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Working with Traffic and Music Logs

ControlReady for Windows allows you to automatically import traffic/billing and music scheduling logs from 3rd party systems. Rather than manually typing in the code of every wave file you want to play, importing these logs builds a list that saves you hundreds and thousands of keystrokes.

Unlike other digital systems, our system lets you configure us to read ANY format. You do not have to pay for any special interfaces to make this work. Most log programs can "print" the log that normally comes off your printer to an ASCII/text file. Even if there is no specific key in the program to do this, we can generally show you how to make your log program print to a floppy disk/file even if it thinks it sending it to your printer.

As long as your logs show the wave file/music code/numbers in some kind of a column, and the air times in some kind of column, we can read it. The columns can be anywhere on the page, and the log can have all sorts of other columns, and information which we will automatically skip over.

The Format of the Log

ControlReady for Windows will work with all traffic logs that are in ASCII TEXT format.

Traffic software and music software makes you create a unique name, number, or code for every wave file or song you want to schedule. 99% of the systems out there force you to use numbers, from 1 to 8 digits. Some allow letters, spaces, or a combination of characters.

MediaLog and Automate will read numbers, spaces, and letters, or any combination there of, from 1 to 8 characters long. The trick is to save your audio recordings in MediaLog/Automate with the exact name/code/number as the name/code/number you refer to in your scheduling system.

Thus if you have a wave file 500 in your traffic log, you must save the wave file as 500 in MediaLog. If you have a wave file in your traffic log as 0500, it must be saved in MediaLog as 0500.

The Format

There is no single format. We can work with anything so long as:

- All wave file code/number/names appear in some kind of column through the log printout.
- AirTimes also appear on the same line as the wave file code/number/names.
(Note: An air time doesn't have to appear with every single wave file, but we recommend it.)

Air Times can be military time 15:24:00
or Civilian 03:24:00 pm

Look at your PRINTED log. If your log shows your wave file number/name/codes, and airtimes, in some kind of columnar printout, you are halfway there.

The column can be anywhere on the page as long as it's consistent throughout the report.

For example:

```
-----Traffic Log -----  
  
10:00:00        500                    Burger Queen :30  
10:00:30        750                    Taco Prince :60  
10:01:30        PSA3                    Buckle Up :60
```

In the above example, the air time is military, and 4 spaces from the left hand margin. (we call this the offset). The wave file names appear 22 spaces from the left hand margin.

These are the only two pieces of information we need to scan in the entire log. We ignore everything else and simply home in on these two columns to find wave files and songs.

When we import, there is a lot of flexibility. We will ignore any line that doesn't have a wave file code that corresponds to something recorded on your hard-drive.

Had the air time been in civilian time, we would have also noted the number of characters from the left hand margin that the AM, PM, a or p, occurred.

Had only the first airtime been there, all three would have been scheduled in your 10:00 break as shown. We update the time when we see a different one, if we don't we assume they all go together. Either way works.

Some logs "right justify" codes in their column. This is okay since we will STRIP preceding spaces. We strip trailing spaces as well. We can also ignore format characters if they are surrounded by parenthesis, brackets, etc.

Making your traffic system generate this kind of file:

If you are not sure whether your traffic log is, or can be, in ASCII TEXT format, check the documentation that came with the traffic/music software.

Changing the printer configuration of your traffic/music program:

Many log programs have a printer configuration screen that can redirect the printed output to a file. With systems like this, you would do the following:

- Print your log as you would normally (if you still want hard-copy).
- Go to the configuration screen.
- Change the printer destination to file (if it asks for a file destination, we recommend printing it directly to a floppy disk, i.e. A:\traffic.log or A:\music.log).
- Reprint the log, and the program will now send the log to the designated file.

Some traffic software lets you choose a printer every time you print. With these programs it's even easier since anytime you print a log, you can choose whether you are printing it to disk or the printer.

Using a built-in function in your traffic log:

Some traffic/music programs include a built in screen that lets you send the log for a digital system. Some traffic/music programs may include our name in the list of choices. Others may have other vendors, and some traffic companies can provide you one with our name for a fee.

Remember, since we read all formats, it may be possible to choose another digital system format and configure us to read it.

As a rule most traffic systems work with ASCII files. Therefore, if MediaLog/Automate/WireReady isn't a choice, try another choice.

You can e-mail, fax, or download the file to us. We will look at it and show you how to configure us to read it. Customers with turnkey remote support can have us remotely connect to the computer and do this for them.

If you want a one-key choice that has our name in it, feel free to call the traffic vendor. Some may offer it for free, and others may charge. However, we have discussed several methods that are FREE and only take a couple of steps to get the same job done.

Where the Traffic/Music Log Needs to Be

MediaLog and ControlReady for Windows needs to know where to find the traffic log. You can specify where the log is from within the ControlReady for Windows program. Therefore, the drive, directory and filename of the traffic log to import are variable. The only issue is that the traffic log can be accessed from the PC that ControlReady for Windows is run on.

If the traffic log is on a PC which ControlReady for Windows does not have access to (i.e. the trafficking system is on a different PC than ControlReady for Windows, and the PC's are not on a LAN), then the traffic log will need to be put on a floppy disk and copied to a drive ControlReady for Windows can access.

If you have the traffic/music program saving the log with a name, this name must be known when you import it.

For example if you saved the traffic log to A:\TRAFFIC.LOG on a disk, when you bring the disk over to ControlReady for Windows, you will need to type A:\TRAFFIC.LOG when it asks you for the name and path of the log file.

If you are on a LAN, and all your computers are connected, and you save it to F:\traffic.log, you would import it as F:\traffic.log. It works the same, except you don't have to carry a disk.

How to Configure ControlReady for Windows to Work with Your Log

Your traffic log contains a lot of useful information, but the only thing that ControlReady for Windows wants to know is "what are the wave file codes/names/numbers?".

In order for us to find the wave file codes you need to specify two parameters:

- Offset--The number of characters from the left that the wave file code begins.
- Length--The max number of characters long of the wave file codes in the traffic log.

For example, you need to tell ControlReady for Windows that within the traffic log the first character of the wave file code is 15 characters from the left and the length of the wave file codes is 5. Incidentally, these are the parameters for CBSI's trafficking system.

How do you know what the two numbers, the offset and the length, are? The best way is to use the DOS "EDIT" command. When you bring your log up with the "EDIT" command, you can see what the Offset is by positioning the cursor under the first character of the wave file code and seeing what number is displayed on the far right of

the last line on the screen. That is the Offset. The Length is the maximum length the wave file code can be in the trafficking log. This may be set by the trafficking software and cannot exceed eight (8) characters.

To Set These Parameters in ControlReady for Windows:

These settings can be changed manually, or the Setup32 utility program can be used to configure the log import settings. See the *Manual For The Setup32 Utility* document for instructions on configuring the ControlReady for Windows settings.

The Log Import settings are stored in the user's *.ini file. The path to locate this file is "[server letter]:\wire\users\[user name]\[user name].ini" (i.e. w:\wire\users\onair1\onair1.ini). Use Windows Explorer or DOS to locate and open the ini file for editing.

The Automation section contains the settings that will need to be configured to import logs. Below is the Automation section of an ini file, with the lines that are used for importing logs. Check the section, *The User *.ini File*, for a complete list of settings in the ini files.

ImportTrafficWave FileOffset= 15

The number of characters from the left that the wave file code begins.

ImportTrafficWave FileLength=5

The max number of characters long of the wave file codes in the traffic log.

ImportTrafficFillByMode=0

0=Fill By Air Time; 1=Fill By Length *see below

ImportTrafficAirTimeOffset= 1

The number of characters from the left that the air time begins.

ImportTrafficAmPmOffset= 1

The number of characters from the left that the AM/PM begins.

ImportTrafficBreakTolerance= 1

The number of seconds of tolerance that is used for filling the break. This is used to determine what Wave Files to include or not include. It is also used for comment purposes in the report file.

ImportTrafficReportFilename=c:\ImportReport.rpt

The fully qualified filename of the report file. Any existing data will be deleted before writing the new data.

ImportMusicWave FileOffset= 1

The number of characters from the left that the wave file code begins.

ImportMusicWave FileLength= 1

The max number of characters long of the wave file codes in the music log.

ImportMusicFillByMode=0

0=Fill By Air Time; 1=Fill By Length *see below

ImportMusicAirTimeOffset= 1

The number of characters from the left that the air time begins.

ImportMusicAmPmOffset=1

The number of characters from the left that the AM/PM begins.

ImportMusicBreakTolerance=1

The number of seconds of tolerance that is used for filling the break. This is used to determine what Wave Files to include or not include. It is also used for comment purposes in the report file.

ImportMusicReportFilename=c:\ImportReport.rpt

The fully qualified filename of the report file. Any existing data will be deleted before writing the new data.

*The FillByModes

Fill By Air Time

Fill By Air Time, is used if air times appear in your log. You will have to specify the offset of where the AM or PM, a or p occurs if the time is not military. If the times in the log are in military time, leave the AMPMOffset at 0.

Fill By Length

Fill By Length literally lets you stuff your breaks. As we scan your log we fill the breaks, and move to the next one as soon as the first is filled. This is generally used for people who don't have air times in their logs, or in the case of music selection software that doesn't keep time very well.

The Tolerance setting tells us by how much we can be over the break time before moving forward. In the case of commercial imports we recommend this value not exceed 5 seconds.

In the case of music on hard-drive, we recommend around 100 or so seconds since most stations float their time throughout the hour. In this fashion some breaks may be + or - 100 seconds but you'll backtime towards the top of the hour, so it all works out.

Tolerance settings also determine if we call attention to a possible error when we print your log import reports.

How to Set Up an Automation Program to Import the Traffic/Music Log

ControlReady for Windows needs to know where in the Automation Program you want the wave file codes to be inserted. This is done with the Scheduled Break or Scheduled Music Sweep command. Simply put, a Scheduled Break/Music Sweep command wherever you want wave files listed in the traffic log to be inserted. But you must first set up the Scheduled Break/Music Sweep commands.

If you plan to import by reading air times off your log you must enter the hour and minutes/seconds that the break is supposed to be played. This is not necessarily the exact time the break plays since this may be ultimately determined by a satellite network tone or the end of a song, but this must correspond to the scheduled times in your traffic system.

The goal is to make us sync 1:1 with your traffic/music programs so everything lines up. The actual start times when you hear the breaks play don't necessarily have to be the start time you specify when setting up the command.

Check the Commands section of this manual for instructions on how to set up the Scheduled Break and Scheduled Music Sweep commands.

Throughout your automation programming, the Scheduled Breaks and Scheduled Music Sweeps determine where and how we pull the schedules off your traffic and music programs.

If you fill by airtime, we scan your logs and merge the scheduled plays into the breaks they were scheduled to play.

Note: airtime will schedule exactly what starts in between the start and end time of the break (determined by the length you specified in the break).

For example, if the start time is 12:00:00 and the length is 00:03:00, this means anything scheduled to play between 12:00:00 and 12:03:00 gets scheduled, even if you overfill the break.

In this case, we print an error report showing you any breaks that were over scheduled so you can quickly edit or override what we imported.

If we are filling your music based on length, then we fill the breaks until the next song we try to put in the music sweep exceeds the break length plus the tolerance you specified. If it exceeds, we place it in the next break.

How the Import Works

As discussed, when you import a log into an automation program, we scan the log and either import it by filling the breaks by length or airtime.

When we import, we first strip any old cuts scheduled before, then refill based on the log we are now scanning. For example, most stations have a program for each day, which gets re-used and re-scheduled in this manner.

For this reason, the import strips any Play commands under any Scheduled Break before importing the traffic log, and strips any Play commands under any Scheduled Music Sweep prior to importing a music log.

MediaLog automatically recognizes any rotation code or name and schedules the actual next-up wave file to be played based on that rotation.

Thus, if you schedule a wave file called 500 several times, but you've setup MediaLog to rotate several different Wave Files under a rotation called 500, we automatically convert and rotate the actual recordings that correspond to 500 following the date ranges you specified.

It is important to review the Automation Program before it is run on air to make sure that the Scheduled Breaks were filled as you intended them to be filled. After the system scans the Traffic/Music log, it generates an Import Report, which displays on the screen. Using this import report, you can quickly determine how well your import worked and, if necessary, manually edit and override any mistakes. This file can be saved or printed to review at a later time also.

The Import Report contains the following sections:

Missing Cart Codes

This lists the file names that could not be found in the custom folders. The user should check to determine why the listed codes are not found. Either the filename is incorrect, or the cart has not been created yet or has been saved into the wrong folder, or the wrong number was scheduled in the log.

Missing Cart Codes That Were Scheduled

If the system is configured to schedule missing carts, this will list the file names that were scheduled even though they are missing. This does not specify a problem, but can be used to confirm that all the carts will be recorded before the playlist runs.

Cart Codes with invalid start/stop date range

This is a list of carts that have a start date that has not arrived yet, or a stop date that has passed. Each cart can be set with a start and stop date and time, and if the "current" date is not within that range, the cart will be listed here. The date that is used for this is the one that was specified in the importing process. The user should check all of these files in the MediaLog to reset the start and stop date if they are expected to play in the playlist.

Cart Codes with out of range Air Times

This lists the file names that are scheduled in the imported log and there is not a Scheduled Music Sweep or Scheduled Break command with a time that matches in the playlist. The files will not be scheduled in the playlist, since we cannot determine where they should be scheduled.

For traffic log importing, either the log has scheduled a file to play at a time that is outside of a commercial break, or the Scheduled Break command is incorrect in the playlist. If running satellite programming, check to be sure the time in the traffic log and the Schedule Break command are set to cover the time of the break. With floating breaks, even though the breaks do not run at a set time, the break must be scheduled in the playlist at a set time and the traffic log should use that same time for the break.

For music log importing, the times of the songs in the music log do not line up with the Scheduled Music Sweep commands in the playlist.

Scheduled Breaks

This lists all of the times of the Scheduled Break or Scheduled Music Sweep commands in the playlist, and if they have been filled. The Time column lists the time of the Break/Sweep command. If there is a Description assigned to that command time, it will be displayed in the second column. The Length column displays the length set in that Break/Sweep. The Secs Off column displays how many seconds different from the Length the Break/Sweep has scheduled. The > +/- column displays if the filled Break/Sweep is off more than the tolerance setting from the configuration file. The End Time column displays the time that the Break/Sweep will end, based on the time it is scheduled and the length of files that were filled in the break.

Carts That Required Us To Search Multiple Paths In Order To Find Them

This lists any carts that were not in the Default Play Path, and the program had to look in other Custom folders to find. This is for informational purposes only, and does not mean that there are any issues with the import process.

Failed To Update Cart Codes

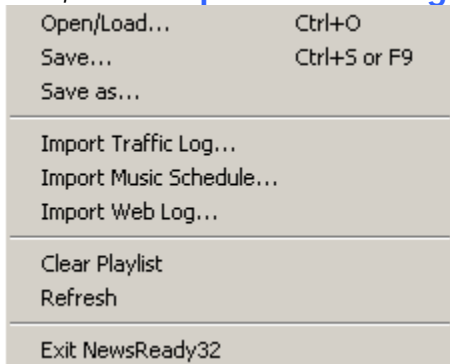
When the configuration file is set to update any fields during the import process, this will list any file names that the program was unable to update. The files need to be checked to see if they are read-only or if the user does not have permission to modify the audio files or the folder they are contained in.

How to Import a Traffic/Music Log

- 1) Open the Automate Deck Selector screen (**Alt-O**, or click on **Automate** button).
- 2) Go to an unused automation deck.
- 3) Assuming that deck is not running anything...
- 4) Hit the **Clear** button.
- 5) Hit the **LOAD** button or strike **F8** on the keyboard.
- 6) Choose the name of the playlist that you are importing the log to.

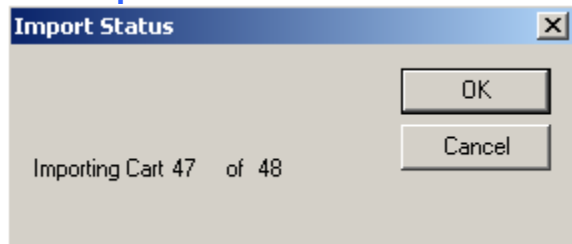
To import the traffic log (these instructions apply to the music log also, although the **Import Music Schedule** command would be used instead of **Import Traffic Log**):

- 7) While in the Automation Program which you want to import the traffic log to, choose **File**, then **Import Traffic Log** from the main menu. Or strike **Alt-F**, then **Alt-T**.

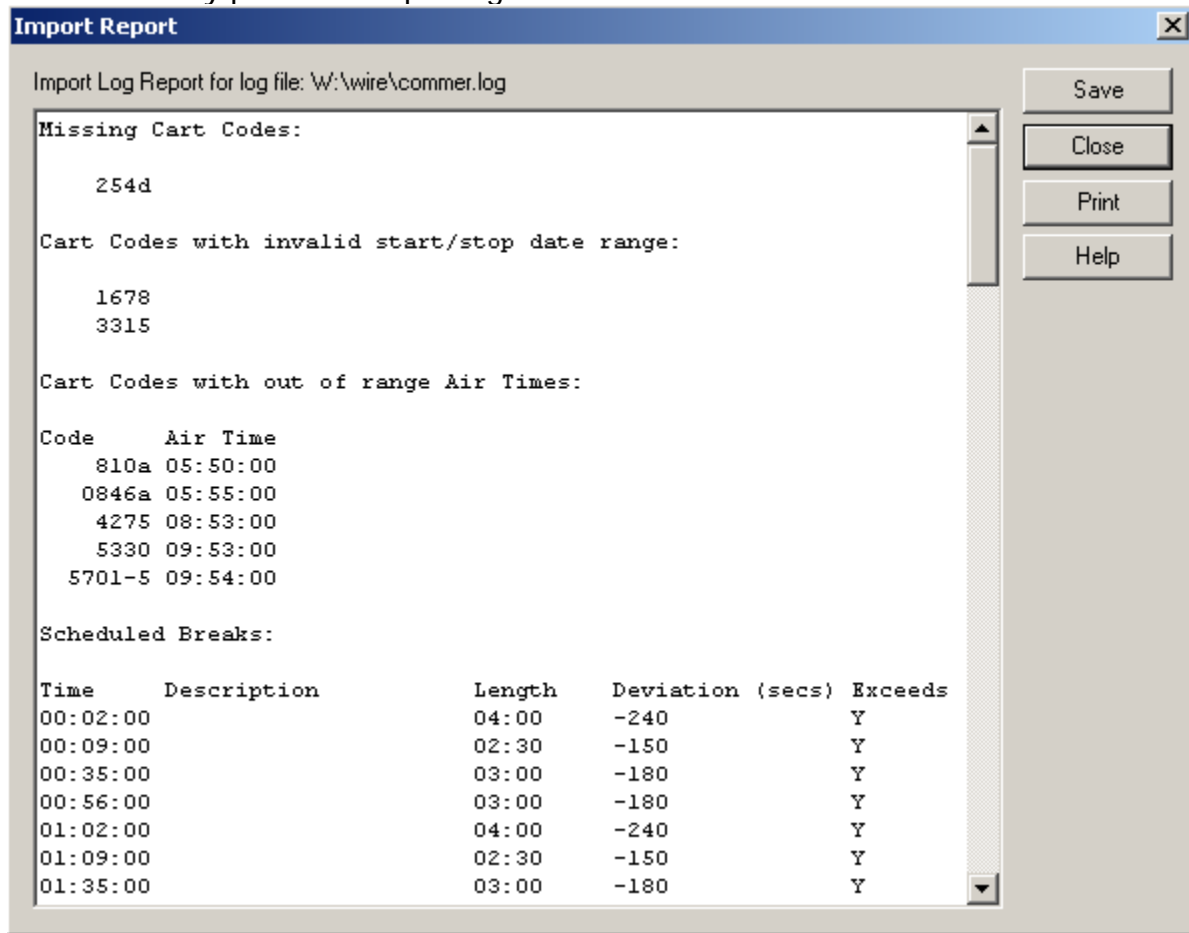


- 8) Choose the name of the traffic log that you want to import, and strike **Enter** or click **OK**. If the log is not in the folder that is open, navigate to the proper path/folder where the log file is located.

- 9) Enter the date that the log is imported for, and then strike **Enter** or click **OK** (if you are importing on Friday for Sunday's playlist, then you would use Sunday's date). The **Import Status** window will show the progress of the carts being imported.



10) When the automatic import is complete the **Import Report** window will open. The report that is generated will let you know how many files were imported and if there were any problems importing the files.



You can also print confirmation reports to quickly show how well the import took. PRINT THEM! There is no easier way to see how well the import took.

After the log has been imported it is a good idea to review the Automation Program and verify that the Scheduled Breaks are set up as you intended.

If you are also importing a music log into the same program, repeat the above steps for importing the music log, choosing **Import Music Schedule (Alt-M)** from the File menu.

Then MOST IMPORTANTLY, SAVE and OVERWRITE the Automation Program.

Turnkey customers can have us remotely connect to the computer and make sure their automation programs are correctly formatted with scheduled breaks and music sweep

commands, that their traffic logs are formatted correctly, that our import settings are correct, and with general day to day steps to do what we discussed in this handout.

Scheduling Automatic Imports in the Automation Decks

The **Control Deck** command can be set to import a Music or Traffic log into a playlist, and can be scheduled to import the log from within a running automation deck.

When using the Control Deck command to import a log, it uses the path of the last log imported into the deck. So as this is set up, it is best to first manually import a traffic or music log into a playlist in the deck that will be used.

In addition, each deck has configuration settings in the user's ini file to specify the log extensions. When using the Control Deck command, after the music or traffic log is imported, the extension is changed to show that the process was successful. In the user's ini, there is a group for each automation deck, [Automation Deck #] where # is the number of the deck. Under each group is the line "Filename Extension Original=log" that specifies what the file extension should be for the traffic or music log being imported. When the log is successfully imported, the file will be renamed with the extension ".wr".

The Control Deck command will only import into a playlist when the user is configured to use New Playlist Format. In the same user's ini file is a line "Use New Playlist File Format=" which should be set to "Yes" for the importing to work.

To use the Control Deck command:

On an unused line in an Automate Deck, double-click and choose the Control Deck command.

In the Control Deck dialog, choose the **Deck#** that the playlist is loaded in from the drop-down menu.

In the **Operation** field, use the drop-down menu to choose **Import Traffic** or **Import Music**.

Leave the **Filename Format** field set to Manual.

In the **Traffic Log** or **Music Log** field, enter the name of the log that will be imported into the playlist. The **Browse** button can be used to navigate to the file.

In the **Day of Week** field, enter the day of the week that the playlist will be run.

In the **If success, then continue with next line, else goto line field**, enter the sequence line number to have the playlist go to if the Control Deck command is not successful.

Click the OK button when all the fields have been set for the import.

The Control Deck command can be used for loading, importing and saving the playlist. When doing automated imports, it is best to use a series of Control Deck commands to make sure the correct playlist is being modified and saved. All of the commands should be set to use the same Deck#. Set up a series of commands similar to this:

Control Deck with the Operation set to **Load**. This will give the option of specifying the Playlist to load.

Control Deck with the Operation set to either **Import Music** or **Import Traffic**. This will give the option of specifying the Music Log or Traffic Log, and the Day of the Week.

Control Deck with the Operation set to **Save**. This will give the option of specifying the name to save the playlist as. Usually this would be the same name as the playlist loaded into the specified deck (and the one specified in the above Control Deck command where the Operation was set to Load).

Control Deck with the Operation set to **Clear**. This will clear the playlist out of the specified deck.