

# Searching for an Ad

*Inquire → Display Ads*

**Ad Search**

Date Type: Run Date Start Date: 11/05/2014 End Date: 11/05/2014  
 Include Killed Ads:

Advertiser Name: Enter Advertiser Name Here  
 Search:   
 Publication:

Submit Save Search Clear

Find Ad: 4012830

Enter a valid Ad Number in the Find Ad field.

Click the Go button.

Info Runs Logs Submissions

**Preview**

Don't miss it!!  
 January  
 First time advertiser  
**Special**  
**50% OFF**  
 for all first time advertisers in the Loudoun Times-Mirror's Loudoun County Homes Tab!

Contact Bruce Donaldson for details  
 703.669.3020 or bdonaldson@timespapers.com

**Ad Summary**

Order Id: 4012830  
 Size: 1col x 1in  
 Next Run: 11/05/2014, Specification Ads  
 First Run: 01/15/2014, Specification Ads  
 Last Run: 12/24/2014, Specification Ads  
 Color Info: Full  
 Source: PICKUP  
 Advertiser: TIMES NEWSPAPERS (0000033560)  
 Description: JAN 50% off new adve  
 Salesperson: LOUDOUN HOUSE (0000000037)  
 Notes: Yes  
 Deadline: Jan 14, 2014, 12:00 PM EDT  
 Status: Finished  
 Proof Status: Approval Accepted

This will take you to the Ad Info screen for the ad.



# Searching By Publication

*Inquire → Display Ads*

Specify a Start and End Run Date.

Choose a Publication from the drop down list.

Click the Submit button.

The screenshot shows an 'Ad Search' interface. At the top, there are date selection fields: 'Date Type: Run Date', 'Start Date: 10/22/2014', and 'End Date: 10/22/2014'. Below these are fields for 'Advertiser Name' (with a dropdown arrow) and a search input. A 'Publication:' dropdown menu is open, showing a list of publications including 'LTM Retail', 'Hello Loudoun', 'Holiday Gift Guide - FTD', 'Home & Garden - FTD - Inside Paper', 'Local Flavor', 'Loudoun Business Journal', 'Loudoun East Billing (Ignore)', 'Loudoun Parenting', 'LTM 4 Col Spec Sect (Ignore)', 'LTM Market Place Real Estate', 'LTM Market Place Retail', 'LTM Real Estate', 'LTM Retail', 'LTMC Loudoun Times Classified', 'LTMC Loudoun Times Directory', and 'LTM Market Place Classified Marketing Material'. A 'Submit' button is located below the search fields. On the right side, there are links for 'Today's Ads', 'Saved Se', and 'Find Ad:'. At the bottom, a table displays search results with columns for 'Advertiser', 'Size', 'Colors', 'Source', 'First Run', and 'Next'.

Advertiser	Size	Colors	Source	First Run	Next
4003710	3col x 5in	Full	PICKUP	10/22/2014	
4008630	2col x 3in	Black & White	PICKUP	01/08/2014	11/05/
4012830	1col x 1in	Full	PICKUP	01/15/2014	11/05/
4030270	2col x 1.5in	Full		02/19/2014	11/05/
4033310	6col x 10.5in	Full		10/22/2014	
4036660	728px x 90px	Full		02/26/2014	11/05/



# Searching By Advertiser

*Inquire → Display Ads*

Use the drop down list to choose to search by Account Number of Advertiser Name.

Enter the Account Number or Advertiser Name.

**Ad Search**

Date Type: Run Date Start Date: 10/22/2014 End Date: 10/22/2014  
Include Killed Ads:

Advertiser Name: Appleton

Search:

Publication:

5 Ads Found (0.02 seconds)

Select	Order Id	Status	Proof Status	Account Num.	Assigned To	Advertiser Name	Description	Size	Colors	Source	First Run	Ne
<input type="checkbox"/>	4167150			0000033711	Final Station for Ads	APPLETON-CAMPBELL INC.	FT burgandy ad	728px x 90px	Black & White	PICKUP	10/15/2014	11/1
<input type="checkbox"/>	4167180			0000033711	Final Station for Ads	APPLETON-CAMPBELL INC.	CPT burgandy	728px x 90px	Black & White	PICKUP	10/15/2014	11/1
<input type="checkbox"/>	4167200			0000033711	Final Station for Ads	APPLETON-CAMPBELL INC.	GVT web burgandy	728px x 90px	Black & White	PICKUP	10/15/2014	11/1
<input type="checkbox"/>	4180950			0000033711	Final Station for Ads	APPLETON-CAMPBELL INC.	PBJ	4col x 4.25in	Full		10/22/2014	
<input type="checkbox"/>	4190130			0000033711	Final Station for Ads	APPLETON-CAMPBELL INC.	Plunbing ad	3col x 5in	Spot		10/22/2014	

Click the Submit button.



# Searching By Assignment Ads Assigned to a Group

*Inquire → Display Ads*

Use the drop down list to choose to search by Group assignment.  
Select the Group from the drop down list.

Click the Submit button.

The screenshot shows the 'Ad Search' interface. At the top, there are search criteria: Date Type (Run Date), Start Date (10/22/2014), End Date (10/22/2014), and Include Killed Ads (unchecked). Below this are fields for Advertiser Name, Search, Publication, and Group (set to Ad Dispatch). At the bottom of the search area are buttons for Submit, Save Search, and Clear. A red circle highlights the 'Ad Dispatch' option in the Group dropdown, and a red arrow points from this circle to the 'Assigned To' column in the results table below. A box on the left points to the Submit button.

8 Ads Found (0.02 seconds)

Select	Order Id	Status	Proof Status	Account Num.	Assigned To	Advertiser Name	Description	Size	Colors	Source	First Run	Next Run	Sal ID
<input type="checkbox"/>	4195660			0000018072	Ad Dispatch	HOUSE AD	Cows-N-Corn / Laura		Full		10/22/2014		000
<input type="checkbox"/>	4206000			0000204604	Ad Dispatch	LYLES FUNERAL SERVICE	Ralph Cosham	1col x 2in	Black & White	EMAIL	10/22/2014		000
<input type="checkbox"/>	4206010			0000204604	Ad Dispatch	LYLES FUNERAL SERVICE	Edith Turner	1col x 2in	Black & White	EMAIL	10/22/2014		000
<input type="checkbox"/>	4206080			0000187652	Ad Dispatch	COLONIAL FUNERAL HOME		1col x 2.5in	Black & White	EMAIL	10/22/2014		000
<input type="checkbox"/>	4206320			0000187652	Ad Dispatch	COLONIAL FUNERAL HOME	Gertrude Gallus	1col x 1.5in	Black & White	EMAIL	10/22/2014		000
<input type="checkbox"/>	4206530			0000117009	Ad Dispatch	LOUDOUN FUNERAL CHAPEL		1col x 2.5in	Black & White	EMAIL	10/22/2014		000
<input type="checkbox"/>	4206820			0000331001	Ad Dispatch	STONE RIDGE PUD/ E BLASTS	tues eblast	300px x 250px	Full		10/22/2014		000
<input type="checkbox"/>	4208060			0000206576	Ad Dispatch	FURR, MELVIN		1col x 1.5in	Black & White	PHONE	10/22/2014		000



# Searching By Assignment Ads Assigned to a User

*Inquire → Display Ads*

Use the drop down list to choose to search by User assignment.

Select the User from the drop down list.

Click the Submit button.

14 Ads Found (0.02 seconds)

Select	Order Id	Status	Proof Status	Account Num.	Assigned To	Advertiser Name	Description	Size	Colors	Source	First Run	Next R
<input type="checkbox"/>	4181330	🟡	🔴	0000327070	Anissa Deluca	FRIENDS OF KELLY BURK		300px x 250px	Full	PICKUP	10/08/2014	
<input type="checkbox"/>	4181750	🟡	🔴	0000018072	Anissa Deluca	HOUSE AD	Survey of the FT Rea	160px x 600px	Full		09/17/2014	
<input type="checkbox"/>	4194370	🟢	🟢	0000107731	Anissa Deluca	APEX GYMNASTICS		2col x 5in	Full	PICKUP	10/22/2014	
<input type="checkbox"/>	4195680	🟡	🔴	0000018072	Anissa Deluca	HOUSE AD	Gateway H & G/ Janet		Full		10/22/2014	
<input type="checkbox"/>	4195760	🟡	🔴	0000018072	Anissa Deluca	HOUSE AD	Timeless Manes/Marie		Full	PICKUP	10/22/2014	
<input type="checkbox"/>	4198600	🟡	🔴	0000018072	Anissa Deluca	HOUSE AD	Blue Ridge Restaura		Full		10/22/2014	
<input type="checkbox"/>	4198640	🟡	🔴	0000018072	Anissa Deluca	HOUSE AD	Piedm.Physical Ther.		Full		10/22/2014	
<input type="checkbox"/>	4203620	🟡	🔴	0000039466	Anissa Deluca	IMI FURNITURE		3col x 10.5in	Full		10/22/2014	
<input type="checkbox"/>	4203650	🟡	🔴	0000324029	Anissa Deluca	MCENEARNEY/RACHEL REMUZZI	1 block	1col x 2.75in	Full		10/22/2014	

# Searching By Assignment Ads Assigned to a Station (Queue)

*Inquire → Display Ads*

**Ad Search**

Date Type: Run Date Start Date: 10/22/2014 End Date: 10/22/2014  
 Include Killed Ads:

Advertiser Name: Enter Advertiser Name Here  
 Search:   
 Publication:   
 Station: **Electronic Ads**

Find Ad:  Go

Submit Save Search Clear

**Click the Submit button.**

Use the drop down list to choose to search by Station assignment.  
 Select the Station from the drop down list.

2 Ads Found (0.02 seconds)

Select	Order Id	Status	Proof Status	Account Num.	Assigned To	Advertiser Name	Description	Size	Colors	Source	First Run	Next Run	Salesperson ID	Salesperson Name
<input type="checkbox"/>	4134380			0000033434	Electronic Ads	TIMES NEWSPAPERS			Black & White		07/09/2014	11/05/2014	0000000037	LOUDOUN HOUSE
<input type="checkbox"/>	4173770			0000322255	Electronic Ads	CHERRY BLOSSOM BREAST CANCER F	Trade/Thank You	6col x 10.5in	Full		10/22/2014		0000000037	LOUDOUN HOUSE

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# Searching By Assignment Ads Sent to Proof through CAS

*Inquire → Display Ads*

**Ad Search**

Start Date:  End Date:

Advertiser Name:

Description:

Site:

Publication:

**Proofs**

Use the drop down list to choose to search by Proofs.

This will show any ad that was sent to proof through CAS.

Click the Submit button.

Select	Status	Proof Status	Submissions	Ad Id	Assigned To	Operator	Deadline	Category	Advertiser Name
<input type="checkbox"/>				0012784601	PRF_HOUSE	amon1	10/30/2014 - 12:00	Moderate - Early Proof	SHOWTIME CINEMAS
<input type="checkbox"/>				0013521801	PRF_HOUSE	swesley	10/30/2014 - 12:00	Moderate - Early Proof	MIDDLETOWN CINEMA
<input type="checkbox"/>				0013793301	PRF_HOUSE	shutchins	10/23/2014 - 13:00	Moderate Ad	VILLAGE GARDEN CLL
<input type="checkbox"/>				0013945401	PRF_HOUSE	amon1	10/30/2014 - 12:00	Moderate - Early Proof	SAWMILL FURNITURE
<input type="checkbox"/>				0013990301	PRF_HOUSE	shutchins	10/30/2014 - 12:00	Moderate Ad	UNITED WATER ENVIR
<input type="checkbox"/>				0013993501	PRF_HOUSE	dmchorney	10/30/2014 - 12:00	Moderate Ad	JOAN
<input type="checkbox"/>				NB434699	PRF_HOUSE	dmchorney	10/30/2014 - 12:00	Simple Ad	LONG REALTY, INC.



# Searching For Specific Ad Kinds Spec Ads, Temp Ads, Fillers, etc.

*Inquire* → *Display Ads*

Specify a Start and End Creation Date.

**Ad Search**

Date Type:  Start Date:  End Date:   
Include Killed Ads:

Advertiser Name:   
Search:   
Publication:

**Ad Kind**

[Filters](#) [Table Settings](#)

**24 Ads Found.**

Select	Last Run	Order Id	Advertiser Name	Description	Status	Proof Status	Size	Next Run	Salesp
<input type="checkbox"/>		WEB01278	UNION LEADER CORP	BREAST CANCER SPECIA	☺	PU	1024px x 640px		CHRIS
<input type="checkbox"/>		WEB01279	UNION LEADER CORP	BREAST CANCER	☺	PU	234px x 60px		INTER
<input type="checkbox"/>		WEB01280	CASTLEBERRY FAIRS	Lincoln Fall Festiva	☺	PU	300px x 100px		DONN
<input type="checkbox"/>		WEB01281	UNION LEADER MARKETING DEPT.	Auto Show BMW & Merc	☺	PU	300px x 250px		ROBEI
<input type="checkbox"/>		WEB01282	UNH GRADUATE SCHOOL	Fall Open House	☺	PU	300px x 100px		JOANI
<input type="checkbox"/>		WEB01283	UNION LEADER MARKETING DEPT.	Menu Guide	☺	PU	300px x 250px	10/31/2014	CHRIS
<input type="checkbox"/>		WEB01284	UNION LEADER MARKETING DEPT.	Menu Guide	☺	PU	243px x 60px	10/31/2014	CHRIS

Use the drop down list to choose to search by Ad Kinds.

Select the specific Ad Kind from the drop down list.

Click the Submit button.





# Sorting the Ad List

*Inquire* → *Display Ads*

Select	Status	Proof Status	Ad ID	Advertiser Name	Description				
<input type="checkbox"/>			594804	ADVANCED LASER THERAPY	ADV LASER				
<input type="checkbox"/>			586493	ADVANCED SIDING AND WINDOW CO	ADV ROOFING/SNOW SLI				
<input type="checkbox"/>			586494	ADVANCED SIDING AND WINDOW CO	ADV ROOFING/NO MORE				
<input type="checkbox"/>			596320	AMOSKEAG JEWELERS	AMOSKEAG JEWELERS				
<input type="checkbox"/>			595288	AMPHORA FINE GREEK DINING	AMPHORA FINE GREEK D				
<input type="checkbox"/>			595811	AUTOFAIR	AUTOFAIR				
<input type="checkbox"/>			595514	BEASLEY & FERBER PA	BEASLEY/ELDER LAW				
<input type="checkbox"/>			593640	BEDFORD VILLAGE INN	BVI SPONSOR STRAP				
<input type="checkbox"/>			596916	BEDFORD VILLAGE INN	BVI ABBONDANZA				
<input type="checkbox"/>			595814	BELLMAN JEWELERS	BELLMAN JEWELER	44782	04/11/2012	1col x 0.5in	Cyndi Ad
<input type="checkbox"/>			596986	BEN FRANKLIN SUPERSTORE	BEN FRNKLN/PIROUETTE	44816	04/11/2012	3col x 5in	Ron Wei
<input type="checkbox"/>			597348	BENSON LUMBER & HARDWARE	BENSON LUMBER GARDEN	44838	04/11/2012	3col x 6in	Bev Stod
<input type="checkbox"/>			595302	BENTLEY COMMONS AT BEDFORD	BENTLEY COMMONS POWE	124301	04/11/2012	3col x 5in	Margaret
<input type="checkbox"/>			595775	BETLEY CHEVROLET BUICK	BETLEY/15 OFF SERVIC	44939	04/11/2012	2col x 3in	Bob Flyn
<input type="checkbox"/>			595815	BETLEY CHEVROLET BUICK	BETLEY CHEVROLET	44939	04/11/2012	1col x 0.5in	Cyndi Ad
<input type="checkbox"/>			595818	BILODEAU, MARYPAT	MARYPAT BILODEAU	45002	04/11/2012	1col x 0.5in	Cyndi Ad
<input type="checkbox"/>			590815	BOUFFORD FUNERAL HOME, JN	BOUFFORD FUNERAL	45300	04/11/2012	2col x 1.5in	Brian Tru
<input type="checkbox"/>			597215	BUSINESS NH MAGAZINE	BIZ NH/MADE IN NH	118550	04/11/2012	2col x 7in	Recipro
<input type="checkbox"/>			597745	CARD OF THANKS/MEMORIAM	RALPH TREMBLAY	45971	04/11/2012	1col x 7.25in	Carolyn I
<input type="checkbox"/>			597766	CARD OF THANKS/MEMORIAM	WILLIAM V. LESSIEUR	45971	04/11/2012	1col x 5.75in	Sue McD

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Once you have performed a search, you can sort the list by clicking on any of the column headers. Click a 2<sup>nd</sup> time to do a reverse sort.

# Filtering the Ad List

*Inquire → Display Ads*

Once you have performed a search, you can filter the list by double clicking on any of the column headers.

Select the item you wish to filter by.

Click Apply to apply the filter to the list. Click Clear to clear the filter, click Close to cancel.

Select how to filter and then specify the text to filter by.

Add additional conditions if needed.

Click Apply to apply the filter to the list. Click Clear to clear the filter, click Close to cancel.

# Saving Filters

*Inquire* → *Display Ads*

Once you have applied a filter to the list, you can save the filter for future use.

To Save, Apply, Delete or Clear a Filter, click on the Filters link.

4 Ads Found (0.08 seconds)

[Filters](#) [Table Settings](#)

Order Id	Account Num.	Advertiser Name	Description	Size	Colors	Source	Assigned To	Assignment Time	First Run	Next Run	Last Run	Salesperson ID	Salesperson
3438200	0000018072	HOUSE AD	Promo	4col x 7.75in	Full				12/21/2011		12/21/2011	0000000222	Default
3560790	0000211723	RAPPAHANNOCK NEWS HOUSE	05/02/12 Promo	3col x 10.5in	Black & White	ELECTRONIC			05/02/2012		05/02/2012	0000000049	RNH R
3804150	0000018072	HOUSE AD	promo ad	4col x 11.5in	Full				04/17/2011				Default
4109210	0000018072	HOUSE AD	05/02/12 Promo	2col x 4.75in	Full				05/11/2012				athy

Enter a name for the filter and click "Save" to save a new filter.

Choose an existing filter from the drop down field and click "Apply" to use a saved filter.

**Filters** ✕

Choose a filter: Promo ▾

Name:

Default:

Choose an existing filter from the drop down field and click "Delete" to delete a saved filter.

Click the "Clear Filters" button to remove a filter on the list.

Check Off the Default box to make this your initial filter.

# Table Settings

*Inquire* → *Display Ads*

Click on the Table Settings link to customize the ad list.

Click on Apply link to save the list setup for the current session. Click on the Save link to save the list setup permanently. Click Cancel to return to the current list setup.

Restore Defaults will return the list to the original setup.

[Filters](#) [Table Settings](#)

Description	Account Num.	Next/Last Run Date	Size
USE ABOUT OBITS	61126	04/12/2012	1col x 6.5
UL/MEMORIAL BOOKMARK	61121	04/12/2012	1col x 4in
FRED FULLER	49601	04/12/2012	2col x 4in
EPT. PARADE	61131	04/12/2012	2col x 7in
ME CONNOR HEALY FH	47041	04/12/2012	2col x 2.5

[Restore Defaults](#) [Save](#) [Apply](#) [Cancel](#)

Hidden Columns

- Status (Text)
- Proof Status (Text)
- Width
- Height

Auto-Refresh  
 Show Top Navigation Bar



Visible Columns

- Select
- Status
- Proof Status
- Ad Id
- Advertiser Name
- Description
- Account Num.
- Next/Last Run Date

Highlight a Visible column, then click on the left arrows to hide it. Or highlight a Hidden column, then click on the right arrow to show it.

Highlight a Visible column, then use the up and down arrows to re-order the columns.

Select	Status	Description	Account	Next/Last Run Date	Size
<input type="checkbox"/>		EDITORIAL HOUSE ABOUT		04/12/2012	1col x 6.5

