



An Overview of NPD

January 2008

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Computer Requirements

NPD will run on almost any Windows-based computer purchased within the past four or five years. Windows 95 is no longer supported, and support for versions earlier than Windows XP may be discontinued in the near future.

NPD does not require any software beyond Windows. However, a handy feature of NPD is the ability to prepare an Excel file containing the name, address, account number, and current balance of selected customers, such as Sunday Only customers, or stops with a balance over a certain amount. To use this, you will need a word processor that can mail merge with an Excel file. Many Windows-based word processors can do this.

If you are using a CD or DVD burner for backup, you should purchase Roxio Easy Media Creator. The Drag to Disk component allows you to backup directly to a CD. With other CD burning software, manual intervention is required to place the database on a CD.

In addition, you may wish to purchase WIN2PDF (Dane Prairie Systems, www.win2pdf.com). This \$35 product allows you to print NPD reports to a PDF file which can be emailed.

Advantages

The advantages of NPD include:

- Postage savings
- Save time entering mail each day
- Mouse point and click saves keystrokes
- Scan bar-coded account numbers for speed and accuracy
- Current technology Windows software
- Create filters to view or print selected accounts
- Support is just a phone call away
- Compatible with current and planned Washington Post system
- On screen hints plus help via the F1 key
- Good reference from **all** NPD users
- Can operate on a network - two or more users at the same time.

See NPD Features for additional advantages.

NPD Features

General

Locate customer by address, name, phone, account number, or PAN
Enter future service changes
Automatic service change at end of promotions (conversion)
Vacation credit calculations
Draw Calculations, extra papers for routes & driver
Mailing Labels & Delivery Labels
Build your own filter to access customers by balance, service, route, etc.
Global changes by route or filter
Variety of ways to identify problem pays
Solid support for the Washington Central Records Project

Routes and Carriers

Carrier Mail (starts, stops, notes, complaints)
Drop Cards and brief Drop List
Carrier pay, carrier tips
Substitute carrier (including complaints & pay)
Serve lists
Router Report
Easily transfer streets from one route to another
Hawker routes (Can use for stores)

Billing

Variety of bill formats

- postcards and full page
- regular bills, reminders, statements, final bill

Different Bill-to address can be bar coded.
Billing History
Sort bills for post office or in carrier serve order
Convenient reprint of bills damaged during printing
Classification Reform compliant for low postage rates

- CASS certified address check - Form 3553
- CART or 5-Digit presort
- Postage computation
- Remit-to barcode for return envelope (you need to add FIM)

Print bill for a new customer with just a few mouse clicks
Enter future rate changes
Flexible 4, 8, 12, 52 week and 1 month billing
Handles Office Pay (Prepay) accounts with ease

Other

Subscriber/Non-Subscriber Lists
Built-in Backup/Restore
Link to your word processor for form letters

NPD Price List

Effective January 1, 2008

NPD System <ul style="list-style-type: none">Includes three hours of import/setup support and training at Stuff-et's office, Bowie, Maryland.Includes six months of Priority Support.Includes initial CASS Address Certification	\$945 (\$1001.70 after \$56.70 Sales Tax)
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OPTIONS:

Yearly License and Support Fee <ul style="list-style-type: none">Includes software updates Address certifications CASS e-mail notices of updates available on ftp siteIncludes telephone support for NPD related questions and problems. Does not include support for Windows, Anti-Virus, or firewall problems.	\$260/Year
—	

Payment Terms for Basic NPD System

The Monthly Payment option is not available to agents who have 12 or months tenure as a Washington Post agent.

Two payment options are available:

- Single payment of \$945 + Maryland \$56.70 sales tax (\$1001.70 total).
- Monthly payments (4 payments totaling \$1031.70).
 - #1 \$300.00 at start of setup
 - #2 \$250.00 due 30 days after conversion (Includes \$10.00 installment charge)
 - #3 \$250.00 due 60 days after conversion (Includes \$10.00 installment charge)
 - #4 \$231.70 due 90 days after conversion (Includes \$10.00 installment charge)

There is a late payment fee of \$1 each day a payment is late (\$30/month). A payment more than 20 days late places the monthly payment agreement in default. Full and final payment is then due within the next 10 days.

NPD Price List – Miscellaneous Services

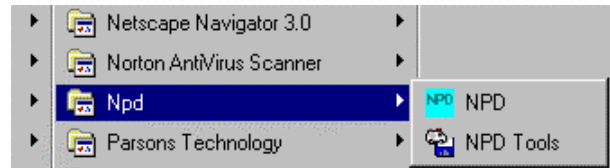
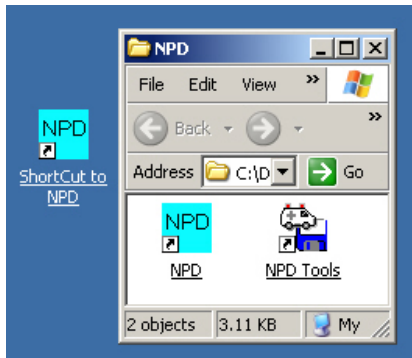
Hourly Rate, for Services not on Price List	\$80.00
Re-Convert Non-NPD Data to NPD	\$250.00
Transfer NPD Distributor to New Area *	
New Area is NPD	\$175.00
New Area is not NPD	\$250.00
Add Routes from Another Area *	
Other Area is NPD	\$175.00
Other Area is not NPD	\$250.00
Delete Routes from Area	\$75.00
Database Recovery when Reasonable Backups were not Prepared	
First Hour (Minimum Charge, best effort only)	\$200.00
Additional Time, Per Hour	\$80.00

* - Fee assumes good reconciliation with the A2P file, namely, an A2P-P2A score of 25 or less. An additional charge, not to exceed \$150, will be assessed when an unusual amount of effort is required to correct such errors. To avoid additional charges submit an explanation of discrepancies with backup.

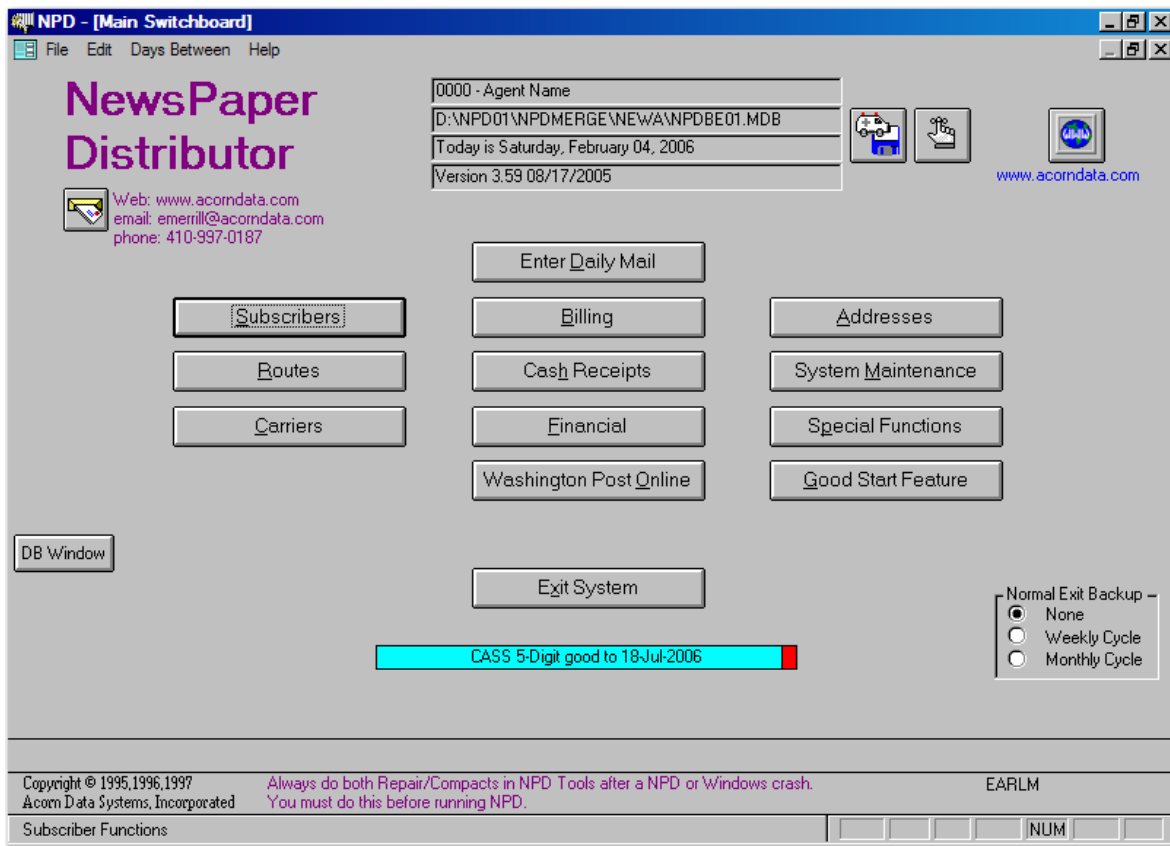
Using NPD

NPD Icons

To run NPD, use the ShortCut to NPD to open the NPD Program group, or use Start→Programs→NPD. The NPD icon runs NPD; the NPD Tools icon runs NPD tools.



The Main Switchboard



The NPD Main switchboard is used to access the various components and functions of NPD. To access a component, click the component's button or press the underlined letter of the button while holding down the Alt key.

The command buttons on the Main Switchboard and their purposes are as follows:

Enter Daily Mail - The Daily Mail component is used to add new subscribers and change existing ones. Almost all actions dealing with a subscriber's service, name and address, and billing history are entered via the Daily Mail screen.

Subscribers - The Subscribers Switchboard deals with all subscribers or a group of subscribers. You can develop filters to select a group of subscribers, for example, Sunday Only customers with a balance of \$12 or more. You may then prepare reports and mailing labels for those customers, view the information about each one, and make global changes to them.

Routes - The Routes Switchboard is used to manage the carrier routes, calculate draws, and prepare serve and drop reports.

Carriers - The Carriers Switchboard is used to maintain the carrier file and calculate carrier pay.

Billing - The Billing Switchboard is used to generate and print customer bills.

Cash Receipts - The Cash Receipts Switchboard is used to record payments from billed customers and to enter credits for prepaid and carrier collect customers.

Financial - The Financial Switchboard provides summary and daily recaps of the billing, collection, credits and other amounts.

Washington Post Online – This function interfaces with the Washington Post Circulation FTP dropbox (dropbox.washpost.com) download daily transactions, compare the agent's data with the Post's data, and upload the A2P file.

Addresses - The Address Switchboard is used to maintain the address database. It also provides the address export/import operations for CASS-certified addresses.

System Maintenance - The System Maintenance Switchboard is used to maintain the various tables and codes used by NPD. This includes the table of editions and the Rate table.

Special Functions - The Special Functions Switchboard is used to change or extend the NPD license.

Good Start Feature – This feature has been discontinued. It is now used only to flag accounts that flipped from Office Pay to Carrier Collect.

System Exit -- Quit NPD and return to Windows.



- Run NPD Tools. NPD Tools is a separate mini-application that provides for database Repair/Compact, Backup/Restore of the database, and the installation of a software update.



- Show dates of last Repair/Compact and Backup.



-- Use your default browser to open www.acorndata.com.

The following pages present a number of NPD forms (screens).

Daily Mail

Lookup by Address:

NPD - [Daily Mail]

File Edit Days Between Help

Enter the search criteria in the search fields. The FIND button will receive focus after the street. Pressing <Enter> or the <SpaceBar> when it has focus will start the search. Otherwise, click on FIND when the search criteria has been entered. If more than one is found, click on the one of interest.

Search Fields ☒ Apt before Find

House Number/A/P: 731
Street Name: ny **Find**
Apt:
Name (Last First):
ZIP:
Home Phone:
PAN:
Account:
Clear Entries <Esc>

Number Found: 1

Search Results

SMITH D	731	N YORK RD
---------	-----	-----------

Account: 002493 PAN: 6575404
Sort Name: SMITH D Apt
Street Address: 731 N YORK RD
City-State-Zip: STERLING 20164-3826
Home Phone: 703-430-6431 Work Phone:
Billed Thru: 01/22/2006 Route: 109
Balance at Last Bill: \$28.45 Copies: 1 Bill Type: 8W
Current Balance: \$0.00 Edition: DS Pay Type: BR
Delivery Instruct:
New Subscriber Local Move List Transactions for PAN
Service Overview 1 SvcChg 2 Vacation 3 Complaint 4 CarrierNote Add
Edit Sbr AccountInfo SvcChg Vacation Complaints CarrierNotes View

House Number A<account> P<PAN> T<Delivery> NUM

Daily Mail

Lookup by Name:

NPD - [Daily Mail]

File Edit Days Between Help

Enter the search criteria in the search fields. The FIND button will receive focus after the street. Pressing <Enter> or the <SpaceBar> when it has focus will start the search. Otherwise, click on FIND when the search criteria has been entered. If more than one is found, click on the one of interest.

Search Fields ☒ Apt before Find

House Number/A/P:
Street Name:
Apt:
Name (Last First): mcd **Find**
ZIP:
Home Phone:
PAN:
Account:
Clear Entries <Esc>

Number Found: 8

Search Results

MCDANIEL EMILIE R	21843	100	BALDWIN SQ
MCDANIEL JUDY	1207		E MAPLE AVE
MCDANIEL MARY	218		N AUBURN DR
MCDERMAID R A	1403		E KENNEDY RD
MCDEVITT VAN	46342		MOSSGROVE CT
MCDONALD KEITH	125		CARDINAL GLEN CIR
MCDONALD SHERRY	501		S HARRISON RD
MCDOWELL MARY ELI	109		ALMOND CT

Account: 014293 PAN: 21962921 03/20/2006
Sort Name: MCDEVITT VAN Apt
Street Address: 46342 MOSSGROVE CT
City-State-Zip: STERLING 20164-8631
Home Phone: 703-948-0634 Work Phone:
Billed Thru: 01/22/2006 Route: 155
Balance at Last Bill: \$0.00 Copies: 1 Bill Type: 8W
Current Balance: \$0.00 Edition: DS Pay Type: PP
Delivery Instruct:
New Subscriber Local Move List Transactions for PAN
Service Overview 1 SvcChg 2 Vacation 3 Complaint 4 CarrierNote Add
Edit Sbr AccountInfo SvcChg Vacation Complaints CarrierNotes View

House Number A<account> P<PAN> T<Delivery> NUM

Subscriber Switchboard

NPD - [Subscriber Switchboard]

File Edit Days Between Help

<Esc>

Current Filter: <Active>

Subscribers by Account

PP Account Maintenance

Paper Account Numbers

View Subscriber Moves

Calibrate Balances

Multiple at Same Address

Duplicate Phone Numbers

Develop Filter

View/Delete Filter

Select Code Tally

Change Bill Type

Change Pay Type

Global Changes

Format Phone Numbers

Subscriber Name in CAPS

Reports

Subscriber List

Vacation Report

SvcChg Report

Mailing Labels

Inactive Subscribers

Maintenance

Inactive List for BadPay Year

Purge Old Years

View/Edit by Account or Name

NUM

Routes Switchboard

NPD - [Routes Switchboard]

File Edit Days Between Help

<Esc>

To Carriers >>

Routes by Route No.

Routes By Carrier

Route Serve Report

Carrier Mail

Delivery Labels

Route Serve Order

Route Transfer

Change Route Number

Assign Drop Points

View/Edit Drop Points

Set CC Routes

Prepare Daily Draw

Daily Drop Report

View Daily Delivery Totals

Route List

Route List by Carrier

Fees by Route/Carrier

Towns of 25 Report

Paper Counts By Day

Paper Counts for Period

Edition Tally

Routes by Route Number

NUM

Carriers Switchboard

NPD - [Carriers Switchboard]

File Edit Days Between Help

To Routes>>

<Esc>

Carriers by Name

Carriers by ID

Calculate Carrier Pay

Weekly Pay View/Adj

Carrier Pay Report

Carrier Pay Summary

Tips By Cash Receipt Batch

Tips By Pay Period

Tips for Period

Change Carrier ID

Enter Substitute Carrier

Edit Substitute Carriers

Permanent Sub Carriers

Carrier List

Carrier Profile Report

Complaints for Period

Revise Carrier Tips

Permanent Carrier Notes

Form View

NUM

Billing Switchboard

NPD - [Billing Switchboard]

File Edit Days Between Help

<Esc>

Generate Bills

Print Customer Bills

Print Carrier Collect Bills

Carrier Collect Balances

Print PrePaid Balances

Print Credit Card Balances

Prepare Batch File

Billing Status

Bill Messages

Payment Instructions

Bill Message Rules

Inactive Candidates

Days Paid Thru Report

Route Billing Report

Route Balances

Set Full Page Bill Layout

Set Bill Card Layout

Prepare Customer Bills

NUM

Cash Receipts Switchboard

NPD - [Cash Receipts Switchboard]

File Edit Days Between Help

<Esc>

1. Enter Checks or Credits

New Batch of Checks

Enter Carrier Collections

Enter Prepaid Credits

Enter Prepaid Tips

Download OP Credits

Download OP Tips

Better Methods

2. Print, Review, Correct

Print Cash Receipts

View/Edit Batches

Find Check Number

3. Update Customer Accounts

Post Batch

Transfer Batches between Computers

Export Batch

Import Batch

Additional Reports

Cash Receipts Summary

Start New Cash Receipt Batch

NUM

Financial Switchboard

NPD - [Financial Switchboard]

File Edit Days Between Help

<Esc>

Daily Transaction Recap

Missed Paper Credits

View Financial Summary

Transactions for Period

Financial Summary Report

Offer Info Report

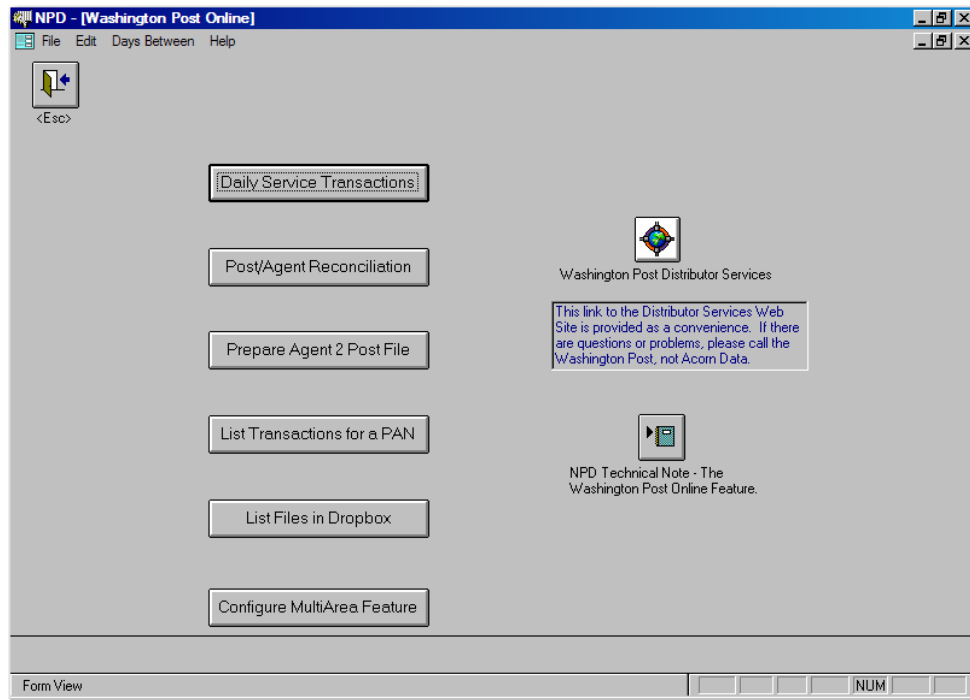
Export Financial Summary

NIE Donation Statement

Form View

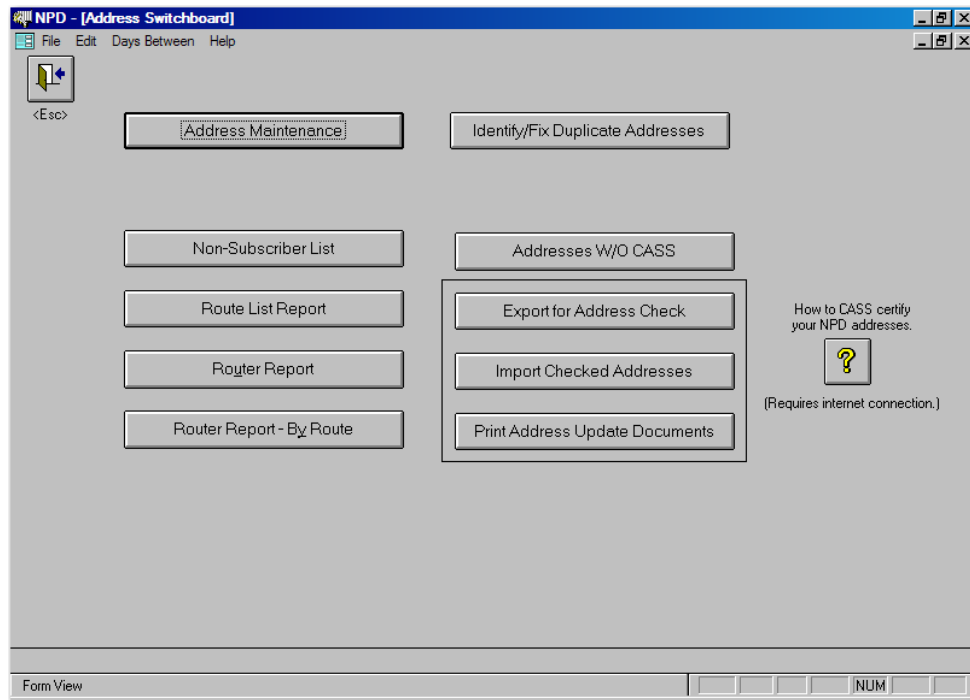
NUM

Washington Post Online Switchboard



The Configure MultiArea Feature is available only for agents with an auxiliary area.

Address Switchboard



System Maintenance Switchboard

NPD - [System Maintenance Switchboard]

File Edit Days Between Help

<Esc>

Complaint Codes

Transaction Codes

Sales Tax Rate

Distributor Info

Select Code Meanings

Default Carrier Fees

Security

Force Reattach to NPDBE01

Bill Types

Editions

Print Edition List

Extra Titles

Rates

Generate New Rates

Print Rate Table

Purge Old Data

Reset Carrier YTD Pay

Form View

NUM

Special Functions Switchboard

NPD - [Special Functions Switchboard]

File Edit Days Between Help

<Esc>

License Change

Extend Update License

Initial Balance Allocate

Set Sbr Service Date

Use of Bill-To Line 4

Edition Rename

Edition Transfer

Global Vacation Entry

Activate MultiArea Feature

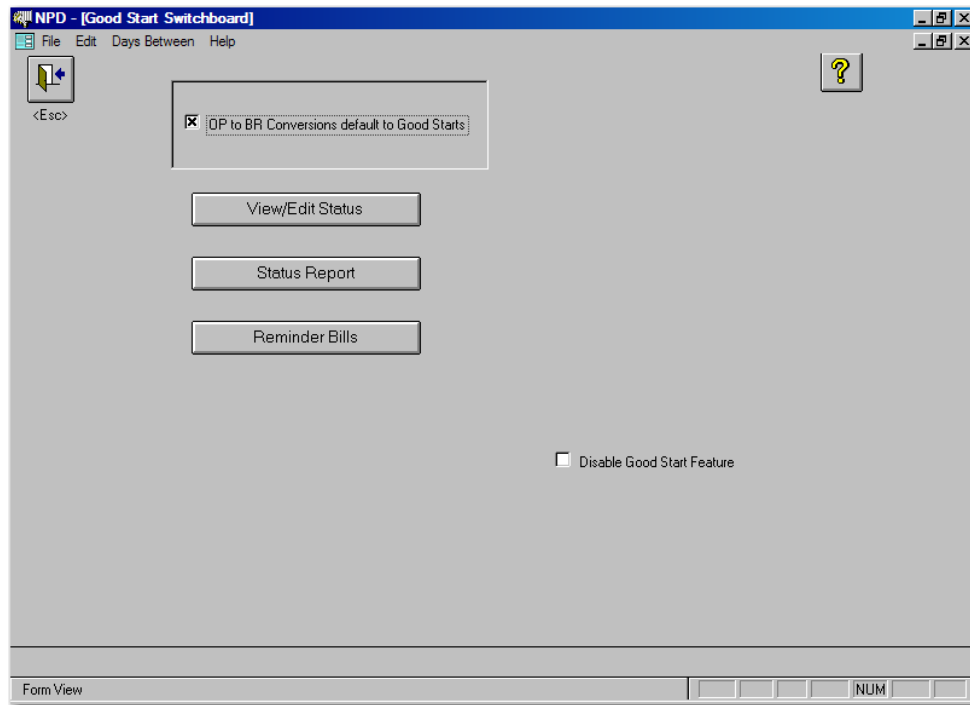
Deactivate MultiArea Feature

Form View

NUM

The Initial Balance Allocate is password protected for use by newspaper personnel to allocate balances between a new distributor and the previous distributor

Good Start Switchboard



Subscriber Edit

Daily Mail→Edit Sbr

NPD - [Subscriber Edit]

File Edit Days Between Help

Account: 015728 PAN: 24053293 Office Pay Expire: 05/13/2006 OP Effective: 27-Oct-05 Make Inactive

Entry Name: DONALD JONES Print Name: DONALD JONES Sort Name: JONES DONALD Apt: 204 Route: 035 Bill Type: 8W Pay Type: PP Copies: 1 Edition: SO Select Code: A

Street Address: 1223 CHASE HERITAGE CIR City-State-Zip: STERLING VA 20164-4960 Default A/C: 703 Address Change

Home Phone: 314-306-7507 Work Phone: Format

Bill To Address: DONALD JONES 1223 CHASE HERITAGE CIR APT 204 STERLING VA 20164-4960

CASS Checked Bill To Address: ☒

Remarks: Delivery Instructions: Email Address: Account Info Service Changes

Service Start: 10/30/05

Account Watch: ☐ Good Start: ☐ NIE: ☐ Charge Sales Tax: ☐ Sales Tax State: VA Credit Limit: \$25.00 Balance Due at Last Bill: \$9.50 Current Balance: \$5.50

Credit Card Number: Expiration Date: Card Type: Other

Delivery Label: ☐ Delivery Labels for days selected: Mon Tue Wed Thu Fri Sat Sun

Not Home Delivery: ☐

Name - 'First Last' Format. (Use \ to force last name) FLTR NUM

Account Information

Daily Mail→AccountInfo

NPD - [Account Information]

File Edit Days Between Help

Account: 008300 PAN: 13959914 Route: 144 Bill To: H M JONES 9 ABBEY CIR STERLING VA 20164-1633

H M JONES 9 ABBEY CIR STERLING VA 20164-1633

Home: 703-430-6386 Work: Service Start: 01/01/1998 Billed Thru: 01/22/2006 PP Expire: Paid Thru: 01/22/2006 ReCalc

Balance at last bill: \$12.00 Current balance: \$0.00 Bill Type: 8W Pay Type: BR Copies: 1 Edition: SO Good Start: ☐

Add Adjustment

Transactions Since Last Bill

Date	Type	Description	Amount	Taxable	Remarks
12/15/05	G	Payment 1707	(\$12.00)	No	

Click on entry to change Bill Now

Billing History

Date	Type	Description	Amount	Taxable	Remarks
246236	11/13/05		\$12.00		
246235	09/23/05		\$12.00		
246234	07/26/05		\$12.00		
246233	06/04/05		\$12.00		

Click on entry to view bill detail. Revise a Bill

Reprint Last Bill/Statement Print Billing History

Credit Card Number: Expiration Date:

Service Overview Service Changes VacStops Complaints Carrier Notes

Form View FLTR NUM

View Bill

Daily Mail→AccountInfo→Bill Date (click bill to view)

The screenshot shows the 'NPD - [Account Information]' window. The 'View Bill' dialog box is open, displaying account details for H M JONES (Account: 008300, PAN: 13959914, Route: 144). The bill is dated 09/23/05 and has a balance due of \$12.00. The dialog also shows a table of transactions and a billing history table.

Date	Type	Amount
12/15/05	G	

Date	Type	Amount
246236	11/19/05	\$12.00
246235	09/23/05	\$12.00
246234	07/26/05	\$12.00
246233	06/04/05	\$12.00

Add Service Change

Daily Mail→1 SvcChg

The 'Add Service Change' dialog box is shown, titled 'New Service Change for 008300 - H M JONES'. It contains fields for 'Effective Date of Change' (02/04/2006), 'Copies' (1), 'Edition' (552), 'Change Type' (RPO), and 'Billed Thru' (01/22/2006). There are also fields for 'Expires' (checked), 'Replacement Date' (02/03/2007), 'Replacement Edition' (DS), and 'Change Type' (Conversion). The dialog includes a 'Comments' text area and a 'Delivery Instructions' text area. At the bottom are 'Cancel' and 'Save' buttons.

Service Change Browse

Daily Mail→SvcChg

The screenshot shows the 'NPD - [Service Change]' window. At the top, it says 'Service Changes for 008300 - H M JONES'. Below this, there's a table with columns: Effective, Copies, Edition, Type, Amount, and Posted. The table contains three rows of data. To the right of the table, there are buttons for 'Add Service Change' and 'Reprint Last Bill/Statement'. There are also radio buttons for 'Date Sort' with 'Normal' selected and 'Reverse' as an option.

Effective	Copies	Edition	Type	Amount	Posted
08/16/1997	1	SO	Start		<input checked="" type="checkbox"/>
02/04/2006	1	F52	RPO		<input type="checkbox"/>
02/03/2007	1	DS	Conversion		<input type="checkbox"/>

Add Vacation Stop

Daily Mail→2 Vacation

The screenshot shows the 'Add Vacation Stop' dialog box. It has a title bar 'Add Vacation Stop'. Inside, there's a prompt: 'Enter the STOP and RESUME dates. Then, click on SAVE'. Below this, it shows 'Copies: 1', 'Edition: F52', and 'Billed Thru: 01/22/2006'. There are date pickers for 'Stop' (02/05/2006) and 'Resume' (02/11/2006). A 'Days' field shows '6'. There's a checkbox for 'Donate Credits to NIE'. At the bottom, there's a 'Comments' text area and 'Cancel' and 'Save' buttons.

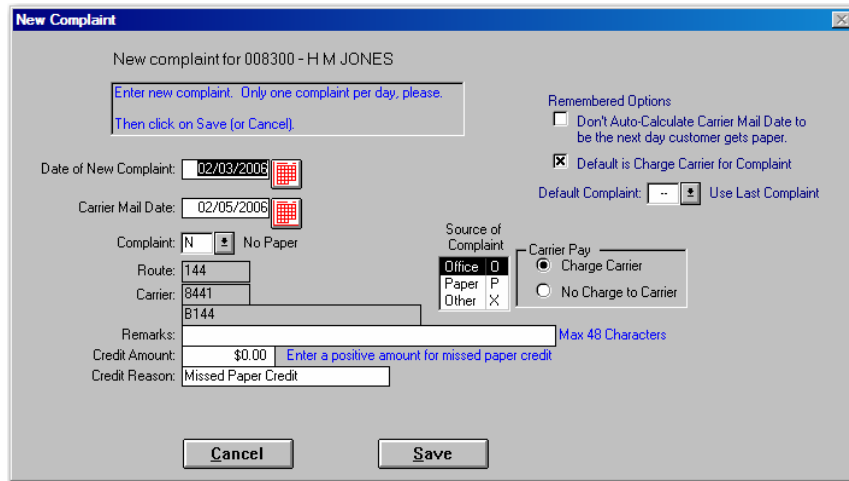
New Complaint

Daily Mail→3 Complaint

The screenshot shows the 'New Complaint' dialog box. It has a title bar 'New Complaint'. Inside, it says 'New complaint for 008300 - H M JONES'. There's a prompt: 'Enter new complaint. Only one complaint per day, please. Then click on Save (or Cancel)'. Below this, there are fields for 'Date of New Complaint' (02/03/2006) and 'Carrier Mail Date' (02/05/2006). There's a 'Complaint' dropdown menu with 'N' selected. There are fields for 'Route' (144) and 'Carrier' (8441). There's a 'Remarks' text area. There's a 'Credit Amount' field with '\$0.00' and a 'Credit Reason' dropdown with 'Missed Paper Credit'. There are 'Cancel' and 'Save' buttons.

New Carrier Note

Daily Mail→4 CarrierNote



New Complaint for 008300 - H M JONES

Enter new complaint. Only one complaint per day, please.
Then click on Save (or Cancel).

Date of New Complaint: 02/03/2006

Carrier Mail Date: 02/05/2006

Complaint: N No Paper

Route: 144

Carrier: 8441

Remarks: B144

Credit Amount: \$0.00 Enter a positive amount for missed paper credit

Credit Reason: Missed Paper Credit

Source of Complaint: Office O Paper P Other X

Remembered Options: ☐ Don't Auto-Calculate Carrier Mail Date to be the next day customer gets paper. ☒ Default is Charge Carrier for Complaint

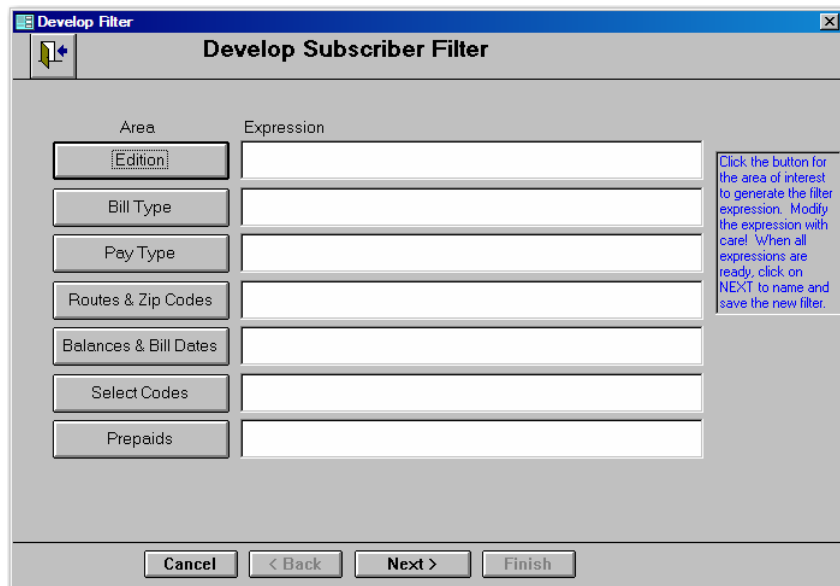
Default Complaint: Use Last Complaint

Carrier Pay: ☒ Charge Carrier ☐ No Charge to Carrier

Cancel Save

Develop Filter

Subscribers Switchboard→Develop Filter



Develop Filter

Develop Subscriber Filter

Area	Expression
[Edition]	
Bill Type	
Pay Type	
Routes & Zip Codes	
Balances & Bill Dates	
Select Codes	
Prepays	

Click the button for the area of interest to generate the filter expression. Modify the expression with care! When all expressions are ready, click on NEXT to name and save the new filter.

Cancel < Back Next > Finish

Edition Filter

Subscribers Switchboard→Develop Filter→Edition

The 'Edition Filter' dialog box contains a list of editions on the left and filter options on the right. The list includes various service codes and descriptions, with 'FP52 Daily&Sun 1/2 Off 52wk' selected. The right side features an 'Edition Filter' text box with the input 'IN ("FP16";"FP26";"FP52")', a 'Copies' field, and 'Effective: between' date pickers. A 'Clear' button is located below the date pickers, and 'OK' and 'Cancel' buttons are at the bottom.

Click on the Editions to be included. Optionally enter number of copies or effective dates of the current service.

Editions:

- 10DS 10 WEEKS DXS FOR \$20
- 10X 10 SXD FOR \$10
- 13DS SUN+FREE DAILY
- 20DS DAILY&SUNDAY 20wk
- 20SD SUNDAY 20wk SIZZLER
- 26DS DAILY+SUNDAY 26wKS
- 26NY Daily&Sun 26wk@\$59.02
- 26SD SUNDAY 26wKS
- 2DXD 2 DAILY ONLY
- 99DS Special DXS
- ACDS Fall Spec DXS
- DJ 2 Daily & 1 Sun
- DO Daily Only
- DS Daily & Sunday
- DS2 D&S \$0.75 Off
- DS52 \$19.98 Special
- DX Will Call Vacation
- F08 Sunday+FreeDaily 8wk
- F12 Sunday+FreeDaily 12wk
- F20 Sunday+FreeDaily 20wk
- F52 Sun+Special Daily 52wk
- FP16 Daily&Sun 1/2 Off 16wk
- FP26 Daily&Sun 1/2 Off 26wk
- FP52 Daily&Sun 1/2 Off 52wk**
- FS Stop, NoPayment
- KD7 Korean Daily & TwP DS
- MxF MONDAY THUR FRIDAY
- NS No Service
- SD 2 Sun & 1 Daily

Edition Filter

IN ("FP16";"FP26";"FP52")

Copies:

Effective: between and

Clear

OK Cancel

Balance Due and Bill Date

Subscribers Switchboard→Develop Filter→Balances & Bill Dates

The 'Balances and Bill Date' dialog box provides filters for current balance and billed through dates. It includes input fields for 'Current Balance: between', 'Billed Through: between', 'Start Date: between', and 'Over Credit Limit: between'. Each field has a corresponding date picker. A 'Clear' button is positioned above the 'OK' and 'Cancel' buttons at the bottom.

Enter the range of amounts and/or Billed Through Dates.

The filter will be balances >= low value and <= high value. You need not enter both values.

(A) (B)

Current Balance: between \$15.00 and

Billed Through: between and

Start Date: between and

Over Credit Limit: between and

Clear

OK Cancel

Develop Filter – After Entry of Filter Criteria

Subscribers Switchboard→Develop Filter

Develop Filter

Develop Subscriber Filter

Area	Expression
Edition	(((Edition) IN ("FP16","FP26","FP52"))
Bill Type	
Pay Type	
Routes & Zip Codes	
Balances & Bill Dates	(((CurrentBalance) >= 15))
Select Codes	
Prepays	

Click the button for the area of interest to generate the filter expression. Modify the expression with care! When all expressions are ready, click on NEXT to name and save the new filter.

Cancel < Back Next > Finish

Develop Filter – Ready to Save Filter

Subscribers Switchboard→Develop Filter→Next

Develop Filter

Develop Subscriber Filter

Assign a name to the filter. It may be up to 30 characters long, but cannot duplicate any of the existing names. Click on FINISH to save the filter.

Existing Filters

- <Active>
- <Different BillTo>
- <Edition is RPO>
- <Expired RPO>
- <Inactive>
- <OverCreditLimit>
- <PrePaidAccounts>
- <SalesTaxable>
- <SalesTaxExempt>
- 12 WEEK SPEC
- 13 WEEKERS
- 13DS SUN+DAILYS
- 1999
- Accounts Receivable (5420)
- Advance Pay (5420)
- All 5420 Accounts
- ALL CUSTOMER
- ALL SUNDAYS

Number of Subscribers selected with this filter: 1

Look: [dropdown]

New Filter Name: RPOs FP16,FP26,FP52 with Balance \$154

Cancel < Back Next > Finish

Subscriber Maintenance Browse

Subscribers Switchboard→  →Subscribers by Account

NPD - [Subscriber Maintenance]

File Edit Days Between Help

Locate Subscriber Sort by: Account Name Addr Current Filter: <Edition is RPD>

Account Locate:

Account Rte	Name (Last First)	House Street	Apt	Service	Balance	Edit Sbr	Account Info
000531 013	HADJICS J P	1117 S WILLIAMSBURG CT		1 DS52 8w/ BR	\$2.00
000539 031	VALETTI GARY	104 CARAGANA CT		1 DS52 8w/ BR	\$12.00
000730 005	HAYES MARIAM	102 W MAPLE AVE		1 DS52 8w/ PP	\$118.42
000897 034	TAFRAWWE ALLAN	1935 E BEECH RD		1 DS52 8w/ BR	\$0.00
001149 118	RORABAUGH SANDRA	305 E BRUNSWICK ST		1 FP26 8w/ BR	\$6.00
001214 014	DAMICO TINA	106 WILLIAMSBURG RD		1 DS52 8w/ BR	\$0.00
001269 109	LASIK EMILY	726 N AMELIA ST		1 DS52 8w/ BR	\$0.00
001311 002	CIEHOSKI JOAN	101 SEQUOIA CT		1 DS52 8w/ BR	\$0.00
001317 029	HARRIS PHILLIP	200 KEYES CT		1 DS52 8w/ BR	\$0.00
001756 010	SKOVINSKI RANDY	1011 WARWICK CT		1 DS52 8w/ BR	\$0.00
001833 031	EARHART SCOTT	205 SILVER LEAF DR		1 DS52 8w/ BR	\$0.00
002475 015	BURKE DAVID	1311 E MAPLE AVE		1 DS52 8w/ BR	\$0.00
002783 040	BANECK RUSS	45879 CABIN BRANCH DR		1 DS52 8w/ BR	\$0.00
002789 136	HAMILTON PAUL	46697 SANDALWOOD SQ		1 FP26 8w/ BR	\$0.00
002994 011	NGUYEN MANH	114 N LINCOLN AVE		1 DS52 8w/ PP	\$10.07
003197 121	OMWAKE DENNIS	202 W JUNIPER AVE		1 DS52 8w/ PP	\$0.00
003337 117	MARCANTONI GARY	1303 N AMELIA ST		1 DS52 8w/ BR	\$1.50
003767 031	KLOMAN EDWARD	105 ALMOND CT		1 DS52 8w/ BR	\$0.00
003893 008	SHATZ STUART	909 W MAPLE AVE		1 F52 8w/ PP	\$25.52
004233 029	CHAUDRY JAVID Y	411 N ARGONNE AVE		1 DS52 8w/ BR	\$0.00
004288 118	PERDUE MILDRED	1803 N ARGONNE AVE		1 DS52 8w/ BR	\$0.00
004412 144	HEAP BRENDA N	241 GREENFIELD CT		1 FP52 8w/ PP	\$0.00
004479 013	MADDEN BARBARA	1106 S DICKENSON AVE		1 DS52 8w/ BR	\$0.00
004690 034	WOOD JAMES	404 GARY CT		1 DS52 8w/ PP	\$12.00
005747 001	ANDERSON ROSEMARIE	101 CYPRESS RD		1 DS52 8w/ BR	\$12.00
005835 058	HARPER RICK A	21778 BRONDESBURY PARK TER		1 DS52 8w/ BR	\$12.00
006071 005	WEATHERHOLTZ TERRY	402 W POPLAR RD		1 DS52 8w/ BR	\$12.00

Record: 1 of 155

Enter six digit account number and press <Enter>

NUM

Subscriber List

Subscriber Switchboard→Subscriber List

NPD - [Subscriber List]

File Edit Days Between Help

[Click on the desired filter and then on Print or Preview.](#)

Filters

- <OverCreditLimit>
- <PrePaidAccounts>
- <SalesTaxable>
- <SalesTaxExempt>
- 12 WEEK SPEC
- 13 WEEKERS
- 13DS SUN+DAILYS
- 1999
- Accounts Receivable (5420)
- Advance Pay (5420)
- All 5420 Accounts
- ALL CUSTOMER
- ALL SUNDAYS
- Balance over \$25
- Bill Thru Not 22-Jan-05 (5420)
- CODE A
- DAILY AND SUNDAY CUS
- DAILY X SUNDAY CUS
- Different Bill To Addresses
- NEW YEAR
- NonSubscribers w/ Balance over 10
- RPD CALL LIST SxD
- spec offer sxo
- SUN MAIL OUT FOR 20WK 04
- SUNDAY ONLY CUS
- SUNDAY ONLY MAILOUT
- will/cancels

Selected Filter:

Count:

☒ Show Current Balances

☐ Subtotal by Route

☐ Show Different Bill To Addresses

☐ Show date of last Service Change

Report AS-OF Date: Saturday, February 04, 2006

Form View

NUM

Mailing Labels

Subscribers Switchboard→Mailing Labels

NPD - [Mailing Labels]

File Edit Days Between Help

Click on the desired filter and then on Excel, Print or Preview.

With subscribers, you have the choice of Bill-To or Serve (Delivery) addresses.

The Excel file can be imported into many word processors for printing form letters (MailMerge) and the like. Use the USPSTTF font with fontsize=15 for the Bar Code.

Filters

- <SalesTaxable>
- <SalesTaxExempt>
- 12 WEEK SPEC
- 13 WEEKERS
- 13DS SUN+DAILY'S
- 1999
- Accounts Receivable (5420)
- Advance Pay (5420)
- All 5420 Accounts
- ALL CUSTOMER
- ALL SUNDAYS
- Balance over \$25
- Bill Thru Not 22-Jan-05 (5420)
- CODE A
- DAILY AND SUNDAY CUS
- DAILY X SUNDAY CUS
- Different Bill To Addresses
- NEW YEAR
- NonSubscribers w/ Balance over 10
- RPD CALL LIST SXO
- spec offer sxo
- SUN MAIL OUT FOR 20WK 04
- SUNDAY ONLY CUS**
- SUNDAY ONLY MAILOUT
- will/cancels

Selected Filter: SUNDAY ONLY CUS

Number of Labels: 1,766

Avery Label: 5160 Font Size: 10

Which Address?

Bill-To

Serve

Excel Print Preview

Form View

NUM

Global Change

Subscribers Switchboard→Global Changes

NPD - [Global Change Subscribers]

File Edit Days Between Help

This function performs global changes to subscribers who meet the filter's criteria. First select the filter, then the field to be changed. Enter the new value for the field and click PERFORM UPDATE.

You may want to backup before doing this.

Filters

- Advance Pay (5420)
- All 5420 Accounts
- ALL CUSTOMER
- ALL SUNDAYS
- Balance over \$25
- Bill Thru Not 22-Jan-05 (5420)
- CODE A
- DAILY AND SUNDAY CUS
- DAILY X SUNDAY CUS
- Different Bill To Addresses
- NEW YEAR
- NonSubscribers w/ Balance over 10
- RPD CALL LIST SXO
- spec offer sxo
- SUN MAIL OUT FOR 20WK 04
- SUNDAY ONLY CUS**
- SUNDAY ONLY MAILOUT
- will/cancels

Selected Filter: SUNDAY ONLY CUS

Number of Subscribers: 1,766

Field to Update

☐ Bill Type:

☐ Pay Type:

☒ Select Code: B

☐ Delivery Labels:

☐ Sales Tax:

☐ Credit Limit:

☐ Make Inactive, Bad Pay Year=

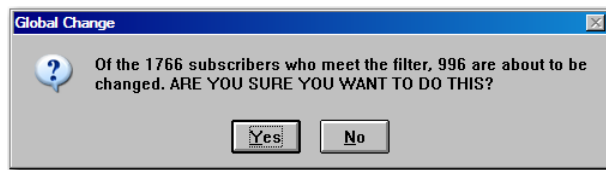
☐ Late Fee

Perform Update

You will have a chance to cancel the change once the system counts how many will be changed.

Form View

NUM



Confirmation of Global Change.

Routes by Carrier Name

Routes Switchboard→Routes By Carrier

The screenshot shows the "NPD - [Routes by Carrier Name]" window. It contains a table with columns: Carrier, Route, Extra Copies (M-F, Sat, Sun), and Route Name. The table lists routes for various carriers including BRUCE DIBBELL, EILEEN BODIFORD, JASON HAMILTON, and JOHN ROBINSON. Each row shows the route number, the number of extra copies for each day of the week, and a status indicator (three blue dots or a yellow X).

Carrier	Route	Extra Copies	M-F	Sat	Sun	Route Name
BRUCE DIBBELL	012	2	2	2	...	
BRUCE DIBBELL	013	0	0	0	...	
BRUCE DIBBELL	014	0	0	0	...	
BRUCE DIBBELL	025	1	1	1	...	
BRUCE DIBBELL	031	0	0	0	...	
BRUCE DIBBELL	037	0	0	0	...	
BRUCE DIBBELL	058	1	1	1	...	
EILEEN BODIFORD	001	2	2	2	...	
EILEEN BODIFORD	002	0	0	0	...	
EILEEN BODIFORD	003	0	0	0	...	
EILEEN BODIFORD	004	0	0	0	...	
EILEEN BODIFORD	027	0	0	0	...	
HERNANDEZ	015	2	2	2	...	
JASON HAMILTON	006	0	0	0	...	
JASON HAMILTON	010	0	0	0	...	
JASON HAMILTON	028	2	2	2	...	
JASON HAMILTON	035	0	0	0	...	
JASON HAMILTON	057	2	2	2	...	
JIM	043	2	2	20	...	
JOHN ROBINSON	005	2	2	2	...	
JOHN ROBINSON	007	0	0	0	...	
JOHN ROBINSON	008	0	0	0	...	
JOHN ROBINSON	011	0	0	0	...	
JOHN ROBINSON	016	0	0	0	...	
JOHN ROBINSON	019	0	0	0	...	
JOHN ROBINSON	023	0	0	0	...	

View/Edit Route

Routes Switchboard→Routes By Carrier→...

The screenshot shows the "NPD - [View/Edit Route]" window. It contains various input fields and sections for configuring a route. The "Route" field is set to 058, and the "Carrier" is set to 0001 (BRUCE DIBBELL). The "Ad Code" is 5430. The "Drop Points" section shows Mon-Fri: 100, Sat: 100, Sun: 100, and Inserts: 100. The "Extra Copies for Route" section shows Mon-Fri: 1, Sat: 1, and Sun: 1. The "Carrier Fees" section includes "Flat Fee per Day" (Daily: \$0.00, Sunday: \$0.00), "Per Copy Fees" (Regular, Sun CBO, Sun Only), and "Additional for Carrier Collect". The "Per Insert Fee" and "Per Complaint Deduction" sections also show fee amounts.

Route Serve Order

Routes→Route Serve Order

Nbr	Apt	Street	Zip	Serve Order
407		W MAPLE AVE	20164	10
303		W POPLAR RD	20164	50
600		S ALDER AVE	20164	408
601		S ALDER AVE	20164	409
602		S ALDER AVE	20164	410
603		S ALDER AVE	20164	411
604		S ALDER AVE	20164	412
605		S ALDER AVE	20164	413
606		S ALDER AVE	20164	414
607		S ALDER AVE	20164	415
608		S ALDER AVE	20164	416
609		S ALDER AVE	20164	417
700		S ALDER AVE	20164	418
701		S ALDER AVE	20164	419
702		S ALDER AVE	20164	420
703		S ALDER AVE	20164	421
704		S ALDER AVE	20164	422
705		S ALDER AVE	20164	423
706		S ALDER AVE	20164	424
707		S ALDER AVE	20164	425
800		S ALDER AVE	20164	426
802		S ALDER AVE	20164	428
803		S ALDER AVE	20164	429
804		S ALDER AVE	20164	430
805		S ALDER AVE	20164	431
806		S ALDER AVE	20164	432
807		S ALDER AVE	20164	433

Route Serve Reports

Routes Switchboard→Route Serve Report→Select Routes→Next

Click on the desired report, then click on PRINT or PREVIEW.
Change the report date if necessary.

1 of 36 routes have been selected.

Report Header:
Whatever is entered here is printed with the page heading

Route Serve Reports

- Address Order
- Address Order Even/Odd
- Address Order Even/Odd - BIG
- Address w/ Names
- Address w/ Names & Phone
- Address w/ Names Wide
- Apartment
- Apartment - BIG
- Apartment - BIG (2Tower)
- Even/Odd
- Even/Odd - BIG**
- Regular (SrvOrder)
- Regular (SrvOrder) - BIG
- Route Defaults

Report Date: Sunday, February 05, 2006

Include Other Service Dates

- ☒ Report date only
- ☐ Include SO if weekday
- ☐ Include ALL being served

Will Call Edition: ☒ Will Call Vacation

☐ Ignore Vacations, including Will Calls
(Customers on vacation will be on report.)

☒ Use Standard Edition Names for RPOs

< Back Close Print Preview

Print Preview Serve Report

Save Little Events & Address Send up, February 5, 2006
 Radio 101 PRICE 00000
 James E. Gallagher

*** One-way Data is final, no reply, no edit *** 02/05/2006 09:11

E DICKENSON CT		S WILLIAMSBURG CT	
700			1117
300			1119
	303 [50]		1121
E STAUNTON AVE		1122	
	403	WILLIAMSBURG RD	
500 [50]			403
500 [50]		600 [50]	
	507 [50]	602	
	601		603
700 [50]		702	
			903
N WILLIAMSBURG CT		Total Route 013: 33	
1106 [50]			
1108			
	1111		
1112 [50]			
S CULPEPER RD			
	1003 [50]		
	1011 [50]		
1100 [50]			
	1101		
1102			
	1103		
S DICKENSON AVE			
1106			
	1109		
1112			
	1115 [50]		

Route Transfers (Transfer some addresses to another route)

Routes Switchboard→Route Transfer

NPD - [Route Transfers]

File Edit Days Between Help

From =====>

Route	Carrier	Carrier Name
001	0003	EILEEN BODIFORD
002	0003	EILEEN BODIFORD
003	0003	EILEEN BODIFORD
004	0003	EILEEN BODIFORD
005	0005	JOHN ROBINSON
006	0012	JASON HAMILTON
007	0005	JOHN ROBINSON
008	0005	JOHN ROBINSON
009	0006	VICKI L STEMPEL
010	0012	JASON HAMILTON
011	0005	JOHN ROBINSON
012	0001	BRUCE DIBBELL
013	0001	BRUCE DIBBELL
014	0001	BRUCE DIBBELL
015	0015	HERNANDEZ
016	0005	JOHN ROBINSON
019	0005	JOHN ROBINSON
022	0014	PAMELA
023	0005	JOHN ROBINSON
024	0014	PAMELA
025	0001	BRUCE DIBBELL
027	0003	EILEEN BODIFORD

TO

Route	Carrier	Carrier Name
001	0003	EILEEN BODIFORD
002	0003	EILEEN BODIFORD
003	0003	EILEEN BODIFORD
004	0003	EILEEN BODIFORD
005	0005	JOHN ROBINSON
006	0012	JASON HAMILTON
007	0005	JOHN ROBINSON
008	0005	JOHN ROBINSON
009	0006	VICKI L STEMPEL
010	0012	JASON HAMILTON
011	0005	JOHN ROBINSON
012	0001	BRUCE DIBBELL
013	0001	BRUCE DIBBELL
014	0001	BRUCE DIBBELL
015	0015	HERNANDEZ
016	0005	JOHN ROBINSON
019	0005	JOHN ROBINSON
022	0014	PAMELA
023	0005	JOHN ROBINSON
024	0014	PAMELA
025	0001	BRUCE DIBBELL
027	0003	EILEEN BODIFORD

Transfer addresses from route 006 to route 013

Next >

Route Transfers

Routes Switchboard→Route Transfer→Next

NPD - [Route Transfer]

File Edit Days Between Help

Transfer from 006 to 013

Select All DeSelect All Select this street DeSelect this Street

ENTERPRISE ST

House Number	Apt	Street	Selected
400		E FURMAN DR	<input type="checkbox"/>
402		E FURMAN DR	<input type="checkbox"/>
404		E FURMAN DR	<input type="checkbox"/>
406		E FURMAN DR	<input type="checkbox"/>
408		E FURMAN DR	<input type="checkbox"/>
410		E FURMAN DR	<input type="checkbox"/>
412		E FURMAN DR	<input type="checkbox"/>
414		E FURMAN DR	<input type="checkbox"/>
107		E HOLLY AVE	<input checked="" type="checkbox"/>
207		E HOLLY AVE	<input checked="" type="checkbox"/>
207	200	E HOLLY AVE	<input checked="" type="checkbox"/>
156		ENTERPRISE ST	<input checked="" type="checkbox"/>
22365	235	ENTERPRISE ST	<input checked="" type="checkbox"/>
100		N AUBURN DR	<input type="checkbox"/>
102		N AUBURN DR	<input type="checkbox"/>
104		N AUBURN DR	<input type="checkbox"/>
106		N AUBURN DR	<input type="checkbox"/>
108		N AUBURN DR	<input type="checkbox"/>
110		N AUBURN DR	<input type="checkbox"/>
112		N AUBURN DR	<input type="checkbox"/>
114		N AUBURN DR	<input type="checkbox"/>
116		N AUBURN DR	<input type="checkbox"/>

Click here to transfer selected addresses to the TO route =====>

Record: 124 of 428

X = Transfer

FLTR NUM

Prepare Daily Draw

Routes→Prepare Daily Draw

NPD - [Prepare Daily Draw]

File Edit Days Between Help

Enter the number of extra papers for each driver/truck and the number of papers per bundle for Main News and each Insert. Then click on PREPARE to prepare the drop counts for the specified date.

Click on the Calendar Icon or a date under EXISTING DAILY DRAWS to specify the date.

Notes: Number of inserts per bundle = 0 means NO Insert.
Pay Carrier for Inserts applies only if there is a corresponding insert.

Existing Daily Draws	Date	#Papers Computed	NIE	XT
02/05/2006	3992	02/04/06	0	0
01/19/2006	1480	01/18/06	0	0
01/18/2006	1480	01/17/06	0	0
01/17/2006	1483	01/16/06	0	0
01/16/2006	1474	01/15/06	0	0
01/15/2006	2091	01/13/06	0	0
01/14/2006	1470	01/13/06	0	0
01/13/2006	1483	01/12/06	0	0
01/12/2006	1483	01/11/06	0	0
01/11/2006	1486	01/10/06	0	0
01/10/2006	1487	01/09/06	0	0
01/09/2006	1490	01/09/06	0	0
01/08/2006	2088	01/07/06	0	0
01/07/2006	1480	01/06/06	0	0
01/06/2006	1492	01/05/06	0	0

Extra Papers for Driver/Truck:

A: 0 B: 0 C: 0 Total: 0

Papers per Bundle:

Main News: 1 Insert # 1: 0 Insert # 2: 0 Insert # 3: 0

Pay Carrier for Inserts

Daily Draw for: Sunday, February 05, 2006

Prepare Daily Drop Report Daily Draw Sheet

DO/DS: 2168 Extra: 38

SD: 1796 Total: 3992

SubTotal: 3954 w/o NIE: 3992

Make any regular and substitute carrier changes before calculating the draw, as the draw calculation assigns the papers (pay) for the day to the current carriers.

Form View

NUM

Daily Delivery Totals

Routes Switchboard→View Daily Delivery Totals

Date	Total Draw	Extra Papers	Sunday Only	Total Delivered	NIE Included	
02/05/06	3992	38	1786	3954	0	...
01/19/06	1480	20	0	1460	0	...
01/18/06	1480	20	0	1460	0	...
01/17/06	1483	20	0	1463	0	...
01/16/06	1474	20	0	1454	0	...
01/15/06	2091	38	672	2053	0	...
01/14/06	1470	20	0	1450	0	...
01/13/06	1483	20	0	1463	0	...
01/12/06	1483	20	0	1463	0	...
01/11/06	1486	20	0	1466	0	...
01/10/06	1487	20	0	1467	0	...
01/09/06	1490	20	0	1470	0	...
01/08/06	2088	38	662	2050	0	...
01/07/06	1480	20	0	1460	0	...
01/06/06	1492	20	0	1472	0	...
01/05/06	1491	20	0	1471	0	...
01/04/06	1488	20	0	1468	0	...
01/03/06	1481	20	0	1461	0	...
01/02/06	1467	20	0	1447	0	...
01/01/06	2055	38	653	2017	0	...
12/31/05	1453	20	0	1433	0	...
12/30/05	1461	20	0	1441	0	...
12/29/05	1455	20	0	1435	0	...
12/28/05	1447	20	0	1427	0	...
12/27/05	1429	20	0	1409	0	...
12/26/05	1419	20	0	1399	0	...

Daily Drop Report

Routes Switchboard→Daily Drop Report

Click on the DATE of the report and enter any remarks to appear on the report.
Select the Drop Points to be used. Then click on PRINT or PREVIEW.
The REMARKS may be revised at this point.

Date	# Papers
02/05/2006	3992
01/19/2006	1480
01/18/2006	1480
01/17/2006	1483
01/16/2006	1474
01/15/2006	2091
01/14/2006	1470
01/13/2006	1483
01/12/2006	1483
01/11/2006	1486
01/10/2006	1487
01/09/2006	1490
01/08/2006	2088
01/07/2006	1480
01/06/2006	1492

Drop Points: Mon-Fri, Sat, Sun, Inserts

Report Header: REG. DROP RUN, B/w DROP RUN, HEADS/DROP RUN, COMIC DROP RUN

Remarks to Carriers/Drivers: [Text Area]

Report Date: Sunday, February 05, 2006

Driver List Options: Show Carrier Phones, Show Bundle Counts, Show Only Carrier Totals, but not Drop, Show Bare Bones Routes

Report Format: Drop Sheets, Drop Cards, Driver List, Bare Bones (For Carrier/Driver)

Buttons: View/Edit Notes, Clear All Notes, Print, Preview

Carrier Mail

Routes Switchboard→Carrier Mail

NPD - [Carrier Mail]

File Edit Days Between Help

Click on the REPORT and select the DATE RANGE.
Then click on PRINT or PREVIEW.

Report Header:
Whatever is typed here appears in the report heading

Reports

- Cards - Carrier Notes by Route
- Cards - Subscriber Complaints
- Cards - Svc Chg by Route
- Cards - Vac Restart by Route
- Cards - Vac Stop by Route
- Carrier Mail - Brief List /Carrier
- Carrier Mail - Brief List /Route
- Vacations for Day by Carrier

Date Range

From: Sunday, February 05, 2006

To: Sunday, February 05, 2006

1 Days

Remarks to Carriers/Driver

Carrier Mail - Brief List /Carrier

Print Preview

Form View NUM

Carriers by Name

Carriers Switchboard→Carriers by Name

NPD - [Carriers By Name]

File Edit Days Between Help

New Carrier

Name	Carrier ID	City	Is Active			
ADAM JAMES	0021	LEESBURG	<input type="checkbox"/>
AL RINKER	0009		<input checked="" type="checkbox"/>
ALLIANCE TRANSPORTATION 1	0002	STERLING	<input type="checkbox"/>
ANN B FONTAINE	0011	STERLING	<input type="checkbox"/>
BOB BOTH	0020		<input checked="" type="checkbox"/>
BRUCE DIBBELL	0001	STERLING	<input checked="" type="checkbox"/>
BRYAN	0019		<input checked="" type="checkbox"/>
DAVE BEARDSLEY	0013	STERLING	<input checked="" type="checkbox"/>
EILEEN BODIFORD	0003	STERLING	<input checked="" type="checkbox"/>
HERNANDEZ	0015	STERLING	<input checked="" type="checkbox"/>
IRENE V CAISON	0007	STERLING	<input type="checkbox"/>
JASON HAMILTON	0012	LEESBURG	<input checked="" type="checkbox"/>
JIM	043	STERLING	<input checked="" type="checkbox"/>
JIM VANES	0010		<input type="checkbox"/>
JOHN KNOTT	0004	STERLING	<input type="checkbox"/>
JOHN ROBINSON	0005	STERLING	<input checked="" type="checkbox"/>
KRIS	0018		<input checked="" type="checkbox"/>
PAMELA	0014	STERLING	<input checked="" type="checkbox"/>
PHIL	0008		<input checked="" type="checkbox"/>
TRUCK ROUTE	9999		<input type="checkbox"/>
VICKI L STEMPLE	0006	POTOMAC FALLS	<input checked="" type="checkbox"/>

Record: 1 of 21

Details NUM

Carrier Edit

Carriers Switchboard→Carriers by Name→...

NPD - [Carrier Edit]

File Edit Days Between Help

Carrier ID: 0001 Is Active: ☒ SSN:
 Name: BRUCE DIBBY Started: 16-Nov-2003 YTD Earned: \$52,153.48
 Addr1: 1602 HARPERS CT APT 14 Ended: 05-Sep-2004
 Addr2:
 C-S-Z: STERLING VA 20164

Phones

Type	Number	Remarks
CELL	703-297-7554	
HOME	1-304-263-8437	
WORK	703-265-4122	
*		

Record: 1 of 3

Carrier's Routes

012
013
014
025
031
037
058

Assign Route(s) to Carrier

Remarks:

Type of Number, e.g. Home, Work. ** Must be unique

FLTR NUM

Carrier Pay

Carriers Switchboard→Weekly Pay View/Adj→...

NPD - [Carrier Pay]

File Edit Days Between Help

Carrier: 0001 BRUCE DIBBY Week Beginning: 12/19/05
 Route: 025

	Papers			Inserts		Carrier Collect			Complaints		Daily Fee	Extra Titles
	Daily	DXS	SX0	Daily	Sun	Daily	DXS	SX0	Daily	Sun		
Mon:	45			0		0			0		\$0.00	0
Tue:	45			0		0			0		\$0.00	0
Wed:	45			0		0			0		\$0.00	0
Thu:	43			0		0			0		\$0.00	0
Fri:	43			0		0			0		\$0.00	0
Sat:	40			0		0			0		\$0.00	0
Sun:		39	9		0		0	0		0	\$0.00	0
Tot:	261	39	9	0	0	0	0	0	0	0	\$0.00	0
Fee:	\$0.080	\$0.320	\$0.320	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00
Pay:	\$20.88	\$12.48	\$2.88	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Regular Pay: \$36.24
 Tips: \$30.00
 Sub Total: \$66.24
 Manual Adjustments: \$0.00
 Supply Charge: \$0.00
 PreTax Pay: \$66.24

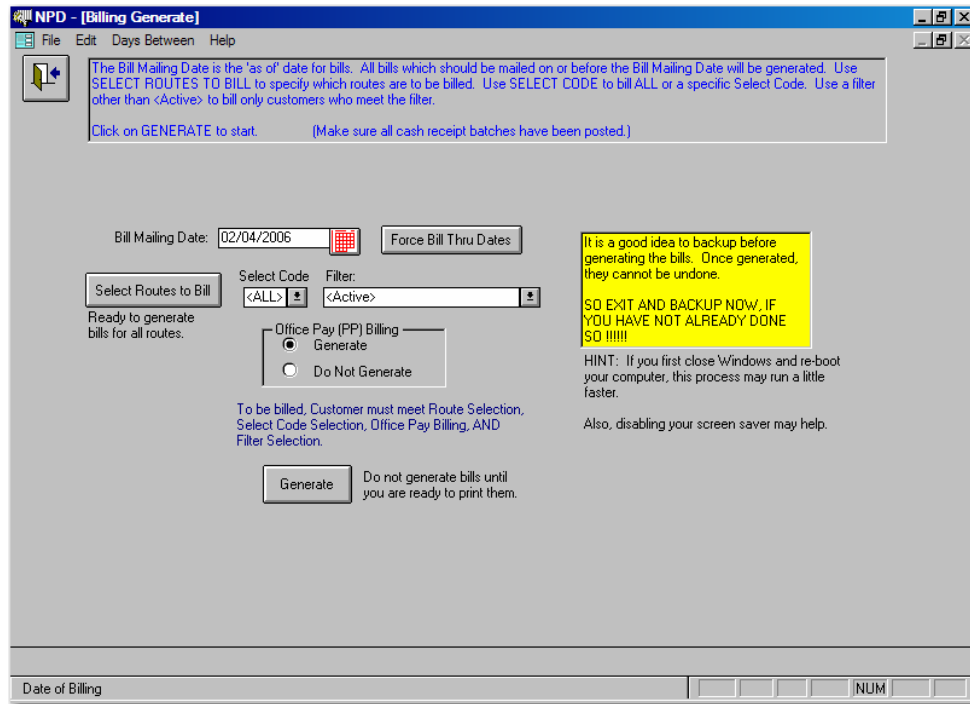
Remarks:

Manual Adjustment (Use negative number to reduce pay)

FLTR NUM

Billing Generate

Billing Switchboard→Do Billing



The Billing Mailing Date is the 'as of' date for bills. All bills which should be mailed on or before the Bill Mailing Date will be generated. Use SELECT ROUTES TO BILL to specify which routes are to be billed. Use SELECT CODE to bill ALL or a specific Select Code. Use a filter other than <Active> to bill only customers who meet the filter.

Click on GENERATE to start. (Make sure all cash receipt batches have been posted.)

Bill Mailing Date: 02/04/2006 Force Bill Thru Dates

Select Routes to Bill: Ready to generate bills for all routes.

Select Code: <ALL> Filter: <Active>

Office Pay (PP) Billing:
☒ Generate
☐ Do Not Generate

To be billed, Customer must meet Route Selection, Select Code Selection, Office Pay Billing, AND Filter Selection.

Generate Do not generate bills until you are ready to print them.

It is a good idea to backup before generating the bills. Once generated, they cannot be undone.

SO EXIT AND BACKUP NOW. IF YOU HAVE NOT ALREADY DONE SO !!!!!

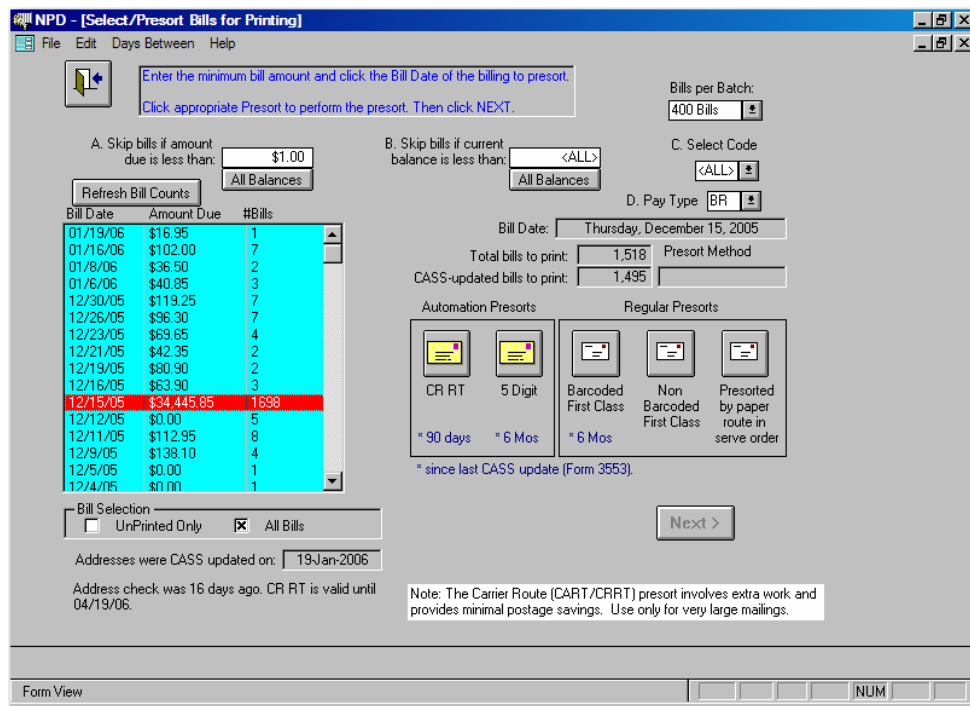
HINT: If you first close Windows and re-boot your computer, this process may run a little faster.

Also, disabling your screen saver may help.

Date of Billing NUM

Select/Presort Bills for Printing

Billing Switchboard→Print Customer Bills



Enter the minimum bill amount and click the Bill Date of the billing to presort. Click appropriate Presort to perform the presort. Then click NEXT.

Bills per Batch: 400 Bills

A. Skip bills if amount due is less than: \$1.00 All Balances

B. Skip bills if current balance is less than: <ALL> All Balances

C. Select Code: <ALL>

D. Pay Type: BR

Bill Date: Thursday, December 15, 2005

Total bills to print: 1,518 Presort Method

CASS-updated bills to print: 1,495

Automation Presorts: CR RT, 5 Digit, Barcoded First Class, Non Barcoded First Class, Presorted by paper route in serve order

* 90 days * 6 Mos * 6 Mos

* since last CASS update (Form 3553).

Next >

Note: The Carrier Route (CART/CRRT) presort involves extra work and provides minimal postage savings. Use only for very large mailings.

Bill Date	Amount Due	#Bills
01/19/06	\$16.95	1
01/16/06	\$102.00	7
01/8/06	\$36.50	2
01/6/06	\$40.85	3
12/30/05	\$119.25	7
12/26/05	\$96.30	7
12/23/05	\$69.65	4
12/21/05	\$42.35	2
12/19/05	\$80.90	2
12/16/05	\$53.90	3
12/15/05	\$34,445.85	1698
12/12/05	\$0.00	5
12/11/05	\$112.95	8
12/9/05	\$138.10	4
12/5/05	\$0.00	1
12/4/05	\$0.00	1

Bill Selection: ☐ UnPrinted Only ☒ All Bills

Addresses were CASS updated on: 19Jan-2006

Address check was 16 days ago. CR RT is valid until 04/19/06.

Form View NUM

Presort Summary

Billing Switchboard→Print Customer Bills – After selection of bills and presort method.

NPD - [Presort Summary]

File Edit Days Between Help

	Number of pieces		Letters *		Cards *
Automation Carrier Route (CB):	0	\$0.290	\$0.000	\$0.179	\$0.000
Automation 5-Digit (5B):	1,489	\$0.293	\$436.277	\$0.186	\$276.954
Automation 3-Digit(3B):	0	\$0.308	\$0.000	\$0.193	\$0.000
Automation Basic (BB):	6	\$0.326	\$1.956	\$0.204	\$1.224
Automation TOTAL:	1,495		\$438.233		\$278.178
Unsorted First Class:	23	\$0.390	\$8.970	\$0.240	\$5.520
Total pieces:	1,518		\$447.203		\$283.698

Print Preview

* These rates may not be current. Check with your Post Office.

Form View NUM

Print Bills

Billing Switchboard→Print Customer Bills→Next – After selection of bills and presort method.

NPD - [Print Bills]

File Edit Days Between Help

Bill Formats

- Cards-4x - Bill
- Cards-4x - Statement
- Full Page - Bill (Invoice)
- Full Page - Credit Card Statement
- Full Page - Final Bill
- Full Page - Statement
- Full Page - To File

Standard Bill Messages ☐ Use Bill Message Rules

FINAL PLEASE PAY IN FULL TO AVOID LEGAL C
PASTDUE YOUR ACCOUNT IS PAST DUE, REMIT PA
REG FOR MISSED DELIVERY CALL 703-450-45
XMAS Please remember your carrier during the hold

Click on the message to use or type one from scratch.

Click Bill Format for bills and set message for this printing.
(Use Statements if printing reminders.)

Click Print when ready to start printing.

Selected Format: Full Page - Bill (Invoice)

☒ Carrier Tip box on bill stub
☒ Check # box on bill stub
☒ Show Paper Name w/ Return Address

Message for this printing Edit Standard Messages

FOR MISSED DELIVERY CALL 703-450-4595 MONDAY THRU
FRIDAY BY 8:30 AM, SATURDAY BY 9:30 AM AND SUNDAY
BY 10:00 AM. OFFICE HOURS ARE 9 TO 5 MONDAY

Clear Message Route Messages

Due By Message: Balance Due (Payable upon Receipt)

Ancillary Service Endorsement: Return Service Requested

Print by Select Code

Presort Summary

Find Bill

Print Preview Print to File

Batch	Size	Printed	NotPrinted
1	400	0	400
2	400	0	400
3	400	0	400
4	318	0	318

Click on batch to view or change its print status.

Form View NUM

Bill Reprint

Billing Switchboard→Print Customer Bills→Next→Batch Number

NPD - [Bill Reprint]

File Edit Days Between Help

Batch 1

Set All Printed Set All NOT Printed

Legend: ☐ Yet to be printed ☒ Already Printed

Print Seq	Account	Subscriber	is Printed	Set for NOT printed from here to end.	Set for printed from here to end.
1	000882	EUGENE COGHLAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	015491	DOROTHY MERCADO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	003014	DONNA KRISE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	013974	KARISMA HUGHES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	001031	JOY RODGERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	006522	JOHN KUHN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	014536	LAURA JAYSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	001446	MIDDRAJ LAZAREVICH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	008224	JIMMIE MACCINI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	011649	MICHELLE DREW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	006832	VICTORIA COUSINS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	006835	WILLIAM JOHNSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	006836	RUTH BRADLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	013551	JAMES VANESSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	014085	BRUCE FOSTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	001455	DONNA CARLTON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	001457	DENISE BURROWS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	001465	JUANITA PEIRSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	001467	LAWRENCE PARSONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	014036	MRS. ASHBY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	014598	KARLA FINK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22	006844	VELASCO ALEX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23	006850	DOROTHY LEWIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	006855	GERRY JACKSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25	006857	ROBERTA SILBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	007125	MARY FELTON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 10 of 400

Calculating...

FLTR NUM

Print Bills – Ready to print next batch

Billing Switchboard→Print Customer Bills→Next→



NPD - [Print Bills]

File Edit Days Between Help

Bill Formats

- Cards-4x - Bill
- Cards-4x - Statement
- Full Page - Bill (Invoice)
- Full Page - Credit Card Statement
- Full Page - Final Bill
- Full Page - Statement
- Full Page - To File

Click Bill Format for bills and set message for this printing. (Use Statements if printing reminders.)

Click Print when ready to start printing.

Selected Format: Full Page - Bill (Invoice)

☒ Carrier Tin box on bill stub

Print Bills

Batch 2 has been sent to printer. Click YES when printer is ready for next batch. Click NO to stop.

Yes No

Click on the message to use or type one from scratch.

Clear Message Route Messages

Due By Message: Balance Due (Payable upon Receipt)

Ancillary Service Endorsement: Return Service Requested

Print by Select Code

Presort Summary

Find Bill

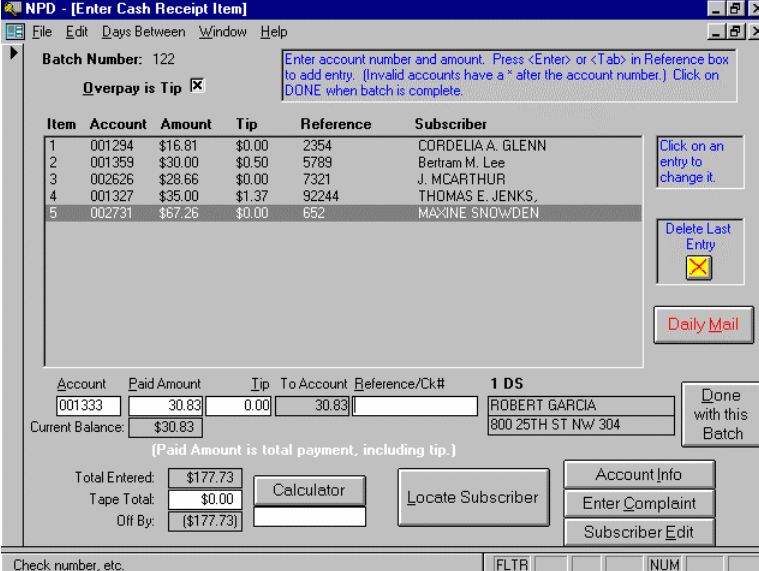
Click on batch to view or change its print status.

Standard Bill Messages

Batch	Size	Printed	NotPrinted
1	400	400	0
2	400	400	0
3	400	0	400
4	318	0	318

Enter Cash Receipt Item

Cash Receipts Switchboard→New Batch→Next



The screenshot shows the 'NPD - [Enter Cash Receipt Item]' window. At the top, there's a menu bar with 'File', 'Edit', 'Days Between', 'Window', and 'Help'. Below the menu bar, a 'Batch Number' field is set to '122'. A text box on the right provides instructions: 'Enter account number and amount. Press <Enter> or <Tab> in Reference box to add entry. (Invalid accounts have a * after the account number.) Click on DONE when batch is complete.' Below this is a table with columns: Item, Account, Amount, Tip, Reference, and Subscriber. The table contains five entries. To the right of the table are buttons: 'Click on an entry to change it.', 'Delete Last Entry' (with a yellow X icon), and 'Daily Mail'. At the bottom, there are input fields for 'Account', 'Paid Amount', 'Tip', 'To Account', and 'Reference/Ck#'. The 'Paid Amount' is \$30.83 and the 'Tip' is \$0.00. Below these are 'Total Entered' (\$177.73), 'Tape Total' (\$0.00), and 'Off By' (\$177.73). There are also buttons for 'Calculator', 'Locate Subscriber', 'Account Info', 'Enter Complaint', and 'Subscriber Edit'. A 'Done with this Batch' button is on the right. At the very bottom, there's a status bar with 'Check number, etc.', 'FLTR', and 'NUM'.

Item	Account	Amount	Tip	Reference	Subscriber
1	001294	\$16.81	\$0.00	2354	CORDELIA A. GLENN
2	001359	\$30.00	\$0.50	5789	Bertram M. Lee
3	002626	\$28.66	\$0.00	7321	J. MCARTHUR
4	001327	\$35.00	\$1.37	92244	THOMAS E. JENKS,
5	002731	\$67.26	\$0.00	652	MAXINE SNOWDEN

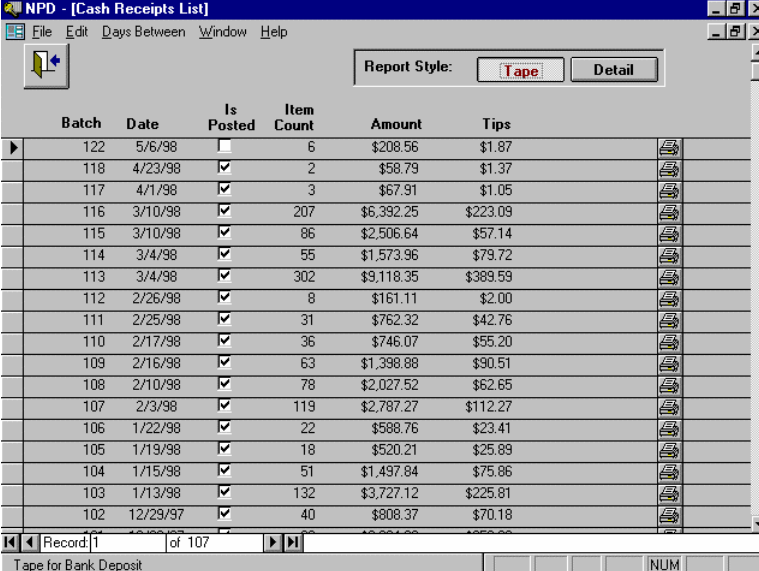
Account: 001333 Paid Amount: 30.83 Tip: 0.00 To Account: 30.83 Reference/Ck#: 1 DS
Current Balance: \$30.83
(Paid Amount is total payment, including tip.)
Total Entered: \$177.73
Tape Total: \$0.00
Off By: (\$177.73)

Buttons: Calculator, Locate Subscriber, Account Info, Enter Complaint, Subscriber Edit, Done with this Batch

Status bar: Check number, etc. FLTR NUM

Cash receipts List

Cash Receipts Switchboard→Print Cash Receipts



The screenshot shows the 'NPD - [Cash Receipts List]' window. At the top, there's a menu bar with 'File', 'Edit', 'Days Between', 'Window', and 'Help'. Below the menu bar, there's a 'Report Style' section with 'Tape' and 'Detail' buttons. The main area is a table with columns: Batch, Date, Is Posted, Item Count, Amount, and Tips. The table contains 17 rows of data. At the bottom, there's a status bar with 'Record: 1 of 107' and 'Tape for Bank Deposit'. There are also buttons for 'FLTR' and 'NUM'.

Batch	Date	Is Posted	Item Count	Amount	Tips
122	5/6/98		6	\$208.56	\$1.87
118	4/23/98	✓	2	\$58.79	\$1.37
117	4/1/98	✓	3	\$67.91	\$1.05
116	3/10/98	✓	207	\$6,392.25	\$223.09
115	3/10/98	✓	86	\$2,506.64	\$57.14
114	3/4/98	✓	55	\$1,573.96	\$79.72
113	3/4/98	✓	302	\$9,118.35	\$389.59
112	2/26/98	✓	8	\$161.11	\$2.00
111	2/25/98	✓	31	\$762.32	\$42.76
110	2/17/98	✓	36	\$746.07	\$55.20
109	2/16/98	✓	63	\$1,398.88	\$90.51
108	2/10/98	✓	78	\$2,027.52	\$62.65
107	2/3/98	✓	119	\$2,787.27	\$112.27
106	1/22/98	✓	22	\$588.76	\$23.41
105	1/19/98	✓	18	\$520.21	\$25.89
104	1/15/98	✓	51	\$1,497.84	\$75.86
103	1/13/98	✓	132	\$3,727.12	\$225.81
102	12/23/97	✓	40	\$808.37	\$70.18

Record: 1 of 107
Tape for Bank Deposit

Status bar: FLTR NUM

Post Cash Receipts

Cash Receipts Switchboard→Post Batch

The window displays a list of unposted batches and a detailed view of the selected batch (Batch Number 122).

Unposted Batches:

Batch Number	Batch Date	Amount
122	15/6/98	\$208.56

Selected Batch:

Batch Number: 122
Batch Date: 05/06/98 00:00
Item Count: 6
Amount: \$208.56
Tips: \$1.87
Net (Amount less Tips): \$206.69
For Unknown Accounts: \$0.00
Tape Amount: \$0.00
Off By: \$208.56

Show Tip Option:

☐ Payment 1234 \$12.00
☒ Payment 1234 [Tip=1.50] \$12.00

Post

Customer accounts are not updated until the batch is posted. This allows corrections to the batch before posting thereby avoiding the need to go to each individual account to correct errors.

Address Browse

Address Switchboard→Address Maintenance

The window displays a list of streets and addresses, filtered by route type (All Routes, Delivery Rts, NonDelivery Rts).

Route Filter: ☐ All Routes ☒ Delivery Rts ☐ NonDelivery Rts

Add Street

Street	City State Zip	#Addresses
AARON CT	STERLING VA 20164	2
ABBEY CIR	STERLING VA 20164	4
ACACIA LN	STERLING VA 20166	1
ACORN CT	STERLING VA 20164	6
ADELPHI TER	STERLING VA 20166	11
ALBEMARLE RD	STERLING VA 20164	10
ALBERTA TER	STERLING VA 20166	8
ALCOTT WAY	STERLING VA 20164	4
ALMEY CT	STERLING VA 20164	16
ALMOND CT	STERLING VA 20164	15
AMIN CT	STERLING VA 20164	1
AMY CT	STERLING VA 20164	13
ANDREW PL	STERLING VA 20164	25
ANGELA SQ	STERLING VA 20166	13
ANTIOCH PL	STERLING VA 20164	8
ANTLER CT	STERLING VA 20164	4
AOL WAY	STERLING VA 20166	5
APPLEGATE DR	STERLING VA 20164	63
ARCOLA RD	STERLING VA 20166	3
ARGUS PL	STERLING VA 20164	4
ASHGROVE CT	STERLING VA 20166	1
ASTER TER	STERLING VA 20164	3
ATWOOD SQ	STERLING VA 20164	3
AUGUSTA DR	STERLING VA 20164	1
AUTUMN OLIVE WAY	STERLING VA 20164	24

Record: 1 of 629

View/Edit Addresses on Street

Address Browse (Bill-to Addresses)

Address Switchboard→Address Maintenance

NPD - [Address Browse]

File Edit Days Between Help

<Esc> Refresh

Route Filter: ☐ All Routes ☐ Delivery Rts ☒ NonDelivery Rts

Add Street

Street	City State Zip	#Addresses
GATE HOUSE PLZ	FALLS CHURCH VA 22042	1
HARRY BYRD HWY	STERLING VA 20164	2
HARRY FLOOD BYRD HWY	STERLING VA 20164	8
KIPHEART DR	LEESBURG VA 20176	1
LINDEN HILL WAY SW	LEESBURG VA 20175	1
LOCUST WAY	ANNANDALE VA 22003	1
LOGMILL RD	HAYMARKET VA 20169	1
MILLER DR SE	LEESBURG VA 20175	1
N POINT DR	RESTON VA 20194	1
NORTH SHORE DR	RESTON VA 20190	1
OLDE ENGLISH DR	RESTON VA 20190	1
PENNSYLVANIA AVE SE	WASHINGTON DC 20003	1
PO	DILLONVALE OH 43917	1
PO	HERSHEY PA 17033	1
PO	MERRIFIELD VA 22116	1
PO	RICHMOND VA 23261	1
PO	SIOUX FALLS SD 57186	2
PO	STERLING VA 20165	1
PO	STERLING VA 20167	7
SAFFRON CT	STERLING VA 20165	1
SANCTUARY PKWY	ALPHARETTA GA 30004	1
STUART RD	HERNDON VA 20170	1
VAUGHN ST	GIBSONTON FL 33534	1
W BROAD ST	FALLS CHURCH VA 22046	1
WILLIAMS GAP RD	ROUND HILL VA 20141	1

1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Record: 1 of 36

View/Edit Addresses on Street

NUM

Street Browse

Address Switchboard→Address Maintenance→...

NPD - [Street Browse]

File Edit Days Between Help

<Esc> Click a house number to see the subscribers at that address

New House/Apt

House Number	Street	Suite/Apt	City	ST	ZIP	Divy Rte	CASS Label	CKed
102	APPLEGATE DR		STERLING	VA	20164-2101	025		
103	APPLEGATE DR		STERLING	VA	20164-2102	025		
104	APPLEGATE DR		STERLING	VA	20164-2101	025		
105	APPLEGATE DR		STERLING	VA	20164-2102	025		
106	APPLEGATE DR		STERLING	VA	20164-2101	025		
107	APPLEGATE DR		STERLING	VA	20164-2102	025		
108	APPLEGATE DR		STERLING	VA	20164-2101	025		
109	APPLEGATE DR		STERLING	VA	20164-2102	025		
110	APPLEGATE DR		STERLING	VA	20164-2101	025		
111	APPLEGATE DR		STERLING	VA	20164-2102	025		
112	APPLEGATE DR		STERLING	VA	20164-2101	025		
113	APPLEGATE DR		STERLING	VA	20164-2102	025		
114	APPLEGATE DR		STERLING	VA	20164-2101	025		
115	APPLEGATE DR		STERLING	VA	20164-2102	025		
116	APPLEGATE DR		STERLING	VA	20164-2101	025		
117	APPLEGATE DR		STERLING	VA	20164-2102	025		
118	APPLEGATE DR		STERLING	VA	20164-2101	025		
119	APPLEGATE DR		STERLING	VA	20164-2102	025		
120	APPLEGATE DR		STERLING	VA	20164-2101	025		
121	APPLEGATE DR		STERLING	VA	20164-2103	025		
122	APPLEGATE DR		STERLING	VA	20164-2101	025		
123	APPLEGATE DR		STERLING	VA	20164-2103	025		
124	APPLEGATE DR		STERLING	VA	20164-2101	025		
125	APPLEGATE DR		STERLING	VA	20164-2104	025		
126	APPLEGATE DR		STERLING	VA	20164-2101	025		
127	APPLEGATE DR		STERLING	VA	20164-2104	025		
128	APPLEGATE DR		STERLING	VA	20164-2105	027		

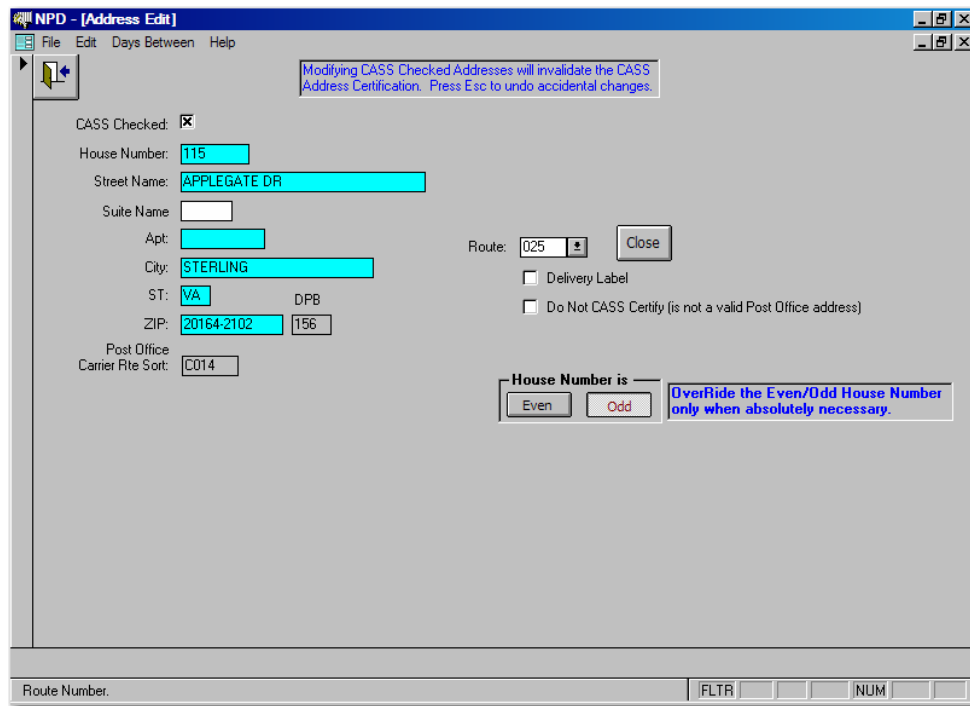
Record: 1 of 63

Edit Address

FLTR NUM

Address Edit

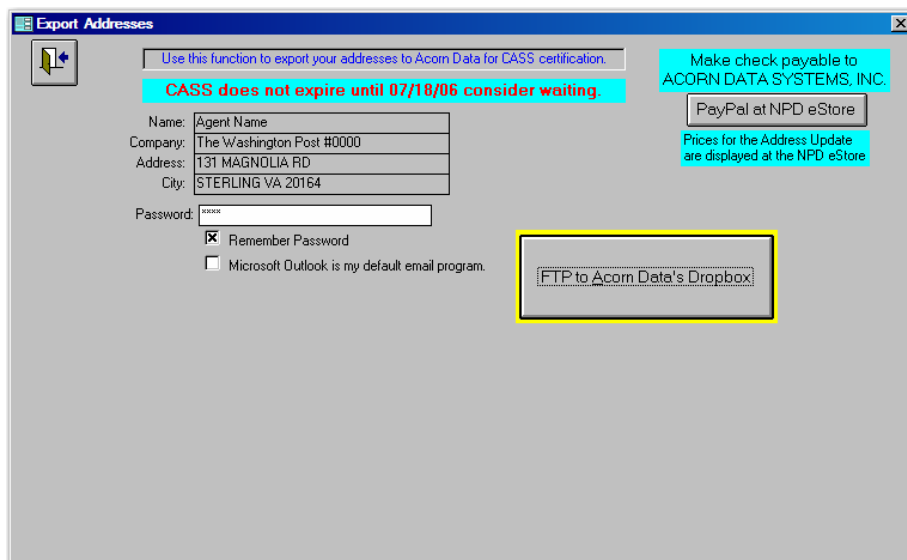
Address Switchboard→Address Maintenance→... (Street Browse)→...



The screenshot shows the 'NPD - [Address Edit]' window. It contains a menu bar (File, Edit, Days Between, Help) and a toolbar. A message box at the top states: 'Modifying CASS Checked Addresses will invalidate the CASS Address Certification. Press Esc to undo accidental changes.' The form fields include: 'CASS Checked' (checked), 'House Number' (115), 'Street Name' (APLEGATE DR), 'Suite Name' (empty), 'Apt' (empty), 'City' (STERLING), 'ST' (VA), 'ZIP' (20164-2102), 'DPB' (156), 'Post Office Carrier Rte Sort' (C014), 'Route' (025), and a 'Close' button. There are checkboxes for 'Delivery Label' and 'Do Not CASS Certify (is not a valid Post Office address)'. A 'House Number is' section has 'Even' and 'Odd' buttons, with a note: 'Override the Even/Odd House Number only when absolutely necessary.' At the bottom, there are 'Route Number.', 'FLTR', and 'NUM' fields.


Export Addresses

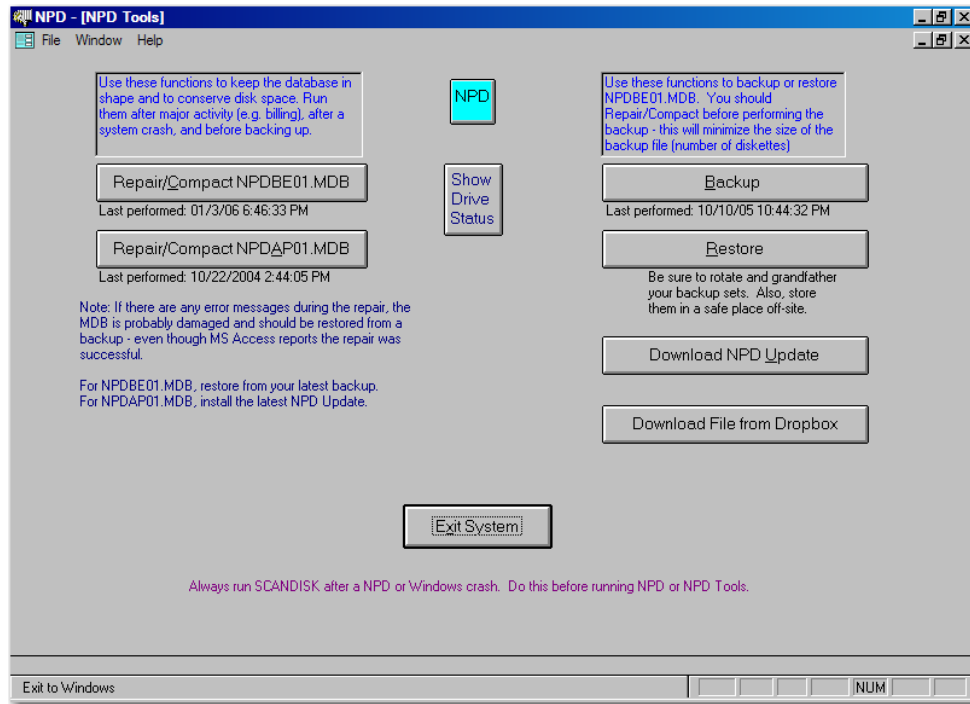
Address Switchboard→Export for Address Check



The screenshot shows the 'Export Addresses' window. It has a menu bar and a toolbar. A message box at the top states: 'Use this function to export your addresses to Acorn Data for CASS certification.' Below this, a red banner reads: 'CASS does not expire until 07/18/06 consider waiting.' The form fields include: 'Name' (Agent Name), 'Company' (The Washington Post #0000), 'Address' (131 MAGNOLIA RD), 'City' (STERLING VA 20164), 'Password' (empty), 'Remember Password' (checked), and 'Microsoft Outlook is my default email program.' (unchecked). A 'PayPal at NPD eStore' button is present. A note states: 'Make check payable to ACORN DATA SYSTEMS, INC.' and 'Prices for the Address Update are displayed at the NPD eStore'. A yellow box highlights the 'FTP to Acorn Data's Dropbox' button.

NPD Tools Switchboard

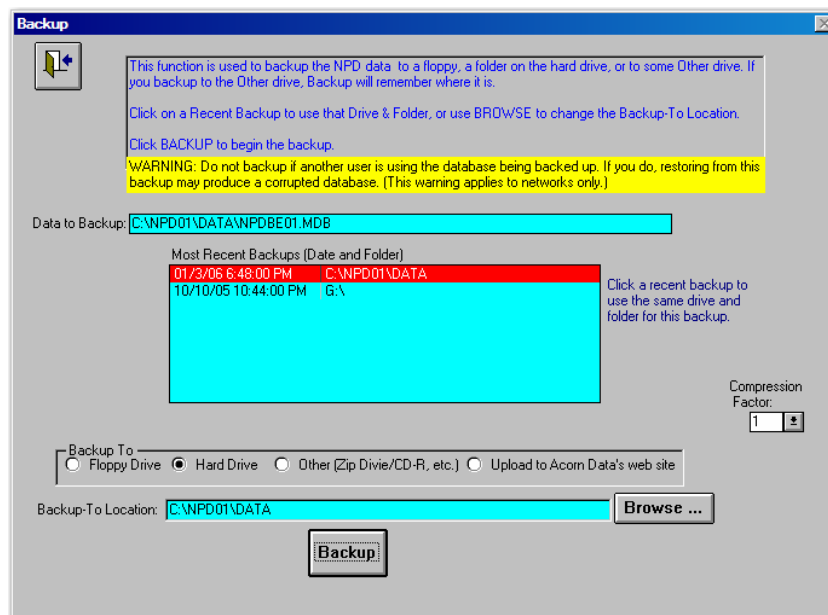
NPD Tools Icon from Windows, or  on NPD Main Switchboard



Repair/Compact NPDBE01.MDB before backing up to minimize the number of diskettes. Repair/Compact NPDAP01.MDB at least once a week. Remember to run ScanDisk at least once a month

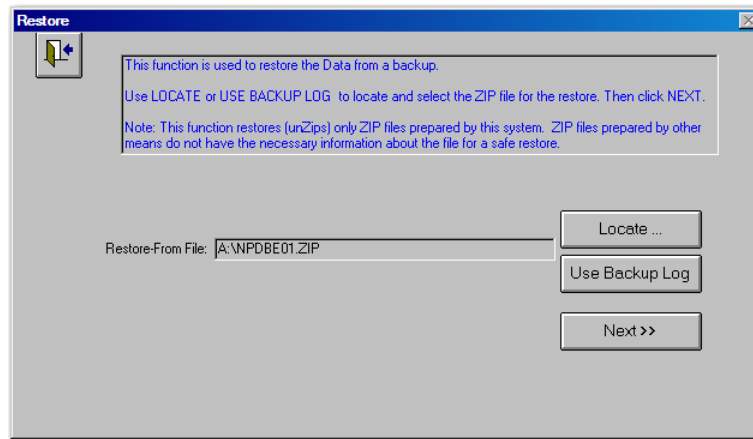
Backup

NPD Tools→Backup NPDBE01.MDB



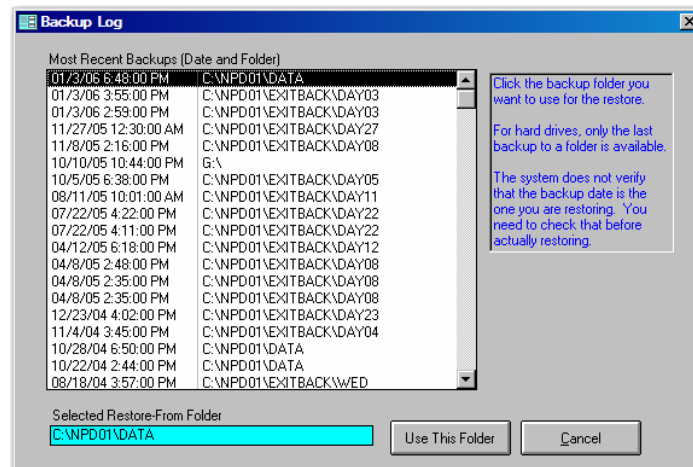
Restore

NPD Tools→Restore NPD0E01.MDB



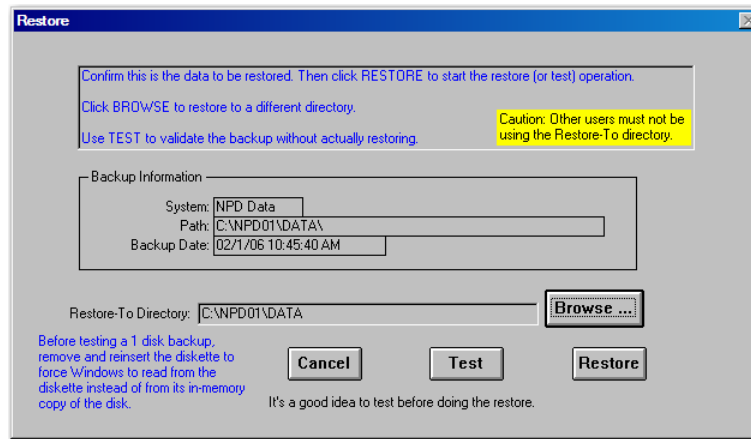
Restore

NPD Tools→Restore, Use Backup Log



Restore

NPD Tools→Restore NPDBE01.MDB→Next

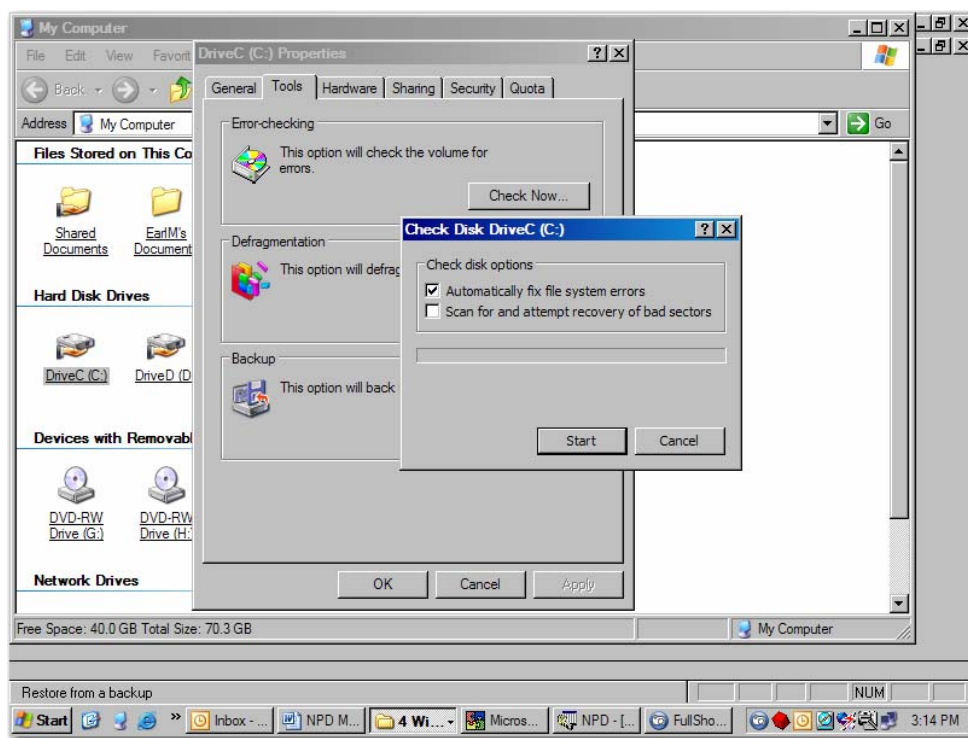


WAYS TO KEEP WINDOWS AND NPD IN TOP SHAPE

The following suggestions are offered to help you keep Windows and NPD in good working order. Failure to follow them may result in loss of data, or frequent system hang-ups or crashes.

1. RUN SCANDISK/CHKDSK

For Windows 98 use ScanDisk to check your hard drive for errors. For Windows 2000, XP, and later use Chkdsk. The easiest way to run Chkdsk is to open My Computer, right click on the drive icon, and select Properties. On the Properties window, select the Tools and click Check Now. Be sure to turn on the *Automatically fix file system errors*.



Microsoft recommends that ScanDisk/Chkdsk be run at least once a month.

2. NPD REPAIR/COMPACT

Run the repair/compact on NPDBE01.MDB before backing up to minimize the number of diskettes. Run repair/compact on NPDAP01.MDB about once a week, and after any NPD crash.

IMPORTANT: When there is a Windows or NPD crash, be sure to run Scandisk/Chkdsk **before** the two repair/compacts.

3. RE-INSTALL LAST NPD UPDATE

If NPDAP01.MDB becomes corrupted, reinstall the last NPD update.

4. RESTORE FROM LATEST NPD BACKUP

If procedures 1, 2, and 3 above are followed, the need to restore from a backup should be rare. But, it's important to take regular backups to be prepared when disaster strikes. It's a good idea to store a weekly backup off-site to protect against fire or theft. If your computer goes, backup disks near it will probably go also.

Save your mail and bill stubs with your backup to facilitate re-entry of that information when you do have to restore that backup.

NOTE: BACKUPS ARE NEEDED ONLY WHEN YOU LOSE YOUR DATABASE. YOU DO NOT NEED TO BACKUP IF YOU ARE 100% SURE NOTHING WILL GO WRONG! If you believe nothing will go wrong, I can get you a good deal on the Brooklyn Bridge.

The NPD Washington Post Online Feature

This document describes how to use NPD to synchronize your database with The Washington Post's database. Once the two databases are in agreement, you can use the on-line Daily Transactions to process changes in a semi-automated way. For the most part, NPD's Washington Post Online feature relates to the **Central Records** project at the Washington Post.

Getting Started

To use these functions you must have an internet account and install the **AcornFTP** program. Almost any internet account will work. Depending on your ISP and how you have things configured, you may need to be connected to the internet for AcornFTP to work. With some configurations, AcornFTP can automatically connect for you.

The following logon information is needed to access your drop box on the Washington Post web site. Note, the logon codes are subject to change. These values are case sensitive. The **nnnn** is your agent number. NPD will prompt for the logon information each time you are about to initiate a download or an upload. The Host Name and User Name are automatically remembered. If you want NPD to remember the password, turn on the *Remember Password* check box. Contact the Post if you wish to change your password.

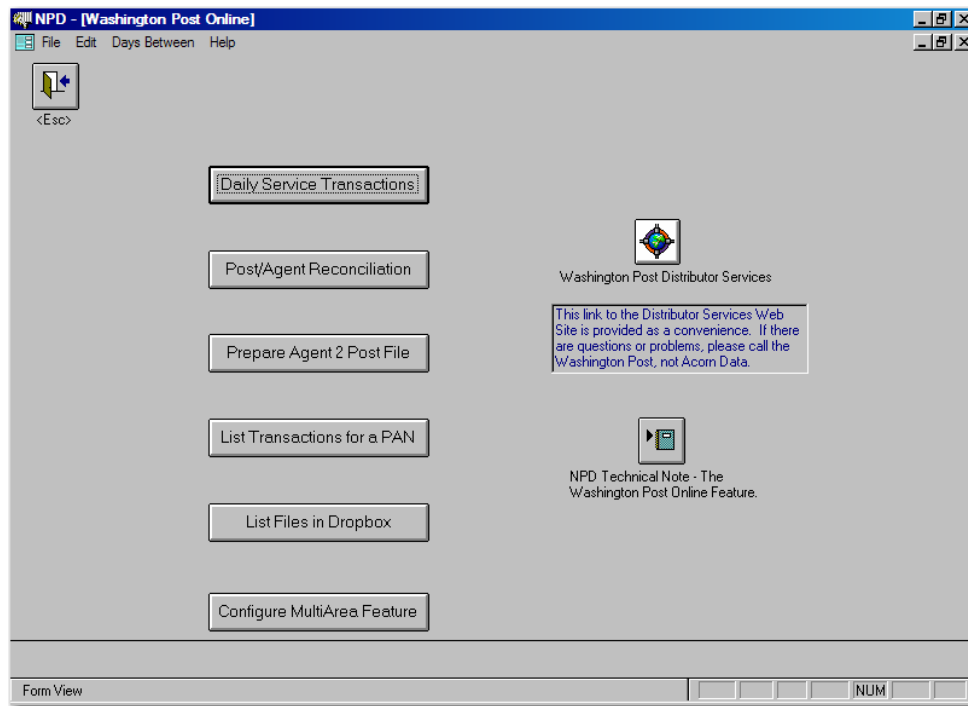
Host dropbox.washpost.com
Name:
User nnnn@circulation
Name:
Password: nnnn

The Washington Post Online Switchboard

The **Washington Post Online** button on the NPD Main Switchboard opens the Washington Post Online switchboard, which has three buttons:

- Daily Service Transactions
- Post/Agent Reconciliation
- Prepare Agent 2 Post File
- List Transactions for a PAN
- List Files in Dropbox
- Configure MultiArea Feature

First, we will discuss the Post/Agent Reconciliation, as that is the first step in getting the two databases in agreement. Next, we will describe the Agent 2 Post file.



Post/Agent Reconciliation

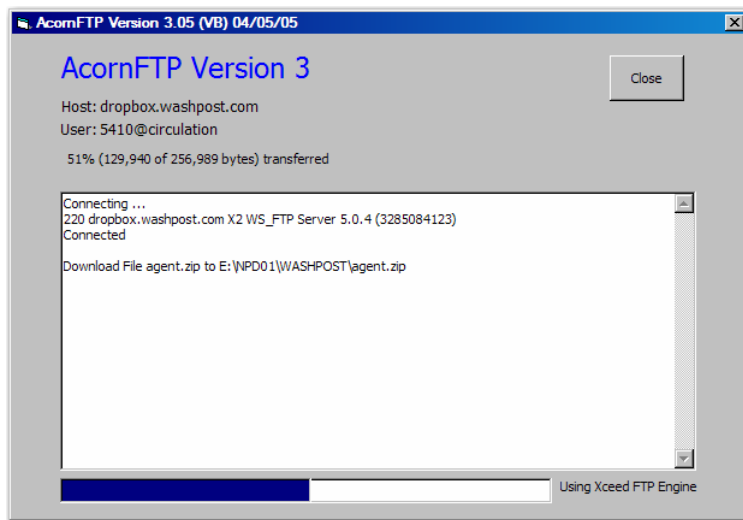
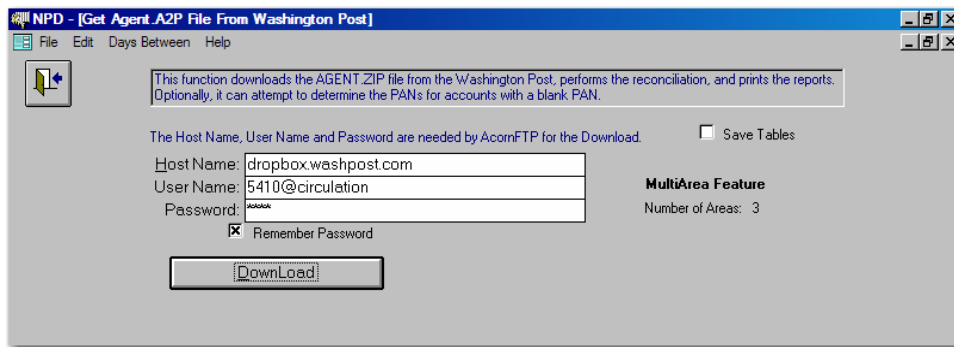
The Post/Agent Reconciliation function downloads the Washington Post's version of your database (the P2A file), compares it with your data, and prepares four reports on the results. In addition, this function can match the subscribers by name and address and fill in missing PANs for you.

The Washington Post places a new copy of the P2A file in your drop box each day. You should perform the reconciliation daily, or as frequently as possible, until the two databases are in agreement. Thereafter, performing the reconciliation once or twice a week should be sufficient. Following are the steps you need to perform to reconcile the two databases.

Download the P2A File

This function downloads the agent.p2a file from the Post's web site.

Click the **Download** button to initiate the download. NPD will use AcornFTP to perform the download. The download will take a couple of minutes. AcornFTP will display a progress meter to help you estimate when it will complete. If downloading appears stalled, you may click the Close button on the AcornFTP screen, or simply let AcornFTP time out. If there is a problem AcornFTP will give you a Retry/Cancel choice. Select Cancel if the first retry is not successful. Additional retries will most likely fail also.



If you get the **Download Failed** message, check your internet connection. Also, any error message from AcornFTP may give a clue. For example, “log on failed” probably means the Host name, User Name or Password are incorrect. If everything seems correct, wait 15 minutes and try again. You may have had a bad connection or the internet was too busy to process the download.

If the download was successful, you will receive the message:



Perform Reconciliation

The Reconciliation button appears after a successful download of the P2A file.

This function compares your database with the P2A file you downloaded.

- You may wish to turn on the *Ignore Periods in Name Compare* option. Then “John Q Adams” and “John Q. Adams” will be considered to be the same.
- You may wish to turn on the *Ignore Work Phone Differences* option. Then differences in work phones are shown only when there is some other difference as well.

The PAN is used to link the P2A data with the NPD data. It is important that you have entered the PANs for as many accounts as possible before you attempt reconciliation. See *Determine Missing PANs* below.

After the reconciliation process completes, these buttons will appear:

Reconciliation Reports
Determine Missing PANs
Subscriber Name Fixup
Subscriber Phone Fixup
P2A Serve Report

Reconciliation Reports

There are four reconciliation reports. You may print or preview any report or print all four together.

Accounts with Key Field Differences

This report lists all accounts (subscribers) where the two databases do not match in some key field. There are two lines per account. The first line displays the NPD data. The second line displays any P2A (Washington Post) data that is different. The P2A line will be blank if there is no difference. This makes it easy to see which fields contain a difference. If the difference is that the P2A field is blank, a will be displayed.

For each difference, you have three choices: (1) Update NPD, (2) Update the Washington Post database, or (3) Ignore the difference because it is too minor to correct. Differences in service, e.g. Sunday Only instead of Daily & Sunday, must be corrected.

NOTE: The Washington Post database codes subscribers on vacation as Inactive. This will cause a difference with your NPD database. NPD places a V next to the Active/Inactive code to indicate the subscriber is on vacation.

Duplicate PANs

This report lists accounts where you have assigned the same PAN to two or more accounts. You must determine the correct PAN and update NPD.

Agent Accounts not in Washington Post Database

This report lists all NPD accounts that are not in the P2A file. **In most cases, the PAN number is blank or invalid.** You must determine the correct PAN for these accounts and update NPD accordingly. If necessary, add the customer to the Washington Post database.

Washington Post Accounts not in Agent Database

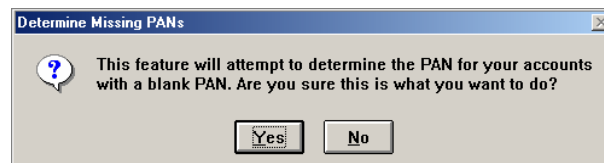
This report lists all accounts in the P2A file that do not have a corresponding entry in the NPD database. Examine the *Agent Accounts not in Washington Post Database* report to see if you can match some accounts. For accounts you match this way, update the NPD PAN.

You must update NPD or the Washington Post until the *Washington Post Accounts not in Agent Database* report is empty.

Determine Missing PANs

This function matches the downloaded P2A file and your database to automatically assign the PAN where there is a match. Only NPD accounts without a PAN are considered. The match requires an exact address and type of service match, plus a partial name match. The partial name match looks at the first letter of the first name and the first three letters of the last name. It also looks for swapped first and last names.

If your database has a number of missing PANs you should run this function before attempting the reconciliation described above. Also, use the *Paper Account Numbers* button on the Subscribers switchboard to fill in missing PANs from a Router or similar report.



Subscriber Name Fixup

This function displays all accounts from the Accounts with Key Field Differences report where the subscriber names are different. You can elect to keep the NPD version of the name or to replace it with the Washington Post's version. Once you click a choice the system advances to the next account. You can use the Subscriber Edit button to manually edit the name or other information.

NPD - [Name Fixup]

File Edit Days Between Help

This function lets you update NPD to the subscriber name as it appears in the Washington Post database. For company names, use Edit Subscriber to add the backslash (\) for a correct name sort.

PAN	NPD Account	Route	Number	Street	Apt	ZIP
PAN: 14643344	NPD Account: 001772	Route: 005	Number 12537	Street WINDOVER TURN	Apt	ZIP 20715-1240
Post Name: <input type="text" value="FREDERICK J. BOHLANDER"/> <input type="button" value="Use Post Name"/> NPD Name: <input type="text" value="FREDERICK BOHLANDER"/> <input type="button" value="Keep NPD Name"/> <input type="button" value="Edit Subscriber"/>						
PAN: 16197795	NPD Account: 006082	Route: 006	Number 4400	Street OLANDO LN	Apt	ZIP 20715-1127
Post Name: <input type="text" value="JANICE CURTIS"/> <input type="button" value="Use Post Name"/> NPD Name: <input type="text" value="GWEN CARUSI"/> <input type="button" value="Keep NPD Name"/> <input type="button" value="Edit Subscriber"/>						
PAN: 8488898	NPD Account: 006240	Route: 007	Number 8001	Street OVERFIELD CT	Apt	ZIP 20715-4625
Post Name: <input type="text" value="THERESA E. CARRUTHERS"/> <input type="button" value="Use Post Name"/> NPD Name: <input type="text" value="THERESA CARRUTHERS"/> <input type="button" value="Keep NPD Name"/> <input type="button" value="Edit Subscriber"/>						
PAN: 7249587	NPD Account: 002285	Route: 012	Number 12311	Street MANSHIP LN	Apt	ZIP 20715-2933
Post Name: <input type="text" value="CLYDE H. FREEMAN"/> <input type="button" value="Use Post Name"/> NPD Name: <input type="text" value="CLYDE FREEMAN"/> <input type="button" value="Keep NPD Name"/> <input type="button" value="Edit Subscriber"/>						

Record: 1 of 23

Form View

NOTE: Before using this function, you may wish to go to the Subscriber switchboard and use the Subscriber Name in CAPS button to convert all subscriber names to upper case and optionally remove periods and commas.

Subscriber Phone Fixup

This function displays all accounts from the Accounts with Key Field Differences report where the home phones are different. You can elect to keep the NPD version of the home phone or to replace it with the Washington Post's version. Once you click a choice the system advances to the next account. You can use the Subscriber Edit button to manually edit the phone or other information.

NPD - [Phone Fixup]

File Edit Days Between Help

This function lets you update NPD to the home phone as it appears in the Washington Post database.

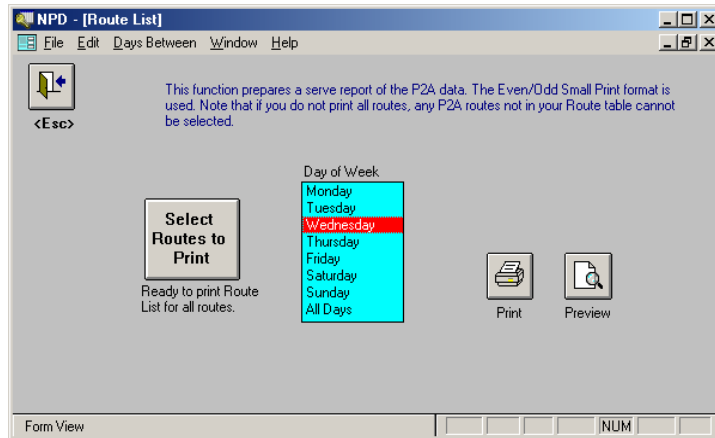
PAN	NPD Account	Route	Number	Street	Apt	ZIP
PAN: 10988960	NPD Account: 006484	Route: 004	Number 3908	Street WOODHAVEN LN	Apt	ZIP 20715-1275
NPD Name: <input type="text" value="DIANE WAUGH"/> Post Home Phone: <input type="text" value="301-809-5801"/> <input type="button" value="Use Post Phone"/> NPD Home Phone: <input type="text" value="301-390-9389"/> <input type="button" value="Keep NPD Phone"/> <input type="button" value="Edit Subscriber"/>						
PAN: 13601738	NPD Account: 001679	Route: 005	Number 12407	Street WHITEHALL DR	Apt	ZIP 20715-1225
NPD Name: <input type="text" value="SHIRLEY HOWARD"/> Post Home Phone: <input type="text" value="301-262-1341"/> <input type="button" value="Use Post Phone"/> NPD Home Phone: <input type="text" value="301-245-4266"/> <input type="button" value="Keep NPD Phone"/> <input type="button" value="Edit Subscriber"/>						
PAN: 3972992	NPD Account: 001783	Route: 006	Number 4503	Street OAKLYN LN	Apt	ZIP 20715-1119
NPD Name: <input type="text" value="SHEILA DANNER"/> Post Home Phone: <input type="text" value="301-352-3819"/> <input type="button" value="Use Post Phone"/> NPD Home Phone: <input type="text" value="301-352-9195"/> <input type="button" value="Keep NPD Phone"/> <input type="button" value="Edit Subscriber"/>						
PAN: 16410340	NPD Account: 006414	Route: 006	Number 4408	Street OAKVIEW LN	Apt	ZIP 20715-1120

Record: 1 of 42

Form View

P2A Serve Report

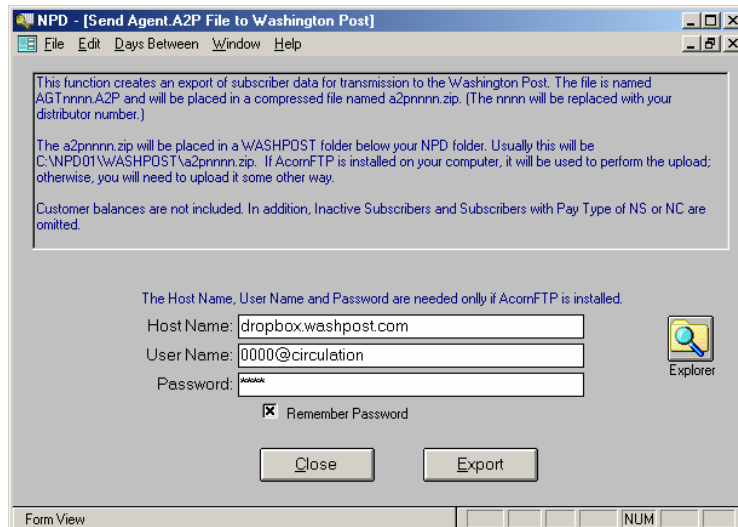
The P2A Serve report prepares a serve report based on the P2A data. You may select which routes are to be included. Also, you may select the day of the week to be reported. The report format resembles the Even/Odd Serve Report. Note that the report only counts subscribers, not number of papers.



Prepare Agent 2 Post File

The Agent to Post (A2P) file is the opposite of the P2A file. Here, you upload your subscriber information to the Post's web site. The A2P file contains name, address, phone, and type of service. It does not include any balance information. Subscribers with a Pay Type of NS or NC are excluded, as are inactive subscribers. You prepare the A2P file only when requested by the Washington Post.

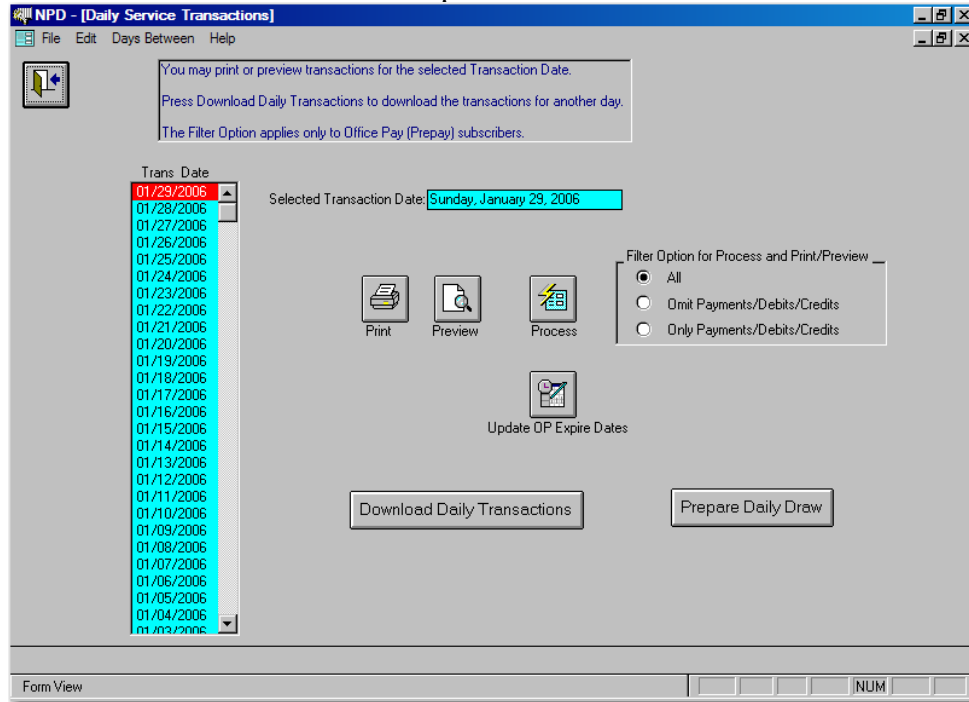
Telephone numbers prefixed with an asterisk (*) are not uploaded. The * prefix is used to denote unlisted telephone numbers that the customer has requested you not disclose to anyone, including the Washington Post.



Daily Service Transactions

The Daily Service Transactions function downloads the transactions for a day. You may print the transactions and use them in NPD in the usual way. Also, you may process them in a semi-automated fashion. By semi-automated, we mean that many keystrokes are done for you. Over time, additional automation will be added.

The Daily Service Transactions screen contains a list of the dates downloaded. Click on the date to select it for printing or processing. Click the **Download Daily Transactions** button to download new transactions. The **Print** and **Preview** buttons are used to print or preview the transactions for the selected date. The **Process** button is used to process transactions for the selected date.



The Washington Post's web site holds the last 30 days of transaction files. NPD retains the last 90 days. This allows you to review transactions up to 90 days old.

Download Daily Transactions Button

This function downloads the mail file for the specified date. The file for today is usually not available until early evening. If you attempt to download a file before it is available the download will fail.

Download Daily Transactions from Washington Post

This function downloads the Mail file from the Washington Post.
AcornFTP must be installed for the download to work.

The Host Name, User Name and Password are needed by AcornFTP for the Download.

Host Name:

User Name:

Password:

☒ Remember Password

Download Mail for: File Name: mail24.p2a

Print and Preview Transactions Buttons

The Print and Preview buttons prepare the *Daily Service Transactions* report of the selected date.

Process Button

The Process button is used to process the transactions for the selected date. When clicked, the list of transactions will appear on the screen. Click the blue explode button for each transaction you wish to process.

Notes:

- (1) You may not need to process each one. For example, a vacation stop gives both the stop and restart dates. The vacation start transaction that usually immediately follows the stop provides redundant information.
- (2) The Process Transactions function requires a screen resolution of at least 800 x 600.

NPD - [Daily Service Transactions]

File Edit Days Between Window Help

Transactions for 05/21/01

PAN: 3643258	PP	RICHARD PROUTY	12217 WYNMORE LN ; BOWIE MD 20715
05/21/01 Payment		Batch 3071	0 0 0 0 0 0 1 Rte: 034
			Offer Type: REG
			Promo Code: \$18.90 CR
			Offer Source: Expires: 8/26/01
			Source:
PAN: 3643258	PP	RICHARD PROUTY	12217 WYNMORE LN ; BOWIE MD 20715
05/27/01 Start		1-REG-SQ (rt: 12)	0 0 0 0 0 0 1 Rte: 034
			Offer Type: REG
			Promo Code: Expires: 8/26/01
			Offer Source: Source: ST
PAN: 8860841		KEITH FRANCIS	12308 RAMBLING LN ; BOWIE MD 20715
05/24/01 Stop (VA)		(VA) Vacation Src: (PH)	1 1 1 1 1 1 1 Rte: 001
Restart: 6/3/01			Offer Type: R52
			Promo Code: Offer Source: Source: PH
PAN: 8860841		KEITH FRANCIS	12308 RAMBLING LN ; BOWIE MD 20715
06/03/01 Start		(VR) Vacation Restart	1 1 1 1 1 1 1 Rte: 001
			Offer Type: R52
			Promo Code: Offer Source:

Record: 1 of 20

When you click the explode button for a transaction, the Process Transaction screen is opened. This screen has the following layout:

- The top area of the screen displays the transaction. This area is keep visible whenever possible.
- The middle area displays the NPD data for the subscriber. This will be blank for new subscribers. If you have more than one account for the same PAN, the multiple NPD account numbers are listed. (You should have only one account per PAN.)

The **New Subscriber** button is active if you don't have a subscriber for the transaction's PAN. Click it to add a new subscriber. NPD will automatically fill in name and address information about the new subscriber. In most cases all you have to do is select the edition. If the address does not exist, NPD will volunteer to create the address for you.

The **Daily Mail** button takes you to the *Daily Mail* screen. All Daily Mail functions are available to you: You can pull up other accounts, add subscribers, etc.

- The lower area displays a history for the subscriber. Which history is displayed depends on the type of transaction. The three possibilities are
 - Service Changes
 - Vacations
 - Complaints

Use the **Add** button to add a new Service Change, Vacation or Complaint, as appropriate. Use the **Close** button to end processing of this transaction. This will return you to the list of transactions you are processing. As each transaction is processed the check box next to the explode button is checked. This check helps you see which ones you have processed. It is not retained, and you may reprocess checked transactions.

NPD - [Process Transaction]

File Edit Days Between Window Help

PAN: 8860841 KEITH FRANCIS 12308 RAMBLING LN ; BOWIE MD 20715

Home Phone: 301-461-6989 Work Phone: Route: 001

05/24/01 Stop (VA) (VA) Vacation Src:(PH) 1 1 1 1 1 1 1

Restart: 6/3/01 Offer Type: R52

Promo Code:

Offer Source:

Source: PH

Click Account to Use

Account: 006007 PAN: 8860841

Sort Name: Francis Keith Apt

Street Address: 12308 RAMBLING LN

City-State-Zip: BOWIE 20715-3209

Home Phone: 301-461-6989 Work Phone:

Billed Thru: 05/20/2001 Route: 001

Balance at Last Bill: \$18.90 Copies: 1 Bill Type: 12W

Current Balance: \$18.90 Edition: DS Pay Type: BR

Delivery Instructions:

New Subscriber

Daily Mail

Add Vacation Stop

Stop Date	Resume	Credit Due	Credit Applied	Applied Thru	Completed	
05/24/2001	06/03/2001	3.72	0.00	05/23/01		...
12/21/2000	12/29/2000	1.50	1.50	12/28/00	✓	...
10/13/2000	10/15/2000	0.00	0.00	10/14/00	✓	...
05/26/2000	06/04/2000	1.50	1.50	06/03/00	✓	...

Close

Form View FLTR NUM

Add Vacation Stop

Enter the STOP and RESUME dates. Then, click on SAVE

Copies: 1 Edition: DS Billed Thru: 05/20/2001

Stop: 05/24/2001 Days: 1

Resume: 06/03/2001

☐ Donate Credits to NIE

Comments:

Cancel <Esc> Save

Reconciliation Checklist

Use this handy step by step checklist to help you get through your first reconciliation.

1. Download the P2A file
2. Perform Reconciliation (Turn on Ignore Periods in Name and Ignore Work Phones)
3. Click the **Determine Missing PANs** button.
4. Perform the Reconciliation again.
5. Examine the **Duplicate PAN** report and correct the NPD account with the incorrect PAN. (You can blank the account with a bad PAN and run the Determine Missing PANs function again to hopefully link to the correct PAN.)
6. If you had to correct many duplicates, you may want to run the Reconciliation again. This might help clear up things in the other three reports.
7. Compare the **Agent Accounts not in Washington Post Database** and the **Washington Post Accounts not in the Agent Database**. Attempt to find the same account in both. When you do, use NPD to enter the correct PAN.
8. Your priority at this point is
 - a. No duplicate PANs
 - b. A substantially clear **Agent Accounts not in Washington Post Database** report
 - c. A substantially clear **Washington Post Accounts not in the Agent Database** report.

By a *substantially clear* report, we mean a report that is less than a page and you need some additional time to resolve the remaining problems.
9. Once the other three reports are empty, or nearly so, tackle the **Accounts with Key Field Differences** report. Depending on the number of pages (150 pages seems to be the norm for the first time), you may need one to three weeks to get the report down to just a few pages. Give priority to customer status and paper counts. Hold off on names and phone numbers until most everything else is in agreement.

NPD How To	How to Install NPD on a New Computer
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Purpose

This document describes how to install NPD on a new computer and then transfer your database to the new computer. Installing a second copy of NPD on a computer is not covered here. Call for assistance when you need to do that.

A. Buying the New Computer

Almost any new computer on the market today is adequate for running NPD. Here are some considerations that may make things a little better:

1. Get a computer with Windows XP. The Home Edition is fine for most users. New versions of Windows beyond XP will probably work as well.
2. Make sure you get the backup device you need: A CD burner or a ZIP drive.

If you get a CD burner, the CD software that came with the computer may not work for backups. As of this writing, the only known software is Easy CD Creator by Roxio. With Easy Creator 5 you need the Platinum Edition to get DirectCD, which is needed. With Easy CD and DVD Creator 6, DirectCD is renamed "Drag-to-Disk", and is included in the base product.

If you get a ZIP Drive, the external model allows moving the drive from computer to computer. With Windows XP, you simply plug in the drive – no software installation. If you get the Firewire model, make sure your computer has Firewire ports. Almost all new computers have USB ports. CAUTION: Newer models of ZIP drives can read but not write 100MB disks. The 100MB disks are becoming obsolete

3. You also need to make sure that whatever you use to backup your old computer is on your new computer. If not, you may need a third computer to transfer your backup from one media to another. CAUTION: Backups to floppies are a special case. If your new computer does not have a floppy drive, the third computer will need to extract (unzip) the NPD01.ZIP and place the resulting NPD01.MDB on a CD or ZIP disk. Then copy NPD01.MDB from that disk to your NPD data folder (e.g. C:\NPD01\DATA) on your new computer

B. Install NPD and Update to Latest Version

1. Use the most recent NPD CD to install NPD, AcornFTP, and, if not already installed, Acrobat Reader.
2. Do not bother to run NPD at this point as it will have a database for "Distributor 0000" whose update license has expired. (There's no harm in running NPD, just ignore the error messages.)
3. Use NPD Tools to download the latest NPD Update. If you have problems, go to http://www.acorndata.com/npd_downloads.htm and download UPDATE.EXE. Save it to your Desktop. When the download completes, open the UPDATE.EXE on your desktop.
4. **Only after NPD is updated to the latest version, are you ready to transfer your database to the new computer.**

C. Transfer Database to New Computer

1. Learn your drive letter assignments. Open My Computer and note which drive letter is assigned to your backup drive, be it CD or ZIP. You can also see this by clicking on **Show Drive Status** in NPD Tools.
2. To do a normal **Restore**: Use the Locate button on the Restore screen to point to the drive containing the backup. Click OK, then Next. Check the Backup Date to make sure you are restoring the correct backup.
3. Run NPD and confirm you have your database.

D. Get CASS Information

The CASS form PS 3553 is not included in your backup. The first choice is to simply **Import Checked Addresses** again. If that should fail, copy the files in the CASS folder from your old computer to a floppy and then to the CASS folder on your new computer. The CASS folder is a sub-folder of your NPD folder, usually C:\NPD01\CASS. You may need to create the CASS folder on your new computer. If all this fails, use your old computer to print a sufficient number of the CASS forms.

Purpose

The purpose of CASS certification is to have your addresses conform to the Post Office requirements for automation discounts. Your CASS must be valid on the day you take the bills to the Post Office. If your need to renew your CASS, do it about 5 days before your next bill printing. (Allow ten days if using the old method of mailing a floppy.) It's OK for your CASS to expire – just so it's renewed by the time you need it.

A. How to Make the File for CASS Certification

Follow the following steps to initiate the CASS Certification process:

1. Connect to the internet in the usual way.
2. Run NPD.
3. From the Main Switchboard, go to **Addresses**.
4. Click on **Export for Address Update**.
5. Click on **FTP to Acorn Data Dropbox**.
6. When the process completes, send an email to rk.waid@verizon.net providing your name and distributor number, plus a brief message requesting the CASS certification.

♦ The password at step 5 is **earl**. You will be notified by email if the password changes.

B. How to Process the Updated Addresses

After your addresses are CASS certified, the Address Update file will be placed in the Acorn Data dropbox. Instructions will be included in the email notifying you that the file is ready. They are given in more detail here:

1. Connect to the internet in the usual way.
2. Run NPD.
3. **From the Main Switchboard, go to Addresses.**
4. Click on **Import Checked Addresses**.
5. Click on **Download from Acorn Data's Dropbox**.
6. When the download completes, click **Good Addresses**.
7. Click OK until the **Print Address Update Documents** screen appears.
8. To print one of the documents, click on it. This will open it with Acrobat Reader. Click the Printer icon in the upper left part of the screen. After printing, close Acrobat Reader. You can then click on another document. Click **Close** on the **Print Address Update Documents** screen when printing is complete.
9. You are now on the Address switchboard. Note the button labeled **Print Address Update Documents**. Use it to reopen the Print Address Update Documents screen whenever you wish to print/reprint one of the documents.
10. If you received a "You have duplicate addresses" message, go to **Identify/Fix Duplicate Addresses** on the Address switchboard to merge the duplicates into one.

(See next page for Error Codes and Prices)

C. About the Error Report

The Error Report lists any addresses that could not be matched to the USPS address database. If the address is a new address, then it will probably pass when you update your addresses in 6 months. For other errors, you should attempt to resolve them before your next address update. A visit to your post office may help. You can use www.usps.com to lookup addresses for correct street spelling, etc. If you mail to a non-CASS certified address, you will pay the full first class rate for that piece.

Error Code	Meaning
Z	The ZIP Code is invalid or does not match the city name.
C	Canadian ZIP Code
U	Unknown Street. No street could be found within the city that matches the street name given in the address field.
X	Non-delivery Address. The location given in the address field physically exists in the city but the post office has indicated that there are no houses there. This may occur when one side of the street has railroad tracks or a river along side it.
R	Address Out of Range. The address is not within the delivery range.
M	Multiple Addresses. The national database found two or more possible ranges for your address.
T	Multiple Components. More than one component of your address is in error. Address components are the pre-direction, post-direction, and suffix.
N	No Data Available for City. Address data for this city is not in the database.

Purpose

When The Washington Post introduces new rates, the new rates must be entered in NPD. The purpose of this document is to explain the process.

A. Enter New Rates

1. From the **Main Switchboard**, go to **System Maintenance**.
2. Click **Generate New Rates**.
3. Enter the Effective Date for the rate change.
4. Enter the rates for each standard edition. For example, On the Daily & Sunday row, enter the Daily per copy price and the Sunday per copy price.
5. When ready, press the **Next >>** button.

6. The next screen will display **RPO (Reduced Price Offer)** or Special rates. You probably will not need to change anything on this screen, but review them just in case.

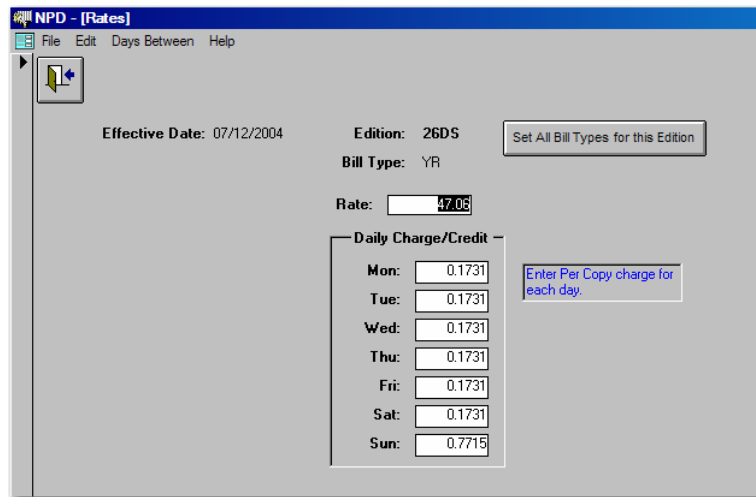
7. Press the **Next >>** button again to complete the rates generation.
8. After clicking OK to the rates generated popup, press the **Rates** button on the System Maintenance switchboard.

Edition	Edition Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Duration in Days	Rate
10D0	Daily Only 10w/ks @ \$12	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	70	\$12.00
10DS	Daily&Sun 10w/ks @ \$20	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.8000	70	\$20.00
10MF	Mon-Fri 10w/ks @ \$10.00	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	0.0000	70	\$10.00
10S0	Sunday 10w/ks @ \$10.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	70	\$10.00
1999	\$19.99 Special Offer	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	364	\$78.00
20DS	Daily&Sun 20w/K Sizzler	0.1750	0.1750	0.1750	0.1750	0.1750	0.1750	0.7500	140	\$36.00
20S0	Sunday 20w/K Sizzler	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.7500	140	\$15.00
26DS	Daily&Sun 26w/ks@47.06	0.1731	0.1731	0.1731	0.1731	0.1731	0.1731	0.7715	182	\$47.06
26NY	Daily&Sun 26w/ks@59.02	0.1283	0.1283	0.1283	0.1283	0.1283	0.1284	1.5000	182	\$59.02
26S0	Sunday 26w/ks@20.06	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.7715	182	\$20.06
E20	Daily&Sun \$2.50/wk 20w	0.1667	0.1667	0.1667	0.1667	0.1667	0.1667	1.5000	140	\$50.00
E52	Daily&Sun \$1.89/wk 52w	0.0650	0.0650	0.0650	0.0650	0.0650	0.0650	1.5000	364	\$98.28
F08	Sun + Free Daily 8w/ks	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	56	\$12.00
F12	Sun + Free Daily 12w/ks	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	84	\$18.00
F12B	Sun + Free Daily /DS	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	84	\$18.00
F13	Sun + Free Daily 13w/ks	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	91	\$19.50
F13B	Sun + Free Daily /DS	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	91	\$19.50
F20	Sun + Free Daily 20w/ks	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.5000	140	\$30.00
FP16	Daily&Sun 1/2 Off 16w/ks	0.1750	0.1750	0.1750	0.1750	0.1750	0.1750	0.7500	112	\$28.80
FP26	Daily&Sun 1/2 Off 26w/ks	0.1750	0.1750	0.1750	0.1750	0.1750	0.1750	0.7500	182	\$46.80
FP52	Daily&Sun 1/2 Off 52w/ks	0.1750	0.1750	0.1750	0.1750	0.1750	0.1750	0.7500	364	\$93.60
HDS	Daily & Sunday HDS 26W	0.1550	0.1550	0.1550	0.1550	0.1550	0.1550	0.7500	182	\$43.68

9. Review the rates. If you have weekend editions and the like, you may need to re-price them. Simply click the blue explode button for those editions and enter the new per copy price. The rate (period charges) will be recalculated automatically for that Edition and Bill Type. Be sure to change the price for each Bill Type.
10. At the top of the Rates screen is a Purge Old Rates button. Click it and purge any old dates. Be sure to keep the last two or three dates.

B. If you Make a Mistake

If you discover that you generated the rates incorrectly, use Rates to modify the rates for one of the Bill Types, then click Set All Bill Types for this Edition.



The screenshot shows the 'NPD - [Rates]' window with a menu bar (File, Edit, Days Between, Help) and a toolbar with a blue explode button. The main area displays the following information:

- Effective Date: 07/12/2004
- Edition: 26DS
- Bill Type: YR
- Rate: 47.06
- Set All Bill Types for this Edition button
- Daily Charge/Credit section with a table of rates for each day of the week.

Daily Charge/Credit	
Mon:	0.1731
Tue:	0.1731
Wed:	0.1731
Thu:	0.1731
Fri:	0.1731
Sat:	0.1731
Sun:	0.7715

A blue text box on the right side of the table says: "Enter Per Copy charge for each day."

C. A Word of Caution


Only change the Effective Date when the Post changes the standard rates. When you add a new edition, simply generate new rates using the existing Effective Date. You do not want a new Effective Date each time you add a new edition.

Purpose

The purpose of this feature is to provide for entry of a batch of checks on one computer and then transfer the batch to the "main" computer. In the meantime, the main computer can continue to be used.

We use the term **Main Computer** to refer to your primary NPD computer, and the term **Remote Computer** to refer to another computer that has NPD installed.

How to Enter Batches on the Remote Computer and Export for the Main Computer

7. First backup the Main Computer and restore to the Remote Computer. It is important that the Remote Computer has the current balances for your customers.
8. Run NPD and enter batches of checks in the usual way. You should note the batch numbers you used.
9. While not necessary, you can Post the batches on the Remote Computer. In any case, be sure that the batch amount equals a manual total of the checks.
10. When ready, click **Export Batch** on the Cash Receipts switchboard.
11. Insert the media (floppy, zip disk, CD-R, or CD-RW) that you will use to transfer the batches to the Main Computer. If you are not using a floppy, use the **Browse for Folder** to select the correct drive. NPD will remember the drive you select.
12. In the left hand list box, click on the batches you wish to export. They will appear in the right hand list box. If you make a mistake, click the  button and start over.
13. When ready, click the **Export** button.
14. Remove the media (floppy, zip disk, CD) and take to Main Computer.

How to Import Batches on the Main Computer

11. On the Cash Receipts switchboard, click **Import Batch**.
12. Insert the floppy, zip disk, or CD that was used as the export media at the Remote Computer. If you are not using a floppy, use the **Browse for Folder** to select the correct drive. NPD will remember the drive you select.
13. Click the **Open** button. The batches on the Import file will be displayed in the left hand list box.
14. Click the batches you wish to import. They will be marked as "not posted", even if they were posted on the Remote Computer. Each batch will be assigned a new number on the Main Computer.

If you import a batch you did not want to import, use View/Edit Batches to delete it.
Do not post a batch you don't want. If you do, the customers will get double credit.

15. When you have imported all batches, close the Import Batches screen and go to **View/Edit Batches**. Review the imported batches to make sure they are not duplicates. Delete any that are incorrect.
16. Use **Print Cash Receipts** to print the imported batches in the usual way. It's best to print from the Main Computer in case the batch number changed.
17. Go to **Post Batch** and post the imported batch(s) in the usual way.

Note that you can continue to use the Main Computer while the batches are being entered on the Remote Computer. In fact, batches can be entered on both at the same time. With this feature, the backup and restore process only goes one way: From the Main to the Remote. This is safer than going in both directions with the backup/restore. (Restoring to the Main Computer should be limited to when it's absolutely necessary.)

