

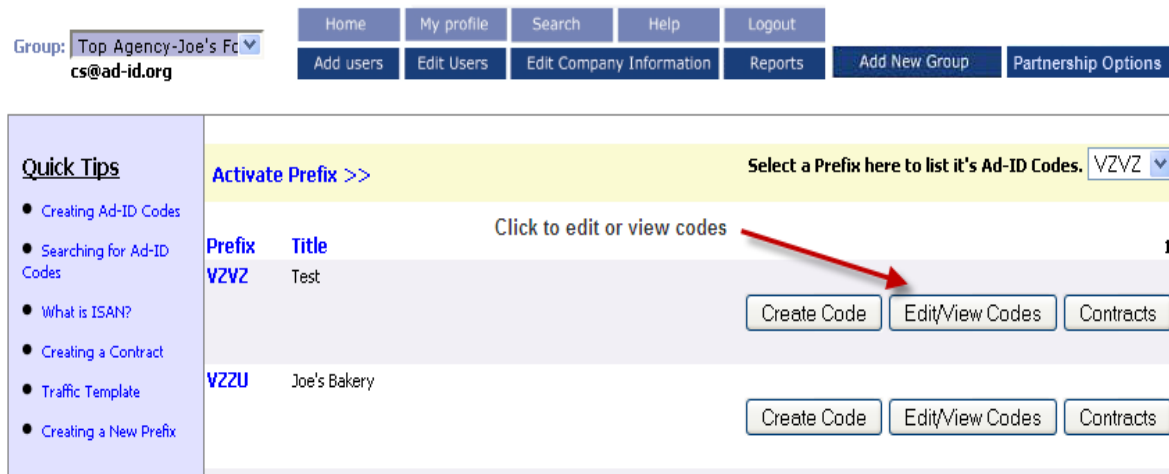
EDITING CODE SLATE INFORMATION

Please contact customer service at cs@ad-id.org or (704) 501-4410 for assistance.

Once codes have been created, you can edit the information about the codes. For information on creating codes, please see the Creating Single Ad-ID Codes document.

To edit information about codes that have already been created, follow these steps.

1. Click on the “Edit/View Codes” button next to the prefix for which you would like to edit code information.



The screenshot shows the Ad-ID user interface. At the top, there is a navigation bar with buttons for Home, My profile, Search, Help, and Logout. Below this is a secondary bar with buttons for Add users, Edit Users, Edit Company Information, Reports, Add New Group, and Partnership Options. The main content area has a sidebar on the left with 'Quick Tips' and a list of links. The main area displays a table of prefixes. The first prefix is 'VZVZ' with the title 'Test'. A red arrow points to the 'Edit/View Codes' button next to this prefix. The second prefix is 'VZZU' with the title 'Joe's Bakery'.

2. The next screen will list all of the codes that have been created for that prefix. Click on the code to edit or view the slate information. Please note that the View/Edit Metadata link will bring you to the metadata section and you cannot edit the slate information from that area. For more information on the metadata section, please see the metadata document.

[Create New Ad-ID code >>](#) for **VZZU**



Following Ad-ID Codes found for the prefix **VZZU**

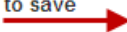
<input type="checkbox"/>	Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/>	VZZU0056000	Local Grocer	Winter Season	Baked Goods	Television: ALL		:30	10/16/08	10/25/08	10/23/08	View/Edit Metadata
Notes:											
<input type="checkbox"/>	VZZU0055000	Local Grocer	Fall Season	Baked Goods	Television: ALL		:30	10/01/08	10/31/08	10/22/08	View/Edit Metadata**
Notes:											
<input type="checkbox"/>	VZZU0054000	Test Spot		Baked Goods	Television: ALL		:60			10/22/08	View/Edit Metadata**
Notes:											
<input type="checkbox"/>	VZZU0048000	Multiple Campaign SD Version	San Francisco	Baked Goods	In Store Video		60			07/11/08	View/Edit Metadata**
Notes:											
<input type="checkbox"/>	VZZU00530000	Multiple Campaign	Orlando	Baked Goods	Radio: Syndication, Radio: Hispanic		30			07/10/08	View/Edit Metadata
Notes:											
<input type="checkbox"/>	VZZU00520000	Multiple Campaign	San Francisco	Baked Goods	Radio: Syndication		:60	01/01/09	02/01/09	07/10/08	View/Edit Metadata**

****No metadata for this code.**

Click on the code to edit info

- If changes are made to the slate page, click on the “Save Slate” button when finished to save the changes. You can edit all fields in Ad-ID, but you cannot edit the code itself. The format, whether the code is SD or HD, cannot be edited either since the code is created based on that choice. If you chose a medium in the 2 left columns of the list of media, such as Television: ALL, you can only edit the medium to other media in those 2 columns. You will not be able to make a TV code into a radio code or vice versa. For more information, please go to the Ad-ID Structure section of the Ad-ID website.

* Ad Title:	<input type="text" value="Local Grocer"/>
Job #:	<input type="text" value="DEMO789"/>
* Brand:	<input type="text" value="Joe's Bakery"/>
* Product:	<input type="text" value="Baked Goods"/>
* Advertiser:	<input type="text" value="Joe's Food Market"/>
* Agency / Office Location:	<input type="text" value="Top Agency"/> (ex. Saatchi NY)
Copyright:	<input type="text"/>
Campaign:	<input type="text" value="Winter Season"/>
Start Date:	<input type="text" value="10/16/2008"/>  (mm/dd/yyyy only)
End Date:	<input type="text" value="10/25/2008"/>  (mm/dd/yyyy only)
Active/Inactive:	<input type="radio"/> Active <input type="radio"/> Inactive
* Length/Size:	<input type="text" value=":30"/>
URL:	<input type="text" value="www.joesfoods.com"/>
ISAN: ?	<input type="text"/>
Notes:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Click to save 

The next page will indicate the code has been updated successfully. To return to your list of codes, click on the “Show Ad-ID codes” link and this will bring you back to the list of codes for this particular prefix.

To edit the information for multiple codes at once, please see the Editing Slate Information for Multiple Codes document.

From the Edit/View Codes area, you can also export the codes and information.

To export, check off the box next to the codes you'd like to export. If you want to export all codes in the list, check off the box next to the Ad-ID Code column heading. After making the selections, click on the appropriate export button.

Following Ad-ID Codes found for the prefix VZZU

Edit Selected
Traffic Template for selected
Export selected to XML
Export selected to CSV

After selecting codes, click on appropriate export button

Check here to export all codes in the list

<input type="checkbox"/> Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/> VZZU03210000	Local Grocer	:30	Baked Goods	Radio: ALL		:30			01/27/10	View/Edit Metadata**
Notes:										
<input checked="" type="checkbox"/> VZZU03200000	Local Grocer	Summer Season	Baked Goods	Television: Network,Cable TV: Spot,Internet Video		:30	07/21/09	08/28/09	07/31/09	View/Edit Metadata
Notes: Audio: Stereo Format: NTSC Closed Captioned										
<input checked="" type="checkbox"/> VZZU0320000H	Local Grocer	Summer Season	Baked Goods	Television: Network,Cable TV: Spot,Internet Video	HD	:30	07/21/09	08/28/09	07/31/09	View/Edit Metadata**
Notes: Audio: Stereo Format: NTSC Closed Captioned										
<input type="checkbox"/> VZZU03190000	Local Grocer	Summer Season	Baked Goods	Television: ALL,Cable TV: Spot,Internet Video		:30	07/27/09	08/27/09	07/28/09	View/Edit Metadata
Notes: Audio: Stereo Format: NTSC Closed Captioned										
<input checked="" type="checkbox"/> VZZU01900000	Radio is everywhere	San Diego	Baked Goods	Radio: Spot		:30	01/01/09	01/31/09	10/10/08	View/Edit Metadata
Notes:										
<input checked="" type="checkbox"/> VZZU01890000	Radio is everywhere	Detroit	Baked Goods	Radio: Spot		:30	01/01/09	01/31/09	10/10/08	View/Edit Metadata**
Notes:										
<input type="checkbox"/> VZZU01880000	Radio is everywhere	Los Angeles	Baked Goods	Radio: Spot		:30	01/01/09	01/31/09	10/10/08	View/Edit Metadata**
Notes:										

After clicking on “Export selected to XML” or “Export selected to CSV”, Open or Save the file. Depending on the browser you are using, you may have to save the file before opening. The XML and CSV files will include only the slate information. The XML file can be used in other applications such as the slating application available through Boris FX. For more information, please contact Ad-ID customer service.

Please see the Help section of the Ad-ID website for further assistance or contact Ad-ID customer service with questions.