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.

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]**

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

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

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

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)
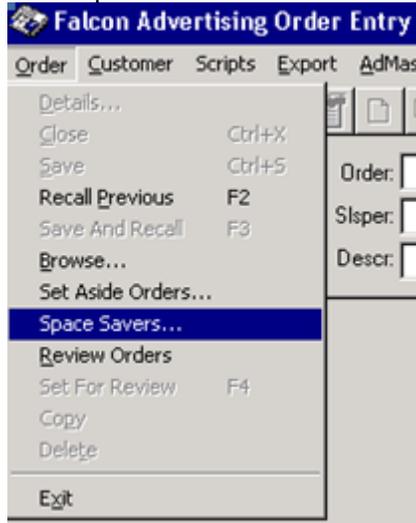
2. Type in the name of the Space Saver and click Lookup.
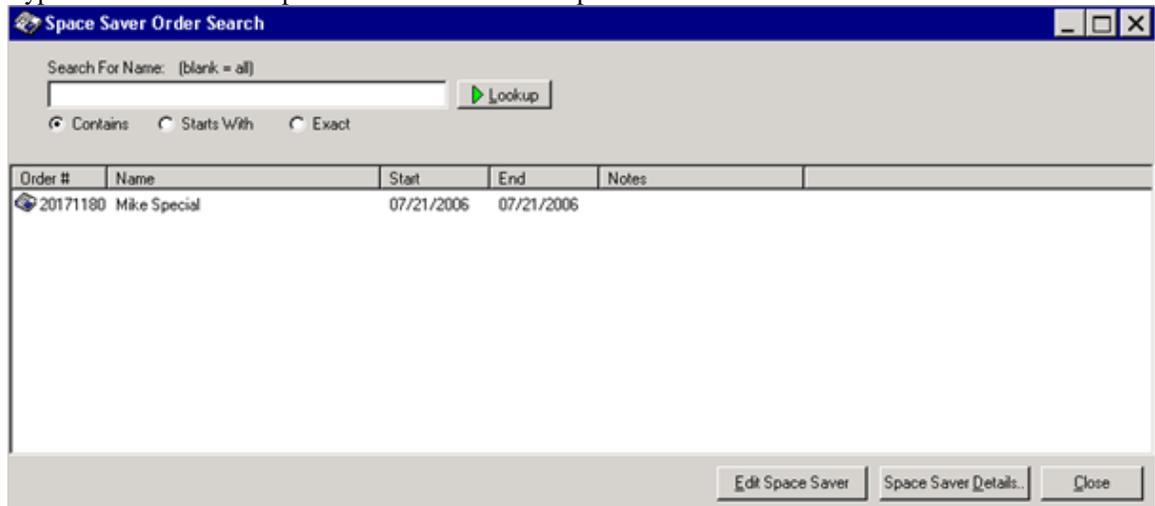
3. Select the Space saver from the list of available Space Savers and click Space Saver Details (shown above).

4. Select Add Advertiser

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

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.

7. Right click the Publication area and select Add.
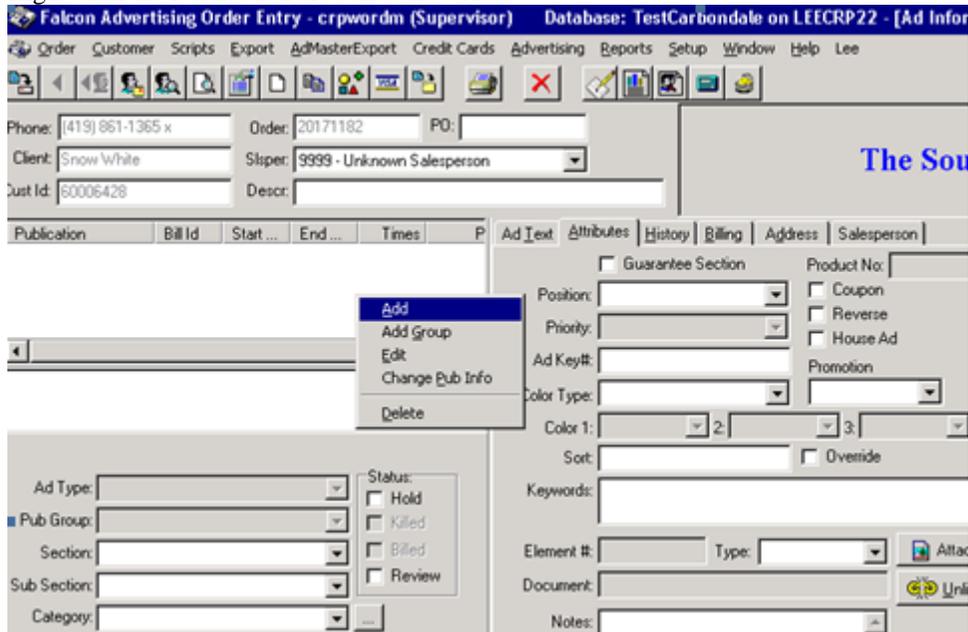
8. The Space Saver order information will be displayed. Select the publication and click OK.

9. Cancel out of the 'Schedule Publications' Screen again.
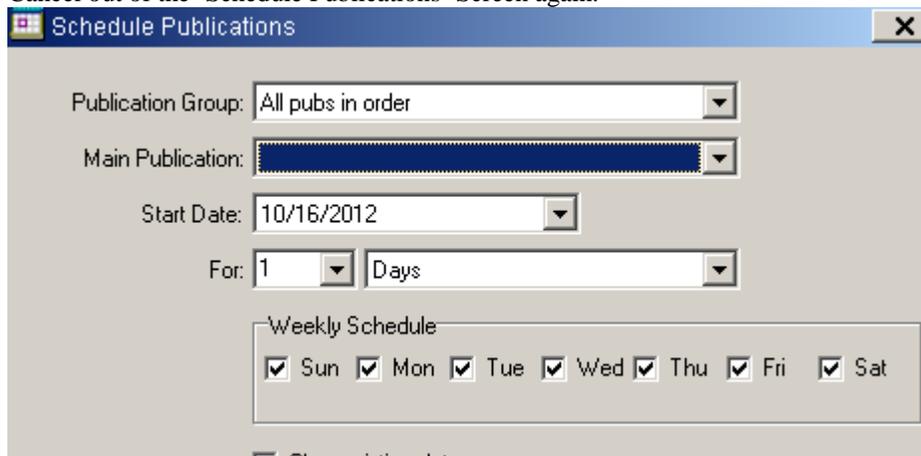
10. Select the 'Non-Production (Billing Only)' Ad Position / Group Code.

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.

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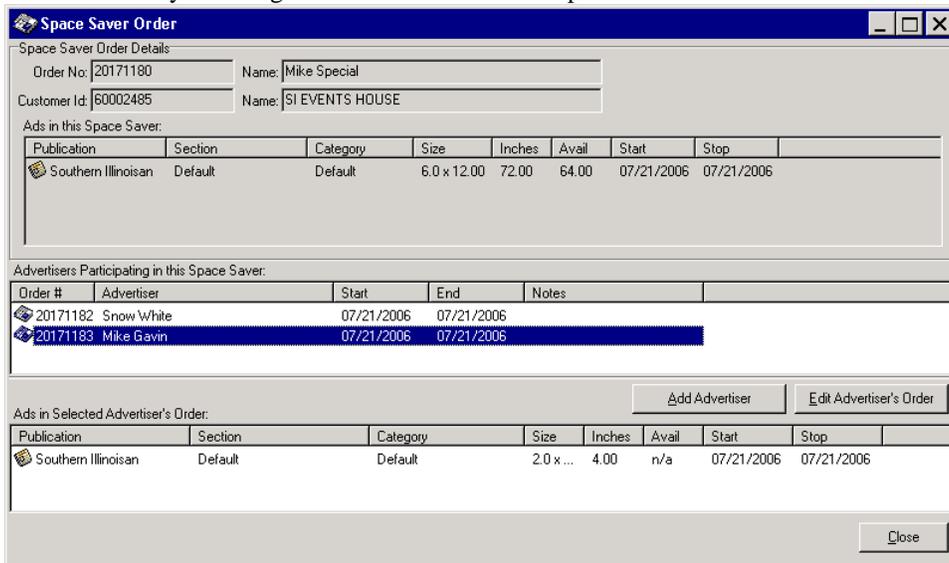
Any advertiser's participant orders may be edited directly from this screen.

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.