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How to stop a paper for one or several days

It is often necessary to stop delivery of a paper for one or several days due to a major public holiday such as Christmas, New Year or Easter.

When stopping papers it is important to remember that Posbrowser delivers stock items and a weekly paper will consist of seven stock items, one for each day of the week.

To stop the paper for one day

1. Select Stock Systems
2. Select Maintenance
3. Call up the paper for the day to be stopped e.g. PAPER – FRIDAY
4. Select the deliveries tab
5. Click Stops/Starts
6. Tick insert stop and enter the day the paper is to be stopped.
7. Enter the reason “Publication withheld”
8. Tick insert start and enter the next time this edition of the paper will be delivered.
If the paper is stopped for only one day then this will be one week from now.
9. Enter the reason “Start”
10. Enter your initials
11. Click OK

If you need to stop the paper for multiple days then you need to call up the relevant stock items for those days (e.g. PAPER – MONDAY, PAPER – TUESDAY etc) and repeat the procedure above.

If you have any further questions then please contact POS Solutions Support on (03) 9597 7222 or email us at support@posolutions.com.au