



## Space Savers

V2016.5.17



## **Overview**

The Phoenix space saver feature is a way for (sig page, gang page) orders to be entered and linked to the overall space reservation order. This allows you to have one order to hold the space, and several ads linked to the space reservation order that are billed.

The following steps are taken to create space saver ads:

1. Create your original space reservation order on a house account.
2. Mark original order as space saver.
3. Add an advertiser/customer that will be a billed participant for the space saver order.
4. Mark the ganged/sig ads with a position of 'Non-Production-bill only'.

# Creating a Space Saver Order

1. Create a space reservation order on a house account. Create the order with the size that will cover all of the ganged/signature ads. If you enter the order type of 'Space Saver (Bill Participant)' in step two the Order will automatically rate at zero.

The screenshot displays the 'Phoenix Advertising - Casper Test NEW - [Order Entry]' window. The interface is divided into several functional areas:

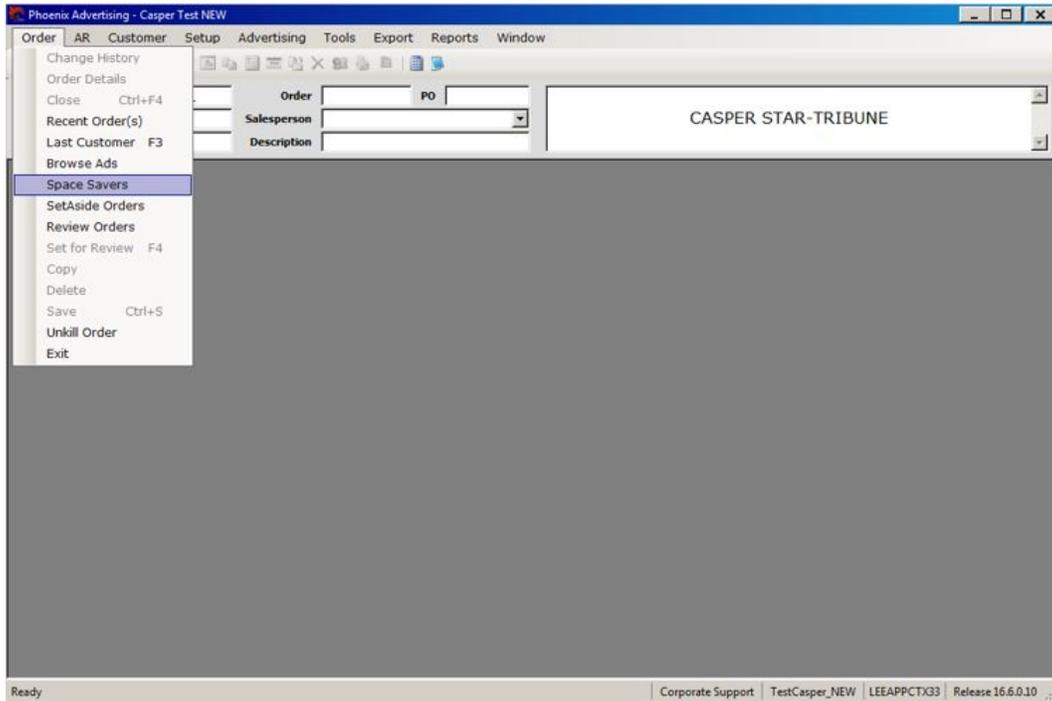
- Header:** Phone: (307) 266-0510, Order: PO, Customer: HOUSE AD, Salesperson, Customer Nbr: 60001501, Description.
- Calendar:** A grid showing dates from May 2016 to August 2016. The current selection is May 23-27, 2016. A 'Schedule' button and a 'TFN' checkbox are visible.
- Summary:** Casper Star-Tribune: Daily \$0.00, Total \$0.00. Order issue dates: 5/23/2016 - 5/27/2016. Billing Inches: 20.000, Lines: 1000, Words: 0. Actual Inches: 20.000. Set Inches Manually: . Dates: 5, Left 5, 05/23/2016 - 05/27/2016.
- Configuration:** Pub Group, Section Type (Retail), Ad Type (Display), Section (Main), Sub Section (Main), Category (Retail-Default), Contract, Rate (Open), Status (Hold, Killed, Billed, Review, Approved, Manual).
- Ad Details:** Ad Number, Ad Key# (<OrderNumber>-1), Ad Keywords (Test), Group/Ad Position, Color Type, Pagination Sort, Skip Online Feed, Ad Sync, Agency Discount, Coupon, Reverse, Taxable, Digital Ad Conversion, Promotion, Production Method, Copy Del. Method, Complexity Level, Pickup From, External Order Number.
- Financials:** Billed: 0.00, Unbilled: 0.00, Total Tax: 0.00, Total: 0.00.

2. Mark the original order as a space saver. Order > Details > Order Type Tab:
  - a. Enter the Order Type of 'Space Saver (Bill Participant)'
  - b. Name your Space Saver
  - c. Save space saver order.
  - d. Close space saver order.

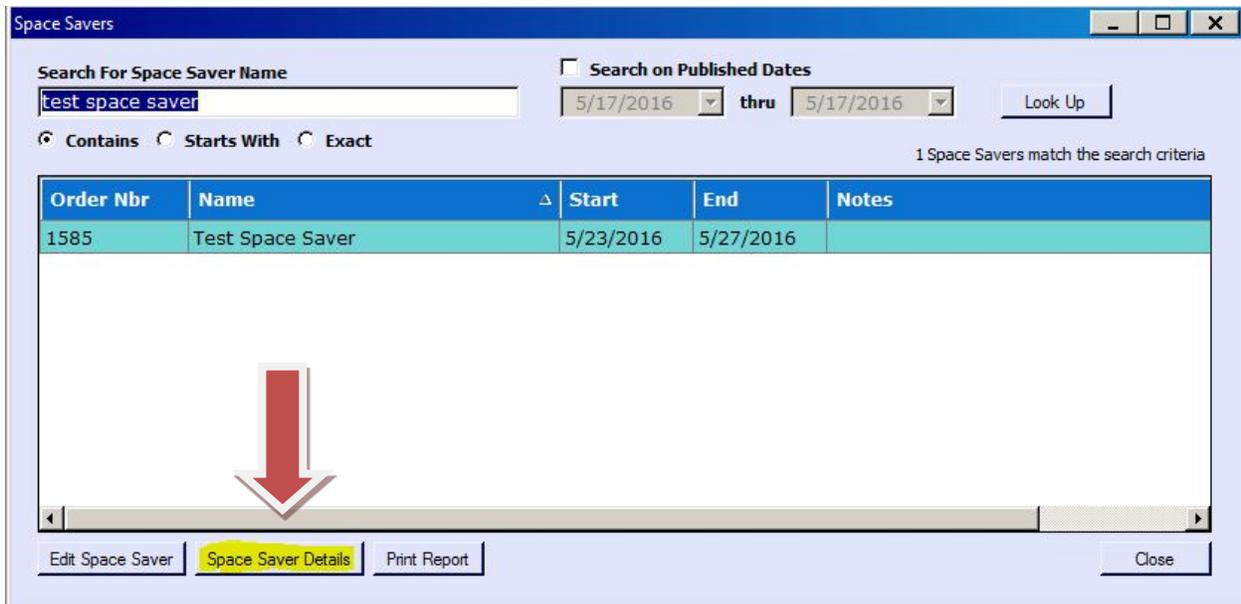
The screenshot shows a software window titled "Order Details" with a blue title bar and standard window controls. The window has four tabs: "Order", "Order Type", "Agency", and "History". The "Order Type" tab is selected. The form contains the following fields and controls:

- Order Type:** A dropdown menu with the selected value "Space Saver (Bill Particip.)".
- Space Saver Name:** A text input field containing "Test Space Saver".
- Space Saver:** An empty text input field.
- Message Box:** A text area containing the message: "This order is a Space Saver. Participant Advertiser orders may be placed using this order as the Space Saver for the Participants."
- Buttons:** "OK" and "Close" buttons are located at the bottom right of the window.

3. Add an advertiser/customer that will be a billed participant for the space saver order. From the main menu go to Order > Space Savers:



Search for the name of the space saver that you created in step one:



Select Space saver details:

This opens up the space saver details screen. Select Add Participant:

Total Size	Available Size	Columns	Inches	Publication	Sect
100.000	100.000	5.000	20.000	Casper Star-Tribune	Main

Order Nbr	Customer Name	Start Date	End Date	Notes
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Add Participant Edit Participant Order

Size	Columns	Inches	Publication	Section
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Close

This opens a select customer screen. Search for the first customer who will be billed for a gained/signature add. Once you have the customer in the search screen, hit Select:

Find Customer Nbr Find Customer Name

Find

Customer

60002343 ~ Snow White - Commercial

Select

Cancel

- This will immediately take you into order entry. You will need to create the order for the participant that is to be billed for the first order in the gained ad. Make sure that this order is marked with a position of Non-Production – Bill only:

Phoenix Advertising - Casper Test NEW - [Order Entry]

Order AR Customer Setup Advertising Tools Export Reports Window

Phone: (307) 123-4567 Order: PO

Customer: Snow White - Comme Salesperson:

Customer Nbr: 60002343 Description:

Publication	Start Date	End Date	Price
Ca...	5/23/2016	5/27/2016	195.00

Casper Star-Tribune: Daily \$46.60, Total \$233.00  
Order issue dates: 5/23/2016 - 5/27/2016

Pub Group: Retail Section Type: Retail Ad Type: Display Section: Main Sub Section: Main Category: Retail-Default Contract: Rate: Church Directory

Status:  Hold  Killed  Billed  Review  Approved  Manual

Description	Amount
Creative Services - New	38.00

Billed: 0.00 Unbilled: 233.00  
Total Tax: 0.00 Total: 233.00

Ad Text: Attributes Salesperson Packages Contracts Alternate Sections Address

Ad Number: Ad Key# <OrderNumber>-1 Ad Keywords: Test Participant 1

Group/Ad Position: Non-Production (Bill Only) Color Type: Color 1/2/3: Pagination Sort: External Order Number

Ad Sync:  Ad Sync  Coupon  Reverse  Taxable  Agency Discount  Guarantee Section  House Ad  Digital Ad Conversion

Promotion: Production Method: New Copy Del. Method: Complexity Level: Pickup From: Additional Attributes

Save the order and close it. You will be brought back out to the space saver details screen. You can then add your next advertiser and continue adding each advertiser/order until you are finished.

Space Saver Order Details

Order Nbr 1585 Space Saver Name Test Space Saver  
 Customer Nbr 60001501 Customer Name HOUSE AD

Total Size	Available Size	Columns	Inches	Publication	Section	Sub Section	Category	Start Date	End Date
100.000	96.000000	5.000	20.000	Casper Star-Tribune	Main	Main	Retail-Default	5/23/2016	5/27/2016

Participant Orders

Order Nbr	Customer Name	Start Date	End Date	Notes
1586	Snow White - Commercial	5/23/2016	5/27/2016	

Add Participant Edit Participant Order

Selected Participant's Ad

Size	Columns	Inches	Publication	Section	Sub Section	Category	Start Date	End Date
4.000	2.000	2.000	Casper Star-Tribune	Main	Main	Retail-Default	5/23/2016	5/27/2016

Close