

## Natural Log 9 eOrder – Free 30 day trial - Subscription based option

NL9 eOrder allows for remote order entry on any internet enabled device. You must first activate this on your main database. After activation, users with proper permissions and login information can log in via any internet enabled device to enter a new order and submit for download. The order can then be downloaded at the station. It will then be reviewed and either Accepted or Rejected by the traffic director.

Your database is always retained on your local drive or local server. Only a portion is uploaded for use with eOrder. eOrder does not replace your Natural Log installation; it simplifies order entry with a simple off-site order entry process for your account reps.

Note: You are required to have at least one user set up with a username and password prior to activating eOrder. This is set up at Setup/Administrator Controls/User Permissions. The user must have eOrder OnLine Access permission set to 'Allow'. You can restrict users to view information for only specific Account Reps via the User Permissions as well.

**Enable your free 30 day trial of NL9 eOrder** by going to

Setup/Administrator Controls/Program Options

On the Database Options tab, under Natural Log eOrder Online Systems, select

[Activate eOrder]

The screenshot shows a software window titled "Radio One Program Options: Central Daylight Time". The window has four tabs: "Database Options", "Finance Charges / Aging", "Miscellaneous Options", and "NL Global Options". The "Database Options" tab is selected. A red message states: "The options on this tab apply ONLY to the Radio One database".

Under the heading "Data Backup and Retention Options", there are five settings:

- Prompt for EXTERNAL Data Backup After: 7 Days without a Backup
- Do automatic INTERNAL Data BackUp: Daily
- Keep Broadcast Orders for: 5 Years after expiration
- Keep Logs for: 2 Years after Broadcast
- Keep A/R Transactions for: 5 Years after closing

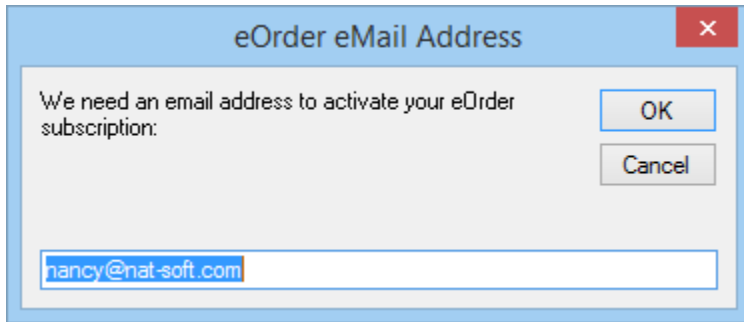
Under the heading "Natural Log eOrder OnLine System", there are five fields and one button:

DataBase ID	Database Access Code	eOrder Server Time Zone	eOrder Status	Subscription Expiration
	41933.4004.radioone	USA Central	Disabled	

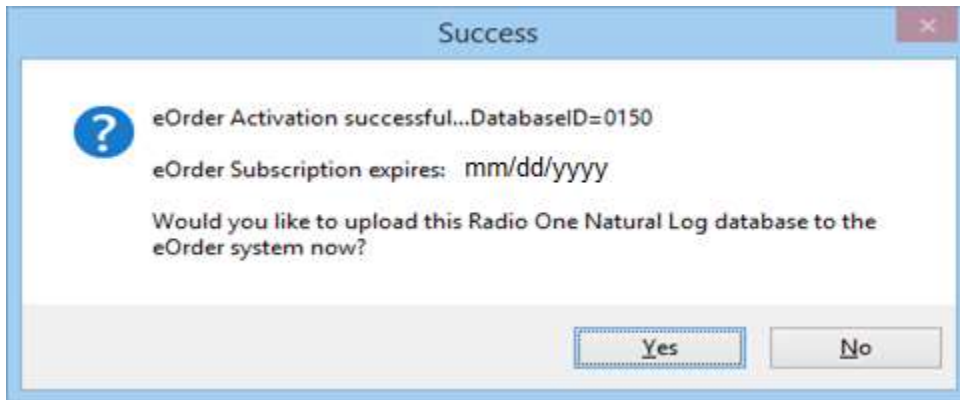
Below the fields is a blue button labeled "Activate eOrder".

At the bottom right of the window are two buttons: "Help" and "Close".

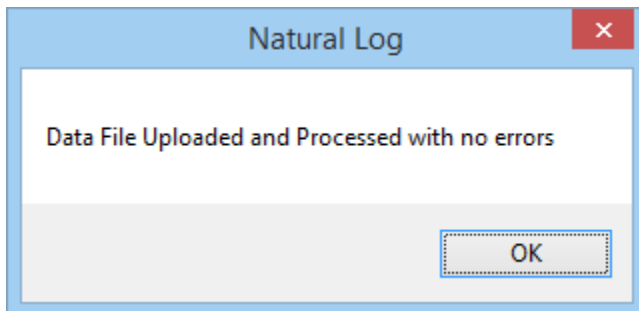
Enter your email address in the window and click OK



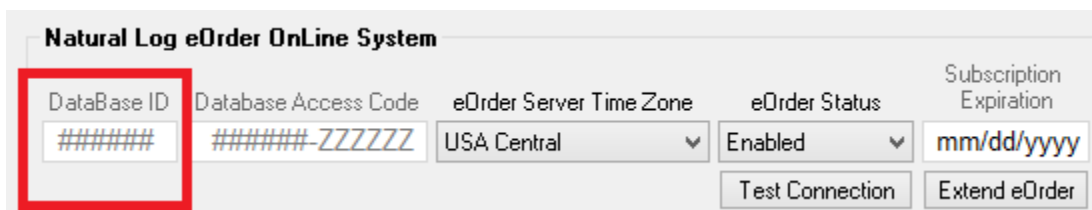
Once activated, you will be prompted to upload your database to eOrder.



Click Yes to upload. Once complete, you should receive the Data Uploaded window



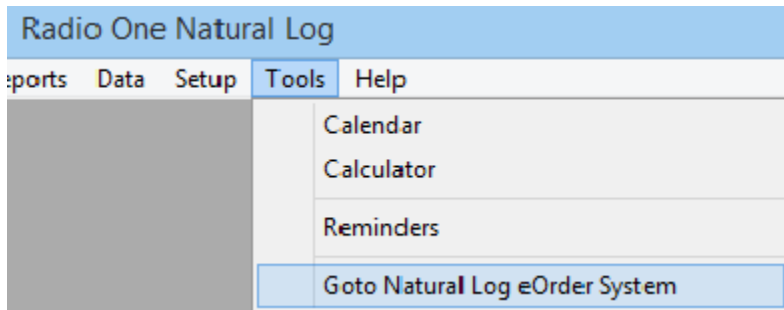
You will now have a Database ID that is used for log in. This is shown as below:



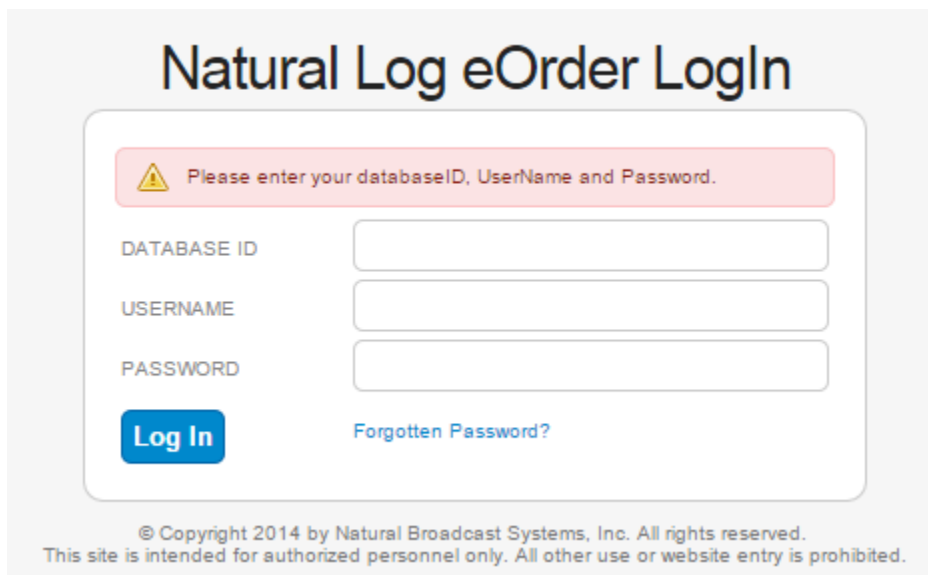
## Accessing eOrder after activation

You can access eOrder from Natural Log by clicking on

[Tools][Go to Natural Log eOrder System]



At the log in screen, enter your Database ID, Username and Password as set up in NL9

A screenshot of the 'Natural Log eOrder Login' screen. The title is 'Natural Log eOrder Login'. Below the title is a red warning box with a yellow triangle icon and the text 'Please enter your databaseID, UserName and Password.'. There are three input fields: 'DATABASE ID', 'USERNAME', and 'PASSWORD'. Below the input fields is a blue 'Log In' button and a blue link for 'Forgotten Password?'. At the bottom of the screen, there is a copyright notice: '© Copyright 2014 by Natural Broadcast Systems, Inc. All rights reserved. This site is intended for authorized personnel only. All other use or website entry is prohibited.'

Remote users can access eOrder by going to:

[www.nat-soft.com/eorder](http://www.nat-soft.com/eorder)

## eOrder Online

After Logging in, you will see the Home Screen. Any pending Messages or Reminders will display here.

NBS2 - nancy for ALL AccountReps Home | Logout (nancy)

[Home](#) [Customers](#) [Orders](#) [Reports](#) [Admin Panel](#)

**nancy Home Page**

[Due Date](#)      [Assigned To:](#)      Message / Reminder

No pending Messages or Reminders

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Click Customers, Orders, Reports or Admin Panel to navigate eOrder.

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Customers Tab display is below. Click a customer to open it, or click Add New Customer

NBS2 - nancy for ALL AccountReps Home | Logout (nancy)

[Home](#) [Customers](#) [Orders](#) [Reports](#) [Admin Panel](#)

[ADD New Customer](#)

<a href="#">CustID</a>	<a href="#">Sponsor</a>	<a href="#">BillingName</a>	<a href="#">AccountRep</a>	<a href="#">Orders</a>	<a href="#">Balance</a>
0047	abod	Allen's Ad Agency	Sallie Johnson	3	-150.00
0034	Abx Cablevision of Texas, Inc.	Allen's Ad Agency	Bob Turner	2	1,533.52
0051	Agent Number Nine	Allen's Ad Agency	House Accounts		0.00
0019	Amish Kettle Popcorn	test	House Accounts	1	10,798.40
0021	Another Debut	Another Debut	Albert Doorknob		100.00
0043	Anytown American Legion	Allen's Ad Agency	House Accounts		14,830.00
0018	Anytown Chamber of Commerce	Allen's Ad Agency	House Accounts		13,860.00
0035	Apache Chemical	test	House Accounts		27,158.00
0002	Bert's Restaurant	Allen's Ad Agency	Bob Turner		19,640.00
0022	Bommer Ford	Bommer Ford	Bob Turner		9,895.00
0003	Chips & Queso Gourmet	Chips & Queso Gourmet	Eddy Munster		24,545.00
0001	Co-Op Broadcaster's Award	Allen's Ad Agency	Albert Doorknob		25,280.00

We will open Abx Cablevision of Texas, Inc.

The **Customer Information** is now shown for Abx Cablevision. You can view Account Settings, Orders, Accounts Receivable and Notes.

NBS2 - nancy for ALL AccountReps Home | Logout (nancy)

[Customer Information](#)
[Account Settings](#)
[Orders](#)
[Accounts Receivable](#)
[Customer Notes](#)
[Finish](#)

**0034 Abx Cablevision of Texas, Inc.**

WARNING: Customer account modifications are NOT SUBMITTED until at least one New or Revised order is submitted after the customer modifications

SPONSOR*	<input type="text" value="Abx Cablevision of Texas, Inc."/>	CONTACT	<input type="text"/>
AGENCY	<input style="border-bottom: 1px solid black;" type="text" value="A003 Allen's Ad Agency"/>	SALUTATION	<input type="text"/>
BILLING NAME*	<input type="text" value="Allen's Ad Agency"/>	CONTACT EMAIL	<input type="text"/>
ADDRESS1	<input type="text" value="PO Box 657"/>	DELIVER INVOICE	<input style="border-bottom: 1px solid black;" type="text" value="eInvoice / Encoda SpotData"/>
ADDRESS2	<input type="text"/>	INVOICE EMAIL	<input type="text"/>
CITY, STATE ZIP	<input type="text" value="Anywhere, Texas"/> <input type="text" value="78000"/>	DELIVER STATEMENT	<input style="border-bottom: 1px solid black;" type="text" value="eMail / Adobe Acrobat PDF"/>
TELEPHONE	<input type="text"/> FAX <input type="text"/>	STATEMENT EMAIL	<input type="text"/>

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From the **Orders** tab, you can select Add New Order. *Note: you can also add an order by clicking on the Orders tab directly from the Home page of eOrder.*

[Customer Information](#)
[Account Settings](#)
[Orders](#)
[Accounts Receivable](#)
[Customer Notes](#)
[Finish](#)

**0034 Abx Cablevision of Texas, Inc.**

WARNING: Customer account modifications are NOT SUBMITTED until at least one New or Revised order is submitted after the customer modifications

OrderID	Stations	Sponsor	Product	Run Dates	Status	AccountRep
0034-010	NBS FM	Abx Cablevision of Texas, Inc.	Abx Cablevision of Texas, Inc.	03/10/2014-03/10/2015	Ok	Bob Turner
0034-014	NBS FM	Abx Cablevision of Texas, Inc.	Abx Cablevision of Texas, Inc.	03/10/2014-03/10/2015	Ok	Bob Turner

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The Order Entry screen includes options for Order Information, Invoicing Instructions, Scheduling Instructions and and Verify/Submit.

Select dropdown options where they are available, and enter text in appropriate text fields. You must enter an order start and end date, and select at least one station for the order to run on.

Order Information   Invoicing Instructions   Scheduling Instructions   Verify / Submit   Delete   Finish

**ORDER: 0034-015 for Abx Cablevision of Texas, Inc.**  
This order has NOT been submitted.

PRODUCT ADVERTISED\*  
Abx Cablevision of Texas, Inc.

ORDER TYPE  
Spot

REVENUE TYPE\*  
Cash

ORDER START DATE\*  
Tue 10/21/2014

ORDER END DATE\*  
Fri 10/31/2014

ACCOUNT REP  
Bob Turner

RUNS ON STATIONS\*  
 NBS AM    NBS FM

NOTES & SPECIAL INSTRUCTIONS:   EMAIL LOGGED TIMES TO (IF REQUIRED):

The **Invoicing Instructions** tab allows you to select billing options

**ORDER: 0034-015 for Abx Cablevision of Texas, Inc.**  
This order has NOT been submitted.

BILLING BASIS [Edit Package Price](#)   BILLING CYCLE  
Level Package   C Calendar Month

INVOICE TYPE  
Detail Notarized Affidavit    PRINT COOP SCRIPT

PURCHASE ORDER -OR- ESTIMATE #   AGENCY ADVERTISER (CLIENT) CODE   AGENCY PRODUCT CODE

NOTE TO BE PRINTED ON INVOICE (LIMIT 1 LINE)  
Abx Cablevision of Texas, Inc.

DISCOUNT ALLOWED % OF GROSS OR FLAT \$   AGENCY COMM % OF GROSS   ACCT REP COMM % OF NET   NATIONAL REP COMM % OF NET   APPLY TRADE CREDIT % OF NET OR FLAT \$   TAX RATE

0%   0%   10%   0%   0%   None

CREDIT INVOICE

Note: If you select a Level or Variable package, you must click the blue Edit Package Price link to enter package pricing information.

**LEVEL PACKAGE PRICING FOR ORDER: 0034-015 for Abx Cablevision of Texas, Inc.**  
This order has NOT been submitted.

	Calendar Month Package Rate
NBS AM	100.00
<b>TOTAL OF STATIONS RATES</b>	<b>100.00</b>

This order will be billed the indicated amount on each invoice issued for billing cycle: Calendar Month from Tue 10/21/2014 thru Fri 10/31/2014

Save   Cancel Edit

Click Save when complete

The **Scheduling Instructions** tab allows you to add orderlines and edit spot separation or product protection.

The screenshot shows the 'Scheduling Instructions' tab selected in a navigation bar. Below the navigation bar, the header reads 'ORDER: 0034-015 for Abx Cablevision of Texas, Inc.' with a sub-note 'This order has NOT been submitted.' The main area contains three dropdown menus: 'ORDER REQUIRED SPOT SEPARATION' set to '60 Minutes', 'PRODUCT PROTECTION CODE 1' set to 'None', and 'PRODUCT PROTECTION CODE 2' set to 'None'. Below these is a button labeled 'ADD New Schedule Line'. At the bottom, a table header is visible with columns: LineID, Run Dates, Run Weeks, Run Times, Mo, Tu, We, Th, Fr, Sa, Su, Week Length, LogType, Description, PreEmp, and Rate. A message below the header states 'Sorry, there are no Schedule Lines for this Order.'

Click [Add New Schedule Line] to add an order line.

Enter all required information for your new order line.

Note: Copy ID is not entered via e-Order, and must be entered after downloaded at the station.

The screenshot shows the 'ORDER-LINE: 0034-015.01 for Abx Cablevision of Texas, Inc.' form. The header indicates 'This order has NOT been submitted.' The form is divided into several sections. The top left section includes 'ORDERLINE START DATE' (Tue 10/21/2014), 'ORDERLINE END DATE' (Fri 10/31/2014), and 'RUN WEEKS' (All Weeks). The top right section has 'STATION RATE PER BROADCAST' (NBS AM Package) and 'TOTAL OF STATION RATES' (Package). The middle section is for 'DEFINED TIMECLASS OR ENTER TIME SPAN\*\*\*', with 'Morning Drive' selected. Below this is a grid for 'ITEMS PER DAY' with input boxes for MON (1), TUE (1), WED (1), THU (1), FRI (1), SAT (1), SUN (1), and PER WEEK (7). The bottom left section includes 'LENGTH' (:30), 'LOG TYPE' (CA Commercial Announcement), and 'DESCRIPTION' (Spot). The bottom right section has 'AVAIL TYPE RESTRICTION [IF ANY]' (UnRestricted), 'POSITION RESTRICTION [IF ANY]' (UnRestricted), and 'PREEMPTIBLE' (0=Never). At the bottom right are three buttons: 'Save', 'Delete', and 'Cancel Edit'.

Click Save when complete.

The **Verify/Submit** tab allows you to Submit the order, Email, Print or Download the confirmation or to duplicate the order.

When you are ready to submit the order, click the [Submit Order] button.

Gross Calendar Month Projected Billing for NBS AM											
Oct-2014	11	100.00	Nov-2014	0	0.00	Dec-2014	0	0.00	Q4-2014	11	100.00

Order Status	Pending
Items Ordered	11
Gross Amount	100.00
-Discounts	0.00
-Agency Commission	0.00
=Net Amount	100.00

This order has now been submitted. If you need to edit the order, click [Revise]

Order Submitted - CLOSE WINDOW

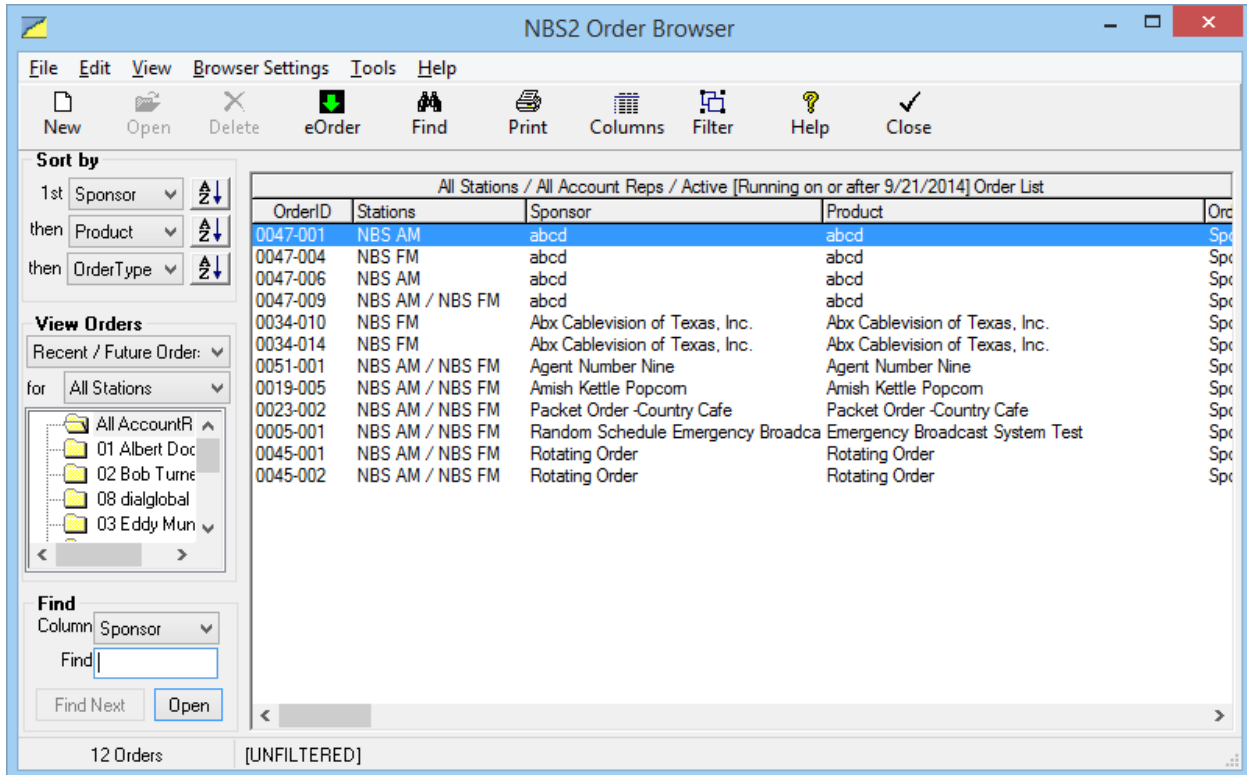
The order will now be available for download, review and approval at the station. If the order is rejected, you can log back in to eOrder, and click [Revise] to make the required changes to the order and then Submit again.



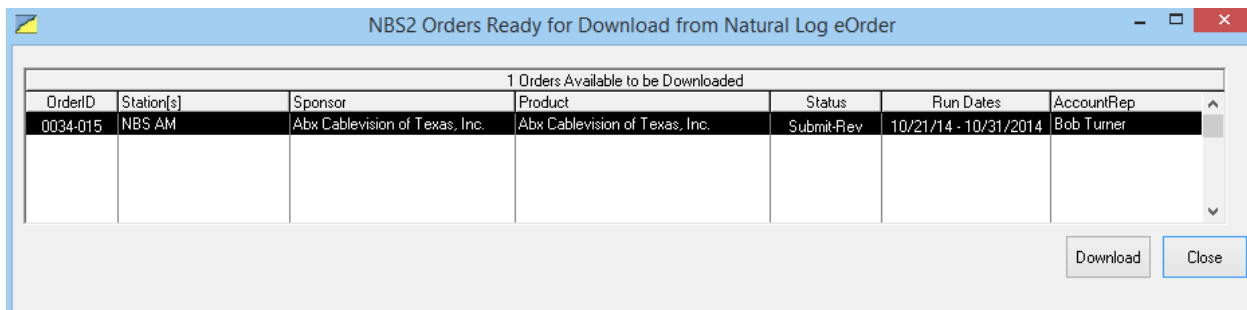
## eOrder Import

eOrders entered online can be imported from your local installation of Natural Log 9.

Open NL9 and go to Traffic, Broadcast Order Browser. Click the eOrder button



Orders ready for download are displayed. Click the Download button



The order will be displayed. Review data on all order tabs.

**Import Source File:** eOrder: 0034-015 Abx Cablevision of Texas, Inc.

**Imported Customer Data**

	Imported Value	Existing Value for this Customer
CUSTID	0034	0034
SPONSOR	Abx Cablevision of Texas, Inc.	Abx Cablevision of Texas, Inc.
BILLINGNAME	Allen's Ad Agency	Allen's Ad Agency
AGENCYID	Allen's Ad Agency	Allen's Ad Agency
ADDRESS1	PO Box 657	PO Box 657
ADDRESS2		
CITYSTATE	Anywhere, Texas	Anywhere, Texas
ZIPCODE	78000	78000
TELEPHONE		

**Imported Order Data** Order may not be edited until AFTER it is imported

**General**

**Runs on Station(s)**

- NBS AM
- NBS FM

**General Order Instructions**

Order Status: Submitted

Run Dates: Tuesday, October 21, 2014 thru Friday, October 31, 2014

Product Advertiser: Abx Cablevision of Texas, Inc.

Order Type: Spot

Part of Bulk Contract: Not Applicable

Revenue Type: C - Cash

Protect Product1: None [00]

Protect Product2: None [00]

Minimum Separation: 60 Minutes between Broadcasts from this Order

Account Rep: Bob Turner [02]

Buttons: Import Order, Reject Order, Cancel Import, Assign

You can not edit any information until the order is imported. Click Import Order if approved.

Imported orders can be viewed under

Traffic/ Broadcast Order Browser - Click View Orders on the left. Select Imported Orders

**NBS2 Order Browser**

File Edit View Browser Settings Tools Help

New Open Delete eOrder Find Print Columns Filter Help Close

Sort by

1st Sponsor

then Product

then OrderType

**View Orders**

Imported Orders

for All Stations

All AccountReps

All Stations / All Account Reps / Imported Order List						
OrderID	Stations	Sponsor	Product	OrderType	StartDate	EndDate
0019-009	NBS AM / NBS FM	Amish Kettle Popcorn	Amish Kettle Popcorn	Spot	4/18/2014	4/18/2015

## After importing an Order

Note: Be sure to change the Order Status on the General tab to OK. Orders will not log unless the Order Status is listed as OK

Note: Copy ID is never entered via eOrder, so must be entered on any orderlines on the Schedule tab after the order is imported.

Order: 0019-009 Amish Kettle Popcorn [Amish Kettle Popcorn]

File Print Schedule Tools Help

Previous Next Order Confirmation Production Help Cancel Close

**General** Invoice Instructions Schedule Approvals / Memos / Contact Mgr

**Runs on Station(s)**

- NBS AM
- NBS FM

All None

**General Order Instructions**

Order Status: Imported Imported orders will not run until status changed to OK

Run Dates: Friday, April 18, 2014 thru Saturday, April 18, 2015

Product Advertiser: Amish Kettle Popcorn

Order Type: Spot

Part of Bulk Contract: None

Revenue Type: C - Cash

Protect Product1: None [00]

Protect Product2: None [00]

Minimum Separation: 60 Minutes between Broadcasts from this Order

Account Rep: House Accounts [00]

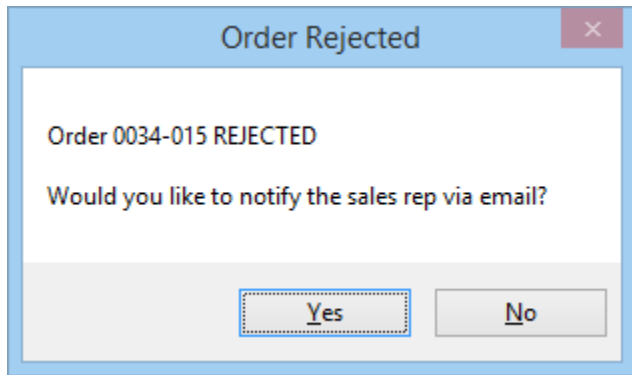
Custom Data Fields

Custom Field Name	Value
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[How do I create these](#)

## Rejecting an Order

If you want to Reject the order, click Reject Order. You will then be able to notify the account rep of the rejection.



You can then communicate the reason that the order was rejected so the account rep can revise the order and re-submit.