

# Publishers

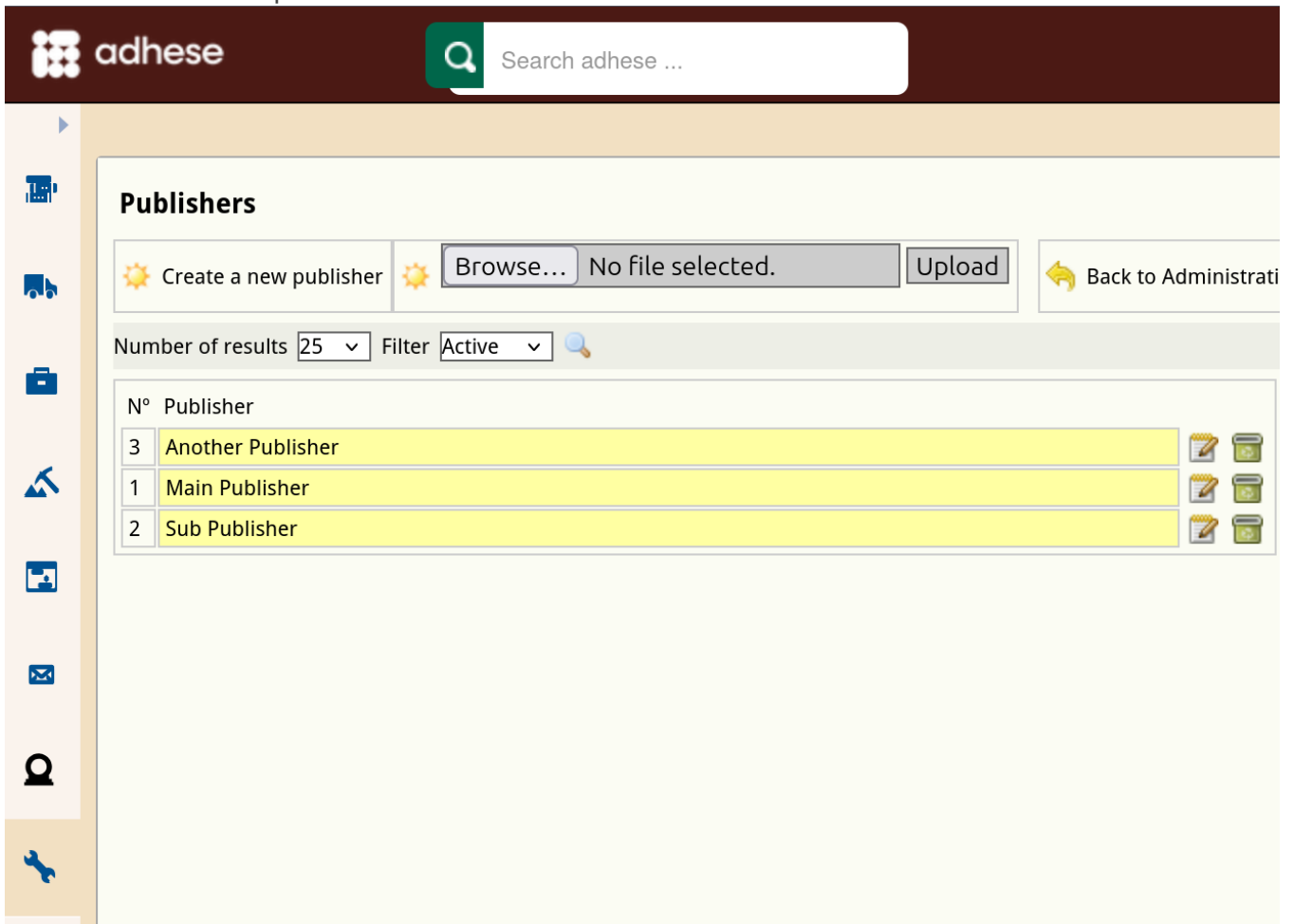
A **publisher** distributes content across one or more media platforms. Within a company, multiple publishers or sub-publishers can exist.

You can filter the *Publishers* screen by publisher status using the **Filter** drop-down menu. Determine the number of results to display from the **Number of results** drop-down.







## Create a new publisher

To create a new publisher:

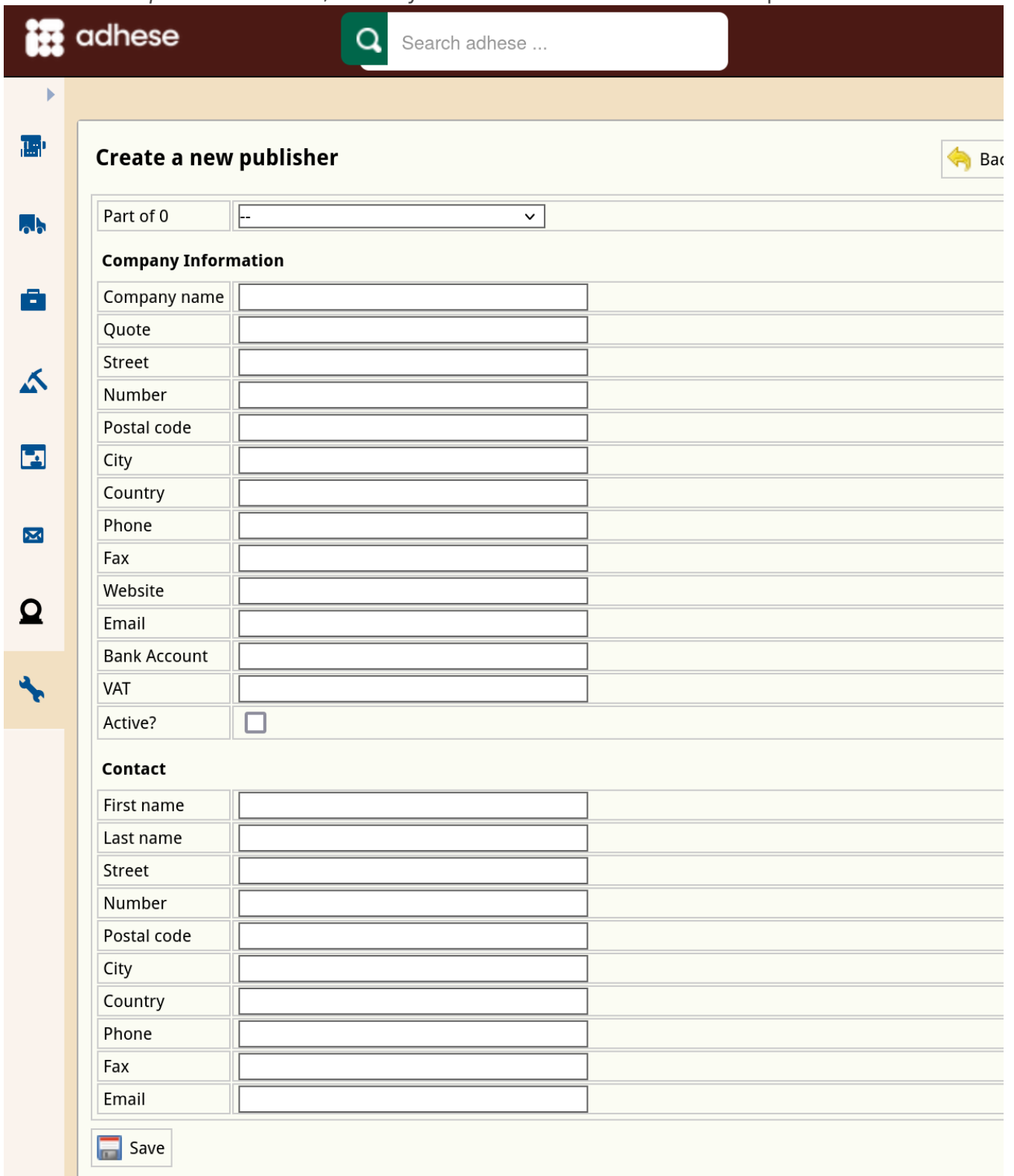
1. Click *Admin* in the left navigation menu. This opens the *Administration* screen.
2. Click *Publishers* to open the *Publishers* screen.



The screenshot shows the Adhese web application interface for managing publishers. At the top, there is a dark red header with the Adhese logo and a search bar. Below the header is a left navigation menu with various icons. The main content area is titled "Publishers" and contains several controls: a "Create a new publisher" button, a "Browse..." button with a file selection status "No file selected.", an "Upload" button, and a "Back to Administration" button. Below these controls are two dropdown menus: "Number of results" set to 25 and "Filter" set to Active. The main content area displays a table with three rows of publisher data:

| N° | Publisher         |   |   |
|----|-------------------|---|---|
| 3  | Another Publisher |  |  |
| 1  | Main Publisher    |  |  |
| 2  | Sub Publisher     |  |  |

- In the overview of publishers, click the *Create a new publisher* button. This opens the *Create a new publisher* screen, where you define the details for the new publisher.



**Create a new publisher**

Part of 0 --

**Company Information**

Company name

Quote

Street

Number

Postal code

City

Country

Phone

Fax

Website

Email

Bank Account

VAT

Active?

**Contact**

First name

Last name

Street

Number

Postal code

City

Country

Phone

Fax

Email

Save

- (Optional) Select an existing publisher from the **Part of** drop-down list if the new publisher is a sub-publisher of a current publisher.
- Enter the name of the publisher in the **Company name** field. This is the only mandatory field. The name of the publisher is needed to categorise the publications you want to

create in the next step.


6. All other fields under the *Company Information* header are optional. However, these input fields can be of importance as the client reports publish this data.
  - (Optional) Enter a short name for the publisher in the **Quote** field.

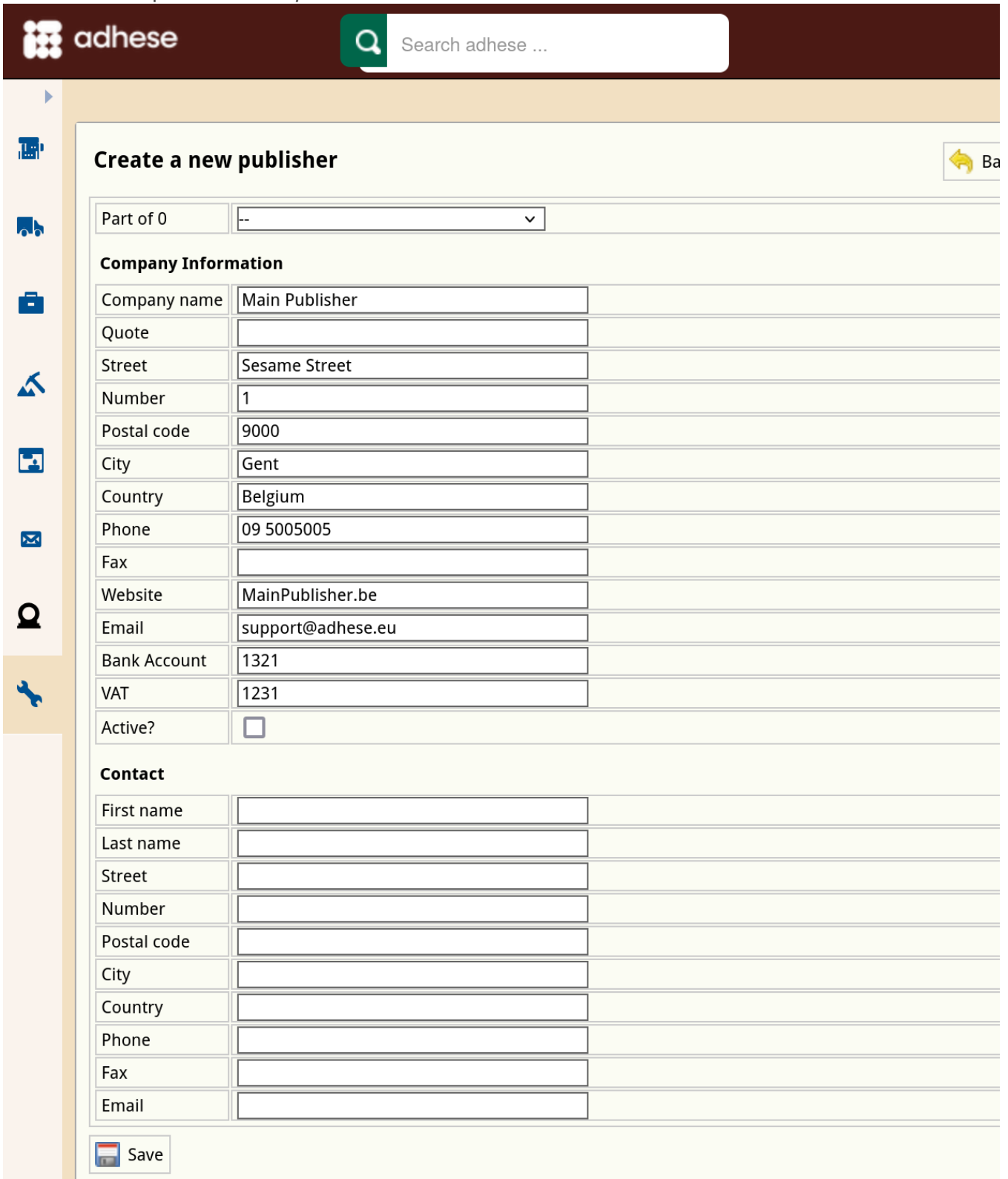
It is necessary to enter a quote for the publisher to make sure an XML order upload succeeds. The quote should be used in the <company> field.
  - (Optional) Enter the address for the publisher in the **Street, Number, Postal Code, City, and Country** fields.
  - (Optional) Enter means of contact for the publisher in the **Phone, Fax, Website, and Email** fields.
  - (Optional) Enter a bank account number in the **Bank Account** field.
  - (Optional) Enter a VAT number in the **VAT** field.
  - Tick the **Active?** checkbox to declare that the status of the publisher is active.
7. All fields under the *Contact* header are optional. However, data entered here can be of importance as the reports publish it.
  - (Optional) Enter the name of the publisher's contact person in the **First name** and **Last name** fields.
  - (Optional) Enter the address of the publisher's contact person in the **Street, Number, Postal Code, City, and Country** fields.
  - (Optional) Enter a means of contact for the publisher's contact person in the **Phone, Fax, Website, and Email** fields.
8. Click the *Save* button at the bottom of the *Create a new publisher* form to save your new publisher.

## Edit a publisher

To edit a publisher:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Publishers*.

- In the list of publishers, click the publisher's name you want to modify or click the edit icon . This opens the *Edit publisher* screen.



**Create a new publisher**

Part of 0: --

**Company Information**

Company name: Main Publisher

Quote:

Street: Sesame Street

Number: 1

Postal code: 9000

City: Gent

Country: Belgium

Phone: 09 5005005

Fax:

Website: MainPublisher.be

Email: support@adhese.eu

Bank Account: 1321

VAT: 1231

Active?:

**Contact**

First name:

Last name:

Street:

Number:

Postal code:


City:

Country:

Phone:

Fax:


Email:

 Save

- Change any of the publisher's details.
- Click Save.

# Deactivate a publisher

To deactivate a publisher:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Publishers*.
3. In the list of publishers, click the publisher's name or the edit icon  for the publisher you want to deactivate. This opens the Edit a publisher screen.
4. Deselect the radio button in the **Active?** field to deactivate the publisher.
5. Click *Save*.

An inactive publisher will be grey (instead of yellow) in the list of publishers.

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