



ABC Returns System: User guide



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Setting the standard

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Accessing the ABC Returns System

1. Launch/Login page

A screenshot of the login page for the ABC Returns System. At the top right is the ABC logo. Below it is a navigation bar with the text 'Returns System / Returns Entry' and three colored segments (green, yellow, blue). The main content area contains a grey box with the text 'To log in, please enter your email address and password.' Below this text are two input fields: 'email address' and 'password', followed by a 'Log in' button. At the bottom left of the form area, there is a link: 'Forgotten your password or do not yet have a password? | ABC Home'.

To login to ABC Returns System go to: <https://submitdata.abc.org.uk/> or via the ABC website: <http://www.abc.org.uk/Products-Services/ABC>Returns-System/>

2. Password setup/reset page

A screenshot of the password setup/reset page for the ABC Returns System. At the top right is the ABC logo. Below it is a navigation bar with the text 'Returns System / Returns Entry' and three colored segments (green, yellow, blue). The main content area contains a grey box with the text: 'If you need to reset your password, or if you have not used Returns Entry before, please enter your email address here and click "reset". We will validate your email address and send you a link via email. When you receive this email please click on the link (or paste the link into your browser address bar) in order to enter a new password for your access to the Returns Entry system.' Below this text is an 'email address' input field, followed by 'reset' and 'back' buttons. At the bottom left of the form area, there is a link: 'ABC Home'.

Before you can login, you must create a password for yourself. To do this, you must be recognised as one of the following contacts:

- a. **Forms contact:** This is the person responsible for completing the online form and checking the resulting certificate.
- b. **Auditor contact:** If your audit is not carried out by ABC, this will be the nominated Audit Partner at that your auditor.
- c. **Sub-Users:** These are people who are granted access by one of the two people above and are described later in this document.

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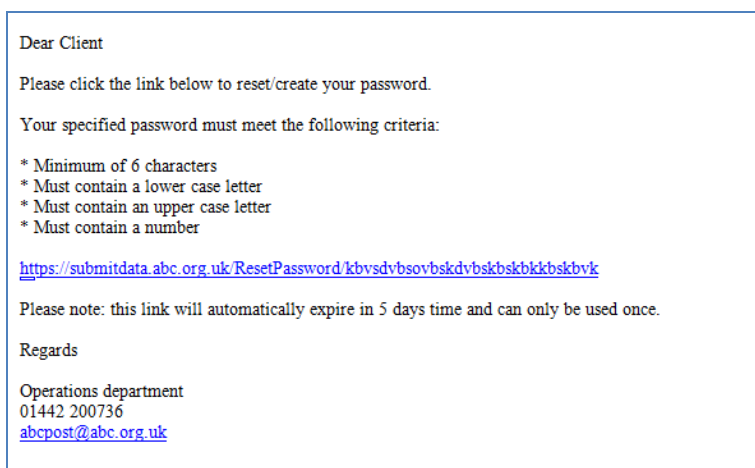
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Note: If the person we have on our database as a forms or auditor contact changes, then the new person will not be able to access the system until we are formally notified of the change and have updated our database.

To setup or reset your password, select the link on the login page called: 'Forgotten your password or do not yet have a password?'

The password reset/setup page simply asks for your email address which we will try to match against our database.

If the email address matches our database, we will send you an email with a unique link where you can set yourself a password.

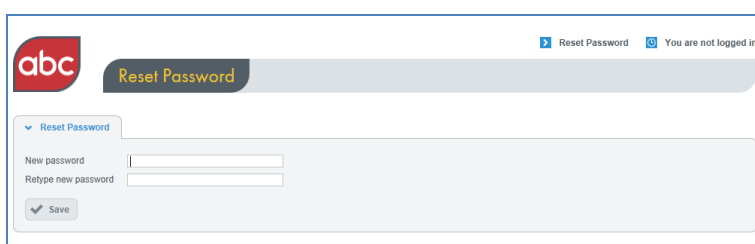


Please note that your password must meet the following criteria:

- Minimum of 6 characters
- Must contain a lower case letter
- Must contain an upper case letter
- Must contain a number

This is noted in the email.

Here is the page where you setup your password.



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Once you have chosen and set your password up, you can login to ABC Returns System from the original login page <https://submitdata.abc.org.uk/>

Resetting a password uses exactly the same procedure as used for new users. This ensures we keep things as simple as possible for you.

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I'm logged in, now what do I do?

You have three options.

Welcome to the ABC Returns System

[Returns Entry](#)

[Returns Import](#)

[Setup Sub Users](#)

1. Returns Entry

Look at returns and enter data/submit returns.

2. Returns Import

Import

Returns Import Information

You can upload data to your return using the presets file. This is done by

- Select the file you wish to download.
- Click "Download Presets File"
- Edit this file by adding the relevant data.
- Choose the saved file and click Upload

Import Return File

Return Plans

Product Type	Period Start Date	Period End Date
<input type="checkbox"/> Consumer Magazine	01 Jan 2013	30 Jun 2013
<input type="checkbox"/> Consumer Magazine	01 Jul 2013	31 Dec 2013
<input type="checkbox"/> Business Magazine Standard	01 Jul 2012	30 Jun 2013
<input type="checkbox"/> ABC Bulk Distribution	31 Dec 2012	27 Jan 2013
<input type="checkbox"/> ABC Bulk Distribution	28 Jan 2013	24 Feb 2013
<input type="checkbox"/> ABC Bulk Distribution	25 Feb 2013	31 Mar 2013
<input type="checkbox"/> ABC Bulk Distribution	01 Apr 2013	28 Apr 2013
<input type="checkbox"/> Consumer Annual	01 Jan 2013	31 Dec 2013
<input type="checkbox"/> Digital Publication Circulation	01 Jun 2013	30 Jun 2013
<input type="checkbox"/> Digital Publication Circulation	01 Jul 2013	31 Jul 2013
<input type="checkbox"/> Digital Publication Circulation	01 Sep 2013	30 Sep 2013
<input type="checkbox"/> ABC Bulk Distribution	26 Feb 2013	27 Feb 2013
<input type="checkbox"/> Consumer Annual	01 Jul 2009	31 Jul 2009
<input type="checkbox"/> ABC Bulk Distribution - Ireland	24 Feb 2014	30 Mar 2014

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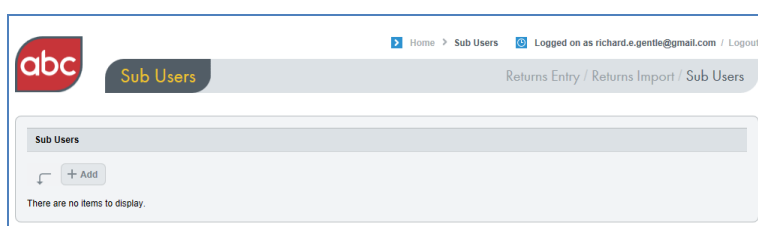


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Returns Import allows you to upload a formatted data file containing all your returns data, for single or multiple returns and upload it all in one go to our system.

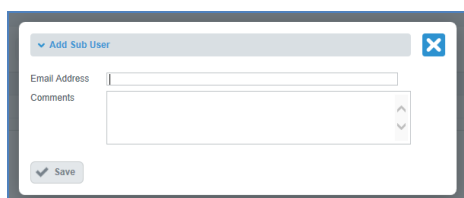
Please be aware that setting up this up requires good technical knowledge. If you are interested in using this, please contact us at abcpost@abc.org.uk.

3. Setup Sub users

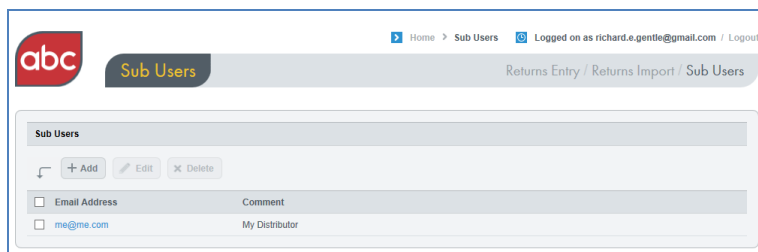


You are able to set up access for other people to view or enter data into your returns. The process is very simple:

- i. Click Add



- ii. Enter the email address of the person you want to give access to
- iii. Add a comment about them (optional)
- iv. Click Save
- v. See their details on the Sub Users screen



If a sub user needs to be amended or deleted, the process is almost identical, but instead you use the Edit or Delete options.

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Important note about sub users!

Sub users will automatically be deleted if any of their details change on our database, whether that is the email address or the whole contact. This is a security feature to ensure that you can't have sub users accessing your returns, you are not aware of.

Filters for finding returns

Various filters have been built into the ABC Returns System to help you get to returns quickly. The options are to filter by:

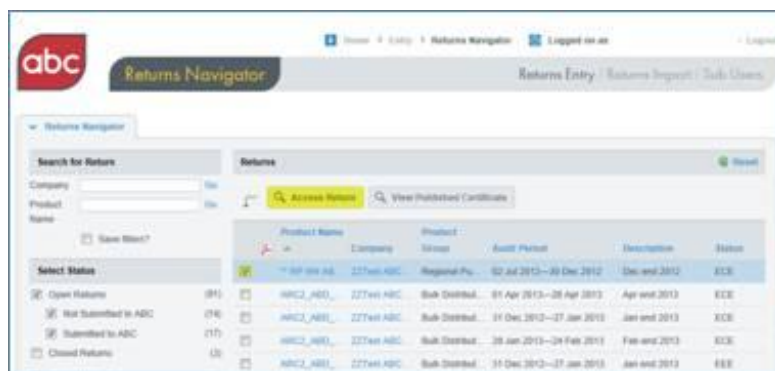
- a. Company Name
- b. Product Name
- c. Return Status
 - a. Open Returns – Open refers to unpublished data and you can also filter by:
 - i. Returns not yet submitted
 - ii. Submitted returns
 - b. Closed Returns – Closed refers to returns which are now complete and have been published
- d. Period end date ranges
- e. Product Groups – this groups together similar types of products such as Business Magazines, Regional Publications, Online Properties etc.

The filter will let you know how many returns are available under that filter, so you can see how many returns are available.

You can apply more than one filter to hone your results. For example you are able to select Product Groups and Period end dates.

Viewing a return

To view a return, use the checkbox to select it and click the Access Return button. Alternatively just click the link.



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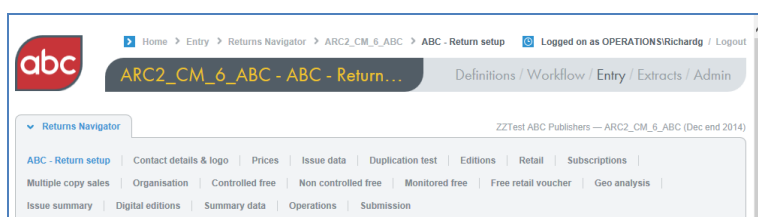


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Navigating through a return

1. Tabs

Returns are broken down into tabs. These are displayed at the top of the window.



2. Sections

Within each tab, the return can be broken down further into sections. These are identified by a grey bar and a heading:

Forms contact	
Company name	ZZTest ABC Publishers
Contact name	Mr Paul ThompsonThompson (Testing Ex
Position	ARC2 Tester
Address	Saxon House 211 High Street - -
County	Hertfordshire
Postcode	HP4 1AD
Country	United Kingdom
Telephone	-
Fax	-
Email address	paulnthompson@gmail.com

Each section contains a small manageable set of data which is either for your information, or for entry. Please refer to the Fields section of this document for more information.

3. Fields

There are different types of fields within a return and these are:

a. White – fields you enter data into

This Periods Estimates (UK & RoI)		This Periods Estimates (Other countries)	
* Estimated net sales	<input type="text" value="0"/>	* Estimated net sales	<input type="text" value="0"/>
* Estimated issues	<input type="text" value="0"/>	* Estimated issues	<input type="text" value="0"/>

b. Grey – pre-populated data for your information

Product details			
Owner	FIFA	Product reference	21695
Product name	FIFA.com	Return number	18889518
Audit period start	01 Dec 2014	Audit period end	31 Dec 2014

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c. Yellow – fields that will auto populate based on other data

Description	Average circulation		
	Total	UK & RoI	Other Countries
Total average	0	0	0
At Basic Cover Price (BCP)	0		
Below BCP but not less than 50%	0		
Less than 50% but not less than 20%	0		

d. Links – blue hyperlinks that are used for certain actions such as uploading data or files

Logo [Add Logo](#)
Front cover image [Add Image](#)

e. Tables

Issue date or other identification	Serial number	Reason (A - H)	Reason (text)
1			

[Add a New Row](#) [Download](#) [Upload](#) [Refresh](#)

Tables have some unique features:

To make data entry as easy as possible, you are able to download the table structure to Excel, type the data into Excel or paste it from somewhere else, then upload the whole table back into the return.

Where appropriate we also start with a minimum number of rows and give you the facility to add rows as required. This keeps the return as compact as possible.

Submission

Each return has a submission tab. This will usually be the last tab on the return. Selecting this tab automatically runs validation. If validation is passed, you will be shown the 'signature' box where you enter your password and then select the submission button submit the return.

Validation messages

There are two types of validation message (a) Information (b) Invalid Entry

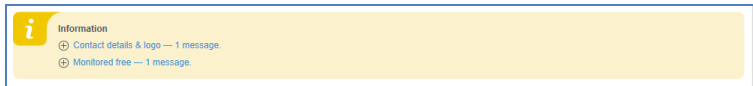
a. Information

Information messages are on a yellow background and will not prevent submission. These are designed to be used as reminders about optional content. Each message contains straightforward information about the information and a link to the tab that needs to be looked at.

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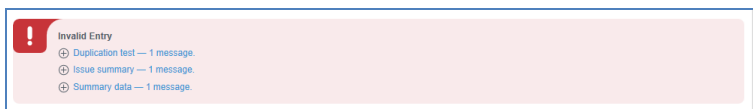


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b. Invalid Entry

These messages are on a red background and will prevent submission. Each message contains straightforward information about the issue and a link to the tab that needs to be looked at.



Important – Saving data

It is important to note that the ABC Returns System does not automatically save your data. You will need to use the Save button to save data.

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Contact us

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Consumer Magazines



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