



Adding Media Markers

Comcast Technology Solutions makes it easy to add media markers

1. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
2. On the left hand side, dark blue bar, select the circle “Spots”
3. Hit “New” in the upper right-hand corner
4. ISCI is required. HD content must end in “H”
5. Enter the Title
6. Enter the Agency, Adv, Brand – in that order (if no Agency/Adv/Brand has been created in the system – please refer to that guide first)
7. Hit Save. You will know it was successful if the status bar is now “Pending Media”
8. ***All other info is optional, but encouraged***

Additional Information

1. Use check boxes as necessary
 1. Dual Mono Audio
 2. Closed Captioned
 3. Center Cut Safe
 4. Encoded
2. Description box is internal and is a great way to organize and label media, and is searchable in the UI.
3. Media can be uploaded first, but the file name **MUST** be the ISCI. Once media is in the account, the spot will go to a status of “Pending Metadata”. A spot will not ship without metadata and will need to be entered.