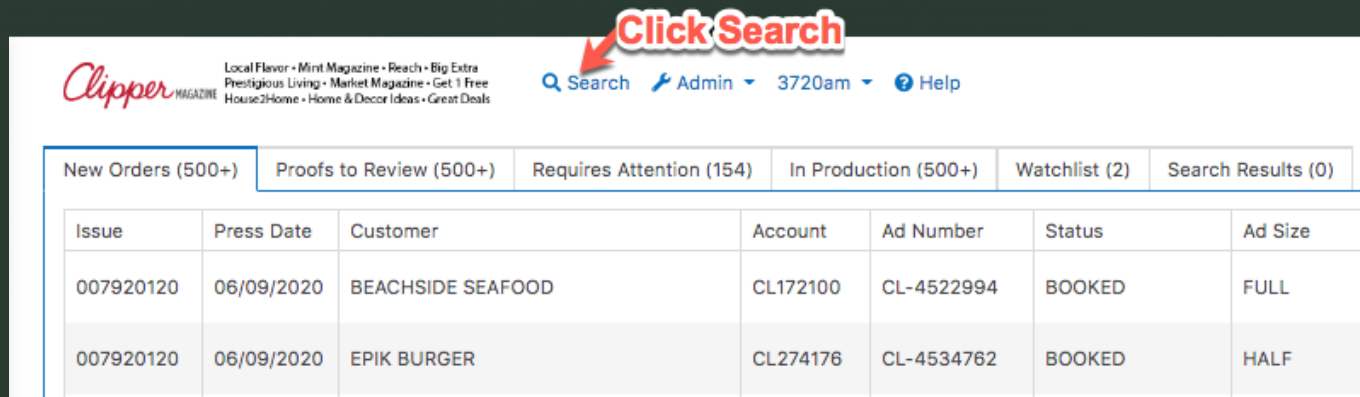




ATOL Module 2:  
**Searching for Ads**

# Overview

- Searching provides the ability to:
  - look up a single ad
  - query for all ads within defined parameters
  - save frequent searches/queries for future use
  - Look for ads that ran in the past
- To begin, click SEARCH at the top of the page:



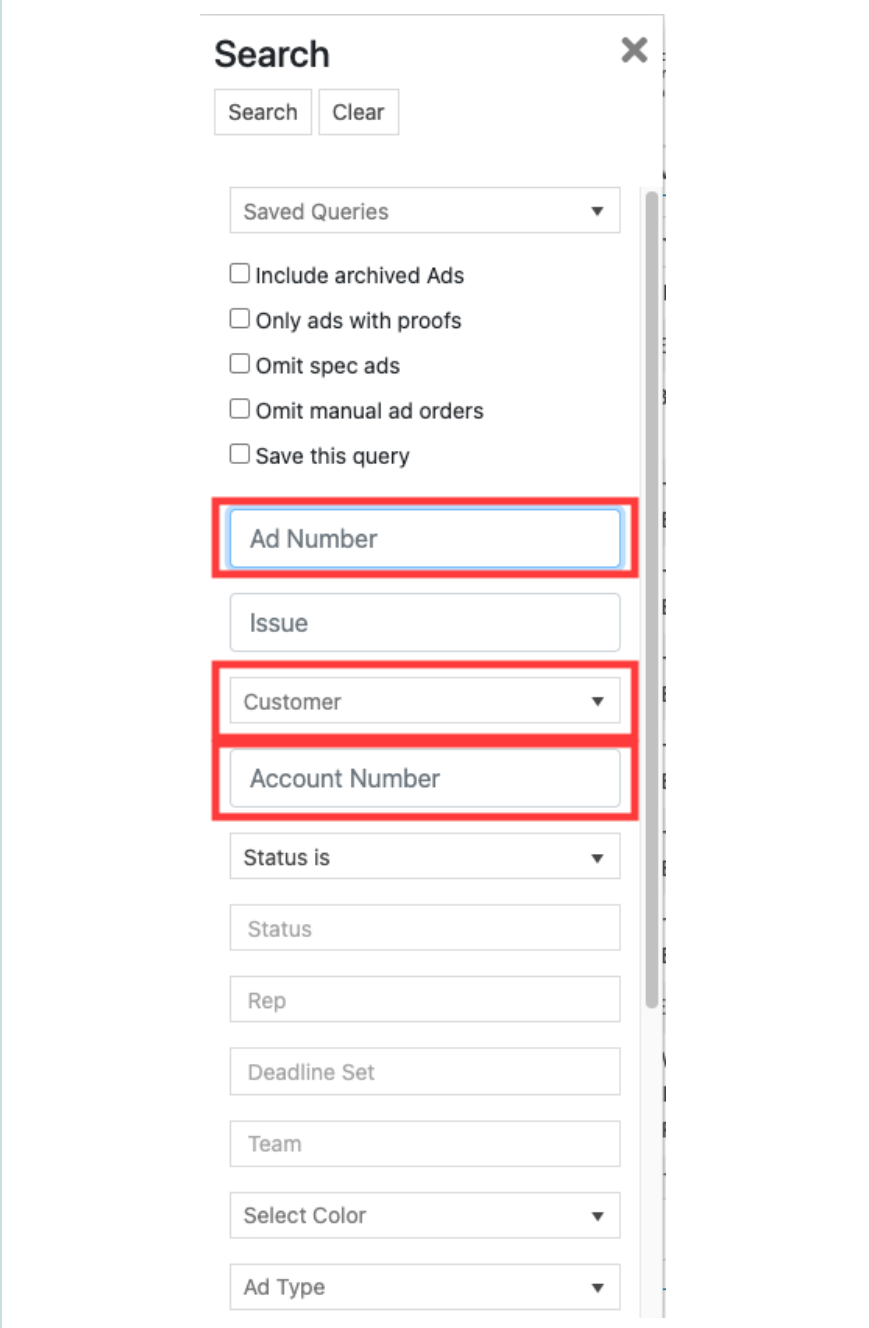
The screenshot shows the top navigation bar of the Clipper MAGAZINE website. The logo "Clipper MAGAZINE" is on the left, followed by a list of publications: "Local Flavor • Mint Magazine • Reach • Big Extra • Prestigious Living • Market Magazine • Get 1 Free • House2Home • Home & Decor Ideas • Great Deals". To the right of the logo is a search bar with a magnifying glass icon and the text "Search", a user profile icon with the text "Admin", a clock icon with the text "3720am", and a help icon with the text "Help". A red arrow points to the search bar with the text "Click Search" above it.

Below the navigation bar is a table with the following data:

Issue	Press Date	Customer	Account	Ad Number	Status	Ad Size
007920120	06/09/2020	BEACHSIDE SEAFOOD	CL172100	CL-4522994	BOOKED	FULL
007920120	06/09/2020	EPIK BURGER	CL274176	CL-4534762	BOOKED	HALF

# Basic Searching

- Most common searches include one of the following:
  - Ad Number (ex: CL5469674)
  - Customer Name
  - Account Number (ex:798465)

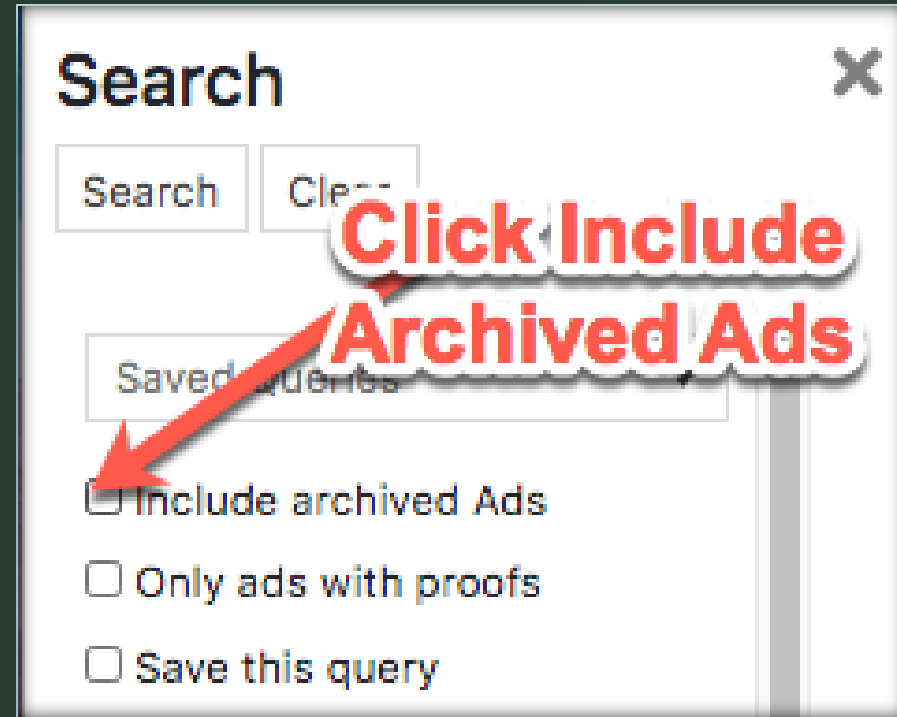


The image shows a search interface with the following elements:

- Search** header with a close button (X).
- Search** and **Clear** buttons.
- Saved Queries** dropdown menu.
- Filter checkboxes:
  - Include archived Ads
  - Only ads with proofs
  - Omit spec ads
  - Omit manual ad orders
  - Save this query
- Ad Number** text input field (highlighted with a red box).
- Issue** text input field.
- Customer** dropdown menu (highlighted with a red box).
- Account Number** text input field (highlighted with a red box).
- Status is** dropdown menu.
- Status** text input field.
- Rep** text input field.
- Deadline Set** text input field.
- Team** text input field.
- Select Color** dropdown menu.
- Ad Type** dropdown menu.

# Searching Past Ads

- Search defaults to live ads - ads that have not yet gone to print.
- To search for ads that previously printed, check the “include archived ads” box.
  - This may be useful to refer to or show a client an ad they’ve run in the past.

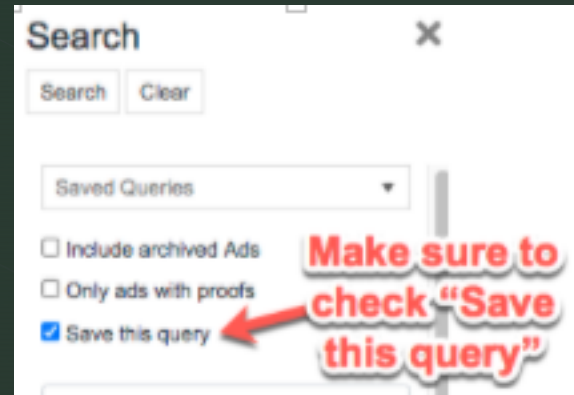


# Queries

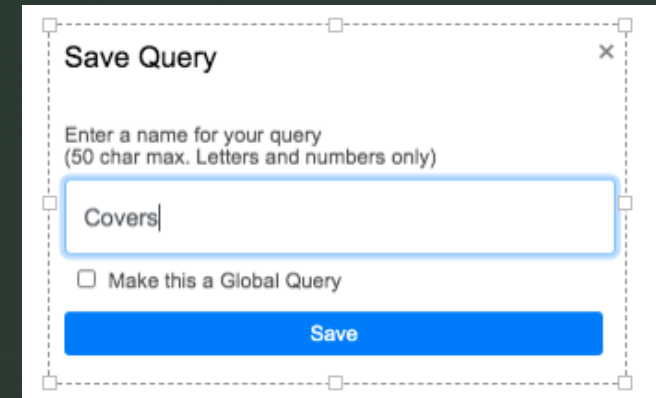
- **Queries are used to search for a grouping of ads with shared criteria, for example:**
  - All ads printing in a timeframe (this month, this week, next week etc.)
  - All upcoming ads printing for a specific rep or client
  - All ads at a particular status or size

- **To save for future use:**

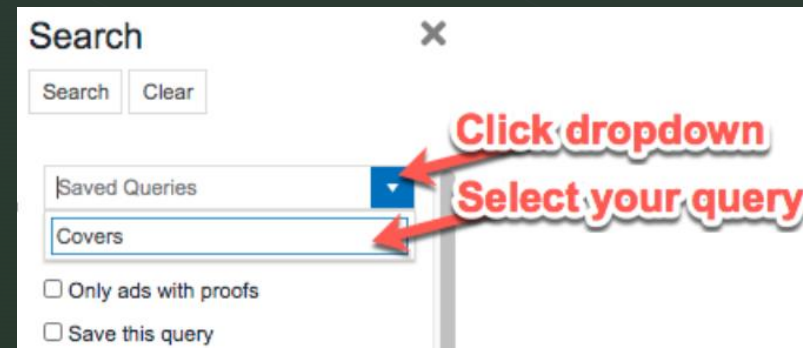
- Click “save this query” box before clicking “search”
- Enter a query name, click save
- To use again, choose from Saved Queries dropdown



The screenshot shows the 'Search' dialog box. At the top are 'Search' and 'Clear' buttons. Below is a 'Saved Queries' dropdown menu. Underneath are three checkboxes: 'Include archived Ads' (unchecked), 'Only ads with proofs' (unchecked), and 'Save this query' (checked). A red arrow points to the 'Save this query' checkbox with the text 'Make sure to check "Save this query"'.



The screenshot shows the 'Save Query' dialog box. It prompts the user to 'Enter a name for your query (50 char max. Letters and numbers only)'. The text 'Covers' is entered in the input field. Below the input field is a checkbox for 'Make this a Global Query' (unchecked). At the bottom is a blue 'Save' button.



The screenshot shows the 'Search' dialog box with the 'Saved Queries' dropdown menu open. The dropdown list shows 'Covers' as the selected option. A red arrow points to the dropdown arrow with the text 'Click dropdown', and another red arrow points to the 'Covers' option with the text 'Select your query'.



# Demo

