

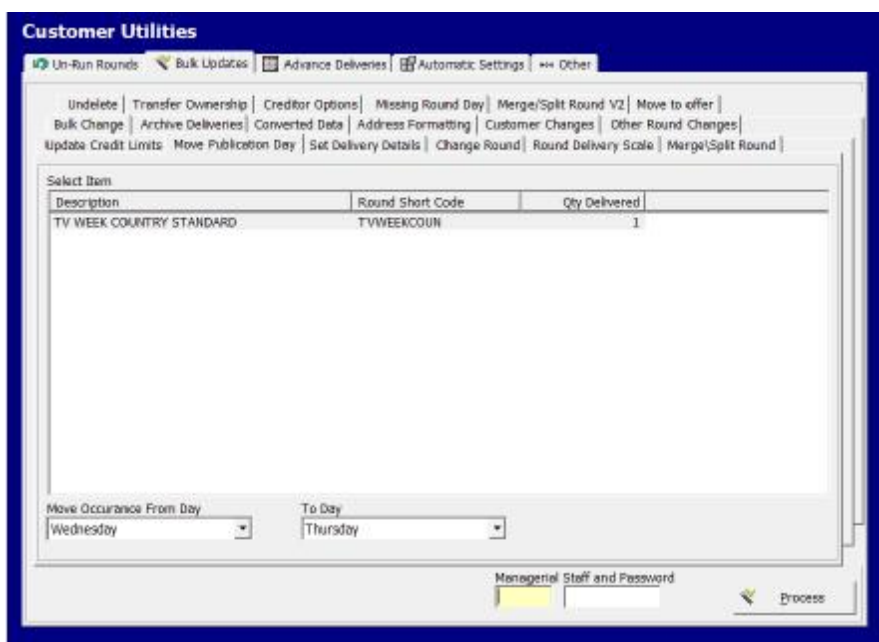
New Idea & Woman's Day Special Editions

A special edition of both New Idea and Woman's Day will be published on Thursday 15/9/2022, and no issue will be published on Monday 19/9/2022. This document will guide you through the necessary steps to handle this change.

Moving the Day of the Publications

Firstly, you will need to move the New Idea and Woman's Day from the usual Monday delivery to Thursday.

- Go to the Main Menu
- Go to Customers
- Go to Customer Utilities
- Click on the Bulk Updates tab
- Click on the Move Publication Day tab
- Select the publication to be moved (New Idea or Woman's Day)
- Select the Move Occurrence From Day and Move Occurrence To Day (From Day Monday, To Day Thursday)
- Enter your Managerial Initials and Password
- Click on the Process button.



- Repeat this process for the second magazine.

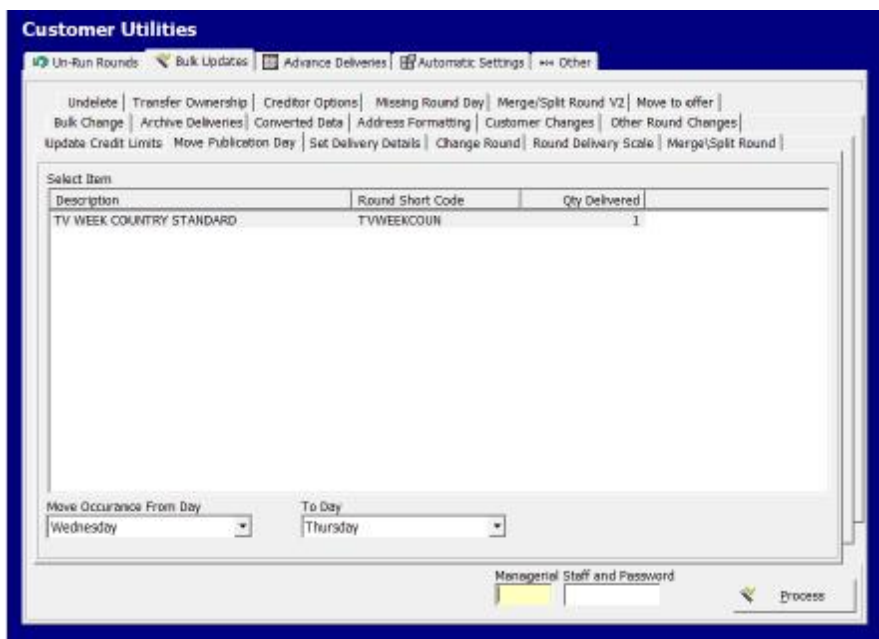
If You Have Subagents

- Subagent orders for the special editions on Thursday 15/9/2022 will have to be manually added. This can be done via Subagents > Subagent Deliveries, in the “Extras / Alter Orders” tab.
- When the week beginning 19/9/2022 is created, you will need to check that the orders are not present for New Idea and Woman’s Day as they will not be published on that day.

Moving The Day of the Publications Back

On Tuesday 20/9/2022 you will need to repeat the steps for Moving the Day of the Publications, changing the day from Thursday back to Monday.

- Go to the Main Menu
- Go to Customers
- Go to Customer Utilities
- Click on the Bulk Updates tab
- Click on the Move Publication Day tab
- Select the publication to be moved (New Idea or Woman’s Day)
- Select the Move Occurrence From Day and Move Occurrence To Day (From Day Thursday, To Day Monday)
- Enter your Managerial Initials and Password
- Click on the Process button.



- Repeat this process for the second magazine.