Changing/modifying subscription rates in CirculationPro

In Subscription Rates there is a schedule button
Rates/SubRates/Term - next to the term is where you will see the schedule button.

They would just put in the new rate and the date (processing date) that it will take effect.

Step #1

Rates	Promo Codes	Import/Export	Predefined Bundles	Refund Items

Publication — Newscycle News
Delivery — Carrier
Day Pattern — SMTWTFS
Inactive — Active

[Save Changes] [Add Rate]

Rate Name	Sort	Default	Delivery	Day Pattern			Inactive	
Foot Carrier		○	Carrier	SMTWTFS	Zones	Subrates	☐	Delete
Mather Rates		○	Carrier	SMTWTFS	Zones	Subrates	☐	Delete
Motor Route		⦿	Carrier	SMTWTFS	Zones	Subrates	☐	Delete

Subscription Rates

Step #2

[Save and Back] [Save] [Back] [Add Subrate] [Active]

(Pub *NCSNEWS*) (Delivery *Carrier*) (Days *SMTWTFS*) (Rate *Motor Route*)

Subrate Name	Sort	Default	Bundled	Transfer to Subrate	# Pay	Activation Fee			Inactive	
13 weeks special		○	☐	Normal	12		Renewals	Terms	☐	Delete
All Access	4	○	☑	Normal	1		Renewals	Terms	☐	Delete
MSU Sale		○	☐	Normal	1		Renewals	Terms	☐	Delete
Normal	1	⦿	☐	Does Not Transfer		5.00	Renewals	Terms	☐	Delete
Pay Smart Rate	2	○	☐	Does Not Transfer			Renewals	Terms	☐	Delete
Portland Special	5	○	☐	Normal	1		Renewals	Terms	☐	Delete
Promo		○	☐	Normal	1		Renewals	Terms	☐	Delete
Smart Pay Intro Rate	3	○	☐	Pay Smart Rate	1		Renewals	Terms	☐	Delete

Sub Rates

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Step #3

Save and Back	Save	Back	Add Term				

(Pub NCSNEWS) (Delivery Carrier) (Days SMTWTFS) (Rate Motor Route) (Subrate Normal)

Count	Type	Price	Surcharge	ABC	Ren Seq	Renewal Text		
1	Months ⇕	17.05	2.00	>= 50% ⇕	Spot 3 ⇕		Schedule (2)	Delete
3	Months ⇕	33.56		>= 50% ⇕	Spot 2 ⇕		Schedule (2)	Delete
1	Years ⇕	62.50		>= 50% ⇕	Spot 1 ⇕	Best Deal!	Schedule (2)	Delete

Term

Step #4

Save and Back	Save	Back	New	

(Pub NCSNEWS) (Delivery Carrier) (Days SMTWTFS) (Rate Motor Route) (Subrate Normal)

Price (62.50)	Type (Years)	Count (1)	ABC (>= 50%)	Scheduled	Renewal (Spot 1)	Renewal Text (Best Deal!)	
62.50	Years ⇕	1	>= 50% ⇕	01/01/2014 📅 (mm/dd/yyyy)	Spot 1 ⇕	Best Deal– Saving	Delete
62.50	Years ⇕	1	>= 50% ⇕	03/01/2014 📅 (mm/dd/yyyy)	Spot 1 ⇕	Best Deal– Saving	Delete
62.50	Years ⇕	1	>= 50% ⇕	06/24/2008 (mm/dd/yyyy)	Skip ⇕		Delete

Schedule

•••• *The easier way is to use the import/export button in rates, export them, edit the amounts in Excel and then re-import for the effective date.*

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