Online App Access: Quick Set-up & Instructions

The Media Audit

Welcome to _The Media Audit_

You will be accessing data ONLINE through our Citrix app, available by visiting: app.TheMediaAudit.com

This simple guidebook contains click-by-click instructions for accessing The Media Audit online

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Some users may need install the Citrix Receiver plug-in, instructions on page 2

You may also need to adjust your browser settings using pages 6-8

QUICK TIP
After the initial set-up, whenever you want to access The Media Audit, you'll be able to simply jump to the login instructions on pages 3 and 4

Still need help? That's OK!
Call us at 800.324.9921
Between 8:30A-9:00P Eastern

Online App Access: Install Citrix Receiver

This first step may not be required because many newer model computers already have the necessary plug-ins installed. This step is optional depending on your set-up.

However, we recommend that you try this step first, just in case your computer doesn't have the required software.

CLICK BY CLICK

1 Using a web browser such as Chrome, Firefox, Safari, etc., navigate to www.Citrix.com

2 With your mouse pointer, hover over the word "Downloads" at the top of the page

3 When the dropdown menu appears, click on the link that looks like this:

Download Receiver
Install or upgrade from ICA client

4 Follow the download instructions
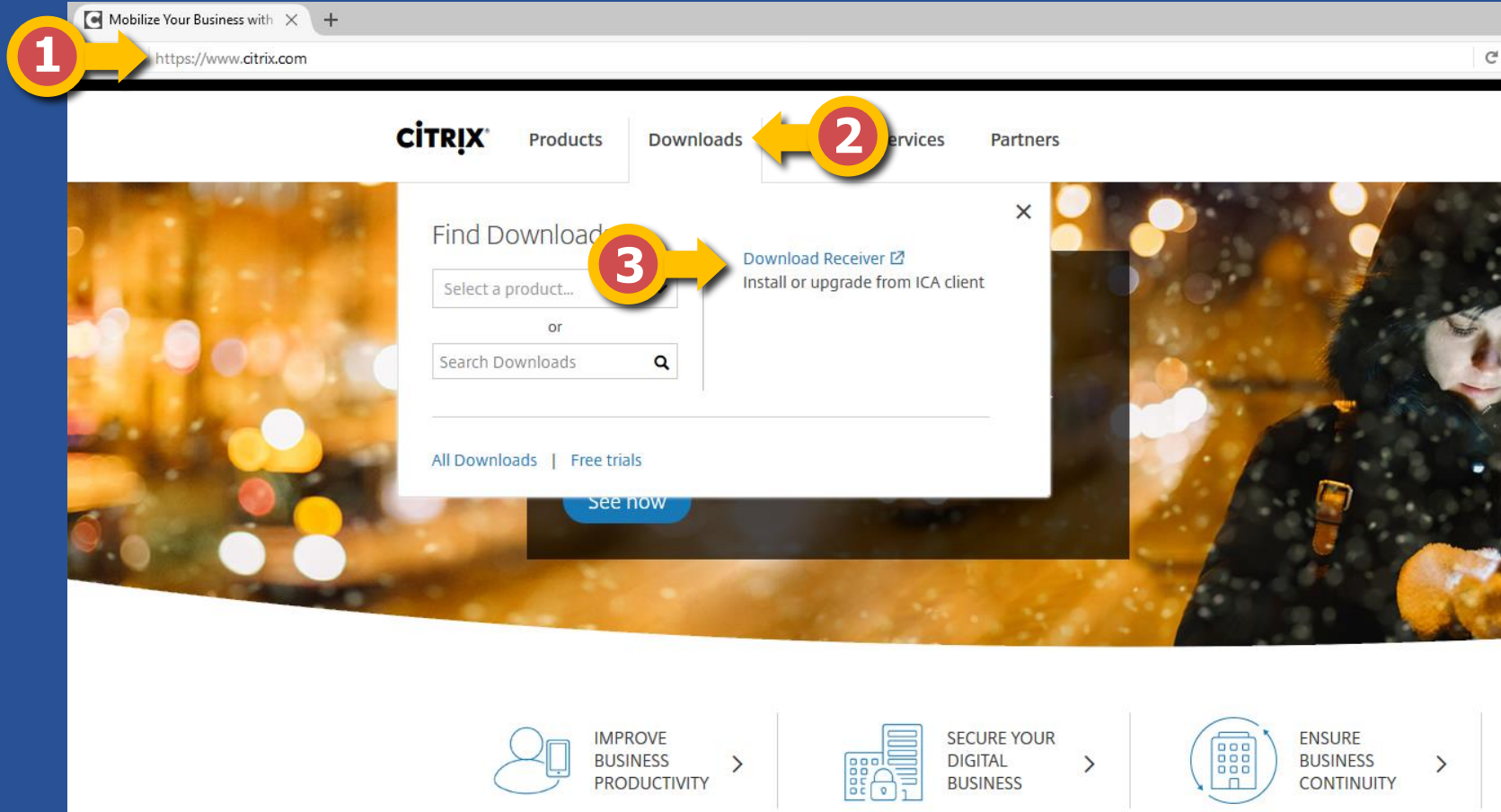
PLEASE NOTE: Different web browsers (Chrome, Firefox, Safari, etc.) have different security settings. You may need to read pages 6-8 if you get an error message.

ALSO: If you are blocked from installing the plug-in, due to "administrative rights" or any other security setting, you may need to contact your company's technology department to install the plug-in for you.

Online App Access: Logging-in to The Media Audit

Using The Media Audit online has never been easier! Just open your web browser and follow the instructions below.
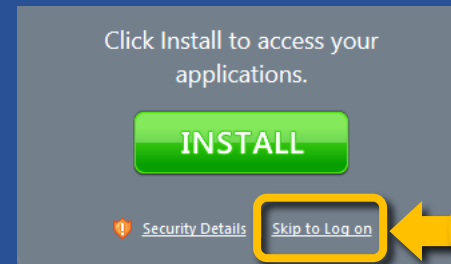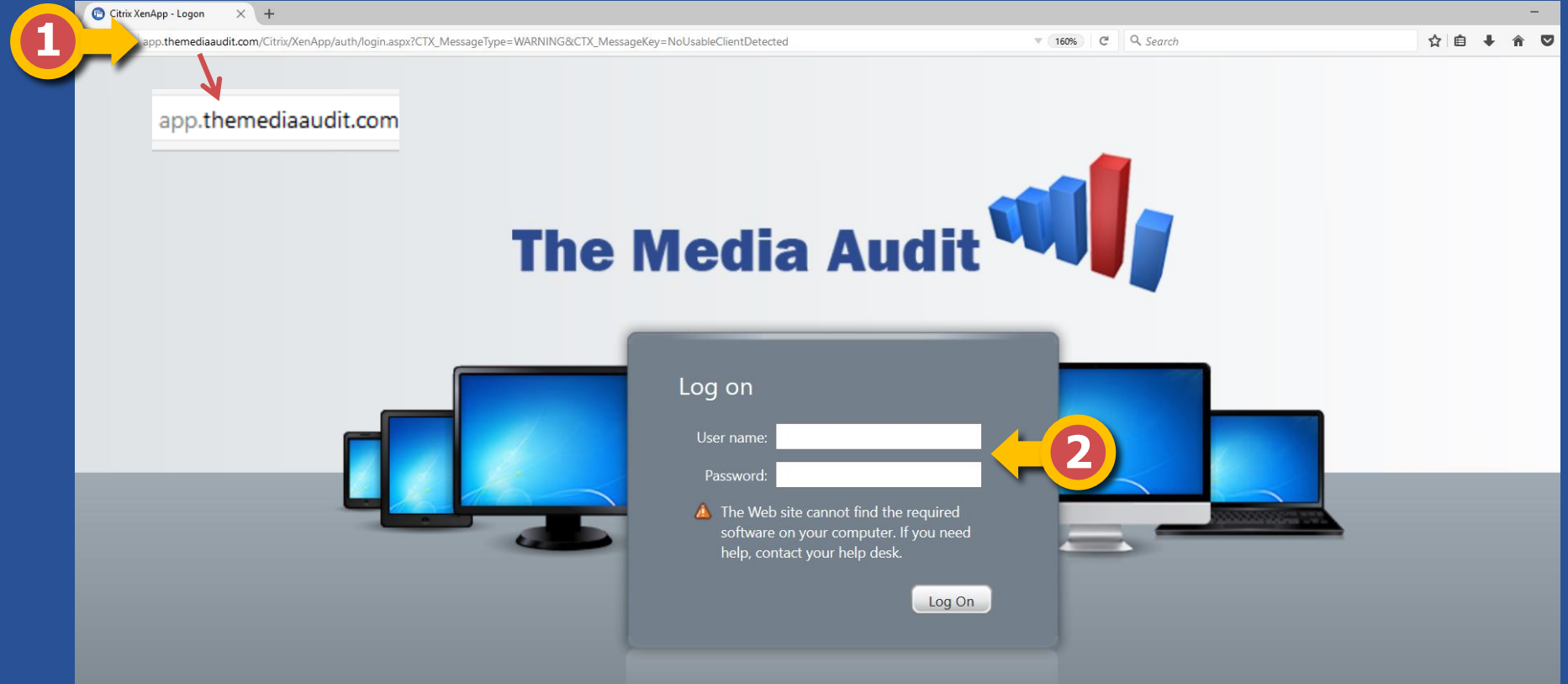
CLICK BY CLICK

1 Once the Citrix Receiver plugin is installed (page 2), use your web browser such as Chrome, Firefox, or Safari to navigate to **app.TheMediaAudit.com**

2 Enter in your user name and password, and click "Log On"

Your user credentials will be provided by your sales representative or the market coordinator

QUICK TIP

3 **If you do not see the log on window when you navigate to app.themediaaudit.com, click on "Skip to Log On" to get there.**

app.themediaaudit.com

The Media Audit

Log on

User name:

Password:

⚠ The Web site cannot find the required software on your computer. If you need help, contact your help desk.

Log On

Click Install to access your applications.

INSTALL

Security Details   Skip to Log on

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Online App Access: Launching The Media Audit Software

*You can now access data from The Media Audit...*

CLICK BY CLICK

1 After The Media Audit virtual desktop loads, double-click on the TMA icon to launch

2 Once The Media Audit's application launches, you'll be asked to choose the market you wish to delve into

3 Click the market you wish to explore and then click "OK" to load the data

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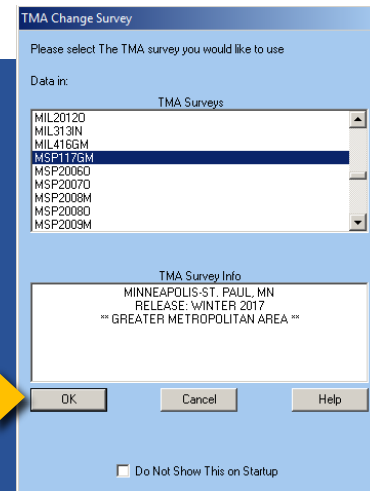
Online App Access: Saving a PDF File to Your Computer

The Media Audit

After you've created the perfect report, sometimes you want to save it as a PDF. However, since you are using a virtual desktop on another computer, there are a few extra steps in order to get the file to you own personal computer.
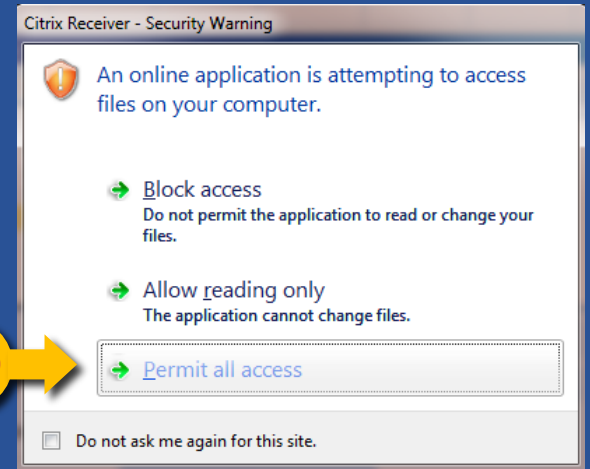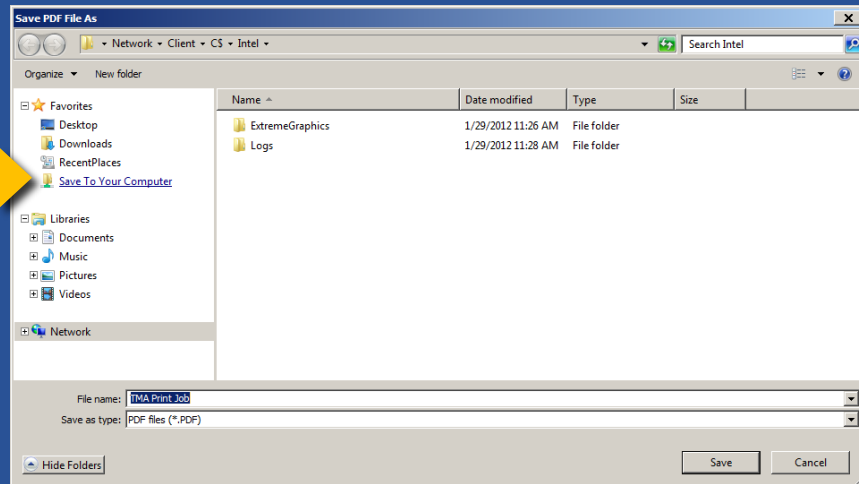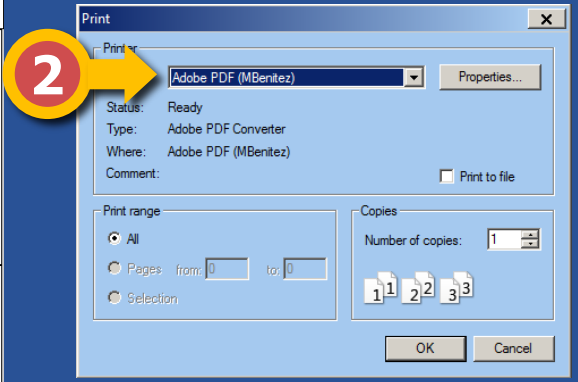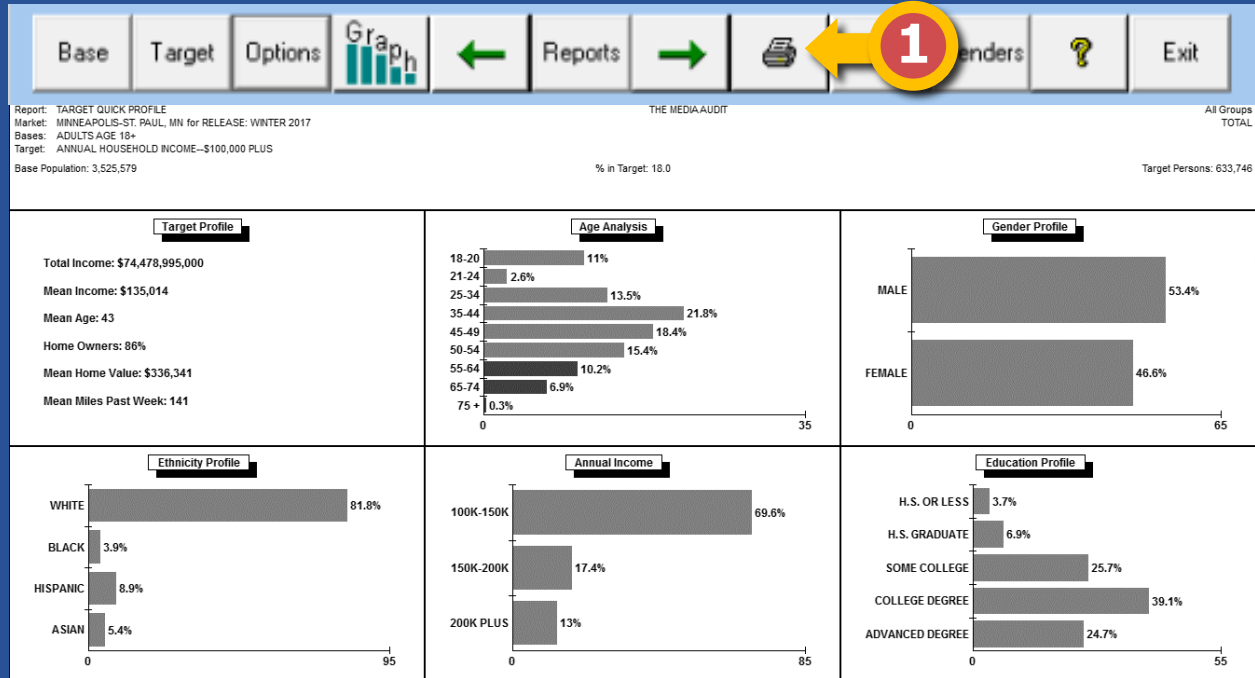
CLICK BY CLICK

1 After completing a report, click on the print icon on the toolbar

2 In the "Print" dialog box, select the Adobe PDF (MBenitez) printer using the drop-down option

3 In the "Save PDF File As" dialog box, please select the option to "SAVE TO YOUR COMPUTER"

4 If at any time you see a "Citrix Receiver – Security Warning", please "Permit all access" so that the PDF can save correctly to your computer

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Online App Access: Chrome Plug-in Settings

If you have issues accessing the online app, Chrome users may need to follow these 3 quick steps…

CLICK BY CLICK

1 After The Media Audit virtual desktop loads, double-click on the TMA icon to launch
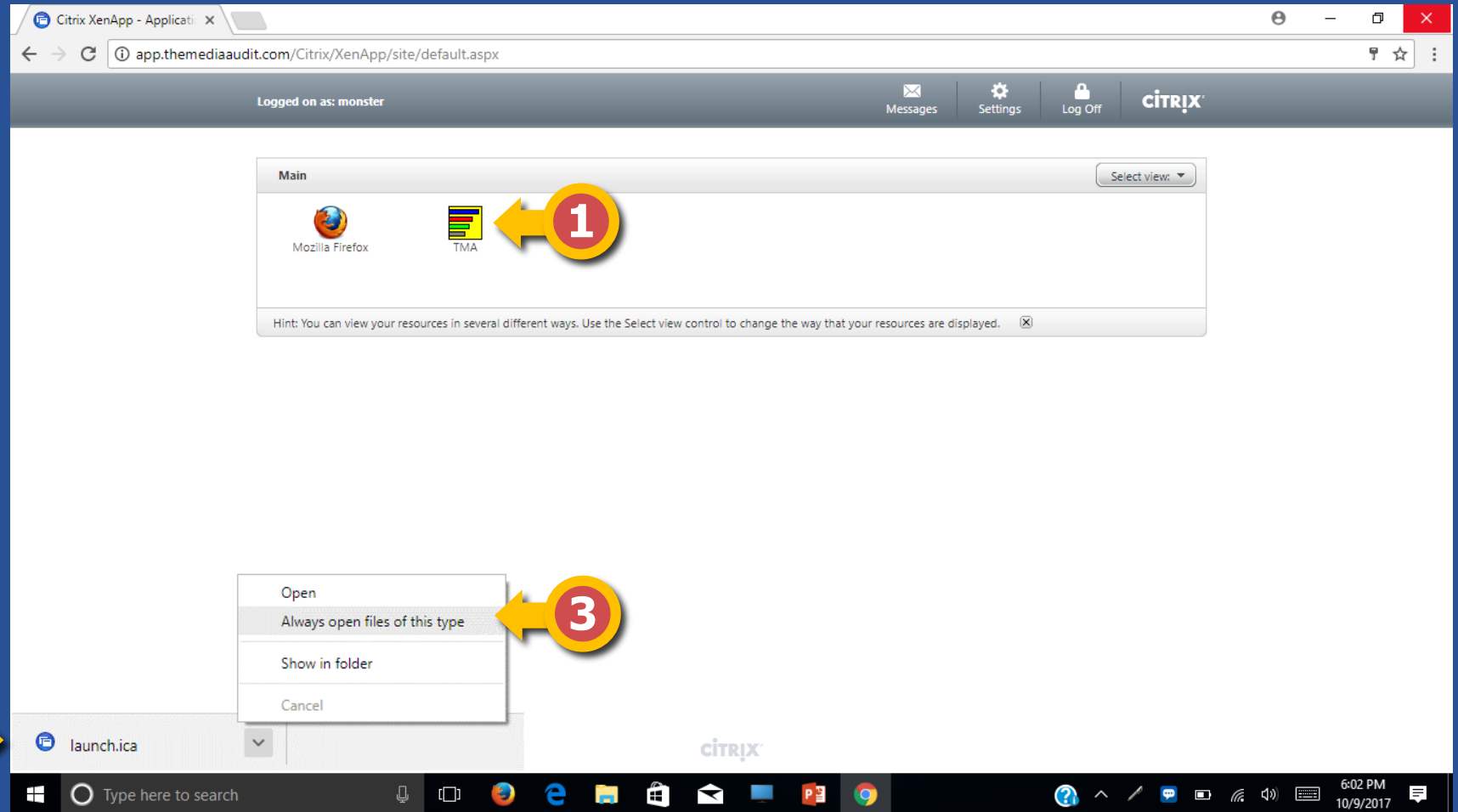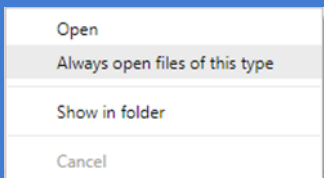
2 The Citrix Receiver plugin will load and drop down to the downloads area in the lower left-hand of the application window.

**3** Click on the dropdown and choose Always Open Files Of This Type

Open
Always open files of this type
Show in folder
Cancel

Unblocking the Citrix Receiver plug-in in Chrome

Citrix XenApp - Applicati

app.themediaaudit.com/Citrix/XenApp/site/default.aspx

Logged on as: monster

Messages   Settings   Log Off   CITRIX

Main   Select view:

Mozilla Firefox   TMA   **1**

Hint: You can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed.

Open
Always open files of this type   **3**
Show in folder
Cancel

launch.ica   **2**   CITRIX

Type here to search

6:02 PM
10/9/2017

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Online App Access: Firefox Plug-in Settings

The Media Audit

If you have issues accessing the online app, Firefox users may need to follow these 3 quick steps…

CLICK BY CLICK

Unblocking the Citrix Receiver plug-in in Firefox
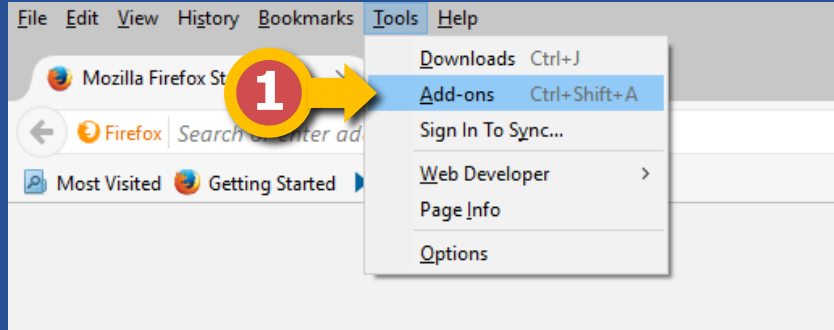
**1** Click on Tools in the Firefox menu at the top of the page. Then click on Add-Ons. Or press your control-shift-A keys simultaneously.

2 An Add-Ons Manager tab will appear. Click on the Plugins icon on the left side of the page.

3 Make sure the Citrix Receiver is set to Always Activate. If it isn't set to that, then click on the drop-down button and choose Always Activate.

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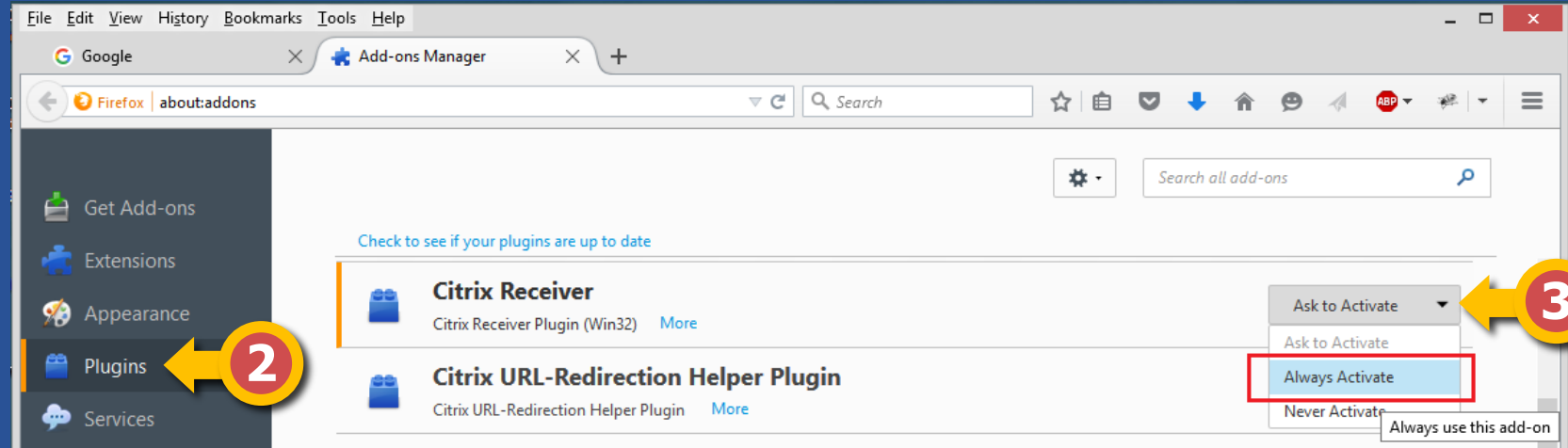
Online App Access: Safari Plug-in Settings

The Media Audit

If you have issues accessing the online app, Safari users may need to follow these 5 quick steps…

Unblocking the Citrix Receiver plug-in in Safari

CLICK BY CLICK

1 In the Safari application, click on Safari at the top left of the application window; then choose Preferences.

2 In Safari Preferences, click on the Security option in the menu.

3 Click on Manage Website Settings to access all your plugins.

4 Click on Citrix Receiver in the plugin list along the right hand side of the settings window.

5 Make sure Citrix Receiver plugin is set to On rather than Ask.

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