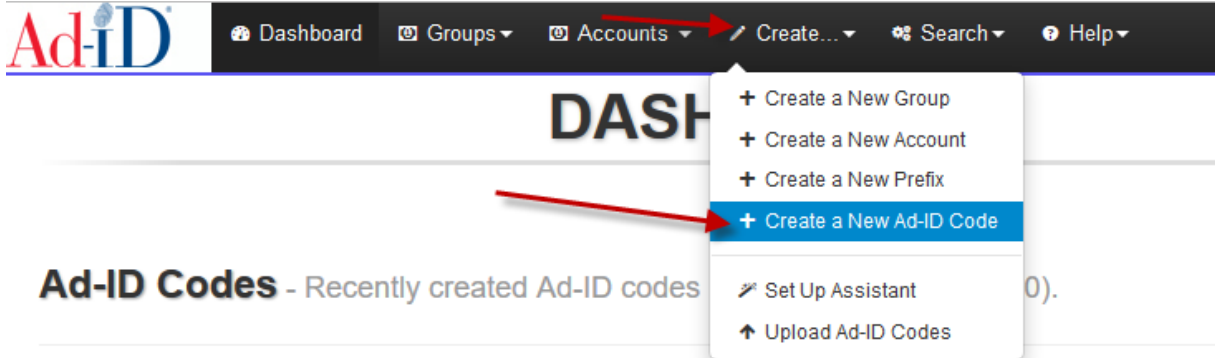


Creating Multiple Codes



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 multiple codes at once. For more information on creating multiple codes using a custom format, please see the help section of the Ad-ID website.

1. Click on Create a New Ad-ID Code in the top navigation.



2. Choose the group in which you want to create the code. Once the group is chosen, you can choose a prefix from that group. Then select the account.

3. There are 2 options to create multiple codes: Create Multiple Codes by Entering # of Codes and Create Multiple Codes by Varying Fields. These options work separately.



Multiple Code Creation By Entering # of Codes

This option allows you to enter the number of codes needed. All of the other data entered during code creation will be the same for all codes, except for the code itself. You can edit the slate information afterwards if any data needs to be changed.

1. Enter the number of codes needed. You can create up to 100 codes at a time.

2. Complete the required slate fields, marked with red asterisks, and click Submit for the multiple codes to generate. There are other tabs on the left side which include additional fields you may complete when creating a code.
3. 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.
4. 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.
5. If any of the information needs to be changed, you can edit the code information.

Multiple Code Creation By Varying Fields

This option allows you to enter varying data in specific fields.

1. Click on “Create Multiple Codes By Varying Fields” and check the box “Yes, I want to generate multiple codes varying by the fields below.” You can create up to 100 codes at a time.

Create Multiple Codes By Varying Fields

Create multiple codes, with varying information using these fields. Only use the field(s) where you want to enter the advertising asset. Each field should contain the same number of values in a comma separated list (e.g., title commas within the values you enter. For example, if your Ad Title includes a comma (“10,000 dogs”) you must (“10000 dogs”). Create up to 100 codes at a time.

Yes, I want to generate multiple codes varying by the fields below.

2. Enter various Ad Titles, Versions, Lengths and/or Campaigns. You can use one or multiple fields. For example, if there are 2 different spots that each have a 15 and 30 second version, enter each title twice and the corresponding lengths.
 - a. If using multiple fields, you will need to enter the same number of items in each field, separated with a comma, and make sure to enter the items in the correct order (e.g., Title #1 corresponds to Length #1, etc.).
 - b. Do not use commas within your values as this will result in additional codes being created. Commas should only be used to separate your values.
 - c. When creating Video or Audio codes, the Length may only contain numbers, numbers with decimals (e.g., 8.5) or numbers with slashes (e.g., 27/3).

Ad Title *

Chocoholic,Chocoholic,Sweet Treat,Sweet Treat

Enter values, separated by commas. The same number of values, or none, must be entered for each. | Any

Version

Enter values, separated by commas. The same number of values, or none, must be entered for each. | Any

Length

15,30,15,30

I

Enter values, separated by commas. The same number of values, or none, must be entered for each. | Any

3. Complete the required fields on the slate. Any field where you have entered values in the multi-create area will be greyed out on the slate.



The image shows a screenshot of a form with two fields. The first field is labeled 'Ad Title' and contains a red 'X' icon, indicating it is disabled or required. The second field is labeled 'Length' and contains the text '- Selected' followed by a red 'X' icon and a dropdown arrow, also indicating it is disabled or required.

4. Once you submit, 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.

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.