

## EDITING SLATE INFORMATION FOR MULTIPLE CODES

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 for multiple codes at the same time, 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 Bakery' with the email 'cs@ad-id.org'. The main content area has a yellow header with 'Activate Prefix >>' and a dropdown menu for 'Select a Prefix here to list its Ad-ID Codes.' set to 'VZVZ'. Below the header is a table with columns 'Prefix' and 'Title'. The first row is 'VZVZ' with title 'Test'. The second row is 'VZZU' with title 'Joe's Bakery'. To the right of each row are three buttons: 'Create Code', 'Edit/View Codes', and 'Contracts'. A red arrow points to the 'Edit/View Codes' button for the 'VZVZ' prefix. On the left side, there is a 'Quick Tips' sidebar with links like 'Creating Ad-ID Codes', 'Searching for Ad-ID Codes', 'What is ISAN?', 'Creating a Contract', 'Traffic Template', and 'Creating a New Prefix'.

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.) Check off the box next to the codes on this page you want to edit and click "Edit Selected." 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.

If you need to edit multiple codes located on multiple pages, please use the Search function.

The screenshot shows the Ad-ID interface for editing multiple codes. At the top, there is a button 'Create New Ad-ID code >>' for prefix 'VZZU'. Below it, a text label says 'Following Ad-ID Codes found for the prefix VZZU'. A red arrow points from the text 'Click Edit Selected' to the 'Edit Selected' button. Below the buttons are several export options: 'Traffic Template for selected', 'Export selected to XML', 'Export selected to CSV', 'Export ALL to XML', and 'Export ALL to CSV'. The main part of the screen 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, all with 'Baked Goods' as the product and 'Television: ALL' as the medium. The first three rows have checkboxes checked, and a red arrow points to them with the text 'Check off codes to be edited'. The last two rows have checkboxes unchecked. Each row has a 'View/Edit Metadata\*\*' link. At the bottom right of the table, there are page numbers '1 2 3 4 Next >>' and a note '\*\*No metadata for this code.'.

- This will bring you to a page where you'll see the selected codes. The codes are separated by different background colors. The same fields that are located on the slate page can be updated in this area. You can copy and paste information from code to code if needed.

<p><b>YZZU0054000</b></p> <p><input checked="" type="checkbox"/> SD Format</p> <p>Advertiser: Joe's Food Market</p> <p>Campaign: </p> <p>Product: Baked Goods</p> <p>Brand: Joe's Bakery</p> <p>Copyright: </p> <p>Agency/Office Location: Ad-ID</p>	<p>Medium:</p> <p><input checked="" type="checkbox"/> Television: ALL <input type="checkbox"/> Television: Network <input type="checkbox"/> Television: Network Hispanic <input type="checkbox"/> Television: Spot <input type="checkbox"/> Television: Spot Hispanic <input type="checkbox"/> Television: Syndication <input type="checkbox"/> Television: Billboard <input type="checkbox"/> Television: On Demand <input type="checkbox"/> Cable TV: ALL <input type="checkbox"/> Cable TV: Network <input type="checkbox"/> Cable TV: Spot <input type="checkbox"/> Cable TV: Hispanic</p> <p><input type="checkbox"/> Internet Video <input type="checkbox"/> In Store Video <input type="checkbox"/> Theaters <input type="checkbox"/> Digital Cinema Trailer <input type="checkbox"/> DVD Trailer <input type="checkbox"/> Internet Video On Demand <input type="checkbox"/> IPTV (Internet Protocol TV) <input type="checkbox"/> Direct Response: Video <input type="checkbox"/> Not For Air: Video <input type="checkbox"/> Test Spot: Video <input type="checkbox"/> Other: Video (Describe in Notes)</p> <p><input type="checkbox"/> Radio: ALL <input type="checkbox"/> Radio: Network <input type="checkbox"/> Radio: Spot <input type="checkbox"/> Radio: Syndication <input type="checkbox"/> Radio: Billboard <input type="checkbox"/> Radio: Hispanic <input type="checkbox"/> Radio: Announcer Copy <input type="checkbox"/> Radio: Magazine <input type="checkbox"/> Radio: Print <input type="checkbox"/> Radio: Newspaper <input type="checkbox"/> Radio: Internet <input type="checkbox"/> Radio: Television: Billboard Copy</p> <p><input type="checkbox"/> Direct Response <input type="checkbox"/> Direct Mail <input type="checkbox"/> OOH <input type="checkbox"/> Collateral <input type="checkbox"/> In Store <input type="checkbox"/> Test Spot <input type="checkbox"/> Not For Air <input type="checkbox"/> On Air Test <input type="checkbox"/> Off Air <input type="checkbox"/> Test <input type="checkbox"/> Other (Describe in Notes) <input type="checkbox"/> Mobile</p>	<p>Length-Size: :60</p> <p>ISAN:</p> <p>Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy)</p> <p>Active/Inactive: <input type="radio"/> Active <input type="radio"/> Inactive</p> <p>Ad Title: Test Spot</p> <p>URL:</p> <p>Notes:</p>
<p><b>YZZU0056000</b></p> <p><input checked="" type="checkbox"/> SD Format</p> <p>Advertiser: Joe's Food Market</p> <p>Campaign: Winter Season</p> <p>Product: Baked Goods</p> <p>Brand: Joe's Bakery</p> <p>Copyright: </p> <p>Agency/Office Location: Top Agency</p>	<p>Medium:</p> <p><input checked="" type="checkbox"/> Television: ALL <input type="checkbox"/> Television: Network <input type="checkbox"/> Television: Network Hispanic <input type="checkbox"/> Television: Spot <input type="checkbox"/> Television: Spot Hispanic <input type="checkbox"/> Television: Syndication <input type="checkbox"/> Television: Billboard <input type="checkbox"/> Television: On Demand <input type="checkbox"/> Cable TV: ALL <input type="checkbox"/> Cable TV: Network <input type="checkbox"/> Cable TV: Spot <input type="checkbox"/> Cable TV: Hispanic</p> <p><input type="checkbox"/> Internet Video <input type="checkbox"/> In Store Video <input type="checkbox"/> Theaters <input type="checkbox"/> Digital Cinema Trailer <input type="checkbox"/> DVD Trailer <input type="checkbox"/> Internet Video On Demand <input type="checkbox"/> IPTV (Internet Protocol TV) <input type="checkbox"/> Direct Response: Video <input type="checkbox"/> Not For Air: Video <input type="checkbox"/> Test Spot: Video <input type="checkbox"/> Other: Video (Describe in Notes)</p> <p><input type="checkbox"/> Radio: ALL <input type="checkbox"/> Radio: Network <input type="checkbox"/> Radio: Spot <input type="checkbox"/> Radio: Syndication <input type="checkbox"/> Radio: Billboard <input type="checkbox"/> Radio: Hispanic <input type="checkbox"/> Radio: Announcer Copy <input type="checkbox"/> Radio: Magazine <input type="checkbox"/> Radio: Print <input type="checkbox"/> Radio: Newspaper <input type="checkbox"/> Radio: Internet <input type="checkbox"/> Radio: Television: Billboard Copy</p> <p><input type="checkbox"/> Direct Response <input type="checkbox"/> Direct Mail <input type="checkbox"/> OOH <input type="checkbox"/> Collateral <input type="checkbox"/> In Store <input type="checkbox"/> Test Spot <input type="checkbox"/> Not For Air <input type="checkbox"/> On Air Test <input type="checkbox"/> Off Air <input type="checkbox"/> Test <input type="checkbox"/> Other (Describe in Notes) <input type="checkbox"/> Mobile</p>	<p>Length-Size: :30</p> <p>ISAN:</p> <p>Start Date: 10/16/2008 (mm/dd/yyyy) End Date: 10/25/2008 (mm/dd/yyyy)</p> <p>Active/Inactive: <input type="radio"/> Active <input type="radio"/> Inactive</p> <p>Ad Title: Local Grocer</p> <p>URL: www.joesfoods.com</p> <p>Notes:</p>

**Click Here to Update All**

- When finished, click "Update All" to save any edits that were made.

The page will update and indicate at the top that codes have been updated successfully. To return to your list of codes, click on Back to Ad-ID Codes.

From this area you can edit the information for additional codes and/or create more Ad-ID codes.

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