

# **CLEARCAST**

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## **library**

### **Creating a Distribution Order**

20/05/2022

# Dashboard

CLEARCAST

Dashboard

Campaigns

Materials

Distribution Orders

Deliveries

Teams

Registration Requests

mark\_test\_agency@clearcast.co.uk

Dashboard

Create new campaign +

Welcome back, Mark

This is your dashboard! From here, you can quickly navigate to view or create any of your orders.

Materials

Campaigns

Orders

Deliveries

View all

18 outstanding tasks

QC failed

Awaiting upload

Performing QC

Complete

2 (5.6%)

16 (44.4%)

4 (11.1%)

14 (38.9%)

ABC/AFTV004/049

Awaiting upload

ABC/AFTV003/030

Complete

ABC/AFTV002/030

Performing QC

Team Requests and Invitations

You have no team requests or invitations

[View your teams](#)

# Order Homepage

CLEARCAST

Dashboard
Campaigns
Materials
Distribution Orders
Deliveries
Teams
Registration Requests

mark\_test\_Agency@clearcast.co.uk

Create new order +

## Distribution orders

What are you looking for?

Advanced Search ^

| Order Ref.   | Owning team                                | Campaigns          | No. of order items | Order Submitted                     | Order status |
|--------------|--------------------------------------------|--------------------|--------------------|-------------------------------------|--------------|
| HCI-3FCQ-0ZS | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  | <input checked="" type="checkbox"/> | Pending      |
| BZ9-NAQ6-R4R | default (Mark Test Agency)<br>Owning team  |                    | 0                  | <input checked="" type="checkbox"/> | Pending      |
| PG3-98K1-Z8U | default (Mark Test Agency)<br>Owning team  |                    | 0                  | <input checked="" type="checkbox"/> | Pending      |
| YEF-OLGQ-FUV | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  | <input checked="" type="checkbox"/> | Pending      |
| LRQ-H50R-H5M | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  | <input checked="" type="checkbox"/> | Pending      |
| CPZ-KQQC-UGD | Team One (Mark Test Agency)<br>Owning team |                    | 0                  | <input checked="" type="checkbox"/> | Pending      |
| QSJ-YLRN-LVZ | Team One (Mark Test Agency)<br>Owning team | First walk through | 0                  | <input checked="" type="checkbox"/> | Pending      |
| KH4-YKY5-9FD | default (Mark Test Agency)<br>Owning team  | Op test            |                    | <input checked="" type="checkbox"/> | Pending      |

Advanced Search allows you to find any Material your company has created.

Quick Search

Order status: Pending, then Complete

Number of commercials within your of order.

Click on the three dots to view, edit or delete the material.

Order reference number

Please note that Distribution Orders is an optional and paid-for service

Green: order has been submitted

# Creating your order

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mark\_test\_agency@clearcast.co.uk

Distribution orders

To create a new order, click here!

Create new order +

What are you looking for?

Search for reference code or campaign name...

Search

Advanced Search ^

| Order Ref.   | Owning team                                | Campaigns          | No. of order items | Order Submitted | Order status       |
|--------------|--------------------------------------------|--------------------|--------------------|-----------------|--------------------|
| HCI-3FCQ-0ZS | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  |                 | <div>Pending</div> |
| BZ9-NAQ6-R4R | default (Mark Test Agency)<br>Owning team  |                    | 0                  |                 | <div>Pending</div> |
| PG3-98K1-Z8U | default (Mark Test Agency)<br>Owning team  |                    | 0                  |                 | <div>Pending</div> |
| YEF-OLGQ-FUV | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  |                 | <div>Pending</div> |
| LRQ-H50R-H5M | default (Mark Test Agency)<br>Owning team  | First walk through | 1                  |                 | <div>Pending</div> |
| CPZ-KQQC-UGD | Team One (Mark Test Agency)<br>Owning team |                    | 0                  |                 | <div>Pending</div> |
| QSJ-YLRN-LVZ | Team One (Mark Test Agency)<br>Owning team | First walk through | 0                  |                 | <div>Pending</div> |
| KH4-YKY5-9FD | default (Mark Test Agency)<br>Owning team  | Op test            | 1                  |                 | <div>Pending</div> |

## Create New Order

**Toggle to add materials from a different campaign.**

☐ Single campaign  
This will restrict materials in this order to be from the same campaign.

**Choose which of your existing teams can access and edit the order.**

Owning team

Please select

Air date (optional)

dd/mm/yyyy

Job number (optional)

Purchase order number (optional)

**Your reference number  
for your billing.**

**PO number for billing.**

Cancel

Create

**Click create once you're ready to start the process.**

# Creating your order

**CLEARCAST**

**CLEARCAST**

- Dashboard
- Campaigns
- Materials
- Distribution Orders**
- Deliveries
- Teams

mark\_test\_agency@clearcast.co.uk

Distribution orders > KTD-M7PV-RHH

**KTD-M7PV-RHH**

>

Air date: 2022-02-16

# PO no: 15405406 # Job no: 055000

[Edit](#) [Add to order](#)

**Order Status**

No order items added

**Teams**

[default](#)  
Owning team

**This order is empty**

[Add to order +](#)

You will have to go to Teams to manage team permissions.

Click here to edit your order

Your order reference number

Click here to add material to your order

View which teams can access this campaign.

Add your material to the distribution here.

You have now successfully created your order. Well done! Now you need to add the actual material to the order.

# Adding to your order

**CLEARCAST**

Dashboard

Campaigns

All Materials

Clearance Hub

**Distribution Orders**

Deliveries

Teams

Registration Requests

Distribution orders > DSY-BYBU-XMK

DSY-BYBU-XMK - Add to order

Material type

☒ Commercial

☐ Sponsorship

☐ Infomercial

Material

Please select

Distribution provider

☒ Clearcast

☐ Other

Destinations

Please select

Cancel

Create

Here you can select any of your material that is already within the Library. This will depend on which teams have access to your order and the material itself.

Select Clearcast as the provider.

# Destinations

The screenshot displays the CLEARCAST web application interface. On the left is a dark sidebar with the CLEARCAST logo and a list of navigation items: Dashboard, Campaigns, Campaign Management, All Materials, Clearance Hub, Watchlist, Viewing reels, Distribution Orders (highlighted in blue), Deliveries, Clearance Codes, Organisations, Users, Registration Requests, Copy Management, Delivery Configs, Distribution Records, and Feedback Templates. A red 'Help' button is located at the bottom of the sidebar.

The main content area has a top header with the user email 'mitch.barker@clearcast.co.uk' and a notification bell. Below this is a breadcrumb trail 'Distribution orders > DZX-EPD1-KJK' and the title 'DZX-EPD1-KJK - Add to order'.

The central form contains several sections:

- Material type:** Radio buttons for Commercial (selected), Sponsorship, and Infomercial.
- Material:** A text input field with the placeholder 'Please select'.
- Distribution provider:** Radio buttons for Clearcast (selected) and Other.
- Destinations:** A section with a header bar containing three tabs: 'x Channel 5', 'x Sky UK & Ireland', and 'channel 4'. Below the tabs is a scrollable list of destination options, each with a checkbox:
  - ☐ Channel 4 Sales
  - ☐ Channel 4/C4 Streaming/ROI 4Seven, C4, E4, E4 Extra, E4 Extra Ireland, E4 ROI, E4EX ROI, F4, F4 ROI, M4, M4 ROI
  - ☐ Channel 4 Partners Discovery HGTV, Really
  - ☐ Channel 4 Partners UKTV Alibi, Dave, Drama, Eden, Gold, W, Yesterday

Two red callout boxes provide instructions:

- A callout pointing to the 'Destinations' section header says: 'Click onto the box to bring up the list of destinations.'
- A callout pointing to the scroll bar of the destination list says: 'Use the scroll bar to click every destination you want to deliver to.'

# Finishing your order

**CLEARCAST**

Dashboard

Campaigns

Campaign Management

All Materials

Clearance Hub

Watchlist

Viewing reels

**Distribution Orders**

Deliveries

Clearance Codes

Organisations

Users

Registration Requests

Copy Management

Delivery Configs

mitch.barker@clearcast.co.uk

Distribution orders > DZX-EPD1-KJK

DZX-EPD1-KJK - Add to order

Material type

☒ Commercial

☐ Sponsorship

☐ Infomercial

Material

Distribution provider

☒ Clearcast

☐ Other

Destinations

Cancel

Create

Click create to finish the order. THIS DOES NOT SUBMIT IT YET.

# Finishing your order

**CLEARCAST**

**CLEARCAST**

Dashboard

Campaigns

Materials

**Distribution Orders**

Deliveries

Teams

Registration Requests

Distribution orders > KTD-M7PV-RHH

**KTD-M7PV-RHH**

>

Air date: 2022-02-16

# PO no: 15405406 # Job no: 055000

Sort by

Clock number

Material title

Status



3 DESTINATIONS  
QQQ/MHM006/030

Running

Pending

⋮

Displaying 1 order item

**Order Status**

1

outstanding task

• Pending

1 (100%)

**Teams**

Team One

Owning team

!

You will have to go to Teams to manage team permissions.

You can edit your order or add to order here.

EditAdd to orderSubmit →

Your order will remain in Pending status until you select Submit. This allows you to edit your order or add to it before submitting.

The status of your delivery can be found here.

TIP: You can therefore upload your order while you are still waiting for Clearance if necessary.

# Submitting your order

CLEARCAST

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Distribution orders > KTD-M7PV-RHH

KTD-M7PV-RHH

>

Air date: 2022-02-16

# PO no: 15405406 # Job no: 055000

By Submitting this order you will not be able to edit it and will be charged in line with your agreed deal

OK

Cancel

Submit →

| Sort by | Clock number                     | Material title | Status  |
|---------|----------------------------------|----------------|---------|
|         | 3 DESTINATIONS<br>QQQ/MHM006/030 | Running        | Pending |

Displaying 1 order item

Order Status

1 outstanding task

Pending

1 (100%)

Teams

Team One

Owning team

You will have to go to Teams to manage team permissions.

When selecting Submit and selecting OK on the pop-up warning, you will close this order. You will not be able to add or amend this order in any way!

Your order will not be distributed to your chosen destinations until you click Submit.

# Viewing your order

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Distribution orders > KTD-M7PV-RHH

KTD-M7PV-RHH

>

Air date: 2022-02-16

# PO no: 15405406 # Job no: 055000

| Sort                                                                              | Clock number                      | Material title | Status                                             |
|-----------------------------------------------------------------------------------|-----------------------------------|----------------|----------------------------------------------------|
|  | 3 DESTINATIONS<br>QQQ/MHMH006/030 | Running        | <div>Pending</div> <div>View</div> <div>Edit</div> |

Displaying 1 order item

Order Status

1

outstanding task

Pending

1 (100%)

Teams

Team One

Owning team

You will have to go to Teams to manage team permissions.

Now the material has been submitted to be distributed, it is locked and can't be edited.

Submitted

To view your order at any stage, select the three dots on the right, and select 'view'. This will take you your order status and overview page for more detail.

# Viewing your order

Here you will see an overview of your complete order with status, timing and ID info.

AFTV

🕒 30s

# 3fa9125a-0996-4c76-8c3e-f2809cfaf798

Complete

Order Status

0 outstanding deliveries

• Complete

1 (100%)

AFTV

AFTV

| Delivery End Point | Destinations          | Channel list | Delivery ID | Completion date         | Status   |
|--------------------|-----------------------|--------------|-------------|-------------------------|----------|
| Test SFTP DEP      | Test SFTP Destination |              | 3314-4841   | February 21, 2022 17:47 | Complete |

All submitted – and now onto the next one!

Order Status will keep you informed of any outstanding destinations or updates.

# **CLEARCAST**



**library**