




# adinfinitem

<p><b>Logging In</b></p>	<ol style="list-style-type: none"> <li>1. Open your Internet browser and go to <a href="http://ai.presteligen.com/ai4">http://ai.presteligen.com/ai4</a></li> <li>2. Enter your email address and password</li> <li>3. Click Login</li> </ol>
<p><b>View Tearsheets</b></p>	<ol style="list-style-type: none"> <li>1. Once logged in, you will be on the Tearsheet Tab and will see the your account name and number. Click on the + sign to see dates of when you ran ads</li> <li>2. Continue clicking on the + signs through Year, month, date, to see a thumbnail view of the tearsheet.</li> <li>3. Click on the image to open the tearsheet viewer window and locate your ad by clicking on the ad number in the mid-left panel.</li> <li>4. Print/Save your tearsheet as needed.</li> </ol>
<p><b>View Invoices</b></p>	<ol style="list-style-type: none"> <li>1. Select the Invoicing Tab</li> <li>2. Click on the  next to Invoice Filter to expand the filtering options</li> <li>3. Modify the billing dates, publisher, or enter an invoice number to find an invoice.</li> </ol>
<p><b>Sign up for Email Notifications</b></p>	<ol style="list-style-type: none"> <li>1. Click the Preferences Link in the upper right hand corner of the site</li> <li>2. Click on the Notifications Tab.</li> <li>3. Check mark New Tearsheets for the primary email address.</li> <li>4. If you run more than one ad per day and you want just one email notification for all ads, Enter the number of notifications to receive in one email. Be aware that if you choose to attach these tearsheets, some email systems block large, multiple attachment emails.</li> <li>5. Click Update to save changes and begin receiving email notifications when your ads run</li> </ol>
<p><b>Change password</b></p>	<ol style="list-style-type: none"> <li>1. Click the Preferences Link in the upper right hand corner of the site</li> <li>2. Enter your old password, new password, and re-enter to verify the new password</li> <li>3. Click Change to save</li> </ol>
<p><b>Search Ads with the Tearsheet Filter</b></p>	<ol style="list-style-type: none"> <li>1. On the Tearsheets Tab, Switch to Filter View and Click on the Tearsheet Filter Arrow </li> <li>2. Narrow your search by any of the available filters of linked accounts, account name, run dates, and publications.</li> <li>3. This filter will save when you return to this screen.</li> </ol> <p style="text-align: right;">**To export this search into excel, click on the Export Icon </p>
<p><b>View Entire Newspaper</b></p>	<ol style="list-style-type: none"> <li>1. Click the eArchive Tab</li> <li>2. Step 1: Choose a Publication from the pull down menu</li> <li>3. Step 2: Choose a Date from the Calendar</li> <li>4. Step 3: Choose the Edition, Zone if applicable. The first page of all sections will appear. You can expand your view by choosing the Expand option from the Collapse/Expand pull down menu.</li> </ol>