

## Quick Send

---

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

1. Navigate to <https://distribution.advertising.comcasttechnologysolutions.com>
2. On the left hand side, dark blue bar, click on the circle "Quick Send"
3. Enter the ISCI(s) you need to send into the search bar in Step 1
4. Click "Done"
5. ISCI(s) will then populate under the search bar in Step 1
6. Enter the call letters or sys codes for the destination(s) you need to send to into the search bar in Step 2
7. Select the destination(s) from the search results pop-up. Selected destinations' check marks will turn blue.
8. Click "Done"
9. Destination(s) will then populate under the search bar in Step 2
10. In Step 3, enter the PO. This field is required.
11. Enter Agency, Advertiser, and Brand. These are type-ahead fields that will bring up menus to select from. These fields are required.
12. Optional: Click the breadcrumbs to the right of the "Traffic file" bar to attach traffic instructions
13. Click "ADD TO SEND" to the lower right under Step 3
14. Order will populate under "Send Orders"
15. Click either "SUBMIT" or "Submit Later". If you click "Submit Later" you will be prompted to enter a future date and time.
16. After submission, the order will populate in the "Orders" tab in the account

### Additional Information

1. You cannot search for a partial ISCI or destination, it is exact match only. Cut and paste is suggested.
2. Only one order can be created and sent at a time.
3. If you attempt to add an ISCI that does not exist within the account, you will get a pop-up that will prompt you to enter the metadata before adding to the order. It will then create the media marker.
  - a. If the media hasn't been uploaded, click the upload arrow icon to the right of the ISCI and title and point to where the file lives
  - b. Hit "Done"