



Daily Specials

The **Media** function can now be used to offer **Daily Specials** in **Order Entry**.

The following procedure was written for users who are already familiar with using **ORDER POWER! Media**. Full detailed instructions on this option can be found in the *ORDER POWER! Media and Media Books Users Guide*.

To set up a Media as a Daily Special

1. From the **ORDER POWER! Main Menu**, select: **Work with Files > Media** to display the *Media Inquiry panel*.
2. Type **2** (Change) beside the **Media** you want to work with, then press **Enter** to display *Media Update panel 1* (figure 1).

OP! 4.0 DEVELOPMENT * CO# 001			
Media Update			
Media Code			
214SPECIAL			
Description	Valentine's Daily Specials		?Book _____
Type	Subtype	Classification	_____
Starting Date	020702	Ending Date	021402
?Override GL Class	_____	Cost	_____
Circulation Size	_____	Cost per Sq. In.	_____
Sq. In. per Page	_____		
Ad Description	_____		
Ad Size	_____		
Cover Date	_____	Commitment Date	_____
Mailing Date	_____	Funding Date	_____
		Submittal Date	_____
Price Good Thru	_____	?Subsequent Pricing Media	_____
Terms Code	_____		
User Info1	_____	First Order Date	_____
User Info2	_____	Last Order Date	_____
F1=Help F3=Exit F4=?List F12=Cancel			Delete _

Media Update panel 1 (figure 1)

3. Complete these fields:

Starting Date (required)

Type the first date you want to offer this **Daily Special**.

Ending Date (optional)

Type the last date you want to offer this **Daily Special**, or you can leave this field blank.

4. Complete any other fields on this panel as necessary, then press **Enter** to display *Media Update panel 2* (figure 2).

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OP! 4.0 DEVELOPMENT * CO# 001
Media Update

Media Code
214SPECIAL

Description Valentine's Daily Specials

?Shipping/Handling Calculation Method - Chart Id -
?Alternate Method - Chart Id -
Add-On Charge - Amt/Pct -
?Response Curve - Projected Order $ -
Projected Orders -
Unattributable Pct - Forecast Modification Period -
OE Auto Display Items N Y/N Show only available items Y Y/N
IS this a Daily Special Media Y Y/N
Limit Daily Specials to previously ordered Product Groups N Y/N
Up-sell Message -
Purged Order $ Purged Cr Memo $
Purged Orders Purged Cr Memos
Purged Names Purged Buyer $
Purged Buyers
F1=Help F3=Exit F4=?List F12=Cancel

```

Media Update panel 2 (figure 2)

5. Complete these fields:

OE Auto Display Items

Type N(o). **Auto Display in OE and Daily Specials** are mutually exclusive.

Show only available items

Type Y(es) to avoid offering a **Daily Special Item** which is not available.

Is this a Daily Special Media

Type Y(es).

Limit Daily Specials to previously ordered Product Groups

Type Y(es) or N(o) to indicate whether or not you want to offer **Daily Specials** only from **Product Groups** that the customer has purchased from in the past.

6. Complete any other fields on this panel as necessary, then press **Enter** to update the **Media** and redisplay the *Media Inquiry panel*.

7. Type **8** (Media Item) beside the **Daily Special Media**, then press **Enter** to begin creating **Media Items** for the **Daily Special Media**.

Order Entry looks for the most recently dated **Daily Special**, and if the **End Date** has not passed, will display a list of the Daily Special items for selection. There will not always be an active daily special. No two **Daily Specials** will be allowed to have the same start date.

The **Items** displayed will, depending on the **Limit Daily Specials to previously ordered Product Groups** field, may be limited to **Items** that belong to **Product Groups** from which the customer has previously purchased. However a function key will display all of the **Items**. If the customer has not previously purchased from any **Product Group**, he will be offered all **Daily Special** items.