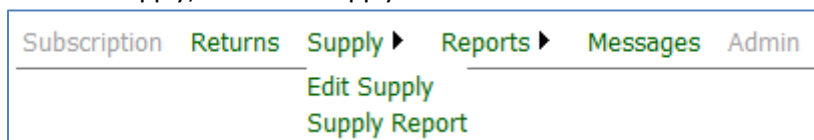


You are allowed to edit supply from Monday up to Friday 12:00 noon.

## How to Edit Supply?

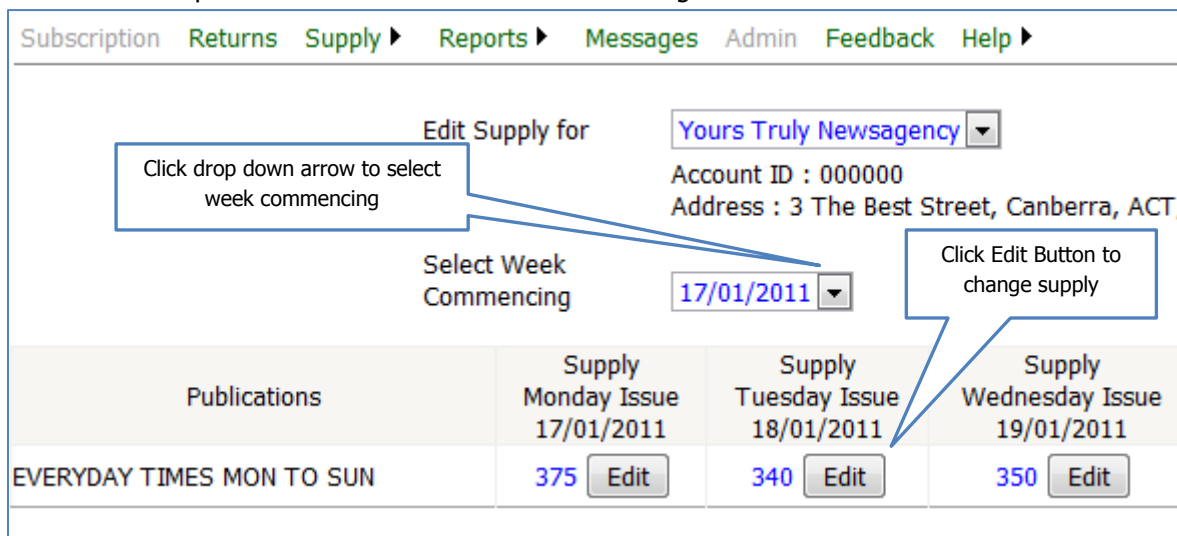
1. Click Supply, then Edit Supply from the Menu Bar.



Subscription Returns **Supply** ▶ Reports ▶ Messages Admin

Edit Supply  
Supply Report

2. Click the drop down arrow to select week commencing. Click Edit button.



Subscription Returns **Supply** ▶ Reports ▶ Messages Admin Feedback Help ▶

Edit Supply for **Yours Truly Newsagency** ▼  
Account ID : 000000  
Address : 3 The Best Street, Canberra, ACT, 2600

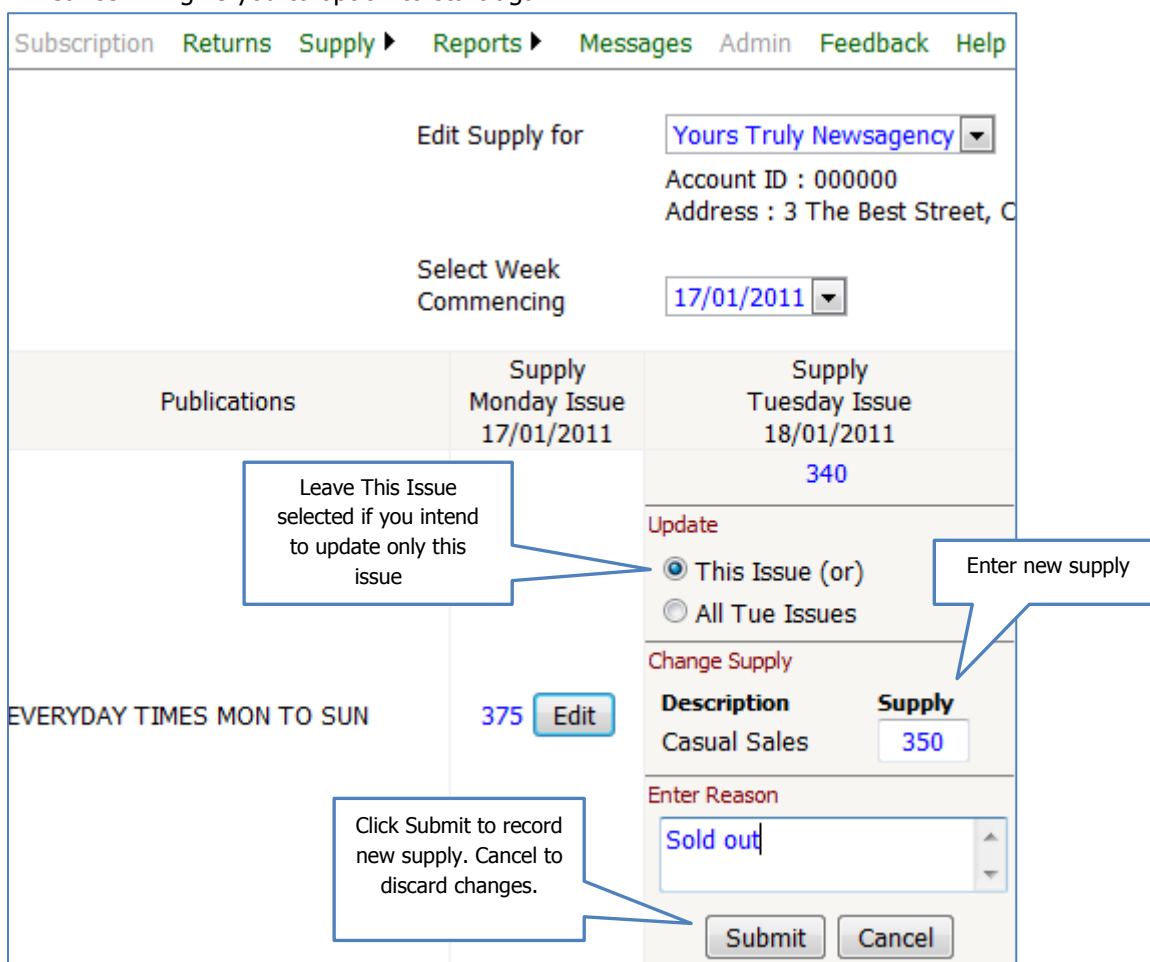
Click drop down arrow to select week commencing

Select Week Commencing **17/01/2011** ▼

Click Edit Button to change supply

Publications	Supply Monday Issue 17/01/2011	Supply Tuesday Issue 18/01/2011	Supply Wednesday Issue 19/01/2011
EVERYDAY TIMES MON TO SUN	375 <input type="button" value="Edit"/>	340 <input type="button" value="Edit"/>	350 <input type="button" value="Edit"/>

3. Change Casual Sales Supply. Leave This Issue selected if you intend to update only this issue. Selecting All Tue Issues will update the supply for all future Tue issues including This Tue Issue. Enter Reason, then Click Submit to record requested change. Cancel will give you to option to start again.



Subscription Returns **Supply** ▶ Reports ▶ Messages Admin Feedback Help ▶

Edit Supply for **Yours Truly Newsagency** ▼  
Account ID : 000000  
Address : 3 The Best Street, C

Select Week Commencing **17/01/2011** ▼

Publications	Supply Monday Issue 17/01/2011	Supply Tuesday Issue 18/01/2011
EVERYDAY TIMES MON TO SUN	375 <input type="button" value="Edit"/>	340

Leave This Issue selected if you intend to update only this issue

Update  
☒ This Issue (or)  
☐ All Tue Issues

Enter new supply

Change Supply  
Description: Casual Sales  
Supply: 350

Enter Reason  
Sold out

Click Submit to record new supply. Cancel to discard changes.

4. After clicking Submit, a pending approval message will be displayed.

Subscription Returns Supply ▶ Reports ▶ Messages Admin Feedback Help ▶

Edit Supply for Yours Truly Newsagency ▼  
Account ID : 000000  
Address : 3 The Best Street, Can

Select Week Commencing 17/01/2011 ▼

Pending approval message

Publications	Supply Monday Issue 17/01/2011	Supply Tuesday Issue 18/01/2011
EVERYDAY TIMES MON TO SUN	375 <input type="button" value="Edit"/>	340 <input type="button" value="Edit"/> Pending approval of 350 for this issue Ref: WS130111122645

5. An approval message will be displayed, confirming the supply change.

Subscription Returns Supply ▶ Reports ▶ Messages Admin Feedback Help ▶

Edit Supply for Yours Truly Newsagency ▼  
Account ID : 000000  
Address : 3 The Best Street, C

Select Week Commencing 17/01/2011 ▼

Message confirming supply change is approved

Publications	Supply Monday Issue 17/01/2011	Supply Tuesday Issue 18/01/2011
EVERYDAY TIMES MON TO SUN	375 <input type="button" value="Edit"/>	350 <input type="button" value="Edit"/> Update for this issue from 340 was approved on 13/01/2011