

# Paramount Pictures

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*The*  
***INTERNATIONAL TELEVISION SALES SYSTEM***  
***USER MANUAL***



February, 1997

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# ***Paramount Distribution System's*** ***INTERNATIONAL TELEVISION SALES SYSTEM***

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# ***Paramount Distribution System's*** ***INTERNATIONAL TELEVISION SALES SYSTEM***

## **Introduction to PDS ITSS**

Welcome to Paramount Distribution System's "International Television Sales System", better known as PDS ITSS, or just ITSS.

This new ITSS application replaces the original ITSS application.

The current ITSS application has served you well, it's true. But, it is now time to improve on its strong points and add new functionality that will enable the processing of deals to run more smoothly. In addition, the new ITSS is more flexible and functional. You will find that most of the information that you require is accessible when you need it and in the format that you need it in. In fact, you can now output information to the screen, the printer, or to an **Excel** spreadsheet where you can customize the format to suit your particular client.

This will not only make your job easier, but your clients will be quite pleased with how quickly and easily you provide information to them. Because, now you can provide your client all of the facts needed to make the right choice. This spells more sales of more products, and a very healthy future for Paramount's Television Sales Group.

## **The Manual**

This manual is designed with your convenience in mind. It takes you step by step through the new ITSS in a logical manner. However, feel free to skip to any particular section if the occasion calls for it. Each section is complete enough that you will have the instruction needed to complete any function successfully. However, we suggest that you review the entire manual as soon as time permits (especially, "Deals", "Avails", "Sales" and "Reports"). But, remember, it's a large manual, so have a cup of coffee (or tea) with you.

## **The Appendix**

An extensive appendix is included with the manual. The appendix contains important information such as "Important Telephone Numbers" and a "Disaster Recovery Plan". These two sections are crucial as they give you information on who to reach for assistance with the application, and what to do in case of a system failure. You'll also find a Glossary, Organization Charts, Territory/Salesperson Mapping, and an Index.

## **The Classes**

We realize that this manual represents a lot of new information. Plus, we're well aware of your busy schedule. So, we have arranged to hold classes to orientate you to the new application. These classes will be held just prior to the implementation of the New ITSS. We highly encourage you to attend these sessions. They will facilitate a smoother transition from the current ITSS to the new ITSS. If you can not attend the class, we will make arrangements to make sure that you receive this all important orientation.

## **Feel Free To Call Us**

In the meantime, please feel free to call the Information Systems Group with any questions that you may have regarding ITSS. We are here to serve you.

# PARAMOUNT DISTRIBUTION SYSTEM'S INTERNATIONAL TELEVISION SALES SYSTEM



## **E**ntering ITSS

To access ITSS, simply locate the ITSS icon. It will look like this .Double-click the icon to enter ITSS. The first screen you will encounter is the Logon Screen. Logon using the unique id and password assigned to you. Do NOT share this confidential information with anyone.



## **M**AIN MENU

Once you have logged in, you will encounter the Main Menu for PDS-ITSS as seen below. As you can tell, this menu allows access to the various functions of the application.



For your convenience, the ITSS menus have been designed in such a way that it is quite self-explanatory. At the top of the screen is a text-based menu. You will find that the layout for this text-based menu mimics the standard used for Microsoft applications.

Below the text-based menu, is a tool bar with button icons. These buttons can be used to open files, close files, find data, print data, exit the application.

# **PARAMOUNT DISTRIBUTION SYSTEM'S INTERNATIONAL TELEVISION SALES SYSTEM**

What you will find most useful about the button menu, is the Avail Query and Sales Query buttons.

These buttons allow you to quickly gather information regarding the availability of products (films, TV Movies, etc.) or to conveniently inquiry about sales of certain products in a particular territory. The query functions are quite versatile and enable you to have up-to-date information at your finger tips. You'll be able to get pertinent information to your clients quicker than ever before.

## **P** Primary PDS-ITSS Functions

The Salespeople will primarily use "Deals", "Avails", and "Sales". The Information Systems Group and the Administrative Group will also use these functions, plus the "Admin" function. The following list outlines each of these functions.

- **DEALS:** Allows you to...
  - *Enter/Edit deals*
  - *Enter/Edit Change Orders*
  - *View Deal History*
  - *Print Start Orders*
  - *Issue Deals (System Administrator only)*
- **AVAILS:** Allows you to...
  - *Query Regarding Availability Products (features, shows, etc)*
  - *Print/display/send various Avail Reports*
- **SALES:** Allows you to...
  - *Query for a specific Start Order*
  - *Query for Sales information*
  - *Print/display/send various Sales History Reports*
- **ADMIN:** Allows the System Administrator to...
  - *Create Customized Territory, Product, and Customer groups*
  - *Enter/Edit/View User Access and Security profiles*

The following sections of this manual provide a detailed description of the above functions and how to utilize each them. Please read each section carefully. If you have any questions, feel free to contact the Information Systems Group. All of the necessary telephone numbers are in Appendix A.