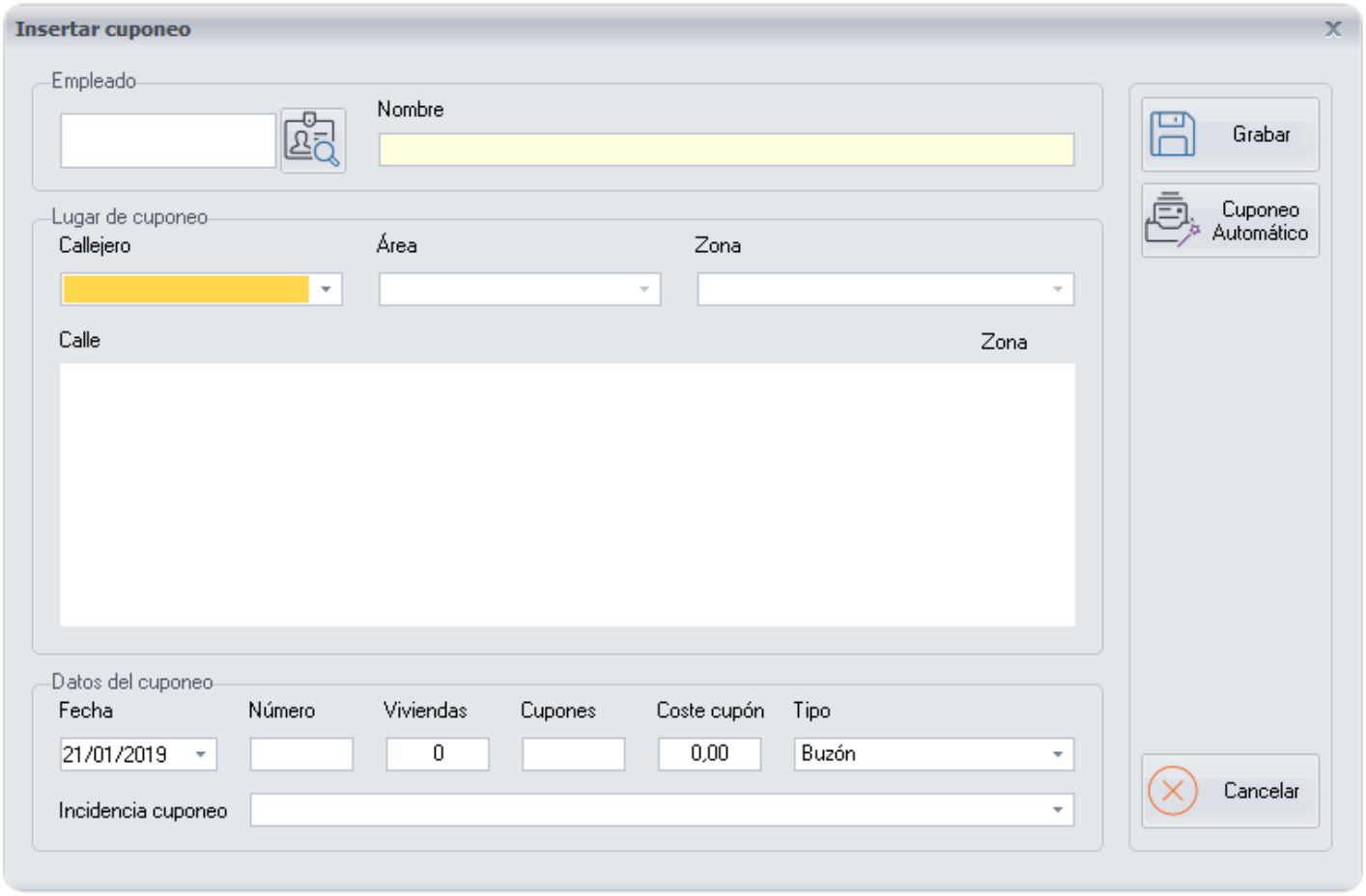
Add/Modify Flyering

On this screen you record the flyering an employee has done in a street, or change its details.

How to get here: menu **Street map → Flyering**, **Add** or **Modify** button (Flyering).



Employee

First, click the button next to the **Employee** field. It lets you choose an employee on the Choose Employee screen.

Flyering Place

Next, choose from the drop-down lists the Street map, the Area and, optionally, a Zone. A list automatically appears with the streets that belong to the **Flyering Place** you have chosen.

Choose a street from the list.

Flyering details

With the street chosen, fill in these details:

- **Date**: the date on which you did the flyering.
- **Number**: the number of the building entrance in the street.
- **Homes**: the number of homes at that building entrance in the street.
- **Flyers**: the number of flyers delivered in the street.
- **Flyer cost**: the unit cost of the flyer.
- **Type**: choose from the drop-down list whether you left the flyers in the mailbox, basket or table, or whether you could not do the flyering.
- **Flyering incident**: if you had any incident while delivering the flyers, choose an option from the drop-down list. Flyering incidents are

configured on the Flyering Incidents screen.

All these details are used to check whether flyering is improving your sales and your number of customers, on the Report of Flyering screen.

Automatic flyering

You can also use the **Automatic flyering** button, which marks all the streets in the list as flyered.

> This function only marks as flyered the building entrances of the streets for which you have recorded the number of homes. The homes at each building entrance of a street are configured on the Homes in a Street screen.

Buttons

- **Automatic flyering**: marks all the streets in the list as flyered.
- **Save**: click it when you finish configuring the flyering.
- **Cancel**: closes the screen without making any changes.

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