

## **How to handle the Financial Review Bumper Edition over the New Year period.**

### Financial Review New Year Bumper:

#### **Delivery Details**

- All Monday – Friday and Monday – Saturday delivery customers to be delivered New Year Bumper edition on Tuesday 29<sup>th</sup> of December.
- All Weekend (Saturday only) delivery customers to be delivered the New Year Bumper edition on Saturday 2<sup>nd</sup> January only
- No subscriber deliveries on Wednesday 30<sup>th</sup> 2009, Thursday 31<sup>st</sup> 2009 or Friday 1<sup>st</sup> January 2010.

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

From the **Main Menu**, go to...

1. **Customers**
2. **Stop Maintenance.**
3. Click on the **Bulk Stop/Start Deliveries** tab.
4. Select your Financial Review publication (e.g FR or FIN)
5. Tick the check box next to "**Add stop after first delivery from this day till the end of the week**"
6. Enter **29/12/09** in the date field
7. Select "**Publication withheld**" as the reason
8. Tick the option **Restart on this day**
9. Enter **4/01/10** in the date box to the right of this option.
10. Enter you staff initials
11. Click Process

Your screen should look like the screenshot below. You are now setup to handle the New Year 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.

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# 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

09/12/2009

Add Stop after first delivery from this day...

30/12/2009 Stop

Add Start

10/12/2009 Stop

Till the end of week

Restart on this day 04/01/2010

Satisfying the condition

Receive publication on any day

Receive publication on following days

Monday

Dont Care

Tuesday

Dont Care

Wednesday

Dont Care

Thursday

Dont Care

Friday

Dont Care

Saturday

Dont Care

Sunday

Dont Care

Ignore accounts / deliveries stopped prior to 07/12/2009

Normal Deliveries  Deliveries with Public Holiday Flag set

Staff Initials



Process

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).

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