

ARIEL

Online Territory User & Training Guide

A step-by-step guide for handling Assignment of Rights (AOR) orders in online
(electronic-signature) territories

 **Ariel says:** *Welcome aboard! I'm Ariel, and my friends Flounder, Sebastian, Scuttle, King Triton and Ursula will pop in with tips as we swim through ARIEL together. Ready? Let's dive in!*

Point of Contact: Jarrell Brown (Jarrell.Brown@Disney.com) • Doc. #1, Rev. 1 • Date 07/16/26

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Flounder says: Psst — every line above is clickable! Ctrl-click (or Cmd-click) to zip straight to any section.

1. Getting Started with ARIEL

ARIEL is Disney's platform for creating and managing Assignment of Rights (AOR) contracts for dubbing work. It is replacing Symphony Sign and integrates with the Disney Ordering Tool (DOT) to trigger the legal contracts your talent must sign. This guide walks a new user through handling an AOR order for an online (electronic-signature) territory.

What ARIEL Is & Key Terms

- **Job:** A folder in ARIEL for a specific Title (Feature/Episodic) that contains the Work Orders, which hold the Contracts to be signed. Jobs are identified as "AOR-" + a number (e.g., AOR-1236).
- **Work Order (WO):** A dubbing task inside a Job for a specific language/territory.
- **AOR / Contract:** Assignment of Rights — the legal contract a talent (or director, adapter, translator, or artist label) signs. In online territories these are signed electronically via DocuSign.
- **PM:** Primary Manager — the dub studio person who signs AORs on behalf of the studio.

 **Sebastian says:** *Under da sea of acronyms? Just remember the flow: Job → Work Order → Assignment → Contract (AOR). Everything lives inside a Job!*

Getting Access to ARIEL

You are new to ARIEL, so start here:

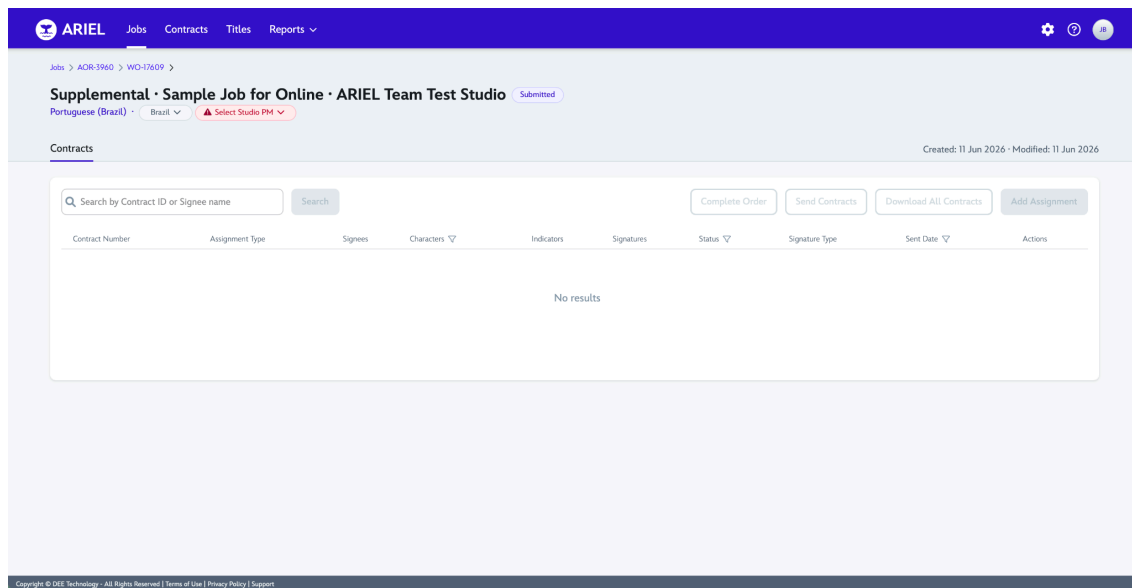
- **Confirm your account:** You need a MyID account to access ARIEL.
- **Request access:** If you do not have access to ARIEL or a MyID account, email Jarrell Brown (Jarrell.Brown@Disney.com) to request access. You can also fill out the form in Contact Us to open a support ticket.
- **Log in:** Open the ARIEL portal: <https://portal.ariel.dmd.disney.com/>

 **Scuttle says:** *Squawk! No MyID account yet? Don't get your fins in a twist — just email Jarrell Brown and he'll get you sorted.*

2. Finding Your Order

Once you are logged in, ARIEL opens on the Jobs page and shows the orders assigned to your dub studio.

- **Locate your order:** On the Jobs page, look for the order assigned to your dub studio.
- **Search if needed:** If you don't see it, search by DOT Job number, Title, or AOR number (for example, "Simpsons" or "1213").
- **Escalate if still missing:** Contact your GDV/RDV to confirm your dub studio is assigned to the order in DOT. If it is, email Jarrell Brown (Jarrell.Brown@Disney.com) for assistance. You can also fill out the form in Contact Us to open a support ticket.



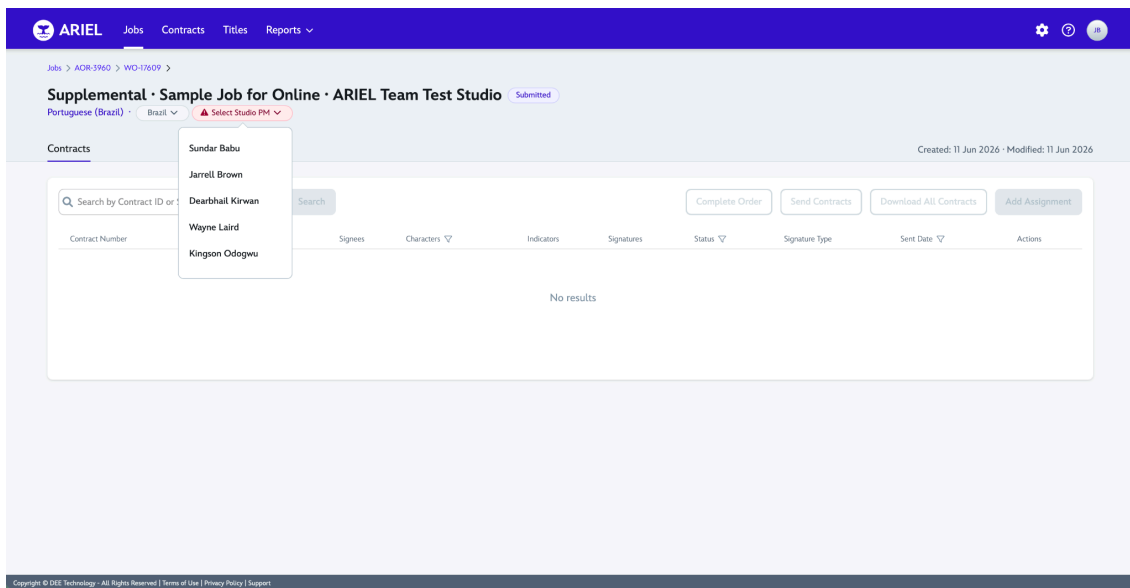
ARIEL Jobs list — locate the order assigned to your dub studio.

 **King Triton says:** Remember: Series Jobs cannot be created by hand — only Ops may summon those. If your order is missing, make sure it's assigned in DOT first.

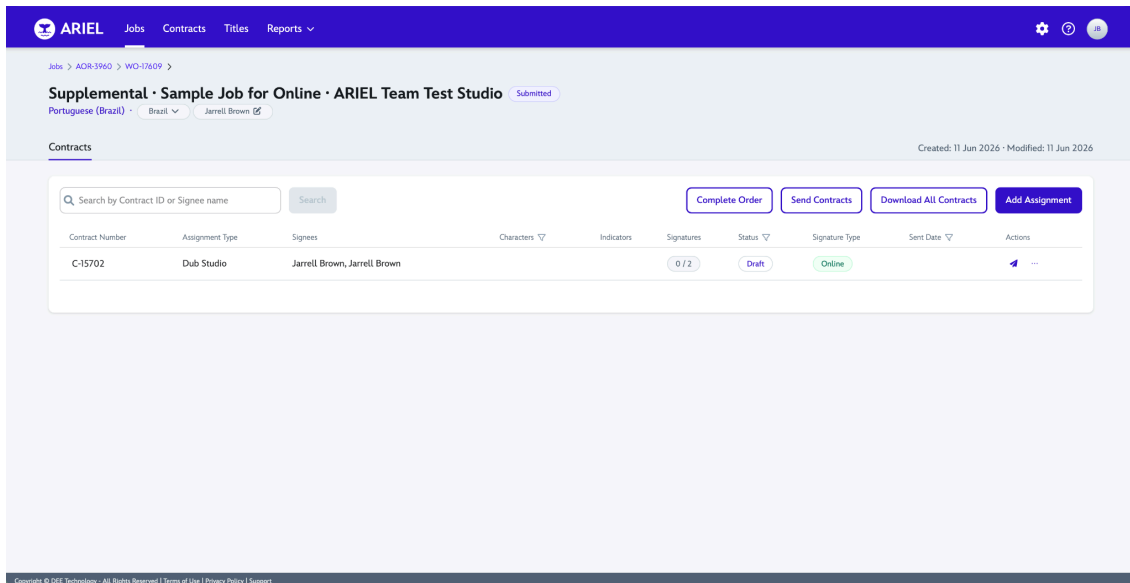
3. Assigning a Dub Studio Primary Manager (PM)

Assigning a PM is the first step. You will not be able to make any other edits to the order until a PM is selected.

- **Open the order:** Click the order you located on the Jobs page.
- **Select Studio PM:** Click the “Select Studio PM” dropdown. It lists everyone with PM access for your studio.
- **Choose the signer:** Select the person who will sign the AORs on behalf of the studio for this order.
- **Confirm:** Once selected, the dub studio AOR draft appears in the list and the rest of the order options unlock.



The “Select Studio PM” dropdown lists all PM-access users for your studio.



Once a PM is set, the remaining order options become available.



Sebastian says: *Ya mon, picking the PM comes first — nothing else unlocks until you do! Chose the wrong one? Just tap the pencil icon next to the PM name and switch it up.*

4. Selecting a Territory

This step is only applicable for certain studios. Some languages can be recorded in multiple territories, so you must select the territory before edits can be made to the order. If there is only one territory it is already set; if there are multiple, they appear in the dropdown next to the Studio PM selection.

Online languages with multiple territories:

- **Spanish (Latin America):** Argentina, Chile, Mexico
- **Dutch:** Belgium, Netherlands
- **Arabic / Arabic Classical:** Egypt, Lebanon, UAE
- **Arabic (Egypt) / Arabic (Syria):** Egypt, UAE

The screenshot shows the ARIEL system interface. At the top is a purple navigation bar with the ARIEL logo and links for Jobs, Contracts, Titles, and Reports. Below the navigation bar, the breadcrumb path is 'Jobs > AOR-3960 > WO-17609 >'. The main heading is 'Supplemental · Sample Job for Online · AR'. Below this, there are two buttons: 'Portuguese (Brazil)' and 'Brazil' (which is selected and has a dropdown arrow). To the right of these buttons is a button for 'Jarrell Brown' with an external link icon. Below the buttons, a dropdown menu is open, showing 'Brazil' as the selected option. Below the dropdown menu is a search bar with the placeholder text 'Search by Contract ID or Signee name' and a 'Search' button. Below the search bar is a table with three columns: 'Contract Number', 'Assignment Type', and 'Signees'.

Contract Number	Assignment Type	Signees
C-15702	Dub Studio	Jarrell Brown, Jarrell
C-15704	Director	Jarrell Brown, Jarrell

Select the territory from the dropdown when multiple options are available.

5. Adding an Assignment

To set up talent assignments, select “Add Assignment” to open the details box.

- **Add Assignment:** Click “Add Assignment” on the order.
- **Select assignment type:** Choose the type: talent, director, adapter, translator, or artist label.
- **Select services:** Choose one or more services the talent will perform — they can be combined into the same AOR.
- **Hosted option:** If you are going to host the AOR for the talent, toggle the “Hosted” option before selecting “Next.”
- **Continue:** Click “Next” to go to the talent's contact details.
- **Search for the talent:** Search first — the talent may already be in the system from prior work.
- **Add new talent if needed:** If not found, enter their name and email address (double-check the email is correct), then click “Save.”

Add Assignment

1

Assignment Type

Jarrell Brown / Sample Job for Online (1)

2

Contact

Studio PM*

Jarrell Brown

Assignment Type*

Titles*

Sample Job for Online x CLEAR ALL

Services*

Select...

Hosted

Cancel

Previous

Next

Step 1: choose the assignment type.

Add Assignment

1

Assignment Type

Jarrell Brown / Voice Talent / 67757842-97b2-4a3c-824f-04fca0ac2539 / Sample Job for Online (1)

2

Contact

3

Characters

Studio PM*

Jarrell Brown

Assignment Type*

Voice Talent

Director

Voice Talent

Translator

Adapter

Artist Label

Select...

Hosted

Cancel

Previous

Next

Select the services for this talent — one or more can share the same AOR.

1

Assignment Type

Jarrell Brown / Voice Talent / 67757842-97b2-4a3c-824f-04fca0ac2539 / Sample Job for Online (1) / Vocal, Dialogue

2

Contact

3

Characters

Studio PM*

Jarrell Brown

Assignment Type*

Voice Talent

Disney Counter Signatory*

Jarrell Brown

Titles*

Sample Job for Online x CLEAR ALL

Services*

Vocal x Dialogue x CLEAR ALL

Hosted

☒

Cancel

Previous

Next

Toggle "Hosted" before Next if you will host the AOR for the talent.

✓

Assignment Type

Jarrell Brown / Voice Talent / 67757842-97b2-4a3c-824f-04fca0ac2539 / Sample Job for Online (1) / Vocal, Dialogue

2

Contact

3

Characters

Talent*

Q Jarl

Jarrell Brown (jarrellbrown64@yahoo.com)

Cancel

Previous

Next

Search for the talent, or enter their name and a valid email if new.



Scuttle says: Artist Label? That's a special one — only use it when your talent's record company rep needs to see the completed AOR.

Adding Minor Talent

Set up a minor's assignment the same way as an adult up to the contact page, then:

- **Add the parent contact:** Search for the parent's contact or create a new one.
- **Select “Add a Minor”:** Once the parent is assigned, click the “Add a Minor” option.
- **Enter the minor's details:** Enter the minor's first and last name. Email and translated name are optional. Click “Save.”
- **Select age group:** Choose “U14” (under 14) or “U14–18” (ages 14 to 18), then click Next to assign characters.

Add Assignment ×

✓ **Assignment Type**
Jarrell Brown / Voice Talent / Test
Online Title (1) / Dialogue, Vocal

2 **Contact**
Jarrell Brown
(jarrellbrown358@yahoo.com)

3 **Characters**

Talent*
Jarrell Brown (jarrellbrown358@yahoo.com)

Minor's First Name*
Enter...

Minor's Last Name*
Enter...

Minor's E-mail
Enter...

Minor's Translated Name
Enter...

Cancel

Save

☐ Managed By Agent

Cancel

Previous

Next

Add the parent contact first, then select “Add a Minor.”

Add Assignment

✓ **Assignment Type**
Jarrell Brown / Voice Talent / Test
Online Title (1) / Dialogue, Vocal

2 **Contact**
Jarrell Brown
(jarrellbrown358@yahoo.com) / Fake
Child (undefined)

3 **Characters**

Talent*

Jarrell Brown (jarrellbrown358@yahoo.com)

+ Add Minor

Fake Child

Age Group

Minor U14

Minor 14-18

Update To Adult

☐ Managed By Agent

Cancel

Previous

Next

Enter the minor's details and select the correct age group.

 **Flounder says:** Careful with minors! A new minor can't share the parent's email — give them their very own, or none at all, or ARIEL will bubble up an error.

Adding a Talent's Agent or Manager

If the talent has an agent or manager who should receive a copy of the AOR:

- **Check the box:** Select the “Managed by Agent” checkbox.
- **Add agent details:** Add the agent/manager's details the same way as the talent — or search if you've entered them before.

✓

Assignment Type

Jarrell Brown / Voice Talent / 67757842-97b2-4a3c-824f-04fca0ac2539 / Sample Job for Online (1) / Vocal, Dialogue

2

Contact

Jarrell Brown (jarrell.brown@disney.com)

3

Characters

Talent*

Jarrell Brown (jarrell.brown@disney.com)

+ Add Minor

✓ Managed By Agent

Search by Agent Name or Email Address

+ Add Agent

Agent's First Name*

Enter...

Agent's Last Name*

Enter...

Agent's E-mail*

Enter...

Agent's Translated Name

Enter...

Cancel

Save

Cancel

Previous

Next

Check “Managed by Agent” to add the agent or manager's details.

Assigning Characters

After entering talent (and minor/agent) info, assign the characters they voice.

- **Open the character list:** Click “Next.” The list of characters in your media populates automatically.
- **Select characters:** Check the character(s) the talent voices.
- **Add missing characters:** If one is missing, click “Add Character,” type the name, and click “Save.”
- **Finish:** Click “Add Assignment.” The AOR appears in the list in “Draft” status.

✓

Assignment Type

Jarrell Brown / Voice Talent / 67757842-97b2-4a3c-824f-04fca0ac2539 / Sample Job for Online (1) / Vocal, Dialogue

✓

Contact

Jarrell Brown (jarrell.brown@disney.com)

3

Characters

Characters*

Selected (0)

Search

Select All

☐ Background 1

Manual

+ Add Character

Character Name

Enter Character Name

Cancel

Save

Cancel

Previous

Add Assignment

Select characters (or add a missing one), then click “Add Assignment.”

ARIEL Jobs Contracts Titles Reports									
Jobs > AOR 3960 > WO-17609 > Supplemental · Sample Job for Online · ARIEL Team Test Studio Submitted									
Portuguese (Brazil) Brazil Jarrell Brown									
Contracts Created: 11 Jun 2026 · Modified: 11 Jun 2026									
Search by Contract ID or Signee name Search Complete Order Send Contracts Download All Contracts Add Assignment									
Contract Number	Assignment Type	Signees	Characters	Indicators	Signatures	Status	Signature Type	Sent Date	Actions
C-15702	Dub Studio	Jarrell Brown, Jarrell Brown			0 / 2	Sent	Online	11 Jun 2026	
C-15704	Director	Jarrell Brown, Jarrell Brown, Jarrell Brown		H	0 / 3	Sent	Hosted	11 Jun 2026	
C-15703	Voice Talent	Jarrell Brown, Jarrell Brown, Jarrell Brown	Walla 1		0 / 3	Sent	Online	11 Jun 2026	
C-15781	Voice Talent	Jarrell Brown, Jarrell Brown, Jarrell Brown	Test Character		0 / 3	Draft	Online		

The finished assignment appears as an AOR in “Draft” status.

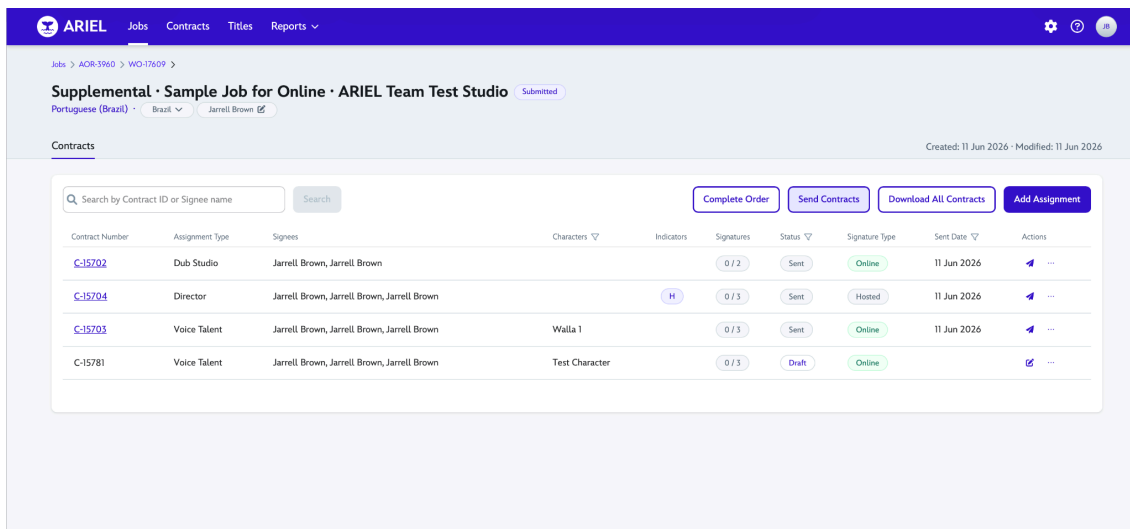


Sebastian says: One talent voicing many characters? Pop 'em all on a single AOR so they only sign once. Work smarter, not harder!

6. Signing AORs

In online territories, AORs are signed electronically through DocuSign.

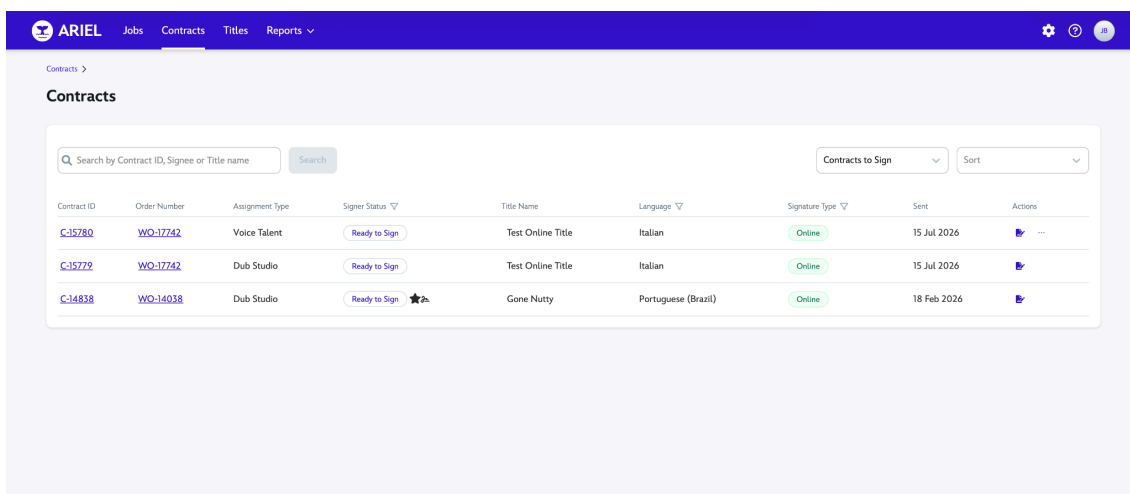
- **Send Contracts:** Click “Send Contracts” to make the AORs available for signature. The Dub Studio PM MUST sign the AOR before it is sent to talent.
- **Open the Contracts tab:** Go to the “Contracts” tab. You'll see a list of AORs ready for your signature.
- **Sign via DocuSign:** Select the icon or the 3 dots under “Actions” to sign the AOR via DocuSign. A split screen with DocuSign opens.
- **Complete your signature:** Sign/initial where needed, select “Finish” to finalize, then “Exit Signing.” The AOR leaves your list once signed by the dub studio.
- **Talent signs:** The talent receives an email, clicks the link, and signs the AOR in DocuSign. When complete, the talent receives an emailed copy.
- **Find completed AORs:** Dub Studio managers can find, read, and download completed AORs in the “Contracts” tab by changing the filter from “Contracts To Sign” to “All Contracts.”



The screenshot shows the ARIEL interface with the 'Contracts' tab selected. The header includes navigation links for Jobs, Contracts, Titles, and Reports. Below the header, there's a breadcrumb trail: 'Jobs > AOR-3960 > WO-17609'. The main title is 'Supplemental · Sample Job for Online · ARIEL Team Test Studio' with a 'Submitted' status. A sub-header indicates 'Portuguese (Brazil)' and 'Jarrell Brown'. The 'Contracts' section shows a table with columns: Contract Number, Assignment Type, Signees, Characters, Indicators, Signatures, Status, Signature Type, Sent Date, and Actions. The table lists four contracts: C-15702 (Dub Studio), C-15704 (Director), C-15703 (Voice Talent), and C-15781 (Voice Talent). Each row shows the number of signatures (0/2, 0/3, 0/3, 0/3) and the status (Sent, Draft). Buttons for 'Complete Order', 'Send Contracts', 'Download All Contracts', and 'Add Assignment' are visible at the top right of the table.

Contract Number	Assignment Type	Signees	Characters	Indicators	Signatures	Status	Signature Type	Sent Date	Actions
C-15702	Dub Studio	Jarrell Brown, Jarrell Brown			0 / 2	Sent	Online	11 Jun 2026	...
C-15704	Director	Jarrell Brown, Jarrell Brown, Jarrell Brown		H	0 / 3	Sent	Hosted	11 Jun 2026	...
C-15703	Voice Talent	Jarrell Brown, Jarrell Brown, Jarrell Brown	Walla 1		0 / 3	Sent	Online	11 Jun 2026	...
C-15781	Voice Talent	Jarrell Brown, Jarrell Brown, Jarrell Brown	Test Character		0 / 3	Draft	Online		...

Contracts tab — AORs ready for the Studio PM's signature.



The screenshot shows the ARIEL interface with the 'Contracts' tab selected. The header includes navigation links for Jobs, Contracts, Titles, and Reports. Below the header, there's a breadcrumb trail: 'Contracts >'. The main title is 'Contracts'. The table has columns: Contract ID, Order Number, Assignment Type, Signer Status, Title Name, Language, Signature Type, Sent, and Actions. The table lists three contracts: C-15780 (Voice Talent), C-15779 (Dub Studio), and C-14838 (Dub Studio). Each row shows the status (Ready to Sign) and the signature type (Online). Buttons for 'Contracts to Sign' and 'Sort' are visible at the top right of the table.

Contract ID	Order Number	Assignment Type	Signer Status	Title Name	Language	Signature Type	Sent	Actions
C-15780	WO-17742	Voice Talent	Ready to Sign	Test Online Title	Italian	Online	15 Jul 2026	...
C-15779	WO-17742	Dub Studio	Ready to Sign	Test Online Title	Italian	Online	15 Jul 2026	...
C-14838	WO-14038	Dub Studio	Ready to Sign	Gone Nutty	Portuguese (Brazil)	Online	18 Feb 2026	...

Use the icon or 3 dots under “Actions” to sign the AOR via DocuSign.

ARIEL Jobs Contracts Titles Reports								
Contracts								
Search by Contract ID, Signee or Title name Search Contracts to Sign Sort								
Contract ID	Order Number	Assignment Type	Signer Status	Title Name	Language	Signature Type	Sent	Actions
C-35780	WO-17742	Voice Talent	Ready to Sign	Test Online Title	Italian	Online	15 Jul 2026	
C-35779	WO-17742	Dub Studio	Ready to Sign	Test Online Title	Italian	Online	15 Jul 2026	
C-34838	WO-14038	Dub Studio	Ready to Sign	Gone Nutty	Portuguese (Brazil)	Online	18 Feb 2026	Sign

After the PM signs, the AOR shows “Partially Signed” until the talent signs.

Ursula says: Ah, Brazil... a special case, darling. Brazilian Portuguese orders need the Disney Countersignatory to sign after the talent — the AOR isn't complete until they do. Don't forget it!

7. Completing an Order

Once all AORs for a project have been signed, update the order status to complete.

- **Verify all AORs:** Confirm every AOR for the project is signed.
- **Complete the order:** Go to the order and select “Complete Order” to update the status.
- **DOT sync:** This also updates the DOT AOR milestone to complete. The order is now officially done.

ARIEL Jobs Contracts Titles Reports								
Jobs > AOR-4053 > WO-17742								
Supplemental • Test Online Title • ARIEL Team Test Studio Submitted								
Italian Italy Jarrell Brown								
Contracts Created: 15 Jul 2026 - Modified: 15 Jul 2026								
Search by Contract ID or Signee name Search Complete Order Send Contracts Download All Contracts Add Assignment								
Contract Number	Assignment Type	Signees	Characters	Indicators	Signatures	Status	Signature Type	Sent Date
C-35779	Dub Studio	Jarrell Brown			1 / 1	Signed	Online	15 Jul 2026
C-35780	Voice Talent	Jarrell Brown, Jarrell Brown	Test Character		2 / 2	Signed	Online	15 Jul 2026

Click “Complete Order” once all AORs are signed.

Ariel says: That's it — you did it! Your order is complete and the milestone flows back to DOT automatically. Isn't it neat?

8. Bulk Downloading Contracts

You can export all contracts for an order at once as a single ZIP file.

- **Find the job:** From the Jobs tab, search for the Title and open it.

- **Open the job:** Click the Job Number link next to the Title Name.
- **Open the order:** Click the Order Number link to see the contracts for that order.
- **Download All Contracts:** Click “Download All Contracts.” A message confirms the export is being prepared.
- **Get the email:** Check your inbox for “ARIEL: Your contract export is ready,” then click “Download Export” (log back in if prompted).
- **Open the ZIP:** Each contract is inside as its own PDF.

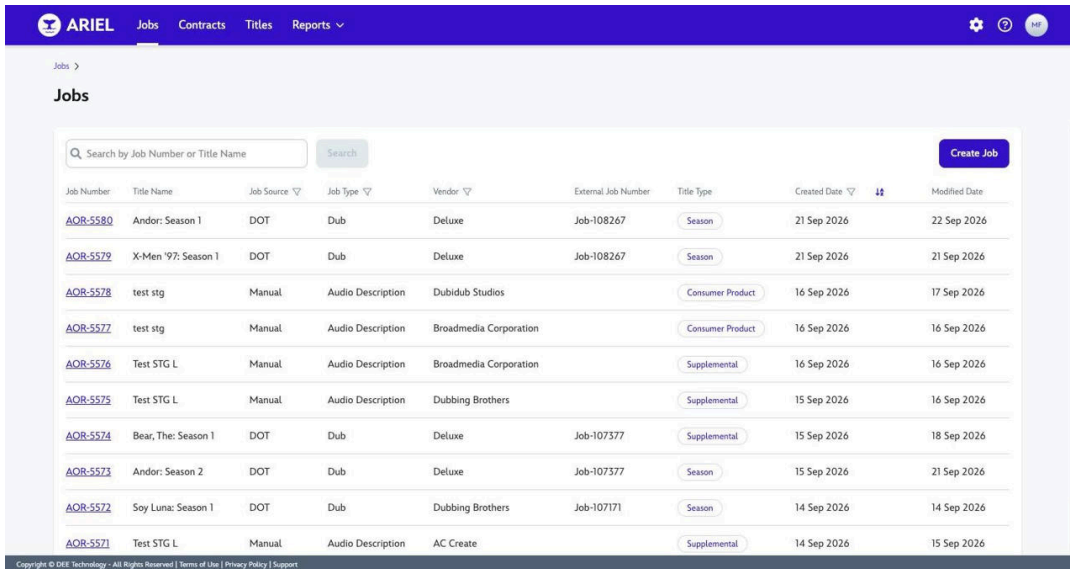
 **Flounder says:** *The button only works when contracts actually exist in the order, and you must be logged in — the download is secured so only you can grab your files.*

9. Reports Tab

ARIEL includes a Reports tab where you can generate and export Contract and Order reports in .csv or Excel format. During an export the button is temporarily disabled and a confirmation message is displayed.

Contracts Report

- **Open the Reports tab:** Navigate to the Reports tab, then click the “Contracts” link.
- **Set up filters:** In the Reports modal, click any field to build your filter — for example, enter part of a Studio, Vendor, or Title name and choose from the dropdown.
- **Choose a date range:** Pick a preset such as “Previous Month,” or select a custom date range from the calendar.
- **Apply:** Click “Apply” when the filter is set. Use “CLEAR ALL” to clear filters or “Reset” to return to default values.
- **Export:** Generate and export the report in .csv or Excel format.



Job Number	Title Name	Job Source	Job Type	Vendor	External Job Number	Title Type	Created Date	Modified Date
AOR-5580	Andor: Season 1	DOT	Dub	Deluxe	Job-108267	Season	21 Sep 2026	22 Sep 2026
AOR-5579	X-Men '97: Season 1	DOT	Dub	Deluxe	Job-108267	Season	21 Sep 2026	21 Sep 2026
AOR-5578	test stg	Manual	Audio Description	Dubidub Studios		Consumer Product	16 Sep 2026	17 Sep 2026
AOR-5577	test stg	Manual	Audio Description	Broadmedia Corporation		Consumer Product	16 Sep 2026	16 Sep 2026
AOR-5576	Test STG L	Manual	Audio Description	Broadmedia Corporation		Supplemental	16 Sep 2026	16 Sep 2026
AOR-5575	Test STG L	Manual	Audio Description	Dubbing Brothers		Supplemental	15 Sep 2026	16 Sep 2026
AOR-5574	Bear, The: Season 1	DOT	Dub	Deluxe	Job-107377	Supplemental	15 Sep 2026	18 Sep 2026
AOR-5573	Andor: Season 2	DOT	Dub	Deluxe	Job-107377	Season	15 Sep 2026	21 Sep 2026
AOR-5572	Soy Luna: Season 1	DOT	Dub	Dubbing Brothers	Job-107171	Season	14 Sep 2026	14 Sep 2026
AOR-5571	Test STG L	Manual	Audio Description	AC Create		Supplemental	14 Sep 2026	15 Sep 2026

Reports tab — click the “Contracts” link.

ARIEL Jobs Contracts Titles Reports

Jobs > **Jobs**

Search by Job Number or Title Name Search Create Job

Job Number	Title Name	Job Source	Job Type	Vendor	External Job Number	Title Type	Created Date	Modified Date
AOR-5580	Andor: Season 1	DOT	Dub	Deluxe	Job-108267	Season	21 Sep 2026	22 Sep 2026
AOR-5579	X-Men '97: Season 1	DOT	Dub	Deluxe	Job-108267	Season	21 Sep 2026	21 Sep 2026
AOR-5578	test stg	Manual	Audio Description	Dubidub Studios		Consumer Product	16 Sep 2026	17 Sep 2026
AOR-5577	test stg	Manual	Audio Description	Broadmedia Corporation		Consumer Product	16 Sep 2026	16 Sep 2026
AOR-5576	Test STG L	Manual	Audio Description	Broadmedia Corporation		Supplemental	16 Sep 2026	16 Sep 2026
AOR-5575	Test STG L	Manual	Audio Description	Dubbing Brothers		Supplemental	15 Sep 2026	16 Sep 2026
AOR-5574	Bear, The: Season 1	DOT	Dub	Deluxe	Job-107377	Supplemental	15 Sep 2026	18 Sep 2026
AOR-5573	Andor: Season 2	DOT	Dub	Deluxe	Job-107377	Season	15 Sep 2026	21 Sep 2026
AOR-5572	Soy Luna: Season 1	DOT	Dub	Dubbing Brothers	Job-107171	Season	14 Sep 2026	14 Sep 2026
AOR-5571	Test STG L	Manual	Audio Description	AC Create		Supplemental	14 Sep 2026	15 Sep 2026

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Click in any field in the Reports modal to set up your filter.

ARIEL Jobs Contracts Titles Reports

Reports > Contracts > **Contracts Report**

Contract Number	Order Number	Job Title	Language	Dubbing Studio	Status	Signers	Assign
C-16433	WO-20140	AOR-5580 Andor: Season 1	Swedish	AUDIOMAGICK	Sent	Max Kramnik, Max Senior	Voice
C-16427	WO-20136	AOR-5574 Bear, The: Season 1	Castilian	3Cycle	Deleted	Elton Wong	Lyric
C-16413	WO-20131	AOR-5574 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman	Lyric
C-16412	WO-20131	AOR-5578 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman, Aashna Saxena	Adapt
C-16406	WO-20117	AOR-5573 Andor: Season 2	Spanish (Latin America)	Luttonville SL	Sent	Waseem Rahaman, Extrenal Rahaman	Direct
C-16405	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga	Lyric
C-16404	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga, Liliana S	Trans
C-16401	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga	Lyric
C-16400	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail	Trans
C-16399	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail	Direct

Show 10 of 458 items 1 2 3 ... 46 >

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Search Criteria

Studios

pixe

Select All

☐ Pixel Yapim (PKLY)

☐ Pixelogic APAC (PIXKO)

☐ Pixelogic Burbank (PIXBU)

Contract Status

Declined Signature

Deleted

Expired

Title

Order Created Date

Reset Apply

Enter part of a Studio, Vendor, or Title name and choose from the dropdown.

Contracts Report

Contract Number	Order Number	Job Title	Language	Dubbing Studio	Status	Signers
C-16433	WO-20140	AOR-5580 Andor: Season 1	Swedish	AUDIOMAGICK	Sent	Max Kramnik, Max Senior
C-16427	WO-20136	AOR-5574 Bear, The: Season 1	Castilian	3Cycle	Deleted	Elton Wong
C-16413	WO-20131	AOR-5578 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman
C-16412	WO-20131	AOR-5578 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman, Aashna Saxena
C-16406	WO-20117	AOR-5573 Andor: Season 2	Spanish (Latin America)	Luttonville SL	Sent	Waseem Rahaman, Extrenal Rahaman
C-16405	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga
C-16404	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga, Liliana S
C-16401	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga
C-16400	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail
C-16399	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail

Search Criteria sidebar: vendors, Order Status (Partially Completed), June 2026 calendar (date 24 selected), Contract Created Date (06/24/2026 to 09/22/2026), Reset, Apply.

Select a preset such as “Previous Month,” or pick a custom date range.

Contracts Report

Contract Number	Order Number	Job Title	Language	Dubbing Studio	Status	Signers
C-16433	WO-20140	AOR-5580 Andor: Season 1	Swedish	AUDIOMAGICK	Sent	Max Kramnik, Max Senior
C-16427	WO-20136	AOR-5574 Bear, The: Season 1	Castilian	3Cycle	Deleted	Elton Wong
C-16413	WO-20131	AOR-5578 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman
C-16412	WO-20131	AOR-5578 test stg	Castilian	3Cycle	Deleted	Waseem Rahaman, Aashna Saxena
C-16406	WO-20117	AOR-5573 Andor: Season 2	Spanish (Latin America)	Luttonville SL	Sent	Waseem Rahaman, Extrenal Rahaman
C-16405	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga
C-16404	WO-20130	AOR-5577 test stg	Catalan	3Cycle	Sent	Liliana Saldarriaga, Liliana S
C-16401	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga
C-16400	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail
C-16399	WO-20129	AOR-5576 Test STG L	Russian	AC Create	Sent	Liliana Saldarriaga, Liliana conmail

Search Criteria sidebar: vendors, Order Status (Partially Completed, Submitted), Contract Status (Declined Signature, Deleted, Expired), Title (Lilo & Stitch), Order Created Date (03/01/2026 to 09/22/2026), Contract Created Date, Reset, Apply.

Click “Apply” when the filter is set; use “CLEAR ALL” to clear filters.

Orders Report

- **Open the Reports tab:** Navigate to the Reports tab, then click the “Orders” link.
- **Set up filters:** Configure your filter. You can also filter by Servicing Group (free text) and Expected Due Date range, which appear as columns in the results and exports.
- **Search:** Click “Search” when the filter is set. The results display; click “Orders” again to change the filter.
- **Export:** Export the report in .csv or Excel format as needed.

ARIEL Jobs Contracts Titles Reports 100												
Orders Report Export as Open Report Criteria												
Job Number	Vendor	Job Type	Order Number	Language	Dubbing Studio	Dubbing Technique	Title Name	Status	Signed Contracts	Job Created Date	Servicing Group	Expected Due Date
AOR-4033	Dubbing Brothers	Dub	WQ-17702	Polish	Test Studio DOT 4	Lip Sync	Twisted Metal: Season 1	Voided	0/0	24 Jun 2026		
AOR-4034	Dubbing Brothers	Dub	WQ-17703	Polish	DOT Test Studio	Lip Sync	Bear, The: Season 1	Submitted	0/0	24 Jun 2026		
AOR-4035	Dubbing Brothers	Dub	WQ-17704	Polish	Deluxe Los Angeles	Lip Sync	Beauty Plan	Submitted	0/0	25 Jun 2026		
AOR-4035	Dubbing Brothers	Dub	WQ-17705	Polish	Dubbing Brothers	Lip Sync	Beauty Plan	Submitted	0/0	25 Jun 2026		
AOR-4036	Dubbing Brothers	Dub	WQ-17706	Polish	Deluxe Los Angeles	Lip Sync	Beauty Plan: Season 1	Submitted	0/0	25 Jun 2026		
AOR-4036	Dubbing Brothers	Dub	WQ-17707	Italian	3Cycle	Lip Sync	Beauty Plan: Season 1	Submitted	0/0	25 Jun 2026		
AOR-4036	Dubbing Brothers	Dub	WQ-17708	Arabic	ABFAB Studios	Lip Sync	Beauty Plan: Season 1	Submitted	0/0	25 Jun 2026		
AOR-4036	Dubbing Brothers	Dub	WQ-17709	Bulgarian	3Cycle	Lip Sync	Beauty Plan: Season 1	Submitted	2/2	25 Jun 2026		
AOR-4037	Media Access Company	Dub	WQ-17711	Hebrew	Media Access Company (Formerly TV Group - Mexico)	Lip Sync	Frozen	Submitted	0/0	06 Jul 2026		
AOR-4037	Media Access Company	Dub	WQ-17712	German	Media Access Company (Formerly TV Group - Mexico)	Lip Sync	Frozen	Submitted	0/0	06 Jul 2026		

Reports tab — click the “Orders” link.

ARIEL

Jobs Contracts Titles Reports

100

Orders Report

Export as

Open Report Criteria

Job Number

Vendor

Job Type

Order Number

Language

Dubbing Studio

Dubbing Technique

Title Name

Status

Signed Contracts

Job Created Date

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Search Criteria

Order Number

Enter order number

Vendor

Select...

Studio

Select...

Order Status

Select...

Title

Enter start date and end date

Cancel

Search

Click “Search”; the results display. Click “Orders” again to change the filter.

Job Number	Vendor	Job Type	Order Number	Language	Dubbing Studio	Dubbing Technique	Title Name	Status	Signed Contracts	Job Created Date	Servicing Group	Expected Due Date
AOR-3600	Iyuno	Dub	WQ-17212	Hungarian	Iyuno Hungary	Lip Sync	Ocean with David Attenborough	Submitted	0/0	05 May 2026	DO US	24 May 2026
AOR-5573	Deluxe	Dub	WQ-20117	Spanish (Latin America)	Luttonville SL	Lip Sync	Andor: Season 2	Submitted	0/2	15 Sep 2026	DO US	20 Feb 2027

Orders Report results, including Servicing Group and Expected Due Date columns.

Sebastian says: *Need the big picture, mon? The Reports tab pulls Contract and Order reports and exports 'em to Excel or CSV — perfect for tracking your AORs at a glance.*

10. Troubleshooting: Login / Cannot See Contracts

If you are set up in ARIEL but can't log in or can't see contracts for your studio/territory, support needs your `id_token` to check your role. Here's how to get it:

- **Open Developer Tools:** Log in to ARIEL, right-click anywhere on the page, and choose “Inspect.”
- **Application tab:** Go to the “Application” tab.
- **Cookies:** Click “Cookies” in the first column.
- **`id_token`:** Click the “`id_token`” entry on the right.
- **Copy and submit:** Double-click to select all the text, copy it, and paste it into your support ticket.

Open a ticket in the Issues Tool: <https://support.twdc.technology/product/ariel>

King Triton says: *Your `id_token` is like a royal seal — it tells support your role in the realm. Never post it publicly; only paste it into your ticket.*

11. Online Territory List

These territories sign AORs electronically (online):

Argentina	Belgium	Brazil	Bulgaria
Canada	Croatia	Czech Republic	Denmark
Estonia	Finland	France	Greece
Hong Kong	Hungary	Iceland	Israel
Italy	Japan	Latvia	Lithuania

Malaysia	Mexico	Netherlands	Norway
Portugal	Romania	Slovak Republic	Slovenia
South Korea	Spain	Sweden	Taiwan
Thailand	UAE	United Kingdom	USA

 **Sebastian says:** *Not sure if your studio is online or offline? Reach out to Jarrell Brown — he'll point you to the right guide, ya-mon.*

12. Frequently Asked Questions

Common questions dub studios encounter when handling AOR orders for online (electronic-signature) territories.

 **Flounder says:** *Swimming in questions? Don't worry — here are the answers to the things new users ask most!*

Access & Finding Orders

Q: I can't log into ARIEL or I don't have access.

- **A:** You need a MyID account to access ARIEL. If you don't have access or a MyID account, email Jarrell Brown (Jarrell.Brown@Disney.com) to request it. You can also fill out the form in Contact Us to open a support ticket.

Q: I'm logged in but can't see any contracts for my studio or territory.

- **A:** Retrieve your id_token so support can check your role: right-click the page → Inspect → Application tab → Cookies → id_token, copy the value, and paste it into a support ticket at <https://support.twdc.technology/product/ariel>.

Q: I can't find my order.

- **A:** Search by DOT Job number, Title, or AOR number. If it still doesn't appear, confirm with your GDV/RDV that your dub studio is assigned to the order in DOT, then contact Jarrell Brown (Jarrell.Brown@Disney.com). You can also fill out the form in Contact Us to open a support ticket.

Setting Up the Order & Assignments

Q: I can't edit the order — the options are greyed out.

- **A:** Assigning a Dub Studio Primary Manager (PM) is the first required step. No other edits are allowed until a PM is selected under “Select Studio PM.”

Q: I picked the wrong Primary Manager.

- **A:** Click the pencil icon next to the PM name to change it. It isn't set in stone.

Q: The territory field is blank or needs changing.

- **A:** Some languages can be recorded in multiple territories (for example, Spanish (Latin America) → Argentina, Chile, Mexico). Select the territory from the dropdown next to the Studio PM before making edits.

Q: A minor's contact won't save.

- **A:** A new minor must not reuse the parent's email — it will error out. Give the minor their own email address or leave it blank.

Q: Do I create a separate AOR for each character a talent voices?

- **A:** No. Assign all the characters the talent voices to a single AOR so they sign only once.

Q: When do I use “Artist Label”?

- **A:** Only when the talent is signed to a record company and their rep at the record company needs to see the completed AOR.

Q: How do I add a talent's agent or manager?

- **A:** Check the “Managed by Agent” box, then add or search for the agent/manager's details. You'll then see two signees on the AOR.

Signing & Completing

Q: In what order do signatures happen?

- **A:** The Dub Studio PM must sign the AOR before it is sent to talent for signature.

Q: How does online signing work?

- **A:** Sign electronically through DocuSign: select the AOR under Actions, sign/initial the required fields, click Finish, then Exit Signing. The talent then receives an email to sign in DocuSign.

Q: My Brazilian Portuguese order won't complete after everyone signed.

- **A:** Brazilian Portuguese orders require the Disney Countersignatory to sign after the talent. The AOR is not complete until the countersignatory signs.

Q: Where do I find completed AORs?

- **A:** In the Contracts tab, change the filter from “Contracts To Sign” to “All Contracts” to find, read, or download completed AORs.

Q: How do I finish the order?

- **A:** Once all AORs are signed, go to the order and select “Complete Order.” This also updates the DOT AOR milestone.

Downloads, Reports & Documents

Q: How do I download all contracts at once?

- **A:** Use “Download All Contracts.” You'll receive an email titled “ARIEL: Your contract export is ready” with a “Download Export” link; the ZIP contains one PDF per contract.

Q: The “Download All Contracts” button is greyed out.

- **A:** It's inactive when the order has no contracts, and you must be logged in.

Q: What formats can I export reports in?

- **A:** Contract and Order reports can be generated and exported in .csv or Excel format from the Reports tab.

13. Glossary

Key ARIEL terms used throughout this guide:

Term	Definition
PM	Primary Manager — the dub studio person who signs AORs on behalf of the studio.
AOR	Assignment of Rights — the legal contract talent must sign.
Job	An ARIEL folder for a Title; holds Work Orders and Contracts ("AOR-" + number).
Work Order (WO)	A dubbing task within a Job for a specific language/territory.
Online Territory	Countries that sign AORs electronically.
Offline Territory	Countries that sign AORs via wet ink (paper).
DOT	Disney Ordering Tool — feeds dubbing orders into ARIEL.
Countersignatory	The Disney signer required on certain orders (e.g., Brazilian Portuguese) as the final step.
Hosted	An option to host the AOR for the talent during signing.



Ariel says: *You've explored every corner of the ARIEL ocean! Keep this guide handy, and when in doubt, Jarrell Brown is just a message away. Happy dubbing!*

Source material: ARIEL.pdf and Ariel Online Territory Training Guide (Doc. #1, Rev. 1, 07/16/26). Screenshots reproduced from those source documents. Disney characters (Ariel, Flounder, Sebastian, Scuttle, King Triton, Ursula) are used as friendly guide personas.