



**Exporting Subscription  
Information from Connect and  
Importing to your Newsagency  
System**

**POS ✓ SOLUTIONS AUSTRALIA PTY LTD**

**Fairfax**

## **Purpose**

The purpose of this document is to provide step by step instructions on how to export subscription information from the Fairfax Connect website and import that same information into your POS DOS newsagency system.

### **What are the benefits of following this process?**

- Your POS DOS system will automatically be updated with new starts and renewal subscriber information from Fairfax.
- Details of new subscribers will be entered in your system automatically
- You do not need to spend time manually keying new Fairfax subscriber information into your POS DOS system.

**NB Stops and suspensions will not be updated via this process and must still be updated manually.**

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# Process Overview

There are two main steps in transferring subscriber data from Connect to your Newsagency system:

1. Export the subscriber information from Connect into a file on your computer
2. Import that file from your computer into the Newsagency System

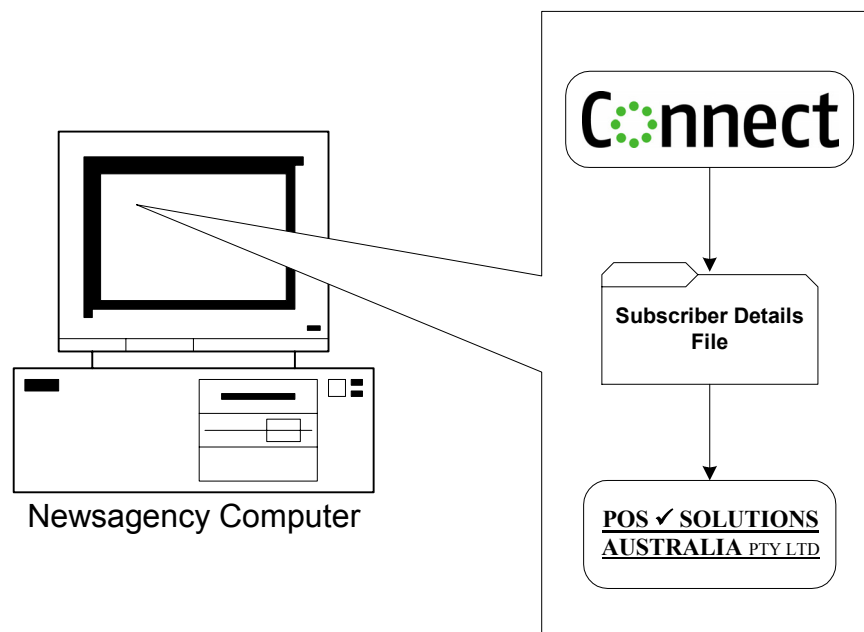
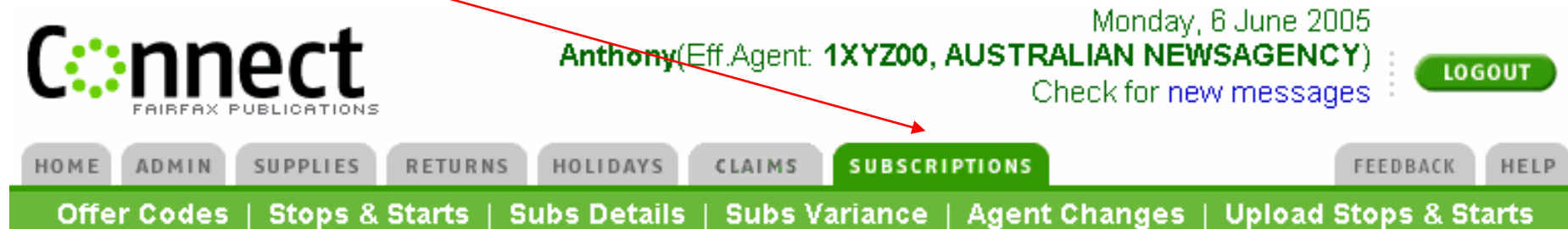


Figure 1 - Process Overview

## STEP 1 Downloading Subscription Information

1. Click the **Subscriptions** tab



2. Click **Stops and Starts**

3. The most recent stops and starts information will appear.

Stops & Starts from :  To :

\*\*\* - Indicates you have already downloaded the Starts & Renewals for this date

Subscriber Details	Change	Sub. No	Pub	Mo	Tu	We	Th	Fr	Sa	Su	Offer
Subscribers Name and Address	New Start	70001805	AGE	1	1	1	1	1	1	1	A52

A red arrow points from the 'Stops and Starts' step to the 'Change' column header in the table above.

- If you have not downloaded the Starts & Renewals for another date then go to the section below:
- Click the down arrow at the end of the **"Stops and Starts from"** box and select the relevant date you require.

Stops & Starts from :  To :

\*\*\* - Indicates you have already downloaded the Starts & Renewals for this date

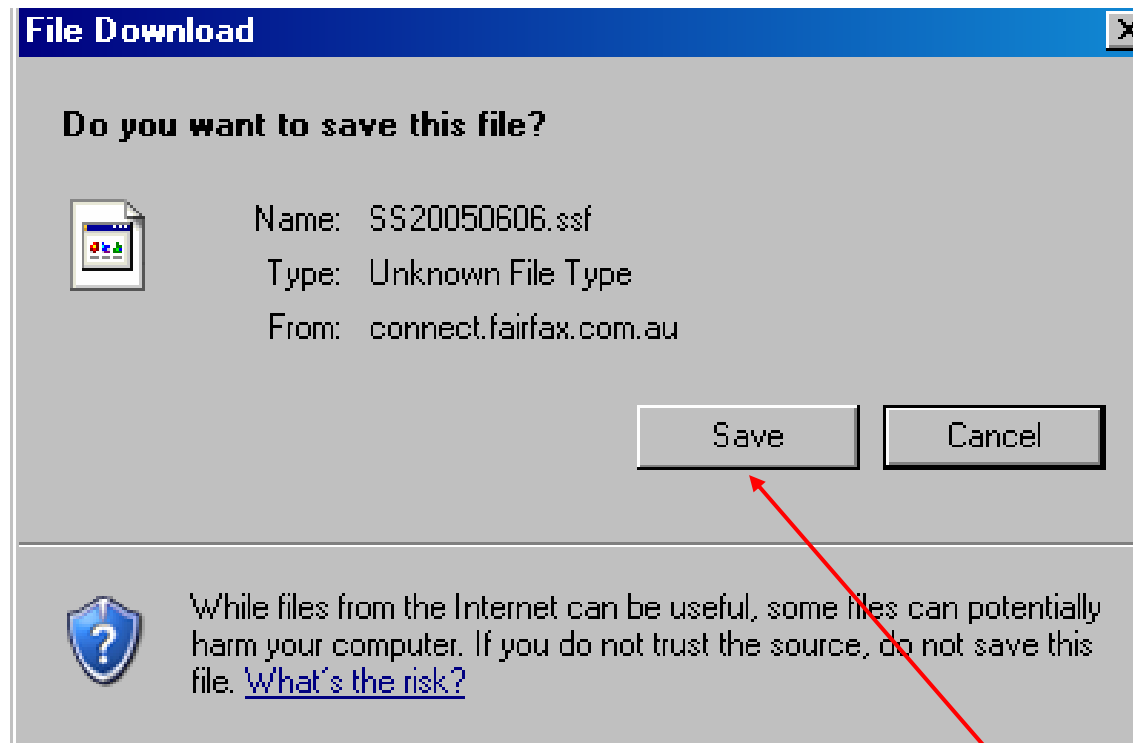
[Click here to download](#)

6. Click on the down arrow at the end of the **"To"** box and select the relevant date you require.

7. Click **Submit**. This will bring up a list of the entire subscription stop and start details for that chosen period.

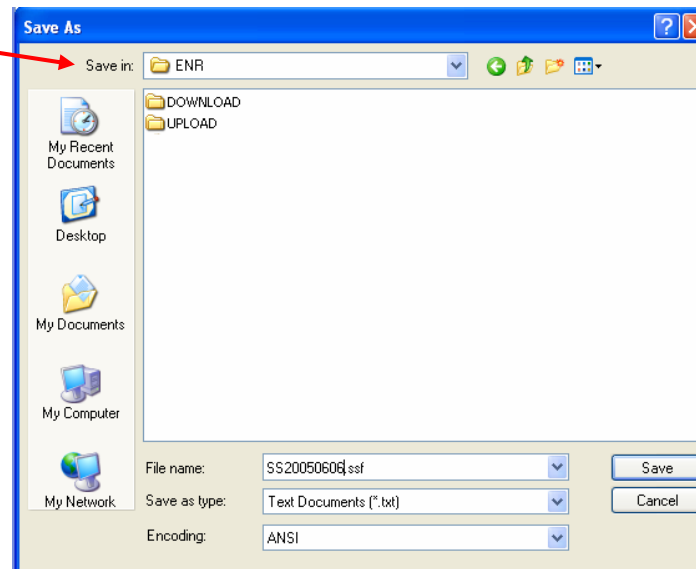
8. Click **Click Here** to download. If you can't see this scroll to the right hand side of the page.

**NB If a file has already been downloaded as indicated by \*\*\* DO NOT attempt to download the same date again as it will push the subscription end date out.**

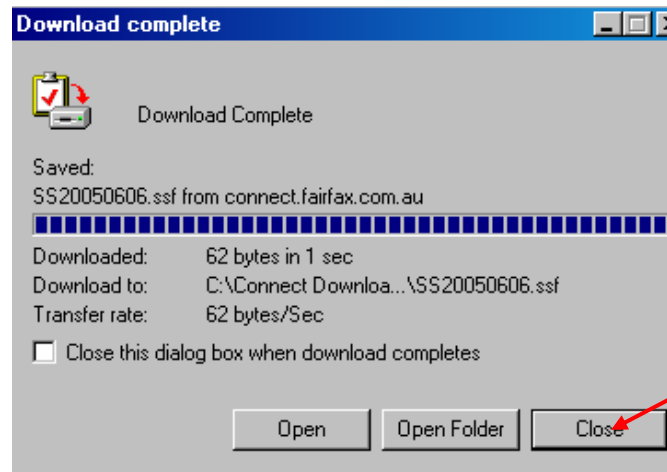


9. Click **Save**. This will allow you to save the file to a designated location on your system.

10. Navigate to the folder where you want this file to be saved. Typically in the **Posys** folder on Master G:\ENR\Download Folder



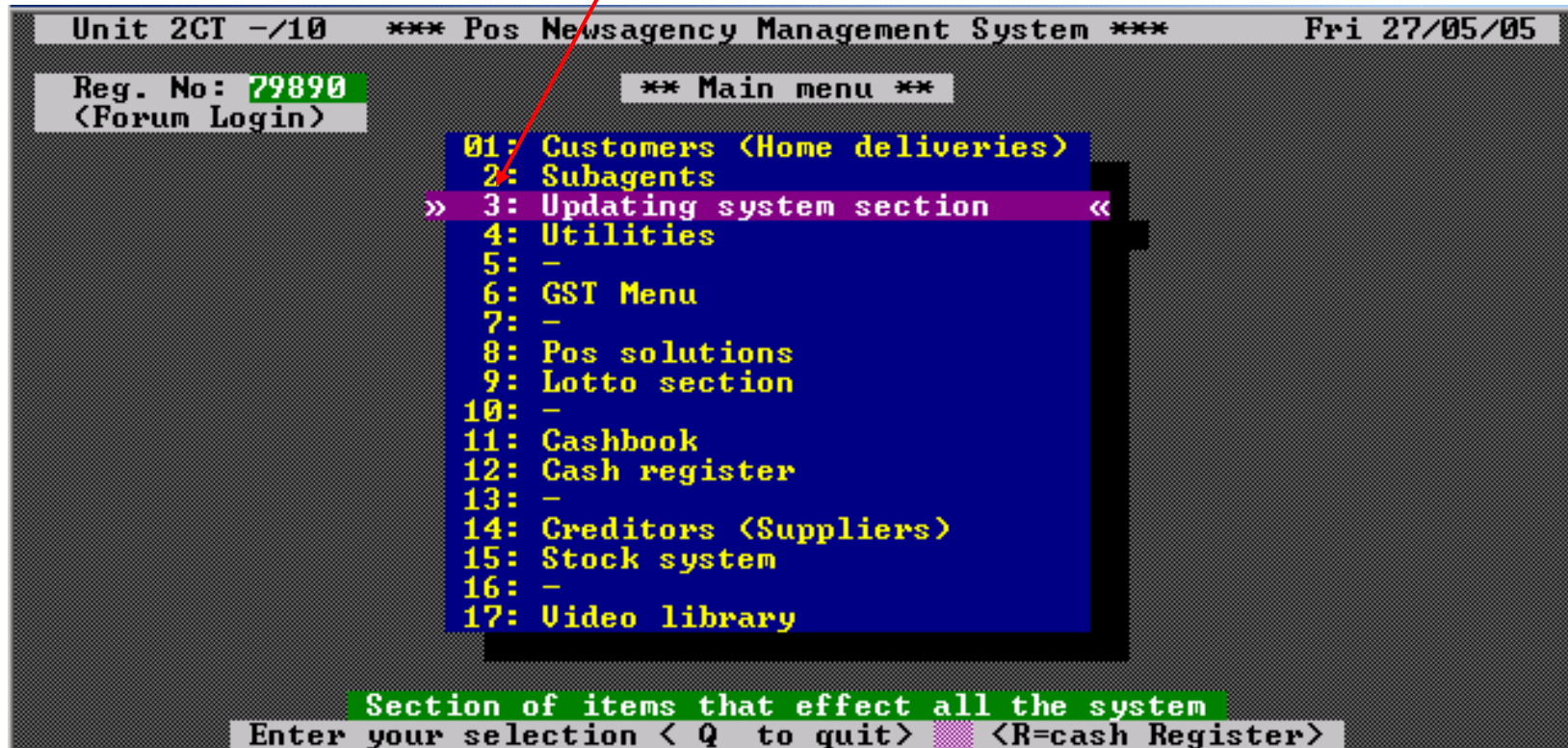
11. Click **Save**



12. Once download is complete click on **Close**.

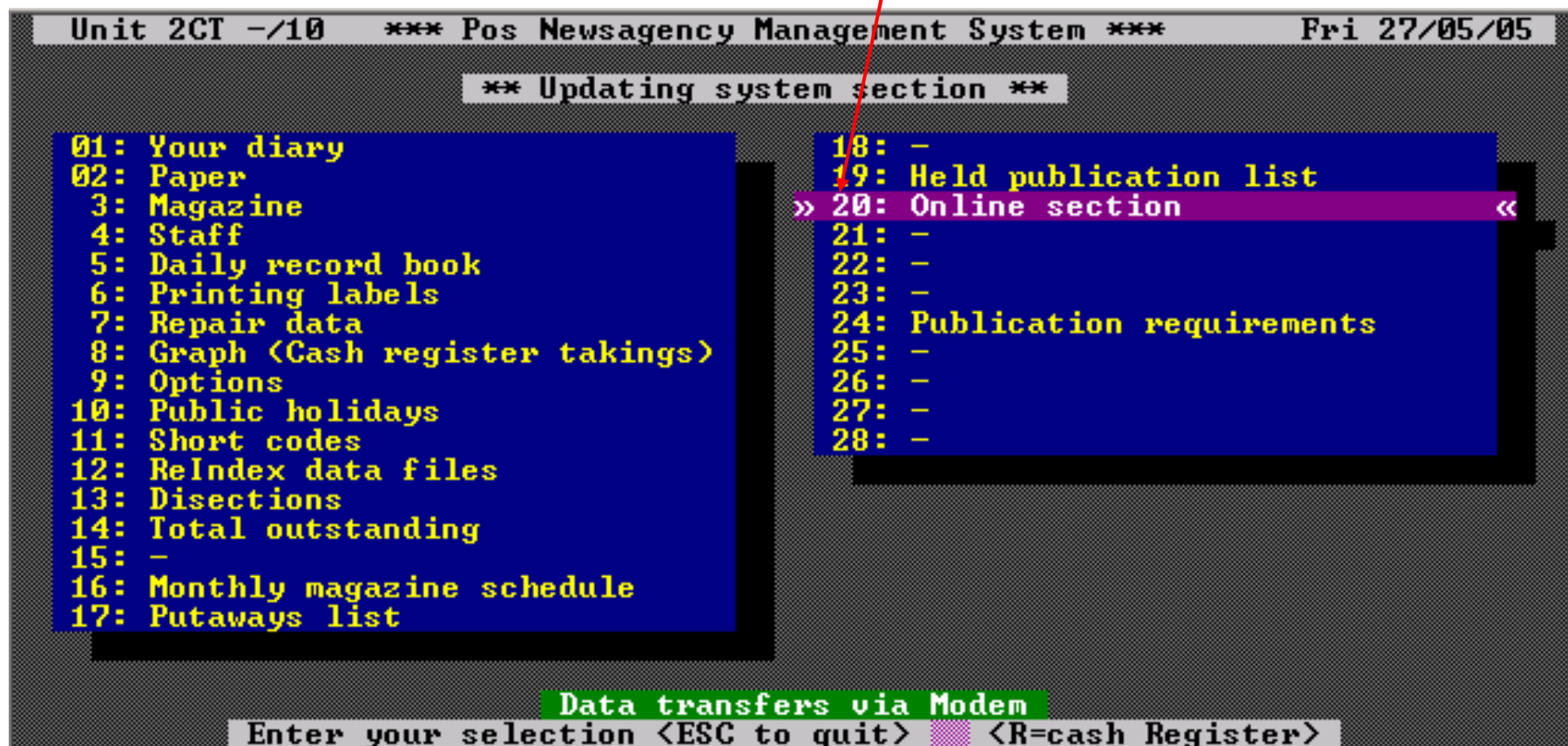
## STEP 2 Importing Subscription Information into POS Newagency Management System (DOS Version)

1 From the Main Menu, select #3 Updating System Section

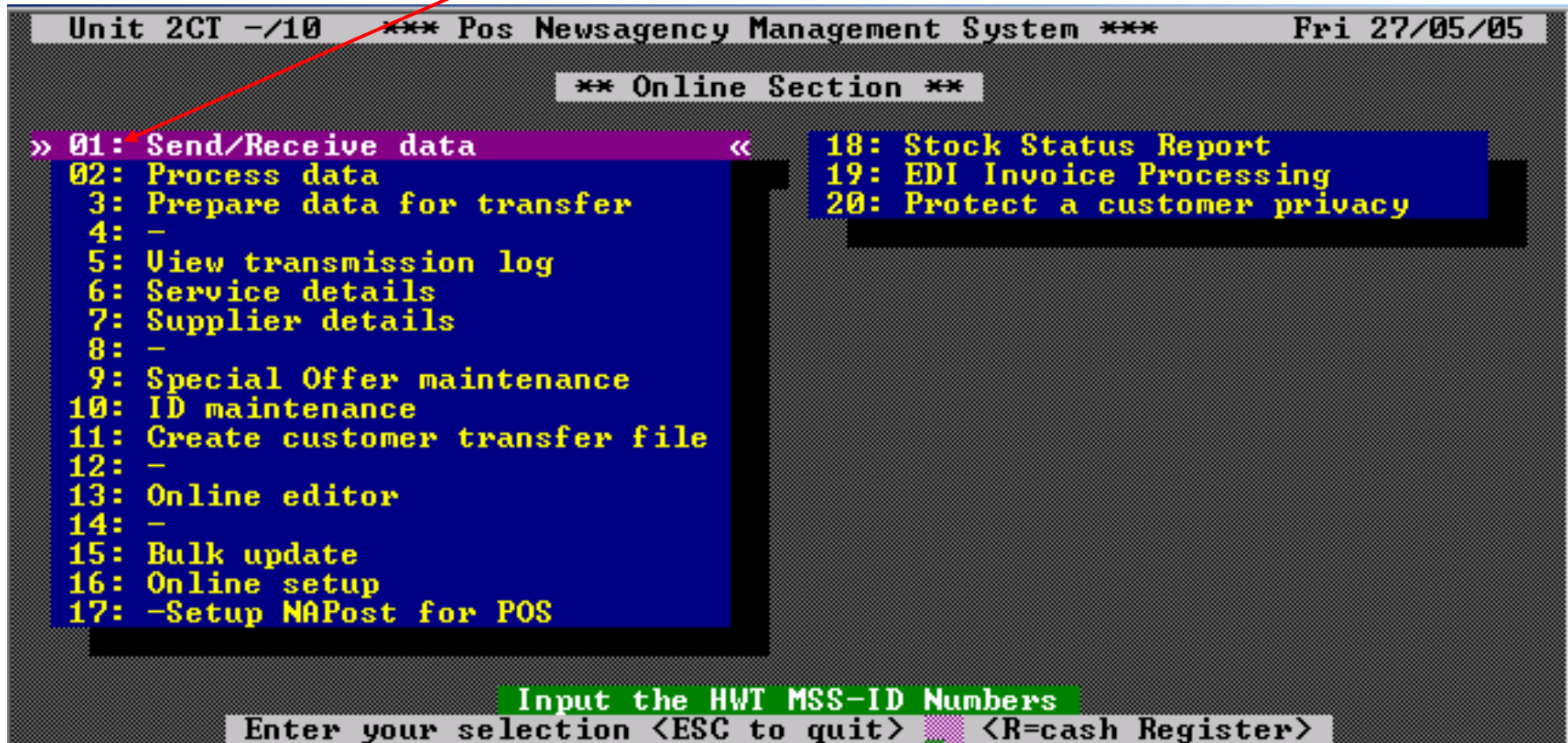




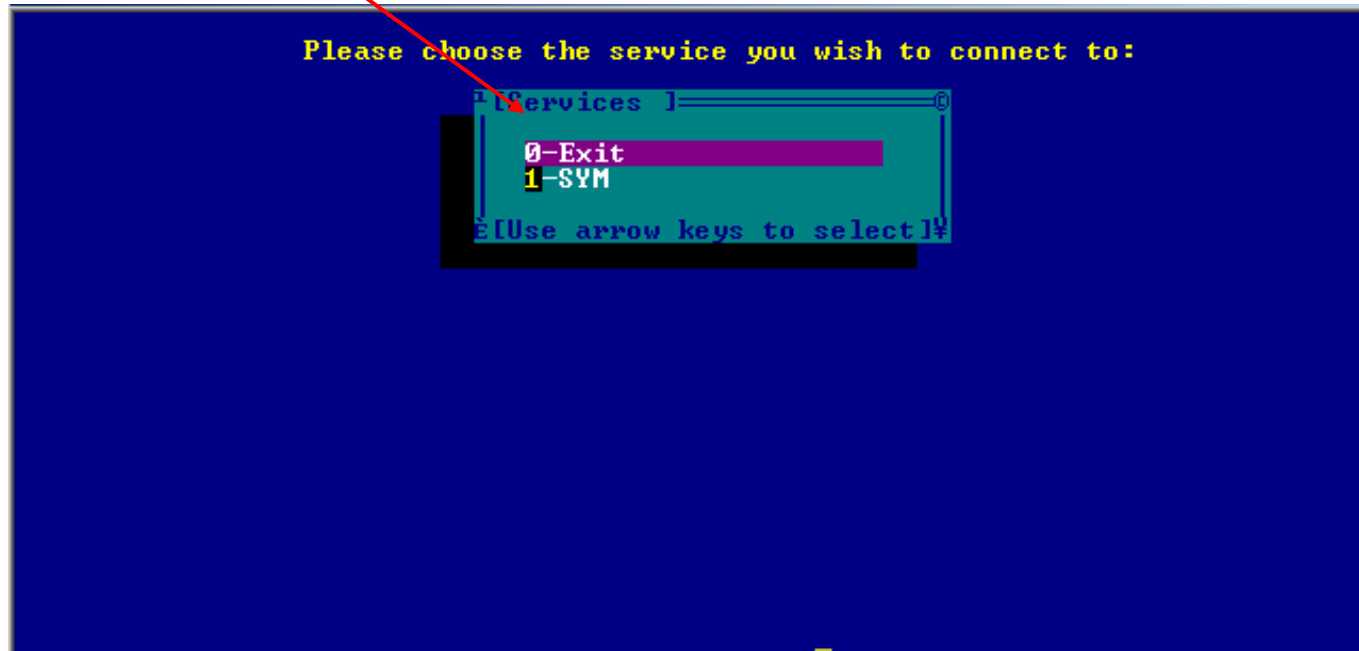
- 2 From the updating system section menu Select number **20 Online Section**.



3 From the online section menu select number **01 Send/Receive Data**.

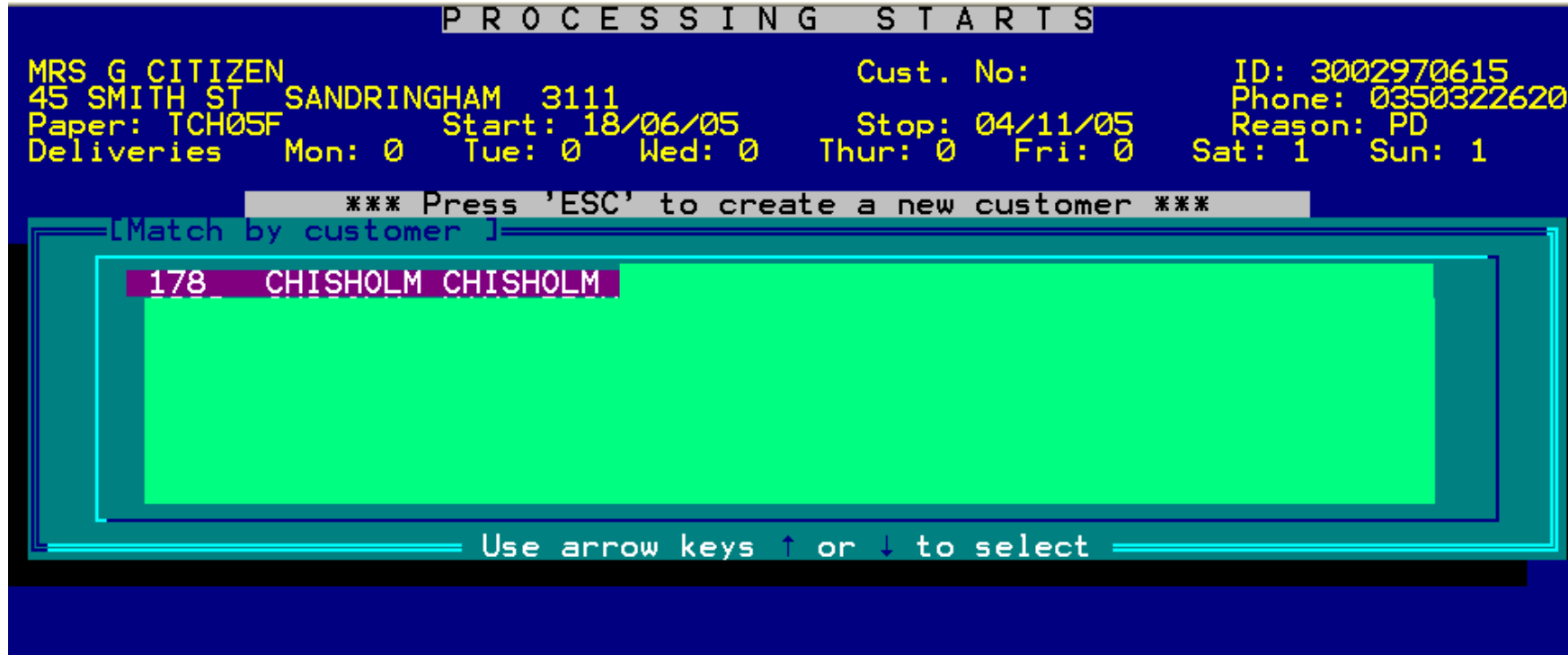


- 4 Select **AGE** or **SYM** (which has been configured in your system) and press enter (In NSW, WA, SA and QLD select the applicable Fairfax publication)



- 5 Press the **F4** button to process the data.
- 6 POS will process the downloaded subscription information file by finding the relevant customer in the existing database and adding the new details to this record.

7. If the client incoming can not be matched to an existing client then a match by client screen will be displayed for you to try and find the customer.
8. If the incoming customer is a new customer to your system then press the “Escape” button for the system to create the new client and details.



- At the end of the process a report will be generated you must Check the particular customer records, to ensure this download has been successful, and take note of what the report states under the "Round information" section for entries that will need manual attention on a per customer basis this report will outline what action is required to these customers.

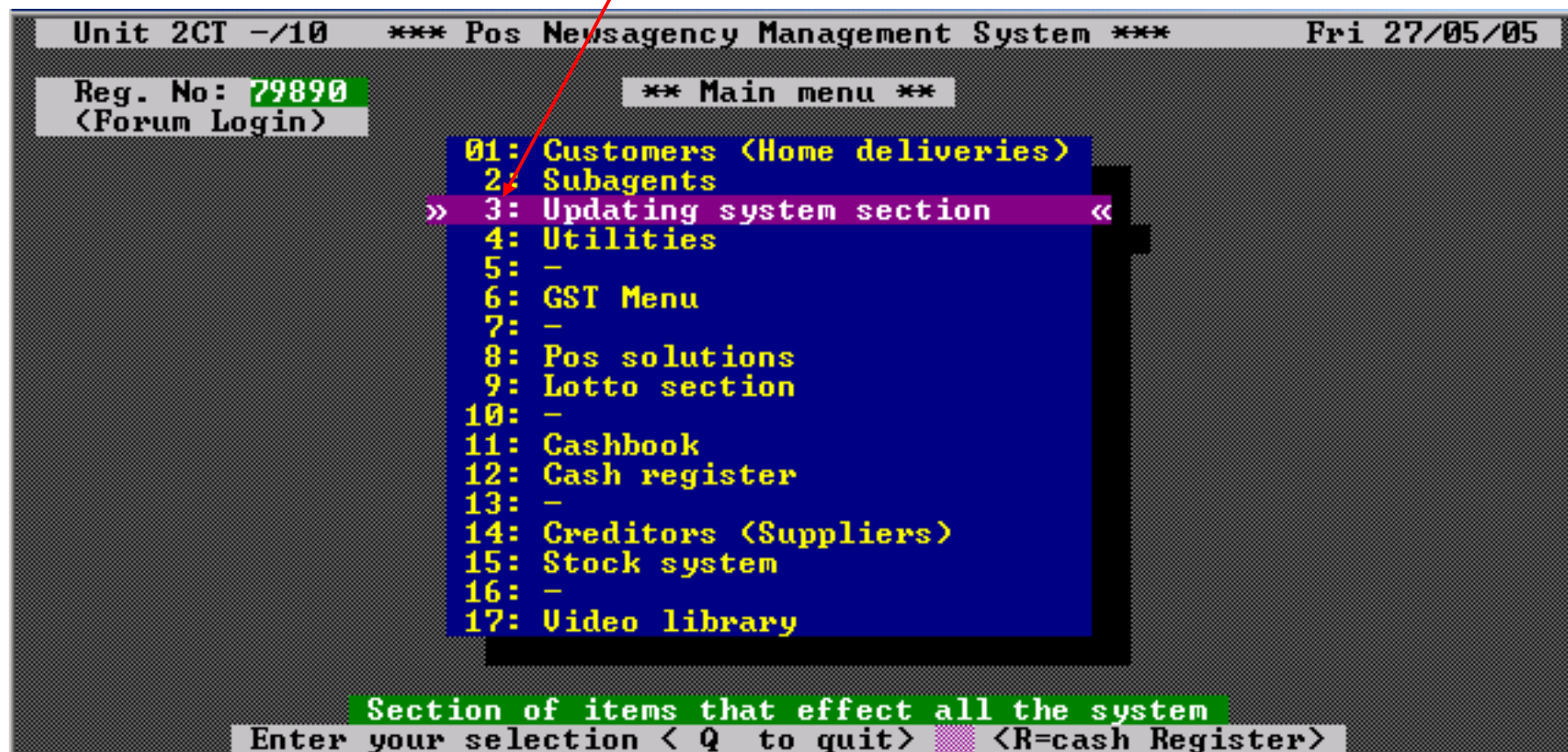
```

SEQUENCING CUSTOMERS
Report
MRS G CITIZEN                               Cust. No:                               ID: 3002970615
45 SMITH ST SANDRINGHAM 3111                Phone: 0350322620
Paper: TCH05F                               Start: 18/06/05                         Stop: 04/11/05
Deliveries Mon: 0 Tue: 0 Wed: 0 Thur: 0 Fri: 0 Sat: 1 Sun: 1
OFFER CODE: TCH05F                           New Customer
MS K JONES                                   Cust. No:                               ID: 3004380458
20 POST DR SANDRINGHAM 3111                Phone: 0350324609
Paper: TCH05F                               Start: 18/06/05                         Stop: 04/11/05
Deliveries Mon: 0 Tue: 0 Wed: 0 Thur: 0 Fri: 0 Sat: 1 Sun: 1
OFFER CODE: TCH05F                           New Customer

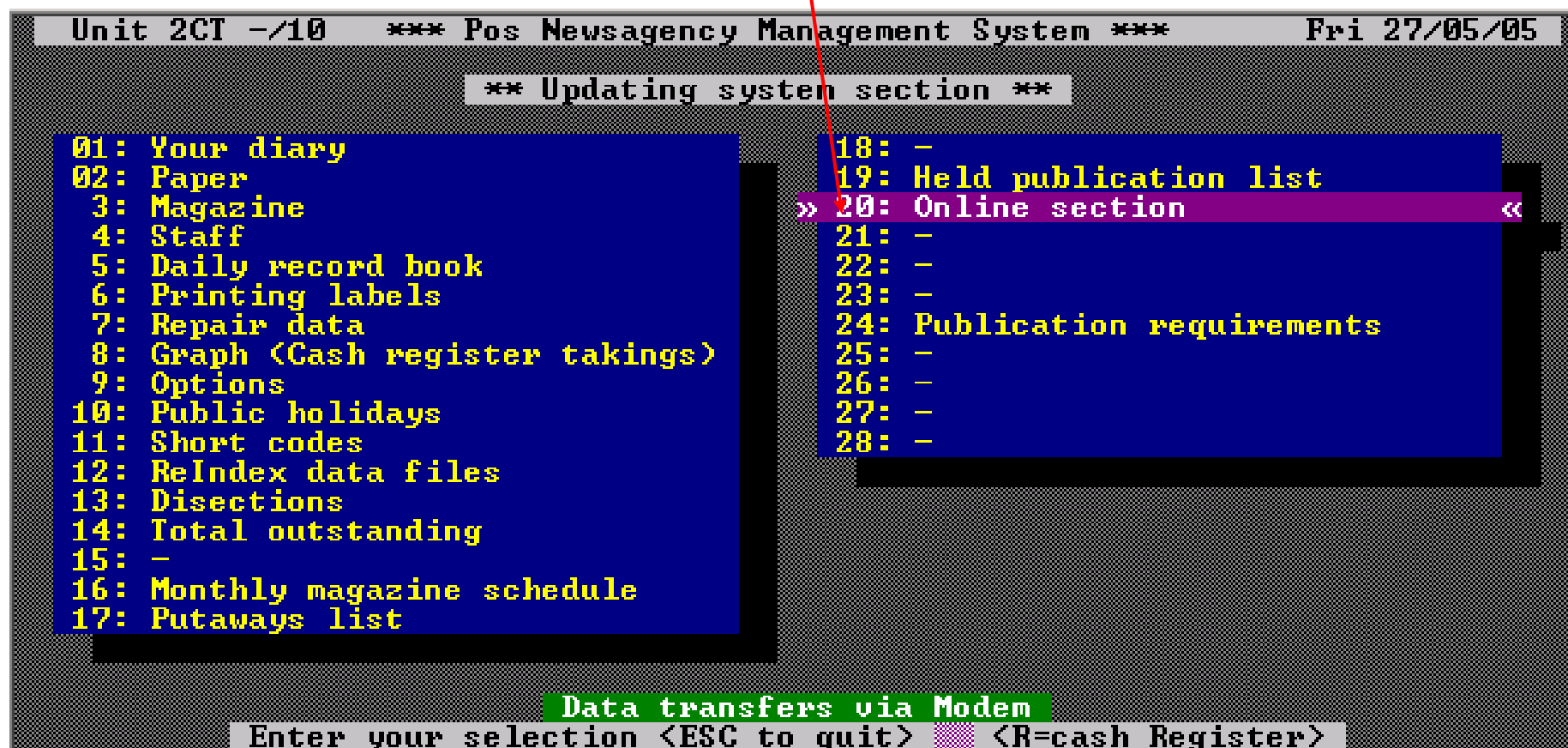
Round information: ( 2 entries)
(826) : CITIZEN MRS G CITIZEN               Do manually in the Sunday round
(822) : JONES 1 MS K JONES                   Do manually in the Sunday round
(822) : JONES 1 MS K JONES                   Do manually in the AM round
Print Copy Search,Again PgUp/PgDn/Home/End Ruler Quit
    
```

## Set Up and or Configure the Service Details

- 1 From the Main Menu, select number **3 Updating System Section**.



- 2 From the Updating System Section Menu Select number **20 Online Section**.





3 From the Online Section Menu Select number **6 Service Details**.

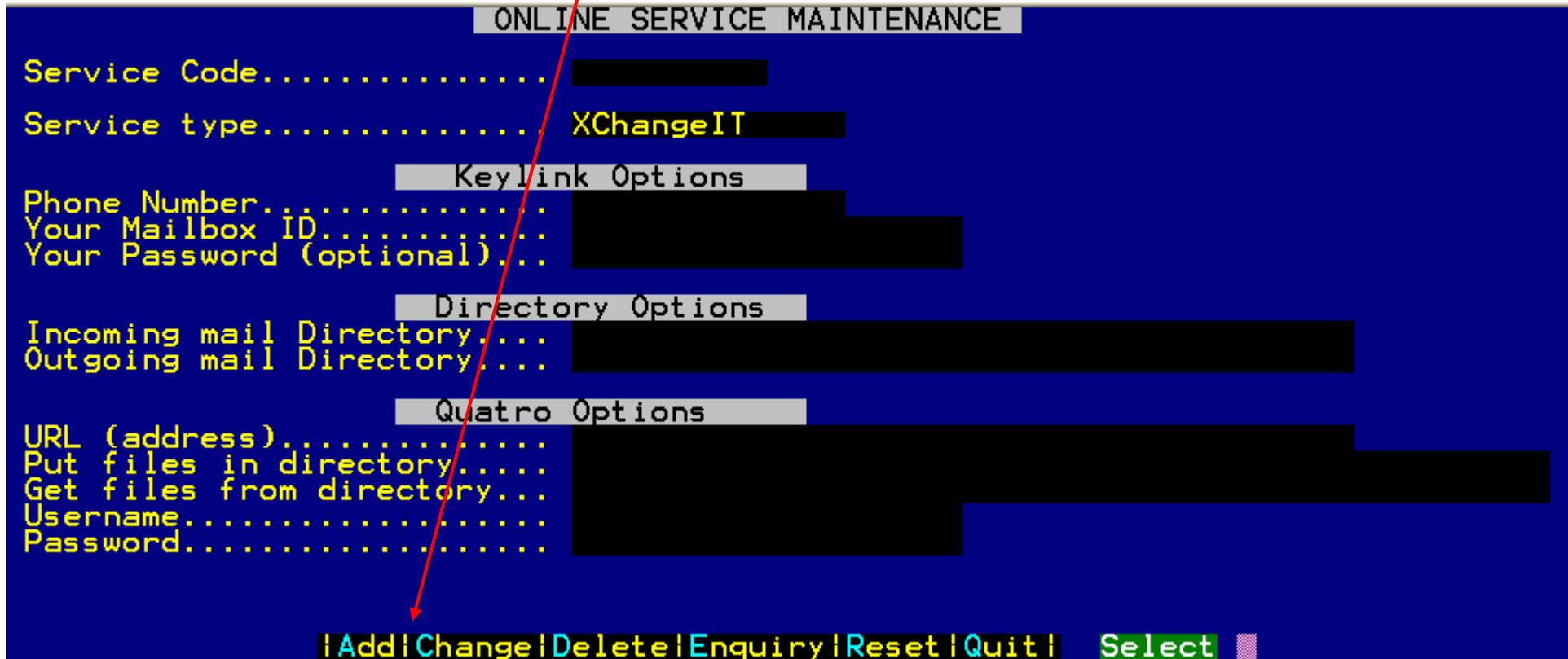
```

Unit 2CT -/10   *** Pos Newsagency Management System ***   Fri 27/05/05
                ** Online Section **
01: Send/Receive data
02: Process data
 3: Prepare data for transfer
 4: -
 5: View transmission log
» 6: Service details «
 7: Supplier details
 8: -
 9: Special Offer maintenance
10: ID maintenance
11: Create customer transfer file
12: -
13: Online editor
14: -
15: Bulk update
16: Online setup
17: -Setup NAPost for POS
18: Stock Status Report
19: EDI Invoice Processing
20: Protect a customer privacy

Enter your selection <ESC to quit>  <R=cash Register>
    
```



4 At the bottom of the screen select **A** for "Add" or **C** for "Change"



5 Check and/or insert the following information

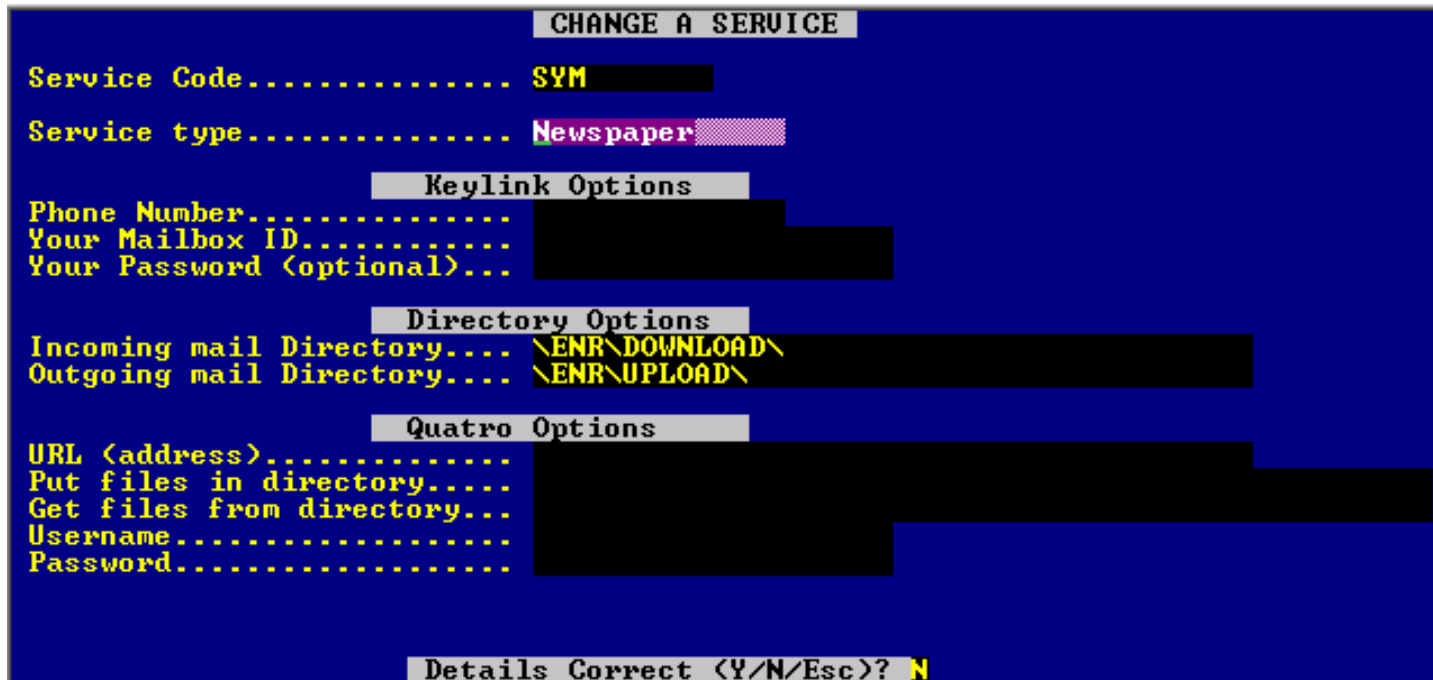
Service Code = **SYM** or **AGE** (In NSW, WA, SA and QLD select the applicable Fairfax publication)

Service Type = **NEWSPAPER**

Incoming Mail Directory **\ENR\DOWNLOAD\**compare with STEP 1 – task 10

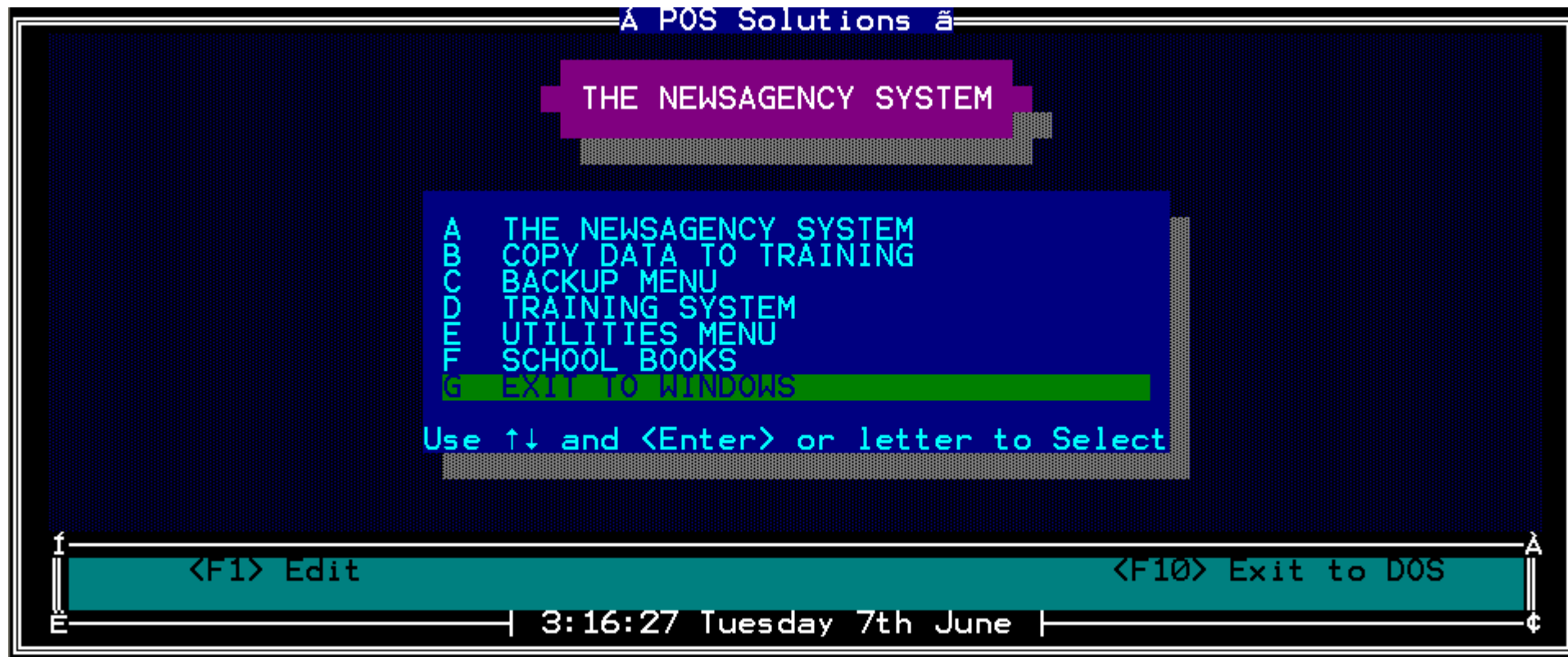
Outgoing Mail Directory **\ENR\UPLOAD\**

At the bottom of the screen answer details correct "Y" to save the options



## How to create Connect download and upload folders if they do not exist

- 1 From the **ABC** menu Press **F10**



```
G:\>CD ENR
G:\ENR>MD DOWNLOAD
G:\ENR>MD UPLOAD
G:\ENR>EXIT_
```

- 2 Type in **CD ENR** and press the "Enter" key (make sure there is a space between CD and ENR)
- 3 Type in **MD DOWNLOAD** and press the "Enter" key
- 4 Type in **MD UPLOAD** and press the "Enter" key
- 5 Type in **EXIT** and press the "Enter" key