

## Receiver Portal – Search

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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

### Searching for Content

#### Search Parameters

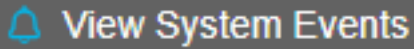
- Searches **MUST** contain at least 3 characters
- ALL searches are considered “partial” and can be found anywhere within the string of characters
  - Examples – a search for **CDE** would return the following:
    - **ABCDE12345**
    - **CDE12345AB**
    - **12345ABCDE**
- “Wild Card” – a percent sign (%) can be used if a character(s) are not known
  - Examples – a search for **CD%34** would return the following:
    - **ABCDE12345**
    - **CDE12345AB**
  - NOTE – a “Wild Card” is NOT required at the Beginning or End of a string

#### Search Functions

- To Search
  - Enter any/all information in the Search Bar
  - Click SEARCH at the bottom of the Search Bar, or press the Enter key
    - NOTE – search parameters will remain until “Reset” is clicked or another Category is selected
- To View Details
  - Double-click a Spot/Promo marker from the Search List
  - Click the Category icon or Back arrow in your browser to return to the Search Bar
- To Download Content
  - From the Search List
    - Click the Kebab (3-dot) icon in the far-right of the Spot/Promo marker
    - Select the file(s) you’d like to download
    - Click DOWNLOAD
  - From the Details view
    - Click the corresponding icon in the Downloads section

## Spot/Promo Marker

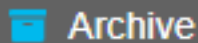
### View System Events Icon



- To View, click the View System Events icon
- Highlight an Event to view Event Properties
  - The properties will provide further details on rejections, errors, deliveries, etc.

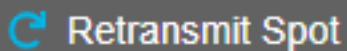
### View Related Deliveries Icon (if available)

## Archive Icon – remove the spot from Searches



- 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



- 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

### Thumbnails

1. Reveal the thumbnail images by clicking the downward pointing triangle on the right
2. Click on an image to view
  - a. Use the < > arrows to scroll
  - b. Click DOWNLOAD to save a JPG image
  - c. Click CC SAFE to see a 16:9 and 4:3 Title Safe parameter overlay
  - d. Click CLOSE to exit