

## **Automated Christmas and New Year Bumper, Stop/Start and Price Change feature in PosBrowser**

We are introducing a new feature in PosBrowser that automatically updates Bumper Editions, paper price changes and paper stops so you won't need to process these changes manually. PosBrowser will automatically set up the stops and starts for the customers for bumper editions, change paper prices according to the supplier releases and will also set any papers that will be stopped over Christmas and the New Year with stop/start dates.

With the new feature, you subscribe to the feature you wish to be automated (i.e. Financial Review Bumper Edition) and PosBrowser will automatically set the papers and customers accordingly when the schedule is set to process the change. The first feature we have released is the Financial Review Bumper Edition.

Please make sure that your PosBrowser is running version **1.1.54.S** or above.

The Automated Financial Review Bumper edition is scheduled to run at **4:00am on 20<sup>th</sup> December 2011**. If you have not followed the below steps before this time, the automation will not run and you will need to setup the Bumper Edition manually.

To set this up, please follow these steps.

1. From the Main Menu, go to **System Maintenance** and then **Pos Scripting**.
2. In this screen, you will see a list of features you can subscribe to. When you click on one, you will see in the window below the changes available for that feature that will automatically run on the scheduled date. If the window is blank, no schedules have been release by us as of yet.

For example, if you click on **Financial Review Publication Withheld**, you can see the **Christmas 2011** and **New Year 2011** is scheduled to run on 20/Dec/2011. This means that on the 20<sup>th</sup> of December 2011, PosBrowser will add the stops and starts to customers for the Financial Review Christmas and New Year bumper editions. You do not need to click these, these only show you what is scheduled to be processed.

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3. Double click on one of the features in the top window (i.e. **Financial Review Publication Withheld**) and you will be taken to the **Details** tab.
4. Tick the **Financial Review Publication Withheld** option.
5. In the **Withheld** drop down box, select the **Publication Withheld** stop reason.
6. In each of the day drop down boxes, select the Stock Item for that day. (i.e. **Monday** would be **Financial Review – Monday**).
7. Click the **Save** button.

The screenshot shows the 'Pos Scripting' software interface. At the top, there are three tabs: 'Purpose', 'Details', and 'History'. The 'Details' tab is active. Below the tabs, there is a checked checkbox labeled 'Financial Review Publication Withheld'. Underneath, there are two columns of dropdown menus. The first column lists days: 'Withheld', 'Tuesday', 'Thursday', and 'Saturday'. The second column lists days: 'Monday', 'Wednesday', and 'Friday'. Each dropdown menu contains a selected option, such as 'Publication Withheld' for 'Withheld' and 'FINANCIAL REV. - MONDAY' for 'Monday'. A 'Save' button is located in the bottom right corner of the interface.

8. If you wish to subscribe to any more features, click on the **Purpose** tab, double click on the feature and then follow steps 4 to 7 again. For example if you choose **Financial Review Cover Price**, any future price rises for the Financial Review will automatically be added to the Financial Review stock items. You will not need to manually adjust each Financial Review's prices.

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Once setup, PosBrowser will automatically download any scheduled changes and process them on the scheduled date. The above steps only need to be performed once for each feature. Once you have subscribed, any future Bumper Editions, paper stops or paper prices will be updated in PosBrowser automatically as we release them so you won't need to manually make any changes.

If after setting up the features you decide you do not want to subscribe to the automated updates, all you need to do is double click on the feature and untick the option in the top left of the screen (i.e. **Financial Review Publication Withheld** option). Once unsubscribed, you will need to process any changes manually.

*If you have any further queries regarding this, please call our Helpdesk on (03) 9597 7222 or email us at [support@posolutions.com.au](mailto:support@posolutions.com.au).*