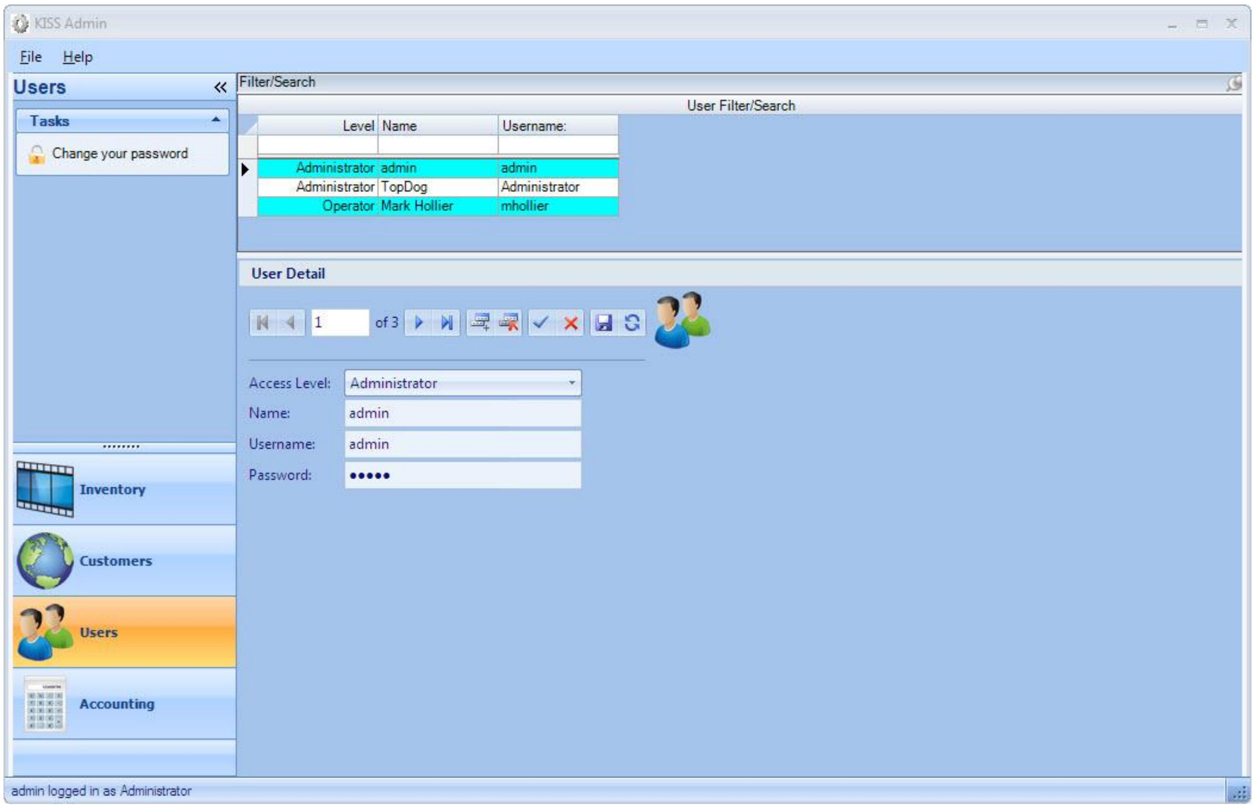


FIGURE 8

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.

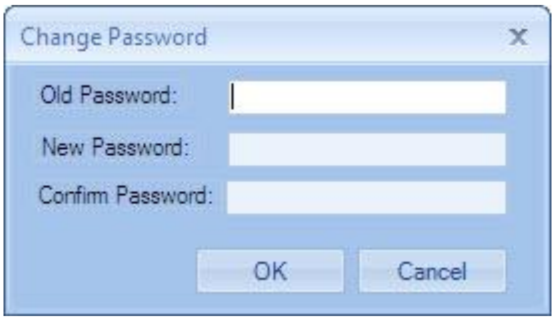


FIGURE 9

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.

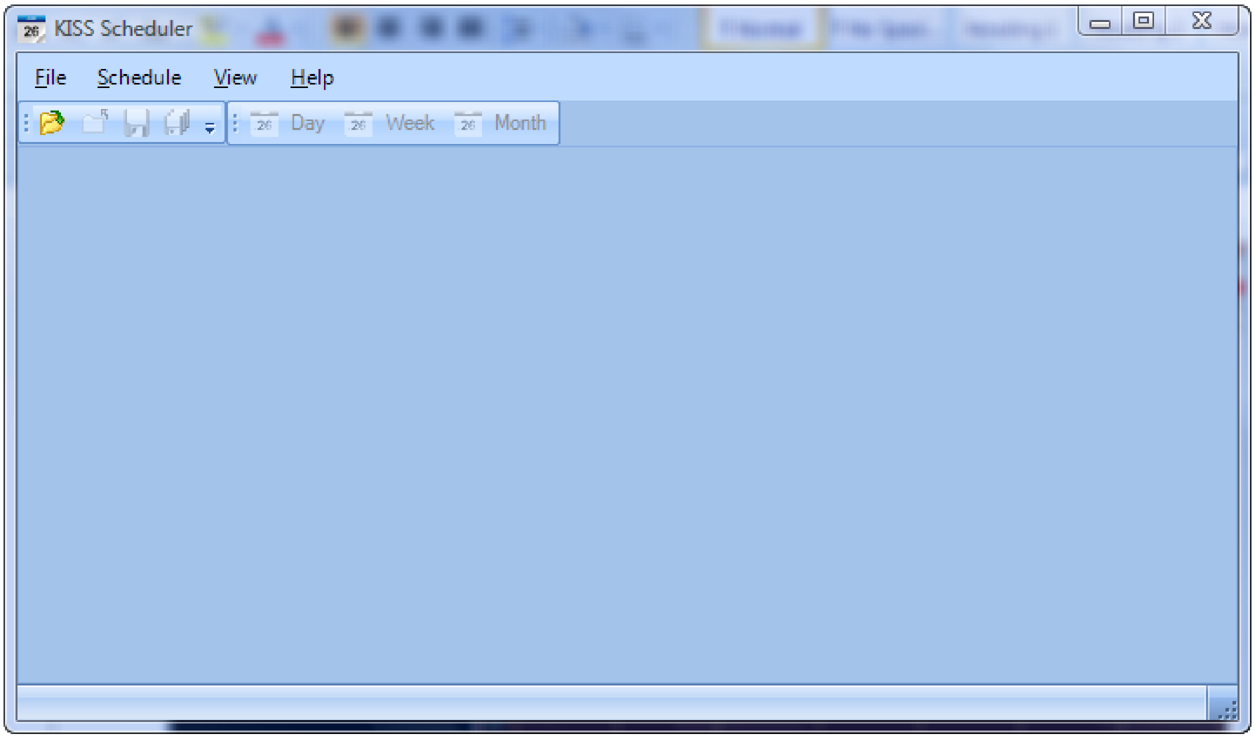


FIGURE 10

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.

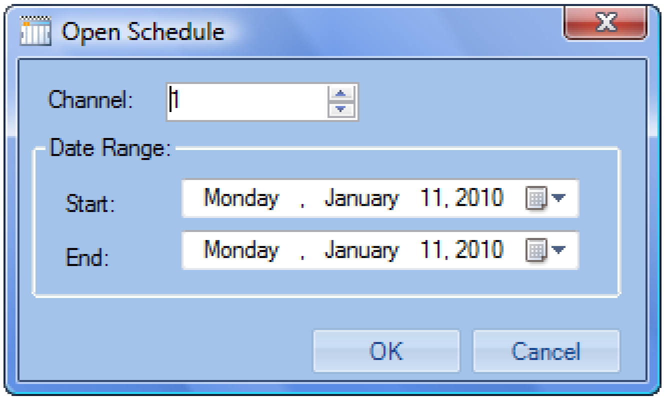


Figure 111

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.

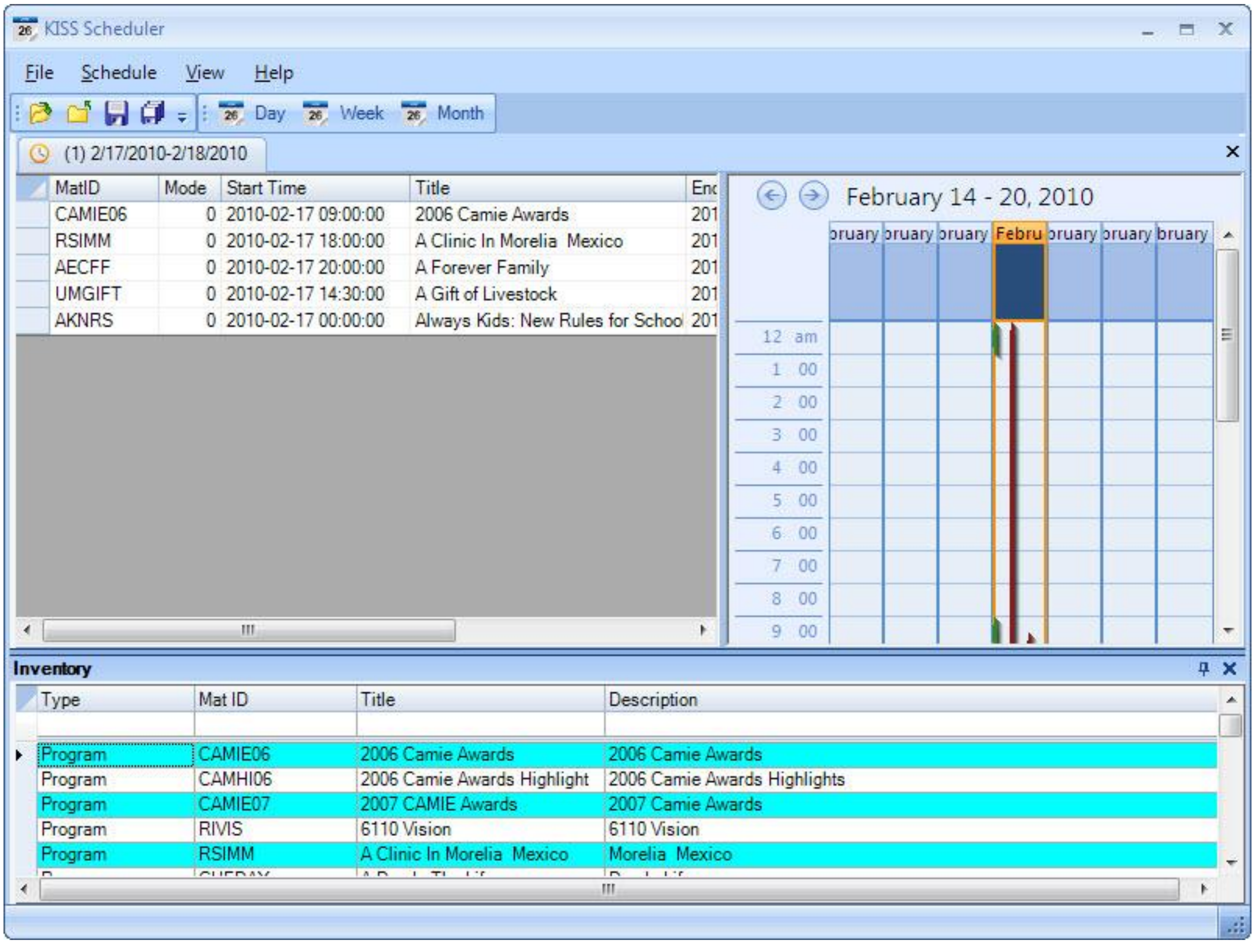


FIGURE 12

- **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.

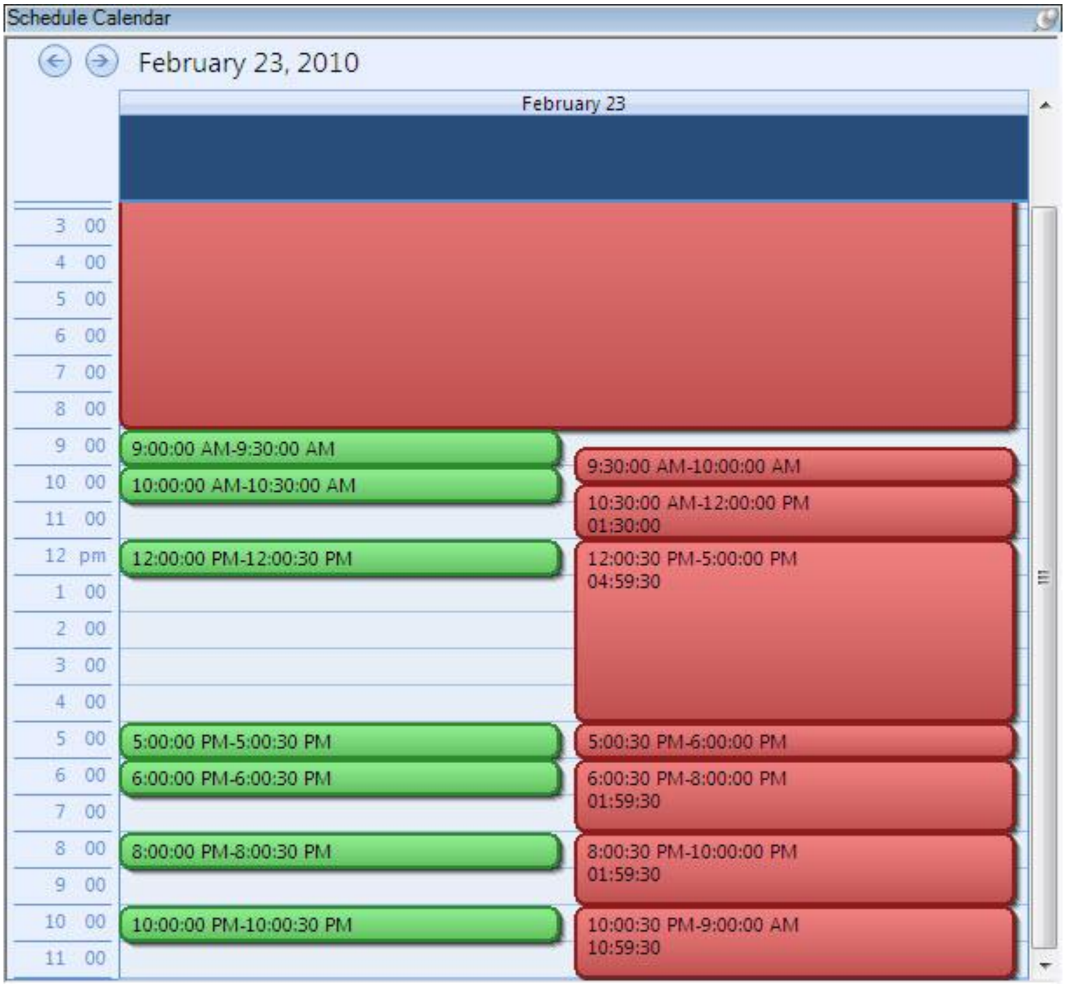
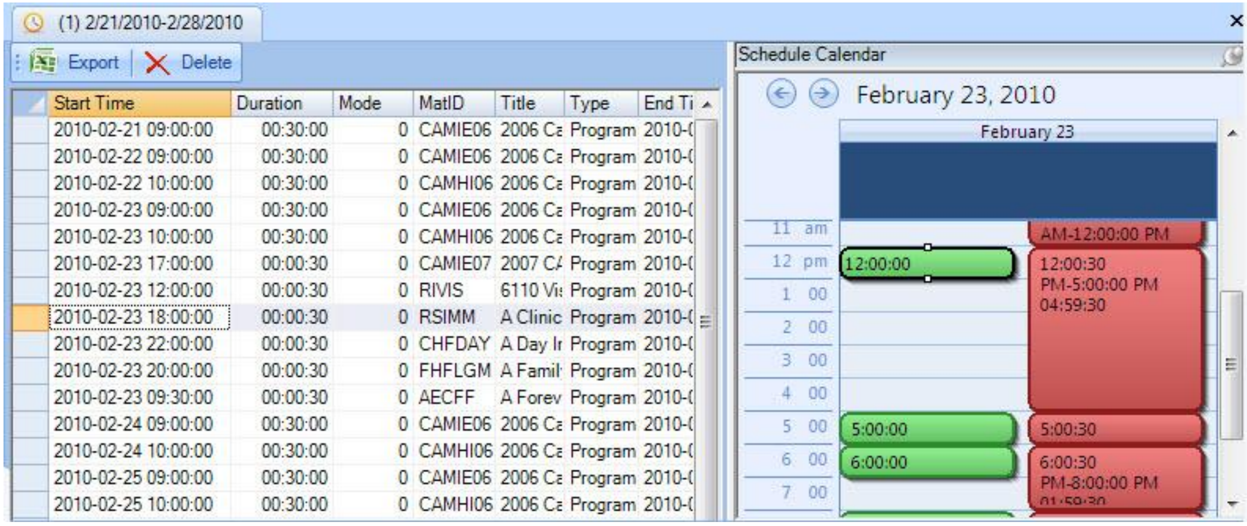
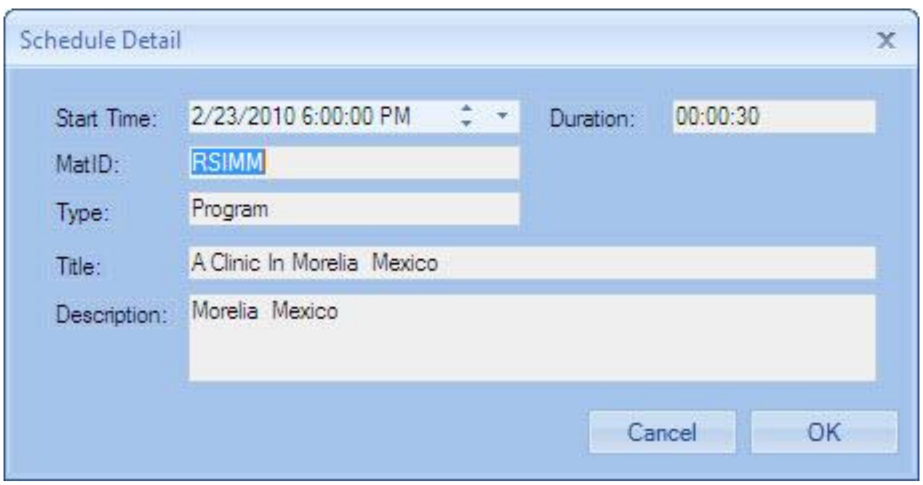


FIGURE 13

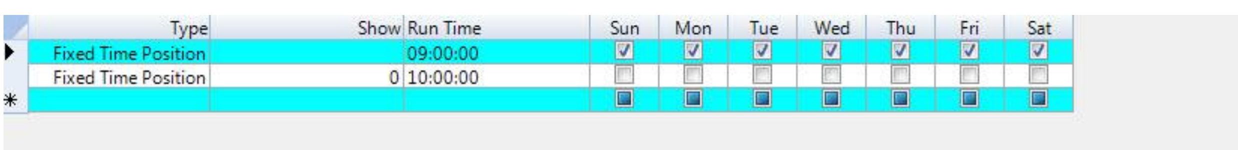
This includes the date at the top of the schedule, time indication on the left and the times for scheduled material displayed in green. Red indicates times that were not scheduled and are available to be filled. The Scroll bar allows you scroll through the entire 24 hour period of events.



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.



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.

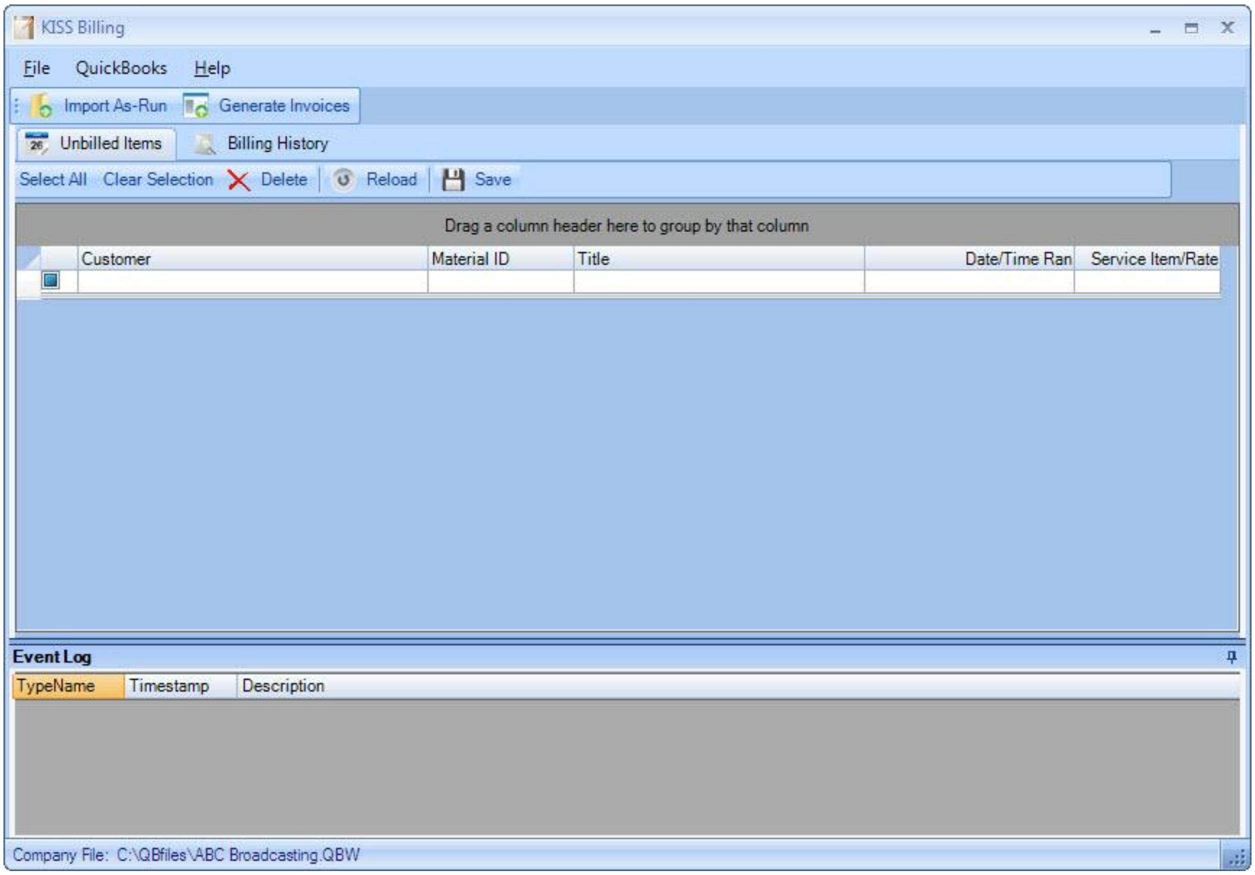


FIGURE 14

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.

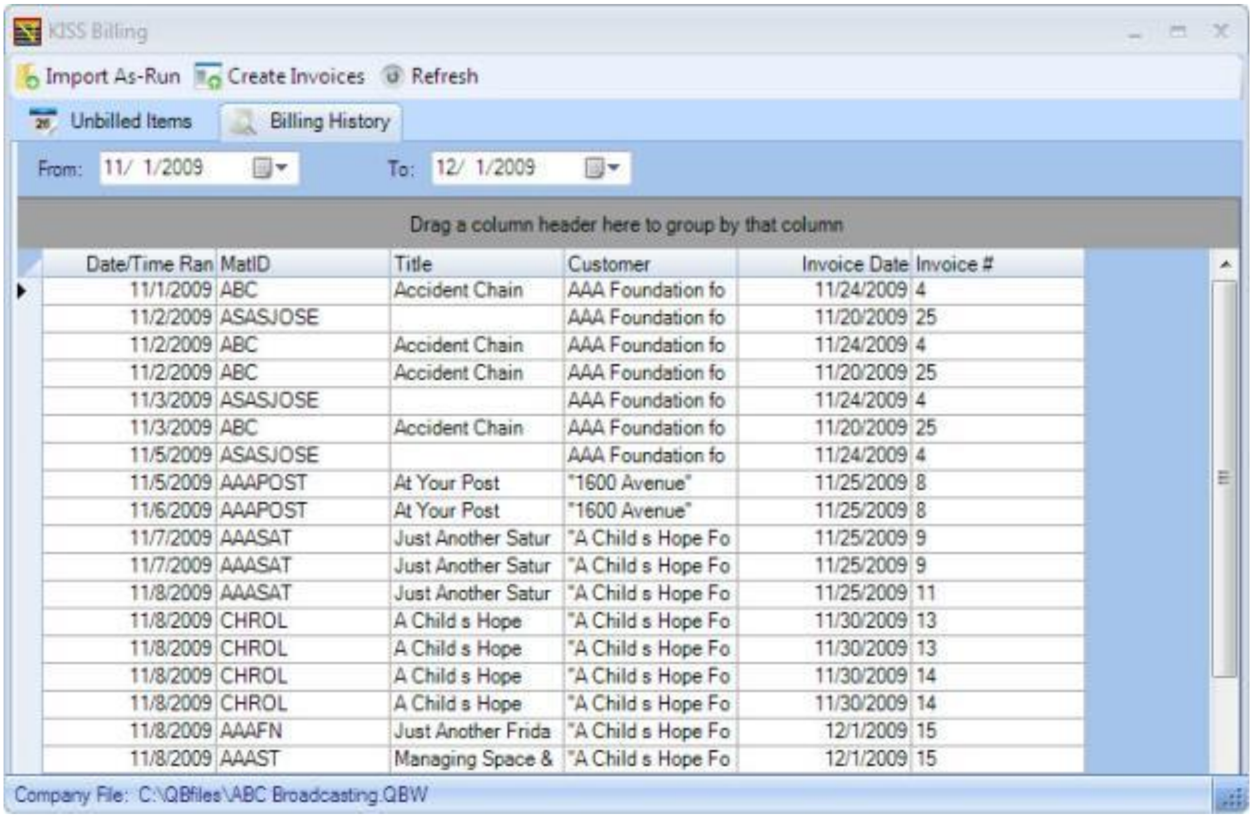
Drag a column header here to group by that column

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

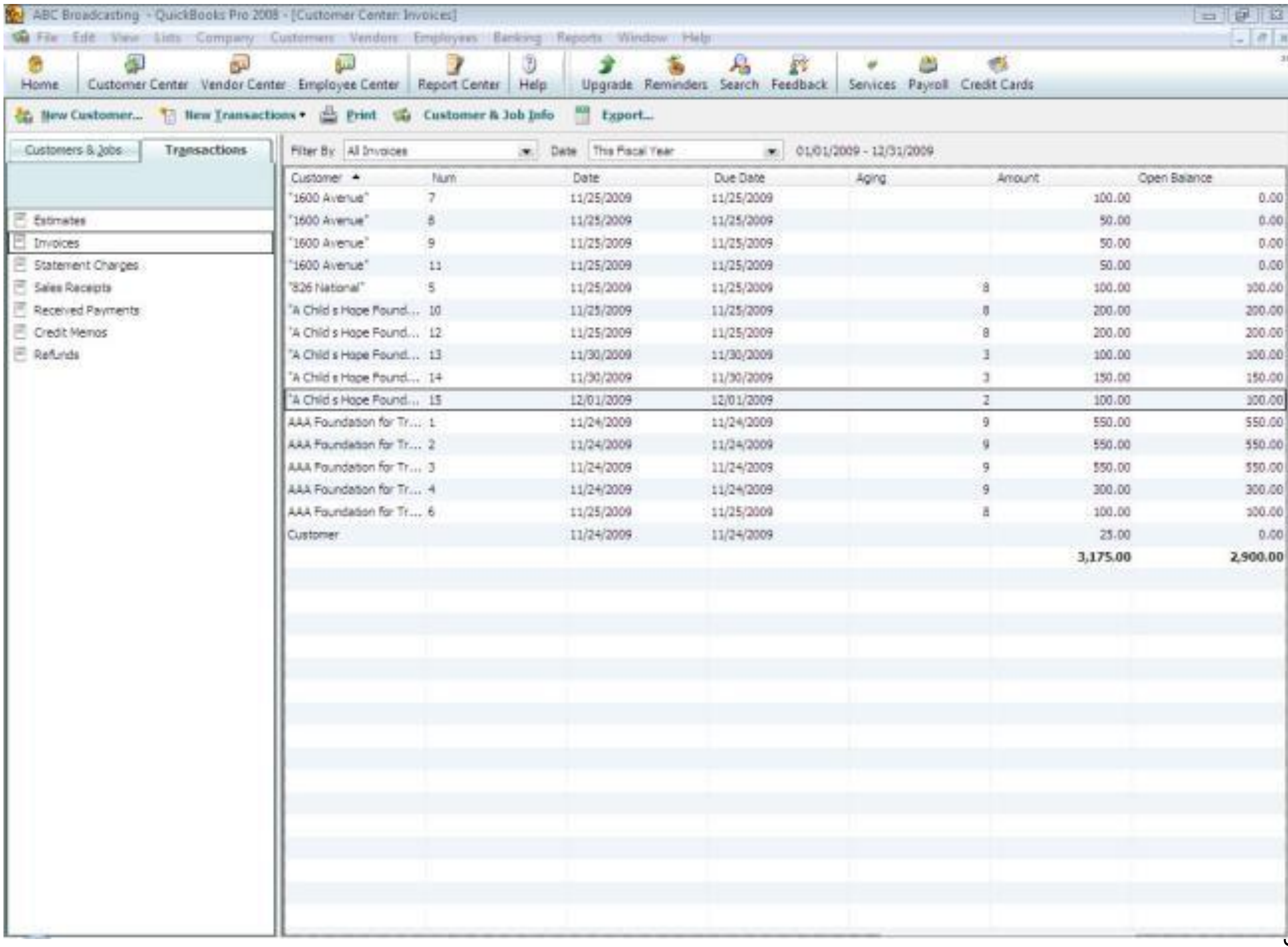


Date/Time Ran	MatID	Title	Customer	Invoice Date	Invoice #
11/1/2009	ABC	Accident Chain	AAA Foundation fo	11/24/2009	4
11/2/2009	ASASJOSE		AAA Foundation fo	11/20/2009	25
11/2/2009	ABC	Accident Chain	AAA Foundation fo	11/24/2009	4
11/2/2009	ABC	Accident Chain	AAA Foundation fo	11/20/2009	25
11/3/2009	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

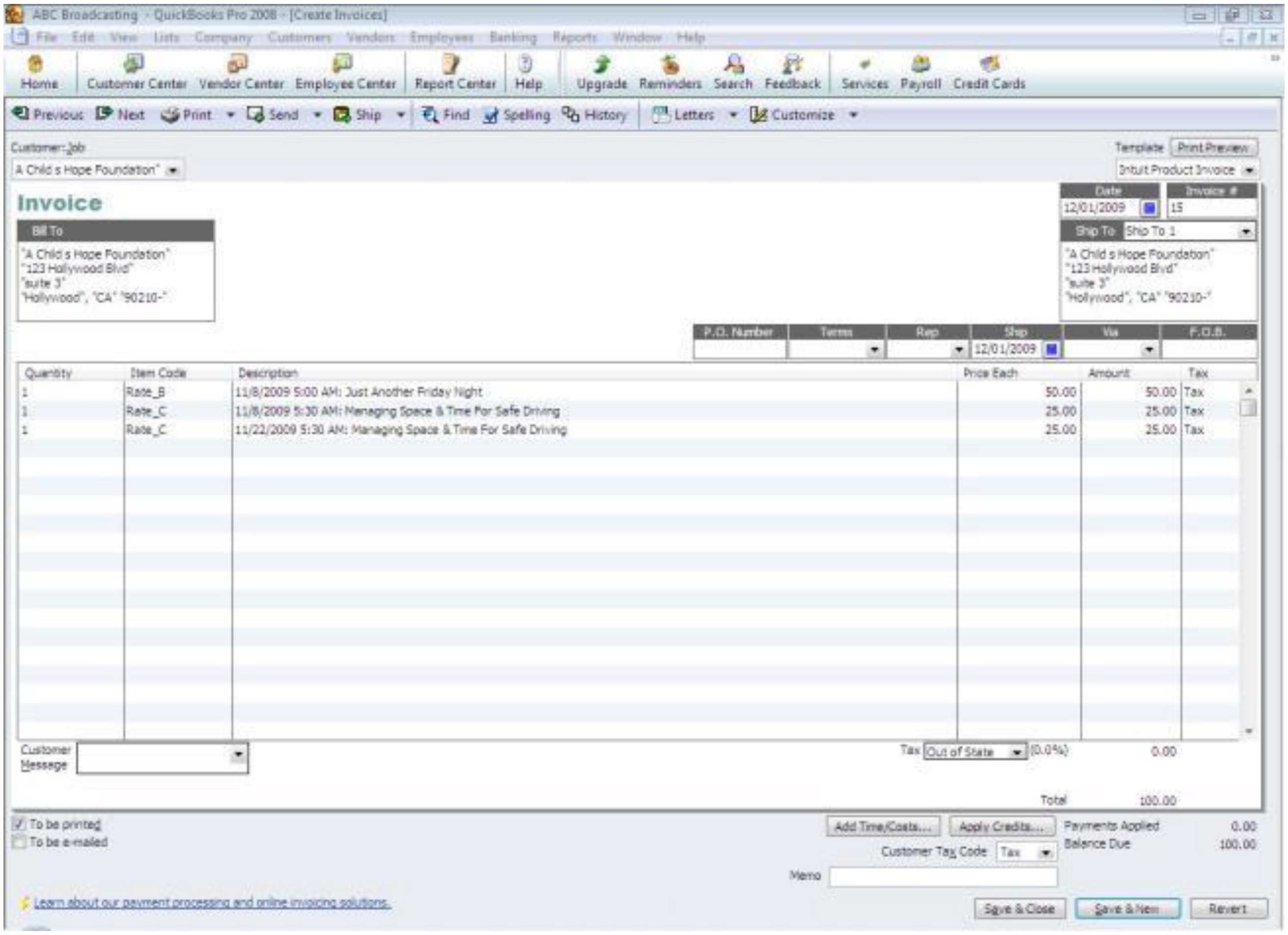
FIGURE 15

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.



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]
Invoice
Bill To
"A Child s Hope Foundation"
"123 Hollywood Blvd"
"suite 3"
"Hollywood", "CA" "90210-"
11/8/2009 5:00 AM: Just Another Friday Night
11/8/2009 5:30 AM: Managing Space & Time For Safe Driving
11/22/2009 5:30 AM: Managing Space & Time For Safe Driving
Total 100.00

Reporting

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

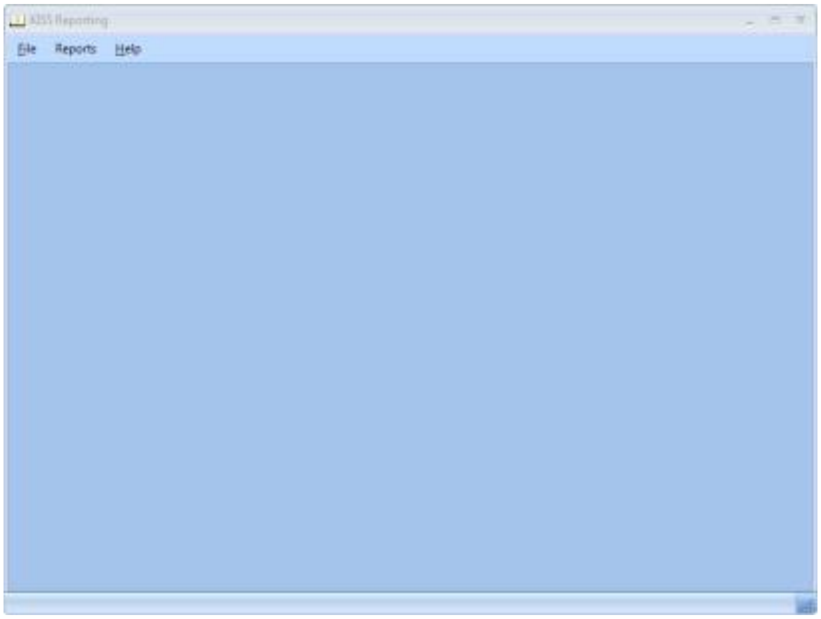


FIGURE 16

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

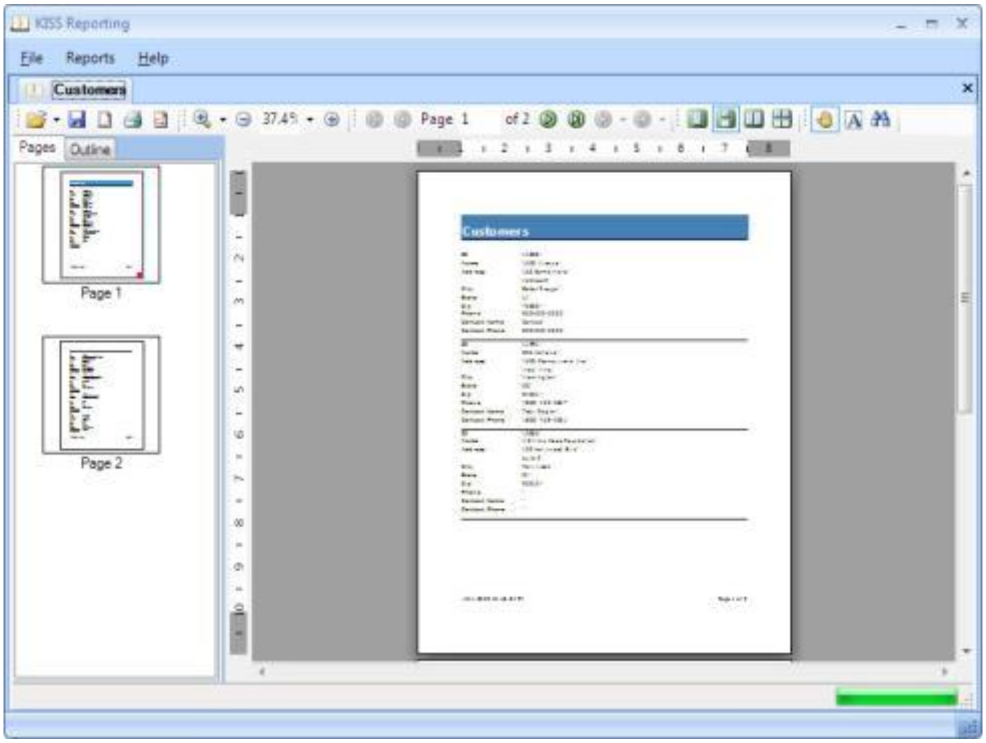


Figure 17

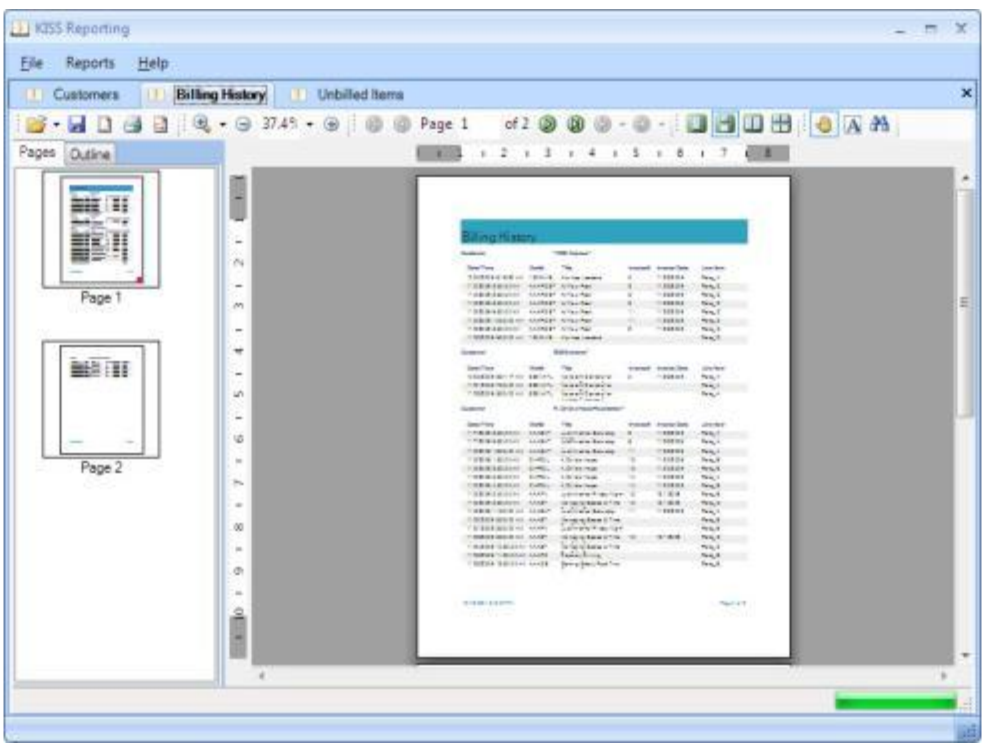
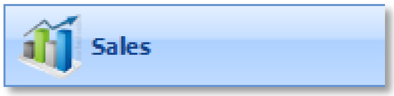
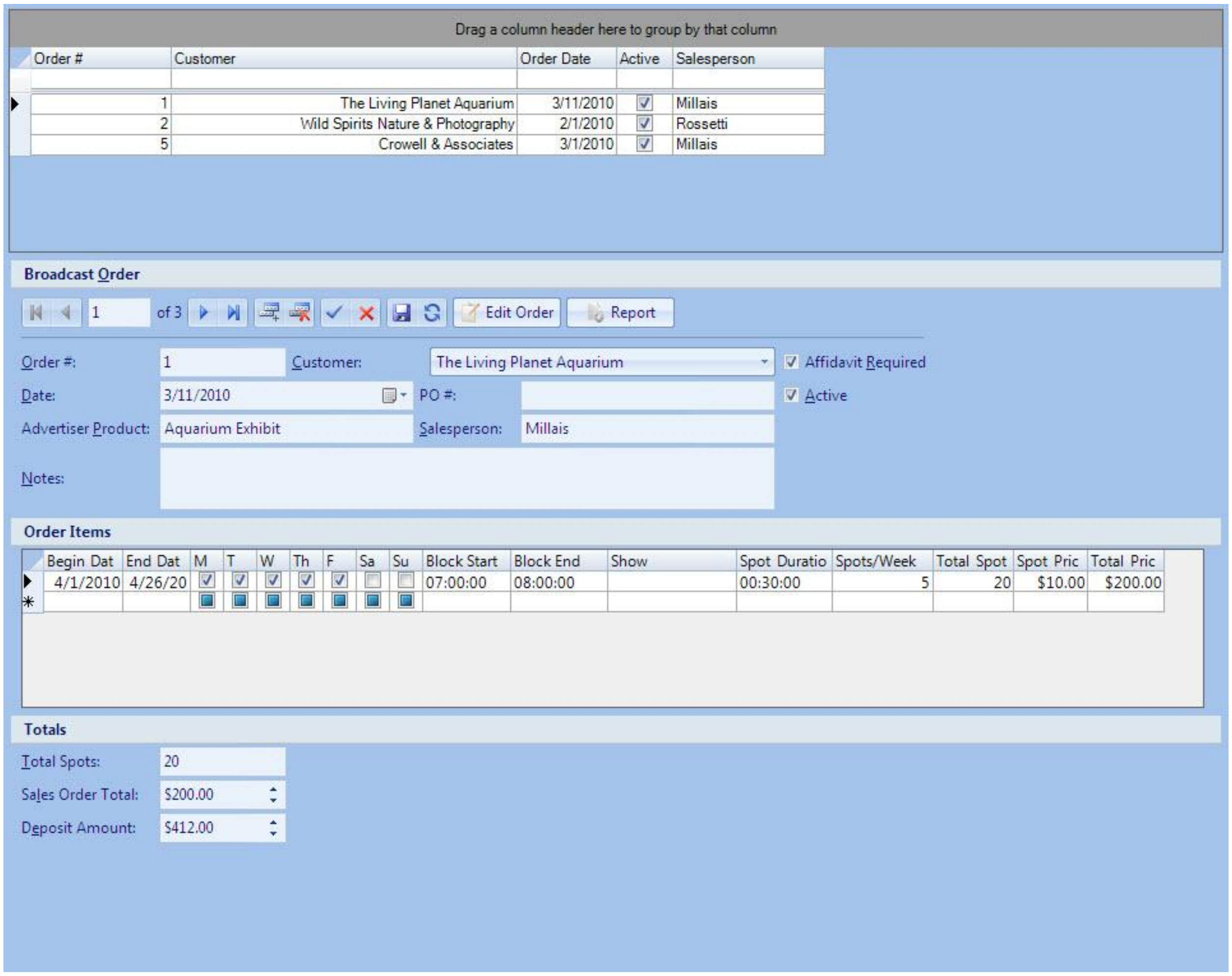


Figure 18

Sales



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



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.