

Order Import Instructions

1. A template will be supplied to your group to use as an order import template. This process will ease in order creation as you can fill in the columns and import into CAD.
2. This document has 3 columns and must be saved as a .xls/.xlsx to be used:
 - **Column “Group”** – this is the group name, please remember that everyone with the same group name will get the same spots.
 - **Column “Destination”** – please add in your broadcast stations/networks or cable syscodes, (1) per cell.
 - **Column “ISCI”** – please add ISCIs/AdIDs. If more than one ISCI, please use “/” to separate them: ISCI1234H/ISCI1234
3. Once filled out with all information, time to import into CAD.
4. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
5. Click on the “Orders” icon on the left hand side:
 - Click “New” in the upper right-hand corner
 - Put in your Name/Order Type/Priority/Agency/Advertiser/Brand/PO# and any other field that you deem necessary for your workflow. Must click “SAVE”.
6. Click on “Import”, “save and import” and Voila...order created!
7. If you don’t initially see your entries, refresh.
8. As always, if you should have any questions, please reach out to your account management team and they will be happy to help you through this process.

