

Online Access: Login to The Media Audit

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

STEP BY STEP

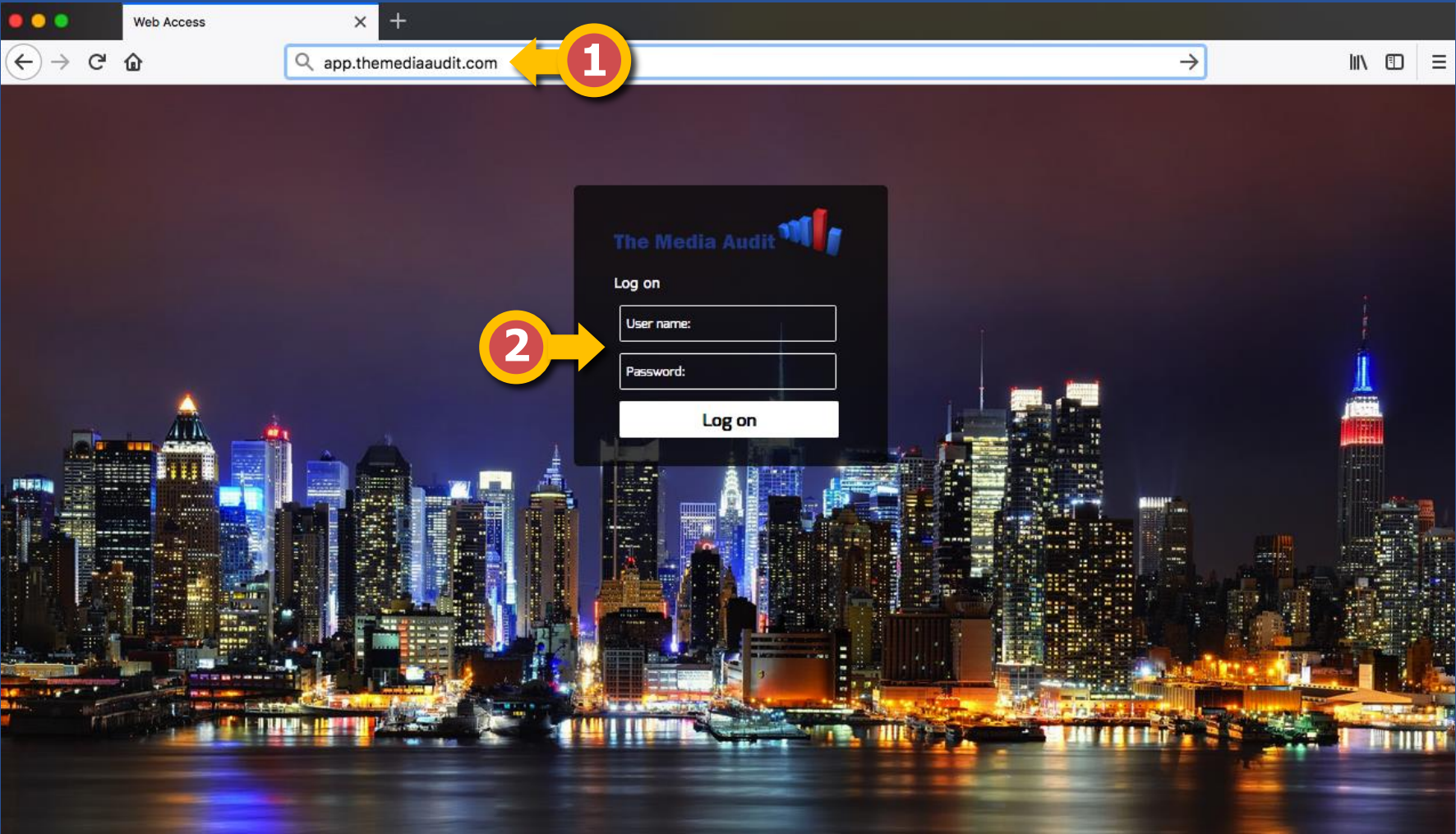
1 Open your favorite web browser, such as: Chrome, Firefox, or Safari. Type in the following address:
app.TheMediaAudit.com



2 Enter your user name and password, and click “Log On”

User credentials will be provided by The Media Audit

app.TheMediaAudit.com



Online Access: Choose Your Survey

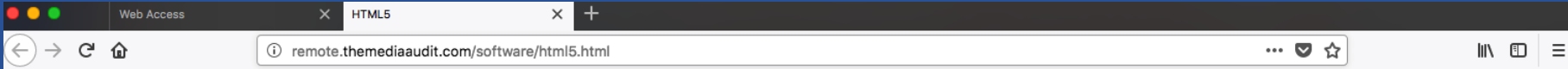
Now choose from among the surveys available to your company and/or market.

STEP BY STEP

- 3

When you see this screen, you'll know you are logged-in to The Media Audit's online app
- 4

Pick your survey and then click "OK" to start running reports



TMA Change Survey

Please select The TMA survey you would like to use

Data in:

TMA Surveys

DEN2012I

DEN2012I_CSR

DEN2012M

DEN2012O

DEN412

DEN412IN

DEN412WM

DEN412WR

DET412A2

TMA Survey Info

DENVER, CO

NOV 2012 - JAN 2013

OK

Cancel

Help

☐ Do Not Show This on Startup

Online Access: Choose Your Report

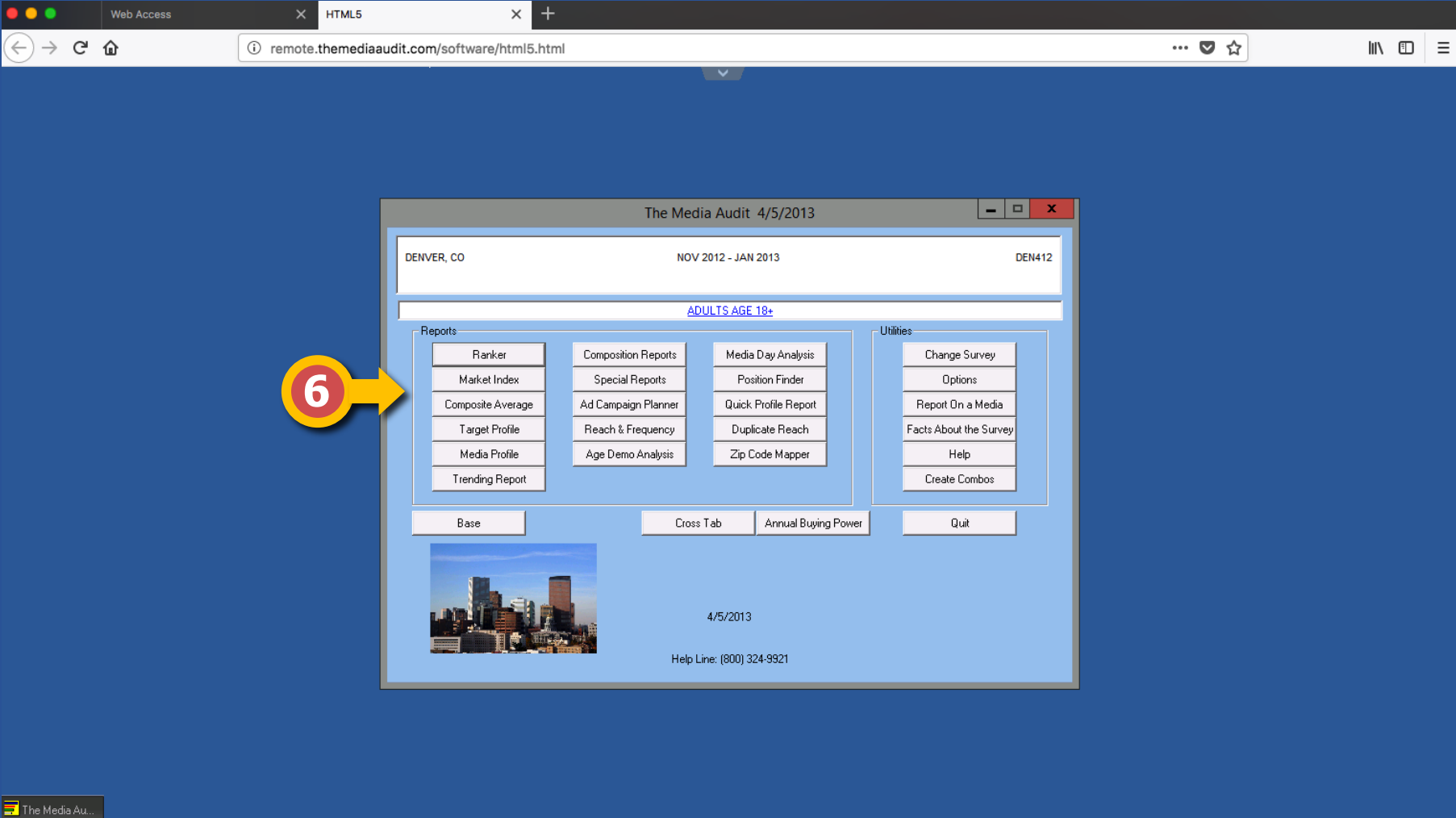
You are now ready to run reports using The Media Audit

STEP BY STEP

6

Choose the report that you want and start using The Media Audit software

If you aren't sure which report to use, please call our friendly customer support number if you need any help or have questions



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

Online Access: Saving a File & Printing a Report (part 1)

After you've created the perfect report, you may want to save it and/or print it.

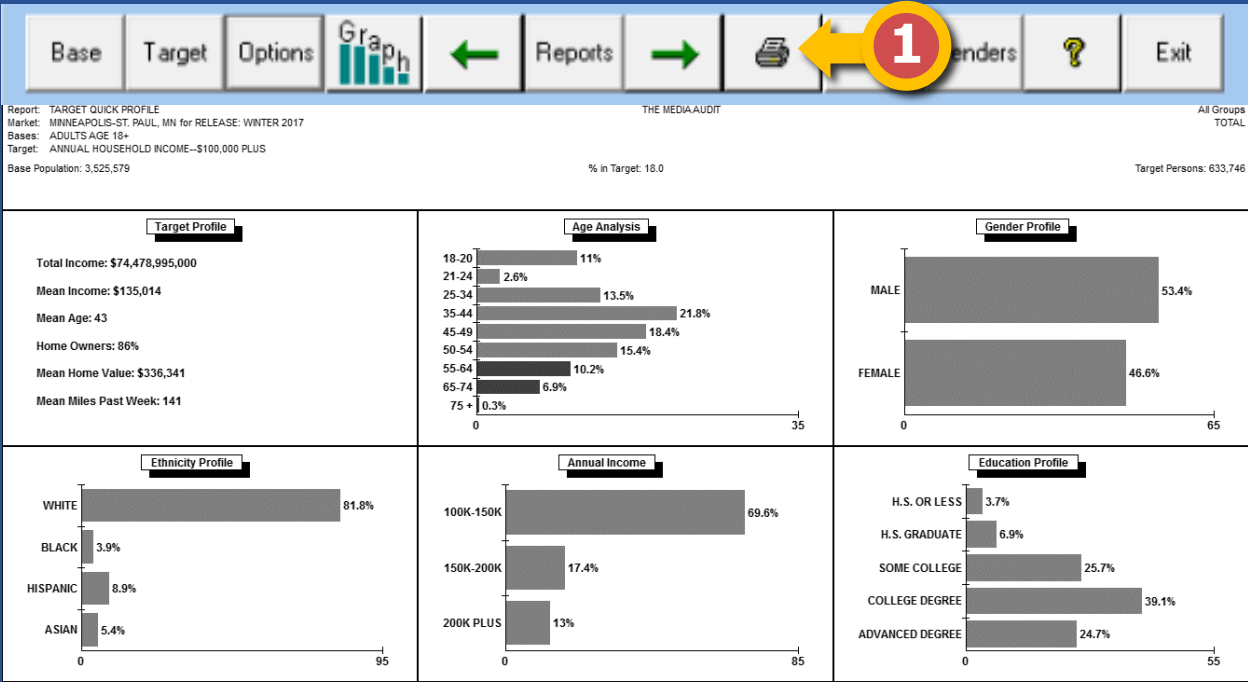
Since you are using an online app that connects a virtual desktop at The Media Audit to your personal computer, there are a few extra steps required to save the file.

STEP BY STEP

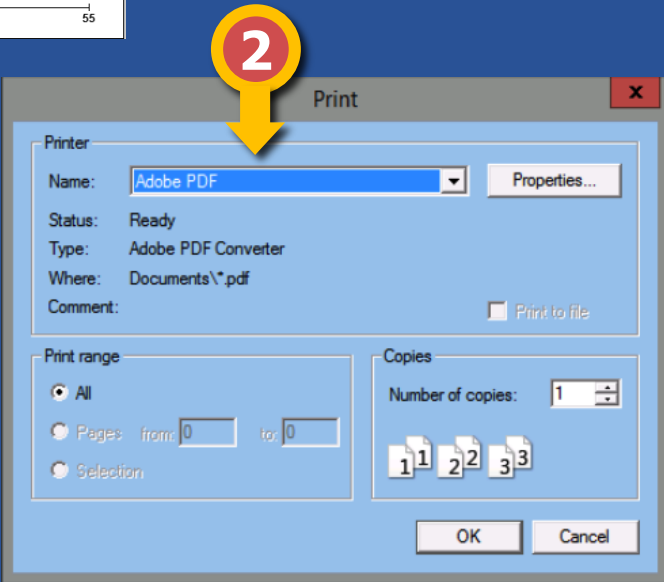
1 After completing a report, click on the print icon on the toolbar



2 A "Print" dialog box will pop up. Select Adobe PDF using the drop-down menu



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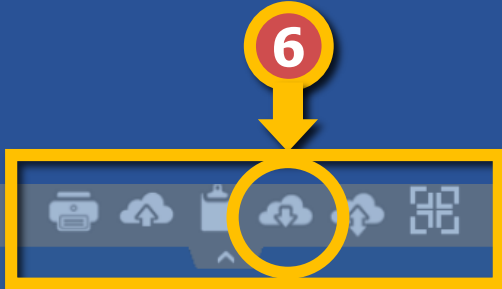
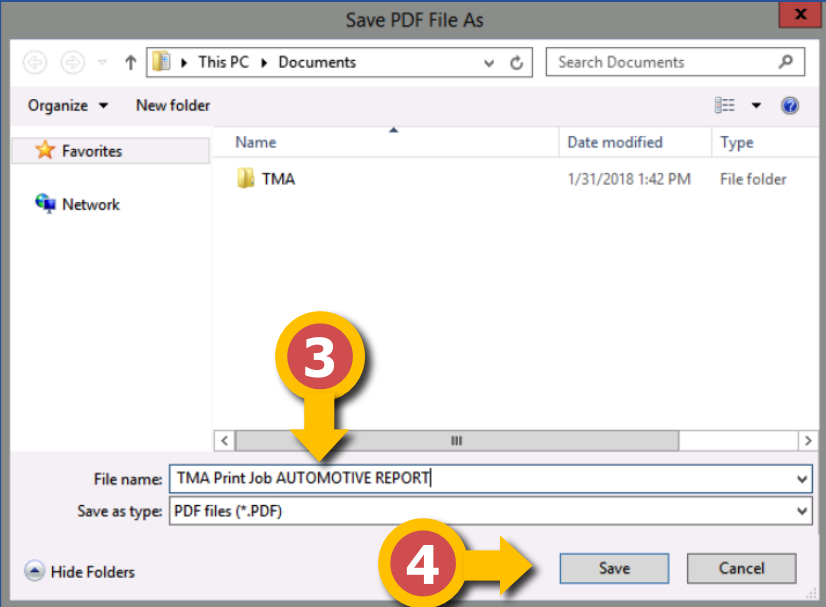


Online Access: Saving a File & Printing a Report (part 2)

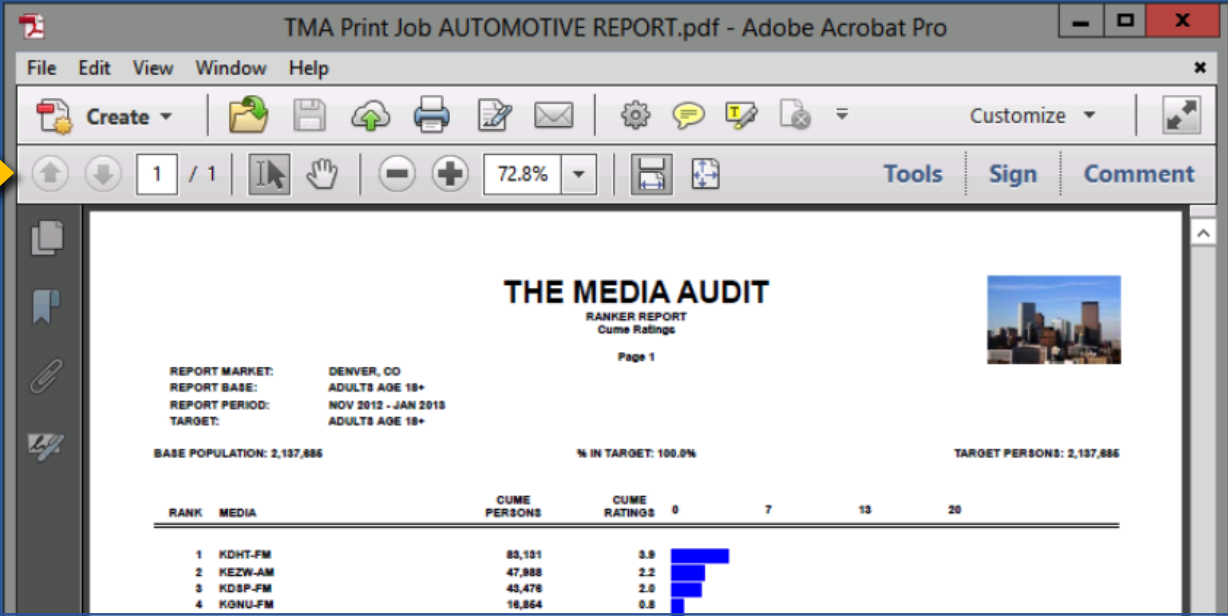
Saving a document (continued)

STEP BY STEP

- 3 A file “save as” window will open. Name your file
- 4 Click “save”
- 5 A new PDF version of your report will be generated and will open on the virtual desktop
- 6 Click on the mini arrow in the top center of your screen. This will open a menu with several icons. Click on the third icon from the right that says “from server to PC” when you mouse over it



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Between 8:30A-9:00P Eastern



Online Access: Saving a File & Printing a Report (part 3)

Saving a document (continued)

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

STEP BY STEP

- 7** When you click on the icon a new window will open. Choose the file that you just named in step 3
- 8** Click "open"
- 9** After clicking open, a file will download to your computer. You can now open the file and/or save it to your own personal computer. Once you have saved it to your computer, you can print it, email it, save it in your own folders, etc.

The screenshot shows a 'File Download' window from a web browser. The window title is 'File Download'. The address bar shows 'Tester > Documents'. The file list contains two items: 'TMA' (File folder, 1/31/2018 1:42 PM) and 'TMA Print Job AUTOMOTIVE REPORT' (Adobe Acrobat D..., 2/2/2018 12:53 PM). A yellow circle with the number 7 points to the second file. Below the file list, the 'File name' field contains 'TMA Print Job AUTOMOTIVE REPORT' and the file type is set to 'All (*.*)'. A yellow circle with the number 8 points to the 'Open' button. In the background, a web browser window shows 'Print Job AUTOMOTIVE REPORT.pdf - Adobe Acrobat Pro'. The report title is 'THE MEDIA AUDIT' and 'RANKER REPORT Cume Ratings'. It shows a report period of 'NOV 2012 - JAN 2013' and a target of 'ADULTS AGE 18+'. The base population is 2,127,886 and the target persons are 2,127,886. The report is 100.0% in target. A table lists the top 6 media outlets by rank and cume ratings. A large blue letter 'F' is overlaid on the table. A yellow circle with the number 9 points to the taskbar at the bottom, which shows the 'The Media Au...' and 'TMA Print Job...' windows, and the 'TMA Print Job AUTOM...pdf' file in the download bar.

RANK	MEDIA	CUME PERSONS	CUME RATINGS
1	KDHT-FM	85,191	3.9
2	KJZZ-FM	47,866	2.2
3	KDSP-FM	40,478	2.0
4	KGNU-FM	16,864	0.8
5	KDOZ-FM	16,533	0.8

Online Access: Click & Paste (Windows)

After you've created the perfect report, sometimes you want to clip that report into another document such as PowerPoint, Excel, or even into an email. However, since you are using a virtual desktop on another computer, there are a few extra steps in order to get the clipped image to your own personal computer.

CLICK BY CLICK

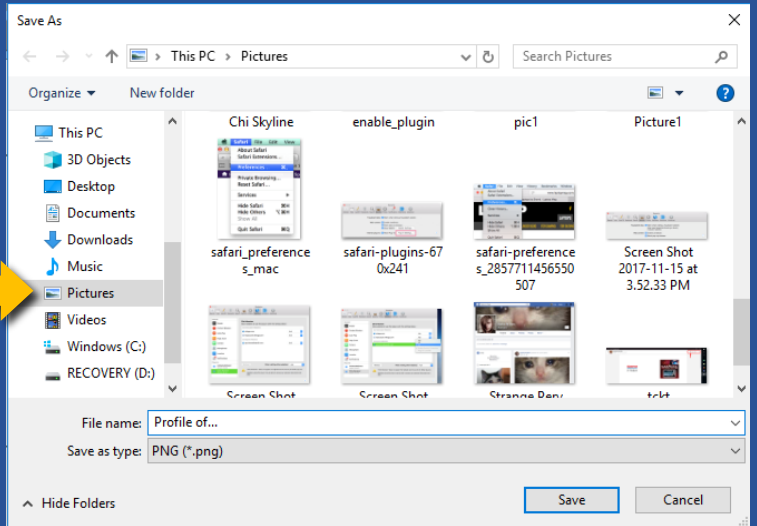
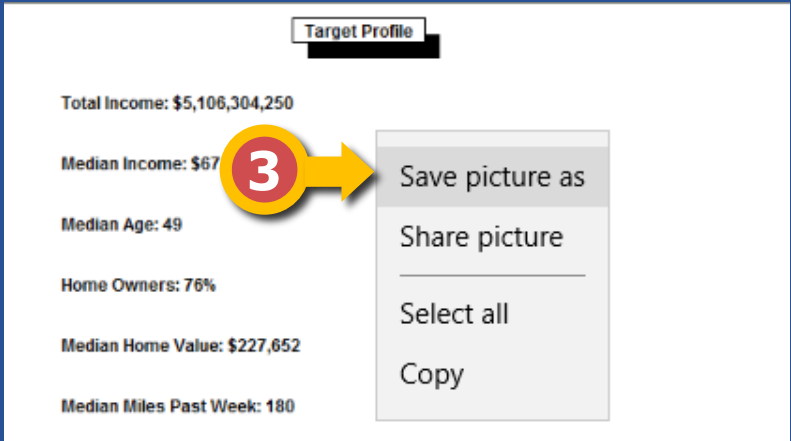
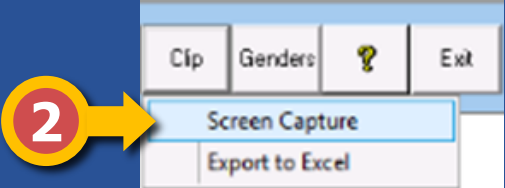
1 After completing a report, click on the clip button on the toolbar



2 Choose "Screen Capture" or "Clip as a Bitmap"

3 Then right-click anywhere on the finished report and choose "Save picture as"

4 Name the image and save it to your desired location or folder. In the example the image is called "profile of..." and is being saved to the Pictures folder. The saved image is now ready to be inserted into your document.



Online Access: Click & Paste (Mac)

After you've created the perfect report, sometimes you want to clip that report into another document such as PowerPoint, Excel, or even into an email. However, since you are using a virtual desktop on another computer, there are a few extra steps in order to get the clipped image to you own personal computer.

CLICK BY CLICK

1 After completing a report, click on the clip button on the toolbar



2 Choose "Screen Capture" or "Clip as a Bitmap"

3 Then right-click anywhere on the finished report and choose "Save Image As..."

4 Name the image and save it to your desired location or folder. In the example the image is called "index..." and is being saved to the Downloads folder. The saved image is now ready to be inserted into your document.

