

AFO 363 – Define serials claims layout

363.1 Introduction

AFO 363 controls the lay-out and the contents for serials claims. The system distinguishes between various types of output files. Per type of output file, you can define an SSP print profile that will then be used to print the claims.

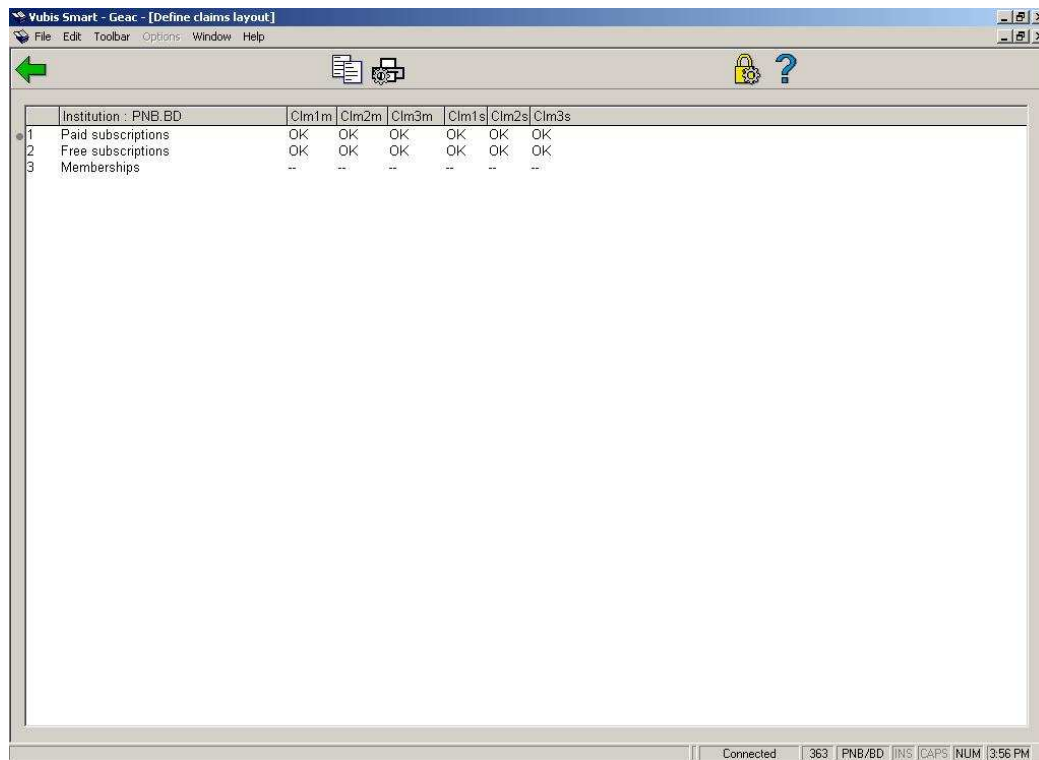
The print profiles that can be defined are linked to three data types:

- the type of subscription
 - paid subscriptions
 - free subscriptions
 - memberships
- the rank number for the claim
 - first claim
 - second claim
 - third claim
- the reason the claim is being sent
 - missing issues
 - stagnant subscriptions

In total, this provides eighteen different profiles, which creates the requisite flexibility for varying the lay-out of the print-out as a function of the various elements.

363.2 Defining serials claims

After you start AFO 363, an overview screen appears with the various claim types and subscription types. You can define an SSP print profile for each combination of claim and subscription type.



In a normal production situation, the message OK should be in each field meaning that a layout is defined for each type of output file and for each type of subscription. If a layout has not been defined for specific output file types or subscription types, this can cause malfunctions when printing via AFO 353 ('Print final claim file').

Options on the screen

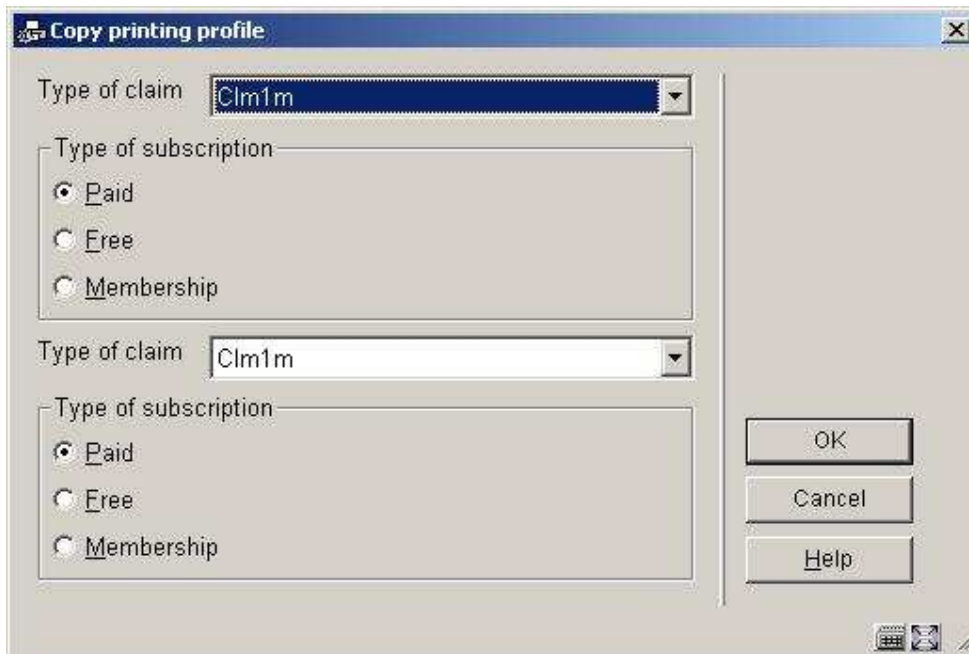
Copy profile: Select this option to create a new profile based on the details of an existing profile.

Enter/modify profile: Select this option to modify an existing profile.

The options are explained separately in the following paragraphs.

363.3 Copy profile

If you have selected the option 'Copy profile' on the overview screen, an input screen appears:



Fields on the screen

Type of claim: Select the claim type whose profile you wish to copy. Your options are:

Clm1m Claim 1 for missing issues

Clm1s Claim 1 for stagnant subscriptions

Clm2m Claim 2 for missing issues

Clm2s Claim 2 for stagnant subscriptions

Clm3m Claim 3 for missing issues

Clm3s Claim 3 for stagnant subscriptions

Type of subscription: Specify the subscription type profile you wish to copy.

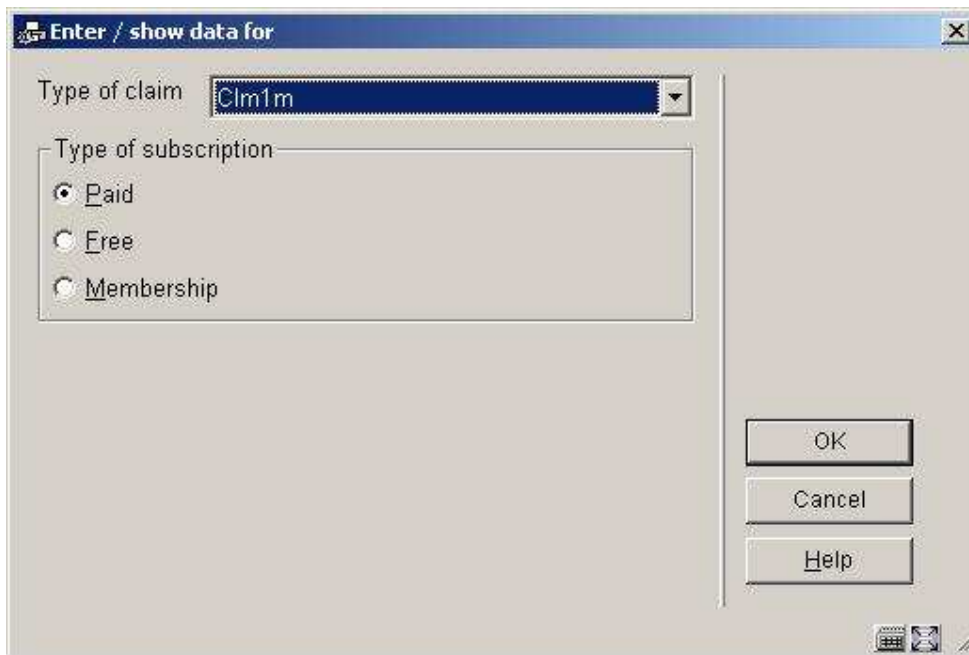
Type of claim: Select the claim type to which you wish to copy the profile.

Type of subscription: Specify the subscription type to which you wish to copy the profile.

Once you have entered the data, the first profile listed will be copied to the last one listed.

363.4 Enter or modify profile

If you have selected the option 'Enter/modify profile' in the survey screen, an input screen appears:



Fields on the screen

Type of claim: Select the claim type profile you wish to enter or modify.

Clm1m Claim 1 for missing issues

Clm1s Claim 1 for stagnant subscriptions

Clm2m Claim 2 for missing issues

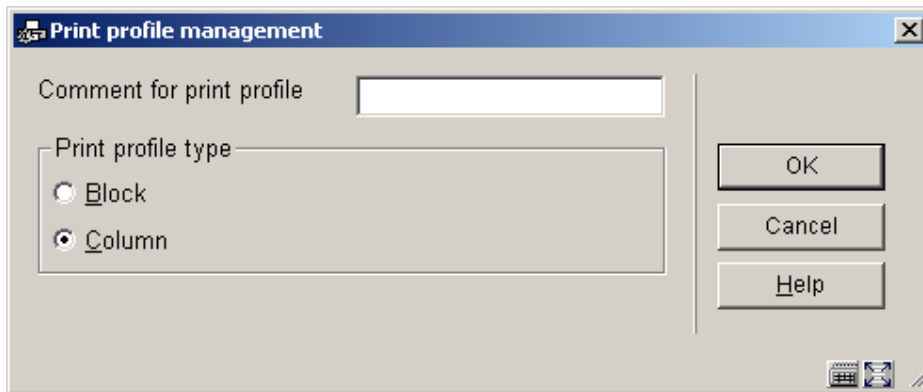
Clm2s Claim 2 for stagnant subscriptions

Clm3m Claim 3 for missing issues

CIm3s Claim 3 for stagnant subscriptions

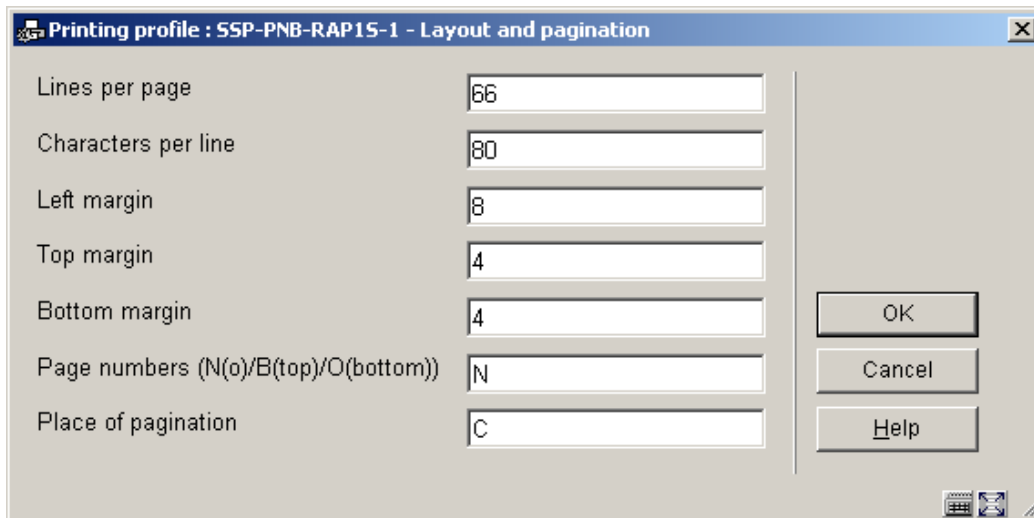
Type of subscription: Specify the subscription type profile you wish to enter or modify.

After clicking **OK** an input form will be displayed:



The screenshot shows a dialog box titled "Print profile management". It contains a text input field for "Comment for print profile". Below it, under "Print profile type", there are two radio button options: "Block" and "Column". The "Column" option is selected. To the right of the input fields are three buttons: "OK", "Cancel", and "Help".

Print profile type: choose "**Blocks**" to have the data printed in blocks for each title (claim information will be displayed in blocks containing a line for each element defined) or "**Columns**"(claim information will be displayed in columns containing the various data elements for all claims).



The screenshot shows a dialog box titled "Printing profile : SSP-PNB-RAP15-1 - Layout and pagination". It contains several input fields for layout and pagination settings:

Lines per page	66
Characters per line	80
Left margin	8
Top margin	4
Bottom margin	4
Page numbers (N(o)/B(top)/O(bottom))	N
Place of pagination	C

To the right of the input fields are three buttons: "OK", "Cancel", and "Help".

This input form deals with the various setting for the page layout. The options for **Place of pagination are**: C (center), L (left), or R (right); they have no effect if the previous option (**Page numbers**) is set to 'N'.



This input form allows you to define text for top and bottom of the forms in various languages. After choosing a language and clicking **OK** the form is presented:

Texts at top and bottom

Texts at top

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Centre

Texts at bottom

Line 1

Line 2

Line 3

Line 4

Line 5


Line 6

Centre

OK

Cancel

Help



Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to proceed to the next form:

Print profile : SSP-PNB-RAP15-1 - General structure

No columns/blocks: 3

Separate data: N

Separate blocks with blank line:

Split data after max.: 99

Lines: 33

Switch to new page: FF

Save settings

OK

Cancel

Help

This form deals with the general characteristics of claim notice.

The **No columns/blocks option** allows you to define the number of columns or blocks (depending on the choice you made on the first screen) containing data such as title, subscription number, issue etc. you want to print on the claim notice.

Next you are prompted with this input form:

Data for column/block 1

Data in column/block: Title

OK

Cancel

Help

Choose the appropriate data element from the dropdown list and click **OK**.

The next input form allows you to define labels (Blocks) or headers (Columns) for the chosen data element in several languages:

A dialog box with a title bar containing a small icon and a close button (X). The dialog contains six text input fields on the left, each with a label: "Text for block (general)", "Text for block (Dut.)", "Text for block (Eng.)", "Text for block (Ger.)", "Text for block (fre)", and "Text for block (Spa.)". The "Text for block (Dut.)", "Text for block (Eng.)", and "Text for block (Ger.)" fields contain the text "Titel:". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom right corner, there are three small icons: a printer, a clock, and a help icon.

After which you are prompted for more parameters regarding the positioning etc. of this data element:

A dialog box titled "Print profile : data" with a title bar containing a small icon and a close button (X). The dialog contains several controls:

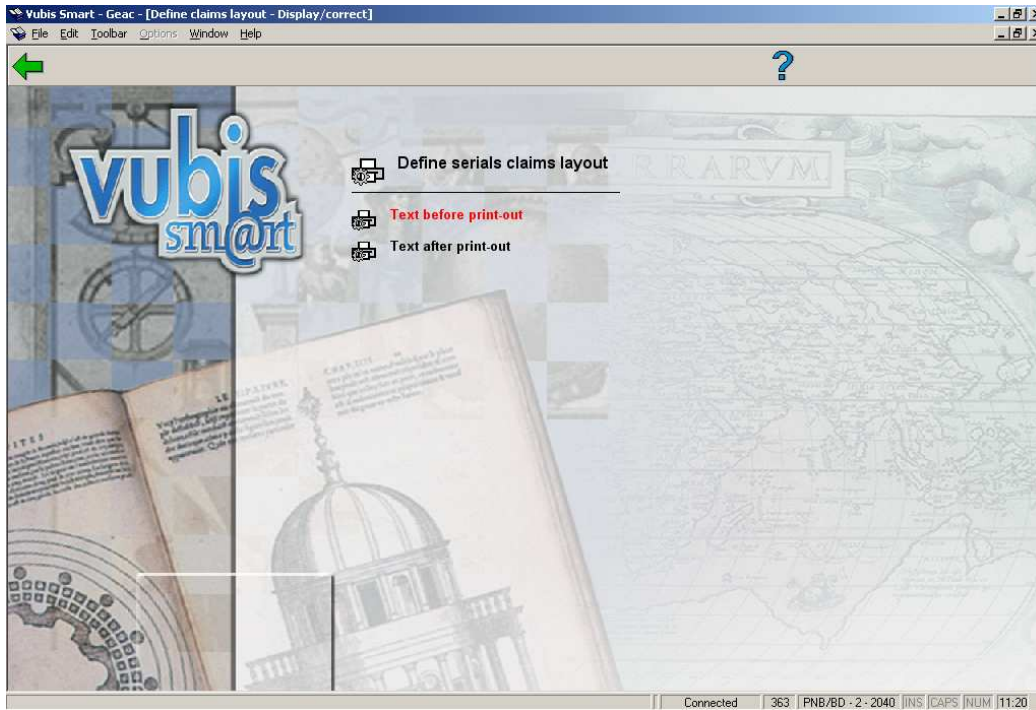
- "Text for block (general)" text input field.
- "Display block from position" text input field containing the value "5".
- "Display block to position" text input field containing the value "70".
- An "Align" section with three radio buttons: "Left" (selected), "Right", and "Centre".
- "Put codes into words" checkbox, which is unchecked.
- "Transform data to capitals" checkbox, which is unchecked.
- "Display from line" text input field.
- "Save settings" checkbox, which is unchecked.

 To the right of these controls are three buttons: "OK", "Cancel", and "Help". At the bottom right corner, there are three small icons: a printer, a clock, and a help icon.

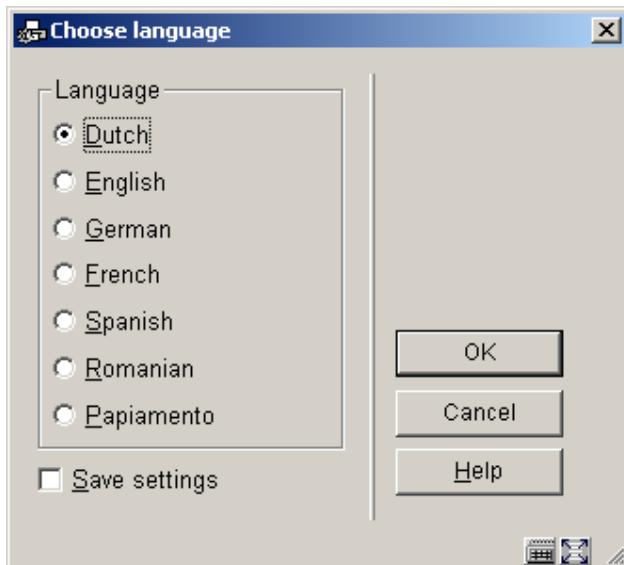
The system will repeat this prompt for the number of blocks/columns you specified in the earlier screen.

When you have finished the system will display a screen similar to the example below. You must now complete the layout by amending the following sections.

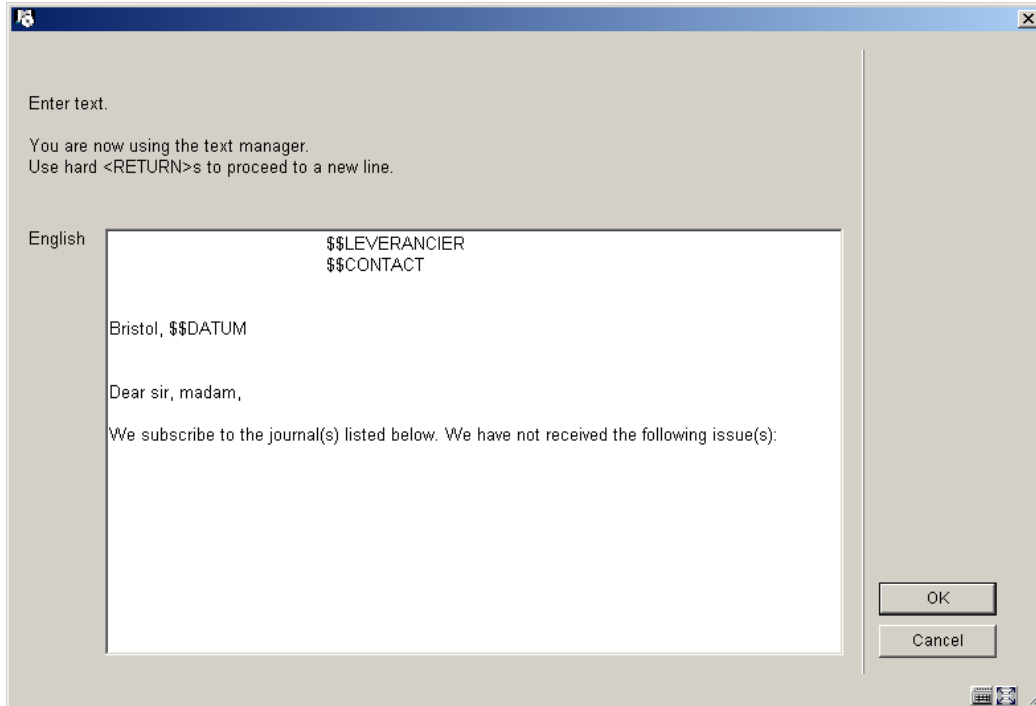
Free texts: when you select this a new menu is displayed:



Choose **Text before print-out** to define the text that will appear at the beginning of a letter. Again you can do this for several languages:



After choosing a language you are presented with an editor window:



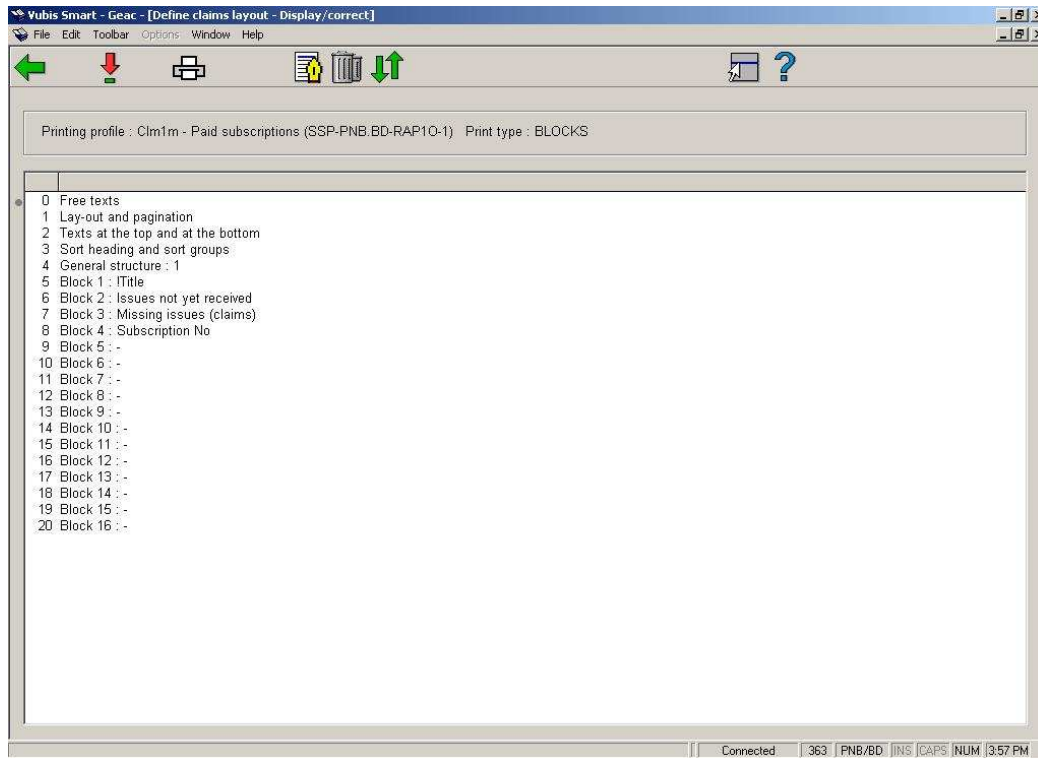
Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to return to the menu. Then repeat this for **Text after print-out** to define the text that will appear at the bottom of a letter.

Valid codes to be used here are:

- **\$\$DATUM:** To add 'today's' date to a letter.
- **\$\$LEVERANCIER:** To add the Supplier name and address to a letter. This will be taken from the definition in AFO 241.
- **\$\$CONTACT:** To add the Supplier contact name to a letter. This will be taken from the definition in AFO 241.

363.4.1 Overview screen

When you select an already defined type of printout from the overview screen, the system will display a screen as shown in the example below immediately:



Options on this screen

Modify/display: Select a line and click on this icon to edit the chosen part of the layout.

Print: The standard form for generating output will be presented. You can print the complete definition of the defined layout.

Note:

This will not print a sample letter based on the layout, just a listing of all the definitions that have been made.

Comment: To add a free text explanation to this layout definition.

Delete: To delete the whole definition of this layout. You cannot delete lines from the 'Blocks' (or 'Columns') definition.

Exchange places: Select two lines from the 'Blocks' (or 'Columns') definition (by using mouse and the CTRL-key) to swop their positions. This can be useful when you have made a mistake, because you cannot delete lines from the 'Blocks' (or 'Columns') definition.

Note:

Line 4 (**General structure**) determines the number of lines ('Blocks') or ('Columns') that will actually be printed. So more 'Blocks' (or 'Columns') can be defined than are set in this parameter. Make sure you amend this setting when you wish not to print all 'Blocks' (or 'Columns'). Again this can come in useful when you have made a mistake: use the **Exchange places** option first to move a no longer required data element to the last position. Then decrease the number specified in **General structure**.

See the previous section for information on the various fields and how to edit them.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	July 2006	updates for release 2.4.2 serials modifications	