



**POWER-MERGE**  
***SOFTWARE OWNERS***  
***INFORMATION MANUAL***  
***VER: PM.MTS 3.2x***

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## INTRODUCTION:

The POWER-MERGE Schedule Editor has been designed for use with the Media Touch system to enhance the schedule preparation process of POWER-LINK and MTS clients. POWER-LINK acknowledges and is grateful of the continued support provided by clients and MTS in the development of this project.

The Program is designed to make schedule files "MTS Ready", by allowing the task of music merging and final editing to be performed *external* to the MTS system. The user may also insert, delete, change the line-up and change the characteristics of items. 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. 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	_____
Path mask for Archive Files	_____
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 CONT.

Import Path For Music Logs	This is where you supply the full file path for your music logs. E.g. c:\files\ or simply leave blank for current default path.
Import Path For Traffic Logs	As with the music logs you decide which path, you require for your traffic logs. E.g. c:\files\ or blank for current default path.
Export Path For In Files	This is this path for your export logs (.In files for MediaTouch) e.g. f:DEMO\LOGS\ or blank for current default path.
Music Trim Matrix	This allows you to configure the music trim matrix
Auto Run Auto-Trim	Do you wish the program to automatically run the music trim function upon merging.
Trim Or Curb	Which function must the program auto-run after merging "Y" to Trim or "N" to curb?
Configure End Of Hour Matrix	This will allow you to configure the end of hour matrix.
Recalc Hour Selection	This allows you to select which hours you wish the Recalc function to act upon.
Command To Exec After Export	This allows you to supply the path needed for utilities such as "File Sharing" or any other utilities you may wish to have function on your export files. Leaving blank will default.
Pass Announcers Into Copy ID Field	For use with the Columbine Traffic system where the video field can be utilized to pass the Announcer information into the Copy ID field.
Music Include Selection	This allows you to select which hours of the day the music will be converted from the music scheduler.
"Y" If Importing From MusicMaster or "N" From Selector	Make the selection for the type of Music scheduler you are importing from.
Liners	Does the Music file contain liners that must be imported?
Will MusicMaster export file contain commercial	Does the MusicMaster file contain commercials as well as music items? Used with the MusicMaster merge feature.
End Of Hour Update Time	Enter the time in MM:SS for the update sync command to appear.
EOH Hour Selection	This allows you to select which hours of the day the EOH update will be applied to.
Use Templates	Enter "Y" If you wish to use template merging
Path for Template Files	Enter the path to store template files
Curb times during final export	During Final export, do you want the times to be curbed?

## **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.

## **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.

## 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.

## MUSIC TRIM MATRIX:

When selecting the function Configure Music trim matrix in the configuration menu you will be presented with the following day/time grid.

MUSIC TRIM 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	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Mon	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Tue	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Wed	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Thu	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Fri	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58
Sat	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58	58

Alt-P Copy Prior Hour, Alt-C Copy Prior Day - Esc to Exit

You must now decide at which point in the hour you wish POWER-MERGE to trim the music. By selecting one of the hours and pressing enter, the following prompt screen appears.

END OF HOUR	
Trim Time in "MM:SS" :	58:00
Units to Leave :	2
Sunday - Midnight	

In the above example we have selected to trim the music at 58 minutes past the hour, and for Power-Merge to leave us 2 units of music programming after the trim mark. This will ensure that the End of Hour sequence falls within range of the Media Touch system.

## TRIM AND CURB TIMES

The trim music and curb music times feature has been added to better help in the streamlining of the schedule. The trimming of the music is dependent upon the time configured in the Music Trim Matrix. Trimming for the music will calculate how much music has to be trimmed from the configured time point and POWER-MERGE will leave the required amounts of music elements. Curbing of time is also dependent on the configured time as POWER-MERGE will pull all the music elements up to this point and leave a 1-second interval between play times.

## END OF HOUR MATRIX:

The use of the End of hour matrix is to configure program elements to conform to MediaTouch specifications. Ideally, this time should be a time a few seconds before the music matrix time. As with the Music matrix you will be presented with a day hour grid.

END OF HOUR 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	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Mon	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Tue	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Wed	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Thu	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Fri	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
Sat	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57

Alt-P Copy Prior Hour, Alt-C Copy Prior Day - Esc to Exit

After selecting one of the hours, you are prompted with the following end of hour definition screen.

<b>END OF HOUR</b>
<b>"MM:SS" : 57:50</b>
<b>Sunday - Midnight</b>

This is where you determine in minutes and seconds the time for the end of hour matrix. In the above example you can see we have selected our end of hour to occur at 57:50 and this will have the effect of giving all elements that fall after the 57th minute, the air time of 57:50. This allows MediaTouch to read in the information without any problems.

## SPECIFIC FILE FORMATS

### 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	TITLE	enter "TI" for song title here
28 - 53	ARTIST NAME	enter "A1" for artist name here
60 - 63	ENTER RUNTIME HERE	enter "RT" to give duration

### BREAK EVENTS

COLUMN NUMBER	TEXT	FIELD
1 - 7	MEDIA FIELD	enter "Media Field"
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	TITLE	enter "TI" for song title here
28 - 53	ARTIST NAME	enter "A1" for artist name 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

## **COMMAND TO EXEC AFTER EXPORT:**

In cases of Novell Network users, you may wish to utilize the "FLAG" command to mark the files as shareable once they have been exported from the system. You would then enter the command line for the desired command. In more advanced cases a batch file can be written to copy the exported file to another destination before running the flag or share command. In this case, the path to the batch file must be entered. Note that since VER 2.0G and Higher the parameter "%F" (File Name) can be passed to the batch file at this point.

## **PASS ANNOUNCERS INTO COPY ID FIELD:**

With users of the Columbine traffic system it is possible to have the announcers names passed into the copy ID field of MTS. This is done by using the Video field in Columbine to provide the announcers name and POWER-MERGE will place the details into the copy ID field. This is useful in cases where the separation of voices during commercial or programming is required.

## **MUSIC INCLUDE SELECTION:**

The music include selection grid allows the user to specify which hours of the day they wish to import music from. Normally all hours in this grid would be turned to "Y". However there may be a case where it is necessary to import just the non-music items e.g. traffic break commands only and have the additional program material added by hand in the merger. If for any reason during the importing of the music a certain section of the day is not imported then it is useful to check that the grid has all hours still turned on.

## **END OF HOUR UPDATES:**

The End of Hour update Commands are used for the better placement of programming and to allow the roll over from one hour to the next. Normally these are sent down with the music from the music scheduler. However in the case of a station that is just converting commercials and not merging music but template elements it is necessary to provide the ability to place End of Hour update commands. The command is placed at the time stipulated in the program configuration and the End of Hour placement grids allows selection of the hours that the event has to take place.

## 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 MTS System 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	Will prompt the user with a calendar to select a date and will pull in music spots and any logical templates.
TEMPLATES	Will bring up the list of templates for editing or merging.
SELECT	Will allow user to select which type of file to import.

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 logical templates. E.g.: MON.TMP for a Monday template. After the loading process has finished you will be prompted to recalculate the logs. It is advisable to recalculate, as it will present you with accurate schedule times for editing. You will also be prompted to add End of Hour commands (Soft and Hard Branches). 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.

## TEMPLATES AND TEMPLATE MERGING:

Templates and Template merging is a relatively new field of schedule creation. It 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.

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 LOADING:

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 your 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 from midnight using military time. Templates can be offset by hours and minutes. Remember that in offsetting the templates the times will be re-referenced from the new beginning time. I.e.: An event that has to start at 2:30pm should have its template offset by 14H30 hours.

## 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 playlist. 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.

## EVENT EDITING:

During schedule editing the following keystrokes are possible:

COMMAND	FUNCTION
ALT-C	Un-marks or clears all "marked" events with one keystroke.
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. After changed all items are unmarked.
ALT-U	To Unload or export an edited file.
F2	Perform the break filling routines. Do a study of the breaks to be filled
F3	Toggle Sort from Airtime, Cart Number, and Title.
F4	Trim the music times. Trim music and curb the music times.
F5	Print out schedule in your desired style. This is also where you begin to obtain a formatted composite log from POWER-MERGE.
F6	Change the view of the events details.
F7	Apply the End Of Hour Sync commands to the merged schedules.
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.
DEL.	Delete the currently highlighted event.
EDIT	To edit an entry, place the bar cursor on the item to be edited and press Enter or simply click the mouse to move the cursor to the item to be edited then click again to start editing. REMEMBER: "Control Enter" (^Enter) finishes the editing and saves the changes or ESC will abort the changes.
ESC	To exit the Program.

## EVENT EDITING CONT.:

COMMAND	FUNCTION
<b>INS</b>	Insert new items just before the item highlighted, same as new item but the airtime is already prompted to properly make an insert.
<b>A</b>	Change the active station.
<b>C</b>	Configuration of the stations and printer commands.
<b>J</b>	JUMPS to preselected time in the schedule by entering time.
<b>M</b>	"Pick-Up and Move" the currently highlighted event.
<b>R</b>	To Recalculate airtimes based on duration's of spots & music. This calls on the same Recalculating time procedure as described earlier in this document.
<b>S</b>	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.
<b>Space</b>	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:

**Spot or Music:** An event using the necessary fields.

Cart Number: Supply relevant cart number.

Event title: Supply the events title

Duration: Enter the duration of the event

Intro. Time: Enter the events intro. Time if it is a music event.

Airtime: Enter the approximate airtime for the event.

Priority: To force change a line up where certain events have the same time this priority number (1-9) will give the event a priority according to its status.

Audio Cat: Enter the audio category for the event.

Sync: Enter the events sync function.

N-S Field: Value to be passed to the N-S field in MTS

Function: Enter the function code for the event.

Event type: Enter event type.

Begin Minute: enter events begin time

Copy ID: Enter the copy ID Information is using.

Announcers: Enter the Announcers information if using.

Dropable for Auto-fill: If this event is used in a Must fill Break, Can it be dropped or not?

Drop in the presence of ANY traffic events: Do you want this event to be dropped in the event that the break receives events from traffic during the merge.

**Traffic Break:** labels 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.

Event type: T= Traffic break.

**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.

Cart Number: Automatically filled as "FillDef."

Event title: Supply the events title

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

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.

## RECALCING TIMES:

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 at 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.

## 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.
RELOADABLE	Will export the log to production for further editing. 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.

<b>ALL</b>	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.
<b>TEMPLATES</b>	Will bring up a directory of the available templates. Select file and press enter.
<b>SELECT</b>	Will bring up a selection of the various types of available files.

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.

<b>MTS LOG</b>	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.
<b>TEMPLATES ARCHIVES</b>	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.