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

Enter your email address

Password   **Forgot Password?**

Enter password

Sign in

or

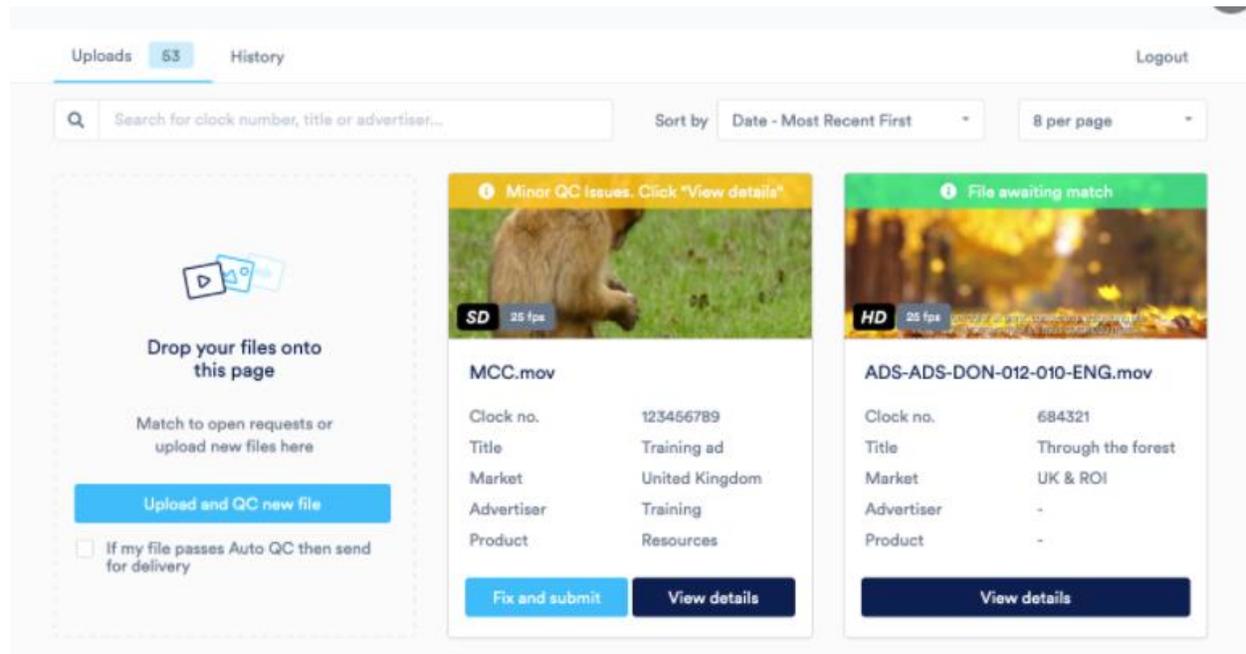**Sign in using your Media Manager Account**

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.

Request received from
Luke.Brown@adstream.com

SD

30s

N/A

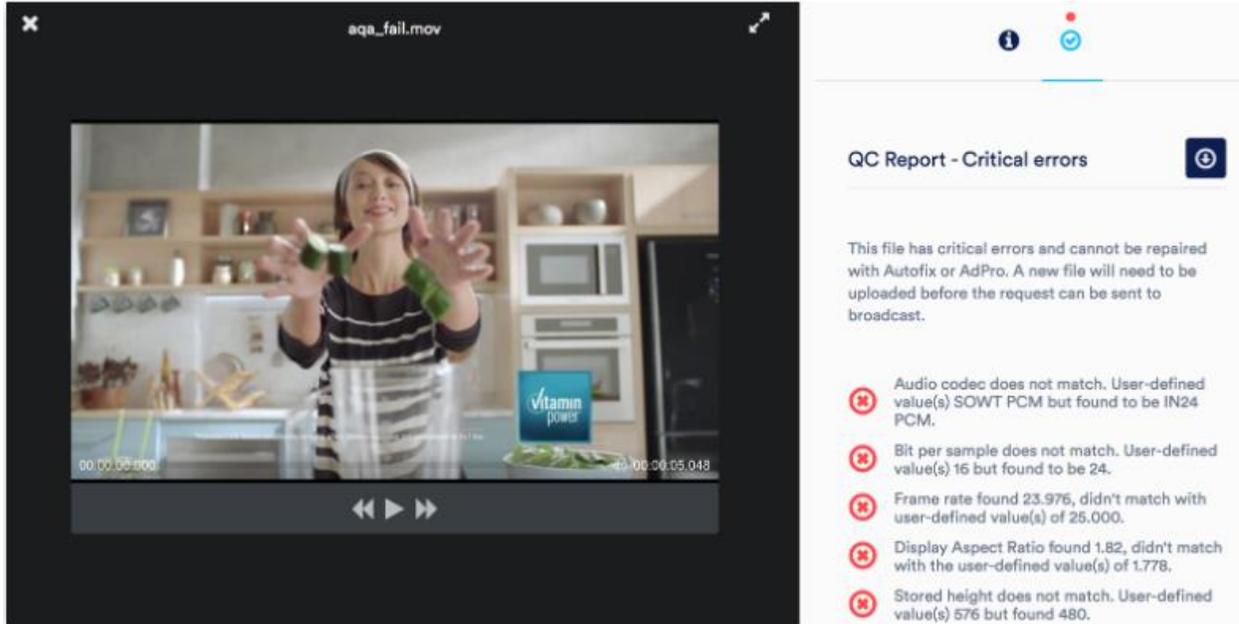|	
Clock no.	123456789
Title	Training ad
Market	1
Advertiser	Training
Product	Resource

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.
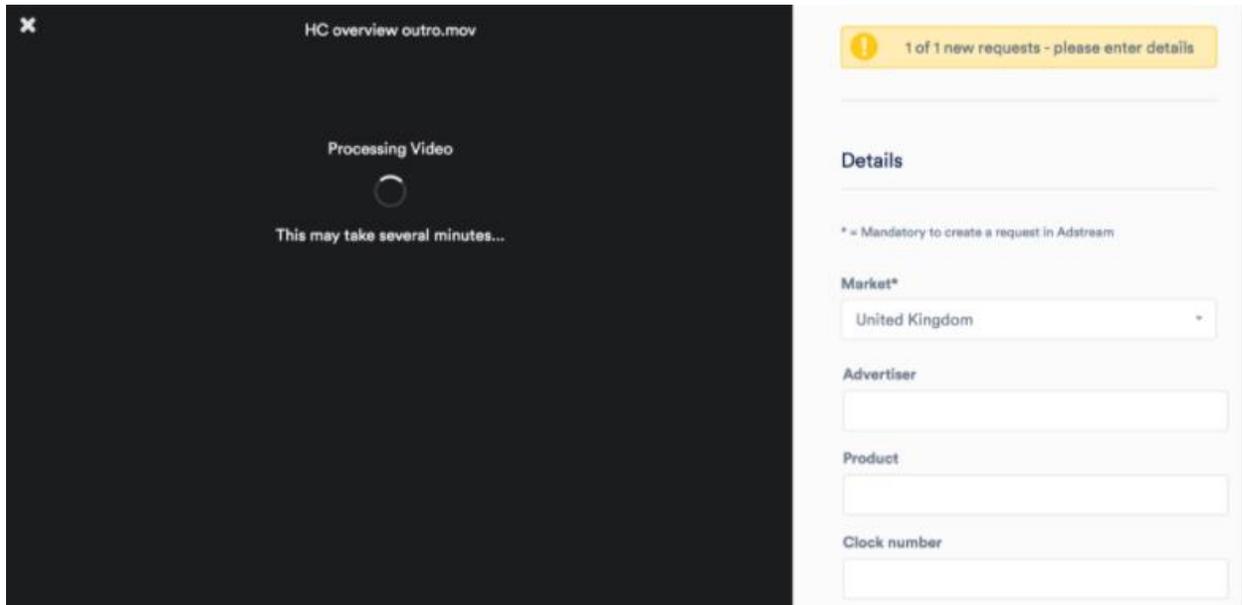
Your file will now appear in the *Uploads* tab of the uploader, accessible at the top of the screen alongside the *History* tab, which logs all activity, including requests received, files uploaded, AdPro sends and Files sent to broadcast.
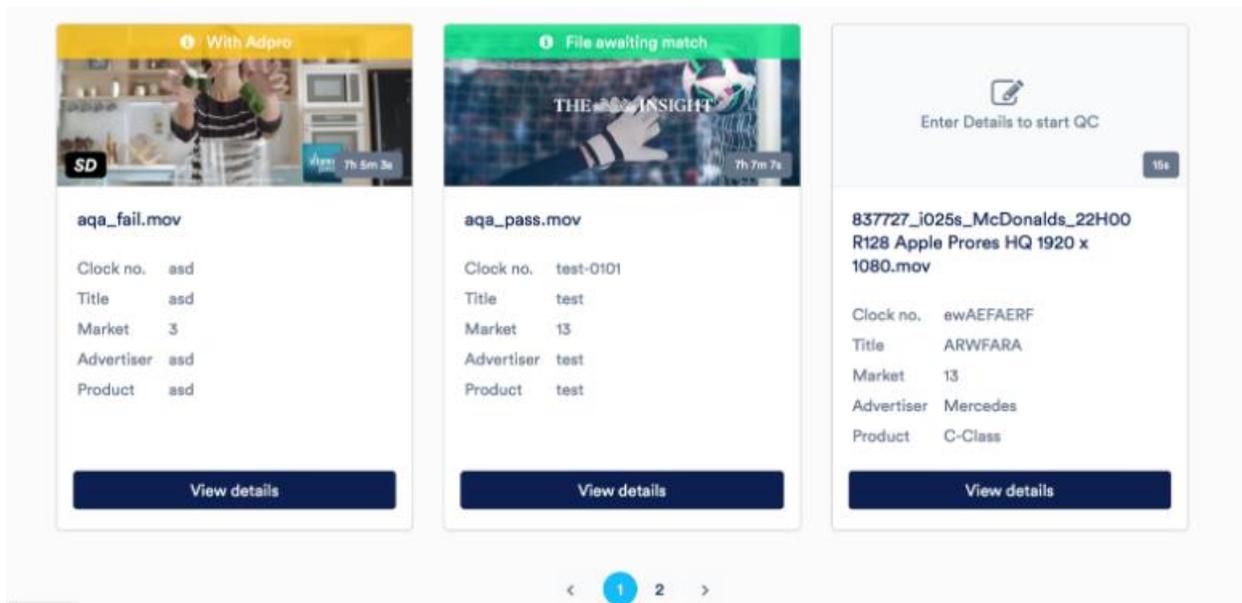
Each upload request is represented by a card showing each orders' essential details, for more information on the file just click *View Details.* If no asset has been attached to the card, you will see a placeholder image.

In the file preview you can play back the file, review the file info 🛈 and check it's 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.