



SOFTWARE CONSULTING SERVICES, LLC

SCS/Track™ Tool Bar Icons

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Any questions relating to the
contents of this manual should
be directed to:

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- 1) Submit Art for Ad: Allows the user to upload art or ad materials for an ad. Uploaded files will be saved to the ad's folder.
- 2) Route Ad: Allows the user to change the assignment of an ad.
- 3) Transfer Ad: Allows the user to copy or ftp an ad's image file to a specified location.
- 4) Final Ad: Allows the user to indicate that an ad is finished. Finaling an ad changes its' status to Finished and can copy the ad's image file to a specified location.
- 5) Pickup Ad: Allows the user to copy an existing ad's files to another ad.
- 6) Rerun Ad: Allows the user to initiate an email to request to run a specified ad again.
- 7) Check Out Ad: Allows the user to work on an ad. When a ad is checked out, the ad's folder will be moved to the machine's Station Work Directory.
- 8) Ad Catalog: Allows the user to generate a PDF of the selected ads in a catalog format.
- 9) Create Ad: Allows the user to create a new ad in the Track system. Typically this is used for ads that aren't entered in the Order Entry system, such as Spec Ads or Marketing Materials.
- 10) Send Ad to Proof: Allows the user to make an ad available for mark-up. This option can also send an email notification that the ad is ready to be proofed.
- 11) Send Email: Allows the user to send a copy of an ad via email. A PDF or JPEG of the ad can be attached.
- 12) View Submissions for Ad: Allows the user to view all uploads that were performed for the ad.
- 13) View Ad Layout Sheet: Allows the user to view a specific file for an ad that was designated as the Layout or Design for the ad.
- 14) View Ad Notes: Allows the user to view or edit notes that are associated with the ad.
- 15) View Full Size PDF: Allows the user to view a PDF of the ad's image file.
- 16) Show All Viewable Files: Allows the user to view a full size jpeg or all supplemental files as sociated with the ad's image file.