Receiver Portal - Overview

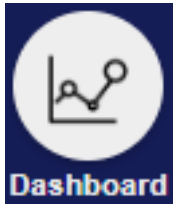Go to https://distribution.advertising.comcasttechnologysolutions.com/ and enter your credentials to login to the *Receiver Portal*; the Account name will be displayed in the upper-right corner below the Username

RECEIVER PORTAL

DASHBOARD Icon – Quick Search Tabs

Under Construction

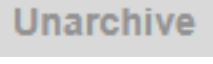## DELIVERIES Icon – TV/Radio Spots that have been Delivered

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
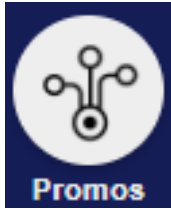
4. **Format**
   a. None
   b. SD – Standard Definition (ex: 720x480)
   c. HD – High Definition (ex: 1920x1080, 1280x720)
   d. Radio
5. **Title** – the Title of the spot
6. **Destination** – select a Destination from the Receiver list
7. **Order #** - the Order number as provided by Traffic
8. **Advertiser** – 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

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PROMOS Icon

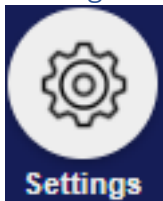## Search Bar – Data Fields (additional to those listed above for Deliveries)

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. <u>and are NOT</u> Ready to Air

Search List

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

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  o Unarchive items that have previously been Archived

Settings

Destinations – list of Stations

The following list of options are available:

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  o Unarchive items that have previously been Archived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

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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

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Downloads

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

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

 MEZZ – the Mezzanine file format as created from the ORIGINAL

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

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

 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

4:3 Aspect Ratio is 4:3

5.1 8 Channel Audio (LF, RF, Center, LFE, LS, RS, Lt Stereo, Rt Stereo)

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

✅ Center-Cut Safe

((•)) Radio (audio only)

EN Encoded (SpoTTrac® or VEIL – Video Encoded Invisible Light)

Thumbnails

🖼️ **Thumbnails**

1. Reveal the thumbnail images by clicking the downward pointing triangle on the right
2. 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