



User Guide

DOWNLOAD NEWS PROGRAMS & PROMOS

DOWNLOAD MEDIA



Download News, Programs & Promos

Access pre-recorded programs, news segments, clocks, and promos in a designated area within DC.

Download programs from Nine Radio Syndication and other content providers via DC.

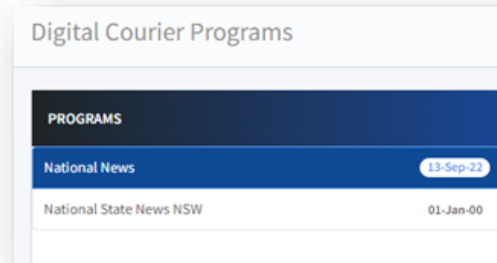


Login: <https://www.digitalcourier.com.au>

Enter your DC login credentials.

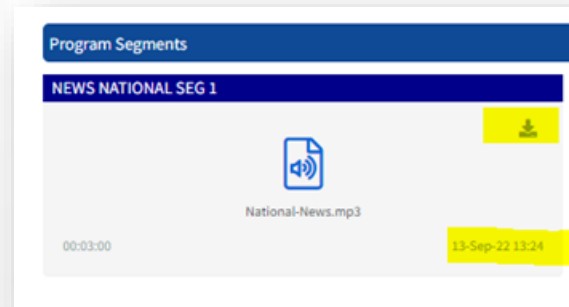
DOWNLOAD News, Programs or Promos:

- Go to **News / Programs / Promos** on LHS menu.
- Select the relevant Program / News from the available list.



- Download Clocks, Promos or Program Segments by clicking on the download icon.

*The date on the RHS indicates the date and time of last upload.





Download Media

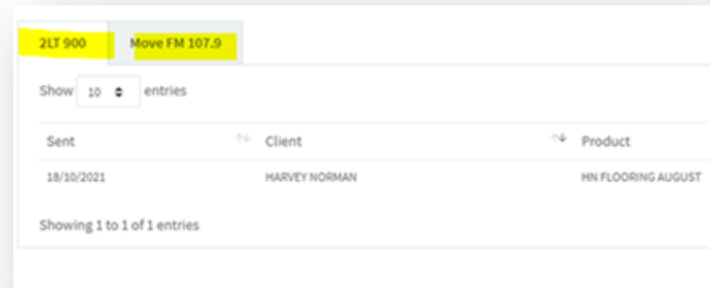
Download audio, material instructions or PDF documents from Advertisers via DC.

Login: <https://www.digitalcourier.com.au>

Enter your DC login credentials.

DOWNLOAD Media:

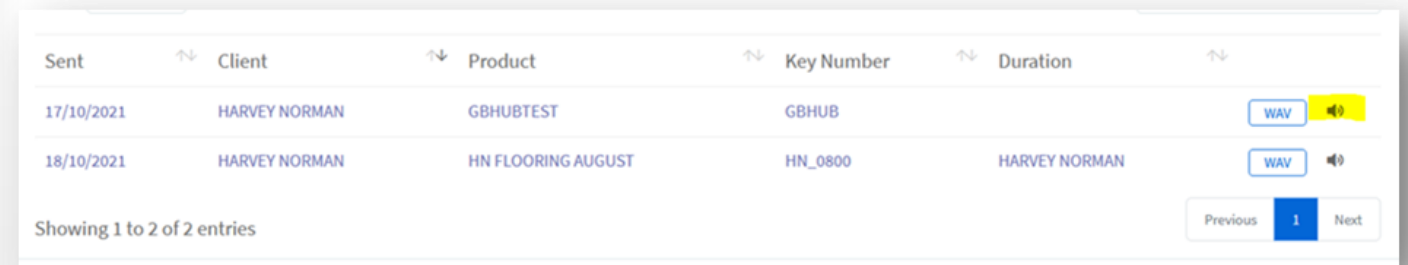
- Go to **Download Media** on LHS menu.
- Search for material by Date, Client Product or Station (this option is only available with Network Carting Hub login access).
- You will see a separate tab for each Station's Inbox allocated to your DC login.





Sent	Client	Product
18/10/2021	HARVEY NORMAN	HN FLOORING AUGUST

Showing 1 to 1 of 1 entries

- Preview audio before downloading.
- Download media by clicking on the file-type – e.g. on the WAV button:



Sent	Client	Product	Key Number	Duration	File Type	Preview
17/10/2021	HARVEY NORMAN	GBHUBTEST	GBHUB		WAV	
18/10/2021	HARVEY NORMAN	HN FLOORING AUGUST	HN_0800	HARVEY NORMAN	WAV	

Showing 1 to 2 of 2 entries

Previous 1 Next



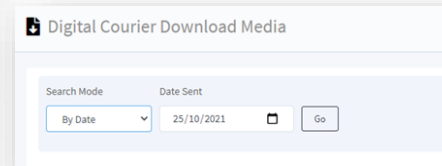
Download Media

Search Modes

You can search for material using different search modes; Search by Date, Client Product or by Station (if you're carting for a radio Network).

SEARCH By Date:

- Data is sorted most recently Search By Date

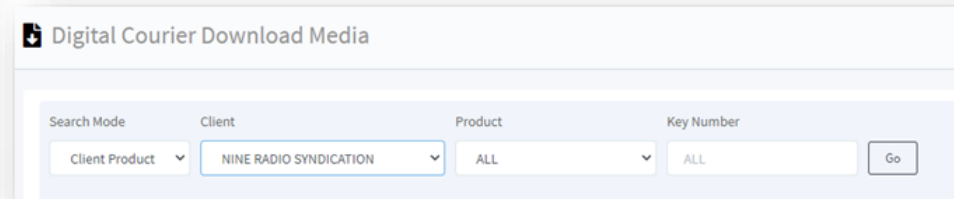


Digital Courier Download Media

Search Mode: By Date | Date Sent: 25/10/2021 | Go

SEARCH By Client Product:

- Select **Client** from Dropdown list.
- Select **Product** (if known) or default, ALL.
- Enter **Key Number** (if known).
- Click **Go**.

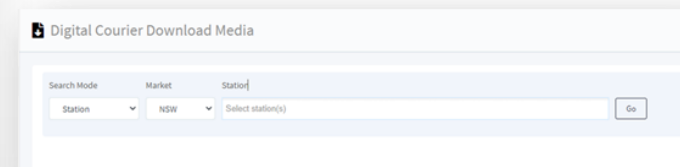


Digital Courier Download Media

Search Mode: Client Product | Client: NINE RADIO SYNDICATION | Product: ALL | Key Number: ALL | Go

SEARCH By Station ****NOTE THIS OPTION CAN ONLY BE ACCESSED USING A NETWORK CARTING HUB LOGIN****

- Select **Station** from Dropdown list.
- Select **Market**.
- Select **Station(s)** in your Network to view DC Inbox.
- Click **Go**.



Digital Courier Download Media

Search Mode: Station | Market: NSW | Station: Select station(s) | Go

Can I identify if I have already downloaded media?

Material previously downloaded is highlighted blue.

Can I download multiple tracks/media?

If you're using Chrome / Edge, download multiple audio files to zip folder by going to:

Settings > Select Advanced > Select Downloads > Turn off option: 'Ask where to save file before downloading'.

If I am logged in using a 'Network Carting Hub' will I be able to see all inboxes for Stations in my Network?

When logged in as 'Network Carting Hub,' you can easily view where materials have been dispatched within your Network. There's no need to visit individual Stations to download the media. Simply download the material, and the Advertiser will be notified that the material has been downloaded for all Stations in your Network.

How can I view/sort media in my Inbox?

Use the arrows to sort data:

- By Sent
- By Client
- By Product
- By Key Number
- By Duration

How do I update my station contact details to receive email notifications when audio is available for download?

You can store up to three email addresses to receive notifications when audio has been dispatched to your station. To update your records, simply go to 'Update Station Details' in the main menu and click on 'Edit' to enter the details.