

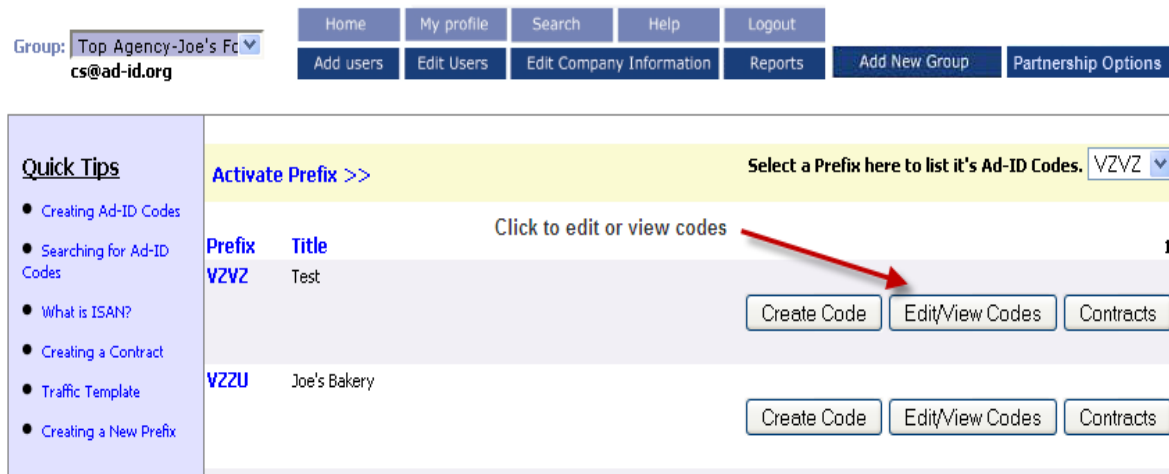
## EDITING CODE SLATE INFORMATION

Please contact customer service at [cs@ad-id.org](mailto: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, Logout, Add users, Edit Users, Edit Company Information, Reports, Add New Group, and Partnership Options. Below this, a dropdown menu shows the current group as 'Top Agency-Joe's Fc' with the email 'cs@ad-id.org'. The main content area has a sidebar with 'Quick Tips' and a main panel. The main panel has a header 'Activate Prefix >>' and a dropdown menu for 'Select a Prefix here to list it's Ad-ID Codes.' with 'VZVZ' selected. Below this is a table with columns 'Prefix' and 'Title'. Two rows are visible: 'VZVZ Test' and 'VZVZ Joe's Bakery'. Each row has three buttons: 'Create Code', 'Edit/View Codes', and 'Contracts'. A red arrow points to the 'Edit/View Codes' button for the 'VZVZ Test' row.

2. The next screen will list codes that have been created for that prefix. (Please note if you have a large list of codes, there will be page numbers at the top and bottom of the screen to view additional codes.) 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 **VZVZ**

Following Ad-ID Codes found for the prefix VZVZ



The screenshot shows the Ad-ID user interface for a list of codes. At the top, there are buttons for 'Edit Selected', 'Traffic Template for selected', 'Export selected to XML', 'Export selected to CSV', 'Export ALL to XML', and 'Export ALL to CSV'. Below this is a table with columns: Ad-ID Code, Ad Title, Campaign, Product, Medium, HD, Length/Size, Start Date, End Date, Created, and Metadata. The table contains several rows of codes. A red arrow points to the code 'VZVZ0375000H' in the 'Ad-ID Code' column. The text 'Click on the code to edit info' is written next to the arrow. The table also shows page numbers '1 2 3 4 Next >>' at the top right and a note '\*\*No metadata for this code.' at the bottom right.

Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/> VZVZ0375000D	Testing 1		Baked Goods	Television: ALL		Testing 1			12/30/10	<a href="#">View/Edit Metadata**</a>
<input type="checkbox"/> VZVZ0375000H	Testing 1		Baked Goods	Television: ALL	HD	Testing 1			12/30/10	<a href="#">View/Edit Metadata**</a>
<input type="checkbox"/> VZVZ0375000	Testing 1		Baked Goods	Television: ALL		Testing 1			12/30/10	<a href="#">View/Edit Metadata**</a>
<input type="checkbox"/> VZVZ0374000	test		Baked Goods	Television: ALL		test			12/22/10	<a href="#">View/Edit Metadata**</a>
<input type="checkbox"/> VZVZ0374000D	test		Baked Goods	Television: ALL		test			12/22/10	<a href="#">View/Edit Metadata**</a>

- 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, HD or 3D, 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.

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 Ad-ID Code: VZZU0373000  
 SD format

\* Media:

<input checked="" type="checkbox"/> Television: ALL	<input type="checkbox"/> Internet Video	<input type="checkbox"/> Radio: ALL	<input type="checkbox"/> Direct Response
<input type="checkbox"/> Television: Network	<input type="checkbox"/> In Store Video	<input type="checkbox"/> Radio: Network	<input type="checkbox"/> Direct Mail
<input type="checkbox"/> Television: Network Hispanic	<input type="checkbox"/> Theaters	<input type="checkbox"/> Radio: Spot	<input type="checkbox"/> OOH
<input type="checkbox"/> Television: Spot	<input type="checkbox"/> Digital Cinema Trailer	<input type="checkbox"/> Radio: Syndication	<input type="checkbox"/> Collateral
<input type="checkbox"/> Television: Spot Hispanic	<input type="checkbox"/> DVD Trailer	<input type="checkbox"/> Radio: Billboard	<input type="checkbox"/> In Store
<input type="checkbox"/> Television: Syndication	<input type="checkbox"/> Internet Video On Demand	<input type="checkbox"/> Radio: Hispanic	<input type="checkbox"/> Test Spot
<input type="checkbox"/> Television: Billboard	<input type="checkbox"/> IPTV (Internet Protocol TV)	<input type="checkbox"/> Radio: Announcer Copy	<input type="checkbox"/> Not For Air
<input type="checkbox"/> Television: On Demand	<input type="checkbox"/> Direct Response: Video	<input type="checkbox"/> Print: Magazine	<input type="checkbox"/> On Air Test
<input type="checkbox"/> Cable TV: ALL	<input type="checkbox"/> Not For Air: Video	<input type="checkbox"/> Print	<input type="checkbox"/> Off Air Test
<input type="checkbox"/> Cable TV: Network	<input type="checkbox"/> Test Spot: Video	<input type="checkbox"/> Print: Newspaper	<input type="checkbox"/> Other (Describe in Notes)
<input type="checkbox"/> Cable TV: Spot	<input type="checkbox"/> Other: Video (Describe in Notes)	<input type="checkbox"/> Internet	<input type="checkbox"/> Mobile
<input type="checkbox"/> Cable TV: Hispanic		<input type="checkbox"/> Television: Billboard Copy	

\* Ad Title:

Job #:

\* Brand:

\* Product:

\* Advertiser:

\* Agency / Office Location:

Copyright:

Campaign:

Start Date:  (mm/dd/yyyy only)

End Date:  (mm/dd/yyyy only)

Active/Inactive:  Active  Inactive

\* Length/Size:

URL:

ISAN: [?](#)

Notes:

← Click to save changes

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 then click one the "Export selected to XML" or "Export selected to CSV" button. You can only check off codes on one page at a time. If you need to export specific codes from multiple pages, please use the Search function.

If you want to export all codes on a particular page, go to the page and check off the box next to the Ad-ID Code column heading, then click on the appropriate export button.

If you want to export all codes for this prefix, do not check off any codes and click on "Export ALL to XML" or Export ALL to CSV".

Select another Prefix here to see the Ad-ID Codes for that prefix:

for **VZZU**

Following Ad-ID Codes found for the prefix VZZU

Click here to check off all codes on this page 1 2 3 4 Next >>

<input type="checkbox"/>	Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/>	VZZU0375000D	Rise and Shine		Baked Goods	Television: ALL		:30			12/30/10	View/Edit Metadata**
<b>Notes:</b>											
<input checked="" type="checkbox"/>	VZZU0375000H	Rise and Shine		Baked Goods	Television: ALL	HD	:30			12/30/10	View/Edit Metadata**
<b>Notes:</b>											
<input checked="" type="checkbox"/>	VZZU0375000	Rise and Shine		Baked Goods	Television: ALL		:30			12/30/10	View/Edit Metadata**
<b>Notes:</b>											
<input type="checkbox"/>	VZZU0374000	Bakers Dozen		Baked Goods	Television: ALL		:15			12/22/10	View/Edit Metadata**
<b>Notes:</b>											
<input checked="" type="checkbox"/>	VZZU0374000D	Bakers Dozen		Baked Goods	Television: ALL		:15			12/22/10	View/Edit Metadata**
<b>Notes:</b>											
<input type="checkbox"/>	VZZU0373000D	Holiday Specials	West Coast	Baked Goods	Television: ALL		:30	12/23/10	02/11/11	12/08/10	View/Edit Metadata
<b>Notes:</b>											
<input checked="" type="checkbox"/>	VZZU0373000H	Holiday Specials	West Coast	Baked Goods	Television: ALL	HD	:30	12/23/10	02/11/11	12/08/10	View/Edit Metadata**
<b>Notes:</b>											

After clicking on one of the export buttons, 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. The CSV file will open in Excel. 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.