Hotims

Issue Setup (Issue Management)

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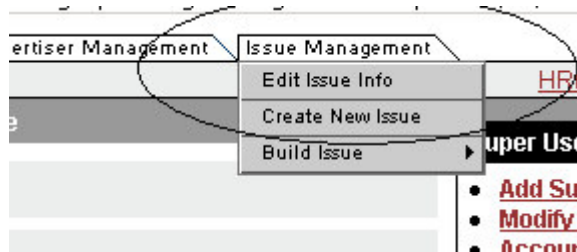
There are main steps to issue setup:

1. Create a new issue
2. Make identical issue
3. Add existing products to this issue
4. Remove Products from this issue
5. Issue Checking Report
6. Manage RS Numbers (if applicable)

**It is recommended to do steps 2-5 rather than create a new issue from scratch. The user can create an identical issue (from an old one) and adjust the issue as needed

Issue Management (click on issue management tab)

Existing Page in Issue Management

You are editing: 'August 2006' Issue

Issue Setup Menu

1. **Create New Issue**
   Start here to creat a New Issue

2. **Make 'August 2006' Identical to Another Issue**
   An easy way to set up an issue if it is the same as another Issue.

3. **Add Existing Product(s) To This Issue**
   Use this link to search for & add existing Products to the current issue.

4. **Remove Product(s) From This Issue**
   Use this link to remove Products from the current issue.

5. **Issue Checking Report**
   Use this option to verify names, categories and urls on on an Advertiser-by-Advertiser basis.

6. Issue setup completed on 8/9/2006 5:19:00 PM

Other Issue related tasks

- **Edit Issue Information**
  Change the Issue Date, the Go-Live Date, and other options for any Issue.

- **Add/Remove Existing Product(s) From This Issue**
  This is the easy way to decide which Products should be in an issue.

- **Advertisers Missing Distribution Method**
  Use this to identify Advertisers which are not receiving leads, due to the lack of a distribution method.

- **Manage August 2006 RS Numbers**
  View and edit issue specific information such as reader response numbers and page numbers.

- **TrueResponse and Scan Codes**
  View the TrueResponse, Digital Click, and Scan Codes for this publication.

Within "other related tasks", the add/remove existing products(s) from this issue" **will be removed** (it was added back due to client concern of the page changing. Using this link will cause a slowdown and possible timeout error)

To increase efficiency within the issue setup, the workflow can be done as follows (following the steps above):

Step 1: Create a new issue

By filling in the required info, create the new issue (below):

**By pulling a previous issue (i.e. May 06) and comparing it to the new issue (June 06), the user can identify which ads are new/changed, etc.

Most of the ads within the issue will be the same but with different RS numbers and page numbers (these can be changed later)

Even if only 30% of the book is the same (in terms of ads as the previous issue), this will save time in setting up each individual ad for a larger book

Step 2: Make "issue" identical to another issue

The user can make the new issue (June 06) the same as the May 06 issue (see below):

WARNING: you are about to copy an existing issue to the current issue.
Once you hit "confirm" at the bottom of this page, the June 2006 issue of Law Technology News will contain the following kiosks:

Abacre Corp.: bacre I-Worm.Sobig Virus Remover
Abacus Data Systems, Inc.: ** Abacus & E-Filing.com form alliance **
Abacus Data Systems, Inc.: Abacus & E-Filing.com form alliance
Abacus Data Systems, Inc.: Abacus Law software links with Pro Doc's document assembly software
Addonics Technologies Inc.: Addonics Storage
Agnitum Ltd.: Outpost Security 2.0
ALM Reprint: ALM Reprint
Alpha Systems: Litigation Support, Electronic Discovery
American Lawyer Media Inc.: Reader Panel
American Lawyer Media Inc.: ALM Events
American Lawyer Media Inc.: ALM Research
Amicus Attorney: Compliance Software

A list of advertisers will appear – those which the user will want to copy into the new issue (June 06).

At the bottom of the page, the below will appear. Ad sizes and categories can be checked as for the most part, they will be the same (the user can check these fields). Hit "confirm" to submit

CONFIRM

check box to copy

☐ Reader Response Number ☐ Page ☐ Ad Size / Color ☐ CategoryRS

Step 3: Add existing products to this issue

This allows the user to add advertisers/products that already exist in previous issues, but need to be added to this issue June 06)

Instead of hitting "go" which will list all advertiser/products, type in the partial name of the advertiser or product

Microsites not in issue 'June 2006'

Filter by name: [   ]

Enter a few char for partial search, or keep blank to list Show All

Go

The below list will appear

Microsites not in issue 'June 2006'

Filter by name:

addon   [Go]

Enter a few char for partial search, or keep blank to list Show All

Advertiser	Ad Name	last in issue	Add to June 2006 Issue
Addonics Technologies Inc. [608820] [New Microsite]	Addonics Combo CDRW/Copier preview | edit | create new Ad based on this	last in: January 2002	☐
Addonics Technologies Inc. [608820] [New Microsite]	Addonics DigiDrive - *Editorial* preview | edit | create new Ad based on this	last in: July 2002	☐
Addonics Technologies Inc. [608820] [New Microsite]	Addonics MFR - *Editorial* preview | edit | create new Ad based on this	last in: September 2004	☐
Addonics Technologies Inc. [608820] [New Microsite]	Addonics Pocket UDD (Ultra Digi-Drive) - *Editorial* preview | edit | create new Ad based on this	last in: Oct. 2002	☐

The user can add the specific product or hit "preview" to the details of the ad

Microsite Data:

Ad Name: Accutrac Adds KwikTag

Call-Out Data:

Callout Type   Unassigned

Descriptive Text:
Accutrac Software, Inc., (www.accutrac.com) which provides records management software and services, has upgraded its Accutrac Records Management Software.

The company has partnered with Image-Tag Inc. (www.imagetag.com) to integrate KwikTag with the Accutrac system. This will help users with compliance issues by capturing paper records both centrally and as distributed via workers' desktop. Accutrac uses KwikTag to integrate a paper-to-digital system, helping users build an Accutrac records repository.
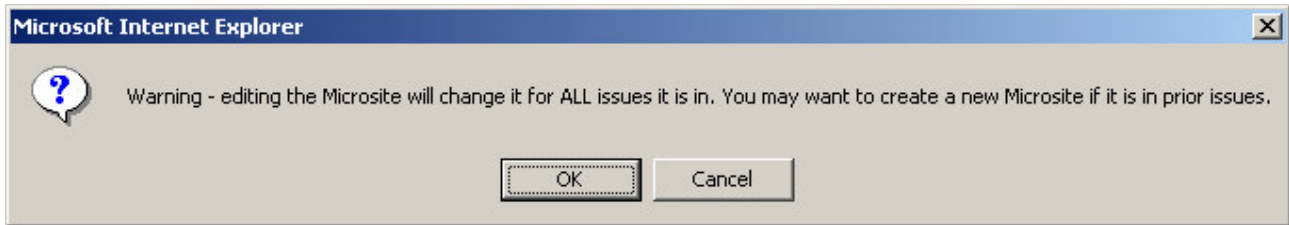
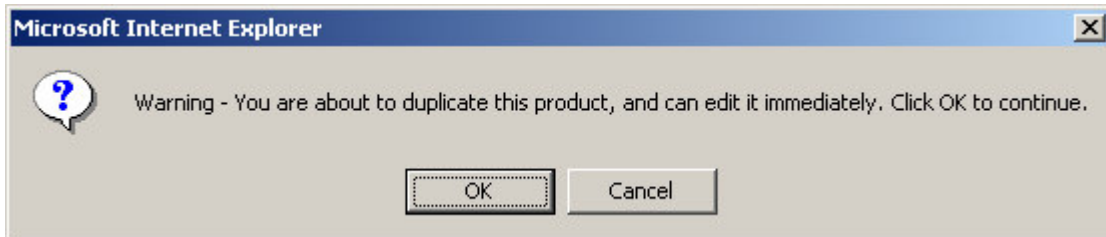**Downloadable Brochure 1:**

Downloadable Brochure 2:

Product URL (http://): www.accutrac.com

The user can also "edit" and "create a new ad based on this". Within "edit" and "create new ad ………..", the following warning messages will appear:

Clicking on edit

Clicking on create new ad

You can also add a new microsite/product name. The following will appear:

**Be sure to check the below so the microsite/product can be saved immediately

Step 4: Remove products from this issue

By clicking on the "remove products from this issue", you can remove advertiser that do not exist within the current issue

Issue Setup Menu

1. **Create New Issue**
   Start here to creat a New Issue

2. **Make 'July 2006' Identical to Another Issue**
   An easy way to set up an issue if it is the same as another Issue.

3. **Add Existing Product(s) To This Issue**
   Use this link to search for & add existing Products to the current issue.

4. **Remove Product(s) From This Issue**
   Use this link to remove Products from the current issue.

5. **Issue Checking Report**
   Use this option to verify names, categories and urls on on an Advertiser-by-Advertiser basis.

The system will then take you to the below where the user can delete advertiser/products from the current issue

Company	Ad Name	Issue Specific Information			Remove from issue?
		RS#	Page	Scan Page	
ABC Company	Hot Sticks	0			☐
ABC Company	shoes	444	12	12	☐
ABC Company	Gloves	555	15	15	☐

Step 5: Issue Checking Report

This allows the user to review the issue and make any required changes (i.e. manage RS numbers)

Checking Report
IMS Training Publication - July 2006

Advertiser	Product	RSNO	Type	Page	Ad Size	Color	URL	Castegories
ABC Company	Gloves	555	Adv	15		4C	adv url	-
ABC Company	Hats- jr banner (Jan- Mar)	777	Adv	14		4C	adv url	-
ABC Company	Hot Sticks	222	Adv	52			adv url prod url	-
ABC Company	shoes	444	Adv	12			adv url	-
			* END *					

Back to Issue Checking | Manage RR Numbers

Step 6: Manage RS Numbers

Within this screen, a user can change RS, page numbers

Within the same screen as issue management, the user can manage RS numbers.

The user can access via the issue checking report or within the issue management tab – under "other issue related tasks":

You are editing: 'July 2006' Issue

Issue Setup Menu

1. **Create New Issue**
   Start here to creat a New Issue

2. **Make 'July 2006' Identical to Another Issue**
   An easy way to set up an issue if it is the same as another Issue.

3. **Add Existing Product(s) To This Issue**
   Use this link to search for & add existing Products to the current issue.

4. **Remove Product(s) From This Issue**
   Use this link to remove Products from the current issue.

5. **Issue Checking Report**
   Use this option to verify names, categories and urls on on an Advertiser-by-Advertiser basis.

6. **Issue setup completed on 6/7/2006 2:42:00 PM**

Other Issue related tasks

- **Edit Issue Information**
  Change the Issue Date, the Go-Live Date, and other options for any Issue.

- **Add/Remove Existing Product(s) From This Issue**
  This is the easy way to decide which Products should be in an issue.

- **Advertisers Missing Distribution Method**
  Use this to identify Advertisers which are not receiving leads, due to the lack of a distribution method.

- **Manage July 2006 RS Numbers**
  View and edit issue specific information such as reader response numbers and page numbers.

- **TrueResponse and Scan Codes**
  View the TrueResponse, Digital Click, and Scan Codes for this publication.

The user can then edit the information already completed in steps 2-5 (below)

Company	Ad Name	Issue Specific Information						Remove from issue?
		RS #	Secondary RS #'s	Page	Scan Page	Ad Size	Color	
ABC Company [edit] [New Product]	Hot Sticks [edit]	222	[Edit]	52		▼	▼	☐
ABC Company [edit] [New Product]	shoes [edit]	444	[Edit]	12	12	▼	▼	☐
ABC Company [edit] [New Product]	Gloves [edit]	555	[Edit]	15	15	▼	4C ▼	☐
ABC Company [edit] [New Product]	Hats- jr banner (Jan- Mar) [edit]	777	[Edit]	14	14	▼	4C ▼	☐

**For books with a large number of listings, it is recommended to do issue setup in smaller batches (to reduce the load on the server)