

List Selections

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List Selections Overview

List Selections allow you to:

- Define List Selections, Base Price (Breakout), Material, Shipping Technique (VIA), List Owner ATTN and Service Bureau ATTN **abbreviations** to be entered on Orders.
- Automate **pricing** for List Selections, Base Price, Material, and Shipping Technique

By associating short names (abbreviations) with text/pricing you can more easily standardize the way that information is entered onto Orders. For example, if the abbreviation “**100**” is used to always mean “**\$100+ Buyers**”, then you can enter “**100**” to obtain the full text of the selection. In addition, if a price is associated with the selection (as you might do for a Managed List), the price will also be picked up automatically.

List Selections for managed Lists (Management) allow you to fully automate all Selection Text & Pricing for the Lists. However, any text or pricing can be manually entered for an Order by simply not using the abbreviation or by updating the order after it is entered.

List Selections for non-managed Lists (Brokerage) usually involves setting up a generic entry (i.e. not related to any particular list) that can be used to obtain Selection text **WITHOUT** pricing.

Selecting List Selections

Selecting Function, “Miscellaneous”, Sub-Function “List Selections” (“M1”) from the Additional Functions Menu results in:

- Replacing of the Additional Functions Menu by the “List Selections: ABBREVIATION & PRICING Screen” (Figure 21.1).
- The disappearance of the cursor

You must press a Function Key to select an Option. If you press any key other than a Function Key, the PC speaker will BEEP. The valid Functions Keys are:

- **F3** - ADD a new List Selection record
- **Shift-F3** - ADD-NOCLEAR a new List Selection record
- **F4** - DELETE a record
- **F5** - UPDATE a record
- **F7** - DISPLAY a record
- **Shift-F7** - DISPLAY Next record (same as PgDn)
- **Ctrl-F7** - DISPLAY Prior record (same as PgUp)

Add List Selection Record (F3, Shift-F3)

To Add a List Selection Record, select option Add (F3, Shift-F3). This results in:

- The clearing of all input fields (Shift-F3 does not clear input fields)
- STATUS message:

Add Request

- The positioning of the cursor at the first input field (List)

The valid values for this screen are:

- **List** - is the List number of the List for which a Selection Abbreviation is being defined. A List number of “zero” or “blank” defines a “global” entry that applies to any List that is not specifically defined (generic entry).
- **Selection Abbreviation** - is the 1 to 5 character abbreviation associated with the selection (or Base Price or Material or Via or List Owner ATTN or Service Bureau ATTN). This abbreviation (preceded by a “#” or “@”) is entered on an Order instead of the full text of the Selection.

☞ **When an Order is added, if the abbreviation is preceded by a “#”, the abbreviation will expand to both text and pricing (if available). If the abbreviation is preceded by “@”, the abbreviation will expand the text only (pricing will be ignored).**

- **Selection Full Text** - is the Selection (or Base Price or Material or Via or List Owner ATTN or Service Bureau ATTN) description that will appear on an Order when the abbreviation is used.
- **Selection Price (/M)** - is the “per thousand” pricing (if any) to be associated with a Selection Abbreviation or the “flat/per thousand” pricing to be associated with “Material” or the “flat” pricing to be associated with “Shipping Technique (Via).
- **Base Price (/M)** - is the “per thousand” Base Price (if any) associated with the Abbreviation. An abbreviation can have both a Base Price and a Selection Price associated with it.
- **Selection SB Charge** - is the “flat/per thousand” Service Bureau Charge (if any) associated with this Selection Abbreviation. (NOT CURRENTLY IMPLEMENTED).
- **Min. Charge for Select** - is the minimum Service Bureau Charge (if any) associated with this Selection Abbreviation. (NOT CURRENTLY IMPLEMENTED).

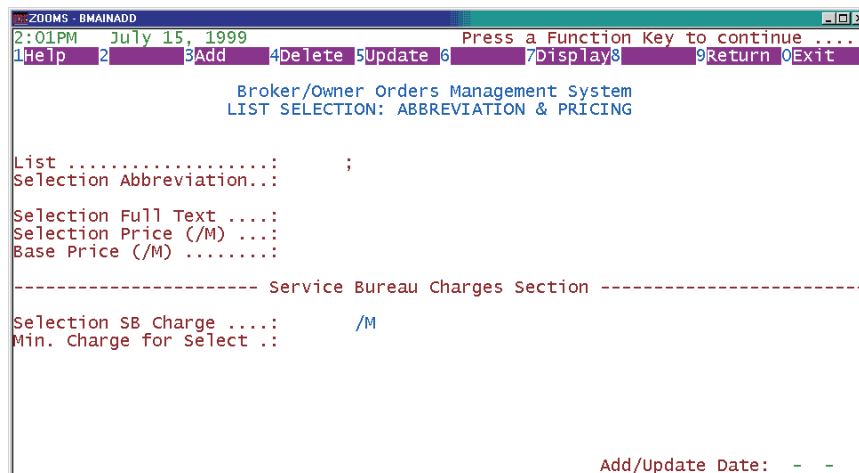


Figure 21.1. List Selection: ABBREVIATION & PRICING Screen

Display List Selections Record (F7, Shift-F7, Ctrl-F7)

Selecting option Display (F7) results in:

- STATUS message
Display Request
- The positioning of the cursor at the first input field (List)

The record will be Displayed after you fill in field “List” and “Selection Abbreviation” (“List” is optional). Once a record has been displayed, following records can be displayed in succession by repeatedly pressing **Shift-F7** (or **PgDn**). Also, preceding records can be displayed in succession by repeatedly pressing **Ctrl-F7** (or **PgUp**)

Update List Selection Record (F5)

Selecting option Update (F5) when a record is being displayed, results in:

- STATUS message:

Update Request

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE (Selection Full Text)

Fields are entered just as if they were being Added to the file.

Delete List Selection Record (F4)

Selecting option Delete (F4) when a record is being displayed, results in the record being removed from the List Selection File, a BEEP of the PC Speaker, and the STATUS message:

Deleted