

BUDGETING AND ASSIGNMENTS

Putting assets on a budget will keep you organized

» CREATE A STORY ASSIGNMENT

BLOX Total CMS allows users to create story and photo assignments to better organize workflow. Making a story or photo assignment puts the asset on the budget and creates the asset.

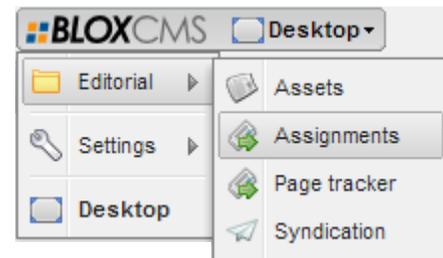


Tip

AN email with details of the assignment is sent to the assigned user when the assignment is created.

Step 1
Select the BLOX Total CMS menu, choose Editorial and select Assignments.

Step 2
Click the Create Assignment button.



Step 3
Fill in the Assignment Title. This will be the title of the asset and will serve as the Web headline.

Step 4
Choose whether the Assignment Type is an article or Media. Media would be anything other than a story.

Step 5
Fill in the slug of the story, using the naming convention

for your site.

Step 6
Enter a detailed description of the assignment. This should describe the story or photo so that people reading the description will adequately understand what the assignment is about. This will appear in the Notes area of the asset.

Step 7
Click Next.

Step 8
Select a Workflow and process from the drop-down menus.

Step 9
Assign a user to the asset.

Step 10
Select a Due Date for the assignment from the calendar.

Step 11
Click Next.

Step 12

Select the publication, publication date, edition, zone, section and page for the assignment. The publication is mandatory, but the rest are optional.

Step 13

Assign the depth of the asset if you are budgeting an article asset.

Step 14

Click Next.

Step 15

Select Set Sections.

the list and select Add Sections.

Step 16

Choose a section from

Step 17

Click Next.

Step 18

Fill in the Venue or Event Details if the information is pertinent. If the story is about a live event, you should fill in the information. If this is

a photo assignment, fill in the information to guide the photographer to the correction location.

Step 19

Click Next.

Step 20

If you would like to make a photo assignment with the article assignment, select the Include Photo Assignment check box. This will make the photo a child asset to the original story assignment.

Step 22

Assign a user for the photo assignment.

Step 23

Choose a Due Date for the photos from the calendar.

Step 24

Enter the number of photos needed.

Step 21

Select the workflow and process for the photo.

Step 25

Click Create Assignment.

» CREATE A PHOTO ASSIGNMENT

BLOX Total CMS allows users to create story and photo assignments to better organize workflow. Making a story or photo assignment puts the asset on the budget and creates the asset.



Tip

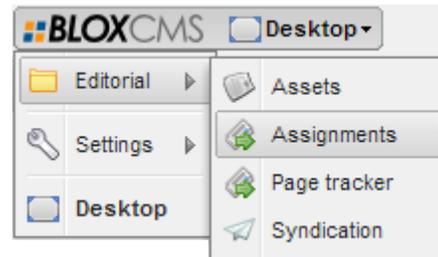
AN email with details of the assignment is sent to the assigned user when the assignment is created.

Step 1

Select the BLOX Total CMS menu, choose Editorial and select Assignments.

Step 2

Click the Create Assignment button.



Step 3

Fill in the Assignment Title. This will be the title of the asset and will serve as the Web headline.

Step 4

Choose whether the Assignment Type is an article or Media. Media would be anything other than a story.

Step 5

Fill in the slug of the story, using the naming

convention for your site.

Step 6

Enter a detailed description of the assignment. This should describe the story or photo so that people reading the description will adequately understand what the assignment is about. This will appear in the Notes area of the asset.

Step 7

Click Next.

Step 8

Select a Workflow and process from the drop-down menus.

Step 9

Assign a user to the asset.

Step 10

Select a Due Date for

the assignment from the calendar.

Step 11

Enter the number of photos needed.

Step 12

Click Next.

Step 13

Select the publication, publication date, edition, zone, section and page for the assignment. The publication is mandatory, but the rest are optional.

Step 14

For a photo assignment, you would leave the assigned depth blank.

Step 15

Click Next.

Step 16

Fill in the Venue or Event Details if the information is pertinent. If the story is about a live event, you should fill in the information. If this is

a photo assignment, fill in the information to guide the photographer to the correction location.

Step 17

Click Next.

Step 18

Select Set Sections.

the list and select Add Sections.

Step 19

Choose a section from

Step 20

Click Create Assignment.

» EDITING AN ASSET

Once you create an assignment, you may need to move it to a different publication or date. You can edit an assignment two different ways.

Option 1 (Preferred)

Step 1

Fill in the search criteria for the assignment using the Search Terms options on the left.

Step 2

Click Search.

Step 3

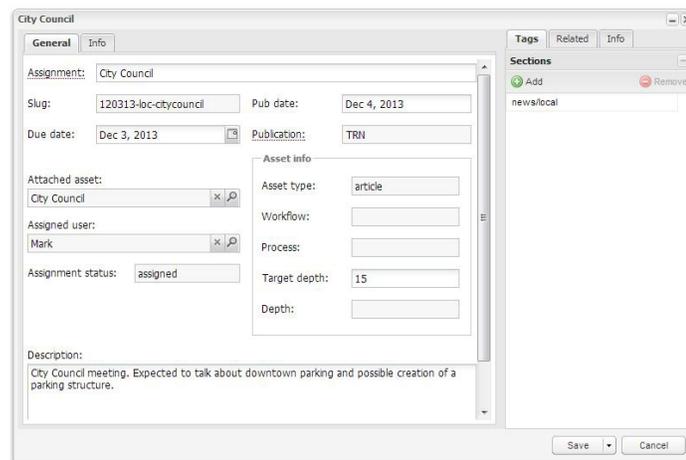
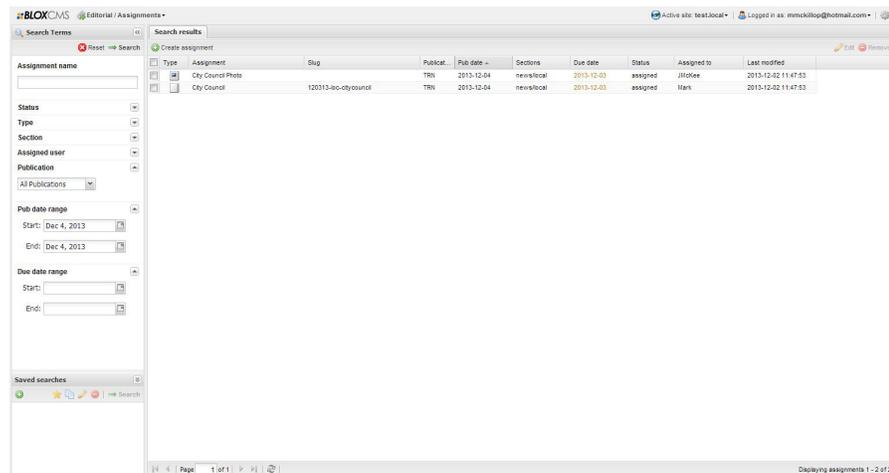
Double-click the assignment when it appears in the Search Results window.

Step 4

Change any of the assignment details as necessary.

Step 5

Click Save.



» EDITING AN ASSET

Option 2

Step 1

Open an asset.

Step 2

Select the Publication panel in the Print tab.

Step 3

Click Add.

Step 4

Select the desired publication.

Step 5

OPTIONAL: Add a date.

Step 6

OPTIONAL: Add a Zone.

Step 7

OPTIONAL: Add an Edition.

Step 8

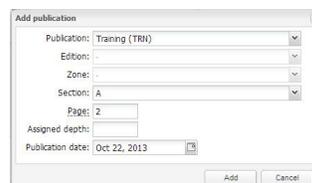
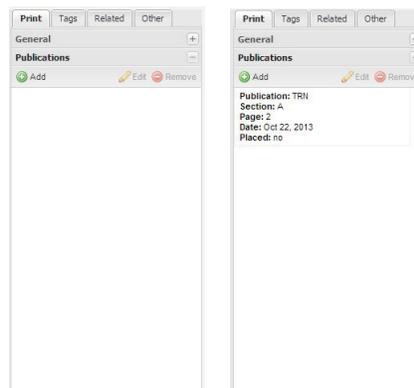
OPTIONAL: Select the desired section.

Step 9

OPTIONAL: Enter a page number.

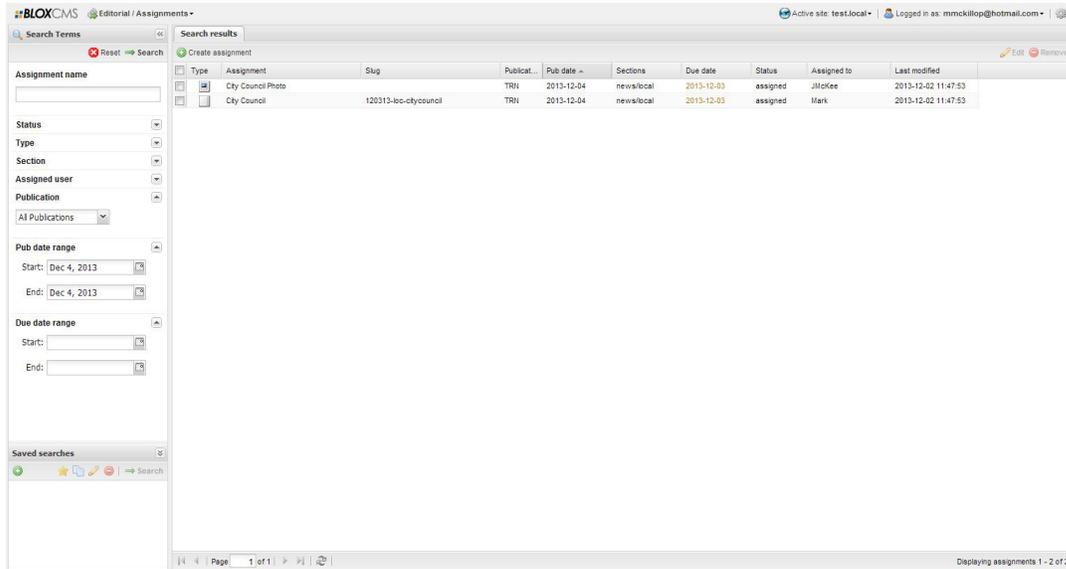
Step 10

Click Add.



» SEARCHING FOR BUDGETED ASSETS

You can search for budgeted items using many search criteria, including the assignment name, the due date of the assignment or the publication or publication date.



SEARCH CRITERIA

ASSIGNMENT NAME: A search for a budgeted asset based on an assignment name or the asset's title.

STATUS: A search for an asset based on whether the asset's status is Unassigned, Assigned, In Process, Print Ready or Placed.

TYPE: A search for an asset based on whether it is an article or Media.

SECTION: A search based on the sites various section tags.

ASSIGNED USER: A search based on the assigned user or the author of the asset.

PUBLICATION: A search based

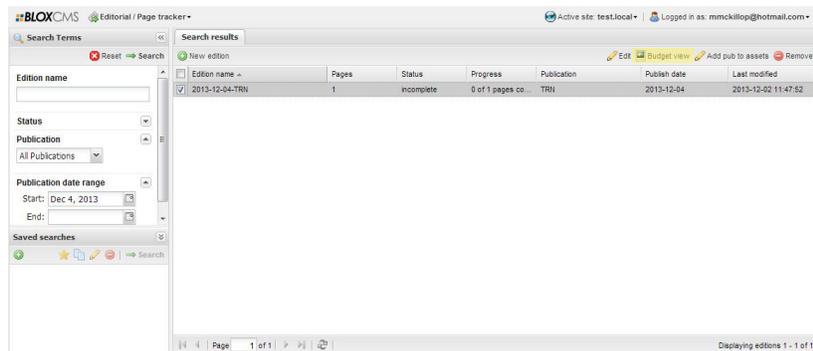
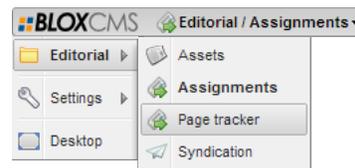
on the publication for which the asset is budgeted.

PUB DATE RANGE: A search based on the date of the publication for which the asset is budgeted.

DUE DATE RANGE: A search based on the due date of the budgeted asset.

» VIEWING AND PRINTING A BUDGET

Viewing and Printing a budget is often necessary for budget meetings, and it can be done through the Page Tracker function.



Step 1

Click the BLOX menu, select Editorial and choose Page Tracker.

Step 2

Fill in the search criteria for the publication for which the assets are budgeted.

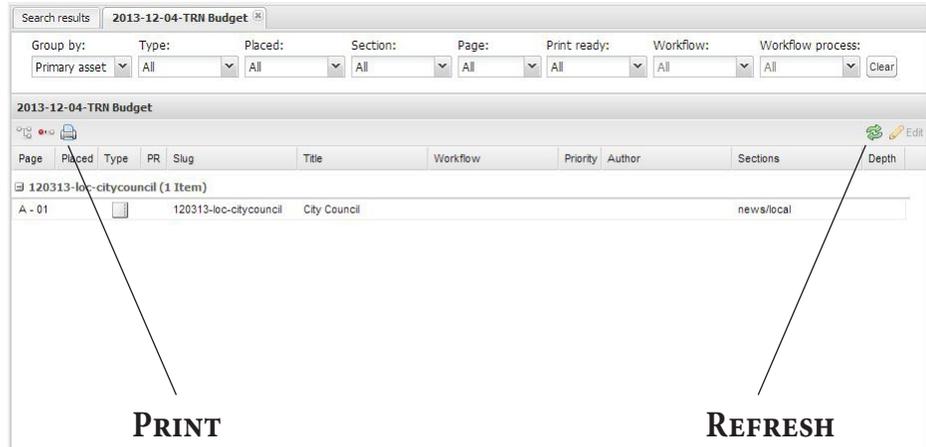
Step 3

Click Search.

Step 4

Click Budget View.

The budget view can be customized. Assets can be grouped based on the assets' type, section, workflow, workflow process, whether it has been placed, whether it is print ready and for what page the assets are budgeted. Select your criteria from the drop-down menus as the top of the budget view tab.



SELECT the Print icon to print the budget. Selecting the icon will open a printable budget view in another Web browser tab.



Tip

SELECTING the refresh icon will refresh the budget search and show you an updated budget with changes that may have been made since your last search.