

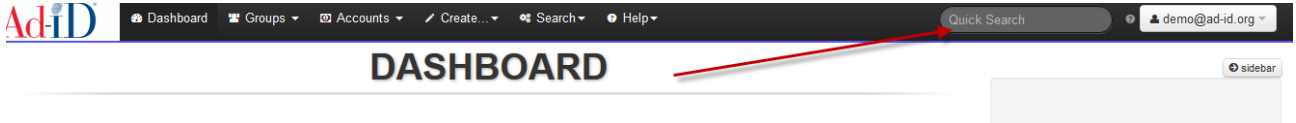
Searching for Codes



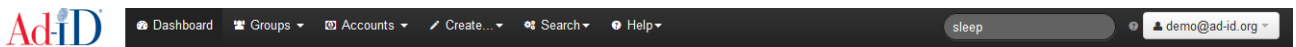
This document will provide instructions on using the Ad-ID Search feature.

Quick Search

1. In the top navigation, on the right side, there is a quick search where you can search for data in the slate fields.



2. Type in a full Ad-ID code, word or phrase and press enter on your keyboard (return if using mac).



3. The search will query across all slate and metadata fields and display results.
 - a. Results will include records that contain all of the words entered.

Ad-ID Search

Results for Sleep (3)

[New Search](#) [Edit Search](#)

[Save Search](#)

[Export](#)

Filter By: [Media Type](#) [Length / Size](#) [Definition](#) [Ad Title](#) [Parent](#) [Advertiser](#) [Brand](#) [Product](#) [Language](#) [Created By](#) [Additional Filters](#)

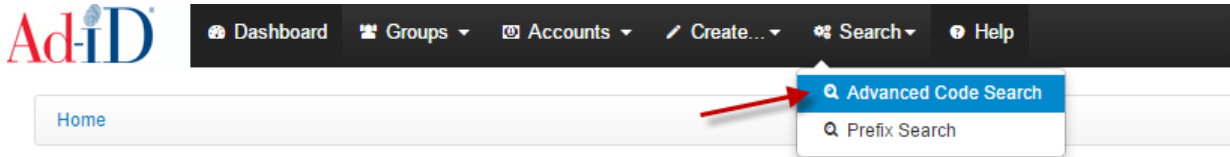
200 records per page [Export selected](#) [Actions for selected](#)

<input type="checkbox"/>	Code	Ad Title	Length / Size	Media Type	Advertiser	Brand	Product	Version	Created
<input type="checkbox"/>	SAEP1383000	Ready to Sleep	30	Video	SODA POP BEVERAGES	HIGH ENERGY	ENERGY SHOT		2015-09-14
<input type="checkbox"/>	SAEP1383000H	Ready to Sleep	30	Video	SODA POP BEVERAGES	HIGH ENERGY	ENERGY SHOT		2015-09-14
<input type="checkbox"/>	ALR415CL200	Sleep Mode	30	Audio	CLASSIC ALARM CO	CLASSIC ALARM	CLASSIC ALARM 3000		2017-08-22

Showing 1 to 3 of 3 entries

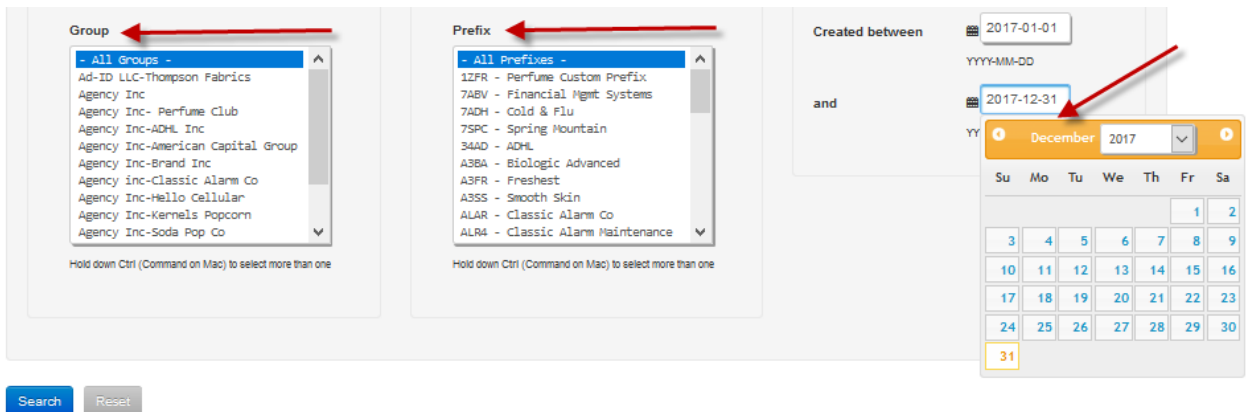
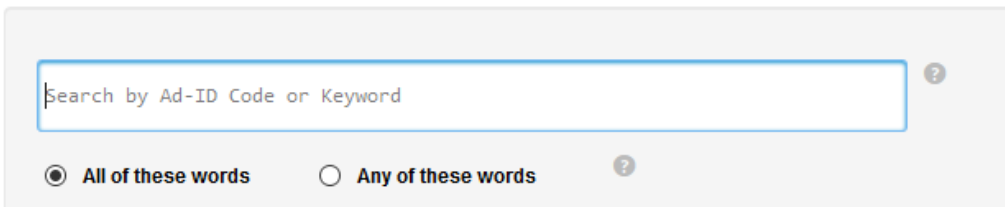
Advanced Code Search

1. Click on the Search menu and choose Advanced Code Search.



2. To search for all codes in all your groups do not select anything. You may enter an Ad-ID code or keywords and/or select groups, prefixes or code creation dates.
 - a. The search will query across all slate and metadata fields.
 - b. Click on the question mark next to the search bar for search tips.
 - c. Choose to search by "All of these words" or "Any of these words."
 - d. Use the control key (command on Mac) to select multiple groups and prefixes (if needed).

Ad-ID Search



3. Click on Search and the results will show records based on your selections.
 - a. You can sort by the columns in the table by clicking on the column name.
 - b. You can customize which fields display in the Ad-ID code table and files that are exported out of the Ad-ID system by accessing your user profile and setting preferences.

The screenshot shows the Ad-ID search results page. At the top, there is a navigation bar with 'Ad-ID home' and menu items like 'Dashboard', 'Groups', 'Accounts', 'Create...', 'Search', and 'Help'. Below the navigation bar, the page title is 'Ad-ID Search'. The main content area shows 'Results (124)' with buttons for 'Save Search', 'Export', 'New Search', and 'Edit Search'. Below the results, there are filter tabs: 'Media Type', 'Length / Size', 'Definition', 'Ad Title', 'Parent', 'Advertiser', 'Brand', 'Product', 'Language', 'Created By', and 'Additional Filters'. A table displays 124 records with columns: Code, Ad Title, Length / Size, Media Type, Advertiser, Brand, Product, Version, and Created. The table shows 8 rows of data, all with 'ADHL CONSUMER PRODUCTS' as the advertiser and 'FRESHEST' as the brand.

Code	Ad Title	Length / Size	Media Type	Advertiser	Brand	Product	Version	Created
34AD0017000	Testing #1	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0017000H	Testing #1	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0027000	Testing #2	30	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0027000H	Testing #2	30	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0037000	Testing #3	60	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0037000H	Testing #3	60	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0047000	Testing #4	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14
34AD0047000H	Testing #4	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14

4. The top left shows the total number of results. At the top right, you can choose Edit Search to go back to the initial Advanced Code Search screen to make changes. Or click on New Search to start a new search.

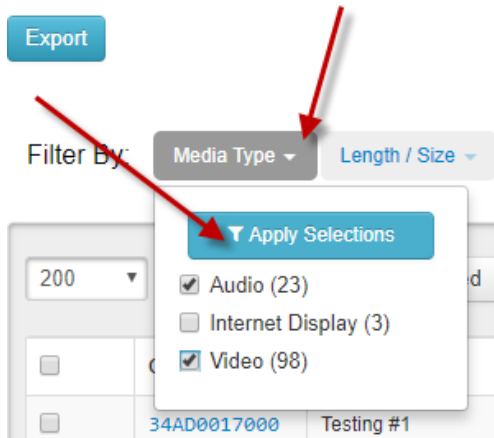
This screenshot is similar to the previous one but highlights specific elements with red arrows. A red arrow points to the 'Results (124)' text. Another red arrow points to the 'New Search' button, and a third red arrow points to the 'Edit Search' button.

5. You can filter results using the filter tabs above the table. The additional filter tab includes other options like Job Number or Agency.

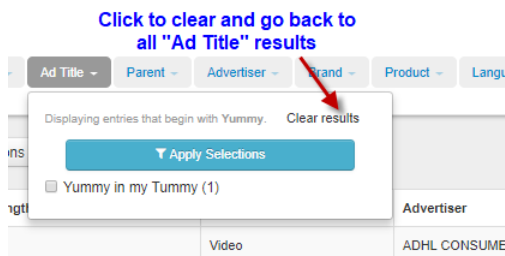
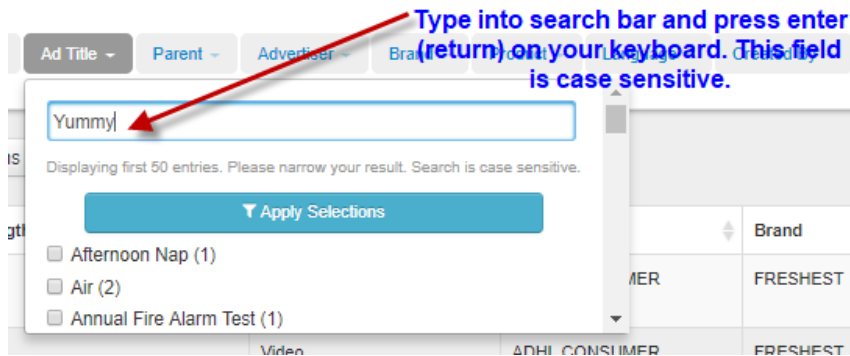
This screenshot highlights the filter tabs with a green box. A green arrow points to the 'Additional Filters' tab, which is currently selected. The table below shows the first row of results.

Code	Ad Title	Length / Size	Media Type	Advertiser	Brand	Product	Version	Created
34AD0017000	Testing #1	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST	TOOTHPASTE		2017-12-14

6. Click on the tab that you want to filter by. For Example: Media Type
 - a. The number of codes for each entry is listed within the menu
 - b. Select multiple items within the same filter if needed, such as Video and Audio.
 - c. To apply the filters, either click on the blue Apply Selections button or click on a filter tab. **IMPORTANT: If you click anywhere else outside the menu, the filter will not be applied until you click on a filter tab or click the Apply button.**



7. Some tabs may have a lot of entries, like the Ad Title or Product menus. The filter menu will display the first 50 entries. Use the search bar to help narrow down by entering the beginning of the value you are looking for. The search within the filter is case sensitive. You can clear results to undo the search.



8. Above the tabs, there is a list of applied filters (if filtered). Click on the X to remove a specific filter or click Clear Filters to remove all and return to the original search results.

Results (48) Filtered

Save Search ⁰

Export

✕ Clear Filters
✕ Media Type
✕ Definition

Filter By: Media Type Length / Size Definition Ad Title Parent Advertiser Brand Product Language Created By ▼

200 records per page Export selected Actions for selected

<input type="checkbox"/>	Code	Ad Title	Length / Size	Media Type	Advertiser	Brand
<input type="checkbox"/>	34AD0017000H	Testing #1	15	Video	ADHL CONSUMER PRODUCTS	FRESHEST

9. If there are 1,000 or less results, a blue Export button will appear. Click on Export to download an excel file with all results.
 - a. The Excel file only exports slate fields. It **does not** include the optional metadata fields.
 - b. If the original results had more than 1,000 records, but the results are under 1,000 after applying filters, the blue export button will appear.
 - c. If there are more than 1,000 results, the blue Export button will **not** show and you can use the export options within the results table (see step 11a). Or contact cs@ad-id.org for assistance.

Ad-ID Search

Results (124)

Save Search ⁰

Export

Filter By: Media Type Length / Size Definition Ad

200 records per page Export selected Actions for se

<input type="checkbox"/>	Code	Ad Title
<input type="checkbox"/>	34AD0017000	Testing #1

10. Use the check boxes to select codes. The check box at the top of the column only selects the codes on the current page, not across all pages. You cannot select codes across multiple pages.

<input checked="" type="checkbox"/>	Code	Ad Title	Length / Size	Media Type	Advertiser
<input checked="" type="checkbox"/>	34AD0017000	Testing #1	15	Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0017000H	Testing #1	15	Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0027000	Testing #2	30	Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0027000H	Testing #2	30	Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0037000	Testing #3	60	Video	ADHL CONSUMER

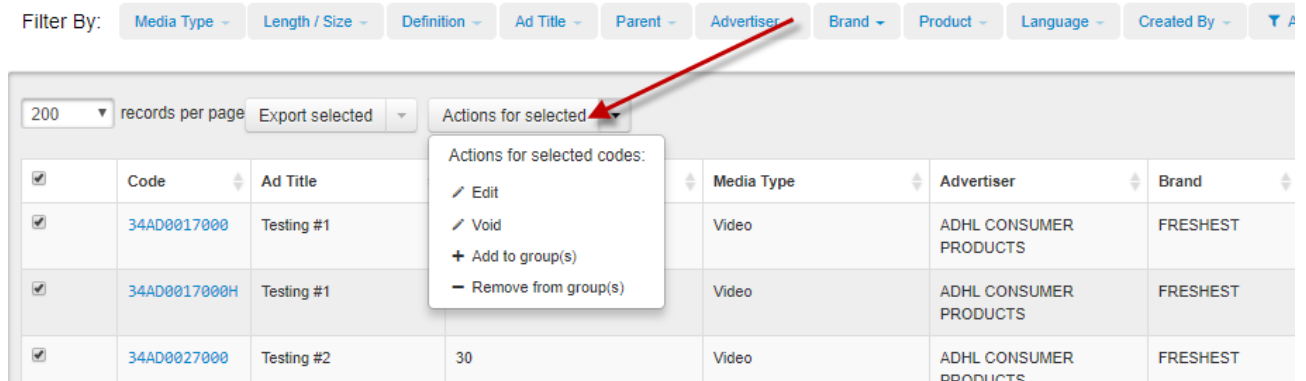
11. Click on Export or Actions for selected.
- Export selected options:** You will only be able to export up to 200 codes at a time using this option. If you need to export up to 1,000 codes see step 9 or contact cs@ad-id.org.
 - Print and Email: Includes the fields shown in the table.
 - Exports: Slate will export all fields from the slate. If you set your Code Fields Export Preferences then only fields that you have specified in your preferences will export. Full will export the slate and all other additional metadata fields.

Filter By: Media Type Length / Size Definition Ad Title Parent Advertiser Brand Product Language

<input checked="" type="checkbox"/>	Code	Ad Title	Length / Size	Media Type	Advertiser
<input checked="" type="checkbox"/>	34AD0017000			Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0017000H			Video	ADHL CONSUMER PRODUCTS
<input checked="" type="checkbox"/>	34AD0027000			Video	ADHL CONSUMER PRODUCTS

b. Actions for selected options:

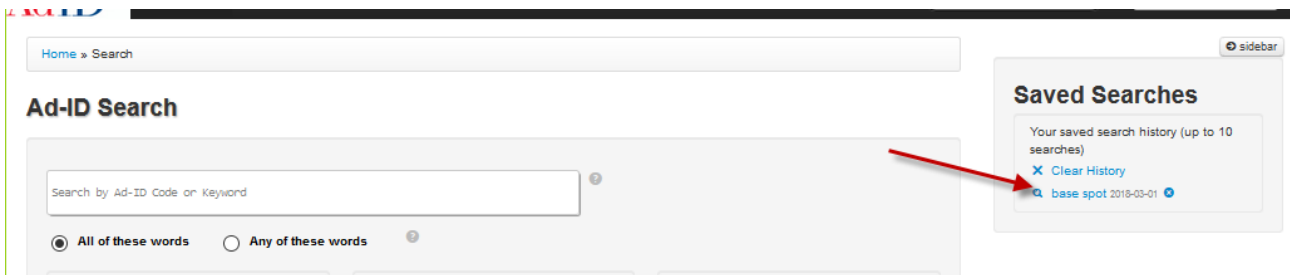
- i. Edit: edit code information for selected codes
- ii. Void: void the selected codes so they are no longer accessible
- iii. Add to group(s): add selected codes to specific groups, including external vendors
- iv. Remove from group(s): remove selected codes from specific groups, including external vendors



12. You can save searches by clicking on Save Search and naming the search.
- a. You can save a search after applying filters and the applied filters will be saved as well.
 - b. Up to 10 searches can be stored and are accessible on the advanced code search screen.
 - c. You can remove a saved search, by clicking on the X next to the search name on the advanced code search screen.

Results (124)

Save Search



Please visit www.ad-id.org to access additional help instructions or contact the Ad-ID customer relations team at 704-501-4410 or cs@ad-id.org.