

Trafficking:

Office Buildings:

- 1) Print out copy of the Ad Log for issue – Located on Desktop: Shortcut to Ads
 - a) Open Ad Log (User Name & Password: divine)
 - b) File/Select Publication/Office Buildings
 - c) Go to Reports menu
 - d) Click on Ad Log Reports
 - e) Report Type: **Production Report**
 - f) In Issue Selection chose issue and year by clicking the blue button on the right. (OB Books have no month)
- 2) Give print out to Henry Robbins to indicate new ads for the issue.
- 3) Clients for all indicated new ads must be contacted. If it's a designed ad send ad specs along with request.
- 4) Any notes, (eg. ad status, date material received, etc), should be made in the Ad Log invoice entry window.
 - a) Task/Invoice Entry
 - b) Click the Edit button on the top of window (**Only fields in white may be changed**)
 - c) Click the change Publication button to select desired issue (green button labeled Iss\Mon\Yr)
 - d) Ads are tracked by their invoice numbers. Click the view invoice button, (blue button), and enter 3 digit invoice number to select ad.
 - e) Click the save button to save all entries

Note: Pickup information for OB issues is imported from the layout.

Pickup Info

- 1) Open OB Program – On Desktop: Shortcut to OB.exe – (User Name & Password: divine)
 - 2) Data/update invoices
 - 3) Select publication
 - 4) Once update is complete pick up info will be viewable in Ad Log
- Note: This process is only for Office Buildings, not Cooperator.**

Cooperator:

- 1) Sales person hands in a copy of the Ad Log marked up with pick up info
- 2) Open Ad Log (User Name & Password: divine)
 - a) File/Select Publication/Cooperator
 - b) Task/Invoice Entry
 - c) Click the change Publication button to select desired issue (green button labeled Iss\Mon\Yr)
- 3) Pickup Info
 - a) Enter date received
 - b) Enter info given by sales person in designated field. Pickup issue entries should be shortened. For example, if the pick up issue for a New York paper is May 2006, Type in NY 05/06
 - c) Pickups with changes should be submitted by sales person in folders. When entering info do not check the pickup button. Only fill in the page and issue filed. In the field marked instructions, type in pickup with change.
 - d) Click the save button to save all entries

- 4) New material
 - a) Sales person must submit all new material in a folder.
 - b) Enter the date the folder was received, save and submit to Cooperator Art Director.

- 5) Print out copy of Ad Log
 - a) Go to Reports\Cooperator Reports
 - b) Select Production under report type
 - c) Select issue, month and year (blue button on the right)
 - d) Sort by Customer unless advised otherwise
 - e) **Optional Choices:** Condition (yellow button) is to chose a specific sales person. Filet is also optional.