

# 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.

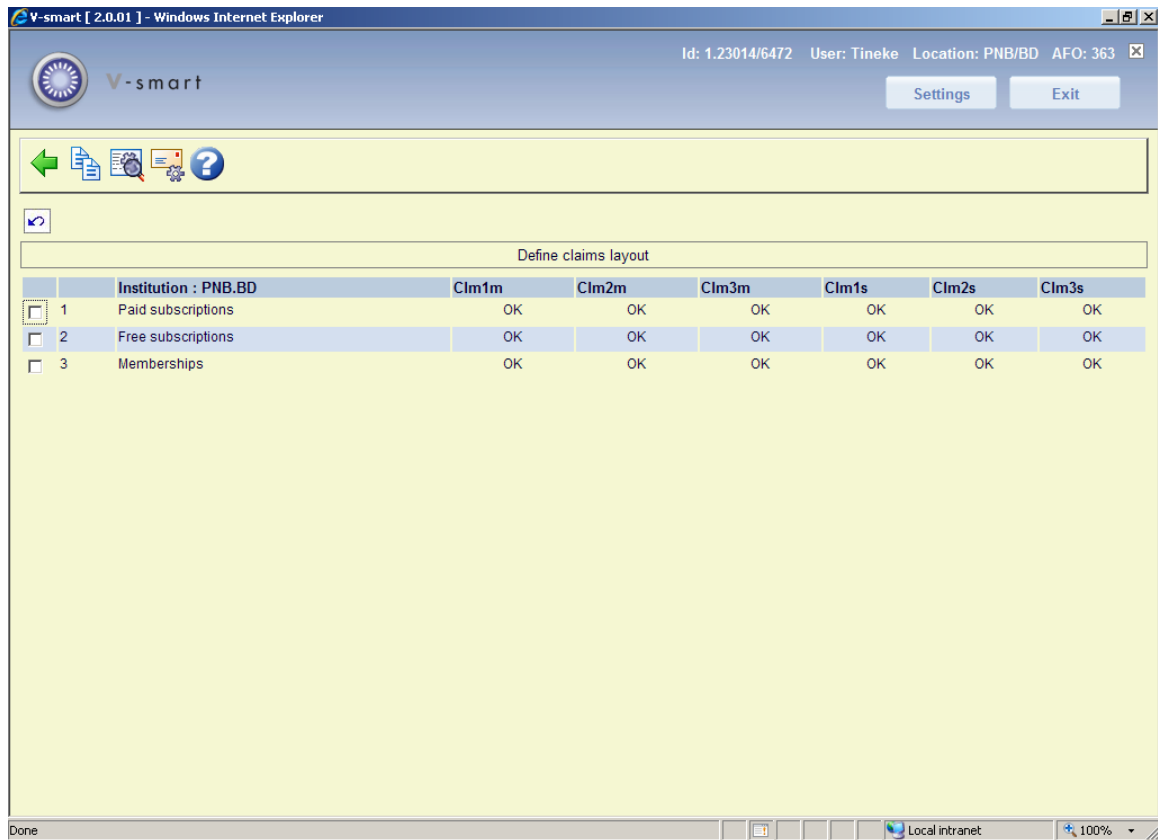
The print profiles that can be defined are linked to three data types:

- 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.

**Email texts:** Select this option to define email texts.

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:

The screenshot shows a software window titled "V-smart [ 1.0.01 ]" with a sub-window titled "Copy printing profile". The sub-window contains two identical sets of controls. Each set includes a "Type of claim" dropdown menu (currently set to "Clm1m") and a "Type of subscription" section with three radio buttons: "Paid" (which is selected), "Free", and "Membership". To the right of these controls is a vertical stack of three buttons: "OK", "Cancel", and "Help".

### 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.

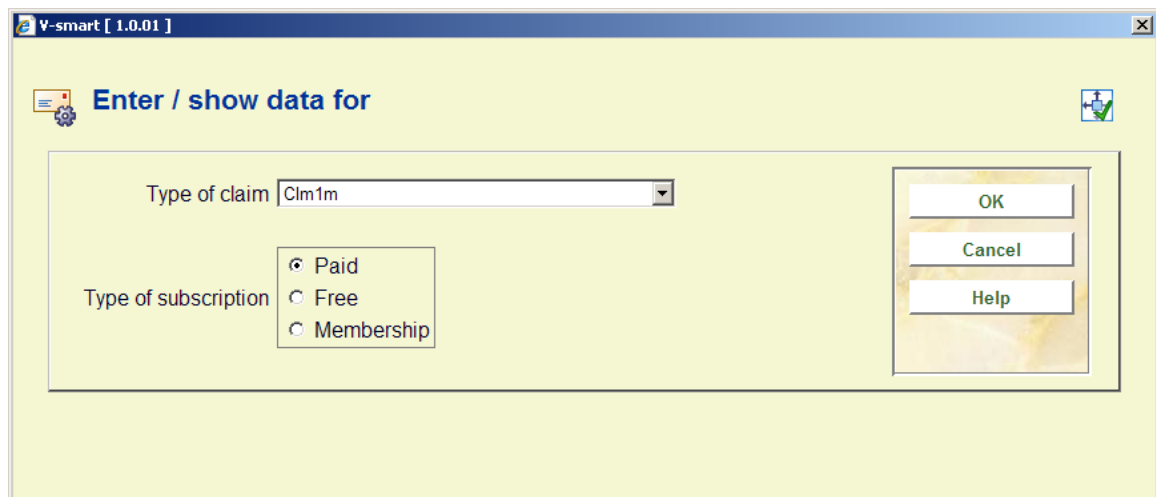
**Type of claim:** Select the claim type to which you wish to copy the profile.

**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:



The screenshot shows a window titled "V-smart [ 1.0.01 ]" with a yellow background. The main title is "Enter / show data for". Inside the window, there is a "Type of claim" dropdown menu currently showing "Clm1m". Below it, there is a "Type of subscription" section with three radio buttons: "Paid" (which is selected), "Free", and "Membership". To the right of these options is a button panel containing "OK", "Cancel", and "Help" buttons.

### 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

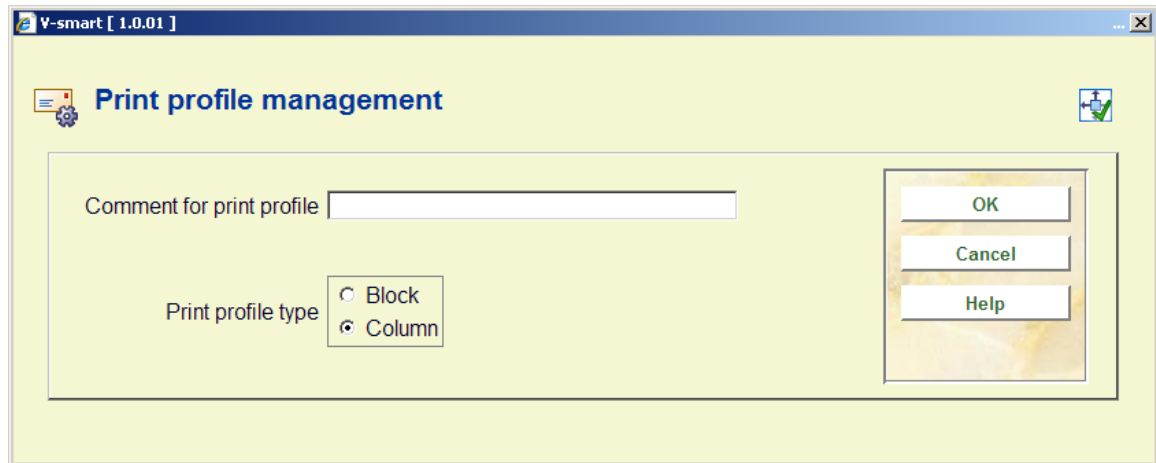
Clm2s      Claim 2 for stagnant subscriptions

Clm3m      Claim 3 for missing issues

Clm3s      Claim 3 for stagnant subscriptions

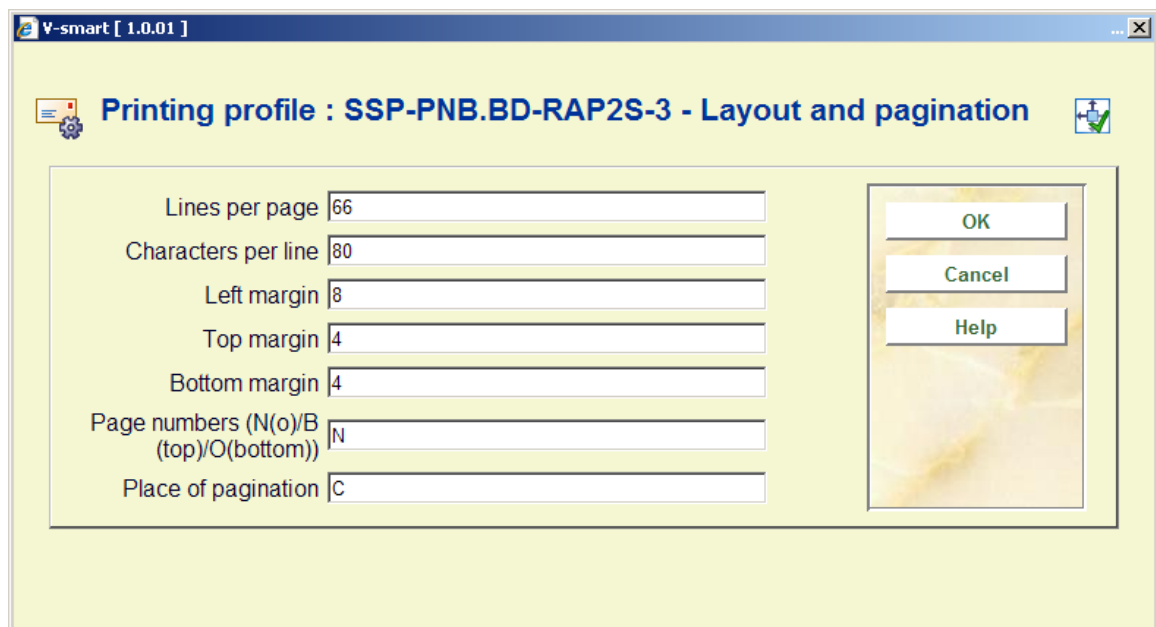
**Type of subscription:** Specify the subscription type profile you wish to enter or modify.

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



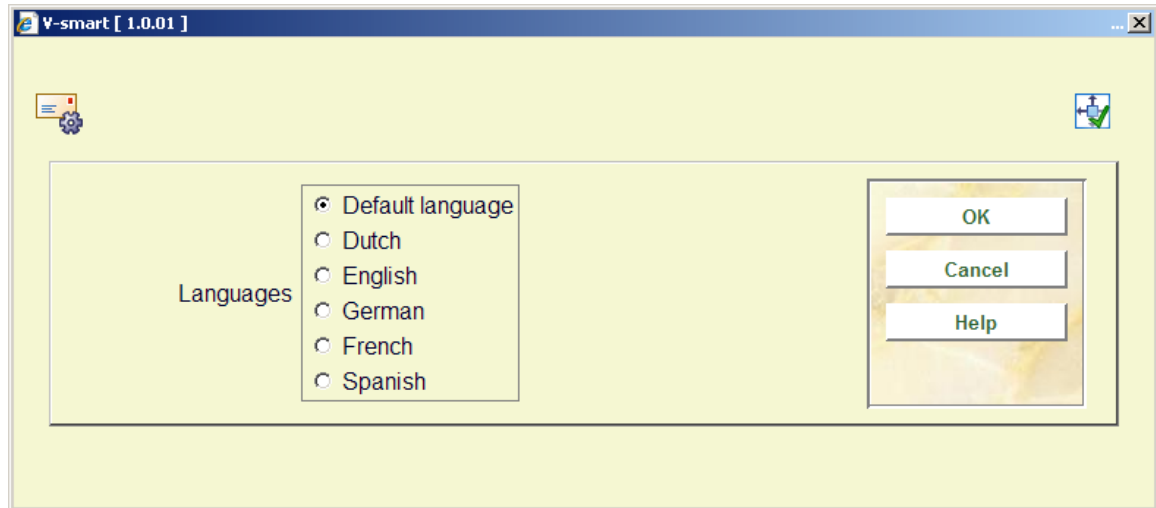
The screenshot shows a dialog box titled "Print profile management" from the V-smart 1.0.01 application. It features a text input field for "Comment for print profile", a radio button group for "Print profile type" with "Block" and "Column" options (where "Column" is selected), and three buttons: "OK", "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.BD-RAP2S-3 - Layout and pagination" from the V-smart 1.0.01 application. It features several input fields: "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), and "Place of pagination" (C). It also has 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:

V-smart [ 1.0.01 ]

 **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

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.BD-RAP2S-3 - General structure**

No columns/blocks

Separate data

Separate blocks with blank line

Split data after max.

Lines

Switch to new page

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**

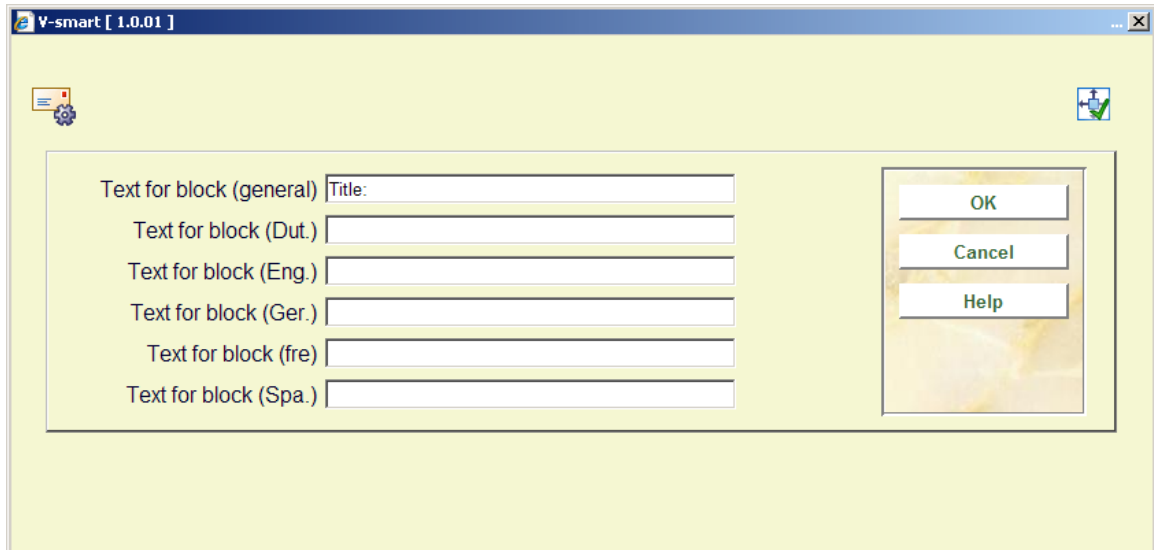
Data in column/block  

OK  
Cancel  
Help

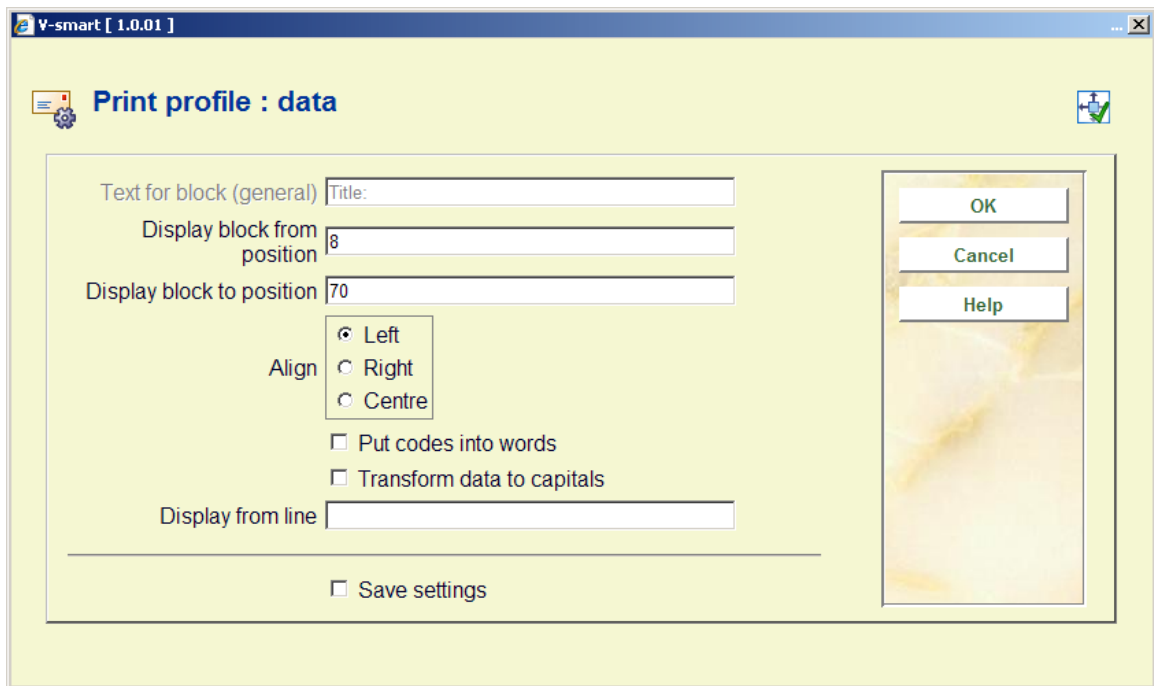
Choose the appropriate data element from the dropdown list and click **OK**.

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





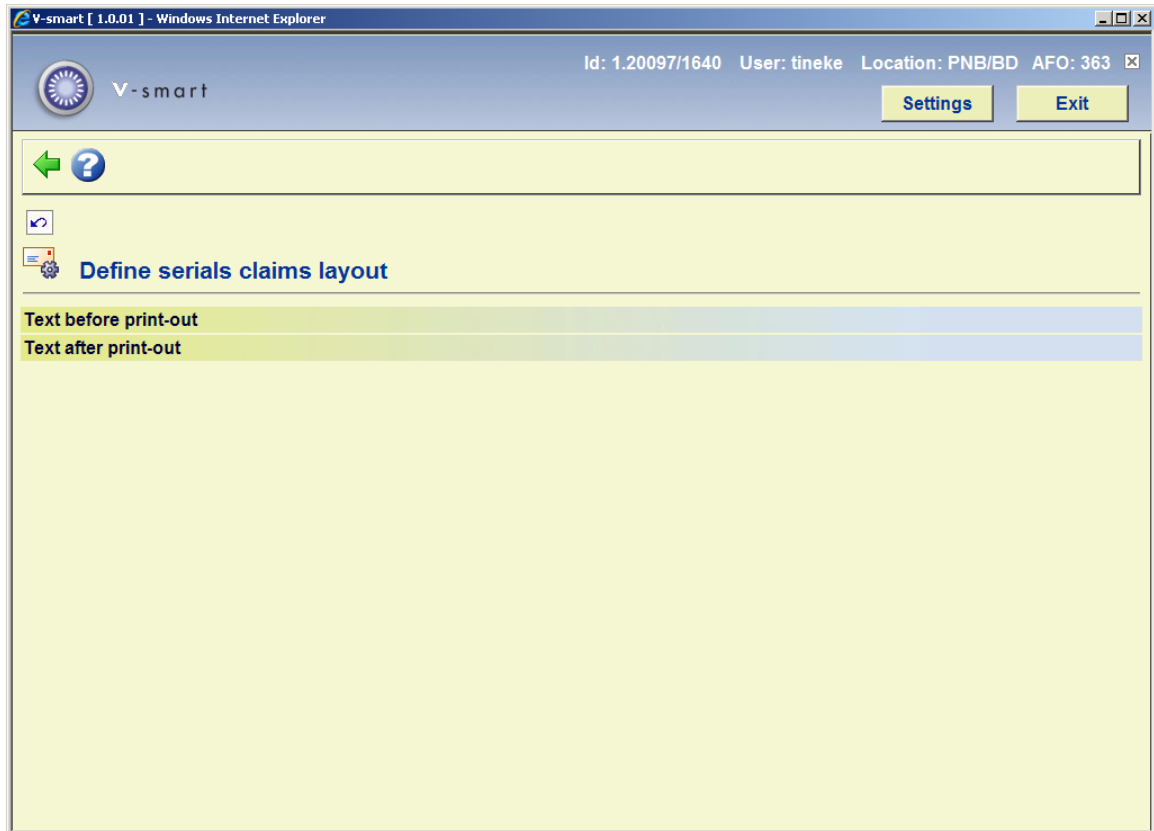
After which you are prompted for more parameters regarding the positioning etc. of this data element:



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.

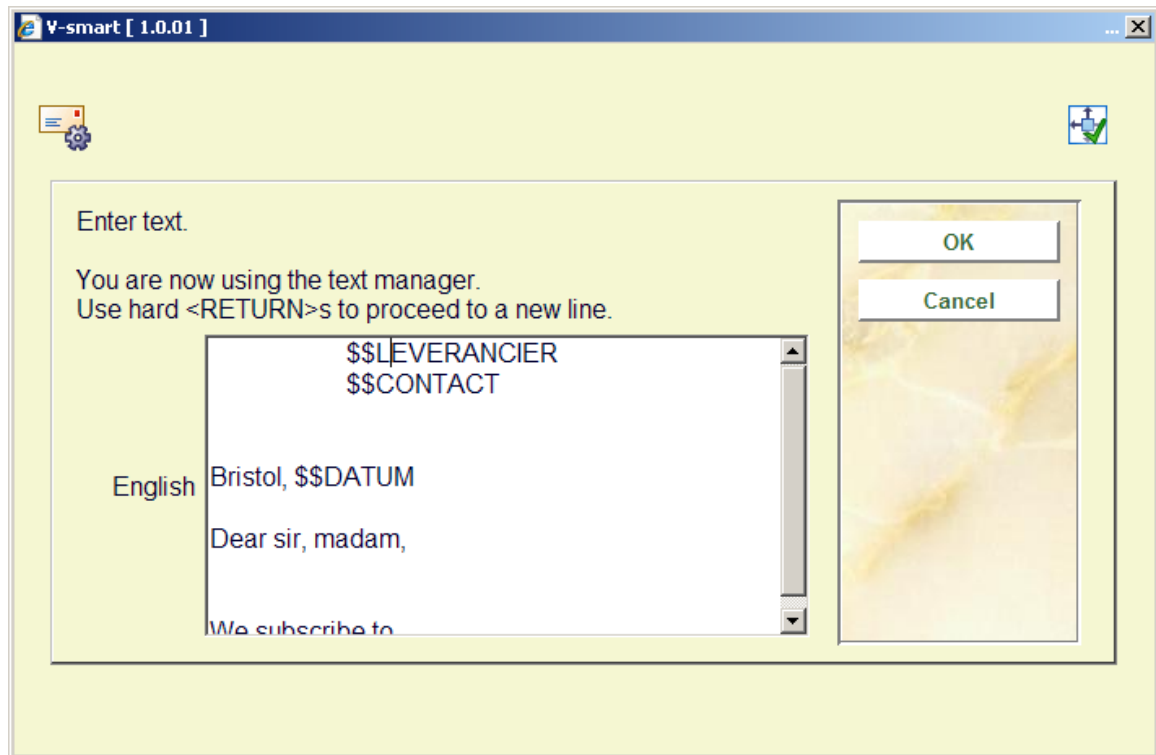
**Free texts:** when you select this a new menu is displayed:



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:

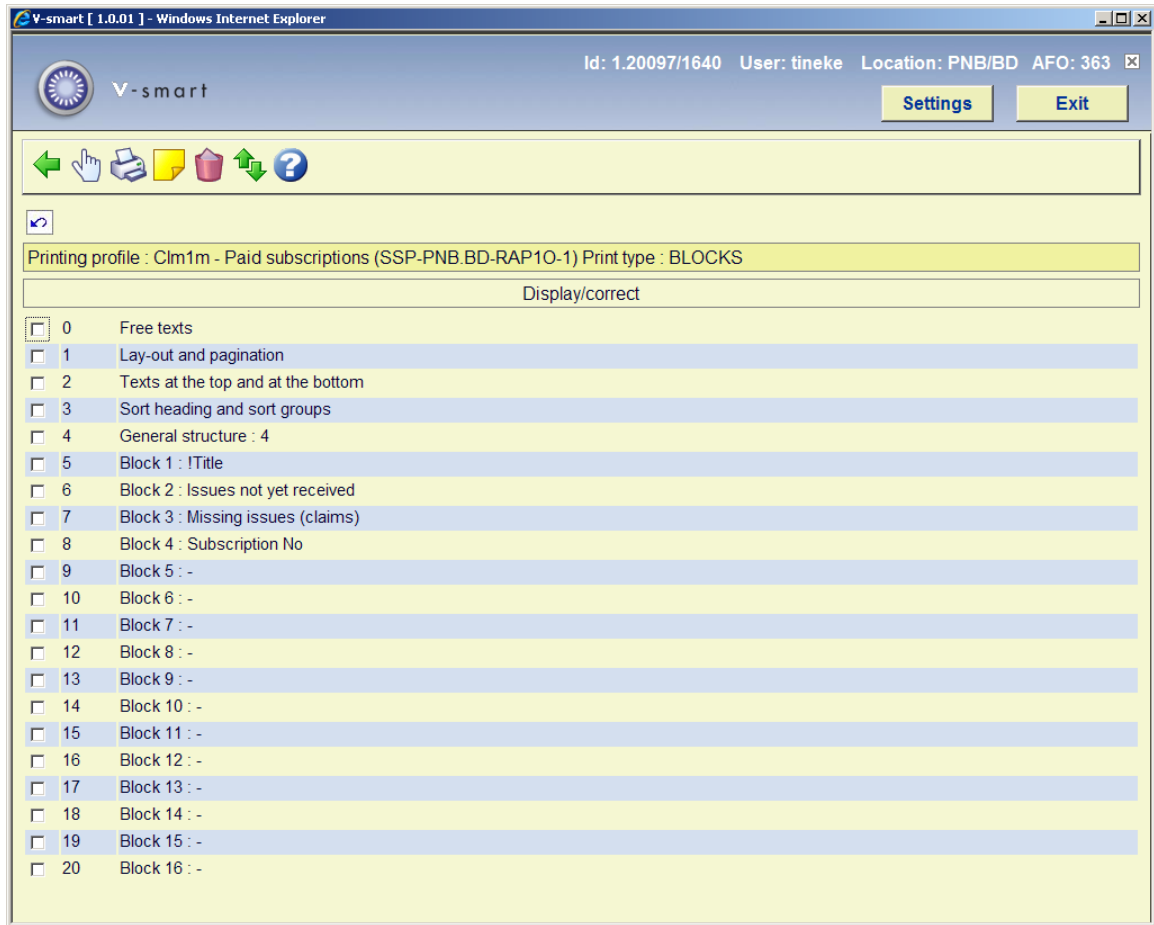
- **\$\$DATUM:** To add 'today's' date to a letter.
- **\$\$LEVERANCIER:** To add the Supplier name and address to a letter. This will be taken from the definition in AFO 241.
- **\$\$CONTACT:** To add the Supplier contact name to a letter. This will be taken from the definition in AFO 241.

#### Note

Variables must always be the last thing on the line which will be printed. If you add text after a variable it will just not appear on the printout.

### 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 swap 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.

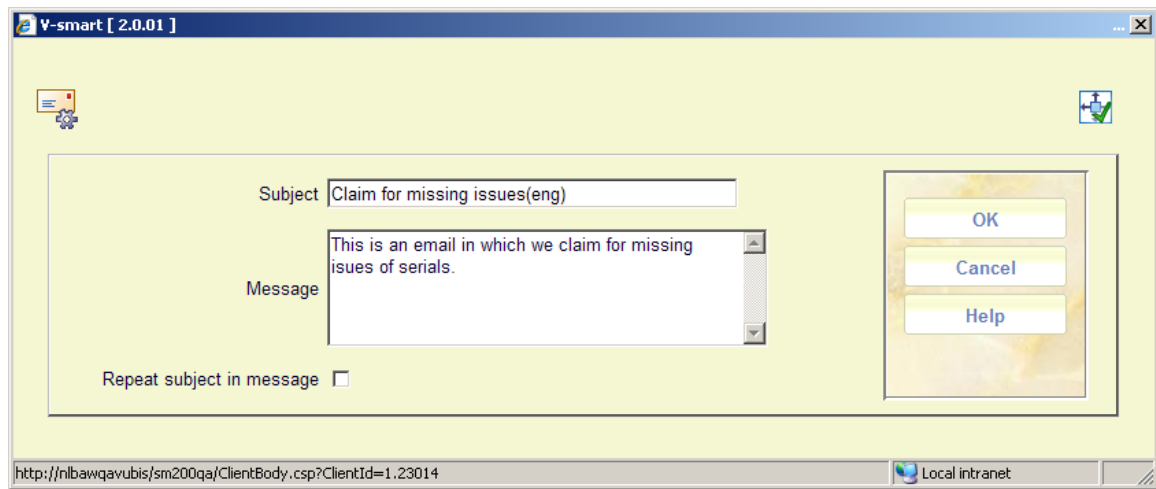
## 363.5 Email texts

With this option you can define Subject and Contents of notices sent via email.

After selecting this option, a form is displayed:

The screenshot shows a web-based configuration window titled "V-smart [ 2.0.01 ]". The main content area contains two groups of radio buttons. The first group, labeled "Claim number", has three options: "Claim 1" (selected), "Claim 2", and "Claim 3". The second group, labeled "Languages", has six options: "Default language" (selected), "Dutch", "English", "German", "French", and "Spanish". To the right of these options is a vertical panel with three buttons: "OK", "Cancel", and "Help". The status bar at the bottom of the window displays the URL "http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23014" and the text "Local intranet".

Choose a claim number and a language, after which an input form is displayed:



**Subject:** This text appears in the Subject field of the email.

**Message:** This text appears at the beginning of the email body followed by the information as defined by your output . Enter the character '|' to indicate new line / line break within the message body.

**Repeat subject in message:** When the checkbox is on, the text from the subject field will be also included as the first line in the email body.

You can use the same \$\$ codes as described in section 363.4.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>July 2008</b>	<b>creation</b>	
<b>2.0</b>	<b>June 2009</b>	<b>new option email texts part of 2.0 updates</b>	
<b>3.0</b>	<b>April 2010</b>	<b>warning note for \$\$variables part of 2.0.06 updates</b>	