

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.

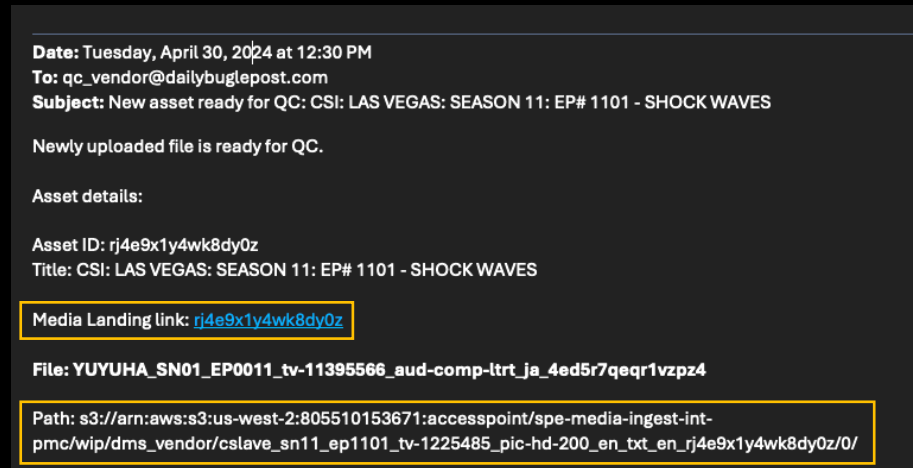


Fig. 1 – Web link to Asset Placeholder and AWS S3 path to asset

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

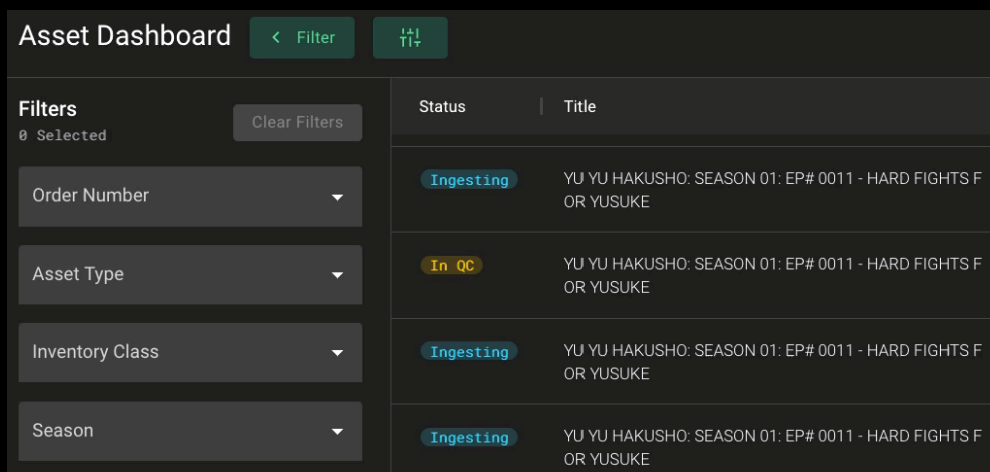


Fig. 2 – Media Landing – Placeholders with the various statuses

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.

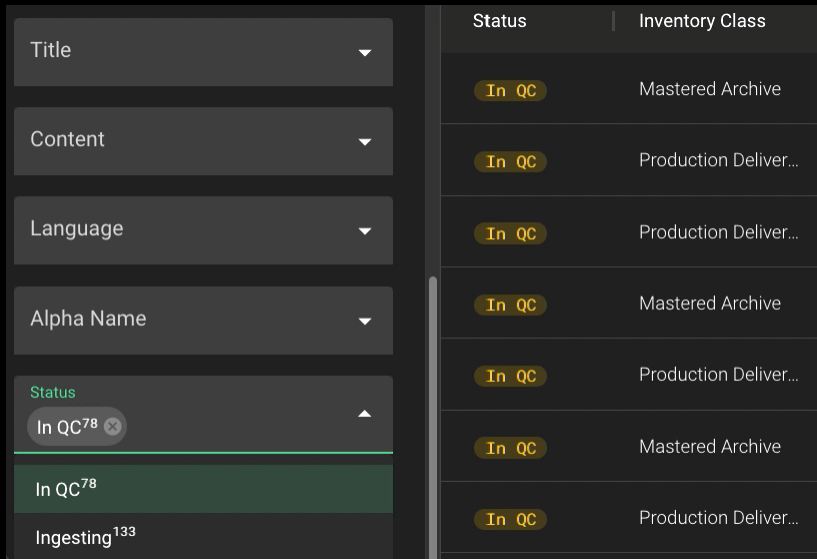


Fig. 3 – Filter Dashboard – Status “In QC” chosen in filter drawer

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

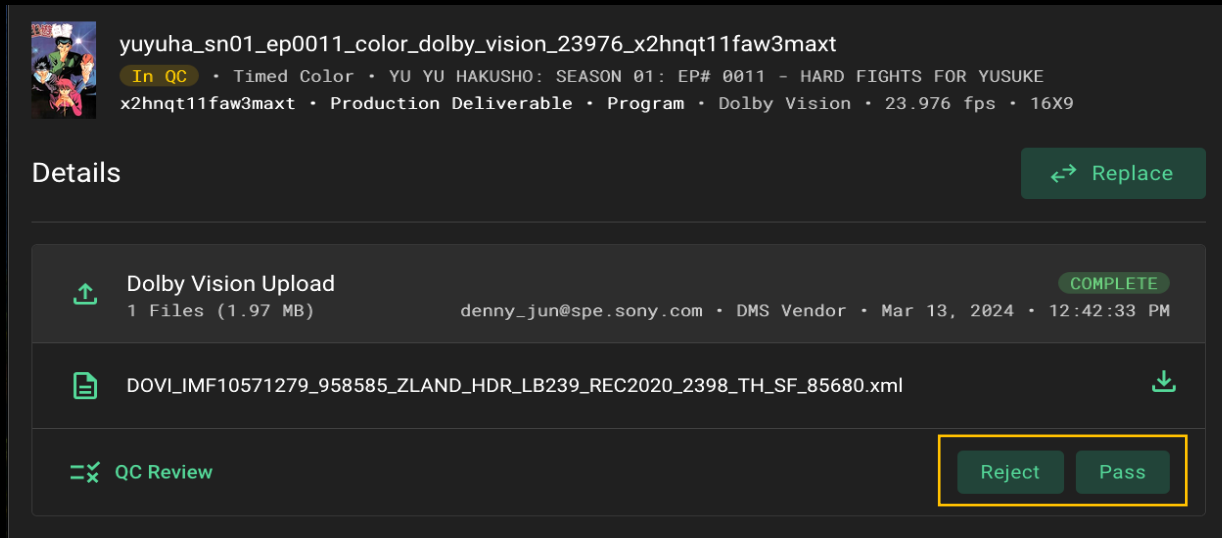


Fig. 4 – Asset Placeholder – After file ingest, Asset Placeholders shows QC status buttons

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

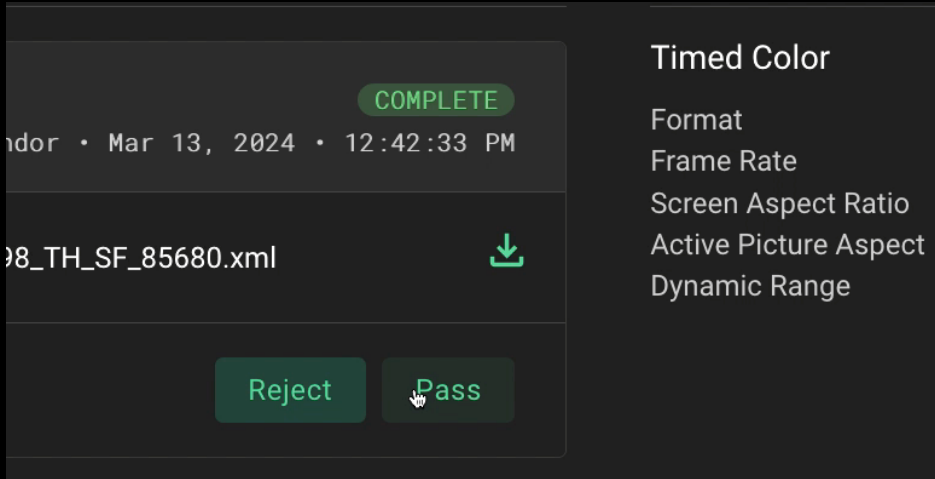


Fig. 5 – Asset Placeholder – QC Status buttons

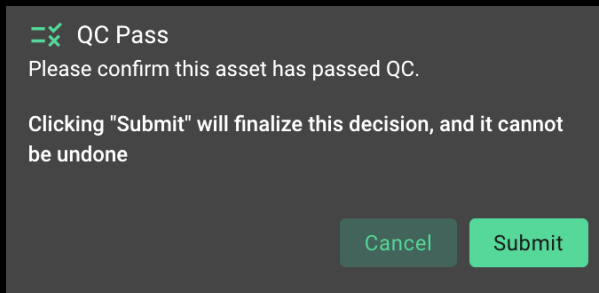
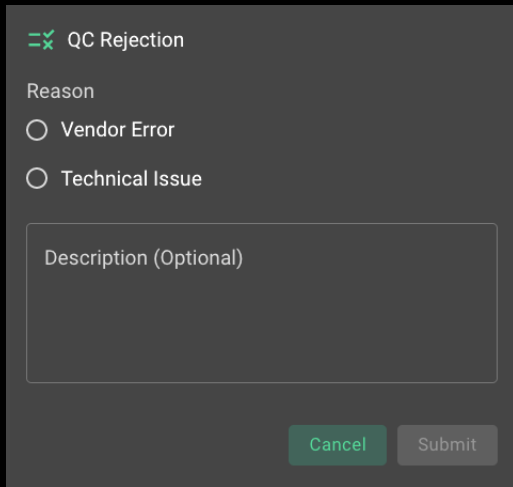


Fig. 6 – Confirmation Pop Up

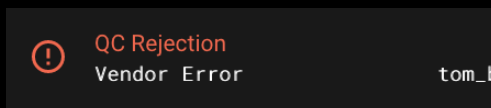
6. If the asset fails, QC click the Reject button. A modal will appear that will allow you to designate the issues found.



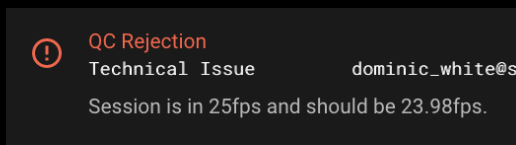
The image shows a modal window titled "QC Rejection" with a green checkmark icon. Below the title is the label "Reason" followed by two radio button options: "Vendor Error" and "Technical Issue". Below these options is a text input field labeled "Description (Optional)". At the bottom of the modal are two buttons: "Cancel" and "Submit".

Fig. 7 – QC Rejection Modal – User entry of QC rejection reason

7. Use the “Vendor Error” designation when, for example, the wrong asset type or wrong content is sent.



8. The designation “Technical Issue” can be used when an asset deviates from SPE’s technical specifications, for example, the asset has an incorrect bit rate or frame rate.



9. You can also enter notes in the Description Box to further describe issues.

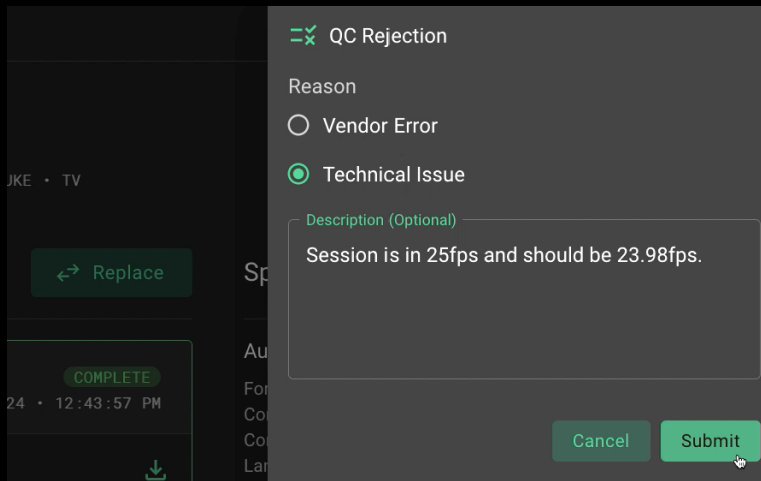


Fig. 8 – QC Rejection Modal – User entry of QC rejection description



MEDIA LANDING

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