AutoTrack Help

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Intro Topics

Welcome to AutoTrack online help!

Thank you for choosing P Squared's Auto Track/AutoTrack Pro scheduling software, now the most widely used scheduling system at radio in the UK, and growing fast worldwide. We are delighted that you are using our software!

P Squared's innovative music and link scheduling solutions offer a range of tools and facilities to allow you to produce compelling program output regardless of the size, nature and format of your station. With over a decade of development, the AutoTrack product range allows you to craft the exact sound that you want for your station. You have total control over your station sound.

To find any topic in this help document, either search in the Index tab or the Table of Contents tabs to your left, or click the Search tab to search by any keyword or area.

Getting Started
Contact Support

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About P Squared

We have more than 15 years experience in developing professional broadcast radio software for playout & radio automation, audio logging, radio newsrooms and music scheduling. P Squared products can be found in more than a quarter of all commercial radio stations in the UK as well as school, hospital and community radio projects of all types and sizes.

Our flagship radio playout & automation system, **Myriad Playout**, is now used in more radio stations in the UK than any other software and can be found in stations of all types and sizes around the world.

P Squared website

P Squared products

For details on any of the fine broadcast software packages available from P Squared, follow these links

Myriad Playout radio automation software
Scoop radio newsroom system

Powerlog audio and data logging for radio

Nexus the information superhub designed for live studio use
Myriad Network built for networks, this package handles split transmission of ads, idents, and more

OCP+ built for web radio, this package delivers rich text and visual content to your online player.

Contact P Squared

Credits

This help document was authored by Robin Valk at Radio To Go Ltd, working with the P Squared development team of Peter Jarrett, John Drake, David Boulton and Liam Burke.

Getting Started

AutoTrack Overview
Starting from scratch
Some basics
Inheriting an existing system
P Squared training videos
P Squared training

AutoTrack Overview

AutoTrack is a complete radio music and jingle scheduling system. AutoTrack and AutoTrack Pro work with a range of **playout systems**, and have enhanced capabilities when combined with the Myriad Playout system.

A music and Link scheduler is, essentially, about supply and demand. Your library is what you *supply* to the scheduler, and how you lay out the contents of your library in the schedule represents the *demand* that you define. So you must ask yourself:

- What Songs and Links should I play?
- How do I want them to play out on air, in what order, and in what proportions?

AutoTrack follows the instructions you give it when selecting the next Song or Link (prerecorded speech item, promo or jingle) to play. You organise your Song and Link library into Categories. All items in each Category are sorted in **most-rested order**. These are organised as 'decks' of tracks - the Song and Link Decks - used by the scheduler. When considering items to schedule, AutoTrack starts with the item at the top of the selected deck, deciding if it meets your scheduling criteria, or Rules.

- Your criteria can be as complex or as simple as you need. For example:
- Has this item been played recently?
- Has any other tracks by the same artist or band has been played recently?
- Does the Song 'fit' with the previous Song, following the values you have defined?

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Finally, the scheduler decides if selecting the Song or Link will break any of the other rules or guidelines imposed on the system. If not, then the Song or Link will be selected. If it fails at any of these stages, it is either placed back at the top of the Deck, or further down the Deck, again, following settings you make in the Rules windows. That allows you to decide if it will be re-considered immediately, or at a later stage in the scheduling process.

So that's the basic principle. But there are some other key tasks you must complete before scheduling:

- Clocks are built to specify the number of Songs, Advert Breaks, Jingles etc that you want, and in what order, for each hour.
- You must define a number of rule settings to cover rotation of Songs and Links, and their characteristics.
- You must specify the sequence in which Songs and Link Decks are examined by the Scheduler, from most-important to least important.

If this seems complicated, don't worry. You can break this down into bite-sized pieces and develop your settings as you go along. Many AutoTrack users start with a very basic system, and gradually evolve their own approach, which can be as complex and sophisticated as their programming needs call for.

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Starting from scratch

It can be daunting to start working with a scheduling system when you have to try to both develop the way your station should sound, *and* learn the system at the same time. But many P Squared users have done this, and a good approach, especially if you have a bit of time, is to break the task down into small, logical steps, so you can see the results of some of your first actions. This is one possible approach; there are many variations.

1. Decide what music do you want to play: What are the important artists? What are the most important Songs, and why? How new do you want your music to be, and how old will your Oldies to be?
2. Some stations work with libraries of 80 (or less) hand-picked Songs; others have thousands. What will you do?
3. This should give you an idea of how many music Categories you will need.
4. Now repeat this exercise for your Links: Jingles, Idents, News Intros, and so on, to work out what non-Song items you might need. .
5. Whatever you decide, add your most important Songs - the ones you are going to play most - first into your most important Categories, and then fill out the gaps as you go.
6. Then build a basic Clock, using your Categories and Links. If you like, build several different types for different times of day or days of the week.
7. Set up your Song and Link Pass Orders in the Schedule window - make sure the most important Categories get scheduled first.
8. Assign these clocks to the hours you want to generate a schedule for in the Clock Assignment window.
9. AutoTrack gives you some very useful default settings in the Rules windows. You can start with these, or think about modifying some settings.
10. Generate a schedule in the schedule window, working with the default rule settings.
11. Now study the schedule, and edit if necessary, working in the Log window.

12. If you need to review Songs and Links, you can do this work directly from the Log window.
13. If you need to refine your Rules, you can do this in the Clock Rules and Global Rules windows.
14. Generate a fresh schedule, study that, and start developing your sound.
15. And as you develop your station, it's a good idea to only make one significant change at a time, so you can see the results of your work.

For basic overview of some key areas in AutoTrack, see these topics:
Scheduling overview
Rules overview

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Some basics

The main AutoTrack window is always open, when working in the programme. From here, you can open multiple instances of other windows. This allows you, for example, to easily work across different sections of your library, by using several Song and Link Decks windows, along with the Search Songs and Search Links windows.

All windows are closed the same way, by clicking on the Close button at the top right of the window. They can all be moved, minimised and in some cases, resized by clicking and dragging the edges of the windows in the usual way.

AutoTrack also offers **keyboard shortcuts** in many sections, especially the menu options.

Inheriting an existing system

This is now very common. If you can, try to talk to your predecessor to learn some of his or her tricks. It's probably wise not to rush in and make wholesale changes. Rather, schedule each day, and listen hard to the output. If something's not quite right, take a look at the Clocks for that hour, and the Rule settings. Then start digging into the Song Decks, to see if they make sense to you. But make any changes as lightly as you can, after first taking a full backup working in the Database Settings window.

Configuring AutoTrack

There are a number of new features in AutoTrack 4.

- You can now use Colour in a wider range of areas, assigning Colour to individual Clocks. Grouping Categories and Types by Colour, and using Colour to indicate the Automation mode of each Clock.

- The key windows in AutoTrack are now sizeable, and will retain the size you specify the next time you access that window.
- Likewise, Columns in Song, Link and most key windows which use tables are now sizeable.
- For full details of AutoTrack updates, select the Update option in the Help menu.

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P Squared video tutorials

We maintain a suite of training videos on our website. These helpful videos cover a range of basic areas, and are regularly updated. They can be streamed form the P Squared site, or downloaded so you can review them at leisure. These video topics are also linked to directly from the associated areas in this help document, so you can jump directly to the video from Help.

P Squared training

P Squared offers on-site training at their headquarters, and can arrange to train staff at your premises. The company can also recommend independent company-approved consultants who you may wish to work with. For details contact P Squared directly.

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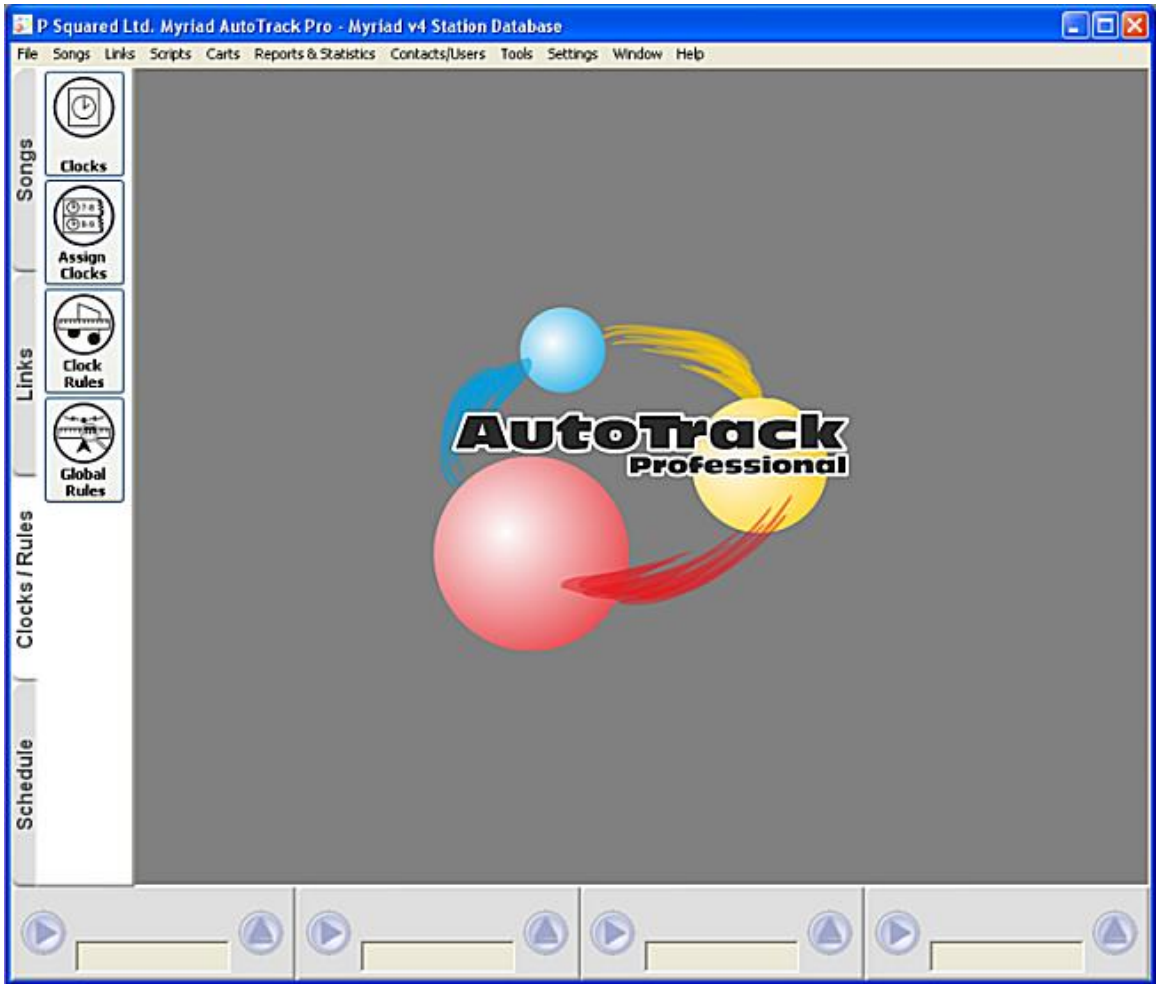
AutoTrack Main window

The Main window is always open when AutoTrack is running. From here, you can access all modules of the program, and all menu functions. The main modules of AutoTrack are accessed through the module tabs at left. Selecting a tab displays the window buttons for that module; click any button to access that window. The illustration here shows window buttons for the Clocks and Rules module, with the appropriate module tab selected. You can open multiple windows, which stay open until you close them. So you can work across different modules.

Accessing this window
Features in this window
Functions in this window



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Accessing this window

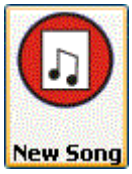
This window is automatically opened when launching AutoTrack.

Features in this window

Module selection tabs
Module window buttons
Audio Players
AutoTrack Windows pane
Menu bar

Module selection tabs

Arranged vertically at the very **far left** of the window, these four tabs let you jump to any section of the programme.



Module window buttons

When you select a Module tab, buttons to allow access to any window in that module are displayed. Mousing over a button will colour-highlight that button.

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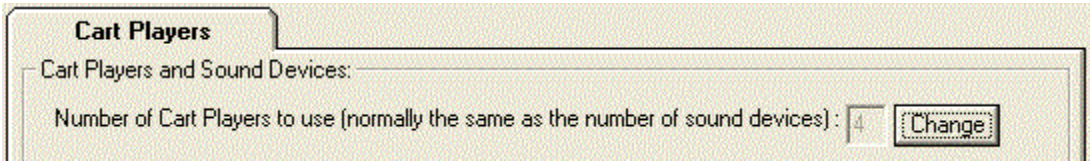
AutoTrack Main window Audio Players

The Audio Players are set out at the bottom of the AutoTrack Main window. You can play audio for any Song or Link from any enabled window in AutoTrack. Multiple Audio files can be opened. This is useful when defining Song and Link Characteristics. When reviewing the Log prior to export to Myriad Playout, the players can also be used to test segues.

Specifying the number of players to display

The default setting for players to display is 4. You can change this, and specify the Audio divide that each player will use, in the Cart tab of the Audio Settings window, accessed from the Settings menu.



Detail from Audio Settings window. Click the Change button to set the number of Cart Players in the Main Window

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Using the Players

To control the Cart Player click on the Play/Re-Cue and Eject buttons.

The player will display the intro where entered in a Song card as a green progress bar.

Then the player will display the total time played as a purple progress bar.

With ten seconds to go, the player displays a yellow progress bar, which changes to red for the last five seconds.

When audio is playing,

the left player button lets you return to the beginning of the audio file,

and the right button lets you eject the track in the player.

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AutoTrack windows pane

This section of the window has no direct functionality. You can open and close as many windows as you need from any module. You can specify how the windows are displayed and arranged using the options in the

Menu bar

This bar is always present and allows access to all menus.

File menu
Songs menu
Links menu
Carts menu
Reports and Statistics menu
Contacts and Users menu
Tools menu
Window menu
Help menu

Back to top

Functions in this window

Navigating between modules
Audio Player
    Specifying the number of Players to display
    Using the Audio Players
Arranging module windows

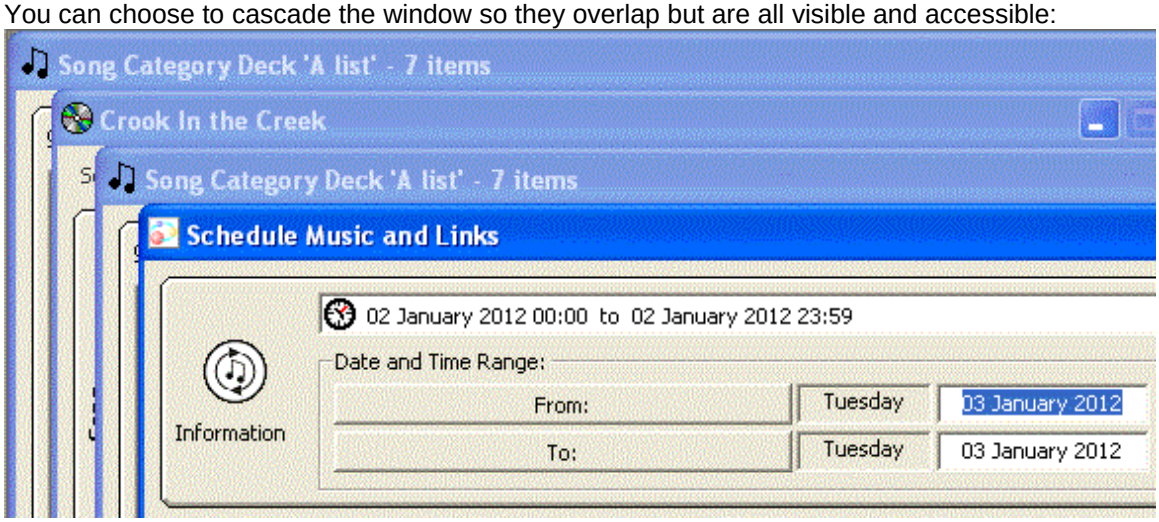
Navigating between modules

To move to a different AutoTrack module, select the desired Module tab. Then select any window button in that module. Existing windows will stay open

Arranging module windows

Select the window menu.

You can choose to cascade the window so they overlap but are all visible and accessible:



Or you can select the tile option to view all windows, vertically or horizontally, so you can access more of each window. It's purely a matter of preference.

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Contact Support

Before contacting P Squared, always check the FAQ section of the **P Squared website Forum**

P Squared uses a custom designed Support Management system used to track ALL support requests. It automatically logs all phone calls and support emails which let our engineers annotate each request.

Please try to have your **P-SQUID** (your P Squared Account reference) to hand when you get in touch with us. Please also include your P-SQUID in any emails as well.

If Support asks you to create a Support File, do this from the Help Menu option.

For product support, please contact P Squared with a description of your problem, the software product and version number and any error messages that you have received. Alternatively you can call us on (+44) (0)1482 350700. Our Hours are Monday - Friday, 9:30am - 5:00pm UK time. We are closed on UK national holidays. We do offer an out of hours support line on the above number.

You should also familiarise yourself with our Technical Support Policy

E-mail support@psquared.net

Songs

AutoTrack Song Module

The AutoTrack Song module is where you maintain your library. You can add, delete and edit Songs, associate Songs with an audio file in Myriad Playout, search your library, and review scheduled history for any Song, Artist, Artist group or Song Category.

Accessing

The Song Module, like any module in AutoTrack, is always accessible. Select the vertical Songs tab at the left of the AutoTrack Main window to view all Song window options.

Features

The windows you can immediately access by clicking the Song tab are

New Song window
Search Songs
Song Decks
Song or Artist History

Song Window

The Song Window contains information about each Song. In this window, you add details for a new Song, or edit details for an existing Song, adding or editing descriptive fields, assigning or reassigning the Song to a Category, and setting rotational options.

Subsidiary tabs let you add or edit Notes, Hour Restrictions, Copyright Information, set options to move the Song to a different Category, and review History.

While there are a lot of fields, you don't have to use all of them. Many AutoTrack users start with basic field data and then add information as the need arises. AutoTrack will not enforce rules where is no information for that field.

Accessing the New Song window
Accessing an existing Song window

Features
Subsidiary Song window tabs
More tab
Restrictions tab
Notes tab
Rights tab
Future Moves tab
History tab

Functions
Adding a Song
Editing a Song
Binding an item to a Song
Defining and saving Hour Restrictions
Setting up Future Moves
Deleting this Song

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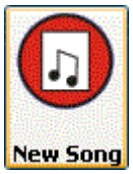
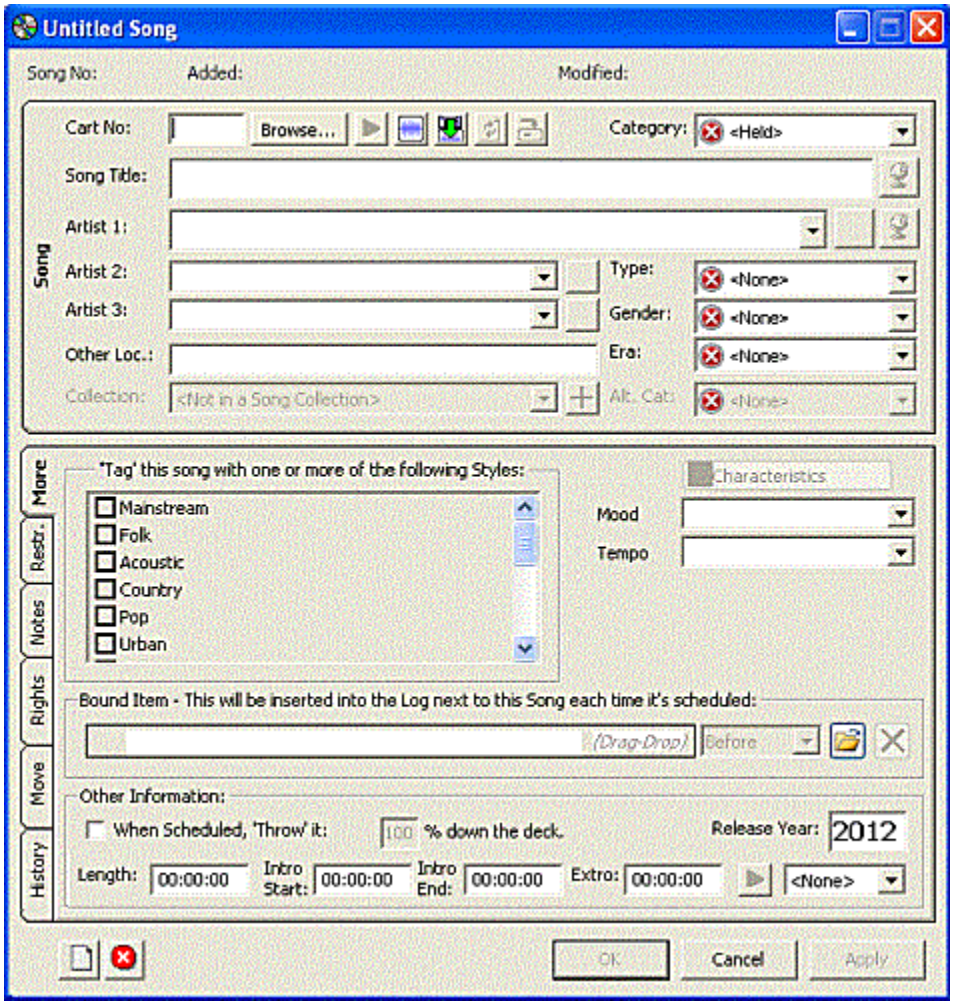
Accessing the New Song window



From anywhere in AutoTrack, select the Song module tab, and then click the New Song button to open this window.
or
Select the New Song button at the bottom left of any Song window.
or
From the File Menu, select New and then Song.

New Song window



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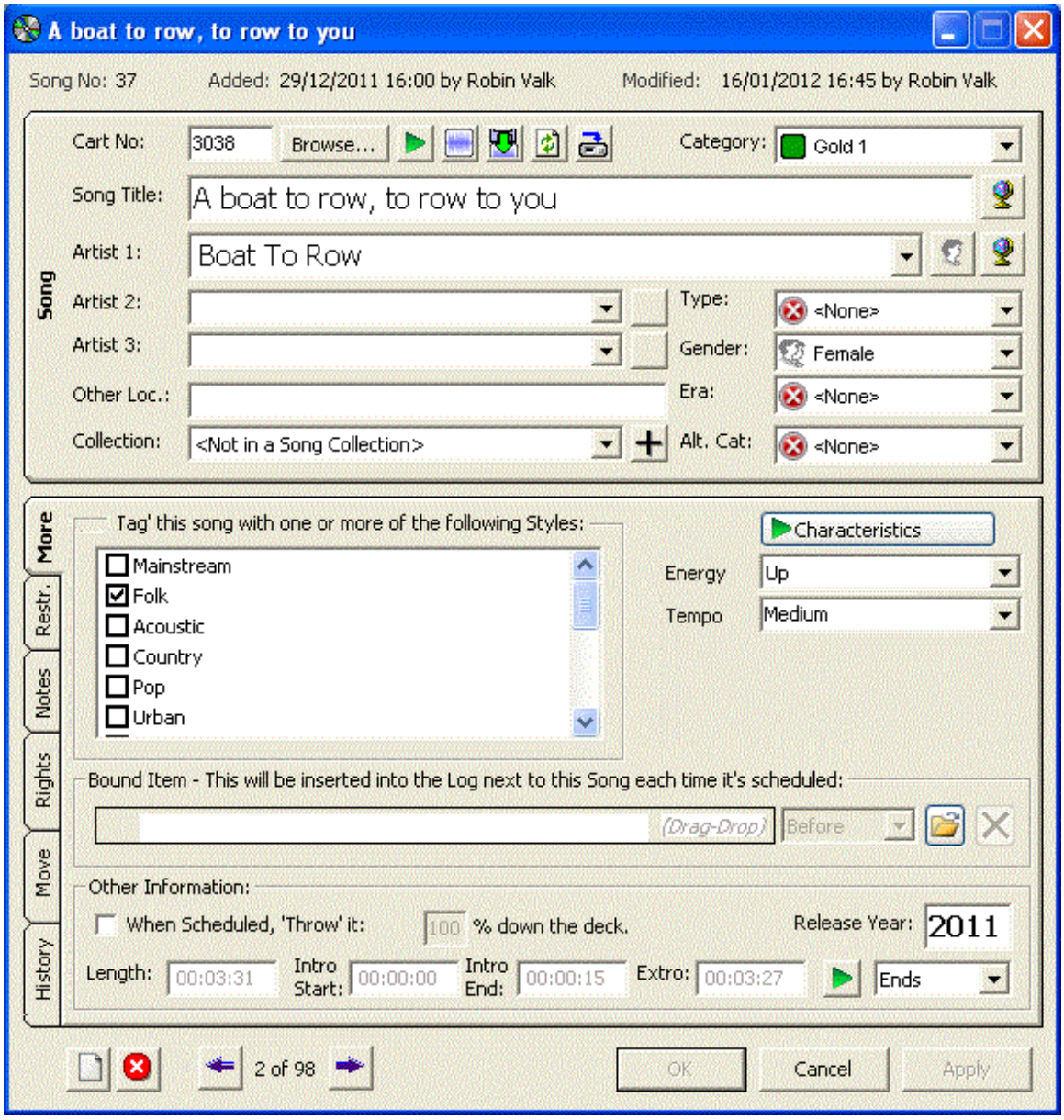
Accessing the Song window

The Song window can be opened from a number of areas in AutoTrack, by selecting a Song from a list and then clicking on it. This can be done from Song Decks, the Search Songs results pane, and both panes in the Log window. This lets you. for example, modify settings in the Log after scheduling.

The Song window



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Features

Song Number, Added and Last Modified dates
Cart Number
Browse button
Song Window Audio Tools
Category selection field

Song details
Song Collections
Subsidiary tabs
- More tab
- Restrictions tab
- Notes tab
- Rights tab
- Move tab
- History tab

New Song button
Delete this Song button
OK/Cancel/Apply buttons

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Song Number, Added and Last Modified dates

Data in these files is automatically updated.

Cart Number

This field is automatically filled in when adding audio from the **Myriad Playout** Cartwall. You can associate multiple Song or Link cards with the same audio if you wish.

Browse button

Click to access the Audio Browser window and select a Cart.

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Song Window Audio Tools

These buttons allow you to access Audio editing features.

Click the **Play** button to play the associated Audio in an Audio player.

Click the **SmoothEdit** button to open the Smooth Edit tool for the associated Audio.

Click the **Import New Audio** button to add new audio for this Song. P Squared asks you to confirm that you are replacing the existing audio, and then opens a window to let you navigate to the desired audio on your system.

Click the **Re-read details** from Cart wall button when you have modified information in the Myriad Playout Cartwall, click to update details in the Song window.

Click the **Update Cart with this Song** button to update information from this Song window to the associated Cart on the Myriad Playout Cartwall.

Category selection field

Click to select a Category. Categories are defined in the Songs Categories definition window accessed from the Songs menu.

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Song details pane

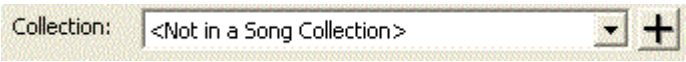
Enter or select from the dropdown options, details for Title and Artist. There are three Artist fields available for multiple Artist Songs. Where used, select a value from the dropdown fields for **Type**, **Era**, **Gender** and Alternative Category. AutoTrack also gives you web access to research Title and Artist information online, and finally, lets you jump directly to the Artist Details window for the current Artist.

Song Collection field

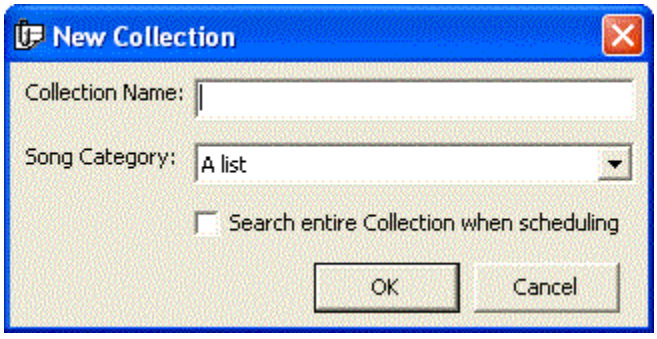
This field is only active when Song details have been added. You can Group Songs (and Links) in Collections. When a Song or Link in a Collection is scheduled, the entire Collection is moved to the bottom of the Song or Link's Category Deck. This device is useful to group items together - say when there are a lot of Songs by one artist, or when a station wishes to rotate a set of promo announcements for an activity. Collections are Category-specific.

Defining and applying Collections

NOTE: To add Songs in bulk to a Collection, work in the Collections and Groups window. You can only add a single Song at a time to a Collection in this window.



1. In any Song or Link window, click the Add Collection button to the right of the Collections field to open the New Collections dialogue box.



2. Enter a unique name for the Collection.
3. Specify a Category (AutoTrack proposes the current Category for the Song or Link).
4. Check the box to have AutoTrack search every Song or Link in the collection during scheduling.
5. Click OK to save and create this Collection.
6. To apply this Collection to other Songs in this Category, select the Collection, or browse Songs and apply the Collection using the Mass Song Changer.

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Song Type

Type is a very flexible scheduling tool. You can define up to 32 types of Song or Link, and select one Type to apply to any Song or Link. You can then call for a Song with this Type in a Clock. The use of this field is optional. Types are created and defined in the Type Definition window accessed from Songs menu.

Song Era

Era is normally used to specify a specific period for a Song or Link. You can define up to 32 Eras for both Songs and Links, and select one Era to apply to any Song or Link. You can then call for a Song with this Era in a Clock. The use of this field is optional. Eras are created and defined in the Era Definition window accessed from Songs menu.

Song Gender

This field is used to indicate the Gender of the performer. Uses can extend to Duets, Instrumentals and other combinations. If you really need to, you can define up to 32 Genders for Songs, and select one to apply to any Song. Genders are created and defined in the Gender Definition window accessed from Songs menu.

Alternative Category

This field lets you assign more than one Category to the same Song. Special conditions apply when using this feature. For full details, see the Alternative Category topic.

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Subsidiary tabs

Further information can be entered in the following tabs, accessed at the bottom left of the Song window.

More tab

This is the default tab when you open a Song window. Characteristics values can be applied, and the window also allows you to play the middle of the Audio file to allow you to assess your Characteristics settings.

Styles pane
Characteristics fields
Bound Item
Deck depth setting

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Styles pane

This allows you to assign or Tag **Styles** to any Song. Song Styles are defined in the Style Definition window accessed from the Songs menu.

Characteristics fields

Any defined Characteristics values can be applied, and the window also allows you to play the middle of the Audio file to allow you to assess your Characteristics settings.

You can choose to apply Start and Finish values for all Characteristics, by unchecking the Single Characteristic checkbox in the Characteristics tab of the Database Settings window. In this case two audio buttons are displayed, to play the start and finish of the audio. This applies to Songs and Links.

Bound Item

You can bind any Link to this Song. This field lets you select the item to bind, and specify whether the item appears before or after the Song. See the notes on binding an item to a Song.

Deck depth setting

The default 'Throw' number setting in this field is 100%, which means the Song drops to the very bottom of the Deck for its Category after being scheduled. . But you can specify any value: the lower the value, the faster the Song will rotate in relation to the other Songs in its category. Note that this is best used sparingly, typically to emphasise a particular Song over other Songs in the same Category, either temporarily or permanently.

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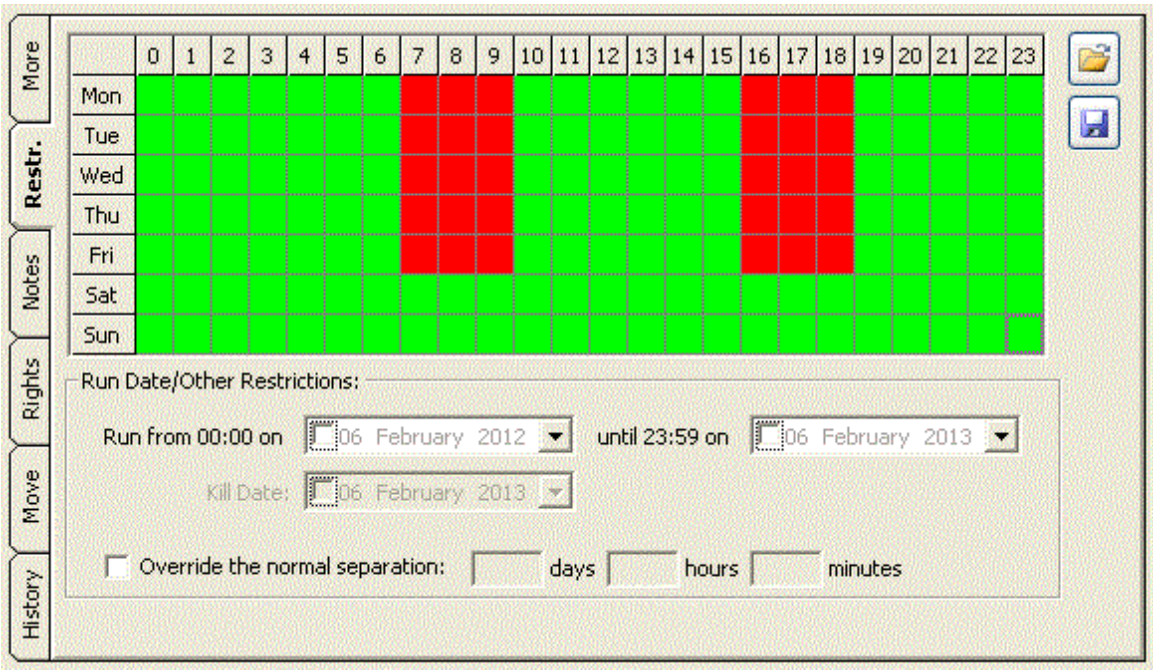
Restrictions tab

NOTE: All Hour/Date Restrictions must be activated in the Global Rules List pane for all Global Rule sets for the requirements to be met.

Defining and saving Hour Restrictions
Separation Override fields

This tab allows you to apply any Hour Restriction to this Song, or to define a new Hour Restriction pattern. This illustration shows restricted drive time weekday hours. You can also apply Run Date Restrictions, specifying the Date or Date Range this item will be available to schedule. This includes the option to kill (permanently delete) the item if required.



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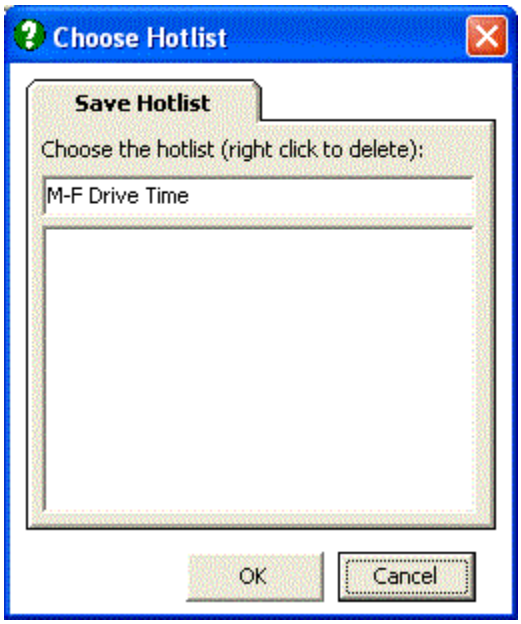
Defining and saving Hour Restrictions

1. In any Song or Link window, select the Restrictions tab.
2. Click any Hour to toggle between allowed (green) or restricted (blocked).
3. You can also click any day of the week or any hour of the day to select all hours in the day, or all days for this hour.
4. Click the Save button at top right to name and save the Restriction to a Hotlist.



Applying Run Date Restrictions

1. In any Song or Link window, select the Restrictions tab.
2. Check the box in the Start Date to specify a Start Date, or leave it open if it is to play immediately.
3. Check the box in the End Date to specify an End Date, or leave it open if it is to play indefinitely. AutoTrack proposes a One Year period, but you can select any Date you wish.
4. If you have applied an End Date, you can also apply a Kill Date, which instructs AutoTrack to delete the item on that date. See the Deleting a Song or Link topic for more details.

Separation Override fields

You can override the default Song Separation values defined in the Global Rules window in these fields for any Song. Again, this probably best used sparingly. Typically, it could be used for artists that bunch up after releasing a concentrated string of successful singles in a short period. However, collections can be used for this purpose as well.

NOTE: All Hour/Date Restrictions must be activated in the Global Rules List pane for all Global Rule sets for the requirements to be met.

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Notes tab

Chart Peak
BPM field and Set BPM window
Album/Complete work

This tab allows you to enter text information that can be displayed in Myriad Playout in the Studio, or as information to streamed online using P Squared's OCP program.

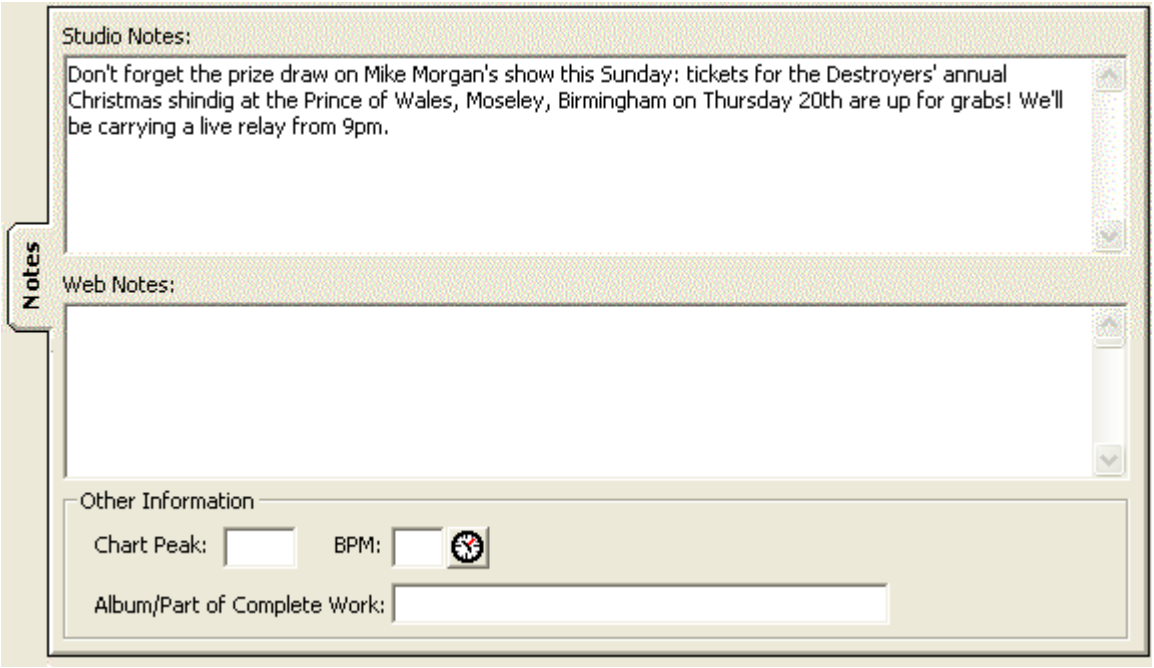

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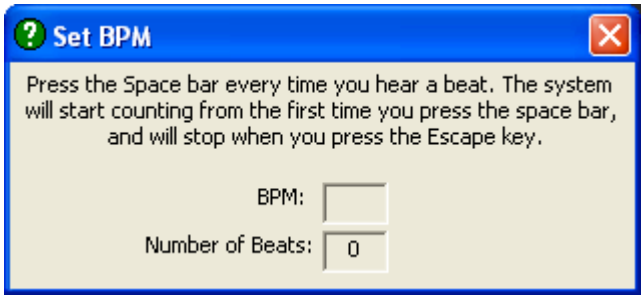
Chart Peak

The field allows you to enter Chart information.

BPM field and Set BPM window

Beats Per Minute is a value often used in Dance and Easy Listening formats, where the tempo of Songs in transitions is important. Many stations use BPM as a **Characteristic**, defining BPM and BPM ranges in the Characteristics Tab of the Database Settings window.

Click the Clock Icon button next to the BPM field to open the Set BPM window



Derive your BPM value and close the window, to place the BPM value in the Song window field.

Album/Complete work

This text field can store Album information or other work information, such as Classical Complete work data.

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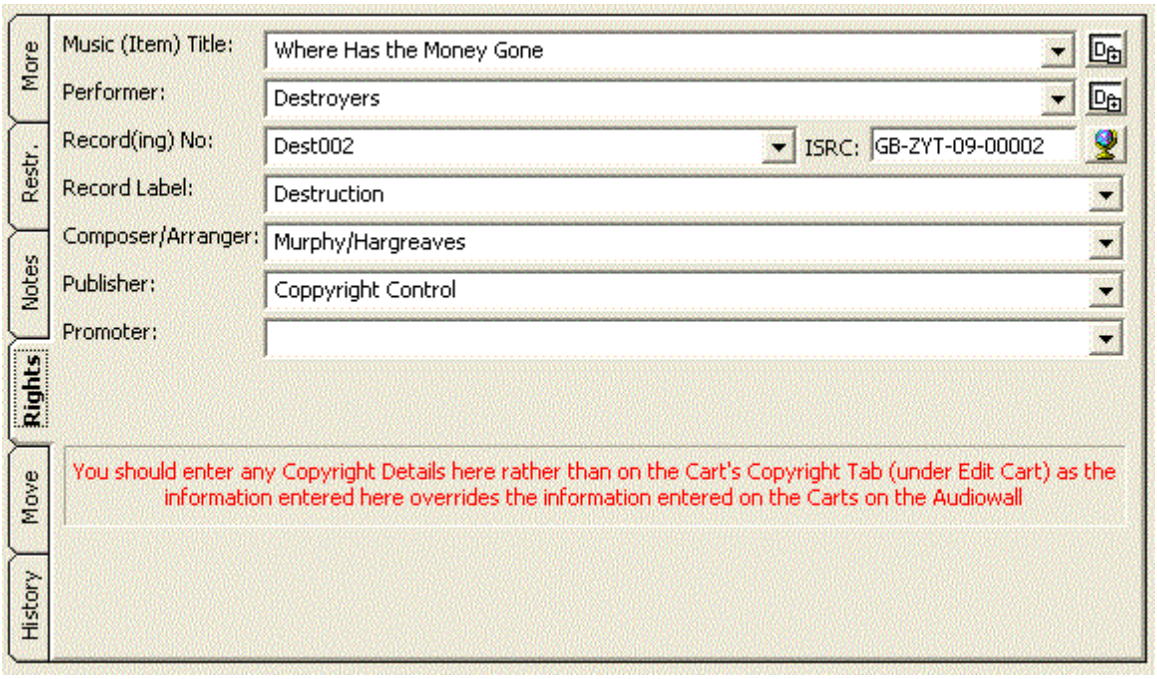
Rights tab

This tab allows you to enter copyright information. As shown, Data entered here overrides information on the Myriad Playout Cartwall. The Title and Performer information can be automatically copied from the main fields on the Song window.



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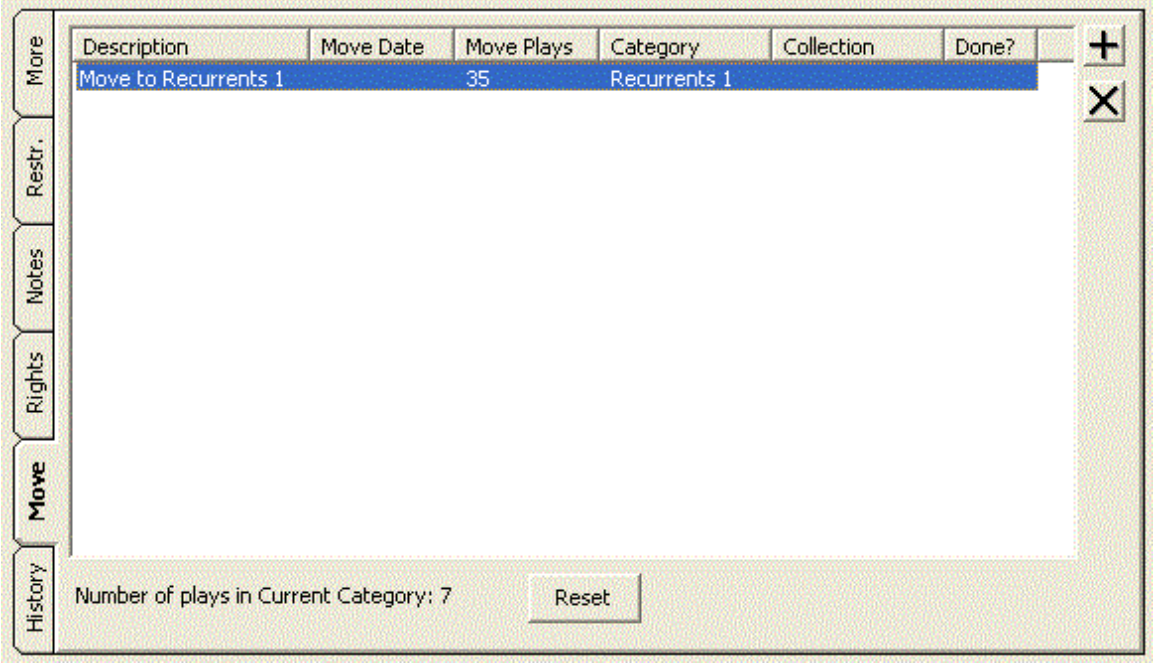
Move tab

This window displays all defined Future Moves for this Song, and allows you to define a set Date or set Number Of Plays after which the Song is moved to a different Category. So a heavily played A list Song could be rested in a holding Category, and then moved to a Recurrent Category after a period of being rested. In this image, this Song will be moved to the **Recurrents1** Category after another 35 plays.



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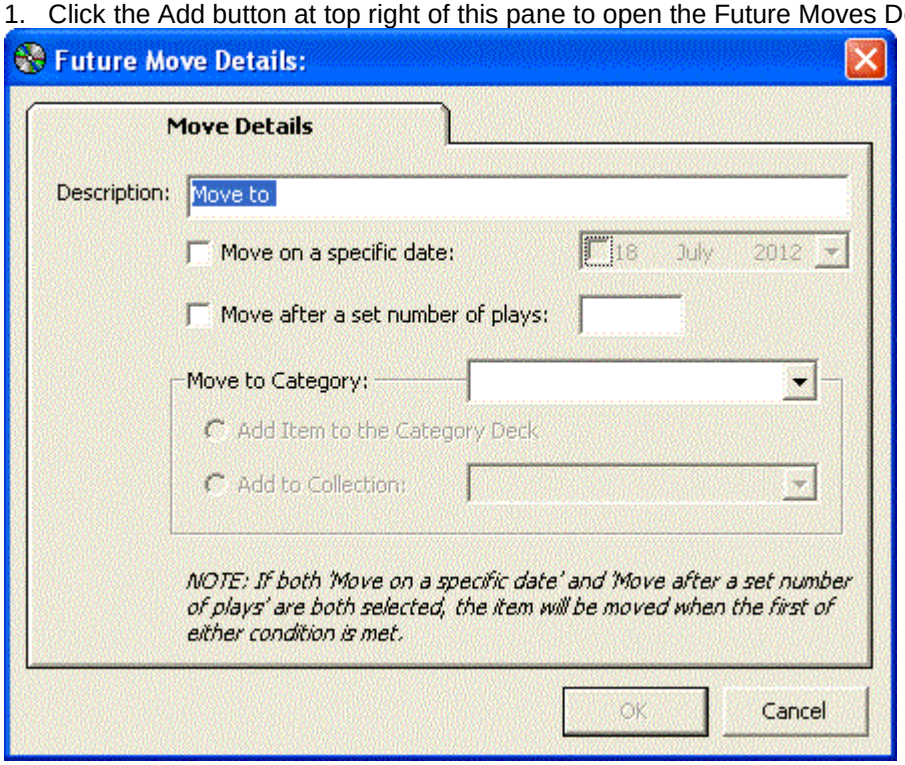
Setting up Future Moves

1. Click the Add button at top right of this pane to open the Future Moves Details window.



2. Select either to Move on a Specific Date or after a set number of plays.
3. Specify the Category to move to, and to add to that's Category's Deck
4. Optionally specify a Collection in that Category.
5. Click OK to save.

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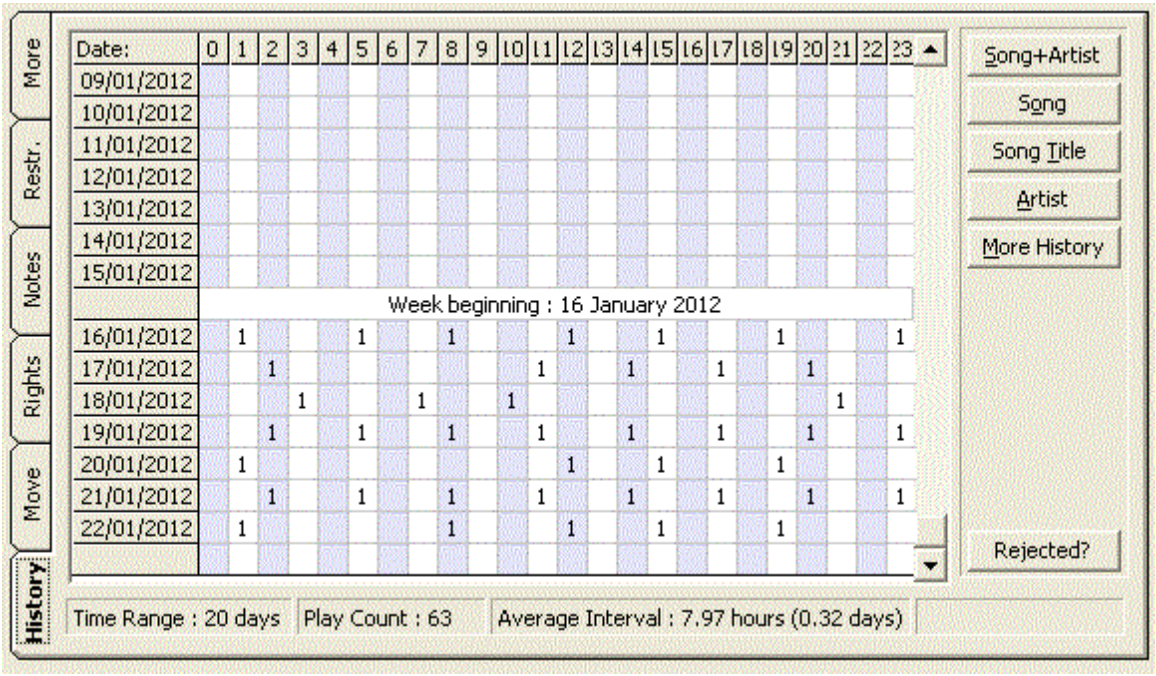
History tab

This window display current play history for this Song. Click any of the buttons at right to see other play histories, or to access the main History window.

The window also allows you to run a report displaying how and why this Song was rejected by the AutoTrack scheduler.



New Song button

Click to open a fresh New Song window

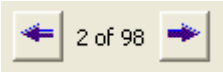
Delete this Song button

Click to Delete the existing Song, AutoTrack will ask you to confirm your action, and then asks if you also wish to delete the associated Audio from Myriad Playout. See also the detailed topic Deleting a Song.

OK/Cancel/Apply buttons

Click to confirm changes and close this window, or to cancel your changes and close this window, or to apply your changes and leave the window open.

Browsed Items Navigation buttons



When you have accessed one or more Songs or Links from the Search windows, these buttons are displayed at the bottom of the Song or Link window, allowing you to work through the list.

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Functions

Adding a Song (separate topic)
Editing a Song
Binding an item to a Song
Defining and saving Hour Restrictions
Setting up Future Moves
Deleting this Song

Editing a Song

1 Select the Song by using the Search Songs window or opening the Song from a Song Deck, or clicking on a Song in the Log window,

2. Make the changes in the desired field or fields.
3 Click the OK button.

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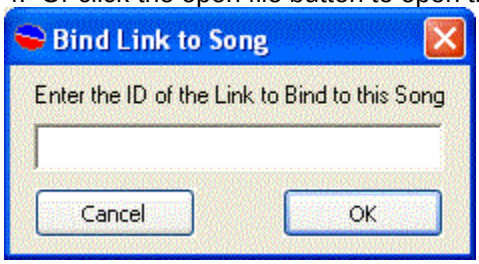
Binding an item to a Song

1. Select the Song to bind by using the Search Songs window or opening the Song from a Song Deck, or clicking on a Song in the Log window,

2. In a separate window, navigate to your desired Link.

3. Drag and drop to the Bound Item field in the Song window.

4. Or click the open file button to open the Bind Link dialogue box...



5. Enter the desired Link ID
6. Finally, specify if the Link is to precede or follow the Song it is bound to.
7 Save your changes.
8. Myriad Playout will play the Song and Link as you specify, observing any Segue settings you have added.

TIP: You can also allow Bound Items to be scheduled next to Links by checking the relevant box in the Scheduling section of the Other settings tab window in the Database Settings.

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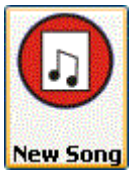
Adding a Song

Songs are added in the New Song window.

Accessing the New Song window
Opening the Audio Browser
Filling out the information you need.

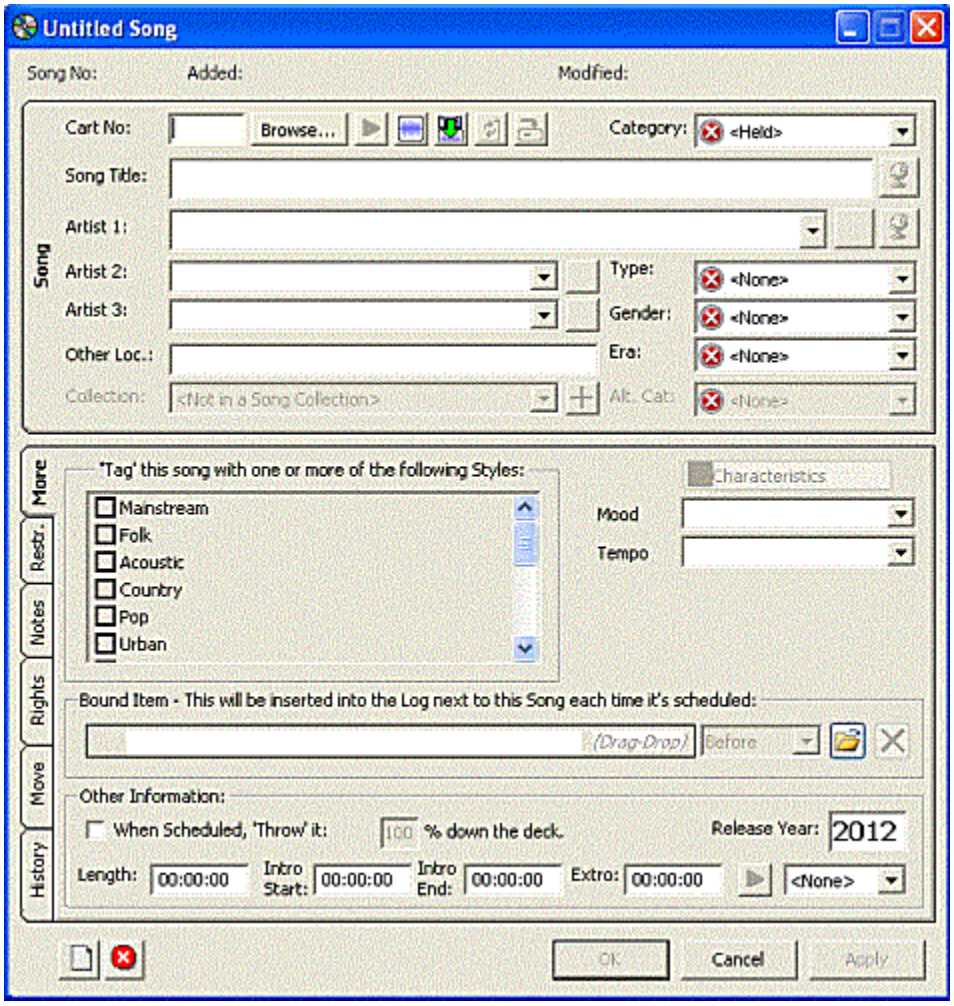
TIP: You can use the Import Audio Wizard to import Audio in bulk from CDs, Online Audio Stores, or files in your system. When working this way, many AutoTrack users import to a holding Category. This then lets you manually edit and review Song Cards before activating the Songs.

Accessing the New Song window



In the AutoTrack Main window, select the Song Module tab, and then click the New Song button.
or
From the File Menu, select New and then Song
or
Click the New Song button from an existing Song window.

This opens the New Song window.



This window, or Song Card, offers a large range of descriptive and coding or informational fields to suit most broadcast client needs. Some key fields apart, you can be selective. If you leave a field blank, it will not impact negatively on your scheduling: AutoTrack does not enforce rules where there is no data on which it can act.

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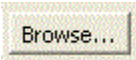
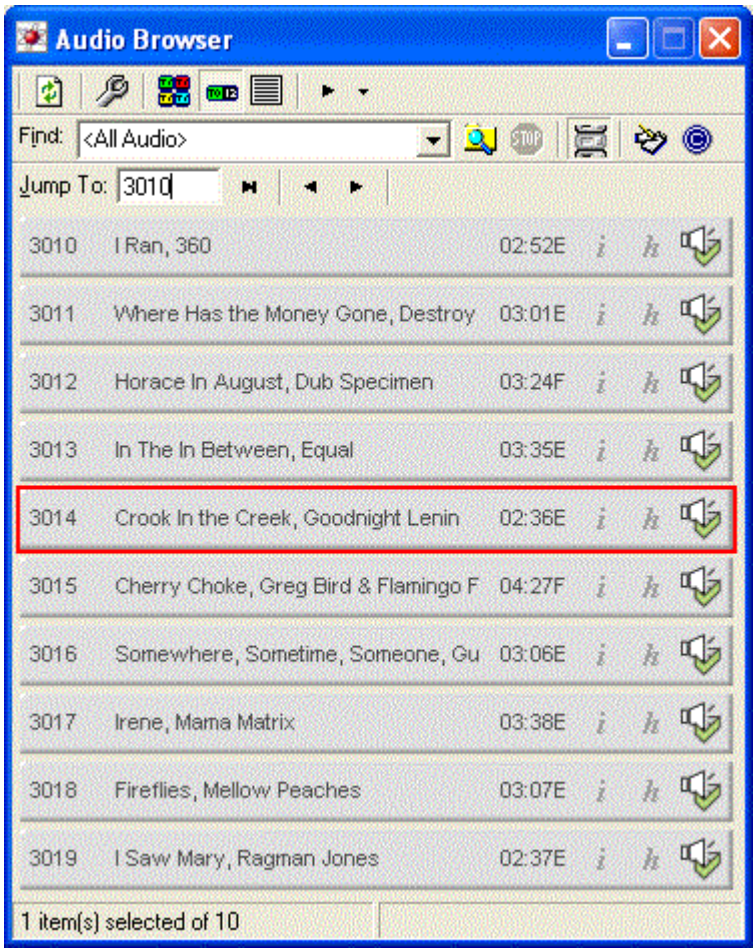
Opening the Audio Browser



To link this Song Card to a Cart on your Audio Wall, click on the Browse button to bring up the Audio Browser window. For full details, see the Audio Browser topic.



The Audio Browser lets you find the Cart you want to add. Enter a number directly in the Jump To pane. Click the arrows to jump forward or back by 10 carts.

NOTE: A more detailed and fully-featured version of this window, the Audio Report, can be accessed from the Reports and Statistics menu.

Once you have the Cart you want to add to AutoTrack highlighted (in a blue bar), press the 'Return' key on the keyboard or double click on it.

Artist and Title information entered on the Audio Wall Cart, Duration, ending and Intro time are copied in to the Song Card. Future changes made in either the Audio Wall or the Song or Link Card are **not** automatically copied over from one area to the other.

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Filling out the information you need

Now flesh out the details as required.

Title and Artist
Category
Type, Gender and Era
More Tab: Styles and Characteristics

The following areas are covered in the main Song window topic.

Collections

Bound Items
Deck Percentage
Separation Override
Restrictions tab
Notes tab
Rights tab
Move tab
History tab

Back to top

Title and Artist

Make sure that the spelling of Artists and Song Titles is accurate. AutoTrack will treat 'Ollie Murs' and 'Olly Murs' as two entirely separate artists. You can use the drop down Artist lists to avoid this, selecting an Artist name rather than re-typing.

Category

To select a Category for the Song, click on the drop down arrow and select from the list. See the detailed notes in the Categories topic.

You can also set an Alternative Category in addition to your main Category.

Type, Gender and Era

To select **Type**, **Gender** and **Era**, again, click on the drop down arrow and select from the list. Types, Genders and Era are defined in the Type Definition,

Gender definition and Era Definition windows accessed from the Songs menu

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More Tab: Styles and Characteristics

To specify one or more **Styles**, check the Tag checkbox and then check any of the existing Style boxes in the More tab. Styles have to be defined before you access this feature. To create a new Style, save changes in the Song window, create the Style in the Style Definition window , and then reopen the Song window and assign the Style.

Next come the Song's **characteristics**. The default settings are **Energy** and **Tempo**. Select a single value or a start and finish value for the Characteristic.

AutoTrack allows you to optionally set a beginning and end level for each Characteristic, or to use a single Characteristic. This option, and additional Characteristics and settings for each Characteristic van be added from the Database Settings window accessed the Settings menu.

TIP: When setting Styles and Characteristics values, it often helps to play the Song, using one of the Play buttons. See the notes for Audio Players.

TIP: The Release Year field is populated automatically. You can choose not to populate this field by unchecking the relevant box (3rd) in the Other settings tab window of the Database Settings window.

Adding Your Next Song

Once you are happy with the Song Card, save the information and open another Song Card by clicking on OK, or you can close the Song Card by clicking on the cross in the top right hand corner, or opt to delete this Song card.

TIP: You can choose **not** to clear the Song Card after adding a Song, by unchecking the relevant box (2nd) in the Other settings tab window of the Database Settings window.

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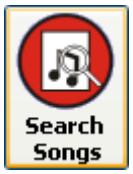
Search Songs

The search Songs window allows you to search your entire Song library by a range of criteria. The window comes in two modes: Basic and Advanced. The Advanced window offers a much wider range of search options, including the creating and saving of search criteria.

Accessing this window
Features in this window
Basic Search window
Advanced Search windows
Working in the Search Song window

Accessing this window



From the AutoTrack Song Module, click the Search Songs button, to open the basic Search window.

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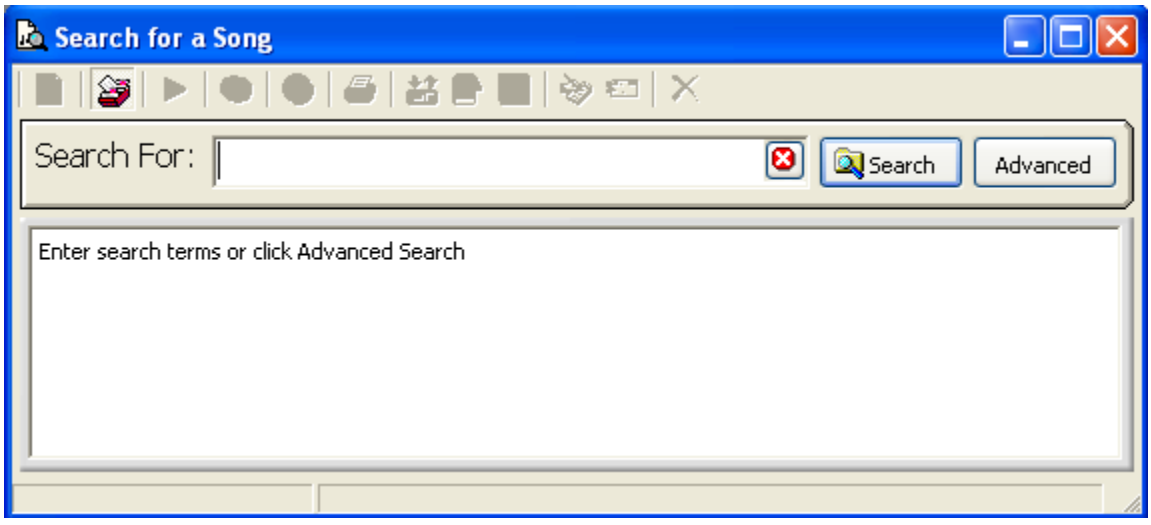
The Basic Search window

This window offers a limited range of search options, allowing you to search by Artist or Title, and then allowing you to optionally drill down in the results pane using the Tree Filter tool.



This image is cropped to fit the help window.

You can access the Advanced mode by clicking the Advanced button.

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Features in this window

Search For field
Search button
Advanced pane button
Results pane
Results Menu bar
Advanced Search window options

Search For field

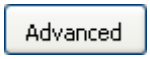
In the basic Search window, enter a Link Title or Artist name, and then click the Search button.

To clear your search entry, click the red **Cancel** button at the right of the field.

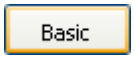
Search button

This button is common to the basic and advanced versions of the window. Enter your criteria and click to see the results in the Results pane

Advanced/Basic pane buttons



Click to open the Advanced Search window when in basic mode.



When in Advanced mode, this button changes to Basic, to return you to the Basic window.

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Results pane

This pane works the same way in both Basic and Advanced, displaying your search results.

From here you can open any Song, or play the associated audio by clicking on the Song's play button, where the button is **green**, indicating associated audio.

The list can be sorted by clicking on any header.

Select any Song or Songs to activate all the controls in the results pane toolbar

Note that in this screen capture, the Tree Filter tool is active.

TIP: You can choose to display **Genders**, **Eras** and **Characteristics** information on the results pane by checking the **Search Results** checkbox in the Other Settings tab window in Database Settings.

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Results pane toolbar

Select one or more items in the Results pane to activate the toolbar, which offers you a powerful set of tools when working with search results.

From left to right. the controls allow you to

Refresh the list after editing
Hide or Open the Tree filter
Play the selected item or items
Edit last selected item
View Schedule History of last selected item
Print a list of browsed items

Update information from or to the Cartwall for selected items

Open a Myriad Playout Pad List to allow drag and drop to list

Export selected items to a CSV file, to allow viewing in a spreadsheet
Modify all the selected items in the Mass Song Changer

Copy selected items to another database
Delete the selected items

Tree Filter

The tree filter button is always accessible on the Search window toolbar. Click to open or close a tree filter pane in the search results pane. This lets you dig down further into your search, by selecting characteristics or other descriptors.

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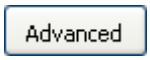
Advanced Search window options

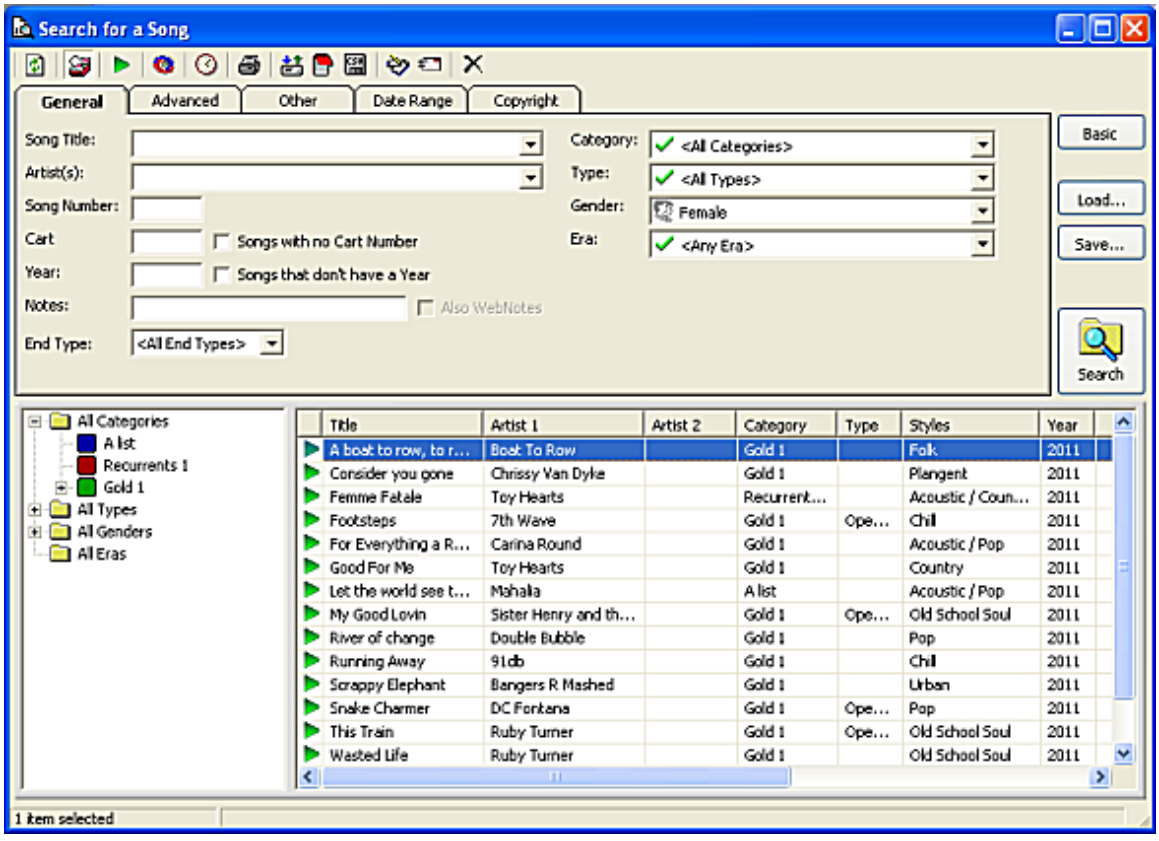


Click the Advanced button from the Basic search window to open the Advanced search pane. This pane has five tabs.

Advanced Search General tab
Advanced Search Advanced tab
Advanced Search Other tab
Advanced Search Date Range tab
Advanced Search Copyright tab

Advanced Search tab sections mirror the structure of the Song window. You can specify criteria in one or more tabs.
The default view in Advanced Search mode is the General tab.

With all advanced panes, you have the option to save the criteria for any search, and to load any saved search criteria at a later date. See the notes for Saving Search Criteria in this topic.



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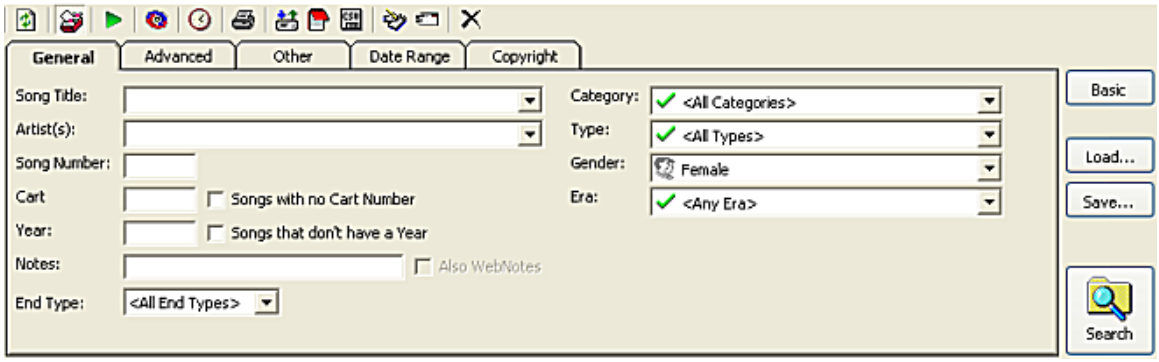
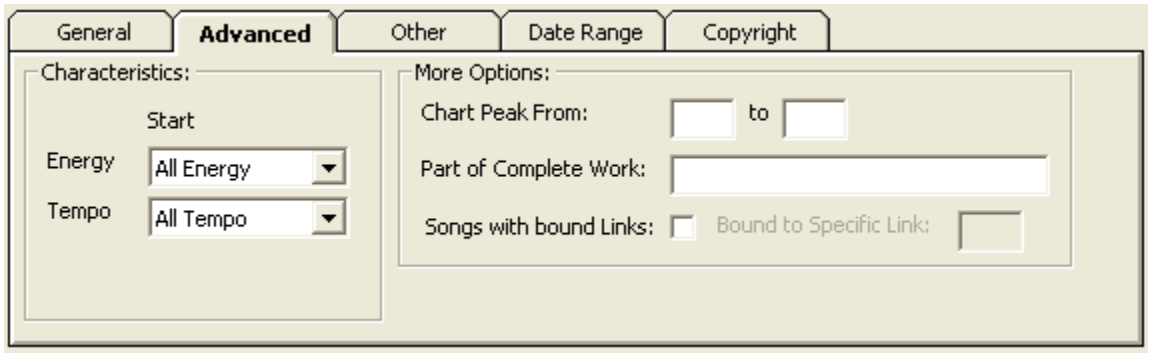
Advanced Search General tab



In this pane, enter General search criteria. You can enter criteria in multiple tabs if needed.

Advanced Search Advanced tab



This pane displays the settings you make for Characteristics, allowing you to select one or more values, and if used, Chart Information, Complete Work information and Songs with Bound links.

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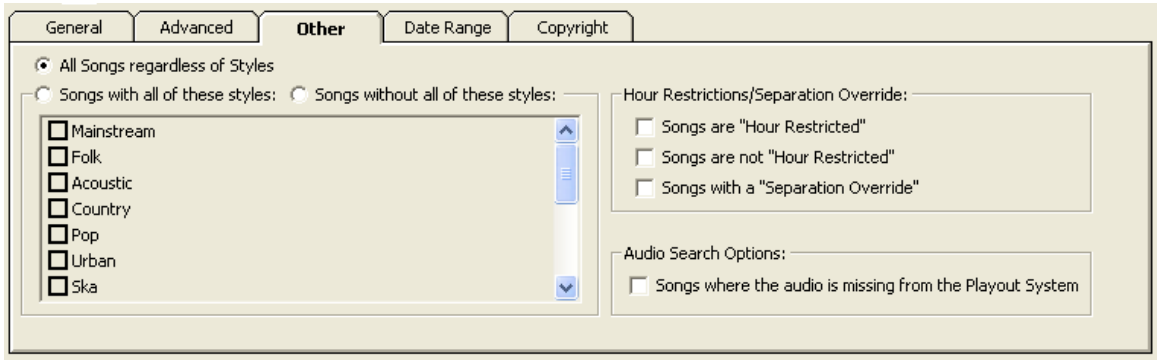
Advanced Search Other tab



This pane lets you search by **Style**, and by Hour Restrictions and Separation Override.

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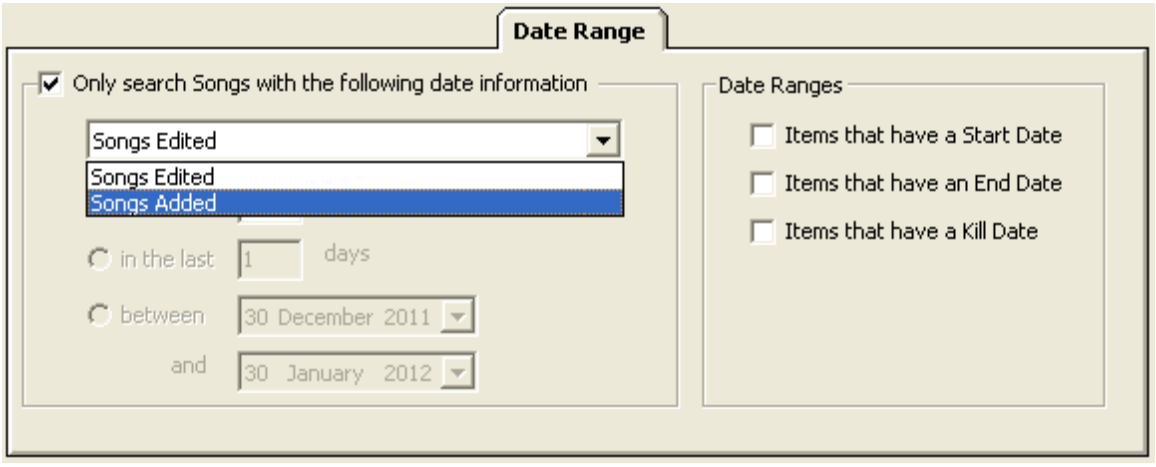
Advanced Search Date Range tab



This pane lets you apply Date-specific search criteria, including Edited and Added over a specific period, and to optionally search for **Start Date**, **End Date** and **Kill date**.

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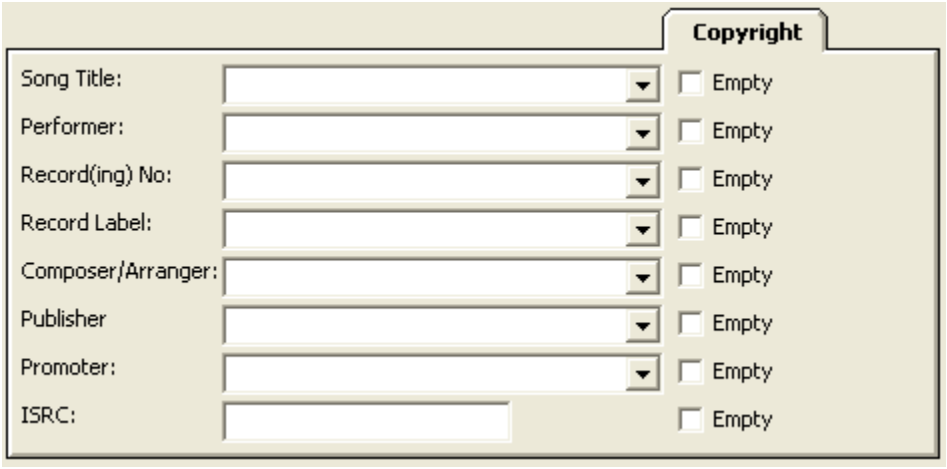
Advanced Search Copyright tab



This pane lets you specify one or more search criteria from the Copyright pane of a Song, or to search by fields which are lacking Copyright information, by checking the relevant 'Empty' checkbox.

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Working in this window

The Search process described
Saved Search Criteria
Save Search Criteria
Load saved Search Criteria

The search process described

1. Access the Search window
2. In Basic mode, enter Title or Artist information, or leave this field blank to display the entire library.
3. Click the Search button.
4. Or click the Advanced button to access the Advanced mode.
5. Enter criteria in one or more of the Advanced tabs - General, Advanced, Other, Date Range, or Copyright and click the Search button
6. Optionally save your current Advanced mode Search Criteria
7. View results in the Results pane
8. Optionally play any item.
9. Optionally sort and dig down using the Tree Filter tool
10. Optionally edit, export, mass change or otherwise modify your search with the Results Toolbar.

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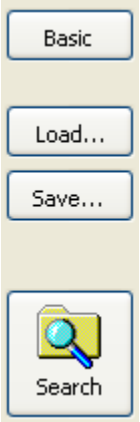
Saved Searches



The ability to save Search criteria is a very useful tool. Many AutoTrack users work with this feature - for example, using it to

- Review most-rested songs in a Hold Category for possible reactivation.
- Review the oldest songs in any Category for possible resting or moving
- Check that copyright information is complete
- Check that active descriptor fields are actually complete
- Review Categories by Style or Type
- Periodically review Songs in high rotation Categories by Energy settings

- Modify Category structures in the light of programme changes.

This then allows an informed use of the Mass Changer.

The Load and Save Search Criteria buttons are located at the right of all Advanced panes, between the Basic view button and the Search button.

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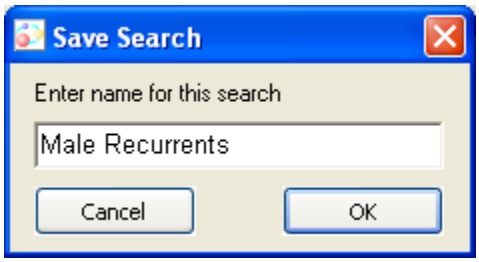
To Save your current search criteria

1. Click the **Save....** button to open the Save Criteria dialog box
2. Enter a name for the search criteria, and click OK to save and close this box.



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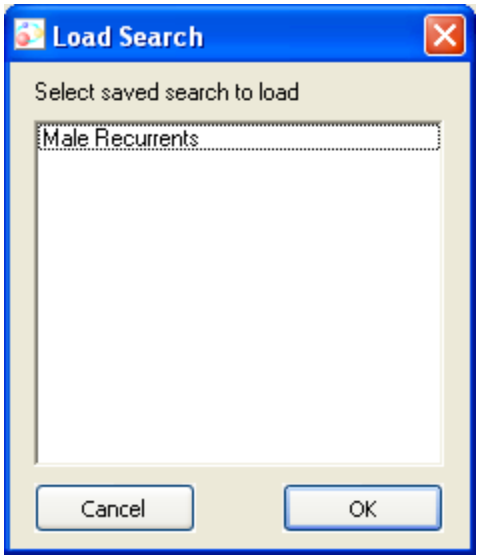
To Load your current search criteria

1. Click the **Load...** button to open the Load Search window
2. Select a Saved Search, and click OK to close tie window and load the search criteria.



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Mass Song Changer

The Mass Changer allows you to select a list of Songs and change multiple fields in bulk. Changes are applied in all the specified fields for all selected Songs.

NOTE: To add Songs in bulk to a Collection, work in the Collections and Groups window.

Accessing this window
Features in this window
Working in this window

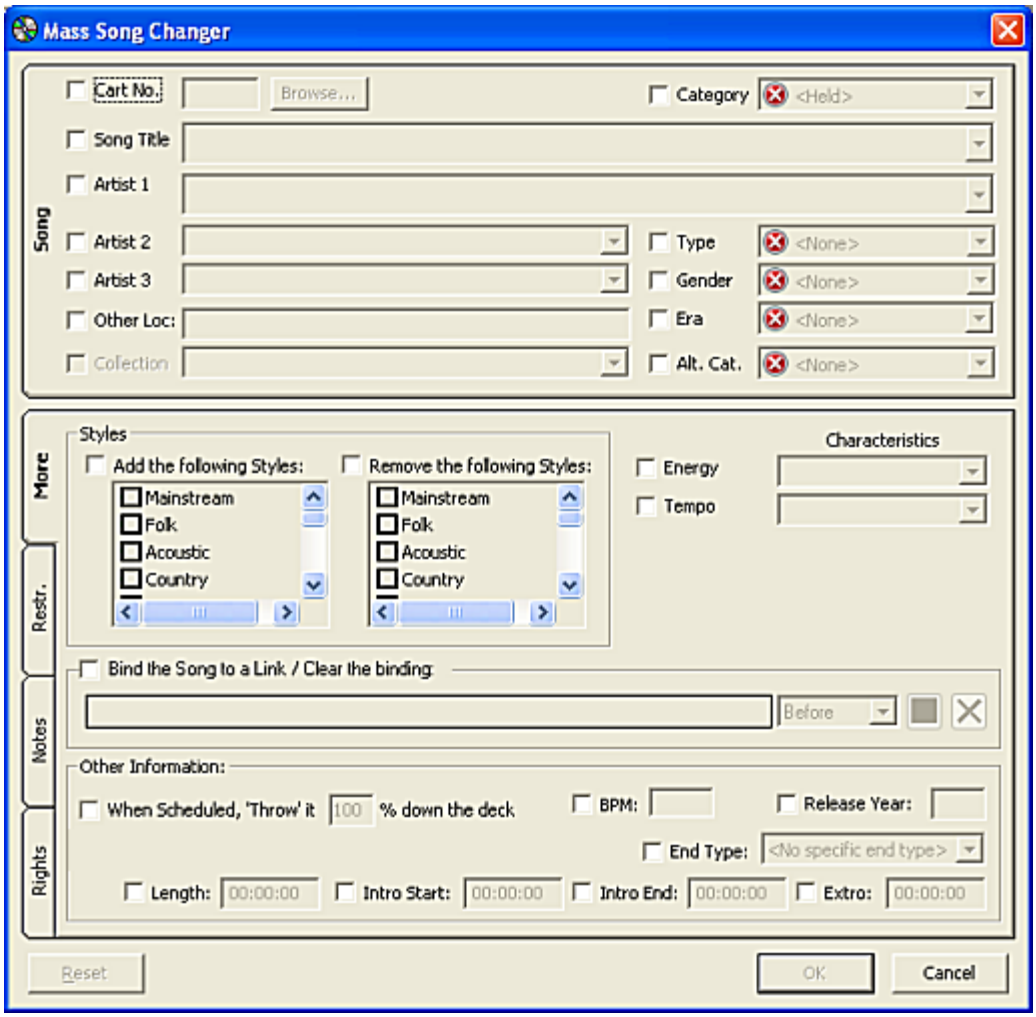
See also the Mass Link Changer topic.

Accessing this window

In the Search Songs window, browse a list of Songs.

Then click the Mass Change button in the menu Bar, to open the Mass Song Changer window, This window essentially mirrors the Song window structure, including the More, Restrictions, Notes and Rights tabs, and allows you to specify changes to any Song window fields where mass changes are allowed.

CAUTION: This is a very powerful tool. If you make a mistake - applying changes to the wrong field, for example - the results could be catastrophic. Before applying changes, we strongly recommend that ***you take a backup.***



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Features in this window

Each field is activated for change by checking the box next to that field. To change any value, select the box, and enter a value in the associated field. Note that you can not create new settings where these are defined elsewhere, as with **Characteristics**, or Categories. Where there is a text field value, you can enter any text.

Working in this window

1. Browse a list of Song in the Search window
2. Click the Mass Change button to open the Mass Change window
3. Select one or more fields to change by checking the box for that field to activate that field or fields.
4. Enter the values you wish to apply in the field or fields.

5. Optionally activate and apply changes to fields in the More, Restrictions, Notes and Rights tabs.

6. Finally click OK to save your changes.

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Song and Link Decks

Songs and Links

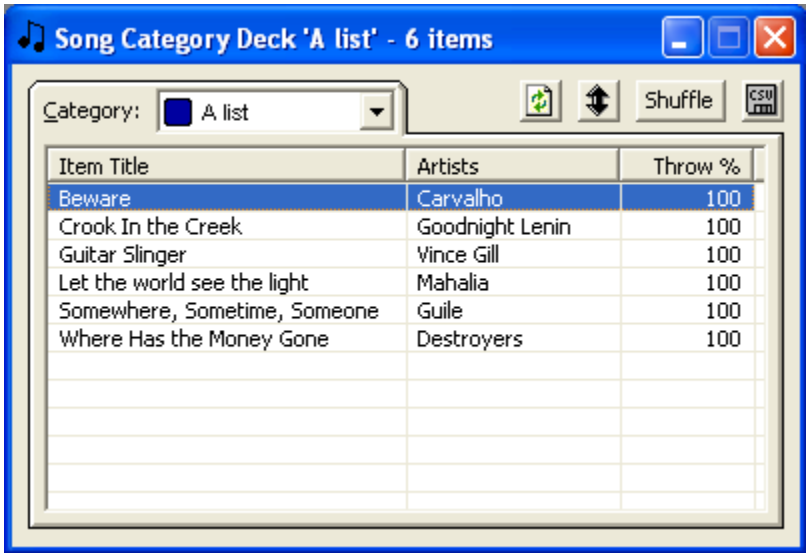
The Song and Link decks windows work in the same way. You can work in the Deck windows to view the content for the selected Category, to reorder Songs or Links in the selected Category, or to access any Song or Link window for editing or review purposes. You can open multiple Deck windows to reassign Songs or Links between Categories. This is particularly useful when re-assessing the contents of Song Categories, say on playlist day.

Accessing a Deck window
Features in Deck windows
Working with Deck windows

Accessing a Deck window

From the AutoTrack Song Module or the AutoTrack Link Module, click the **Song Decks** or **Link Decks** button to open a Deck window. This illustration shows a Song Deck. Both Song and Link Decks work exactly the same way.

Alternately, from the Songs Menu or Links menu, select the **View Song Decks** or **View Link Decks** option.



This image is cropped to fit the help window.

Back to top

Features in Deck windows

Category field
Refresh
Re-Order by Position
Shuffle button
Export to CSV file
Sort by header
Right-click Menu
Customising Deck views

Category field

Click to select a Category to display in this window.

Refresh toolbar button

Click to refresh the display after editing a Song or Link

Back to top

Re-Order by Position toolbar button

Click to Display the Deck by scheduling position - that is, by Deck order. When the toolbar button is clicked, the scheduling order is displayed. However, you can still sort by any other means. To recall the Scheduling order in the display, click the button to its default unsorted position, and then click again.

Shuffle button

Click to shuffle the contents of the deck. AutoTrack asks you to confirm this step, as it resets the scheduling order in this deck.

Export to CSV file

Click to export the contents of the Deck to a CSV file, to allow viewing in a spreadsheet.

Sort by header

Click any header field to sort by the contents of that field. Click again to re-sort in reverse order.

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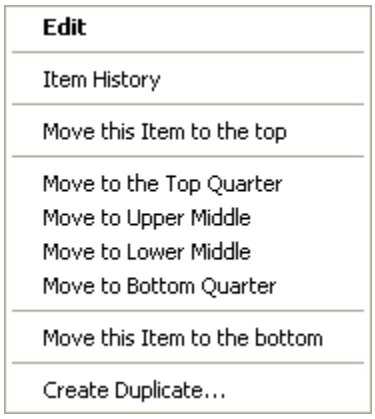
Right-click Menu

Select any item and right-click with your mouse



From here, you can open the item to Edit, or view its History, and select a range of Move options for this item.

Finally, you can create a Duplicate for this item. For details on this process, see the Duplicates topic.

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Working with Song Decks

Rearranging the Deck order
Moving items between Categories
Shuffling and Compacting Song and Link Decks
Deck Window Customising

Rearranging the Deck order

Sorting by clicking headers will not change the Deck order. To permanently change the Deck order, either select the Shuffle option, or right click and move individual items.

Moving items between Categories

1. Access two or more Song or Link Decks
2. Select Categories for the items you wish to move in the Category field in each Deck.
3. Drag and drop items between Categories.

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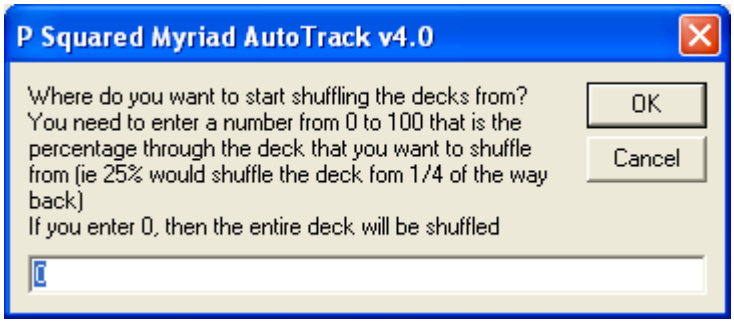
Shuffling and Squash Song and Link Decks

The Song Menu and Link Menu options both allow you to shuffle the contents of all Song and Link Decks, and to compact the file information for all Decks, for faster operation.

To shuffle:

1. Open the Song or Link Menu
2. Select the Advanced Options
3. Select Shuffle to access a window like this
4. 

5. Enter a value if required, or leave the value at 0.
6. Click OK.

To squash:

1. Open the Song or Link Menu
2. Select the Advanced Options
3. Select Squash
4. Confirm your option by clicking Yes.

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Customising Deck views

Check the boxes in the Other settings tab window of the Database Settings window to optionally display Database Item Numbers, Deck Positions, any assigned Types, Start and End Dates, and the number of times an item has been tested and/or scheduled.

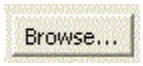
Audio Browser

Songs and Links

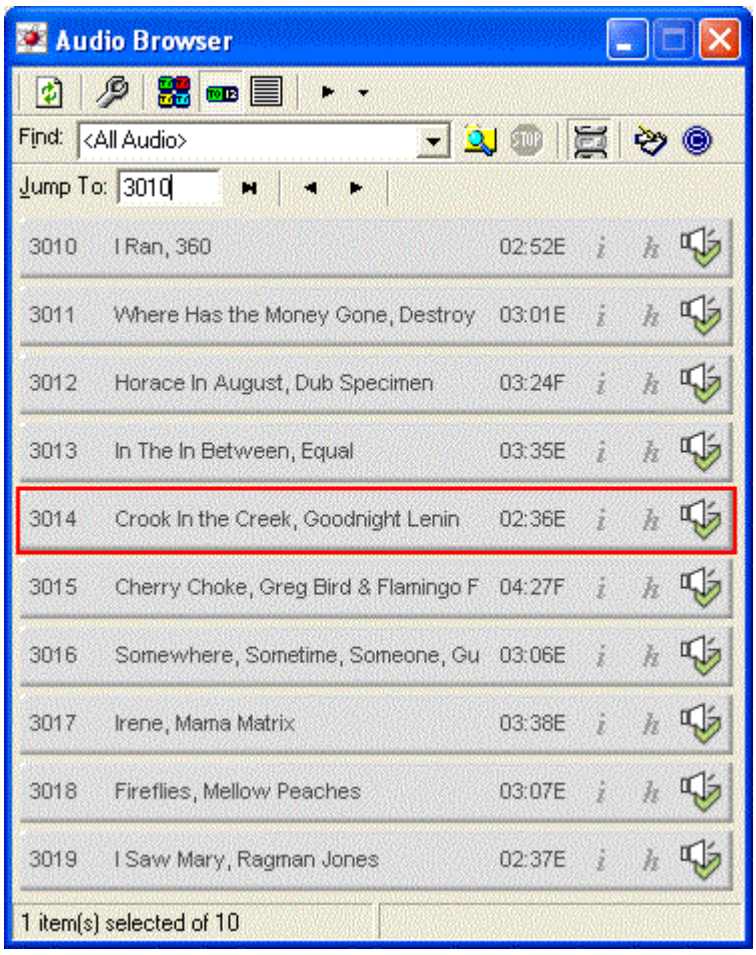
The Audio Browser is used to select Song or Link Audio carts in Myriad Playout to create or add to a Song window or Link window.

Accessing this window
Features in this window
Working in this window
Working in List mode (importing audio files in bulk)

Accessing this window



In the Song or Link window, click the New button at top left. Or, from the Carts Menu, select the Audio Browser option.



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Features in this window

Refresh
Audio Browser Search window
View in Cartwall format
View in default Summary form
View Text format
Play button
Find field
Jump To field and Navigation buttons

Refresh

Click this button in the top bar to refresh the display, for example when you have edited carts in the Myriad Playout Audio Wall.

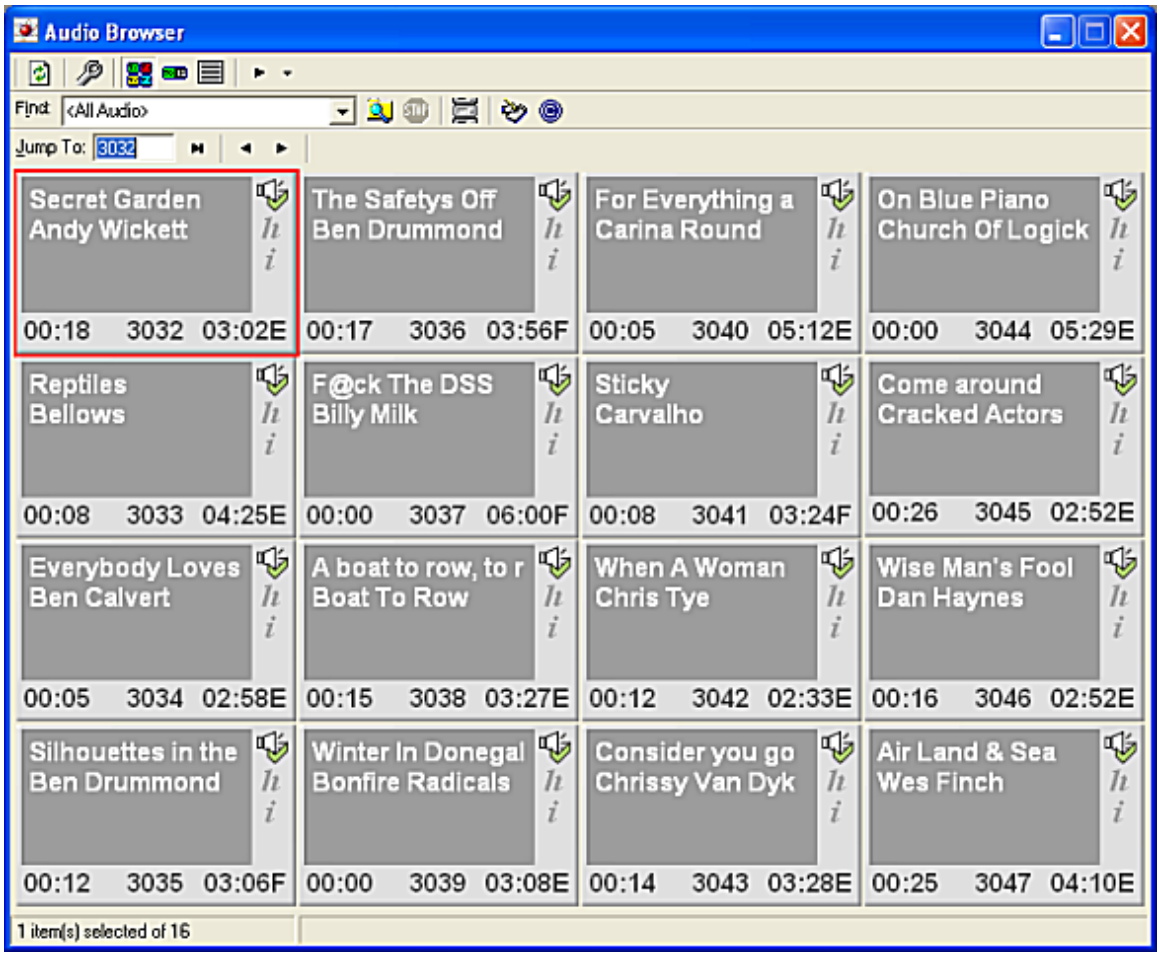
Audio Browser options window

Click this button in the top bar to open the Audio Browser options window.

Back to top

View in Cartwall format

Click this button in the top bar to view a section of the Audio Wall in Myriad Playout default format



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View in default Summary form

Click this button in the top bar to revert to the default format.

View List mode for bulk imports

Click this button to open the List pane. This allows you to import Songs or Links in bulk, by selecting a range of Cart numbers. See the Working in List Mode topic.

Play button

Click to play the selected audio

Find field

The default option is <All Audio> unless you are working in List mode to import a number of Songs or Links at once.

Jump To field and Navigation buttons

Enter a Cart number in the Jump To field, to view that Cart in the Audio Wall display. You can jump ten carts forward and back using the jump buttons.

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Working in this window

1. First ensure that the required audio is correctly uploaded and trimmed in Myriad Playout.
2. Open either a New Song window, a New Link window, or if you are revising an existing Song or Link, select that Song or Link.
3. Click the Browse button at top left.
4. Navigate to the selected area of the Audiowall with the Jump field and buttons
5. If necessary, work in the Cartwall view or access the Audio Browser Options.
6. Select the correct Audio file and press enter or double-click to add the audio to the Song or Link window.

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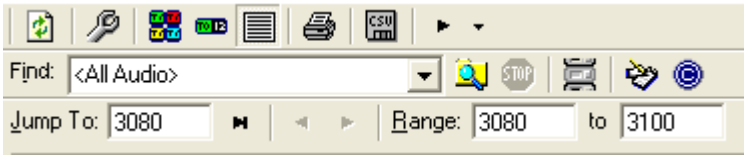
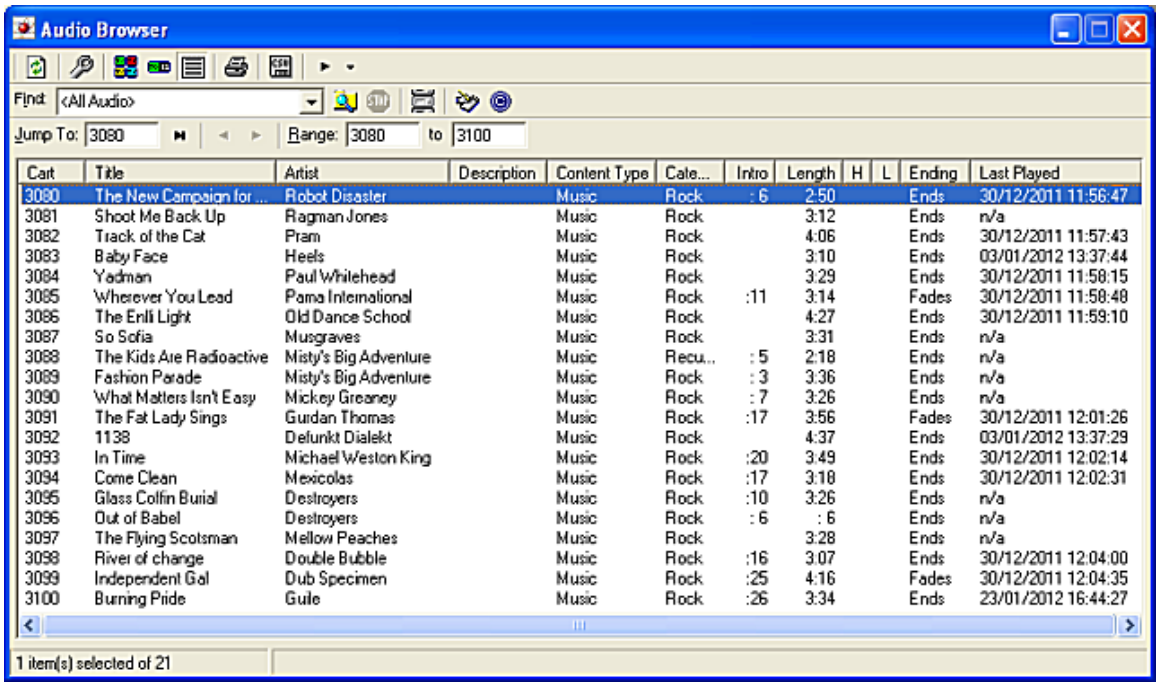
Working in List Mode

1. Click the List button to change the Audio Browser to List mode.
2. The Jump to Menu bar expands to allow a number range to be entered



3. Enter a number range on the Range fields, and a number to Jump to in the Jump window
4. Click the jump to icon to open the Audio Browser in List mode.



Cart	Title	Artist	Description	Content Type	Cate...	Intro	Length	H	L	Ending	Last Played
3080	The New Campaign for ...	Robot Disaster		Music	Rock	: 6	2:50			Ends	30/12/2011 11:56:47
3081	Shoot Me Back Up	Ragman Jones		Music	Rock		3:12			Ends	n/a
3082	Track of the Cat	Pram		Music	Rock		4:06			Ends	30/12/2011 11:57:43
3083	Baby Face	Heels		Music	Rock		3:10			Ends	03/01/2012 13:37:44
3084	Yadman	Paul Whitehead		Music	Rock		3:29			Ends	30/12/2011 11:58:15
3085	Wherever You Lead	Pama International		Music	Rock	:11	3:14			Fades	30/12/2011 11:58:48
3086	The Enli Light	Old Dance School		Music	Rock		4:27			Ends	30/12/2011 11:59:10
3087	So Sofia	Musgraves		Music	Rock		3:31			Ends	n/a
3088	The Kids Are Radioactive	Misty's Big Adventure		Music	Recu...	: 5	2:18			Ends	n/a
3089	Fashion Parade	Misty's Big Adventure		Music	Rock	: 3	3:36			Ends	n/a
3090	What Matters Isn't Easy	Mickey Greaney		Music	Rock	: 7	3:26			Ends	n/a
3091	The Fat Lady Sings	Gurdan Thomas		Music	Rock	:17	3:56			Fades	30/12/2011 12:01:26
3092	1138	Defunkt Dialekt		Music	Rock		4:37			Ends	03/01/2012 13:37:29
3093	In Time	Michael Weston King		Music	Rock	:20	3:49			Ends	30/12/2011 12:02:14
3094	Come Clean	Mexicolas		Music	Rock	:17	3:18			Ends	30/12/2011 12:02:31
3095	Glass Coffin Burial	Destroyers		Music	Rock	:10	3:26			Ends	n/a
3096	Out of Babel	Destroyers		Music	Rock	: 6	: 6			Ends	n/a
3097	The Flying Scotsman	Mellow Peaches		Music	Rock		3:28			Ends	n/a
3098	River of change	Double Bubble		Music	Rock	:16	3:07			Ends	30/12/2011 12:04:00
3099	Independent Gal	Dub Specimen		Music	Rock	:25	4:16			Fades	30/12/2011 12:04:35
3100	Burning Pride	Guile		Music	Rock	:26	3:34			Ends	23/01/2012 16:44:27

5. Select the Audio to copy by clicking the Ctrl key and scrolling down

6. Press enter/return on your keyboard to associate the selected audio files with Song or Link cards.

7. Finally, work through the Song or Link cards you have now created to add Category and descriptive information. See the Adding a Song notes for full details.

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Audio Browser Options

Songs and Links

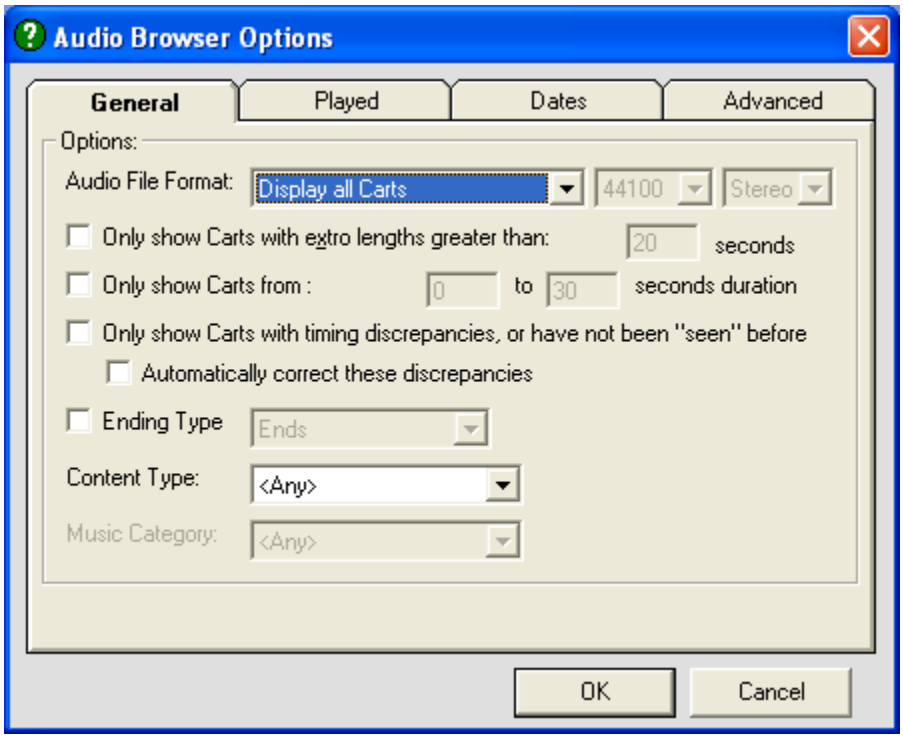
When working in the Audio Browser, several specialised options are available in this window. Select the options you need, and click OK. Then continue your search in the main Audio browser window.

Accessing this window
General tab
Played tab
Dates tab
Advanced tab

Accessing this window

Click the Advanced search button to open the Audio Browser window. The window has four tabs, and opens showing the General Tab

General search tab



In this tab, you can search by
Audio File format. Myriad Playout can store and play multiple audio file formats.

Check one or more of the check boxes to search by

Extro lengths. This lets you find carts with long extros.
Specific durations
Timing discrepancies. Find Carts where the audio file duration does not tally with the Song or Link card.
Ending Type
Content Type, and where applicable, **Category.**

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Played search tab
Dates search tab
Advanced Search tab

Played search tab

This lets you select played dates and date ranges within which to search.

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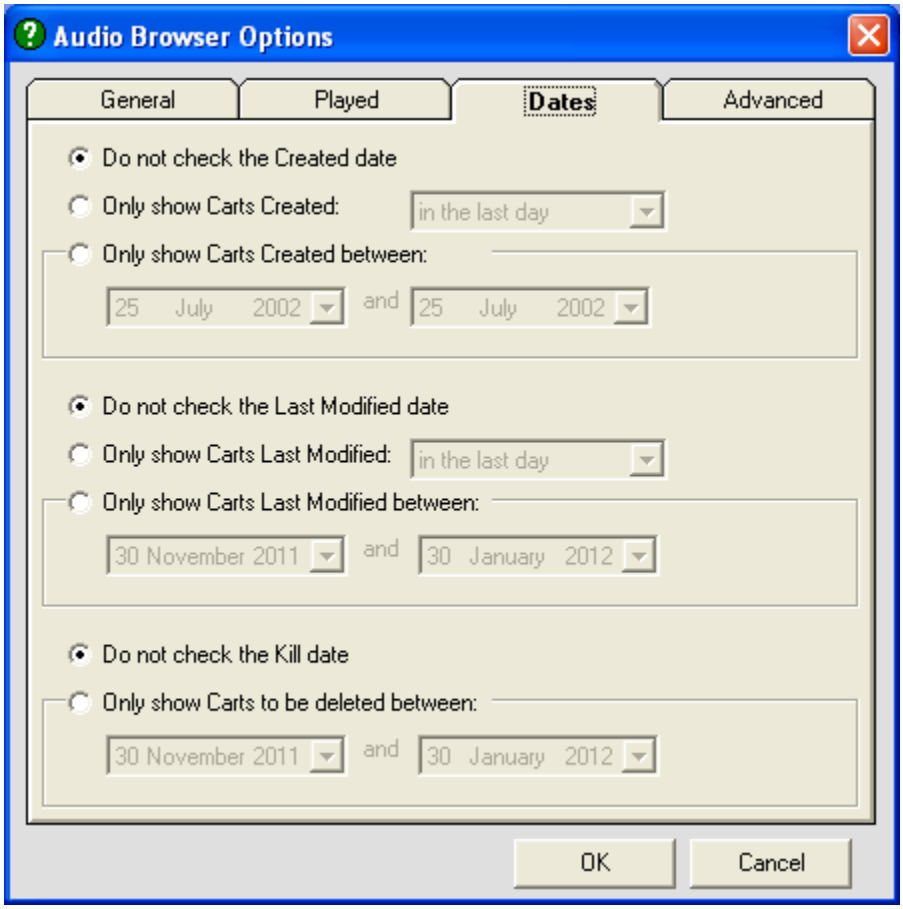
Dates search tab

This lets you select by **Created**, **Modified** and **Kill** dates and date ranges within which to search.



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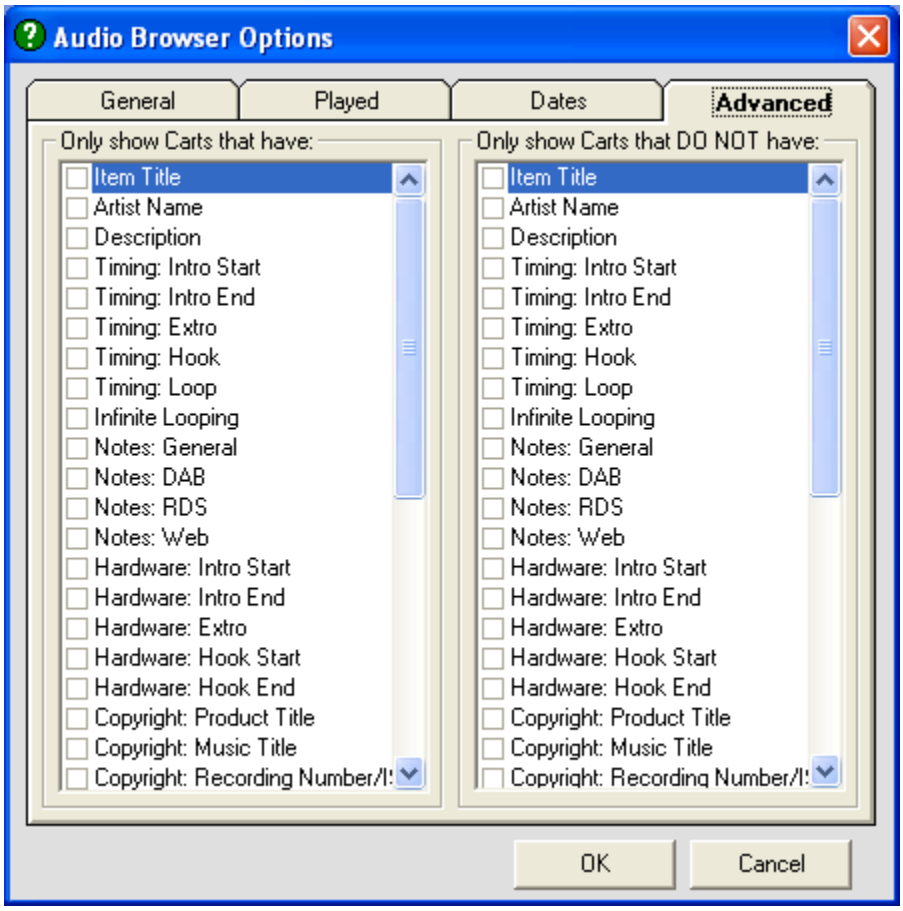
Advanced Search tab

Key AutoTrack and Myriad Playout fields are listed in two panes, allowing you to include or exclude searches for any listed field.


Audio Browser Options
General
Played
Dates
Advanced
Only show Carts that have:
Item Title
Artist Name
Description
Timing: Intro Start
Timing: Intro End
Timing: Extro
Timing: Hook
Timing: Loop
Infinite Looping
Notes: General
Notes: DAB
Notes: RDS
Notes: Web
Hardware: Intro Start
Hardware: Intro End
Hardware: Extro
Hardware: Hook Start
Hardware: Hook End
Copyright: Product Title
Copyright: Music Title
Copyright: Recording Number/I:
Only show Carts that DO NOT have:
Item Title
Artist Name
Description
Timing: Intro Start
Timing: Intro End
Timing: Extro
Timing: Hook
Timing: Loop
Infinite Looping
Notes: General
Notes: DAB
Notes: RDS
Notes: Web
Hardware: Intro Start
Hardware: Intro End
Hardware: Extro
Hardware: Hook Start
Hardware: Hook End
Copyright: Product Title
Copyright: Music Title
Copyright: Recording Number/I:
OK
Cancel

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Categories

Songs and Links

Songs and Links are grouped in specific sections in your library, called Categories. The Categories must be defined first, after which Songs and Links can be assigned to them. The contents of each Category can be viewed in its own Song or Link Deck. If you are setting a system up from scratch, AutoTrack creates some default Categories. You can add and alter these in the Categories Definition windows accessed from the Songs menu, and the Links menu.

Organising Song Categories
Organising Link Categories
Relative Category importance in scheduling
Adding a Category
Deleting a Category
Renaming a Category
Using Colour (covered in the Categories definition window topic)

Organising Song Categories

Categories are defined in the Categories definition window. If you are starting up from scratch, it is worth spending some time thinking about how you are going to set up your categories. Many stations start by defining the music that is most important to them, and working down the music importance order. This can be a very useful exercise in that it helps you and your colleagues work out what your priorities really are, so you can decide what music is most important to programme. Typically, such a station might work with a Category structure like this, ranking their Categories in order of importance:

A list

B list

Major Recurrents

Major Gold recent

Major Gold 5-10 years

Major Gold 10 years or more

Recurrents

Recent Gold

Gold 5-10 years

Gold 10 years or more

C list

See the notes below on Relative Category importance in scheduling

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A station specialising in one or another type of music might take a different approach, grouping Songs by music type (say for Dance or Rock) or by period (say for Classical and Jazz). With this approach it's still important to try to determine what is most important. Some stations use a combination of the two approaches with the most important songs grouped into one or more Power categories; others break their specialised Categories up into Major and Regular - a Jazz station might use **Major Big Band** and **Regular Big Band** Categories, for example.

Organising Link Categories

Unlike Songs, Links are much more functional. Most stations work with a combination of most of these Categories

News Jingles
Station Imagers
Sweepers
Promos
Public Service Announcements
Breaknotes
Automation instructions

Stations often create specialised Link Categories as their programming develops.

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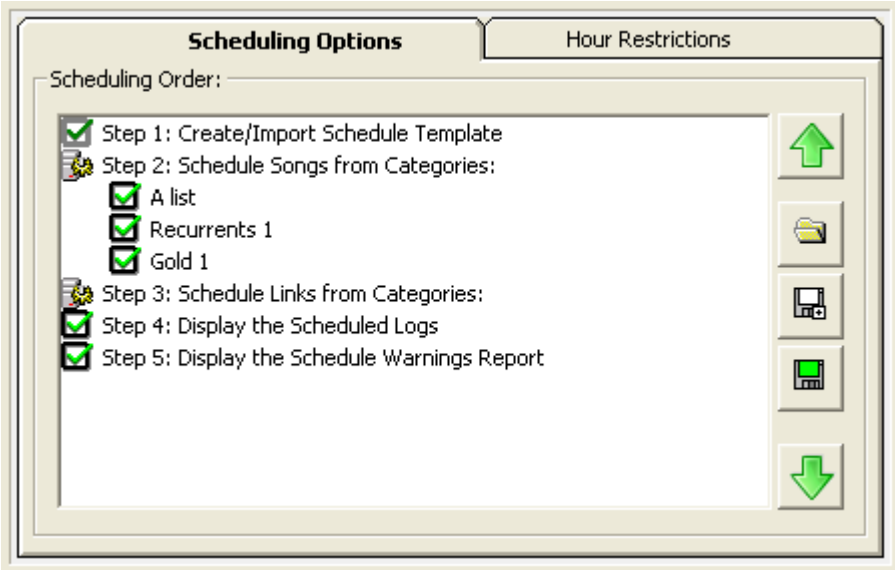
Relative Category importance in scheduling

Once you have decided with Categories, especially Song Categories are the most important, use this ranking in the Schedule window



This detail window shows that A list will be scheduled first, followed by Recurrents 1 and then Gold 1. This would mean that a song by an artist on the A list - where the A list is the most important music at present for this station - has a better chance of scheduling properly, as it will encounter fewer conflicts than for example, a song by the same artist in Recurrents 1 or Gold 1.

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Adding a Category

1. Access the Categories definition window
2. Select an unused Row
3. Type in a Category Name.
4. Click OK to Confirm
5. Then click OK to close the window

You can now add the Category to Clocks, and add Songs or Links to the Category.

Deleting a Category

You can not delete a Category which still contains Songs or Links, or which is assigned to be scheduled in one or more Clocks.

1. Open the Category Deck, and move all the Category content to one or more Categories. See working with Decks.
2. Work through all Clocks using the Clock window, to reassign any Category Clock calls.
3. Then delete the Category in the relevant Categories definition window.

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Assigning or reassigning Songs or Links to Categories

- In the Song or Link window, select the Category to assign (or reassign) in the Category field.
- Or with two or more Deck windows open, drag and drop items from one Category Deck to another.
- You can also assign Categories in bulk to Songs or Links that you have browsed, using the Mass Song or Mass Link changers.

Alternative Category

Songs and Links

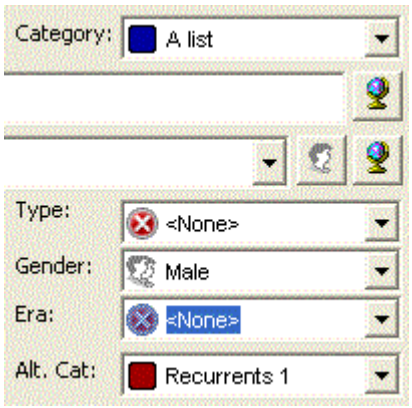
The Alternative Category allows you to assign a *second* Category to a Song or Link. When the Alternative Category is in place for this Song or Link, its scheduling will be governed by the Rules and settings for *both* Categories.

Accessing
Setting Up

Accessing the Alternative Category feature

The Alternative Category field is active when a Song or Link has had a first category assigned. The Alternative Category field is on the main Song or Link window top pane, at bottom right.

This is the Song window



And this is the Link window

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Setting Up

1. Select a Song or Link
2. In the Alt.Cat. dropdown box, select a different Category
3. Click OK

Working with Alternative Categories

The Alternative Category feature can be used in a number of ways, depending on your programming needs. At its simplest, you can allow the same Song or Link to rotate in two categories. This effectively speeds up the Song or Link's rotation. A Song that turns over in 4 hours in one category (giving 6 plays a day) and 8 hours in another (giving 3 plays a day) could receive, if restrictions allow, a theoretical 9 plays each day, giving an average turnover of 2 hours and 40 minutes. However, if there is a need to allow different rotation at different times of day - say with a Promo receiving average rotation daytimes and enhanced rotation in the evenings - then you should design your clocks to use those categories at specific times of the day.

Essentially, assigning an Alternative Category gives you two versions of the same item in your database. So the use of this feature needs to be approached with a clear design purpose.

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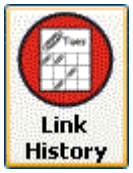
History windows

Artist, Song, Titles, Link and Category History can be accessed from several areas. This topic covers the main History window, which lets you see History for any scheduled element.

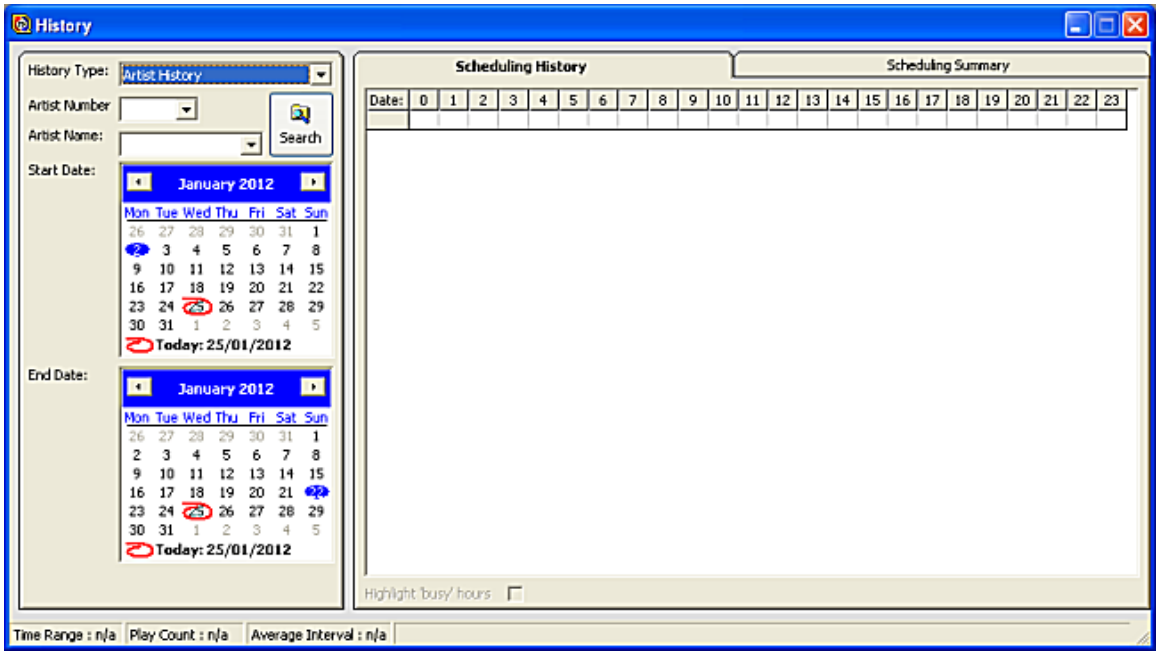
Accessing this window
Features in this window
Working in this window

Accessing this window

From the AutoTrack Song Module, click the Song or Artist History button to access the Song pr Artist History window



From the AutoTrack Link Module, click the Link History button to access the Link History window. From any deck window, you can right-click and select the View History option from the menu.



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Features in this window

History Type field
Number and Name fields
Search Button
Start Date and End Date
Results Grid - Scheduling History
Results Grid - Scheduling Summary

History Type field

This dropdown field lets you select what scheduled element to view History for:
Song and Artist
Song
Song Title
Artist
Artist Group
Link
Song Category
Link Category

Click the dropdown arrow to select what to view.

Back to top

Number and Name fields

These fields update to display the Element Number and Name or Title, allowing you to select an individual Song, Category, Artist or Artist group, etc., to search for.

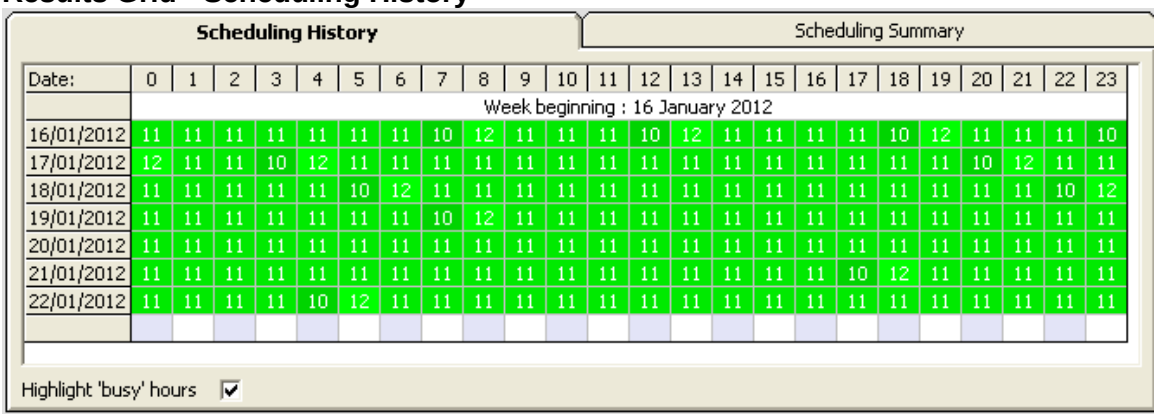
Search Button

Once you have selected what to search for, and specified the Date range, click to start the search.

Start Date and End Date

These two Calendar Controls allow you to select any date range to analyse within AutoTrack's overall scheduling range.

Results Grid - Scheduling History



The default Results pane is the Scheduling History tab. Results are displayed in date/hour grid form. This is a search for all plays for a Category, with the 'busy' hours box checked: busy hours are highlighted in highlighted in green.

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Results Grid - Scheduling Summary

Click the Results Summary tab to view a condensed set of results for the same search:

Category	# Plays	First Scheduled	Last Scheduled	Average Interval
Gold 1	2112	02/01/2012 00:04	22/01/2012 23:52	0.24 hours (0.01 days)

These values are also displayed at bottom left in the main window.

Working in this window

1. Access the window form anywhere in AutoTrack
2. Select the Scheduling element to analyse
3. Specify a date range
4. Click Search button
5. Results are displayed in the results pane in date/hour grid form and in summary form.

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Duplicates

Songs and Links

The Duplicates feature is used to create a duplicate Song or Link Card. If the Song or Link is already associated with an audio file, the duplicate Card will also be associated with the same audio file when it is created.

This tool can be used to create a number of Song or Link Cards that share some common data - Artist, Composer, Record Label, Style - before editing each Card.

Another use is to create multiple copies of the same Song for use in a **collection**, to ensure more play for a particular Song.

Creating Duplicates

1. From the Search window Results pane, select an item and right-click.
   or
2. From a Song or Link Deck window, select an item and right-click
3. Then select **Create Duplicate...**
4. This creates a duplicate Song or Link Card.
5. Edit or modify the Song or Link card as required, and click OK.

Deleting a Song or Link

Removing Songs and Links from the database

1. Ensure that the Song or Link is not scheduled in any date in the future.
2. From the Search Songs or Search Links results panes or the Log window, select the Song or Link
3. In either Search window, select the Delete button or right-click and select Delete Item.
4. In the Log window, right click and select the Delete option from the menu
5. Continue by selecting the Delete Permanently option
6. AutoTrack offers you the option of removing just the Card, or completely deleting the audio in Myriad Playout. You can modify this setting by unchecking the box in the Carts/Hard Disk area of the Other Settings tab window in the Database Settings window.

Characteristics

Songs and Links

Characteristics are used to broadly describe Songs and Links; the Characteristic values you apply are used in scheduling. Typically, Characteristics like Energy and Tempo are used, and they are the default settings when you install AutoTrack. Many users also use Texture. Some AutoTrack users use Opener as a Characteristic. Others use Characteristics that are very specific to their programming needs.

You can apply multiple Characteristics, and even define something that is specific for your station, working in the Database Settings window, accessed from the Settings menu.

Characteristics Rules are defined and applied in the Clock Rules window and the Global Rules window.

Characteristics themselves and the settings for these can be defined in the Database Settings window.

You can choose to work with a Single or a Dual Characteristic setting. This is particularly useful when you want to describe the beginning and end of a Song. However, this is a setting that is applied to ALL your Characteristics, so you should decide whether this is for you. The setting is made in the Database Settings window.

Links

AutoTrack Link Module

The AutoTrack Link module is where you maintain your non-song library. You can add, delete and edit Links, associate Links with an audio file in Myriad Playout, search your library, and review scheduled history for any Link or Link category.

Accessing

The Link Module, like any module in AutoTrack, is always accessible. Select the vertical Links tab at the left of the AutoTrack Main window to view all Link window options.

Features

The windows you can immediately access by clicking the Link tab are

New Link window
Search Link window
Link Decks
Link History

Link Window

The Link Window contains information about each Link. Many AutoTrack users start with basic field data and then add information as the need arises. AutoTrack will not enforce rules where is no information in a field. In this window, you add details for a new Link, or edit details for an existing Link, adding or editing descriptive fields, assign or reassigning the Link to a Category, and setting rotational options. Subsidiary tabs let you add or edit Notes, Hour Restrictions, Copyright Information, set options to move the Link to a different Category, and review History.

Accessing the New Link window
Accessing an existing Link window

Features
Subsidiary Link window tabs
More tab
Restrictions tab
Notes tab
Rights tab
Future Moves tab
History tab

Functions
Adding a Link
Editing a Link
Defining and saving Hour Restrictions
Setting up Future Moves
Deleting this Link

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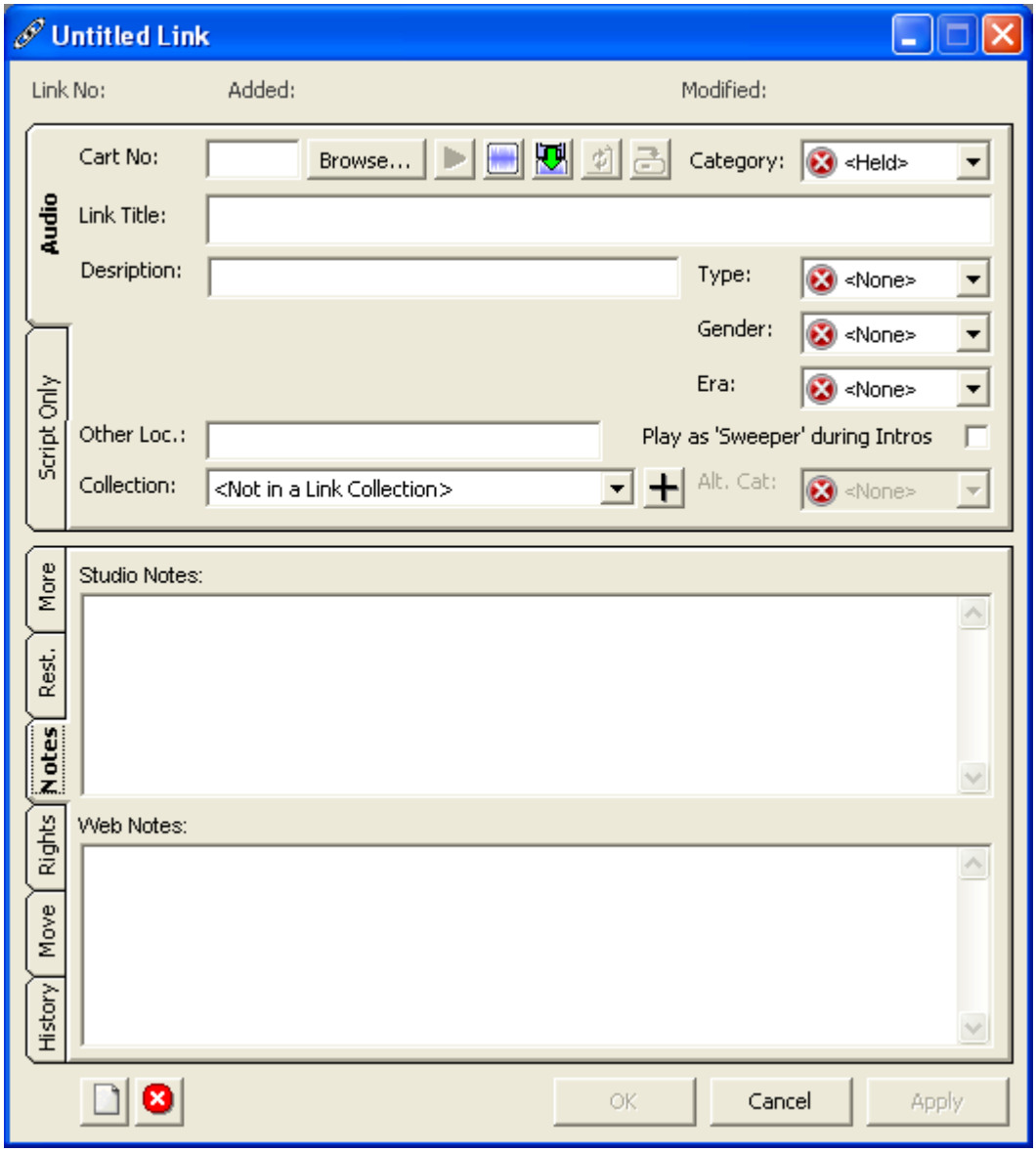
Accessing the New Link window

From anywhere in AutoTrack, select the Link module tab, and then click the New Link button to open this window.
or
Select the New Link button at the bottom left of any Link window.
or
From the File Menu, select New and then Link

New Link window

This image shows a New Link window with the Notes tab selected. The Audio Tab is the default view; this view is used when Audio is associated with the Link. The other view is the Script Only view.



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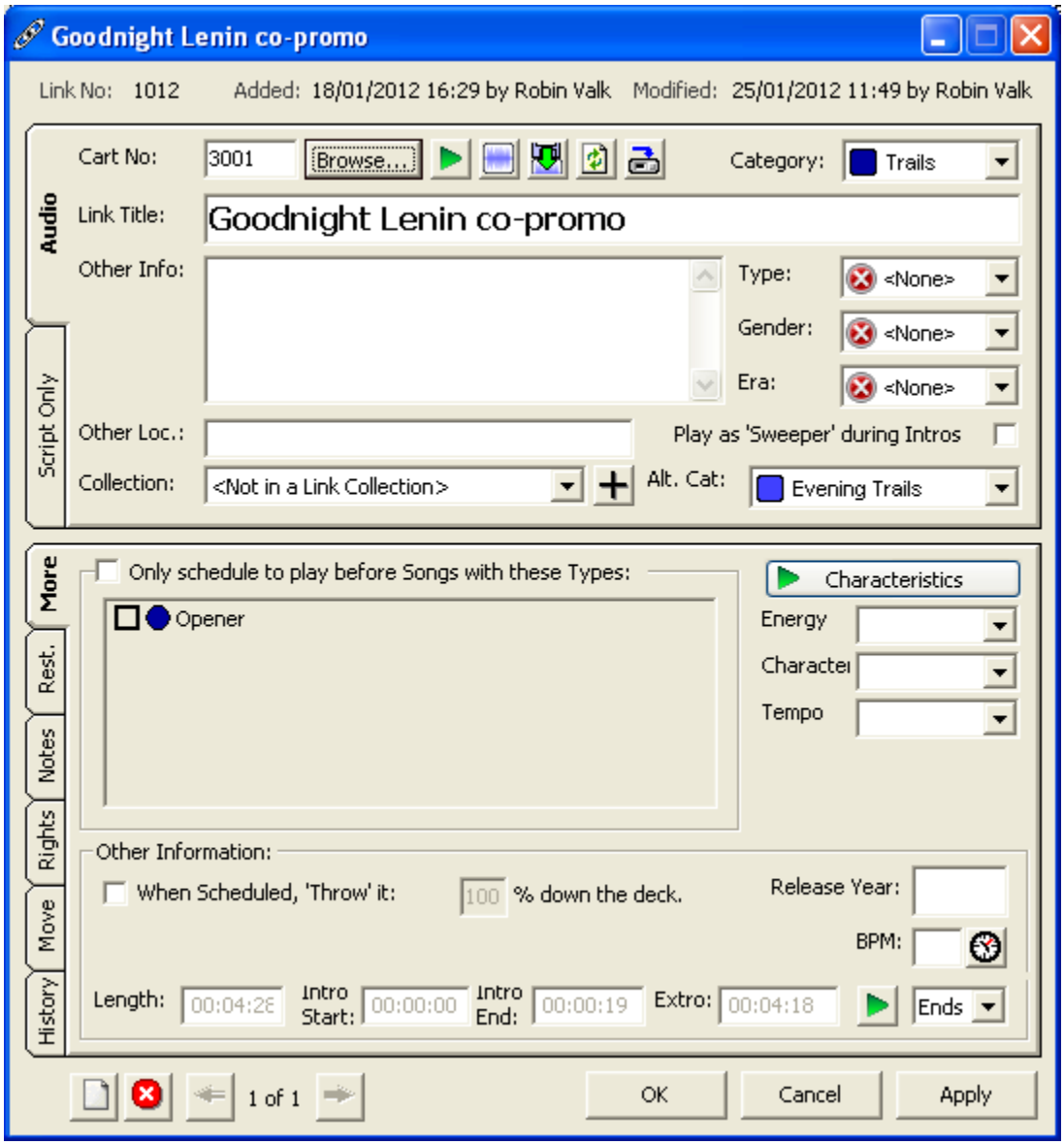
Accessing the Link window

The Link window can be opened from a number of areas in AutoTrack, by selecting a Link from a list and then clicking on it. This can be done from Link Decks, the Search Links results pane, and both panes in the Log window. This lets you. for example, modify settings in the Log after scheduling.

The Link window



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Features

Audio Tab view
Script Only view
Link Number, Added and Last Modified dates
Cart Number
Browse button
Link Window Audio Tools
Category selection field
Link details
Link Collections
Subsidiary tabs
- More tab
- Restrictions tab
- Notes tab
- Rights tab
- Move tab
- History tab

New Link button
Delete this Link button
Browsed Items Navigation buttons
OK/Cancel/Apply buttons

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Audio tab fields

All fields below are active.

Script Only tab fields

This view is used when designing a Link which carries text or automation instructions, but which does not have audio associated with it. In the Script Only view, we suppress or disable these audio-specific fields:
Cart Number
Browse button
Link Window Audio Tools
Gender Play As Sweeper checkbox

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Link Number, Added and Last Modified dates

Data in these files is automatically updated.

Cart Number

This field is automatically filled in when adding audio from the Myriad Playout Cartwall. You can associate multiple Link or Link cards with the same audio if you wish.

Browse button

Click to access the Audio Browser window and select a Cart.

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Link Window Audio Tools

These buttons access Audio Editing tools.

Click the **Play** button to play the associated Audio in an Audio player.
Click the **SmoothEdit** button to open the Smooth Edit tool for the associated Audio.
Click the **Import New Audio** button to add new audio for this Link. P Squared asks you to confirm that you are replacing the existing audio, and then opens a window to let you navigate to the desired audio on your system.
Click the **Re-read details** from Cart wall button when you have modified information in the Myriad Playout Cartwall, click to update details in the Link window.
Click the **Update Cart with this Link** button to update information from this Link window to the associated Cart on the Myriad Playout Cartwall.

Category selection field

Click to select a Category. Categories are defined in the Categories definition window accessed from the Links menu.

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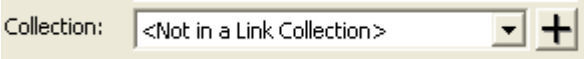
Link details pane

Enter or select from the dropdown options, details for Title and Description. The **Other Loc**. field is a further descriptive field that can be used to store further information where required. Where used, select a value from the dropdown fields for **Type**, **Era**, and **Gender**.

Play As Sweeper

Check the 'Play As Sweeper During Intros' box to enable this Link to be used in Myriad Playout Automation overlapping the Intro of the following Song. See Myriad Playout documentation for more details. See also the notes on Ending settings in Clock Window for Links.

Link Collection field

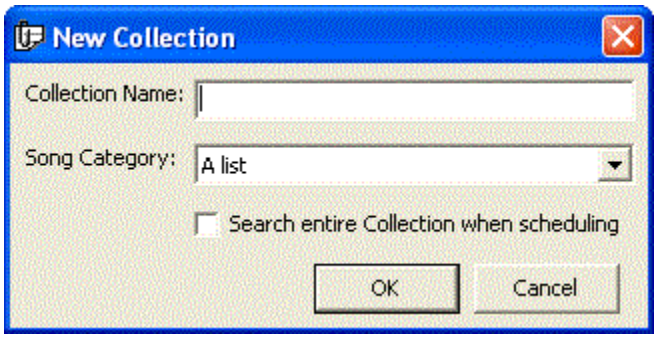


This field is only active when Link details have been added. You can Group Links in Collections. When a Link in a Collection is scheduled, the entire Collection is moved to the bottom of the Link's Category Deck. This device is useful to group items together - say when a station wishes to rotate a set of promo announcements for an activity. Collections are Category-specific.

Defining and applying Collections

NOTE: To add Links in bulk to a Collection, work in the Collections and Groups window. You can only add a single Link at a time to a Collection in this window.

1. In any Link window, click the Add Collection button to the right of the Collections field to open the New Collections dialogue box.



2. Enter a unique name for the Collection.
3. Specify a Category (AutoTrack proposes the current Category).
4. Check the box to have AutoTrack search every Link in the collection during the scheduling process.
5. Click OK to save and create this Collection.
6. To apply this Collection to other Links in this Category, select the Collection, or browse Links and apply the Collection using the Mass Link Changer.

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Link Type

Type is a very flexible scheduling tool. You can define up to 32 types of Link or Link, and select one Type to apply to any Link or Link. You can then call for a Link with this Type in a Clock. The use of this field is optional. Types are created and defined in the Type Definition window accessed from Links menu.

Link Era

Era is normally used to specify a specific period for a Link or Link. You can define up to 32 Eras for both Links and Links, and select one Era to apply to any Link or Link. You can then call for a Link with this Era in a Clock. The use of this field is optional. Eras are created and defined in the Era Definition window accessed from Links menu.

Link Gender

This field is used to indicate the Gender of the performer. Uses can extend to Duets, Instrumentals and other combinations. If you really need to, you can define up to 32 Genders for Links, and select one to apply to any Link. Genders are created and defined in the Gender Definition window accessed from Links menu.

Alternative Category

This field lets you assign more than one Category to the same Song. Special conditions apply when using this feature. For full details, see the Alternative Category topic.

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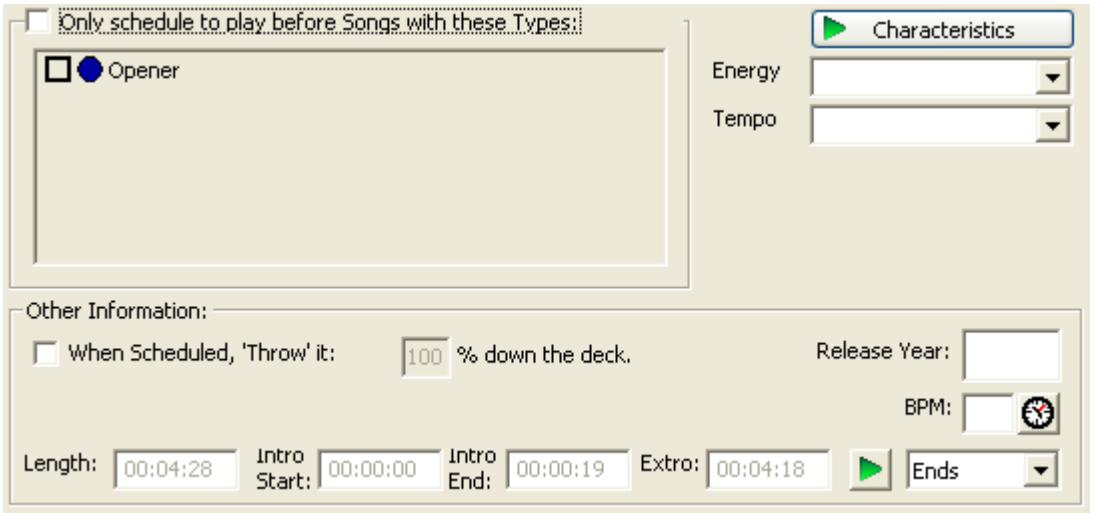
Subsidiary tabs

Further information can be entered in the following tabs, accessed at the bottom left of the Link window.

More tab

This is the default tab when you open a Link window. Characteristics values can be applied, and the window also allows you to play the middle of the Audio file to allow you to assess your Characteristics settings. You can also restrict the Link to only being scheduled to play before Songs with a specific type.

Type pane
Characteristics fields
Deck depth setting
Release Year
BPM field



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Types Pane

This allows you to restrict the scheduling of this link to play before Songs with specific **Types**. So you could use impact Jingles in conjunction with Song Openers, or Soft transition Jingles ahead of Smooth Love Songs, where these types are defined. This setting is defined for each Link in this window, and implemented in the Global Rules window.

Characteristics fields

Any defined Characteristics values can be applied, and the window also allows you to play the middle of the Audio file to allow you to assess your Characteristics settings.

You can choose to apply Start and Finish values for all Characteristics, by unchecking the Single Characteristic checkbox in the Characteristics tab of the Database Settings window. In this case two audio buttons are displayed, to play the start and finish of the audio. This applies to Songs and Links.

Release Year

A field to store Release (or if you will, Produced) Year.

BPM field

This works exactly the same way was the Song Window BPM feature., For notes, see here.

Deck depth setting

The default 'Throw' number setting in this field is 100%, which means the Link drops to the very bottom of the Deck for its Category after being scheduled. . But you can specify any value: the lower the value, the faster the Link will rotate in relation to the other Links in its category. Note that this is best used sparingly, typically to emphasise a particular Link over other Links in the same Category, either temporarily or permanently.

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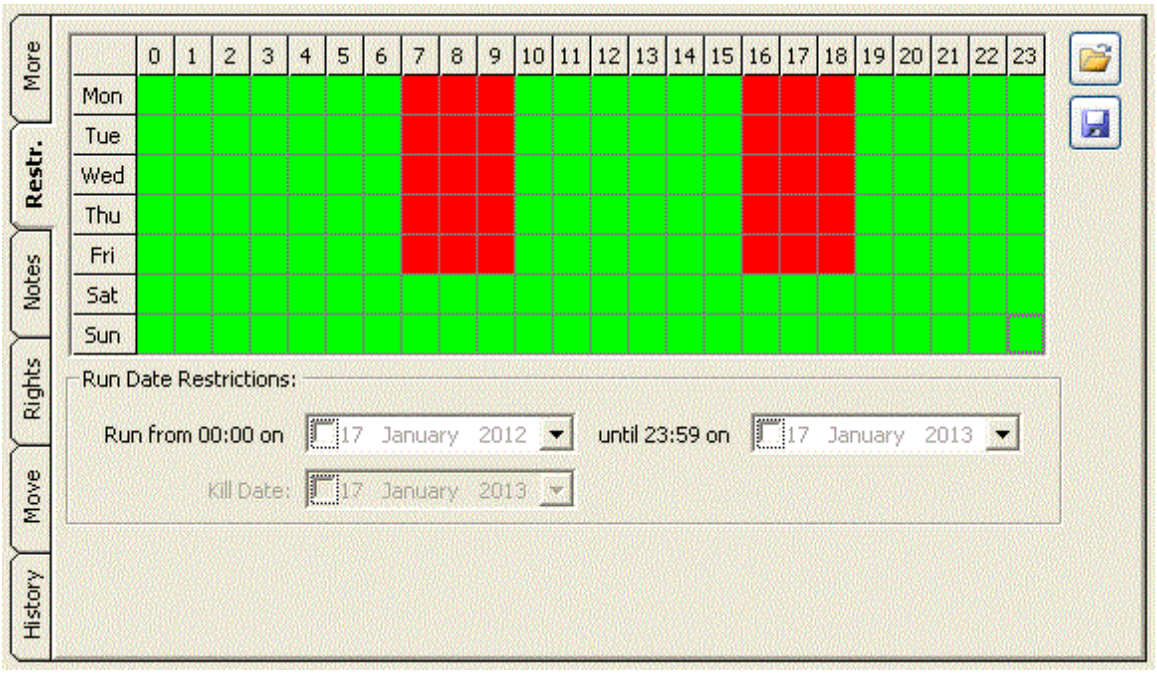
Restrictions tab

Defining and saving Hour Restrictions

This tab allows you to apply any Hour Restriction to this Link, or to define a new Hour Restriction pattern. This illustration shows restricted drive time weekday hours. You can also apply Run Date Restrictions, specifying the Date or Date Range this item will be available to schedule, this includes the option to kill (permanently delete) the item.



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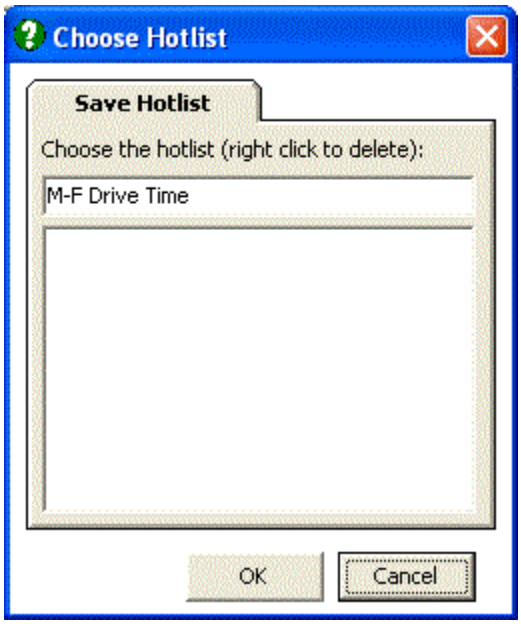
Defining and saving Hour Restrictions

1. In any Link window, select the Restrictions tab.
2. Click any Hour to toggle between allowed (green) or restricted (blocked).
3. You can also click any day of the week or any hour of the day to select all hours in the day, or all days for this hour.
4. Click the Save button at top right to name and save the Restriction to a Hotlist.



Applying Run Date Restrictions

1. In any Link or Link window, select the Restrictions tab.

2. Check the box in the Start Date to specify a Start Date, or leave it open if it is to play immediately.
3. Check the box in the End Date to specify an End Date, or leave it open if it is to play indefinitely. AutoTrack proposes a One Year period, but you can select any Date you wish.
4. If you have applied an End Date, you can also apply a Kill Date, which instructs AutoTrack to delete the item on that date. See the Deleting a Song or Link topic for more details.

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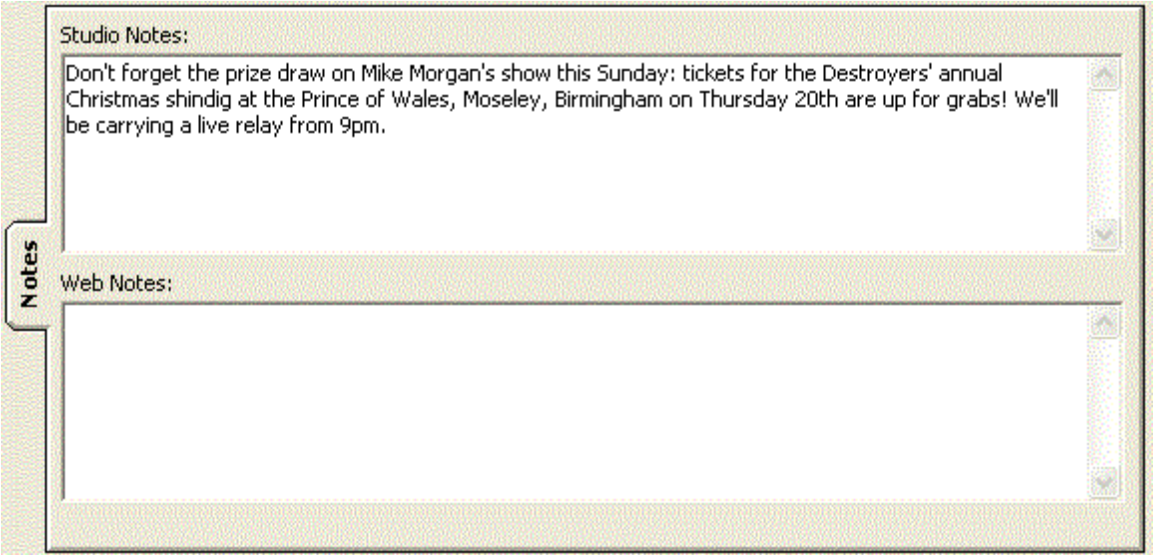
Notes tab

This tab allows you to enter text information that can be displayed in Myriad Playout in the Studio, or as information streamed online using P Squared's OCP program.



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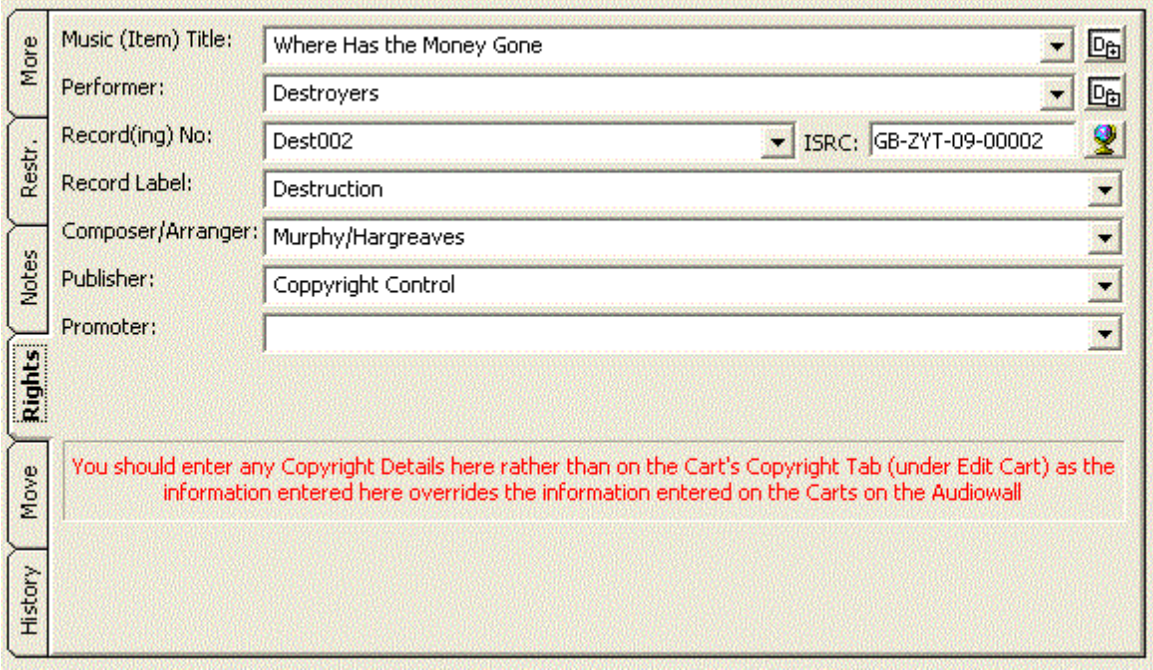
Rights tab

This tab allows you to enter copyright information. Data entered here overrides information on the Myriad Playout Cartwall. Title and Performer information can be automatically copied from the main fields on the Link window.



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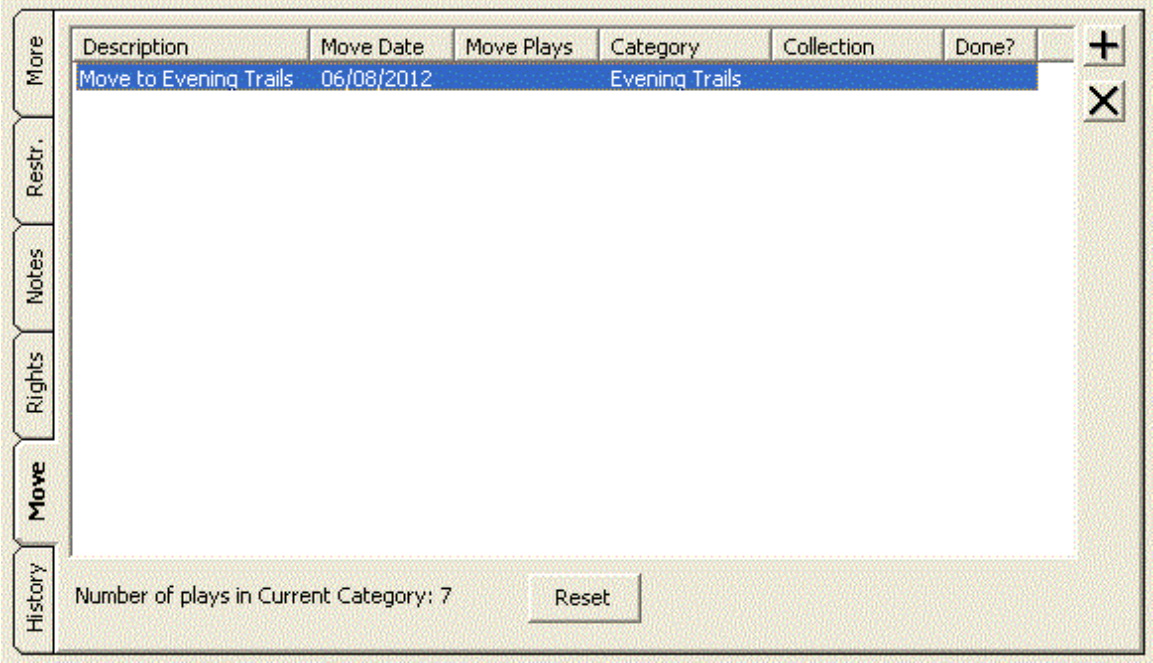
Move tab

This window displays all defined Future Moves for this Link, and allows you to define a set Date or set Number Of Plays after which the Link is moved to a different Category. So a heavily played A list Link could be rested in a holding Category, and then moved to a Recurrent Category after a period of being rested. In this image, this Link will be moved to the **Evening Trails** Category after the specified date.



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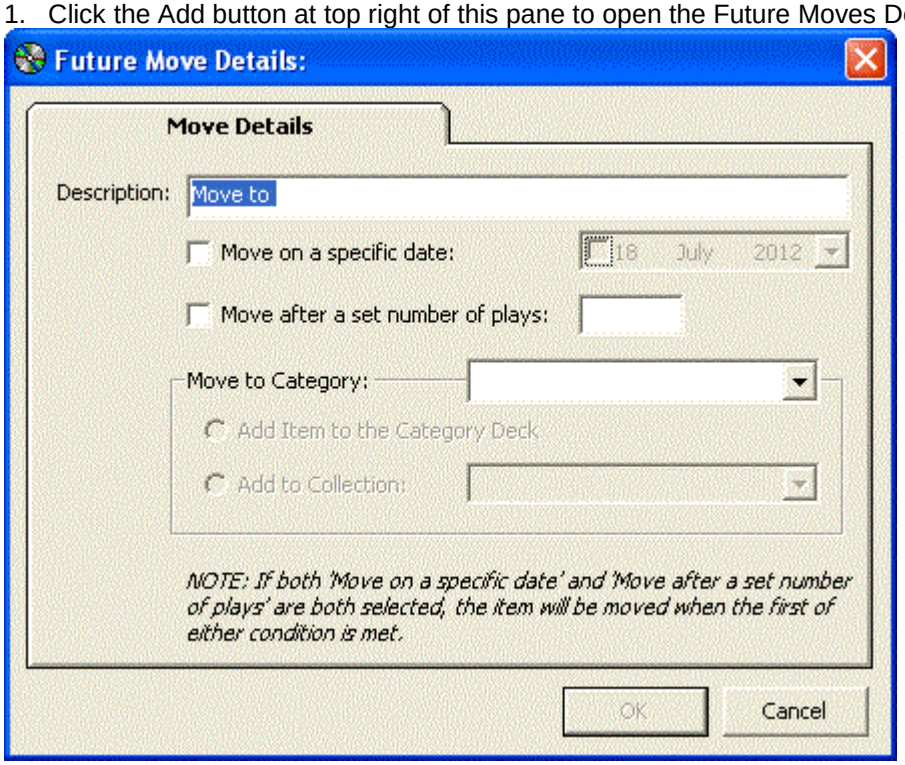
Setting up Future Moves

1. Click the Add button at top right of this pane to open the Future Moves Details window.



2. Select either to Move on a Specific Date or after a set number of plays.
3. Specify the Category to move to, and to add to that's Category's Deck
4. Optionally specify a Collection in that Category.
5. Click OK to save.

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History tab

This window displays current play history for this Link. Click any of the buttons at right to see other play histories, or to access the main History window.

The window also allows you to run a report displaying how and why this Link was rejected by the AutoTrack scheduler.

New Link button

Click to open a fresh New Link window.

Delete this Link button

Click to Delete the existing Link, AutoTrack will ask you to confirm your action, and then asks if you also wish to delete the associated Audio from Myriad Playout. See also the detailed topic Deleting a Link.

Browsed Items Navigation buttons

When you have accessed one or more Links from the Search windows, these buttons are displayed at the bottom of the Link window, allowing you to work through the list.

OK/Cancel/Apply buttons

Click to confirm changes and close this window, or to cancel your changes and close this window, or to apply your changes and leave the window open.

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Functions

Adding a Link (separate topic)
Editing a Link
Defining and saving Hour Restrictions
Setting up Future Moves
Deleting this Link

Editing a Link

1 Select the Link by using the Search Links window or opening the Link from a Link Deck, or clicking on a Link in the Log window,

2. Make the changes in the desired field or fields.
3 Click the OK button.

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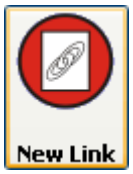
Adding a Link

Links are added in the New Link window.

Accessing the New Link window
Opening the Audio Browser
Filling out the information you need

TIP: You can use the Import Audio Wizard to import Audio in bulk from CDs, Online Audio Stores, or files in your system. If you specify a temporary Category, this allows you to manually edit the Link Cards before activating them.

Accessing the New Link window



In the AutoTrack Main window, select the Link Module tab, and then click the New Link button.

This opens the New Link window.
Or, from the File Menu, select New and then Link

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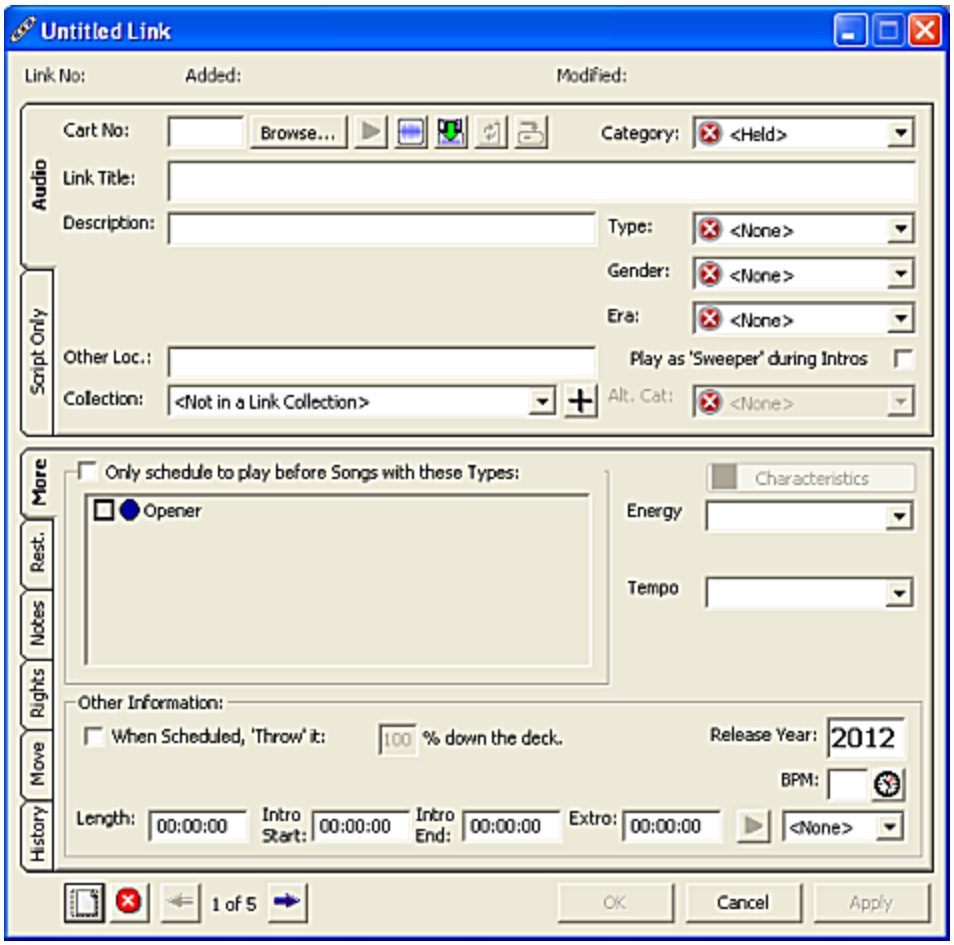

For full detains on this window, see the New Link notes.

This window, or Link Card, offers a range of descriptive and coding or informational fields to suit most broadcast client needs. Some key fields apart, you can be selective. If you leave a field blank, it will not impact negatively on your scheduling: AutoTrack does not enforce rules where there is no data on which it can act.

TIP: You can choose **not** to populate the Release Year field, by unchecking the relevant box (3rd) in the Other settings tab window of the Database Settings window.

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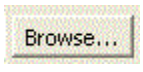
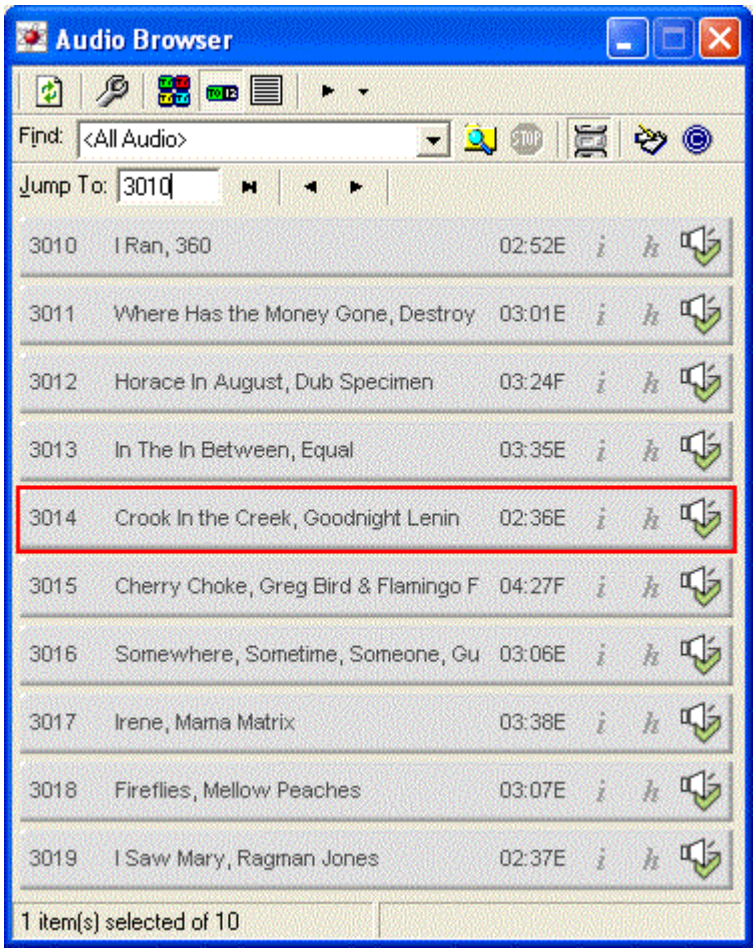
Opening the Audio Browser



To link this Link Card to a Cart on your Audio Wall, click on the Browse button to bring up the Audio Browser window. For full details, see the Audio Browser topic.



The Audio Browser lets you find the Cart you want to add. Enter a number directly in the Jump To pane. Click the arrows to jump forward or back by 10 carts. Once you have the Cart you want to add to AutoTrack highlighted (in a blue bar), press the 'Return' key on the keyboard or double click on it.

Artist information entered on the Audio Wall Cart, Duration, ending and Intro time are copied in to the Link Card. Future changes made in either the Audio Wall or the Link or Link Card are *not* automatically copied over from one area to the other.

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Filling out the information you need

Now flesh out the details as required.

Title
Category
Type, Gender and Era
More Tab: Characteristics

The following areas are covered in the main Link window topic.

Collections
Deck Percentage
Restrictions tab
Notes tab
Rights tab
Move tab
History tab

Back to top

Title

Make sure that the spelling of Artists and Link Titles is accurate. AutoTrack will treat 'Ollie Murs' and 'Olly Murs' as two entirely separate artists. You can use the drop down Artist lists to avoid this, selecting an Artist name rather than re-typing.

Category

To select a Category for the Link, click on the drop down arrow and select from the list. See the detailed notes in the Categories topic. You can also set an Alternative Category in addition to your main Category.

Type, Gender and Era

To select **Type**, **Gender** and **Era**, again, click on the drop down arrow and select from the list. Types, Genders and Era are defined in the Type Definition,

Gender definition and Era Definition windows accessed from the Links menu

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More Tab: Characteristics

Next come the Link's **characteristics**. The default settings are **Energy** and **Tempo**. Settings for these can be selected by clicking on the corresponding drop down box and picking the level that best describes the Link in question.

AutoTrack allows you to optionally set a beginning and end level for each Characteristic, or to use a single Characteristic. This option, and additional Characteristics and settings for each Characteristic can be added from the Database Settings window accessed the Settings menu.

TIP: When setting Styles and Characteristics values, it often helps to play the Link, using one of the Play buttons. See the notes for Audio Players.

Adding Your Next Link

Once you are happy with the Link Card, save the information and open another Link Card by clicking on OK, or you can close the Link Card by clicking on the cross in the top right hand corner, or opt to delete this Link card.

TIP: You can choose **not** to clear the Link Card after adding a Link, by unchecking the relevant box (2nd) in the Other settings tab window of the Database Settings window.

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Mass Link Changer

The Mass Changer allows you to select a list of Links and change multiple fields in bulk. Changes are applied in all the specified fields for all selected Links. To add Links in bulk to a Collection, work in the Collections and Groups window.

Accessing this window
Features in this window
Working in this window

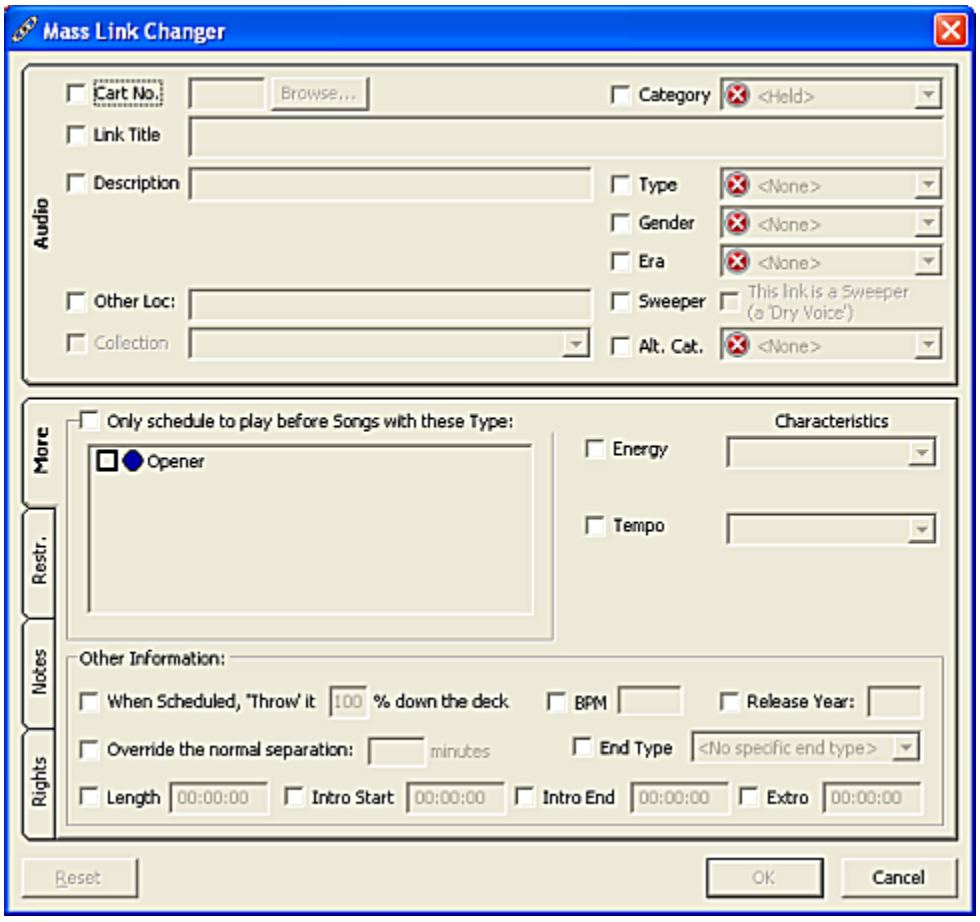
See also the Mass Song Changer topic.

Accessing this window

In the Search Links window, browse a list of Links.

Then click the Mass Change button in the menu Bar, to open the Mass Link Changer window, This window mirrors the Link window structure, including More, Restrictions, Notes and Rights tabs, and allows you to specify changes to any Link window fields where mass changes are allowed.

This is a very powerful tool. Before applying changes, we recommend that ***you take a backup.***



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Features in this window

Each field is activated for change by checking the box next to that field. To change any value, select the box, and enter a value in the associated field. Note that you can not create new settings where these are defined elsewhere, as with **Characteristics**, or Categories. Where there is a text field value, you can enter any text.

Working in this window

1. Browse a list of Links in the Search window
2. Click the Mass Change button to open the Mass Change window
3. Select one or more fields to change by checking the box for that field to activate that field or fields.
4. Enter the values you wish to apply in the field or fields.
5. Optionally activate and apply changes to fields in the More, Restrictions, Notes and Rights tabs.
6. Finally click OK to save your changes.

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Search Link window

The search Links window allows you to search your entire Link library by a range of criteria. The window comes in two modes: Basic and Advanced. The Advanced window offers a much wider range of search options, including the creating and saving of search criteria.

Accessing this window
Features in this window
Basic Search window
Advanced Search windows

Working in the Search Link window

Accessing this window

From the AutoTrack Link Module, click the Search Links button, to open the basic Search window.

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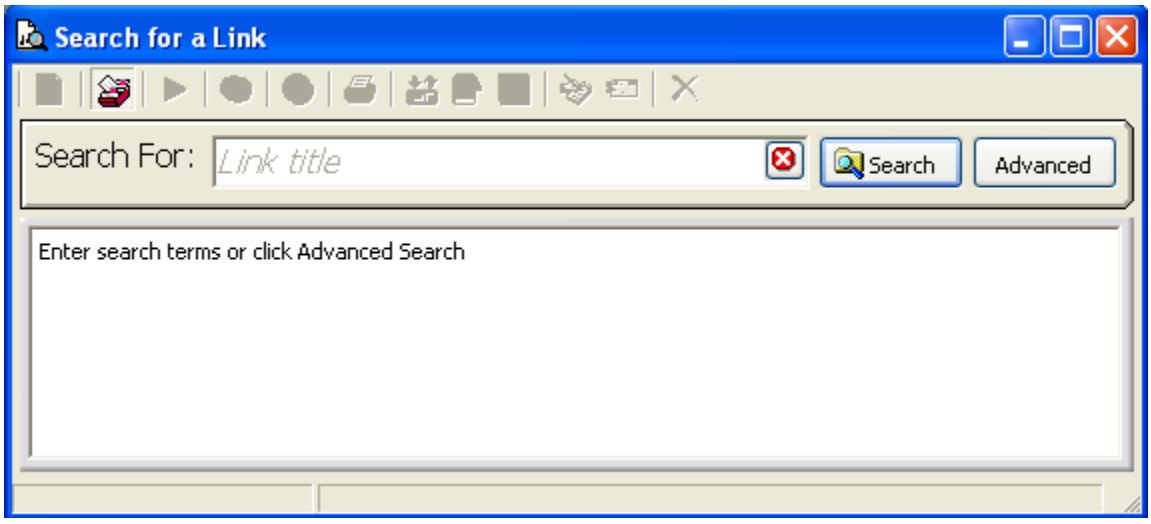
The Basic Search window

This window offers a limited range of search options, allowing you to search by Artist or Title, and then allowing you to optionally drill down in the results pane using the Tree Filter tool.



You can access the Advanced mode by clicking the Advanced button.

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Features in this window

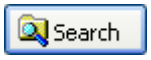
Search For field
Search button
Advanced pane button
Results pane
Results Toolbar
Advanced Search window options

Search For field

In the basic Search window, enter a Link Title name, and then click the Search button.

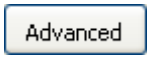
To clear your search entry, click the red **Cancel** button at the right of the field.

Search button

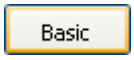


This button is common to the basic and advanced versions of the window. Enter your criteria and click to see the results in the Results pane

Advanced/Basic pane buttons



Click to open the Advanced Search window when in basic mode.



When in Advanced mode, this button changes to Basic, to return you to the Basic window.

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Results pane

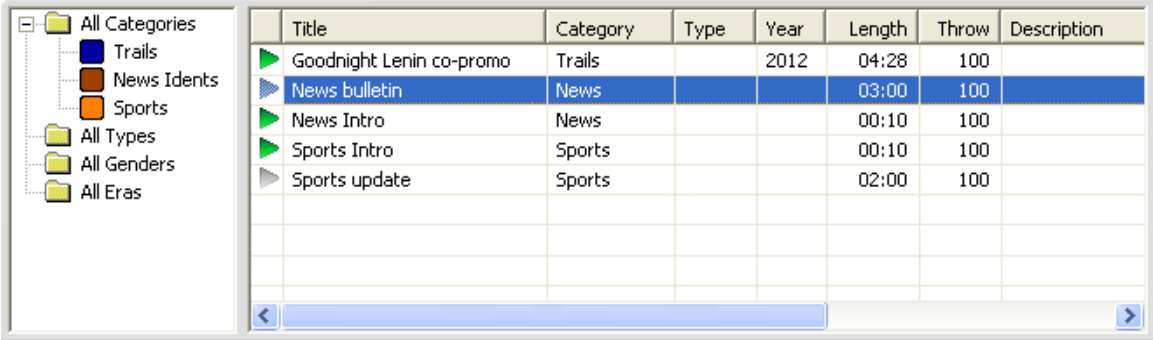
This pane works the same way in both Basic and Advanced, displaying your search results.

From here you can open any Link, or play the associated audio by clicking on the Link's play button, where the button is **green**, indicating associated audio.

The list can be sorted by clicking on any header.

Select any Link or Links to activate all the controls in the results pane toolbar

Note that in this screen capture, the Tree Filter tool is active.



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Results pane toolbar

Select one or more items in the Results pane to activate the toolbar, which offers you a powerful set of tools when working with search results.

From left to right. the controls allow you to

Refresh the list after editing
Hide or Open the **Tree filter**
Play the selected item or items
Edit last selected item
View Schedule History of last selected item
Print a list of browsed items

Update information from or to the Cartwall for selected items

Open a Myriad Playout Pad List to allow drag and drop to list

Export selected items to a CSV file, to allow viewing in a spreadsheet
Modify all the selected items in the Mass Link Changer

Copy selected items to another database
Delete the selected items

Tree Filter

The tree filter button is always accessible on the Search window toolbar. Click to open or close a tree filter pane in the search results pane. This lets you dig down further into your search, by selecting characteristics or other descriptors.

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Advanced Search window options

Click the Advanced button from the Basic search window to open the Advanced search pane. This pane has five tabs.

Advanced Search General tab

Advanced Search Advanced tab

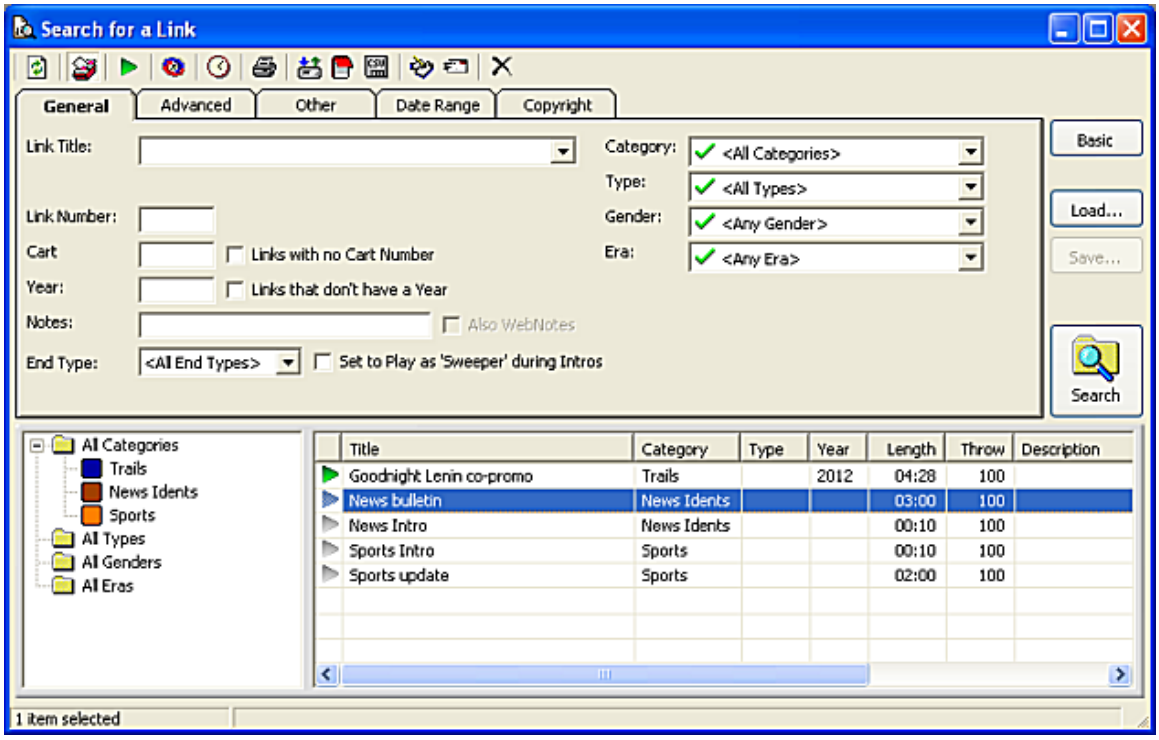
Advanced Search Other tab

Advanced Search Date Range tab

Advanced Search Copyright tab

Advanced Search tab sections mirror the structure of the Link window. You can specify criteria in one or more tabs before searching.
The default view in Advanced Search mode is the General tab.

With all advanced panes, you have the option to save the criteria for any search, and to load any saved search criteria at a later date. See the notes for Saving Search Criteria in this topic.



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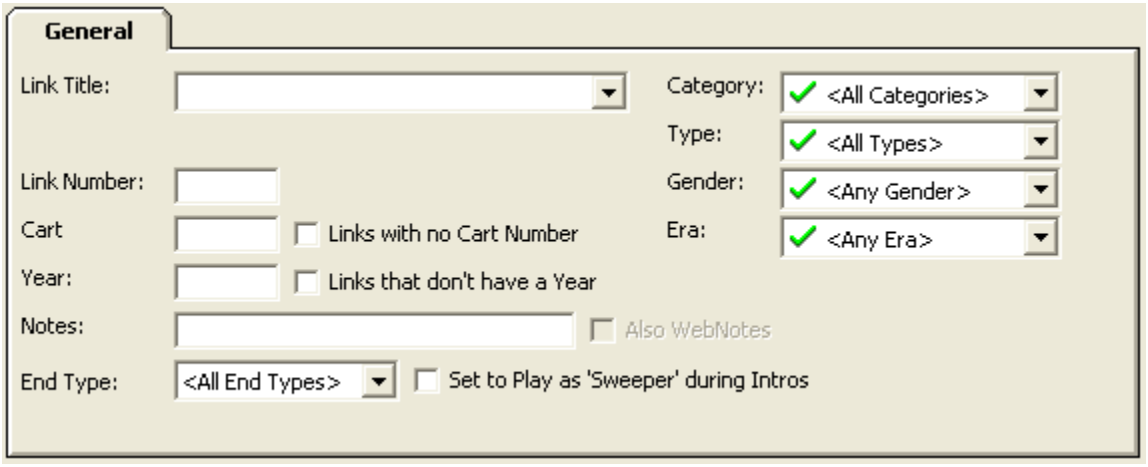
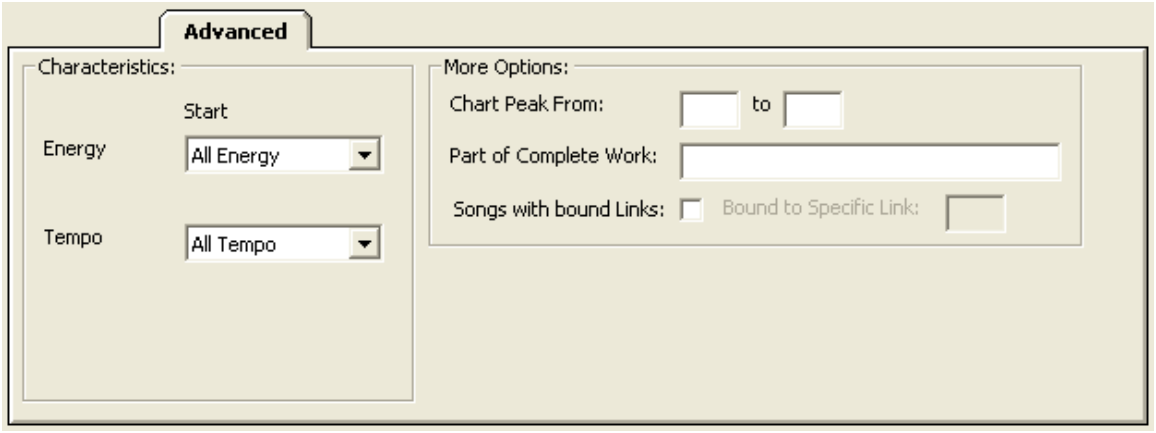
Advanced Search General tab



In this pane, enter General search criteria. You can enter criteria in multiple tabs if needed.

Advanced Search Advanced tab



This pane displays the settings you make for Characteristics, allowing you to select one or more values.

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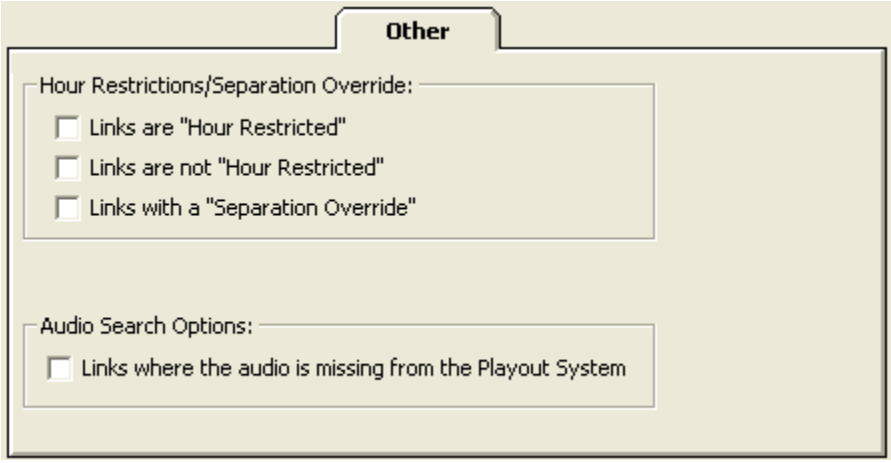
Advanced Search Other tab



This pane lets you search by Hour Restrictions and Separation Override, and where Link Audio is missing.

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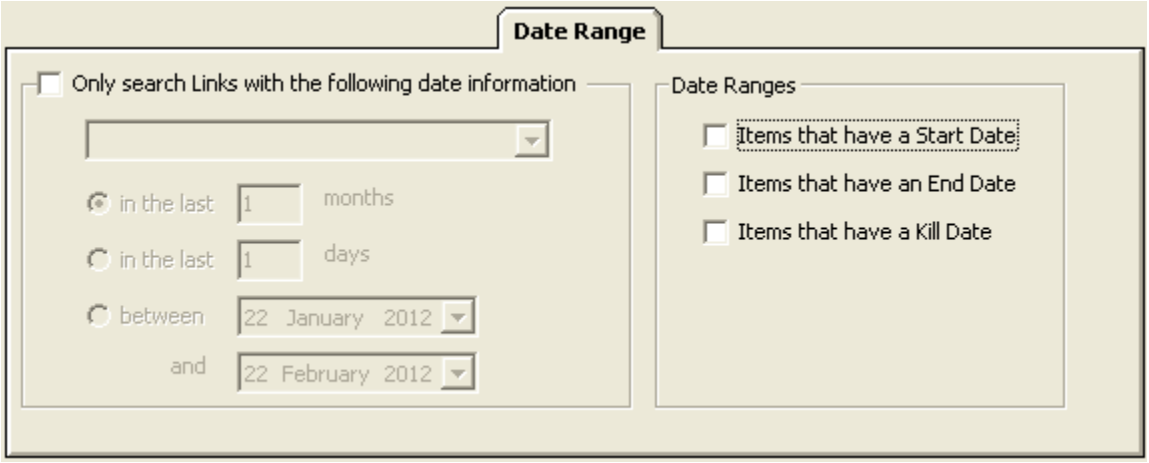
Advanced Search Date Range tab



This pane lets you apply Date-specific search criteria, including Edited and Added over a specific period, and to optionally search for **Start Date**, **End Date** and **Kill date**.

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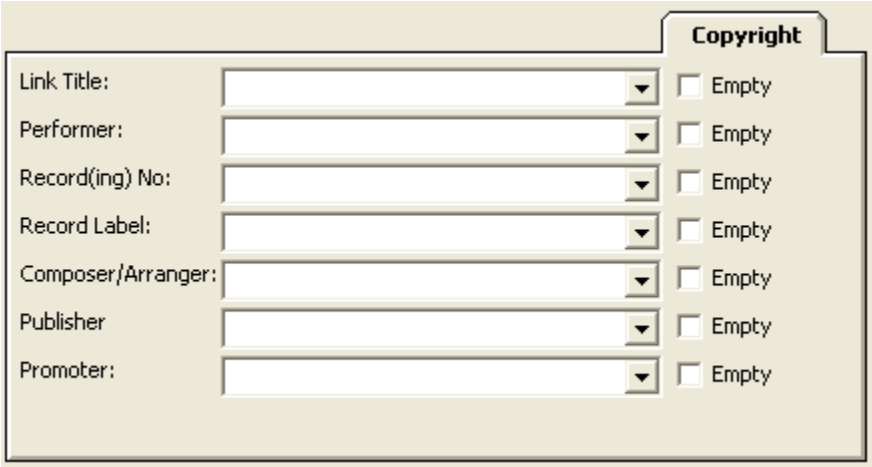
Advanced Search Copyright tab



This pane lets you specify one or more search criteria from the Copyright pane of a Link, or to search by fields which are lacking Copyright information, by checking the relevant 'Empty' checkbox.

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Working in this window

The Search process described
Saved Search Criteria
Save Search Criteria
Load saved Search Criteria

The search process described

1. Access the Search window
2. In Basic mode, enter Title or Artist information, or leave this field blank to display the entire library.
3. Click the Search button.
4. Or click the Advanced button to access the Advanced mode.
5. Enter criteria in one or more of the Advanced tabs and click the Search button
6. Optionally save your current Advanced mode Search Criteria
7. View results in the Results pane
8. Optionally play any item.
9. Optionally sort and dig down using the Tree Filter tool
10. Optionally edit, export, mass change or otherwise modify your search with the Results Toolbar.

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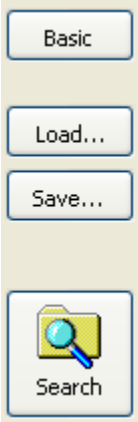
Saved Searches



The ability to save Search criteria is a very useful tool. Many AutoTrack users work with this feature - for example, using it to

- Review most-rested Links in a Hold Category for possible reactivation.
- Review the oldest Links in any Category for possible resting or moving
- Check that copyright information is complete
- Check that active descriptor fields are actually complete
- Review Categories by Style or Type
- Periodically review Links in high rotation Categories by Energy settings
- Modify Category structures in the light of programme changes.

This then allows an informed use of the Mass Changer.

The Load and Save Search Criteria buttons are located at the right of all Advanced panes, between the Basic view button and the Search button.

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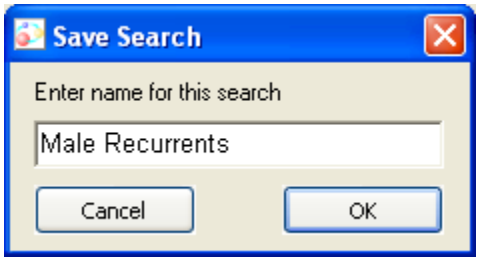
To Save your current search criteria

1. Click the **Save....** button to open the Save Criteria dialog box
2. Enter a name for the search criteria, and click OK to save and close this box.



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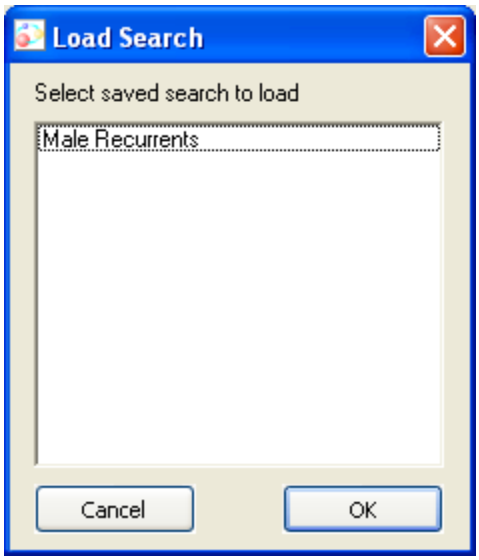
To Load your current search criteria

1. Click the **Load...** button to open the Load Search window
2. Select a Saved Search, and click OK to close tie window and load the search criteria.



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Clocks and Rules

Clocks and Rules Module

In scheduling, a 'Clock' is an hour's structure, where you specify the sequence of Song and Link Categories and other Clock Elements for that hour.

Scheduling Rules are part of the process. Rules can be set globally - across the entire schedule - as Clock Rules, specific to one or more Clocks, and in Songs and Link cared, specific to that Song or Link.

The AutoTrack Clocks and Rules module is where you design and edit Clocks, and assign them: set them up across the day, to suit your requirements.

The module lets you design and assign Rule sets for Clocks, and Rule sets that apply across the entire schedule.

NOTE: It is important to understand the relationship between Clock Rules and Global Rules. Clock Rules and Global Rules contain different types of Rules. However, Clock Rules are dependent on Global rule settings to be enforced. A Clock Rule can be fully defined, and applied to or within a Clock, but it will only apply where the corresponding Global Rule is in force.

The Clocks and Rules Module, like any module in AutoTrack, is always accessible. Select the vertical Clocks/Rules tab at the left of the AutoTrack Main window to view all window options.

The windows you can immediately access by clicking this tab are

List Clocks window
List Clock Assignments
Clock Rules window
Global Rules window

List Clocks window

This window lists all Clocks that you have created, used and unused. You manage your Clocks from this window.

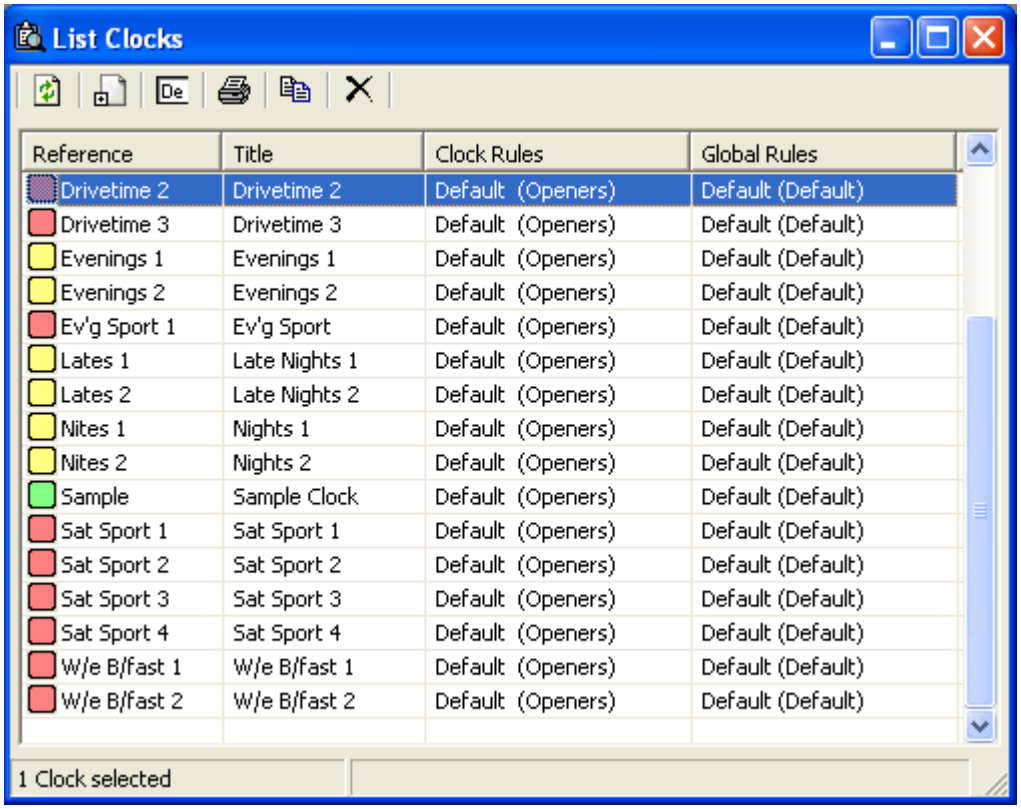
Accessing this window
Features in this window

Accessing this window

From the AutoTrack Clocks and Rules Module, click the top **Clocks** button to open the List Clocks window.

The window displays all current Clocks. The Clocks are colour-coded by the Automation preference for each Clock.

From this window, you can:
select a Clock to edit, clone a selected Clock, create a new blank Clock, delete a Clock, and print a Clocks list.



This pane can be resized by dragging and dropping the edges of the window. This illustration shows the window at its smallest practicable size.

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Features in this window

List Clocks toolbar
List Clocks pane
Automation colour codes
Select a Clock to edit
Clone a Clock
Delete a Clock
Print a Clocks List

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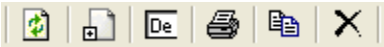
List Clocks toolbar



These controls allow you to:

Refresh the display after changes and edits

Open a blank New Clock window

Edit the **last selected** Clock in the list. See also accessing a Clock window notes.

Print the Clock list

Clone a selected Clock to create a new Clock.

Delete the selected Clock or Clocks.

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List Clocks pane

All Clocks, assigned or other wise are listed in this pane. You can sort by any header. There are two fields - a short Reference field, which has to be unique for each Clock, and a Description field, which is displayed in the Assignment panes. The pane indicates, for each Clock what Clock Rules or Global Rules apply when this Clock is scheduled. Each Clock also indicates its Automation Hour Mode status.

Automation Hour Mode colour codes

In the Clocks window, you can select the default Hour Mode - Automation, Live Assist or Auto-Fade - that apply when the Clock contents are scheduled. In the above image, Nites 2 is set to **Automation** mode, Weekend Breakfast 1 is set to **Auto-Fade** mode, and Saturday Sport 1 is set to **Live-Assist** mode. For full details, see Myriad Playout documentation.

Select a Clock to edit

Click on a Clock to select.

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Clone a Clock

1. Select a Clock
2. Click the Clone button
3. Enter a new Clock name in the dialog box when prompted.
4. The new Clock is created with the same content as the source Clock, and displayed at the bottom of the Clocks list.

Delete a Clock

1. Select a Click
2. Click the Delete button
3. Confirm you want to delete this Clock
4. The Clock is permanently deleted. Note that this will remove the Clock from any Clock Assignment Grids where it is assigned.

Print a Clocks List

Click to print a full list of Clocks

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Clock Window

You build and edit Clocks in the Clock Window. This topic covers how to arrange Items - Song, Links and Ad breaks - in the Clock, and how to implement Clock-specific calls for individual Songs or Links. For help on Automation, please review the Myriad Playout documentation, or Contact P Squared Support

Accessing an existing Clock window
Creating a blank Clock window
Features in the Clocks window
Working in the Clock window
- Building a Clock - the process described
- Editing an existing Clock
- Implementing Clock Rules

Accessing an existing Clock window

To access a existing Clock window

From the List Clocks window, select any Clock and double-click

From the Clock Assignment Window, select any Clock and click the Edit Clock window.

Creating a blank Clock window

From an existing Clock window, click the Create New Clock button at bottom right.
or
From the File Menu, select New and then Clock
or
From the List Clocks window, click the Create New Item button in the toolbar.

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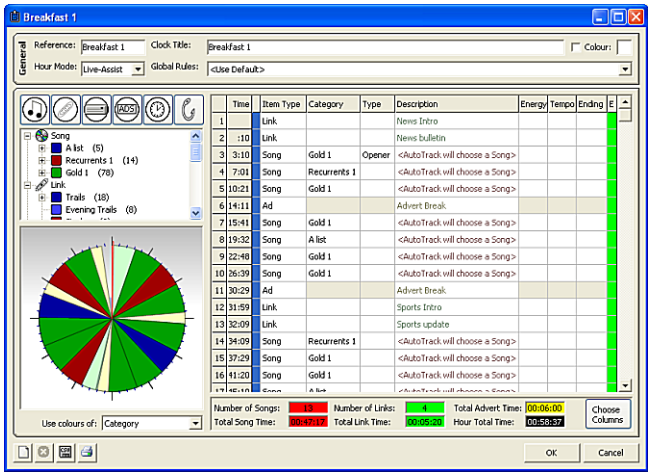
Features in the Clock window



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General Information pane
Hour Mode
Clock Colour
Clock Items pane
Clock Item buttons
Clock Item tree
Clock diagram
Clock Content pane

Clock Content Summary pane
Content Pane Columns button

Clock Toolbar buttons

General Information pane

This pane displays the Clock Reference and Clock Title, and the Global Rules applicable to this Clock. The default setting is the Clock Rule set specified as default in the List Global Rules window, but you can select any Global set you wish.

When you create a Clock, you must assign a unique Clock Reference code, which can be up to 12-digits long; the Clock Title can be as long as you need, and can be shared by different Clocks.

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Hour Mode

There are three choices, designed for use with Myriad Playout; you can select the Hour Mode - Automation, Live Assist or Auto-Fade - that apply when the Clock contents are scheduled. The choices are
Automation mode
Auto-Fade mode,
and **Live-Assist** mode.

The colours are carried through into the List Clocks window the Clock Assignment Window and the Log Pane in the Log window for easier identification.

Clock Colour

You can assign a individual colour to one or more Clocks. This does not show in the Clock window itself, but can be used to indicate types of Clocks, including by time of day. See the image in the Clock Assignment Window for an illustration.

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Clock Items pane

The left hand side of the Clock window displays all the Items you can build into a Clock. At the top are the Clock Item buttons; below is the Clock Item tree, which allows you to access Item Types, and where applicable, Item Categories, or right down to individual items. All Items accessed from the Item Tree can be dragged any position in the Clock. As you add Items, the Clock diagram updates automatically.

Clock Item buttons

Click to select an Clock Item to add to the Clock at the selected point in the Content pane.
Add Song
Add Link
Add Cart
Add Advert Break
Add Absolute Time
Add Auto Hook

For full details on using these Items see Myriad Playout documentation

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Clock Item tree

This tree control allows you to select any Song or Link Category, any Song or Link, an Individual Cart, an Advert Break, and a further range of Advanced Clock Items designed to work with your Automation system.

Hardware Items
Timing Items
Advanced Items

TIP: You can change any Item Type directly in the Clock: click the Item Type field and select a different Item Type from the dropdown list.

Hardware Items

This Item works with your automation system, for example when giving a command to switch sources, say to take a news feed, When you add a Hardware Item, you must also specify a command line that instructed the system what to do, and for how long. For more information, see the Myriad Playout documentation, or Contact P Squared Support. You can also add a Dos Command directly into the Clock which will be executed at the time you set it in the Clock.

Script Item

This lets you place a Script directly into the Clock. When adding this Item, click on the **Description** field to open a text panel.

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Clock Rule

Where you have multiple sets of Clock Rules, you can specify which Rule set will apply to a Clock. Using the Clock Rule Clock Item will locally override the **default Clock Rule set** in the Clock.

1. Select Clock Rule in the Items pane
2. Drag to the desired position in the Clock
3. Then click the **Info** field and clock the dropdown arrow to select a Rule set. The Rule set will apply to the end of the Clock hour, or until a different Rule set is specified.

Timing Items

Two Clock Items allow you to fix time markers in the Clock:

Absolute Time

This is used to identify specific time junctions in programme output. This allows Myriad Playout to fade or drop items leading up to the specified time.

1. Select Absolute Time in the Items pane and drag to the desired position in the Clock
2. Or select a Clock position and click the Absolute Time button in Clock Item buttons
3. Then enter a value in the **Info** field.
4. Where items have been marked as Fadeable or Droppable in the Clock (see the Clock Columns notes), Myriad Playout will adjust timing to hit the time marker.

Reset Time

The reset time ignores timing issues prior to the value set for its position in the Clock. Myriad Playout will reset all timings from that point

1. Select Reset Time in the Items pane.
2. Drag to the desired position in the Clock
3. Then enter a value in the **Info** field.
4. Myriad Playout adjusts the calculated start time for the remaining items in the log working from the reset time value.

A typical use for this feature might be to allow presenters to have a clearer idea of remaining time, and associated start times for Songs, in the last few minutes of an hour.

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Advanced Items

Split Cart Groups: This allows you to play localised items, for example localised Station ID Jingles, from two separate locations.
Split Advert Break: This allows you to play split Advert Breaks from two separate locations.

For more details, see the Myriad Playout documentation, or Contact P Squared Support.

Command: This is used to insert specific Myriad Playout commands into the Clock and Log. For more information, see Myriad Playout documentation, or contact P Squared technical support.

Auto-Hook

Auto-Hook items can be scheduled to play Hooks from upcoming tracks to trail forthcoming Songs. For this to work effectively, you **must have defined Hooks in the Songs you wish to feature**. However, if there are no Carts available with Hooks in the hours to Auto-Hook, you can specify a generic Alternate item by cart number to play instead - for example a promo.

To set up the Auto-Hook feature, insert an Auto-Hook Clock Item before the Songs you plan to trail. The Information field displays a **(Click)** instruction. Then Double-click to open the Auto-Hook Log Items properties window.

In this window, specify the maximum number of items. Then, click the Dropdown box to select Next X items, Next X items (reversed) or Random X items.

Select the hour in which this feature will work - 1 for this hour, 2 for the next hour, and so on.

Click Browse to open the Audio Browser and select a Start Cart - for example a Promo or a Jingle - and an optional 'Separator' Cart when playing multiple Hooks.

Finally, specify a fail-safe promo Cart to use if there is no Audio for Songs with Hooks available to feature.

Click OK to close the Properties window.

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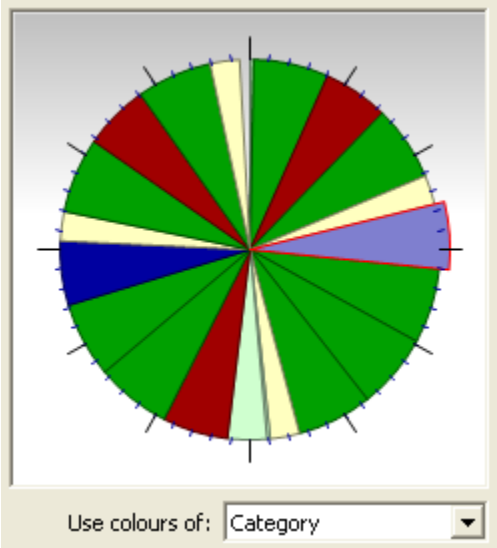
Clock Diagram



As you build the Clock, so this pane updates. When you select an element in the Content Pane, the element is highlighted in this pane. The dropdown field allows you to select the Colours for Song and Link Categories or defined Types. See the notes on Using Colour in the Songs Categories definition window for an overview. This allows you to get a view of the overall balance of the Clock for any of the items used in Clocks.

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Clock Content pane

This displays the body of the Clock in table form. You can select from a range of columns using the Clock Columns button. Some fields are necessary only if you apply specific scheduling requirements; if these are not used, they can be hidden. The Clock is arranged in sequential order, with the running time updating according to the length of each element.

The order of fields in the pane can not be changed. but you can hide or expose key columns as required, using the Clock Columns window.

Clock Content Summary pane

This pane displays the total time for Songs, Links and Adverts (based on a nominal 1'30" per Advert break.

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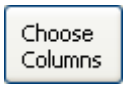
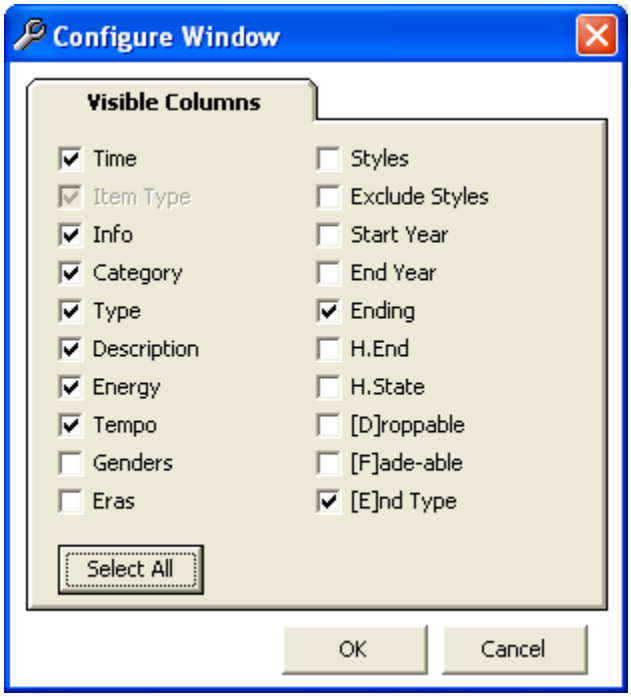
Clock Content Pane Columns button

At the bottom right of the Clock window, next to the Summary pane, is the Choose Columns button.



Click to open the Clock Configure window:



...to select which Clock fields to display in the Content Pane. When writing a new blank clock, AutoTrack provides the above key columns by default. Check or uncheck the columns you need, and click OK to close this window and display the columns in the Clock Content pane. The **Item Type** field is fixed in the display - you can not remove this field.

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Clock Toolbar buttons

Click the New button to open a new empty Clock window.

Click the Delete button to delete this Clock

Click the CSV button to export the Clock in a spreadsheet format.

Click the Print button to print the Clock.

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Working in the Clock window

Building a Clock - the process described
Adding Songs and Links: two scheduling approaches
Editing an existing Clock
Implementing Clock Rules
Fixing items in Clocks
Right-click Clock Menu
Moving a Clock Item
Inserting a Clock Item
Specifying by Type or Characteristic
Specifying segues in the E field
Using Fadeable and Droppable items.

Building a Clock - the process described

1. Follow steps to create a blank clock window
2. Insert Clock Items from the Clock item tree pane or select a Clock position and click a Clock Item button.
3. As you add items, the runtime totals are displayed in the Content Summary pane.
4. Then follow any of the optional instructions below.
5. Click OK to save your changes.

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Adding Songs and Links: two scheduling approaches

When you drop a Song or a Link item into a Clock position, you have two options:

Fixed Category Song or Link position to precisely set what Category you need for this position:
Specify a Category in the Category field. AutoTrack will then select just from that Category according to the rules you have in place.

or

Open Song or Link position to Allow Category flexibility:
Leave the Category field blank, so that AutoTrack has a choice of Categories to pick from. You set the choice of Categories in the Song Category Follow Rules section or the in the Global Rules window. With Open Song and Link Positions, you also can also weight the demand for each Category, working in the Song and Link Categories sections of the Clock Rules window

For more details on these two approaches, see the Clock Design notes in the Scheduling overview topic

Editing an existing Clock

1. Follow steps to access an existing Clock
2. Delete and add items or change specifications as required.
3. Double-click on the Item Type field to select from a full list of Clock Items
4. Click OK to save changes.
5. Your new settings will be applied the time you generate a schedule.

Implementing Clock Rules in the Clock

Clock Rules apply to all or part of a Clock, from the point at which you specify a Clock Rules set, until the end of the Clock or until a different Clock Rules set is applied.

1. Select Clock Rules in the Clock Item tree.
2. Still clicking, drag to the desired point in the Content pane. AutoTrack provides a marker highlight to guide you.
3. Drop the Clock Rule in place to create a new Clock Entry Line.
4. Click the Info field in the Clock Rule Entry line
5. Select Clock Rule set
6. Click OK to save changes.

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Fixing items in Clocks

This is mainly used for News and Sport idents, or statutory announcements. You can place any item in a Clock by specifying the Cart Number. Alternately, you can create single-Song or single-Link Categories if that approach suits you better. This also allows you to use the Colour Schemes in the Categories windows, which can be applied in Clocks.

Cart method

1. Select an area in the Clock content pane, and click the Cart button in Clock Item buttons.
2. Or select **Cart** in the Clock Item Tree and drag to the desired point in the Content pane. AutoTrack provides a marker highlight to guide you.
3. Drop the Cart in place.
4. Click the Info Pane and enter a Cart Number, The Description field will update to display the first line in the Myriad Playout Cart Label.
5. Click OK to save changes.

Category Method

1. Insert a specific single-item Category at the desired spot in the Clock.
2. Work in the Rules to ensure no role will prevent the item from scheduling.
3. Click OK to save changes.

Information field method

1. Insert a Song or Link Category
2. Click the Info Pane and enter a Cart Number, The Description field will update to display the first line in the Myriad Playout Cart Label.
3. Click OK to save changes.

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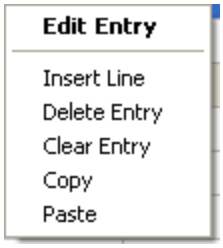
Right-click Clock Menu



The right-click Menu allows you to Insert blank line in the Clock,
Delete a Complete Entry line
Delete the Contents of an Entry line

as well as the usual Copy and Paste functions.

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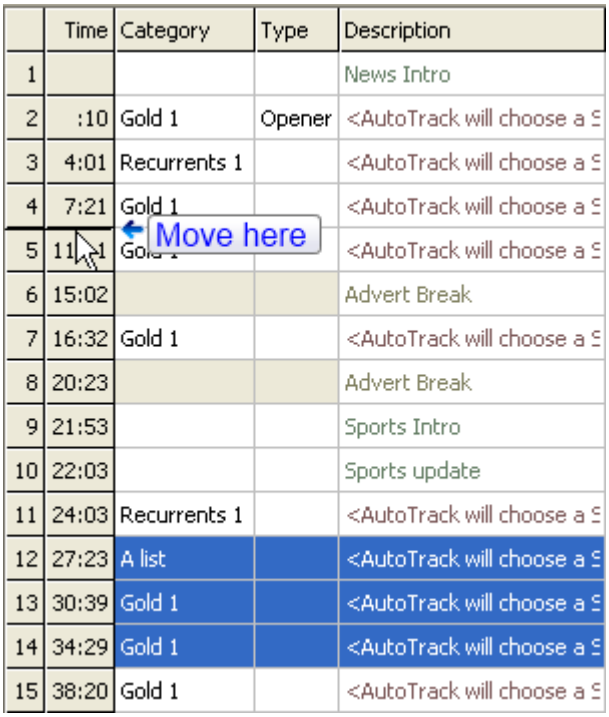
Moving one or more Clock Items

You can select and drag and drop one or more clock Items to a new position in the clock.

1. Left click in the **leftmost** column in the Content pane, selecting a item to move.
2. To select several items, still left-clicking, drag to select the desired items.
3. Then right-click, and still right-clicking move the mouse pointer to the desired insert point in the Clock
4. A **Move here** pointer appears as you move the pointer.



5. Release the mouse click to drop the selected items into their new positions.

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Inserting a Clock Item

You have two methods of inserting - by working with the Item buttons or the Item Tree.

To insert an item into a Clock using the Item buttons:

1. Select a Clock position
2. Click the desired Clock Item button
3. Then edit the Clock position using the Info pane options to select the Item you need (Category, Cart Number, and so on)
4. Click Ok to save your changes.

To insert an item into a Clock using the Clock Item Tree

1. Select the Item from the Item tree, expanding as required to select exactly what you need.
2. Left-clicking, drag the item to the desired Clock position. AutoTrack will indicate your location displaying an Item Icon.
3. Drop the Item in the Clock.

4. Edit further as necessary.
5. Click OK to save your changes.

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Specifying by Type or Characteristic

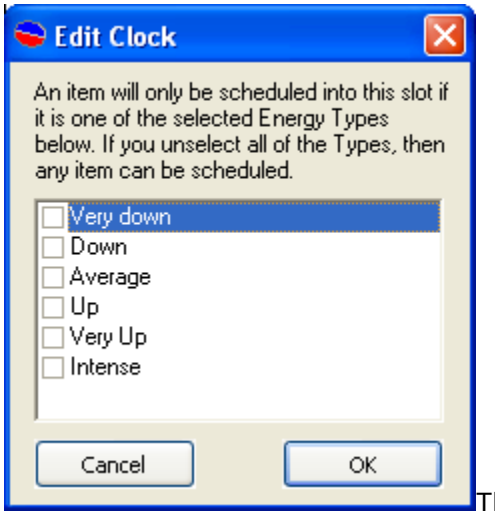
By specifying a specific **Type** or a range of values for a **Characteristic** in the relevant fields for a Clock position, you force AutoTrack to schedule only Songs or Links which match that Type or Characteristic range.

NOTE: When using this feature, note that this will restrict your range of available material, and that this could lead to unscheduled positions or repetitive scheduling, if there is only a small range of material that will fit the requirement.

Calling for Songs or Links by Type

1. Ensure that the Type field is displayed by specifying it in the Configure window.
2. In the desired Clock position, click the Type field to see a list of all available Types that you have defined and assigned to Songs or Links.
3. Select a Type.
4. Click OK to save your changes.

Call for Songs or Links by Characteristic range

1. Ensure that the selected Characteristic field is displayed by specifying it in the Configure window.
2. In the desired Clock position, click the Characteristic field to see the Edit Clock window for that Characteristic.
3. 

The Edit Clock window opens to show the settings defined for the selected Characteristic. Select one or more values for that Characteristic.

4. Click OK to close the window.
5. Your settings are displayed in the Clock.
6. Click OK to save your changes.

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Specifying segues in the E field, and working with Fadeable and Droppable items

	Time		Item Type	Info	Category	Description	D	F	E
1			Link	2	News	<AutoTrack will choose a L			
2	3:51		Song		Recurrents 1	<AutoTrack will choose a S	Y	Y	
3	7:11		Song		Gold 1	<AutoTrack will choose a S	Y	Y	
4	11:01		Song		Gold 1	<AutoTrack will choose a S	Y	Y	

The E field is the last field in the Clock Content pane. This shows the End status - how Myriad Playout handles the end of the item - in **Live Assist** mode.

By default, it is set to **Green**, to show that the item will automatically be segued. Double-click to change this status.
A **Red** E setting instructs the system to pause at the end of the Item and wait for the presenter to press Go.

A **Yellow** E setting is used to sweep the Item - usually a Link - up to the Intro marker of the next Song.

The E field contents are carried over into the Log Window, where the same colour-coded Segue status is shown at the right of the Log Pane.

NOTE: The End status only applies in **Live Assist** Mode as **AutoFade Mode** and **Automation Mode** both overrule End Type settings.

Using Fadeable and Droppable items.

When working in **AutoFade Mode** or **Automation Mode**, you can specify that a Songs or Link position (generally Song) can be faded or dropped to meet timing requirements. See the notes on Timing issues in the Scheduling Overview topic..

1. Click the Choose Buttons to access the Configure window.
2. Check the Drop-able and Fade-able check boxes to display these columns.
3. Select the Fadeable or Droppable field, and click to toggle to Y to indicate Fadeable or Droppable.
4.

TIP: When specifying what to make Fadeable or Droppable, many AutoTrack users select Song Categories which can be used as fillers.

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List Clock Assignments

Clocks are *Assigned* to hours and days across the week. You can have multiple Clock Assignment patterns for different programming needs. These assignments can be saved in Assignment Grids, and activated when you need them, so that the specific Clocks you design are used at set dates and times.
Assignment Grids are managed from this window, including selecting a Clock Grid as default. .

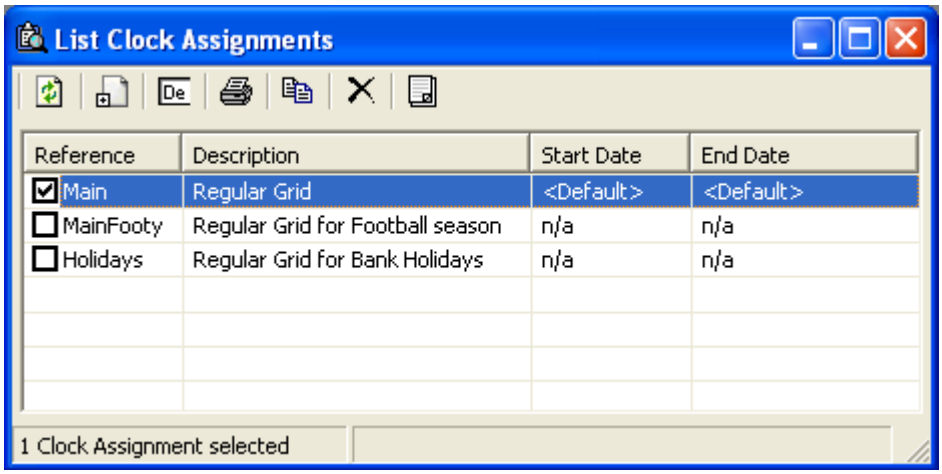
Accessing this window
Features in this window

Accessing this window

From the AutoTrack Clocks and Rules Module, click the Assign Clocks button to access the List Clock Assignments window.

This window displays all defined Assignment Grids; only one Grid can be active at any time.

In this window, you can refresh your grids list after editing, create a new blank grid, edit the last grid, print the gird list, clone one grid to design a different grid, delete a grid, and display a summary of Clock Assignments. This window can be resized.



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Features in this window

Grid List pane
List Clock Assignments toolbar
Refresh button
Create new Grid button
Edit the last Grid
Print a Grid List
Clone an existing Grid
Delete a Grid
View a Summary of Assignments

Grid List pane

All Clock Assignment Grids are listed in this pane. You can sort by any header. Reference, Description and Start/End dates are set in the Clock Assignment Window. The checkbox at left of each Grid entry indicate if the Grid is the selected default Grid.

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List Clock Assignments toolbar

These controls allow you to:

Refresh button

Refresh the display after changes and edits.

Create new Grid button

Open a blank Clock Assignment Window.

Edit the last Grid

Edit the **last selected** Grid in the list.

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Clone a Grid

Clone a selected Grid to create a new Grid

1. Select a Grid
2. Click the Clone button
3. Enter a new Grid name in the dialog box when prompted.
4. The new Grid is created with the same content as the source Grid, and displayed at the bottom of the Grids list.

Print a Grid List

Print a Grid list

Delete a Grid

Delete the selected Grid or Grids

1. Select a Grid
2. Click the Delete button
3. Confirm you want to delete this Grid
4. The Grid is permanently deleted. Note that this will remove the Clock from any Clock Assignment Grids where it is assigned.

View a Summary of Assignments

Click to access the Reports window and generate a Clock Assignments Grids report.

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Clock Assignments window

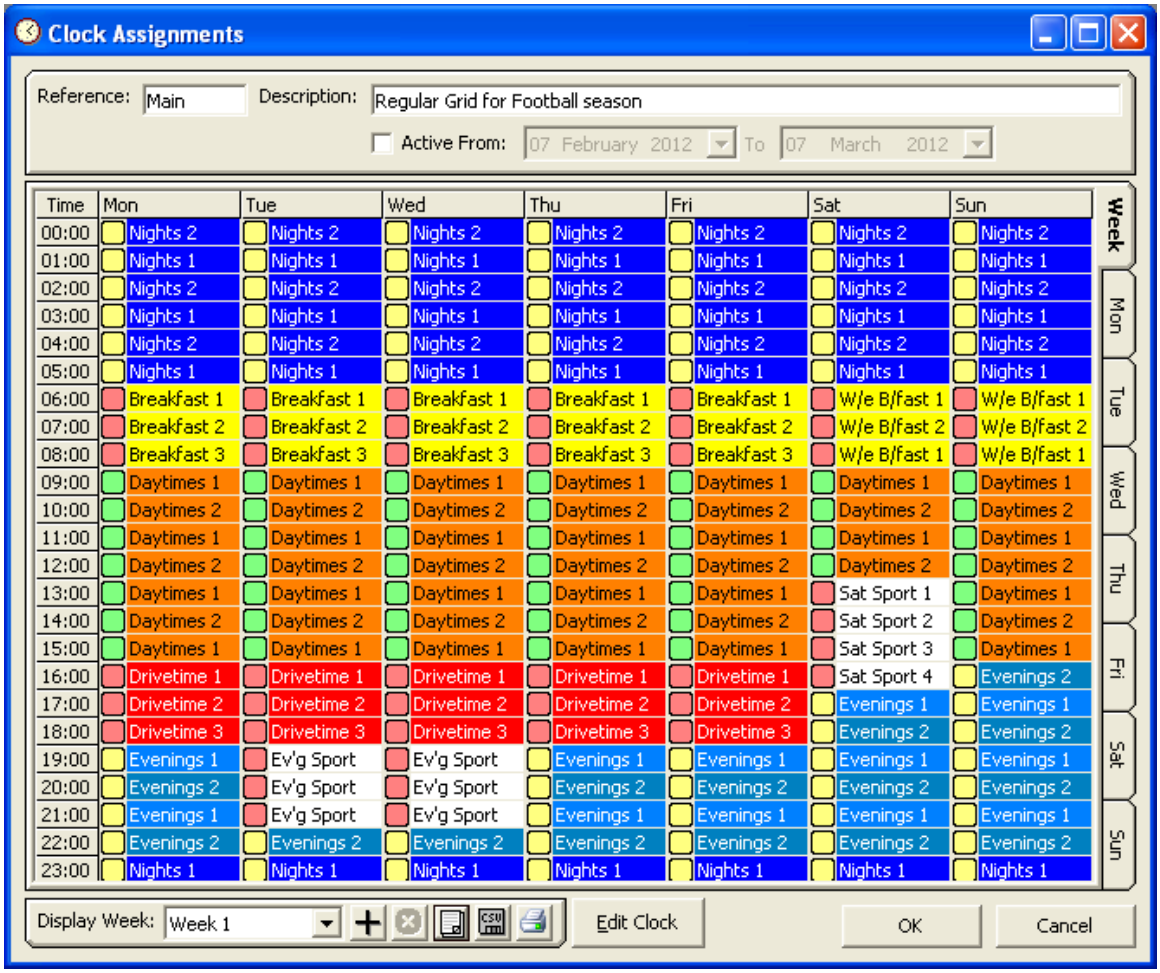
This window is used to assign Clocks to the Hours and Days of the week. Multiple Clock Assignments can be created for different times of year - for example, for Holiday periods, Bank Holidays, and so on.

Accessing this window
Features in this window
Working in this window

Accessing this window

From the AutoTrack Clocks and Rules Module, click the Assign clock button to open the .List Clock Assignments window. This window lists all Clock Assignments grids.

Select a Clock Assignment Grid and double-click, or click the New Grid button to open an assignment Grid. This window can be sized. This image shows the smallest practicable size without hiding data.



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Features in this window

Reference and Description fields
Active dates
Grid Details and Colour Coding in Grid
Display week
Toolbar
Edit Clock button
OK/Cancel buttons

Reference and Description fields

These two fields allow you to enter a unique Clock Grid Reference code (maximum length 12 spaces), and a more detailed Description.

Active dates

Check this box to specify a Start and End Date for this Grid.

Grid Details and Colour Coding in Grid

Each Clock Assignment Grid shows Clocks assigned by Day and Hour. You can view the whole week, or select any one of the Day or Week tabs at the right of the grid. Clicking a Day Header or Hour selects the entire Day or the Hour across the week, which speeds up the Assigning Clocks process. Clock can be assigned a Colour in the Clocks window, which is displayed in the Assignment Grid. In the image above, Clocks have been grouped by Daytime and Function.

The Grid also shows the default Hour Mode defined in the Clocks window for each Clock.

In the above image, Nites 2 is set to **Automation** mode, Weekend Breakfast 1 is set to **Auto-Fade** mode, and Saturday Sport 1 is set to **Live-Assist** mode. For full details, see Myriad Playout documentation.

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Toolbar

Below the Assignment Grid pane is this toolbar

which offers multiple week management, a Summary Report. exporting to a spreadsheet, and print options

Display week

You can have multiple weeks in a Clock Grid, allowing you to vary the pattern scheduled by Clock in any hour from one week to the next. Where multiple weeks are in place, you can select from the dropdown Display week field. See the using multiple weeks notes. This toolbar allows you to add and select weeks to the Grid. You can also generate a summary report, export the Grid to a CSV file to view in a spreadsheet, and print the Grid.

Edit Clock button

Select a Clock and click to open the Clock Window for that Clock

OK/Cancel buttons

Click OK to confirm your changes or click Cancel to exit without saving your changes.

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Working in this window

TIP: The Clock report, accessed from the Reports and Statistics menu, displays the Grid for each selected date, and will also optionally let you see each clock for each hour of each day.

Selecting Days or Hours, or time blocks
Assigning a Clock to one or more hours
Using multiple weeks
Display Summary
Export to CSV file
Print Grid

Selecting Days or Hours, or time blocks

Left-click on an Hour
Still left-clicking, drag the mouse across the grid to select a block of time and days.
Or click a Day Header to select the entire day
Or click an hour to select the hour across the week.
You are ready to assign a Clock
To deselect the selected hours, left-click again.

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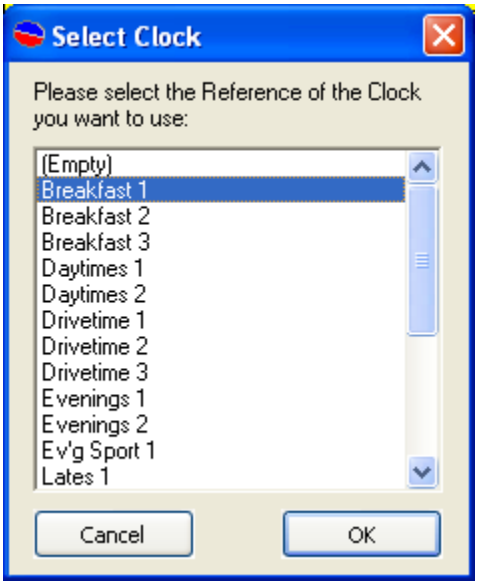
Assigning a Clock to one or more hours

1. Right-click on one of the selected hours and click on **Assign...** to open the Select Clock window



3. Select the Clock to assign and click OK. The selected Clock is assigned to all selected hours in the grid.

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Using multiple weeks

Multiple weeks can be created for any Grid. This allows you to assign, say, three week's work of Clock patterns which then rotate within each Clock grid. You can implement subtle changes - keeping Clocks similar by with variations in Category patterns - or more complex changes based on rotating features on a weekly basis. The choice is yours.

1. Click the Plus button in the tool bar
2. Confirm that you are copying the current grid contents to a new week
3. The new grid appears, identified as Week 2.
4. Edit the Grid to include different Clocks, or to change the Clock sequence
5. If you wish to add another week, first select the week, and then click the Plus button again.
6. Repeat as necessary.
7. Finally click OK

To delete a week, select it in the dropdown field and click the red delete button

Display Summary

Click to access the Reports window to generate a Clock Assignment Girds report.

Export to CSV file

Click to export the Grid contents to a **CSV file** to view in a spreadsheet.

Print Grid

Click the print the contents of the Assignment Grid.

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Rules

Rules overview

This topic is a quick walk-through of the different types of rules used in AutoTrack.

Each of these rules is here because it is used somewhere at Radio, so a case exists for it. It's tempting to implement a lot of rules. However, we suggest that you don't over-complicate your life to start with. It's wise to start with the basics - AutoTrack's default settings are tried and tested - and add more rules as and when you really need them. It's useful to know the range of options you can use when you need to, so it's a good idea to read through this section when you get the chance.

Implementing a Rule
Follow Rules
Minimum/Maximum in a Row Rules
Force Rules
Separation Rules
Time Protection Rules
Link Category before Song type

Back to top

Implementing Rules

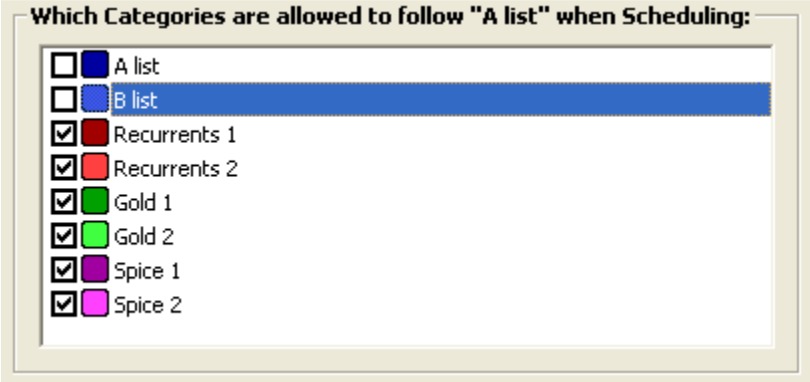
For the great majority of rules, the process is the same:

1. Define your settings either in the Song window, the Link window, Clocks, the Clock Rules window or the Global Rules window.
2. Activate the rule where this is called for in the Global Rules window
3. Some rules, such as Force, are automatically applied by entering settings in Clocks.
4. Specify rules for each Category where appropriate (Rule sets for each Category can be coped to another Category).
5. Decide if the Rule is unbreakable - that is, if it can not be met, nothing is scheduled - or to be applied as a **guide**.
6. Adjust settings where appropriate by opening the relevant Rule Properties window.
7. Add or remove rules where appropriate for each area.

Follow Rules

Follow Rules are set up to control what Song or Link item can be scheduled after a preceding Song or Link item. The rules are applied for Song to Song, or from Link to Link. In general Clocks are used to control how Links and Songs interface, but see the notes in this topic for Link Category before Song Type.

In this example, the A Category is selected in the Global Rules window, with the Categories Follow Rules tab selected.



This says that only Recurrents 1 and 2, Gold 1 and 2 and Spice 1 and 2 are allowed to be scheduled following an A list position. Note that Category follow is normally used when you have Clocks with in Clocks with **Open Song and Link Clock positions**.

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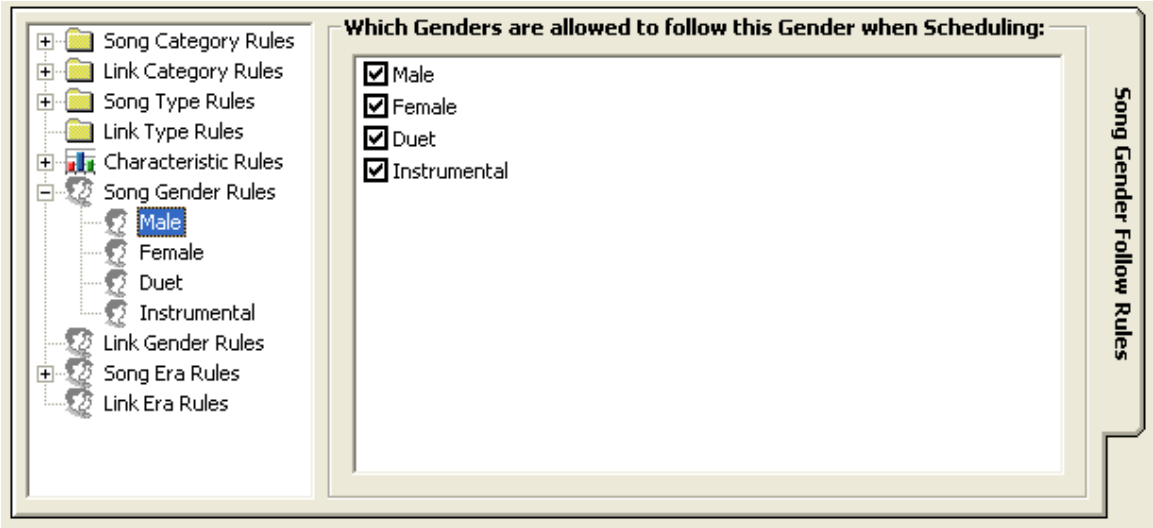
Another example is the use of **Gender** Follow. Here, any Gender is allowed to follow the selected Gender in the left-hand pane.



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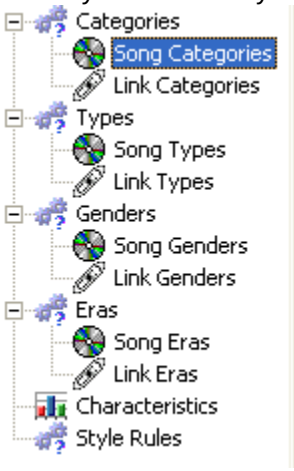
Minimum/Maximum in a Row Rules

Minimum/Maximum in a Row are Clock Rules. They can be applied to Song or Link Categories, Song or Link **Types**, Song or Link **Genders**, Song or Link **Styles** ,and Song or Link **Eras**, as well as **Characteristics**. Settings are defined in the Clock Rules window, and implemented in the Global Rules window.

All the above rules are active by default. However the default settings that AutoTrack gives you are deliberately set loosely, to the extent that they will not interfere with your scheduling plans unless you have a very unusual set of Clock calls. Here's an example:



Category	Weight	Min	Max	Sep
A list (5)	10	1	30	0
B list (7)	10	1	30	0
Recurrents 1 (16)	10	1	30	0
Recurrents 2 (13)	10	1	30	0
Gold 1 (63)	10	1	30	0
Gold 2 (28)	10	1	30	0
Spice 1 (11)	10	1	30	0
Spice 2 (9)	10	1	30	0

In this Categories example, the Weight field, used with Clocks with **Open positions**, can be applied.

The default values of a Minimum of 1 and a Maximum of 10 items from the same Category are called for for all Categories, with no Separation time. Effectively, this means you can schedule without restrictions. But if you wanted to spread any item out, you could restrict the Maximum number allowed, and/or specify a separation value which calls for a specified number of Songs between each Category or Item.

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Force Rules

Force Rules are specified directly in Clocks, and implemented in the Global Rules window. They allow you to specify one or more items that must be present before a Song or Link can be scheduled in a specific position. Typically, many AutoTrack users 'force' Opener Type Clock positions; others 'force' Songs by Era or a Year Range.

To set a Force Rule up, you work in individual Clocks, calling for those fields in which you wish to apply a 'force' value, by selecting Clock Columns and then entering a value in those fields.

Clock Force definition

This section is in preparation

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Separation Rules

Separation Rules are set directly in the Global Rules window, with individual values possible for each Song Category. They allow you to specify Separations between individual **Songs**, or **Song Titles** (where you have two different songs with the same title), **Artists** and **Artist Groups** (defined in the Collections and Groups window).

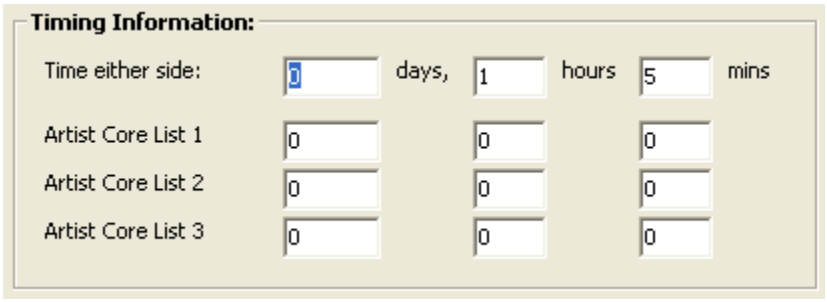
AutoTrack gives you a default separation value of 2 hours before and after the above items.

To edit this setting for any Category, click on the item to open the Rule Properties window for that rule, and specify the time separation you require.

TIP: This rule can be used to space out a small number of Songs by the same Artist. Normal separation could allow these songs to cluster, when you might prefer to space them out more evenly in the overall mix. Alternately, you can set a smaller separation value where you have a large number of songs by a currently important Artist.

Core Artists separations

If you have defined Core Artists in the Core Artists section of the Collections and Groups window, the Rule Properties window for Artist separation will display three further separation values:



Allowing you to define specific Artists Separation values for artist in each list.

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Time Protection Rules

Song Yesterday/Tomorrow Similar Time
Drivetime Protection

Both these Song-specific and Category-specific rules cover areas which are not handled by Minimum or Maximum Separation, or Daypart Grids in the Song cards. They are designed to prevent faster-rotating Songs cropping up awkwardly close to where they played previously.

Song Yesterday/Tomorrow Similar Time

This Rule allows you to define a protective window around a previous play. The default value calls for a two hour separation both the day before and the day after of the current scheduling position. To set a value, click the rule to access the Rule Properties window and define a time period.

Drivetime Protection

This allows you to define mutually exclusive periods during the day - typically Morning and Evening Drive - so that a Song can only be scheduled once in a day across the two periods. To define the hours, click the rule to access the Rule Properties window and specify the two periods.

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Link Category before Song type

This rule's settings are is defined in the Link Card, and implemented in the Global Rules window. It allows you to restrict a specific Link (or Links) to only being available to schedule before one or more defined Song **Types**.

List Clock Rules window

The List Clock Rules window displays and allows access to current Clock Rule sets. You manage Clock Rule sets, and specify the **default Clock Rule set** for this window.

Accessing this window
Features in this window
Functions in this window

Accessing this window

From the AutoTrack Clocks and Rules Module, click the Clock Rules button to open the List Clock Rules window.

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Features in this window

List Clock Rules Toolbar
Clock Rules List pane

List Clock Rules Toolbar

These controls allow you to:

Refresh the display after changes and edits

Open a new Clock Rules window

Edit the **last selected** Clock Rules set.

Print the Clock Rules list

Clone a selected Clock Rules set to create a new Clock Rule set.

Delete the selected Clock Rules set or sets. Note that you can not delete the Default Clock Rule set.

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Clock Rules List pane

This pane lists all current Clock Rule sets. One Clock Rule set is indicated as the default Clock Rule set, which will be observed by all Clocks unless a Clock Rule set is specified in the Clock. To change the default, deselect the existing default set and check a different set.

Working in this window

Opening a Clock Rules window
Creating a Clock Rule set
Cloning a Clock Rule set
Deleting a Clock Rule set

Specifying the Default Clock Rule set

Opening a Clock Rules window

Select a Clock Rule set in the list pane and press enter or double-click to open the selected Clock Rules window

Creating a Clock Rule set

Click the New Clock Rules button to open a blank Clock Rules window with default settings.

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Cloning a Clock Rule set

1. Select a Clock Rule set in the list
2. Click the clone button in the toolbar
3. Edit the new window as required.

Deleting a Clock Rule set

1. Select a Clock Rule set in the list
2. If required, deselect the Clock Rule set if it is the default set. You can not delete a default Clock Rule set.

3. Click the delete button.

Specifying the Default Clock Rule set

1. Select the desired Clock Rule set in the list pane.
2. Check the Default box.
3. This Rule set will now be applied by default to all Clocks where a Clock Rule Clock Item has not been specified.

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Clock Rules window

Clock Rules are applied within Clocks, either at the start of a Clock, or as Clock Rule Items, placed at specific points within a Clock. They deal with scheduling positions within the Clock itself, and work with Global Rule settings. The default Clock Rule set, as specified in the List Clock Rules window, applies to all Clocks unless a Clock Rule set is applied as a Clock Item.

NOTE: It is important to understand the relationship between Clock Rules and Global Rules. Clock Rules and Global Rules contain different types of Rules. However, Clock Rules are dependent on Global rule settings to be enforced. A Clock Rule can be fully defined, and applied to or within a Clock, but it will only apply when activated in the corresponding Global Rule window, where the Rule must be displayed in the relevant Rules list.

The Global Rules List pane for Songs and Links is key. Rules *defined* in Clock Rules are *activated* in the Global Rules window, with appropriate settings for each Category.

Accessing this window
Features in this window
Working in this window

Back to top

Accessing this window

Access the List Clock Rules window. (See how here)

You now have three options:

To edit an existing Clock Rules set, select a Clock Rules set, and double-click or press Enter.

To create a new Clock Rules set, click the New Clock Rules button in the List Clock Rules window to open a Clock Rules window with Default settings.
Or from any Clock Rules window, click the New window button at bottom left.

To create a new Clock Rules set based on an existing Clock Rules set:
1. Select a Clock Rule set.

2. Click the Clone button in the List Clock Rules window to open a Clock Rules window with setting copied form the source Clock Rule set.

Finally, to **delete** the current (non-default only) Clock Rules set from the window itself, click the Delete button at bottom left.

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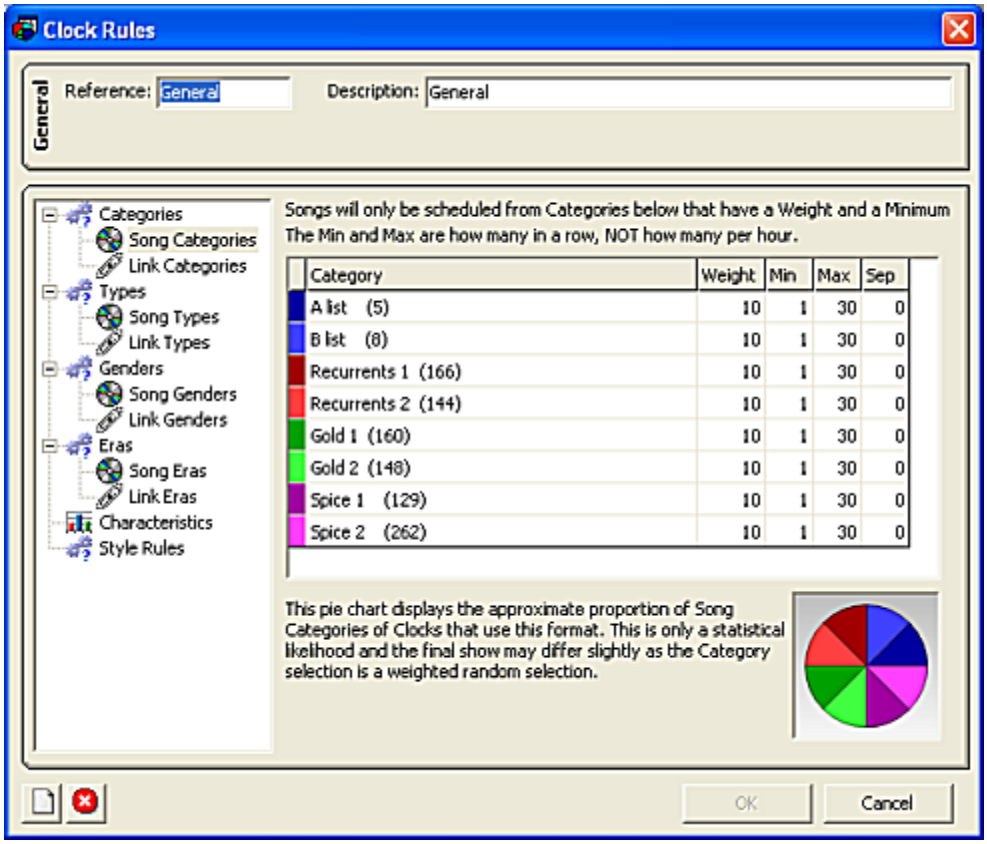

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Features in this window

The window is divided into three main sections:
At the top, the Clock Rule Set Information Pane displays a Reference field, which must contain a unique identifier of up to 12 digits, and a longer Description field to let you be more specific about the Clock Rule set's use and application.

Below that, the Rule sections and Settings panes allow you to define Rules for Song and Link Categories, Song and Link Types, Song and Link Genders, Song and Link Eras, Characteristics, and Style Rules

Clock Rule Set Information Pane

If creating a new Clock Rule set or editing an existing set, enter a new identifier in the Reference field, and optionally enter information in the description field.

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Rule Sections and Settings Pane

At the left, the six sections allow you to select which elements to apply rule settings to. The settings pane refreshes to show available settings for each element. The illustration above shows Song and Link Category settings.

Categories

This setting allows you to specify, for this Clock Rule set, what weighting is applied to **open Song and Link Clock positions** in Clocks, and which Categories are allowed to be scheduled. Click Categories to expand the display to show the two Song and Link options. Then apply Weighting, Minimum and Maximum Category values.

Category Weight, Minimum and Maximum Category options

Category	Weight	Min	Max	Sep
A list (5)	10	1	30	0
B list (8)	10	1	30	0
Recurrents 1 (16)	10	1	30	0
Recurrents 2 (14)	10	1	30	0

Detail illustration

In this pane, enter the relative Weighting between Categories, Minimum in a row, Maximum in a row and Separation value for each Category. The values above are the default settings, which allow great flexibility - nothing is blocked from scheduling. .

For **Weighting**, decide which Categories are the most important, and weight them accordingly. If A list is more important to you, give it a higher value. If all Categories are equally important, give them the same weighting.

To **block a Category** from scheduling in an **open position**, either give it a weighting of 0 or a minimum value of 0.

To **separate Categories from each other** in open positions, enter a separation value to suit your requirements.
To **limit the number of Categories** in a Clock in open positions, enter a maximum value.

The Categories settings pane also displays a Pie Chart displaying the approximate distribution of Categories according to the weighting you have applied.

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Types

This section works the same way as Song and Link Category settings, but there is no Weighting setting. Click Type, then either Song or Link to access the Type settings pane.

Type	Min	Max	Sep
Opener (14)	1	10	0
Power Ballads (8)	1	10	0
Dubstep, D&B and Grime (16)	1	10	0
Rock (25)	1	10	0
Shoegaze (18)	1	10	0

Detail illustration

In this pane, enter Minimum in a row, Maximum in a row and Separation value for each Type. The values above are the default settings, which allow great flexibility - nothing is blocked from scheduling. .

To **block a Type** from scheduling in an **open position**, either give it a weighting of 0 or a minimum value of 0.

To **separate Types from each other** in open positions, enter a separation value to suit your requirements.
To **limit the number of Types** in a Clock in open positions, enter a maximum value.

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Genders

This section works the same way as Song and Link Type settings, but, again, there is no Weighting setting. Click Type, then either Song or Link to access the Gender settings pane.

Gender	Min	Max	Sep
Male (62)	1	10	0
Female (15)	1	10	0
Duet (2)	1	10	0
Instrumental (19)	1	10	0

Detail illustration

In this pane, enter Minimum in a row, Maximum in a row and Separation value for each Gender. The values above are the default settings, which allow great flexibility - nothing is blocked from scheduling. .

To **block a Gender** from scheduling in an **open position**, either give it a weighting of 0 or a minimum value of 0.

To **separate Genders from each other** in open positions, enter a separation value to suit your requirements.
To **limit the number of Genders** in a Clock in open positions, enter a maximum value.

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Eras

This section, too, works the same way as Song and Link Type settings, but, again, there is no Weighting setting. Click Eras, then either Song or Link to access the Era settings pane.

Era	Min	Max	Sep
Noughties (60)	1	10	0
Nineties (28)	1	10	0
Eighties (12)	1	10	0
Seventies (9)	1	10	0
Sixties (0)	1	10	0
Now (43)	1	10	0

Detail illustration

In this pane, enter Minimum in a row, Maximum in a row and Separation value for each Era. The values above are the default settings, which allow great flexibility - nothing is blocked from scheduling. .

To **block an Era** from scheduling in an **open position**, either give it a weighting of 0 or a minimum value of 0.

To **separate Eras from each other** in open positions, enter a separation value to suit your requirements.
To **limit the number of Era** in a Clock in open positions, enter a maximum value.

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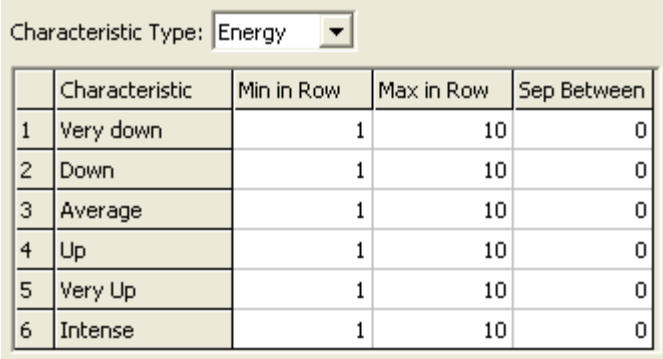
Characteristics

This section works in a similar same way as Song and Link Type settings, but there is no Weighting setting, not can you block a Characteristic from this pane. Settings are shared between Songs and Links, although they are of course only applicable individually to Sing and Link positions..

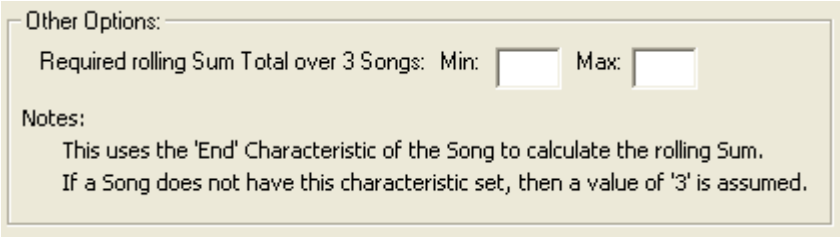
1. Click Characteristics
2. Then select your desired Characteristic from the drop-down pane.
3. Then apply Min, Max and Separation values for each Characteristic setting.



Characteristic Type: Energy

	Characteristic	Min in Row	Max in Row	Sep Between
1	Very down	1	10	0
2	Down	1	10	0
3	Average	1	10	0
4	Up	1	10	0
5	Very Up	1	10	0
6	Intense	1	10	0

TIP: While the values here are, as before the default settings, you might well wish to modify them. Many AutoTrack users choose to only have one Song at a time from the 'extreme' ends of the defined Characteristic range, and to specify a Separation value for such songs. Much depends on your library.



Below this, the Other Options pane allows you to set a rolling total for Characteristics values of Three Songs in a Row. When you first define Characteristics values, AutoTrack defines these settings with default values of **<1>**, **<2>**, **<3>**, and so on, up to **<6>**. So you might choose to enter a minimum 3 song value of 7, or a maximum 3 song value of 12.

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Style Rules

Finally, the Style settings pane allows you to specify the maximum number of Songs and Links with each Style per hour. The default setting in this window is 30, which you are unlikely to need for any Style. To block a particular Style from being scheduled on any Clock observing this Clock Rule set, enter a value of 0.

Style	Max
Mainstream	30
Folk	30
Acoustic	30
Country	30
Pop	30
Urban	30
Ska	30
World	30
Chill	30
Rock	30
Latin	30
Plangent	30

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Working in this window

Designing Clock Rule sets
Applying Clock Rule sets

Designing Clock Rule sets

When you first start out with AutoTrack, the settings in the default Clock Rule set will allow you to schedule with few problems, as the settings are very generous, and should not cause any conflicts.

However, as you develop your schedule, you may wish to modify a setting or two. The best approach here is to modify one setting at a time, schedule a day, and observe the difference. If you change too many settings at once, it can be difficult to track what might be a freshly created conflict.

It's a good idea to take a copy of your original Clock Rule Set when you modify a Set, in case the new set doesn't work the way you expected.

1. In the List Clock Rules window, select the original Clock Rule set.
2. Click the clone button in the list Clock Rules Toolbar.
3. Name the clones Rule set something suitable, before editing the source Clock Rule set.

Applying Clock Rule sets

To apply a Clock Rule set universally, select it as the Default Clock Rule set by checking the default box in the List Clock Rules window

To apply a Clock Rule set to specific Clocks, select the Rule Cock Item and place it in the Clock before the first Song or Link which it should apply to. This can be at the top of the Clock, or after a junction. The new set will apply until the end of the Clock hour, or until a fresh Rule Clock Item is place in the Clock.

Back to top

List Global Rules window

The List Global Rules window displays and allows access to current Global Rule sets. You manage Global Rule sets, and specify the **default Global Rule set** for this window.

Accessing this window
Features in this window
Functions in this window

Accessing this window

From the AutoTrack Clocks and Rules Module, click the Global Rules button to open the List Global Rules window.

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Features in this window

List Global Rules Toolbar
Global Rules List pane

List Global Rules Toolbar

These controls allow you to:

Refresh the display after changes and edits

Open a new Global Rules window

Edit the **last selected** Global Rules set.

Print the Global Rules list

Clone a selected Global Rules set to create a new Global Rule set.

Delete the selected Global Rules set or sets. Note that you can not delete the Default Global Rule set.

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Global Rules List pane

This pane lists all current Global Rule sets. One Global Rule set is indicated as the default Global Rule set. To change the default, deselect the existing default set and check a different set.

Working in this window

Opening a Global Rules window Creating a Global Rule set
Cloning a Global Rule set
Deleting a Global Rule set

Opening a Global Rules window

Select a Global Rule set in the list pane and press enter or double-click to open the selected Global Rules window

Creating a Global Rule set

Click the New Global Rules button to open a blank Global Rules window with default settings.

Cloning a Global Rule set

1. Select a Global Rule set in the list
2. Click the clone button in the toolbar
3. Edit the new window as required.

Deleting a Global Rule set

1. Select a Global Rule set in the list
2. If required, deselect the Global Rule set if it is the default set. You can not delete a default Global Rule set.
3. Click the delete button.

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Specifying the Default Global Rule set

1. Select the desired Global Rule set in the list pane.
2. Check the Default box.
3. This Rule set will now be applied by default to all Clocks where a different Global Rule has not been specified in the General Information Pane.

Global Rules window

NOTE: It is important to understand the relationship between Clock Rules and Global Rules. Clock Rule and Global Rule sets contain different types of Rules. However, Clock Rules depend on Global Rule settings to be enforced. A Clock Rule set can be fully defined, and applied to or within a Clock, but the Rules in the set will only apply when activated in the corresponding Global Rule window.

Accessing this window
Features in this window

Functions in this window

Accessing this window

Access the List Global Rules window. (See here)

You now have three options:

To edit an existing Global Rules set, select a Global Rules set, and double-click or press Enter.

To create a new Clock Rules set, click the New Clock Rules button in the List Global Rules window to open a Global Rules window with Default settings.
Or from any Global Rules window, click the **New** window button at bottom left.

To create a new Global Rules set based on an existing Global Rules set:
1. Select a Global Rule set in the List Global Rules window.

2. Click the Clone button to open a Global Rules window with setting copied form the source Clock Rule set.

Finally, to **delete** the current (non-default only) Global Rules set from the window itself, click the Delete button at bottom left.

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The window is broken down into three sections:
The General Information pane

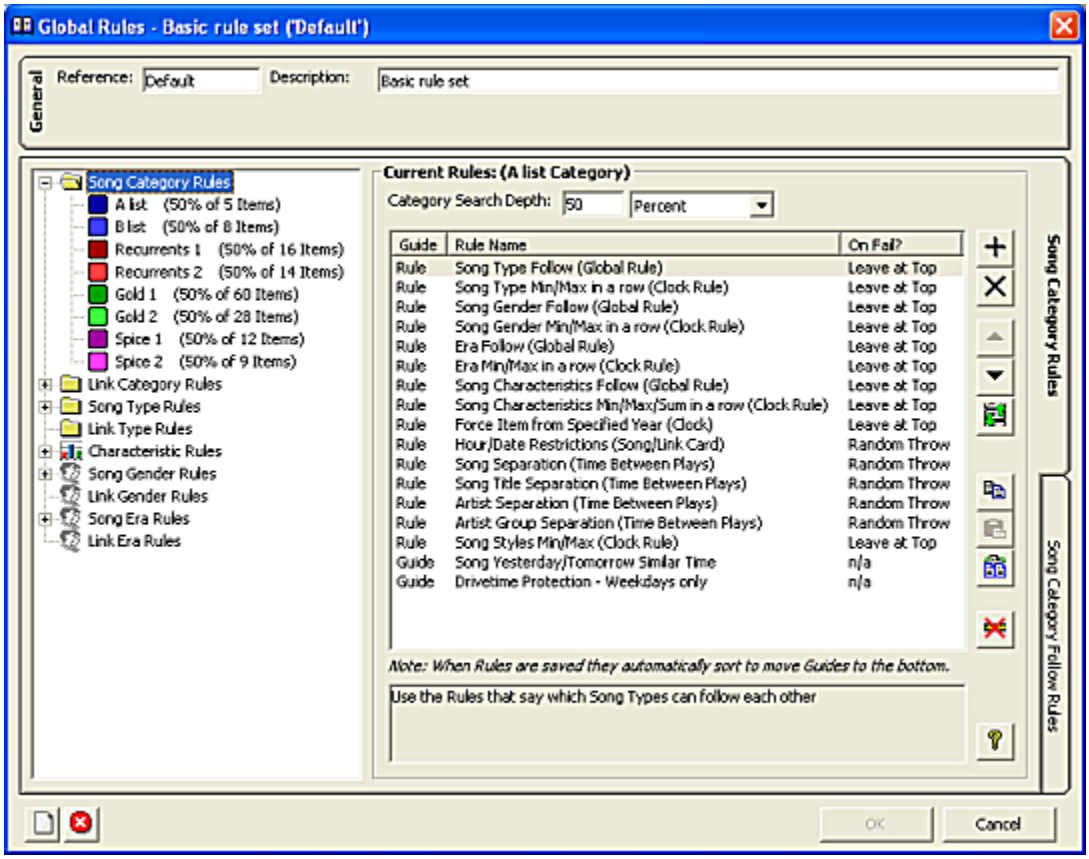
The Rules Selection pane, where you select Rules for Song and Link Categories, Types, Genders and Eras, or Characteristics.

The Rules List pane which displays Rules for the Selected Rules area.

At the right of the List Pane for Song Category and Link Category Rules only is the Control Bar, which allows you to add, delete, manage and prioritise Rules.

At the bottom are the usual New, Delete and OK/Cancel buttons.

For a overview of how Rules work, see the Rules overview topic.



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Features in this window

Information pane
Rule selection pane
Rules list pane
Song Category Rules
Song Category Follow Rules
Link Category Rules
Control bar
Type Rules (Songs and Links)
Characteristic Rules
Gender Rules (Songs and Links)
Era Rules (Songs and Links)

Global Rule set Information pane

If creating a new Global Rule set or editing an existing set, enter a new identifier in the Reference field, and optionally enter information in the description field.

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Rule selection pane

The Rule Selection pane contains a tree control allowing you to select and apply Rules for Song and Link Categories (broken down individually by Category), These two sections are key, as they allow access to all Rules that will be applied.

The other Rule options are

Song and Link Types
Characteristics
Song and Link Gender
Song and Link Eras

Select any of the above to view and edit current Rules for your selection in the List pane.

Rules list pane - Song Category view

NOTE: This pane is key AutoTrack. Rules whose settings are *defined* or implemented elsewhere - as in Clock Rules and Time Separation - are *activated* in this pane, with appropriate settings for each Category. When you set a Clock Rule, a Global Rule or Hour/Date restrictions in the Song or Link card, the Rule must appear in this pane for the Rule to be applied.

This pane (and the Link counterpart) function as the Rule Summary view, showing all active Rules for Songs in the selected Category.

At the top of the window, you can specify the Category **Search depth**, in percentage or numerical terms. Below that all active Rules are listed, displaying, for Songs or Links, all active **Rules** and **Guides** in the current Global Rule set.

As you select each Rule, a brief explanation of its function is displayed at the bottom of the pane.

There are two tabs for this pane, the default view, showing Category Rules, and the Follow Rules tab.

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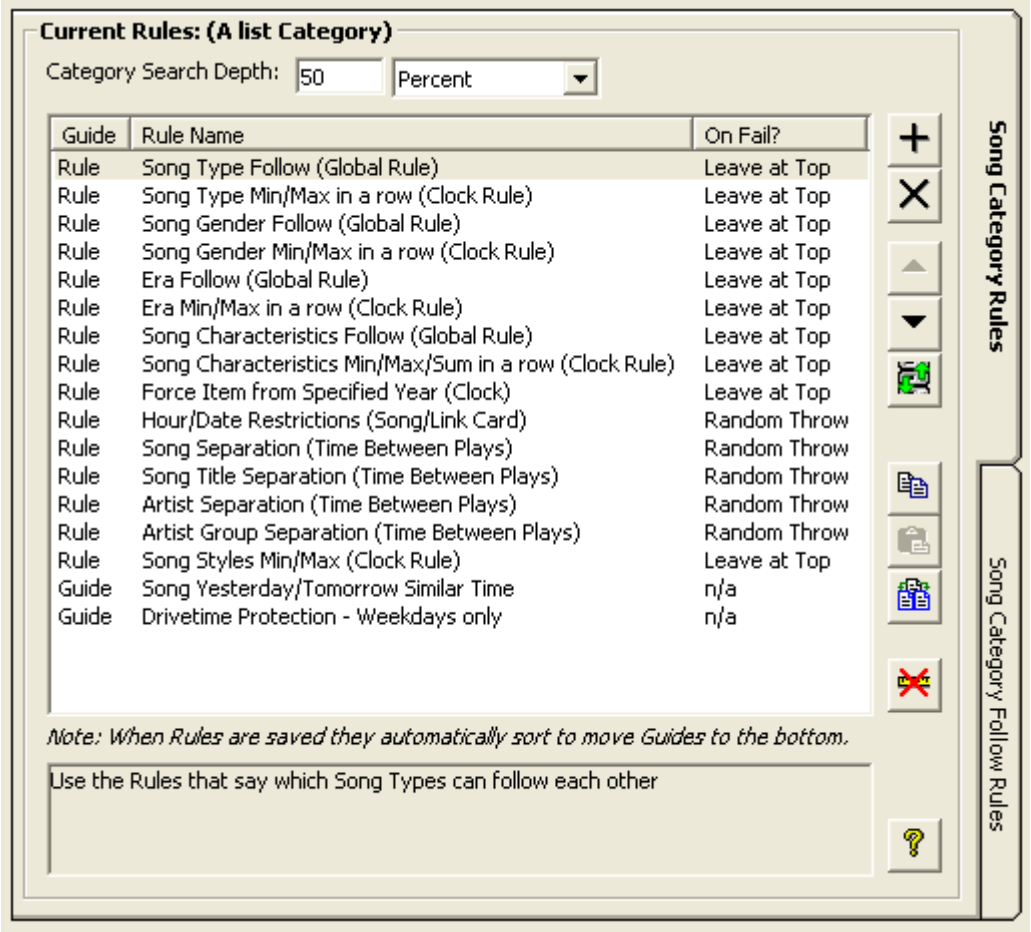
Rules can be added or deleted from this pane, and can be ordered by importance, sorted, and individually edited. See the notes below on the Control Bar. Each Rule can be adjusted and edited by double-cling on it to open the relevant Rule Properties pane.

Rules for any Category can copied, individually or in bulk, to other Categories.

Finally, there is a Reset button that will re-apply the default Rule settings.



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Search depth
Adding or Deleting Rules
Rule Properties window
Rule or Guide Status
Sorting Rules
Ordering Rules
Copying and Pasting Rules between Categories
Resetting to the Default Value.

Search depth

The default Search Depth for digging down into a Song or Link Category Deck is set at 50 percent. This means that AutoTrack can look at 50 songs in a 100-Song Category. You can set this to a lower value, or switch to a Single-digit value by selecting the Items option.

Many AutoTrack users use a value of 1 item for their power A list category, and turn all other Rules for the Category off, ensuring that this Category will turn over in strict numerical rotation.

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Song Category Rules

The default Rules for Song Categories are:

Follow Rules for Song Type, Song Gender, Era and Characteristics, all of which are Global Rules, defined in this window. Song Category Follow Rules are defined in the Song Category Follow Rules pane.

Minimum/Maximum and Separation Rules for Song Type, Song Gender, Era, Characteristics, **Artist Groups** (defined in the Collections and Groups window), and Song Styles, defined in the Clock Rules window.

Force Rule by Year, defined in individual Clocks
Separation Rules for Song, Song Title, Artist, optional Core Artists, and **Artist Groups**.

and

Time Protection Rules for Yesterday Tomorrow, Drivetime Protection and Hour/Date Restrictions.

For an overview of how Rules work, see the Rules overview topic.

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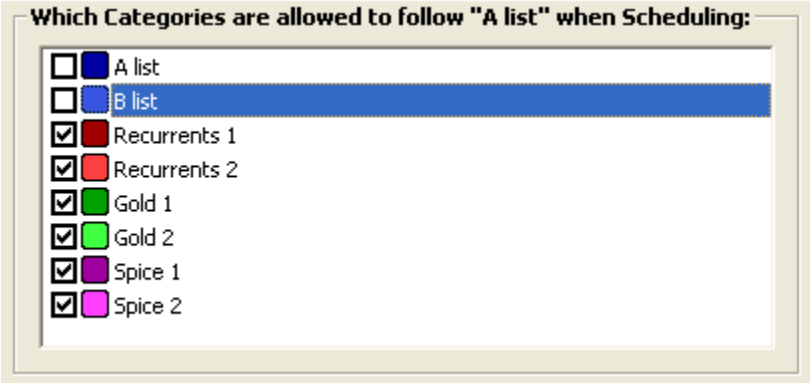
Song Category Follow Rules

Click the Follow tab in the Rules list pane to view and set Song Category Follow Rules:



The Follow Rule looks at the previous Song position only. It is designed to stop Categories 'bunching' when scheduling Open Clock positions. These settings only need to be applied when scheduling a Clock with **Open Song positions**. If you fix Categories in all your clocks, you don't need to define settings here. If you use a mix of Open Song positions and Fixed Category Song positions, you should still apply setting here, to avoid, for example, an A list song scheduling in an Open position after a Fixed position A list song.

For more information, see the Follow Rules notes in the Rules overview topic.
For details on defining Categories, see the Categories definition topic.

Back to top

Link Category Rules

NOTE: This pane is key in AutoTrack. Rules whose settings are *defined* or implemented elsewhere - as in Clock Rules and Time Separation - are *activated* in this pane, with appropriate settings for each Category. When you set a Clock Rule, a Global Rule or Hour/Date restrictions in the Song or Link card, the Rule must appear in this pane for the Rule to be applied.

This pane (and the Song counterpart) function as the Rule Summary view, showing all active Rules for Links in the selected Category.

At the top of the window, you can specify the Category **Search depth**, in percentage or numerical terms. Below that all active Rules are listed, displaying, for Songs or Links, all active **Rules** and **Guides** in the current Global Rule set.

As you select each Rule, a brief explanation of its function is displayed at the bottom of the pane.

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The default Rules for Link Categories are

Link Category before Song Type.

Follow Rules for Link Type, Link Gender, Era and Characteristics, all of which are Global Rules, defined in this window.

Minimum/Maximum and Separation Rules for Link Type, Link Gender, Era, and Characteristics, defined in the Clock Rules window.

Force Rule by Year, defined in individual Clocks.
Separation Rules for Song, Song Title, Artist and Artist Group

and

Time Protection Rules for Hour/Date Restrictions

For an overview of how Rules work, see the Rules overview topic.

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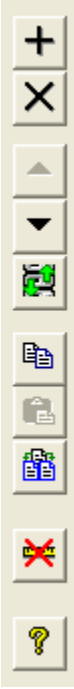
The Control Bar



At the far right of Song and Link the Categories sections of the Global Rules window is the Control Bar.

The Control Bar allows you to manage active Rules. It is displayed when the Song and Link Categories Rules windows are selected

From the Control Bar, you can:

Add and Delete Rules

Prioritise the Rule Order for the selected Song or Link Category, sort and re-order all Active Rules

Additionally, you can Copy and Paste selected Rules from one Category to another.

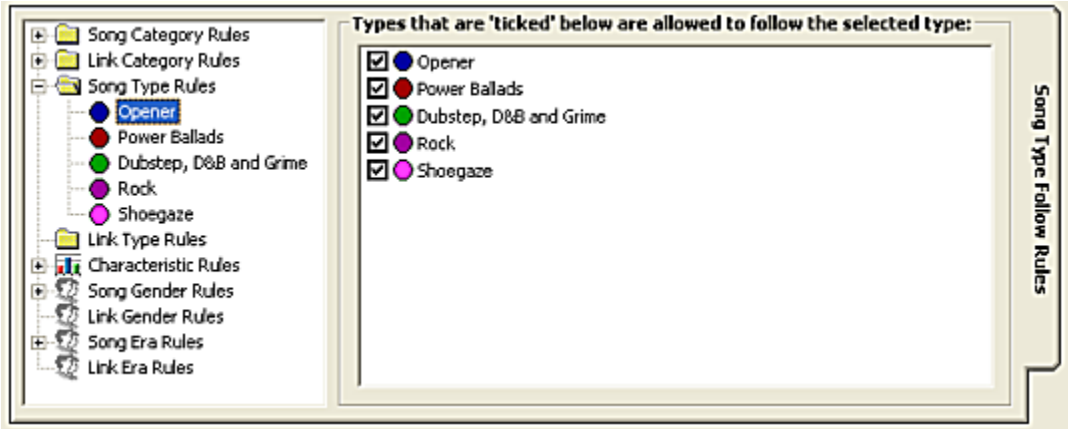
The remaining buttons allow you to Reset all Category Rules settings to their default settings. See the Rules overview for more information.

Finally, the Help button will jump you to a more detailed page in Help

Back to top

Type Rules (Songs and Links)

Expand either Song Type or Link Type in the Rule Selection pane, and select a Type (the top Song Type is the default view) to access a window similar to this illustration. This window allows you to specify which Types can follow the Type selected in the List pane.



For details of Follow Rules, see the Follow Rules notes in the Rules overview topic.

For details on defining Types, see the Type Definition topic.

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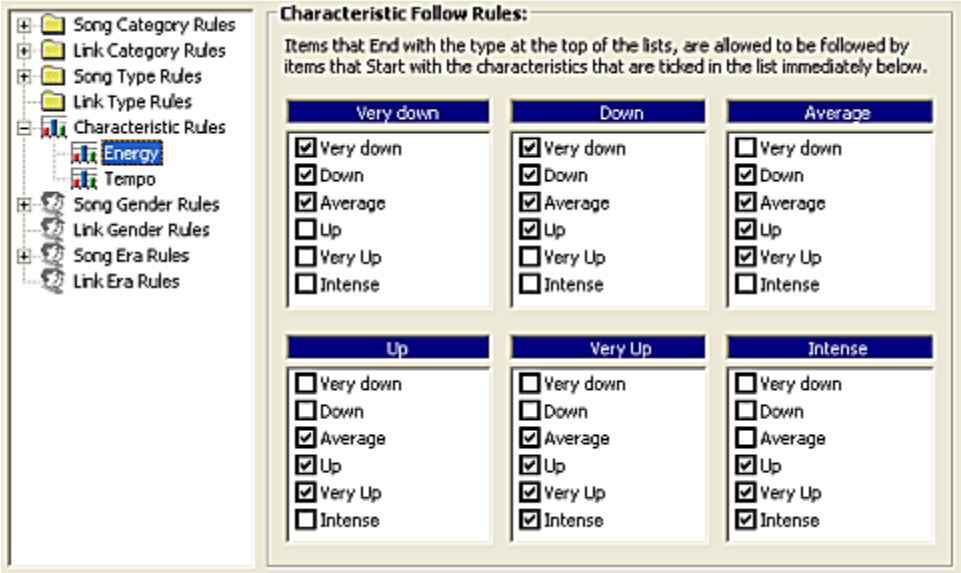
Characteristic Rules

Expand Characteristics in the Rule Selection pane, and select a Characteristic (the top Characteristic in the list is the default view) to access a window similar to this illustration. This window allows you to specify which Characteristic Values can follow each of the defined Values for that Characteristic. Settings applied here apply equally to Songs and Links.



For details of Follow Rules, see the Follow Rules notes in the Rules overview topic.

For details on defining Characteristics and settings for each Characteristic, see the notes in the Database Settings topic.

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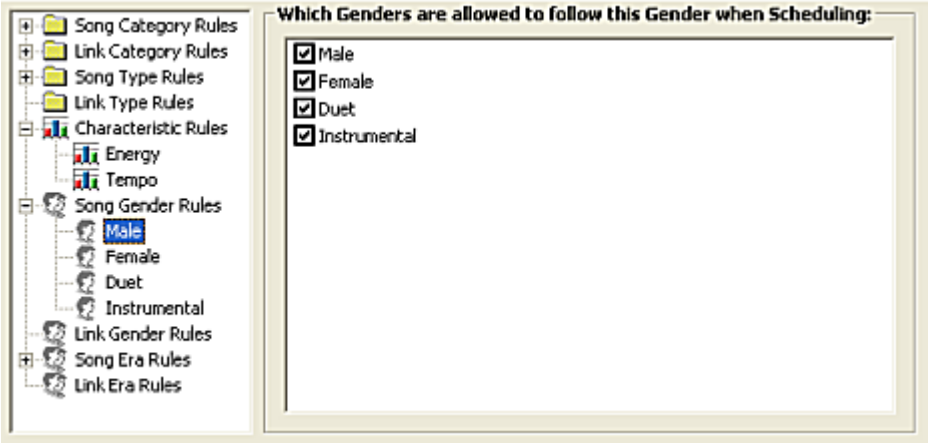
Gender Rules (Songs and Links)

Expand Gender in the Rule Selection pane, and select a Gender (the top Gender in the list is the default view) to access a window similar to this illustration. This window allows you to specify which Gender can follow each of the defined Genders. Settings applied here apply equally to Songs and Links.



For details of Follow Rules, see the Follow Rules notes in the Rules overview topic.

For details on defining Genders, see the Gender Definition topic.

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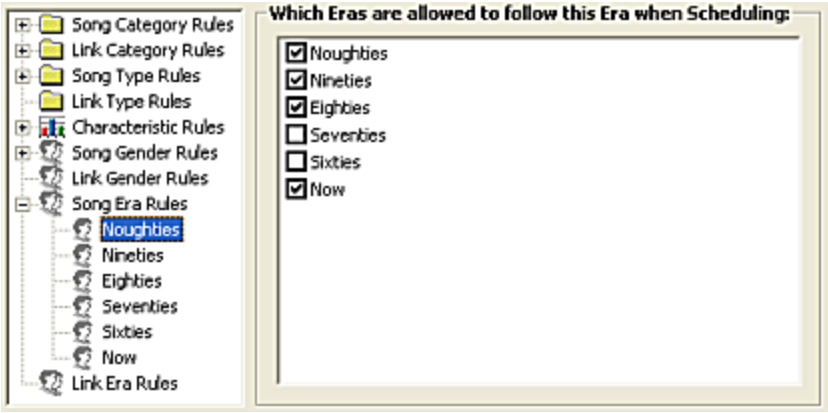
Era Rules (Songs and Links)

Expand Song or Link Era in the Rule Selection pane, and select an Era (the top Era in the list is the default view) to access a window similar to this illustration. This window allows you to specify which Era can follow each of the other defined Eras.



For details of Follow Rules, see the Follow Rules notes in the Rules overview topic.

For details on defining Eras, see the Era Definition topic.

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Functions in this window

Adding or Deleting Rules
Editing Rule settings
Rule or Guide Status
Sorting Rules
Ordering Rules
Copying and Pasting Rules between Categories
Resetting to the Default Value.

Adding or Deleting Rules

To add a Rule, click the Add button in the Control Bar. This opens the main Rule Properties window, where you can select and configure any available Rule.

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Editing Rule settings

To edit the settings for any Rule, select the Rule in the Song or Link Category Rules pane. Then double click to open the Rule-Specific Rule Properties window.

Rule or Guide Status

Rules can be compulsory - AutoTrack ***must*** observe them. Alternately, a Rule can be breakable, in which case it is known as a **Guide**. The status of each Rule is shown in the Song or Link Category Rules panes, and they can be sorted by Rule or Guide status by clicking the Sort button in the Control Bar.

You define Rule or Guide Status in the Rule Properties window for each Rule.

Sorting Rules

To sort Rules at the top of the List and Guides at the bottom, click this button.

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Ordering Rules

In addition to grouping Rules you can sort Rules in order of importance.

Select a Rule in the Song or Link Category Rules pane;
Click the Up or Down buttons to move the Rule to the top of the list.

When AutoTrack schedules, the Rule at the top of the list for the relevant Category is considered first. If the Song or Link fails this Rule, then the position is left unscheduled.

TIP: You should make sure that the *most important* Rules are placed at the top of the list. This can have a large impact on how easy it is to smoothly complete a scheduling run. For more, see the Rules overview topic.

Copying and Pasting Rules between Categories

Many AutoTrack users are happy to use the same set of Rules across all their Categories. The default setting for the Global Rules window provides this option.

As you develop your schedule, you may wish to change settings for your Categories. For example, many users apply strict rotation to their A list songs, with no Rules apart from a Search Depth of 1.
The Copy and Paste buttons allow you to copy settings for one or more Rules to other Categories. For more information, see the Rules overview topic.

Resetting to the Default Value

For those occasions where you might have irretrievably scrambled your Rule settings, AutoTrack supplies this option. Press to reset all Rules for all sections of this window to the default settings.

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Rule Properties window

There are two types of Rule Properties windows and panes in AutoTrack.

The Available Rules window, used to add unused Rules to a Global Rule set, and displays a Rule-Specific Rule Properties pane for any selected rule.

When working in Global Rules windows, each Rule also has a Rule-specific properties window which allows you to enter settings for that Rule.

Accessing the Available Rules Properties window
Accessing rule-specific Properties windows
Features in the Main Rules Properties window
Functions in rule-specific Properties windows

Accessing the Available Rules Properties window

From the Global Rules window, open the Song or Link Category rules panes (Song Categories is the default view).

Then click the Add Rule button in the Global Rules Control bar at top right to access the Available Rules Properties window.

Accessing rule-specific Properties windows

In any pane in the Global Rules window, select a Rule by clicking on it.

Then double-click to open a specific Rule Properties window for that Rule.

Or

Access the Available Rule Properties window, and select a Rule to see the settings in the Rule Properties pane.

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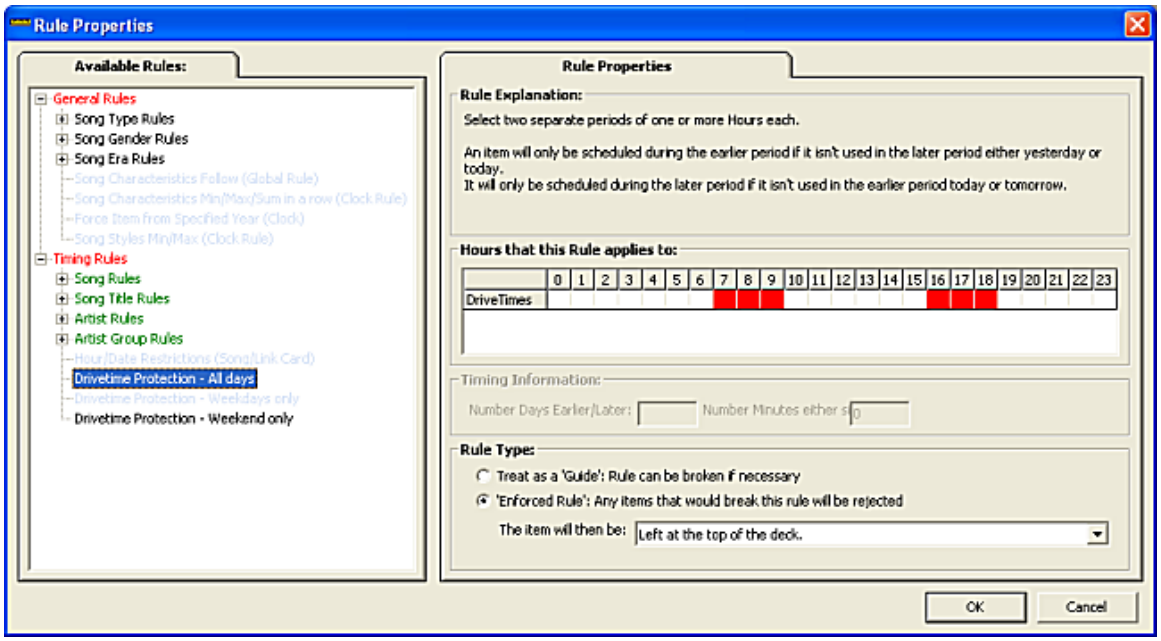
Main Rules Properties window

This window is used to add Rules which are not currently active, and to make the necessary settings for that rule before adding it to a Global Rule set.



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Features in the Available Rules Properties window

Available Rules pane
Rule Properties pane

Available Rules pane

On the left, this pane displays a **tree control** showing all available - that is, unassigned - rules for the selected element in the Rule Selection pane in the Global Rules window. You can expand each node until you find the Rule you would like to apply. Selecting a rule displays its properties in the Rule Properties pane. For more details, see the Available Rules window topic.

NOTE: AutoTrack will not let you select a Rule that is already in use, or a Rule that would cause a conflict with another rule.

Rule Properties pane

This pane is the same pane you access when you open a Rule Specific Rule Properties window, allowing you to make the settings required for the selected Rule.

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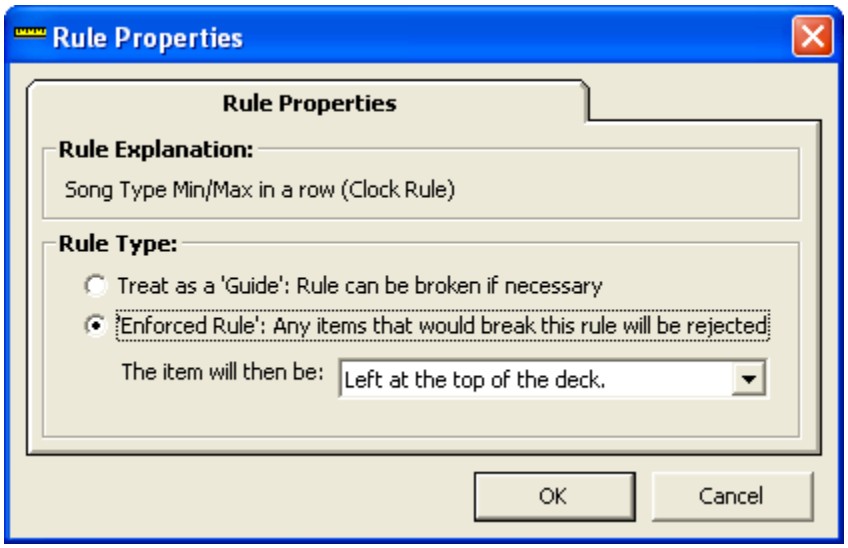
Rule-specific Properties windows

Depending on the Rule you select, the Rule Properties windows offer you different options:

Basic settings
Timing settings

Basic settings



The basic window is used for Rules whose settings are already defined in Clock Rules or Global Rules. It offers simply the option to set the rule as a Guide (breakable) or as a Rule (must observe), and Deck positioning in case of failure where the rule can not be enforced.

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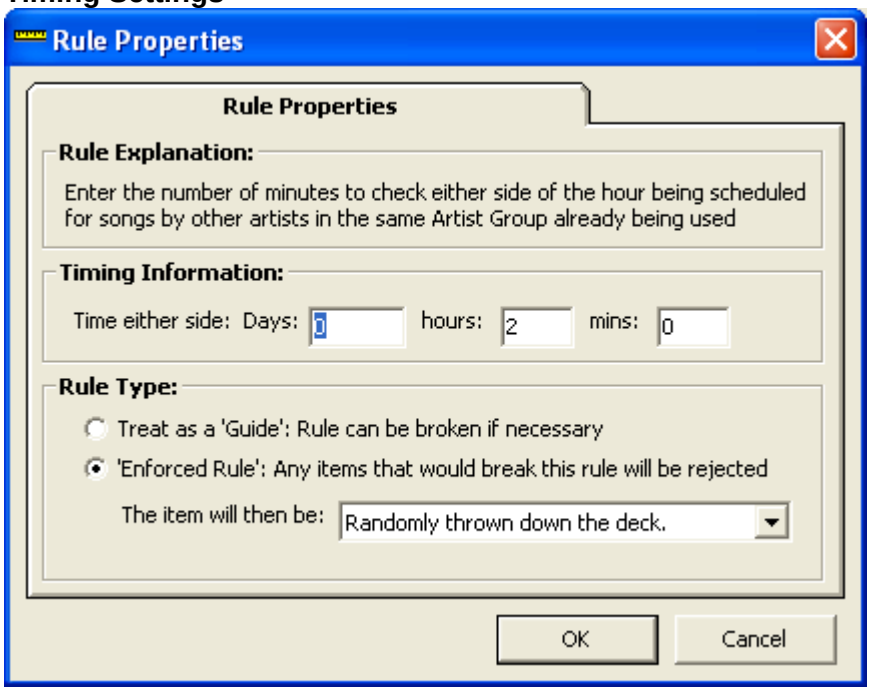
Timing Settings



The Timing window adds varying fields for Separation Rule settings to the above options.

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Available Rules window

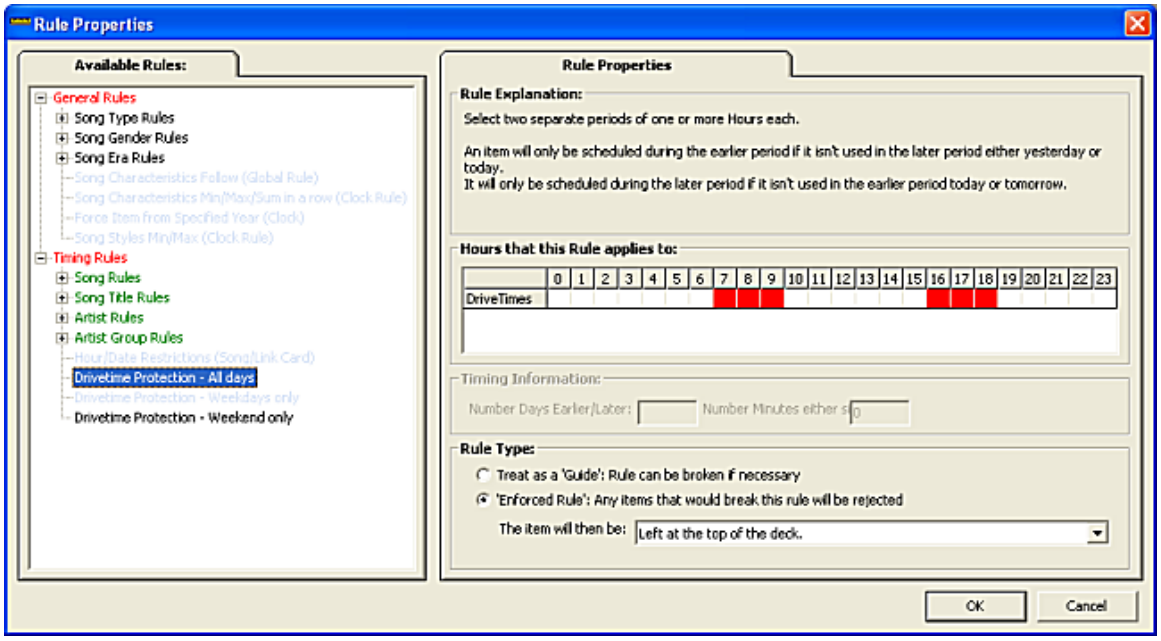
This window is used to add Available Rules to a Global Rule set. When open, it also carries a Rule Properties pane to set properties for the Rule that is selected to add.

Accessing this window
Features in this window
Functions in this window

Accessing the Main Rules Properties window

From the Global Rules window, open the Song or Link Category Rules panes (Song Categories is the default view).

Then click the Add Rule button in the Global Rules Control bar at top right to access the Main Rules Properties window.



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Features in this window

Available Rules pane
Rule Properties pane - covered in a separate Help topic.

Available Rules pane

On the left, this pane displays a **tree control** showing all available - that is, unassigned - Rules for the selected element in the Rule Selection pane in the Global Rules window. You can expand each node until you find the Rule you would like to apply. Selecting a Rule displays its properties in the Rule Properties pane.

Functions in this window

Selecting a Rule
Specifying settings
Applying the Rule

Selecting a Rule

Open the **tree control** to view all available Rules. The selected Rule is briefly explained in the Rule Properties pane. Rules that are already assigned are greyed out. For a full description of all Rules, see the Rules overview topic.

Specifying settings

As you select a Rule, so the appropriate Rule Properties information is displayed. For full details see the Rule-Specific notes in the Rule Properties topic.

Applying the Rule

Click OK to apply the selected Rule to the Global Rule set in the underlying Global Rules window

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Scheduling

AutoTrack Schedule Module

The AutoTrack Schedule module is where you generate and edit schedules, and export running orders to Myriad Playout. For an overview of the Scheduling process, see the Scheduling Overview topic.

Accessing

The Schedule Module, like any module in AutoTrack, is always accessible. Select the vertical Links tab at the left of the AutoTrack Main window to view all Link window options.

Features

The windows you can immediately access by clicking the Schedule tab are

View Log window
Schedule History
Schedule Window
Un-Schedule
Send Playout
Remove Playout

Scheduling Overview

The Schedule window is the place where you put all your programming work together to generate a running order. Other windows are accessed as part of this process, including the optional Schedule Warnings Report window, which highlights possible problem areas, and the Log window, where you edit and revise the schedule. If you work with third party playout systems, the Send Playout and Remove Playout windows are also used.

While the actual scheduling process is straightforward - select your date range and schedule - there are a number of key steps you have to take before starting to schedule.

Clock design - Fixed Categories or AutoTrack selection?

Category priorities - What are the most important Categories?

Designing a Clock Rules set - Organise the Clock-specific rules you need to apply
Designing Global Rule sets - Organise the overall rules you need to apply.

Templates
Timing

Re-Using Songs

Back to top

Clock design - Fixed Categories or AutoTrack selection?

There are two ways you can schedule your Clock and Link Categories. You can choose to **fix** by Category into Clock positions, so that you can precisely order the sequence of Songs and Links by Category, and guarantee, for example, that a certain range of Songs or Links is available at the precise time that they are needed. When you fix a Song or Link Category in a Clock position, it overrides any Clock Rule settings made for that Clock. This method is by far the most popular, and is deployed by most AutoTrack users.

For those times when it might be useful to allow AutoTrack to select from a range of Categories, you can select **Open** Song or Link positions - that is, calling for a Song or Link, but not specifying a Category. The range of material that will then be selected is controlled by the Song or Link Categories weighting value in the Clock Rules set for this Clock, and the Follow Rules set in the Global Rules window. If you do not wish particular Categories to be available, you can prevent them from scheduling in those positions by setting the Weight and Minimum values to 0 for those Categories. A typical use might be to allow a mix of Gold or Specialist Categories to be considered for specific Clock positions, so you get a more varied flow of material.

Of course, you can 'mix and match' these two approaches in any Clock, specifying, for example, A list, B list and Recurrents in fixed positions, and allowing a wide range of Gold Categories to be scheduled in Open positions.

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Category priorities: what are the most important Categories?

It is worth spending some time on exactly what are the most important Songs in your library. They may be your A list songs, or if you are not a new music station of any description, you may wish to approach these using a popularity scale, either researched fully or by discussion with the programming team, or whatever system suits you.

Once the key material has been identified, it should be the first to be scheduled. There should be the minimum amount of constraints preventing your most important material from being selected.

Working in the Schedule Window, click the Scheduling Options tab specify your Category Scheduling order, moving your most important Category to the top of the list, the next most important Category to the next position, and so on. See the notes on Scheduling Pass Order for more details.

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Designing a Clock Rules set

Clock Rules work on positions in individual Clocks, and work in association with Global Rules. Clock Rule settings are defined in Clock Rules, but activated in the Song or Link category pane in Global Rules. You **must** have at least one Clock Rule set. AutoTrack supplies one with default settings to get you started. Many users are happy to work with these default values. If you need to develop a different set of Clock Rules to apply at specific points in the schedule, see the notes on Designing Clock Rule sets.

You can design a Rule set that is dramatically different to account for very specific programming need in certain Clock positions. Then you can apply that Clock Rule set directly in the Clock. This Rule set will covers the Clock positions that follow the Clock Rule until another Clock Rule set is applied, or until the end of the hour, when the default Clock Rule set will again be applied. .

Designing Global Rule sets

Global Rules are also associated with Clocks, but are assigned to the complete Clock, when you work in the Clock window.

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The Schedule Template

The Schedule Template is essential to the AutoTrack scheduling process. It gives AutoTrack its terms of reference for the Schedule process. It can be enabled or disabled during the Scheduling process.

When you start or undo a scheduling process, it is respectively the first and last item to be referred to. It does three things

1. First, it checks if the specified hours have already been scheduled - either partly or fully - and reads them into memory.
2. If there are any hours in the range that haven't been scheduled, then data is imported into memory from the Clock.
3. Items or Information imported are stored in the Scheduled Log as well as being kept in memory ready for the next scheduling step.

There are further options and variations that can apply, depending on how your system is configured for external ad logs.

The Log window

The Log pane can be edited and manipulated from any machine that has access to the output information. For this reason, care needs to be exercised when editing the output close to the point of transmission. The Refresh The Log tab in the Schedule Window can be used to bring the log up to date from any window.

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Timing

There are two timing markers you can apply to any Clock:

Absolute Time

This is used to identify specific time junctions in programme output. This allows Myriad Playout to fade or drop items leading up to the specified time.

Reset Time

The reset time ignores timing issues prior to the value set for its position in the Clock. Myriad Playout will reset all timings from that point

For more information on implementing these, see the Timing notes in the Clock window topic.

In scheduling, it is important to give your library the maximum flexibility if you want to hit timing junctions automatically. Clock positions have to be identified as fadeable or droppable. It's also important to assign less important Categories as fadeable, so that you do not fade or drop your most valuable Songs. Some AutoTrack users find that using **Open** clock positions gives more flexibility. See the notes on adding Open or Fixed Category Songs in the Clock window topic.

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Re-Using Songs

This popular option allows you to 're-use' songs that are used during the day in overnight hours, so getting maximum mileage out of your rotations during prime-time. For full details, see the Re-Use Songs notes.

Schedule Window

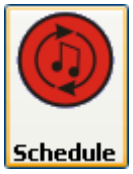
For a general view of the Scheduling process, see the Scheduling Overview topic.

As its name suggests, you generate the schedule from this window. You can configure multiple Scheduling set-ups if required, changing the sequence and the categories being scheduled, and specifying what happens after the scheduling process is completed.

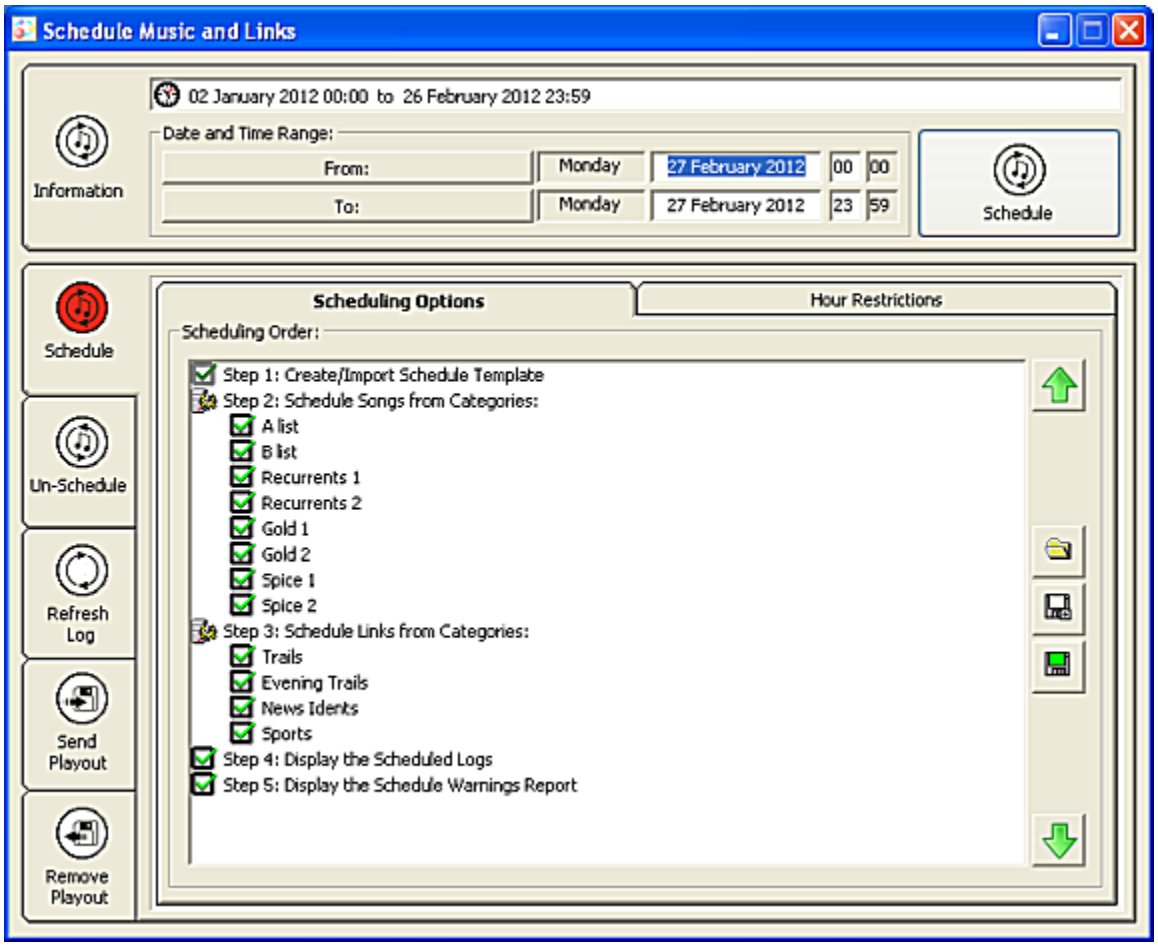
The window also gives you direct access to the Un-Schedule, Refresh Log, Send Playout and Remove Playout windows.

Accessing the Schedule window
Features in the Schedule window Working in the Schedule window

Accessing the Schedule window



From the AutoTrack Schedule Module, click the Schedule button to open the Schedule window.



Features in the Schedule window

Available history
Date and Time Range
Schedule button
Navigation tabs - other Schedule windows
Scheduling Options
Hour Restrictions

Available history pane

This pane can not be edited. It shows the current scheduled date and time range that is still open for scheduling and editing. AutoTrack sets up by default to the next completely unscheduled day (if you are scheduling full days), or hour (if you are scheduling partial days) in the Date and Time Range fields.

Date and Time Range

Enter the date and time range you wish to schedule. Click the From and To buttons to access a Calendar Control to allow you to define a date range.

Schedule button

Click to start the scheduling process

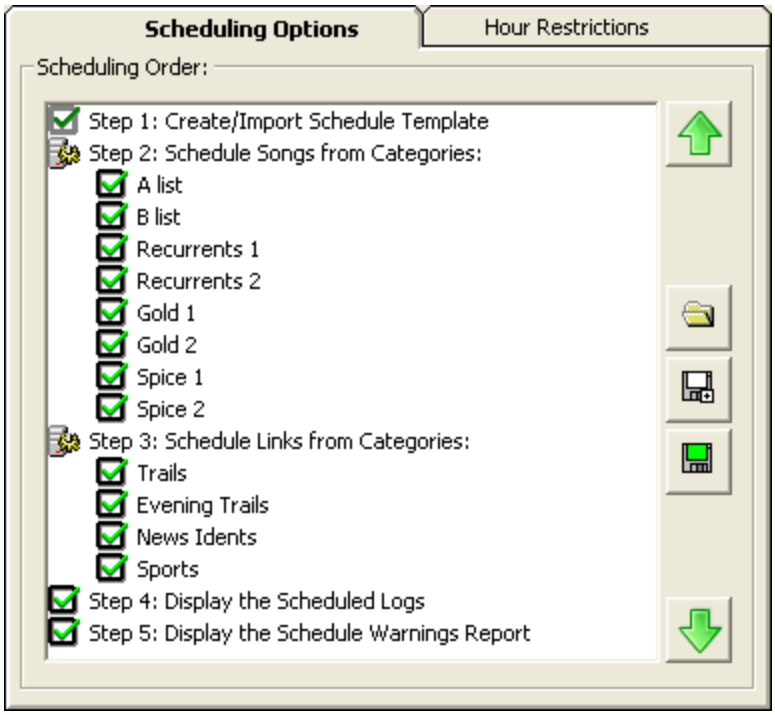
Navigation tabs - other Schedule windows

From these tabs, you can jump directly to the Un-Schedule, Refresh Log, Send Playout window and Remove Playout windows.

Back to top

Scheduling Options tab

This pane allows you to set the Scheduling Pass Order, define which Categories are scheduled, and specify which further optional steps AutoTrack will take after scheduling. You can configure multiple options, and save and upload these.



Detail view of Scheduling Options tab

There are five steps which you can optionally activate or block, depending on your requirements.

Step 1: Create/Import **Schedule Template**

Step 2: Schedule Songs from selected Categories

Step 3: Schedule Links from selected Categories

Step 4: Display the Scheduled Logs in the Log window when scheduling is complete.

Step 5: Display the Schedule Warnings Report window when scheduling is complete.

All of these options, as well as the individual Categories, can be enabled or disabled, and you can save individual combinations and recall them for specific needs, such as Christmas scheduling. See the Saving and Loading Options notes in this topic.

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Scheduling Pass Order

You can order the Category Sequence.

1. Select a Song Category
2. Click the Up or Down buttons at right to move the Category up or down the Category Order.

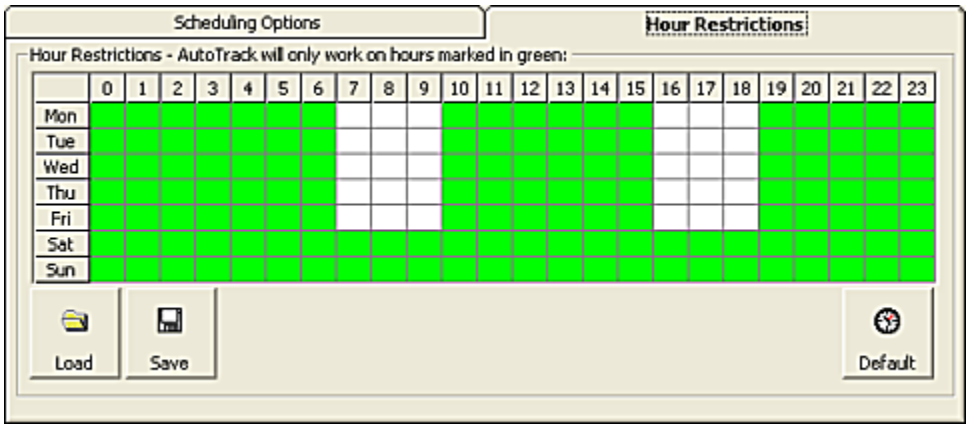
3. Repeat for other Categories
4. Repeat for Link Categories.
5. Click the Green Save button to save the order as a default.
6. Click the White Save button to save the order as a hotlist.
7. Click the Folder button to open a hotlist selection window

See also the notes on Saving and Loading Scheduling Options

Back to top

Hour Restrictions tab

Click this tab to apply or define and save an Hour Restriction to use in Scheduling.



To block an Hour from Scheduling click to turn that Hour white. You can, just as with Song and Link Restriction windows, select or deselect Hours or Days, and save and load an Hour Restriction. You can also define a Hour Restrictions pattern and set that as the default.

See the Restrictions notes in the Song window topic for more information.

Back to top

Working in the Schedule window

Generating a Schedule

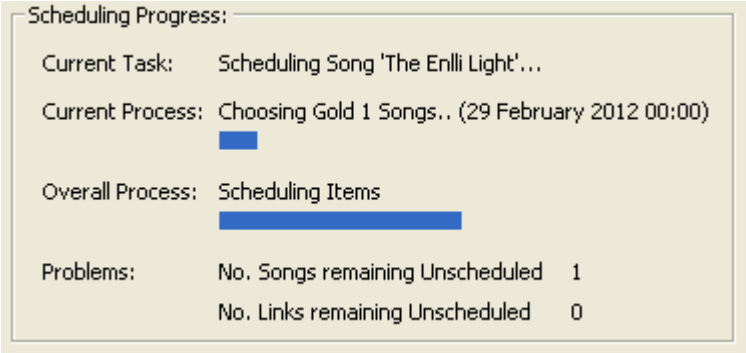
Selecting a Date range

Set Categories and Category Pass Orders
Saving Scheduling Options

Generating a schedule

1. Enter a Date or Date Range
2. Click the Schedule Button

3. AutoTrack displays the scheduling process, although in general the information refreshes too fast to follow each step.

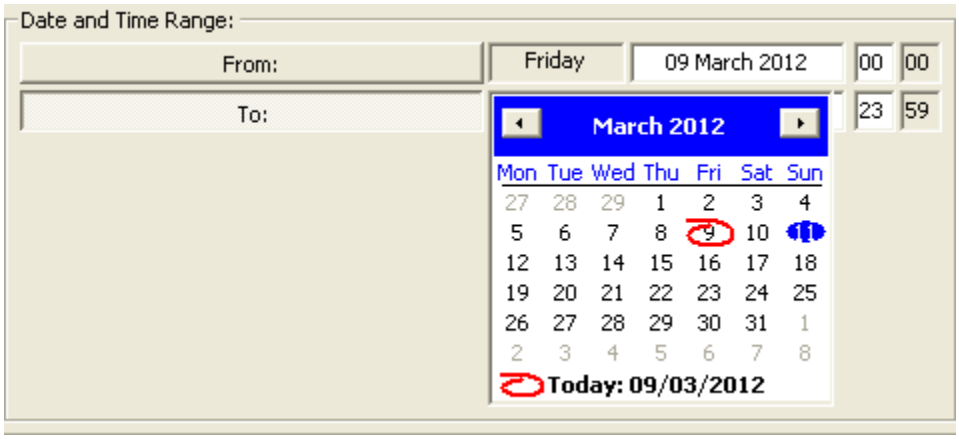


At the end of the process, the Scheduling window closes and if you have called for it, the Log and Schedule Warnings Report windows are displayed.

Back to top

Selecting a Date range

Click the From or To buttons in the Schedule window Date and Time pane to open a Calendar Control.



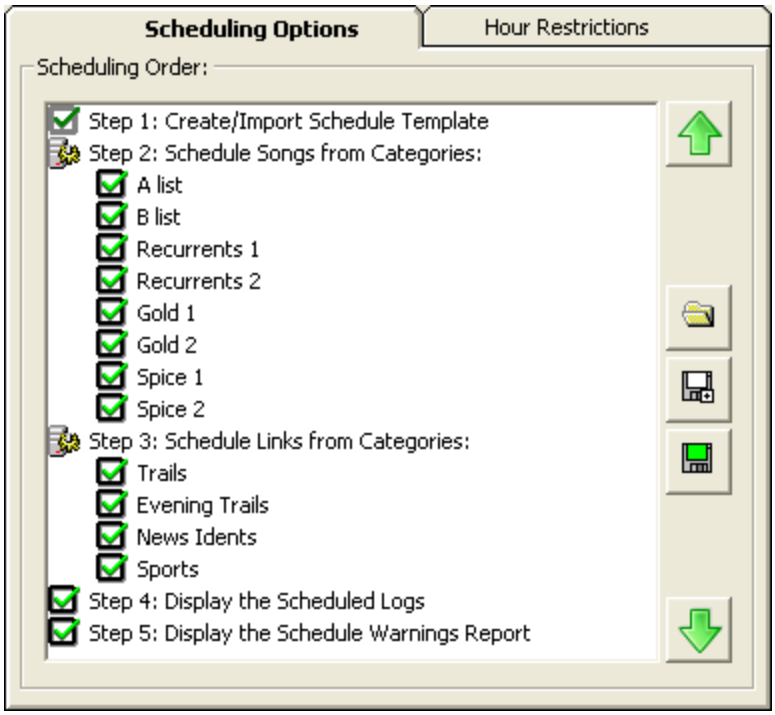
This lets you select the Date range to schedule, and if necessary an hour range . AutoTrack schedules continuously from the start date and time to the end data and time. Note however that you can skip specific hours in the selected scheduling period using the Hour Restrictions feature.

Back to top

Set Categories and Pass Orders

To activate a Song or Link Category for any Scheduling Pass Order option, simply click the checkbox for that Category. Uncheck the Category Checkbox to prevent the Category being scheduled. AutoTrack's default option is to make every Category available.

The reverse option is available in the Unschedule Window.



To determine the order in which the Categories are considered for scheduling, use the Up and Down arrows at the right of the pane. This order will be used in the current scheduling run, but is not saved unless you follow the options below.

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Saving and Loading Scheduling Options

AutoTrack will schedule following the settings you enter in the Options window. However, any such changes will be lost unless you save them. The window always loads the set of options saved as the Default option.

To **load** a previously saved Scheduling Order from the hotlist, click the Load Scheduling Order button.

To **save a modified Scheduling Order**, clock the white Save button, and name the new order.

To **save the current Scheduling Order** as the default, click the green Save button

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Un-Schedule Window

This window allows you to unpick all or part of the Schedule for any date and time range.

Accessing this window
Features in this window
The Unschedule process

Accessing this window

From the AutoTrack Schedule Module, click the Un-Schedule button,
or from the Schedule Window, click the Un-Schedule tab in the Navigation section.

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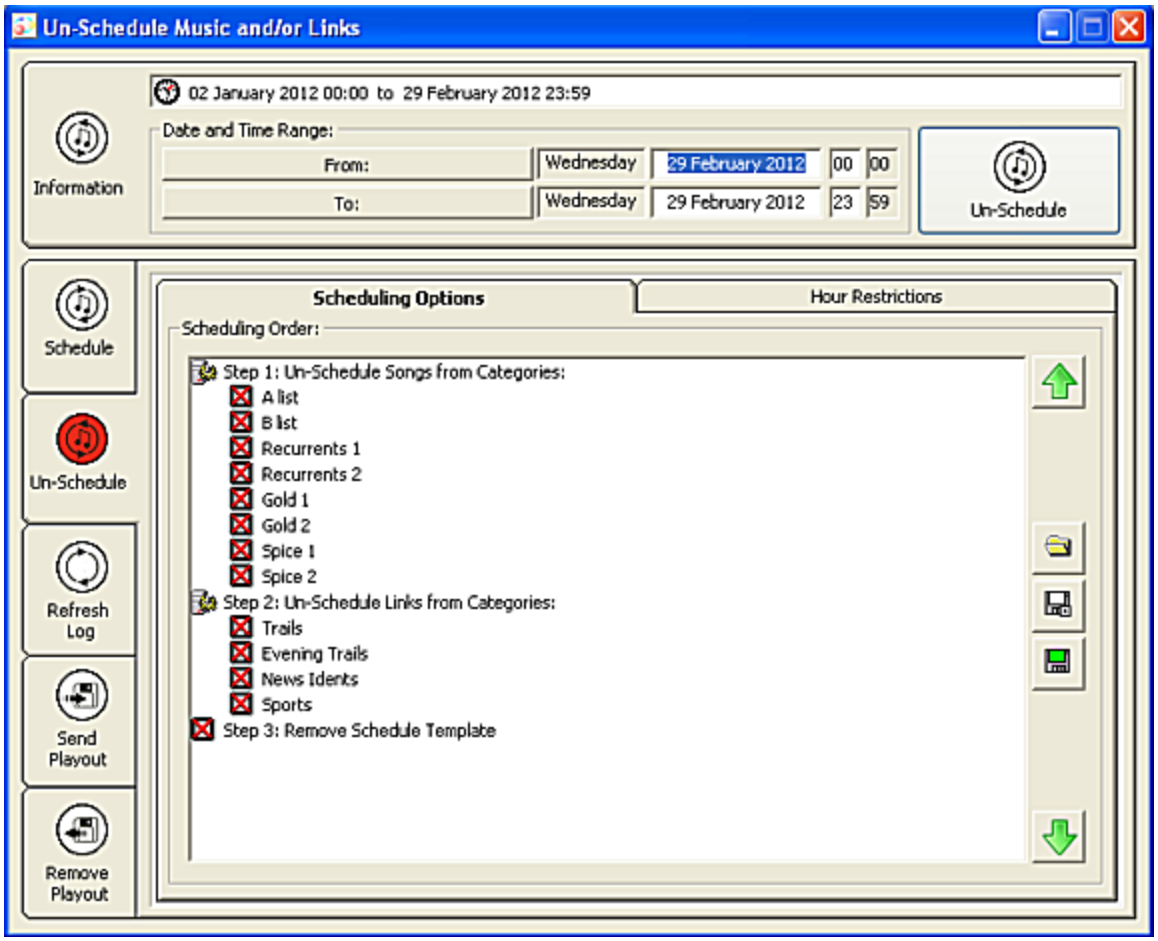
Features in this window

The Un-Schedule window is there direct counterpart of the Schedule window. You can select a date and time range, and specify which Song and Link Categories to un-schedule. You can also apply an Hours Restriction to the unschedule date and time range. Finally, you can design multiple Un-Schedule options and save your Un-Schedule options to a **Hotlist** recalling any saved setting at any time.



The Unschedule process

1. Select which Categories to Un-Schedule Songs and Links from clearing the Red Cross from each Category's Checkbox.
2. Optionally active the Remove Schedule Template option.
3. Click the Un-Schedule button

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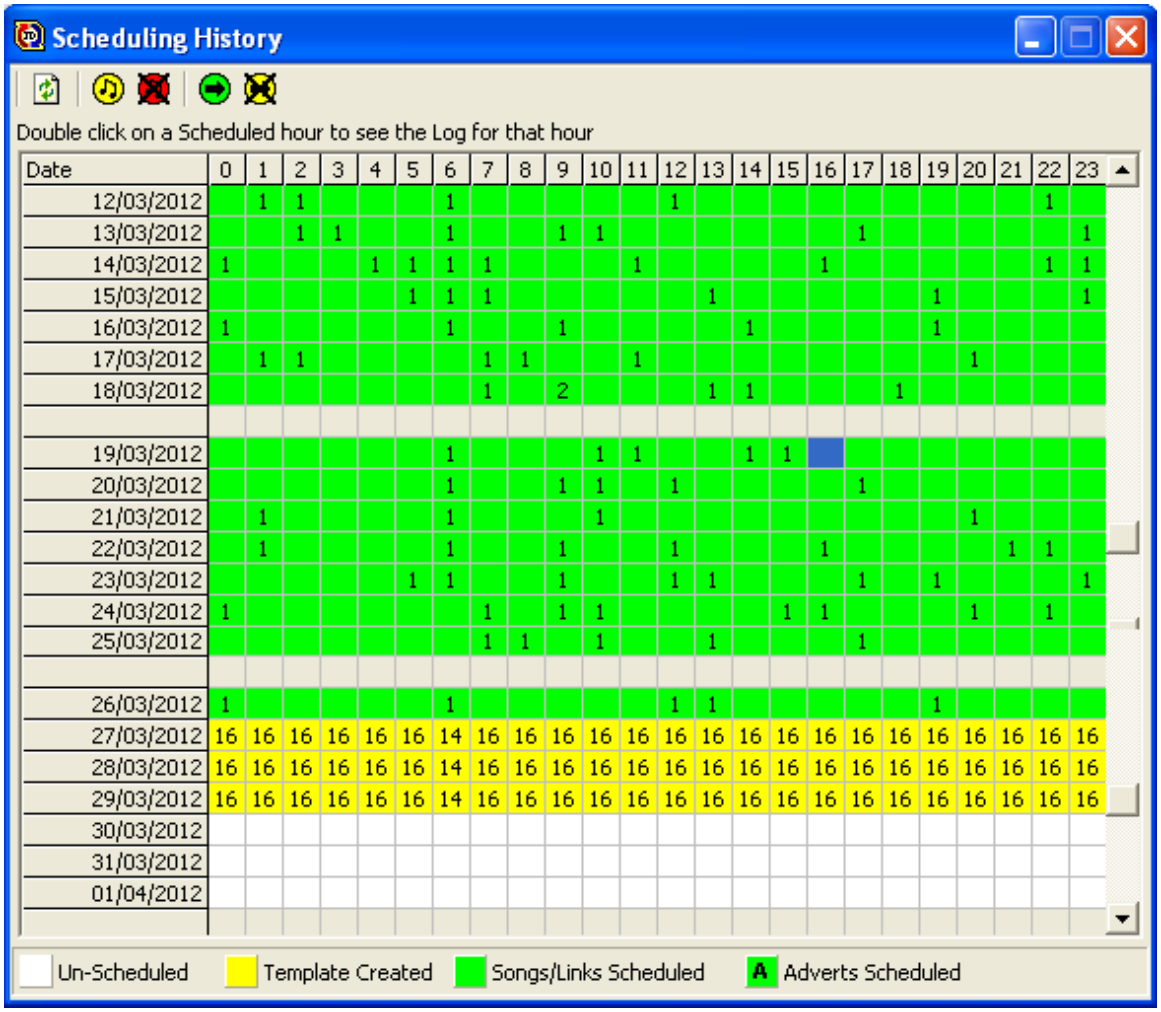
Schedule History

This window shows Schedule History, displaying scheduled hours, unscheduled Song and/or Link positions, and hours where the Scheduling Template has been created. You can work directly from here to schedule, unschedule, and send and remove content to third-party playout systems.

Accessing this window
Features in this window
Functions in this window

Accessing this window

From the AutoTrack Schedule Module, click the Schedule History button to access a window similar to this image.



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Features in this window

Toolbar buttons

Refresh display
Schedule selected hours

Unschedule selected hours
Send to Playout and Remove from Playout (external systems)

History pane

Refresh display

Click to refresh the History pane display after changing or editing in the log.

Schedule selected hours

Click to schedule selected hours in the History pane. This opens the Schedule window with the selected hours and dates entered in the date and time fields.

Unschedule selected hours

Click to unschedule selected hours in the History pane. This opens the Unschedule window with the selected hours and dates entered in the date and time fields.

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Send to Playout (external systems) and Remove from Playout (external systems)

Click to access the Send to Playout or Remove from Playout for the hours and dates selected in the History pane.

History pane

This pane displays both Scheduled Hours (in Green) and completely Unscheduled hours (in white). Where a **Template** for the hour has been created, it is shown with a yellow background. Unscheduled Song and Link positions are shown in both template hours and scheduled hours. Where Adverts have been scheduled, the hour is indicated with an **A**.

Functions in this window

Selecting date and time ranges

Scheduling, Unscheduling and exporting to external systems
Viewing the Log pane from the History window.

Selecting date and time ranges

Click and drag across a date and time range to select the hours that you need. You can select a block of hours across several days, or select the entire

day and drag to select multiple days.

To select all hours in the window, click the hour header. You can then drag to select more hours.

To select a day, click the date in the left hand date column. \You can then drag to select more days.

To select individual hours, click on the hour.

NOTE: You can only select one contiguous block of hours across a date range at a time

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Scheduling, Unscheduling and exporting to external systems

Select an hour and date range, and click the Schedule button.

If you select a completely unscheduled date range, the unschedule and send/remove buttons are disabled until scheduling is complete..

Viewing the Log pane from the History window

Select an hour which has been either scheduled or which has had a **schedule template** imported. Then double-click to open the Log window for that hour.

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Schedule Warnings window

This window appears (when activated in the Schedule window options pane) after a scheduling run. It shows unscheduled positions and, where called for, timing issues for the period you have just scheduled.

Accessing this window
Features in this window

Accessing this window

This window is automatically opened when you select the Display Schedule Warnings Report option in the Schedule window options pane), at the close of a scheduling run. It can also be viewed by selecting the Scheduled Log Warnings option from the Reports window in the Reports and Statistics menu for any date.

It displays unscheduled positions and total Log Hour durations that **under-run** the duration specified in either the Scheduled section of the Reports window where you can set a temporary value when testing your schedules, or the Database Settings Under-Running Hours field, where you set the default value.

Back to top

Features in this window

Refresh
Print
Export to Spreadsheet
Sort
View Schedule

At the top left of the window the toolbar allows you to:

Refresh the display after editing in the Log

Print the window contents, or

Export it to a spreadsheet.

The contents pane can be **sorted** by Date, Hour or Schedule reason, in ascending or descending order.

To **view** the hour with the warming, double-click on the selected entry in the content pane.

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Refresh The Log

This window allows you to refresh the Log after having edited Song or Link Card details, typically by accessing these directly from the Log. This feature also is used when you have re-titled a Cart in Myriad Playout, or changed the theoretical Ad timings you specify in the Clocks when you import a traffic file. As with the Schedule and Unschedule windows, you can specify a Date and Time range to refresh, as well as applying an Hour Restriction grid to control which hours are refreshed.

NOTE: The Log pane can be edited and manipulated from any machine that has access to the output information. For this reason, care needs to be exercised when editing the output close to the point of transmission. The Refresh The Log tab can be used to bring the log up to date from any window.

Accessing this window

Working in this window

Accessing this window

From the Schedule, the Un-Schedule windows, the Send Playout or Remove Playout windows, click the Refresh the Log tab.

Working in this window

1. Access this window after updating Song or Link Card data, or revising Cart titling or Ad timing.
2. Select the date and time range to apply.
3. Optionally select an Hour Restriction
4. Click the Refresh the Log button.

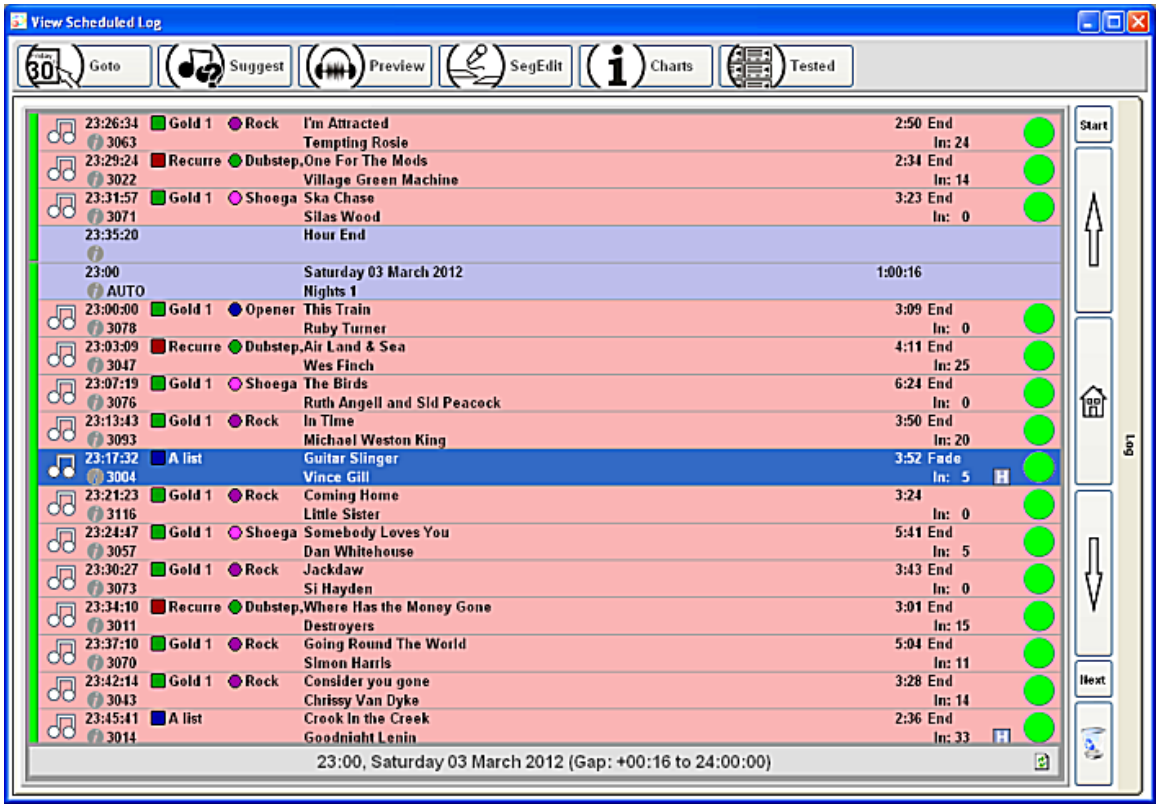
Log window

This window displays the results of your scheduling, and allows you to edit and reconfigure the schedule. The log pane displays exactly what is onscreen in the studio when using P Squared's Myriad Playout, and is effectively fully integrated with this system. If you are using a third-party playout system, you should export to that system using the Send Playout window after editing the schedule here. There are three viewing modes, designed for different purposes, but all elements can be accessed from any mode.

Accessing the Log window default mode or using other Log window modes
Accessing the default mode with the Suggestion pane
Accessing the Display mode with the Suggestion pane
Features in this window
Working in this window

Accessing this window in default mode

From the AutoTrack Schedule Module, click the View Log button.
From the Schedule History window, select an hour and double-click to open the Log window displaying the selected hour and day. Alternately, if you have told the Scheduler to **Display the Scheduled Logs** in the Scheduling Options pane of the Schedule Window, you will be taken to this window automatically. The default view is similar to the image below. A row of Tools buttons is laid out at the top of the window, below which is a full-screen Log Pane.



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Other Log window modes

The log window contains a tremendous amount of information, and given its integration with Myriad Playout, this can change in real time. So it is probably the most complex window in AutoTrack. There are three viewing modes, designed for maximum clarity to meet the needs of the job in hand. In addition to the default mode above, you access these viewing modes when working the Suggestion pane:

Default mode and Suggestion pane
Display mode and Suggestion pane

All modes the work the same way; they share common features, all described in the features section. Follow this link, or click on the main screenshot images for each area.

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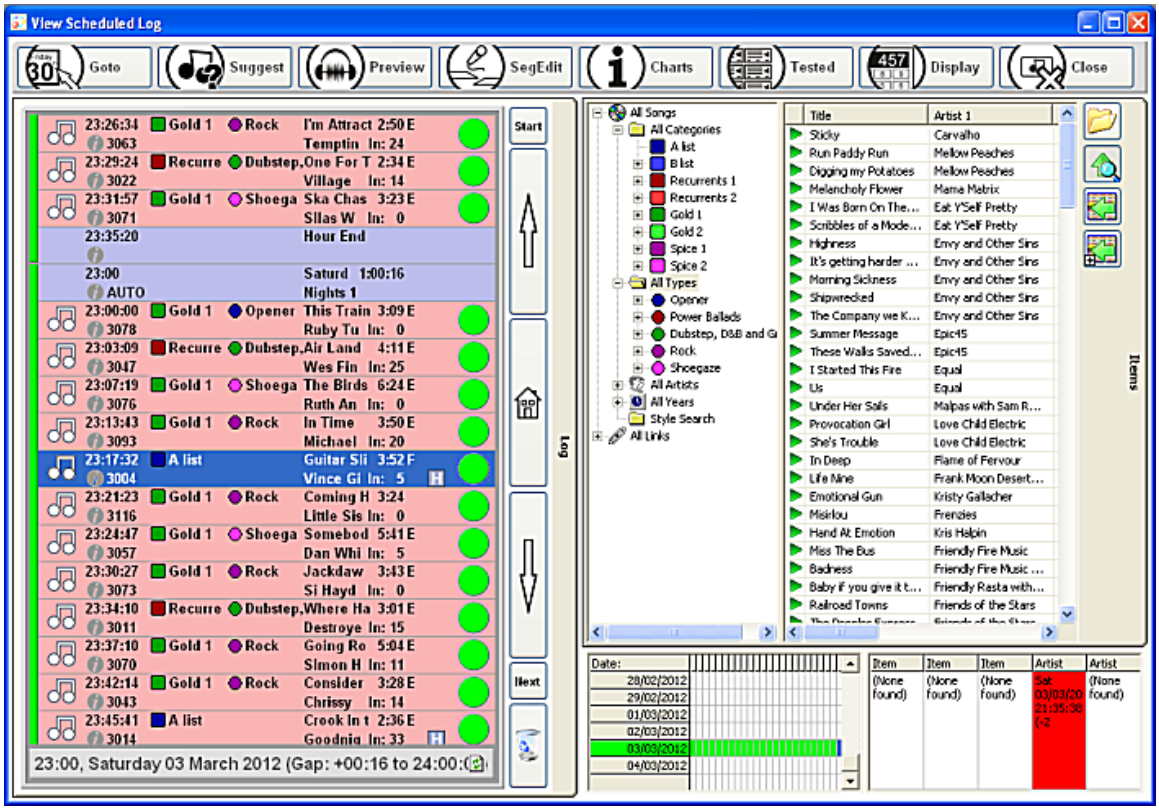
Default mode and Suggestion pane

From the main window, click the Suggest button and select an option to open the Suggestion pane.

This window mode is the same as the default mode above, but also incorporates the Suggestion pane and associated panes, displaying the History and Conflicts for the selected Item in the Suggestion pane, all arranged to the right of the Log pane. A further button is displayed: the Close button, used to close the Suggestion, History and Conflicts panes.



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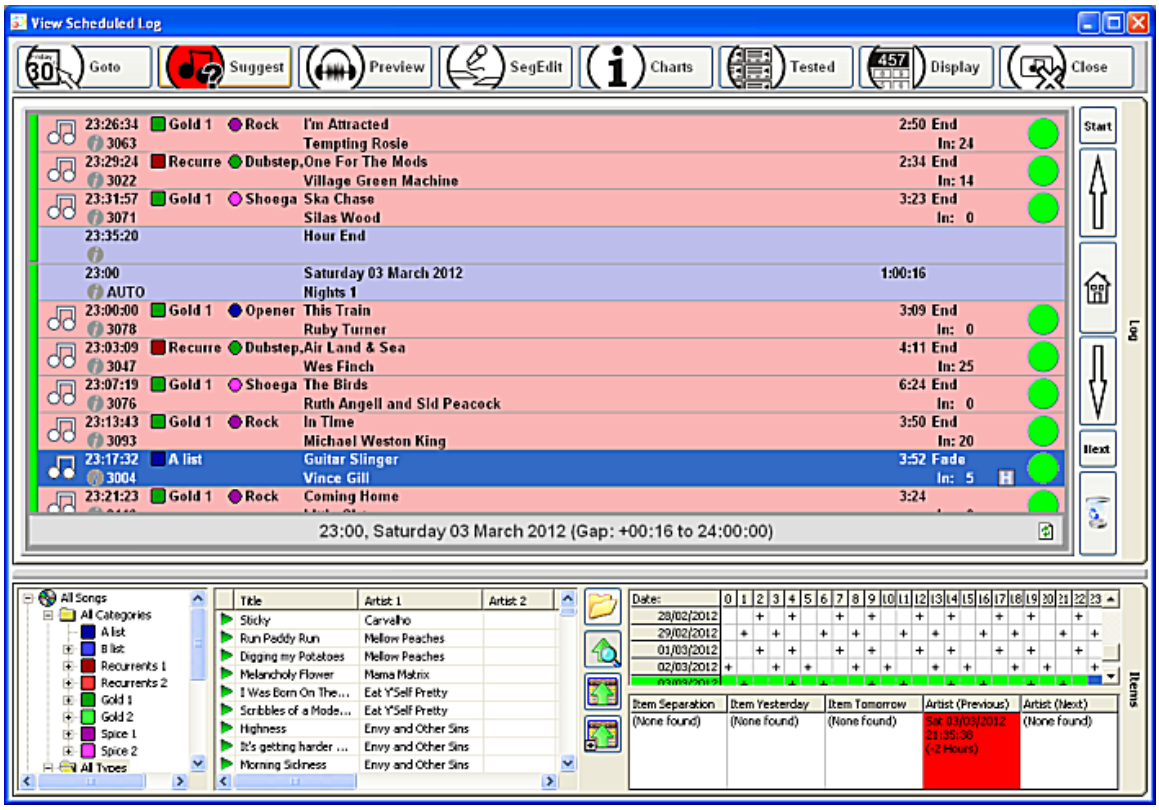
Display mode and Suggestion pane

This mode offers all the functionality of the default mode with the Suggestion pane above but configured in a different way, giving you the full width of the Log pane, as in the default display, with the Suggestion pane, History and Conflicts panes arranged below the Log Pane.

From the Default view with the Suggestion pane (above), click the Display button to access a window similar to this image. Note that the Close button is available to close the Suggestion, History and Conflicts panes.



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Features in this window

Log Tools buttons
Log pane
Suggestions pane
History pane
Conflicts pane

Back to top

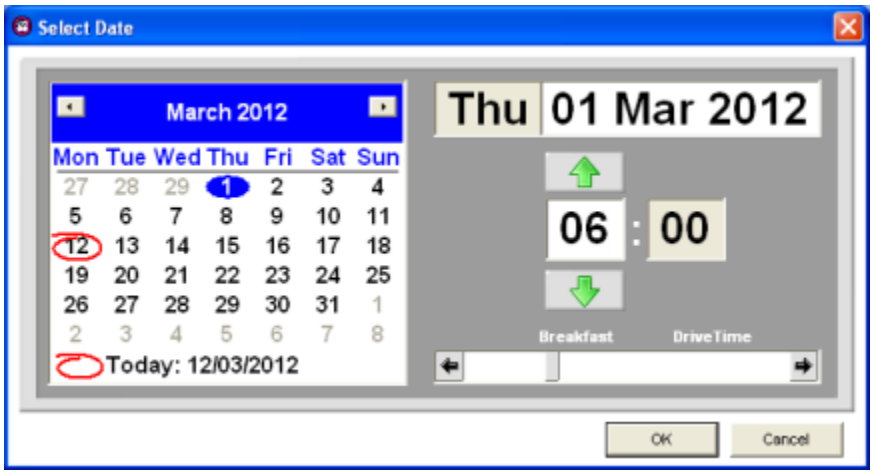
Log Tools buttons

These buttons are set out at the top of the Log window. Many of these are also accessible in Myriad Playout.

Go To button
Suggest button
Preview button
Segue Editor button
Charts button
Tested button
Display button
Close button

Go To button

Click to open a Date/Time pane to jump to a different point in the scheduled Log. Select a Date in the Calendar Control, and type in an hour and minute value, click the arrows or use the scrollbar to select the hour of day.



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Suggest button

Select an Item in the Log Pane, and Click to have AutoTrack suggest a replacement for the selected Item. Choose from
Same Category and Type (Keyboard short cut: **Ctrl+O**)
Same Category
Same Type
Similar Style (Songs only) (Keyboard short cut: **Ctrl+T**)
Same Artist (Songs only) (Keyboard short cut: **Ctrl+K**)
and
Same Year (Keyboard short cut: **Ctrl+Y**)

Once an option is selected, the Close window option (**Ctrl+Z**) is also active. This is the same as using the Close button.

In each case the Songs or Links that meet the criteria are displayed in the Log Suggestions pane.

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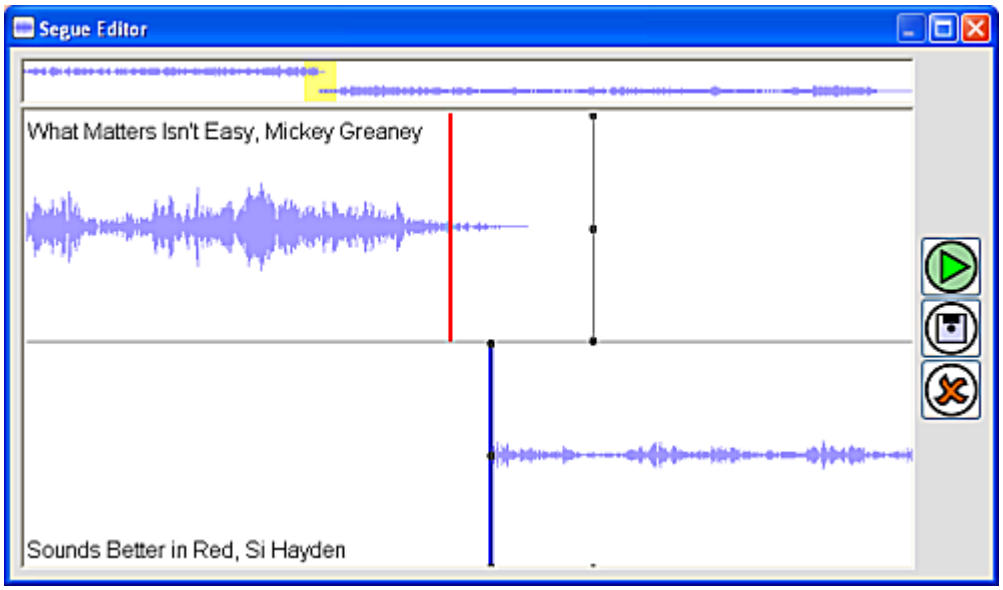
Preview button (Myriad Playout users only)

Select an Item and Click to listen to Audio for the Song or Link. The audio file is displayed and played from the Main Window Audio Player, and can be ejected in the usual way.

Segue Editor button (Myriad Playout users only)

Select an Item and click to display the Segue Editor window. This lets you see, and hear, how the selected Item and the Item before it will sound, using the Myriad Playout Audio file markers.



1. Drag either the outgoing Item (at the top), or the incoming Item (below) to hear how the two songs sound together.
2. Both Items are played out from the Main Window Audio Players, and can be ejected in the usual way.
3. Hit the spacebar, or click the Play button to hear how the two Items sound.
4. Click the Save button to save the segue settings for this instance only.
5. Click the Cancel button to abandon any changes.
6. The Segue Editor can be moved, minimised, maximised and closed in the usual way.

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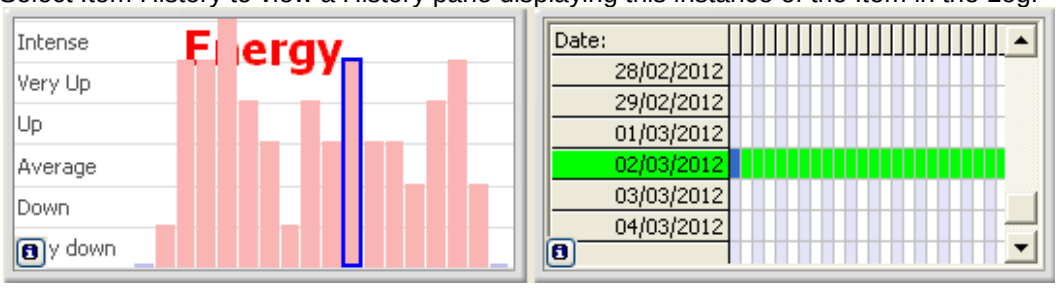
Charts button

1. Select a Song or Link
2. Click the Charts button to view a menu of your defined Characteristics and Item History.
3. Select a Characteristic to view a Bar Graph displaying Characteristic values for the Song or Link, and values for the Songs or Links that precede and follow it. The selected song is highlighted in the bar graph.

4. Select Item History to view a History pane displaying this instance of the Item in the Log.



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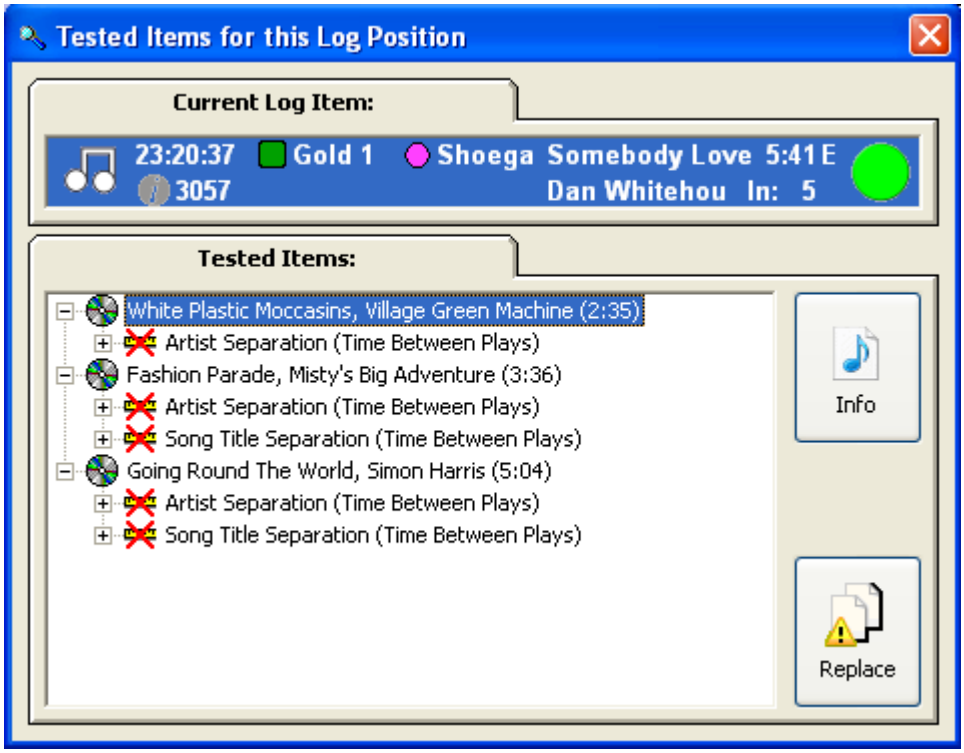
Tested button

1. Select a Song or Link
2. Click the Tested Button to view all Songs or Links tested for this position, and why the Item failed.
3. Click the Info Button for the selected Item in the pane to view the Song or Link Card
4. Click the Replace Button for the selected Item in the pane to place it in the Log pane instead of the Current Log Item.



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Display button

With the Suggestion pane open (Suggest button), click the Display button to view the Log window configured with a full-width Log Pane. Click again to go back to the Log window and Suggestion pane layout.

Close button

Click to close the Suggestion, History and Conflicts panes and return to the default view.

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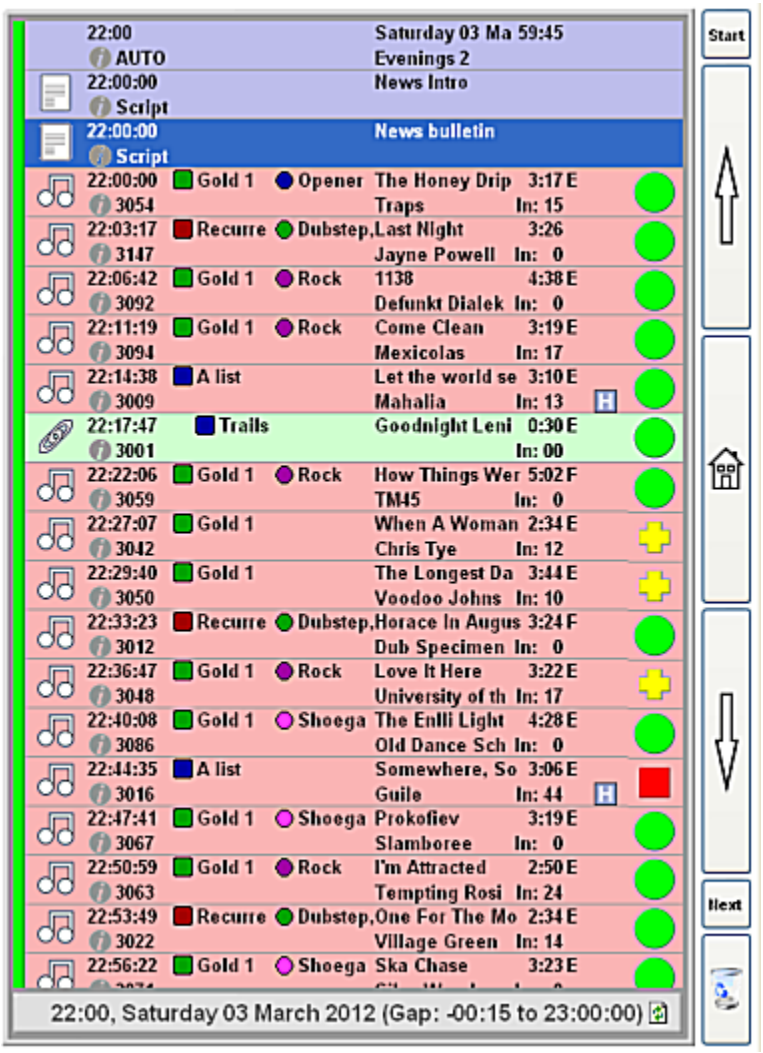
Log pane

The Log pane displays exactly what has been scheduled to play. This information is automatically displayed in Myriad Playout and AutoTrack immediately following a schedule run, using the same basic display format. However, the Suggestions pane, used to edit the Log, is only accessible in AutoTrack.

In this version (4.0) AutoTrack is fully integrated with the Myriad Playout system. The pane displays the runtimes and where available, the intro times of all Items.



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Hour Mode status

At the left of the Log pane is a coloured vertical bar which reflects the Hour Mode status assigned to the associated Clock used for this hour. This status can be edited directly in the schedule:

1. Right-Click on the Top of Hour Marker
2. Select Change Hour Mode
3. Your options are **Automation** mode, **AutoFade** mode, and **Live-Assist** mode.

See the notes for Hour Mode in the Clock window topic for more information.

This option is can be useful in the event of having to leave Live Assist Mode and let Myriad Playout run in Auto-Fade for any reason.

The colours are defined in Clocks, and carried through into the List Clocks window the Clock Assignment Window for easier identification.

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Log Pane End status

At the far right of the Log pane, the end status of the log position is indicated. This is set in the associated Clock, and instructs Myriad Playout on how it should behave at the end of the item.

Green shows that the item will automatically be segued. Double-click to change this status.
Red instructs the system to pause at the end of the Item and wait for the presenter to press Go.
Yellow is used to sweep the Item - usually a Link - up to the Intro marker of the next Song.

All these settings can be individually edited in this pane.

At the bottom of the log pane the Date and Time for the hour are displayed, together with over-run or under-run times taking you to the top of the following hour. If you use a third-party playout system, the Log pane is used as an editing tool prior to exporting using the Send Playout window.

See the Working in this window section for more information on

Inserting a Item
Moving an Item
Replacing an Item
Deleting an Item
Viewing an Item's details
Navigating up and down the schedule
Right-click Myriad Playout menu options

The Log pane can be edited and manipulated from any machine that has access to the output information. For this reason, care needs to be exercised when editing the output close to the point of transmission. The Refresh The Log tab in the Schedule Window can be used to bring the log up to date from any window.

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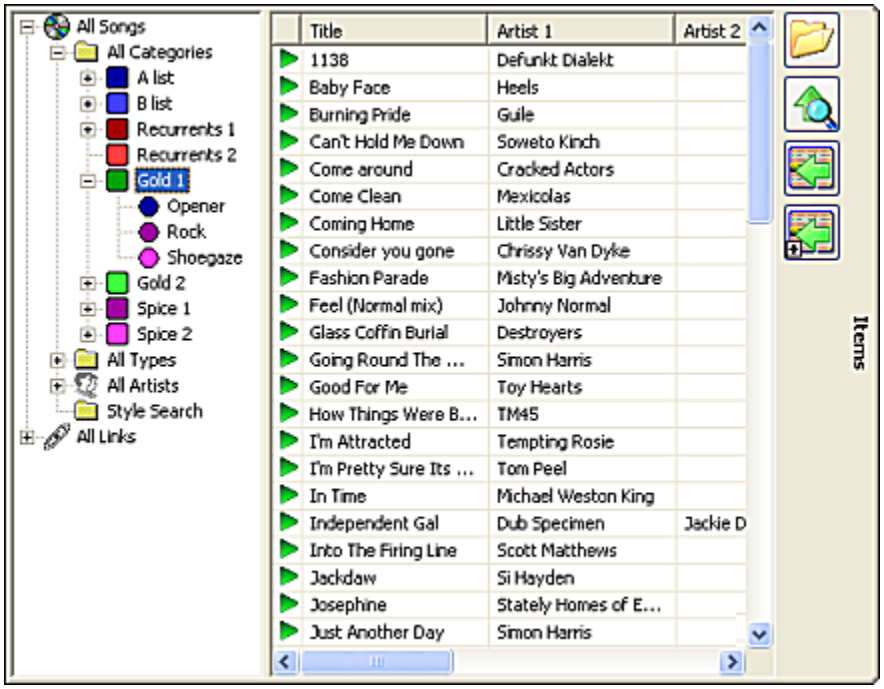
Suggestion pane

This pane lets you select from all Song and Link Categories, and also allows searches by **Type**, both within Categories and across all Categories. You can also search by Artist, and by **Style**.



The contents of the pane can be sorted by Title, by Artist, or in Most-Rested Order. You can opt to replace an existing Item in the Log Pane with a selected Item, or to Insert a selected Item.

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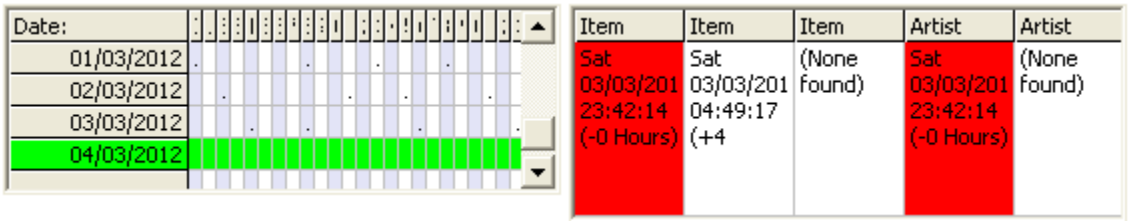
History pane and Conflicts pane



Below the Suggestions pane in the default view, and to the right in the display view, the History Pane displays all scheduled instances of the selected Item in the Suggestions pane for the current week. The Conflicts pane displays potential conflicts, highlighted in red where a rule would be broken when placing this Item in the log at the selected position.

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Working in this window

Inserting a Item
Moving an Item

Replacing an Item
Sorting Items in the Suggestion pane
Deleting an Item

Viewing and Editing an Item
Navigating up and down the schedule

Log Pane Right- Click menu (Myriad Playout tools)

Inserting an Item

1. Select the point in the Log pane where you wish to insert an Item.
2. Select the Item in the Suggestions pane that you wish to insert.
3. Either left-click and drag and drop to the desired (AutoTrack will indicate your selected location) location in the Log Pane.
   or click on the **Insert Item** button at the right of the pane.
4. Or select the Item and use the Myriad Playout Right-click Menu Insert option

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Moving an Item

1. Select an Item
2. Still left-clicking, drag to a new location (AutoTrack will indicate your selected location) location in the Log Pane.
3. Drop in there new position.
4. Or select the Item and use the Myriad Playout Right-click Menu. This has a particularly useful **swap Items** option.

Replacing an Item

1. Select the Item in the Log pane that you wish to replace.
2. Select the Item in the Suggestions pane that you wish to replace it with.
3. Click on the **Replace Item** button at the right of the pane.
4. Or select the Item and use the Myriad Playout Right-click Menu Insert option

Back to top

Sorting Items in the Suggestions pane

1. To sort alphabetically Artist 1 or Artist 2 where available, click the Header in the Suggestion pane.
2. To sort alphabetically by Title, click the Title Header in the Suggestion pane.
3. To sort alphabetically in reverse order, click the Header a second time.
4. To sort by **Most-Rested Order**, click on the **Most-Rested button** at the right of the pane.

Deleting an Item

1. Select an Item in the Log pane.
2. Press Delete on your keyboard to remove the Item from the schedule.
3. Or select the Item and use the Myriad Playout Right-click Menu delete options.
4. This option also lets you restore a deleted Item.

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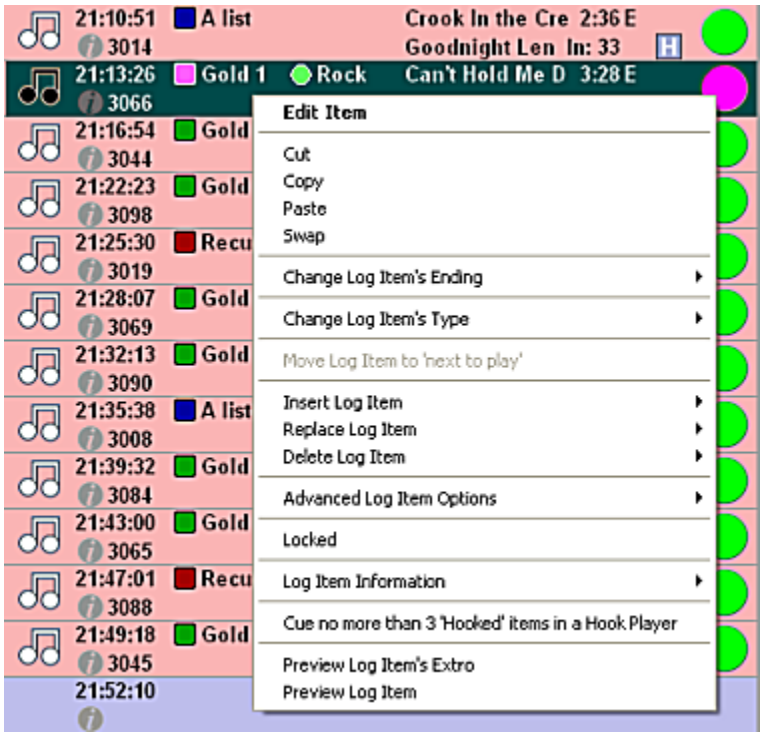
Viewing and editing an Item's details

1. Select an Item in the Log pane.
2. Double-Click on the Item to open the Song or Link card.
3. Or use the Myriad Playout Right-click Menu **Edit Item** option.
4. Close the Item after editing in the usual way to return to the Log pane..

Navigating the schedule

1. You can scroll up or down, or jump to the previous page in the schedule using the navigation arrows at the right of the Log Pane.
2. Alternately, click on any item in the Log pane, and use the Up and Down or Page Up and Page Down keys on your keyboard.
3. The Go To button allows you to select any available date and time to jump to.
4. Clicking on the Home button at the right of the Log Pane returns you to the current date and time.

Right-Click Myriad Playout Menu options



Select any Item and right-click to access the Myriad Playout Log menu, which gives you access to a range of Myriad Playout insert, search and replace options. For full details, see the Myriad Playout documentation.

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Send Playout Window

Accessing this window

From the AutoTrack Schedule Module, click the Send Playout button.

Or, working in the Schedule Window, click the Send Playout Tab in the Navigation Tab section.

NOTE: This window, and its counterpart Remove Playout window, is designed to allow AutoTrack schedules to be sent or removed when AutoTrack is interfaced with one or more other playout systems. When AutoTrack is so configured you can specify the range of hours and dates to send to the playout system(s) as shown here. To configure AutoTrack, please contact AutoTrack support.

Remove Playout window

This window is used to remove the schedule from a third party playout system or systems.

Accessing this window

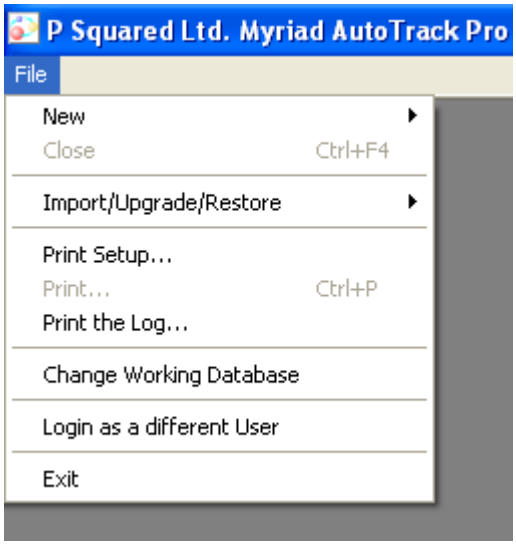
From the AutoTrack Schedule Module, click the Remove Playout button.

Or, working in the Schedule Window, click the Remove Playout Tab in the Navigation Tab section.

NOTE: This window, and its counterpart Send Playout window, is designed to allow AutoTrack schedules to be sent or removed when AutoTrack is interfaced with one or more other playout systems. When AutoTrack is so configured you can specify the range of hours and dates to remove from the playout system(s) as shown here. To configure AutoTrack, please contact AutoTrack support.

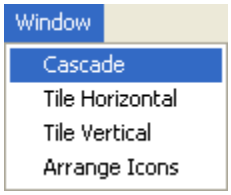
Menu Options

File Menu



New Open a New Song, New Link or New Clock window
Close (Ctrl+F4) Close AutoTrack
Import/Upgrade/Restore **Upgrade** from an AutoTrack V3 database, or **Import** from a different Scheduler
Print Setup Opens a standard windows Printer configuration window
Print (Ctrl+P) Once a printer is configured, print the current screen. Note that many screens have their own print or export windows.
Print the Log Opens the Print Log window
Change working database Used where there are multiple databases
Logon as different user Used where there are several users

Window menu

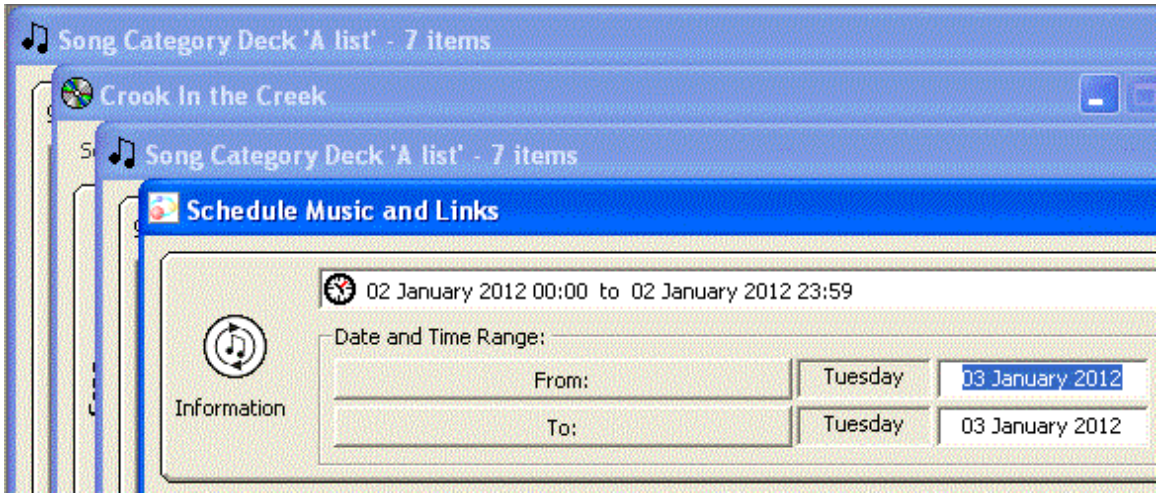


This menu accessed in the AutoTrack Main window menu bar, gives you a number of options to display multiple AutoTrack windows.

Cascade
Tile Horizontal
Tile Vertical

Cascade

Select this option to arrange all open windows so they overlap in a **cascade** pattern, from which any window can be selected to view.



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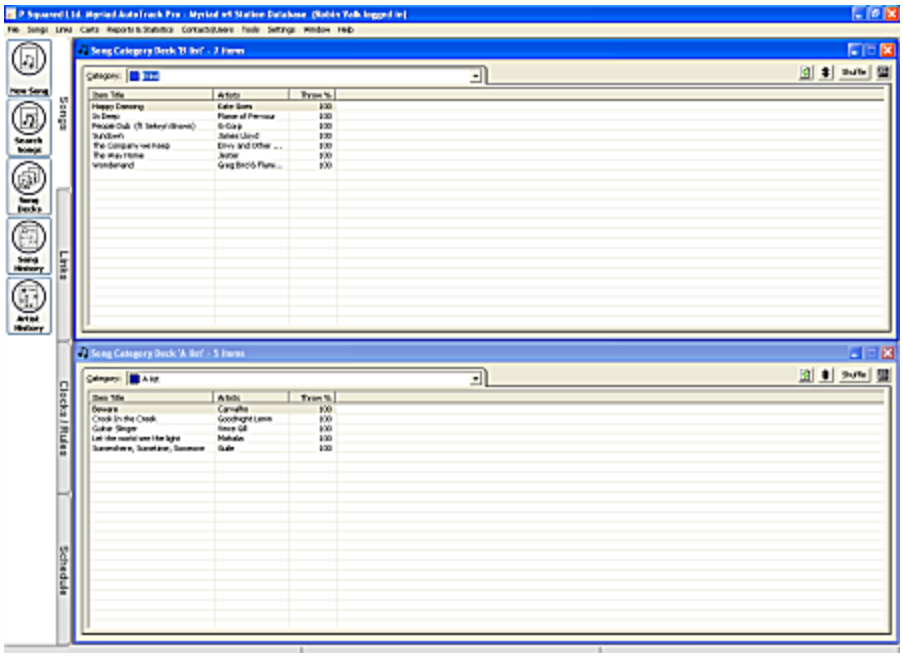
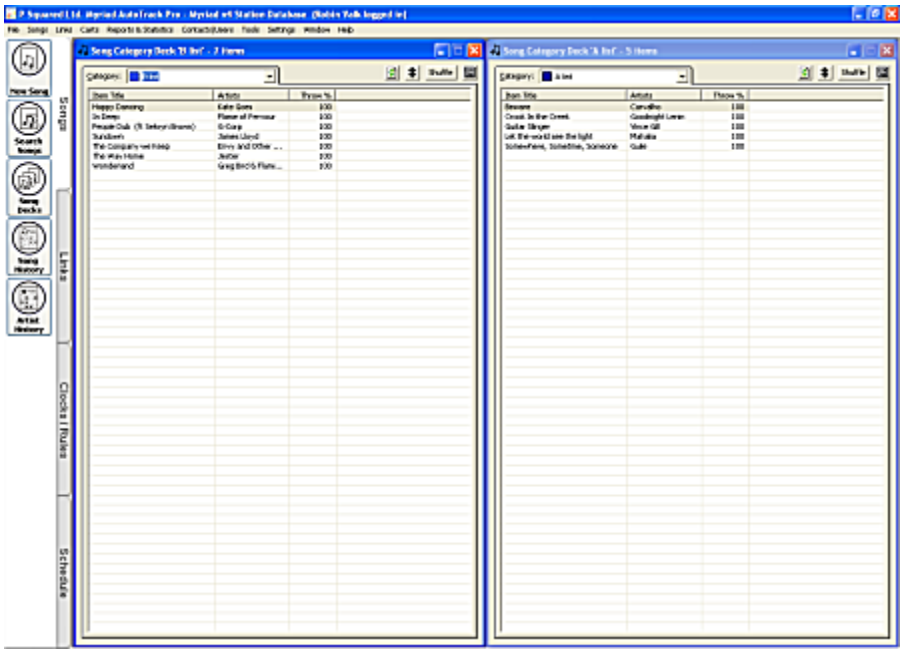
Tile Horizontal and Vertical

Select these options to view multiple windows tiled **horizontally**....



... or **vertically**



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Songs Menu

Songs Menu

Accessed from the Menu Bar, the Songs menu lets you access a range of key areas for defining settings, managing Artist and Song functions, Defining Collections and Artist Groups and more. All functions are listed in this topic; follow the links for details.

The Top section of the menu allows you to define and manage key elements accessing Categories, Types, Eras and Genders and Styles definition windows.

The next section opens different views in the Artist and Song Management window.

The third section opens different views in the Collections and Groups window.

The fourth option accesses Song Decks and the Song Re-organiser

The advanced options allow shuffling and compacting of Song Decks.

Definitions windows: Song and Link Categories

These windows are used to define key areas of your library. They are all treated together in this topic: the functionality is the same in each.

Accessing
Features
Functions

Accessing

From the Songs and Links menus, select the Categories option to access a window similar to this image. The window can be sized; this window shows it at is smallest width.

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Features in this window

There are a total of 32 rows in the window; each can store Category information. AutoTrack automatically calculates the average duration for each Category; this value is used particularly in Clocks. This can be recalculated at any time using the Tools Menu Update Runtimes option. At the right of the pane, AutoTrack provides seven Colour Groups - six groups of four, and one of eight. These do not have a specific function, but as the colours of each Category are automatically carried through into Clock and Log displays, many AutoTrack users choose to group similar families of categories by Colour, as shown above.

Functions in this window

Adding a Category Definition

Deleting a Category

Renaming an existing Category
Using Colour

Re-calculating Average Song and Link Category Durations

Adding a Category

1. Access the Categories definition window
2. Select an unused Row
3. Type in a Category Name.
4. Click OK to Confirm
5. Then click OK to close the window

You can now add the Category to Clocks, and add Songs to the Category. The Deck for this Category is now accessible.

Deleting a Category

You can not delete a Category which still contains Songs or Links, or which is assigned to be scheduled in one or more Clocks.

1. Open the Category Deck, and move all the Category content to one or more Categories. See working with Decks.
2. Work through all Clocks using the Clock window, to reassign any Category Clock calls.
3. Then delete the Category in the relevant Categories definition window.

Renaming an existing Category

You can edit the Categories from here by clicking into the Category and changing the name but you should remember that once you start adding Songs to a Category, changing the Category Name will simply re-name the Category Deck so it is a good idea to set these up the way you want them before you start adding songs.

TIP: A single Song or Link can belong to several Categories by having multiple Song Cards.

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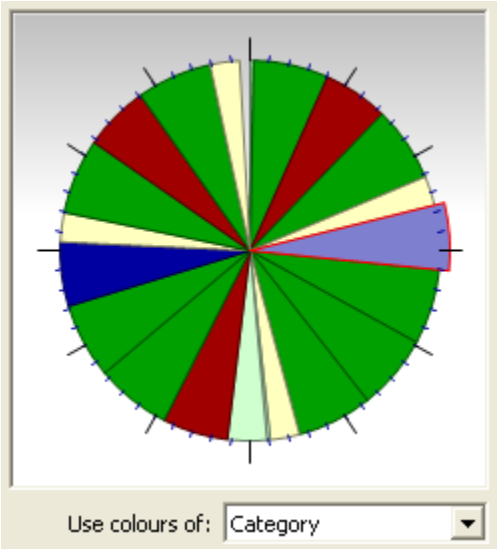
Using Colour



There are six Colour Groups of four and one Colour group of eight. These can be used, if you so wish, to place associated Categories together. This colour scheme can be used to highlight, for example specific Categories for balance in the Clock Diagram pane of the Clock window.

Re-Calculating Average Song and Link Category Durations

1. Access the Tool Menu
2. Select the Update Average Category Lengths
3. AutoTrack re-calculates all Average Category Durations before posting a confirmation window.
4. Click OK to close this window.

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Type Definition

Songs and Links

This window is used to define **Types**.

Accessing
Features
Functions

Accessing

From the Songs and Links menus, select the Types option to access the definition window. The window can be sized.

Features in this window

There are a total of 32 rows in the window; each can store a Type name. At the right of the pane, AutoTrack provides seven Colour Groups - six groups of four, and one of eight. These do not have a specific function, but as the colours of each Type are automatically carried through into Clock and Log displays, many AutoTrack users choose to group similar families of categories by Colour.

Functions in this window

Adding a Type
Deleting a Type
Using Colour

Adding a Type

1. Access the Types definition window
2. Select an unused row
3. Type in a Type Name.
4. Click OK to Confirm
5. Then click OK to close the window

You can now add the Type to Songs and Links, apply Type rules and call for it in Clock Positions.

Deleting a Type

You can not delete a Type which is associated with Songs or Links, or which is assigned to be scheduled in one or more Clocks.

1. Search by Type in the Search Songs or Search Links windows, and delete the relevant Type from Songs and Links in the search results using the Mass Song or Mass Link Changer.
2. Work through all Clocks using the Clock window, to reassign any Type Clock calls.
3. Then delete the Type in the relevant Types definition window.

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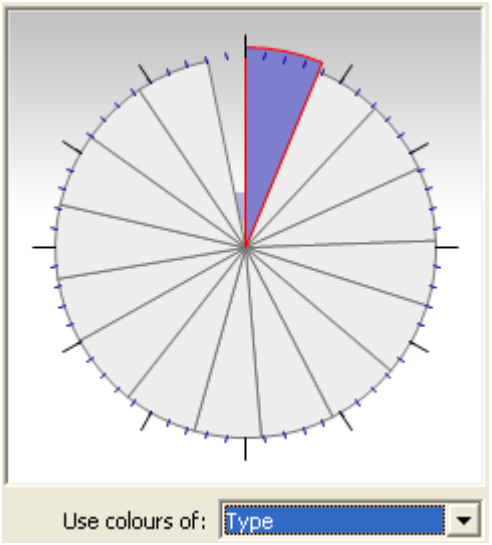
Using Colour



There are six Colour Groups of four and one Colour group of eight. These can be used, if you so wish, to place associated Types together. This colour scheme can be used to highlight, for example specific Types for balance in the Clock Diagram pane of the Clock window.

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Era and Gender Definition

Songs and Links

These windows are used to define **Era** and **Gender**

Accessing
Features
Functions

Accessing

From the Songs and Links menus, select the Eras or Genders option to access the definition window. The window can be sized.

Features in this window

There are a total of 32 rows in each window; each can store a Era or Gender name. At the right of the pane, AutoTrack provides seven Colour Groups - six groups of four, and one of eight. These do not have a specific function, but many AutoTrack users choose to group similar families of Eras or Genders by Colour.

Functions in this window

Adding a Era or Gender

Deleting a Era or Gender

Adding an Era or Gender

1. Access the Eras or Genders definition window
2. Select an unused Row
3. Type in an Era or Gender Name.
4. Click OK to Confirm
5. Then click OK to close the window

You can now add the Era or Gender to Songs and Links, apply Era and Gender rules, and call for Era or Gender in Clock Positions.

Deleting an Era or Gender

1. Select the Era or Gender
2. Then delete the Era or Gender by spacing through the entry.

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Style Definition window

This window is used to define **Styles** for use in the Song window.

Accessing

From the Songs Menu, select the Styles option to access the definition window. The window can be sized. There are a total of 64 rows in this window; each can store a Style name.

Adding a Style

Deleting a Era or Gender

Adding an Era or Gender

1. Access the Eras or Genders definition window
2. Select an unused Row
3. Type in an Era or Gender Name.
4. Click OK to Confirm
5. Then click OK to close the window

You can now add the Era or Gender to Songs and Links, apply Era and Gender rules, and call for Era or Gender in Clock Positions.

Deleting an Era or Gender

1. Select the Era or Gender
2. Then delete the Era or Gender by spacing through the entry.

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Artist and Song Management window: the Information Browser

This window allows you to view all Songs for any Artist, and all Artists for any Song. You can also assign Artists to one or more **Artist Groups**, and clean up Artist Names and Song Titles that are no longer used in the Database.

Accessing this window
Artist Management features
Song Management features
Functions in this window

Accessing this window

From the Song Menu, select either Artist Management or Song Management, to open the window. Both options open a different view in this window, but you can access either option directly in the window. You can also access this window from the Song/Link Minimum Separation Report by clicking on any Artist.

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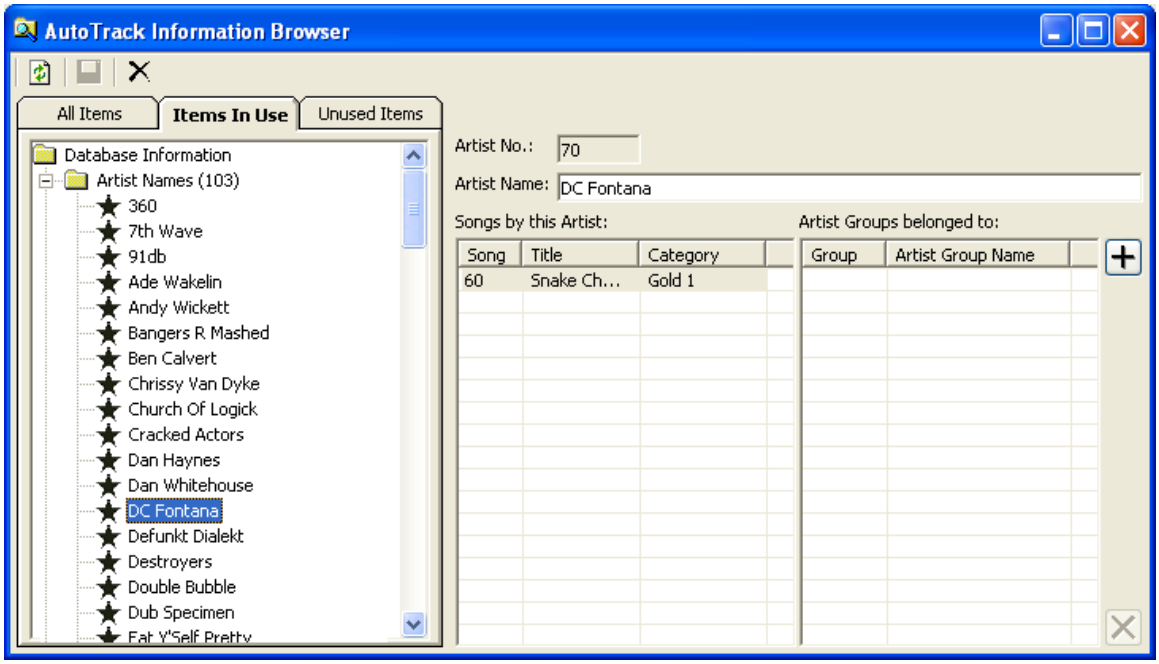
Artist Management features

The window allows you to view active and inactive database items, and has a tree control allowing you to view by Artists or by Songs. Your selection here controls what is accessed in the right-hand section of the window. Like many windows in AutoTrack, it can be sized.



In Artist Management mode, you can view Songs and Artist Groups for each selected Artist. You can also create Artist Groups, and add or remove these from any Artist.

To view Songs in this window, scroll to open the Song Titles section in the Tree Control.

Back to top

Song Management features

In Song Management mode, all Songs (normally one, but of course you can have different Songs with the same Title) with the selected Title are displayed, along with the Artist for each Song.

Functions in this window

Navigating
Creating and Assigning Artist Groups
Deleting Artist Groups
Viewing Used Artist Names or Song Titles
Deleting Unused Artist Names or Song Titles

Navigating

The left hand pane consists of a **Tree Control** with two main elements: an Artist folder, and a Song folder. Both of these can be expended or collapsed. When fully expanded, select either an Artist or a Song to view results for the selected item.

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Creating Artist Groups

Artist Groups are often used to control the rotation of songs by related artists. Where there is a group with solo performers, this device can be used to prevent too many instances of songs in the same group from paying too close to each other.

1. Open the Artist Names folder in the Artist and Song Management window
2. Select any Artist
3. Click the + Add button at top right of the pane to open the Add to Artist Group window
4.

5. The selected Artist is displayed in the field, but you can enter any Artist Group Name you want.
6. Click the dropdown arrow to view all existing Artist Groups.
7. When you have entered a new Artist Group name or selected an existing Artists Group name, click OK.
8. The Artist Group is associated with the selected Artist.
9. Repeat for all other Artists you wish to include in the Artists Group.

To **view** all Artists for an Artist Group, work in the Collections and Groups window

Back to top

Deleting Artist Groups from Artists

1. In the Artist Names folder in the Artist and Song Management window, select an Artist with an Artist Group assigned.
2. Select the Artists Group to delete in the rightmost pane.
3. The ✕ Delete button at bottom right is activated
4. Click to remove the Artists Group from the selected Artist
5. Repeat for all other Artists you wish to remove from the Artists Group.

To **delete** an empty Artists Group, work in the Collections and Groups window.

Back to top

Viewing Used or Unused Artist Names or Song Titles

The three tabs at the top of the selection pan allow you to view everything in the database, or just those items which are used, or unused.

Select an option as required.

Deleting Unused Artist Names or Song Titles

When spring-cleaning or overhauling your database, it is common for unassigned Database elements to be left in the database. This clean-up option lets you find and remove these. AutoTrack will not let you delete **used** Artists Names or Song Titles.

1. Select the Unused Items option
2. Browse for items to delete
3. Select
4. Click the Delete button in the Toolbar

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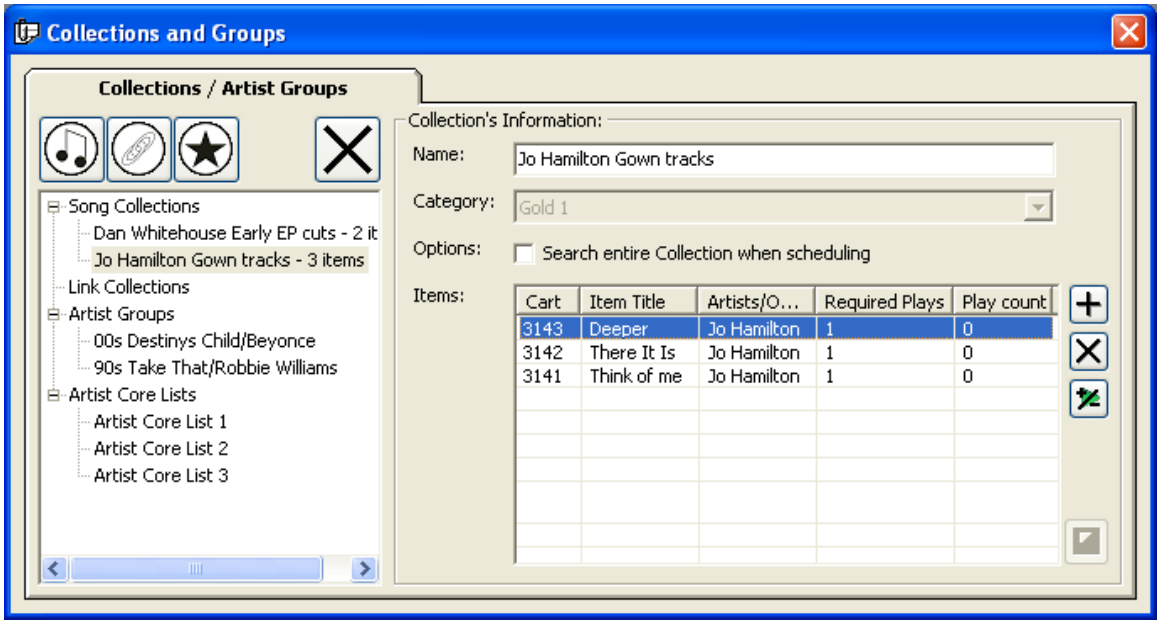
Collections, Groups and Core Artists

This window allows you to manage Song and Link **Collections**, and for Songs only, **Artist Groups**, and Artist Core Lists

Accessing this window
Collections Features
Artist Group Features
Artist Core List features

Accessing this window

From the Songs or Links Menu, select the Collections option; from the Songs Menu only, select the Artist Groups or Artist Core List option. The window opens showing a tree pane displaying existing Collections and Artist Groups.



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Collections Features

The tree control at left allows you to view all collections.

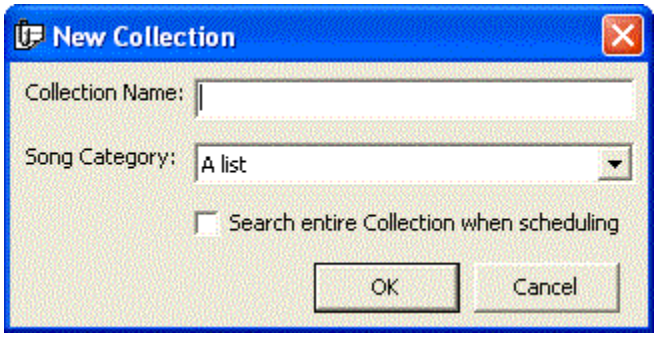
Selecting a Collection will show the contents of the collection in the right hand content pane.

You can 'weight' a collection to ensure that a specific item plays more often that other items in the same collection.

Creating a Collection
Adding Items to a Collection
Deleting an Item from a Collection
Deleting a Collection
Editing the number of required plays in a Collection

Creating a Collection

Click the large Song or Link Collection buttons at top left to open the New Collection pane.



1. Enter a name, and specify the Song or Link Category
2. Click OK to create the Collection and display it in the left-hand pane of the Collections window.

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Adding Items to a Collection

Select a Collection and click the Add Item button at the right-hand of the Collections window to open the Database Browser pane

1. If necessary, modify the information in the Search For filed, which will display the Collection name you selected.
2. Then click Search
3. The window will show all Songs or Links in the selected Category, or if you have selected **<All Categories>** all matching Songs or Links are displayed.
4. Select one or more Songs or Links to Add to the Collection.
5. If Songs or Links are from a range of Categories, AutoTrack will ask you if you wish to move these items to the selected Category.
6. Finally, Save your changes.

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Deleting an Item from a Collection

1. Select and open a Collection
2. Select one or more items in that Collection
3. Click the Delete button at right.
4. Save your changes.

Deleting a Collection

1. Select and open a Collection
2. Delete all items from the Collection
3. Click the large Delete button at the top left of the pane. AutoTrack will not let you delete a populated Collection.
4. Save your changes.

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Editing the number of required plays in a Collection

Select and open a Collection, then select one or more items in that Collection. Then click the Edit Required Plays button to open the Edit Required Plays pane.

Enter a value. If for example, you tell AutoTrack to play an item 3 times before moving on to the next item, it will follow your instructions. This means you can create a Collection that is weighted towards particular songs.

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Artist Group Features (Songs only)

The Artist Group section allows you to define Artists Groups for use in scheduling. A range of Artist Group Rules are available in the Global Rules window.

Creating an Artist Group
Adding Artists to an Artist Group
Removing Artists from an Artist Group
Deleting an Artists Group

Creating an Artist Group

Click the New Artist Group button at the top left of the window to open the New Artists Group pane

Enter a name for the Artists Group, and click OK. The new Artist Group name is displayed in the left-hand tree control pane.

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Adding Artists to an Artist Group

1. Select or Create an Artist Group
2. Click the Add button at the right-hand of the Collections window to open the Database Browser pane.
3. Enter an Artists name, or clean the Search For pane altogether.
4. Select the Artists to Add to the Group (press the Ctrl key and then click in individual artists to select multiple non-contiguous Artists in the list).
5. Click OK to add the selected Artists to the Group. The Artists are displayed in the Artist Name pane.
6. Finally, click the Save button to save your changes.

Removing Artists from an Artist Group

1. Select an Artist Group
2. Select individual Artists in the Artists Name pane.
3. Click the Click the Delete button at right.
4. Save your changes.

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Deleting an Artist Group

1. Select and open an Artists Group
2. Delete all items from the Group
3. Click the large Delete button at the top left of the pane. AutoTrack will not let you delete a populated Artists Group.
4. Save your changes.

Artist Core List features

AutoTrack allows you to optionally define up to three levels of Core Artist. Core Artists can be assigned different separation values from the standard separation values for each Category. So you can call for smaller separations for your most important artists. The process starts in this window, after which you can define separation values in Global Rules for your Core Artists.

Defining Core Artists
Removing Artists from a Core Artist list
Applying Core Artist separation values

Defining Core Artists

1. Select **Core Artists 1** in the left hand tree control pane.
2. Click the Add button at the right to open the Database Browser window.
3. Enter an Artist name or leave the Search For field blank, and click the search button
4. Select the Core Artists 1 Artists (press the Ctrl key and then click in individual artists to select multiple non-contiguous Artists in the list).
5. Click OK to add the selected Artists to Core Artists 1. The Artists are displayed in the Artist Name pane.
6. Repeat if needed for Core Artists 2
7. Finally, click the Save button to save your changes.

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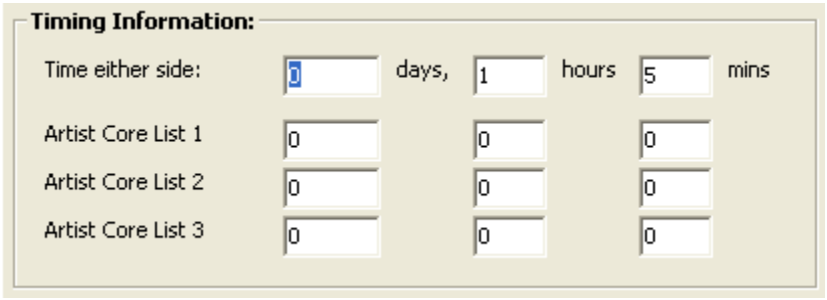
Removing Artists from a Core Artist list

1. Select a Core Artists list

2. Select individual Artists in the Artists Name pane.
3. Click the Click the Delete button at right.
4. Save your changes.

Applying Core Artist separation values

Define Artists for at least on Core Artists list. This will expose three new sets of separation fields for Core Artists Lists 1, 2 and 3 in the Rule Properties window for Artist Separation in the Global Rules window. This allows you to retain your default Artist separation values for each Category, but to enter different - normally, shorter - values for Core Artists in the lists you have defined.



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Song and Link Re-Organiser

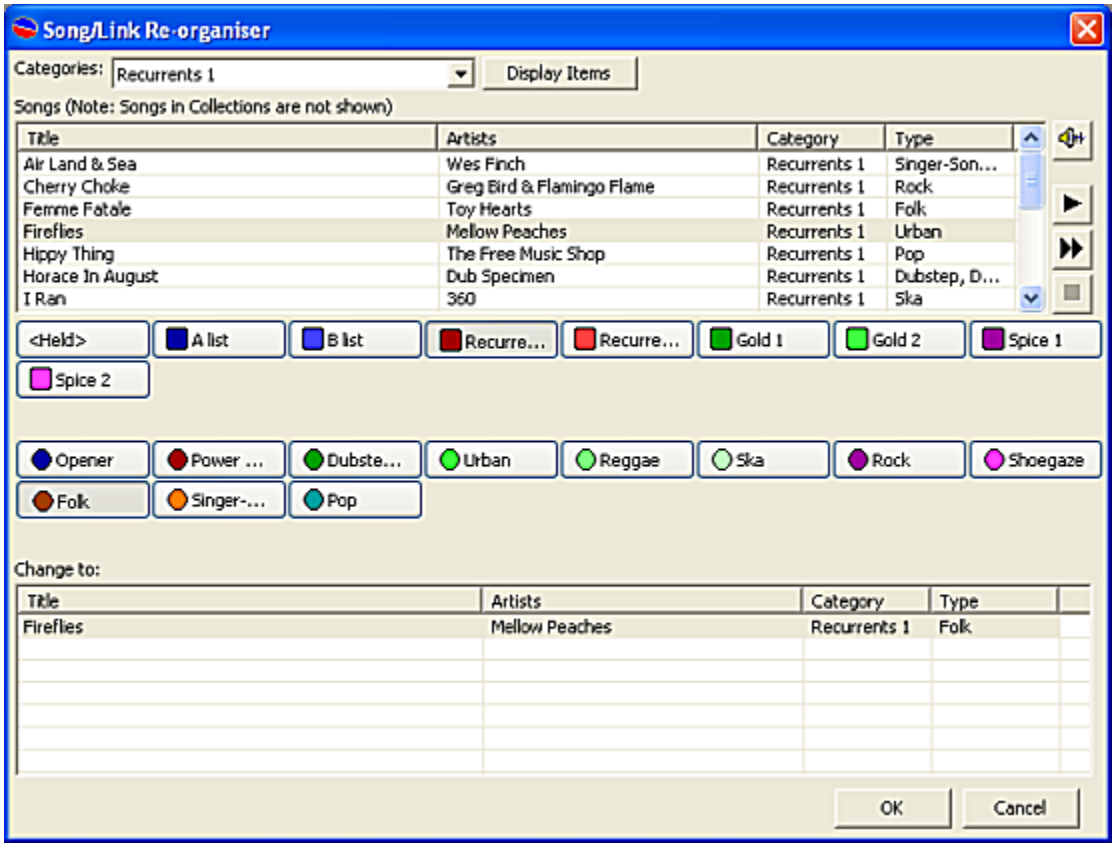
See also the Mass Changer options in Songs and Links

This window allows you to quickly re-organise large numbers of Songs or Links by Category or across the entire Library, and change individual or multiple Songs and Links' Categories or Types.

Accessing
Features

Accessing

From the Songs Menu or the Links menu respectively, select the Song or Link Re-Organiser option, to access a window similar to this illustration:



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Features

The top Categories field lets you select one or more Categories to display in the top pane. Click **Display Items** to view Songs or Links in the top pane.

Once selected, the preview button and play buttons at right allow you to preview each item, and play one or more items, or stop any selected item. The audio is played out through the Audio Players in the AutoTrack Main window, and can be stopped individually in each player.

When an item is selected, clicking on the **middle row** of Category buttons will reassign the selected song to a new Category.

Clicking on the **bottom row** of Type buttons assigns a different type to the selected Song or Link.

Click on the OK button to save your changes and close this window.

Links menu

Accessed from the Menu Bar, the Links menu lets you access a range of key areas for defining settings, Collections and more. All functions are listed in this topic; follow the links for details.

Select options from this Menu section to access the Link Categories, Type, Era and Gender definition windows, the Link Collections definitions window, the Link Decks window, and to access the Link Re-Organiser window.

The advanced options allow you to Shuffle and Squash all Link Decks.

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Carts Menu

Carts menu

This menu allows you to directly access the Audio Browser, the Audio Pad (for use in Myriad), and the Import Audio wizard.

Import Audio Wizard

This wizard allows you to import audio into Myriad Playout from CDs, Online Audio Stores, or files in your system. This then allows you to define Cards in the usual way for individual Songs or Links using the Myriad Playout Cart, or to create AutoTrack Song or Link entries. If you specify a temporary Category to import to, this allows you to manually edit the Link Cards before activating them.

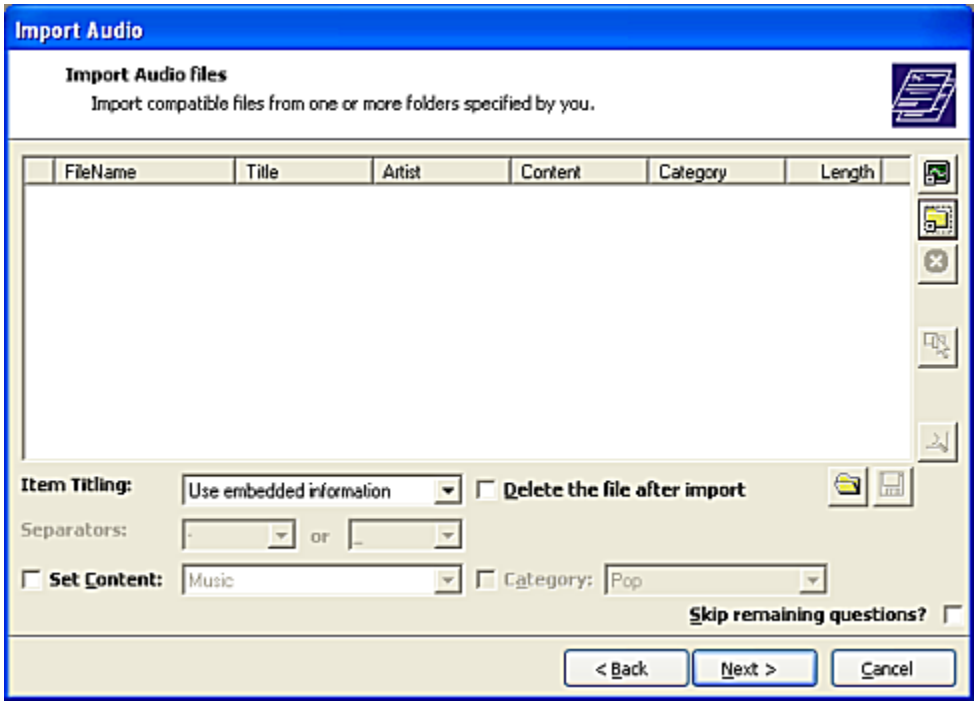
Accessing
Import Audio files option
Rip from CD option
Download Audio from Online Store
Numbering and creating AutoTrack entries from imported material
Specifying the Audio Format

Accessing

From the Carts menu, select the Import Audio Wizard option. This takes you to a Wizard start screen offering three options:

Import Audio files option

This can also be accessed from the Import Audio option from Reports in the Reports and Statistics menu



From this window, navigate to a file store on your network, and select files to import. Myriad Playout offers a range of options for titling, and allows you to pre-define Myriad Playout Content and Category into which to import the information.

Click Next to go to the Cart number allocation pane.

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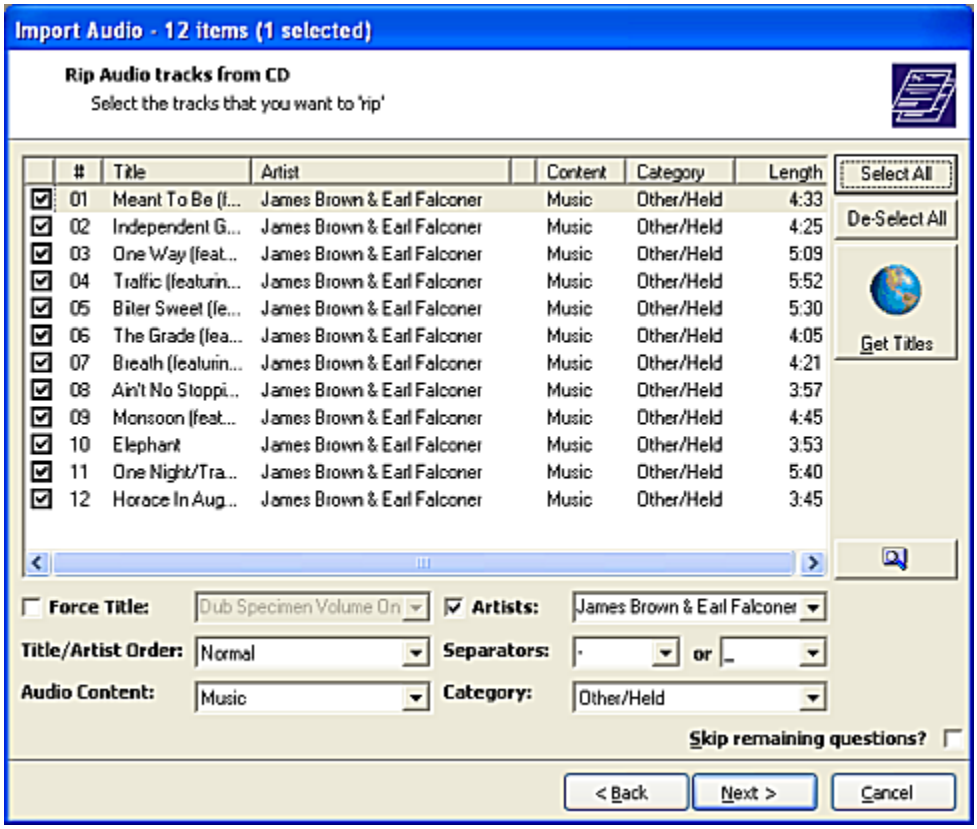
Rip from CD option

This can also be accessed through the Import Audio option from Reports in the Reports and Statistics menu



Place a CD in the local machine's CD player, and select this option. Myriad Playout will read the CD, and where possible, you can search the freedb.org web database for title information.

Then select the tracks to import.

Click Next to go to the Cart number allocation pane.

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Download Audio from Online Store option

This option takes you to the P Squared Desktop Music Library. This allows you to download CD quality files directly into Myriad Playout.

For more details, visit the Desktop Music Library site.

Once you have selected and downloaded files, click Next to go to the Cart number allocation pane.

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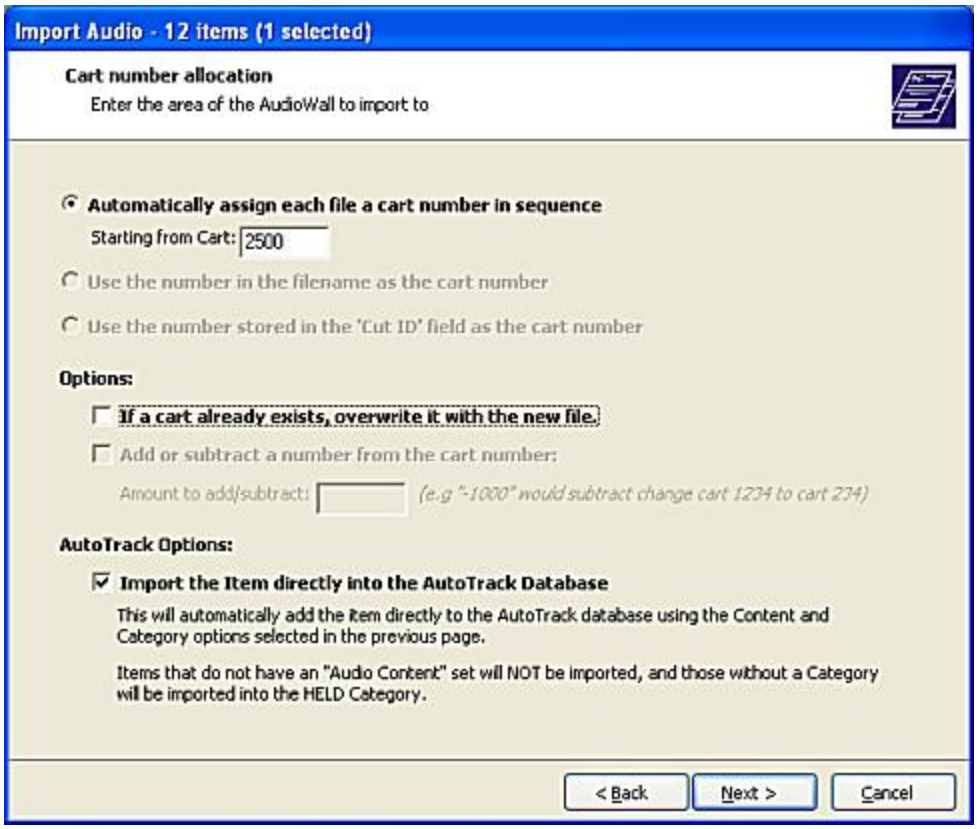
Cart Number pane

Once you have selected Audio and specified options to import in any of the above panes, click next takes you to the Cart Number pane.



In this window, specify the Cartwall region to import Audio to. Myriad Playout will automatically seek out the next available empty Cart in this region, unless you specify otherwise. You can also import the material directly into the AutoTrack Database, which speeds up the Add Song or Add Link process. Click Next to go to the Format window

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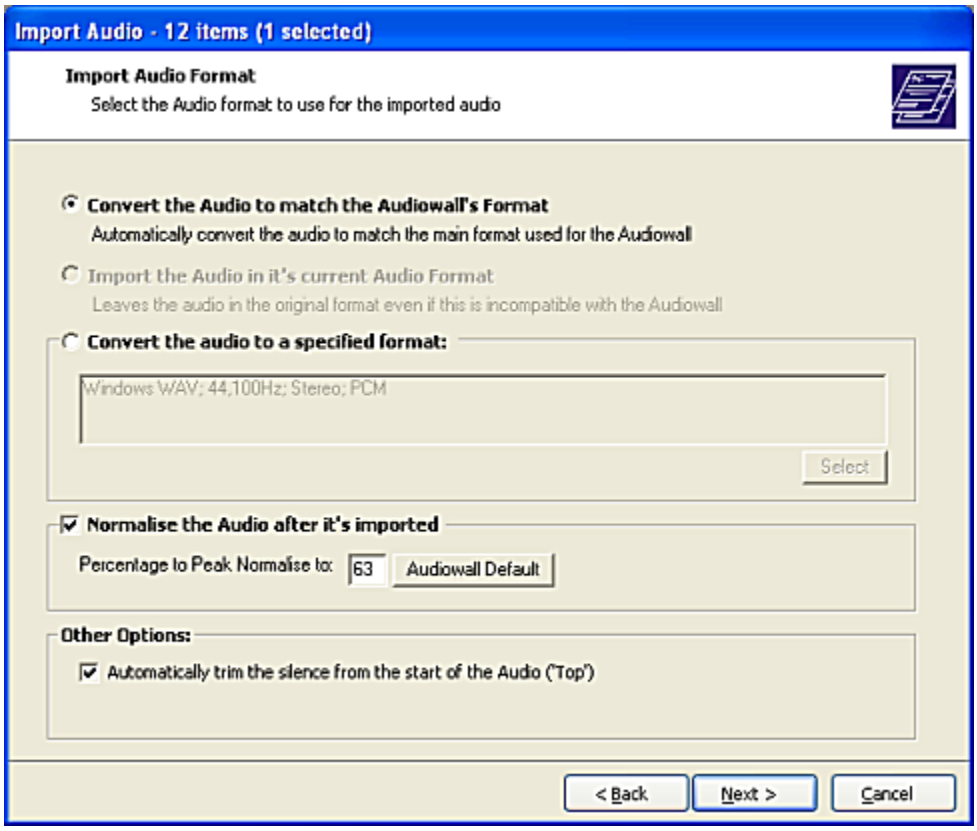
Audio Format options



In this window, specify an Audio format. The default option is to match what is already in the Audiowall in Myriad Playout. You can optionally normalise the audio for a smoother level of output, and trim dead audio from the front of the audio file.

Click Next to go to a Summary window showing the files you are importing, and the proposed Cart numbers.

Click Next again to start the import process.

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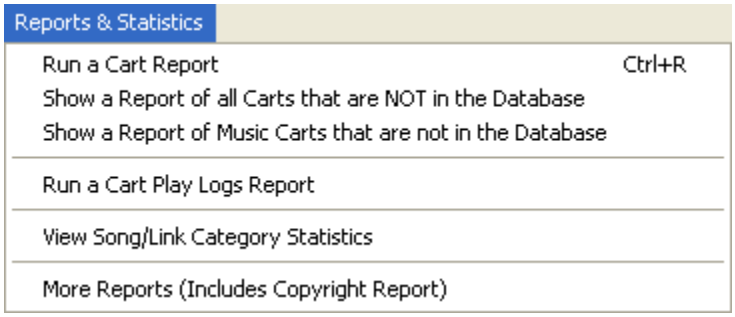
Reports

Reports and Statistics menu

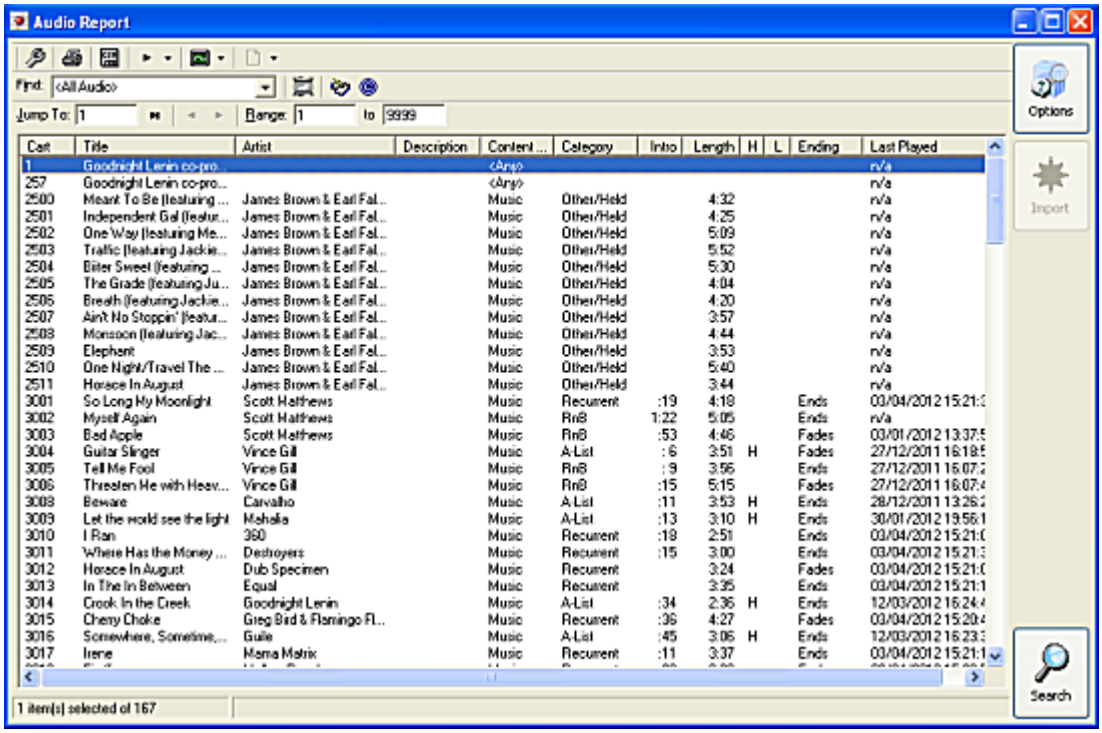
Accessed from the Menu Bar, the Reports and Statistics menu gives access to a range of reports. All functions are listed in this topic; follow the links for details.



Cart Report
Cart Report - all carts NOT in Database
Cart Report - Music Carts not in the Database
Cart Play Logs Report
View Song/Link Category Statistics
Reports window (opens in separate topic)

Back to top

Cart Report



This window allows you to search the Carts Database.

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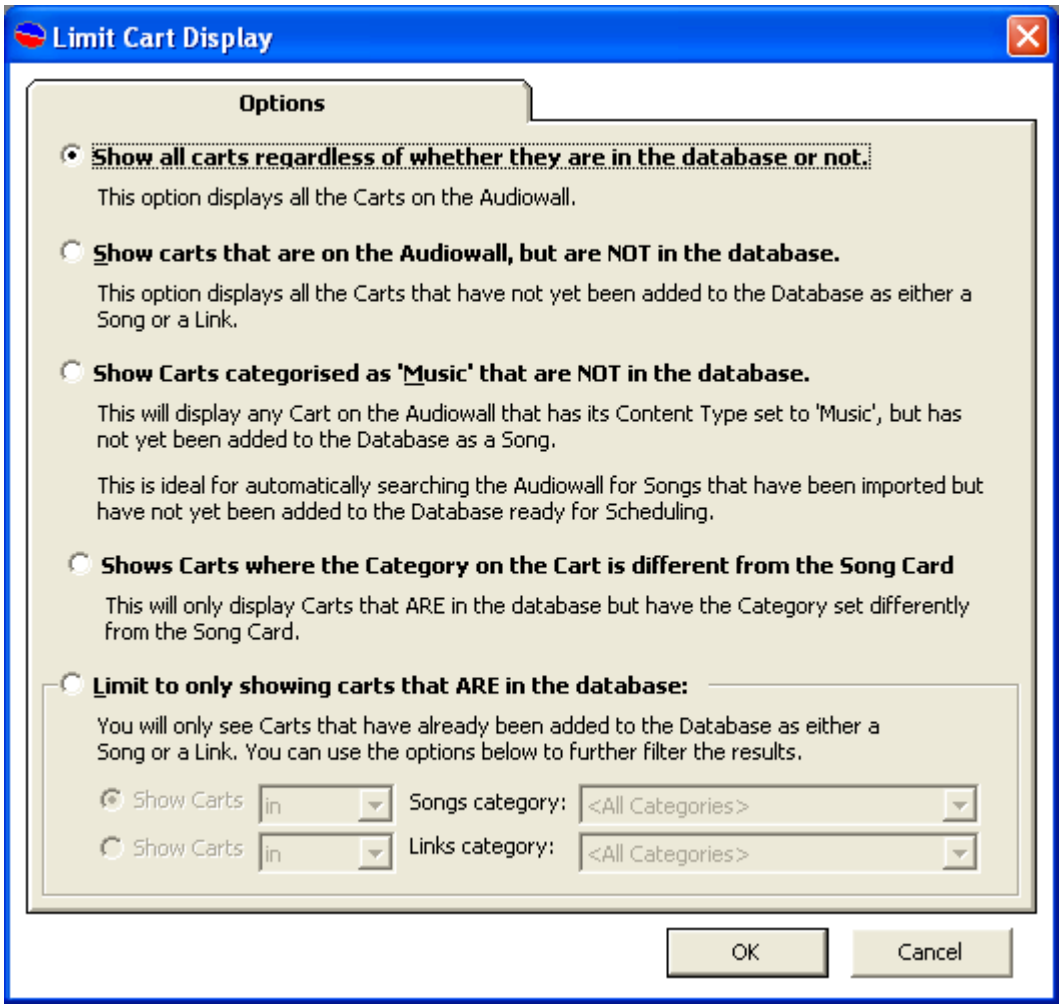
The search tools are identical to those in the Audio Browser. In fact, this could be said to be a more detailed version of this window. There is, however, a further **Options** button at the top right of the window. Click to access a settings window which allows you to specify a custom search start:



Option 1 is the default option;

Option 2 takes you to the Cart Report - all carts NOT in Database

Option 3 takes you to the Cart Report - Music Carts not in the Database

Option 4 and 5 offer further specific search capability.

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Cart Report - all carts NOT in Database

Use this option, either from the menu or the options pane, to locate Carts in Myriad Playout which are not yet entered into the P Squared database.

Cart Report - Music Carts not in the Database

Use this option, either from the menu or the options pane, to locate Carts in Myriad Playout which have been defined as Music items, but which have not yet been added as Songs in the AutoTrack database.

Cart Play Logs Report

Select this option to see items that were played out through Myriad Playout. You can select a range of time periods to view. This can also be used to reconcile the scheduled output with the played output.

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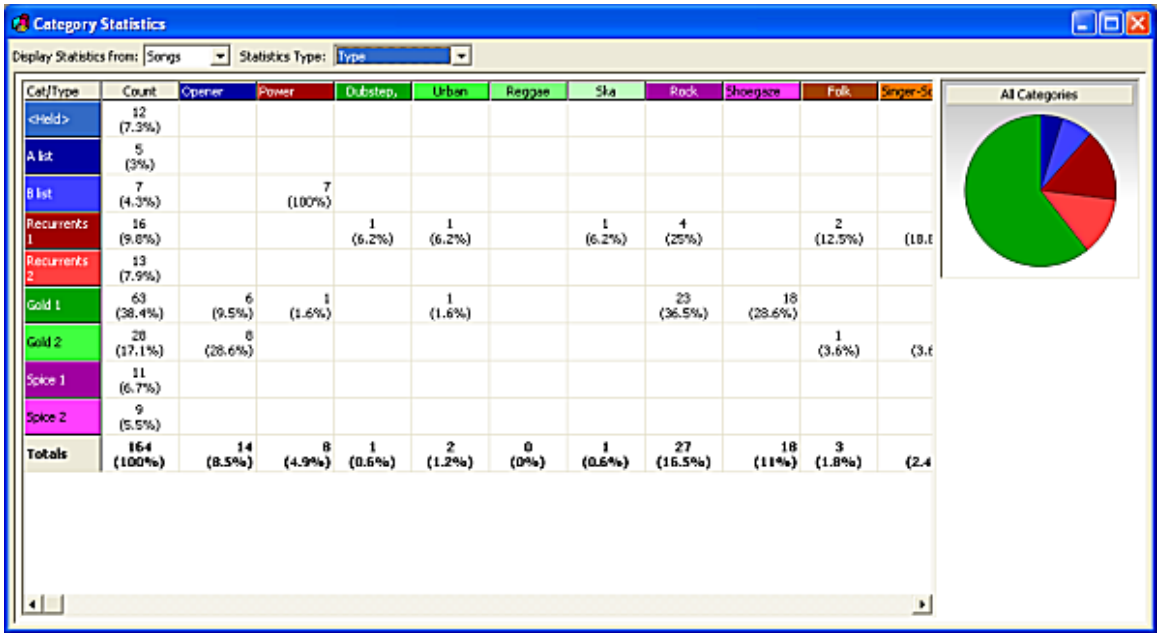
View Song/Link Category Statistics



This window allows you to search either by Songs or Links and to display all active Types by Category.

The Pie chart at right shows the distribution of Songs or Links by Category.

1. Select Songs or Links in the first dropdown field
2. Select an element in the Statistic field.
3. The window automatically updates.

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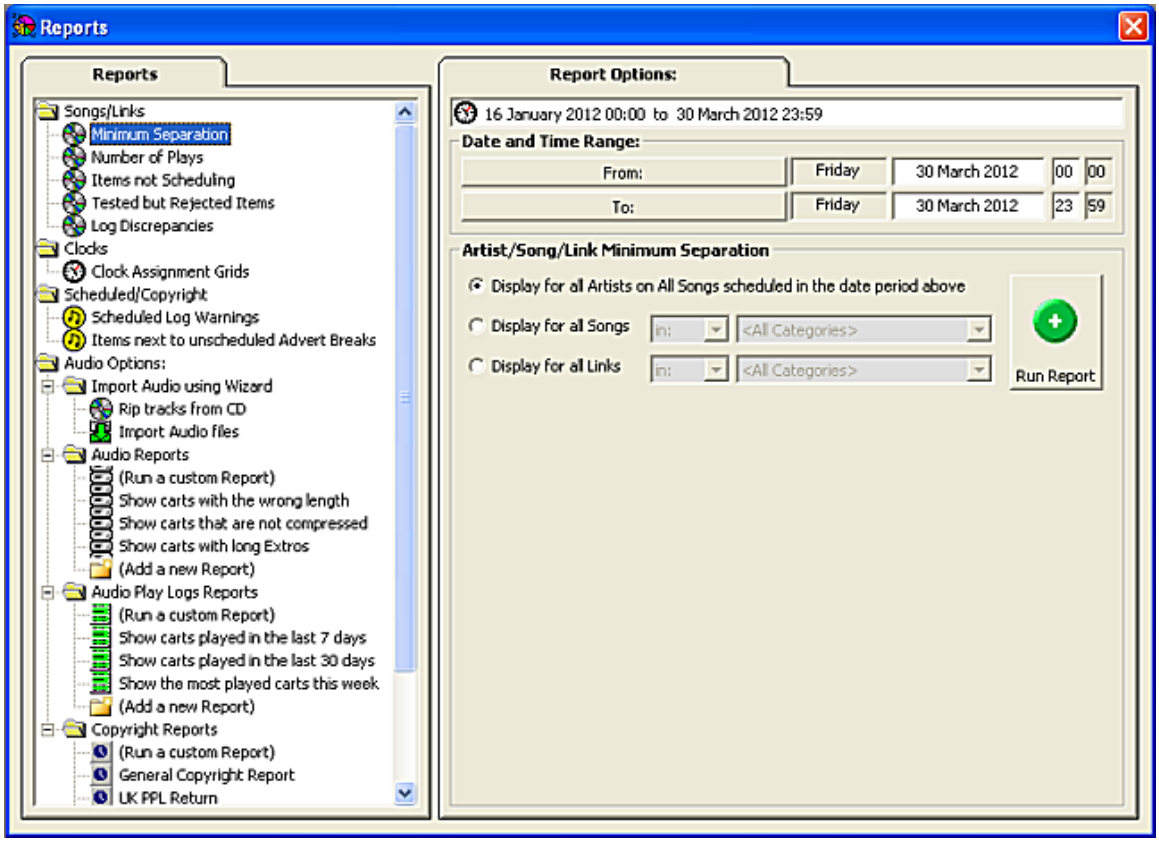
Reports window

In this window you generate reports for Songs and Links, Clocks, Schedule items, Audio options, and Copyright returns. You can also generate custom reports for a variety of purposes.

Accessing this window
Features in this window

Accessing this window

In the Menu Bar, select the Reports and Statistics menu, and then More Reports. In some sections of AutoTrack, you con select a report option which jumps you directly to the specific Report option you need in this window.



Features in this window

The main window has two sections: the left-hand report selection pane, and the right-hand options pane which varies according to the selected report.

Report selection pane

The left-hand pane lists all available report options, organised in a tree control. Some of these reports are accessible from other areas. They're grouped under the following headings.

Song and Link Reports
Clock Reports
Scheduled and Copyright reports
Audio Options

Song and Link Reports

Minimum Separation Report
Number of Plays Report
Items Not Scheduling
Tested but Rejected
Log Discrepancies

Minimum Separation Report

Select this report and enter a date range or accept the default time range to view a report showing minimum separation between plays by all artists in the database. The report can be sorted by Artist, by Minimum Separation value or by number of plays, in ascending or descending order. See the notes on working with reports. You can also jump to the Artist Management window by clicking on any Artist.

Number of Plays Report

This will display for the selected date range the number of plays for individual Song or Links, together with the first and last play in the date range. The report can be sorted by Artist or Title, by Category, number of Plays, first or last play, in ascending or descending order. See the notes on working with reports. You can also jump to the underlying Song or Link window by clicking on any entry.

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Items Not Scheduling

This is one of the most useful reports in AutoTrack, especially when you are trouble-shooting your scheduling and settings. For the selected date range, you can view all Song or Links with the number of times the Song or Link has not been scheduled. You can also search for a specific Song or Link by AutoTrack Item number. As always, the report can be sorted by Artist, Title, Category, AutoTrack Item number, and Not-Scheduled count. See the notes on working with reports. You can also jump to the underlying Song or Link window by clicking on any entry.

Tested but Rejected

This report lists all Songs or Links that were tested and rejected in the scheduling process, along with the reason it was rejected. This report is also extremely useful when trouble-shooting your schedule. You can also search for a specific Song or Link by AutoTrack Item number. As always, the report can be sorted by Title, Reason For Not Scheduling, Scheduling time, and other Information fields. See the notes on working with reports. You can also jump to the underlying Song or Link window by clicking on any entry.

Log Discrepancies

This report lists all Songs or Links that have not been played out in AutoTrack. As always, the report can be sorted by Title, Reason For Not Scheduling, Scheduling time, and other Information fields. See the notes on working with reports. You can also jump to the underlying Song or Link window by clicking on any entry.

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Clock Reports

This report displays the Grid for each selected date, and will also optionally let you see each clock for each hour of each day. The report can be sorted by Clock Reference, Clock Description and hour. See the notes on working with reports. You can also jump to the underlying Clock window by clicking on any entry.

Scheduled and Copyright reports

Scheduled warnings screen
Items next to unscheduled Advert Breaks

Scheduled warnings screen

Select this report to view the Schedule Warnings Report window for the specified date

Items next to unscheduled Advert Breaks

Select this report to view Items next to unscheduled Advert Breaks.

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Audio Options

The next set of reports are grouped together

Import Audio
Audio Reports
Audio Play Log Reports
Copyright Reports

Import Audio

Select this option to access the Import Audio Wizard.

Audio Reports

These reports allow you to view

All Carts whose length does not match the Cart Length
All Carts with uncompressed Audio
All carts with Long Extros

Additionally you can generate and save Custom Reports by specifying Audio Browser Options.

All reports can be sorted and exported. See working with reports.

Audio Play Log Reports

These reports allow you to view

All carts played in the last 7 days
All carts played in the last 30 days
The most played carts this week

Additionally you can generate and save Custom Reports by specifying Audio Browser Options.
All reports can be sorted and exported. See working with reports.

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Copyright Reports

Generating a copyright report

NOTE: Under most circumstances you will not need to generate a custom report; if you are asked to do this, please contact P Squared Support

These reports allow you to generate copyright returns as follows:

General Copyright
UK PPL
UK PRS Commercial
UK PRS Music
IMRO Commercial + Music
IMRO Music

Additionally you can generate and save Custom Reports by specifying options in the Play Logs window.

Generating a copyright report

1. Reconcile your played log with your schedule (see Myriad Playout Help)
2. Access one of the above copyright reports.
3. Generate a report for the required date range.
4. Save the report and submit in the usual way.

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Working with reports

Sorting
Printing
Exporting

Sorting

Most reports in these windows can be sorted by clicking on the headers to sort contents in ascending or descending order.

Printing

To print a report, select the print results button at top left of the results window for the selected report.

Exporting

To export a report to a spreadsheet, select the CSV (comma separated values) button at top left of the results window for the selected report.

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Settings Menu

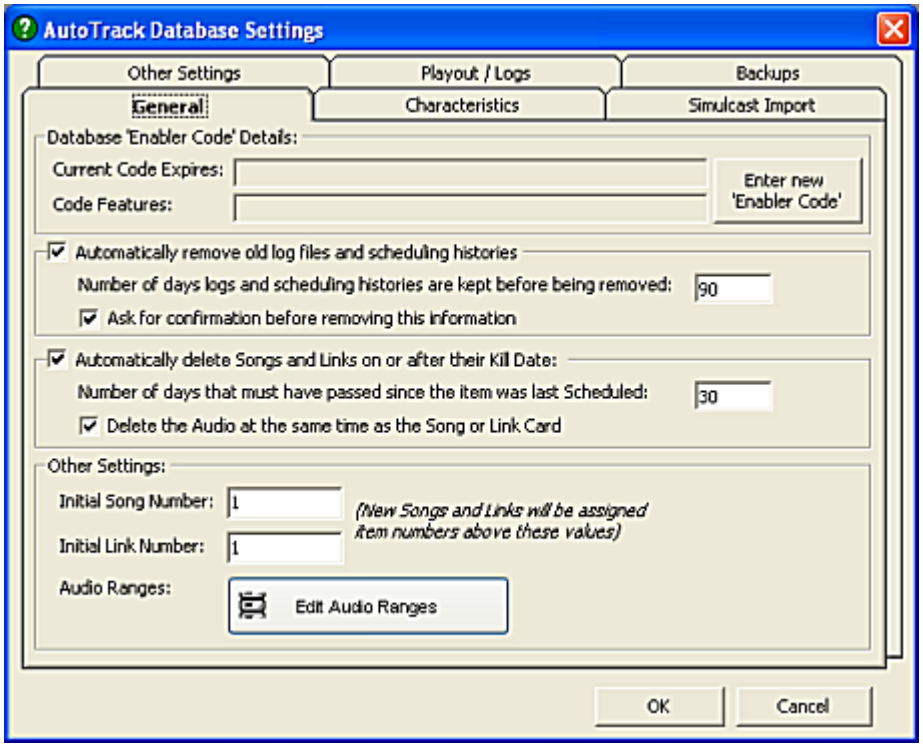
Database Settings window

A range of key AutoTrack settings are defined in this window.

Accessing this window
Features in this window

Accessing this window

From the Settings menu in the AutoTrack Main window, select the Database settings option to access a window similar to this image. There are six tabs each of which is covered in this topic.



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Features in this window

General tab
Characteristics tab
Simulcast Import tab
Other Settings tab
Playout / Logs tab
Backups tab

Database Settings General tab

Scheduling History Retention
Post- Kill Deletion options
Song and Link Numbering options

This is the default view tab when you access Database Settings. Aside from the Enabler Code pane, which you use during the licensing process, the pane allows you to specify:

Scheduling History Retention

Do you want to keep Log Files and Scheduling History in Memory, and for how long?. The default setting is that you do, for a period of 90 days.

Post-Kill date deletion

Do you want to automatically delete Kill-dated items after their last scheduling? The default setting is that you do, after a period of 30 days.

Song and Link Numbers and Audio Ranges definition

These fields let you set initial AutoTrack Database Item numbers (not the same as the AudioWall Cart Numbers) for both Songs and Links, and also to specify a **Myriad Playout**-specific window to assign Cart ranges for Links, Sweepers, Adverts, Music, Split Cart Groups and Script Ranges in the AudioWall.

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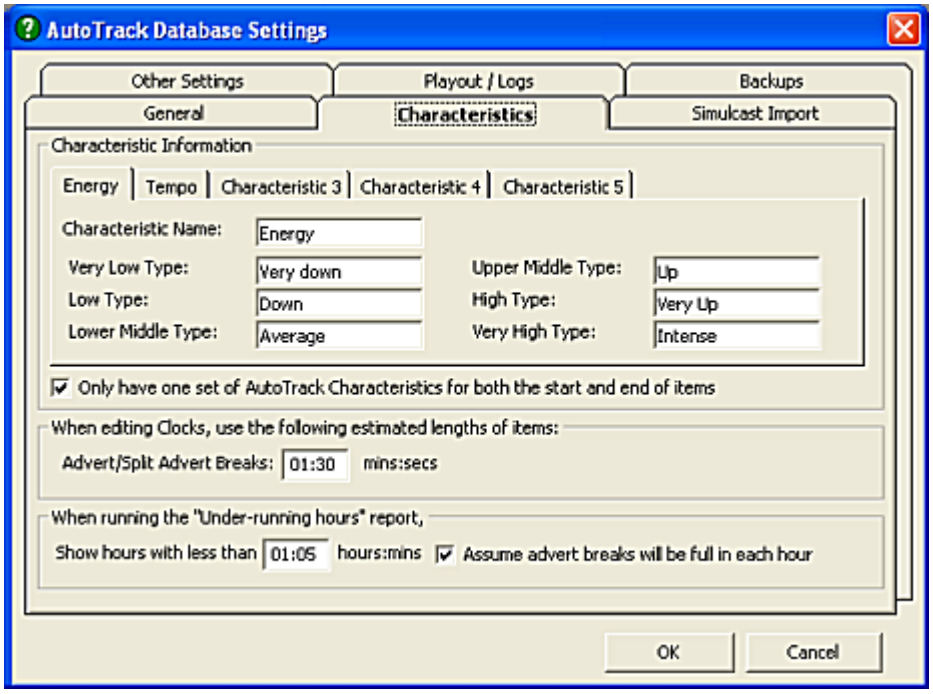
Database Settings Characteristics tab

This tab allows you to define multiple **Characteristics** and to implement different settings for those Characteristics.

Defining a Characteristic and Characteristic settings
Setting Single or Open/Close Characteristics
Advert Break durations for Clock Calculations
Under-running hours report duration setting



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Defining a Characteristic and Characteristic settings

1. Select an unused Characteristic tab - or one that you wish to re-define.
2. Enter a name for the Characteristic in the Characteristic Name field. Each Characteristic you define will be shows in the Global Rules windows.
3. Enter descriptive values for the Characteristic settings, using up to all six fields - or simply stay with the default values of 1 to 6. The settings you define here will be used in the Global Rules window when defining Follow rules for that Characteristic.
4. Click OK to save your changes.

Setting Single or Open/Close Characteristics

You can choose to apply **Start and Finish values f**or all your Characteristics, in two distinct fields in the Song and Link windows, by unchecking the box. This will also display a Play Start and Play End button in the Song and Link window. To display a **single** set of Characteristics check this box. These settings apply to all Characteristics in Songs and Links.

This, for example, could be used with a Mood or Energy characteristic to describe a Song which starts very quietly, and finishes very upbeat. Or where tempo changes drastically from the start to the finish of the song, this could also be of use.

Advert Break durations for Clock Calculations

This allows you to define an assumed average Spotbreak duration. This is useful in working out likely duration times for Clocks.

Under-running hours report duration setting

In this field, you can define what constitutes a short duration Clock. Clock runtimes which under-run this value are displayed in the Schedule Warnings Report window. This field allows you to set a default value; you can also set a temporary value in the Schedule Warnings section of the Reports window.

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Database Settings Simulcast Import tab

This tab window allows you to import Schedule templates from a different database. Normally, this is used when setting up split transmissions. As this is not an areas where general instructions can be used, each client's requirements being specific, for more details contact P Squared support directly.

Database Settings Other Settings tab

This tab window allows you to control a general range of advanced settings covering AutoTrack functionality. You do not normally need to change these settings, except under instructions from P Squared support. The settings are referenced directly in some areas of Help where they affect your use of the programme.

Database Settings Playout / Logs tab

This tab window allows you to specify log export paths when using AutoTrack with other, 3rd party, playout systems. If necessary, and depending on your system configuration, you may need to contact P Squared support.

Database Settings Backups tab

This tab window allows you to manage backup options. If necessary, and depending on your system configuration, you may need to contact P Squared support.

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Kicks and Shuffles

The two tab options in this window allow you to specify hours in which to **Kick** songs or Links in a Category, and also when to apply a Shuffle option.

Kick is more suitable for fast-turnover Categories. When you apply a Kick setting at a specific hour (see below), the number that you specific in the setting is the number of Songs or Links that will be kicked to the bottom of the Song or Link Deck. So if you have clocks calling for 3 A lists per hours, and an A list of 9 Songs, a Kick of 2 will break up the repeating pattern of the same Songs coming back at the same points in the hour, every three hours. You can apply as many kicks as you wish across the Day.

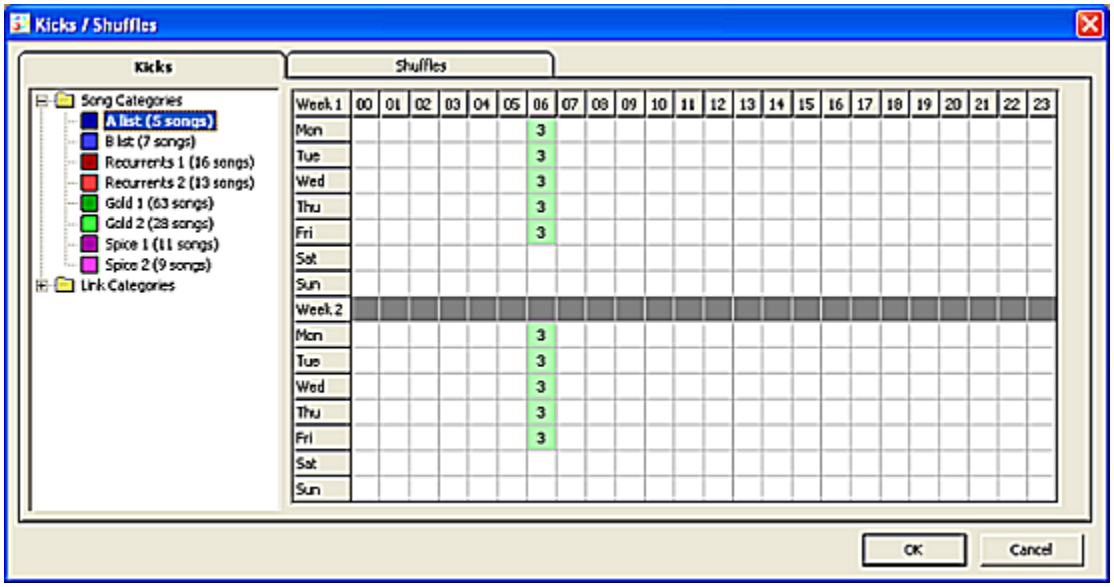
Shuffle will take the selected Song or Link Category and re-order by randomly shuffling that Category's Deck at the specified time. This is often used to mix up a Category when, for example, multiple Songs by the same artist have 'piled up' in the Song deck. This can be used to break up patterns which can build up in your scheduling, causing logjams.

Accessing this window
Setting up Kicks
Setting up Shuffles

back to top

Accessing this window

From the AutoTrack Main window select the **Kicks and Shuffles** option in the Settings Menu to access a window similar to this image. The Kick tab view is the default view; Shuffle is accessed by clicking the Shuffle tab.



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Setting up Kicks

1. Access Kicks and Shuffles.

2. Select a Category in the left hand tree control pane.
3. Select an hour's cell. Or select multiple hours by clicking and dragging up or down - you can only select the same hour across multiple days..
4. Enter a Kick Value. This will be applied to all selected hours, and highlighted as shown above.
5. To enter a second Kick Value, repeat steps 3 and 4.
6. Click OK to save your changes.

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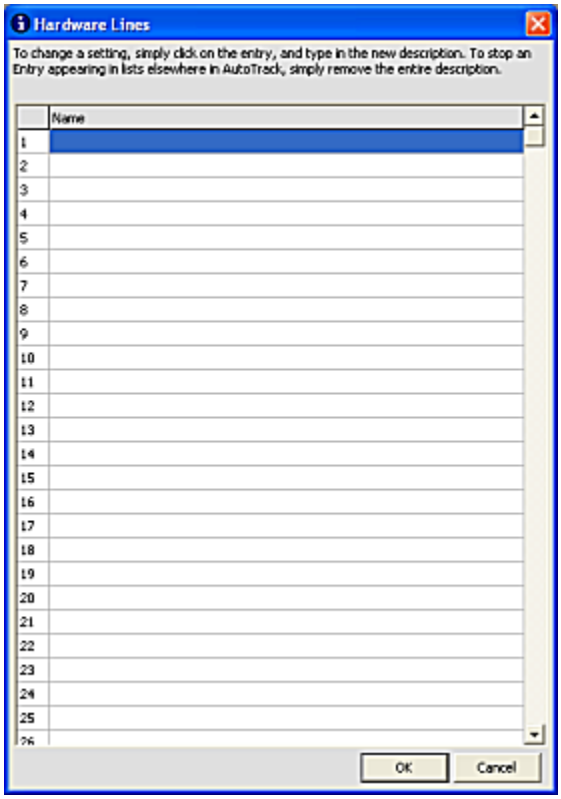
Setting up Shuffles

1. Access Kicks and Shuffles and select the Shuffles tab.
2. Select a Category in the left hand tree control pane.
3. Select an Hour by clicking on it.
4. The hour is highlighted. You can apply repeated Shuffles across the day or the week if you want to, but we suggest that if you need to do this, it might be better to look at the contents of the Category.
5. Repeat for other Categories as required.
6. Click OK to save your changes.

Hardware Line Names



The Hardware Line Names window allows you to assign names to specific Hardware Input/Output lines in Myriad Playout. Most Myriad Playout systems include a Hardware I/O card that has several inputs and outputs, which can be thought of as electronic switches that can be used to control things inside Myriad Playout or for Myriad Playout to control external devices.

An example might be the wiring of the audio switcher that switches IRN on and off to Hardware Line 17 on your Myriad Playout system. In AutoTrack, you would want to put the 'Switch on IRN' event in to the Running Order for a show, so you would want to instruct Myriad Playout to switch on Hardware Line 17. The Hardware Line Names section allows us to add the name 'IRN Switcher' to Hardware Line 17, so that when we want to add it to a Running Order can simply select the name of the device we want to switch.

To add a Hardware Line Name, open the Hardware Line Window by selecting Hardware Line Names from the Database Settings Menu, then click on the Hardware Line Number you want to add and type in the new name. If you have already set up this information in Myriad Playout it will automatically be displayed in AutoTrack.

Re-Use Songs

This tool allows you to re-schedule previously scheduled material across a different time-span. Many AutoTrack users use this to avoid 'wasting' plays of valuable material in lightly-listened hours, so getting maximum mileage out of their core material during peak hours. You effectively disable rotations for specific Categories in your target 'Destination Hours', defined in this window, and replace with plays for the selected Categories with Songs scheduled in the 'Source Period' timespan from the previous day, also defined in this window.

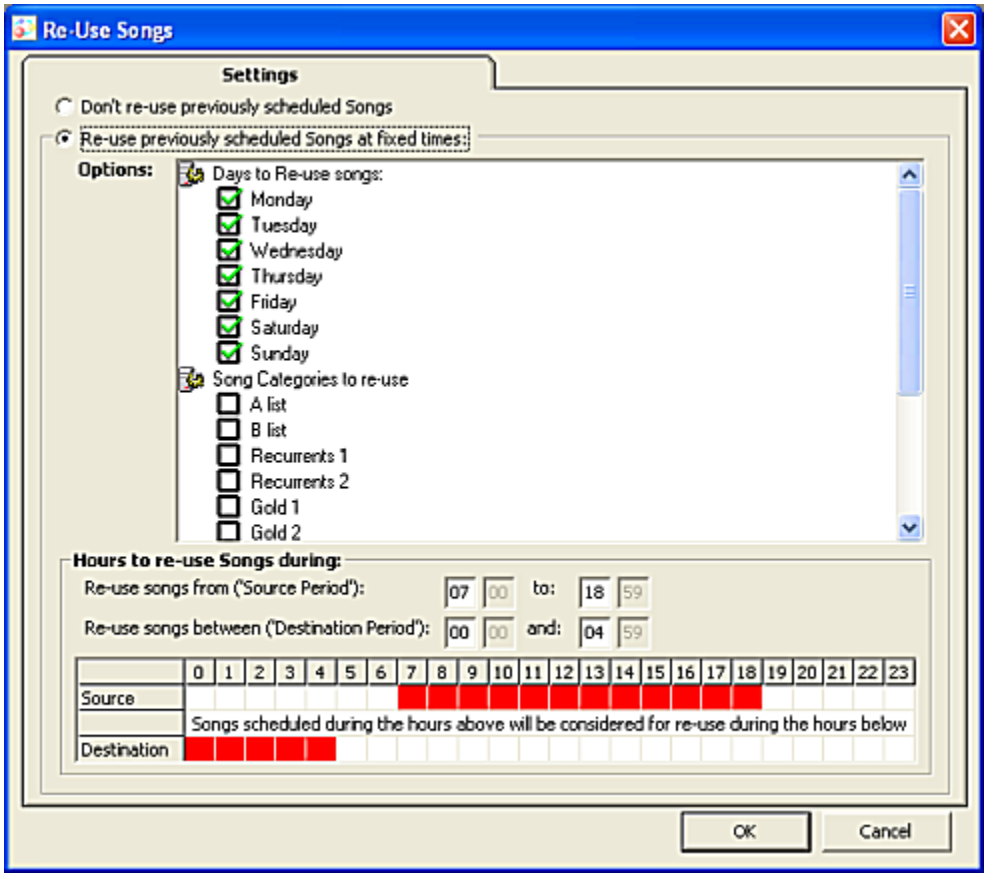
Re-Use is normally used for slow rotating Categories; there is no point at all in re-using material that already turns over several times a day, such as A list or fast-turnover Recurrents.

Note that your Clocks and Rules do **not** change. If you call, say, for a specific Gold Category in Re-Use Hours, you must ensure there is a supply of Gold Songs ready to use. History-specific Rules like Artist and Title Separation and Follow rule options may well be broken. But as the option to Re-Use is more important in this case, you can set options to ignore these rules during Destination Hours.

Accessing this window
Features in this window
Working with this window

Accessing this window

From the AutoTrack Main window select the **Re-Use Songs** option in the Settings Menu, to access a window similar to this image:



Features in this window

Enable Re-Use buttons
Days to Re-Use
Categories to Re-Use
Re-Use Options
Hours settings

Enable Re-Use buttons

The two radio buttons at the top of the window allow you to switch on or switch off the Re-Use facility. Select the second option to activate the options in this window.

Days to Re-Use

Check all days from which to Re-Use source material. If, for example you have very different programming in Weekend overnight hours, you might not wish to Re-Use mainstream daytime material in theses hours.

Categories to Re-Use

Check all Categories whose songs you wish to Re-Use. It is not worth re-using fast turnover Categories which turn over in a few hours each day, as these will be likely be played overnight in any case, without 'using up' daytime potential plays.

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Re-Use Options

Scroll down the options pane and check any of these options

ONLY use Re-Used material in scheduling Destination Hours
Allow Songs to be repeatedly used in Destination Hours
Ignore 'Re-Used' material in normal scheduling
Ignore Song History during Re-use hours

ONLY use Re-Used material in scheduling Destination Hours

The default setting is to leave this unchecked. In this case, AutoTrack will look at the Songs available for Re-Use first, and will then move on to non- re-Used songs. Check this box to exclusively use Re-Used material. You will probably need to check the next box in this case.

Allow Songs to be repeatedly used in Destination Hours

The default setting is to leave this unchecked. Check to allow the Songs to be repeatedly Re-Used in the Destination period.

Ignore 'Re-Used' material in normal scheduling

The default setting is checked. AutoTrack will ignore plays used in Re-Use hours when scheduling the following day. This will affect things like Artist and Title Separation, Follow rules and more.

Ignore Song History during Re-use hours

The default setting is checked. AutoTrack will ignore plays used in Source Period hours when scheduling the Destination Period hours. This, too, will affect things like Artist and Title Separation, Follow rules and more.

Back to top

Hours settings

This pane and allows you to define both the Source Period and the Destination Period. Enter a Start and End time for both periods.

NOTE: Overnight Clocks generally call for more music than Daytime clocks. So it is sensibly to specify a longer Source Period, to be able to give you enough scheduling options in the Destination Period.

Working with this window

1. Access the window, and enable the Re-Use Option
2. Specify the Days when you will Re-Use Songs
3. Specify the Categories to Re-Use
4. Specify Re-Use options
5. Define Source and Destination periods.
6. Click OK to confirm and save your settings.

Back to top

Myriad Playout AutoTrack settings

This window is used to set up paths to allow AutoTrack to access Myriad Playout. When installing AutoTrack and Myriad Playout, it is configured by default as part of the install process. It allows multiple paths to be set up to reflect the needs of stations or networks. This window is normally only accessed when working with P Squared support.

Audio Settings

The Audio Setting option on the Settings menu provides access to the Audio Settings window, which allows you review and edit a range of Myriad Playout settings, all of which relate to audio playback, audio recording or the Cart Players in Myriad Playout.

This Myriad feature is now also accessible in AutoTrack V4. For full details, see the notes in Myriad Help.

License Details

Select this Settings Menu option to access the Licensing Wizard and then renew your license and/or view your current Licence Details.

Myriad Playout Directory Settings

This Myriad Playout window can now be accessed directly from AutoTrack in Version 4. It is used to instruct Myriad Playout as to which P Squared Directory it should be using to configure the use of the Myriad Playout Directory itself. For full details, see Myriad Playout Help. This setting is normally only accessed when configuring your system, normally when working directly with P Squared support.

Myriad Playout Audio Locations

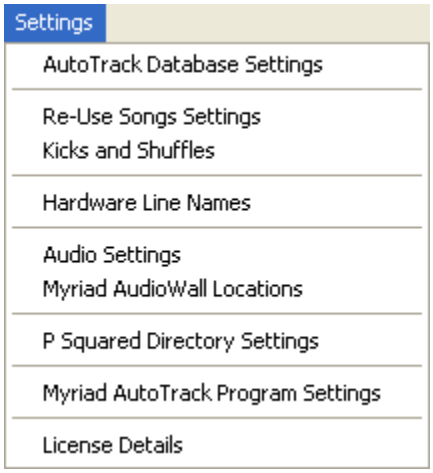
This Settings Menu option accesses the Myriad Playout Audio File Locations window, used to set folder locations of audio and data files on the Myriad Playout Audio Wall. The Audio File Location can be set for all Carts on the Audio Wall or individually per ‘chunk’ of a thousand Carts on the Audio Wall (up to 10,000).

The Audio Wall Locations window also offers access to the Global Audio Wall Settings window which allows you to set a number of global Audio Wall related options that affect your entire system.

This Myriad Playout feature is now also accessible in AutoTrack V4. For full details, see the notes in Myriad Playout Help.

Settings menu

Click the Database Menu header in the AutoTrack Main window to access a range of options. Some of these options are specialised, and should only be accessed when working with P-Squared support. Others are key to your AutoTrack operation, and are covered in detail from this topic.



Database settings
Re-Use Songs
Kicks and Shuffles
Hardware Line Names
Audio Settings
Myriad Playout AudioWall Locations
Directory Settings
Myriad Playout AutoTrack Program Settings
License Details

Back to top

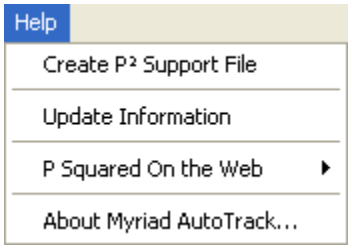
Contacts and Users menu

This menu offers management options for all contacts and system users.

The **Add New Contact/User** option allows you to define a new contact or user, and enter contact information as well as log in details and system access.

The **Display Contacts/Users window** allows you to organise all contacts and users by categories, which you can define in this window.

Help menu



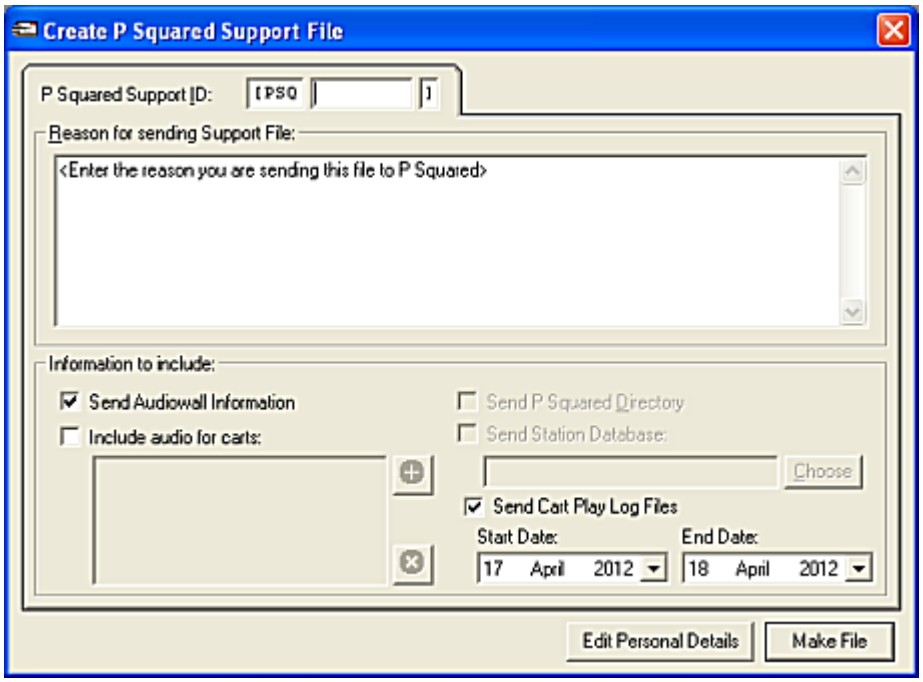
From this menu, you can access the P Squared Support request window, view up to date update information, access P Squared online options, and view the build information for the version of AutoTrack you're using.

P Squared Support file
Update list
P Squared Online

AutoTrack Version Information

back to top

P Squared Support file



To send a support request to P Squared, use this dialog box.

1. Start by entering your PSQUID number, found on your license documentation and the Version Information pane accessed from the Help Menu.

2. Describe your problem as clearly as possible in the text pane.

3. It helps if you can provide a **step by step recipe** leading up to the problem - where are you starting from, which actions do you take, etc?
4. Optionally send Audiowall data
5. Optionally send Audio for specific Carts
6. Optionally send your P Squared Directory Information
7. Optionally send your Station Database
8. Optionally send Cart Play Log files for a specific Date range.
9. Optionally edit your personal details.
10. Finally, click the Make File button to send the request and collected data to P Squared.

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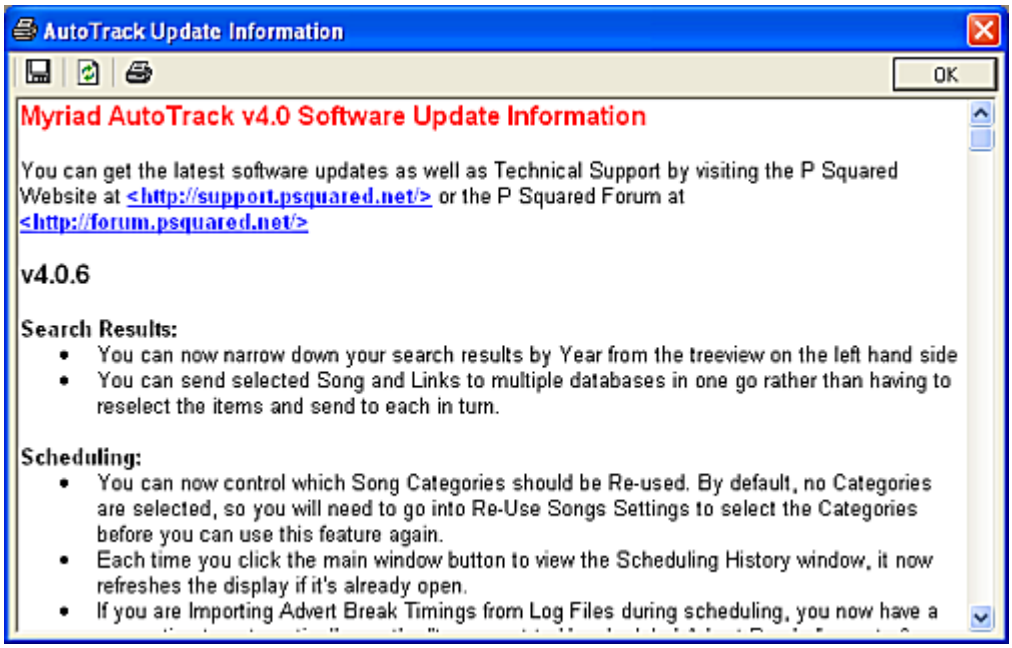
Update list

This window lists all updates made to AutoTrack for ***the version you are currently running***. You can view any later updates by following the links in this window. Updates are listed in chronological order by version, the newest at the top. You can save, refresh and print the window's contents.



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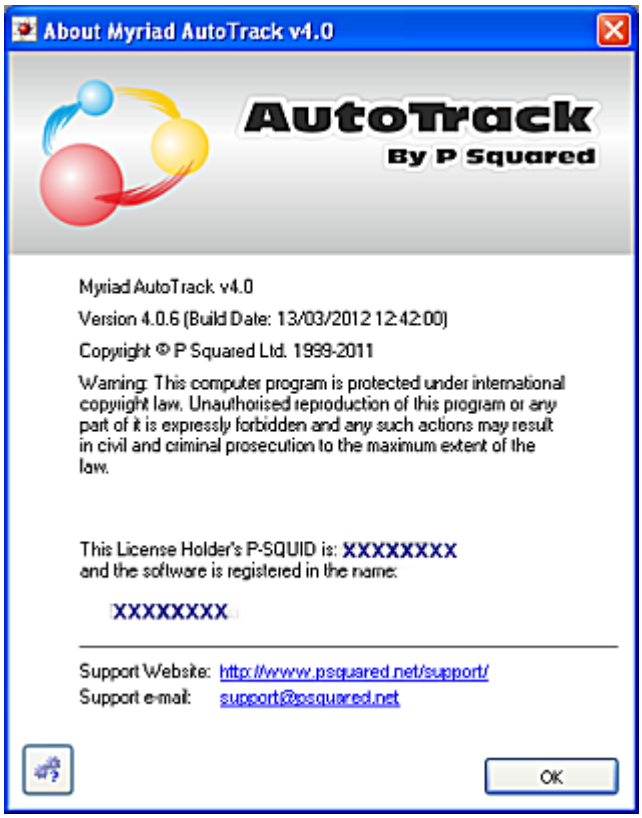
P Squared Online

This option lets you go online to the P Squared website, giving you Forum access, Online Technical Support, and Online Licensing.

AutoTrack Version Information



This window gives you version and build information, and also your **P-SQUID** and registration name, which you may need to quote when updating your or working with P Squared support.

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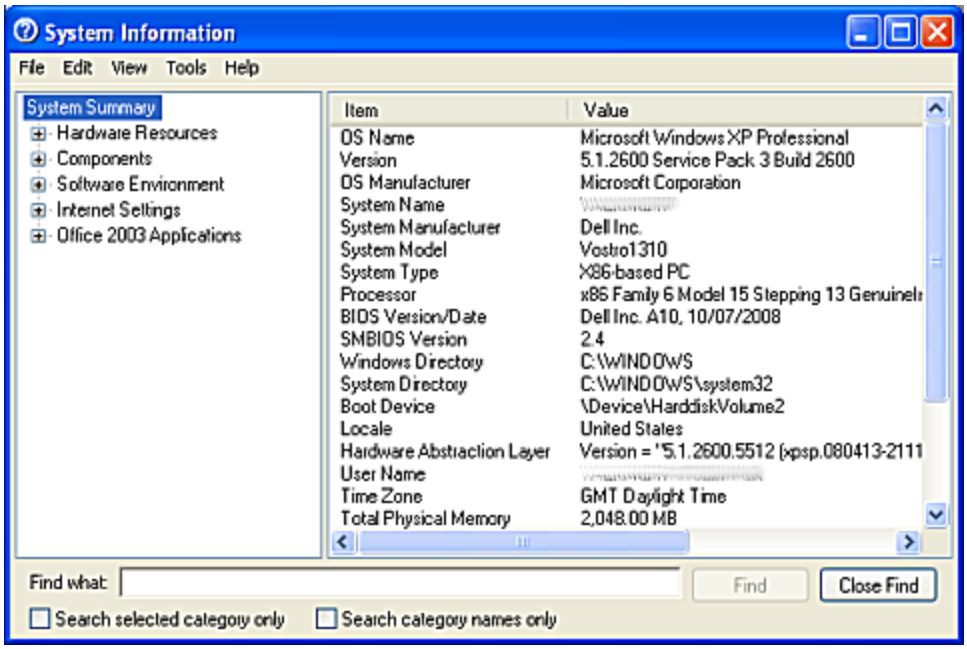
System Information window

The button at bottom left of the Version Information window accesses a System Information window which you may be asked to open by P Squared support.


System Information
File Edit View Tools Help
System Summary
Hardware Resources
Components
Software Environment
Internet Settings
Office 2003 Applications
Item
Value
OS Name
Microsoft Windows XP Professional
Version
5.1.2600 Service Pack 3 Build 2600
OS Manufacturer
Microsoft Corporation
System Name
System Manufacturer
Dell Inc.
System Model
Vostro1310
System Type
X86-based PC
Processor
x86 Family 6 Model 15 Stepping 13 GenuineI
BIOS Version/Date
Dell Inc. A10, 10/07/2008
SMBIOS Version
2.4
Windows Directory
C:\WINDOWS
System Directory
C:\WINDOWS\system32
Boot Device
\Device\HarddiskVolume2
Locale
United States
Hardware Abstraction Layer
Version = "5.1.2600.5512 (xpsp.080413-2111
User Name
Time Zone
GMT Daylight Time
Total Physical Memory
2,048.00 MB
Find what:
Find
Close Find
Search selected category only
Search category names only

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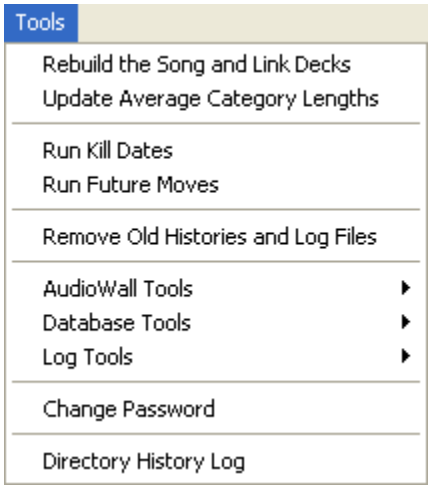
Tools menu

Accessed from the Menu Bar, the Tools menu offers a range of general database management options.



Select the **Rebuild Song and Link Decks** to speed up access to contents of these decks; it's a good idea to run this option regularly, especially if you maintain a large library.

Select the **Update Average Category Lengths** to ensure that your timings are accurate. This is particularly useful after a large Category editing session.

Run **Kill Dates** and **Future Moves** to update any kill and move instructions you have entered into the Song and Link Cards

Remove Old Histories and Log Files is an automatic option; you can however run it whenever you wish from this menu.

The **AudioWall Tools** options allow you to export AutoTrack Category names to the Myriad Playout AudioWall, or to import AudioWall category names to AutoTrack. This is useful to 'sync' your category names

The **Database Tools** options allow you to export information to another database, or to check that your database structure is valid.

The **Log Tools** option offers a single option: to display the database details for the current log item, with the option to navigate forward or back, item by item. You may be asked to access this window by P Squared support.

The **Change Password** window allows you to change a password, assuming you have permissions.

Finally, the **Directory History Log** allows you to access a specialised maintenance window. You may be asked to access this window by P Squared support.

SmoothEdit

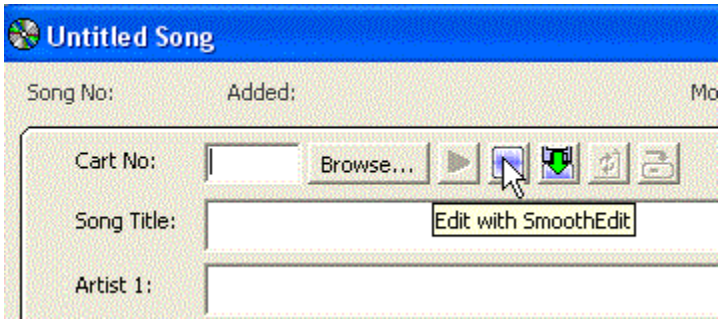
SmoothEdit window

The SmoothEdit window lets you view and edit the details and settings for Carts, set audio markers and to edit or trim the audio if needed.

Accessing the SmoothEdit window from AutoTrack
Accessing the SmoothEdit window from Myriad Playout
Features in the SmoothEdit window
Working in the SmoothEdit window

Accessing the SmoothEdit window from AutoTrack

From any Song window or Link window, click the Editor button in the row of Audio buttons above the Title field.



This will open the SmoothEdit window for the audio file associated with the song or link. Where there is no audio associated, this will open a blank SmoothEdit window, simply displaying any data you have added in the underlying Song or Link window. Note that when you open SmoothEdit from a Song or Link card in AutoTrack, you only open one instance of SmoothEdit at a time. You can open as many further windows as you need from other Song and Link windows.

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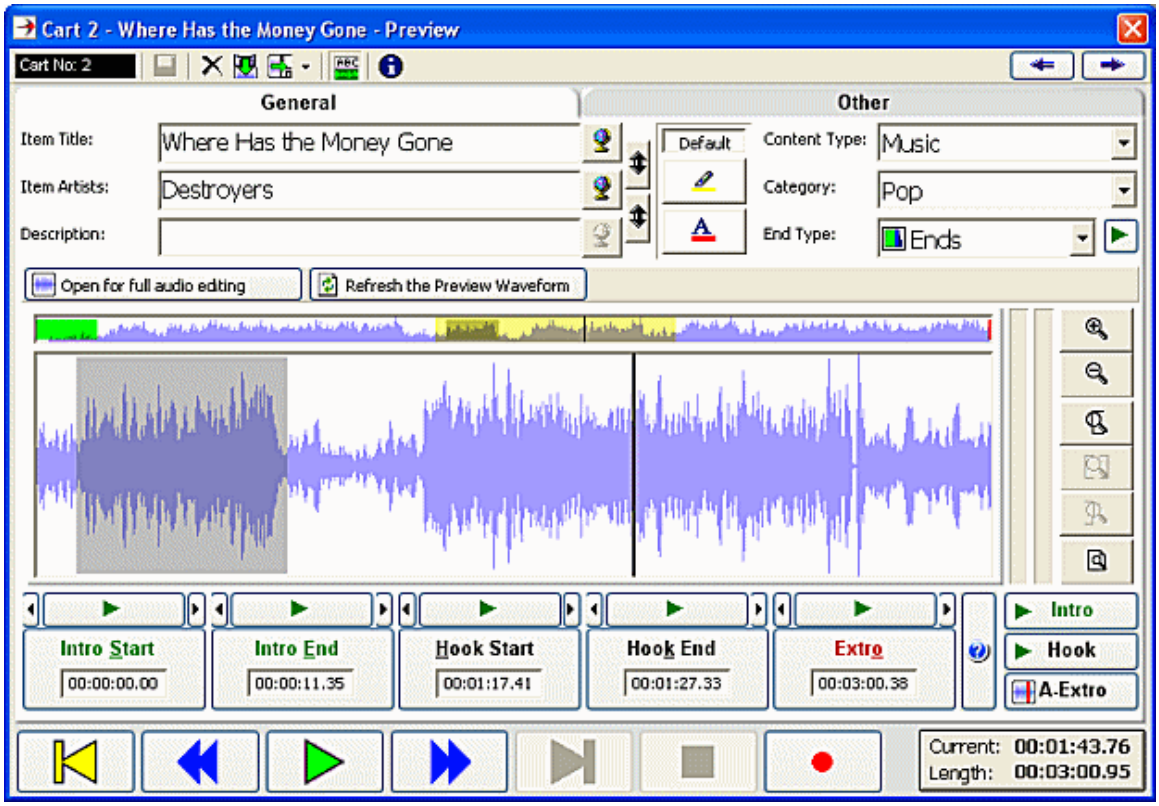
Accessing the SmoothEdit window from Myriad Playout

Select any Cart in the Cartwall, and press enter, or right-click and select from the two bottom options in the menu:
Edit Cart Audio and Details opens the SmoothEdit window in Full Edit mode
Edit Cart's Details opens the SmoothEdit window in Preview Mode
You can open multiple instances of Smooth Edit from both Myriad Playout and AutoTrack; however, note that navigation between multiple SmoothEdit windows is slightly different, depending on how the windows were opened.

Features in the SmoothEdit window

When opening a SmoothEdit window from AutoTrack, the window opens by default in **Preview** mode, shown here. This is designed to allow speed of access when adding Markers; when you open the window in **Full Edit mode** to work on the audio itself, SmoothEdit takes up more memory.



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Scroll buttons
Top Toolbar
File Information
External Editor button
File Information tab pane
Other Information tab pane
Full Edit window button
Refresh Preview button
General Information pane
Other Information pane
Preview Waveform pane
Full Edit Pane
Timing Markers
Transport buttons

Scroll buttons

When accessing the Smooth Edit window from a searched list of Songs or Links using the Search Songs or Search Links window, or the Song or Link Decks you can navigate through the list of searched items 2hile still in the SmoothEdit window using the buttons at top right.

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Top Toolbar

Gives you the ability to save, delete, export, import and show or hide the Titling information panel, giving you more display space for the Audio file.

File information

Pressing the 'i' button shows where the original file came from when imported.

External (3rd party) editor

Myriad Playout allows you to work with an external Audio Editor. If you have an external audio editor selected in settings a button will be present in this toolbar to access the selected file in your specified editor.

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General Information Tab

This tab is the default view when accessing the SmoothEdit window. Supplementary information is added by accessing the Other information fields tab.

This pane allows you to enter Title, Artist and Description details for the cart along with the content type and category and details of how it ends.

Description fields
Web browse buttons
Moving text fields
Set background and foreground font colours
Content and Category fields
End Types and Preview End of Audio

Back to top

Description fields

Enter Title, Artist and supplementary information in the Description field if required. Sometimes the fields are automatically populated during an import process, which is why we also supply these following.....

Web browse buttons

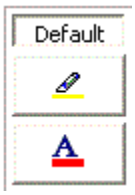
These buttons allow you to launch a web search based on the text in the associated text field. Information is displayed in a separate window. Note that the result is strictly based on the Text string in the field, and may not bear any relation to the music-specific content of that field. An Artist search takes you to the Wikipedia page that most closely matches the text string in the Artist field, and a Title search takes you to the Last-FM page that most closely matches the text string in the Title field.

See the notes on customising Web Searches for more information

Moving text fields

If the Artist, Title or Description have been entered in the wrong place you can use the up/down arrows to the right of the Title, Artists or Description fields. This is often helpful after importing audio where the file has associated data.

Set background and foreground font colours



There is also the option to set a ‘custom colour’ for the background and text colour of the Cart label. This will be also displayed in the Log window.

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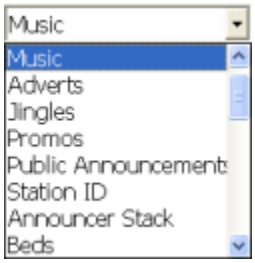
Content and Category fields



Click the dropdown arrow to select the correct Content Type from the options offered.

Note that while it is essential to select the right **Content Type**, the Categories offered are simply default values offered in Myriad Playout for Myriad-only use; they are not connected to the Categories you define in AutoTrack Pro.

End Types

Click the dropdown arrow to access the following five options:

Ends (**E**) – The Cart comes to an abrupt end.

Fades (**F**) – The Cart fades out at the end.

Sustain (**S**) – The Cart's ending is sustained for a period at the end.

Slow Fade (**SF**) – The Cart fades out over a longer period at the end.

Not Specific (**blank**) – The ending has not been specified

Preview End of Audio

To play just the end of the file click the green play icon to the right of the End Type box

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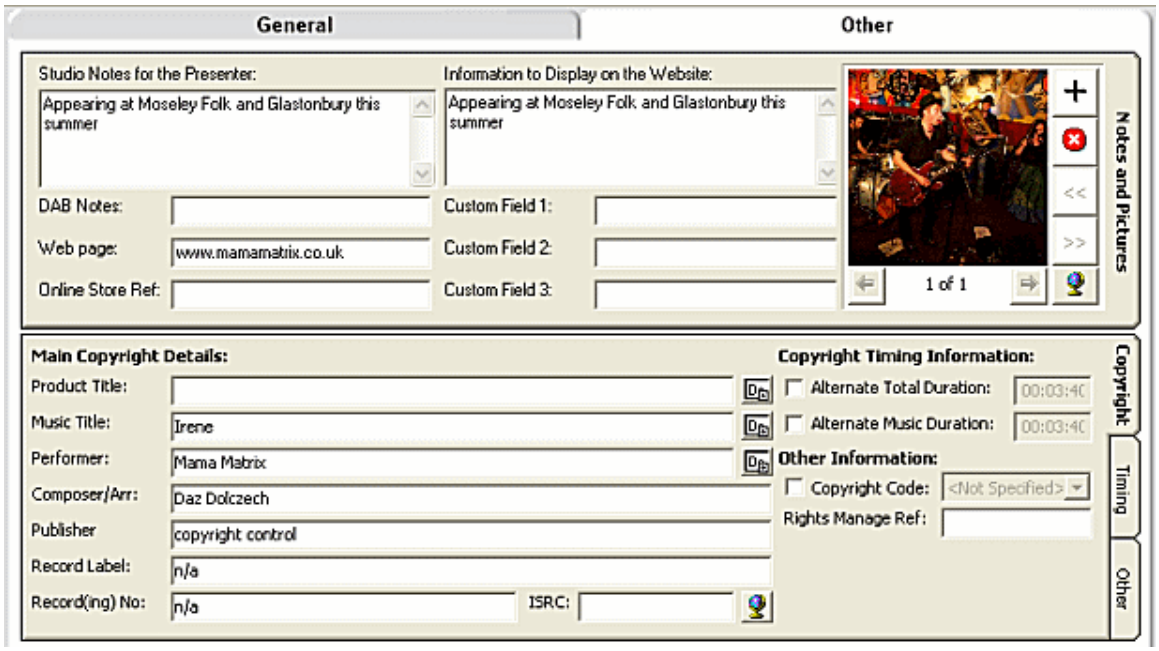
Other Information Tab

Click the Other tab to access supplementary information fields. This screen removes the audio waveform view provides two areas and side tabs of information. The top half of the screen - Notes and Pictures. - is always on display.



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Notes and Pictures

This tab allows you to add a range of additional information to the Cart. This information is stored in the Myriad Playout database,

Studio Notes for the Presenter

Notes in this field are displayed on the Log screen when the Cart is played and are intended to aid the presenter.

DAB Notes

Enter text notes to be used by **OCP** to feed DAB transmitters with information about the Cart being played.

Web page

Enter the URL for the website of the Artist or Performer of the Cart. This can be used by **OCP** but also may be useful for the presenter.

Online Store Ref

Enter a unique ID to allow you to link the Cart to external music stores.

Information to Display on the Website

Enter information to be used by **OCP** to update your website in real time.

Custom Field 1/2/3

You can use these three extra fields however you wish. They can also be accessed by **OCP** if needed.

Picture

This field allows you to add album artwork or other .jpeg images to a cart. You may add more than one and scroll around them using the << >> keys. See the Adding Pictures notes for more information.

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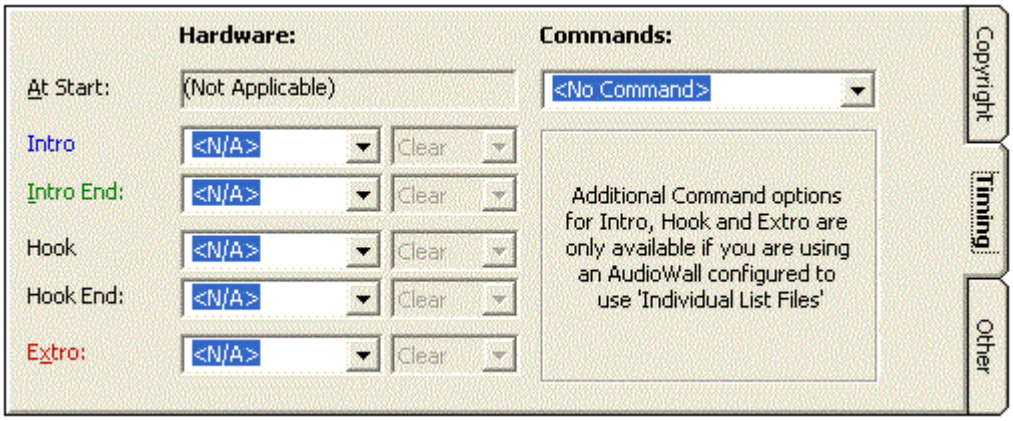
Copyright side tab pane

Shown in the default Other tab view above, the Copyright tab is used to add copyright details to the Cart you are working on. This in turn, can be used by Myriad to generate accurate reports for the copyright agencies in your country (PRS/PPL/MCPS in the UK).

Timing side tab pane



Allows you to set Hardware events to happen when points are hit within the Cart. This could be for example when the cart **extro** point is played. You can also choose a command to occur when the Cart is played. See the full **Myriad Playout** documentation for more details.

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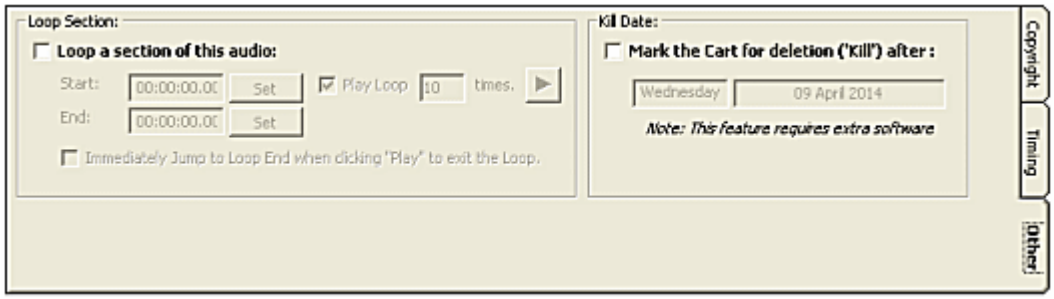
Other side tab pane



Allows you to set a loop point in the Cart. You can choose the number of times the loop will play before going to the end and whether or not if you press play again on the same cart it will jump to the end to exit the loop. You can also set the Kill Date of the Cart to mark it for deletion on a set date. This requires extra software - contact P-Squared for more information.

Full Edit and Refresh Preview buttons

By default the audio file will load up in ‘Preview’ mode which shows a peak file representation of the audio file. From this view you can set the intro, hook and extro points in the file but to edit the audio file directly, click the **Open for Full Audio Editing** button.

The **refresh** button will update the preview image.

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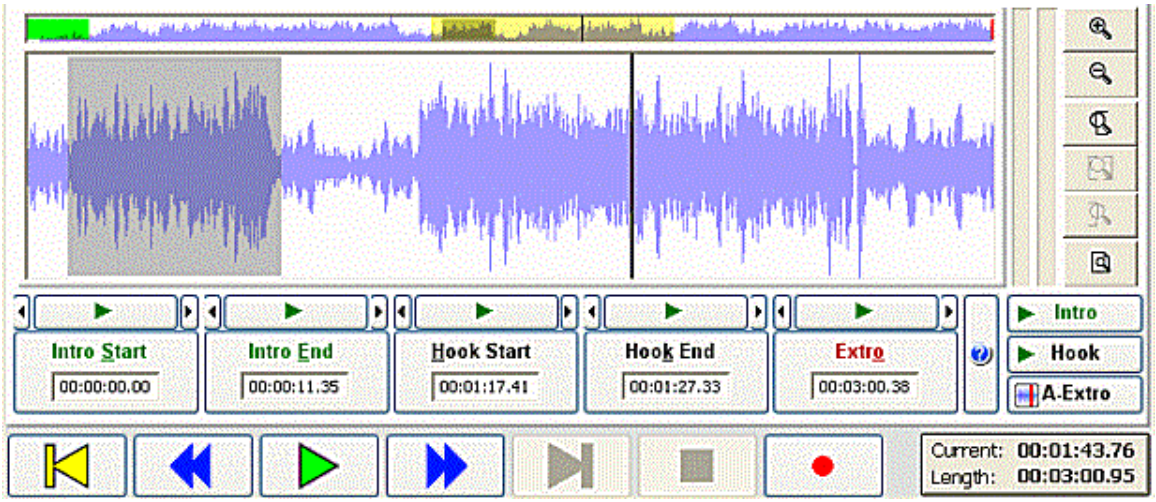
Preview Mode Waveform pane

This is the default display mode when accessing the SmoothEdit window from the Song or Link window. This window allows you to place markers on the audio file, and to zoom in and out. For full audio editing, access the Full Edit pane.



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Preview File Navigation strip - preview mode only
Audio Edit Area
VU indicators
Zoom Buttons
Timing and Marker Point selection boxes
Transport buttons
Intro, Hook and A-Extro buttons
Current and Duration pane

Preview File Navigation strip - preview mode only

Above the main wave form area is a narrow strip which offers a graphic representation of the entire file. The yellow area in this strip shows the area you are looking at in the main Audio Edit pane. When zoomed in, click and drag on the yellow bar to navigate around the file. All markers placed on the main Audio Edit pane are show on the Navigation strip, and Intro areas and Hook areas are also shown, in Grey and Green respectively. See the navigating notes in this topic for more information.

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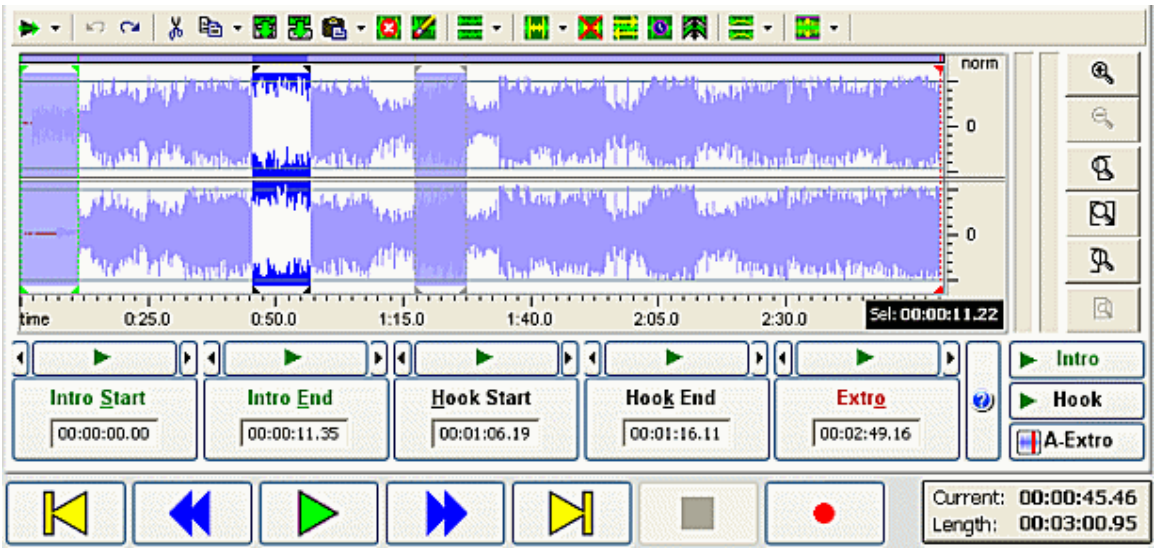
Full Edit Mode waveform pane

This mode is accessed directly from Myriad Playout, and by clicking the Full Edit Toggle button in Preview mode when accessing from AutoTrack. In Full Audio Editing mode the pane shows editing controls as delete selection areas (a single colour), and offers normalising, apply fade in/out and other audio editing tools which are covered in detail in the full **Myriad Playout** SmoothEdit user guide.



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Audio Edit Area

This either the full waveform or a zoomed in portion of the waveform. Additionally, once markers are placed on the waveform, they are displayed to give a instant reference point. You can select any point in the waveform by clicking in the waveform to place the cursor at that point. The current time point in the waveform is shown in the box at the bottom right of the window.

VU Bars

The VU Bars, to the right of the waveform display, show a graphical representation of the volume of the audio being played back in SmoothEdit. It should be regarded as a guide only as the VU Bars have not been calibrated to match your system.

Zoom Controls

These let you zoom into specific areas of the audio file and play certain areas dependent on selection. The controls, from top to bottom, are:

Zoom In: click, repeatedly if needed, to zoom in around the cursor location

Zoom Out (available once zoomed in): click to zoom out around the cursor location.

Zoom in selected start: with audio selected, click to zoom in and place the cursor at the start of the selected area.

Zoom Expand selected: click to expend the selected area to the entire waveform pane.

Zoom in selected end: with audio selected, click to zoom in and place the cursor at the end of the selected area.

Return to entire audio file (available once zoomed in): click to zoom out and show the entire audio file.

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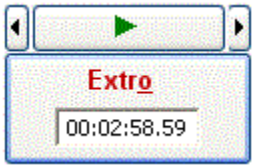
Intro, Hook and A-Extro buttons

Clicking on the '**Intro**' button will play the area you have selected as between the 'intro start' and 'intro end'.

The **'hook'** will play the area you have set as the hook.

The '**A-Extro**' button allows SmoothEdit to automatically place an extro point as the point in the audio when it dips below a certain level – this can then be manually tweaked afterwards if required.

Timing and Marker point selection boxes



Intro Start – Point where Intro section starts

Intro Mid – Alternative Intro end point or mid point (this is optional: to use it, set in Settings>Myriad Settings>Myriad Settings)

Intro End – End of Intro section

Hook Start and End – Set the start and end of the hook section of audio.

Extro – Point that Myriad will play next items when automated.

Setting a Marker point

To set a marker point:

1. Click the small play button above the attribute you wish to set, to play audio at the selected point.
2. Then click on the main box for each attribute.
3. To fine tune the timing use the < and > icons either side of the small play button.

You can fast forward and rewind using the < and > keys on your keyboard. You can also click inside the waveform to jump the play position. If you click on the icon to the right of the Extro setting button you will see a list of keyboard shortcuts which you may prefer to speed up this operation.

Shortcuts button

Click this to see a list of keyboard shortcuts to use when working with SmoothEdit.

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Current and Duration pane

This pane automatically updates to display both the current cursor position and the full duration of the audio file.

Transport buttons

The transport controls are
'**Go To Beginning**'
'**Rewind**'
'**Play**'
'**Fast Forward**'
'**Go To End**'
'**Stop**'
and '**Record**' in that order.

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Working in the Smooth Edit window

Navigating
Saving
Deleting
Exporting
Importing
Show or Hide Titling information panel
Working with an external audio editor

Entering Data

Moving text fields in information pane
Setting font colour and background for Cart
Specifying Ending type
Setting a Marker

Adding Pictures

Web Search settings

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Navigating to another Cart

In Myriad Playout: When, working in Myriad Playout, you select an item to edit, the SmoothEdit tab appears at left - you are switched to this tab automatically. Once in SmoothEdit you can navigate back to any other screen by clicking on the appropriate tab and you can go back to your editing when you wish. If you have more than one file in SmoothEdit you can change between them by clicking on the cart number of the item you wish to edit.

In AutoTrack: you can open as many individual Smooth Edit windows as you wish and select them individually. If you have opened a Cart from a browsed search list or from a Song or Cart Deck, you can navigate to the next item in the list using the Scroll button at top right.

Saving

Click the Save button in the top toolbar to save audio to save audio and/or information changes to the cart. The button is greyed out until you have edited something in the Cart.

Deleting

Click the Delete button in the top toolbar to save audio to save audio and/or information changes to the cart. Note that this will delete the Cart audio and information **permanently**; you are prompted to delete the Sing or Link information in AutoTrack.

Exporting

Click to Export the Audio information to a separate location. You have the option to export the Transport file as well as the Audio.

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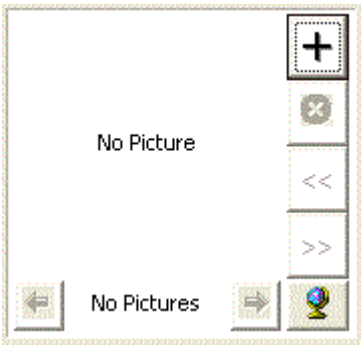
Importing Audio

Select the Import button to navigate to the desired location. Note that importing fresh audio into an existing Cart will over-ride the existing audio.

Show or Hide Titling information panel

Click to toggle between hiding or showing the Titling information panel.

Adding Pictures



Myriad Playout allows you to add pictures to any Audio file. These can be displayed as part of your OCP output, and can also be displayed on the Log Pane. There is no theoretical limit to the number of pictures you can associate with an audio file. If you place multiple images on an audio file, Myriad Playout will simply rotate them automatically during the time the file is playing. The more files, the faster the rotation. The image format is square. Note that if you add an ***oblong*** image - too long or too wide, it will be resized and squashed to fit. Myriad Playout does not offer a cropping option.

To add pictures to a Cart:

Click the Other information tab.

1. With Artist information entered, click either the **Add Image** button at top right, or the **Web Search** button at bottom right.
2. **Add Image** lets you navigate to an image folder and select an image.
3. **Web search** opens Google Images on a suitably connected machine or system.
4. Repeat as desired.

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Web Search settings

Several locations in the SmoothEdit window allow you to search for Artist, Title and Image data online. The default settings are as follows:

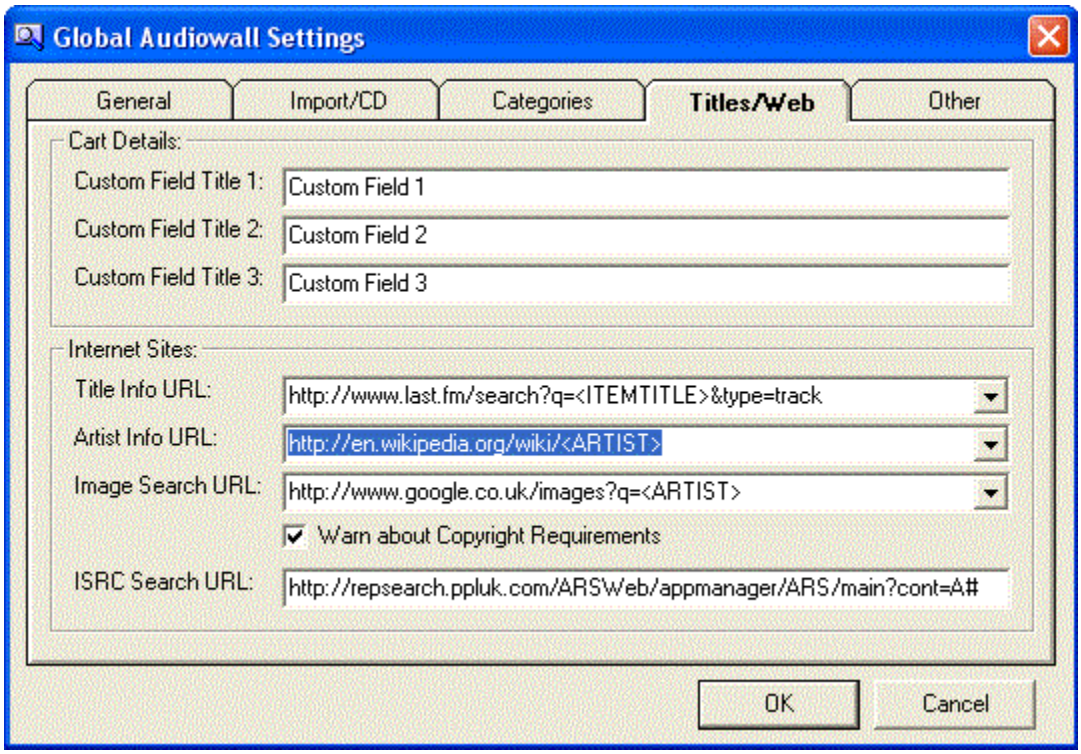
For Artist information: **Wikipedia**

For Title information: **Last-FM**

For Images: **Google Images**.

However, you can change any of these settings using the drop down options, or indeed by specifying your own parameter. If in doubt, please contact P-Squared support

To access the settings window, from the Myriad **Settings** menu, select **Audio Setup**, then **AudioWall Settings (Global)**, and then click the **Titles/Web** tab.



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Glossary

A

Artist Group: A collection of songs, generally but not always by one artist. Artist Groups are defined in the Collections and Groups management window in the Songs Menu.

AutoFade Mode: AutoFade Playout mode is used to play all items within the Log with each segue handled automatically by Myriad. In AutoFade mode, Myriad will play all of the Items in the log using the Extro points on each Item to segue into the next.

Automation Mode: In Myriad's Automation mode, all items in the log will automatically be segued into the next item, but with no fading to time.

C

Characteristics: These are broad areas that generally describe Songs and Links. Typically, many users work with Tempo and Energy, and these are the default settings. But AutoTrack Pro lets you define up to six different Characteristics. Settings for Characteristics are used in Rules and Clocks.

Collection: You can Group songs and Links in Collections. When a Song or Link in a Collection is scheduled, the entire Collection is moved to the bottom of the Song or Link's Category Deck. This device is useful to group items together - say when there are a lot of Songs by one artist, or when a station wishes to rotate a set of promo announcements for an activity.

Created Date: AutoTrack automatically keeps a record of the date on which each Song or Link card file in the system is created.

CSV file: Comma Separated Value. A format used to view data in spreadsheets. CSV files can be generated from many areas in AutoTrack.

D

Default Clock Rule set: You must have at least one Clock Rule set to drive scheduling decisions in Clock positions. AutoTrack supplies a default set with basic settings. You can not delete the default Clock Rule set.

E

End Date: When adding or editing a Song or Link, you can specify a date after which it can not be scheduled.

Energy: Used to describe the power, passion or strength of a Song.

Era: Era is normally used to specify a specific period for a Song or Link. You can define up to 32 Eras for both Songs and Links, and select one Era to apply to any Song or Link. The use of this field is optional.

extro: The opposite of intro: a point at the end of the audio file that can trigger a segue, and which is used to mark to efective time of the song or link in the file. The extro point is placed working in the SmoothEdit window for a song or link.

F

Follow Rules: Rules which specify what Song or Link can follow a previously scheduled Song or Link according to the Type, Gender, Era or Characteristic setting. Follow Rules are defined in the Global Rule pane.

G

Gender: This field is used to indicate the Gender of the performer. Uses can extend to Duets, Instrumentals and other combinations. If you really need to, you can define up to 32 Genders for both Songs and Links, and select one to apply to any Song or Link.

Guides: When a Rule has Guide status, AutoTrack will try to fulfil the Rule, but will ignore the Rule if the Rule can not be met. The status for each Rule is set in that Rule's Rule Properties window.

H

Hotlist: In AutoTrack, a list of options that you can apply to specific areas. You can keep hotlists of Hour Restrictions tio apply in Songs, Links and Scheduling. You can also keep hotlists of Scheduling Pass Orders and apply these in the Scheduling Options window.

K

keyboard shortcuts: A keyboard combination , usually using the Ctrl or Alt keys and a letter or number, to execute a command. This is used as an alternative to selecting the command with the mouse.

Kick: An option to break up the regular rotation pattern of smaller Categories to give more variety in scheduling.

Kill date: AutoTrack stores a record of the optional date on which a Song or Link card file in the system is killed - that is removed from the system, optionally along with its associated audio file.

L

Live Assist Mode: In Live Assist mode, Myriad cues up the next item as the current item approaches its end. The presenter or studio op can decide whether to manually start this item, or to have Myriad automatically start it when the outgoing Cart reaches its Extro point.

M

Minimum/Maximum and Separation Rules: Song and Link settings made in the Clock Rules window to specify separations for Categories, Type, Gender, Era and Characteristics.

Modified Date: AutoTrack automatically keeps a record of the most recent date on which each Song or Link card file in the system is modified.

Most-rested Order: The ranking of Songs and Links as shown by default in the Song and Link Deck windows. The most recently played item is placed at the bottom of the deck, the least recently played item at the top. Hence the expression 'most-rested'. This order is used by AutoTrack in scheduling. You can view any list in the Log window Suggestion pane in Most-Rested order.

Myriad Playout: P-Squared's playout and automation system. This system is designed to work best with AutoTrack, and in Version 4, shares some key features.

O

OCP: Short for Online Content Processor, which is a P-Squared programme that aids in automated web display of data from Myriad Playout databases.

Open Song and Link Clock positions: Clock Positions that call for either Songs or Links, but which have not had a specific Category assigned to them in the Clock. Categories are selected according to the options specified in the Clock Rule set that is applied to the clock.

P

P-SQUID: Or, P-Squared Unique ID. Each P Squared customer has a unique account reference which lets support identify each client and review your client history. To find your P-SQUID, click Help in the top menu bar, and then About.

Playout System: A Playout System, sometimes called a Sequencer, organises audio files for the songs and links called for in the schedule generated in AutoTrack or AutoTrack Pro, and plays them out on air via a transmitter chain or online through streaming software. Systems can be fully automatic, semi-automatic, or can work in Live Assist mode.

R

Rules: In the Global Rules window, a Rule that has Rule status must be observed.

S

Schedule Template: Before starting the Scheduling Process, AutoTrack refers to information in the Schedule Template to see what Clock Information is written to memory, and what has already been scheduled for the period in question.

Scheduling Template: As part of the scheduling process, the scheduling requirements called for in the currently assigned clock for each hour are copied in to AutoTrack memory. This forms a scheduling template.

Search depth: How far down the Deck AutoTrack can look for Songs or Links to schedule.

Start Date: When adding or editing a Song or Link, you can specify a date from which it is available to be scheduled.

Styles: Styles are used to describe Songs and Links. You can define up to 64 Styles, and apply one of more of them to any Song. You can search by Style, and control scheduling by Style. For example, by preventing a Song with a Death Metal style from following a Song with a Chill Instrumental style.

T

Tempo: Tempo is speed or pace of the Song or Link

Tree Control: This is a tool used to navigate though a set of folders or groups, opening each node until you find the section you or element you need.

Type: Type is a very flexible scheduling tool. You can define up to 32 Types for both Songs and Links and select one Type to apply to any Song or Link. Types can be called for in Clocks, and can be used to separate Songs or Links in scheduling. The use of types is however, optional.

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