

Deleting Spots

You can archive a spot that is no longer needed in the account. This won't delete it permanently in case it is needed again in the future, but it will remove it from being visible on the account.

1. To archive a spot, go to <https://distribution.advertising.comcasttechnologiesolutions.com> 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 on the left, dark grey vertical to enter the information you have about the spot. Hit "Search".
4. Once the spot populates, double click on the ISCI to open the spot details. Then in the upper left of the page, there is a dark grey horizontal bar with an option for "Archive". It will then prompt you to confirm your selection.
5. This same process can be repeated to archive Orders too. Please see the "How to Use or Find an Archived Spot" guide to learn how to unarchive a spot or order.