This tutorial examines the process of making changes to an existing report and recalculating results

| An          | existing | report |
|-------------|----------|--------|
| <b>~</b> 11 | CAISting | report |

| А               | В  | С              | D               | E                       | F          | G     | Н         | I.         | J  | K          | L         | M           | N           |  |  |  |  |
|-----------------|--|----------------|-----------------|-------------------------|------------|-------|-----------|------------|----|------------|-----------|-------------|-------------|--|--|--|--|
| Cible           | Beverages - Beer - Glasses/cans/bottles/past 7 days - all locations - Any of [ None, 1 - 3 ] |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
| Campagnes       | 4, 8   |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
| Trier par       | Taille du m  | arché RMR      | , Afficheur, Pi | oduit                   |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    | 4 semaines |           |             |             |  |  |  |  |
| Marché RMR      | Pop RMR  | Pop Cible      | Afficheur       | Produit d'Affichage     | Circ       | No    | PEB Cible | PEB Marché |    |            | PEB Cible | Imp Cible   | Imp Tot     |  |  |  |  |
|                 | (000s)   | (000s)         |                 |                         | Moy / Jour | Faces | /Jour     | /Jour      | P  | F          | Camp      | Camp (000s) | Camp (000s) |  |  |  |  |
| Toronto         | 5,905.2  | 4,564.4        | Astral          | Panneau horizontal      | 35,900     | 45    | 25        | 25         | 59 | 12.0       | 708       | 35,133      | 45,242      |  |  |  |  |
| Plan 1          |  |                |                 | Mobilier urbain (68x47) | 18,900     | 85    | 25        | 25         | 76 | 9.2        | 702       | 34,849      | 44,875      |  |  |  |  |
|                 |  |                |                 | Astral Mix              | 19,900     | 130   | 50        | 50         | 84 | 16.7       | 1,411     | 69,982      | 90,116      |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 |  |                | OUTFRONT        | Panneau horizontal      | 25,200     | 64    | 25        | 25         | 60 | 11.8       | 706       | 35,040      | 45,121      |  |  |  |  |
|                 |  |                |                 | Mobilier urbain (68x47) | 23,400     | 68    | 25        | 25         | 59 | 11.8       | 699       | 34,667      | 44,641      |  |  |  |  |
|                 |  |                |                 | OUTFRONT Mix            | 24,300     | 132   | 50        | 50         | 69 | 20.4       | 1,405     | 69,707      | 89,762      |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 |  |                |                 | Toronto Mix             | 21,400     | 262   | 101       | 100        | 90 | 31.3       | 2,816     | 139,689     | 179,878     |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
| Montréal        | 3,891.3  | 3,027.9        | Astral          | Panneau horizontal      | 50,300     | 21    | 25        | 25         | 55 | 12.4       | 689       | 22,669      | 29,584      |  |  |  |  |
| Plan 1          |  |                |                 | Mobilier urbain (68x47) | 16,900     | 63    | 25        | 25         | 55 | 12.6       | 694       | 22,848      | 29,819      |  |  |  |  |
|                 |  |                |                 | Astral Mix              | 38,500     | 84    | 49        | 50         | 63 | 21.9       | 1,383     | 45,517      | 59,403      |  |  |  |  |
|                 |  |                |                 | -                       |            |       |           |            |    |            | 700       |             | 00.054      |  |  |  |  |
|                 |  |                | OUTFRONT        | Panneau horizontal      | 39,800     | 27    | 25        | 25         | 56 | 12.6       | 700       | 23,026      | 30,051      |  |  |  |  |
|                 |  |                |                 | OUTFRONT Mix            | 39,800     | 27    | 25        | 25         | 56 | 12.6       | /00       | 23,026      | 30,051      |  |  |  |  |
|                 |  |                |                 | Mantal al Min           | 20.400     | 444   | 74        | 70         | 70 | 20.0       | 2,002     | C0 E 42     | 00.454      |  |  |  |  |
|                 |  |                |                 | Montreal MIX            | 39,100     | 111   | /4        | /6         | 10 | 29.6       | 2,083     | 68,343      | 89,434      |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 | 9 796 5  | 7 592 3        |                 | Plan 1 Total Mix        | 23,700     | 373   | 90        | 90         | 82 | 30.8       | 2.523     | 208,232     | 269.332     |  |  |  |  |
|                 |  | .,             |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
| Source : COM    | B Été 2017   | (juillet) et N | umeris-RTS I    | Printemps 2017          |            |       |           |            |    |            |           |             |             |  |  |  |  |
| Créé le : July- | 17-17  | - /            |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |
|                 |  |                |                 |                         |            |       |           |            |    |            |           |             |             |  |  |  |  |

This is an example of an existing report.

This example will demonstrate making three changes and regenerating the revised report

- 1) Changing report headers from French to English in Finish
- 2) Changing the objectives from 25 daily GRPs to 35 daily GRPs in the Plan Builder

3) Adding a column to the report in Report Layout

## Changing the report header language

| 🤨 🗋 🔜 🖬 💌  | untit   | ed - COMBNavi    | gator® |                 |          |
|--|---|------------------|--------|-----------------|----------|
| COMBDataReport   | Plan Builder Targets                              | Report Layout    | Finish | Help My Account | * 🕐      |
| Back Next COMBDataRepo<br>Navigator® Edit  | ort<br>ion<br>Results Graphs Ca<br>Report Options | Iculation<br>Log |        |                 | $\Delta$ |
| Review and finalize r  | eport details                                     |                  |        |                 |          |
| Report Text         Report Title <enter a<="" td="">         Report Footer         Headers Language       English</enter>  | Report Title Here>                                | )                |        |                 |          |
| Selection Summary  |   |                  |        |                 |          |
| Wave       COMB Fall         Plans       1         Campaign Lengths       4, 8         Targets       0         Layout       Standard         Column Count       19 | 2011 and BBM-RTS Spring 2011                      |                  |        |                 |          |
| Messages   |   |                  |        |                 |          |
| <ul> <li>Plan #1": Plan has no</li> <li>Plan #1": Plan has no</li> <li>No targets selected.</li> </ul>   | operators selected.<br>products selected.         |                  |        |                 |          |
|  | ror®  |                  |        |                 |          |

Close Excel or change back to COMBNavigator®, returning to the *Finish* area

Change the *Report Headers* to *English* 

### Increase the objective from 25 Daily GRPs to 35 Daily GRPs

| 🤞 🗋 👪 🖬 📽 🖻 (                   | 2  | untitled - CO                                  | MB Navigator®                    |                         | _ <b>-</b> ×    |
|---------------------------------|--|--|----------------------------------|-------------------------|-----------------|
| COMBDataR                       | port Plan Builder vets   | Report Layout Fi                               | nish Help My Account             |                         | * 🔞             |
| Back Next COMBDat<br>Navigation | aReport<br>Edition Change Add Co<br>Wave Plan Pla<br>Data Source | ppy Rename Delete<br>an Plan Delete<br>Options | Share Move Up<br>Plans Move Down | ost Inputs              | 2               |
| Select Inventory                | view and edit plans 📒 CC   | DMB Summer 201                                 | 7 (July) and Numeris-RTS 5       | pring 2017              |                 |
| Flighting                       | Campaign Lengths   |  |                                  |                         | Plan Type       |
| Flighting                       | Common # of weeks for all product                                | ts 4, 8  | Different # of                   | weeks for some products | Multiple Levels |
| Plan #1                         |  |  |                                  |                         |                 |
|                                 | Product  | Objective L                                    | evel Avg Daily Circ 5+           |                         |                 |
| Select Inventory                | Market CMA : Montreal  | -  |                                  |                         |                 |
|                                 | <ul> <li>Operator : Astral</li> </ul>                            |  |                                  |                         |                 |
|                                 | Horizontal Posters   | Daily GRPs 🛛 🔽 2                               | 5 😒 50313                        |                         |                 |
| View/Edit Summary               | Street Furniture (68x47)   | Daily GRPs 🛛 🔽 2                               | 5 😒 16904                        |                         |                 |
|                                 | Operator : OUTFRONT  |  |                                  |                         |                 |
| User Cate Dated                 | Horizontal Posters   | Daily GRPs 🛛 🖌 2                               | 5 😒 39750                        |                         |                 |
| view/Edit Detail                | Market CMA : Toronto   |  |                                  |                         |                 |
| 2                               | <ul> <li>Operator : Astral</li> </ul>                            |  |                                  |                         |                 |
|                                 | Horizontal Posters   | Daily GRPs 2                                   | 5 35906                          |                         |                 |
|                                 | Street Furniture (68x47)   | Daily GRPs 🛛 🗡 2                               | 5 😴 18855                        |                         |                 |
|                                 | Operator: OUTFRONT   | - 4  |                                  |                         |                 |
|                                 | Horizontal Posters   | Daily GRPs 2                                   | 5 25179                          |                         |                 |
|                                 | Street Furniture (68x47)   | Daily GRPs 🛛 🗡 2                               | 5 🔽 23446                        |                         |                 |
|                                 |  |  |                                  |                         |                 |
|                                 | Shared Objective / Shared Cost / Share                           | red Weeks                                      |                                  |                         |                 |
|                                 | Method Level   |  | Cost Field                       | Cost Value              | # of Weeks      |
|                                 | Daily GRPs 35  | Apply Ob                                       | jective 4 Wk Face Cost           | Apply C                 | Cost 4          |
|                                 | 3  |  |                                  |                         |                 |
| View: 🗖 Selected 🛛 Un           | selected   | 4  | 2 7 Sele                         | cted 0 Unselected       | 7 Total         |
| <                               |  | 1  | 1                                |                         | >               |
|                                 | GATOR®   |  |                                  |                         |                 |

- 1. Select *Plan Builder* from the ribbon menu.
- 2. Select View/Edit Detail tab
- 3. In Shared Objectives at the bottom of the tab, select Daily GRPs in the Method box
- 4. Enter **35** in the *Level* box
- 5. Select Apply Objective

After a delay of a few seconds, all the objectives will be changed to the new value.

### Adding a column



- 1. Select *Report Layout* from the ribbon menu
- 2. Add CMA Population to the report by checking the box beside the column name

#### **Recalculate results** untitled - COMBNavigator® \* 🕜 COMBDa ort Plan Builder Targets Report Layout Finish Help My Account Testing × Add Cost Inputs Next COMBDataReport Back ve Navigator® Edition Navigation Costing Options Design layout and select content for reports Report Layouts

It is not necessary to return to the Finish area to calculate results.

Ashorter route is available by selecting *View Results* from the Quick Access Toolbar at the top-left of the **COMBNavigator**® window. This is available from any tab in the application.

## Updated report

|    | А             | В  | С          | D                | E                        | F          | G     | Н         | I         | J  | К    | L     | М          | Ν          |
|----|---------------|--|------------|------------------|--------------------------|------------|-------|-----------|-----------|----|------|-------|------------|------------|
| 1  | Target        | Beverages - Beer - Glasses/cans/bottles/past 7 days - all locations - Any of [ None, 1 - 3 ] |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 2  | Campaigns     | 4.8  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 3  | Sort By       | Market CMA Size, OOH Company, Product  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 4  | ,             |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 5  |               | 4 weeks  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 6  | Market CMA    | CMA Pop  | Tgt Pop    | OOH Company      | Product                  | Average    | # of  | Daily Tqt | Daily Mkt |    |      | Tqt   | Target     | Total      |
| 7  |               | (000s)   | (000s)     |                  |                          | Daily Circ | Faces | GRPs      | GRPs      | R  | F    | GRPs  | Imp (000s) | Imp (000s) |
| 8  | Toronto       | 5,905.2  | 4,564.4    | Astral           | Horizontal Posters       | 35,900     | 45    | 25        | 25        | 59 | 12.0 | 708   | 35,133     | 45,242     |
| 9  | Plan #1       |  |            |                  | Street Furniture (68x47) | 18,900     | 85    | 25        | 25        | 76 | 9.2  | 702   | 34,849     | 44,875     |
| 10 |               |  |            |                  | Astral Mix               | 19,900     | 130   | 50        | 50        | 84 | 16.7 | 1,411 | 69,982     | 90,116     |
| 11 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 12 |               |  |            | OUTFRONT         | Horizontal Posters       | 25,200     | 64    | 25        | 25        | 60 | 11.8 | 706   | 35,040     | 45,121     |
| 13 |               |  |            |                  | Street Furniture (68x47) | 23,400     | 68    | 25        | 25        | 59 | 11.8 | 699   | 34,667     | 44,641     |
| 14 |               |  |            |                  | OUTFRONT Mix             | 24,300     | 132   | 50        | 50        | 69 | 20.4 | 1,405 | 69,707     | 89,762     |
| 15 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 16 |               |  |            |                  | Toronto Mix              | 21,400     | 262   | 101       | 100       | 90 | 31.3 | 2,816 | 139,689    | 179,878    |
| 17 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 18 | Montreal      | 3,891.3  | 3,027.9    | Astral           | Horizontal Posters       | 50,300     | 21    | 25        | 25        | 55 | 12.4 | 689   | 22,669     | 29,584     |
| 19 | Plan #1       |  |            |                  | Street Furniture (68x47) | 16,900     | 63    | 25        | 25        | 55 | 12.6 | 694   | 22,848     | 29,819     |
| 20 |               |  |            |                  | Astral Mix               | 38,500     | 84    | 49        | 50        | 63 | 21.9 | 1,383 | 45,517     | 59,403     |
| 21 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 22 |               |  |            | OUTFRONT         | Horizontal Posters       | 39,800     | 27    | 25        | 25        | 56 | 12.6 | 700   | 23,026     | 30,051     |
| 23 |               |  |            |                  | OUTFRONT Mix             | 39,800     | 27    | 25        | 25        | 56 | 12.6 | 700   | 23,026     | 30,051     |
| 24 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 25 |               |  |            |                  | Montreal Mix             | 39,100     | 111   | 74        | 76        | 70 | 29.6 | 2,083 | 68,543     | 89,454     |
| 26 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 27 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 28 |               | 9,796.5  | 7,592.3    |                  | Plan #1 Total Mix        | 23,700     | 373   | 90        | 90        | 82 | 30.8 | 2,523 | 208,232    | 269,332    |
| 29 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 30 | Source: COM   | B Summer :   | 2017 (July | /) and Numeris-R | TS Spring 2017           |            |       |           |           |    |      |       |            |            |
| 31 | Created on Ju | ly-17-17   |            |                  |                          |            |       |           |           |    |      |       |            |            |
| 32 |               |  |            |                  |                          |            |       |           |           |    |      |       |            |            |

# The updated report appears with English headers, 35 Daily GRPs, and CMApopulations.