Creating Reports

at

CARDonline
From the results of your search/browse page:
Click here to create a new list.

Medical Waiting Room Digital OOH Network (CHMN) in 1,200 locations.
Create a name for your media list then click 'Create New List'.
Newly created media list now appears in the drop down menu.
To add specific listings to the media list:

- check the box beside each desired title
- click Add to list
To add all titles to the media list, click ‘Add all listings below to list’

The Lifestyle Quarterly for the Discerning, Cultured Vancouverite
When completed, you will be notified
To create a report from the newly created media list:

- mouse over ‘My CARD’ on the menu tab
- click on My Media Lists

www.montecristomagazine.com
A list of all your media lists will appear here
Here you can:
Create a Combined Report by clicking on the link (applicable to those media lists with multiple categories only)
You now have the option to open or save the report in Excel.
Click on a tab to display the desired information from your media list.

The combined report provides information for all the listings from your media list, regardless of category.
To create a report for a specific category in your media list, click on the arrow icon just before the name of the media list. This will expand the media list by category.
To create a Magazines report from your media list:
1. Click the arrow icon directly before the yellow Magazines folder
2. Click the report link
Check the information you would like included on your report.

Click ‘Generate report’ to download to Excel.
For additional assistance or to schedule a free online tutorial, please contact:

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