

## Dispatching Audio with **Audio**<sup>NET</sup>

1. Log onto the AudioNET<sup>®</sup> Website with the User Name and Password.
2. From the "Dispatch" menu click the "Dispatch from Holding Pen" option, alternatively click the "Holding Pen" Quick Link button.
3. Select the first track you wish to dispatch from your HP by clicking the Action button to the far right of the Track listing. (**Option to download and preview the track, as well as delete from your HP and approve to your Archive for latter use**).

You have **2** deliveries containing items in your holding pen:

loaded	Expired deliveries	Holding Pen	Tip: click ▶ for extra details.		
Client	Product	Key Number	Delivery Date	Download Date	
AudioNET	Holding Pen Tips	▶ CP1004BB30DP	10/06/2010 at 10:10:42		Download Pinata Action
		▶ CP1004BB30EP	10/06/2010 at 10:10:42		Approve to your archive Remove from Holding Pen Dispatch from Holding Pen Action

4. If there was more than 1 Key Number uploaded in a batch to your HP you'll have the option to select all, some or even add additional tracks from another HP upload, your archive, or directly from your computer.
5. Enter the delivery details (Client and Product are compulsory).
6. Select receivers by ticking the box next to each radio station to receive this group of Key Numbers.
7. (**optional – for additional tracks**) 'Browse' to find each audio file, the Key Number should be automatically copied from the file name, or you can type in the Key No detail. **OR additional Key Nos. from the HP or Archive** type or copy/paste in the Key Number and then click the "Check Archive" button. Toggle the Archive & Holding Pen tab to find the matching Key Number, click the "Action" button and choose the "Add to delivery" option.
8. The Expiry date defaults to 90 days from today, you can make it less or more, by adjusting the date. The On-Air date is optional.
9. If the station list and track details are correct, hit "Dispatch Delivery" button.
10. When the track(s) are uploaded a success message appears on screen. Click the "Send another Track" button to send another batch of tracks and repeat steps (4) to (9). Otherwise repeat steps (2) to (9).
11. Log-out by clicking the link at the top right hand side of the AudioNET<sup>®</sup> page.

## **Audio**<sup>NET</sup> Support Contacts (available 24 hours)

Phone: **1800 003 155**

e-mail: [support@audionet.com.au](mailto:support@audionet.com.au)

For additional help e-mail [support@audionet.com.au](mailto:support@audionet.com.au) or call 1800 003 155  
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