

Online App Access: Quick Set-up & Instructions

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

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](tel:800.324.9921)
Between 8:30A-9:00P Eastern

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Online App Access: Install Citrix Receiver

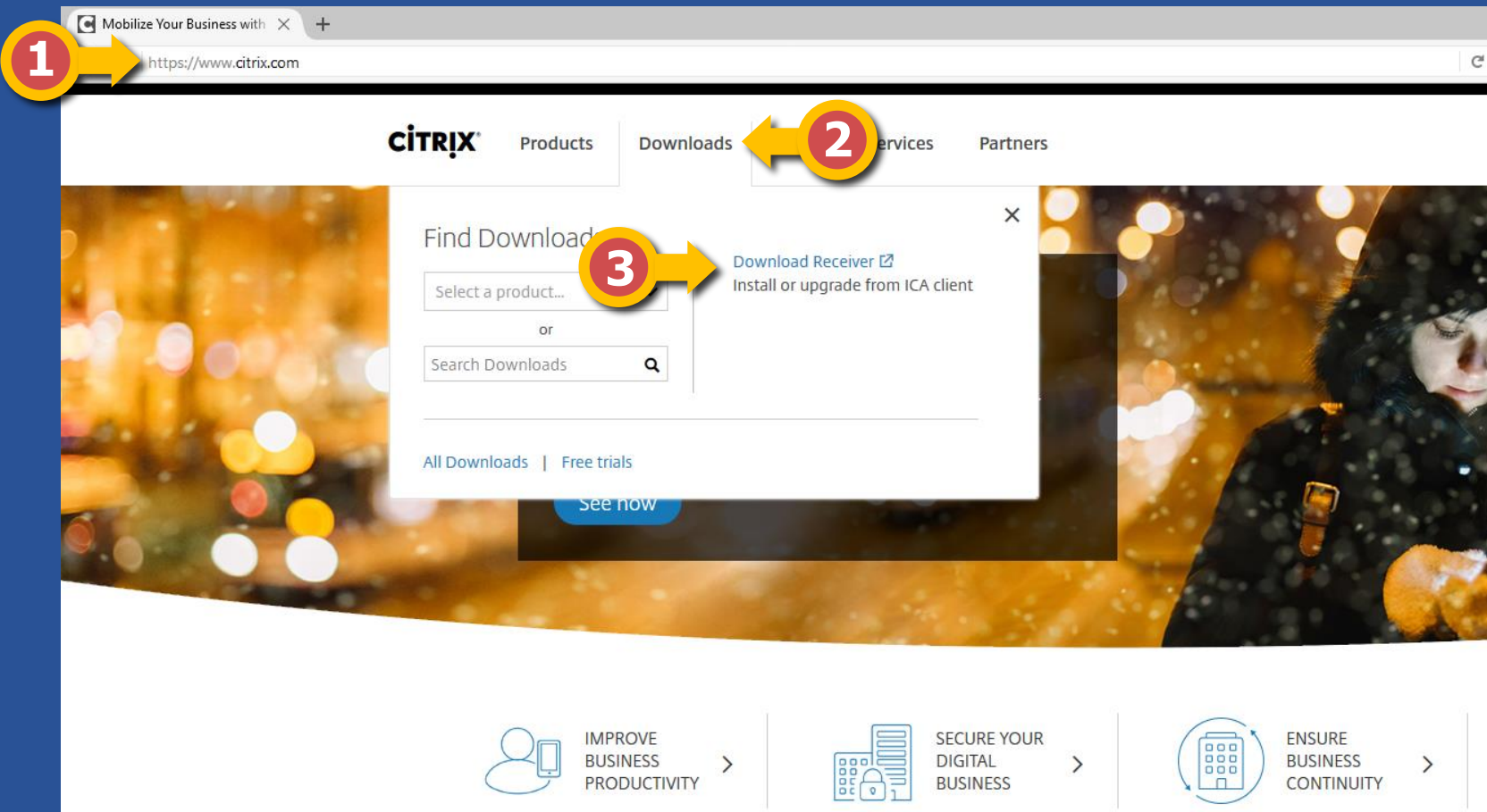
This first step may not be required because many newer model computers already have the necessary plug-ins installed. This step is optional depending on your set-up.

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:

- 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.

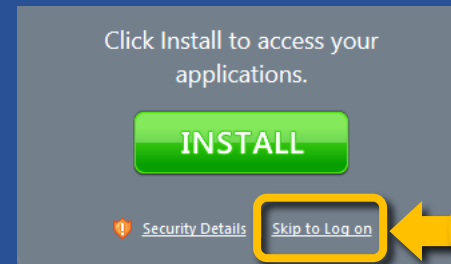
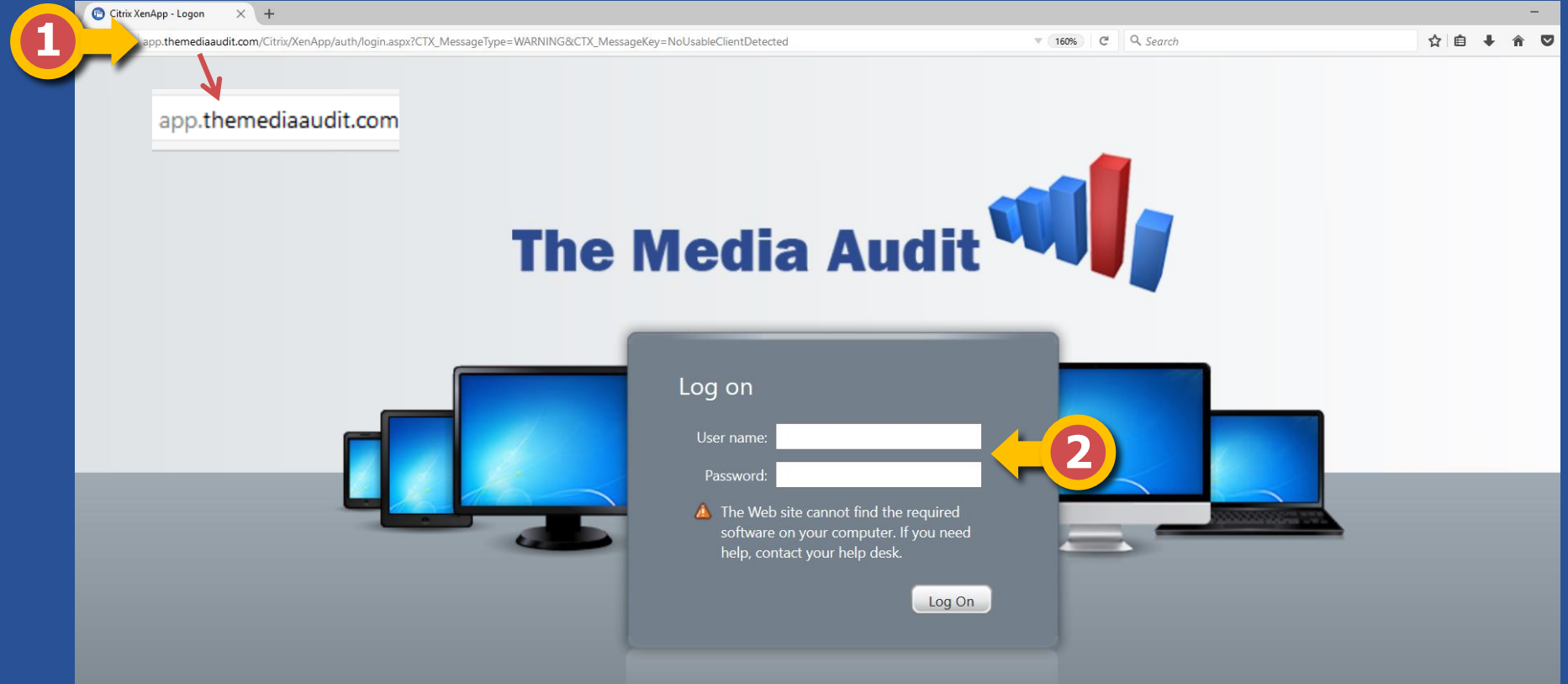
CLICK BY CLICK

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

3 **QUICK TIP** 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.



Online App Access: Launching The Media Audit Software

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

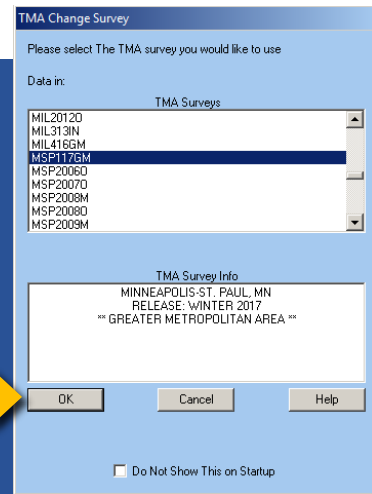
CLICK BY CLICK

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



Online App Access: Saving a PDF File to Your Computer

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 your own personal computer.

CLICK BY CLICK

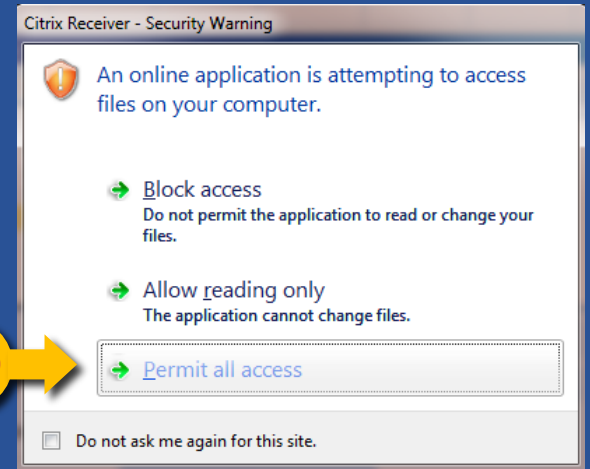
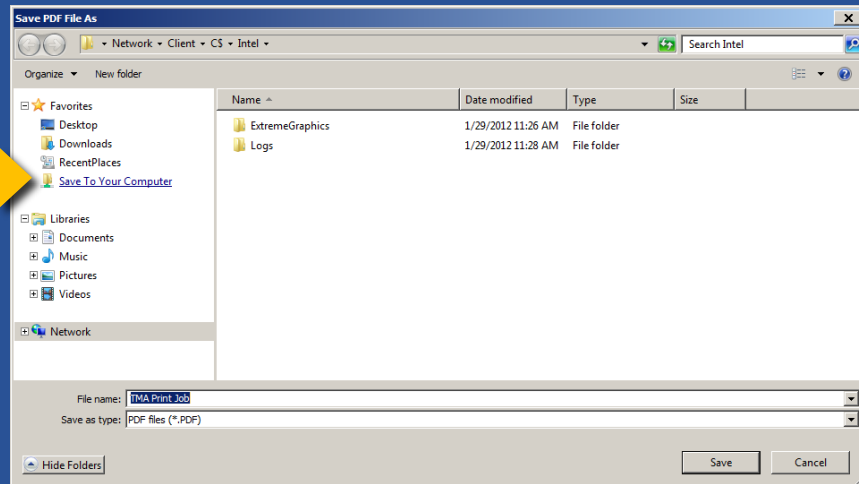
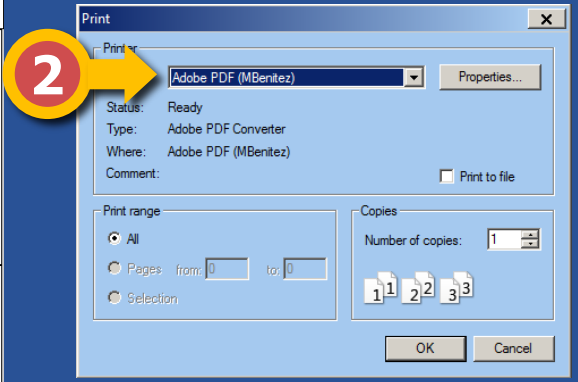
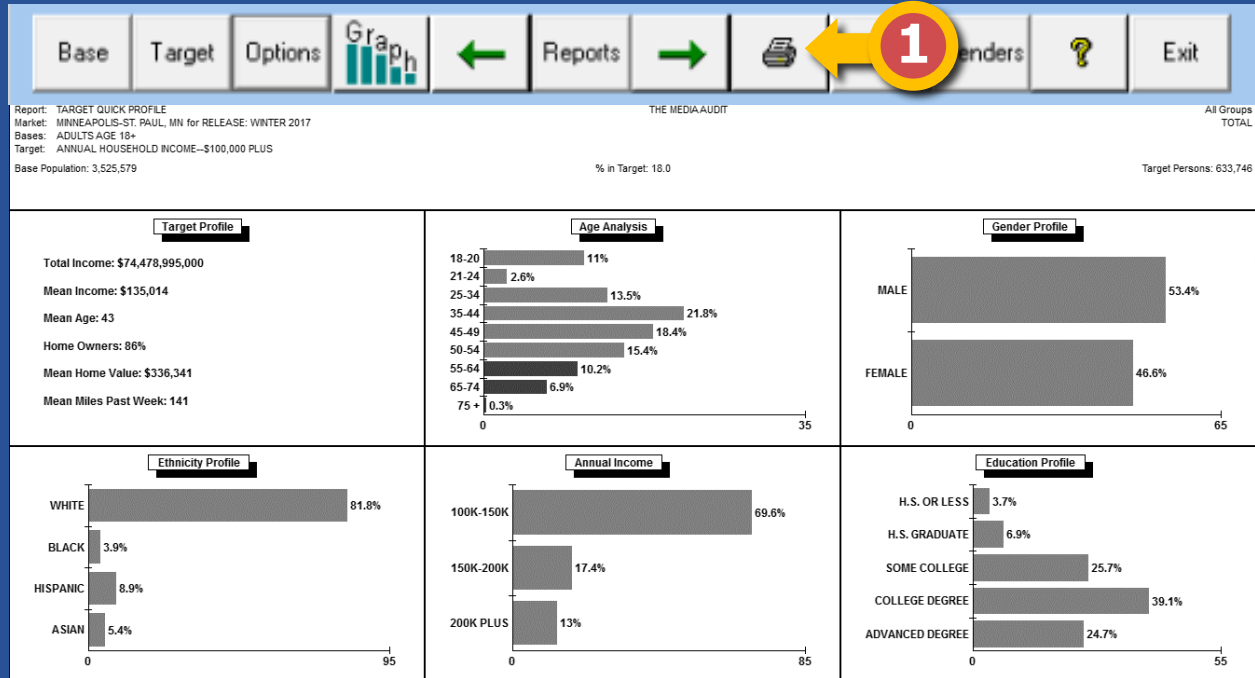
1 After completing a report, click on the print icon on the toolbar



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



Online App Access: Chrome Plug-in Settings

Unblocking the Citrix Receiver plug-in in Chrome

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

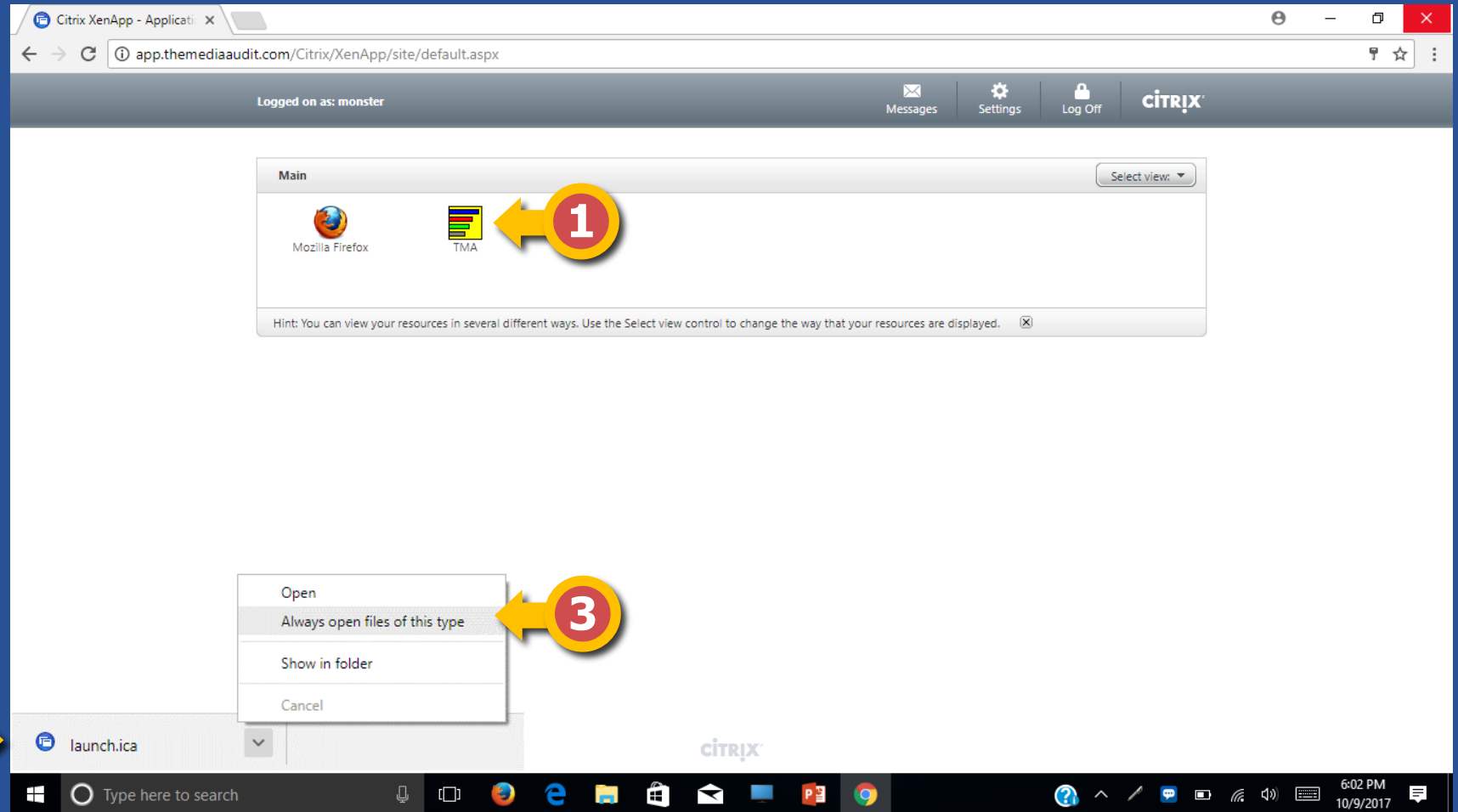
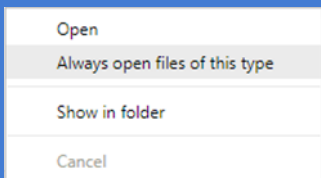


2

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



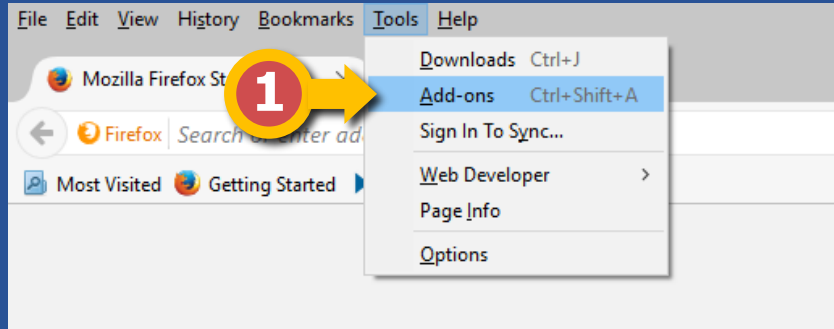
Online App Access: Firefox Plug-in Settings

Unblocking the Citrix Receiver plug-in in Firefox

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



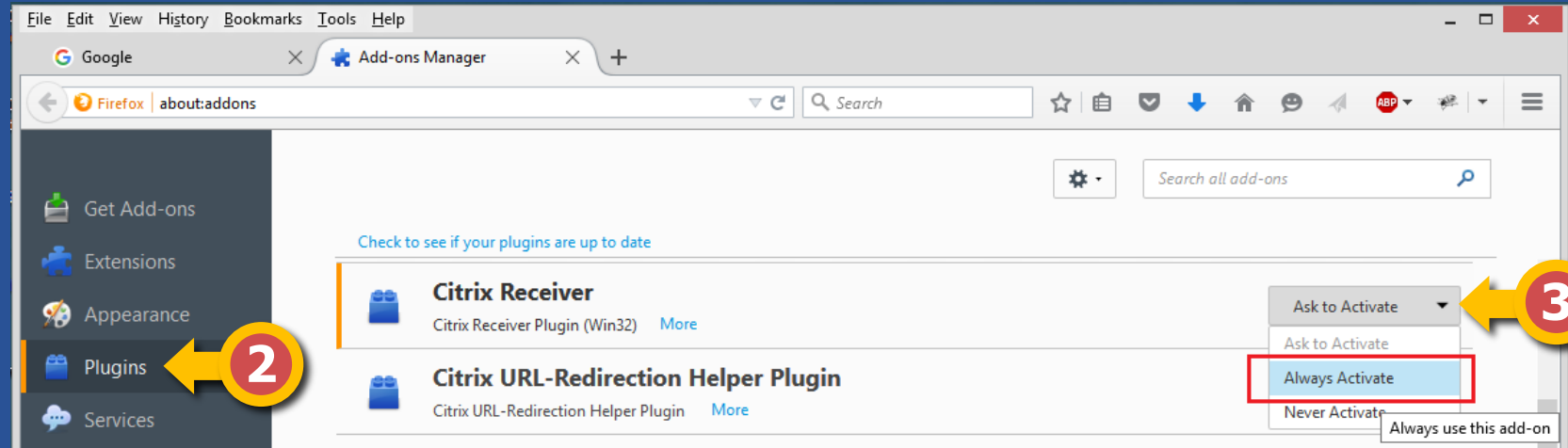
CLICK BY CLICK



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.



Online App Access: Safari Plug-in Settings

Unblocking the Citrix Receiver plug-in in Safari

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



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 Websites option in the menu.

3 Click on Citrix Receiver in the Plug-ins list along the right hand side of the settings window.

4 Make sure the Citrix Receiver plugin (for the configured website app.themediiaudit.com) is set to On rather than Ask.

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