Quick Guide to Advanced Advert Manager

Quick Guide to Scheduling your adverts

Run P Squared Advanced Advert Manager.

Click on the Autoschedule tab, (which can be found vertically on the left hand side of the screen).

Click on the schedule button.

Choose the start and end dates that you wish to schedule your adverts for, you can do this by clicking on select start or end date and time button. This will bring up the clock, choose your selected dates by highlighting the date and clicking ok on the clock.

Click Begin Sending.

You should now have scheduled and sent your adverts to Myriad, it will bring up details of how many adverts it has pushed into however many advert breaks.

Quick Guide to unscheduling your adverts

Run P Squared Advanced Advert Manager.

Click on the Autoschedule tab, (which can be found vertically on the left hand side of the screen).

Click on the Remove button.

Choose the start and end dates of the adverts that you wish to unscheduled. You can do this by clicking on select start / end date and times button. This will bring up a clock, choose your selected date by highlighting the date and clicking ok on the clock.

Click the remove logs from playout machine button.

It will ask you if you are sure you want to remove adverts between your selected start and end dates. Click OK if you are sure or click cancel to escape this process.

If you clicked OK it will bring up a progress screen. Once it has finished removing the adverts it will bring up a screen telling you how many adverts you have removed from how many advert breaks.

Checking Out of date adverts

Run Advanced Advert Manager

Click on the Adverts button

This will bring up a report of all adverts on your system. There are four tab options that can choose from in order to display a list of your adverts.

- Current adverts – Adverts that have today's date.

- Expired Adverts – Adverts that have a past start and end date.

- Pending Adverts – Adverts which have a future start and end date

- All Adverts – allows you to see all adverts in your system.

To view out of date adverts click on the Expired Adverts tab. This will bring up a report of all adverts that have a past start and end date.

To change the start / end date of a particular advert, double click on the relevant advert, this will bring up the advert details. Change the start and end date by clicking on the drop down arrow next to start date or end date.

Click OK – this will have changed the start and end date of your advert and should now be in the Pending or current advert list.

For a more detailed view on the Advanced Advert Manager from P Squared check the Advanced Advert Manager documentation.