

Managing Parent List for Unlocked Prefix

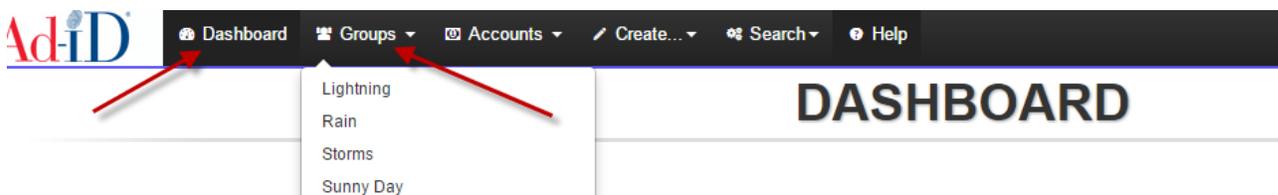
A prefix is a 4 character identifier licensed to a company and used at the beginning of each Ad-ID code. A prefix can be locked or unlocked. Locked prefixes are associated to one Parent company and the prefix can be used only for that Parent company. An unlocked prefix is licensed to an agent, such as an advertising agency, and can be used to create codes for multiple advertisers that do not have a locked prefix. This document will provide instructions on managing the list of parents associated to an unlocked prefix which users can choose from when creating codes.

The parent list for an unlocked prefix is a list of corporate parents to facilitate creation of Ad-ID codes. Only the Administrator of the prefix has the ability to manage this list.

Parent companies do not need to be added to this list to use an unlocked prefix and when creating codes you are not limited to parents on this list.

1. To access the prefix, go to the Prefixes table found below the Ad-ID Codes table on your dashboard or group home page. Click directly on the unlocked prefix (an unlocked prefix will not have a Parent listed in the table).

[Access Dashboard or Group](#)



[Go To Prefixes Table](#)

Prefixes - All of the Prefixes associated with this Group.

Active Suspended **Click on prefix** **Unlocked prefixes do not have a Parent**

Actions: Selected records per page

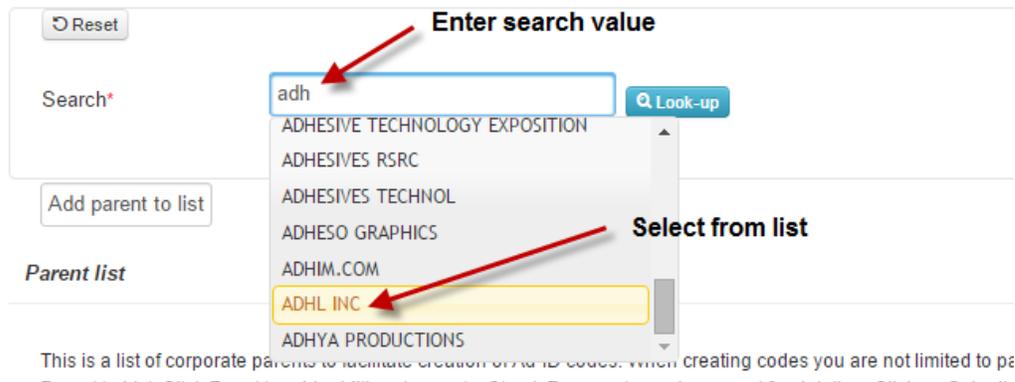
<input type="checkbox"/>	Prefix	Description	Parent	Advertiser
<input type="checkbox"/>	WAGE	Agency Inc		

2. Click on Edit Prefix

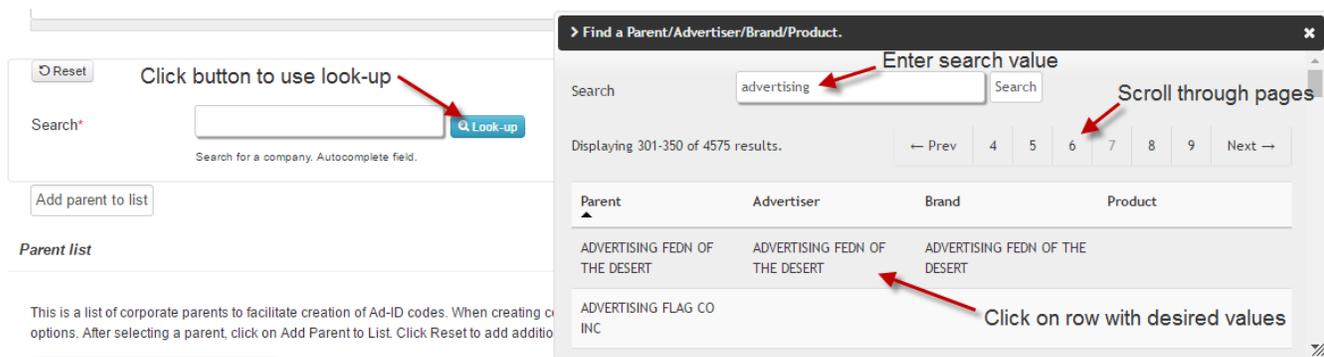


3. Adding a Parent: Use the Search or Look-up to find a Parent to add to the list. You will only be able to add unlocked Parents which are those that do not already have a registered prefix.

- Using Search:** Enter the name of the parent company and options will show based on what you have entered, then click on the correct parent.



- Using Look-up:** Click on the Look-up button, enter a search term and click on Search. This will search across all parent, advertiser, brand and product information. There may be several pages of results, depending on the Look-up term. Once the correct item is found, click on the row that contains the desired values.



4. Once you have selected a Parent company, it will populate the Parent field which will also change to a grey background.

Parent

5. Click on Add parent to list and the Parent will then show below in the Parent list.

Parent

Parent list

This is a list of corporate parents to facilitate creation of Ad-ID codes. When creating code Parent to List. Click Reset to add additional parents. Check Remove to mark a parent for c

Remove

6. If you want to add other parents at this time, click on the Reset button and do another search.

Click to do another search

Search*

Search for a company. Autocomplete field.

7. Once you have finished adding parents to the Parent List section, click on Submit in order to save the list.
- a. Parent companies will also be automatically added to this list when a code is created under this prefix. If the user selects a parent that is not already on this list, the parent will be added for future ease of use.

Parent list

This is a list of corporate parents to facilitate creation of Ad-ID codes. When cre: Parent to List. Click Reset to add additional parents. Check Remove to mark a p

Remove

Remove

You must click Submit to save the list

8. **Removing a Parent:** Parent companies can be added and removed from the list at any time. To remove, check the Remove box next to the Parent(s) that you want to remove, then click Submit.
 - a. Parents may be automatically removed if the Parent becomes locked. This would happen if a prefix is registered to that Parent or if the company specifically requests to be locked. The Administrator of the prefix would be notified via email if this occurs.

Parent list

This is a list of corporate parents to facilitate creation of Ad-ID codes. When creating a Parent to List, Click Reset to add additional parents. Check Remove to mark a parent for removal.

ADHL INC	<input type="checkbox"/> Remove
ADVERTISING DIGITAL IDENTIFICATION LLC	<input checked="" type="checkbox"/> Remove
VALMOR INC	<input type="checkbox"/> Remove

9. **Code Creation:** When codes are created using the unlocked prefix, users will have the option to select from this pre-set list of parents or search for another parent.

Slate

Mandatory Fields

Media Type: *

Medium: *

Parent Search* ?

Pre-selected parents

Search for a parent company or select a Prefix to load its parent. Autocomplete field.

ADHL INC
ADVERTISING DIGITAL IDENTIFICATION LLC
VALMOR INC

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.