

## Sending a Digital or OLV Order

### Creating the Digital Order

1. From the Orders tab, create a new order
2. Change the Order Type field to Digital
3. Fill out the rest of the fields (all fields with a red asterisk are required)
  - a. Please note – for digital orders, flight start and end dates are required.
  - b. If you do not know a start/end date, set it for 1 year from the date that the order is placed
4. Once all fields are filled out, click the Save button

The screenshot shows a web application interface for creating a digital order. The top navigation bar includes options like 'View System Events', 'Archive', 'Copy', 'Export', 'Delete', and 'Cancel'. The main form is divided into two columns. The left column contains fields for 'Name' (Digital Order Test), 'Priority' (Next Business Day), 'Agency' (Test Agency), 'Brand' (Test Brand), 'PO #' (TEST12345), 'Job #', and 'Flight Start From' (6/1/2022). The right column contains fields for 'Order Type' (DIGITAL), 'Status' (Draft), 'Advertiser' (Test Adv), 'Campaign' (Type to find a campaign), 'Order #', and 'Estimate #'. A 'Notes' field at the bottom contains the text 'Test digital order 6/1 - 6/30/2022'. The 'Order Type' field is highlighted with a red box, and the 'Flight Start From' field is highlighted with a red underline.

5. In the Order Groups section, you can either import your groups with the Import Group button or to enter manually, click the + button
6. Enter the name for your group in the Name field
7. Search for the ISCI's or Ad-ID's that you want to send in the field below. You can search for multiple files at once. Check each file that you want to use in the order

Add Items to Order Group

Name TEST12345 Group 1

SPOTS (3) DESTINATIONS (0)

TEST

Title Status

Advanced Search Reset SEARCH

Total Spots Found: 62 | Selected: 3 | Previously selected: 1  Show previously selected

<input type="checkbox"/>	thumbnail	advertiser	iscl	title	created
<input type="checkbox"/>			FTPTEST052622H		5/26/22 2:06:56 PM
<input type="checkbox"/>		Test Adv	TEADSTESTH	Test Teads new Fram...	4/21/22 2:16:31 PM
<input checked="" type="checkbox"/>		Test Adv	MPEGTEST2997H	Mpeg Test 2997	2/1/22 2:07:27 PM
<input checked="" type="checkbox"/>		Test Adv	PRORES2997TESTH	Effectv Pro Res 2997 ...	2/1/22 1:03:27 PM
<input checked="" type="checkbox"/>		Test Adv	EFFECTVMPGTESTH	Effectv Mpg Test	1/28/22 1:58:00 PM

8. Next, click over to the Destinations tab
9. Type in the call letters of the digital destination in the search field and click search
10. Check box the destinations you want to send to for the order, then click Save

Add Items to Order Group

Name TEST12345 Group 1

SPOTS (3) DESTINATIONS (0)

Call Letters/Syscodes (add multiple with commas, semi-colons, or new lines between)

Destination Destination Type

Market Destination List (will clear other search fields)

Reset SEARCH

Total Destinations Found: 0 | Selected: 0 | Previously selected: 2  Show previously selected

call letter/syscode	destination	market	dist. type		
FACEBOOK	FACEBOOK	NETWORKS	Electronic		X
AMAZON-CTV	Amazon Connected TV	NETWORKS	Electronic		X

Cancel Save and Add to All Groups SAVE

11. In the Notifications section, you must add the email address(es) of the order requestor
12. You can now submit the order
13. You will receive an email with a link to the VAST and link directly to the media

\*\*You cannot combine TV orders with Digital orders, they must be separate orders.

\*\*You can send spots that are at broadcast spec to Digital destinations