

THE FLINT JOURNAL

Electronic Tearsheets Quick Reference Guide

<p>Register to Receive E-Tearsheets</p>	<ol style="list-style-type: none"> 1. Open your Internet browser and go to http://flintjournal.com/advertise/index.html, then click on Sign up for e-tearsheets. 2. Fill out the new user sign-up profile. 3. Enter your user name (your first and last name), your email address, a password of your choice, retype the password again in the “Confirm” field, and your account number with the Flint Journal (it will be on a recent invoice, if you cannot locate it call us at 810-766-6156 or 810-766-6200.). You will need to click on the “Publisher” drop down field and select The Flint Journal. And finally, you will need to enter the code at the bottom of the screen. 4. Review your information and then click “Submit”.
<p>Logging Back in Once Registered</p>	<ol style="list-style-type: none"> 1. Open your Internet Browser and go to http://ai.presteligen.com 2. Click Login
<p>Sign up for Email Notifications</p>	<ol style="list-style-type: none"> 1. Click the Preferences Icon 2. Check the box next to tearsheets 3. Choose Attach from the pull down menu if you want the tearsheets attached to the email notifications (you can select JPEG or PDF format). 4. Click Update to save changes and begin receiving email notifications when your ads run.
<p>Change Password</p>	<ol style="list-style-type: none"> 1. Click the Preferences Icon 2. Enter your new password 3. Re-enter to verify the new password 4. Click Update to save
<p>Simple Tearsheet Search</p>	<ol style="list-style-type: none"> 1. Click the Search Icon 2. Choose a date range or enter an ad # 3. Click Search
<p>Advanced Tearsheet Search</p>	<ol style="list-style-type: none"> 1. Click the Search Icon 2. Click the Advanced link 3. Choose the search criteria to narrow your search by selecting data from the pull down menus 4. To search by a specific metadata category, choose the field to search and then type the search criteria into the empty field below 5. Choose a specific date range for the tearsheet search 6. Click Search <p>** To export this search into Excel, check mark Generate Report before clicking search</p>

If you have any questions, please contact Denise Faculak at 810-766-6352 or your Sales Consultant.