

How to handle the Financial Review Bumper Edition over the Christmas period.

Financial Review Christmas Bumper:

Delivery Details

- All Monday – Friday and Monday – Saturday delivery customers to be delivered Christmas Bumper edition on Wednesday 23rd of December.
- All Weekend (Saturday only) delivery customers to be delivered the Christmas Bumper edition on Saturday 26th December only
- No subscriber deliveries on Thursday 24th, Friday 25th or Monday 28th December 2009.

The Bulk Stop/Start function in Stop Maintenance is needed to process papers this Christmas 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 **23/12/09** in the date field
7. Select "**Publication withheld**" as the reason
8. Tick the option **Restart on this day**
9. Enter **29/12/09** 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 Christmas 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.

Pos Solutions Australia

Head Office:
23 Tuck Street,
Moorabbin VIC 3189
Tel 03 9597 7222
Fax 03 9532 2778

NSW Office:
G2 Focus, 64 Talavera Road
North Ryde NSW 2113
Tel 02 9805 0055
Fax 02 9888 8219

QLD Office:
12/172 Redland Bay Road
Capalaba QLD 4157
Tel 07 3823 5812
Fax 07 3823 5816

SA Office:
4/34 Devon South St.
Goodwood SA 5034
Tel 08 8357 0103
Fax 08 8357 0149

WA Office:
239 Trappers Drive
Woodvale WA 6026
Tel 08 9409 4053
Fax 08 9409 9186

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

17/12/2009

Add Stop after first delivery from this day...

23/12/2009 Stop

Add Start

18/12/2009 Stop

Till the end of week

Restart on this day 29/12/2009

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 14/12/2009

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@possolutions.com.au.

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