How to Import Spot Metadata

Go to https://cadbeta.addelivery.cts.comcast.net/cad/login and enter your credentials to login to the *Provider Portal*; the Account name will be displayed in the upper-right below the Username.

1. Click the **Spots** icon on the left side of the screen

2. Click **Import** at the bottom of the page to begin

    a. Navigate to the folder and select the file to be uploaded

3. Select the file you want to import and click **Open** to import the metadata

    a. The metadata will automatically populate the **Spot Details**

    b. If you do not see your entries appear click the **Spots** icon to refresh the window

Required fields for metadata are:

    a. **ISCI/Ad-ID**

        i. HD spots must end with an "H"; SD=ABCD1234, HD=ABCD1234**H**

        ii. Must be 15 or fewer alphanumeric characters

        iii. NO spaces

        iv. NO special characters; %$#&

    b. **Title**

    c. **Agency**

    d. **Advertiser**

    e. **Brand**

Please ensure the Agency, Advertiser & Brand are the same each time (case sensitive, no spaces) to maintain consistency.

DO NOT fill in the Duration field!