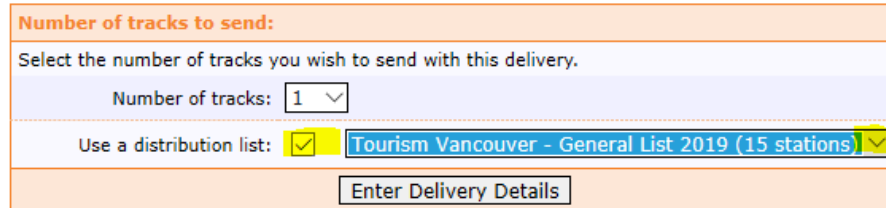


## Dispatching Audio from Holding Pen with **AudioNET**

1. Log onto the AudioNET® Website with the User Name and Password provided
2. Click the "Dispatch Delivery" button.
3. Select the number of tracks you need to send to a group of stations  
**Optional** - use a pre-prepared Distribution List click '**Enter Delivery Details**'




**Number of tracks to send:**  
Select the number of tracks you wish to send with this delivery.

Number of tracks: 1

Use a distribution list:  Tourism Vancouver - General List 2019 (15 stations)

Enter Delivery Details

4. Enter the delivery details (Client and Product are compulsory).
5. For each track, click "Check Archive" a pop-up window shows all Key Numbers in your **Holding Pen**. Find the correct Key Number, click "Action" choose "Add to delivery" option.



**Track Details:** Add tracks from your holding pen or AudioNET archive.

\* Track 1:  Browse... Check Archive

File Name:

6. **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.
  7. 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.
8. 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.
  9. Log-out by clicking the link at the top right-hand side of the AudioNET® page

### **AudioNET** Support Contacts

Phone: **1800 003 155** e-mail: [support@audionet.com.au](mailto:support@audionet.com.au)