

Voiding a Code

Ad-ID codes are created at www.ad-id.org. Once codes have been created, you can edit the code information at any time and a void feature is also available.

Please note: The following process for voiding codes will remove the code from the Ad-ID Codes table and search results, but credits are not refunded back to the account. If you have not distributed the code and would like to use it at a later date, instead of using the void feature you can edit the code information and use it at a later date.

Voiding One Code

1. Access the code you want to void and click directly on the code. The dashboard provides a list of your most recently created Ad-ID codes and shows up to 100 codes.

DASHBOARD

Ad-ID Codes - Recently created Ad-ID codes in your groups (up to 100).

Active Suspended

Actions: Selected records per page Filter Codes:

Code	Title	Version	Advertiser	Brand	Product	Media Type	Length/Size	Created on
SAHE3038000	AD-ID		SODA POP BEVERAGES	HIGH ENERGY	ENERGY SHOT	Other	30 seconds	2013-12-13

To access a group, go to the Groups list and click on a Group name. The Ad-ID code table on the group home page shows up to 1,000 codes.

DASHBOARD

Ad-ID Codes - Your records per page

- Ad-ID LLC
- Ad-ID LLC ADHL Inc**
- Ad-ID LLC-Soda Pop Co
- Soda Pop Codes Read Only
- + Create a New Group

To do a search, use one of the available search features. The Ad-ID Code table in the search results shows up to 35,000 codes.

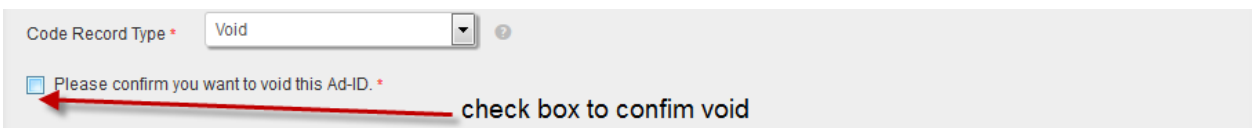
DASHBOARD

Search Ad-ID Slate

2. Click on Edit on the right side.



3. When editing, the code record type will include an option to Void. If you choose Void you will have to check the box to confirm you want to void the code.



4. Once you have confirmed you want to void the code, click on Submit.



Voiding Multiple Codes

1. Access the Ad-ID Codes table from the dashboard or group (multiple codes cannot be voided from search results).
2. The table allows you to sort by the columns and also filter within the table. The filter works as a quick search, for instance, type in one of the titles and it will filter the table. You can also choose to see more or less records per page.

The screenshot shows the Ad-ID Codes table interface. At the top, there are tabs for 'Active' and 'Suspended'. Below the tabs, there are controls for 'Sort by columns', 'Change records per page' (set to 50), and 'Filter table' (containing the text 'look fresh'). The table has columns: Code, Ad Title, Length/Size, Medium, Advertiser, Brand, Product, Version, and Date Created. Two rows are visible, both with 'Look Fresh' as the Ad Title. The first row has Code 'VADH0002000H*' and the second has 'VADH0001000H*'. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

3. Select the codes you want to void by checking the boxes to the left of the code.

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

The screenshot shows the Ad-ID Codes table interface with two codes selected. The 'Filter Codes' field is empty. The table has columns: Code, Ad Title, Length/Size, Media Type, Advertiser, Brand, Product, Version, and Date Created. Two rows are visible, both with 'Blissful' as the Ad Title. The first row has Code 'VMCY0004000H' and the second has 'VMCY0004000'. Both rows have checkboxes checked in the left margin. A red arrow points to the 'Select codes' header above the table.

4. Click on the Actions menu and select Void.

The screenshot shows the Ad-ID Codes table interface with the 'Actions' menu open. The 'Filter Codes' field is empty. The table has columns: Code, Ad Title, Length/Size, Media Type, Advertiser, Brand, Product, Version, and Date Created. Two rows are visible, both with 'Blissful' as the Ad Title. The first row has Code 'VMCY0004000H' and the second has 'VMCY0004000'. Both rows have checkboxes checked in the left margin. A red arrow points to the 'Actions' dropdown menu, and another red arrow points to the 'Void' option in the menu.

- You will be brought to a confirmation screen where the codes will be displayed. Click on Void Codes to confirm you want to void the codes. Otherwise, click on Cancel.

Void Ad-ID Codes Please confirm you wish to void each of the below codes

10 codes per page

Code	Ad Title
VMCY0004000	Blissful
VMCY0004000H	Blissful

Showing 1 to 2 of 2 entries

Void Codes Cancel

- The top of the screen provides a confirmation that the codes have been voided. The codes no longer display in the Ad-ID Codes table.

Ad-ID Dashboard Groups Accounts Create... Search Help Search Ad-ID S

✓ The code 0004000 was updated.
The code 0004000H was updated.

Home » Groups

Agency Inc-Valmor Inc

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

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"/>	VMCY0003000H	Blissful	15	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01
<input type="checkbox"/>	VMCY0003000	Blissful	15	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01
<input type="checkbox"/>	VMCY0002000H	My Treat	30	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01
<input type="checkbox"/>	VMCY0002000	My Treat	30	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01
<input type="checkbox"/>	VMCY0001000H	My Treat	15	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01
<input type="checkbox"/>	VMCY0001000	My Treat	15	Video	VALMOR CONFECTIONARY	VALMOR	CHOCOLATE BAR		2015-09-01

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.