Using Placeholders

TUTORIAL

1. Select a Placeholder by clicking on it in the results pane of the Asset Dashboard.

Fig. 1 – Media Landing – Asset Dashboard

2. The Placeholder will open, and you'll be presented with a dropzone where you will be able to drag a single asset or group of assets. *Depending on the Placeholder selected, more than one drop zone may be available.*
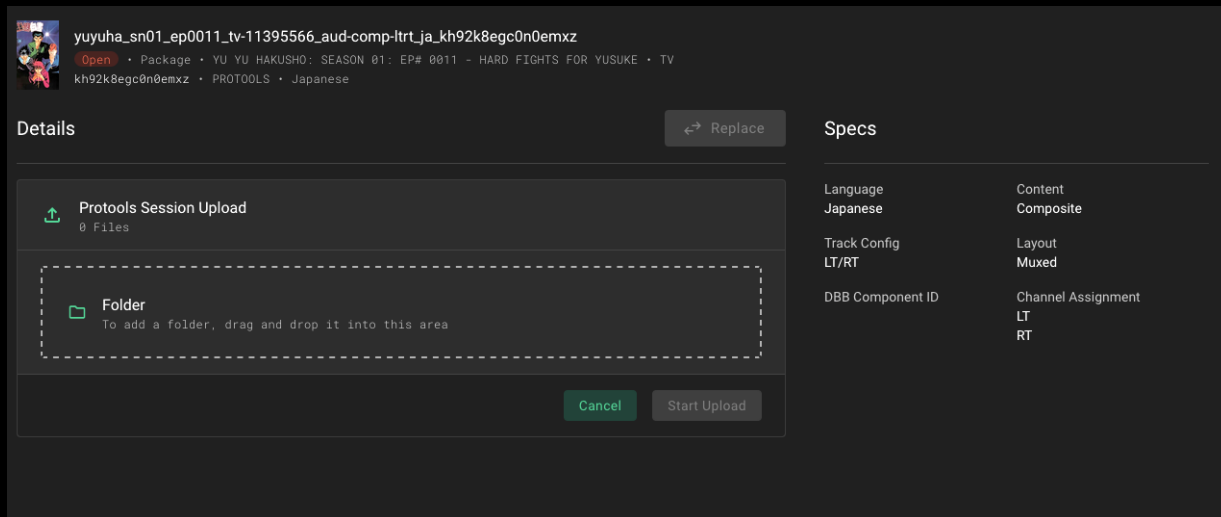

Fig. 2 – Asset Placeholder – Drop zone for the drag and drop upload of files or folders

3. When you drag assets onto the drop zone, the Placeholder will display the name of the file to be uploaded or an inventory of the folder. If everything looks correct, click the Start Upload button.
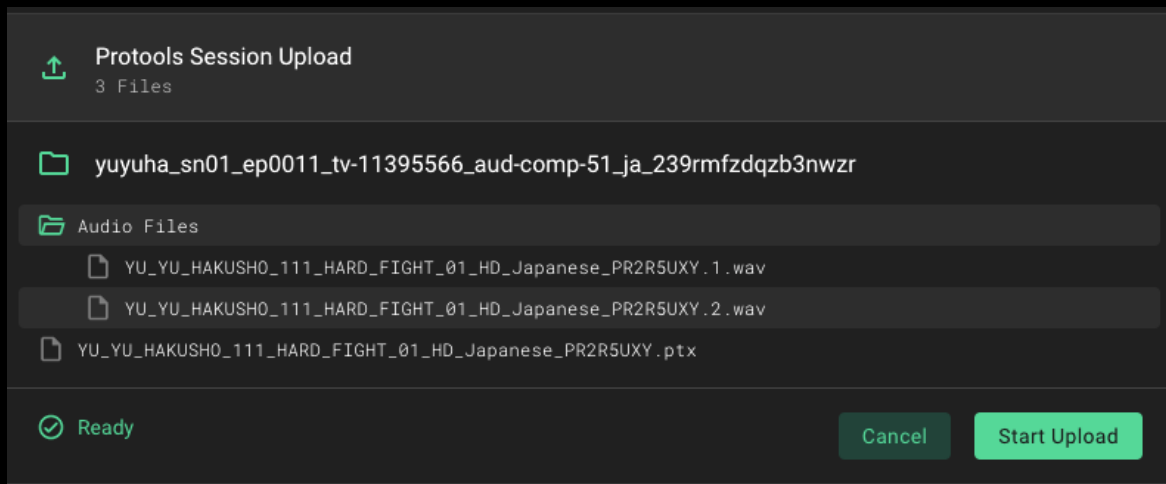

Fig. 3 – Asset Placeholder – Inventory of folder after they are dragged onto drop zone

4. And initial check will be run to confirm that the assets match the Placeholder specifications. If assets fail this initial check you will need to correct the issue.
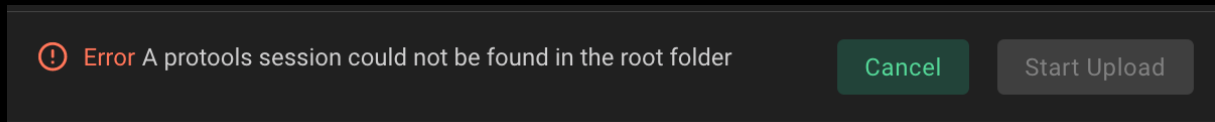

Fig. 4 – Asset Placeholder – Error message due to asset failing validation against key delivery requirements

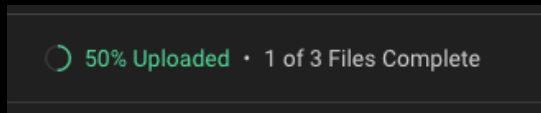If the assets pass the initial check, click the Start Upload button.

Fig. 5 – Asset Placeholder – File upload progress

5. Click Cancel to stop the upload of an asset. The transfer status will change to Cancelled.
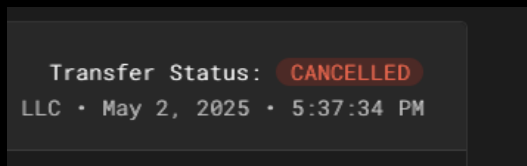

Fig. 6 – Asset Placeholder – Upload/Transfer of an asset has been cancelled

6. Once an asset has been transferred to Media Landing, you will use the Replace button to submit new versions of the asset.
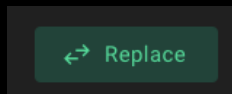

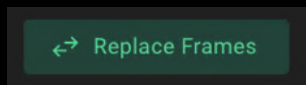*Fig. 7 – Replace Button – Available on all asset placeholders.*

Fig. 8 – Replace Frames Button – Available on image sequence placeholders.

Note that all previous uploads of an asset are retained in Media Landing until an asset is finalized.

Fig. 9 – Media Landing – Multiple versions of an image sequence to the same Placeholder

MEDIA LANDING

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