

MYDISTRICT.NET

Publisher's User Manual

Version 20200822

www.MyDistrict.net

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SINGLE COPY REPORTS

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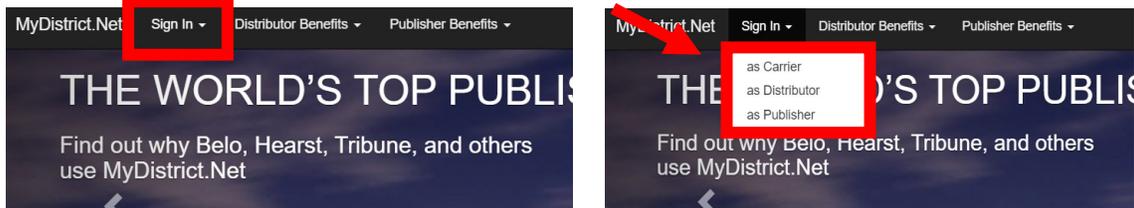
CONTINUED ON NEXT PAGE >>>>>

LOGGING IN TO MYDISTRICT.NET

Using the latest version of Internet Explorer gives you access to all features, any other browser will limit some features ie: editing route cards etc..

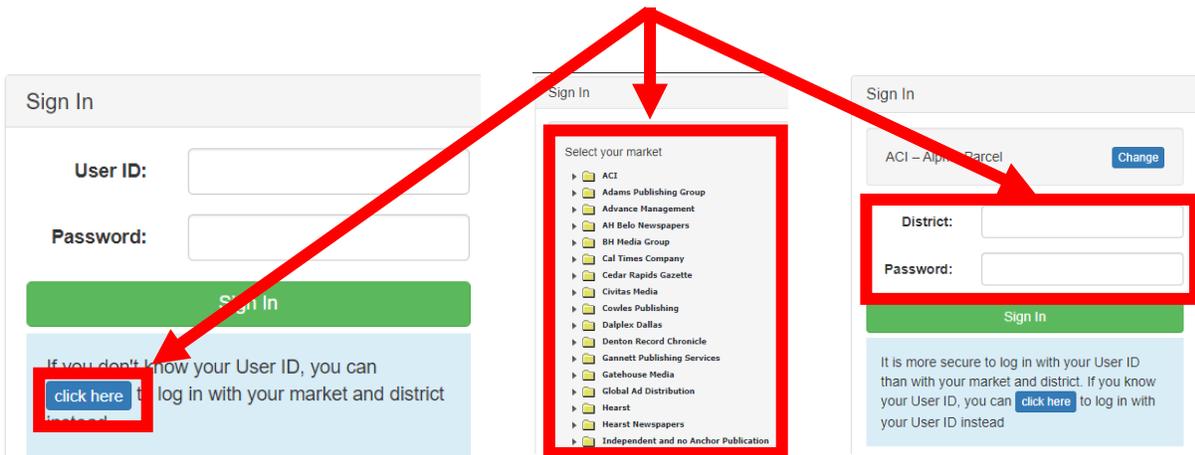
Direct your browser to: <http://www.mydistrict.net>

Click Sign In, then choose if you want to login as a Distributor, Carrier or Publisher Login

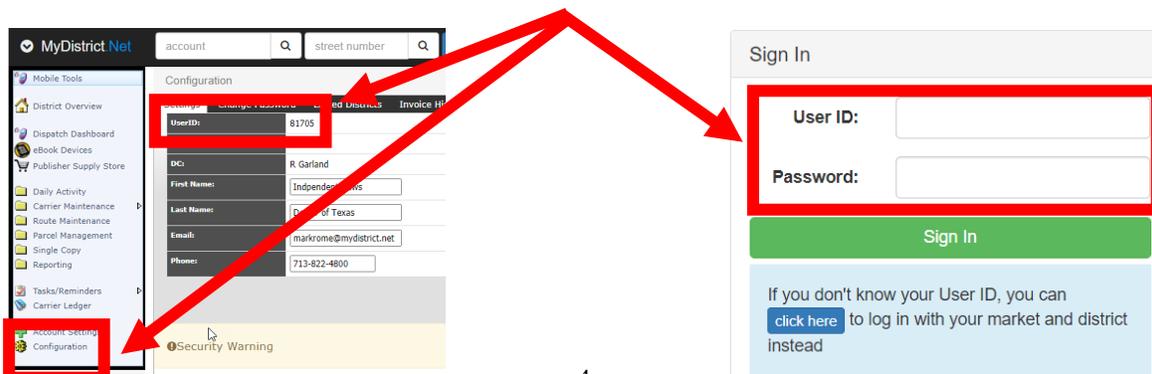


You can login with your District ID or your User ID

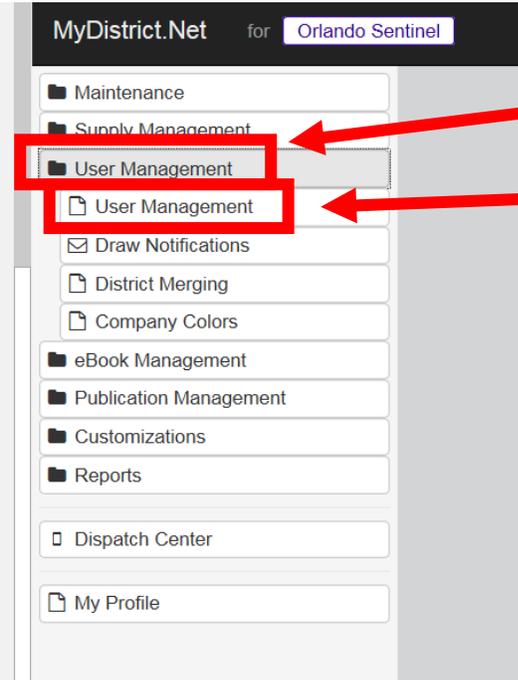
To login with your District ID, press the “click here” button then choose your publication and then enter your district number and password



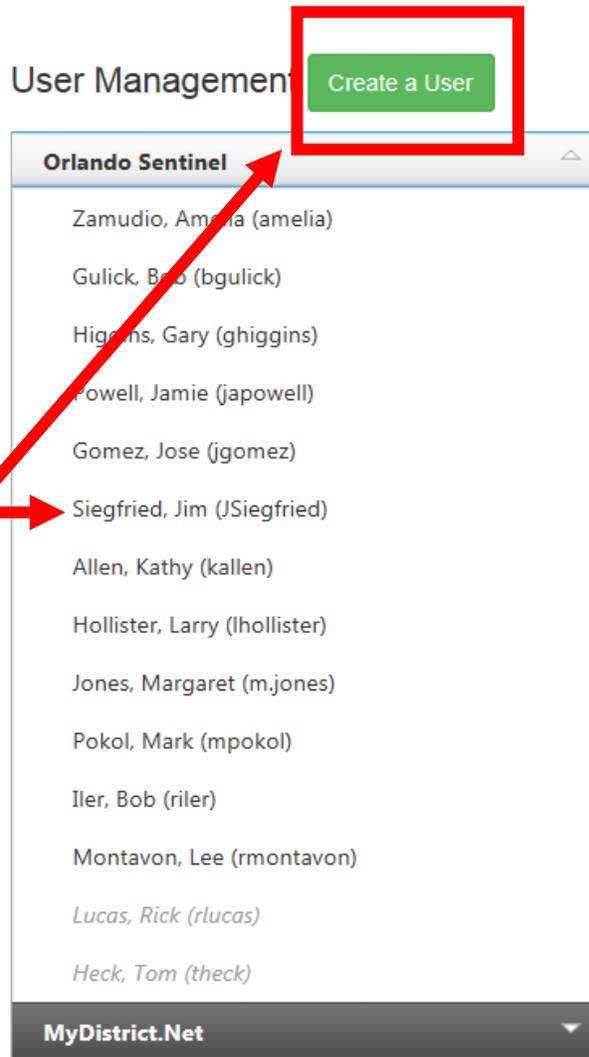
To login with your User ID you enter in your user ID and Password.
*****If you don't yet have your user ID, you must first login through the District ID then click on Configuration to display your UserID. Now you can use that and your current password to login*****



USER MANAGEMENT



Click on the “User Management” folder then click on the “User Management” link.



You will see a list of existing users that can be edited and there is also a link for adding new users.

USER MANAGEMENT (Continued)

ADDING A NEW USER

Enter First and Last Name, a Login Password and an email address then click on “Update”

Information

Company:

First Name:

Last Name:

Login: Active Inactive

Email:

Update

Changing a User’s Password

You can click on the “Password” tab to enter a new password then click on “Update”. You can also send the new password to the User’s email.

Information Password Notes Permissions Account History Access History

Set New Password: Update

Email Login Info: Email Login Name and Password to User

Setting User’s Permissions

From the Permissions tab you can select what Users will have access to.

Information Password Notes Permissions Account History

Restrictive Permissions:

Granted Permissions:

- Router Lookup Only
- CSR Access Only
- Maintenance
- Supply Management
- Publication Management
- eBook Management
- User Management
- Reports
- Edit District Ledger

Update

USER MANAGEMENT (Continued)

District Merging

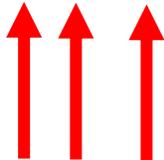


District Merging is under the User Management Menu

District Merging

Save Changes Download

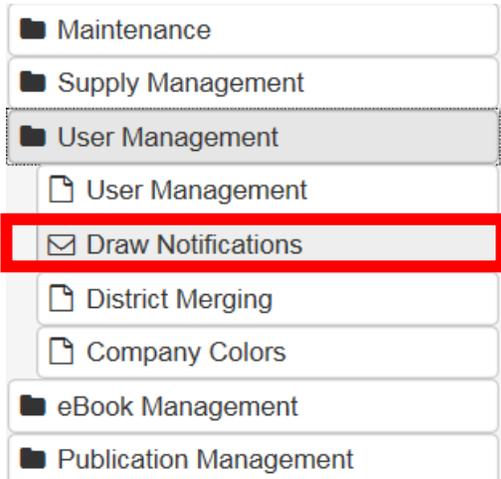
Pub District	MD.Net District	Distributor
000	000	
001	001	
002	002	
003	003	
004	004	
005	005	
006	006	
007	007	
008	008	
009	009	
010	010	
011	011	
012	012	
013	013	
014	014	
015	015	
016	016	
017	017	
018	018	
019	019	
020	020	
0208	0208	
021	021	
022	022	
023	023	
024	024	
025	025	
026	026	
027	027	
028	028	
029	029	
030	030	
031	031	
032	032	
033	033	
034	034	
+	+	



You can merge your Pub District with the MD.Net District by entering in the Pub District box and MD.Net District box then clicking the plus sign.

USER MANAGEMENT (Continued)

Draw Notifications



Draw Notifications is under the User Management Menu

Draw Notifications

At several points during draw processing, we send out automatic notifications. You can configure email addresses to receive these notifications.

Create new recipient

Email Address

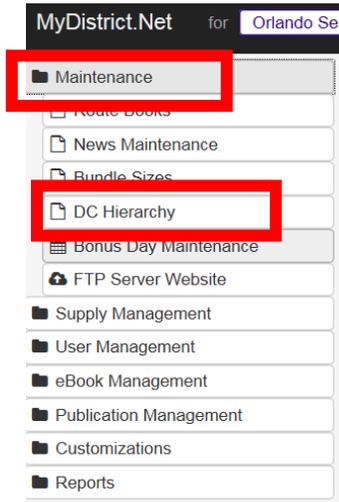
Count Validation

Draw Locked Down

To get a notification during the draw process you can receive notifications by creating a recipient to receive it. To add recipients, click “Create New Recipient”, then fill in the email address of recipient and choose whether count validation or draw locked down, or both. Then click Create.

A form titled "Draw Notifications: Create". It contains three fields: "Email Address" with a text input box, "Count Validation" with an unchecked checkbox, and "Draw Locked Down" with an unchecked checkbox. Below these fields is a green "Create" button. At the bottom left of the form is a blue link that says "Back to List".

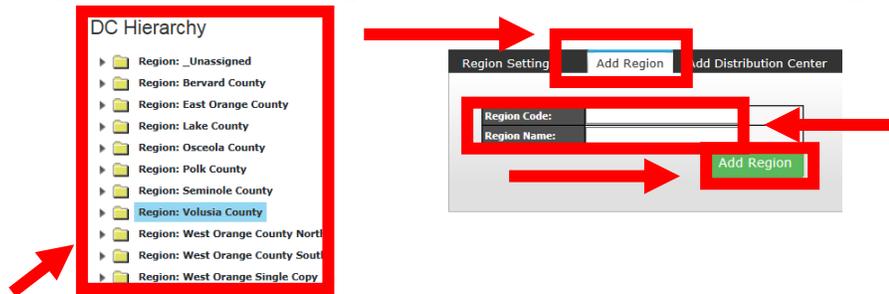
REGION & DC MANAGEMENT



Regions should be created first, Distribution Centers (DC's) can then be created and assigned to those Regions. Next, Districts can be assigned to the DC's (see the following page).

ADDING A REGION

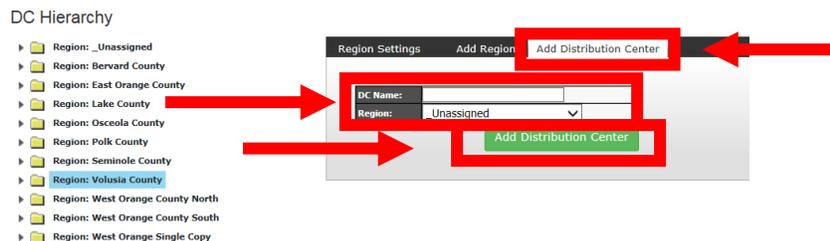
Enter a Region Code and a Region Name then click on “Add Region” .



Default Region names are City, Metro & State. You can change those names if needed.

ADDING A DISTRIBUTION CENTER

To add a DC first give it a name then using the pull down menu assign it to a Region. Remember to click on “Add Distribution Center”



FREQUENCY CODES

Frequency codes, Under Reports, are displayed as well as publication codes. You can also print from this screen.

- Maintenance
- Supply Management
- User Management
- eBook Management
- Publication Management
- Customizations
- Reports
 - Complaint Reporting
 - Multiple Complaint Report
 - Mail Calendar
 - Frequency Codes**
 - PubZip/DC Counts
 - Bonus Day Counts
 - Weekly Draw Snapshot
 - Street List Report
 - Random Address Generator
 - Carrier Bond Report
- Dispatch Center
- My Profile

Frequency Codes

Show internal publisher codes Show unused frequencies

Print

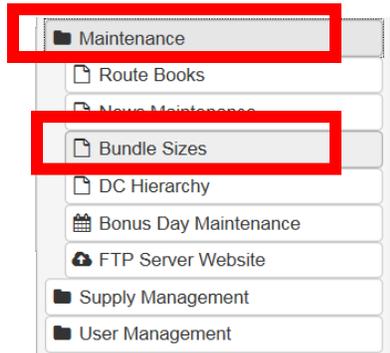
pubname	pub	code	description	mon	tue	wed	thu	fri	sat	sun
Union-Tribune	UT	W3	Weekend3					F	S	S
Union-Tribune	UT	MO	Monday	M						
Union-Tribune	UT	D5	Daily	M	T	W	T	F		
Union-Tribune	UT	SM	SunMon	M						S
Union-Tribune	UT	SO	SunOnly							S
Union-Tribune	UT	WE	SatSun						S	S
Union-Tribune	UT	W4	ThurSun				T	F	S	S
Union-Tribune	UT	W4H	ThurSun Hybrid				T	F	S	S
Union-Tribune	UT	ZZ	Other	M	T	W	T	F	S	S
Union-Tribune	UT	W3H	Weekend3 Hybrid					F	S	S
Union-Tribune	UT	W5	Wed thru Sun			W	T	F	S	S
Union-Tribune	UT	SP	Sample Deliveries	M	T	W	T	F	S	S
Union-Tribune	UT	D0	DailySat	M	T	W	T	F	S	
Union-Tribune	UT	FS	Friday-Saturday					F	S	
Union-Tribune	UT	DS	DailySun	M	T	W	T	F	S	S
TV Week	TV	SA	Saturday Only						S	

Show internal publisher codes Show unused frequencies Print

pubname	pub	code	internal	description	mon	tue	wed	thu	fri	sat	sun
Union-Tribune	UT	W3	Weekend3	Weekend3					F	S	S
Union-Tribune	UT	MO	Monday	Monday	M						
Union-Tribune	UT	D5	Daily	Daily	M	T	W	T	F		
Union-Tribune	UT	SM	SunMon	SunMon	M						S
Union-Tribune	UT	SO	SunOnly	SunOnly							S
Union-Tribune	UT	WE	SatSun	SatSun						S	S
Union-Tribune	UT	W4	ThurSun	ThurSun				T	F	S	S
Union-Tribune	UT	W4H	ThurSun Hybrid	ThurSun Hybrid				T	F	S	S
Union-Tribune	UT	ZZ	Other	Other	M	T	W	T	F	S	S
Union-Tribune	UT	W3H	Weekend3 Hybrid	Weekend3 Hybrid					F	S	S
Union-Tribune	UT	W5	Wed thru Sun	Wed thru Sun			W	T	F	S	S
Union-Tribune	UT	SP	Sample Deliveries	Sample Deliveries	M	T	W	T	F	S	S

You can see publication codes that have been combined by clicking the box to the left of "Show internal publication codes"

ENTERING BUNDLE SIZES FOR ALL DISTRICTS



Select the day, then select the publication from the pull down menu. Next, enter the name you want that section to have on the stack-out sheets and the number of papers per bundle and click on “Save Bundle Changes”.

Bundle Sizes

Date Selection

03/26/2015

Late Bundles

As the day's draws are run for each district, bundle sizes are copied to the district. If you don't have bundle sizes entered by draw time, the districts may not be populated. You can use this button to populate late bundles onto the districts after draw time.

Populate Late Bundles

Edit Bundles

Publication	BundleName	Count	
Union-Tribune	bundle/NI	90	🗑️
Union-Tribune	bundle/NC	90	🗑️
Union-Tribune	North/Mains	90	🗑️
Financial Times	dly/bundle	50	🗑️
Investors Business Daily	dly/bundle	50	🗑️
LA Times	Mains	0	🗑️
LA Times	Local Values	0	🗑️
LA Times	Extra	125	🗑️
New York Times	dly/bundle	50	🗑️
USA Today	dly/bundle	50	🗑️
Wall Street Journal	dly/bundle	40	🗑️
Korean Daily	dly/bundle	10	🗑️
Korea Times	dly/bundle	15	🗑️
Night and Day	dly/bundle	100	🗑️
Chinese Daily News	dly/bundle	15	🗑️

Pub Drop Down Menu

Save Bundle Changes View Thursday's defaults

View any default bundle sizes for that day by clicking on “Click “days” defaults”

If you need to add bundle sizes once draws have been run for the desired day you can enter the bundle sizes then click on “Populate Late Bundles”.

Publication	BundleName	Count	
Union-Tribune	bundle/NI	90	🗑️
Union-Tribune	bundle/NC	90	🗑️
Union-Tribune	North/Mains	90	🗑️

Once entered they will appear on the list. You can delete them at any time and add as many publications and or sections as you need for each day.

BONUS DAY MAINTENANCE

MYDistrict.Net for Dallas Morning News

- Maintenance
- News Maintenance
- Bundle Sizes
- DC Hierarchy
- Delivery Calendar
- FIP Server website
- Supply Management
- User Management
- eBook Management
- Publication Management
- Customizations
- Reports
- Dispatch Center
- My Profile

Delivery Calendar

★ Bonus Days || Skip Delivery

Calendar Publications

November 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 ★DM ★RC	27 ★DM	28	29
30						

Add a Bonus Day

- Dallas Morning News
- Fort Worth Star-Telegram
- Investors Business Daily
- TV Guide (FWST)
- Denton Record Chronicle
- Business Weekly

Add Day

You can access the Bonus Day screen by selecting “Delivery Calendar” from “Maintenance”

First choose the desired day from the calendar. You can go as far in the future as you want. Choose the publication from the “Add a Bonus Day” menu and click on “Add Day”. Once added, a gold star will appear on that day. To remove a day select the day that has the Publication you want to remove from the “Remove a Bonus Day” section, then select the Publication from the menu and click on “Remove Day”.

Delivery Calendar

★ Bonus Days || Skip Delivery

Calendar Publications

November 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4		6	7	8
9	10	11		13	14	15
16	17	18		20	21	22
23	24	25	26 ★DM ★RC	27 ★DM	28	29
30						

Add a Bonus Day

- Fort Worth Star-Telegram
- Investors Business Daily
- TV Guide (FWST)
- Business Weekly

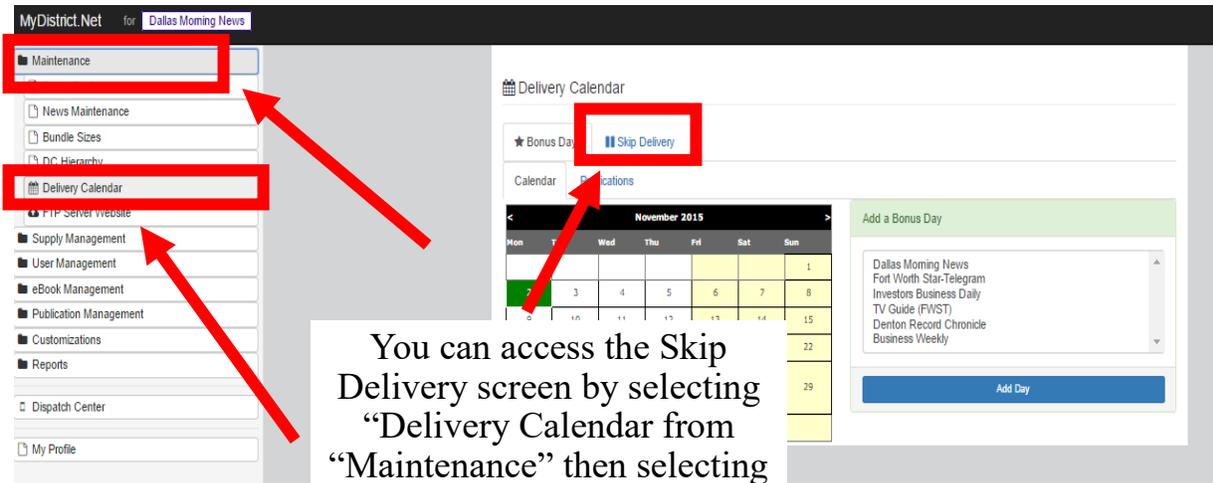
Add Day

Remove a Bonus Day

- Dallas Morning News
- Denton Record Chronicle

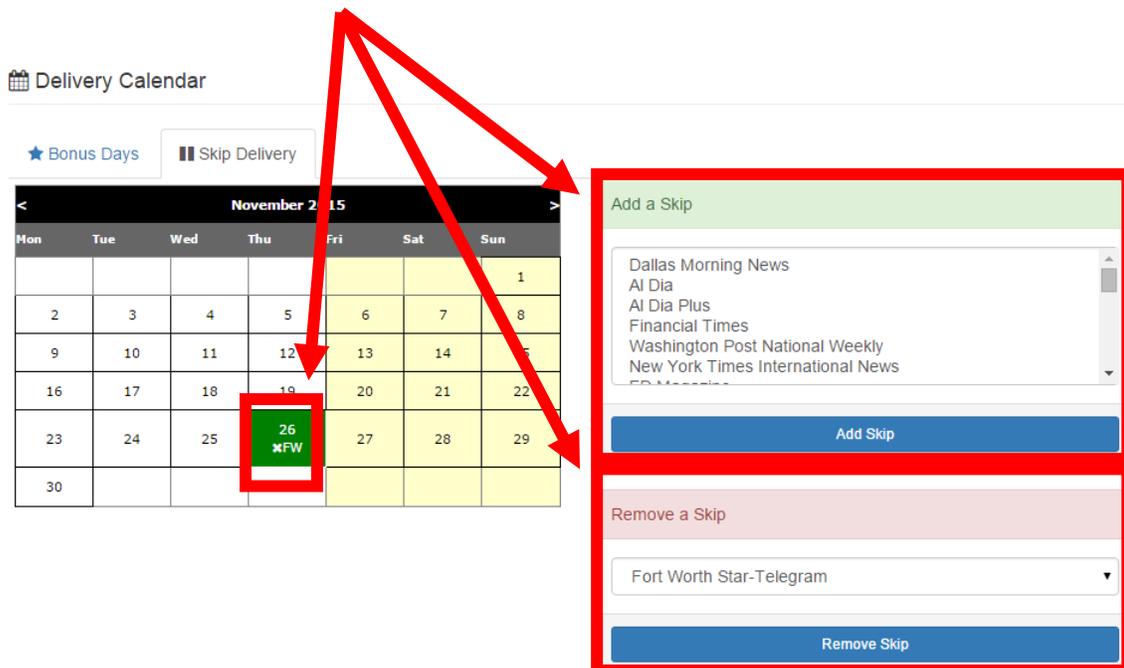
Remove Day

SKIPPING HOLIDAY AND OTHER NON-PUBLISHED DAY ISSUES

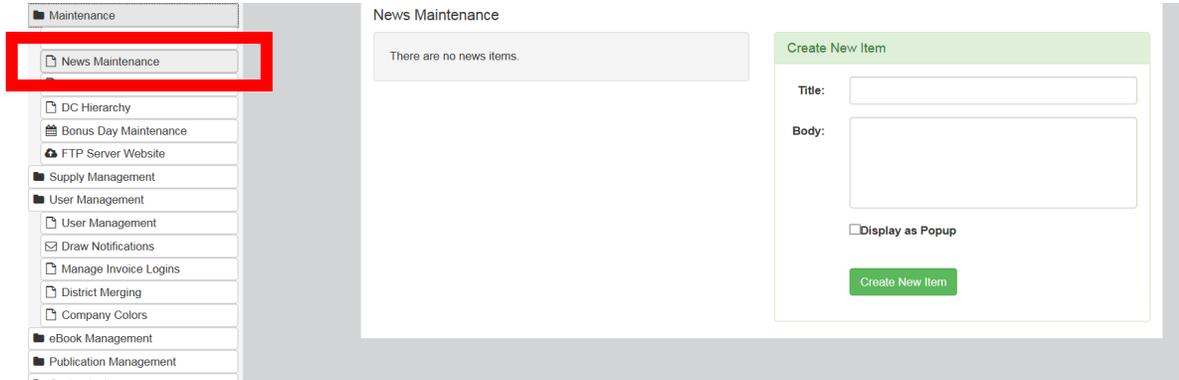


You can access the Skip Delivery screen by selecting “Delivery Calendar” from “Maintenance” then selecting “Skip Delivery Tab”

First choose the desired day from the calendar. You can go as far in the future as you want. Choose the publication from the “Add a Skip” menu and click on “Add Skip”. Once added, a X will appear on that day on the calendar next to the Publication Code. To remove a day select the day that has the Publication you want to remove from the “Remove a Skip” section, then select the Publication from the menu and click on “Remove Skip”.



CARRIER AND DM NEWS MAINTENANCE

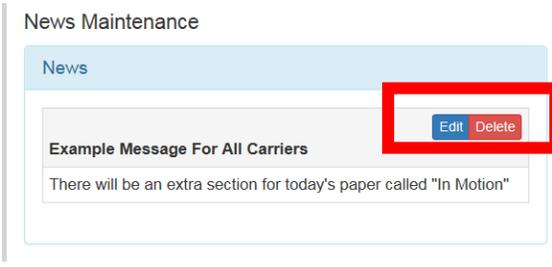


You can access “News Maintenance” from the “Maintenance” link. You need to give your message a title then enter the message and choose to “Display as Popup”.

A close-up of the 'Create New Item' form. The title field contains the text 'Example Message For All Carriers'. The body text area contains the text 'There will be an extra section for today's paper called "In Motion"'. The 'Display as Popup' checkbox is unchecked. A green 'Create New Item' button is at the bottom.

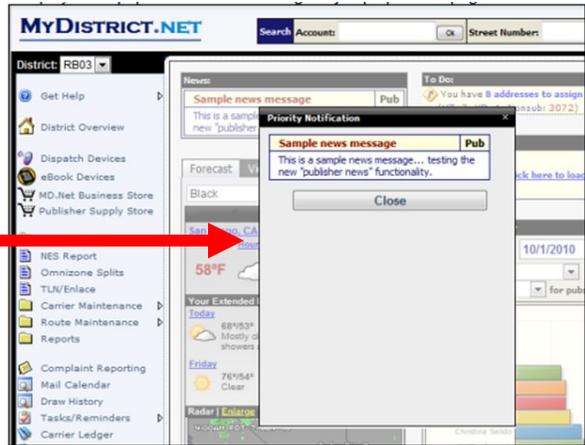
CONTINUED>>>>>>>>>>

CARRIER & DM NEWS MAINTENANCE



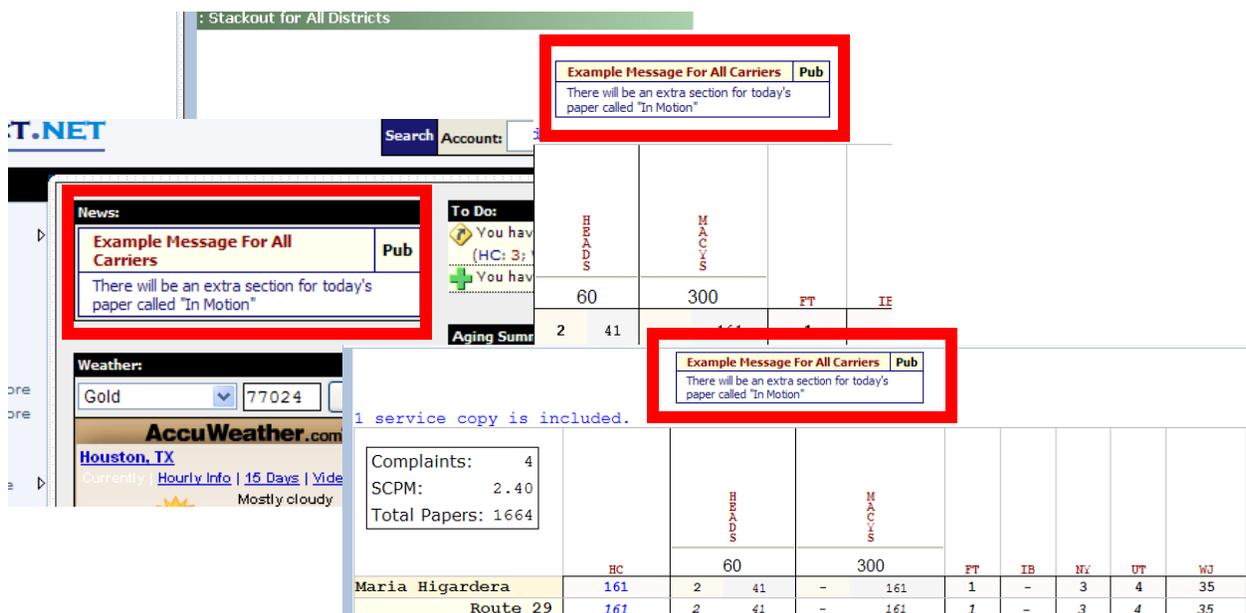
Once created you will have the option to Edit or Delete it

If “Display as Popup” is chosen users must close the “Priority Notification” window before they can access their district or routes (if a carrier).



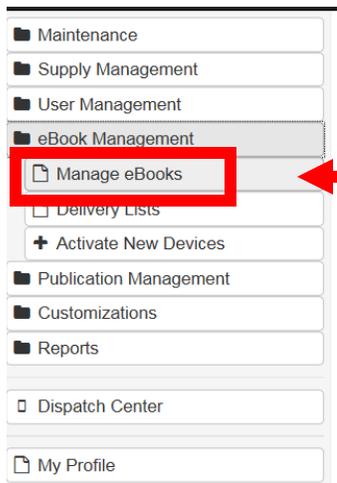
If you choose “Show on Carrier Mail” the message will display in three places: On the home page above the weather, at the top of the Master Sack-out Sheet, and at the top of each carriers mail.

TIP: THE MESSAGES WILL APPEAR EVERY DAY UNTIL YOU DELETE THEM

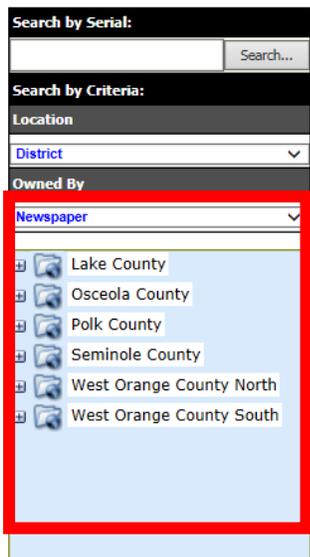


EBOOK MANAGEMENT

Moving an eBook to another to the Corporate Store or District

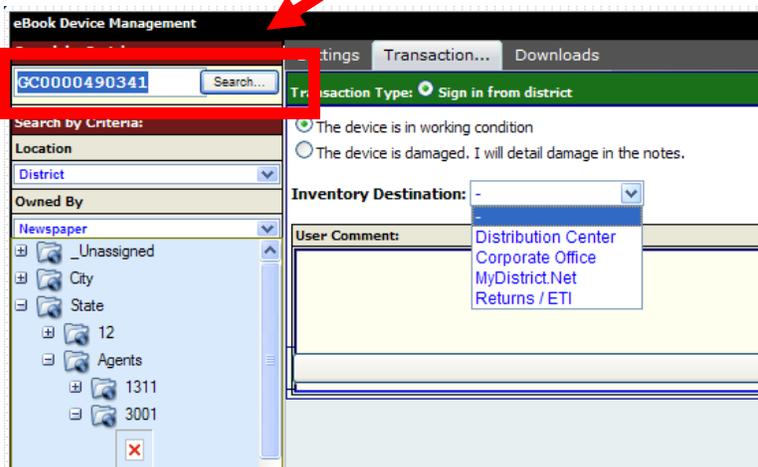


From the “eBook Management” link click on “Manage eBooks”.



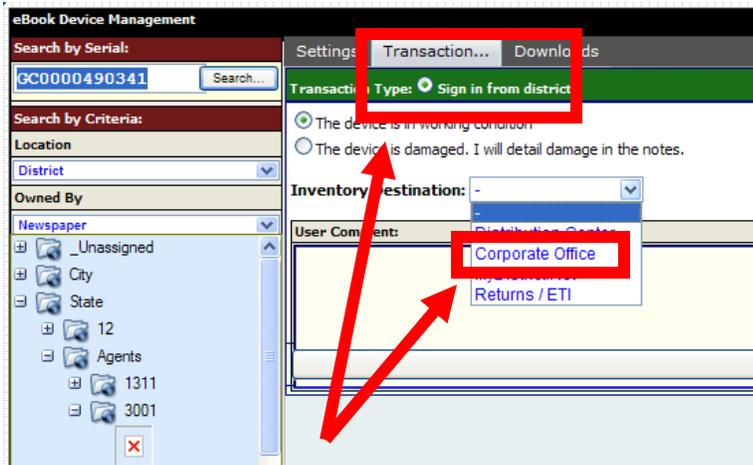
You can search for an eBook’s serial number by district by expanding the folder of the district which will show the eBooks assigned to that district.

You can also locate an ebook by putting the serial number in the search field and click on “Search”.



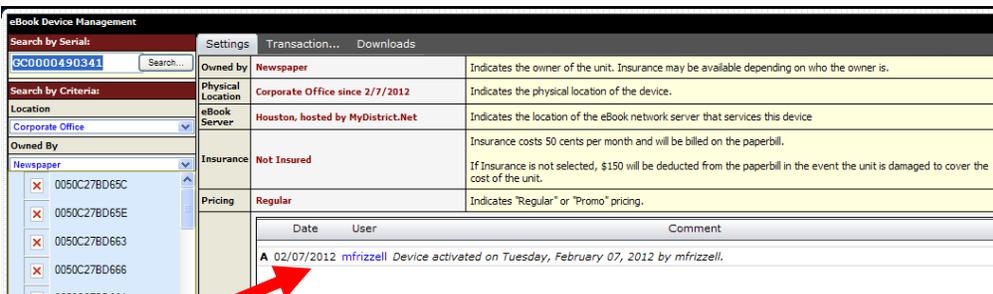
Tip:
You can use a scanner to enter eBook serial numbers by scanning the barcode on the back of the eBooks.

EBOOK MANAGEMENT (Continued)



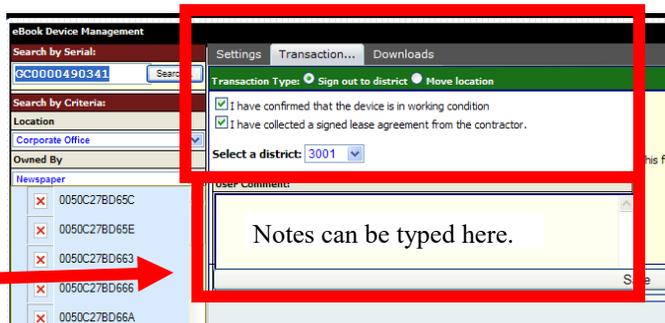
Once you have located the eBook you can either move it from a district to the Corporate Office, which will make that eBook non-chargeable for the monthly fee, or on to a district if the eBook is already located in the Corporate Office. To move an eBook click on the “Transaction” tab then you will either be “signing out to a district” or moving to the “Corporate Office” depending on where the eBook is located at that time.

Tip: If you want to move an eBook from one district to another you need to first move it to the Corporate Office then click on the “Transaction” tab to “sign out to district”

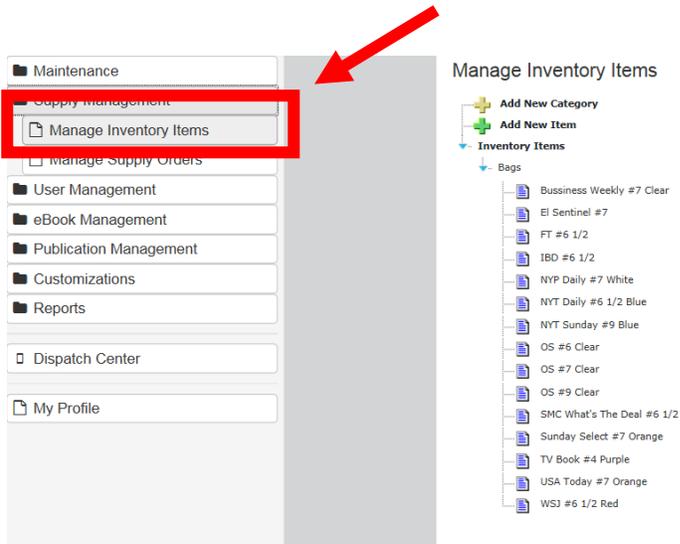


A history of the eBooks movement is displayed once an eBook is located.

You can also make notes when you sign an eBook in or out of the Corporate Office.



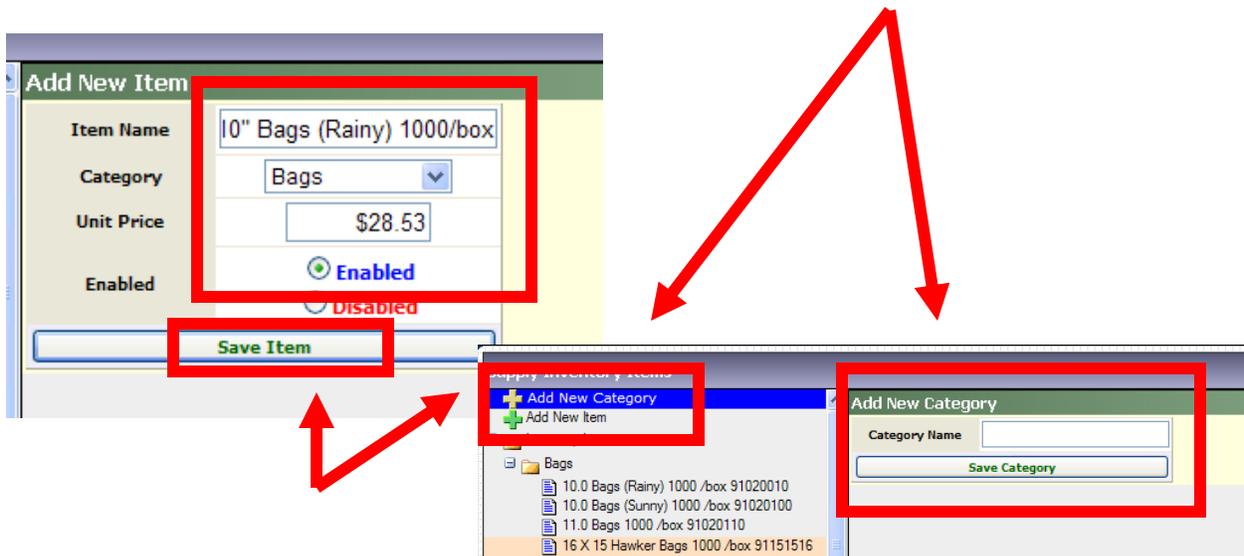
SUPPLY ORDERING MANAGEMENT



Click on the “Supply Management” link and then select “Manage Inventory Items”. You will see list of existing products already added. You can select one of those items and edit them or you can add a new Category or a new Item. You must first have Categories before you can enter Items.

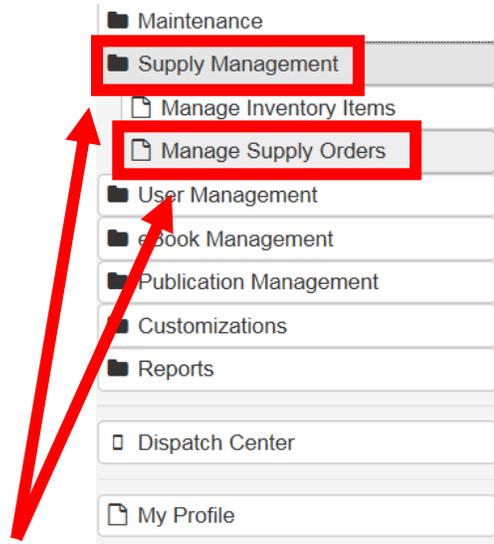
Adding a Category or a new Item

Click on “Add New Category” and give the new category a name. Click on “Add New Item” to create a new item. Select a category and give the item a name. Putting a unit cost is optional. Then click on “Save Item”

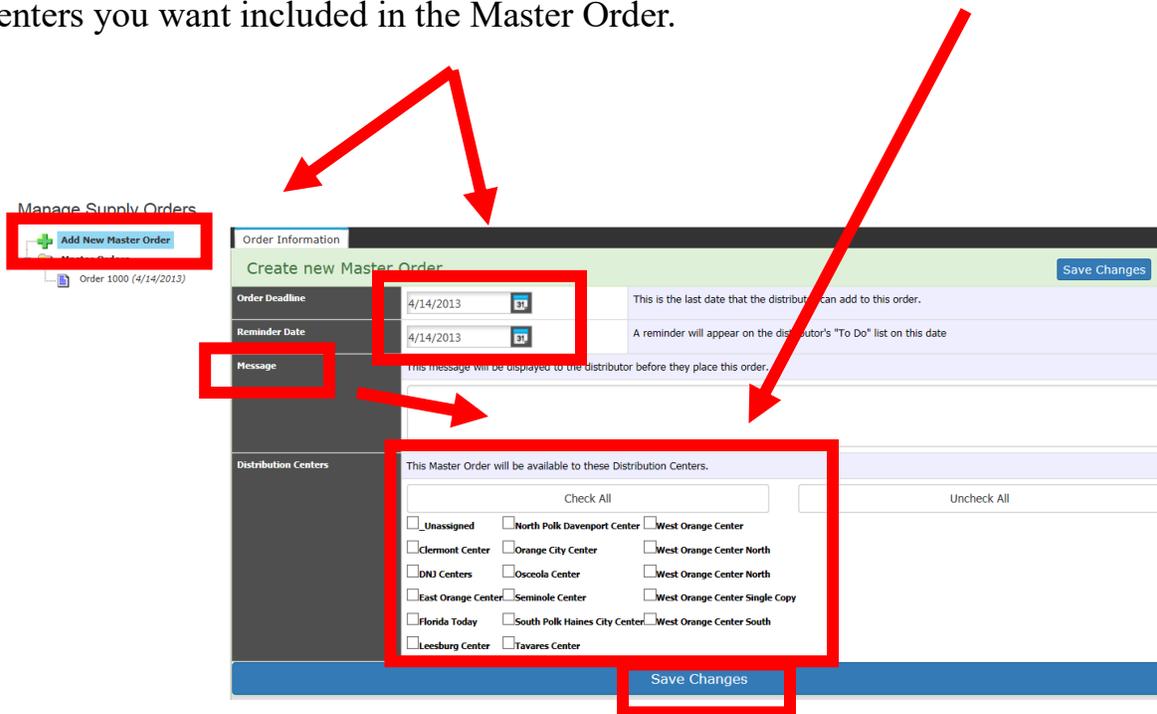


SUPPLY ORDERING MANAGEMENT

Managing Supply Orders

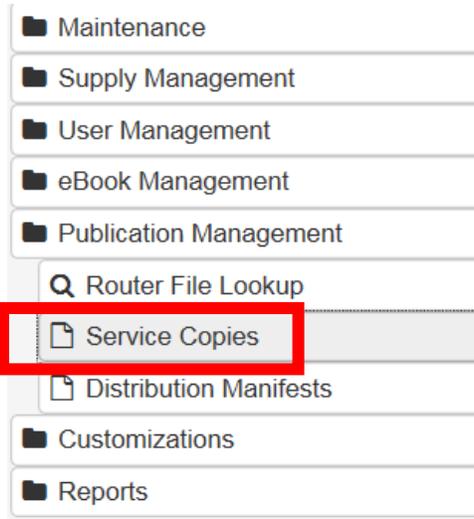


To create new Master Orders click on “Add New Master Order” and enter the Order Deadline, a date to send out a reminder, any special message you want displayed to the field when they go to place the order and which Distribution Centers you want included in the Master Order.



PUBLICATION MANAGEMENT

Service Copies



You can add service copies to each district that will not be included in their regular draw. You can add service copies by Publication, by Day Of The Week, and by District.

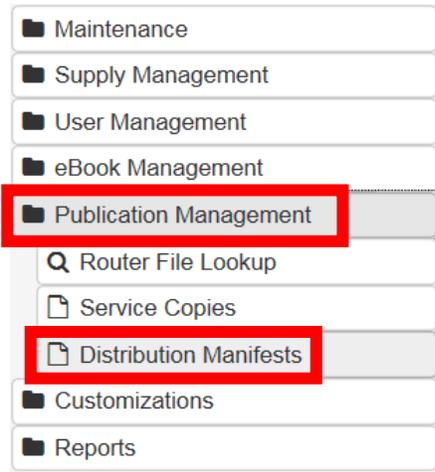
The interface shows a table titled "Daily Service Copy Levels". On the left, there is a list of publications under "for Publication...", with "Houston Chronicle" selected. Below this are sections for "for Day of Week..." and "for District...". The table has columns for District, Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The row for District 2151 is highlighted with a red box, showing 20 copies for Mon, Tue, Wed, Thu, and Fri, and 40 copies for Sun. A red arrow points from the "Houston Chronicle" selection to the 2151 row. A "Save Changes" button is at the bottom left, and a "Change Saved!" message is at the bottom right.

District	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2041							
2051							
2151	20	20	20	20	20	20	40
2401							
2421							
2431							
2441							
2461							
2471							
2501							
2511							
2601							
2621							
2651							

PUBLICATION MANAGEMENT

Distribution Manifests

The Distribution Manifests gives totals by DC and for all DC's by publication. You can filter the results by publication or by DC. There is also an option to include Service Copies. To print this report go to the file menu of your browser and select "Print". You can also Export to Excel.

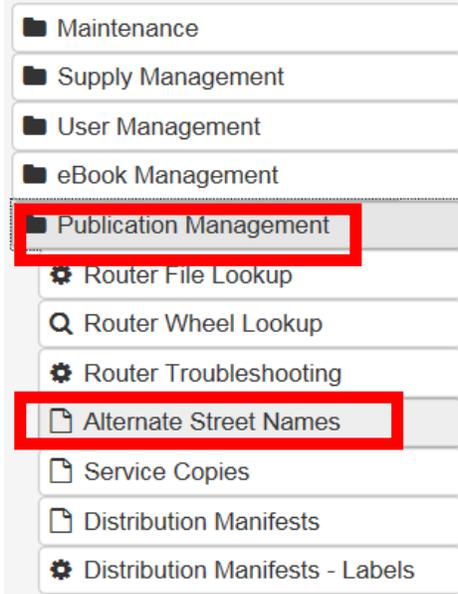


2/12/2014 31
Export to Excel

	DC	DM	AD	FW	FT	IB	UT	BF	WJ	NT	RC
Distribution Center	Fort Worth B	1245			1	19	50			18	
<-All Distribution Centers->	Fort Worth C	765			36	57	120			284	
Service Copies	Fort Worth D	536			14	56	102			191	
<input type="checkbox"/> Include Service Copies Edit	Fort Worth J	3177	506		3	67	114			102	
Publications	Fort Worth K	1519			6	97	88			43	
<input checked="" type="checkbox"/> DM: Dallas Morning News	Fort Worth W	270		1	1	14	19			11	
<input checked="" type="checkbox"/> AD: Al Dia	R Carrollton	28364	5972	308	55	167	331	35482	3485	460	99
<input checked="" type="checkbox"/> FW: Fort Worth Star-Telegram	R Denton	6080	681	924	5	28	93	3420	650	63	7635
<input checked="" type="checkbox"/> FT: Financial Times	R Dolton	13197	11121		232	179	321	8026	5305	1262	
<input checked="" type="checkbox"/> IB: Investors Business Daily	R Ennis	3104	211	205			14		99	2	
<input checked="" type="checkbox"/> UT: USA Today	R Forney	3039	649					2346	60	7	
<input checked="" type="checkbox"/> BF: Briefing	R Garland	25929	6310		47	114	185	22712	2851	562	
<input checked="" type="checkbox"/> WJ: Wall Street Journal	R Grand Prairie	11115	13207	1214	46	88	240	20352	1145	175	
<input checked="" type="checkbox"/> NT: New York Times	R McKinney	17795	3068		12	75	241	21870	1827	99	
<input checked="" type="checkbox"/> RC: Denton Record Chronicle	R Mesquite	9114	29730			13	23	23804	234	28	
	R Plano	26638	1992		35	162	341	28175	3505	309	
	R Rockwall	4269	913		1	6	28	6243	230	4	
	R Southwest	13130	25681	62	8	21	52	26198	424	87	
	Waco	741									
	Zone A	4050					61		317	13	
	Zone B	3872					28		84	2	
	Zone C	967					15		45		
	Zone D	3				1					
		-- 178919	100041	2714	502	1164	2466	198628	20261	3722	7734

PUBLICATION MANAGEMENT

Alternate Street Names



Alternate street names allows you to convert street names that were imported from a delivery partner and converts them to your street names where more than one acceptable name or spelling exists for a street.

To use this feature, first select the zip code, then select the street name from your router. You may then enter alternate names or spellings that may be found in partner files that you wish to replace with your street name

Two red arrows point from the 'Publication Management' and 'Alternate Street Names' menu items to the interface below. The interface has three columns: 'Zip Code', 'Your Street Name', and 'Alternate Spellings'. The 'Zip Code' column lists codes from 75002 to 75044. The 'Your Street Name' column lists street names, with 'AZALEA DR' selected for zip code 75002. The 'Alternate Spellings' column contains a modal window titled 'Alternate Name' with a text input field containing 'Asalea' and a 'Save Changes' button. A red arrow points to the 'Asalea' input field.

Zip Code	Your Street Name	Alternate Spellings
75002	AZALEA DR	Alternate Name: Asalea
75006	BALBOA LN	
75007	BALLEBROOK LN	
75009	BALTIMORE DR	
75010	BARDWELL DR	
75013	BARTON CREEK CT	
75019	BARTON SPRINGS CT	
75020	BASIL CT	
75021	BASTROP RD	
75022	BAYSHORE ST	
75023	BEDELL LN	
75024	BEE CAVES CT	
75025	BEE CAVES RD	
75028	BEECHWOOD CT	
75029	BEGONIA DR	
75032	BELL DR	
75033	BELLA RAE	
75034	BELMONT CT	
75035	BENT CREEK DR	
75038	BERKLEY RD	
75039	BERKSHIRE CT	
75040	BETHANY CREEK BLVD	
75041	BETHANY LAKE BLVD	
75042	BETHLEHEM RD	
75043	BETSY LN	
75044	BEVERLY CIR	

MESSAGE DISPATCHING

- Maintenance
- Supply Management
- User Management
- eBook Management
- Publication Management
- Customizations
- Reports
- Dispatch Center**
- My Profile

You can send a message out through our dispatch feature which will send your message out to the appropriate device and will appear live on their MyDistrict.net complaint screen.

First you find the customer that you are looking for using their address. Once the address is found you click on the address and a window will open where you can type your message. Then you click on “Send Message”.

The screenshot illustrates the process of sending a dispatch message. It shows a navigation menu on the left with 'Dispatch Center' highlighted. The main interface includes a 'Send Message' button and a search form with fields for Telephone Number, Zip, Street Number, Part of Street Name, and Unit Number. A red box highlights the search form. Below it, a 'Send Dispatch Message' dialog box is shown, containing a text area with the message 'Please Deliver A Sunday Edition Today' and 'Cancel' and 'Send Message' buttons. Red arrows indicate the flow from the navigation menu to the search form, and from the search form to the dialog box.

REPORTS

COMPLAINT REPORTING

You can filter by:
Date
Publication
Group
Distribution Centers
Districts
Days of the Week
Complaint Code(s)



Date Range: Custom...
 Start: 2/11/2014
 End: 2/11/2014
 Refresh

Select: Publications
 Check/uncheck all
 Dallas Morning News
 Al Dia
 Fort Worth Star-Telegram
 Financial Times
 Investors Business Daily
 USA Today
 Barron's
 Wall Street Journal -FWST
 Wall Street Journal
 Wall Street Journal Saturday
 New York Times
 TV Guide (FWST)
 Denton Record Chronicle
 Dallas News TV Guide
 Business Weekly
 DFW Overtime

Select: Regions
 Select: DCS
 Select: Districts
 Select: Weekdays
 Select: Complaint Codes

Selected Criteria:
 • 2/11/2014
 • not created by district

Summary Detail

Sort By SCPM Graph: SCPM Complaints Papers Export to Excel to PDF

Region	papers	complaints	SCPM
ATZ - Zip Pure	72532	258	3.5571
State	8696	27	3.1049
West - Not Zip Pure	2372	7	2.9511
Fort Worth	6885	18	2.6144
West - Zip Pure	63395	81	1.2777
ATZ - Not Zip Pure	11573	12	1.0369

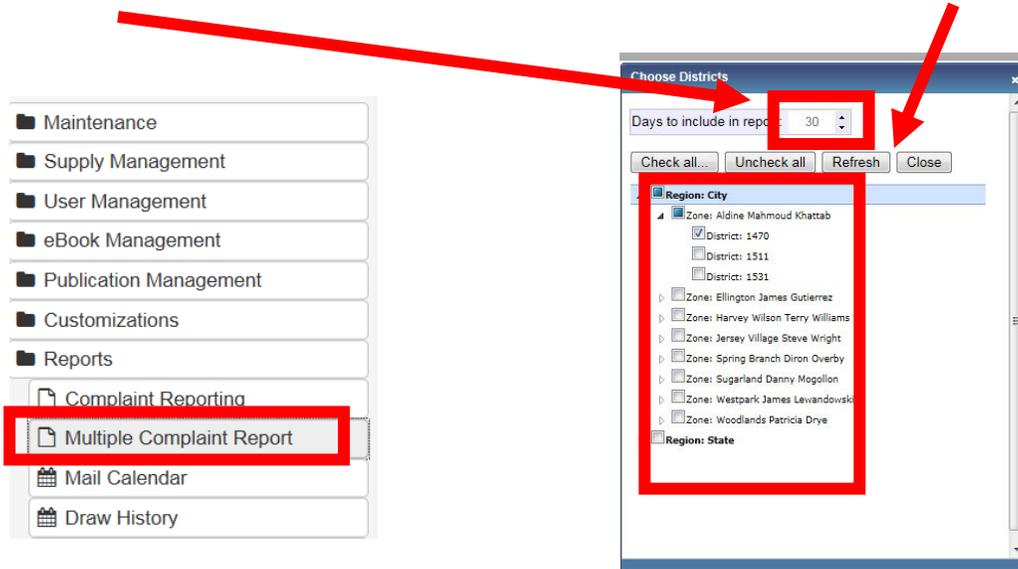
Charg	District	Date	Time	Carrier	Route	Pub	Frq	Account	Address	Code	message
<input checked="" type="checkbox"/>		2/11/2014		Andrew Dixon	9	FW	DS	3292434	2775 N STATE HIGHWAY 360 #1418	"no category"	Missed Delivery 02/11/14 - Missed
<input checked="" type="checkbox"/>		2/11/2014	06:00	Jimmy Pacheco	k87005	NT	DS	51507458	16015 RANCHITA DR	MISSED TODAY	Paper:missed paper today
<input checked="" type="checkbox"/>		2/11/2014	06:00	Donna Narlock	DONNA:69C10	NT	DS	59883482	450 OAKWOOD TRL	MISSED TODAY	Paper:missed paper today
<input checked="" type="checkbox"/>		2/11/2014	06:00	Zac Carney	D22462	NT	DS	64807895	6301 STONEWOOD DR #3305	MISSED TODAY	Paper:missed paper today
<input checked="" type="checkbox"/>		2/11/2014	06:06	Carla Stephens - Zone Manager	76209C122	DM	DS	56549625	3816 YELLOWSTONE PL	INCMPLT DISTR	Pub:1 Paper: Incomplete was delivered the drc. deliver dallas ppr
<input checked="" type="checkbox"/>		2/11/2014	06:14	KAREEM DICKSON	934	DM	DS	170960	700 DOVE CIR	MISSED TODAY	Pub:1 Paper:missed paper today
<input checked="" type="checkbox"/>		2/11/2014	06:21	ENRIQUE MONTILLA	75209C104	DM	DS	6737300	4425 WILDWOOD RD	WET REDELIVER	Paper: Wet -
<input checked="" type="checkbox"/>		2/11/2014	06:22	Default	2	UT	UT	63630364	3505 VARDEN ST	MISS NO REDELIV	customer wants credit, not redelivery MISSED DEL/CREDIT
<input checked="" type="checkbox"/>		2/11/2014	06:23	Default	3	DM	DS	9183810	1913 CHURCH ST	MISS PREV DAY	Pub:1 Previous Day missed delivery(s) - Issuing Credit - 40 (missed)
<input checked="" type="checkbox"/>		2/11/2014	06:25	Cheryl Horton	75126-C1-2	DV	SO	4436351	605 ORCHARD LN	MISSED TV MAGA	Pub:501 Customer Missing TV Magazine

The Detail Tab Displays a List view that can be sorted by any header by clicking on

REPORTS

MULTIPLE (REPEAT) COMPLAINTS

From the Reports link you can access the “Multiple Complaint Report”. You then select the Regions, Zones and Districts that you want included in the search as well as the number of days you want included in the report then click on “Refresh”.



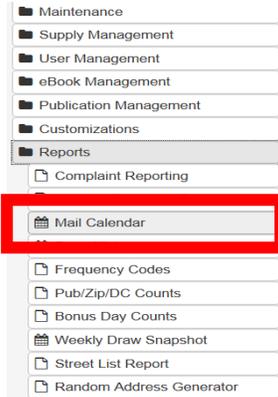
Once the report is created you can sort the report by any of the headers by clicking on them. You can also narrow the results by using the filters. You can select Summary Report or Detailed Report tabs and then export to Excel.

The image shows a report table with the following data:

Count	Pub	District	Date	AcctNo	Full Name	Address	City	Zip	H-Phone	O-Phone	Code	Message
10	HC	1470	08/05/2012	10564802	ROSE MARIE BOWEN	19030 TIMBER FOREST DR 2212	HUMBLE	77346	2818121005	0000000000	NP	NPS 08/05
10	HC	1470	08/02/2012	10564802	ROSE MARIE BOWEN	19030 TIMBER FOREST DR 2212	HUMBLE	77346	2818121005	0000000000	NP	NO PAPER
10	HC	1470	08/01/2012	10564802	ROSE MARIE BOWEN	19030 TIMBER FOREST DR 2212	HUMBLE	77346	2818121005	0000000000	NP	NO PAPERPLS DEL EVERYDAY ON TIME

REPORTS

MAIL REPORT



The mail report allows you to see each category of mail in a spreadsheet view. You can filter by:

- Date
- Zones
- Distribution Centers
- Districts

Choose the month, day and which category of mail that you would like to view after selecting the desired filter settings.

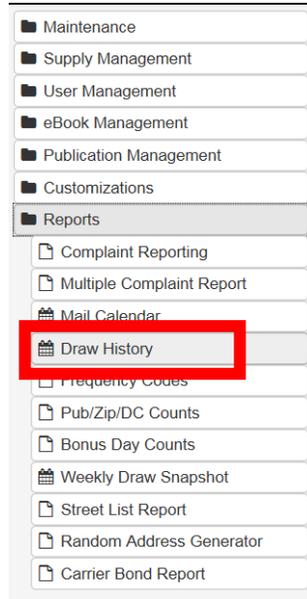
The screenshot shows a web browser window displaying a mail report for Saturday, January 14, 2012. The browser address bar shows the URL: https://www.mydistrict.net/publisher/MailDetail.aspx?ZoneID=&DistrictID=&Category=DRAW_CHANGE&PubCo. The main content area displays a table of mail items with columns for Zone, District, Rte, QTY, Type, Address, ZipCode, Pub, FOD, Account, Name, and PI. Below this table is a summary table showing counts for various mail categories across different zones.

Zone	District	Rte	QTY	Type	Address	ZipCode	Pub	FOD	Account	Name	PI
14	7501	7	3	DRAW CHANGE	215 S 10TH ST	77077	HC	SO	20517154	MELANIE ADAMS	936-5
19	1511	27	2	DRAW CHANGE	6920 FOXPORT LN	77058	HC	SO	50969525	HEATHER KRAUS	832-5
20	3361	40	1	DRAW CHANGE	13806 KENSINGTON PL	77087	HC	WS	70940029	JIM TINNEY	281-4
20	3841	41	3	DRAW CHANGE	200 WATER ST 1105	77401	HC	SO	70945538	HEATHER LAMBERT	832-6
21	1641	110	2	DRAW CHANGE	55 TRENWOOD LN	77389	HC	SO	40827879	MICHELLE OFARRELL	713-6
22	1071	300	2	DRAW CHANGE	17218 WILLIAMS OAK DR	77083	HC	SO	60485252	ELIZABETH BEGUERIE	281-2
23	2041	400	2	DRAW CHANGE	2319 ROSEFIELD DR	77088	HC	SO	70996771	JO MARSHALL	713-7
24	3871	754	4	DRAW CHANGE	11431 PEPPERDINE LN	77339	HC	SO	20792821	ALIZA SINGLER	832-4

2	3	4	5	6	7
COMPLAINT 474	COMPLAINT 555	COMPLAINT 638	COMPLAINT 537	COMPLAINT 488	COMPLAINT 414
NOTE 756	NOTE 1267	DRAW CHANGE 2	DRAW CHANGE 1	DRAW CHANGE 2	DRAW CHANGE 4
Reminder RESTART 1220	Reminder RESTART 1831	NOTE 1120	NOTE 1168	NOTE 88	NOTE 1190
Reminder START 242	Reminder START 939	Reminder RESTART 1485	Reminder RESTART 482	Reminder RESTART 370	Reminder RESTART 1234
Reminder STOP 325	Reminder STOP 579	Reminder START 949	Reminder START 407	Reminder START 1349	Reminder START 1232
RESTART 1331	RESTART 1513	Reminder STOP 802	Reminder STOP 711	Reminder STOP 120	Reminder STOP 1985
START 945	START 973	RESTART 485	RESTART 372	RESTART 384	RESTART 1196
STOP 572	STOP 959	START 417	START 434	START 2092	START 1430
		STOP 870	STOP 1063	STOP 1769	STOP 2038
9	10	11	12	13	14
COMPLAINT 924	COMPLAINT 569	COMPLAINT 655	COMPLAINT 587	COMPLAINT 599	COMPLAINT 522
DRAW CHANGE 1	DRAW CHANGE 1	DRAW CHANGE 1	NOTE 1002	DRAW CHANGE 2	DRAW CHANGE 14
NOTE 1430	NOTE 1253	NOTE 1099	Reminder RESTART 189	NOTE 51	NOTE 1488
Reminder RESTART 372	Reminder RESTART 389	Reminder RESTART 387	Reminder START 291	Reminder RESTART 215	Reminder RESTART 823

REPORTS

DRAW HISTORY



The Draw History allows you to get counts of publications within the date ranges that you choose. You can also filter by publication and by Distribution Centers. The data is displayed by district. Choose your filter settings and then click on “Generate Counts”. You can then download to Excel or print the report.

The screenshot shows the 'Draw History' report interface. At the top, there are filters for 'Publication' (Unison-Tribune) and 'Distribution Center' (Not Assigned to a DC). Below these are 'Start Date' (Sunday, March 1, 2015) and 'End Date' (Wednesday, March 25, 2015). A red box highlights the 'Export to Excel', 'Export to PDF', and 'Generate Counts' buttons. A red arrow points from the text above to the 'Generate Counts' button. Below the filters is a table with columns 'Date', 'UPSCALEM', and 'Total'. The table contains 25 rows of data for dates from 3/1/2015 to 3/25/2015. At the bottom of the table, there are summary statistics: Min = 2, Max = 6, Average = 3.52, and Sum = 88.

Date	UPSCALEM	Total
3/1/2015	8	8
3/2/2015	2	2
3/3/2015	2	2
3/4/2015	4	4
3/5/2015	4	4
3/6/2015	4	4
3/7/2015	4	4
3/8/2015	5	5
3/9/2015	2	2
3/10/2015	2	2
3/11/2015	3	3
3/12/2015	4	4
3/13/2015	4	4
3/14/2015	4	4
3/15/2015	5	5
3/16/2015	2	2
3/17/2015	2	2
3/18/2015	3	3
3/19/2015	4	4
3/20/2015	4	4
3/21/2015	4	4
3/22/2015	5	5
3/23/2015	2	2
3/24/2015	2	2
3/25/2015	3	3

Summary Statistics:
Min = 2
Max = 6
Average = 3.52
Sum = 88

REPORTS

CARRIER INSURANCE

■ Maintenance
■ Supply Management
■ User Management
■ eBook Management
■ Publication Management
■ Customizations
■ Reports
📄 Complaint Reporting
📄 Multiple Complaint Report
📅 Mail Calendar
📅 Draw History
📄 Frequency Codes
📄 Pub/Zip/DC Counts
📄 Bonus Day Counts
📅 Weekly Draw Snapshot
📄 Street List Report
📄 Random Address Generator
📄 Carrier Bond Report
📄 Carrier Insurance

Carrier Insurance Report

This report sums all carriers that are signed up for insurance, based on insurance type. A PDF copy of the report should be downloaded and saved to prove who was insured each cycle. ✕

[Download report detail](#)

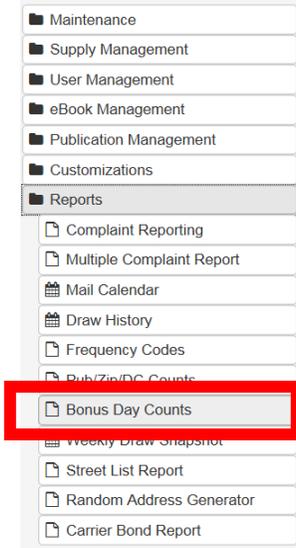
[Export to Excel](#)

District	On Route	24 Hour	Total
0208	\$0.00	\$0.00	\$0.00
0419	\$0.00	\$0.00	\$0.00
1103	\$0.00	\$0.00	\$0.00
1104	\$0.00	\$0.00	\$0.00
1109	\$0.00	\$0.00	\$0.00
1110	\$0.00	\$0.00	\$0.00
1112	\$0.00	\$0.00	\$0.00
1113	\$0.00	\$0.00	\$0.00
1114	\$0.00	\$0.00	\$0.00
1115	\$0.00	\$0.00	\$0.00
1116	\$0.00	\$0.00	\$0.00
1117	\$0.00	\$0.00	\$0.00
1202	\$0.00	\$0.00	\$0.00

You can track Carrier Insurance by district. Upon request we can set up an interface so that the insurance company can download the list of carriers without the publisher seeing who the distributors carriers are. The report can be downloaded to Excel.

REPORTS

Bonus Day Counts



Bonus Day reports can be filtered by day of the week, publication and Areas or Distribution Centers. Make your filter setting choices and click on “View Results”. The report can be exported to Excel.

Bonus Day Counts

This tool can be used to estimate future bonus days based on the current account status

Warning: This tool should not be used to audit a current bonus day. The formula used by this tool does not apply to all markets, as some markets provide a file that determines bonus day counts.

Criteria

Weekday: Sunday

Publication: Union-Tribune

Region: <--All-->

Distribution Center: <--All-->

Total By: Distribution Center

[View Results](#)

DC	draw	bonus	total
_Not Assigned to a DC	9869	18	9887
Alpine	6661	7	6668
ANNA	15035	102	15137
CBDC	25333	44	25377
ECDC	62730	63	62793
El Centro	1193	21	1214
Fallbrook	5854	0	5854
KMDC	44273	93	44366
MGDC	34629	72	34701
MMDC	53204	116	53320
MVDC	6901	135	7036
Ramona	2412	0	2412
RBDC	40696	41	40737
RSDC	32997	64	33061
SBDC	65830	76	65906
SMDC	72133	71	72204
Temecula	3036	0	3036
--	482786	923	483709

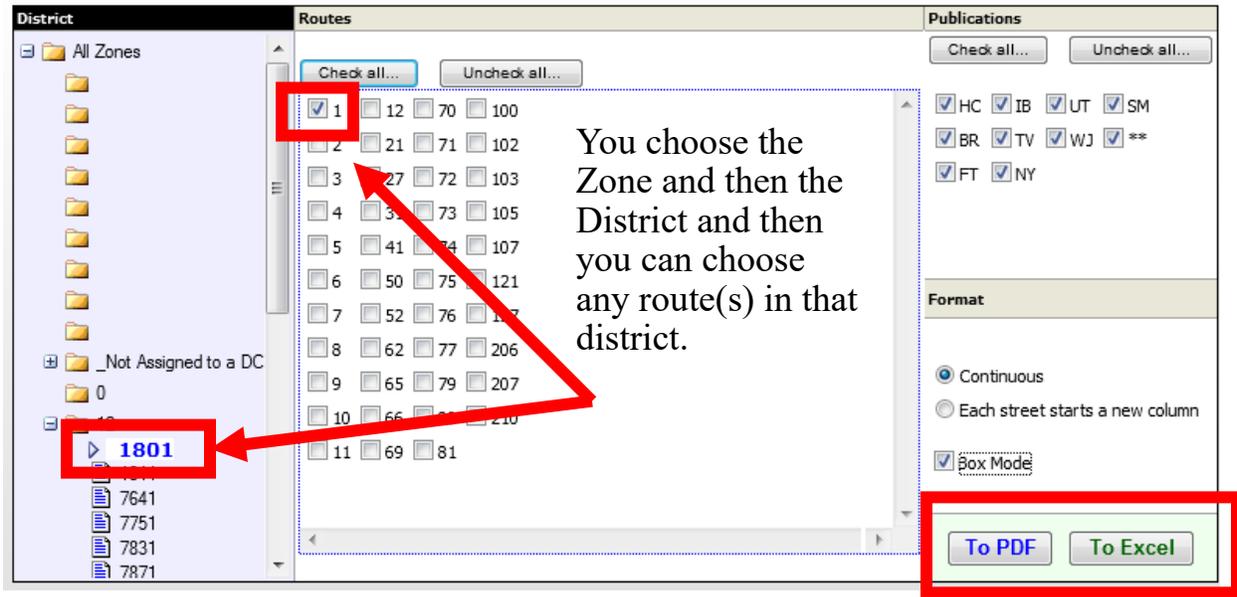
Export to excel

File Name: drawcounts.xls

[Export to Excel](#)

REPORTS

STREET LIST REPORTS



Note: If you want delivery instructions included in the Street List Report the data must be exported to Excel

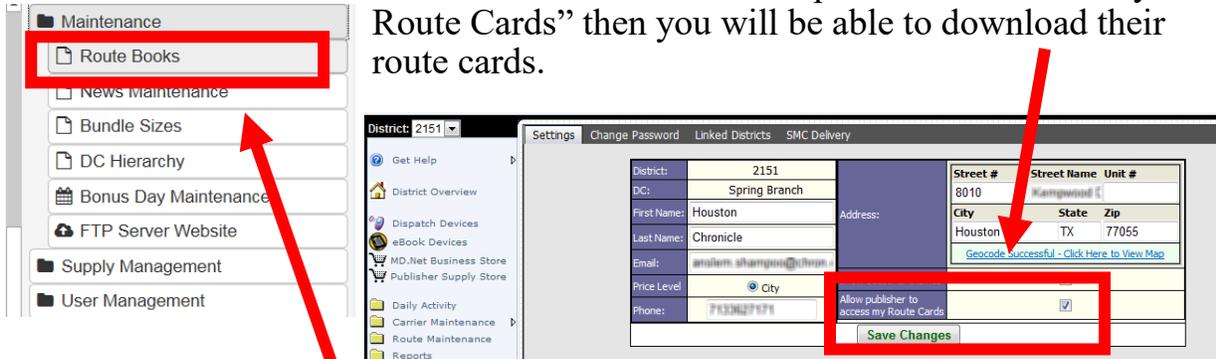
You can select which publications to include This example was printed with Box Mode and continuous columns in PDF.

Route: 1

ANCHOR WAY	CIMARRON WAY	COLFAX RD
10710 HC DS	39554 HC WS	40222 HC WS
10711 HC WS	40002 HC DS	40303 HC DS
10910 HC SO	40011 HC DS	40318 HC DS
11010 HC DS	40103 HC WS	COLFAX RD
ANCHOR WAY	40108 HC DS	COROLLA RD
AUTUMN FOREST CT	40111 HC SO	2968 HC WS
32402 HC SO	40111 TV SO	COROLLA RD
32410 HC DS	40214 HC WS	COUPLES CT
32419 HC DS	40303 HC DS	32811 HC DS
32502 HC DS	40306 HC WS	32819 HC WS
32627 HC DS	40311 HC WS	32819 WJ SA
AUTUMN FOREST CT	40503 HC DS	32902 HC WS
AUTUMN MIST CV	CIMARRON WAY	32911 HC SO
10910 HC DS	CLUBHOUSE CIR	32918 WJ SA
10918 HC SO	9319 HC DS	32919 HC DS
11003 HC DS	9319 WJ SA	COUPLES CT
11114 HC WS	9319 WJ WO	CREEKSIDE DR
AUTUMN MIST CV	9719 HC SO	307 HC DS
AUTUMNWOOD DR	9719 WJ WO	315 HC SO
1152 HC DS	9731 HC DS	CREEKSIDE DR
1229 HC DS	9802 HC SO	CRESTLAKE BLVD
	9803 HC DS	
	9835 HC SO	

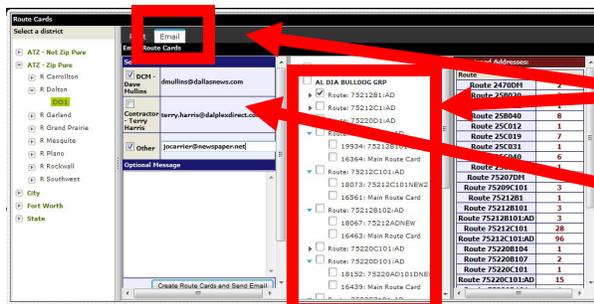
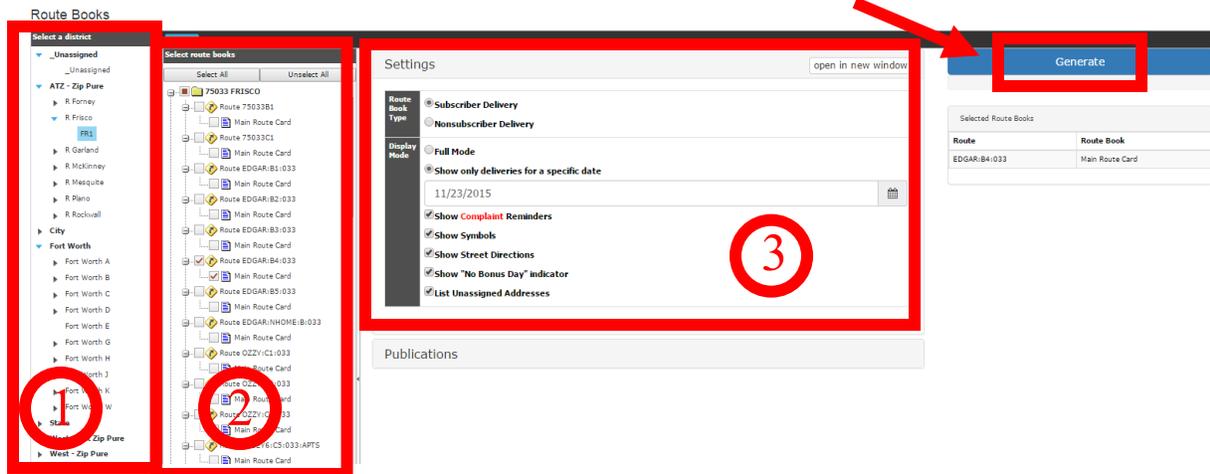
DISTRICT LEVEL ROUTE CARD ACCESS

On the **district level** in the “Configuration” settings if the box is checked to “Allow publisher to access my Route Cards” then you will be able to download their route cards.



Start by selecting Maintenance then Route Cards

First you select the Distribution Center then you choose a zone and then the district(s). All of the routes of that district(s) will be displayed and you can choose which ones to download. You can also select Full Mode or for a Specific day. Then select Generate to print route cards.



You can also select route card(s) to email. You can send to multiple email addresses or just one.

COMPLAINT CODE CHARGABLE STATUS

- Maintenance
- Supply Management
- User Management
- eBook Management
- Publication Management
- Customizations**
- NES Report
- Burt Manifest
- NCT Routing
- Label Files
- Complaint Codes**
- CSR Call Codes
- Custom Reports
- Reports

Select Customizations/ Complaint Codes

From the chart you can select which of your complaint codes you want to show chargeable in MyDistrict.net. Remember to Save Changes.

Save Changes Download

Code	Chargeable?	Description
ACCS	<input type="checkbox"/>	Denied Access
ADV	<input type="checkbox"/>	Advertising
BP	<input type="checkbox"/>	Billing Problem
CSOS	<input type="checkbox"/>	Customer Service Outsource
DISR	<input type="checkbox"/>	Disregard
DLOC	<input type="checkbox"/>	Delivery Location
DPPC	<input type="checkbox"/>	Damaged Paper-Current-Credit
DPCR	<input checked="" type="checkbox"/>	Damaged Paper-Current-Redeliver
DPPC	<input type="checkbox"/>	Damaged Paper-Prior-Credit
DPPR	<input type="checkbox"/>	Damaged Paper-Prior-Redeliver
DV	<input checked="" type="checkbox"/>	Delivered on Vacation
EDIT	<input type="checkbox"/>	Editorial
FRV	<input type="checkbox"/>	Failure to Restart from Vacation

ADA Calculator

- Single Copy
- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / ADA Calculator



The ADA tool calculates suggested draws based on previous sales using parameters that you set.

First you choose a district and one Publication/edition and one day of the week. Then you choose how many weeks of previous sales you want to use for the calculation. Next you click on “Get Date Range”. Then you decide if there are any dates that you want to exclude from the calculations. You can use the **Red - sign** to delete any undesired days based on the % of variance listed. Next you click on “Get ADA Data”.

ADA Configuration

1: Select District:

- G4
- S02
- S04
- S09
- S12
- S13
- S14
- S16

3: Select Weekday:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Number of Monday:

4: Select Dates:

Select Dates:	Date	%	Sales	
	Dec 23, 2019	5%	733	-
	Dec 30, 2019	4%	727	-
	Jan 6, 2020	1%	706	-
	Jan 13, 2020	2%	707	-
	Jan 20, 2020	6%	735	-
	Feb 10, 2020	-3%	673	-
	Feb 17, 2020	-8%	640	-
	Feb 24, 2020	-7%	648	-
Avg. Sales			696	

Exclude Dates:

Date	%	Sales	
Jan 27, 2020	20%	832	+
Feb 3, 2020	22%	851	+
Mar 2, 2020	-42%	403	+
Mar 9, 2020	-68%	224	+

2: Select Edition:

- USA Today**
 - Regular
- San Francisco Chronicle**
 - Regular
- Financial Times**
 - Regular
- The Sacramento Bee**
 - Early
 - EarlySun
 - Regular
- N.Y. Times**
 - Regular

ADA (Automatic Draw Adjustment) Tool (Continued)

On the left side of the screen you will see this chart with the following fields:

- ◆ There is a row for each Sales increment.
- ◆ Then a column for number of Locations that had that number of sales.
- ◆ Then a column of the Total Sales and Current Total Draws for all locations within that sales range.
- ◆ Then a column for Proposed Auto Stock draw for each location within that sales range.
- ◆ The next column gives you the Proposed Total Draw for all locations within that sales range.
- ◆ The final column shows how many newspapers will need to be added or deducted to achieve the proposed draws for that sales range.

Note: You can see which dates are being used for the calculations and what the sales were on each of those dates. Excluded dates appear in **RED**.

The screenshot shows the ADA Configuration tool interface. At the top, there are filters for 'Edition' (The Daily Times) and 'Dates' (Sep 22, 2019 to Oct 27, 2019). Below this is a table with columns for 'Totals' and 'Per location'. The 'Per location' columns are 'Total Base Draws', 'Proposed Auto Stock', 'Proposed Total Base Draws', and 'Adjustment'. A sidebar on the right shows 'Targets' and 'Sales Tiers' with a 'Target Draw' calculation: $110 + (110 * 35\%) = 149$. Red arrows point from the text above to specific elements in the interface: one to the 'Dates' filter, one to the 'Proposed Auto Stock' column, one to the 'Proposed Total Base Draws' column, one to the 'Adjustment' column, and one to the 'Target Draw' calculation.

Totals		Per location					
Avg Sales	Loc(s)	Total Sales	Total Draws	Total Base Draws	Proposed Auto Stock	Proposed Total Base Draws	Adjustment
0	1		12	3	1	1	-2
1	5	22	56	14	1	5	-9
2	5	37	72	18	3	15	-3
3	8	92	172	43	4	32	-11
4	2	29	68	17	5	10	-7
5	2	38	60	15	7	14	-1
6	2	45	64	16	8	16	0
7	1	29	48	12	9	9	-3
8	1	31	48	12	10	10	-2
9	2	70	104	26	11	22	-4
12	1	46	60	15	15	15	0
Totals		439	764	191		149	-42

Target Draw $(110 + (110 * 35\%)) = 149$

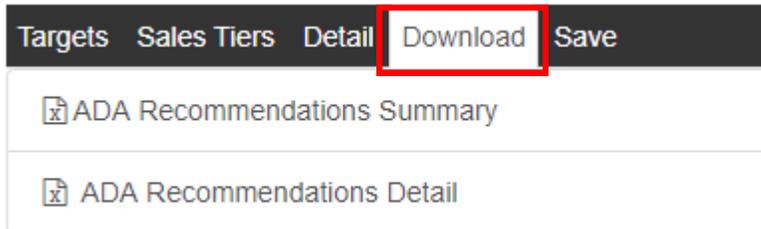
The Target Draw is calculated using the target return % you entered . You can adjust the number and ranges of the Tiers as well as the return % of each Tier. By adjusting those parameters you can change the Proposed Total Draw to match the Target Draw.

CONTINUED ON NEXT PAGE >>>>>

ADA (Automatic Draw Adjustment) Tool

Downloading and Saving Results:

You can download the summary chart or the ADA results details in excel. The detail file can be used to upload the suggested draws into your system.



You can save the ADA results data to the Base draws on the district level.

The screenshot shows a dark navigation bar with the following items: 'Targets', 'Sales Tiers', 'Detail', 'Download', and 'Save'. The 'Save' button is highlighted with a red border. Below the navigation bar, there is a blue button labeled 'Save'. Below the button is a table with the following data:

name	current	proposed
Jills Grocery Stores	3	1
Bills Grocery Shop	3	1
Jessi's Hair Salon	3	1
Mcdonalds #457	3	1
Shop and Save #13	4	1
Jose's Tire Shop	6	3
Corner Store #2	3	4
Mcdonalds #456	5	4
Bills Grocerv Shop #2	5	4

File Download

- Single Copy
- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / File Download

Name your file download

File Download:

Choose a Starting Draw Date

File Options:

Draws>Returns_20200823

Select Draw Date From:

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Select Draw Date To:

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Excel

CSV

Pipe

Tab

Choose an Ending Draw Date

Choose which type of File you want

Press Download to download the file

Allow ADA Permissions

A vertical menu with a grey header 'Single Copy' and several options below. The 'Single Copy' header and the 'Allow ADA' option are highlighted with a red border. The options are: ADA Calculator, File Download, Allow ADA, Allow Add Customer, Allow Add/Edit Editions, Allow Adjust Draw Tool, Allow Adjust Rates for Invoices, Allow Copy/Move/Delete, Allow Create Future Draw, Allow District Draw Changes, Allow Edit Publication, Allow Invoicing, Allow Remove Publication, and Report.

Select Single Copy / Allow ADA

Select which districts you want to allow to have access to the ADA Calculator then press the Save button.

Allow ADA Permissions

A dialog box titled 'Allow ADA Permissions' with a blue 'Save' button at the top left. Below the button is a table with two columns: 'District' and 'Allow'. The 'Allow' column contains checkboxes, all of which are currently unchecked. The table has a light yellow background for the data rows.

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>

Allow Add Customer Permissions

A vertical menu with a grey header 'Single Copy' and several options below. The 'Single Copy' header and the 'Allow Add Customer' option are highlighted with a red border. The options are: ADA Calculator, File Download, Allow ADA, Allow Add Customer, Allow Add/Edit Editions, Allow Adjust Draw Tool, Allow Adjust Rates for Invoices, Allow Copy/Move/Delete, Allow Create Future Draw, Allow District Draw Changes, Allow Edit Publication, Allow Invoicing, Allow Remove Publication, and Report.

Select Single Copy / Allow Add Customer

Select which districts you want to allow to have access to have Adding Customer Permissions then press the Save button.

Allow Add Customer Permissions

A dialog box titled 'Allow Add Customer Permissions' with a blue 'Save' button at the top left. Below the button is a table with two columns: 'District' and 'Allow'. The 'Allow' column contains checkboxes, all of which are checked. The table has a light green background for the data rows.

District	Allow <input checked="" type="checkbox"/>
35092000	<input checked="" type="checkbox"/>
35092100	<input checked="" type="checkbox"/>
AB6NV04	<input checked="" type="checkbox"/>
AC68U01	<input checked="" type="checkbox"/>
AE6A603	<input checked="" type="checkbox"/>
AG2G602	<input checked="" type="checkbox"/>
AG3I603	<input checked="" type="checkbox"/>
AH72F02	<input checked="" type="checkbox"/>
AH82Z01	<input checked="" type="checkbox"/>
AK5VE01	<input checked="" type="checkbox"/>

Allow Add/ Edit Editions Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions**
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow Add/ Edit Editions

Select which districts you want to allow to have access to have Add/ Edit Editions Permissions then press the Save button.

Allow Add/Edit Editions Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>

Allow Adjust Draw Tool Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool**
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow Adjust Draw Tool

Select which districts you want to allow to have access to have Adjust Draw Tool Permissions then press the Save button.

Allow Adjust Draw Tool Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>

Allow Adjust Rates for Invoices Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices**
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow ADA Adjust Rates for Invoices

Select which districts you want to allow to have access to have Adjust Rates for Invoices Permissions then press the Save button.

Allow Adjust Rates for Invoices Permissions

Save

District	Allow <input checked="" type="checkbox"/>
35092000	<input checked="" type="checkbox"/>
35092100	<input checked="" type="checkbox"/>
AB6NV04	<input checked="" type="checkbox"/>
AC68U01	<input checked="" type="checkbox"/>
AE6A603	<input checked="" type="checkbox"/>
AG2G602	<input checked="" type="checkbox"/>
AG3I603	<input checked="" type="checkbox"/>
AH72F02	<input checked="" type="checkbox"/>
AH82Z01	<input checked="" type="checkbox"/>
AK5VE01	<input checked="" type="checkbox"/>
B2UI02	<input checked="" type="checkbox"/>
B33J501	<input checked="" type="checkbox"/>
B34C801	<input checked="" type="checkbox"/>

Allow Copy/ Move/ Delete Draw Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete**
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow Copy/ Move/ Delete

Select which districts you want to allow to have access to have Copy/ Move/ Delete Draw Permissions then press the Save button.

Allow Copy/Move/Delete Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>
B2UI02	<input type="checkbox"/>
B33J501	<input type="checkbox"/>
B34C801	<input type="checkbox"/>

Allow Create Future Draw Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw**
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow Create Future Draw

Select which districts you want to allow to have access to have Create Future Draw Permissions then press the Save button.

Allow Create Future Draw Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input checked="" type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>
B2UI02	<input type="checkbox"/>
B33J501	<input type="checkbox"/>
B34C801	<input type="checkbox"/>
B36ZH02	<input type="checkbox"/>
B377B01	<input type="checkbox"/>

Allow District Draw Changes Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes**
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow District Draw Change

Select which districts you want to allow to have access to have District Draw Changes Permissions then press the Save button.

Allow District Draw Changes Permissions

Save

District	Allow <input checked="" type="checkbox"/>
35092000	<input checked="" type="checkbox"/>
35092100	<input checked="" type="checkbox"/>
AB6NV04	<input checked="" type="checkbox"/>
AC68U01	<input checked="" type="checkbox"/>
AE6A603	<input checked="" type="checkbox"/>
AG2G602	<input checked="" type="checkbox"/>
AG3I603	<input checked="" type="checkbox"/>
AH72F02	<input checked="" type="checkbox"/>
AH82Z01	<input checked="" type="checkbox"/>
AK5VE01	<input checked="" type="checkbox"/>
B2UI02	<input checked="" type="checkbox"/>
B33J501	<input checked="" type="checkbox"/>
B34C801	<input checked="" type="checkbox"/>
B36ZH02	<input checked="" type="checkbox"/>
B377B01	<input checked="" type="checkbox"/>

Allow Edit Publication Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication**
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Allow Edit Publication

Select which districts you want to allow to have access to have Edit Publication Permissions then press the Save button.

Allow Edit Publication Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>
B2UI02	<input type="checkbox"/>
B33J501	<input type="checkbox"/>

Allow Invoicing Permissions

Single Copy

- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing**
- Allow Remove Publication
- Report

Select Single Copy / Allow ADA

Select which districts you want to allow to have access to have Invoicing Permissions then press the Save button.

Allow Invoicing Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>

Allow Remove Publication Permissions

Single Copy

ADA Calculator

File Download

Allow ADA

Allow Add Customer

Allow Add/Edit Editions

Allow Adjust Draw Tool

Allow Adjust Rates for Invoices

Allow Copy/Move/Delete

Allow Create Future Draw

Allow District Draw Changes

Allow Edit Publication

Allow Invoicing

Allow Remove Publication

Report

Select Single Copy / Allow Remove Publication

Select which districts you want to allow to have access to have Remove Publication Permissions then press the Save button.

Allow Remove Publication Permissions

Save

District	Allow <input type="checkbox"/>
35092000	<input type="checkbox"/>
35092100	<input type="checkbox"/>
AB6NV04	<input type="checkbox"/>
AC68U01	<input type="checkbox"/>
AE6A603	<input type="checkbox"/>
AG2G602	<input type="checkbox"/>
AG3I603	<input type="checkbox"/>
AH72F02	<input type="checkbox"/>
AH82Z01	<input type="checkbox"/>
AK5VE01	<input type="checkbox"/>
B2UI02	<input type="checkbox"/>
B33J501	<input type="checkbox"/>
B34C801	<input type="checkbox"/>
B36ZH02	<input type="checkbox"/>

Sales Report

- Single Copy
- ADA Calculator
- File Download
- Allow ADA
- Allow Add Customer
- Allow Add/Edit Editions
- Allow Adjust Draw Tool
- Allow Adjust Rates for Invoices
- Allow Copy/Move/Delete
- Allow Create Future Draw
- Allow District Draw Changes
- Allow Edit Publication
- Allow Invoicing
- Allow Remove Publication
- Report

Select Single Copy / Report

Select Sales Report from the Reports screen

Reports

- Sales Report
- Pending Return Report

You can choose to add the following columns to the report: Location Revenue, Distributor Cost and Gross Profit by putting a check in the box next to each. You can show the report summary by Publication, Location Type or by Location Summary by selecting from the drop down menu. If you choose by Location Summary you can sort by Zip Code.

NOTE: If the printed report does not display the data the way you would like you can download the excel file and make sorting and totaling changes in it.

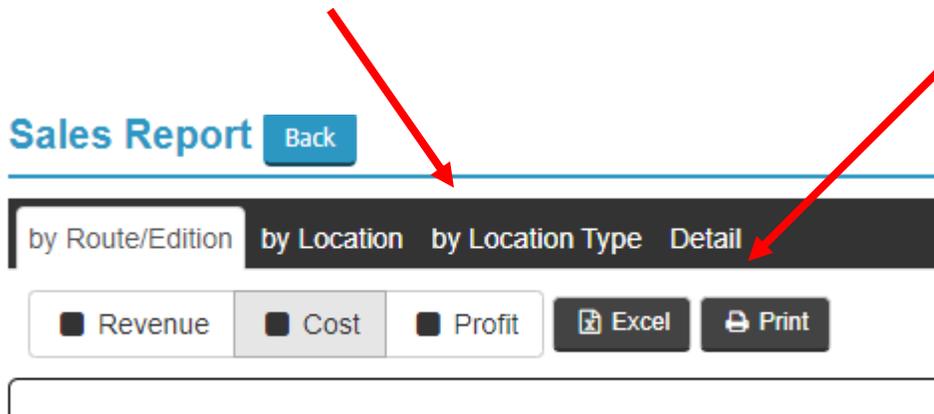
The screenshot shows the 'Daily Reports' interface with the following elements highlighted by red circles:

- Customer Group:** A search box and a list of categories including Bed, ED1, DT, ED2, ED3, GV, HP, IR, and LC.
- Location Type:** A search box and a list of categories including Bulk, Hotel, Rack, Retail, Single Copy, Third Party, and Wednesday Plus.
- Customer Name Or Account Number:** A search box and a table of customer data.
- Publication:** A search box and a list of publications including USA Today Special Edition variants and CAA variants.
- Route Name:** A search box and a list of route names including SC_Unrouted, CAA_AL_DIA, CAA_BEDFORD, CAA_DOWNTOWN, CAA_DT_AL_DIA, CAA_EAST DALLAS 1, CAA_EAST DALLAS 2, and CAA_EAST DALLAS 3.
- Date Range:** A calendar for December 2019 with the 3rd selected.
- Sales Report:** A button at the bottom right of the interface.

CONTINUED ON NEXT PAGE >>>>>

Sales Report

You can choose the report type by clicking on the tabs. From here you can also Print or download an Excel file



The Route Edition Totals version of the Sales Report is an option for a stackout sheet. It is sorted by Route/Publication

Route/Edition Totals

Route	Publication	Edition	Draw	Returns	Sales	Return%
110	New York Times	Regular	141	[1]	[5]	0.71%
110	The Daily Times	Bulldog	318	[0]	[0]	0.00%
110	The Daily Times	Regular	510	[3]	[7]	0.59%
110	USA Today	Regular	44	[0]	[0]	0.00%
110	USA Sports Weekly	Regular	18	[2]	[2]	11.11%
110	Financial Times	Regular	150	[2]	[4]	1.33%
110	Investors Business Daily	Regular	1240	[0]	[0]	0.00%
111	New York Times	Regular	115	[0]	[0]	0.00%
111	The Daily Times	Bulldog	25	[0]	[0]	0.00%
111	The Daily Times	Regular	179	[0]	[0]	0.00%
111	USA Today	Regular	62	[0]	[0]	0.00%
111	USA Sports Weekly	Regular	10	[0]	[0]	0.00%
111	USA Today Special Edition	Regular	62	[0]	[0]	0.00%
112	Wall Street Journal	Regular	28	[0]	[0]	0.00%
112	New York Times	Regular	113	[0]	[0]	0.00%
112	The Daily Times	Regular	226	[0]	[0]	0.00%
112	USA Today	Regular	150	[0]	[0]	0.00%
112	Financial Times	Regular	89	[0]	[0]	0.00%
112	Investors Business Daily	Regular	92	[0]	[0]	0.00%
112	Barrons	Regular	3	[0]	[0]	0.00%
113	Wall Street Journal	Regular	32	[0]	[0]	0.00%
113	New York Times	Regular	94	[0]	[0]	0.00%
113	The Daily Times	Regular	439	[0]	[0]	0.00%
113	USA Today	Regular	248	[0]	[0]	0.00%
113	Financial Times	Regular	33	[0]	[0]	0.00%

Edition Totals

Publication	Edition	Draw	Returns	Sales	Return%
Wall Street Journal	Regular	60	[0]	[0]	0.00%
New York Times	Regular	463	[1]	[5]	0.22%
The Daily Times	Bulldog	343	[0]	[0]	0.00%
The Daily Times	Regular	1354	[3]	[7]	0.22%
USA Today	Regular	504	[0]	[0]	0.00%
USA Sports Weekly	Regular	28	[2]	[2]	7.14%
USA Today Special Edition	Regular	62	[0]	[0]	0.00%
Financial Times	Regular	272	[2]	[4]	0.74%
Investors Business Daily	Regular	1380	[0]	[0]	0.00%
Barrons	Regular	11	[0]	[0]	0.00%
Total		4477	8	18	0.18%

CONTINUED ON NEXT PAGE >>>>>

Sales Report

You can view by Location Type or Choose a Detailed View

Route: 110

The Daily Times				
Edition	Draw	Returns	Sales	Return%
Regular	471	209	262	44.37%
Bulldog	313	[19]	[16]	[6.07]%
Total	784	[228]	[278]	[29.08]%

New York Times				
Edition	Draw	Returns	Sales	Return%
Regular	131	46	85	35.11%
Total	131	46	85	35.11%

USA Today				
Edition	Draw	Returns	Sales	Return%
Regular	44	17	27	38.64%
Total	44	17	27	38.64%

USA Sports Weekly				
Edition	Draw	Returns	Sales	Return%
Regular	18	5	13	27.78%
Total	18	5	13	27.78%

USA Today Special Edition				
Edition	Draw	Returns	Sales	Return%
Regular	32	15	17	46.88%
Total	32	15	17	46.88%

Financial Times				
Edition	Draw	Returns	Sales	Return%
Regular	150	[64]	[77]	[42.67]%
Total	150	[64]	[77]	[42.67]%

Investors Business Daily				
Edition	Draw	Returns	Sales	Return%
Regular	21	6	15	28.57%
Total	21	6	15	28.57%

Don Julio's Cantina 452 Refried Lane, 77005 10004 RACK

The Daily Times Regular				
Date	Draw	Returns	Sales	Return%
Mon (10-07-2019)		3	2	66.67
Tue (10-08-2019)		8	1	12.50
Wed (10-09-2019)		5	1	20.00
Thu (10-10-2019)		4	1	25.00
Fri (10-11-2019)		7	6	85.71
Sat (10-12-2019)		4	2	50.00
Sun (10-13-2019)		4	2	50.00
Total		35	15	42.86%

USA Today Special Edition Regular				
Date	Draw	Returns	Sales	Return%
Mon (10-07-2019)		3	1	33.33
Tue (10-08-2019)		5	1	20.00
Wed (10-09-2019)		5	4	80.00
Thu (10-10-2019)		4	0	0.00
Fri (10-11-2019)		4	2	50.00
Sat (10-12-2019)		8	6	75.00
Sun (10-13-2019)		3	1	33.33
Total		32	15	46.88%

The Excel Download Offers Tabs for Details, Edition Totals and Totals By Day Of The Week

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	customer	location	address	zip	account	locType	route	pub	edition	date	draw	returns	sales	return%
2	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-07T00:00:00	3	2	1	66.66667	
3	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-08T00:00:00	8	1	7	12.5	
4	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-09T00:00:00	5	1	4	20	
5	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-10T00:00:00	4	1	3	25	
6	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-11T00:00:00	7	6	1	85.71429	
7	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-12T00:00:00	4	2	2	50	
8	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	The Daily Times	Regular	2019-10-13T00:00:00	4	2	2	50	
9	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-07T00:00:00	3	1	2	33.33333	
10	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-08T00:00:00	5	1	4	20	
11	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-09T00:00:00	5	4	1	80	
12	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-10T00:00:00	4	0	4	0	
13	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-11T00:00:00	4	2	2	50	
14	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-12T00:00:00	8	6	2	75	
15	Don Julio's Cantina	452 Refried	77005	10004	RACK	110	USA Today Special Edition	Regular	2019-10-13T00:00:00	3	1	2	33.33333	
16	McDonald's locations	567 Big M	77005	10005	Hawker	110	New York Times	Regular	2019-10-07T00:00:00	2	1	1	50	
17	McDonald's locations	567 Big M	77005	10005	Hawker	110	New York Times	Regular	2019-10-08T00:00:00	5	5	0	100	
18	McDonald's locations	567 Big M	77005	10005	Hawker	110	USA Sports Weekly	Regular	2019-10-07T00:00:00	2	2	0	100	
19	McDonald's locations	567 Big M	77005	10005	Hawker	110	USA Sports Weekly	Regular	2019-10-08T00:00:00	2	2	0	100	
20	Shipleys Donuts	4012 Antoi	77092	10031	Retail	110	The Daily Times	Regular	2019-10-07T00:00:00	8	3	5	37.5	
21	Shipleys Donuts	4012 Antoi	77092	10031	Retail	110	The Daily Times	Regular	2019-10-08T00:00:00	8	6	2	75	

Edition Totals | Edition Totals by Day of Week | **Detail** | 4

Pending Return Report

Single Copy

ADA Calculator

File Download

Allow ADA

Allow Add Customer

Allow Add/Edit Editions

Allow Adjust Draw Tool

Allow Adjust Rates for Invoices

Allow Copy/Move/Delete

Allow Create Future Draw

Allow District Draw Changes

Allow Edit Publication

Allow Invoicing

Allow Remove Publication

Report

Select Single Copy / Report

Select Pending Return Report from the Reports screen

Reports

Sales Report

Pending Return Report

The report can be emailed, exported to excel or printed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District	Route	AccountNo	Customer	Location	Address1	Address2	City	Zip	Date	Type	Publication	Edition	Draw
2	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/14/2019	Retail	The Daily Times	Bulldog	12
3	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/16/2019	Retail	The Daily Times	Bulldog	235
4	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/17/2019	Retail	The Daily Times	Bulldog	3
5	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/18/2019	Retail	The Daily Times	Bulldog	5
6	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/20/2019	Retail	The Daily Times	Bulldog	23
7	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/20/2019	Retail	Financial Times	Regular	6
8	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/21/2019	Retail	The Daily Times	Bulldog	12
9	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/23/2019	Retail	The Daily Times	Bulldog	235
10	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/24/2019	Retail	The Daily Times	Bulldog	3
11	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/25/2019	Retail	The Daily Times	Bulldog	5
12	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/27/2019	Retail	The Daily Times	Bulldog	23
13	GA4	110	10031	Shipleys Donuts		4012 Antoine		Houston	77092	10/27/2019	Retail	Financial Times	Regular	6
14	GA4	110	10034	Jack In The Box		4905 Antoine Drive		Houston	77092	10/20/2019	Retail	Financial Times	Regular	3
15	GA4	110	10034	Jack In The Box		4905 Antoine Drive		Houston	77092	10/27/2019	Retail	Financial Times	Regular	3
16	GA4	112	10018	Circle K #867		3452 Westheimer Rd		Houston	77005	10/20/2019	Vending	Financial Times	Regular	3
17	GA4	112	10018	Circle K #867		3452 Westheimer Rd		Houston	77005	10/27/2019	Vending	Financial Times	Regular	3
18	GA4	112	10017	Shop and Save #13		101 Westheimer		Houston	77005	10/20/2019	Vending	Financial Times	Regular	5
19	GA4	112	10017	Shop and Save #13		101 Westheimer		Houston	77005	10/27/2019	Vending	Financial Times	Regular	5
20	GA4	112	10020	Walmart #423		438 Westheimer		Houston	77005	10/14/2019	Retail	Barrens	Regular	3
21	GA4	112	10020	Walmart #423		438 Westheimer		Houston	77005	10/20/2019	Retail	Financial Times	Regular	3

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Pending Return Report

District: S02 **Route: SBF050**

AM PM #82540 SBD83332 Retailer			
2701 Orchard Ln Sacramento CA Sacramento , CA 95833			
Date	Publisher	Draw	Returns
Mon (03/09)	USA Regular	2	
Mon (03/09)	SB Regular	5	
Mon (03/09)	USE3 Regular	2	

CHEVRON #95638 SBD83327 Retailer			
2738 El Centro Rd Sacramento CA Sacramento , CA 95833			
Date	Publisher	Draw	Returns
Mon (03/09)	USA Regular	1	
Mon (03/09)	SB Regular	1	

A-MART SBD83336 Retailer			
2550 W El Camino Ave Sacramento CA Sacramento , CA 95833			
Date	Publisher	Draw	Returns
Mon (03/09)	USA Regular	2	
Mon (03/09)	SFC Regular	4	
Mon (03/09)	SB Regular	5	
Mon (03/09)	NYT Regular	2	
Mon (03/09)	WSJ Regular	2	

REED AVENUE UNOCAL SBD60524 Retailer			
705 Harbor Pointe Pl West Sacramento CA West Sacramento , CA 95605			
Date	Publisher	Draw	Returns
Mon (03/09)	SB Regular	3	

REED AVENUE SHELL SBD60515 Retailer			
800 Riverpoint Dr West Sacramento CA West Sacramento , CA 95605			
Date	Publisher	Draw	Returns
Mon (03/09)	USA Regular	2	
Mon (03/09)	SB Regular	3	

Speedway #2098 WR#6174 SBD83301 Retailer			
2650 Gateway Oaks Dr Sacramento CA Sacramento , CA 95833			
Date	Publisher	Draw	Returns
Mon (03/09)	SB Regular	2	

SBD82815 SBD60506 Retailer			
755 Riverpoint Dr West Sacramento CA West Sacramento , CA 95605			
Date	Publisher	Draw	Returns
Mon (03/09)	USA Regular	2	
Mon (03/09)	SB Regular	4	
Mon (03/09)	USE3 Regular	2	

49er Truck Stop SBD83311 Retailer			
2828 El Centro Rd Sacramento CA Sacramento , CA 95833			
Date	Publisher	Draw	Returns
Mon (03/09)	SB Regular	4	



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