

# **CLEARCAST**

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## **library**

### **Quick Campaign**

18/05/2022

# Dashboard

mark\_test\_agency@clearcast.co.uk

**CLEARCAST**

- Dashboard
- Campaigns
- Materials
- Distribution Orders
- Deliveries
- Teams
- Registration Requests

**Dashboard**

Welcome back, Mark TEST!

Create new campaign +

Quickly create a new campaign here.

This is your dashboard. From here you can quickly navigate to view any of your content and materials.

Materials Summary [View all](#)

18 outstanding tasks

- QC failed: 2 (5.6%)
- Awaiting upload: 16 (44.4%)
- Performing QC: 4 (11.1%)
- Complete: 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](#)

Here's an overview of your outstanding team requests or invites. You can click the link here to go to the summary of your existing teams. (Or go via the Organisations tab.)

# Campaigns Status Key

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- Dashboard
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mark\_test\_exec2@clearcast.co.uk

## Campaigns

[Create new campaign +](#)

What are you looking for?

Search

[Advanced Search ^](#)

	Campaign name	Owning team	Campaign status
	THE SEAL	Default Owning team	QC failed
	Test Campaign	Default Owning team	Complete
	Clearcast Oven Chips2	Default Owning team	Performing QC
	Sponsorship test	Default Owning team	Performing QC
	£Thursdays	Default Owning team	Awaiting upload
	Clearance Fail	Dream Team Owning team	No materials
	Fridays happen	ABC Hello world Owning team	No materials

**GREEN:** your file spec has passed through QC. All good!

**GREY:** The system is currently checking your file through QC.

**RED:** Something requires your attention. The file may have failed a part of QC or still need to be uploaded.

# Campaigns

The screenshot shows the CLEARCAST Campaigns dashboard. On the left is a dark sidebar with navigation options: Dashboard, Campaigns (highlighted), Materials, Distribution Orders, Deliveries, and Teams. The main content area has a search bar at the top with the text "What are you looking for?" and a "Search" button. Below the search bar is a table of campaigns with columns for Campaign name, Owning team, and Campaign status. The table lists several campaigns with their respective status bars (Performing QC, Subtitles requested, Complete) and a "View" button with a three-dot menu icon on the right. Callout boxes provide instructions: "Campaigns is your default landing page. Here you will see all Campaigns you have created." points to the main content area; "Create a new campaign here!" points to the "Create new campaign +" button; "Type in search to find any campaign your company has created." points to the search bar; "Advanced Search will allow you to find any campaign your company has created using specific filters" points to the "Advanced Search" link; "The colour key here also gives you a quick overview over each campaign's status." points to the status bars; and "Open up each campaign for more detail by clicking on the three dots on the right." points to the three-dot menu icon.

**CLEARCAST**

Search...

mark\_test\_exec2@clearcast.co.uk

**Campaigns**

Create new campaign +

What are you looking for?

Search for campaign name or product name...

Search

Advanced Search ^

Campaign name	Owning team	Campaign status
Christmas 21	Default Owning team	Performing QC
IT Test and Guy	Default Owning team	Subtitles requested
IPA Test	Default Owning team	Complete
ABC hello world campaign	ABC Hello world Owning team	Complete
legal	Default Owning team	Performing QC
Sidecar Gen Test	Default Owning team	Complete
MATT TEAM	Default Owning team	Complete

View

Advanced Search will allow you to find any campaign your company has created using specific filters

Campaigns is your default landing page. Here you will see all Campaigns you have created.

Create a new campaign here!

Type in search to find any campaign your company has created.

The colour key here also gives you a quick overview over each campaign's status.

Open up each campaign for more detail by clicking on the three dots on the right.

# Create New Campaign

**CLEARCAST**

- Dashboard
- Campaigns**
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Search...

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Campaigns > Create new campaign

### Create New Campaign

Campaign name  
Test Campaign

Unsure on the campaign name? Click here to read the [campaign name guidelines](#)

What kind of materials will primarily be in this campaign? (you can change each material individually)

- Commercial
- Sponsorship
- Infomercial

Owning team  
Default

The owning team is the team belonging to the organisation that effectively owns the campaign/materials being created on the platform

Parent child campaign  
Create a [parent-child](#) campaign. The first material in this campaign will be considered the Parent

Agency

Advertiser

Product

First part of the clock number  
QQQ /

The letters in the first part of the clock number will be the same for all materials in a campaign

Cancel Create

You can control which already existing team owns this campaign. If you don't have a specific team in mind, leave it as default.

If this option is available to you, selecting this option will allow you to create a parent & child campaign.

Your prefix is your agency code assigned by Clearcast and will fill in automatically. The rest of the clock number is for you to create.

Creating a campaign allows you to group multiple edits or videos under one ad.

YOU CANNOT UPLOAD MATERIAL WITHOUT A CAMPAIGN.

Hints and tips can help with further explanations for each of these options.

Click create when you've filled everything in.

# Campaign Created

The screenshot shows the CLEARCAST web application interface. On the left is a dark sidebar with navigation links: Dashboard, Campaigns (highlighted), Materials, Distribution Orders, Deliveries, and Teams. The top header includes a search bar, the user email 'mark\_test\_exec2@clearcast.co.uk', and a notification bell. The main content area is titled 'Campaign: Test Campaign' and shows a message: 'This campaign is empty. Looks like you haven't added any materials to this campaign.' Below this message is a 'Create new material +' button. To the right of the main content are three panels: 'Campaign Status' showing 'No materials added', 'Contributors' listing 'Clearcast Agency Users' (Organisation), 'Test Campaign' (Advertiser), and 'Campaign' (Agency); and 'Teams' listing 'Default' (Owning team). A callout box at the bottom right says 'You will have to go to Teams to manage team permissions.' Three pink callout boxes provide instructions: one points to the 'Create new material +' button, another points to a pencil icon, and a third points to the 'No materials added' status.

You have now successfully created your campaign and it's ready for you to start adding the actual material!

Click here to edit your campaign data.

To add material to your campaign, click on 'create new material'

Campaign Status  
No materials added

Contributors

- Clearcast Agency Users  
Organisation (owner)
- Test Campaign  
Advertiser
- Campaign  
Agency

Teams

- Default  
Owning team

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

**CLEARCAST**



**library**