



Ordering Information

After you log in, you can click on new ad and select the format (print or web) of the ad you require. A form then appears and there are mandatory fields that need to be filled out. Hitting 'submit' leads you to a page with options to attach files for the order. Once you have hit send files, our teams will verify the receipt of the order.

You can view the status of each order in your dashboard. Navigate to your dashboard to view orders submitted, proofs ready and submit revisions that may be required. You can also attach additional files to an order, approve an order and view the status of each order submitted.

At any point in time you will see one of the following statuses:

- 1) Order Received - Request has been received. Our team is verifying that all attachments and information required for the ad is received.
- 2) Question - Our team has a question regarding a particular ad. Click on the question button to answer. You can also attach files if necessary.
- 2) Order Accepted - Order has been verified and will be moved into production.
- 3) In Production - Ad is being designed.
- 4) Quality Check - Copy, instructions and mandatories are being checked by our quality team.
- 5) Proof Ready - Hi-Res Proof is ready to view in your dashboard.
- 6) Approved - Ad is approved and is sent to your production team.
- 7) Cancelled - Ad is canceled.
- 8) Revision Submitted - Revision/Change submitted for the ad.

If you are the advertising director or manager you will also be able to view your teams' orders and perform actions on their behalf.

Ad orders you submit before the end of your work day, will have a first proof waiting for you in your dashboard when you arrive the next morning. If you need any changes, the turnaround time is two hours or less.



Notifications of proofs delivered will also be emailed to you from design6@adwitads.com. You can view the proofs directly from your email by clicking on the link in the notification. Please ensure that emails from this address are not landing in your SPAM folder.

As with all ad briefs, being as clear as possible will greatly improve the chances you'll get back what you're hoping for. Providing clear notes and instructions will enable our designers to create a better layout for you.

If you'd like changes to it, simply click on the "Gear" icon and describe the changes. You can also attach any files you think we will require to make these changes. Alternatively, you can use the Commenting and Markup feature of the free Adobe Reader application you're probably already using, to mark the changes on the ad. Before the ad runs, you can make as many changes as you'd like, and when its finally approved, we can setup the approve button to send ads directly to your production system. Please get in touch with us to have this configured.

If you need help filling out the form, navigating through your dashboard or would just like to run-through the process we can setup a WebEx meeting.

If you have any questions about your ads, you can email them directly to design6@adwitads.com. If it's about an existing ad, always include the ad number, typically found in the subject line of the email to which the ad was attached.

While there might be a short period of adjustment, we think you'll love our service and find our artists to be fast, talented, and always happy to accommodate changes or other requests.