

Entering Talent Payment Information for an Ad-ID Code



There is a metadata tab titled “Talent” which includes two optional fields that may be filled out when creating, editing and cloning an Ad-ID code. The two optional fields are:

- **Talent Payment Type:** Describes the version category which the advertisement falls under for talent payment purposes.
- **Talent Payment ID:** The Ad-ID code which talent payments should be processed under.

This document will provide instructions on completing the Talent Payment fields when creating, editing and cloning an Ad-ID code.

Creating a Code with Talent Payment Information

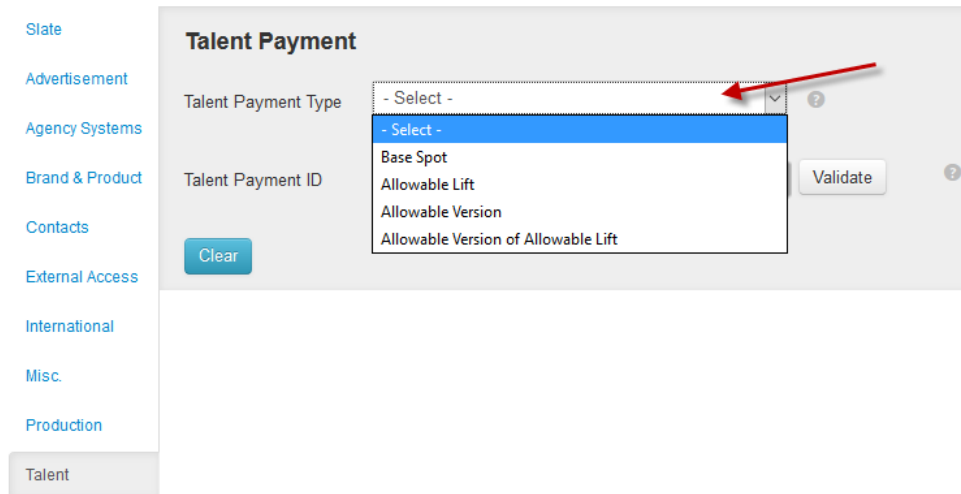
1. On the code creation screen, complete all the required fields marked with red asterisks within the slate (i.e. Media Type, Ad Title, Length). For more detailed instructions on the slate fields, review the “Creating a Code” help document [here](#).
2. To input the talent payment information, click the Talent tab on the left hand side of the screen.

The screenshot shows the 'Slate' tab in the Ad-ID code creation interface. The left sidebar contains a list of tabs: Slate, Advertisement, Agency Systems, Brand & Product, Contacts, External Access, International, Misc., Production, Talent, Traffic, and Other. The 'Talent' tab is highlighted with a red arrow. The main content area is titled 'Slate' and contains 'Mandatory Fields':

- Media Type: * (Dropdown menu: - Select -)
- Medium: * (Text input field with a 'Show All Mediums' button)
- Parent: * (Text input field: HELLO CELLULAR INC)
- Advertiser: * (Dropdown menu: HELLO CELLULAR INC)
- Brand: * (Dropdown menu: HELLO CELLULAR)
- Product: * (Dropdown menu: - Select -)

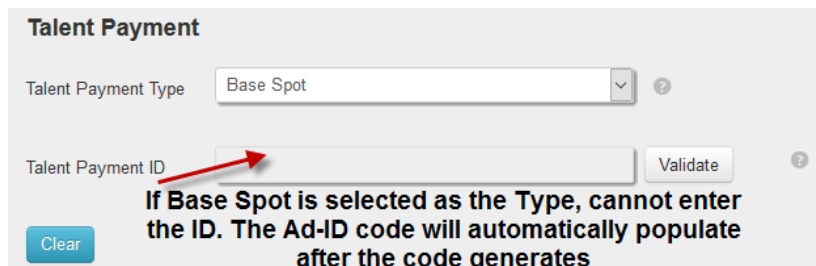
Below the Medium field, there is a note: "The mediums shown have been selected." Below the Parent field, there is a note: "This parent is locked to your selected Prefix."

3. Choose the Talent Payment Type. There are 4 options in the drop down menu: Base Spot, Allowable Lift, Allowable Version and Allowable Version of Allowable Lift.



The screenshot shows a web interface for entering talent payment information. On the left is a vertical navigation menu with categories: Slate, Advertisement, Agency Systems, Brand & Product, Contacts, External Access, International, Misc., Production, and Talent. The main content area is titled "Talent Payment" and contains two input fields: "Talent Payment Type" and "Talent Payment ID". The "Talent Payment Type" dropdown menu is open, showing four options: "- Select -", "Base Spot", "Allowable Lift", and "Allowable Version of Allowable Lift". A red arrow points to the dropdown arrow of the "Talent Payment Type" field. Below the "Talent Payment ID" field is a "Validate" button. A "Clear" button is located below the "Talent Payment Type" field.

4. Enter the Ad-ID code in the Talent Payment ID field. The ID must be a valid 11 or 12 character Ad-ID code and meet the following validation criteria.
- a) If Base Spot is selected as the Talent Payment Type, the Talent Payment ID **cannot** be entered and the system will automatically assign once the code is created.



This screenshot shows the "Talent Payment" form with "Base Spot" selected in the "Talent Payment Type" dropdown. A red arrow points to the "Talent Payment ID" input field. Below the input field, a text box contains the following instruction: "If Base Spot is selected as the Type, cannot enter the ID. The Ad-ID code will automatically populate after the code generates". The "Validate" button is visible to the right of the input field, and the "Clear" button is below it.

- b) If Allowable Lift or Allowable Version are selected as the Talent Payment Type, the **Talent Payment ID must be an Ad-ID code that is assigned as a Base Spot.**
- c) If Allowable Version of Allowable Lift is selected as the Talent Payment Type, the **Talent Payment ID must be an Ad-ID code that is assigned as an Allowable Lift.**

5. After entering the ID for an Allowable Lift, Allowable Version or Allowable Version of Allowable Lift, click the Validate button to confirm if the code is valid or click Clear to remove information. If you do not click the Validate button, the system will confirm if the code is valid when you click Submit. **If there is an error, you will not be able to create the code until the issue is fixed.**

Example of a Valid ID

The screenshot shows the 'Talent Payment' form with 'Allowable Lift' selected in the dropdown. The 'Talent Payment ID' field contains 'ZEEF0021000'. A red arrow points from the text 'Click to Validate Talent Payment ID is a valid Ad-ID code' to the 'Validate' button. Below the form, a green message box states 'ZEEF0021000 is a valid code.' with a red arrow pointing to it from the text 'Valid Message'. A 'Clear' button is visible at the bottom left.

Example of an Invalid ID

The screenshot shows the 'Talent Payment' form with 'Allowable Version' selected. The 'Talent Payment ID' field contains 'ZEEF0022', which is highlighted with a red box. A red arrow points from the text 'Talent Payment ID must be valid 11 or 12 character code' to the ID field. A red message box below the form states 'ZEEF0022 is an invalid code.' A 'Clear' button is visible at the bottom left.

Example of Incorrect Code Entered for Allowable Lift

The screenshot shows the 'Talent Payment' form with 'Allowable Lift' selected. The 'Talent Payment ID' field contains 'ZEEF0017000H', which is highlighted with a red box. A red arrow points from the text 'Talent Payment ID must be a code that was previously entered as base spot when Type is Allowable Lift' to the ID field. A red message box below the form states 'ZEEF0017000H is valid but has the wrong payment type. The Talent Payment ID entered must be for a Base Spot since you have selected Allowable Lift as the Talent Payment Type.' A 'Clear' button is visible at the bottom left.

6. Once you have entered all of the necessary information, click Submit at the bottom of the page.



Editing a Code with Talent Payment Information

1. You are only able to edit Talent Payment information for a single code. Find the code that you want to edit and make any edits to the fields on the Slate. For more detailed instructions on editing the slate, review the “Editing a Code” help document [here](#).
2. Click the Talent tab on the left hand side of the screen to edit the Talent Payment information.

Slate

Advertisement

Agency Systems

Brand & Product

Contacts

External Access

International

Misc.

Production

Talent

Slate

Mandatory Fields

Media Type: * Video

Changing media type is restricted. Standard definition (SD) video with no HD changed:

- To or from Internet Display
- From Video for High Definition (HD) and 3D codes
- From Video if codes have been created with more than one definition f

Medium: * TV - ALL
Internet - Internet Video

The mediums shown have been selected.

Definition

3. Editing the Talent Payment Information:
 - a) The Talent Payment ID **cannot** be changed if the Talent Payment Type field lists Base Spot.

Talent Payment

Talent Payment Type Base Spot

Talent Payment ID ZEEF0020000

Validate

Clear

When editing a code that's listed as Base Spot, the ID cannot be changed unless the Type is changed.

- b) The Talent Payment Type **cannot** be changed if the Ad-ID code being edited is listed as the Talent Payment ID for another code record.

Example of cloning a code with Allowable Version

Talent Payment

Talent Payment Type Base Spot

ZEEF0021000 is listed as the Talent Payment ID for other Ad-ID code(s), therefore, the Talent Payment Type may not be changed.

Talent Payment ID ZEEF0021000

Validate

Clear

Cannot edit Type or ID when Base Spot is listed as ID for other codes

- c) The Clear button may be used to remove the Talent Payment Type and Talent Payment ID if the Ad-ID code being edited is **not** listed as the Talent Payment ID for another code record. You can leave them blank or enter in new information.

The screenshot shows a form titled "Talent Payment". It has two input fields: "Talent Payment Type" with a dropdown menu showing "Allowable Version" and a help icon; and "Talent Payment ID" with the text "ZEEF0021000" and a "Validate" button with a help icon. Below the fields is a blue "Clear" button. A red arrow points from the text "Click Clear to remove the Type and ID" to the "Clear" button.

4. If you made changes to either the Talent Payment Type or ID fields, click the Validate button to confirm the code is a valid 11 or 12 character Ad-ID Code. If you do not click on Validate, the system will confirm if the code is valid when you click Submit. **If there is an error, you will not be able to save the code until the issue is fixed.**
5. If you are editing an SD, HD or 3D code, the edits made here **do not** automatically update across all of the matching versions unless you select the "Also apply changes to the matching SD/HD/3D versions of this code" option at the bottom of the screen.

Also apply changes to the matching SD/HD/3D versions of this code

6. When finished with your edits, click on Submit.

Also apply changes to the matching SD/HD/3D versions of this code

Cloning a Code with Talent Payment Information

1. Find the code that you want to clone. There are two different ways to clone: from the Actions drop down menu or by clicking on a code. Make any changes to the fields on the Slate. For more detailed instructions on cloning a code, review the “Cloning a Code” help document [here](#).
2. Click the Talent tab on the left hand side of the screen to update Talent Payment information for the cloned code.

The screenshot shows the 'Slate' interface. On the left, a sidebar contains various tabs: Slate, Advertisement, Agency Systems, Brand & Product, Contacts, External Access, International, Misc., Production, Talent, and Traffic. The 'Talent' tab is highlighted with a red arrow. The main content area is titled 'Slate' and contains a 'Mandatory Fields' section. This section includes a 'Media Type' dropdown menu set to 'Video', a 'Medium' dropdown menu with 'TV - ALL' and 'Internet - Internet Video' selected, and a 'Show All Mediums' button. Below these are checkboxes for 'SD', 'HD', and '3D', with 'SD' and 'HD' checked. A red arrow points from the 'Talent' tab in the sidebar to the 'Mandatory Fields' section.

3. Cloning the Talent Payment Information:
 - a) Click Clear to create a code without talent payment info.

The screenshot shows the 'Talent Payment' form. It has two main fields: 'Talent Payment Type' with a dropdown menu set to 'Allowable Version', and 'Talent Payment ID' with a text input field containing 'ZEEF0021000'. Below these fields is a blue 'Clear' button. A red arrow points from the 'Clear' button to the text 'Click Clear to remove the Type and ID'. At the bottom, there is a checkbox labeled '* Cloned Talent Payment Data Confirmation'.

- b) When cloning a Base Spot, the Talent Payment Type will populate as Base Spot. The Talent Payment ID will be blank and will auto-populate as the Ad-ID code being created once the code is created. You can change the Talent Payment Type if needed.

The screenshot shows the 'Talent Payment' form. The 'Talent Payment Type' dropdown menu is set to 'Base Spot'. The 'Talent Payment ID' field is empty. A red arrow points from the 'Base Spot' dropdown to the text 'Type will populate as Base Spot and the Ad-ID code will automatically populate in the ID field once code generates'. Another red arrow points from the 'Clear' button to the text 'You can change type and ID, if needed'. At the bottom, there is a checkbox labeled '* Cloned Talent Payment Data Confirmation' and a 'Validate' button.

- c) When cloning an Allowable Lift, Allowable Version or Allowable Version of Allowable Lift, the Talent Payment Type and Talent Payment ID will populate based on the cloned info. You can change it if needed.

Example of cloning a code with Allowable Version

Talent Payment

Talent Payment Type: Allowable Version

Talent Payment ID: ZEEF0021000

Validate

Clear

* Cloned Talent Payment Data Confirmation

When cloning a code that's listed as Allowable Lift, Allowable Version or Allowable Version of Allowable Lift, the Type and ID can be updated

- If you made changes to either the Talent Payment Type or ID fields, click the Validate button to confirm the code is a valid 11 or 12 character Ad-ID Code. If you do not click on Validate, the system will confirm if the code is valid when you click Submit. **If there is an error, you will not be able to create the code until the issue is fixed.**
- In the Talent Tab, check the "Cloned Talent Payment Data Confirmation" box in order to create the new code. This is only required when cloning a code that has information listed in the Talent Payment Type and ID fields. This is to ensure you check the talent information before creating the new code.

Talent Payment

Talent Payment Type: Allowable Version

Talent Payment ID: ZEEF0021000

Clear

* Cloned Talent Payment Data Confirmation

The talent payment values for the cloned code may require additional information even if you have cleared the talent payment values.

Check the box. Only required when cloning a code that has information entered in Talent Payment Type and ID

- When finished with your updates, click on Submit.

Submit Cancel

For questions regarding Talent Payment terminology and best practices:
Please contact your talent payroll contact.

For questions relating to the Ad-ID system:
Please contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.