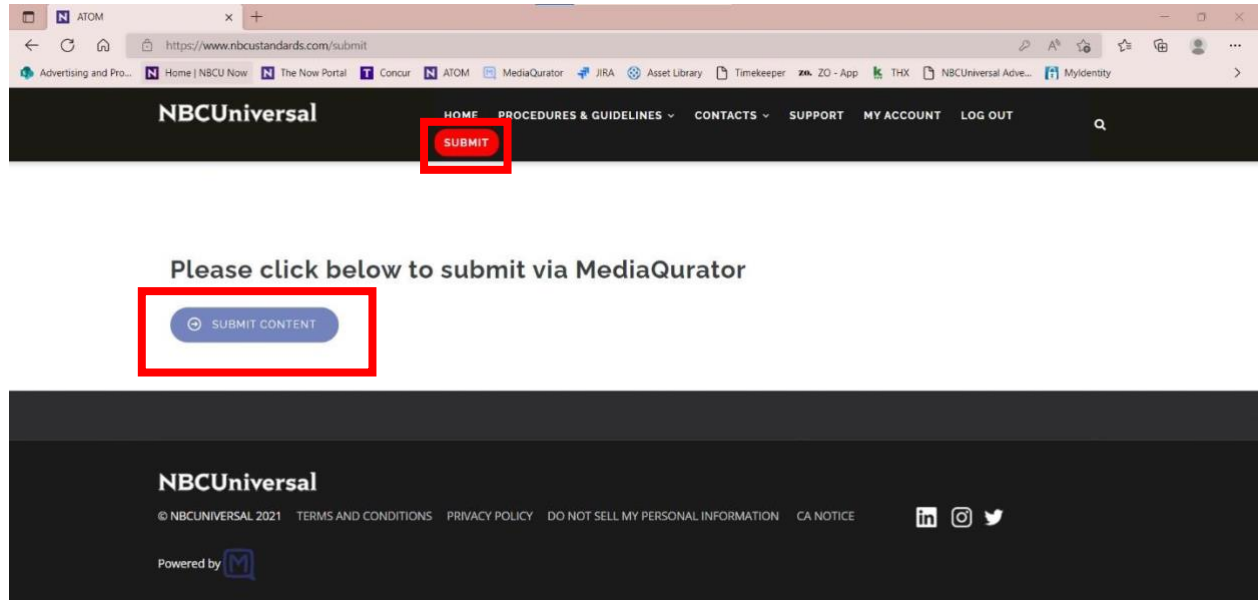


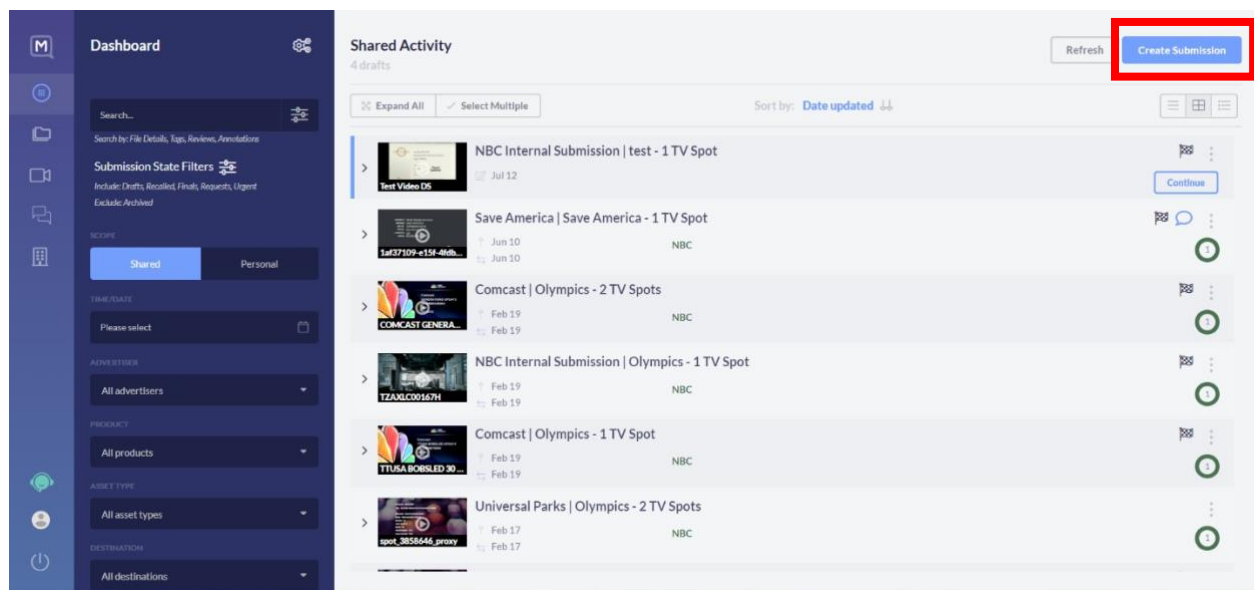
# ATOM USER GUIDE - UPLOADING MATERIALS TO THE TELEMUNDO STANDARDS WEBSITE

After [requesting an account](#), you will receive an email that your account has been set up. You may then login and begin the uploading process. See screenshots below for steps.

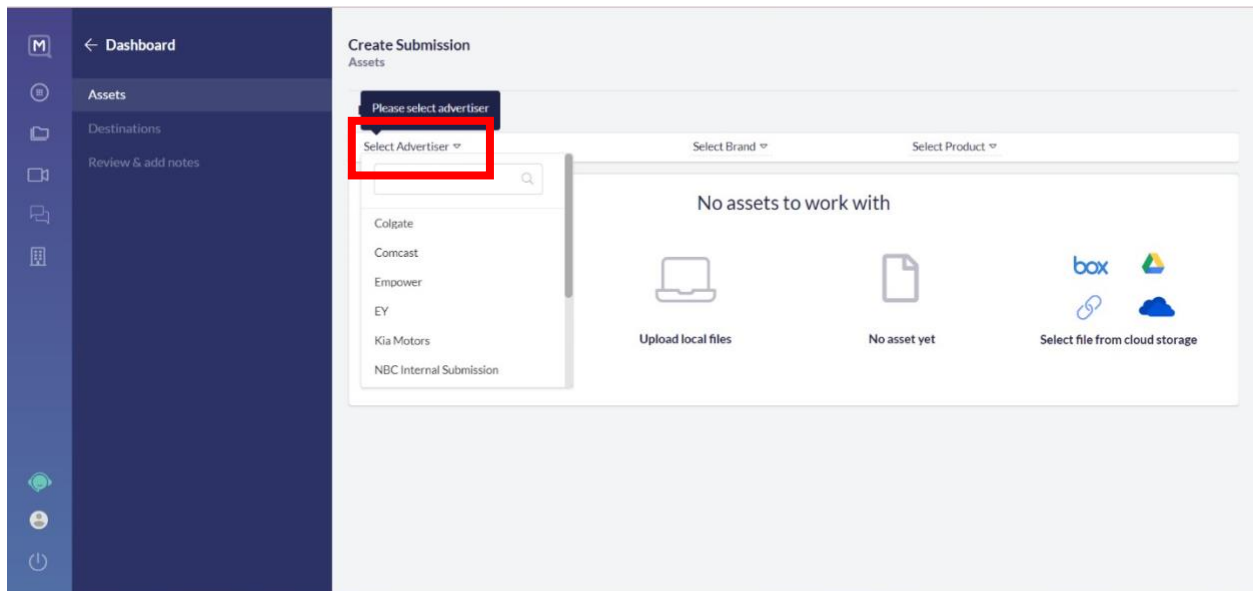
1. Once you are logged in click the **RED SUBMIT** button, and click **SUBMIT CONTENT**.



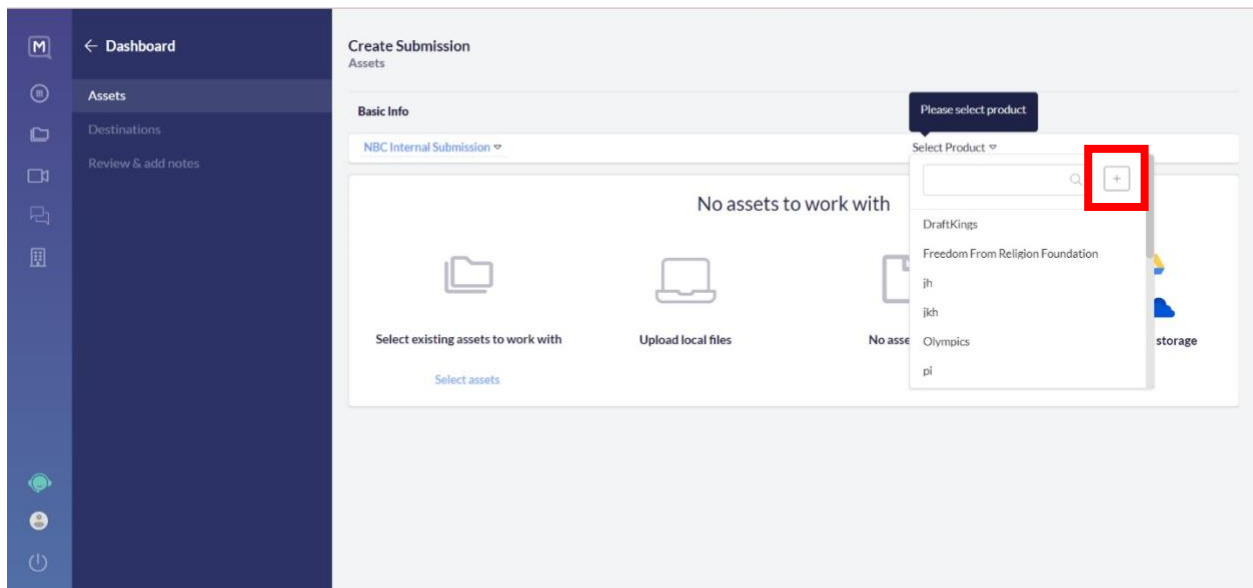
2. Click on **Create Submission** in the top right corner.



3. First, **select your advertiser**, these should be added to your account upon request by the Standards team. Find your advertiser in the drop-down menu. If you need to request a new advertiser, please [contact us](#) through our website.



4. Then, select your product. To add one you haven't used before click on the **plus sign**.



5. You will be brought to this window where you can enter the **product name/title**. Then hit **save**.

The screenshot shows a 'Create Product' modal window. At the top right, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box. The form contains several sections: 'Please provide the following:' with dropdowns for Advertiser (NBC Internal Submission), Brand (Select brand), and Category (Select Category); a 'NAME / TITLE' section with a text input field containing 'ENTER PRODUCT NAME HERE' (highlighted by a red box) and an 'ABBREVIATION' field; a 'PROJECT CONFIGURATION' section with a 'Default' dropdown and a checked 'Allow Reviewer Escalation' checkbox; a 'Select Destinations' dropdown; and a 'SHARED DESTINATIONS' section with a grid of buttons for various channels like Golf Channel, NBC, NBC Cable, NBC Cable News, NBC - Regional Sports Networks, NBCU Local, Oxygen, and Peacock.

6. For this demo, our product name is “test.” After saving the product name/title it will automatically populate in the **Select Product** dropdown. Then select how you would like to upload your spot.

The screenshot shows the 'Create Submission' page. The 'Basic Info' section has 'NBC Internal Submission' selected in the Advertiser dropdown and 'test' in the Product dropdown. Below this, a message states 'No assets to work with'. There are four options presented with icons: 'Select existing assets to work with' (highlighted by a red box), 'Upload local files', 'No asset yet', and 'Select file from cloud storage'.

7. Once your asset has been uploaded, fill out the following: **Type**, **Length**, whether it's a **Final**, and **ISCI/AD-ID code**. The Project should auto-populate since you created a Product in step 5. Once finished, click on **Next Step**.

The screenshot shows the 'Create Submission' interface for 'Assets'. The left sidebar has 'Assets' selected. The main area has a 'Basic Info' section with 'NBC Internal Submission' and 'test'. Below is the 'Assets' section with a table listing 'Test Video DS'. A red box highlights the 'TV Spot' type, ':30' length, 'Final' status, and 'FAKEISCI555' ID code. The 'Supporting Documents' section is empty.

| Assets        |
|---------------|
| Test Video DS |
| TV Spot       |
| :30           |
| Final         |
| FAKEISCI555   |

8. Next, choose the **Destination** of where you would like the spot to air. Once completed, click on **Next Step**. (For Broadcast, select **TELEMUNDO**)

The screenshot shows the 'Create Submission' interface for 'Destinations'. The left sidebar has 'Destinations' selected. The main area has a 'Destinations' section with a list of channels: Golf Channel, NBC, NBC Cable, NBC Cable News, NBC - Regional Sports Networks, NBCU Local, and Oxygen. The 'Next Step' button is highlighted.

| Destinations                                         |
|------------------------------------------------------|
| <input type="radio"/> Golf Channel                   |
| <input type="radio"/> NBC                            |
| <input type="radio"/> NBC Cable                      |
| <input type="radio"/> NBC Cable News                 |
| <input type="radio"/> NBC - Regional Sports Networks |
| <input type="radio"/> NBCU Local                     |
| <input type="radio"/> Oxygen                         |

9. Lastly, mark the spot as **Urgent** (if applicable) and add the **Air Date**. After that, click on **Send**.

The screenshot shows a web application interface for creating a submission. On the left is a dark blue sidebar with navigation icons and labels: 'Dashboard', 'Assets', 'Destinations', and 'Review & add notes'. The main content area is titled 'Create Submission' with the subtitle 'Review & add notes'. At the top right of this area are three buttons: 'Save Draft', 'Previous Step', and 'Send' (which is highlighted with a red box). Below these buttons are form fields for 'Advertiser' (NBC Internal Submission), 'Product' (test), and 'Contact' (Adstandards Intern Submitter). A red box highlights a section containing a blue checkmark icon, the text 'Urgent', a date field '07/17/22', and a date field '07/16/22'. Below this is a 'Comments' section with a text area and a 'Submission comments' label. At the bottom, there is an 'Assets in Submission' section with a table of assets.

10. You should receive a confirmation email once you have successfully uploaded your submission.

If you have any questions during this process, feel free to [contact support](#) through our website, we are happy to help!