

Quick Send

Comcast Technology Solutions makes it easy to quickly send spots to destinations.

1. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
2. On the left hand side, dark blue bar, select the circle “Quick Send”
3. Enter the ISCI(s) you need to send into the search bar in the upper left hand corner
4. Hit “Add Asset(s)”
5. It will then populate in the section labeled Assets in List
6. Enter the PO, this is required – if you don’t have a PO, use the date (e.g. 031020)
7. Enter an End Date, this is required
8. Click on destinations +
9. In the search box, enter the call letters or syscode of where you need to send and hit the spyglass on the right hand side
10. With the destination(s) auto-selected, hit “Save”
11. Hit “Submit” in the upper right hand corner of the page
12. The order will fire, and will be visible when you move to the “Orders” tab on the left hand side of the page

Additional Information

1. You cannot search for a partial ISCI or destination, it is exact match only. Cut and paste is suggested.
2. If you attempt to add an ISCI that does not exist within the account, you will get a pop-up that will prompt you to enter the metadata before adding to the order. It will then create the media marker.
 - a. If the media hasn’t been uploaded, select the breadcrumbs on the line “Media File” and point to where the file lives
 - b. Hit “Create New Spot”