

# **CLEARCAST**

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## **library**

### **Creating a Distribution Order**

20/05/2022

# Dashboard

The screenshot shows the CLEARCAST dashboard interface. On the left is a dark sidebar with navigation items: Dashboard, Campaigns, Materials, Distribution Orders (circled in pink), Deliveries, Teams, and Registration Requests. A pink callout bubble points to this item with the text: "Distribution Orders: click on this tab to create and monitor delivery orders". The main content area has a top header with the CLEARCAST logo, user email (mark\_test\_agency@clearcast.co.uk), and a "Create new campaign +" button. Below this is a large banner with a purple background, a plant illustration, and the text "Welcome back, Mark". A pink callout bubble on the banner says: "This is your dashboard! From here, you can quickly navigate to view or create any of your orders." The main content area is divided into sections: "Materials" (with sub-tabs for Campaigns, Orders, Deliveries), "Team Requests and Invitations" (showing no requests), and a task summary section. The task summary includes a circular progress indicator for "18 outstanding tasks" and a table of task statuses: QC failed (2, 5.6%), Awaiting upload (16, 44.4%), Performing QC (4, 11.1%), and Complete (14, 38.9%). Below this is a table of tasks with their IDs and status buttons.

**Dashboard**

mark\_test\_agency@clearcast.co.uk

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 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](#)

Distribution Orders: click on this tab to create and monitor delivery orders

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

# Order Homepage

The screenshot shows the CLEARCAST interface for managing distribution orders. A sidebar on the left contains navigation links: Dashboard, Campaigns, Materials, Distribution Orders (highlighted), Deliveries, Teams, and Registration Requests. The main content area is titled 'Distribution orders' and includes a search bar, a table of orders, and a 'Create new order +' button. Callouts provide detailed information about the search and order status features.

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

**Quick Search** is available for general searches.

**Order status:** Pending, then **Complete**.

**Number of commercials** within your order.

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

**Green:** order has been submitted.

**Order reference number**

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

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

# Creating your order

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

## 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) Owning team	First walk through	1	✓	Pending
BZ9-NAQ6-R4R	default (Mark Test Agency) Owning team		0	✓	Pending
PG3-98K1-Z8U	default (Mark Test Agency) Owning team		0	✓	Pending
YEF-OLGQ-FUV	default (Mark Test Agency) Owning team	First walk through	1	✓	Pending
LRQ-H50R-H5M	default (Mark Test Agency) Owning team	First walk through	1	✓	Pending
CPZ-KQQC-UGD	Team One (Mark Test Agency) Owning team		0	✓	Pending
QSJ-YLRN-LVZ	Team One (Mark Test Agency) Owning team	First walk through	0	✓	Pending
KH4-YKY5-9FD	default (Mark Test Agency) Owning team	Op test	1	✓	Pending

# Creating your order

The screenshot shows the 'Create New Order' interface in the CLEARCAST system. The left sidebar contains navigation options: Dashboard, Campaigns, Materials, Distribution Orders (highlighted), Deliveries, Teams, and Registration Requests. The main content area is titled 'Create New Order' and includes a breadcrumb 'Distribution orders > Create an order'. A yellow warning box states: 'Distribution orders are a chargeable service - by using this service you will be accepting the terms and conditions including charges'. Below this is a 'Single campaign' toggle switch with the text 'This will restrict materials in this order to be from the same campaign.' The form fields include: 'Owning team' (a dropdown menu with 'Please select'), 'Air date (optional)' (a date input field with 'dd/mm/yyyy' and a calendar icon), 'Job number (optional)' (an empty text input field), and 'Purchase order number (optional)' (an empty text input field). At the bottom are 'Cancel' and 'Create' buttons. Six pink callout boxes provide instructions: 'Toggle to add materials from a different campaign.' points to the 'Single campaign' toggle; 'Choose which of your existing teams can access and edit the order.' points to the 'Owning team' dropdown; 'This is a charged service. Please read the T&Cs before proceeding.' points to the yellow warning box; 'Your reference number for your billing.' points to the 'Job number (optional)' field; 'PO number for billing.' points to the 'Purchase order number (optional)' field; and 'Click create once you're ready to start the process.' points to the 'Create' button.

This is a charged service. Please read the T&Cs before proceeding.

Toggle to add materials from a different campaign.

⚠ Distribution orders are a chargeable service - by using this service you will be accepting the terms and conditions including charges

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

Your reference number for your billing.

Job number (optional)

Purchase order number (optional)

PO number for billing.

Cancel Create

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

# Creating your order

The screenshot displays the CLEARCAST web interface for creating a distribution order. The left sidebar contains navigation links: Dashboard, Campaigns, Materials, Distribution Orders (highlighted), Deliveries, and Teams. The main content area shows the order details for 'KTD-M7PV-RHH'. A callout box points to the order ID with the text 'Your order reference number'. Below the order ID, the air date is '2022-02-16', PO number is '15405406', and Job number is '055000'. A central illustration of a person with a box is accompanied by the text 'This order is empty' and an 'Add to order +' button. A callout box points to this button with the text 'Add your material to the distribution here.'. On the right, the 'Order Status' section shows 'No order items added' with a callout box pointing to an 'Add to order' button that says 'Click here to add material to your order'. Below this, the 'Teams' section lists 'default' as the 'Owning team' with a callout box pointing to a magnifying glass icon that says 'View which teams can access this campaign.'. At the top right of the main content area, there are 'Edit' and 'Add to order' buttons, with a callout box pointing to the 'Add to order' button that says 'Click here to edit your order'. A large callout box on the left side of the screen reads: 'You have now successfully created your order. Well done! Now you need to add the actual material to the order.'

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

Your order reference number

Click here to edit your order

Click here to add material to your order

View which teams can access this campaign.

Add your material to the distribution here.

# Adding to your order

The screenshot shows the CLEARCAST user interface. On the left is a dark sidebar with the CLEARCAST logo and navigation items: Dashboard, Campaigns, Materials, Distribution Orders (highlighted), Deliveries, Teams, and Registration Requests. The top right of the page shows the user email 'mark\_test\_agency@clearcast.co.uk' and a notification icon. The main content area has a breadcrumb trail: 'Distribution orders > KTD-M7PV-RHH > Add to order'. Below this is the title 'KTD-M7PV-RHH - Add to order'. The form contains a 'Material' dropdown menu with the text 'Please select', and a 'Distribution provider' section with radio buttons for 'Adstream', 'Beam', 'Clearcast', and 'Peach'. At the bottom of the form are 'Cancel' and 'Create' buttons. Three pink callout boxes provide instructions: one pointing to the Material dropdown, one pointing to the Distribution provider radio buttons, and a larger one at the bottom with a note.

**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.**

**Choose which provider you want to distribute through.**

**NOTE: not all providers may be integrated yet. If your desired provider isn't integrated here, you will need to go through them directly via their own platform.**

# If Clearcast is Selected

The screenshot shows the Clearcast user interface. On the left is a dark sidebar with the Clearcast logo and navigation menu items: Dashboard, Campaigns, Materials, Distribution Orders (highlighted), Deliveries, Teams, and Registration Requests. The top right of the page shows the user email 'mark\_test\_agency@clearcast.co.uk' and a notification icon. The main content area is titled 'KTD-M7PV-RHH - Add to order' and contains a form with the following fields:

- Material:** A text input field containing 'QQQ/MHMH006/030 - Running'.
- Distribution provider:** A radio button selection with options: Adstream, Beam, Clearcast (selected), and Peach.
- Destinations:** A text input field containing 'Please select'.

At the bottom of the form are 'Cancel' and 'Create' buttons. Three callout boxes provide instructions:

- Left callout:** 'Destinations will only appear if the distributor is intergraded' (Note: 'intergraded' is misspelled in the image).
- Bottom callout:** 'Click on this box to provide a list of destinations that the distributor can deliver to.' (Points to the Destinations field).
- Right callout:** 'Selecting your chosen distributors will provide a destinations list dependent on who they deliver to.' (Points to the Distribution provider selection).
- Bottom-right callout:** 'If selecting Clearcast as your chosen distributor, the next few steps in this guide are to be followed.'

# Destinations

mark\_test\_agency@clearcast.co.uk

Distribution orders > KTD-M7PV-RHH > Add to order

### KTD-M7PV-RHH - Add to order

**Material**  
QQQ/MHMH006/030 - Running

**Distribution provider**

- Adstream
- Beam
- Clearcast
- Peach

**Destinations**

Channel 4    ITV Test Environment    STV

- Channel 4 Sales
  - Channel 4 4Seven, C4, E4, More 4
  - Discovery
- ITV Network (inc STV)
  - ITV Test Environment Anglia, Border, CITV, GMB, Granada, ITV London, ITV Midwest, ITV North, ITV Planet V, ITV South East, ITV Wales, ITV2, ITV3, ITV4, ITVBe,

**Click onto the box to bring up the list of destinations.**

**Use the scroll bar to click every destination you want to deliver to.**

**TIP: Clicking away from the destinations list will close the box of destinations!**

# Finishing your order

**CLEARCAST**

mark\_test\_agency@clearcast.co.uk

Distribution orders > KTD-M7PV-RHH > Add to order

### KTD-M7PV-RHH - Add to order

**Material**

QQQ/MHMH006/030 - Running

**Distribution provider**

Adstream

Beam

Clearcast

Peach

**Destinations**

x Channel 4 x ITV Test Environment x STV x

Cancel Create

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

# Finishing your order

**CLEARCAST**

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

Sort by: Clock number | Material title | Status

Sort by	Clock number	Material title	Status
	3 DESTINATIONS QQQ/MMMH006/030	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.**

**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

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

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

OK Cancel

Edit Add to cart **Submit →**

Sort by	Clock number	Material title	Status
	3 DESTINATIONS QQQ/MHMH006/030	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

The screenshot displays the CLEARCAST interface for viewing an order. The left sidebar contains navigation options: Dashboard, Campaigns, Materials, **Distribution Orders** (highlighted), Deliveries, Teams, and Registration Requests. The top right shows the user email 'mark\_test\_agency@clearcast.co.uk' and a notification icon.

The main content area shows the breadcrumb 'Distribution orders > KTD-M7PV-RHH' and the order ID 'KTD-M7PV-RHH'. Below this, it lists 'Air date: 2022-02-16', 'PO no: 15405406', and 'Job no: 055000'.

A table lists order items with columns for 'Sort', 'Clock number', 'Material title', and 'Status'. The first item is '3 DESTINATIONS QQQ/MHMH006/030' with a 'Running' status. A 'Pending' badge is visible on the right of the row. A callout points to the 'View' and 'Edit' options in the row's menu.

On the right, the 'Order Status' section shows '1 outstanding task' and a progress indicator for 'Pending' at 100%. The 'Teams' section lists 'Team One' as the owning team. A warning message states: 'You will have to go to Teams to manage team permissions.'

Callouts provide instructions: 'Now the material has been submitted to be distributed, it is locked and can't be edited.' (pointing to a 'Submitted' button) and '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.' (pointing to the row's menu).

# Viewing your order

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

AFTV Complete

🕒 30s

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

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

### Order Status



- Complete 1 (100%)

### AFTV

AFTV

All submitted – and now onto the next one!

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

**CLEARCAST**



**library**