

The Digital Program Director Basic Start-Up Manual

For use with Version 3.93 or higher

First Edition
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Basic Start-Up

Goal: To show new operators and installations how to get the DPD program set up and running as quickly as possible. All essential information is described, as is the procedure for the basic generation of a music playlist.

Basic Windows Instruction

There are many procedures that are common to any Windows-based program. The following information describes the terminology we will use in the manual and is to be used as a refresher for those who are not familiar with some aspects of the Windows.

Click means one left-button press on the mouse; double-click means two. Click always means left button; right-click means use the right button.

Clicking on small white boxes will activate the feature and leave a checkmark inside the box to show that it is on.

Information boxes with arrow buttons on the right-hand side allow for choices. Click on the arrow to display the drop-down menu. Clicking on another choice in the menu will display the new choice and close the drop-down menu. The last item to be selected will be surrounded by a dotted line.

Clicking on the X in the upper right-hand corner or the Cancel button, if available, will close that part of the program.

Clicking on any word/title in the gray taskbar near the top of the screen will cause a drop-down menu to appear. The operator may click on any item in that list to activate that feature. Some will open work areas while others will perform the task without displaying anything on the screen. If the user decides not to select an item from the list, clicking on the title again or clicking outside the menu will close the drop-down menu.

Accessing the Digital Program Director Program

To Load From The Internet

Get on the Internet.

Go to <http://www.smartbroadcast.com/dpd/>.

Click on Current Release (DPD398) CDROM. This number will change as new versions are released. The file download window will appear.

Click on Save this program to disk (the dot will show in the white circle.)

Click on the OK button. The Save As window will appear. The Save In box will determine where the program is stored.

In the Save In line, click on the down arrow to the right to present the drop-down menu. Click, hold, and drag the elevator bar to the right of the drop-down menu to view the beginning of the list or find the C: Drive of this computer.

Click on the local C:\Drive. The C:\Drive will appear in the window and the drop-down menu will disappear. To the right of the drop-down arrow are several yellow folders. Resting the cursor on the first one will display a sign saying, "Up one level." Rest the cursor on the folder that displays a sign saying, "Create new folder."

Click on this folder. A new folder will appear with a text box highlighted and saying, "New Folder." Type in "Download." The blue box will disappear and the new entry will be in its place. Press Enter. The folder is now labeled and highlighted. Click on the Open button. The folder is now open and designated to hold the DPD information. The Open button changes to Save. Click on the Save button. The screen will change momentarily showing the downloading process. When the procedure is finished, a window will appear showing that the download is complete. Click on OK. The notice disappears. Click on the X in the upper right-hand corner to close the website and internet connection. Click on Disconnect Now, if needed. Close all programs currently running on the computer. Click on the Start button on the desktop. Usually located in the lower left-hand corner. The menu will appear. Click on Run. The Run window appears. Click on the Browse button. The Browse window appears. Click on the down arrow to the right of the Look In box. The drop-down menu appears. Click on the local C:\Drive. The folders available on the drive are now displayed. Double-click on the download folder. The contents of the folder are now displayed. Dpd398 should be showing. Click on the icon to highlight it. Click on the Open button. The Run window reappears. The Open box will show C:\Download\dpd30.exe. Click on OK and follow the steps for installation.

To Load From CD:

Shut down all other applications.
Open the CD tray on the computer.
Place the CD on the tray and close the tray.
Click on the Start button on the desktop. The menu will appear.
Click on Run. The Run window will appear.
Click on the Browse button. The Browse window will appear. If the A: Drive warning appears, click on Cancel.
Click on the drop-down arrow to the right of the Look In box. The drop-down window will appear showing several choices.
Click on the choice that represents the CD drive. The choice will move up to the Look In box and the various files in that folder or drive will show in the lower box.
Click on Setup.exe to select it. It may just say "setup."
Click on Open to activate it. The Run box will reappear with the Setup.exe showing.
Click on OK to activate the setup. The Install box will appear, showing that files are being copied. Eventually, a DPD30 Setup window will appear stating that all applications should be shut down before loading.
Click on OK. The DPD Setup window changes showing the icon to click on to begin the installation, or the button to change the directory. The directory says C:\Program Files\DPD30\
Click on the icon. The DPD30 Choose Program Group window appears with DPD30 in the Program Group box and DPD30 highlighted in the Existing Groups box.
Click on the Continue button at the bottom of the window. The DPD30 Setup window reappears showing the destination file and the percentage of completion.

While loading, a Version Conflict Screen may appear indicating that the version loading is not newer than the one already on the hard drive. If the file is not newer, keep it. This will save the time it would take to copy it.

The setup will say that it was completed successfully.
Click on OK and the setup screen will disappear.

To Create A Shortcut On the Desktop:

On the Desktop, double-click on My Computer. The window will show the various drives, along with the folders for the printer and control panel.

Double-click on the C: Drive. The C: Drive window will appear, displaying all of the folders on that drive. If necessary, click and drag the elevator on the right side of the window until the Program Files folder is displayed.

Double-click on Program Files. The Program Files window will open displaying several folders. Double-click on the DPD30 folder to open it.

Click once on the purple DPD30 icon to highlight it.

Right-click once. A choice window will appear.

Click on Create Short Cut. The screen will change as the system creates a new shortcut icon and places it at the bottom of the window. It is still highlighted.

Click, hold, and drag the shortcut icon from the C:\Program Files\Drive box to the Desktop and release the mouse button. The icon will change locations.

Click on the X in the upper right-hand corner of the window to eliminate the working window.

Click and hold on the shortcut icon to drag it to a desired spot on the desktop.

Release the mouse button. The shortcut appears where desired.

Double-click on the icon to activate the program.



Fig. 1.1. The Main Digital Program Director Screen.

Creating A Station

DPD Main Screen Customization

Enter the station Call Letters and City. This is for the front screen reference ONLY.

Call Letters – KXYZ.

1. Double-click on the large white box below the word “Director,” the dialogue box comes up.
2. Type in the station Call Letters.
3. Click on OK. The Call Letters now appear on the main screen.

City – Your Town, USA.

1. Double-click on the thin white box, the dialogue box appears.
2. Type in the city name or the desired saying.
3. Click on OK. The city name or saying appears on the main screen.

Creating A Station’s Path Setup

This screen is used to tell the system where to store the music database, where to get the daily breaklogs from the Traffic Department, and where to deliver the finished breaklog. Without these details, the system will not be able to pass breaklogs from one point to another. Here the operator will enter the station and the Call Letters, City, Station Path, and Destination Path.

To open the Stations screen:

1. Click on Database on the toolbar of the Main Screen.
2. Click on Stations from the list.
3. Resting the mouse cursor on each line momentarily will display that lines’ title.

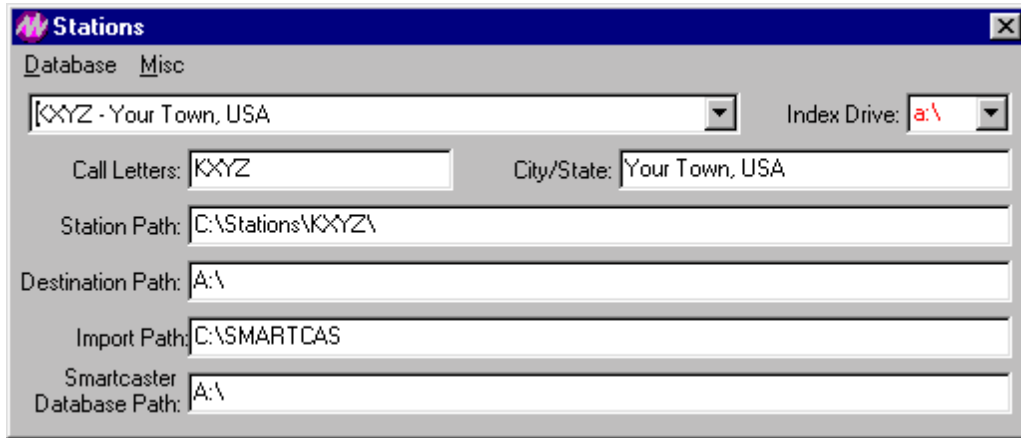


Fig. 1.2. The Stations Setup Screen. Station Pathing is set up here.

Station - The first line is Station on the left. This is merely an identifier for the operator. It is not necessary to put information here, it will be automatically taken from the Call Letters and City/State information boxes. Using the drop-down menu to pick a station will display the corresponding information in the boxes below.

Index Drive - The information box on the right is the Index Drive indicating where the indexes are stored in the Smartcaster. Clicking on the down arrow will display the drop-down menu showing the various drives that are available to this unit.

Call Letters - The second box on the left is the Call Letters. These are the legal calls from the station license, and are used to refer to that station's information.

City/State - The second line on the right is the City. This is the city of license. This gives the location of the facility.

Station Path - The third line is the Station Path. This is where automation logs are created and stored. When a station is added, the Station Path is automatically created and determined from the Call Letters. In the example above, the subdirectory C:\Stations\KXYZ would be created. This may be edited or left as the default.

Destination Path - The fourth line is the Destination Path. This line tells the system where to send the playlist once it has been finalized. It may be sent to a floppy drive or across the network to the SMARTCASTER. A:\ for systems that are not networked, and drive and path specific if there is a network. If the A: drive will be used, a floppy disk should be in place while the system verifies the path.

Import Path - The fifth line is the Import Path. The Import Path designates the source of the commercial log.

SMARTCASTER Database Path - The sixth information box is the SMARTCASTER Foxpro Database Path. This line indicates the destination of the Foxpro Database for use in the Live Screen.

A second station may be added by clicking on Database and Add New. Prompts will appear to guide in adding information.

Use the following steps to create a station:

1. Click on Database at the top of the main screen.

2. Click on Station.
3. Fill in the blanks.
4. Click on the X in the upper right-hand corner to exit Station.

Import Library

Goal: To build the basic library information including Title, Artist, Transfer ID, and Category with the least amount of work possible for the operator.

The conversion of existing data such as other scheduler databases or existing Smartcaster information usually requires the help of the SMARTS Support Department.

From Smartcaster Cut Manager (List-Delete) or Smartcaster Index File conversion

Additional Requirements:

This conversion also requires manually adding the Artist and Categories information to the library.

1. Start at the SMARTCASTER.
2. Go to Cut Manager.
3. Select View Music.
4. Press the ALT + V keys for Verify. This verifies the length of each song in the library.
5. Press P to Proceed.
6. When finished do an output to a floppy disk. Use the default path on the purple window.
7. Take the floppy to the DPD machine.
8. On the DPD main screen, click on Utilities.
9. Click on Conversions.
10. Click on Cut Manager (List-Delete) Conversion.
11. Click on Browse.
12. Choose the source, usually on the A: Drive. Look for a file called LIST.TXT.
13. In the Conversion window, click on each box that should be activated. The information box may be used to select the station to be affected. Include Functions means that Functions could be added to the library if the operator desired. It would mean going back to the SMARTCASTER and viewing Functions and then repeating all of the steps. Include Spots means that Spots could be added to the library. It would also mean going back to the SMARTCASTER and viewing Spots and then repeating all of the steps. Update Titles allows the user to update the DPD titles with any changes that had been made to the SMARTCASTER. This is not a good idea if the SMARTCASTER abbreviated titles were expanded for readability in DPD. Using this feature would set the titles back to the abbreviated form. Ignore Start/Stop Date allows the dates on music files in the SMARTCASTER and dates on the information files in DPD to be different. They do not need to be the same, as long as both sets are valid dates. Artist In Title Field allows the system to truncate any title at the "dash", and put the rest of the title in the Artist field. Results may vary due to the length of the song title, and the Artist Name may need to be Combined to eliminate any disparities. And DO NOT Affect Fade Settings will keep the DPD program from affecting the Cold or Fade setting in the library when it detects a difference between the length of a song and its EOM. This is only used in very select situations. **If the information from the SMARTCASTER is being used for the very first time to create the library in DPD, none of the boxes need to be checked.**
14. Click on Convert. The system will process the information. This saves keyboarding time. The operator will later need to manually insert the Artist and Categories information in the library.

To the right of Edited Records and Added Records will be displayed the number of records that were affected in this transaction.

From Another Music Scheduler (such as Selector, BP, Smaps, Aware, Etc.)

Additional Requirements:

Depending upon the source, usually minimal work is required. It may mean research into the structure of the scheduler's files, or additional fields that may need to be filled in once the information has been converted.

Note: This work should be done with the assistance of the SMARTS Support Department.

1. Output the library file from the other scheduler.

2. Take the disk to the DPD machine.
3. Go to Utilities and Conversions on the DPD screen.
4. Pick the one that represents your system. Due to the fact that this is an important and one-time operation **it is advised that the user consult SMARTS Support before proceeding.**

Cut Manager (List-Delete) Conversion uses the output from the Cut Manager screen.

Convert Smartcaster Index Files to DPD3x uses the index files from the Smartcaster.

Convert Smarts Musicmaster to DPD3x uses the files from the DPD predecessor.

Convert Smartcaster Database to DPD3x uses the database on the Smartcaster.

Convert DPD2x to DPD3x will convert the information from the older version of DPD.

Convert Halland to DPD3x converts the files from the Halland Music Library.

Convert Selector to DPD3x will change the files provided by Selector.

Convert SMAPS to DPD3x will convert the files from the SMAPS program.

Convert BP to DPD3x will convert the BP files for the current program.

And Convert Text File will use a text file to build the database.

The operator will need to manually insert anything needed in Library Editor that was not provided. See the next section for instruction on Manual Insertion.

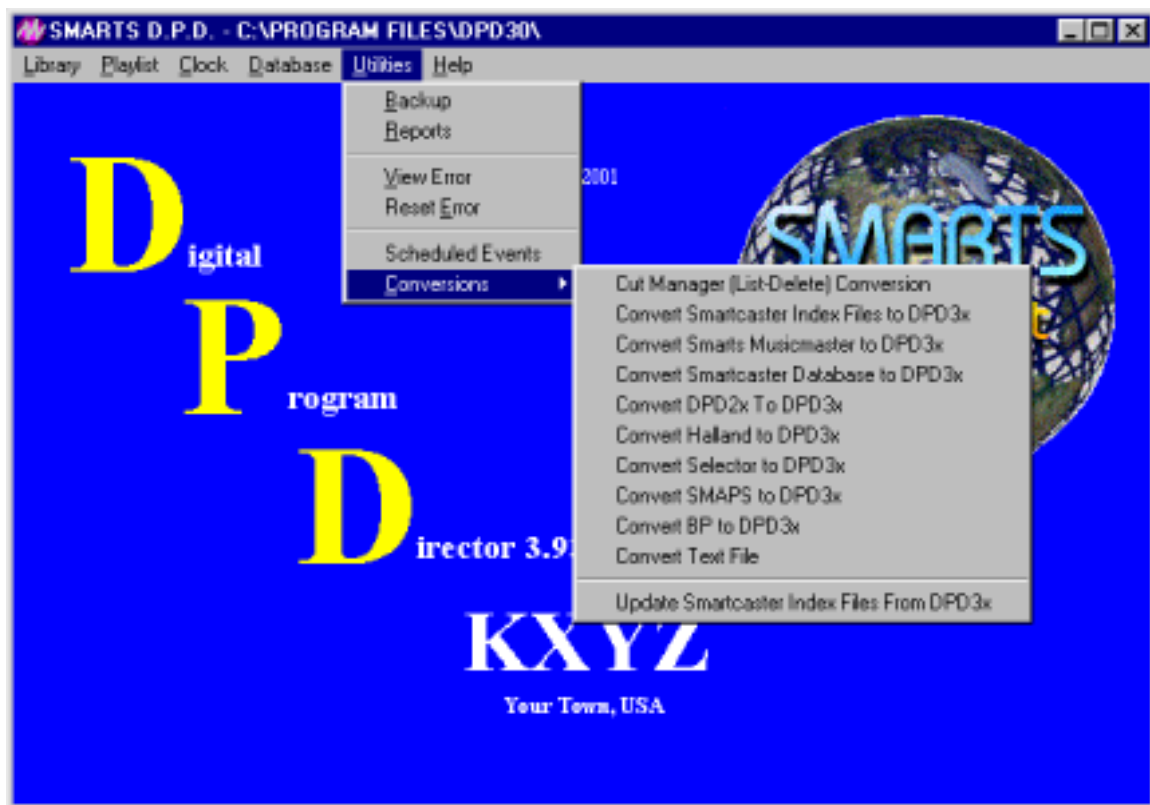


Fig. 1.3. The DPD Conversions Menu.

Manual data entry

Manual entry can be very complete, but laborious.

Manual data entry can be accomplished without extra help.

Note: All fields MUST be filled in for the first entry. The Gender Setup needs to be established prior to the entry. Later entries need only the essential information listed below. Having a snapshot of the Category Setup Screen on hand while entering the information would be helpful.

Fig. 1.4. The DPD Data Entry Screen. Contains the basic information for each song in the database.

1. Click on Library.
2. Click on Edit. The data entry screen is accessible from the Library Editor with a Ctrl-A command or by clicking on Records and Add New. In that screen, once changes are made, a Ctrl-A will add a song while a Ctrl-U will update the current song to reflect the changes made.
3. Enter the information by hand. Pressing the tab will cause the cursor to move from field to field.

Essential information is Transfer ID, Title, Artist, Category, Start Date, Stop Date, Active, and the Active Months.

The first information box is Transfer ID. This is the number that identifies the song for the SMARTCASTER. Each audio cut has a unique number.

The box next to Active must be checked in order for the song to play. Clicking on the box or word will activate it, placing a check in the box.

The Stations information box on the far right displays the call letters for the library presently being worked on. Always check to make sure the right call letters are being displayed before working on the library. Clicking on the down arrow will display the choices. Clicking on the choice in the menu will place it in the box.

The Title box contains the title of the song. This is limited to 50 characters.

The Artist box displays the artist's name. Clicking on the down arrow will display the selection of artists. Scroll down the list until the proper artist name presents itself. Click on the name and it will appear in the Artist box.

The Album box lists the name of the album the song came from. This is good for trivia and logging periods.

The Composer box is for listing the composer. This will be very beneficial when one of the licensing companies requires a log.

The Intro box contains the number of seconds from the beginning of the song until the vocal begins.

The EOM box displays the time in the song where this song will fire the next cut.

The Length box contains the song's actual recorded length.

The Tempo box displays the tempo of the song. The down arrow will display the tempo choices.

Clicking on one will place that tempo in the box.

The Category box indicates the category to be used for this particular song. Clicking on the down arrow will display the various category designations available. Clicking on a letter will place it in the Category box.

The Year box displays the year the song came out.

The Intro Cut box contains the Transfer ID number for any single cut that the operator wants to air before each time the song plays.

The Outro Cut box contains the Transfer ID number for any single cut that the operator wants to air after each time the song plays.

The Start Date box contains the first date the song is permitted to play. This should be prior to today's date.

The Stop Date box displays the last date the song may play. This may be well into the future so the song may play for some time before having the Stop Date changed.

The Gender box displays the gender designation for the artist. Clicking on the down arrow presents the list of choices. The letter designation and description will be displayed. Clicking on the proper choice places it in the box.

The January through December boxes determine what months the song may play. Clicking on each box will place a check in the box and make it available to play during that month.

Note: At least the essential information in step three should be entered for each song. Once changes are made, pressing the Ctrl & A keys will add a song while pressing the Ctrl & U keys will update the current song to reflect the changes made.

Click on the X in the upper right-hand corner to exit.

Build Categories

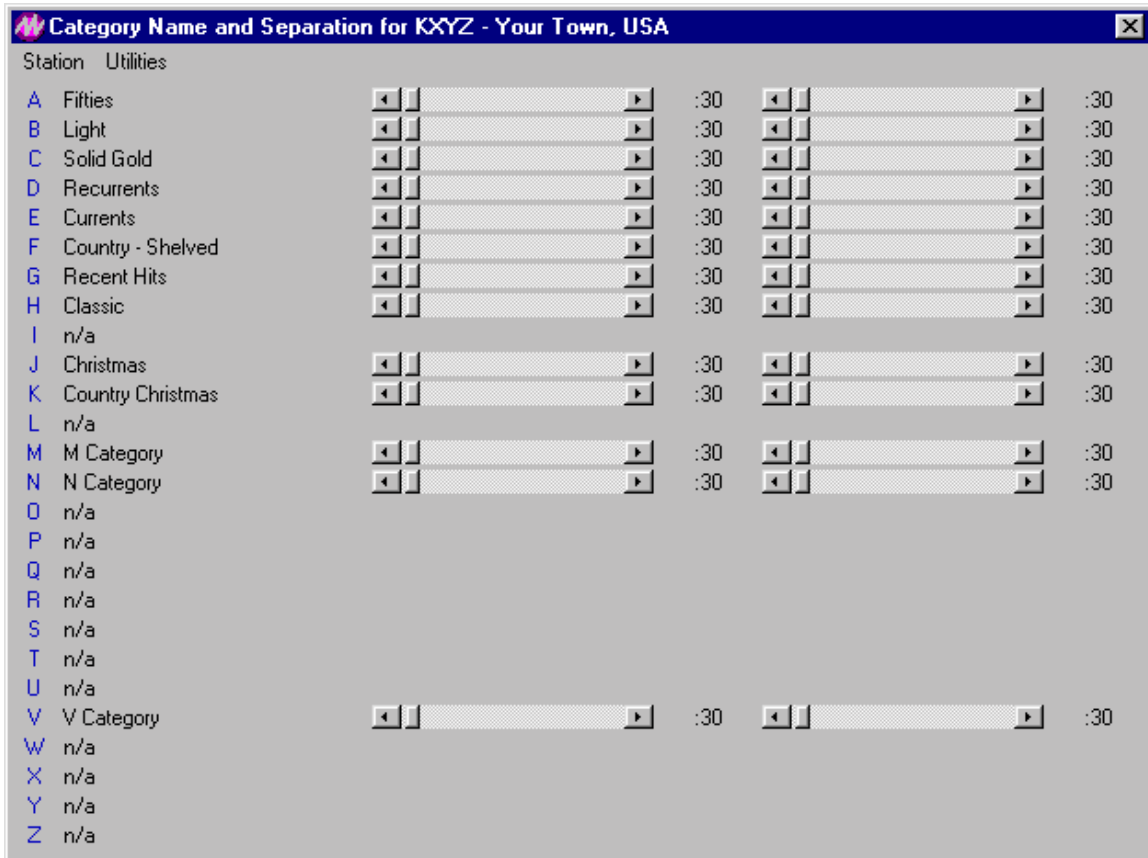


Fig. 1.5. The Category Name and Separation Screen. Used for building the categories and setting the separation for Title and Artist in each category.

The Category Name and Separation screen is used to name the Categories and set the Title and Artist separation.

1. Click on Database and then Category.
2. Double-click the existing category name on the left and rename it appropriately. Double-clicking on a letter will display a dialogue box that allows a name to be entered for the chosen category.
3. Type in the name of the category.
4. Click on OK.
5. Continue until all of the categories have been named. Separation is in minutes ranging from 0 minutes to 24 hours. Typical startup settings might be between 15 and 30 minutes. Excessive separations will result in slower playlist generation. Two slide bars will appear to the right of each established category. The left slide bar is for Artist Separation. The slide bars on the right side of the screen are for Title Separation. Gaps will appear between the slide bars, corresponding with the categories that have not been established. The actual time of separation will show to the right of the bar. It will show in hours and minutes. Clicking on the arrows to the left or right of the bar will decrease or increase the time, respectively, by the minute. Clicking inside the bar on either side of the cursor will increment the time by 10 minutes. Clicking on the cursor and holding it allows the cursor to be dragged to the desired position. Releasing the mouse button will allow the time display to update showing the new time. The cursor will flash, showing which slide bar is in use. Each category may be adjusted for a

different Artist and Title Separation. The slide bars do not become active until a song has been given that category in Library Editor. To close out the screen, click on the X in the upper right-hand corner.

Build Clocks

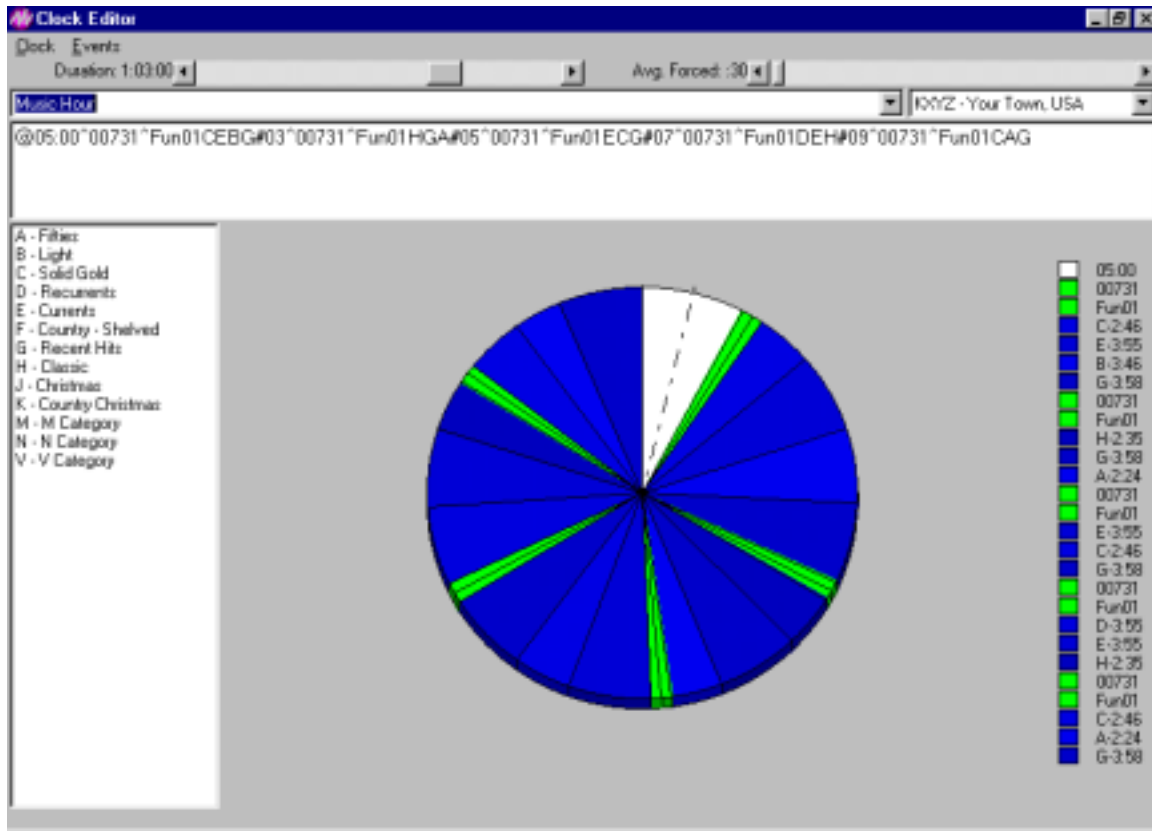


Fig. 1.6. The Clock Editor Screen. This figure shows the named categories, a Clock name and string, and a built Clock.

The first Clocks should be built using ONLY Categories and Spot Breaks. While there are MANY other options available to customize the Clocks, resist the temptation, and learn to walk before trying to run. Once the basic flow of music is established and the breaklog is being merged correctly it is much easier to go back and customize from that point.

1. Click on Clock and Editor, or press the Ctrl + E keys at the same time. If no Clocks exist, a prompt will appear stating that no Clocks exist and asking if one should be created.
2. Click on Yes. A new prompt will appear.
3. If a Clock already exists, merely click on Clock and Add New. The New Clock Name Dialogue Box will appear.
4. Type in the name of the new Clock and press Enter or click on OK. A colored circle should appear in the gray area, and a listing of the categories just created should show along the left side of the screen. Only categories with music attributed to them will show on the left. Make sure that the slider for the time per hour at the top of the screen is set to at least 60 minutes.
5. If no categories show, click on the elevator to the right of the Call Letters.
6. Choose the proper Call Letters from the list that appears.

7. Once the categories appear on the left, double-clicking on a category will cause its letter designation to appear in the long white window above. At the same time, a wedge will appear in the pie chart and representation will be displayed in key form on the far right of the screen. The key will show the color of the wedge, the Category letter, and the average length of the song. The colors have different meanings. Music is blue, balance is yellow, red is a commercial break, and green is a forced cut.

Other items may be added to the schedule. By pressing the Shift + 8 keys, the operator may enter an * (asterisk) which signifies Forcing a Break. The next five digits will determine the time in minutes and seconds. Pressing the Shift + 6 keys will place a ^ (caret) in the schedule forcing a cut to play. The next five digits should be the desired cut number.

The operator should schedule enough music in the Clock to eliminate any balance from the chart.

A Clock hour does not necessarily need to be 60 minutes. The slide bar on the top left may be used to modify the amount of time in an hour. The time may be set from 0 to 1:30. The chart will be full, showing no yellow, when there are enough cuts to fill the time indicated. The operator may also adjust the average time of the Forced Cut by using the slide bar in the upper right-hand corner of the screen. It may vary between 0 minutes and one hour.

A number of Clocks should be created to cover the various hours in a broadcast day. Some hours may be all music with very little interruption. They will need lots of music. Other hours may be mostly news and talk, and will need very little music.

Clock Editor

Clock String Theory

Example: ABC*02:30^00131ABC*02:30^00131ABCCB

Songs: ABC

The example line above contains a sample of a Clock String. We will discuss the string one event at a time. The first letter is "A". This means that the first event scheduled in the hour will be a Category A cut. The station categories by now have been identified and separation has been established so the operator will know what type of a cut Category A contains. The second cut is a Category B cut and the third cut is a Category C cut. So far, we have scheduled three songs, one from each of the Categories A, B, and C.

Spot Breaks: *02:30

The fourth character in the String is an "*" (asterisk). When scheduled, these characters indicate that a commercial break occurs. For the benefit of correctly timing an hour, the user may specify the exact (or approximate) length of this break in the next 5 characters. Since our example's next five characters after the "*" break indicator are "02:30" this means that the break indicated is 2 minutes and 30 seconds long.

Forced Cut: ^00131

The 10th character in the Clock String is a "^" (caret) which indicates that the user wants to force a specific cut number into the breaklog at this point. In the example, cut number "00131" is the cut that will be forced onto the breaklog after the 2 minute and 30 second break. These indicators are very handy for inserting station IDs, generic song intros, weather and news cuts, or jingles onto the breaklog without having to add them manually.

Character 16 and the rest of the characters in the example are basically duplicates of the descriptions above. The theory of the Clock String is a very simple one, and once understood, is a very powerful system.

Click on the X in the upper right-hand corner to quit.

Build Schedules

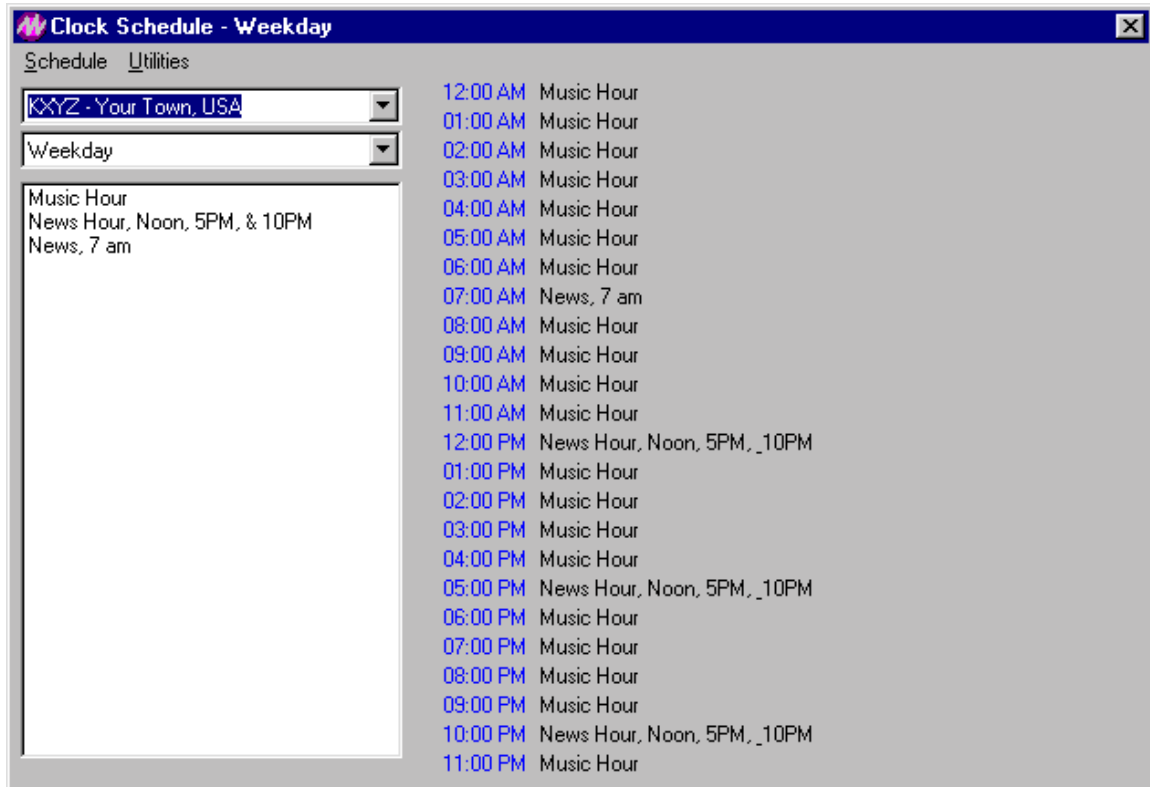


Fig. 1.7. The Clock Scheduler Screen. This example shows the various Clock Hours on the left, and how they were scheduled in the center of the window.

The Clock Schedule screen is used to schedule established Clocks for the hours required. Select the correct station and create basic schedules such as Weekday and Weekend as a good starting point. Since there is no limit to the number of schedules, the operator may customize any number under any name later. To place the Clock, highlight the Clock that is to be scheduled by clicking on it, and then double-click the time to the right that the Clock is to be implemented. Right-clicking on the Clock name to the right of the hour will delete the current entry.

Right-clicking on the Clock hour in the largest white box will open that Clock scheduler.

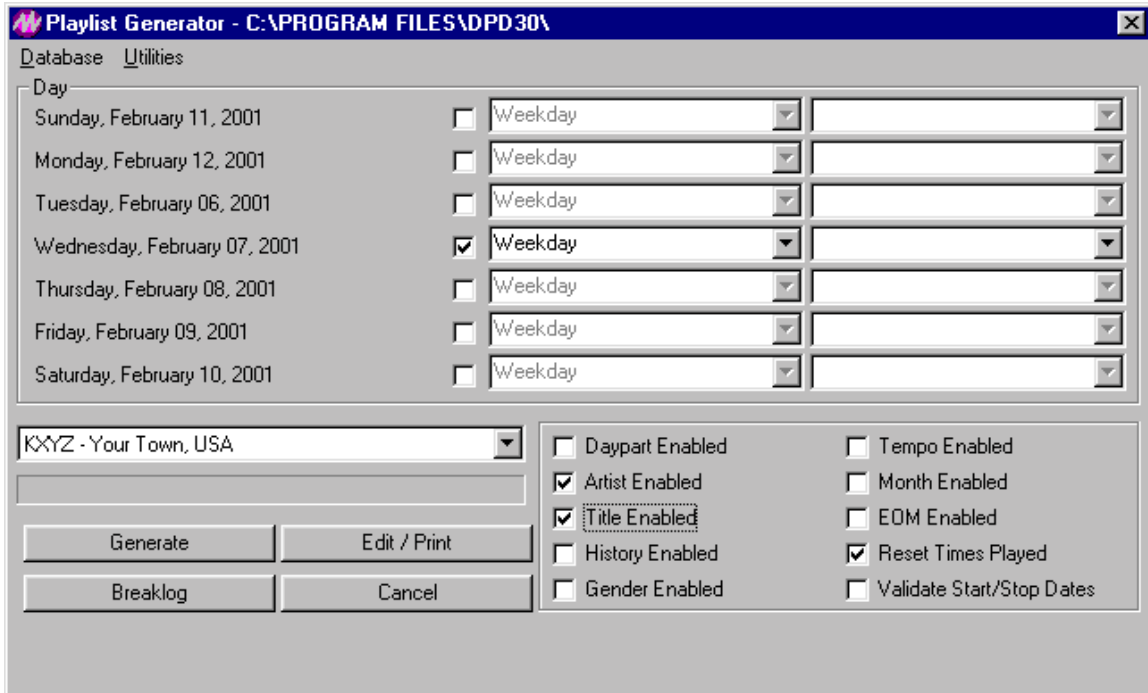
To Schedule Clocks:

1. Click on Clock and Schedule. If no schedules exist, a prompt will appear saying that no schedules exist and asking if one should be created.
2. Click on Yes.
3. Type in the name of a schedule and press Enter or click on OK. Three white rectangles will appear on the left side of the screen. The first two will have elevators to allow for choices. The first rectangle will display the call letters of the station whose schedule is being created. The second rectangle will display the schedule being worked on by the operator. And the third and largest rectangle will display the Clocks that have been built for these call letters. If nothing shows in this rectangle the operator will need to build Clocks for this station.
4. Once Clocks have been built and are displayed in the rectangle, the operator may click on a Clock to highlight it.

- Double-click on the hour where the Clock should be located. The Clock will overwrite anything already in that hour. The operator may double-click on the hour or the Clock to the right of the hour. All hours that broadcast should have a Clock scheduled.

Clicking on a Clock in the largest rectangle will highlight the Clock. Right-clicking will take the operator to the Clock Editor and display that Clock. Once any Clock editing is complete, the user may click on the X in the upper right-hand corner to exit Clock Editor and return to the Clock Scheduler.

Generate Log



**Fig. 1.8. The Playlist Generator Screen.
Shown with minimal settings activated.**

Choose Day

Check the days that should generate a playlist. Make sure that Artist and Title Separation, Reset Times Played, and Validate Start Stop Dates are selected. This is a minimal setting for a good mix of music. While these selections are optional, and there are quite a few other options available, these are the more important selections for a start-up.

To choose the day whose playlist should be generated:

- Click on Playlist and Generate. The Playlist Generator dialogue box will appear. The days of the week will be displayed on the left side. To the right of the days, the Activation box, Schedule, and Tempo are displayed. They are not labeled. Below the days of the week the station call letters are displayed. The system always displays the first station in alphabetic order.
- Click on the down arrow and select the proper station. Below the call letters is the progress bar in gray. This displays only while generating. Below the progress bar are the Generate, Breaklog, Edit/Print, and Cancel options. In the lower right-hand corner are the separation activation boxes and titles. At this point, it is suggested that only Artist and Title be activated.
- Deactivate any other boxes by clicking on them to remove the check.

4. Click on the activation box that corresponds with the day of the week to be generated. A check will appear in the box and the wording to the right will darken to indicate that it is available for modification. The down arrow allows access to other schedules if available.
5. Pick the schedule appropriate for the day of the week being generated.

Generate a Playlist

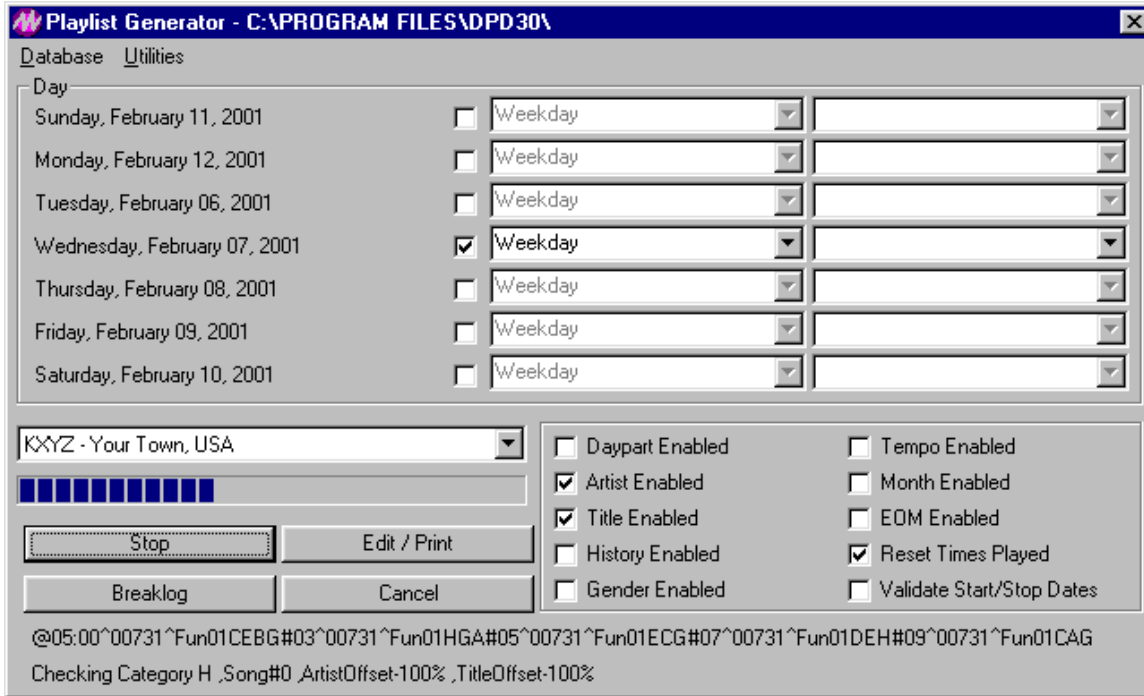


Fig. 1.9. The Playlist Generator Screen. The generation is underway, showing the progress bar, Clock String, and offset results.

The Generate button starts the generation procedure taking into account which day(s) of the week are selected. As the playlist is generated, song titles and events appear in the text box at the bottom of the window. Performance of the playlist generation varies with the size of the library, processor speed, the installed RAM on the computer and the separations and restrictions imposed by the operator.

To generate a playlist:

1. Click on Generate and the button changes from Generate to Stop. Blue squares begin to fill the progress bar above showing the work being done. The mouse cursor changes to show it is working. When the generation is complete the progress bar will clear, the Stop button will change back to Generate, the mouse cursor will return to normal, and the activation box and schedule will gray out, showing that the work is finished. Doing multiple days, each day will gray out as its playlist is completed. The system will produce a dinging alarm if the generation cannot find a category for some reason. This may occur if all the songs are inactive, outdated, or dayparted.

Create Breaklog

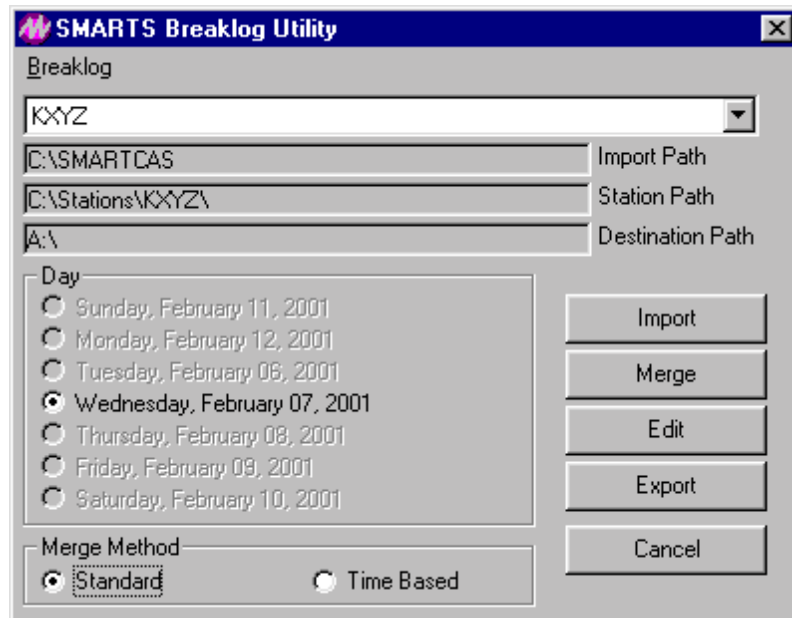


Fig. 1.10. The Breaklog Utility Screen. This screen is used to manipulate an already created Breaklog.

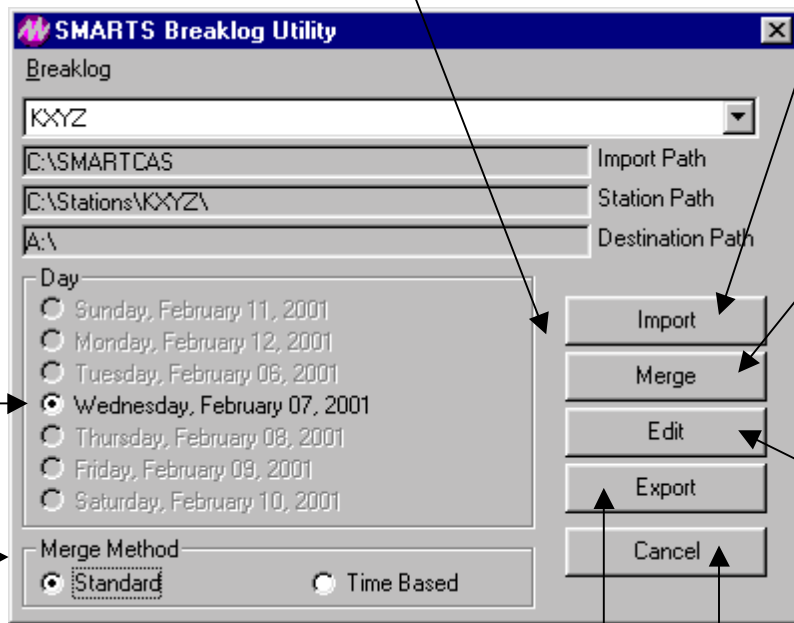
To Use the Breaklog Utility:

1. Click on Playlist.
2. Click on Breaklog. The SMARTS Breaklog Utility will appear. The first rectangle is the Station. Choices are available with the arrow to the right. The second rectangle is Import Path for bringing a commercial log in from an office computer on the network. The third rectangle is the Station Path where the work is currently being done. The fourth rectangle is the Destination Path. It is where the log will go when done. It will be to a floppy disk on A: Drive or across the network to a specific SMARTCASTER.
3. Select the date to be merged. Click on the day to select it. Its lettering will turn black.
4. If a traffic breaklog already exists, import the data via the network path established in Station Setup or from the floppy disk. Floppy disk import and export is always an option from the drop-down menu under Breaklog. This makes it possible without having to change the Station Settings.
5. Make sure that the proper Merge Method is selected. Standard assumes that Traffic exists and the music is to be merged around it. Time Based merge is for merging music to an empty breaklog.
6. Select the Merge command button on the right to start the merge process.
7. When finished, use the Export option to copy the newly merged breaklog to its final destination. This final destination is established in Station Setup and can either be a floppy disk or a full network path to the Smartcaster.

Below Day is a listing of days of the week and their corresponding dates. A log must be chosen by clicking on a white circle to the left of the day. A dot in the circle signifies a day being chosen. Only one may be chosen at a time.

At the bottom of the screen is the Merge Method.

The buttons in the lower right-hand corner of the dialogue box are Import, Merge, Edit, Export, and Cancel. The operator may use each in sequential order, depending on the features of the system.



Import

Import is only necessary if there is information in the Import Path. Clicking on Import will acquire the breaklog from the office computer.

Merge

Merge will mix the playlist with the commercial log. The merge method should be selected prior to merging.

Edit

Editing the breaklog is not necessary for Basic Start Up although it is always an option. It will be covered in depth in the expanded manual.

Export

Export will send the breaklog to the SMARTCASTER. This ties in with the Destination Path, sending the log to floppy disk or across the network to the designated path on the SMARTCASTER.

Cancel

Cancel exits the Breaklog Utility portion of the program and closes the dialogue box, returning the operator to the Playlist Generator.

Start-Up Fine-Tuning

Goal: Once the basics are established, the operator may fine-tune the Clocks, Schedule, and Library to customize the Playlist Generation to the station's demands.

Note: All changes below are optional and not required for good Playlist Generation. The notes in parenthesis indicate importance on a per item basis. The greater the number used, the longer it will take to generate a playlist.

Library Song Lengths (Recommended)

Either manually or using the Smartcaster List Delete (Cut Manager) option, the operator may update the Lengths and EOMs. This allows a more accurate number of songs generated per hour.

Gender (Optional)

Define any type of gender; (i.e., Male, Female, Group, 70's Male, 80's Female, Instrumental, Etc.) in Gender Setup and then set separation. Then categorize each song in the library as to the gender setting.

Tempo (Optional)

This allows control of the tempo of the hour. Tempo values for the individual songs vary from 1 to 5 (slow to fast) while the hourly average tempo settings vary between 3 and 15. This will be explained later in the expanded manual.

Artist – Group Relationships (Optional)

As time goes by relationships could be established between the artist and related groups (Glenn Frey and the Eagles). This gives another perspective to artist separation.

Daypart (Optional)

Controls the time of day that a song is allowed to play. It specifies that a given song only play during certain hours of the day.

Fixed Cut Clock Entries (Optional, but very effective)

Insert Functions, Liners, IDs, Jingles, weather, audio cuts, or any specialty cuts to customize the Playlist Generation.

Menu Options

Library

TransferID	ArtistName	Hot	Title	Cat	Intro	EOM	Length	Fade	Album	Trivia	Gender
M0434	10 CC	<input type="checkbox"/>	I'M NOT IN LOVE	B	33	220	223	<input type="checkbox"/>	10 CC BEYOND THE		
M0111	10 CC	<input type="checkbox"/>	THE THINGS WE DO	C	19	189	192	<input type="checkbox"/>	10 CC		A
M0212	10,000 MANIACS	<input type="checkbox"/>	BECAUSE THE NIGHT	E	8	212	215	<input type="checkbox"/>	10,000 MANIACS		A
M0232	10,000 MANIACS	<input type="checkbox"/>	FEW AND FAR	G	10	184	187	<input type="checkbox"/>	10,000 MANIACS		A
M0000	101 STRINGS	<input type="checkbox"/>	ADESTE FIDELIS	J	0	203	206	<input type="checkbox"/>	101 STRINGS		A
M0131	1910 FRUITGUM	<input type="checkbox"/>	SIMON SAYS	C	10	124	127	<input type="checkbox"/>	FRUITGUM COMPANY		A
M0333	A-HA	<input type="checkbox"/>	CRYING IN THE RAIN	D	33	250	253	<input type="checkbox"/>	A-HA		A
M0000	A-STRINGS	<input type="checkbox"/>	RUDOLPH THE	J	0	141	144	<input type="checkbox"/>	A-STRINGS		A
M0000	A-STRINGS	<input type="checkbox"/>	SLEIGH RIDE	J	0	183	186	<input type="checkbox"/>	A-STRINGS		A
M0212	A.GARFUNKEL/JAMES	<input type="checkbox"/>	CRYING IN THE RAIN	E	6	210	213	<input type="checkbox"/>	A.GARFUNKEL/JAMES		A
M0003	AARON NEVILLE	<input type="checkbox"/>	SOMEWHERE	D	0	174	177	<input type="checkbox"/>	AARON NEVILLE		A
M0313	AARON NEVILLE	<input type="checkbox"/>	DON'T FALL APART	G	12	244	247	<input type="checkbox"/>	AARON NEVILLE		A
M0003	AARON NEVILLE	<input type="checkbox"/>	DON'T TAKE AWAY	E	0	266	269	<input type="checkbox"/>	AARON NEVILLE		A
M0004	AARON NEVILLE	<input type="checkbox"/>	I OWE YOU ONE	E	13	259	262	<input type="checkbox"/>	AARON NEVILLE		A
M0003	AARON NEVILLE	<input type="checkbox"/>	I OWE YOU ONE	E	11	188	191	<input type="checkbox"/>	AARON NEVILLE		A
M0000	AARON NEVILLE	<input type="checkbox"/>	PLEASE COME HOME	J	6	166	169	<input type="checkbox"/>	AARON NEVILLE		A
M0212	AARON NEVILLE	<input type="checkbox"/>	PLEASE COME HOME	J	6	165	168	<input type="checkbox"/>	AARON NEVILLE		A
M0131	AARON NEVILLE	<input type="checkbox"/>	TELL IT LIKE IT IS	H	3	146	149	<input type="checkbox"/>	AARON NEVILLE		A
M0111	ABBA	<input type="checkbox"/>	DANCING QUEEN	C	20	218	221	<input type="checkbox"/>	ABBA		A
M0121	ABBA	<input type="checkbox"/>	FERNANDO-TQ3	C	20	234	237	<input type="checkbox"/>	ABBA		A
M0131	ABBA	<input type="checkbox"/>	KNOWING YOU	C	9	230	233	<input type="checkbox"/>	ABBA		A
M0424	ABBA	<input type="checkbox"/>	TAKE A CHANCE ON	C	0	228	231	<input type="checkbox"/>	ABBA		A
M0434	ABBA	<input type="checkbox"/>	THE WINNER TAKES	C	32	275	278	<input type="checkbox"/>	ABBA		A
M0121	AD LIBS	<input type="checkbox"/>	BOY FROM NEW	C	0	169	172	<input type="checkbox"/>	AD LIBS		A
M0004	AIMEE MANN	<input type="checkbox"/>	STUPID THINGS	N	10	254	257	<input type="checkbox"/>	AIMEE MANN		A
M0535	AIR SUPPLY	<input type="checkbox"/>	ALL OUT OF LOVE	B	13	228	231	<input type="checkbox"/>	AIR SUPPLY		A
M0525	AIR SUPPLY	<input type="checkbox"/>	EVEN THE NIGHTS	B	12	199	202	<input type="checkbox"/>	AIR SUPPLY		A
M0515	AIR SUPPLY	<input type="checkbox"/>	EVERY WOMAN IN	B	13	200	203	<input type="checkbox"/>	AIR SUPPLY		A
M0313	AIR SUPPLY	<input type="checkbox"/>	EVIDENCE OF LOVE	G	9	256	259	<input type="checkbox"/>	AIR SUPPLY		A
M0525	AIR SUPPLY	<input type="checkbox"/>	GOODBYE	G	15	236	239	<input type="checkbox"/>	AIR SUPPLY		A

Fig. 1.11. The Library Editor Screen.

The Library Editor Screen is the display of every song in the library of one station. A song **MUST** be listed here before it can be used by the system to generate a playlist. The tools involved in this screen allow for the manipulation of the data as the operator strives for an accurate library.

Edit

Edit is the ability to work with the library in various ways. The tools in the library allow the user to Sort, Search, Add, or Delete, and much more. These features are available once the song information is loaded into the computer. The arrow pointing to it in the far left column shows a selected or current entry.

1. Clicking once on another entry will move the arrow to correspond with the new entry. Double-clicking on a word or number within a field will highlight the word or number, not the whole field. Once highlighted, it may be overwritten in many cases. In the case of Artist Name, Length, and EOM, double-clicking will bring up another screen to assist in the editing of the data.

Using the mouse to move the cursor over the title bar at the top of the database will result in the cursor changing from a white arrow or text select mark to a black arrow aimed toward the database.

1. Clicking once will highlight the entire column. When a column is highlighted, a small arrow appears at the right side in the title box.

2. Moving the cursor to that arrow will change the cursor to a small hand with a finger pointing up.
3. Clicking on that arrow will cause a drop-down menu to appear showing the titles of the other columns in the database.
4. Clicking on one of the other titles will cause the two columns to swap location.
5. Clicking on the gray square to the far left of an entry will cause the arrow to move to that entry and highlight all of that entry.
6. Click on Records.
7. Clicking on Delete will remove only the current record (the entry marked with the arrow.)
8. It will ask for confirmation before deleting. Click on OK to delete it. Click on No to save the record.

The following information tells how to use the tools of the Library Editor:

Sort

Clicking on Sort in the upper left-hand corner of the Library Editor Screen allows the drop-down menu to appear. The menu lists the different ways the system can sort the information. The sort goes from top to bottom, both alphabetically and numerically. Doing the same sort a second time will not change the listing. While most of the sorting options are self-explanatory there are a few exceptions. Sorting by Inactive will result in a list of inactive songs arranged (sorted) by title. Sorting by Times Played does just as the title suggests, but the user must take into consideration that the Times Played figure represents an overall trend that includes the possibility of multiple generations for a single playlist.

Search

Search is also found in the upper left-hand corner of the Library Editor Screen. Clicking on it allows the drop-down menu to appear. The menu lists the different ways the system can search for specific information. Data meeting the criteria of the search will be listed at the top of the screen. Only one search option may be used at a time. The user may go from one search to another. To search with only part of the criteria, add an (*) asterisk. Type in Carp* to find The Carpenters. Type in Paul* to find all artists who start with Paul. The (*) may also be used ahead of the name. *king* will result in Buckingham, Carol King, Nat King Cole, Kingsmen, Ben E. King, and Alive and Kicking if they are a part of the library.

To show the entire library when done with a search, click on Sort and pick any category. All of the entries in the library will re-appear.

Records

Add New

Brings up the Data Entry screen allowing the user to add songs one at a time. The operator overwrites the material already in each field, and then presses the Ctrl + A keys to add to the library.

Click on the X in the upper right-hand corner to exit.

Delete

Deletes the current song. The system will ask for confirmation. Clicking on “yes” will delete the song.

Daypart

Songs are allowed to occupy more than one daypart. This presents a screen that enables dayparts to be selected for the current song.

Save to Other Station

If more than one station is being used on the current system the user may copy the current song to one of the other stations.

View Artist – Group relationship

Artists, other artists, and groups may be connected and therefore must be taken into account when checking for Artist Separation. This option opens another screen to establish connections between related artists and groups.

View Song – License Relationship

Licensing organizations determine royalties for composers and artists. Here the operator indicates what licensing organization or multiple organizations have registered a specific piece of music.

Update Artist

A maintenance procedure verifying that the proper Artist Name is shown in Library Editor. Since an association between the individual songs of the library and the artists' table has been established, this utility will verify and update any changes to Artist Names. These updates should happen automatically when the artist name is edited, therefore this utility is rarely used.

Maintenance

The Maintenance Screen gives the user some simplified maintenance routines for the library database. Examples of utilities range from changing start/stop dates and active status to resetting the category designation and times played.

Validate Start-Stop Date

This process makes sure today's date is within the boundaries of the Start and Stop Dates of all of the songs and prevents any songs being bumped due to Start-Stop Date limitations.

Index Path

For systems where the SMARTCASTER is accessible via the network. This feature allows for utilities to automatically update the library and also for the library to update the Index files.

Snapshot

Prints the current window to the default printer.

Library Fields

Name-Type-Limit-Description

TransferID – Text-25-Unique song identifier for automation system

ArtistName – Text-50-Song artist name

Hot – Boolean-1-Indicates an artist's "preferred" or more popular song

Title – Text-50-Song title

Cat. – Text-1-Alphabetic category designation

Intro – Long Integer-5-Number of seconds of intro for song

EOM – Long Integer-5-Number of seconds to start of song-ending fade

Length – Long Integer-5-Number of seconds of entire length of song

Fade – Boolean-1-Fade or Cold ending

Album – Text-50-Album title

Trivia – Memo-256-Unique trivia material for the song

Gender – Text-1-Gender indication coordinating with Gender Setup

Tempo – Integer-1-Value of 1 to 5 specifying the general song tempo

Active – Boolean-1-Indicates if the song is active

IntroCut – Text-25-The TransferID of the song or clip that ALWAYS precedes the associated song

OutroCut – Text-25-The TransferID of the song or clip that ALWAYS follows the associated song

Year – Text-5-Year in which the song became famous

Composer – Text-50-The name of the Composer of the song

Jan – Dec – Boolean-1-Twelve individual Booleans corresponding to months of the year in which a song may be heard

Path – Text-50-Filename Path of song location

Topic – Text-100-Descriptive field for specialized Clock Edit options
StartDate – Date-40-The Date the song is allowed to start being played
StopDate – Date-40-The Date the song must stop playing
LastPlayDate – Date/Time-40-Unique to Log Generation as to when the song was used
TimesPlayed – Long Integer-10-Unique to Log Generation to count the times the song has been selected.
Due to the possibility of multiple generation cycles for a particular day the figure cannot be considered ABSOLUTELY accurate in comparison to other songs in a category.

Printing Library

This feature allows the user to print the library in a form that best meets the user's needs. The print operation may also include all Inactive Records. The user is able to sort and arrange the library by many popular combinations. This feature prints the library for storage, reference, or analysis.

1. Clicking on Library and Print will cause the Library Print Dialogue box to appear. The system allows the operator to Sort By All, Artist, Title, or Category, and Order the list by Smarts ID #, Artist, Title, Category, Last Play, Length, or Times Played. It may also include Inactive Records, and it may be done for more than one station. The report will print to the default printer. Sort By allows the operator to pick the whole library or a specific Artist, Title, or Category. Order By then tells the system how to print the list. Sorting by Artist, Title or Category will present a prompt asking for specific information. The system works with the library specific to the station that has been selected. Once processed, the screen will display the information that will go to the printer. There is so much information using all fields, that it will not all fit on the paper. The list may now be edited to print specific data, eliminating unnecessary information.
2. Click on Print for the drop-down menu that will display the choices. If this is the first printing, or the settings have not been saved, all of the categories will be selected for printing. A check to the left of each category indicates selection for printing.
3. To pick just a few categories for printing, click on Deselect All to clear the selections.
4. Then Click on the categories to be included in the printing. Click on Print and each of the categories needed. The menu will close after each selection.
5. Save those settings by clicking on Save Settings.
6. Click on Print Entire Report.
7. When the print job is done, click on the X in the upper right-hand corner to exit. The title bar of the print job will show the station call letters and the search criteria, along with the time, date, and page number.

Exporting The Smartcaster Database

The SMARTCASTER automation systems utilize a FoxPro database in the DOS Live Screen application. This database can be created and then exported to the station via the SMARTCASTER Database Path established in Station Setup.

Playlist Generation

In order to generate a playlist,

1. Click on Playlist.
2. Click on Generate.
3. Select the station from the drop-down list.
4. Select the day(s) to generate a playlist by checking the adjoining checkbox. For each day set the correct schedule to be used.
5. To use tempo select the proper tempo setting for each day.

Playlist Options

Daypart Enabled

The system takes into account a song's dayparting when generating. Some songs may be dayparted for more appropriate times of the day. Songs without daypart settings are assumed to be able to run all day.

Artist Enabled

The system takes into account the artist separation values established in Category Setup under the Database menu on the main screen.

Title Enabled

This is similar to Artist Separation but paying attention to titles.

History Enabled

Looks at past playlists and tries not to schedule a song IF:

- The song was played in the last hour.
- The song was played yesterday within the current or last hour.
- The song was played two days ago within the current or last hour.
- The song was played 7 days ago within the current or last hour.

Gender Enabled

Similar to Artist Separation except that the Gender is registered in the Library Editor and the separation value is set in Gender Setup under the Database menu option. Gender Enabled should be used with care because it can easily be overdone. Setting Gender separation to 60 minutes with only 3 genders is a waste of time.

Tempo Enabled

Takes into consideration the tempo values when generating the playlist. The desired tempo minimums and maximums are established in Tempo Setup and are chosen in the second row of drop-down lists.

Month Enabled

Each song in the library has the ability to be disabled for each month of the year. This is very handy for seasonal songs such as most Beach Boy songs during winter months, or winter or Christmas music during the summer.

EOM Enabled

When calculating the time during the playlist generation process the system will add the song's EOM (End Of Message) length rather than the entire length of the song. This provides greater accuracy for systems with overlap capability.

Reset Times Played

Each time the generation process restarts, the number of times played is reset to 0. This allows all cuts to have a fresh start. The system will first consider cuts that have been played the least number of times.

Validate Start-Stop Dates

Ensures that no songs will be bumped due to Start-Stop Date conflicts.

Edit Playlist

This is a station-specific playlist editor, which displays the current playlist along the left-hand side and the associated library along the right-hand side.

Playlist Menu

Days of the week are assigned to the function keys or are selectable with a click of the mouse. These dates are calculated within the next week. To access dates that have passed, choose User Specified and enter the desired date.

Edit Playlist Menu

The user may insert a spot break that will place a new available line on the playlist at the desired point to add a song to that avail.

A forced cut number may also be entered at the desired point on the playlist.

Search Playlist Menu

Search the playlist for an audio cut by either Transfer ID or Title. Handy for finding a specific cut in a playlist and then checking the number of times the same artist has played in the current playlist.

Sort Songlist Menu

Sorts the songlist provided in the right hand column by Transfer ID, Artist, Title, Length, or Category.

Search SongList Menu

Searches the songlist for Transfer ID, Artist, Title, Length, or Category.

Utilities Menu

Fonts - Sets the Font for the playlist printout.

Print – Sends to the playlist printer.

Artist Count (Today) – Counts the number of times the artist chosen on the playlist has been scheduled today and reports those times.

Artist Count (Week) – Counts the number of times the selected artist on the playlist has been scheduled this week and reports those times.

Song Count (Today) – Counts the number of times the chosen song title on the playlist has been scheduled today and reports those times.

Song Count (Week) – Counts the number of times the song title chosen on the playlist has been scheduled this week and reports those times.

Export – Exports the current playlist to a text file or other file formats.

Sequence Times – Verifies the playlist times are in sequence.

Snapshot – Prints the current window to the default printer.

Click on the X in the upper right-hand corner to exit.

Print Playlist

This is a station-specific list of available playlists. Choose the station, and then choose the playlist. Select the desired hours and any corresponding Trivia Album details for those hours and click the Print button.

Breaklog Utility

Shows the Station-specific Breaklog, Import, Export, and Edit paths as established in Station Setup. The typical operation would be to Import the selected breaklog from traffic, Merge the music to that breaklog, Edit the breaklog for any last minute changes, and Export the breaklog to its final destination, be it the Smartcaster or the floppy disk drive.

The Standard Merge method is for the breaklogs that contain traffic information and break indicators used in the DPD Clocks. Time Based Merge will merge to any empty breaklog or will merge well with a breaklog filled with traffic if the break numbers are indicated in the Clocks. See Clock Editor.

Additional menu options under Breaklogs:

Import A: and Import B:

Copies a selected breaklog from the floppy disk. This is always a good backup utility when the network is temporarily down. It is not necessary to change the permanent path.

Clear

Clears the selected breaklog of ANY AND ALL events.

Dummy Traffic

Places '99999' in even-numbered breaks to simulate traffic breaks.

Export A: and Export B:

Copies the selected breaklog to the floppy disk. This is similar to the Import process.

No Spot

Generates a NoSpot file from the selected breaklog indicating any spots that do not exist or those that have become outdated on the Smartcaster. It requires a network connection to the Smartcaster and that the Index be set.

Snapshot

Prints the window to the default printer.

Automation File

This is for automation systems other than a Smartcaster. The log outputs to the specifications of the listed companies. If a log exists for the date and station selected, the Create button becomes enabled allowing the user to create the desired log. After creation, the log is viewable and may be transferred to the path established in Station Setup. Menu options allow the user to establish a filename and file extension format. Here are some examples for a June 12, 2000 log:

Filename:

Example	Result
LOG	LOG
Music	Music
Mmddy	061200
dddd	Tuesday

Extension:

Example	Result
LOG	LOG
Ddd	TUE

Clock Editor

The Clock String Theory has already been discussed. It is important for the building of Clocks in the system. There are additional ways to fine-tune the Clock.

Additional Options:

The following features must be added as shown in each example. Those with parenthesis must have the parenthesis and the symbol or letter included in order to work properly. Some will require more setup than others.

Scramble Next category: ?

A “?” preceding any valid category indicator will prompt the system to scramble that category before scheduling any of its songs. This is useful in Hot categories with low numbers that would eventually develop a noticeable pattern.

Time Block: @15:00

Similar to the Spot Break indicators, the Time Block function “@” will prompt for a duration of time up to 20 minutes and set aside that amount of time for something special like a live broadcast. The difference between a Time Block and spot break is that when merging to a break log the Time Block does not force a new break number like the spot break will.

Topic: (‘tattoo’)

The library contains a 100-character space in each song line for a topic of the song. Example of a topic for Jimmy Buffet’s Margaritaville would be “Margarita boat beach tattoo salt blame.” When a topic is encountered in a log generation it will search the title and topic fields for any and all occurrences of the word entered as the topic. This will ignore any category designations.

3Fers: (F3) or (F5) or (F9)

Actually, a 2 through 9Fer may be scheduled in the Clock String. The library contains a field called the “Hot” field, in which multiple songs of an artist must be set in order for that artist to be considered for a xFer. A 3Fer will use the Hot designation to pick three songs from the same artist. These songs will play back to back. The artist is chosen in a manner similar to the regular log generation. Instead of a category designation the songs designated as “Hot” are arranged in order of number of times played, Last Play Date, etc. The first song’s artist is the artist that will be used for the next series of songs. For example there are 20 cuts in the library. 10 cuts are designated as Hot. Five of the cuts are by the Beatles, three are by Led Zeppelin and the remaining two are Wham songs. Each of these 10 songs are categorized appropriately with category deter designations. In the case when a 3Fers is called, the Category designation is ignored, and all 10 “Hot” songs are selected and placed in ascending order of Times Played and ascending order of Last Play date. At the top of the list is the one song out of the 10 “Hot” songs that has been played the least number of times and the longest time ago. We will say that this song is by the Beatles. The song is placed as the first of a 3fer and the remaining two songs of the 3fer will also be Beatles’ songs.

Year: (Y1992) or (Y1980-1986)

Either an individual year or a span of years may be selected. Ignoring category designations, in our example, any song from 1992 or any song between 1980 and 1986 could be scheduled. Putting both designators back to back in the Clock String would result in two songs being selected.

Artist: (A 'Pink Floyd')

Entering an artist name in the Clock String will prompt any artist specific songs indicated as "Hot" to be rotated. For instance, the 11:00 pm hour could be the "Pink Floyd Hour" by scheduling multiple artist-specific selections in a row for that hour's Clock.

Forced Break: #09

Using the Time Based Merge method in creating a breaklog, the user may specify which break in the hour (1-12) the following Clock items may fall on.

Creating New Clocks

Choosing the Add New option under Clocks in the Clock Editor will prompt the user for a name of the new Clock and assign an empty Clock of that name to the station specified. From there the user may build the elements of that Clock.

Editing Clocks

Once a Clock has been created, the Clock String displayed near the top of the screen will contain the data for the Clock. Any changes to the Clock String will be saved to the database as it is being entered and will register on the pie chart graph displayed below. Changes to the Clock String are made via direct editing of the String by placing the mouse pointer on the Clock String box and entering the information with the keyboard. An easier and more reliable method involves the list of categories on the left-hand side of the screen, along with the variety of event options listed under the Events menu. Select them on the menu, or by using the listed hot key combinations to access these event options. Double-clicking a category will add that category letter to the Clock String where the mouse is positioned.

Clock Scheduler

The Clock Scheduler is used to create a 24-hour listing of Clocks to be used in generating a playlist. The schedules are usually specific to a particular day of the week. The top drop-down menu indicates the station. The second drop-down indicates the schedule that is displayed. The bottom box lists the Clocks available to that station.

1. Select the station.
2. Select the schedule.
3. Highlight the Clock to be placed.
4. Double-click on the time to the right to place the highlighted Clock in that time slot. Right-click to remove the Clock. Hours without Clocks will not schedule music.

Menu options:

Schedule

- Add New – Adds a new schedule to the current station's list.
- Rename – Renames the current schedule.
- Delete – Deletes the current schedule.
- Save As – Saves the current Clock to another name.

Utilities

- Help – A work in progress...
- Snapshot – Prints the current window to the default printer.

Editing Artist List

Combining artists, editing artist names, adding a new artist to the artist list, and deleting an unused artist are all functions of the Artist List edit option. Erroneously entered duplicate artists such as Garth Brooks and GARTH BUCKS can be combined and adjusted on the database with the Combine Artist utility. Case standards can be maintained by the TO UPPER CASE and To Lower Case utilities.

Editing Artist – Group Relationships Category

This feature allows artists to be associated so their songs don't play too close to one another. An example would be the Beatles, who would be associated with songs from John Lennon, George Harrison, Ringo Starr, Paul McCartney, Wings, and Yoko Ono. One normally would not want songs from the Beatles and Paul McCartney to play back to back.

1. The operator may select the artist by clicking on the Artist in the Database menu.
2. Then click on Artist. The Artist-Group Relationships box will appear. The first box will be the call letters of the station using this information. The second box displays the Artist that was selected. The third box shows any names that are already associated with the artist. The fourth box is the list of artists available. The elevator in the fourth box may be used to bring the desired artist into view.
3. Double-clicking on the desired artist will place that name in the third box.

Clicking on a name in any of the boxes will highlight that name. While three different boxes may have a highlight bar showing, only the bar flashing or with a light fuzzy outline is the active highlight.

If there is ever a need to delete a name in the Associations list in box three, merely click on the name to highlight it and then press the delete key. The chosen entry will be eliminated. There is no request for confirmation. It is not possible to permanently delete anything in the other boxes on this screen.

Category

Category setup provides the user with an option to name each category and set the Artist and Title Separation for each category not labeled. Separation is measured in time and can be set to a maximum of 24 hours. The separations are station-specific regardless of whether or not that station has any songs in that category. The separation values may appear "grayed out" if the station has no actual songs in that category.

Daypart

An unlimited number of dayparts can be created. They are given a descriptive name and variable start/stop times. Each song may have several dayparts.

Gender

Each song can be categorized by the gender of the performing artist. Examples of Gender could be Male, Female, Group, Instrumental, 60's Female, etc. A limited number of genders (26) can be created along with the separation values for each of these. Caution should be used in "over-categorizing" the library because it can reach a point of diminishing returns.

License

Licensing organizations should be added into the database and attached to each of the appropriate songs. Songs with Licensing specified should also have the Composer field filled in. This speeds up the reporting process when the station is required to log.

Song – License

Several licensing organizations can be attached to a single song. This is also handy for non-profit stations that use DPD solely for scheduling commercial material because they do not need the financial reports of a traffic system. The licensing reports could provide a report regarding when specific songs were scheduled.

Station

Each station must be entered along with its basic pathing information. An unlimited number of stations can be entered.

Tempo

Various tempo “templates” can be setup and reused according to the desired results of tempo. An example could be a faster tempo for Saturday as opposed to a mellower sound on Sunday or Monday. Holiday tempo templates could affect the basic tempo feel of the music depending on the desired end result.

There are 5 numeric tempo values ranging from 1 to 5. These represent the tempo’s Slow, Medium Slow, Medium, Medium Fast, and Fast. Each song is assigned a single tempo value. The average tempo ranges for the current hour are set in Tempos Setup and these numbers attached to the songs are used to determine what tempo of song should be used when placing the next song. The averages are calculated over the course of three songs.

Database Maintenance

Repair Db

In the event of an “inappropriate database closing” (computer power failure) the repair utility reopens the database and verifies that it is closed properly. Repair can be used to combat error messages such as “unrecognizable database format” following an inappropriate closing.

Compact Db

Database records when deleted, still occupy space but are marked as deleted. The compact utility is run to free that hard drive space.

Filter Nulls

This is a maintenance utility that grows with every upgrade. Its purpose is to filter null (empty database field) values and validate database information. For instance, one of its functions is to verify that a valid Time/Date value is entered in all of the Time/Date fields. Filter is a time consuming, but helpful, utility that is not usually run unless signs of trouble emerge.

SQL

Structured Query Language, the language of the database. It is used for trouble shooting and maintenance. The records of a database can be manipulated via these queries. This should be done only under the direct guidance of a SMARTS Support staff member.

Update Database Tables

This is a database maintenance utility that is often run after updating to a different version of DPD. This utility verifies the existence of the correct tables and fields in the database.

Alternative Path

Allows the user to select an alternative path to look for the DPD database. By default, the path is C:\Program Files\DPD30. It is highly suggested that this path remain as the default path. This option should not be used unless approved by the SMARTS Support Department.

Backing Up The Database

Floppy Disk

The user selects A or B floppy disk and clicks the Backup button. If the file is larger than the capacity of the floppy disk, a compression utility takes over and compresses the file to multiple floppy disks.

System Path

The user selects the destination path by double-clicking the path and browsing. The backup occurs when the command button is clicked, transferring the data across the network to another computer.

Default Subdirectory

A subdirectory called BACKUP is created directly off the current path and the file is backed up to this directory.

Restoring The Database

Copying a backed-up database from its backup location to the current directory or folder.

Viewing The Error File

Recording certain occurring errors in a text file. They are viewable through this utility.

Resetting The Error File

Deleting the error file. The file is simply deleted when this option is chosen.

Scheduled Events

Log Generation, Scrambles, Index File conversions and updates, and general maintenance operations can be scheduled for times when the system is not being used, such as overnight. The event must be scheduled, and the DPD main screen must be left on during this time. If ANY OTHER DPD window is present (Library Editor, Log Generation, etc), the scheduled event will not run.

Converting Database

The best way to establish a song database is to convert any existing data via one of the many conversions available. A common conversion is the Cut Manager (List-Delete) conversion, which can be used to update from any new recording session on the SMARTCASTER. This saves keystrokes by the operator.

Registering The Program

This is located in the Help menu. The user is given a number to respond to (called the Prompt Number) in order to register the program. Call SMARTS Support and give the Prompt Number to obtain the Response Number. The Prompt Number is good for two weeks whereupon a new Prompt Number will be issued automatically. Once the program is registered, it is not necessary to re-register.

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