

Batch Upload Metadata Entries – Using CSV

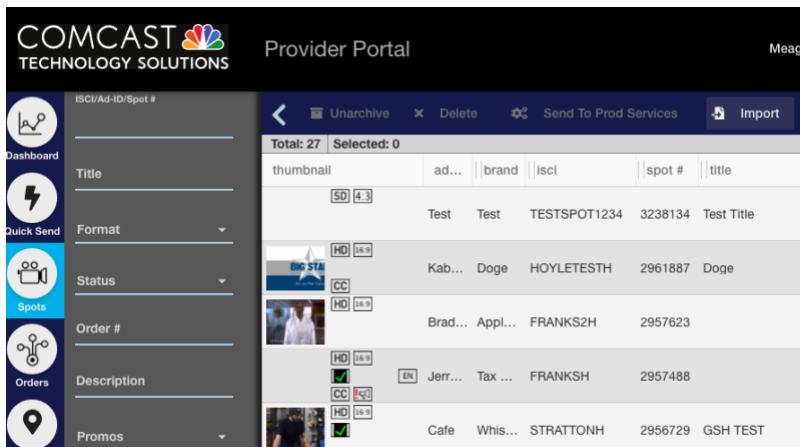
Comcast Technology Solutions makes it easy to quickly send spots to destinations.

Information

1. Use Metadata Upload Template csv file provided or search portal and download
2. This document has 9 columns and must be saved as a .csv to be used:
 - a. ISCI/Ad-ID: Do not use spaces or special characters in this field
 - b. Title – Add title
 - c. Duration – this can be left blank as CAD will read durations once spots are uploaded
 - d. Format – HD or SD
 - e. Agency – can be an “Agency” already added in your settings tab of CAD or if new CAD will add it once this doc. is imported.
 - f. Advertiser – can be an “Advertiser” already added in your settings tab of CAD or if new CAD will add it once this doc. is imported.
 - g. Brand – can be a “Brand” already added in your settings tab of CAD or if new CAD will add it once this doc. is imported.
 - h. Center Cut – TRUE if Center Cut Safe. FALSE if not Center Cut Safe.
 - i. CC – TRUE if closed captioned. FALSE if not.
 - j. Save as a .csv, needs to be this format to import properly

Steps in CAD

3. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
4. On the left hand side, dark blue bar, select the circle “Spots”
5. On the dark blue horizontal bar across the top, select “Import”
6. Upload CSV file



The screenshot shows the Comcast Technology Solutions Provider Portal. The left sidebar has a 'Spots' icon selected. The top navigation bar has an 'Import' button. Below the navigation bar, there is a table of metadata entries with columns for thumbnail, ad..., brand, isci, spot #, and title. The table contains several rows of test data.

Thumbnail	ad...	brand	isci	spot #	title
SD 4:3	Test	Test	TESTSPOT1234	3238134	Test Title
HD 16:9	Kab...	Doge	HOYLETESTH	2961887	Doge
HD 16:9	Brad...	Appl...	FRANKS2H	2957623	
HD 16:9	Jerr...	Tax ...	FRANKSH	2957488	
HD 16:9	Cafe	Whis...	STRATTONH	2956729	GSH TEST