

# **CLEARCAST**

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## **library**

How to Create a Script Material

# Dashboard

The screenshot shows the CLEARCAST dashboard interface. On the left is a dark sidebar with the CLEARCAST logo and a navigation menu. The main content area has a header with the user's name 'Iman' and a 'Create new campaign +' button. Below the header is a 'Welcome back, Iman!' message. The main content is divided into two columns. The left column shows a 'Materials Summary' with a donut chart indicating 2 outstanding tasks: 2 'Awaiting upload' (66.7%) and 1 'Complete' (33.3%). Below the chart is a table of materials. The right column shows 'Team Requests and Invitations' with a message that there are no requests and a 'View your teams' link. Three callout boxes are overlaid on the image: one pointing to the 'Dashboard' menu item, one pointing to the 'Create new campaign +' button, and one pointing to the 'View your teams' link.

**Dashboard**

iman\_test\_agency@clearcast.co.uk

**Dashboard**

Quickly create a new campaign here. [Create new campaign +](#)

Welcome back, Iman!

**Materials Summary** [View all](#)

- Awaiting upload 2 (66.7%)
- Complete 1 (33.3%)

AAA/TEST001/030	Awaiting upload
Test Rough Cut	Awaiting upload
Test Script	Complete

**Team Requests and Invitations**

You have no team requests or invitations

[View your teams](#)

Collaborate with your client and suppliers or view your current team.

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

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# Campaigns Status Key

The screenshot shows the CLEARCAST interface with a sidebar on the left containing navigation items: Dashboard, Campaigns (highlighted), Materials, Distribution Orders, Deliveries, Teams, and Registration Requests. The main content area is titled 'Campaigns' and includes a search bar and a 'Create new campaign +' button. Below the search bar is a table with the following columns: Campaign name, Owning team, Organisation, and Campaign status. Three campaigns are listed: 'Test Campaign 3' (Complete), 'Test Campaign 2' (Performing QC), and 'Test Campaign 1' (Awaiting upload). Callout boxes provide explanations for the status colors: Green for 'Complete', Grey for 'Performing QC', and Red for 'Awaiting upload'. The footer indicates the system is 'Powered by ad-signal.io'.

Campaign name	Owning team	Organisation	Campaign status
Test Campaign 3	Default Owning team		Complete
Test Campaign 2	Default Owning team	Iman Test Agency Organisation	Performing QC
Test Campaign 1	Default Owning team	Iman Test Agency Organisation	Awaiting upload

GREEN: Your file spec has passed QC. All set!

GREY: Your file is currently undergoing QC checks.

RED: Action needed. Your file either failed part of the QC checks or still needs to be uploaded.

Displaying all 3 campaigns

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# Materials

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

### Materials

What are you looking for?

Search for clock number, title, campaign name or product...

Search

Advanced Search ^

Use 'Advanced Search' to find any material created by your company with specific filters.

User the 'Search' bar to find any campaign created by your company.

Sort materials by:	Clock number	Campaign	FT type	Advertiser	Agency	Status
	Test Rough Cut Test Rough Cut	Test Campaign 1		Test Advertiser	Test Agency	Awaiting upload
	AAA/TEST001/030 Test TVC	Test Campaign 1		Test Advertiser	Test Agency	Awaiting upload
	Test Script Test Script	Test Campaign 1		Test Advertiser	Test Agency	Complete

Click the three dots and select 'View' to see more details about each material.

Materials is your hub for monitoring all versions and edits of your ads, along with their statuses and information.

Displaying all 3 material scripts

# Create Script Material – Step 1 of 2

The screenshot shows the 'Create New Material' form in the CLEARCAST interface. The form is titled 'Create New Material' and is part of a 'Test Campaign'. The form includes several sections: 'Campaign' (Test Campaign), 'Stage' (Script, Roughcut, Tvc), 'Material type' (Commercial, Infomercial (Teleshopping)), 'Title' (Enter material title), 'Duration seconds', 'Language' (English), and an 'Upload' button. The form is annotated with several callouts: a tip about cloning metadata, instructions for selecting the stage and material type, a note about creating material only once per campaign, instructions for filling in the title and duration, instructions for dragging and dropping the script file, and instructions for clicking 'Create' to save the record.

**CLEARCAST**

Dashboard  
Campaigns  
Materials  
Distribution Orders  
Deliveries  
Teams  
Registration Requests

Campaigns > Test Campaign > Create new material

### Create New Material

Campaign  
Test Campaign

Stage  
 Script  
 Roughcut  
 Tvc

Material type  
 Commercial  
Audio visual paid for advertising space  
 Infomercial (Teleshopping)  
Audio visual paid for Teleshopping of at least 5 minutes in duration

Title  
Enter material title

Duration seconds

Language  
English

Upload

Cancel Create

**TIP:** You can clone metadata from an existing submission from your Campaign.

Choose the type of material you are submitting.

Select the 'Script' stage for your material.

NOTE: Remember, material can only be created once a campaign has been made for it.

Fill in the title of your ad.

Fill in the duration of your ad.

Drag and drop your script into the upload box.

Click 'Create' to save your Script material record.

# Create Script Material – Step 2 of 2 (if clearance selected)

**CLEARCAST**

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

iman\_test\_agency@clearcast.co.uk

Create new material

## Create Submission

**Submission**

**Submission Type**

Vod and linear

Vod

**Submitted for sub-type**

Standard

Teleshopping

**Category**

Please Select

**Previous submission ID**

**Onscreen telephone number**

**Onscreen website**

**Additional advertisers**

**Service level**

Standard Clearance (Fast track not required)

Approved Pre-Production  
Choose this option if you have had a Fast Track submission approved for this advert. There is no extra cost as you will have already been charged for Fast Track for this advert. You will receive feedback for this video.

No approved Pre-Production  
Choose this option if this is your first submission for this advert or if previous submissions were not Fast Tracked. You will receive feedback on the video with 24 hours. Fee £500 + VAT.

2 Hour TVC – Based on Fast Track  
Choose this option if your approved rough cut was Fast Tracked. £550+VAT.

2 Hour TVC – Based on Standard Clearance  
Choose this option if your approved rough cut was not Fast Tracked. £1100+VAT.

Fast Track guarantees feedback within 24 hours, excluding weekends. Not all submissions are suitable for Fast Track clearance, but we will assess any submissions and let you know. 2 Hour TVC guarantees a 2 hour turnaround on final TVCs based on an approved rough cut only. For more information [click here](#).

If you need us to work on your submission during the evening or weekend, then our Out-of-Hours service might be able to help. For more information contact [copydevelopment@clearcast.co.uk](mailto:copydevelopment@clearcast.co.uk).

Fill in all relevant fields, e.g. any other advertisers that appear in your ad.

VOD is online only. For broadcasting, VOD and Linear must be selected.

You can speed up the Clearance process by choosing Fast Track. This is an optional paid-for service. You can contact us for more information on using Fast Track.

**NOTE:** Clearcast requires commercial metadata for all clearances under the Broadcaster licenses. To avoid delays, please include as much information as possible at this stage!

# Create Script Material – Step 2 of 2 (if clearance selected)

**CLEARCAST**

iman\_test\_agency@clearcast.co.uk

Dashboard  
Campaigns  
Materials  
Distribution Orders  
Deliveries  
Teams  
Registration Requests

Additional advertisers

Talent

Visual artists

Voice over artists

Ethnic (BAME) featured artist  
 Yes  
 No

Ethnic (BAME) walk-on artist  
 Yes  
 No

Music

Has music?  
 Yes  
 No

Music details included please enter some music details

Start time: HH : MM : SS

End time: HH : MM : SS

Music title

Artist/Performer

Composer

Add music +

Related submission

Existing submission  
Select existing submission

Cancel Save as Draft Submit

Fill in names of all artists who are part of your ad.

If your ad contains any music, you need to add this information here.

You can 'Save as Draft' at any point if you're not ready to send it for Clearance yet.

Press 'Submit' to upload your ad and send it for Clearance.

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# Script Material – Details Tab

**CLEARCAST**

Dashboard  
Campaigns  
Materials  
Distribution Orders  
Deliveries  
Teams  
Registration Requests

Test Material

Script Name: Test Material  
Duration: 30s  
Stage: Script  
Submission Number:  
Created On: 18 Mar 17:17

**You've successfully created your 'Script Material', even if you haven't submitted it for Clearance yet.**

**The 'Details' tab provides an overview of your Script submission.**

Test Campaign  
Test Product

- Default  
Owning team
- Iman Test Agency  
Organisation (owner)
- Test Advertiser  
Advertiser
- Test Agency  
Agency

Details Feedback Clearance Files

Submission

Submission type	VOD and linear
Submitted for sub type	Standard
Category	
Previous submission ID	
Onscreen telephone number	
Onscreen website	
Additional advertisers	

Service level

**Standard Clearance (Fast track not required)**

Fast Track guarantees feedback within 24 hours, excluding weekends. Not all submissions are suitable for Fast Track clearance, but we will assess any submissions and let you know. 2 Hour TVC guarantees a 2 hour turnaround on final TVCs based on an approved rough cut only. For more information [click here](#).

If you need us to work on your submission during the evening or weekend, then our Out-of-Hours service might be able to help. For more information contact [copydevelopment@clearcast.co.uk](mailto:copydevelopment@clearcast.co.uk).

Talent

Ethnic (BAME) featured artist	No
Ethnic (BAME) walk-on artist	No

Music

Has music?	No
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# Script Material – Feedback Tab

The screenshot displays the CLEARCAST web application interface. On the left is a dark sidebar with navigation options: Dashboard, Campaigns (highlighted), Materials, Distribution Orders, Deliveries, Teams, and Registration Requests. The top header shows the user email 'iman\_test\_agency@clearcast.co.uk' and a notification bell. The main content area is titled 'Test Material' and includes a breadcrumb 'Campaigns > Test Campaign > Test Material'. A central table lists script details: Script Name (Test Material), Duration (30s), Stage (Script), Submission Number, and Created On (18 Mar 17:17). To the right, a 'Test Campaign' section lists products: Default (Owning team), Iman Test Agency (Organisation (owner)), Test Advertiser (Advertiser), and Test Agency (Agency). Below this is a tabbed interface with 'Feedback' selected. The Feedback tab contains a large text input area with a 'Type here' placeholder and an 'ASSIGN TO' dropdown menu set to 'No need to assign to anyone', with a 'Send' button.

**CLEARCAST**

Dashboard  
Campaigns  
Materials  
Distribution Orders  
Deliveries  
Teams  
Registration Requests

iman\_test\_agency@clearcast.co.uk

Campaigns > Test Campaign > Test Material

### Test Material

Script Name	Duration
Test Material	30s
Stage	Submission Number
Script	
	Created On
	18 Mar 17:17

**Test Campaign**  
Test Product

- Default**  
Owning team
- Iman Test Agency**  
Organisation (owner)
- Test Advertiser**  
Advertiser
- Test Agency**  
Agency

Details **Feedback** Clearance Files

Type here

ASSIGN TO  
No need to assign to anyone Send

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The 'Feedback' tab is where all your correspondence will take place.

# Script Material – Clearance Tab

**CLEARCAST**

Dashboard  
Campaigns  
Materials  
Distribution Orders  
Deliveries  
Teams  
Registration Requests

Campaigns > Test Campaign > Test Material

### Test Material

Script Name Test Material	Duration 30s
Stage Script	Submission Number
	Created On 18 Mar 17:17

**Test Campaign**  
Test Product

- Default**  
Owning team
- Iman Test Agency**  
Organisation (owner)
- Test Advertiser**  
Advertiser
- Test Agency**  
Agency

Details Feedback Clearance Files

**Script Restrictions**  
No Script Restrictions

**Final actions**

**Linear**  
 Acceptable  Suspended  Unacceptable  Withdrawn  Provisional

**VOD**  
 Advice: OK  Advice OK: Caution  Advice: Not OK  Withdrawn  Provisional

Complete submission

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The 'Clearance' tab provides you with an overview of your Script's real-time clearance status.

If clearance was requested, this section will auto-populate once your copy contact has completed the relevant checks.

# Script Material – Files Tab

The screenshot shows the CLEARCAST interface for a 'Test Material' submission. The left sidebar contains navigation options: Dashboard, Campaigns (highlighted), Materials, Distribution Orders, Deliveries, Teams, and Registration Requests. The top right shows the user email 'iman\_test\_Agency@clearcast.co.uk' and a notification bell.

The main content area is titled 'Test Material' and includes a breadcrumb trail: Campaigns > Test Campaign > Test Material. It features a metadata table and a 'Test Campaign' summary panel.

Script Name	Duration
Test Material	30s
Stage	Submission Number
Script	
Created On	
18 Mar 17:17	

The 'Test Campaign' panel lists the following details:

- Test Product**
- Default** (Owning team)
- Iman Test Agency** (Organisation (owner))
- Test Advertiser** (Advertiser)
- Test Agency** (Agency)

The 'Files' tab is active, showing a 'Script' section with a 'Replace current script' button. Below this is a table for file uploads:

File name	Duration	Date created ↑
CURRENT		
SCRIPT TEMPLATE 20 07 16 (1).pdf	Unknown	18 Mar 17:17
VERSION HISTORY		
No files to display		

Below the 'Script' section are 'Substantiation' and 'Reference' sections, each with an 'Upload file' button.

**This is where you can upload all relevant files to your submission.**

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# **CLEARCAST**



**library**