



Pickups

Find the New Ad

[Download Ad Launcher](#)

Home Customize Settings Manage Inquire Submit Ad Hello, scs_admin [Logout]

Search for Ads

Enter search criteria in the fields below, then click the **Submit** button to find ads that meet that criteria.

Click the **Save Search** button to save the search for future use or click the **Clear** button to start your search again.

Enter an Ad ID in the **Find Ad** field then click **Go** to go directly to an ad.

Default Searches on the right can be used to recall pre-defined or saved searches.

[Hide Ad Search Box](#)

Ad Search

Date Type: Run Date ▼ Start Date: 07/03/2015 End Date: 07/09/2015

Include Killed Ads: ☐

Advertiser Name Here

Submit Save Search Clear

Saved Searches ?

[Today's Ads](#)

Saved Searches ▼

Find Ad: 505285_1

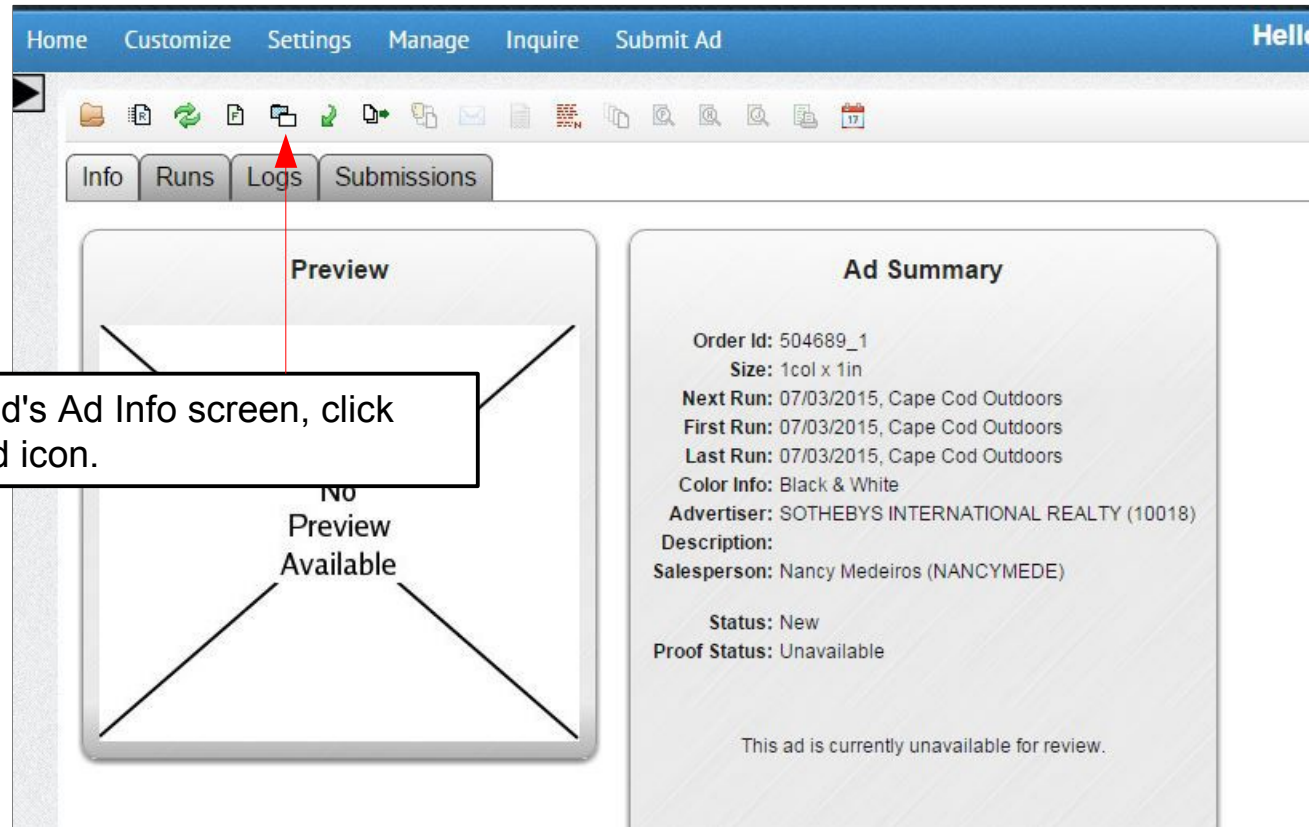
Go

Find the new ad in Inquire → Display Ads by typing in the Order ID in the Find Ads field and clicking the Go button.



Pickups

Initiate the Pickup from the Ad Info Screen.



On the new ad's Ad Info screen, click the Pickup Ad icon.



Pickups

Find the old ad.

Use the search fields to find the old ad.

By default the Start Date is set at 180 days in the past, the End Date is blank and the customers account number is filled in. The result is a list of ads for the customer that ran in the last 180 days and ads running in the future.

Search

Click on the pickup icon to continue the pickup for ad id 504689_1.

Start Date: 01/02/2015 End Date:

Account Number ▼ 10018

Ad Number: 505285_1 *

Search Cancel

1 Ad Found (0 seconds) @ 10:26:21 AM

Ad Id	Pickup	Advertiser Name	Size	First Run	Preview
505285_1		MISC ACCT- REAL ESTATE	2col x 2in	07/03/2015	

Page: 1 of 1 (25 per page)

Type in the old ad's Order Number to go directly to the old ad.



Pickups

Verify the correct old ad.

Click on the old Order Number link to go to the old ad's Ad Info page to see a bigger preview or to view a PDF of the old ad.

Search

Click on the pickup icon to continue the pickup for ad id 504689_1.

Start Date: 01/02/2015 End Date:

Account Number: 10018

Ad Number: 505285_1 *

Search Cancel

1 Ad Found (0 seconds) @ 10:26:21 AM

Order Id	Pickup	Advertiser Name	Size	First Run	Preview
505285_1		MISC ACCT- REAL ESTATE	2col x 2in	07/03/2015	

Page: 1 of 1 (25 per page)

Ad Preview



Pickups

Pickup the old ad.

Search

Click on the pickup icon to continue the pickup for ad id 504689_1.



Start Date: 01/02/2015 End Date:

Account Number: 10018

Ad Number: 505285_1 *

Search Cancel

1 Ad Found (0 seconds) @ 10:26:21 AM

Order Id	Pickup	Advertiser Name	Size	First Run↑	Preview
505285_1		MISC ACCT- REAL ESTATE	2col x 2in	07/03/2015	

Page: 1 of 1 (25 per page)

Once you find the old ad and verify it is the correct ad to pickup, click on the Pickup Ad icon.



Pickups

Select the files from the old ad to copy to the new ad.

Select the files to be copied to the new ad.

Any file that does not exist in the new ad's folder will be selected by default to be copied.

Deselect any files to be excluded from being copied to the new ad's folder.

Settings Manage Inquire Submit Ad Hello_scs_admin [U]

Pickup

Files selected in the list below will be copied into the destination ad.
Files marked with a green flag will be renamed.
Source Ad Id: 505285_1
Destination Ad Id: 505166_1

Selected	Action	Rename	Filename
<input checked="" type="checkbox"/>	Rename		505285_1 (MAIN).indd→505166_1 (MAIN).indd
<input checked="" type="checkbox"/>	Rename		505285_1 (MAIN).pdf→505166_1 (MAIN).pdf
<input checked="" type="checkbox"/>	Rename		505285_1.jpg→505166_1.jpg
<input checked="" type="checkbox"/>	Copy		Cape Classic Realty.jpg
<input checked="" type="checkbox"/>	Copy		corrway.JPG

Page: 1 of 1 (25 per page)

Copy Files Cancel

This ad is cur

Any file with the old Order Number in the name will be set to be renamed to the new number.

Click the Rename flag to copy a file without it being renamed to the new Order Number. The flag will turn Red.



Pickups

Copy the selected files.

The screenshot shows a web application interface with a top navigation bar containing links: Settings, Manage, Inquire, and Submit Ad. The user is logged in as 'Hello, scs admin'. A 'Pickup' dialog box is open, displaying instructions and a table of files to be copied.

Files selected in the list below will be copied into the destination ad.
Files marked with a green flag will be renamed.
Source Ad Id: 505285_1
Destination Ad Id: 505166_1

Selected	Action	Rename	Filename
<input checked="" type="checkbox"/>	Rename		505285_1 (MAIN).indd→505166_1 (MAIN).indd
<input checked="" type="checkbox"/>	Rename		505285_1 (MAIN).pdf→505166_1 (MAIN).pdf
<input checked="" type="checkbox"/>	Rename		505285_1.jpg→505166_1.jpg
<input checked="" type="checkbox"/>	Copy		Cape Classic Realty.jpg
<input checked="" type="checkbox"/>	Copy		corrway.JPG

Page: 1 of 1 (25 per page)

Buttons: Copy Files, Cancel

A red arrow points from the 'Copy Files' button to the text box below.

Click on the Copy Files button to copy the selected files to the new ad's folder.

Click the Cancel button to cancel the pickup and do nothing.



Pickups

Final Ad or Check Out Ad.

The screenshot shows the SCS Admin interface. At the top is a navigation bar with links: Home, Customize, Settings, Manage, Inquire, Submit Ad. On the right, it says "Hello, scs_admin". Below the navigation bar is a toolbar with various icons. A red arrow points from the "Check Out" icon (a document with a checkmark) to a text box. Another red arrow points from the "Final Ad" icon (a document with a checkmark) to another text box. Below the toolbar are tabs: Info, Runs, Logs, Files, Submissions. The "Files" tab is selected, showing a preview of an ad. The ad preview includes a photo of a house, the text "OPEN HOUSE SUNDAY • 11-2", the address "16 Hillcrest Drive, Falmouth", the price "\$619,000", and a description. Below the description is the Cape Classic Realty logo and contact information. A red arrow points from the "Check Out" icon to the "Check Out" button in the ad preview. Another red arrow points from the "Final Ad" icon to the "Final Ad" button in the ad preview. At the bottom of the ad preview, it says "This ad was accepted and final processing has been completed."

For Pickups with Changes:
Click the Check Out icon or Check Out the ad in the AdLauncher to work on the ad.

For Straight Pickups: Click the Final Ad icon to mark the ad finished and send the final image to the Final Images folder.

If the image file is picked up and renamed from the old ad, the ad preview should appear for the new ad.