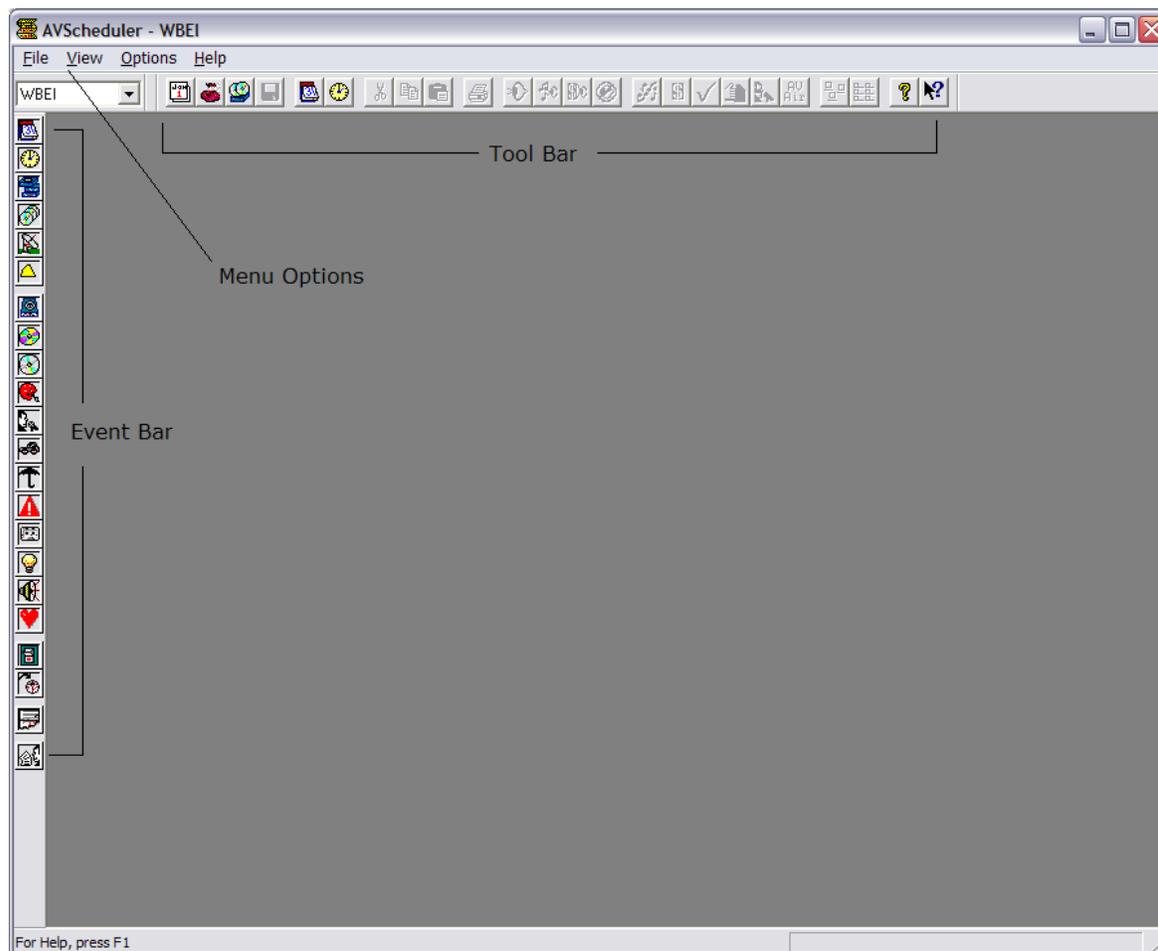


AVSCHEDULER SCREEN OVERVIEW

AVScheduler is a Windows-based application, so a lot of the toolbars and menus will feel familiar. In addition to the text menus, AVScheduler features a Toolbar and an Event Bar.



As you look at your AVScheduler screen, you will see the **toolbar** you will use to perform operations within AVScheduler. You will also see the **Event Bar** that you will use to build scheduling information.

THE TOOLBAR BUTTONS

The Event Bar

Events are the basic elements you use to build scheduling and format information. Once you have created an empty format hour, you can add event elements into that format by clicking on the appropriate icon on the Event Bar and dragging it into your empty format hour.



- Used to Create a new **DAY** in the Days Collection
- Used to Create a new **FORMAT** in the Formats Collection
- Used to Insert a **COMMERCIAL BREAK** into a Format Hour
- Used to Insert a **MUSIC SWEEP** into a Format Hour
- Used to Insert a **SATELLITE ELEMENT** into a Format Hour
- Used to Insert a **PROGRAM SEGMENT** into a Format Hour
- Used to Insert a **COMMERCIAL** into a Format Hour
- Used to Insert a **SONG** into a Format Hour



- Used to Insert a **VOICE TRACK** into a Format Hour
- Used to Insert a **GENERIC AUDIO EVENT** into a Format Hour
- Used to Insert a **COMMAND** into a Format Hour
- Used to Insert an **UPDATE** into a Format Hour
- Used to Insert a **COMMAND** into a Format Hour
- Used to Insert a **LIVE READ** into a Format Hour

The Toolbar

Just like any standard Windows toolbar, here you will find shortcut buttons that allow you to access menu options.



- Opens the **Calendar**.
- Opens the **Collections** Dialog.
- Opens the AVAir **Database**.
- Saves** the active window.
- Opens the **Days** Collection.
- Opens the **Formats** Collection.
- Cuts** the current line to the Windows Clipboard.
- Copies** the current line to the Windows Clipboard.
- Pastes** the contents of the Windows Clipboard.
- Prints** the current window.
- Expands** the contents of the current window.
- Expands** the **music** elements of the current window.
- Expands** the **traffic** elements of the current window.
- Collapses** all elements in the current window.
- Import music**.
- Import traffic**.
- Perform **Log Check**.
- Perform **Log Reconciliation**.
- Export** Log to AVAir.
- Arrange** icons within Collection windows.
- AVScheduler and contextual "What's This" **Help**.

CREATING COLLECTIONS

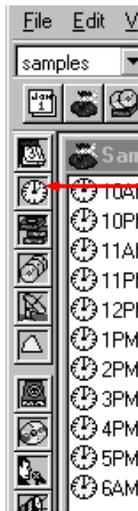
The first time you try to open a collection, AVScheduler will report that the collection is not found. Simply click **OK**, and the collection will be created. Save the new empty collection.

BUILDING FORMATS IN THE FORMATS COLLECTION

Each **Format** represents an hour's worth of programming. It will contain **slots** for music import information, **Commercial Breaks** to hold traffic import information, and any other elements you would normally play over the course of an hour.

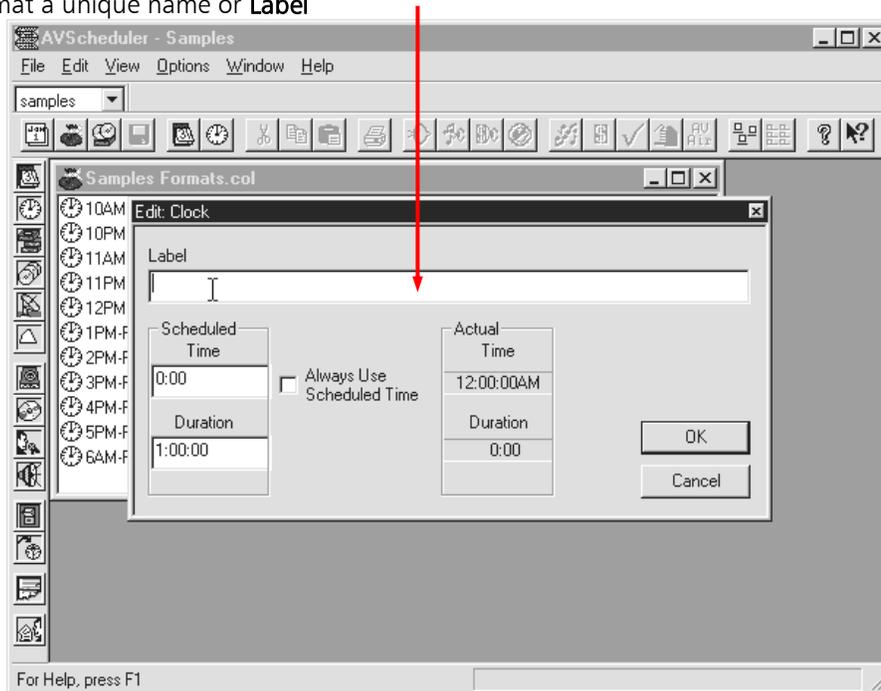
Open up the Formats Collection.

Drag a new blank **Format** into the collection.



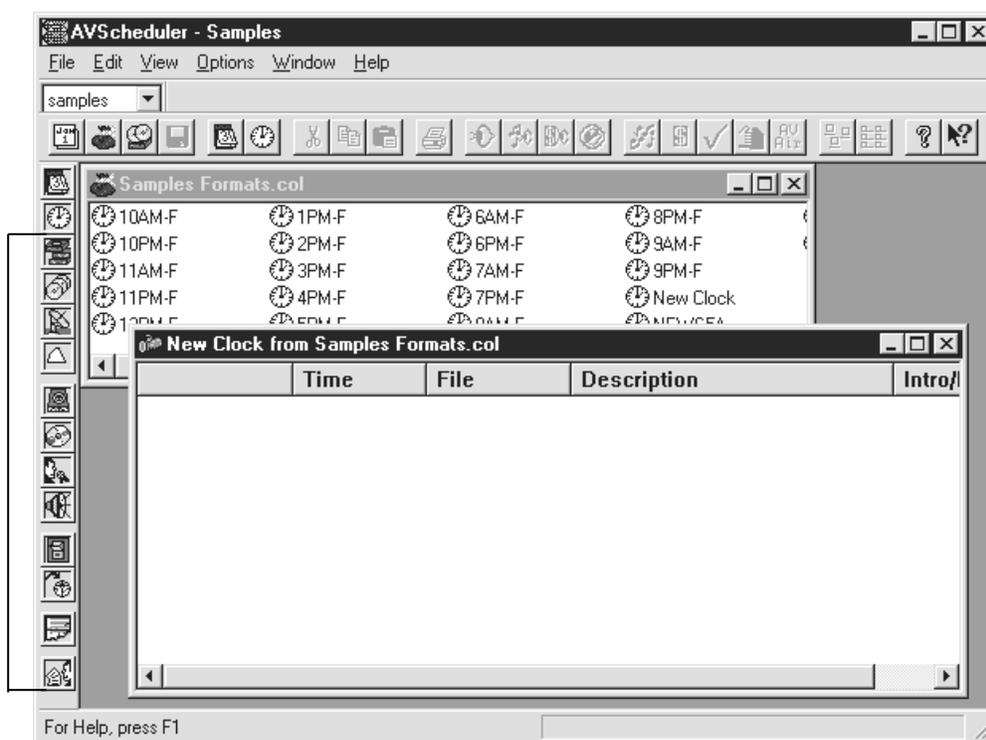
Use this icon to add a new **Format** to the Formats Collection. Simply click and drag the new Format in...when you let go, you will be prompted to **name** the new Format.

Give the Format a unique name or **Label**



Double-click on the New Format to open it. Now it's ready to accept Events.

Use the Event Icons to drag items into your blank format



When you drag in most type of events, you will see an edit dialog.

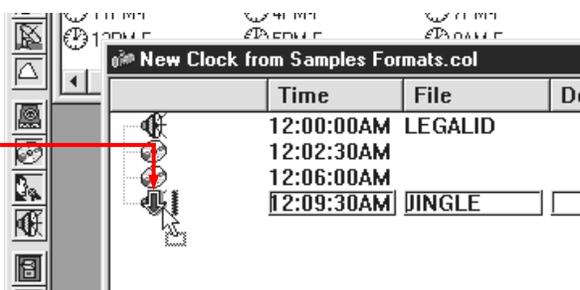


You have two courses of action:

- a. Assign a specific **File** name. If this were an event you want to play every time this format is scheduled, like a Legal ID or Jingle, you would want to hard code a specific file name.
- b. ~~Leave the **File** Name field blank. This creates a **slot** that can be filled by a Music or Traffic Import~~ 

As you add new events, click on the icon on the Event Toolbar and drag it into the Format. Still holding the mouse key, position the mouse pointer over the previous event so the Red Arrow points **down**.

Once you have built the Format, close it and **Save** the Collection.



EVENT TYPES



Used to Insert a **COMMERCIAL BREAK**. When you drag in a Commercial Break, you will be prompted for a **Scheduled Time**. Only put in the MINUTES after the hour that the break should air. For example:



Used to Insert a **MUSIC SWEEP**. For **Scheduled Time**, follow the same guidelines as you would for a Commercial Break.



Used to Insert a **SATELLITE ELEMENT**. This is basically a “placeholder” to fill time for Satellite Segments. Same **Scheduled Time** guidelines apply.



Used to Insert a **PROGRAM SEGMENT**. This is basically a “placeholder” to fill time for Program Segments. Same **Scheduled Time** guidelines apply.



Used to Insert a **COMMERCIAL**. Used for stations requiring individual Commercial “slots” instead of Commercial Breaks. Not required if using Nearest Time Fill.



Used to Insert a **SONG**. Used for stations requiring individual Music “slots” instead of Music Sweeps.



Used to Insert a **VOICE TRACK**. Required for use with the VoiceTracker feature.



Used to Insert a **GENERIC AUDIO EVENT**. Most commonly used for hard-coded Liners, Legal ID’s, and Sweepers.



Used to Insert a **COMMAND**. AVAir can process commands including:

Command	Code	Additional Arguments
Stop	STP	None
Turn Off Automation	OFF	None
Disable Updates	DSB	None
Enable Updates	ENB	None
Indicator On	RON	Indicator #1-15
Indicator Off	ROF	Indicator #1-15
Indicator Momentary	RMO	Indicator #1-15



Used to Insert an **UPDATE**. See next segment **Update Arguments**.



Used to Insert a **COMMENT** into the EVT file.



Used to Insert a **LIVE READ**. Used in conjunction with AirBoss.

UPDATE ARGUMENTS

Updates allow you to catch up the Format to real clock time. There are different types of Updates:

<u>Update Type</u>	<u>AVAir Command</u>	<u>Additional Parameters</u>
Simple	GTL	Time
Fade S	FGS	None
Fade M	FGM	None
Fade F	FGF	None
Deadroll	DRL	AV filename of Deadroll cut
Input	INP	Indicator Input #1-15

Simple Updates

At the Update End Time, the event scheduled immediately after the update will become the next event to play. All other events will be discarded.

Fade Updates

At the Update End Time, the event scheduled immediately after the update will become the next event to play. The event currently on the air will fade, and the event scheduled after the update will fire at the Update End Time. All other events will be discarded.

Deadroll Updates

Allows AVAir to start user-specified "Deadroll Files" that are back-timed to the Update End Time. The Deadroll File can be a rotating cart. Events are discarded as the Deadroll begins, and when the current event finishes, the Deadroll file fades in and rolls to the Update End Time.

Input Updates

Input Updates can serve two functions:

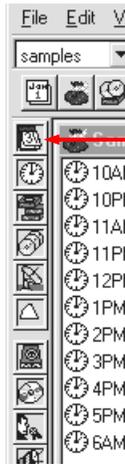
- 1) They can force AVAir to stop and wait for an outside contact closure (an Input)
- 2) If AVAir is in Auto Mode and AutoSegue is enabled, an Input Update will actually start AVAir at the Update End Time.

BUILDING DAYS IN THE DAYS COLLECTION

This is similar to building Formats, except instead of using Events as your building blocks, you use Formats.

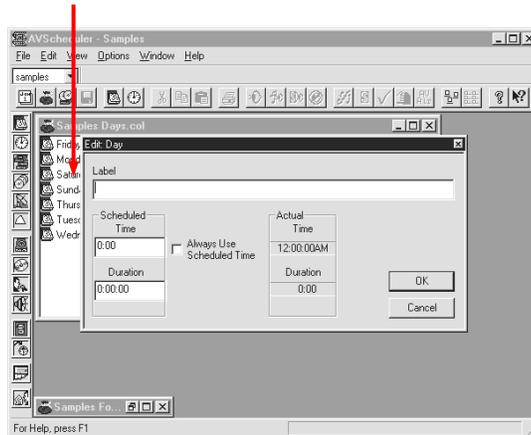
Open up the Days Collection.

Drag a new blank Day into the collection.

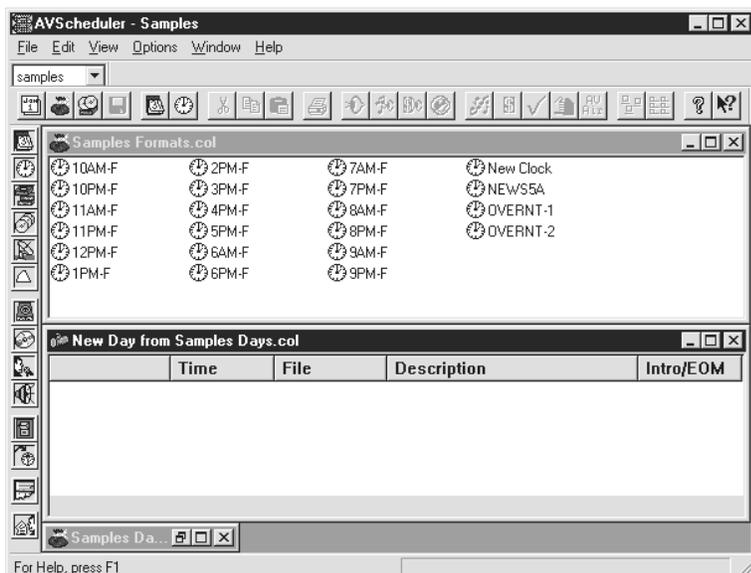


Use this icon to add a new Day to the Days Collection. Simply click and drag the new Day in...when you let go, you will be prompted to name the new Day.

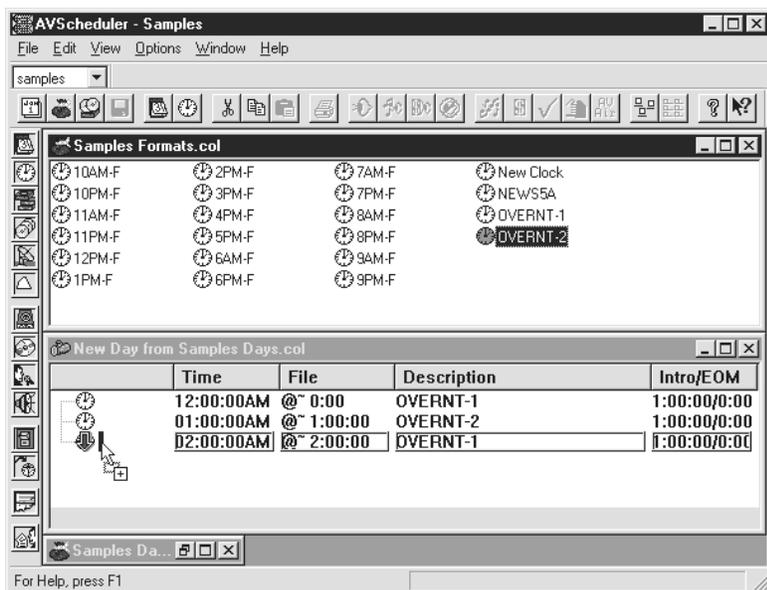
Give the Day a unique name or **Label**



This is where Screen Real Estate gets tricky. Double-click to open the new empty Day, minimize the Days Collection and open the Formats Collection. With the New Day and the Formats Collection open; click **Window** and **Tile Vertically** on the Menu. You should wind up with something like this:



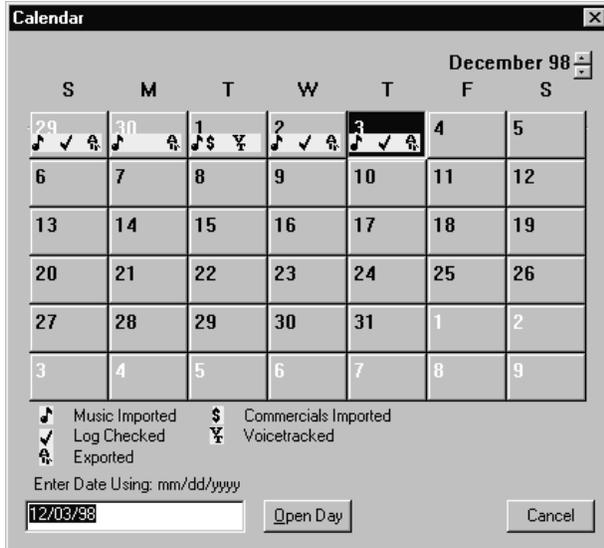
Now, we drag in Formats to build the Day just like we added Events to Formats.



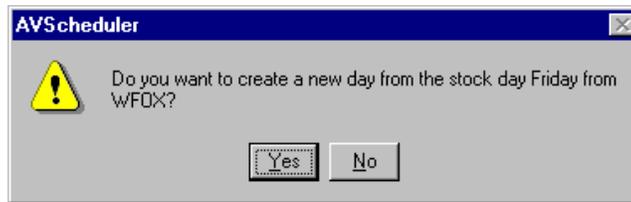
When your Day is complete, close it and **Save** the Collection.

SCHEDULING FROM START TO FINISH USING COLLECTIONS

When you open AVScheduler, you will see the Calendar. Select the Date you want to schedule, and hit Open Day.



AVScheduler will ask you if you want to create your new day from the **stock day** from your Days Collection, in this case the stock **Friday** from a station called **WFOX**.



~~Now that you have your Date created, it is ready to have your station's data imported into it. Right now, it contains "slots" to accept specific information stored in the files generated by your Music and Traffic software. To make this as easy as possible, we've grouped together on the Toolbar the 5 icons you will use the most.~~



~~The **Import Music** icon will open a Win95 dialog box and allow you to select today's music log. The **Import Traffic** dialog box will open a Win95 dialog box and allow you to select today's traffic log. The **Log Check** Icon compares the scheduled information with the data stored in the AVAir database and will generate a report of what is missing or out-of-date. The **AVAir** icon will export your schedule to the AVAir machine as an EVR (event ready) file. When the AVAir machine "sees" that file, it appends it to the information in the Log tab, and renames it as an EVT (event today) file. The **Reconcile** icon will compare what was scheduled to what actually ran and prepare a report that can show if events were played outside a specific window, or were skipped or added.~~

Step-by-Step Procedure

- Click on the AVScheduler Icon on the desktop.
- Select a new date from the Calendar and click "Open Day."
- Click "Yes" if you want to use the stock Day from your Days Collection.
- ~~Import Music~~ 
- ~~Import Traffic~~.
- Perform a **Log Check**.
- Export to **AVAir**.
- Close AVScheduler.
- Yes, you do want to **Save** your work!