

# Request a pickup

Request a Pickup when a customer wants to make minor changes to an ad for another run of press or Web site posting.

Great for those customers who run the same ad each week, but with some small changes.

Here are some examples of when you might submit a pickup:

- Updating a sale/expiration date.
- Changing a headline for a new event.
- New coupon/offer details.
- Image change.
- Copy change.
- Resize (discount not applicable).

If the ad will have an entirely different look, please submit it as a new order rather than a pickup.

## Find previous order and pick it up

Any ad that has been finalized and downloaded recently will be in the "Done" tab. If it has been archived, you can find it by clicking the "Advanced Search" link.

Click the "Pickup an order" icon.

The screenshot shows the 'Order Monitor' interface. At the top, there are navigation links for 'Home' and 'Logout', and a user status bar indicating 'Logged in as Metro Demo (metro)'. Below this is a breadcrumb trail: 'Order > Campaign > Order Maintenance'. The main heading is 'Order Monitor'. There are filters for 'Owned By' (All, Me) and 'Publication' (All). A search bar contains 'Leaf & Petal' and a 'Search' button. An 'Advanced Search' button is also present. Below the search bar are status tabs: 'Proof 1', 'Final 0', 'Work In Progress 0', and 'Done 1'. The 'Done' tab is selected. A table displays the following data:

| Ad Type | Metro Reference<br>Job Number/Name        | Publication<br>Advertiser    | Date Needed<br>Publish Date  | Owned By<br>Submitted Date        | Stage<br>Status<br>Action |
|---------|---|------------------------------|------------------------------|-----------------------------------|---------------------------|
|         | 2015-006-9-1<br>leafnpetal_village_010615 | Evening News<br>Leaf & Petal | Jan 7, 2015<br>Not Specified | Metro Demo (metro)<br>Jan 6, 2015 | Final<br>Complete<br>     |

At the bottom left, there is a 'Page Size' dropdown set to '10'. At the bottom right, a red arrow points to the 'Pickup an order' icon, which is highlighted with a yellow callout box containing the number '2'.

## Enter the new information

The Create Order screen will open with the specs of the previous order.

# Request a pickup

Assign a new, unique Job Number/Name.

Indicate any changes for the new pickup order and upload any new files, if needed.

Submit the order.

[Home](#) [Logout](#) Logged in as Metro Demo (metro) (1) (1) ?

[Cancel](#) [Start a Campaign](#) [Save](#) [Submit](#)

### Create Order

Order: **2015-117-38-1** Created by: **Metro Demo (metro)** Created: on **Apr 27, 2015**  
Account: **AOD Demo Account (999999)** Stage: **Prep** Status: **New**  
Time Zone: **GMT-04:00 (UTC-4.0)**

|                   |                           |                          |   |
|-------------------|---------------------------|--------------------------|---|
| Owned By          | Metro Demo (metro)        | Advertiser*              | Leaf & Petal                                |
| Publication       | Evening News              | Additional Email Address | <input type="text"/> <a href="#">Add</a>    |
| Date Needed*      | April 27, 2015            |                          | <input type="text"/> <a href="#">Remove</a> |
| Publish Date      | <input type="text"/>      |                          |   |
| Job Number/Name*  | LeafNPetal_village_042715 |                          |   |
| Pickup Job Number | leafnpetal_village_010615 |                          |   |
| Pickup Order Ref  | 2015-006-9-1              |                          |   |

|           |   |                   |                         |
|-----------|---|-------------------|-------------------------|
| Ad Type   | <input checked="" type="radio"/> Print <input type="radio"/> Digital                                  | Modular Size*     | <= 1/4 page             |
| Ad Color* | <input checked="" type="radio"/> Color <input type="radio"/> Spot <input type="radio"/> Black & White | Ad Size in Inches | Width* 4.92 Height* 7.5 |
|           |   | No. of columns    | 0                       |

|   |                    |   |
|---|--------------------|---|
| <input type="checkbox"/> Please use previously provided materials | Color Preference   | <input type="text"/>  |
| <input type="checkbox"/> Use additional art if required           | Font Preference    | <input type="text"/>  |
| <input type="checkbox"/> Resize Only                              | Ad Design/Layout   | <input checked="" type="radio"/> Follow instructions carefully <input type="radio"/> Be Creative                              |
| <input type="checkbox"/> Redesign                                 | Creative Style     | <input type="radio"/> Edgy <input type="radio"/> Sophisticated <input type="radio"/> Standard <input type="radio"/> Text Only |
| Metro Spec Ad Name(s)   | Ad design examples | <a href="#">Edgy Sophisticated</a> <a href="#">Standard</a>   |
| Metro Image Name(s)   |                    |   |

|  |  |
|--|--|
| <b>Copy/Content (Format Copy with desired line breaks)</b> | <b>Notes &amp; Instructions</b>        |
| <input type="text"/>                                       | change the expiration date to 6/1/2015 |

**Do you need more than one version of your ad? Click "Start a Campaign" at the top of your screen.**

Upload File(s) [Choose File](#) No file chosen Enter any notes or inst

**Input (0)**

*No input files have been uploaded yet. Choose a file, click upload and set type if needed.*