# Getting Started in Producer's Portal



PRODUCER'S PORTAL QUICK START GUIDE



# Welcome to Producer's Portal!

The Producer's Portal is for producers and production companies to submit proposals, access production guidelines, upload contracted deliverables, and locate other information that is needed in order to successfully complete and deliver your project to Discovery networks.

This guide provides a quick introduction to getting started with Producer's Portal and simple step-by-step instructions for accessing Producer's Portal, submitting new project ideas, locating and opening your projects, and uploading media.

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# **Getting Started**

# **Browser Requirements**

Producer's Portal is a cloud application. When using Producer's Portal, it is suggested that you use one of the supported browsers. We recommend that you do not use one any of the browsers that are not supported, as we cannot guarantee the behavior of the application or the upload feature.

#### **Supported & Recommended Browsers:**

Chrome

## **Browsers NOT Supported:**

- Windows Edge
- Firefox

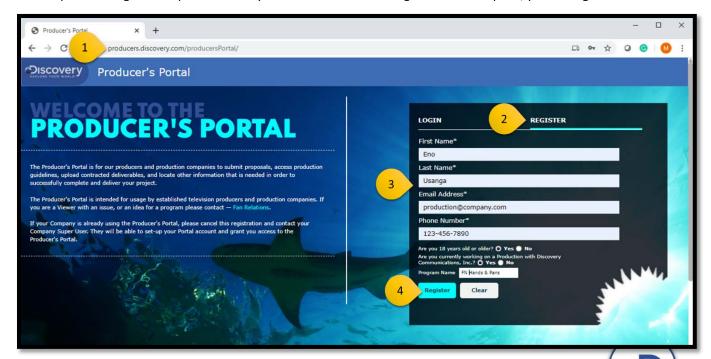
## Producer's Portal Registration

Before a company can begin delivering media through the Producer's Portal, the online registration must be completed. Additionally, each user for a company must also have an account to access Producer's Portal.

**IMPORTANT NOTE REGARDING REGISTRATION:** If your company is already registered, but you are not a registered user, contact your Company Super User – you do not need to complete the online registration. Your company super user will be able to set-up your Portal account and grant you access to the Producer's Portal.

## How to begin the registration process for new companies:

- 1. Go to https://producers.discovery.com
- Select Register.
- 3. Fill out the online registration form. The mandatory fields are indicated by an asterisk.
- 4. When finished, select **Register**. Within 2 hours, you will receive an email. Follow the instructions within the email to complete the registration process. Once you are notified that the registration is complete, you can log in.



#### **Two-Factor Authentication**

Two-Factor Authentication, powered by Okta, provides an added layer of security and protection when accessing a Discovery application, such as Discovery's Producer's Portal or Screening Rooms.

With two-factor authentication, you will verify your identity using a randomized code you'll receive each time you attempt to log in. You have two options for receiving your two-factor authentication code: via SMS Text (required) or using the Okta Verify mobile app (optional).

**NOTE**: For information on setting up and using the Okta Verify mobile app, resetting your password, unlocking your account, and more refer the OKTA Verification and Password Essentials document received in the Onboarding Email from Discovery.

#### How to enroll SMS texts for two-factor authentication:

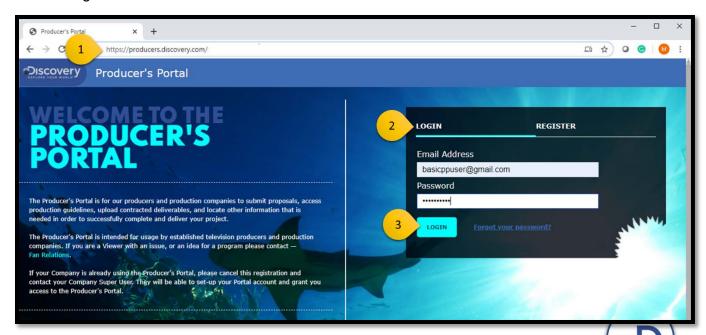
- 1. From your computer, open your web browser and go to <a href="https://discovery.okta.com">https://discovery.okta.com</a>.
- 2. Enter the email and password you use to access Discovery applications, and then select Sign In.
- 3. Select **Setup** under **SMS Authentication**.
- 4. Enter your mobile number in the box provided, and then select **Send code**.
- 5. On your phone, you will receive a text message with the verification code.
- 6. From your computer, enter the code from the text in the box provided, and then select **Verify**.

#### Logging In

Only registered users can access Producer's Portal. If you need an account setup for a registered company, contact your Company Super User, they will be able to set-up your Portal account and grant you access to the Producer's Portal.

#### **How to log in to Producer's Portal:**

- 1. Go to <a href="https://producers.discovery.com">https://producers.discovery.com</a>
- 2. Select Login (if it's not already displayed) and enter the Email Address and Password you registered with.
  - **NOTE**: If you don't remember your password, select the Forgot your password link to reset it.
- 3. Select Login.



# Creating and Submitting a New Project

Follow the instructions below to create and submit program Submissions to the Discovery family of networks. Be sure to view the Network Guidelines prior to submitting. For questions regarding this form, consult with your Discovery contact.

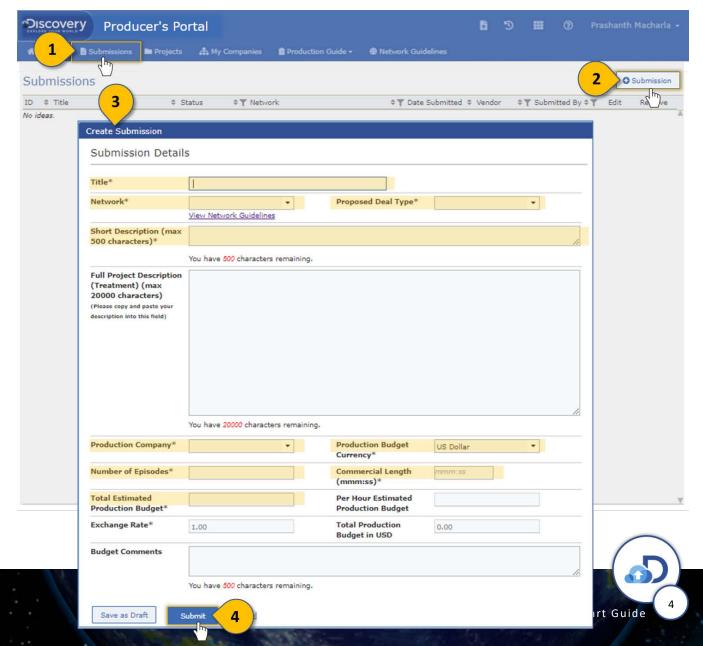
#### How to create and submit a new project:

- 1. On the ribbon across the top of the Producer's Portal, select **Submissions**.
- 2. Select **+Submission** in the right corner above the table.

**NOTE:** The Submission screen displays a list of the projects you've saved or submitted to the Discovery family of networks. This table is empty if you've never saved or submitted any projects.

- 3. Enter the required submission details in the Create Submission form. The mandatory fields are indicated by an asterisk.
- 4. When finished completing the form, select **Submit** to send the project to the selected network. If you are not ready to submit the project and want to save the form for future editing, select Save as Draft instead.

**NOTE:** If the *Accept Release Agreement* window appears, review the agreement, and then select **Accept**. The release agreement must be accepted before the project can be submitted. After accepting the release agreement, you are returned to the submission form, where you can now Submit the project

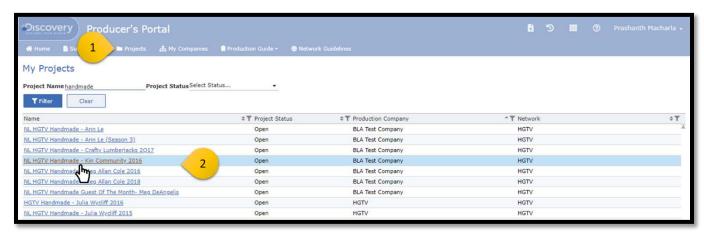


# **Opening Projects**

The Project view contains a list of your active and completed projects with the Discovery networks. You'll use this view to access the projects to which you want to deliver media (or non-media).

#### How to open a Project:

- 1. On the ribbon across the top of the Producer's Portal, select **Projects**.
  - Upon initial display, My Projects is sorted in descending order by Project Name. To re-sort the list, click in the header of the column you want to sort. Click once to sort in descending order. Click again to sort in ascending order.
- 2. Select the **Name** of the project you wish to open.



## **Overview of the Project Pages**

When you open a project, you'll find a toolbar on the left that contains three tabs. You'll use these tabs to navigate within the project.



Project Details	Provides an overview of the show as well as information related to Discovery contacts.	
Deliverables	Contains a list of the media and non-media deliverables. This is where you'll upload the media (and non-media) you wish to deliver.	
Schedule	Contains the Production Schedule (if the functionality is used by the producing network)	

# **Uploading Media**

# Overview of Producer's Portal Media Upload Workflow

The Media Upload feature, using the Signiant App plug-in as a file transfer accelerator, delivers and receives media files and then analyzes them using automated technical evaluation in the cloud. Media files first enter a file sniff and are either approved or rejected before moving to Automated Quality Control (QC) for additional review, and then final approval. Files that fail can be easily re-uploaded. The current status of the uploaded files can be seen within the Portal.

#### What is the Signiant App?

Discovery uses a third-party plug-in tool, called Signiant App, during the Producer's Portal Media Upload feature. The Signiant App is a file transfer accelerator that optimizes upload speeds. The Signiant App is connected to Producer's Portal allowing you to transfer multiple files at once via high speed transfer.

#### What is the File Sniff?

The file sniff is the first inspection of a deliverable after it's uploaded though the Media Upload feature. There are two outcomes for a file sniff - (A) If the deliverable is approved, it moves to Automated QC (Quality Control). (B) If the deliverable is rejected.

#### What is Automated QC?

Once the deliverable has been approved by the file sniff, Discovery uses an automated quality control (QC) software for further analysis. If approved at this stage, it then moves to the Cloud QC in the Producer's Portal Media Upload Workflow.

# Before You Upload Checklist

Keep in mind the following as you prepare for your first upload in the Deal application:

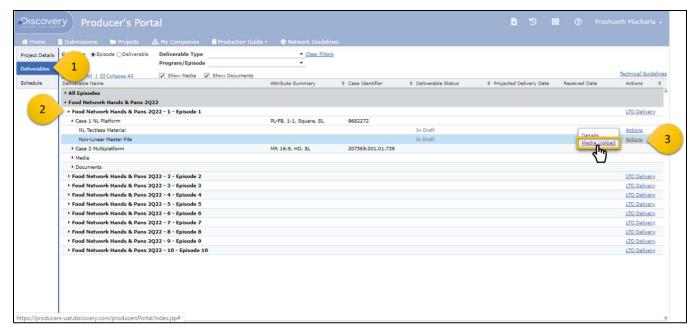
The <b>minimum internet speed</b> for uploading is 10 Mbps (megabits per second). At that rate, a 1-hour program will take at least 8 hours and the connection may not be very stable. An average internet speed of 45 Mbps is recommended for Media Upload.	
Must use Google Chrome web browser.	
Ensure your <b>Flash is up to date.</b>	
Install <b>Signiant App</b> . The Signiant App automatically launches when you upload media deliverables. Go to <a href="https://help.signiant.com/media-shuttle/signiant-app/download-signiant-app">https://help.signiant.com/media-shuttle/signiant-app/download-signiant-app</a> and install the latest version for windows or mac, as applicable. Without the latest Signiant plugin, you will not be able to upload media.	
<b>NOTE:</b> If you're running an older version, you will need to uninstall the older version before installing the new version. Check your programs before installing.	

## How to upload media:

- 1. Open the project and go to the **Deliverables** tab.
- 2. Expand the list to the **Case, Media, or Document** folder to which you want to upload the media by clicking the arrow to the left of the level you want to expand. Consult with your Discovery contact if you have questions regarding which folder to upload to.
- 3. Locate the deliverable type you want to upload against (for example Non-Linear Master File, Program Master File, or Textless Material), and then select **Actions > Media Upload** located to the right of the line.

NOTE: If prompted, select Open Signiant App. The Signiant App is required when uploading media.

To prevent this popup from displaying in the future, check the **Always open links of this type in the associated app** checkbox.



4. The Upload Media Deliverable window opens. The deliverable that you selected (in step 3) will determine the upload window that is displayed. Here you will select the file that you want to upload and enter the required metadata for it. The mandatory fields are indicated by an asterisk and are based on the type of deliverable you are uploading.

For instructions on how to upload a file for a specific type of deliverable, select the deliverable below:

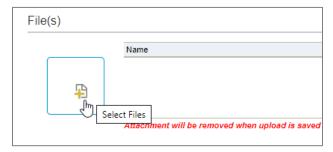
- Non-Linear Master File
- Program Master Files
- Snap In Content or Textless Snap In Content
- Textless Material or NL Textless Material
- Additional Promo Material, NL Promo Material, or NL Talent Shout Outs
- Program Features, Sponsorship Messages, Teases/Trailers, NL Teases
- Production Sills & Logs
- Program Graphic Masters
- <u>Caption/Subtitle Files</u>

You may also refer to the Media Deliverables Metadata Cheat Sheet or Metadata by Deliverable Type Cheat Sheet.

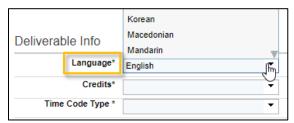
# To upload a Non-Linear Program Master File:

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

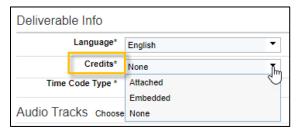
The valid file extensions are .mp4., .mov and .mfx If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



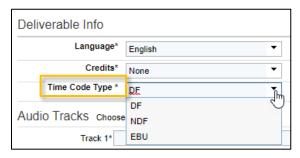
2. Under **Deliverable Info**, select the **Language**.



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



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



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.



- 6. Under **Segments**, enter the **Start Time** and **End Time** for the first segment. The **Duration** is automatically updated as you enter the segment times. **DO NOT REMOVE SEGMENT 1**. You must have at least one segment or you will not be able to proceed with the upload.
  - To add a new segment, click ①.
  - To remove a segment, click ②.



7. [Optional] Enter any remarks/comments in the **Notes** box, up to 4,000 characters.

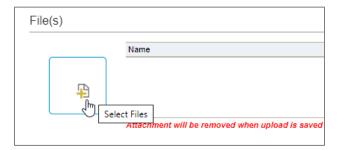


8. When finished, click Upload . You can close the status window or upload additional deliverables.

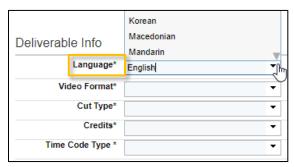
# **To Upload Program Master Files:**

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

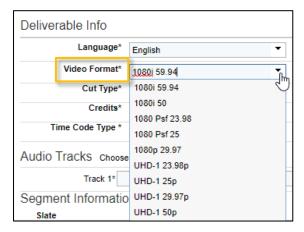
The valid file extensions are **.mov** or **.mxf**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



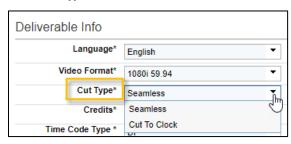
Under Deliverable Info, choose the Language.



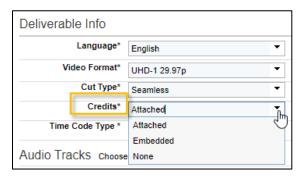
3. Choose the Video Format. If you select an UHD format, select whether it's HDR or SDR.



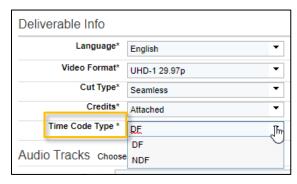
4. In the Cut Type field, select whether the attached file is "Seamless" or "Cut To Clock."



5. In the Credits field, select whether the credits are "Attached", "Embedded" or if there are no credits, select "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.

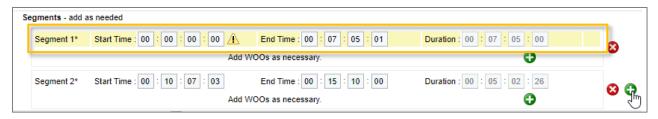
To apply one of the Discovery standard tracks, choose from **16**, **12**, **8**, **4** or **2** and the tracks are automatically added. The Language for each track defaults to the language specified under the Deliverable Info section.



8. [Optional] Under Slate, enter the Start Time and End Time.



- Under Segments, enter the Start Time and End Time for each segment. The Duration is automatically updated as you
  enter the segment times. DO NOT REMOVE SEGMENT 1. You must have at least one segment or you will not be able to
  proceed with the upload.
  - To add a new segment, click ①.
  - To remove a segment, click ...



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



11. Under Credits, enter the Start Time and End Time if required. To Allow Voice Over Credits, select the check box.



12. [Optional] Enter any remarks/comments regarding the file in the Notes box, up to 4,000 characters.

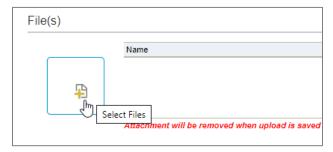


13. When finished, click Upload

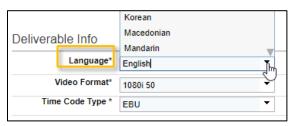
# To Upload Snap In Content or Textless Snap In Content:

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

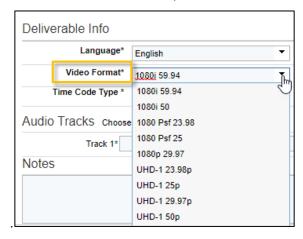
The valid file extensions for these deliverable types are .mov or .mxf. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



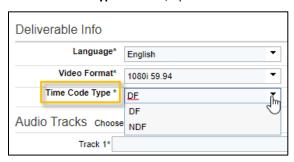
2. Under **Deliverable Info**, choose the **Language**.



3. Choose the Video Format. If you select one of the UHD formats, indicate whether it's HDR or SDR.



4. The **Time Code Type** defaults, update if needed. The options available in the list are based on the video format.



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.



6. [Optional] Enter any remarks/comments regarding the file in the **Notes** box, up to 4,000 characters.



7. When finished, click Upload

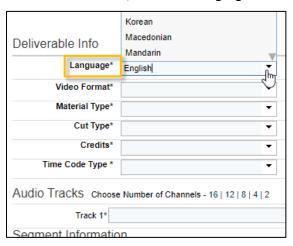
# To Upload Textless Material or NL Textless Material:

- 1. Under the **File(s)** section, click to choose the file to upload. You can only select and attach one file.
  - The valid file extensions for Textless Material deliverables are .mov and .mxf.
  - The valid file extensions for NL Textless Material deliverables are .mp4, .mov and .mxf.

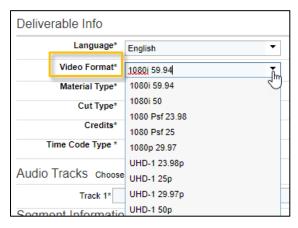
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



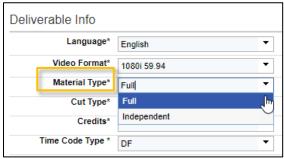
2. Under Deliverable Info, choose the Language.



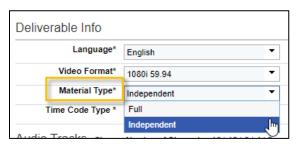
3. Choose the Video Format. If you select an UHD format, select whether it's HDR or SDR.



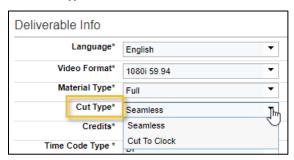
- 4. In the Material Type field, select whether the material is "Full" or "Independent".
  - If you select "Full", continue to step 5 to enter the Cut Type.



• If you select "Independent", skip to step 7 to enter the Time Code Type (Cut Type and Credits are not required).



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



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

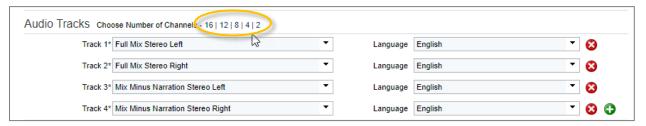


7. The **Time Code Type** defaults based on the video format, but you can update if needed.



8. 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.



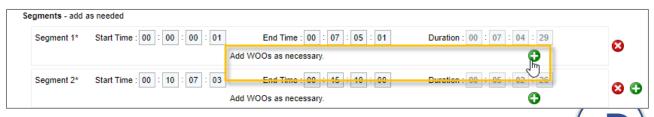
9. [Optional] Under Slate, enter the Start Time and End Time.



- 10. Under **Segments**, enter the **Start Time** and **End Time** for each segment. The **Duration** is automatically updated as you enter the segment times. . **DO NOT REMOVE SEGMENT 1**. You must have at least one segment or you will not be able to proceed with the upload.
  - To add a new segment, click ①.
  - To remove a segment, click .



11. To add WOOs to a segment, click to the right of **Add WOOs**.



12. Under Credits, enter the Start Time and End Time if required. To Allow Voice Over Credits, select the check box.

Credits *	Allow Voice Over Credits		
	Start Time : HH : MIN : SS : FF	End Time : HH : MN : SS : FF	

13. [Optional] Enter any remarks/comments regarding the file in the **Notes** box, up to 4,000 characters.

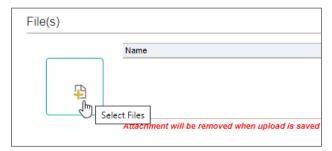
Notes	
Notes go here!	
	<b>G</b>
You have 3986 characters remaining.	

14. When finished, click Upload

# To Upload Additional Promo Material, NL Promo Material, or NL Talent Shout Outs:

- 1. Under the **File(s)** section, click to choose the file to upload. You can select and attach one file only.
  - The valid file extensions for Additional Promo Material deliverables are .mov and .mxf.
  - The valid file extensions for the non-linear (NL) deliverables are .mp4, .mov and .mxf.

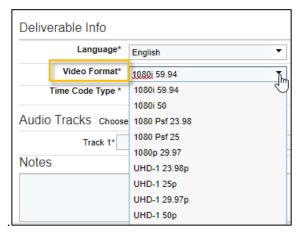
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



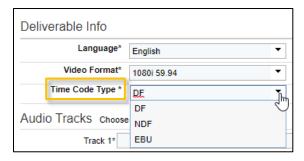
2. Under Deliverable Info, choose the Language.



3. Choose the Video Format. If you select one of the UHD formats, indicate whether it's HDR or SDR.



4. The Time Code Type defaults, update as needed. The options available in the list are based on the video format.



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.



6. [Optional] Enter any remarks/comments regarding the file in the Notes box, up to 4,000 characters.

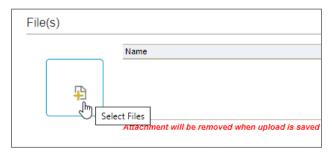


7. When finished, click Upload

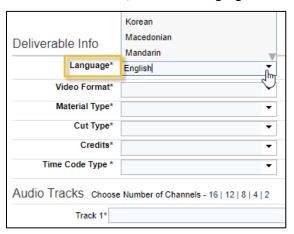
# To Upload In Program Features, Sponsorship Messages, Teases/Trailers, or NL Teases:

- 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 for In Program Features, Sponsorship Messages, and Teases/Trailers are .mov and .mxf.
  - The valid file extensions for NL Teases are .mp4, .mov and .mxf.

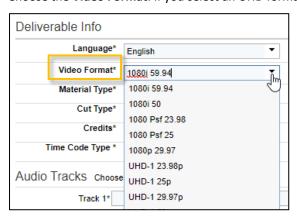
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



2. Under Deliverable Info, choose the Language.

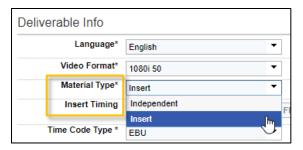


3. Choose the Video Format. If you select an UHD format, select whether it's HDR or SDR.

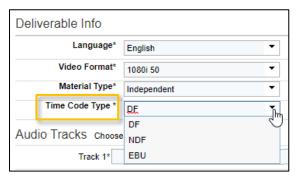


4. In the Material Type field, select whether the material is "Independent" or "Insert".

Once you select the material type, the screen updates. If you select Insert, you are prompted to enter the Insert Timing also. (Insert Timing is not required when you select Independent.)

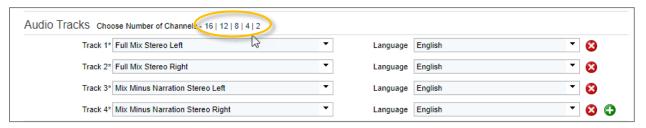


5. The **Time Code Type** defaults based on the video format, but you can update if needed.



6. 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.



7. [Optional] Enter any remarks/comments in the **Notes** box, up to 4,000 characters.

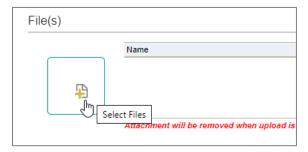


8. When finished, click Upload

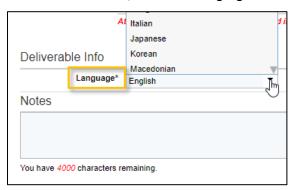
# To Upload Production Stills & Log (Scripps):

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 for these deliverables are .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. [Optional] Enter any remarks/comments in the **Notes** box, up to 4,000 characters.

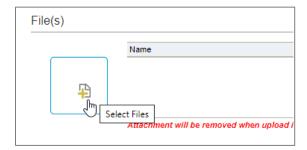


4. When finished, click Upload

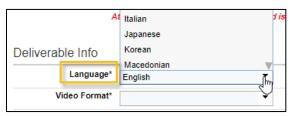
# **To Upload Program Graphic Masters:**

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

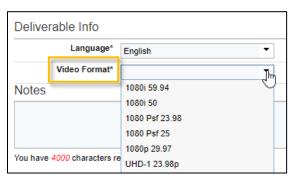
The valid file extension is **.zip**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



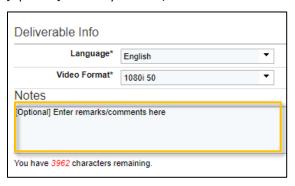
2. Under **Deliverable Info**, choose the **Language**.



3. Choose the Video Format.



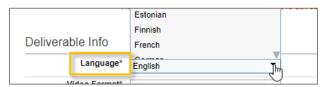
4. [Optional] Enter any remarks/comments in the **Notes** box, up to 4,000 characters.



5. When finished, click Upload

## To Upload Caption/Subtitle Files:

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



2. Under Captions/Subtitles, click 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 👽



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.

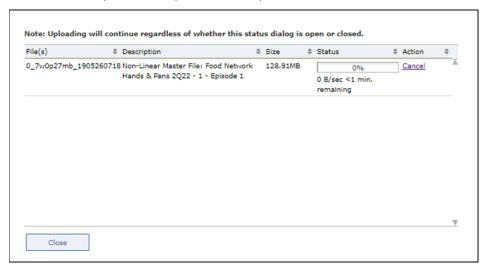


6. When finished, click Upload . You can close the status window or upload additional deliverables.

# Monitoring Your Upload

After you initiate an upload, the following status window opens. This window shows the progress of your upload. You can close this window and the upload will continue in the background. If you upload additional files, the files will queue in the order of upload.

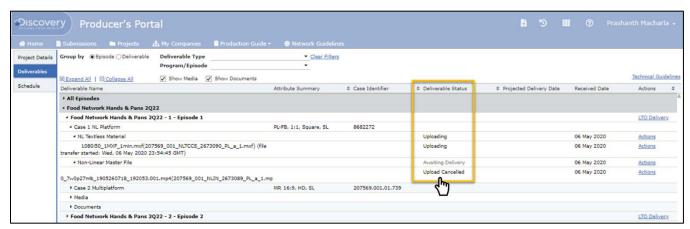
The amount of time it takes for an upload to complete is based upon the size of the file and the number of files in queue.



If you close the upload status window before the upload is complete, you can check the progress by clicking the **Upload Status** button in the top, right-corner of the Producer's Portal.



You can view the status of a media or non-media deliverable at any time on the **Deliverables** tab under the **Deliverable Status**.



# Replacing Media

## (The Media Replace Action)

When you need to replace the media that was previously delivered, for example if the media fails or you're delivering an updated file, you will use the Media Replace action to redeliver the media.

- Open the project and go to the **Deliverables** tab.
- 2. Locate the file in the list that you want to replace by expanding the relevant Program, Episode, and Case (or Media) folder. Once you locate the file, select **Actions > Media Replace**.
- 3. If prompted, open the **Signiant App**.

**NOTE:** You won't receive this prompt if you previously selected to always open links of this type in the associated app.

- 4. When the Replace Media Deliverable Window opens, click the **Select File** Putton and choose the file to upload.
- 5. The metadata is pre-populated with the values from the previous upload update as needed for the new file. When replacing media, you are required to choose a Replacement Category and enter comments in the Notes box. For content changes, be sure to include the time code(s) in your comments.

NOTE: If you've left any of the mandatory fields blank or if there is invalid metadata entered, an error message will be displayed. You must correct all errors before you can upload. The mandatory information is based on the deliverable type. Refer to the Media Deliverables Metadata Cheat Sheet for more details.

When finished, click

# Restarting an Upload

## (The Media Retry Action)

If the upload is cancelled or otherwise interrupted mid-upload, you can use the Media Retry action to restart the upload.

- Open the project and go to the **Deliverables** tab.
- 2. Locate the file in the list that you want to re-upload by expanding the relevant Program, Episode, and Case (or Media) folder. Once you locate the file, select Actions > Media Retry.
- 3. If prompted, open the Signiant App.

**NOTE:** You won't receive this prompt if you previously selected to always open links of this type in the associated app.

- 4. When the Retry Media Deliverable window opens, click the **Select File** button and choose the file to upload.
- The metadata is pre-populated with the values from the previous upload update as needed.

NOTE: If you've left any of the mandatory fields blank or if there is invalid metadata entered, an error message will be displayed. You must correct all errors before you can upload. The mandatory information is based on the deliverable type. Refer to the Media Deliverables Metadata Cheat Sheet for more details.

When finished, click

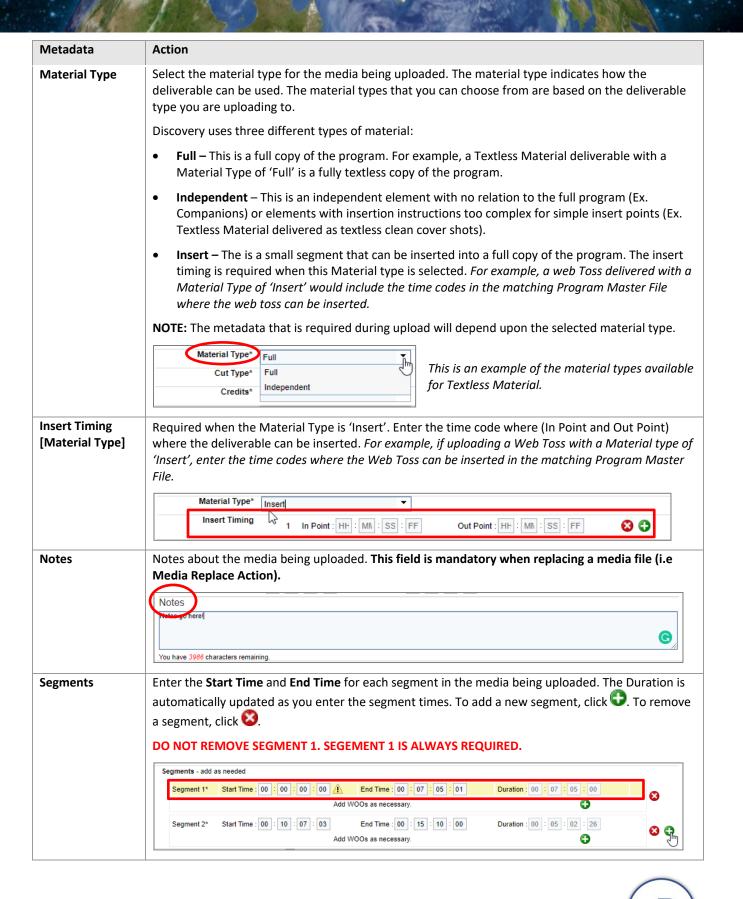
# Media Deliverable Metadata Cheat Sheet

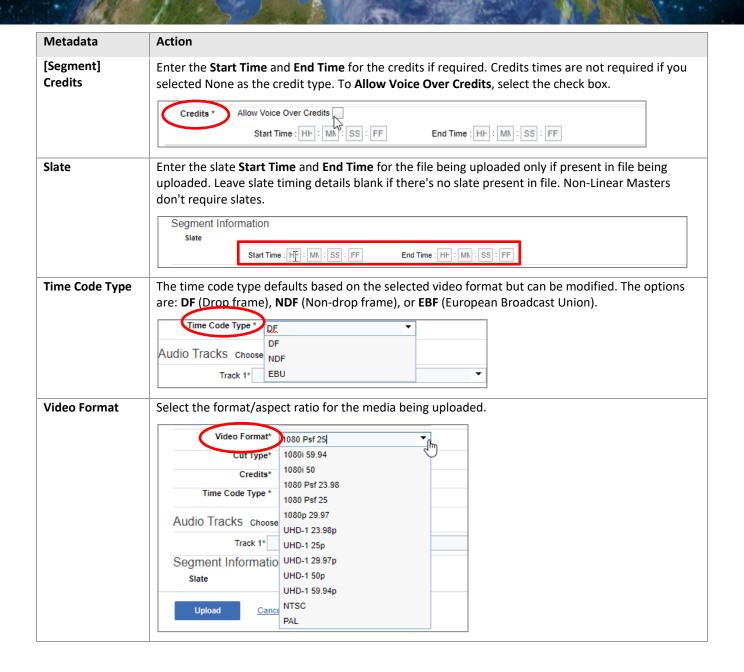
The metadata that is required at upload is based on the deliverable type. The Media Deliverable Metadata Cheat Sheet describes some of the common metadata that is required when uploading.

For a list of metadata by Deliverable type, refer to the <u>Metadata by Deliverables Type Cheat Sheet</u> for more information on any of the metadata in the table below.

For more information regarding any of the deliverable metadata mentioned in this section, please refer to the Global Tech specs in the Production Guide in Producer's Portal.

Metadata	Action			
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.			
	To apply one of the Discovery standard tracks, choose from <b>16</b> , <b>12</b> , <b>8</b> , <b>4</b> or <b>2</b> 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 <sup>a</sup> Full Mix Stereo Left   ▼	Language English	▼ &	
	Track 2 <sup>a</sup> Full Mix Stereo Right ▼	Language English	▼ 8	
	Track 3 <sup>a</sup> Mix Minus Narration Stereo Left ▼	Language English	▼ 😵	
	Track 4 <sup>±</sup> Mix Minus Narration Stereo Right ▼	Language English	▼ 🔞 🗘	
	None, if no credits. In general, select "None" When up  Credits* Stached  Time Code Type * Attached			
Cut Type	Credits* Atached Time Code Type * Attached Embedded None  Select whether the media being uploaded is Seamless	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
Cut Type	Credits* Atached Time Code Type * Attached Embedded None  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
Cut Type	Credits* Atached Time Code Type * Attached Embedded Audio Tracks Choose None  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
Cut Type	Credits* Atached Time Code Type * Attached Embedded None  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).  Cut Type* Cut To Clock Credits* Seamless Cut Type Seamless Cut Type Seamless	s (Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
Cut Type	Credits* Atached Time Code Type * Attached Embedded Audio Tracks Choose None  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
Cut Type  Language	Credits* Atached Time Code Type * Attached Embedded Audio Tracks Choose  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).  Cut Type* Cut To Clock Credits* Seamless Cut To Clock Credits* Cut To Clock	s (Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
	Credits* Atached Time Code Type * Attached Embedded Audio Tracks choose  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).  Cut Type* Cut To Clock Credits* Time Code Type * Cut To Clock  Seamless Cut To Clock Estonian	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
	Credits* Attached  Time Code Type * Attached Embedded Audio Tracks choose  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).  Cut Type* Cut To Clock Credits* Time Code Type * Cut To Clock  Seamless Cut To Clock  Select the language of the media being uploaded.  Estonian Finnish	(Non-segmented/	no Ad Breaks) or <b>Cut to</b>	
	Credits* Atached Time Code Type * Attached Embedded Audio Tracks choose  Select whether the media being uploaded is Seamless Clock (Segmented/with Ad Breaks).  Cut Type* Cut To Clock Credits* Time Code Type * Cut To Clock  Seamless Cut To Clock Estonian	s (Non-segmented/	no Ad Breaks) or <b>Cut to</b>	





# Metadata by Deliverable Type Cheat Sheet

The metadata that is required at upload is based on the deliverable type. The Metadata by Deliver Type Cheat Sheet lists the metadata and valid file extension by Deliverable Type.

For more information on any of the metadata listed, refer to the Media Deliverables Metadata Cheat Sheet.

Deliverable	Metadata	Valid file extensions
Program Master File	<ul> <li>Language</li> <li>Video Format</li> <li>Cut Type</li> <li>Credits</li> <li>Time Code Types</li> <li>Audio Tracks</li> <li>Segment Information</li> </ul>	.MOV .MFX
NL Program Master File	<ul> <li>Language</li> <li>Credits</li> <li>Time Code Types</li> <li>Audio Tracks</li> <li>Segment Information</li> </ul>	.MP4 .MOV .MFX *See Table 5.3.3 on Pg26 of Global Tech Specs V6 for additional file specification requirements. *See Table 5.3.1 on Pg24 for HD masters or Table 5.3.2 for UHD masters in Global Tech Specs V6 for additional file specification requirements.
Snap In Content	<ul><li>Language</li><li>Video Format</li><li>Time Code Types</li><li>Audio Tracks</li></ul>	.MOV .MFX
Textless Snap In Content	<ul><li>Language</li><li>Video Format</li><li>Time Code Types</li><li>Audio Tracks</li></ul>	.MOV .MFX
Textless Material	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Cut Type</li> <li>Credits</li> <li>Time Code Types</li> <li>Audio Tracks</li> <li>Segment Information</li> </ul>	.MOV .MFX

Deliverable	Metadata	Valid file extensions
NL Textless Material	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Cut Type</li> <li>Credits</li> <li>Time Code Types</li> <li>Audio Tracks</li> <li>Segment Information</li> </ul>	.MP4 .MOV .MFX
Additional Promo Material	<ul><li>Language</li><li>Video Format</li><li>Time Code Types</li><li>Audio Tracks</li></ul>	.MOV .MFX
NL Promo Material	<ul><li>Language</li><li>Video Format</li><li>Time Code Types</li><li>Audio Tracks</li></ul>	.MP4 .MOV .MFX
NL Talent Shout Outs	<ul><li>Language</li><li>Video Format</li><li>Time Code Types</li><li>Audio Tracks</li></ul>	.MP4 .MOV .MFX
In Program Features	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Insert Type</li> <li>Time Code Types</li> <li>Audio Tracks</li> </ul>	.MOV .MFX
Sponsorship Messages	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Insert Type</li> <li>Time Code Types</li> <li>Audio Tracks</li> </ul>	.MOV .MFX
Teases/Trailers	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Insert Type</li> <li>Time Code Types</li> <li>Audio Tracks</li> </ul>	.MOV .MFX
NL Teases	<ul> <li>Language</li> <li>Video Format</li> <li>Material Type</li> <li>Insert Type</li> <li>Time Code Types</li> <li>Audio Tracks</li> </ul>	.MP4 .MOV .MFX
Production Stills & Logs (Scripps)	• Language	.ZIP

Deliverable	Metadata	Valid file extensions
Program Graphic Maters	<ul><li>Language</li><li>Video Format</li></ul>	ZIP
Captions & Subtitles	Language	.SCC
		.XML
		.SRT,
		.CAP
		.STL
		.TTML
		.PAC.