

USING SEARCH

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

Administrators and Users are able to search within their Ad-ID group for Ad-ID codes. There are several ways to search for Ad-ID codes. You can use any or all criteria to limit your search. Or use none of the criteria to search for all codes.

1. Click on the “Search” button, which is located at the top of your home page in light blue.
2. Use the following fields to narrow down your search.
 - To search for codes under a specific prefix, click on the prefix. You can choose multiple prefixes by using the Control key. To search within all prefixes, do not select any prefixes in the list.
 - To limit to only HD or SD codes, click on the appropriate selection.
 - To search for a specific Ad-ID code, type in the code in the “Limit to Ad-ID” field. Please note that you do not enter the prefix, just the characters after the prefix. Therefore, when using this feature, you may want to also choose the prefix above that you want to search within.
 - To search for codes created between specific dates, choose the appropriate dates from the calendars in the “Created Between” field.
 - You can use the “Limit to Slate info” field to do a search by keyword in the slate.
 - To search for codes for a particular medium, select the appropriate medium from the list. You can choose multiple media by using the Control key. To search within all media, do not select any media in the list.
 - The “Date Range” field is referring to the start date and end date that can be entered on the slate page when a code is created. To search based on this date range, choose the dates from the calendars.
 - You can use the “Metadata” field to do a search by keyword in the metadata.
 - Select a Metadata tab from the list to search only within a specific tab.
 - Enter a contact name to search by Contacts from the metadata address book that have been attached under a tab.
 - Enter the appropriate job # to search by a job #.

For more information on the metadata section, please see the Entering/Editing Metadata document.

- If you belong to multiple groups in Ad-ID and want to search for codes across all of the groups you belong to, you can check off "Search in all groups." Otherwise, leave the box unchecked.
- Once you have made the appropriate selections, click on "Search Ad-ID Codes."

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

Home My profile Search Help Logout
 Add users Edit Users Edit Company Information Reports Add New Group Partnership Options

- Please select or fill-in the search fields you want to use in the Ad-ID code search.
- Empty fields are ignored.

Ad-ID Code
 Select prefix(s) or NONE for ALL
 VZVZ
 VZZU
 VZZV
 Limit to HD Format Limit to SD Format

Limit to Ad-ID Code:

Created between:
 and

Slate Information
 Limit to Slate info:

 Limit to Medium:
 Television: ALL
 Television: Network
 Television: Network Hispanic

Date Range:
 (Any code in use within this range)
 and

Metadata
 Metadata:

 Advertisement
 Advertiser
 Agency
 Select Tabs:
 Contacts:

 Job #:

Search in all groups

- A list of codes will be provided based on your search criteria. The system pulls only those codes that meet all of the search criteria chosen. Once a search is complete, you can print and/or export the information.

Total Ad-ID codes retrieved: 5 ← Search result lists the number of codes

*When exporting, please choose to save file before opening if using Firefox.

<input type="checkbox"/>	Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/>	VZZT0001000	Demo Spot Title	San Francisco	Baked Goods	Television: ALL		:30	08/28/08	10/18/08	08/28/08	View/Edit Metadata
Notes:											
<input type="checkbox"/>	VZZT0002000	Demo Spot Title	Houston	Baked Goods	Television: ALL		:30	08/28/08	10/18/08	08/28/08	View/Edit Metadata
Notes:											
<input type="checkbox"/>	VZZT0002000H	Demo Spot Title	Houston	Baked Goods	Television: ALL	HD	:30	08/28/08	10/18/08	09/03/08	View/Edit Metadata**
Notes:											

**No metadata for this code.

- 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.

Total Ad-ID codes retrieved: 5

Print..

*When exporting, please choose to save file before opening if using Firefox.

After selecting codes, click on appropriate export button

Check here to export all codes in the list **No metadata for this code.

<input type="checkbox"/> Ad-ID Code	Ad Title	Campaign	Product	Medium	HD	Length/Size	Start Date	End Date	Created	Metadata
<input type="checkbox"/> VZZT0001000	Demo Spot Title	San Francisco	Baked Goods	Television: ALL		:30	08/28/08	10/18/08	08/28/08	View/Edit Metadata
Notes:										
<input checked="" type="checkbox"/> VZZT0002000	Demo Spot Title	Houston	Baked Goods	Television: ALL		:30	08/28/08	10/18/08	08/28/08	View/Edit Metadata
Notes:										
<input checked="" type="checkbox"/> VZZT0002000H	Demo Spot Title	Houston	Baked Goods	Television: ALL	HD	:30	08/28/08	10/18/08	09/03/08	View/Edit Metadata**
Notes:										
<input checked="" type="checkbox"/> VZZT0020000	Demo Spot	Orlando	Baked Goods	Television: ALL		:30	09/12/08	11/21/08	09/12/08	View/Edit Metadata**
Notes:										
<input type="checkbox"/> VZZT0021000	Demo Spot	Denver	Baked Goods	Television: ALL		:30	09/12/08	11/21/08	09/12/08	View/Edit Metadata
Notes:										

for **VZZT**

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.