

# Searching in eProofs

The following is a selection of the different methods used to search for Ads

The screenshot shows the eProofs search interface. On the left is a search sidebar with fields for Ad Number (2100\*), Tagline, Product (Any), Status (Booked), Run Date (Any), and Deadline (Any). Below these are buttons for 'My Ads (Off)', 'Sales Team (Any)', 'Sales Reps', and 'Customer', along with 'Go' and 'Reset' buttons. The main area displays 'Search Results (60198)' in a table view. The table has columns: Ad Type, Press Section, Edition, Primary Orderer, Product, Start Date, End Date, Deadline, Ad Number, Primary Payer, Status, and Size. The results list various ad types like Digital Display, Creative Material, and Creative Campaign, all with a status of 'Booked' and a size of '297mm x 210mm'. At the bottom of the table are pagination links: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and a right arrow.

© 2012 Mediaspectrum, Inc. - Sales Pro 4.0 eProofs 2.1.88 build 02252014, EngineBridge 3.9.947.1 (3.8.728)

## Ad Number

Ads in eProofs can be found by their Artwork number.

You can search for Artwork numbers in the following ways:

You can type the ad number into the ad number field

Enter the ad booking number followed by an \* (asterisk) to search using an Artwork number.

Remember, if you are unsure of the Artwork number, you can type in part of the number follow by an '\*' (asterisk) and eProofs will search for all ads with the number you have entered.

This is a close-up of the search form. The 'Ad Number' field contains '2100\*' and is highlighted in yellow. Other fields include Tagline, Product (Any), Status (Any), Run Date (1 week), and Deadline (Any). At the bottom are buttons for 'My Ads (Off)', 'Sales Team (Any)', 'Sales Reps', 'Customer', and 'Go'/'Reset'.

## Ad Date

You can select whether you are searching by Run Date or **Deadline**

The drop down list enables you to search for the following (as illustrated in this image)

- On a specific day of the coming week (by selecting a date from the days displayed)
- Within 1 week (by clicking on 1 week)
- Within 2 weeks (by clicking on 2 weeks)
- Within a date range (by clicking on Date Range)
- On a specific date (by clicking on Specific date)
- Date range

**Search**

Ad Number

Tagline

Product

Status

Run Date

**Deadline**

- Any
- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- 1 week
- 2 weeks

Sales Team

Sales Reps

Customer

**Search**

Ad Number

Tagline

Product

Status

Run Date

From

To

Deadline

Sales Team

Sales Reps

Customer

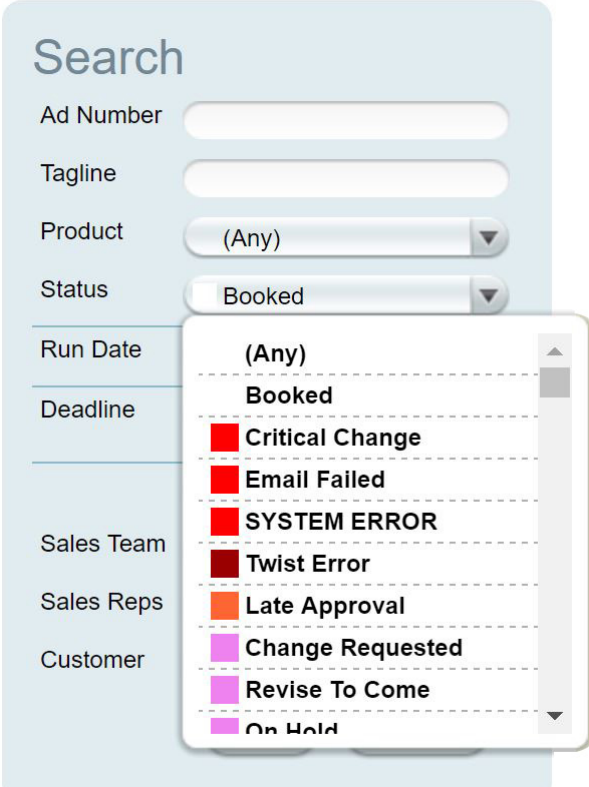
If you click on date range or specific date, you can select the desired date from the pop-up calendar window.

The other options that are available are

## Status

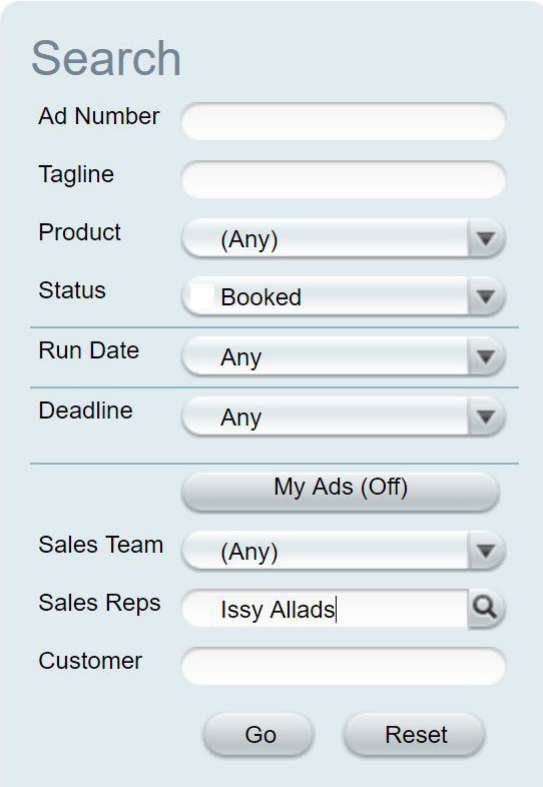
If you would like to search by production status, select the **Status** from the drop down list to further refine your search.

Note: Statuses are used as triggers in MediaSpectrum and inform certain actions or workflows. A status determines what stage of the process a piece of material or proof is at and prompts for the appropriate email notification or action. Some material statuses are automatic and other can be manually selected.



The image shows a search form titled "Search" with several input fields: Ad Number, Tagline, Product (dropdown), Status (dropdown), Run Date, Deadline, Sales Team, Sales Reps, and Customer. The Status dropdown menu is open, showing a list of status options with corresponding color-coded squares: (Any), Booked, Critical Change (red), Email Failed (red), SYSTEM ERROR (red), Twist Error (dark red), Late Approval (orange), Change Requested (pink), Revise To Come (pink), and On Hold (pink).

## Sales Rep



The image shows a search form titled "Search" with several input fields: Ad Number, Tagline, Product (dropdown), Status (dropdown), Run Date, Deadline, Sales Team, Sales Reps, and Customer. The Sales Reps field is filled with the text "Issy Allads" and has a search icon. Below the form are "Go" and "Reset" buttons.

You can search by **Sales Rep** name. This is the Sales Rep that is on the booking.

## Sales Team

### Search

Ad Number

Tagline

Product

(Any)

Status

Booked

Run Date

Any

Deadline

Any

My Ads (Off)

Sales Team

(Any)

Sales Reps

(Any)

Customer

Ad Process

Adbuild

Advertising - Education

Advertising - Inbound Display

Advertising - Motoring

Agency Sales - National Team

Blacktown Advocate

CNG Adelaide

CNG Melbourne

## My Ads

Place a tick in the My Ads box if you would like to search for all ads where your name is on the booking as the Sales Rep. Make sure to un-tick the My Ads box if you are not the Sales rep on a booking.

### Search

Ad Number

Tagline

Product

(Any)

Status

Booked

Run Date

Any

Deadline

Any

My Ads

Customer

Go

Reset

## Combination searches

You can use a combination of some of the fields to refine your search but you do need to be aware that the criterion of the ad(s) has to match against all the fields that have been selected.

### Try It Out

- Log onto eProofs and do a search that includes a combination of Customer Name, Date and Ad Number beginning with 2100.
- Carry out another search using a combination of Status and Sales Team.
- If the criterion does not match, the search will not return any results. You will also note that the My Ads box is off while you are doing this.
- If you are a Sales Rep, tick the "My Ads" tick box to view your own ads.