



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

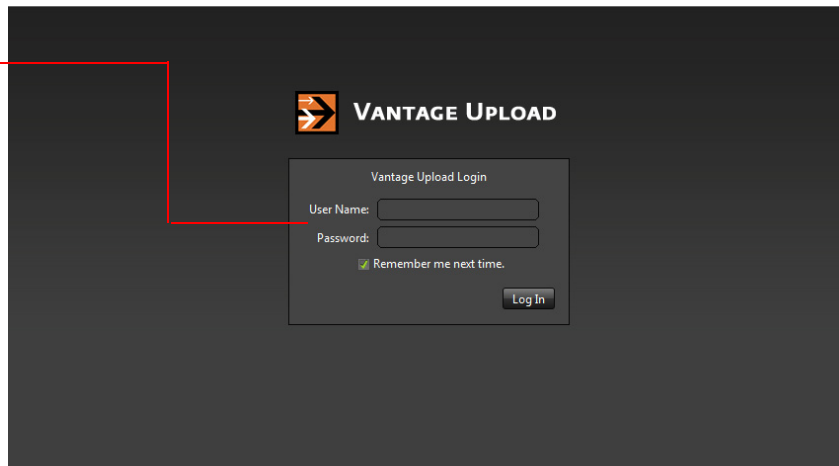
The following steps describe each display in the Upload Portal.

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>.

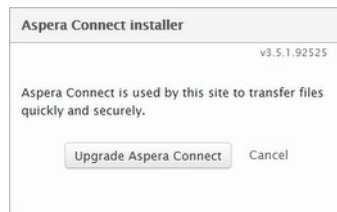
Next, log in using the User Name and Password your broadcaster gave you, as the following figure displays.

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.



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.

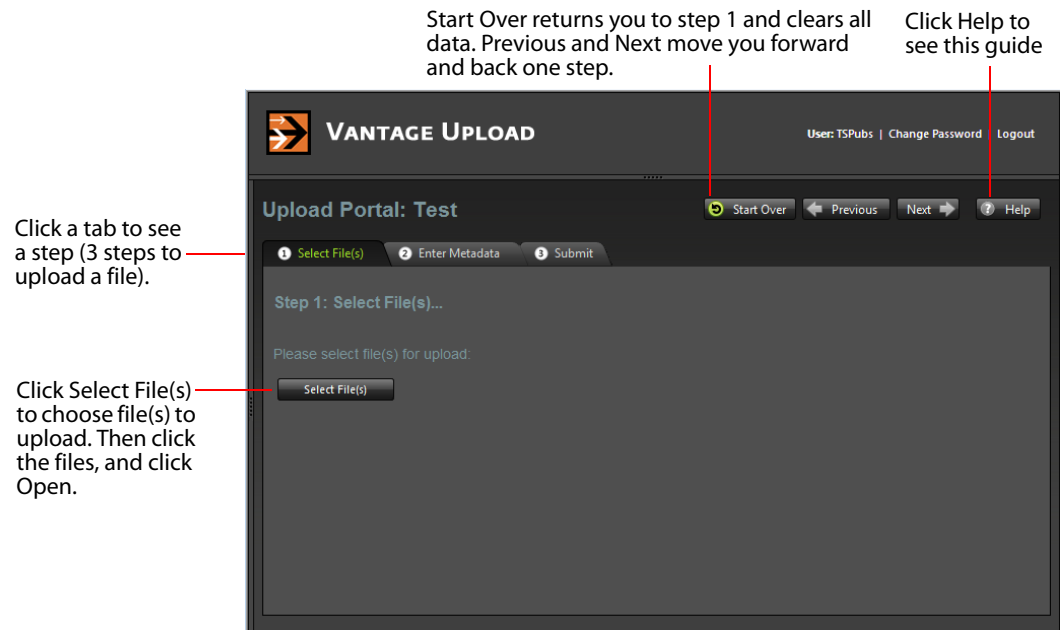
Step 1: Select File(s)

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

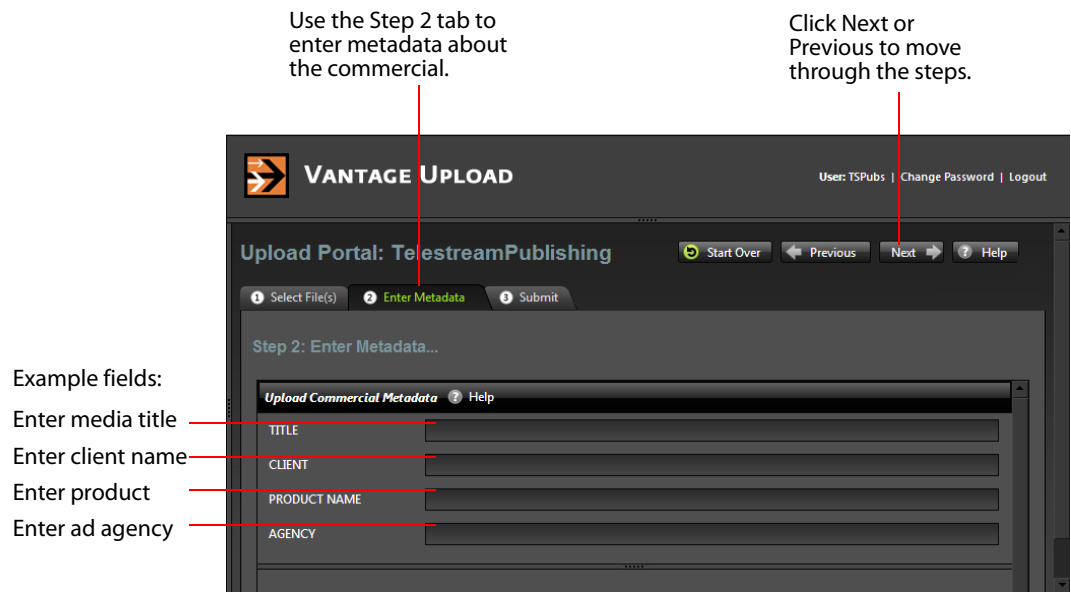


Step 2: Enter Metadata

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



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.

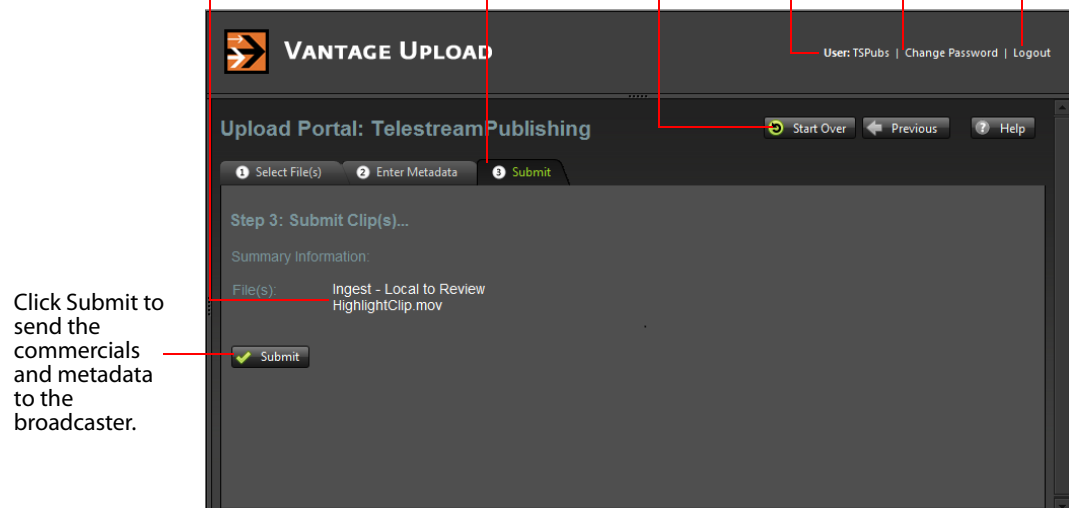
Use the Step 3 tab to submit the commercial(s) to the broadcaster.

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.

Copyrights and Trademark Notices

Copyright © 2016 Telestream, LLC All rights reserved worldwide. No part of this publication may be reproduced, transmitted, transcribed, altered, or translated into any languages without the written permission of Telestream. Information and specifications in this document are subject to change without notice and do not represent a commitment on the part of Telestream.

Telestream. Telestream, CaptionMaker, Episode, Flip4Mac, FlipFactory, Flip Player, Lightspeed, ScreenFlow, Switch, Vantage, Wirecast, GraphicsFactory, MetaFlip, and Split-and-Stitch are registered trademarks and MacCaption, e-Captioning, Pipeline, Post Producer, Tempo, TrafficManager, and VOD Producer are trademarks of Telestream, LLC. All other trademarks are the property of their respective owners.

Adobe. Adobe® HTTP Dynamic Streaming Copyright © 2014 of Adobe Systems All rights reserved.

Apple. QuickTime, MacOS X, and Safari are trademarks of Apple, Inc. Bonjour, the Bonjour logo, and the Bonjour symbol are trademarks of Apple, Inc.

Avid. Portions of this product Copyright 2012 Avid Technology, Inc.

Dolby. Dolby and the double-D symbol are registered trademarks of Dolby Laboratories.

Fraunhofer IIS and Thomson Multimedia. MPEG Layer-3 audio coding technology licensed from Fraunhofer IIS and Thomson Multimedia.

Google. VP6 and VP8 Copyright Google Inc. 2014 All rights Reserved.

MainConcept. MainConcept is a registered trademark of MainConcept LLC and MainConcept AG. Copyright 2004 MainConcept Multimedia Technologies.

Manzanita. Manzanita is a registered trademark of Manzanita Systems, Inc.

MCW. HEVC Decoding software licensed from MCW.

MediaInfo. Copyright © 2002-2013 MediaArea.net SARL. All rights reserved.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDER OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Microsoft. Microsoft, Windows NT|2000|XP|XP Professional|Server 2003|Server 2008 |Server 2012, Windows 7, Windows 8, Media Player, Media Encoder, .Net, Internet Explorer, SQL Server 2005|2008|Server 2012, and Windows Media Technologies are trademarks of Microsoft Corporation.

SharpSSH2. SharpSSH2 Copyright (c) 2008, Ryan Faircloth. All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

Neither the name of Diversified Sales and Service, Inc. nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT OWNER OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Telerik. RadControls for ASP.NET AJAX copyright Telerik All rights reserved.

VoiceAge. This product is manufactured by Telestream under license from VoiceAge Corporation.

x264 LLC. The product is manufactured by Telestream under license from x264 LLC.

Xceed. The Software is Copyright ©1994-2012 Xceed Software Inc., all rights reserved.

ZLIB. Copyright (C) 1995-2013 Jean-loup Gailly and Mark Adler.



Other brands, product names, and company names are trademarks of their respective holders, and are used for identification purpose only.

MPEG Disclaimers

MPEGLA MPEG2 Patent

ANY USE OF THIS PRODUCT IN ANY MANNER OTHER THAN PERSONAL USE THAT COMPLIES WITH THE MPEG-2 STANDARD FOR ENCODING VIDEO INFORMATION FOR PACKAGED MEDIA IS EXPRESSLY PROHIBITED WITHOUT A LICENSE UNDER APPLICABLE PATENTS IN THE MPEG-2 PATENT PORTFOLIO, WHICH LICENSE IS AVAILABLE FROM MPEG LA, LLC, 4600 S. Ulster Street, Suite 400, Denver, Colorado 80237 U.S.A.

MPEGLA MPEG4 VISUAL

THIS PRODUCT IS LICENSED UNDER THE MPEG-4 VISUAL PATENT PORTFOLIO LICENSE FOR THE PERSONAL AND NON-COMMERCIAL USE OF A CONSUMER FOR (i) ENCODING VIDEO IN COMPLIANCE WITH THE MPEG-4 VISUAL STANDARD ("MPEG-4 VIDEO") AND/OR (ii) DECODING MPEG-4 VIDEO THAT WAS ENCODED BY A CONSUMER ENGAGED IN A PERSONAL AND NON-COMMERCIAL ACTIVITY AND/OR WAS OBTAINED FROM A VIDEO PROVIDER LICENSE IS GRANTED OR SHALL BE IMPLIED FOR ANY OTHER USE. ADDITIONAL INFORMATION INCLUDING THAT RELATING TO PROMOTIONAL, INTERNAL AND COMMERCIAL USES AND LICENSING MAY BE OBTAINED FROM MPEG LA, LLC. SEE [HTTP://WWW.MPEGLA.COM](http://www.mpegla.com).

MPEGLA AVC

THIS PRODUCT IS LICENSED UNDER THE AVC PATENT PORTFOLIO LICENSE FOR THE PERSONAL USE OF A CONSUMER OR OTHER USES IN WHICH IT DOES NOT RECEIVE REMUNERATION TO (i) ENCODE VIDEO IN COMPLIANCE WITH THE AVC STANDARD ("AVC VIDEO") AND/OR (ii) DECODE AVC VIDEO THAT WAS ENCODED BY A CONSUMER ENGAGED IN A PERSONAL ACTIVITY AND/OR WAS OBTAINED FROM A VIDEO PROVIDER LICENSED TO PROVIDE AVC VIDEO. NO LICENSE IS GRANTED OR SHALL BE IMPLIED FOR ANY OTHER USE. ADDITIONAL INFORMATION MAY BE OBTAINED FROM MPEG LA, L.L.C. SEE [HTTP://WWW.MPEGLA.COM](http://www.mpegla.com).

MPEG4 SYSTEMS

THIS PRODUCT IS LICENSED UNDER THE MPEG-4 SYSTEMS PATENT PORTFOLIO LICENSE FOR ENCODING IN COMPLIANCE WITH THE MPEG-4 SYSTEMS STANDARD, EXCEPT THAT AN ADDITIONAL LICENSE AND PAYMENT OF ROYALTIES ARE NECESSARY FOR ENCODING IN CONNECTION WITH (i) DATA STORED OR REPLICATED IN PHYSICAL MEDIA WHICH IS PAID FOR ON A TITLE BY TITLE BASIS AND/OR (ii) DATA WHICH IS PAID FOR ON A TITLE BY TITLE BASIS AND IS TRANSMITTED TO AN END USER FOR PERMANENT STORAGE AND/OR USE. SUCH ADDITIONAL LICENSE MAY BE OBTAINED FROM MPEG LA, LLC. SEE [HTTP://WWW.MPEGLA.COM](http://www.mpegla.com) FOR ADDITIONAL DETAILS.

Limited Warranty and Disclaimers

Telestream, LLC (the Company) warrants to the original registered end user that the product will perform as stated below for a period of one (1) year from the date of shipment from factory:

Hardware and Media—The Product hardware components, if any, including equipment supplied but not manufactured by the Company but NOT including any third party equipment that has been substituted by the Distributor for such equipment (the “Hardware”), will be free from defects in materials and workmanship under normal operating conditions and use.

Warranty Remedies

Your sole remedies under this limited warranty are as follows:

Hardware and Media—The Company will either repair or replace (at its option) any defective Hardware component or part, or Software Media, with new or like new Hardware components or Software Media. Components may not be necessarily the same, but will be of equivalent operation and quality.

Software Updates

Except as may be provided in a separate agreement between Telestream and You, if any, Telestream is under no obligation to maintain or support the Software and Telestream has no obligation to furnish you with any further assistance, technical support, documentation, software, update, upgrades, or information of any nature or kind.

Restrictions and Conditions of Limited Warranty

This Limited Warranty will be void and of no force and effect if (i) Product Hardware or Software Media, or any part thereof, is damaged due to abuse, misuse, alteration, neglect, or shipping, or as a result of service or modification by a party other than the Company, or (ii) Software is modified without the written consent of the Company.

Limitations of Warranties

THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No oral or written information or advice given by the Company, its distributors, dealers or agents, shall increase the scope of this Limited Warranty or create any new warranties.

Geographical Limitation of Warranty—This limited warranty is valid only within the country in which the Product is purchased/licensed.

Limitations on Remedies—YOUR EXCLUSIVE REMEDIES, AND THE ENTIRE LIABILITY OF TELESTREAM, LLC WITH RESPECT TO THE PRODUCT, SHALL BE AS STATED IN THIS LIMITED WARRANTY. Your sole and exclusive remedy for any and all breaches of any Limited Warranty by the Company shall be the recovery of reasonable damages which, in the aggregate, shall not exceed the total amount of the combined license fee and purchase price paid by you for the Product.

Damages

TELESTREAM, LLC SHALL NOT BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR INABILITY TO USE THE PRODUCT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY, EVEN IF THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF THOSE DAMAGES, OR ANY REMEDY PROVIDED FAILS OF ITS ESSENTIAL PURPOSE.

Further information regarding this limited warranty may be obtained by writing:
Telestream, LLC
848 Gold Flat Road
Nevada City, CA 95959 USA

You can call Telestream via telephone at (530) 470-1300.

Part number: 193945

Publication Date: June 2016

