

Computerlink *Newsletter*

December, 2012

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For further information on any of the topics featured in this newsletter, please email info@computerlink.com.au.

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Another year is fast coming to an end and the Computerlink team thank you for your support throughout 2012. We sincerely wish you and your family a wonderful summer holiday season and a safe and prosperous New Year.

We would also like to inform you that our office will be closed for all public holidays and only skeleton staff will be available in the office for support on other days.

In case of an emergency, after hours support will be available via the mobile number **0418 190 372** as normal. Public Holidays will be treated the same as Sunday with the exception of Xmas Day when no support will be available at all.

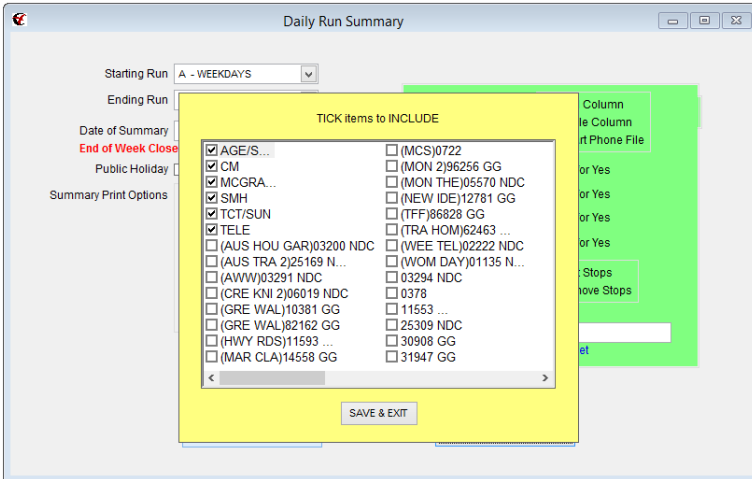
Normal hours will resume on the 7th January 2013.

Tech tips to make life a little easier for our Newsagent customers gives information on how to handle the Christmas paper run deliveries. Please take the time to read through all the instructions and if you have questions contact the helpdesk.



Christmas Paper Deliveries

Paper Run



A Daily Run Summary MUST be processed for Christmas Day/Easter, to enable the End of Week close to be processed.

To do this:

- left mouse click on the **Daily Run Summary**;
- ensure the correct runs are in the Starting and Ending Run Code;
- confirm that the date of summary is correct;
- left mouse click on Inclusions/Exclusions;
- to exclude all papers on all accounts simply un-tick all items.

If limited delivery is required for Christmas Day/Easter, un-tick the papers that are **NOT** to be delivered.

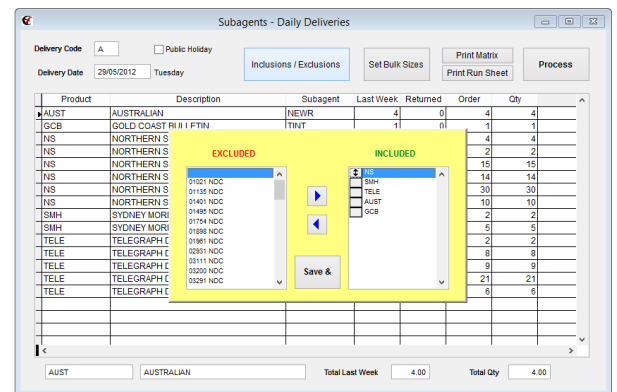
- click the SAVE & EXIT button.

Subagents Deliveries

If no deliveries are required for Christmas Day just **DO NOTHING** (Take care to check the date when processing deliveries for Boxing Day 26 December)

If limited deliveries are required for Christmas Day:

- left mouse click on **Daily Deliveries**;
- ensure the correct date is in the date field;
- left mouse click on Inclusions/Exclusions;
- exclude the papers that are **NOT** to be delivered;



For the Subagent closing over the Christmas period

Select required subagent in Standing Order Maintenance.

- In the **stop deliveries up to** date field enter the date of the last day **no deliveries** are to be made (i.e. If deliveries are to recommence on 07/01/2013 enter 06/01/2013)

- Click on the **STOP NOW** button and the Last Del date will change to the date entered.

Normal deliveries will resume **after** the 06/01/2013.

