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# Using adsInView

*Radio Stations  
TV Stations  
Agencies*

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Williams Vyvx Services is setting the standard for quality, reliability, and timeliness in meeting our customers' demands.

**Version 1.1**

### **Y2K Compliance Statement**

Vyvx represents and warrants that, in 1997, its parent company, Williams, implemented an enterprise-wide program to identify products, systems, and services that might have trouble recording, storing, and processing dates falling on or after January 1, 2000, and has been upgrading or replacing, as appropriate, those products, systems, and services which failed to meet testing requirements. Vyvx has continued to meet internal deadlines for testing and remediation and does not reasonably anticipate material product, system, or service failures for those products, systems, or services under Vyvx's control. While Vyvx has made a good-faith effort to contact and assess the compliance of third-party vendors and suppliers, Vyvx does not make any representations and warranties as to such third parties' products, systems, and services.

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# 1

## System Overview

The Advertising Distribution Services (ADS) division of Williams Vyvx Services operates the nation's largest, fully automated digital satellite video spot distribution network. As the digital marketplace grows at warp speed, Vyvx ADS continues its tradition of innovation in delivering the latest technology.

With the introduction of **adsInView**, we are changing the way our customers receive spot information. The adsInView service is a secured system application that uses the Internet to transport spots. This system supports Reflections and Relax, and provides Vyvx customers with high quality information right to their desktops.

### Like Going to the Library—Only Better

When you go to the library to search for information, you probably stop at the card catalogue. adsInView works just like a card catalog: it indexes and provides information about your spots. You search for the spot you want information about. When you find the "card" (or screen), it includes information about the spot you are searching for.

This revolutionary service provides several advantages for you:

- 4 Improves the quality of service
- 4 Increases efficiency by allowing you convenient desktop access to information
- 4 Provides easy-to-use screens for viewing spot information
- 4 Allows you to transport and share files among station owner groups, networks, agencies, and production houses
- 4 Gives you the ability to search each spot by order number or date range

Vyvx partners with you to provide advertisers with a quantum leap in quality and reliability with this new platform. We look forward to answering your questions and linking you to the highest quality, most reliable spot distribution network in the world.

## Section **2**

# Getting Started

## Selecting the Right Tools and Environment

To operate adsInView, you need the following:

- 4 PC with Internet connectivity
- 4 Administrator — the one person authorized to maintain the internal adsInView user database. The Administrator also has the authority to add and delete users at your location
- 4 Password, assigned by your Administrator
- 4 Microsoft® Internet Explorer (IE), version 4.0 or greater
- 4 Monitor resolution of at least 800×600.

**Note** If your monitor's resolution is 640×480, you can read the screens but you may have to scroll left and right to view the entire contents of a window.

## Using the Proper Browser

Internet Explorer (IE) 4.0 or greater is recommended for using adsInView. You may or may not already have IE installed on your PC. If you don't have IE, you can install it easily. To install Internet Explorer 4.0 or greater, visit the downloads portion of the Microsoft homepage at <http://www.msn.com/>.

For technical assistance, please contact the Microsoft Technical Support Team:

<http://www.msn.com/help/tech.asp>

## Recommendations for Using adsInView

The following recommendations are provided to help you navigate through the adsInView application.

- For security reasons, adsInView times out if you leave your browser idle for 20 minutes after you log on. adsInView displays a message "Your session has expired. Click here to log on again." You are required to return to the Home page, and enter your log on information again.
- adsInView provides links and buttons in the top portion of your screen designed to guide you through the application. Always use these links and buttons rather than the browser buttons located in your browser's toolbar.

## Skills Needed for Using adsInView

Acquainting yourself with the following skills will help you use adsInView successfully:

- Standard Microsoft Windows applications, such as Excel
- Internet Explorer

## Displaying the Home Page

The Home Page is the first page that displays when you enter adsInView in your browser. The Home Page is sometimes referred to as the Splash Screen.

### To display the Home Page:

1. Open your Internet Explorer browser.
2. Type [www.adsInView.com](http://www.adsInView.com) in the address field.

*The homepage displays as follows:*



The homepage allows you to:

- **Login** – opens the adsInView login window
- **Subscribe** – opens the “adsInView Registration Form” page
- **Vyvx.com** – opens the Williams Vyvx Services homepage

**Note** For information on Subscribing, see topic “Registering On-line.”

## Registering On-line

In order to use adsInview, users register their company with Vyvx on the "adsInView Registration Form" screen.

### To register on-line:

1. From the "adsInview Home Page," click the **Subscribe** button.

*The "adsInView Registration Form" screen displays.*



The screenshot shows the "adsInView Registration Form" with the following content:

**adsInView Registration Form**

To subscribe to this Value-Add Service:  
Please complete the Registration Form and click on the SUBMIT REGISTRATION FORM button.

If you have any questions about the adsInView subscription process, please submit your question to:  
[adsinview@wilcom.com](mailto:adsinview@wilcom.com). Thank You!

Company:

Name:

Title:

Address:

City:  State:  Zip:

Phone:

Email:

NOTE: By submitting this form, you agree to the terms stated in the [usage agreement](#) for this Web site. In addition, you agree that you will serve as the customer contact for your company to view information in the adsInView™ System.

home | comments | login | subscribe | [vyvx.com](#)

2. Click in the following fields, and enter your:

- Company's name
- Name
- Title
- Company's Address
- Company's City
- Company's State
- Company's Zip
- 10-digit telephone number
- e-mail address

3. Click the **Submit Registration Form** button to submit the form.

*adsInView processes your registration and returns the following confirmation message:*

*"Your e-mail has been received. Thank you for subscribing to adsInview."*

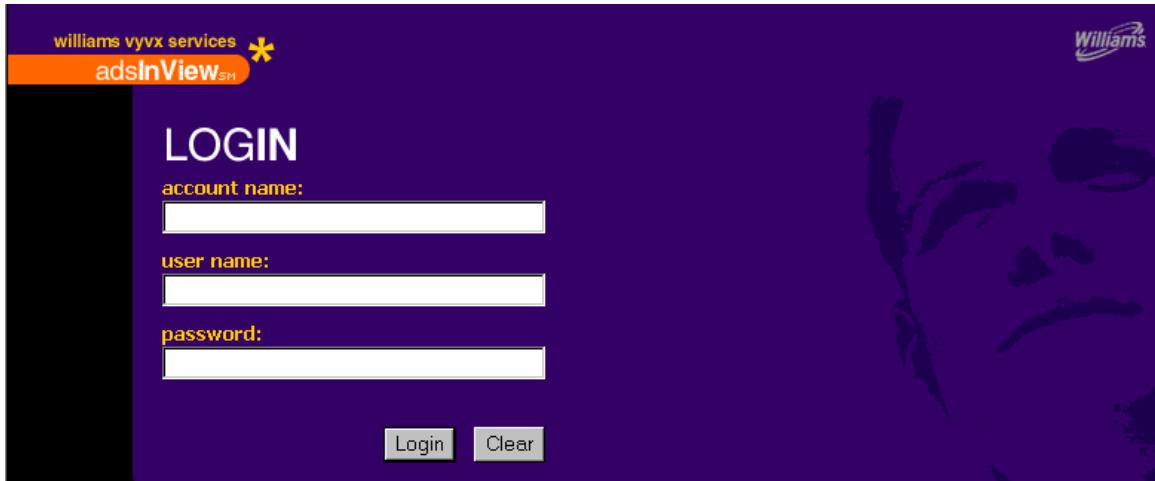
## Logging on to adsInView

You can log on to adsInView from the Login screen. Logging on identifies you as a registered adsInView user.

### To log on:

1. Click the **Login** button on the homepage.

*adsInView displays the Login page.*



2. Click in the following fields, and enter your:

- Account Name
- User Name
- Password

**CAUTION!** All adsInView fields are case sensitive!

3. Click the **Login** button, or press the Enter key.

*Depending upon your login credentials, one of the following screens displays:*

- Destination Delivery Status (TV)
- Destination Delivery Status (Radio)
- Order Delivery Status (Agency)

Section

**3**

## **Using adsInView if You Are a Radio Station User**

**Need process overview information for radio users.**

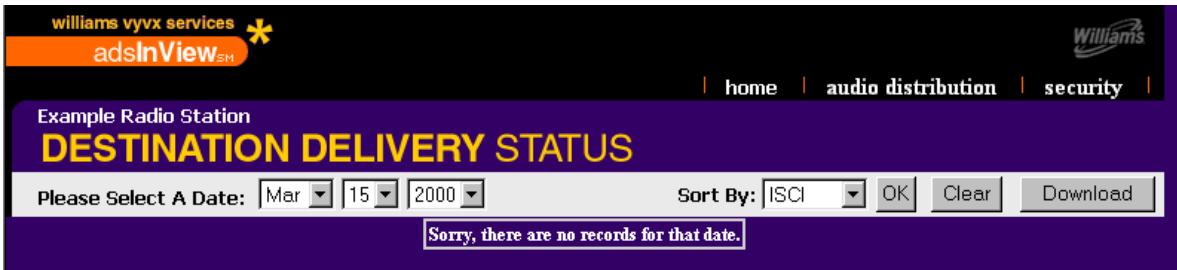
## Displaying, Saving and Printing Delivery Information

The "Destination Delivery Status" screen allows you to view Destination information.

### To view Destination Information:

1. Log on to adsInView with your log on information.

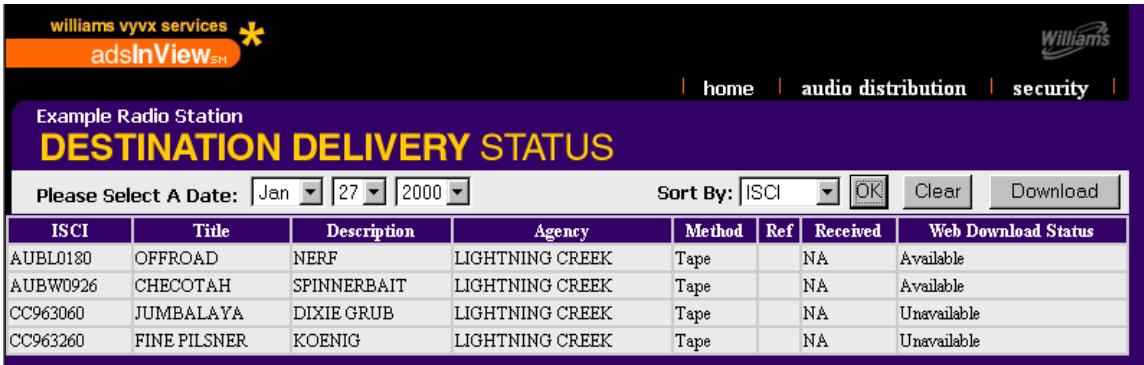
*adsInView displays the Destination Delivery Status screen with destination information for the current day's date.*



2. To select the Order Release Date, click the down arrow in the:
  - Month box, and select the month you want to view spot information for
  - Day box, and select the date
  - Year box, and select the year
3. Click the **Down Arrow** in the Sort By: field, and select one of the following:
  - Order to arrange your results by order number
  - Destination to arrange your results by destination code
  - ISCI to arrange your results by ISCI code
  - Title to arrange your results by the title of the spot
  - Product to arrange your results by product name

4. Click the **OK** button.

*The destination information for the order released to you on the selected date displays in the bottom portion of the screen.*



ISCI	Title	Description	Agency	Method	Ref	Received	Web Download Status
AUBL0180	OFFROAD	NERF	LIGHTNING CREEK	Tape	NA	Available	
AUBW0926	CHECOTAH	SPINNERBAIT	LIGHTNING CREEK	Tape	NA	Available	
CC963060	JUMBALAYA	DIXIE GRUB	LIGHTNING CREEK	Tape	NA	Unavailable	
CC963260	FINE PILSNER	KOENIG	LIGHTNING CREEK	Tape	NA	Unavailable	

5. Click the **Download** button.

*This procedure continues on the following page.*

adsInView displays the “File Download” dialogue box.



6. Click the **Save this file to disk** radio button, and then click the **OK** button.

adsInView displays the “Save As” dialogue box.

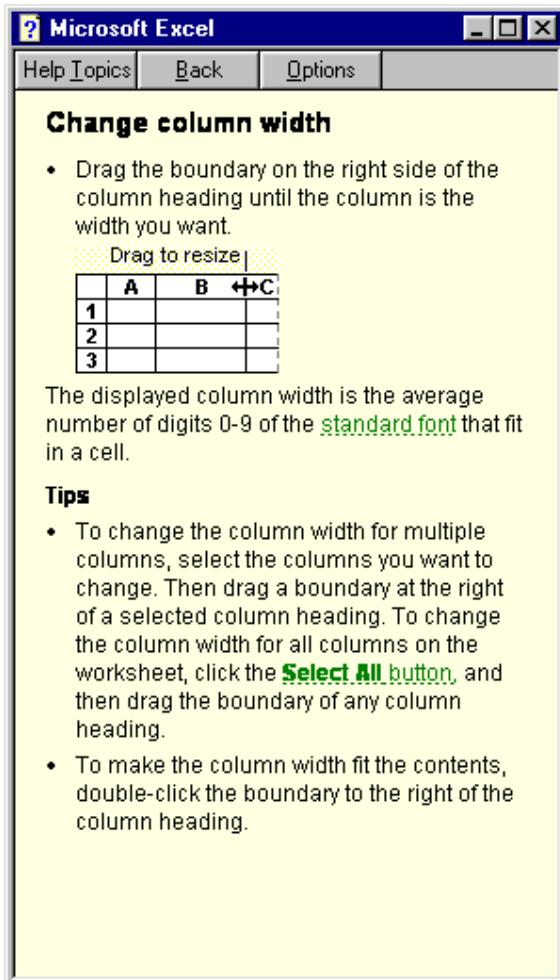


7. Specify the File name and directory where you want to save the file, and click the **Save** button.
8. Open Excel.
9. From the File menu, select Open to display the destination information in an Excel spreadsheet.

**Note** You can use any of the features in Excel to format the spreadsheet as desired.

*This procedure continues on the following page.*

Use the procedures below to adjust your Excel spreadsheet for easier viewing.



10. From the Excel File menu, select Print.

*Excel prints the spreadsheet on your local printer.*

## Downloading the Audio Player

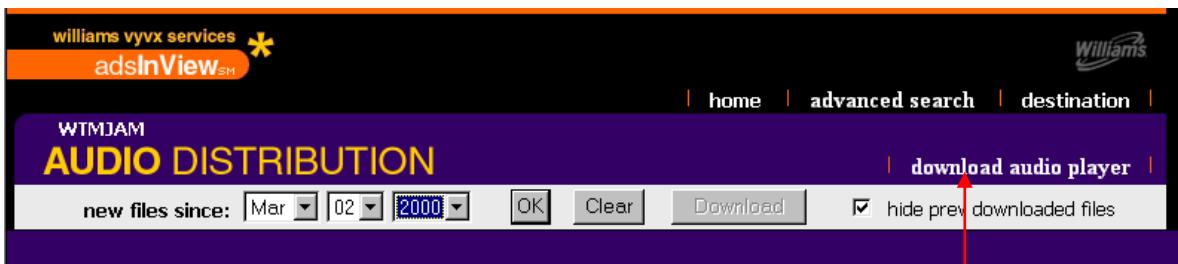
If you do not have a copy of the Audio Player, you can download one directly from adsInView.

1. Log on to adsInView with your log on information.  
*adsInView displays the Destination Delivery Status screen.*



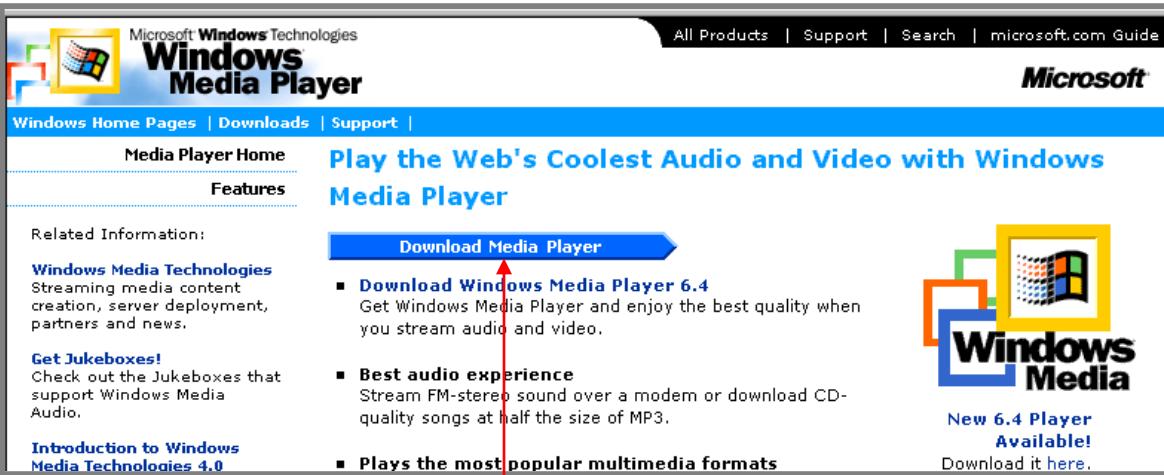
2. Click the Audio Distribution tab at the top of the screen.

*adsInView displays the Audio Distribution screen.*



3. Click the **download audio player** link.

*Windows displays the "Media Player Home" screen.*



4. Click the **Download Media Player** button.

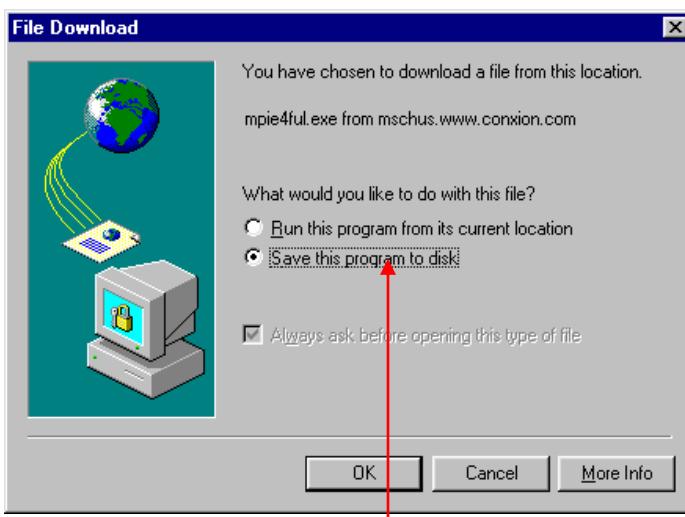
*This procedure continues on the following page.*

Windows displays the "Media Player Download: Windows – Microsoft Internet Explorer" screen.



5. Click the **Download Now** button.

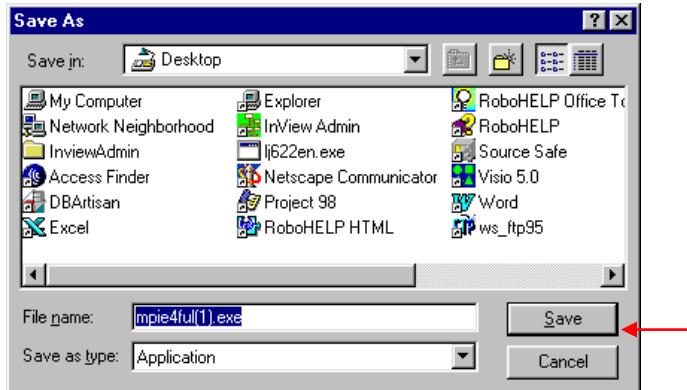
Windows displays the "File Download" dialogue box.



6. Select "Save this program to disk."

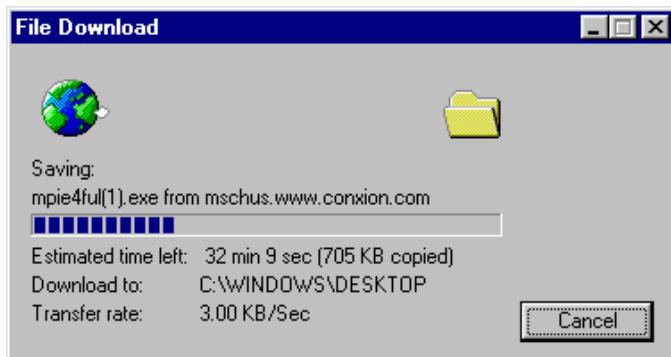
*This procedure continues on the following page.*

Windows displays the “Save As” dialogue box.



7. Select the location you want to save the **Media Player** in, and press the **Save** button.

Windows displays the “File Download” dialogue box, which contains download information.



When the download is complete, Windows displays a confirmation dialogue box.



8. Click the **OK** button, and close the “Media Player Download: Windows – Microsoft Internet Explorer” screen.

The media player is now saved to your hard drive, and an icon is placed on your desktop that is labeled **mpie4ful(1).exe**.



9. Double click on the **mpie4ful(1).exe** icon to install the Media Player.

## Downloading Audio Files

Radio stations use adsInView to download audio files.

### To download an audio file:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

williams vyvx services \* adsInView<sub>SM</sub>

Example Radio Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Audio Distribution link at the top of the screen.

*adsInView displays the "Audio Distribution" screen.*

williams vyvx services \* adsInView<sub>SM</sub>

Example Radio Station

## AUDIO DISTRIBUTION

new files since: Mar 14 2000 OK Clear Download  hide prev downloaded files [download audio player](#)

3. To select the Order Release Date, click the down arrow in the:

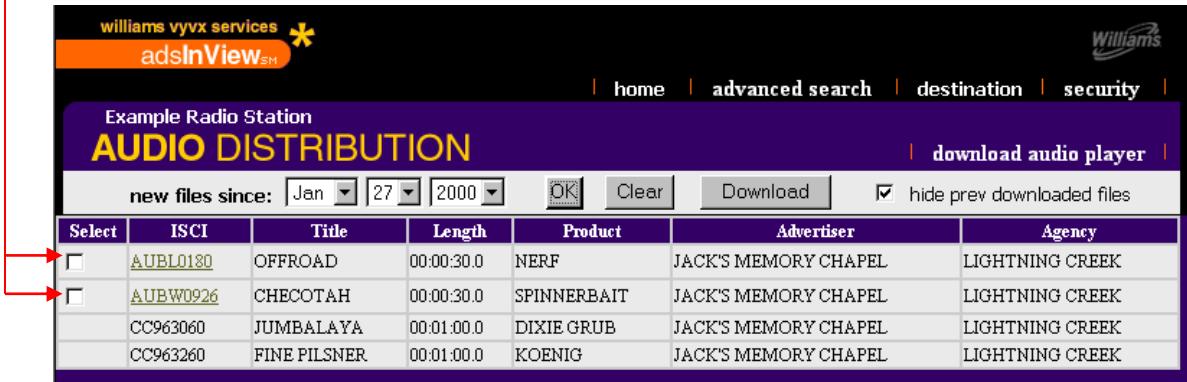
- Month box, and select the month you want to view spot information for
- Day box, and select the date
- Year box, and select the year

4. Click the OK button.

*This procedure continues on the following page*

adsInView displays the audio files that are available for download.

**Note** Files available for download have a checkbox in the Select column.

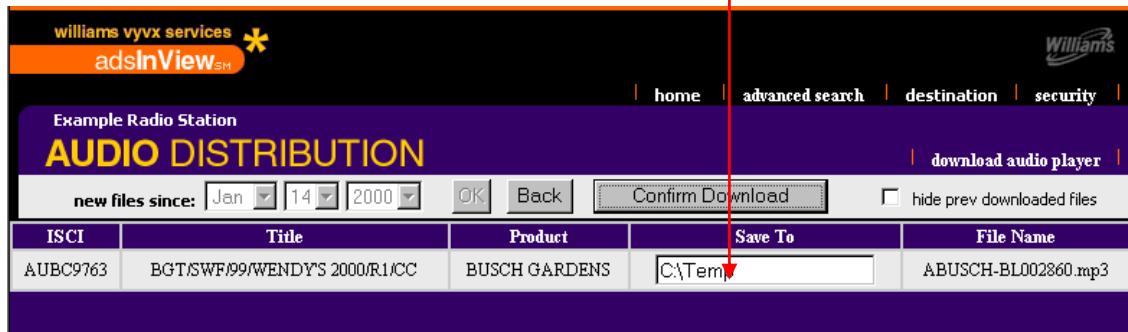


Select	ISCI	Title	Length	Product	Advertiser	Agency
<input type="checkbox"/>	AUBL0180	OFFROAD	00:00:30.0	NERF	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
<input type="checkbox"/>	AUBW0926	CHECOTAH	00:00:30.0	SPINNERBAIT	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
	CC963060	JUMBALAYA	00:01:00.0	DIXIE GRUB	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
	CC963260	FINE PILSNER	00:01:00.0	KOENIG	JACK'S MEMORY CHAPEL	LIGHTNING CREEK

5. Click the checkbox next to the spot you want to download, and press the **Download** button.

**Note** You can check multiple boxes simultaneously to download as many files as you want.

adsInView displays the *Audio distribution screen with the download location for the file(s) that you select.*

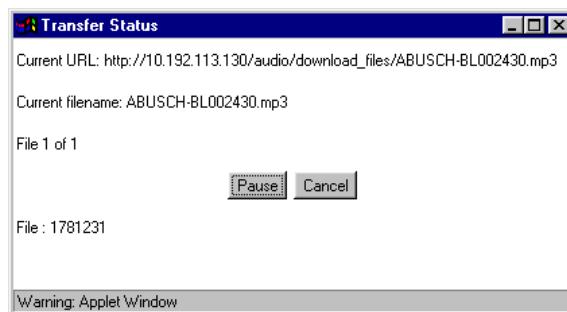


ISCI	Title	Product	Save To	File Name
AUBC9763	BGT/SWF/99/WENDY'S 2000/R1/CC	BUSCH GARDENS	C:\Temp	ABUSCH-BL002860.mp3

**Note** The default location is C:\Temp. You can save the files to any location you choose. Simply type the path of the folder you want to save the spot in.

6. Click the **Confirm Download** button to download the files.

adsInView displays a *Transfer Status screen that indicates the download is in progress.*



*This procedure continues on the following page.*

*adsInView also displays a dialogue box when your download is complete.*



7. Press the **OK** button.

*The downloaded file is on your hard drive in the location you saved it to.*

## Streaming the Audio Files

You can preview spots by streaming the Audio Files directly to your desktop with adsInView.

### To stream an audio file:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

2. Click the Audio Distribution tab at the top of the screen.

*adsInView displays the Audio Distribution screen.*

3. To select the Order Release Date, click the down arrow in the:

- Month box, and select the month you want to view spot information for
- Day box, and select the date
- Year box, and select the year

4. Press the **OK** button.

*This procedure continues on the following page.*

adsInView displays the audio files that are available for streaming.



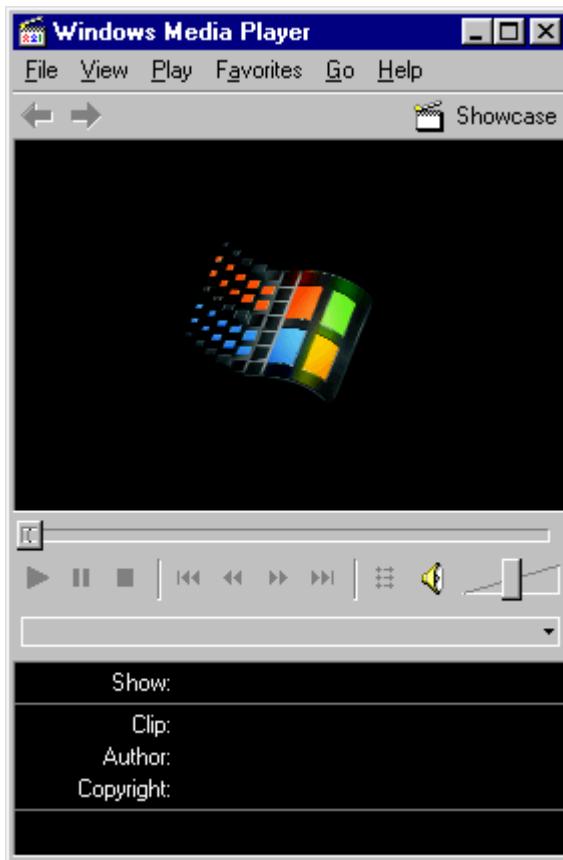
The screenshot shows a table with columns: Select, ISCI, Title, Length, Product, Advertiser, and Agency. The first row, where ISCI is [AUBL0180](#), has a red arrow pointing to the link. The other rows are standard text entries.

Select	ISCI	Title	Length	Product	Advertiser	Agency
<input type="checkbox"/>	<a href="#">AUBL0180</a>	OFFROAD	00:00:30.0	NERF	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
<input type="checkbox"/>	<a href="#">AUBW0926</a>	CHECOTAH	00:00:30.0	SPINNERBAIT	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
	CC963060	JUMBALAYA	00:01:00.0	DIXIE GRUB	JACK'S MEMORY CHAPEL	LIGHTNING CREEK
	CC963260	FINE PILSNER	00:01:00.0	KOENIG	JACK'S MEMORY CHAPEL	LIGHTNING CREEK

**Note** A file is available for streaming if the ISCI is [hyperlinked](#) (it has a line underneath it).

5. Click the hyperlinked ISCI that you want to stream.

*Windows Media Player displays and streams the Audio spot.*



**Note** You can click the Windows Media Player Help menu for instructions on using Media Player.

## Searching for Files with the Advanced Search Tool

The Advanced Search tool allows you to search for information based upon:

- ISCI
- Title
- Agency
- Product
- Advertiser
- files not yet downloaded
- new files date range

### To search for files with the Advanced Search Tool:

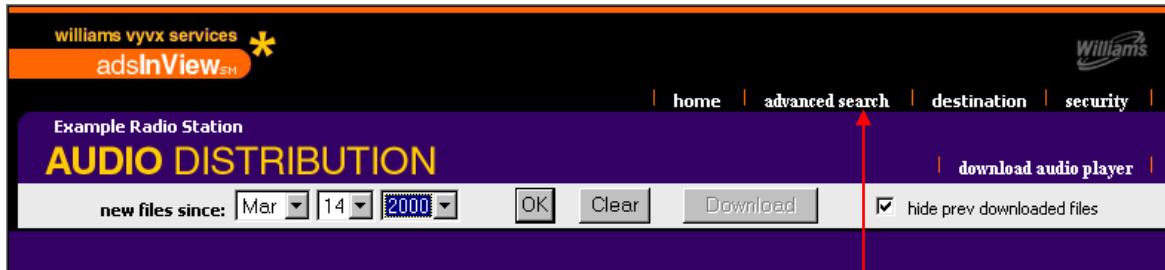
1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*



2. Click the Audio Distribution link at the top of the screen.

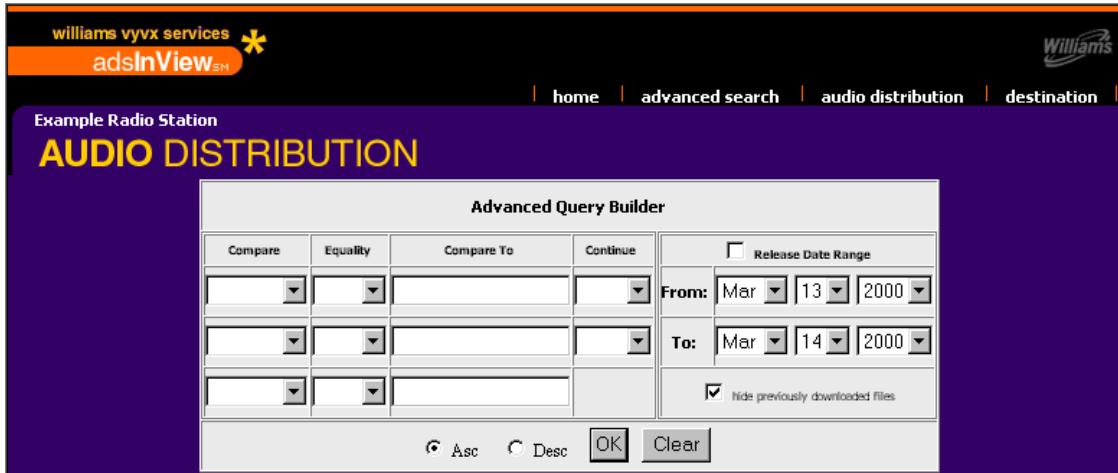
*adsInView displays the Audio Distribution screen.*



3. Click the advanced search link at the top of the screen.

*This procedure continues on the following page.*

adsInView displays the Advanced Query Builder.



4. Click the Down Arrow in the Compare column, and select one of the following parameters to search by:
  - ISCI
  - Title
  - Length
  - Product
5. Click the Down Arrow in the Equality column, and select one of the following options:
  - =
  - <
  - <=
  - >
  - >=
  - LIKE
6. Click in the Compare column, and enter the value you want to search for, as follows:
  - ISCI
  - Title
  - Length
  - Product
7. Click the Down Arrow in the Continue column, and leave it blank or choose one of the following:
  - AND
  - OR

**Note** If desired, you can repeat steps 4 – 7 for the next two rows to refine your search further.

8. Click the Release Date Range checkbox, and enter a From and To date if you want to search for values within a date range.

**Note** Leave the box unchecked if you want to search for all values regardless of date.

9. Click the “hide previously downloaded files” checkbox if you want to hide files that you have already downloaded, or leave this box unchecked to view all files.

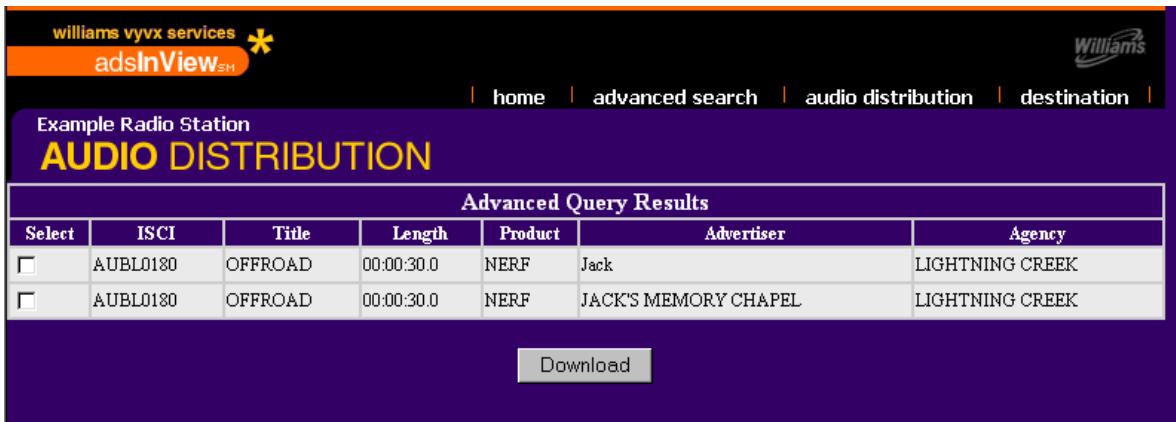
*This procedure continues on the following page.*

10. Click the:

- Ascending radio button to arrange your results in ascending order
- Descending radio button to arrange your results in descending order

11. Press the **OK** button to perform your search.

*adsInView displays the Audio Distribution screen with the Advanced Query Results*

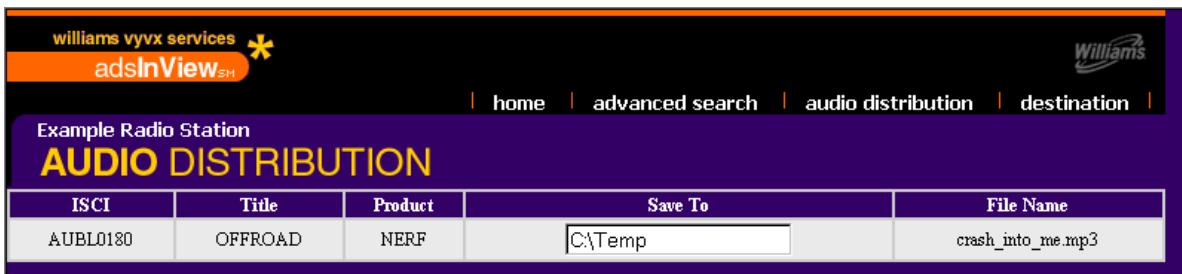


Advanced Query Results						
Select	ISCI	Title	Length	Product	Advertiser	Agency
<input type="checkbox"/>	AUBL0180	OFFROAD	00:00:30.0	NERF	Jack	LIGHTNING CREEK
<input type="checkbox"/>	AUBL0180	OFFROAD	00:00:30.0	NERF	JACK'S MEMORY CHAPEL	LIGHTNING CREEK

**Download**

12. Click the **Download** button to download the radio spot.

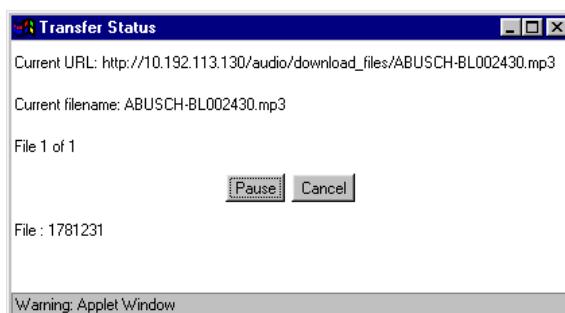
*adsInview displays the "Audio Distribution" screen with the files you selected for downloading.*



ISCI	Title	Product	Save To	File Name
AUBL0180	OFFROAD	NERF	C:\Temp	crash_into_me.mp3

13. Press the **Confirm Download** button.

*adsInView displays a Transfer Status screen that indicates the download is in progress.*



*This procedure continues on the following page.*

*adsInView also displays a dialogue box when your download is complete.*



14. Press the **OK** button.

*The downloaded file is on your hard drive in the location you saved it to.*

## Using the Radio Station Security Features

Account Administrators are established when an account is created in the Vyvx adsInView registration process. Administrators are granted the authority to add and delete users, and modify user information within their account. Administrators log in to the Agency or Destination pages in the same manner as users. The Administrator destination and agency pages contain a security link in the upper right-hand corner of the page.

You can perform the following tasks from the Security screen:

- Adding a New User
- Editing a User's Full Name
- Changing a User's Password
- Deleting a User

## Adding a New User

### To add a new user:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

williams vyvx services \*  
adsInView<sub>SM</sub>

Example Radio Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the Security screen.*

williams vyvx services \*  
adsInView<sub>SM</sub>

qatester

Add User  
Edit Full Name  
Change Password  
Delete User

*This procedure continues on the following page.*

3. Click the **Add User** button.

*adsInView displays the “Add New User” fields.*



4. Click in the user name field, and enter the name of the user you are adding.

**Note** Enter at least four characters and no more than 18 characters.

5. Click in the Full Name field, and enter the full name of the user you are adding.

**Note** This field is optional.

6. Click in the Password field, and enter the password you want to assign to the user.

7. Click in the Confirm Password field, and re-enter the password you entered in Step 6.

8. Click the **OK** button

*adsInView displays a confirmation message.*



9. Click the **OK** button.

*You are now ready to:*

- edit a user's full name
- change a user's password
- delete a user

## Editing a User's Full Name

### To edit a user's full name:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

williams vyvx services adsInView<sub>SM</sub>

Example Radio Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the Security screen.*

williams vyvx services adsInView<sub>SM</sub>

qatester

Add User  
Edit Full Name  
Change Password  
Delete User

3. Click the name of the User whose name you want to edit.

*This procedure continues on the following page.*

4. Click the **Edit Full Name** button

*adsInView displays the "Edit User Full Name" fields.*



williams vyvx services **adsInView**

home | destination delivery | **Williams**

**Edit User Full Name**

user name

full name

new full name

Add User  
Edit Full Name  
Change Password  
Delete User

ok clear

5. Click in the New Full Name field, and enter the full name you want to change to.
6. Press the **OK** button.

*adsInView displays a confirmation message "user full name edit successful."*



7. Click the **OK** button.

*The user's new Full Name is added.*

## Changing a User's Password

To change a user's password:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

williams vyvx services **adsInView**

Example Radio Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Security link in the upper right hand corner of the screen.

*adsInView displays the Security screen.*

williams vyvx services **adsInView**

home destination delivery

qatester

Add User Edit Full Name Change Password Delete User

3. Click the name of the User whose password you want to change.

*This procedure continues on the following page.*

4. Click the **Change Password** button.

*adsInView displays the “Change Password” fields.*



williams vyvx services adsInView

home destination delivery Williams

Change User Password

user name  
New User

password

confirm password

Add User

Edit Full Name

Change Password

Delete User

ok clear

5. Click in the “Password” field, and enter the new password you want to change to.
6. Click in the “Confirm Password” field, and re-enter the new password.
7. Click the **OK** button.

*adsInView displays the confirmation message “user password change successful.”*



8. Click the **OK** button.

*The password is changed.*

## Deleting a User

### To delete a user:

1. Log on to adsInView with your log on information.

*adsInView displays the "Destination Delivery Status" screen.*

williams vyvx services 

adsInView<sub>SM</sub>

Example Radio Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI

Sorry, there are no records for that date.

home | audio distribution | security

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the Security screen.*

williams vyvx services 

adsInView<sub>SM</sub>

home | destination delivery | 

qatester

Add User

Edit Full Name

Change Password

Delete User

3. Click the name of the User you want to delete.

*This procedure continues on the following page.*

4. Click the **Delete User** button.

*adsInView displays a message warning that “you are about to delete the user” whose name you just selected.*



5. Click the **OK** button.

*adsInView deletes the user and displays the confirmation message “user delete successful.”*



6. Click the **OK** button.

*The user you selected is deleted.*

7. Click the Destination Delivery link to return to the “Destination Delivery Status” screen.



## Using adsInView if You Are a TV Station User

Need process overview information about tv stations.

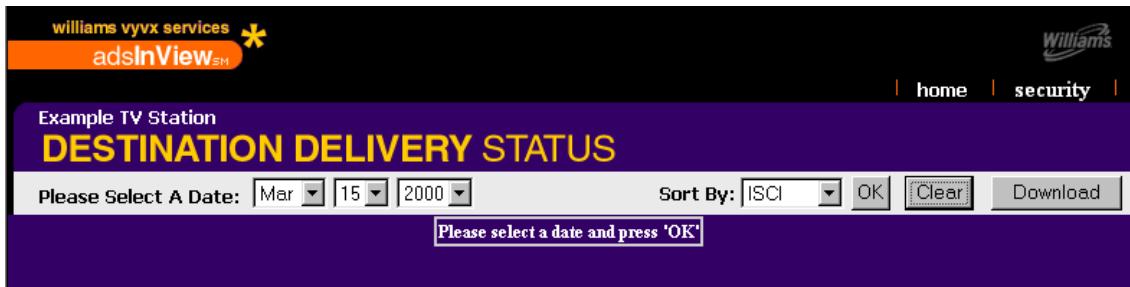
## Displaying, Saving, and Printing Delivery Information for TV Stations

The "Destination Delivery Status" screen allows you to view Destination information.

### To view Destination Information:

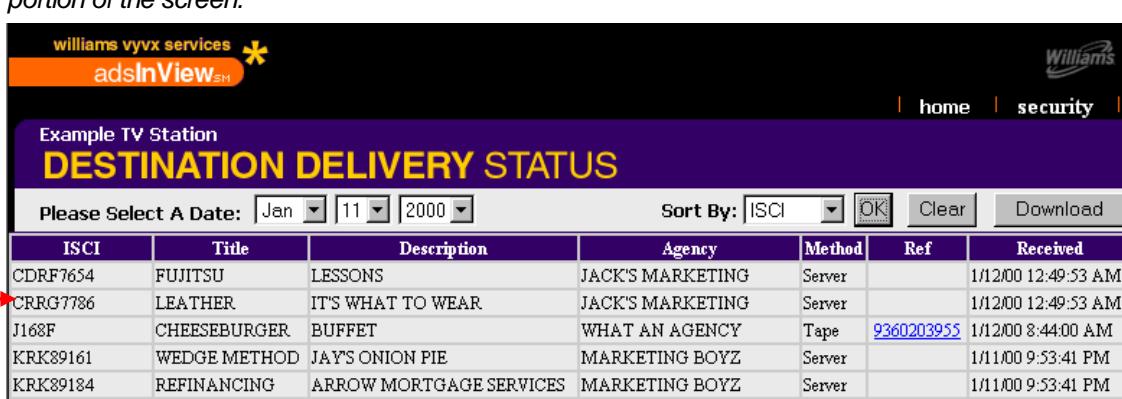
1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen with destination information for the current day's date.*



2. To select the Order Release Date, click the down arrow in the:
  - Month box, and select the month you want to view spot information for
  - Day box, and select the date
  - Year box, and select the year
3. Click the **Down Arrow** in the Sort By: field, and select one of the following:
  - **Order** to arrange your results by order number
  - **Destination** to arrange your results by destination code
  - **ISCI** to arrange your results by ISCI code
  - **Title** to arrange your results by the title of the spot
  - **Product** to arrange your results by product name
4. Click the **OK** button.

*The destination information for the orders released on the selected date displays in the bottom portion of the screen.*



ISCI	Title	Description	Agency	Method	Ref	Received
CDRF7654	FUJITSU	LESSONS	JACK'S MARKETING	Server		1/1/00 12:49:53 AM
CRRG7786	LEATHER	IT'S WHAT TO WEAR	JACK'S MARKETING	Server	<a href="#">9360203955</a>	1/1/00 12:49:53 AM
J168F	CHEESEBURGER	BUFFET	WHAT AN AGENCY	Tape		1/1/00 8:44:00 AM
KRK89161	WEDGE METHOD	JAY'S ONION PIE	MARKETING BOYZ	Server		1/11/00 9:53:41 PM
KRK89184	REFINANCING	ARROW MORTGAGE SERVICES	MARKETING BOYZ	Server		1/11/00 9:53:41 PM

5. Click the **Download** button.

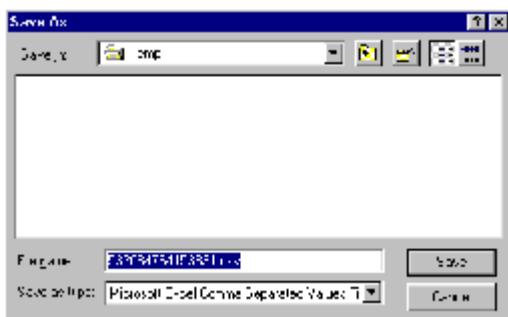
*This procedure continues on the following page.*

adsInView displays the “File Download dialogue” box.



6. Click the **Save this file to disk** radio button, and then click the **OK** button

adsInView displays the “Save As” dialogue box.

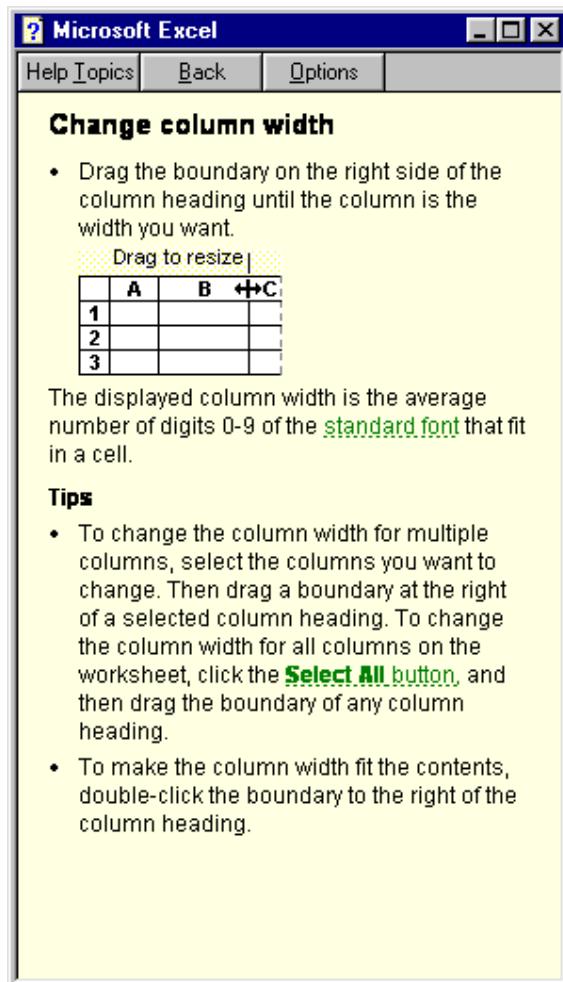


7. Specify the File name and directory where you want to save the file, and click the **Save** button.
8. Open Excel.
9. From the File menu, select Open to display the destination information in an Excel spreadsheet.

**Note** You can use any of the features in Excel to format the spreadsheet as desired.

*This procedure continues on the following page.*

Use the procedure below to adjust your Excel spreadsheet for easier viewing.



10. From the Excel File menu, select Print.

*Excel prints the spreadsheet on your local printer.*

## Using the TV Station Security Features

Account Administrators are established when an account is created in the Vyvx adsInView registration process. Administrators are granted the authority to add and delete users, and modify user information within their account. Administrators log in to the Agency or Destination pages in the same manner as users. The Administrator destination and agency pages contain a security link in the upper right-hand corner of the page.

You can perform the following tasks from the Security screen:

- Adding a New User
- Editing a User's Full Name
- Changing a User's Password
- Deleting a User

## Adding a New User

### To add a new user:

1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

Example TV Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the Security screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

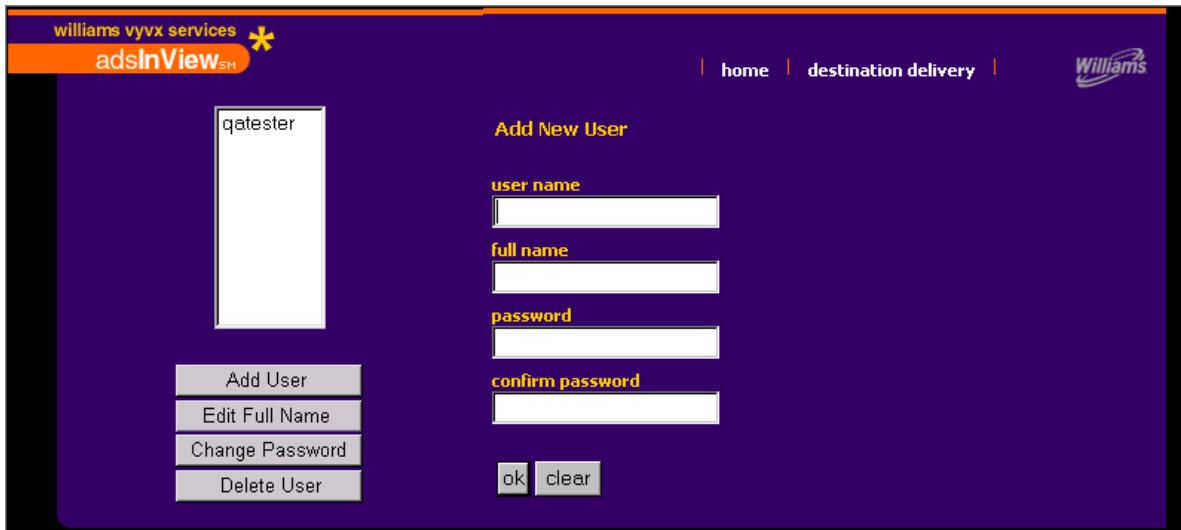
qatester

Add User  
Edit Full Name  
Change Password  
Delete User

*This procedure continues on the following page.*

3. Click the **Add User** button.

*adsInView displays the “Add New User” fields.*



4. Click in the user name field, and enter the name of the user you are adding.

**Note** Enter at least four characters and no more than 18 characters.

5. Click in the Full Name field, and enter the full name of the user you are adding.

**Note** This field is optional.

6. Click in the Password field, and enter the password you want to assign to the user.

7. Click in the Confirm Password field, and re-enter the password you entered in Step 6.

8. Click the **OK** button

*adsInView displays a confirmation message.*



9. Click the **OK** button.

*You are now ready to:*

- edit a user's full name
- change a user's password
- delete a user

## Editing a User's Full Name

### To edit a user's full name:

1. Log on to adsInView with your log on information.

*adsInView displays the "Destination Delivery Status" screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

Example TV Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI OK Clear Download

Sorry, there are no records for that date.

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the "Security" screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

home | destination delivery | Williams

qatester

Add User  
Edit Full Name  
Change Password  
Delete User

3. Click the name of the User whose name you want to edit.

*This procedure continues on the following page.*

4. Click the **Edit Full Name** button

*adsInView displays the "Edit User Full Name" fields.*



williams vyvx services  adsInView SH

home destination delivery Williams

**Edit User Full Name**

user name

full name

new full name

Add User  
Edit Full Name  
Change Password  
Delete User

ok clear

5. Click in the New Full Name field, and enter the full name you want to change to.

6. Press the **OK** button.

*adsInView displays a confirmation message "user full name edit successful."*



7. Click the **OK** button.

*The user's new Full Name is added.*

## Changing a User's Password

To change a user's password:

1. Log on to adsInView with your log on information.

*adsInView displays the "Destination Delivery Status" screen.*

williams vyvx services adsInView<sup>SM</sup>

Example TV Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI

Sorry, there are no records for that date.

home security

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the "Security" screen.*

williams vyvx services adsInView<sup>SM</sup>

qatester

Add User

Edit Full Name

Change Password

Delete User

home destination delivery

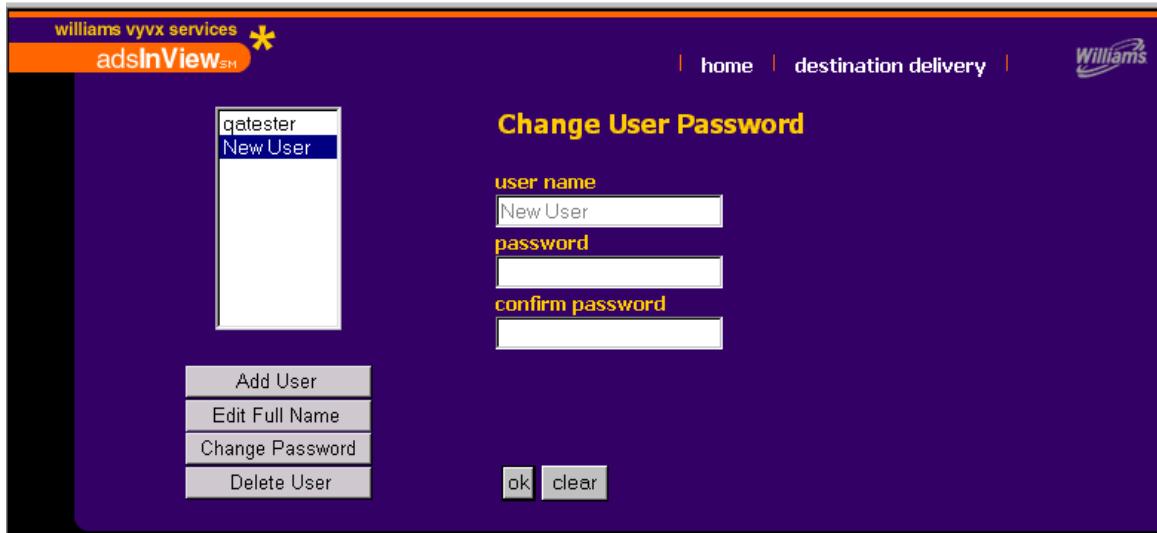
Williams

3. Click the name of the User whose password you want to change.

*This procedure continues on the following page.*

4. Click the **Change Password** button.

*adsInView displays the "Change Password" fields.*



williams vyvx services **adsInView**

home destination delivery

**Change User Password**

user name  
New User

password

confirm password

Add User  
Edit Full Name  
Change Password  
Delete User

ok clear

5. Click in the "Password" field, and enter the new password you want to change to.
6. Click in the "Confirm Password" field, and re-enter the new password.
7. Click the **OK** button.

*adsInView displays the confirmation message "user password change successful."*



8. Click the **OK** button.

*The password is changed.*

## Deleting a User

### To delete a user:

1. Log on to adsInView with your log on information.

*adsInView displays the "Destination Delivery Status" screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

Example TV Station

## DESTINATION DELIVERY STATUS

Please Select A Date: Mar 15 2000 Sort By: ISCI

Sorry, there are no records for that date.

home | security |

2. Click the Security link in the upper right hand corner of the screen.

*adsInview displays the "Security" screen.*

williams vyvx services \*  
adsInView<sup>SM</sup>

qatester

Add User  
Edit Full Name  
Change Password  
Delete User

home | destination delivery |

3. Click the name of the User you want to delete.

*This procedure continues on the following page.*

4. Click the **Delete User** button.

*adsInView displays a message warning that “you are about to delete the user” whose name you just selected.*



5. Click the **OK** button.

*adsInView deletes the user and displays the confirmation message “user delete successful.”*



6. Click the **OK** button.

*The user you selected is deleted.*

7. Click the Destination Delivery link to return to the “Destination Delivery Status” screen.



## Using adsInview if You Are an Agency User

Need process overview information for Agencies.

## Displaying, Saving, and Printing Order Information for Agencies

The “Destination Delivery Status” screen allows you to view Destination information.

### To view Destination Information:

1. Log on to adsInView with your log on information.

*adsInView displays the “Destination Delivery Status” screen with destination information for the current day’s date.*



2. Click the:
  - Show Radio Spots check box to display on radio spots
  - Show TV Spots check box to display only TV spots
  - Show Radio Spots check box AND the Show TV Spots check box to display both Radio and TV spots
3. To select the Order Release Date, click the down arrow in the:
  - Month box, and select the month you want to view spot information for
  - Day box, and select the date
  - Year box, and select the year
4. Click the **Down Arrow** in the Sort By: field, and select one of the following:
  - **Order** to arrange your results by order number
  - **Destination** to arrange your results by destination code
  - **ISCI** to arrange your results by ISCI code
  - **Title** to arrange your results by the title of the spot
  - **Product** to arrange your results by product name
5. Click the **OK** button.

*The destination information for the selected date displays in the bottom portion of the screen.*

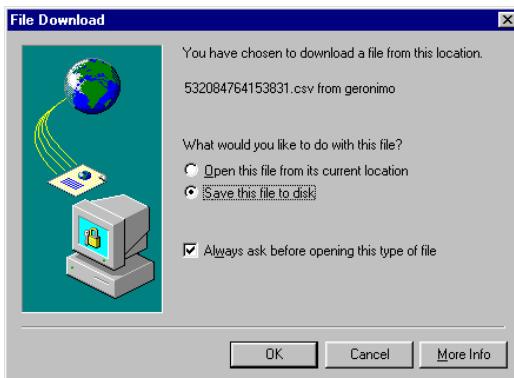


Order	Dest	ISCI	Title	Advertiser/Product	Method	Ref	Received
363744	WTVT	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 4:40:51 PM
363744	WLTX	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 2:24:03 PM
363744	WJXT	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 1:07:43 PM
363744	KGUN	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 11:10:15 AM
363744	WOLF	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 10:02:22 AM
363744	KSBY	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 10:02:22 AM
363744	WIS	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 9:09:25 AM
363744	WTSP	DOTV0013	JAY'S ONION PIE	LAYERS	Server		1/25/00 9:09:25 AM

*This procedure continues on the following page.*

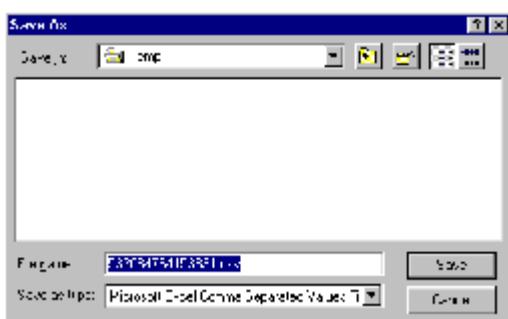
6. Click the **Download** button.

*adsInView displays the “File Download” dialogue box.*



7. Click the **Save this file to disk** radio button, and then click the **OK** button

*adsInView displays the “Save As” dialogue box.*

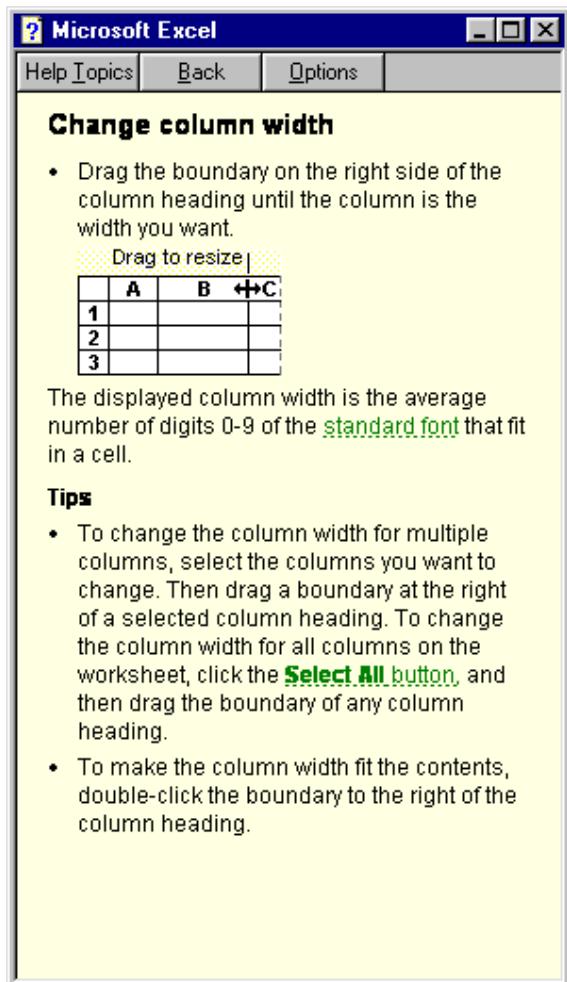


8. Specify the File name and directory where you want to save the file, and click the **Save** button.
9. Open Excel.
10. From the File menu, select Open to display the destination information in an Excel spreadsheet.

**Note** You can use any of the features in Excel to format the spreadsheet as desired.

*This procedure continues on the following page.*

Use the procedure below to adjust your Excel spreadsheet for easier viewing.



11. From the Excel File menu select print.

*Excel prints the spreadsheet on your local printer.*

## Using the Agency Security Features

Account Administrators are established when an account is created in the Vyvx adsInView registration process. Administrators are granted the authority to add and delete users, and modify user information within their account. Administrators log in to the Agency or Destination pages in the same manner as users. The Administrator destination and agency pages contain a security link in the upper right-hand corner of the page.

You can perform the following tasks from the Security screen:

- Adding a New User
- Editing a User's Full Name
- Changing a User's Password
- Deleting a User

## Adding a New User

### To add a new user:

1. Log on to adsInView with your log on information.

*adsInView displays the "Order Delivery Status" screen.*

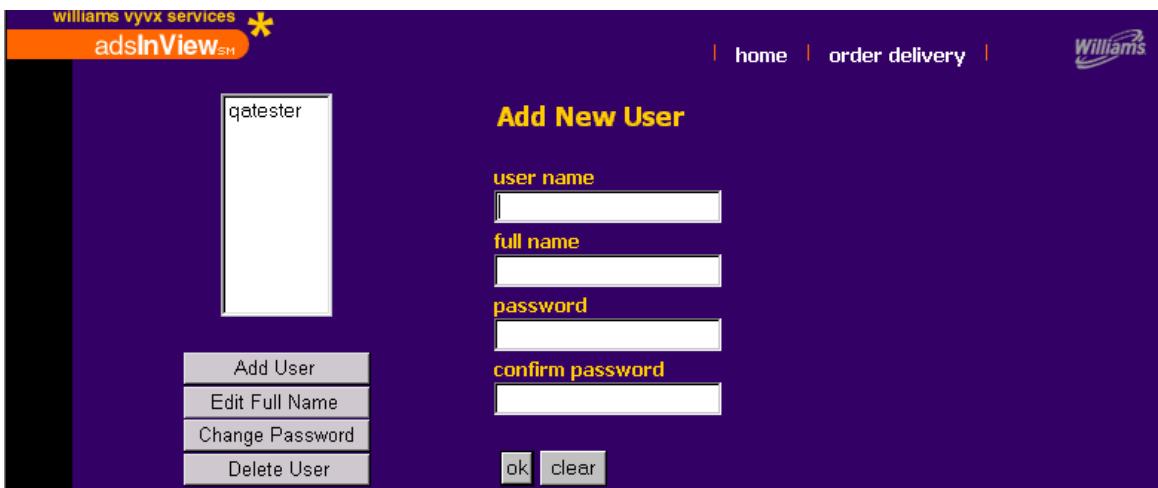
2. Click the Security link in the upper right hand corner of the screen.

*adsInView displays the Security screen.*

*This procedure continues on the following page.*

3. Click the **Add User** button.

*adsInView displays the “Add New User” fields.*



4. Click in the user name field, and enter the name of the user you are adding.

**Note** Enter at least four characters and no more than 18 characters.

5. Click in the Full Name field, and enter the full name of the user you are adding.

**Note** This field is optional.

6. Click in the Password field, and enter the password you want to assign to the user.  
7. Click in the Confirm Password field, and re-enter the password you entered in Step 6.  
8. Click the **OK** button

*adsInView displays a confirmation message.*



9. Click the **OK** button.

*You are now ready to:*

- edit a user's full name
- change a user's password
- delete a user

## Editing a User's Full Name

### To edit a user's full name:

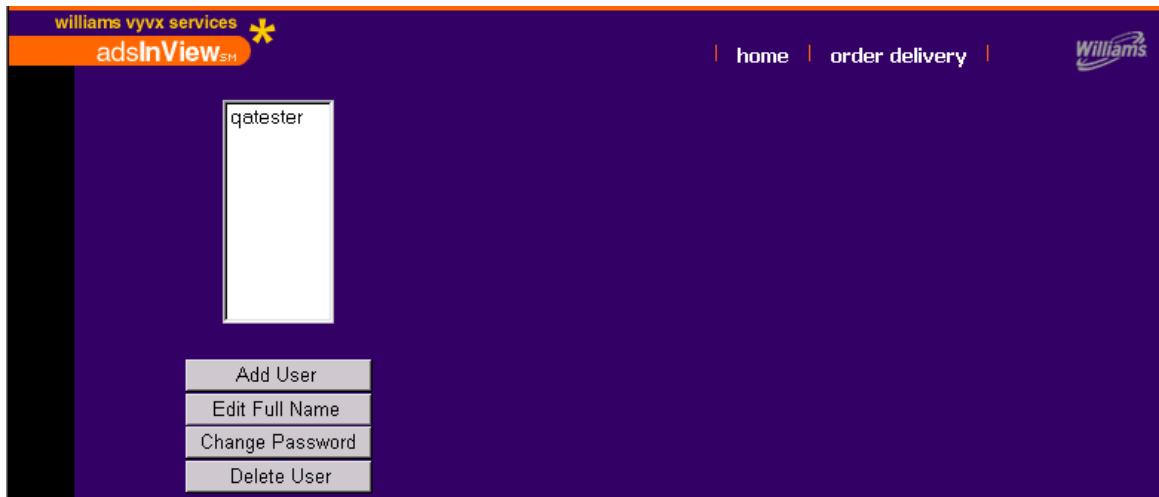
1. Log on to adsInView with your log on information.

*adsInView displays the "Destination Delivery Status" screen.*



2. Click the Security link in the upper right hand corner of the screen.

*adsInView displays the "Security" screen.*

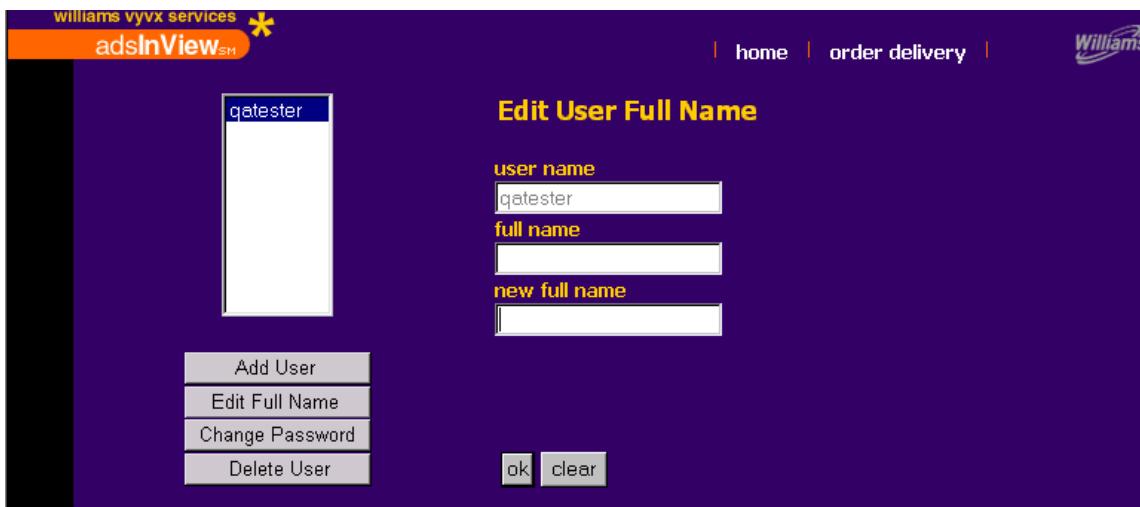


3. Click the name of the User whose name you want to edit.

*This procedure continues on the following page.*

4. Click the **Edit Full Name** button

*adsInView displays the "Edit User Full Name" fields.*



The screenshot shows the adsInView interface with a purple header bar. The title 'Edit User Full Name' is centered. On the left, there is a sidebar with buttons for 'Add User', 'Edit Full Name' (which is highlighted in orange), 'Change Password', and 'Delete User'. The main area contains three input fields: 'user name' with the value 'qatester', 'full name' (empty), and 'new full name' (empty). Below the fields are 'ok' and 'clear' buttons.

5. Click in the New Full Name field, and enter the full name you want to change to.
6. Press the **OK** button.

*adsInView displays a confirmation message "user full name edit successful."*



7. Click the **OK** button.

*The new User Full Name is added.*

## Changing a User's Password

To change a user's password:

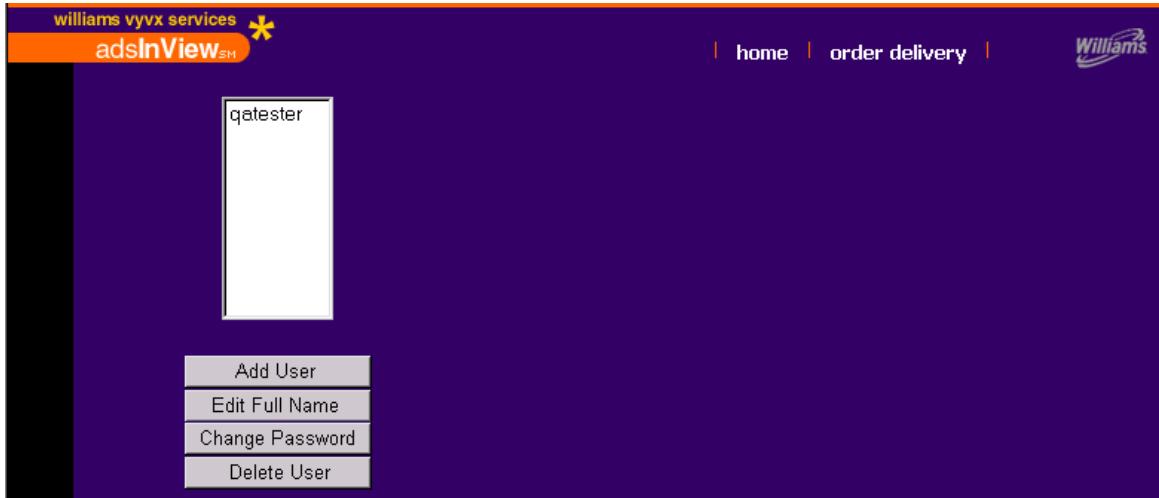
1. Log on to adsInView with your log on information.

*adsInView displays the Destination Delivery Status screen.*



2. Click the Security link in the upper right hand corner of the screen.

*adsInView displays the Security screen.*

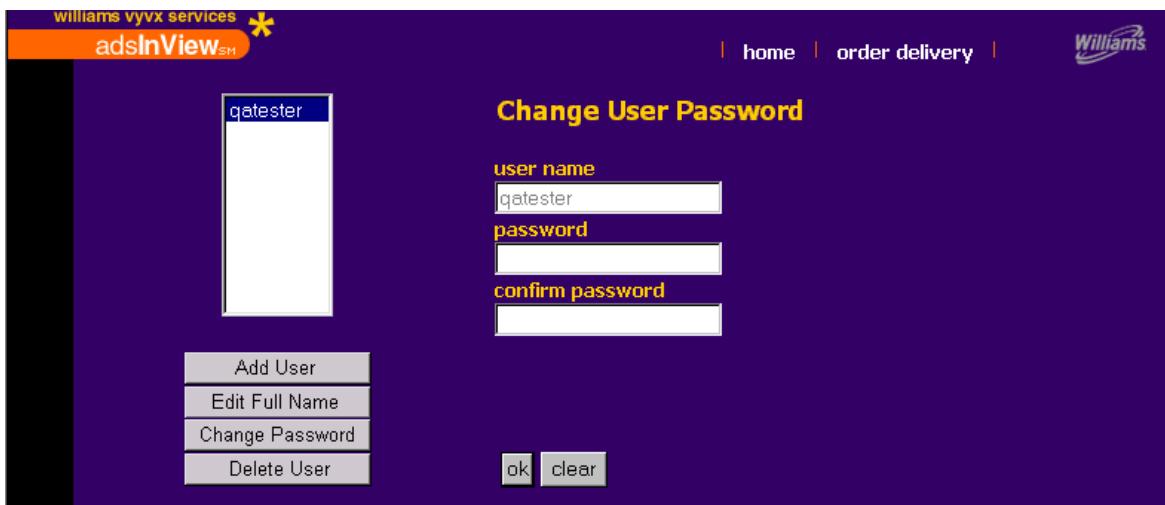


3. Click the name of the User whose password you want to change.

*This procedure continues on the following page.*

4. Click the **Change Password** button.

*adsInView displays the “Change Password” fields.*



5. Click in the “Password” field, and enter the new password you want to change to.
6. Click in the “Confirm Password” field, and re-enter the new password.
7. Click the **OK** button.

*adsInView displays the confirmation message “user password change successful.”*



8. Click the **OK** button.

*The password is changed.*

## Deleting a User

### To delete a user:

1. Log on to adsInView with your log on information.

*adsInView displays the “Destination Delivery Status” screen.*

2. Click the Security link in the upper right hand corner of the screen.

*adsInView displays the “Security” screen.*

3. Click the name of the User you want to delete.

*This procedure continues on the following page.*

4. Click the **Delete User** button.

*adsInView displays a message warning that “you are about to delete the user” whose name you just selected.*



5. Click the **OK** button.

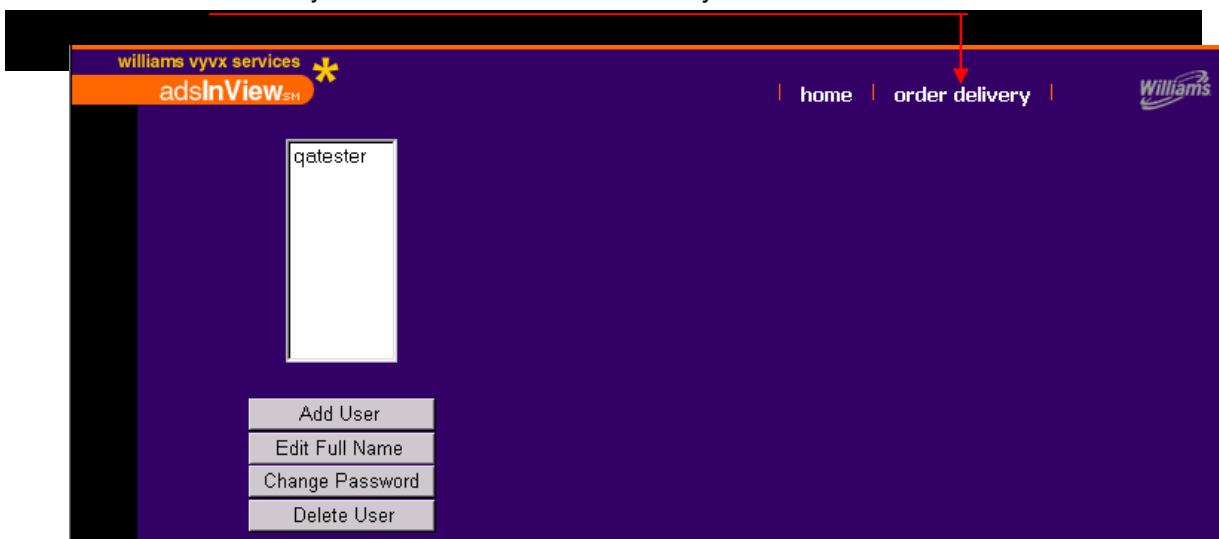
*adsInView deletes the user and displays the confirmation message “user delete successful.”*



6. Click the **OK** button.

*The user you selected is deleted.*

7. Click the Order Delivery link to return to the “Order Delivery Status” screen.



## Basic Troubleshooting

System Component	Trouble	Possible Solution
Internet Browser	Unable to view the adsInView application	<ol style="list-style-type: none"> <li>1. Ensure that desktop has a live connection to the internet.</li> <li>2. Ensure that browser is Microsoft Internet Explorer version 4.0 or greater. To obtain IE, visit the downloads portion of <a href="http://www.msn.com">http://www.msn.com</a></li> <li>3. Ensure that internet address within browser is <a href="http://www.adsinview.com">http://www.adsinview.com</a></li> </ol>
Application Component	Trouble	Possible Solution
Login Page	Unable to login to the adsInView application	Ensure that the Account Name, User Name, and Password are entered properly. Remember that all text within the application is case sensitive.
Destination Delivery Page	Date selected provides no spot information	Ensure that the proper date is selected.
Order Delivery Page	Date or Order selected provides no spot information	Ensure that the proper date or order is selected. Remember that order number text is case sensitive.
Security Page	User Name(s) not displayed	Refresh the page within the browser
	User information updates not successful	<ol style="list-style-type: none"> <li>1. Ensure all required fields are properly filled. Remember: all text is case sensitive.</li> <li>2. Refresh the page within the browser</li> </ol>

If the problem persists, please contact adsInView Customer Service at 1-800-622-1865.

## FAQ

- How do I access this program?

*Access this program by connecting to [www.adsinview.com](http://www.adsinview.com). New subscribers should click the Subscribe button and follow the subscribe instructions. Existing subscribers will enter required registered account name, user name and password.*

- Why is the date of the order showing up in the 'Order' number column?

*If a Customer Service Representative does not receive a PO number at the time the order is placed, the date of the order will be entered as the order number.*

**Note** Initials of the person placing the order may appear before or after the date.

- Why is NA showing up in the 'Received' column?

*NA is displayed in the 'Received' column when a local courier is used or when the spot has not yet been received.*

- If one regional office of an agency wants to see another office's orders – Follow the instructions below:

*Please call 1-800-622-1865 with the following information on the city that you want to view orders:*

1. *Registration Form – completed*

2. *Letter of Authorization – completed*

3. *Fax those two documents to 918-573-6882 for processing*

- What search fields will customers have?

*Depending on type of access, customers will have the ability to search for either Order or Destination spot information. Agencies will be able to search by either Date or Order number, while Broadcasters can search by date.*

- Can the Administrator create multiple IDs & passwords?

*The Administrator can create multiple IDs and passwords by following the password instructions in the Security Options section of this User Guide.*

- How secure is this site?

*This site is as secure as possible and requires login -- You restrict initial data access. The Internet session will be a secured connection.*

If you need assistance, please contact AdsInView Customer Support at **1-800-622-1865** or e-mail us at [adsInView@wilcom.com](mailto:adsInView@wilcom.com).

Thank You.

Team adsInView