

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

1. Log onto the AudioNET<sup>®</sup> Website with the User Name and Password provided.
2. Click the "Dispatch Delivery" button.
3. Select the number of tracks you wish to send to a particular group of stations. And click the 'Enter Delivery Details' button.
4. Enter the delivery details (Client and Product are compulsory).
5. Select receivers by ticking the box next to each radio station to receive this group of Key Numbers.
6. '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. To send tracks you have previously sent type in the Key Number and click the "Check Archive" button.

**OR to dispatch from the Archive** type or copy/paste in the Key Number and then click the "Check Archive" button and AudioNET<sup>®</sup> will find the matching Key Number. Click the "Action" button and choose the "Add to delivery" option.

7. 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.
8. If the station list and track details are correct, hit "Dispatch Delivery" button. **NB: if you are waiting on client approval hit the "Paused Delivery" button.**
9. 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 (3) to (8).
10. Log-out by clicking the link at the top right hand side of the AudioNET<sup>®</sup> page.

### **Audio**<sup>NET</sup> Support Contacts

**Phone:**

**Support: 1800 003 155**  
**(NB: support available 24 hours)**

**Admin +61 3 9999 1950**

**e-mail:**

**Support: [support@audionet.com.au](mailto:support@audionet.com.au)**  
**(NB: support e-mail monitored 24 hours)**

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