



IMPRESSIVE FUNCTIONALITY WITH A VERY EASY USER INTERFACE

Ordering Capabilities

Display Ads

Enter Weekly and Biweekly Ad Schedules	✓
Enter Short Term & Long Term Campaigns	✓
Select Customers From Drop Down List	✓
Prime Position Availability Check	✓
Enter Ad Size In Modular Or Agate Lines	✓
Order Ad In Specific Newspaper Section	✓
Set Order Status	✓
Calculate Ad Cost By Line Rate Or Flat Rate	✓
Calculate Colour Charges or Apply Discounts	✓
Temporarily Book Ads Without Sizing	✓
Enter Special Instructions For Ads	✓
Updates Master Run Sheets In Real Time	✓
Multiple Publications... Select A Different Publication On The Fly	✓

Flyers

Enter Start & End Date	✓
Enter Flyer Quantities	✓
Enter Cost As A Flat Rate Or By Price Per Thousand	✓
Automatically Calculates Cost	✓
Set Order Status	✓
Enter Special Instructions	✓
Updates Master Run Sheets In Real Time	✓

Obituary

Enter Flat Rate Cost	✓
Upload Image To Production	✓
Set Order Status	✓
Enter Special Instructions	✓
Enter Ad Text (Text & Image Emailed Directly To Production)	✓
Updates Master Run Sheets In Real Time	✓

Classified

Enter Start & End Date	✓
Select Customers From Drop Down List	✓
Enter Flat Rate Cost	✓
Upload Image To Production	✓
Set Order Status	✓
Enter Special Instructions	✓
Updates Master Run Sheets In Real Time	✓

Announcements

Enter Publication Date	✓
Select Customers From Drop Down List	✓
Temporarily Book Ads Without Sizing	✓
Enter Ad Size In Agate Lines	✓
Enter Cost As A Flat Rate	✓
Upload Image To Production	✓
Enter Ad Text (Text & Image Emailed Directly To Production)	✓
Enter Special Instructions	✓
Updates Master Run Sheets In Real Time	✓

Data Capabilities

Real Time Master Run Sheet

Real Time Full View Of Advertisers For A Publication Date	✓
Real Time Data Showing Advertiser, Ad Size, Section, Colour, Rate, Discount, Status, Positioning, Special Instructions, etc.	✓
Real Time Order Status, Colour Coded For Each Status	✓
View With Or Without Cancelled Ads	✓
Print, Download & Emailing Capabilities	✓
Newspaper Sections Separated For Easy Viewing	✓

My Order List

Select Orders By Publication Date	✓
Edit Order Status & Update Production In Real Time	✓
Copy Order Specifications For Repeat Orders	✓
Cancel Orders For A Single Week Or Entire Campaign	✓
Print Order Details With Applicable Taxes. Email Directly To Customer As A Receipt	✓

Customer Administration

Add, Edit or Delete Customer Information	✓
Safeguard Against Adding Duplicate Customers	✓
Assign Customers To Representatives	✓
Select Billing Frequency For Customer	✓
Select Payment Type For Customer	✓
Add Specific Customer Notes, Discount Level, Line Rate	✓

Sales Representative Permissions

Add, Edit or Delete Orders	✓
View Week At A Glance List Of Advertisers	✓
View Master Run Sheet	✓
Cancel Orders For A Single Week Or Entire Campaign	✓
Select Date Range & View Customer History Report	✓
Select Date Range & View Prime Position Report	✓
Select Date Range & View Sales Rep Report	✓

Administrator Permissions

Add, Edit or Delete Customer Information	✓
Add, Edit or Delete Representative Information & Login	✓
Add, Edit or Delete Modular Ad Sizes	✓
Add, Edit or Delete Prime Position Ad Sizes	✓
Add, Edit or Delete Sections	✓
Add, Edit or Delete Order Deadlines	✓
Add Restricted Publication Dates For Holidays	✓
Upload Tear Sheets	✓
Add, Edit or Delete Orders	✓
View Master Run Sheet	✓
Cancel Orders For A Single Week Or Entire Campaign	✓
Select Date Range & View Customer History Report	✓
Select Date Range & View Prime Position Report	✓
Select Date Range & View Sales Rep Report	✓
Select Date Range & View Sales Rep Comparison Report	✓
Select Date Range & View Publication Revenue Report	✓
Select Date Range & View Publication Avg Line Report	✓