

Dispatching Audio with **Audio**_{NET}

1. Log onto the AudioNET® Website with the User Name and Password provided
2. Click "**Dispatch Delivery**"
3. **Select** the number of tracks you are sending to a group of stations. Click '**Enter Delivery Details**'.
4. **Delivery Details** - Client and Product are compulsory. Enter PO Number if your finance dept require it.
5. Tick the box next to each radio station to receive the creative audio.
6. **Attaching the creative asset: NB:** Before you upload the audio file, ensure the name of the file is labelled with the Key number **only**. Key Numbers must be 14 characters or less including " - / "
7. Click "**Choose File**" to find each audio file from your desktop.

HOLDING PEN – If the creative asset is in the Holding Pen, click "Check Archive" locate the audio you are dispatching, click "**Action – Add to Delivery**"

8. **Title** – name of creative audio. **Notes** - if needed. **On-Air** date is optional. **Expiry date** - This is the date the audio is no longer available for stations to download from AudioNET, this defaults to 90 days, you can adjust the date.
9. Leave boxes ticked to receive delivery confirmation emails, select one person from the drop-down list to receive the email confirmation, or leave at All Confirmation Contacts and everyone on team will receive the email.

Click "**Dispatch Delivery**" button.

NB: if you are waiting on approval hit the "Paused Delivery" button.

10. When the track(s) are uploaded a success message appears on screen. All deliveries are listed under the **Confirmations** tab and audio is held in your archive.
11. Log-out by clicking the link at the top right-hand side of the AudioNET® page.

Audio_{NET} Support Contacts

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