



Quick Reference Guide

Creating a Delivery Order for a4



Yangaroo, Inc.
253 West 35th Street, Suite 200
New York, NY 10001
1.866.992.9902

Orders: orders@yangaroo.com **Support:** adsupport@yangaroo.com

Contents

Uploading a Spot.....	3
Creating a Delivery Order	6
Adding Traffic to an Order	9
Getting Help.....	10

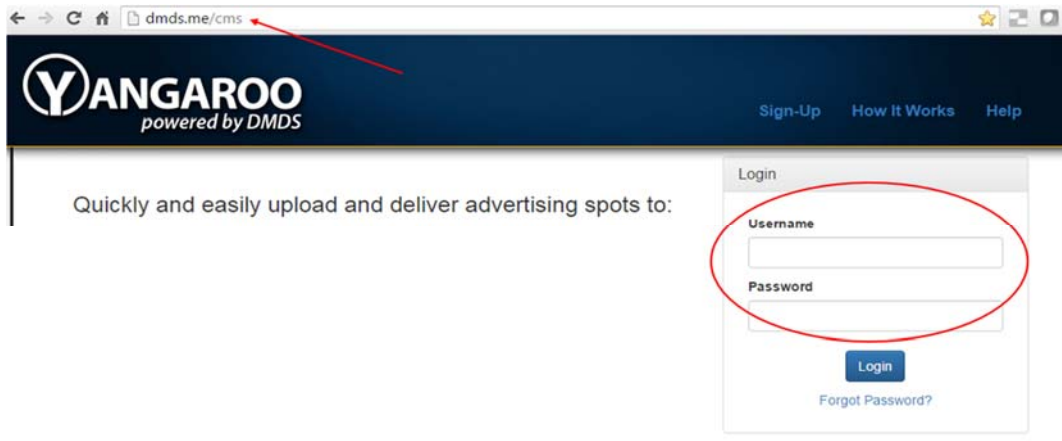
Copyright 2016 Yangaroo, Inc.

Yangaroo, Inc.
253 West 35th Street, Suite 200
New York, NY 10001
1.866.992.9902
Orders: orders@yangaroo.com
Support: adsupport@yangaroo.com

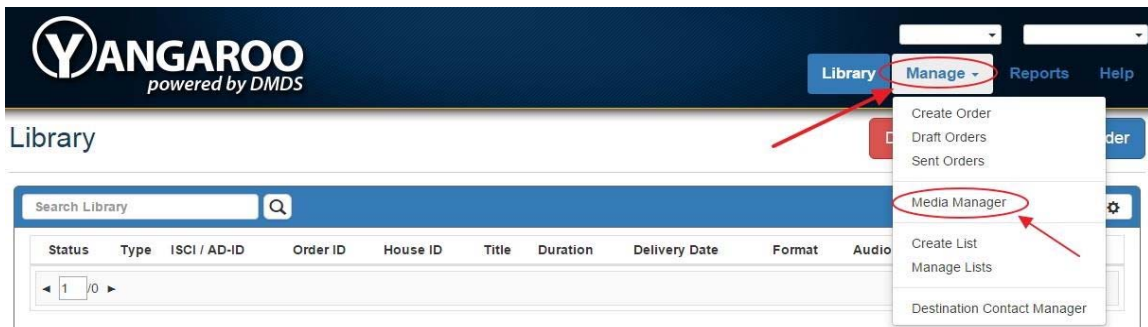
Uploading a Spot

1. Log in to your account at dmds.me/cms.

Please Note Altice no longer accepts SD content.



2. Click the **Manage** button and then select **Media Manager**.



3. Click the **Upload Asset** button.



- If this is your first time uploading a file, you may be prompted to install the Aspera Connect browser plugin. Download the appropriate version, run and complete the installation, and click **Recheck Plugin status**.

Upload Video

Aspera Connect is required in order to upload to this site. It is a free plugin that will also increase your upload speeds. Please choose click on a download link, then run the installer and refresh the page and re-open the upload window.


[Recheck Plugin Status](#) [Download Windows Version](#) [Download OSX Version](#)




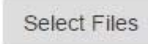

Sometimes after installing the plugin and rechecking the plugin status, the plugin still is not detected. If that happens, close your web browser and start at Step 1 again.



You may need to give the Aspera Connect plugin permission to run. Look for a prompt at the top of your browser or a pop up message. Click **Always run on this site** or check the **Do not show me the warning for this program again** box and click **Allow**.

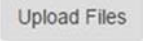
- Click  and choose the file(s) to upload.
- Fill in the required fields for each file.
 - Title:** A brief description of the spot
 - Brand:** The brand of the spot
 - AD-ID:** A short, unique code to identify the spot
 - Duration:** The length of the spot in seconds

		Status
	Filename: TESTH.mov Remove	Queued
Title	<input type="text" value="Title of Commercial"/>	
Brand	<input type="text" value="Brand of Commercial"/>	
AD-ID	<input type="text" value="TESTH"/> <input type="button" value="HD"/> <input type="button" value="?"/>	
Duration	<input type="text" value="30"/>	


 

Ad-ID/ISCI Specifications

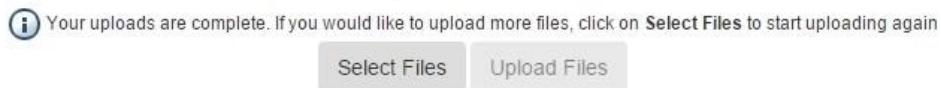
- Only Alpha-Numeric characters are allowed (A-Z, 0-9)
- ALL upper case
- NO spaces or dashes
- HD Files: Between 2 & 12 characters
- HD Files: Last character MUST BE an H

7. Click 
8. If this is your first time uploading a spot, you will be prompted to allow Aspera Connect to connect to Yangaroo DMDS. Check **Use my choice for all connections with this host** and click **Allow**.



9. After your upload complete you will see the message below. If you do not have any more spots to upload, click the  button.

Upload Video



10. You can now continue delivering your spots to Altice with the steps in the section “Creating a Delivery Order”.

Creating a Delivery Order

Click the **Manage** button and select **Create Order**.



1. In the pop up window, fill in the two required fields and click **Create Order**.
 - **Order Name:** Enter anything that will identify this delivery order to you. Ex.: "Bob's Autos May 4 2015".
 - **Brand:** The name of the brand or of the advertiser of the spots being sent. If you are a production house, this is usually the name of your client.
 - **Traffic:** The traffic option is not required but an option if you wish to send traffic along with your commercial. See page 8 for more info on using this feature.

Create Order ×

Order Name

Brand

Traffic

 No Traffic on Order

Send traffic instructions with order.

2. Enter any additional information you want to include in the **Order Details** section and click **Next Section**. Remember, *Order Name*, *Brand*, *Contact Name*, and *Contact Email* are required. Information in any of the other fields will help identify your order.

Quick Reference Guide: Creating a Delivery Order for Altice Media Solutions

Order Details

Order Information

Order Name: Bob's Autos May 4 2015

Brand: Bob's Autos

Product: [Empty]

Campaign: [Empty]

Contact Name: Alice Doe

Contact Email: alice@productioncompany.com

Contact Phone: [Empty]

Website: [Empty]

Buttons: Cancel, Save, Next Section

3. Click on the **Browse Existing Media** button.

Media

Instructions

Select all the assets to distribute. You can choose assets you have already uploaded, upload new assets now, or create placeholders for assets you will upload later.

Later, you will select the destinations to send to.

Media Added

ISCI	Brand	Title	Duration	Format	Commands
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Drag and drop files here or [click here](#) to upload new media.

Buttons: Browse Existing Media, Create Placeholder, Remove All Media

Buttons: Previous Section, Cancel, Save, Next Section

4. In the pop up window that opens, you will see the files you previously uploaded. Select the files you would like to add and click **Add Selected**.

Browse Existing Media

Media Search [X]

ADID/ISCI	Brand	Duration	Format	Captions	Date	State
<input type="checkbox"/> BOBAUTO1234H	Bobs Autos	30	HD		5/4/15 4:27 PM	[Empty]

1 / 1

Buttons: Close, Add Selected

5. Click **Next Section** after adding all of your media. You will see three large buttons to pick which Altice *sales* office will receive your spots. If you are unsure which office to send to, please contact your Altice account executive.

Quick Reference Guide: Creating a Delivery Order for Altice Media Solutions















If you do not see these three buttons, please log out and close the browser tab. Open a new tab and navigate to dmds.me/cms.



You can send to more than one destination, even outside of Altice. Type part of a destination name in the left column and DMDS will try to find the right destination or browse the entire YANGAROO footprint. *Note: Additional charges may apply for delivery to non-Altice destinations.*

Destinations Added

Matched Destinations 3 Multiple Matches 0 No Match 0 Show All 3

Destination Name	Matched Destination	Delivery	Formats
Cablevision LI N Nassau-cable(CVLN)-Cablevision Local Sales-6838	Cablevision LI N Nassau-cable(CVLN)-Cablevision Local Sales-6838	 	 
2806	2806 Time Warner Cable TW-All Network Zone, NY	 	 
WABC	WABC-TV	 	 

Select all the destinations that you are sending media to. Type or paste a spreadsheet column in to the grid below. If any of your search terms matches more than one destination, click the 'Click to resolve' boxes and select the correct destination. If any of your search terms, don't match a destination, you can browse the destination list.
Working with many destinations that you will send to repeatedly? Save or load a custom list of destinations to save time.

8. After you select your destination, click

Next Section

9. Review your order and click

Send Order

Adding Traffic to an Order

Optionally, you can send traffic instructions or another document with your spots. It is not required that you send traffic instructions through **DMDS**, if you have another method of sending your instructions. If you need to send traffic without sending media or you need to send more than one document per destination, please contact **YANGAROO Ad Support** to discuss your workflow.



If you wish to send traffic instructions or another document with your spots, you *must* select the option to do so when first naming your order. If you forget to choose to include traffic while naming your order, you will need to create a new order.

Create Order ×

Order Name
Name of the Order

Brand
Brand of Commercial

Traffic
No Traffic on Order
[Send traffic instructions with order.](#)

Cancel Create Order

Click the button that says **“No Traffic on Order”**. The button will change to **“Send Traffic with Order”**. Once this is done select **“Create Order”**.

Traffic

Send Traffic with Order

[Send traffic instructions with order.](#)

1. After selecting your spots and destinations, you will next see the **Traffic** page. Click on the drop down menu that is on the right hand side of the destination and select **“Upload Traffic Document”**. Select your traffic document and it will be listed next to the destination. Repeat this step for each destination.

Quick Reference Guide: Creating a Delivery Order for Altice Media Solutions

Instructions

Upload your traffic document(s) on the right. Choose how to organize your traffic distribution: individual **destinations**, by **market**, or by **group**. Assign documents to destinations, markets, or groups.

Traffic

Sort By: **Destination** Market **All Destinations**

All

Norwalk-cablevision (CVFF) - Cablevision Local Sales - 0147

None

None

Same As Parent

Upload Traffic Document

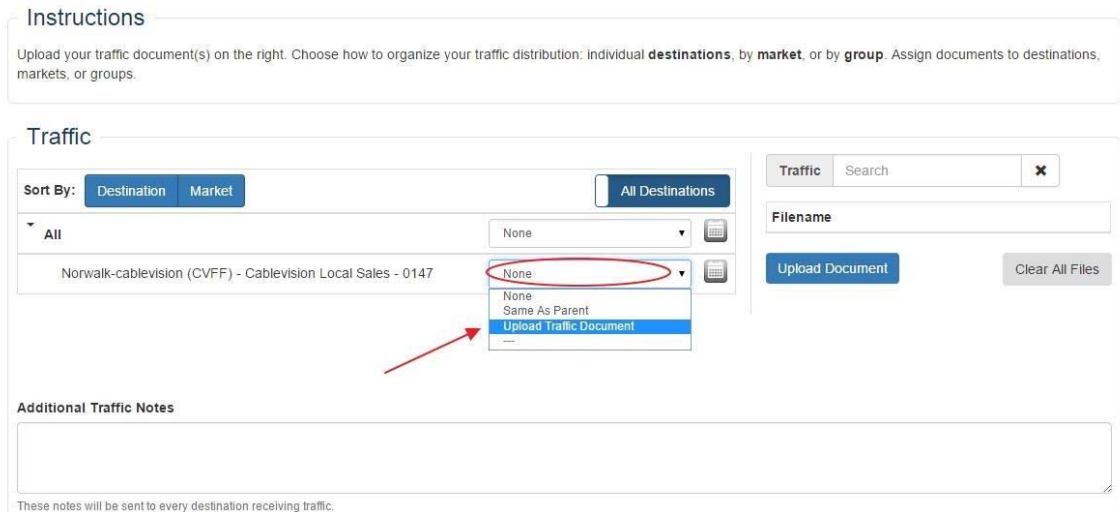
Filename

Upload Document

Clear All Files

Additional Traffic Notes

These notes will be sent to every destination receiving traffic.



2. In the **Additional Traffic Notes** box, you can add in any additional notes. Use this space to include any information that will help identify your spots, like your Account Executive.
3. Click on the **Next Section** button to continue to the **Delivery Summary** page.

Getting Help

1. **Live Chat:** When a customer service representative is online, chat live with Yangaroo for help with your upload and delivery order
2. **Phone:** Call Yangaroo Ad Support at +1 (866) 992-9902
3. **Email:** Email Yangaroo Ad Support at adsupport@yangaroo.com