Entering QC Data
TUTORIAL

1. There are two ways to select assets for QC. After an asset has been ingested, you will receive a notification email with a link to the placeholder in Media Landing and to the storage location of the asset.
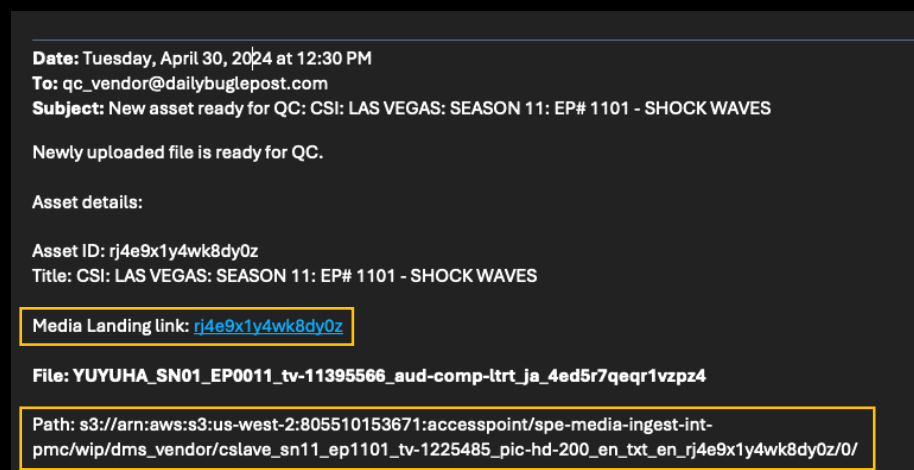

Fig. 1 – Web link to Asset Placeholder and AWS S3 path to asset

2. The second option is to log in to Media Landing where you will see all assets assigned to your facility.

Fig. 2 – Media Landing – Placeholders with the various statuses

3. On the left side of the user interface, in the Filter Drawer, navigate to the Status button and select "In QC." All Placeholders with the In QC status will be displayed in the results pane.
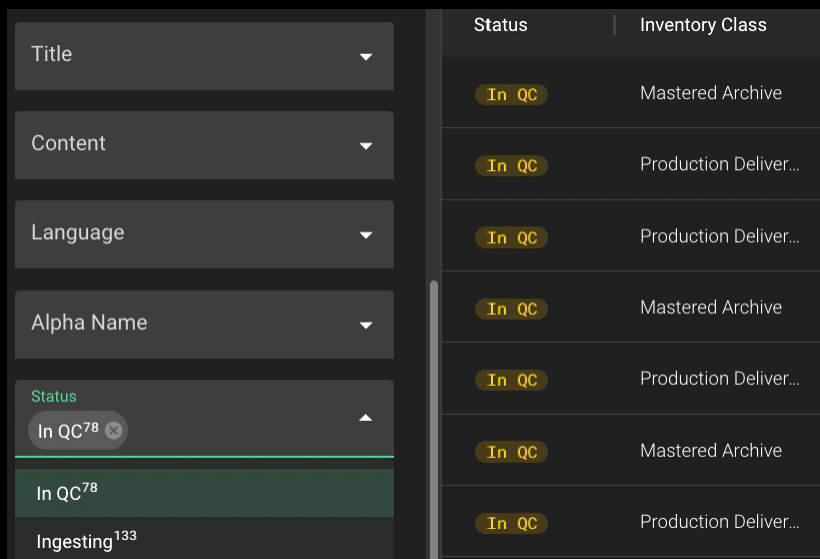

Fig. 3 – Filter Dashboard – Status "In QC" chosen in filter drawer

4. Click on a placeholder and double-check that the asset you are reviewing match the filename on the placeholder.
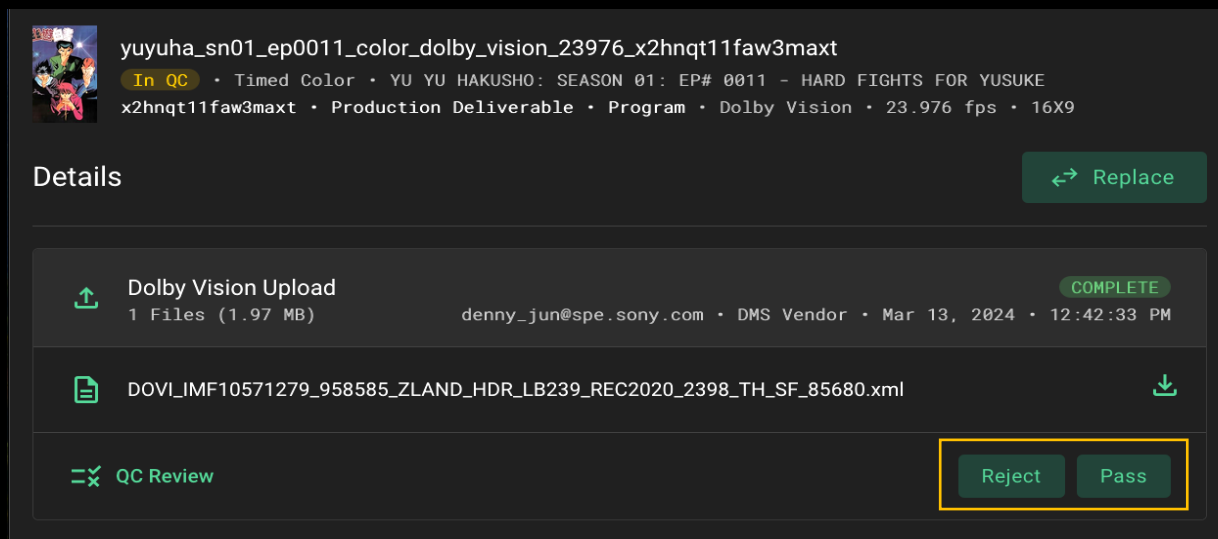

Fig. 4 – Asset Placeholder – After file ingest, Asset Placeholders shows QC status buttons

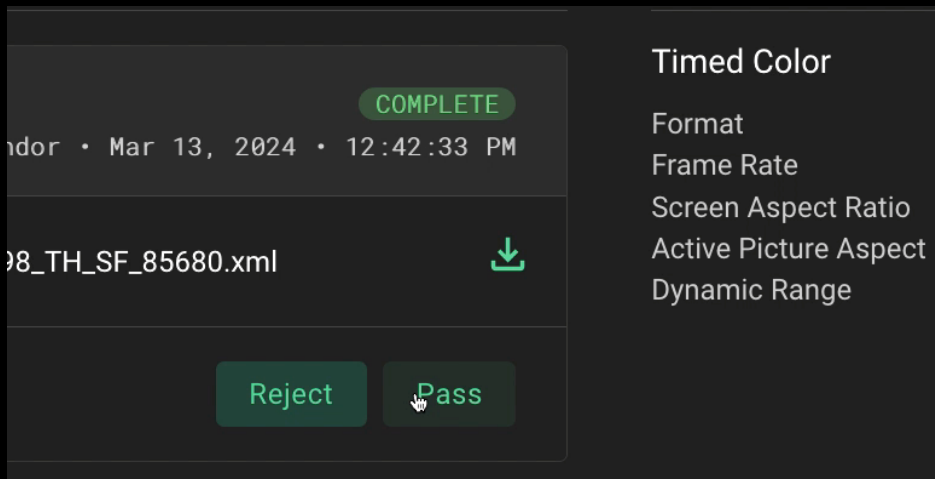5. After your review, if the asset passes QC, click the Pass button. Click "Submit" to confirm your selection.

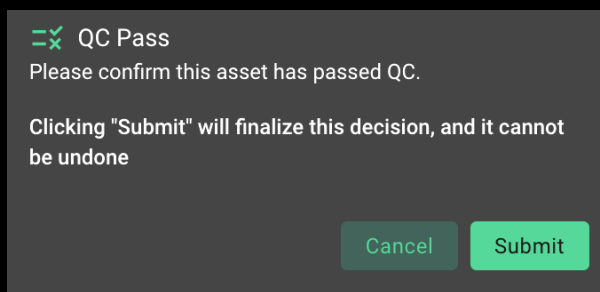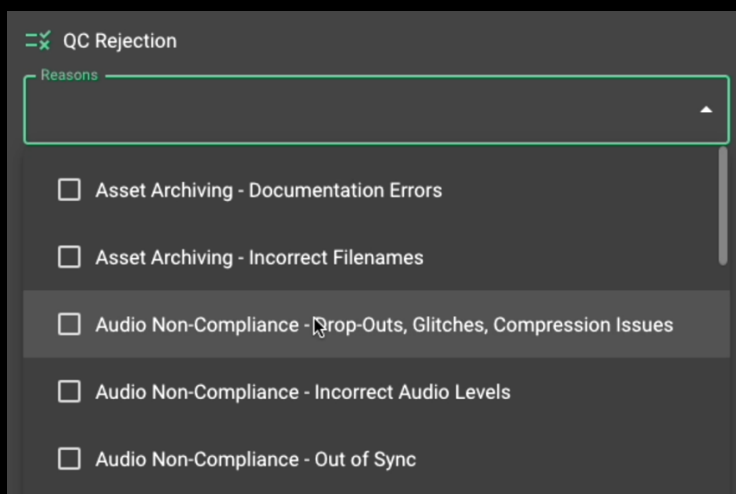*Fig. 5 – Asset Placeholder – Buttons to reject or pass an asset*

Fig. 6 – QC Rejection Modal – Submit button

6. If the asset fails QC click the Reject button. A modal will appear that will allow you to pick a rejection reason from the dropdown menu. You can also enter notes in the description box to further describe issues.
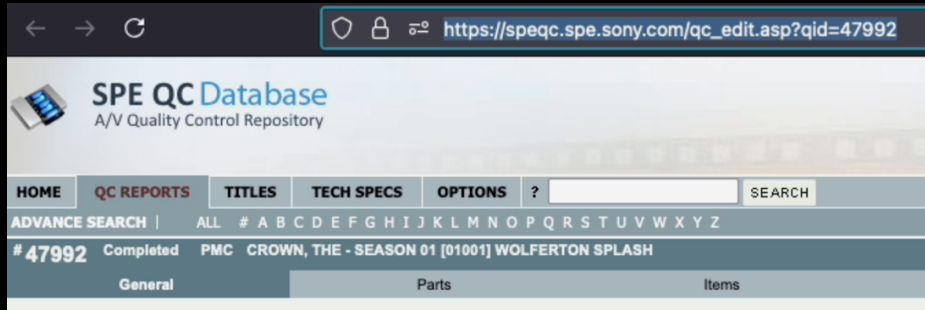

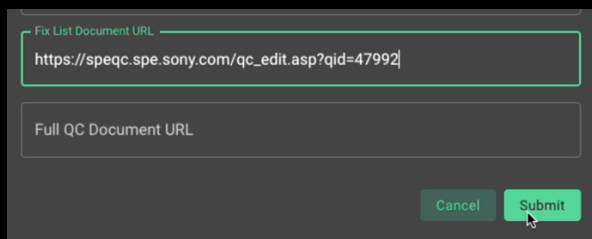*Fig. 7 – QC Rejection Modal – QC rejection reasons*

7. If you have access to Sony Picture's web-based QC reporting tools, you can paste the URL for a Fix List or QC report directly into the Fix List or QC report URL fields.

Fig. 8 – QC Rejection Modal – QC rejection reasons

Fig. 9 – QC Rejection Modal – Fix List and QC Report fields

8. Once you click Submit, a notification is sent to SPE Title Managers, and the creation of replacement assets begins.

Fig. 8 Asset Dashboard – Placeholders with status of Issue

MEDIA LANDING

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