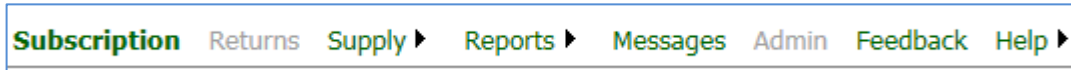


## How to Enter Payment to a Subscription, Create a Temporary Stops, Missed Paper Credits, Note to the Driver

1. Click Subscription from the Menu Bar.



2. Enter starting characters to any one of the search criteria, then click search, click Select from the List of Subscriber to display the subscription details

The interface shows a search form with fields for Subscription ID, Telephone, Surname (containing 'car'), Post Code, Address, and Town. A 'Search' button is below the fields. Below the search form is a 'List of Subscribers' table with columns: Sord ID, Name, Address, and Contact No. The table lists four subscribers, each with a 'Select' link. At the bottom, it says '4 subscribers found'.

Sord ID	Name	Address	Contact No
<a href="#">Select</a> 200323434	DEBBIE CARPENTER	5, DIAL ROAD, PENGUIN, TAS, 7316	03 64372757
<a href="#">Select</a> 200323590	ALMA CARPENTER	6, 3, HAYWARD STREET, PENGUIN, TAS, 7316	03 64372425
<a href="#">Select</a> 200323414	KAYLENE CAREY	57, IRONCLIFFE ROAD, PENGUIN, TAS, 7316	03 64371132
<a href="#">Select</a> 200323850	MR KEVIN CARPENTER	2, WALTON STREET, PENGUIN, TAS, 7316	03 64370975

You could enter the Subscription ID and click Search to go directly to the Subscription Details

3. On the Enter New Payment, calculate the amount due up to a certain date, or just enter the payment amount by clicking Pay Fixed Amount, then click Accept Payment

The interface is divided into two main sections. The top section, 'Payment Details', shows information for Subscription ID 200323590, including the subscriber's name (ALMA CARPENTER), address, and payment history. The bottom section, 'Enter New Payments', has two tabs: 'Pay Until Requested Date' (selected) and 'Pay Fixed Amount'. It includes fields for 'Pay Until' (23/07/2013), 'Amount Due \$', 'Payment Method' (Cash), and a 'Calculate Amount Due' button. The right side of the 'Enter New Payments' section contains 'Temporary Stops' (No Temp Stops), 'Missed Paper Credits' (No Missed Paper Credits), and 'Notes To Driver' (No Notes to Driver). At the bottom, there is a 'Past Payments' table and a 'Create Note' button.

Payment Date	Amount
27/06/2013	34.40
21/06/2013	16.60

4. Create Temporary Stop  
Specify the Stop Date and the Restart Date by click the button with the 3 ellipses, then click Add Temp Stop button

Temporary Stops

No Temp Stops

Create/Update Temporary Stops

Stop Date

09/07/2013

...

Restart Date

25/07/2013

...

Add Temp Stop

5. Update existing temp stop  
Select temp stop to update by ticking the check box, change either the stop date or start date, then click Update Temp Stop button

Temporary Stops

Select To Update	Stop Date	Restart Date
<input checked="" type="checkbox"/>	25/07/2013	31/07/2013

Create/Update Temporary Stops

Stop Date

25/07/2013

...

Restart Date

31/07/2013

...

Update Temp Stop

6. Create note to the driver  
Enter the note text, issue date and click Create Note button

Create Note To Driver

Text

Please deliver 2 copies of SMH to Ric at 3 Grebe St  
Erskine Park 2759

Issue Date

25/07/2013

...

Create Note