

# Selective External Access: Adding and Removing Codes to/from Groups



External Access is the capability by which a variety of companies access codes and metadata stored in the Ad-ID system.

With the Selective External Access feature, users have the ability to give specific vendors, such as commercial delivery companies, access to individual Ad-ID codes and related metadata. Vendors that are part of Selective External Access only receive read only access. They are not able to create new codes or edit information. By giving a vendor access to a code, they may access any of the slate and additional metadata related to that code.

This document outlines how to add or remove access to individual or multiple codes at one time. Codes can be added/removed to/from both regular groups and External Access groups.

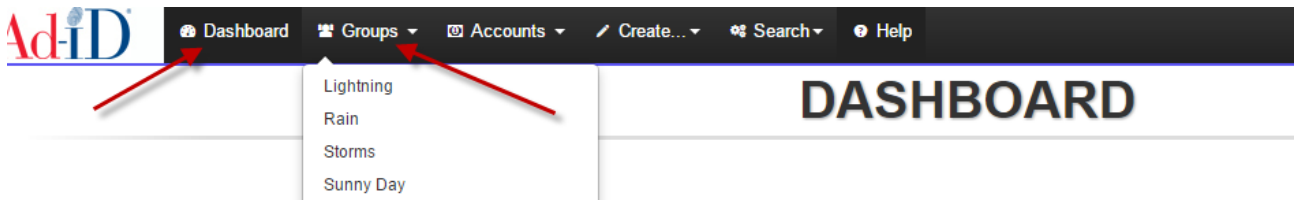
Regular Group: Used as a security mechanism and act as a container for prefixes, accounts, codes and users. Users create, edit and manage codes in these groups. To add/remove codes to/from regular groups, you must be an Administrator of the group you are adding to and the group in which the code currently exists.

External Access Group: Only accessible by the vendor. Any codes can be added/removed to/from these groups so that the vendor may access the codes. To add/remove codes to/from External Access groups, you must be able to edit the code that you are adding/removing.

## How to Add/Remove One or Multiple Codes from Ad-ID Codes Table

1. To access the codes, go to the Ad-ID Codes table found on your dashboard or group home page.

### Access Dashboard or Group



## Ad-ID Codes Table

Active **Suspended**

Export Actions 10 records per page Filter Codes:

<input type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand	Product	Version	Date Created
<input type="checkbox"/>	YCAS0004000H	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA	JOES PIZZA		2015-09-08
<input type="checkbox"/>	YCAS0004000	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA	JOES PIZZA		2015-09-08
<input type="checkbox"/>	YCAS0003000H	New Pie Creations	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA	JOES PIZZA		2015-09-08

2. Check off the box next to one or multiple codes.

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

Active **Suspended**

Export Actions 10 records per page

Click to check off the box next to each code

<input type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand
<input checked="" type="checkbox"/>	YCAS0004000H	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input type="checkbox"/>	YCAS0004000	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input checked="" type="checkbox"/>	YCAS0003000H	New Pie Creations	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA

3. Click on Actions drop down menu and select Add to group(s) or Remove from group(s).

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

Active **Suspended**

Export Actions 10 records per page

Edit  
Void  
Add to group(s)  
Remove from group(s)

<input type="checkbox"/>	Code	Ad Title	Length/Size	Media Type	Advertiser	Brand
<input checked="" type="checkbox"/>	YCAS0004000H	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input type="checkbox"/>	YCAS0004000	WeekendCarry-Out	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input checked="" type="checkbox"/>	YCAS0003000H	New Pie Creations	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input type="checkbox"/>	YCAS0003000	New Pie Creations	30	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input checked="" type="checkbox"/>	YCAS0002000H	Back to School	15	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA
<input type="checkbox"/>	YCAS0002000	Back to School	15	Video	JOES PIZZA & PASTA	JOES PIZZA & PASTA

4. **Add to group(s):** Select the group(s) you want to add the selected codes to. If you want to add to multiple groups, hold the Control key on your keyboard as you select. You can choose to add code(s) to regular groups which you are the Administrator of and/or External Access groups. When adding to External Access Groups, you choose to give specific vendors access to individual Ad-ID codes and related data.
  - a. Please note: You may not be authorized to add all codes selected on the previous screen. The codes you are authorized for will list in the grey box.
  - b. In order to add codes to regular group(s) you must be the Administrator of both the group you are adding to and the group in which the code currently exists.
  - c. A code can exist in more than one group, if needed.

**Add Codes to Group(s)** Please select the group(s) to which you wish to add the selected codes, and confirm or cancel.

You may not be authorized to add or remove all codes selected on the previous screen. The codes you are authorized for are listed below.

10 codes per page

Code	Ad Title
YCAS0003000H	New Pie Creations
YCAS0004000H	WeekendCarry-Out

Showing 1 to 2 of 2 entries

Groups

Antonio's Pizza  
 Lighting  
**Rain**  
 Storms

Hold down Control (Command on Mac) while clicking to select more than one.

External Access Groups

Remedy  
 Spot Genie  
**Tylie Jones & Associates**  
 Watchwith

Hold down Control (Command on Mac) while clicking to select more than one.

Add Codes to Group(s)
Cancel

5. Click on Add Codes to Group(s).



6. The top of the of next screen will display a confirmation or error message if there were any instances where you were not allowed to add the code to one of the groups.

✔
 The requested codes have been added to the selected groups as appropriate.  
 YCAS0003000H has been added to Rain.  
 YCAS0004000H has been added to Rain.  
 YCAS0003000H has been added to Spot Genie.

7. **Remove from group(s):** Select the group(s) that you want to remove the selected codes from. If you want to remove from multiple groups, hold the Control key on your keyboard as you select. You can choose to remove codes from regular groups which you are the Administrator of and/or External Access groups. Only groups that at least one of the selected codes is currently associated to will show. When removing from External Access groups, the specific vendors will no longer be able access the Ad-ID codes and related data.
  - a. Please note: You may not be authorized to remove all codes selected on the previous screen. The codes you are authorized for will list in the grey box.
  - b. In order to remove codes from regular group(s) you must be the Administrator of the group you are removing from.
  - c. A code must exist in at least one regular group so you will not be able to remove it from the only group in which it exists.
  - d. You may deselect all External Access groups if needed.

**Remove Codes from Group(s)** Please select the group(s) from which you wish to remove the selected codes, and confirm or cancel.

You may not be authorized to add or remove all codes selected on the previous screen. The codes you are authorized for are listed below.

10	codes per page	Filter:
Code	Ad Title	
YCAS0003000H	New Pie Creations	
YCAS0004000H	WeekendCarry-Out	
Showing 1 to 2 of 2 entries		← Previous

Groups

Antonio's Pizza  
Rain

Hold down Control (Command on Mac) while clicking to select more than one.

External Access Groups

Spot Genie  
Tyle Jones & Associates  
Watchwith


Hold down Control (Command on Mac) while clicking to select more than one.

Remove Codes from Group(s) Cancel

8. Click to Remove Codes from Group(s).



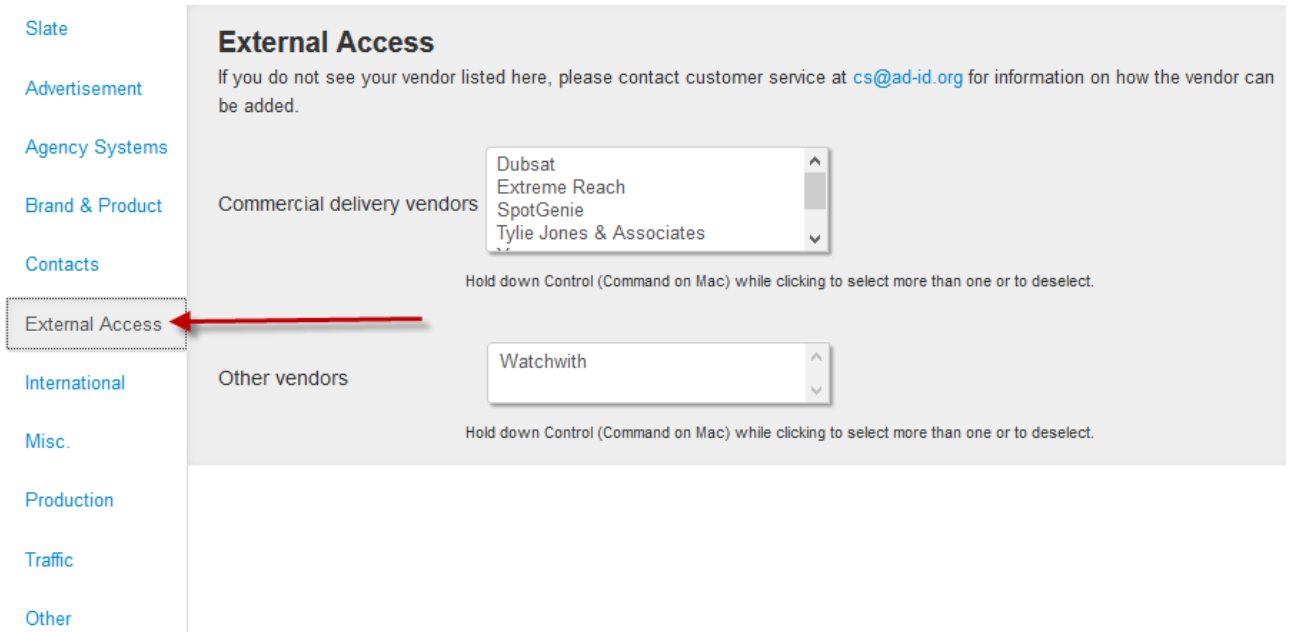
9. The top of the of next screen will display a confirmation or error message if there were any instances where you were not allowed to add the code to one of the groups.


 The requested codes have been removed from groups as appropriate.  
 YCAS0003000H has been removed from Rain.  
 YCAS0004000H has been removed from Rain.

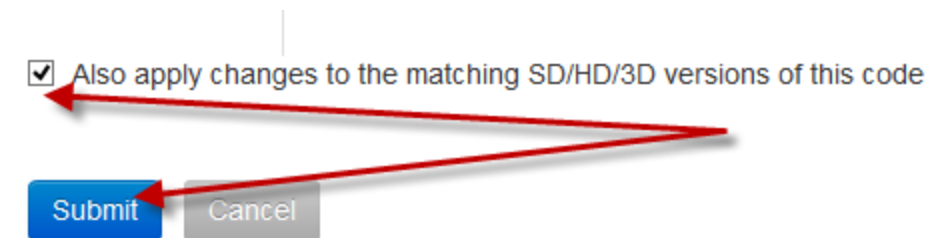
## How to Add/Remove Individual Codes when Editing/Creating a Code

Anyone with permission to create or edit a code has the ability to select which vendors have access to the code information while creating or editing a code.

1. Find the External Access tab on the left side of the code creation or edit screen.



2. **Adding Vendors:** Select the commercial delivery/other vendor company(ies). If you want to add multiple vendors, hold the Control key on your keyboard as you select. When adding to External Access Groups, you choose to give specific vendors access to individual Ad-ID codes and related data.
3. Click on Submit.
  - a. When editing, check the box if you want to apply this change to the matching SD/HD/3D versions of the code.



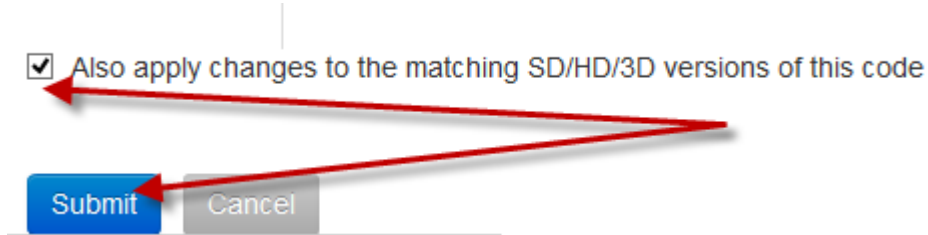
4. **Removing Vendors:** To remove the code from one or multiple vendors, you must hold the Control key on your keyboard and click on the vendor name so that it is no longer

highlighted. When removing from External Access groups, the specific vendors will no longer be able access the Ad-ID codes and related data.

- a. Please note: You may deselect all Commercial delivery/Other vendors if needed.

5. Click on Submit.

- a. When editing, check the box if you want to apply this change to the matching SD/HD/3D versions of the code.



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).