

Pos Solutions Australia  
PO Box 2194  
MOORABBIN VIC 3189

## How to handle the Anzac Day edition of the Financial Review

The Anzac Day edition of the Financial Review will be on sale from Friday 23rd April 2010 to Monday 26<sup>th</sup> April 2010 inclusive. Home delivery customers should receive the Financial Review the first day they receive the paper on or after Friday 23<sup>rd</sup> April. They should then not receive any further copies until Tuesday 27<sup>th</sup> April 2010.

### **Bulk stopping the Financial Review on the first delivery day after Friday 23<sup>rd</sup> April 2010.**

Please follow these steps -

1. From the Main Menu, go to **Customers**.
2. Then go to **Stop Maintenance**.
3. Click on the **Bulk Stop/Start Deliveries** tab.
4. Select your Financial Review publication (e.g FR or FIN) in the **For customers with following publication** drop down box in the top left hand corner of the screen.
5. Tick the **Add stop after first delivery from this day...** option on the right hand side of the screen.
6. Enter **23/04/10** in the date field.
7. Double check that you have entered the correct date in Step 6.
8. Select **Publication withheld** as the reason.
9. Tick the option **Restart on this date** and then enter the date of **27/4/10** in the date box to the right.
10. Double check that you have entered the correct date in Step 9.
11. Enter you staff initials in the box provided.
12. Click the **Process** button.

## Stop Maintenance

... Stop/Start Entry | View Stop/Starts | Reasons | Public Holidays | Bulk Stop/Start Deliveries | Bulk Stop/Start Account

For customers with following publication  
FIN

Add Stop  
21/04/2010

Add Stop after first delivery from this day...  
23/04/2010 Publication Withheld

Add Start  
22/04/2010

Till the end of week

Restart on this day 27/04/2010

Satisfying the condition

Receive publication on any day

Receive publication on following days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dont Care	Dont Care	Dont Care	Dont Care	Dont Care	Dont Care	Dont Care

Ignore accounts / deliveries stopped prior to 19/04/2010

Normal Deliveries  Deliveries with Public Holiday Flag set

Staff Initials

Subagent orders for the Financial Review will also need to be adjusted to reflect the sales expected by these agents of the special bumper edition. Subagent orders can be adjusted for this week only by changing them in **Subagent Deliveries** once the subagent week has been created.

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