

## How to Import Spot Metadata

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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. Click **Import** at the top 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=ABCD1234H
  - 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!