AMAA(ABC) *e*Lodgement User Guide

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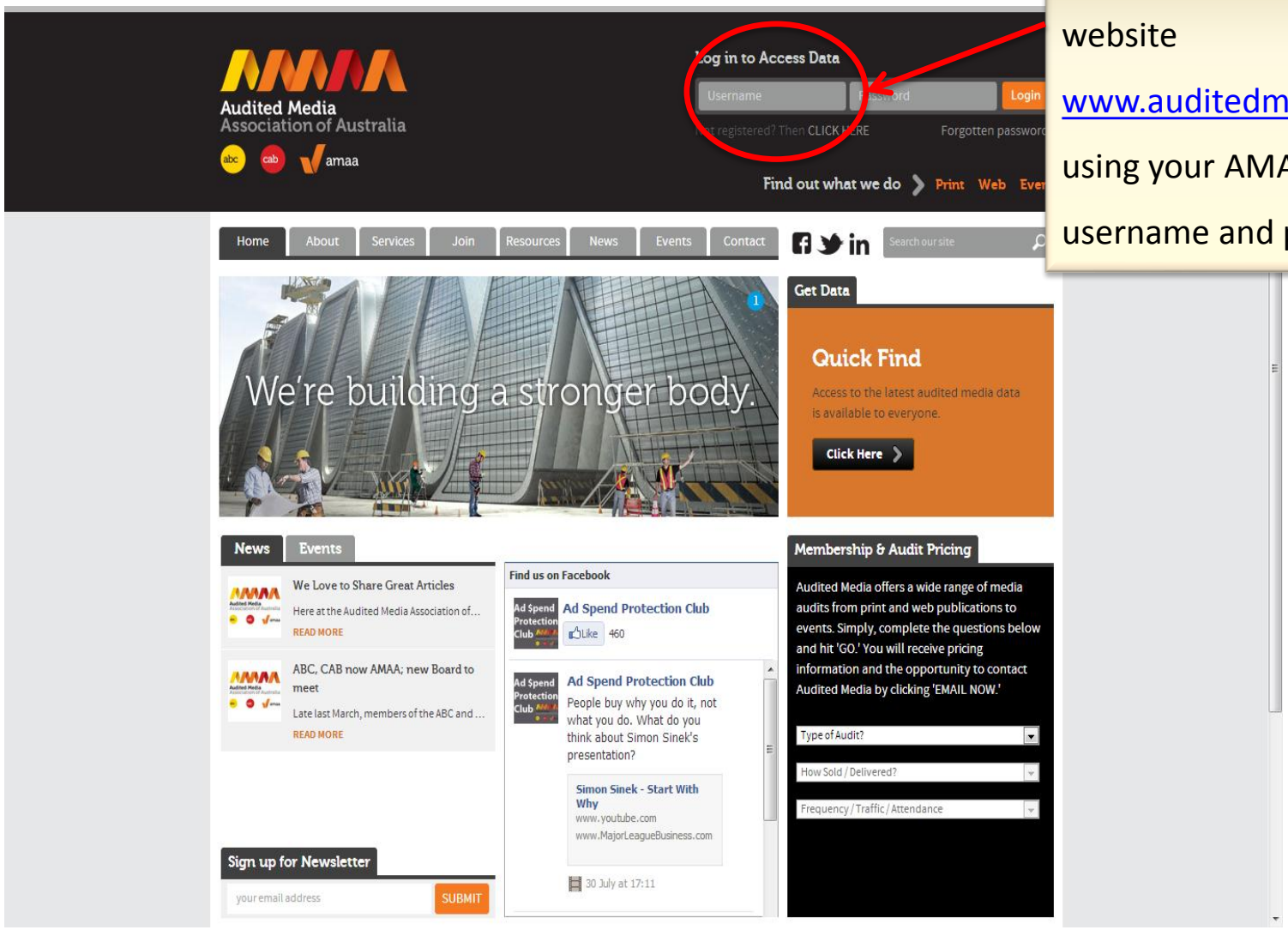
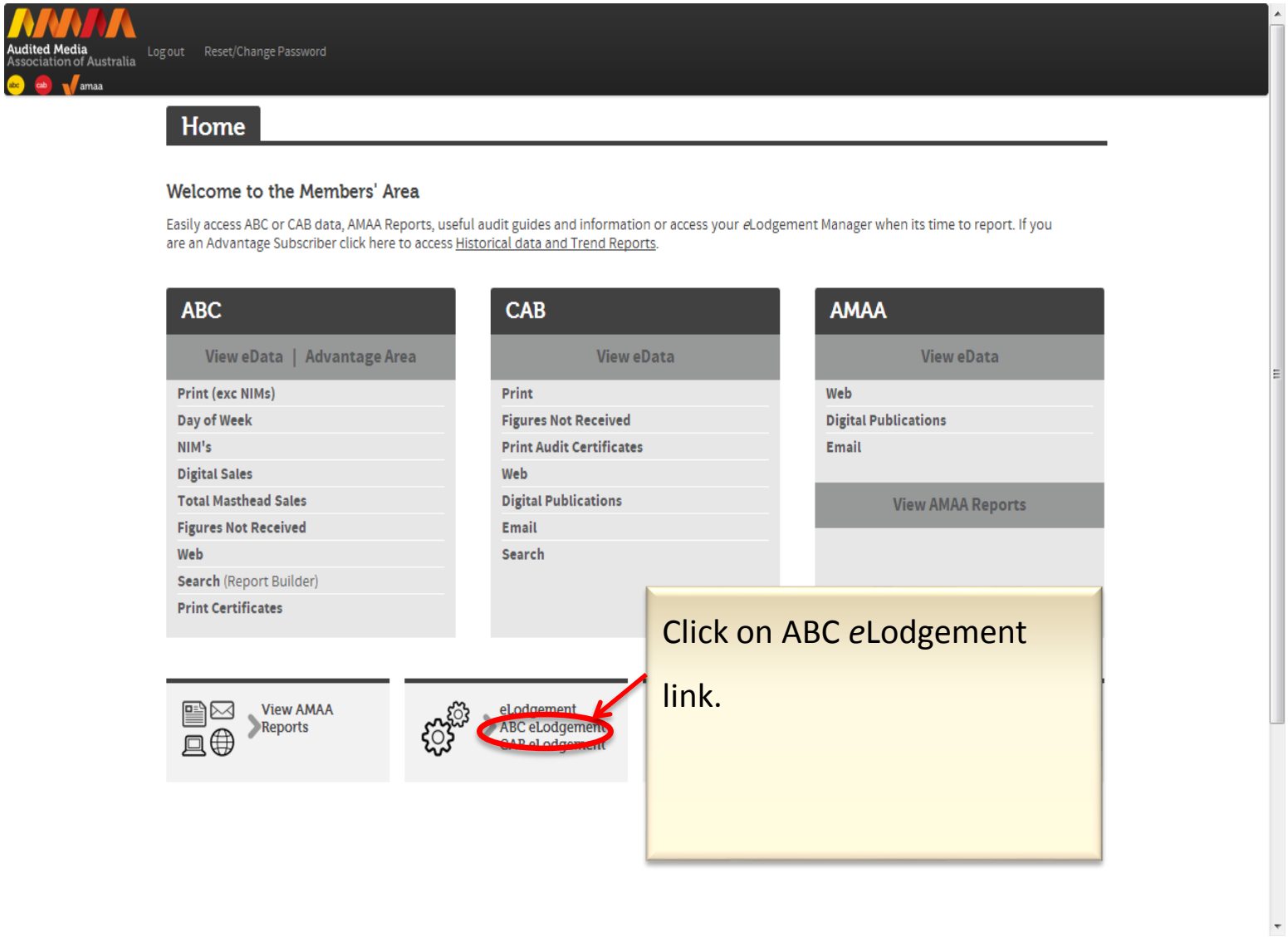
Audited Media
Association of Australia

Log in to the AMAA website www.auditedmedia.org.au using your AMAA username and password.





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eLodgement Manager

You are currently logged in as: noverina@auditbureau.org.au

Your eLodgement Summary

Listed here is a summary of the publications assigned to you and due for lodgement this period. Click on the Publication to activate or action the eLodgements. Please contact the ABC if there are changes to this list.

eLodgements in progress:

Publication	Audit Type	Date Created	Next Step	Author	Stat

eLodgements to be commenced this period:

Publication	Audit Type	Auditor	Status
This is a test	Q	Arry Kusnadi	Due
TEST, The	H	Arry Kusnadi	Due

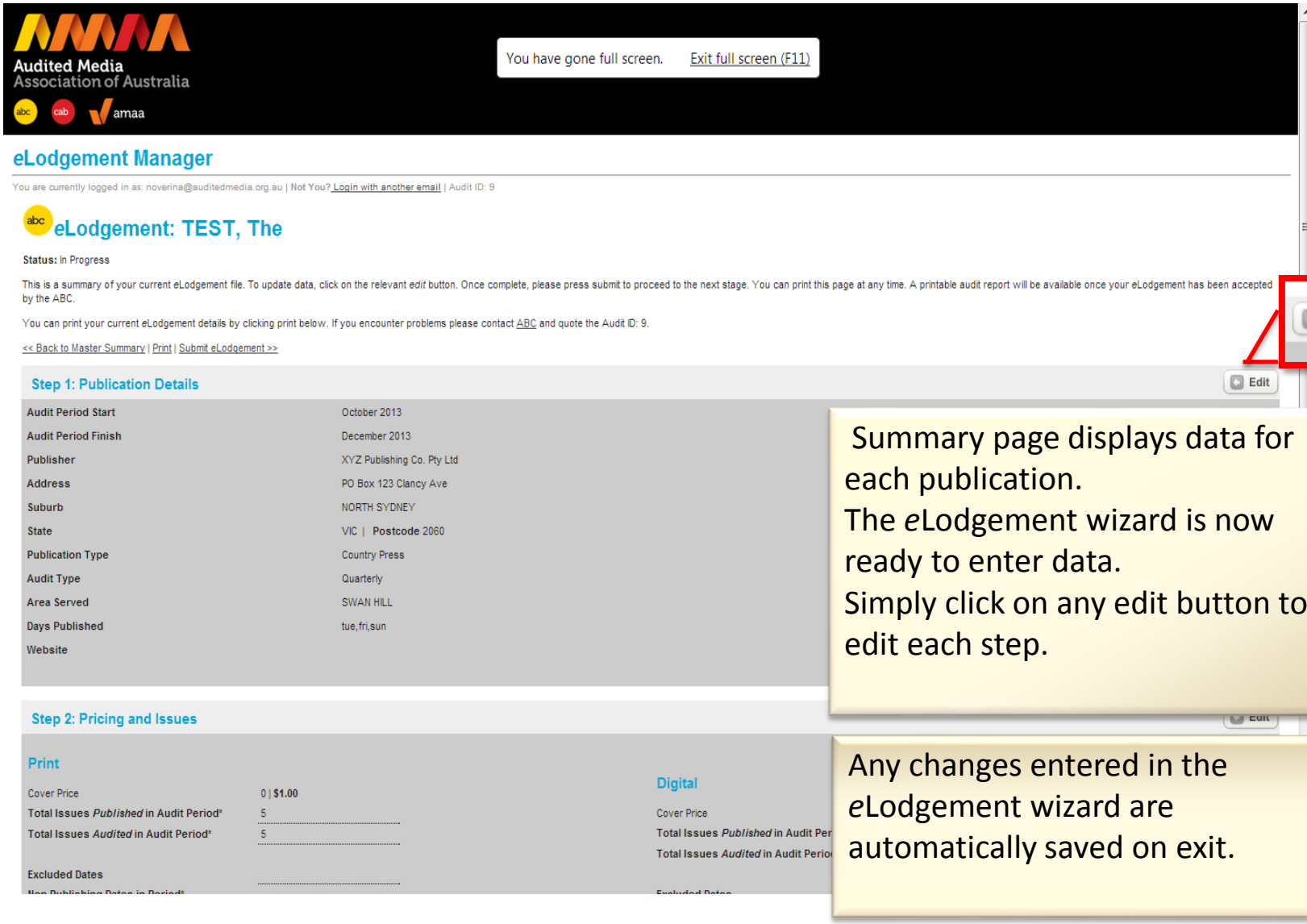
eLodgements submitted this period:

Publication

A Summary of the publications assigned to your username are listed in this Summary page.

This page will act as your home page when you enter the ABC *e*Lodgement screens. Listed here will be those *e*Lodgements currently in progress and those yet to be activated.

Click on a publication to access the *e*Lodgement.



Summary page displays data for each publication.
The *e*Lodgement wizard is now ready to enter data.
Simply click on any edit button to edit each step.

Any changes entered in the *e*Lodgement wizard are automatically saved on exit.

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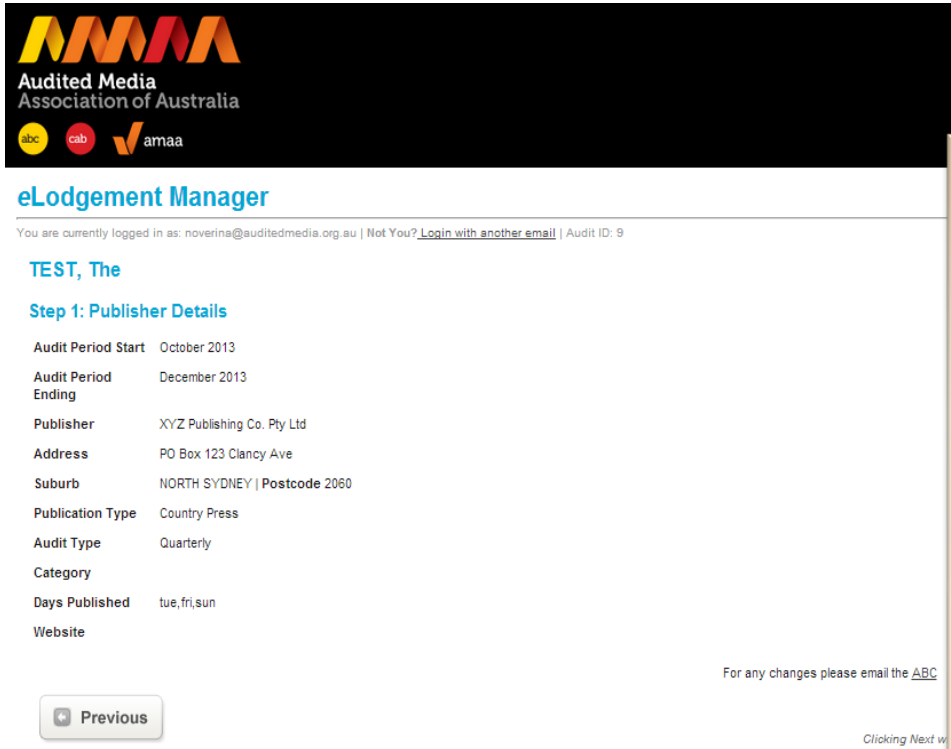
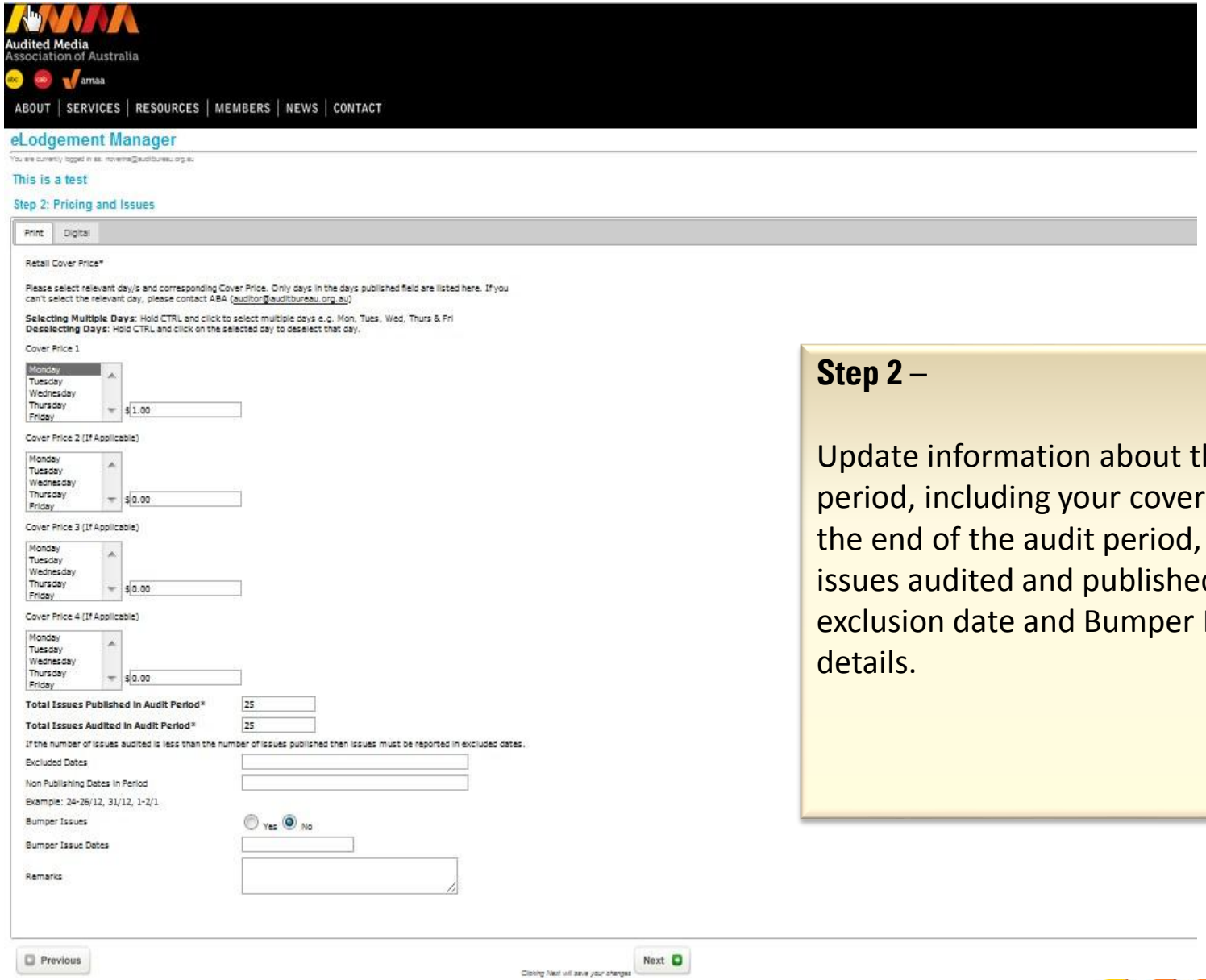


Step 1 –

Update information about your publication, including contact details, publishing days and frequency.

The system will populate the fields with information we have about you.

If you want to update your detail. You will need to send us an email requesting a change – email: auditor@auditedmedia.org.au.



Step 2 –

Update information about this audit period, including your cover price(s) at the end of the audit period, how many issues audited and published as well as exclusion date and Bumper Issue details.

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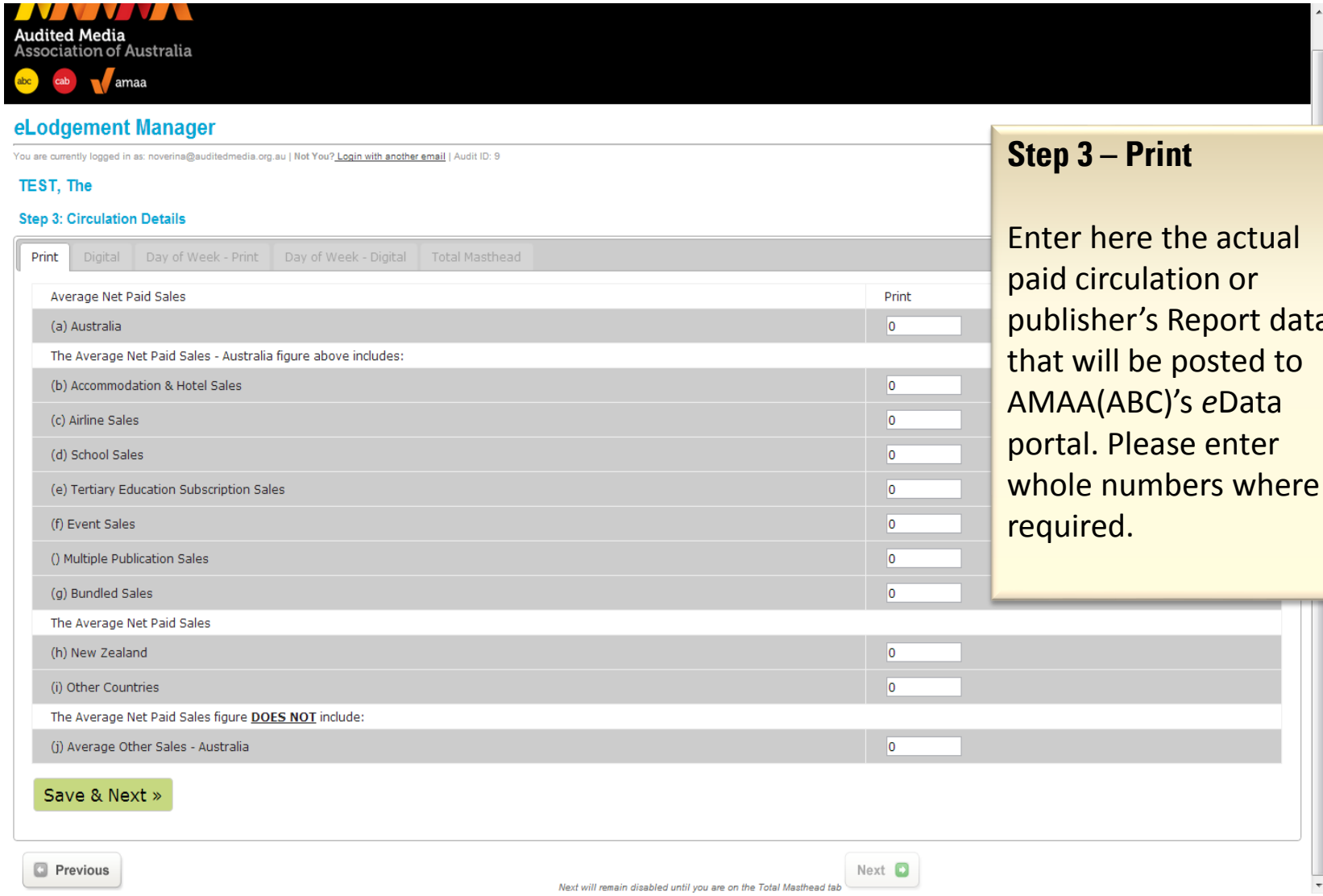
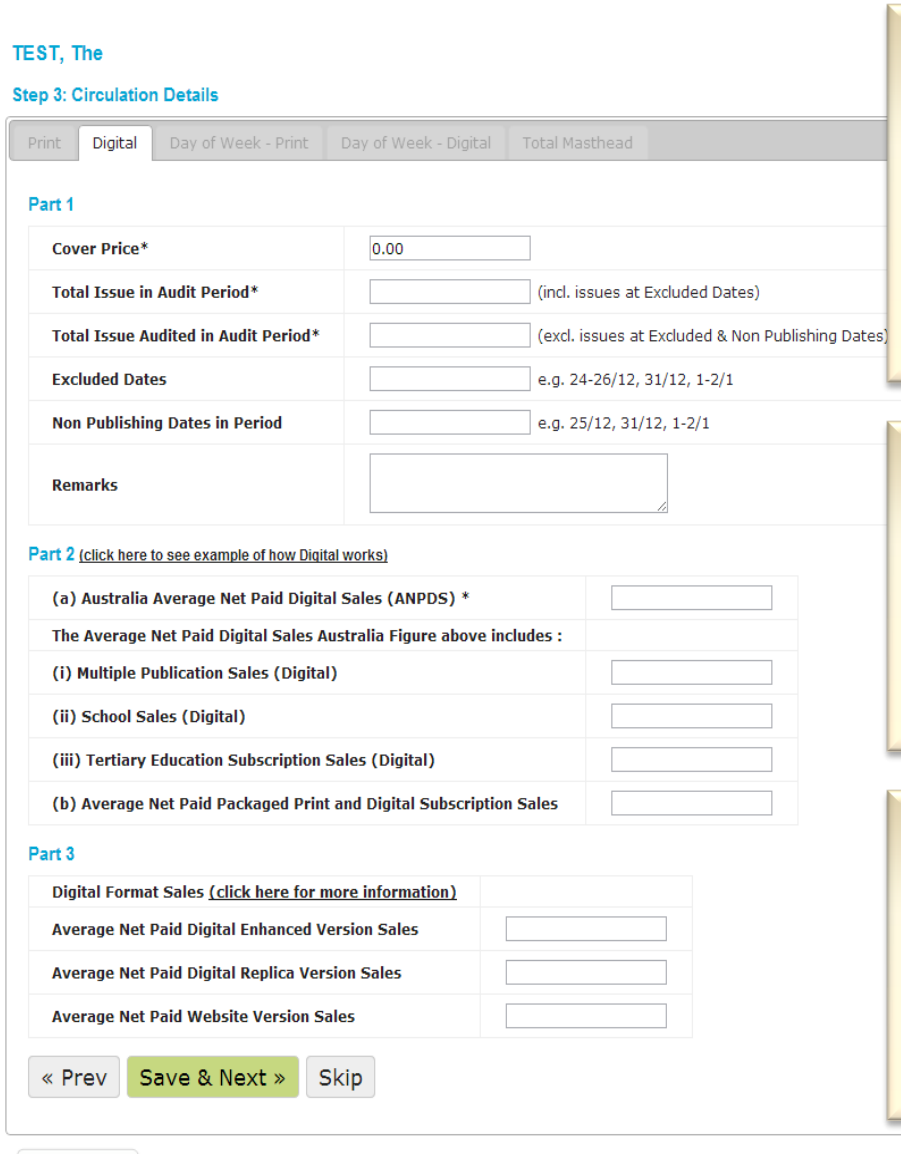


Step 3 – Print

Enter here the actual paid circulation or publisher's Report data that will be posted to AMAA(ABC)'s *e*Data portal. Please enter whole numbers where required.



Step 3 – Digital

Enter all necessary Digital data that will be posted to AMAA(ABC)'s *e*Data portal. If you don't have digital data, you can click on Skip button at the bottom of the page.

Step 3 – Digital

Click on "Click here to see example of how Digital works" to have more explanation about digital.

Step 3 – Digital

Click on "Click here for more information" to have more explanation about digital format sales.

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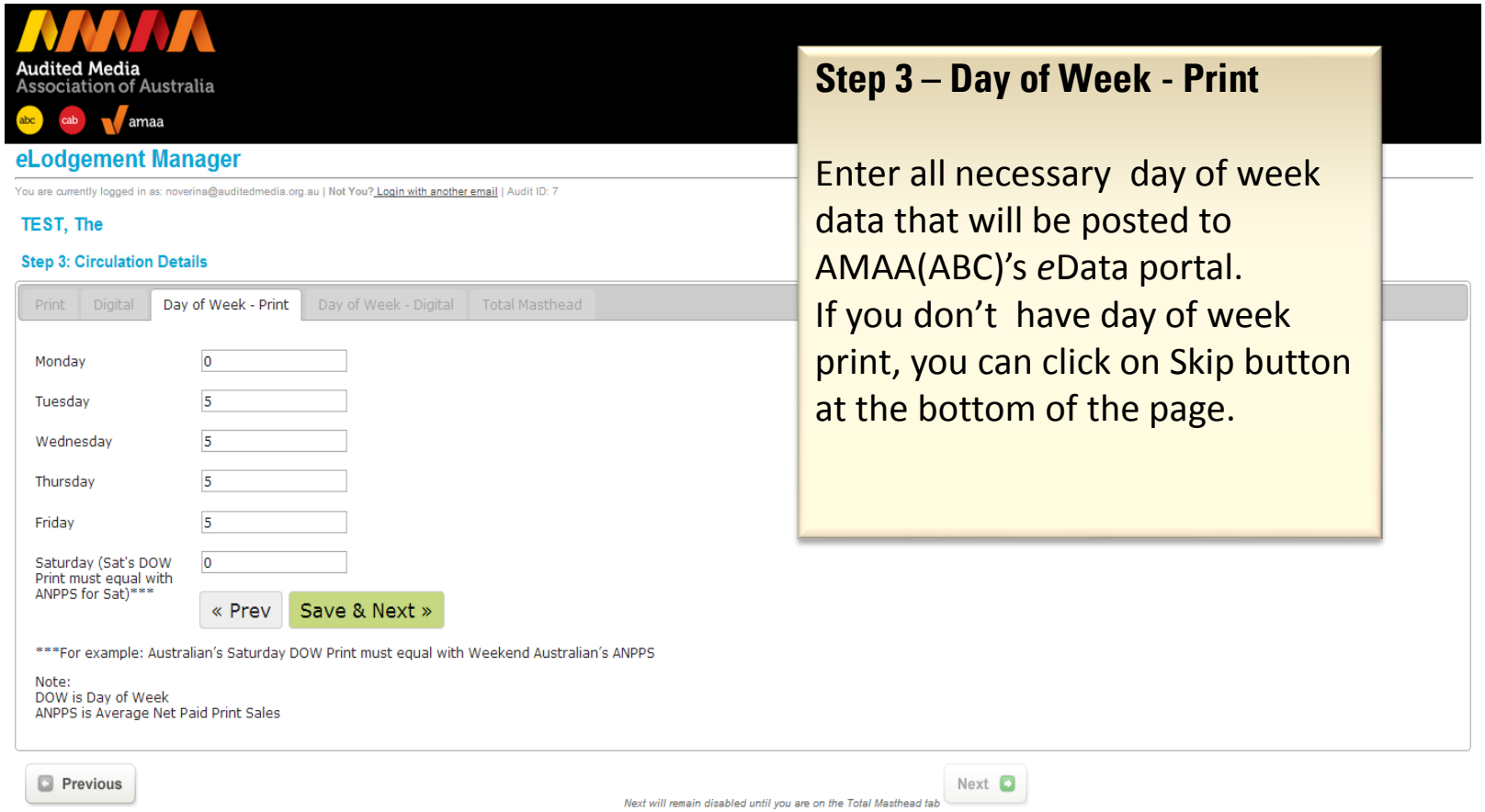

Step 3 – Day of Week - Print

Enter all necessary day of week data that will be posted to AMAA(ABC)'s *e*Data portal.
If you don't have day of week print, you can click on Skip button at the bottom of the page.

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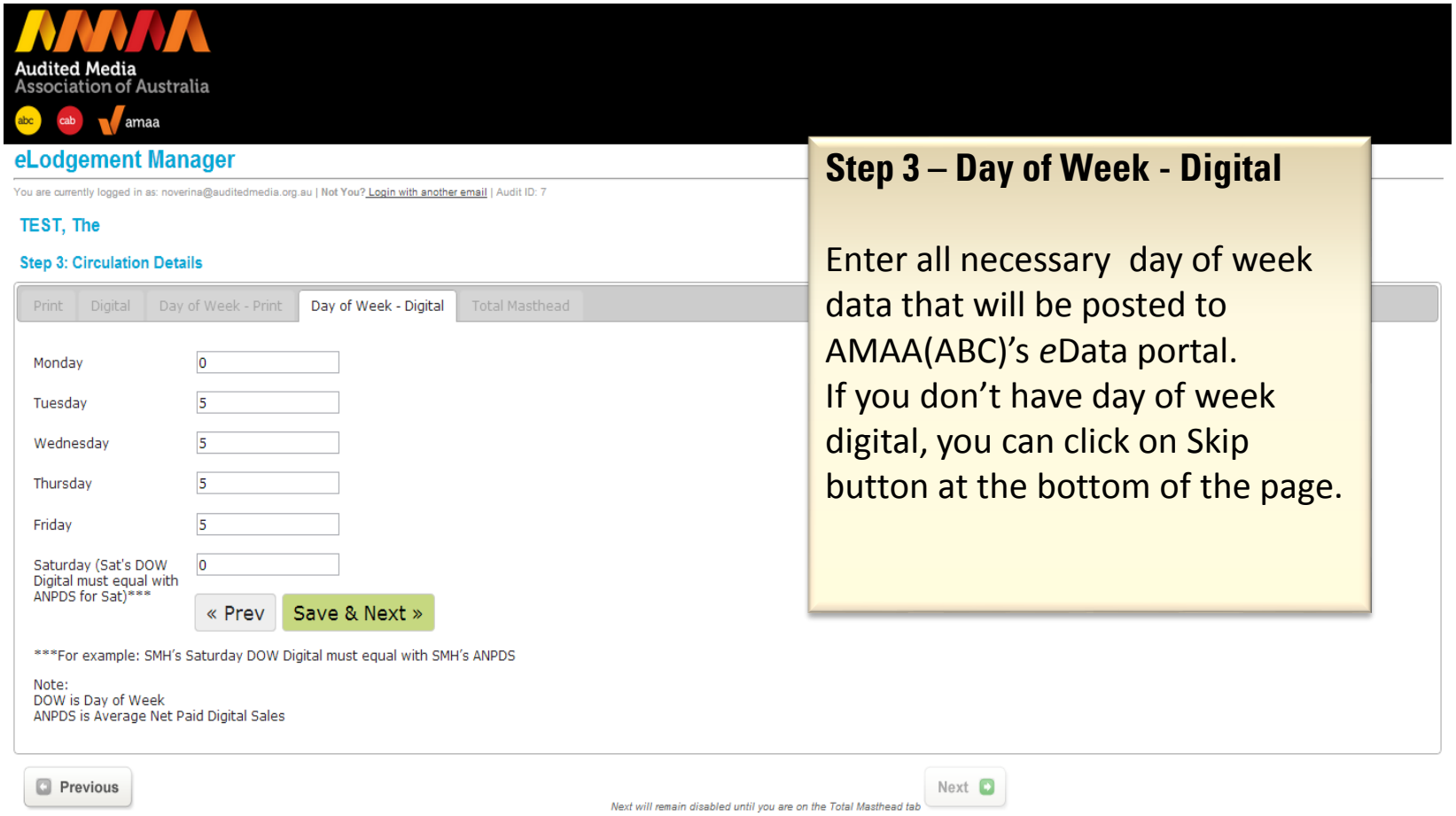

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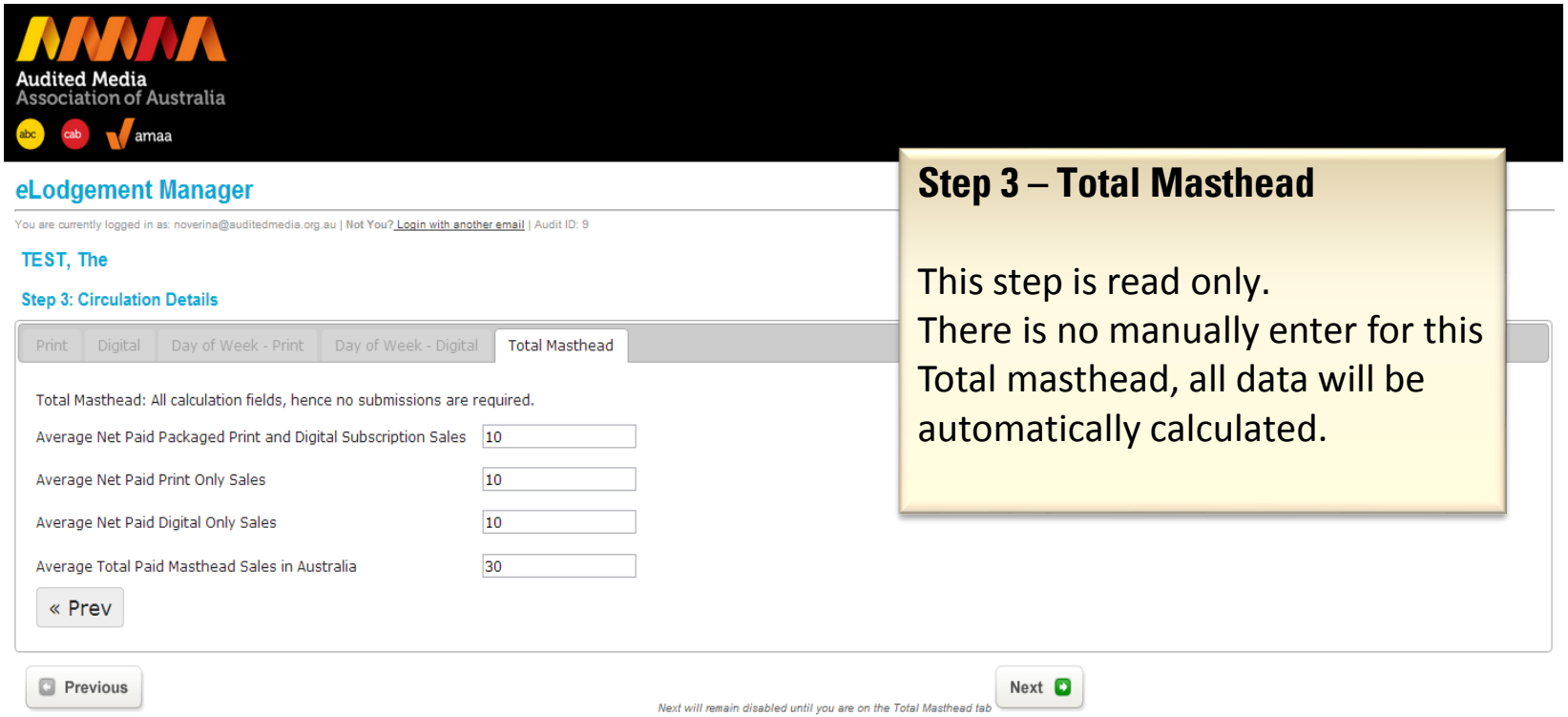
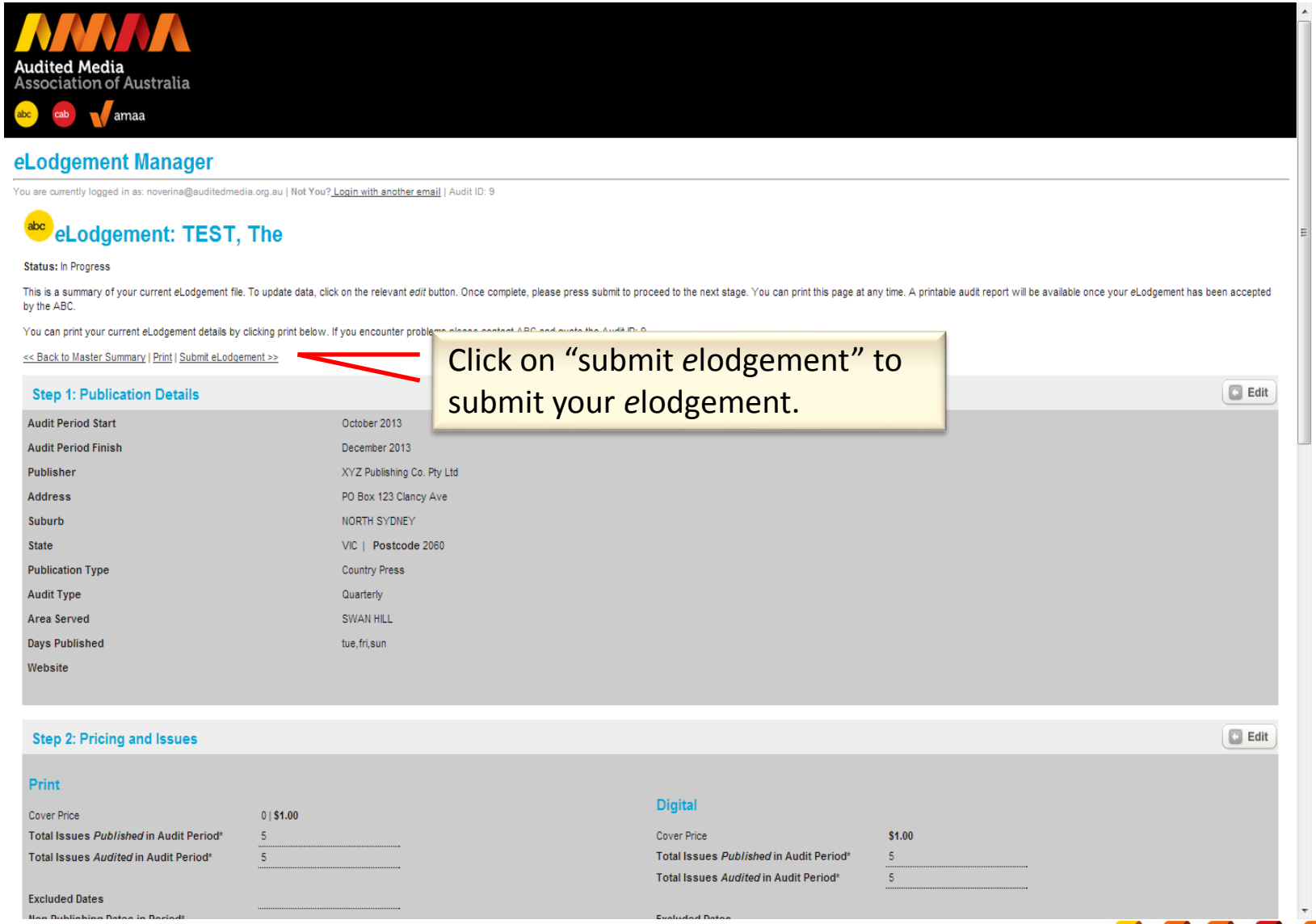


Step 3 – Total Masthead

This step is read only.
There is no manually enter for this Total masthead, all data will be automatically calculated.



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SOME IMPORTANT TIPS

- On completion of the data entry, the publisher can save, review and print a copy of the certificate for checking before submission to their auditor.
- On submission, the user will receive confirmation of the submission and their auditor will be advised by email of the *e*Lodgement waiting for their review.
- Any incomplete data entry will generate an error message on the Step.
- You will be advised by email of the successful submission.
- When the audit is completed and the data is released in our *e*Data, an Audit Certificate can be printed from Member's Area.