

## How to Archive Spots

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Spots cannot be deleted or purged from the system!

Spots that should no longer be distributed for air should be archived.\*

Go to <https://distribution.advertising.comcasttechnologiesolutions.com> 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. In the Search bar, enter an ISCI in the **ISCI/Ad-ID/Spot #** box (do not use dashes/spaces or special characters)
3. Hit ENTER or click **SEARCH** at the bottom of the Search bar
4. Once you located your desired spot\*\*, double click the Spot marker to open the details screen
5. From the top menu bar, click **Archive**
  - a. A pop up warning will alert you that archived spots will be removed from the default view. To locate Archived spots, tick the **"Include Archives"** box at the bottom of the Search bar.
6. Click **CONTINUE**

Your spot is now archived! You will not be able to select an Archived spot for any future orders.

\*Spots in a Rejected status do not need to be archived. New/Fixed spots can be uploaded over existing/rejected spots.

\*\* If an SD spot, and you have auto-downconvert selected, you must "unlink" the SD spot before archiving. If you try to archive an SD spot and get a pop-up warning, hit "okay" to unlink.