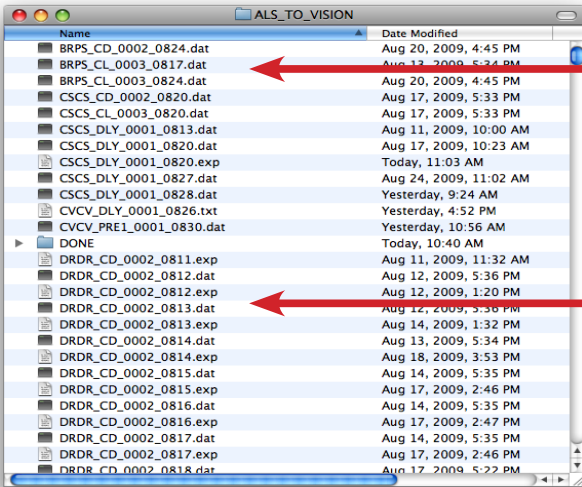


SOP

ESHEETS FOLLOW-UP

DATE: August 26, 2009

Once the ESheets file has been processed into Vision Data, move the .dat file and the corresponding .exp file into the DONE folder.

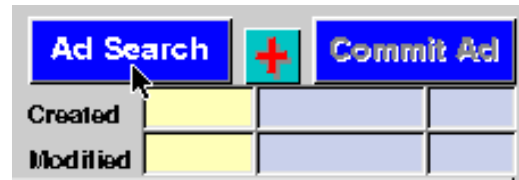
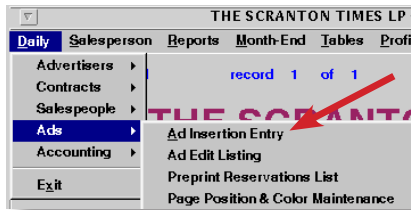


.dat files **without** a corresponding .exp file still need to be processed.

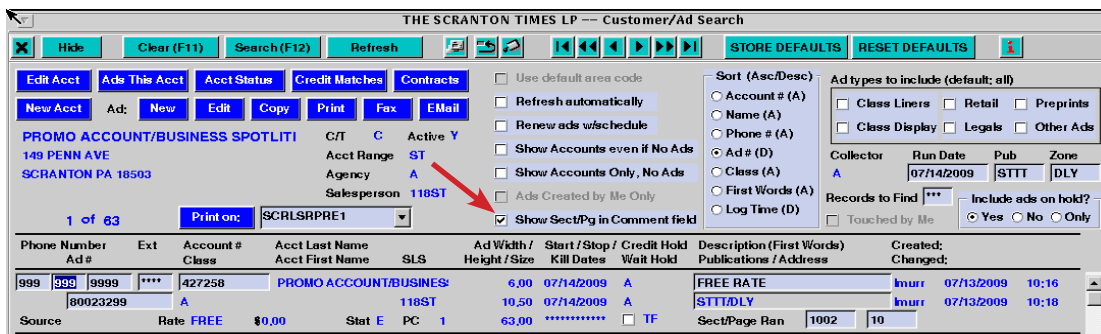
.dat files **with** a corresponding .exp file should be moved to the DONE folder.

files within the DONE folder are purged on a regular basis

To search for a particular ad in Vision Data to see where it ran in the paper, and/or to see if the ESheets process worked, go to the Ad Search screen in the Ad Insertion Entry screen.



Make sure "Show Sect/Pg in Comment field" is checked. You can choose to sort the list any way you like. Enter the Run Date, Pub, Zone, Account number, Ad Number, etc. as necessary and click Search (F12).
 i.e. if you only want to see that all the ads updated for a certain date and pub, only enter that info.
 if you only want to see one specific account number (or ad number) enter that info as well.



The Section and Page information will show up here.

The first code is the Section of the paper it ran in (see Sections Letter list)
 The second code is the actual page number it ran on.

So, in this example, the ad ran on page B5 on 7/15 in the STTT DLY.

1001	Section Letter A
1002	Section Letter B
1003	Section Letter C
1004	Section Letter D
1005	Section Letter E
1006	Section Letter F
1007	Section Letter G
1008	Section Letter H
1009	Section Letter I
1010	Section Letter J
1011	Section Letter K
1012	Section Letter L
1013	Section Letter M
1014	Section Letter N
1015	Section Letter O
1016	Section Letter P
1017	Section Letter Q
1018	Section Letter R
1019	Section Letter S
1020	Section Letter T
1021	Section Letter U
1022	Section Letter V
1023	Section Letter W
1024	Section Letter X
1025	Section Letter Y
1026	Section Letter Z

E-TEAR SHEETS
SECTIONS LETTER