

## Purpose

The purpose of the Extra Titles feature is to allow you to track customers receiving a title other than The Washington Post. This feature provides draw counts, delivery instructions, and carrier pay for the extra title. Any charge for the extra title, if any, must be built into the Washington Post Charge.

## How to Use the Extra Titles Feature

The following steps guide through setting up for the Korean Daily. Similar steps are required for any other extra title.

### A. Set up a Special Edition (The Washington Post Part)

The first step is to set up a special Washington Post edition that will be used for customers receiving the Post and the Korean Daily.

1. Go to **Editions** under **System Maintenance** and Click **New Edition**.
2. Enter a code, such as **KD7**, for the new edition and click **Next**.
3. Enter a 1 for each day of the week. (The Post part of this is a Daily and Sunday.).
4. For Description, enter something like **TWP and KD**.
5. Exit back to the **System Maintenance** switchboard..
6. Click **Generate New Rates**. Before you click **Next**, make sure the Effective Date is the latest rate change date (15-Jul-2002 as of this writing) and that the Daily and Sunday prices are correct.
7. Click **Next** on the RPO screen, as we are pricing a regular edition.
8. When you return to the **System Maintenance** switchboard, click **Rates** and verify your new edition is priced the same as a regular Daily and Sunday.

### B. Setup the Extra Edition (The Korean Daily Part)

1. Go to **Extra Titles** under **System Maintenance**.
2. Click Add Extra Title, and enter a Code of **KD** and a name of something like **Korean Daily**. Then click **Save**.
3. Exit back to the **System Maintenance** switchboard and click **Editions**.
4. Click the blue button for the edition added at **B** above. (KD7 or whatever you called it.)
5. Turn on the **Has Extra Title** option button.
6. Click on the **KD – Korean Daily** in the blue box labeled **Extra Titles**.
7. Turn on the **Days Extra Title is Delivered** for Mon through Sat.
8. Exit back to the Editions screen and note the **KD** near the blue button for the KD7.
9. As a precaution, click the blue button again to verify you have *all six days* checked for the KD.

### C. Setup the Carrier Fees

1. Click Fees by **Route/Carrier** on the **Routes** switchboard.
2. The rightmost two columns are for the Extra Titles. In the Daily column enter the Carrier Fee for each route. Note this is in dollars and cents. Use 0.107 for 10.7 cents.

### D. Suggestion

When you start an extra title customer, enter the extra title name (Korean Daily) in the delivery instructions. This may help the carrier.