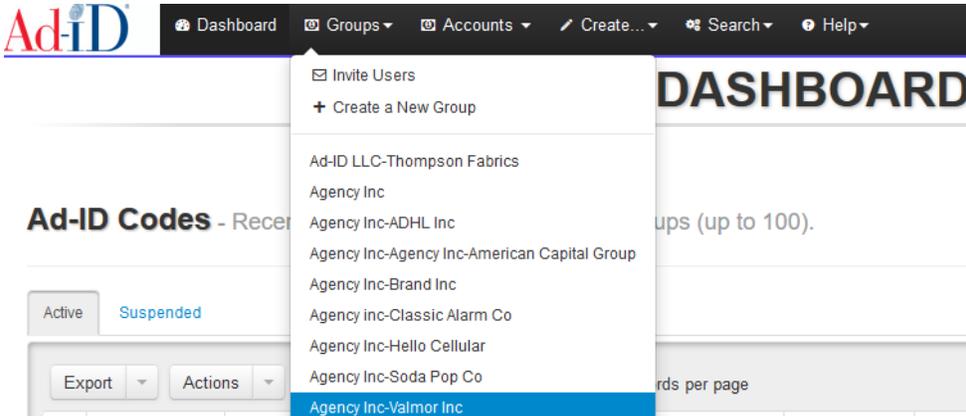


Editing Code Information

Accessing Codes

1. You can access the code that you want to edit 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.



Editing One Code

1. Click on a code to view or edit that code record.

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

Code	Ad Title	Length/Size	Media Type	Advertiser	Brand	Product	Account	Date Created
8MOR0004000	Enjoy the Night	30	Video	VALMOR FOODS CO	GOURMET TIME	FAMILY MEALS	Valmor	2015-09-01

2. On the next screen, click on Edit on the right side.

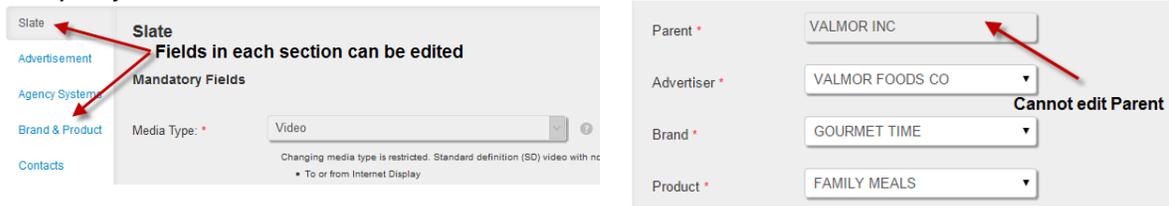
Ad-ID - 8MOR0004000

Group	Prefix	Account
Valmor	8MOR	Valmor

CODE ACTIONS

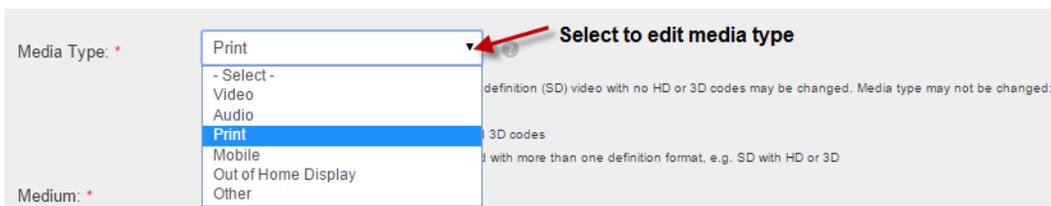
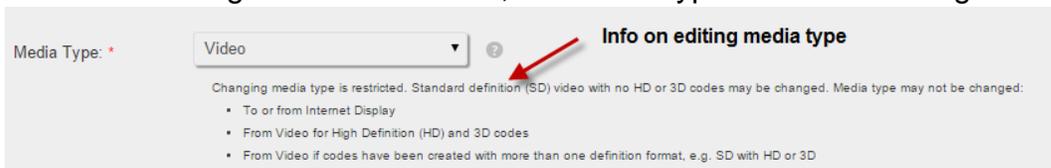
- [Edit](#)
- [Clone](#)
- [Print](#)
- [E-mail](#)

3. All fields in the slate and additional tabs can be edited except for the Parent company.



4. Changing the media type:

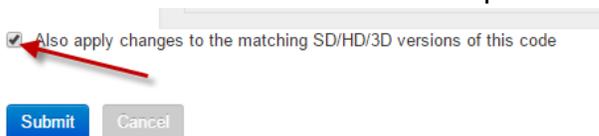
- Once a code has been created as Internet Display, the media type cannot be changed.
- Codes created with a non-Internet Display media type (such as Video, Audio, etc), cannot be changed to Internet Display.
- Due to the fact that HD and 3D are only valid for Video codes, an HD or 3D code cannot be changed to another media type. Also, if an SD code has a matching HD or 3D created, the media type cannot be changed.



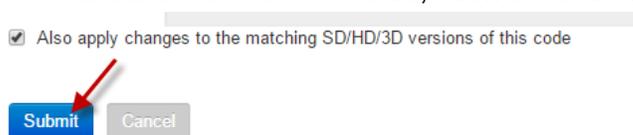
5. If you created a code and need to go back and get the matching code (for example you created the SD and need the matching HD) you can check off the definition that you want to add. Once you hit Submit, it will create the matching code.



6. If you are editing an SD, HD or 3D code, this does not automatically update across all of the matching versions unless you select the “Also apply changes to the matching SD/HD/3D versions of this code” option at the bottom of the screen.



7. Once all edits have been made, click on Submit.



Editing Multiple Codes

1. Check the box next to the codes, then click on the Actions drop down menu and choose Edit.

Agency Inc-Valmor Inc

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

Click here to select all codes in the table Select each code Click on Actions arrow and select Edit

Code	Length/Size	Media Type	Advertiser	Brand	Product	Version	Date Created
<input checked="" type="checkbox"/> VMGT0047000H	30	Video	VALMOR FOODS CO	GOURMET TIME	FAMILY MEALS		2014-05-01
<input checked="" type="checkbox"/> VMGT0047000H	30	Video	VALMOR FOODS CO	GOURMET TIME	FAMILY MEALS		2014-05-01

2. Click on a field and enter the appropriate information. To save, click outside of the field or press Enter/Return on your keyboard.

Edit Ad-ID Codes - Click on a field, edit the value, and save by pressing enter.

Click field, edit, hit Enter

Code	Title	Campaign	Hierarchy	Version	Length
VMCH0005000	Delectable Delights	Click to edit	VALMOR INC VALMOR CONFECTIONARY VALMOR CHOCOLATE BAR	Click to edit	60
VMGT0047000H	Hooray for Gourmet	Click to edit	VALMOR INC	Click to edit	15

3. If you are editing the length and choose Other or Tagged, type the value in the second field which will display in the Length Other column. This column may only contain numbers, numbers with decimals (e.g., 8.5) or numbers with slashes (e.g., 27/3).

Edit Ad-ID Codes - Click on a field, edit the value, and save by pressing enter.

Cannot edit Other values will display here

Code	Title	Campaign	Hierarchy	Version	Length	Length Other*	Start Date	End
VMCH0005000	Delectable Delights	Click to edit	VALMOR INC VALMOR CONFECTIONARY VALMOR CHOCOLATE BAR	Click to edit	60		Click to edit	Click to edit
VMGT0047000H	Hooray for Gourmet Revised	Click to edit	VALMOR INC VALMOR FOODS CO GOURMET TIME	Click to edit	Other	27/3	Click to edit	Click to edit

Please Note: After editing, if you use the back button in your browser, the system will bring you back to the last page you were on before making edits, so the changes you made will not show. This does not mean the changes were not saved, you are simply going back to an old screen. We recommend, navigating to the Dashboard or a group after editing.

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.