

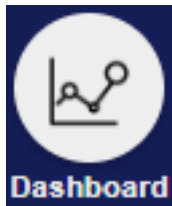
Receiver Portal - Overview

Go to <https://distribution.advertising.comcasttechnologiesolutions.com/> and enter your credentials to login to the **Receiver Portal**; the Account name will be displayed in the upper-right corner below the Username



RECEIVER PORTAL

DASHBOARD Icon – Quick Search Tabs



Under Construction

DELIVERIES Icon – TV/Radio Spots that have been Delivered






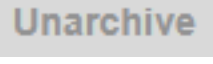

Search Bar – Data Fields

1. **ISCI/Ad-ID/Spot #**
 - a. ISCI – an “Industry Standard Coding Identification” used to identify commercials
 - b. Ad-ID – an industry standard identifier, more info at www.ad-id.org
 - c. Spot # - a unique 7-digit code assigned to every Spot in the COMCAST Ad Management Platform
2. **Status** – indicator of location within the delivery process
 - a. None
 - b. Delivered – spot has been sent to the Receiver file delivery location
 - c. Delivering – spot is currently being delivered to the Receiver
 - d. Download Available – spot is available via a Download LINK
 - e. Traffic Review – spot awaiting review by the Receiver, will be delivered once “Approved”
 - f. Queued For Delivery – spot is in Queue waiting to be delivered to the Receiver
 - g. Shipping – spot is being delivered to the Receiver via Tape, Memory Stick, etc.
3. **Duration** – enter Duration in Seconds; 10, 30, 60, 90, etc., system will convert to MM:SS

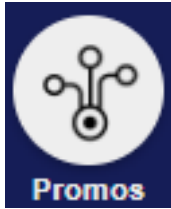
4. **Format**
 - a. None
 - b. SD – Standard Definition (ex: 720x480)
 - c. HD – High Definition (ex: 1920x1080, 1280x720)
 - d. Radio
5. **Title** – the Title of the spot
6. **Destination** – select a Destination from the Receiver list
7. **Order #** - the Order number as provided by Traffic
8. **Advertiser** – the Advertising agency
9. **Agency** – the Agency name that is providing the spot
10. **House ID** – a user-defined unique identifier
11. **Received** – date range in which to search for spots
12. **Promos**
 - a. None
 - b. Promos Only
 - c. Non-Promos Only
13. **Include Archives** – include search for any content that has been Archived

Search List

The following list of options are available:

- **Total** – total number of Items displayed in the List
- **Selected** – total number as Highlighted items
 - **Click** to highlight a single item
 - **Shift + Click** to highlight a range of items
 - **Ctrl + Click** to highlight additional items
-  **Kebab Menu**
 - Quick View to DOWNLOAD available content
-  **Retransmit Spot(s)**
 - Retransmit the selected item(s) to the Receiver
-  **Archive**
 - Archive the selected item(s) and remove from the Search query
-  **Unarchive**
 - Unarchive items that have previously been Archived
-  **Export to CSV (Comma Separated Values)**
 - Create and Export the “entire” List of items in an Excel-friendly format
 - TIP – for a list certain items, perform a Search first, then Export to CSV

PROMOS Icon



Search Bar – Data Fields (additional to those listed above for Deliveries)

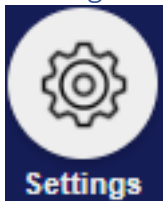
1. **Provider** – the name of the company that is providing the promo
2. **Brand** – the Brand name of the promo
3. **Campaign** – the Campaign name for the promo
4. **Promo Type**
 - a. None
 - b. Ready To Air
 - c. Unfinished – promo contains “extra video”; slates, black, etc. and are NOT Ready to Air

Search List

The following option, in addition to those listed above for Deliveries, are available:

- **Accept Promo(s) For Delivery** **Accept Promo(s) For Delivery**
 - Promos with a Status of “Waiting For Acceptance” must be accepted before delivery
- **Unarchive** **Unarchive** (when applicable)
 - Unarchive items that have previously been Archived

Settings



Destinations – list of Stations

The following list of options are available:

- **Archive** **Archive**
 - Archive the selected item(s) and remove from the Search query
- **Unarchive** **Unarchive** (when applicable)
 - Unarchive items that have previously been Archived
- **EXPORT** **Export (Comma Separated Values)**
 - Create and Export the “entire” List of Stations in an Excel-friendly format
- **NEW** **New**
 - Create a New Destination on the Receiver

Users – list of Users

- **Export to CSV** **Export to CSV (Comma Separated Values)**
 - Create and Export the “entire” List of Users in an Excel-friendly format
- **NEW** New
 - Create a New Destination on the Receiver

Default Media Preferences – technical specifications as specified by the Receiver


- General – Metadata, XML, account settings, etc.
- SD – Media Format Specifications for SD
- HD – Media Format Specifications for HD
- Audio – Target Level, Maximum Peak and ITU-R BS 1770 Loudness Adjustment

File Transfer Clients – delivery method and specifications

- Configuration Settings for FTP and/or FTC
- Folder Delivery Paths

Spot/Promo Marker

View System Events Icon

 **View System Events**

- To View, click the View System Events icon
- Highlight an Event to view Event Properties


View Related Deliveries Icon (if available)

Archive Icon – remove the spot from Searches

 **Archive**

- To Archive
 - Click the Archive icon
 - Click CONTINUE
- To Unarchive
 - From the Search Bar, tick the “Include Archives” box
 - Search for the Archived Spot/Promo marker
 - View Details
 - Click the Unarchive icon

Retransmit Spot Icon – have the content Retransmitted to the Receiver

 **Retransmit Spot**

- NOTE – content is ONLY available for 90 days after Delivery!
 - If “Expired”, please contact the Provider as noted on the Traffic

Downloads



SPOT

SPOT – the delivered file format as defined by the Receiver Settings



ORIGINAL

ORIGINAL – the original file format as it was uploaded by the Provider



MEZZ

MEZZ – the Mezzanine file format as created from the ORIGINAL



QT

QT – a low-res, Quicktime proxy file suitable for emailing as an attachment



META

META – an XML of the marker details as defined by the Receiver Settings



QC

QC – a detailed summary of the ORIGINAL file format



TRAFFIC – if available, Traffic documentation

Media Player

1. Click the Play button to view content
2. “Copy Spot Proxy” – click the Kebab icon above the Media Player to create a LINK to the QT file

Quick Reference Icons



High Definition



Aspect Ratio is 16:9



Standard Definition



Aspect Ratio is 4:3



8 Channel Audio (LF, RF, Center, LFE, LS, RS, Lt Stereo, Rt Stereo)



Closed-Captioned; EIA-608 (SD) or EIA-708 (HD)



Center-Cut Safe



Radio (audio only)



Encoded (SpotTrac® or VEIL – Video Encoded Invisible Light)

Thumbnails



1. Click an Image to View
 - a. Use the < > arrows to scroll to Previous or Next Image
 - b. Click DOWNLOAD to save a JPG image
 - c. Click CC SAFE to see Title Safe Overlay
 - d. Click CLOSE to Close the window