

POS Solutions Australia

Changing the Day of a Publication

From time to time, you need to change the day a publication is delivered. To do this:

For Customers:

- Open the Side Menu > Customers > Customer Utilities
- Select the “Bulk Updates” tab, then “Move Publication Day”
- Select the publication from the list, then choose the day you wish to move it FROM and the day you wish to move it TO.
- Enter your initials and password, and click PROCESS
- You can use the same process to move the publication back later, if required.

Customer Utilities

Un-Run Rounds | Bulk Updates | Advance Deliveries | Automatic Settings

Archive Deliveries | Converted Data | Address Formatting | Customer Changes | Other Round Changes | Undelete | Transfer Ownership | Update Credit Limits | Move Publication Day | Set Delivery Details | Change Round | Round Delivery Scale | Merge\Split Round | Bulk Change

Select Item

Description	Round Short Code	Qty Delivered
ALTERNATIVE PRESS (CCP)	ALTERNATIV	2
AMATEUR RADIO	AMATEURRAD	2
ART JEWELRY	ARTJEWELRY	1
ART OF CALLIGRAPHY - RELAUNCH SY ML BN A	ARTOFCALLI	9
ART OF CALLIGRAPHY SY ML BN AD PR Ctry	ARTOFCALLI	6
ART OF KNITTING THE SY ML BN AD	ARTOFKNITT	12
AUDIO TECHNOLOGY	AUDIOTECHN	1
AUST SHOOTER	AUSSHOOTER	1
AUSSIE BRUTES	AUSSIEBRUT	1
AUSTRALIAN - FRIDAY	AUST	1
AUSTRALIAN - MONDAY	AUST	1
AUSTRALIAN - SATURDAY	AUST	1
AUSTRALIAN - THURSDAY	AUST	1
AUSTRALIAN - TUESDAY	AUST	1
AUSTRALIAN - WEDNESDAY	AUST	1
AUST & NZ DEFENDER MAGAZINE	AUST&NZDEF	2
AUST COUNTRY COLLECTIONS	AUST.COUNT	2
AUST HORTICULTURE	AUST.HORTI	2

Move Occurance From Day: Friday

To Day: Saturday

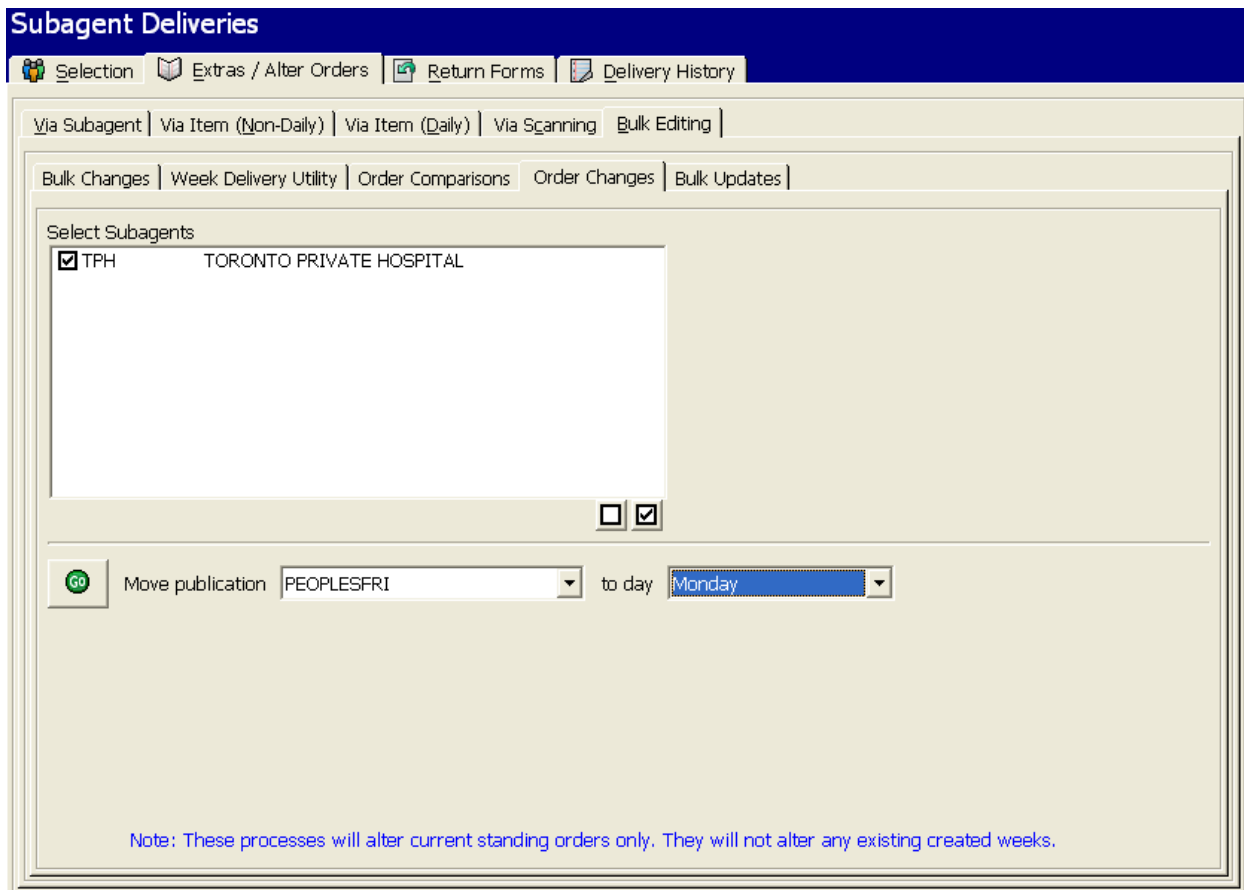
Managerial Staff and Password: AA ****

Process

POS Solutions Australia

For Subagents

- Open the Side Menu > Subagents > Subagent Deliveries
- Click on the “Extras / Alter Orders” tab, then “Bulk Editing”, then on “Order Changes”
- In the top half of the screen, make sure that the subagent’s you want to update are ticked, and any that you do not want to update are un-ticked.
- In the bottom half of the screen, select the publication that you wish to move, then the day you wish to move it to. Click the GO button.
- You can use this same process to move the publication back at a later date, if required.



The screenshot shows the 'Subagent Deliveries' web interface. At the top, there is a blue header with the title 'Subagent Deliveries'. Below the header is a navigation bar with tabs: 'Selection', 'Extras / Alter Orders', 'Return Forms', and 'Delivery History'. The 'Extras / Alter Orders' tab is active. Underneath, there is a sub-navigation bar with options: 'Via Subagent', 'Via Item (Non-Daily)', 'Via Item (Daily)', 'Via Scanning', and 'Bulk Editing'. The 'Bulk Editing' option is selected. Below this, there is another set of tabs: 'Bulk Changes', 'Week Delivery Utility', 'Order Comparisons', 'Order Changes', and 'Bulk Updates'. The 'Order Changes' tab is active. The main content area is titled 'Select Subagents' and contains a list of subagents. One subagent, 'TPH TORONTO PRIVATE HOSPITAL', is selected with a checked checkbox. Below the list, there are two checkboxes, the second of which is checked. At the bottom of the form, there is a 'GO' button, a 'Move publication' dropdown menu set to 'PEOPLESFRI', and a 'to day' dropdown menu set to 'Monday'. A note at the bottom of the interface states: 'Note: These processes will alter current standing orders only. They will not alter any existing created weeks.'