APT Space Saver Orders

The APT Space Saver feature is a way for (sig page, gang page) orders to be entered and linked to the overall space reservation order.

Create the Space Saver (Space Reservation)

- 1. Start to create the new order that will become the Space Saver as normal.
- 2. After entering the main Order Entry Screen, select Order Details form the Order Menu (Order->Order Details). The Order Information Icon (shown below) can also be used.

🆚 Falcon Advertising Order Entry - crpwordm (Superviso								
i Qrder Qustomer Scripts	xport AdMasterExport Credit Cards							
Pa 🛛 🗐 😫 🕵 🖸 🛛	10 🖻 😭 📼 🔁 🏼 🎒							
Phone: [618] 529-5454 x	Order Information PD:							
Client: SI EVENTS HOUSE	Sisper: JA1 - Jessica Ashby							
Cust Id: 60002485	Descr: Spac Saver Test							
Publication Bil Star Southern Illinoisan 07/2	t End Times Price 1/06 07/21/06 1 0.00							

3. Select the Order Type Tab on the Order Information Screen and change the Order Type to Space Saver.

Note that there are two types of Space Saver orders to select.

Selecting 'Space Saver (bill participant)' will only bill the orders that are placed into the space. [Most often used]

Order Order Type Agency History Notes Auto Charge Order Type: Normal Space Saver Name: Space Saver (bill participant) Space Saver: Space Saver (bill participant) Space Saver: Space Saver (bill participant) Space Saver: Space Saver (bill space saver) Space Saver: Space Saver (bill space saver)	
Order Type: Normal Normal Space Saver Name: Space Saver (bill participant) Space Saver: Space Saver: Space Saver: Space Saver: This order is not part of a space saver group.	
Order Type: Normal Normal Space Saver (bill participant) Space Saver (bill space saver) Space Saver: Defect This order is not part of a space saver group.	
Space Saver Name: Space Saver (bill participant) Space Saver (bill space saver) Space Saver: Defect This order is not part of a space saver group.	
Space Saver (bill space saver) Space Saver: Space Saver: This order is not part of a space saver group.	
This order is not part of a space saver group.	
OK	Cancel

Selecting 'Space Saver (bill space saver)' will bill only this order.

4. Select a Space Saver Name. Then click OK.

Order Information
Order Order Type Agency History Notes Auto Charge
Order Type: Space Saver (bill participant)
This order is a Space Saver. Participant Adventiser orders may be placed using this order as the Space Saver for the Participants.
<u> </u>

5. When finished, the order is labeled as a SPACE SAVER

Publication	Start End	Price	Times	Attr
🚳 Southern Illino	is10/20/ 10/20/	0.00	1	
Southern Illinois	san - SPACE SAVI	ER		
Order issue dat	tes: 10/20/2012 - 10	0/20/2012		

6. Set the size, dates, and any other required fields of the ad as normal and **Save** the order.

Add a Space Saver Participant

1. Select Space Savers from the Order Menu (Order -> Space Saver)



2. Type in the name of the Space Saver and click Lookup.

🎨 Space Saver Order Search		î				_ 🗆 X
Search For Name: (blan k = all)	•	Lookup				
Order # Name	Start	End	Notes			
20171180 Mike Special	07/21/2006	07/21/2006				
				Edit Space Saver	Space Saver <u>D</u> etails	Close

3. Select the Space saver from the list of available Space Savers and click Space Saver Details (shown above).

4. Select Add Advertiser

🇞 Space S	laver Orde	er									_ 🗆	×
Space Saver	Order Details	s										
Order No:	20171180		Name: Mike S	pecial								
Customer Id:	60002485		Name: SI EVE	NTS HOUSE				1				
Ads in this S	pace Saver:											
Publication		Section	C	ategory	Size	Inches	Avail	Start		Stop		
Souther Advertisers Pa Order #	n Illinoisan Irticipating in Advertiser	Default this Space S	D Saver:	efault Start	6.0 x 12.00	72.00	72.00 otes	07/21	/2006	07/21/200	6	
Ads in Selected Advertiser's Order:												
Publication		Sectio	n	Cate	gory	Siz	e In	nches	Avail	Start	Stop	

5. Select the customer that is participating in this Space Saver. Click OK.

Select Custo	mer for Participa	×	
Customer			
Find Cust Id	Find Client	Client	
60006428	Snow White	Snow White	
	<u>F</u> ind		
			<u>D</u> K <u>C</u> ancel

6. Space Saver orders DO NOT work when using a Pub Groups so Click Cancel out of the 'Select Pub Group' AND 'Schedule Publications' Screens to get to a blank O/E screen.

d Pub Group:		
Ad Type:	-	
Section:	¥	
Sub Section:	*	
Category:	.	
Г	Delete existing publications	
	PubGroupForm: TPubGroupForm	
	PubGroupForm: TPubGroupFormCancel	
	PubGroupForm: TPubGroupForm	
chedule Public	PubGroupForm: TPubGroupFormCancel	
chedule Public	PubGroupForm: TPubGroupForm Cancel	
chedule Public	PubGroupForm: TPubGroupFormCancel	
chedule Public Publication Grou Main Publication	PubGroupForm: TPubGroupForm Cancel	
chedule Public Publication Grou Main Publicatio	PubGroupForm: TPubGroupForm Cancel	
Chedule Public Publication Grou Main Publicatio Start Dal	PubGroupForm: TPubGroupForm Cancel	
Chedule Public Publication Grou Main Publicatio Start Dal	PubGroupForm: TPubGroupForm Cancel	
Chedule Public Publication Grou Main Publicatio Start Dal F	PubGroupForm: TPubGroupFormCancel cations up: All pubs in order or: te: 10/16/2012 for: 1 Days	
Chedule Public Publication Grou Main Publicatio Start Dal F	PubGroupForm: TPubGroupForm Cancel	

7. Right click the Publication area and select Add.

창 Falcon Advertisin	g Order Entry - crp	wordm (Superviso	r) Database: T	estCarbondale on	LEECRP22 - [Ad Infor
🚱 Order Customer Sc	ripts Export AdMaster	Export Credit Cards	Advertising Report	s ≦etup <u>W</u> indow	Help Lee
🔁 4 45 🕵 🕵	🖪 🖆 🗅 🗞 🔒	: 📼 🔁 🏼	🗙 🚮	😰 🖬 🥥	
Phone: [419] 861-1365 x	Order: 2017118	2 PO:			
Client Snow White	Sisper: 9999 - U	Inknown Salesperson			The Sou
Cust ld: 60006428	Descr.				
Publication Bill	Id Start End	Times P	Ad <u>I</u> ext <u>Attributes</u>	History Billing Add	ress Salesperson
<u>. </u>		Add group Edit Change Bub Info Delete	Position: Priority: Ad Key#: Color Type: Color 1: Sort:	stantee Section	Product No: Coupon Reverse House Ad Promotion 3 V 3
Ad Type: Pub Group: Section:	× ×	Filed	Keywords:	Туре:	💌 💽 Atta
Sub Section:	*	Review	Document		🤅 Uni
Category:	*	-	Notes:		*

8. The Space Saver order information will be displayed. Select the publication and click OK.

📺 Space Saver Ads					
Space Saver Order: 20171180	Name: M	like Special			
Customer Id: 60002485 Name: SI EVENTS HOUSE					
Select the space saver ad that you are listed below.					
Publication	Section	Category	Start	End	
🏀 Southern Illinoisan	Default	Default	07/21/2006	07/21/2006	
				<u>0</u> K	<u>C</u> ancel

9. Cancel out of the 'Schedule Publications' Screen again.

Publication Group:	All pubs in order	
Main Publication:		
Start Date:	10/16/2012	
For:	1 V Days	
	Weekly Schedule	
	🔽 Sun 🔽 Mon 🔽 Tue 🔽 Wed 🔽 Thu 🔽 Fri 🔽 Sa	ıt

x

10. Select the 'Non-Production (Billing Only)' Ad Position / Group Code.

Ad <u>T</u> ext	Attribu	ites	<u>H</u> istory	Billing		Addre	es	
Guarantee Section								
Position: Non-Production (Billing 0								
	Ē				_			

11. Set the size, dates, and any other required fields of the ad as normal and **Save** the order.

Continue to add participant orders to the Space Saver. After each additional order the following measure will prompt the user to check the overall space left.

Check Ad Space 🗙							
٩	There are 1 other Participant Ads in the Space Saver for 'Southern Illinoisan' on 07/21/2006. Please verify that ther is enough space left in the Space Saver for this ad.						
	OK						

Multiple Orders will be shown in the Space Save details screen and each individual order detail can be shown by selecting the customer order. The space available is also shown.

🗞 Space Saver Order 🗧 🗆 🗙														
Space Saver	Order Details	s												
Order No: 20171180 Name: Mike				ke Special										
Customer Id:	60002485	Name: SH	me: SI EVENTS HOUSE											
Ads in this Sp	Ads in this Space Saver:													
Publication		Section		Category		Size	Inche	es Av	ail S	Start	Stop			
Southern Illinoisan Default Default 6.0 x 12.00 72.00 64.00 07/21/2006 07/21/2006														
Advertisers Pa	rticipating in	this Space S	aver:											
Order #	Advertiser			Start	Start End			Notes						
🕸 20171182 Snow White				07/21/2006 07/21/2006										
20171183	Mike Gavin)		07/21	/2006	07/21/20	106							
Ads in Selecte							<u>A</u> dd.	Advertiser	<u>E</u> dit Advertis	er's Order				
Publication		Section	ı		Categor	у		Size	Inche	s Avail	Start	Stop		
🚳 Southern II	linoisan	Default			Default			2.0 x	4.00	n/a	07/21/2006	07/21/2006		
1													<u>C</u> lose	

Any advertiser's participant orders may be edited directly from this screen.

Additional Notes

Accounting for Unused Space

Any unused space should be filled in with house participants OR space should be taken off of the original Space Saver order by changing its size. WARNING: Note that if the size is changed to account for unused space the original column size must NOT be changed to be smaller than the largest participant's column size or those participants will be REMOVED.

APT Reports

There are no APT Standard Reports available to report on Space Saver orders or the participant orders, however Lee Development will produce reports and/or query views if additional reporting is necessary.

Multiple Publications

One Space Saver Order should be created for EACH publication.

Cancelling Participant Orders

Canceling a participant order does NOT free up any available space and as such the order should be deleted.

Changing the Order Type

Once a Space Saver is created with a particular order type, if this order type is changed, for example, from 'Space Saver (bill space saver)' to 'Space Saver (bill participant)' ALL of the existing participant orders attached to that space saver will need to be deleted and then recreated.

Changing the Run Schedule

The run schedule CAN be changed on the Space Saver Order and WILL propagate down into all of the attached participant orders.