

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 advertsiser/customer that will be a billed participant for the space saver order.
- 4. Mark the ganged/sig ads with a positon 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 Paticipant)' in step two the Order will automatically rate at zero.

🌺 Phoenix Advertising - Casper Test NEW - [Order Entry]		X
🖳 Order AR Customer Setup Advertising	Tools Export Reports Window	- 8 ×
🔒 🔄 🕹 🗶 🜮 🗭 🖀 🎦 🖪 🖬 🔛 🗮 🎽 🗙	😫 🍓 🕨 📓 👼	
Phone (307) 266-0510 Order	PO	
Customer HOUSE AD Salesperson		
Customer Nbr 60001501 Description		*
Dublication Chat Data End Data Data		
Ca 5/23/2016 5/27/2016 0.00	< May 2016 June 2016 July 2016	August 2016 > Schedule
Ca 3/23/2010 3/2//2010 0.00	1 2 3 4 5 6 7 1 2 3 4 1 2	5 M I W I F S 1 2 3 4 5 6 Clear
	8 9 10 11 12 13 14 5 6 7 8 9 10 11 3 4 5 6 7 8 9	7 8 9 10 11 12 13 TFN
	15 16 17 18 19 20 21 12 13 14 15 16 17 18 10 11 12 13 14 15 16	14 15 16 17 18 19 20
	22 23 24 25 26 27 28 19 20 21 22 23 24 25 17 18 19 20 21 22 23	21 22 23 24 25 26 27
	29 30 31 26 27 28 29 30 24 25 26 27 28 29 30	28 29 30 31
Casper Star-Tribune: Daily \$0.00, Total \$0.00	31	
Order issue dates: 5/23/2016 - 5/27/2016	T Col 5 I .000 Section Pg Height 298 Billing Inches 20.000	Lines 1000 Words 0
Pub Group	Actual Inches 20.000 Set Inches Manually Dates: 5, Left 5, 05/23/2016	- 05/27/2016
Section Type Retail		
Ad Type Disalay	Address Billing History Order Notes	
	Ad Text Attributes Salesperson Packages	Contracts Alternate Sections
Section Main	Ad Number Skip Online Feed 🗸	Ad Sync Agency Discount
Sub Section Main	✓ Use External Graphic	Coupon Guarantee Section
Category Retail-Default	Ad Kev# CorderNumber>-1 New AdKey	Reverse House Ad
Contract I Approved		Taxable 🔽 Digital Ad Conversion
Rate Open 🔽 Manual	Ad Keywords lest	tion V
Description Amount	Province Pro	
	Production Met	thod Y
	Copy Del. Mel	thod
	Color Type Complexity L	evel 🗨
	Color 1/2/3	rom
Billed 0.00 Unbilled 0.00	Pagination Sort Override	nber
Total Tax 0.00 Total 0.00		Additional Attributes
l Ready	Corporate Support	TestCasper NEW LEEAPPCTX33 Release 16.6.0.10
	Corporate support	

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- 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.

Order Details	Agency History
Order Type Space Saver Name Space Saver	Space Saver (Bill Particip: Test Space Saver
	This order is a Space Saver. Participant Advertiser orders may be placed using this order as the Space Saver for the Participants.
	OK Close

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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:

n Phoenix Advertising - Casper	Test NEW				- 🗆 X
Order AR Customer Change History Order Details	Setup Advertising Tools Expor	t Reports Window			
Close Ctrl+F4 Recent Order(s) Last Customer F3	Salesperson Description	P0	CASPER	STAR-TRIBUNE	×
Space Savers					
SetAside Orders Review Orders Set for Review F4 Copy Delete Save Ctrl+S Unkill Order Exit					
Ready			Corporate Support	TestCasper_NEW LEEAPPCTX3	3 Release 16.6.0.10

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

5 Only

Scaren for Spa	ce Saver Name	Search on Published Dates				
test space sa	ver	5/17/201	6 🔽 thru 5	/17/2016 💌	Look Up	
Contains	Starts With C Exact			1 Space S	Savers match the se	arch criteria
Order Nbr	Name	△ Start	End	Notes		
1585	Test Space Saver	5/23/2016	5/27/2016			
Edit Space Save	r Space Saver Details Print Report					Close
Select Spa	ce saver details:	Dogo				
Select Spa	ce saver details:	Page 1/25/20 ⁻	17	Lee	Enterprises	– Confidentia

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

pace Saver Or Order Nbr	der Deta	ails Space	e Saver Name	Test Space	Saver		_	
Customer Nbr	60001	.501 Cu	stomer Name	HOUSE AD				
Total Size	Ava	ailable Size	Columns	Inches	Publica	ntion		Sec
100.0	00	100.0	5.00	0 20.000	Casper	Star-Tribune		Main
•			1					•
rticipant Order	-5							
rder Nbr	Custo			Star	Dato	Fred Date	Notor	
		omer Name		Star	t Date		Notes	
	custo	mer Name		3101			HULES	
Id Participant	Edit Part	icipant Order	_	Star			NUCES	
Id Participant ected Particip	Edit Part	icipant Order	ublication	Star	<u>s</u>	Section	NUCES	
dd Participart ected Particip ize Col	Edit Part	icipant Order	ublication	Stati	s s	Section		

This opens a select customer screen. Seach 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	
	snow white	Find
Customer		
60002343 ~ Sr	now White - Commercial	▼ Select
00002040	ion mile commercial	

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4. 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
	99 🌭 🖿 🛯 🖩 📕
Phone (307) 123-4567 Order	PO
Customer Snow White - Comme Salesperson	w.
Customer Nbr 60002343 Description	
Publication Start Date End Date Price	< May 2016 June 2016 July 2016 August 2016 > Schedule
Ca 5/23/2016 5/27/2016 195.00	S M T W T F S S M T W T F S S M T W T F S S M T W T F S Clear
	8 9 10 11 12 13 14 5 6 7 8 9 10 11 3 4 5 6 7 8 9 7 8 9 10 11 12 13 TFN
	15 16 17 18 19 20 21 12 13 14 15 16 17 18 10 11 12 13 14 15 16 17 18 19 20
	22 23 24 25 26 27 28 19 20 21 22 23 24 25 17 18 19 20 21 22 23 24 25 26 27 20 20 21 22 23 24 25 26 27 28 20 20 20 20 20 20 20 20 20 20 20 20 20
Casper Star-Tribune: Daily \$46.60. Total \$233.00	20 27 20 25 30 21 20 25 30 21 20 25 30 31 Space Saver Participan 31
Order issue dates: 5/23/2016 - 5/27/2016	T Col 2 T .000 Section Pg Height 298 Billing Inches 2.000 Lines 40 Words 0
Pub Group Status	Actual Inches 2.000 Set Inches Manually Dates: 5, Left 5, 05/23/2016 - 05/27/2016
Section Type Retail	Ad Text Attributes Salesperson Packages Contracts Alternate Sections Add
Ad Type Display	
Section Main 🔽 Killed	Ad Number 1 Skip Unline Feed V Ad Sync Agency Discount
Sub Section Main Filled	V Use External Graphic F Coupon F House Ad
Category Retail-Default	Ad Key# <ordernumber>-1 New AdKey Taxable Digital Ad Conversion</ordernumber>
Contract I Approved	Ad Keywords Test Participant 1
Rate Church Directory 🔽 Manual	
Description Amount	Group/Ad Position Non-Production (Bill Only)
Cleative Services - New S0.00	Color Type
	Color 1/2/3
	Pagination Sort Override
	External Order Number
	Additional Attributes
Billed 0.00 Unbilled 233.00	
Total Tax 0.00 Total 233.00	

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.

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Order Nb	rder Details	st Space Saver							
tomer no	Available Size Columns	Inches Public	cation	Section	Sub Section	Category	Start Date	End Date	
100.	96.000000 5.000	20.000 Caspe	r Star-Tribune	Main	Main	Retail-Default	5/23/2016	5/27/2016	
pant Ord	Customer Name	Start Date	Fed Date	Notes					
	Snow White - Commercial	5/23/2016	5/27/2016	(Annesis)					
_									
	Construction of the Constr								
icipant	Edit Participant Order								
Partici	pant's Ad								
Co	Jumns Inches Publication		Section	Sub Section	Category	Start Date	End Date		
and the second					la seconda de la				
100	2.000 2.000 Casper Star-Tribun	e	Main	Main	Retail-Default	5/23/2016	5/27/2016		
00									
00									
10									

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