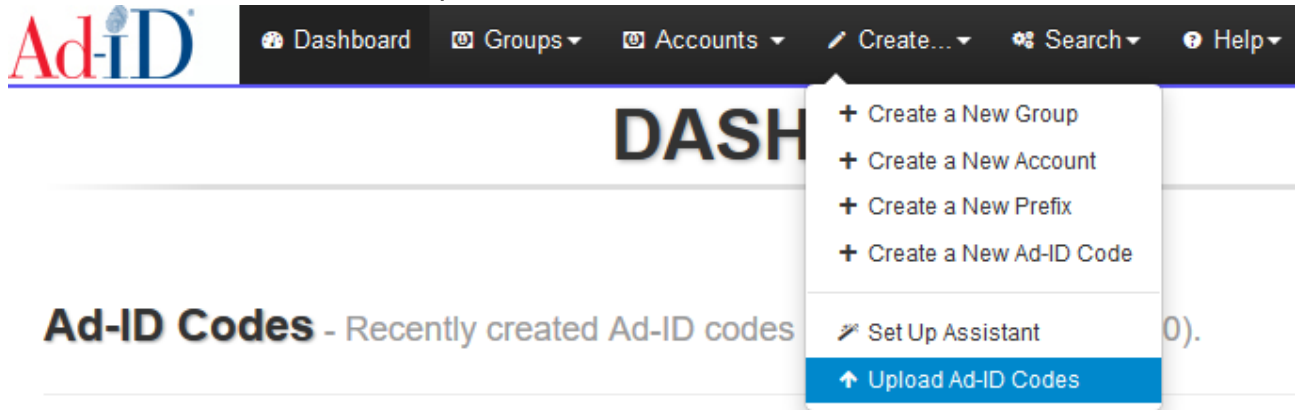


Creating Codes with Spreadsheet Upload

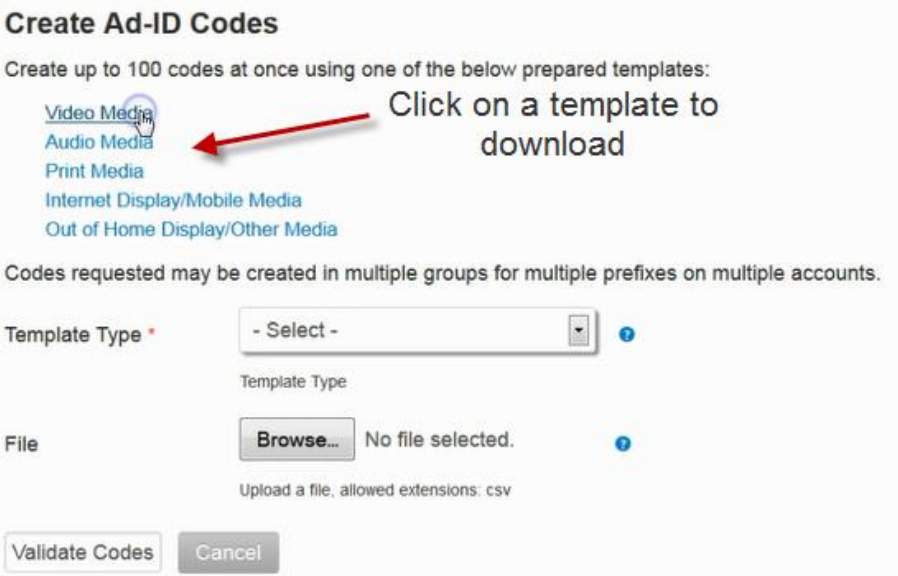
In order to create a code, you must first have a group, prefix and account set up and associated to each other. This document will provide instructions on creating codes using the spreadsheet upload module.

Spreadsheet upload is a module that provides an alternative way to create codes. This feature allows you to complete the required information in a spreadsheet and then upload the file to the Ad-ID system to create codes. It also provides the ability to create multiple codes across multiple prefixes, groups and accounts. Up to 100 codes can be created at a time. The account(s) being used must have enough credits to pay for the codes.

1. In the Create menu, click on Upload Ad-ID Codes.



2. There are 5 templates available for various media types. Click on the template to download the Excel file.



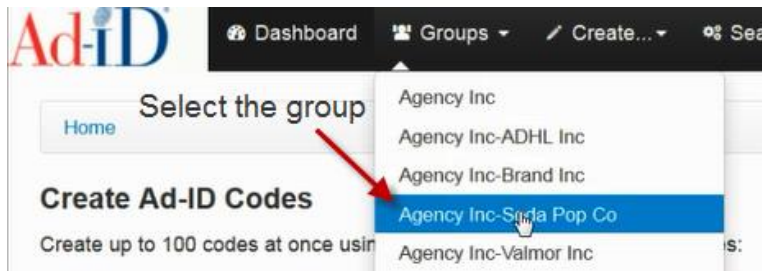
3. All required fields are indicated with a red asterisk.
 - a. The columns list the Ad-ID slate fields.
 - b. The additional metadata fields are not provided in the template.

	A	B	C	D	E	F	G	H
1	Group ID*	Prefix*	Account ID*	Ad-ID Code: Custom only*	Media Type*	Medium*	SD: Video only*	HD: Video only*
2								

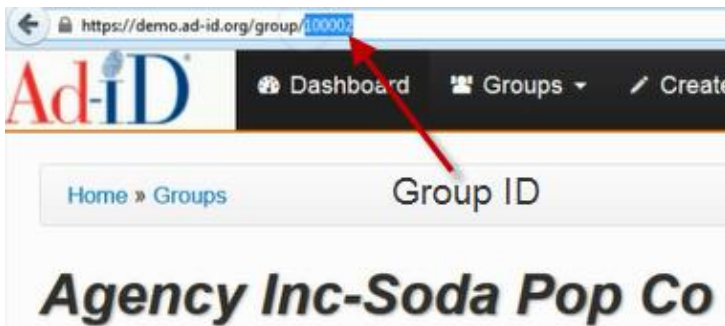
4. Enter the Group ID.
 - a. You must use the group ID number, not the group name.

Finding the Group ID:

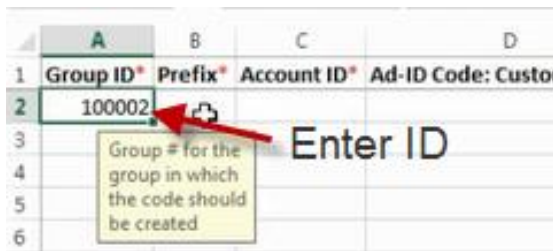
Go to the group on the Ad-ID system.



The number found in the URL is the Group ID.



Copy and paste or type into the template.



5. Enter the prefix you are creating the code for.

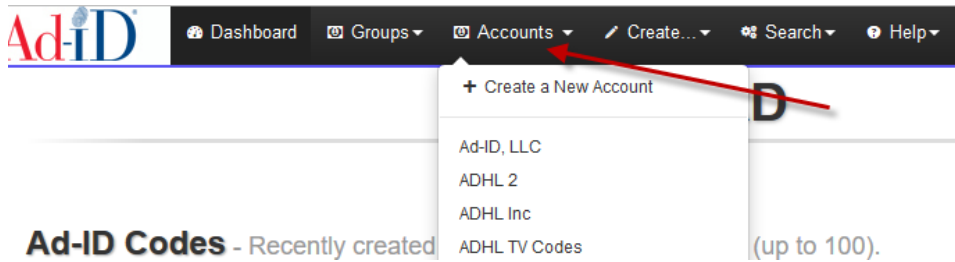
	A	B	C
1	Group ID*	Prefix*	Account ID* Ad-ID
2	100002	SAJC	+
3			
4			
5			
6			
7			

Prefix under which the code should be created. Prefix must be associated to the group.

6. Enter the Account ID.
 - a. You must use the account number, not the account name.

Finding the Account ID:

Click on Accounts from the top navigation bar and click on the account.



The number found in the URL is the Account ID.



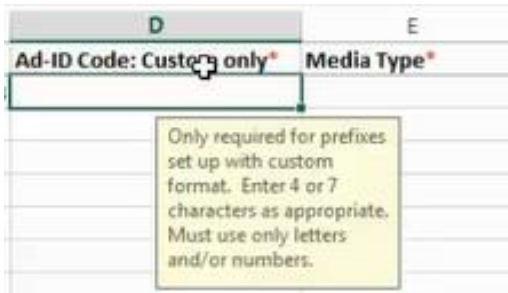
Copy and paste or type into the template.

	A	B	C	D
1	Group ID*	Prefix*	Account ID*	Ad-ID Code: Custom
2	100002	SAJC	100023	
3				
4				
5				
6				
7				

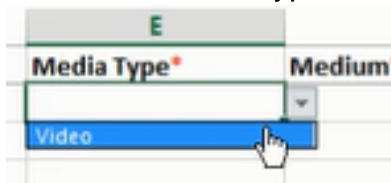
Enter ID

Account # to pay for the code. Account must be associated to the prefix and group.

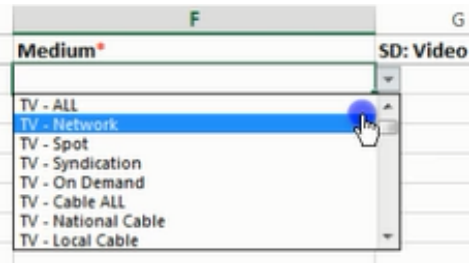
7. The Ad-ID Code field is only required if the prefix is set up as Custom 4 or Custom 7. If the prefix has a format other than Custom 4 or Custom 7, leave this blank and the system will generate the next available code.
- If using a Custom 4 prefix, enter only 4 characters in this field.
 - If using a Custom 7 prefix, enter 7 characters in this field.
 - Characters must be letters and/or numbers only.
 - DO NOT ENTER THE PREFIX IN THIS COLUMN.



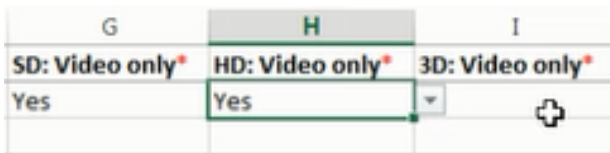
8. Select the Media Type.



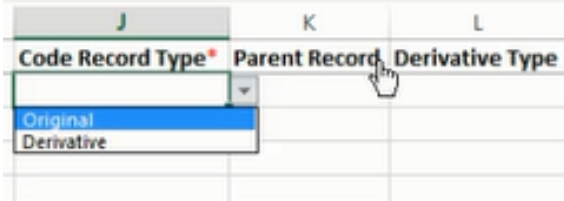
9. Select the Medium.



10. The video template includes columns for SD, HD and 3D. Select Yes if you want to create a code for that format.
- You must mark at least one format as Yes and can select multiple



11. Select the Code Record Type.
 - a. You may leave this field blank and the system will default to Original when the file is uploaded
 - b. The Parent Record and Derivative Type are optional fields which would only be used if Derivative is selected as the Code Record Type.

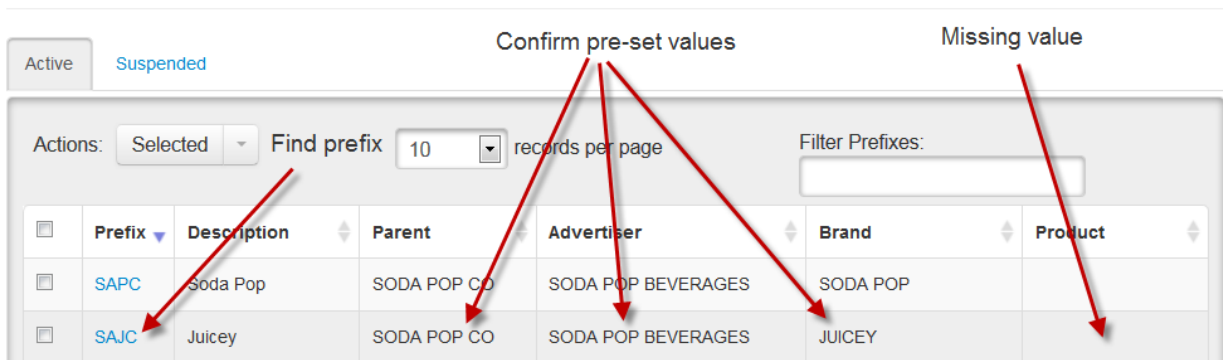


12. The Parent, Advertiser, Brand and Product are all required.
 - a. The templates can only be used for locked prefixes, therefore, you can leave the Parent and Advertiser fields blank as the system will use the information which is already associated to the prefix.
 - b. If the prefix also has the Brand and/or Product pre-set, you do not have to enter those values either.
 - c. If a value is entered in fields which are already pre-set, the system will ignore the values on the spreadsheet and use the pre-set value for the prefix.

Determining pre-set values for the prefix:

Go to the prefix on the Ad-ID system. A list of your prefixes can be found on the Dashboard. This prefix has a pre-set Parent, Advertiser and Brand. Only the Product needs to be entered in the spreadsheet.

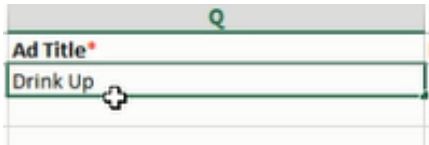
Prefixes - All of the Prefixes associated with this Group.



Enter values that are not already set for the prefix.



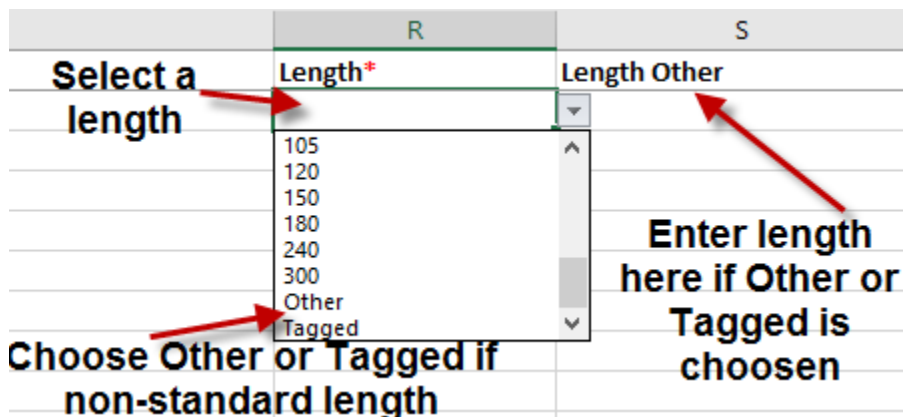
13. Enter the Ad Title.



Q
Ad Title*
Drink Up

14. Choose a Length.

- Select from the standard list of lengths (in seconds for Video and Audio).
- To enter a non-standard length, choose Tagged or Other in the Length column and enter the length in the Length Other column.
 - If Other is selected, must enter numbers and/or decimals for the length (e.g., 8.5) in Length Other column.
 - If Tagged is selected, must enter numbers and slashes (e.g., 27/3) in Length Other column.

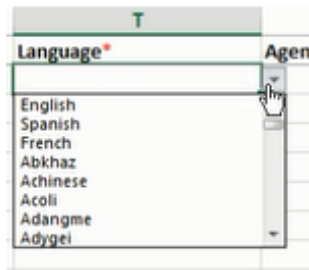


R	S	
Select a length	Length*	Length Other
	105	
	120	
	150	
	180	
	240	
	300	
	Other	
	Tagged	

Choose Other or Tagged if non-standard length

Enter length here if Other or Tagged is chosen

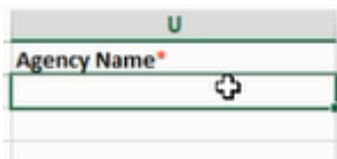
15. Choose a Language. You may leave this field blank and it will default to English.



T
Language*
English
Spanish
French
Abkhaz
Achinese
Acoli
Adangme
Adygei

16. Enter an agency name.

- You may leave this field blank and the system will use the company name in the user profile of the user uploading the file.
- If an agency name is entered on the spreadsheet, that name will be used instead of the user's company name.



U
Agency Name*

17. The rest of the fields are optional.
- If entering dates in the start and end date fields, it must be in this format: YYYYMMDD

V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	
Agency Role	Agency Role Other	Job # Type	Job # Type Other	Job #	Copyright	Campaign	Version	Start Date	End Date	Ad Status	URL

18. Each row of the spreadsheet indicates a new code.
- NOTE: When creating matching SD, HD or 3D codes, enter the info in only one row on the spreadsheet and select Yes under the SD, HD and/or 3D columns in that row.
 - If you are creating codes using Custom 7 and you enter the same code in more than one row, you will receive an error when you upload the file. Enter the Custom 7 code in one row and select the desired formats within that same row.

A	B	C	D	E	F	G	H	I
Group ID*	Prefix*	Account ID*	Ad-ID Code: Custom only*	Media Type*	Medium*	SD: Video only*	HD: Video only*	3D: Video only*
100002	SAJC	100023		Video	TV - Network	Yes	Yes	

Each row is a new code

Group # for the group in which the code should be created

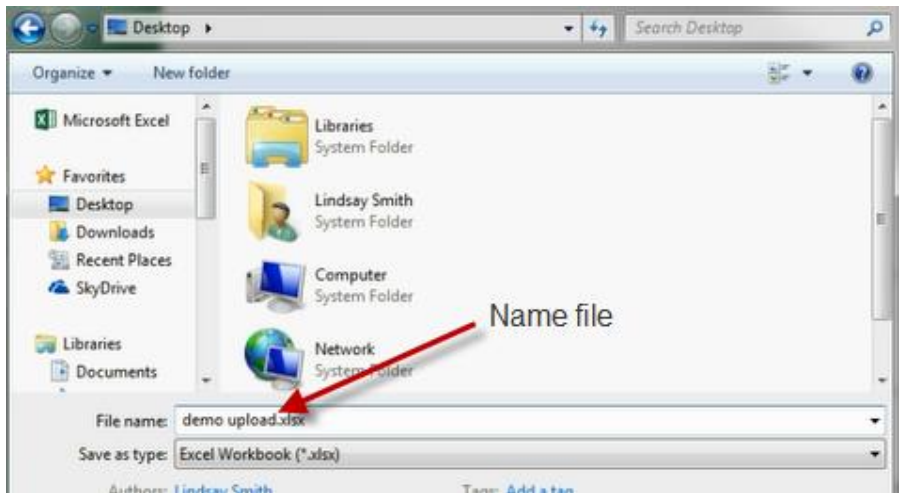
Select multiple formats in one row to create matching codes

19. After completing all entries, save the file. You must save a Comma Separated Value, or CSV file, however you may want to save the Excel version of the file first in case you need to make edits.
- Edits made within the CSV file may not work properly so all changes should be made in the Excel template and a new CSV file should be saved.

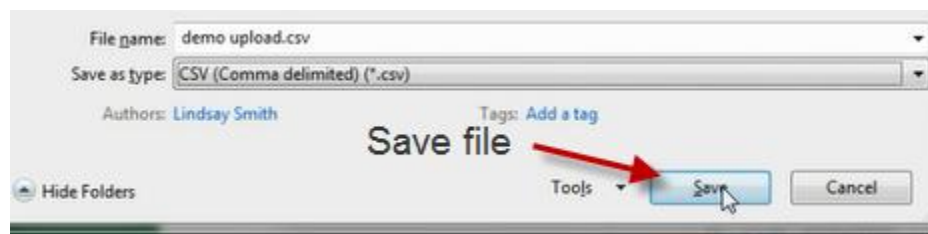
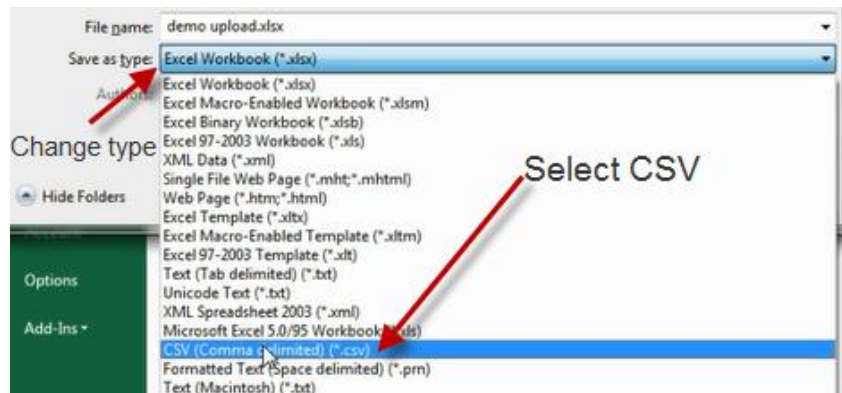
20. To save a CSV, go to File and choose Save As.
- These instructions may look different depending on the version of Excel you have and whether you are on a MAC or PC



21. Select where to save the file and rename if wanted.



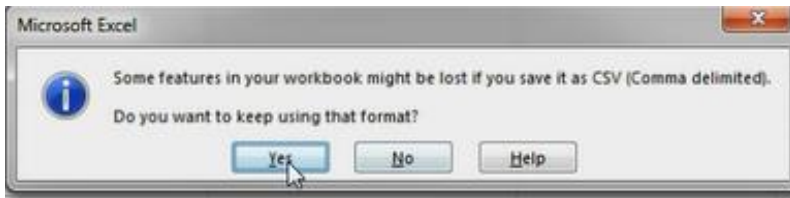
22. In Save As type, select CSV. Then hit Save.



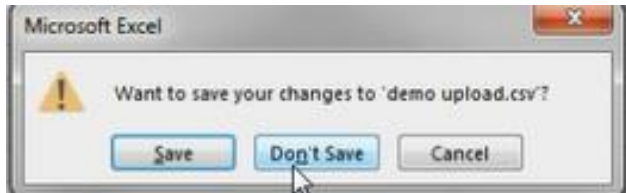
23. You may see a message like below. Just click on OK to save the active sheet.



24. You may see a message like below about features not working in the CSV format. Just select Yes.

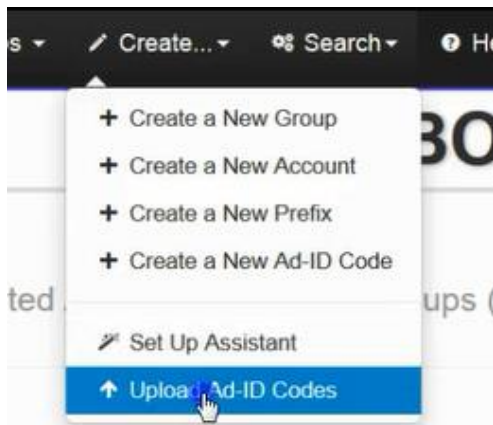


25. The CSV file has now been saved. When you close the file, you may see another message like below confirming you want to save changes. Just select Don't Save.



Note regarding Custom 4 and Custom 7: If you have entered custom codes that begin with zeros (e.g., 0006834), the zeros will not show when viewing the CSV file. This is just a viewing issue in this file format. When the file is uploaded, the codes will be correct. If there are any issues with the codes you have entered the system will notify you.

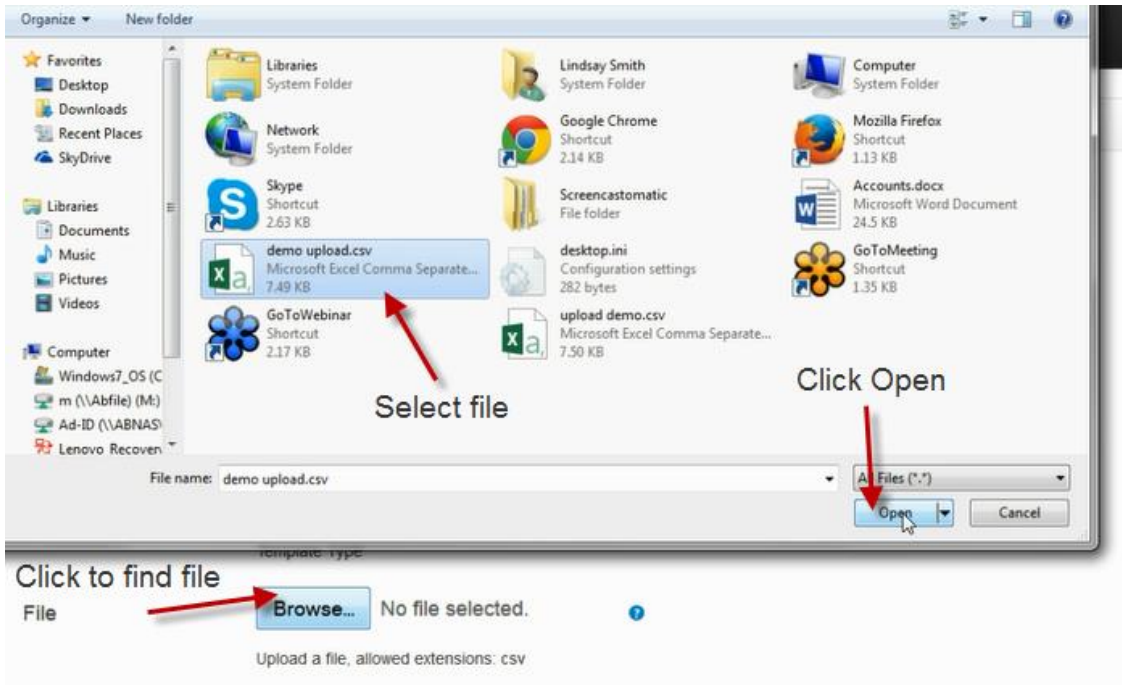
26. To upload, go to the Create menu and click on Upload Ad-ID Codes.



27. Select the template that you are uploading.



28. Click Browse, navigate to the directory where you saved the CSV file, and click Open.



29. The file you are about to upload will be displayed. Click on Validate Codes.
- The system is not creating the codes yet, it is verifying that the data entered is valid.
 - If there are any errors within the data, you will see a message in red with information on the error. The error messages will reference lines within the spreadsheet. For example, if it says there is an error on line 1 that means the first row of data that you entered has an error, which would be row 2 of the spreadsheet.



30. The Order Summary shows the groups, prefixes and accounts that are being used to create the codes and also provides the cost for the codes being created.

Order Summary

Groups		Prefixes		Accounts		
Group	Agency Inc-Soda Pop Co (100002)	Prefix	SAJC	Funding Account	Soda Pop Co-Juicy	
		Template	3 Digit Code + 1 Digit Year (Last digit of current year)	Current Balance	\$9,300.00	
		Codes	4	Codes	4 @ \$30.00	Cost per code
				Cost	\$120.00	Total cost for code creation
				Total		

31. The Codes Preview provides a summary of the data you have entered.
- Does not show actual codes. Codes have not been created yet.
 - Click on the Detail link to view all of the slate information that was entered for this particular code.

Codes Preview

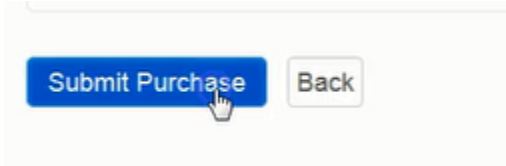
Indicates "line" from the spreadsheet. These are referenced in error messages.

Click to view the detailed data for this code

Line	Prefix	Media Type	Advertiser	Brand	Product	Title	Version	SD	HD	3D	Length/Size	Detail
1	SAJC	Video	SODA POP BEVERAGES	JUICEY	Apple Juice	Drink Up		Yes	Yes	No	30	Detail
2	SAJC	Video	SODA POP BEVERAGES	JUICEY	Orange Juice	Drink Up		Yes	Yes	No	30	Detail
3	SAJC	Video	SODA POP BEVERAGES	JUICEY	Apple Juice	Fruit Fun		Yes	Yes	No	15	Detail
4	SAJC	Video	SODA POP BEVERAGES	JUICEY	Apple Juice	Drink Up		Yes	Yes	No	60	Detail

Showing 1 to 4 of 4 entries

32. After confirming information, click on Submit Purchase.
 - a. It is the user's responsibility to review both the order summary and code preview to make sure that the information is correct (including total cost and # of codes being created) before completing this process.
 - b. If any of the information is incorrect, click on the Back button at the bottom of the screen or simply navigate away from the screen.
 - c. The codes will not be created unless you click Submit.



33. The codes that were created are displayed on the Dashboard and are marked with a red asterisk.

Payments of 160 credits from your accounts were successfully submitted. All purchased items should now be available for use. The 8 adds shown below with asterisks were added and associated to your groups.
 SAJC0264000, **SAJC0264000H**, SAJC0274000, **SAJC0274000H**, SAJC0284000, **SAJC0284000H**, SAJC0294000, **SAJC0294000H**

DASHBOARD

Ad-ID Codes - Recently created Ad-ID codes in your groups (up to 100).

Active Suspended

Actions: Selected 10 records per page Filter Codes:

<input type="checkbox"/>	Code	Title	Version	Advertiser	Brand	Product	Media Type	Length/Size	Created on
<input type="checkbox"/>	SAJC0294000H*	Drink Up		SODA POP BEVERAGES	JUICEY	Apple Juice	Video	60	2014-03-20
<input type="checkbox"/>	SAJC0294000*	Drink Up		SODA POP BEVERAGES	JUICEY	Apple Juice	Video	60	2014-03-20
<input type="checkbox"/>	SAJC0284000H*	Fruit Fun		SODA POP BEVERAGES	JUICEY	Apple Juice	Video	15	2014-03-20
<input type="checkbox"/>	SAJC0284000*	Fruit Fun		SODA POP BEVERAGES	JUICEY	Apple Juice	Video	15	2014-03-20
<input type="checkbox"/>	SAJC0274000H*	Drink Up		SODA POP BEVERAGES	JUICEY	Orange Juice	Video	30	2014-03-20
<input type="checkbox"/>	SAJC0274000*	Drink Up		SODA POP BEVERAGES	JUICEY	Orange Juice	Video	30	2014-03-20

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.