

Material uploader instructions

Material Delivery

1. Go to <http://uploader.grano.fi/clearchannel/digital>
2. Register to the uploader by clicking the button in the lower part of the page (see image, marked with red). You can change the language by clicking the small flag on the top right corner. If you have already registered, log in by using your personal username and password.


Note that you can change the language only **before** you sign in.



PRINT UPLOADER DIGITAL UPLOADER

Login Register Forgot your password?

Digital Uploader



Login

Username or email address *

Password *

[Forgot your password?](#)

Remember me next time

Login

No user account yet? Please register first.

Figure 1 - Landing page of the uploader. Register-button marked with red, language options with green.

3. Make sure that you have chosen “Digital Uploader” above the menu. Then click on “Upload Files”.

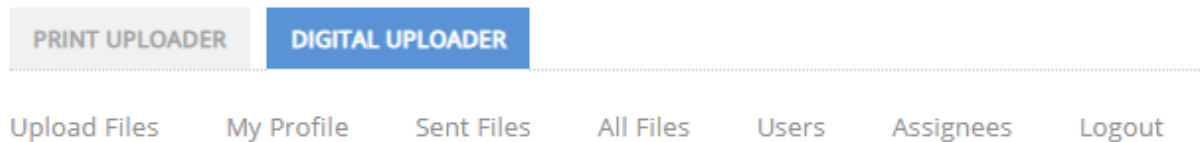


Figure 2 - There are two sides in the uploader: Print and Digital uploader. Please make sure, that you upload your materials to the Digital uploader side

4. The Uploader view opens with three tabs: Sender, Campaign and Files. Make sure that you fill all rows **marked with a red star** on each tab (see image).

Please note that rows **without** the red star are optional fields.

Upload

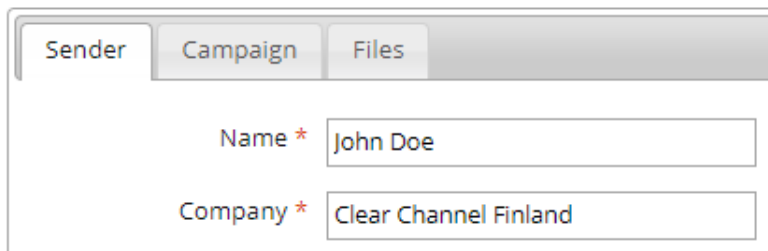


Figure 3 - Only fields marked with a red star are required

5. In the File tab, the only field marked with a red star is “Display time” for the campaign.

Upload

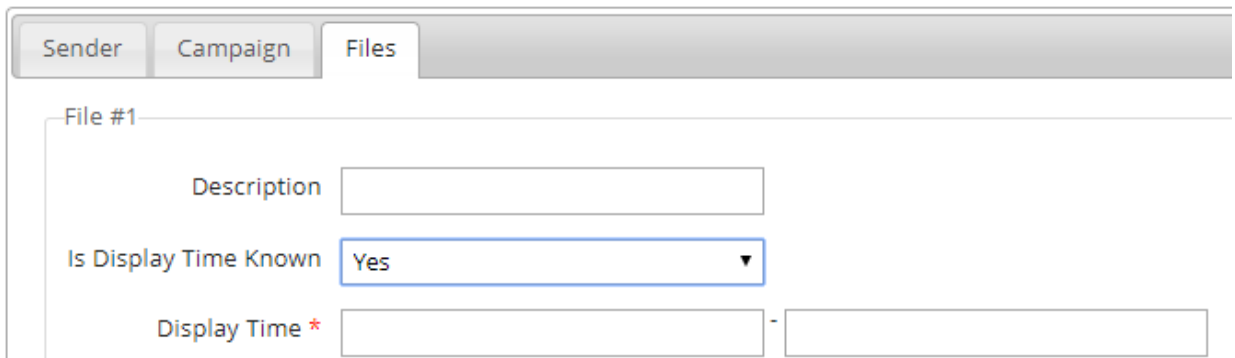
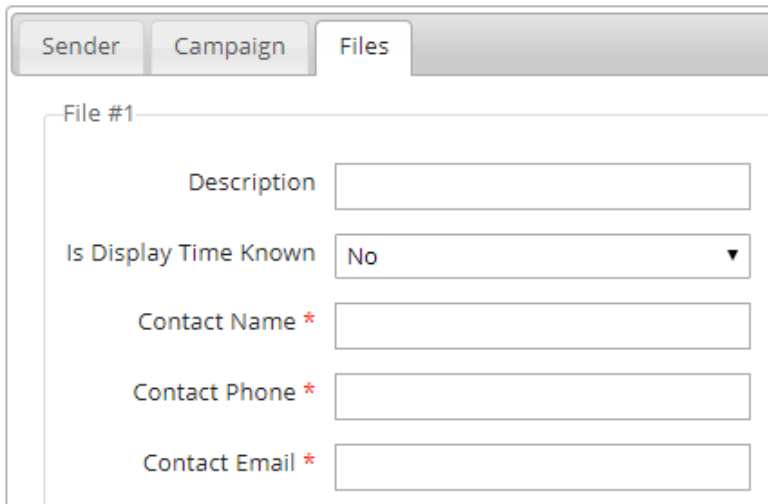


Figure 4 - Fields, when display time is known

In case the display time is unknown, you can choose “No” from the dropdown menu in “Is Display Time Known”, (second field from above). If the display time is unknown, you are required to fill in the contact information for a contact person.

Upload



The screenshot shows a web interface with three tabs: 'Sender', 'Campaign', and 'Files'. The 'Files' tab is active. Below the tabs, there is a section for 'File #1'. It contains the following fields:

- Description: A text input field.
- Is Display Time Known: A dropdown menu with 'No' selected.
- Contact Name *: A text input field with a red asterisk.
- Contact Phone *: A text input field with a red asterisk.
- Contact Email *: A text input field with a red asterisk.

Figure 5 - Fields, when display time is unknown

6. You can send several files at one time by clicking the “Add another file” -button in the bottom *left* corner.
7. Once you have selected all the files you wish to upload, press the Upload-button in bottom *right* corner.
8. Please make sure that the files are completely uploaded before logging out from the uploader or closing the browser.

Additional information concerning material delivery:

digitalcampaigns@clearchannel.fi