Dispatch Audio from Holding Pen with Audio███

1. *Log into* the AudioNET® Website with the Username and Password provided.

2. *Click* the **Dispatch Delivery** button (AudioNET® Quick Links).

3. *Select* the **number of Tracks** you are sending to a group of Stations.

    3.1. If Dispatching from a Distribution List, *tick* "Use a Distribution List" tick box (Defaults to Unticked)*.

        3.1.1. From the drop-down list, *select* the Distribution List for the Campaign you are Dispatching.

    3.2. *Click* **Enter Delivery Details**.

4. "**Delivery Details**":

    4.1. *Select* the **Agency**.

    4.2. Client and Product are mandatory.

    4.3. *Enter* Purchase Order Number if your Finance Dept. require it.

5. "**AudioNET Receivers**":

    5.1. *Tick* the box next to each Radio Station to receive the Creative Asset.

    5.2. If using a Distribution List, the Receivers (Radio Stations) have already been ticked by the Media Buyers, there is no need to amend this List.

6. "**Track Details**":

    6.1. **Attaching the Creative Asset:** C*lick* the **Check Archive** button.

        6.1.1. A pop-up window will display all Key Numbers in your **Holding Pen.**

        6.1.2. *Find* the correct Key Number, *click* the **Action** button.

        6.1.3. *Choose* the **Add to Delivery** option.

    6.2. Title – name of the Creative Asset.
        Notes are optional.
        On-Air Date is optional.
            (If more than 1 track is [attached] the On-Air Date can be copied down to additional tracks by clicking **Copy down on-air date**).
        Expiry Date is mandatory - This is the date the Audio File is no longer available for Stations to download from AudioNET, this defaults to 90 days, you can adjust the date.

7. "**Alerts**":
    Leave boxes ticked to receive Delivery Confirmation Emails, *select* a **Team Member** from the drop-down list to receive the Email Confirmation, or leave at All Confirmation Contacts and everyone on the Team will receive the Email.

8. *Click* the **Dispatch Delivery** button (if ready to dispatch) or *click* the **Pause Delivery** button (if you are waiting on approval).

9. When the Track(s) are uploaded a Success Message appears on the screen. All deliveries are listed under the "**Confirmations**" tab and the Audio is held in your Archive.

10. 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.

AudioNET **Support Contacts**

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