

Media Upload in Deal

Deal is used to manage the content lifecycle for our programming from idea submission and greenlight through delivery of programs and related assets. The Deal application tracks the contract workflow, program review, program/episode information, deliverables, and delivery dates. It is integrated with the Deliver (Producer's Portal), Describe (Monarch), Discover (MediaSearch), and Deliver (NLCD).

Program masters and related media for internal productions are delivered (uploaded) in Deal. This document provides step-by-step instructions for how to upload media deliverables in Deal for internal productions.

Table of Contents

Submitting a Deal Access Request	1
Accessing the Deal Application	1
Searching for Deals	2
How to Navigate within a Deal	3
Viewing the Cases/Deliverables A Deal	4
Uploading Media to a Deal (Deliver to Case).....	5
Before You Upload Checklist.....	5
Replacing a Media Deliverable	25
Media Retry – Restarting an Upload	26
Media Deliverable Metadata Cheat Sheet	28
Metadata by Deliverable Type Cheat Sheet	31
Troubleshooting & FAQs	34

Submitting a Deal Access Request

All Discovery employees are automatically granted basic access to Deal, this access includes the ability to upload media and documents to internal projects (i.e. internal productions and internal repackages).

If you require additional access or if you are missing access, submit the [Deal Access Request](#) via [AskDiscovery](#). Please contact [Stephen DiMartino](#) with any questions.

Accessing the Deal Application

The Deal application runs in your web browser. Chrome is the official supported web browser for Deal. You must be connected to the Discovery network in the office or via Global Connect. Deal uses single sign-on and is available via the My Tools section of the One Discovery Portal.

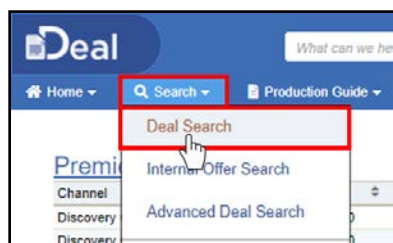
To open the Deal application:

- Go to deal.discovery.com
- On the **One Discovery Portal**, in the **My Tools** section, select [Deal \(HIVE\)](#)



Searching for Deals

1. On the menu bar, select **Search > Deals**.



2. On the Deal Search screen, enter full or partial name of the show in the **Deal Title** or **Program Title** field. Select the **Originating Network** and under **Deal Types**, select the **Internal Production** and/or **Internal Repackage** check box as applicable. Click **Search**.

3. When the search results are displayed, click the link in the grid under **Deal ID** or **Deal Title** to open the deal.

TIP: You can sort and filter the list by any column. If you sort the list by Deal ID in descending order, the most recently added deal/season will be listed at the top.

Deal ID	Deal Title	Vendor	Deal Type	Originating Network	Deal Status
316726	NL Roadkill Extra (Season 43)	MotorTrend - US	INTERNAL PRODUCTION	MotorTrend - US	Submitted
316725	NL Roadkill Extra (Season 42)	MotorTrend - US	INTERNAL PRODUCTION	MotorTrend - US	Submitted
316723	NL Roadkill Extra (Season 41)	MotorTrend - US	INTERNAL PRODUCTION	MotorTrend - US	Submitted
316722	NL Roadkill Extra (Season 40)	MotorTrend - US	INTERNAL PRODUCTION	MotorTrend - US	Submitted

4. The Deal Details screen for the selected deal is displayed.

NL Roadkill Extra (Season 43)		Deal ID	Deal Type	Deal Status	Originating Network
		316726	INTERNAL PRODUCTION	Submitted	MotorTrend - US
Deal Details	Deal Details				
Programs	Production Business Unit MotorTrend - US				
Sharing	Buy In Status				
Contacts	Buy-In Date				
Communications	Internal Offer Due Date				
			Total Programming Hours	3.33	

How to Navigate within a Deal

When you open a deal, a toolbar containing tabs is displayed on the left-side of the screen. The tabs displayed in a deal are based on deal type and your security access in the Deal application. Click a tab in the toolbar to display the details within.

The following list describes the tabs you may see when viewing internal production or internal repackaging deal.

Deal Details

- Contains an overview of the deal, and in the case of commission and co-productions, a link to the submission which is created before the deal.
- For external deals, you can click the company's name to view other deals with the vendor.

Programs

- Contains an overview of the programs (i.e. number of episodes) and a link to the inventory added.
- You can click the Program Title to view an overview of the episodes for the deal. Here, it is possible to edit the program, e.g. add extra episodes or remove existing episodes.
- You can click the Season Title to navigate to out of the deal and to inventory view.

Rights

- Contains the rights summary for the deal based on the final rights entered in RightsLogic.
- Not displayed in a internal production deal.

Sharing

- Contains an overview of all the buy-in and borrow offers for the deal.
- You can click view the Offer Description to view the offer details.

Contacts

- Contains an a list of internal team members and external contacts for the deal.

Communications

- Contains an audit trail of all the changes and updates made to the deal.
- You can click the Subject title to view more details.

Documents

- Contains an overview of the programming agreements and other documents uploaded to the deal.
- You can view the documents online or download.
- The documents you can open are based on your security in Deal.

Deliverables

- Contains an overview of the deliverables that the production company/vendor is required to deliver.
- Used internally to upload media for internal production and internal repackages.
- You can expand the deliverables list to view the status of the individual deliverables required.

Schedule

- Contains an overview of the production schedule, when applicable.
- Not displayed in an internal repackaging deal.

Deal Details
Programs
Sharing
Contacts
Communications
Documents
Deliverables
Schedule

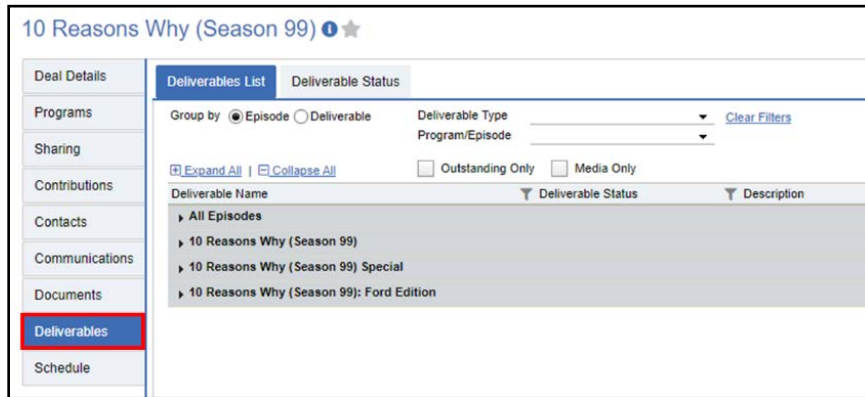
Toolbar for Internal
Production Deal

Deal Details
Programs
Rights
Sharing
Contacts
Communications
Documents
Deliverables

Toolbar for Internal
Repackage Deal

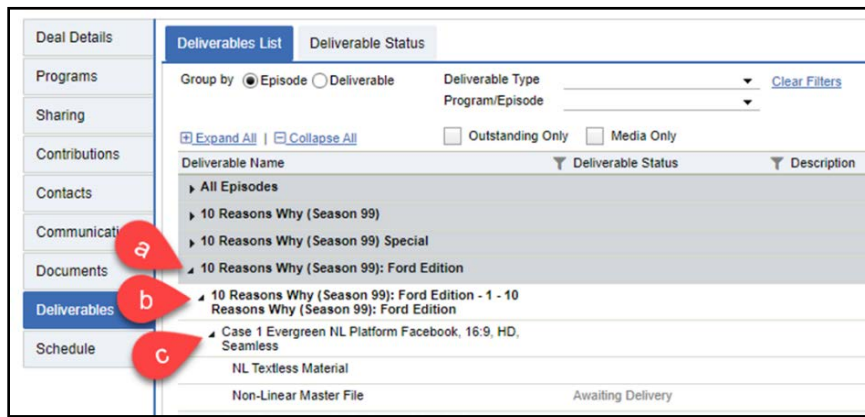
Viewing the Cases/Deliverables A Deal

The deliverables list displays the document and media deliverables for a deal. To display the deliverables list for the deal, go to the **Deliverables** tab.



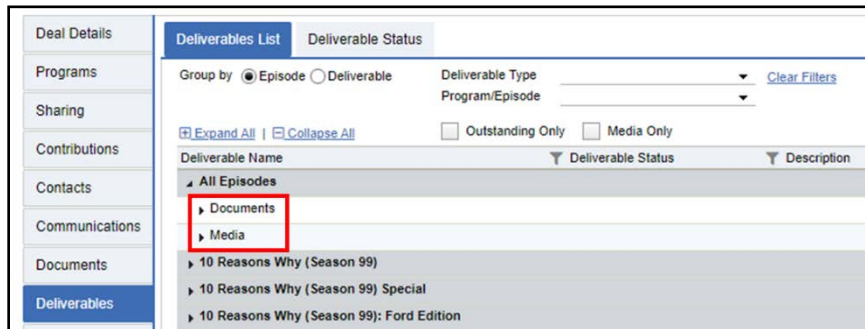
To view the deliverables for a specific episode

Click ► next to the Program you want to expand (a). Next expand the Episode (b), and then expand the **Document, Media** or **Case** folder (c) that you want to view. A list of the deliverables for that episode are displayed.



To view deliverables that apply to all programs and episodes in the deal

Expand **All Episodes** in the list, and then expand **Documents** or **Media**.



Uploading Media to a Deal (Deliver to Case)

Before You Upload Checklist

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

- ☐ The **minimum internet speed** 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 **Flash is up to date**.
- ☐ Install **Signiant App**. The Signiant App automatically launches when you upload media deliverables. Go to <https://help.signiant.com/media-shuttle/signiant-app/download-signiant-app> and install the latest version for windows or mac, as applicable. Without the latest Signiant plugin, you will not be able to upload media.

NOTE: 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.

To upload media:


1. [Display the deal](#) and go to the **Deliverables** tab. Navigate to the **Case** or **Media** folder that you want to upload the media to. Locate the deliverable type, and then select **Actions > Media Upload**.
 - To upload media to a Case, expand the applicable Case folder under the Episode.
 - To upload media to an episode 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**.

The screenshot shows the 'Roadkill Extra (Season 44)' deal interface. The 'Deliverables List' tab is active. The 'Media' folder under 'Roadkill Extra (Season 44) - 1 - Episode 1' is expanded. The 'Non-Linear Master File' and 'Textless Material' are listed with a status of 'Awaiting Delivery'. The 'Actions' menu is open, and 'Media Upload' is highlighted.


2. When prompted, select **Open Signiant App**.

The dialog box asks 'Open Signiant App?'. It has two buttons: 'Open Signiant App' and 'Cancel'.

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

3. The Upload Media Deliverable screen for the selected deliverable opens. Click the **Select File**  button to select the file to upload. No special file name is required, the name will be system-assigned at time of upload.

NOTE: If the wrong file is attached, click **Remove**, and then select a new file.


4. After attaching the file, proceed to enter the required metadata. When finished, click **Upload** .

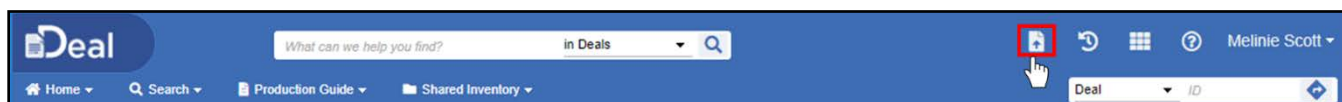
The required fields are indicated by an asterisk. The actual upload screen and the required fields are based on the deliverable type you selected (in step 1). For more information on how to upload a specific type of deliverable, select the deliverable from below:

- [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](#)
- [Caption/Subtitle Files](#)

For more information about any of the required metadata, refer to the [Upload Media Deliverables Metadata Cheat Sheet](#) or [Deliverable Type Upload Cheat Sheet](#).


5. Once you initiate an upload, the following dialog box appears that shows the progress of the upload. You can close this dialog and continue to work or upload additional files in Deal. 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.

6. If you close the 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 Deal application window.

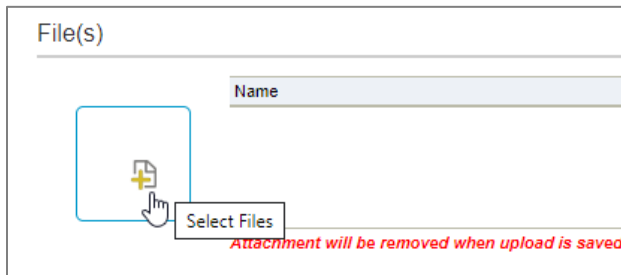


NOTE: Social transcodes will be available in Distribute for 7 days once generated after source file is successfully ingested and scheduled.

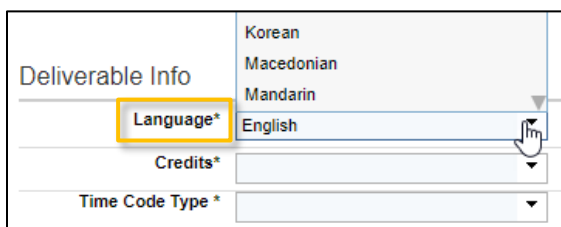
To upload a Non-Linear Program Master File:

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

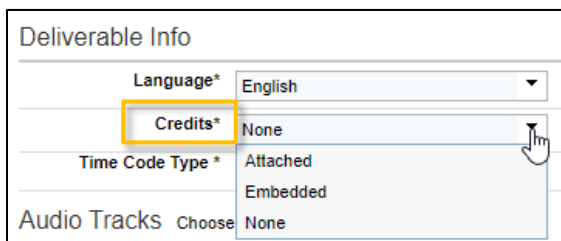
The valid file extensions are **.mp4**., **.mov** and **.mfx**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



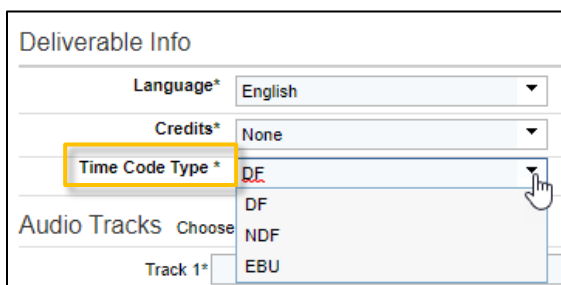
2. Under **Deliverable Info**, select the **Language**.



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.


If the video has multiple segments, click to add additional segments as needed. To remove a segment, click .

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

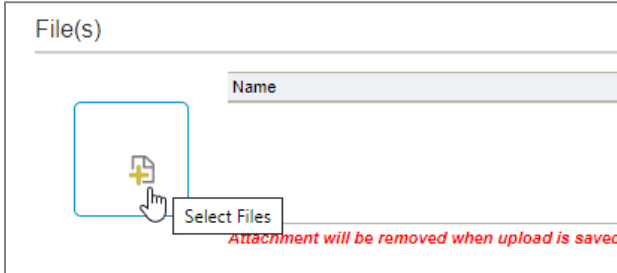
8. When finished, click . You can close the status window or upload additional deliverables.

NOTE: **ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW.** The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

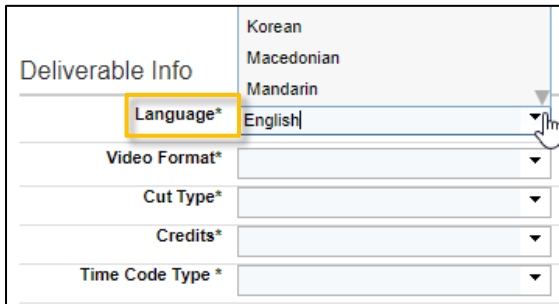
To Upload Program Master Files:

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

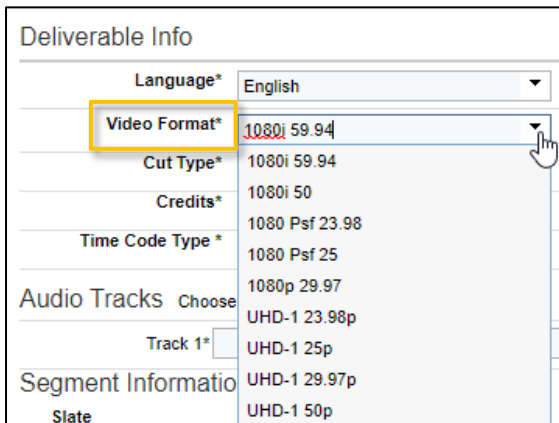
The valid file extensions are **.mov** or **.mxr**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



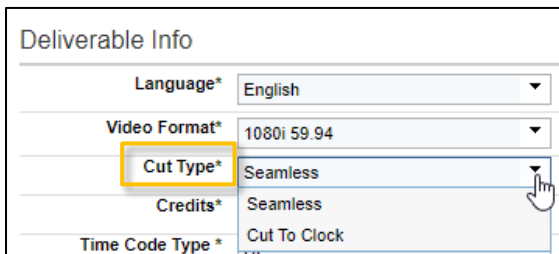
2. Under **Deliverable Info**, choose the **Language**.



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



4. In the **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.”

Deliverable Info

Language* English

Video Format* UHD-1 29.97p

Cut Type* Seamless

Credits* Attached

Time Code Type * Attached

Audio Tracks Choose None

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

Deliverable Info

Language* English

Video Format* UHD-1 29.97p

Cut Type* Seamless

Credits* Attached

Time Code Type * DF

Audio Tracks Choose NDF

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.

Audio Tracks Choose Number of Channel: 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	✕ +

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

Segment Information

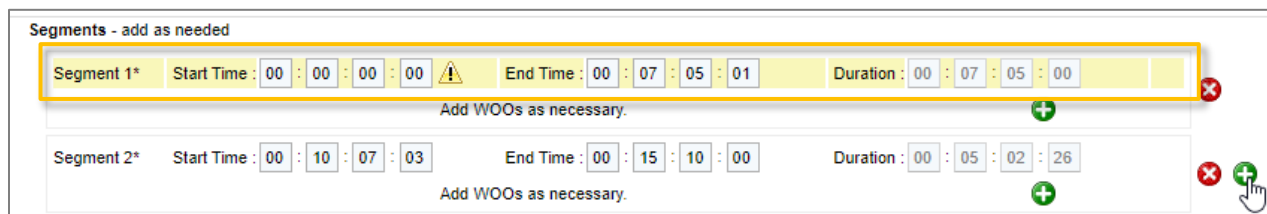
Slate

Start Time: HH : MM : SS : FF End Time: HH : MM : SS : FF

9. 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.

If the video has multiple segments, click  to add additional segments as needed. To remove a segment, click .




Segments - add as needed

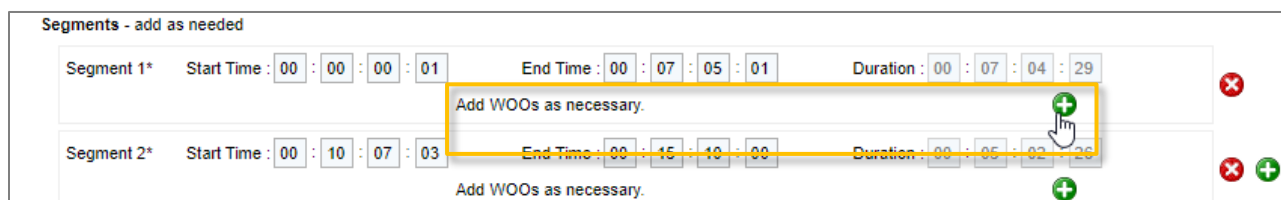
Segment 1* Start Time : 00 : 00 : 00 : 00 End Time : 00 : 07 : 05 : 01 Duration : 00 : 07 : 05 : 00

Add WOOs as necessary.

Segment 2* Start Time : 00 : 10 : 07 : 03 End Time : 00 : 15 : 10 : 00 Duration : 00 : 05 : 02 : 26

Add WOOs as necessary.

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



Segments - add as needed

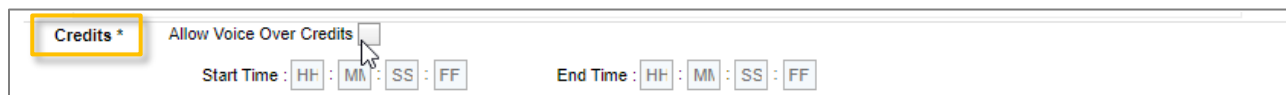
Segment 1* Start Time : 00 : 00 : 00 : 01 End Time : 00 : 07 : 05 : 01 Duration : 00 : 07 : 04 : 29

Add WOOs as necessary.

Segment 2* Start Time : 00 : 10 : 07 : 03 End Time : 00 : 15 : 10 : 00 Duration : 00 : 05 : 02 : 26

Add WOOs as necessary.

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

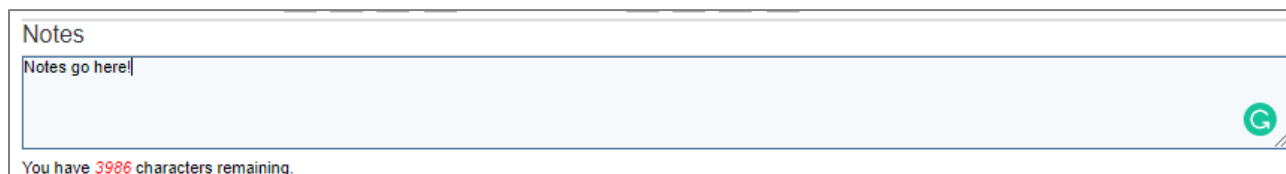


Credits *

Allow Voice Over Credits ☒

Start Time : HH : MM : SS : FF End Time : HH : MM : SS : FF


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



Notes


Notes go here!

You have 3986 characters remaining.

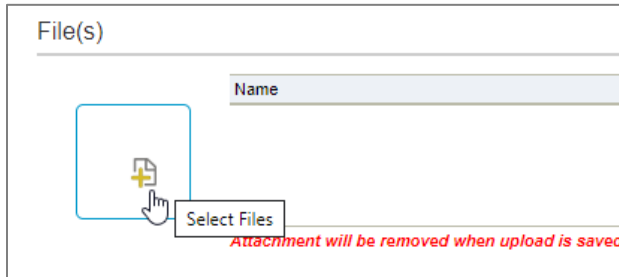
13. When finished, click .

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

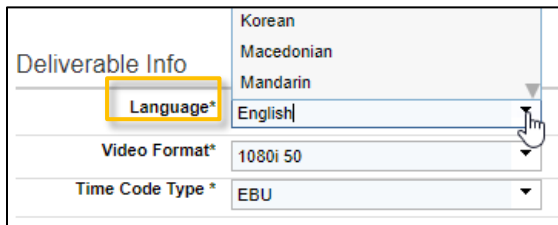
To Upload Snap In Content or Textless Snap In Content:

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

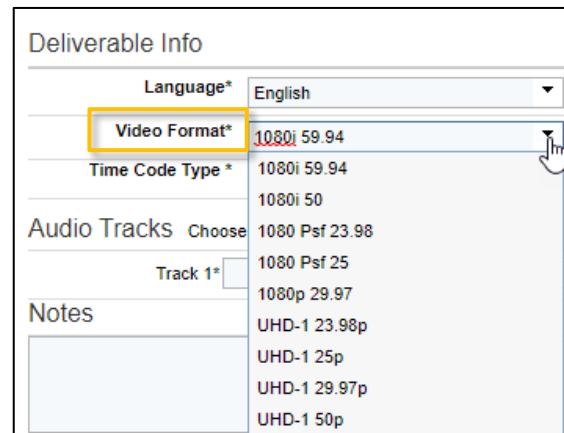
The valid file extensions for these deliverable types are **.mov** or **.mxr**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



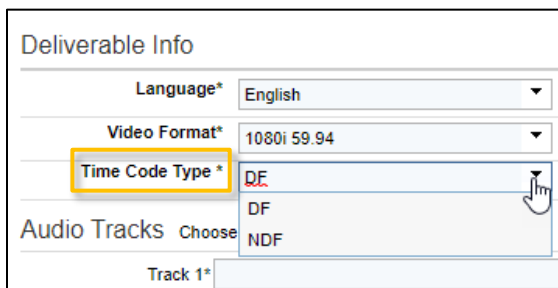
2. Under **Deliverable Info**, choose the **Language**.



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.

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

Notes


Notes go here!

You have 3986 characters remaining.

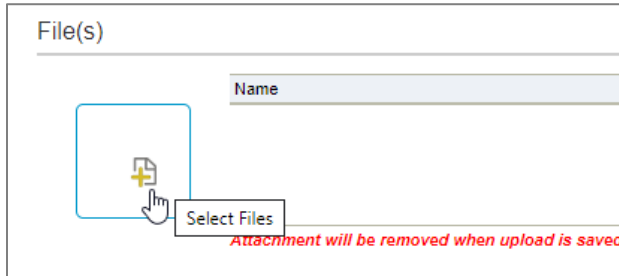
7. When finished, click **Upload**.

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

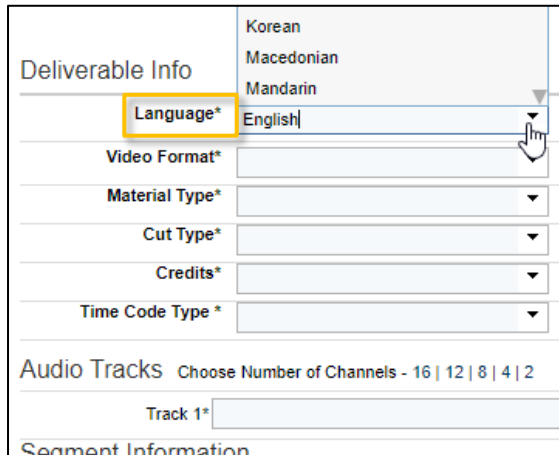
To Upload Textless Material or NL Textless Material:

- 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 **.mxr**.
 - The valid file extensions for NL Textless Material deliverables are **.mp4**, **.mov** and **.mxr**.

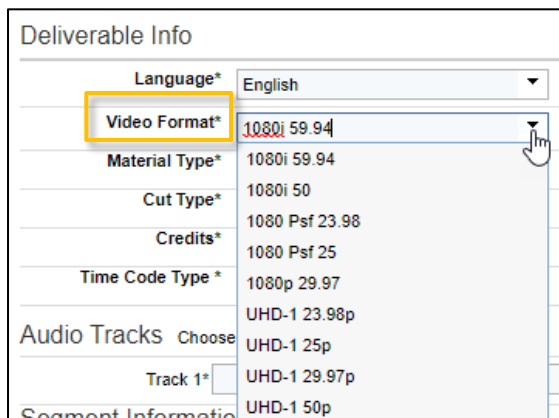
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



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



- 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.

The screenshot shows the 'Deliverable Info' form with the following fields and values:

Deliverable Info	
Language*	English
Video Format*	1080i 59.94
Material Type*	Full
Cut Type*	Full
Credits*	Independent
Time Code Type *	DF

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

The screenshot shows the 'Deliverable Info' form with the following fields and values:

Deliverable Info	
Language*	English
Video Format*	1080i 59.94
Material Type*	Independent
Time Code Type *	Full

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

The screenshot shows the 'Deliverable Info' form with the following fields and values:

Deliverable Info	
Language*	English
Video Format*	1080i 59.94
Material Type*	Full
Cut Type*	Seamless
Credits*	Seamless
Time Code Type *	Cut To Clock

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

The screenshot shows the 'Deliverable Info' form with the following fields and values:

Deliverable Info	
Language*	English
Video Format*	1080i 59.94
Material Type*	Full
Cut Type*	Seamless
Credits*	Attached
Time Code Type *	Attached
Audio Tracks	Choose None

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

Deliverable Info

Language*	English
Video Format*	1080i 59.94
Material Type*	Full
Cut Type*	Seamless
Credits*	Attached
Time Code Type *	DF
Audio Tracks	Choose DF NDF

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.

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	✖ +

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

Segment Information

Slate

Start Time: HH : MM : SS : FF End Time: HH : MM : SS : FF

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. If the video has multiple segments, click **+** to add additional segments as needed. To remove a segment, click **✖**.

Segments - add as needed

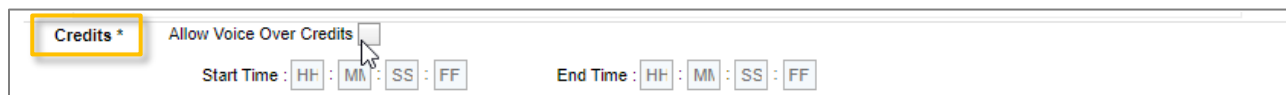
Segment 1*	Start Time: 00 : 00 : 00 : 00	End Time: 00 : 07 : 05 : 01	Duration: 00 : 07 : 05 : 00	✖
Add WOOs as necessary. +				
Segment 2*	Start Time: 00 : 10 : 07 : 03	End Time: 00 : 15 : 10 : 00	Duration: 00 : 05 : 02 : 26	✖ +
Add WOOs as necessary. +				

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

Segments - add as needed


Segment 1*	Start Time: 00 : 00 : 00 : 01	End Time: 00 : 07 : 05 : 01	Duration: 00 : 07 : 04 : 29	✖
Add WOOs as necessary. +				
Segment 2*	Start Time: 00 : 10 : 07 : 03	End Time: 00 : 15 : 10 : 00	Duration: 00 : 05 : 02 : 26	✖ +
Add WOOs as necessary. +				

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




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



14. When finished, click .

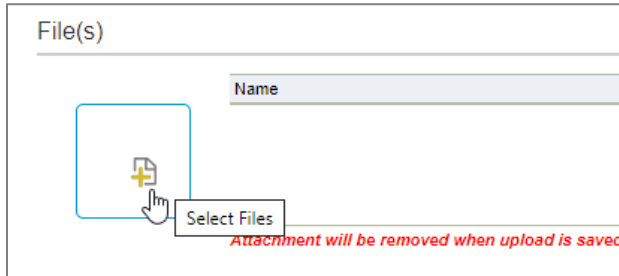
ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

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

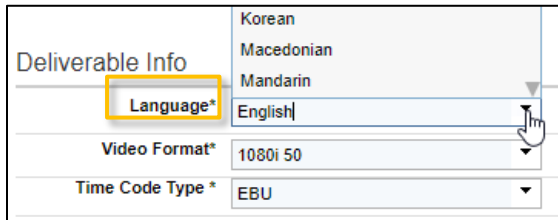
- Under the **File(s)** section, click  to choose the file to upload. You can select and attach one file only.

- The valid file extensions for Additional Promo Material deliverables are **.mov** and **.mxr**.
- The valid file extensions for the non-linear (NL) deliverables are **.mp4**, **.mov** and **.mxr**.

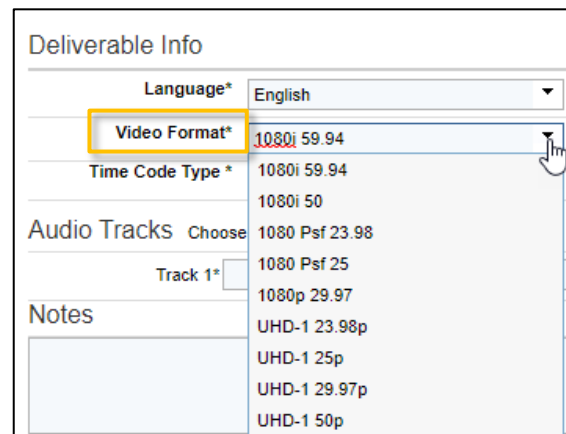
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



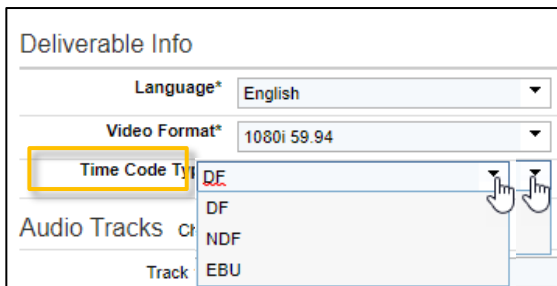
- Under **Deliverable Info**, choose the **Language**.



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



- 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.

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

Notes


Notes go here!

You have 3986 characters remaining.

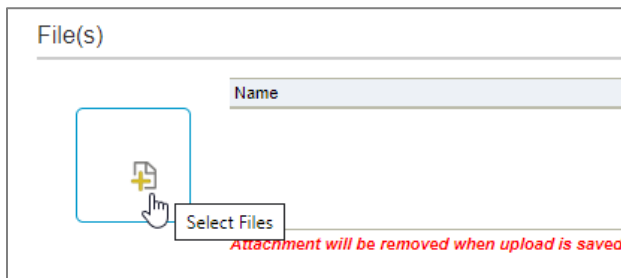
7. When finished, click **Upload**.

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

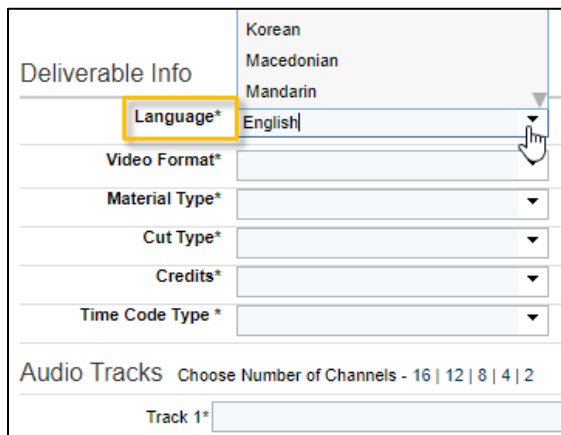
To Upload In Program Features, Sponsorship Messages, Teases/Trailers, or NL Teases:

- 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 **.mxr**.
 - The valid file extensions for NL Teases are **.mp4**, **.mov** and **.mxr**.

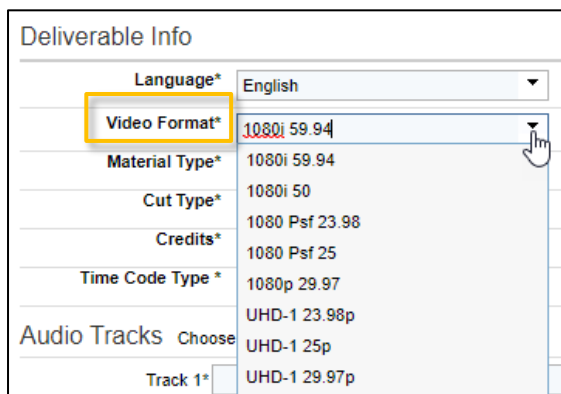
If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



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

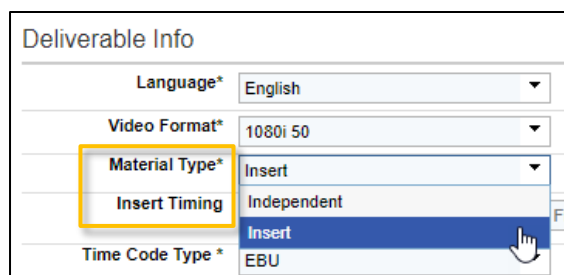


- Choose the **Video Format**. If you select an UHD format, select whether it's HDR or SDR.



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

Once you select the material type, the screen updates. The remaining metadata that is required for the file is based on the material type you select. If you select Insert, you are prompted to enter the Insert Timing also. (Insert Timing is not required when you select Independent.)



Deliverable Info

Language* English

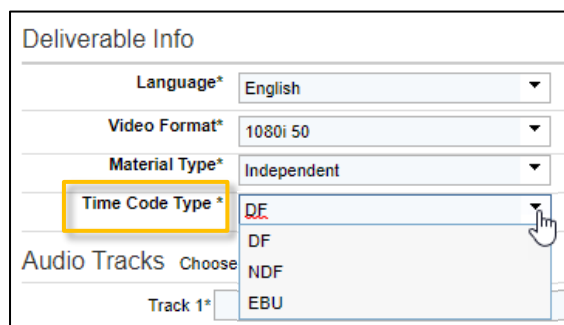
Video Format* 1080i 50

Material Type* Insert

Insert Timing Independent

Time Code Type * EBU

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



Deliverable Info

Language* English

Video Format* 1080i 50

Material Type* Independent

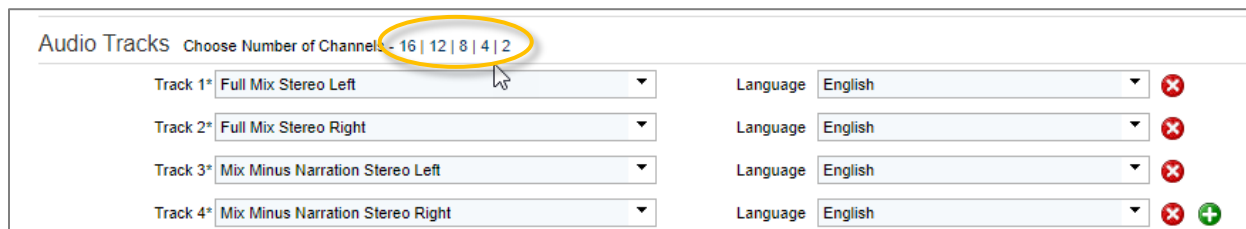
Time Code Type * DF

Audio Tracks Choose

Track 1* EBU

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.



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	✖ +

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



Notes


Notes go here!

You have 3986 characters remaining.

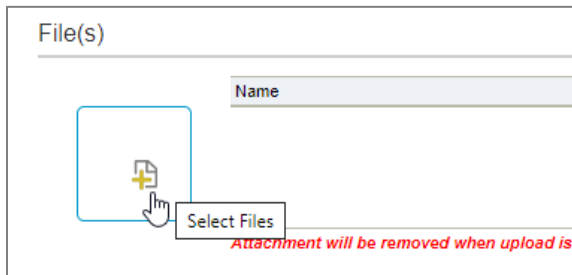
8. When finished, click **Upload**.

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

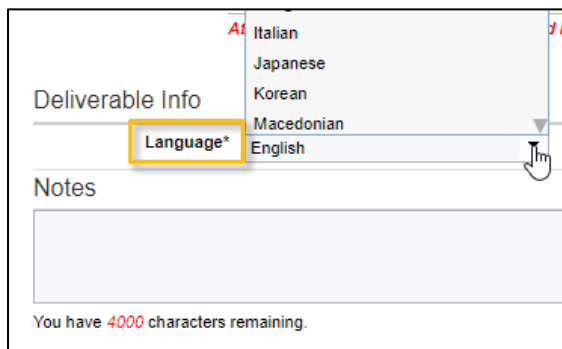
To Upload Production Stills & Log (Scripps):

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

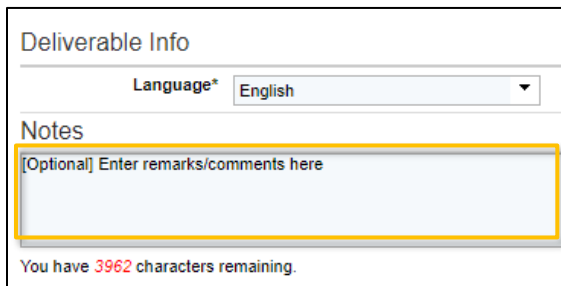
The valid file extensions for these deliverables are **.zip**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.




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




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



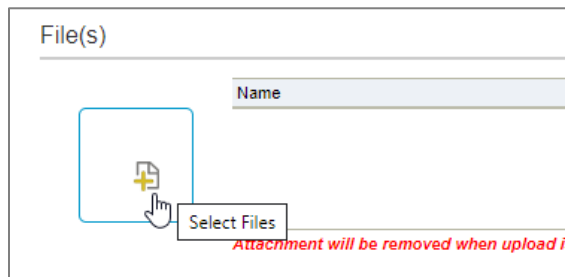
4. When finished, click .

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

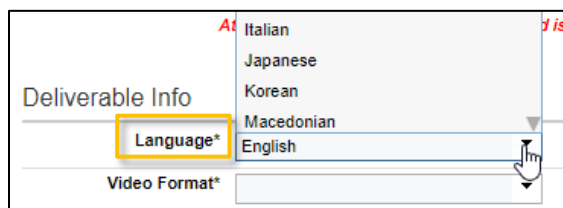
To Upload Program Graphic Masters:

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

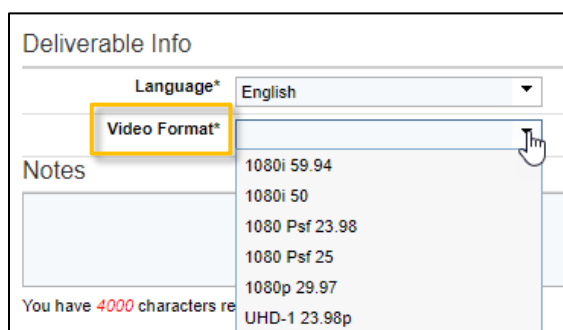
The valid file extension is **.zip**. If you select an incompatible file type, you will receive an error message. Refer to the Technical Guidelines document within the Production Guide for the exact technical specifications.



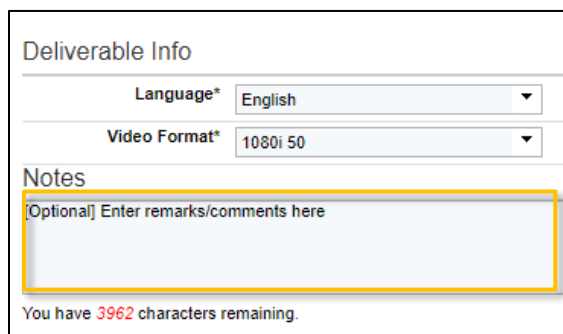
2. Under **Deliverable Info**, choose the **Language**.




3. Choose the **Video Format**.



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



5. When finished, click .

ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW. The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.


To Upload Caption/Subtitle Files:

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

Deliverable Info

Language*

Estonian
Finnish
French
German
English

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.

Deliverable Info


Language* English

Captions / Subtitles

Language

Not

Select Files

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

Captions / Subtitles

Language Video Format Time Code Type

Language Video Format Time Code Type

Notes

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.

Captions / Subtitles

Language Video Format Time Code Type


French NTSC DF

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

Notes

Notes go here!

You have 3986 characters remaining.

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

NOTE: **ONCE YOUR UPLOAD HAS BEGUN, DO NOT CLOSE YOUR BROWSER WINDOW.** The browser window must remain open to maintain a connection during file upload, however minimizing the browser window is okay.

Replacing a Media Deliverable

Use the Media Replace action to replace a video that was previously uploaded with a different one.

1. [Display the deal](#) and go to the **Deliverables** tab. Navigate to the deliverable that contains the file you want to replace and locate the file. Select **Actions > Media Replace**.

10 Reasons Why (Season 99)

Deal ID: 328019 | Deal Type: INTERNAL PRODUCTION | Deal Status: In Progress | Originating Network: MotorTrend Digital

Deliverables List | Deliverable Status

Group by: ☒ Episode ☐ Deliverable | Deliverable Type: | Clear Filters

Program/Episode:

☐ Outstanding Only ☐ Media Only

Technical Guidelines


Deliverable Name	Deliverable Status	Description	Planned Date	Received Date	Actions
10 Reasons Why (Season 99): Ford Edition - 1					Actions
10 Reasons Why (Season 99): Ford Edition					Actions
Case 1 Evergreen NL Platform Facebook, 16:9, HD, Seamless					Actions
NL Textless Material					Actions
Non-Linear Master File	Passed File Sniff				Actions
205545_001_NLIN_2516865_EV-PL_a_1.mp4	Passed File Sniff	0_7w0p27mb_1905260718_192053.001.mp4		31 Mar 2020	Details Media Replace Actions
Case 2 Evergreen NL Platform 16:9, HD, Seamless					Actions

2. When prompted, select **Open Signiant App**.

Open Signiant App?

[Open Signiant App](#) [Cancel](#)


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

3. The upload window for the selected deliverable opens. Click the **Select File**  button to select a new file to upload.

Replace Media Deliverable

Non-Linear Master File

File(s)



Attachment will be removed when upload is saved as draft.

Asset Metadata

Episode Title*

Deliverable Info

Language*

Time Code Type*

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

Track 1* Language

Track 2* Language

[Upload](#) [Cancel](#)

- The metadata is pre-populated with the previously entered values - modify as needed for the new file. Select a reason for the replacement in the **Replacement Category**. For content changes, enter the time code(s) in the **Notes** box. When finished, click **Upload**.

NOTE: The actual upload screen and the required information is based on the deliverable type. Refer to the [Upload Media Deliverables Metadata Cheat Sheet](#) for more details.

The screenshot shows the 'Replace Media Deliverable' form for a 'Non-Linear Master File'. It includes a file list with columns for Name, Size, and Remove. A file named '0_ebc3wpnd_1905211857_192052.001.mp4' is listed with a size of 172.68MB. Below the file list, there are dropdowns for 'Track 4*' (set to 'Mix Minus Narration Stereo Right') and 'Language' (set to 'English'). The 'Segment Information' section shows 'Segment 1' with 'Start Time' and 'End Time' fields, and a 'Duration' field. The 'Notes' section has a 'Replacement Category' dropdown set to 'Creative' and a large text area for notes. At the bottom, there are 'Upload' and 'Cancel' buttons.

Media Retry – Restarting an Upload

If a file is interrupted mid-upload, you can use the Media Retry action to restart the upload.

- Display the deal and go to the **Deliverables** tab. Navigate to the deliverable that contains the file you want to upload again. Select **Actions > Media Retry**.

The screenshot shows the 'Deliverables List' interface. On the left is a sidebar with navigation options: Deal Details, Programs, Sharing, Contributions, Contacts, Communications, Documents, Deliverables (highlighted), and Schedule. The main area shows a table of deliverables with columns: Deliverable Name, Deliverable Status, Description, Planned Date, Received Date, and Actions. A row is highlighted for a 'Non-Linear Master File' with status 'Awaiting Delivery' and description '205545_001_NLIN_2516892_EV-PL_b_1.mp4'. The 'Actions' column for this row has a dropdown menu open, showing 'Details' and 'Media Retry' (highlighted with a red box). Other rows in the table include 'All Episodes', '10 Reasons Why (Season 99)', '10 Reasons Why (Season 99) Special', and '10 Reasons Why (Season 99): Ford Edition'.


- When prompted, select **Open Signiant App**.

Open Signiant App?

Open Signiant App

Cancel

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

3. The upload window for the selected deliverable opens. Click the **Select File**  button to select a new file to upload.

Retry Media Deliverable
Non-Linear Master File

File(s)

Name	Size	Remove
No Records found		

Attachment will be removed when upload is saved as draft.

Language* English

Time Code Type * DF

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

4. The metadata is pre-populated with the previously entered values - modify as needed for the new file. Select a reason for the replacement in the **Replacement Category**. For content changes, enter the time code(s) in the **Notes** box. When finished, click **Upload**.

NOTE: The actual upload screen and the required information is based on the deliverable type. Refer to the [Upload Media Deliverables Metadata Cheat Sheet](#) for more details.

Retry Media Deliverable
Non-Linear Master File

File(s)

Name	Size	Remove
0_ebc3vpnd_1905211857_192052.001.mp4	172.68MB	Remove

Attachment will be removed when upload is saved as draft.

Track 4* Mix Minus Narration Stereo Right Language English

Segment Information
Segments - add as needed

Segment 1	Start Time	End Time	Duration
	00 : 00 : 00 : 00	00 : 01 : 12 : 00	00 : 01 : 12 : 00

Add WOOs as necessary.

Notes
Replacement Category * **Technical**

Enter timecode(s) for content changes.

You have 4000 characters remaining. Minimum 20 Characters

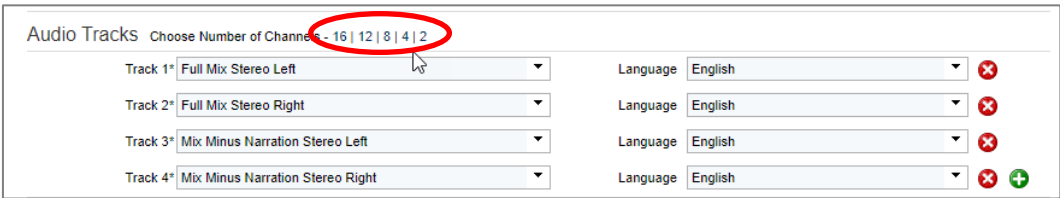
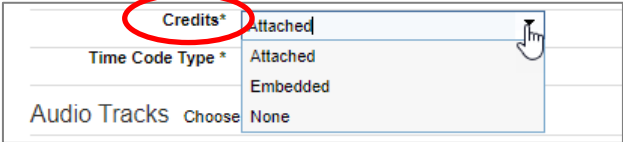
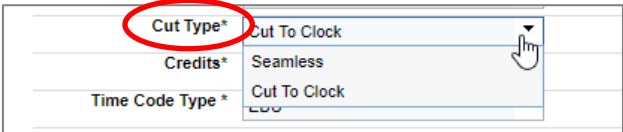
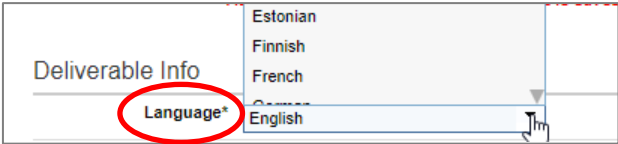
Upload [Cancel](#)

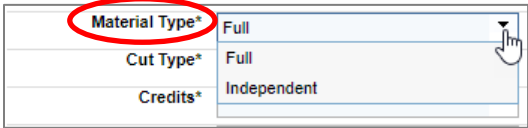
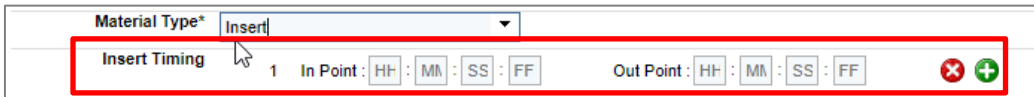



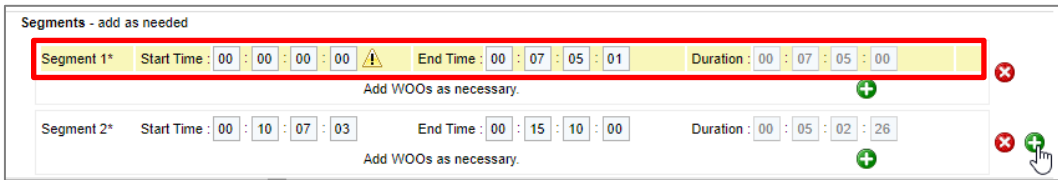
Media Deliverable Metadata Cheat Sheet

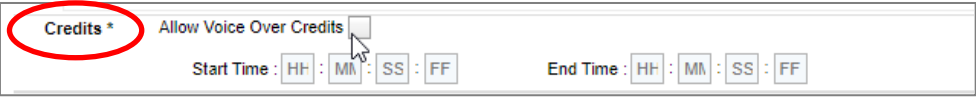

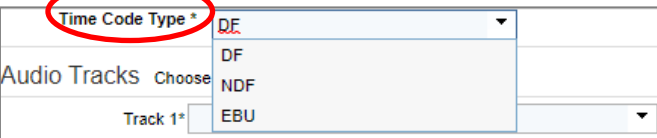
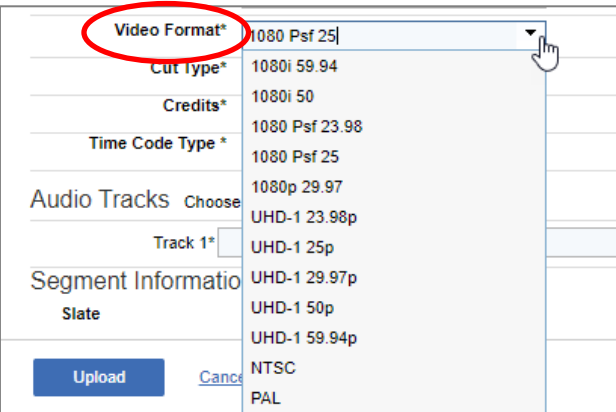
The metadata that is required at upload is based on the deliverable type. The Media Deliverable Metadata Cheat Sheet describes some of the common metadata that is required when uploading.

For a list of metadata by Deliverable type, refer to the [Metadata by Deliverables Type Cheat Sheet](#) 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 Deal.

Metadata	Action
Audio Tracks	<p>Enter the audio track information for the media being uploaded. You can add the audio tracks manually or apply one of the standard profiles.</p> <p>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.</p> 
Credits	<p>Select the type of credits for the file being uploaded. The options are Attached, Embedded, or None, if no credits. In general, select “None” When uploading Non-Linear Masters.</p> 
Cut Type	<p>Select whether the media being uploaded is Seamless (Non-segmented/no Ad Breaks) or Cut to Clock (Segmented/with Ad Breaks).</p> 
Language	<p>Select the language of the media being uploaded.</p> 

Metadata	Action
Material Type	<p>Select the material type for the media being uploaded. The material type indicates how the deliverable can be used. The material types that you can choose from are based on the deliverable type you are uploading to.</p> <p>Discovery uses three different types of material:</p> <ul style="list-style-type: none"> • Full – This is a full copy of the program. For example, a Textless Material deliverable with a Material Type of 'Full' is a fully textless copy of the program. • Independent – This is an independent element with no relation to the full program (Ex. Companions) or elements with insertion instructions too complex for simple insert points (Ex. Textless Material delivered as textless clean cover shots). • Insert – This is a small segment that can be inserted into a full copy of the program. The insert timing is required when this Material type is selected. <i>For example, a web Toss delivered with a Material Type of 'Insert' would include the time codes in the matching Program Master File where the web toss can be inserted.</i> <p>NOTE: The metadata that is required during upload will depend upon the selected material type.</p> <div>  <p>This is an example of the material types available for Textless Material.</p> </div>
Insert Timing [Material Type]	<p>Required when the Material Type is 'Insert'. Enter the time code where (In Point and Out Point) where the deliverable can be inserted. <i>For example, if uploading a Web Toss with a Material type of 'Insert', enter the time codes where the Web Toss can be inserted in the matching Program Master File.</i></p> <div>  </div>
Notes	<p>Notes about the media being uploaded. This field is mandatory when replacing a media file (i.e Media Replace Action).</p> <div>  <p>You have 3986 characters remaining.</p> </div>
Segments	<p>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 .</p> <p>DO NOT REMOVE SEGMENT 1. SEGEMENT 1 IS ALWAYS REQUIRED.</p> <div>  </div>

Metadata	Action
[Segment] Credits	<p>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.</p> 
Slate	<p>Enter the slate Start Time and End Time for the file being uploaded only if present in file being uploaded. Leave slate timing details blank if there's no slate present in file. Non-Linear Masters don't require slates.</p> 
Time Code Type	<p>The time code type defaults based on the selected video format but can be modified. The options are: DF (Drop frame), NDF (Non-drop frame), or EBF (European Broadcast Union).</p> 
Video Format	<p>Select the format/aspect ratio for the media being uploaded.</p> 

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 style="list-style-type: none"> • Language • Video Format • Cut Type • Credits • Time Code Types • Audio Tracks • Segment Information 	.MOV .MFX
NL Program Master File	<ul style="list-style-type: none"> • Language • Credits • Time Code Types • Audio Tracks • Segment Information 	.MP4 .MOV .MFX <i>*See Table 5.3.3 on Pg26 of Global Tech Specs V6 for additional file specification requirements.</i> <i>*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.</i>
Snap In Content	<ul style="list-style-type: none"> • Language • Video Format • Time Code Types • Audio Tracks 	.MOV .MFX
Textless Snap In Content	<ul style="list-style-type: none"> • Language • Video Format • Time Code Types • Audio Tracks 	.MOV .MFX
Textless Material	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Cut Type • Credits • Time Code Types • Audio Tracks • Segment Information 	.MOV .MFX

Deliverable	Metadata	Valid file extensions
NL Textless Material	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Cut Type • Credits • Time Code Types • Audio Tracks • Segment Information 	.MP4 .MOV .MFX
Additional Promo Material	<ul style="list-style-type: none"> • Language • Video Format • Time Code Types • Audio Tracks 	.MOV .MFX
NL Promo Material	<ul style="list-style-type: none"> • Language • Video Format • Time Code Types • Audio Tracks 	.MP4 .MOV .MFX
NL Talent Shout Outs	<ul style="list-style-type: none"> • Language • Video Format • Time Code Types • Audio Tracks 	.MP4 .MOV .MFX
In Program Features	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Insert Type • Time Code Types • Audio Tracks 	.MOV .MFX
Sponsorship Messages	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Insert Type • Time Code Types • Audio Tracks 	.MOV .MFX
Teases/Trailers	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Insert Type • Time Code Types • Audio Tracks 	.MOV .MFX

Deliverable	Metadata	Valid file extensions
NL Teases	<ul style="list-style-type: none"> • Language • Video Format • Material Type • Insert Type • Time Code Types • Audio Tracks 	.MP4 .MOV .MFX
Production Stills & Logs (Scripps)	<ul style="list-style-type: none"> • Language 	.ZIP
Program Graphic Mats	<ul style="list-style-type: none"> • Language • Video Format 	.ZIP
Captions & Subtitles	<ul style="list-style-type: none"> • Language 	.SCC .XML .SRT, .CAP .STL .TTML .PAC.

Troubleshooting & FAQs

Who do I contact if I have questions or internal upload issues?

Reach out to your Digital Production Management Contract (Production Manager, Production Coordinator) and cc PMD_Deliverables_Team@discovery.com

My upload was interrupted, can I restart it?

Yes, you can restart an upload using the Media Retry action. An upload may be interrupted due to a poor internet connection, temporary loss of internet connection, or if the upload was cancelled while it was in-progress. See [Media Retry](#) for details.

Is a naming convention required for the files I upload in Deal?


Any file name is OK, the system will automatically name the file for you in Deal. You will be able to view both the system-generated file name (a) and the original file name (b).

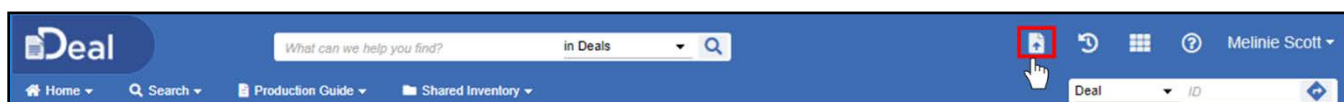
"The Ultimate Animal Athlete: The Polo Pony" Deal ID 347011

Deal Details	Deliverables List	Deliverable Status																																																
<ul style="list-style-type: none"> Programs Rights Sharing Contributions Contacts Communications Documents Deliverables Schedule 	<p>Group by <input checked="" type="radio"/> Episode <input type="radio"/> Deliverable Deliverable Type <input type="text"/> Clear Filters</p> <p>Program/Episode <input type="text"/></p> <p><input checked="" type="checkbox"/> Expand All <input type="checkbox"/> Collapse All <input type="checkbox"/> Outstanding Only <input type="checkbox"/> Media Only</p> <table border="1"> <thead> <tr> <th>Deliverable Name</th> <th>Deliverable Status</th> <th>Description</th> <th>Planned Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">All Episodes</td> </tr> <tr> <td colspan="4">The Ultimate Animal Athlete: The Polo Pony</td> </tr> <tr> <td colspan="4">The Ultimate Animal Athlete: The Polo Pony" - 1 - Episode 1</td> </tr> <tr> <td colspan="4">Case 1 NL Platform Snapchat, Top Snap, 16.9, HD</td> </tr> <tr> <td colspan="4">Program Master File</td> </tr> <tr> <td>a 200212_001_PMF_2509097_PL_b_1.mxf</td> <td>Ready for Tech Eval (Pending Review)</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Snap In Content</td> </tr> <tr> <td colspan="4">Textless Material</td> </tr> <tr> <td colspan="4">Textless Snap In Content</td> </tr> <tr> <td colspan="4">Case 2 NL Platform Facebook, 16.9, HD, Cut To Clock</td> </tr> <tr> <td colspan="4">Media</td> </tr> </tbody> </table>	Deliverable Name	Deliverable Status	Description	Planned Date	All Episodes				The Ultimate Animal Athlete: The Polo Pony				The Ultimate Animal Athlete: The Polo Pony" - 1 - Episode 1				Case 1 NL Platform Snapchat, Top Snap, 16.9, HD				Program Master File				a 200212_001_PMF_2509097_PL_b_1.mxf	Ready for Tech Eval (Pending Review)			Snap In Content				Textless Material				Textless Snap In Content				Case 2 NL Platform Facebook, 16.9, HD, Cut To Clock				Media				<p>b DnXHD 8 channel.mxf</p>
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System generated file name after upload (a) User specified file name at point of upload (b)

How long does it take to upload a file?

The amount of time it takes an upload to complete will depend upon the size of the file, the number of files in queue, and your internet connection if uploading remotely. You can monitor the upload progress by clicking the **Upload Status** button  in the top, right-corner of the Deal application window.



Can I do a direct download from Deal?

Direct downloads aren't available in Deal, regardless of upload method (Deal or Producer Portal), though every version uploaded is stored in Discover (Media Search/MAM). If you need access to texted and textless linear episodes, please reach out to the DCI Digital Fulfillment team (Digital_Fulfillment@discovery.com) and submit their [request form](#). There's also this [short-form request form](#) that can be utilized for LSNI Lifestyle digital brands. Both are currently supported.

When/where will Social Transcodes Available?

Social transcodes will be available in Distribute for 7 days once generated after source file is successfully ingested and scheduled.