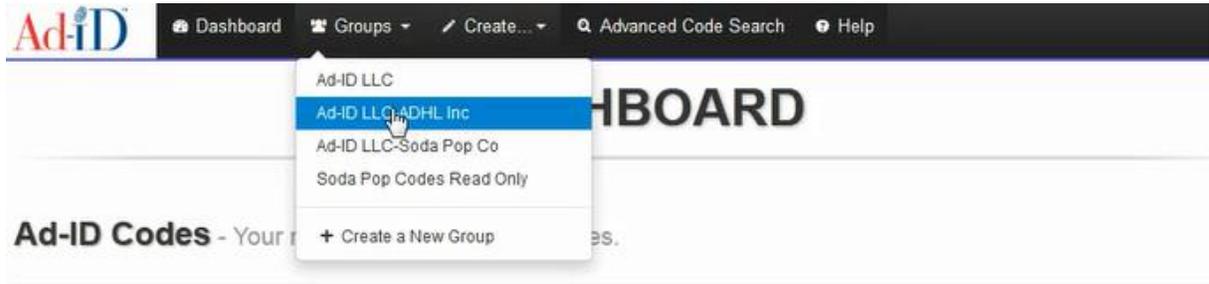


Cloning a Code



1. You can access the code that you want to clone within the Ad-ID Codes Table. The codes table is accessible from the Dashboard, group or prefix home page or after doing a search. To access a group, go to the Groups list and click on a Group name. The Ad-ID code table on the group home page shows up to 1,000 codes.



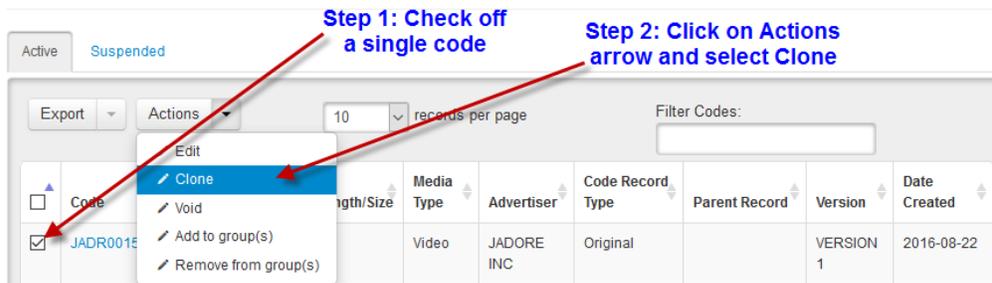
2. After finding the code you want to clone, there are two different ways to clone: from the Actions Drop Down Menu or by Clicking on a Code.

Option 1: Clone a Code from the Actions Drop Down Menu

Click on the check box next to a single code then click on the Actions drop down menu and choose Clone.

Addie agency-J'adore

Ad-ID Codes - Ad-ID Codes recently created in this group (up to 1000).



Option 2: Clone by Clicking on a Code

3. Click on the code

Code	Title	Version	Advertiser	Brand	Product	Media Type	Length/Size	Created on
A3FR2010000	Washed Away Revision	Version 1	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE	Video	60	2012-11-29
A3FR2009000H	Washed Away	Version 1	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE	Video	60	2012-11-29

4. On the next screen, click on Clone on the right side to clone the code.

The screenshot shows a success message at the top: "The code was updated. The Ad-ID A3FR2009000H has been associated with your group. The code A3FR2009000H was added." Below this is a "Home" button. The main content area displays "Ad-ID - A3FR2009000H" and three fields: "Group" (Ad-ID LLC-ADHL Inc), "Prefix" (A3FR), and "Account" (ADHL Inc). On the right, a "CODE ACTIONS" menu is visible with options: Edit, Clone (highlighted with a mouse cursor), Print, E-mail, Export as XML, Export as CSV, and Export as Excel.

5. You will then be brought to the code creation screen and the fields will be populated based on the information for the code you are cloning.

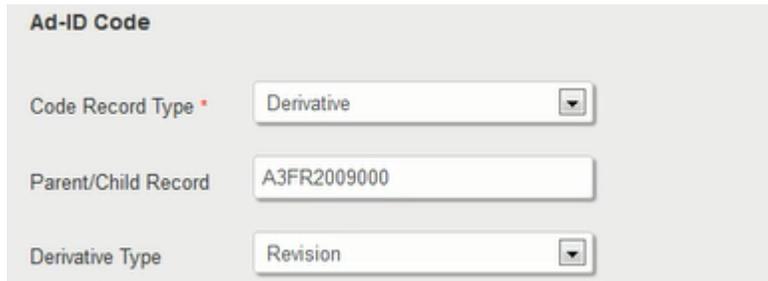
> Cloning an existing Ad-ID.

The screenshot shows the code creation screen. It features three dropdown menus: "Group" (Agency Inc-ADHL Inc), "Prefix" (A3FR - Freshest), and "Account" (ADHL Inc (Balance: 4,650)). Below the Account dropdown is a button that says "129 codes available¹". There are two tabs: "Multiple Code Creation By Entering # of Codes" and "Multiple Code Creation By Varying Fields". On the left, a sidebar has "Slate" selected. The main area shows "Mandatory Fields" with "Media Type" set to "Video".

6. If the code you are cloning has an SD and HD version, both will be checked off so this will create an SD and HD version. You can update if needed during the cloning process.

The screenshot shows the "Definition" section with three checkboxes: "SD" (checked), "HD" (checked), and "3D" (unchecked).

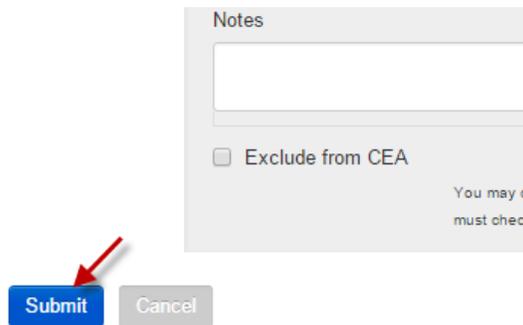
7. You can make edits to the information as needed. For example, you might be revising a spot and want to add Revision to the Title. You could also choose Derivative in the Code Record Type and choose Revision as the Derivative Type.



The screenshot shows a form titled "Ad-ID Code" with three input fields:

- Code Record Type ***: A dropdown menu with "Derivative" selected.
- Parent/Child Record**: A text input field containing "A3FR2009000".
- Derivative Type**: A dropdown menu with "Revision" selected.

8. When finished with your edits, click on Submit.



The screenshot shows a "Notes" section with a text area and a checkbox labeled "Exclude from CEA". Below the checkbox is a small note: "You may c... must check...". At the bottom of the form are two buttons: "Submit" (highlighted in blue) and "Cancel" (grey). A red arrow points to the "Submit" button.

9. If the account had enough credits for the code creation, the code will be created and you will be brought to the group home page.
10. If the account did not have enough credits for the code creation, you will be brought to the payment screen. Complete the payment information and click confirm purchase.

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.