



CAB eLodgement User Guide



Log in to AMAA Website

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

The screenshot shows the homepage of the Audited Media Association of Australia. At the top left is the AMAA logo and the text 'Audited Media Association of Australia' with logos for abc, cab, and amaa. On the top right, there is a 'Log in to Access Data' section with fields for 'Username' and 'Password', and a 'Login' button. Below these are links for 'Not registered? Then CLICK HERE' and 'Forgotten password?'. A callout box points to the 'Forgotten password?' link with the text: 'If forget password, please click Forgotten Password link or email to Noverina@auditedmedia.org.au with your details and publication title.' The main navigation bar includes 'Home', 'About', 'Services', 'Join', 'Resources', 'News', 'Events', and 'Contact'. Below this is a large banner image of a modern building under construction with the text 'We're building a stronger body.' To the right of the banner is a 'Get Data' section with a 'Quick Find' box containing the text 'Access to the latest audited media data is available to everyone.' and a 'Click Here' button. Below the banner are sections for 'News' and 'Events'. The 'News' section has two articles: 'We Love to Share Great Articles' and 'ABC, CAB now AMAA; new Board to meet'. The 'Events' section has one article: 'Late last March, members of the ABC and ...'. To the right of the news is a 'Find us on Facebook' section showing a post from 'Ad Spend Protection Club' with 460 likes. Below the news is a 'Sign up for Newsletter' form with a text input field for 'your email address' and a 'SUBMIT' button. On the far right, there is a 'Membership & Audit Pricing' section with a form containing three dropdown menus: 'Type of Audit?', 'How Sold / Delivered?', and 'Frequency / Traffic / Attendance'.

Go to CAB eLodgement

 [Logout](#) | [Mobile](#) | [Reset/Change Password](#)

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.

The total is a summation of ANPPG multiplied by issues in each period.




806,576,125
Data for the period ended December

Newspapers sold in Australia in the last 12 months.

 Details of audited copy sales for publications sold to consumers, in both print and digital formats, for Australian Newspapers and Magazines. Verified according to ABC rules.

- Overview
- Quick Reports
- All Data

 Details of the total distribution per issue of a publication including delivery type, across both print and digital formats. Verified according to CAB rules. Reporting covers B2B and speciality publications, community newspapers and community language publications.

- Newspaper
- B2B
- Speciality Publications
- Search

 Find out the latest website traffic data, email newsletter and event audits. Download Multi-Platform Reports for CAB members and these other channels.

- Web
- Email
- Events
- Multi Platform Reports

Click on the "CAB eLodgement" link.

-  CAB eLodgement
-  ABC eLodgement
-  Audit Tools



Go to eLodgement Manager



Members Area

eLodgement Manager

Summary

Wizard

Logout

Home > CAB eLodgement > eLodgement Manager

Your Queue

Last Modified	Publication	Audit Type	Author	Auditor	Status
11:08 am, 15th Aug. (less than 5 seconds ago)	TEST Homer%Times Community Language Publications	Half Yearly Audit	Noverina Noverina	Arry Kusnadi	In Progress

Your Company's Queue

Last Modified	Publication	Audit Type	Author	Auditor	Status
	TEST Hawthorn%Times Business & Professional	Yearly Audit		Arry Kusnadi	Not Started

Legend

- Not Started** The eLodgement has not yet started.
- In Progress** The eLodgement is in progress. It can only be viewed by publishers. Auditors cannot view the eLodgement.
- Auditor** Auditors are required to view the eLodgement and perform their audit. Publishers cannot make any edits at this point.
- Rejected** The eLodgement was rejected by auditors. The reason is listed below the tag, and publisher must make amendments and re-submit.
- Complete** The eLodgement has been completed. Both publishers and auditors can click to view the details of the eLodgement.

This page will act as your home page when you enter CAB eLodgement.

A summary of the publications assigned to your username, and their eLodgement status, are listed in this Summary page.

Click on a publication to access the eLodgement.



Go to eLodgement Summary

Home > CAB eLodgement > Summary

Actions

[« Back](#) | [Print](#) | [Download as PDF](#) | [Edit](#) | [Validate](#) | [Submit eLodgement](#)

The eLodgement Summary is now available for data entry.

Simply click on any edit button to edit each step.

Validation Criteria

1. Issues In 12 Months should not be greater than 740 ✓
2. Issues In Period must be less than or equal to Issues In 12 Months ✓
3. Issues Audited must be less than or equal to Issues In Period ✓
4. Average Copies Returned from Newsagents and/or other Retail Outlets must be less than or equal to ✓

Publication Details

Title TEST Homer%Times	Publisher XYZ Publishing Co. Pty Ltd
Address 1 PO Box 000	Address 2 PO BOX 001
Suburb NORTH SYDNEY	State NSW
Postcode 2060	Audit Period Start Date 01/10/2012
Audit Period End Date 31/03/2013	Audit Year 2013
Area Served	Days Published
Issues In 12 Months	Issues In Period
Audit Type Half Yearly Audit	Issues Audited

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

[Edit](#)

Step 1 – Publication Details

Audited Media Association of Australia | Members Area | eLodgement Manager | Summary | Wizard | Log out

Home - CAB eLodgement - Wizard

Summary

- 1 Publication Details
- 2 Print Details
- 3 Distribution Details

Publication Details - TEST Homer%Times

Title: TEST Homer%Times

Publisher: XYZ Publishing Co Pty Ltd

Address 1: PO Box 000

Address 2: PO Box 001

Suburb: NORTH SYDNEY

State: NSW

Postcode: 2000

Audit Period Start Date: 01/10/2013

Audit Period End Date: 31/10/2013

Audit Year: 2013

Area Served:

Days Published:

Issues in 12 Months:

Issues in Period:

Audit Type: Half Yearly Audit

Issues Audited:

Issues in 12 Months*: This number must be greater than or equal to Issues in Period

Issues in Period*: This number must be less than or equal to Issues in 12 Months

Audit Type: Half Yearly Audit

Issues Audited*: This number must be less than or equal to Issues in Period

< Prev (Summary) Next >

* Entry is mandatory.

Last Period's eLodgement

eLodgement Details

Update information about your publication.

The system will pre-populate the fields with information we have about your publication.

If an entry is in a grey box you cannot currently change it. Email us requesting a change via: auditor@auditedmedia.org.au



Step 2 – Print Details

Audited Media Association of Australia | Members Area | eLodgement Manager | Summary | **Wizard** | Logout

Home > CAB eLodgement > Wizard

Summary

1 Publication Details

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Audit Period Start Date
01/10/2012

Audit Period End Date
31/03/2013

Audit Year
2013

Print Details - TEST Homer%Times

Printing Company

Average Copies Printed *


[« Prev](#) [Next »](#)

* Entry is mandatory.

Last Period's eLodgement

Update information about your Printing Company and Average Copies Printed.

Step 3 – Distribution Details



Members Area eLodgement Manager Summary **Wizard** Log out

Home > CAB eLodgement > Wizard

Summary

- 1 Publication Details**
- Title: TEST Homer%Times
- Publisher: XYZ Publishing Co. Pty Ltd
- Address 1: PO Box 000
- Address 2: PO BOX 001
- Suburb: NORTH SYDNEY
- State: NSW
- Postcode: 2060
- Audit Period Start Date: 01/10/2012
- Audit Period End Date: 31/03/2013
- Audit Year: 2013

Distribution Details - TEST Homer%Times

Validation Criteria

1. The 8 Average Net Distribution field (ie 5625) must be <= 1200 (ie + Average Copies Printed)

1 Average Copies Mailed to Individuals less Return Copies	<input type="text" value="20"/>
2a Average Copies Supplied to Newsagents and/or other Retail Outlets	<input type="text" value="10"/>
2b Average Copies Returned from Newsagents and/or other Retail Outlets <small>This field must be less than or equal to [2a]</small>	<input type="text" value="5"/>
2 Average Copies Sold through Newsagent and/or other Retail Outlets <small>This field is a calculation = [2a] - [2b]</small>	<input type="text" value="5"/> <input type="button" value="Calculate"/> (Please Click)
3 Average Direct Cash Sales	<input type="text" value="400"/>
4 Average Individually Distributed to Residential Locations	<input type="text" value="0"/>

Last Period's Lodgement

If data entry is incorrect, or incomplete the user will be prompted with Validation Criteria indicating which field need to be amended or required data.

Please click on the Calculate button to auto-calculate any field with a calculation.

Step 4 – Geographical Analysis

(for Business & Professional, Specialty Publication and Community Language Publication)

Home > CAB eLodgement > Wizard

Summary

1 Publication Details

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2000

Audit Period Start Date
01/10/2012

Audit Period End Date
31/03/2013

Audit Year
2013

Area Served

Days Published

Issues In 12 Months
11

Issues In Period
5

Geographical Analysis - TEST Homer%Times

Average NSW

Average VIC

Average SA

Average QLD

Average WA

Average TAS

Average ACT

Average NT

Average PNG

Average NZ

Average OS

Total Geographical Analysis
This field is a sum of above Geographical Analysis and must be equal to Average Net Distribution

Calculate

Last Period's eLodgement
eLodgement Details

Update information about Geographical Analysis. Total Geographical Analysis should be equal to Average Net Distribution

Please click on the Calculate button to auto-calculate any field with a calculation.



Step 5 – Optional – Verified Recipient Details

(for Business & Professional, Specialty Publication and Community Language Publication)



Step 6 – Other Details

Home > CAB eLodgement > Wizard

Summary

1 Publication Details

Title

TEST Homer%Times

Publisher

XYZ Publishing Co. Pty Ltd

Address 1

PO Box 000

Address 2

PO BOX 001

Suburb

NORTH SYDNEY

State

NSW

Postcode

2060

Industry Group

Laboratory, Science

Audit Period Start Date

01/04/2012

Audit Period End Date

31/03/2013

Other Details - TEST Homer%Times

Avg Copies Used as Vouchers

Avg Copies on Hand

Avg Copies Unaccounted For

Copies Not Distributed

This field is the sum of above items

Calculate

(Please Click)

Note to Auditor

Issues over or under 10% of Average

Issue Date

(YYYY/MM/DD)

Issue Distribution

Last Period's eLodgement

eLodgement Details

Update information about Copies not Distributed.

Step 7 – Signatory Details

Audited Media Association of Australia | Members Area | eLodgement Manager | Summary | **Wizard** | Logout

Home > CAB eLodgement > Wizard

Summary

1 Publication Details

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Industry Group
Laboratory, Science

Audit Period Start Date
01/04/2012

Audit Period End Date
31/03/2013

Signatory Details - TEST Homer%Times

Signatory

Publisher

Publisher Signatory Title

Publisher Signatory Email

Date

* Entry is mandatory.

Last Period's eLodgement

eLodgement Details

Clicking Next takes you back to the eLodgement Summary.

Submit eLodgement

Home > CAB eLodgement > Summary

Actions

[« Back](#) [Print](#) [Download as PDF](#) [Edit](#) [Valldate](#) [Submit eLodgement](#)

Your publication is **not** yet submitted.

Click on the Submit button, your eLodgement will be sent to your assigned Auditor if this is an audit or forward to CAB for a Publisher's Statement.

Validation Criteria

- 1. Issues in 12 Months should not be greater than 740 ✓
- 2. Issues in Period must be less than or equal to Issues in 12 Months ✓
- 3. Issues Audited must be less than or equal to Issues in Period ✓
- 4. Average Copies Returned from Newsagents and/or other Retail Outlets must be less than or equal to ✓

Publication Details

Title TEST Homer%Times	Publisher XYZ Publishing Co. Pty Ltd
Address 1 PO Box 000	Address 2 PO BOX 001
Suburb NORTH SYDNEY	State NSW
Postcode 2060	Industry Group Laboratory, Science
Audit Period Start Date 01/04/2012	Audit Period End Date 31/03/2013
Audit Year 2013	Frequency Monthly
Issues in 12 Months	Issues in Period



Some important tips

- On completion of the data entry, the publisher can save, review and print a copy of the eLodgement 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 relevant step.
- You will be advised by email once your Auditor approves or rejects your eLodgement.
- When the audit is completed and the data is released in our eData, an Audit Certificate can be printed from Member's Area.

