

Publisher Portal Guide

WRIGHT'S MEDIA

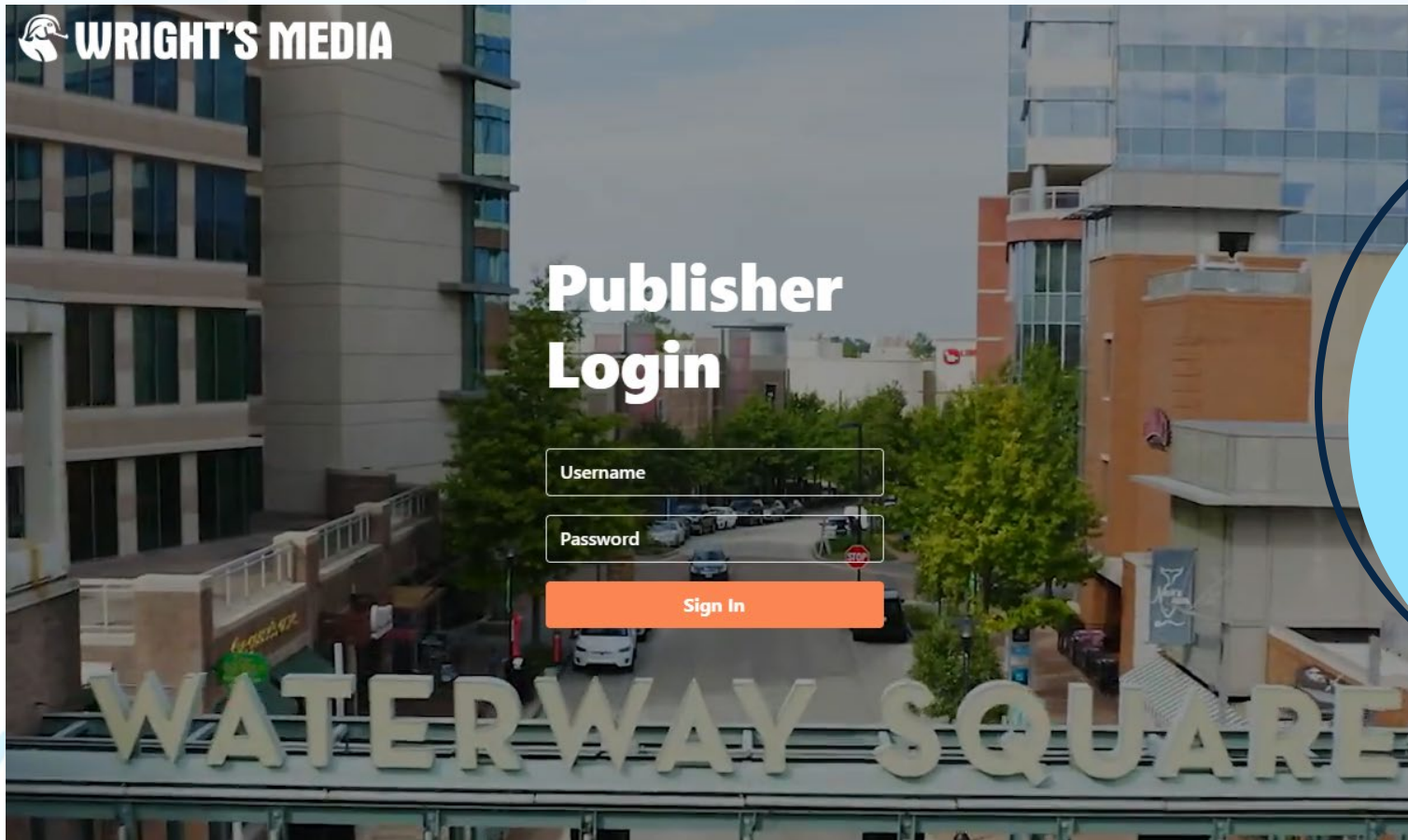
September 2024

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.



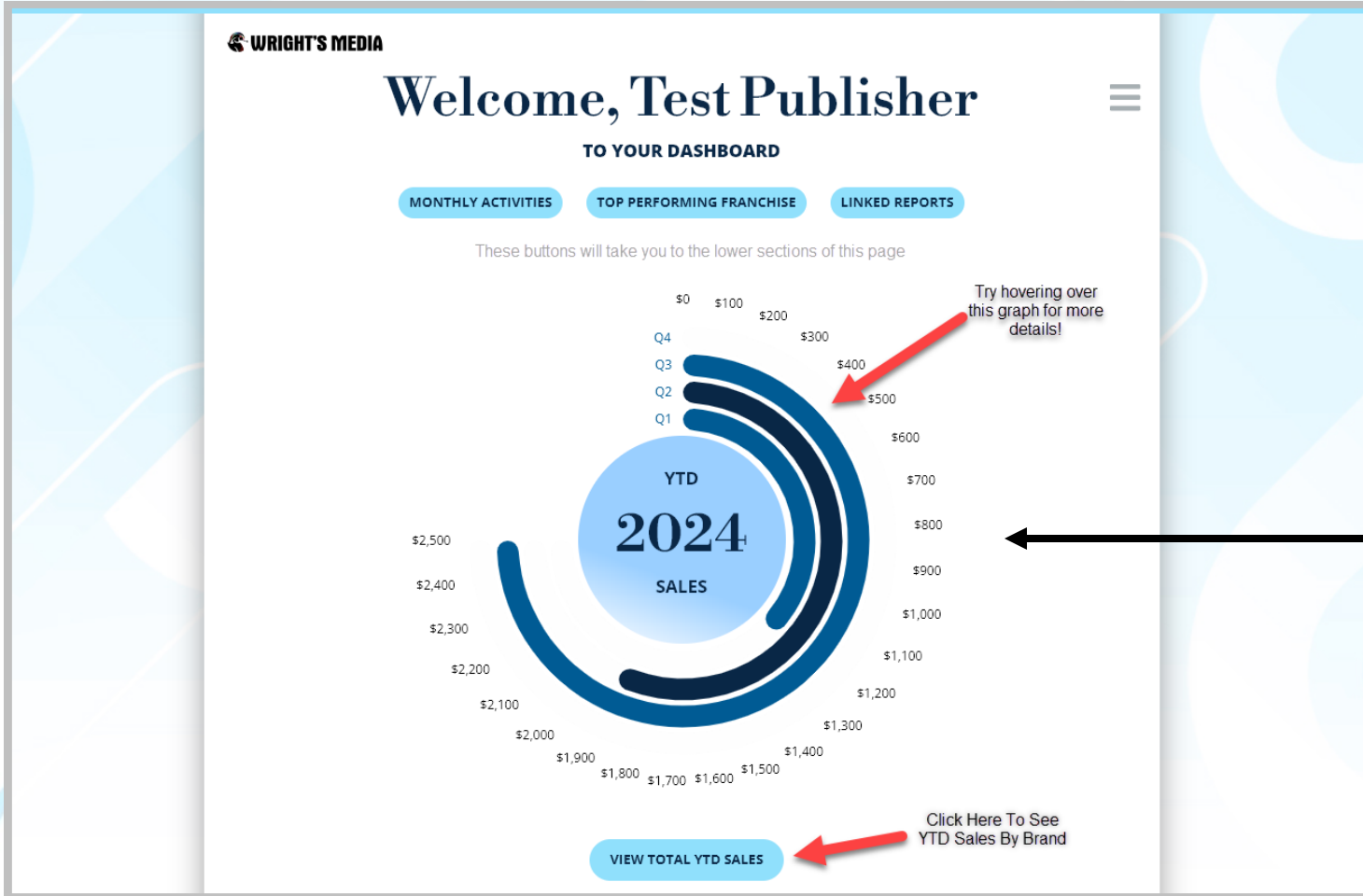
Reminder!
Let us know if
you experience
any issues
logging in.

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:

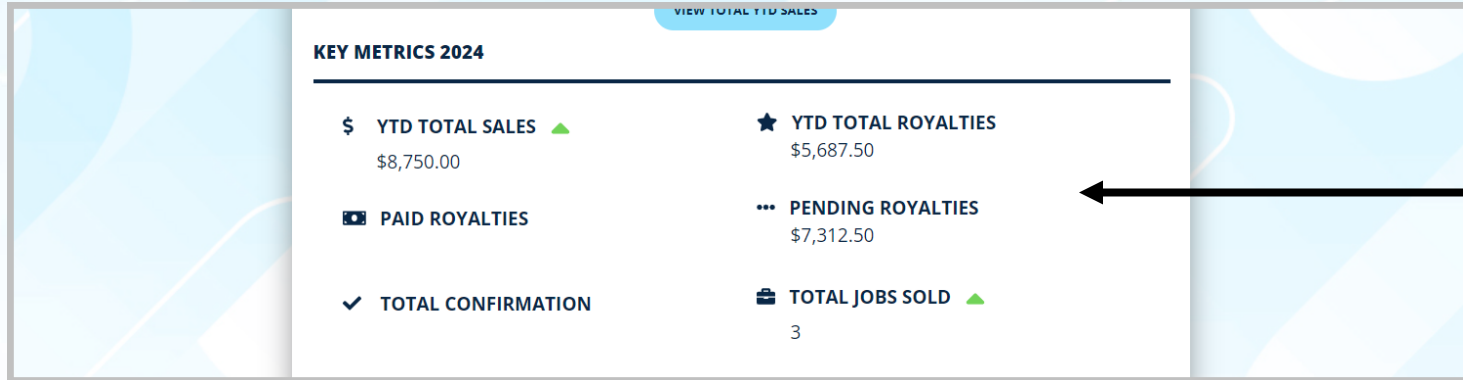


The chart on the Welcome Screen will display your YTD sales broken out by quarter.

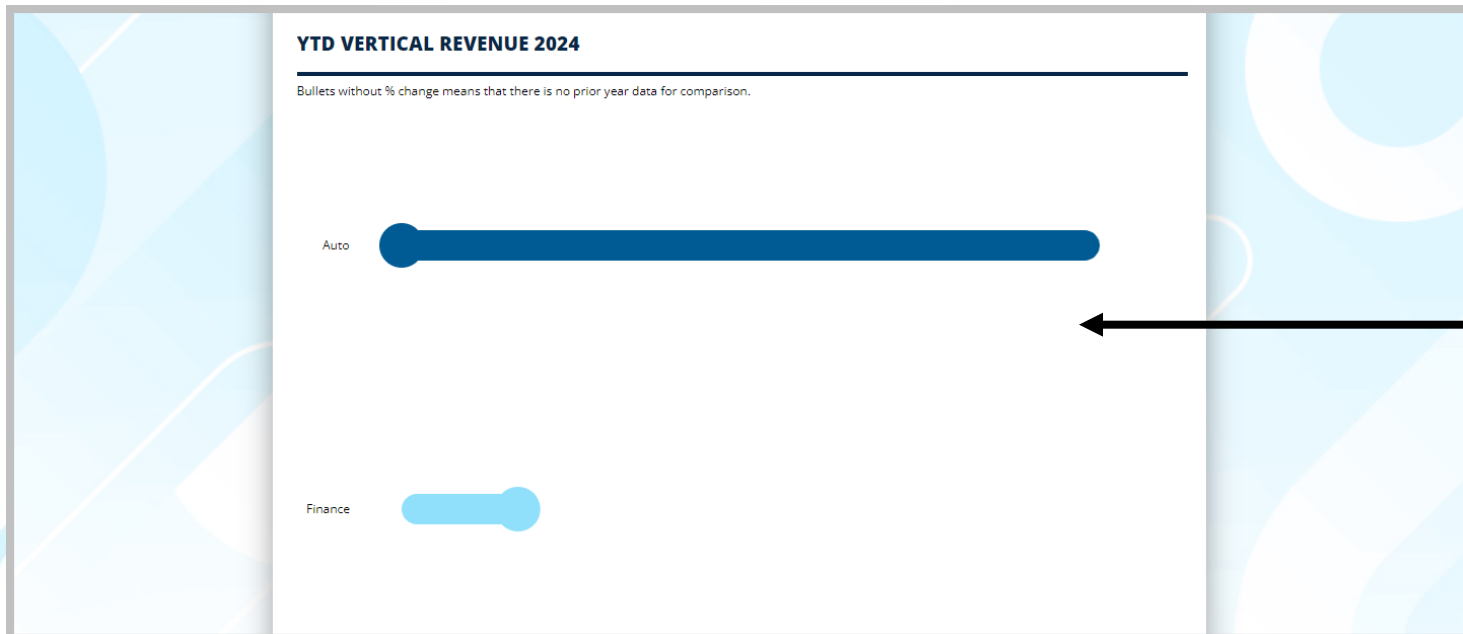
The blue buttons above the chart will take you to your monthly activities, top-performing franchises, or linked reports.

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

Welcome Screen

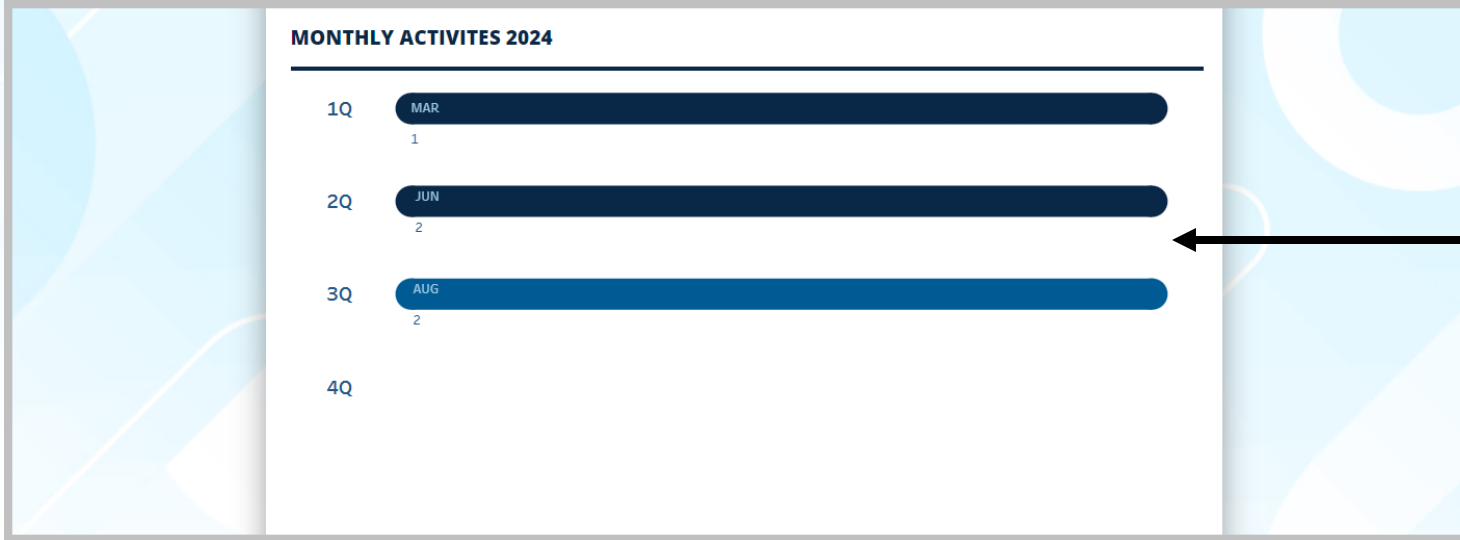


As you make your way down the Welcome Screen you will find the Key Metrics section where we highlight some of the most important numbers of the year so far.



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.

TOP PERFORMING FRANCHISES 2024

BEST AWARD

WINNER
CHOOSE YOUR AWARD BRANCH

STARS
slogan here

[VIEW ALL FRANCHISES](#)

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!

LINKED REPORTS 2024

The 'LINKED REPORTS 2024' section contains five report icons, each in a document shape with a specific icon and text: a dollar sign for 'VIEW TOTAL SALES REPORT', a star for 'VIEW TOTAL ROYALTIES PAID REPORT', a calendar for 'VIEW ROYALTIES PAID LAST MONTH REPORT', three dots for 'VIEW ROYALTY PENDING REPORT', and a lightbulb for 'VIEW OPPORTUNITY REPORT'. A black arrow points from the 'VIEW OPPORTUNITY REPORT' icon to the right.

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

TOP PERFORMING FRANCHISES 2024

The 'TOP PERFORMING FRANCHISES 2024' section features three award logos: 'BEST AWARD' with a yellow figure, 'WINNER' with a trophy, and 'STARS' with a star and the text 'slogan here'. Below these is a blue button labeled 'VIEW ALL FRANCHISES' with a red arrow pointing to it from the right.

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

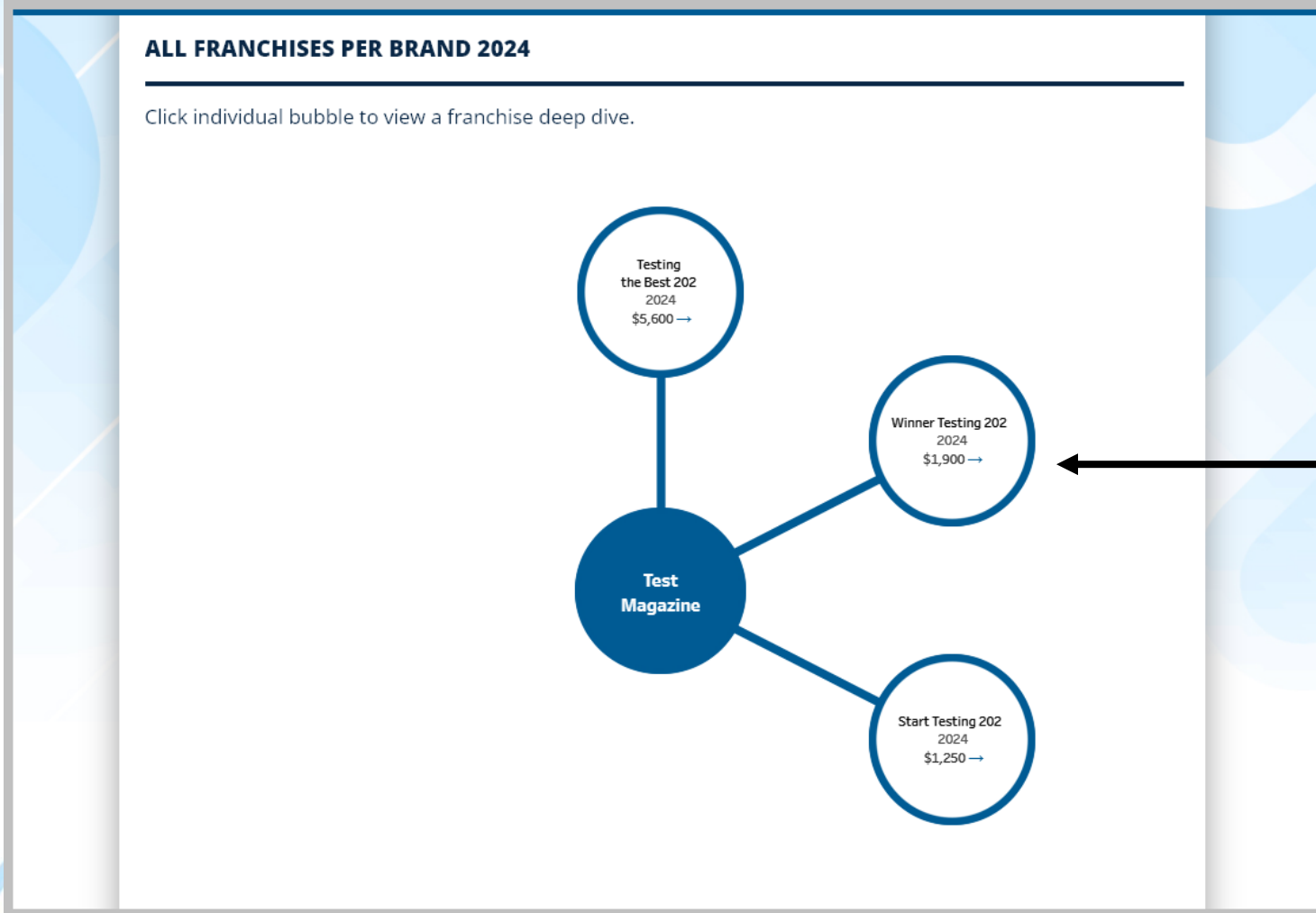
Franchise Insights Screen

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



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.

| Franchise | CY Revenue | PY Revenue | Revenue % Change | CY Opps | PY Opps | Opps % Change |
|----------------------|------------|------------|------------------|---------|---------|---------------|
| Start Testing 202 | 1250 | null | null | 1 | null | null |
| Testing the Best 202 | 5600 | null | null | 1 | null | null |
| Winner Testing 202 | 1900 | null | null | 1 | null | null |

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



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.

WRIGHT'S MEDIA

Test Publisher

ALL PENDING ROYALTIES

< Back

Close Date: All Time Mag Type Lead Source Vertical Filter Options

Clear Apply

\$7,313
All Pending Royalties

Download CSV

| publisher | Close Date | Date Shipped | Paid to WM | Royalty (Estimated) | Magazine Name | Job Num |
|----------------|------------|--------------|------------|---------------------|---------------|---------|
| Test Publisher | 08/13/2024 | null | null | \$3,640.00 | Test Magazine | 2517845 |
| Test Publisher | 08/25/2023 | null | null | \$1,625.00 | Test Magazine | 2170514 |
| Test Publisher | 04/04/2024 | null | null | \$812.50 | Test Magazine | 2807429 |
| Test Publisher | 04/04/2024 | null | null | \$422.50 | Test Magazine | 2807429 |
| Test Publisher | 02/14/2024 | null | null | \$812.50 | Test Magazine | 2413001 |

LINKED REPORTS 2024

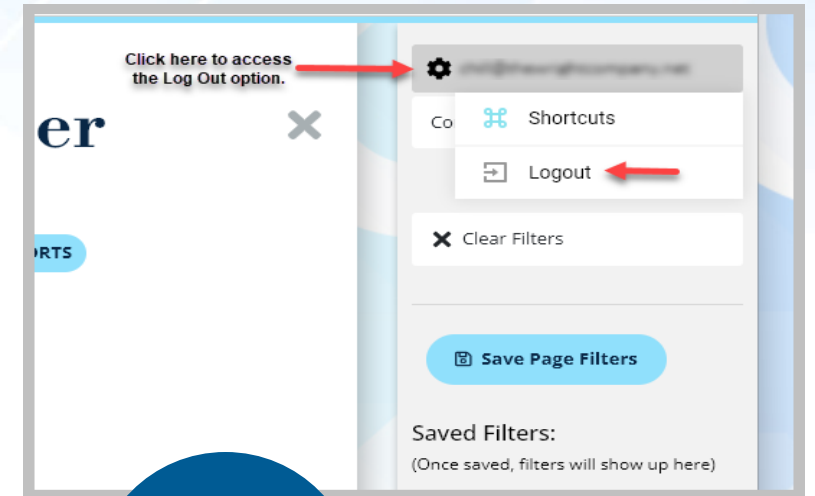
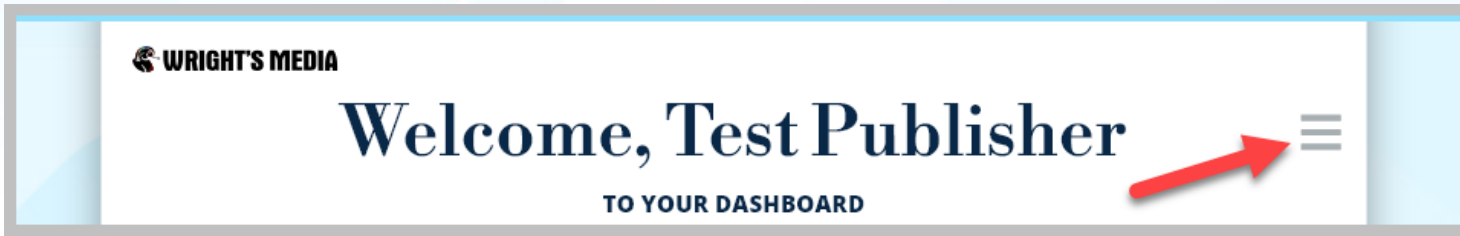
- VIEW TOTAL SALES REPORT
- VIEW TOTAL ROYALTIES PAID
- VIEW ROYALTIES PAID LAST MONTH REPORT
- VIEW ROYALTY PENDING REPORT
- VIEW OPPORTUNITY REPORT

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

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

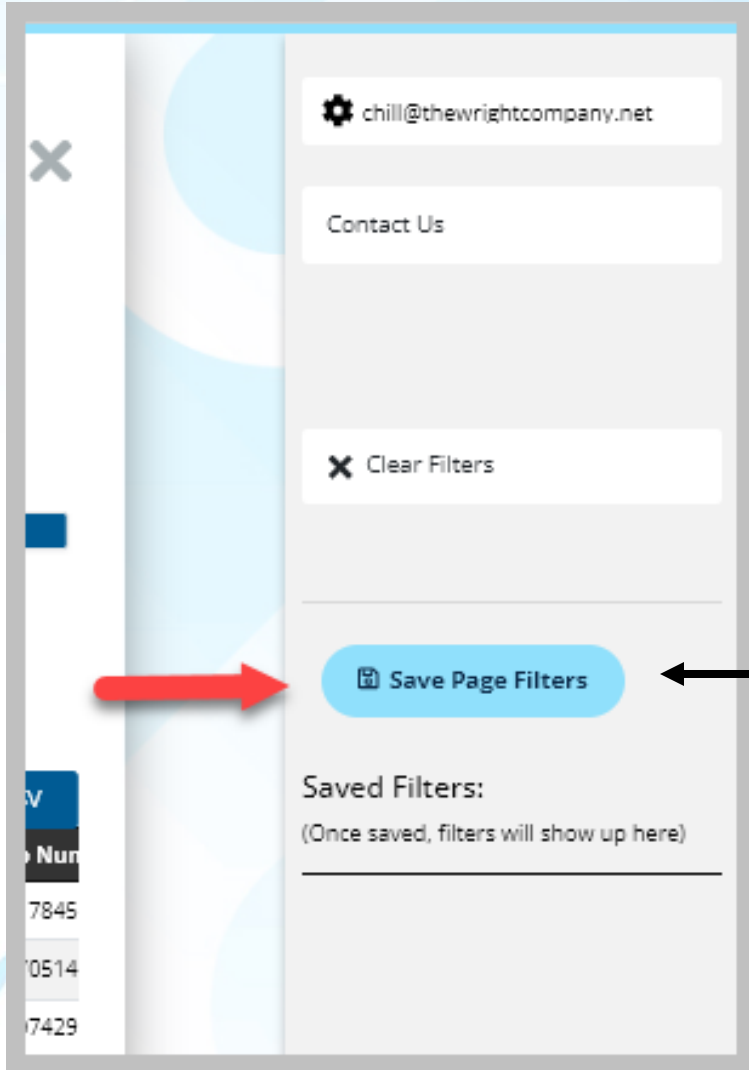
Navigation: Hamburger Icon

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).



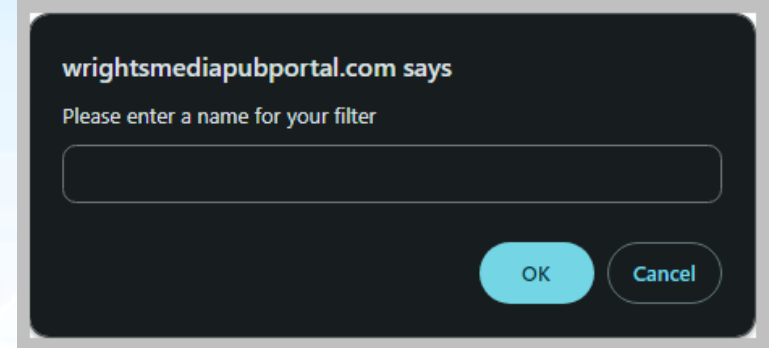
Let us know about any navigation issues!

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.

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 the report's name and the details of the filter, like "Pending Royalties – Vertical Auto."

The screenshot shows the 'Test Publisher' report interface. At the top, it displays 'WRIGHT'S MEDIA' and the report title 'Test Publisher'. Below the title, it says 'ALL PENDING ROYALTIES'. There are filter dropdowns for 'Close Date: All Time', 'Mag Type 0', 'Lead Source 0', and 'Vertical 1'. A 'Clear' button is on the left and an 'Apply' button is on the right. Below the filters, a summary box shows '\$4,875' for 'All Pending Royalties'. A table below shows 3 rows of data. A red arrow points from the 'Magazine Name' column to the 'Saved Filters' sidebar on the right. The sidebar shows a 'Save Page Filters' button and a list of saved filters, including 'Pending Royalties - Vertical Auto'.

| publisher | Close Date | Date Shipped | Paid to WM | Royalty (Estimated) | Magazine Name | Job Num |
|----------------|------------|--------------|------------|---------------------|---------------|---------|
| Test Publisher | 08/13/2024 | null | null | \$3,640.00 | Test Magazine | |
| Test Publisher | 04/04/2024 | null | null | \$812.50 | Test Magazine | 2507429 |
| Test Publisher | 04/04/2024 | null | null | \$422.50 | Test Magazine | 2507429 |

Remember!
This filter will
always bring
you back to this
report & apply
this filter.

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.

WRIGHT'S MEDIA