

NETSPOT RF Quick Users Guide

September, 2012

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Introduction

NetSpot RF is Telmar's television and print module for allocating national GRPs into spot markets. This national media planning analysis system was designed to work with Network, national Cable, and Syndication plans in addition to National Print.

NetSpot RF is easy-to-use, fast and comprehensive:

- Now with Reach and Frequency for national schedules in local markets
- Imports Print Audience from national print schedules for delivery into local markets
- Reports market-by-market GRP and GRP index for Network TV, Cable and Syndicated TV and Print
- Allows a user to input schedules TV by daypart OR by programs
- Helps to determine how much national and how much local media is necessary
- Determines how much local support should be directed to each market to most closely achieve allocation objectives
- Allocates on either dollar or impression basis. Allocates Spot TV budget across a group of DMA markets on the basis of Dollar allocation or Impression allocation
- Enables the planner to project sales potential on a DMA (TV market)
- Allocates GRPs, which may be apportioned to meet marketing objectives defined by BDI, CDI, or other sales/marketing weights.

Local M	arket Delivery Nat'l: \$5,550K Nat'l Grps: 3	23 Sorted b	y Market
	Women 18-24		

	Vvomen 18-24					
		Reach		Mag	Network	Total
	Market	%	Frqncy	GRPs	GRPs	GRPs
	Total of All DMA's			122.3	201.1	
1	ATLANTA	55.9	4.0	119.2	103.4	222.6
2	BOSTON (MANCHESTER)	66.1	4.7	170.4	143.1	313.5
3	CHICAGO	62.9	4.8	151.1	150.3	301.4
4	DALLAS-FT. WORTH	68.9	4.0	103.1	174.4	277.5
5	HOUSTON	63.5	4.6	90.2	203.3	293.6
6	LOS ANGELES	57.9	4.2	116.1	129.2	245.3
7	NEW YORK	64.8	4.4	152.2	135.1	287.4
8	PHILADELPHIA	65.5	4.7	131.0	179.2	310.2
9	SAN FRANCISCO-OAK-SAN JOSE	63.1	5.3	203.2	130.9	334.1
10	WASHINGTON, DC (HAGRSTWN)	65.6	4.7	172.7	138.7	311.3
	Total of All Selected Markets			138.5	145.2	283.7

National Plan Schedules Summary

Schedules	GRPs	% GRPs	Cost\$	% Cost	CPP		
VIP Network Programs	201.1	62.2	3,500,000	63.1	17,409		
Magazines	122.3	37.8	2,049,985	36.9	16,762		
Total	323.3	100.0	5,549,985	100.0	17,164		

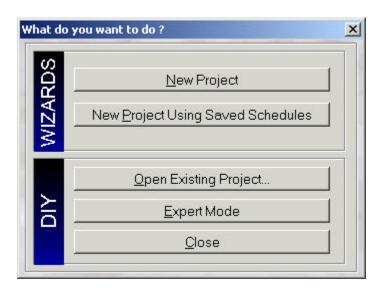
Please note that the screenshots in this document are meant as examples only, and do not represent any specific or complete problem solution.

Getting Started

There are two different ways of looking at the information provided by NetSpot RF: Delivery and Allocation. This manual will walk through each of the ways to work in the system so that you can quickly and easily create custom reports.

When first launching NetSpot RF, a screen will appear asking "What do you want to do?"

There are 2 sections to this screen, Wizards, and DIY (Do It Yourself). If you choose the Wizard, it will walk you through each step of the process of creating the report. Choosing DIY, will allow you to work on your own without the help of a wizard.



Click on New Project, and the Select Type of Data selection screen will appear.

Select your data type; General, Black or Hispanic Markets data.



Next, choose your data source.

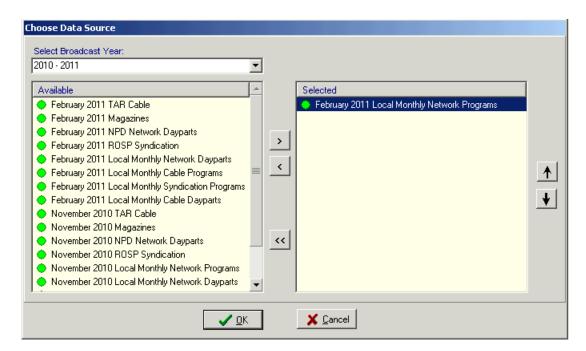
Choosing the Data Source

NetSpot RF works with data for Cable TV, Network TV (by Programs and Dayparts), Syndicated TV and imported Print schedules. You can include all in the report, or just work with one.

Note: As of November, 2010, Nielsen Local Monthly reports replace the Nielsen Viewers in Profile reports (VIP).

- Nielsen Local Monthly Network Programs.
- Nielsen Local Monthly Network Dayparts
- Nielsen Local Monthly Cable Programs
- Nielsen Local Monthly Cable Dayparts
- Nielsen Local Monthly Syndication
- Nielsen Total Audience Report (TAR) for Cable
- Nielsen Report on Syndicated Programs (ROSP)
- Magazines (imported from schedules created in Telmar's Media Planner or other R&F apps)

To import print, you would use the corresponding Month and Year, for example, for February 2011 Local Monthly Programs, you would select February 2011 Magazines.



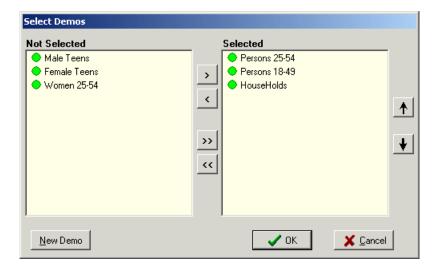
Double click on the data source from the Available (left) side of the window. It will be moved into the Selected (right) side of the window. When you are finished choosing data to work with, click on the OK button.

The Demo Selection window will display.

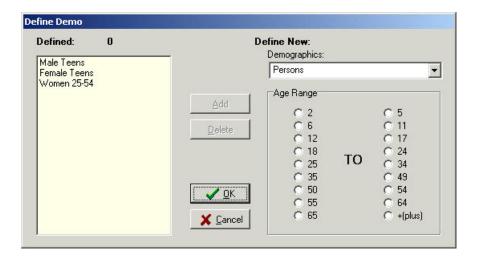
Demo Selection and Creation

This screen allows you to pick single or multiple demos for a report, as well as create demographics from the Nielsen data.

Double click or use the arrow keys to move the available demos to the selected demo's window, and click on the OK button to continue. **NOTE: When working with Imported Print Audiences from national print schedules, only one demo may be used at a time.**



Click on the New Demo button to access the Define Demo dialog window. Using the drop-down Demographic list and the Age Range buttons, choose the demo, and then click on the Add button, then the OK button.



NOTE: If you have selected Cable TV as one of your data sources, the only demo that is available in the Nielsen TAR report is TV households. You will see a message on the demo selection screen that says this if you include cable TV.

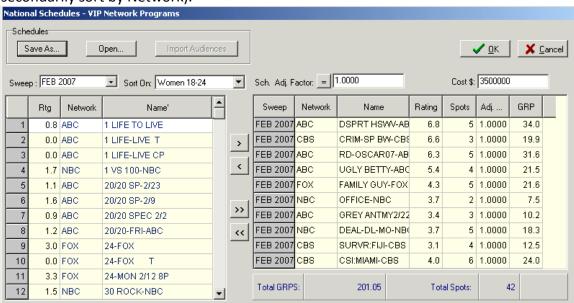
Schedule Selection

The Schedule Selection window will now display. Here you will want to select each of the shows on the Network Schedule.

On the left side is the list of shows available in the sweep that you've chosen. The right side is where you will see the list of shows you have selected to be a part of your report.

Clicking once at the top of a data item column (Rtg, Network, or Name) will cause the list to be sorted alphabetically/highest – lowest.

Using Shift-Click on again on any of the data item columns (Rtg, Network, or Name) will cause a secondary sort (for example, you may sort on Rating, and then Shift-Click to secondarily sort by Network).



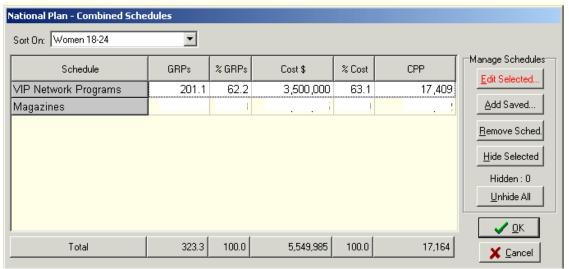
You can then save this schedule by giving it a name and clicking on the Save button.

Save

You may then retrieve this schedule at a later date and run additional reports by clicking on the Open button.

When you have completed the schedule selection, and filled in the number of spots, click the OK button to proceed.

You will then see a window that will give you a total of all your schedules. Click on to make additional changes or to import your print audience.



Allows the user to make changes to the selected schedule.

Add Saved... Allows the user to add a previously saved schedule to the analysis.

Bemove Sched. Allows the user to remove a schedule from the analysis.

Hide Selected Will temporarily remove a schedule from the analysis.

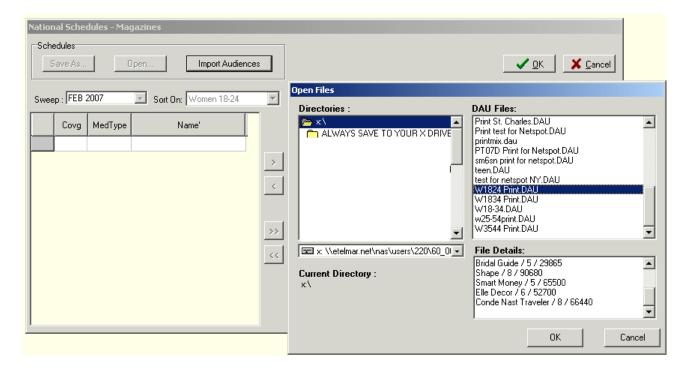
Unhide All Will add a hidden schedule back into the analysis.

Importing Print Audience

Select Magazines and click Edit Schedule to bring up the import window.

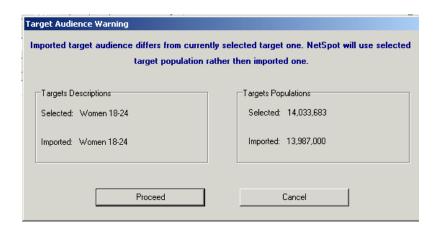
You will be asked to confirm that you are importing a single audience and a single schedule. Click ok and navigate to your print file.



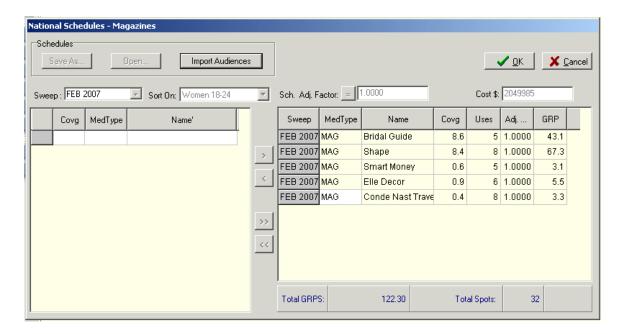


Click OK.

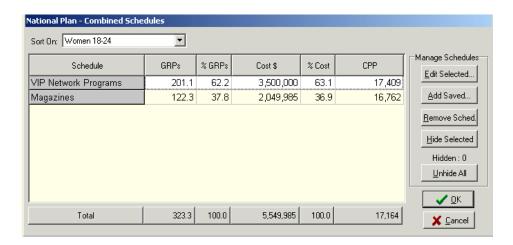
Nielsen and MRI audiences differ, so you will be prompted to confirm Netspot RF to proceed with the Nielsen Target Audience population. Click Proceed.



NetSpot RF will import the Print Audience and schedule exactly as you saved it in Media Planner. All changes to the schedule must be made in Media Planner. NetSpot RF cannot edit Print files.



This is how your combined National Plan will look. Click OK to proceed to Market Selection.



Market Selection

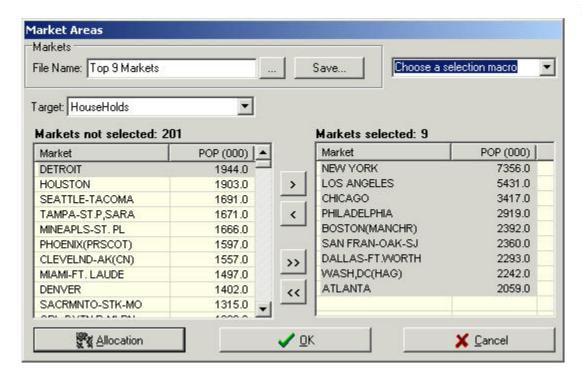
Using the Market selection window, choose from the available markets on the left by double-clicking on the market, or use the arrow keys to add to the selected list.

By clicking at the top of either the Market or Pop (000) column, you can sort the markets by name or size for easier selection.

After selecting the markets to be included in the report, you can save your list by providing a file name, then clicking on the Save... button. This will allow you to retrieve this specific market list for use at a later date.

If you are going to create a Schedule Allocation report, click on (See Allocation later in the manual for more on this)

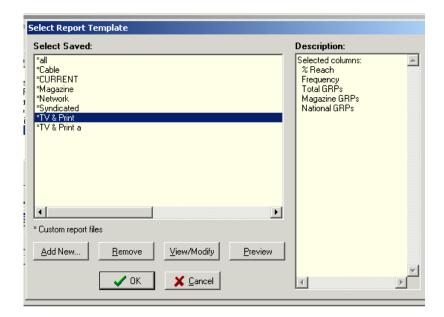
If you are only creating a Schedule Delivery Report, click on $\fill \fill \f$



Generating Reports/Schedule Delivery

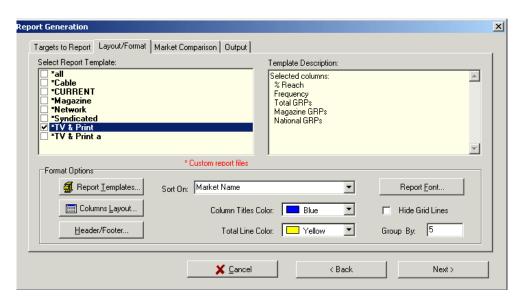
The Report Generation screen is where you may customize the reports and the data items represented in the reports.

First, if you do not already have a template set-up, you must create one.



- Click Add New... to create a new template.
- Click Remove to delete a template.
- Click View/Modify to add or remove data items that will be displayed in the report.
- Click Preview to preview the selected template layout.

Click the _____ button to proceed.



Now click on to generate the Schedule Delivery report.

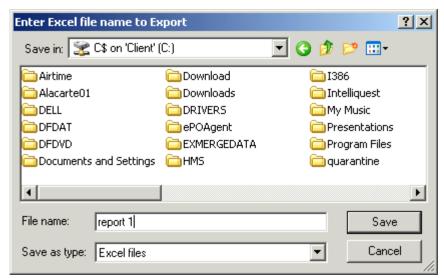
Broadcast Year: 2006 - 2007 Target: Women 18-24 Total of All DMA's Target Pop(000): 14,035

Local Market Delivery Nat'l: \$5,550K Nat'l Grps: 323 Sorted by Market							
	Women 18-24						
		Reach		Mag	Network	Total	
	Market	%	Francy	GRPs	GRPs	GRPs	
	Total of All DMA's			122.3	201.1		
1	ATLANTA	55.1	4.0	119.2	103.4	222.6	
2	BOSTON (MANCHESTER)	66.1	4.7	170.4	143.1	313.5	
3	CHICAGO	62.6	4.8	151.1	150.3	301.4	
4	DALLAS-FT. WORTH	68.6	4.0	103.1	174.4	277.5	
5	HOUSTON	63.1	4.7	90.2	203.3	293.6	
6	LOS ANGELES	57.5	4.3	116.1	129.2	245.3	
7	NEW YORK	64.7	4.4	152.2	135.1	287.4	
8	PHILADELPHIA	65.3	4.8	131.0	179.2	310.2	
9	SAN FRANCISCO-OAK-SAN JOSE	63.2	5.3	203.2	130.9	334.1	
10	WASHINGTON, DC (HAGRSTWN)	65.3	4.8	172.7	138.7	311.3	
	Total of All Selected Markets			138.5	145.2	283.7	

If all you needed was to generate the Schedule Delivery report, then you are finished. If you wish to Allocate based on Dollars, Impressions, or Spot Fill, then continue on to the Allocation section of this manual.

Exporting to Excel

To export the report to Excel, simply click Export. A dialog box will display prompting the user to give the exported file a name. Type in a name for the file and click on

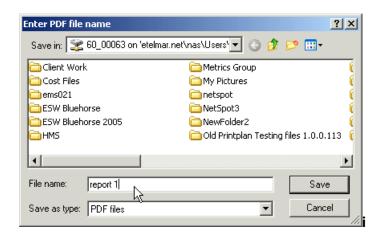


Note: When exporting from NetSpot to Excel, make sure that you are choosing the C\$ on 'Client' (C:) in order to save the file directly to your computer, and not the eTelmar server.

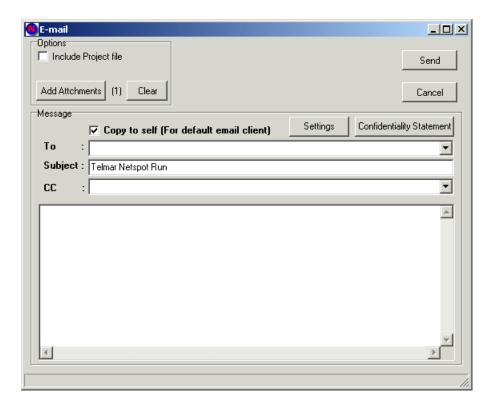
Emailing Directly

From the Report Generation screen you may email your analysis directly from the application.

First click The PDF Dialog box will display. Give your file a name, and remember to save directly to your C\$ on 'Client' (C:).



Click Save . The email dialog box will display.



Click Settings

The email setting will display. Click any of the lines to change your information. The Host name will always be "relay2.xand.com." The "From Address" and "From Name" should be changed to your name/e-mail address.

From Address: Jeffrey@telmar.com
From Name: Jeffrey Wieland
Host Name: relay2.xand.com
User ID: jeffrey
Verify Settings

Fill in the body of the email, and check off the option to include the saved project file if you want the recipient to be able to open the file in NetSpot. (If they also have access to the application as well.)

Click Send

Allocation

All allocations use the same data as input, specifically:

- A list of markets to which you want to allocate additional delivery, along with each market's population.
- The number of Gross Impressions the Network Schedule generated in each market, as well as the number of Gross Impressions generated for the entire U.S.
- An aggregate Cost-Per-Point for each market across the four basic dayparts.
- A Total budget and a Network budget.

NetSpot supports 3 methodologies for the allocation of a Spot TV budget over a number of markets. These 3 methodologies are: Allocation by Spot Fill, Allocation by Dollars, and Allocation by Gross Impressions.

Allocation by Spot Fill:

Using the Spot Fill feature, NetSpot will take your cost information for markets that were under-delivered as a result of your national schedule, and use that information to make each under-delivered spot market's GRP levels the same as what was delivered nationally. As an example, if your schedule achieves 100 GRPs nationally (GRP Index=100), and Market A delivers 80 GRPs (GRP Index=80), the system will allocate Spot 20 GRPs to Market A in order to compensate for the national schedule's under-delivery. It will allocate these 20 GRPs at the CPP or CPM that you have specified for the market, and will show you how much it will cost to buy that market. Markets that are already over-delivered against the national schedule (GRP Index >100) will be skipped.

When using this function, the system will ignore the Spot Budget you have entered, and instead, tell you how much it will cost to buy all under-delivered markets.

Allocation by Dollars:

The goal of allocating by dollars is to have each market's percentage of allocated dollars be equal to the target index, based on Market Population or User-entered Target indices. Using this allocation methodology, NetSpot will spend your spot TV budget according to the CPP or CPM that you have provided for each market. Once the dollars have been allocated into each market, then the GRP's can be computed based on your CPP.

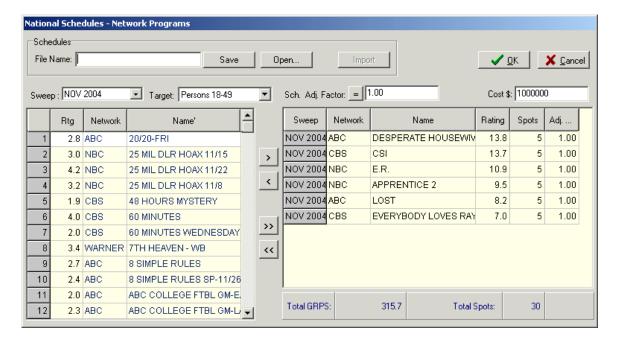
When using this function, the system will spend the entire Spot Budget that you have entered.

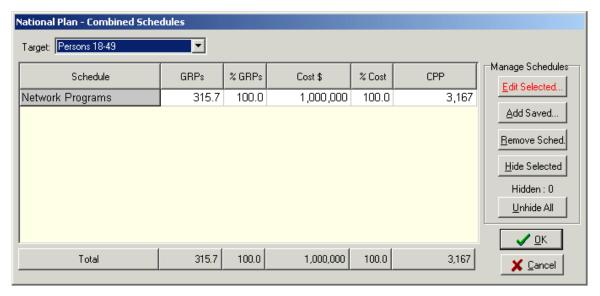
Allocation by Gross Impressions:

The goal of allocation by Gross Impressions is to have each market's percentage of total gross impressions be equal to the target index. This method of allocation, in contrast with allocation by dollars, is conceptually more difficult, in that we cannot really know the total number of Gross Impressions to divide among the various markets until after we have allocated them. Therefore, a recursive process is used to first estimate, and then interpolate and fine tune until the budget is spent. Starting with the sum of the Cost Per Points and Populations for the markets that will be purchased, we can estimate the total GRPs we might expect to buy (Spot Budget/Total CPP). Multiplying the GRPs by the Total Population will give us the estimated Impressions. Apportioning these Impressions by the user entered target indices gives us the first cut. Repeating the process will get us closer and closer to spending the full budget and the final allocation.

Allocation Using Spot Fill

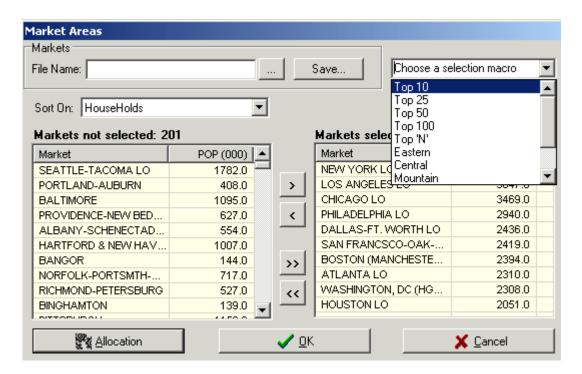
- After Choosing the Data Source and Demo, Create the National Schedule and give the schedule a total cost.
- 2. Click ✓ □K





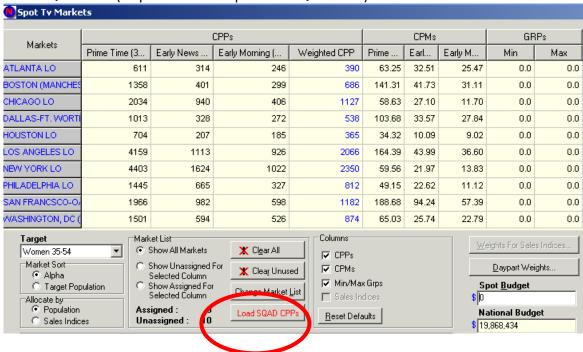
4.

5. Pick the Markets to be included in the allocation.

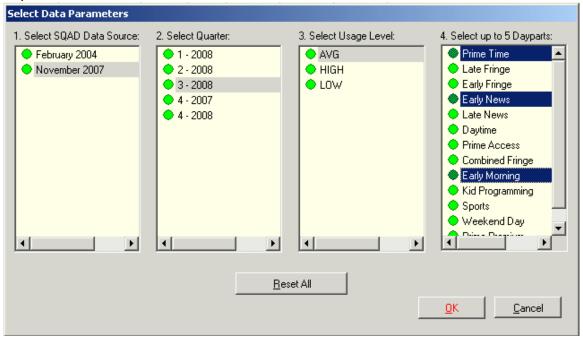


6. Click

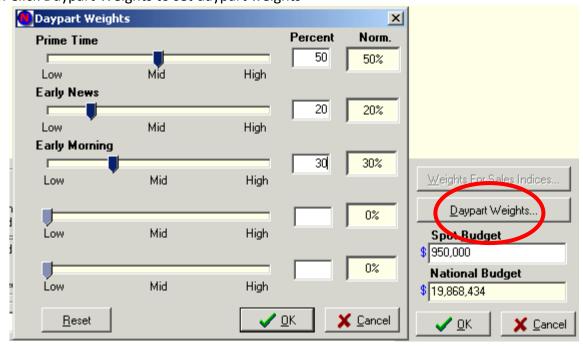
7. When the allocation screen appears you can import SQAD cpps by simply clicking Load SQAD CPPS (requires a subscription to SQAD rates).



8. Click year, quarter usage for stations in daypart and up to 5 dayparts for cost imports.



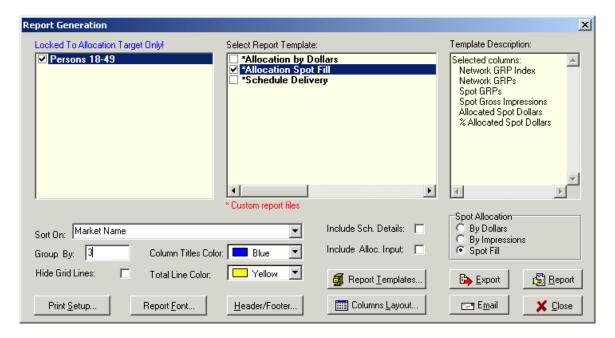
- 9. If you do not subscribe to SQAD, you must manually enter in each market CPP by daypart, or if you have saved a previous set of CPP's, you may click on and click on the saved file.
- 10. Click Daypart Weights to set daypart weights



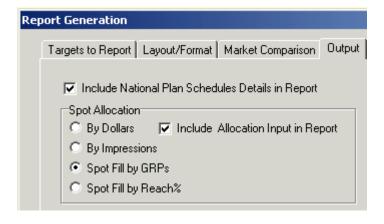
11. Add in the Spot TV Budget,



12. The Report Generation screen will display:



13. After setting the Layout, and Market parameters, select the Spot Allocation method:



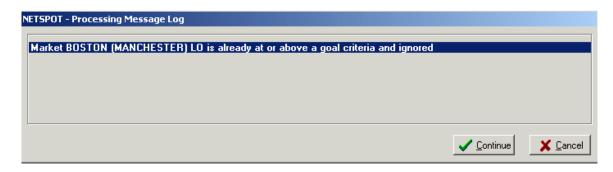
14. Select the Report Template, and click on



to generate the analysis.

15. Users can make as many templates as they like before they run the actual analysis.

While the analysis is generated, if a market is at the goal, it will be ignored.



16. Click Continue. The report will generate and display onscreen.

Broadcast Year: 2007 - 2008 Target: Women 35-54

Total of All DMA's Target Pop(000): 43,205.7

Network & Print with Spot Allocation

Local Market Delivery/Allocation Nat'l: \$19,868K Nat'l Grps: 758 Spot: \$950K Alloc: Pop/Spot Fill by GRPs Sorted by Market Women 35-54 %Alloc Nati Reach Network GRP Mag Spot Spot Total Market 96 Frqncy **GRPs GRPs** \$ **GRPs GRPs** Index Total of All DMA's 523.4 234.2 100 1 ATLANTA LO 89.1 7.4 466.1 189.9 2.3 101.6 757.5 87 2 BOSTON (MANCHESTER) LO 835.3 91.9 9.1 571.1 264.2 110 87.5 7.0 103.7 757.5 3 CHICAGO LO 7.5 478.0 175.8 86 4 DALLAS-FT. WORTH LO 89.4 7.6 477.3 200.9 2.6 79.3 757.5 90 391.3 5 HOUSTON LO 6.5 198.0 74 85.7 168.2 4.5 757.5 6 LOS ANGELES LO 82.2 6.2 388.8 120.0 32.6 248.7 757.5 67 7 NEW YORK LO 6.4 394.7 144.4 31.5 218.4 757.5 71 83.8 8 PHILADELPHIA LO 90.1 8.0 510.2 212.5 1.7 34.8 757.5 95 9 SAN FRANCSCO-OAK-SN JSE LO 86.0 6.9 450.1 146.2 11.1 161.2 757.5 79 10 WASHINGTON, DC (HGRTWN) LO 83 86.8 475.8 154.7 6.6 127.0 Total of All Selected Markets 443.9 166.4 100.0 152.5 762.9

Allocation by Dollars

Local Market Delivery/Allocation Nat'l \$19,868K Nat'l Grps: 758 Spot: \$950K Alloc: Pop/Dollar Sorted by Market
Women 35-54 %Alloc Nati Mag Reach Network Spot Spot Total GRP Market % Frqncy GRPs GRPs GRPs **GRPs** Index Total of All DMA's 523.4 234.2 100 1 ATLANTA LO 89.1 7.4 466.1 189.9 6.9 148.2 804.2 87 2 BOSTON (MANCHESTER) LO 91.9 9.1 571.1 6.9 912.1 264.2 76.8 110 3 CHICAGO LO 4 DALLAS-FT. WORTH LO 7.5 7.6 6.5 72.6 101.3 478.0 477.3 175.8 726.4 779.6 87.5 10.1 86 89.4 200.9 7.0 90 5 HOUSTON LO 85.7 391.3 6.1 129.4 689.0 74 168.2 6 LOS ANGELES LO 82.2 67 71 6.2 388.8 120.0 18.1 66.5 575.3 7 NEW YORK LO 83.8 6.4 394.7 22.4 614.1 144.4 75.0 95 79 212.5 146.2 510.2 8 PHILADELPHIA LO 90.1 86.0 8.0 8.3 7.4 82.7 52.0 805.4 450.1 9 SAN FRANCSCO-OAK-SN JSE LO 6.9 648.3 10 WASHINGTON, DC (HGRTWN) LO 475.8 154.7 86.8 6.8 693.8 83 7.3 63.3 Total of All Selected Markets 443.9 166.4 100.0 692.0

Allocation by Gross Impressions

Local Market Delivery/Allocation Nat'l: \$19,868K Nat'l Grps: 758 Spot: \$950K Alloc: Pop/Impress. Sorted by Market

	Women 35-54							
				%Mag	Network	Natl	Spot	Total
		Reach		Gross	Gross	Gross	Gross	Gross
	Market	%	Francy	Impr	Impr(000)	Impr(000)	Impr(000)	Impr(000)
	Total of All DMA's				101,166	327,291		
1	ATLANTA LO	89.1	7.4	7.2	1,835	6,337	83	6,420
2	BOSTON (MANCHESTER) LO	91.9	9.1	8.8	2,537	8,024		8,024
3	CHICAGO LO	87.5	7.5	10.9	2,496	9,284	152	9,436
4	DALLAS-FT. WORTH LO	89.4	7.6	7.5	1,962	6,624		6,624
5	HOUSTON LO	85.7	6.5	5.4	1,441	4,792	899	5,691
6	LOS ANGELES LO	82.2	6.2	15.8	3,035	12,872	3,940	16,812
7	NEW YORK LO	83.8	6.4	19.9	4,522	16,883	3,929	20,812
8	PHILADELPHIA LO	90.1	8.0	9.5	2,471	8,404		8,404
9	SAN FRANCSCO-OAK-SN JSE LO	86.0	6.9	7.5	1,523	6,212	711	6,922
10	WASHINGTON, DC (HGRTWN) LO	86.8	7.3	7.3	1,483	6,042	326	6,369
	Total of All Selected Markets			100.0	23,305	85,473	10,040	95,513

NetSpot RF Reach Methodologies

NetSpot RF provides market by market Reach & Frequency estimates for Television and Magazine schedules.

Television Reach Methodology

It should be noted that every attempt has been made to provide RF estimates that as closely approximate those calculated in Telmar's TVPlan for each local market.

Using TVPlan's standard 11 generic dayparts as a basis, each NetSpot RF Nielsen program or daypart vehicle is mapped to one of these. All spots within a given daypart are aggregated, and the average rating for each daypart is calculated for each market. This Nielsen survey specific derived demographic rating is used in place of TVPlan's generic rating estimate.

The Reach and Impressions calculated for each market, and the Total of Markets Selected, and the Total DMA's values reported represent the sum of those calculated values across each of the respective markets. Please note that due to both rounding and differences in Nielsen local and national measurement services, the summed values may not equal that of a national schedule produced in Telmar's TVPlan.

In addition, NetSpot RF will not produce a Reach calculation (or delivery) for a given market if there is a zero rating, the rating is below reporting standards, or a program is not cleared on any station in the market. The report will display zero GRPs and you will be shown a list of markets where one of these conditions exists.

Magazine Audience Delivery Methodology

The starting point for local market Magazine Reach is the import into NetSpot RF of Audience values from a user created national magazine schedule run in Telmar's Media Planner.

The target demographic that is imported must be the same as that used for the TV schedule.

Individual market Audience delivery for each magazine is then calculated as follows:

For each magazines in the schedule for which circulation data is available (approximately 150 consumer titles), we calculate each market's % share of circulation out of the magazines total US circulation; and then apply that value to the magazine's Media Planner Audience to derive each magazine's market demo audience. This audience is then divided by the Nielsen demo population to calculate the magazine's market rating (coverage). This

step facilitates the use of a single population base (Nielsen) for comparable analysis of TV and Magazines.

For all other magazines in the schedule (for which no circulation is available), the average market % Circulation of the titles with available circulation is used in lieu of specific magazine Circulation.

Example:

National Schedule
Original Media Planner National Audience = 5,000
Original Media Planner National Population = 210,000
Original Media Planner National Rating (Coverage) = 5,000 / 210,000 = 2.4%

Sample Market Calculation
Magazine Market Circulation = 200
Magazine Total US Circulation = 2,000
Magazine % Market Circulation = 200 / 2,000 = 10%
Magazine Market Calculated Audience Delivery = 5,000 * 10% = 500
Market Population (Nielsen) = 15,000
Magazine Market Calculated Rating = 500 / 15,000 = 3.3%

Note that all final rating calculations are based on the demographic target's Nielsen Population.

The methodology holds Reader Per Copy (RPC) (Audience/Circulation) constant across all markets.

Magazine Reach by Market Methodology

The basis for the estimation of local market magazine Reach by market starts with the above calculated Rating for each magazine in the schedule. The original national schedule's rating is then adjusted to this value, and the cumes, and pairwise duplications are appropriately factored to conform. Each market's Reach for the schedule is then calculated based on the adjusted values using the same algorithms used in Media Planner.

As the purpose of this calculation is to estimate the local market Reach, and because that Reach is re-based against the TV Market Population, no attempt is made to sum these across markets or across media.

For TV and Magazine combined national or local Reach, please use Telmar's ADplus, InterMix, or MediaMix programs.