CLEARCAST

CopyCentral Guide

27/09/2022

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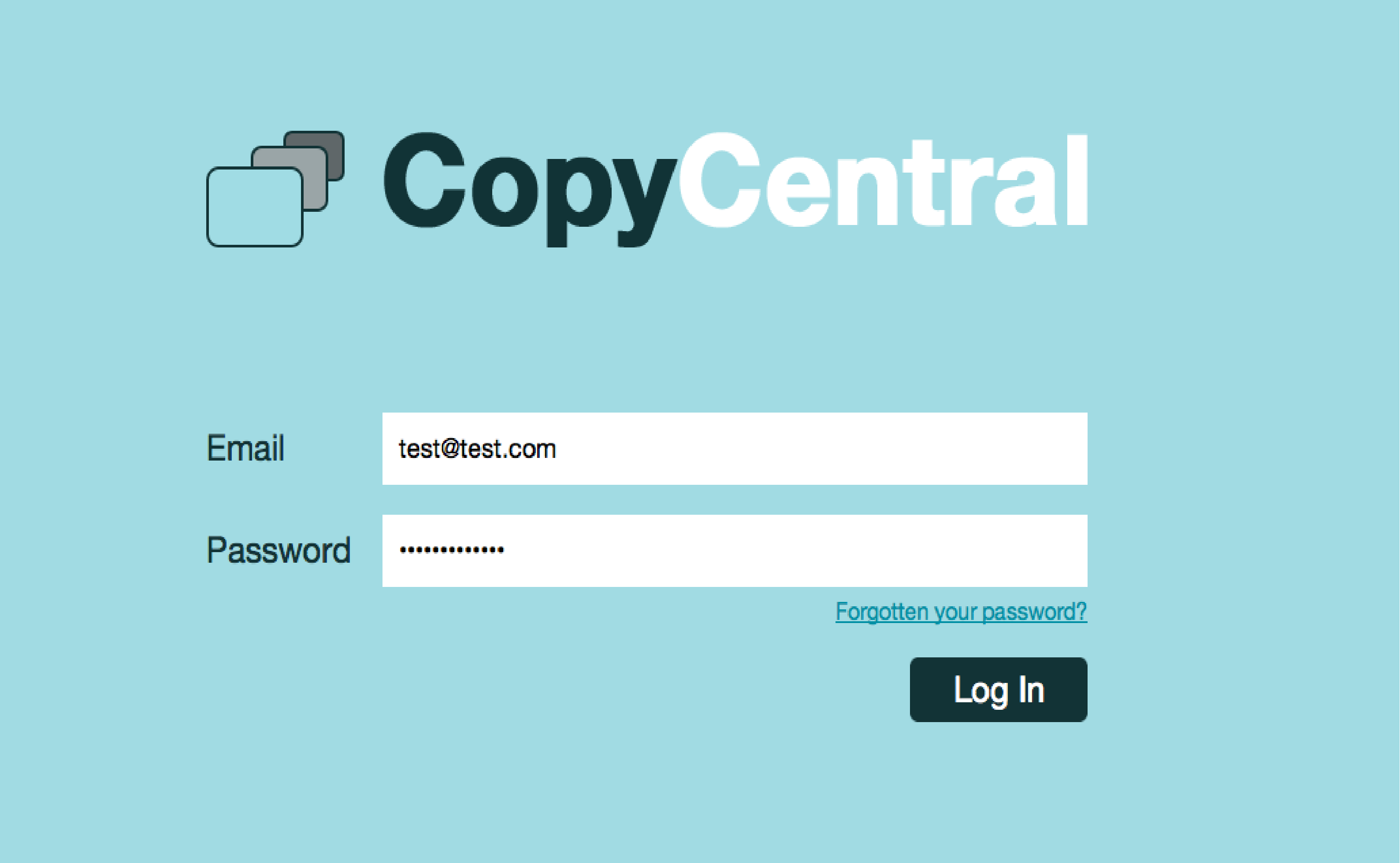
CopyCentral Login Page

Type your email and password to login.

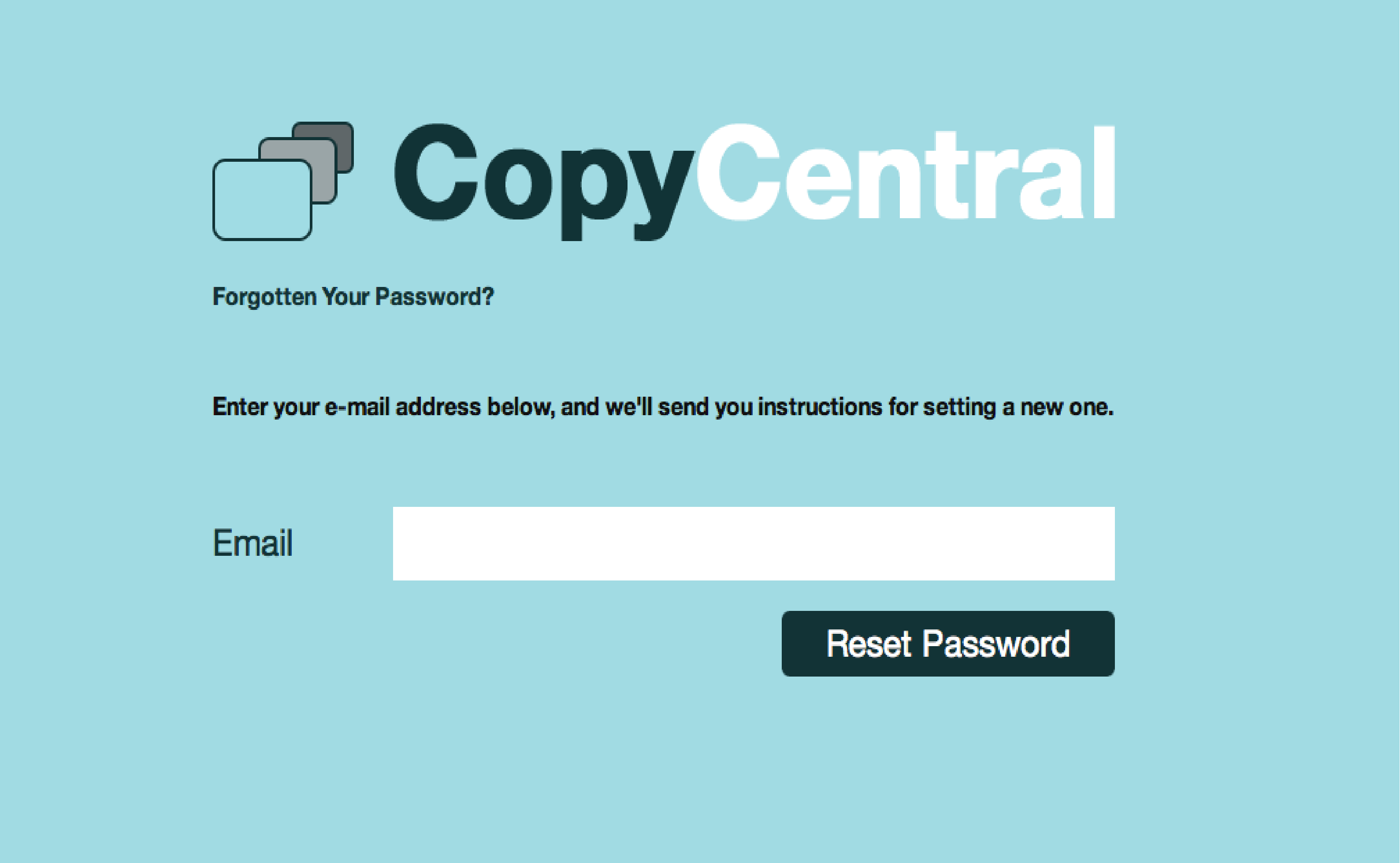

CopyCentral
Forgotten your password?
Log In

Email test@test.com

Password •••••••••••••

Logging on for the first time / password reset

To set your password the first time that you use the system, or to reset your password, click on **Forgotten your password** on the **Login** page and enter your email address.

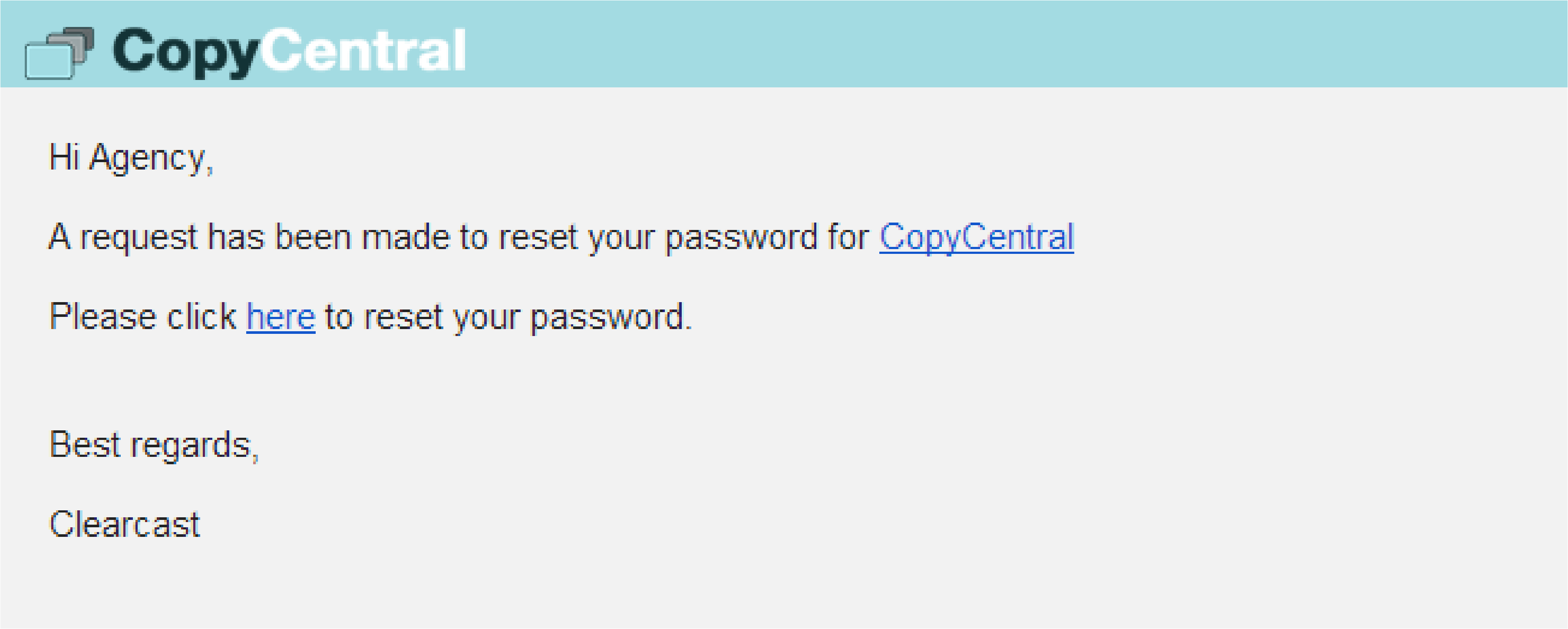


Forgotten Your Password?

Enter your e-mail address below, and we'll send you instructions for setting a new one.

Logging on for the first time / password reset

You will receive an email in your **inbox** with instructions to follow.



Hi Agency,

A request has been made to reset your password for CopyCentral

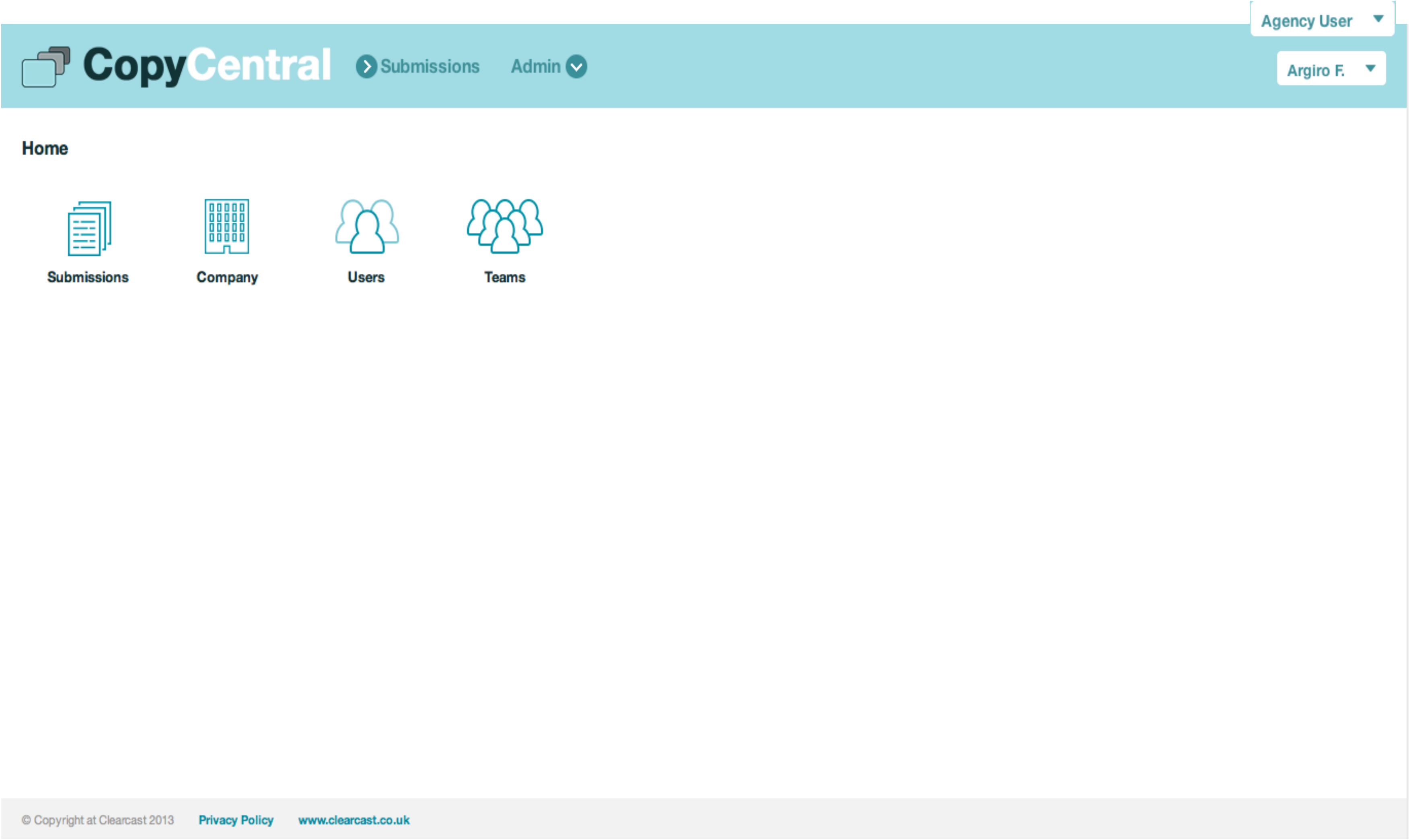
Please click here to reset your password.

Best regards,

Clearcast

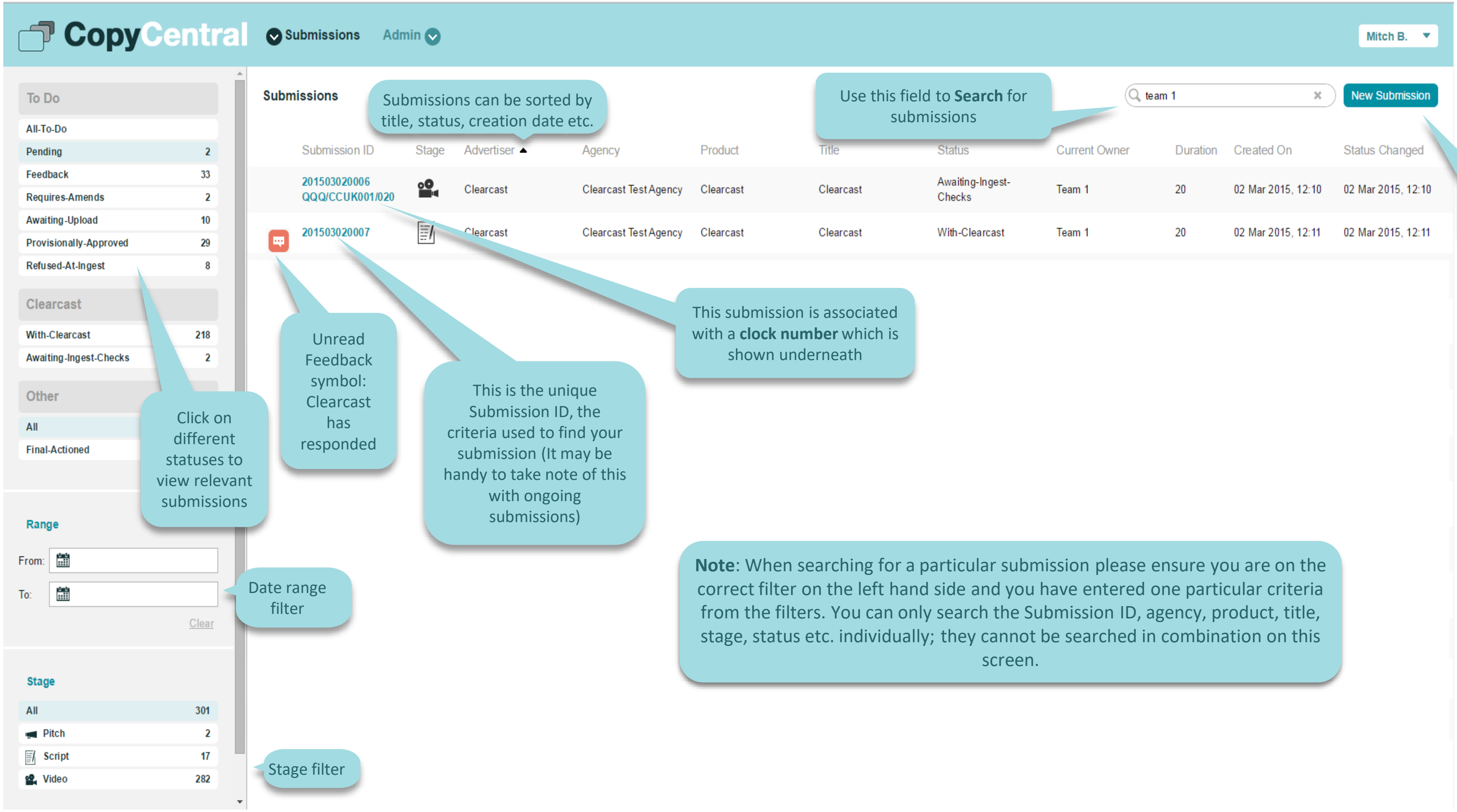
Home Page

The **Home Page** gives you options to navigate to different areas of the system and perform certain tasks.


Agency User
CopyCentral
Submissions
Admin
Argiro F.
Home
Submissions
Company
Users
Teams
© Copyright at Clearcast 2013
Privacy Policy
www.clearcast.co.uk

Submissions List

To create or view existing submissions click on Submissions or Submissions on the **Home Page**.



team 1

To Do	
All-To-Do	
Pending	2
Feedback	33
Requires-Amends	2
Awaiting-Upload	10
Provisionally-Approved	29
Refused-At-Ingest	8
Clearcast	
With-Clearcast	218
Awaiting-Ingest-Checks	2
Other	
All	
Final-Actioned	

Stage	
All	301
Pitch	2
Script	17
Video	282

Submission ID	Stage	Advertiser ▲	Agency	Product	Title	Status	Current Owner	Duration	Created On	Status Changed
201503020006 QQQ/CCUK001/020		Clearcast	Clearcast Test Agency	Clearcast	Clearcast	Awaiting-Ingest-Checks	Team 1	20	02 Mar 2015, 12:10	02 Mar 2015, 12:10
201503020007		Clearcast	Clearcast Test Agency	Clearcast	Clearcast	With-Clearcast	Team 1	20	02 Mar 2015, 12:11	02 Mar 2015, 12:11

Submissions can be sorted by title, status, creation date etc.

Use this field to **Search** for submissions

Click here to create a new Submission

This submission is associated with a **clock number** which is shown underneath

Unread Feedback symbol: Clearcast has responded

This is the unique Submission ID, the criteria used to find your submission (It may be handy to take note of this with ongoing submissions)

Click on different statuses to view relevant submissions

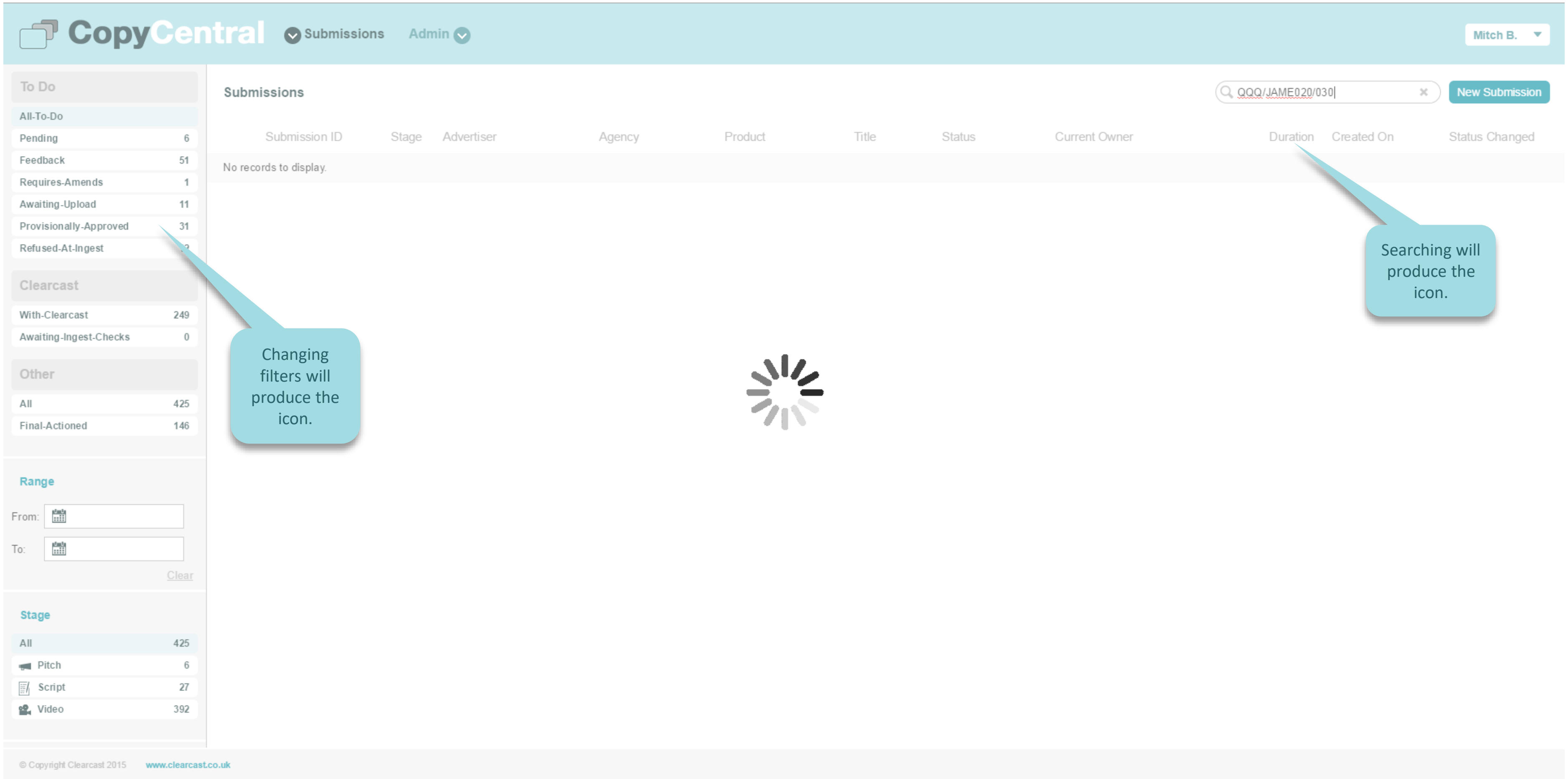
Date range filter

Stage filter

Note: When searching for a particular submission please ensure you are on the correct filter on the left hand side and you have entered one particular criteria from the filters. You can only search the Submission ID, agency, product, title, stage, status etc. individually; they cannot be searched in combination on this screen.

‘Spinner’ Icon

This indicates the system is processing


CopyCentral
Submissions
Admin
Mitch B.
To Do
All-To-Do
Pending 6
Feedback 51
Requires-Amends 1
Awaiting-Upload 11
Provisionally-Approved 31
Refused-At-Ingest
Clearcast
With-Clearcast 249
Awaiting-Ingest-Checks 0
Other
All 425
Final-Actioned 146
Range
From:
To:
Clear
Stage
All 425
Pitch 6
Script 27
Video 392
Submissions
New Submission
Submission ID
Stage
Advertiser
Agency
Product
Title
Status
Current Owner
Duration
Created On
Status Changed
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www.clearcast.co.uk

Search: QQQ/JAME020/030

No records to display.

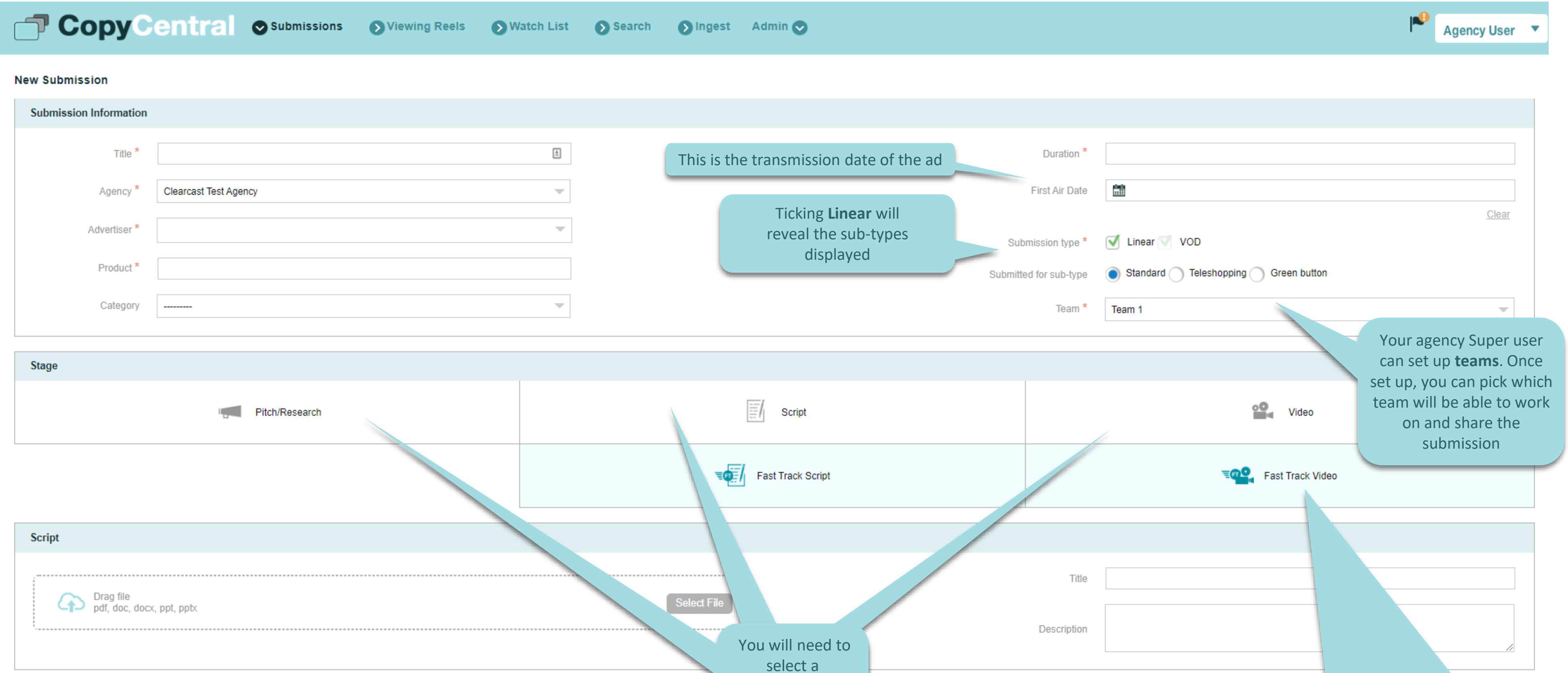
Changing filters will produce the icon.

Searching will produce the icon.

Note: When searching for a submission or changing filter on your submissions list a ‘spinner’ loading icon will appear and this shows the system is currently searching/responding to your action.

New Submission

To create a new Submission click on **New Submission** in **Submissions** and fill in the requested information.



New Submission

Submission Information

Title *

Agency * Clearcast Test Agency

Advertiser *

Product *

Category ---------

Duration *

First Air Date

Clear

Submission type * ☑ Linear ☐ VOD

Submitted for sub-type ● Standard ○ Teleshopping ○ Green button

Team * Team 1

Stage

Pitch/Research | Script | Video

Fast Track Script | Fast Track Video

Script

Drag file
pdf, doc, docx, ppt, pptx

Select File

Title

Description

This is the transmission date of the ad

Ticking **Linear** will reveal the sub-types displayed

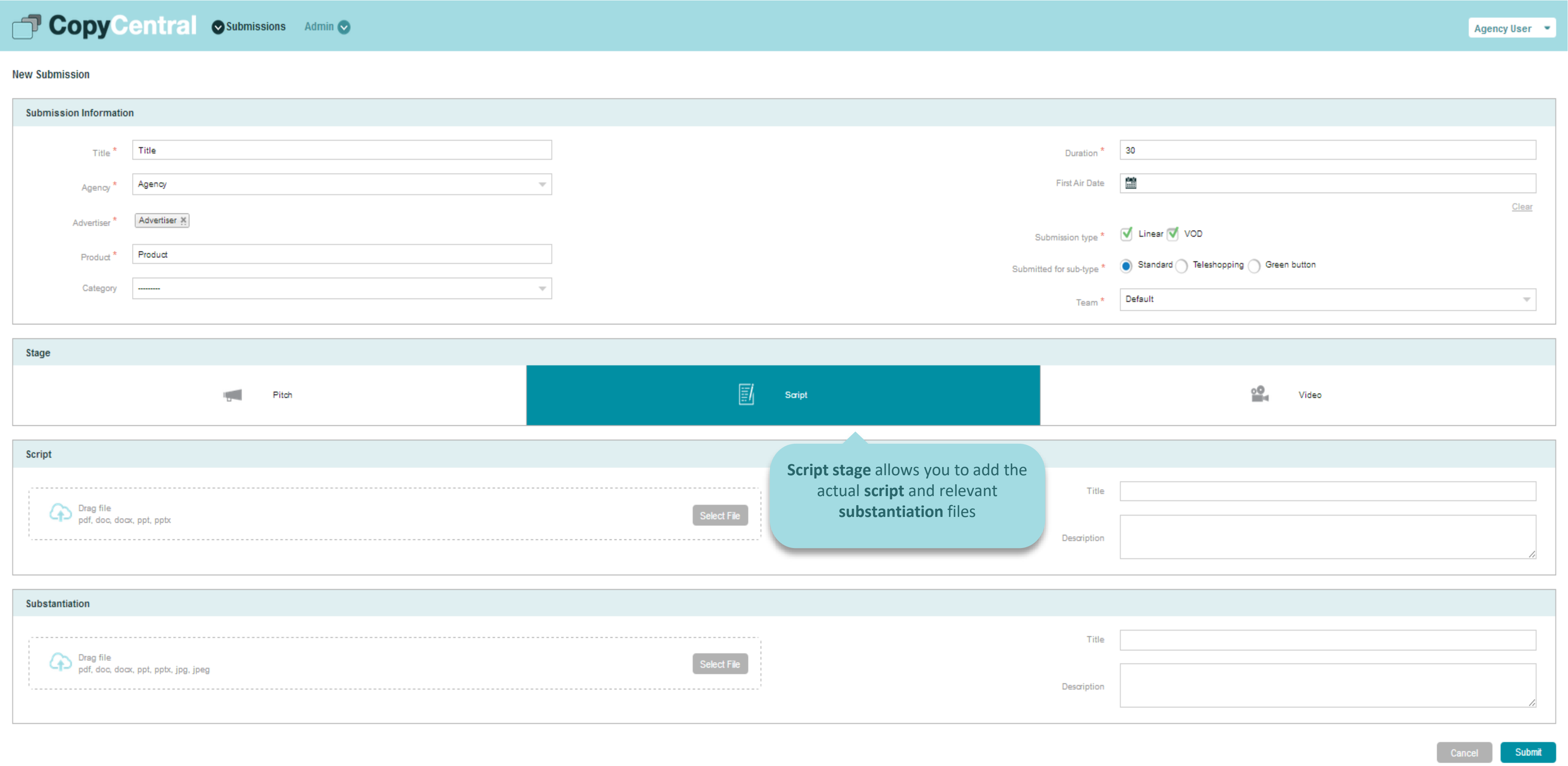
Your agency Super user can set up **teams**. Once set up, you can pick which team will be able to work on and share the submission

You will need to select a submission type, either **pitch, script** or **video**

You can also chose to create a fast track submission where a popup will appear asking you to agree to a **fee of £500+VAT.** Further details on the fast track service can be seen here: https://www.clearcast.co.uk/what-we-do/fast-track/

New Submission

You can create a Pitch, **Script** or Video submission.


CopyCentral
Submissions
Admin
Agency User

New Submission

Submission Information

Title * Title
Agency * Agency
Advertiser * Advertiser ✕
Product * Product
Category --------
Duration * 30
First Air Date
Clear
Submission type * ☑ Linear ☑ VOD
Submitted for sub-type * ● Standard ○ Teleshopping ○ Green button
Team * Default

Stage

Pitch
Script
Video

Script

Drag file
pdf, doc, docx, ppt, pptx
Select File
Title
Description

Substantiation

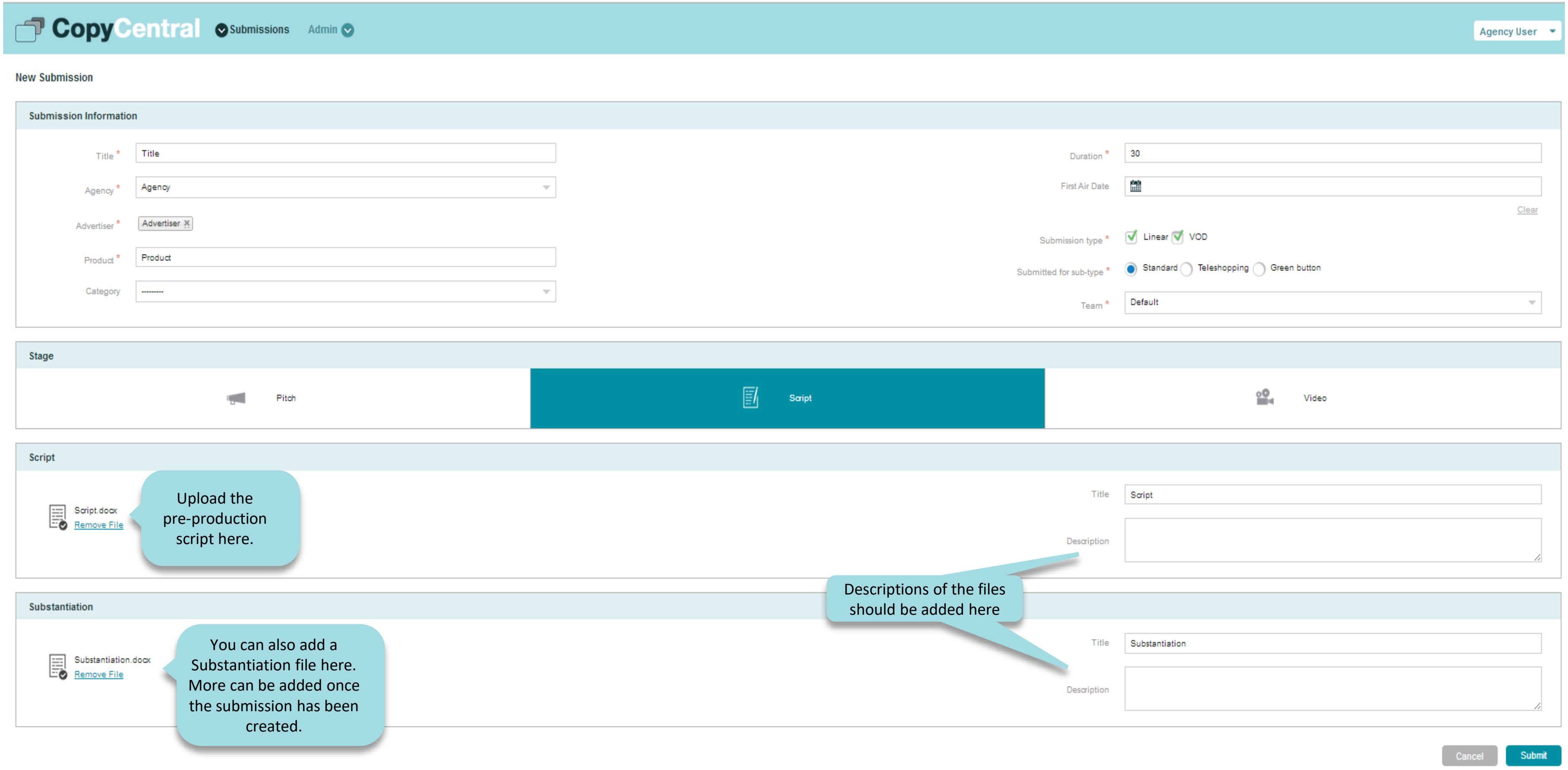
Drag file
pdf, doc, docx, ppt, pptx, jpg, jpeg
Select File
Title
Description

Cancel
Submit

Script stage allows you to add the actual **script** and relevant **substantiation** files

New Script Submission

Starting on script stage allows you to upload the Script and Substantiation file.



New Submission

Submission Information

Title * Title

Agency * Agency

Advertiser * Advertiser ×

Product * Product

Category --------

Duration * 30

First Air Date

Submission type * ☑ Linear ☑ VOD

Submitted for sub-type * ● Standard ○ Teleshopping ○ Green button

Team * Default

Stage

Pitch | Script | Video

Script

Script.docx
Remove File

Title Script

Description

Substantiation

Substantiation.docx
Remove File

Title Substantiation

Description

Upload the pre-production script here.

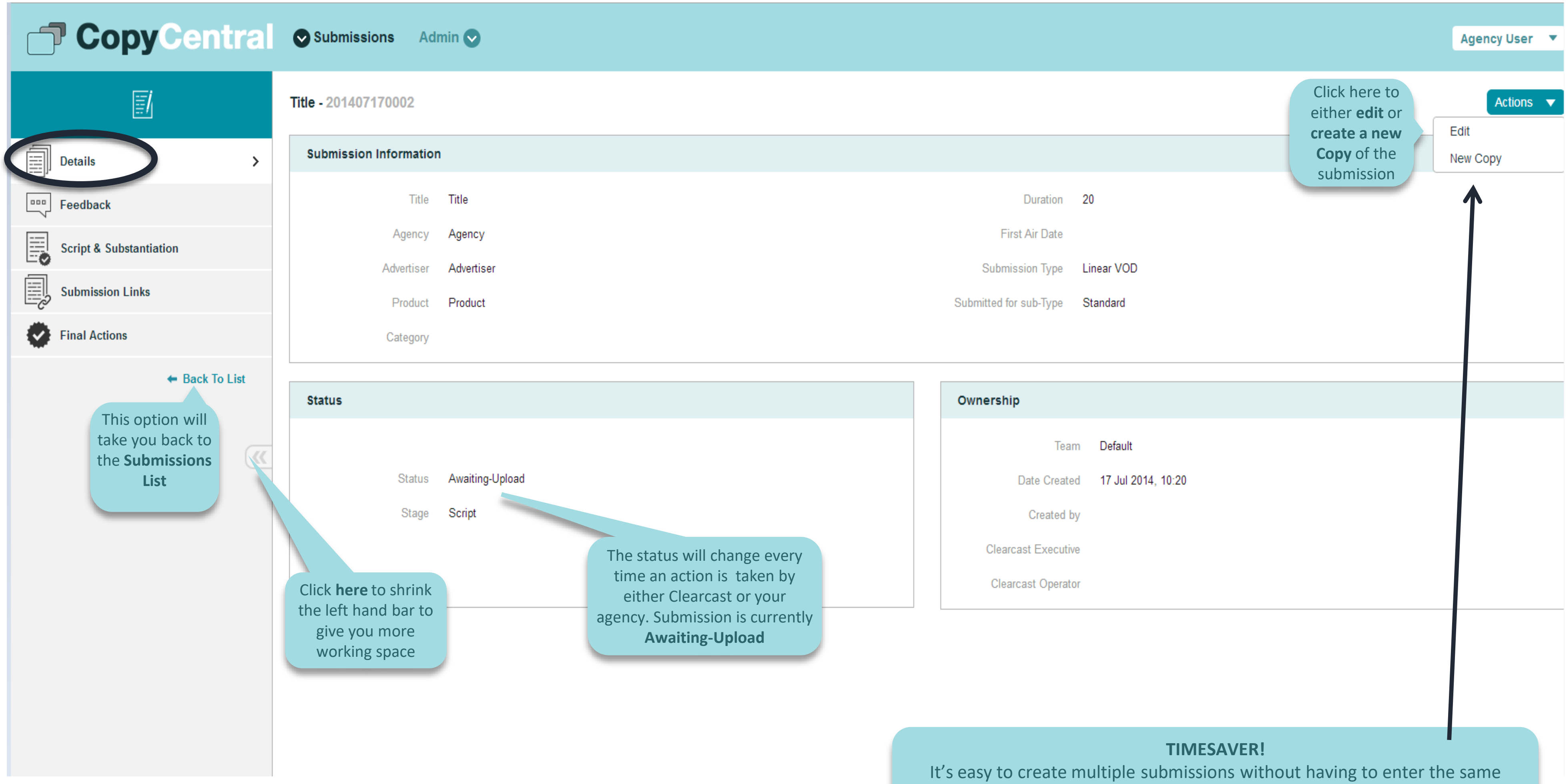
Descriptions of the files should be added here

You can also add a Substantiation file here. More can be added once the submission has been created.

Click on **Submit** when ready

Script Submission: Details Tab

After submitting, the system will display the details of the **Submission**.


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Submission Links
Final Actions
Back To List
Actions
Edit
New Copy

Title - 201407170002

Submission Information

Title: Title

Agency: Agency

Advertiser: Advertiser

Product: Product

Category:

Duration: 20

First Air Date:

Submission Type: Linear VOD

Submitted for sub-Type: Standard

Status

Status: Awaiting-Upload

Stage: Script

Ownership

Team: Default

Date Created: 17 Jul 2014, 10:20

Created by:

Clearcast Executive:

Clearcast Operator:

Click here to either **edit** or **create a new Copy** of the submission

This option will take you back to the **Submissions List**

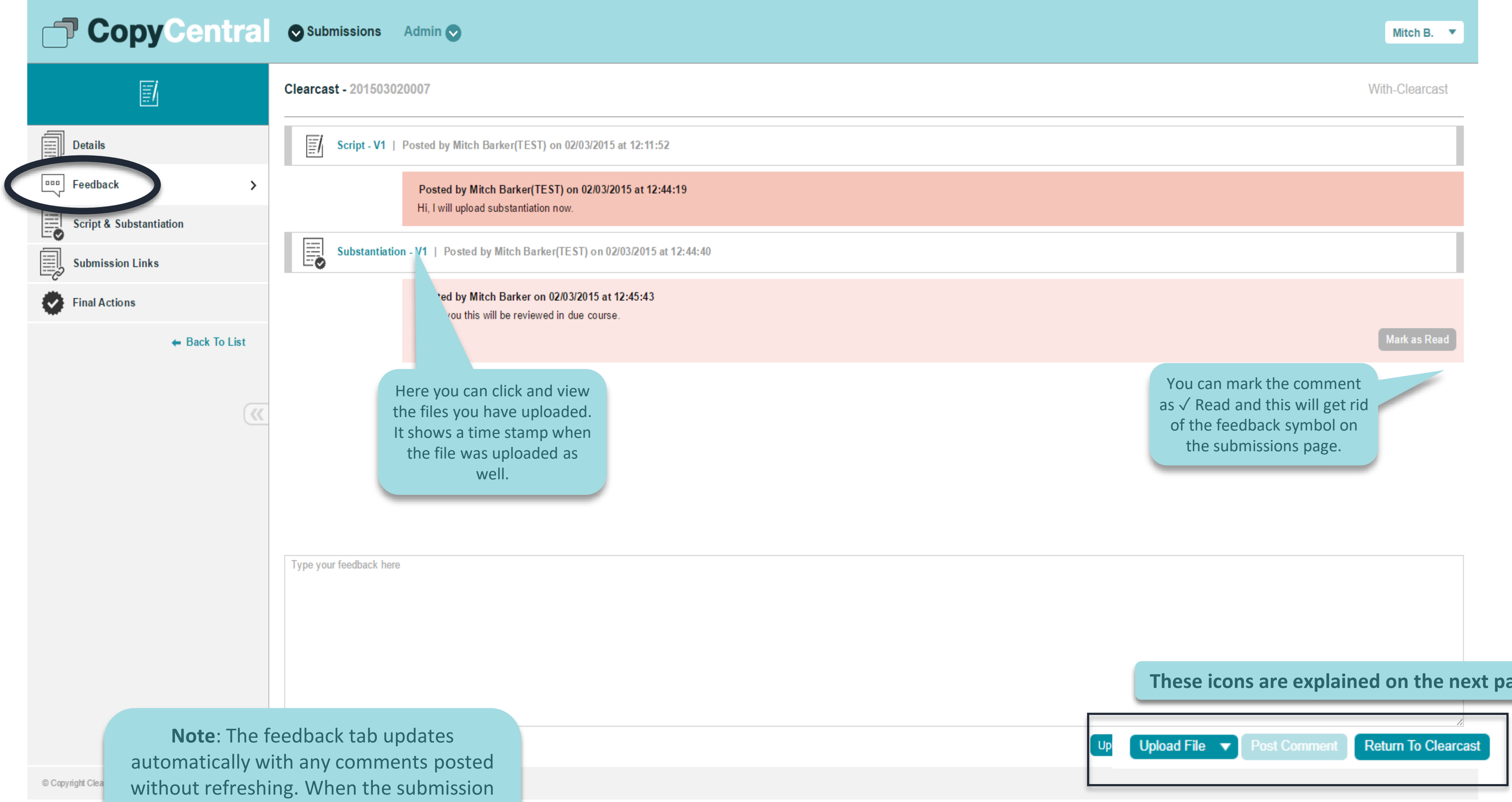
Click **here** to shrink the left hand bar to give you more working space

The status will change every time an action is taken by either Clearcast or your agency. Submission is currently **Awaiting-Upload**

TIMESAVER!
It's easy to create multiple submissions without having to enter the same details every time. Once you have created the first submission click on the Actions bar at the top right of the submission that you want to copy.

Script Submission: Feedback tab

The **Feedback** section displays all communication between Clearcast and your Agency.


CopyCentral
Submissions
Admin
Mitch B.
Details
Feedback
Script & Substantiation
Submission Links
Final Actions
Back To List
Mark as Read
Up
Upload File
Post Comment
Return To Clearcast
© Copyright Clea

Clearcast - 201503020007

With-Clearcast

Script - V1 | Posted by Mitch Barker(TEST) on 02/03/2015 at 12:11:52

Posted by Mitch Barker(TEST) on 02/03/2015 at 12:44:19
Hi, I will upload substantiation now.

Substantiation - V1 | Posted by Mitch Barker(TEST) on 02/03/2015 at 12:44:40

ted by Mitch Barker on 02/03/2015 at 12:45:43
ou this will be reviewed in due course.

Type your feedback here

Here you can click and view the files you have uploaded. It shows a time stamp when the file was uploaded as well.

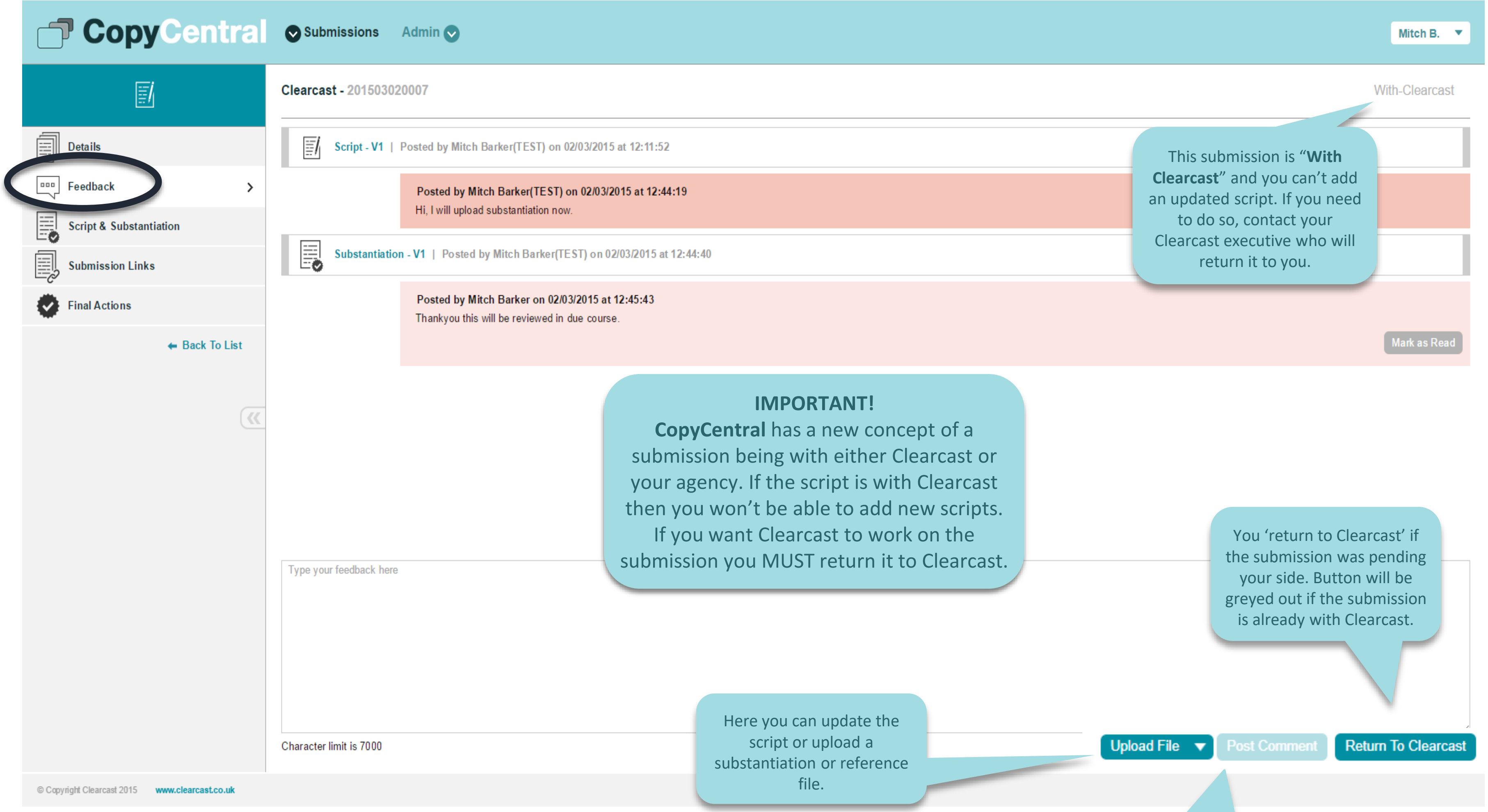
You can mark the comment as ✓ Read and this will get rid of the feedback symbol on the submissions page.

These icons are explained on the next page

Note: The feedback tab updates automatically with any comments posted without refreshing. When the submission gets past **operations** you will receive notification e-mails when a comment is made by your account manager.

Script Submission: Feedback tab

The **Feedback** section displays all communication between Clearcast and your Agency.


CopyCentral
Submissions
Admin
Mitch B.
Details
Feedback
Script & Substantiation
Submission Links
Final Actions
Back To List
Mark as Read
Upload File
Post Comment
Return To Clearcast
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Clearcast - 201503020007

With-Clearcast

Script - V1 | Posted by Mitch Barker(TEST) on 02/03/2015 at 12:11:52

Posted by Mitch Barker(TEST) on 02/03/2015 at 12:44:19

Hi, I will upload substantiation now.

Substantiation - V1 | Posted by Mitch Barker(TEST) on 02/03/2015 at 12:44:40

Posted by Mitch Barker on 02/03/2015 at 12:45:43

Thankyou this will be reviewed in due course.

Type your feedback here

Character limit is 7000

This submission is "**With Clearcast**" and you can't add an updated script. If you need to do so, contact your Clearcast executive who will return it to you.

IMPORTANT!

CopyCentral has a new concept of a submission being with either Clearcast or your agency. If the script is with Clearcast then you won't be able to add new scripts. If you want Clearcast to work on the submission you MUST return it to Clearcast.

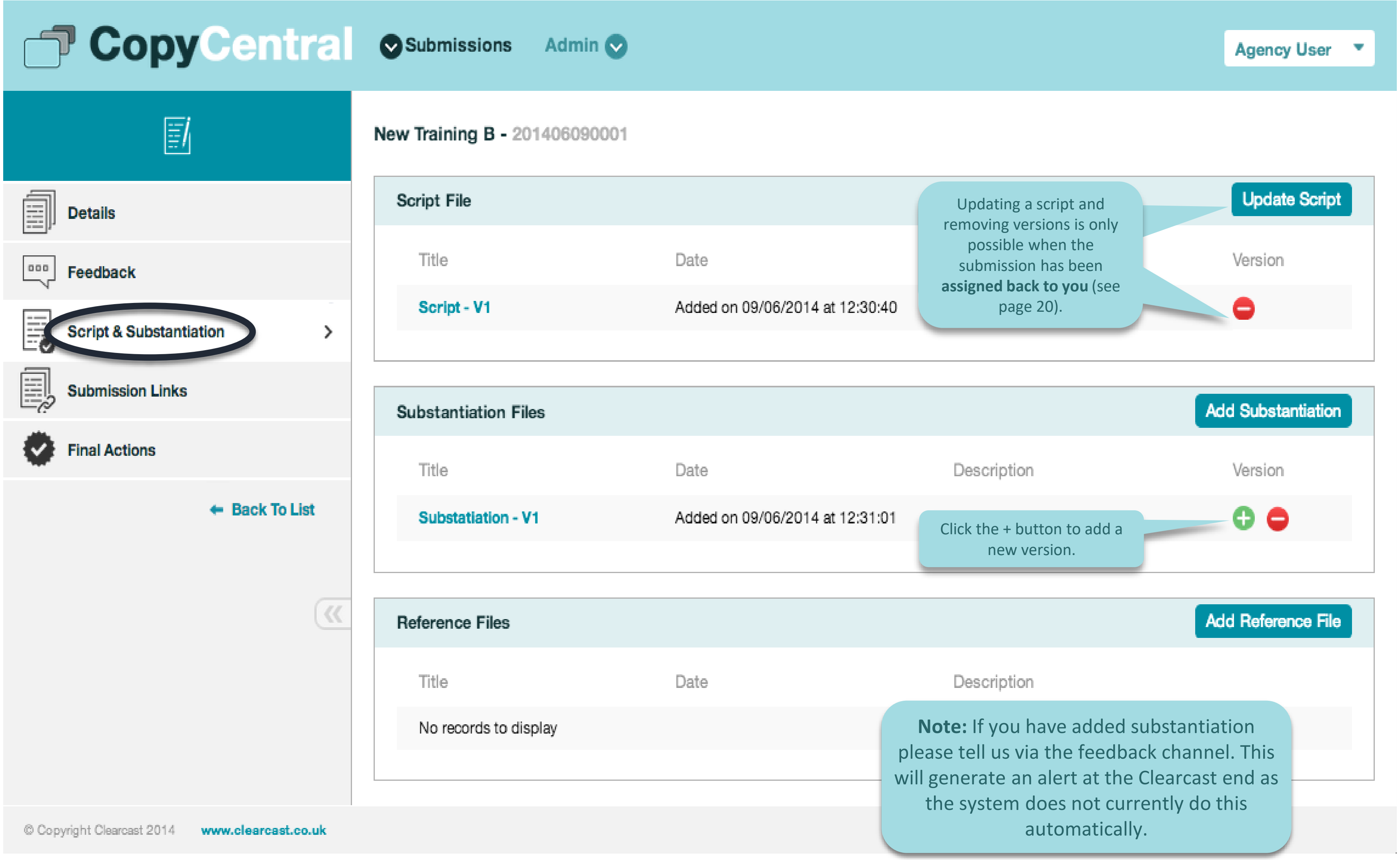
You 'return to Clearcast' if the submission was pending your side. Button will be greyed out if the submission is already with Clearcast.

Here you can update the script or upload a substantiation or reference file.

You can post a comment at any time. Make sure you return the submission to Clearcast

Script Submission: Script and Substantiation

This section allows you to add/remove versions of Scripts, Substantiation and Reference files.



CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Submission Links
Final Actions
Back To List

New Training B - 201406090001

Script File — Update Script

Title	Date	Version
Script - V1	Added on 09/06/2014 at 12:30:40	⊖

Updating a script and removing versions is only possible when the submission has been **assigned back to you** (see page 20).

Substantiation Files — Add Substantiation

Title	Date	Description	Version
Substatiation - V1	Added on 09/06/2014 at 12:31:01		⊕ ⊖

Click the + button to add a new version.

Reference Files — Add Reference File

Title	Date	Description
No records to display		

Note: If you have added substantiation please tell us via the feedback channel. This will generate an alert at the Clearcast end as the system does not currently do this automatically.

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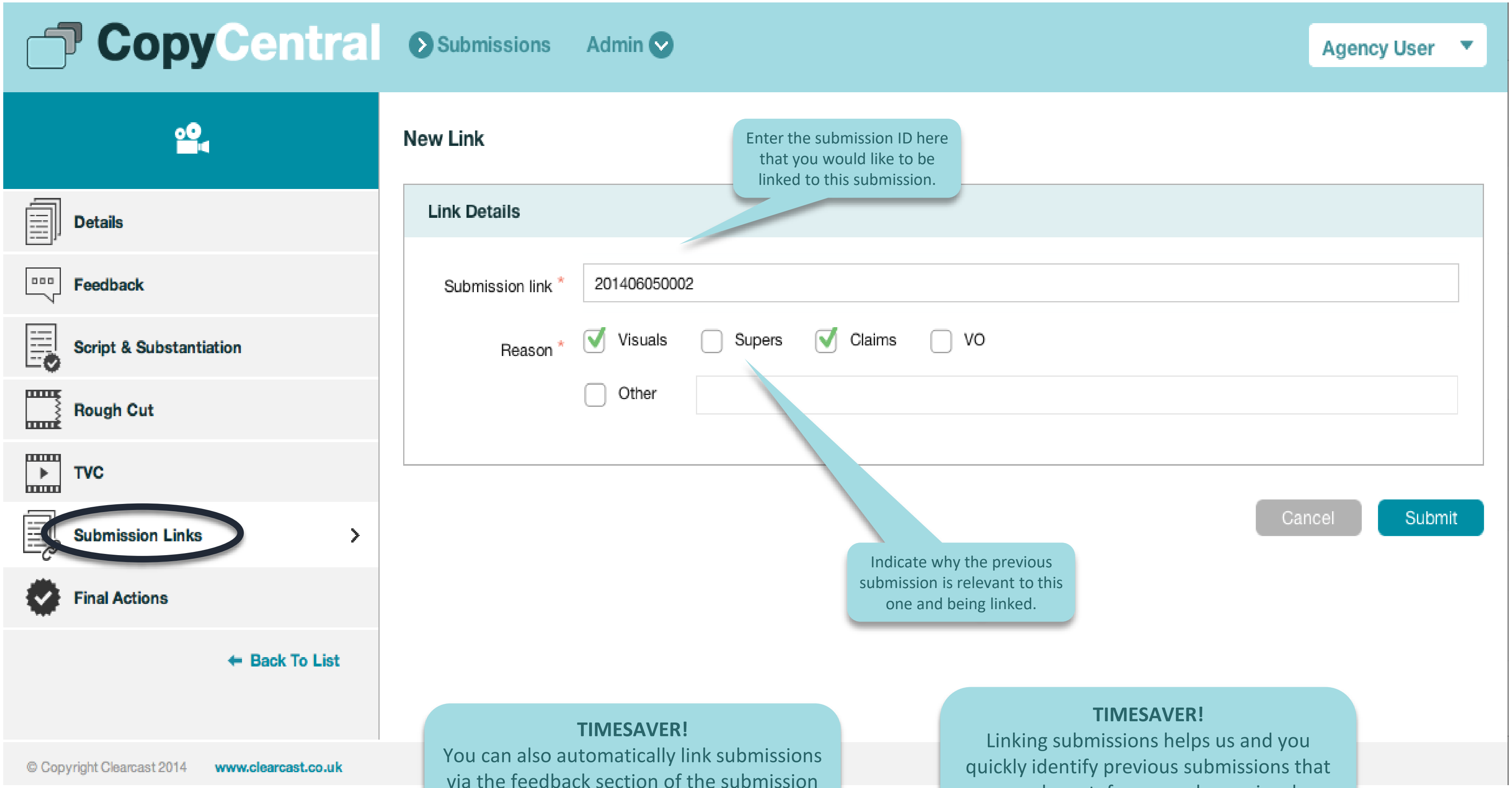
Script Submission: Submission Links

Enables you to link this submission to previous submissions


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Cancel
Submit
© Copyright Clearcast 2014
www.clearcast.co.uk

New Link

Link Details

Submission link * 201406050002

Reason * ☑ Visuals ☐ Supers ☑ Claims ☐ VO

☐ Other

Enter the submission ID here that you would like to be linked to this submission.

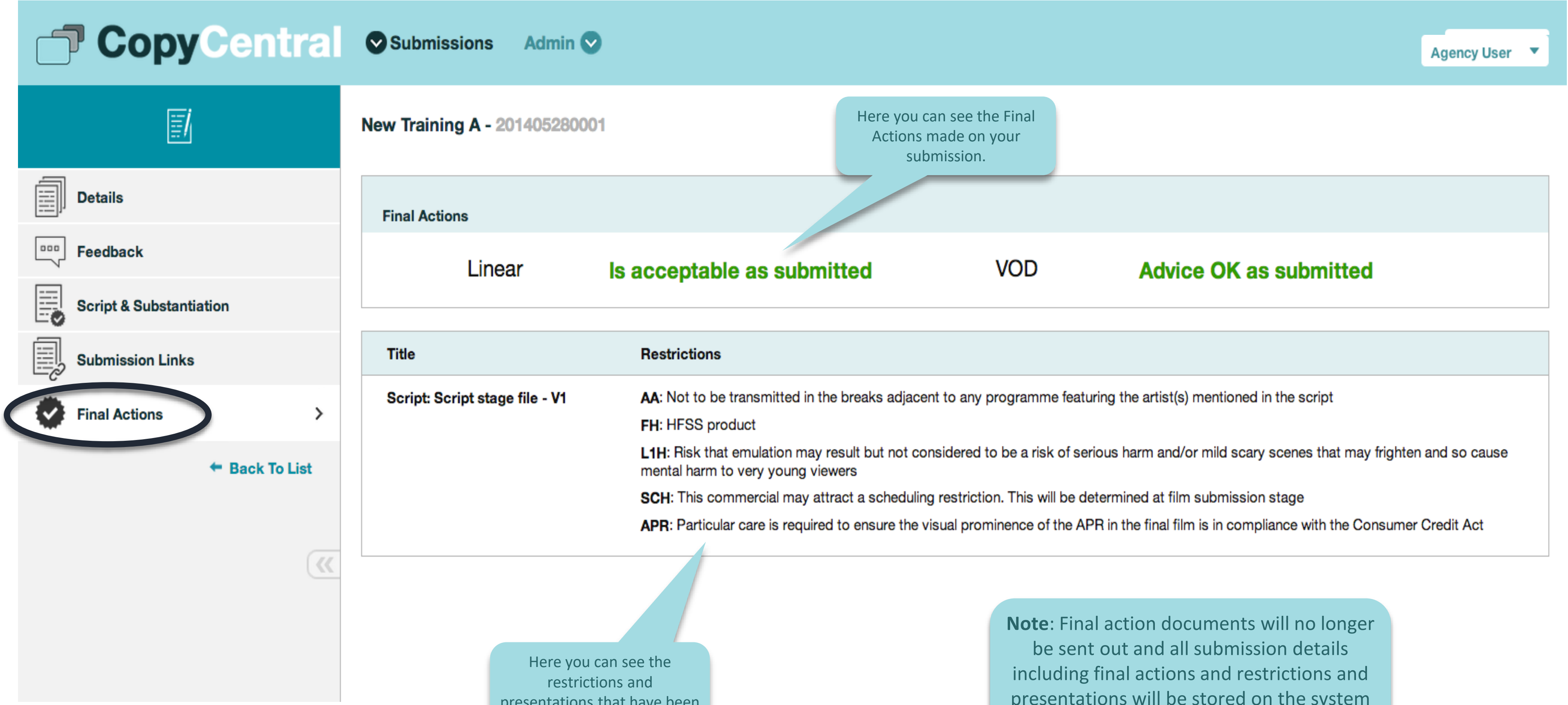
Indicate why the previous submission is relevant to this one and being linked.

TIMESAVER!
You can also automatically link submissions via the feedback section of the submission by simply pasting the relevant submission ID or Clock number as a comment.

TIMESAVER!
Linking submissions helps us and you quickly identify previous submissions that are relevant, for example previously approved claims that are being made again in this submission.

Script Submission: Final Actions tab

When the script submission is final actioned by Clearcast, it will appear in the **Final Actions** section.



New Training A - 201405280001

Here you can see the Final Actions made on your submission.

Final Actions

Linear	**Is acceptable as submitted**	VOD	**Advice OK as submitted**

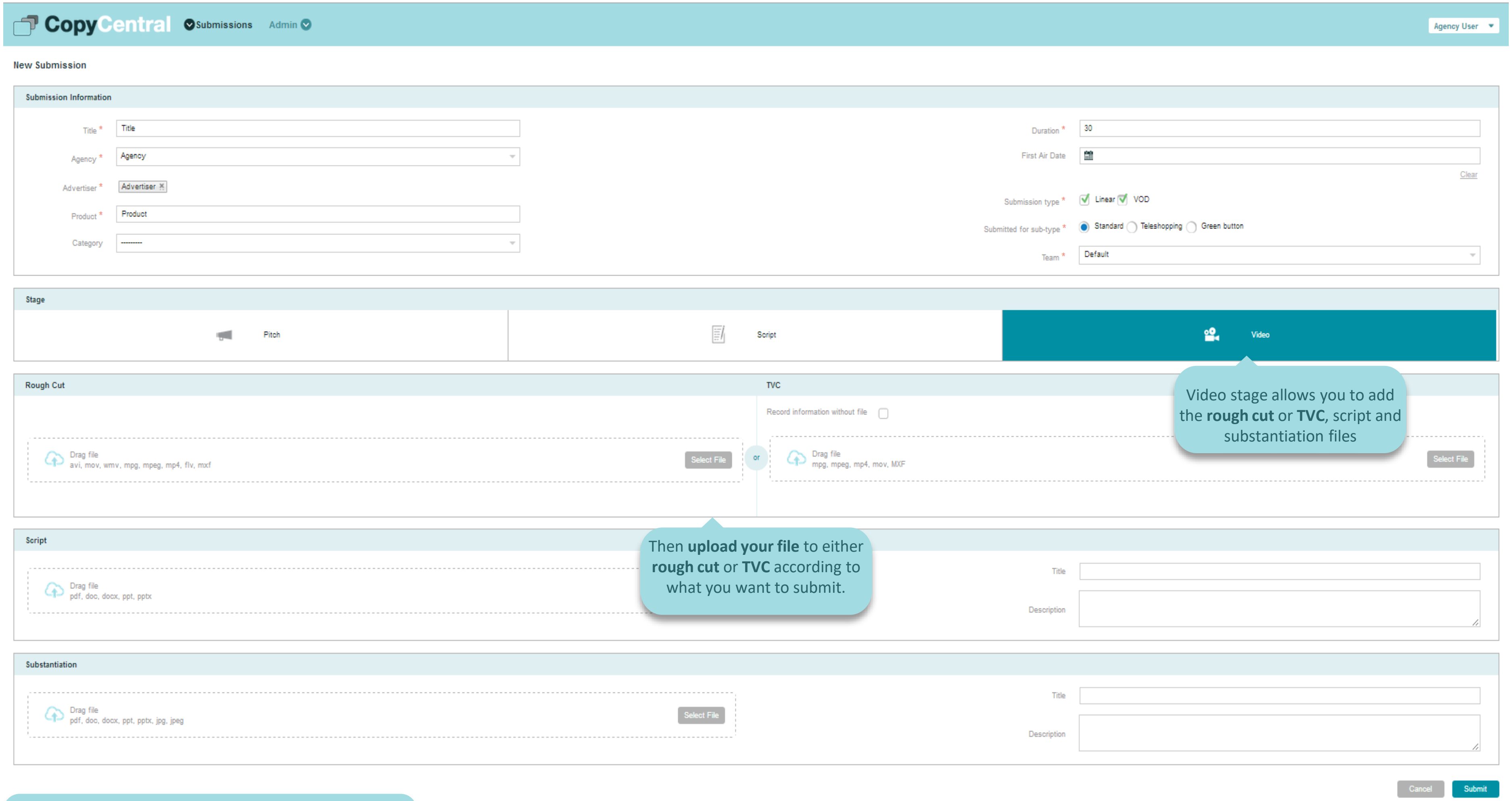
Title	Restrictions
Script: Script stage file - V1	**AA**: Not to be transmitted in the breaks adjacent to any programme featuring the artist(s) mentioned in the script **FH**: HFSS product **L1H**: Risk that emulation may result but not considered to be a risk of serious harm and/or mild scary scenes that may frighten and so cause mental harm to very young viewers **SCH**: This commercial may attract a scheduling restriction. This will be determined at film submission stage **APR**: Particular care is required to ensure the visual prominence of the APR in the final film is in compliance with the Consumer Credit Act

Here you can see the restrictions and presentations that have been added for this submission

Note: Final action documents will no longer be sent out and all submission details including final actions and restrictions and presentations will be stored on the system for you and the broadcaster to see.

New Video Submission

You can create a Pitch, Script or **Video** submission.



Title * Title
Agency * Agency
Advertiser * Advertiser ✕
Product * Product
Category ---------
Duration * 30
First Air Date
Submission type * ☑ Linear ☑ VOD
Submitted for sub-type * ● Standard ○ Teleshopping ○ Green button
Team * Default

CopyCentral
Submissions
Admin
Agency User
New Submission
Submission Information
Clear
Stage
Pitch
Script
Video
Rough Cut
TVC
Record information without file ☐
Drag file
avi, mov, wmv, mpg, mpeg, mp4, flv, mxf
Select File
or
Drag file
mpg, mpeg, mp4, mov, MXF
Select File
Script
Drag file
pdf, doc, docx, ppt, pptx
Title
Description
Substantiation
Drag file
pdf, doc, docx, ppt, pptx, jpg, jpeg
Select File
Title
Description
Cancel
Submit

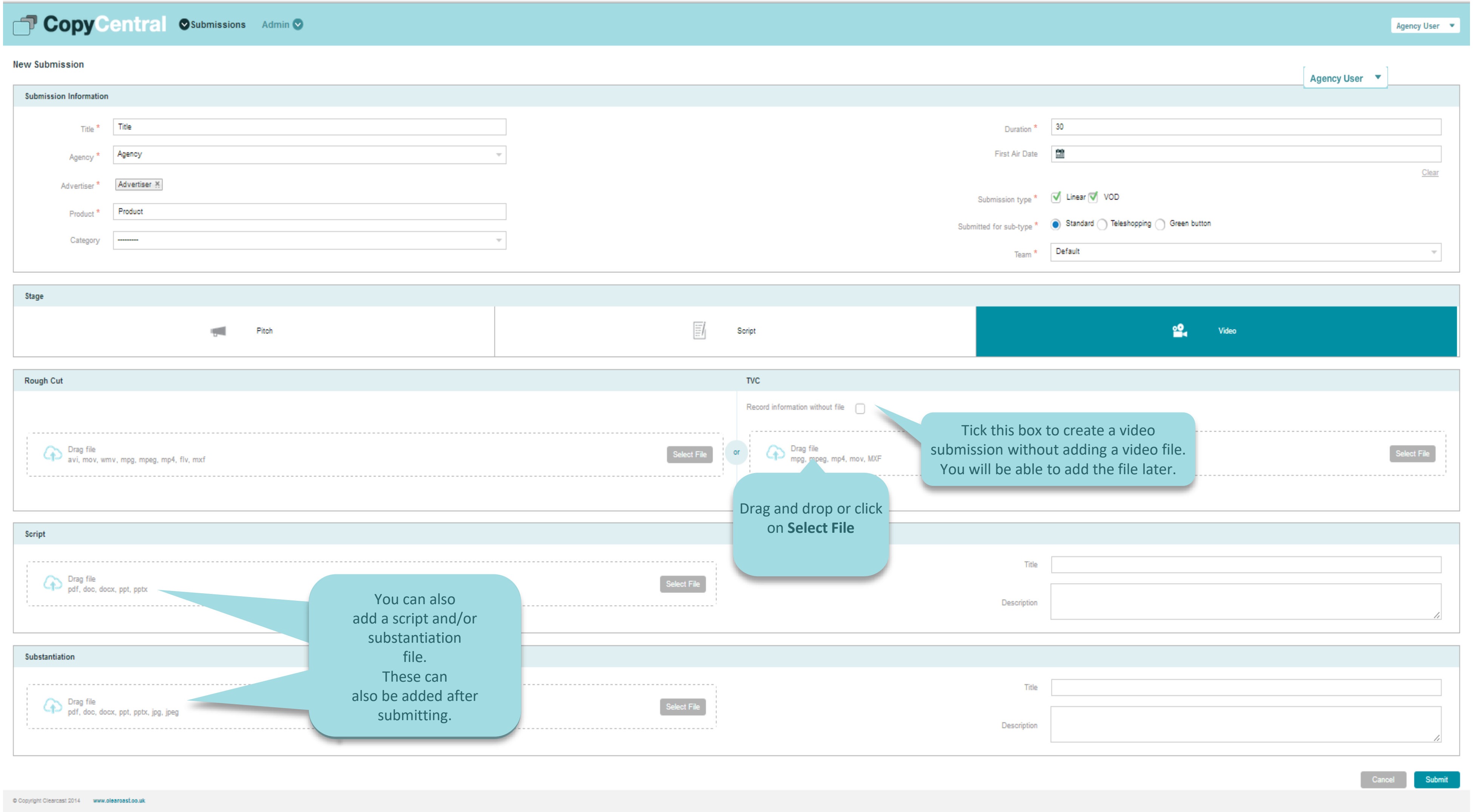
Video stage allows you to add the **rough cut** or **TVC**, script and substantiation files

Then **upload your file** to either **rough cut** or **TVC** according to what you want to submit.

Note: uploading a **TVC** will bring up more fields to fill in where you will enter the paperwork (eg artist and music data).

New Video Submission

When creating a Video Submission, you can upload a **rough cut** or the actual **TVC.**


CopyCentral
Submissions
Admin
Agency User
Agency User
Pitch
Script
Video
Select File
or
Select File
Select File
Select File
Clear
Cancel
Submit

New Submission

Submission Information

Title * Title
Agency * Agency
Advertiser * Advertiser
Product * Product
Category ---------
Duration * 30
First Air Date
Submission type * ☑ Linear ☑ VOD
Submitted for sub-type * ● Standard ○ Teleshopping ○ Green button
Team * Default

Stage

Rough Cut

Drag file
avi, mov, wmv, mpg, mpeg, mp4, flv, mxf

TVC

Record information without file ☐

Drag file
mpg, mpeg, mp4, mov, MXF

Script

Drag file
pdf, doc, docx, ppt, pptx

Title
Description

Substantiation

Drag file
pdf, doc, docx, ppt, pptx, jpg, jpeg

Title
Description

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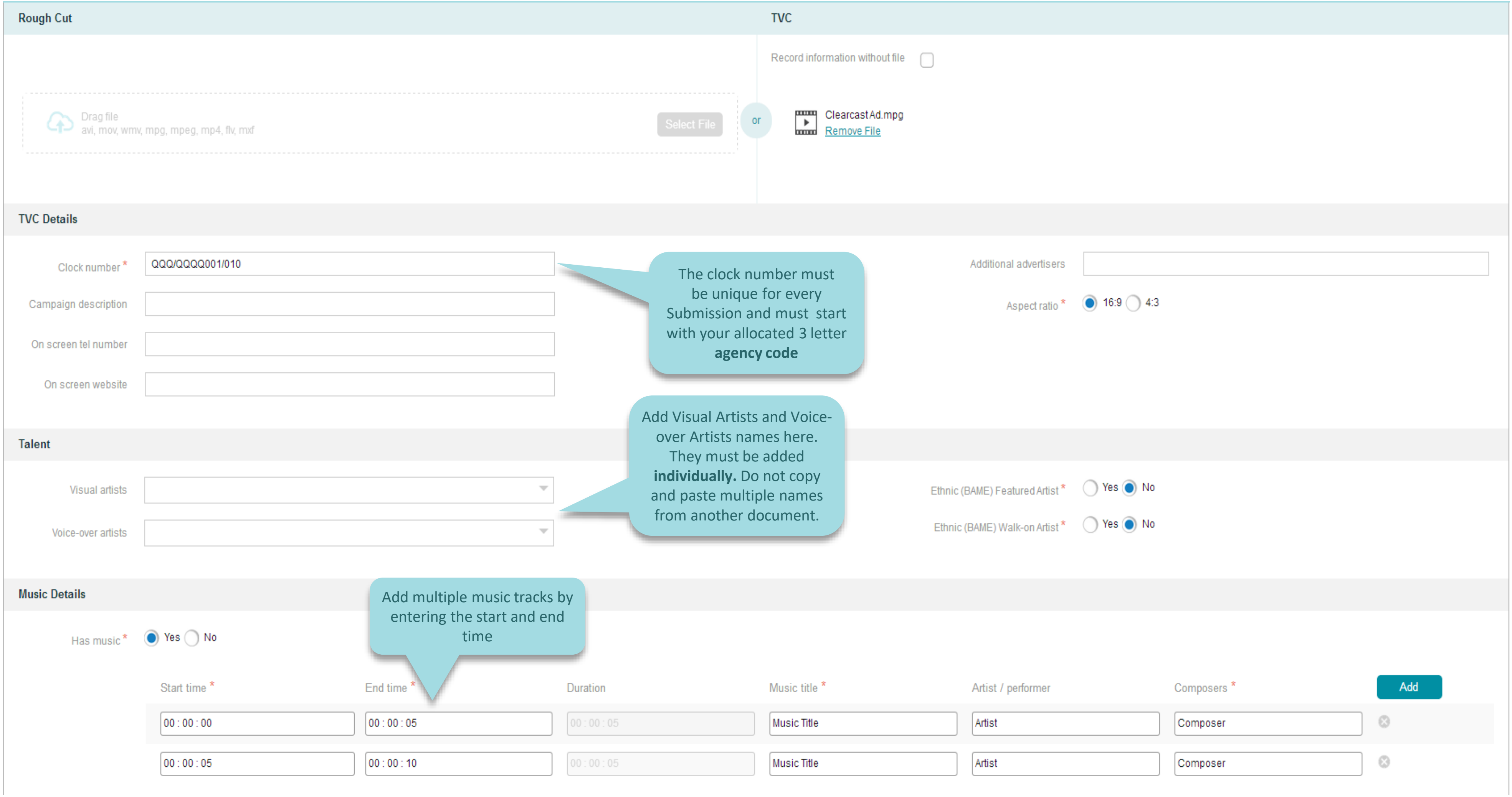
Tick this box to create a video submission without adding a video file. You will be able to add the file later.

Drag and drop or click on **Select File**

You can also add a script and/or substantiation file. These can also be added after submitting.

Uploading a TVC

Once you have uploaded a **TVC,** the form will reveal these additional fields.



Rough Cut

TVC

Record information without file ☐

ClearcastAd.mpg

TVC Details

Clock number * QQQ/QQQQ001/010
Campaign description
On screen tel number
On screen website
Additional advertisers
Aspect ratio * ● 16:9 ○ 4:3

The clock number must be unique for every Submission and must start with your allocated 3 letter **agency code**

Talent

Visual artists
Voice-over artists
Ethnic (BAME) Featured Artist * ○ Yes ● No
Ethnic (BAME) Walk-on Artist * ○ Yes ● No

Add Visual Artists and Voice-over Artists names here. They must be added **individually.** Do not copy and paste multiple names from another document.

Music Details

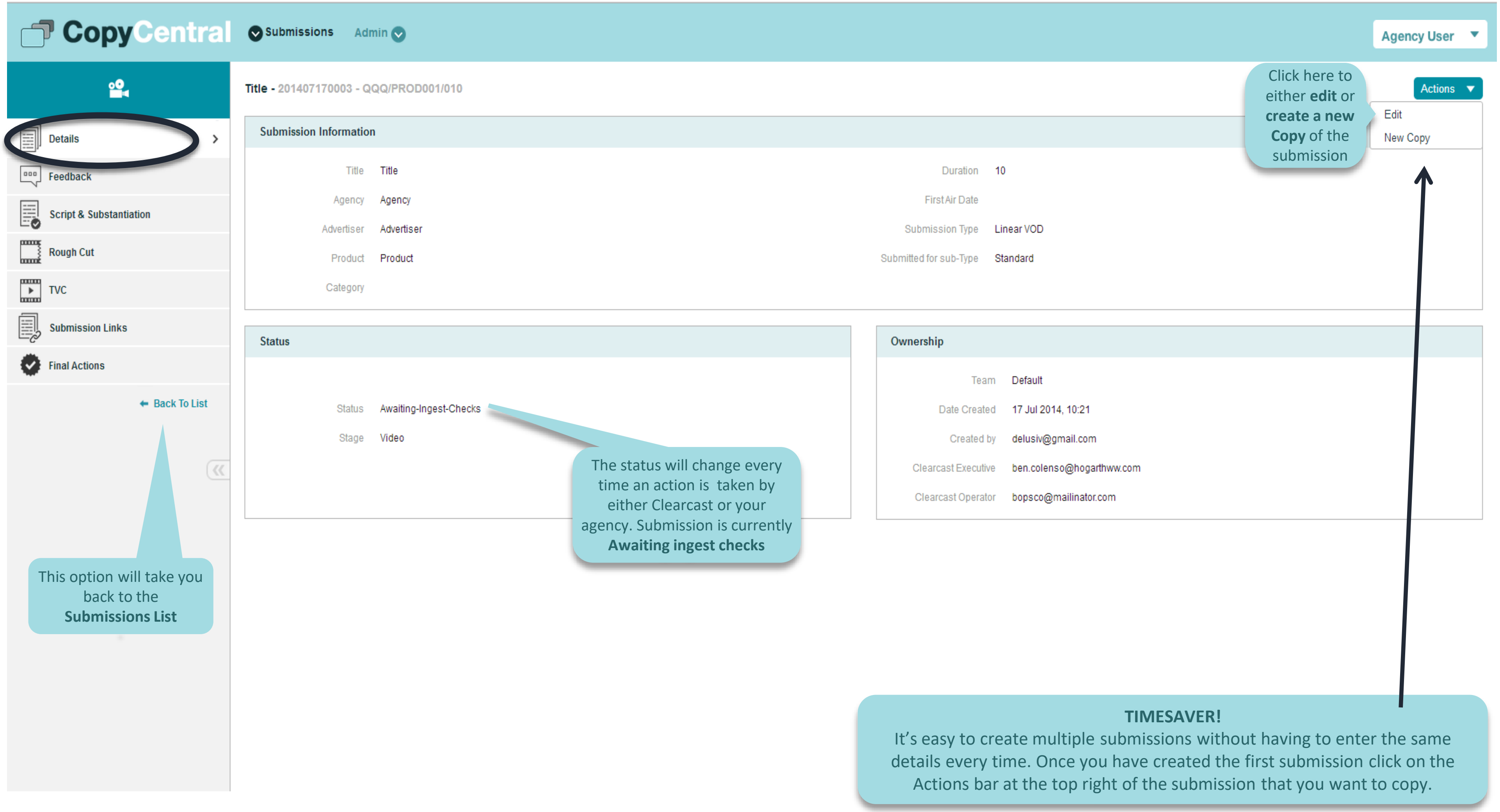
Has music * ● Yes ○ No

Add multiple music tracks by entering the start and end time

Start time *	End time *	Duration	Music title *	Artist / performer	Composers *	Add
00 : 00 : 00	00 : 00 : 05	00 : 00 : 05	Music Title	Artist	Composer	⊗
00 : 00 : 05	00 : 00 : 10	00 : 00 : 05	Music Title	Artist	Composer	⊗

Video Submissions: Details tab

After submitting, the system will display the details of the **Submission**.


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Actions
Edit
New Copy

Title - 201407170003 - QQQ/PROD001/010

Submission Information

Title Title

Agency Agency

Advertiser Advertiser

Product Product

Category

Duration 10

First Air Date

Submission Type Linear VOD

Submitted for sub-Type Standard

Status

Status Awaiting-Ingest-Checks

Stage Video

Ownership

Team Default

Date Created 17 Jul 2014, 10:21

Created by delusiv@gmail.com

Clearcast Executive ben.colenso@hogarthww.com

Clearcast Operator bopsco@mailinator.com

Click here to either **edit** or **create a new Copy** of the submission

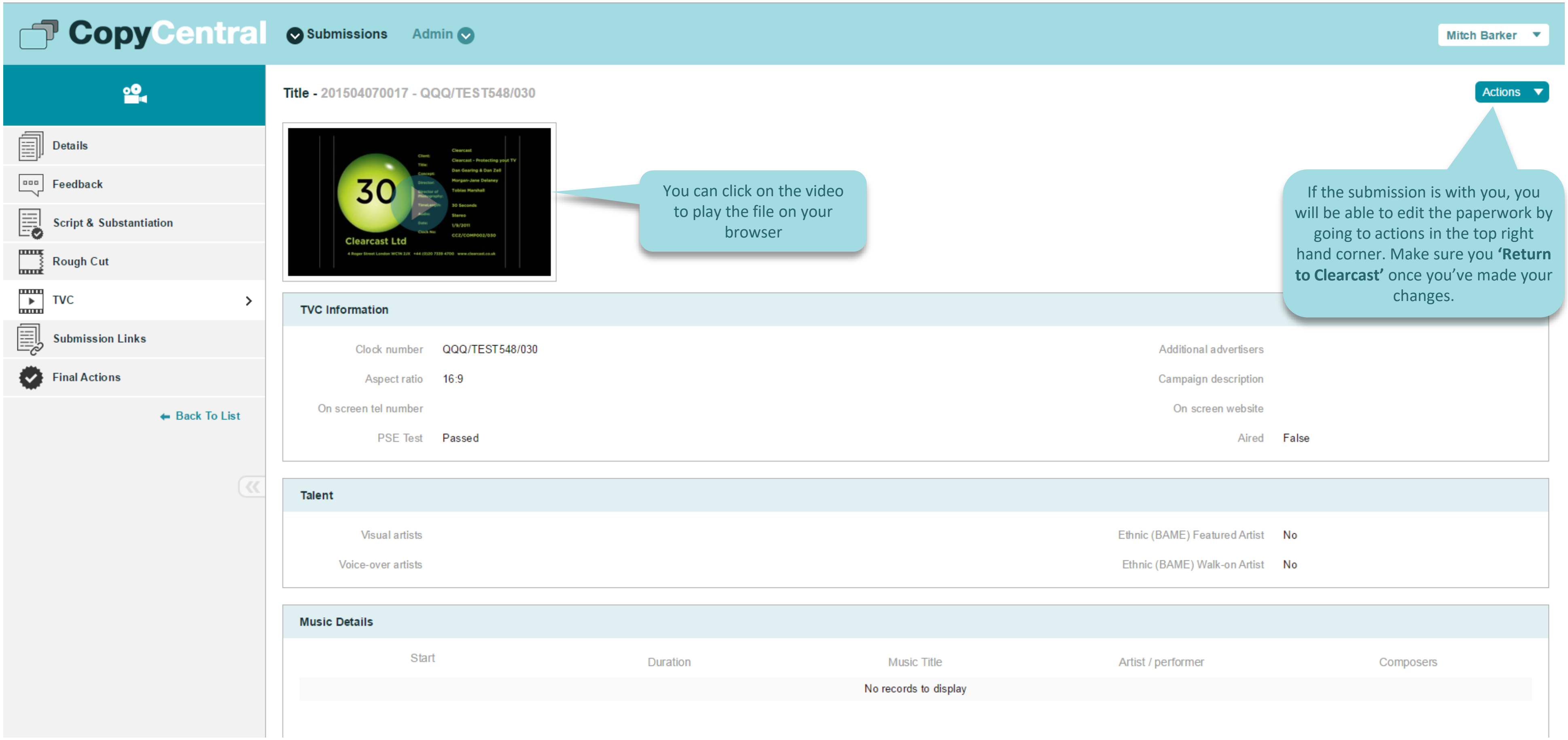
The status will change every time an action is taken by either Clearcast or your agency. Submission is currently **Awaiting ingest checks**

This option will take you back to the **Submissions List**

TIMESAVER!
It's easy to create multiple submissions without having to enter the same details every time. Once you have created the first submission click on the Actions bar at the top right of the submission that you want to copy.

TVC

All TVC details and additional information is displayed in the TVC section.


CopyCentral
Submissions
Admin
Mitch Barker
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Actions
30
Clearcast Ltd

Title - 201504070017 - QQQ/TEST548/030

You can click on the video to play the file on your browser

If the submission is with you, you will be able to edit the paperwork by going to actions in the top right hand corner. Make sure you **'Return to Clearcast'** once you've made your changes.

TVC Information

Clock number	QQQ/TEST548/030	Additional advertisers	
Aspect ratio	16:9	Campaign description	
On screen tel number		On screen website	
PSE Test	Passed	Aired	False

Talent

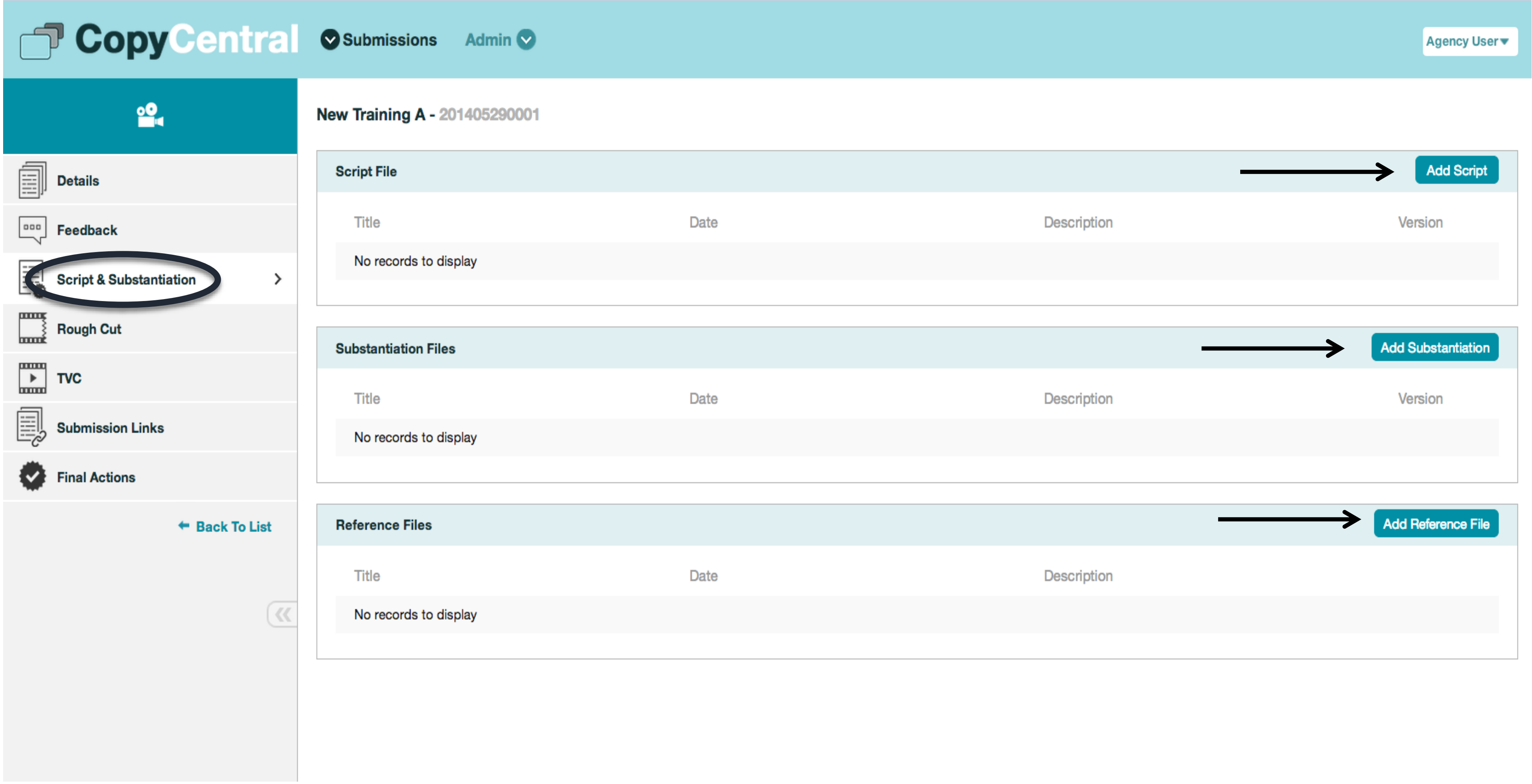
Visual artists		Ethnic (BAME) Featured Artist	No
Voice-over artists		Ethnic (BAME) Walk-on Artist	No

Music Details

Start	Duration	Music Title	Artist / performer	Composers
		No records to display		

Video Submissions: Script and Substantiation

You have the option to add Script, Substantiation and Reference files.


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Add Script
Add Substantiation
Add Reference File

New Training A - 201405290001

Script File

Title	Date	Description	Version
No records to display			

Substantiation Files

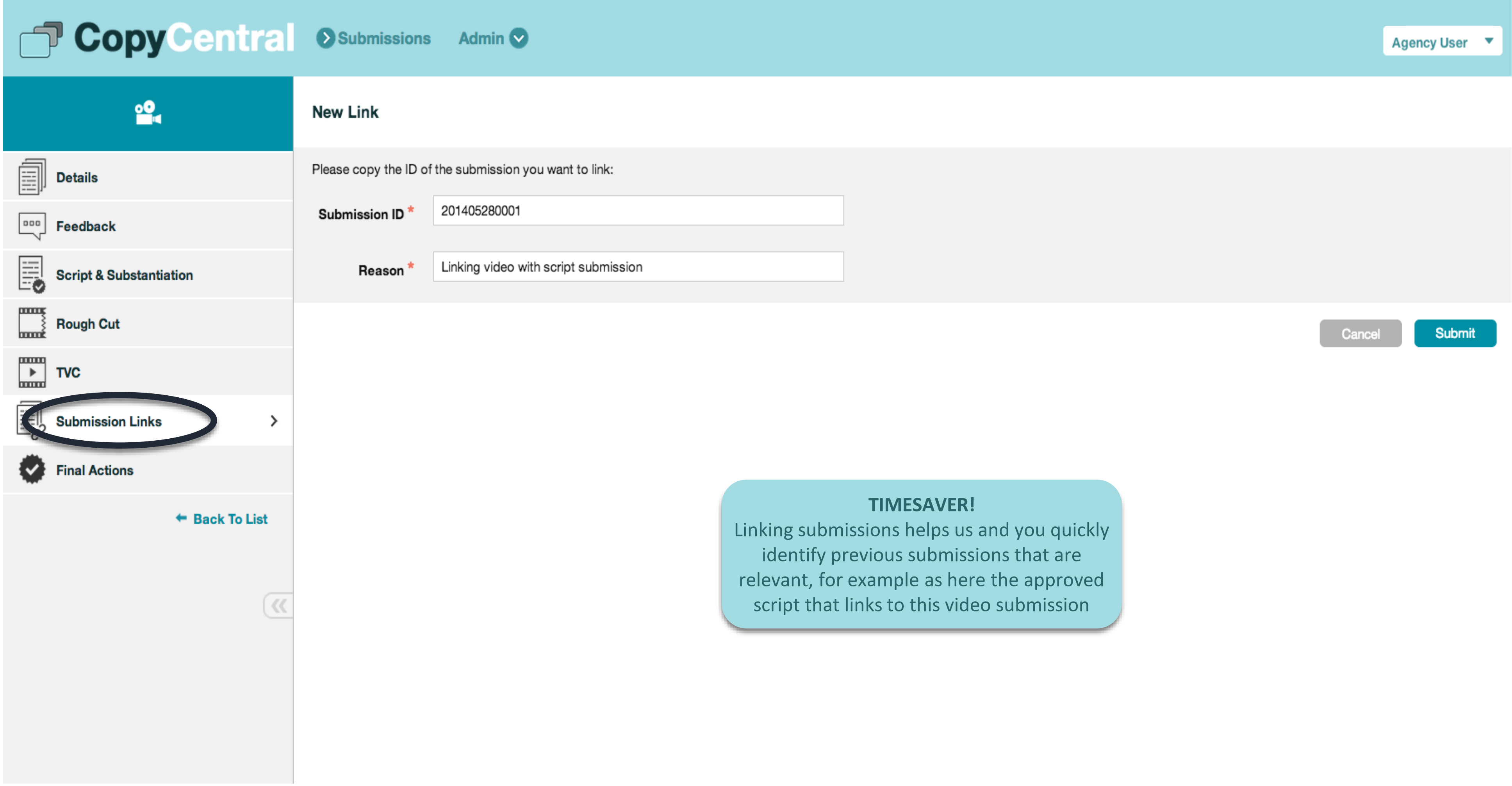
Title	Date	Description	Version
No records to display			

Reference Files

Title	Date	Description
No records to display		

Video Submissions: Submission Links tab

You are able to link another Submission ID.


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Cancel
Submit

New Link

Please copy the ID of the submission you want to link:

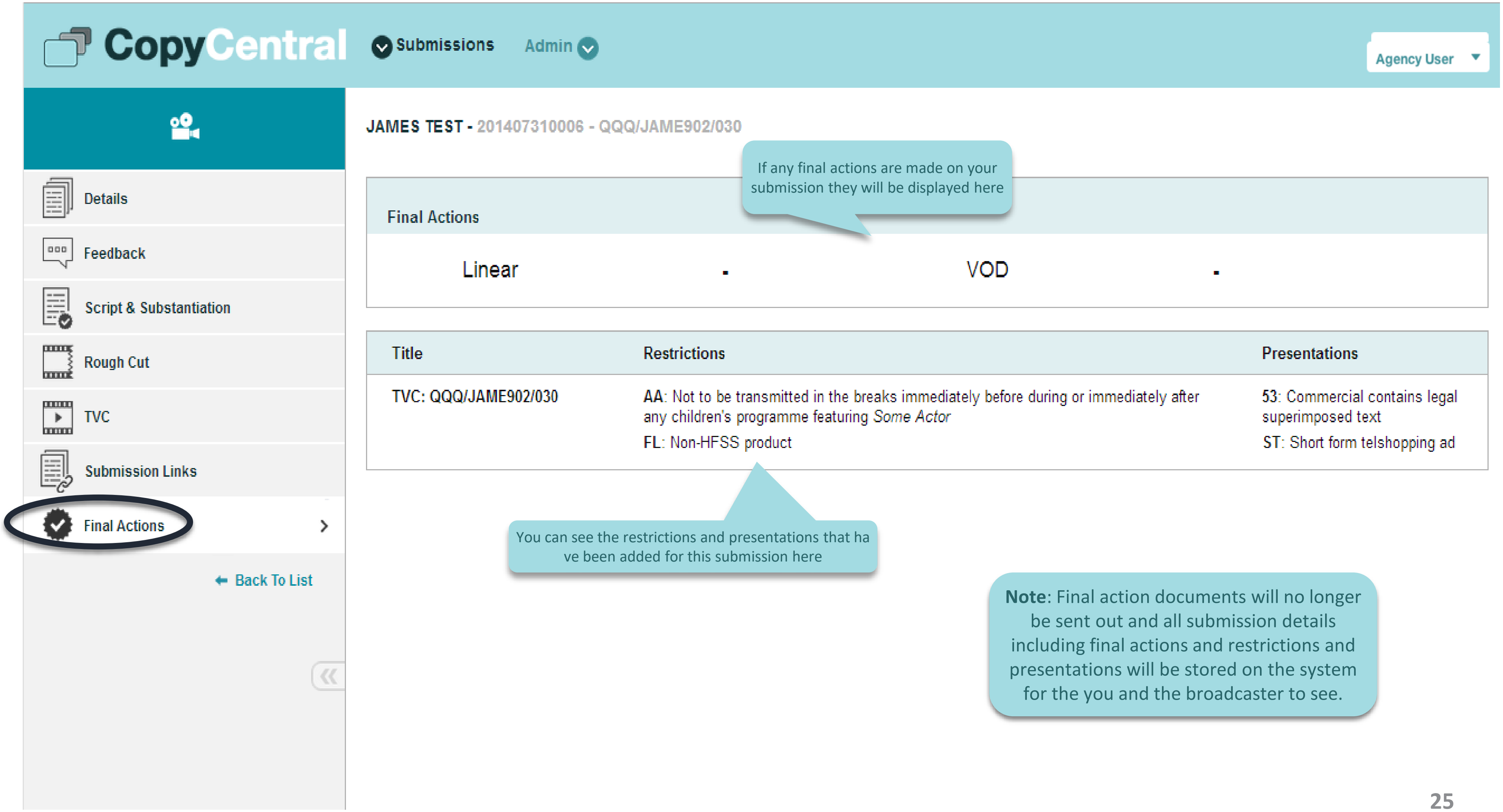
Submission ID * 201405280001

Reason * Linking video with script submission

TIMESAVER!
Linking submissions helps us and you quickly identify previous submissions that are relevant, for example as here the approved script that links to this video submission

Video Submissions: Final Actions tab

When the video submission is final actioned by Clearcast, it will appear in the **Final Actions** section.


CopyCentral
Submissions
Admin
Agency User
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List

JAMES TEST - 201407310006 - QQQ/JAME902/030

If any final actions are made on your submission they will be displayed here

Final Actions

Linear	-	VOD	-

Title	Restrictions	Presentations
TVC: QQQ/JAME902/030	**AA**: Not to be transmitted in the breaks immediately before during or immediately after any children's programme featuring *Some Actor* **FL**: Non-HFSS product	**53**: Commercial contains legal superimposed text **ST**: Short form telshopping ad

You can see the restrictions and presentations that have been added for this submission here

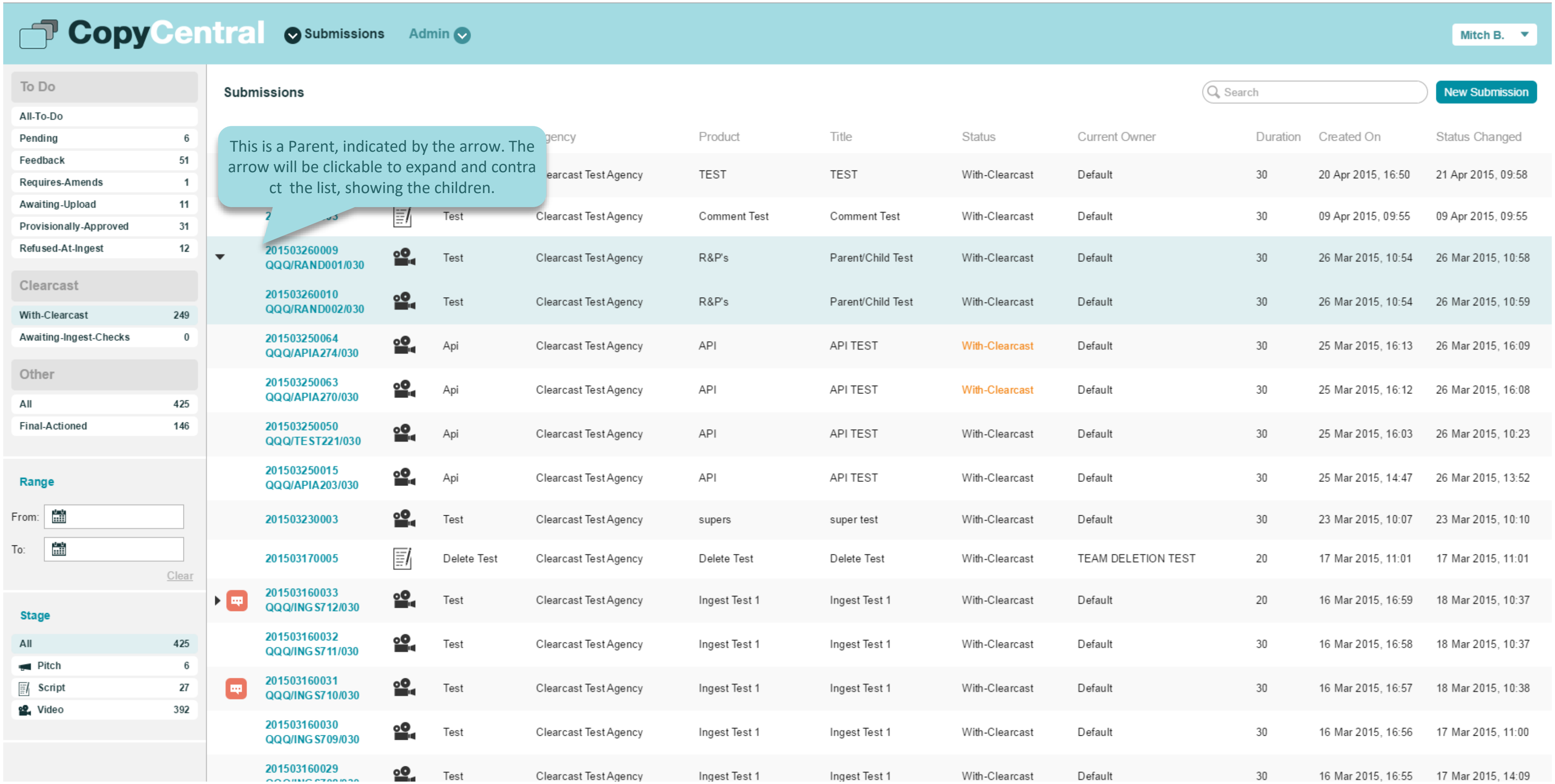
Note: Final action documents will no longer be sent out and all submission details including final actions and restrictions and presentations will be stored on the system for the you and the broadcaster to see.

Parent and Child

- “Parent and Child” association is used for ads that are based on the same creative but have versions with minor differences.
- Once linked, feedback is managed via the Parent and the feedback channel for the Children is disabled
- The parent/child link is applied by Clearcast Operations on CopyCentral

Video Submission: Parent/Child Association

How to recognise Parents and Children in the submission list



To Do
- All-To-Do
- Pending 6
- Feedback 51
- Requires-Amends 1
- Awaiting-Upload 11
- Provisionally-Approved 31
- Refused-At-Ingest 12

Clearcast
- With-Clearcast 249
- Awaiting-Ingest-Checks 0

Other
- All 425
- Final-Actioned 146

Range

From:

To:

Clear

Stage
- All 425
- Pitch 6
- Script 27
- Video 392

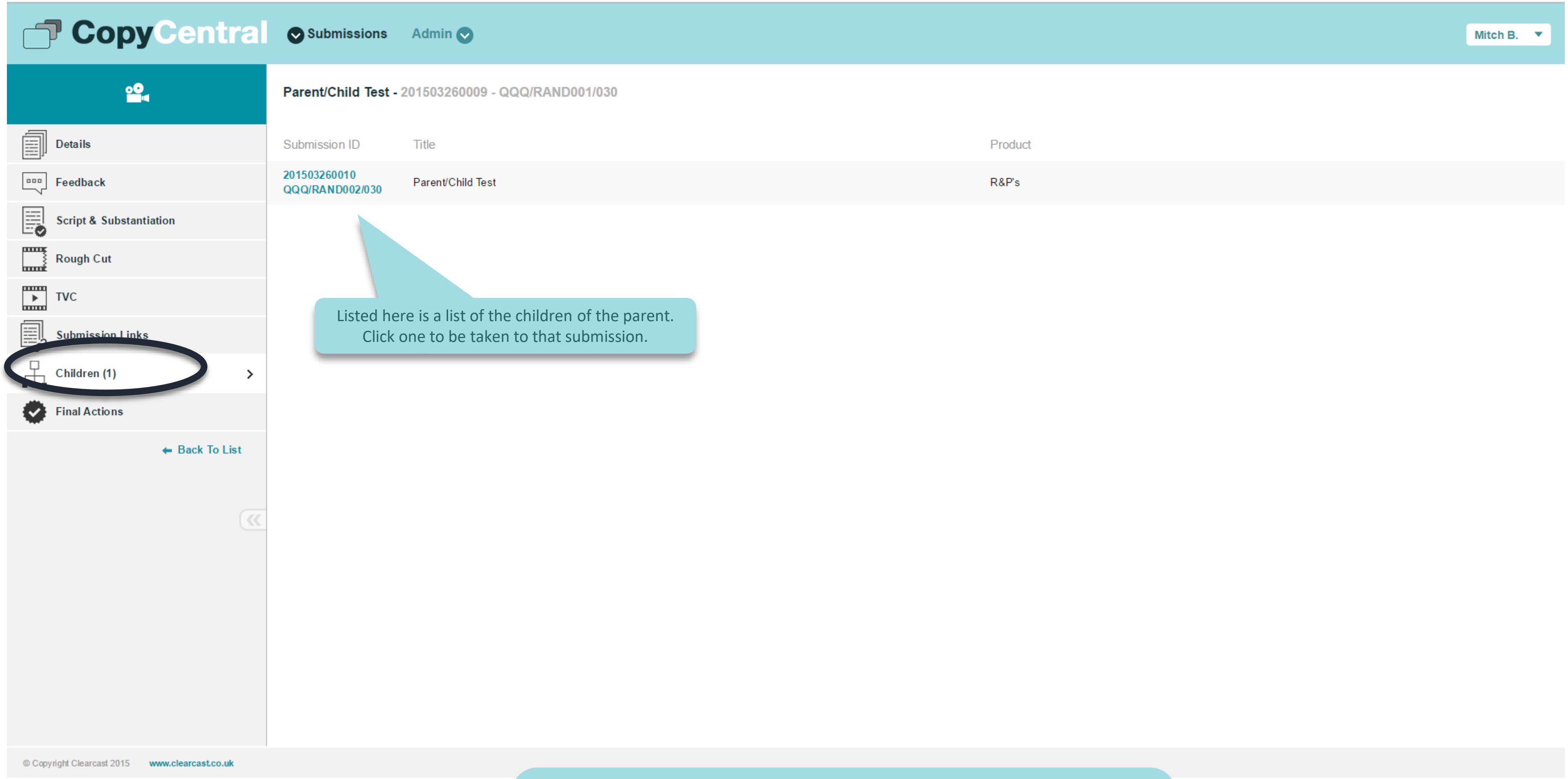
Submissions

This is a Parent, indicated by the arrow. The arrow will be clickable to expand and contract the list, showing the children.

				gency	Product	Title	Status	Current Owner	Duration	Created On	Status Changed
				earcast Test Agency	TEST	TEST	With-Clearcast	Default	30	20 Apr 2015, 16:50	21 Apr 2015, 09:58
	2 03	📝	Test	Clearcast Test Agency	Comment Test	Comment Test	With-Clearcast	Default	30	09 Apr 2015, 09:55	09 Apr 2015, 09:55
▼	201503260009 QQQ/RAND001/030	🎥	Test	Clearcast Test Agency	R&P's	Parent/Child Test	With-Clearcast	Default	30	26 Mar 2015, 10:54	26 Mar 2015, 10:58
	201503260010 QQQ/RAND002/030	🎥	Test	Clearcast Test Agency	R&P's	Parent/Child Test	With-Clearcast	Default	30	26 Mar 2015, 10:54	26 Mar 2015, 10:59
	201503250064 QQQ/APIA274/030	🎥	Api	Clearcast Test Agency	API	API TEST	With-Clearcast	Default	30	25 Mar 2015, 16:13	26 Mar 2015, 16:09
	201503250063 QQQ/APIA270/030	🎥	Api	Clearcast Test Agency	API	API TEST	With-Clearcast	Default	30	25 Mar 2015, 16:12	26 Mar 2015, 16:08
	201503250050 QQQ/TEST221/030	🎥	Api	Clearcast Test Agency	API	API TEST	With-Clearcast	Default	30	25 Mar 2015, 16:03	26 Mar 2015, 10:23
	201503250015 QQQ/APIA203/030	🎥	Api	Clearcast Test Agency	API	API TEST	With-Clearcast	Default	30	25 Mar 2015, 14:47	26 Mar 2015, 13:52
	201503230003	🎥	Test	Clearcast Test Agency	supers	super test	With-Clearcast	Default	30	23 Mar 2015, 10:07	23 Mar 2015, 10:10
	201503170005	📝	Delete Test	Clearcast Test Agency	Delete Test	Delete Test	With-Clearcast	TEAM DELETION TEST	20	17 Mar 2015, 11:01	17 Mar 2015, 11:01
▶ 💬	201503160033 QQQ/INGS712/030	🎥	Test	Clearcast Test Agency	Ingest Test 1	Ingest Test 1	With-Clearcast	Default	20	16 Mar 2015, 16:59	18 Mar 2015, 10:37
	201503160032 QQQ/INGS711/030	🎥	Test	Clearcast Test Agency	Ingest Test 1	Ingest Test 1	With-Clearcast	Default	30	16 Mar 2015, 16:58	18 Mar 2015, 10:37
💬	201503160031 QQQ/INGS710/030	🎥	Test	Clearcast Test Agency	Ingest Test 1	Ingest Test 1	With-Clearcast	Default	30	16 Mar 2015, 16:57	18 Mar 2015, 10:38
	201503160030 QQQ/INGS709/030	🎥	Test	Clearcast Test Agency	Ingest Test 1	Ingest Test 1	With-Clearcast	Default	30	16 Mar 2015, 16:56	17 Mar 2015, 11:00
	201503160029	🎥	Test	Clearcast Test Agency	Ingest Test 1	Ingest Test 1	With-Clearcast	Default	30	16 Mar 2015, 16:55	17 Mar 2015, 14:09

Video Submissions: Parent/Child Association

This tab shows which children are linked to a parent submission



CopyCentral
Submissions
Admin
Mitch B.
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Children (1)
Final Actions
Back To List

Parent/Child Test - 201503260009 - QQQ/RAND001/030

Submission ID	Title	Product
201503260010 QQQ/RAND002/030	Parent/Child Test	R&P's

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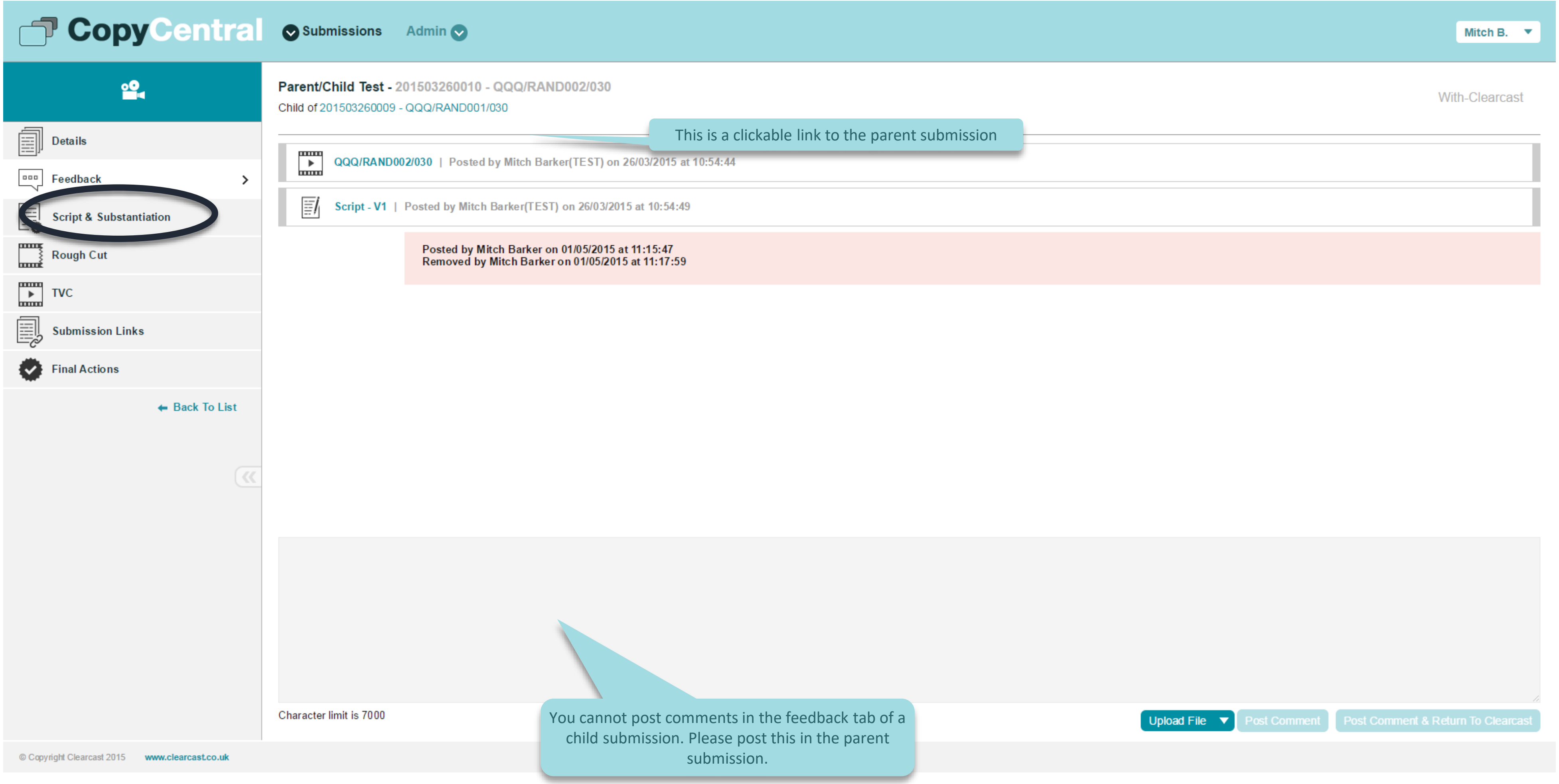
Listed here is a list of the children of the parent. Click one to be taken to that submission.

Note: Parent/Child Association can only be made by Clearcast on CopyCentral and is only made when two or more TVCs are exactly the same apart from a minor change E.G URL or telephone number. Please notify us in the comments if your submissions can be parented as this can speed up the clearance process.

Video Submission: Parent/Child Feedback

Feedback on Child submissions



CopyCentral
Submissions
Admin
Mitch B.
Details
Feedback
Script & Substantiation
Rough Cut
TVC
Submission Links
Final Actions
Back To List
Upload File
Post Comment
Post Comment & Return To Clearcast
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Parent/Child Test - 201503260010 - QQQ/RAND002/030

Child of 201503260009 - QQQ/RAND001/030

With-Clearcast

QQQ/RAND002/030 | Posted by Mitch Barker(TEST) on 26/03/2015 at 10:54:44

Script - V1 | Posted by Mitch Barker(TEST) on 26/03/2015 at 10:54:49

Posted by Mitch Barker on 01/05/2015 at 11:15:47
Removed by Mitch Barker on 01/05/2015 at 11:17:59

Character limit is 7000

This is a clickable link to the parent submission

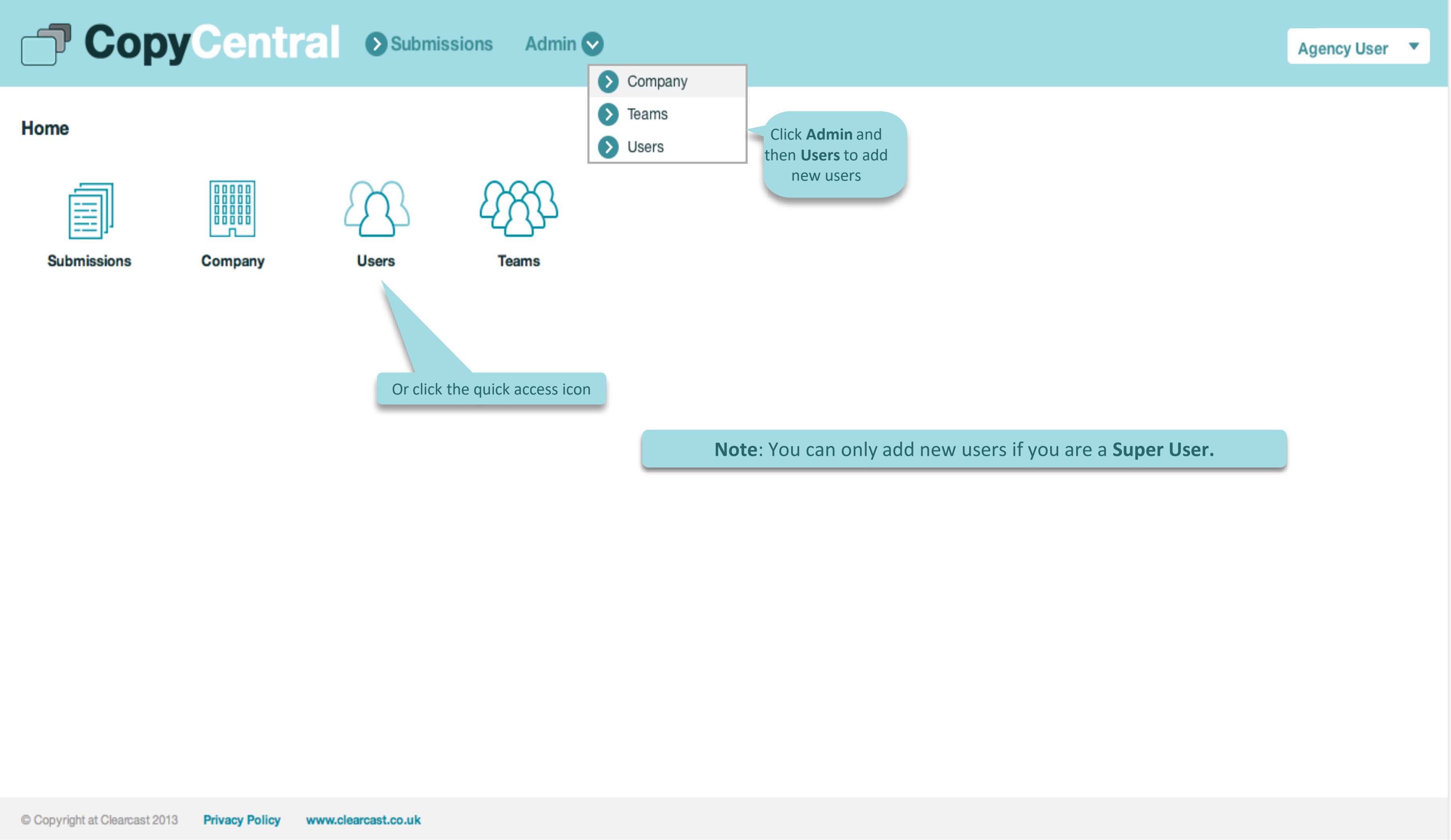
You cannot post comments in the feedback tab of a child submission. Please post this in the parent submission.

Adding new users and teams

Note: Managing users is the responsibility of your company. Super Users should ensure that users are deleted when they leave the company and contact details are up to date.

Adding a New User

To add a new user click on the **Home Page** on **Users.**


CopyCentral
Submissions
Admin
Agency User
Company
Teams
Users
Home
Submissions
Company
Users
Teams
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Privacy Policy
www.clearcast.co.uk

Click **Admin** and then **Users** to add new users

Or click the quick access icon

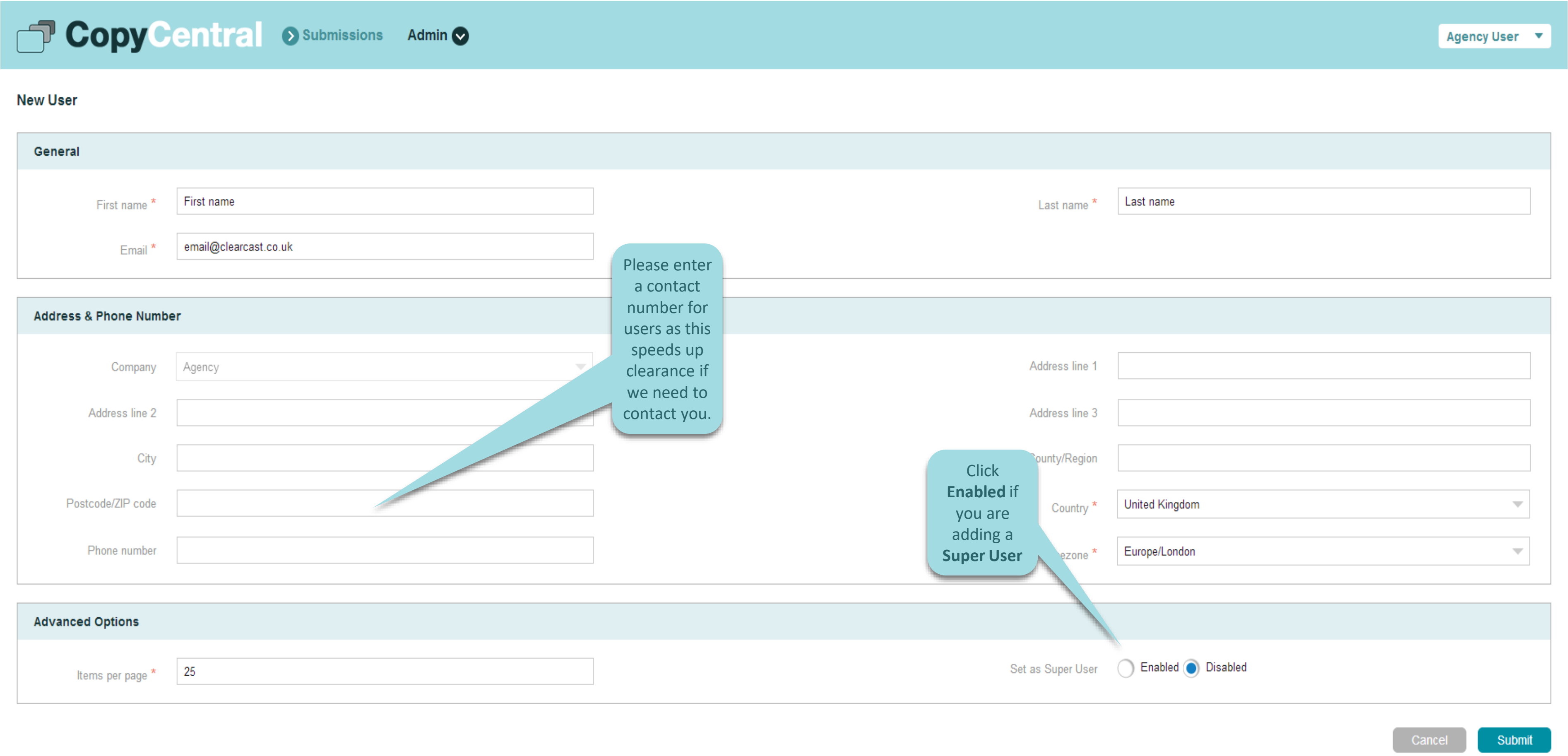
Note: You can only add new users if you are a **Super User.**

Adding a New User

Fill in the information and **Submit**.

Please note: Correct contact details can help us contact users and thus speed up clearance.

It is also a requirement of our Terms & Conditions that users keep their contact details up to date



CopyCentral
Submissions
Admin
Agency User
New User
General
Address & Phone Number
Advanced Options
Cancel
Submit

First name * First name

Last name * Last name

Email * email@clearcast.co.uk

Company Agency

Address line 1

Address line 2

Address line 3

City

ounty/Region

Postcode/ZIP code

Country * United Kingdom

Phone number

ezone * Europe/London

Items per page * 25

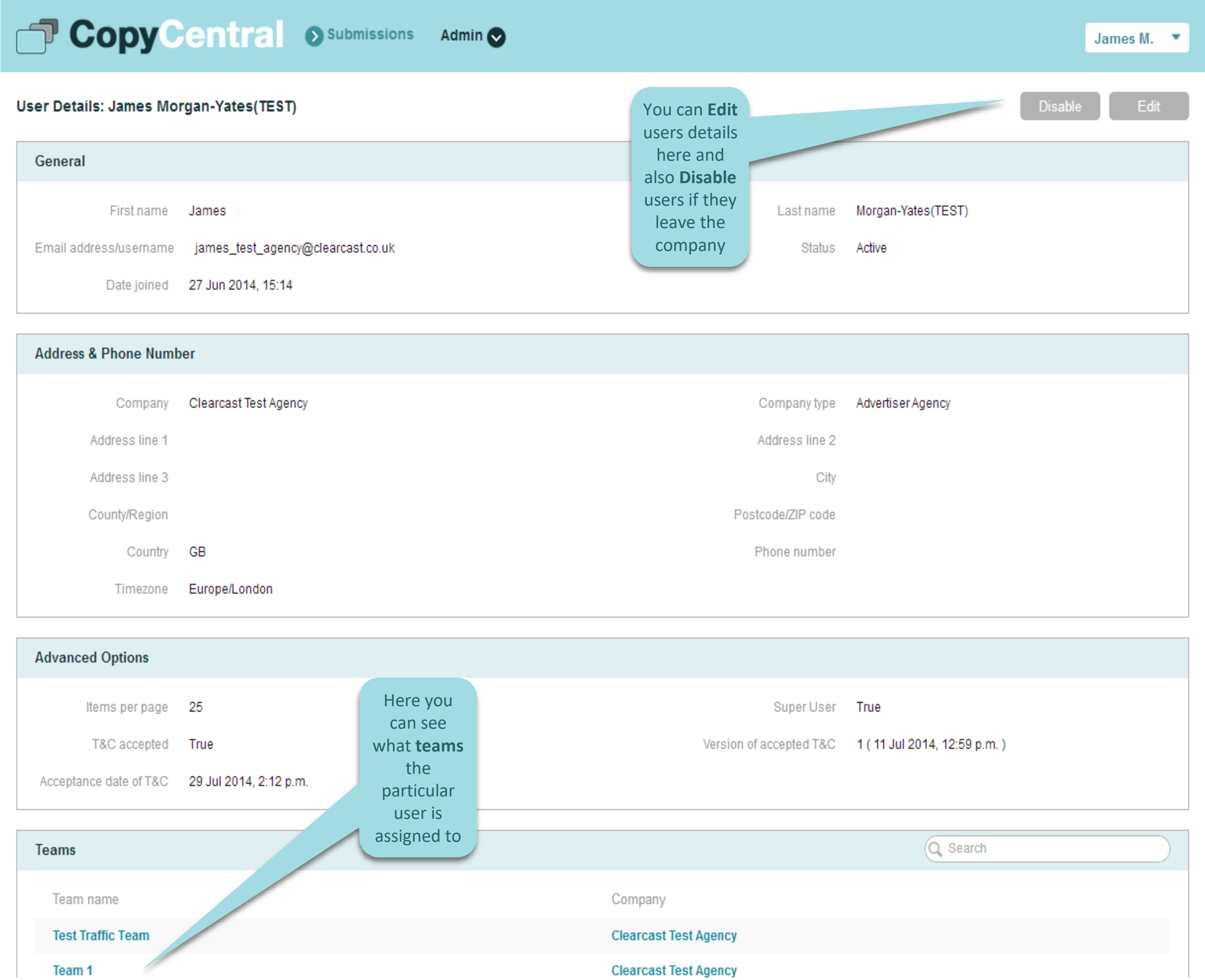
Set as Super User ○ Enabled ● Disabled

Please enter a contact number for users as this speeds up clearance if we need to contact you.

Click **Enabled** if you are adding a **Super User**

Adding a new User

After submitting, the user details and additional options will be displayed.



You can **Edit** users details here and also **Disable** users if they leave the company

Here you can see what **teams** the particular user is assigned to

User Details: James Morgan-Yates(TEST)

General

First name	James	Last name	Morgan-Yates(TEST)
Email address/username	james_test_agency@clearcast.co.uk	Status	Active
Date joined	27 Jun 2014, 15:14		

Address & Phone Number

Company	Clearcast Test Agency	Company type	Advertiser Agency
Address line 1		Address line 2	
Address line 3		City	
County/Region		Postcode/ZIP code	
Country	GB	Phone number	
Timezone	Europe/London		

Advanced Options

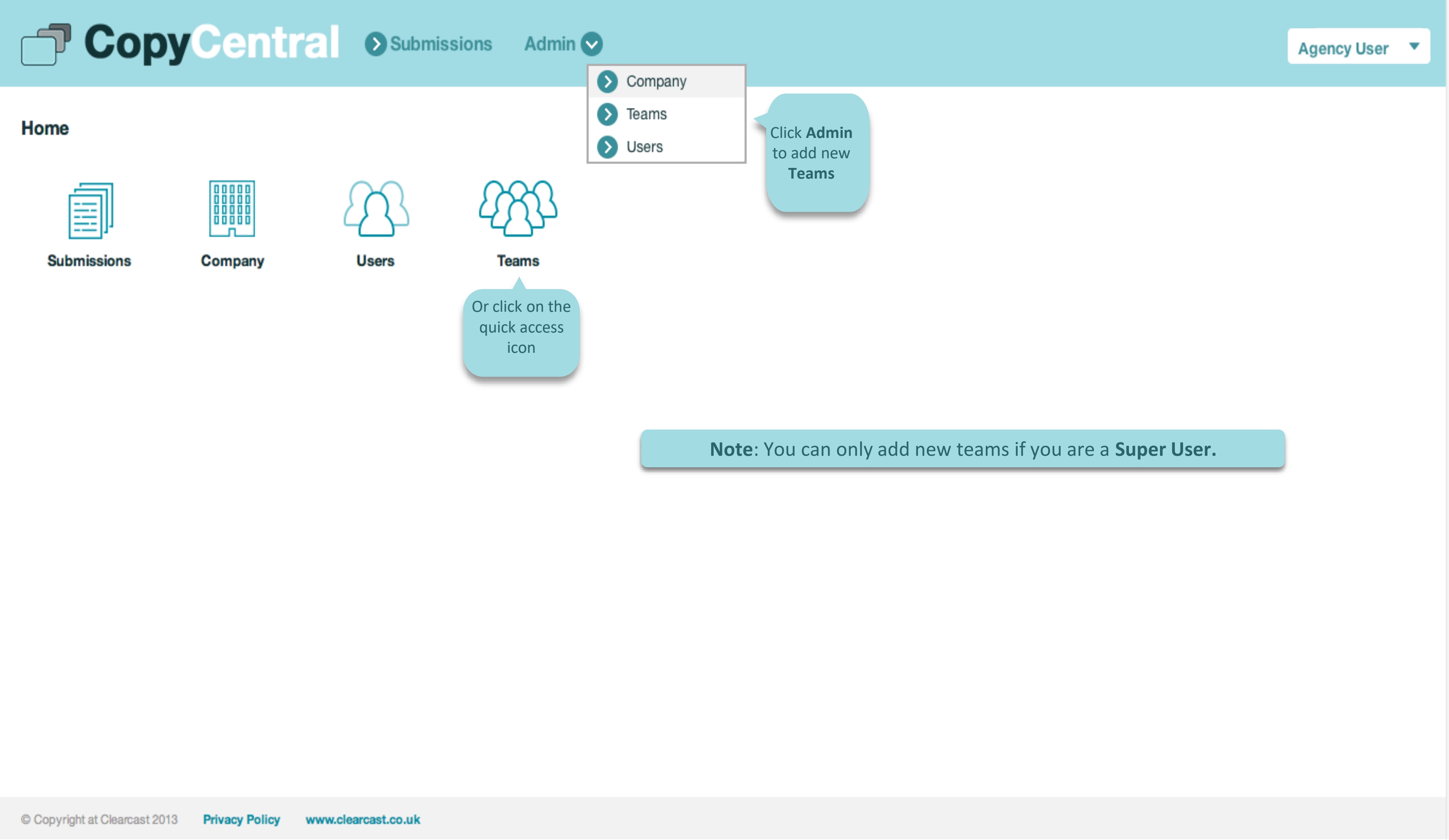
Items per page	25	Super User	True
T&C accepted	True	Version of accepted T&C	1 (11 Jul 2014, 12:59 p.m.)
Acceptance date of T&C	29 Jul 2014, 2:12 p.m.		

Teams

Team name	Company
Test Traffic Team	Clearcast Test Agency
Team 1	Clearcast Test Agency

Adding a New Team

To add a new user click on the **Home Page** on **Teams.**


CopyCentral
Submissions
Admin
Agency User
Company
Teams
Users
Home
Submissions
Company
Users
Teams
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Privacy Policy
www.clearcast.co.uk

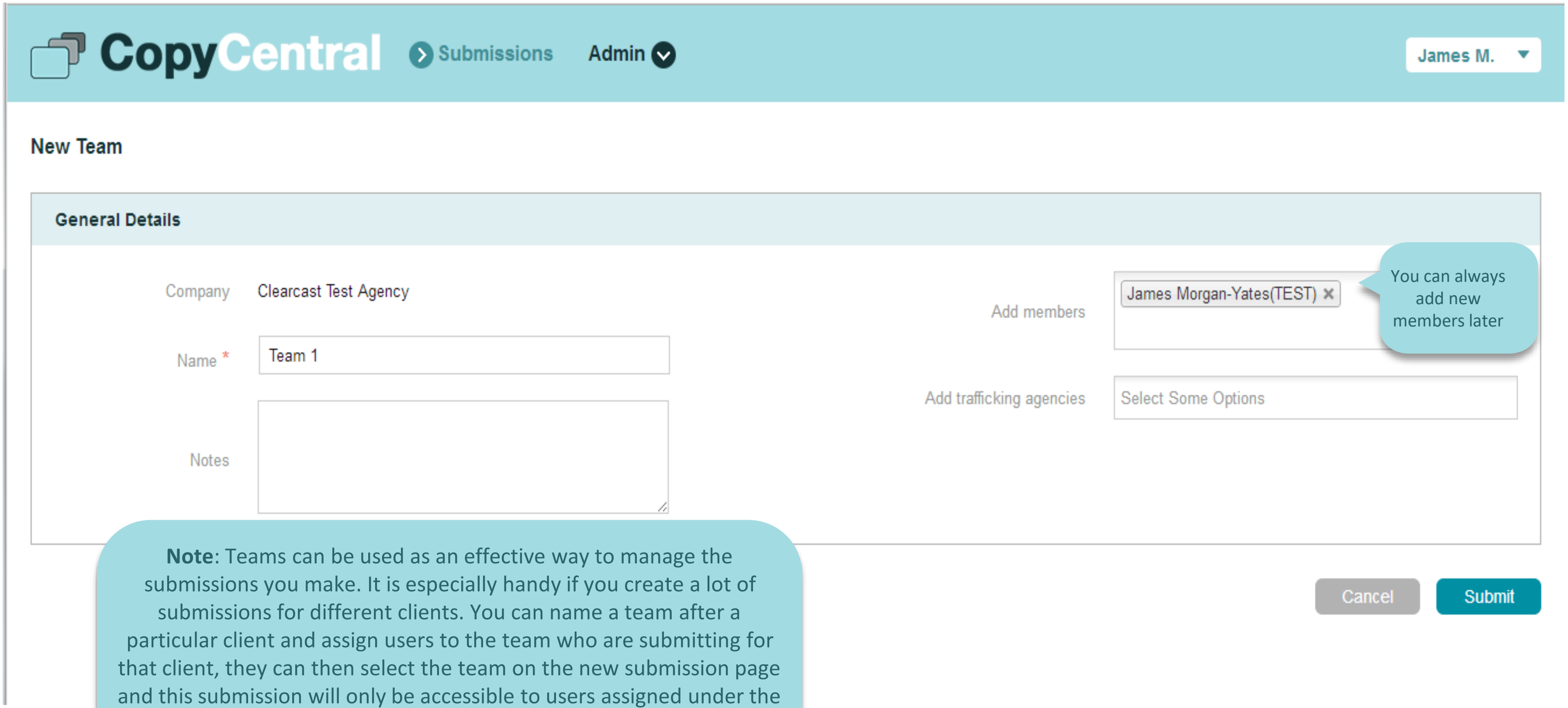
Click **Admin** to add new **Teams**

Or click on the quick access icon

Note: You can only add new teams if you are a **Super User.**

Adding a new Team

Fill in the information and **Submit**.



New Team

General Details

Company Clearcast Test Agency

Name * Team 1

Notes

Add members James Morgan-Yates(TEST) ×

Add trafficking agencies Select Some Options

You can always add new members later

Note: Teams can be used as an effective way to manage the submissions you make. It is especially handy if you create a lot of submissions for different clients. You can name a team after a particular client and assign users to the team who are submitting for that client, they can then select the team on the new submission page and this submission will only be accessible to users assigned under the team.

Super Users have access to all submissions regardless of which teams they are assigned to. But currently in order to submit under that team they will need to be assigned to it.

Sharing submissions with a trafficking agency or post house.

It's possible to use teams to share submissions with a trafficking agency or post house. Contact Clearcast Operations to help you set this up.

Help

For any technical related queries please submit a ticket via ZenDesk our online support portal by **e-mailing** help@clearcast.co.uk

CLEARCAST