1. Open: S:\Finance\Reports\Weekly Reports Zazzle\Bookings 2013\Bookings YTD.xlsx
2. Go to Metrics Tab
3. Open: S:\Finance\Reports\Daily Reporting\Pipeline 2013 Main File USE
   1. Pull the shipped and reprint numbers from the current WE range
4. Enter the new information into the Orders Shipped portion of the metrics sheet
   1. Be sure to not copy over the LW data without updating it
5. Update the CS data
6. Update the Marketing Table
7. Change the date on the pivot data for the coupon sales
8. Once all info is updated:
   1. Make a copy of the sheet and move it to a new workbook
   2. Copy the whole sheet and paste as a value and save to: S:\Finance\Reports\Weekly Reports Zazzle\metrics\2013
      1. In the current month folder
9. Go back to original metrics sheet in Bookings report
   1. Copy the whole sheet and paste into email and send to Monica