

# Accessing Your SRDS Media Solutions™

Integration

## Logging In

www.srds.com

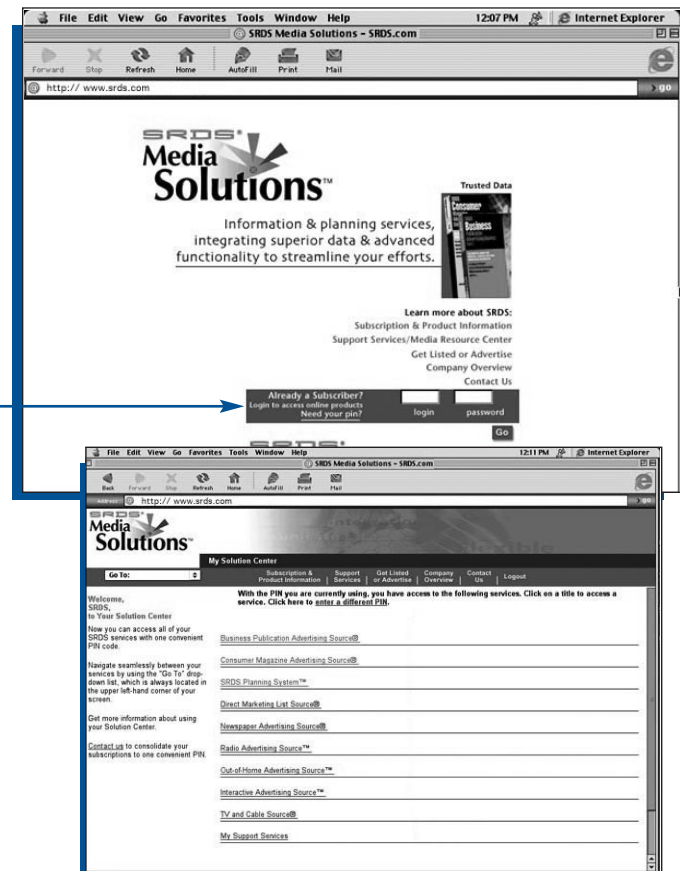
### How to Access Your Services

It's easier than ever to access your SRDS Media Solutions, the integrated services that deliver superior information and value-added support services. With one convenient PIN code, you can log in once, access all your SRDS services and navigate seamlessly among them.

#### To log in to your services:

- Go to the SRDS homepage at www.srds.com
- Enter your Login and Password and click on the "Go" button

After logging in, you'll automatically be taken to your personalized Solution Center, enabling you to access ALL of your SRDS subscriptions and support services.



#### NOTE:

For important information about using your PIN code, see page 5 of this guide.

#### Recommended Computer Settings

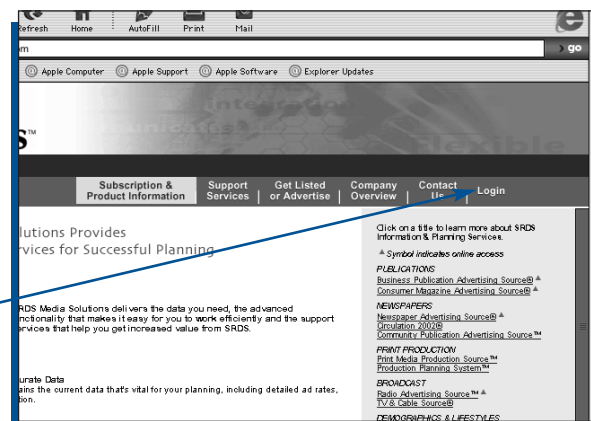
- Windows 2000
- Internet Explorer 5.0 or Higher
- 1024 x 768 Screen Resolution

Required settings: Windows, 2000, XP with Internet Explorer 5.0, Netscape 4.7 or 7.0, AOL 6.0 or higher; Macintosh Operating System 9.1 or higher with Internet Explorer 5.1 or Netscape 4.7.

### Logging In from Other Areas of the Site

If you visit the SRDS Web site and do not log in from the homepage, you always have the opportunity to do so from anywhere within the site.

- Click on the "Login" tab at the top of your screen.
- You will return to the homepage, where you can log in and access your Solution Center.



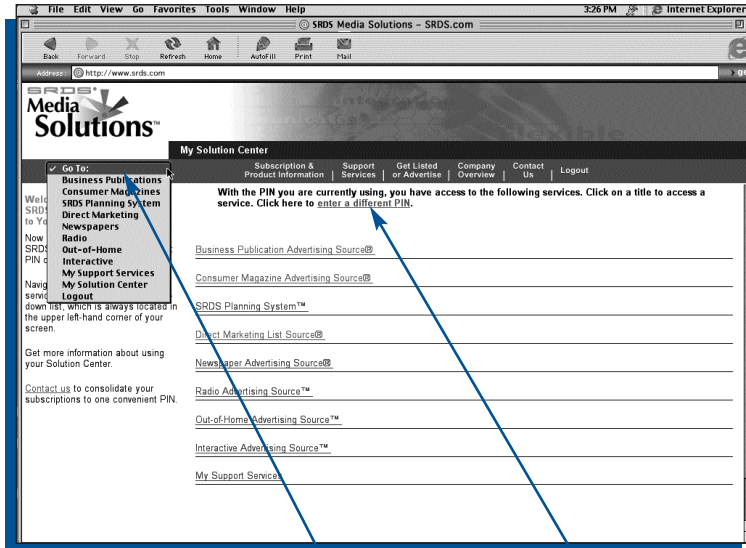
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## Your Solution Center

[www.srds.com](http://www.srds.com)

Your Solution Center is a personalized gateway to your SRDS services. It contains links to all the SRDS subscriptions and support services you can access with the PIN code just entered.



### Accessing Your SRDS Services

The titles of the services you subscribe to will appear in the “Go To” drop-down list under the SRDS Media Solutions logo, as well as in the center frame of your Solution Center.

#### To access your SRDS Services:

- Click on the “Go To” drop-down list and select the title of the product you’d like to use
- Or
- Click on the title of the product you’d like to use from the list in the center frame

Either action will take you to the service you selected.

### Using the “Go To” List to Move within the SRDS Site

During your online session, the “Go To” drop-down list is always available under the SRDS Media Solutions logo. With it, you can move instantly to any product, your support services, other areas of the site or your Solution Center without logging in again. Plus, any data you have tagged for output/reports within each product will remain there until you log out.

### Entering a Different PIN

If you have access to another SRDS service through a different PIN code and want to access that service, click on “Enter a different PIN” at the top of the center frame. You will return to the SRDS homepage where you can log in with a different PIN to enter other SRDS services.



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## Your Solution Center

www.srds.com

### Accessing Your Support Services

From your Solution Center, you can quickly and easily access all the value-added Support Services that you receive as an SRDS subscriber, including:

- SRDS Service Center Information
- SRDS Services Guides
- The Listing Locator Service
- Media Planning & Buying Calculators
- SRDS Research Services
- Advertising & Marketing Links

### To access your Support Services:

- Click on the “Go To” drop-down list and select “My Support Services”
- OR
- Click on “My Support Services” in the center frame
- OR
- Click on the “Support Services” tab in the top navigation bar

Any of these actions will take you to a Support Services menu where you can click on the service you need.

Remember to use the “Go To” drop-down list to instantly access all the SRDS online services or to return to your Solution Center.

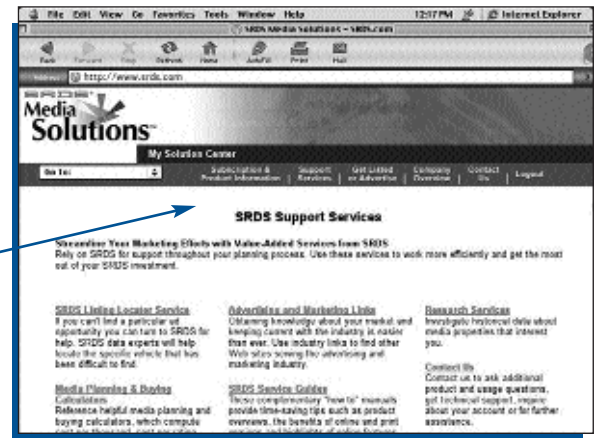
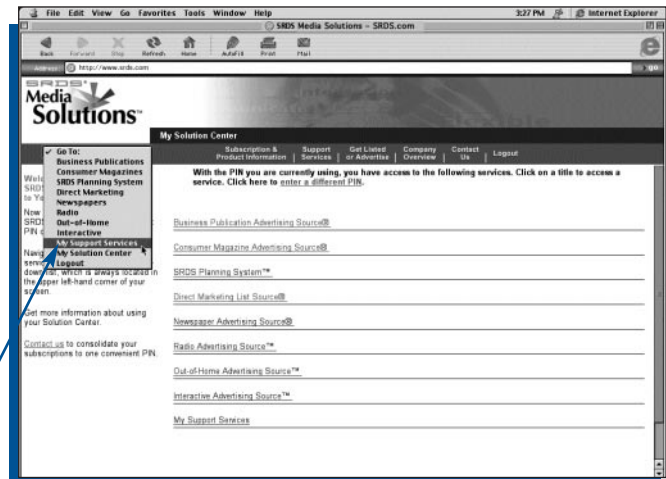
### Accessing Other Areas of the SRDS Web Site

You can access the entire SRDS Web site from your Solution Center, including:

- SRDS Subscription & Product Information
- Get Listed or Advertise
- Company Overview
- Contact Us

### To access other areas of the Web site:

- Click on a button in the top navigation bar



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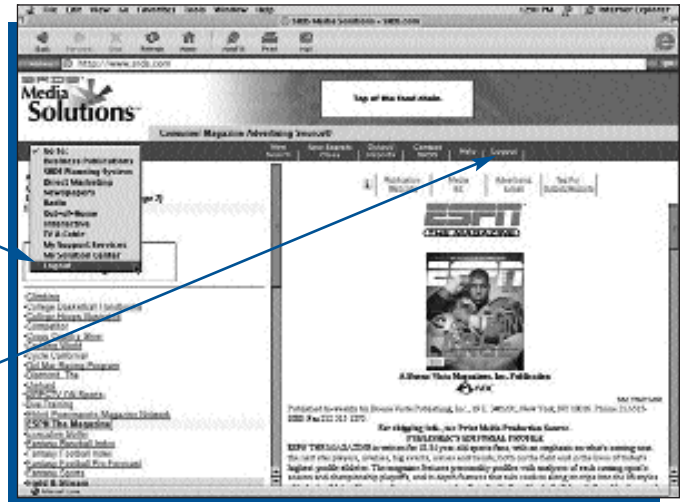
## Logging Out of Your Services

www.srds.com

You logged in with one PIN code to access all your SRDS services and when you log out, you will leave ALL of your SRDS services.

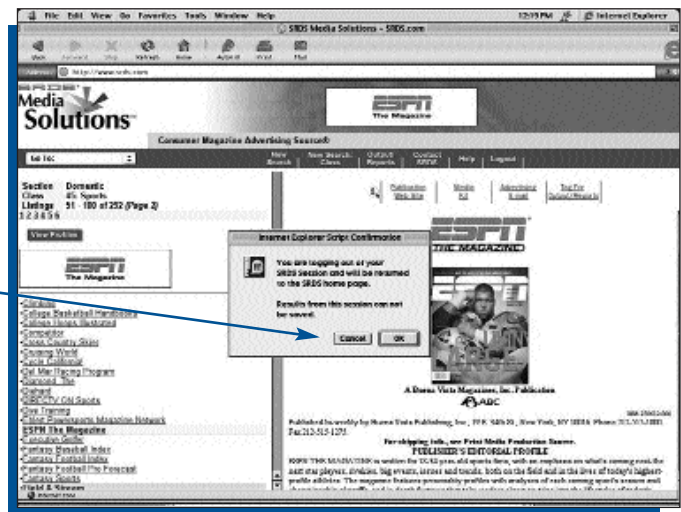
### You may log out two ways:

- Click on the “Logout” option in the “Go To” drop-down list in the upper left-hand corner of your screen
- Or
- Click on the “Logout” button in the navigation bar at the top of your screen, either in your Solution Center or in a product



A prompt will appear to remind you that you are logging out of your session and you'll be returned to the SRDS homepage. With the exception of the SRDS Media Planning System™, results from your session cannot be saved.

- Click “OK” to complete logging out or “Cancel” to go back and continue your session



### NOTE:

#### It's important to log out properly because:

- You or another user might enter your PIN again and disconnect the current session, losing the work in the current session
- The system will time out and disconnect you after 12 hours of inactivity and you will lose the work in this session

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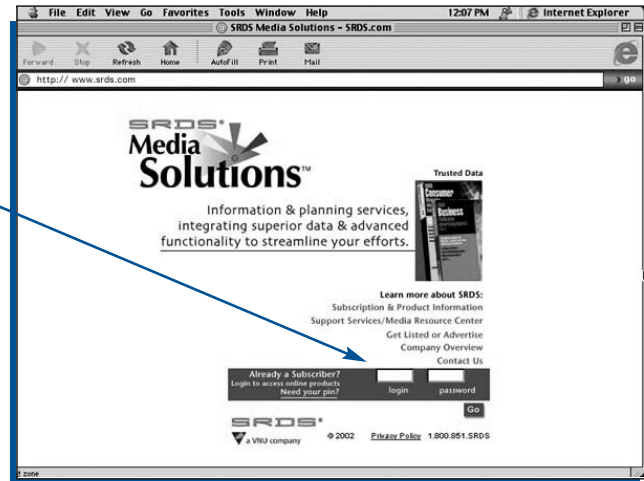
## Important Information About Using Your PIN Codes

www.srds.com

The new SRDS Web site offers you the capability of logging in once to access all your SRDS online services. This allows you to navigate among the different SRDS products seamlessly. To experience this convenience fully and to make your planning more efficient, you can choose to consolidate and personalize your PIN codes.

### Consolidate Your PIN Codes for Convenience

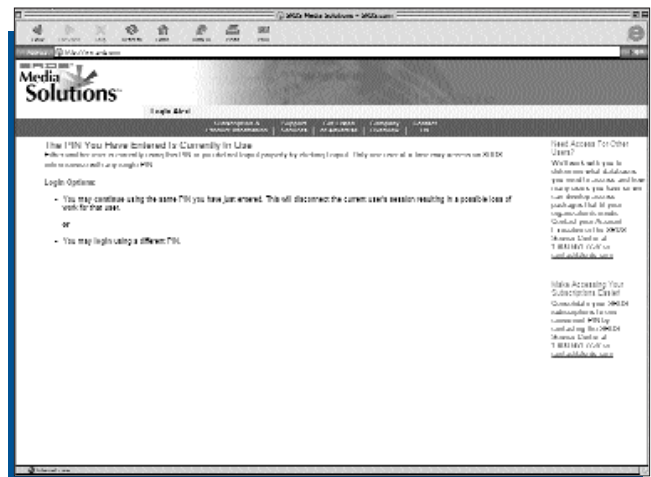
If you have several different SRDS subscriptions that you would like to access seamlessly, you may choose to consolidate some or all into one convenient PIN code. When you log in with this consolidated PIN code, you can instantly navigate among those SRDS subscriptions through the drop-down list under the SRDS Media Solutions logo.



### Get Personalized PIN Codes for Simultaneous Access

Only one user at a time may use each PIN code to access online SRDS services. If a second user enters a PIN code that is already in use, the first user will be disconnected, resulting in a possible loss of work.

For simultaneous access by multiple colleagues, you can each have personalized PIN codes to use the SRDS databases that fit your research needs. Your Account Executive will work with you to determine what databases you and your co-workers each need. An access package will be developed to fit your organization.



### Make Changes To Your PIN Codes

Contact the SRDS Service Center or your Account Executive at 1.800.851.7737 to consolidate your PIN codes or discuss custom access for your organization.

## SRDS Support Services

### Technical Support

Support is available Mon.-Fri., 8 a.m.-5 p.m. CT.  
Call 1.800.851.7737.

### Service Center

Service Consultants are available to assist you.  
Call 1.800.851.7737 or e-mail contact@srds.com

Access SRDS Service Guides For: [Business Publication Advertising Source®](#)  
[Consumer Magazine Advertising Source®](#)  
[Newspaper Advertising Source®](#)  
[TV & Cable Source®](#)