

S U B M I S S I O N S

Submissions is the file that stores and ages information about outstanding Job Deliveries, Portfolio Submissions and File Submissions. It generates reports of what's out and prints reminder letters for those that are late being returned. The only information that you can enter in Submissions is the return of images from outstanding Submissions.

The Submissions file creates and handles License Reminders to alert you to the fact that a license is about to expire. This provides you with a prime opportunity to notify the licensor to pursue renewal or cessation of usage.

When you post a report from Stocksheet, other than an Invoice, it's stored in the Submissions file. Submissions may be kept in the Submissions file for reference long after everything has been returned or they can be removed to, and stored in, an archival copy of the Submissions file. *Note* 📌

Note:
For simplicity, we refer to Job Deliveries simply as Deliveries, Portfolio Submissions as Portfolios and Stock Submissions as Submissions. In general discussions all of these reports are simply referred to as Submissions, except where more specifics are warranted.

S E L E C T O R

The Selector window displays Submissions as a scrolling list. The list changes as you select various sets of Submissions. The Selector window can be scrolled using the scroll bar on its right edge or by using the up and down arrow keys, found on most keyboards. The window can be resized vertically to be shorter or longer by dragging the lower right corner up or down.

Submissions as of Saturday, April 12, 2003		
#201715 - Submission 03/01/03	Premiere Magazine Marcia Stephens (212) 456-7890 Re: Denver Area Attractions	4 images submitted, 3 returned Due for Return 3/15/03 42 days out 28 DAYS LATE
1 Image Out		
#201716 - Portfolio 03/17/03	Grannis Group of Mutual Funds Sean Fogarti (303) 966-8689 Re: Requested Portfolio Submission	20 images submitted, 20 returned Due for Return 3/31/03 12 days out
RETURNED		
#201717 - Submission 03/22/03	Brierly & Partners Betty Sue Van Haden (213) 167-6848 Re: Maintaining Traditions	7 images submitted, 0 returned Due for Return 4/5/03 21 days out 7 DAYS LATE
7 Images Out		
#201718 - Delivery 03/24/03	Time Magazine Sondra Williams (212) 522-4375 Re: Job # 201053 5/3/01 - Ted	41 images submitted, 41 returned Due for Return 4/23/03 29 days out
RETURNED		
#201719 - Portfolio 03/26/03	Elmo Group Thomas Gibbons (301) 547-6589 Re: Requested Portfolio Submission	16 images submitted, 0 returned Due for Return 4/9/03 17 days out 3 DAYS LATE
16 Images Out		
#201720 - Submission 04/02/03	Newsweek Magazine John Coleman (212) 350-4266 Re: Modern Military - resubmission	2 images submitted, 0 returned Due for Return 5/2/03 10 days out
2 Images Out		

The Selector window can be printed. In fact, after you see how you can arrange groups and sets of Submissions, it may be your favorite printout of this file.

One Submission at a time is highlighted. This is the active Submission. Actions that you initiate, such as Partial Return and Issue Late Notice apply to the active Submission. Double-clicking on the active Submission, opens an expanded view of the Submission. The list shown in the Selector window is divided into three columns. Each holds a specific set of information.

S U B M I S S I O N N U M B E R , S U B M I S S I O N D A T E

The column running down the left side of the Selector shows each Submission's Number, the Submission Date and the quantity of images that are out. The Submission Number is followed by a word, Delivery, Portfolio or Submission, to indicate the particular type of Submission. The quantity, shown in red, changes to "Returned" when the entire Submission has been returned.

C O M P A N Y , C O N T A C T , P H O N E A N D R E F E R E N C E

The second column shows the name of the Company, the Contact, Phone Number and Reference for each Submission.



PHONE DIALING

If you have a modem connected to your computer, clicking the phone icon opens a menu of dialing combinations. The highlighted phone number is the way StockView thinks the number should be dialed. If you disagree, the rest of the menu offers dialing alternatives. By default, StockView uses Tone dialing. That can be changed. Dialing Preferences are set in Flow Chart.

COUNT AND DATE CALCULATIONS

The final column shows how many images you submitted, how many have been returned, the date they were due for return and if they are late. Big, red letters show the number of days late.

SUBMISSION

The Submission window provides an expanded view of a single Submission, one at a time. To open the window double-click any Submission shown in the Selector window or choose Submission from the Windows menu. The window opens to show the entire Submission. You can also open it by choosing Partial Return from the Functions menu. In this case, only unreturned images are listed. Click the close box or choose Selector in the Windows menu to return to the Selector.



The top of the Submission window displays information entered in the Stocksheat Report Header plus current information on the counts and dates for the Submission. The phone icon here dials through your modem exactly as it does in the Selector.

The records in the Submission are displayed in a scrolling list. Each line displays the quantities of images in or out, the Caption, Serial Number, Format and Creator. If a digital image is associated with the record, it's displayed at the far right.

ENTERING RETURNS

At the left of any record with outstanding images is a red numeral indicating the QTY (quantity) of images still out. To the right of the quantity is an arrow button. If all the images for that record are being returned, click the arrow button. The QTY vanishes and the IN cell at the right of the arrow button is updated to the same number.

If only some of the images represented by the QTY are being returned, ignore the arrow. Instead, enter the number of images returned in the IN cell of the appropriate line. If the number returned is less than the QTY, the number submitted, the line is split into two. One line represents the returned images, the other represents images still out.

Whether the return is partial or complete, the current date is automatically entered as the Return Date, but you can change it manually.

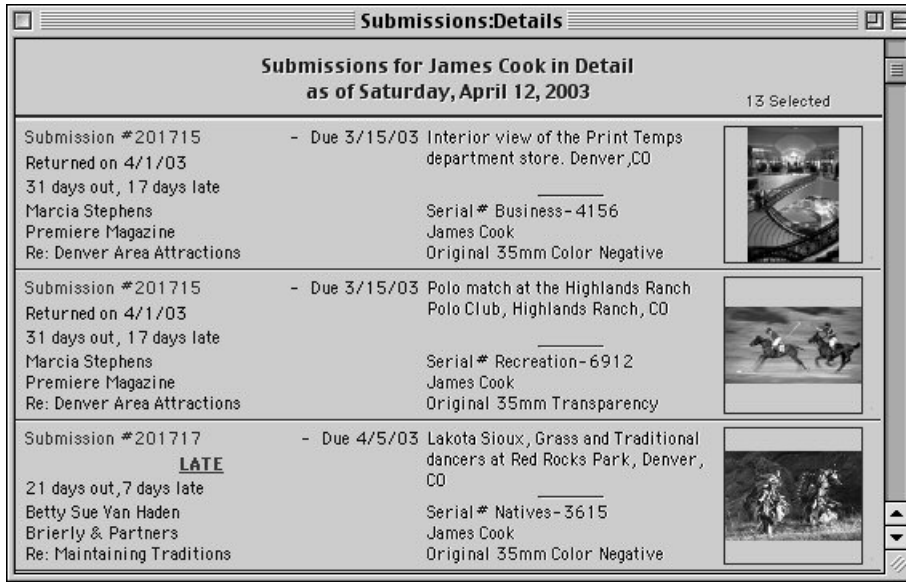
Close the Submissions window by clicking its close box or choose Selector from the Windows menu. This is a perfect time to Save your work, Cmd/Ctrl-S. *Tip* ♣

Note: Although Full Returns are typically logged in using Full Return from the Functions menu of the Selector, the last record of the Submission window can do that, too. Big green letters advise you that the final record represents the Submission Totals. The arrow button on this record quickly converts the entire Submission to fully returned.

Tip: What if your mind wandered or the phone interrupted you and you entered a return on a wrong line? No problem! Hold either the Shift or the Opt/Alt key and click the arrow button. The IN and Return Date cells are cleared and QTY is restored. In fact, the whole Submission goes through a quick update to note the correction.

D E T A I L S

The Details window displays the result of a search when you use the Search menu to select by Serial Number, Creator or Caption. These searches automatically open the window, but the Details window can be opened manually by choosing Details in the Windows menu.



Rather than a list of Submissions, the Details window shows a list of all the individual records that make up the current selection. Depending on what is selected, you may see the same Submission Number repeated over and over or, possibly, a variety of Submissions with other information repeated, such as the Contact name.

Each record in the Details window lists the Submission number followed by the count and aging information. Below this information is the Contact, Company and Reference for the Submission. The center of each record contains the image specifics: Caption, Serial Number, Creator and physical characteristics. The right extreme displays an associated image.

To return to the Selector window, click in the close box or choose Selector from the Windows menu.

M E N U S

S E A R C H

The Search menu makes the Selector window a powerful reporting tool. You can select combinations of Submissions for review. The Selector can be printed as a report showing your selections.

Number and Date searches look for exact matches. Text searches, such as the Contact's name, use Clairvoyance to help you make an exact match. Text searches can look for any Submission that contains the text criteria in whatever field you specify.

S U B M I S S I O N N U M B E R

Submission Number asks you to enter the Submission number you're looking for, then, assuming there is such a Submission number, selects and displays it. Only one Submission at a time is selected and displayed in such a selection.

S U B M I S S I O N D A T E

Submission Date asks you to enter the date of the Submission you want to see. All Submissions with that Submission Date are selected.

C O N T A C T , C O M P A N Y A N D R E F E R E N C E

Contact, Company and Reference, each opens a dialog in which you enter all or part of the name



or reference you want to see. Clairvoyance completes it and StockView Selects and lists all Submissions with that data. The Search finds all entries that contain the name or reference you're looking for.

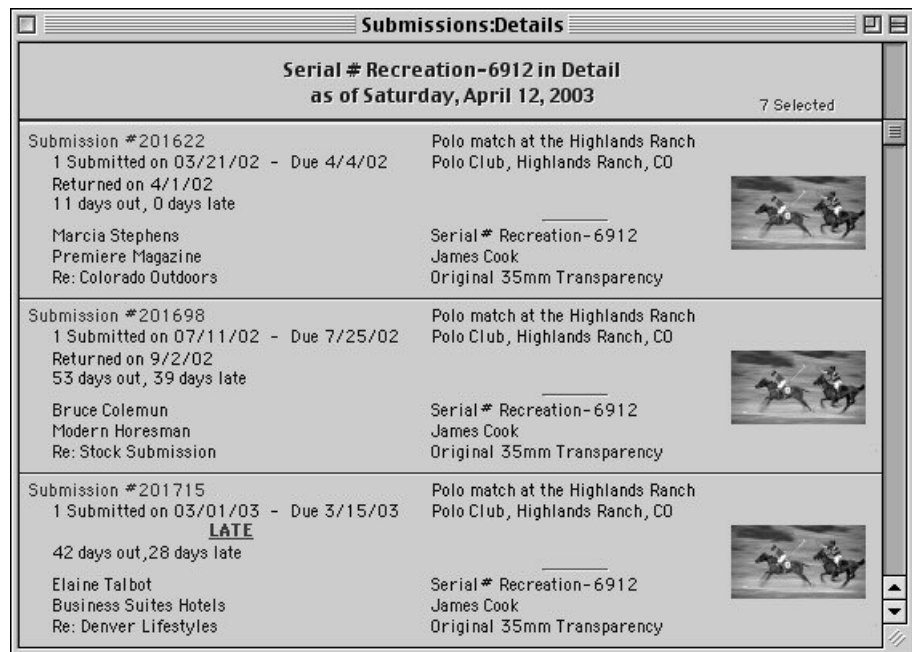
SERIAL NUMBER, CREATOR AND CAPTION

Serial Number, Creator and Caption search in a similar manner, but the result is an expanded view of individual records created in Stocksheet. Need to track down an unauthorized use? This should tip you off to the strengths of the Search menu. Select and view every record that contains a particular Serial Number to see how many times that image has been out, when and to whom. Keep going. There's more.

Results of these searches are displayed in the Details window.

If you search by Creator, the list consists of every record in the file that *contains* the name, all or in part, that you want to search for. In a file with numerous Creators listed, searching for Rob locates every Rob, Robin, Robert, Robinson, Heartthrob, and so on. Searching by Caption works the same way by using contains.

Search	
Submission Number	⌘3
Submission Date	⌘D
Contact	⌘K
Company	⌘B
Reference	
Serial Number	
Creator	
Caption	
Submissions	
Returned Submissions	
Unreturned Submissions	⌘4
Portfolios	
Returned Portfolios	
Unreturned Portfolios	
Deliveries	
Returned Deliveries	
Unreturned Deliveries	
All Unreturned	
Select All	⌘A



Searches by Caption or Serial Number usually produce a list of all the same image, but possibly in many Submissions.

SUBMISSIONS, PORTFOLIOS, DELIVERIES

This selects every Submission in the file designated in the Status as matching your search criteria: Submission, Portfolio or Delivery. Submissions with Status that doesn't match are ignored. No discrimination is made whether Submissions are returned or not.

RETURNED SUBMISSIONS, PORTFOLIOS, DELIVERIES

This selects and lists Submissions, of the type you specify, that have everything returned. Again, types of Submissions other than that you indicate are ignored.

UNRETURNED SUBMISSIONS, PORTFOLIOS, DELIVERIES

Unreturned Submissions selects and lists all Submissions in the file with images still out. Yes, other types of Submissions are not included.

ALL UNRETURNED

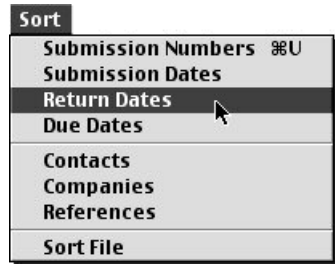
Any type of unreturned Submission is selected.

SELECT ALL

Select All shows each and every Submission in the file, regardless of whether it's returned or unre- turned, whether the Status is Submission, Portfolio or Delivery.

Sort

The Sort command does not change the selection or the totals shown, it just rearranges what you are looking at. Sorting is done in ascending order on the category that you select.



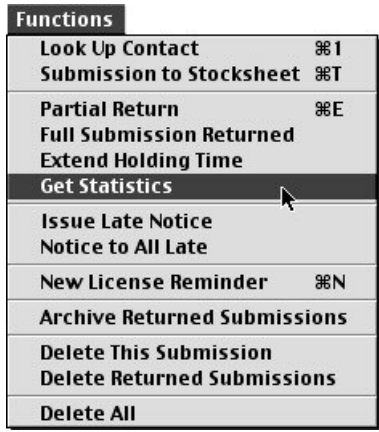
Sort File

Sort File reorganizes and recalculates dates and image counts in the Submissions just to make sure that everything is as it should be. Consider it a resetting of Submissions, because it does just that. Everything is re-examined and organized.

FUNCTIONS

LOOK UP CONTACT

Look Up Contact reads the name of the contact listed on the currently highlighted Submission and opens the Contacts file to locate that person's record for you. If there is no name in the Submission, Heaven forbid, Contacts opens its search dialog for you to look up a contact.



SUBMISSION TO STOCKSHEET

Submission To Stocksheat moves a copy of the active Submission from the Selector window to Stocksheat. In Stocksheat you can review, modify or convert it to an Invoice. We like Invoices. Nothing in the Submissions file is changed when you transfer a Submission. If, while it's back in Stocksheat, you make no changes to the Submission, there's no need to post it again. *Tip* ⚡ *Warning!* ⚡

If you make adjustments to the Submission in Stocksheat and re-post it, a dialog box lets you know that there already is a Submission in the file with that same number. Remember, you transferred a copy of the Submission to Stocksheat. If you want to save the changes you make in Stocksheat, click OK to replace the old Submission with the revised one. If you just looked over a Submission and made no changes, there's no need to re-post it.

PARTIAL RETURN

Partial Return asks you if you're serious, then, if you say, Yes, selects and opens the Submission window which displays a list of outstanding images for the active Submission. Unlike double-clicking on a Submission, Partial Return does not select all images in the Submission. Only those that are still out are selected and shown. This gets returned images out of your way to expedite entry of later returns. (See *Entering Returns in the Submissions section earlier in this chapter.*)

FULL SUBMISSION RETURNED

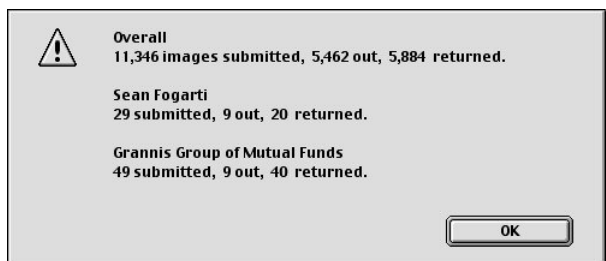
Full Submission Returned confirms that you really want to indicate the Submission is fully returned. If you answer, Yes, all of the images in the currently active Submission are marked Returned. *Warning!* ⚡

EXTEND HOLDING TIME

If you allow a client to hold a Submission longer than originally agreed it's simple to adjust the Submission to reflect the adjusted date. Choose Extend Holding Time and when asked, enter the number of additional days.

GET STATISTICS

To find out how many images you've submitted to a Contact or to a Company, highlight any of the Submissions to someone within the Company and choose Get Statistics. After a moment of calculations a dialog appears with the results plus the numbers for the Submissions file overall.



Tip: You can move a Submission from the Submissions Selector to Stocksheat by dragging the desired submission to any visible Stocksheat window. This is the same as choosing Submission to Stocksheat in the Functions menu.

Warning!
If there's already a report in Stocksheat when you transfer a Submission, that report is replaced by the Submission you are transferring. That's why we keep reminding you to post reports, so if a report is replaced, it is retrievable.

Warning!
Returns must be entered to one Submission at a time. If a company sends images which went out on different Submissions, you must make entries on each Submission involved. Before you enter a Return, be sure you have the correct Submission in the Selector window. If you have a different Submission active, use the Search features to locate the correct Submission.



ISSUE LATE NOTICE

To send a reminder that a Submission is due for return, highlight the Submission and choose Issue Late Notice.

If the InView Correspondence file is in the folder and you have a saved Form Letter named exactly "Late Notice", the form letter is set up in Correspondence for printing.

In addition to the Contact info, the Correspondence Form Letter can have up to three special markers embedded for the program to

According to our records, you're still holding «QTY» from the submission that was on «Submission Date». The submission was due for return on or before «Due Date». aware that a holding charge is accumulated and applied to past due submissions as st our delivery memo.

replace with information from the Submission. When the letter is being set up, a scan is run for «QTY», «Submission Date» and «Due Date» in the Form Letter. Any of these three that are found are replaced with the appropriate information from the Submission. With that consideration you can edit the Form Letter as you wish. Each marker can only be used once within a letter.

If no such Form Letter exists or if your software package does not include the Correspondence file the program resorts to a form letter built into the Submissions file with similar capabilities.

The Form Letter is edited and saved in the same manner as any other Form Letter in the Correspondence file.

To edit the built in letter, choose Issue Late Notice then Cancel the Print dialog window. ♦ *Tip*

(For more graphics adjustment instructions, see *Printing & Editing Reports* in this manual and *The Getting Started* chapter also explains graphics tools .)

After printing a Late Notice letter, StockView offers to print an envelope for it.

NOTICE TO ALL LATE

Notice to All Late generates the same letter as Issue Late Notice, but this time, every Contact with a late Submission gets one.

NEW LICENSE REMINDER

To create a new License Reminder in Submissions, highlight the Submission for which you want the reminder and choose New License Reminder from the Functions menu. Reminders can also be created in Stocksheet. See the section at the end of this chapter on License Reminders.

ARCHIVE RETURNED SUBMISSIONS

Archive Returned Submissions automatically creates a dated backup copy of the entire Submissions file. Keep this in a safe place for future reference. This copy appends the date the archive is created to the file name, for example: Submissions to 9/6/00. You have to guess which century.

After an archive is created, StockView deletes all fully returned Submissions from the Submissions file, which is fine because you have a complete record of them in your archive. ♦ *Warning!*

You don't need to Archive Submissions very often. Perhaps once a year will do. It's a periodic, housekeeping chore that keeps StockView working swiftly on it's appointed rounds. You see, the larger your Submissions file is, the slower it goes. Archiving makes the file smaller.

DELETE THIS SUBMISSION

Delete This Submission doesn't wipe out anything until you say it's OK. Then it deletes the currently active Submission. ♦ *Tip*

DELETE RETURNED SUBMISSIONS

Delete Returned Submissions also requires that you confirm you really mean it and then eliminates all fully returned Submissions from the file. This is the same as the archiving function, but no backup copy is made. Be forewarned. The Submissions are just g-o-n-e. The choice is yours.

DELETE ALL

Delete All clears the decks. The Submissions file is restored to the condition in which we shipped it...empty. Nothing but phenomenal potential is left.

Tip:

The built in letter is only accessible if there is not a Form Letter named "Late Notice" in the Form Letters folder

Warning!

If you run Archive Returned Submissions more than once on the same date you may lose data. Any archive in the folder bearing the current date is replaced by the new archive which, because you already archived its data, now has less data. Protect yourself with regular backups!

Tip:

Disaster recovery: Revert to Saved is the only way to restore a deleted Submission, but this only works if you haven't Saved since you deleted it.

WINDOWS

SUBMISSION

This opens the Submission window to display an expanded view of one Submission at a time. This is the window for logging in returned images and is the only window in Submissions that permits data entry.

DETAILS

The Details window expands to display the current selection on a record by record basis. It transcends the separation of individual Submissions.

LICENSE REMINDERS

This opens the License Reminders window to display the entered reminders, if there are any.

STOCKSHEET

This is an expressway back to Stocksheet. It does nothing more than get you there fast.

FILE INDEX

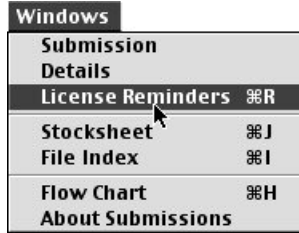
And this? It opens the File Index, of course.

FLOW CHART

At this point in the manual it's getting difficult to tell you again. Flow Chart opens the Flow Chart.

ABOUT SUBMISSIONS

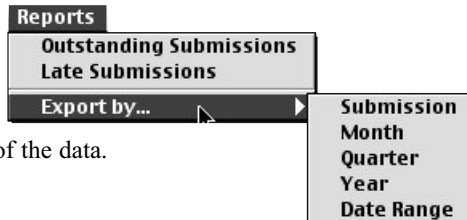
About Submissions shows the version, copyright and author information on Submissions.



REPORTS

OUTSTANDING SUBMISSIONS

Outstanding Submissions re-calculates all of the data in the Submissions file, then offers to print a report of all the unreturned Submissions. Aside from the resulting printed report, it is the same as choosing Unreturned Submissions from the Search menu and printing the Selector, but this adds a full verification of the data.



LATE SUBMISSIONS

Late Submissions scrutinizes the Submissions then selects only those Submissions that are past due and offers to print a report listing them. Kicking bums and taking names, in action.

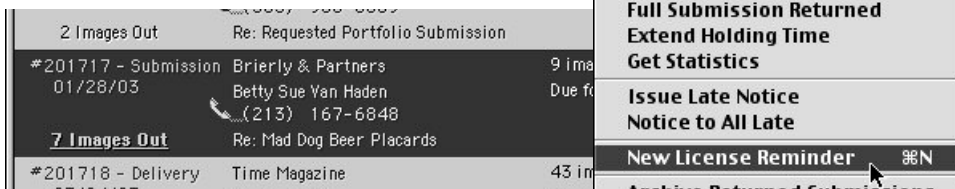
EXPORT BY ...

We want to keep you but we're not out to create captive audiences. You can get Submission data exported to import into other software. To create a text file, ASCII, choose the period or Submission # from the submenu. That's all. InView saves the text file.

LICENSE REMINDERS

License Reminders allow you to keep a list of licenses you've issued for your images along with a date at which you want to be warned before the license expires. This alerts you when the window of opportunity is best for possible re-licensing.

License Reminders can be created from any Submission or Invoice in Stocksheet or they can be created within the Submissions file. Either way they end up being saved and tracked in the Submissions file.



To create a new License Reminder in Submissions, highlight the Submission for which you want the reminder and choose New License Reminder from the Functions menu.



The License Reminder setup window opens with most of the needed information already entered. You may want to modify the Reference and Usage information.



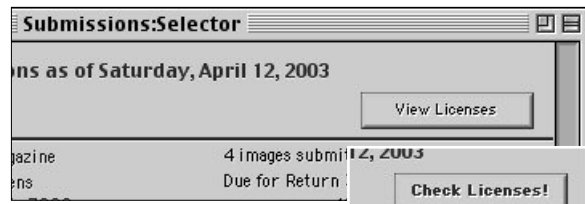
The number and date at the top cannot be changed. They are derived from the originating Submission or Invoice and provide a link back to it.

The important parts are the date cells in the upper right. The Date Issued is from the date of the originating Invoice or Submission. You can leave it as such, or change it to whatever you prefer to have noted as the start of the license period.

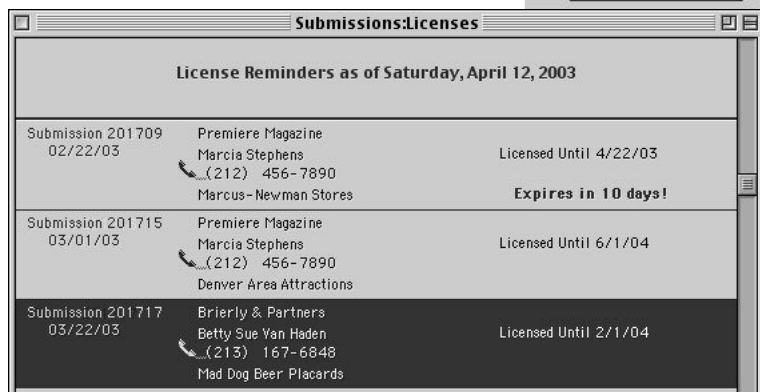
The date on which the license expires is a required entry followed by the number of days prior to the expiration at which you want to be alerted.

Click OK to close the window and save the reminder. Click Delete to close the window and delete the reminder.

Whenever you open the Submission file, a check is run to see if you have any reminders that have reached their warning period. If any are detected, the wording on the license button in the upper right corner of the Selector window changes to red text reading "Check Licenses". Click on it to see the reminders that are due. When no reminders are due, the button selects and displays all reminders.



License Reminders are displayed in a list. Double-click on any one in the list to open it for review or editing using the same License Reminder setup window used to create it.



LICENSE REMINDER MENUS

The Licenses window has its own set of specialized menus.

SEARCH

The Search menu in the License Reminders allows you to quickly select various sets of licenses for review.



FUTURE REMINDERS

Future Reminders selects and displays all reminders that have not yet reached their warning period.

CURRENT REMINDERS

Current Reminders selects and displays reminders that are now within their warning period.

DUE REMINDERS

Due Reminders selects and displays all reminders that are now within or past their warning period.

EXPIRED REMINDERS

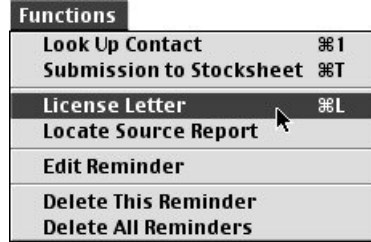
Expired Reminders selects and displays reminders for license that have expired.

ALL REMINDERS

All Reminders selects every reminder in the file regardless of its status.

F U N C T I O N S

The Functions menu in the License Reminders window has some specialized choices.

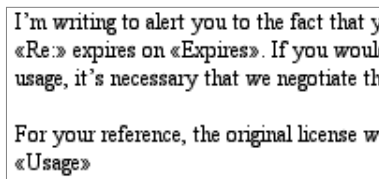


L I C E N S E L E T T E R

Highlight any License Reminder in the list and choose License Letter to generate a letter to the Contact about relicensing the image(s) or to notify them that the license is expiring and they must cease their usage.

If the InView Correspondence file is in the folder and you have a saved Form Letter named exactly "License Reminder", the form letter is set up in Correspondence for printing.

In addition to the Contact info, the Correspondence Form Letter can have up to three special markers embedded for the program to replace with information from the License Reminder. When the letter is being set up, a scan is run for «Re:», «Expires» and «Usage» in the Form Letter. Any of these three that are found are replaced with the appropriate information from the reminder. With that consideration you can edit the Form Letter as you wish. Each marker can only be used once within a letter.



If no such Form Letter exists or if your software package does not include the Correspondence file the program resorts to a form letter built into the Submissions file with similar capabilities.

The Form Letter is edited and saved in the same manner as any other Form Letter in the Correspondence file.

To edit the built in letter, choose License Letter then Cancel the Print dialog window. *Tip* ♦

Tip: The built in letter is only accessible if there is not a Form Letter named "License Letter" in the Form Letters folder

L O C A T E S O U R C E R E P O R T

License Reminders are created from Invoices or Submissions. This function locates the report from which the license reminder was generated. Invoices can only be found if you have the Receivables file installed.

E D I T R E M I N D E R

Edit Reminder is the same as double-clicking on a listed License Reminder. The reminder is opened in the window in which it was first configured. You can review, modify or delete it there.

D E L E T E T H I S R E M I N D E R

To remove any License Reminder from the file, highlight it and choose Delete This Reminder. After your intention is confirmed, the reminder is deleted,

D E L E T E A L L R E M I N D E R S

In the event that you want to get rid of all reminders, choose Delete All Reminders. After a confirmation of your intentions, all License Reminders are deleted. Once you Save, they're gone forever unless you have a backup copy of the Submissions file.

