



# AMAA(ABC) eLodgement User Guide



**AMAA**  
Audited Media  
Association of Australia

abc cab amaa

**Log in to Access Data**

Username Password Login

Not registered? Then [CLICK HERE](#) Forgotten password

Find out what we do > Print Web Events

Home About Services Join Resources News Events Contact

f t in Search our site

**We're building a stronger body.**

**Quick Find**

Access to the latest audited media data is available to everyone.

[Click Here](#)

**News Events**

**We Love to Share Great Articles**

Here at the Audited Media Association of ...

[READ MORE](#)

**ABC, CAB now AMAA; new Board to meet**

Late last March, members of the ABC and ...

[READ MORE](#)

**Sign up for Newsletter**

your email address [SUBMIT](#)

**Find us on Facebook**

**Ad Spend Protection Club**

460

**Ad Spend Protection Club**

People buy why you do it, not what you do. What do you think about Simon Sinek's presentation?

**Simon Sinek - Start With Why**

www.youtube.com  
www.MajorLeagueBusiness.com

30 July at 17:11

**Membership & Audit Pricing**

Audited Media offers a wide range of media audits from print and web publications to events. Simply, complete the questions below and hit 'GO.' You will receive pricing information and the opportunity to contact Audited Media by clicking 'EMAIL NOW.'

Type of Audit?

How Sold / Delivered?

Frequency / Traffic / Attendance

Log in to the AMAA website  
[www.auditedmedia.org.au](http://www.auditedmedia.org.au)  
using your AMAA username and password.

## Home

### Welcome to the Members' Area

Easily access ABC or CAB data, AMAA Reports, useful audit guides and information or access your eLodgement Manager when its time to report. If you are an Advantage Subscriber click here to access [Historical data and Trend Reports](#).

#### ABC

View eData | Advantage Area

Print (exc NIMs)  
Day of Week  
NIM's  
Digital Sales  
Total Masthead Sales  
Figures Not Received  
Web  
Search (Report Builder)  
Print Certificates

#### CAB

View eData

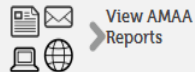
Print  
Figures Not Received  
Print Audit Certificates  
Web  
Digital Publications  
Email  
Search

#### AMAA

View eData

Web  
Digital Publications  
Email

View AMAA Reports



View AMAA  
Reports



eLodgement  
ABC eLodgement  
CAB eLodgement

Click on ABC eLodgement  
link.



Audited Media  
Association of Australia



[ABOUT](#) | [SERVICES](#) | [RESOURCES](#) | [MEMBERS](#) | [NEWS](#) | [CONTACT](#)

## 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 | Status |
|-------------|------------|--------------|-----------|--------|--------|
|-------------|------------|--------------|-----------|--------|--------|

#### eLodgements to be commenced this period:

| Publication                    | Audit Type | Auditor                      | Status |
|--------------------------------|------------|------------------------------|--------|
| <a href="#">This is a test</a> | Q          | <a href="#">Arry Kusnadi</a> | Due    |
| <a href="#">TEST, The</a>      | H          | <a href="#">Arry Kusnadi</a> | 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 eLodgement screens. Listed here will be those eLodgements currently in progress and those yet to be activated.

Click on a publication to access the eLodgement.



Audited Media  
Association of Australia



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

### eLodgement: TEST, The

Status: In Progress

This is a summary of your current eLodgement file. To update data, click on the relevant edit button. Once complete, please press submit to proceed to the next stage. You can print this page at any time. A printable audit report will be available once your eLodgement has been accepted by the ABC.

You can print your current eLodgement details by clicking print below. If you encounter problems please contact [ABC](#) and quote the Audit ID: 9.

[<< Back to Master Summary](#) | [Print](#) | [Submit eLodgement >>](#)

#### Step 1: Publication Details

|                     |                            |
|---------------------|----------------------------|
| Audit Period Start  | October 2013               |
| Audit Period Finish | December 2013              |
| Publisher           | XYZ Publishing Co. Pty Ltd |
| Address             | PO Box 123 Clancy Ave      |
| Suburb              | NORTH SYDNEY               |
| State               | VIC   Postcode 2060        |
| Publication Type    | Country Press              |
| Audit Type          | Quarterly                  |
| Area Served         | SWAN HILL                  |
| Days Published      | tue, fri, sun              |
| Website             |                            |

#### Step 2: Pricing and Issues

##### Print

|  |            |
|--|------------|
| Cover Price                                    | 0   \$1.00 |
| Total Issues <i>Published</i> in Audit Period* | 5          |
| Total Issues <i>Audited</i> in Audit Period*   | 5          |
| Excluded Dates                                 |            |

##### Digital

|  |  |
|--|--|
| Cover Price                                |  |
| Total Issues <i>Published</i> in Audit Per |  |
| Total Issues <i>Audited</i> in Audit Perio |  |
| Excluded Dates                             |  |

 Edit

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

Any changes entered in the eLodgement wizard are automatically saved on exit.



Audited Media  
Association of Australia



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

### TEST, The

#### Step 1: Publisher Details

|                     |                              |
|---------------------|------------------------------|
| Audit Period Start  | October 2013                 |
| Audit Period Ending | December 2013                |
| Publisher           | XYZ Publishing Co. Pty Ltd   |
| Address             | PO Box 123 Clancy Ave        |
| Suburb              | NORTH SYDNEY   Postcode 2060 |
| Publication Type    | Country Press                |
| Audit Type          | Quarterly                    |
| Category            |                              |
| Days Published      | tue, fri, sun                |
| Website             |                              |

Previous

For any changes please email the [ABC](#)

Clicking Next w

## 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](mailto:auditor@auditedmedia.org.au).



Audited Media  
Association of Australia

## eLodgement Manager

You are currently logged in as: roynema@auditedmedia.org.au

This is a test

### Step 2: Pricing and Issues

Print
Digital

Retail Cover Price\*

Please select relevant day/s and corresponding Cover Price. Only days in the days published field are listed here. If you can't select the relevant day, please contact ABA ([auditor@auditedmedia.org.au](mailto:auditor@auditedmedia.org.au))

Selecting Multiple Days: Hold CTRL and click to select multiple days e.g. Mon, Tues, Wed, Thurs & Fri  
Deselecting Days: Hold CTRL and click on the selected day to deselect that day.

Cover Price 1

|           |        |
|-----------|--------|
| Monday    |        |
| Tuesday   |        |
| Wednesday |        |
| Thursday  |        |
| Friday    | \$1.00 |

Cover Price 2 (If Applicable)

|           |        |
|-----------|--------|
| Monday    |        |
| Tuesday   |        |
| Wednesday |        |
| Thursday  |        |
| Friday    | \$0.00 |

Cover Price 3 (If Applicable)

|           |        |
|-----------|--------|
| Monday    |        |
| Tuesday   |        |
| Wednesday |        |
| Thursday  |        |
| Friday    | \$0.00 |

Cover Price 4 (If Applicable)

|           |        |
|-----------|--------|
| Monday    |        |
| Tuesday   |        |
| Wednesday |        |
| Thursday  |        |
| Friday    | \$0.00 |

Total Issues Published In Audit Period\* 25

Total Issues Audited In Audit Period\* 25

If the number of issues audited is less than the number of issues published then issues must be reported in excluded dates.

Excluded Dates

Non Publishing Dates In Period

Example: 24-26/12, 31/12, 1-2/1

Bumper Issues ☐ Yes ☒ No

Bumper Issue Dates

Remarks

Previous
Next

Clicking Next will save your changes

## 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.

## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

TEST, The

### Step 3: Circulation Details

| Print   | Digital | Day of Week - Print | Day of Week - Digital | Total Masthead |
|---|---------|---------------------|-----------------------|----------------|
| Average Net Paid Sales  |         |                     |                       | Print          |
| (a) Australia   |         |                     |                       | 0              |
| The Average Net Paid Sales - Australia figure above includes: |         |                     |                       |                |
| (b) Accommodation & Hotel Sales                               |         |                     |                       | 0              |
| (c) Airline Sales   |         |                     |                       | 0              |
| (d) School Sales  |         |                     |                       | 0              |
| (e) Tertiary Education Subscription Sales                     |         |                     |                       | 0              |
| (f) Event Sales   |         |                     |                       | 0              |
| (i) Multiple Publication Sales                                |         |                     |                       | 0              |
| (g) Bundled Sales   |         |                     |                       | 0              |
| The Average Net Paid Sales                                    |         |                     |                       |                |
| (h) New Zealand   |         |                     |                       | 0              |
| (i) Other Countries   |         |                     |                       | 0              |
| The Average Net Paid Sales figure <b>DOES NOT</b> include:    |         |                     |                       |                |
| (j) Average Other Sales - Australia                           |         |                     |                       | 0              |

**Save & Next »**

Previous

Next

Next will remain disabled until you are on the Total Masthead tab

## Step 3 – Print

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



TEST, The

Step 3: Circulation Details

| Print  | Digital  | Day of Week - Print | Day of Week - Digital | Total Masthead |
|--|--|---------------------|-----------------------|----------------|
| <b>Part 1</b>  |  |                     |                       |                |
| Cover Price*   | <input type="text" value="0.00"/>                                      |                     |                       |                |
| Total Issue in Audit Period*   | <input type="text"/> (incl. issues at Excluded Dates)                  |                     |                       |                |
| Total Issue Audited in Audit Period*   | <input type="text"/> (excl. issues at Excluded & Non Publishing Dates) |                     |                       |                |
| Excluded Dates   | <input type="text"/> e.g. 24-26/12, 31/12, 1-2/1                       |                     |                       |                |
| Non Publishing Dates in Period   | <input type="text"/> e.g. 25/12, 31/12, 1-2/1                          |                     |                       |                |
| Remarks  | <input type="text"/>   |                     |                       |                |
| <b>Part 2</b> ( <a href="#">click here to see example of how Digital works</a> )   |  |                     |                       |                |
| (a) Australia Average Net Paid Digital Sales (ANPDS) *   | <input type="text"/>   |                     |                       |                |
| The Average Net Paid Digital Sales Australia Figure above includes :   |  |                     |                       |                |
| (i) Multiple Publication Sales (Digital)   | <input type="text"/>   |                     |                       |                |
| (ii) School Sales (Digital)  | <input type="text"/>   |                     |                       |                |
| (iii) Tertiary Education Subscription Sales (Digital)  | <input type="text"/>   |                     |                       |                |
| (b) Average Net Paid Packaged Print and Digital Subscription Sales   | <input type="text"/>   |                     |                       |                |
| <b>Part 3</b>  |  |                     |                       |                |
| Digital Format Sales ( <a href="#">click here for more information</a> )   | <input type="text"/>   |                     |                       |                |
| Average Net Paid Digital Enhanced Version Sales  | <input type="text"/>   |                     |                       |                |
| Average Net Paid Digital Replica Version Sales   | <input type="text"/>   |                     |                       |                |
| Average Net Paid Website Version Sales   | <input type="text"/>   |                     |                       |                |
| <input type="button" value="« Prev"/> <input type="button" value="Save &amp; Next »"/> <input type="button" value="Skip"/> |  |                     |                       |                |

### Step 3 – Digital

Enter all necessary Digital data that will be posted to AMAA(ABC)'s eData 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.





Audited Media  
Association of Australia



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 7

TEST, The

### Step 3: Circulation Details

| Print   | Digital | Day of Week - Print                   | Day of Week - Digital                            | Total Masthead |
|---|---------|---------------------------------------|--|----------------|
| Monday  |         | <input type="text" value="0"/>        |  |                |
| Tuesday   |         | <input type="text" value="5"/>        |  |                |
| Wednesday   |         | <input type="text" value="5"/>        |  |                |
| Thursday  |         | <input type="text" value="5"/>        |  |                |
| Friday  |         | <input type="text" value="5"/>        |  |                |
| Saturday (Sat's DOW<br>Print must equal with<br>ANPPS for Sat)*** |         | <input type="text" value="0"/>        |  |                |
|   |         | <input type="button" value="« Prev"/> | <input type="button" value="Save &amp; Next »"/> |                |

\*\*\*For example: Australian's Saturday DOW Print must equal with Weekend Australian's ANPPS

Note:  
DOW is Day of Week  
ANPPS is Average Net Paid Print Sales

Next will remain disabled until you are on the Total Masthead tab

## Step 3 – Day of Week - Print

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



Audited Media  
Association of Australia



Audited Media  
Association of Australia



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 7

TEST, The

### Step 3: Circulation Details

| Print   | Digital                        | Day of Week - Print    | Day of Week - Digital             | Total Masthead |
|---|--------------------------------|------------------------|-----------------------------------|----------------|
| Monday  | <input type="text" value="0"/> |                        |                                   |                |
| Tuesday   | <input type="text" value="5"/> |                        |                                   |                |
| Wednesday   | <input type="text" value="5"/> |                        |                                   |                |
| Thursday  | <input type="text" value="5"/> |                        |                                   |                |
| Friday  | <input type="text" value="5"/> |                        |                                   |                |
| Saturday (Sat's DOW<br>Digital must equal with<br>ANPDS for Sat)*** | <input type="text" value="0"/> |                        |                                   |                |
|   |                                | <a href="#">« Prev</a> | <a href="#">Save &amp; Next »</a> |                |

\*\*\*For example: SMH's Saturday DOW Digital must equal with SMH's ANPDS

Note:  
DOW is Day of Week  
ANPDS is Average Net Paid Digital Sales

### Step 3 – Day of Week - Digital

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

[Previous](#)

[Next](#)

Next will remain disabled until you are on the Total Masthead tab



Audited Media  
Association of Australia

## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

TEST, The

### Step 3: Circulation Details

Print Digital Day of Week - Print Day of Week - Digital **Total Masthead**

Total Masthead: All calculation fields, hence no submissions are required.

Average Net Paid Packaged Print and Digital Subscription Sales

Average Net Paid Print Only Sales

Average Net Paid Digital Only Sales

Average Total Paid Masthead Sales in Australia

« Prev

Previous

Next will remain disabled until you are on the Total Masthead tab

Next ➤

## Step 3 – Total Masthead

This step is read only.

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



Audited Media  
Association of Australia



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9



### eLodgement: TEST, The

Status: In Progress

This is a summary of your current eLodgement file. To update data, click on the relevant [edit](#) button. Once complete, please press submit to proceed to the next stage. You can print this page at any time. A printable audit report will be available once your eLodgement has been accepted by the ABC.

You can print your current eLodgement details by clicking print below. If you encounter problems, please contact ABC and quote the Audit ID: 9.

[<< Back to Master Summary](#) | [Print](#) | [Submit eLodgement >>](#)

Click on "submit elodgement" to submit your elodgement.

#### Step 1: Publication Details

Edit

|                     |                            |
|---------------------|----------------------------|
| Audit Period Start  | October 2013               |
| Audit Period Finish | December 2013              |
| Publisher           | XYZ Publishing Co. Pty Ltd |
| Address             | PO Box 123 Clancy Ave      |
| Suburb              | NORTH SYDNEY               |
| State               | VIC   Postcode 2060        |
| Publication Type    | Country Press              |
| Audit Type          | Quarterly                  |
| Area Served         | SWAN HILL                  |
| Days Published      | tue, fri, sun              |
| Website             |                            |

#### Step 2: Pricing and Issues

Edit

##### Print

|  |            |
|--|------------|
| Cover Price                                    | 0   \$1.00 |
| Total Issues <i>Published</i> in Audit Period* | 5          |
| Total Issues <i>Audited</i> in Audit Period*   | 5          |
| Excluded Dates                                 |            |
| Max Publishing Dates in Period*                |            |

##### Digital

|  |        |
|--|--------|
| Cover Price                                    | \$1.00 |
| Total Issues <i>Published</i> in Audit Period* | 5      |
| Total Issues <i>Audited</i> in Audit Period*   | 5      |
| Excluded Dates                                 |        |
| Max Publishing Dates in Period*                |        |



Audited Media  
Association of Australia



# 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 eLodgement 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 eData, an Audit Certificate can be printed from Member's Area.