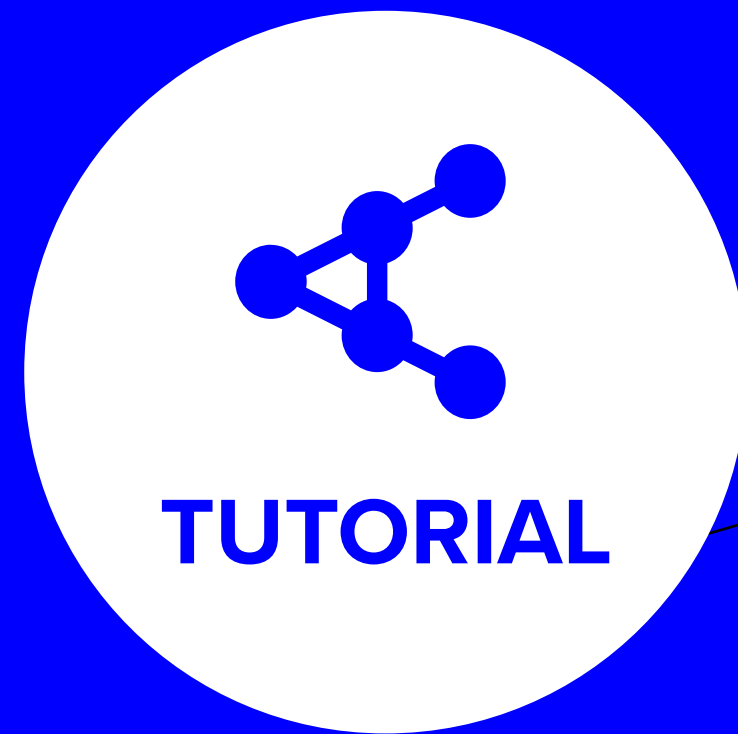


Artinii<sup>Pro</sup>



# HOW TO SEND FILM

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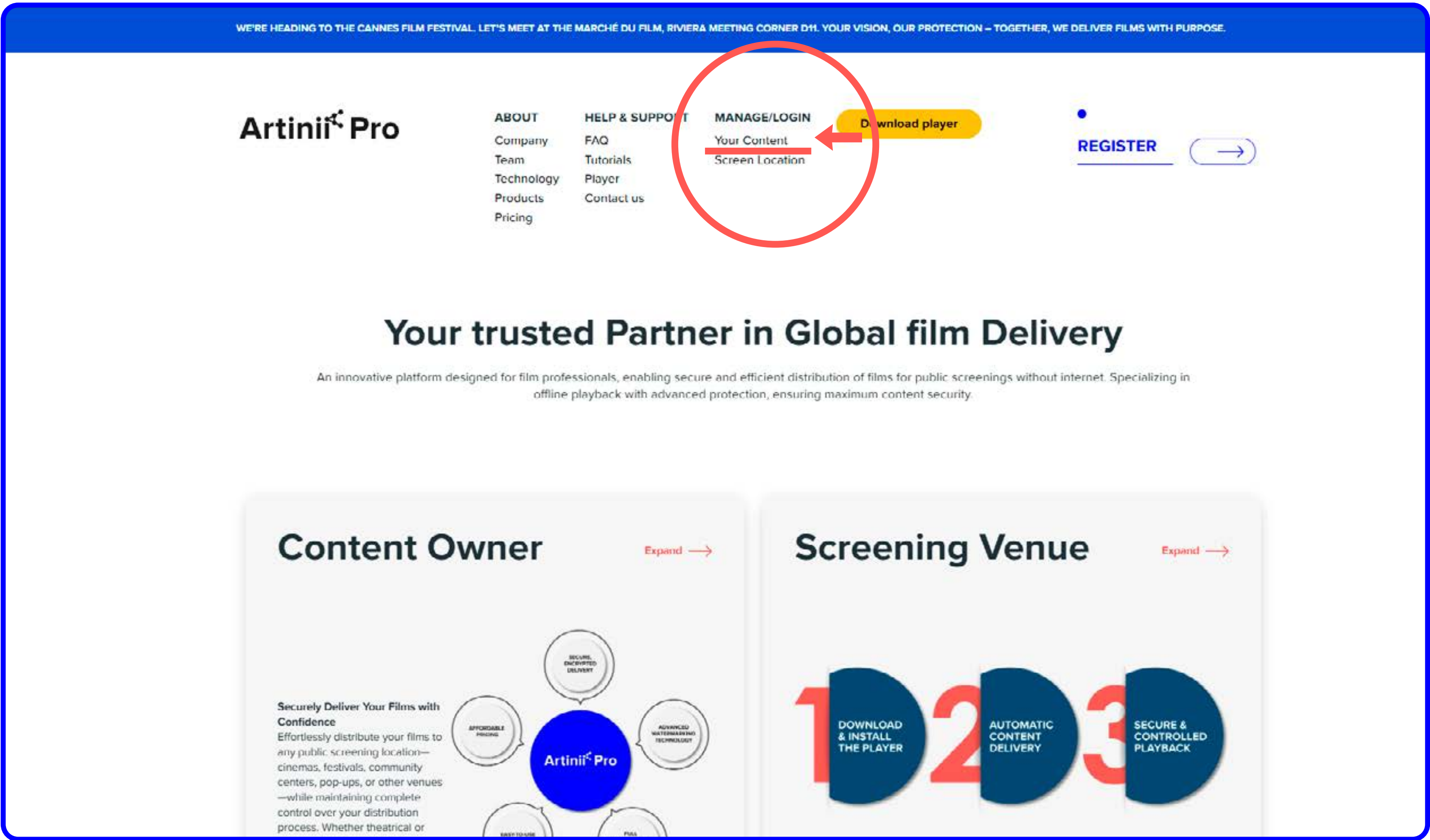
LOG IN – SELECT FILM – SELECT AUDIO/SUBTITLES – LOOKUP THE RECIPIENT – GENERAL SETTINGS – REVIEW & CONFIRM  
– YOU'VE SUCCESSFULLY SENT A FILM

# BEFORE GETTING STARTED

- 1. Any film delivered via Artinii, can for security reasons, only be screened using the Artinii Cinema Player. The player is now available for PC and macOS.
- 2. The Send film tool enables the owner to send his film to a client of his choosing. They need to be registered in the Artinii system and they need to have the required information filled in, as a created Screening Place.
- 3. There is no payment gateway involved in the process. You will need to invoice the price you wish to your customer yourself.
- 4. Before you attempt to send a film, you will need to upload it to your Artinii.Pro account.

## STEP 1 LOG IN

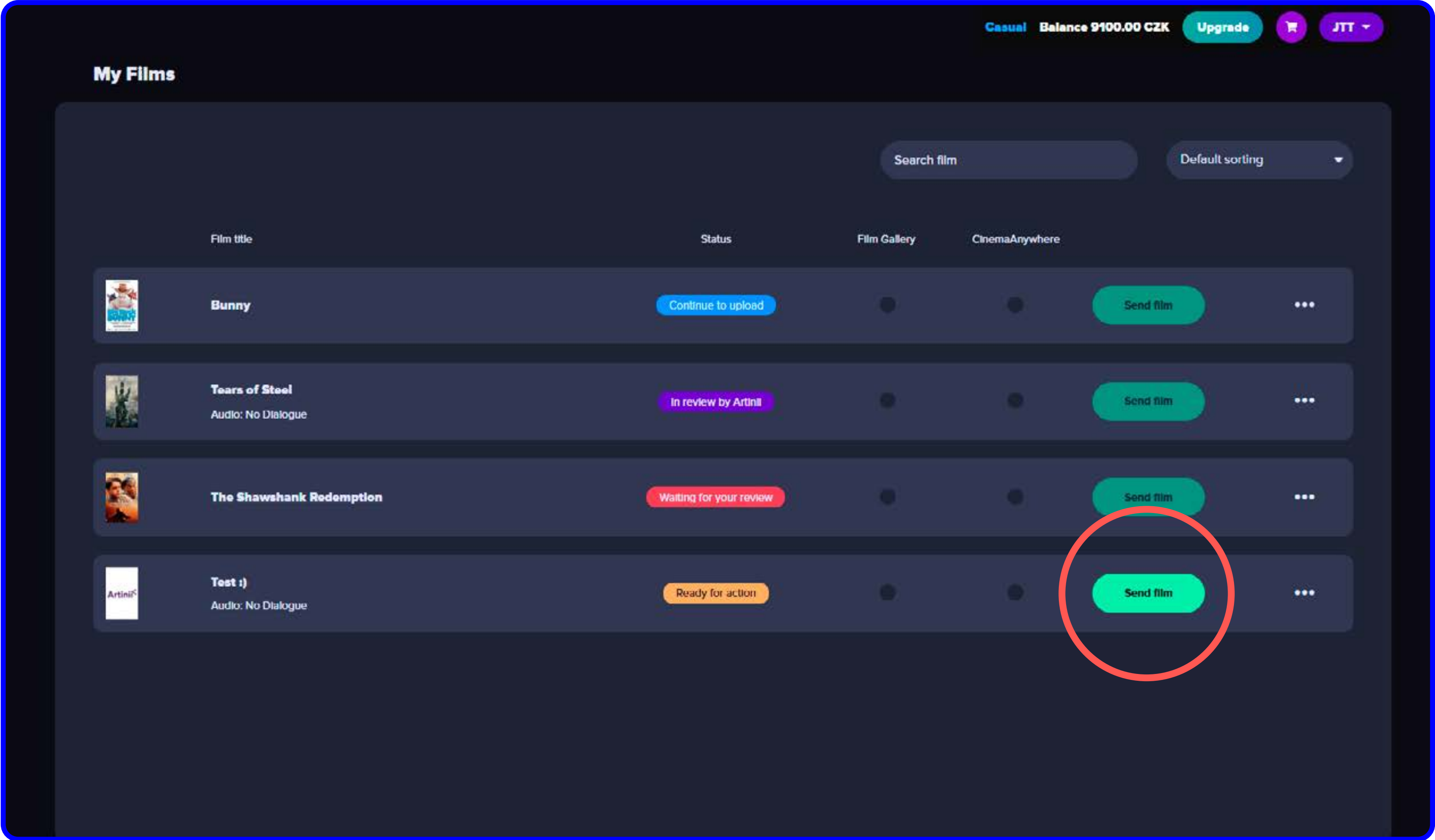
Go to [artinii.com](https://artinii.com) and log into your Content Owner account by clicking at Your Content button.



# STEP 2

## SELECT FILM

Go to My films and Click on Send film.

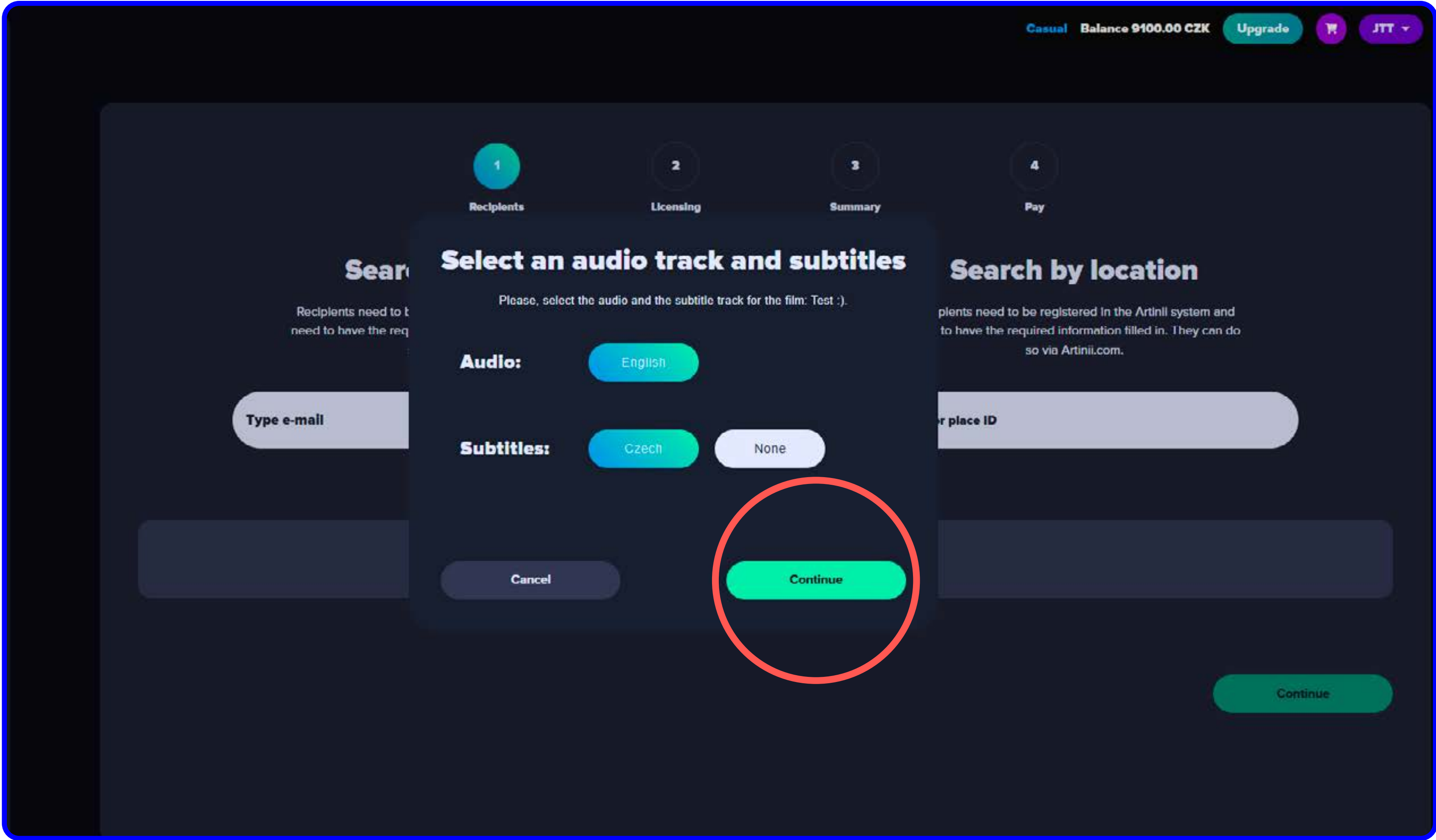




# STEP 3

## SELECT AN AUDIO TRACK, SUBTITLES

Select the audio version that you need, and pick the correct subtitles if needed, or available. **Click on Continue** to proceed with the process.



# STEP 4

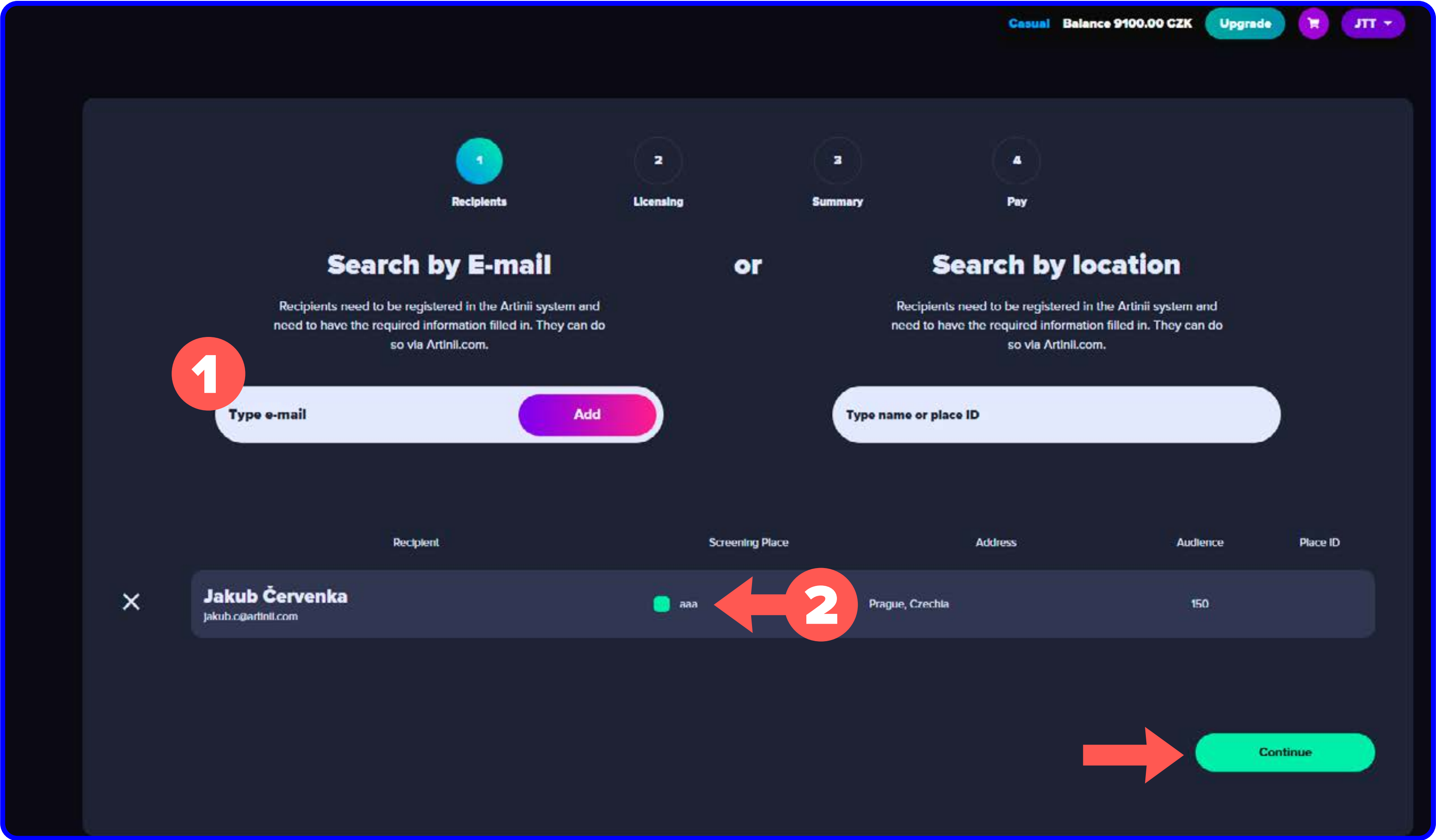
## LOOKUP THE RECIPIENT

1 / Fill in the e-mail of the user to whom you wish to send the film. You can also look up the recipient by his screening place. You can add additional contacts and send the film to multiple locations at the same time.

2 / Indicate the screening location to which you want to send the film. The user can have more than one.

The user must set up a screening place and be registered in the Artinii system.

Selecting a user who is in the system but **does not have a screening place** filled in is not possible. In this case, the user must set up a Screening place.



If you want to send a film to a user who is not registered in our database, please click on Send Invitation, the user will receive an email with instructions on how to register to Artinii.

The screenshot shows the 'Recipients' step (1) of a process. At the top, there are four steps: 1. Recipients, 2. Licensing, 3. Summary, and 4. Pay. The 'Recipients' step is highlighted with a teal circle. Below the steps, there are two search options: 'Search by E-mail' and 'Search by location'. The 'Search by E-mail' section has a text input field containing 'test@artinii.com' and a pink 'Add' button. Below the input field, there is a red error message: 'No user was found with provided email in our database.' and a blue link 'Send Invitation'. A red circle is drawn around the 'Add' button and the 'Send Invitation' link, with a red arrow pointing to the 'Send Invitation' link. The 'Search by location' section has a text input field with the placeholder 'Type name or place ID'. Below the search sections, there is a dark blue bar with the text 'Please add recipients to continue.' and a green 'Continue' button at the bottom right.



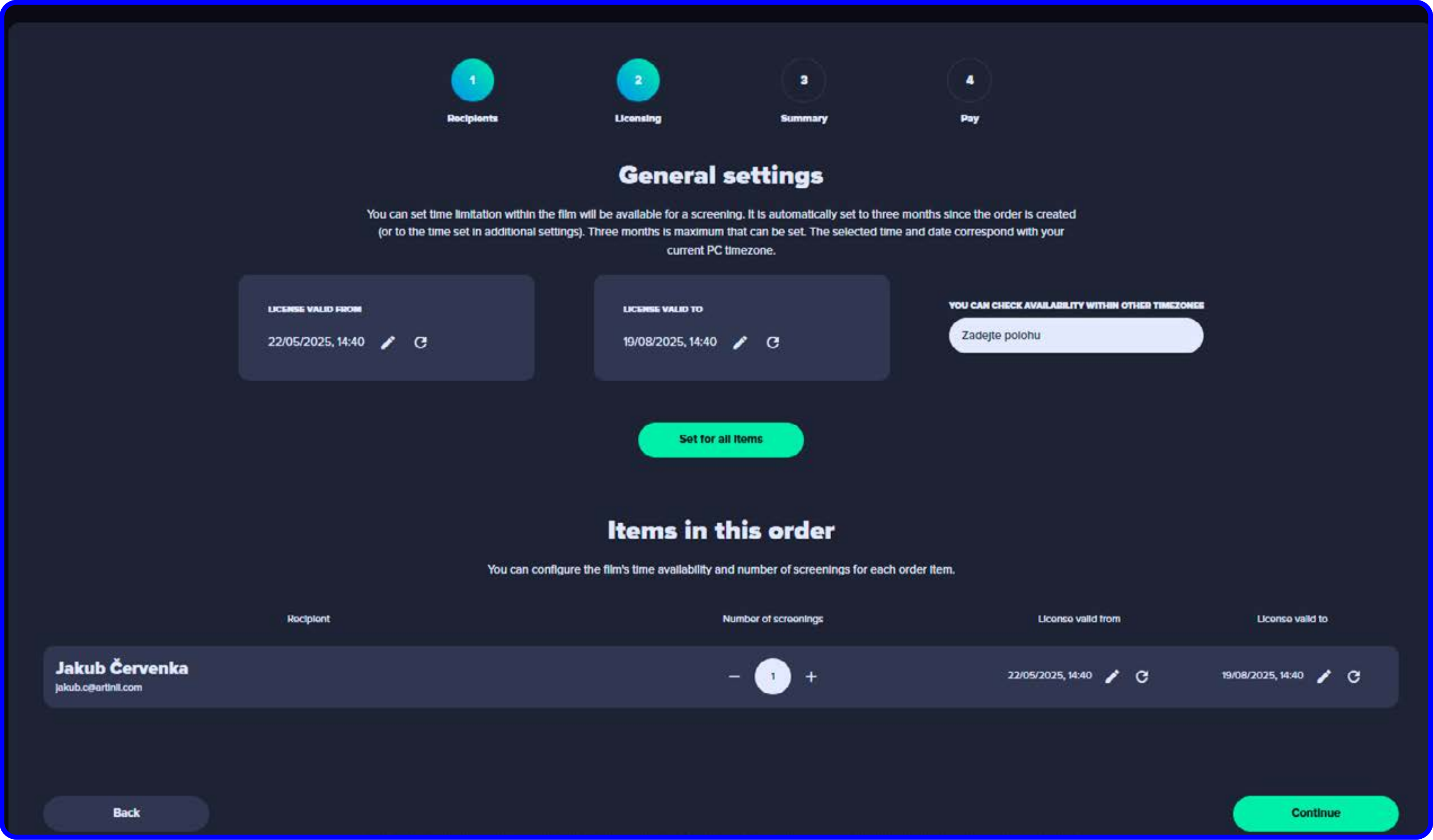
# STEP 5

## GENERAL SETTINGS

The dates are automatically preset to **three months from the creation** of the order (or to the time set in additional settings).

Three months is also the maximum that can be set to restrict the time limitation.

The selected time and date correspond with your computer’s current time zone.

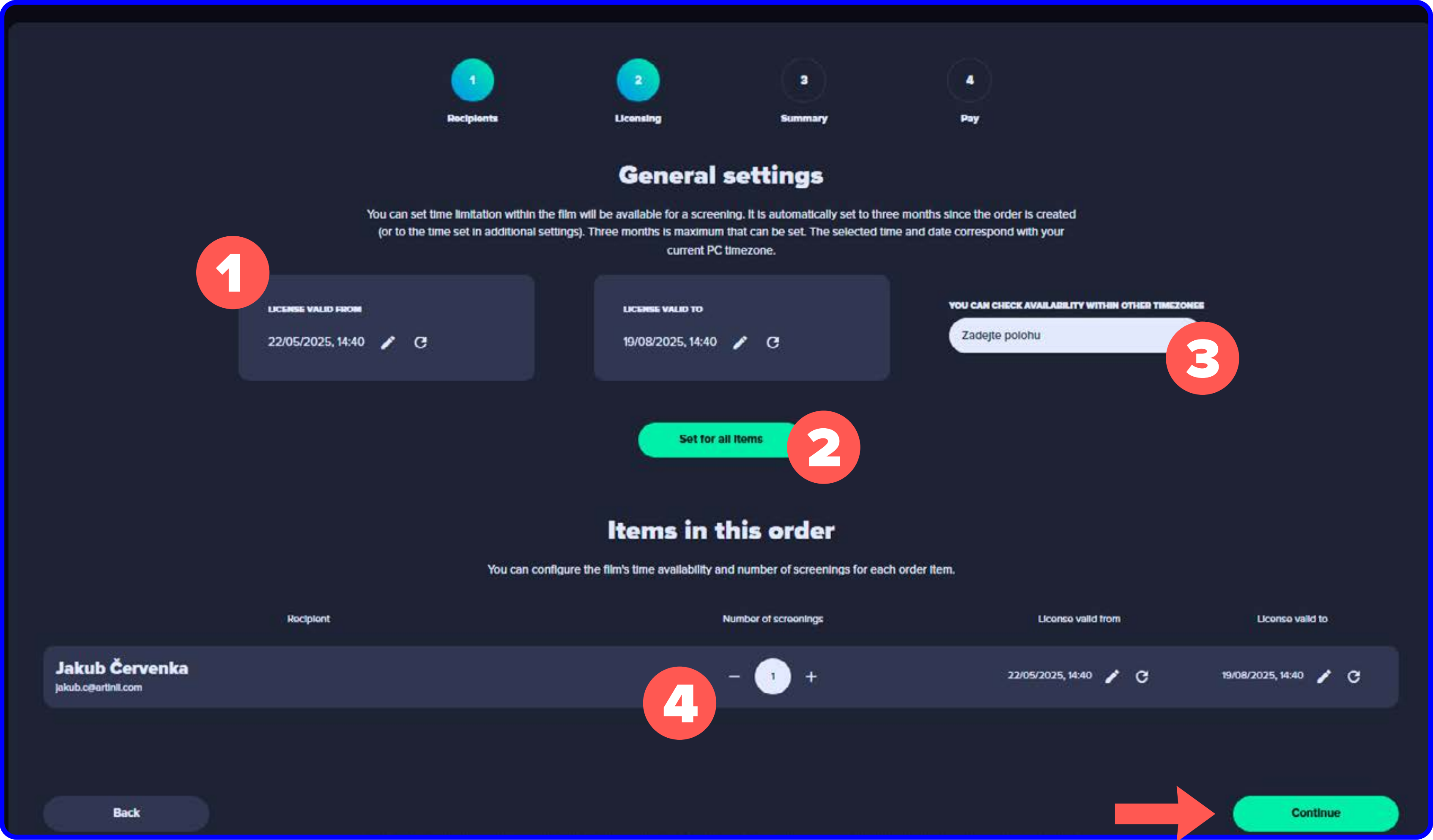


# TIME RESTRICTIONS

- 1 / In this step, you **set the time** and the **quantity restrictions** for each item in the order. “**Licence valid from**” and “**Licence valid to**” indicate the period during which the licence is valid and the film can be played.
- 2 / You can apply the time you select to all items (if there are multiple items) using the **Set for all order items** button, or you can select a time restriction at the individual recipient level.
- 3 / To check what time your settings correspond to in another time zone (for example, the location where you are sending the film), search for the desired city in the search bar.

# NUMBER OF LICENSES

- 4 / **Select the number of licenses** you want to send to each of the recipients that you have chosen.





## STEP 6

### REVIEW & CONFIRM

Finally, confirm that you wish to send the film and that you agree with the price and that you will pay for the delivery at the end of the billing period once Artinii sends you an invoice.

Note: We are only providing the delivery technology. Invoicing and collection of payments from your clients is at your discretion.

1  
Recipients

2  
Licensing

3  
Summary

Summary

Artinii

Test

Audio: Czech

Subtitles: NONE

Recipient	E-mail	Screening Place	Number of screenings	Audience	Price
Jakub Červenka	jakub.c@artinii.com	Prague, Czechia	1	150	CZK 405

Total Price:

CZK 405

☒

I accept this price. Please kindly note that the following month you will receive the invoice covering the costs of the transfers you realized during the previous month.

Back

Send

STEP 7  
YOU'VE  
SUCCESSFULLY  
SENT A FILM

Congratulations! You've successfully sent a film.

