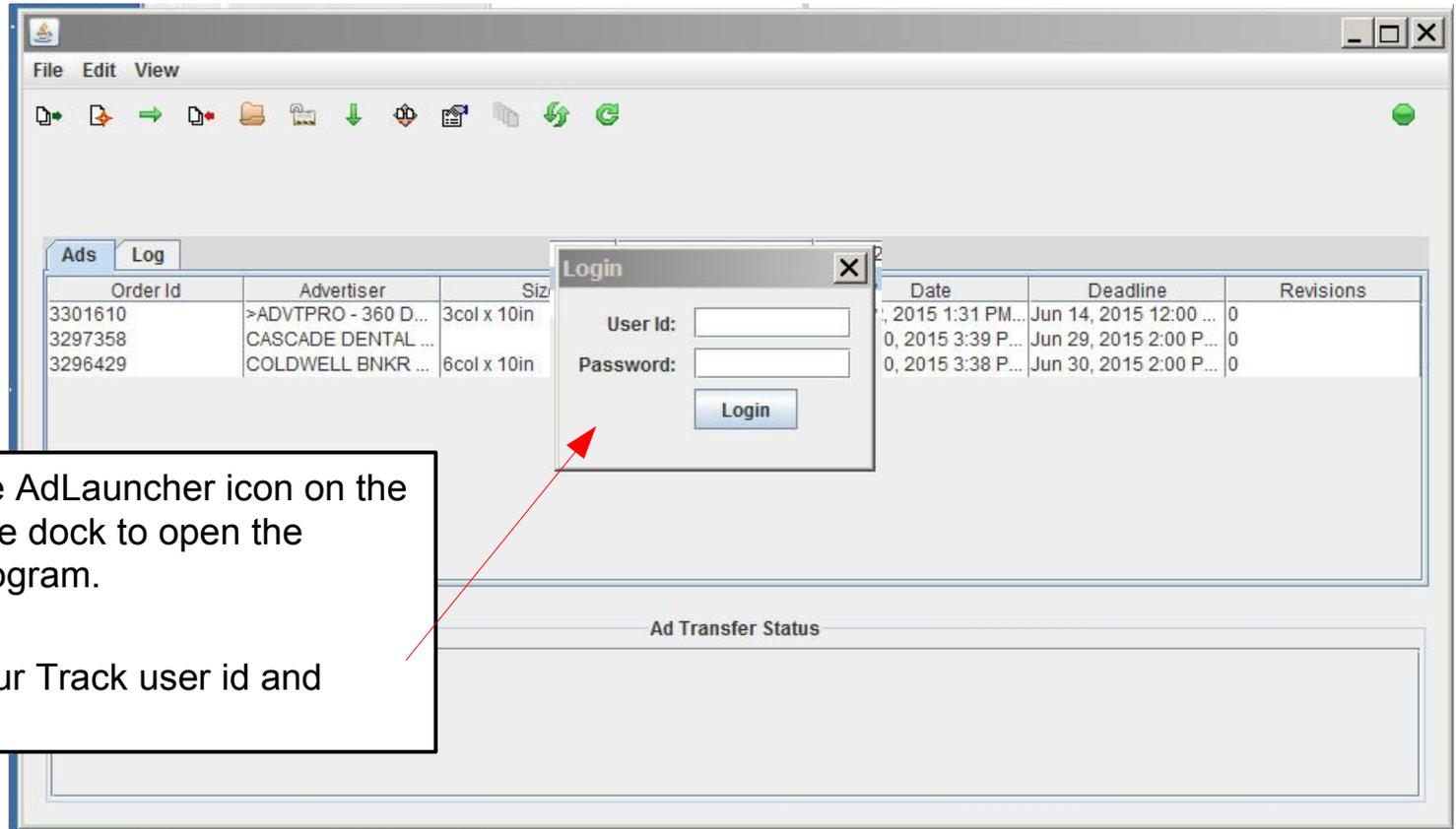




AdLauncher

The AdLauncher is used to gain access to the ad files and folders for ad building.



Double click the AdLauncher icon on the desktop or in the dock to open the AdLauncher program.

Log in using your Track user id and password.



AdLauncher Preferences

Make sure the AdLauncher Preferences are set correctly.

Click on the Edit → Preferences menu.

Make sure the Ad Location is set correctly. Use the Browse button to navigate to the Working Ad Folder.

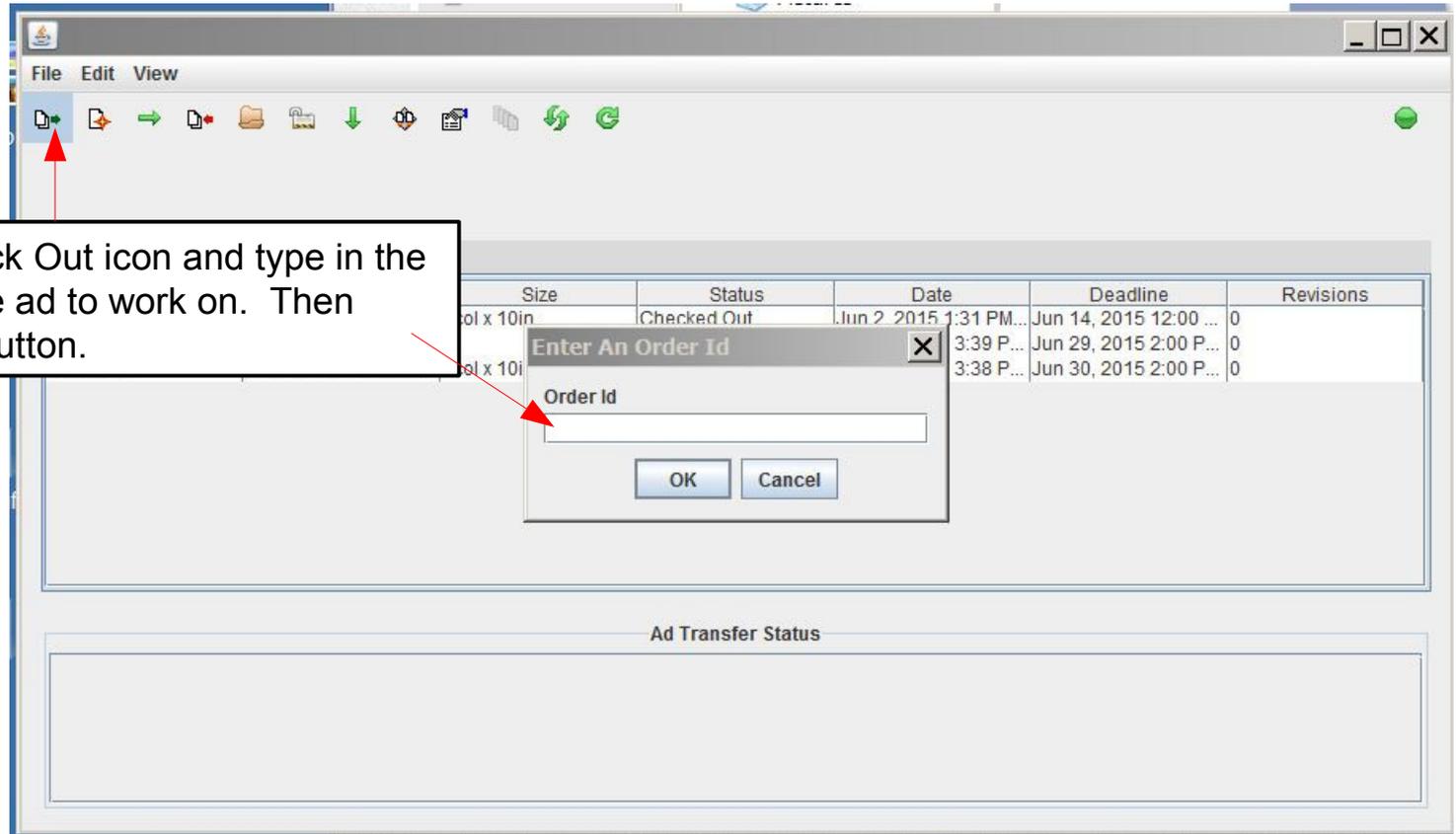
Set the Default Launch App: to the application to use for new ads.

Except the default settings for all other preferences. Click the Save button to save any changes.



AdLauncher Check Out

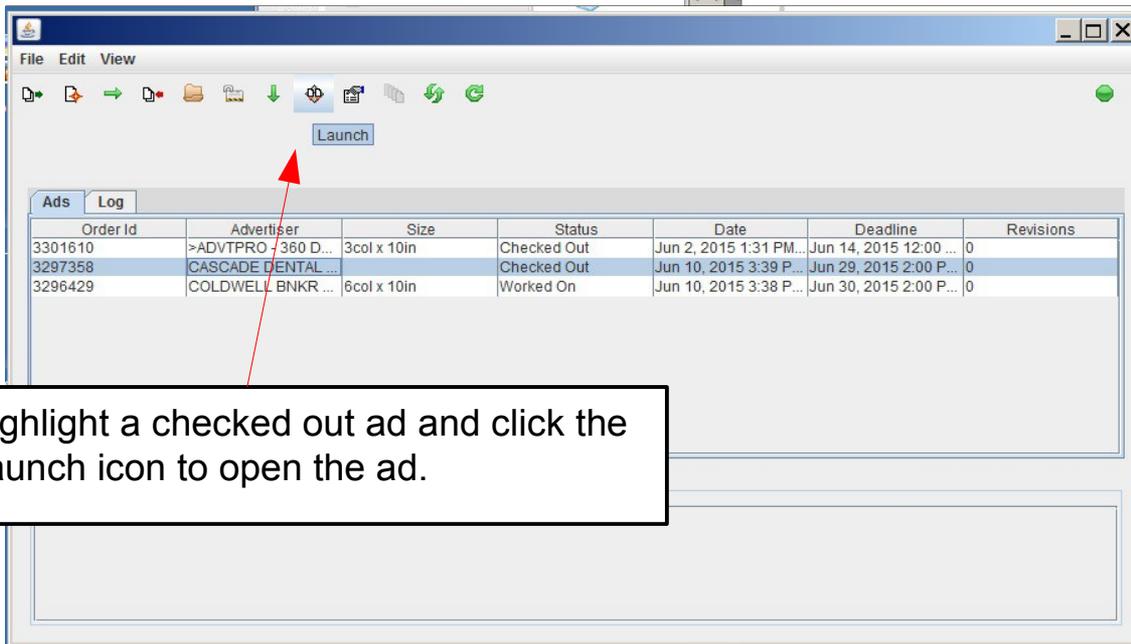
When an ad is checked out, the ad folder is copied to the Working Ad Folder.



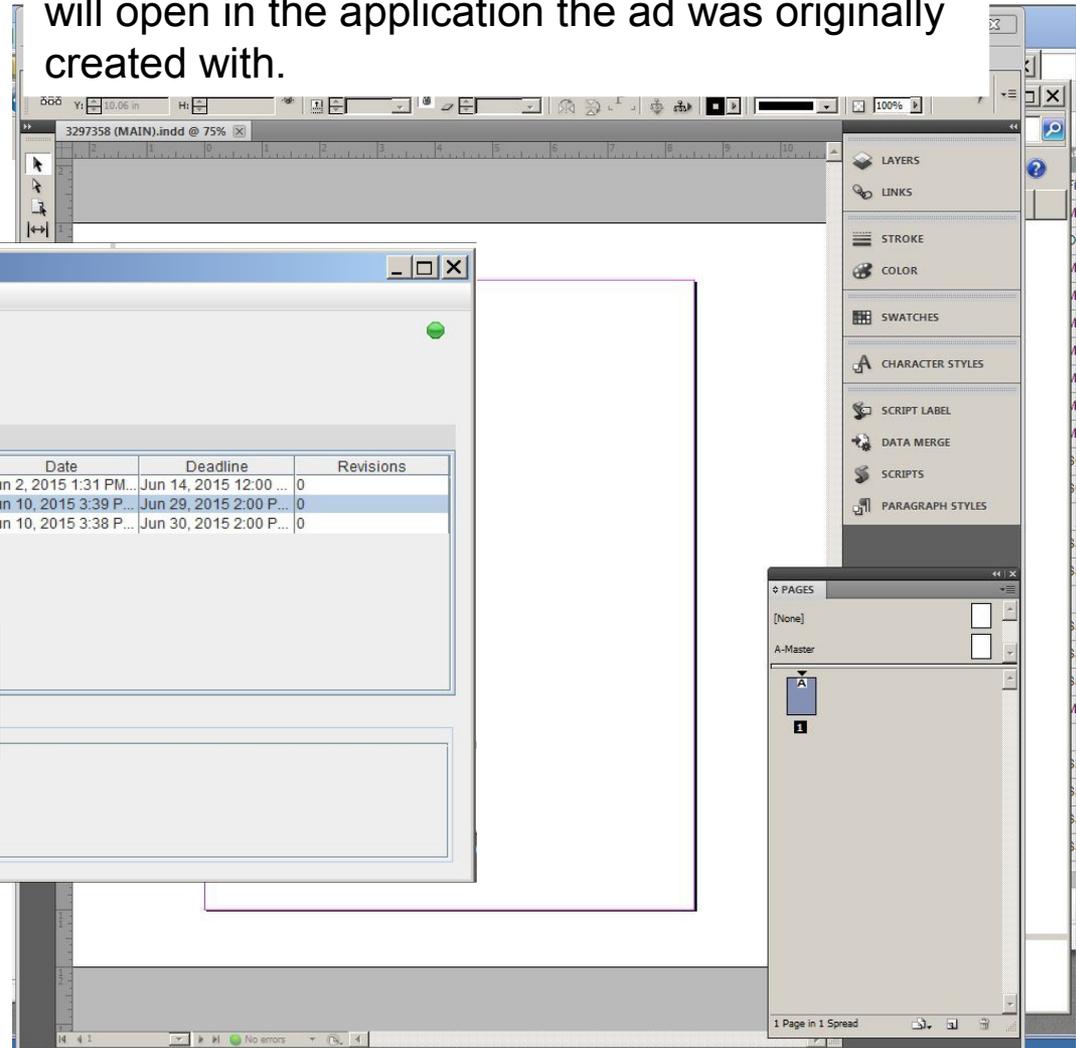


AdLauncher Launch

When an ad is launched, an ad document will be opened in the ad building application. New ads will open in the default application. Existing ads will open in the application the ad was originally created with.



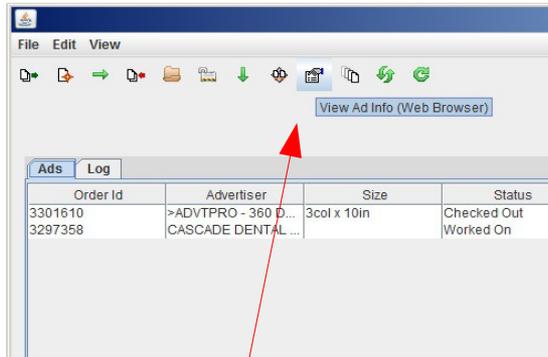
Highlight a checked out ad and click the Launch icon to open the ad.





AdLauncher Ad Info

The Ad Info page for an ad shows additional information about an ad and allows a user to perform actions on an ad.



Highlight an ad and click the View Ad Info (Web Browser) to view the ad's Ad Info. page in a browser.

Home Customize Settings Manage Approve Inquire COE Reporting QuickOE Submit Ad Hello, scs_ad

Info Runs Logs Files Submissions

Preview

Ad Summary

Order Id: 3296429
Size: 6col x 10in
Next Run: 06/30/2015, HomeBook
First Run: 06/30/2015, HomeBook
Last Run: 06/30/2015, HomeBook
Color Info: Full - MAG - CYAN - YEL
Source: PICKUP
Advertiser: COLDWELL BNKR UNITED BROKER (2054)
Description: JULY HBK
Salesperson: Gregg Walters (0000000024)
Notes: Yes
Deadline: Jun 30, 2015, 2:00 PM EDT
Status: In Progress
Proof Status: Nothing to Review

This ad has not been uploaded for review.

Logout



AdLauncher Check In

When an ad is checked in, the ad folder is copied back to the Track server.

The screenshot shows the AdLauncher application window. The menu bar includes 'File', 'Edit', and 'View'. The toolbar contains various icons, including a 'Check In' button. Below the toolbar is a table with columns: Order Id, Advertiser, Size, Status, Date, Deadline, and Revisions. The table contains three rows of data. A red arrow points from the 'Check In' button to the second row of the table. At the bottom right, there is a 'Preferences' dialog box with two checked options: 'Delete Ad Folder After Check In' and 'Check In All Ads Before Exit'. A red arrow points from this dialog box to the 'Edit' menu item in the application window. Below the table, there is an 'Ad Transfer Status' section.

Order Id	Advertiser	Size	Status	Date	Deadline	Revisions
3301610	>ADVTPRO - 360 D...	3col x 10in	Checked Out	Jun 2, 2015 1:31 PM...	Jun 14, 2015 12:00 ...	0
3297358	CASCADE DENTAL ...	6col x 10in	Checked Out	Jun 10, 2015 3:39 P...	Jun 29, 2015 2:00 P...	0
3296429	COLDWELL BNKR ...	6col x 10in	Worked On	Jun 10, 2015 3:38 P...	Jun 30, 2015 2:00 P...	0

Ad Transfer Status

Highlight an ad and click the Check In icon to save the ad folder back to the Track server.

- Delete Ad Folder After Check In
- Check In All Ads Before Exit

Edit → Preferences

- 1) Deletes the ad folder in the Working Ad Folder when an ad is checked in.
- 2) Checks in any ads that are checked out when the exiting the AdLauncher.



AdLauncher

Tool Bar Menu



1) **Check Out:** Used to gain access to an ad's folder and files. When an ad is Checked Out the ad's folder is copied to the Working Ad Folder on the workstation. An ad must be Check Out in order to open it.

2) **Create Ad:** Used to create a new ad in the Track system that will not come from the order entry. This will open a form on a web page.

3) **Get Next Ad From Queue:** Used to Check Out the next ad in a user's assignment queue. This will get the ad with the earliest deadline assigned to the user or the user's work group.

4) **Check In:** Used to copy an ad's folder back to the Track server after the is finished being worked on.

5) **Open Ad Folder:** Used to open a checked out ad's folder from the Working Ad Folder.

6) **Release:** Used to release a checked out ad but leaves the copy of the ad folder in the Working Ad Folder on the workstation.

7) **Download:** Used to gain access to a copy of an ad's folder. This will make a copy called "Copy of {ADID}" in the Working Ad Folder.

8) **Launch:** Used to open a checked out ad into the ad building application.

9) **View Ad Info (Web Browser):** Used to open an ad's Ad Info page in the web.

10) **View Ad Revisions (Web Browser):** Used to open a web page to view any mark-up that was saved for an ad.

11) **Sync Ad Folder:** Used to copy any new or updated files from the ad's folder on the Track server after an ad's already been checked out to a workstation.

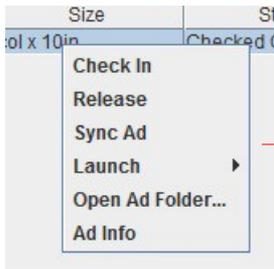
12) **Refresh Ad List:** Used to update the ad list.



AdLauncher

Right Click Menus

Checked Out Ads



Check In: Used to copy an ad's folder back to the Track server after the is finished being worked on.

Release: Used to release a checked out ad but leaves the copy of the ad folder in the Working Ad Folder on the workstation.

Sync Ad Folder: Used to copy any new or updated files from the ad's folder on the Track server after an ad's already been checked out to a workstation.

Launch: Used to open a checked out ad into the ad building application. Use this option to open a new ad in an ad building application other than the default.

Open Ad Folder: Used to open a checked out ad's folder from the Working Ad Folder.

View Ad Info (Web Browser): Used to open an ad's Ad Info page in the web.

Ads Worked On



Check Out: Used to gain access to an ad's folder and files. When an ad is Checked Out the ad's folder is copied to the Working Ad Folder on the workstation. An ad must be Check Out in order to open it.

View Ad Info (Web Browser): Used to open an ad's Ad Info page in the web.