

Login Process

Step 1: Open your web browser and go to the TVB ePort website: <http://eport.gotostrata.com>

Step 2: Enter your ePort Org Admin User Name and Password (see below).



The screenshot shows the ePort login page. At the top left is the ePort logo with the tagline "Enabling eBusiness: A COXREPS and KATZ MEDIA initiative, powered by STRATA". Below the logo is a horizontal bar with segments in purple, blue, orange, purple, green, and red. On the left side, there is a "Registered Users Log In Here" box containing a "Username:" field, a "Password:" field, a "Login" button, and a link "Forgot username/password? Click here". To the right of the login box is a "Training & Support Need Help?" section with contact information: "Call: 1-800-9STRATA (1-800-978-7282) or Email: eportsupport@stratag.com". Below the login box is a link "Need to Register for ePort?". At the bottom left is a "SAS70 COMPLIANT" logo.

If you have not yet been allocated a Username and Password then you can request one by clicking "Here" and you will be taken to the ePort Registration Request Screen. If you have forgotten your Password then click "Forgot Your Password" and you will be asked to input your email address to generate a new password.

Step 3: An End User License Agreement will be presented and you will be asked to read and click "I Accept" or "I Do Not Accept."

Once you have successfully logged into the system you will be able to view all of the organizations that you are responsible for maintaining.

Change Your Password

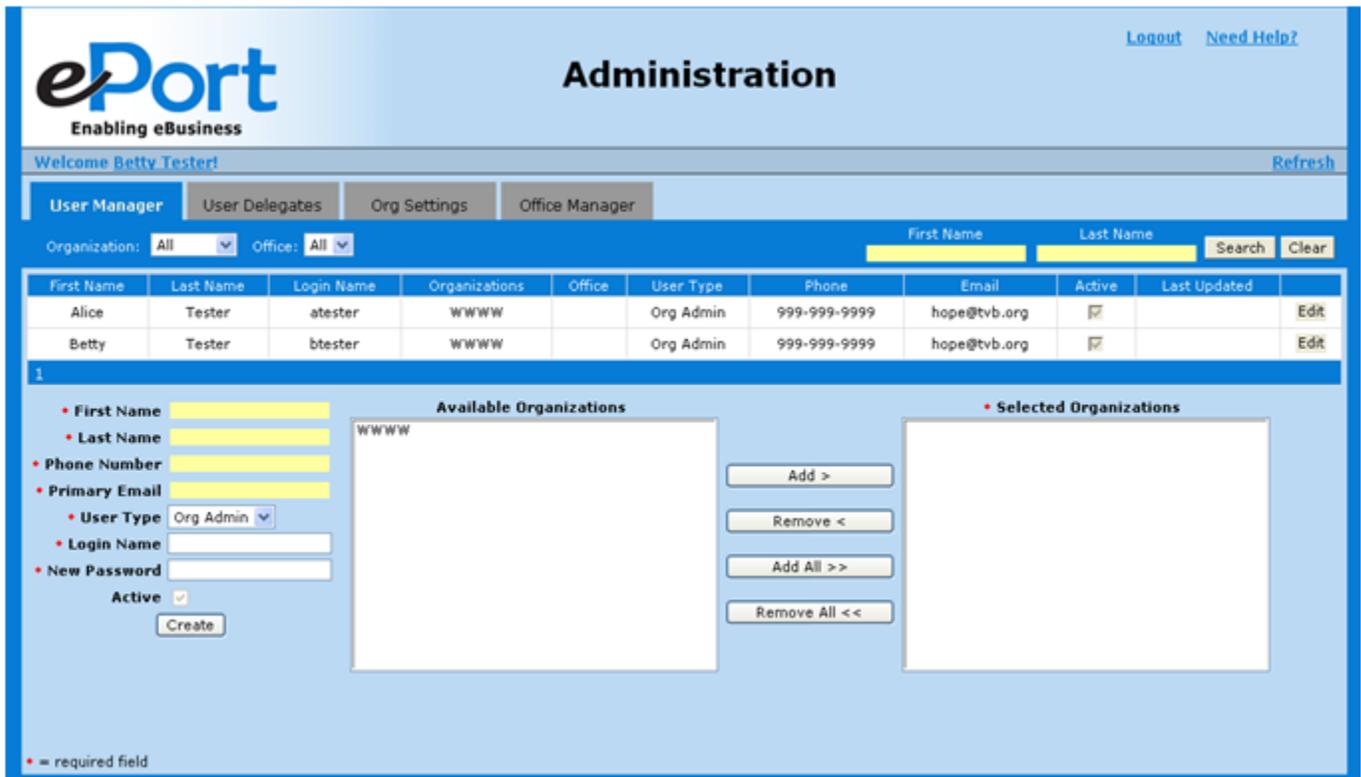
To change your password, just click on your name below the ePort logo, on the left hand side of the screen. A "Change Password" box will appear asking you to input your old password, input your new password, and then confirm you new password by entering it a second time. Click "Submit" to accept the changes or "Cancel" to return to the admin function.

USER MANAGER Tab

The functionality contained in this tab will allow the Org Admin to create new users or edit existing users.

Creating a New User

Step 1: Under the User Manager tab, input the new user's name, phone number, email address, user type (Org Admin or Seller), login name, password, and the organization(s) for which that user has access (see below).



Step 2: Click the "Create" button to save the new user record in ePort.

Editing User Information

Step 1: Review the list of Sellers and the organizations for which they have access.

Step 2: To "Edit" a Seller's information, locate the seller you are interested in editing and click "Edit" in the right hand column for that seller.

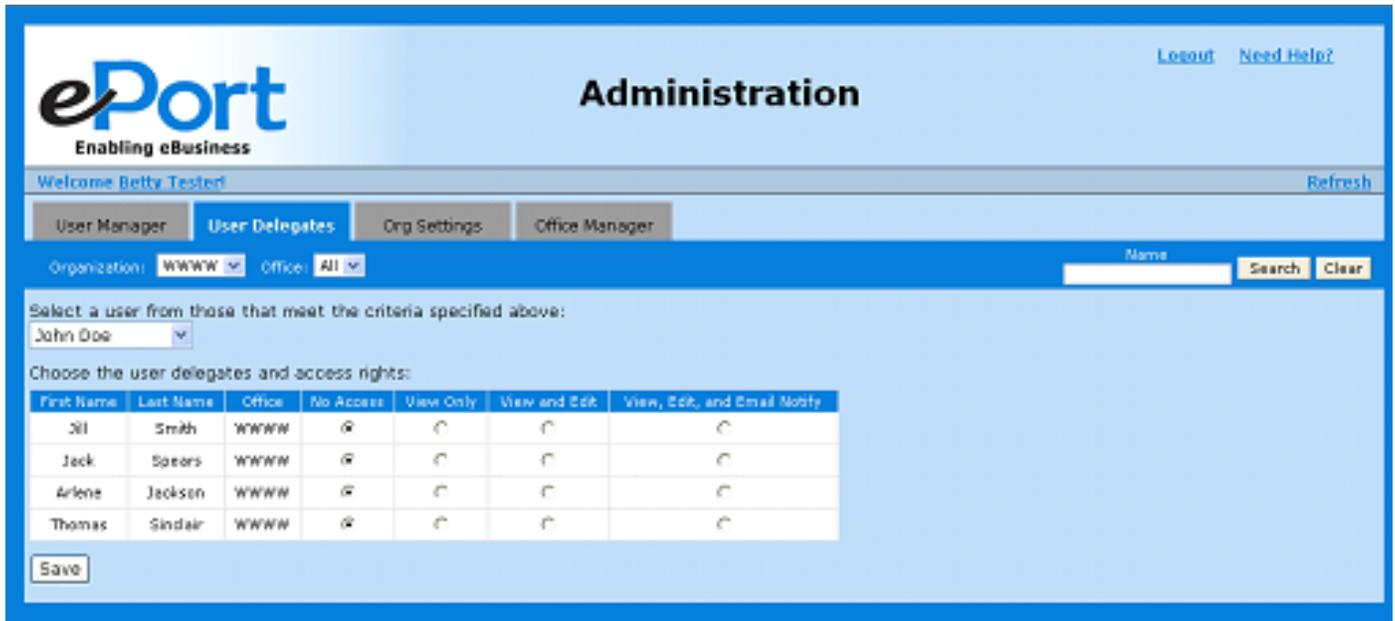
Step 3: You are now free to edit phone number, email address, login details or the organizations to which that seller has access. You are also able to change the status of a user to inactive or active.

Step 4: When you have made your changes to the seller profile, click the "Save" button and you will get a message saying the "user has been successfully updated."

USER DELEGATES Tab

The functionality contained in this tab will allow the Org Admin to establish delegate rights, allowing users within the same organization to have rights to each others accounts.

Step 1: Select the user account that you would like others within the organization to have access. This can be done by selecting the "Organization" and "Office" for that user and then selecting the user from the drop down list. You can also do a name search by typing the last name of the user in the "Search" field and clicking "search." (see below)



Organization: WWW Office: All

Select a user from those that meet the criteria specified above:
John Doe

Choose the user delegates and access rights:

First Name	Last Name	Office	No Access	View Only	View and Edit	View, Edit, and Email Notify
Jill	Smith	WWW	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jack	Spears	WWW	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arlene	Jackson	WWW	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thomas	Sindair	WWW	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

Step 2: All of the other users in that organization will appear under "Choose the User Delegates and Access Rights" section. Select the rights you are granting for each user by using your mouse to click either the "View Only," "View and Edit," or "View, Edit and Email Notify" button.

Step 3: Click "save" to complete your changes.

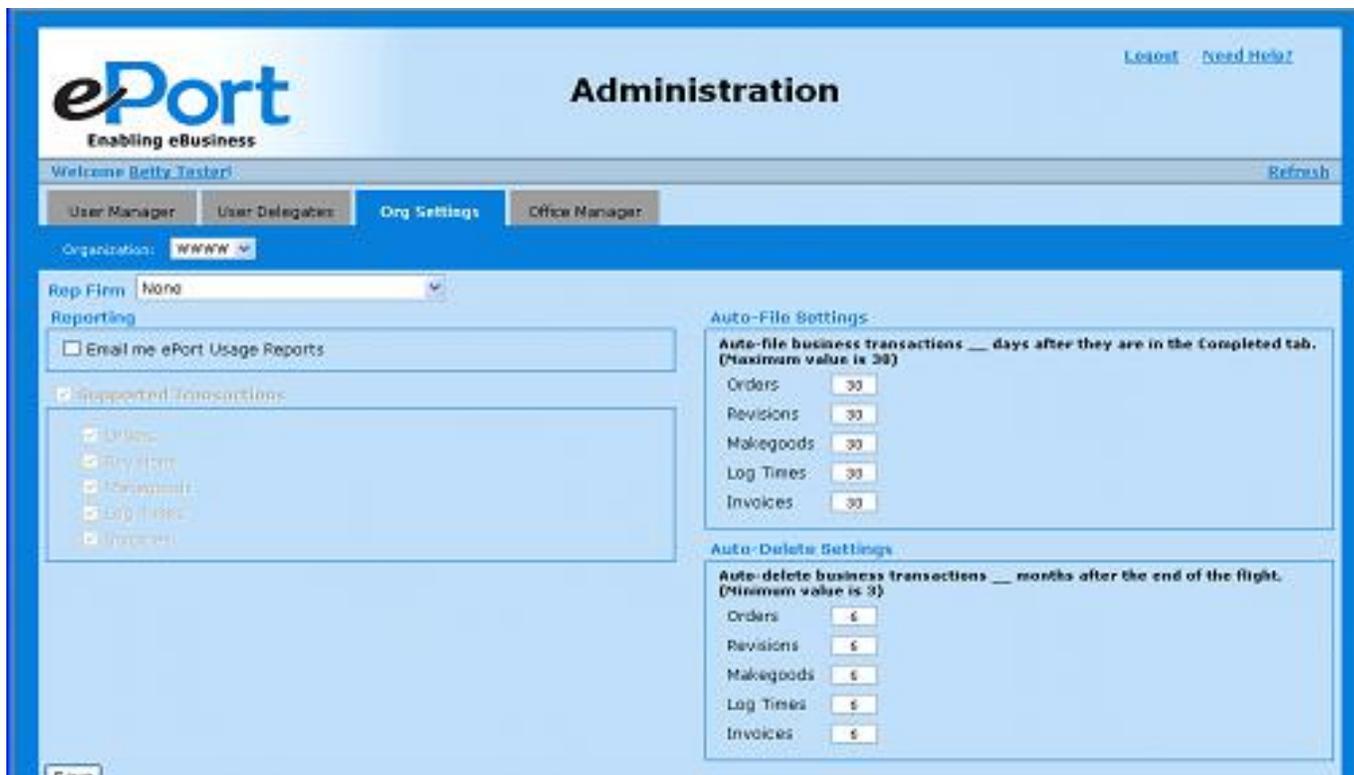
ORG SETTINGS Tab

The functionality contained in this tab allows the Org Admin to establish settings for their organizations.

Step 1: Select a rep organization from the "Rep Firm" drop-down list.

Step 2: You can choose to receive ePort usage reports by clicking your mouse on the box next to "Email me ePort Usage Reports." If you choose not to receive usage reports then leave this field blank.

Step 3: Establish your organization's rules for the length of time you wish ePort to maintain each of the different business transactions in the "Completed" tab under the orders section. Go to the "Auto File Settings" section, tab through to the desired field and type in the number of days for each transaction type (see below).



The screenshot shows the ePort Administration interface. The top navigation bar includes "User Manager", "User Delegates", "Org Settings" (selected), and "Office Manager". The "Org Settings" section is active, showing the "Organization" as "WWW" and "Rep Firm" as "None". Under the "Reporting" section, there is a checkbox for "Email me ePort Usage Reports" which is unchecked, and a "Supported Transactions" list with checkboxes for "Orders", "Revisions", "Log Times", and "Invoices", all of which are checked. The "Auto-File Settings" section is titled "Auto-file business transactions ___ days after they are in the Completed tab. (Maximum value is 30)" and contains input fields for "Orders", "Revisions", "Makegoods", "Log Times", and "Invoices", each with the value "30". The "Auto-Delete Settings" section is titled "Auto-delete business transactions ___ months after the end of the flight. (Minimum value is 3)" and contains input fields for "Orders", "Revisions", "Makegoods", "Log Times", and "Invoices", each with the value "6". A "Save" button is visible at the bottom left of the form.

Step 4: Under the "Auto Delete Settings" section, the Org Admin can indicate the length of time that ePort should maintain business transactions, after the end of a flight. Select the desired number of months for each of the different transaction types by tabbing to the appropriate field and typing in the number of months.

Step 5: When you have completed updating your organizations settings click on the "Save" button to complete the process.

OFFICE MANAGER Tab (Only for National Rep and Agency Org Admins)

The functionality contained in this tab allows the Org Admin to search for and edit offices previously created for an organization or to create new offices for an organization.

Creating a New Office

Step 1: Select the desired organization from the "Organization" drop down list near the top of the tab.

Step 2: To create a new office, enter the name and address information and click the "Create" button to complete your transaction (see below).



The screenshot shows the ePort Administration interface. At the top, there is a navigation bar with the ePort logo and the word "Administration". Below this is a welcome message and a "Refresh" button. The main area has a tabbed interface with "Office Manager" selected. A dropdown menu for "Organization" is set to "All". Below this is a table listing existing offices with columns for Office Name, Address, Active status, and Edit. Below the table is a form to create a new office with fields for Organization, Office Name, Address Line 1, Address Line 2, City, State, Zip, and Active status, along with a "Create" button.

Office Name	Address	Active	Edit
Boston	2 Commerce Drive, Boston, MA 09999	<input checked="" type="checkbox"/>	Edit
Los Angeles	103 Hollywood Blvd., Los Angeles, CA 99999	<input checked="" type="checkbox"/>	Edit
Los Angeles	103 Hollywood Blvd., Los Angeles, CA 99999	<input checked="" type="checkbox"/>	Edit
Miami	10 Miami Blvd., Miami, FL 99999	<input checked="" type="checkbox"/>	Edit
New York	3 East 54th Street 10th Floor, New York, NY 10022	<input checked="" type="checkbox"/>	Edit

Organization: All

Organization: TVB Rep

Office Name: Seattle

Address Line 1: 2456 64th Ave. NW

Address Line 2:

City: Seattle

State: WA

Zip: 98009

Active:

Create

* = required field

Editing an Existing Office

Step 1: Select the desired organization from the "Organization" drop down list near the top of the tab.

Step 2: A list of existing offices will appear. From that list the Org Admin can edit a particular office by selecting "Edit" in the right hand column for that office. The Org Admin can now change any particulars associated with that office including address and indicating whether it is active or not.

Step 3: When you have completed updating your office settings click on the "Save" button to complete the process.