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**

   ![Dashboard Screenshot](image-url)
2. Check off the box next to one or multiple codes.

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

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

6. The top of the 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.

   ![Image of Add Codes to Group(s)]

   - 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.

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

8. **Click to Submit**

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.

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.

   ![Checkbox for applying changes to SD/HD/3D versions]

   

   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).