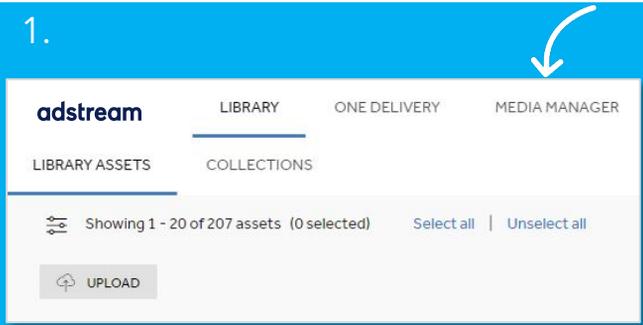


One Delivery - Uploading

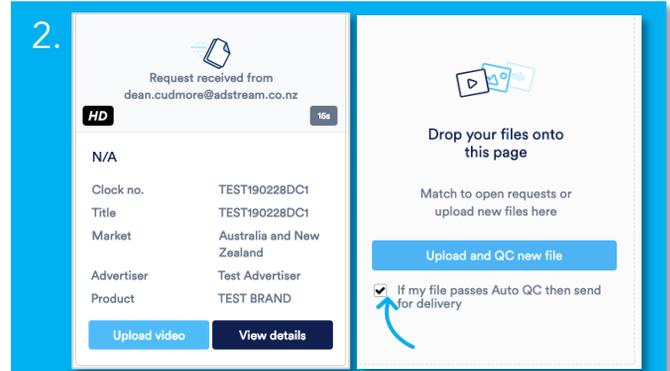
1.



Upload TVC

To upload your TVC file, navigate to the Media Manager. You can also access Media Manager via email notification if you have been sent a request.

2.



How to upload?

Click "Upload video" or drag file onto page. Ensure box is ticked to auto-submit passed AutoQC files to Adstream, alternatively you will need to click "Submit" to send each file to Adstream once AutoQC is complete.

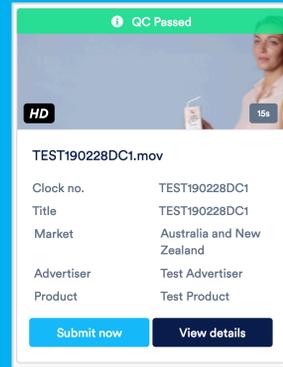
3.

Please note:
Exiting or refreshing browser during upload will cancel job. Browser can be closed when AutoQC begins.

Upload TVC prior OR after order

To upload TVC prior to order, it's important to ensure **key number, market** and **agency** fields will match order. To upload TVC after order, file name needs to match the order key number.

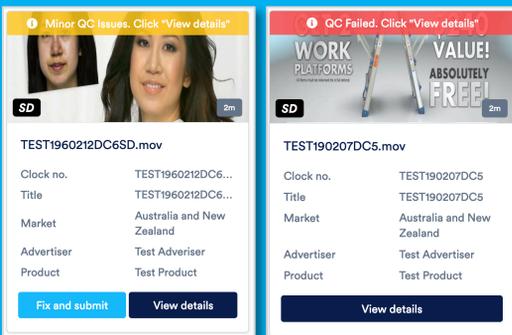
4.



Intelligent QC and Human QC

Upon upload, virus and tech checks (AutoQC) will be performed. When complete, results will show in banner. Click "View Details" for detailed results. If AutoQC passed, see step 6.

5.



Minor QC issues or QC failed

If your TVC file has minor QC issues or QC failed, either fix errors and re-upload or send to Adstream's AdPro team to correct (charges may apply).

6.



Track your order

Follow the progress of your order here. To find your delivery report or billing click on the blue button where the arrow is pointing to.