



adinfinitem
User Guide

User Guide

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Getting Started

System Requirements

For end users, Adinfinitem offers an easy-to-use, intuitive interface accessible through the Internet. This ensures that users will face only a minimal learning curve as they make Adinfinitem part of their workday routines.

Adinfinitem is accessible via a MAC or PC browser, such as Internet Explorer, Safari, and Firefox. Adinfinitem supports the most recent version of these browsers. Previous versions are supported but we do not guarantee full functionality.

Logging In

Access Adinfinitem by launching the web browser and entering the address of the server in the Address bar, as in the example shown below.



[Enter the web address]

After the address has been entered, click Go or press the <ENTER> key on your keyboard. The Adinfinitem log in screen will be displayed. Enter the login information and click the login icon.



- TIP -
Select the check box next to '**Stay Logged In**' before logging in for the system to automatically log you in each time you visit this site.

[Enter login information to access Adinfinitem]

First time users can click on the [New? Sign Up!](#) Link. By completing the form, shown below, end users can self-register for access to Adinfinitem. The Publisher's field is a pull down menu. Select the publisher that you are requesting access. You will receive an email once your login has been activated by the publisher.

The form is titled "New User Sign Up" and is for "Ad Infinitem". It contains the following fields and elements:

- First Name:
- Last Name:
- Email Address:
- Password:
- Confirm:
- Publisher: (dropdown menu)
- Account Number:
- Word Verification: A grid of letters "Y M B T R C" with an input field below it.
- Buttons: "Sign Up" and "Cancel"

[Self register to gain access to Adinfinitem]

Where to Begin?

For a first time user, after logging in, go to the [Preferences](#) page.

Tearsheets

Filter View

Clicking on the tearsheet tab will show a list the user's linked accounts. You can click on the Tearsheet Filter arrow to narrow down your list based on account name or other metadata, such as run date and publication.

The screenshot shows the 'Tearsheet Filter' interface. It includes several sections: 'Account Search' with a text input field and a 'Pin' button; 'Run Dates' with 'Start' and 'End' date pickers set to 4/7/2008; 'Metadata' with dropdown menus for 'Publisher' (All of My Publishers), 'Publication' (All Publications), 'Edition' (All Editions), 'Zone' (All Zones), and 'Section' (All Sections); and 'Include Linked Account(s)' with a dropdown menu set to 'All of my Accounts'.

To filter your results, enter in a portion of the account name in the account search field and the results will show you only tearsheets for that particular account search.

You can filter your results further by selecting a date range, publisher, publication, edition, zone, section, and ad number.

These filters will show up each time you log into the website until you clear these filters or delete your temporary files through your internet browser.

The results show you metadata information for each ad within your filter. Click on the ad number to open the tearsheet viewer window.

Archive View

Select the Link 'Switch to Archive View' in the upper right hand corner of the site to switch the tearsheet filter view to the archived tree structure which files tearsheets by year, month, and day ads were published.

The screenshot shows the 'Archive View' interface. At the top, there are navigation tabs: 'Submit', 'Proofing', 'Tearsheets', 'Invoicing', and 'eArchive'. Below the tabs, the page title is 'Ad Infitum - Tearsheets'. The main content area shows a tree structure for 'Express-Times' under account 'AGENTI (E709821)'. The tree is expanded to show the year '2008', then 'April', then 'March', and finally '17'. A thumbnail of a newspaper page is displayed next to the date '17'. To the right of the thumbnail, there is a metadata table:

Publication	The Express-Times
RunDate	03/17/2008
Edition	No Edition
Zone	Pennsylvania
Page	B8
Width	5.55
Height	10
Horizontal Pos.	5.915
Vertical Pos.	6.069

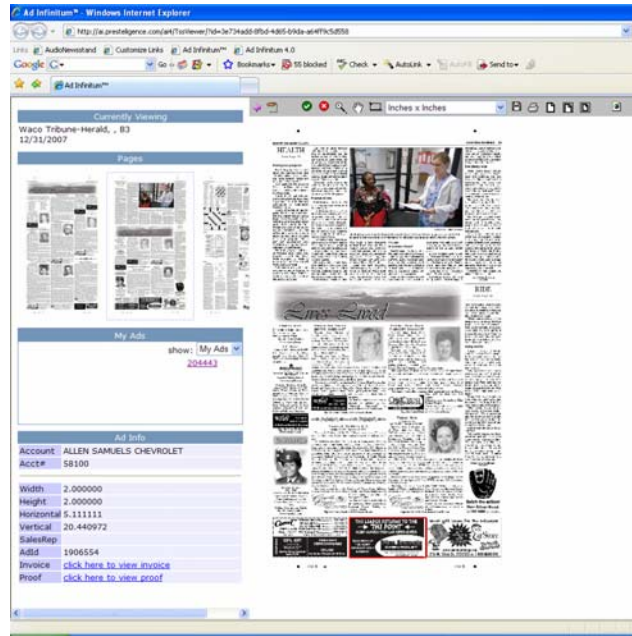
Below the thumbnail, there are more dates in the tree: '13', '11', and '6'.

Tearsheet Viewer

To view a tearsheet in more detail, click on the thumbnail of the tearsheet or the ad number. The tearsheet will open in *Tearsheet Viewer*.

- TIP -

If given the privilege to see all ads, select All Ads from the Display pull down menu. All ad numbers for ads on that page will appear.






In the left pane of the tearsheet viewer window the following is displayed:












- Thumbnails of the page preceding and following the tearsheet
- Listing of the ad numbers on the page (My Ads)
- Ad metadata information
- JPEG view of the tearsheet

Clicking on an ad number will display the metadata available for that ad. A link to the invoice is also available if the ad has already been invoiced. The invoice viewer will open in a separate window, depending on access level granted.

Clicking on an ad number will also auto outline the ad when the publisher provides this information.

The right pane of the tearsheet viewer displays the selected tearsheet and the tools available to you. Below is a brief description of the function of the various tools.

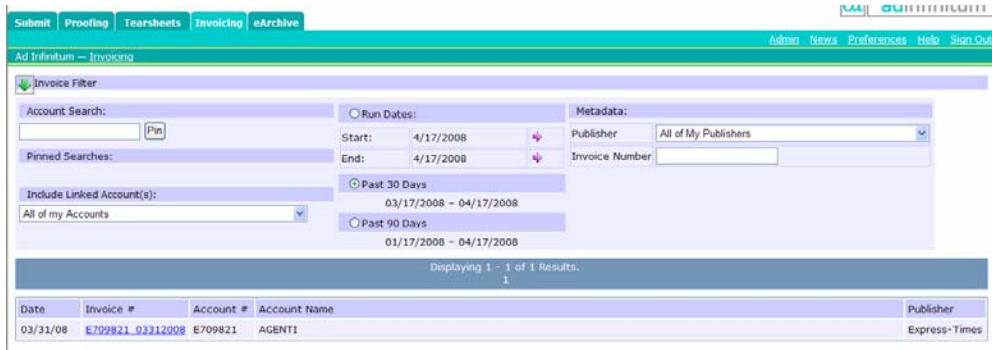
	Zoom Tool	Zoom in to particular area of the tearsheet.
	Grab	Click to "grab" an area and reposition view.
	Rectangular Ruler	Click to measure a rectangular distance on the tearsheet.


*		
	Display in	Select increments used by rulers.
 *	Save	Click to save the page as JPEG.
 *	Print Tearsheet	Click to print a copy of the tearsheet to a local printer
	Fit Proof to Width	Click to resize the tearsheet to screen width.
	Actual Size	Click to resize the tearsheet to actual size.
	Fit in Window	Click to resize the tearsheet to screen.
	PDF View	Click to view the tearsheet as a PDF.
 *	Tearsheet Report	Click to display a history of the activity for the tearsheet.
 *	Accept Tearsheet	Click to accept the tearsheet
 *	Dispute Tearsheet	Click to dispute the tearsheet.
	Toggle	Click to view tearsheet in entire window.

* *Note: Some of these menu items may be restricted by publishers*

Invoices

Clicking on the invoice tab will show a listing of the user's linked accounts' invoices for the past 30 days.

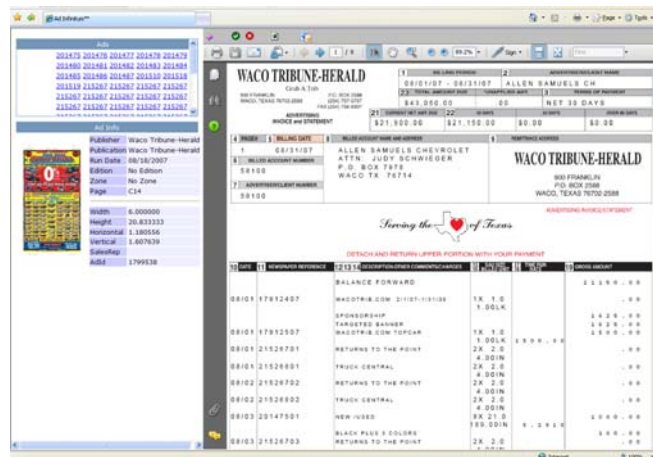


You can click on the Tearsheet Filter arrow  to narrow down your list based on account name or other metadata, such as billing date and publisher. From the pull down menus, narrow the displayed results by particular account and date range.






The display shows the invoice date, invoice number, account number, account name and publisher. Clicking on the invoice number will open the invoice viewer in a separate window.

Invoice Viewer

Similar to the tearsheet viewer, the Invoice Viewer has a left and right pane. The left pane shows all of the ads that are associated with the invoice shown in the right pane. Clicking on an ad number displays a thumbnail of the tearsheet along with its associated metadata. The invoice can be saved and/or printed.



Below is a brief description of the function of the various tools.

 *	Invoice Report	Click to display a history of the activity for the invoice.
 *	Accept Invoice	Click to accept the invoice
 *	Dispute Invoice	Click to dispute the invoice.
	Toggle	Click to view invoice in entire window.
 *	e-Payment	Click to pay the invoice electronically.

* *Note:* Some of these menu items may be restricted by publishers

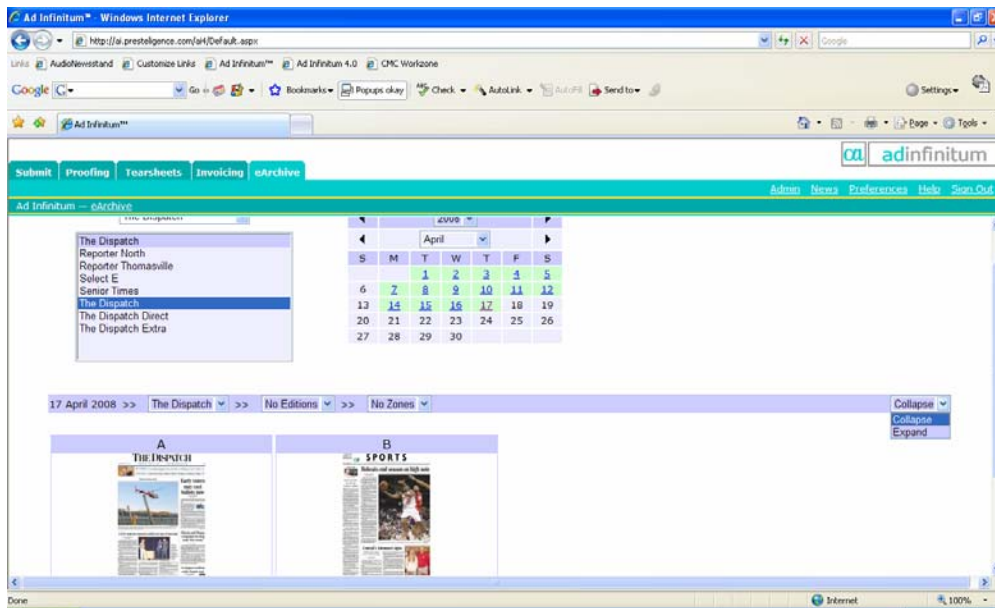
eArchive

Click on the eArchive Tab to access the digital archive of the newspapers of your publisher.

Step 1: Select a publication

Step 2: Select a date of publication

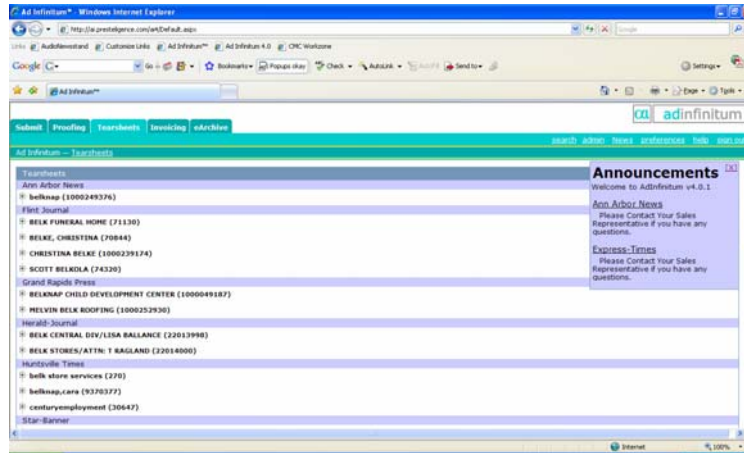
Step 3: Thumbnails of the front page of each section appear. You can change the edition or zone of the publication from the pull down menu. Select Expand view to see all thumbnail pages of the newspaper. Clicking on a thumbnail will open the tearsheet viewer window.



Links

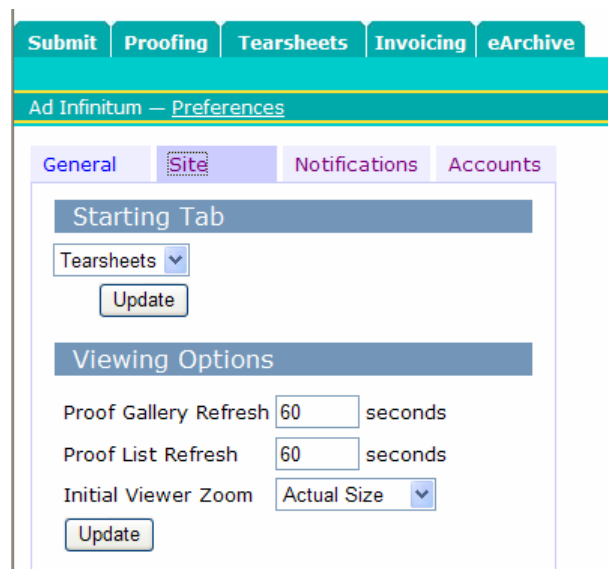
News

Clicking on the News link will show announcements from publishers. You can click the X in the upper right hand corner to remove this message and it will not show again until you click on News or there is a new announcement.



Preferences

Once logged in for the first time, it is important to set up your preferences for the site. You can access your Preference options by clicking on the Preferences link in the upper right hand corner of the page. The Preference Options are broken down into multiple tabs. The first tab is General. This provides your basic account information. You can provide a



secondary email address of your own, or of a supervisor. Click update to save your changes. The General Tab also allows you to change your password. You are required to enter you

existing password and enter your new password two times for verification. Click Change to save the new password.

The Site tab allows you to specify which tab you would prefer to be taken to when you first log into the site. Click Update to save your changes.

The Notification Tab allows you to sign up for email notifications for tearsheets and invoices depending on your permissions to access these items. The following is a description of each email notification:

Tearsheet & Invoice Notifications	
New Tearsheets	Receive an email each day you run an ad with the newspaper.
New Invoices	Receive an email when the newspaper posts an invoice into the system.
New Users	Receive an email when new users sign up via the self-registration.
Tearsheet Processing	Receive an email that lists all of the files we have received for today's publications.
Invoice Processing	Receive an email when we receive invoice data.

Check mark either your primary and/or your secondary email address in order to receive any of these notifications. Click Update to save your changes.

The Accounts Tab allows you to link yourself to new accounts or delete existing ones. Click on the red X to delete an account. Enter an account name or number to lookup an account and Click Add Link to link that account to your login. (Access to the accounts tab is restricted)

Sign Out

Clicking Sign out will log you out of Adinfinitem. The next time you access Adinfinitem, you will be required to login using your email address and password, even if you check marked "Stay Logged In".

In order for the system to "remember" your login, simply close out of the browser without clicking Sign Out.