

CLEARCAST



CopyCentral – Broadcaster Users

11/10/2022

Log In and Navigation

Log In



CopyCentral

Email

test@test.com

Password

.....

[Forgotten your password?](#)

Log In

To either reset your password or set it for the first time, click 'Forgotten Password' to receive email instructions.

www.copycentral.co.uk

Home Page

**CopyCentral**[▶ Watch List](#)[▶ Item Search](#)[Admin ▼](#)[Broadcast U. ▼](#)

Home

[Watch List](#)[Company](#)[Users](#)[Item Search](#)

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

<input type="checkbox"/>	Clock number	User	Agency	Product	Title	Transmission Date	Status	
<input type="checkbox"/>	QQQ/MRMR100/030 202009070016	martin_test__bro_admin@clearcast.co.uk	Clearcast Test Agency	martin	test martin		Provisionally Approved	Edit
<input type="checkbox"/>	AMV/BBBH001/020	mark_test_broadcaster@clearcast.co.uk		BT				Edit
<input type="checkbox"/>	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
<input type="checkbox"/>	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mitch_test_broadcaster@clearcast.co.uk	Clearcast Test Agency	Parent/Child Test	Parent/Child Test		Withdrawn	Edit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.

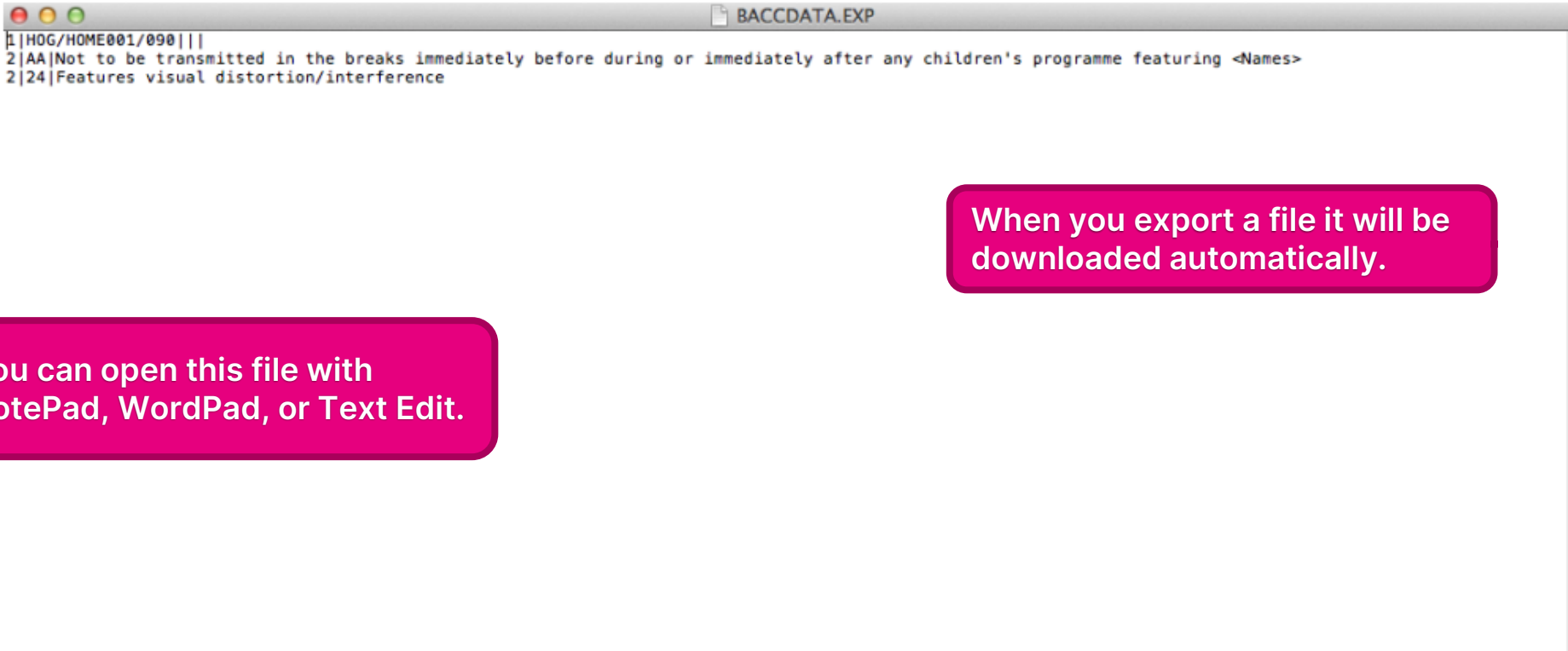
CopyCentral Watch List Search Admin matilda test

Watch List Delete Export New Clock Number

<input type="checkbox"/>	Clock number	User	Agency	Product	Title	Transmission Date	Status
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	QQQ/PCTT001/999 201809110175	mitch_test_broadcaster@clearcast.co.uk	Clearcast Test Agency	Parent/Child Test	Parent/Child Test		Withdrawn Edit

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



```
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
```

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

When you export a file it will be downloaded automatically.

Export File Example

New Watch List Entry

Entry Information

Clock number *

Product

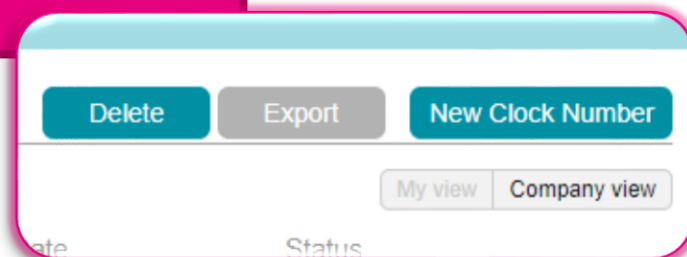
First Air Date

[Clear](#)

Cancel

Submit

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



Item Search

Search

The screenshot shows the CopyCentral search interface. At the top, there is a navigation bar with 'CopyCentral', 'Watch List', 'Search', and 'Admin' menus. On the right, a user profile 'matilda test' is visible. Below the navigation bar is a search bar with a magnifying glass icon and a search button labeled 'Add To Watch List'. To the left of the search bar is a 'Filter' section with a 'Clear filters' link. The filter section contains several input fields: 'Clock Number', 'Agency', 'Advertiser', 'Product', 'Title', 'Status', and 'Date created range' (with 'From' and 'To' sub-fields). Below the filter section is a table with columns: 'Submission ID', 'Stage', 'Agency', 'Product', 'Title', 'Status', 'Created on', and 'Status changed'. The first row of the table is empty, and a message 'Please enter your search criteria in the field above' is displayed below the table header. Two callout boxes provide instructions: one points to the search bar and filter section, and another points to the 'Clock Number' field. A note box explains that clicking on the clock number shows submission details.

Filter [Clear filters](#) RCH [Add To Watch List](#)

Clock Number

Agency

Advertiser

Product

Title

Status

Date created range
From: To:

[Clear](#)

<input type="checkbox"/>	Submission ID	Stage	Agency	Product	Title	Status	Created on	Status changed
Please enter your search criteria in the field above								

You can search for a submission in the top bar or use the advanced search filters along the left.

There are various fields to enter and help your search, even if you don't have the specific clock number to hand.

NOTE: Clicking on the Clock number will show the specific details for that submission, such as paperwork and the ability to view the actual video/script file.

Search - TVC

- Details
- Feedback
- Script
- TVC
- Final Actions

We are the NHS 2 Revised 2 60" - 201901240277 - MLL/PHEN034/060



You can view the TVC here.

You can view submission details, feedback, script and Final Actions along the according left-hand tabs

TVC Information	
Clock number	MLL/PHEN034/060
Aspect ratio	16:9
On screen tel number	
PSE Test	Passed
Additional advertisers	
Campaign description	
On screen website	
Aired	True

Talent	
Visual artists	Thomas Andrews Rob Brown Neil Brabant more...
Voice-over artists	Ben Bailey Smith
Ethnic (BAME) Featured Artist	Yes
Ethnic (BAME) Walk-on Artist	Yes

NOTE: Here is the paperwork entered for music details, along with visual and voice-over artists.

Music Details				
Start	Duration	Music Title	Artist / performer	Composers
00 : 00 : 00	00 : 01 : 00	Here We Go	Luis Almau and Tom Kitson	Luis Almau and Tom Kitson

Codec Details	
Video Codec	Mpeg2Video
Field Order	F1
Resolution	720 x 576
Audio Codec	mp2
Bitrate	384Kbps
Channel Count	2

Search - Legacy TVC

Legacy Submission: CHF/FOST001/010

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

External Comments	

Files	

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

Company: Clearcast test broadcaster

General Details	
Name	Clearcast test broadcaster
Type	Broadcaster
Company number	5141654
VAT Number	

Contact Details	
Address line 1	Address line 2
Address line 3	City
County / Region	Postcode / ZIP Code
Country	United Kingdom
Main phone number	07810807220

Main Contact	
First name	mark
Last name	hynes
Email	mark.hynes@clearcast.co.uk
Job title	
Phone Number	

Company Members	
Name	Email
matilda test	matilda_test_broadcaster@clearcast.co.uk
James Morgan-Yates(BROADCASTER)	james_test_broadcaster@clearcast.co.uk
Azcha test - RPO Admin	azcha_test_bro_admin@clearcast.co.uk





The Admin area for your company shows your existing company details, and its users.

If you are a Super-User for your organisation, you will be able to edit the info and add new users.


Adding A New User

Adding a New User

If you are a super-user for your company, go to your 'Admin' section and then select 'Users' to view your users.

 **CopyCentral** > Watch List > Search Admin   matilda test 

Users

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_		Clearcast test broadcaster

Greyed-out users are disabled. Please not that once an email is added to CopyCentral, it cannot be moved or changed, only disabled from future access.

Adding a New User

Fill in the required information. Remember it is the company's responsibility to keep contact details up to date.

New User

General

First name * Last name *

Email *

Address & Phone Number

Company

Address line 1

Address line 2

Address line 3

City

County/Region

Postcode/ZIP code

Country *

Phone number

Timezone *

Advanced Options

Items per page *

Set as Super User * Enabled Disabled

Here you can choose whether to add as a user or super-user. (A super-user can other users and make admin changes.)

Adding a New User

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

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

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

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

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.

Teams	
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

Acceptable
Advice OK

Withdrawn
Withdrawn

Acceptable
Advice OK

Unacceptable
Advice: Not OK

- In-Progress
- Awaiting-Upload
- With-Agency
- Awaiting-Upload
- Awaiting-Upload
- With-Clearcast

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

CLEARCAST

