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POWER-MERGE FOR ENCO

SOFTWARE OWNER'S

INFORMATION MANUAL

VER: PM.NCO 3.3x

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INTRODUCTION:

The POWER-MERGE Schedule Editor has been designed in cooperation with ENCO SYSTEMS Inc. to enhance the schedule preparation process of POWER-LINK and ENCO clients. POWER-LINK acknowledges and is grateful of the continued support provided by ENCO SYSTEMS in the development of this project.

The Program is designed to make schedule files "ENCO DAD Ready", by allowing the task of music merging and final editing to be performed *external* to the ENCO DAD. The user may also insert, delete, change the line-up and change the characteristics of items as well as save the various ENCO types of events in a template. It is also possible to view the schedule as to determine time placement of event carts and titles.

The schedule editor is very flexible, in that it is capable of merging any number of same type files (spots to spots) or dissimilar files (spots to music), by constantly sorting out the incoming information by time, cart or title. The final exported file is always sorted by Airtime.

The enhanced BREAK commands make spot placement in the music merging more definite. The system has the capability to automatically place soft or hard branches, pattern segue codes and verify each events existence by cross-referencing with CUTS.DBF. It has the unique ability to unload schedule in up to six different segments and later reload it for further editing. Template creation and merging is a new area where Power-Merge dynamically expands the ability to create precise program schedules.

INSTALLATION:

Ideally, the program should be installed in a subdirectory named \PM. The files PM.EXE and PM.OVR are needed from the installation disk. With updates, Power-Link will supply a self-executable zip file, which is to be placed in the Power-Merge sub directory and run from the DOS prompt or command line. In an effort to organize the future logs and data, it may be advisable to additionally create subdirectories under \PM to put the files of each station to be affected.

STATION CONFIGURATION FOR:

For future reference, it is advisable that once configuration is complete the necessary paths are entered below:

POWER-MERGE Executable Subdirectory	_____
Path for Music Files	_____
Path for Traffic Logs	_____
Template Subdirectory	_____
Path to Cuts.Dbf	_____

STATION CONFIGURATION:

```
          P O W E R  -  L I N K
          E D I T O R  C O N F I G U R A T I O N

Configure Stations: █
ReInit Printer----:
Printer Location -: Prn
Events per Page---: 58
Printer Init -----: 27 64
Wide Type On-----: 27 87 1
Wide Type Off-----: 27 87 0
Italics On -----: 27 52
Italics Off -----: 27 53
Bold On -----: 27 69
Bold Off -----: 27 70
Printer Finish ---: 27 64

          Press ^Enter or Esc to end..
```

Once installation is complete, it is time to configure Power-Merge Schedule Editor for your station or stations. The first time the program is started, it will default to the Program configuration screen. Additionally the program configuration can be accessed by pressing "Ctrl-C" from the main operating screen. From the first screen, select Configure Stations press "Enter". You will now be offered a choice of configuring up to 15 different stations

```
Station 1 : DEMO      Station 6 :           Station 11:
Station 2 : DEM1      Station 7 :           Station 12:
Station 3 : DEM2      Station 8 :           Station 13:
Station 4 :           Station 9 :           Station 14:
Station 5 :           Station 10:          Station 15:
```

To configure a station select the first available open station from the list and press enter.

Upon entering the configuration screen, you will be presented with a series of configuration parameters. We will now examine their function and use. It is important that you predetermine certain details such as file extension and import and export paths. If you have this information at hand it will expedite the process of configuring the station. However you may go back at any time and alter the configuration settings. Remember that should you alter a path or file extension, you will have to ensure that all previously saved files have also been altered or discarded whatever the case may be. Look to the bottom of the screen for the help prompt as you move from field to field.

STATION CONFIGURATION CONTINUED

CONFIGURATION	DESCRIPTION
Import Path for Music Logs	The full path and file mask to retrieve the music logs. e.g. C:\DEMO\ENCO*.MUS
Import Path for Traffic Logs	The full path and file mask to retrieve traffic logs. e.g. C:\DEMO\ENCO*.DBF
Path to Template files	Enter path to store and find template files.
Path Mask for Final Export	This is this path for your export logs e.g. D:\DAD\PLAYLIST\XXXXmdd.DBF. (Where XXXX is the station call letters). Use capital letters for static characters and small letters for the variables. (mm. for month, dd. for day.
Backup Playlist?	Should PM backup each created playlist in a folder automatically made: X:\DAD\FILES\PLAYLIST\PLSTBKUP
Backup Voice Tracked	Should PM backup each created voiced-tracked playlist in a folder automatically made: X:\DAD\FILES\PLAYLIST\WORKBKUP
Overwrite Option	When a backed up file already exist, how is PM to handle the overwrite? "O" to automatically Overwrite, "P" to prompt the user, or N to do Nothing
End of Transfer Command	Enter a command or batch file to execute after a successful file transfer (Control D will execute a directory for files and paths)
Import type "Y" = Selector or "N" for MusicMaster	Enter the letters "Y" or "N" to select the type of music compiler you are using. See section on specific file formats.
Hours to Import	Press 'Enter' to get an Import time grid for the music importing. This allows certain hours to be turned off.
Use CUTS.DBF to Reference Events	Enter "Y" if you wish to use the CUTS.DBF file for referencing the existence of a cut and its actual duration.
Use to Recalc Overlay	When referencing CUTS.DBF for recalculation does Power-Merge take into consideration the events overlay time?
Path for CUTS.DBF File	Enter the path to look for CUTS.DBF

AUTO-MERGE	The following options pertain to the use of the auto-merge function.
Template?	Should Power-Merge automatically merge the configured template (for that day) when merging all files?
Break Fill?	Should Power-Merge automatically process fill breaks when auto-merging?
Recalc?	Should Power-Merge automatically Recalculate times after merging?
Use Voice Tracked?	When using Auto-Merge Function, Should PM get its music directly from the configured music compiler or from voice tracked files?
Configure Segue Matrix	This will allow you to configure Segue Matrix for each day, see section on "Segue Matrix".
Enter 'Y' to Auto Process Segues	Will automatically process the segue codes upon merging two or more schedules.
Auto-Apply Templates?	Pressing enter on this selection will open a small windows that allows the user to specify templates that will be automatically merged on the specified day of the week.
Configure Dynamic Carts	This will allow you to configure the dynamic cart naming structure. For a full explanation see section on Dynamic Carts
Skip Template Events?	When applying standard segue patterns (pattern # 0, 1, 2, 3) should PM include the template events in the process? If No then all of the template events will maintain their recorded segue pattern (ENCO Function).
Air Time for Soft Branches	Enter the time you wish to have your Soft Branches implemented. Enter as MM:SS
SB (Soft Branch) Type?	For the auto placed end of hour soft branches are they Forward only (1) or any direction (0)
Delay Until Hard Branch	Optional; Enter the delay value for activation of hard branch
Select Hours for Soft Branch	Use this feature to select which hours you wish to apply soft branches

Minimum Spot Interval	Enter the spot set interval (Minimum time between spot breaks) this is for users who have custom segue patterns that need a spot interval.
#X Controls	In both Power-Link and PM using #S, #L, #A or #N will force that character as the function for that event. This parameter allows the user to tell PM to ignore #? If it is incidentally found the title of events.
Default delay value	Enco's Segue Value. Default set at 0.00
SEC	Enter the default SEC value for segue events.
TER	Enter the default TER value for segue events.
Segue Number	Enter the default Segue type value for segue events. 0 = Library Default, 1 = Overlap FV, 2 = Fade into Full Vol., 3 = Full Vol. Into Fade up, 4 = Cross Fade.
"Y" to clip first character	Do you wish to remove the First character of the cart number field?
Pass just numeric carts	Do you wish only those events with numeric cart numbers to be passed on to ENCO?
Force Blank or Alpha Carts to Comments	Must Power-Merge turn the events with No cart numbers or cart numbers with only Alpha characters into comments?
Remove Air-Times	Must Power-Merge remove all airtimes for events except Branching commands in the export file? Only set to 'Y' after consulting with Power-Link
Stop At LIVE?	If an event is found with LIVE as the cut or cart number, Should PM turn the previous event to an auto-load thus stopping the play list at that point?
Keep Fills?	If Fill Breaks are used, should PM keep them in the final outgoing play list (as comments)? (N)o will strip them from the play list upon export.
Traffic Breaks (commands)	If traffic break commands are used, should PM keep them in the final outgoing play list (as comments)? (N)o will strip them from the play list upon export.
Add Chain?	This has two parameters, the first (to the left) is asking if a merged play list is exported, and a chain command is not found, should PM prompt the user to add one? Second Parameter is asking if PM is to add a chain command at the end of a MUSIC import (as perhaps the commercials are already merged into the music)
Chain Function	Pressing Enter on this will bring the user to a 7 day selection of chain command functions to use. Default is there mainly for backward compatibility and is overridden by the use of a specific day. The parameter asking to FORCE this on each day will

	give PM the permission to change the function if it has already been placed (by Power-Link) and is not the same as that day's specified type.
Chain Delay	Some users have found that at midnight when the next day's play list is being loaded that considerable time is used to process the play list. Therefore PM allows the adjusting of the chain event's delay value to pre-load the play list thereby having the next day's play list ready to go when the last event of the previous day runs out. Typical values are 10 to 35 seconds.

PRINTING SCHEDULES:

Power-Merge not only performs the merging and the above additional functions but rounds off its functionality by printing a formatted log complete with both music and spots. The log is designed to be easy to read and is unique because it is the first opportunity to see the day's schedule in a composite form. To print formatted log from the main editing area press the F5 key. The user will be presented with a series of options for designing the layout of the log as well as calendar to select which day to print out. The formatted log has been designed in cooperation with broadcasters to provide a printed composite log. There are no advanced print design features available, call Power-Link should you wish to see a variation in the printed log format.

CONFIGURING FOR PRINTING:

The printer codes found in this configuration are for a formatted printout of the merged log. This provides an easy to read log containing both music and spots just as they are to be scheduled in the automation.

Configuring for printing is automatically requested upon the installation of POWER-MERGE if the configuration file "PM.CFG" is not found. Additionally the configuration screen can be accessed by pressing "Control-C" at the editing screen. Select ReInit Printer command to reinitiate the printer and select which compatible printer is to be used. For Power-Merge to format the printed log, it must have the values needed to instruct the printer. These are usually known as the printer's commands or "Escape commands"; they can usually be found and explained in the manual or programmer's reference that included with the printer. Each print type used can be assigned the proper printer command codes.

BREAK COMMANDS:

For MusicMaster simply place a "T" traffic break in your clock at the desired location. As you construct the traffic break, the next parameter will ask for a 2 digit number, this is where you specify which minute in the hour you want the traffic break to start collecting it's commercial matter form. The duration of the break determines the length of time from the starting minute of the break. If you specified 20 in the starting time field and duration of 3 minutes, the traffic break will pull all commercial matter from 20 minutes after to 22:59 after the hour into the time that the traffic break fell. (Determined by the position in the music schedule)

For SELECTOR music scheduler, the use of break commands are to insure the correct placement of traffic generated items (spots sets, jingles, whatever). Using BREAK as a cart number will change trigger POWER-MERGE to seek a begin time and break length located elsewhere in the title field. The values should be a value inside square brackets with the beginning minute, hyphen and break-ending minute as in [17-20]. This example would force all traffic events to the BREAK'S time from the 17th minute up to and including the 20th minute (no matter where the BREAK command is found), allowing a more definite placement of traffic items.

OTHER COMMANDS CREATED FROM WITHIN SELECTOR

There are several other types of ENCO events that can be created from "break notes" scheduled in SELECTOR.

Firstly described here is the **segue changing of regular playable events**. Make sure that the parameter is activated in the Power-Merge configuration. The "USE #X Controls" must be turned to "Y" for PM to recognize these "segue overrides". On any event where the segue type (actually the FUNCTION field in ENCO) should be pre-designated, simply place a #S for segue, #A for Autoplay, #L for AutoLoad or #N for Normal play, anywhere in the first 30 characters of the event's title field.

To **override the cut number** on any event simply place the desired cut number in "square brackets". For instance if an event (a break note or playable) was scheduled with a Cut ID of 11111 in Selector but the user place [12345] in the title field the event's playable cut ID would be changed to 12345 as it got imported into Power-Merge.

To force a break note event to a Soft Branch (or Hard Branch) simply place the character sequence of /SB or /HB for Hard Branch in the title. If you want to specify the update time then place an @ (at sign) in the title followed by the time in a MM:SS format, otherwise the event's schedule time will be the update time as well (which is not always predictable and is subject to the placement by Selector). For Example to make a soft branch from a break note simply include the elements shown below in the title field of the break note or event:

/SB @59:00

The above will cause a soft branch to be created at that point in the play list but a branch time of 59:00 in the hour it was scheduled.

To force a break note to a DCL command simply place the letters CMD in the media field and the desired DAD command in the title. The event (from the CMD in the cut id) will be forced to an E type event and the Function to an AutoLoad and a delay value of 0.00 as this is how DCL commands are scheduled from within DAD.

To STOP the playlist at a certain point simply place a break note in the playlist with the word STOP in the media field. This particular event will become a comment which by itself is not capable of stopping a playlist, so it actually causes the previous playable event to have an autoloader placed on it, therefore stopping at this point in the playlist playback.

To make sure that a playable event has a "S"egue for the function, use the events MEDIA field and place the word SEG in it. NOTE: This will not become the cart number, for a playable (song etc) PM looks optionally looks for the media field at position 70 so that the cut ID is still found at pos 1 but overrides can be found using the Media field at position 70.

SETTING UP MUSIC COMPILER FILE EXPORTS

MUSIC MASTER:

In Music Master the file format is set once by utilizing a definition file that can be obtained from POWER-LINK.

SELECTOR:

For selector, a new log design needs to be set-up. Using the Selector "Print the Log" option select "F4" for the "Edit Log Format". Select a format you wish to edit and set it up using the following formula:

- 1) Clear out all Header and Footer information. Turn all page settings to "0".
- 2) Set output file name to \PATH\@M@D@Y.MUS (extension may be any 3-letter combo.)
- 3) Set music and break notes as follows:

MUSIC EVENTS

COLUMN NUMBER	TEXT	FIELD
1 - 7	CART NUMBER	enter "Song Id" or use "Label" to create a personal ID
9 / 10	HOUR MILITARY TIME	AH
11	COLON	F7 for punctuation enter ":"
12 - 16	LOG TIME INCLUDING PUNCTUATION	enter "LT" to give log time
23 - 37 (LENGTH 15)	TITLE (FIRST 15 CHARS)	enter "TI" for song title here
38 - 53 (LENGTH 15)	ARTIST NAME	enter "A1" for artist name here
60 - 67 (LENGTH 7)	ENTER RUNTIME HERE	enter "RT" to give duration
70 - 74 (LENGTH 4)	MEDIA	Enter "ME"

BREAK EVENTS

COLUMN NUMBER	TEXT	FIELD
1 - 7	MEDIA FIELD	enter "ME"
9 / 10	HOUR MILITARY TIME	AH
11	COLON	F7 for punctuation enter ":"
12 - 16	LOG TIME INCLUDING PUNCTUATION	enter "LT" to give log time
23 - 53	TITLE	enter "TI" for song title here
60 - 63	ENTER RUNTIME HERE	enter "RT" to give duration

An example of the above format is as follows:

COLUMNS							
1 - 7	8	9 - 16	17-22	23 - 37	38 - 53	54-59	60-63
SI		AH:LT		TI	A1		RT
2007-09		06:04:55		THE BUG	MARY-CHAPIN CARPEN		3:36
2004-01		06:08:36		HALF A WORLD AWAY	GREG LEE		4:02
BREAK		06:12:40		TRAFFIC BREAK [10-15]			5:00
1882-00		06:20:43		I WISH	SKEELO		4:02
2040-04		06:28:20		CONGA	BARRIO BOYS		4:41

SEGUE MATRIX

The use of the Segue Matrix is to configure a segue pattern for each hour. Remember that the segue code for an event affects the way the next event gets started. In other words an event with a segue code of "L" will stop and wait for the operator to manually fire off the next event. There are various variables that we can enter to force different segue formats. These are:

USE VALUE	THIS	PRODUCE THIS SEGUE PATTERN
0		The default. It will turn all events to continuous play segues.
1		Will change the segue matrix to stop, at the beginning and end of each break.
2		Will change the segue matrix to stop at the beginning of each break.
3		Will change the segue matrix to stop at the end of each break.

4	for SPOTS ONLY when a spot interval is exceeded by the time difference, this will turn the last spot of each break to Auto-Load, thus stopping at each spot set.
5	turns all MUSIC to auto-load and will leave the spot's segues alone
6	For Entravision radio, it will turn event before spot set trigger (cart 09999) to auto-Load and all spots to segue.
7	Not currently used
8	Not currently used
9	Turns all Spots to auto-load
10	Will turn all spots to segue and end of break to autoloading Ignoring the spot set interval. E.G. if there is a non-spot event between two spots the event before the Non-spot will be an autoloading.
11	For Susquehanna Cincinnati, designed for their 8am hour to make sure that all events between :50 minutes after to the end of the hour are marked with a Segue function.
12	For WBZO or anyone who needs all Segues (like segue type 0) until the 30 th minute of the hour, then after the 30 th minute the pattern is treated like the #2 segue pattern (Autoloads into commercials breaks and segues out of breaks into music)
13	For Silverado Broadcasting or anyone who needs all events forces to segues up until the 30 th minute then the music (portion only) is to be deleted.
14	For Susquehanna Cincinnati, same as segue type 0 (turn all to segues, BUT the last MUSIC event in the hour will be turned to AutoLoad.
99	Reserved for not ever changing any of the segue characteristics for that hour. So if you are using segue patterning but you need nothing done, this is the number to use.

DYNAMIC CARTS:

The use of Dynamic Cart is mainly for constructing unique cart numbers that may contain: Abbreviations of the day of the week, numeric sequencing of the events appearance during the entire day or numeric sequencing within the hour.

Dynamic Cart Number Config		
Reserved Title	Cart Mask	Duration
1. VBREAK	-> \$/#H	-> 00:00
2.	->	-> 00:00
3.	->	-> 00:00
4.	->	-> 00:00
5.	->	-> 00:00
6.	->	-> 00:00
7.	->	-> 00:00
8.	->	-> 00:00
9.	->	-> 00:00
10.	->	-> 00:00
11.	->	-> 00:00
12.	->	-> 00:00
13.	->	-> 00:00
14.	->	-> 00:00
15.	->	-> 00:00

Esc to Exit

Dynamic carts are triggered by the placement of an asterisk, “*”, character in the cart field. Additionally the title of the event must equal one of the “reserved’ Titles in the Dynamic Cart configuration. The cart number is then reconstructed and assigned to that event based on the Static (placed as typed) and dynamic symbols placed in the cart Mask field. The following are the available variables in the cart mask:

SWITCH	PRODUCE THIS CART NUMBER
\$	Places a number variable for the day of the week (1=Sun, 2=Mon, 3=Tue, 4=Wed, 5=Thu, 6=Fri, 7=Sat)
#H	Places the current hour number (01,02,03,..., 18,19,20,) in 24-hour time, with leading zero’s.
#C	Places the event’s appearance count from the top of the hour. (01,02,03,...,18,19,20) in 24 hour time with leading zero’s
#D	Places the event’s appearance count from the beginning of the day.

Any other characters will be considered static (unchangeable) characters and will be placed in the same sequence as they are entered into the cart mask.

SOFT AND HARD BRANCH UTILIZATION:

Power-Merge Schedule Editor has the ability to allow the user to define the points at which the Soft break commands will take effect and on which hours and on which days it will be applied. You can also define an additional delay until the hard branch takes over. All soft branches are added as the last event in their respective hours, so as to branch to the first event of the next hour.

In the configuration screen you enter the time for the Start Time for Soft Branches, in our example we gave it the time value of "58:30". The "Delay Until Hard Branch" is used for the initiation of the hard branch at a predetermined point after the soft branch. This enables the user to define the placement of the crossover point between soft and hard branches. The default 00:00 will not activate the hard branch delay.

When entering the "Select Hours for Soft Branch" configuration screen you will be presented with a day/hour grid such as the one below.

SOFT BRANCH MATRIX																								
Hours Of Day..	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Wed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Thu	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fri	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sat	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Esc to Exit

By changing the default "N" to a "Y" you can select which hours you wish to have the Soft Branch Matrix applied to.

IMPORTING DATA:

Event information (music or commercials) can be imported by way of either manually adding to the schedule or imported directly from a traffic system or music compiler that exports to the ENCO DAD486x schedule format. The loading order is inconsequential to the merge results. Once a schedule has been merged with another, there is no way to separate (unmerge?) them except to start over. Since this process does NOT erase any files, a restart is always possible. The process for importing from a traffic system or music compiler is as follows

Alt-L (for Load) will prompt the user asking for the format to initially search.

ALL (Auto-Merge)	Will prompt the user with a calendar to select a date and will pull in music spots and any logical templates.
MUSIC	Will allow user to select from a list of available music schedules.
SPOTS	Will allow user to select from a list of available spot schedules.
VOICE-TRACKED	Will provide a directory of voice tracked files from main folder.
VOICE-TRACKED from BACKUP	Will provide a directory of voice tracked files from the workbkup folder, created by PM to hold voice tracked files.
TEMPLATES	Will bring up the list of templates for editing or merging.

By choosing "All" in the loading screen, Power-merge will find all files pertaining to the date chosen from the calendar. After pulling in the music and commercial schedule, Power-Merge will seek out any configured templates and merge them as well. After the loading process has finished you will be prompted to recalculate the logs. You may want to include the "recalculate" routine as it will present you with accurate schedule times for editing. All configured processes will be performed and afterwards any final editing may now be carried out.

If the user decides to pull in each the schedule individually. The process will differ in that each file in the process will have to be loaded. When loading individual files it is HIGHLY RECOMMENDED that, you do NOT press the letter "R", for "Recalc times". This recalculation is based on the current hour and event duration's. Recalculations should be performed only when music and spots have been fully merged. The erroneous effect of "Recalculating" with only one log loaded would change all of the event times to follow the top of the hour, incrementing the times of the events in accordance to the total length of the preceding events. Once the first file has been loaded, the second file can be loaded using the same process. At this point, you will be prompted to "Do Merge" or "Start New File". "Start New" will reinitiate the work-file. "Do Merge" would combine the two schedules.

There is one other option available to us in the importation section and that is the ability to use reloadable files. Either these are final logs, which we have exported, or, more commonly, work files that we have dispatched to the production department for further editing. To import these files we would select "Reload Playlist" from the menu screen. At this point POWER-MERGE will prompt you for the Files you wish to load. You must now mark off the files you wish to import. You can mark these files by using the space bar. Once you have marked the files you can load them by pressing Enter. You will now be prompted to "Start New" or "Merge with Current". At this point, you decide whether you wish to start a new playlist or if you want to merge a daypart into a current schedule.

VOICE TRACK MERGING PROCEDURES

Firstly, PM needs to be setup so the Import Path for Music Logs indicated the correct location for picking up music logs directly from the selected Music Compiler. Also, that the paths are correct for the traffic and final log destinations. Once those are checked go to the line in the configuration that starts with AUTO-MERGE and find the parameter for Use Voice-Track? And turn the answer to (Y)es. Once these are done, here are the daily procedures to follow:

1. Run the music through and submit it to ENCO so that the playlist can be voice tracked. This is done by Alt-L for Load, then select Music (direct from Music Compiler) once the music is on screen,
2. then Alt-U for Unload using "Send as VOICE-TRACKABLE PLAYLIST" which will write the playlist out to the destination as a semi-playable playlist (ready enough for voice tracking but Branching events will not function).
3. Voice track the playlist using ENCO and remember to SAVE the Playlist

4. When traffic is ready for merging, go into PM and use Alt-L for Load but this time use ALL (AUTO-MERGE of Music, Spots & Template) (*the use of the template is optional*) IF configured correctly, this function should fully construct your playlist (all options set for Auto-Merge) and ready the playlist for viewing, printing and exporting.
5. Once the playlist has been reviewed, then using Alt-U select Final Playlist (for Airplay) which will fully prepare the playlist and place it into the playlist folder.

TEMPLATES AND TEMPLATE MERGING:

The need for Template merging became apparent that there was a need to create a series of events that appeared regularly in a schedule but that were not scheduled by music or traffic. POWER-LINK has created excellent templates routines to give the user the ability to build and construct their templates to their own desired style and content. In its simplest form a template would be merely a list of jingles and PSA or any other events that are needed in the schedule, however with more rigid automation control needed it has become necessary to pass more than just the necessities. For this reason Power-Merge has several options of schedule formatting and spot cluster processing.

POWER-LINK can create templates that are able to pad Network Commercial breaks to the required fill time and can also create Templates for sporting events which do not necessarily run at the same time each day. These templates are then merged with their time being offset to allow for the change of the actual broadcast time.

TYPES OF TEMPLATES:

Daily Template: Ideally, this contains the events needed to enhance the daily schedule. You can construct one template per day or use one template for the complete week. There is no limit as to the amount of templates you create.

Special Event Templates: These templates are constructed for use with special events such a sports broadcast. These templates are unique in that their start times begin at 00:00:00 this allows for the creation of templates that can be plugged in to the schedule wherever they are needed. I.e. a template for a three hour event has a start time of 00:00:00 and an end time of 02:??:??.

Must Fill Template: This could be a daily template or a special event template. Regardless this template contains formatted breaks using a Fill definition event followed by a series of events tat will be used to pad the break to it's specified length. Creating the Breaks and specifying its parameters will allow for Satellite breaks to be filled to the correct amount of time needed by the satellite format.

TEMPLATE BUILDING:

To construct a template it is necessary to begin with either an existing schedule containing the events or a blank screen in the editing window. To get a Blank screen, press F10 and select clear screen. Template construction is made simple by dynamic copying routines, which allow you to construct one event and then copy over its details to the next required time. The easiest and most straightforward way of constructing a template is to work on a one-hour block until it resembles the layout you want. Then mark off all the events and “Mass Change” (using the “Create New Events with Changes” Option) their time to the needed hours. Templates can contain as many events as required to complete your final schedule, however remember to take into account all the necessary items that may come down from traffic and music scheduling.

For ENCO users who have schedules on-air, an optional way for building templates is to pull in an existing schedule that resides in the ENCO. This enables quicker editing in the fact that the schedule is already being used and in most cases, extraneous events merely need to be deleted to complete the final template.

Templates ideally contain events that are not scheduled by traffic or Music but are needed in the final schedule. In addition to static spots, PSA’s or program elements, there also may be “control events” (such as Updates and Labels) that affects the on-air behavior of the automation. For enabling the “Spot Set Must Fill Feature,” Power-Merge has to know what your rules are for commercial break fill duration’s and what spot set start times. Therefore, we have created special events that are NOT passed to your automation but rather are only used internally in Power-Merge to automatically yield the desired spot set lengths. These events are referred to “Fill Definitions”

Constructing a template involves inserting events, along with their relevant air time and event details. These details vary depending on which event type you select, During the building of a template it should be kept in mind that events in a template are normally events that will not be scheduled by traffic or music. Using the following various events, you begin by inserting your details into the format that you require. Always take into account that Airtimes are approximate in that events such as Recalculating the playlist and Traffic break commands can effect the airtime of events as needed (if these functions are used).

TEMPLATE UNLOADING:

Once a template is built it is necessary to save it. To do this you export it as you would a normal schedule. Pressing Alt-U will present you with the option to unload the play list. In this case, you opt to save it as a template and you will be prompted to supply the template name. It is important that you choose a clear and defined template naming structure for future reference. You will also be prompted to add an additional line of text defining the template.

USING A TEMPLATE:

To merge a template with your music and commercials, you load it as you would a regular schedule file and select "template" from the load type. You will be prompted with a directory of all the templates available in you template directory. When you load a template, you have a variety of options. You may leave the template as is, You can block out certain hours of the template or you can offset the template.

Block Hours: Blocking hours out of a template is used when you have an event such as a sport's event that requires different programming to the normal schedule. In this case, it will be used with the template created for the sports event. For example, if the Sports event were to run from 14H00 to 17H00 then you would block out 14 to 16 hours. (Remember the 17th hour is when you will return to your normal template, so it is NOT included in the blackout)

Offset Template: One feature of template merging is the ability to create special event templates. To load a special event template you would block out the necessary hours in the daily template and then "offset" the special event template by its starting time form midnight using military time. Templates can be offset by hours and minutes. Remember that in offsetting the templates the times will be re-referenced form the new beginning time. I.e.: An event that has to start at 2:30pm should have its template offset by 14H30 hours.

EVENT EDITING:

During schedule editing the following keystrokes are possible:

COMMAND	FUNCTION
ALT-A	Change the active station.
ALT-C	Un-marks or clears all "marked" events with one keystroke.
ALT-D	Apply the dynamic carts.
ALT-L	To Load or merge another schedule. This is used for both music and traffic schedules.
ALT-M	To perform "Mass Changes". If when you activate Alt-M there is events marked for changes, you will be prompted with a bare editing screen with the edit-able fields that can be changed. <i>Only the fields that you enter information for will be changed.</i> Therefore it can be also said that the fields that you leave blank will <i>not</i> be changed.
ALT-R	Reform a recalculation of air times based on the duration of the previous events.
ALT-U	To Unload or export an edited file.
CTRL-C	Configuration of the stations and printer commands.

DEL	Delete the currently highlighted event.
ENTER	To edit an entry, place the bar cursor on the item to be edited and press Enter. REMEMBER: "Control Enter" (^Enter) finishes the editing and saves the changes or ESC will abort the changes.
ESC	To exit the Program.
F2	Apply Soft Branches as defined in configuration.
F3	Toggle Sort from Airtime, Cart Number, and Title.
F4	Do Segues: - Apply the segue codes as defined in the segue matrix.
	DEL Duplicates: - This will delete one of any two events that have the same schedule time, cart number and title. I.e.: A duplicate cut.
	Set Date: - This will bring up a calendar allowing the user to force a certain date to the current schedule or template.
	View Files: - This will display a list of Files being used in the merge.
	Mass Mark: - This allows the Mass marking of events by time range.
F5	Print out schedule in your desired style. This is also where you begin to obtain a formatted composite log from POWER-MERGE.
F6	Chose between refreshing, re-indexing and verifying from CUTS.DBF
F7	Process Must Fill break Routines, by adding the configured events to breaks that are short of content.
	Create a Must fill Report showing which brackets need events to be added or deleted.
	Offset hours will allow the moving of a block of the schedule to a new time. Normally used when puling in a daypart or template then repositioning it before a merge.
F8	Chose between Single hour study of time and events including average times or a 24-hour study of time and events (in brief).
F10	Rebuild; rebuild the indexes for any reason the user suspects the sorting order or editing performance is not behaving correctly.
	Clear the screen. Remove the currently displayed schedule and leave a blank screen. Used when beginning to build templates or to just start with a fresh screen.
INS	Insert new items just before the item highlighted, same as new item but the airtime is already prompted to properly make an insert.
J	JUMPS to a certain play list depending on which sort is currently active. EG: if the current sort is TIME, then a time mask will be shown and filling in a time will jump the cursor to that point. If it is cart or title then a small field is shown to enter a cart number or title to jump to.
M	"Pick-Up and Move" the currently highlighted event. Press M to begin move, then using arrow keys move the event to the event to place the

	moved event in front of and then hit ENTER to place the event.
S	To "swap" the places of two events, place the cursor bar over the first event to swap and press the letter "S", the event will then show the S character to mark it to be swapped. Find the other event that you want to swap it with and press "S" again, the two events will be instantly swapped.
Space	Use the Spacebar to "mark" an event for future mass changes. The Spacebar will "toggle" an item's marked status.

EVENT TYPES AND EDITING PARAMETERS:
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Spot: A commercial event with the necessary traffic codes.

Or

Music: A music item with its necessary codes.

Cut Number: Supply relevant cart number.

Event Comment: Supply the events title

Airtime: Enter the approximate airtime for the event.

Duration: Enter the duration of the event

Function: Enter Function type. A = AutoPlay; L = AutoLoad; N = Normal; S = Segue

Segue: Consult ENCO manual for use.

Type: Enter valid ENCO code. See page 17-12 of ENCO Manual.

Delay: Enter overcut delay value.

Plays: How many times should this event play.

BegEnd: Use default of 0, or 1 if Timed Event or 2 if Soft/Hard Branch

Sec: Consult ENCO manual for use.

Ter: Consult ENCO manual for use.

Force Segue Into: Do you want this event to be segued into.

UnChangeable Segue: Can this events segue code be changeable during editing or not.

Chain: Enter Percentage of undercut Level.

Rotate: Enter Percentage of Over Level.

Type: M for Music, S for Spot

Use to fill with: Is this event to be used in a musty fill break.

Drop for traffic: If this event is used in a Must fill Break can it be dropped in the event that there is already a traffic event scheduled.

Traffic Break: A label string that it used to pull together commercial items into a specific place.

Cart Number: Field is filled automatically.

Event title: Supply the events title

Airtime: Enter the approximate airtime to reposition the affected events.

Traffic Break start minute: Which minute in the hour you wish the break to start collecting commercials from.

Length of break window: From the starting Minute, this determines the length of the range of spots to be affected. Example: If the Traffic Break Minute started at 20 past the hour and the duration was 5 minutes then the Traffic Break Command would gather and change the time of all of the traffic originated events from 20 past to the 25th minute.

Event type: T= Traffic break. This field is filled automatically.

EVENT TYPES AND EDITING PARAMETERS CONT.:

Comment: A comment field used to pass notes through to the automation for display on screen. Note that this event's segue code will in no way affect the following event.

Label or Comment: Enter the relevant comment. (65 character Max.)

Airtime: Enter the approximate airtime for the event.

ENCO type: C = Comment.

Event type: C = Comment

Branch: To allow the automation to jump to this event at its required time.

Branch Command Comment: Supply a comment for this event.

Airtime: Enter the approximate airtime for the event.

Update Begin Time: Enter the time for the Update command to take effect.

ENCO Type: Field is filled automatically.

ENCO BegEnd: Field is filled automatically.

ENCO Chain: Enter 0 for hard branch 1 for Soft Branch.

ENCO Delay: If soft branch enter delay until hard branch.

Event type: B for Branch

Function: Enter the Function for the Branch Command Normally 'A' for Autoplay.

Fill Definition: An event to create "must fill" spot sets. This event must be followed by the necessary events required to fill the break should it run short. Additionally it defines a spot set range of time to control whether a Skip Command (an event Dropped in the presence of any traffic events for that time range) event should be kept or not.

Event title: Supply the events title

Amount of time to fill to: The amount of time that must be used.

Airtime for visual placement only: Enter a time for visual placement of break during editing. Ideally, these are placed one minute before the affected spot cluster.

Fill using commercials between minutes of [xx] and [xx]: enter the start and ending minutes (in its hour) for the time range where the commercials will be gathered.

Set commercial break to start at: Enter the actual airtime when you want the break to start. All elements' time in this spot set will begin and increment from this time.

Event type: Enter event type F= Fill definition.

Chain: Automatically chain to another schedule file at this point.

File to chain to: enter the file name to which the schedule must chain.

Airtime: Enter the approximate airtime for the event.

Function: Enter Function type. A = AutoPlay; L = AutoLoad; N = Normal; S = Segue

Event type: Enter event type H = Chain

RECALCING TIMES LOGIC:

Most music compilers will automatically calculate airplay schedule times. A song starts at the top of the hour, is 3:30 long and so the next song starts at 3:30 after the top of the hour and so on. The compiler simply goes through the hour and increments the airtimes on the events according to the total time used by the previous events in that hour.

At the time that the music compiler calculated the times, there was only one thing missing, the commercial content. Once the schedules have been merged, an accurate recalculation of air times can be performed. Since POWER-MERGE is now counting ALL events, an accurate projection of total time accounted for in the hour can be performed. Spots times increment and music after spot breaks become aware of the time occupied by the spots. POWER-MERGE sets the time for the events in accordance to the time occupied by the previous events in the hour.

VERIFYING USING CUTS.DBF:

Power-Merge has built in the ability to verify each cut's duration and existence by referencing the CUTS.DBF from the ENCO. From the main operating screen, the command key "F6" will prompt the user with a variety of choices.

REFRESH	Refreshing will copy over a copy of Cuts.Dbf from ENCO.
REINDEX	This will reindex the newly copied version of Cuts.Dbf
CHECK DUR	This will check the cuts existence according to Cuts.Dbf

Once the cuts have been verified, the screen will show the Scheduled duration and the actual duration. Should an event's duration appear in the Act MM:SS column appear blocked in red then it can be presumed that, either it does not exist in CUTS.DBF or that it is outside of its Start and Kill-date range. If this option is activated then during the Auto-Merge the cuts.dbf will be automatically refreshed, indexed and the new resulting playlist will be checked for cuts; existing and out of date.

EXPORTING DATA:

After final editing, the "Unloading" or Exporting of the schedule must be performed. The unloading process is activated by pressing the Alt-U keystroke sequence. The exported file will be sent along the path as specified in the program configuration. Once the file has been exported, any batch files, specified to run upon transfer, will be carried out. Typically, a common batch file is to change to the \DAD\FILES\ sub-directory, and run the Replist utility to attach the file to the list of available files. Additionally this batch file could be called upon to copy over files or whatever other commands need to be executed. There are three options for exporting:

PLAYLIST	Will export a final playlist to the ENCO.
Voice-Trackable	Will export the log to production for further editing and voice tracking. NOTE if voice tracks are applied then be sure that the

	playlist name is NOT changed as that would render the vice tracks unavailable under the new play-list's name. These would then be pulled in later for final merging with commercials
TEMPLATES	Will export schedule as a template. Templates should be named clearly and have a description for future reference.

Note: the file name for the reloadable daypart is made up according to the parameters set up in the Archive File Export Mask in the Configuration screen and explained in the Section on Dayparts to Export.

END OF TRANSFER COMMAND:

The end of transfer command gives the ability for a batch file containing necessary routines, to be executed. Ordinarily a command to attach the exported file to Enco's Playlist Database must be used. The batch file should be created with all the commands necessary to transfer the files. Often it has been found that there is a need for a file to first attach to a server in order to transfer the final file. In this case the correct Attach, login and map commands must be carried out before coping of files and running of the Replist utility.

GENERAL OPERATING PROCEDURE:

While performing functions in Power-Merge, look to the bottom of the screen for help prompts that display a brief description to assist in the function of the program.

1. Start the program and chose which station you wish to process. If only one station is configured program will default to that configuration.
2. You will now see the last schedule that you worked on displayed on the screen.
3. Press Alt-L to begin loading. Select from one of the following files to load.

ALL	Will pop-up a calendar, which will allow user to choose a day to process. All files relative to that date will be pulled in as well as any logical templates. Select file and press enter.
MUSIC	Will bring up a directory of the available music files. Select file and press enter.
SPOTS	Will bring up a directory of the available traffic files. Select file and press enter.
VOICE-TRACKED	Will bring up a directory of the available voice-tracked files.
TEMPLATES	Will bring up a directory of the available templates. Select file and press enter.

4. Once the file has been loaded, It can now be edited before merging with another schedule. If the "Load All" option was selected the merged log will be on screen.

5. Depending on the configuration settings Prompts to automatically add soft branches and to recalculate the times will pop up at this point. If these functions were configured as to be performed manually, remember to carry them out before exporting.
6. Editing functions can now be carried out on the log. A list of the editing functions is available in this manual.
7. Before exporting, remember to ensure that a recalculation has been performed to correctly time out the hours.
8. When final editing has been carried out, it is time to export the schedule.

PLAYLIST	Will export the schedule as a final playlist to the configured playlist directory with the File mask. Once file has been written out, the end of transfer command, batch file will be executed.
VOICE TRACKABLE	Will export the schedule into the configured daypart's and name them according to the File naming scheme as configured.
TEMPLATES	Will bring up an edit screen to supply a name and brief description to the template that you are going to export.

9. Once exporting is complete, a second station can be processed by pressing Alt-A and selecting from the available stations.
10. Pressing escape will prompt to exit the program.

USER ADAPTATIONS:

Power-Merge is being used in many different scenarios, some which may provide insight into possible solutions for new clients. For more instances, contact Power-Link Tech Support.

Sports Broadcast Merging:

With a station that has to broadcast a sporting event, there is always the need to develop two separate schedules, one for the broadcast day, another for the sporting event. Due to the nature of sporting events having different start times, the template merging and offset routines are ideal for this scenario. Firstly, the regular broadcast templates are created. Then the templates pertaining to all the ball game scenarios are generated. However when creating sports or special event templates the time is referenced from the 00:00:00 mark. That way if it to be a 3-hour event the first hour is 00:00 the second 01:00 and the third 02:00.

When merging the final logs the standard template is loaded and the hours for the sports event are blocked out. Then the sports template is loaded and the hours are offset by the required amount from the 00:00 hour. I.e. if the game is to start at 2pm the template must be offset by 14hours. Now final editing can take place followed by exporting of the log. This scenario is best used where the ball game has a standard format, but is used at different times.

News / Talk Satellite Driven Station:

The growing news talk station format often requires standard programming elements to be created with the only regular change being the merging of commercials. Using the Template merge feature and the Must-Fill break routines, the Power-Merge user can create templates that ensure correct creation of a log without the need for complicated daily editing.

Master Slave Stations:

Master-Slave is a situation where two stations have the same programming and different or shared spot loads. Power-Link developed an instance whereby the commercials being loaded are marked with the stations traffic code. This allows for quick identifying of which commercials belong to the master and which ones to the slave. A new routine called remove duplicate events is then used to find events that have the same schedule time cart number and event title, then delete one of the occurrences. This allows the traffic department to quickly develop the schedule according to the needs of the playlist.

MISCELLANEOUS:

The editing work session is performed using two DOS files called KXXX.dat and KXXX.idx, where KXXX are the call letters of the station being worked on. Erasing these files will do no harm except erase the previous edit session, which then must be reloaded from the original schedule files from traffic and music. The schedule files are overwritten in cases of starting a new schedule and appended when merging.

When sending down the final log It has been found that there is often the need to have the last event of the day provided with a delay value to allow the loading of the chain command while the last event plays. Should this be required the following procedure should be followed.

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