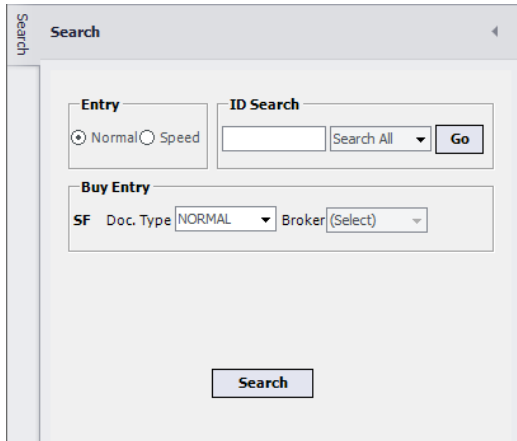


# Buy Sheet Quick Start Guide

With the goal of maximizing the amount of screen space available to the grid, as well as providing a path to adding features in the future, the Buy Sheet has been redesigned with a more modern interface.

## Search


When the new Buy Sheet is first opened, you'll see a panel on the left containing some familiar options.



These were formerly located at the top of the Buy Sheet. By placing them on a “pane,” we are now able to hide them when they aren't needed.

The search feature works the same as before—simply click the **Search** button to open the old Search screen.

After performing a search, the pane will automatically close, with the grid expanding to take up the available space.

At any time, the Search pane may be closed manually by clicking the  button, or opened again by clicking on the Search tab.

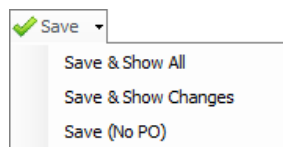
## Toolbar

The buttons at the bottom of the old Buy Sheet have been moved onto a toolbar at the top:

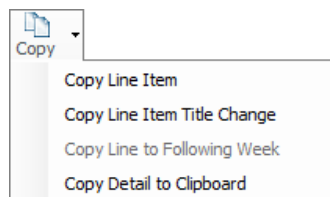


The buttons perform the same functions, with the exception of the **Save** button, which now consolidates the **Save & Show All**, **Save & Show Changes**, and **Save (No PO)** options into a single dropdown.

New buttons include **Copy** and a **Post Log** button for Long Form. The Copy button duplicates those functions from the right-click menu, while the Post Log button changes the E-Type of airings to *Post Log*.



Simply clicking the **Save** button, without using the dropdown, is equivalent to selecting **Save & Show All**.



Clicking the **Copy** button, without using the dropdown, is equivalent to selecting **Copy Line Item**.



An indicator has also been added which shows at a glance whether you are in edit mode.

## Order Detail

To the right of the grid is a tab labeled Order Detail. When clicked, this opens another pane which shows the airings associated with the row selected in the main grid, and can even show the airings for multiple selected buys at once. This feature is currently for informational purposes only—an easy way to quickly view the airings for a buy. To edit detail lines, you'll still need to right-click on a media order and select **Show Line Detail**.