

This document forms the instruction manual for the TVP KLIPER System. This manual is intended for the platform users who have an account with the rights of the **Company Administrator** (the **company** main account) and a **Company Employee** (an account created by the Company Administrator).

## 1. Logging in to the system

In the top menu, there are tabs available in the application (**cart** > **materials** > **reports** > **administration** >), whose contents will be displayed to the user after logging in to the extent depending on the rights. Clicking, before logging in, on any of the tabs will move the user to the login page, and if the login succeeds, the sought contents will be displayed.

It is possible to change the language of the application in the upper right corner, above the login button.

By clicking on the **login** button, the user is moved to the login page, where he/she will enter his/her login and password and press **login** command.

## 2. Homepage

**KLIPER >>** [cart >](#) [materials >](#) [reports >](#) [administration >](#) [log in](#)

**YOUR NEW SAFE WEBSITE FOR SENDING ADVERTISING MATERIALS**  
WE START / 16 AUGUST 2017

**News >>**

We would like to inform you that the last material that you will be able to send using the FTP server will be accepted until 15 August 2017

- Safe, registered 24/7 transfer with full access to its history
- Unequivocal assignment of file meta data (metrics, right expiry date, information on manufacturer) with easy copying of this information to subsequent files
- Storing and accessing the uploaded material for 90 days
- Automatic and prompt feedback information about the result of the file inspection directly to the material sender.

In order to ensure a smooth transition to the new system the upload of materials will be free of charge until 31 August 2017  
We would like to invite you to register on our new website.

**To download >**

- [terms and policies of KLIPER >](#)
- [E-invoice rules >](#)
- [technical specification for HD files >](#)
- [technical specification for SD files >](#)
- [pricing >](#)
- [cookies and privacy policy >](#)

**Contact >>**

TELEWIZJA POLSKA S.A. ADVERTISING OFFICE

J.P.WORONICZA 17  
00-999 WARSAW  
WWW.BRTVP.PL

REGON: 010418973  
NIP: 521-04-12-987  
KRS:0000100679

DISTRICT COURT FOR THE CAPITAL CITY WARSAW  
XIII COMMERCIAL DIVISION OF THE NATIONAL COURT REGISTER  
SHARE CAPITAL FULLY PAID UP: 280 590 500,00 PLN

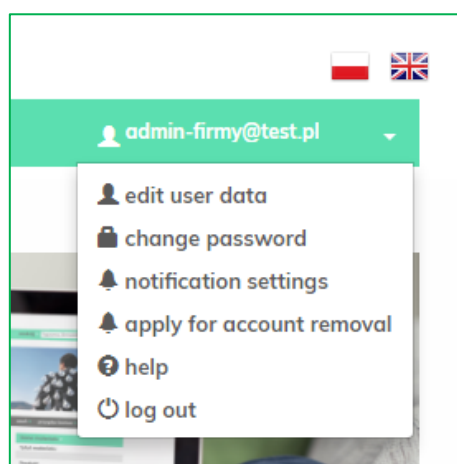
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After logging in to the application, on its homepage there is information on the KLIPER Service as well as contact details of its owner - respectively in **News** and **Contact** sections.

The following documents and technical specifications are available in the **To Download** section:

1. The KLIPER Regulations – a document describing the terms of use of the Kliper Service, which should be read by each user who uses the platform.
2. E-Invoice Regulations – a document describing the terms and conditions of the provision of the electronic invoice service.
3. Technical specifications for HD and SD files – documents describing technical requirements for the files sent through the service.
4. Price list – a document containing information about the amount of a fee that must be paid for uploading files via the platform.
5. Privacy and Cookies Policy – a document that describes the privacy policy and cookies policy.

Terms and technical specifications are also available on each page in its footer.



### 3. Editing the logged-in user data

After logging in to the system, in the upper right corner of the window, the logged-in user email will be displayed, under which there is a menu for managing the user account.

Below, there is a description of each tab.

### 3.1. Edit data

The **Edit user data** tab allows the user to change his/her name, email address or phone number, provided that no field can be left empty. When the user data is changed, the user should approve new entries by clicking the command **update**.

## User data

---

<p>First name*</p> <input style="width: 90%; padding: 5px;" type="text" value="Jan"/>	<p>E-mail adress*</p> <input style="width: 90%; padding: 5px;" type="text" value="admin-firmy@test.pl"/>
<p>Last name*</p> <input style="width: 90%; padding: 5px;" type="text" value="Nowak"/>	<p>Phone number*</p> <input style="width: 90%; padding: 5px;" type="text" value="+48 123 123 123"/>

back
update

### 3.2. Change password

The **Change Password** tab allows the user to change his/her current password. The new password must be different from the previous one.

## Password reset

---

Current password

Password\*

Confirm password\*

change password

### 3.3. Notification settings

In **the notification settings** tab, the user can disable / enable sending email notifications for the following events in the application (by default, all notifications are enabled):

1. A consent to email with information on the removal of the material as a result of anti-virus checks.
2. The material was rejected during automatic technical verification.
3. A consent to receive emails with notification on an upcoming date of removal, from the storage service, of material not taken by BR.
4. Warnings related to the approaching removal date and the actual removal of an unpaid order.
5. A consent to receive emails notifying the user of a negative result of legal, linguistic or technical review of the material.
6. A consent to receive emails notifying the user of the completion of legal, linguistic or technical review of the material.
7. A notification of the submission of a request for the deletion of an account – **NOTE:** this notification is only visible to a user who has the rights of the Company Administrator.

### 3.4. Submit a request for the account deletion

The **Submit a request for the account deletion** tab allows the user to start the procedure for deleting the user account

- If the user submitting the request is a Company Employee, then that company's Administrator(s) will receive an email informing that the request has been submitted.
- If the Company Administrator submits the request, then the email is sent to the Administrators of the Kliper Service and its favourable consideration will

result in the **deletion of the company**

**Apply for account removal**  
E-mail address  
pracownik@test.pl  
Date  
2017-08-28 10:57:18

**Apply for account removal**  
Company  
Testowa Firma  
E-mail address  
admin-firmy@test.pl  
Date  
2017-08-28 10:56:29

### 3.5. Help

For some advice on the KLIPER System or on how to report a problem, the user can use **the help form**, the user should type the subject of the report, select the type, enter the content, and click the **submit** button.

**Help**

Subject\*

Type\*

Content\*

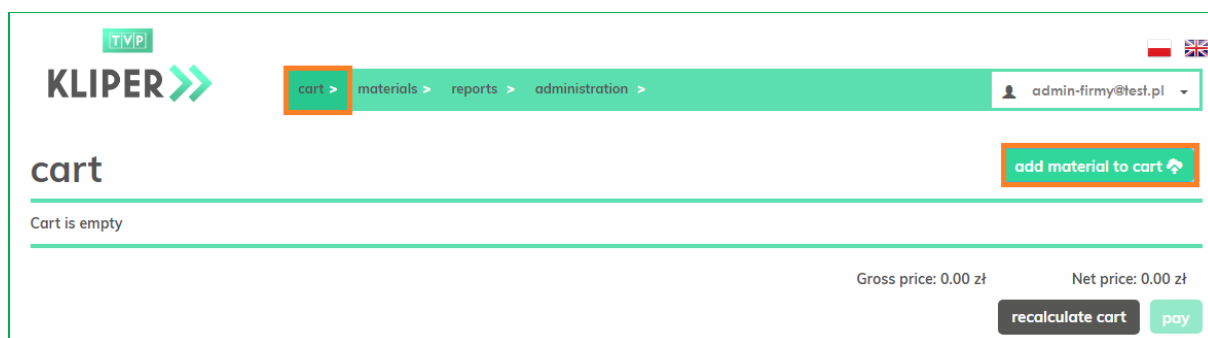
### 3.6. Log out

The **Logout** tab allows the user to log out.

## 4. Uploading of materials

### 4.1. File transfer

In order to upload materials to the KLIPER Service, the user has to add the selected files to the cart. To do this, the user should click on the **cart** tab in the top menu and then on the button **add material to the cart**.



Then, the **upload new file** window will appear, in which the user selects the file(s) to be uploaded. It is also necessary to accept the statement that the submitted materials are compliant with the requirements of the KLIPER Service Regulations. After clicking **submit**, the transfer of the materials starts.

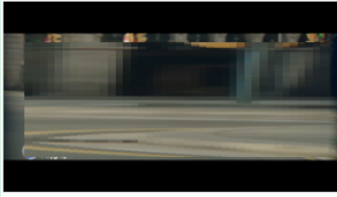
Filename	Progress	ETA	Actions
test-hd.mxf	95.00/188.70MB <div style="width: 95%; background-color: #28a745; height: 10px;"></div>	14s	<input type="button" value="cancel"/> <input type="button" value="pause"/>
test-sd.mxf	24.00/93.73MB <div style="width: 24%; background-color: #28a745; height: 10px;"></div>	11s	<input type="button" value="cancel"/> <input type="button" value="pause"/>

On-going transfers can be paused, resumed (if it was paused earlier) or cancelled at any time.

The full list of transfers (ongoing and completed) is available on the **transfer history** page in the main menu **reports**.

Each file passes an initial anti-virus check and format verification. In the case the file is verified negatively, it is deleted and the user receives information explaining why the file cannot be added to the Service.

In the case the file is verified positively, a thumbnail of the uploaded material is displayed, and after clicking that thumbnail a preview of the file is available.

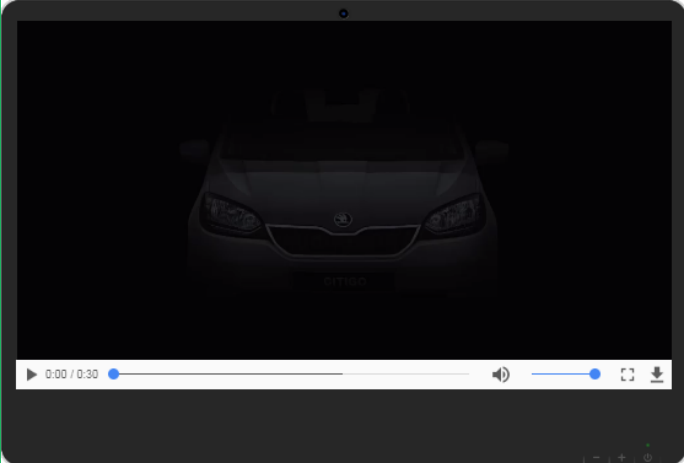


Filename: 331610.mxf  
 Title: -  
 Status: Format - OK  
 Net price: 0.00  
 Duration: 30s  
 Data has not been filled properly

[fill the data](#)   [delete material](#)

## 4.2. Complementing the material data

Material details >>
delete material >   import data >   download >



0:00 / 0:30

Material data >

Title\*

Product\*

Advertiser\*

Producer\* +

Producer e-mail\*

Certificate >

Composer\*

Musical work title\*

Scenario author\*

Polish scenario version author

Date of copyrights validity\*

SAVE MATERIAL >

Material ID:	185	Status:	Format - OK
Filename:	331610.mxf	SOBR Id:	-
Duration:	30s	Legal verification:	-
Technical classes:	HD - XDCAM HD422	Lingual verification:	-
Upload date:	2017-08-21 13:52:07	Technical verification:	-
Uploaded by:	admin-firma@test.pl	Post-verification comments:	(none)



The next step in the material registration process is to complement data on the material. To do this, the user should click on the **fill the data** button under the thumbnail of the selected file in the cart, and the application will redirect the user to the **Material details** page.

The user should complete all fields marked with an asterisk (\*) here, and then click **save material**.

The data can be complemented by manually entering information or by using the **data import** function visible in the upper right corner of the page.

- The import feature allows the user to copy all data of the material which has not been paid.
- In the case of the import of data from paid materials, only fields related to the metric will be copied, i.e. the composer, the title of the work, the author of the script, the author of the Polish script, the expiry date of the copyright.
- The imported data can be modified before saving the material.

In order to import data from another material, the user should select on the drop-down list the material from which the data is to be imported and confirm the selection by clicking the **import material data** button.

The screenshot shows a dialog box titled "IMPORT MATERIAL DATA". Inside the dialog, there is a dropdown menu. At the bottom of the dialog, there are two buttons: a grey "cancel" button on the left and a green "import data" button on the right.

## 4.3. Paying the cart

If the fee is not paid within the specified time-limit, the materials will be automatically removed. It is not possible to recover deleted files from the system.

### 4.3.1. Making a payment

When the data of all the materials from the shopping basket is complemented, the user should click the button **pay**, which will result in redirection to the website of the payment operator.



After making the payment, the user returns to the shopping basket view in which information on the payment completion is displayed.

In order to add more materials to the shopping basket, the user should click on the **cart** tab in the top menu. Cart view will be cleared of paid materials.

Paid materials are available on the **list of materials** site (navigation menu).

## 5. List of materials

### 5.1. Results table

After entering the **list of materials** page, available in the top menu, the user has access to the history of all files uploaded by users registered in a particular company – both an employee and the company administrator can see all the materials.

Here, paid materials are presented and those which are in the current cart of the company employees.

The user can search or filter the material according to selected parameters:

The results in the table can be sorted by the column marked with arrows. By default, the material list is sorted by the file uploading date, i.e. from the newest to the oldest file.

Material ID	Preview	Producer	Advertis...	Product	Title	Duration	Upload date	Status
<a href="#">451</a>		ISTV Media Sp. z o.o.	test 3	<a href="#">test 3</a>	test nr sobr	8s	2017-08-21 10:21:16	Register... in SOBR

Showing 1 to 1 of 1 entries (filtered from 270 total entries)

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Application version: 1.2.0-20170816-1118

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## 5.2. Details of materials

By clicking on the link in the **Material ID** column or **Product** column, the user can go to the page containing details of the selected material.

The user has access to basic information on the material and file, has the ability to: preview the material, download the original (HR) file or low resolution (LR) file, view the metric and delete the material.

## 6. Reports

### 6.1. History of transfers

After entering the **transfer history** page, available in the top menu **reports**, the user has access to the history of all files uploaded by registered users in a particular company – both an employee and the company administrator can see all the materials.

Paid materials and those in the current cart of the Company employees and the files being transferred are displayed.

The user can search or filter transfers according to selected parameters, and the results in the table can be sorted according to columns marked with arrows. The transfer history is sorted, by default, according to the date of file transfer completion, i.e. from the newest to the oldest files, and the files being transferred are at the end of the table.

By clicking on the link in the **material ID** column in the table, the user can enter the material details – just like on the **list of materials** page.

### transfer history

User

Filename

Status

Start date [from-to]

Finish date [from-to]

Show  entries

Material Id	User	Filename	Total size	Started	Finished	Status
<a href="#">1546</a>	Firma1	test-sd-4s24r.mxf	32.4 MB	2017-08-28 11:02:00	2017-08-28 11:02:08	finished
<a href="#">1537</a>	Firma2	test-hd-30s.mxf	196.9 MB	2017-08-25 09:15:25	2017-08-25 09:16:18	finished

## 6.2. Payment details

**NOTE! This tab is only available to the user acting as the Company Administrator.**

After entering the **Payment details** page, available in the top menu **reports**, the user has access the history of all payments made by the users registered in the particular company.

The user can search or filter the payments according to selected parameters, and the results in the table can be sorted according to columns marked with arrows. By default, data in the table are sorted according to the payment completion date, i.e. from newest to oldest ones. Unpaid shopping baskets are at the beginning of the table and do not have the payment date column completed.

Date	ID cart	ID invoice SAP	Net value	ID Operator	Materials			Advertisers
					ID	Name	Net value	
-	279	-	3.00	BM	1471	DO SPR	3.00	DO SPR
-	298	-	500.00	BM	1535	DO SPR	500.00	DO SPR

By clicking on the link in **material ID** table, the user is directed to the material details page – just like on the **list of material** page.

By clicking on the link in the **Basket ID** column in the table, the user is redirected to the cart associated with the particular payment, where the user can view the paid materials in the particular cart or pay for it (if the payment for the cart has not yet been made).

## 7. Administration

### 7.1. Access for Employee

The User acting as the Company Employee has, in this section, access only to view the company data, provided that all of the data are non-editable for the user.

### 7.2. Access for Company Administrator

#### 7.2.1. Editing company data

The user can modify the following data:

#### 1. Company data

- Full name
- Statistical Identification Number (REGON)
- VAT – VAT rate is fixed (23%), but it is possible to tick/ untick the checkbox "company is not a VAT payer"
- Company's address (street with apartment, post code, city)
- Country
- consent to e-invoice

#### 2. invoice data:

- Address (street with apartment, post code, city)
- Country

#### 3. Contact details (invoice)

- name
- surname
- e-mail address
- Phone

#### Note!

- If the checkbox **the same as the company's** in the 'invoice data' section is ticked, then the information entered in the 'company data' section will be generated on invoices.

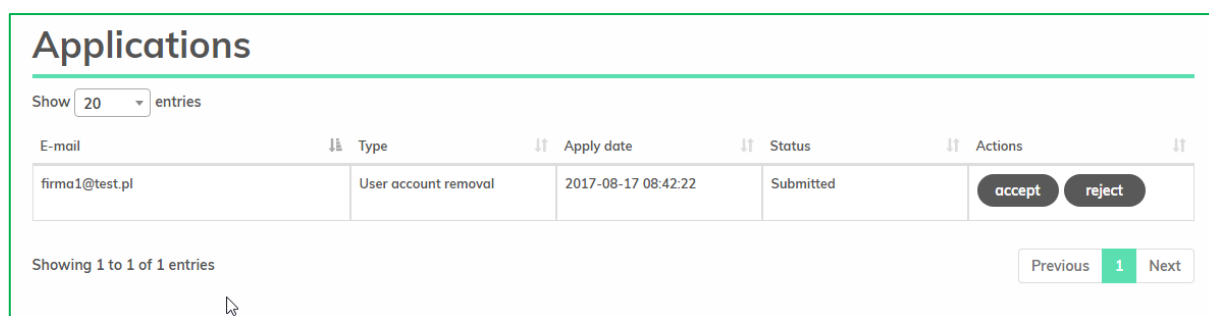
- If the checkbox **the same as user's** is checked in the 'contact details (invoice) section' is ticked, then the main Administrator of the Company, i.e. the person who registered the company on the Service, will be the user who the Kliper employees will contact to.
- It is not possible to change NIP. If the user needs to do so, he or she should contact the Kliper service Administrator.
- If the user changes one of the attributes indicated in blue frame (Company Name, Business Address, Invoice Address, VAT), **the company account will be blocked until it is reverified by the KLIPER Administrator**. Once the verification process has been completed, the company will be notified by email about the verification result and, if it is verified positively, the company account will be unlocked.

In order to save changes, the user should click the button **Update Data**.

## 7.2.2. Requests for account removal

The Company Administrator can reject or accept requests for the removal of the account created by the Employee.

The user can sort the requests included on the listed according to different parameters, and the list of requests is sorted alphabetically by email column by default.

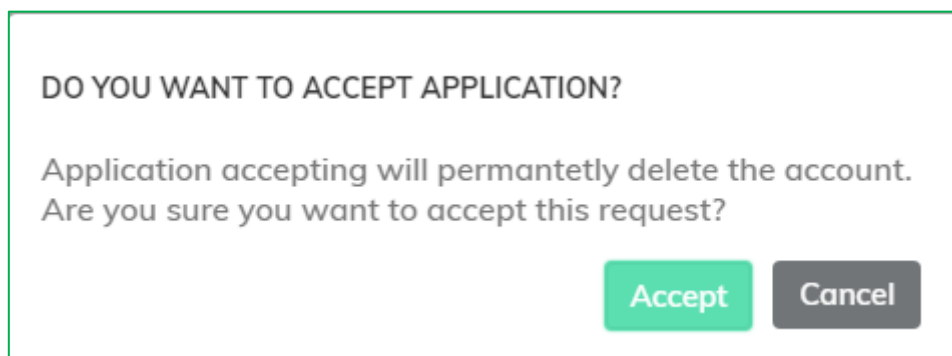


E-mail	Type	Apply date	Status	Actions
firma1@test.pl	User account removal	2017-08-17 08:42:22	Submitted	accept reject

Showing 1 to 1 of 1 entries

Previous 1 Next

In order to accept the request, the Company Administrator selects the **Accept** button. A window is displayed, asking the user to confirm the decision.

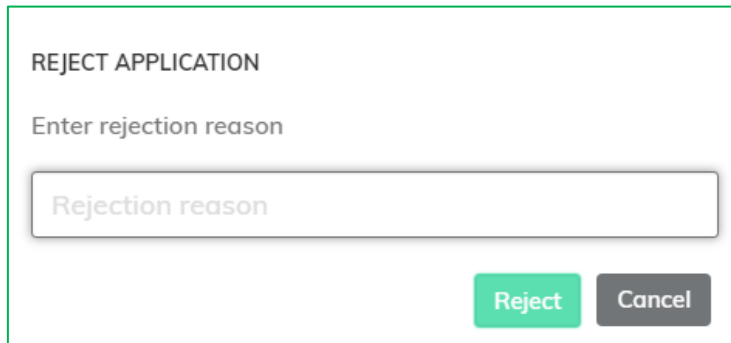


DO YOU WANT TO ACCEPT APPLICATION?

Application accepting will permantetly delete the account.  
Are you sure you want to accept this request?

The Company Administrator also can reject the request. To do this, for the selected request the Company Administrator selects the **Reject** button. A confirmation window is displayed with a request for the user to confirm the decision and a field for writing the reason for rejection.

### 7.2.3. User accounts



REJECT APPLICATION

Enter rejection reason

#### 7.2.3.1. Page description

The Company Administrator has access to the list of accounts of all employees belonging to the particular company.

The Company Administrator can search or filter users according to selected parameters and sort the results in the table. By default, data is sorted alphabetically according to e-mail address.



The user can export the entire list or selected users to CSV file.

**user accounts** create new account

E-mail  Creation date [from-to]   First name or last name

Show  entries

E-mail	First name and last name	Group	ID	Date of creation	Actions
<a href="#">firma1@test.pl</a>	Janina Nowak	Company administrator	266	2017-08-04 08:05:54	<input type="button" value="edit"/>
<input checked="" type="checkbox"/> <a href="#">firma2@test.pl</a>	Jan Nowak	Comapny employee	268	2017-08-04 09:21:41	<input type="button" value="view"/>
<a href="#">pracownik1@test.pl</a>	Jan Nowak	Comapny employee	270	2017-08-04 09:44:17	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="block"/>

### 7.2.3.2. Creating user accounts

The Company Administrator can create new user accounts, provided that there will not be more than 5 active users of the particular company.

**KLIPER** cart > materials > reports > administration > admin-test@firma.pl

Administration >> User Accounts >> User Data

### User data

First name\*  Email address\*  User role

Last name\*  Phone number\*

I confirm that TVP S.A. may process given personal data to provide services available on the platform. I also declare that I have read [Private Policy](#)\*

I confirm that given data are correct.\*

When you click on the button **create a new account**, a page with the registration form opens with user data to be completed.

In order to create an account, the user has to select the check box "I consent to the processing of the personal data provided by me..." and the statement on the correctness of the data.

After clicking **create a new account**, a message confirming that the account has been created as well as a one-time password reset link will be sent to the new user's email address.

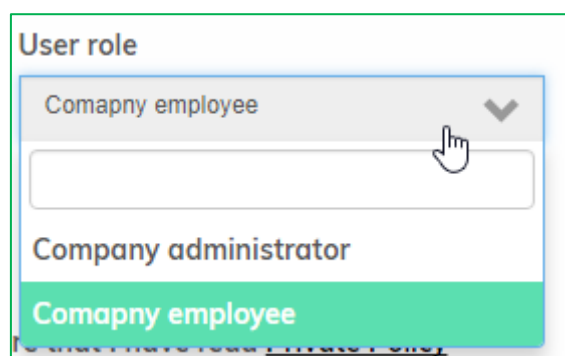
### 7.2.3.3. Managing user accounts

The Company Administrator can freely manage user accounts. In the results table, in the column **Actions**, there are the following buttons:

- edit – the user can edit employee data
- lock / unlock – the owner can lock a user account or unlock it if it was earlier locked,
- remove – the company administrator can delete an employee account.

### 7.2.3.4. Changing user permissions

The Company Administrator can modify user permissions by changing the user role. By selecting the **edit** button, the Company Administrator is redirected to a page enabling to edit user data, where it is possible to change the role:



**Note:** If the role is changed from the 'Company Administrator' to 'Company Employee', the reason for the change should be provided.

## 7.2.4. Producers

**User role**

Company employee
▼

**Permission change reason**

### 7.2.4.1. Page description

The Company Administrator has access to the list of all producers associated with the materials registered by the users of its company.

cart > materials > reports > administration >

admin\_test@firma.p
▼

Administration >> Producers

## producers

add

Show  entries
Search:

Producer	E-mail	Company	Actions
nowy	example@example.com	Próbna	
Popularny 1	example@example.com	PEŁNA NAZWA FIRMY	
testowy	example@example.com	Próbna	

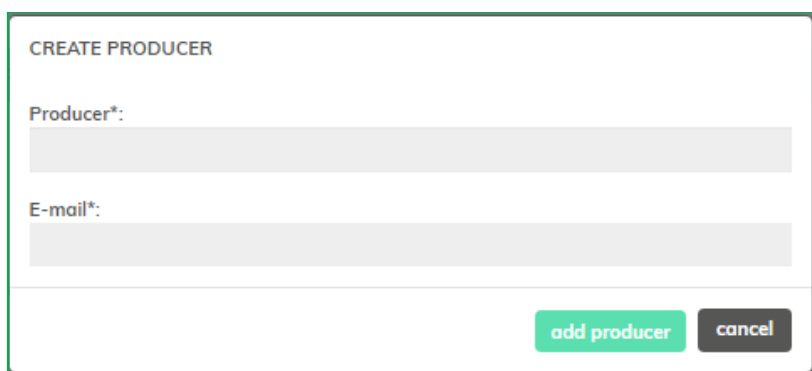
Showing 1 to 3 of 3 entries (filtered from 29 total entries)

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Next

## 7.2.4.2. Managing the list of producers

The user can create a new producer account by clicking the **add** button.

When the **Create Producer** window appears, the user should enter the producer's name, its email address, and click **Add producer**.



CREATE PRODUCER

Producer\*:

E-mail\*:

add producer cancel

The user can edit the selected producer data by clicking **Edit** in the **Actions** column in the results table.

The Company Administrator can also remove the selected producer, but only if it is not assigned to any material. Otherwise, a message box will appear, informing the user of a deletion error.