



### Circulation Reporting Wizard

All active mastheads are listed on the Submittal page

001 The Chronicle (Sample) - Daily Dec 2006

#### Submittal Process

- < Back QPD
- Submit >
- Check All
- Uncheck All

001	The Chronicle (Sample) - Daily (Monday, Tuesday, Thursday, Friday, Saturday)	<input type="checkbox"/> December 2006 QPD
Last QPD Submitted: Sep 2006 Last ZIP/Postal Report Submitted: 9/29/2006		
002	The Chronicle (Sample)- Wednesday (Wednesday)	<input type="checkbox"/> September 2006 QPD
Last QPD Submitted: Jun 2006 Last ZIP/Postal Report Submitted: 3/29/2006		
		<input type="checkbox"/> 9/27/2006 ZIP
003	The Chronicle (Sample) - Sunday (Sunday)	<input type="checkbox"/> December 2006 QPD
Last QPD Submitted: Sep 2006 Last ZIP/Postal Report Submitted: 9/24/2006		
	The Community (Wednesday)	<input type="checkbox"/> December 2006 QPD
Last QPD Submitted: Sep 2006 Last ZIP/Postal Report Submitted: 9/24/2006		
	The Chronicle Enterprise - Monthly ( )	<input type="checkbox"/> December 2006 QPD
Last QPD Submitted: Jun 2005 Last ZIP/Postal Report Submitted: 4/25/2001		

Return to previous screen

Check the box to indicate which report(s) you would like to submit.

Submit report(s) you have selected by checking the box. Submitted reports cannot be edited. Contact Verified if you need to edit a submitted report.

The most recent QPD and ZIP/Postal Code report submittal for the masthead.

#### Instructions

1. Check the boxes adjacent to the QPD Report(s) and/or ZIP/Postal Code Report(s) you are ready to submit.
2. Click the Submit button.
3. Correct or explain any variances or other issues that the Wizard has identified. Click on the item in question and the program will take you to the problem cell in the worksheet. Please note: some issues require only an explanation, not a correction.
4. When you have made any required corrections and/or provided explanations, press the Submit button to resubmit.
5. If necessary, the program will again identify needed corrections or explanations. Repeat steps #3 and #4 above until report is accepted. Upon a successful submittal, your report will be marked as 'Submitted'.

Thank you for using Verified's Wizard.