How to Use or Find Archived Spots

1. To search for an archived spot, go to https://cadbeta.addelivery.cts.comcast.net/cad/login and enter your credentials to login to the Ad Management System.

2. Once you are logged in, click the **Spots** icon on the left side of the screen.

3. Use the search fields in the left, dark grey vertical to enter the information you have about the spot.

4. At the bottom of the search field click the check box labeled "Include Archives" and then hit "Search".

5. This will show results for any ISCI that has been archived. This same process can be repeated to find archived Orders too.