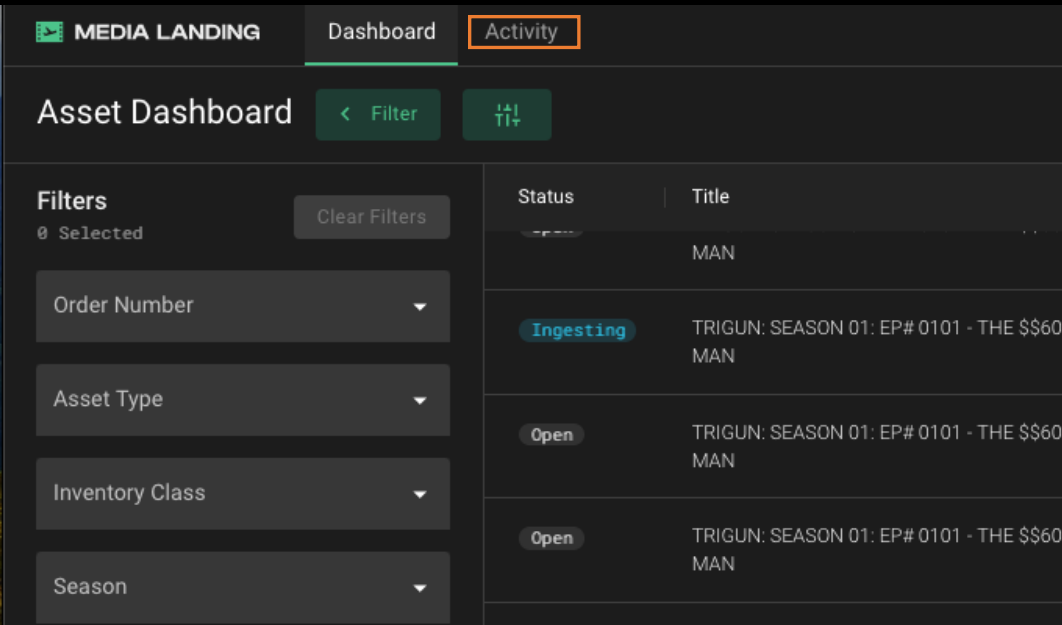**MEDIA LANDING**

Viewing the Activity Logs

TUTORIAL

1. To find out the status of your uploads, click on the Activity tab which will route you to your Activity Logs.

Fig. 1 – Media Landing - Navigation tabs with Activity Tab highlighted

2. An activity log is a record of the placeholders you've uploaded and their status. Key technical information related to the placeholder is displayed.

Fig. 2 – Activity Logs – Placeholders uploaded by a user and their statues

Fig. 3 – Activity Logs – Key technical information related to a Placeholder

3. If a folder was uploaded to a Placeholder, you can click the folder icon to view the individual files.

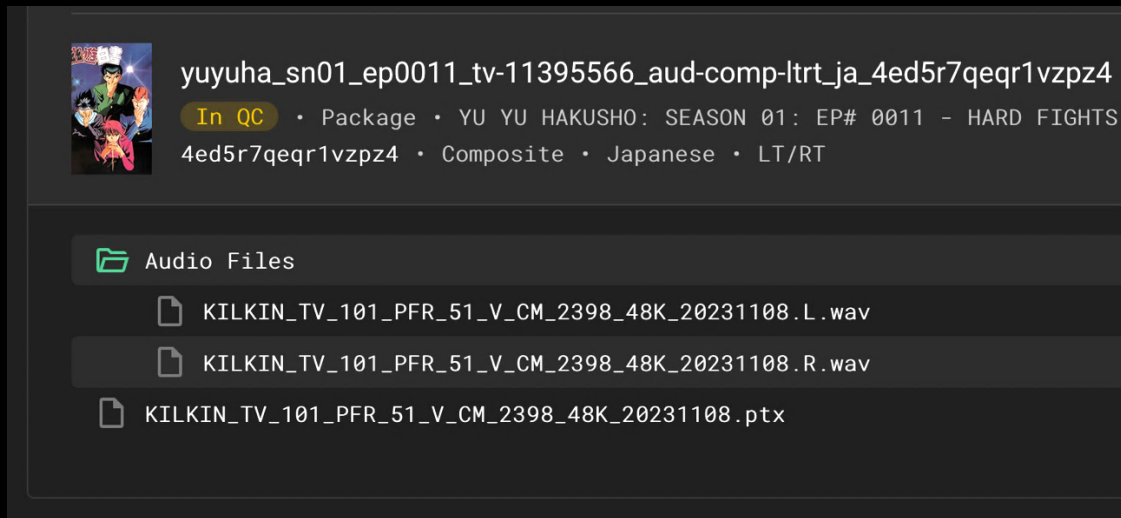*Fig. 4 – Activity Logs – An Activity Log which displays audio files uploaded enclosed within a folder*

4. On the top right of the screen, you can page forward or backward through placeholders by clicking the corresponding arrow.
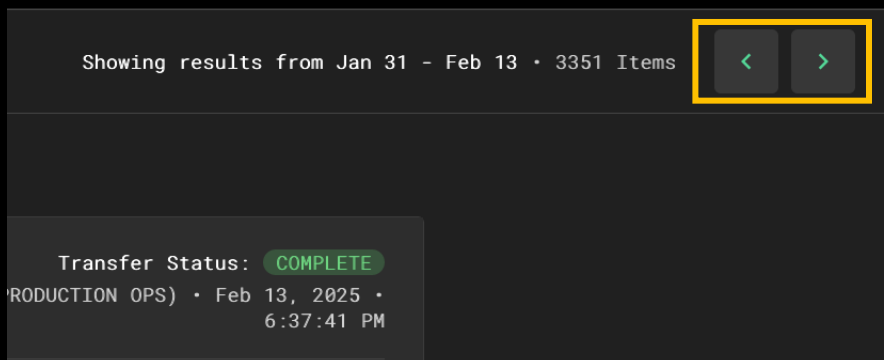

Fig. 5 – Activity Logs – Controls to page forward or backward through placeholder results

MEDIA LANDING

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For support contact media_landing_help@spe.sony.com