

POS Solutions

Australia Pty Limited

ABN 91 006 195 400



Please address all correspondence to: POS Solutions Australia, PO Box 2194 MOORABBIN VIC 3189 Email: support@posolutions.com.au

How to handle the Financial Review Bumper Edition over the Australia Day period.

There will be an Australia Day Bumper edition on Friday 22nd of January. The same paper will be available to any customers that have an order for the paper up until the 25th of January. There will be no delivery of the paper on Australia day the 26th. Once this period has ended delivery of the paper will return to normal on the 27th. Customers will only receive one paper in this period on the first day that is applicable to their normal orders. Once they receive the paper they will not receive another until the first normal day of delivery after the 26th of January.

The Bulk Stop/Start function in Stop Maintenance is needed to process papers this Australia Day period. The following process can be used for various papers that will have multi-day deliveries.

DELIVERY DETAILS

- From the Main Menu, go to the Customers Menu and then Stop Maintenance.
- Click on the Bulk Stop/Start Deliveries tab.
- Select your Financial Review publication (e.g FR or FIN)
- Tick the check box next to "Add stop after first delivery from this day till the end of the week"
- Enter 22/01/2010 in the date field
- Select "Publication withheld" as the reason
- Tick the option Restart on this day
- Enter 27/01/10 in the date box to the right of this option.

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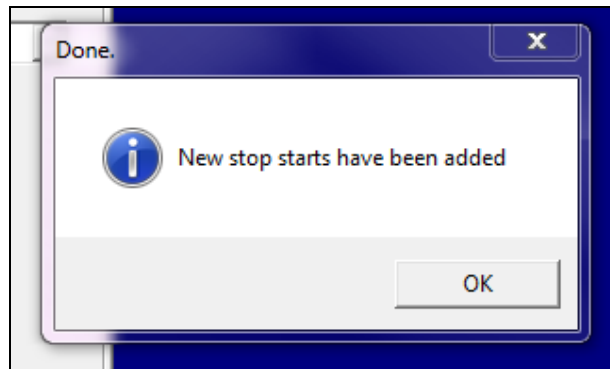
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→ At the lower right-hand corner of the page enter you staff initials.

A screenshot of a web form titled 'Staff Initials'. It features a text input field containing the letters 'aa' and a 'Process' button to its right.

→ Click Process

→ Your screen should look like the screenshot below. You are now setup to handle the Australia Day Financial Review Bumper Edition.



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.