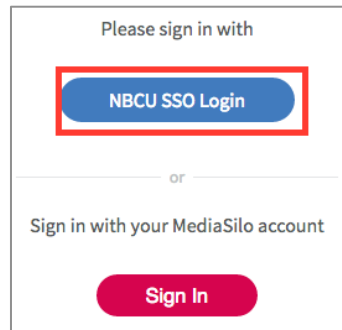

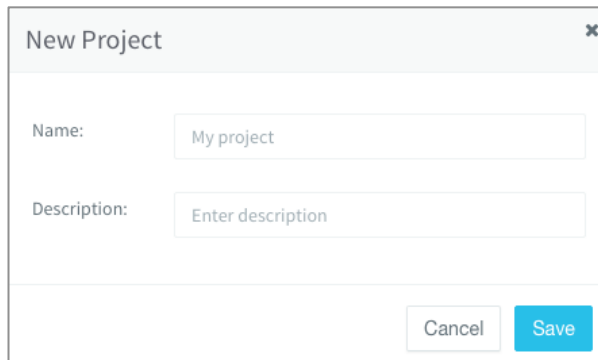


## Granting upload privileges to vendors

- 1) Log onto MediaSilo using your SSO and SSO password. If you do not have access, please contact [mediasilo.support@nbcuni.com](mailto:mediasilo.support@nbcuni.com).

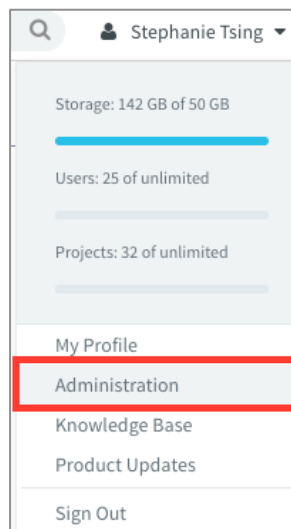



- 2) Create a project for a vendor to upload to if none exists. You may do so by clicking on the  button.
- 3) Enter a **"Name"** and **"Description"** for your project. Click on the **"Save"** button.

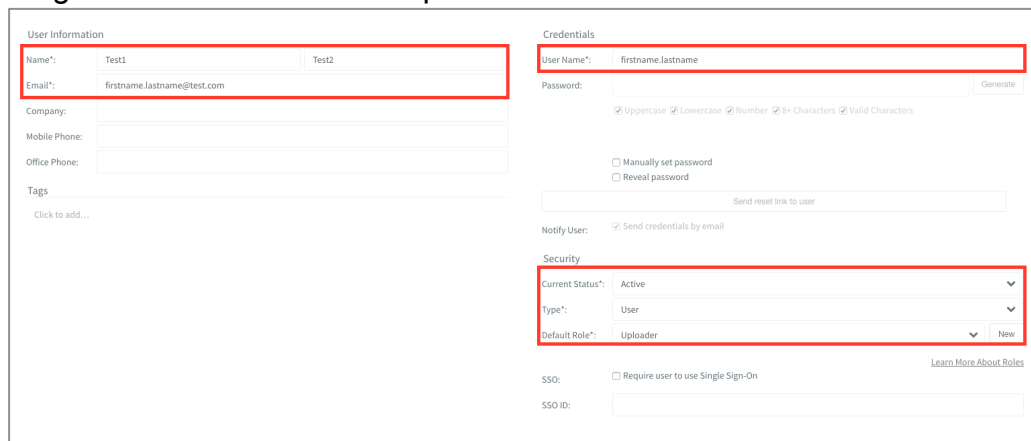


The image shows a "New Project" form. It has a title bar with "New Project" and a close button. Below the title bar, there are two input fields: "Name:" with the text "My project" and "Description:" with the text "Enter description". At the bottom right of the form are two buttons: "Cancel" and "Save".

- 4) Administer external uploaders to this folder by clicking on **"Administration"**.

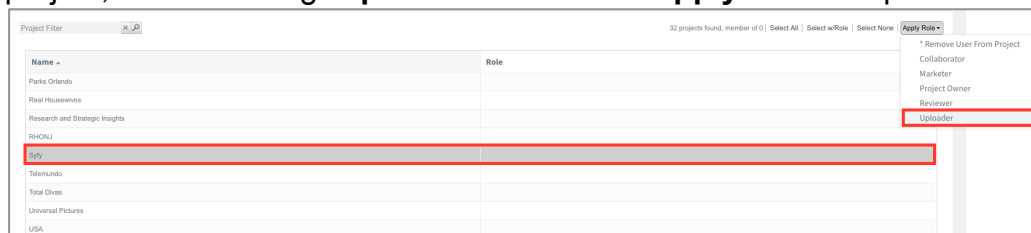


- 5) If the external user *does not exist*, click on the  button. If the user *already exists*, skip to step 9.
- 6) Populate the following mandatory fields:
- First name
  - Last name
  - E-mail address
  - User Name using the format: firstname.lastname
  - Set "Current Status" to Active
  - Set "Type" to User
  - Set "Default Role" to Uploader



The screenshot shows a user creation form with two main sections: 'User Information' and 'Credentials'. The 'User Information' section includes fields for Name (split into Test1 and Test2), Email (firstname.lastname@test.com), Company, Mobile Phone, Office Phone, and Tags. The 'Credentials' section includes User Name (firstname.lastname), Password (with checkboxes for Uppercase, Lowercase, Number, Characters, and Valid Characters), and options for manually setting the password or revealing it. Below this is a 'Security' section with dropdown menus for Current Status (Active), Type (User), and Default Role (Uploader). There are also checkboxes for 'Require user to use Single Sign-On' and 'Send credentials by email'.

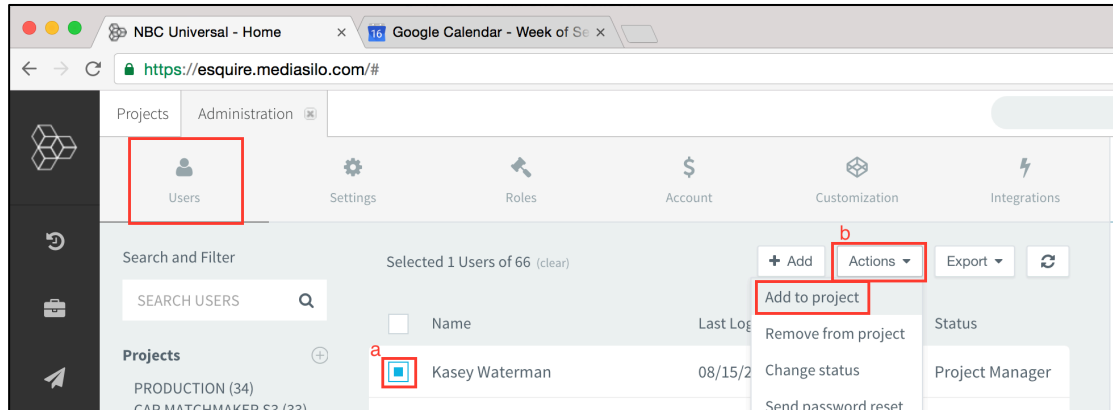
- 7) Select relevant projects for the user to upload media to by clicking on the project, then choosing "Uploader" under the "Apply Role" dropdown.



The screenshot shows a project selection interface with a table of projects. The table has columns for 'Name' and 'Role'. The 'Name' column lists projects like 'Parks Orlando', 'Real Housewives', 'Research and Strategic Insights', 'RHONJ', 'Telenovelo', 'Total Dives', 'Universal Pictures', and 'USA'. The 'Role' column is empty. A dropdown menu is open over the 'Apply Role' button, showing options: 'Remove User From Project', 'Collaborator', 'Master', 'Project Owner', 'Reviewer', and 'Uploader'. The 'Uploader' option is highlighted with a red box.

- 8) Click on the  button.

- 9) If the user *already exists*, click on their name within the Administration → Users pane.
  - a. You will see the checkbox to the left of their name turn blue. *You may select multiple users if you are adding them all to the same project.*
  - b. Click “Actions” and then “Add to project”
  - c. A pop up menu will allow you to assign the user(s) to a project.



- 10) The external user will now see this project folder upon logging into MediaSilo.