



## LassoU – Inventory Management Outline

The objective of this course is to introduce Lasso users to the Lasso Project Administration Center. Upon completion of this course, all participants will be able to assign inventory to purchasers.

Contract Administrators, Client Administrators and Operations Managers/Project Managers will also be able to Manage Project Settings, Manage Inventory and Pricing, Manage Deficiencies, Assign Sales Reps Commissions and add Media Costs and Sales Projection data.

Pre-requisite: Sales Center

Audience: **Section 1, 2, 3**  
Sales Reps and Sales Managers that will assign inventory to their purchasers  
Contract Administrators  
Client Administrators  
Operations/Project and Marketing Managers

**Section 4, 5**  
Contract Administrators  
Client Administrators  
Operations/Project and Marketing Managers

Course Length: Up to 2 hours (as required)

Section	Duration	Topic
1	5 minutes	Lasso Introduction & login Access a project
2	5 minutes	Project Administration Home Page (overview)
3	50 minutes	Inventory Assignment > Assigning a Purchaser to inventory Reassigning a Deal and Cancelling a Deal Reporting
4	30 minutes	Project Settings > Personalizing your project with specific Exposures, Areas, Customizations, Plan Types, Parking & Storage Boards Marketing & Sales > Media Spend and Sales Projections Reports Registrant Auto Addressing
5	30 minutes	Inventory Management > Price Updates Access a project Inventory Management > Price updates, Locking inventory, Exporting Inventory Deficiencies (Punch List), Sales Reps commissions