

# Bulk Upload Quick Guide

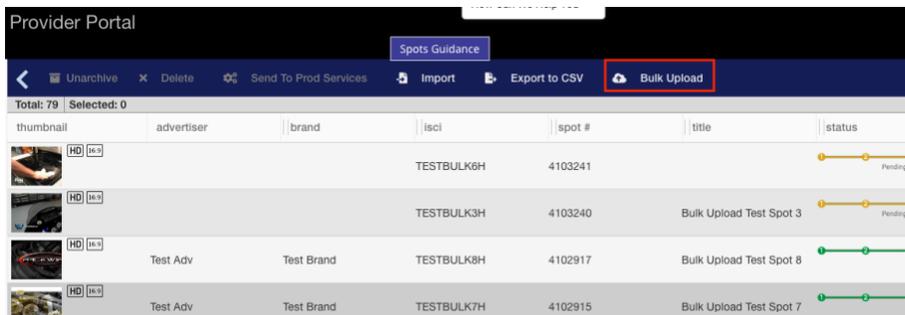
Multiple File Upload for CAD

## Bulk Upload Quick Guide

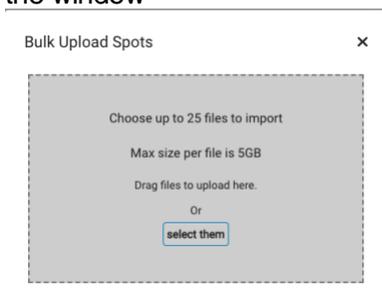
- The Bulk Upload function allows you to upload up to 25 files with a few clicks.
- Once files are selected, you can edit or update the following metadata fields in the upload window before uploading
  - o Title
  - o Advertiser
  - o Agency
  - o Brand
- Upload files in the background while you continue to work or view their progress as they upload.

## Bulk Upload – How To:

Navigate to the Spots page and click the 'Bulk Upload' button



A window will pop up where you can navigate to your files for upload or you can drag & drop them to the window



Once you have selected your files, the upload window will open -

The screenshot shows a 'Bulk Upload Spots' window with a table of three rows. Each row has columns for 'isci #', 'title', 'format', and 'Status'. The first row is 'YC4THTEST03H' with status 'Pending Media'. The second row is 'YC4THTEST01H' with status 'Pending Metadata'. The third row is 'YC4THTEST02H' with status 'Pending Media'. Below the table are fields for 'agency', 'advertiser', and 'brand'. At the bottom are 'Cancel' and 'Start Uploading' buttons.

isci #	title	format	Status
YC4THTEST03H		HD	Pending Media
YC4THTEST01H		HD	Pending Metadata
YC4THTEST02H	Test Bulk Upload 4 - 02	HD	Pending Media

If any of the files are new spots and have not been registered in CAD, the Title, Agency, Advertiser, and Brand fields will appear blank and can be edited before uploading your files.

Title, Agency, Advertiser, and Brand can all be edited for existing registrations in this window before uploading as well.

If there are any errors or conflicts with the files it will show in red text in the upload window.

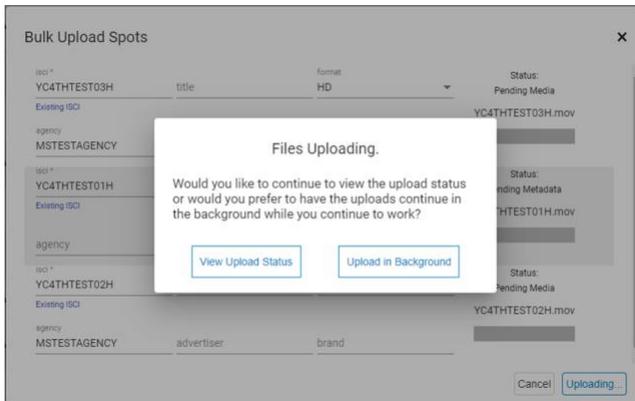
The screenshot shows the 'Bulk Upload Spots' window with three rows. The first row is 'REGCAD104AYCH' with status 'Pending Metadata'. The second row is 'TESTH' with status 'Sending' and a red error message: 'Spot has already been sent - cannot replace, Please remove.' The third row is 'YC2NDTEST01H' with status 'Pending Metadata' and a red error message: 'ALERT: Proceeding will replace existing Media File.' At the bottom, the 'Start Uploading' button is grayed out.

isci #	title	format	Status
REGCAD104AYCH		HD	Pending Metadata
TESTH	Title Test	HD	Sending
YC2NDTEST01H	Test isci Upload	HD	Pending Metadata

The 'Start Uploading' button will stay grayed out and unavailable until the errors are addressed

The alert for replacing existing media will not prevent you from uploading. It's an alert to let you know that media is already uploaded to that marker and that a new upload will overwrite the previous file(s).

When you click 'Start Uploading' a new window will pop up asking you if you want to View Upload Status or Upload in Background

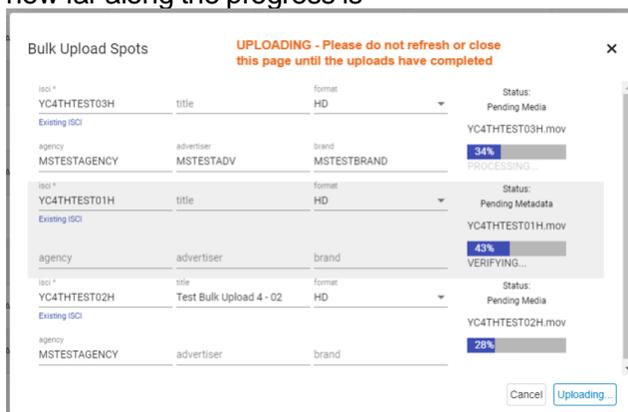


- **View Upload Status:** The upload window will stay open and you can monitor uploads in real-time
- **Upload in Background:** Upload window will close and you can continue to work in the platform while the uploads complete in the background. A notification will pop-up once the uploads complete.

Your uploads have completed successfully.  
Click the 'OK' button below to continue working in the platform.



As files upload and move through the transcode process, you will see a percentage meter showing how far along the progress is



You can close (X out) of the upload window at any time and the uploads will continue in the background if you do not want to view the progress any longer.

Once the files complete, you will see them on the Spots page.



