Using Placeholders

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.*
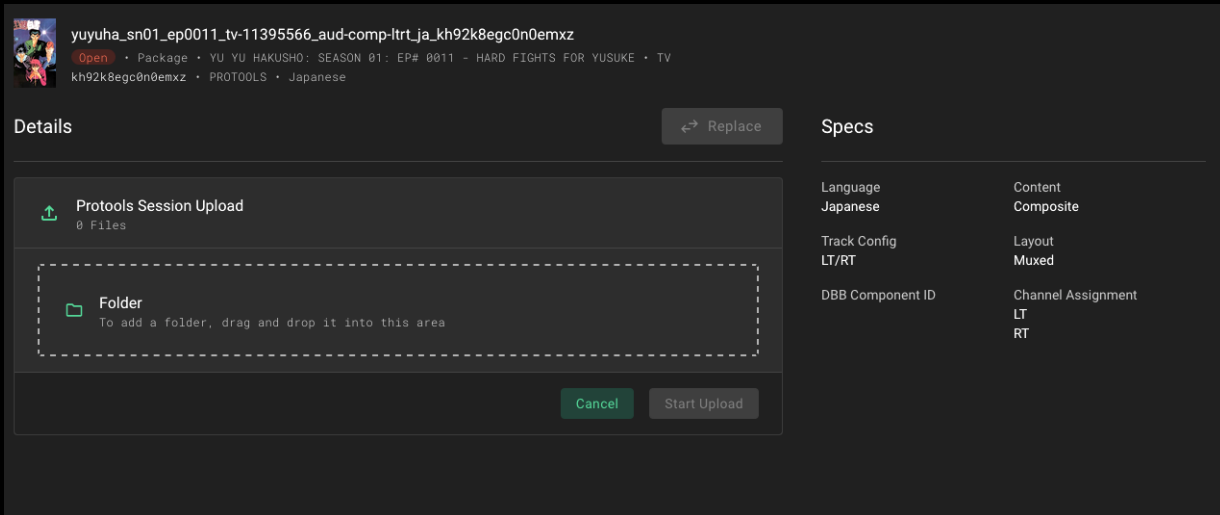

Fig. 2 – Asset Placeholder – Drop zone for the drag and drop upload of files or folders

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.
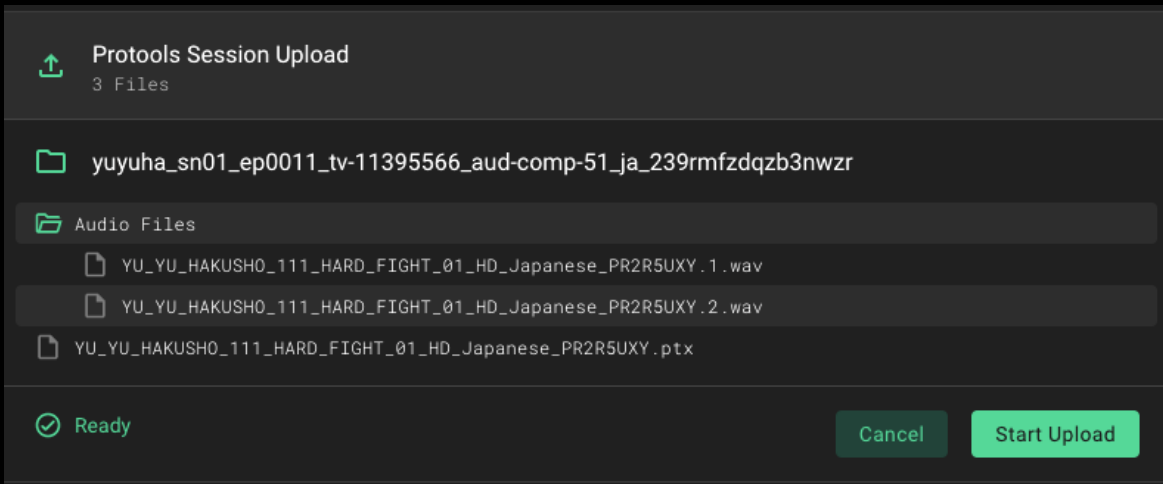

Fig. 3 – Asset Placeholder – Inventory of folder after they are dragged onto drop zone

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.
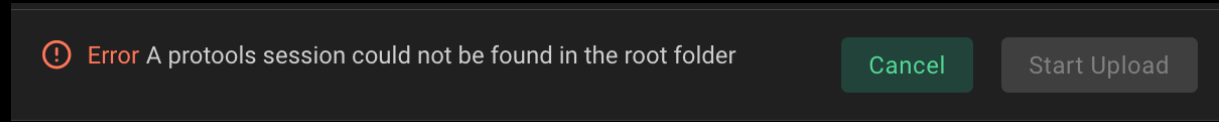

Fig. 4 – Asset Placeholder – Error message due to asset failing validation against key delivery requirements

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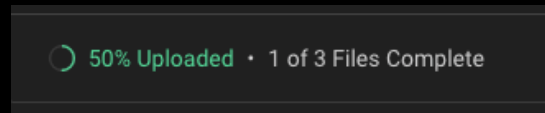

Fig. 5 – Asset Placeholder – File upload progress

5. In the event a file requires replacement, you can locate the Placeholder by using the Asset Dashboard. *Make sure you activate the Show Completed slider at the bottom of the filter drawer and then use the Status filter to select the appropriate value.*
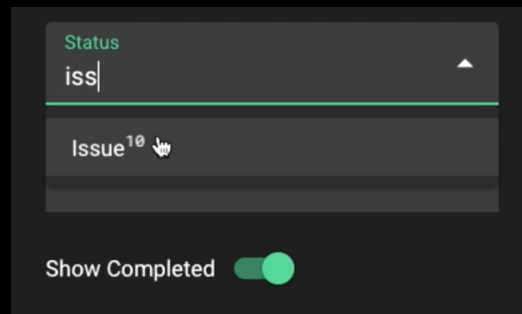

Fig. 6 – Filter Drawer – The Show Completed slider activated

6. After selecting the Placeholder in the results pane, you can use the "Replace" button to re-upload a new file.

Fig. 7 – Asset Placeholder – A rejected asset pending upload of replacement asset
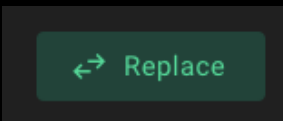

Fig. 8 – Asset Placeholder – Replace button on Placeholder

7. Once an upload is in progress, you can move on to fulfillment of other Placeholders. You can check back on the progress of your upload via the Activity screen.

Fig. 9 – Media Landing – Activity Logs

For more details on the values and labels shown on the interface, see the quick reference sheet "Asset Placeholders."

MEDIA LANDING

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