

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.














Publishers

 Create a new publisher
 

No file selected.

Number of results
 Filter


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


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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*.

3. 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


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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

4. Change any of the publisher's details.
5. 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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