

Vacation Tab

The Vacation tab on windows should be used when a subscriber calls in and says that they are going out of town and would like to stop the paper while they are gone.

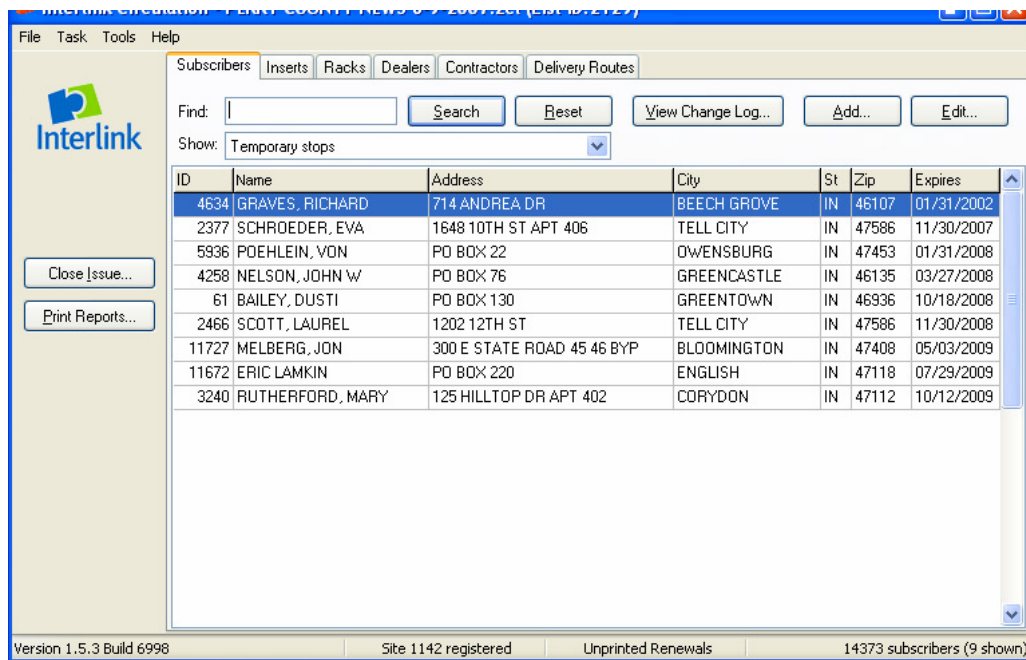
You enter the Stop Date of when they will be leaving (xx-xx-xxxx).

IF you know the date they want the paper to begin again, enter that date in the Start Date field (xx-xx-xxxx). If they are unsure of the restart date, it can be left blank. Please let them know that unless they call you back with the date to restart, this subscription will not be restarted. The funds for this record (earned/unearned income) become dormant.

If you want the expiration date to be extended by the number of issues they miss, then you also need to check the box that says, Extend.

When you close the issue using your normal schedule, the system will look at those dates and determine if the subscriber gets a paper or not. They are still counted as Active but it's on hold – no label will print.

To see a list of the records you have with a Temporary stop, go to the Subscriber Tab, change the Show to: Temporary Stops. If you have records that should not be on this list, you should work on cleaning them up. To fix the records, enter a Start Date in the Start Date field.



The screenshot shows the Interlink software interface. The window title is "Interlink circulation - FERT COUNTY NEWS 6/7/2007:251 (6/16/2007)". The menu bar includes File, Task, Tools, and Help. The main window has a tabbed interface with "Subscribers" selected. Below the tabs, there is a search area with a "Find:" field, a "Search" button, a "Reset" button, a "View Change Log..." button, an "Add..." button, and an "Edit..." button. The "Show:" dropdown menu is set to "Temporary stops". A table displays the following data:

ID	Name	Address	City	St	Zip	Expires
4634	GRAVES, RICHARD	714 ANDREA DR	BEECH GROVE	IN	46107	01/31/2002
2377	SCHROEDER, EVA	1648 10TH ST APT 406	TELL CITY	IN	47586	11/30/2007
5936	POEHLEIN, VON	PO BOX 22	OWENSBURG	IN	47453	01/31/2008
4258	NELSON, JOHN W	PO BOX 76	GREENCASTLE	IN	46135	03/27/2008
61	BAILEY, DUSTI	PO BOX 130	GREENTOWN	IN	46936	10/18/2008
2466	SCOTT, LAUREL	1202 12TH ST	TELL CITY	IN	47586	11/30/2008
11727	MELBERG, JON	300 E STATE ROAD 45 46 BYP	BLOOMINGTON	IN	47408	05/03/2009
11672	ERIC LAMKIN	PO BOX 220	ENGLISH	IN	47118	07/29/2009
3240	RUTHERFORD, MARY	125 HILLTOP DR APT 402	CORYDON	IN	47112	10/12/2009

At the bottom of the window, there is a status bar with the following information: Version 1.5.3 Build 6998, Site 1142 registered, Unprinted Renewals, and 14373 subscribers (9 shown).