

## FOLDERS

The primary method of grouping hits is by using folders. Folders auto-set by the system (System Folders) are in yellow in this diagram. User defined sets (User Folders) are in green. Final design (colors, icons etc.) pending.

All Coverage – all hits coming in are copied into All Coverage. Normal User cannot remove items from All Coverage.

User Admin can remove things from this folder, but items are not deleted, just made invisible. VMS can restore items to All Coverage

Inbox – all hits as they come in are sent to the Inbox where users can delete.
Inbox is the primary sorting area for users; the system does not auto-remove from Inbox

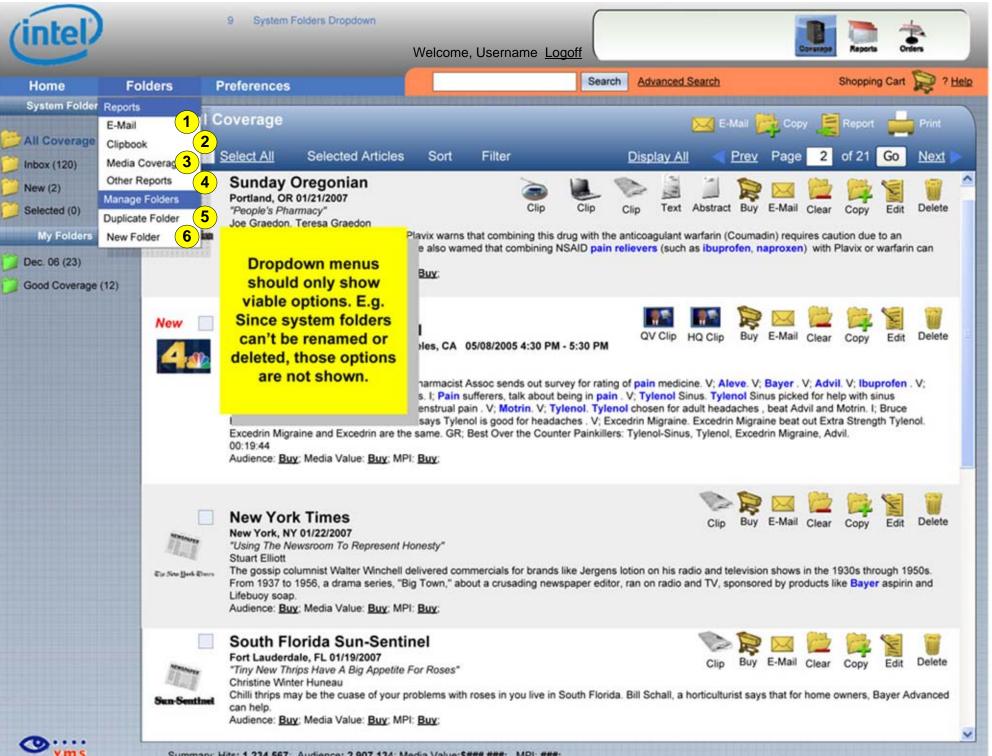
New – this is a subset of Inbox. All hits that have been recorded since this user last logged off are copied in New. Once the user logs off, all of the items remaining in New are removed.

Selected – since a number of operations rely on a group of selected items AND those selection actions can carry over from one page/folder/activity, the Selected Folder keeps track of all currently selected items. Each item, as selected is auto-coped to Selected and if de-selected is removed from Selected.

User Folders, displayed here in green, are up to the user to define. They may be saved searches (defined later) or ad hoc folders to which the user drops items. Naming of user folders is open. NOTE we are **not** creating subfolders at this time.

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## System Folders Dropdown

E-Mail – users can e-mail all contents of a folder. The resulting e-mail report is based on a template set up in Preferences (defined later in this doc).

Clipbook – all items in a folder can be sent to a clipbook. The format of the clipbook is the users company standard (defined outside IMI). NOTE due to the time required to generate a clipbook, this has to be a background process - See Clipbooks later in doc.

Media Coverage – MCR, this standard report is generated on selection of this menu option. See MCR later in this doc.

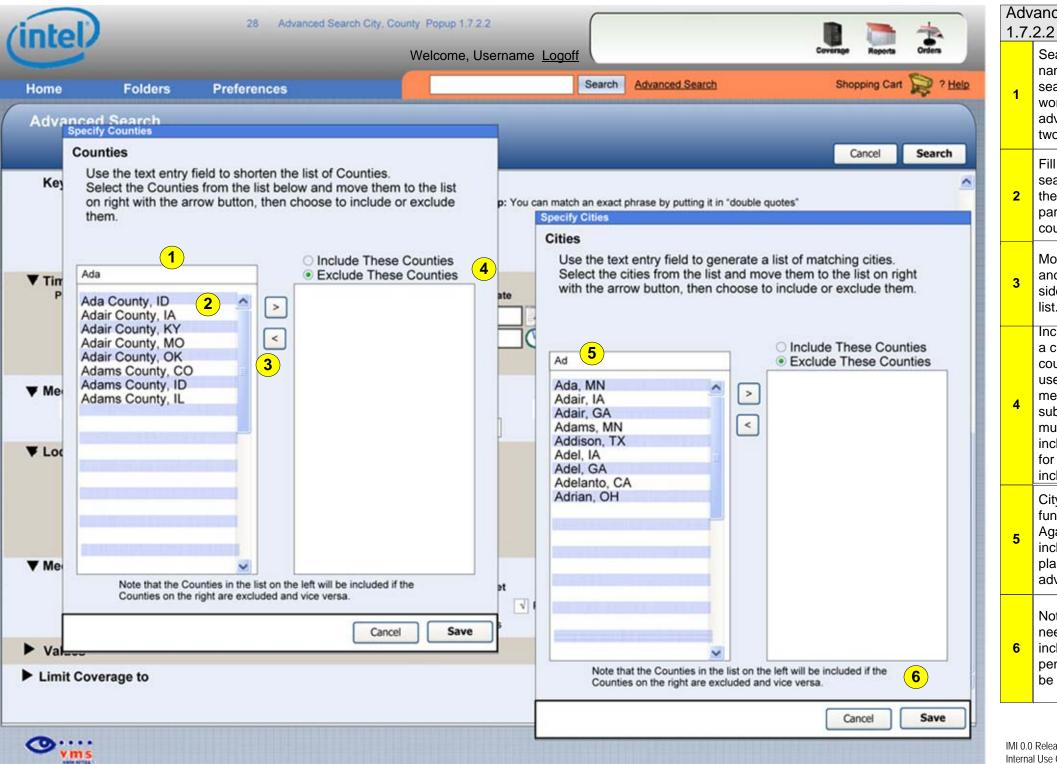
Other Reports – A number of clients have special format reports they wish to generate. These are defined outside IMI and are stored in the company profile. This menu option calls a dialog box to choose which report the user wishes to generate.

Duplicate Folder – User can duplicate folder (and all contents within it) by choosing this option. This selection calls the folder naming dialog box with "{Folder Name} Copy" as the default name.

New Folder – User can create new. empty folder by choosing this item. This selection calls the folder naming dialog box with "New Folder" as the default name. NOTE this is not how a 'smart folder' is created.

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## Advanced Search City, Cty Popup

Search Box – As user types in county names to modify Metro search or DMA search, counties are listed that match the word(s) the user is typing. (Vinod will advise whether to gather counties after two or three characters for performance)

Fill In county names – As user types in search, US county names will appear in the list to the left. We will not distinguish parishes, or other designations of counties.

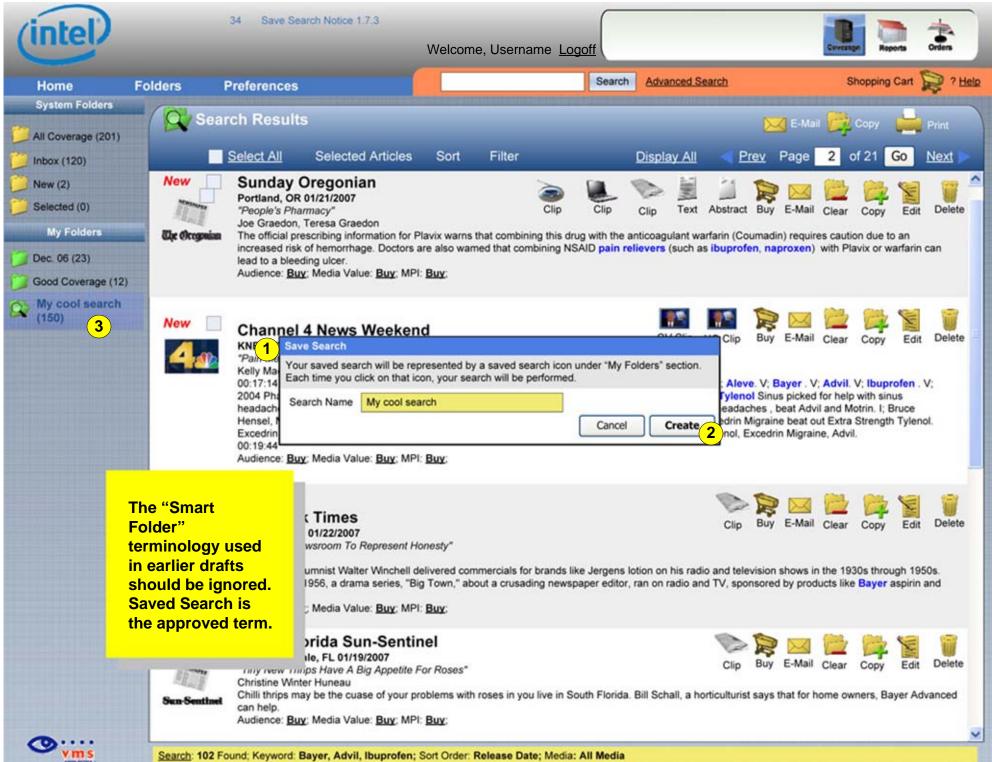
Move buttons - User can select a county and move it to the right to the actionable side for inclusion or exclusion from the

Include / Exclude options – Users create a cumulative list of counties by moving county names per above. User can then use this list as an include filter to add to a metro or DMA or an exclude filter to subtract from it. NOTE Dev will advise if multiple include / exclude filters can be included in single search. Current plan is for a single filter for county and single include for city.

City Include Exclude - This dialog functions exactly like the county dialog. Again, this is a system for building an include/exclude list and is currently planned as a single city filter per advanced search.

Notation – For inexperienced users we need a notation that spells out the inclusion/exclusion rule. Final text is pending, but placeholder shown should be used until final.





## Save Search 1.7.3

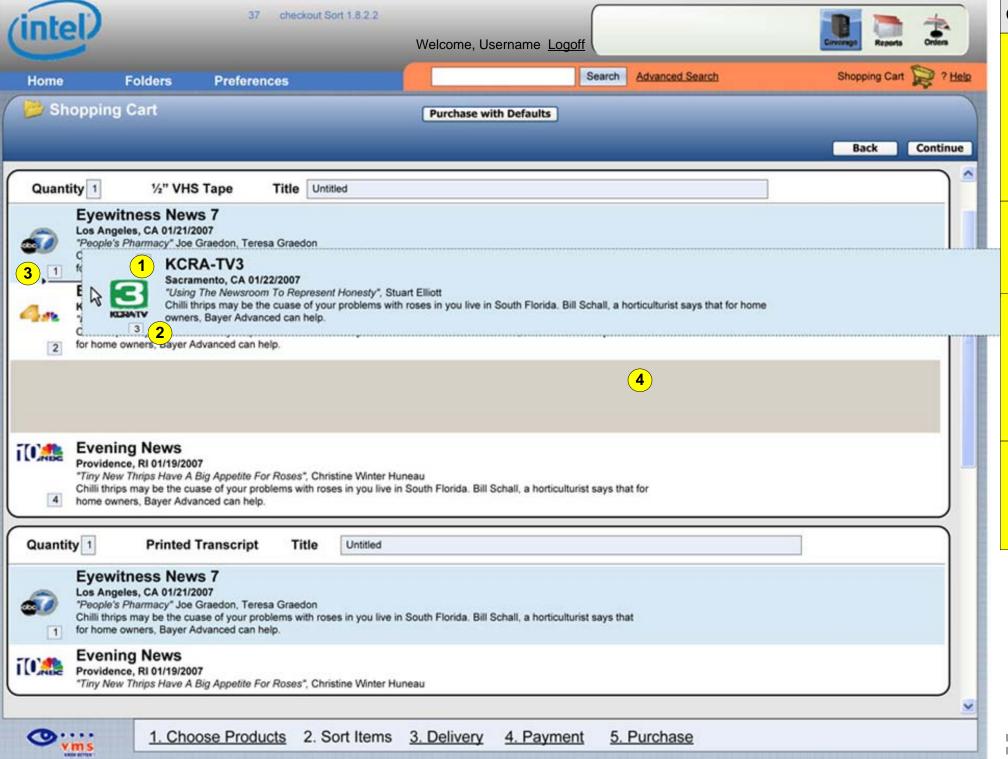
When user chooses to save search, the Saved Search dialog box appears. This allows user to save the search criteria as an icon under their user folders and then relaunch the search with a click. NOTE this does NOT save the current search results, it saves the criteria they input into the advanced search.

Note per previous VMS standard, the button to save the search will be "Create". Per new standard, the cancel button will be to the left of the action button and in plain text rather than bold.

Icon- a saved search is represented by an icon. In current case icon is a user folder with the addition of a magnifying glass. This icon may change pending creative review, but it will remain distinguishable from a user folder.

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Checkout: Sort 1.8.2.2

Draggable – in addition to the ordinal number sorting in the previous page, the items in a video queue can be sorted via dragging and dropping. The left side of the chip is draggable (akin to the main screen chips). The entire chip is moved as the user drags. If the user 'drops' (up mouse button) the chip and no Placement Marker is visible, the chip goes back to its original position.

Ordinal Numbers – The ordinal number of the chip is maintained until it is placed in a new location. At that point it is updated.

Placement Marker – As the user drags the chip over the line between two other chips, the placement marker is made visible – here a black arrow and black line (pending design). If user 'drops' (up mouse button) the chip when this is visible, the chip takes that place in the queue and the ordinal numbers are updated.

Empty Space – As the chip is being dragged around, an empty space is maintained for it. If the chip is dropped into a new location, the empty space goes away and the chips move up/down to cover it.

