



# Content Sender | User Guide

## BBC Earth TV Asia

### Login

Log into Peach at [www.peachvideo.com](http://www.peachvideo.com)

### Create Order

Add a new order by completing the below fields in the Order Grid

Order/Campaign	<b>Internal Job Number</b> and Campaign Name (optional)
Advertiser	<b>Advertiser/Client</b>
Brand/Product	<b>Brand</b> and Product (optional)
Post	Post House e.g. BBC TMO (UK/ROI) (optional)

BBC Ad Ops PeachClassic Library | Orders | Tracking

Created On	Order/Campaign	Advertiser	Brand/Product	Agency	Post	Activator
09/09/2020	GEICO-TMO-09092020 <i>Double-click</i>	GEICO <i>Double-click</i>	GEICO <i>Double-click</i>	BBC TMO <i>Double-click</i>	BBC TMO <i>Double-click</i>	<i>Double-click</i>
09/09/2020	TA-09092020 <i>Double-click</i>	TURKISH AIRLINES <i>Double-click</i>	TURKISH AIRLINES <i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>
08/09/2020	warby parker-08092020 <i>Double-click</i>	WARBY PARKER <i>Double-click</i>	WARBY PARKER <i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>
07/09/2020	brasov-07092020 <i>Double-click</i>	BRASOV TOURISM <i>Double-click</i>	BRASOV TOURISM <i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>	<i>Double-click</i>
	<b>Order</b>	<b>Advertiser/Client</b>	<b>Brand</b>	Agency	Post	Activator
	Campaign	Contact	Product	Contact	Contact	Contact

**Save**

### Click Save

- You can add an **Agency** or **Post** House to the Order in the **Agency** or **Post** fields, if agreed that an external client is uploading a file/creating a file for you. Example: **BBC TMO**. In turn when you create the Order by applying an external party to these fields their Peach account will receive email notification that the Order has been created.



## Create Version

Add a new version by completing the below fields in the Version Grid

Clock/Ident Number	<b>AAA/BBCC001/010</b> – Name of the video file your uploading (excluding file format at the end of the name Example: .MXF)
Title	<b>Title</b> – Name of the creative
Duration	<b>mm:ss:ff</b> – Example: 00:10:00 for a 10 second commercial
Format	<b>HD (XDCAM HD50 2ch)</b>
QC	<b>R128 (6 Frames Mute)</b> for BBC EARTH ASIA Content

Versions		Notifications	Delegation	Settings	Upload		
Clock/Ident Number	Title	Duration	Format	QC	Choose File	No file chosen	
AAA/BBCC001/010	Title	00:10:00	HD (XDCAM HD50 2ch)	R128 (6 frames mute)	Choose File	No file chosen	
<i>Clock/Ident Number</i>	<i>Title</i>	00:10:00	HD (XDCAM HD50 2ch)	R128 (6 frames mute)	Choose File	No file chosen	
<b>From Library</b>	<b>Notify Uploader</b>					1 Versions, 1 waiting to be uploaded	Upload All Versions

Click **Save**

## Upload File and Preview

If a Post House has been delegated to upload content click on **Notify Uploader** to send a message to the content uploader that the order is ready for upload.

Clock/Ident Number	Title
AAA/BBCC001/008	Title
<i>Clock/Ident Number</i>	<i>Title</i>
<b>From Library</b>	<b>Notify Uploader</b>


To upload content click **Choose File** to browse and select the correct file, or drag and drop the file onto the Version Grid.

Once selected click **Upload All Versions** to begin uploading and QC

Upload	
AAA-BBCC001-008.mxf[X]	
Choose File	No file chosen
<b>Save</b>	
ions, 1 waiting to be uploaded	
<b>Upload All Versions</b>	



After file has passed the Instant QC, the uploaded file may be previewed by clicking on the playback button next to the Clock/Ident Number

Clock/Ident Number	Title	Duration	Format	QC	Upload
 TURK_030_049_E_H	TURKISH AIRLINES	00:30:00	HD (XDCAM HD50 2ch)	R128 (6 frames mute)	<a href="#">QC Passed</a> <a href="#">Exceptions</a>
<i>Clock/Ident Number</i>	TURKISH AIRLINES	00:30:00	HD (XDCAM HD50 2ch)	R128 (6 frames mute)	<a href="#">Choose File</a>   No file chosen <a href="#">Save</a>

## Tracking Deliveries

Click the Tracking tab at the top of the page to view all live and previous deliveries

All times and ETA's are accurate to the minute with real time reporting

Advance filter and search options allow easy display of all content

BBC Ad Ops PeachClassic | Library | Orders | **Tracking**

Search...  Version Id Only? Filter Clear [Export as CSV](#)

Order	Clock/Ident Number	Advertiser	Brand	Product	Title	Type	Delivered	Destination
M0027937	M0027937	FILTER FAST	FILTER FAST	Filter Fast		Exp	14/09/2020 16:29	BBC World News HD
M0027787	M0027787	GODADDY	GODADDY	GoDaddy		Exp	11/09/2020 15:41	BBC World News HD
GEICO-TMO-09092020	GEICO VIG 3	GEICO	GEICO		GEICO VIGNETTE 3	Std	09/09/2020 19:49	BBC World News HD

## Support Chat

Click the **Chat with us** tab to talk to our Support Team for any further assistance

