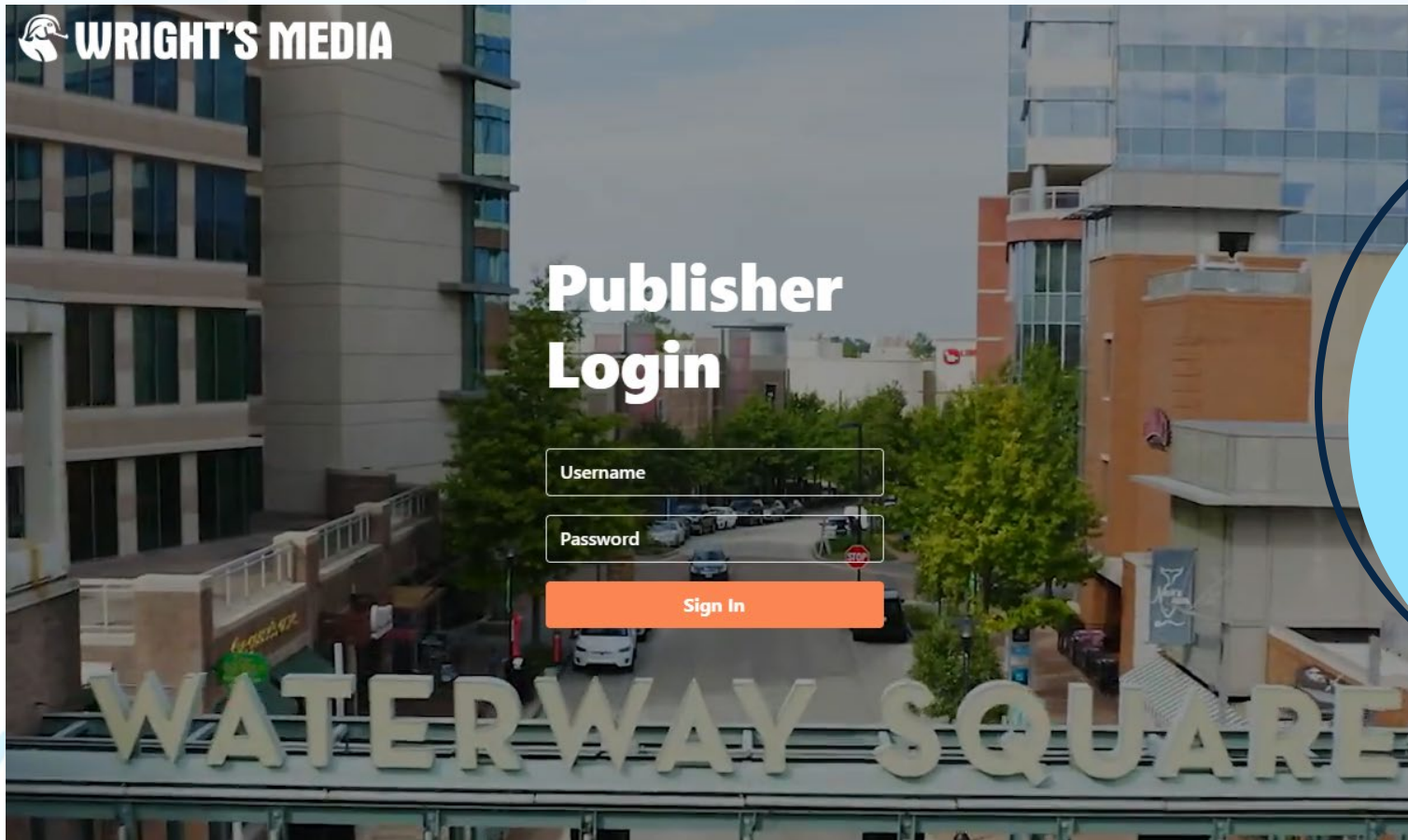# Publisher Portal Guide
WRIGHT'S MEDIA

September 2024

Let's Get Started

This document will help you get to know the Wright's Media Publisher Portal.

Login Screen

In your web browser, **click** on this URL: https://wrightsmediapubportal.com/ which will take you to the login screen below.
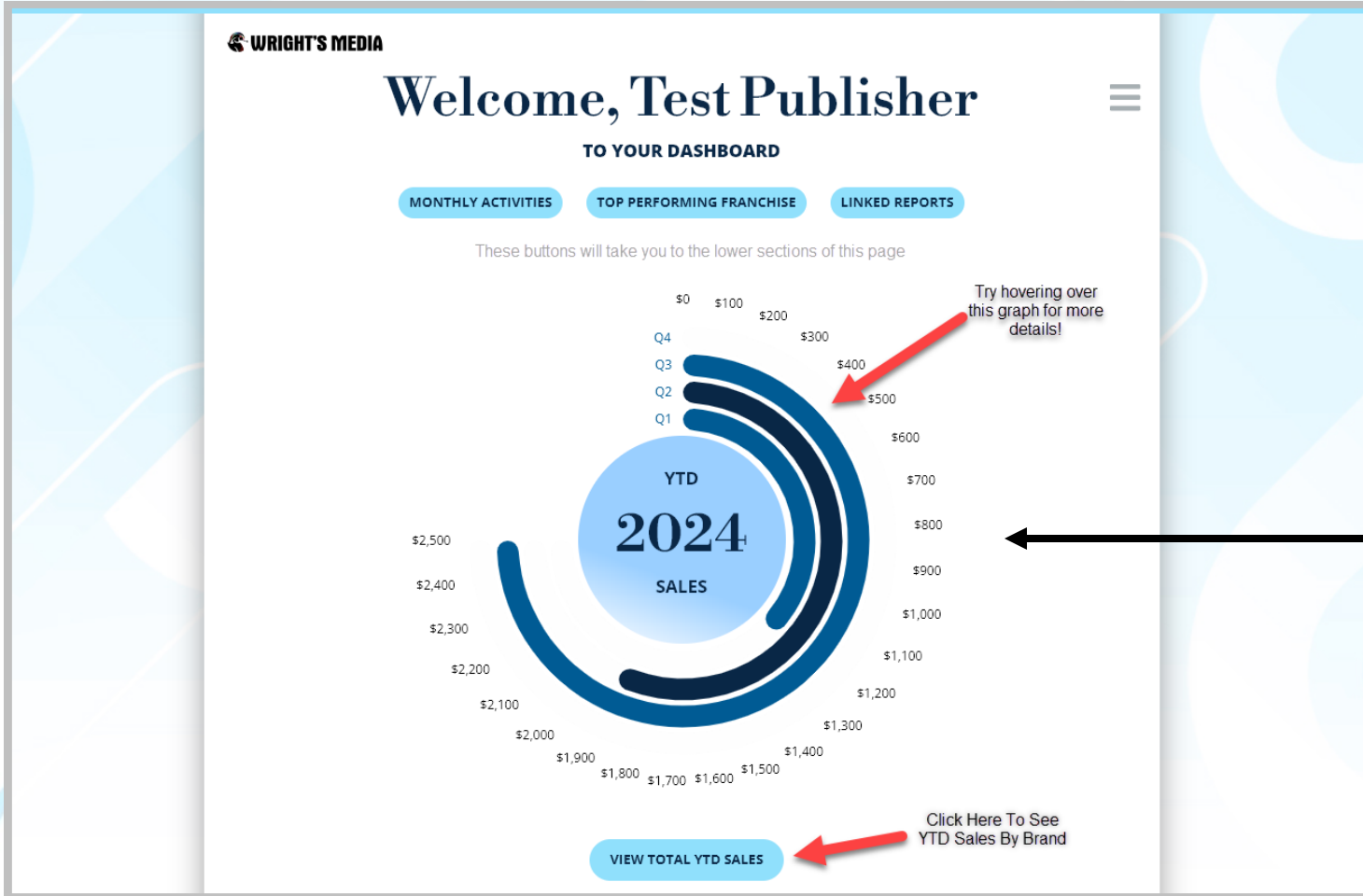

Reminder!
Let us know if you experience any issues logging in.

Welcome Screen

1 of 3 Main Portal Pages

Welcome Screen

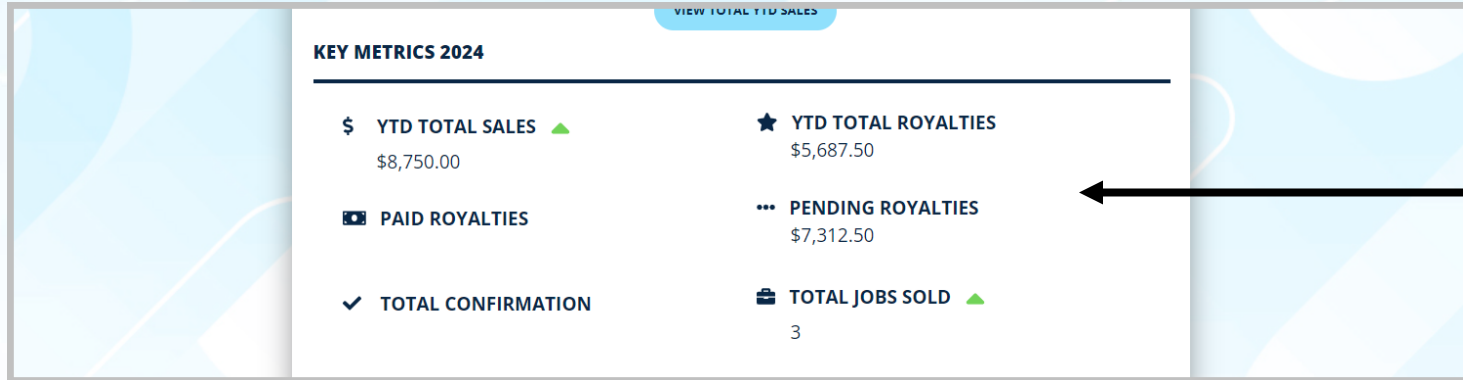After using your credentials to log in you will land on the main Welcome Screen:

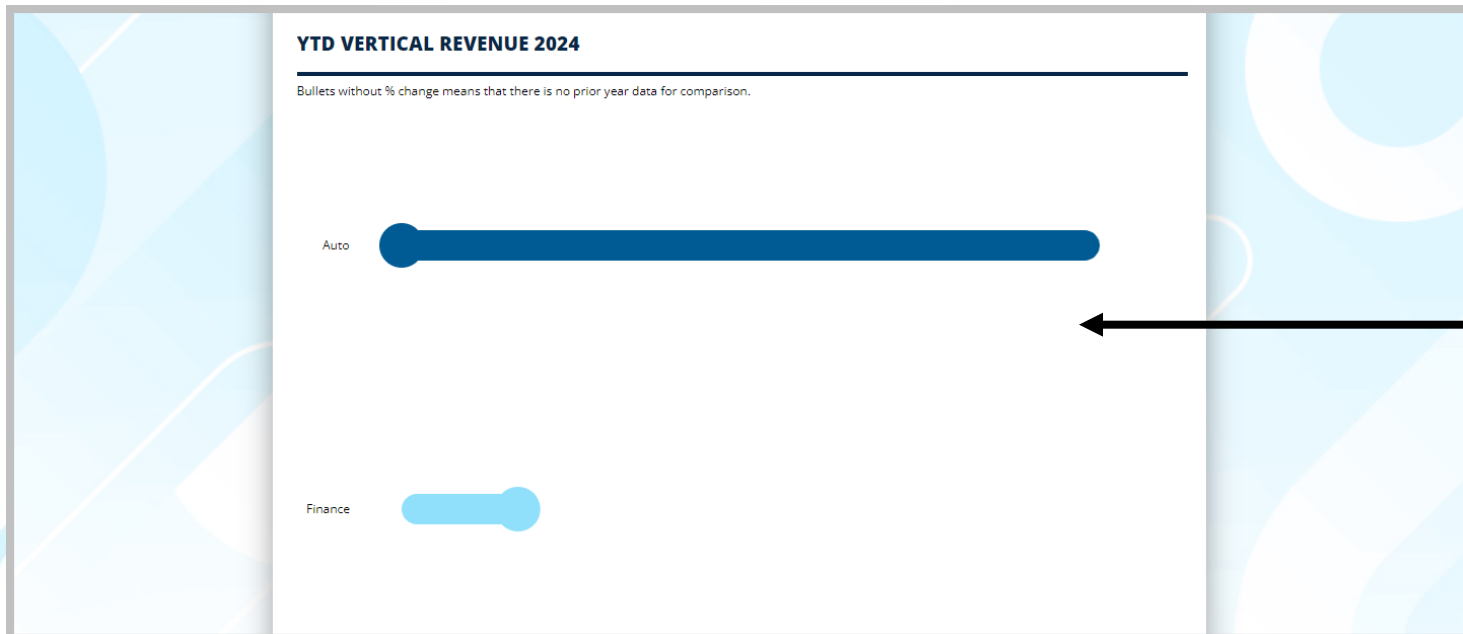The chart on the Welcome Screen will display your YTD sales broken out by quarter.

The blue buttons above the chart will take you to your monthly activities, top-performing franchises, or linked reports.

The blue button below the chart takes you to the YTD sales broken down by Brands.

Welcome Screen

KEY METRICS 2024

$ YTD TOTAL SALES ▲
$8,750.00

★ YTD TOTAL ROYALTIES
$5,687.50

PAID ROYALTIES

••• PENDING ROYALTIES
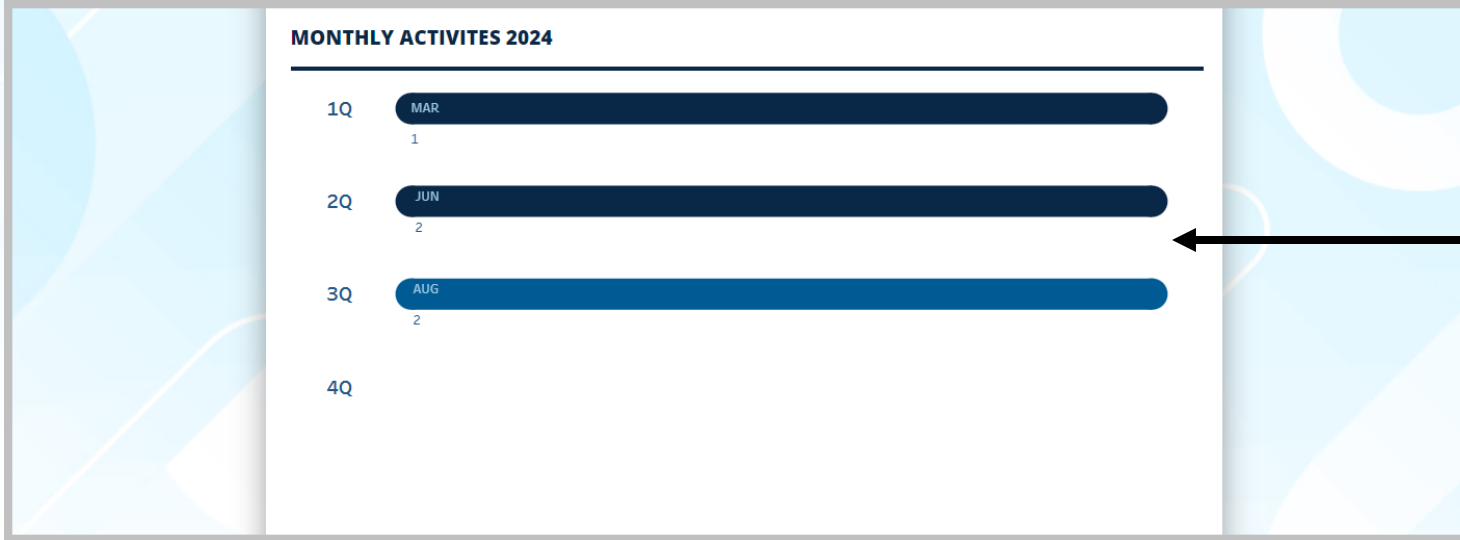$7,312.50

✓ TOTAL CONFIRMATION

💼 TOTAL JOBS SOLD ▲
3

As you make your way down the Welcome Screen you will find the Key Metrics section where we highlight some of the most important numbers of the year so far.

YTD VERTICAL REVENUE 2024

Bullets without % change means that there is no prior year data for comparison.

Auto

Finance

Below that you will find a list of the top verticals used to categorize your sales.

Welcome Screen

Then you will see the activities by quarter highlighting the sales outreach our team has made by month and quarter.

Next, we shine a spotlight on the three Top Performing Franchises for your brands.

We'll come back to the button!

Welcome Screen

We'll come back to the Reports Screen later!

And lastly on the Welcome Screen, we present you with reports to view your data in various ways.

Let's continue by digging into the franchise data available in the portal.

Click the blue button from the Top Performing Franchises section to take you to the Franchise Insights Screen.

Franchise Insights Screen
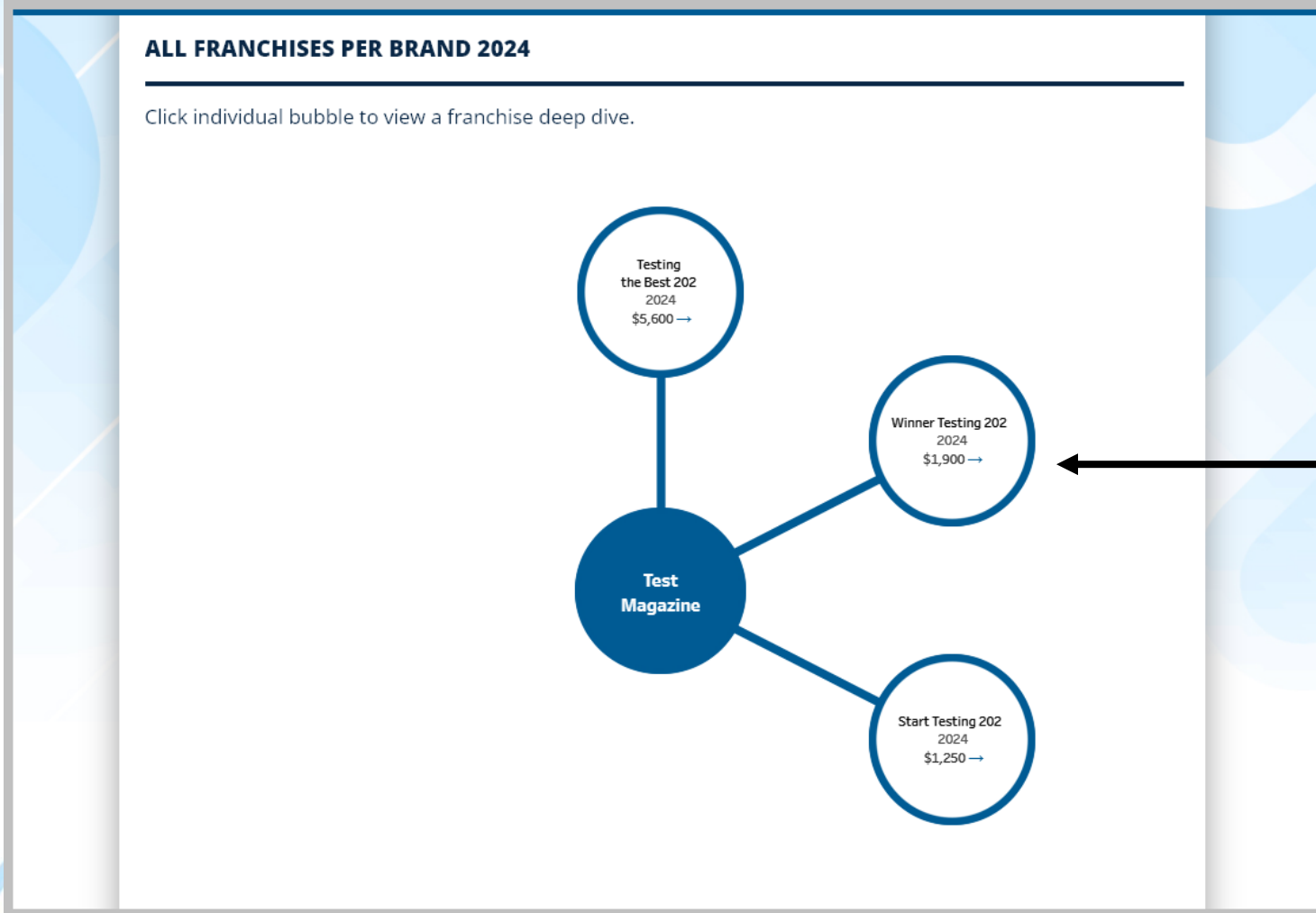
2 of 3 Main Portal Pages

Franchise Insights Screen

This screen appears after clicking the button on the Welcome Screen.

This screen showcases data broken down by both the Top Performing Franchise and Top Performing Brands at the top of the page.

Franchise Insights Screen

ALL FRANCHISES PER BRAND 2024

Click individual bubble to view a franchise deep dive.

Testing
the Best 202
2024
$5,600 →

Winner Testing 202
2024
$1,900 →

Test
Magazine

Start Testing 202
2024
$1,250 →

As you scroll down, you'll see the Top 6 Franchises across all your brands giving you a visual aid of their progress this year.

If you **click** one of the franchise circles, you'll be taken to the details of that franchise in a new window.

Franchise Deep Dive Screen

3 of 3 Main Portal Pages

Franchise Deep Dive Screen

This screen appears after clicking a circle on the Franchise Insights Screen.

The Franchise Deep Dive Screen displays the logo, start date, embargo dates, total sales and various other key metrics for the franchise.

Tip

Since this franchise opened in another browser tab you can always close the tab and return to the previous tab to see all franchise data again and choose a new franchise to inspect.

Navigation

Hamburger Icon, Data Grids, and Reports

Navigation: Data Grids

The data grids at the bottom of the pages act as a summary of the data you're looking at and allow you to adjust the filters as well as download the data for your records.

Navigation: Reports

To get to the Reports, use the "Back" or "Home" buttons at the top of the inner screens. Once you're back on the main Welcome Screen, you'll find the Reports at the bottom of the screen.
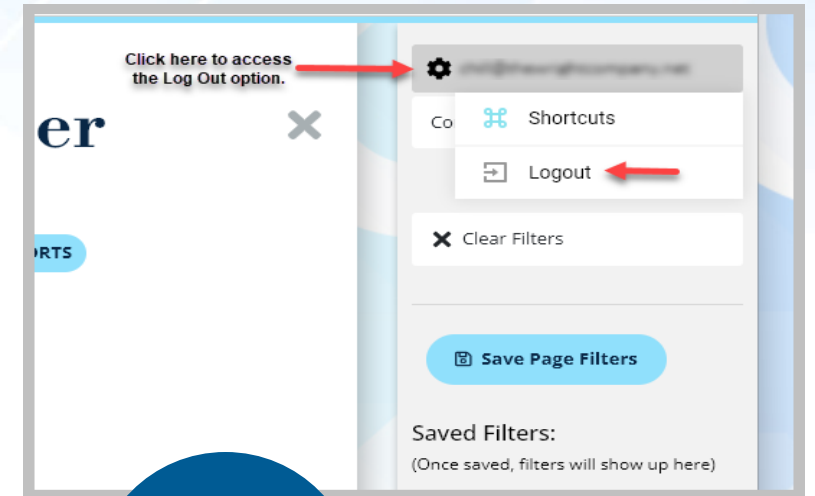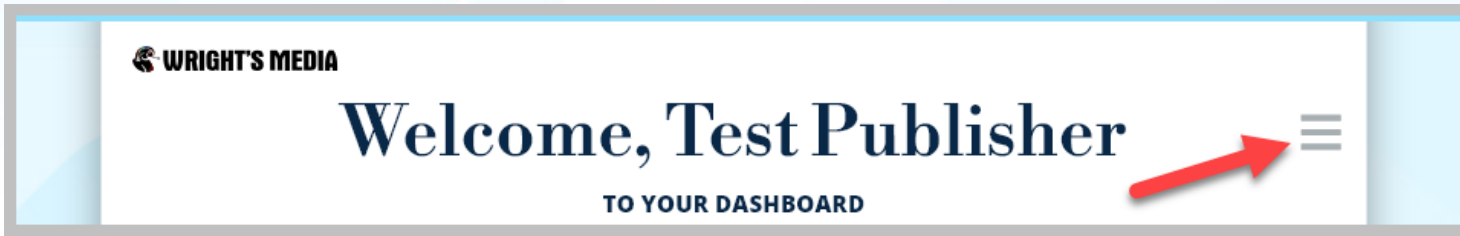

LINKED REPORTS 2024

VIEW TOTAL SALES REPORT

VIEW TOTAL ROYALTIES PAID REPORT

VIEW ROYALTIES PAID LAST MONTH REPORT

VIEW ROYALTY PENDING REPORT

VIEW OPPORTUNITY REPORT

Click on a Report's Icon to Open It!

Tip

Use the "Linked Reports" button at the top of the dashboard to be taken to the Report icons quickly.

WRIGHT'S MEDIA

Welcome, Test Publisher
TO YOUR DASHBOARD

MONTHLY ACTIVITIES   TOP PERFORMING FRANCHISE   LINKED REPORTS

These buttons will take you to the lower sections of this page

Navigation: Reports

The Reports Screen will offer you various filtering capabilities to adjust the data.

Remember! Hit the APPLY button to push the filter to the grid.

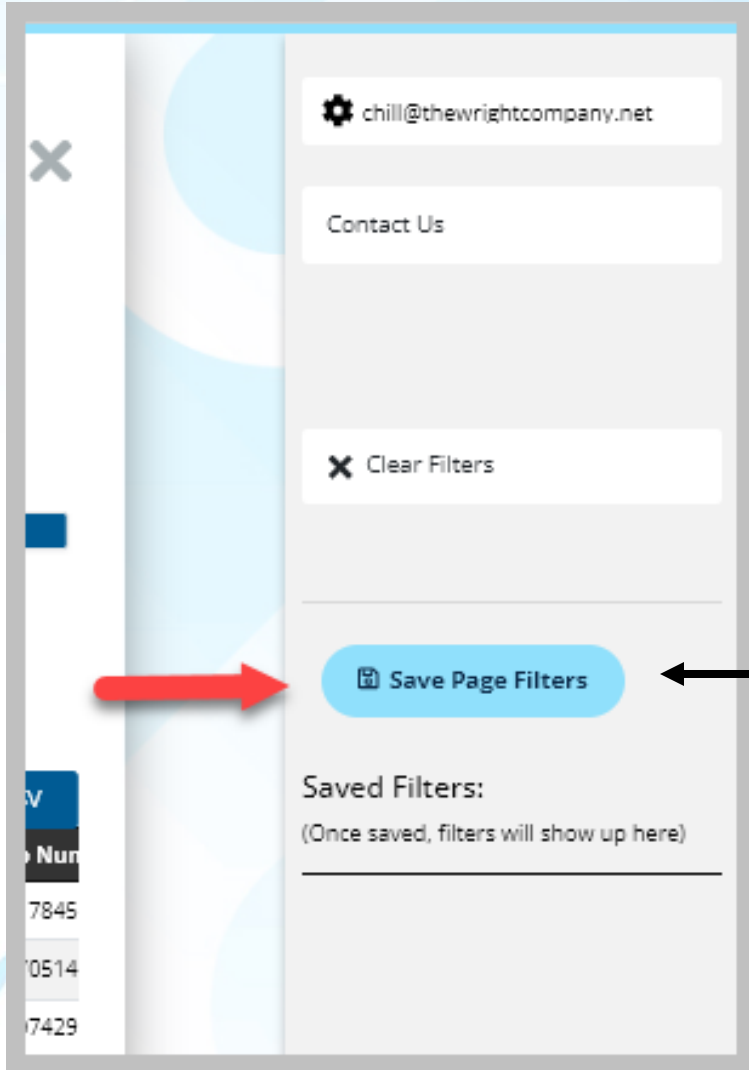**After applying a filter, you can save that filter for later use.**

Navigation: Hamburger Icon

The hamburger icon is in the top right of each screen. That icon, once clicked, is where you will go to log out, clear all filters applied to date, and to save filters (which will be covered in more detail in the upcoming reports slides).
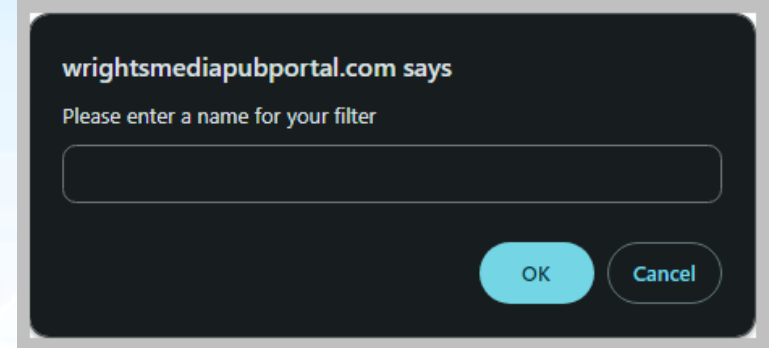

Let us know about any navigation issues!

Navigation: Reports – Saving Filters

Step 1:
To save a current filter, use the hamburger icon at the top right. Then click the "Save Page Filter" button in the menu window.

Step 2:
Name your filter, *click* OK.

chill@thewrightcompany.net

Contact Us

✕ Clear Filters

🖫 Save Page Filters

Saved Filters:
(Once saved, filters will show up here)

7845
0514
7429

wrightsmediapubportal.com says
Please enter a name for your filter

OK   Cancel

Navigation: Reports – Saving Filters

In this example, the filter is set to show only sales that are linked to the Vertical of "Auto" on the Pending Royalties report. The filter would be named with with the report's name and the details of the filter, like "Pending Royalties – Vertical Auto."

That's it for the portal guide!

If you have any questions, please email your Client Success Manager or the team here and they will be happy to help.

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