# Upload to Cases/Media Deliverables

**To upload Media Deliverables:**

1. Display the deal and go to the **Deliverables** tab.

2. Navigate to the **Case** or **Media** folder that you want to upload the media to.

   - To upload media to a Case, expand the applicable **Case** folder under the Episode.
   - To upload media to an episodes that is not for a specific case, expand the **Media** folder under the episode.
   - To upload media at the deal level (i.e. media that applies to all episodes and programs in the deal), expand **All Episodes > Media**.

3. Locate the deliverable in the Case or Media folder, and then select **Actions > Media Upload**.

4. If prompted, select **Open Signiant App**.

   The Signiant App connects your computer to Media Shuttle allowing you to transfer multiple files at once via high speed transfer.

   
   ,
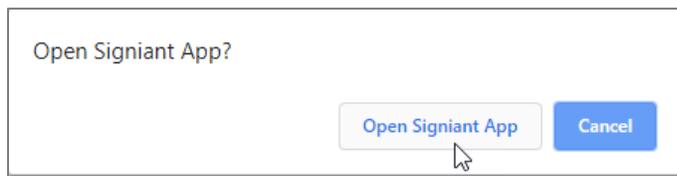
5. The Upload Media deliverable window for the selected deliverable is displayed. Click the **Select File** button to select the file to upload.

6. After attaching the file you want to upload, proceed to enter the required metadata. The required information is indicated by an asterisk and based on the deliverable type. When finished, click **Upload**.

   For more information, refer to the applicable topic for instructions on how to upload some common media deliverables:

   - [Uploading a Non-Linear Master File](#) – Page 2
   - [Uploading Program Master Files](#) – Page 4
   - [Uploading Program Graphic Masters](#) – Page 7
   - [Uploading Snap In Content and Textless Master](#) – Page 8
   - [Uploading Caption/Subtitle Files](#) – Page 10

7. The Upload Status window opens showing the progress of the upload. You can close this status screen and continue to work or upload additional files in the Deal application. The uploads will queue in the order of upload. The amount of time it takes the upload to complete will depend upon the size of the file and the number of files in queue.

## Upload Non-Linear Master Files

This deliverable type can be used to upload video assets for non-linear/digital distribution, which requires slightly less metadata and follows a modified automation acceptance workflow designed to accommodate internal productions/repackages.
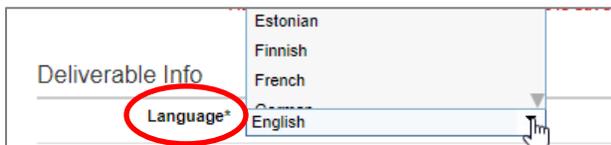
**To upload a non-linear program master deliverable:**

1. Under the **File(s)** section, click [icon] to choose the file to upload. You can only select and attach one file.

   The valid file extensions are **.mxf** and **.mp4**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.

   File(s)

   Name

   Select Files

   *Attachment will be removed when upload is saved*
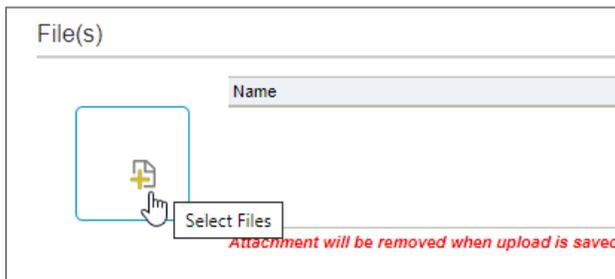
2. Under **Deliverable Info**, select the **Language**.

   Deliverable Info

   Estonian
   Finnish
   French

   Language* English

3. Choose the appropriate **Time Code Type** for the video format.

   Time Code Type * DF

   Audio Tracks  Choose DF
   NDF

4. In the **Audio Tracks** section, you can add the audio tracks manually or apply one of the standard profiles.

   To apply one of the Discovery standard tracks, choose from **16, 12, 8, 4** or **2** and the tracks are automatically added. The Language for each track defaults to the language specified under the Deliverable Info section.

   Audio Tracks  Choose Number of Channels 16 | 12 | 8 | 4 | 2

   | Track 1* Full Mix Stereo Left | Language English |
   | Track 2* Full Mix Stereo Right | Language English |
   | Track 3* Mix Minus Narration Stereo Left | Language English |
   | Track 4* Mix Minus Narration Stereo Right | Language English |

5. Under **Segments**, enter the **Start Time** and **End Time** for the first segment. The **Duration** is automatically updated as you enter the segment times.

   You must have at least one segment or you will not be able to proceed with the upload. If the video has multiple segments, click [icon] to add additional segments as needed. To remove a segment, click [icon].
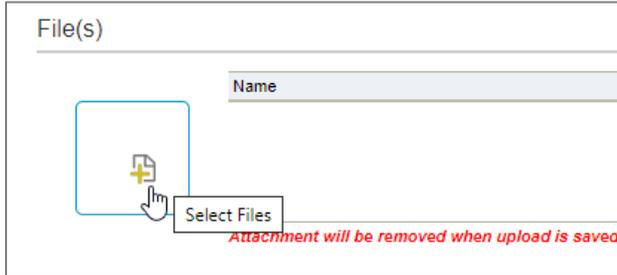
6. Optionally, you can enter **Notes**, up to 4,000 characters.



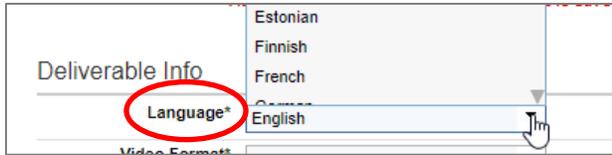7. When finished, click [ Upload ].

## To Upload Program Master Files

1. Under the **File(s)** section, click  to choose the file to upload. You can only select and attach one file.
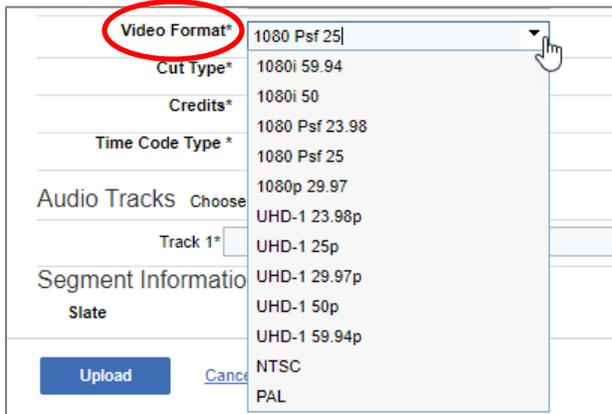
   The valid file extension is **.mxf**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.
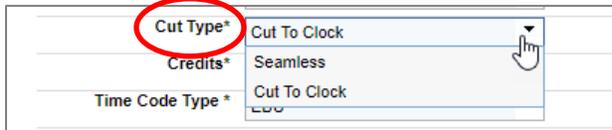
   File(s)

   | | Name |
   | --- | --- |
   |  Select Files | |

   *Attachment will be removed when upload is saved*

2. Under **Deliverable Info**, choose the **Language**.

   Deliverable Info

   | | Estonian |
   | --- | --- |
   | | Finnish |
   | | French |
   | Language* | English |

3. Choose the **Video Format**.

   | Video Format* | 1080 Psf 25 |
   | --- | --- |
   | Cut Type* | 1080i 59.94 |
   | Credits* | 1080i 50 |
   | | 1080 Psf 23.98 |
   | Time Code Type * | 1080 Psf 25 |
   | | 1080p 29.97 |
   | Audio Tracks  Choose | UHD-1 23.98p |
   | | UHD-1 25p |
   | Track 1* | UHD-1 29.97p |
   | Segment Informatio | UHD-1 50p |
   | Slate | UHD-1 59.94p |
   | | NTSC |
   | Upload    Canc | PAL |

4. In the **Cut Type** field, select whether the attached file is "Seamless" or "Cut To Clock."

   | Cut Type* | Cut To Clock |
   | --- | --- |
   | Credits* | Seamless |
   | | Cut To Clock |
   | Time Code Type * | |

5. In the **Credits** field, whether the credits are "Embedded", "Attached", or if there are no credits, select "None."

   | Credits* | Attached |
   | --- | --- |
   | Time Code Type * | Attached |
   | | Embedded |
   | Audio Tracks  Choose | None |
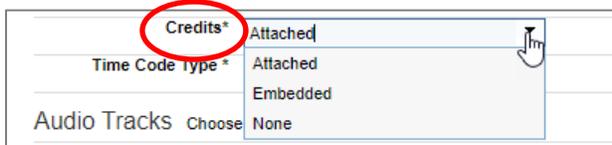
6. The **Time Code Type** defaults based on the video format, but you can update if needed.

7. In the **Audio Tracks** section, you can add the audio tracks manually or apply one of the standard profiles.

   To apply one of the Discovery standard tracks, choose from **16, 12, 8, 4** or **2** and the tracks are automatically added. The Language for each track defaults to the language specified under the Deliverable Info section.

8. Under **Slate**, enter the **Start Time** and **End Time**.

9. Under **Segments**, enter the **Start Time** and **End Time** for each segment. The **Duration** is automatically updated as you enter the segment times.

   ▪ To add a new segment, click ➕.

   ▪ To remove a segment, click ✖.

10. To add WOOs to a segment, click ➕ to the right of **Add WOOs as necessary**.

11. Under **Credits**, enter the **Start Time** and **End Time** if required. Credits times are not required if there are no credits. To **Allow Voice Over Credits**, select the check box.

12. You can enter **Notes**, up to 4,000 characters.



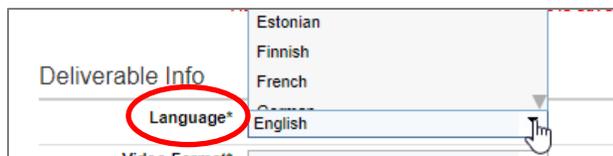13. When finished, click **Upload** .

## To Upload Program Graphic Masters

1.  Under the **File(s)** section, click ⊞ to choose the file to upload. You can only select and attach one file.
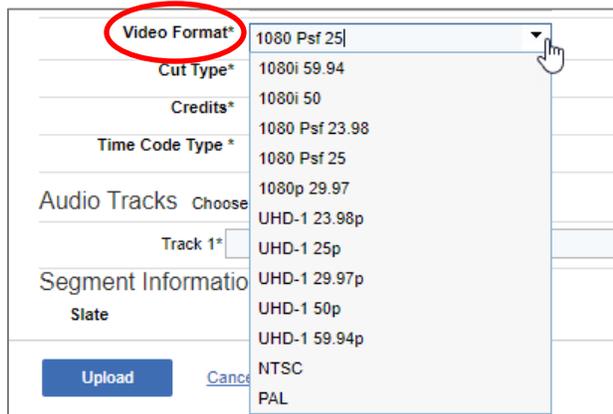
    The valid file extensions is **.zip**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.
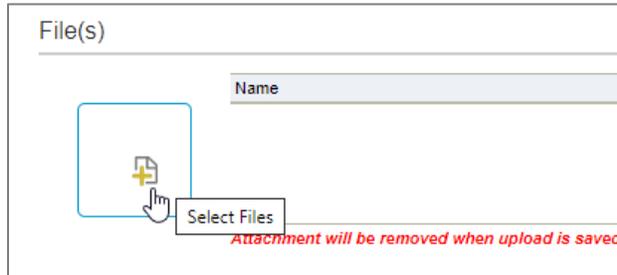
2.  Under **Deliverable Info**, choose the **Language**.

3.  Choose the **Video Format**.

4.  If all the required metadata has been correctly entered, the Upload status window opens showing the progress of the upload. You can close this status screen and continue to work or upload additional deliverables. The deliverables will queue up in the order of upload.

## To Upload Snap In Content and Textless Material

1. Under the **File(s)** section, click  to choose the file to upload. You can only select and attach one file.
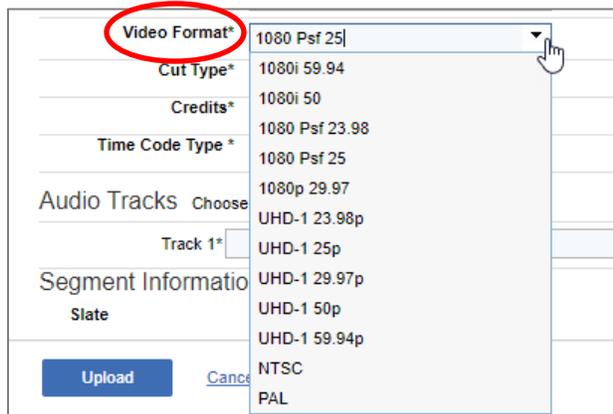
   The valid file extension is **.mxf**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.
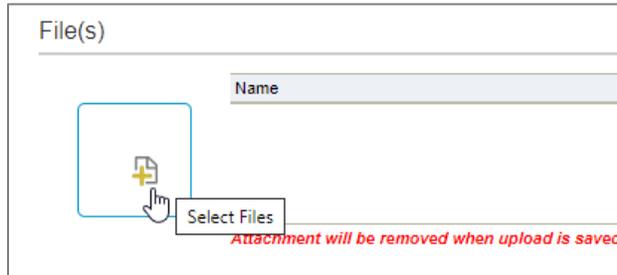
   

2. Under **Deliverable Info**, choose the **Language**.
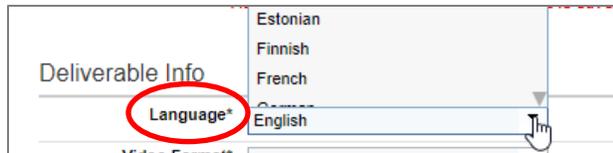
   

3. Choose the **Video Format**.

   

4. The **Time Code Type** defaults based on the video format, but you can update if needed.

5.  In the **Audio Tracks** section, you can add the audio tracks manually or apply one of the standard profiles.

    To apply one of the Discovery standard tracks, choose from **16, 12, 8, 4** or **2** and the tracks are automatically added. The Language for each track defaults to the language specified under the Deliverable Info section.

    Audio Tracks  Choose Number of Channels - 16 | 12 | 8 | 4 | 2

    | | | | |
    |---|---|---|---|
    | Track 1* | Full Mix Stereo Left | Language | English |
    | Track 2* | Full Mix Stereo Right | Language | English |
    | Track 3* | Mix Minus Narration Stereo Left | Language | English |
    | Track 4* | Mix Minus Narration Stereo Right | Language | English |

6.  You can enter **Notes**, up to 4,000 characters.

    Notes

    Notes go here!

    You have *3986* characters remaining.

7.  When finished, click  Upload  .

## To Upload Caption/Subtitle Files

1.  Under **Deliverable Info**, choose the **Language**.



2.  Under **Captions/Subtitles**, click [icon] to choose a file to upload.

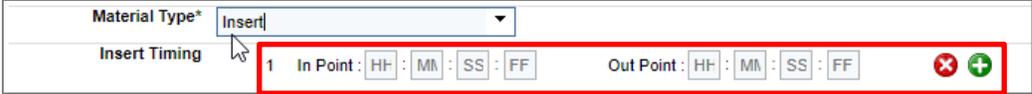    The valid file extensions are **.scc, .xml, .srt, .cap, .stl, .ttml,** and **.pac**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the current technical specifications.



3.  You can add multiple caption/subtitle files. To upload another caption/subtitle file, click [icon].



4.  For each file, choose the **Language**, **Video Format** and **Time Code Type** for that file**.**

    **Note:** The **Time Code Type** defaults based on the video format, but you can update if needed.
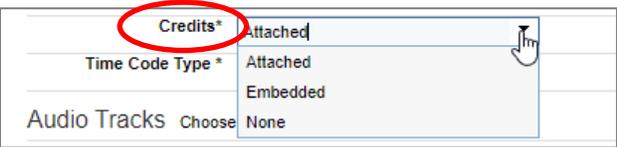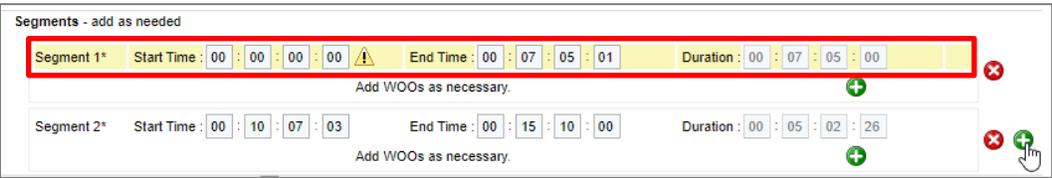


5.  You can enter **Notes**, up to 4,000 characters.



6.  When finished, click **Upload**.

7.  If all the required metadata has been correctly entered, the Upload status window opens showing the progress of the upload. You can close this status screen and continue to work or upload additional deliverables. The deliverables will queue up in the order of upload.

## Upload Deliverable Metadata Cheat Sheet

The metadata that is required at upload is based on the deliverable type. This list describes the various metadata possible.
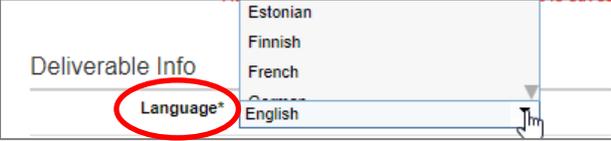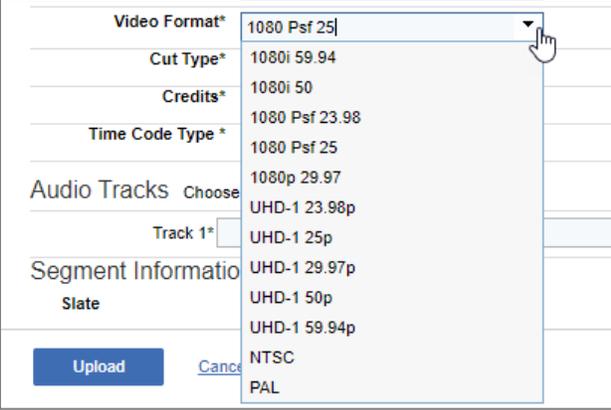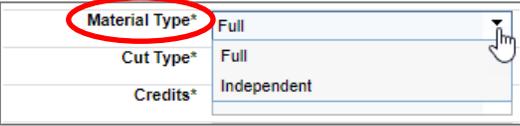
| Metadata | Action |
|---|---|
| **Language** | Select the language of the media being uploaded.<br><br> |
| **Video Format** | Select the format/aspect ratio for the media being uploaded.<br><br> |
| **Material Type** | Select the material type for the media being uploaded. The options in the dropdown are based on the deliverable type you are uploading to. The example below is for Textless Material. Your selection will determine which other metadata is required for the media being uploaded.<br><br>Required for NL Teases. Not displayed for NL Master File<br><br><br><br>▪ **Insert Timing**<br><br>If the select Material Type is 'Insert', enter the insert timing (In Point and Out Point).<br><br> |
| **Cut Type** | Select whether the media being uploaded is **Seamless** or **Cut to Clock**.<br><br> |

| Metadata | Action |
|---|---|
| **Credits** | Select the type of credits for the media being uploaded. The options are: **Attached**, **Embedded**, or **None**.<br><br>![Credits dropdown showing Attached, Embedded, None options] |
| **Time Code Type** | Defaults based on the selected video format, but can be modified. The options are: **DU** (Drop frame), **NDU** (Non-drop frame), or **EBU** (European Broadcast Union)<br><br>![Time Code Type dropdown showing DF, NDF, EBU] |
| **Audio Tracks** | Enter the audio track information for the media being uploaded. You can add the audio tracks manually or apply one of the standard profiles.<br><br>To apply one of the Discovery standard tracks, choose from **16, 12, 8, 4** or **2** and the tracks are automatically added. The Language for each track defaults to the language specified under the Deliverable Info section.<br><br>![Audio Tracks showing Track 1-4 with Full Mix Stereo Left/Right, Mix Minus Narration Stereo Left/Right, all Language English] |
| **Slate** | Enter the slate Start Time and End Time for the being uploaded.<br><br>![Segment Information Slate with Start Time HH:MM:SS:FF and End Time HH:MM:SS:FF] |
| **Segments** | Enter the Start Time and End Time for each segment in the media being uploaded. The Duration is automatically updated as you enter the segment times. To add a new segment, click ➕. To remove a segment, click ✖.<br><br>![Segments - add as needed. Segment 1 Start Time 00:00:00:00 End Time 00:07:05:01 Duration 00:07:05:00. Segment 2 Start Time 00:10:07:03 End Time 00:15:10:00 Duration 00:05:02:26] |

| Metadata | Action |
|----------|--------|
| **WOOs** | Add WOOs (windows of opportunities) to each segment as applicable. To add a new WOO, click ⊕. <br><br> *Not displayed for NL Teases* <br><br>  |
| **Credits** | Enter the **Start Time** and **End Time** for the credits if required. Credits times are not required if you selected None as the credit type. To **Allow Voice Over Credits**, select the check box. <br><br> *Not displayed for NL Teases,  NL Master File* <br><br>  |
| **Notes** | Optional notes about the media being uploaded. <br><br>  |