

## Uploading Audio to a Holding Pen in **Audio**<sup>NET</sup>

1. *Log into* the AudioNET® Website with the Username and Password provided.
2. *Click* the **Upload to Holding Pen** button (AudioNET® Quick Links).
3. *Select* the **number of tracks** you wish to send.
4. *Click* Enter **Holding Pen Details** button.
5. **Upload Details:**
  - 5.1. *Select* the **Agency**.
  - 5.2. Enter Client and Product details, these are mandatory.
  - 5.3. *Enter* Purchase Order Number if your Finance Dept. require it.
6. **Receiver Details:**
  - 6.1. Select Upload to your holding pen **or** *select* Upload to another account's holding pen.
  - 6.2. From the drop-down menu select the agencies holding pen.
7. **Track Details:**
  - 7.1. **Attaching the Creative Asset:**

NB: Before you upload the Audio File (Creative Asset), ensure the name of the file is labelled with the Key Number only.

Key Numbers must be 14 characters or less including “- (dash) and / (forward slash)”
  - 7.2. *Click* **Choose File** to find each Audio File (Creative Asset) from your browser.
  - 7.3. Title – name of the Creative Asset.

Notes are optional.

Expiry Date is defaulted to 1 month, after that date the file will no longer be held in the holding pen.
8. **Alert Options:**

Leave boxes ticked to receive an Upload Confirmation Email.

If uploading to another account's Holding Pen, leave the box ticked to alert receivers by Email that the track/s are ready to be downloaded.
9. *Click* the **Send To Holding Pen** button.
10. When the track(s) are uploaded a success, message appears on screen. *Click* the **New Upload** button to send another batch of tracks and repeat steps (3) to (8).
11. Log-out by clicking the link at the top right-hand side of the AudioNET® page. User will be returned to the Log In page after clicking Log Out.

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

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