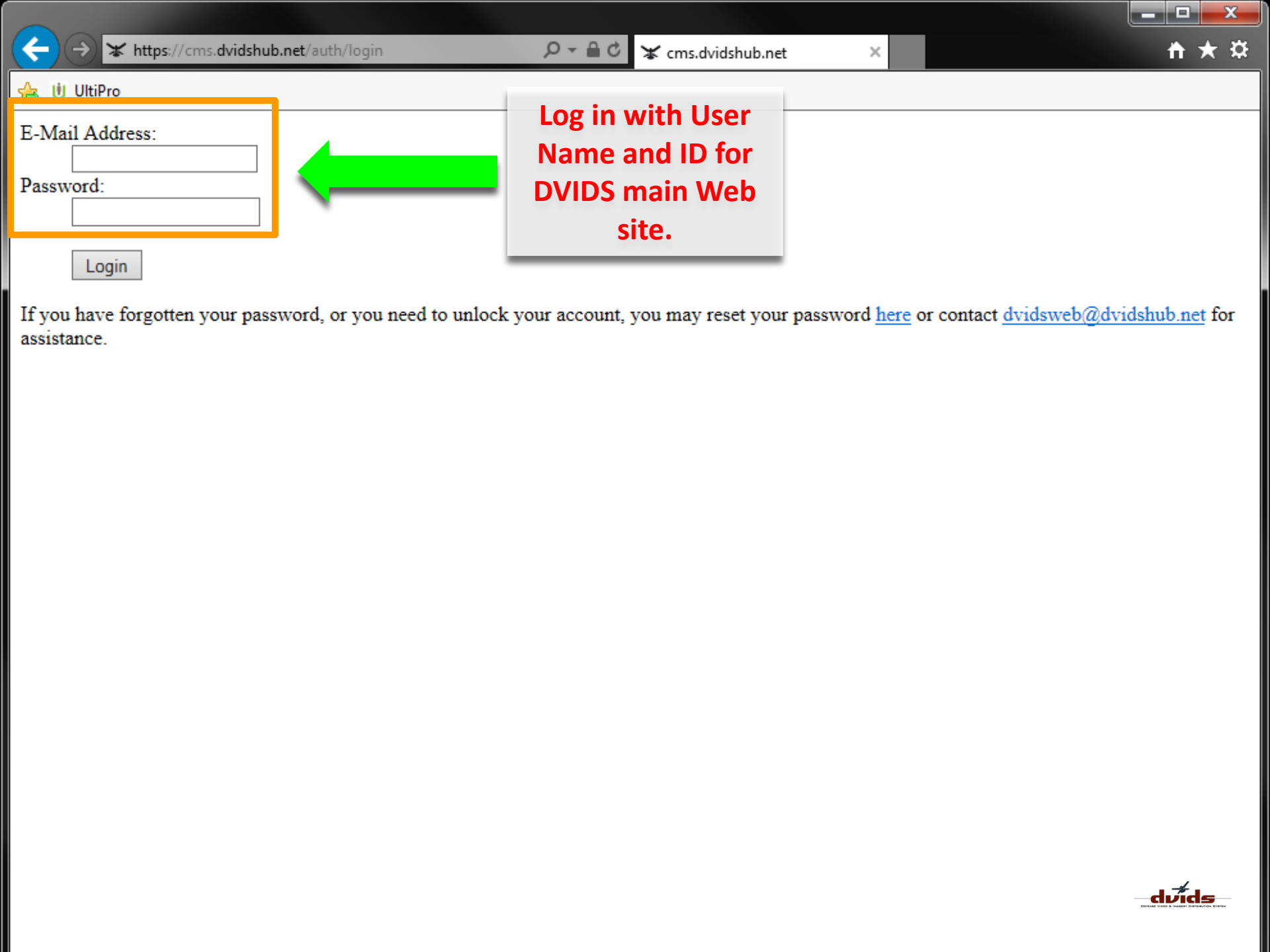
Upload Media on DVIDS DIRECT

Navigate to

http://cms.dvidshub.net/direct


https://cms.dvidshub.net/auth/login
cms.dvidshub.net
UltiPro
E-Mail Address:
Password:
Login
Log in with User Name and ID for DVIDS main Web site.
If you have forgotten your password, or you need to unlock your account, you may reset your password here or contact dvidsweb@dvidshub.net for assistance.

https://cms.dvidshub.net/direct/index/newbatch

DVIDS 360° - Content Mana...

UltiPro

Logged in as: Edward Pajak (Video Manager) epajak@dvidshub.net

Log Out | DVIDS Main Site |

- 360 Reports
- Audio Control
- Batch Control
- Closed Captions
- Direct
- Distribution Control
- Editorial Calendar
- Encode Cluster Status
- Event Request Features
- Greetings Control
- Images Control
- Listserv
- Live Webcasts
- Manage Members
- News Control
- Placement Clips
- Placements
- Playlist Generator
- Podcast Control
- Priority Of Effort
- Series Control
- Subscriptions
- Tags Control

Your Batch # is 809032

Web Upload

To begin, please select your media for upload

Click to Upload

Files Queued:	**Current Speed:**
Files Uploaded:	**Time Remaining:**
Errors:	**Percent Uploaded:**

Files:

Filename Review Status Delete Script

Add News Story

FTP Submissions

Submission Guidelines

Important: All media submitted to DVIDS must be in the Public Domain. Do not upload copyrighted material.

- **Upload Released media only.** Send FOUO assets to DIS
- Embed all metadata per DoD Captioning Style Guide and the DVIDS Metadata Cross-Reference.
- Include interviewee and unit hometowns to facilitate focused marketing.
- Date fields are for creation date of the asset; upload dates are recorded automatically.
- Spell out acronyms at first reference per DoD Captioning Style Guide.
- DVIDS accepts a variety of SD and HD formats.
- DVIDS accepts MP3 and FLAC audio file formats.
- File submission using FTP and Secure FTP (SFTP) is available.
- **Click *Finish* to end your session:** this alerts the appropriate DVIDS Team to process your submission.

1. Click here to upload your media

https://cms.dvidshub.net/direct/index/newbatch

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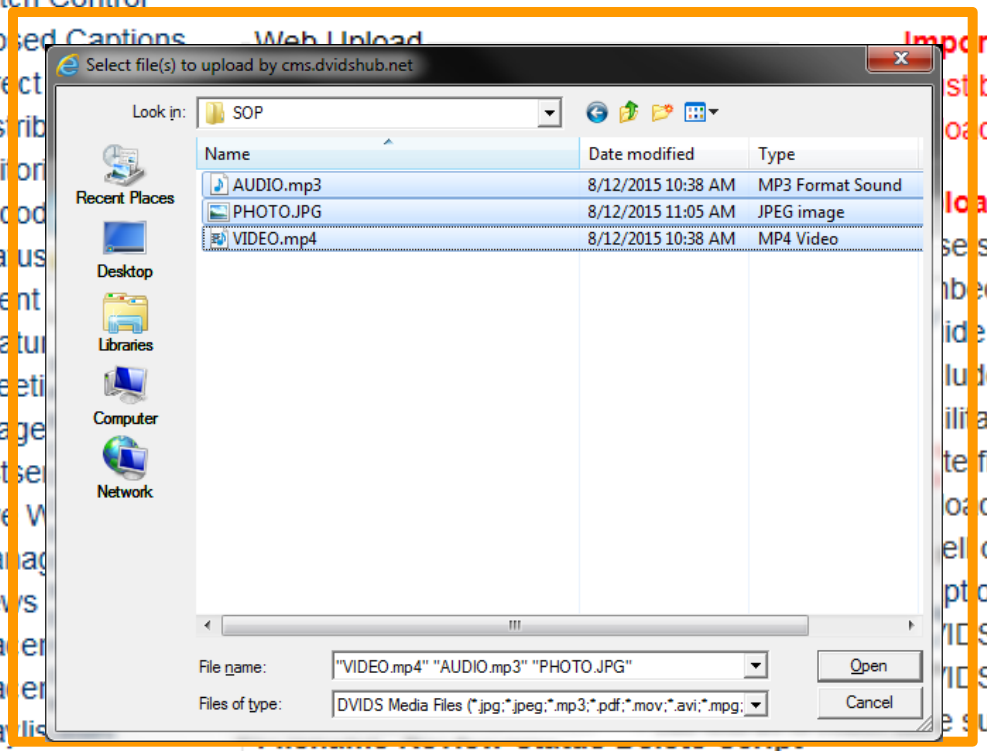
Podcast Control
Priority Of Effort
Series Control
Subscriptions
Tags Control

Your Batch # is 809032

Submission Guidelines



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2. **Navigate to the media you wish to upload and select.**

Add News Story

FTP Submissions

https://cms.dvidshub.net/direct/index/newbatch

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Priority Of Effort
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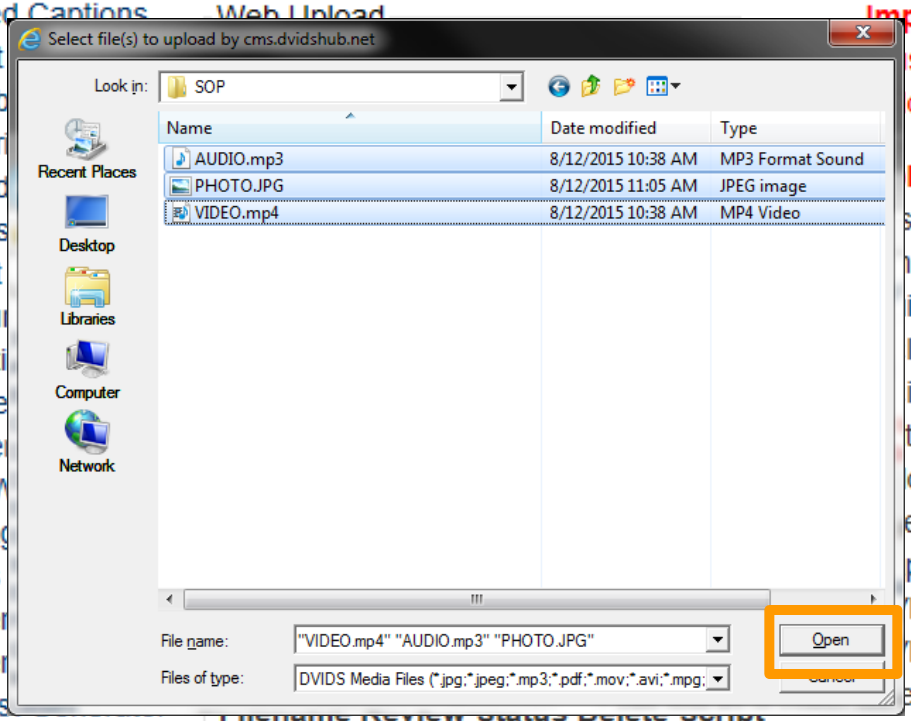
Subscriptions
Tags Control

Your Batch # is 809032

Submission Guidelines

Web Upload



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IDS accepts MP3 and FLAC
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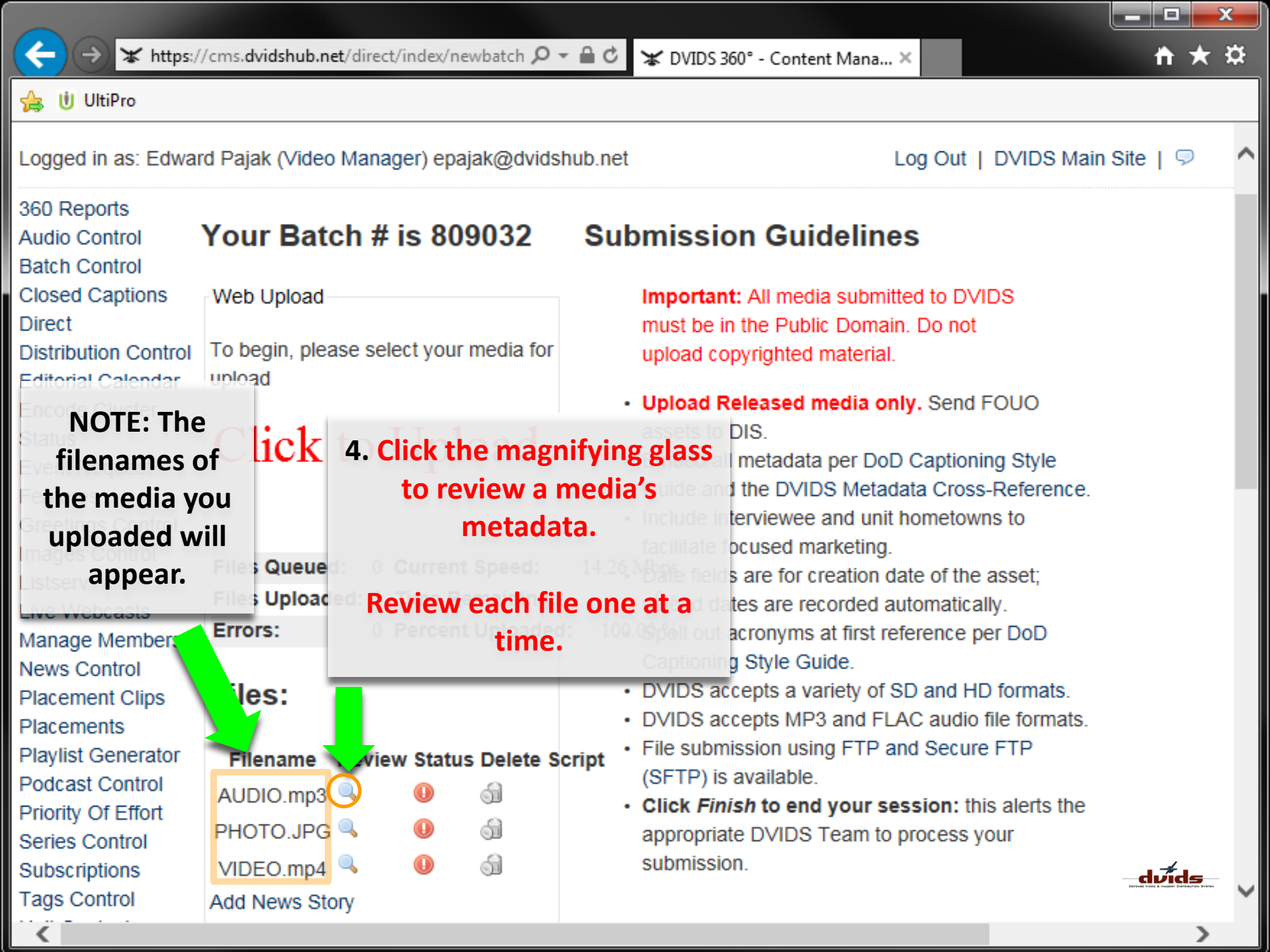
(SFTP) is available.

- **Click *Finish* to end your session:** this alerts the appropriate DVIDS Team to process your submission.

3. Click on "Open" to upload the media selected.

Add News Story

FTP Submissions


https://cms.dvidshub.net/direct/index/newbatch
DVIDS 360° - Content Mana...
UltiPro
Logged in as: Edward Pajak (Video Manager) epajak@dvidshub.net
Log Out | DVIDS Main Site |
360 Reports
Audio Control
Batch Control
Closed Captions
Direct
Distribution Control
Editorial Calendar
Manage Members
News Control
Placement Clips
Placements
Playlist Generator
Podcast Control
Priority Of Effort
Series Control
Subscriptions
Tags Control
Your Batch # is 809032
Web Upload
To begin, please select your media for upload
Click to Upload
Files Queued: 0 Current Speed: 14.26 Mbps
Files Uploaded: 0 Time Remaining:
Errors: 0 Percent Uploaded: 100.00 %
Files:
Filename Review Status Delete Script
AUDIO.mp3
PHOTO.JPG
VIDEO.mp4
Add News Story
Submission Guidelines
Important: All media submitted to DVIDS must be in the Public Domain. Do not upload copyrighted material.
• Upload Released media only. Send FOUO assets to DIS.
• Include all metadata per DoD Captioning Style Guide and the DVIDS Metadata Cross-Reference.
• Include interviewee and unit hometowns to facilitate focused marketing.
• Date fields are for creation date of the asset; upload dates are recorded automatically.
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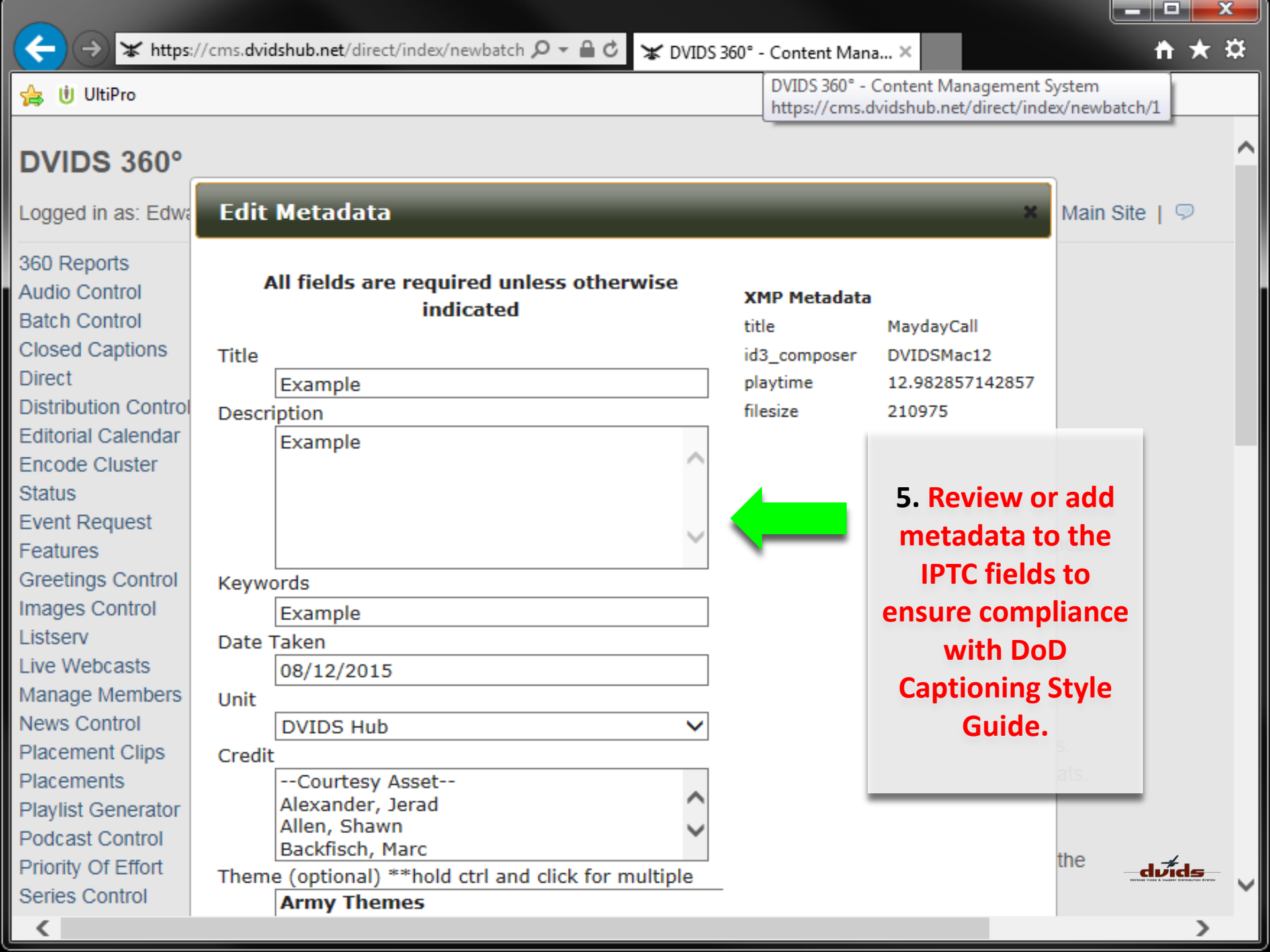
• DVIDS accepts a variety of SD and HD formats.
• DVIDS accepts MP3 and FLAC audio file formats.
• File submission using FTP and Secure FTP (SFTP) is available.
• Click Finish to end your session: this alerts the appropriate DVIDS Team to process your submission.
NOTE: The filenames of the media you uploaded will appear.
4. Click the magnifying glass to review a media's metadata.
Review each file one at a time.


https://cms.dvidshub.net/direct/index/newbatch
DVIDS 360° - Content Mana...
DVIDS 360° - Content Management System
https://cms.dvidshub.net/direct/index/newbatch/1
UltiPro
DVIDS 360°
Logged in as: Edwa
Main Site |
360 Reports
Audio Control
Batch Control
Closed Captions
Direct
Distribution Control
Editorial Calendar
Encode Cluster
Status
Event Request
Features
Greetings Control
Images Control
Listserv
Live Webcasts
Manage Members
News Control
Placement Clips
Placements
Playlist Generator
Podcast Control
Priority Of Effort
Series Control
Edit Metadata
All fields are required unless otherwise indicated
Title
Example
Description
Example
Keywords
Example
Date Taken
08/12/2015
Unit
DVIDS Hub
Credit
--Courtesy Asset--
Alexander, Jerad
Allen, Shawn
Backfisch, Marc
Theme (optional) **hold ctrl and click for multiple
Army Themes
XMP Metadata
title MaydayCall
id3_composer DVIDSMac12
playtime 12.982857142857
filesize 210975
5. Review or add metadata to the IPTC fields to ensure compliance with DoD Captioning Style Guide.
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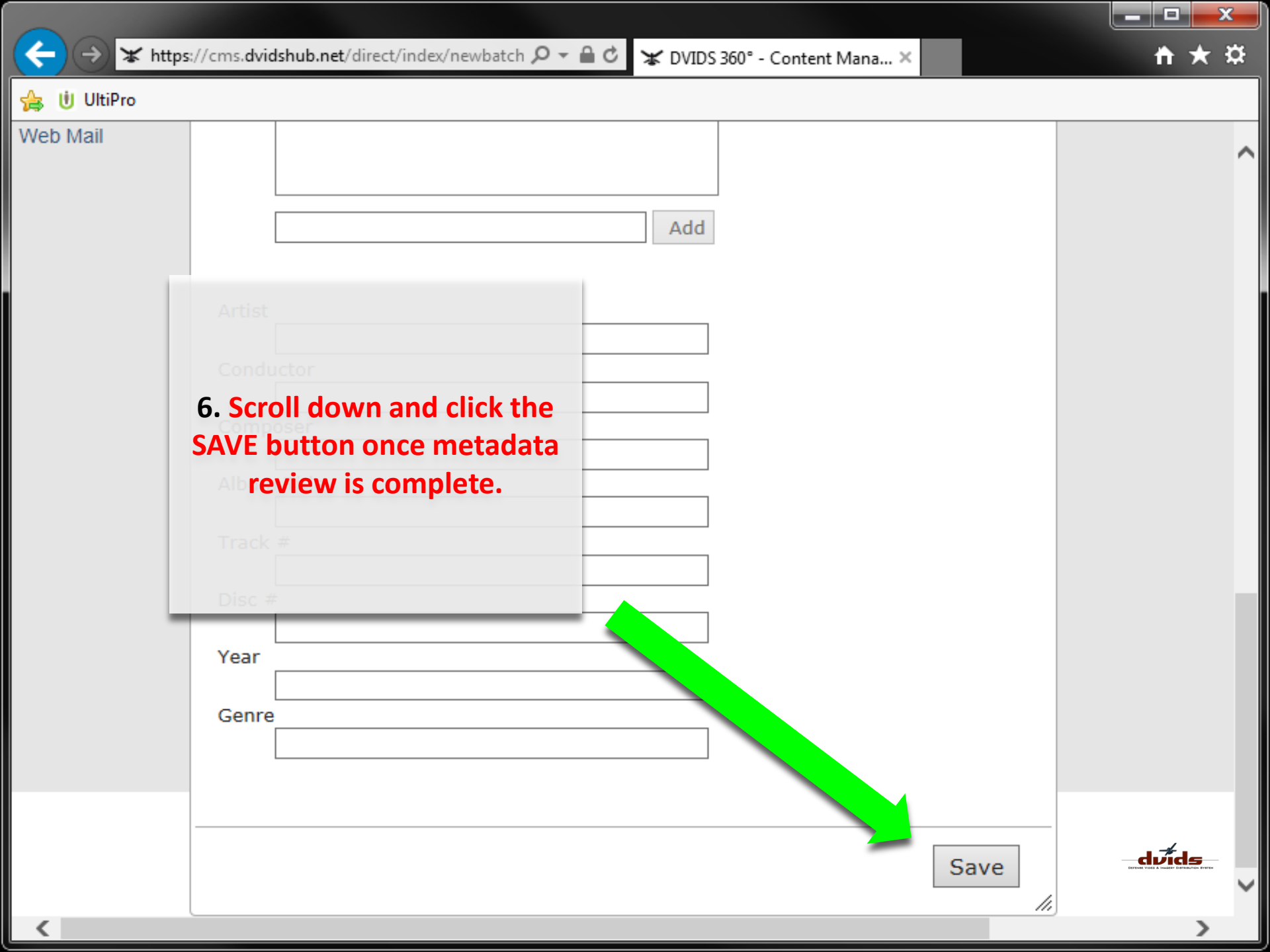
dvids


https://cms.dvidshub.net/direct/index/newbatch
DVIDS 360° - Content Mana...
UltiPro
Web Mail
Add
Artist
Conductor
Composer
Track #
Disc #
Year
Genre
6. Scroll down and click the SAVE button once metadata review is complete.
Save

https://cms.dvidshub.net/direct/index/newbatch/1

DVIDS 360° - Content Mana...

UltiPro

DVIDS 360°

Logged in as: Edward Pajak (Video Manager) epajak@dvidshub.net

Log Out | DVIDS Main Site |

- 360 Reports
- Audio Control
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- Manage Members
- News Control
- Placement Clips
- Placements
- Playlist Generator
- Podcast Control
- Priority Of Effort
- Series Control
- Subscriptions
- Tags Control
- Unit Contacts
- Unit Dashboard
- Unit Media Control

Your Batch # is 809032

Web Upload

To begin, please select your media for upload

Click to Upload

Files Queued:	0	Current Speed:	
Files Uploaded:	3	Time Remaining:	
Errors:	0	Percent Uploaded:	

Files:

Filename	Review Status	Delete	Script
AUDIO.mp3			
PHOTO.JPG			
VIDEO.mp4			

Add News Story

7. Review the metadata for all other uploaded media.

Once the metadata edits are finished and saved, the exclamation point will turn to a green circle with checkmark.

Submission Guidelines

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- Include interviewee and unit hometowns to facilitate
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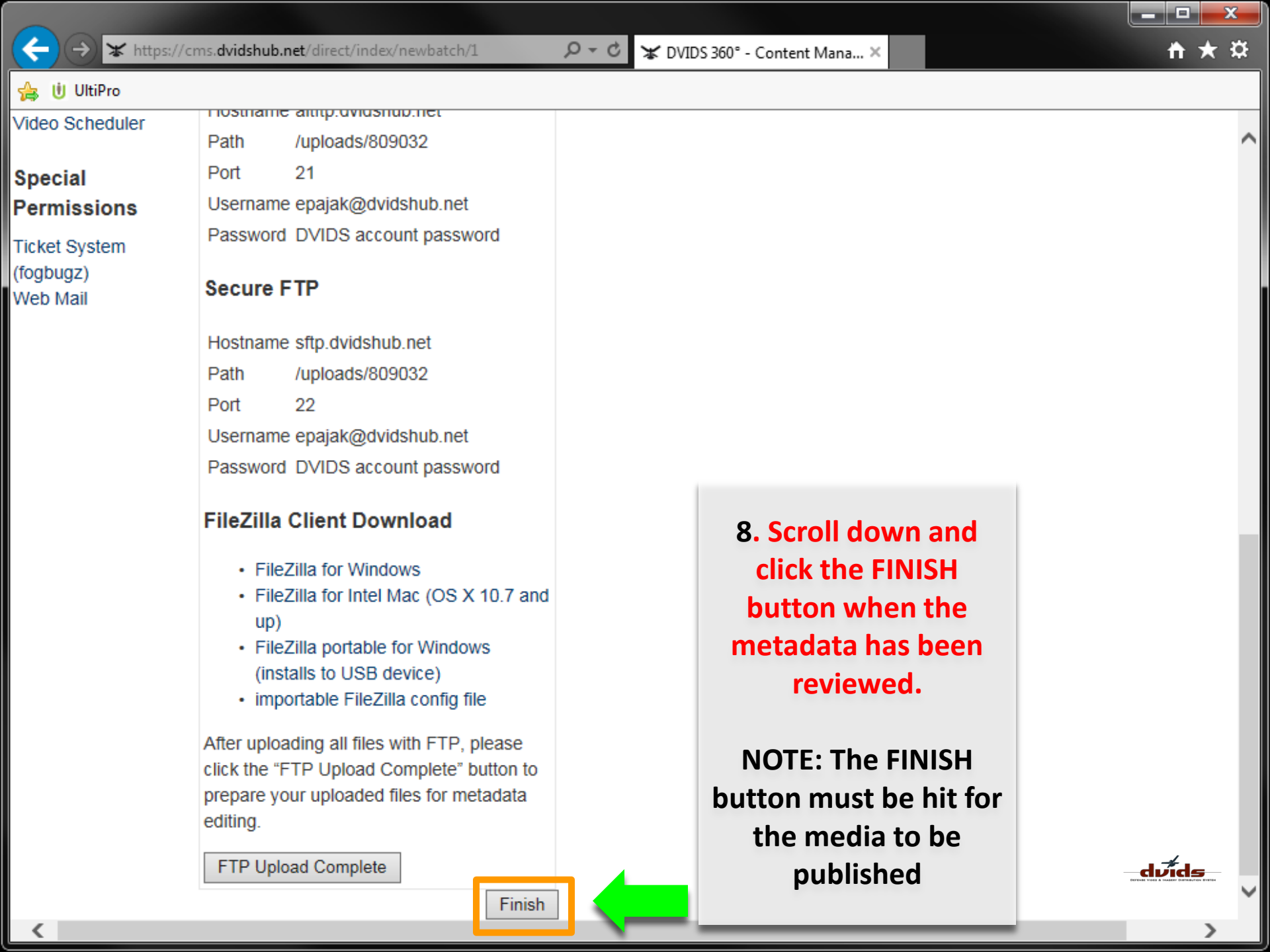
- File submission using FTP and Secure FTP (SFTP) is available.
- **Click *Finish* to end your session:** this alerts the appropriate DVIDS Team to process your submission.


https://cms.dvidshub.net/direct/index/newbatch/1
DVIDS 360° - Content Mana...
UltiPro
Video Scheduler
Special Permissions
Ticket System (fogbugz)
Web Mail
Path /uploads/809032
Port 21
Username epajak@dvidshub.net
Password DVIDS account password
Secure FTP
Hostname sftp.dvidshub.net
Path /uploads/809032
Port 22
Username epajak@dvidshub.net
Password DVIDS account password
FileZilla Client Download
FileZilla for Windows
FileZilla for Intel Mac (OS X 10.7 and up)
FileZilla portable for Windows (installs to USB device)
importable FileZilla config file
After uploading all files with FTP, please click the "FTP Upload Complete" button to prepare your uploaded files for metadata editing.
FTP Upload Complete
Finish
8. Scroll down and click the FINISH button when the metadata has been reviewed.
NOTE: The FINISH button must be hit for the media to be published
dvids

COMPLETE