

Request Multiple Versions or a Campaign

There are many reasons why you might want to request several ads at the same time. Here are a few:

- Same ad in multiple sizes.
- Same ad in both color and black & white.
- Multiple design options.
- Multiple ads with the same layout, but different images, offers, copy, etc.
- Coordinating print and digital ads.

Advantages of submitting these ads together as a campaign:

- All ads submitted together will be done by the same designer for consistency.
- Fill out the form once then duplicate and add changes.
- Search for all campaign orders at once by using the first three groups of numbers in the Metro reference number, ie. 2015-117-10.
- Discounts!
 - Full price for the first (or largest) ad, half price for each additional ad.
 - —For print and digital combinations, full price for the print and half price for the digital (JPG & GIF formats only).

New Order with Multiple Versions

Select "New Order with Multiple Versions" from the Order menu.

Request Multiple Versions or a Campaign

Home

Logout

Logged in as Metro Demo (metro)

(1)

(1)

?

Order

Campaign

Order Maintenance

Goto Order

New Order

New Order with Multiple Versions

View Order

Create an order and with a set of alternative versions

Pickup

Submit

Revise Order

Release with changes

Release

Force Release

Hold Order

Resume Order

Cancel Order

Download

Print Order

Order Monitor

All

Search

Advanced Search



In Progress 66

Issues 2

Held 1

Not started 6

Done 12

Advertiser	Publication	Date Needed	Owned By	Stage
Name	Advertiser	Publish Date	Submitted Date	Status
				Action
	Evening News	Jan 7, 2015	Metro Demo (metro)	Proof
				Ready
010615#2	Leaf & Petal	Not Specified	Jan 6, 2015	<div></div>
	Evening News	Jan 7, 2015	Metro Demo (metro)	Proof
				Ready
15	Helen Keller Hospital	Not Specified	Jan 6, 2015	<div></div>
<div><div>P</div><div></div><div>Bryan W. Whitfield Memorial Hospital</div></div>	Evening News	Dec 31, 2014	Metro Demo (metro)	Proof
2014-364-38-1				Ready
BBWMH_122914	Bryan W. Whitfield Memorial Hospital	Not Specified	Dec 30, 2014	<div></div>
<div><div>P</div><div></div><div>Handy Hardware</div></div>	Evening News	Apr 22, 2014	Metro Demo (metro)	Proof
2014-111-15-1				Ready
campaign	test	Not Specified	Apr 21, 2014	<div></div>

Request Multiple Versions or a Campaign

Fill out the order form

Fill out the order form for the specs of the first ad.

HomeLogout

Logged in as Metro Demo (metro) (1) (1) ?

CancelSaveSubmit

Campaign Manager

Campaign: 2015-117-10
Account: AOD Demo Account (999999)
Advertiser: Honda of Tenaflly

Owners: Metro Demo (metro)


Advertiser*Honda of Tenaflly

Additional Email Address

AddRemove

OrdersFiles

[Unsaved Changes]

Thumbnail	Metro Reference Job Number/Name	Publication Publish Date	Date Needed Submitted Date	Ad Type Ad Size	Stage Status Action
	2015-117-10-1 HondaOfTenaflly_042715	Evening News Not Specified	Apr 28, 2015	Print ≤ 1/4 page	Prep New

Add OrderDuplicate Selected Order

2015-117-10-1 - HondaOfTenaflly_042715

Owned ByMetro Demo (metro)

PublicationEvening News

Date Needed*April 28, 2015

Publish Date

Job Number/Name*HondaOfTenaflly_042715

Pickup Job Number

Ad Type

☒ Print☐ Digital

☒ Color☐ Spot☐ Black & White

Modular Size*≤ 1/4 page

Ad Size in InchesWidth* 3.5Height* 5

No. of columns2

☐ Please use previously provided materials
☐ Use additional art if required
☐ Resize Only
☐ Redesign

Metro Spec Ad Name(s)

Metro Image Name(s)

Color Preference

Font Preference

Ad Design/Layout

Creative Style

Ad design examples

☒ Follow instructions carefully☐ Be Creative
☐ Edgy☐ Sophisticated☐ Standard☐ Text Only

EdgySophisticatedStandard

Copy/Content (Format Copy with desired line breaks)

Notes & Instructions

Thanks, Honda of Tenaflly!

Join more than 00,000 satisfied customers when you purchase your next vehicle from your friends at Honda of Tenaflly!

Please have a picture of someone holding up a sign that says: Thanks, Honda of Tenaflly!

Request Multiple Versions or a Campaign

Duplicate the order

After the first order is filled out, click "Dupciate Selected Order" to duplicate the exact order as many times as needed. Then, click on an order and make any changes. For example, change the color preference, size, copy, instructions, etc.

If you need a print and digital ad that will have completely different specs and likely different copy and instructions, click "Add Order" instead of "Duplicate Selected Order".

HomeLogout

Logged in as Metro Demo (metro) (1) (1) ?

CancelSaveSubmit

Campaign Manager

Campaign: 2015-117-10
Account: AOD Demo Account (999999)
Advertiser: Honda of Tenafly

Owners: Metro Demo (metro)




Advertiser*Honda of Tenafly

Additional Email Address

AddRemove

OrdersFiles

[Unsaved Changes]

Thumbnail	Metro Reference Job Number/Name	Publication Publish Date	Date Needed Submitted Date	Ad Type Ad Size	Stage Status Action
 1st order	2015-117-10-1 HondaOfTenafly_042715	Evening News Not Specified	Apr 28, 2015	Print ≤ 1/4 page	Prep New
 2nd order	2015-117-10-2 HondaOfTenafly_042715#2	Evening News Not Specified	Apr 28, 2015	Print ≤ 1/4 page	Prep New
 3rd order	2015-117-10-3 HondaOfTenafly_042715#3	Evening News Not Specified	Apr 28, 2015	Print ≤ 1/4 page	Prep New

2015-117-10-3 - HondaOfTenafly_042715#3

Owned ByMetro Demo (metro)

PublicationEvening News

Date Needed*April 28, 2015

Publish Date

Job Number/Name*HondaOfTenafly_042715#3

Pickup Job Number

Ad TypePrintDigital

Ad Color*ColorSpotBlack & White

Modular Size*≤ 1/4 page

Ad Size in InchesWidth* 3.5Height* 5

No. of columns2

☐ Please use previously provided materials
☐ Use additional art if required
☐ Resize Only

Color Preference

Font Preference

Add Order

Duplicate Selected Order

Upload files

1. Click the "Files" tab.
2. Click the "Choose File" button (also called "Browse" in some browsers) to select the files to upload.

Request Multiple Versions or a Campaign

- 3. Use the "Campaign/Order" pulldowns to indicate if a file is to be used in every ad in the campaign or for a specific order.
- 4. Turn down the "Order List" blue triangle as a reminder of which order is which.

HomeLogout

Logged in as Metro Demo (metro) (1) (1) ?

CancelSaveSubmit

Campaign Manager

Campaign: 2015-117-10
Account: AOD Demo Account (999999)
Advertiser: Honda of Tenafly

Owners: Metro Demo (metro)

Advertiser*Honda of Tenafly

Additional Email Address

AddRemove

OrdersFiles

[Unsaved Changes]

Upload File(s)Choose FileNo file chosen

Select	Thumbnail	File Name	Modified Date Cycle Number	Type Status	Campaign/Order	Change
<input type="checkbox"/>		hdrLogo.png	moments ago	Material Upload	Campaign3	
<input type="checkbox"/>		9895HonCrv_32_RA.jpg	moments ago	Material Upload	Order #1	
<input type="checkbox"/>		9856HonAcc_32_BL.jpg	moments ago	Material Upload	Order #2	
<input type="checkbox"/>		9727HonPil_32_GY.jpg	moments ago	Material Upload	Order #3	

Select All User FilesRemoveDownload

Order List (Click to expand)

Thumbnail	Metro Reference Job Number/Name	Publication Publish Date	Date Needed Submitted Date	Ad Type Ad Size	Stage Status
	2015-117-10-1 HondaOfTenafly_042715	Evening News Not Specified	Apr 28, 2015	Print <= 1/4 page	Prep New
	2015-117-10-2 HondaOfTenafly_042715#2	Evening News Not Specified	Apr 28, 2015	Print <= 1/4 page	Prep New
	2015-117-10-3 HondaOfTenafly_042715#3	Evening News Not Specified	Apr 28, 2015	Print <= 1/4 page	Prep New

Request Multiple Versions or a Campaign

Submit order

When you're ready, click the "Submit" button at the top right. You can also choose to "Cancel" your order or "Save" it to submit at a later time (each order can be retrieved individually in the "Not Started" tab).

You'll then be taken to the Notification Message window. Type any last instructions, then click the "Submit" button.

HomeLogout

Logged in as Metro Demo (metro) (1) (1) ?

Notification Message

Cancel ActionSubmit

Campaign Manager

Campaign: 2015-117-10
Account: AOD Demo Account (999999)
Advertiser: Honda of Tenafly

Owners: Metro Demo (metro)

Advertiser*

Honda of Tenafly

Additional Email Address

AddRemove

OrdersFiles

[Unsaved Changes]

Upload File(s)

Choose FileNo file chosen

Select	Thumbnail	File Name	Modified Date Cycle Number	Type Status	Campaign/Order	Change
<input type="checkbox"/>		hdrLogo.png	moments ago	Material Upload	Campaign	
<input type="checkbox"/>		9895HonCrv_32_RA.jpg	moments ago	Material Upload	Order #1	
<input type="checkbox"/>		9856HonAcc_32_BL.jpg	moments ago	Material Upload	Order #2	
<input type="checkbox"/>		9727HonPil_32_GY.jpg	moments ago	Material Upload	Order #3	

Select All User FilesRemoveDownload

Order List (Click to expand)

Thumbnail	Metro Reference Job Number/Name	Publication Publish Date	Date Needed Submitted Date	Ad Type Ad Size	Stage Status
	2015-117-10-1 HondaOfTenafly_042715	Evening News Not Specified	Apr 28, 2015	Print <= 1/4 page	Prep New

Request Multiple Versions or a Campaign

Searching for multiple versions

From the Order Monitor or Advanced Search screen, you can search for all of the orders in your campaign at once by typing the first three sets of digits into the Search box. Keep in mind that they might show up in different tabs depending on their status.

[Home](#) [Logout](#)

Logged in as Metro Demo (metro) (1) (1) ?

[Order](#) [Campaign](#) [Order Maintenance](#)

Order Monitor

Owned By ☐ All ☒ Me







Publication

Search [Advanced Search](#)

Proof 0

Final 0

Work In Progress 3

Ad Type	Metro Reference Job Number/Name	Publication Advertiser	Date Needed Publish Date	Owned By Submitted Date	Stage Status Action
	2015-117-10-1 HondaOfTenaflly_042715	Evening News Honda of Tenaflly	Apr 28, 2015 Not Specified	Metro Demo (metro) Apr 27, 2015	Proof In Production 
	2015-117-10-2 HondaOfTenaflly_042715#2	Evening News Honda of Tenaflly	Apr 28, 2015 Not Specified	Metro Demo (metro) Apr 27, 2015	Proof In Production 
	2015-117-10-3 HondaOfTenaflly_042715#3	Evening News Honda of Tenaflly	Apr 28, 2015 Not Specified	Metro Demo (metro) Apr 27, 2015	Proof In Production 

Page Size