



## Upload Portal User Guide





# Using the Upload Portal

## Quick Start

This guide explains how to install and use the Upload Portal to send commercial files and metadata about those files to your broadcaster. Your computer must have an Internet connection and an Internet browser installed, such as Internet Explorer.

The steps below ([Opening the Portal](#) and [Uploading a File](#)) enable you to quickly begin using the portal to send a commercial to your broadcaster.

For details about the portal interface, see [Upload Portal Description](#).

## Opening the Portal

Here's how to open the portal and log in:

1. Enter the portal address (URL) your broadcaster gave you in your browser's address bar, similar to this: <http://servername/UploadPortal>. This is only an example, since the name of the Upload Portal may be changed by your broadcaster.
2. In the Vantage Upload Login window, enter the User Name and Password your broadcaster gave you and click Log In.
3. You may be prompted to install the Aspera Connect plug-in, which is required if your broadcaster uses an Aspera server to upload your files. Allow the plug-in to install, and then restart your browser when Aspera installation is complete.

## Uploading a File

1. Click Select File(s) and browse to find the files you want to upload. Click on the file(s), and click Open. **Note:** If your broadcaster allows it, you may be able to select multiple files at a time. (Internet Explorer 9 allows selecting only one file at a time.)
2. Enter metadata about the files (these are examples that the broadcaster may change):
  - Title of the spot
  - Client name of the company doing the advertising
  - Product Name that you are advertising
  - Agency handling the advertising for the client
3. Click the Submit tab, and then click the Submit button.

The files start uploading. A message shows progress and tells you when the upload is successful. If the message shows an error, click tabs 1 and 2 to check your entries.

## Upload Portal Description

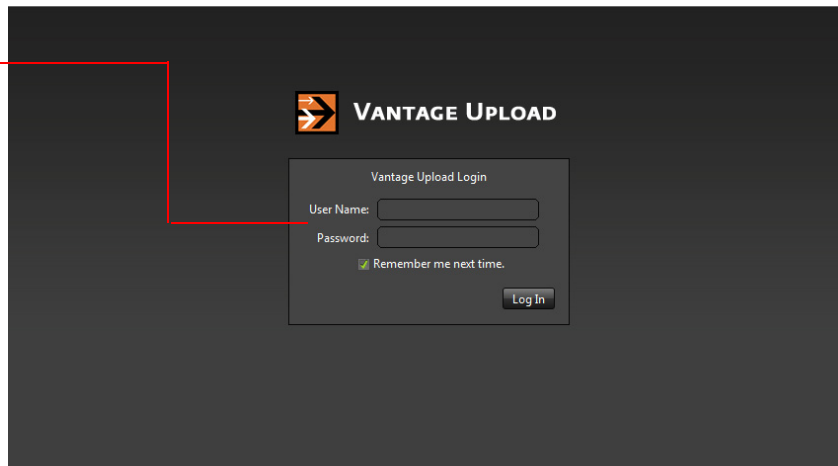
The following steps describe each display in the Upload Portal.

To begin using the portal, enter the portal address (URL) your broadcaster gave you in your browser's address bar, as in this example: <http://servername/UploadPortal>.

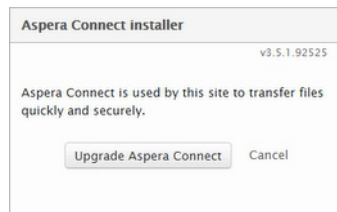
Next, log in using the User Name and Password your broadcaster gave you, as the following figure displays.

Enter the User Name and Password the broadcaster gave you, and click Log In.

Check *Remember Me next time* if you want Windows to auto fill your user name and password in the future.

A screenshot of the Vantage Upload Login page. The page has a dark background. At the top center is the Vantage Upload logo, which consists of an orange square with a white arrow pointing right, followed by the text "VANTAGE UPLOAD" in white. Below the logo is a white-bordered box titled "Vantage Upload Login". Inside this box, there are two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time." which is checked. At the bottom right of the box is a "Log In" button. Two red lines originate from the text on the left: one points to the "User Name:" label and the other points to the "Remember me next time." checkbox.

You may be prompted to install the Aspera Connect plug-in, which is required if your broadcaster uses an Aspera server to upload your files.



Click Upgrade Aspera Connect to allow the plug-in to install, and then restart your browser when you receive a notification that Aspera installation is complete.

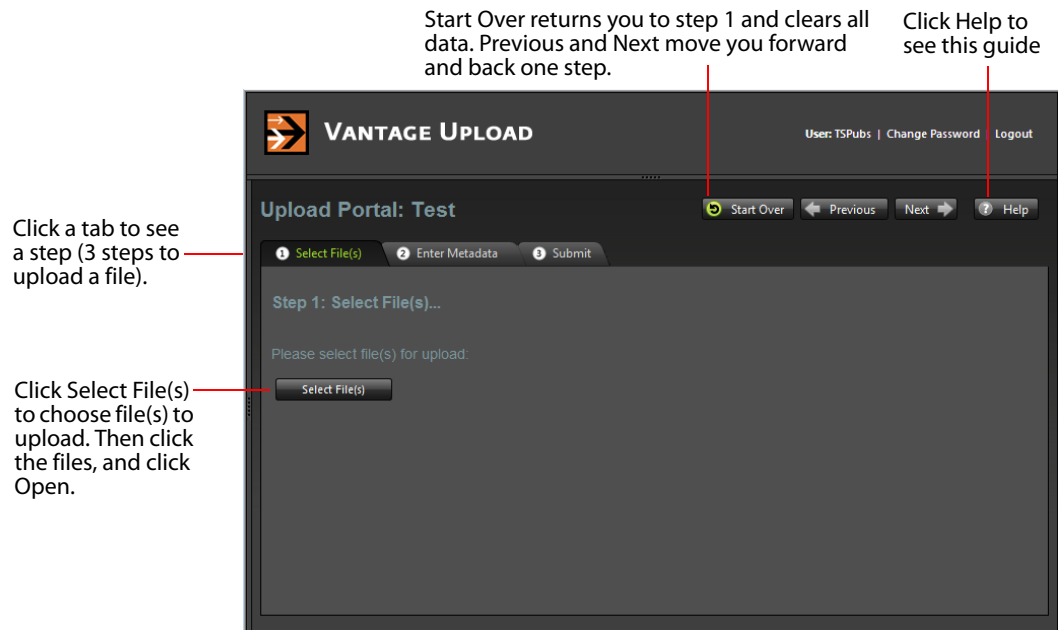
## Step 1: Select File(s)

Click Select File(s) as shown in the figure below, to browse for the commercials you want to send to the broadcaster. Click the file(s) and click Open.

**Note:** If your broadcaster allows it, you may be able to select multiple files at a time. (Internet Explorer 9 allows selecting only one file at a time.)

As you complete each step, the portal automatically takes you to the next step.

**Figure 1.** Select File Panel



## Step 2: Enter Metadata

Enter metadata information about the files as shown in the figure below to tell the broadcaster what you are sending and who is sending it.

**Note:** The metadata fields shown in the figure are only examples and may be changed by the broadcaster.

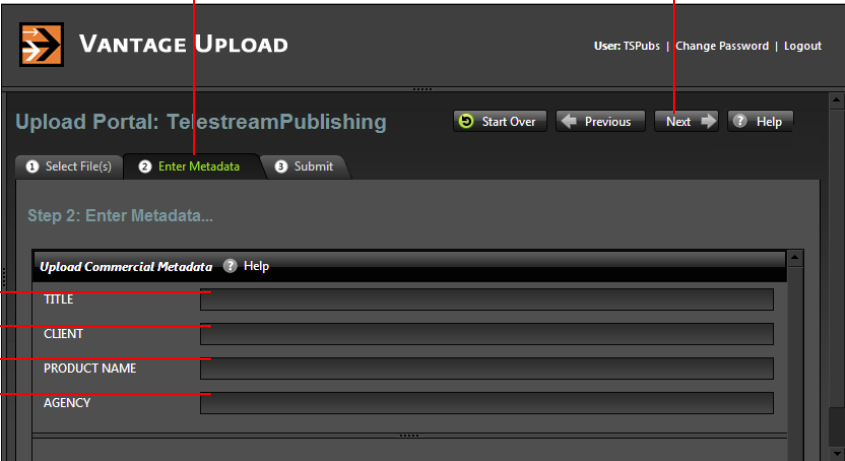
**Figure 2.** Enter Metadata Panel

Use the Step 2 tab to enter metadata about the commercial.

Click Next or Previous to move through the steps.

Example fields:

- Enter media title
- Enter client name
- Enter product
- Enter ad agency



The screenshot displays the Vantage Upload portal interface. At the top, the logo 'VANTAGE UPLOAD' is visible on the left, and user information 'User: TSPubs | Change Password | Logout' is on the right. Below the header, the page title is 'Upload Portal: TelestreamPublishing'. A progress bar shows three steps: '1 Select File(s)', '2 Enter Metadata' (highlighted in green), and '3 Submit'. Below the progress bar, the main content area is titled 'Step 2: Enter Metadata...'. A form titled 'Upload Commercial Metadata' is displayed, featuring a 'Help' icon. The form contains four input fields: 'TITLE', 'CLIENT', 'PRODUCT NAME', and 'AGENCY'. Red lines connect the 'Example fields' list on the left to these specific input fields. At the top of the form area, there are navigation buttons: 'Start Over', 'Previous', 'Next', and 'Help'. A red line points from the 'Next' button to the text 'Click Next or Previous to move through the steps.' Another red line points from the 'Enter Metadata' tab to the text 'Use the Step 2 tab to enter metadata about the commercial.'

## Step 3: Submit

Verify that the file names appear above the Submit button as shown in this figure, and then click Submit to send the files and metadata to the broadcaster.

**Figure 3.** Submit Panel

Shows information about what you are sending to the broadcaster.

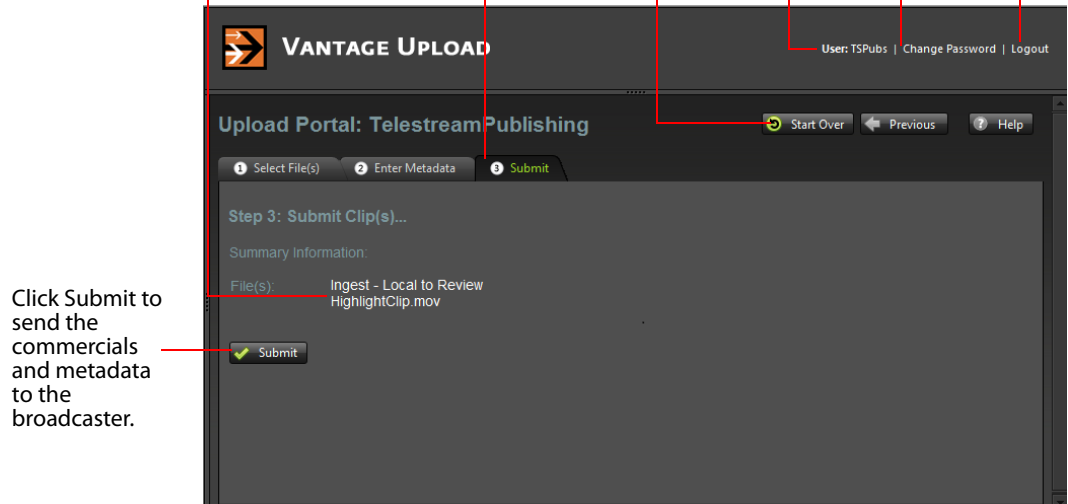
Use the Step 3 tab to submit the commercial(s) to the broadcaster.

Click Start Over to clear all entries and start over at Step 1.

View user name.

Click to change password.

Click to log out.



After sending a file, you can click Start Over to clear the existing data and start again at Step 1 to send a new file. When finished, click Logout to close the portal.

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