

GENERATING REPORTS

Please contact customer service at cs@ad-id.org, (704) 501-4410 or (704) 594-6285 for assistance.

Note: Only Administrators have the ability to pull reports. If you are not an Administrator, please contact the Administrator of the group for assistance.

Administrators are able to pull reports based on a date range or across all dates. To generate a report, follow these steps.

1. Click on the “Reports” button at the top of your home page.
2. To pull a report for specific dates, choose which report you would like to generate from the drop down list to the left. For instance, an Ad-ID report or a Prefix report. To pull a report for all dates, use the drop down list to the right.
3. If using specific dates, enter desired date range.
4. Check off “Include all Groups” if you would like to generate a report for all of the groups to which you belong. Otherwise, the report will be generated only for the group you are currently in.
5. Once you have made the appropriate selections, click on “Generate Report” or “Generate Report for all dates.”
6. A list will be provided based on your criteria. Depending on the type of report pulled, you can choose to print and/or export the information. If the Export CSV option is available for the report you pulled (such as for an Ad-ID Report), a CSV file will be exported that can be saved as an excel file. Please note that if you are using Firefox you will need to save the file to your desktop before opening.



The screenshot shows the Ad-ID user interface for generating reports. 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, the 'Group' is set to 'Top Agency-Joe's Fc' with the email 'cs@ad-id.org'. The main area is divided into two sections by the word 'OR'. The left section is for generating a report for a specific date range, with a dropdown menu for report types (Ad-ID Report, Contracts Report, Prefix Report, Traffic Log, Metadata) and a 'Generate Report' button. The right section is for generating a report for all dates, with a dropdown menu for report types (Ad-ID Report) and a 'Generate Report for all dates' button. There is also an 'Include all Groups' checkbox.

Note: If pulling an Ad-ID Report, the report will only include the information from the slate page. If you would like the information in the metadata section to be included when you export the Ad-ID Report, check off the box next to "Include Metadata." For more information on the metadata section, please see the Entering/Editing Metadata document.

Group: **Top Agency-Joe's Food Market** **cs@ad-id.org**

[Home](#) [My profile](#) [Search](#) [Help](#) [Logout](#)
[Add users](#) [Edit Users](#) [Edit Company Information](#) [Reports](#) [Add New Group](#) [Partnership Options](#)

Include Metadata? Yes

*When exporting, please choose to save file before opening if you are in a browser.

[Click to Export CSV or Export XML](#)

Ad-ID Report for **Top Agency-Joe's Food Market** (03 Jan 2009 - 03 Feb 2009)

prefix	Ad-ID Code	created	ad_title	description	campaign	brand	product	Start Date	End Date	Ad Status	advertiser	Agency	le
VZVZ	0002000	01/29/2009	Multi Test			Multi Test	Multi Test			N/A	Joe's Food Market	Multi Test	Mi Te
Notes:													
VZVZ	0003000	01/29/2009	Multi Test			Multi Test	Multi Test			N/A	Joe's Food Market	Multi Test	Mi Te

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