

Uploading a new file

Registering

If you have received an upload request via email, you can sign in with your existing login details or register to our service for the first time if you are a new customer.

Sign into your Platform account

Username or email

Password

[Forgot Password?](#)

Sign in

or

Sign in using your Media Manager Account

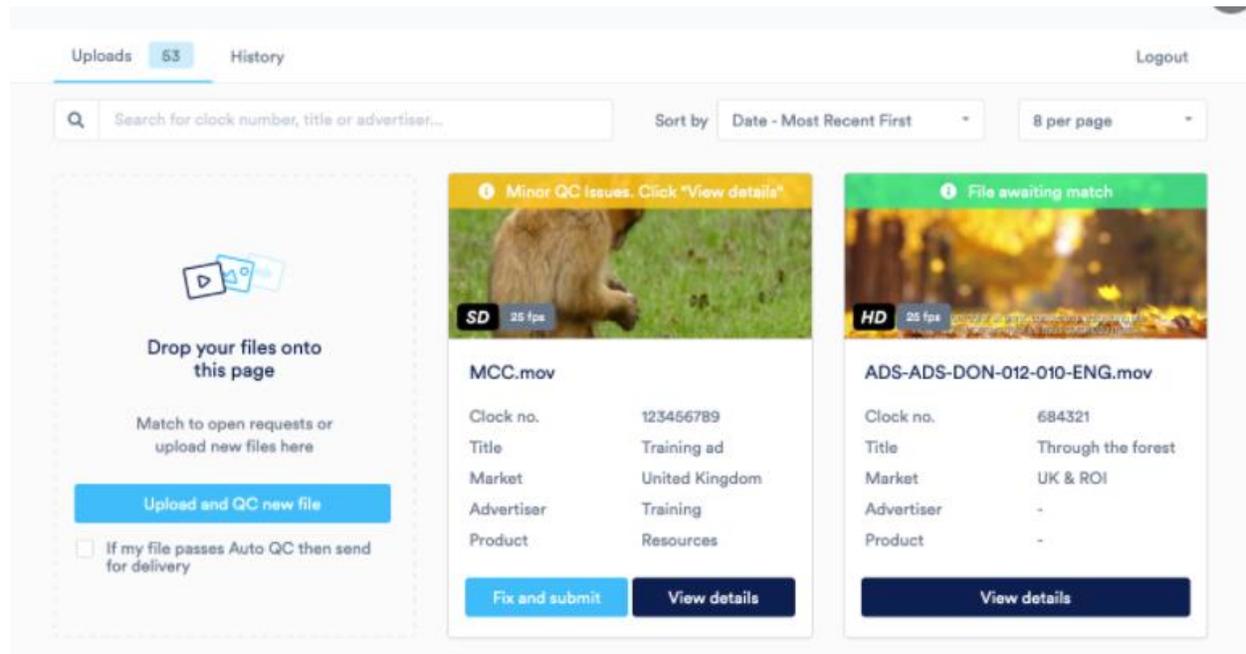
If you are a new customer we will email your login details after signing up.

Uploading

After signing in you can upload a file to a specific order by clicking **Delivery, Media Manager**, finding the correct tile with the SG number and clicking **upload file**. You can also use:

Upload and QC New File- button if you would like to upload a new file. If you choose this option, you can automatically send your file if it passes QC.

If you have been requested to upload a file to a specific order, you can see this request on the page. You can click **upload video - button** or simply drag the file onto the page. If you decide to drag the file, the file name needs to be the SG-number you are uploading it to.



The screenshot shows the 'Uploads' section of the Adstream Media Manager interface. At the top, there are tabs for 'Uploads' (with a count of 63) and 'History', and a 'Logout' link. A search bar is present with the placeholder text 'Search for clock number, title or advertiser...'. To the right of the search bar, there are dropdown menus for 'Sort by' (set to 'Date - Most Recent First') and '8 per page'. The main content area is divided into three sections:

- Drop your files onto this page:** A dashed box containing a play button icon, the text 'Drop your files onto this page', 'Match to open requests or upload new files here', a blue button labeled 'Upload and QC new file', and a checkbox labeled 'If my file passes Auto QC then send for delivery'.
- Minor QC Issues. Click "View details":** A card for file 'MCC.mov' with a video thumbnail of a bear. It shows 'SD 25 fps' and a table of metadata:

Clock no.	123456789
Title	Training ad
Market	United Kingdom
Advertiser	Training
Product	Resources

Buttons for 'Fix and submit' and 'View details' are at the bottom.
- File awaiting match:** A card for file 'ADS-ADS-DON-012-010-ENG.mov' with a video thumbnail of a forest. It shows 'HD 25 fps' and a table of metadata:

Clock no.	684321
Title	Through the forest
Market	UK & ROI
Advertiser	-
Product	-

A 'View details' button is at the bottom.



Request received from
Luke.Brown@adstream.com

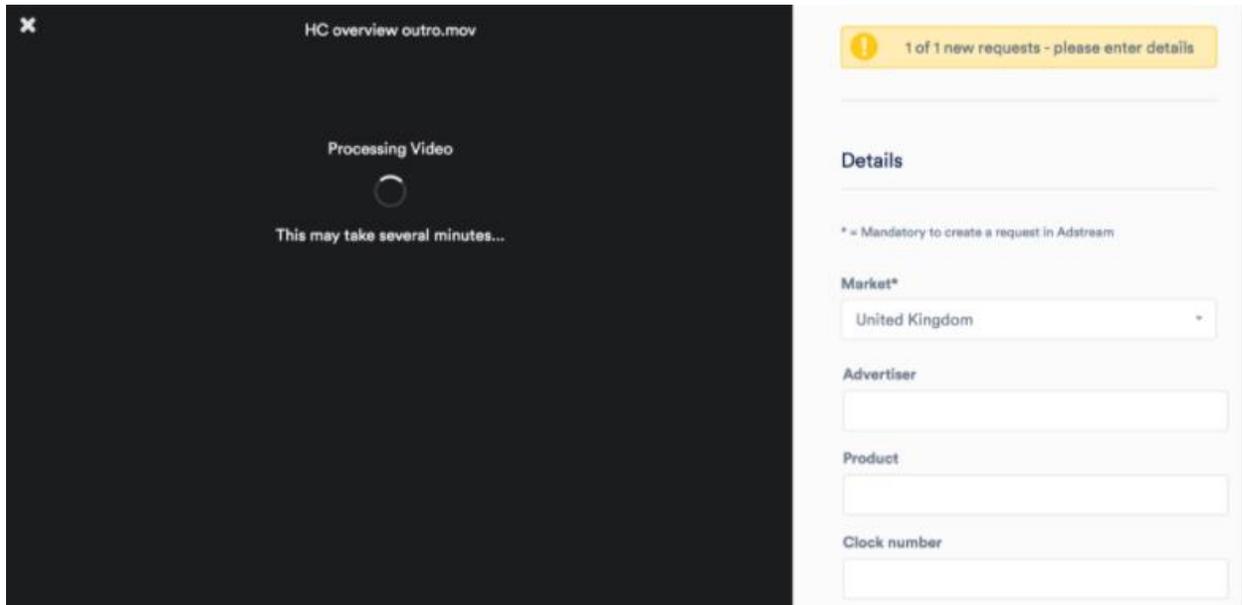
SD30s

N/A

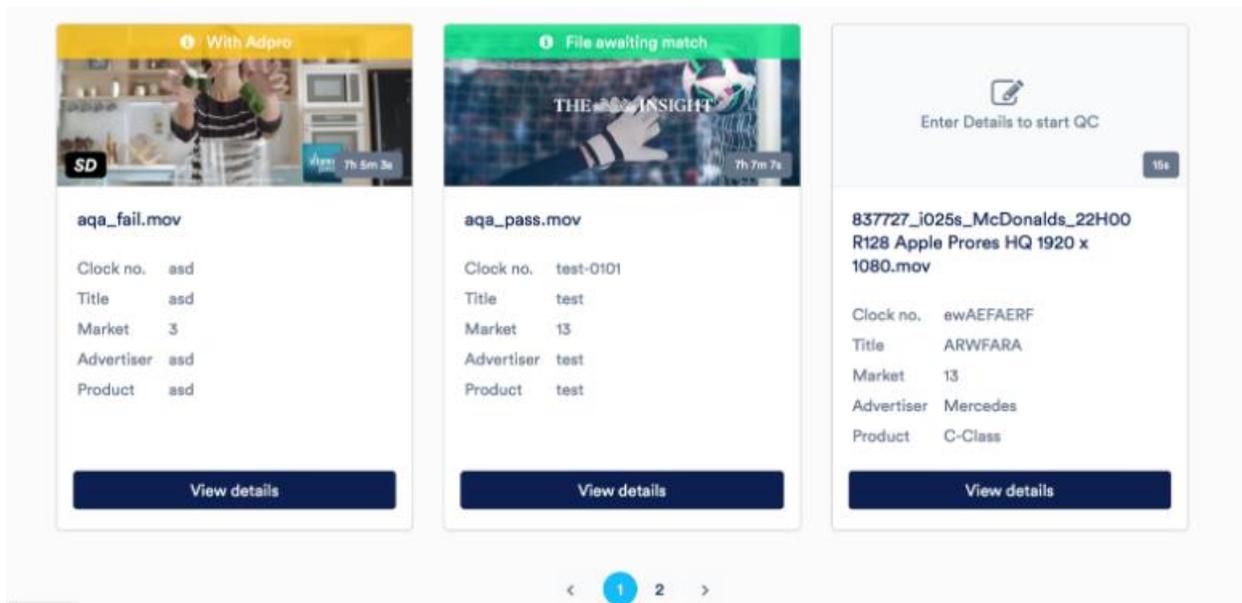
Clock no.	123456789
Title	Training ad
Market	1
Advertiser	Training
Product	Resource

[Upload video](#)[View details](#)

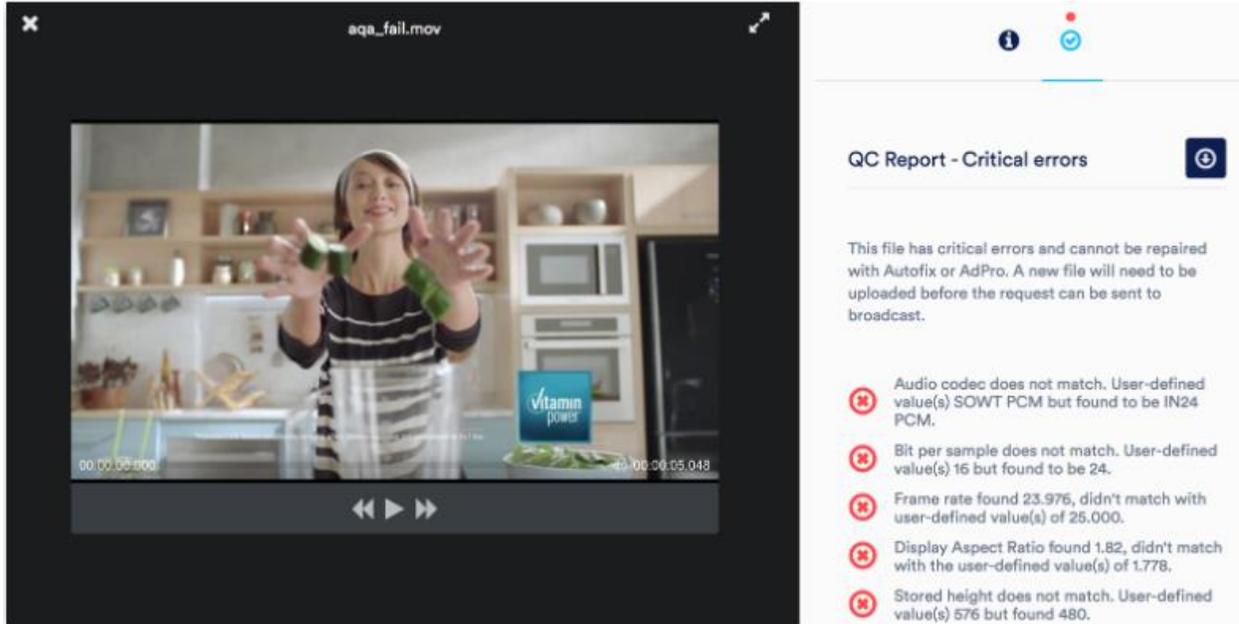
If you have been requested to upload a file on behalf of someone else, the metadata has already been filled in by this person completing the order. In case, where these metadata fields have not been filled in you can do it manually. After this you can click **Save and Finish** to continue.



Your file will now appear in the *Uploads* tab of the uploader, accessible at the top of the screen alongside the *History* tab, which logs all activity, including requests received, files uploaded, AdPro sends and Files sent to broadcast.



Each upload request is represented by a card showing each orders' essential details, for more information on the file just click *View Details*. If no asset has been attached to the card, you will see a placeholder image.



Video player: aqa_fail.mov

QC Report - Critical errors

This file has critical errors and cannot be repaired with Autofix or AdPro. A new file will need to be uploaded before the request can be sent to broadcast.

- Audio codec does not match. User-defined value(s) SOWT PCM but found to be IN24 PCM.
- Bit per sample does not match. User-defined value(s) 16 but found to be 24.
- Frame rate found 23.976, didn't match with user-defined value(s) of 25.000.
- Display Aspect Ratio found 1.82, didn't match with the user-defined value(s) of 1.778.
- Stored height does not match. User-defined value(s) 576 but found 480.

In the file preview you can play back the file, review the file info  and check its QC status  in more detail. The QC report will list any issues with the file and here you will see certain options depending on the status of the file.

- If the file has minor issues, there will be an option to AutoFix the file.
- If the file has major issues, there will be an option to contact AdPro for fixing advice.

In both situations, you can also upload a new version of the file yourself and run the checks again.

Once all the required metadata is in place and the file has passed all QC checks, you will see the option to *Submit Now* which will send it on to Spotgate to connect with the order.