

# Publications

A publisher maintains online **publications** such as a website, blog, video channel, newsletter, smartphone app, or webshop. Adhese is platform-agnostic: it can support any type of publication.

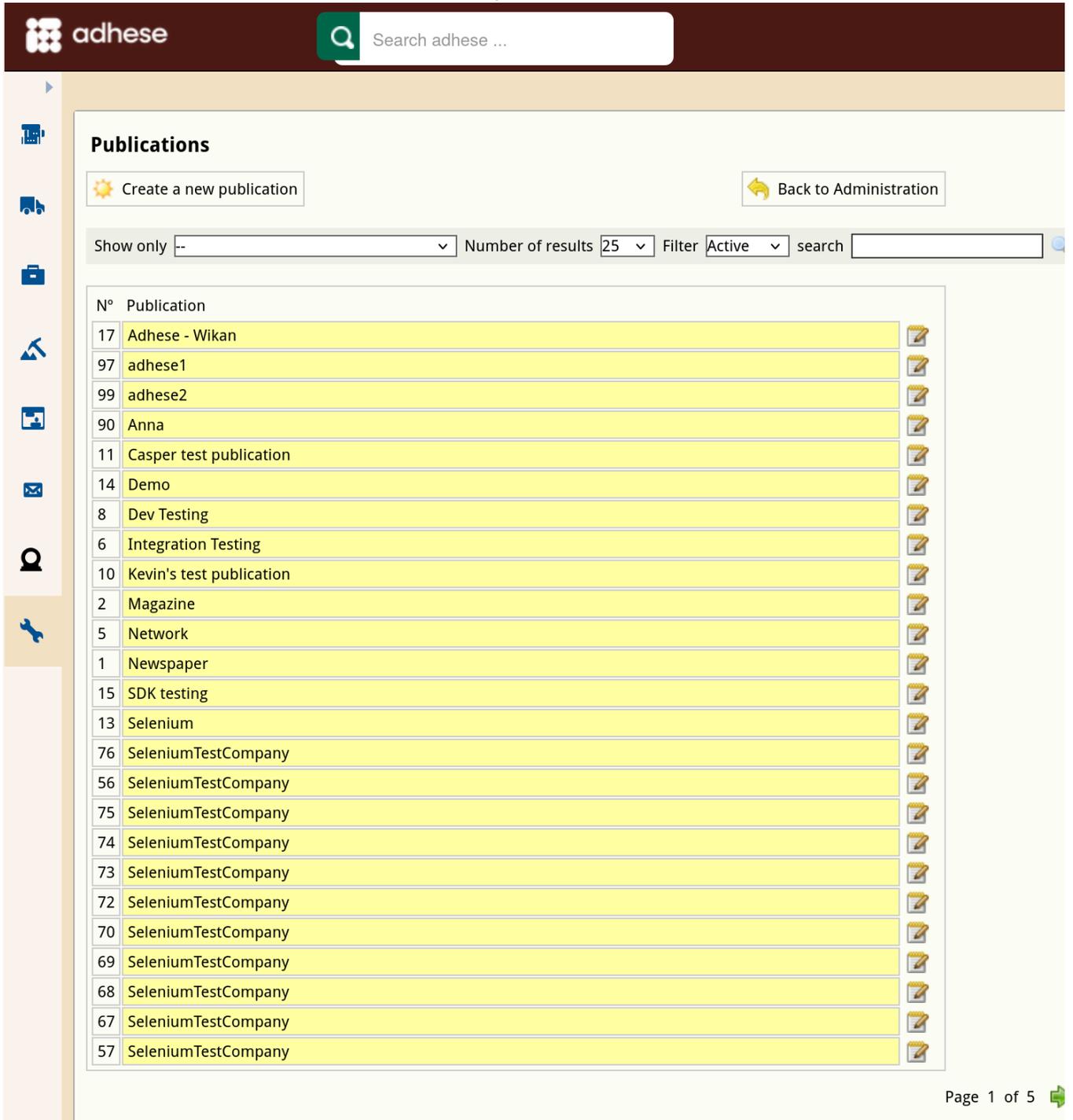
You can filter the *Publications* screen by publisher and select a publisher from the **Show only** drop-down menu above the list. You can filter the *Publications* screen by publication status using the **Filter** drop-down menu. Determine the number of results to display from the **Number of results** drop-down. Use the *search* bar to search for a specific publication.

## Create a new publication

To add a new publication:

1. Click *Admin* in the left navigation menu. This opens the *Administration* screen.

2. Click *Publications*. The *Publications* screen opens:

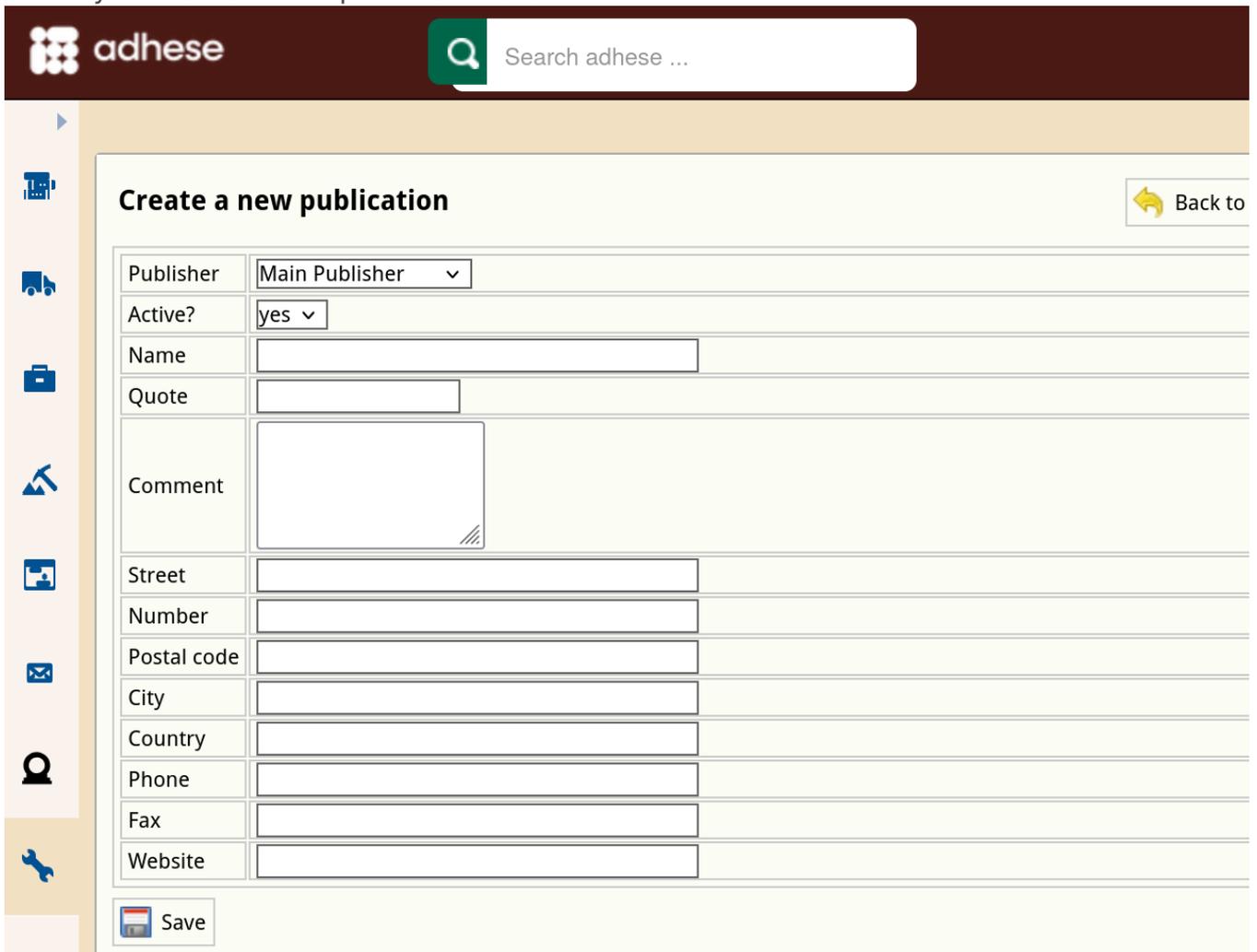


The screenshot shows the Adheses web application interface. At the top, there is a dark red header with the Adheses logo and a search bar containing the text "Search adheses ...". Below the header is a light-colored navigation sidebar with several icons. The main content area is titled "Publications" and features a "Create a new publication" button with a sun icon and a "Back to Administration" button with a left-pointing arrow icon. Below these buttons are filter controls: "Show only" with a dropdown menu, "Number of results" set to "25", "Filter" set to "Active", and a search input field. The main part of the screen is a table listing publications. Each row contains a number, a publication name, and a small icon of a document with a pencil. The table data is as follows:

N°	Publication	
17	Adheses - Wikan	
97	adheses1	
99	adheses2	
90	Anna	
11	Casper test publication	
14	Demo	
8	Dev Testing	
6	Integration Testing	
10	Kevin's test publication	
2	Magazine	
5	Network	
1	Newspaper	
15	SDK testing	
13	Selenium	
76	SeleniumTestCompany	
56	SeleniumTestCompany	
75	SeleniumTestCompany	
74	SeleniumTestCompany	
73	SeleniumTestCompany	
72	SeleniumTestCompany	
70	SeleniumTestCompany	
69	SeleniumTestCompany	
68	SeleniumTestCompany	
67	SeleniumTestCompany	
57	SeleniumTestCompany	

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- Click the *Create a new publication* button. This opens the *Create New Publication* screen, where you enter the new publication details.



The screenshot shows the 'Create a new publication' form in the Adhese application. The form is titled 'Create a new publication' and has a 'Back to' button in the top right corner. The form fields are as follows:

Publisher	Main Publisher ▾
Active?	yes ▾
Name	<input type="text"/>
Quote	<input type="text"/>
Comment	<input type="text"/>
Street	<input type="text"/>
Number	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Website	<input type="text"/>

At the bottom of the form, there is a 'Save' button.

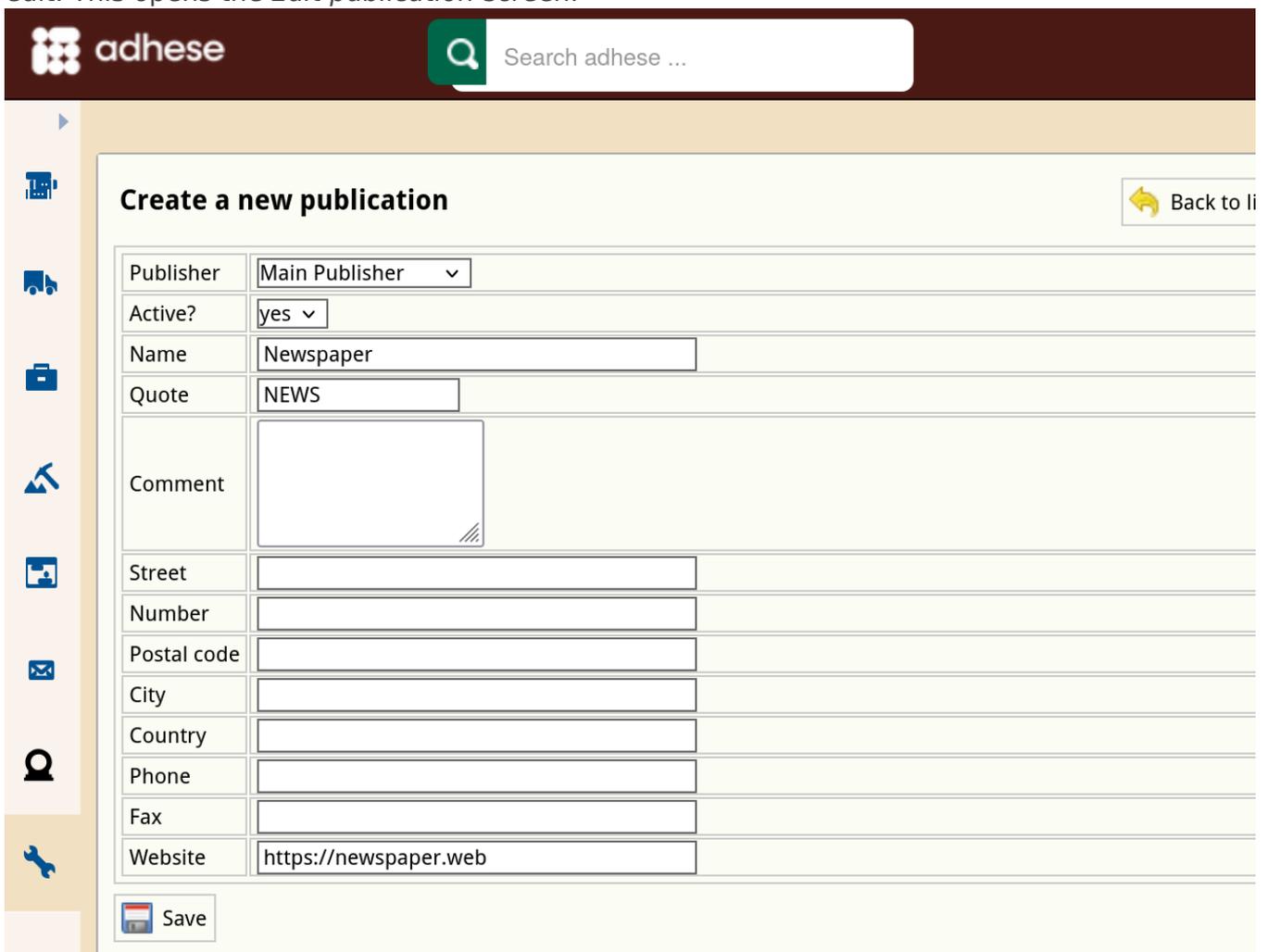
- In the **Publisher** drop-down, select the publisher to which the publication belongs.
- Select *yes* or *no* to determine whether the status of the publication is active or not in the **Active?** drop-down. By default, a new publication is active. If a publication is set to inactive, you will not be able to use it to serve ads.
- Enter a name for the publication in the **Name** field.
- (Optional) Enter a short name for the publication in the **Quote** field. Adhese uses the quote as a short notation for the publication and displays it in the list of locations (see [Create a new location](#)).
- (Optional) Enter the publisher's contact details in the **Street, Number, Postal code, City, Country, Phone, and Fax** field
- To preview uploaded creatives in Adhese, provide the URL of the publication's website in the **Website** field.
- Click the *Save* button at the bottom of the form to save your new publication.

Make sure to use a full URL (e.g. <https://example.com>) instead of a short URL (e.g. [example.com](http://example.com))

# Edit a publication

To edit a publication:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Publications*.
3. In the list of publications, click the name or the edit icon  for the publication you want to edit. This opens the *Edit publication* screen.



**adhes** Search adhes ...

**Create a new publication** [Back to li](#)

Publisher	Main Publisher ▾
Active?	yes ▾
Name	Newspaper
Quote	NEWS
Comment	<div style="border: 1px solid #ccc; height: 40px;"></div>
Street	<div style="border: 1px solid #ccc; height: 20px;"></div>
Number	<div style="border: 1px solid #ccc; height: 20px;"></div>
Postal code	<div style="border: 1px solid #ccc; height: 20px;"></div>
City	<div style="border: 1px solid #ccc; height: 20px;"></div>
Country	<div style="border: 1px solid #ccc; height: 20px;"></div>
Phone	<div style="border: 1px solid #ccc; height: 20px;"></div>
Fax	<div style="border: 1px solid #ccc; height: 20px;"></div>
Website	<a href="https://newspaper.web">https://newspaper.web</a>

 Save

4. Change any of the publication's details.
5. Click *Save*.

# Deactivate a publication

To deactivate a publication:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Publications*.
3. In the list of publications, click the name of the publication or click the edit icon  for the publication you want to deactivate. This opens the Edit a publication screen.
4. Change the **Active** field from *yes* to *no*.
5. Click *Save*.

The publication and its positions are no longer available in the *Booking* header. An inactive publication will be grey (instead of yellow) in the list of publishers.



### Publications

Create a new publication  Back to Administration

Show only  Number of results  Filter  search

N°	Publication	
17	Adheses - Wikan	
97	adheses1	
99	adheses2	
90	Anna	
95	Anna2	
96	Anna2	
98	AnnaSecond	
11	Casper test publication	
14	Demo	
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69	SeleniumTestCompany	
70	SeleniumTestCompany	
74	SeleniumTestCompany	
75	SeleniumTestCompany	
72	SeleniumTestCompany	

Deactivating a publication prevents new bookings from being created for it. Running bookings, including bookings where the publication is part of a channel, remain active. The owner of the deactivated publication is responsible for removing all requests to Adheses. To prevent running bookings from delivering on deactivated publications, create a 100% SOV booking coupled with an empty ad on the highest priority. Check that this booking has priority over all other bookings in the competing bookings list and/or the planned daily traffic graph.

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Created 10 June 2024 08:17:52 by Casper Steuperaert

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