



USER MANUAL

1



Login	Page 3
ABC Member Dashboard	Page 4
Navigation	Page 5 - 6
Sorting & Searching	Page 7
Registration	
1. User	
1. Form	Page 8 -10
2. Confirmation	Page 11
2. Member – Publisher/Associate/Member	
Starts at User	
1. Form	Page 12
2. Account User	Page 13
3. Printed / Product – Designated Users	
1. Navigation	Page 14
2. Form	Page 15
3. Account User	Page 16
4. Addendum	Page 16
5. Details Page	Page 17
4. Digital Media – Designated Users	
1. Navigation	Page 18 -19
2. Form	Page 20
3. Detail	Page 21
5. Event Organizer – Starts at User	
1. Member	Page 44
2. Account User	Page 45
3. Event	Page 46

Submission – Designated Users Only

1. Printed Publication	
1. Input List / Status	Page 22
2. Data Submission Guide	Page 23
3. Input Form Navigation	Page 24
2. Digital Media	
1. Input List / Status	Page 25
2. Data Submission Guide	Page 26
3. Input Form Digital	Page 27
4. Input Form Website & Apps	Page 28
5. Input Form Email Newsletter	Page 29
6. Certificates Uploads / Download	Page 30
1. Certificate Un-signed	Page 31
2. Certificate Signed	Page 32
3. Events	
1. Input List / Status	Page 46 - 49
2. Data Submission Guide	Page 47
3. Input Form	Page 48

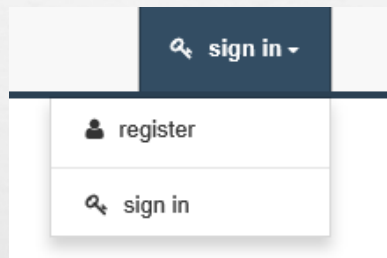
Reports – All Users

1. Printed	
1. Selection	Page 33
2. View	Page 34
2. Media (Digital, Web, Email)	
1. Selection	Page 35
2. View	Page 36
3. Event	
1. Selection	Page 49
2. View	Page 50
4. Grassroot	
1. Selection	Page 37
2. View	Page 38
5. Headline Report– All Users	
1. Selection	Page 39
2. View	Page 40
Download to Excel	Page 41
Printing Reports	Page 42
Change Password/Forgot Password	Page 43

LOG IN

WWW.ABC.ORG.ZA

SELECT MEMBERS AREA



Log in.

Use an ABC account to log in.

User name

Password

☐ Remember me?

Log in

[Register](#) if you don't have an ABC account.

**All existing users have a been imported into the new system.
UserName is your FirstNameSurname (one word)
Password is your SA Identity Number.
If you are unable to login please call the ABC for assistance.**

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3

ABC MEMBER DASHBOARD

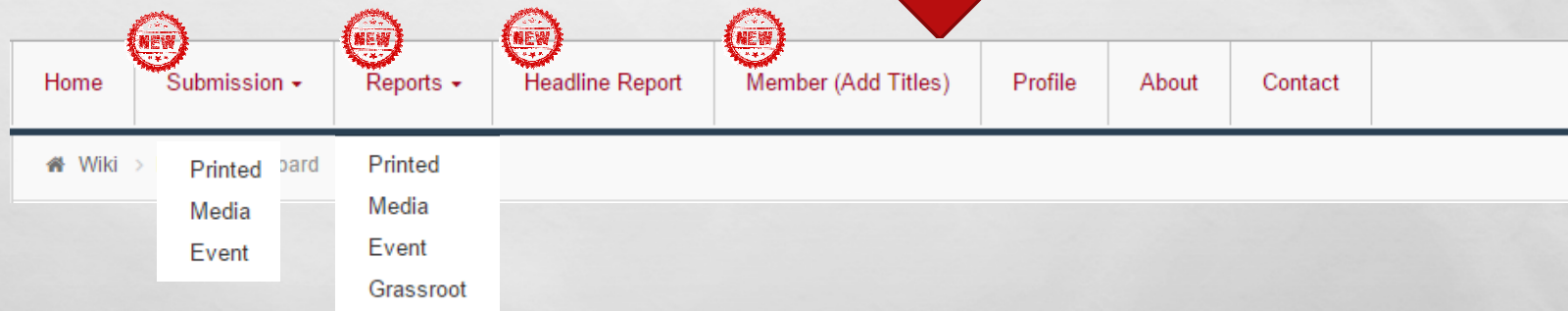
- **PLEASE NOTE THAT THE MENU OPTIONS SUBMIT AND MEMBERS ARE AVAILABLE TO DESIGNATED USERS ONLY. THEY WILL NOT APPEAR AS OPTIONS FOR NON DESIGNATED USERS**
- **FURTHER EDITING COMPANY PROFILE OPTION ARE AVAILABLE TO DESIGNATED USERS. PERMISSIONS ARE SET BY THE ABC**



NAVIGATE TO ::

- **SUBMISSION** (CIRCULATION SUBMISSION SEE DATA SUBMISSION)
- **REPORTS** (CURRENT AND HISTORICAL BY YEAR BY QUARTER)
- **HEADLINE REPORT** (CURRENT AND HISTORICAL BY YEAR BY QUARTER) – SIGNED AVAILABLE FROM 2014 QUARTER 1
- **MEMBER** (MANAGE PUBLISHER AND PUBLICATION DETAILS SEE PUBLISHER & PUBLICATION DATA MANAGEMENT)
- **PROFILE** (MANAGE YOUR OWN PROFILE)

Click on menu option to open required action



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General navigation to required action from any list in member and profile

Create New

Create New

5 records per page

Details

Click for sub-menu

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Edit

Add New

Go To

History

Click to return

Back

Sorting and searching

Adjust number of records per page



Headline Report Index

Click any column to sort

Enter full or part of the Publisher or Publication or Sector in search box

10

records per page

Search:

Publication	Publisher	Sector	Frequency	Headline Report
365	New Media Publishing	Custom Magazine	Quarterly	Go to Headline Report
AA Traveller	Highbury Safika Media (Pty) Ltd	Custom Magazine	Quarterly	Go to Headline Report
AbouTime	TCB Media (Pty) Ltd	Custom Magazine	Monthly	Go to Headline Report
Accountancy SA	SA Institute of Chartered Accountants, The	Custom Magazine	Annual - Eleven	Go to Headline Report
Ace Matric Guide / National Teaches Guide	Argo Marketing cc t/a Argo	Consumer Magazine	Annual	Go to Headline Report
AdVantage	Media24 Magazine Business & Custom	Business-to-Business Magazine	Monthly	Go to Headline Report

Paging

← Previous

1

2

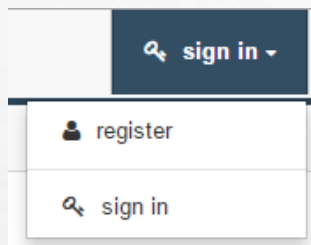
3

4

5

Next →

REGISTRATION – USER - 1



A screenshot of a user authentication menu. The menu is open, showing three options: 'sign in' (with a magnifying glass icon), 'register' (with a person icon), and 'sign in' (with a magnifying glass icon). The 'sign in' option at the top is highlighted with a dark blue background.

Click on Sign in and select Register

Register.

Create a new account.

Fill in details

User name

Email

Password

Confirm
password

Register

You will receive an email asking you to
confirm your Email address

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8

User Application Form

Guide to application type

1.	New User	New User for an existing Publisher / Associate Member / Member
2.	New Publisher	New Publisher Application Publisher Membership is granted to owners of an advertising medium, such as a magazine or newspaper. Your User and the new Publisher will be registered at the same time (Fees are applicable See Schedule)
3.	New Associate Member	New Associate Member Application Associate Membership is granted to applicants, such as advertisers, advertising agencies, and other interested parties. Your User and the new Associate Member will be registered at the same time (Fees are applicable See Schedule)
4.	New Member	New Member Application Membership is granted to individuals who require access to the ABC website for more than 1 staff member requiring access Your User and the new Member will be registered at the same time
5.	New Public Member	New Public Member Application Public Membership is granted to individuals who require access to the ABC website for more than 1 staff member requiring access Your User and the new Public Member will be registered at the same time
	New Event Organiser	New Event Organiser Application Event Organiser Membership is granted to individuals who require access to the ABC website for more than 1 staff member requiring access Your User and the new Event Organiser will be registered at the same time

User Detail

Application Type

select user Application Type

New Associate Member

New Event Organiser

New Member

New Public Member

New Publisher

New User

select user Application T...

Based on your selection the forms that follow User Application will be added to ensure your application is comprehensive

REGISTRATION – USER - 3

User Detail

Application Type

select user Application Type

Title

select ...

First Name

Last Name

ID Number

DateOfBirth

Contact Detail

Email

Work Telephone

Cell Phone

Fax

Physical Address Details

Building / Street Number

Street

Suburb

City

Province

select provi...

Country

select country

Postal Code

Postal Address Details

Postal

Suburb

City

Province

select provi...

Country

select country

Postal Code

Applicants Statement

Statement

☐ I hereby agree to abide by the Rules, and any amendments that may be approved from time to time.

Next

Complete the form, you will be directed to fill in further forms or to the confirmation page based on your Application Type

REGISTRATION – USER - 4

New User – It is very important that you select the existing member you belong to, if you cannot find your member , select the Audit Bureau and advise the ABC to assign you to the correct member

User Detail > User Detail > Create

Application Confirmation

If you are a new user for an existing member of the ABC please select the member below !!!

Publisher / Associate / Member
null
Diversion Leisuretime Journal cc
DLT Media SA (Pty) Ltd
DM Kisch Inc
Do It Now
Adventures Pty (I t4)

Thank you for you application
ABC Consultant will contact you to finalise you

Finish

Public Users are automatically assigned

Finally you will be returned to this page, you will not be able to access other functions until your application has been approved by the ABC

About Contact User

Wiki Home

The Audit Bureau of Circulations of South Africa

Provides circulation data to the advertising and marketing industries

The ABC is a non-profit organisation registered in terms of Section 21 of the Companies' Act, based on a bi-partite agreement between advertisers, advertising agencies and media owners.

Our primary function is the certification and provision of accurate and comparable circulation figures, to assist the bi-partite groupings (advertisers/marketers and publishers) in the buying and selling of advertising and promotional material. This is achieved through agreement or auditing standards, on the certificates and on the reports submitted.

[Contact Us](#)

 [About](#) [Contact](#)

[Support](#)
send e-mail

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A email confirming your application will be sent to you

Reply Reply All Forward

 abc@abc.org.za | info@liftingafrica.co.za; abc@abc.org.za; mishackn@abc.org.za; charlesb@abc.org.za; bellahk@abc.org.za; Debbie

2015/12/22

Welcome to the Audit Bureau of Circulations

[LinkedIn](#) + Get more add-ins

Welcome Surita,

Thank you for signing up on the Audit Bureau of Circulations. Your application has been received and you will be notified once it has been approved.

Sincerely yours,

The ABC Team

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11

If Selected on User – Application Type for

New Publisher

New Associate Member

New Member

Publisher Application Form

Associate Member Application Form

Member Application Form

Detail Name VAT. REG. No. Contact Detail Email Telephone Cell Phone Fax Web Site	Physical Address Details Building / Street Number Street Suburb City Province select provi... Country select country Postal Code	Postal Address Details Postal Suburb City Province select provi... Country select country Postal Code
--	--	---

In respect of a publisher/associate member (proprietor) member application, a non-refundable administration fee of R 810.00 (incl VAT) (R 710.53 (excl VAT)) is payable on application.

Proof of payment must be Faxed to: Fax : (011) 447 4253

Banking Details
 Standard Bank Rosebank
 Branch Code : 004305
 Account No : 001 628 232

With this application we agree to abide by the Rules, and any amendments that may be approved from time to time

[Next](#)

You will be directed to Person responsible for paying the account

From Member Application

Person responsible for paying account

Title

First Name

Last Name

ID Number

DateOfBirth

Contact Detail

Email

Work Telephone

Cell Phone

Fax

Postal Address Details

Postal

Suburb

City

Province

Country

Postal Code

[Next](#)

You will be directed to Application confirmation page

Application Confirmation

Thank you for you application

ABC Consultant will contact you to finalise your application

[Finish](#)

Finally you will be returned to this page, you will not be able to access other functions until your application has been approved by the ABC

[About](#)[Contact](#)[User](#)

[Wiki](#) [Home](#)

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[Contact Us](#)

[About](#)[Contact](#)

[Support](#)[send e-mail](#)

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NEW PRINT/PRODUCT -1

Select Member from menu



You will be directed to
Publisher Detail Page

Publisher

Name

VAT REG. NO.



Contact Detail



Telephone



Email

Cell



Fax



Web

Address



Street Address



Postal Address

Scroll down to Product and
click on Register New

Product Name	
Register New	
10	records per page
Print/Product Name	
Showing 1 to 2 of 2 entries	

From Register New Print/Product

AUDIT BUREAU OF CIRCULATIONS OF SA
Registration No: 1947/026033/08 NPC - VAT Number 46 201 72 660
 PO Box 47189, Parklands, 2121, South Africa, Suite 5, Ground Floor, 158 Jan Smuts, 9 Walters Ave.
 Rosebank, 2196, South Africa, Tel : (011) 447 4290, Fax : (011) 447 4253, email : abc@abc.org.za

APPLICATION FOR MEMBERSHIP

Select Product

Name of Product

Sector

Category

Frequency

Provincial or National

Cover Price

Date Established

PDF Replica ☐

Language

Contact Detail

Email

Telephone

Cell Phone

Fax

Web Site

Physical Address Details

Building / Street Number

Street

Suburb

City

Province

Country

Postal Code

Postal Address Details

Postal

Suburb

City

Province

Country

Postal Code

[Register](#)

Product Defines the type of product/s the ABC will be auditing under this Title

Select Product

Name of Product

Sector

Category

Frequency

You will be directed to Person Responsible for paying the account

From Print /Product Application form

Person responsible for paying account

Title

select t....

First Name

Last Name

ID Number

DateOfBirth

Contact Detail

Email

Work Telephone

Cell Phone

Fax

Postal Address Details

Postal

Suburb

City

Province

select provi...

Country

select country

Postal Code

Next

AUDITABILITY ASSESSMENT QUESTIONNAIRE

This questionnaire forms part of the Application for Membership

NEW

Publication

Product

ADDITIONAL PUBLISHER INFORMATION

Type of Entity

select entity t...

Attach Proof of Registration

Choose File

No file chosen

Any other titles published?

select

TERMS OF CONTROL

Brief description of target market

PRINTING AND DISTRIBUTION

How many copies of each issue are printed?

How is the publication distributed?

What is the estimated breakdown of distribution?

AUDITOR'S DETAILS

Name of firm

Attach Auditors Letter

Choose File

No file chosen

RATE CARD

Rate Card / Media Kit

Choose File

No file chosen

Create

You will be directed to the Print/Product Details page

From Auditability Assessment Questionnaire

Printed Title Details

NEW

+

Publisher

Name

Date Established

Provincial Or National

Language

PDF Replica

Current Price

+

✎

👁

Printed Price

PDF Price

Contact Detail

+

✎

Telephone

✎

Email

✎

Cell

✎

Fax

✎

Web

Address

+

✎

Street Address

✎

Postal Address

Digital Media Management

Add New

NEW

Digital

Action

Web Sites

Action

Applications

Action

Emails

Action

This page allows you to add Digital Media and manage the detail information

All new applications are subject to the ABC approval, a confirmation email will be sent to you for each application

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17

Select Member from menu



Home	Submission ▾	Reports ▾	Headline Report	Member (Add Titles)	Profile	About	Contact
------	--------------	-----------	-----------------	---------------------	---------	-------	---------

You will be directed to Publisher Detail Page

Scroll down to Product and select the Product you want to add Digital media to

Publisher

Name

VAT REG. NO.

Contact Detail

Telephone

Email

Cell

Fax

Web

Address

Street Address

Postal Address

Product Name

Register New

10 records per page

Search:

Print/Product Name	Product	Province	Publication Sector	Input Freq.	Status	Act Date	
		Western Cape	Business-to-Business Magazine	Annually	Full Membership	2012-03-27	...
		Western Cape	Business-to-Business Magazine	Quarterly	Full Membership	2010-08	Details
		Free State	Business-to-Business Magazine	Not Set	Applied For		...

Showing 1 to 3 of 3 entries

← Previous 1 Next →

You will be directed to Print/Product Details page

From Publisher page

Printed Title Details 

+

Publisher

Name

Date Established

Provincial Or National

Language

PDF Replica

Current Price

+

Printed Price

PDF Price

Contact Detail

+

Telephone

Email

Cell

Fax

Web

Address

+

Street Address

Postal Address

Click to add new digital media

Digital Media Management 

Add New

Digital	Action
Web Sites	Action
Applications	Action
Emails	Action

This page allows you to add Digital Media and manage the detail information

All new applications are subject to the ABC approval, a confirmation email will be sent to you for each application

From Print/Product



AUDIT BUREAU OF CIRCULATIONS OF SA

Registration No: 1947/026033/08 NPC - VAT Number 46 201 72 660
PO Box 47189, Parklands, 2121, South Africa, Suite 5, Ground Floor, 158 Jan Smuts, 9 Walters Ave,
Rosebank, 2196, South Africa, Tel : (011) 447 4290, Fax : (011) 447 4253, email : abo@abc.org.za

APPLICATION FOR DIGITAL MEDIA MEMBERSHIP

Name URL Media Type MediaOs Publication Frequency Price

Contact Detail

(The publication details have been entered , please change if different)

Email Telephone

Physical Address Details

(The publication details have been entered , please change if different)

Building / Street Number Street Suburb City Province Country Postal Code

AUDITABILITY ASSESSMENT QUESTIONNAIRE

This questionnaire forms part of the Application for Membership

ADDITIONAL PUBLISHER INFORMATION

Type of Entity Attach Proof of Registration No file chosenAny other titles published? Is the publication paid for? Price If free, is there evidence of [Digital: -request for access ?] or [Email: - 'opt in'?] If Email : - Email request or hard copy?

DISTRIBUTION

How many copies of each issue are distributed?

[Digital: - How is the publication distributed?] or [Email:- Software platform used?]

If Digital : - Inhouse or External Attach an extract of system generated reports regarding user access No file chosen

If an external firm is used:

External Company Name External Company Contact

Register

You will be directed to the Details page of the new Digital Media added

Media Types

Media Type

MediaOs

in Frequency

Price

Operating Systems

MediaOs

Frequency

Price

NEW DIGITAL MEDIA - 3

From Application Form

Digital Detail

Detail

Title
Name
Url Name
Media Type
Operating System

Current Price



Price

Contact Detail



Telephone No



Email Address

Physical Address



Address

This page allows you to manage the detail information

Navigate back to Print/Product to add additional digital media or manage details
The new digital media will be listed under the appropriate Media Type

Digital Media Management

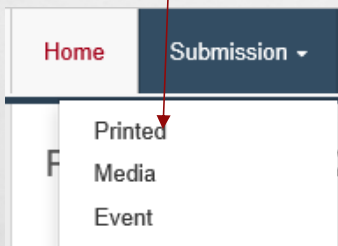
Add New

Digital	Action
Digital Magazine	+
Web Sites	Action
Web Site	+
Applications	Action
IOS	+
Windows	+
Android	+
Emails	Action
Email	+

All new applications are subject to the ABC approval, a confirmation email will be sent to you for each application

Publication List

From the Menu select Printed
under Submission



Click on Awaiting Submission

Period 54 (2014.Q2)

10 records per page

Search:

Publisher	Publication	Publication Sector	Input Status	UnSigned Cert	Signed Certificate
		Free Newspaper	Awaiting Submission		
		Free Newspaper	Awaiting Submission		
		Free Newspaper	Awaiting Submission		
		Daily Newspapers	Awaiting Submission		

All publication due for submission will appear on list

PRINT DATA SUBMISSION GUIDE

LIST OF PUBLICATIONS

1. LIST OF PUBLICATION AND THEIR CURRENT STATUS APPEAR
2. SELECT DESIRED PUBLICATION FROM LIST. CLICK ON THE STATUS. THE INPUT FORM WILL OPEN
3. NOTE THAT ONLY "AWAITING SUBMISSION" ARE AVAILABLE FOR INPUT
4. AWAITING PROCESS ARE NO LONGER AVAILABLE FOR INPUT

INPUT FORM

1. ENTER DATA INTO THE RELEVANT ROWS AND COLUMNS ON THE FORM
2. CLICK SAVE TO TOTAL THE FORM
3. THERE SHOULD BE NO BALANCING DIFFERENCES
4. ONCE YOU ARE HAPPY WITH YOUR INPUT CLICK THE SUBMIT BUTTON
5. THE LIST OF PUBLICATIONS WILL APPEAR.
6. THE ABC WILL BE NOTIFIED THAT YOUR INPUT IS COMPLETED.

DATA VALIDATION

1. THE ABC WILL VERIFY THE INPUT FORM TO ENSURE THAT ALL THE INFORMATION IS COMPLETE
2. AN E-MAIL WILL BE SENT TO YOU ONCE THE INPUT FORM HAS BEEN PROCESSED
3. IN THE EVENT THAT THE DATA DOES NOT SEEM CORRECT A REVISION WILL BE REQUESTED
4. AN EMAIL WILL BE SENT TO YOU AND YOU FOLLOW THE PREVIOUS PROCESS EXCEPT THAT YOUR PREVIOUS DATA WILL BE ON THE FORM
5. MAKE ADJUSTMENTS AS REQUIRE AND FOLLOW STEPS 2 TO 6 UNDER INPUT FORM

INPUT FORM NAVIGATION

- **THE INPUT FORM IS BROKEN INTO SECTIONS**

- **A = COPIES**
- **B = PAID CIRCULATION 50% AND ABOVE**
- **C = PAID CIRCULATION BELOW 50%**
- **D = CONTROLLED FREE**
- **E = BULK FREE**
- **F = RETURNS**
- **G = EXCLUSIONS**
- **H = RECONCILE**

THE SIDE BAR CAN ALSO BE USED AS NAVIGATION

MAGAZINE CIRCULATION INPU...

A

B - PAID CIRCULATION - 50% A...

C - PAID CIRCULATION - BELO...

D - CONTROLLED FREE DISTRI...

E

F - RETURNS

G - EXCLUSIONS

H

TERMS OF CONTROL

PUBLISHERS STATEMENT

CLICK TO OPEN NEXT SECTION

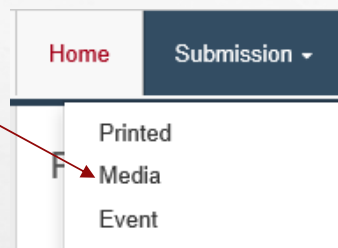
A	B	C	D	E	F	G	H
A							
				Q3 July	Q3 August	Q3 September	
No. of issues				0	0	1	
a Print order				0	0	2000	
b PDF Replica				0	0	0	
c Print overruns (+) / short Delivered (-)				0	0	0	
d Prior period estimate - DIFFERENCE (+/-)				0	0	0	
e Total Copies to be accounted for				0	0	2000	

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24

Digital Media List

From the Menu select Media under Submission



Click Awaiting Submission

Period 58 (2015.Q2)

10 records per page

Search:

Title	Media	Sector	Media Type	Input Status	UnSigned Cert	Signed Certificate
	25 Email 4-0	Business-to-Business Magazine	Email	Awaiting Submission		
	25 Web 4-0	Business-to-Business Magazine	Web Sites	Awaiting Submission		
	25 Digital 6-2	Business-to-Business Magazine	Digital	Awaiting Submission		

Showing 1 to 3 of 3 entries

← Previous 1 Next →

All Digital Media due for submission will appear on list

DIGITAL MEDIA DATA SUBMISSION GUIDE

LIST OF DIGITAL MEDIA

1. LIST OF DIGITAL MEDIA AND THEIR CURRENT STATUS APPEAR (NOTE APPLICATIONS FALL UNDER WEBSITES SO ONLY THE WEBSITE WILL APPEAR ON THE LIST)
2. SELECT DESIRED MEDIA FROM LIST. CLICK ON THE STATUS. THE INPUT FORM WILL OPEN
3. NOTE THAT ONLY "AWAITING SUBMISSION" ARE AVAILABLE FOR INPUT
4. AWAITING PROCESS ARE NO LONGER AVAILABLE FOR INPUT

INPUT FORM

1. ENTER DATA INTO THE RELEVANT ROWS AND COLUMNS ON THE FORM
2. CLICK SAVE TO TOTAL/AVERAGE THE FORM
3. ONCE YOU ARE HAPPY WITH YOUR INPUT CLICK THE SUBMIT BUTTON
4. THE LIST OF DIGITAL MEDIA WILL APPEAR.
5. THE ABC WILL BE NOTIFIED THAT YOUR INPUT IS COMPLETED.

DATA VALIDATION

1. THE ABC WILL VERIFY THE INPUT FORM TO ENSURE THAT ALL THE INFORMATION IS COMPLETE
2. AN E-MAIL WILL BE SENT TO YOU ONCE THE INPUT FORM HAS BEEN PROCESSED
3. IN THE EVENT THAT THE DATA DOES NOT SEEM CORRECT A REVISION WILL BE REQUESTED
4. AN EMAIL WILL BE SENT TO YOU AND YOU FOLLOW THE PREVIOUS PROCESS EXCEPT THAT YOUR PREVIOUS DATA WILL BE ON THE FORM
5. MAKE ADJUSTMENTS AS REQUIRE AND FOLLOW STEPS 2 TO 5 UNDER INPUT FORM

INPUT FORM - DIGITAL



Magazine Digital Input Form

Period Jan - Jun 2015
Name 25 Digital 6-2
Number of Issues Price 7.00

	Jan	Feb	Mar	Apr	May	Jun	Average
Above 50%							
Single Copy Sales	60	60	60	60	60	60	60
Individual Subscriptions	60	60	60	60	60	60	60
Below 50%							
Single Copy Sales	60	60	60	60	60	60	60
Individual Subscriptions	60	60	60	60	60	60	60
Free circulation							
Individually requested - Single	60	60	60	60	60	60	60
Individually requested - Multiple	60	60	60	60	60	60	60
Free Society - non requested	60	60	60	60	60	60	60
Bulk requested - Multiple	60	60	60	60	60	60	60
Bundled circulation							
Bundled circulation	60	60	60	60	60	60	60

Advertising Content

Publisher Statement

Save

Submit

Ensure that the Number of issues are filled in

Fill in the required data and Save to average the form

When you are happy with the input click on Submit to return to the Media List

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27

INPUT FORM – WEB SITE AND APPLICATION



Web Traffic Input Form

Period: Apr - Jun 2015
Name: 25 Web 4-0

	Apr	May	Jun	Average
25 Web 4-0				
Daily Average Unique Browsers	10	10	10	10
Page Impressions	10	10	10	10
25 App 4-0 Android				
Daily Average Unique Browsers	10	10	10	10
Page Impressions	10	10	10	10
25 App 4-0 ISO				
Daily Average Unique Browsers	10	10	10	10
Page Impressions	10	10	10	10
25 App 4-0 Windows				
Daily Average Unique Browsers	10	10	10	10
Page Impressions	10	10	10	10
25 App 4-0 Other				
Daily Average Unique Browsers	10	10	10	10
Page Impressions	10	10	10	10

DOMAINS/URLs:

Publisher Statement:

Note that all Applications are listed with the Website

Fill in the required data and Save to average the form

When you are happy with the input click on Submit to return to the Media List

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20

INPUT FORM – EMAIL NEWSLETTER



Email Newsletter Input Form

Period Name Apr - Jun 2015
25 Email 4-0

Number of Issues Number of Issues in 12 Months

	Apr	May	Jun	Average
Paid Delivery	110	110	110	110
Free Delivery	110	110	110	110
Returned/invalid addresses	110	110	110	110

Advertising Content

Publisher Statement

Ensure that Number of issues and Number of issues in 12 months is filled in

Fill in the required data and Save to average the form

When you are happy with the input click on Submit to return to the Media List

CERTIFICATE UPLOAD

CERTIFICATE

1. WHEN YOU RECEIVE THE EMAIL NOTIFYING YOU THAT THE CERTIFICATE IS READY
2. GOT TO SUBMISSION FROM THE MEMBER DASHBOARD
3. ON THE LIST CLICK ON VIEW/DOWNLOAD UNDER UNSIGNED CERT NEXT TO THE APPROPRIATE PUBLICATION
4. THE CERTIFICATE WILL OPEN
5. CLICK THE PDF BUTTON ON THE TOP RIGHT OR DOWNLOAD CERTIFICATE PDF BUTTON
6. THE FILE WILL SAVE ONTO YOUR COMPUTER
7. PRINT THE FILE

Unsigned Cert

View / Download

Download Certificate PDF

PDF

AUDITING THE CERTIFICATE

1. THE AUDIT CERTIFICATE NEEDS TO BE SIGNED BY YOU AND STAMPED BY THE AUDITOR COMPLETING THE AUDIT OR BY THE ABC WHERE APPLICABLE.
2. THE AUDITOR NEEDS TO AUDIT THE INPUT FORM AND SUBMIT HIS/HER ORIGINAL AUDIT REPORT TOGETHER WITH THE AUDIT CERTIFICATE TO THE ABC
3. WHERE THE ABC AUDITS THE INPUT FORM, IT WILL ISSUE THE AUDIT REPORT, SO YOU JUST SIGN THE CERTIFICATE

UPLOADING THE CERTIFICATE

1. SCAN THE COMPLETED CERTIFICATE PLUS THE AUDIT REPORT, WHERE APPLICABLE, INTO A SINGLE PDF DOCUMENT
2. GO TO SUBMIT ON THE MEMBER DASHBOARD
3. SELECT UPLOAD CERTIFICATE ON THE LIST
4. SELECT THE BROWSE BUTTON AND SELECT THE FILE ON YOUR COMPUTER
5. CLICK UPLOAD ONCE THE FILE HAS BEEN UPLOADED THE PUBLICATION LIST WILL APPEAR.
6. TO CHECK YOUR UPLOAD, SELECT VIEW CERTIFICATE FROM THE LIST.

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	Domestic	SADC	Foreign	Total	Immediate Previous Period	Corresponding Previous Period
Individual Subscriptions 50% and above	172	6	0	178	174	174
Business Subscriptions 50% and above	7	0	0	7	5	22
Copy Sales 50% and above	3	1	0	4	0	3

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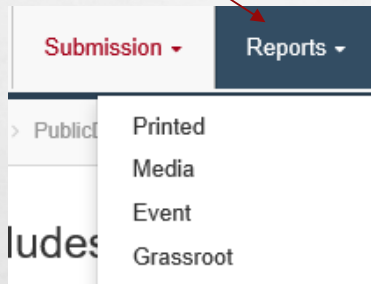
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Domestic	1/2	3/4	1	1 1/4	1 1/2	1 3/4	2	2 1/2	3	3 1/2	4	4 1/2	5	5 1/2	6	6 1/2	7	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2	23	23 1/2	24	24 1/2	25	25 1/2	26	26 1/2	27	27 1/2	28	28 1/2	29	29 1/2	30	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34	34 1/2	35	35 1/2	36	36 1/2	37	37 1/2	38	38 1/2	39	39 1/2	40	40 1/2	41	41 1/2	42	42 1/2	43	43 1/2	44	44 1/2	45	45 1/2	46	46 1/2	47	47 1/2	48	48 1/2	49	49 1/2	50	50 1/2	51	51 1/2	52	52 1/2	53	53 1/2	54	54 1/2	55	55 1/2	56	56 1/2	57	57 1/2	58	58 1/2	59	59 1/2	60	60 1/2	61	61 1/2	62	62 1/2	63	63 1/2	64	64 1/2	65	65 1/2	66	66 1/2	67	67 1/2	68	68 1/2	69	69 1/2	70	70 1/2	71	71 1/2	72	72 1/2	73	73 1/2	74	74 1/2	75	75 1/2	76	76 1/2	77	77 1/2	78	78 1/2	79	79 1/2	80	80 1/2	81	81 1/2	82	82 1/2	83	83 1/2	84	84 1/2	85	85 1/2	86	86 1/2	87	87 1/2	88	88 1/2	89	89 1/2	90	90 1/2	91	91 1/2	92	92 1/2	93	93 1/2	94	94 1/2	95	95 1/2	96	96 1/2	97	97 1/2	98	98 1/2	99	99 1/2	100	100 1/2	101	101 1/2	102	102 1/2	103	103 1/2	104	104 1/2	105	105 1/2	106	106 1/2	107	107 1/2	108	108 1/2	109	109 1/2	110	110 1/2	111	111 1/2	112	112 1/2	113	113 1/2	114	114 1/2	115	115 1/2	116	116 1/2	117	117 1/2	118	118 1/2	119	119 1/2	120	120 1/2	121	121 1/2	122	122 1/2	123	123 1/2	124	124 1/2	125	125 1/2	126	126 1/2	127	127 1/2	128	128 1/2	129	129 1/2	130	130 1/2	131	131 1/2	132	132 1/2	133	133 1/2	134	134 1/2	135	135 1/2	136	136 1/2	137	137 1/2	138	138 1/2	139	139 1/2	140	140 1/2	141	141 1/2	142	142 1/2	143	143 1/2	144	144 1/2	145	145 1/2	146	146 1/2	147	147 1/2	148	148 1/2	149	149 1/2	150	150 1/2	151	151 1/2	152	152 1/2	153	153 1/2	154	154 1/2	155	155 1/2	156	156 1/2	157	157 1/2	158	158 1/2	159	159 1/2	160	160 1/2	161	161 1/2	162	162 1/2	163	163 1/2	164	164 1/2	165	165 1/2	166	166 1/2	167	167 1/2	168	168 1/2	169	169 1/2	170	170 1/2	171	171 1/2	172	172 1/2	173	173 1/2	174	174 1/2	175	175 1/2	176	176 1/2	177	177 1/2	178	178 1/2	179	179 1/2	180	180 1/2	181	181 1/2	182	182 1/2	183	183 1/2	184	184 1/2	185	185 1/2	186	186 1/2	187	187 1/2	188	188 1/2	189	189 1/2	190	190 1/2	191	191 1/2	192	192 1/2	193	193 1/2	194	194 1/2	195	195 1/2	196	196 1/2	197	197 1/2	198	198 1/2	199	199 1/2	200	200 1/2	201	201 1/2	202	202 1/2	203	203 1/2	204	204 1/2	205	205 1/2	206	206 1/2	207	207 1/2	208	208 1/2	209	209 1/2	210	210 1/2	211	211 1/2	212	212 1/2	213	213 1/2	214	214 1/2	215	215 1/2	216	216 1/2	217	217 1/2	218	218 1/2	219	219 1/2	220	220 1/2	221	221 1/2	222	222 1/2	223	223 1/2	224	224 1/2	225	225 1/2	226	226 1/2	227	227 1/2	228	228 1/2	229	229 1/2	230	230 1/2	231	231 1/2	232	232 1/2	233	233 1/2	234	234 1/2	235	235 1/2	236	236 1/2	237	237 1/2	238	238 1/2	239	239 1/2	240	240 1/2	241	241 1/2	242	242 1/2	243	243 1/2	244	244 1/2	245	245 1/2	246	246 1/2	247	247 1/2	248	248 1/2	249	249 1/2	250	250 1/2	251	251 1/2	252	252 1/2	253	253 1/2	254	254 1/2	255	255 1/2	256	256 1/2	257	257 1/2	258	258 1/2	259	259 1/2	260	260 1/2	261	261 1/2	262	262 1/2	263	263 1/2	264	264 1/2	265	265 1/2	266	266 1/2	267	267 1/2	268	268 1/2	269	269 1/2	270	270 1/2	271	271 1/2	272	272 1/2	273	273 1/2	274	274 1/2	275	275 1/2	276	276 1/2	277	277 1/2	278	278 1/2	279	279 1/2	280	280 1/2	281	281 1/2	282	282 1/2	283	283 1/2	284	284 1/2	285	285 1/2	286	286 1/2	287	287 1/2	288	288 1/2	289	289 1/2	290	290 1/2	291	291 1/2	292	292 1/2	293	293 1/2	294	294 1/2	295	295 1/2	296	296 1/2	297	297 1/2	298	298 1/2	299	299 1/2	300	300 1/2	301	301 1/2	302	302 1/2	303	303 1/2	304	304 1/2	305	305 1/2	306	306 1/2	307	307 1/2	308	308 1/2	309	309 1/2	310	310 1/2	311	311 1/2	312	312 1/2	313	313 1/2	314	314 1/2	315	315 1/2	316	316 1/2	317	317 1/2	318	318 1/2	319	319 1/2	320	320 1/2	321	321 1/2	322	322 1/2	323	323 1/2	324	324 1/2	325	325 1/2	326	326 1/2	327	327 1/2	328	328 1/2	329	329 1/2	330	330 1/2	331	331 1/2	332	332 1/2	333	333 1/2	334	334 1/2	335	335 1/2	336	336 1/2	337	337 1/2	338	338 1/2	339	339 1/2	340	340 1/2	341	341 1/2	342	342 1/2	343	343 1/2	344	344 1/2	345	345 1/2	346	346 1/2	347	347 1/2	348	348 1/2	349	349 1/2	350	350 1/2	351	351 1/2	352	352 1/2	353	353 1/2	354	354 1/2	355	355 1/2	356	356 1/2	357	357 1/2	358	358 1/2	359	359 1/2	360	360 1/2	361	361 1/2	362	362 1/2	363	363 1/2	364	364 1/2	365	365 1/2	366	366 1/2	367	367 1/2	368	368 1/2	369	369 1/2	370	370 1/2	371	371 1/2	372	372 1/2	373	373 1/2	374	374 1/2	375	375 1/2	376	376 1/2	377	377 1/2	378	378 1/2	379	379 1/2	380	380 1/2	381	381 1/2	382	382 1/2	383	383 1/2	384	384 1/2	385	385 1/2	386	386 1/2	387	387 1/2	388	388 1/2	389	389 1/2	390	390 1/2	391	391 1/2	392	392 1/2	393	393 1/2	394	394 1/2	395	395 1/2	396	396 1/2	397	397 1/2	398	398 1/2	399	399 1/2	400	400 1/2	401	401 1/2	402	402 1/2	403	403 1/2	404	404 1/2	405	405 1/2	406	406 1/2	407	407 1/2	408	408 1/2	409	409 1/2	410	410 1/2	411	411 1/2	412	412 1/2	413	413 1/2	414	414 1/2	415	415 1/2	416	416 1/2	417	417 1/2	418	418 1/2	419	419 1/2	420	420 1/2	421	421 1/2	422	422 1/2	423	423 1/2	424	424 1/2	425	425 1/2	426	426 1/2	427	427 1/2	428	428 1/2	429	429 1/2	430	430 1/2	431	431 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1/2	515	515 1/2	516	516 1/2	517	517 1/2	518	518 1/2	519	519 1/2	520	520 1/2	521	521 1/2	522	522 1/2	523	523 1/2	524	524 1/2	525	525 1/2	526	526 1/2	527	527 1/2	528	528 1/2	529	529 1/2	530	530 1/2	531	531 1/2	532	532 1/2	533	533 1/2	534	534 1/2	535	535 1/2	536	536 1/2	537	537 1/2	538	538 1/2	539	539 1/2	540	540 1/2	541	541 1/2	542	542 1/2	543	543 1/2	544	544 1/2	545	545 1/2	546	546 1/2	547	547 1/2	548	548 1/2	549	549 1/2	550	550 1/2	551	551 1/2	552	552 1/2	553	553 1/2	554	554 1/2	555	555 1/2	556	556 1/2	557	557 1/2	558	558 1/2	559	559 1/2	560	560 1/2	561	561 1/2	562	562 1/2	563	563 1/2	564	564 1/2	565	565 1/2	566	566 1/2	567	567 1/2	568	568 1/2	569	569 1/2	570	570 1/2	571	571 1/2	572	572 1/2	573	573 1/2	574	574 1/2	575	575 1/2	576	576 1/2	577	577 1/2	578	578 1/2	579	579 1/2	580	580 1/2	581	581 1/2	582	582 1/2	583	583 1/2	584	584 1/2	585	585 1/2	586	586 1/2	587	587 1/2	588	588 1/2	589	589 1/2	590	590 1/2	591	591 1/2	592	592 1/2	593	593 1/2	594	594 1/2	595	595 1/2	596	596 1/2	597	597 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Printed Report Selection

Select Printed under Reports on the menu



Click on report

A screenshot of the 'Reports' page. At the top, there's a breadcrumb 'Back > Reports'. Below it, the title 'Reports' is centered. There are three filter sections: 'Year' with a dropdown set to '2014', 'Quarter' with a dropdown set to '1', and 'ReportName' with a dropdown set to 'Hybrid Newspapers'. Below these filters is a blue button labeled 'Report'. A red arrow points from the 'Printed' option in the navigation menu to the 'Report' button.

Select Year, quarter and report type from dropdown lists

Could appear on older reports

Generating report for 'Hybrid Newspapers (2014 q1)'...

99% Saving report data...

All finalized reports are available for selection

abc online

33

To return to report selection

Print Report View

To print or download to excel

Home > Summary

Print Excel



Download to Excel

To download

Hybrid Newspaper Summary January - March 2014

Sales at 50% and above														
Subscriptions														
Publication Name	Frequency	Cover Price	Individual	Business	Travel & Commercial	Copy Sales	PDF Replica	Third Party Bulk	Sales below 50%	Total Paid	Free Distribution	TOTAL CIRCULATION	Immediate Previous Period	Corresponding Previous Period
Die Pos.	Wkly, Fr	R 6.00 / Free /	3	0	0	4,873	0	0	0	4,876	135	5,011	4,993	5,210
Excelsior News / Nuus	Wkly, Fr	R 1.35 /	1	0	0	2,695	0	0	0	2,696	600	3,296	3,258	3,388
Free State Times	Wkly, Fr	R 5.00 /	0	0	0	0	0	0	0	0	0	Ceased Publishing	8,121	Suspended
Mogol Pos/Post	Wkly, Fr	R 2.00 /	0	0	0	4,261	0	0	0	4,261	317	4,578	3,742	4,626
The Times	MD, Mo-Fr	R 2.00 / Free / R 1.00	0	0	0	0	0	0	0	0	0	Changed Sector	Changed Sector	142,117
The Zimbabwean.	Wkly, Th	R Free /	1	70	0	5,716	0	0	0	5,787	2,000	7,787	Changed Sector	Changed Sector
Zoutpansberger.	Wkly, Th	R 4.00 /	4	0	0	1,860	0	100	0	1,964	500	2,464	2,383	2,634
Total			9	70	0	19,405	0	100	0	19,584	3,552	23,136	22,497	157,975

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Report Date : 14 May, 2014

Revision : 75.0 Q1 2014

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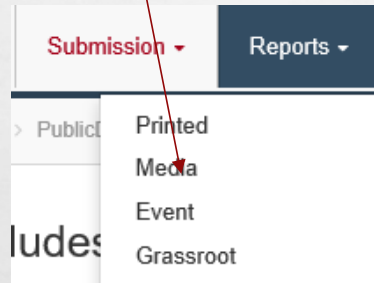
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34



Digital Report Selection

Select Media under Reports on the menu



Select Media Type, Year, quarter and report from dropdown lists

Media Reports

Type of media

select report t... ▼

Year

select y... ▼

Quarter

select qua... ▼

For Magazine and Newspapers only

Report

select report ▼

Click on report

Report

All finalized reports are available for selection

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35



Digital Media Report View

To return to report selection

To print

Home > Report

Print



Digital Magazine Custom Magazine Summary Apr - Jun 2015



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To download

				Sales at 50% and above		Below 50%															
Title	No. of Issues	Price	Freq.	Single copy sales	Individual Subscriptions	Single copy sales	Individual Subscriptions	Total Paid	Ind. Req. Single	Ind. Req. Multiple	Free Society - non req.	Bulk Req. - Multiple	Total Free	Bundled	GRAND TOTAL	Immediate Previous Period	Corresponding Previous Period				
Entertainment																					
Dish Africa Digital	3	10.00	Q	50	50	50	50	200	50	50	50	50	200	50	450						
Magic	3	2.00	Q	50	50	50	50	200	50	50	50	50	200	50	450						
Prive	12	25.00	Ann	70	70	70	70	280	70	70	70	70	280	70	630						
Pulse Magazine	6	10.00	AltM	60	60	60	60	240	60	60	60	60	240	60	540						
Entertainment Total				230	230	230	230	920	230	230	230	230	920	230	2070	0	0				
Leisure																					
Indulge Magazine	6	0.00	AltM	60	60	60	60	240	60	60	60	60	240	60	540						
National Golf Network	12	25.00	Ann	70	70	70	70	280	70	70	70	70	280	70	630						
Leisure Total				130	130	130	130	520	130	130	130	130	520	130	1170	0	0				
Total				360	360	360	360	1440	360	360	360	360	1440	360	3240	0	0				

Report Date : 02 Feb, 2016

Revision : 80.0 Q2 2015



Support

[send e-mail](#)

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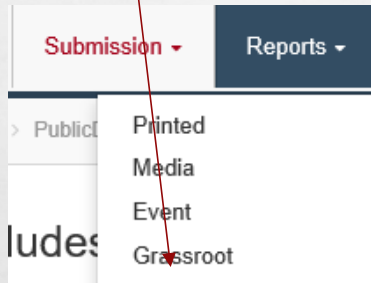
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36



Grassroot Report Selection

Select Grassroot under Reports on the menu



Click on report



All finalized reports are available for selection

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To return to report selection

Grassroot Report View

To print

Back Grassroots Report Print

Grassroots Report
Period Covered : 01 Jan 2015 to 30 Jun 2015

To download

Download File to Excel

Name of Publication	Publisher	Frequency	Average Print Run	Previous Period	Corresponding Previous Period
Al Qalam	Muslim Youth Movement	Annual	24000	32000	24000
Bua Sedibeng News	Moltheni Tsolets		0	0	0
Bua Soweto	Bua Soweto News		0	25000	0
Bulletin	Lowveld Bulletin cc		5000	0	5000
Durban North News	Tabloid Media		32000	32000	32000
Echo	Echo Publishing (Pty) Ltd		10000	0	0
Franschhoek Teller	Schafer Media cc		3700	3966	0
Gansbaai Courant	Gansbaai Courant cc		1610	0	0
Globe Post	Shirley Brijal		0	0	0
Horizon	Adam Kola		15000	15000	15000
Inner City Gazette	Inner City Gazette		40000	40000	40000
Kathu Gazette	Sapphire Dawn Trading 24 cc		15000	15000	15000
Ladysmith Herald	Tabloid Media		32000	32000	0
Madibeng Times	Platinum Cybernet cc		0	11818	9958
Muslim Views	Brisk Trade 175 Pty Ltd		25000	0	0
Newcastle Express	Tabloid Media		0	32000	32000
One Kontrol	J Oberholzer Fiendomsheleggings		4750	4600	0
Orange Farm News	Sheldon Govenor		25417	25000	0
Orange Farm Poortjie Indaba	Cherry Apple Media		10667	10750	0
Pinetown Izindaba	Tabloid Media		32000	32000	32000
Platinum Bushvelder	Platinum Publishers (Pty) Ltd		0	25000	25000
Platinum Kosh	Platinum Publishers (Pty) Ltd		0	25000	0
Platinum Weekly	Platinum Publishers (Pty) Ltd		0	25000	25000
Pondo News	Pondo News		0	0	0
Secret Shopper	Performance Practitioner (Pty) Ltd		0	0	0
Selipone Newspaper	Balokodi Publishers cc		10000	0	9636
Scot Times	Versatile Media Institute		10000	10000	0
South Coast News	Tabloid Media		25000	23500	22000
Soweto Today Newspaper	Entice Communications & Media		0	4166	0
Test	Test Publication		0	0	0
The Beachfront Times	Memory Marketing		0	10000	0
The Beat Community Newspaper	Upfront Events Two cc		6000	6000	6000
The Edge Community Newspaper	Jonathan Harrison Webb		0	0	0
The Glenwood Weekly Gazette	Tabloid Media		17000	0	0
The Kokstad Advertiser	E G Printers cc		12000	12000	12000
The Ladysmith Herald	Tabloid Media		32000	32000	32000
The Meander Chronicle	P Gordon & C Richter		0	12000	0
The Weekly Westville Gazette	Tabloid Media		15080	15080	15000
Witzenberg Herald	Witzenberg Herald Bk		4600	4500	0
Your Money	Lynn van Vuuren		0	0	0
Zeerust News	Zeerust News		0	5000	5000

For printing and export follow the instruction of your browser . See printing for best printing results

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30



Headline Report Selection

Search for required title and click on Go to Headline report

Headline Report Index

10 records per page

Search:

Publication	Publisher	Sector	Frequency	Headline Report
365	New Media Publishing	Custom Magazine	Quarterly	Go to Headline Report
AA Traveller	Highbury Safika Media (Pty) Ltd	Custom Magazine	Quarterly	Go to Headline Report
AbouTime	TCB Media (Pty) Ltd	Custom Magazine	Monthly	Go to Headline Report
Accountancy SA	SA Institute of Chartered Accountants, The	Custom Magazine	Annual - Eleven	Go to Headline Report
Ace Matric Guide / National Teaches Guide	Argo Marketing cc t/a Argo	Consumer Magazine	Annual	Go to Headline Report
AdVantage	Media24 Magazine Business & Custom	Business-to-Business Magazine	Monthly	Go to Headline Report
Africa Geographic	Black Eagle Publishing (Pty) Ltd	Consumer Magazine	Monthly	Go to Headline Report
African Adventures	African Adventures Magazine (PTY) Ltd	Consumer Magazine	Monthly	Go to Headline Report
African Decisions	Highbury Safika Media (Pty) Ltd	Business-to-Business Magazine	Quarterly	Go to Headline Report
African Energy Journal	Brooke Patrick Publications (Pty) Ltd	Business-to-Business Magazine	Alternate Monthly	Go to Headline Report

Showing 1 to 10 of 813 entries

← Previous 1 2 3 4 5 Next →

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Headline Report View



Download to PDF



Audit Bureau of Circulations of South Africa

Suite 5, Ground Floor, 158 Jan Smuts, 9 Walters Ave.

Rosebank, 2198, South Africa

PO Box 47189, Parklands, 2121, South Africa

Headline Report - Oct - Dec 2015

View earlier submissions

Publisher

New Media Publishing

Other submissions for publication

select

- select
- 2015 Quarter 2
- 2014 Quarter 2
- 2013 Quarter 2
- 2012 Quarter 2
- 2011 Quarter 2
- 2010 Quarter 2

Printed Average Net Circulation

Name	Prive		
Frequency	Quarterly	Total Paid	0
Sector	Custom Magazine	Total Free	51814
Category	Entertainment	Total Net Circulation	51814

Go to Report

Download Signed Certificate

View Un-signed certificate

Digital Average Net Circulation

Name	Prive		
Frequency	Annual	Total Paid	280
Sector	Custom Magazine	Total Free	280
Category	Entertainment	Total Bundled	70
		Total Net Circulation	630

Go to Digital Reports

Download Signed Certificate

View Un-signed certificate

Links to Report & Certificate

Website Activity

Website	Prive	Daily Average Unique Browsers	30
Go to Web Report	View Un-signed certificate	Page Impressions	30
Download Signed Certificate			
Android	Prive A	Daily Average Unique Browsers	30
		Page Impressions	30
iOS	Prive i	Daily Average Unique Browsers	30
		Page Impressions	30
Windows	Prive	Daily Average Unique Browsers	30
		Page Impressions	30
Other		Daily Average Unique Browsers	
		Page Impressions	

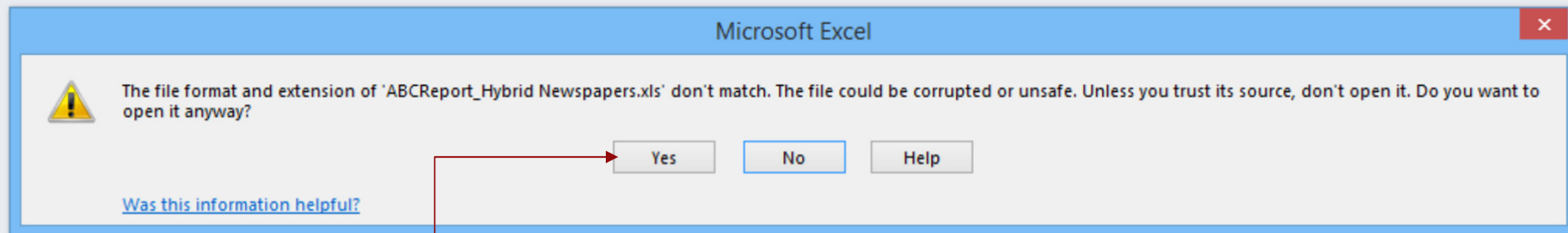
Email Newsletters

Name	Prive		
No of Issues	12	Average Net Delivery	260
Go to Email Report			
Download Signed Certificate	View Un-signed certificate		

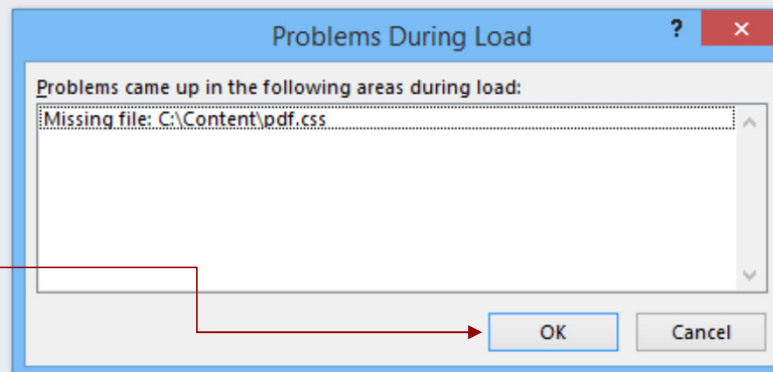
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40

Report exported file open

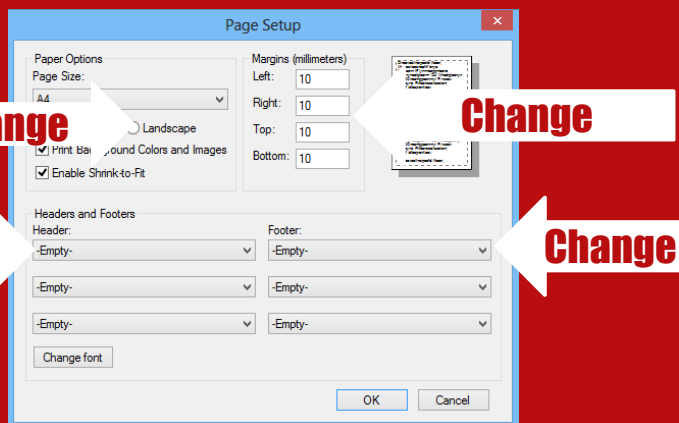
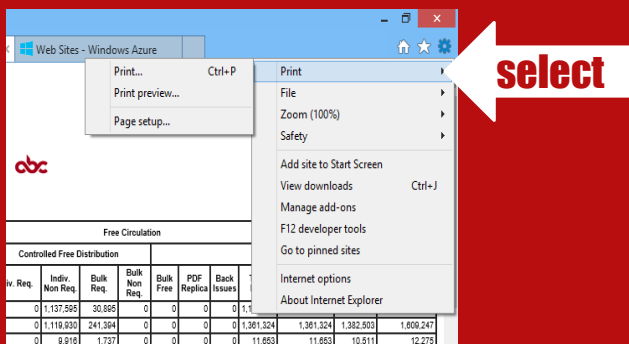


If this error occurs
click yes

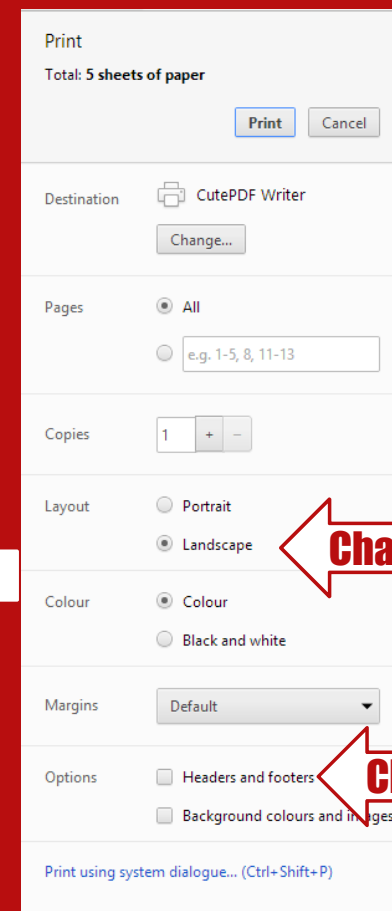
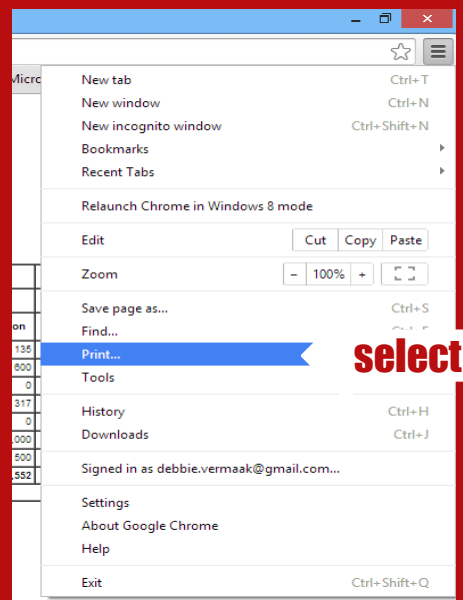


If this error occurs
click o

Internet Explorer



Google Chrome



CHANGE PASSWORD /FORGOT PASSWORD

Manage Account.

You're logged in as AdminUser.

Change Password Form

Current password

New password

Confirm new password

Log in.

Use a local account to log in.

User name

Password

☐ Remember me?

[Register as a new user](#)

[Forgot your password?](#)



AdminUser ▾

Hello AdminUser !

sign out

Follow the steps as they come up



If Selected on User – Application Type for

Event Organiser

Event Organiser Application Form

Detail Name VAT. REG. No. Contact Detail Email Telephone Cell Phone Fax Web Site	Physical Address Details Building / Street Number Street Suburb City Province select provi... Country select country Postal Code	Postal Address Details Postal Suburb City Province select provi... Country select country Postal Code
--	--	---

In respect of a publisher/associate member (proprietor) member application, a non-refundable administration fee of R 810.00 (incl VAT) (R 710.53 (excl Vat)) is payable on application.

Proof of payment must be Faxed to: Fax : (011) 447 4253

Banking Details
 Standard Bank Rosebank
 Branch Code : 004305
 Account No : 001 628 232

With this application we agree to abide by the Rules, and any amendments that may be approved from time to time

[Next](#)

You will be directed to Person responsible for paying the account



From Member Application

Person responsible for paying account

Title

First Name

Last Name

ID Number

DateOfBirth

Contact Detail

Email

Work Telephone

Cell Phone

Fax

Postal Address Details

Postal

Suburb

City

Province

Country

Postal Code

Next

You will be directed to Application confirmation page

Application Confirmation

Thank you for you application

ABC Consultant will contact you to finalise your application

Finish

Finally you will be returned to this page, you will not be able to access other functions until your application has been approved by the ABC

[About](#)
[Contact](#)

User

Wiki Home

The Audit Bureau of Circulations of South Africa

Provides circulation data to the advertising and marketing industries

The ABC is a non-profit organisation registered in terms of Section 21 of the Companies' Act, based on a bi-partite agreement between advertisers, advertising agencies and media owners.

Our primary function is the certification and provision of accurate and comparable circulation figures, to assist the bi-partite groupings (advertisers/marketers and publishers) in the buying and selling of advertising and promotional material. This is achieved through agreement or auditing standards, on the certificates and on the reports submitted.

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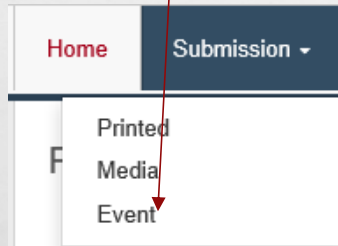
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Event List

From the Menu select Event under Submission



Click on Add new Event

Period 58 (2015.Q2)

10 records per page	Search:					
Organiser	Event	Event Type	Input Status	Add New Event	Un Signed Cert	Signed Certificate
Funny Events				Add new Event		

A single line for your organization will appear on the list, from there you add new events and submit the data at the same time



EVENT DATA SUBMISSION GUIDE

LIST OF EVENTS

1. LIST OF EVENTS AND THEIR CURRENT STATUS (NOTE FOR NEW PERIOD THERE WILL BE A SINGLE LINE, CLICK ON ADD NEW EVENT)
2. CLICK ON ADD NEW EVENT. THE INPUT FORM WILL OPEN
3. NOTE THAT ONLY "AWAITING SUBMISSION" ARE AVAILABLE FOR INPUT
4. AWAITING PROCESS ARE NO LONGER AVAILABLE FOR INPUT

INPUT FORM

1. ENTER DATA INTO THE RELEVANT ROWS AND COLUMNS ON THE FORM
2. CLICK SAVE TO TOTAL/AVERAGE THE FORM
3. ONCE YOU ARE HAPPY WITH YOUR INPUT CLICK THE SUBMIT BUTTON
4. THE LIST OF EVENTS WILL APPEAR.
5. THE ABC WILL BE NOTIFIED THAT YOUR INPUT IS COMPLETED.

DATA VALIDATION

1. THE ABC WILL VERIFY THE INPUT FORM TO ENSURE THAT ALL THE INFORMATION IS COMPLETE
2. AN E-MAIL WILL BE SENT TO YOU ONCE THE INPUT FORM HAS BEEN PROCESSED
3. IN THE EVENT THAT THE DATA DOES NOT SEEM CORRECT A REVISION WILL BE REQUESTED
4. AN EMAIL WILL BE SENT TO YOU AND YOU FOLLOW THE PREVIOUS PROCESS EXCEPT THAT YOUR PREVIOUS DATA WILL BE ON THE FORM
5. MAKE ADJUSTMENTS AS REQUIRE AND FOLLOW STEPS 2 TO 5 UNDER INPUT FORM

INPUT FORM - EVENT



Exhibition & Conference Input Form

Period

Event

Start Date

Venue

Organiser

End Date

Event Type

	South Africa	Africa	International	Total
A - Paid Attendance	0	0	0	0
A - Visitors registered	0	0	0	0
A - Repeat Visits	0	0	0	0
A - Complimentary	0	0	0	0
B - Exhibitor	0	0	0	0
B - Media	0	0	0	0
B - VIP/Sponsors	0	0	0	0
B - Exhibitors Staff	0	0	0	0
C - Total Delegates	0	0	0	0
D - Total Attendance	0	0	0	0
A - Total Visitor Attendance	0	0	0	0
B - Total Other Attendance	0	0	0	0

Fill in the event details

Fill in the required data and Save to average the form

When you are happy with the input click on Submit to return to the Media List

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48



Event List

Click on Add new Event

Note that the Event Details are now on the list

Period 58 (2015.Q2)

10 records per page

Search:

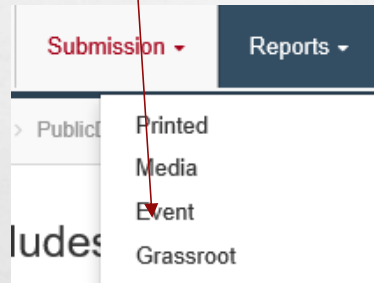
Organiser	Event	Event Type	Input Status	Add New Event	Unsigned Cert	Signed Certificate
Funny Events	The Event	Consumer Exhibitions	Awaiting Process	Add new Event		

The ABC will audit the event and once they have processed the submission the event will appear on the Event report for the period



Event Report Selection

Select Event under
Reports on the menu



Click on report

Events Reports

Report select report ▼

Report

All finalized reports are available for selection

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50



Event Report View

To return to report selection

To print

Home > Report

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Exhibition and Conference Attendance Summary

Apr - Jun 2015

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To download

Event	Organiser	Venue	Dates	Paid Attend:	Visitors Reg:	Repeat Visits	Comp:	Total Visitor Attend:	Exhibitor	Media	VIP / Sponsors	Staff	Total Other Attend:	Total Delegates	Total Attendance
Total				0	0	0	0	0	0	0	0	0	0	0	0

Report Date : 02 Feb, 2016 Revision : 00.0 Q2 2015

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