SPOTGATE

User Guide

Release Version 1.0

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Overview of Spotgate

Spotgate's new ordering suite consists of two products: one to place orders, and one to upload files.

Overview Page

From the overview page you can place new orders, track the progress of those orders through to completion, upload new files and much more.
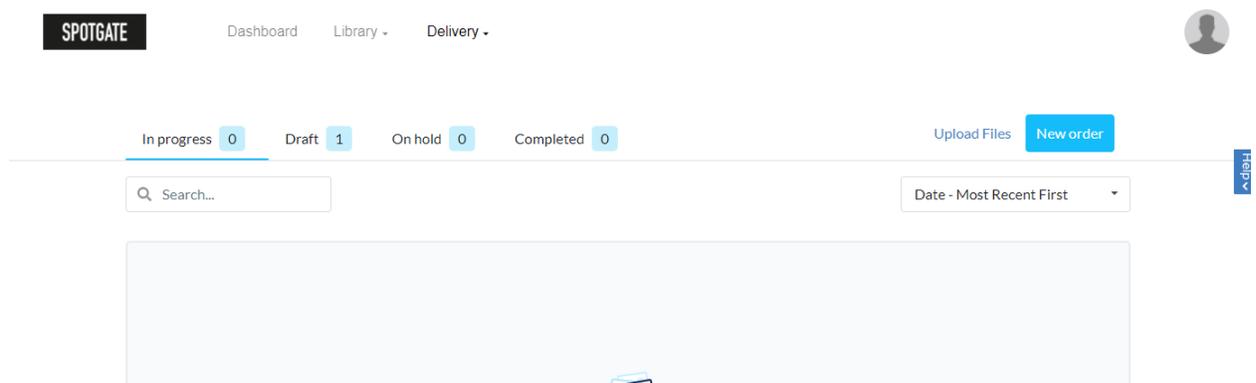
At the top of the overview page you'll find four tabs where you can find:

- In-progress orders (orders you've submitted which are pending completion)
- Draft orders (orders which you've intentionally paused before submission)
- On hold orders (orders placed on hold to work with Spotgate)
- Completed orders.

Next to these tabs at the top you'll see options to upload a new file and start the process of submitting a new order.

Orders List

Underneath the tabs and buttons you'll see a search function and a menu to choose how the list is being sorted, e.g. most recent first.

This list view displays certain essential information for each order (Order no., Market, Advertiser, etc) on the surface, but by clicking the disclosure arrow on the right hand side, further information is revealed. By clicking the arrow on the order, you'll see information about the ads within that order (such as duration and first air date) and if you click the arrow on an ad, you'll see information about the destinations.


At the destination level, you'll see the progress of the order from these options: *Order Placed // Received Media // Passed QC // Transferring // At Destination.*

You, will also notice two appearances of the more options button -

1. The first instance is on the order line, which enables you to view/download a delivery report and open the *Billing View* to see a summary of billing for this order.

2. The second instance appears on the clock line, by clicking the button here you can add/edit usage rights for this file.

Asset Preview
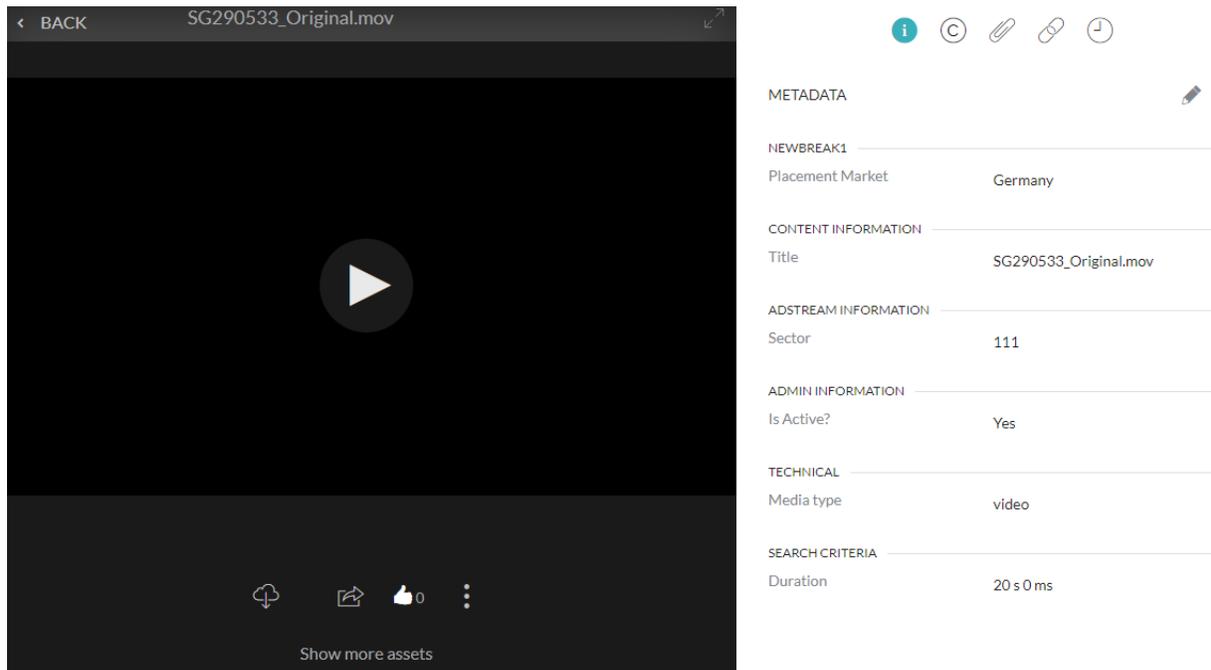
By clicking the disclosure arrow on an order, you'll be able to see a thumbnail of the ad, which will expand into a preview when clicked.

Here you can play a preview of the asset in question and also view a number of different sections of information about the asset through the tabs on the right hand side:

- **ℹ** Essential information such as file format, advertiser, aspect ratio and more.

- **💼** Rights information.

- **➤** Details on the destinations. Including history of past orders and where it's going.

How to Place a New Order

From the overview page in Spotgate's new ordering tool, you can start the process of a new order by clicking the *New Order* button in the top right hand corner of the page. This will start the process of creating a new order.
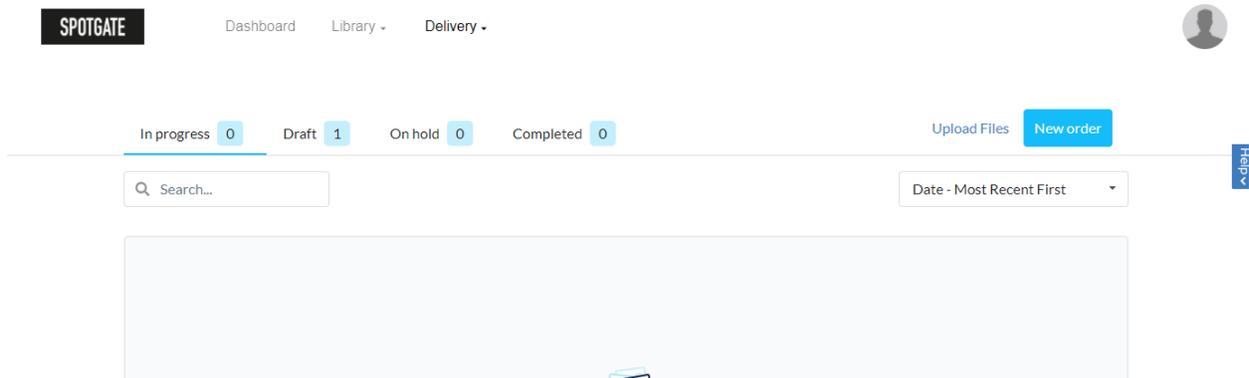

Stage I - Order details

The first step of creating your order is to:

1. Select your Market

2. Enter the supplier(s) of the media, check the box if you are uploading a copy from your Library.

Then click Continue to advance to the next stage.

Stage Tracker

At this stage, the left side of the page will update and will continue to do so as you move through the stages.
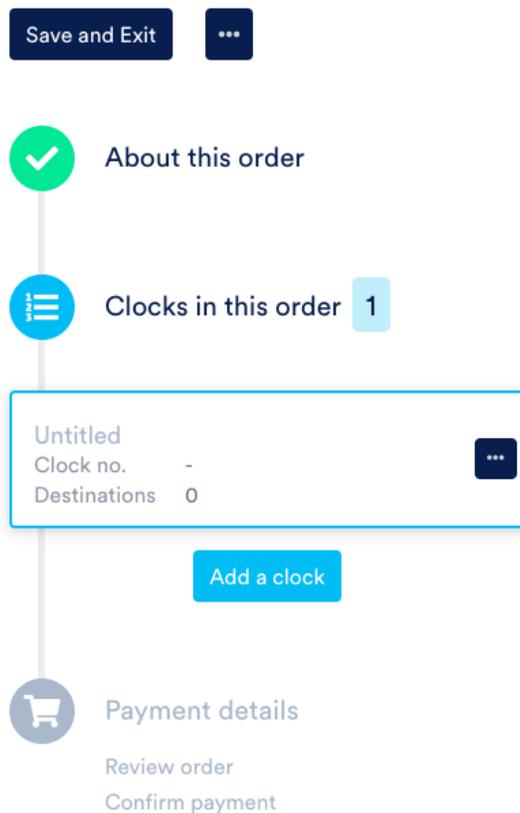
You can save your order as a draft, to return to at a later date (*Save and Exit*) and, by using the more options button (...) at the top of this section, you can set the email notification settings for the order.

Email notification settings   ✖

Select groups or enter the email address of the people or who should be notified at key stages of delivery.

1. Order confirmed

People to notify

[▾]

2. Media uploaded to entire order

People to notify

[▾]

3. Order completed

People to notify

[▾]

[Save] [Cancel]

Stage II - Clock details

If you've chosen to upload media yourself, you will be able to do that it this stage by clicking *Upload Now* button and using your computer's regular file picker, or if the media exists in Spotgate already (Library, Projects or Media Manager modules), you can either type in the clock number and the system will find the file for you or you can use the *Search Media* button.

Upload Now

If you're uploading a file which hasn't gone through QC yet, you will see the AutoSubmit checkbox. By ticking this you can automatically submit the file to Spotgate once it's passed QC.
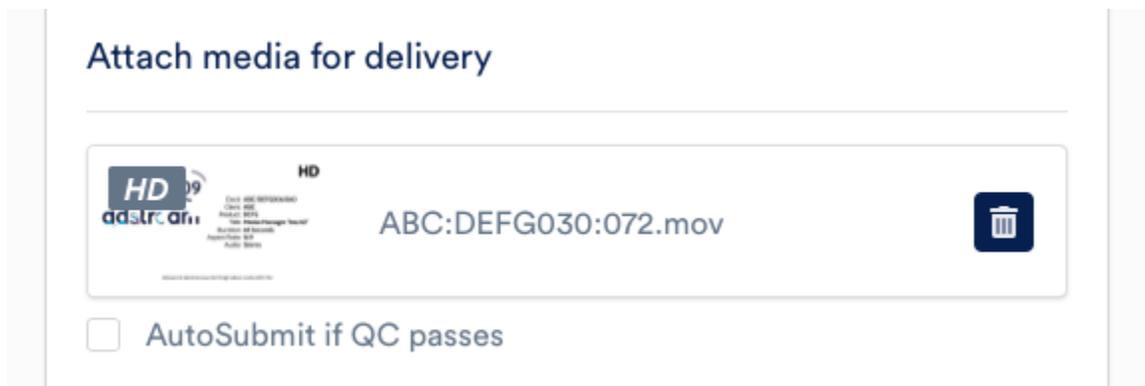
Search Media and Automatching

Through the *Search Media* option, you can manually find files stored in your *Library* or *Projects* as well as any submitted files uploaded via *Media Manager*.
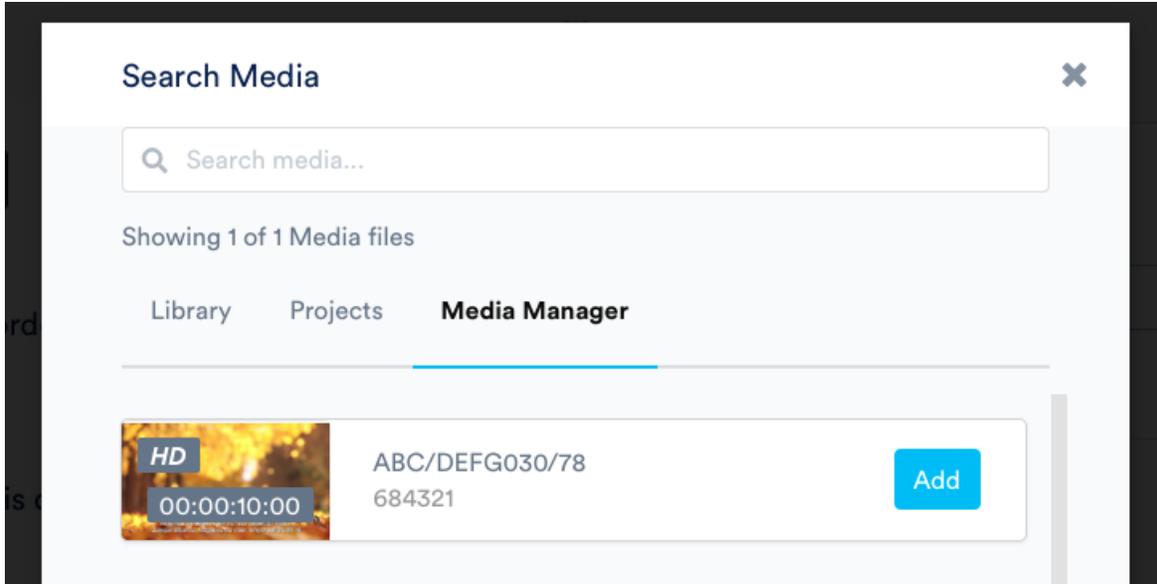
Alternatively if you begin to type the clock number into the clock field (see below) the system will begin to search for any files with this clock number and automatically match the file to the order.
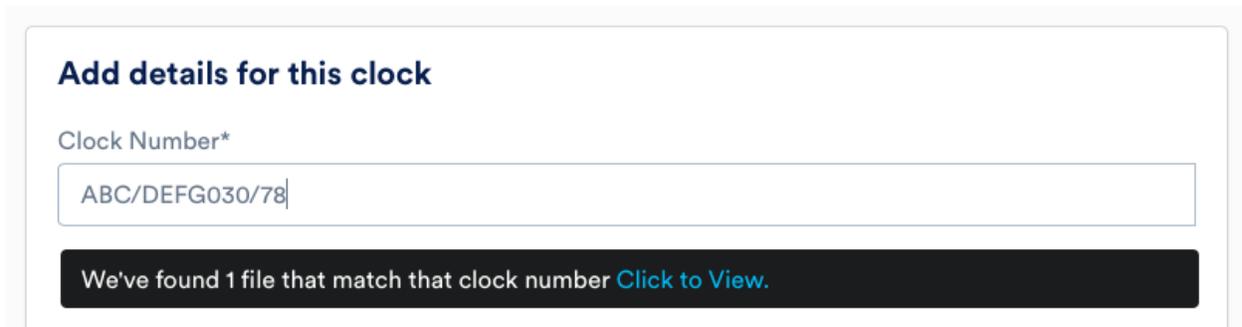
Choosing Destinations

By clicking *Add destinations* you can see a list of the available destinations.

From here you can select the destinations and the relative urgency. You can search for a specific destination at the top and you can also save a set of destinations as a favourite set for ease of use in the future. Click *Save* once you've selected the destinations.

Furthermore you can choose *QC & Ingest Only* if you don't need to deliver the file right away.

Spotgate ID Auto Code Generator

To automatically generate your unique Spotgate ID, click the "Auto" button within the "Spotgate Code" field.

Spotgate Code*

Spotgate Code	Auto

Duplicating a Clock

At the bottom of the clock details page, you can duplicate the current clock. This is useful for sending multiple ads to the same destinations but with different clock numbers.

You can also duplicate the clock in the menu on the left hand side by clicking the more options icon on that specific clock. You can also Add a clock here if you don't want to duplicate any of the information of the current clock.

Clocks in this order 1

123123123
Clock no.   123123123
Destinations 3

Duplicate clock

Add a clock

When you're ready to proceed, click *Proceed to payment* at the bottom of the page.

Stage III - Payment details

In the last stage of the order, you must review the prices and, if you have access, choose whether to save the ad in your Library.

If you are sending an ad to both SD and HD destinations you can ask Spotgate to manage file format conversions by checking the box on this page.

You can also download a summary of the destination details here, as either a .pdf or a .csv file.

Then when ready, click Continue to enter the PO and Job numbers on the following screen.

Confirm Your Delivery Options

PO Number

PO Number

Job Number

Job Number

Total to pay

Sub-total N/A

Tax N/A

Total: N/A

Place my order

Then click *Place my order* to send it for delivery.

How to Upload a New File

Signing Up

If you are uploading a file, you will have received an email with a link to sign up. Upon following this link, you can choose to sign in with your existing Spotgate credentials or sign Sign Up.

After this, fill in your details and you will receive an email confirmation, follow the link and you'll gain access.

Sign into your Platform account

Username or email

Enter your email address

Password   Forgot Password?

Enter password

Sign in

or

Sign in using your Media Manager Account

Uploading

Once logged in, you can use the *Upload and QC new file* button to upload a new file on its own. If you choose this option, you can automatically send the file for delivery if it passes Auto QC by checking the box on this page.
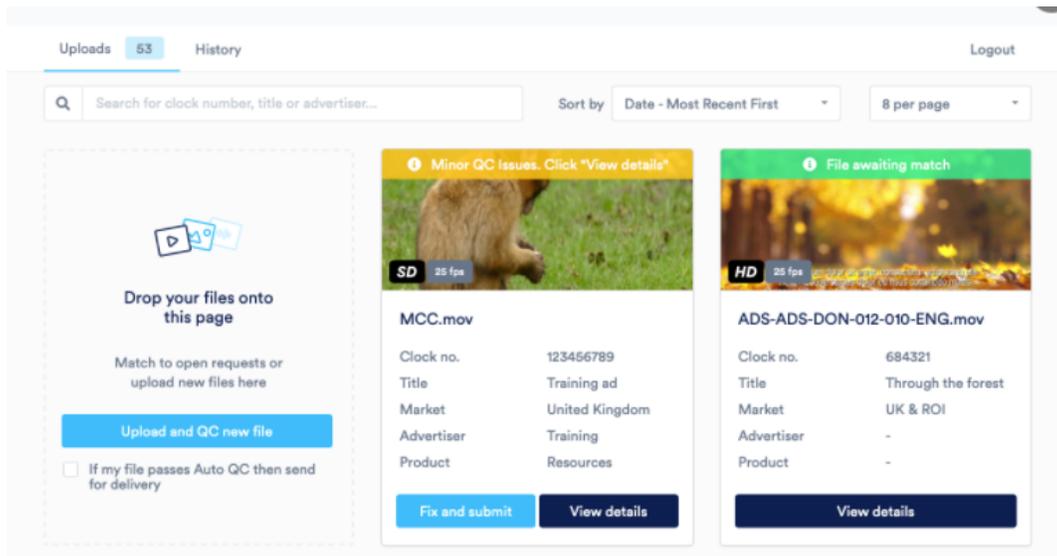
It is more likely, however, that you will have been requested to upload a file to a specific order. In that case, you'll see a request card waiting on the page, so to get started, you can click *Upload video*, or simply drag your file onto the page.
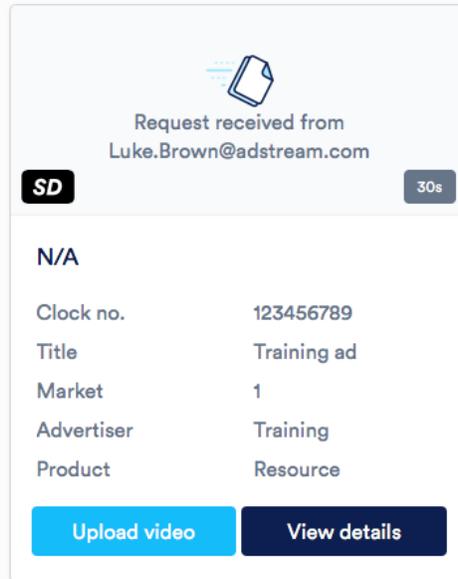
If you've been requested to upload a file, the metadata will have already been filled in by the person placing the order such as a TV traffic manager, but if not, you can fill in the information required manually. Then when you're ready, click *Save and Finish* to continue.
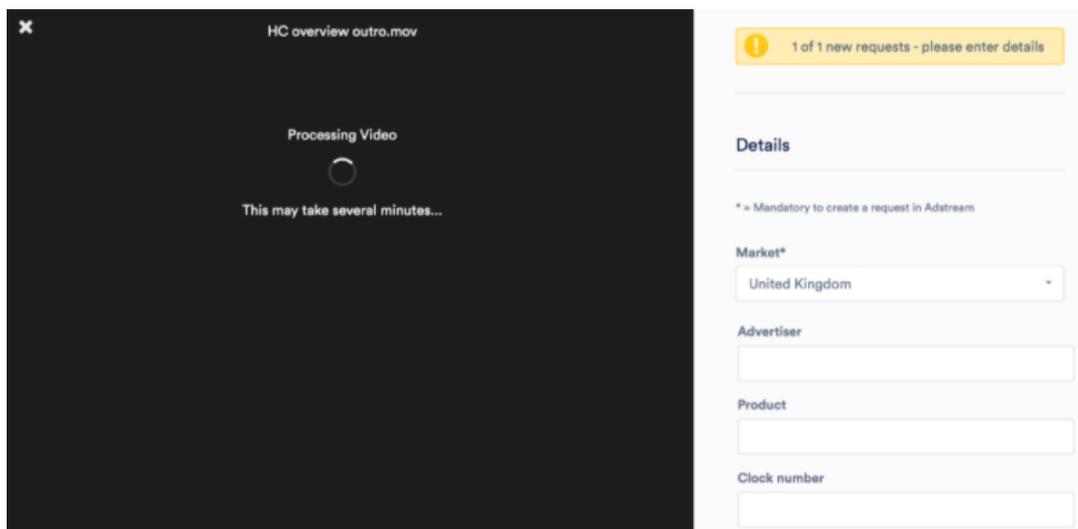
Your file will now appear in the *Uploads* tab of the uploader, accessible at the top of the screen alongside the *History* tab, which logs all activity, including requests received, files uploaded, AdPro sends and Files sent to broadcast.
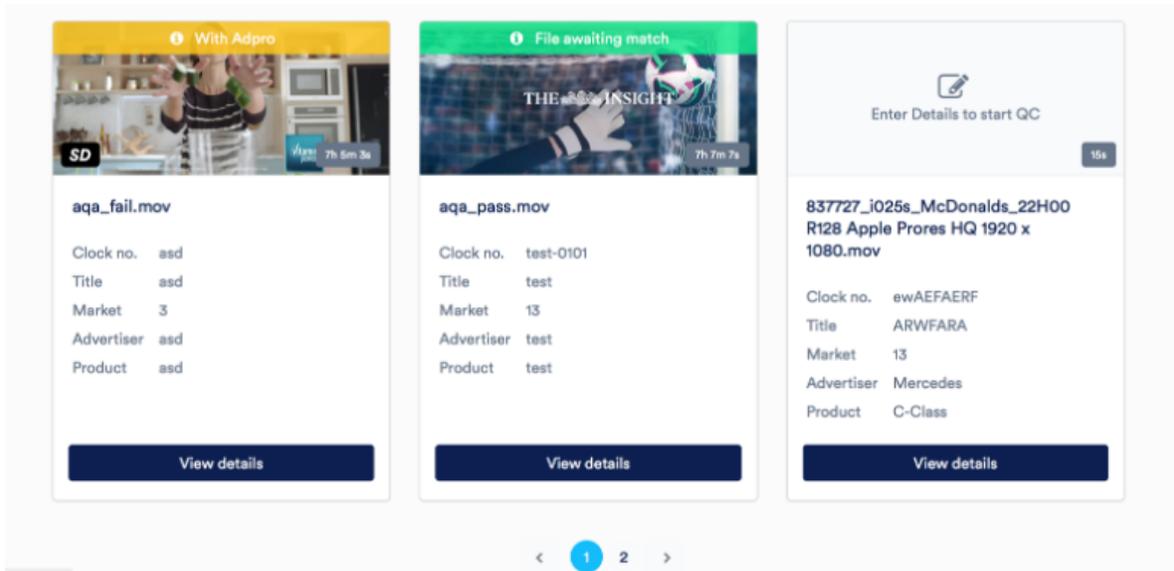
Each upload request is represented by a card showing each orders' essential details, for more information on the file just click *View Details.* If no asset has been attached to the card, you will see a placeholder image.
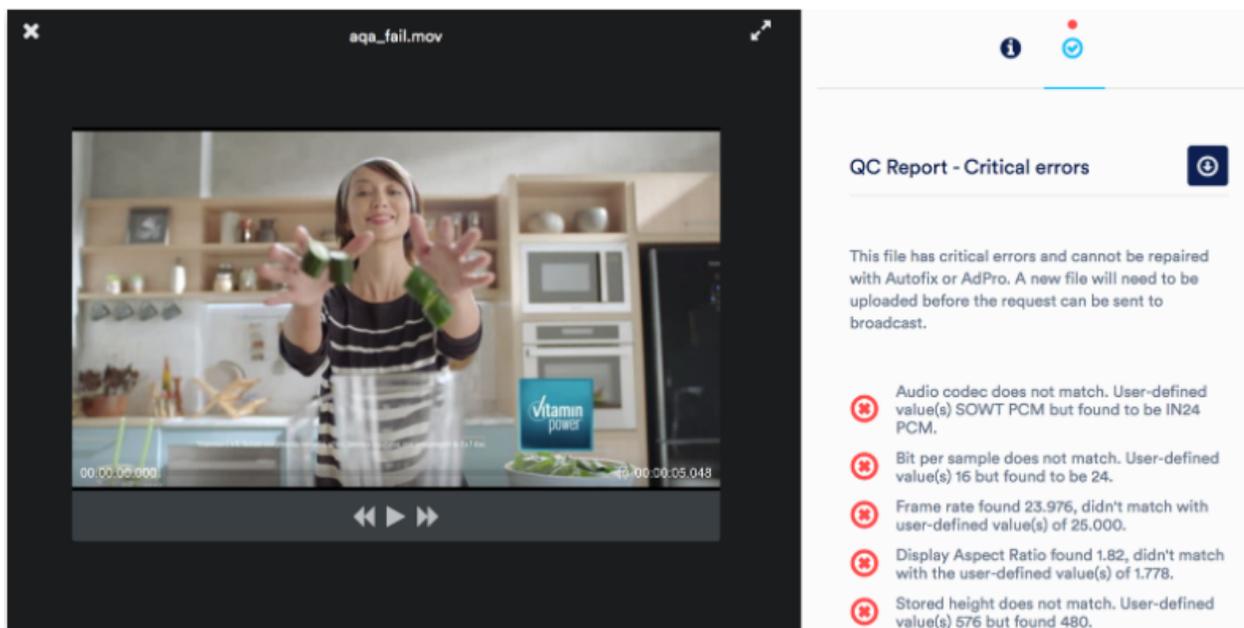
In the file preview you can play back the file, review the file info ⓘ and check it's QC status ✅ in more detail. The QC report will list any issues with the file and here you will see certain options depending on the status of the file.

- If the file has minor issues, there will be an option to AutoFix the file.

- If the file has major issues, there will be an option to contact AdPro for fixing advice.

In both situations, you can also upload a new version of the file yourself and run the checks again.

Once all the required metadata is in place and the file has passed all QC checks, you will see the option to *Submit Now* which will send it on to Spotgate to connect with the order.