

How to Mail Your Paper

Overview

Interlink Circulation is designed to operate on a cycle which runs in sync with your publication schedule. In order to mail your paper, three things must happen for each issue published:

1. Do the Daily

Between issues you are constantly adding subscriptions, pausing snowbirds and posting payments. Entering rack and dealer returns or payments may also be done on a daily basis.

2. Close the Issue

Closing an issue completes, or finalizes, an issue as a last step before printing the labels and reports for that issue. Before closing an issue, double-check that the following items have been configured for the current issue:

- New subscribers have been entered into the system.
- Inserts have been set up.
- Rack and dealer returns or payments have been entered.

When ready to close an issue, click on the **Close Issue...** button on the left panel in Interlink Circulation. Closing an issue performs the following tasks:

- Runs the list through our PAVE certified postal sort.
- Generates statistics report.
- Generates mailing labels.
- Generates sack and (optionally) tub tags.
- Generates renewal notices (if set to automatic preparation).
- Stores an off-site backup of the list on an Interlink secure server (if service list automatically is checked).
- CASS processes and Walk Sequences the list (if service list automatically is checked).

3. Print Reports

Once an issue has been closed, the mailing labels and reports for that issue are ready to be printed. To print reports, click on the **Print Reports...** button on the left panel in Interlink Circulation. Before printing reports, be sure your printers are properly configured. See the document, *"How to Configure Your Printers"* for details on printer configuration. ■