

# Adsend Quick Guide

1. SIGN UP & LOGIN
2. DASHBOARD
3. CREATE JOB
4. MANAGE JOBS
5. PREFLIGHT FILE REPORT
6. APPROVAL & SEND
7. SEARCH
8. JOB TICKET
9. SUPPORT

## 1. SIGN UP & LOGIN

Sign up and login at **dubsat.com/adsend**

Support:

- LiveChat (available after login)
- Dave O'Reilly +353 872460128
- dave@mediainc.ie
- iesupport@adsend.com
- +44 (0) 20 7841 3500

## 2. DASHBOARD

Showing:

- News/updates
- Calibration status (for Certified Soft Proofing)
- Job status

Support available

## 3. CREATE JOB

a. Job Ticket

Complete all yellow (mandatory) fields:

Country, Title, Section, URN/Booking number\*, Size, Colour, Insert date, Client, etc.

\*All fields after may be populated automatically, depending on title/destination (3b)

## 4. MANAGE JOBS

b. URN/Booking number

Enter URN and hit 'Submit' button (if mandatory)

Remainder of Job Ticket will populate

Note: The URN is always a handy field to enter

URN field is mandatory for IN&M titles

## 5. PREFLIGHT FILE REPORT

c. Completed Job Ticket

Important information to be noted

d. Upload PDF file

To the bottom of the Job Ticket, choose your PDF file for upload, to preflight to the chosen destination

Or save the Job Ticket for later file upload

## 6. APPROVAL & SEND

After file upload Adsend will take you to 'Manage Jobs'

Your PDF file will enter a 'Testing' status followed by another status...

Adsend Status:

- Testing
- Click to Continue (Warnings)
- File Report\* (Errors)
- Correcting (File being corrected)
- Converting (File being converted)
- Ready (File ready to send)
- Send (Received by publication)
- Received (Received by publisher)
- Accepted (Accepted by publisher)
- Rejected\* (Rejected by publisher)

\* Email will be sent if enabled

## 7. SEARCH

From 'Manage Jobs', there is an advanced search function, search across all fields

From 'Manage Jobs', clicking on the Adsend Job ID will reveal all information for that particular item

## 8. JOB TICKET

Live Help Chat is available Monday – Friday 0900 – 1900 GMT

## 9. SUPPORT

a. File Report

Solutions are given and Adsend support are available to assist

Example shown here is a file report containing error offering automatic correction available by Adsend. The 'Advanced File Report' may also be available to help pinpoint any areas

b. File Report (cont.)

The 'Authorise Correction' button may show, meaning Adsend's automatic correction is available

The corrected file is available to download for checking

Corrections available:

- TAC (over inking)
- Spot Colours
- ICC Profiling
- RGB

From a 'Click to Continue' status, or after a correction, check and approve any warnings, then

Click 'Continue & Deliver', to delivery your advert

Or click 'Continue' to deliver later