AdWay Video Submission Upload Quick Guide

As part of the AdWay 2.11 release we have changed the way that VTRs, either clocked or rough cut, can be uploaded to AdWay. We have removed the old process of using FTP links and introduced a much more interactive method. This also eliminates the need to rename the files to a specified format as AdWay will now deal with this for you.

Files can now be uploaded directly from with the submission page itself either when creating the submission, or at a later time. Additionally you can create an upload link from within the submission page that you can pass on to your post house or other 3rd party who can then upload the file for you.

Uploading when creating a Video Submission

When creating a video submission, to upload the file at that point simply requires you to click the "**Digital Upload**" button as shown below.
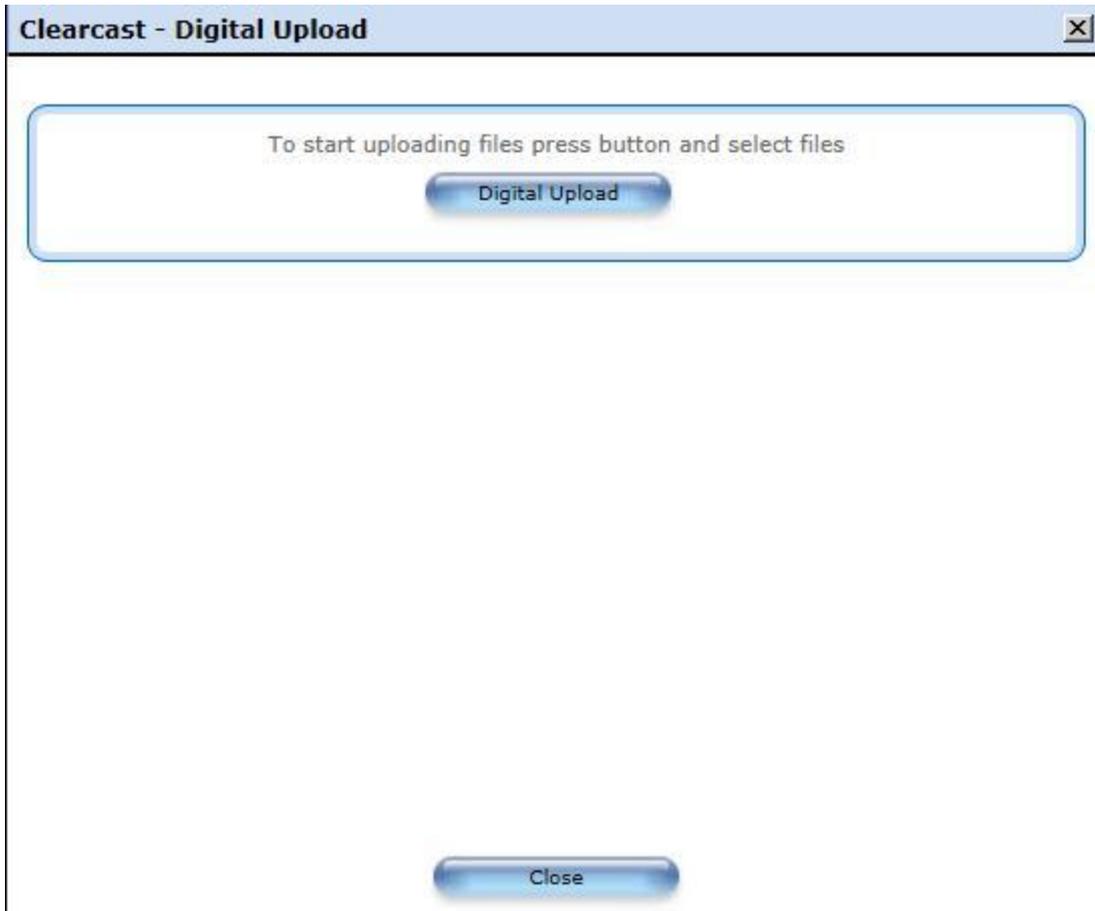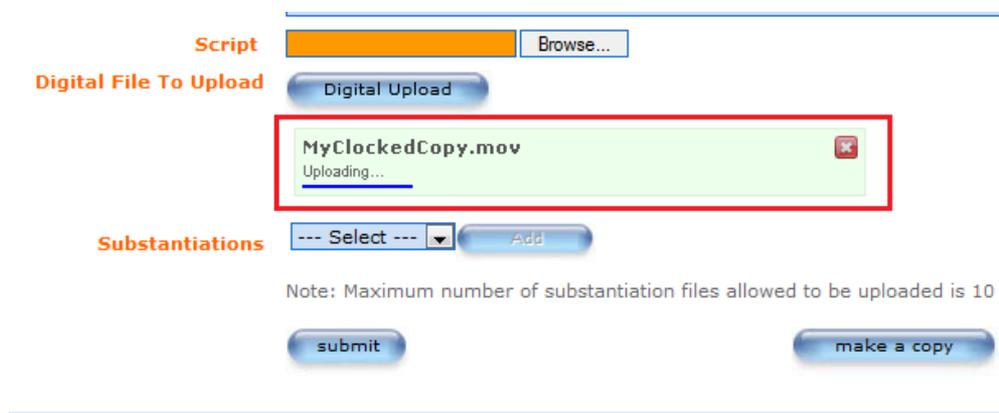
This will open a new pop up window. Click the "Digital Upload" button again.

You will now be presented with a dialogue box where you can select the file you wish to upload. Once a file has been selected, click the **Open** button to start the upload.
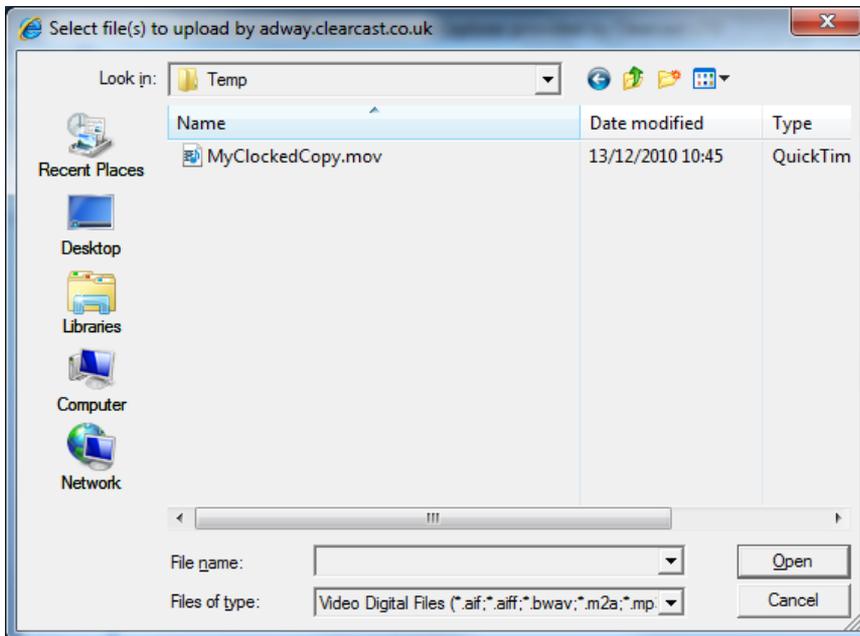
Whilst the file is being uploaded, a progress bar will show how far through the upload process you are.

Once the upload has been completed, the file will be shown in your submission. Clicking the **submit** button will now assign this uploaded file to this submission.

Uploading into a submission that has already been submitted.

If you have already created a submission but a file has not been uploaded to it yet, you can now upload a file from within the submission page. Provided the submission has the "**Awaiting Upload**" status, on the submission page you can scroll down to the **Update Video** section on the **history** Tab and click the digital upload button. The same process then applies as explained above. Once a file has been selected and uploaded, the **submit** button must be clicked to save changes.
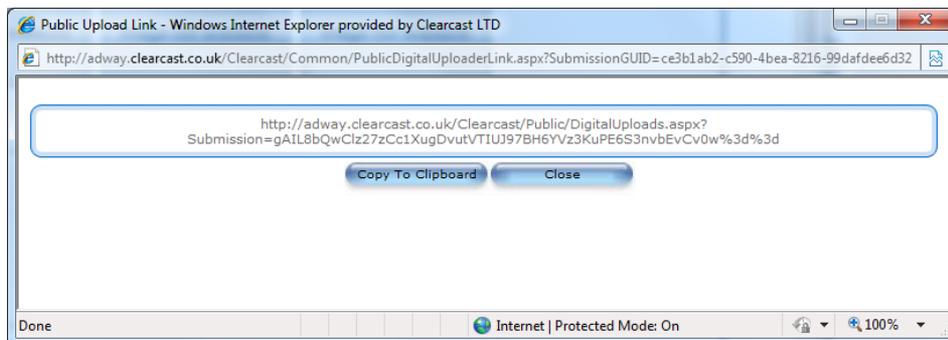

Alternatively, if you need someone else to upload the file for you, then click "**Get Upload link**" next to the digital upload button.

If the following dialog box appears simply click "**Allow access**".
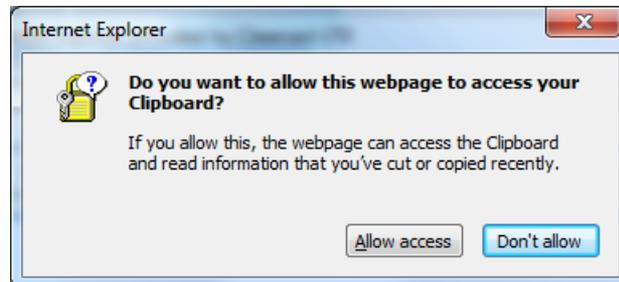
A new window will now open showing a link that can be used to upload to this submission.

Now simply click the "**Copy To Clipboard**" button. You can then paste this into an email to send to your digital uploader.

When your digital uploader receives your email, they simply need to click the link. This will take them to a page where they can then upload the file which works in exactly the same way as described above. This page gives them some basic information about the submission so that they know which submission the link applies to. Once they have finished they can then click the submit button.