

Exporting, Printing, Emailing Codes



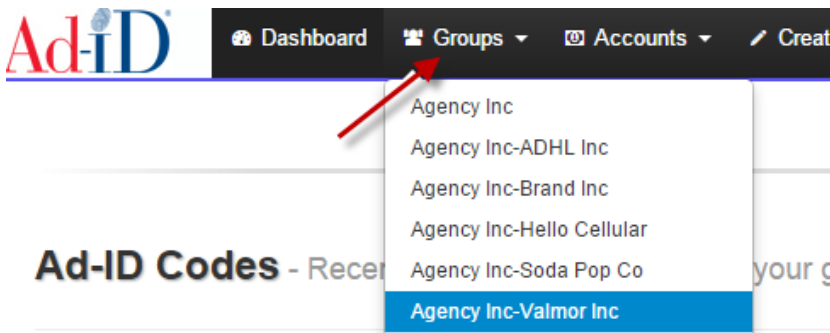
For information on creating codes, please see the Creating a Code help information. Once codes have been created, you can export, print or email the codes and related data.

Codes can be exported from the Ad-ID Code table on your dashboard, on a group home page or after doing a search.

Please Read: You have the ability to customize which fields display in the Ad-ID code table and files that are exported out of the Ad-ID system. The screenshots below show the default system preferences and may look different if you set up customized preferences. If you would like to set these preferences, please refer to the help document titled Managing User Profile and System Preferences.

Exporting, Printing, Emailing Codes from the Dashboard or a Group

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 or Group. 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. In the Ad-ID Code table, you can sort by the columns and also filter within the table. The filter works as a quick search, for instance, type in one of the titles and it will filter the table. You can also choose to see more or less records per page.

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
VMFD4587985H	Happy Dog	10	Video	VALMOR PETCARE	FIDO	DOG FOOD	Valmor	2015-09-01
VMFD4587985	Happy Dog	10	Video	VALMOR PETCARE	FIDO	DOG FOOD	Valmor	2015-09-01

- To export, print or email codes, use the check boxes to the left of the codes. You can choose one or multiple codes.

Active **Suspended**

Export Actions 50 records per page Filter Codes:

<input type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand	Product	Account	Date Created
<input checked="" type="checkbox"/>	VMFD4587985H	Happy Dog	10	Video	VALMOR PETCARE	FIDO	DOG FOOD	Valmor	2015-09-01
<input checked="" type="checkbox"/>	VMFD4587985	Happy Dog	10	Video	VALMOR PETCARE	FIDO	DOG FOOD	Valmor	2015-09-01
<input type="checkbox"/>	8MOR0004000	Enjoy the Night	30	Video	VALMOR FOODS CO	GOURMET TIME	FAMILY MEALS	Valmor	2015-09-01
<input checked="" type="checkbox"/>	8MOR0003000	Enjoy the Night	15	Video	VALMOR FOODS CO	GOURMET TIME	FAMILY MEALS	Valmor	2015-09-01

- If you want to select all codes in the table, check the box at the top left. **Please Note:** This will include all codes in the table, not just the codes from the page you are on.

Active **Suspended** **Check here to select all codes**

Export Actions 50 records per page Filter Codes:

<input checked="" type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand	Product
<input checked="" type="checkbox"/>	VMFD4587985H	Happy Dog	10	Video	VALMOR PETCARE	FIDO	DOG FOOD

This selects codes from all pages in the table.

- Once you have made your selections, click on the Export menu to access the available options.

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

Active **Suspended**

Export Actions 50 records per page

<input type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand
<input type="checkbox"/>	VMFD4587985H	Happy Dog	10	Video	VALMOR PETCARE	FIDO
<input type="checkbox"/>	VMFD4587985	Happy Dog	10	Video	VALMOR PETCARE	FIDO
<input type="checkbox"/>	8MOR0004000	Enjoy the Night	30	Video	VALMOR FOODS CO	GOURMET TIME
<input type="checkbox"/>	8MOR0003000	Enjoy the Night	15	Video	VALMOR FOODS CO	GOURMET TIME

- Print
- Email
- Export to CSV Slate | Full
- Export to Excel Slate | Full
- Export to XML Slate | Full
- Export to XMP Slate

6. When printing or emailing, it will print or email only the fields that are in the Ad-ID Code table. The information is sent in the body of the email, not as an attachment.

Code	Ad Title	Length/Size	Media Type	Advertiser	Brand	Product	Version	Created
ALAR0015000H	Party Time	60	Video	CLASSIC ALARM CO	CLASSIC ALARM	CLASSIC ALARM 3000		2016-12-02
ALAR0014000H	Refreshing	60	Video	CLASSIC ALARM CO	CLASSIC ALARM	CLASSIC ALARM 3000		2016-12-02
ALAR0013000H	I've got the feeling	60	Video	CLASSIC ALARM CO	CLASSIC ALARM	CLASSIC ALARM 3000		2016-12-02

7. When sending an email through the Ad-ID system, the system will save an email address after the email is sent and you can select from the saved addresses list. You may also enter other emails into the “additional addresses” field. When entering multiple emails in this field, separate them with a comma. You can add or remove emails from the Email Address List in your user profile.

From Email Screen:

Where should we email this information?

Subject *

Body

Click on one email or use Ctrl-Click (option click) to select multiple.

Enter a message to be displayed in the email. (optional)

Saved addresses

- addie@ad-id.org
- info@ad-id.org

Your list of previously saved addresses. Visit your [profile](#) to add or edit email address

Additional addresses

Manually type in additional emails here. Separate each one with a comma.

Enter recipient email addresses, each separated by a comma.

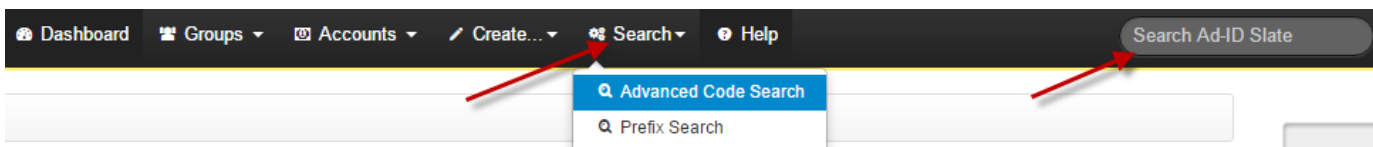
8. The export options include:
- CSV (comma-separated values or character-separated values): exports in a simple text format
 - Excel: exports in Microsoft Office Excel
 - XML (Extensible Markup Language): exports in a format that is both human-readable and machine-readable
 - XMP (Extensible Metadata Platform): exports in a format that can be used to import metadata into digital files

9. When using the export, there is the choice to export Slate or Full. Click on the word “Slate” or “Full” based on your needs.
 - a. Slate will include only the fields in the Slate tab. If you set your Code Fields Export Preferences, only fields that you have specified in your preferences will export.
 - b. Full will include all of the Slate fields plus all of the other additional fields such as International and Traffic information.

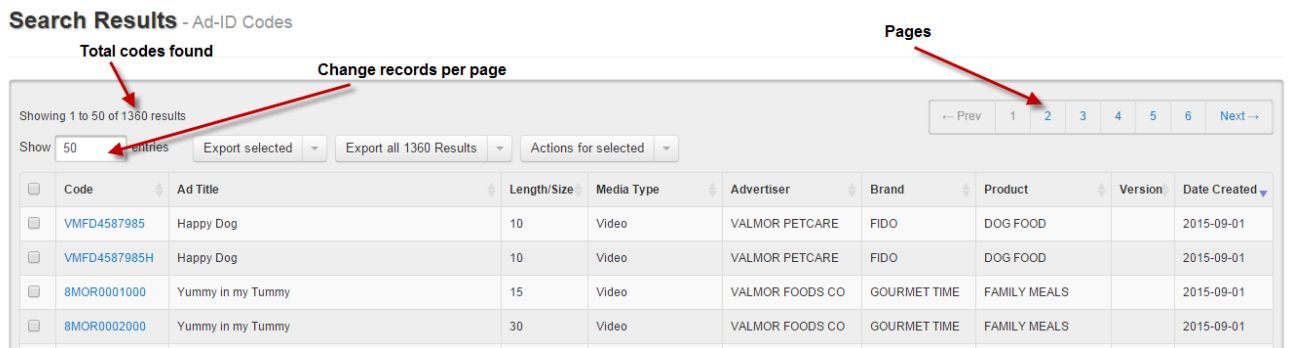
Exporting, Printing, Emailing Codes from Search

1. Access the Ad-ID Code table.

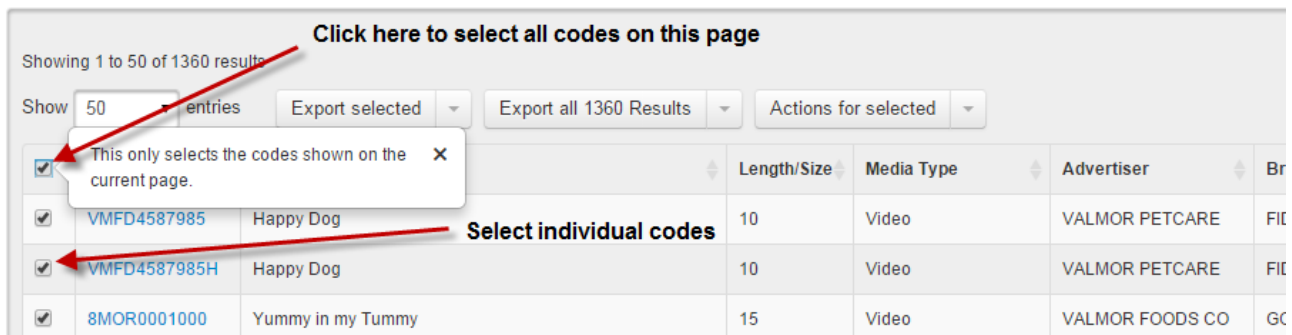
Search: To do a search, use one of the available search features. The Ad-ID Code table in the search results shows up to 10,000 codes.



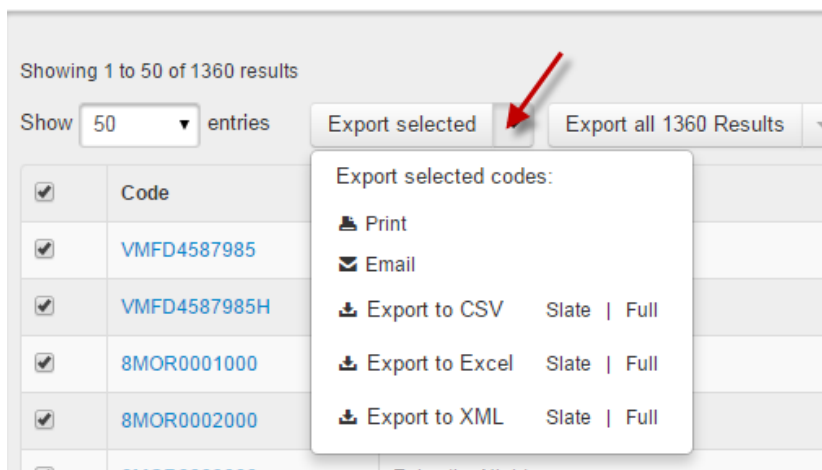
2. Once you have accessed the search results the top and bottom of the table will show the total number of codes found.
 - a. You can choose the number of results to show per page.
 - b. There are pages listed at the top and bottom of the table to scroll through the results.



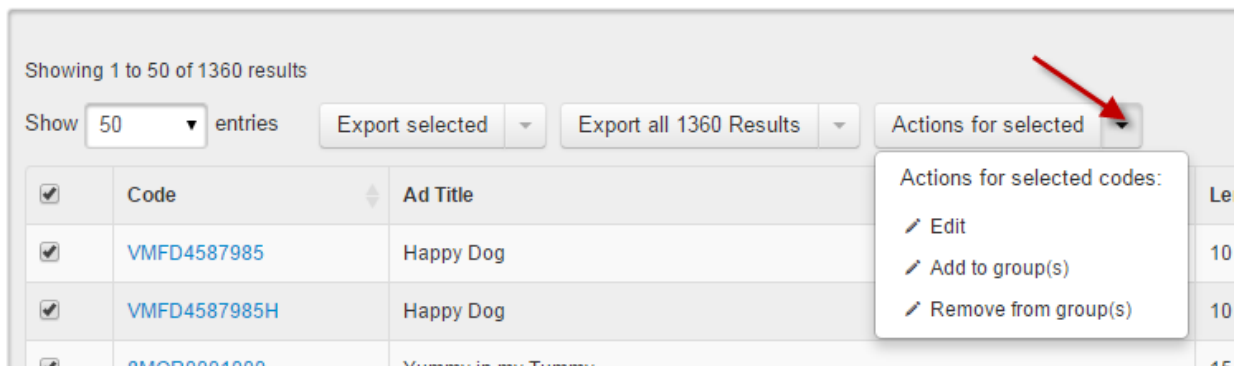
3. Use the check boxes to select the codes. The check box at the top of the column only selects the codes on the current page, not across all pages. You cannot select codes across multiple pages.



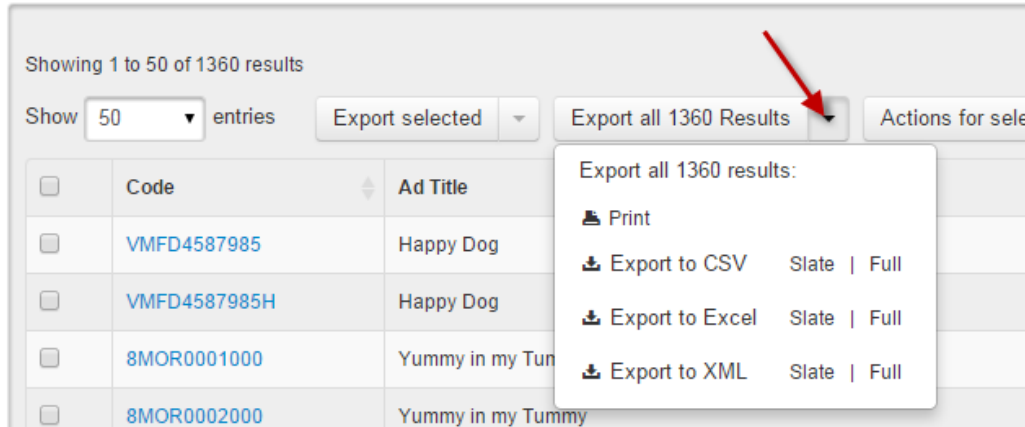
4. After selecting codes, click on the Export option or the Actions for selected option.
 - a. Export selected options:
 - i. Print: Includes the fields shown in the table.
 - ii. Email: Includes the fields shown in the table. Sent in the body of the email, not as an attachment.
 - iii. Export to CSV (comma-separated values or character-separated values): Exports in a simple text format
 - iv. Export to Excel: Exports in Microsoft Office Excel
 - v. Export to XML (Extensible Markup Language): Exports in a format that is both human-readable and machine-readable
 - b. For exporting, slate will export all fields from the slate. If you set your Code Fields Export Preferences, then only fields that you have specified in your preferences will export. Full will export the slate and all other additional fields.



- c. Actions for selected options:
 - i. Edit: provides ability to edit code information for selected codes
 - ii. Add to group(s): provides ability to add selected codes to specific groups, including external vendors
 - iii. Remove from group(s): provides ability to remove selected codes from specific groups, including external vendors



5. To export all codes in the search results, do not check off any codes and click the Export all Results option. You can either print or export all results.
 - a. Larger exports, may take several minutes to complete.
 - b. If you are experiencing difficulty exporting a large number of records, please contact cs@ad-id.org



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.