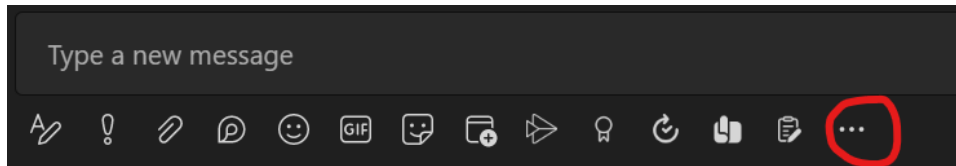
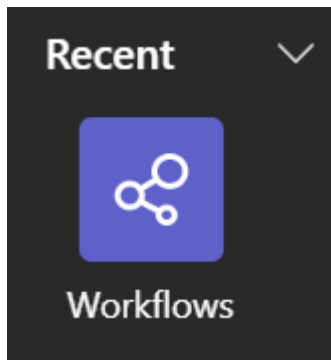


Export a print budget

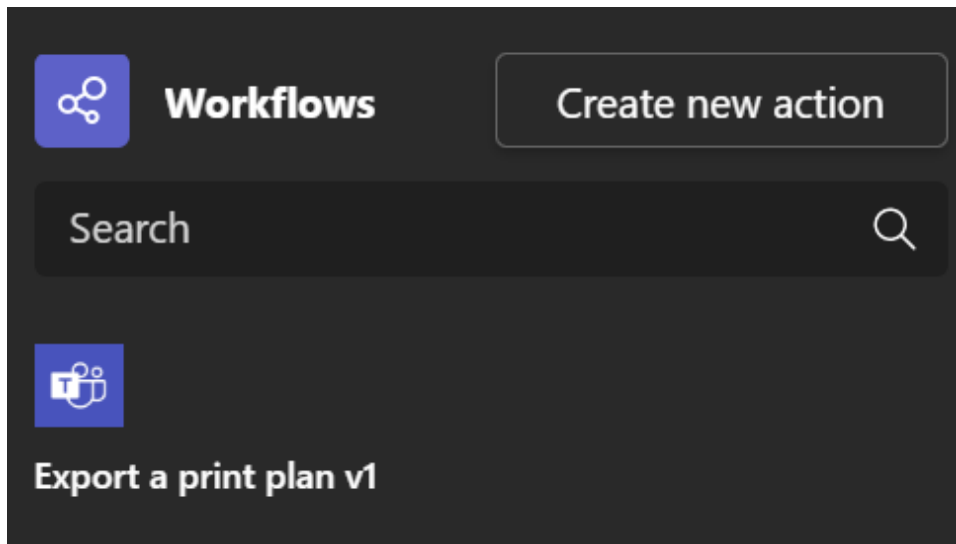
- In Teams, go to any chat. Click on the 3 dots at the bottom, by the formatting tools.



- Click on Workflows
 - **NOTE:** If this doesn't show up for you, follow the instructions below to install the Workflow app/tool in Teams.
 - **HELPFUL TIP:** You can right click and pin this app to make it easier to find in future.



- Click on Export a print plan v1



- Select the date, market and page section
 - **NOTE:** The markets are listed by newspaper name, and the field is not searchable. You'll have to scroll to find your site. If you can't find it, try starting with The.

Export a print plan v1
Workflows via Power Automate

Export a plan

Start Date

Sep 3, 2022

Market

The Des Moines Register

Page Section

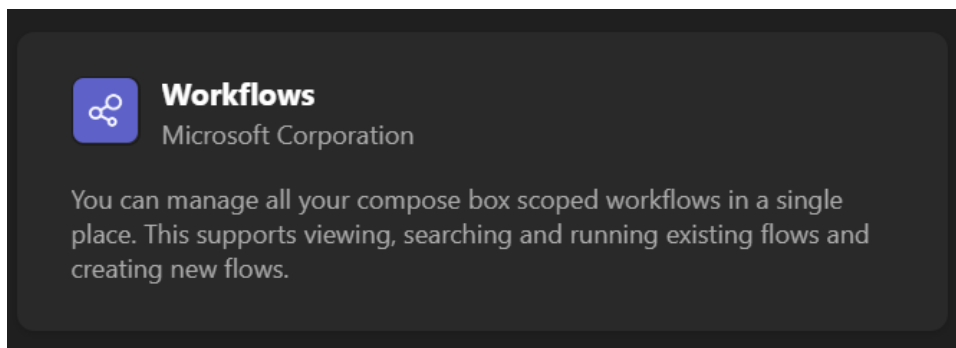
All

Submit

- Click on Submit
- Wait a little bit, can take up to 5 minutes
- You will get a Teams message from Power Automate that will include the budget you requested
- Copy/paste into the Design Center channel for that budget. Any additional formatting, editing or additions to the budget can be done at this point.
- **If your print budget doesn't export:** Every print planning card must have a print position, or the system breaks. If the budget fails to export, check your cards and make sure each has a print position.

Install the tool in Teams

- In Teams, go to any chat. Click on the 3 dots at the bottom, by the formatting tools.
- Click on More apps
- Search for Workflows and click on the result that pops up



- Click Add

