Release Guide

This document provides instructions for how to use the new features in the 2024.3 release, grouped by module. Remember to install & test in your test system before Production.

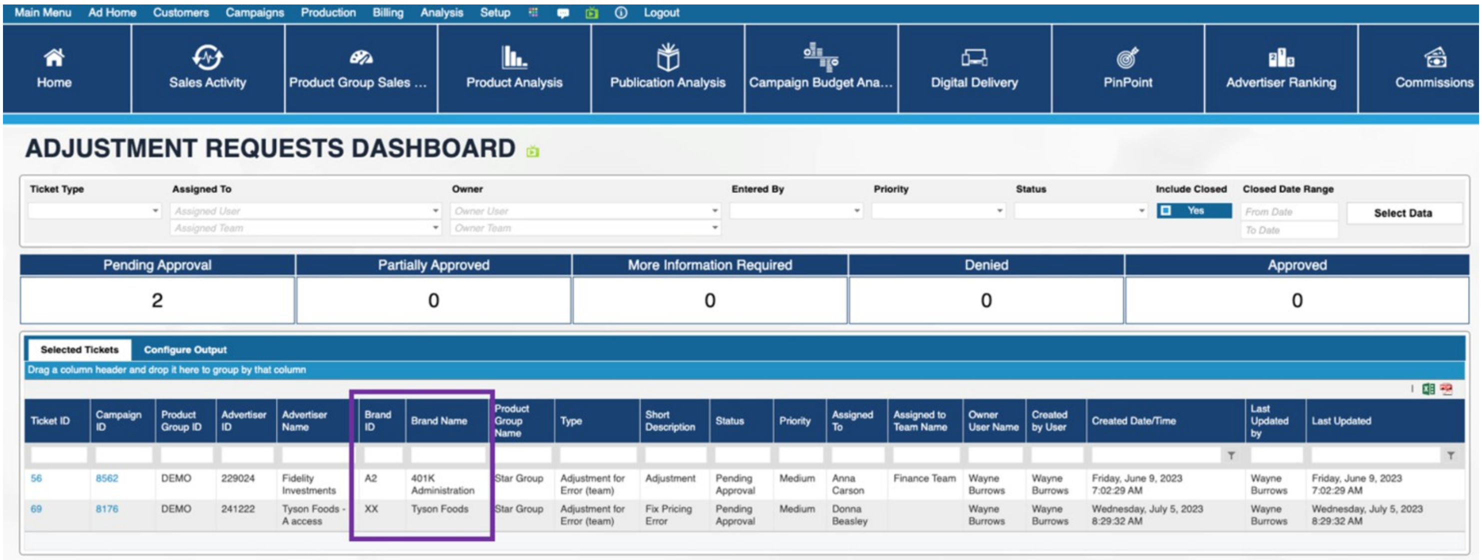
These are the most important takeaways / impactful changes that you need to pay attention to:

- **Insert/Trigger Change History** - this one isn't a disruptive change or anything, but you might want to ensure that users are aware that this is available to them, especially if you are a site using Interface Link to send feeds to various systems.
- For those of you who have expressed an interest in disabling the new feature introduced in 24.1 on making future rep changes - that is now possible. Please see **below** for details on enabling that option.
- There is a **new prompt** for the desired Quote status when converting Opportunity lines into Order Lines. Not a terribly disruptive change either, but a new prompt that users might not be expecting unless they are advised of the change.
- **Important notice for AdCellerant users:** Effective July 1, 2024, AdCellerant has changed their API, which necessitated us changing the way we are integrating with them. From a workflow perspective in Naviga Ad, it isn't a drastic change for the end-user, but if you already had AdCellerant setup prior to 2024.3, please revisit the setup section to review and re-save the product cross reference. AdCellerant changed some of their product catalog with their API changes, so you will need to re-map some of the AdCellerant products to their applicable Naviga products. **The integration will no longer work with Naviga versions prior to 2024.3, so please plan upgrades accordingly.**

Advertising Module

UpVote Additional Fields on Tickets Dashboards

On both the Adjustments Tickets and Campaign Tickets dashboards, the Brand ID and Brand Name have been added as optional columns for the onscreen view and the excel download. Navigate to **Campaigns -> Campaign Tickets Dashboard** or to **Campaigns -> Adjustment Tickets Dashboard** to access these reports and then select the configure output tab to add/remove desired columns.

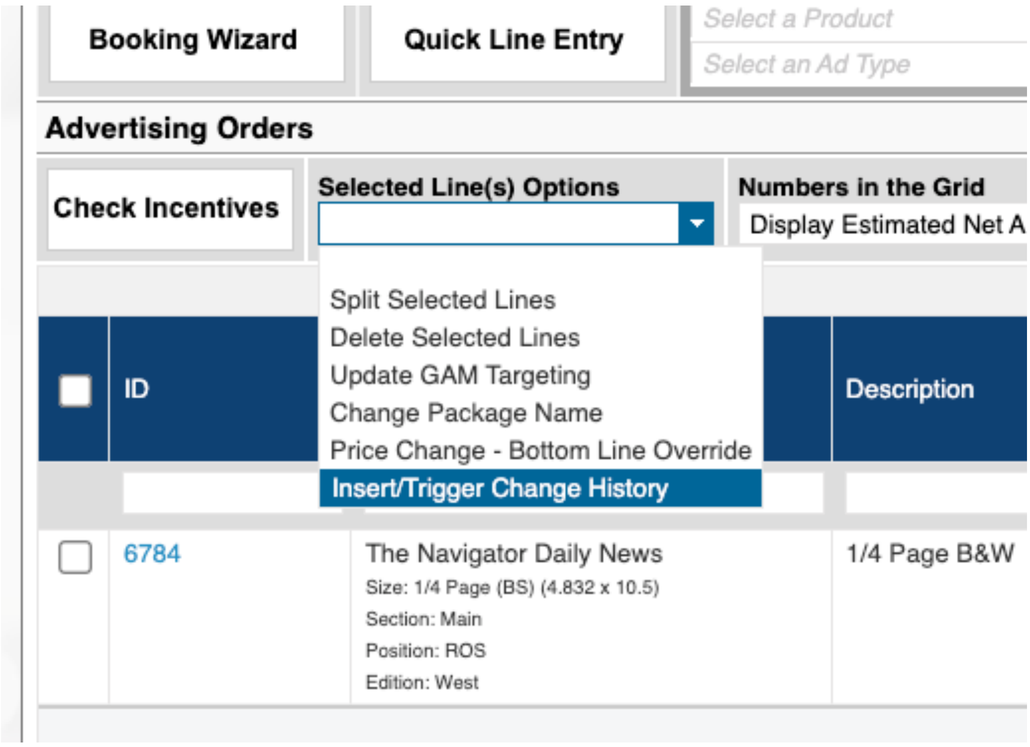


Insert/Trigger Change History

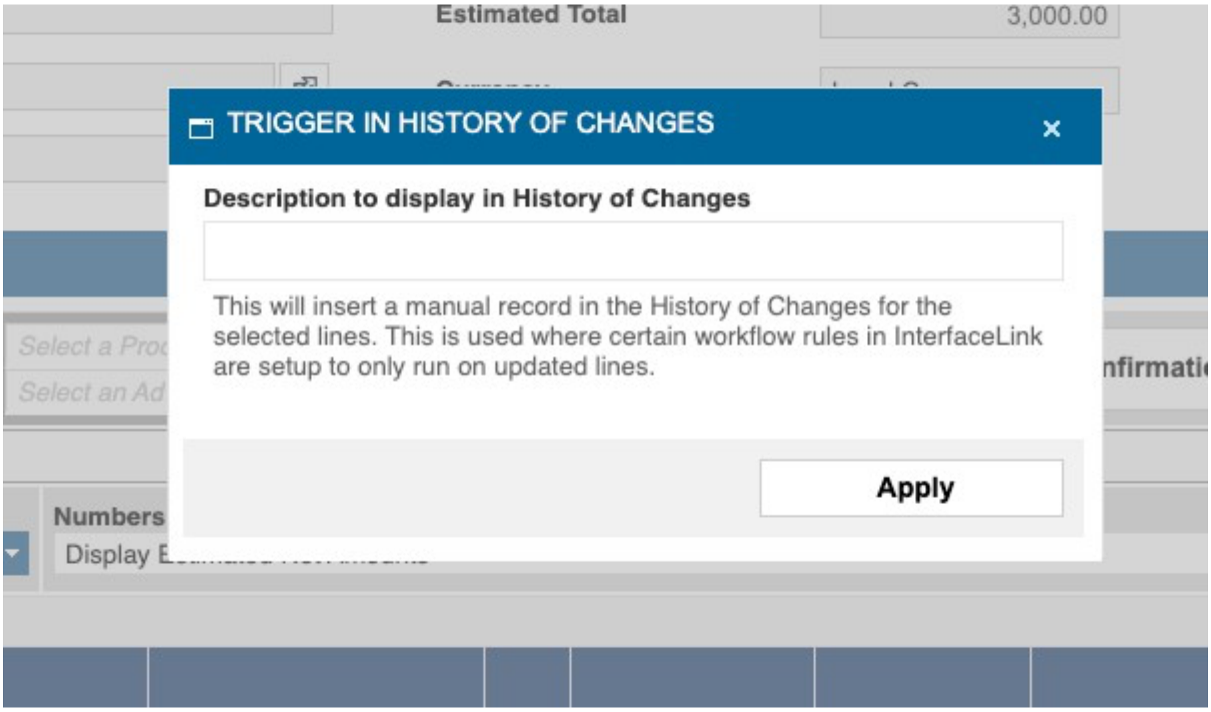
Interface Link (IL) is often triggered on changes to a campaign line. It is watching the History of Changes tab, and when a new change is recorded, IL will look at the affected Line ID and will send/re-send the affected lines to downstream systems.

Sometimes, users need to re-send items to Interface Link manually for a variety of reasons. We have added an option on both the Campaign Line Item, and the Material Record, to trigger a manual history entry. This saves the user the hassle of opening the line and making a fake change just to trigger the feed.

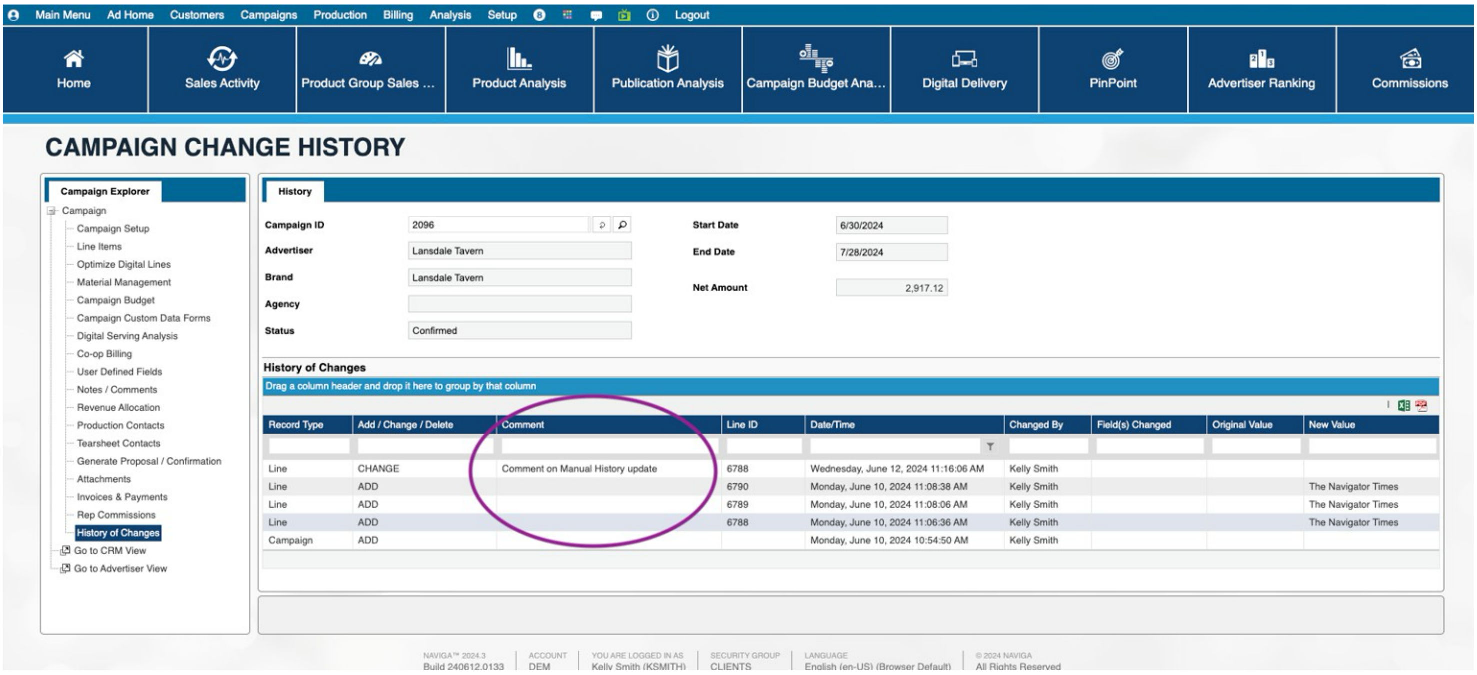
On the line item, the function is accessed here:



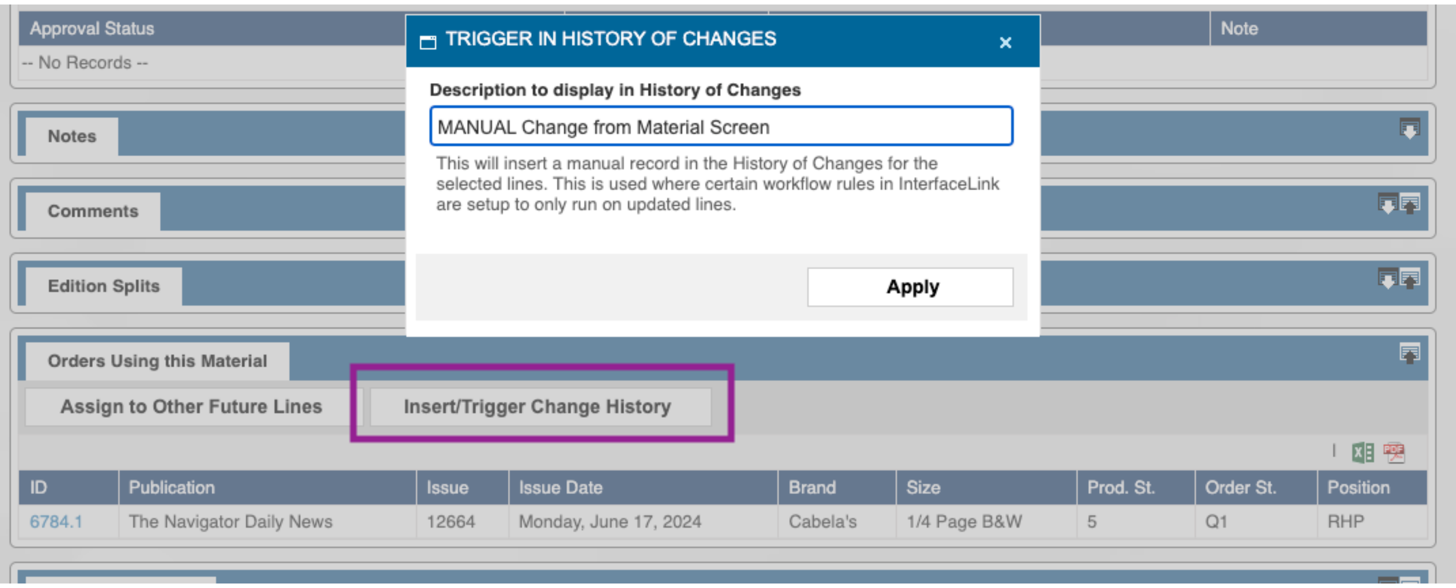
The user can select one or more line items and then select the Insert/Trigger Change History. A dialog box will open with a prompt for the user to enter a comment for the change



Any comment will be added to the History of Changes in a new "Comment" column, which will only be seen when there is a comment in there.



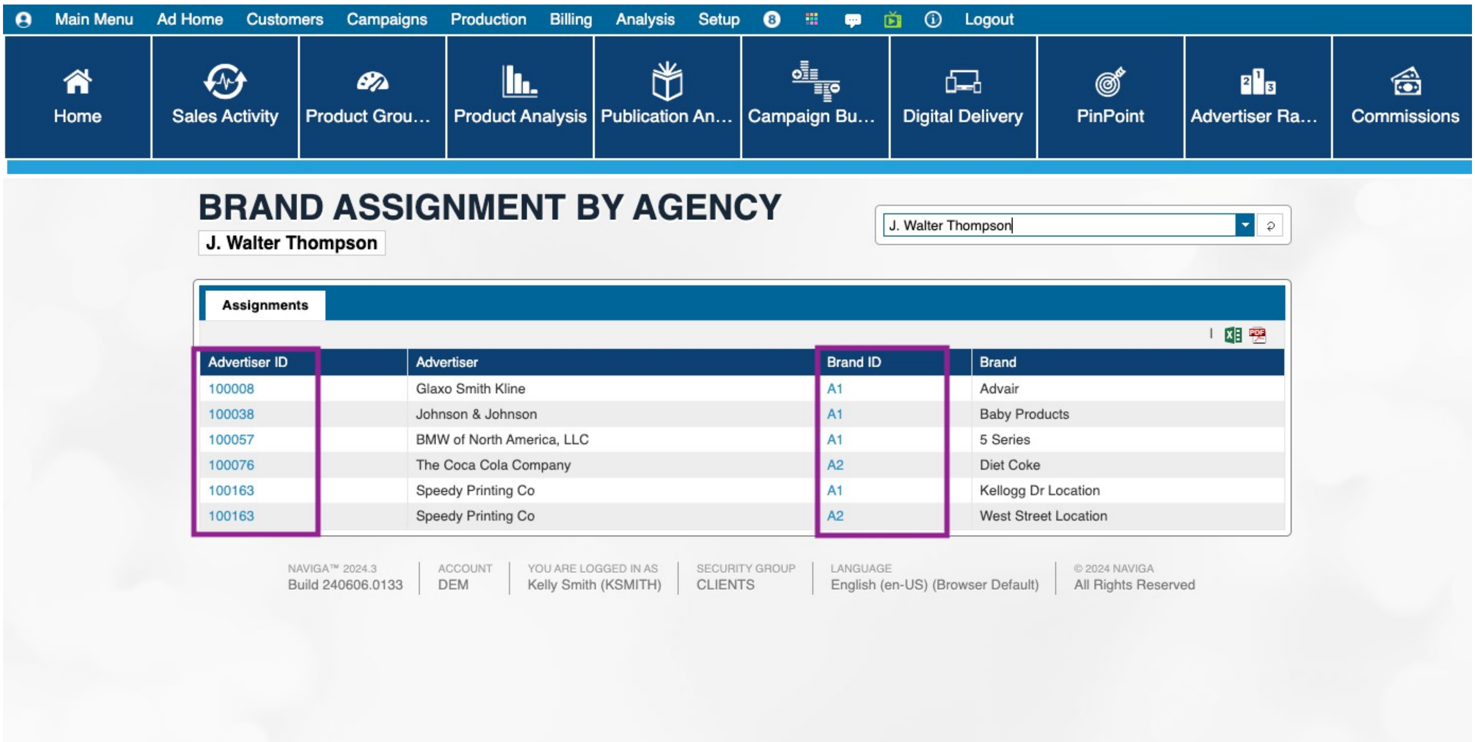
Similarly, on a material record, the user will also have the same option and prompt. This can be used when a material is edited directly in Material Maintenance, rather than through the line item.



When changing from the material record, a single material could potentially be used on multiple order lines across multiple campaigns. The trigger will update all campaigns' order lines ***with issue dates of today or later***. It will not affect items in the past.

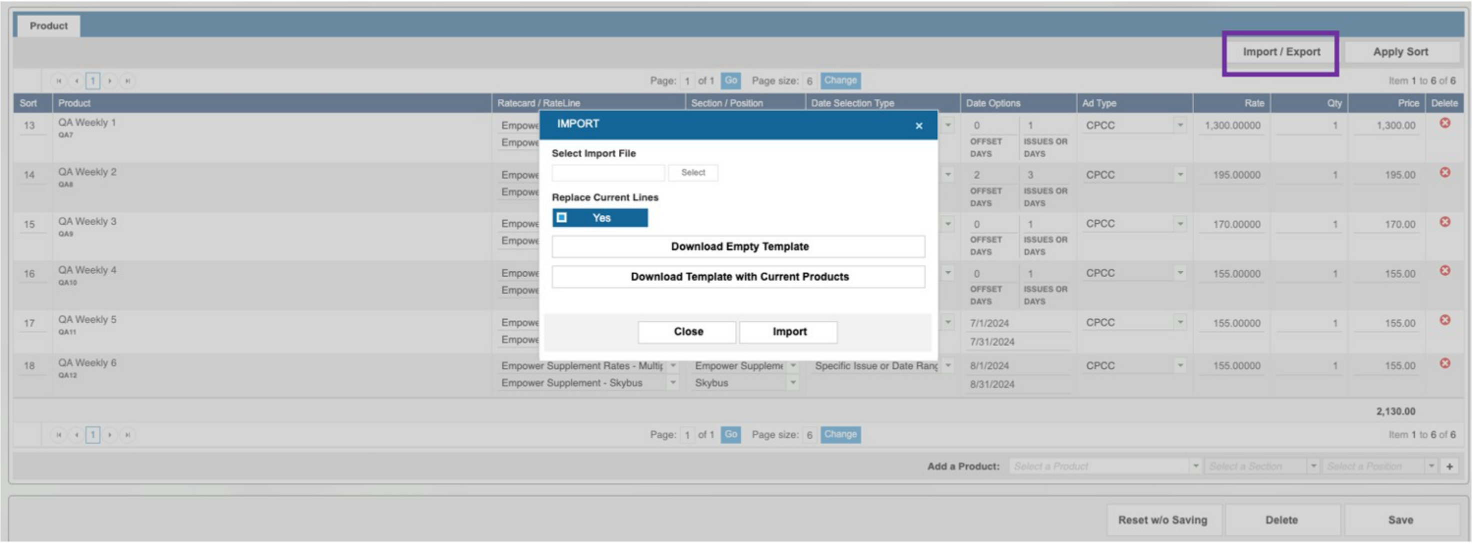
Additional fields on the Brands by Agency Report

Navigate to **Customers -> Brands -> Brand Assignment by Agency**. The Advertiser ID and the Brand ID have been added to this report. Clicking on the Advertiser ID will take the user to Name Maintenance with this advertiser opened, and the Brand ID Link will take the user to the Brand Maintenance screen, with the Brand opened.



Option to Import order lines on Quick Line Entry Package Setup

For some of our clients, Quick Line Entry Packages are long and complex with many line items (hundreds of lines), so creating and maintaining packages were rather complex without an import option. So now admins can set up packages using an import for the line items.



At the top right there is a new import/export option. Once clicked, the above dialog box opens.

For existing packages, select Download Template with Current Products. To start from scratch, select Download Empty Template. An excel template will download. the following fields are available in the Template:

Field	Example	Description	Mandatory?
Product ID	DEMO10	This is the alpha-numeric ID of the Product	YES
Ratecard ID	17	This is the ID of the ratecard to be used. Technically not required to complete the import, but if the product is set to require a ratecard, the user will not be able to complete the order without selecting it, so it is recommended to set it here.	No, but recommend ed
Rate line ID	1245	This is the ID of the rate line to be used. Technically not required to complete the import, but if the product is set to require a ratecard, the user will not be able to complete the order without selecting it, so it is recommended to set it here.	No, but recommend ed
Section ID	NEWS	Alpha-numeric ID for the Section to be used for this line. Similar to rates, this isn't required to complete the import, but if you require sections on the product, or if the package is section-specific, it is recommended to select it here.	No

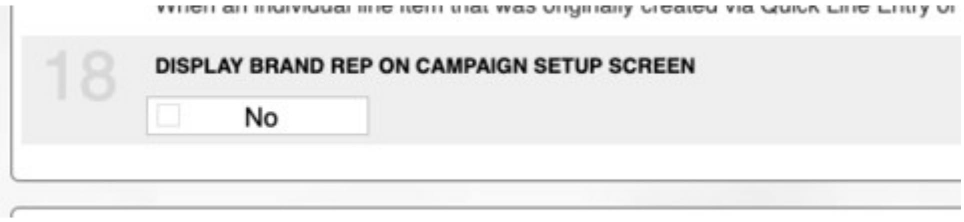
Position ID	ROS	Alpha-numeric ID for the Position to be used for this line. Similar to rates, this isn't required to complete the import, but if you require positions on the product, or if the package is section-specific, it is recommended to select it here.	No
Date Selection Type	FROM_CAMPAIGN_START	Options include: FROM_CAMPAIGN_START FROM_PREVIOUS_LINE *[BLANK]* Leaving the option blank will select "Specific issue or date range"	No
Day of Week Restriction	Sunday,Tuesday	Enter one of more Days of the Week, separated by a comma if this package line is only valid for certain days	No
Start Date	7/1/2024	Start date for the campaign line, if this package is for specific issues/dates. (only relevant if the Date selection type is blank.	Yes, if Date Selection Type is Blank. Otherwise, no.
End Date	7/31/2024	End date for the campaign line, if this package is for specific issues/dates. (only relevant if the Date selection type is blank.	Yes, if Date Selection Type is Blank. Otherwise, no.
Offset Days	2	Only Relevant if the Date selection type is FROM_CAMPAIGN_START or FROM_PREVIOUS_LINE. This sets the number of days from the start or previous line that this line will begin	Yes, if Date Selection Type is NOT Blank. Otherwise, no.
Issues or Days Count	1	Only Relevant if the Date selection type is FROM_CAMPAIGN_START or FROM_PREVIOUS_LINE. This will set the number if issues to be booked for this line.	Yes, if Date Selection Type is NOT Blank. Otherwise, no.
Ad Type ID	CPCI	This sets the ad type for the Line. This is an alpha0numeric field and Must match the ID of an Ad Type already set up in the system	YES

Once the template is filled out with desired data, the user can select the file in the Import/Export dialog window.

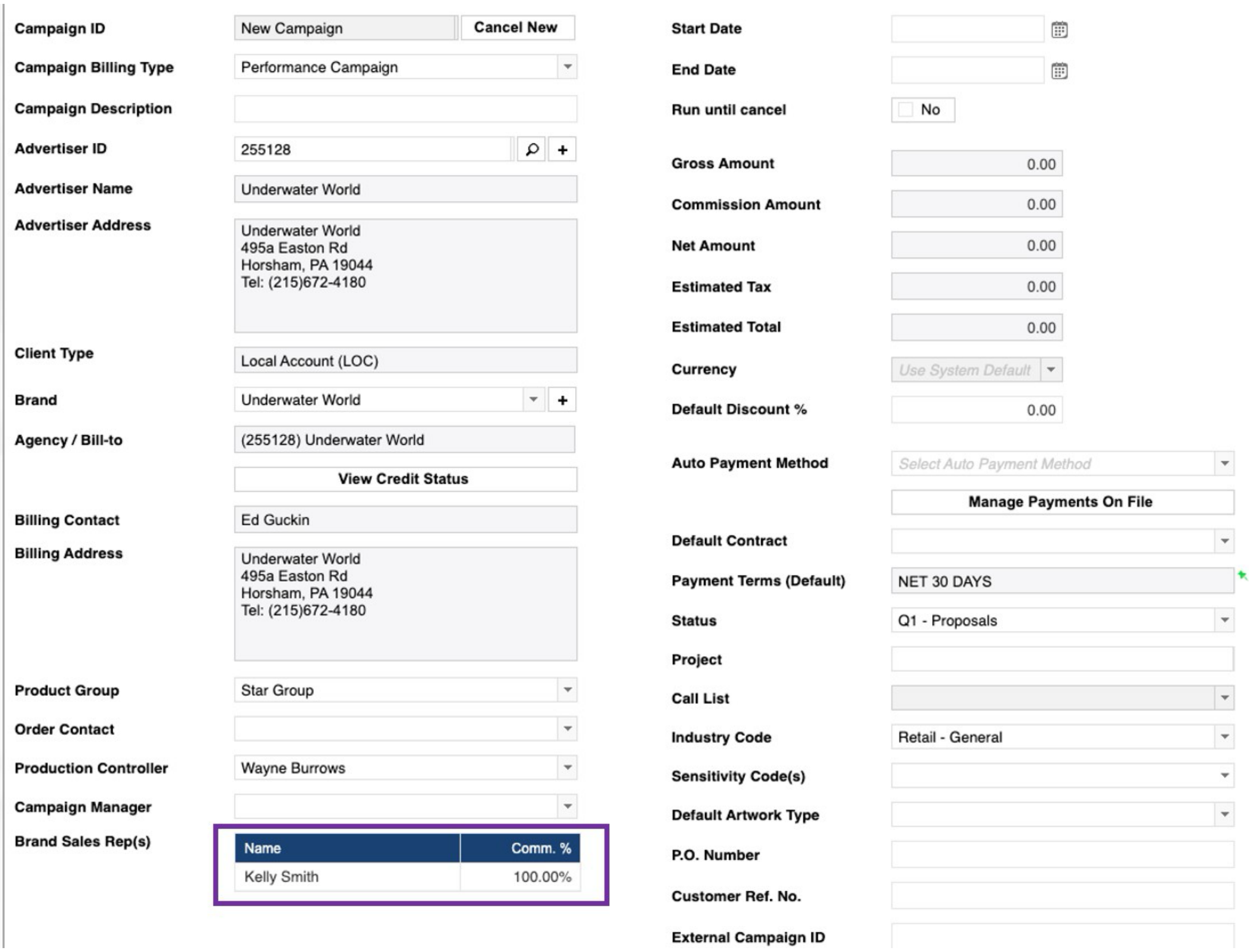
User can select "yes" to replace current lines to have the import delete what is currently offered on the package and use the imported lines instead. User can select "no" to replace current lines and these imported lines will be ADDED to the package.

Option to Display Brand Rep on Campaign Header

The following option has been added to the Advertising System Parameters (**Setup -> Admin -> System Parameters**):



Default setting will be set to No, so that the system will behave as it always has, and the Brand Rep will be displayed only on the "Other Information" tab on the Campaign. If this is set to "Yes" then the Brand rep will also be displayed on the Campaign Setup tab.

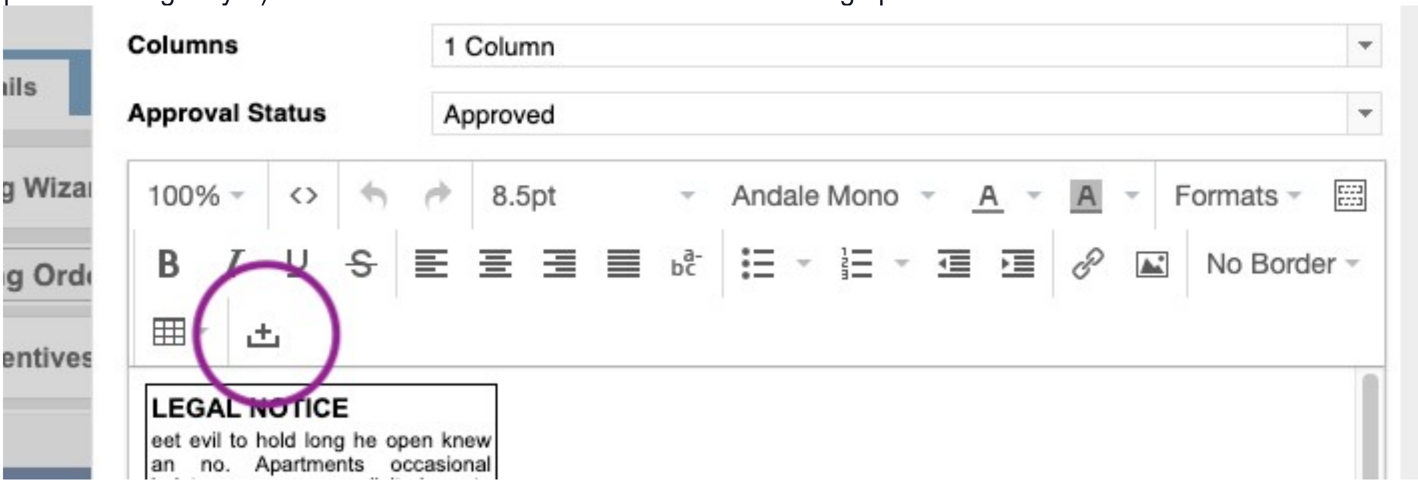


This will display the rep who is the DEFAULT Rep on the brand, or the Product GROUP Rep on the brand. It cannot display the Product rep, as products are not on the header - they are on the line items.

This also will not adjust for future rep assignments after the campaign dates are entered - it will show the current Brand Rep.

New Icon in Classified Text Editor

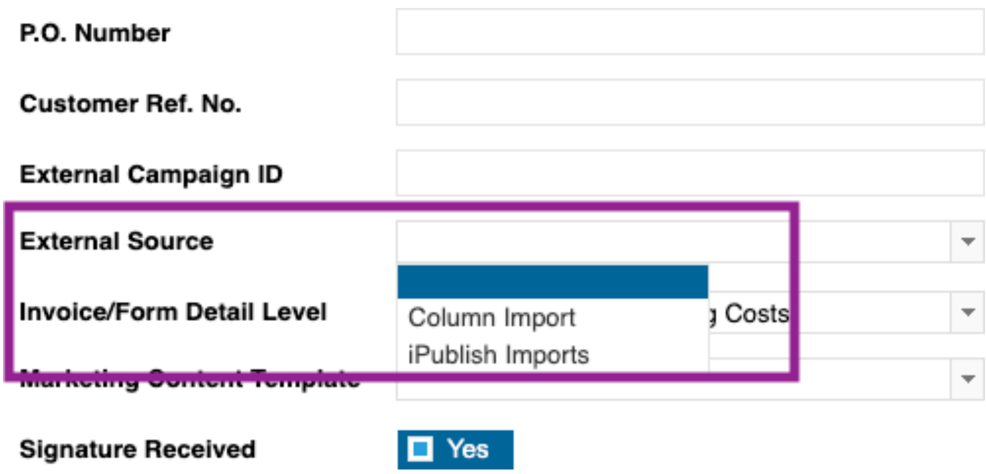
This was a late addition to 24.3 and was patched back to 24.2 (Available in the weekend patch after July 6, or nighty patch starting July 1) . This new icon is used to add a non-breaking space between two words.



To use this, remove the space between the words and then click this icon when the cursor is where you would like the non-breaking space to be added.

New field on Campaign Header

There is a new dropdown field on the campaign header for External Source:

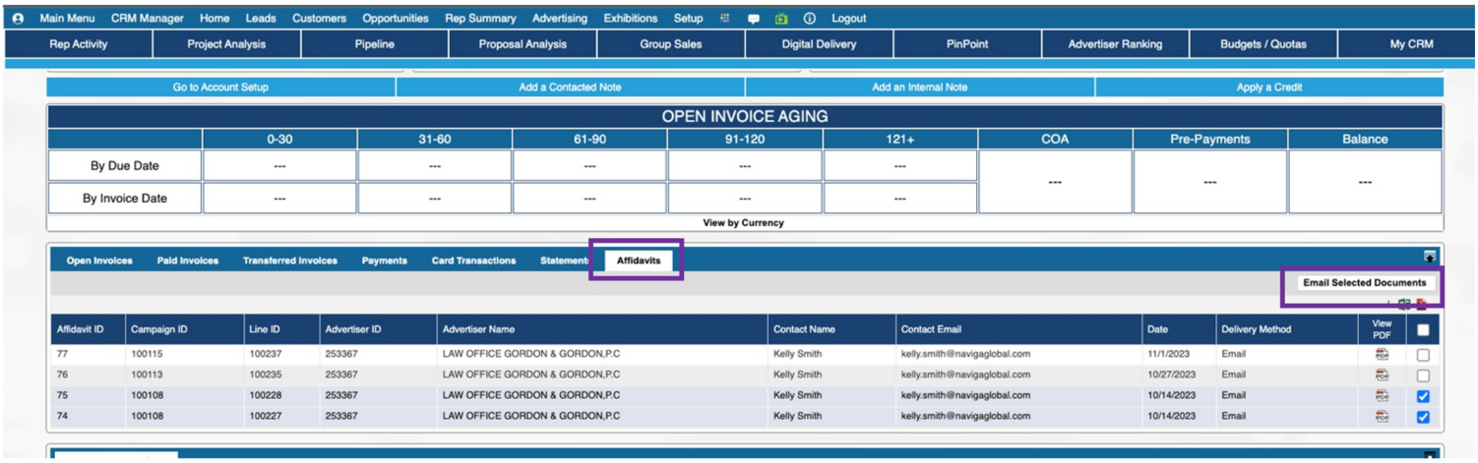


The external source is defined in **Setup -> System Tables Setup -> External System ID Codes**.

When importing campaigns from 3rd parties it is common on the campaign header to reference the External System's Campaign ID, so that it can be used for cross-referencing with the other system. Previously, the External Source was stored on the campaign, but only under the hood and not displayed on screen. We now have included it on screen so that the user can understand what system the order originated from.

Find and Re-Send Affidavits easily

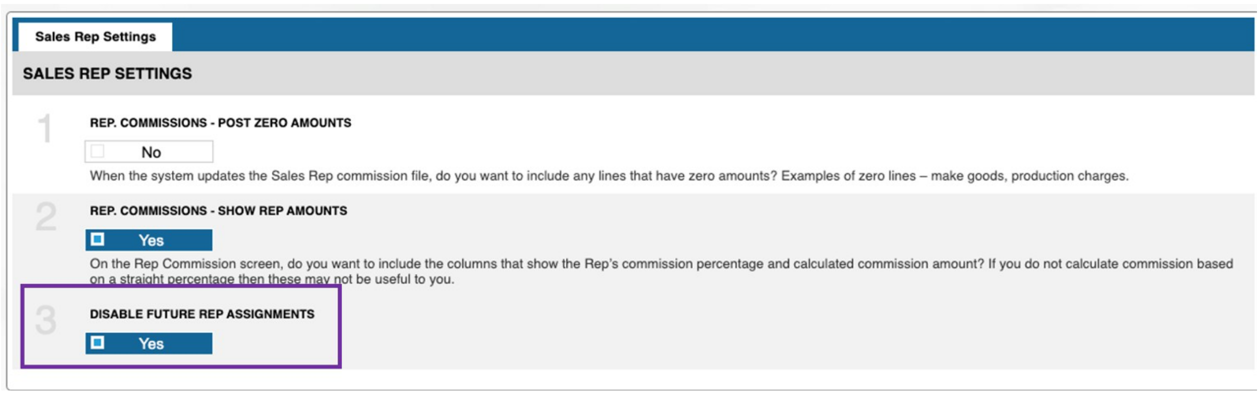
You can now find the most recent 150 affidavits belonging to a customer right on their account summary screen, so that they can be re-sent easily. There is a convenient filter row at the top to find the affidavit needed, if you have details like a contact, line id, or campaign id; and the columns are sortable if that is easier for finding what you are looking for.



To access the affidavits, open the customer account screen and navigate to the Accounting Tab. In the shutter with invoices and statements, there is now a tab for Affidavits. Select the pdf icon on any affidavit to open the pdf in another tab if it is desired to print and mail the affidavit. If the client would like an emailed affidavit, user can select one or more to send and then click the email selected documents. Similar to re-sending invoices, this will open the email dialog with the affidavits as attachments. User can select an email address to send to from available contact people on the account, or they can manually enter a different email address if the recipient is not a contact person. Templates can be setup in Document Templates (Customer Service - Templates) section. These are the same templates used in collection letters.

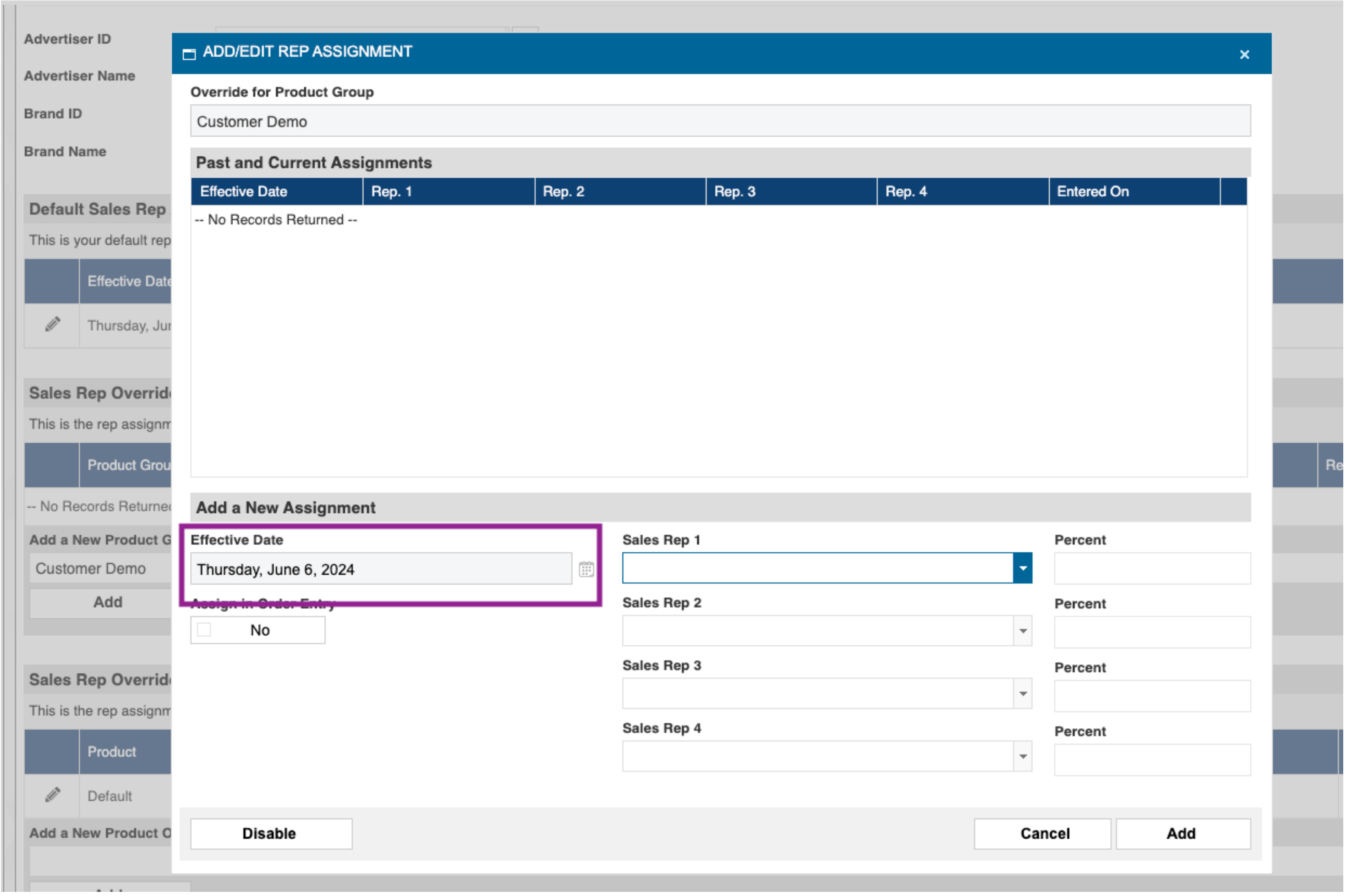
UpVote Option to Disable Future Rep Assignments

In 2024.1, we introduced the ability to set a future date for rep assignments. This was a crucial go-live requirement for one of our customers. Well - turns out it was NOT something that several other clients desired. So, by popular demand, that is now an option which can be enabled or disabled in the Advertising System Parameters. Navigate to **Setup -> Admin -> System Parameters**. In the Sales Rep Settings section, there is a new option:

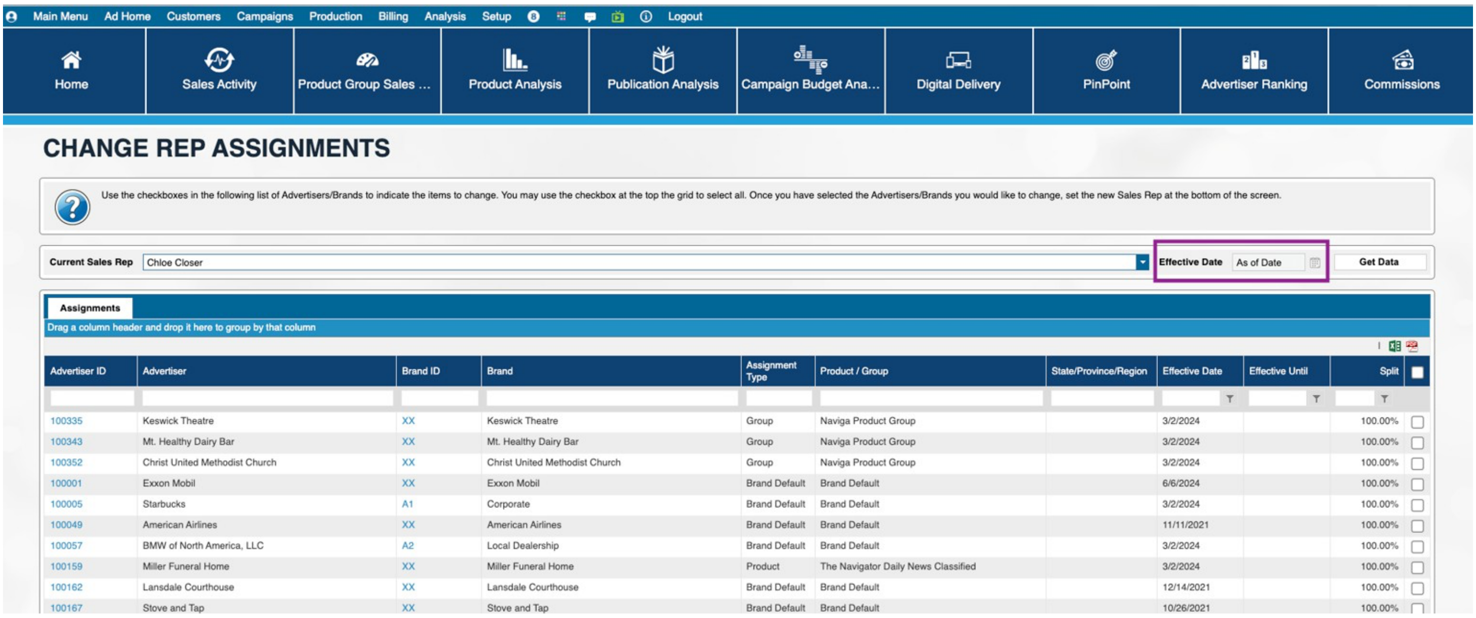


Set this option to YES if you want to prevent users from setting a future effective date on rep changes.

If this is set to yes, on the brand, the Effective Date will default to today, and will be grayed out so the user cannot change it.



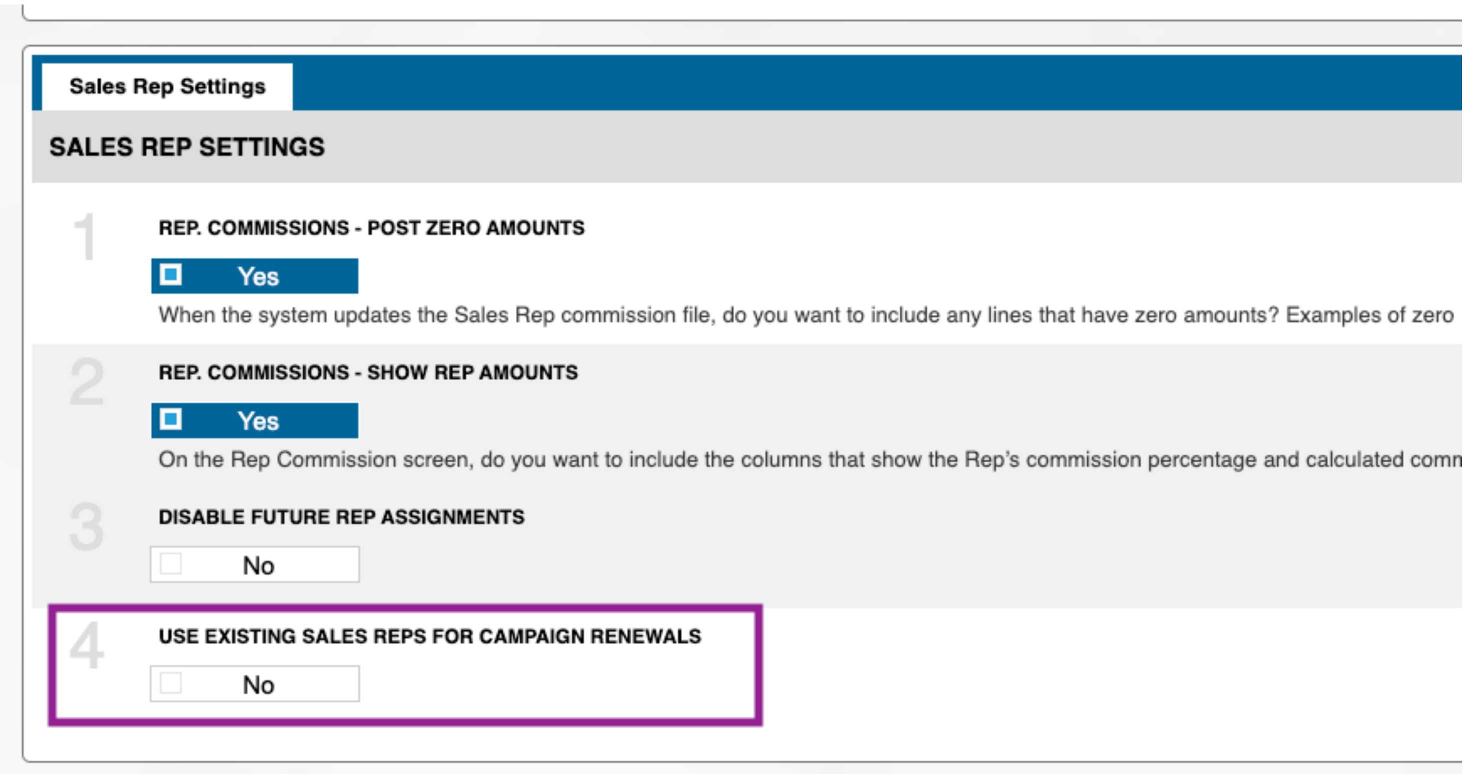
Similarly, on the Change rep assignment screen, the effective date will be grayed out and not usable if the Disable Future Rep Assignments is set to yes,



Likewise, on the import, the effective date on the import template will be ignored if data is entered there, and "today" will be the effective date for the import. (See **Change/Import Sales Rep Assignments** for more info on importing Rep Assignments)

Option to Use Existing Rep for Renewals

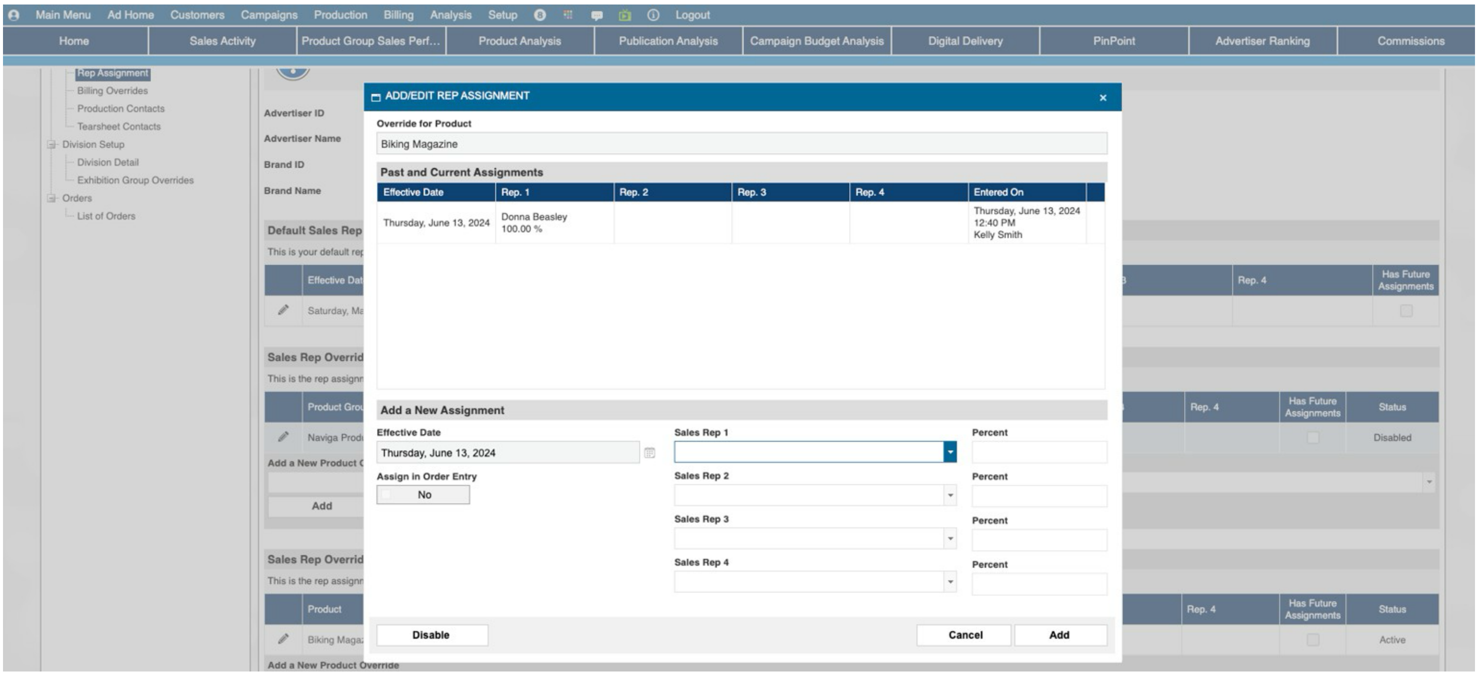
When renewing a campaign, the default behavior is to renew with the current brand rep for the account. By setting this flag, the system will instead re-use the rep on the order which is being renewed.



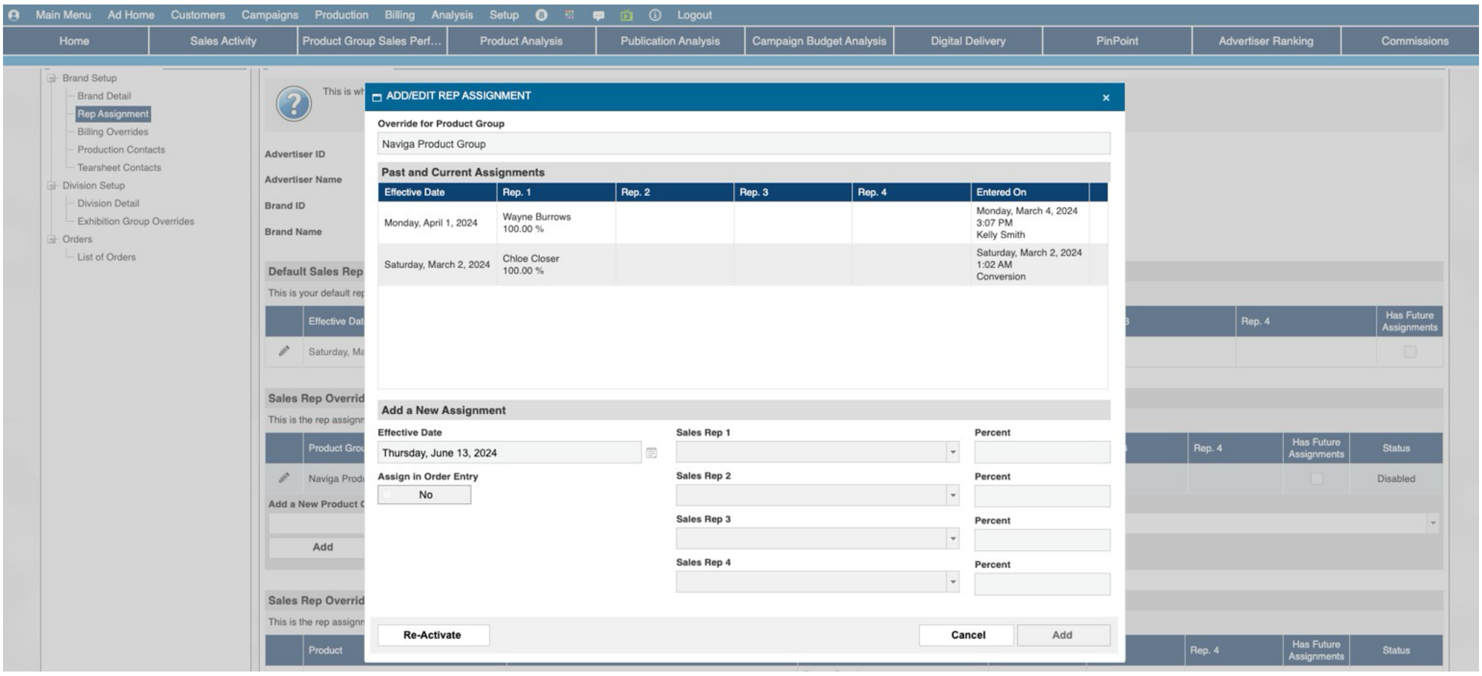
Disable a Rep Override on Product or Product Group

Prior to 2024.1 there was a delete button to remove a Rep Override on the Brand Maintenance screen. When we added the ability to schedule a rep change for a future date, the delete button was removed. The idea was that you would just change the rep override rather than deleting it. Turns out the ability to remove the overrides were important because the situation could arise that the override was no longer needed, so we have now added a "Disable" button to the Overrides by Product or Product Group.

Navigate to **Customers -> Brands -> Brand Maintenance** and select the rep assignment node on the left navigation. Click the pencil icon to the left of the Product or Product group override section and note there is now a disable button at the bottom left of the window.

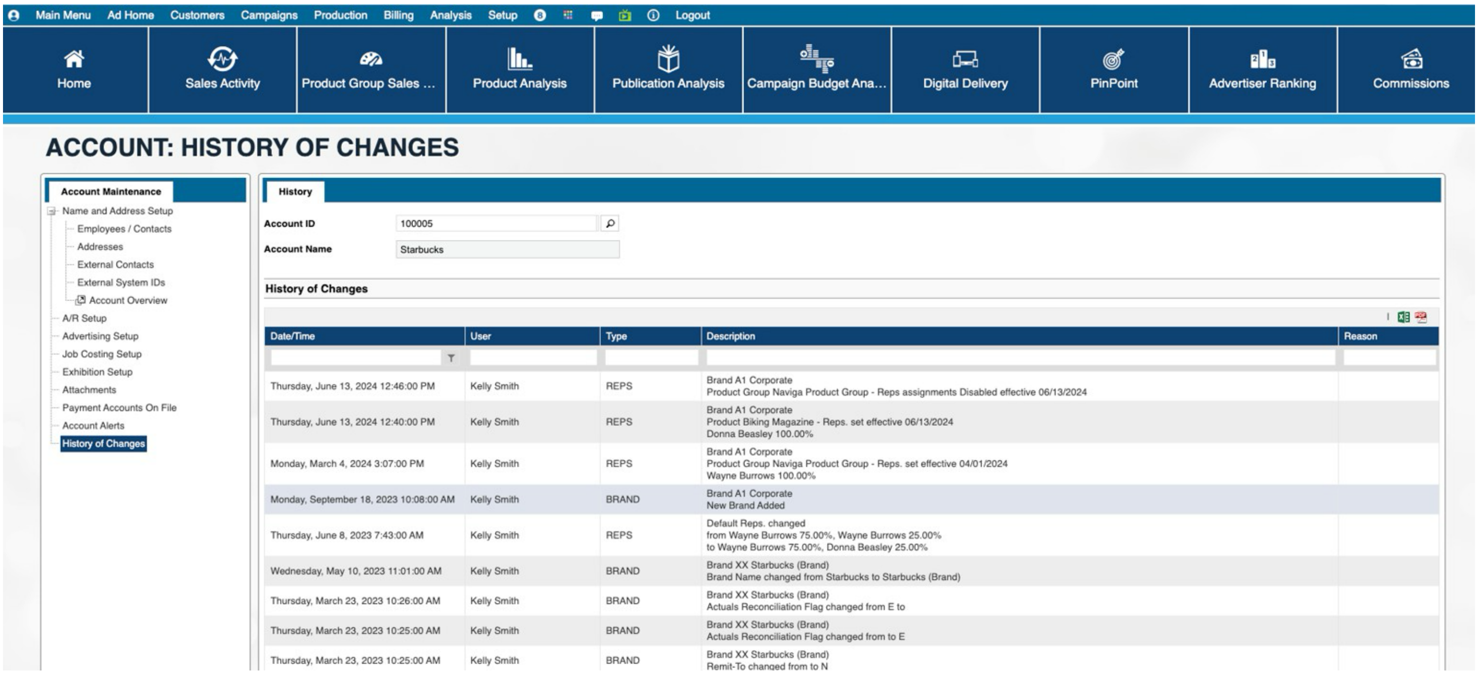


For an override that is already disabled, the button will change to "Re-Activate"



For the default rep assignment, there is no disable button. If the desire is to no longer have a default rep, select the "assign in order entry" flag instead.

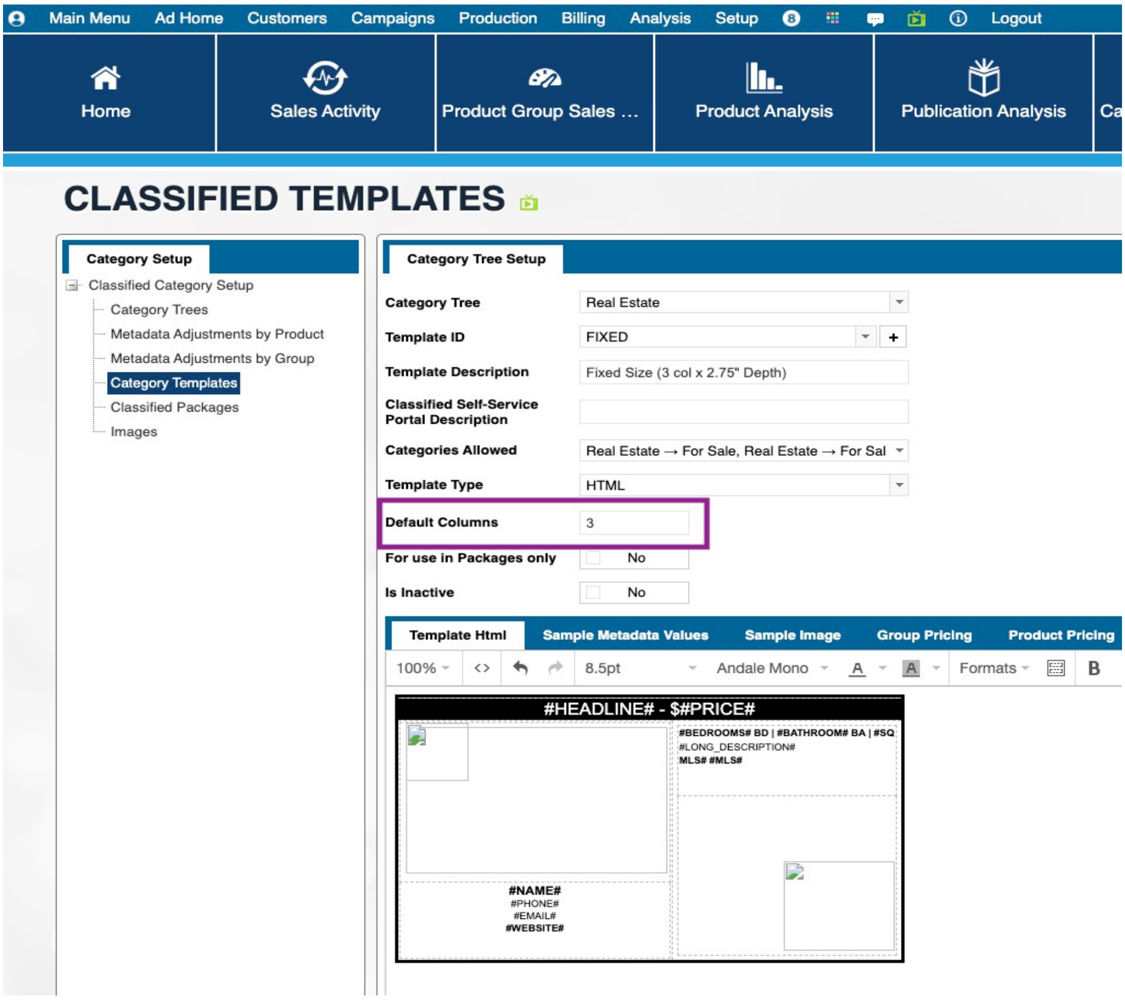
These changes to the rep assignment are recorded on the History of Changes for the account in Name Maintenance:



During new campaign creation, and looking at the reports Brand Assignment by Rep and Brand Assignment by Rep Group the disabled rep overrides will be ignored.

Default number of columns set on Classified Template Setup

We can now set a default number of columns on template setup, so if a template was designed with a specific number of columns in mind, that can be set as a default.



When the user switches between layout choices now in the Classified Wizard, the columns will change accordingly.

> This is a booking wizard only feature, so it is not honored in full line entry or in classified self service portal.

Here is a quick tutorial showing the feature in action from an end user perspective.

In the above scenario, the setup had default columns set for all examples used (1, 2 or 3 columns were my defaults for each template used). If I had left the default blank on some templates, the number of columns used would be 1 if it was the first template selected, and it would be whatever was already in the columns field if it was any of the subsequent templates selected.

If the desire for a certain category is to have the user pick the number of columns once and have all templates use that number of columns, then leave the defaults blank. If the desire is to have the system change the number of columns based on the template selected, then you will likely want to set the appropriate number of columns on all templates for the category.

New Merge Tags

Two new merge tags available both in the Advertising Invoice Forms and the Order Confirmation Templates.

Repeating Area: Line Item Detail Merge Fields	
#CAMPAIGN_ID#	Campaign ID
#LINE_ID#	Line ID
#LINE_DESC#	Line Description
#POSITION_ID#	Position ID
#POSITION_NAME#	Position Name
#SECTION_ID#	Section ID
#SECTION_NAME#	Section Name
#EDITION_ID#	Edition ID
#EDITION_NAME#	Edition Name

#EDITION_ID# and #EDITION_NAME# are now available for use in the Repeating Line Item details area on both forms. Below is an example from an order confirmation, but in both the invoices and the confirmations, you will want to put this tag between the <!--ITEM_START-- > and <!-- ITEM_END-- > tags.

```
<tbody>
  <!-- #HEADER_END# -->
  <!-- #ITEM_START# -->
  <tr>
    <td data-title="Line No." style="font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #LINE_ID#
    </td>
    <td data-title="Product" style="font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">#WEBSITE_NAME#   #EDITION_NAME# </td>
    <td data-title="Description" style="font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #LINE_DESC#
    </td>
    <td data-title="Start" style="font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #START_DATE# - #END_DATE#</td>
    <td data-title="Start" style="font-family: arial; font-size: 11px; color: #555555; padding: 8px; text-align: center;">
    #INS_QTY#</td>
    <td data-title="Quantity" style="text-align: center; font-family: arial; font-size: 11px; color: #555555; padding: 8px;">
    #SIZE_ID#           </td>
    <td data-title="Rate" style="text-align: right;font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #RATE_2#
    </td>
    <td data-title="Rate" style="text-align: right;font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #BASE_RATE_2#           </td>
    <td data-title="Amount" style="text-align: right;font-family: arial;font-size: 11px;color: #555;vertical-align: middle;padding: 8px;">
    #EST_AMOUNT#
    </td>
  </tr>
  <!-- #ADJUSTMENTS_START# -->
  <!-- #ITEM_START# -->
  <tr style="background-color: #ddd; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc;">
    <td style="font-family: arial;font-size: 9px;color: #555;vertical-align: middle;padding: 4px;">
    </td>
    <td style="font-family: arial;font-size: 9px;color: #777;vertical-align: middle;padding: 4px;">
    --- TOTAL ADJUSTMENT ---
    </td>
    <td data-title="Adj Description" colspan="4" style="font-family: arial;font-size: 9px;text-align: right;color: #555;vertical-align: middle;padding: 4px;">
    <span style="text-decoration: underline;">#NAME#</span>
    </td>
    <td data-title="Adj Amount" style="font-family: arial;font-size: 9px;text-align: right;color: #555;vertical-align: middle;padding: 4px;">
    <span style="text-decoration: underline;">#TOTAL#</span>
    </td>
    <td colspan="2" style="font-family: arial;font-size: 9px;color: #555;vertical-align: middle;padding: 4px;">
    </td>
  </tr>
  <!-- #ITEM_END# -->
```

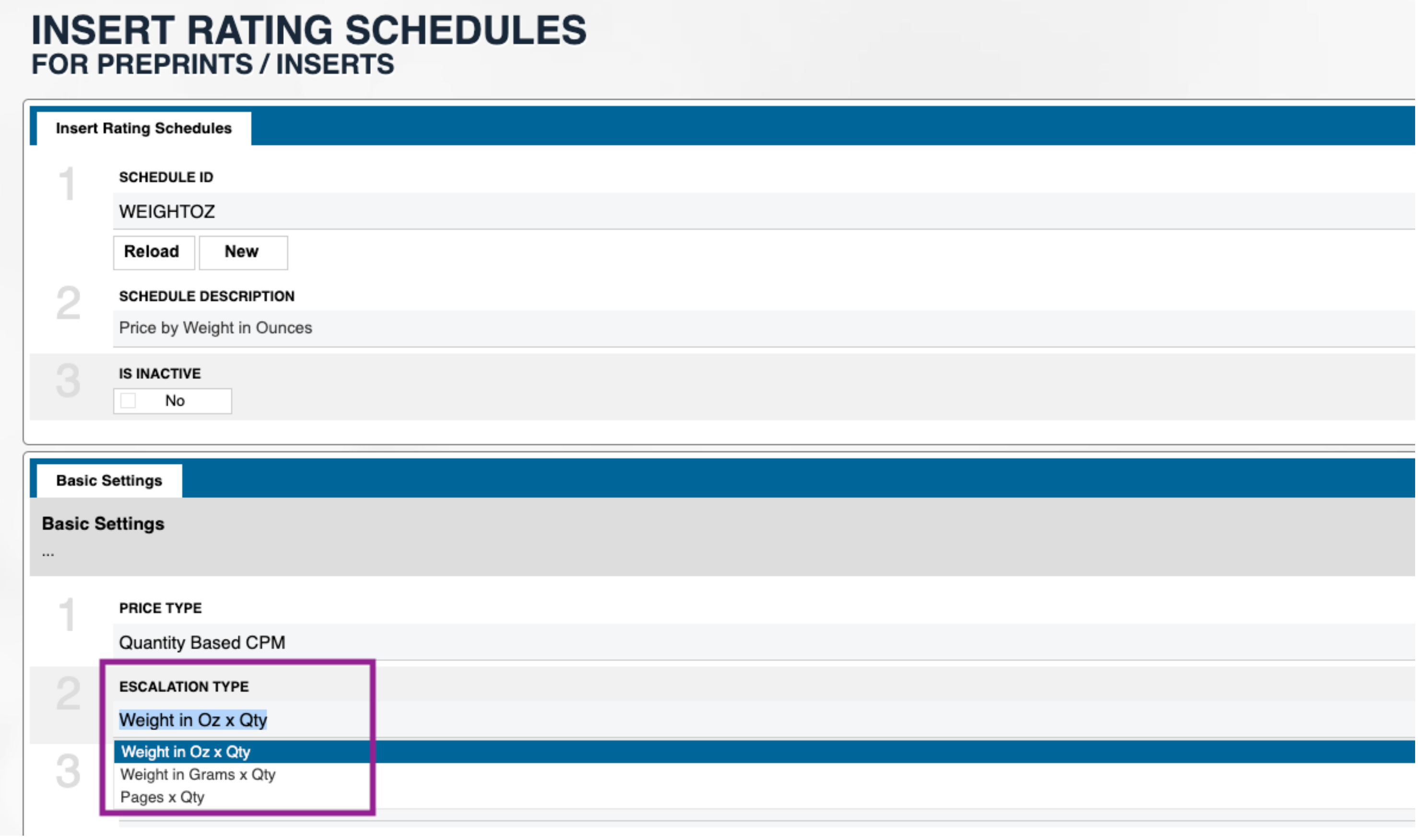
The above example looks like this when printed on the order confirmation:

print lines

Line No.	Product	Description	Issue / Run Date	# of Insertions	Size	Initial Rate	Adjusted Rate	Amount
6784	The Navigator Daily News West Zone	1/4 Page B&W	6/17/2024 - 6/17/2024	1	1/4 Page (BS) (4.832x10.5)	1,500.00	1,500.00	1,500.00

Inserts Rating by Weight

In the new(ish) preprint booking wizard workflow, there is now an option to price by weight.



To accommodate this, there is now an escalation type dropdown in the Basic Settings for Insert Rating Schedules. (Navigate to Setup -> Advertising Setup -> Insert Rating Schedules to access this screen)

Based on what is selected here, the grid at the bottom of the screen will change. Pages and grams will display whole numbers in the grid below and ounces will allow up to 3 decimal places.

Price Escalations

Add New Escalation | Copy Escalations from Another Schedule | Clear all Escalations

Edit	Weight in Oz
	2.000 Oz

From Qty	Up To Quantity	Rate
0	50,000	10.00000
50,001	100,000	12.00000
100,001	200,000	14.00000
200,001	250,000	16.00000
250,001	300,000	18.00000
300,001	350,000	20.00000
350,001	9,999,999	22.00000

4.000 Oz

From Qty	Up To Quantity	Rate
0	50,000	15.00000
50,001	100,000	17.00000
100,001	200,000	19.00000
200,001	250,000	21.00000
250,001	300,000	23.00000
300,001	350,000	25.00000
350,001	9,999,999	27.00000

6.000 Oz

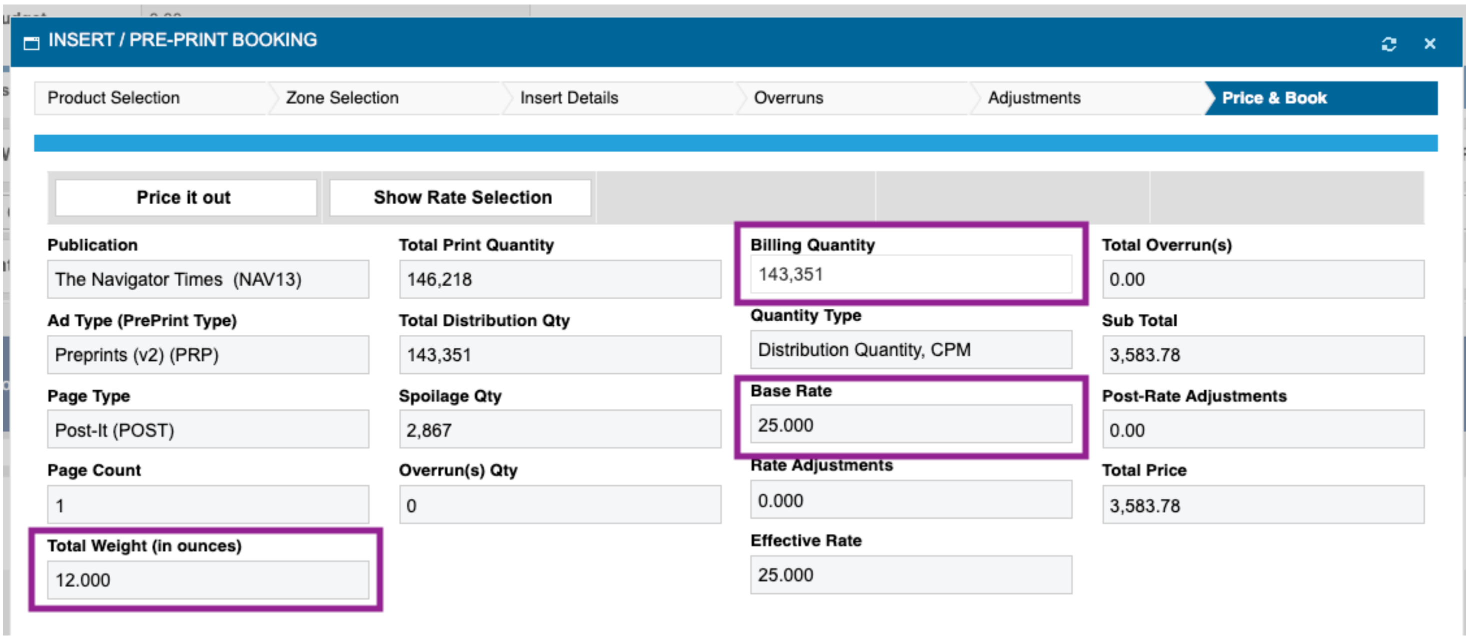
From Qty	Up To Quantity	Rate
0	50,000	16.00000
50,001	100,000	18.00000
100,001	200,000	20.00000
200,001	250,000	22.00000
250,001	300,000	24.00000
300,001	350,000	26.00000
350,001	9,999,999	28.00000

As an example, in order entry, I would expect to see a rate of $25 CPM for the following:

8 grams

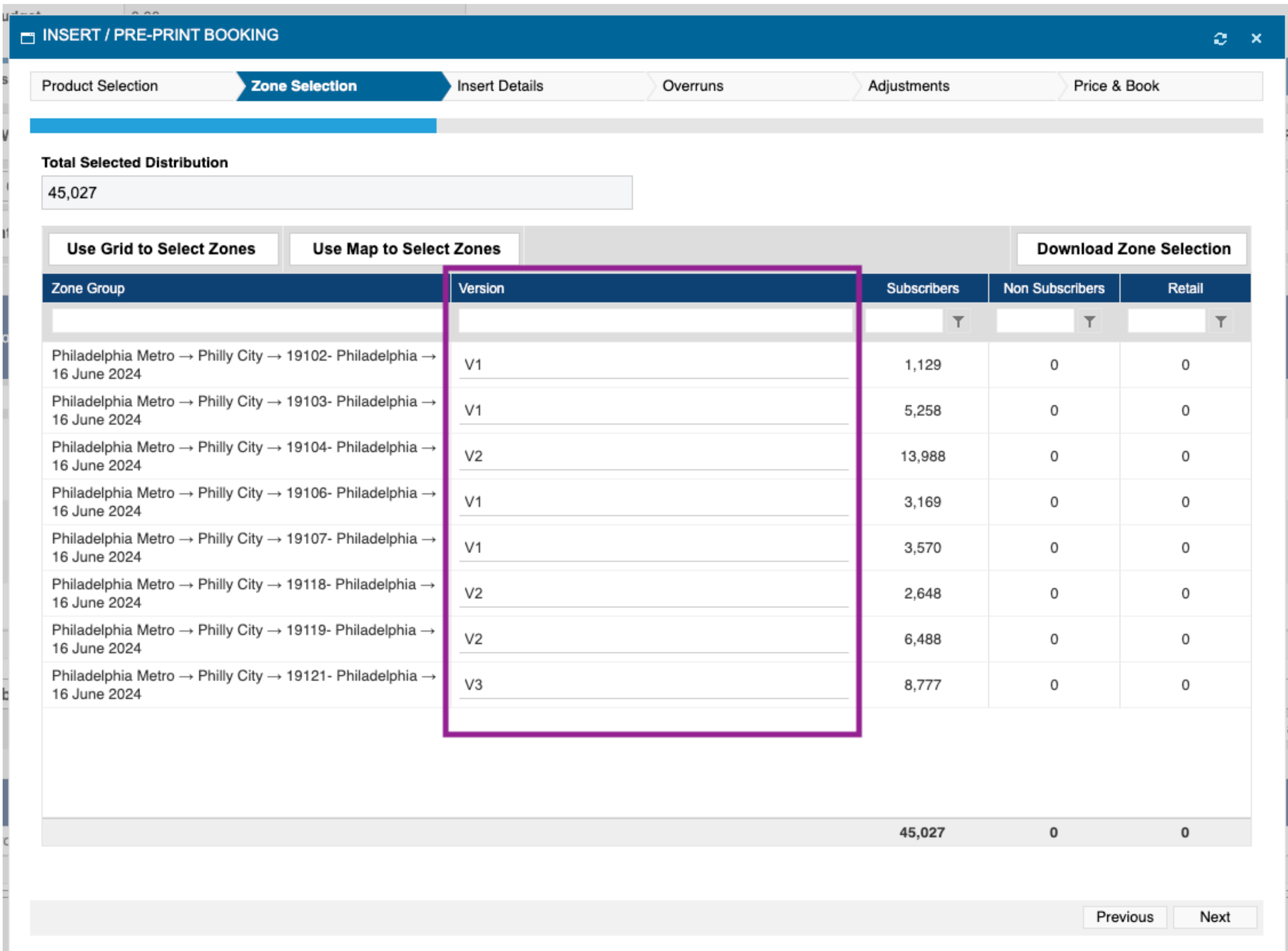
From Qty	Up To Quantity	Rate
0	50,000	21.00000
50,001	100,000	23.00000
100,001	200,000	25.00000
200,001	250,000	27.00000
250,001	300,000	29.00000
300,001	350,000	31.00000
350,001	9,999,999	33.00000

And that is exactly what I see in the below example:

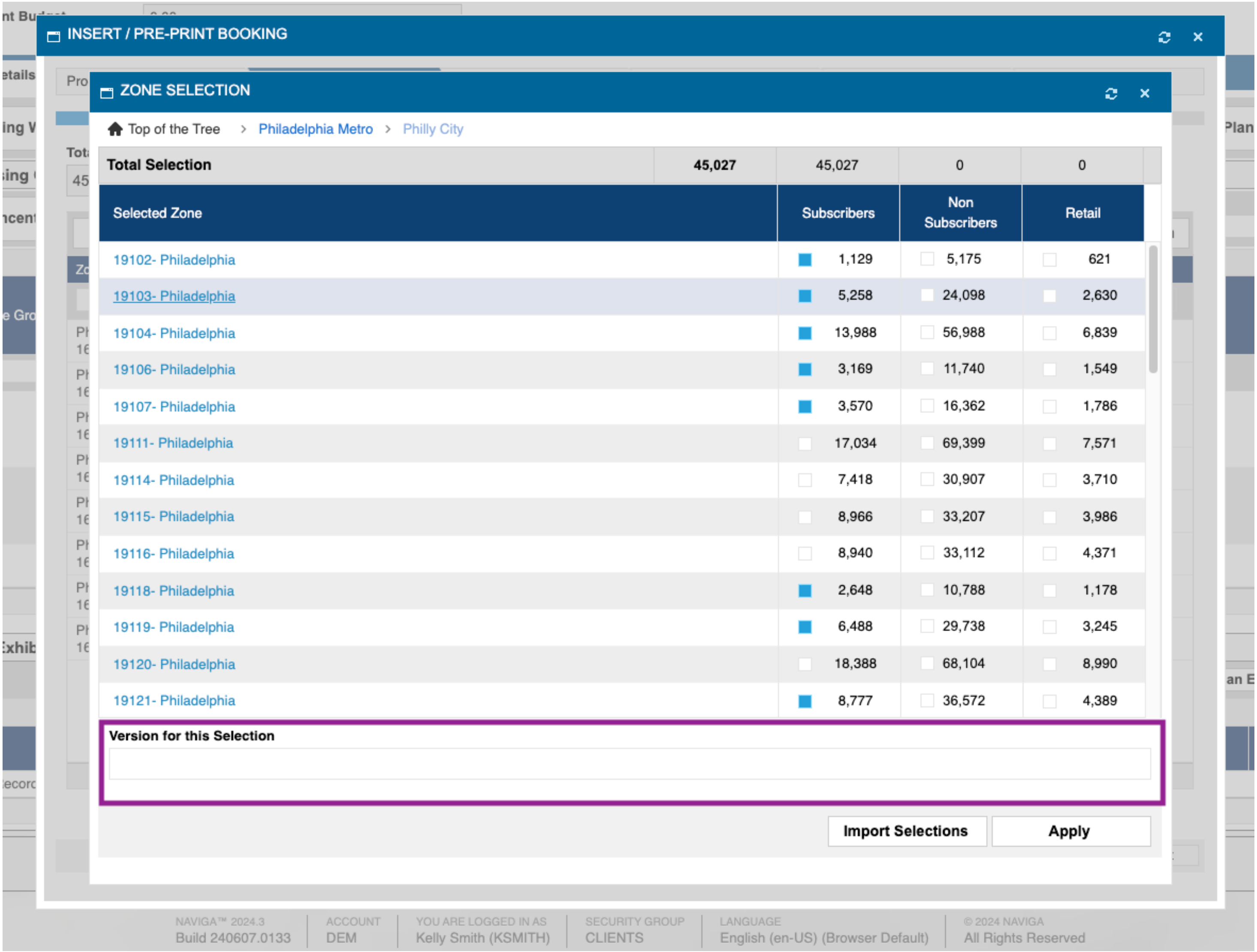


Inserts Versions

There has been new functionality added related to versioning of inserts. This column in the center to enter a version number for each zone has been in there for quite a while, but 2024.3 release makes entering a version number across distribution zones much easier.



When making the zone selection, the user can enter the version number at the bottom of the zone selection window as shown below:

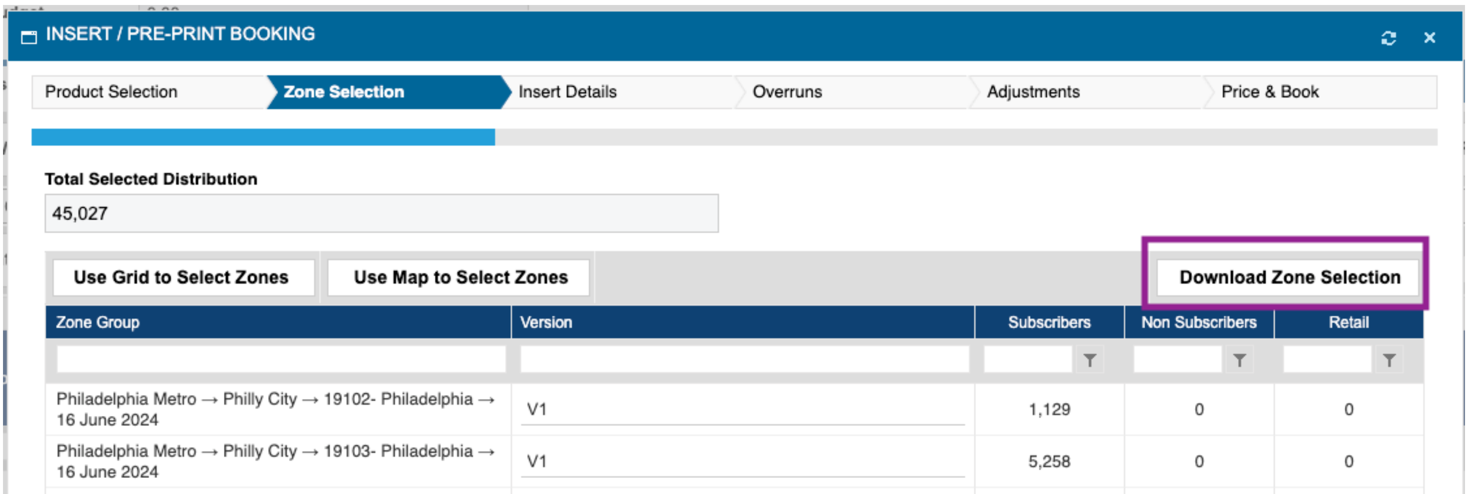


The user can then go back into the window and make additional selections and add a different version of the insert for that Zone. Perhaps a short video will be useful for this new feature as well:

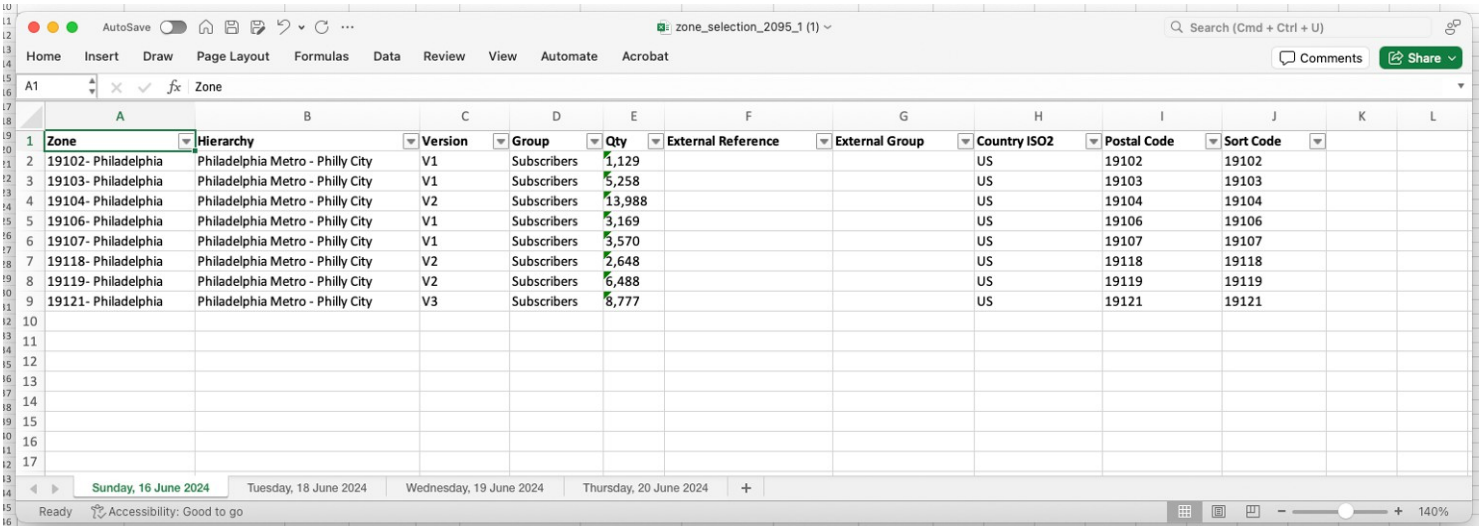
There will be some additional work done related to versions with 2024.4 - so stay tuned.

Inserts Download

There is a new button on the inserts wizard zone selection screen to download zone selection:



Clicking that button will download an excel spreadsheet with the following information:

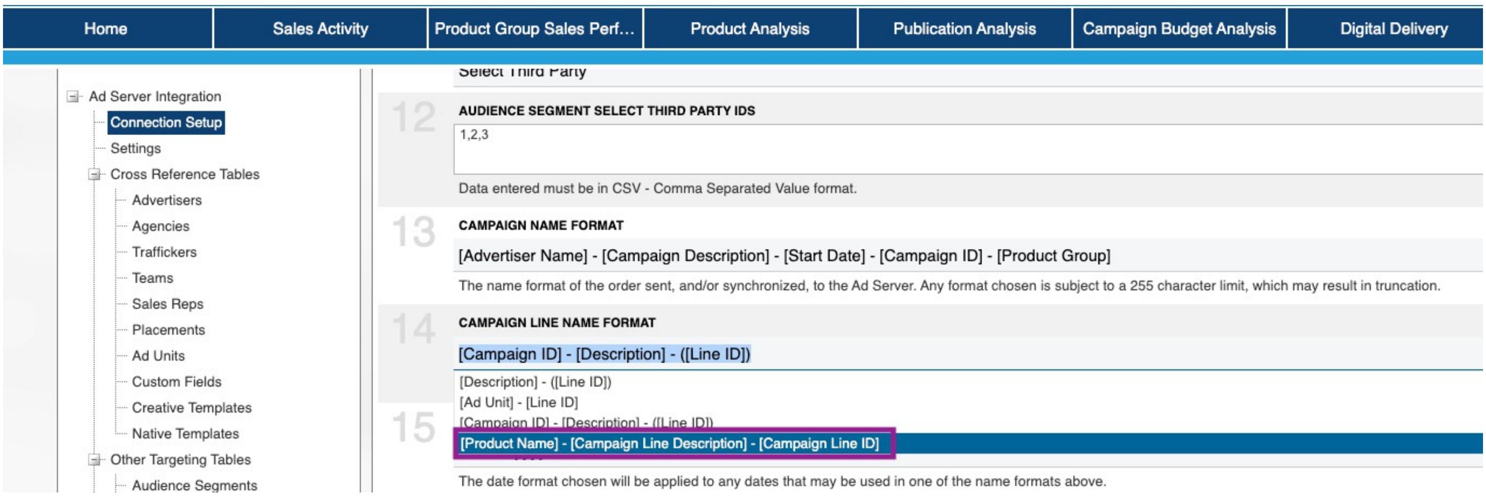


Zone	Hierarchy	Version	Group	Qty	External Reference	External Group	Country ISO2	Postal Code	Sort Code
19102- Philadelphia	Philadelphia Metro - Philly City	V1	Subscribers	1,129			US	19102	19102
19103- Philadelphia	Philadelphia Metro - Philly City	V1	Subscribers	5,258			US	19103	19103
19104- Philadelphia	Philadelphia Metro - Philly City	V2	Subscribers	13,988			US	19104	19104
19106- Philadelphia	Philadelphia Metro - Philly City	V1	Subscribers	3,169			US	19106	19106
19107- Philadelphia	Philadelphia Metro - Philly City	V1	Subscribers	3,570			US	19107	19107
19118- Philadelphia	Philadelphia Metro - Philly City	V2	Subscribers	2,648			US	19118	19118
19119- Philadelphia	Philadelphia Metro - Philly City	V2	Subscribers	6,488			US	19119	19119
19121- Philadelphia	Philadelphia Metro - Philly City	V3	Subscribers	8,777			US	19121	19121

There will be different tabs at the bottom for the issue date and any additional perpetual dates and the subsequent zones available on those dates.

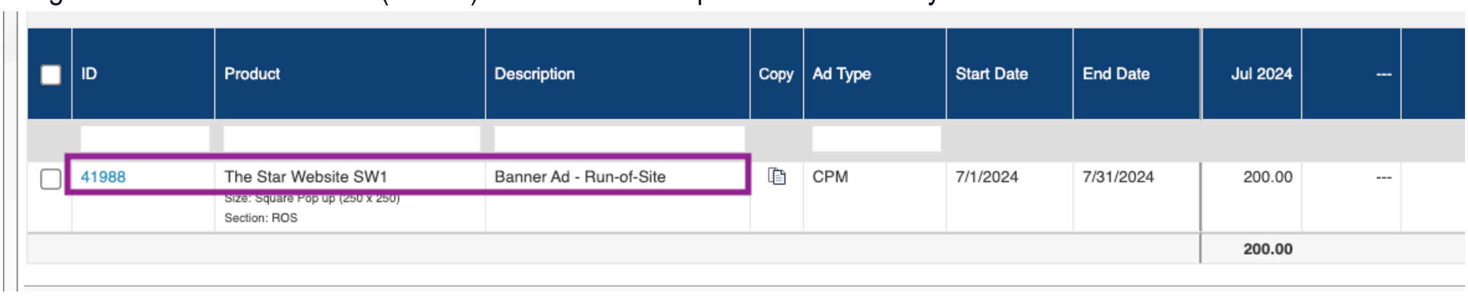
Additional option for Campaign Line Format in GAM Setup

We have a new option in the dropdown for Campaign Line Name Format in the Google Ad Manager Connection setup.

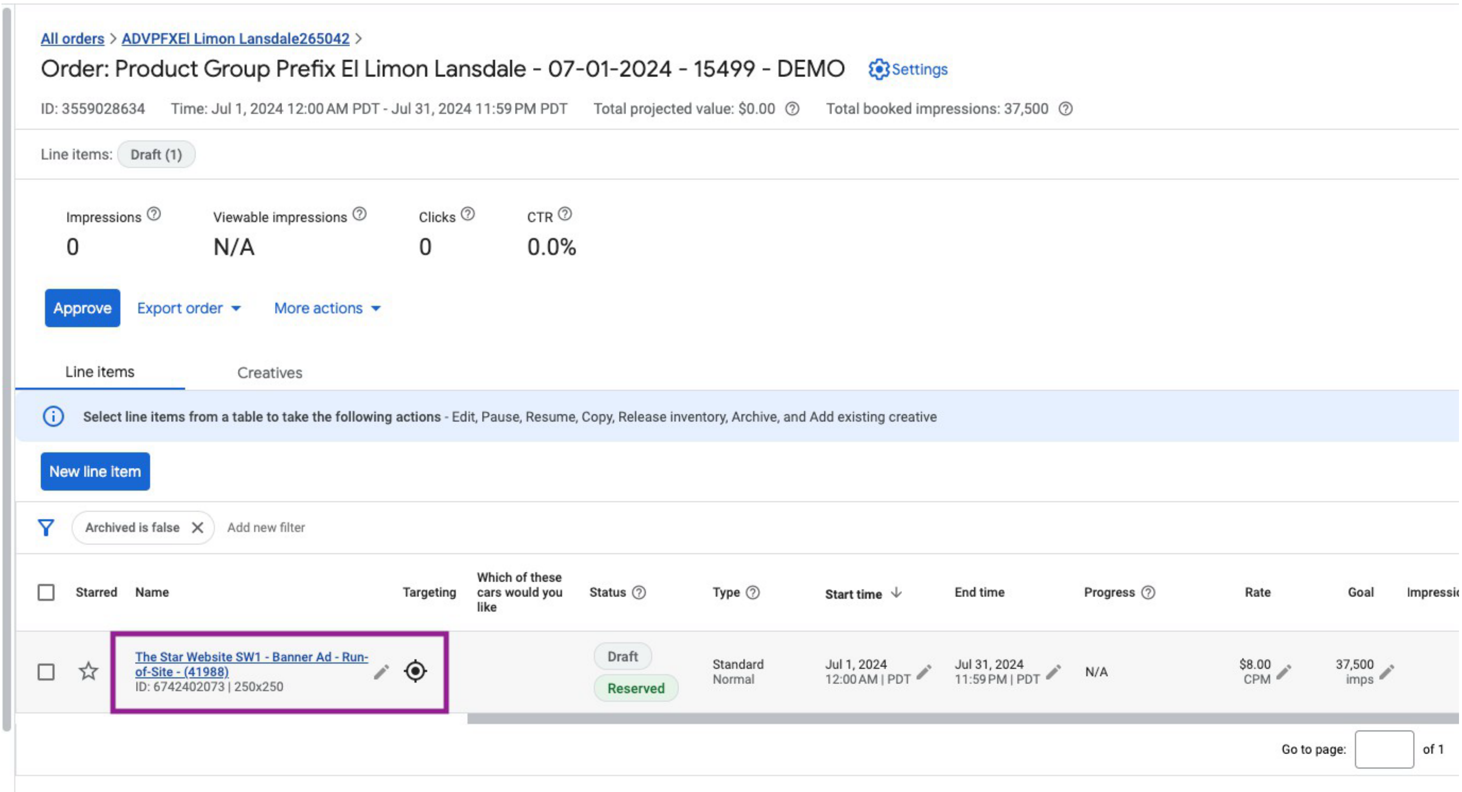


Navigate to **Setup -> Admin -> Ad Server Integration Setup** and select the Connection Setup node on the left navigation. In the Other Settings, item #14 has a new option. If selected, this will include the [Product Name] - [Campaign Line Description] - [Campaign Line ID] as the line name when the order line is sent to GAM. - so this might look like the following:

Naviga Website - Banner Ad - (12345) Here is an example from our test system:



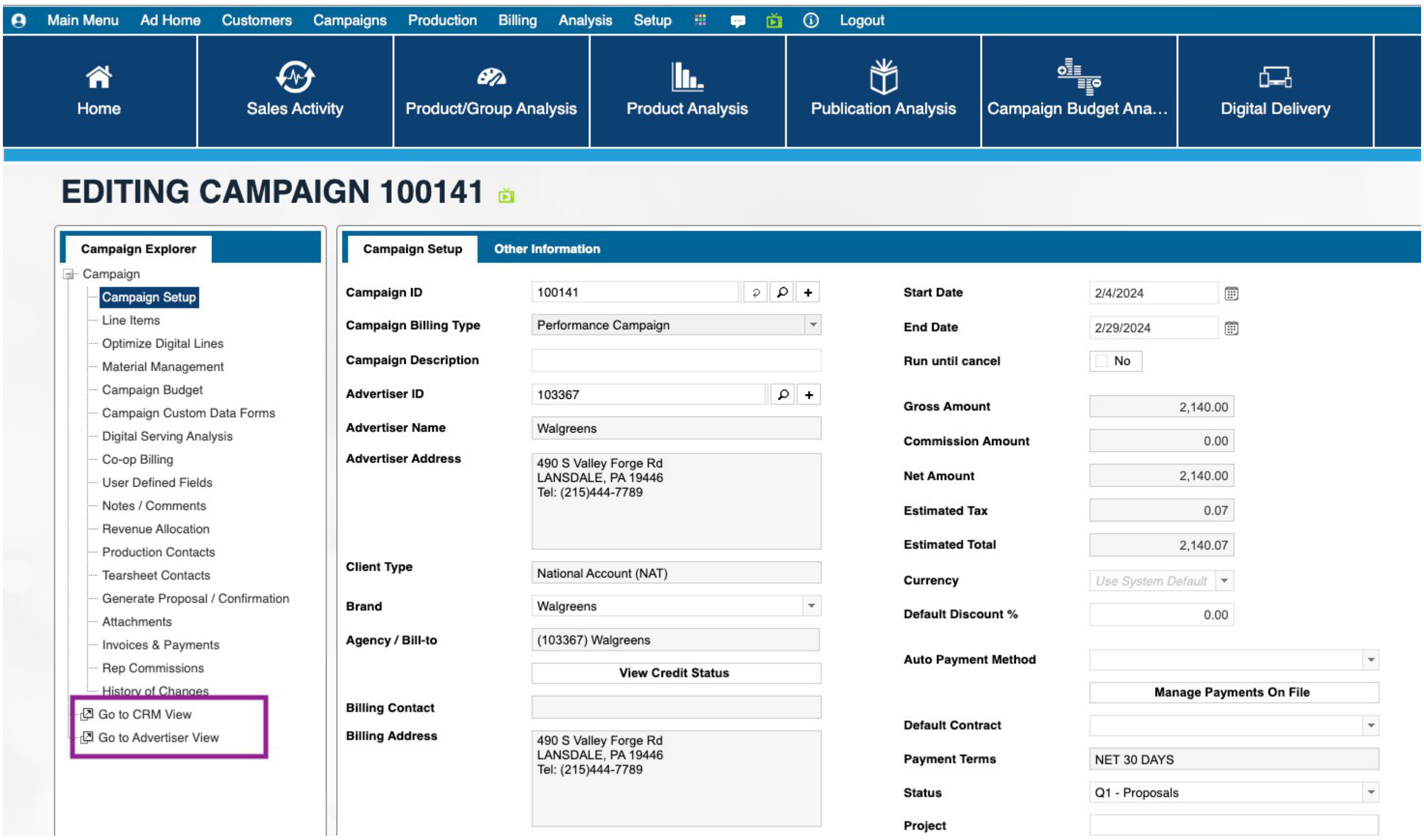
ID	Product	Description	Copy	Ad Type	Start Date	End Date	Jul 2024	---
41988	The Star Website SW1 Size: Square Pop up (250 x 250) Section: ROS	Banner Ad - Run-of-Site		CPM	7/1/2024	7/31/2024	200.00	---
							200.00	



Any existing orders that were already booked using the previous naming convention will be updated next time the line is resaved, or can be manually re-sync'd at the campaign level on the Campaign Header - the dropdown at the top right has an option to re-sync to the ad server.

Small Change to Quick Links to Advertiser from Campaign

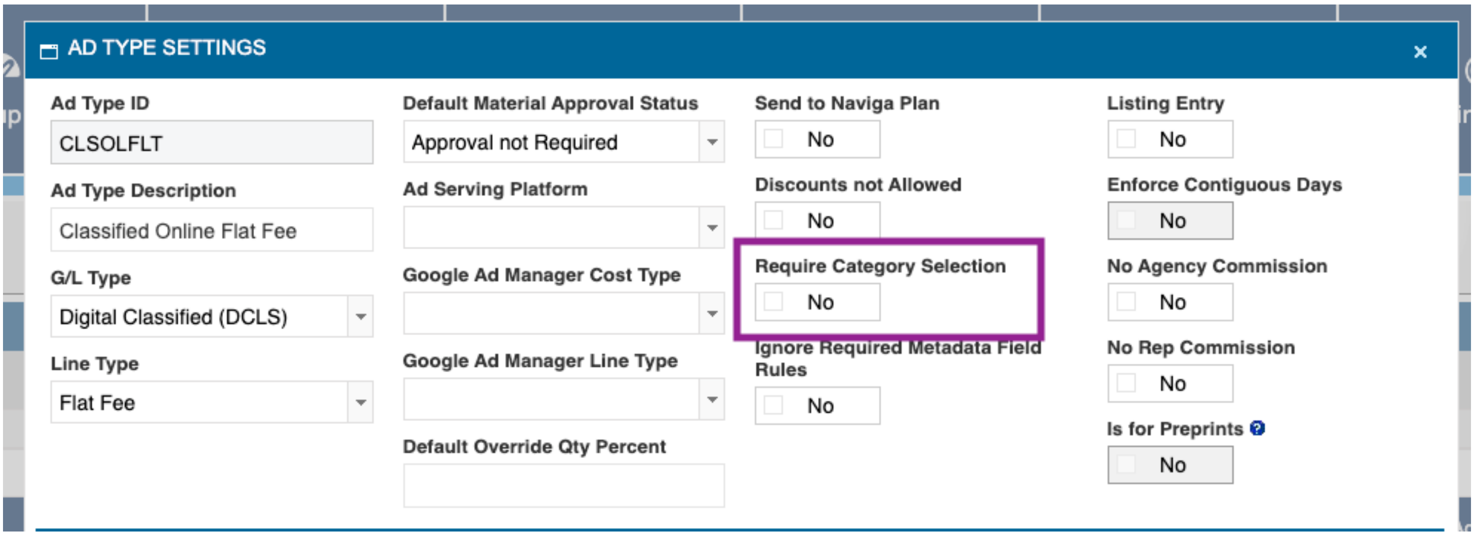
When looking at a campaign, along the left navigation there had been two links:



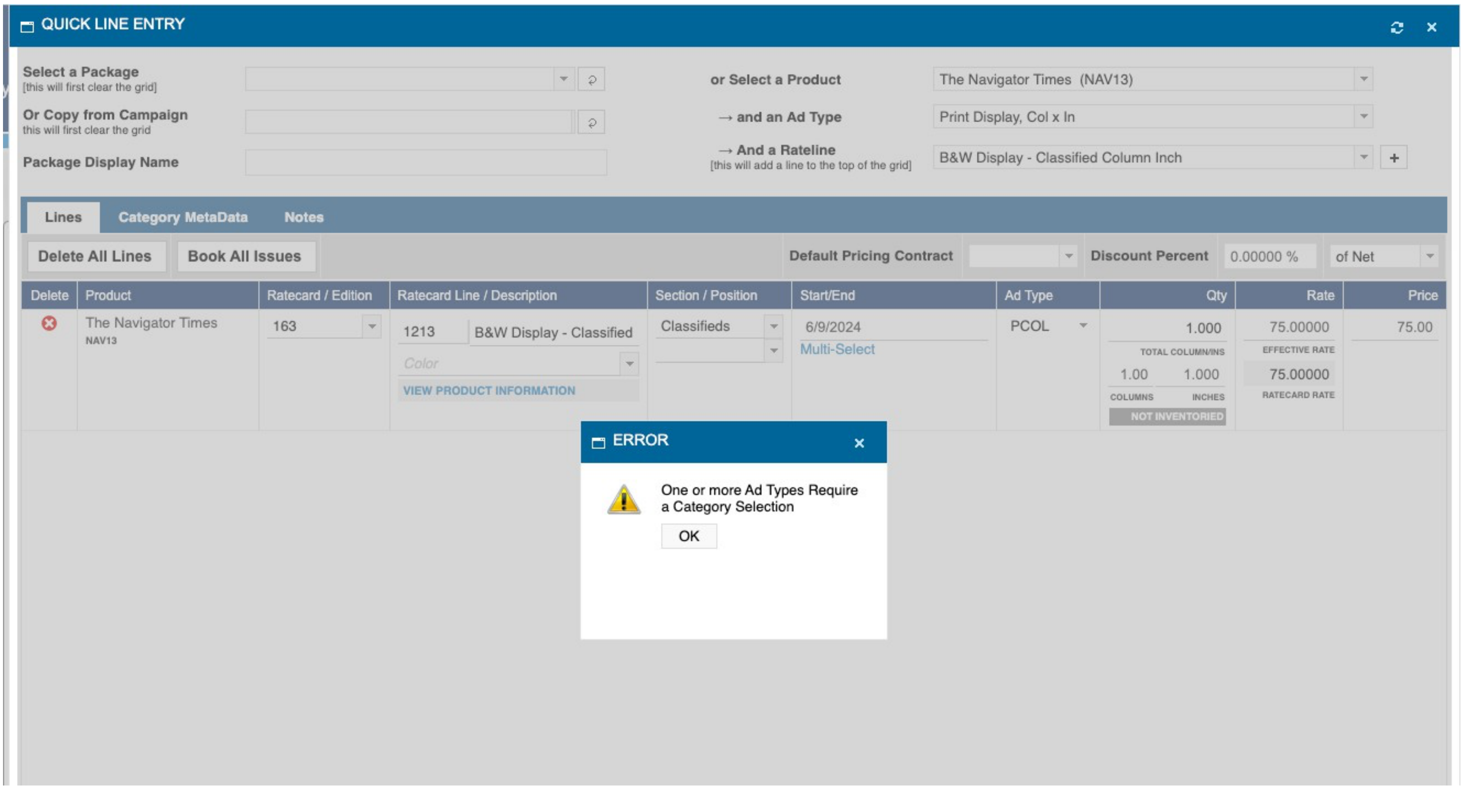
These links actually took the user to the same place - the account overview for the customer. So this has been changed. The CRM View still takes you to the Customer Overview like it always did. The Advertiser view has been relabeled as Accounting View and still takes you to the Customer Overview, but with the Accounting tab selected instead of the CRM tab - this will save the user a click if they wish to view the accounting tab instead of CRM.

UpVote Require Category Selection in Quick Line Entry (QLE)

In previous releases, the Ad Type Setting to require Category Selection was only honored in Full Line Entry. That setup flag has now been changed to honor both Quick Line and Full Line entry. You will notice that the ad type setup simply reads "Require Category Selection" beginning with this release.

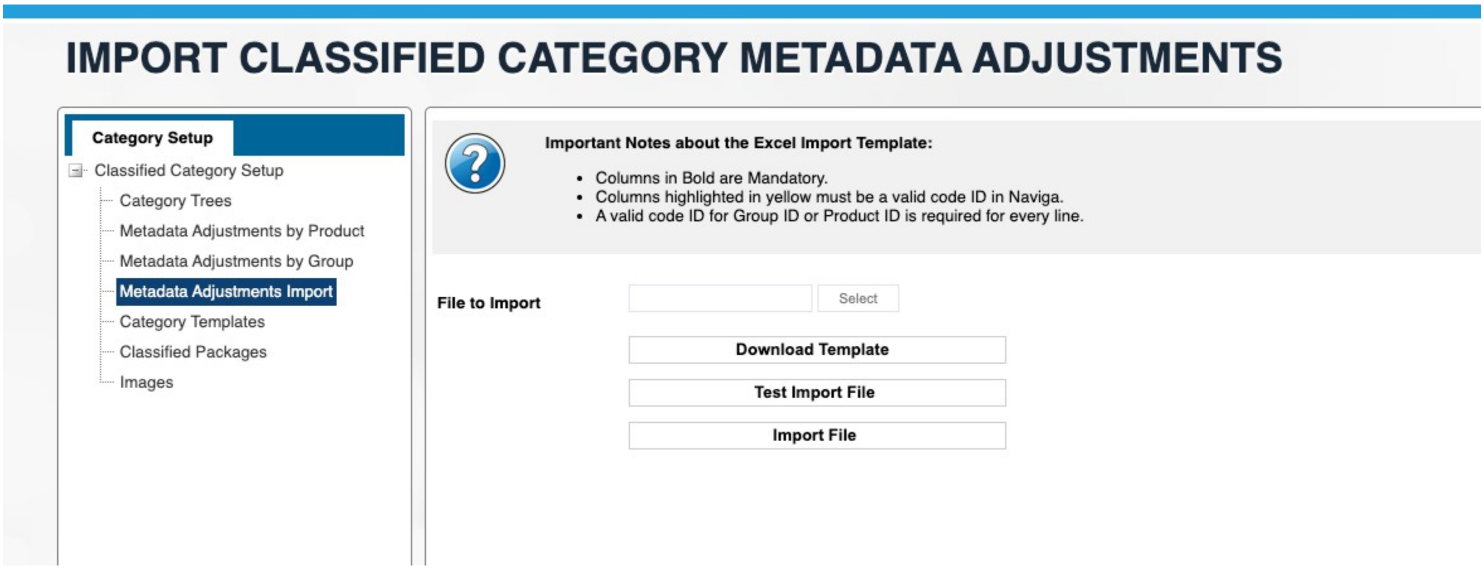


If a user creates a quick line entry order with an ad type requiring a category, the user will be presented with an error message if they click the "create lines" button without going to the Category Metadata tab and selecting a category.



Import Metadata Adjustments

Navigate to **Classified Order Setup -> Classified Tree Setup** and then select the option on the left navigation for **Metadata Adjustments Import.**



1. If the import template is ready, click Select button to navigate to and choose the file you wish to upload. See below for Import Template field descriptions
2. If the import template is not ready, download the template and see below for instructions for filling it out
3. Click the test import file button to import in test mode to see if there are any errors.
4. If there are any errors, click the X to remove the uploaded file from the import, and then navigate to the file on your computer. Open it in excel and fix the data row causing the error. Re-save the file and then start again with Step 1.
5. When all errors are fixed and you have a successful test, click the import file button to import for real.

Important Note - for any given Category Tree/Metadata field/Product Combination, this will REPLACE what is there for that Metadata Adjustment It has been noted internally that we should ask the question and allow the user to decide if the import should append or replace existing adjustments. We will add that functionality - but for right now, please take note that this currently will only replace what is there.

Import Template

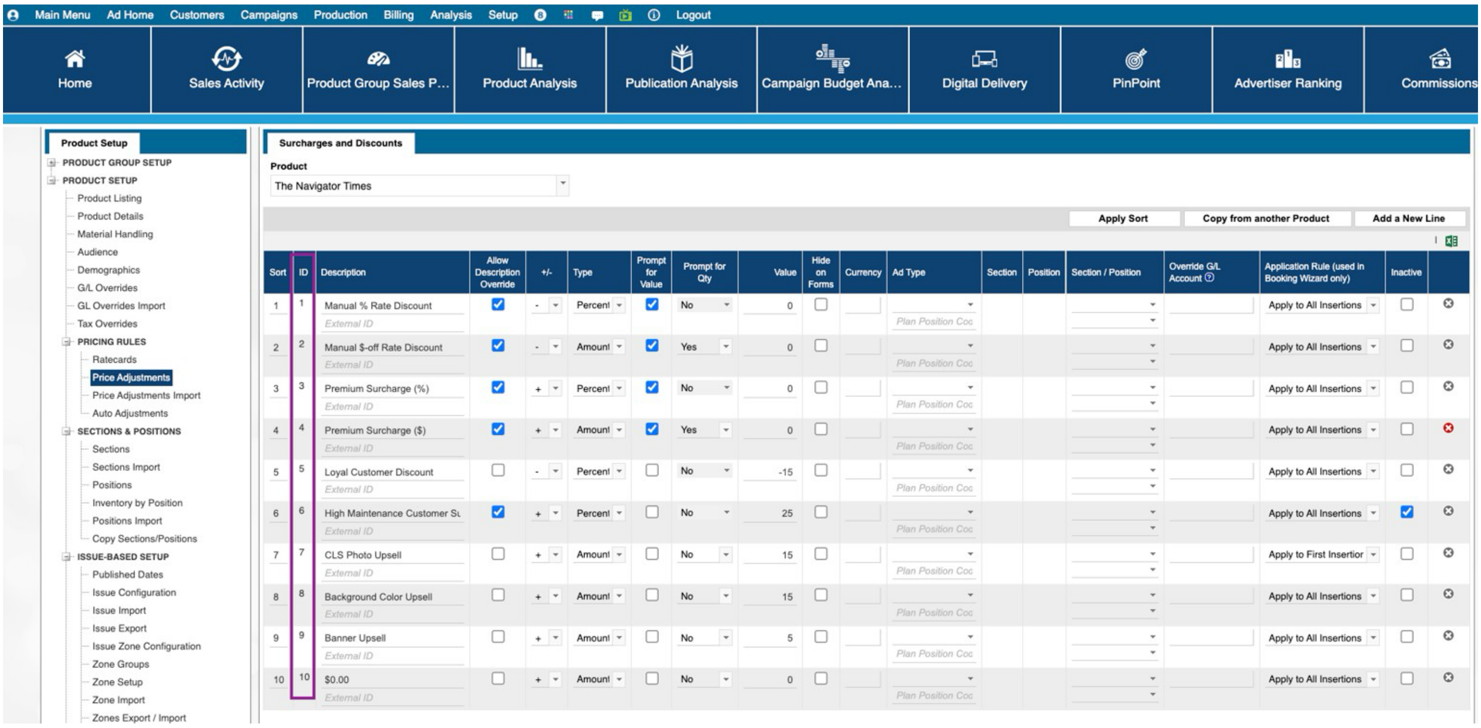
If this is a new import, select the download template option to download a blank template. The fields can be filled in as follows:

Field	Example	Description	Mandatory?
Category Tree ID	LEGAL	This is the Category ID from the Category Tree Setup	Yes
Metadata Field	Photo	This is the Label/Question Field from Category Metadata Setup	Yes
Group ID	ALL	This is the Product Group ID. This is used if the intent is to import this into the "Metadata Adjustments by Group" setup	EITHER this field OR the Product ID field must be filled in.

Product ID	NAVTIMES	This is the Product ID from Product Setup. This is used if the intent is to import this into the "Metadata Adjustments by Product" setup	EITHER this field OR the Group ID field must be filled in.
Qualifier	A specific value	Options here are "A specific value" or "Not Blank" - same as onscreen options.	Yes
Specific Value	ABC	Alpha-numeric answer to the metadata field question	Only necessary is the above answer is "A specific value"
Adjustment ID	5	This will look at the numeric ID Adjustment, which is best seen on the Metadata Adjustments by product (or group) screen. We will add the ID to the Adjustment setup screen, but currently it is only showing the sort ID - which may or may not be the same as the sort.	Yes
Application Rule	Apply to First Insertion	Options for this - blank (means Apply to All Insertions) Apply to First Insertion Apply to Last Insertion	No
Allow Delete	Y	use Y for yes Blank or N for No	No

ID column added to Adjustments

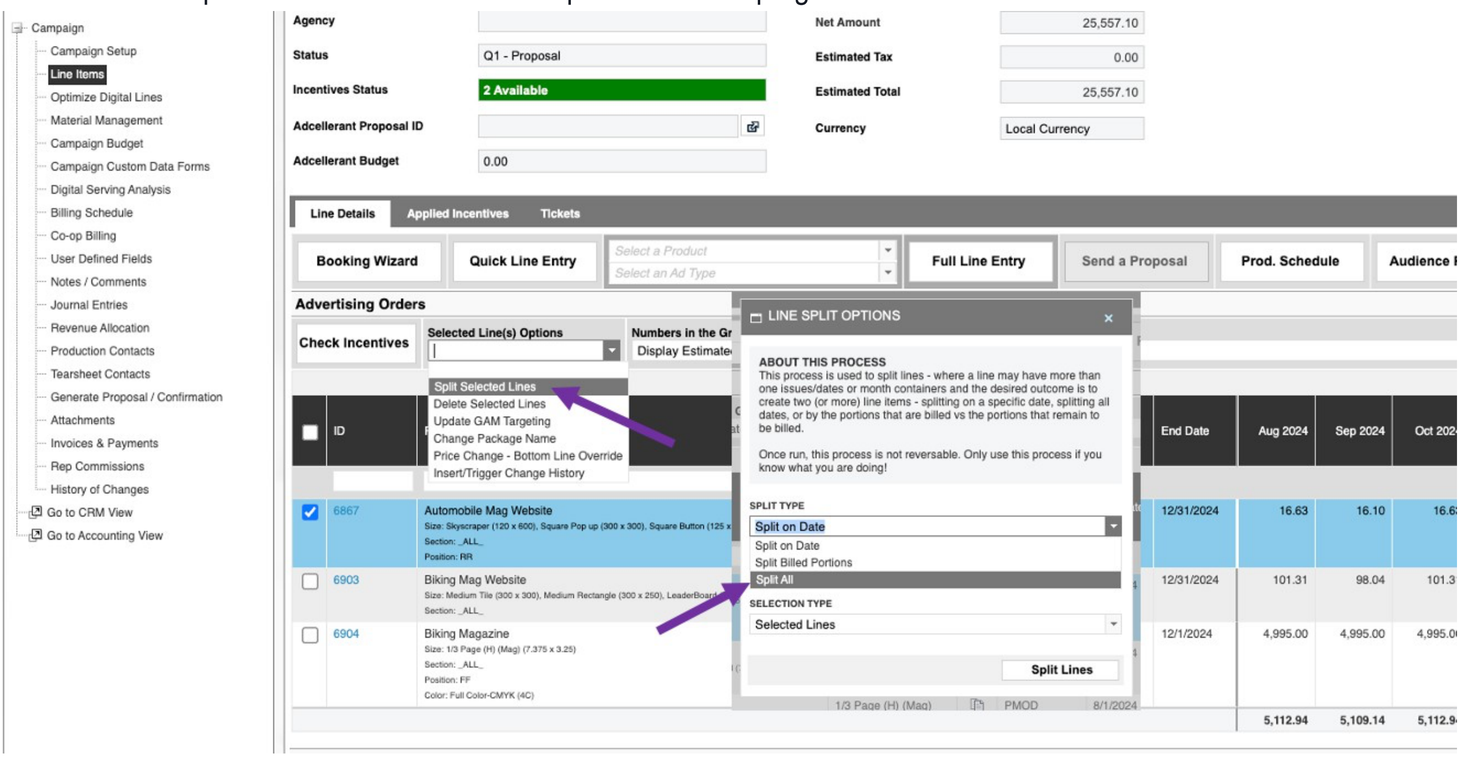
In Adjustments setup, the ID for the adjustment was hidden from view. This was added to accommodate the above importing of Metadata Adjustments.



The ID will be incremental numerical id's and should not be confused with the sort code. These numbers may or may not be the same. In the above example, the sort was never changed and they are just sorted in the order in which they were entered. I could re-sort this list into another desired order, which would change the sort numbers, but not the ID's.

Option to "Split All" Campaign Lines

There is a new option in the "Selected Line Options" on campaign lines.



If the user selects one or more lines and then chooses to Split Selected Lines in the options dropdown, there is a new split type of "Split All"

Issue-based lines will split by issue, and digital lines will split by month if this split type is selected.

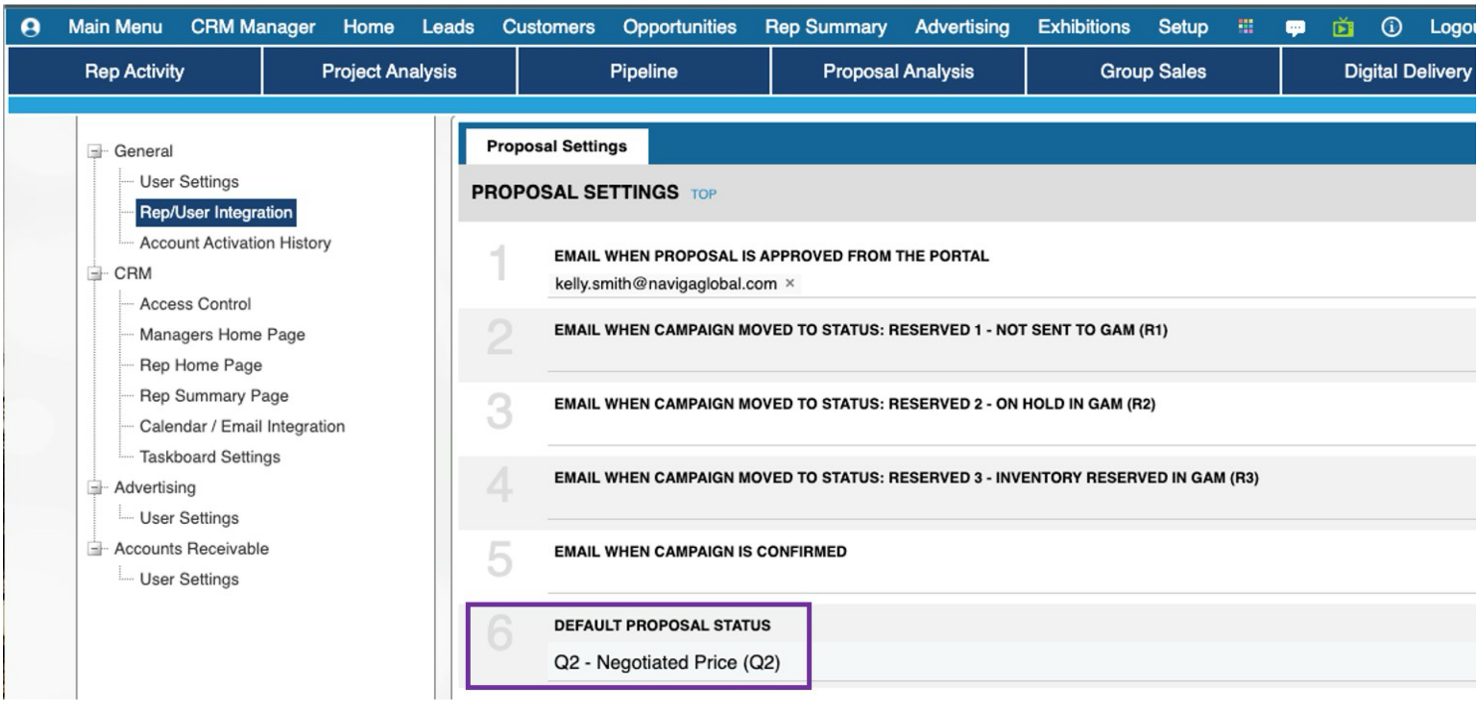
The use case for this is primarily around digital lines. It was desired by some of our clients to split campaigns that are sent to GAM to that the ops users could better control the monthly allocations and not fulfill long running campaigns too soon. There is an option to split lines at the product level, but that splits the lines as soon as the order is created. It was causing extra work then for the ops users to set targeting and creatives on all the separate lines. This new option will allow the sales user to create a single line as a quote, have all the targeting and creative linking be done on a single line, and then have ops split the line just prior to changing the status to send to GAM.

This was a late addition to 2024.3, added into the weekend patch the weekend of July 13th, and nightly patches July 8th.

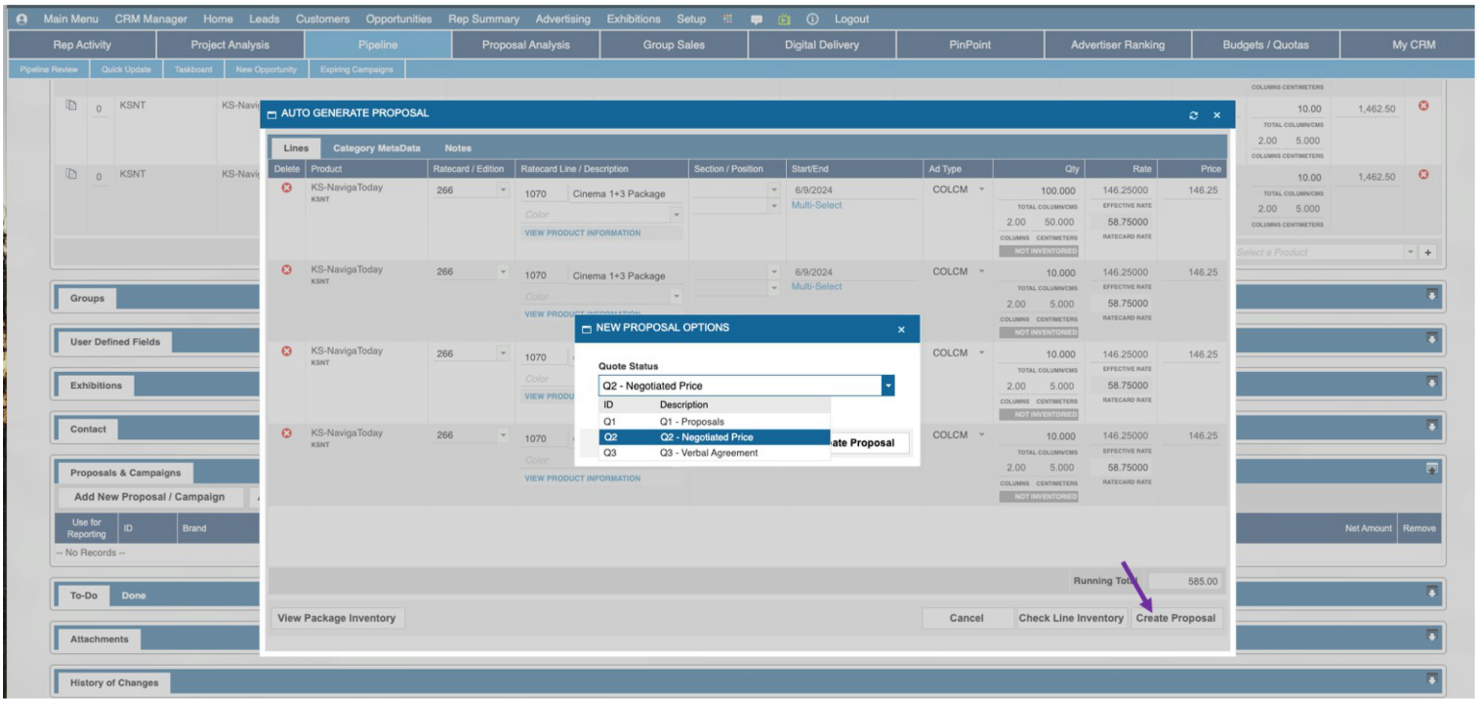
CRM Module

Prompt for Quote Status in Auto-Generate Proposal from Opportunity

When creating a proposal from an Opportunity, the user will now be prompted to select which Quote status (Q1, Q2, or Q3) they would like to use for the Campaign Status. The default behavior will be to set the status according to the **user security -> Rep/User Integration -> Proposal Settings -> Default Proposal Status**.



On the opportunity, the user will see this when they click to create a the proposal:



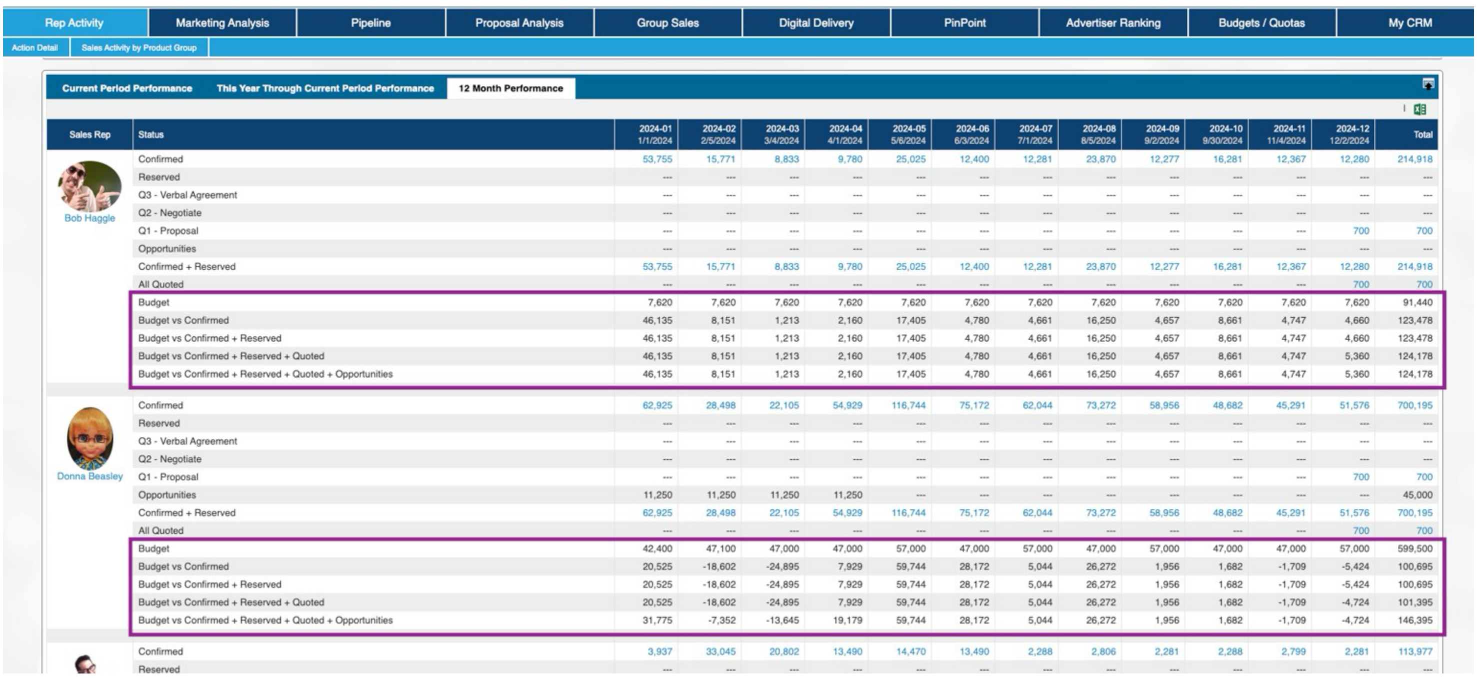
The default selection will be chosen according to the user security, but the user can manually select a different quote status for this campaign.

Continuing Support for 5-4-4 Periods

In 24.2, we added an option in Advertising System Parameters to look at the mid-month date to determine the correct revenue period for digital orders.

Using that same setting, if the option is set to Derive Period from Mid-Month, then the Budgets on the Rep's My Performance Report and the Managers Rep Activity Report will also use the mid- month date to determine the period for the budgets.

Previously, these budget numbers we not appearing correctly when 5-4-4 periods were in use because some months would appear to have no budget and some months would have too much.

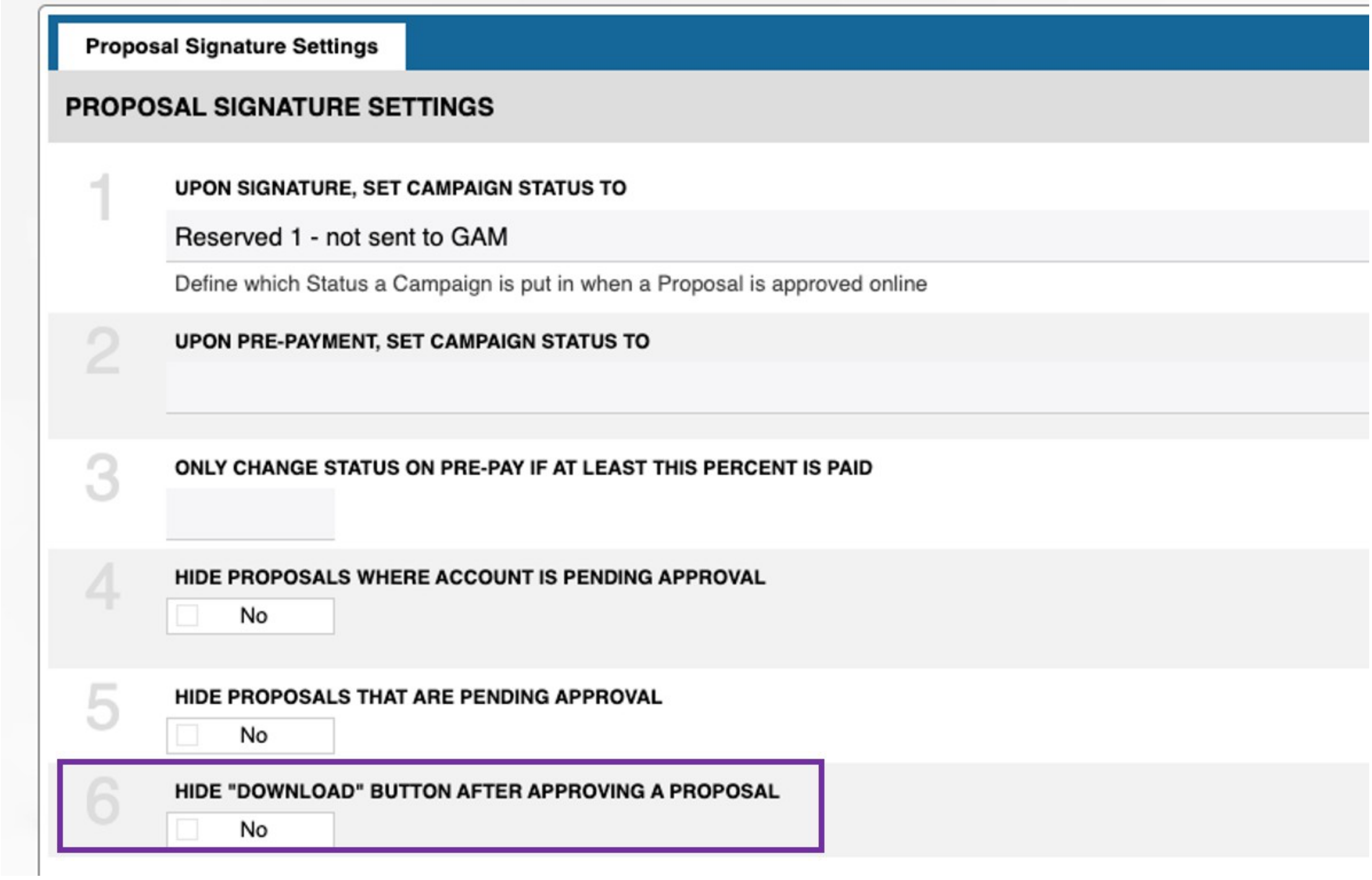


This feature was added in June (for 2024.3), but was able to be patched back to 2024.2

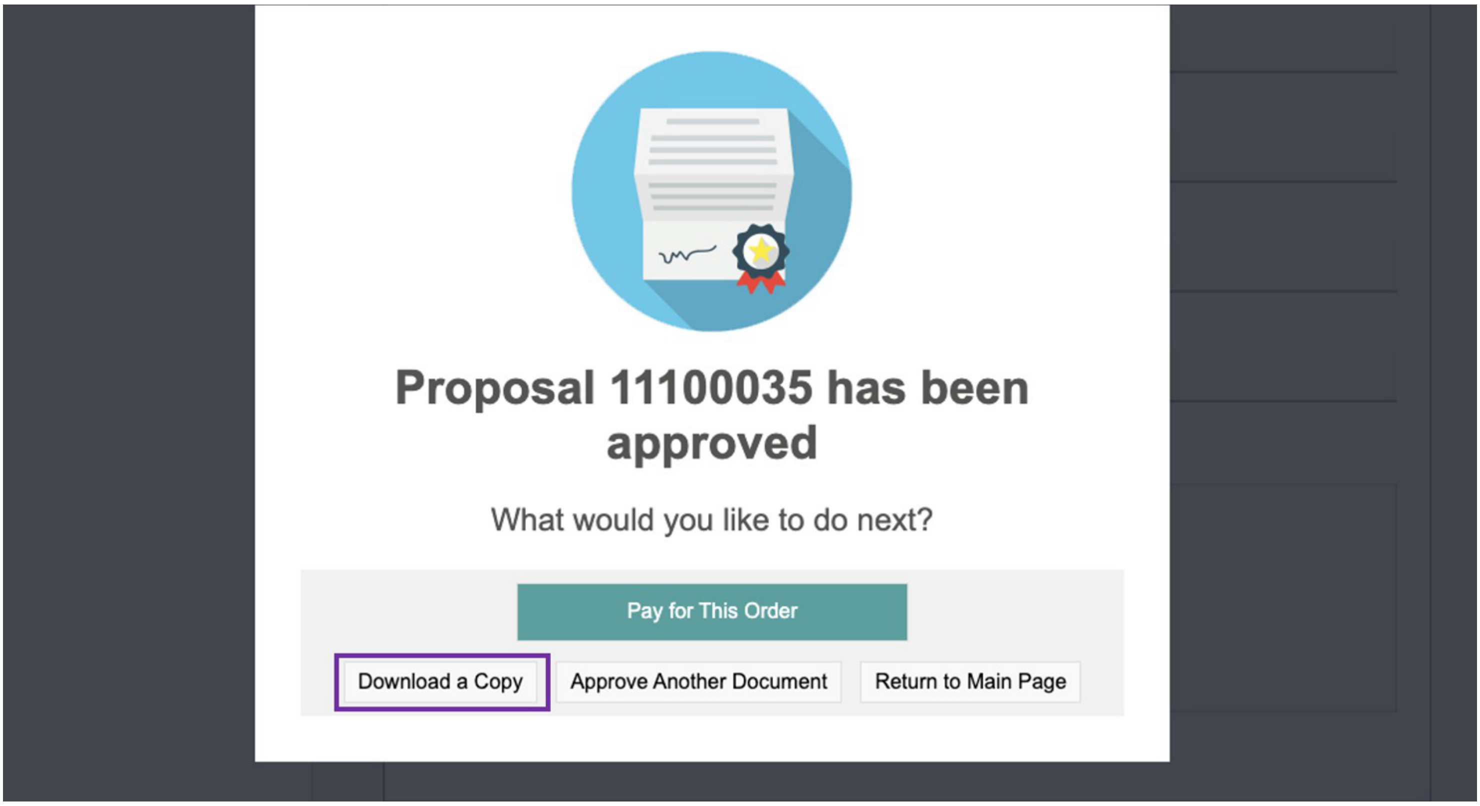
Advertiser Portal

UpVote Hide Download Option

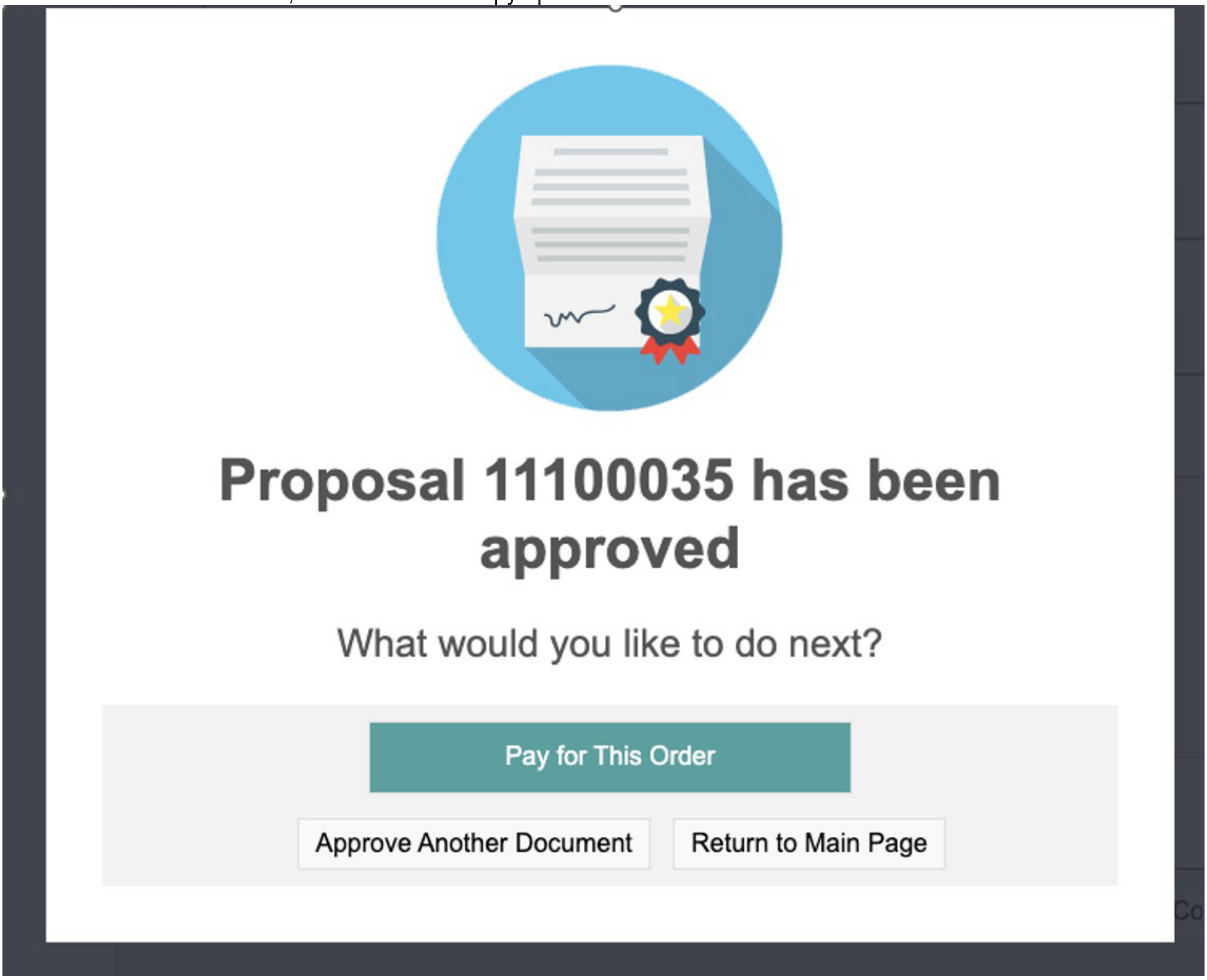
A new option is available in the portal signature section on Portal Setup



Setting this to "No" will be the default (so that it will continue to behave as it did in prior versions) and the user see the option to download a pdf copy of their signed proposal upon signing the proposal as displayed below:



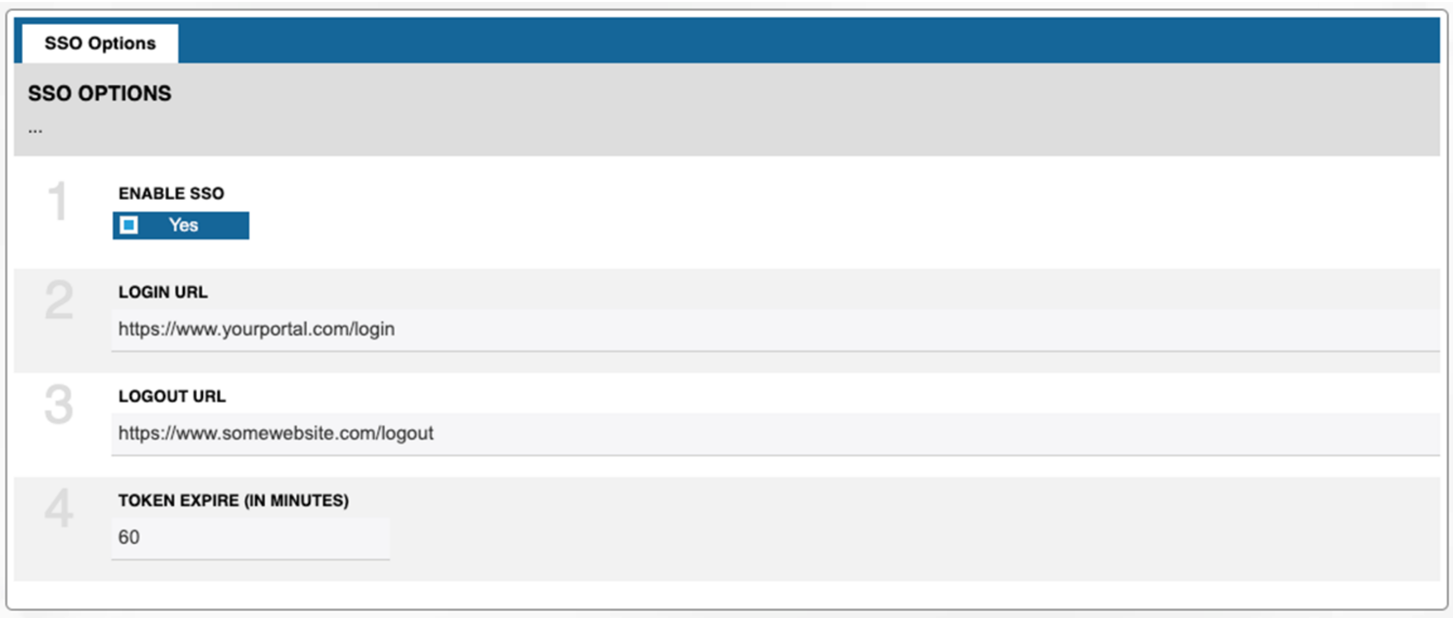
If this is set to "Yes" instead, the Download a copy option will be hidden as shown below:



SSO Option for Portal

This option allows for integration with another client portal where the user signs in there and authentication passes through to the Naviga Ad Advertiser Portal.

The client we are working with on this mod has multiple 3rd party systems for various things, in addition to the Naviga Ad Advertiser Portal for paying bills, signing proposals, etc, and they did not want the client to have to log into separate systems, so they created their own portal, where the user can log in and then get directed to various systems for different functions. Once authenticated in that system, the authority will pass us a token for logging in to our Portal. These are the necessary settings in Naviga Portal Setup to enable this function:



1. Enable SSO: Set this to yes to enable SSO. ***Once this is set, users will no longer be able to log in directly to the Client Portal - so only set this to yes, if you really do have an alternate login authority that is passing us a log in token***
2. Login URL: This will be the URL where clients should be going to log into your Portal. If a client has an old bookmark or otherwise gets directed to the standard Naviga Portal login screen, they will be redirected to here to actually log in and receive their token.
3. Logout URL: If the client clicks the Logout button inside the Naviga Advertiser Portal, this is where they will be directed to, so it should likely be the same page they would get to if they logged out from your sites main portal.
4. Token Expire (in Minutes): This sets the length of time that will elapse before the user will be redirected back to the login screen to re-authenticate.

Testing Notes

To test this, you will need to get a token and paste it to the end of the URL to the portal with the format of ?tkn=[your token here]

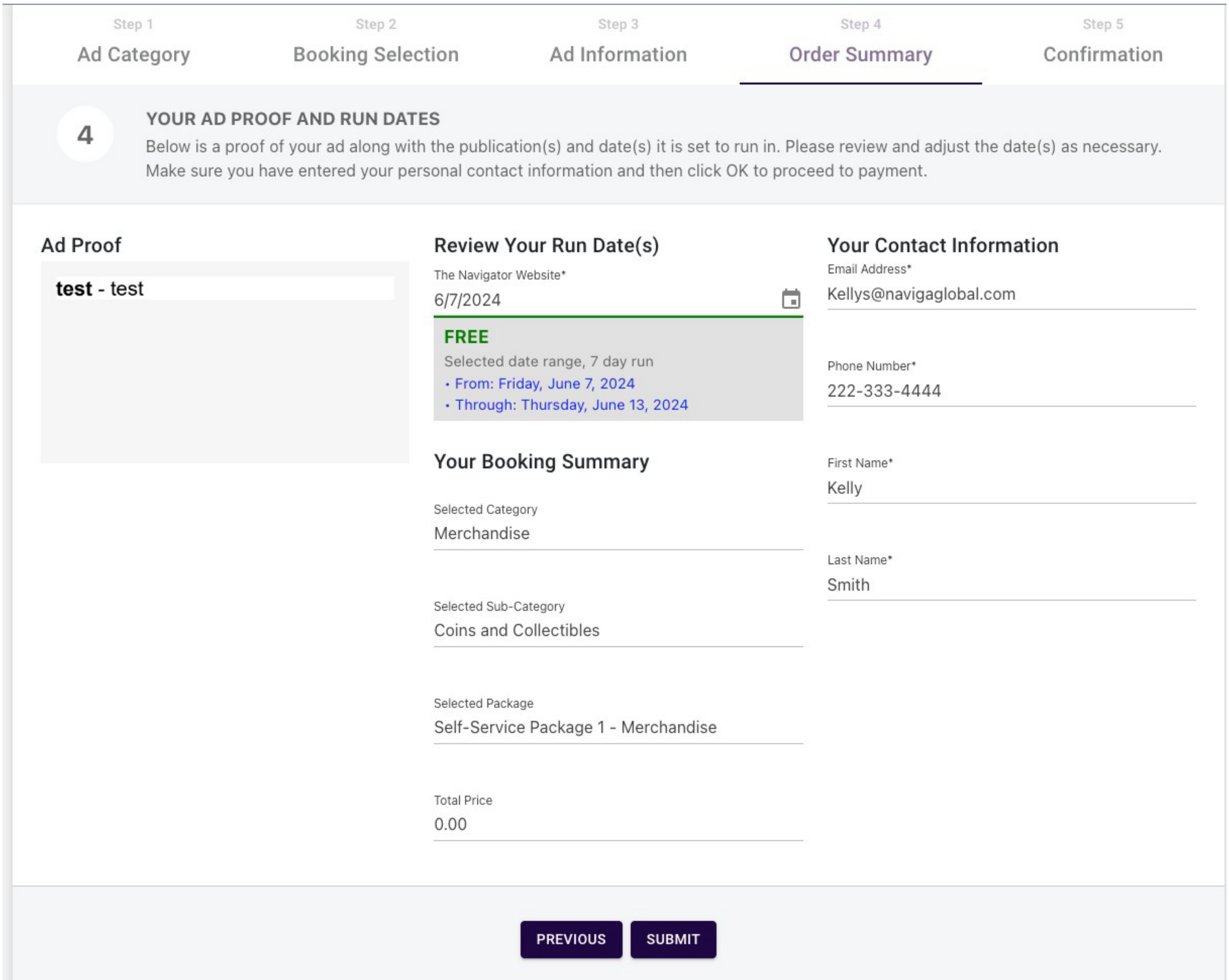
For example: https://abc.navigahub.com/portal/client/abc/default/invoices/open?tkn=8fbce7e9- 3fec-40a7-8c8a-b708ec31a37d [Replace ABCs with your 3-digit site code and replace the actual token (after the equals) with a valid token.] A Token can be retrieved using the Naviga API, either from the swagger page, Client Portal section, or from a 3rd party tool like Postman.

Classified Self-Service

Several exciting new features in the self service portal to share with you.

Support for Zero Priced Ads

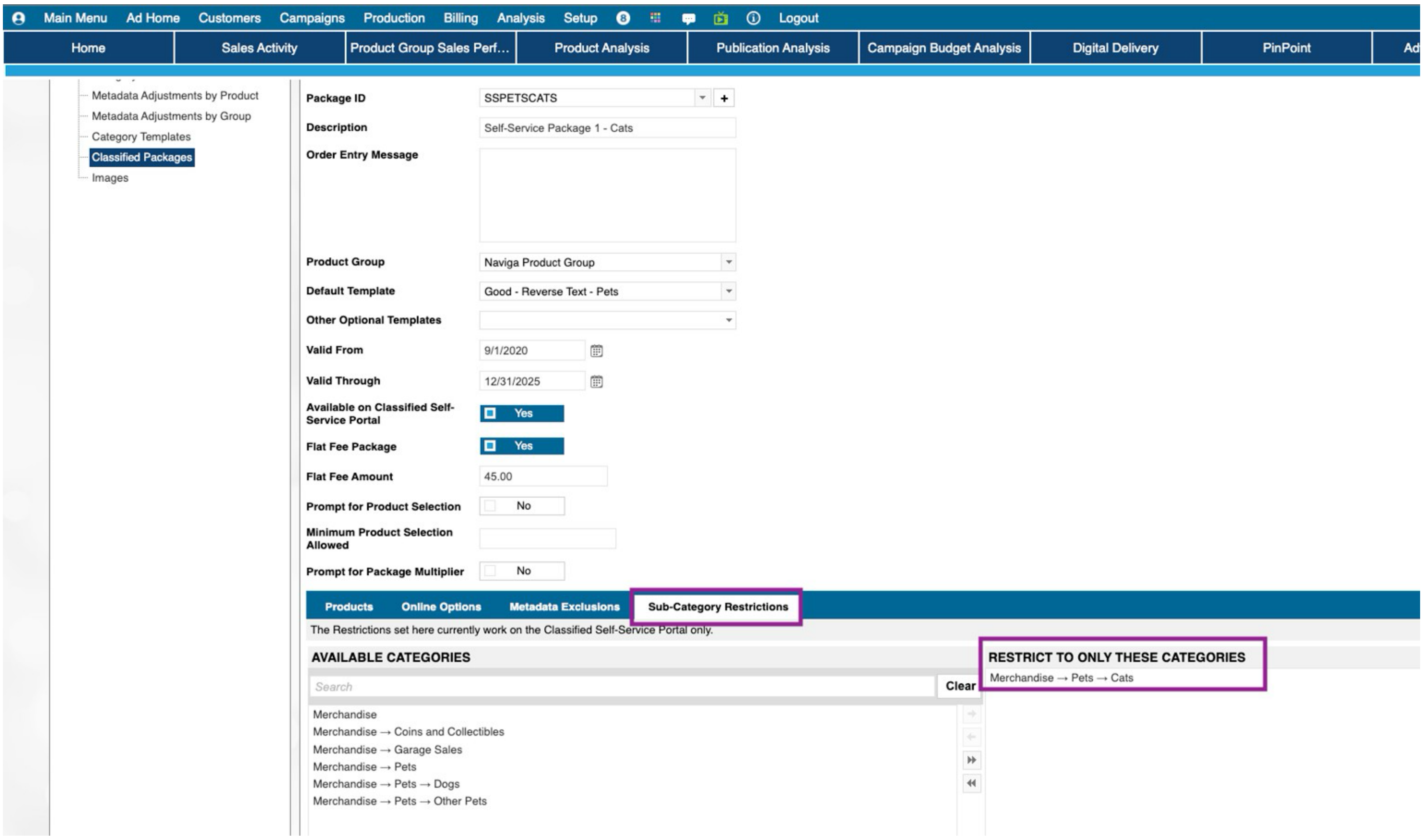
In prior releases, the credit card dialog box would pop up and collect credit card details even for free ads. Starting with 2024.3, the system will support the idea that ads placed through Classified Self Service might not have a cost to them and will therefore allow the client to simply submit the ad without adding credit card information. If the ad has no cost, the button at the bottom of the screen will indicate "Submit" rather than "Approve and Pay." The submitted ad will still be placed into the queue for the internal user to review and approve/decline the ad.



Support for different packages for different sub-categories

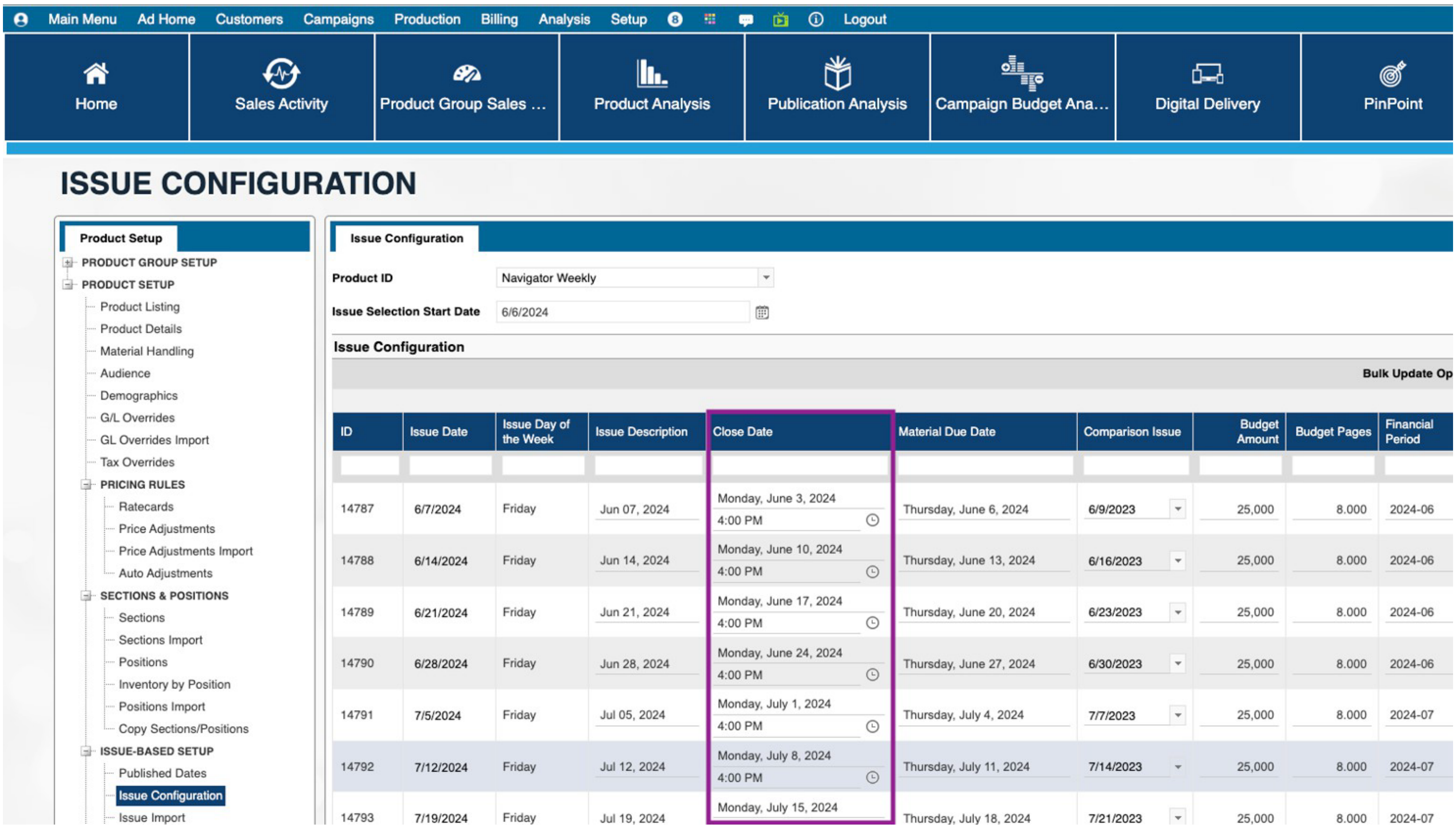
It has long been supported for different categories within a category tree to be able to have different metadata and different templates, but when it came to packages, the package was only at the tree level, so there wasn't enough filtering in Classified Self Service to display only the packages relevant to a specific sub-category. That limitation has now been remedied.

Navigate to **Setup -> Classified Order Setup -> Classified Package Setup**. There is now a new tab in the bottom section which allows for selecting one or more sub-categories to be valid for a certain package. If nothing is added to the Restricted column, then the package will be allowed for all categories in that category tree.



Support for Issue Deadlines

In the Classified Self-service setup screen there is a minimum order lead time field where you might put a day or two in there to give yourselves some time to approve the ads before they are set to run. That is fine for a daily paper or for online, but if you have a more complex package that includes weekly or even monthly publications along with a daily, then 1 or 2 days lead time isn't going to work since the actual deadline for that product may have long since passed even though the issue date is still in the future. The system will now look at the Issue Deadline from issue configuration.



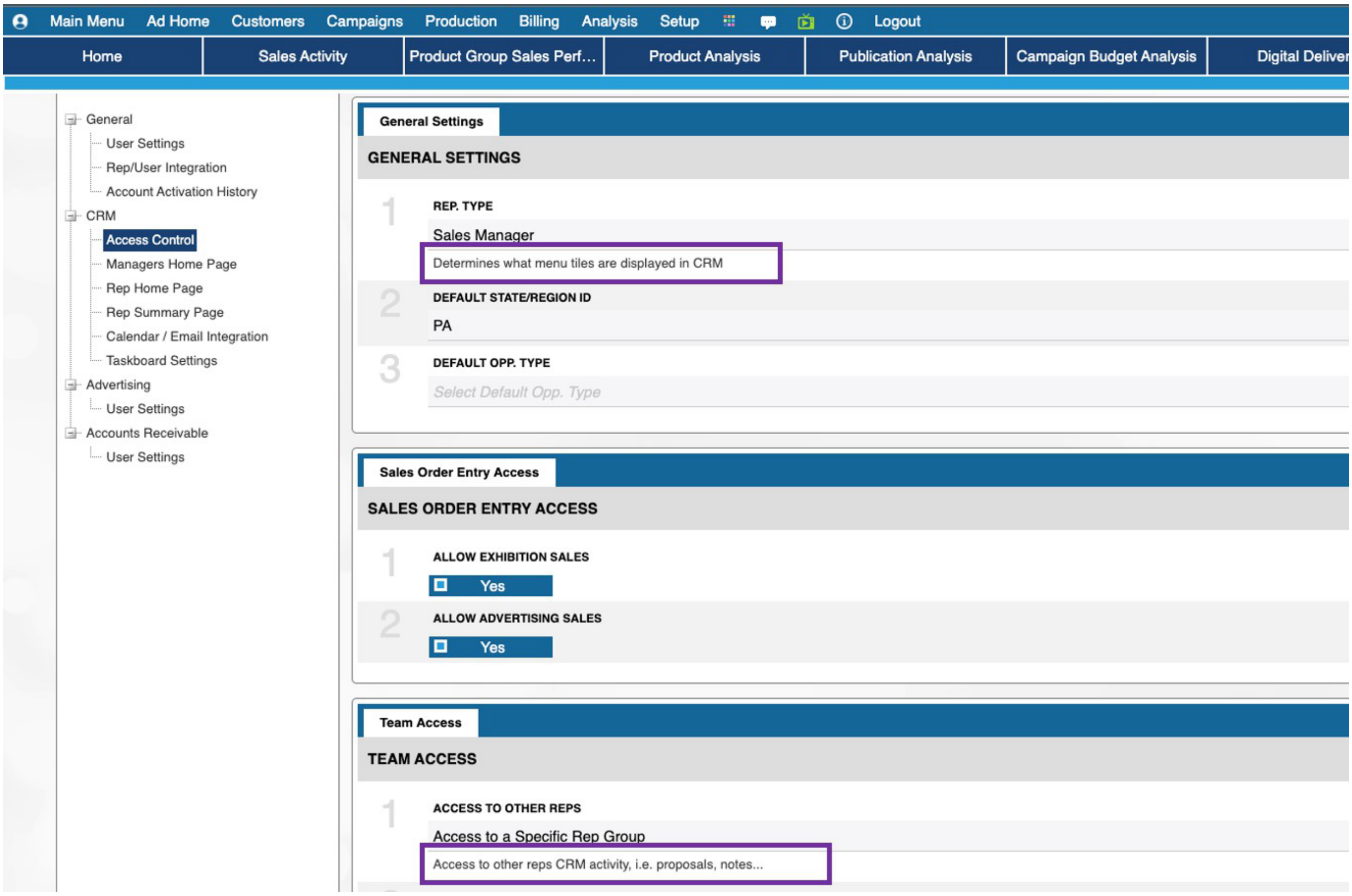
In the example above, if a client was booking a package which included a daily paper and the weekly paper, and were booking the ad on say Wednesday June 12th, the daily paper may default to June 13th based on those deadlines, but the weekly, the first available date will be June 21, since the deadline for the June 14th issue has already passed.

This does not yet support the complex deadlines which can be set up internally to have different deadlines for different Ad Types, Categories, etc, but we may revisit that in a future release based on feedback from those using Self-service if that complexity is needed.

General/System Settings

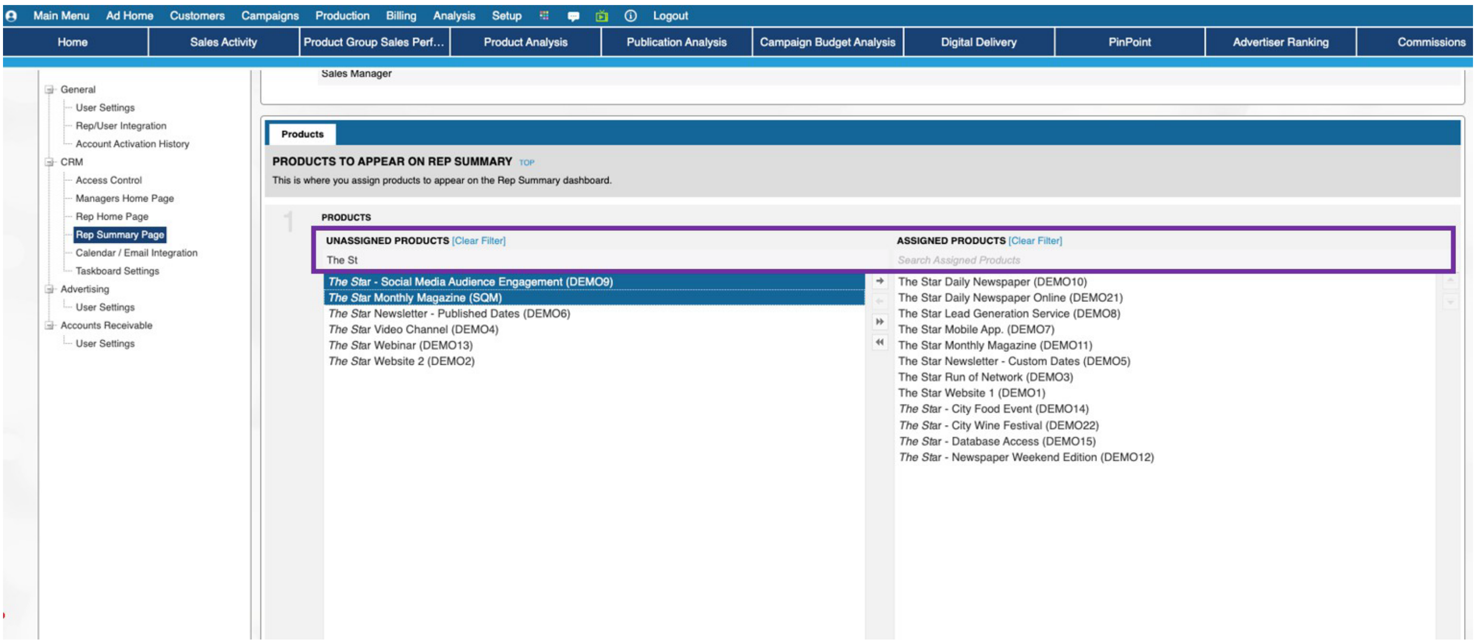
Additional Descriptions added in User Security settings

Several new hints have been added to assist new users in understanding what certain User Security options mean. For example:



Filter added to Product List on Rep Summary Page in User Security

Navigate to **User Security -> Rep Summary Page -> Products Section**.



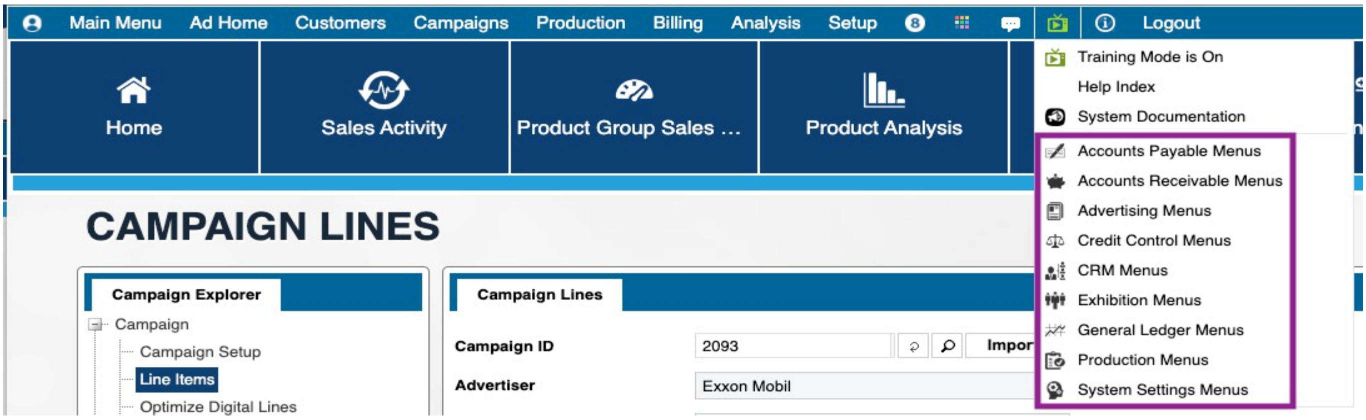
For clients with a long list of products this list was cumbersome to sort through, so now they can start typing at the top of the product list to apply filters. Product Name or Product ID can be used for filtering. Once filtered, user can single select or multi-select the desired products to move to the "Assigned

Products" column.

This same filtering and selection options will also be available on My Profile CRM tab (click this icon in the top left corner of any screen to access My Profile popup window), so that users can self-manage the list of products they wish to see on the Rep Summary report.

Easily switch between Module Menus

If you are a user who is in a single module all day long, or a user who operates in a single browser tab all day long, you will not be nearly as excited about this mod ad I am! I'm sure there are several system admins out there though that will appreciate this mod though. This is something that the Naviga ROOT users have had forever, but it was hidden to the regular system users. That has now been changed and everyone can use these quick menu switches - but only for modules that you are given permission to use.



The use case for this one I think is easier to see in a quick video rather than trying to type it out using screenshots, so please [check it out]

In addition, the "Help Index" shown on the above screenshot has now been removed as it has been replaced by the "System Documentation" option. There shouldn't be a need anymore to go into the older Help Index - but if there is anything needed in there - just let us know. The page still exists, but it just isn't on the menu to avoid confusion - so we can give you the URL for direct access as needed.

Keep Color on Test Account Refresh

When refreshing the TEST system from PROD, there are a variety of items which do not refresh. The system defaults to the Catalina Blue selection (shown below), but the user can select from the other choices on the list. To more easily differentiate between TEST and PROD, some users like to choose different colors between the two databases. Prior to 24.3, when test was refreshed, whatever color choice was used in PROD would be copied over to TEST and the user would need to re-pick their test color choice. Now, the color choice sticks and will not be reverted back to the PROD color during a refresh.