How to Enter Returns

1. Click Returns from the Menu Bar.

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

2. Enter returns, Click Submit Returns.

Reports ▶   Messages   Admin   Feedback   Help ▶

Returns for   Yours Truly Newsagency ▼
Account ID : 000000
Address : 3 The Best Street, Canberra, ACT,2000

Weekend Date	Mon Supply	Returns	Tue Supply	Returns	Wed Supply	Returns	Thu Supply	Returns	Fri Supply	Return
09/01/2011	110	27	215	16	236	24	220	16	235	26

Enter returns

Click this button to record returns

Submit Returns

3. Returns entered will be recorded and a Returns File Reference will be displayed.

How to print Returns Receipt Report

4. Click the Print Receipt Button.

Admin   Feedback   Help ▶

Yours Truly Newsagency ▼
Account ID : 000000
Address : 3 The Best Street, Canberra, ACT,2000

rns	Tue Supply	Returns	Wed Supply	Returns	Thu Supply	Returns	Fri Supply	Returns	Sat Supply	Return
	215	16	236	24	220	16	235	26	275	27

Click this button to print returns receipt

Your Returns File Reference is WR130111154658
13/01/2011 3:04:16 PM

Print Receipt

5. Click Print Button.

Returns Supply ▶ Reports ▶ Messages Admin Feedback

| 1 / 1 | 100% |

Print
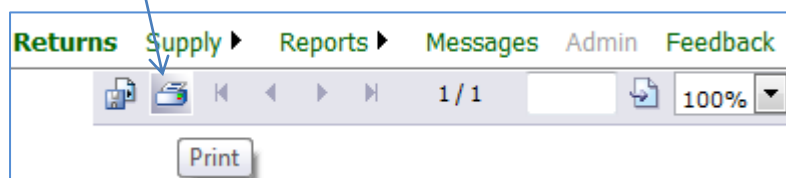
CANBERRA

Returns Report For Week Ending   09/01/2011

Customer	000000	Returns Reference	Page	1
	Yours Truly Newsagency	WR130111154658	Date	13/
Address	3 The Best Street, Canberra, ACT,2000			

Publication	Issue Date	Supply	Returns
Daily Publications EVERYDAY TIMES MON TO SUN			
Your Newspaper Monday	03/01/2011	110	27
Your Newspaper Tuesday	04/01/2011	215	16
Your Newspaper Wednesday	05/01/2011	236	24
Your Newspaper Thursday	06/01/2011	220	16
Your Newspaper Friday	07/01/2011	235	26
Your Newspaper Saturday	08/01/2011	275	27
Your Newspaper Sunday	09/01/2011	140	17

6. Click Ok Button.

Print Options

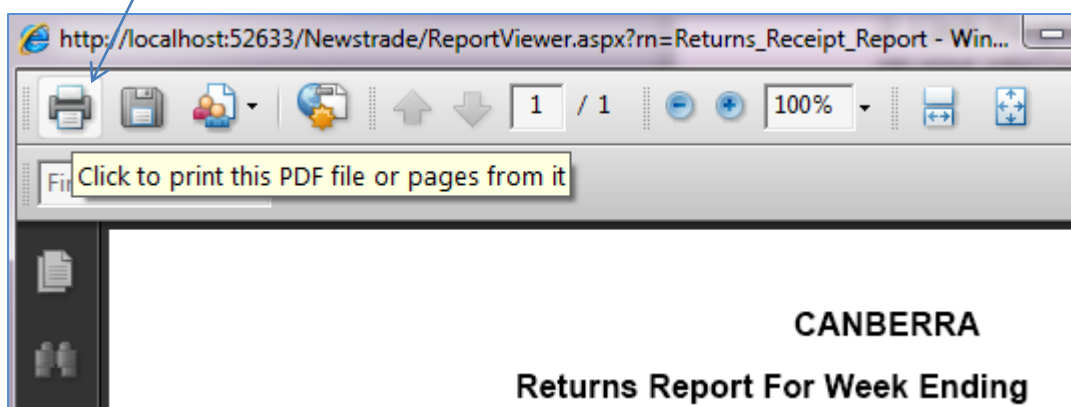Enter the page range that you want to Print.

⊙ All

○ Pages

From: 1   To: 1

To Print:

1. In the next dialog that appears, select the "Open this file"
OK button.

2. Click the printer icon on the Acrobat Reader Menu rather
on your internet browser.

OK

7. Click Print Button.

Click to print this PDF file or pages from it

CANBERRA

Returns Report For Week Ending

8. Select the Printer Name, Click Ok Button.