

# Ivy Route How To: Single Copy Route List

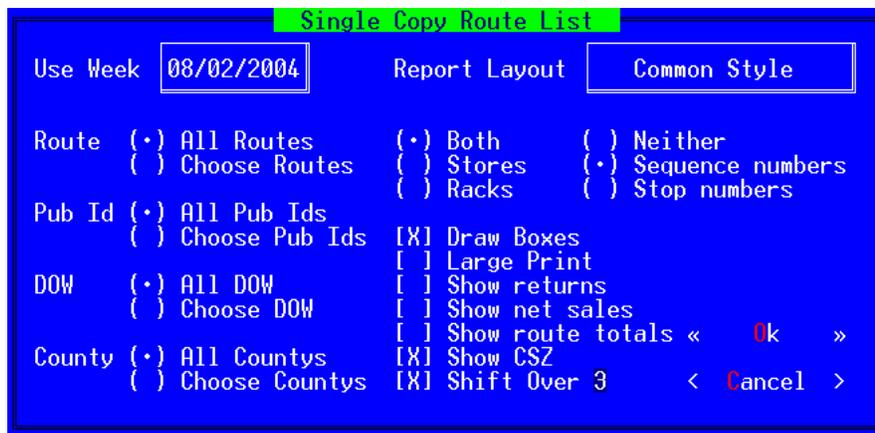
## Overview

This document is going to show how to print a typical La Opinion Single Copy Route List in the Ivy Route system.

Go to Report menu -> Route List option in the Single Copy section, or press Alt + F8.



This will take you to the Single Copy Route List report screen.



Above is the typical options that would be chosen to print a route list for a week. Now we will go over each option and what it is used for.

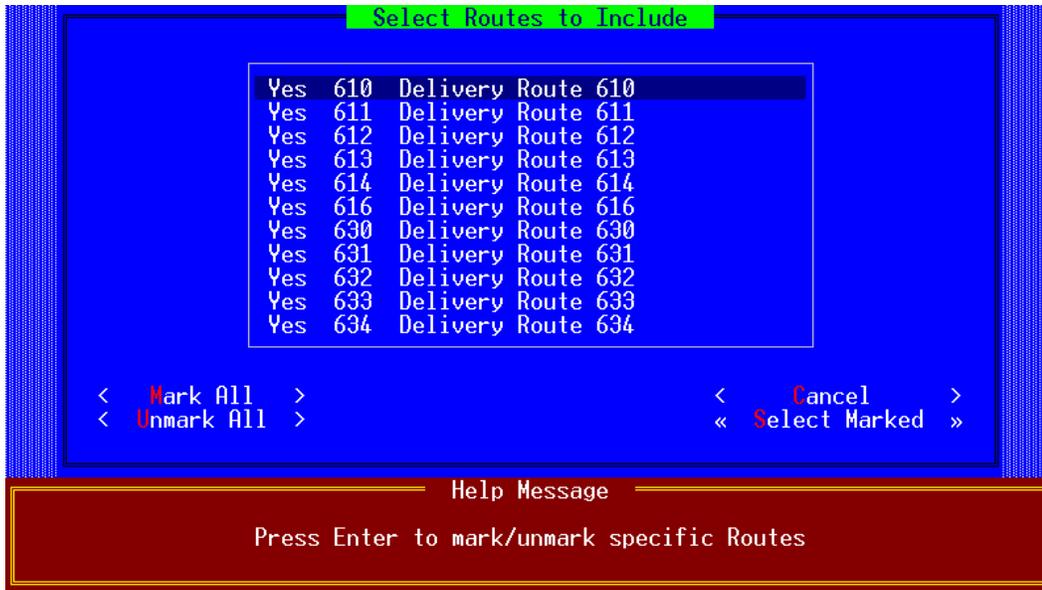
**Use Week:** This pop-up lets you choose what week to run the report for.

**Report Layout** - Usual Setting: Common Style

This pop-up allows you to choose what layout to print the report in.

**Route** - Usual Setting: Depends on what routes you want to include

This radio button allows you to choose to print for all Routes or choose any combination of routes to print for using the following screen.



### How To Use This Screen

This screen has two sections. The upper section is a list of all available route numbers and their descriptions, as defined in the Route menu -> Definitions submenu -> Route Definitions option.

By default all routes are chosen, as indicated by the Yes in the first of the three columns. You can use your arrow keys or Page Up / Page Down keys to highlight the route you want to select / unselect and press the Enter key. This will toggle that route between chosen and unchosen.

You can also press the Tab key to get out of the scrollable section and go to the buttons. Once on the button you want, press the Enter key to perform that action. For example; to select only one route, Tab to the Unmark All button and press Enter, this will remove the Yes from every route. You can then Tab back into the scrollable section, move to the route you want, press the Enter key and choose just that one route.

Once you have chosen the routes you want Tab to the Select Marked button and press Enter. This will return you to the previous screen.

### Pub Id - Usual Setting: All Pub Ids

This radio button allows you to choose to print for all Pub Ids or choose any combination of Pub Ids to include in the Route List.

This screen works just like the above Routes to Include screen but shows Publication Ids instead of Routes.

Publication Ids are defined in the Enter menu -> Publications option.

### DOW ( Day of Week ) - Usual Setting: All DOW

This radio button allows you to choose to print for all Days of the Week or choose any combination to include in the Route List.

### County - Usual Setting: All Countys

This radio button allows you to choose to print for all Countys or choose any combination of County Ids to include in the Route List.

This screen works just like the above Routes to Include screen but shows County Ids instead of Routes.

County Ids are defined in the Enter menu -> Definitions submenu -> County Id Definitions option.

**Both Types** - Usual Setting: Both Types

This radio button allows you to choose what Account Types to include in the Route List.

**Neither, Sequence Numbers, Stop Numbers** - Usual Setting: Sequence Numbers

This set of radio buttons lets you indicate what to print in the first column of the Route List.

NOTE: The Route List always prints in Route and Sequence number order ... no matter what is chosen here.

**Draw Boxes** - Usual Setting: Checked

This checkbox allows you to indicate whether to draw graphic boxes on the report. This option should only be used for laser or Windows printers ... dot matrix printers will take an excessive amount of time to print the report if Draw Boxes is checked.

**Large Print** - Usual Setting: Unchecked

This checkbox allows you to indicate whether to print the Route List in Double Wide / Double High mode.

This option is only valid if you are printing for a single day of week.

**Show Returns** - Usual Setting: Unchecked

This checkbox lets you indicate whether to show returns, if they are entered, right below the draw numbers on the Route List. This option, and the Calc Totals option, allow the Route List to be used as a way of reporting Draws, Returns and Net Sold by location.

**Show Net Sales** - Usual Setting: Unchecked

This checkbox lets you indicate whether to show the Net Sold, if the returns are entered, right below the return numbers on the Route List. This option, and the Show Returns option, allow the Route List to be used as a way of reporting Draws, Returns and Net Sold by location.

**Show Route Totals** - Usual Setting: Checked

This checkbox lets you indicate whether to show totals at the end of each route. At this time, these are complete totals by day, they DO NOT breakdown by publication, so are probably not useful for dealerships that carry more than one publication.

**Show CSZ** - Usual Setting: Checked

This checkbox lets you indicate whether to show the City, State and Zip in each locations address.

**Shift Over** - Usual Setting: Depends on your printer

This option allows you to shift the report over a specific number of characters. This is useful if your printer does not print the first couple characters due to margin settings.