

# Managing Prefix Access

This document will provide instructions on adding and editing users to a prefix. A prefix is a 4-character identifier licensed to a company and used at the beginning of each Ad-ID code.

The Prefix Administrator(s) can invite users to the Prefix and edit their permission. There is no limit on the number of users that can be given access to a Prefix. Users do not have to be given access to a prefix in order to create codes

## There are 4 permissions:

**Read Only:** Can view the prefix information and export, email or print the prefix information.

**Edit Only:** In addition to read only permissions, an Edit Only user can edit the prefix information and view the groups and accounts associated to the prefix. This is subject to their permission to the group or account.

**User:** In addition to all actions permitted to Edit Only and Read Only users, a User can associate and disassociate groups and accounts to the prefix. This is subject to their permission to the group or account.

**Administrator:** Can add, edit and remove users to the prefix and see all groups, accounts and users that have access to the prefix. For unlocked prefixes, can manage the Parent list for the prefix. The creator of the prefix is automatically an Administrator of the prefix.

## Adding Users to Prefix(es)

1. Scroll down on the prefix found below the Ad-ID codes table on your dashboard. Or go to the group home page and click on Prefix found below the Ad-ID codes table.

**Prefixes** - All of the Prefixes you're associated with.

Active Suspended Click on Prefix from Dashboard

Actions: Selected 10 records per page Filter Prefixes:

Prefix	Description	Parent	Advertiser	Brand	Product
1PET	Valmor Petcare	VALMOR INC	VALMOR PETCARE	FIDO	
VCMD	Brand Inc	BRAND INC	BRAND NEW INC	COMDONE	
ZFLU	Fluaway	ADHL INC	ADHL CONSUMER PRODUCTS	FRESHEST	
7ADH	Cold & Flu	ADHL INC	ADHL PHARMACEUTICALS	FLUAWAY	COLD & FLU LIQUID
7SPC	Spring Mountain	SODA POP CO	SP WATER INC		

2. Click on Manage Prefix Users

Home > Prefixes > VMGT

**VMGT** - Gourmet Time.

Description	Note	Format	Parent	Advertiser	Brand	Product	Created
Gourmet Time		SSSS	VALMOR INC	VALMOR FOODS CO	GOURMET TIME		2013-01-24

PREFIX ACTIONS

- [Edit Prefix](#)
- [Manage Prefix Users](#)
- [Add Accounts](#)
- [Remove Accounts](#)
- [View Associated Accounts](#)

- The Prefix Users table shows everyone that has access to the prefix and their role. The Invited table shows everyone that has been invited to access the prefix but has not registered on Ad-ID yet.

> **V2MR Prefix Users** - Showing all users of this Prefix. + Add a User

Actions: Selected 10 records per page Filter Email:

<input type="checkbox"/>	User	First Name	Last Name	Role	Actions
<input type="checkbox"/>	<a href="#">demo@ad-id.org</a>	Customer	Service	Administrator	
<input type="checkbox"/>	<a href="#">demo@adidagencyinc.com</a>	Customer	Service	Administrator	
<input type="checkbox"/>	<a href="#">cs@ad-id.org</a>	Admin	Admin	User	
<input type="checkbox"/>	<a href="#">info@ad-id.org</a>	Customer	Service	User	

Showing 1 to 4 of 4 entries < -- Prev 1 Next -- >

> **Invited** - Showing new users invited to this prefix. Contact must register to access prefix.

10 records per page Filter Email:

Invited Email	Invited By	Invited On	Invited Role	Status
<a href="#">addie@agencyinc.com</a>	<a href="#">demo@ad-id.org</a>	2016-04-21	User	<span style="background-color: #007bff; color: white; padding: 2px;">Pending</span>

Showing 1 to 1 of 1 entries < -- Prev 1 Next -- >

- Click on the blue “Add a User” button.

> **V2MR Prefix Users** - Showing all users of this Prefix. + Add a User

Actions: Selected 10 records per page Filter Email:

<input type="checkbox"/>	User	First Name	Last Name	Role	Actions
<input type="checkbox"/>	<a href="#">demo@ad-id.org</a>	Customer	Service	Administrator	

Showing 1 to 1 of 1 entries < -- Prev 1 Next -- >

- Check off the prefix(es) that you want to add the user to. You can choose one prefix, multiple prefixes or check the select all box.

Home » Prefixes » VMGT

<input type="checkbox"/> 1PET	<input type="checkbox"/> 34AD	<input type="checkbox"/> 7ADH
<input type="checkbox"/> 7SPC	<input type="checkbox"/> A3BA	<input type="checkbox"/> A3FR
<input type="checkbox"/> A3SS	<input type="checkbox"/> B9NC	<input type="checkbox"/> QADI
<input type="checkbox"/> SAEP	<input type="checkbox"/> SAHE	<input type="checkbox"/> SAJC
<input type="checkbox"/> SAPC	<input type="checkbox"/> V2MR	<input type="checkbox"/> VALM
<input type="checkbox"/> VCMD	<input type="checkbox"/> VLMR	<input type="checkbox"/> VMCH
<input checked="" type="checkbox"/> VMGT	<input type="checkbox"/> VMWC	<input type="checkbox"/> ZFLU

You may add users to any of these prefixes

Select all ← Check off to select all prefixes

6. Select the email addresses of those you want to add. 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 “Emails” field. When entering multiple emails in this field, separate them with a comma. Then choose the Permission and click on Invite Users.
  - a. If the user already has an Ad-ID log in, they will automatically be added to the Prefix(es).
  - b. If the user does not have a log in, they will receive an email and will need to complete the registration process.

Permission \* Administrator ?

Saved addresses 
cs@ad-id.org  
 info@ad-id.org

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

Your list of previously saved addresses. Visit your [profile](#) to add or edit email addresses. Use ctrl-click (option-click) to select multiple addresses.

Emails addie@ad-id.org, codes@ad-id.org

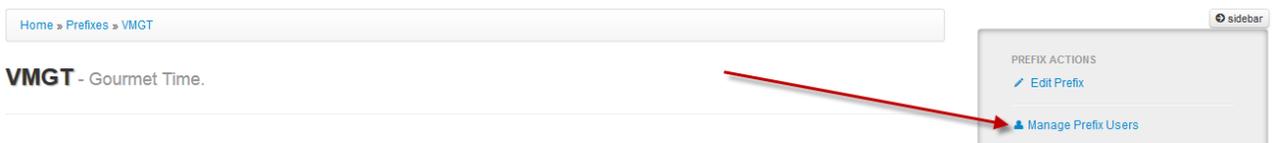
Manually type in additional emails here. Separate each one with a comma.

Enter emails to add, each separated by a comma.

Invite Users Cancel Invite

### Editing a User’s Role for One or Multiple Prefixes

1. Access the prefix for which you need to edit users. On the right side of the prefix home page, click on Manage Prefix Users.



2. Edit a user’s role by clicking on the icon in the Actions column.

> **V2MR Prefix Users** - Showing all users of this Prefix. + Add a User

Actions: Selected 10 records per page Filter Email:  **Edit a user**

<input type="checkbox"/>	User	First Name	Last Name	Role	Actions
<input type="checkbox"/>	<a href="#">demo@ad-id.org</a>	Customer	Service	Administrator	<span style="font-size: 0.8em;">✉</span> <span style="font-size: 0.8em;">⋮</span> <span style="font-size: 0.8em;">🗑</span>
<input type="checkbox"/>	<a href="#">demo@adidagencyinc.com</a>	Customer	Service	Administrator	<span style="font-size: 0.8em;">✉</span> <span style="font-size: 0.8em;">⋮</span> <span style="font-size: 0.8em;">🗑</span>

Edit a user

3. Check off the prefix(es) that you want to edit the role for the user. You can choose one, multiple or check the select all box. Select the role and click Update.

Home » Prefixes » VMGT » User » demo@ad-id.org » Edit Roles

You are an administrator of the prefixes shown below and may edit roles for user: **demo@ad-id.org**. Current roles for this user are in parentheses.

Prefixes to Assign Role

<input type="checkbox"/> 1PET (Administrator)	<input type="checkbox"/> 34AD (Administrator)	<input type="checkbox"/> 7ADH (Administrator)
<input type="checkbox"/> 7SPC (Administrator)	<input type="checkbox"/> A3BA (Administrator)	<input type="checkbox"/> A3FR (Administrator)
<input type="checkbox"/> A3SS (Administrator)	<input type="checkbox"/> ALAR (Administrator)	<input type="checkbox"/> B9NC (Administrator)
<input type="checkbox"/> QADI (Administrator)	<input type="checkbox"/> SADC (Administrator)	<input type="checkbox"/> SAEP (Administrator)
<input type="checkbox"/> SAHE (Administrator)	<input type="checkbox"/> SAJC (Administrator)	<input type="checkbox"/> SAPC (Administrator)
<input type="checkbox"/> V2MR (Administrator)	<input type="checkbox"/> VALM (Administrator)	<input type="checkbox"/> VCMD (Administrator)
<input type="checkbox"/> VLMR (Administrator)	<input type="checkbox"/> VMCH (Administrator)	<input checked="" type="checkbox"/> VMGT (Administrator)
<input type="checkbox"/> VMWC (Administrator)	<input type="checkbox"/> ZEEF (Administrator)	<input type="checkbox"/> ZFLU (Administrator)

Only prefixes with an existing role for the user are shown above. To assign a role for this user on a prefix not shown, please .

Select all this page

New Role  **Select Role**

**Update** **Click Update**

## Removing a User from One or Multiple Prefixes

1. Access the prefix for which you need to remove a user. On the right side, click on Manage Prefix Users.

Home » Prefixes » VMGT

**VMGT** - Gourmet Time.

**Manage Prefix Users**

2. Click on the person's email address.

Actions: Selected 10 records per page

<input type="checkbox"/>	Email	First Name
<input type="checkbox"/>	<a href="#">demo@ad-id.org</a>	Customer
<input type="checkbox"/>	<a href="#">demo@adidagencyinc.com</a>	Customer

**Click on email address**

3. Check off the prefix or prefixes you want to remove the person from.



4. Click on Selected arrow at the top of the table and choose the “Remove User From Prefixes” Action.



Please visit [www.ad-id.org](http://www.ad-id.org) to access additional help instructions or contact Ad-ID customer relations at 704-501-4410 or [cs@ad-id.org](mailto:cs@ad-id.org).