CopyCentral – Broadcaster Users

11/10/2022

Log In and Navigation

Log In

Home Page

As soon as you log in, you will land on your homepage, from where you can navigate to different areas of CopyCentral.

Watch List

Clock Numbers you add to the Watch List are displayed here.

You can change your view, edit or delete an entry, and you can add a New Clock Number along the right hand side.

CopyCentral ⊙ Watch List   ⊙ Search   Admin ⊙   🏳 matilda test ▾

Watch List   Delete   Export   New Clock Number

							My view	Company view

	Clock number	User	Agency	Product	Title	Transmission Date	Status	
☐	QQQ/MRMR100/030 202009070016	martin_test__bro_admin@clearcast.co.uk	Clearcast Test Agency	martin	test martin	⚠	Provisionally Approved	Edit ✕
☐	AMV/BBBH001/020	mark_test_broadcaster@clearcast.co.uk		BT				Edit ✕
☐	MLL/PHEN034/060 201901240277	mitch_test_broadcaster@clearcast.co.uk	Mullen Lowe London	Workforce Recruitment	We are the NHS 2 Revised 2 60"	⚠	Acceptable	Edit ✕
☐	QQQ/PCTT001/999 201809110175	mitch_test_broadcaster@clearcast.co.uk	Clearcast Test Agency	Parent/Child Test	Parent/Child Test	⚠	Withdrawn	Edit ✕

Adding a Clock Number that has been created on CopyCentral will be displayed with a clickable submission ID attached, whereas adding a clock number that hasn't yet been created on CopyCentral will be displayed without one.

NOTE: Clicking on the Submission ID will show the specific details for that submission such as paperwork and the ability to view the actual video file.

My View contains submissions you had added to the watch list yourself, they are also put into the Company View as well which is what everyone in your company has added to their watch list all in one view.

Watch List

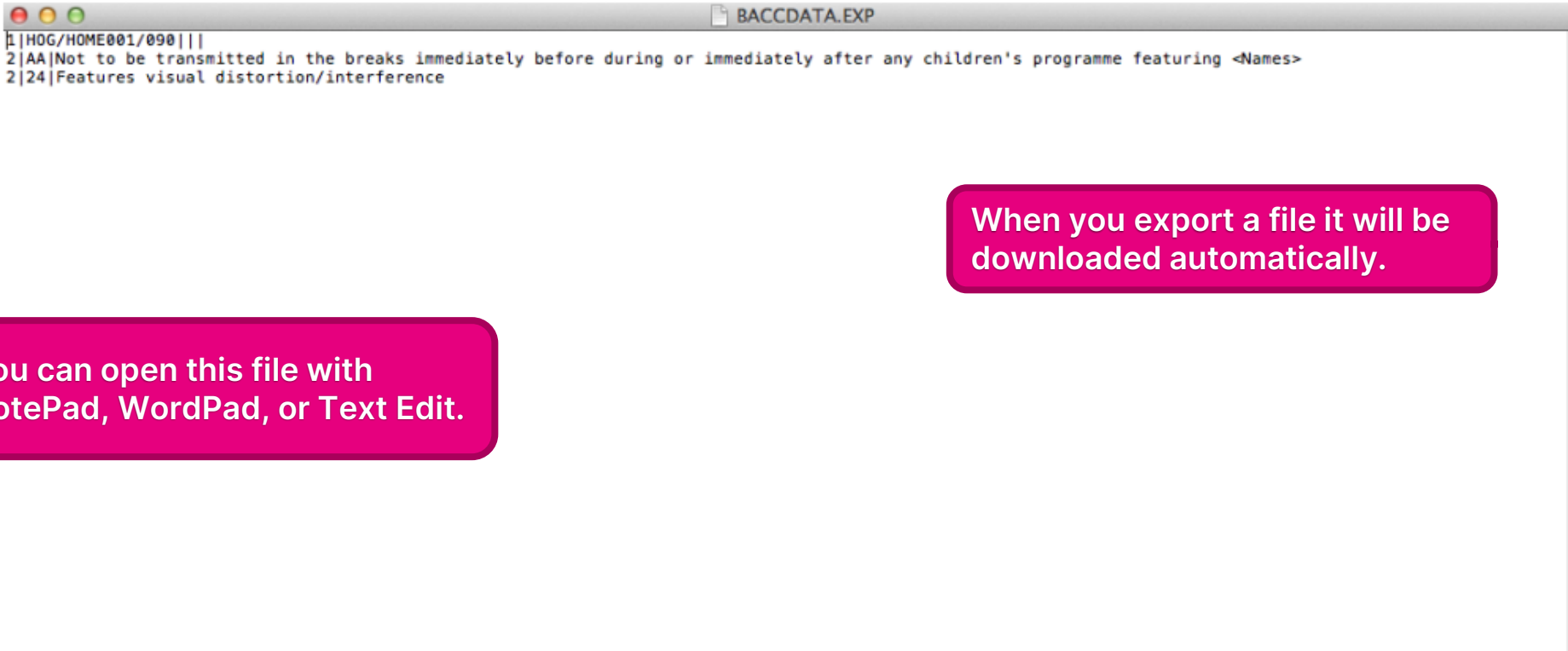You can export/delete one or multiple Watch List items at the same time.

NOTE: You can export/delete multiple submissions at once by ticking more than one box along the left hand side – you will be asked to confirm these actions once exporting/deleting.

Export File Example

BACCDATA.EXP

```
1|HOG/HOME001/090|||
2|AA|Not to be transmitted in the breaks immediately before during or immediately after any children's programme featuring <Names>
2|24|Features visual distortion/interference
```

When you export a file it will be downloaded automatically.

You can open this file with NotePad, WordPad, or Text Edit.

Export File Example

New Watch List Entry

Entry Information

Clock number *

Product
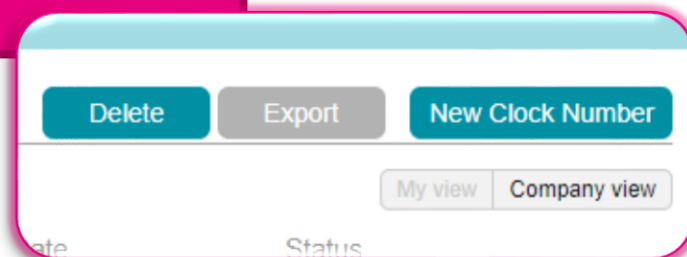
First Air Date

Clear

Cancel   Submit

To add a new clock number, click 'New Clock Number' from the watch list view and then fill in the information.

Delete   Export   New Clock Number

My view   Company view

Status

Item Search

Search

Search - TVC

Search - Legacy TVC

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Legacy Submission: CHF/FOST001/010

Submission Information

Title	Premiere ad announcement	Duration	10
Agency	Channel 4	Submission Type	None
Advertiser	Fosters	Created by	mwaller@channel4.co.uk
Product	Why the hell not (WTHN)	Clearcast owner	christian.bew@clearcast.co.uk
Category	Alcohol	Aired	True

Actions

Final Actions None: Acceptable

Final action comment

Restrictions DC Not to be transmitted in or adjacent to children's programmes or programmes commissioned for, principally directed at or likely to appeal particularly to audiences below the age of 18

Presentations 53 Commercial contains legal superimposed text

Files

External Comments

To: 📅

_____
Clear

Final Action Date

📅
_____
Clear

Exec

--------- ▼

Ops Assistant

--------- ▼

Duration

Seconds _____

Submission type Clear

☐ Linear

☐ VOD

Legacy Data

☑ Search Legacy Data

You can view TVC information including external/internal comments and any files related to submissions such as the script. You can also see the restrictions, presentations, and final actions made on the submission.

You can search for legacy TVCs, which are clocks submitted pre-CopyCentral (on Adway) and are displayed slightly differently.

Admin

Admin

Adding A New User

Adding a New User

CLEARCAST

CopyCentral

> Watch List   > Search   **Admin** ⌄

🏳   matilda test ▼

Users

Search   **Actions** ▼

New User

Email	First Name	Last Name	Date Joined	Company
matilda_test_broadcaster@clearcast.co.uk	matilda	test	12 Oct 2022, 13:12	Clearcast test broadcaster
martin_test__bro_b_user@clearcast.co.uk	Z__Martin	Roberts_TEST_BROADCASTER_B	16 May 2019, 15:24	Clearcast test broadcaster
martin_test__bro_a_user@clearcast.co.uk	Z__Martin	Roberts_TEST_BROADCASTER_A	16 May 2019, 15:24	Clearcast test broadcaster
martin_test__bro_admin@clearcast.co.uk	Z__Martin	Roberts_TEST_BROADCASTER_ADMIN	16 May 2019, 15:03	Clearcast test broadcaster
aysha_test__bro_b_user@clearcast.co.uk	Aysha	test__BRO_B_		arcast test broadcaster

Adding a New User

CLEARCAST

Adding a New User

CopyCentral ▸ Watch List ▸ Search Admin ⌄ ⚑ matilda test ▾

User details: matilda test   Disable   Edit

General

First name	matilda	Last name	test
Email address/username	matilda_test_broadcaster@clearcast.co.uk	Status	Active
Date joined	12 Oct 2022, 13:12		

Address & Phone Number

Company	Clearcast test broadcaster	Company type	Broadcaster
Address line 1	75 Crowhurst House	Address line 2	
Address line 3		City	London
County/Region		Postcode/ZIP code	SW9 0UE
Country	GB	Phone number	07803321848
Timezone	Europe/London		

You can disable the user or edit their details from this page.

Advanced Options

Items per page	25	Super User	True
T&C accepted	True	Version of accepted T&C	5 (24 May 2018, 7:40 p.m.)
Acceptance date of T&C	12 Oct 2022, 5:04 p.m.		

Once created, you can go onto that user profile to see info including their teams and whether they have logged onto the platform yet.

Teams   🔍 Search

| Team name | Company |
| Default | Clearcast test broadcaster |

Appendixes

Submission Statuses

STATUS	MEANING
Awaiting Upload	The submission has been created but the video has not yet been uploaded
Awaiting Transcode	A video has been uploaded to the submission and is awaiting transcode
Transcoding	The video is being transcoded (including technical and PSE tests)
Parked	The video has failed transcode and is awaiting a new version
Longform Review (Teleshopping Only)	Submission has been sent to a Teleshopping exec to preview before ingest checks
Awaiting Ingest Checks	Video has passed transcoding and is waiting for ingest checks to complete.
Refused at Ingest	There was an error found in ingest and it has been sent back to the agency. This could include an incorrect or missing clock slate, failed supers, or poor file quality. A clocked submission will most likely need to be re-clocked and the ingest team will offer advice on solving the error.
With Operations	Ingest checks have been completed and the paperwork/submission data is being checked against the video provided.
Requires Amends	The operations team have requested more information to be inputted such as music or artist details. The agency will need to amend and 'Return to Clearcast.'
Ops Checks Complete	Operations have approved their checks and sent onto the exec.
With Agency / Pending	The submission has been sent back to the agency with feedback as to why provided.
With Clearcast	The agency have returned the file to Clearcast after making amends.
Sent for Comments	The submission has been sent for discussion between execs.
Back from Comments	Comments have been made by other copy execs and sent back to the original exec.
Approver: 'Joe Exec'	A submission has been sent to a senior exec for approval.

Final Action Statuses

STATUS	APPLIES TO
ACCEPTABLE	LINEAR
ADVICE OK	VOD
ADVICE OK: CAUTION	VOD
PROVISIONALLY APPROVED	LINEAR & VOD
SUSPENDED	LINEAR
UNACCEPTABLE	LINEAR
ADVICE: NOT OK	VOD
WITHDRAWN	LINEAR & VOD

Contact the helpdesk via help@clearcast.co.uk if you have any questions!

Acceptable
Advice OK

Unacceptable
Advice: Not OK

Acceptable
Advice OK

Withdrawn
Withdrawn

In-Progress

Awaiting-Upload

With-Agency

Awaiting-Upload

Awaiting-Upload

With-Clearcast

CLEARCAST